

## AGENDA

### HALTOM CITY COUNCIL MEETING

October 24, 2016 – City Hall, 5024 Broadway Avenue

Council Chambers – Work Session – 6:00 P.M./Regular Session – 7:00 P.M.

**NOTICE:** Council Member Place 6 Stephanie Davenport will be video conferencing from the Candlewood Suites, 9151 Boyd-Cooper Parkway, Montgomery, Alabama. A quorum of the City Council will be present at City Hall, 5024 Broadway Avenue.

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#### WORK SESSION 6:00 P.M.

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##### **CALL TO ORDER** (General Comments)

- Discuss the Tarrant County Ballot Proposition of all Alcoholic Beverage Sales.
- Review and discuss items on the regular agenda of October 24, 2016.

##### **EXECUTIVE SESSION**

###### **Chapter 551 of the Texas Government Code**

**As authorized by Section 551.071, the City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to seek legal advice from the City Attorney about any matters listed on the agenda, in addition to the following matters:**

Consultation with the City Attorney pertaining to any matter in which the duty of the City Attorney under the Texas Disciplinary Rules of Professional Conduct which may conflict with the Open Meetings Act; including discussion of any item posted on the Agenda; to seek legal advice on open meetings, open records, project schedule/construction contract with Tiseo Paving, dissolution/restructuring of the Haltom City Economic Development Corporation, ordinance on visible addresses, step-plan budget, taxation on city utilities, and pending litigation and settlement offers for the following cases:

- Donald Anthony Hains v. City of Haltom City
- Flynn v. Haltom City EDC
- Progressive County Mutual Ins. Co. v. City of Haltom City
- James H. Watson v. City of Haltom City

###### **Section 551.072 – Deliberations about Real Property**

Deliberation regarding the purchase, exchange, lease or value of real property owned or leased by the City.

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#### REGULAR SESSION 7:00 P.M.

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##### **CALL TO ORDER**

**INVOCATION/PLEDGE OF ALLEGIANCE** – Council Member Jeannine Nunn

**ANNOUNCEMENTS/EVENTS** – Assistant City Manager Rex Phelps

**PROCLAMATION** – “Haltom City Animal Hospital”

##### **REPORTS\***

1. **Monthly Financial Report for September 2016** – Review of the preliminary monthly Financial Report for the month ending September 30, 2016. **(J. Fung)**
2. **Quarterly Investment Report for 2016** – Review of the September 2016 Quarterly Investment Report. **(J. Fung)**
3. **2016 Crime Statistics (3<sup>rd</sup> Quarter)** – Presentation of Haltom City Police Department crime statistics for the third quarter of 2016. **(C. Phillips)**
4. **Capital Improvements Report** – Presentation of quarterly status report of all major capital improvement projects. **(G. Van Nieuwenhuize)**

\*The presentation of reports to the City Council may occur at any time during the Work Session or Regular Session as time permits.

## REGULAR AGENDA

5. **Minutes** – Consideration and/or action regarding approval of the Minutes of the meeting of October 10, 2016. **(A. Camacho)**
6. **Resolution No. R-2016-023-03** – Consideration and/or action regarding approval to amend the authorized representatives for TexPool local government investment pool. **(J. Fung)**

### VISITORS/CITIZENS FORUM

*This time is set-aside for any person having business before the Council that is not scheduled on the agenda to speak to the Council. Please submit a completed Speaker's Request Form to the City Secretary and follow the instructions listed on the form. If a group is present and interested in the same issue, please choose a spokesperson. Council cannot discuss or debate any issue brought forth at this time, nor can any formal action be taken, as it is not a posted agenda item in accordance with the open meetings law.*

### BOARDS/COMMISSIONS

7. **Resignations of Board Members** – Consider approval of the resignations of Board/Commission Members.
8. **Appointment/Reappointment to Boards and Commissions** – Consider approval regarding appointments to Boards/Commissions.

### EXCUSED ABSENCE OF COUNCIL MEMBERS

9. **Attendance Requirements** – Consideration regarding excused absences of Council Members according to Article III, Sec. 3.07 (a). Attendance Requirements of the Haltom City Charter.

### EXECUTIVE SESSION

See Posting on Page One (1) of Agenda.

### RECONVENE TO REGULAR SESSION

10. Take any action deemed necessary as a result of the Executive Session.

### ADJOURNMENT

#### **CERTIFICATION**

I, ART CAMACHO, CITY SECRETARY OF THE CITY OF HALTOM CITY, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS POSTED ON THE OFFICIAL BULLETIN BOARDS IN CITY HALL ON THIS THE 21<sup>ST</sup> DAY OF OCTOBER, 2016 AT 5:00 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.



ART CAMACHO, CITY SECRETARY

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE CITY HALL BULLETIN BOARD ON \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.  
Name: \_\_\_\_\_ Title: \_\_\_\_\_



This facility is wheelchair accessible. Handicapped parking spaces are available. Request for sign interpretative services must be made 48 hours ahead of meeting. To make arrangements call 817-222-7754.

## **CITY COUNCIL MEMORANDUM**

**City Council Meeting:** October 24, 2016

**Department:** Finance

**Subject:** Monthly Financial Report for  
September 2016

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### **BACKGROUND**

Attached is the Monthly Financial Report for the month ended September 30, 2016. This report is submitted to the City Council for review and comment. This report does not include the year-end adjustments and is unaudited. The audited financial statements will be provided when the year-end audit is completed.

### **FISCAL IMPACT**

This is a management tool that can be used by City Council in evaluating future spending decisions.

### **RECOMMENDATION**

Staff recommends review of the attached report.

### **ATTACHMENTS**

Monthly Financial Report for September 2016.

## 2016 September Monthly Financial Report

October 13, 2016

We are pleased to provide the September 2016 monthly financial report. Most of the funds are performing as budgeted. Variances and exceptions that warrant explanations are listed in the financial report. This report is a preliminary report that does not include year-end adjustments and is unaudited. Audited financial statements will be provided when the year-end audit is completed.

### **Fund Balances**

At the end of September, the total fund balance for all City funds amounted to over \$31.6 million. All funds maintained positive fund balances.

### **Revenues**

As of September 30, the City realized over \$59.6 million or 99.6% of the yearly revenue. The City has collected over 101% in property tax revenues and totaling about \$11.9 million (\$7.9 million in General Fund and \$4 million in Debt Service Fund). Sales and Other Taxes Revenue for the City totaled over \$12.4 million and was up about 3.3% compared to last year. Out of the Sales Tax, \$6.2 million recorded in General Fund, \$3.1 million in Economic Development Fund, \$1.5 in Crime Control District Fund and \$1.6 million in Street Reconstruction Fund. Fees and Fines collected was about \$1.36 million and was \$0.4 million (22%) lower last year. This was mainly due to lower activities in citations and warrants. Franchise fee totaled \$3.7 million and was \$163,565 lower this year compared to last year. The decrease was due to lower electric and gas franchise fees.

### **Expenditures**

The City spent about \$63.8 million or about 86.6% of the total budget. There are still expenditures to be paid and accrued for the year. All operating expenditures were within budget. Some of the expenditures for street constructions in Economic Development Fund and Street Reconstruction Fund were provided from previous years' budget.

Staff is available to answer any questions related to the monthly financial report you may have.

Sincerely,



Jennifer O. Fung  
Director of Finance

## 2016 September Monthly Financial Report - Fund Balance

Fund No.	Fund Title	Actual Fund Balance 10/1/2015	YTD Revenues	YTD Expenditures	Ending Fund Balance 9/30/2016	Fund Balance Reserve %
1	General Fund	\$7,879,412	\$23,674,958	\$25,233,031	\$6,321,339	23%
5	Debt Service Fund	217,584	5,111,973	4,808,880	520,677	
11	Economic Development Fund	2,962,170	3,464,573	3,596,864	2,829,879	
12	Crime Control Fund	621,492	1,512,610	1,980,823	153,279	
13	Oil and Gas Fund	3,501,192	187,759	890,650	2,798,301	
14	Hotel Motel Tax Fund	100,326	48,533	45,201	103,658	
15	Court Security Fund	118,195	25,580	33,000	110,775	
16	Court Technology Fund	117,379	33,714	57,574	93,519	
17	Juvenile Case Manager Fund	155,033	42,166	48,000	149,199	
18	Red Light Camera Fund	209,441	205,798	172,054	243,185	
19	Grant Fund	35,828	10,071	30,794	15,105	
20	PEG Fund	181,677	45,118	51,807	174,988	
21	Fire Donation Fund	5,039	10,989	9,584	6,444	
22	Library Donation Fund	141,756	48,148	20,075	169,829	
23	Police Forfeiture Fund	45,947	35,304	8,250	73,001	
24	Park Donation Fund	27,659	65,715	57,401	35,973	
25	Park Dedication Fund	84,929	994	0	85,923	
26	Safe Pathways Fund	51,735	6,048	0	57,783	
27	Animal Shelter Fund	43,590	6,792	0	50,382	
28	Police Donation Fund	57,471	76,888	75,403	58,956	
29	Police CART Fund	8,654	39	2,449	6,244	
31	Street Reconstruction Fund	5,338,876	1,677,549	1,430,482	5,585,943	
32	Capital Projects Fund	4,320,394	493,068	3,953,035	860,427	
35	Capital Replacement Fund	0	500,914	0	500,914	
39	Street Assessment Fund	11,792	100	0	11,892	
41	Water and Sewer Fund	5,076,914	18,955,452	19,413,349	4,619,017	22%
42	Water Capital Projects	2,134,321	1,420,605	413,379	3,141,547	
44	W&S Impact Fees	843,193	51,515	0	894,708	
45	Drainage Fund	896,226	1,646,018	1,435,354	1,106,890	57%
46	Drainage Capital Projects	638,586	256,138	11,790	882,934	
<b>Total</b>		<b>\$35,826,811</b>	<b>\$59,615,129</b>	<b>\$63,779,229</b>	<b>\$31,662,708</b>	

## 2016 September Monthly Financial Report - Revenue Summary

Fund No.	Fund Title	Adopted Budget	Revised Budget	YTD Budget	September Actual	YTD Actual	Percent of Revenue Earned	Notes
1	General Fund	\$23,765,372	\$23,765,372	\$23,765,372	\$903,850	\$23,674,958	99.6%	
5	Debt Service Fund	5,059,832	5,059,832	5,059,832	110,392	5,111,973	101.0%	
11	Economic Development Fund	3,119,193	3,119,193	3,119,193	249,511	3,464,573	111.1%	1
12	Crime Control Fund	1,482,268	1,482,268	1,482,268	122,112	1,512,610	102.0%	
13	Oil and Gas Fund	210,000	210,000	210,000	2,515	187,759	89.4%	
14	Hotel Motel Tax Fund	43,840	43,840	43,840	4,120	48,533	110.7%	2
15	Court Security Fund	33,300	33,300	33,300	1,654	25,580	76.8%	3
16	Court Technology Fund	43,800	43,800	43,800	2,168	33,714	77.0%	3
17	Juvenile Case Manager Fund	52,420	52,420	52,420	2,688	42,166	80.4%	3
18	Red Light Camera Fund	120,600	120,600	120,600	26,350	205,798	170.6%	4
19	Grant Fund	69,061	69,061	69,061	1,229	10,071	14.6%	5
20	PEG Fund	64,300	64,300	64,300	7,567	45,118	70.2%	6
21	Fire Donation Fund	2,410	2,410	2,410	221	10,989	456.0%	7
22	Library Donation Fund	33,060	33,060	33,060	3,314	48,148	145.6%	8
23	Police Forfeiture Fund	25,020	25,020	25,020	47	35,304	141.1%	9
24	Park Donation Fund	71,175	71,175	71,175	4,671	65,715	92.3%	
25	Park Dedication Fund	100	100	100	303	994	994.0%	9
26	Safe Pathways Fund	75	75	75	33	6,048	8064.0%	10
27	Animal Shelter Fund	3,050	3,050	3,050	385	6,792	222.7%	9
28	Police Donation Fund	62,300	62,300	62,300	8,413	76,888	123.4%	9
29	Police CART Fund	0	0	0	4	39	NA	
31	Street Reconstruction Fund	1,570,388	1,570,388	1,570,388	128,816	1,677,549	106.8%	
32	Capital Projects Fund	481,000	481,000	481,000	40,000	493,068	102.5%	
35	Capital Replacement Fund	500,000	500,000	500,000	41,915	500,914	100.2%	
39	Street Assessment Fund	2,000	2,000	2,000	7	100	5.0%	11
41	Water and Sewer Fund	19,713,811	19,713,811	19,713,811	1,852,421	18,955,452	96.2%	
42	Water Capital Projects	1,401,600	1,401,600	1,401,600	118,430	1,420,605	101.4%	
44	W&S Impact Fees	14,000	14,000	14,000	11,613	51,515	368.0%	12
45	Drainage Fund	1,656,500	1,656,500	1,656,500	141,357	1,646,018	99.4%	
46	Drainage Capital Projects	250,500	250,500	250,500	21,334	256,138	102.3%	
<b>Total</b>		<b>\$59,850,974</b>	<b>\$59,850,974</b>	<b>\$59,850,974</b>	<b>\$3,807,440</b>	<b>\$59,615,129</b>	<b>99.6%</b>	

Notes:

- 1 Economic Development Fund received over \$187,174 in grant revenue and \$139,112 in sales of assets that were not budgeted.
- 2 Hotel and motel tax revenue was about 10% higher than budgeted and similar to last year's receipt.
- 3 Revenues for court related funds were low due to fewer citations. Violations issued were down about 22% compared to last year.
- 4 Red Light Camera Fees collected were about 43% higher than FY2015.
- 5 Revenues for Grant Fund were low. The City did not received much grant funding from Step Speed Grant and JAG Grant.
- 6 Revenues for PEG Fund were low due to timing of receipts of payments from Charter Communications and SouthWestern Bell.
- 7 Revenues for Fire Donation Fund exceeded the yearly budget due to change of accounting method.
- 8 The Library Donations were higher due to Lady's Night Out, Friends of Library Donations, and Library Improvement Donations.
- 9 These funds received more donations than budgeted. The financials reflected high percents but the amounts were insignificant.
- 10 The City received \$5,600 in Developer Contributions that were not expected.
- 11 The City has not received any street assessment revenue for the year; the amount reported was interest earned.
- 12 The City received about \$44,129 in Water and Sewer Impact Fees that was not budgeted.

## 2016 September Monthly Financial Report - Expenditure Summary

Fund No.	Fund Title	Adopted Budget	Revised Budget	YTD Budget	September Actual	YTD Expenditures	Percent of Budget Spent	Notes
1	General Fund	\$26,239,766	\$26,239,766	\$26,239,766	\$2,123,139	\$25,233,031	96.2%	
5	Debt Service Fund	4,902,187	4,902,187	4,902,187	\$400	\$4,808,880	98.1%	
11	Economic Development Fund	3,149,337	3,149,337	3,149,337	172,430	3,596,864	114.2%	1
12	Crime Control Fund	2,001,184	2,001,184	2,001,184	199,045	1,980,823	99.0%	
13	Oil and Gas Fund	890,650	890,650	890,650	74,221	890,650	100.0%	
14	Hotel Motel Tax Fund	59,808	59,808	59,808	1,336	45,201	75.6%	2
15	Court Security Fund	34,000	34,000	34,000	2,750	33,000	97.1%	
16	Court Technology Fund	82,367	82,367	82,367	804	57,574	69.9%	3
17	Juvenile Case Manager Fund	49,500	49,500	49,500	4,000	48,000	97.0%	
18	Red Light Camera Fund	199,830	199,830	199,830	9,630	172,054	86.1%	
19	Grant Fund	83,905	83,905	83,905	334	30,794	36.7%	4
20	PEG Fund	52,500	52,500	52,500	26,796	51,807	98.7%	
21	Fire Donation Fund	0	10,000	10,000	1,489	9,584	95.8%	
22	Library Donation Fund	74,900	74,900	74,900	1,571	20,075	26.8%	5
23	Police Forfeiture Fund	8,600	8,600	8,600		8,250	95.9%	
24	Park Donation Fund	81,100	81,100	81,100	6,398	57,401	70.8%	6
25	Park Dedication Fund	0	0	0			NA	
26	Safe Pathways Fund	0	0	0			NA	
27	Animal Shelter Fund	0	0	0			NA	
28	Police Donation Fund	68,350	78,350	78,350		75,403	96.2%	
29	Police CART Fund	2,500	2,500	2,500		2,449	98.0%	
31	Street Reconstruction Fund	6,656,000	6,656,000	6,656,000	268,089	1,430,482	21.5%	7
32	Capital Projects Fund	3,835,000	3,835,000	3,835,000		3,953,035	103.1%	8
35	Capital Replacement Fund	0	0	0			NA	
39	Street Assessment Fund	0	0	0			NA	
41	Water and Sewer Fund	21,264,576	21,264,576	21,264,576	2,292,235	19,413,349	91.3%	
42	Water Capital Projects	1,685,000	1,685,000	1,685,000		413,379	24.5%	7
44	W&S Impact Fees	0	0	0			NA	
45	Drainage Fund	1,947,614	1,947,614	1,947,614	321,480	1,435,354	73.7%	9
46	Drainage Capital Projects	261,300	261,300	261,300		11,790	4.5%	7
<b>Total</b>		<b>\$73,629,974</b>	<b>\$73,649,974</b>	<b>\$73,649,974</b>	<b>\$5,506,147</b>	<b>\$63,779,229</b>	<b>86.6%</b>	

Notes:

- 1 Payments of \$1,496,961 for Backage Roads projects were made for the year.
- 2 Expenditures for contract services, street median maintenance, and various administration expenditures were lower than the budgeted amount.
- 3 Expenditures for equipment maintenance and service agreement were lower than the budgeted amounts.
- 4 Expenditures for grant were much lower due to lower grant fundings.
- 5 The purchase of RFID (Radio Frequency Identification) system (\$45,000) was postponed.
- 6 The Park Donation Fund expenditures were low due to lower special events activities.
- 7 Expenditures for capital improvement projects were low due to lower construction activities.
- 8 Payment of over \$3.7 million were made to the Texas Department of Transportation for the Little Fossil Creek improvements at Carson Street Bridge.
- 9 Expenditures for drainage maintenance, service agreements and various administration expenditures were lower than the budgeted amounts.

## 2016 September Monthly Financial Report - General Fund Revenues

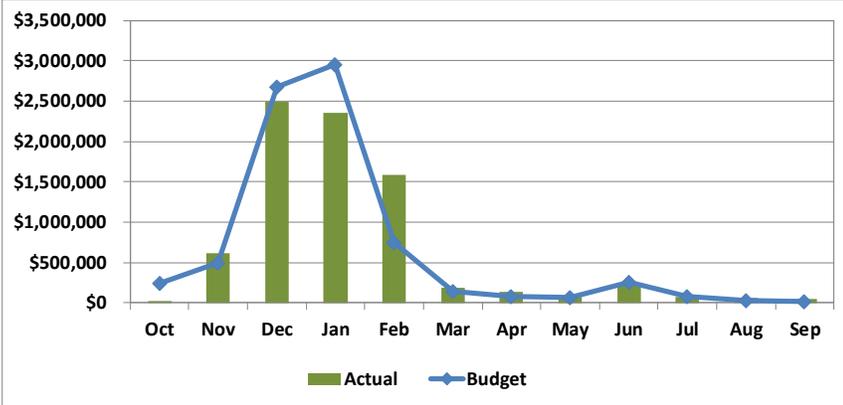
Description	Adopted Budget	Revised Budget	YTD Budget	September Actual	YTD Actual	Percent of Revenue Earned	Notes
Property Taxes	\$7,816,093	\$7,816,093	\$7,816,093	\$48,071	\$7,911,065	101.2%	1
Sales & Other Taxes	6,248,150	6,248,150	6,248,150	495,351	6,229,839	99.7%	
Franchise Fees	4,008,000	4,008,000	4,008,000	(22,781)	3,749,502	93.6%	
Licenses/Permits/Fees	461,415	461,415	461,415	37,963	630,608	136.7%	2
Charges for Service	1,850,763	1,850,763	1,850,763	148,067	1,927,647	104.2%	
Fees and Fines	1,700,550	1,700,550	1,700,550	79,411	1,363,774	80.2%	3
Other Revenues							
Intergovernmental	89,800	89,800	89,800	2,452	205,321	228.6%	4
Interest Income	20,000	20,000	20,000	2,879	65,275	326.4%	5
Miscellaneous	143,000	143,000	143,000	(6,530)	165,610	115.8%	6
<b>Total General Fund Revenues</b>	<b>\$22,337,771</b>	<b>\$22,337,771</b>	<b>\$22,337,771</b>	<b>\$784,883</b>	<b>\$22,248,641</b>	<b>99.6%</b>	
Transfers	1,427,600	1,427,600	1,427,600	118,967	1,426,317	99.9%	
<b>Total General Fund Revenues and Transfers</b>	<b>\$23,765,371</b>	<b>\$23,765,371</b>	<b>\$23,765,371</b>	<b>\$903,850</b>	<b>\$23,674,958</b>	<b>99.6%</b>	

Notes:

- 1 Property Tax collected exceeded the total estimates for the year.
- 2 Most permits and licenses revenues were higher than the budgeted amounts but was slightly (6%) lower than last year.
- 3 Fees and fines were 22% lower compared to FY2015. Citations and warrants issued were 22% lower for FY2016.
- 4 The City has received \$52,871 in Auto Theft Task Force Grant and \$91,261 reimbursement for School Resource Officer.
- 5 Interest revenues were higher due to higher interest rates.
- 6 The City received over \$28,580 from Oncor Electric for Street Lights Settlement and \$116,355 in Lease rentals from cell phone companies.

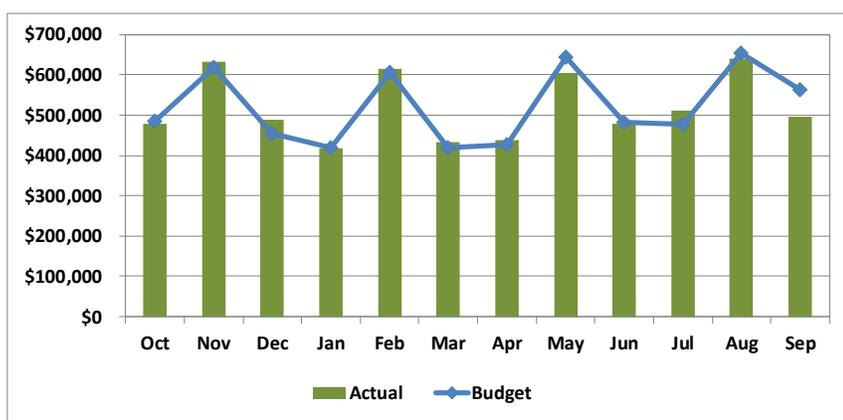
## 2016 September Monthly Financial Report - General Fund Revenues

### Property Tax Revenues



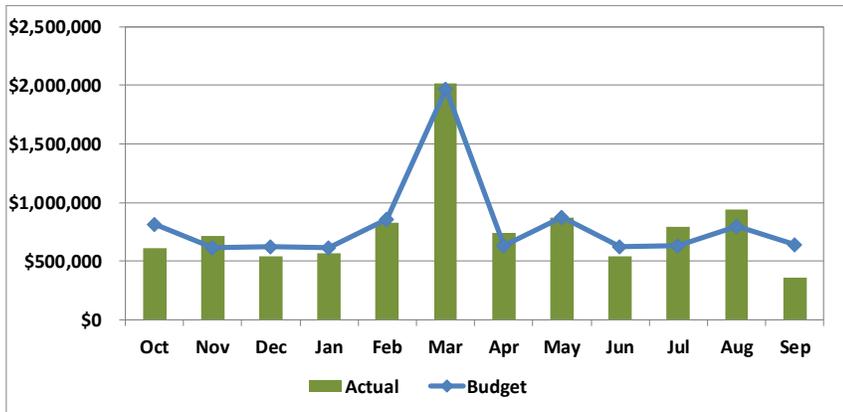
	Budget	Actual	YTD Variance
Oct	\$243,508	\$28,821	(\$214,687)
Nov	498,061	618,919	(93,828)
Dec	2,682,577	2,495,571	(280,835)
Jan	2,959,531	2,361,502	(878,863)
Feb	744,403	1,593,560	(29,706)
Mar	139,660	187,397	18,031
Apr	85,683	134,554	66,902
May	67,388	75,767	75,281
Jun	263,076	236,401	48,605
Jul	81,389	70,911	38,128
Aug	31,697	59,592	66,023
Sep	19,121	48,071	94,972
<b>Total</b>	<b>\$7,816,093</b>	<b>\$7,911,065</b>	<b>\$94,972</b>

### Sales & Use Tax Revenues



	Budget	Actual	YTD Variance
Oct	\$484,818	\$477,434	(\$7,384)
Nov	617,888	633,001	7,729
Dec	453,553	489,132	43,308
Jan	419,554	417,669	41,423
Feb	606,789	613,558	48,192
Mar	418,683	433,281	62,790
Apr	427,197	438,655	74,248
May	644,617	603,766	33,398
Jun	481,805	477,208	28,801
Jul	476,594	511,773	63,980
Aug	652,848	639,010	50,141
Sep	563,804	495,351	(18,311)
<b>Total</b>	<b>\$6,248,150</b>	<b>\$6,229,839</b>	<b>(\$18,311)</b>

### Other General Fund Revenues



	Budget	Actual	YTD Variance
Oct	\$816,022	\$614,780	(\$201,242)
Nov	611,468	711,344	(101,366)
Dec	621,516	543,649	(179,233)
Jan	616,079	571,177	(224,135)
Feb	861,507	827,378	(258,264)
Mar	1,967,518	2,018,201	(207,580)
Apr	632,537	738,574	(101,543)
May	874,315	869,721	(106,137)
Jun	621,690	538,041	(189,786)
Jul	634,343	797,350	(26,779)
Aug	801,128	943,411	115,504
Sep	643,006	360,428	(167,074)
<b>Total</b>	<b>\$9,701,128</b>	<b>\$9,534,054</b>	<b>(\$167,074)</b>

## 2016 September Monthly Financial Report - General Fund Expenditures

Description	Adopted Budget	Revised Budget	YTD Budget	September Actual	YTD Expenditures	Percent of Budget Spent	Notes
General Government	\$6,692,025	\$6,492,025	\$6,492,025	\$632,155	\$5,916,715	91.1%	
Administration	513,520	513,520	513,520	147,502	894,829	174.3%	1
City Secretary	229,525	229,525	229,525	41,991	307,146	133.8%	2
City Council	181,550	111,550	111,550	2,426	61,111	54.8%	3
Finance	659,847	659,847	659,847	46,076	569,020	86.2%	
Human Resources	574,240	574,240	574,240	47,984	514,631	89.6%	
Planning & Inspection	748,400	748,400	748,400	53,725	627,376	83.8%	
Information Technology	505,816	505,816	505,816	56,413	575,136	113.7%	4
Fleet Services	591,569	591,569	591,569	48,875	590,096	99.8%	
Building Maintenance	518,169	588,169	588,169	31,065	432,869	73.6%	5
Nondepartment	2,169,389	1,969,389	1,969,389	156,098	1,344,501	68.3%	5
Public Safety	15,867,400	16,067,400	16,067,400	1,201,321	15,876,552	98.8%	
Police	8,927,864	8,927,864	8,927,864	580,595	8,910,749	99.8%	
Fire	6,246,075	6,446,075	6,446,075	579,805	6,394,329	99.2%	
Municipal Court	693,461	693,461	693,461	40,921	571,474	82.4%	
Streets	872,885	872,885	872,885	52,474	652,795	74.8%	5
Culture and Recreation	2,307,456	2,307,456	2,307,456	195,522	2,286,969	99.1%	
Parks and Recreation	1,128,988	1,128,988	1,128,988	86,372	1,125,660	99.7%	
Library	1,178,468	1,178,468	1,178,468	109,150	1,161,309	98.5%	
<b>Total General Fund Expenditures</b>	<b>25,739,766</b>	<b>25,739,766</b>	<b>25,739,766</b>	<b>2,081,472</b>	<b>24,733,031</b>	<b>96.1%</b>	
Transfers Out	500,000	500,000	500,000	41,667	500,000	100.0%	
<b>Expenditures &amp; Transfers</b>	<b>\$26,239,766</b>	<b>\$26,239,766</b>	<b>\$26,239,766</b>	<b>\$2,123,139</b>	<b>\$25,233,031</b>	<b>96.2%</b>	

Notes:

- 1 Expenditures were high due to separation pay for the former City Manager and Assistant City Manager and paying for two Assistant City Managers' salaries for over 5 months.
- 2 The May Election cost was much higher than the budgeted amount.
- 3 Expenditures for Contract Services and Service Agreements were lower than budgeted amounts.
- 4 The IT Department overspent on computer supplies due to FY2015 purchases paid in FY2016.
- 5 Expenditures were much lower than budgeted amount due to lower activities.

**City of Haltom City**  
**Debt Ratio, Quick Ratio, and Current Ratio**  
**September 30, 2016**

	General Fund	Water & Sewer Fund	All Other Funds	City-wide
<b>Assets</b>				
Total Quick Assets (Current Assets without inventory, supplies and prepaid items)	\$20,041,503	\$9,976,777	\$18,548,035	\$48,566,315
Total Current Assets	20,214,606	9,979,777	18,548,035	48,742,418
Fixed Assets	84,075,432	41,042,215	16,422,350	141,539,997
<b>Total Assets</b>	<b>\$104,290,038</b>	<b>\$51,021,992</b>	<b>\$34,970,385</b>	<b>\$190,282,414</b>
<b>Liabilities</b>				
Current Liabilities	13,416,163	3,309,122	1,252,602	17,977,887
Long-Term Liabilities	36,516,658	13,792,574	2,981,701	53,290,932
<b>Total Liabilities</b>	<b>\$49,932,821</b>	<b>\$17,101,696</b>	<b>\$4,234,303</b>	<b>\$71,268,819</b>
Debt Ratio	48%	34%	12%	37%
Quick Ratio	1.49	3.01	14.81	2.70
Current Ratio	1.51	3.02	14.81	2.71

**Debt Ratio, Quick Ratio and Current Ratio**  
**As Compared with Other Cities**  
**September 30, 2015**

	Haltom City	Euless	Hurst	North Richland Hills	Watauga
Debt Ratio	46%	31%	27%	41%	34%
Quick Ratio	3.27	2.87	6.32	1.57	4.47
Current Ratio	14.24	11.38	21.03	14.98	15.67

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** October 24, 2016

**Department:** Finance

**Subject:** Quarterly Investment Report for  
September 30, 2016

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### **BACKGROUND**

Attached is the Quarterly Investment Report for the quarter ended September 30, 2016. This report is submitted to the City Council for review and comment. This report provides information and analysis of the City's investment portfolio and investment activities.

### **FISCAL IMPACT**

This is a management tool for evaluating the investment portfolio and investment activities.

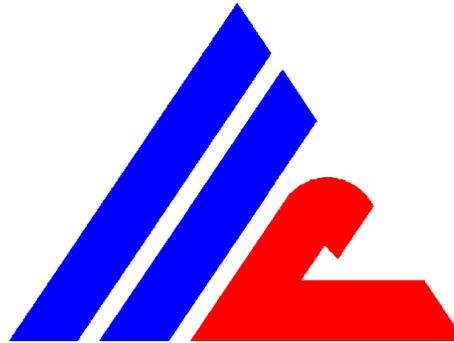
### **RECOMMENDATION**

Staff recommends review of the attached report.

### **ATTACHMENTS**

Quarterly Investment Report for the quarter ended September 30, 2016.

# **CITY OF HALTOM CITY**



## **QUARTERLY INVESTMENT REPORT**

**July 1, 2016 - September 30, 2016**

# CITY OF HALTOM CITY QUARTERLY INVESTMENT REPORT

July 1, 2016 - September 30, 2016

## Portfolio Summary

This quarterly report is in full compliance with the investment policy and strategy as established for the City of Haltom City, Texas and the Public Funds Investment Act (Chapter 2256, Texas Government Code).

<b><u>Portfolio as of June 30, 2016</u></b>		<b><u>Portfolio as of September 30, 2016</u></b>	
Ending Book Value	\$32,060,587.65	Ending Book Value	\$31,332,404.78
Ending Market Value	\$32,068,630.47	Ending Market Value	\$31,331,691.77
Unrealized Gain/(Loss)	\$8,042.82	Unrealized Gain/(Loss)	(\$713.01)
		<b>Change in Unrealized Gain/(Loss)</b>	<b>(\$8,755.83)</b>
Interest accrued for the period	\$31,696.00	Interest accrued for the period	\$47,688.00
WAM at Ending Period Date	359 Days	WAM at Ending Period Date <sup>1</sup>	335 Days
Yield-To-Maturity at Cost	0.75%	Yield-To-Maturity at Cost	0.86%
Treasury 6-Month	0.36%	Treasury 6-Month	0.45%
		Change in Market Value <sup>2</sup>	(\$736,938.70)

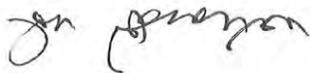
Prepared by:



10/7/2016

\_\_\_\_\_  
Jennifer O. Fung, Director of Finance

\_\_\_\_\_  
Date



10/7/2016

\_\_\_\_\_  
Jon Stevenson

\_\_\_\_\_  
Date

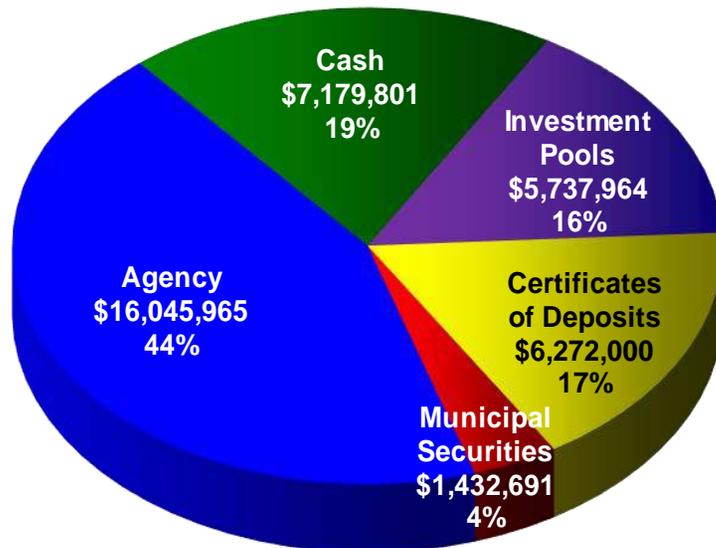
<sup>1</sup> WAM - Weighted Average Maturity

<sup>2</sup> "Change in Market Value" is required data, but will primarily reflect the receipt and expenditure of the City's funds from quarter to quarter.

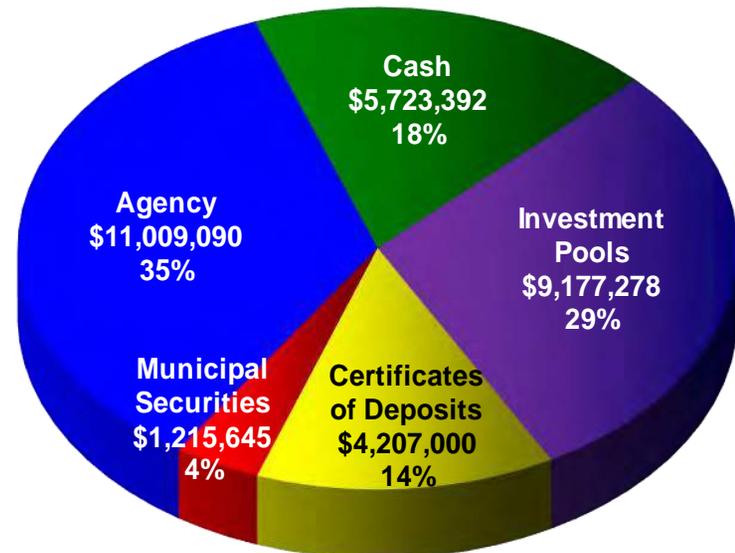
**CITY OF HALTOM CITY**  
**QUARTERLY INVESTMENT REPORT**  
 July 1, 2016 - September 30, 2016  
 Security Sector Allocation - Book Value as of 9/30/2016

Security Sector Allocation				
Security Sector	Book Value 6/30/2016	% of Portfolio 6/30/2016	Book Value 9/30/2016	% of Portfolio 9/30/2016
Cash	\$9,666,322.62	30%	\$5,723,391.64	18%
Local Government Investment Pools	5,745,483.97	18%	9,177,278.38	29%
Certificates of Deposits	4,206,999.88	13%	4,206,999.88	13%
Municipal Securities	1,432,691.30	4%	1,215,645.00	4%
Federal Agency Coupon Securities	11,009,089.88	35%	11,009,089.88	36%
<b>Total</b>	<b>\$32,060,587.65</b>	<b>100%</b>	<b>\$31,332,404.78</b>	<b>100%</b>

**Total Portfolio Assets as of 6/30/2016**

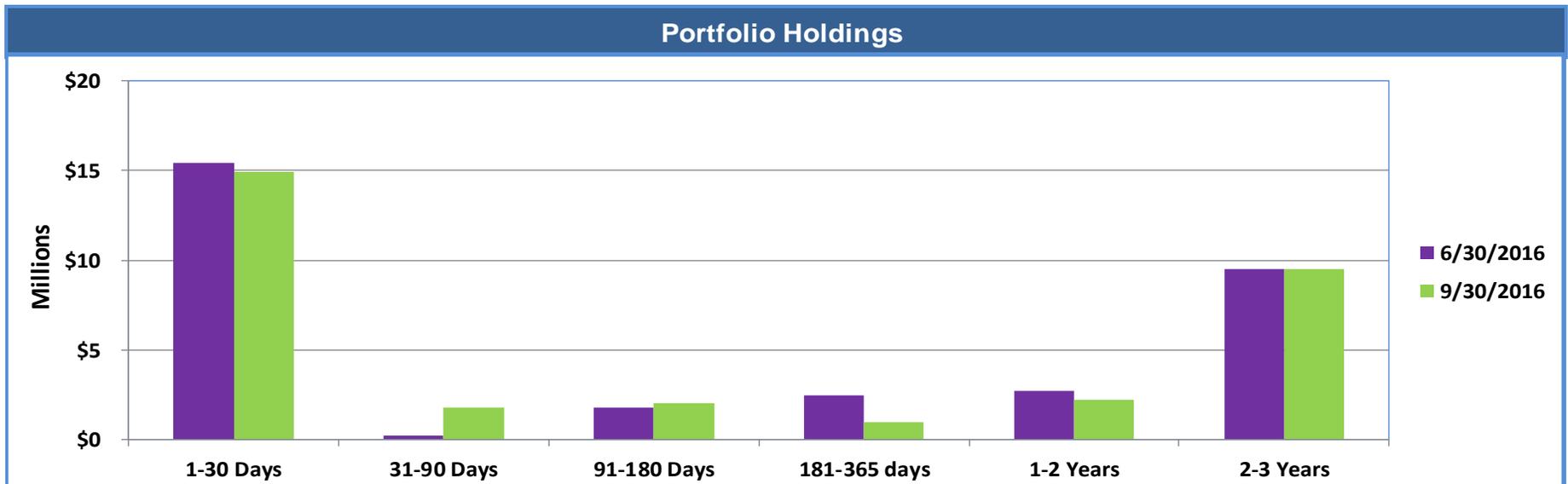


**Total Portfolio Assets as of 9/30/2016**



**CITY OF HALTOM CITY**  
**QUARTERLY INVESTMENT REPORT**  
**July 1, 2016 - September 30, 2016**  
**Distribution by Maturity Range - Book Value**

Maturity Range Allocation				
Maturity Range	Book Value	% of Portfolio	Book Value	% of Portfolio
	6/30/2016	6/30/2016	9/30/2016	9/30/2016
1-30 Days	\$15,411,806.59	48%	\$14,900,670.02	48%
31-90 Days	217,046.30	1%	1,751,821.50	6%
91-180 Days	1,751,821.50	5%	2,002,305.88	6%
181-365 days	2,491,305.88	8%	985,000.00	3%
1-2 Years	2,691,607.38	8%	2,195,607.38	7%
2-3 Years	9,497,000.00	30%	9,497,000.00	30%
<b>Total</b>	<b>\$32,060,587.65</b>	<b>100%</b>	<b>\$31,332,404.78</b>	<b>100%</b>



**CITY OF HALTOM CITY**  
**QUARTERLY INVESTMENT REPORT**  
**July 1, 2016 - September 30, 2016**  
**Detail of Security Holdings As of 9/30/2016**

ISSUERS	CUSIP	COUPON	YIELD	SETTLE DATE	MATURITY DATE	06/30/16 PAR VALUE	06/30/16 MARKET VALUE	06/30/16 BOOK VALUE
						\$	\$	\$
<b><u>FEDERAL AGENCY COUPON SECURITIES</u></b>								
FFCB	3133EEFA3	0.720%	0.742%	12/19/2014	12/15/2016	500,000.00	500,462.00	499,784.00
FHLMC	3134G5W76	0.750%	0.750%	12/30/2014	12/30/2016	500,000.00	500,505.00	500,000.00
FNMA	3135G0GY3	1.250%	1.237%	12/22/2014	1/30/2017	500,000.00	501,376.50	505,211.88
FHLB	313376SG1	1.180%	0.787%	12/22/2014	1/30/2017	500,000.00	501,271.00	504,094.00
FHLMC	3134G72S9	1.125%	1.125%	11/5/2015	11/5/2018	1,000,000.00	1,000,131.00	1,000,000.00
FNMA	3136G2R66	1.150%	1.150%	11/19/2015	11/19/2018	1,000,000.00	1,000,576.00	1,000,000.00
FNMA	3135G0J46	1.250%	1.250%	2/26/2016	2/26/2019	1,000,000.00	1,000,330.00	1,000,000.00
FHLMC	3134G9LD7	1.250%	1.250%	5/24/2016	5/24/2019	1,000,000.00	1,000,165.00	1,000,000.00
FHLMC	3134G9MU8	1.300%	1.300%	5/31/2016	5/24/2019	1,000,000.00	998,077.00	1,000,000.00
FNMA	3135G0K77	1.250%	1.250%	6/13/2016	6/13/2019	1,000,000.00	1,000,045.00	1,000,000.00
FNMA	3136G3VN2	1.250%	1.250%	7/19/2016	7/19/2019	1,000,000.00	997,650.00	1,000,000.00
<b>FHLMC</b>	<b>3134GAHW7</b>	<b>1.250%</b>	<b>1.250%</b>	<b>9/30/2016</b>	<b>9/30/2019</b>	1,000,000.00	999,593.00	1,000,000.00
<b>FHLB</b>	<b>3130A9JX0</b>	<b>1.250%</b>	<b>1.250%</b>	<b>9/27/2016</b>	<b>9/27/2019</b>	1,000,000.00	1,000,008.00	1,000,000.00
<b>TOTAL FEDERAL AGENCY COUPON SECURITIES</b>						<b>11,000,000.00</b>	<b>11,000,189.50</b>	<b>11,009,089.88</b>
<b><u>MUNICIPAL SECURITIES</u></b>								
WESTERVILLE OHIO CITY SCH DISTRICT SPL OBLIG	96003IAF9	3.000%	0.700%	12/19/2014	12/1/2016	250,000.00	250,877.50	261,037.50
HARRIS COUNTY TX FLOOD CONTROL DIST REF	4140185J6	1.229%	1.045%	12/22/2014	10/1/2017	950,000.00	954,845.00	954,607.50
<b>TOTAL MUNICIPAL SECURITIES</b>						<b>1,200,000.00</b>	<b>1,205,722.50</b>	<b>1,215,645.00</b>

**CITY OF HALTOM CITY**  
**QUARTERLY INVESTMENT REPORT**  
**July 1, 2016 - September 30, 2016**  
**Detail of Security Holdings As of 9/30/2016**

ISSUERS	CUSIP	COUPON	YIELD	SETTLE	MATURITY	06/30/16	06/30/16	06/30/16
				DATE	DATE	PAR VALUE	MARKET VALUE	BOOK VALUE
						\$	\$	\$
<b><u>CERTIFICATES OF DEPOSIT</u></b>								
FIRST CITRUS BANK	319590BT1	0.650%	0.650%	4/22/2014	11/9/2016	249,000.00	249,046.56	249,000.00
FIRST BANK PUERTO RICO	33767AFZ9	0.950%	0.950%	11/24/2014	11/28/2016	249,000.00	249,163.34	249,000.00
AMERICAN EXPR CENTURION	02587DWN4	1.050%	1.050%	12/5/2014	12/5/2016	245,000.00	245,238.88	245,000.00
PEOPLES UNITED BANK	71270QKU9	1.000%	1.000%	12/10/2014	12/12/2016	248,000.00	248,201.38	248,000.00
DISCOVER BANK	254671G38	0.950%	0.500%	2/10/2014	2/21/2017	245,000.00	245,397.88	245,000.00
FIRST NIAGARA BANK NY	33583CNM7	0.900%	0.900%	3/27/2015	3/27/2017	248,000.00	248,462.77	248,000.00
ONE WORLD BANK (Direct Deposit Frost #6702)	Direct deposit	0.850%	0.850%	4/4/2013	4/3/2017	249,000.00	249,000.00	249,000.00
ALLY BANK MIDVALE UTAH	02006LFB4	1.100%	1.100%	6/2/2014	6/12/2017	240,000.00	240,833.28	240,000.00
ORIENTAL BANK PUERTO RICO	686184VV1	1.200%	1.200%	7/17/2015	7/17/2017	248,000.00	248,702.58	248,000.00
COMENITY CAP BANK	20033AMM5	1.200%	1.200%	9/15/2015	9/14/2017	248,000.00	249,084.75	248,000.00
JP MORGAN CHASE BANK	48125TF67	1.100%	1.100%	4/10/2015	10/10/2017	249,000.00	249,397.65	249,000.00
EVERBANK	29976DC40	1.100%	1.100%	10/19/2015	10/16/2017	248,000.00	249,123.44	247,999.88
BMO HARRIS BANK	05573J6C3	1.100%	1.100%	11/4/2015	11/6/2017	248,000.00	248,884.86	248,000.00
CAPITAL ONE BANK USA NA	140420SJ0	1.500%	1.500%	6/17/2015	6/18/2018	248,000.00	250,540.02	248,000.00
COMPASS BANK	20451PLT1	1.500%	1.500%	6/25/2015	6/25/2018	248,000.00	249,658.38	248,000.00
MARLIN BUSINESS BANK	57116AKS6	1.300%	1.300%	10/21/2015	10/22/2018	249,000.00	252,690.68	249,000.00
KEY BANK	4306SVK9	1.350%	1.350%	10/28/2015	10/29/2018	248,000.00	251,683.30	248,000.00
<b>TOTAL CERTIFICATES OF DEPOSIT</b>						<b>4,207,000.00</b>	<b>4,225,109.75</b>	<b>4,206,999.88</b>
<b><u>INVESTMENT POOLS</u></b>								
TEXPOOL		0.380%	0.380%		Daily	122,763.58	122,763.58	122,763.58
TEXAS CLASS - ALL ACCOUNTS		0.770%	0.770%		Daily	7,730,341.44	7,730,341.44	7,730,341.44
TEXAS TERM (BOND FUNDS)		0.510%	0.510%		Daily	1,324,173.36	1,324,173.36	1,324,173.36
<b>TOTAL INVESTMENT POOLS</b>						<b>9,177,278.38</b>	<b>9,177,278.38</b>	<b>9,177,278.38</b>
<b><u>CASH</u></b>								
CASH		0.000%	0.000%		Daily	3,280.00	3,280.00	3,280.00
FROST		0.000%	0.000%		Daily	333,735.14	333,735.14	333,735.14
LEGACY		0.310%	0.310%		Daily	3,905,849.55	3,905,849.55	3,905,849.55
WELLS FARGO		0.250%	0.250%		Daily	1,480,526.95	1,480,526.95	1,480,526.95
<b>TOTAL CASH</b>						<b>5,723,391.64</b>	<b>5,723,391.64</b>	<b>5,723,391.64</b>
<b>TOTAL CASH AND INVESTMENTS</b>						<b>\$31,307,670.02</b>	<b>\$31,331,691.77</b>	<b>\$31,332,404.78</b>

**CITY OF HALTOM CITY**  
**QUARTERLY INVESTMENT REPORT**  
 July 1, 2016 - September 30, 2016  
 Change in Value

ISSUERS	CUSIP	YIELD	DATE	6/30/2016	PURCHASES	REDEMPTIONS	9/30/2016	CHANGE IN
			PURCHASE	PAR VALUE			PAR VALUE	PAR VALUE
			MATURITY	MARKET VALUE			MARKET VALUE	MARKET VALUE
			BOOK VALUE	BOOK VALUE			BOOK VALUE	BOOK VALUE
				\$	\$	\$	\$	\$
<b>AGENCIES</b>								
FHLMC	3134G9DJ3	1.375%	5/17/2016	1,000,000.00		1,000,000.00		(1,000,000.00)
			5/17/2019	1,000,481.00				(1,000,481.00)
				1,000,000.00				(1,000,000.00)
FHLMC	3134G9NN3	1.250%	6/28/2016	1,000,000.00		1,000,000.00		(1,000,000.00)
			12/28/2018	1,000,600.00				(1,000,600.00)
				1,000,000.00				(1,000,000.00)
FHLMC	3134G8UA5	1.300%	3/29/2016	1,000,000.00		1,000,000.00		(1,000,000.00)
			3/29/2019	1,000,312.00				(1,000,312.00)
				1,000,000.00				(1,000,000.00)
FFCB	3133EEFA3	0.742%	12/19/2014	500,000.00			500,000.00	-
			12/15/2016	500,799.50			500,462.00	(337.50)
				499,784.00			499,784.00	-
FHLMC	3134G5W76	0.750%	12/30/2014	500,000.00			500,000.00	-
			12/30/2016	501,563.50			500,505.00	(1,058.50)
				500,000.00			500,000.00	-
FNMA	3135G0GY3	1.237%	12/22/2014	500,000.00			500,000.00	-
			1/30/2017	502,081.50			501,376.50	(705.00)
				505,211.88			505,211.88	-
FHLB	313376SG1	0.787%	12/22/2014	500,000.00			500,000.00	-
			1/30/2017	502,144.00			501,271.00	(873.00)
				504,094.00			504,094.00	-
FHLMC	3134G72S9	1.125%	11/5/2015	1,000,000.00			1,000,000.00	-
			11/5/2018	1,000,188.00			1,000,131.00	(57.00)
				1,000,000.00			1,000,000.00	-



**CITY OF HALTOM CITY  
 QUARTERLY INVESTMENT REPORT  
 July 1, 2016 - September 30, 2016  
 Change in Value**

ISSUERS	CUSIP	YIELD	DATE	6/30/2016	PURCHASES	REDEMPTIONS	9/30/2016	CHANGE IN
			PURCHASE MATURITY	PAR VALUE MARKET VALUE BOOK VALUE			PAR VALUE MARKET VALUE BOOK VALUE	PAR VALUE MARKET VALUE BOOK VALUE
				\$	\$	\$	\$	\$
<b>MUNICIPAL SECURITIES</b>								
ARLINGTON TX GENERAL OBLIGATION	041796fz1	0.400%	3/10/2014	100,000.00		100,000.00		(100,000.00)
			8/15/2016	100,199.00				(100,199.00)
				105,074.00				(105,074.00)
NEW YORK STATE DORM AUTH ST INC	6499027J6	0.350%	12/19/2014	110,000.00		110,000.00		(110,000.00)
			8/15/2016	110,177.10				(110,177.10)
				111,972.30				(111,972.30)
WESTERVILLE OHIO CITY SCH DISTRIC	96003IAF9	0.700%	12/19/2014	250,000.00			250,000.00	-
			12/1/2016	252,507.50			250,877.50	(1,630.00)
				261,037.50			261,037.50	-
HARRIS COUNTY TX FLOOD CONTROL	4140185J6	1.045%	12/22/2014	950,000.00			950,000.00	-
			10/1/2017	958,084.50			954,845.00	(3,239.50)
				954,607.50			954,607.50	-
<b>CERTIFICATES OF DEPOSIT</b>								
FIRST CITRUS BANK	319590BT1	0.65%	4/22/2014	249,000.00			249,000.00	-
			11/9/2016	249,128.48			249,046.56	(81.92)
				249,000.00			249,000.00	-
FIRST BANK PUERTO RICO	33767AFZ9	0.95%	11/24/2014	249,000.00			249,000.00	-
			11/28/2016	249,404.13			249,163.34	(240.79)
				249,000.00			249,000.00	-
AMERICAN EXPR CENTURION	02587DWN4	1.05%	12/5/2014	245,000.00			245,000.00	-
			12/5/2016	245,551.74			245,238.88	(312.86)
				245,000.00			245,000.00	-
PEOPLES UNITED BANK	71270QKU9	1.00%	12/10/2014	248,000.00			248,000.00	-
			12/12/2016	248,419.62			248,201.38	(218.24)
				248,000.00			248,000.00	-

**CITY OF HALTOM CITY  
 QUARTERLY INVESTMENT REPORT  
 July 1, 2016 - September 30, 2016  
 Change in Value**

ISSUERS	CUSIP	YIELD	DATE		PURCHASES	REDEMPTIONS	9/30/2016		CHANGE IN
			PURCHASE	PAR VALUE			PAR VALUE	PAR VALUE	
			MATURITY	MARKET VALUE			MARKET VALUE	MARKET VALUE	
			BOOK VALUE	BOOK VALUE			BOOK VALUE	BOOK VALUE	
					\$	\$	\$	\$	\$
DISCOVER BANK	254671G38	0.50%	2/10/2014	245,000.00			245,000.00	-	
			2/21/2017	245,805.56			245,397.88	(407.68)	
				245,000.00			245,000.00	-	
FIRST NIAGARA BANK NY	33583CNM7	0.90%	3/27/2015	248,000.00			248,000.00	-	
			3/27/2017	248,614.79			248,462.77	(152.02)	
				248,000.00			248,000.00	-	
ONE WORLD BANK	Direct Deposit	0.85%	4/4/2015	249,000.00			249,000.00	-	
			4/4/2017	249,000.00			249,000.00	-	
				249,000.00			249,000.00	-	
ALLY BANK MIDVALE UTAH	02006lfb4	1.10%	6/2/2014	240,000.00			240,000.00	-	
			6/12/2017	240,847.44			240,833.28	(14.16)	
				240,000.00			240,000.00	-	
JP MORGAN CHASE BANK	48125T6f7	1.10%	4/10/2015	249,000.00			249,000.00	-	
			10/10/2017	249,391.43			248,397.65	(993.78)	
				249,000.00			249,000.00	-	
CAPITAL ONE BANK USA NA	140420SJ0	1.50%	6/17/2015	248,000.00			248,000.00	-	
			6/18/2018	250,424.45			250,540.02	115.57	
				248,000.00			248,000.00	-	
COMPASS BANK	20451PLT1	1.50%	6/25/2015	248,000.00			248,000.00	-	
			6/25/2018	249,410.38			249,658.38	248.00	
				248,000.00			248,000.00	-	
ORIENTAL BANK PUERTO RICO	686184VV1	1.20%	7/17/2015	248,000.00			248,000.00	-	
			7/17/2017	248,572.88			248,702.58	129.70	
				248,000.00			248,000.00	-	

**CITY OF HALTOM CITY  
 QUARTERLY INVESTMENT REPORT  
 July 1, 2016 - September 30, 2016  
 Change in Value**

ISSUERS	CUSIP	YIELD	DATE		PURCHASES	REDEMPTIONS	9/30/2016		CHANGE IN
			PURCHASE	PAR VALUE			PAR VALUE	PAR VALUE	
			MATURITY	MARKET VALUE			MARKET VALUE	MARKET VALUE	
			BOOK VALUE	BOOK VALUE			BOOK VALUE	BOOK VALUE	
COMENITY CAP BANK	20033AMM5	1.20%	9/15/2015	248,000.00			248,000.00		-
			9/14/2017	249,107.82			249,084.75		(23.07)
				248,000.00			248,000.00		-
EVERBANK	29976DC40	1.10%	10/19/2015	248,000.00			248,000.00		-
			10/16/2017	249,138.82			249,123.44		(15.38)
				247,999.88			247,999.88		-
MARLIN BUSINESS BANK	57116AKS6	1.30%	10/21/2015	249,000.00			249,000.00		-
			10/22/2018	252,558.71			252,690.68		131.97
				249,000.00			249,000.00		-
KEY BANK	4306SVK9	1.35%	10/28/2015	248,000.00			248,000.00		-
			10/29/2018	251,546.65			251,683.30		136.65
				248,000.00			248,000.00		-
BMO HARRIS BANK	05573J6C3	1.10%	11/4/2015	248,000.00			248,000.00		-
			11/6/2017	249,099.38			248,884.86		(214.52)
				248,000.00			248,000.00		-
<b>INVESTMENT POOLS</b>									
TEXPOOL	99-10302	0.359%	0.359%	122,647.98	115.60		122,763.58		115.60
				122,647.98			122,763.58		115.60
				122,647.98			122,763.58		115.60
TEXAS CLASS - ALL ACCOUNTS	99-10305	0.650%	0.650%	4,300,232.82	3,430,108.62		7,730,341.44		3,430,108.62
				4,300,232.82			7,730,341.44		3,430,108.62
				4,300,232.82			7,730,341.44		3,430,108.62
TEXAS TERM	99-10303	0.430%	0.430%	1,322,603.17	1,570.19		1,324,173.36		1,570.19
				1,322,603.17			1,324,173.36		1,570.19
				1,322,603.17			1,324,173.36		1,570.19

**CITY OF HALTOM CITY  
 QUARTERLY INVESTMENT REPORT  
 July 1, 2016 - September 30, 2016  
 Change in Value**

ISSUERS	CUSIP	YIELD	DATE		PURCHASES	REDEMPTIONS	9/30/2016		CHANGE IN
			PURCHASE	PAR VALUE			PAR VALUE	PAR VALUE	
			MATURITY	MARKET VALUE			MARKET VALUE	MARKET VALUE	
			BOOK VALUE	BOOK VALUE			BOOK VALUE	BOOK VALUE	
<b>CASH</b>									
CASH									
FROST									
LEGACY		0.000%	0.000%						
WELLS FARGO	99-10304	0.000%	0.000%						
<b>TOTAL CASH AND INVESTMENTS</b>									
				<b>PAR VALUE</b>	<b>32,028,806.59</b>	<b>6,431,794.41</b>	<b>7,152,395.37</b>	<b>31,308,205.63</b>	<b>(720,600.96)</b>
				<b>MARKET VALUE</b>	<b>32,068,630.47</b>			<b>31,331,227.38</b>	<b>(737,403.09)</b>
				<b>BOOK VALUE</b>	<b>32,060,587.65</b>			<b>31,332,940.39</b>	<b>(727,647.26)</b>

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** **October 24, 2016**

**Department:** **Public Works**

**Subject:** **Capital Improvements and  
Construction Status Report**

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**\* Projects Under Construction:**

**❖ Backage Roads, Northern Cross Boulevard, Haltom Road and Old Denton Road Reconstruction Project**

- Project Awarded: September 23, 2013
- Contractor: Tiseo Paving Company
- Award Amount: \$13,964,527.20
- Project Limits: Beach Street to the Union Pacific Railroad
- Notice to Proceed: November 2013
- % Complete: Approximately 95%

The project includes replacing existing and constructing new water mains, sanitary sewer mains, storm drain facilities and street sections. All roadways are open; the outstanding construction items are as follows:

1. Completion of the Project's four (4) monument signs; and
2. Completion of the punch list items identified in the Final Inspections
  - i. The Gateway Monuments Final Inspection was conducted on October 6, 2016; and
  - ii. The Paving, Drainage, Water & Sanitary Sewer Final Inspection is scheduled for the afternoon of October 21, 2016.

Since the last Status Report (July 25, 2016), there have not been any change orders on the project. (The last change order was approved by the City Council on April 3, 2015.)

**❖ Realignment of US 377 at Belknap Street**

- Project Awarded: TxDOT Awarded the Project
- Contractor: Ragle Construction, Inc.
- Award Amount: \$4,198,919.20
- Project Limits: Intersection of US 377 and Belknap Street
- Notice to Proceed: October 20, 2014
- % Complete: 90% (per TxDOT)

The realignment of the intersection at US 377/Denton Highway and Belknap Street is a TxDOT project. This project was identified as part of the Revitalization Belknap initiative in 2007. Realignment construction includes new traffic signals, street lights, paving and betterment to existing utilities.

All water and sanitary sewer improvements have been installed. Contractor is currently flushing the last section of water main in order to conduct the water quality tests. This type of testing must be done prior to opening the water valves that will allow this water main to be connected to the adjoining City water mains.

There is one more “traffic phase” to implement prior to full use of the intersection; however, this phase has been delayed on multiple occasions due to TxDOT’s traffic signal timing approval process. Variable Message Signs will be placed once TxDOT has approved the next phase’s traffic signal timing.

In previous CIP Updates, staff had indicated that this project was on schedule to be substantially complete in early October 2016; however, due to the traffic signal timing issues, the substantial completion date has been moved to November 2016.

❖ **Traffic Signals at the Intersection of US 377 & Madge Place**

- Project Awarded: TxDOT Awarded the Project
- Contractor: Durable Specialties, Inc.
- Award Amount: \$110,584.00
- Project Limits: Intersection of US 377 & Madge Place
- Notice to Proceed: April 2, 2015
- % Complete: 99%

The project’s construction includes the installation of traffic signals at the intersection of US 377 & Madge Place. The traffic signals are fully functional.

Presently, TxDOT is conducting their project audit and close-out paperwork process. Previously, staff indicated that TxDOT thought they would complete these items in August 2016; however, that did not occur. Staff has inquired to TxDOT as to when their project audit and close-out paperwork process will be completed. If TxDOT responds prior to the October 24<sup>th</sup> City Council Meeting, staff will provide this new date to the City Council at this meeting.

Note: TxDOT is currently estimating that it appears they will remit approximately \$90,000 back to the City.

❖ **Little Fossil Creek Flood Mitigation Project, Phase I**

On August 27, 2007, the Council approved the Project Cooperation Agreement (PCA) with the US Army Corps of Engineers (USACE). The PCA is a contract between the City and USACE that describes the contractual requirement and funding commitments of both parties.

The first phase (from Haltom City’s south city limits north to Thomas Road) of this project has basically been completed. The USACE is preparing the project’s close-out documentation and has estimated a refund back to the City in the approximate amount of \$310,000. The USACE has provided the City with a partial refund

amount of \$290,000; however, the balance will not be remitted until they complete the project close-out documentation, which is still on-going.

The second phase of this project is the replacement of the Carson Street bridge structure (while leaving the SH 121 bridge structure in place during construction). This bridge replacement project is discussed immediately below.

❖ **Little Fossil Creek Flood Mitigation Project, Phase II  
Carson Street Bridge Improvements**

On April 25, 2016, the City Council approved the Amendment to the initial Advance Funding Agreement and correspondingly, an advanced payment of \$3,760,851.00 from the City has been remitted to TxDOT.

Presently, TxDOT has this project scheduled for their February “letting schedule date”.

❖ **Birdville Trails Park (previously known as Little Fossil Linear Park)**

- Project Awarded: February 26, 2015
- Contractor: Scott Tucker Construction Company
- Award Amount: \$605,594.00
- Project Limits: Thomas Road to State Highway 121
- Notice to Proceed: March 2, 2015
- % Complete: Approximately 100%

The project included the construction of patron parking, picnic pavilion, play units, a restroom facility and a linear trail. Except for close-out items with the Texas Parks & Wildlife Department, the project is complete.

Since the last Status Report there have not been any change orders on this project.

The Park’s Grand-Opening/Ribbon-Cutting has been scheduled for Saturday, November 5, 2016.

❖ **Whites Branch Park**

- Project Awarded: February 26, 2015
- Contractor: Scott Tucker Construction Company
- Award Amount: \$272,000.00
- Project Limits: Whites Branch Park
- Notice to Proceed: March 2, 2015
- % Complete: 100%

The project included the expansion of the existing parking lot and the construction of a permanent restroom facility.

While this project is complete, because it was bid in a “2-project bundle” with the Little Fossil Linear Park (Birdville Trails Park) Project, this project remains on this Status Report as long as the Little Fossil Linear Park Project remains on this Status Report.

Since the last Status Report there have not been any change orders on this project.

❖ **Oakwood Street Reconstruction Project**

- Project Awarded: Tarrant County Awarded the Project (November 2015)
- Contractor: McClendon Construction Company
- Award Amount: \$967,385.75
- Project Limits: N.E. 28<sup>th</sup> Street to Walthall Street
- Notice to Proceed: December 1, 2015
- % Complete: 100%

This project included the replacement of the existing water main and sanitary sewer main. Additionally, the existing asphalt pavement section was replaced with a concrete section.

The project was completed on July 20<sup>th</sup> within the allotted contract time (270 calendar days). The American with Disabilities Act Inspection was completed shortly thereafter and this inspection yielded two (2) minor items as being deficient (two sidewalk cross-slopes exceeded the allowable maximum of 2%). The final construction cost for this project was \$931,957.25 (which is \$35,428.50 less than the awarded amount).

No change orders were issued on this project; however, Tarrant County requires a “reconciliatory” change order as part of the project close-out documentation. This change order has been fully executed for the \$35,428.50 reduction.

★ **In-House (Construction Division and/or Street Division) Projects:**

❖ **Cheryl Street (Monna Street to Jerri Lane) Reconstruction Project**

- Project Awarded: May 16, 2016 for the Concrete Work (Curb & Gutter, Driveway Approaches & Sidewalks).  
Sanitary Sewer, Water, Drainage and Subgrade is being constructed by the Construction Division.  
Asphalt Paving Work is being constructed by the Street Division.
- Concrete Contractor: Reliable Paving
- Award Amount: \$152,092.00
- Project Limits: Monna Street to Jerri Lane
- Notice to Proceed: August 15, 2016
- % Complete: City = 60% / Contractor = 75%

This project includes the replacement of the sanitary sewer main, water main, the installation of minor drainage infrastructure, the addition of sidewalks and the replacement of the existing asphalt pavement section with a new asphalt pavement section.

The contractor is almost complete with the placement of the concrete curb and gutter and about 70% (at the time of this writing) complete with the driveway approach

replacements. Upon the contractor's completion of his concrete work, the Street Division will lay the new asphalt pavement.

No change orders have been issued on this project.

❖ **Major Maintenance Projects**

- Recently Completed Asphalt Mill & Overlay Projects
  - Brent Drive (Denise Drive to Dunson Drive)
  - Dunson Drive (Shipp Drive to Twin Oaks Drive)
- Upcoming (FY2017) Projects
  - Asphalt Sidewalk Installation
    - (Glenview Baptist Church to Haltom High School)
  - Asphalt Mill & Overlay Project
    - Revere Street (Vicki Street to Ira Street)

\* **Projects Under Design:**

❖ **Montreal Circle Reconstruction Project**

- Project Limits: Denton Hwy to Vicki Street
- % Complete (Design): 95%

This project includes the replacement of the sanitary sewer, water main, any necessary upgrades to the drainage infrastructure and the replacement of the existing asphalt pavement section with a concrete pavement section.

❖ **Joy Lee Street Reconstruction Project**

- Project Limits: Earle Drive to Dead End
- % Complete (Design): 95%

This project includes the replacement of the sanitary sewer, water main, any necessary upgrades to the drainage infrastructure and the replacement of the existing asphalt pavement section with a concrete pavement section.

❖ **Swan Street Reconstruction Project**

- Project Limits: Joy Lee Street to Katrine Street
- % Complete (Design): 95%

This project includes the replacement of the sanitary sewer, water main, any necessary upgrades to the drainage infrastructure and the replacement of the existing asphalt pavement section with a concrete pavement section.

❖ **Vicki Street Reconstruction Project**

- Project Limits: Denton Hwy to Field Street
- % Complete (Design): 52%

This project includes the replacement of the sanitary sewer, water main, any necessary upgrades to the drainage infrastructure and the replacement of the existing asphalt pavement section with a concrete pavement section.

❖ **Diamond Oaks North/South Water Main Rehabilitation (Denton Hwy to Golden Oaks Drive) Project**

➤ Project Limits: Denton Hwy & Diamond Oaks Drive North to Diamond Oaks Drive South & Golden Oaks Drive)

➤ % Complete (Design): 80%

This project includes the rehabilitation (most likely replacement) of the existing eight inch (8") diameter water main.

❖ **Denton Highway (Webster Street to Starlight Drive) Water Main Rehabilitation Project**

➤ Project Limits: Webster Street to Starlight Drive

➤ % Complete (Design): 80%

This project includes the rehabilitation (most likely replacement) of the existing eight inch (8") diameter water main.

❖ **Denton Highway (Broadway Avenue to Glenview Drive) Sanitary Sewer Main Rehabilitation Project**

➤ Project Limits: Broadway Avenue to Glenview Drive

➤ % Complete (Design): 80%

This project includes the rehabilitation (most likely replacement) of the existing eight inch (8") diameter sanitary sewer main.

\* **Projects On Hold:**

❖ Remaining 2013 Capital Improvement Plan: Street Improvements  
(The Council awarded an Engineering Services contract to Teague, Nall, and Perkins, Inc. to prepare the necessary documents to reconstruct various streets.)

➤ These Streets, Project Limits & Percent Complete for Design are as follows:

○ Ray Drive West and Ray Court 85%

● The completion of engineering design will be proposed in the FY2018 Budget.

○ McComas Road (Beach Street to Fossil Drive) 75%

● The completion of engineering design will be proposed in the FY2018 Budget.

○ Broadway Avenue (Denton Hwy to SH 26) 20%

○ Denise Drive (Bonner Drive to Lalagray Lane) 0%

○ Midway Road (Belknap Street to Carson Street) 0%

❖ **Water and Sanitary Sewer Improvements**

(City Council awarded a professional services contract to Gary Burton Engineering, Inc. in 2013 for the design of projects that include replacing several water lines and a sanitary sewer main. However, due to funding constraints, these projects are currently "on hold".)

➤ Project Limits:

○ Starlight Drive Water Main Rehab – Denton Hwy to Glenview Drive

○ Glenview Drive Water Main Rehab – Denton Hwy to Starlight Drive

- Norvell Drive Water Main Rehab – Glenview Drive to Starlight Drive

## **CITY COUNCIL MEMORANDUM**

**City Council Meeting:** October 24, 2016  
**Department:** City Secretary  
**Subject:** Minutes of October 10, 2016

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### **BACKGROUND**

A Regular Meeting was held at City Hall, 5024 Broadway Avenue on October 10, 2016.

### **FISCAL IMPACT**

None.

### **RECOMMENDATION**

Staff recommends the City Council approve the Minutes of October 10, 2016.

### **ATTACHMENTS**

October 10, 2016 Minutes

**MINUTES  
HALTOM CITY COUNCIL MEETING  
CITY HALL, 5024 BROADWAY AVENUE  
October 10, 2016**

A Regular Meeting by the City Council of the City of Haltom City, Texas, was held on October 10, 2016, at 7:00 p.m. at City Hall, 5024 Broadway Avenue, Haltom City, Texas, with the following members present:

Mayor David Averitt  
Council Place 2 Walter Grow  
Council Place 4 Trae Fowler  
Council Place 7 Dr. An Truong  
Council Place 1 Jeannine Nunn was absent.

Mayor Pro Tem Bob Watkins  
Council Place 3 Scott Garrett  
Council Place 6 Stephanie Davenport

Staff Present: Keith Lane, City Manager; Rex Phelps, Assistant City Manager, Wayne Olson, City Attorney; Art Camacho, City Secretary; Justin French, Planning and Community Director; Jennifer Fung, Finance Director; Cody Phillips, Police Chief; Steve Ross, Fire Chief, and Greg Van Nieuwenhuize, Public Works Director.

**WORKSESSION**

**CALL TO ORDER**

Mayor Averitt called the Worksession to order at 6:09 p.m. No agenda items were discussed and the Worksession ended at 6:10 p.m.

Mayor Averitt called for an Executive Session at 6:10 p.m.

**EXECUTIVE SESSION**

**Chapter 551 of the Texas Government Code**

**As authorized by Section 551.071, the City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to seek legal advice from the City Attorney about any matters listed on the agenda, in addition to the following matters:**

Consultation with the City Attorney pertaining to any matter in which the duty of the City Attorney under the Texas Disciplinary Rules of Professional Conduct which may conflict with the Open Meetings Act; including discussion of any item posted on the Agenda; to seek legal advice on open meetings, open records, project schedule/construction contract with Tiseo Paving, dissolution/restructuring of the Haltom City Economic Development Corporation, and pending litigation and settlement offers for the following cases:

- Donald Anthony Hains v. City of Haltom City
- Flynn v. Haltom City EDC
- Progressive County Mutual Ins. Co. v. City of Haltom City
- James H. Watson v. City of Haltom City

**Section 551.072 – Deliberations about Real Property**

Deliberation regarding the purchase, exchange, lease or value of real property owned or leased by the City.

Mayor Averitt closed the Executive Session at 6:50 p.m.

**REGULAR MEETING**

**CALL TO ORDER**

Mayor Averitt called the meeting to order at 7:04 p.m.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Council Member Stephanie Davenport gave the Invocation and led the Pledge of Allegiance and the Texas Flag Pledge.

## **ANNOUNCEMENTS/EVENTS**

Council Member Stephanie Davenport announced the following:

### **Public Library**

**Story Times** -Thursdays, 11 – 11:45 a.m., for ages 3 & older; first Thursday of each month is a puppet show. Fridays, 10:30 – 11:15 a.m., for ages 2 & younger

**Bi-lingual Story Times** - Every Wednesday from 10:30 – 11 a.m.

**Coloring & Cookies for Grown Ups!** - Friday, November 4th, 6:30 – 8 p.m.

**Super Science Saturdays** – The theme for November 5<sup>th</sup> is Snap Circuits and December 3<sup>rd</sup> is Light & Energy. For ages 6 – 12; free and no registration required.

**Tarrant County WIC Sign-up Assistance** - Third Tuesday of each month from 10:30 a.m. – 1 p.m.

**Family Movie Night** is Monday, November 14th at 6:30 p.m. featuring the movie “*Nanny McPhee.*”

**Applebee’s Breakfast** - Come join your friends & family at the *all you can eat* breakfast on Saturday, October 15<sup>th</sup>, from 8 – 10 a.m. Sponsored by the Friends of the Haltom City Public Library.

**Pumpkin Decorating Contest** - Pumpkin or gourd, real or artificial. Deadline: October 22<sup>nd</sup>, for ages 5 – adult.

**National Friends of Libraries Week Celebration** - A week of celebration including free paperbacks and VHS tapes on Wednesday and Amnesty Day for overdue books this Friday.

**Hooowling Halloween** – This event will be held Thursday, October 27<sup>th</sup> from 6:30 – 8 p.m. Along with trick or treating, there will be not-so-scary stories and a craft. Children are to wear a costume and bring a bag, and parents are invited to join in the fun and wear a not-so-scary costume, too.

### **Community Projects**

**Voter Registration** - The last day to register to vote in this upcoming election is October 11, 2016. Voter registration cards are available at City Hall or you can register to vote online at [www.VoteTexas.gov](http://www.VoteTexas.gov). This website offers all the information you will need about voting, your polling place and more. The General Election will take place on Tuesday, November 8, 2016. Early voting will take place from October 24 - November 4, 2016.

**Community Powered Revitalization Program** - Haltom City is a proud partner with 6Stones Community Powered Revitalization Program (CPR). The "Fall Blitz" is happening on Friday, October 21<sup>st</sup> and Saturday, October 22<sup>nd</sup>. Volunteers and Site Captains are needed for this impactful community event and the number of volunteers determines the number of houses we can improve, so we need everyone’s help. Online registration is available through the city website.

More information is available at [www.haltomcitytx.com](http://www.haltomcitytx.com) or contact Julie Orebaugh.

### **Parks and Recreation**

**Haltom Halloween** - On Saturday, October 29<sup>th</sup> from 2 to 5 pm, the Haltom Recreation Center will host the annual Haltom Halloween. Bounce houses, obstacle courses, face painting, crafts, and more will be available and a Costume Contest for ages 2 to 10 begins at 3:30 p.m. sharp. Parents need to arrive early to register their child and prizes will be given to the winners of each age group.

**Goody Bags** - The Recreation Center is asking for donations of individually wrapped, non-melting candy to help fill up the bags we give to all children at the event. Anyone donating at least 2 bags of candy will be entered in a drawing to win a Recreation Center gift certificate! All donations are needed by Oct. 24<sup>th</sup>.

**Youth Basketball** - Registration for Youth Basketball and Lil’ Ballers begins October 10th. Lil’ Ballers is for boys & girls ages 4-6 and youth basketball is for boys and girls ages 7 – 14 years old (as of Sept. 1). Birth certificates are required at time of registration.

The season will begin in January and team drafts and practices will be in December. Coaches are needed for Lil' Ballers and Youth Basketball and for more information, please contact Matt Chutchian at [mchutchian@haltomcitytx.com](mailto:mchutchian@haltomcitytx.com) or 817-831-6464.

**Holiday Arts and Craft Sale** - The Haltom City Senior Center is having their annual Holiday Arts and Craft sale on Saturday, October 29<sup>th</sup> from 8 am to 12 pm. Seniors will also be selling a BBQ brisket lunch for \$7 to raise money for their Center.

**Haltom High School Craft Fair** - will be held on Saturday, October 29<sup>th</sup> from 9 am to 4 pm at Haltom High School. Admission is \$1 and benefits the senior scholarship fund and school improvements.

**Northeast Recycles Day Flea Market & Texas Arbor Day Celebration** is Saturday, November 5<sup>th</sup> from 8 am to 2 pm at TCC Northeast Campus, Parking Lot "E". Free paper shredding (3 file box max), electronics recycling, tire recycling (20 tires max) and BISS Clothes Connection will be accepting your gently used winter coats and clothing.

**Crud Cruiser** - Dispose of your household hazardous waste on Saturday, November 5<sup>th</sup> when the Crud Cruiser comes to the Haltom City Public Library parking lot from 9 am to 11 am. Remember to bring proof of residency.

### **MedStar Seeking Special Kids for Trick or Treat Event**

If you know a child who would like to go out on Halloween for Trick or Treat, but needs medical support to be able to do so, contact MedStar. For the 4<sup>th</sup> year in a row, MedStar is offering to take one or two children - with their family - that might not normally be able to do so due to medical restrictions, out for Halloween to a Fort Worth neighborhood. The child will be picked up at home, brought to a specially selected neighborhood in a MedStar ambulance and escorted through the neighborhood on one of our stretchers and returned after their bag is full. A MedStar paramedic, EMT, and Safety Clown will accompany the child from door to door and assist with collecting all the goodies! To nominate a child for this event, contact Matt Zavadsky at [MZavadsky@medstar911.org](mailto:MZavadsky@medstar911.org) or by phone at 817-991-4487. **Nomination deadline is Friday, October 21<sup>st</sup>**

#### Participation Guidelines:

- Date of event will be October 31<sup>st</sup>, between 6 p.m. and 9 p.m.
- Child and parents should live, or temporarily residing in the [MedStar service area](#)
- Child should be between 5 and 15 years old
- Child and parents should be willing to share their experience with media partners and sign a photo release
- MedStar shall make the final determination of clinical appropriateness for participation

### REGULAR AGENDA

1. **Minutes** – Consideration and/or action regarding approval of the Minutes of the meeting of September 26, 2016. Council Member Walter Grow moved, seconded by Council Member Scott Garrett, to approve the Minutes of September 26, 2016. ***The vote was unanimous. Motion carried.***
2. **Ordinance No. O-2016-025-03** – Consideration and/or action regarding approval of adopting the revised budget for the fiscal year beginning October 1, 2015 and ending September 30, 2016 - ***2<sup>nd</sup> Reading.*** Council Member Truong moved, seconded by Council Member Fowler, to approve Ordinance No. O-2016-025-03 - adopting the revised budget for the fiscal year 2015-2016 – 2<sup>nd</sup> reading. ***The vote was unanimous. Motion carried.***
3. **Homeland Security Grant** – Consideration and/or action to approve Resolution No. R-2016-022-05, the Citizens Emergency Response Team grant. Fire Chief Steve Ross presented the resolution and a discussion was held regarding the

preparation of the grant, the CERT training, and the type of grant equipment. Council Member Garrett moved, seconded by Council Member Truong, to approve Resolution No. R-2016-022-05, the Citizens Emergency Response Team grant. ***The vote was unanimous. Motion carried.***

4. **Final Plat (P-004-16)** – Consideration and/or action regarding approval on the application of Lordkham Keosybounheunang of a final plat creating Lot 1, Block 1 of the Keosy Addition from Tract 1C24 of the Joel Walker Survey, A-1654, located in the “SF-2” Single Family District, containing approximately 0.2 acres, and locally known as 3907 Hollis Street. Planning and Community Development Director Justin French presented the plat. Council Member Fowler moved, seconded by Council Member Davenport, to approved Final Plat (P-004-16). ***The vote was unanimous. Motion carried.***
5. **Property Enhancement Incentives Grant** – Consideration and/or action for approval of a Property Enhancement Incentives Grant to Ron Sturgeon Real Estate LP for property located at 5524 Midway Road. Planning and Community Development Director Justin French presented the grant and property owner Ron Sturgeon was present for questions. A discussion was held regarding the property addresses, the source of funding, specifics of the enhancement project, and the timeline of the project completion. Council Member Garrett moved, seconded by Council Member Fowler, to approve the Property Enhancement Grant to Ron Sturgeon Real Estate for \$10,000 and include address blocks painted, for property located at 5524 Midway Road and 5532 Midway Road. ***The vote was unanimous. Motion carried.***

#### **VISITORS/CITIZENS FORUM**

The following citizens came forward:

1. Denise Ford, of the Citizens Police Alumni, presented signs supporting the Haltom City Police Department for sale.
2. Lesly Smith, Haltom City Public Library Director, informed the Council and citizens about the benefit breakfast at Applebee’s.

#### **BOARDS/COMMISSIONS**

7. **Resignations of Board Members** – Consider approval of the resignations of Board/Commission Members. Mayor Averitt presented the resignation of Steve Chapman from Place 5 on the Planning and Zoning Commission. ***The resignation was approved unanimously.***
8. **Appointment/Reappointment to Boards and Commissions** – Consider approval regarding appointments to Boards/Commissions. Mayor Averitt appointed Steve Chapman to an Alternate position on the Planning and Zoning Commission. ***The appointment was approved unanimously.*** Mayor Averitt appointed Querida Owens to the Public Arts Commission. ***The appointment was approved unanimously.***

#### **EXCUSED ABSENCE OF COUNCIL MEMBERS**

10. **Attendance Requirements** – Consideration regarding excused absences of Council Members according to Article III, Sec. 3.07 (a). Attendance Requirements of the Haltom City Charter. Mayor Pro Tem Bob Watkins moved to excuse the absence of Council Member Jeannine Nunn. ***The absence was approved unanimously.***

**EXECUTIVE SESSION**

There was no Executive Session.

**ADJOURNMENT**

Mayor Averitt adjourned the meeting at 7:57 p.m.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

\_\_\_\_\_  
Art Camacho, City Secretary

\_\_\_\_\_  
David Averitt, Mayor

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** October 24, 2016

**Department:** Finance

**Subject:** Resolution R-2016-023-03 Amending  
Authorized Representatives for  
TexPool Local Government  
Investment Pool

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### BACKGROUND

The City is currently a participant in the TexPool local government investment pool. Investment pools invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are: (a) preservation and safety of principal; (b) liquidity; and (c) yield. Due to staff turnovers, it is necessary to change the authorized representatives for the investment pool.

The attached resolution authorizes the City Manager, Director of Finance, City Controller, and Budget Analyst / Accountant as the authorized representatives. Approval of the attached resolution is required in order to conduct activities with the investment pool.

### FISCAL IMPACT

None

### RECOMMENDATION

Staff recommends approval of resolution R-2016-023-03 amending authorized representatives for TexPool local government investment pool.

### ATTACHMENT

Resolution R-2016-023-03



# Resolution Amending Authorized Representatives

Please use this form to amend or designate Authorized Representatives.

This document supersedes all prior Authorized Representative forms.

\* Required Fields

## 1. Resolution

WHEREAS,

Participant Name\*

Location Number\*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool/ Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1.

Name

Title

Phone/Fax/Email

Signature

2.

Name

Title

Phone/Fax/Email

Signature

**1. Resolution (continued)**

3.   
 Name  
  
 Title  
  
 Phone/Fax/Email  
  
 Signature

4.   
 Name  
  
 Title  
  
 Phone/Fax/Email  
  
 Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. This limited representative cannot perform transactions. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name  
  
 Title  
  
 Phone/Fax/Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the \_\_\_\_ day \_\_\_\_\_, 20 \_\_\_\_.

**Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.**

Name of Participant\*

**SIGNED**

Signature\*  
  
 Printed Name\*  
  
 Title\*

**ATTEST**

Signature\*  
  
 Printed Name\*  
  
 Title\*

**2. Mailing Instructions**

The completed Resolution Amending Authorized Representatives can be faxed to TexPool Participant Services at 1-866-839-3291, and mailed to:

TexPool Participant Services  
1001 Texas Avenue, Suite 1400  
Houston, TX 77002

**ORIGINAL SIGNATURE AND DOCUMENT REQUIRED**

**TEX-REP**

**2 OF 2**

## **CITY COUNCIL MEMORANDUM**

**City Council Meeting:** October 24, 2016  
**Department:** City Secretary  
**Subject:** Boards and Commissions  
Resignation of Members

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### **BACKGROUND**

The City Council will consider action regarding the resignations from Boards and Commissions.

### **FISCAL IMPACT**

None.

### **RECOMMENDATION**

None.

### **ATTACHMENT**

None.

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** October 24, 2016  
**Department:** City Secretary  
**Subject:** Boards and Commissions  
Appointments/Reappointments

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### BACKGROUND

The City Council will consider action regarding the appointment/reappointment of board and commission members. Councilmembers serving in Places 4 and 6 are due to make appointments and/or reappointments to the following boards: Beautification, Library, and Parks. The Mayor appoints all five members to the Public Arts Program Committee.

### FISCAL IMPACT

None.

### RECOMMENDATION

None.

### ATTACHMENTS

*Applications:* Kyle Crouse, Zachariah Ammons, Teresa Cabano, Diana Williams, David Wood, John Thornton, Troy Depue, and Anastasia Taylor.

Mayor: Beautification (vacant), Public Arts Program Committee – appointment vacant.

Councilmember Place 1: ZBA (vacant)

Councilmember Place 4: Beautification (current member Denise Ford), Library (current member Teresa Cabano), Parks (current member Don Cooper)

Councilmember Place 5: Planning and Zoning (vacant)

Councilmember Place 6: Beautification (vacant), Parks (current member Dana Coffman)