

CITY OF HURST
Work Session
Tuesday, August 9, 2016
5:30 p.m.
City Hall, First Floor Conference Room
1505 Precinct Line Road

AGENDA

I. Call to Order

II. Informational Items

III. Discussion of Agenda Items 7, 8, 9, and 10

Conduct a Public Hearing to consider adopting the Crime Control and Prevention District budget for fiscal year beginning October 1, 2016 and ending September 30, 2017

Consider Ordinance No. 2326, first reading, adopting the Crime Control and Prevention District budget for fiscal year beginning October 1, 2016 and ending September 30, 2017

Consider ordering the publication of the effective and rollback tax rates including a debt rate to be published on August 13, 2016, in the "Fort Worth Star-Telegram" to comply with truth-in-taxation laws

Consider vote on proposed tax increase for Fiscal Year 2016-2017

Paul Brown

IV. Discussion of Agenda Item 11

Consider Resolution 1651 adopting the City of Hurst Investment Policy

Paul Brown

Discussion of Agenda Item(s) 12, 13, 14, 15, and 16

V. Consider authorizing the city manager to enter into a contract with Cigna to administer the City of Hurst health plans, pharmacy benefits, and dental plans for eligible employees, retirees, and dependents effective 10/1/2016 through 9/30/2019

Consider authorizing the city manager to enter into a contract with Davis Vision to provide voluntary vision insurance to eligible employees and dependents effective 10/1/2016 through 9/30/2020

Consider authorizing the city manager to enter into a contract with Cigna to provide basic life insurance for eligible full-time employees and retirees, voluntary life insurance, and long term disability coverage for eligible full-time employees effective 10/1/2016.

Consider authorizing the city manager to renew with NexStep GAP insurance for eligible full-time employees effective 10/1/2016

Consider authorizing the city manager to enter into a contract with Compass Professional Health Services to provide patient advocacy services for all eligible full-time employees effective 10/1/2016

Matia Messemer

VI. Adjournment

Posted by: _____

This 5th day of August 2016, by 5:00 p.m., in accordance with Chapter 551, Texas Government Code.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at (817) 788-7041 or FAX (817) 788-7054, or call TDD 1-800-RELAY-TX (1-800-735-2989) for information or assistance.

**REGULAR MEETING AGENDA OF THE CITY COUNCIL OF HURST, TEXAS
CITY HALL, 1505 PRECINCT LINE ROAD
TUESDAY, AUGUST 9, 2016**

AGENDA:

5:00 p.m. - Hurst Crime Control Board (City Hall, First Floor Conference Room)

5:30 p.m. - Work Session (City Hall, First Floor Conference Room)

6:30 p.m. - City Council Meeting (City Hall, Council Chamber)

CALL TO ORDER

INVOCATION (Mayor Pro Tem Larry Kitchens)

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. Consider approval of the minutes for the July 19, 2016 City Council meeting
2. Consider Resolution 1650 ratifying the actions of the Hurst Crime Control and Prevention District Board
3. Consider Ordinance 2327, first and final reading, amending the school speed limit zone times in the City of Hurst
4. Consider authorizing the city manager to enter into a Professional Service Contract with the City of Fort Worth for the required Bacteriological, Lead and Copper, Unregulated Contaminates Monitoring Rule (UCMR), and Well Site Water Sample Analysis
5. Consider authorizing the city manager to enter into an annual contract with TJ's Sprinklers for citywide irrigation installation and repair services with the option to renew for four additional twelve month periods
6. Consider authorizing the city manager to enter into an annual contract with Fort Worth Window Cleaning for citywide window cleaning services with the option to renew for four additional twelve month periods

PUBLIC HEARING(S) AND BUDGET RELATED ITEMS

7. Conduct a Public Hearing to consider adopting the Crime Control and Prevention District budget for fiscal year beginning October 1, 2016 and ending September 30, 2017

8. Consider Ordinance 2326, first reading, adopting the Crime Control and Prevention District budget for fiscal year beginning October 1, 2016 and ending September 30, 2017
9. Consider ordering the publication of the effective and rollback tax rates, including a proposed tax rate, to be published on August 13, 2016, in the “Fort Worth Star-Telegram” to comply with truth-in-taxation laws
10. Consider vote on the proposed tax increase for Fiscal Year 2016-2017

RESOLUTION(S)

11. Consider Resolution 1651 adopting the City of Hurst Investment Policy

ACTION ITEM(S)

12. Consider authorizing the city manager to enter into a contract with Cigna to administer the City of Hurst health plans, pharmacy benefits, and dental plans for eligible employees, retirees, and dependents effective 10/1/2016 through 9/30/2019
13. Consider authorizing the city manager to enter into a contract with Davis Vision to provide voluntary vision insurance to eligible employees and dependents effective 10/1/2016 through 9/30/2020
14. Consider authorizing the city manager to enter into a contract with Cigna to provide basic life insurance for eligible full-time employees and retirees, voluntary life insurance, and long term disability coverage for eligible full-time employees effective 10/1/2016.
15. Consider authorizing the city manager to renew with NexStep GAP insurance for eligible full-time employees effective 10/1/2016
16. Consider authorizing the city manager to enter into a contract with Compass Professional Health Services to provide patient advocacy services for all eligible full-time employees effective 10/1/2016

OTHER BUSINESS

17. Review of upcoming calendar items
18. City Council Reports

PUBLIC INVITED TO BE HEARD – A REQUEST TO APPEAR CARD MUST BE COMPLETED AND RETURNED TO THE CITY SECRETARY TO BE RECOGNIZED

EXECUTIVE SESSION in Compliance With the Provisions of the Texas Open Meetings Law, Authorized by Texas Government Code Section 551.071, conduct a private consultation with City Attorney about contemplated litigation “James H. Watson v. Hurst, et al.”and to reconvene in Open Session at the conclusion of the Executive Session

ADJOURNMENT

Posted by: _____

This 5th day of August 2016, by 5:00 p.m., in accordance with Chapter 551, Texas Government Code.

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**City of Hurst
City Council Minutes
Tuesday, July 19, 2016**

On the 19th day of July, 2016, at 5:00 p.m., the City Council of the City of Hurst, Texas, convened in Special Meeting at City Hall, 1505 Precinct Line Road, Hurst, Texas, with the following members present:

Richard Ward)	Mayor
Larry Kitchens)	Mayor Pro Tem
Bill McLendon)	Councilmembers
Henry Wilson)	
Nancy Welton)	
David Booe)	
Trasa Cobern)	
Clay Caruthers)	City Manager
John Boyle)	City Attorney
Rita Frick)	City Secretary
Cynthia Singleton)	Deputy City Secretary
Paul Brown)	Managing Director of Finance

With the following Councilmembers absent: none, constituting a quorum; at which time, the following business was transacted:

The meeting was called to order at 5:00 p.m.

Councilmember Welton gave the Invocation.

The Pledge of Allegiance was given.

CONSENT AGENDA

1. Considered approval of the minutes for the July 12, 2016 City Council meetings.
2. Considered authorizing a letter of understanding with the Texas Health Harris Methodist Hospital HEB for a donation to the Intensive Care Unit (ICU) Expansion Project.
3. Considered authorizing the city manager to purchase street right-of-way Parcel 15, and all remaining parcels for the Pipeline Road Phase 3 Project at appraised value with closing costs.
4. Considered Ordinance 2321, second reading, amending Hurst Code of Ordinances Chapter 24 by amending and replacing Section 24-26; prohibiting use of handheld electronic devices while operating a motor vehicle.

5. Considered Ordinance 2322, second reading, SP-15-17, Hurst Shopping Center, a site plan for Lot A, Block 1, Hurstgate Shopping Center Addition, being .33 acre located at 700 W. Pipeline Road.
6. Considered Ordinance 2323, second reading, SP-16-03, Crestview Phase III, a site plan revision for Lot 2, Block 1, Crestview Highway 26 Addition, being 1.18 acres located at 775 Grapevine Highway.

Councilmember McLendon moved to pass the consent agenda. Motion seconded by Councilmember Welton. Motion prevailed by the following vote:

Ayes: Councilmembers McLendon, Booe, Kitchens, Cobern, Wilson and Welton

No: None

ORDINANCE(S)

7. Considered all matters incident and related to the issuance and sale of “City of Hurst, Texas, Tax and Waterworks and Sewer System (Limited Pledge) Revenue Certificates of Obligation, Series 2016”, including the adoption of Ordinance 2324, first and final reading, authorizing the issuance of such certificates of obligation.

Mayor Ward recognized City Manager Clay Caruthers who stated this item is to issue Certificates of Obligation for the Central Aquatics construction and renovations/repairs at the Hurst Recreation Center. Mr. Caruthers introduced First Southwest, Hilltop Securities Managing Director Nick Bulaich, who addressed both Agenda Item 7, regarding the issuance of \$4,905,000.00, Certificates of Obligation and Agenda Item 8, regarding the issuance of \$12,310,000 General Obligation refunding Bonds. Mr. Bulaich reviewed the Moody’s Investors Service rating of Aa2 and the credit rating of “AA” from Standard & Poors, indicating the City’s sound financial standing. He noted this is the lowest rate the City has ever achieved on debt and the total savings for the refunding series is \$2.2 million. He reiterated the refunding issuance does not extend the final maturity of the bonds and the true interest cost is 2.77 percent for the 20 year obligation. Mr. Bulaich stated they are very happy with the results and he would answer any questions. City Manager Clay Caruthers noted the refunding savings will primarily help the Hotel/Motel and 4B Funds and staff is recommending the Council move forward with the issuance.

Councilmember Cobern moved to adopt Ordinance 2324, authorizing the issuance of “City of Hurst, Texas, Tax and Waterworks and Sewer System (Limited Pledge) Revenue Certificates of obligation, Series 2016”; and the execution of a Paying Agent/Registrar Agreement and a Purchase Agreement, and the distribution of a Preliminary Official Statement in relation to such obligations. Motion seconded by Councilmember Booe. Motion prevailed by the following vote:

Ayes: Councilmembers McLendon, Booe, Kitchens, Cobern, Wilson and Welton

No: None

8. Considered all matters incident and related to the issuance and sale of “City of Hurst, Texas, General Obligation Refunding Bonds, Series 2016”, including the adoption of Ordinance 2325, first and final reading, authorizing the issuance of such bonds.

Councilmember Wilson moved to adopt Ordinance 2325, authorizing the issuance of “City of Hurst, Texas, General Obligation Refunding Bonds, Series 2016”; providing for the redemption of the obligations being refunded; and approving and executing a Paying Agent/Registrar Agreement, Special Escrow agreement, a Purchase Agreement, and the approval and distribution of a Preliminary Official Statement in relation to such bonds. Motion seconded by Councilmember Welton. Motion prevailed by the following vote:

Ayes: Councilmembers McLendon, Booe, Kitchens, Cobern, Wilson and Welton

No: None

OTHER BUSINESS

9. Review of upcoming calendar items – City Manager Clay Caruthers reviewed the following calendar items:
-) July 26, 2016 Regular City Council meeting – canceled
 -) July 30, 2016 Multi-Year Financial Planning meeting, 7:30 a.m.
 -) August 16, 2016 City Council Budget work session, 5:00 p.m.
10. City Council Reports – No reports were given.

PUBLIC INVITED TO BE HEARD – A REQUEST TO APPEAR CARD MUST BE COMPLETED AND RETURNED TO THE CITY SECRETARY TO BE RECOGNIZED

Mayor Ward recognized Scouts in attendance.

ADJOURNMENT

The meeting adjourned at 5:24 p.m.

APPROVED this the 9th day of August 2016.

ATTEST:

APPROVED:

Rita L. Frick, City Secretary

Richard Ward, Mayor

City Council Staff Report

SUBJECT: Consider Resolution 1650 ratifying the actions of the Hurst Crime Control and Prevention District Board	
Supporting Documents:	
Resolution 1650 Public Hearing Notice	Meeting Date: 8/9/2016 Department: Fiscal Services Reviewed by: Joni Baldwin City Manager Review:
Background/Analysis:	
The Hurst Crime Control and Prevention District (CCPD) Board met tonight prior to the August 9, 2016 regular City Council meeting, and Resolution 1650 will ratify all actions taken by the Board at the meeting.	
Funding and Sources:	
There is no fiscal impact.	
Recommendation:	
Staff recommends City Council approve Resolution 1650 ratifying all actions of the Hurst Crime Control and Prevention District Board taken on August 9, 2016.	

RESOLUTION 1650

WHEREAS, the Hurst Crime Control District Board met August 9, 2016, and the City Council was present during such meeting, and fully concurs with all the action therein taken.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HURST, TEXAS:

Section 1. THAT the actions of the Hurst Crime Control and Prevention District Board taken August 9, 2016, be and the same are hereby approved and ratified.

AND IT IS SO RESOLVED.

Approved this the 9th day of August 2016 by a vote of to .

ATTEST:

CITY OF HURST

Rita Frick, City Secretary

Richard Ward, Mayor

Approved as to form and legality:

City Attorney

PUBLIC NOTICE**Crime Tax Budget Hearing**

The Hurst Crime Control and Prevention District Board will hold a public hearing on August 9, 2016, at 5:00 p.m. The public hearing will be held at Hurst City Hall, 1505 Precinct Line Road. All Citizens are invited to attend and provide the board/city council with written and oral comments and ask questions concerning the 2016-2017 fiscal year budget for the Hurst Crime Control and Prevention District. The proposed budget can be inspected by the public from 8:00 a.m. until 5:00 p.m., Monday through Friday in the City Secretary's Office, 1505 Precinct Line Road, or at the Hurst Public Library, 901 Precinct Line Road during regular operating hours, or anytime on the City's website.

PUBLIC NOTICE**CRIME TAX BUDGET HEARING**

THE HURST CITY COUNCIL WILL HOLD A PUBLIC HEARING ON AUGUST 9, 2016 AT 6:30 P.M. AT HURST CITY HALL, 1505 PRECINCT LINE ROAD. ALL CITIZENS ARE INVITED TO ATTEND AND PROVIDE THE CITY COUNCIL WITH WRITTEN OR ORAL COMMENTS AND QUESTIONS CONCERNING THE CITY'S PROPOSED CRIME TAX BUDGET. THE PROPOSED BUDGET CAN BE INSPECTED BY THE PUBLIC FROM 8:00 A.M. UNTIL 5:00 P.M., MONDAY THROUGH FRIDAY IN THE CITY SECRETARY'S OFFICE, AT HURST CITY HALL, OR AT THE HURST PUBLIC LIBRARY, 901 PRECINCT LINE ROAD, DURING REGULAR LIBRARY HOURS, OR ANYTIME ON THE CITY'S WEBSITE.

City Council Staff Report

SUBJECT: Consider approval of Ordinance 2327, first and final reading, concerning changes to school zone speed limit times in the City of Hurst	
Supporting Documents:	
Ordinance 2327	Meeting Date: 8/9/2016 Department: Public Works Reviewed by: Greg Dickens City Manager Review:
Background/Analysis:	
<p>The Birdville Independent School District and the Hurst-Eules-Bedford Independent School District have changed the start times for the schools this year. These changes will affect some of the existing start and end times for the 20 mile per hour speed limits in the school zones. The Police and Public Works Departments have worked together and incorporated these changes in proposed Ordinance 2327.</p>	
Funding and Sources:	
There is no fiscal impact.	
Recommendation:	
Staff recommends that City Council approve Ordinance 2327, first and final reading, concerning changes to school zone speed limit times in the City of Hurst.	

ORDINANCE 2327

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HURST, TEXAS, AMENDING THE CITY OF HURST CODE OF ORDINANCES BY AMENDING CHAPTER 24, ARTICLE IV – SPEED, BY REPEALING SECTION 24-86 – SCHOOL ZONE, IN ITS ENTIRETY AND ADDING A NEW SECTION 24-86; PROVIDING A SAVING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY; DECLARING AN EMERGENCY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the independent school districts with schools in the city limits of the City of Hurst have changed their school start times; and

WHEREAS, it has been determined by the City Council of the City of Hurst, Texas, that it is in the best interest of the health, safety and general welfare of the citizens of the City of Hurst to change the time periods for some of the established reduced speed school zones in the City; and

WHEREAS, Chapter 545, Paragraph 545.356, of the Texas Transportation Code, provides that whenever the governing body of a City may, pursuant to the provisions of said code, determine and declare a reasonable and safe prima facie speed limit on said street or streets by the passage of an ordinance, which shall be effective when appropriate signs giving notice thereof are erected at such intersection or other place or part of the street or highway.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HURST, TEXAS:

Section 1. **THAT,** the above findings are hereby found to be true and correct and are incorporated herein in their entirety.

Section 2. **THAT,** the City of Hurst Code of Ordinances is hereby amended, by repealing Section 24-86, School zone, in its entirety and adding a new Section 24-86, to read as follows:

“ Sec. 24-86. – School zone.

The maximum prima facie reasonable and prudent speed limit on the following parts of street within the city is hereby established as follows:

	<u>Location</u>	<u>Speed Limit</u>	<u>Hours</u>
(1)	Harrison Lane between Cheryl Avenue and Sheri Lane	20 mph	7:00 a.m. to 8:15 a.m. 11:00 a.m. to 12:30 p.m. 2:30 p.m. to 4:00 p.m. on school days

	<u>Location</u>	<u>Speed Limit</u>	<u>Hours</u>
(2)	Bellaire Drive between Greenway Drive and Pecan Street	20 mph	7:00 a.m. to 8:15 a.m. 11:00 a.m. to 12:30 p.m. 2:30 p.m. to 4:00 p.m. on school days
(3)	Brown Trail between 215 feet South of Redbud Drive and 210 feet north of Pecan Street	20 mph	7:00 a.m. to 8:15 a.m. 11:00 a.m. to 12:30 p.m. 2:30 p.m. to 4:00 p.m. on school days
(4)	Cavender Drive between Airport Freeway and Fieldwood Terrace	20 mph	7:00 a.m. to 8:15 a.m. 11:00 a.m. to 12:30 p.m. 2:30 p.m. to 4:00 p.m. on school days
(5)	Airport Freeway eastbound frontage road between a point 150 feet west of Elizabeth Street and a point 200 feet east of Cavender Drive	20 mph	7:00 a.m. to 8:15 a.m. 11:00 a.m. to 12:30 p.m. 2:30 p.m. to 4:00 p.m. on school days
(6)	Hurstview Drive between Summerdale Drive and a point 200 feet south of Springhill Drive	20 mph	7:30 a.m. to 8:30 a.m. 2:30 p.m. to 4:00 p.m. on school days
(7)	Precinct Line Road between Redbud Drive and 190 feet north of Briarwood Lane	20 mph	7:00 a.m. to 8:15 a.m. 11:00 a.m. to 12:30 p.m. 2:30 p.m. to 4:00 p.m. on school days
(8)	Prestondale Drive between Regency Drive and Springhill Drive	20 mph	7:30 a.m. to 8:30 a.m. 11:00 a.m. to 12:30 p.m. 2:30 p.m. to 4:00 p.m. on school days
(9)	Redbud Drive between Holly Hill Court and Oakwood Avenue	20 mph	7:00 a.m. to 8:15 a.m. 2:30 p.m. to 4:00 p.m. on school days
(10)	Billie Ruth Lane between Oakwood Avenue and 200 feet north of Willow Street	20 mph	7:00 a.m. to 8:15 a.m. 11:00 a.m. to 12:30 p.m. 2:30 p.m. to 4:00 p.m. on school days
(11)	Brown Trail between south city limits and Louella Drive	20 mph	8:00 a.m. to 9:00 a.m. 3:00 p.m. to 4:30 p.m. on school days
(12)	Pleasantview Drive between Brown Trail and 300 feet west of Renee Drive	20 mph	8:00 a.m. to 9:00 a.m. 3:00 p.m. to 4:30 p.m. on school days

	<u>Location</u>	<u>Speed Limit</u>	<u>Hours</u>
(13)	On any street adjacent to school property except as listed in (1) through (12) above	20 mph	7:00 a.m. to 8:15 a.m. 2:30 p.m. to 4:00 p.m. on school days
(14)	Hurstview Drive between a point 250 feet north of the intersection of Hurstview Drive with Fieldwood Terrace and a point 250 feet south of the intersection of Fieldwood Terrace and Hurstview Drive	20 mph	7:00 a.m. to 8:15 a.m. 2:30 p.m. to 4:00 p.m. on school days
(15)	Precinct Line Road between a point 110 feet north of the intersection of Precinct Line Road with Donna Drive and a point 225 feet south of the intersection of Precinct Line Road and Bedford Court West	20 mph	7:00 a.m. to 8:15 a.m. 2:30 p.m. to 4:00 p.m. on school days

Section 3. **THAT**, all provisions of the ordinances of the City of Hurst in conflict with the provisions of this ordinance are, and the same are hereby, repealed, and all other provisions of the ordinances of the City of Hurst not in conflict with the provisions of this ordinance shall remain in full force and effect.

Section 4. **THAT**, should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part of provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the code of Ordinances as a whole.

Section 5. **THAT**, any person, firm, or corporation violating any provision of this ordinance shall be fined an amount in accordance with Chapter 1, Section 1.5 of the Hurst Code of Ordinances.

Section 6. **THAT**, the fact that the present ordinances and regulations of the City of Hurst, Texas, are inadequate to properly safeguard the health, safety, morals, peace, and general welfare of the inhabitants of the City of Hurst, Texas, creates an emergency for the immediate preservation of the public business, property, health, safety, and general welfare of the public, which requires that this ordinance shall become effective from and after the date of its passage, and it is accordingly so ordained.

AND IT IS SO ORDERED.

Approved on the first and final reading on the 9th day of August 2016 by a vote of ____ to ____.

ATTEST:

CITY OF HURST

Rita Frick, City Secretary

Richard Ward, Mayor

Approved as to form and legality:

City Attorney

City Council Staff Report

SUBJECT: Consider authorizing the city manager to enter into a Professional Service Contract with the City of Fort Worth for the required Bacteriological, Lead and Copper, Unregulated Contaminates Monitoring Rule (UCMR) and Well Site Water Sample Analysis	
Supporting Documents:	
Service Agreement with Attachments	Meeting Date: 8/9/2016 Department: Public Works Reviewed by: Greg Dickens City Manager Review:
Background/Analysis:	
<p>The City of Hurst historically has utilized the City of Fort Worth and Talem Labs Inc. for Bacteriological, Lead and Copper, Unregulated Contaminates Monitoring Rule (UCMR) and Well Site Water Sampling Analysis. It was discovered in January 2016, that the original service contract with the City of Fort Worth was signed in January of 2006, with an option to renew on an annual basis. Staff had not renewed or obtained other laboratory services for the City of Hurst until February 2016, when Pace Analytical was approved as the primary laboratory of choice. In July 2016, the City of Hurst was notified through the TCEQ Drinking Water Watch website that Pace Analytical had failed to submit all collected water samples and the City of Hurst was subject to Public Notice and Violation of Monitoring Rules. Staff has since received notification that the TCEQ has removed that violation due to the circumstances. In accordance with our contract, the City of Hurst submitted a 30 day notice of termination of contract to Pace Analytical due to their providing inadequate services. The City of Fort Worth is an approved TCEQ laboratory and City staff has received a price quotation for all required water sample analysis. Budgeting for all water related sampling has been approved, in the amount of \$25,000, and is sufficient for services provided. Due to the current service provider's errors with transmitting our monthly sample results to the TCEQ, staff is recommending the City enter into a professional services contract directly with the City of Fort Worth, that would be renewable annually, in order to maintain and meet our current and future water sample requirements through TCEQ.</p>	
Funding and Sources:	
<p>Sufficient funds are available, in the amount of \$25,000, and are used to maintain and meet our bacteriological, lead and copper, UCMR and well site sample analysis as required through TCEQ.</p>	

Recommendation:

Staff recommends that City Council authorize the city manager to enter into a Professional Services Agreement, with the City of Fort Worth, for water sample analysis, and the option to renew the agreement annually for four (4) additional years.



SERVICE AGREEMENT FOR LABORATORY SERVICES

I. CONTRACTING PARTIES

The Receiving Agency CITY OF HURST

whose authorized address is 2001 PRECINCT LINE ROAD, HURST, TX 76054

The Performing Agency: The Centralized Water and Wastewater Laboratory whose authorized address is 2600 S.E. Loop 820, Fort Worth, Texas 76140 (Mailing: P.O. Box 870, Fort Worth, Texas 76101); Attention: David Nelson, Water Quality Manager (or his designated representative).

II. STATEMENT OF SERVICES TO BE PERFORMED

In order to discharge the responsibilities associated with the enforcement of Federal, State, and Local regulations, the Receiving Agency requires services of a laboratory qualified to perform water and wastewater analysis, and of personnel to conduct such services detailed in Section A below.

A. PERFORMANCE OF SERVICES

1. Analytical Services

In keeping with the foregoing, the Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform analytical services within the parameters listed.

The Receiving Agency estimates an average of 46 samples per month* will be collected and delivered to the laboratory for analysis. It is understood that these samples will be properly collected and preserved in accordance with applicable sections of the latest edition of Standard Methods for the Examination of Water and Wastewater, and/or Methods for Chemical Analysis for Water and Wastes, EPA manual. Chain-of-custody procedures shall be maintained in the field and the laboratory in accordance with procedures to be established by the Receiving Agency. The Receiving Agency will furnish chain-of-custody sheets.

The Performing Agency (The City of Fort Worth Water Department) will perform all analyses according to the approved procedures set forth in Standard Methods for the Examination of Water and Wastewater, and/or Methods for Chemical Analysis for Water and Wastes, EPA manual. Samples will be analyzed by these methods on the production basis, to include appropriate analytical quality control procedures. Records will be kept for documentation of the Performing Agency's quality system program and copies will be available to the Receiving Agency upon request. Unusual interferences and problems will be reported to the Receiving Agency at its authorized address noted above. Research into scientific techniques to overcome these difficulties will be undertaken when practical, and by mutual agreement. The sample information sheet submitted with each sample will designate the particular analysis or analyses to be made of each sample submitted. The laboratory will be operated in such a manner as to insure the legal sufficiency of the sample handling; analytical and reporting procedures; and to remedy effects in the procedures should such be discovered. The Performing Agency will supply all sample results reports to the Receiving Agency at its authorized address noted above. It will be the responsibility of the Receiving Agency to complete and submit the appropriate reporting forms to Federal, State, and Local agencies. The Performing Agency accepts no liability for generation or submittal of Federal, State and local reporting forms. Receiving Agency may deliver to Performing Agency samples for analysis separate and apart from those samples collected by the Performing Agency. When the Receiving Agency delivers samples to the Performing Agency for analysis, the Receiving Agency shall indicate the nature and extent of the analyses it desires to be conducted. Performing Agency shall not be responsible for the manner of collection of samples or chain-of-custody sheets that are matters entirely outside Performing Agency's control. Performing Agency shall receive, log and perform such analyses of samples in accordance with that part of the chain-of-custody procedures identified as Transfer of Custody and Shipment attached hereto.

Samples analyzed to maintain the normal quality assurance program that the Performing Agency presently maintains in its laboratory will be charged to the Receiving Agency at the same rate as submitted samples.

*Please list the analyses to be performed on the number of samples indicated above on Attachment E of this service agreement.

B. TERMINATION

Either party to this Service Agreement may terminate the agreement by giving the other party thirty (30) days notice in writing at their authorized address as noted previously. Upon delivery of such notice by either party to the other and before expiration of the thirty (30) day period, the Performing Agency will proceed promptly to cancel all existing orders and obligations which are chargeable to this Service Agreement. As soon as practicable after notice of termination is given, the Performing Agency will submit an invoice for work performed under this Service Agreement Contract through its termination.

The Receiving Agency will pay the Performing Agency for the work performed and all reports, documents, and studies prepared under this Service Agreement will be

delivered by the Performing Agency to the Receiving Agency upon the completion of the prescribed work.

C. AMENDING THE SERVICE AGREEMENT

The parties hereto without invalidating this Service Agreement may alter or amend this agreement upon advance written agreement of both parties to exclude work being performed or to include additional work to be performed and to adjust the consideration to be paid hereunder by virtue of alterations or amendments.

III. PAYMENT FOR SERVICE

The Performing Agency shall bill the Receiving Agency monthly for services performed. Charges for these services shall be based on the current approved fee schedule.

IV. TERM OF SERVICE AGREEMENT

This Service Agreement is to begin _____ and shall terminate as provided in Article IIB.

Receiving Agency:

Performing Agency:

By: _____ By: _____

Title: _____ Title: _____

Date: _____ Date: _____

Approval Signature:

David Nelson, Water Quality Manager

Date: _____



SERVICE AGREEMENT FOR LABORATORY SERVICES
Customer Information Sheet

Company Name: CITY OF HURST

Mailing Address: 2001 PRECINCT LINE ROAD

Mailing City, State, Zip HURST, TEXAS 76054

Company Phone Number: 817-788-7201

Contact Name: CHRIS PERRY

Contact Phone Number: 817-788-7210

Contact email address CPERRY@HURSTTX.GOV

Would you like your results emailed? Yes No

Invoice Name: CITY OF HURST

Invoice Address: 2001 PRECINCT LINE ROAD

Invoice City, State, Zip HURST, TEXAS 76054

Invoice Contact Name LISA FOWLER

Invoice Contact Phone 817-788-7201

Invoice Contact Email LFOWLER@HURSTTX.GOV

Would you like your invoice emailed? Yes No



**City of Fort Worth Water Department
Centralized Water and Wastewater Laboratory
Sample Acceptance Policy**

NELAC specifies requirements under which any NELAC-accredited laboratory will accept samples. The City of Fort Worth Water Department Centralized Water and Wastewater Laboratory will review your sample shipment against the requirements listed below and communicate any discrepancies to you. Your project manager will assist you with any questions and in the appropriate resolution of any issues related to sample receipt.

You must sign your name in the "Relinquished By" box of the chain-of-custody form to submit samples.

Requirements are as follows:

- Proper, full, and complete documentation which includes sample identification, the location, date and time of collection, collector's name, the preservation type, the sample matrix type, the requested method, and any special remarks concerning the samples shall be provided.
- Each sample shall be labeled with unique, durable (water resistant), and indelible identification.
- The sample shall be collected in the appropriate sample container with the appropriate volume and preservative (as applicable), and must be packed and shipped to ensure sample integrity. Thermally preserved samples will arrive within 2°C of required temperature; or within the method-specified temperature range; or, in the case of hand-delivered, same-day sample collection, show evidence that the chilling process has begun, such as arrival on ice.
- Samples shall arrive at the laboratory within the specified holding time for the analyses requested.
- The laboratory will notify the client/project manager upon sample receipt if the samples show signs of damage, contamination, inadequate preservation, or fail to meet any of the above requirements.
- When samples are submitted without any prior discussion (e.g. required testing and pricing), you will be contacted, the requirements will be reviewed, and you will be issued a service quotation to clarify the request and pricing.
- If you request an analysis not performed by the City of Fort Worth Water Department Centralized Water and Wastewater Laboratory, we will ask for your decision to have the analysis performed by one of our contract laboratories, or to have the samples returned.
- Known safety hazards should be communicated on the chain-of-custody form.
- Our laboratory is not licensed to accept radioactive or mixed waste samples.



FY 2014-2015 LABORATORY FEE SCHEDULE

Effective October 1, 2010

CHEMICAL ANALYSES – WATER/WASTEWATER	
PARAMETER	CURRENT FEE
Alkalinity	\$15.00
Ammonia	\$15.00
BOD, Total 5 Day	\$25.00
BOD, Carbonaceous	\$28.00
Bromate	\$50.00
Bromide	\$50.00
Calcium	\$15.00
Chemical Oxygen Demand	\$17.00
Chloride	\$15.00
Chlorine Residual, Total	\$20.00
Conductivity	\$10.00
Cyanide, Total (Screen)	\$25.00
Dissolved Organic Carbon (DOC)	\$25.00
Fluoride	\$20.00
Geosmin	\$110.00
Hardness, Calcium as CaCO ₃	\$15.00
Hardness, Total	\$15.00
Nitrate	\$15.00
Nitrite	\$15.00
Nitrogen, Total Kjeldahl (TKN)	\$25.00
Oil & Grease, Gravimetric	\$40.00
Ortho-phosphate	\$16.00
pH - Electrode	\$10.00
Phosphorus, Total	\$25.00
SGT-HEM Non-Polar Material	\$22.00
Solids, Settleable	\$10.00
Solids, Total	\$12.00
Solids, Total Dissolved (Gravimetric)	\$15.00

CHEMICAL ANALYSES – WATER/WASTEWATER, CONT.	
PARAMETER	CURRENT FEE
Solids, Total Suspended	\$15.00
Solids, Volatile	\$15.00
Solids, Volatile Suspended	\$15.00
Silica	\$15.00
Sulfate	\$10.00
Total Organic Carbon (TOC)	\$25.00
Total Organic Halide (TOX)	\$65.00
Turbidity	\$10.00
UV254	\$15.00

MICROBIOLOGICAL ANALYSIS – WATER/WASTEWATER	
PARAMETER	CURRENT FEE
Coliform, Fecal (MF)	\$25.00
Coliform, Total (MPN)	\$25.00
Coliform, Total and E Coli (MPN)	\$33.00
Coliform, Total (Presence / Absence)	\$22.00
Coliform, Total and E Coli (Presence / Absence)	\$30.00
Heterotrophic Plate Count (HPC)	\$20.00
Bacteriological Confirmation	\$25.00

METAL ANALYSES - WATER/WASTEWATER	
PARAMETER	CURRENT FEE
<i>Metals, Total (ICP/MS), Each</i>	\$15.00
<i>Metals, Mercury (CV/Auto), Each</i>	\$25.00

ORGANIC ANALYSES - WATER/WASTEWATER	
PARAMETER	CURRENT FEE
EPA 524.2 Volatiles	\$130.00
EPA 525.2 Semi-Volatiles	\$236.00
EPA 551.1 Haloacetonitriles (HAN)	\$230.00
EPA 552.2 Haloacetic Acids (HAA)	\$230.00
EPA 608 <i>Organochlorine Pesticides & PCBs</i>	\$180.00
EPA 624 Volatiles	\$135.00
EPA 625 Semi-Volatiles	\$300.00
EPA 1657A Organo Phosphorus Pesticides	\$185.00

ORGANIC ANALYSES - SOLID	
EPA 8081A Organochlorine Pesticides	\$180.00
EPA 8082 PCBs (<i>Solid</i>)	\$150.00
EPA 8141A OP Pesticides	\$185.00
EPA 8260B Volatiles	\$150.00
EPA 8270B Semi-Volatiles	\$300.00

SPECIAL SAMPLE COLLECTION – WATER/WASTEWATER	
Sample Pick-up	\$40.00
Sample Collection	\$50.00
Sample Collection (24 Hr Notice)	\$100.00



FY 2014-2015 LABORATORY FEE SCHEDULE

Effective October 1, 2010

GENERAL SERVICE INFORMATION

1. Effective Date: October 1, 2010, all prices listed are per sample and subject to review.
2. All analyses are run in accordance with the approved Standard Methods for the Examination of Water and Wastewater, and/or currently approved EPA Methods.
3. Samples submitted to the laboratory must have appropriate chain of custody documents. Chain of custody forms will be provided upon request.
4. Sample preparations, if required, are charged additionally as listed.
5. Sample containers, preservatives, and supplies will be provided upon request. Bacteriological sampling supplies are included in the cost of the analyses.
6. Samples should be delivered to the laboratory before 4:00 p.m. on weekdays unless special arrangements are made in advance. Samples cannot be accepted on weekends or holidays.
7. Billing statements for completed analyses are mailed by the 15th of the following month.
8. Laboratory hours are weekdays 8:00 a.m. to 5:00 pm. The laboratory is closed on weekends except for Water Department activities and City emergencies. For after hour emergencies, call 817-392-4477, Water Department 24-hour phone center.

For more information, contact: TEL 817-392-5900, FAX 817-392-5920



FY 2014-2015 LABORATORY FEE SCHEDULE
 Effective October 1, 2010

LIST THE ANALYSES TO BE PERFORMED ON EACH SAMPLE(S)

PARAMETER	CURRENT FEE
Coliform, Total & E Coli (Presence/Absence)	\$30.00 EACH
Metals, Total (ICP/MS), EACH	\$15.00 EACH
Heterotrophic Plate Count (HPC)	\$20.00 EACH
Nitrate	\$15.00 EACH
Nitrite	\$15.00 EACH
516 Coliform Annually (min) @ \$30.00 EA	\$15,480.00
Metals, Total as described below (min)	
30 Lead & 30 Copper Samples @ \$15.00 EA	\$900.00
Heterotrophic Plate Count (HPC) Est. 140	\$2,800
Nitrate - estimated 180 per year	\$2,700
Nitrite - estimated 180 per year	\$2,700

City Council Staff Report

<p>SUBJECT: Consider authorizing the city manager to enter into an annual contract with TJ's Sprinklers for citywide irrigation installation and repair services with the option to renew for four additional twelve month periods</p>	
<p>Supporting Documents:</p>	
	<p>Meeting Date: 8/9/2016 Department: Community Services Reviewed by: Allan Heindel City Manager Review:</p>
<p>Background/Analysis:</p>	
<p>The City of Hurst currently utilizes almost 100 separate irrigation systems containing over 900 zones and 10,000 heads throughout all the City-owned properties. These irrigation systems are monitored, maintained and improved by the Parks Division to ensure that they function properly, water resources are conserved, and the extensive turf, trees, and botanical areas are protected.</p> <p>A set of specifications and bid documents were developed that included irrigation installation and repair services for all City properties. The specifications and bid documents were bid following the standard City purchasing procedures. The documents were advertised and distributed to irrigation installation and repair service companies with one company submitting sealed bids. TJ's Sprinklers submitted the lowest qualified bid for irrigation installation and repair services. TJ's Sprinklers was previously awarded the contract to provide these services to the City in 2011, and has an excellent working relationship with the City.</p>	
<p>Funding and Sources:</p>	
<p>It is estimated that the Parks Division will require approximately \$50,000 per year for this service. Funding for this contract has been identified in the annual Operating and Project Budgets.</p>	
<p>Recommendation:</p>	
<p>It is recommended that the City Council authorize the city manager to enter into a contract with TJ's Sprinklers for citywide irrigation installation and repair services, with the option to renew for four additional twelve month periods.</p>	

City Council Staff Report

SUBJECT: Consider authorizing the city manager to enter into an annual contract with Fort Worth Window Cleaning for citywide window cleaning services, with the option to renew for four additional twelve month periods

Supporting Documents:

Meeting Date: 8/9/2016
Department: Community Services
Reviewed by: Allan Heindel
City Manager Review:

Background/Analysis:

The City has had continued success with annual maintenance contracts for mowing, irrigation, painting services, and cleaning facilities. Based on the initial models, already developed for the existing contractual services, Facility Services developed a plan for the contracting of window cleaning services to all City facilities. This contract allows the City to utilize a qualified, licensed window cleaning company that possesses the experience and equipment necessary to provide window cleaning services to all City facilities. In addition, it alleviates the City from labor-intensive work, while allowing a private sector company to supply this particular service in a more efficient manner and on an as needed basis.

A set of specifications and bid documents were developed that included window cleaning services for all City properties. The specifications and bid documents were bid following the standard City purchasing procedures. The documents were advertised and distributed to window cleaning service companies with four companies submitting sealed bids. Fort Worth Window Cleaning submitted the lowest qualified bid for window cleaning services. Fort Worth Window Cleaning was previously awarded the contract to provide these services to the City, and has a reputation for quality work.

Funding and Sources:

It is estimated that the Facilities Services Division will require approximately \$47,000 per year for this service. Funding for this contract has been identified in the annual Operating Budgets.

Recommendation:

It is recommended that the City Council authorize the city manager to enter into a contract with Fort Worth Window Cleaning for citywide window cleaning services with the option to renew for four additional twelve month periods.

City Council Staff Report

SUBJECT: Public Hearing and Vote on the proposed Crime Control and Prevention District Budget for Fiscal Year October 1, 2016 through September 30, 2017	
Supporting Documents:	
Public Hearing Notices Proposed Half-Cent Crime District Budget	Meeting Date: 8/9/2016 Department: Fiscal Services Reviewed by: Joni Baldwin City Manager Review:
Background/Analysis:	
<p>A notice of the time and place of the Public Hearing on the proposed Crime Control and Prevention District budget was published July 30, 2016, in the Fort Worth Star-Telegram. In accordance with Local Government Code Title 11, Sec. 363.205, the notice was published at least ten (10) days prior to the hearing. The Code also requires the Hurst City Council to hold a public hearing on the Hurst Crime Control and Prevention District budget no later than the 45th day before the beginning of the fiscal year and to vote on the budget no later than the 30th day before the beginning of the fiscal year.</p>	
Funding and Sources:	
There is no fiscal impact.	
Recommendation:	
Staff recommends City Council approve Ordinance 2326, first reading, adopting the Crime Control and Prevention District budget for fiscal year beginning October 1, 2016 ending September 30, 2017.	

PUBLIC NOTICE**Crime Tax Budget Hearing**

The Hurst Crime Control and Prevention District Board will hold a public hearing on August 9, 2016, at 5:00 p.m. The public hearing will be held at Hurst City Hall, 1505 Precinct Line Road. All Citizens are invited to attend and provide the board/city council with written and oral comments and ask questions concerning the 2016-2017 fiscal year budget for the Hurst Crime Control and Prevention District. The proposed budget can be inspected by the public from 8:00 a.m. until 5:00 p.m., Monday through Friday in the City Secretary's Office, 1505 Precinct Line Road, or at the Hurst Public Library, 901 Precinct Line Road during regular operating hours, or anytime on the City's website.

PUBLIC NOTICE**CRIME TAX BUDGET HEARING**

THE HURST CITY COUNCIL WILL HOLD A PUBLIC HEARING ON AUGUST 9, 2016 AT 6:30 P.M. AT HURST CITY HALL, 1505 PRECINCT LINE ROAD. ALL CITIZENS ARE INVITED TO ATTEND AND PROVIDE THE CITY COUNCIL WITH WRITTEN OR ORAL COMMENTS AND QUESTIONS CONCERNING THE CITY'S PROPOSED CRIME TAX BUDGET. THE PROPOSED BUDGET CAN BE INSPECTED BY THE PUBLIC FROM 8:00 A.M. UNTIL 5:00 P.M., MONDAY THROUGH FRIDAY IN THE CITY SECRETARY'S OFFICE, AT HURST CITY HALL, OR AT THE HURST PUBLIC LIBRARY, 901 PRECINCT LINE ROAD, DURING REGULAR LIBRARY HOURS, OR ANYTIME ON THE CITY'S WEBSITE.

PROPOSED ANTI-CRIME BUDGET

FOR FISCAL YEAR
OCTOBER 1, 2016 - SEPTEMBER 30, 2017



Richard Ward

Mayor

City Council

Larry Kitchens, *Mayor Pro Tem*

Trasa Cobern

Nancy Welton

David Booe

Bill McLendon

Henry Wilson

Clay Caruthers

City Manager

Paul Brown

Managing Director Finance

Joni Baldwin

Budget Director

**CITY OF HURST
2016-2017 PROPOSED BUDGET
ANTI-CRIME
HALF-CENT SALES TAX FUND
REVENUES AND EXPENDITURES**

	ACTUAL 2012-13	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	ESTIMATED BUDGET 2015-16	PROPOSED BUDGET 2016-17
BEGINNING BALANCE	\$8,965,635	\$8,722,489	\$8,438,117	\$7,004,522	\$7,473,622	\$6,844,551
REVENUES						
State of Texas	59,856	56,985	61,730	62,000	62,000	62,000
City of Euless	0	6,329	8,369	3,400	3,400	3,400
City of Bedford	6,618	6,618	0	3,400	3,400	3,400
City of Bedford Storefront Lease	0	0	20,070	25,300	25,300	29,645
State of Texas	76,361	76,991	0	0	0	0
Bullet Proof Vest	0	0	10,215	0	0	5,600
Tarrant County 9-1-1	0	16,677	0	0	0	0
Other	1,308	3,174	3,121	0	0	0
TOTAL GRANTS	\$144,144	\$166,774	\$103,505	\$94,100	\$94,100	\$104,045
Tax Collections	4,839,025	5,028,717	5,358,521	5,162,614	5,372,919	5,385,395
Interest Earnings	75,575	30,741	49,428	35,000	50,216	46,000
Traffic Signal Safety Indirect	0	0	0	0	0	0
TOTAL REVENUES	\$5,058,744	\$5,226,232	\$5,511,454	\$5,291,714	\$5,517,235	\$5,535,440
OPERATING EXPENSES						
Personnel Services	2,028,413	2,230,897	2,365,543	2,395,755	2,445,187	2,519,673
Materials & Supplies	42,099	74,870	50,721	106,700	114,000	84,400
Maintenance	21,753	11,329	47,096	65,965	50,300	67,965
Sundry Charges	242,299	310,137	309,914	351,368	381,203	393,822
Indirect Overhead	1,912,457	1,866,545	1,774,032	1,765,090	1,778,862	1,808,302
Internal Services	432,838	449,418	449,418	551,436	551,436	588,713
Capital Outlay	0	0	34,462	55,400	54,900	93,605
TOTAL EXPENSES	\$4,679,859	\$4,943,196	\$5,031,186	\$5,291,714	\$5,375,888	\$5,556,480
CAPITAL LEASE EXPENSE	\$342,129	\$342,129	\$466,355	\$466,353	\$466,353	\$466,353
INTERFUND TRANSFER	\$265,605	\$0	\$0	\$0	\$0	\$0
PROJECT EXPENSES	\$14,296	\$225,281	\$978,409	\$20,024	\$304,065	\$0
ENDING FUND BALANCE	\$8,722,489	\$8,438,117	\$7,473,622	\$6,518,145	\$6,844,551	\$6,357,158
RESTRICTED / INTERFUND TRANSFERS						
Radio System Lease	\$1,710,646	\$1,368,517	\$1,399,060	\$932,706	\$895,596	\$453,872
REMAINING FUND BALANCE	\$7,011,844	\$7,069,600	\$6,074,562	\$5,585,439	\$5,948,955	\$5,903,286

**CITY OF HURST
2016-2017 PROPOSED BUDGET
ANTI-CRIME
HALF-CENT SALES TAX FUND
PAY AS YOU GO
CAPITAL EXPENDITURES**

BUILDING AND EQUIPMENT MAINTENANCE

Equipment Maintenance	\$31,000	
Building Maintenance	34,465	
Jail Maintenance	<u>2,500</u>	\$67,965

FLEET SERVICES AND INFORMATION SERVICES

Maintenance and Replacements		\$588,713
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MISCELLANEOUS CAPITAL OUTLAY

Other System Improvements		
Capital Lease	\$466,353	
Computer Hardware/Software		
RICOH Document Imaging Replacement	60,605	
Replacement of XIO Storage Array	<u>33,000</u>	\$559,958

TOTAL		<u>\$1,216,636</u>
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FUND	CITY OF HURST	DIVISION
231 HC SALES TAX ANTI-CRIME	DEPARTMENT POLICE	POLICE
SUMMARY		

	ACTUAL 2014-2015	BUDGET 2015-2016	ESTIMATED 2015-2016	PROPOSED 2016-2017
PERSONNEL SERVICES	\$2,365,543	\$2,395,754	\$2,445,187	\$2,519,673
MATERIAL AND SUPPLIES	\$50,721	\$106,700	\$114,000	\$84,400
MAINTENANCE	\$47,096	\$65,965	\$50,300	\$67,965
SUNDRY CHARGES	\$2,083,946	\$2,116,458	\$2,160,065	\$2,202,124
INTERNAL SERVICES	\$449,418	\$551,436	\$551,436	\$588,713
CAPITAL OUTLAY	\$1,479,226	\$541,777	\$825,318	\$559,958
TOTAL 231-0440	\$6,475,950	\$5,778,090	\$6,146,306	\$6,022,833

PERSONNEL SCHEDULE					
POSITION TITLE	PAY GRADE	ACTUAL 2013-2014	ACTUAL 2014-2015	ACTUAL 2015-2016	PROPOSED 2016-2017
TECH SERVICES MANAGER	Exempt	1	0	0	0
TECH SERVICES SUPERVISOR	Exempt	0	1	1	1
POLICE OFFICER	91	12	13	13	13
COMMUNICATIONS SUPERVISOR	60	1	1	1	1
PUBLIC SERVICE SUPERVISOR	59	1	1	1	1
SENIOR POLICE DISPATCHER	58	1	1	1	1
POLICE DISPATCHER	57	2	2	2	2
CRIME VICTIM COORDINATOR	56	1	1	1	1
JAILER	55	4	3	3	3
JAIL SUPERVISOR	59	0	1	1	1
PUBLIC SERVICE OFFICER	55	4	4	4	4
POLICE RECORDS CLERK	54	2	2	2	2
TOTAL 231-0440		29	30	30	30

CITY OF HURST				
FUND	DEPARTMENT		DIVISION	
231 HC SALES TAX ANTI-CRIME	POLICE		POLICE	
LINE ITEM SUMMARY				
LINE ITEMS	ACTUAL 2015	BUDGET 2016	ESTIMATED 2016	PROPOSED 2017
600110 REGULAR FULL TIME	\$1,452,384	\$1,654,478	\$1,653,061	\$1,712,747
600115 OTHER EMPLOYEES	\$0	\$0	\$0	\$0
600140 OVERTIME PAY	\$158,577	\$116,774	\$116,774	\$120,277
600200 VACATION PAY	\$83,309	\$0	\$0	\$0
600230 SICK PAY	\$48,020	\$0	\$0	\$0
600290 STANDBY PAY	\$1,050	\$1,430	\$1,430	\$1,430
600320 CERTIFICATION PAY	\$10,820	\$7,200	\$11,760	\$11,760
600380 LONGEVITY PAY	\$15,594	\$18,972	\$21,384	\$20,952
601040 SOCIAL SECURITY	\$131,631	\$137,076	\$138,037	\$142,842
601070 RETIREMENT	\$183,785	\$197,103	\$198,485	\$205,385
601100 GROUP INSURANCE	\$279,579	\$261,932	\$303,395	\$303,416
601120 LONG TERM CARE	\$794	\$789	\$861	\$864
601260 CLOTHING ALLOWANCE	\$0	\$0	\$0	\$0
PERSONNEL SERVICES TOTAL	\$2,365,543	\$2,395,754	\$2,445,187	\$2,519,673
610010 GENERAL SUPPLIES	\$0	\$0	\$0	\$0
610040 OFFICE SUPPLIES	\$1,814	\$3,000	\$2,500	\$3,000
610070 MEDICAL SUPPLIES	\$0	\$1,100	\$500	\$1,100
610130 CLOTHING	\$24,174	\$55,000	\$50,000	\$34,800
610135 PROTECTIVE GEAR	\$0	\$0	\$0	\$0
610160 EDUCATIONAL SUPPLIES	\$1,217	\$2,000	\$2,000	\$2,000
610260 OTHER MACH AND EQ SUPPLIES	\$12,513	\$33,000	\$47,500	\$30,500
610280 OTHER COMPUTER SOFTWARE	\$1,374	\$2,300	\$1,800	\$2,700
610285 OTHER COMPUTER HARDWARE	\$3,327	\$2,200	\$2,000	\$2,200
610290 PHOTOGRAPHIC	\$1,814	\$2,100	\$2,100	\$2,100
610300 CHEMICAL	\$0	\$1,000	\$1,000	\$1,000
610340 MISCELLANEOUS SUPPLIES	\$4,488	\$5,000	\$4,600	\$5,000
612010 FUEL	\$0	\$0	\$0	\$0
MATERIAL AND SUPPLIES TOTAL	\$50,721	\$106,700	\$114,000	\$84,400
620010 BUILDING MAINTENANCE	\$0	\$11,579	\$0	\$11,579
620040 OTHER EQUIPMENT MAINTENANCE	\$6,051	\$7,000	\$5,000	\$7,000
620043 OFFICE MACHINERY MAINTENANCE	\$2,303	\$4,000	\$1,300	\$4,000
620050 OFFICE FURNITURE MAINTENANCE	\$0	\$0	\$0	\$0
620060 COMPUTER HARDWARE MAINT	\$0	\$0	\$0	\$0
620065 COMPUTER SOFTWARE MAINT	\$0	\$0	\$0	\$0
620067 COMMUNICATION EQUIPMENT MAINT	\$23,790	\$18,000	\$18,000	\$20,000
620070 MOTOR VEHICLES MAINTENANCE	\$0	\$0	\$0	\$0
620100 BUILDING AND STRUCTURES MAINT	\$0	\$0	\$0	\$0
620101 JAIL MAINTENANCE	\$757	\$2,500	\$1,000	\$2,500
620105 OTHER BUILDINGS/STRUCTURES	\$10,382	\$19,076	\$23,000	\$19,076
620130 CUSTODIAL	\$3,813	\$3,810	\$2,000	\$3,810
MAINTENANCE TOTAL	\$47,096	\$65,965	\$50,300	\$67,965
640110 TELEPHONE	\$13,467	\$12,710	\$12,710	\$14,854
640260 CABLE TELEVISION	\$1,275	\$2,586	\$1,500	\$2,586
640510 ELECTRIC	\$88,133	\$70,000	\$89,000	\$90,000
640540 NATURAL GAS	\$1,680	\$6,526	\$1,803	\$6,526

640570 WATER	\$4,115	\$10,255	\$4,981	\$10,255
650110 POLICE LEASE SERVICE	\$19,555	\$40,000	\$40,000	\$40,000
660010 PRINTING	\$5,526	\$6,000	\$4,000	\$6,000
680040 PROFESSIONAL SERVICES	\$15,097	\$26,340	\$26,340	\$26,340
680041 INVESTMENT ADVISOR	\$0	\$0	\$0	\$0
680150 WORKERS COMPENSATION	\$18,952	\$6,962	\$22,000	\$6,962
680220 OTHER SPECIAL SERVICES	\$0	\$5,536	\$4,736	\$5,536
680830 MILEAGE REIMBURSEMENT	\$0	\$500	\$0	\$500
680840 OTHER EMPLOYEE DEVELOPMENT	\$8,997	\$9,000	\$9,000	\$9,000
680900 MEMBERSHIP AND DUES	\$425	\$595	\$565	\$595
690005 INSERVICE TRAINING/TRAVEL	\$20,241	\$20,000	\$20,000	\$25,500
690300 TRAINING/CERTIFICATION	\$34,994	\$35,050	\$35,000	\$35,050
710010 INDIRECT COST ALLOCATION	\$1,774,032	\$1,750,280	\$1,778,862	\$1,808,302
710520 TEEN COURT	\$40,237	\$58,878	\$58,878	\$58,878
720010 ALLIANCE FOR CHILDREN	\$7,255	\$7,255	\$7,255	\$7,255
770100 SPECIAL EVENTS AND PROGRAMS	\$7,197	\$7,400	\$7,400	\$7,400
770160 BANK DEPOSITORY FEES	\$0	\$5,500	\$950	\$5,500
770200 CONTINGENCY ACCOUNT	\$0	\$0	\$0	\$0
855100 OPERATING TRANSFER OUT	\$0	\$0	\$0	\$0
855105 POST EMPLOYMENT TRUST TRANSFER	\$22,767	\$35,085	\$35,085	\$35,085
SUNDRY CHARGES TOTAL	\$2,083,946	\$2,116,458	\$2,160,065	\$2,202,124
785613 FLEET MAINT SERVICES	\$74,335	\$74,335	\$74,335	\$94,335
785623 INFORMATION SERVICES	\$375,083	\$477,101	\$477,101	\$494,378
INTERNAL SERVICES TOTAL	\$449,418	\$551,436	\$551,436	\$588,713
790150 BUILDING AND STRUCTURES	\$833,315	\$0	\$0	\$0
790200 OTHER BUILDING AND STRUCTURE	\$0	\$0	\$0	\$0
790320 COMMUNICATION EQUIPMENT	\$0	\$0	\$0	\$0
790350 OFFICE MACHINERY	\$0	\$0	\$0	\$0
790360 COMPUTER HARDWARE	\$170,556	\$0	\$209,654	\$53,000
790365 COMPUTER SOFTWARE	\$0	\$10,500	\$10,000	\$40,605
790390 OTHER MACHINERY AND EQUIPMENT	\$0	\$44,900	\$44,900	\$0
790400 MOTOR VEHICLES	\$0	\$0	\$0	\$0
790410 MOTOR VEHICLE EQUIPMENT	\$0	\$0	\$0	\$0
790450 OFFICE FURNITURE AND FIXTURES	\$0	\$0	\$74,387	\$0
790550 CAPITAL LEASE	\$466,355	\$466,353	\$466,353	\$466,353
790900 OTHER SYSTEM IMPROVEMENTS	\$9,000	\$20,024	\$20,024	\$0
CAPITAL OUTLAY TOTAL	\$1,479,226	\$541,777	\$825,318	\$559,958
231-0440 TOTAL	\$6,475,950	\$5,778,090	\$6,146,306	\$6,022,833

CITY OF HURST

HALF-CENT ANTI CRIME

POLICE

0440 POLICE

MISSION STATEMENT

The mission of the Crime Control and Prevention District is to assist the Police Department in providing exceptional service to its citizens and employees through a problem-solving approach and teamwork efforts.

DIVISION DESCRIPTION

The Hurst Police Department is a nationally accredited law enforcement agency providing twenty-four hour a day law enforcement services for the citizens of Hurst and visitors to our community. The Department is a diverse community-based agency offering modern, professional and courteous service to the citizens of Hurst and Northeast Tarrant County area.

The two divisions within the Hurst Police Department, the Operations and Administrative Divisions, are responsible for police patrol, traffic enforcement, criminal investigations, crime prevention, juvenile services, 9-1-1 communications, criminal records, property and evidence, animal services, school crossing guards and narcotic investigations. The department also conducts numerous crime prevention and educational law enforcement programs for the public using two police outreach facilities to obtain community involvement and participation.

PRIOR YEAR ACCOMPLISHMENTS

- ✓ Provided cost-effective and efficient services to surrounding cities.
 - ✓ Expanded the crime-free multi-housing program.
 - ✓ Eules Police Department Community Services joined the Hurst Police Community Services and Bedford Re-victimization Unit at the Bellaire Storefront.
 - ✓ Established a Mental Health Coordinator Position with Hurst, Eules, and Bedford to more effectively deal with persons with special needs.
-

NEW INITIATIVES AND GOALS

- Continue and expand crime prevention and community-based policing initiatives.
- Be forward thinking on cooperating with surrounding cities to provide cost-effective and efficient services.
- Expand the Family Assistance program.
- Construction of expanded animal shelter in conjunction with surrounding city(s) and the Humane Society of North Texas

CITY OF HURST

HALF-CENT ANTI CRIME

POLICE

0440 POLICE

PERFORMANCE MEASURES

Policy Statement: The City of Hurst develops and implements “forward looking” policies and practices to deliver Public Safety Services.

Strategic Plans/Division Goals:

- Continue and expand crime prevention and community-based policing initiatives. Be “forward thinking” on cooperating with surrounding cities to provide cost-effective and efficient services.

Action Plans/Objectives:

- Crime prevention and community-based policing
 - 0-3 Short Term
- Increase community visibility of police officers
 - 0-3 Short Term
- Provides cost-effective and efficient services to surrounding cities
 - 0-3 Short Term

Measures:	PY Actual	CY Estimate	Projected
Input:			
Number of Patrol Officers	13	13	13
Number of Traffic Officers	6	6	6
Number of Mall Officers	1	1	1
Number of Community Services Officers	6	6	6
Number of Civilian Personnel	17	17	17
Number of Volunteer Hours Worked	8,859	8,713	8,800
Total Value of Volunteer Hours	\$157,690	\$155,073	\$156,640
Total Area Size	9.8 Miles	9.8 Miles	9.8 Miles
Population	38,884	38,884	38,884

CITY OF HURST

HALF-CENT ANTI CRIME

POLICE

0440 POLICE

<i>Workload/Output:</i>			
Total Calls for Service	63,540	64,175	64,810
Number of Arrests	2,743	2,825	2,880
Number of Reports	5,370	5,423	5,478
Number of MHMR Law Liaison Contacts	457	750	765
Number of Crime Victim Coordinator Contacts	2,005	1,820	1,911
<i>Effectiveness:</i>			
Residential Programs	19	19	19
Business Programs	10	10	10
School Programs	9	9	9
Police Outreach Facilities	2	2	2
<i>Efficiencies:</i>			
Number of Officers per 1,000 population	2	2	2
Per Capita Cost for Police Services: Half-Cent Anti-Crime Fund	166.55	158.07	154.89

ORDINANCE 2326

AN ORDINANCE ADOPTING THE BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017, FOR THE CRIME CONTROL AND PREVENTION DISTRICT OF THE CITY OF HURST, TEXAS

WHEREAS, in accordance with Texas Local Government Code Section 363.205, the City Council shall approve or reject the budget submitted by the Board of the Crime Control and Prevention District not later than the 30th day before the beginning of the fiscal year. The Council determined that a public hearing should be held by the Board and the time and place was set forth in a notice published ten (10) days prior to the public hearing on July 30, 2016; and,

WHEREAS, such public hearing on the budget was held on August 9, 2016, by the Hurst Crime Control and Prevention District Board and all interested persons given an opportunity to be heard for or against any item therein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HURST, TEXAS:

Section 1: THAT the budget for the Crime Control and Prevention District of the City of Hurst, Texas, for the fiscal period beginning October 1, 2016 and ending September 30, 2017, was approved and submitted by the Crime Control and Prevention District Board and words and figures as shown therein are adopted and approved as filed herewith.

Section 2: THAT the designated or reserve funding for all future debt, capital project, and capital lease obligations for the Crime Control and Prevention District of the City of Hurst, Texas, as of the fiscal period beginning October 1, 2016 and ending September 30, 2017, as approved and submitted by the Crime Control and Prevention District Board is adopted and approved as filed herewith.

Section 3: THAT the City Manager or his designate be and is hereby authorized to invest any funds not needed for current use in any lawful manner. Interest accrued from investments shall be deposited to the interest income account of the Hurst Crime Control and Prevention District.

AND IT IS SO ORDERED.

Passed on first reading on the 9th day of August 2016, by a vote of ____
to ____.

Passed on second reading on the 23rd day of August 2016, by a vote of
____ to ____.

ATTEST:

CITY OF HURST

Rita Frick, City Secretary

Richard Ward, Mayor

Approved as to form and legality:

City Attorney

City Council Staff Report

SUBJECT: Comply with state statutes for calculation and publication of the effective, rollback, and proposed tax rates	
Supporting Documents:	
Notice of 2016 Tax Year Proposed Property Tax Rate for City of Hurst	Meeting Date: 8/9/2016 Department: Fiscal Services Reviewed by: Joni Baldwin City Manager Review:
Background/Analysis:	
<p>Chapter 26 of the Property Tax Code requires taxing units to comply with State Statutes in adopting their tax rates. Generally, the total amount of property tax revenue collected by a political subdivision in the preceding year shall not be exceeded unless the governing body of the taxing unit gives notice of its intent to consider an increase in tax revenues and holds two public hearings. This is measured by the effective tax rate calculation.</p> <p>Local Government Code, Section 140 provides instructions for publishing the effective, rollback, and proposed tax rates. The required notice will be published in the Fort Worth Star-Telegram on August 13, 2016. The notice will include the City's proposed tax rate of \$0.5879, which is lower than the previous year's rate. The proposed tax rate is higher to this year's calculated effective rate of \$0.55101; therefore, two public hearings to consider the proposed tax rate and a notice of intent to increase tax revenue are required. The Property Tax Code requires that the City publish its effective tax rate, which is the calculated rate to generate the same revenues as the year before. The rollback tax rate of \$0.58846 per \$100 valuation contains this year's debt rate of \$0.1262521 per \$100 valuation. The City's proposed tax rate remains below the rollback rate; therefore, the City's proposed tax rate is not subject to a rollback election.</p>	
Funding and Sources:	
There is no fiscal impact.	

Recommendation:

Staff recommends that the effective and proposed tax rates be published on August 13, 2016 in the "Fort Worth Star-Telegram" to comply with truth-in-taxation laws as prescribed in Section 26 of the Tax Code and Section 140 of the Local Government Code.

NOTICE OF 2016 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF HURST

A tax rate of \$ 0.5879 per \$100 valuation has been proposed for adoption by the governing body of the City of Hurst. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of City of Hurst proposes to use revenue attributable to the tax rate increase for the purpose of providing services as presented in the City of Hurst's proposed 2016-2017 operating budget and public hearing presentation.

PROPOSED TAX RATE	\$ 0.5879	per \$100
PRECEDING YEAR'S TAX RATE	\$ 0.61056	per \$100
EFFECTIVE TAX RATE	\$ 0.55101	per \$100
ROLLBACK TAX RATE	\$ 0.58846	per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for the City of Hurst from the same properties in both the 2015 tax year and the 2016 tax year.

The rollback tax rate is the highest tax rate that the City of Hurst may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

Ron Wright

Tarrant County tax assessor-collector

100 E. Weatherford Street, Fort Worth, Texas 76196

817-884-1100

taxoffice@tarrantcounty.com

<http://www.tarrantcounty.com/etax/site/default.asp>

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: August 23, 2016 @ 6:30 p.m. at Hurst City Hall, 1505 Precinct Line Rd, Hurst, Texas.

Second Hearing: September 1, 2016 @ 5:30 p.m. at Hurst City Hall, 1505 Precinct Line Rd, Hurst, Texas.

City Council Staff Report

SUBJECT: Consider Vote on a Proposed Tax Increase for Fiscal Year 2016-2017	
Supporting Documents:	
Notice of 2016 Tax Year Proposed Property Tax Rate for City of Hurst	Meeting Date: 8/9/2016 Department: Fiscal Services Reviewed by: Joni Baldwin City Manager Review:
Background/Analysis:	
<p>Truth-in-Taxation Laws require that when a proposed rate for an entity's budget exceeds the rollback rate or the effective rate, whichever is lower, the taxing unit's governing body must vote to place a proposal to adopt the rate on the agenda as an action item. This vote must be recorded. The proposal must specify the desired rate.</p> <p>If the motion passes, the governing body must schedule two public hearings on the proposal and notify the public of the dates, times and place for these hearings and provide information about the proposed tax rate at least seven (7) days before the public hearings. The notice of these hearings will also be posted on the City's web site.</p> <p>The City Council is scheduled to vote on the tax rate on September 13, 2016. A public hearing cannot be held on the same date as the adoption of the tax rate. The meeting to vote on the tax rate must take place no less than three (3) days and no more than fourteen (14) days after the second public hearing. The two (2) public hearings are proposed to be held on August 23, 2016 and September 1, 2016. The calculated effective, rollback, and proposed tax rates along with the notice of public hearings on the tax rates will be published on August 13, 2016 in accordance with Local Government Code, Section 140.</p> <p>The vote by the City Council should specify the desired rate. According to Truth-in-Taxation Laws, a taxing unit cannot vote to adopt a proposal to increase taxes by an unspecified amount. The City's Annual Operating Budget for Fiscal Year 2016-2017 provides a tax rate of \$0.5879 per \$100 valuation. This rate exceeds the 2016 effective tax rate of \$0.55101, which will be published in the Fort Worth Star-Telegram on August 13, 2016.</p>	

Funding and Sources:

There is no fiscal impact.

Recommendation:

In order to comply with Truth-in-Taxation Laws, the City Council will vote to place a proposal to adopt a tax rate of \$0.5879 per \$100 valuation on the agenda, as an action item for the September 13, 2016 meeting and schedule two (2) public hearings on August 23, 2016 and September 1, 2016 for this proposal.

NOTICE OF 2016 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF HURST

A tax rate of \$ 0.5879 per \$100 valuation has been proposed for adoption by the governing body of the City of Hurst. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of City of Hurst proposes to use revenue attributable to the tax rate increase for the purpose of providing services as presented in the City of Hurst's proposed 2016-2017 operating budget and public hearing presentation.

PROPOSED TAX RATE	\$ 0.5879	per \$100
PRECEDING YEAR'S TAX RATE	\$ 0.61056	per \$100
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The rollback tax rate is the highest tax rate that the City of Hurst may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

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Second Hearing: September 1, 2016 @ 5:30 p.m. at Hurst City Hall, 1505 Precinct Line Rd, Hurst, Texas.

City Council Staff Report

SUBJECT: Consider Resolution 1651 to adopt the City of Hurst Investment Policy	
Supporting Documents:	
City of Hurst Investment Policy Resolution 1651	Meeting Date: 8/9/2016 Department: Fiscal Services Reviewed by: Paul Brown City Manager Review:
Background/Analysis:	
<p>Section 2256.005 Texas Government Code requires that the City Council shall review its investment policy and investment strategies not less than annually and the governing body shall adopt written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.</p> <p>The investment strategies outlined in the policy are conservative and all securities are held until maturity. The policy's strategy is to ensure that cash flows are matched with adequate investment liquidity for all funds. The City's portfolio is invested with five (5) objectives; safety, liquidity, diversification, yield and public trust. The only change being proposed is the addition of the City's Managing Director of Finance replacing the Assistant City Manager as the primary investment officer for the City. The Managing Director of Finance, Mr. Paul Brown, acts as the City's Finance Director (per the Charter). Mr. Brown has all the necessary credentials and training to act in this capacity.</p>	
Funding and Sources:	
There is no fiscal impact.	
Recommendation:	
City staff recommends that the City Council approve the City of Hurst Investment Policy by Resolution 1651 as required by Section 2256.005, Local Government Code.	



CITY OF HURST

INVESTMENT POLICY

August 9, 2016

City of Hurst

Investment Policy

IT IS THE POLICY
of the CITY OF HURST
to invest in public funds in a manner
which will provide the highest investment return
with the maximum security
while meeting the daily cash flow demands of the entity
and conforming to all state/province and local statutes
governing the investment of public funds.

Resolution No. 1651, August 9, 2016

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CITY OF HURST INVESTMENT POLICY

INTRODUCTION

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Hurst in order to achieve the goals of **safety, liquidity, diversification, yield, and public trust** for all investment activity. The City Council of the City of Hurst shall review its investment strategies and policy not less than annually. This Policy serves to satisfy the statutory requirement of the “Public Funds Investment Act,” Chapter 2256 of the Texas Government Code (the “Act”), to define, adopt and review a formal investment strategy and policy.

INVESTMENT STRATEGY

All funds under the City’s control are pooled for investment purposes. Specific investment strategies are utilized to address the unique characteristics of the fund groups, and investments are chosen consistent with the objectives of the strategies. The investment strategies are conservative. City-managed investments are held to maturity. All investment strategies are designed and managed in a manner responsive to the public trust and consistent with Local and State law, Section 2256.005(d).

Operating Funds. The primary investment strategy for governmental, proprietary and special revenue operating funds is to assure that anticipated cash flows are matched with adequate investment liquidity. The second strategy is to create a portfolio structure which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short term investments. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity dates of each investment.

Debt Service Funds. Investment strategies for debt service funds shall have as the primary strategy the assurance of investment liquidity adequate to cover the debt service obligations on the required payment dates. Investments purchased shall not have a stated final maturity date which exceeds the various debt service payment dates.

Debt Service Reserve Funds. Investment strategies for debt service reserve funds shall have as the primary strategy the ability to maintain the appropriate principal amount of reserves required to satisfy bond ordinances specific to an individual issue. Investments shall be of high quality, with short to intermediate term maturities. Interest earnings on reserve funds may be used for any lawful purpose.

Capital Projects Funds. Investment strategies for capital project fund portfolios will have as their primary strategy to assure that anticipated cash flows are matched with

adequate investment liquidity. These portfolios should include at least 10% in stable value, highly liquid investments (e.g. constant dollar pool, money market mutual fund) to allow for flexibility and unanticipated project outlays. The stated final maturity dates of investments held should not exceed the estimated project completion date. Interest earnings shall be deposited to the Capital Project Funds.

Special Project and Special Purpose Funds. Investment strategies for Special Project and Special Purpose Funds utilized for non-recurring capital outlay and infrastructure improvements are to assure that anticipated cash flows are matched with adequate investment liquidity. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity dates of each investment.

SCOPE

This Investment Policy applies to all financial assets of the City. These funds are accounted for in the City of Hurst's Comprehensive Annual Financial Report and include: General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Special Project and Purpose Funds, Enterprise Funds, Internal Service Funds and any new fund created by the City Council or staff, unless specifically exempted. The funds of the Hurst Community Services Development Corporation and the Hurst Crime Control and Prevention District are invested according to this Policy.

OBJECTIVES

The City shall manage and invest its cash with five objectives, listed in order of priority. The safety of the principal invested always remains the primary objective.

Safety. The foremost objective of the City's investment activity is the preservation of capital in the overall portfolio. Each investment transaction shall be conducted in a manner to control the risk of capital loss by investing in securities or other investments of the highest quality. The Investment Officers shall understand the suitability of the investments to the financial requirements of the City.

Liquidity. The City's investment portfolio shall be structured such that the City is able to meet all obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow requirements, by investing in securities with active secondary markets (e.g., U.S. Treasury, Agency, and Instrumentality securities of limited maturity), eligible money market mutual funds, depository bank money market cash disbursement accounts, and local government investment pools. The marketability of the investment shall be considered if the need should arise to liquidate the investment before maturity.

Diversification. Diversification of investments through the avoidance of over concentration of assets in a specific maturity sector and over concentration by investment type are major factors in controlling investment risk.

Yield. The City's cash management portfolio shall be designed with the objective of regularly meeting or exceeding the average rate of return on three-month U.S. Treasury Bills. This is considered a minimum standard for the portfolio's rate of return. The Investment program shall seek to augment returns above this threshold consistent with prudent investment principles.

Public Trust. All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investments shall be made with judgment and care, under prevailing circumstances which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived.

RESPONSIBILITY AND CONTROL

City Council Finance Committee. The Mayor shall appoint three Council members to serve as the City Council Finance Committee to review investment reports, minutes of the investment committee, and staff recommendations regarding the Investment Policy and procedures.

Finance and Investment Committee. The City Manager shall appoint a four member staff Finance and Investment Committee to administer and monitor the investment policies and procedures. The Managing Director of Finance will chair this committee. The committee shall meet monthly to determine operational strategies and to monitor results. The committee shall include in its deliberations such topics as: economic outlook, portfolio diversification, maturity structure, potential risk to the City's funds, authorized brokers and dealers, and the target rate of return for the investment portfolio. The Finance and Investment Committee shall establish strategies and guidelines for the percentage of the total portfolio that may be invested in securities and conduct a quarterly review of these guidelines.

Delegation of Authority. Authority to manage the City's investment program is derived from a resolution of the City Council, and no persons may engage in an investment transaction except as provided in the terms of this Policy. The Managing Director of Finance is designated as the Primary Investment Officer of the City and is authorized to engage in investment activities. The Managing Director of Finance is authorized to delegate to appropriate Finance Department staff (also known as the "Acting Investment Officer") certain investment duties consistent with this and other City policies. The Managing Director of Finance is responsible for investment decisions with the Finance and Investment Committee members ultimately responsible for all transactions undertaken. The Investment Officers and other members of the Finance and Investment

Committee, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that deviations from expectation are reported immediately upon knowledge of the deviation, and that appropriate action is taken to control adverse developments.

Investment Officers shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transaction that might impair public confidence in the City's ability to govern effectively. The standard of prudence to be used by Investment Officers shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio.

Training

The Investment Officer(s) shall attend a training session not less than once in a two-year period and receive not less than 10 hours of instruction relating to investment responsibilities as defined in the Act. The training provider must be an independent source approved by the Finance and Investment Committee.

Internal Controls. The Managing Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

The Managing Director of Finance shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- A. Control of collusion.
- B. Separation of transaction authority from accounting and record keeping.
- C. Custodial safekeeping
- D. Avoidance of physical delivery of securities.
- E. Clear delegation of authority to subordinate staff members.
- F. Written confirmation for telephone (voice) transactions for investments and wire transfers.

As part of the annual audit, the independent auditor must formally review the quarterly investment reports prepared to comply with Section 2256.023 of the Texas Government Code and, as part of the annual audit, report the results of that review to the City Council.

Ethics and Conflict of Interest. Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program, or

which could impair the ability to make impartial investment decisions. The Investment Officer who is related to, or has a personal business relationship with an entity or individual seeking to sell an investment to the City shall file a statement disclosing that personal business interest with the Texas Ethics Commission and the City Council.

REPORTING

Monthly Reporting. The Managing Director of Finance shall submit a monthly investment report that summarizes investments by type, maturity date, and financial institution.

Quarterly Reporting. The Managing Director of Finance shall submit a signed quarterly investment report, jointly prepared and signed by all Investment Officers, that summarizes current market conditions, economic developments and anticipated investment conditions. The report shall summarize investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment types, maturities, risk characteristics, and shall explain the total investment return for the quarter.

Methods: The quarterly investment report shall provide a status of the current investment portfolio and transactions made over the last quarter. The report will be provided to the City Manager and City Council and include the following:

- A. A listing of individual investments held at the end of the reporting period.
- B. Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market price is the net selling price of securities as quoted by a recognized market pricing source quoted on the valuation date.
- C. Additions and changes to the market value during the period and fully accrued interest for the reporting period.
- D. Average weighted yield to maturity of portfolio on City investments as compared to applicable benchmark.
- E. Listing of investments by maturity date, by type of asset and fund type.
- F. The percentage of the total portfolio that each type of investment represents.
- G. A statement of compliance of the City's investment portfolio with State law and the investment strategy and Policy approved by the City Council.
- H. Listing of credit rating for investment pools.

Annual Report. Within 60 days of the end of the fiscal year, the Managing Director of Finance shall present an annual report on the investment program and investment activity.

Portfolio Benchmark. The average stated rate of return and the weighted average maturity of the City's investment portfolio are hereby adopted as the portfolio's performance measurement standards.

<i>INVESTMENT PORTFOLIO</i>

Assets of the City of Hurst may be invested in the following instruments, provided, however, that at no time shall investments be made in any instrument or security not authorized for investment under the Act, as the Act may from time to time be amended.

Authorized Investments

- A. Obligations of the United States of America, its agencies and instrumentalities, limited to, U.S. Treasury Bills and Notes, FHLB, FNMA, FFCB, FAMCA, and FHLMC.
- B. Direct obligations of the State of Texas and agencies thereof.
- C. Other obligations, limited to those where the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the State of Texas or the United States of America or their respective agencies and instrumentalities.
- D. Obligations of the States, agencies thereof, Counties, Cities, and other political subdivisions of any state having been rated as investment quality by a nationally recognized investment rating firm, and having received a rating of not less than "A" or its equivalent.
- E. Deposits in financial institutions with a main office or branch in Texas, guaranteed or insured by the Federal Deposit Insurance Corporation or its successor, backed by a Letter of Credit issued by a federal agency or instrumentality or surety bond issued by a properly rated insurance company, or collateralized as defined in the Safekeeping and Custody section of this Policy. In addition, Certificates of Deposit obtained through a depository institution that has its main office or a branch office in Texas and that contractually agrees to place the funds in federally insured depository institutions in accordance with the conditions prescribed in Section 2256.010(b) of the Act are authorized investments.

- F. Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities deposited with a third party custodian selected by the Managing Director of Finance. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas. Each counterparty to a repurchase transaction is required to sign a mutually agreeable form of Master Repurchase Agreement. An executed copy of the Agreement must be on file before the City will enter into any transactions with a counterparty. Reverse repurchase agreements will not be entered into by City Investment Officers.
- G. Money market mutual funds regulated by the Securities & Exchange Commission with dollar weighted average portfolio maturity of 90 days or less, that fully invest dollar-for-dollar all City funds without sales commissions or loads; whose investment objectives include seeking to maintain a stable net asset value of \$1 per share, and that are categorized as a "Treasury" or "Government" money market mutual fund. Money market mutual funds must provide a prospectus and other information required by the Securities Exchange Act of 1934. The City may not invest funds under its control in an amount that exceeds 10% of the total assets of any individual money market mutual fund. Investments in any one of such funds shall be limited to 20% of the City's entire portfolio with the exception of a 20 business day grace period for unusual cash flow fluctuations.
- H. Eligible Investment Pools which invest in instruments and follow practices allowed by current law as defined in Section 2256.016 of the Texas Government Code provided that:
- (1) investment in the particular pool has been authorized by the City Council;
 - (2) the pool shall have furnished the Investment Officer an offering circular containing the information required by Section 2256.016(b) of the Texas Government Code;
 - (3) the pool shall furnish to the Investment Officer investment transaction confirmations with respect to all investments made with it;
 - (4) the pool shall furnish to the Investment Officer monthly reports that contain the information required by Section 2256.016(c) of the Texas Government Code;
 - (5) the pool's investment objectives shall be to maintain a stable net asset value of one dollar (\$1) and may have a weighted average maturity no greater than 90 days.
 - (6) whose investment philosophy and strategy are consistent with this Policy and the City's ongoing strategy;
 - (7) the pool provides evidence of credit rating no lower than "AAA" or "AAA-m" by at least one nationally recognized credit rating service, and;

- (8) investments in any one of such pools shall be limited to 20% of the City's entire portfolio with the exception of a 20 business day grace period for unusual cash flow fluctuations.
- I. Other securities or obligations will be presented to the City Council for approval after recommendation by the Finance and Investment Committee.

Unauthorized Investments

The City's authorized investment alternatives are more restrictive than those allowed by State law. The City prohibits investments in banker's acceptances, commercial paper and all collateralized mortgage obligations. State law specifically prohibits investment in the following investment securities.

- A. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pay no principal.
- B. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
- C. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.
- D. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

This Policy prohibits investments in options, financial futures contracts, and day trading of long term securities.

The City is not required to liquidate investments that were authorized investments at the time of purchase.

The City shall take prudent measures to liquidate any investment that loses its required minimum rating.

Holding Period

The City intends to match the holding periods of investment funds with liquidity needs of the City. In no case will the average maturity of investments of the City's operating funds exceed one year with no individual maturity exceeding two years. The maximum final stated maturity of any investment shall not exceed two years except that assets held in capital project and reserve funds may be invested in maturities up to five years with special approval by the Finance and Investment Committee.

Competitive Selection of Investment Instruments

Before an Investment Officer invests any surplus funds, a competitive "quote" process shall be conducted. If a specific maturity date is required either for cash flow purposes or for conformance to maturity guidelines, offerings will be requested for instruments which meet the maturity requirement. If no specific maturity is required, the best value available within the time constraints of the Investment Policy will be selected. Offers will be requested from financial institutions and/or broker/dealers for various investment alternatives with regard to term and instrument. Offerings for investment alternatives, including Certificates of Deposit, may be solicited orally, in writing, electronically, or in any combination of those methods. The current interest rates of other approved investment alternatives will be considered. Primarily, the City will accept offers which provide the highest rate of return within the maturity required and within the parameters of this Policy.

Risk and Diversification

The City recognizes that investment risks can result from issuer defaults, market price changes or various technical complications temporarily reducing liquidity. Risk is controlled through portfolio diversification which shall be achieved by the following general guidelines:

- A. Risk of issuer default is controlled by limiting investments to those instruments allowed by the Act, which are described herein.
- B. Risk of market price changes shall be controlled by avoiding over-concentration of assets in a specific maturity sector, limitation of average and final maturity, and avoidance of over-concentration of specific instruments.
- C. Risk to liquidity due to technical complications shall be controlled by maintaining minimum bank, pool, and money market mutual fund balances, and diversifying the selection of securities dealers.

SAFEKEEPING AND CUSTODY

Collateralization. All financial institution deposits of City funds shall be insured, enhanced, or collateralized consistent with State law. In order to anticipate market value changes and provide a level of security, the collateralization level will be equal to or greater than 102% of market value of principal and accrued interest. Evidence of the pledged collateral shall be maintained by the Managing Director of Finance or a third party financial institution. Repurchase agreements shall be documented by a specific agreement noting the collateral pledge in each agreement, and collateral shall be valued daily. Collateral shall be reviewed at least monthly to assure that the market value of the pledged securities is adequate. The City reserves the right to accept or reject any security as collateral for its deposits or repurchase agreements. Since market value change is not anticipated, the stated amount of any Letter of Credit will be equal to or greater than 100% of principal plus projected accrued interest. The City reserves the right, in its sole discretion, to accept or reject any form of insurance, enhancement, or collateralization.

Financial institutions serving as depositories will be required to sign a depository agreement with the City. The collateralized deposit portion of the agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- 1) The agreement must be in writing;
- 2) The agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
- 3) The agreement must be approved by the Board of Directors or designated committee of the Depository and a copy of the meeting minutes must be delivered to the City; and
- 4) The agreement must be part of the Depository's "official record" continuously since its execution.

Collateral Substitution. Collateralized certificates of deposit and depository institution deposit accounts often require substitution of collateral. Any financial institution requesting substitution must contact the Investment Officer for approval and settlement. The substituted security's value will be calculated and substitution approved if its value is equal to or greater than the required security level. The Investment Officer, or a designee, must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense.

Custodial Agreement. Collateral pledged to secure deposits of the City shall be held by a custodian institution in accordance with a Custodial Agreement which clearly defines the procedural steps for gaining access to the collateral should the City determine that the City's funds are in jeopardy. The custodian, shall be the Federal Reserve Bank, Bank of New York Mellon, or an institution approved by the City and not affiliated with the firm pledging the collateral. With the exception of the Federal Reserve Bank, the custodial agreement shall include the signatures of authorized representatives of the City, the firm pledging the collateral, and the custodian.

Collateral Defined. The City shall accept only the following securities as collateral:

- A. FDIC insurance coverage.
- B. A bond, bill, certificate of indebtedness, or Treasury Note of the United States, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States.
- C. Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.
- D. A bond of the State of Texas or a county, city or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten years or less.

- E. Obligations of the United States of America's agencies and instrumentalities, limited to: FHLB, FNMA, FFCB, FAMCA and FHLMC.
- F. Letters of Credit issued by an agency or instrumentality of the United States.

Subject to Audit. All collateral shall be subject to inspection and audit by the Managing Director of Finance or the City's independent auditors.

Delivery vs. Payment. All investment securities shall be purchased using the delivery vs. payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the safekeeping agent. The security shall be held in the name of the City and held on behalf of the City. The safekeeping agent's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City. Investment pool funds, financial institution deposits, and mutual funds are exceptions to the delivery vs. payment method.

SELECTION OF BANKS, ADVISERS AND BROKER/DEALERS
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Depository. A qualified depository shall be selected through the City's banking services procurement process, which is consistent with State law. The selection of a depository shall be based on the financial institution offering the most favorable terms and conditions at the least cost, while adhering to the guidelines and provisions within the request for proposal. In selecting a depository, the City shall give consideration to the financial institution's credit characteristics, financial history, service capabilities, and costs for required services. The City Council may adopt a written policy permitting applications from a bank, credit union, or savings association not located within the City, after taking into consideration what is in the best interest of the City.

Certificates of Deposits. Banks seeking to establish eligibility for the City's competitive certificate of deposit purchase program shall submit for review financial statements, evidence of federal insurance and other information as required by the Managing Director of Finance.

Selection of Broker/Dealers. Selection will be performed by the Finance and Investment Committee, and at least annually, the Committee will review, revise and adopt a list of qualified brokers that are authorized to engage in investment transactions with the City. Broker/Dealers shall provide timely transaction confirmations. Prospective Broker/Dealers shall provide financial and other information as requested by the Managing Director of Finance sufficient to evaluate their fiscal condition and ability to service the City. Criteria to evaluate Broker/Dealers are as follows:

1. Adherence to the City's policies and strategies;
2. Investment performance and transaction pricing;
3. Responsiveness to the City's request for service, information and open communication;

4. Understanding of the inherent fiduciary responsibility of investing public funds, and;
5. Similarity in philosophy and strategy with the City's objectives.

Investment Advisers. Investment Advisers shall adhere to the spirit, philosophy and specific term of the Investment Policy and shall invest within the same "Objectives."

The Finance and Investment Committee shall recommend selection of Investment Advisers. The Investment Officer shall establish criteria to evaluate Investment Advisers, including:

1. Adherence to the City's policies and strategies;
2. Investment strategy recommendations within accepted risk constraints;
3. Responsiveness to the City's request for services, information and open communication;
4. Understanding of the inherent fiduciary responsibility of investing public funds; and
5. Similarity in philosophy and strategy with the City's objectives.

Selected Investment Advisers must be registered under the Investment Advisers Act of 1940 or with the State Securities Board. A contract with an Investment Adviser may not be for a term longer than two years and any contract, renewal, or extension must be approved by the City Council.

Approved Institutions, Advisers and Broker/Dealers. Broker/Dealers, investment advisers, or other institutions eligible to transact investment business with the City shall be presented a written copy of this Investment Policy. Additionally, the qualified representative seeking to transact investment business shall execute a Certification as shown in Appendix "A" or a Certification similar in form, to the effect that the qualified representative has:

1. received and thoroughly reviewed this Investment Policy;
2. acknowledged that their organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities with the City;
3. supplied audited financial statements;
4. supplied proof of Financial Industry Regulatory Authority certification;
5. supplied proof of state registration, and;
6. completed broker/dealer questionnaire.

All broker/dealers shall provide the City with references from Public entities which they are currently serving.

INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by resolution of the City Council. The Policy shall be reviewed for effectiveness on an annual basis by the Finance and Investment Committee and any modifications will be recommended for approval to the City Council.

GLOSSARY

AGENCIES: Federal agency and instrumentality securities.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See **OFFER**.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate.

COLLATERAL: Securities, evidence of deposit, or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMMERCIAL PAPER: Short-term, unsecured promissory notes issued by corporations to finance short-term credit needs.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the City of Hurst, which is prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive

introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

CUSIP: A unique security identification number assigned to securities maintained and transferred on the Federal Reserve and other book-entry systems.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities prior to exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DEPOSITORY: The bank selected by the City to provide primary depository services.

DISCOUNT: When the purchase price of a security is less than its par, or face value, the security is selling at a discount. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of investments, issuers, and maturities.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. The target for this rate is currently set by the Federal Reserve through open-market operations.

FEDERAL FARM CREDIT BANK (FFCB): The Farm Credit system supports agricultural loans. It has consolidated the financing programs of several related farm credit agencies, providing a variety of credit services to the American agricultural community.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to member financial institutions. Functioning as a credit reserve system, it facilitates extension of credit through its owner-members.

FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC or Freddie Mac): A stockholder-owned corporation that provides a continuous flow of funds to mortgage lenders primarily through developing and maintaining an active, nationwide secondary market in various mortgages.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): A stockholder-owned corporation that provides a continuous flow of funds to mortgage lenders primarily through developing and maintaining an active, nationwide secondary market in conventional residential mortgages. It is the largest single provider of residential mortgage funds in the United States. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT AGENCY ISSUE: Debt securities issued by government-sponsored enterprises and federal agencies. Such are not direct obligations of the Treasury and may involve government sponsorship or guarantees.

INVESTMENT ADVISERS: Advisers who have extensive experience, especially with fixed income securities, to provide certain services related to the investment of City funds.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase - reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

MUTUAL FUNDS: Mutual fund providers are investment companies that sell shares to investors, offering investor diversification and professional portfolio management. Prices fluctuate with the performance of the fund.

Money market mutual funds invest in short term securities.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See **ASKED** and **BID**.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PAR: The value of a security as expressed on its face (face value) without consideration of a discount or premium.

PORTFOLIO: Collection of securities held by an investor.

PREMIUM: The price that a security demands over its par value.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) -registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state - the so-called legal list. In other states, the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

RATING: A formal opinion by an outside professional service on the credit reputation of an issuer and the investment quality of its securities. This opinion is expressed in letter values, e.g. AA.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use REPO extensively to finance their positions. Exception: When the Fed is said to be doing REPO, it is lending money that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held by the bank for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES AND EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BOND: Long-term U.S. Treasury securities having initial maturities of more than 10 years.

TREASURY NOTES: Intermediate term coupon bearing U.S. Treasury securities having initial maturities from one to ten years.

U.S. GOVERNMENT SECURITIES: Various types of marketable securities issued by the U.S. Treasury, agencies and instrumentalities, including bills, notes, and bonds. Such securities are direct obligations of the U.S. Treasury or its agencies and instrumentalities and differ mainly in the length of their maturity.

WEIGHTED AVERAGE LIFE: The weighted average life refers to the average amount of time that will elapse from the date of a security's issuance until each dollar of principal is repaid to the investor.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD or YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

RESOLUTION 1651

A RESOLUTION TO SET FORTH SPECIFIC INVESTMENT POLICY AND STRATEGY GUIDELINES FOR THE CITY OF HURST IN ORDER TO ACHIEVE THE GOALS OF SAFETY, LIQUIDITY, DIVERSIFICATION, YIELD, AND PUBLIC TRUST FOR ALL INVESTMENT ACTIVITY

WHEREAS, the City Council has reviewed the Investment Policy and Investment Strategies and has been advised by staff and the Finance Committee that the attached Investment Policy provides for maximum return on investment consistent with maximum security of public funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HURST, TEXAS:

Section 1. THAT the attached document styled "City of Hurst Investment Policy, August 9, 2016" is hereby adopted as the Investment Policy of the City of Hurst.

AND IT IS SO RESOLVED.

Approved this the 9th day of August 2016 by a vote of to .

ATTEST:

CITY OF HURST

Rita Frick, City Secretary

Richard Ward, Mayor

Approved as to form and legality:

City Attorney

City Council Staff Report

SUBJECT: Consider authorizing the city manager to enter into a contract with Cigna to administer the City of Hurst health plans, pharmacy benefits, and dental plans for eligible full-time employees, retirees, and dependents effective 10/1/2016 through 9/30/2019

Supporting Documents:

Vendor selection information

Meeting Date: 8/9/2016
 Department: Human Resources
 Reviewed by: Matia Messemer
 City Manager Review:

Background/Analysis:

The City submitted a Request for Proposal (RFP) 16-006 to determine the best options for health and welfare benefits services to employees. The City partnered with Randy Martell and his team with Hefner & Associates to manage the RFP process. Services proposed included Third Party Administration for the City's self-funded health plan, stop loss insurance, pharmacy administration, and dental plans administration. The City included a request for fully insured health plan proposals and all four providers declined to bid.

Health/Pharmacy Benefit Management (PBM)/Stop Loss Insurance

The City of Hurst's health plan has been self-funded since October 1, 1990. Employees currently share in the cost of the health coverage by contributing a portion of their annual salary plus a flat rate per month. Retirees not yet Medicare eligible contribute a flat amount per month based on their years of service immediately prior to retirement.

The RFP process for the self-funded health plan, PBM, and stop loss insurance resulted in seven responses and two declinations. The seven responses were narrowed to three finalists who presented to Hefner & Associates. The finalists have been presented to City staff to consider the best option for the upcoming plan year. Cigna is the City's current health administrator and provides stop loss insurance, pharmacy benefit management, administration of the dental ASO plans, and coverage for the dental HMO plan.

Cigna is the recommended provider for health administration and stop loss insurance resulting in a 5.46% decrease in maximum liability for the 2016-2017 plan year, a \$10,000 wellness credit, and a \$41,000 administration fee credit. Cigna has offered

a 0% increase in year two and a 3% maximum increase in year three. Although the recommended provider is the incumbent, this would require a system, or platform change. The City will have a new account management team, access to an enhanced employer administration portal, full website usage for employees, and new wellness tracking tools. Cigna will provide pharmacy rebates in the 2016-2017 plan year totaling approximately \$54,700 in rebates.

Dental – ASO/DHMO

The City of Hurst currently pays 100% of an eligible full-time employee's dental premium. Employees pay 100% of the dependent dental premium if they choose dependent dental coverage. Eligible retirees pay 100% of the dental premium for themselves and any eligible dependents covered. The City currently offers two dental plans to employees, retirees, and eligible dependents from which to choose. Cigna is the incumbent provider.

The RFP process for the Dental ASO resulted in nine responses and two declinations. These were narrowed to three finalists, which presented to Hefner & Associates. Cigna is the recommended Dental ASO provider for a 46% decrease and a two year rate guarantee with a 3% rate cap for year three.

The RFP process for the Dental DHMO resulted in nine responses and two declinations. Cigna is the recommended Dental HMO provider remaining at current rates (no change) with a two year rate guarantee and a 5% cap for year three.

Funding and Sources:

Employee Health and Welfare Benefits are managed out of the Loss Reserve Fund (Health fund), and the overall costs are shared between the City departmental budgets, employees, and retirees. Budget projections for the 2016-2017 plan/fiscal year total \$5,584,043 including medical claims, prescription claims, and administration fees for the Third Party Administrators, Stop Loss Fees, and Projected Health Reform Fees.

Recommendation:

Staff recommends that the City Council authorize the city manager to enter into a contract with Cigna to administer the City of Hurst health plans, pharmacy benefit management, provide stop loss insurance, administer the Dental ASO plan, and provide Dental HMO coverage for eligible employees, retirees, and dependents effective 10/1/2016 and continuing through 9/30/2019.

**VENDOR SELECTION CRITERIA
(Medical, PBM, Dental)**

I. Cost (30%)

- a) Fixed Costs: includes insurance costs and administrative costs
- b) Variable Costs: costs stated as a percentage of paid claims, cost management (i.e., shifting of more/less workload to City staff)
- c) Ability to reduce claims expense: network discounts /network access
- d) Financial Stability (AM Best Rating)

II. Cost Containment / Innovative Solutions (20%)

The respondents demonstrated and proposed ability to implement innovative cost containment solutions is a significant factor to provider selection. These can include but are not limited to:

- a) Provider cost and quality solutions
- b) Patient centered medical home
- c) Value based benefit solutions

III. Population Health Management Programs (20%)

The respondents demonstrated and proposed abilities to improve health of the population and prevent health plan costs are critical to provider selection.

- a) Utilization review programs
- b) Case management programs
- c) Disease management programs
- d) Wellness programs, tools and resources
- e) Dedicated wellness consultant and coordinator
- f) Return on investment analysis and reporting

III. Communication (5%)

- a) Educational material for employees
- b) Summary Plan Description capabilities
- c) On-line resources and tools
- d) Administrative kits for locations
- e) Bilingual capability

IV. Claims Processing (10%)

- a) Turnaround time excluding medical review of claims
- b) Pended claims procedures
- c) Statistical accuracy
- d) General service procedures
- e) Dedicated service team
- f) Willingness to contractually establish performance criteria

V. Integrated Systems / Technology Initiative (10%)

Capability to integrate systems between TPA, PBM, and Health Clinic linked to database are integral to the provider selection. The following components make up the whole of an integrated system:

- a) Eligibility
- b) Claims function
- c) Claims payment / family histories (i.e. pre-existing condition)
- d) UR / CM / DM integration
- e) Stop loss intrusion
- f) Electronic claims inquiry
- g) Internet based enrollment/eligibility capabilities
- h) Access, format and frequency of management reporting

VII. Past Performance (5%)

- a) Active and terminated references
- b) Past relationship with the City
- c) Recognitions / reputation of proposer

VENDOR SELECTION MATRIX

PARTIAL SELF FUNDED- MEDICAL / RX

	<u>Cigna</u>	<u>Meritain</u>	<u>UHC</u>
Cost (30%)	30	27	25
Cost Containment / Innovative Solutions (20%)	20	20	20
Population Health Management Programs (20%)	20	20	20
Communication (5%)	5	5	5
Claims Processing (10%)	10	10	10
Integrated Systems / Technology Initiative (10%)	10	10	10
Past Performance (5%)	4	4	4
TOTAL	99	96	94

CODE KEY:

- 60 Below Average
- 70 Average
- 80 Average / No Basis for Comparison
- 90 Above Average
- 100 Clearly Demonstrable Advantage

VENDOR SELECTION MATRIX

DENTAL HMO – FULLY INSURED

	<u>Cigna</u>	<u>Aetna</u>	<u>Humana</u>
Cost of Services (40%)	38	40	34
Reporting (20%)	20	19	20
Technology Capabilities (20%)	20	20	20
References / Relevant Services / Explanations (10%)	10	8	9
Enrollment / Communication Materials (10%)	10	10	9
TOTAL	98	97	92

CODE KEY:

60	Below Average
70	Average
80	Average / No Basis for Comparison
90	Above Average
100	Clearly Demonstrable Advantage

City Council Staff Report

<p>SUBJECT: Consider authorizing the city manager to enter into a contract with Davis Vision to provide voluntary vision insurance to eligible employees and dependents effective 10/1/2016 through 9/30/2020</p>	
<p>Supporting Documents:</p>	
<p>Vendor selection information</p>	<p>Meeting Date: 8/9/2016 Department: Human Resources Reviewed by: Matia Messemer City Manager Review:</p>
<p>Background/Analysis:</p>	
<p>The City submitted a Request for Proposal (RFP) 16-006 to determine the best options for health and welfare benefits services to employees. Services proposed included voluntary vision benefits. The City partnered with Randy Martell and his team with Hefner & Associates to manage the RFP process. The RFP resulted in eight responses and three declinations. These were narrowed down to four finalists, which presented to Hefner & Associates. The incumbent provider is Cigna Vision.</p> <p>It is recommended that the City of Hurst change carriers from Cigna to Davis Vision for the 2016-2017 plan year with a four year rate guarantee. Davis Vision is providing richer benefits and a cost savings. The change to Davis would be a 31.4% decrease to premium costs annually.</p>	
<p>Funding and Sources:</p>	
<p>Employee Health and Welfare Benefits are managed out of the Loss Reserve Fund (Health fund), and the overall costs are shared between the City departmental budgets, employees, and retirees. Budget projections for the 2016-2017 plan/fiscal year total \$5,584,043, including medical claims, prescription claims, and administration fees for the Third Party Administrators, Stop Loss Fees, and Projected Health Reform Fees.</p>	

Recommendation:

Staff recommends that the City Council authorize the city manager to enter into a contract with Davis Vision to provide voluntary vision insurance for eligible full-time employees and dependents with a four year rate guarantee from 10/1/2016 through 9/30/2020.

**VENDOR SELECTION CRITERIA
(Life, Disability, Vision)**

- I. **Cost of Services (40%)**
- II. **Reporting (20%)**
- III. **Technology Capabilities (20%)**
- VI. **References / Relevant Services/Explanations(10%)**
- VII. **Enrollment/Communication Materials (10%)**

VENDOR SELECTION MATRIX

OPTIONAL VISION – FULLY INSURED

	<u>Cigna</u>	<u>Davis Vision</u>	<u>Avesis</u>
Cost of Services (40%)	36	40	38
Reporting (20%)	20	19	19
Technology Capabilities (20%)	20	20	20
References / Relevant Services / Explanations (10%)	10	10	10
Enrollment / Communication Materials (10%)	10	10	9
TOTAL	96	99	96

CODE KEY:

60	Below Average
70	Average
80	Average / No Basis for Comparison
90	Above Average
100	Clearly Demonstrable Advantage

City Council Staff Report

<p>SUBJECT: Consider authorizing the city manager to enter into a contract with Cigna to provide basic life insurance for eligible full-time employees and retirees, voluntary life insurance, and long term disability coverage for eligible full-time employees effective 10/1/2016</p>	
<p>Supporting Documents:</p>	
<p>Vendor selection information</p>	<p>Meeting Date: 8/9/2016 Department: Human Resources Reviewed by: Matia Messemer City Manager Review:</p>
<p>Background/Analysis:</p>	
<p>The City submitted a Request for Proposal (RFP) 16-006 to determine the best options for health and welfare benefits services to employees. Services proposed included basic life insurance and disability insurance. The City partnered with Randy Martell and his team with Hefner & Associates to manage the RFP process. The RFP resulted in six responses and five declinations. These were narrowed down to three finalists. The incumbent provider is Cigna.</p> <p>It is recommended that the City of Hurst continue with Cigna for life and disability insurance for the 2016-2017 plan year. This will result in a rate decrease for the Basic Life premiums of 18.75%, and decrease to Long Term Disability premiums of 15.79%.</p>	
<p>Funding and Sources:</p>	
<p>Employee Health and Welfare Benefits are managed out of the Loss Reserve Fund (Health fund), and the overall costs are shared between the City departmental budgets, employees, and retirees. Budget projections for the 2016-2017 plan/fiscal year total \$5,584,043 including medical claims, prescription claims, and administration fees for the Third Party Administrators, Stop Loss Fees, and Projected Health Reform Fees.</p>	

City Council Staff Report

Recommendation:

Staff recommends that the City Council authorize the city manager to enter into a contract with Cigna to provide basic life insurance for eligible full-time employees and retirees, voluntary life insurance, and long term disability coverage for eligible full-time employees effective 10/1/2016.

**VENDOR SELECTION CRITERIA
(Life, Disability, Vision)**

- I. Cost of Services (40%)**
- II. Reporting (20%)**
- III. Technology Capabilities (20%)**
- VI. References / Relevant Services/Explanations(10%)**
- VII. Enrollment/Communication Materials (10%)**

VENDOR SELECTION MATRIX

LIFE AND DISABILITY – FULLY INSURED

	<u>Cigna</u>	<u>Dearborn</u>	<u>UMUM</u>
Cost of Services (40%)	40	38	36
Reporting (20%)	20	20	20
Technology Capabilities (20%)	20	20	20
References / Relevant Services / Explanations (10%)	9	9	9
Enrollment / Communication Materials (10%)	10	10	9
TOTAL	99	97	94

CODE KEY:	60	Below Average
	70	Average
	80	Average / No Basis for Comparison
	90	Above Average
	100	Clearly Demonstrable Advantage

City Council Staff Report

<p>SUBJECT: Consider authorizing the city manager to renew coverage with SIS NexStep GAP insurance for eligible full-time employees effective 10/1/2016</p>	
<p>Supporting Documents:</p>	
<p>Vendor selection information</p>	<p>Meeting Date: 8/9/2016 Department: Human Resources Reviewed by: Matia Messemer City Manager Review:</p>
<p>Background/Analysis:</p>	
<p>The City submitted a Request for Proposal (RFP) 16-006 to determine the best options for health and welfare benefits services to employees. Services proposed included GAP Insurance. The City partnered with Randy Martell and his team with Hefner & Associates to manage the RFP process. The RFP resulted in three responses. These were narrowed down to two finalists. The incumbent provider is SIS NexStep.</p> <p>The City of Hurst pays 100% of the premium cost for the core plan for all eligible full-time employees participating in the Consumer OAP Plan. Employees pay 100% of the dependent coverage if elected.</p> <p>It is recommended that the City of Hurst continue with SIS NexStep to provide GAP insurance to all eligible full-time employees for the 2016-2017 plan year at current rates.</p>	
<p>Funding and Sources:</p>	
<p>Employee Health and Welfare Benefits are managed out of the Loss Reserve Fund (Health fund), and the overall costs are shared between the City departmental budgets, employees, and retirees. Budget projections for the 2016-2017 plan/fiscal year total \$5,584,043, including medical claims, prescription claims, and administration fees for the Third Party Administrators, Stop Loss Fees, and Projected Health Reform Fees.</p>	

Recommendation:

Staff recommends that the City Council authorize the city manager to renew with SIS NexStep for GAP insurance for eligible full-time employees effective 10/1/2016.

VENDOR SELECTION MATRIX

GAP Insurance

	<u>NextStep</u>
Cost (30%)	40
Financial Stability (5%)	5
Communication (10%)	10
Claims Processing (20%)	20
Claims Management Reports (10%)	10
Integrated Systems / Technology Initiative (10%)	10
Past Performance (5%)	4
TOTAL	99

CODE KEY:

60	Below Average
70	Average
80	Average / No Basis for Comparison
90	Above Average
100	Clearly Demonstrable Advantage

City Council Staff Report

<p>SUBJECT: Consider authorizing the city manager to enter into a contract with Compass Professional Health Services to provide patient advocacy services for all eligible full-time employees effective 10/1/2016</p>	
<p>Supporting Documents:</p>	
<p>Vendor selection information</p>	<p>Meeting Date: 8/9/2016 Department: Human Resources Reviewed by: Matia Messemer City Manager Review:</p>
<p>Background/Analysis:</p>	
<p>The City submitted a Request for Proposal (RFP) 16-006 to determine the best options for health and welfare benefits services to employees. Services proposed included patient advocacy. The City partnered with Randy Martell and his team with Hefner & Associates to manage the RFP process. The RFP resulted in two responses, and one was presented as a competitive finalist.</p> <p>It is recommended that the City of Hurst select Compass Professional Health Services to assist eligible full-time employees with health care needs, particularly working with members to find high quality, low cost in-network providers. The cost is \$5 per employee per month, estimated at \$21,480 annually.</p>	
<p>Funding and Sources:</p>	
<p>Employee Health and Welfare Benefits are managed out of the Loss Reserve Fund (Health fund), and the overall costs are shared between the City departmental budgets, employees, and retirees. Budget projections for the 2016-2017 plan/fiscal year total \$5,584,043, including medical claims, prescription claims, and administration fees for the Third Party Administrators, Stop Loss Fees, and Projected Health Reform Fees.</p>	
<p>Recommendation:</p>	
<p>Staff recommends that the City Council authorize the city manager to enter into a contract with Compass Professional Health Services to provide patient advocacy services for all eligible full-time employees effective 10/1/2016.</p>	

VENDOR SELECTION MATRIX

PATIENT ADVOCACY

	<u>Compass</u>
Cost (30%)	40
Financial Stability (5%)	5
Communication (10%)	10
Claims Processing (20%)	20
Claims Management Reports (10%)	10
Integrated Systems / Technology Initiative (10%)	10
Past Performance (5%)	4
TOTAL	99

CODE KEY:

60	Below Average
70	Average
80	Average / No Basis for Comparison
90	Above Average
100	Clearly Demonstrable Advantage

Future Event Calendar

August 9, 2016

DATE AND TIME	ACTIVITY
Tuesday, August 9, 2016 6:30 p.m.	Regular City Council Meeting City Council Chambers
Tuesday, August 16, 2016 5:00 p.m.	City Council Work Session Hurst Conference Center
Tuesday, August 23, 2016 6:30 p.m.	Regular City Council Meeting City Council Chambers
Thursday, September 1, 2016 5:30 p.m.	Special City Council Meeting City Council Chambers
Monday, September 5, 2016	Holiday City Offices Closed
Tuesday, September 13, 2016 6:30 p.m.	Regular City Council Meeting City Council Chambers
Tuesday, September 27, 2016 6:30 p.m.	Regular City Council Meeting City Council Chambers