

AGENDA
SPECIAL MEETING
LAWTON ENHANCEMENT TRUST AUTHORITY
CITY HALL- 3rd FLOOR CONFERENCE ROOM
THURSDAY NOVEMBER 30, 2023– 3:00 P.M.

MEETING CALLED TO ORDER

ROLL CALL

STATEMENT OF COMPLIANCE WITH OKLAHOMA OPEN MEETING ACT, 25 O.S. 301-314

BUSINESS ITEMS:

1. Business
 - A. Consider approving submitted materials for payment.
 - B. Consider approving the monthly Treasurer Report.
 - C. Consider approving an Amended FY 2023-2024 operating budget and take action as deemed necessary.
 - D. Consider approving the First Amendment to the Fiscal Year 2023-2024 Agreement for Limited Services with the City of Lawton and take action as deemed necessary.
2. Adjournment

"The City of Lawton encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if interpreters for the deaf (signing) is not the necessary accommodation."

FIRST AMENDMENT TO THE FISCAL YEAR 2023-2024
AGREEMENT FOR LIMITED SERVICES

Whereas on the 24th day of October 2023, the Lawton Enhancement Trust Authority [“Authority”] and the City of Lawton [“City”] entered into an Agreement for Limited Services wherein the City agreed to provide the Authority the following:

- a. Hotel/Motel Tax- General Fund. Pursuant to City Council Resolution No. 23-145, the City shall allocate to the Authority an amount not to exceed \$112,460.00 from the Hotel/Motel Tax – General Fund collected during the 2023-2024 fiscal year. Said Funds are estimated as specified in the Authority’s approved Budget (attached hereto as “Exhibit A”), to be disbursed pursuant to the claims process outlined herein. Funds not expended during the fiscal year will remain in the Authority’s account.
- b. LETA Beautification Fund. Pursuant to City Council Resolution No. 19-98 the City shall allocate funds from the LETA Beautification Fund to the Authority the total proceeds from the fund collected during the 2023-2024 fiscal year. Said Funds are estimated as specified in the Authority’s approved Budget (attached hereto as “Exhibit A”), to be disbursed in monthly increments.
- c. Holiday in the Park Fund. Pursuant to City Council Resolution No. 23-145, the City shall allocate to the Authority an amount equal to \$100,000.00. (LETA will provide administration and oversight for this funding, and the Holiday in the Park improvements will be planned and managed by the Holiday in the Park Committee.) Said Funds are estimated as specified in the Authority’s approved Budget (attached hereto as “Exhibit A”), to be disbursed pursuant to the claims process outlined herein.
- d. Fireworks Display Fund. Pursuant to City Council Resolution No. 23-145, the City shall allocate to the Authority an amount equal to \$100,000.00. (LETA will provide administration and oversight for this funding, and the Freedom Festival improvements will be planned and managed by the Freedom Festival Committee.) Said Funds are estimated as specified in the Authority’s approved Budget (attached hereto as “Exhibit A”), to be disbursed pursuant to the claims process outlined herein.
- e. Elmer Thomas Park Improvements. Pursuant to City Council action on June 27, 2023, the City shall allocate to the Authority an amount equal to \$75,000.00. Funding is to support the extension of the Elmer Thomas Park Playground, an extension specifically designed for special needs children. LETA will provide administration and oversight for this funding, and the Elmer Thomas Park improvements will be planned and managed by LETA. Said funds are specified in the Authority’s approved Budget (attached hereto as “Exhibit A”), to be disbursed pursuant to the claims process outlined herein. Any unexpended appropriations from the additional one-time 2023 allocation

of \$75,000.00 to Elmer Thomas Park improvements will remain in their account perpetually for future use.

Whereas, the One Hundred Twelve Thousand Four Hundred Sixty and No/100 Dollars (\$112,460.00) allotted in paragraph A.1. a. is solely from Hotel/Motel Tax.

Whereas, the City is agreeable to increase appropriations for LETA from the General Fund City At Large Contingency Account in the amount of Ten Thousand and No/Dollars (\$10,000.00), specifically for use by the LETA Cultural Preservation Committee.

Whereas, the City is agreeable to increase appropriations for LETA from the General Fund City At Large Contingency Account in the amount of Two Hundred Fifty Thousand and No/Dollars (\$250,000.00), to be used for the extension of the Elmer Thomas Park Playground, an extension specifically designed for special needs children.

Whereas the Authority has provided an amended budget for approval by the City incorporating Ten Thousand and No/100 Dollars (\$10,000.00) for the LETA Cultural Preservation Committee and Two Hundred Fifty Thousand and No/Dollars (\$250,000.00) for the Elmer Thomas Park Playground extension.

NOW, THEREFORE in consideration of the mutual obligations, covenants, terms, and conditions of the parties recited in the original Fiscal Year 2023-2024 Agreement for Limited Services and the additional funding items set forth herein, the City and Authority agree as follows:

1. To strike General Fund language from paragraph A. 1. a. so it reads as follows:
 - c. Hotel/Motel Tax—~~General Fund~~. Pursuant to City Council Resolution No. 23-145, the City shall allocate to the Authority an amount not to exceed \$112,460.00 from the Hotel/Motel Tax —~~General Fund~~ collected during the 2023-2024 fiscal year. Said Funds are estimated as specified in the Authority’s approved Budget (attached hereto as “Exhibit A”), to be disbursed pursuant to the claims process outlined herein. Funds not expended during the fiscal year will remain in the Authority’s account.
2. To correct a scrivener’s error on page 2, amending paragraph A.1.c. to A.1. e and add language to allocate an additional \$250,000.00 from the City at Large Contingency Account as follows:
 - e. e. Elmer Thomas Park Improvements. Pursuant to City Council action on June 27, 2023, the City shall allocate to the Authority an amount equal to \$75,000.00 from the City at Large Contingency Account. The City agrees to allocate an additional \$250,000.00 from the City at Large Contingency Account. Funding is to support the extension of the Elmer Thomas Park Playground, an extension specifically designed for special needs children. LETA will provide administration and oversight for this funding, and the Elmer Thomas Park improvements will be planned and managed by LETA. Said funds are specified in the Authority’s approved Budget (attached hereto as “Exhibit A”), to be disbursed pursuant to the claims process outlined herein. Any

unexpended appropriations from the additional one-time 2023 allocation of \$75,000.00 and the additional \$250,000.00 for ~~to~~ Elmer Thomas Park improvements will remain in their account perpetually for future use.

3. To create paragraph A.1. f. as follows:

f. Cultural Preservation Fund. City Council agrees to allocate \$10,000 from the City At Large Contingency Account specifically for use by the LETA Cultural Preservation Committee for supporting the proper care of historical properties and artifacts that have significant cultural value to the City of Lawton. The funds are to remain in LETA's account perpetually for use by the Cultural Preservation Committee. The funds will be made available by the City to the Authority in the claims processing manner as set forth in the original Fiscal Year 2023-2024 Agreement for Limited Services.

4. Exhibit "A" which is attached and incorporated herein, is approved and accepted by the City as the Authority's amended budget.

5. All other terms and conditions of the original FY 2023-2024 Agreement for Limited Services will remain in effect unaltered by this amendment.

IN WITNESS WHEREOF, the parties have hereunto set their hands to this First Amendment on this ____ day of _____, 2023.

CITY OF LAWTON, OKLAHOMA
A Municipal Corporation

By: _____
STANLEY BOOKER, MAYOR

ATTEST:

DONALYNN BLAZEK- SCHERLER

Approved as to form and legality for the City of Lawton, Oklahoma this ____ day of _____, 2023.

TIMOTHY WILSON, ACTING CITY ATTORNEY

LAWTON ENHANCEMENT TRUST
AUTHORITY, a public trust,

By: _____
JAY BURK, CHAIRMAN

ATTEST:

SECRETARY

Exhibit A
LAWTON ENHANCEMENT TRUST AUTHORITY
FY 2023/2024 *AMENDED* OPERATING BUDGET

Income	Estimated Beginning Budget	Estimated Income	Projected Total Resources	Estimated Expenses	Ending Budget Balance
LETA Hotel/Motel Tax	\$102,823.30	\$190,387.00	\$293,210.30	\$144,229.00	\$148,981.30
H/M Freedom Festival	\$0.00	\$214,459.00	\$214,459.00	\$214,459.00	\$0.00
H/M Holiday in the Park	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00
Court Fees (Beautification Fund)	\$47,430.68	\$58,128.00	\$105,558.68	\$66,000.00	\$39,558.68
Earned Interest	\$0.00	\$782.00	\$782.00	\$0.00	\$782.00
Trash Off Event Fees	\$0.00	\$225.00	\$225.00	\$0.00	\$225.00
Eye Candy Awards Banquet Sales/Donations	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00
Other Donations and Income	\$158.61	\$50.00	\$208.61	\$0.00	\$208.61
Project Donations	\$19.12	\$10,000.00	\$10,019.12	\$0.00	\$10,019.12
Freedom Festival	\$28,809.23	\$42,500.00	\$71,309.23	\$41,892.00	\$29,417.23
Children United	\$129,490.06	\$370,000.00	\$499,490.06	\$499,490.06	\$0.00
Committed Funds	\$118,597.00	\$0.00	\$118,597.00	\$118,597.00	\$0.00
Cultural Preservation	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
Restricted Cash	\$228,862.35	\$50,000.00	\$278,862.35	\$187,843.01	\$91,019.34
TOTAL INCOME	\$656,190.35	\$1,047,031.00	\$1,703,221.35	\$1,382,510.07	\$320,711.28
Expenses					
General Office Supplies					\$50.00
Repairs, Maintenance and Replanting					\$38,709.00
Rental/Publishing/Printing					\$750.00
Professional & Technical Services					\$1,750.00
Postage					\$500.00
Dues & Memberships					\$600.00
Other Expenses					\$1,500.00
Bank Service charges					\$70.00
LETA Grant Awards					\$179,282.00
Local Grant Expense					\$185,643.01
Eye Candy Awards					\$12,000.00
Yard of the Month					\$1,700.00
Beautification Projects					\$89,315.00
Playground in the Park					\$200.00
H/M Holiday in the Park					\$100,000.00
Trash Off Event Fees					\$4,600.00
Freedom Festival					\$41,892.00
Children United					\$499,490.06
H/M Freedom Festival					\$214,459.00
Cultural Preservation					\$10,000.00
TOTAL EXPENSES					\$1,382,510.07

H/M TAX Fund & Beautification Fund (Court Fees)	Other Funds	Restricted	
\$0.00	\$41,892.00	\$2,000.00	2nd Street
\$0.00	\$499,490.06	\$40,000.00	CH Dome Lights
\$50.00	\$118,597.00	\$95,643.01	(CU) Playground
\$36,709.00	\$10,000.00	\$50,000.00	Goldstar Family
\$750.00	\$669,979.06	\$200.00	PITP
\$1,750.00		\$187,843.01	
\$500.00			
\$600.00			
\$1,500.00			
\$70.00			
\$100,000.00			
\$12,000.00			
\$1,700.00			
\$50,000.00			
\$4,600.00			
\$210,229.00			

Hotel/Motel Revenue Breakout		
LETA Apportionment	\$112,460.00	
Holiday in the Park Apportionment	\$100,000.00	
Freedom Festival Apportionment	\$100,000.00	June 28-29, 2024
LETA H/M Rollover	\$77,927.04	
Freedom Festival H/M Rollover	\$114,459.00	July 1, 2023
	\$504,846.04	