

**WORK SESSION AGENDA OF THE CITY COUNCIL OF HURST, TEXAS  
CITY HALL, 1505 PRECINCT LINE ROAD  
FIRST FLOOR CONFERENCE ROOM  
TUESDAY, AUGUST 11, 2015 – 5:30 P.M.**

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**I. Call to Order**

**II. Informational Items**

**III. Discussion of Agenda Item(s) 10, 11 and 12**

Conduct a Public Hearing to consider adopting the Crime Control and Prevention District budget for fiscal year beginning October 1, 2015 and ending September 30, 2016

Consider Ordinance 2290, first reading, adopting the Crime Control and Prevention District budget for fiscal year beginning October 1, 2015 and ending September 30, 2016

**Clay Caruthers and Stephen Moore**

Consider ordering the publication of the effective and rollback tax rates, including a proposed tax rate, to be published on August 15, 2015, in the “Fort Worth Star-Telegram” to comply with truth-in-taxation laws

**Clay Caruthers**

**IV. Discussion of Agenda Item(s) 13 and 14**

Conduct a public hearing to consider SP-15-07, Quik Stop Valero, a site plan revision for signage only on Lot 1, Block 1 Harwood / Norwood Addition, being .70 acre located at 100 W. Harwood Road

Consider Ordinance 2292, first reading, SP-15-07, Quik Stop Valero, a site plan revision for signage only on Lot 1, Block 1 Harwood / Norwood Addition, being .70 acre located at 100 W. Harwood Road

**Michelle Lazo**

**V. Discussion of Agenda Item(s) 15 and 16**

Conduct a public hearing to consider SUP-15-01, Verizon Wireless Cell Tower, a special use permit for Lot 2, Block 2, Melbourne Addition, being 1.08 acres located at 805 Melbourne Road

Consider Ordinance 2293, first reading, SUP-15-01, Verizon Wireless Cell Tower, a special use permit for Lot 2, Block 2, Melbourne Addition, being 1.08 acres located at 805 Melbourne Road

**Michelle Lazo**

- VI. Discussion of Agenda Item(s) 17**  
Consider P-15-06, Professional Precinct Center Addition, a preliminary plat of Tract 3A4 WA Doty Survey, A420 to Lot 1, Block 1 Professional Precinct Center Addition, being .853 acre located at 7040 Precinct Line Road  
**Michelle Lazo**
- VII. Discussion of Agenda Item(s) 18**  
Consider Ordinance 2289, second reading, Z-15-01, a zoning change to R1-PD, with a site plan for Lot A, Block 9, Billy Creek Estates Addition, being 7.85 acres located at 100 Melbourne Road  
**Michelle Lazo**
- VIII. Discussion of Agenda Item(s) 19**  
Consider Ordinance 2291, first reading, amending the Hurst Code of Ordinances, Section 2-222 replacing Ordinance 2268 and decreasing the Neighborhood and Community Advisory Committee membership to ten (10) members  
**Rita Frick**
- IX. Discussion of Agenda Item(s) 20**  
Consider Resolution 1627 replacing Resolution 1603 and decreasing the Hurst Economic Development Advisory Committee membership to eleven (11) members  
**Rita Frick**
- X. Discussion of Agenda Item(s) 21**  
Consider Resolution 1628 adopting the City of Hurst Investment Policy  
**Clay Caruthers**
- XI. Discussion of Agenda Item(s) 22**  
Consider authorizing the city manager to proceed with the Hurst Recreation Center Multipurpose Room and Office Renovations  
**Allan Heindel**
- XII. Discussion of Agenda Item(s) 23**  
Consider engagement with Rylander, Clay & Opitz, L.L.P. for professional auditing services  
**Clay Caruthers**
- XIII. Discussion of Agenda Item(s) 24**  
Consider annual appointments to Boards, Committees and Commissions  
**Rita Frick**

## **XIV. Adjournment**

Posted by: \_\_\_\_\_

This the 7th day of August 2015, 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 11, 2015**

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**AGENDA:**

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

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

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

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**CALL TO ORDER**

**INVOCATION (Councilmember Henry Wilson)**

**PLEDGE OF ALLEGIANCE**

**PRESENTATION**

1. Presentation to Joan Shori for service to the City of Hurst
2. Presentation of the annual storm water management plan

**CONSENT AGENDA**

3. Consider approval of the minutes for the July 14 and August 1, 2015 City Council meetings
4. Consider Resolution 1626 ratifying the actions of the Hurst Crime Control and Prevention District Board
5. Consider authorizing the city manager to enter into an annual paper contract
6. Consider canceling the September 22, 2105 regular city council meeting
7. Consider authorizing the city manager to reject the bids received for the State Highway 10 Landscaping Project
8. Consider authorizing the city manager to enter into a professional services contract with Ambius with an option for four additional twelve month renewals
9. Consider authorizing the City Manager to proceed with the Hurst Senior Center Emergency Repairs

**PUBLIC HEARING(S) AND BUDGET RELATED ITEMS**

10. Conduct a Public Hearing to consider adopting the Crime Control and Prevention District budget for fiscal year beginning October 1, 2015 and ending September 30, 2016
11. Consider Ordinance 2290, first reading, adopting the Crime Control and Prevention District budget for fiscal year beginning October 1, 2015 and ending September 30, 2016
12. Consider ordering the publication of the effective and rollback tax rates, including a proposed tax rate, to be published on August 15, 2015, in the "Fort Worth Star-Telegram" to comply with truth-in-taxation laws

**PUBLIC HEARING(S) AND REALTED ITEMS**

13. Conduct a public hearing to consider SP-15-07, Quik Stop Valero, a site plan revision for signage only on Lot 1, Block 1 Harwood / Norwood Addition, being .70 acre located at 100 W. Harwood Road
14. Consider Ordinance 2292, first reading, SP-15-07, Quik Stop Valero, a site plan revision for signage only on Lot 1, Block 1 Harwood / Norwood Addition, being .70 acre located at 100 W. Harwood Road
15. Conduct a public hearing to consider SUP-15-01, Verizon Wireless Cell Tower, a special use permit for Lot 2, Block 2, Melbourne Addition, being 1.08 acres located at 805 Melbourne Road
16. Consider Ordinance 2293, first reading, SUP-15-01, Verizon Wireless Cell Tower, a special use permit for Lot 2, Block 2, Melbourne Addition, being 1.08 acres located at 805 Melbourne Road

**PLAT(S)**

17. Consider P-15-06, Professional Precinct Center Addition, a preliminary plat of Tract 3A4 WA Doty Survey, A420 to Lot 1, Block 1 Professional Precinct Center Addition, being .853 acre located at 7040 Precinct Line Road

**ORDINANCE(S)**

18. Consider Ordinance 2289, second reading, Z-15-01, a zoning change to R1-PD, with a site plan for Lot A, Block 9, Billy Creek Estates Addition, being 7.85 acres located at 100 Melbourne Road
19. Consider Ordinance 2291, first reading, amending the Hurst Code of Ordinances, Section 2-222 replacing Ordinance 2268 and decreasing the Neighborhood and Community Advisory Committee membership to ten (10) members

**RESOLUTIONS(S)**

20. Consider Resolution 1627 replacing Resolution 1603 and decreasing the Hurst Economic Development Advisory Committee membership to eleven (11) members
21. Consider Resolution 1628 adopting the City of Hurst Investment Policy

**ACTION ITEM(S)**

22. Consider authorizing the city manager to proceed with the Hurst Recreation Center Multipurpose Room and Office Renovations
23. Consider engagement with Rylander, Clay & Opitz, L.L.P. for professional auditing services
24. Consider annual appointments to Boards, Committees and Commissions

**OTHER BUSINESS**

25. Review of the following advisory board meeting minutes:
  - Library Board
  - Parks and Recreation Board
  - Hurst Senior Citizens Advisory Board
  - Historical Landmark Preservation Committee
26. Review of upcoming calendar items
27. 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**

**ADJOURNMENT**

Posted by: \_\_\_\_\_

This 7th day of August 2015, 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.**

City Council Staff Report

SUBJECT: Presentation to Joan Shori in recognition of service to the City of Hurst	
Supporting Documents:	
	Meeting Date: 8/11/2015 Department: Legislative and Judicial Services Reviewed by: Rita Frick City Manager Review:
Background/Analysis:	
This item provides for a presentation to Mrs. Joan Shori in recognition of service to the City of Hurst.	
Funding and Sources:	
There is no fiscal impact.	
Recommendation:	
There is no staff recommendation.	

City Council Staff Report

SUBJECT: Presentation of the Storm Water Management Plan	
Supporting Documents:	
	Meeting Date: 8/11/2015 Department: Public Works Reviewed by: Greg Dickens City Manager Review:
Background/Analysis:	
This item provides for City Engineer Greg Dickens to present the Storm Water Management Plan.	
Funding and Sources:	
There is no fiscal impact.	
Recommendation:	
There is no staff recommendation.	

**Minutes  
Hurst City Council  
Work Session  
Tuesday, July 14, 2015**

On the 14th day of July 2015, at 5:00 p.m., the City Council of the City of Hurst, Texas, convened in Work Session at Hurst City Hall, 1505 Precinct Line Road, Hurst, Texas, with the following members present:

Richard Ward	)	Mayor
Bill McLendon	)	Mayor Pro Tem
Larry Kitchens	)	Councilmembers
Anna Holzer	)	
Henry Wilson	)	
Nancy Welton	)	
David Booe	)	
Allan Weegar	)	City Manager
John Boyle	)	City Attorney
Clay Caruthers	)	Assistant City Manager
Jeff Jones	)	Assistant City Manager
Rita Frick	)	City Secretary
Ron Haynes	)	Executive Director of Public Works
Sunny Patel	)	Director of Information Services
David Palla	)	Assistant Fire Chief
Michelle Lazo	)	Managing Director of Planning
Greg Dickens	)	City Engineer

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

- I. Call to Order** – The meeting was called to order at 5:00 p.m.
- II. Informational Items** – Staff provided information relative to Boards, Committee and Commission interviews and discussion.

Council next moved to Work Session Item V.

**V. Discussion of Agenda Item(s) 8 and 9**

Consider all matters incident and related to the issuance and sale of “City of Hurst, Texas, General Obligation Refunding Bonds, Series 2015,” including the adoption of Ordinance 2287 on first and final reading, authorizing the issuance of such bonds and providing for the redemption of the obligations being refunded.

Consider 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 2015,” including the adoption of Ordinance 2288 on first and final reading, authorizing the issuance of such certificates of obligation.

Assistant City Manager Clay Caruthers briefed Councilmembers on the proposed issuances noting savings on the refunding issuance. First Southwest representative David Medanich presented the sales information noting the City's good financial rating.

**III. Discussion of Agenda Item(s) 5 and 6**

Conduct a public hearing to consider Z-15-01 a zoning change to R1-PD, with a site plan for Lot A, Block 9, Billy Creek Estates Addition, being 7.85 acres located at 100 Melbourne Road.

Consider Ordinance 2289, first reading, Z-15-01, a zoning change to R1-PD, with a site plan for Lot A, Block 9, Billy Creek Estates Addition, being 7.85 acres located at 100 Melbourne Road.

Managing Director of Community Development Michelle Lazo briefed Councilmembers on Z-15-01, a zoning change to R1-PD, with a site plan for Lot A, Block 9, Billy Creek Estates Addition, being 7.85 acres located at 100 Melbourne Road, noting the applicant is requesting a new single family subdivision with 18 lots. Ms. Lazo reviewed the proposed building lines and setbacks and stated the developer will install a six foot masonry screening wall along Melbourne Road and Highway 10.

**IV. Discussion of Agenda Item(s) 7**

Consider P-15-04, Billy Creek Estates Addition, a preliminary plat for Lots 8-16, Block 9, 1-6, Block 13, and Lots 1-3, block 12 Billy Creek Estates Addition, being 7.85 acres located at 100 Melbourne Road.

Managing Director of Community Development Michelle Lazo briefed Councilmembers on the preliminary plat for Lots 8-16, Block 9, 1-6, Block 13, and Lots 1-3, block 12 Billy Creek Estates Addition, being 7.85 acres located at 100 Melbourne Road.

Mayor Ward recessed the work session at 5:30 p.m. and reconvened the work session at 5:50 p.m.

Council next moved to Work Session Item VI.

**VI. Discussion of Agenda Item(s) 10**

Consider Resolution 1623 adopting the Tarrant County Hazard Mitigation Action Plan of June 2015.

Assistant Fire Chief David Palla briefed Councilmembers on Resolution 1623 adopting the Tarrant County Hazard Mitigation Action Plan of June 2015.

**VII. Discussion of Agenda Item(s) 11**

Consider Resolution 1624 authorizing the city manager to enter into an Advanced Funding Agreement with the Texas Department of Transportation for the Harrison Lane Elementary and Hurst Junior High Safety and Access to Schools Project

City Engineer Greg Dickens briefed Councilmembers on Resolution 1624 authorizing the city manager to enter into an Advanced Funding Agreement with the Texas Department of Transportation for the Harrison Lane Elementary and Hurst Junior High Safety and

Access to Schools Project.

**VIII. Discussion of Agenda Item(s) 12**

Consider authorizing the city manager to enter into an agreement with Azteca Systems, Inc., NewEdge Services, and CitySourced to purchase and implement the Cityworks system and CitySourced mobile application.

Director of Information Technology Sunny Patel briefed Councilmembers on the Public Works work order sytem and app noting the current work system is no longer supported.

**IX. Discussion of Agenda Item(s) 13**

Consider approval of the guaranteed maximum price from AUI Northstar, LLC, and authorize the city manager to execute all documents necessary for the Pipeline Road, Phase 2A Drainage Improvements at Forest Oaks Lane.

Executive Director of Public Works Ron Haynes briefed Councilmembes on the guaranteed maximum price from AUI Northstar, LLC, and authorize the city manager to execute all documents necessary for the Pipeline Road, Phase 2A Drainage Improvements at Forest Oaks Lane.

**X. Discussion of Agenda Item(s) 14**

Consider annual appointments to Boards, Committees and Commissions. Councilmembers discussed appointments.

**XI. Adjournment**

The work session adjourned at 6:20 p.m.

**APPROVED** this the 14th day of July 2015.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Rita Frick, City Secretary

\_\_\_\_\_  
Richard Ward, Mayor

**City of Hurst  
City Council Minutes  
Tuesday, July 14, 2015**

On the 14th day of July 2015, at 6:30 p.m., the City Council of the City of Hurst, Texas, convened in Regular Meeting at City Hall, 1505 Precinct Line Road, Hurst, Texas, with the following members present:

Richard Ward	)	Mayor
Bill McLendon	)	Mayor Pro Tem
Larry Kitchens	)	Councilmembers
Anna Holzer	)	
Henry Wilson	)	
Nancy Welton	)	
David Booe	)	
Allan Weegar	)	City Manager
John Boyle	)	City Attorney
Clay Caruthers	)	Assistant City Manager
Jeff Jones	)	Assistant City Manager
Rita Frick	)	City Secretary
Ron Haynes	)	Executive Director of Public Works
Sunny Patel	)	Director of Information Services
David Palla	)	Assistant Fire Chief
Michelle Lazo	)	Managing Director of Planning
Greg Dickens	)	City Engineer

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

The meeting was called to order at 6:30 p.m.

Councilmember David Booe gave the Invocation.

The Pledge of Allegiance was given.

**CONSENT AGENDA**

1. Considered approval of the minutes for the June 23 and July 7, 2015 City Council meetings.
2. Considered Ordinance 2285, second reading, SP-15-06 In-N-Out Burgers, a site plan revision for signage only on Lot 2R2, Block 1, Thousand Oaks South Addition, being 1.22 acres located at 780 Airport Freeway.
3. Considered Ordinance 2286, second reading, SP-14-14, Hilton Garden Inn, a site plan approval for a portion of Lot 4R1A, Block 1 University Plaza Addition, being 1.12 acres located at 1601 Campus Drive.
4. Considered authorizing the city manager to continue the Internet Services agreement with

TelePacific for the remainder of the existing contract.

Councilmember Wilson moved to adopt the consent agenda. Motion seconded by Councilmember Booe. Motion prevailed by the following vote:

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

No: None

### **PUBLIC HEARING(S) AND RELATED ITEM(S)**

5. Conducted a public hearing to consider Z-15-01 a zoning change to R1-PD, with a site plan for Lot A, Block 9, Billy Creek Estates Addition, being 7.85 acres located at 100 Melbourne Road. Mayor Ward announced a public hearing to consider Z-15-01 a zoning change to R1-PD, with a site plan for Lot A, Block 9, Billy Creek Estates Addition, being 7.85 acres located at 100 Melbourne Road and recognized applicant Tom Cunningham, 6809 Baker Boulevard, Richland Hills, Texas, who reviewed the changes being proposed from the time addressed by the Planning and Zoning Commission. Changes included going from 28 proposed lots to 18 lots, deeper and wider lots on the north end of the development and one story only on the north end. He stated they were willing to put a privacy wood fence on the north side. Mayor Ward recognized the following individuals John Paprskar; Jerry and Lynn Tally, 1201 Crestview Drive, Hurst; Wayne Hamilton, 200 Melbourne Road, Hurst; Louis Dixon, 1200 Fescue Drive, Hurst, who expressed concerns regarding the original site plan submittal due to density and privacy to neighboring properties; expressed appreciation that the contractor worked with the residents; concerns that the same building line setback was not being required of a neighbor; a wood fence was being proposed on the north, instead of a masonry fence; visibility issues backing onto the street for an existing neighbor and concerns regarding the flood plain and drainage.

There being no one else to speak, Mayor Ward closed the public hearing.

Mayor Ward recognized the applicant's engineer, Ernest Hedgecock, who explained that none of the houses would be in the flood plain and reviewed the proposed storm drains that will handle any drainage issues.

Councilmembers discussed the proposed site plan and concerns.

6. Considered Ordinance 2289, first reading, Z-15-01, a zoning change to R1-PD, with a site plan for Lot A, Block 9, Billy Creek Estates Addition, being 7.85 acres located at 100 Melbourne Road.

Councilmember Wilson moved to approve Z-15-01, Billy Creek Estates with the stipulation lots 8, 9, 10, 11 and 12 be single story, a 6' foot tall wood fence be constructed only on the north side of lots 8, 9, 10, 11 and 12; a 25' foot setback on Lot 8 with no obstruction to the neighbor to the north of Lot 8 backing out of his driveway onto Melbourne Road, and approval of Ordinance 2289 on first reading. Motion seconded by Councilmember McLendon. Motion prevailed by the following vote:

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

No: None

**PLAT(S)**

7. Considered P-15-04, Billy Creek Estates Addition, a preliminary plat for Lots 8-16, Block 9, 1-6, Block 13, and Lots 1-3, Block 12, Billy Creek Estates Addition, being 7.85 acres located at 100 Melbourne Road. Mayor Ward recognized Managing Director of Community Development Michelle Lazo who stated the preliminary plat coincides with the site plan and Engineering was fine with the preliminary plan. She stated a final plat will be presented for Council's consideration. In response to Councilmembers' questions, Ms. Lazo stated the Planning and Zoning Commission denied due to the smaller lots originally proposed. She stated the new plat will show the changes.

**ORDINANCE(S)**

8. Considered all matters incident and related to the issuance and sale of "City of Hurst, Texas, General Obligation Refunding Bonds, Series 2015," including the adoption of Ordinance 2287 on first and final reading, authorizing the issuance of such bonds and providing for the redemption of the obligations being refunded. Mayor Ward recognized Assistant City Manager Clay Caruthers, who reviewed the bond sales noting the first Ordinance this evening is a refunding issue, which refunding is synonymous to home refinancing agreements. He stated the obligation was issued in 2007 at an interest rate a little over 4%. This refunding allows a lower interest rate to just above 2%. Mr. Caruthers stated that term of the debt did not extend and that it is simply to achieve savings associated with interest rates.

Councilmember Wilson moved to adopt Ordinance 2287, authorizing the issuance of "City of Hurst, Texas, General Obligation Refunding Bonds, Series 2015"; providing for the redemption of the obligations being refunded and approving and authorizing the execution of a Paying Agent/Registrar Agreement, Special Escrow Agreement and a Purchase Agreement in relation to such bonds and the approval and distribution of an Official Statement. Motion seconded by Councilmember Holzer. Motion prevailed by the following vote:

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

No: None

9. 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 2015," including the adoption of Ordinance 2288 on first and final reading, authorizing the issuance of such certificates of obligation. Mayor Ward recognized Assistant City Manager Clay Caruthers who explained, that unlike the previous item, this item proposes issuance of new Certificates of Obligation. The proceeds will be used to pay for the costs of the next phase of Pipeline Road reconstruction, other street and drainage improvements, and water and sewer main replacements. The Certificates will fund a total construction budget of \$4 million with \$2.8 million allocated to street and drainage improvements and \$1.2 million allocated to water and sewer main replacement. He stated that previous debt was paid off and this only backfills about half. Mr. Caruthers stated the true interest cost is around 3% and introduced David Medanich with First Southwest Company who reviewed the sales noting the City's good bond ratings of Aa2 and AA and timing going to the market. Mr. Caruthers also noted the City's Bond Counsel Norton, Rose, and Fulbright was present during the work session and did vet the sale.

Councilmember Welton moved to to adopt Ordinance 2288, authorizing the issuance of “City of Hurst, Texas, Tax and Waterworks and Sewer System (Limited Pledge) Revenue Certificates of Obligation, Series 2015”; and approving and authorizing the execution of a Paying Agent/Registrar Agreement in relation to such obligations along with the distribution of an Official Statement.. Motion seconded by Councilmember Kitchens Motion prevailed by the following vote:

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

No: None

### **RESOLUTIONS(S)**

10. Considered Resolution 1623 adopting the Tarrant County Hazard Mitigation Action Plan of June 2015. Mayor Ward recognized Assistant Fire Chief David Palla who reviewed the proposed plan. He explained both the State and FEMA have approved the plans and once approved by all the cities, the City will be eligible for grant money.

Councilmember Booe moved to approve Resolution 1623, adopting the Tarrant County Hazard Mitigation Action Plan of June 2015. Motion seconded by Councilmember Welton. Motion prevailed by the following vote:

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

No: None

11. Considered Resolution 1624 authorizing the city manager to enter into an advanced funding agreement with the Texas Department of Transportation for the Harrison Lane Elementary and Hurst Junior High Safety and Access to Schools Project. Mayor Ward recognized City Engineer Greg Dickens who reviewed the proposed projects and funding agreement noting a grant award of 80% Transportation Alternates program (TAP) Safety and Access to School grant for the areas near Harrison Lane Elementary School and Hurst Junior High School. He stated the grant is for \$489,515, with a \$186,807 local participation match. He noted the project will include sidewalks and flashing school zone signs at Harrison Lane Elementary and Hurst Junior High School. Mr. Dickens explained that the Council authorized \$125,000 for this project in May 2014, but an additional \$62,000 will be required as noted in the Advanced Funding Agreement.

Councilmember McLendon moved to approve Resolution 1624 authorizing the city manager to enter into an advanced funding agreement with the Texas Department of Transportation, for an amount not to exceed \$187,000, for the Harrison Lane Elementary and Hurst Junior High Safety and Access to schools Project. Motion seconded by Councilmember Welton. Motion prevailed by the following vote:

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

No: None

**ACTION ITEM(S)**

12. Considered authorizing the city manager to enter into an agreement with Azteca Systems, Inc., NewEdge Services, and CitySourced to purchase and implement the Cityworks system and CitySourced mobile application. Mayor Ward recognized Director of Information and Technology Sunny Patel who reviewed the proposed agreement for the replacement of the public works work order system and mobil application. He explained the current system is no longer being supported and the new system will be current and user friendly. In response to Councilmembers' questions, Mr. Patel stated the old system did not have adequate storage capacity and the new system has the capability to take pictures.

Councilmember Kitchens moved to authorize the city manager to enter into an agreement with Azteca Systems, Inc., NewEdge Services, and City Sourced to purchase and implement the Cityworks system and CitySourced mobile app, in an amount to not to exceed \$150,000. Motion seconded by Councilmember Welton. Motion prevailed by the following vote:

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

No: None

13. Considered approval of the guaranteed maximum price from AUI Northstar, LLC and authorize the city manager to execute all documents necessary for the Pipeline Road, Phase 2A Drainage Improvements at Forest Oaks Lane. Mayor Ward recognized Executive Director of Public Works Ron Haynes who reviewed the guaranteed maximum price from AUI Northstar, LLC, for the Pipeline Road, Phase 2A drainage improvements, at Forest Oaks Lane. He explained the improvements are needed, as soon as possible, for the Walmart Development. Mr. Haynes also discussed the construction process to be utilized due to the gas main running along Pipeline Road. In response to Councilmembers' questions, Mr. Haynes explained staff has held two meetings with ATMOS regarding this project.

Councilmember Welton moved to approve the guaranteed maximum price from AUI/Northstar, LLC, of 4149,317.00 for the Pipeline Road, Phase 2A Drainage Improvements at Forest Oaks Lane Project, and authorize the city manager to execute all documents necessary for this project. Motion seconded by Councilmember Kitchens. Motion prevailed by the following vote:

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

No: None

14. Considered annual appointments to Boards, Committees and Commissions.

Councilmember Wilson moved to make the following appointments:

Codes, Appeals and Advisory Board, Place 3, Term Expire 2017, Glenn A. Smith; Historical Landmark Preservation Committee, Place 5, Term Expire 2016, Billye Runnels-Jones; Library Board, Alternate Place 2, Term Expire 2016, Trasa Cobern; Neighborhood and Community Advisory Committee, Place 9, Term Expire 2017, Gary Waldron; Move Neighborhood and Community Advisory Committee Place 11 to Neighborhood and Community Advisory Committee Place 10, Term Expire 2016, Josh Ingram; Parks and Recreation Board, Alternate Place 2, Term Expire 2016, Cathy Thompson; Traffic Safety

Commission, Place 6, Term Expire 2016, Kim Leach; Zoning Board of Adjustment, Alternate Place 2, Term Expire 2017, Bud Dodson; Move Zoning Board of Adjustment Alternate Place 2 to Zoning Board of Adjustment Alternate Place 1, Term Expire 2016, Russell Patrick, and also to appoint all other board, commission and committee members whose terms are expired and wish to continue serving. Motion seconded by Councilmember Holzer. Motion prevailed by the following vote:

Ayes: Councilmembers McLendon, Booe, Kitchens, Holzer, Wilson and Welton  
No: None

### **OTHER BUSINESS**

15. Review of upcoming calendar items – City Manager Allan Weegar noted the cancelation of the July 28, 2015 City Council meeting.
16. 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 students in attendance.

Mayor Ward recessed the meeting to Executive Session at 7:51 p.m. in compliance with the provisions of the Texas Open Meetings Law, authorized by Government Code, 551.087 deliberation and conducting of economic development negotiations regarding financial information relative to prospective business expansion in the City and reconvened Open Session at 8:22 p.m.

17. Considered any and all action necessary ensuing from Executive Session.

Councilmember Holzer moved to approve Resolution 1625 approving an Economic Development Agreement pursuant to Chapter 380 of the Texas Local Government Code with Skygroup Investments, LLC, supporting the development of an indoor skydiving facility located at 655 Loop 820. Motion seconded by Councilmember Welton. Motion prevailed by the following vote:

Ayes: Councilmembers McLendon, Booe, Kitchens, Holzer, Wilson and Welton  
No: None

### **ADJOURNMENT**

The meeting adjourned at 8:24 p.m.

**APPROVED** this the 11th day of August 2015.

**ATTEST:**

**APPROVED:**

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Rita L. Frick, City Secretary

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Richard Ward, Mayor

**Minutes  
Hurst City Council  
Work Session  
August 1, 2015**

On the 1st day of August 2015, at 7:30 a.m., the City Council of the City of Hurst, Texas, convened in Work Session at Hurst Conference Center, 1601 Campus Drive, Hurst, Texas, with the following members present:

Richard Ward	)	Mayor
Bill McLendon	)	Mayor Pro Tem
Henry Wilson	)	Councilmembers
David Booe	)	
Anna Holzer	)	
Nancy Welton	)	
Larry Kitchens	)	
Allan Weegar	)	City Manager
Jeff Jones	)	Assistant City Manager
Clay Caruthers	)	Assistant City Manager
Joni Baldwin	)	Budget Director
Rita Frick	)	City Secretary
Matia Messemer	)	Executive Director of Human Resources

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

**Call to Order- The meeting was called to order at 7:30 a.m.**

1. **Multi-Year Financial Plan Discussion** - City Manager Allan Weegar and Assistant City Manager Clay Caruthers provided a preliminary Fiscal Year 2015-2016 General Fund Budget Review, Multi-Year Program Trending, Preliminary Fiscal Year 2015-2016 Enterprise Budget review and issues and challenges for Fiscal Year 2015-2016 and beyond. City Manager Allan Weegar noted the Tarrant Appraisal District had computer software changes this year and took a conservative approach with values. He stated values came in .74% down, but staff anticipates an increase next year. He stated staff continues to take a conservative approach to the budget and this year's recommendation will be a 1.76% budget increase. He noted the proposed budget includes an employee salary increase and a one-time lump sum payment. Also noted were rising health care costs and modifications to the plan design. Also provided was an overview of the Enterprise Fund noting an average wastewater increase of 8.56% and

an average water increase of 2.12%. Mr. Weegar explained the City has virtually no control over increases passed from Fort Worth and the Tarrant Regional Water District to the City.

Assistant City Manager Clay Caruthers reviewed preliminary expenditures and revenues for the upcoming budget noting a proposed increase of 1.76%. Reviewed were key expenditure increases and decreases. Also discussed was the July Certified Value Summary, proposed tax rate and any necessary adjustments to maintain the tax rate. City Manager Allan Weegar stated staff will recommend a proposed tax rate the same as the effective tax rate. Mr. Caruthers also reviewed revenue and revenue challenges.

Assistant City Manager Clay Caruthers reviewed the Multi-Year Program trending information for the General Fund revenue, expenditure and tax rate summary incremental changes from Fiscal Year 2009-10 through estimated Fiscal Year 2019-20.

Mayor Ward recessed the meeting at 9:26 a.m. and reconvened the meeting at 9:36 a.m.

Assistant City Manager Clay Caruthers reviewed the Enterprise Fund preliminary budget noting the wholesale costs continue to increase. He stated the costs have increased 55% over seven years. He provided a five year summary noting volatile water revenues and the challenge budgeting this fund. He stated the City's rate smoothing policy remains in effect with a proposed 5% increase. Also reviewed were key expenditure increases and decreases.

City Manager Allan Weegar, Assistant City Manager Clay Caruthers and Executive Director of Human Resources reviewed budget issues and challenges for Fiscal Year 2015-16. Reviewed were challenges related to property tax and values, sales tax erosion, maintenance of infrastructure and facilities, debt and capital improvements as Hurst approaches build out.

Councilmembers discussed having a planning session which provides detailed discussions on the long term viability of the City; the need to strategize on the best methodology to maintain sales, ad valorem values, and a funding mechanism for maintenance of infrastructure and facilities.

Mayor Ward recessed the meeting at 10:51 a.m. and reconvened the meeting at 10:59 a.m.

Executive Director of Human Resources Matia Messemer reviewed federal legislation relative to health care impacts, employment law changes, and healthcare impacts to the City. Ms. Messemer reviewed rising health care costs and efforts to minimize the increase to both the City and employees. She noted a proposed insurance plan design change to offer two plans instead of three. Also noted a proposed independent audit, with a third party, to ensure only qualified dependents were on the plan. She reviewed several employment law issues and the potential impact on future budgets. Also provided was an update on the employee wellness clinic, which is one year into a three agreement.

City Manager Allan Weegar noted the five year plan for pay-go estimates in the Community Services Half-Cent Sales Tax Fund and stated there are no major issues in this fund as long as the sales tax continues.

Assistant City Manager Clay Caruthers reviewed the budget calendar and stated new legislation does not change the process this year.

**Adjournment - The meeting adjourned at 11:57 a.m.**

**APPROVED this the 11th day of August 2015.**

**ATTEST:**

**APPROVED**

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Rita Frick, City Secretary

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Mayor Richard Ward

City Council Staff Report

SUBJECT: Consider Resolution 1626 ratifying the actions of the Hurst Crime Control and Prevention District Board

Supporting Documents:

Public Hearing Notice  
Resolution 1626

Meeting Date: 8/11/2015  
Department: Fiscal Services  
Reviewed by: Clay Caruthers/JCB  
City Manager Review:

Background/Analysis:

The Hurst Crime Control and Prevention District (CCPD) Board met at 5:00 p.m., prior to the August 11, 2015, regular City Council meeting, and Resolution 1626 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 1626 ratifying all actions of the Hurst Crime Control and Prevention District Board taken on August 11, 2015.

# Star-Telegram.

Saturday, August 1, 2015

## PUBLIC NOTICES

### Legal Notices

#### PUBLIC NOTICE

##### Crime Tax Budget Hearing

The Hurst Crime Control and Prevention District Board will hold a public hearing on August 11, 2015, 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 2015-2016 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 11, 2015 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.

RESOLUTION 1626

WHEREAS, the Hurst Crime Control District Board met August 11, 2015, 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 11, 2015, be and the same are hereby approved and ratified.

AND IT IS SO RESOLVED.

Approved this the 11<sup>th</sup> day of August 2015 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 approve renewal, at the City's option, of the City's existing Annual Agreement with Western-BRW Paper Company, for four additional 12-month periods

Supporting Documents:

Meeting Date: 8/11/2015  
 Department: Fiscal Services  
 Reviewed by: Clay Caruthers  
 City Manager Review:

Background/Analysis:

The City of Hurst solicited sealed bids to award an annual agreement for the purchase of Forest Stewardship Council Certified Renewable Resource laser and inkjet compatible copy paper, stationary, and envelopes. The City received one bid from Western-BRW Paper Company. Council awarded the City's bid to Western-BRW on August 26, 2014.

The bid specifications allow the City, at the City's option, to renew this agreement for four additional 12-month periods.

Funding and Sources:

Funding is available in the General Fund.

Recommendation:

Staff recommends that City Council authorize the city manager to implement the renewal options, of the annual Agreement with Western-BRW Paper Company, for four additional 12-month periods.

City Council Staff Report

SUBJECT: Consider canceling the September 22, 2015 regular City Council meeting

Supporting Documents:

Meeting Date: 8/11/2015  
Department: Legislative and Judicial Services  
Reviewed by: Rita Frick  
City Manager Review:

Background/Analysis:

This item provides for City Council to consider canceling the September 22, 2015 regular City Council meeting.

Funding and Sources:

There is no fiscal impact.

Recommendation:

Staff recommends the City Council cancel the September 22, 2015 regular City Council meeting.

City Council Staff Report

SUBJECT: Consider rejection of bids for State Highway 10 Landscaping Project	
Supporting Documents:	
	<p>Meeting Date: 8/11/2015</p> <p>Department: Community Services</p> <p>Reviewed by: Allan Heindel</p> <p>City Manager Review:</p>
Background/Analysis:	
<p>The Texas Department of Transportation (TXDOT) Green Ribbon Landscape Improvement Program is designed to help mitigate the effects of air pollution by planting trees, plants, and other landscaping on the state highway system. In July 2014, the City of Hurst submitted an application and was awarded a grant under this program, in the amount of \$370,000, for landscape improvements in the Highway 10 medians, between Holder Circle and Bell Helicopter Boulevard.</p> <p>In October 2014, the City Council approved a resolution that authorizes a project specific interlocal agreement called the Local Project Advance Funding Agreement (LPAFA). Per the LPAFA, the grant will not cover expenses related to design, concrete testing, daily professional engineering supervision, and hardscape construction (benches, concrete pads, etc.); however, it will cover \$370,000 worth of trees, shrubs, ground cover, and irrigation.</p> <p>Recently, the specifications and bid documents for the State Highway 10 Landscaping Project were bid following the standard City purchasing procedures and were advertised and distributed to construction companies with two companies submitting sealed bids. After a full review, Green Scaping submitted the lowest qualified bid. However, their bid of \$468,171 is well over the grant budget of \$370,000. Therefore, staff is seeking to reject these bids and rebid the project with modifications to bring the project within budget.</p>	
Funding and Sources:	
There is no fiscal impact.	
Recommendation:	
It is recommended the City Council authorize the city manager to reject the bids received for the State Highway 10 Landscaping Project.	

City Council Staff Report

SUBJECT: Consider approval of Facilities Services Professional Services Contract with Ambius

Supporting Documents:

Meeting Date: 8/11/2015  
 Department: Community Services  
 Reviewed by: Allan Heindel  
 City Manager Review:

Background/Analysis:

The City of Hurst Facilities Services Division is committed to providing an attractive, safe, and comfortable environment for all City employees and the citizens that use City facilities, while at all times emphasizing service, quality, responsiveness, and efficiency. The Facilities Services Division contracts for many professional services in order to best meet maintenance needs. The Facilities Services Division has worked with Ambius to provide professional indoor plant design and maintenance, holiday decorations, and other decorative art at City facilities including the Library, City Hall, Recreation Center, Senior Center, Brookside Center, Service Center, Justice Center and Fire Stations.

Funding and Sources:

Funding for this contract has been identified within the Facility Services' and other Division's FY 2014-15 operating budgets.

Recommendation:

It is recommended the City Council authorize the city manager to enter into professional services contract with Ambius, with an option for four additional twelve month renewals.

City Council Staff Report

SUBJECT: Consider approval of Hurst Senior Center Emergency Repairs	
Supporting Documents:	
	<p>Meeting Date: 8/11/2015</p> <p>Department: Community Services</p> <p>Reviewed by: Allan Heindel</p> <p>City Manager Review:</p>
Background/Analysis:	
<p>On July 2, 2015, a vehicle crashed into the west side of the Hurst Senior Center causing extensive damage. In an effort to determine the extent of the damage and temporarily secure the building, the City contacted Falkenburg Construction, the City's approved miscellaneous contractor. Falkenburg Construction assessed the damage and submitted a quote, in the amount of \$26,407, for the repairs.</p> <p>Chapter 252 of the Texas Local Government Code provides an exemption to the \$25,000 rule for purchases made "because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality" or purchases "necessary to preserve or protect the public health or safety of the municipality's residents" or purchases "necessary because of unforeseen damage to public machinery, equipment, or other property." Staff proceeded with necessary repairs to the Senior Center under the Emergency Purchasing guidelines.</p>	
Funding and Sources:	
<p>Funding, in the amount of \$29,047, has been identified within the Special Projects Fund, with anticipated reimbursement from the insurance company of the driver responsible for the accident.</p>	
Recommendation:	
<p>It is recommended that the City Council authorize the city manager to proceed with the Hurst Senior Center Emergency Repairs, for an amount not to exceed \$29,047, with funding from the Special Projects Fund.</p>	

City Council Staff Report

SUBJECT: Public Hearing and Vote on proposed Crime Control and Prevention District Budget for Fiscal Year October 1, 2015 through September 30, 2016

Supporting Documents:

Public Hearing Notices  
 Proposed Half-Cent Crime District Budget

Meeting Date: 8/11/2015  
 Department: Fiscal Services  
 Reviewed by: Clay Caruthers/JCB  
 City Manager Review:

Background/Analysis:

A notice of the time and place of the Public Hearing on the proposed Crime Control and Prevention District budget was published August 1, 2015 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 45<sup>th</sup> day before the beginning of the fiscal year and to vote on the budget no later than to 30<sup>th</sup> day before the beginning of the fiscal year.

Funding and Sources:

There is no fiscal impact.

Recommendation:

Staff recommends City Council approve Ordinance 2290, first reading, adopting the Crime Control and Prevention District budget for fiscal year beginning October 1, 2015 ending September 30, 2016.

# Star-Telegram.

Saturday, August 1, 2015

## PUBLIC NOTICES

### Legal Notices

#### PUBLIC NOTICE

**Crime Tax Budget Hearing**  
The Hurst Crime Control and Prevention District Board will hold a public hearing on August 11, 2015, 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 2015-2016 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**  
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# **PROPOSED ANTI-CRIME BUDGET**

**FOR FISCAL YEAR  
OCTOBER 1, 2015 – SEPTEMBER 30, 2016**



**Richard Ward  
Mayor**

**City Council**

**Bill McLendon, Mayor Pro Tem  
Anna Holzer  
Nancy Welton**

**David Booe  
Larry Kitchens  
Henry Wilson**

**Allan Weegar  
City Manager**

**Clay Caruthers  
Assistant City Manager**

**Joni Baldwin  
Budget Director**

**CITY OF HURST  
2015-2016 PROPOSED BUDGET  
ANTI-CRIME  
HALF-CENT SALES TAX FUND  
REVENUES AND EXPENDITURES**

	<b>ACTUAL 2011-12</b>	<b>ACTUAL 2012-13</b>	<b>ACTUAL 2013-14</b>	<b>BUDGET 2014-15</b>	<b>ESTIMATED BUDGET 2014-15</b>	<b>PROPOSED BUDGET 2015-16</b>
<b>BEGINNING BALANCE</b>	<b>\$8,952,942</b>	<b>\$8,965,635</b>	<b>\$8,722,489</b>	<b>\$7,124,710</b>	<b>\$8,438,117</b>	<b>\$7,004,522</b>
<b>REVENUES</b>						
State of Texas	57,284	59,856	56,985	59,000	59,000	62,000
City of Euless	0	0	6,329	2,732	2,732	3,400
City of Bedford	3,366	6,618	6,618	2,732	2,732	3,400
City of Beford Storefont Lease	0	0	0	0	27,090	25,300
State of Texas	0	76,361	76,991	0	0	0
Bullet Proof Vest Grant	5,638	0	0	0	0	0
Tarrant County 9-1-1	0	0	16,677	0	0	0
Other	14	1,308	3,174	0	1,826	0
<b>TOTAL GRANTS</b>	<b>\$66,302</b>	<b>\$144,144</b>	<b>\$166,774</b>	<b>\$64,464</b>	<b>\$93,380</b>	<b>\$94,100</b>
Tax Collections	4,860,403	4,839,025	5,028,717	4,868,182	5,267,770	5,162,614
Interest Earnings	121,273	75,575	30,741	35,000	30,000	35,000
Traffic Signal Safety Indirect	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$5,047,978</b>	<b>\$5,058,744</b>	<b>\$5,226,232</b>	<b>\$4,967,646</b>	<b>\$5,391,150</b>	<b>\$5,291,714</b>
<b>OPERATING EXPENSES</b>						
Personnel Services	2,013,114	2,028,413	2,230,897	2,310,950	2,365,360	2,395,755
Materials & Supplies	40,645	42,099	74,870	66,700	49,000	106,700
Maintenance	14,243	21,753	11,329	52,310	43,300	65,965
Sundry Charges	235,293	242,299	310,137	334,479	304,735	351,368
Indirect Overhead	1,892,195	1,912,457	1,866,545	1,719,328	1,765,090	1,765,090
Internal Services	432,838	432,838	449,418	449,418	449,418	551,436
Capital Outlay	0	0	0	34,462	34,462	55,400
<b>TOTAL EXPENSES</b>	<b>\$4,628,328</b>	<b>\$4,679,859</b>	<b>\$4,943,196</b>	<b>\$4,967,647</b>	<b>\$5,011,365</b>	<b>\$5,291,714</b>
<b>CAPITAL LEASE EXPENSE</b>	<b>\$342,129</b>	<b>\$342,129</b>	<b>\$342,129</b>	<b>\$342,129</b>	<b>\$466,353</b>	<b>\$466,353</b>
<b>INTERFUND PJCT TRANS</b>	<b>\$0</b>	<b>\$265,605</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PROJECT EXPENSES</b>	<b>\$64,828</b>	<b>\$14,296</b>	<b>\$225,281</b>	<b>\$40,263</b>	<b>\$1,347,027</b>	<b>\$20,024</b>
<b>ENDING FUND BALANCE</b>	<b>\$8,965,635</b>	<b>\$8,722,489</b>	<b>\$8,438,117</b>	<b>\$6,742,317</b>	<b>\$7,004,522</b>	<b>\$6,518,145</b>
<b>RESTRICTED / INTERFUND TRANSFERS</b>						
Radio System Lease	<u>\$2,052,775</u>	<u>\$1,710,646</u>	<u>\$1,368,517</u>	<u>\$1,026,388</u>	<u>\$1,399,060</u>	<u>\$932,706</u>
<b>REMAINING FUND BALANCE</b>	<b>\$6,912,860</b>	<b>\$7,011,844</b>	<b>\$7,069,600</b>	<b>\$5,715,930</b>	<b>\$5,605,462</b>	<b>\$5,585,439</b>

<b>CITY OF HURST</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
231 HC SALES TAX ANTI-CRIME	POLICE	POLICE
<b>SUMMARY</b>		

	<b>ACTUAL 2013-2014</b>	<b>BUDGET 2014-2015</b>	<b>ESTIMATED 2014-2015</b>	<b>PROPOSED 2015-2016</b>
PERSONNEL SERVICES	\$2,230,897	\$2,310,950	\$2,365,360	\$2,395,755
MATERIAL & SUPPLIES	\$74,870	\$66,700	\$49,000	\$106,700
MAINTENANCE	\$11,329	\$52,310	\$43,300	\$65,965
SUNDRY CHARGES	\$2,176,682	\$2,053,806	\$2,069,825	\$2,116,458
INTERNAL SERVICES	\$449,418	\$449,418	\$449,418	\$551,436
CAPITAL OUTLAY	\$567,410	\$416,854	\$1,847,842	\$541,777
<b>TOTAL 231-0440</b>	<b>\$5,510,606</b>	<b>\$5,350,038</b>	<b>\$6,824,745</b>	<b>\$5,778,091</b>

<b>PERSONNEL SCHEDULE</b>					
<b>POSITION TITLE</b>	<b>PAY GRADE</b>	<b>ACTUAL 2012-2013</b>	<b>ACTUAL 2013-2014</b>	<b>ACTUAL 2014-2015</b>	<b>PROPOSED 2015-2016</b>
TECH SERVICES MANAGER	Exempt	1	1	0	0
TECH SERVICES SUPERVISOR	Exempt	0	0	1	1
POLICE OFFICER	91	12	12	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	0	1	1	1
CRIME VICTIM LIASION	56	1	0	0	0
JAILER	55	4	4	3	3
JAIL SUPERVISOR	59	0	0	1	1
PUBLIC SERVICE OFFICER	55	4	4	4	4
POLICE RECORDS CLERK	54	2	2	2	2
<b>TOTAL 231-0440</b>		<b>29</b>	<b>29</b>	<b>30</b>	<b>30</b>

CITY OF HURST				
FUND	DEPARTMENT		DIVISION	
231 HC SALES TAX ANTI-CRIME	POLICE		POLICE	
DETAILS				
LINE ITEMS	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	PROPOSED 2015-2016
600110 REGULAR FULL TIME	\$1,363,212	\$1,593,992	\$1,592,783	\$1,654,478
600115 OTHER EMPLOYEES	\$969	\$0	\$0	\$0
600140 OVERTIME PAY	\$150,006	\$106,577	\$156,637	\$116,774
600200 VACATION PAY	\$84,560	\$0	\$0	\$0
600230 SICK PAY	\$44,995	\$0	\$0	\$0
600290 STANDBY PAY	\$1,575	\$1,430	\$1,430	\$1,430
600320 CERTIFICATION PAY	\$9,160	\$8,640	\$7,680	\$7,200
600380 LONGEVITY PAY	\$13,087	\$13,656	\$18,312	\$18,972
601040 SOCIAL SECURITY	\$123,768	\$131,909	\$131,900	\$137,076
601070 RETIREMENT	\$180,089	\$206,915	\$206,902	\$197,103
601100 GROUP INSURANCE	\$258,340	\$247,046	\$248,918	\$261,932
601120 LONG TERM CARE	\$836	\$785	\$798	\$789
601260 CLOTHING ALLOWANCE	\$300	\$0	\$0	\$0
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$2,230,897</b>	<b>\$2,310,950</b>	<b>\$2,365,360</b>	<b>\$2,395,755</b>
610010 GENERAL SUPPLIES	\$0	\$0	\$0	\$0
610040 OFFICE SUPPLIES	\$2,811	\$3,000	\$2,000	\$3,000
610070 MEDICAL SUPPLIES	\$824	\$1,100	\$500	\$1,100
610130 CLOTHING	\$21,653	\$29,000	\$15,000	\$55,000
610135 PROTECTIVE GEAR	\$0	\$0	\$0	\$0
610160 EDUCATIONAL SUPPLIES	\$62	\$2,000	\$500	\$2,000
610260 OTHER MACH & EQ SUPPLIES	\$13,612	\$19,500	\$19,500	\$33,000
610280 OTHER COMPUTER SOFTWARE	\$2,398	\$2,300	\$2,300	\$2,300
610285 OTHER COMPUTER HARDWARE	\$26,919	\$2,200	\$2,200	\$2,200
610290 PHOTOGRAPHIC	\$1,004	\$2,100	\$1,500	\$2,100
610300 CHEMICAL	\$1,157	\$1,000	\$1,000	\$1,000
610340 MISCELLANEOUS SUPPLIES	\$4,430	\$4,500	\$4,500	\$5,000
612010 FUEL	\$0	\$0	\$0	\$0
<b>MATERIAL &amp; SUPPLIES TOTAL</b>	<b>\$74,870</b>	<b>\$66,700</b>	<b>\$49,000</b>	<b>\$106,700</b>
620010 BUILDING MAINTENANCE	\$0	\$0	\$0	\$11,579
620040 OTHER EQUIPMENT MAINTENANCE	\$775	\$7,000	\$5,000	\$7,000
620043 OFFICE MACHINERY MAINTENANCE	\$1,366	\$3,000	\$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	\$6,630	\$25,000	\$25,000	\$18,000
620070 MOTOR VEHICLES MAINTENANCE	\$0	\$0	\$0	\$0
620101 JAIL MAINTENANCE	\$2,099	\$2,500	\$1,000	\$2,500
620105 OTHER BUILDINGS/STRUCTURES	\$460	\$11,000	\$11,000	\$19,076
620130 CUSTODIAL	\$0	\$3,810	\$0	\$3,810
<b>MAINTENANCE TOTAL</b>	<b>\$11,329</b>	<b>\$52,310</b>	<b>\$43,300</b>	<b>\$65,965</b>

CITY OF HURST				
FUND	DEPARTMENT		DIVISION	
231 HC SALES TAX ANTI-CRIME	POLICE		POLICE	
DETAILS				
LINE ITEMS	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	PROPOSED 2015-2016
640110 TELEPHONE	\$11,748	\$12,710	\$12,710	\$12,710
640260 CABLE TELEVISION	\$1,296	\$2,586	\$1,000	\$2,586
640510 ELECTRIC	\$42,764	\$75,000	\$39,032	\$70,000
640540 NATURAL GAS	\$2,292	\$6,526	\$2,754	\$6,526
640570 WATER	\$6,050	\$10,255	\$6,418	\$10,255
650110 POLICE LEASE SERVICE	\$12,001	\$12,000	\$34,000	\$40,000
660010 PRINTING	\$3,644	\$6,000	\$5,000	\$6,000
680040 PROFESSIONAL SERVICES	\$41,222	\$17,640	\$17,640	\$26,340
680041 INVESTMENT ADVISOR	\$0	\$0	\$0	\$0
680150 WORKERS COMPENSATION	\$39,085	\$6,962	\$6,962	\$6,962
680220 OTHER SPECIAL SERVICES	\$0	\$5,536	\$5,536	\$5,536
680830 MILEAGE REIMBURSEMENT	\$0	\$500	\$0	\$500
680840 OTHER EMPLOYEE DEVELOPMENT	\$8,990	\$9,000	\$8,500	\$9,000
680900 MEMBERSHIP AND DUES	\$620	\$595	\$565	\$595
690005 INSERVICE TRAINING/TRAVEL	\$18,242	\$20,000	\$20,000	\$20,000
690300 TRAINING/CERTIFICATION	\$35,479	\$35,050	\$35,050	\$35,050
710010 INDIRECT COST ALLOCATION	\$1,866,545	\$1,719,328	\$1,765,090	\$1,750,280
710520 TEEN COURT	\$51,858	\$58,878	\$58,878	\$58,878
720010 ALLIANCE FOR CHILDREN	\$11,105	\$7,255	\$7,255	\$7,255
770100 SPECIAL EVENTS & PROGRAMS	\$7,628	\$7,400	\$7,400	\$7,400
770160 BANK DEPOSITORY FEES	\$465	\$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	\$15,647	\$35,085	\$35,085	\$35,085
<b>SUNDRY CHARGES TOTAL</b>	<b>\$2,176,682</b>	<b>\$2,053,806</b>	<b>\$2,069,825</b>	<b>\$2,116,458</b>
785613 FLEET MAINT SERVICES	\$74,335	\$74,335	\$74,335	\$74,335
785623 INFORMATION SERVICES	\$375,083	\$375,083	\$375,083	\$477,101
<b>INTERNAL SERVICES TOTAL</b>	<b>\$449,418</b>	<b>\$449,418</b>	<b>\$449,418</b>	<b>\$551,436</b>
790150 BUILDING AND STRUCTURES	\$0	\$0	\$0	\$0
790200 OTHER BUILDING & STRUCTURE	\$0	\$0	\$0	\$0
790320 COMMUNICATION EQUIPMENT	\$14,738	\$0	\$20,024	\$0
790350 OFFICE MACHINERY	\$0	\$0	\$0	\$0
790360 COMPUTER HARDWARE	\$125,734	\$34,462	\$453,553	\$0
790365 COMPUTER SOFTWARE	\$0	\$0	\$0	\$10,500
790390 OTHER MACHINERY & EQUIPMENT	\$0	\$0	\$0	\$0
790400 MOTOR VEHICLES	\$0	\$0	\$0	\$44,900
790410 MOTOR VEHICLE EQUIPMENT	\$0	\$0	\$0	\$0
790450 OFFICE FURNITURE & FIXTURES	\$84,809	\$0	\$907,911	\$0
790550 CAPITAL LEASE	\$342,129	\$342,129	\$466,353	\$466,353
790900 OTHER SYSTEM IMPROVEMENTS	\$0	\$40,263	\$0	\$20,024
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$567,410</b>	<b>\$416,854</b>	<b>\$1,847,842</b>	<b>\$541,777</b>
<b>231-0440 TOTAL</b>	<b>\$5,510,606</b>	<b>\$5,350,038</b>	<b>\$6,824,745</b>	<b>\$5,778,091</b>

# 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.

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## 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.

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## PRIOR YEAR RESULTS & ACCOMPLISHMENTS

- ✓ Provided cost-effective and efficient services with surrounding cities.
  - ✓ Replaced Mobile Data Computers for police units.
  - ✓ Expanded the crime free multi-housing program.
  - ✓ Opened Bellaire Storefront to be occupied by Hurst Police Community Services and Bedford Re-victimization Unit
  - ✓ Established a Mental Health Coordinator position with Hurst, Euless, and Bedford to more effectively deal with special needs persons.
- 

## FUTURE INITIATIVES

- 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.
- Establish a Crime Free Multi Housing civilian position to administer the program.

# CITY OF HURST

**HALF-CENT ANTI CRIME**

**POLICE**

**0440 POLICE**

## GOALS, OBJECTIVES & PERFORMANCE MEASURES

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

### 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.

### Objectives:

- Expand monitoring of clients with Special Needs by the addition of one Mental Health Police Officer into the Community Services Mental Health program.
  - 0-3 Short Term
- Increase contacts and information provided to apartment communities.
  - 0-3 Short Term
- Increase training opportunities with surrounding cities.
  - 0-3 Short Term

Performance Measures:	PY Actual	CY Estimate	Projected
<b>Input:</b>			
Number of Patrol Officers	12	12	12
Number of Community Services Officers	6	6	6
Number of Civilian Personnel	17	18	19
Total Area Size	9.8 Miles	9.8 Miles	9.8 Miles
Population	37,360	37,360	38,884
<b>Workload/Output:</b>			

# CITY OF HURST

**HALF-CENT ANTI CRIME**

**POLICE**

**0440 POLICE**

<b>Performance Measures:</b>	<b>PY Actual</b>	<b>CY Estimate</b>	<b>Projected</b>
Total Calls for Service	65,625	66,281	66,943
Number of Arrests	2,879	2,768	2,823
Number of Reports	6,366	6,429	6,493
Number of MHMR Law Liaison Contacts	348	358	365
<b>Effectiveness:</b>			
Residential Programs	19	19	19
Business Programs	10	10	10
School Programs	9	9	9
Police Outreach Facilities	2	2	2
<b>Efficiencies:</b>			
Number of Officers per 1,000 population	2	2	2
Per Capita Cost for Police Services: Crime Control Fund	\$147.50	\$254.97	\$148.18

## ORDINANCE 2290

AN ORDINANCE ADOPTING THE BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016, 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 30<sup>th</sup> 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 August 1, 2015; and,

WHEREAS, such public hearing on the budget was held on August 11, 2015, 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, 2015 and ending September 30, 2016, 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, 2015 and ending September 30, 2016, 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 11th day of August 2015, by a vote of \_\_\_\_ to \_\_\_\_.

Passed on second reading on the 25th day of August 2015, 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

<p>SUBJECT: Comply with state statutes for calculation and publication of the effective, rollback, and proposed tax rates</p>	
<p>Supporting Documents:</p>	
<p>Notice of 2015 Tax Year Proposed  Property Tax Rate for City of Hurst</p>	<p>Meeting Date: 8/11/2015  Department: Finance  Reviewed by: Clay Caruthers/JCB  City Manager Review:</p>
<p>Background/Analysis:</p>	
<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 15, 2015. The notice will include the City's proposed tax rate of \$0.6054, which is slightly lower than the previous year's rate. The proposed tax rate is equal to this year's calculated effective rate of \$0.6054; therefore, two public hearings to consider the proposed tax rate and a notice of intent to increase tax revenue are not 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 \$0.6335 per \$100 valuation contains this year's debt rate of \$0.1362835 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>	
<p>Funding and Sources:</p>	
<p>There is no fiscal impact.</p>	

Recommendation:

Staff recommends that the effective and proposed tax rates be published on August 15, 2015 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 2015 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF HURST

A tax rate of \$ 0.6054 per \$100 valuation has been proposed by the governing body of the City of Hurst.

PROPOSED TAX RATE	\$ 0.6054	per \$100
PRECEDING YEAR'S TAX RATE	\$ 0.606	per \$100
EFFECTIVE TAX RATE	\$ 0.6054	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 2014 tax year and the 2015 tax year.

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>

City Council Staff Report

SUBJECT: SP-15-07 Quik Stop Valero, a site plan revision for signage only on Lot 1, Block 1, Harwood/Norwood Addition, being .70 acre located at 100 W. Harwood Road

Supporting Documents:

Area map  
 Legal notice  
 Ownership data  
 Site plan  
 Sign elevations

Meeting Date: 8/11/2015  
 Department: Development  
 Reviewed by: Steve Bowden  
 City Manager Review:

Background/Analysis:

An application has been made by Quik Stop Valero for a site plan revision for signage only on Lot 1, Block 1, Harwood/Norwood Addition, being .70 acre located at 100 W. Harwood Road. The property is zoned GB-PD (General Business Planned Development).

The Valero's existing sign is five (5) feet tall with 31 square ft. of sign area per face. The proposed sign is eight (8) ft. tall with 60 sq. ft. of sign area per face. The proposed sign includes two LED gas price signs with 4.6 sq. ft. of sign area and two credit signs with two (2) sq. ft. of sign area.

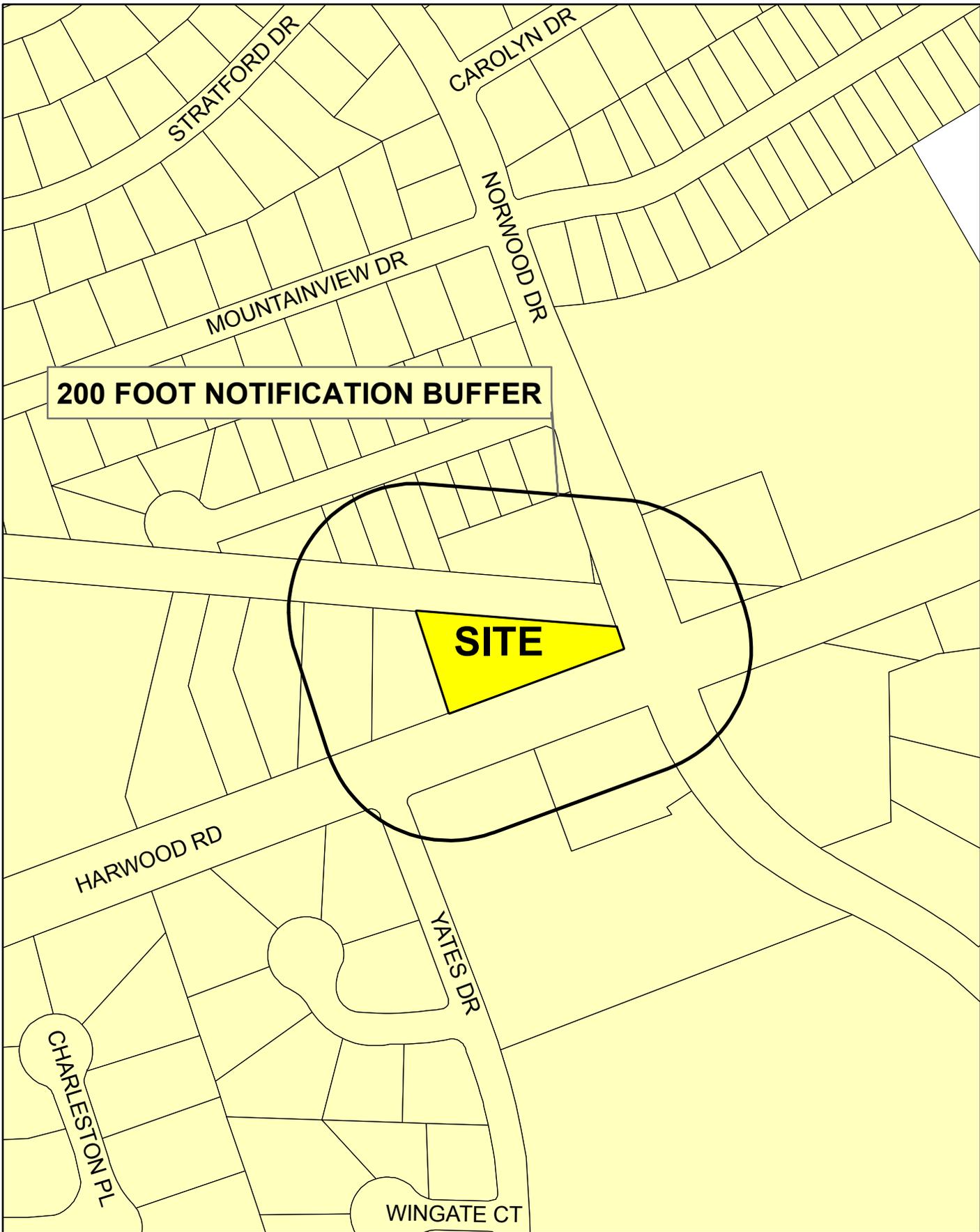
This amendment will not impact the visibility triangle on the corner of Harwood and Norwood Roads.

Funding and Sources:

There is no fiscal impact.

Recommendation:

The Planning and Zoning Commission met on Monday, August 3, 2015, and voted 6-0 to recommend approval of SP-15-07 Quik Stop Valero.



**200 FOOT NOTIFICATION BUFFER**

**SITE**

<p>CASE NO: SP-15-07 Valero Sign Revision</p>	<p>LEGAL DESCRIPTION: Lot 1, Block 1 Harwood/Norwood Addition</p>	<p>AGENDA DATE: 8/11/2015</p>
<p>REQUESTED ACTION: Site plan revision for signage</p>	<p>LOCATION: 100 W. Harwood Rd.</p>	



SP-15-07

**LEGAL NOTICE**

**A PUBLIC HEARING WILL BE HELD BY THE HURST CITY COUNCIL ON TUESDAY, AUGUST 11, 2015 AT 6:30 P.M. AT HURST CITY HALL, 1505 PRECINCT LINE ROAD TO CONSIDER A SITE PLAN FOR SIGNAGE ONLY ON LOT 1, BLOCK 1, HARWOOD / NORWOOD ADDITION BEING .70 ACRE LOCATED AT 100 WEST HARWOOD ROAD.**

**Quik Way Valero**  
Lot 1, Block 1  
Harwood/Norwood Addition  
100 W. Harwood Rd.



SP-15-07

**APPLICATION FOR SITE PLAN REVISION  
OWNERSHIP DATA**

**TO THE PLANNING and ZONING COMMISSION:**

**The following described real property is under application for approval of a site plan approval for signage.**

Quik Stop Valero  
Site Plan Revision Signage only  
Lot 1, Block 1 Harwood/Norwood Addition  
100 W. Harwood

**The following is a list of the property owners, legal description of their property, and mailing address of the owners of the property within 200 feet of the above-described property, which is under application for a site plan:**

**Applicant: Tommy Bell  
Phone: 972-681-8000**

<b>PROPERTY OWNER</b>	<b>LEGAL DESCRIPTION</b>	<b>ADDRESS</b>
MDT PARKWOOD LTD	LOT 2, BLOCK 1 PARKWOOD VILLAGE	12740 HILLCREST RD STE 205 DALLAS, TX 75230
FRESCO DEVELOPMENT LP	LOT 1R BLOCK 56 MAYFAIR ADDITION	3716 BRIARHAVEN RD FORT WORTH, TX 76109
ONCOR ELECTRIC DELIVERY CO LLC	TRACT 7A1 WALLACE, WILLIAM W SURVEY	PO BOX 219071 DALLAS TX 75221
JONES KENNETH	LOT 3 BLOCK 2 CHANTILLY PARK	1908 GROSVENOR LN COLLEYVILLE, TX 76034
M D LANCASTER CO INC	LOT 2B BLOCK 1 HARWOOD/NORWOOD	456 MARSHALL RD SOUTHLAKE, TX 76092
SSA ASSOCIATES INC	LOT 2A BLOCK 1 HARWOOD/NORWOOD	2629 SERENITY CT CARROLLTON, TX 75010
EPP-TEXAS ACQUISITION LLC	LOT 1 BLOCK 1 HARWOOD/NORWOOD	8350 N CENTRAL EXPW STE M2185 DALLAS TX 75206
PIKE JACQUELYN J	LOT 20 BLOCK 1 CHANTILLY PARK	301 CHANTILLY CT HURST TX 76054
DUCKWORTH WILLIAM P JR	LOT 3R BLOCK 28 MAYFAIR NORTH	341 MOUNTAINVIEW DR HURST TX 76054

WALDRON ROBERT T	LOT 17 BLOCK 1 CHANTILLY PARK	305 CHANTILLY CT HURST TX 76054
FROBERG JOYCE	LOT 18 BLOCK 1 CHANTILLY PARK	309 CHANTILLY CT HURST TX 76054
BONIUK INTEREST LTD	LOT A2 BLOCK 55 WOODS CROSSING SOUTH	3720 SAN JACINTO ST HOUSTON TX 77004
EASTHAM JERRY	LOT 19 BLOCK 1 CHANTILLY PARK	313 CHANTILLY CT HURST TX 76054
SINGH SURJIT	LOT 1 BLOCK 1 PARKWOOD VILLAGE	1900 NORWOOD DR HURST TX 76054
JOHNSON NANCY LOUISE	LOT 16 BLOCK 1 CHANTILLY PARK	317 CHANTILLY CT HURST TX 76054
STROUD L W	LOT 15 BLOCK1 CHANTILLY PARK	321 CHANTILLY CT HURST TX 76054
ANTIBODY SYSTEMS INC	LOT 21 BLOCK 1 CHANTILLY PARK	1901 NORWOOD DR HURST TX 76054
ELLIS MELBA E	LOT 14 BLOCK 1 CHANTILLY PARK	325 CHANTILLY CT HURST TX 76054
SELNER LYDIA	LOT 13 BLOCK 1 CHANTILLY PARK	329 CHANTILLY CT HURST TX 76054
TEXAS TRUST CREDIT UNION	LOT A1 BLOCK 44 WOODS CROSSING SOUTH	1900 COUNTRY CLUB DR MANSFIELD, TX 76063
ERICSON LEE S	LOT 15 BLOCK 54 MAYFAIR	312 WESTOVER CT HURST TX 76054
<b>OCCUPANT</b>	<b>LEGAL DESCRIPTION</b>	<b>ADDRESS</b>
OCCUPANT	LOT 2, BLOCK 1 PARKWOOD VILLAGE	101 E HARWOOD RD HURST TX 76054
OCCUPANT	LOT 1R BLOCK 56 MAYFAIR ADDITION	1870 NORWOOD DR HURST TX 76054
OCCUPANT	LOT 3 BLOCK 2 CHANTILLY PARK	116 HARWOOD RD HURST TX 76054
OCCUPANT	LOT 2B BLOCK 1 HARWOOD/NORWOOD	112 HARWOOD RD HURST TX 76054
OCCUPANT	LOT 2A BLOCK 1 HARWOOD/NORWOOD	108 HARWOOD RD HURST TX 76054
OCCUPANT	LOT 1 BLOCK 1 HARWOOD/NORWOOD	100 HARWOOD HURST TX 76054
OCCUPANT	LOT A1 BLOCK 44 WOODS CROSSING SOUTH	103 HARWOOD HURST TX 76054
OCCUPANT	LOT A2 BLOCK 55 WOODS CROSSING SOUTH	109 HARWOOD HURST TX 76054

ORDINANCE 2292

AN ORDINANCE ADOPTING A SITE PLAN APPROVAL FOR SIGNAGE ONLY FOR LOT 1 BLOCK 1 HARWOOD/NORWOOD ADDITION, BEING .70 ACRE LOCATED AT 100 W. HARWOOD ROAD, SP-15-07

WHEREAS, notice of a hearing before the Planning and Zoning Commission was sent to real property owners within 200 feet of the property herein described at least 10 days before such hearing; and,

WHEREAS, notice of a public hearing before the City Council was published in a newspaper of general circulation in Hurst at least 15 days before such hearing; and,

WHEREAS, notices were posted on the subject land as provided by the Zoning Ordinance; and,

WHEREAS, public hearings to change the site plan on the property herein described were held before both the Planning and Zoning Commission and the City Council, and the Planning and Zoning Commission has heretofore made a recommendation concerning the site plan change; and,

WHEREAS, the City Council is of the opinion that the site plan change herein effectuated furthers the purpose of zoning as set forth in the Comprehensive Zoning Ordinance and is in the best interest of the citizens of the City of Hurst.

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

Section 1. THAT the Comprehensive Zoning Ordinance of the City of Hurst is hereby amended by adopting a site plan approval with exhibits A-B for Lot 1, Block 1 Harwood/Norwood Addition, being .70 acre located at 100 W. Harwood Rd.

AND IT IS SO ORDERED.

Passed on the first reading on the 11<sup>th</sup> day of August 2015 by a vote of \_\_\_\_ to \_\_\_\_.

Approved on the second reading on the 25<sup>th</sup> day of August 2015 by a vote of  
\_ to \_.

ATTEST:

CITY OF HURST

\_\_\_\_\_  
Rita Frick, City Secretary

\_\_\_\_\_  
Richard Ward, Mayor

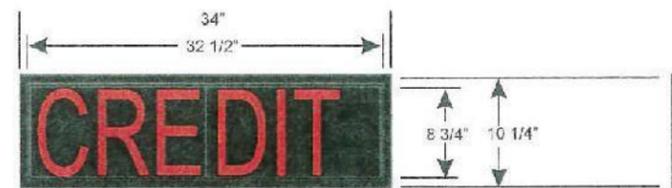
Approved as to form and legality:

\_\_\_\_\_  
City Attorney



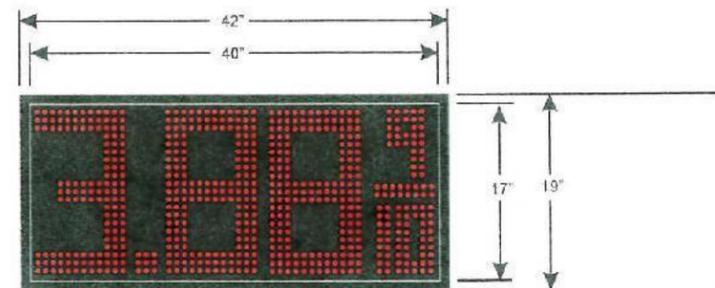


**CASH CREDIT UNIT 8"**



3/4" deep pan with 3/4" flange on 4 sides  
 Maximum outside dimension of pan is 8 3/4" x 32 1/2"  
 Cut rectangle in sign face 8 13/16" x 32 9/16"  
 Insert pan into rectangle & attach sign to face via the 4 flanges  
 Maximum flange dimensions is 10 1/4" x 34"

**SUNSHINE PRICER UNIT 16"**



3/4" deep pan with 1" flange on 4 sides  
 Maximum outside pan dimension is 17" x 40"  
 Cut rectangle in sign face 17 1/16" x 40 1/16"  
 Insert pan into rectangle & attach sign to face via the 4 flanges  
 Maximum outside flange dimension is 19" x 42"

PROJECT NAME / LOCATION

VALERO #725  
 100 W HARWOOD  
 HURST, TX

DATE

02-18-2015

PROJECT MANAGER

TOMMY BELL

BARNETT SIGNS IS A PROUD MEMBER OF  
 THE FOLLOWING SIGN ASSOCIATIONS



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 EXACT SIZE. ALL APPROVALS  
 TO BE BASED ON EXACT SIGN SIZES.

CLIENT APPROVAL

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

DATE \_\_\_\_\_



STATE OF TEXAS  
 ELECTRICAL SIGN CONTRACTOR  
 LICENSE #18034

DESIGN NUMBER

**S1**



BARNETT SIGNS, INC.  
 4250 ACTION DRIVE  
 MESQUITE, TEXAS 75150

972.681.8800 PHONE  
 972.681.8824 FAX

BARNETTSIGNS.COM

City Council Staff Report

SUBJECT: Consider SUP-15-01, Verizon Wireless Cell Tower, a special use permit for Lot 2, Block 2 Melbourne Addition, being 1.08 acres located at 805 Melbourne Road

Supporting Documents:

Area map  
 Legal notice  
 Ownership data  
 Site plan  
 Tower elevations

Meeting Date: 8/11/2015  
 Department: Development  
 Reviewed by: Steve Bowden  
 City Manager Review:

Background/Analysis:

An application has been made by Zone Systems Inc., for a special use permit to install a new cell tower for Verizon Wireless on a portion of Lot 2, Block 2, Melbourne Addition, being, 1.08 acres located at 805 Melbourne Road. The property is zoned GB-PD (General Business Planned Development).

The applicant is planning to install the cell tower and equipment pad on the northwest corner of the property adjacent to the Walker Branch channel. The lease area is 1,219 square feet. A portion of the property encroaches in the 100-year floodplain. The applicant has provided a flood study, to engineering, showing encroachment into the flood plain, by the site, has no adverse effect on adjacent properties. The applicant will elevate the concrete pad out of the floodplain.

The applicant is proposing a monopole tower that is 105 ft. tall. The lease area will be enclosed with a six (6) ft. masonry wall. There is additional space inside the enclosure for any future space leases.

The telecommunications ordinance requires applicants to provide:

1. An inventory map of all surrounding towers
2. A coverage map showing lack of service area
3. A coverage map showing that no towers or structures of sufficient height exist to meet Verizon’s engineering requirements.
4. A letter from Verizon agreeing to lease excess space on the tower structure to other carriers.

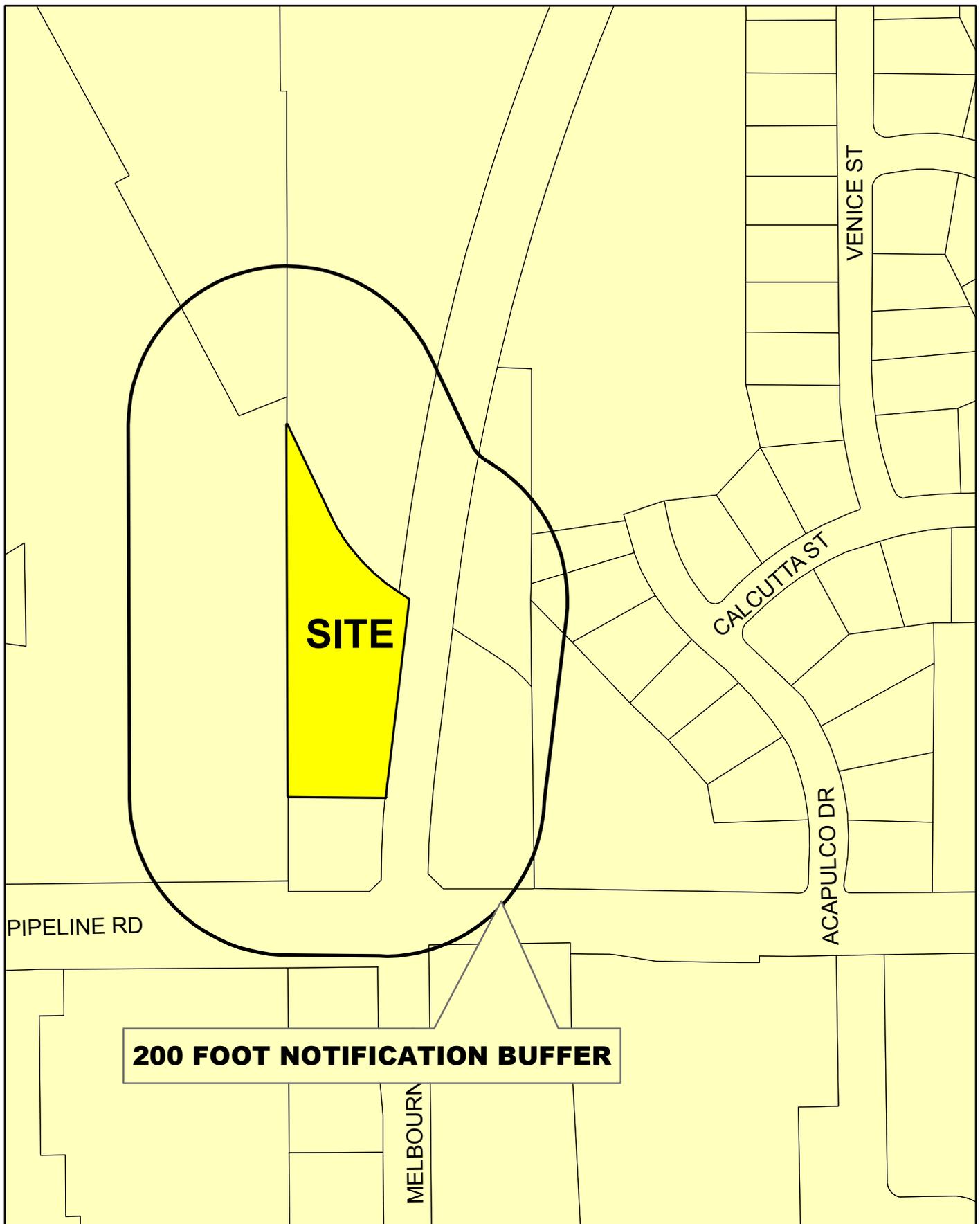
The applicant has provided all of the documents.

Funding and Sources:

There is no fiscal impact.

Recommendation:

The Planning and Zoning Commission met on Monday, August 3, 2015 and voted 6-0 to recommend approval of SP-15-01 Verizon Wireless Cell Tower.



<p>CASE NO: SP-15-01 Verizon</p>	<p>LEGAL DESCRIPTION: Lot 2, Block 2 Melbourne Addition</p>	<p>AGENDA DATE: 8/11/15</p>
<p>REQUESTED ACTION: SUP for a new cell tower</p>	<p>LOCATION: 805 Melbourne Rd.</p>	



**SUP-15-01**

**LEGAL NOTICE**

**A PUBLIC HEARING WILL BE HELD BY THE HURST CITY COUNCIL ON TUESDAY, AUGUST 11, 2015 AT 6:30 P.M. AT HURST CITY HALL, 1505 PRECINCT LINE ROAD TO CONSIDER A SPECIAL USE PERMIT FOR A NEW TELECOMMUNICATIONS TOWER ON LOT 2, BLOCK 2, MELBOURNE ADDITION, BEING 1.08 ACRES LOCATED AT 805 MELBOURNE ROAD**

**VERIZON**

Lot 2, Block 2  
Melbourne Addition  
805 Melbourne Rd.



SUP-15-01

APPLICATION FOR SITE PLAN REVISION  
OWNERSHIP DATA

TO THE PLANNING and ZONING COMMISSION:

The following described real property is under application for approval of a site plan approval for signage.

Verizon Wireless  
Special Use Permit  
Lot 2, Block 2 Melbourne Addition  
805 Melbourne Rd..

The following is a list of the property owners, legal description of their property, and mailing address of the owners of the property within 200 feet of the above-described property, which is under application for a site plan:

Applicant: Peter Kavanagh  
Phone: 214-941-4440

PROPERTY OWNER	LEGAL DESCRIPTION	ADDRESS
EQYINVEST MELBOURNE OWNER LLC	LOT T AND JR, BLOCK 4 NORTHEAST MALL ADDITION	280 PARK FL 36 WEST AVE NEW YORK, NY 10017
BHAAJ TX1 LLC	LOT 2, BLOCK 2 MELBOURNE ADDITION	11630 PENICK WAY FRISCO, TX 75033
SIMON PROPERTY GROUP	LOT 1, BLOCK 2R HURST PLAZA ADDITION	225 WEST WASHINGTON STREET INDIANAPOLIS, ID 46204
FORREST HILLS LLC	LOT 1R AND 2, BLOCK 3A NORTHEAST MALL ADDITION	3309 FAIRMONT DR NASHVILLE, TN 37203
EQYINVEST MELBOURNE OWNER LLC	LOT 7, BLOCK 1 CONTINENTAL ADDITION	280 PARK FL 36 WEST AVE NEW YORK, NY 10017
COLLUP WILLIAM B	LOT 1R, BLOCK 1 CONTINENTAL ADDITION	5265 LAMBETH LN FORT WORTH, TX 76112
PIPELINE LTD	LOT 1, BLOCK 1 MELBOURNE ADDITION	300 CONCORD PLAZA DR SAN ANTONIO, TX 78216
HO DUON THI	LOT 2, BLOCK 1 MELBOURNE ADDITION	1200 W PIPELINE RD. HURST, TX 76053

BERRY KENNETH A	LOT C1, BLOCK 1 WARNER ADDITION	PO BOX 2018 KELLER, TX 76244
<b>OCCUPANT</b>	<b>LEGAL DESCRIPTION</b>	<b>ADDRESS</b>
OCCUPANT	LOT T AND JR, BLOCK 4 NORTHEAST MALL ADDITION	900 MELBOURNE RD. HURST TX 76053
OCCUPANT	LOT 2, BLOCK 2 MELBOURNE ADDITION	805 MELBOURNE RD. HURST, TX 76053
OCCUPANT	LOT 1, BLOCK 2R HURST PLAZA ADDITION	801 NORTHEAST MALL BLBD HURST, TX, 76053
OCCUPANT	LOT 2, BLOCK 3A NORTHEAST MALL ADDITION	901 MELBOURNE RD. HURST TX 76053
OCCUPANT	LOT 1 R, BLOCK 1 CONTINENTAL ADDITION	1100 MELBOURNE RD HURST, TX 76053
OCCUPANT	LOT 1, BLOCK 1 MELBOURNE ADDITION	1120 W PIPELINE RD HURST TX 76053
OCCUPANT	LOT C1, BLOCK 1 WARNER ADDITION	1125 W PIPELINE RD. HURST TX 76053

ORDINANCE 2293

AN ORDINANCE ADOPTING SPECIAL USE PERMIT APPROVAL FOR LOT 2, BLOCK 2, MELBOURNE ADDITION, BEING 1.08 ACRES LOCATED AT 805 MELBOURNE ROAD, SUP-15-01

WHEREAS, notice of a hearing before the Planning and Zoning Commission was sent to real property owners within 200 feet of the property herein described at least 10 days before such hearing; and,

WHEREAS, notice of a public hearing before the City Council was published in a newspaper of general circulation in Hurst at least 15 days before such hearing; and,

WHEREAS, notices were posted on the subject land as provided by the Zoning Ordinance; and,

WHEREAS, public hearings to change the site plan on the property herein described were held before both the Planning and Zoning Commission and the City Council, and the Planning and Zoning Commission has heretofore made a recommendation concerning the site plan change; and,

WHEREAS, the City Council is of the opinion that the site plan change herein effectuated furthers the purpose of zoning as set forth in the Comprehensive Zoning Ordinance and is in the best interest of the citizens of the City of Hurst.

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

Section 1. THAT the Comprehensive Zoning Ordinance of the City of Hurst is hereby amended by adopting a special use permit approval with exhibits A-B for Lot 2, Block 2, Melbourne Addition, being 1.08 acres located at 805 Melbourne Road.

AND IT IS SO ORDERED.

Passed on the first reading on the 11<sup>th</sup> day of August 2015 by a vote of \_ to \_.

Approved on the second reading on the 25<sup>th</sup> day of August 2015 by a vote of \_ to \_.

ATTEST:

CITY OF HURST

\_\_\_\_\_  
Rita Frick, City Secretary

\_\_\_\_\_  
Richard Ward, Mayor

Approved as to form and legality:

\_\_\_\_\_  
City Attorney



**LEASE AREA**

BEING a tract of land situated in the E. S. Carter Survey, Abstract No. 308, Tarrant County, Texas, and being Sub-1 and a portion of Lot 2, Block 2 of the Melbourne Addition, an addition to the City of Hurst, Tarrant County, Texas, according to the plat thereof recorded in Volume 388-121, Page 25, Plat Records, Tarrant County, Texas, conveyed ATB Properties, L.P., according to that Special Warranty Deed with Vendor's Lien, dated January 8, 2004, recorded in Instrument No. D204009457, Deed Records, Tarrant County, Texas, and being more particularly described by metes and bounds as follows:

COMMENCING at a the northeast corner of said Lot 2, Block 2, same being the southeast corner of Lot 2, Block 2A of the North East Mall Addition, an addition to the City of Hurst, Texas, recorded in Instrument No. D209076376, Plat Records, Tarrant County, Texas, also being on the westerly right-of-way line of Melbourne Drive (a 60' R.O.W.), from which a PX001 brass disk found bears the following fourteen (14) courses:

1. South 06 degrees 55 minutes 55 seconds West, a distance of 211.45 feet to a Point, same being the point of commencement of a curve to the left;
2. Along said curve to the left having a radius of 627.50 feet, an arc distance of 48.61 feet, through a central angle of 04 degrees 15 minutes 21 seconds, and whose chord bears South 04 degrees 45 minutes 14 seconds West, a distance of 46.60 feet to the Point of termination of said curve to the left;
3. South 00 degrees 32 minutes 43 seconds East, a distance of 129.03 feet to a Point;
4. South 89 degrees 34 minutes 55 seconds West, a distance of 125.15 feet to a Point;
5. North 00 degrees 18 minutes 05 seconds West, a distance of 21.79 feet to a Point;
6. South 89 degrees 14 minutes 31 seconds West, a distance of 437.29 feet to a Point;
7. North 86 degrees 11 minutes 03 seconds West, a distance of 150.48 feet to a Point;
8. South 89 degrees 14 minutes 31 seconds West, a distance of 185.00 feet to a Point;
9. South 83 degrees 47 minutes 40 seconds West, a distance of 403.31 feet to a Point;
10. North 89 degrees 36 minutes 07 seconds West, a distance of 12.93 feet to a Point, same being the point of commencement of a curve to the right;
11. Along said curve to the right having a radius of 1102.92 feet, an arc distance of 98.12 feet, through a central angle of 05 degrees 05 minutes 50 seconds, and whose chord bears North 87 degrees 03 minutes 12 seconds West, a distance of 98.09 feet to the Point of termination of said curve to the right;
12. North 84 degrees 30 minutes 17 seconds West, a distance of 335.41 feet to a Point;
13. South 00 degrees 18 minutes 05 seconds East, a distance of 8.75 feet to a Point;
14. North 85 degrees 16 minutes 40 seconds West, a distance of 87.79 feet;

THENCE South 08 degrees 55 minutes 55 seconds West, along the westerly right-of-way line of said Melbourne Drive, after being the easterly line of said Lot 2, Block 2, a distance of 71.01 feet to a Point;

THENCE departing the westerly right-of-way line of said Melbourne Drive, through the interior of said Lot 2, Block 2, the following three (3) courses:

1. North 89 degrees 15 minutes 37 seconds West, a distance of 18.44 feet to a Point;
2. North 59 degrees 29 minutes 43 seconds West, a distance of 87.14 feet to a Point;
3. South 89 degrees 41 minutes 55 seconds West, a distance of 53.11 feet to a Point, same point being on the east line of Lot 1R, Block 2R of the Hurst Plaza Addition, an addition to the City of Hurst, Texas, recorded in Instrument No. D209053845, Plat Records, Tarrant County, Texas, also being the west line of said Lot 2, Block 2;

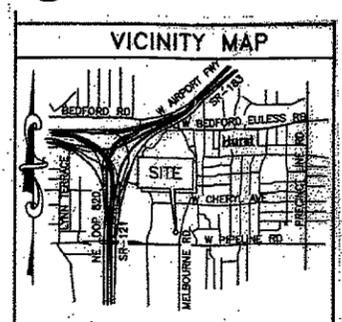
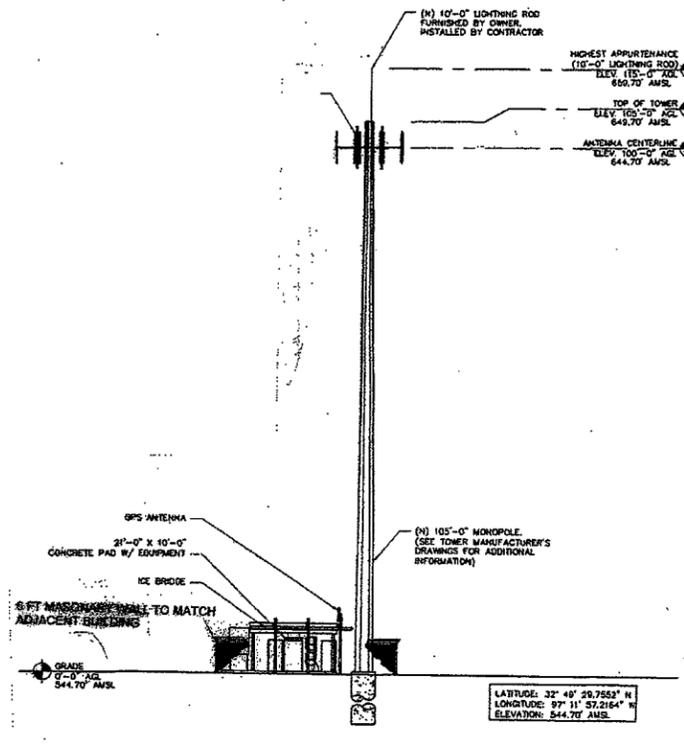
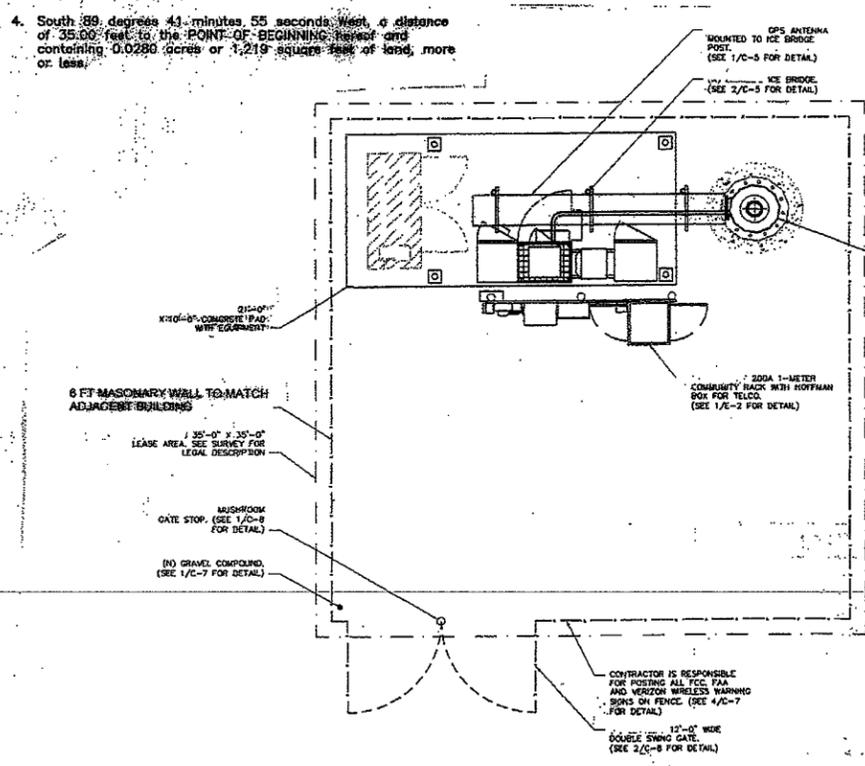
**LEASE AREA (CONTINUED)**

THENCE North 00 degrees 18 minutes 05 seconds West, along the east line of said Lot 1R, Block 2R, same being the west line of said Lot 2, Block 2, a distance of 35.00 feet to a 5/8" iron rod set with cap marked "WEBB-4125" at the Southwest corner of the herein described Lease Area for the POINT OF BEGINNING hereof;

THENCE North 00 degrees 18 minutes 05 seconds West, continuing along the east line of said Lot 1R, Block 2R, same being the west line of said Lot 2, Block 2, a distance of 35.00 feet to a 5/8" iron rod set with cap marked "WEBB-4125" for the Northwest corner of the herein described Lease Area;

THENCE leaving the east line of said Lot 1R, Block 2R, through the interior of said Lot 2, Block 2, the following four (4) courses:

1. North 89 degrees 41 minutes 55 seconds East, a distance of 32.00 feet to a Point for the most North-Northeast corner of the herein described Lease Area; same corner being South 89 degrees 41 minutes 55 seconds West, a distance of 3.60 feet from a 5/8" iron rod set with cap marked "WEBB-4125";
2. South 37 degrees 10 minutes 17 seconds East, a distance of 5.00 feet to a Point for the most East-Northeast corner of the herein described Lease Area, same corner being South 37 degrees 10 minutes 17 seconds East, a distance of 4.98 feet from a 5/8" iron rod set with cap marked "WEBB-4125";
3. South 00 degrees 18 minutes 05 seconds East, a distance of 31.00 feet to a 5/8" iron rod set with cap marked "WEBB-4125" for the Southeast corner of the herein described Lease Area;
4. South 89 degrees 41 minutes 55 seconds West, a distance of 35.00 feet to the POINT OF BEGINNING hereof and containing 0.0280 acres or 1,219 square feet of land, more or less;



**VERIZON WIRELESS**  
7 VILLAGE CIRCLE SUITE 400  
WESTLAKE, TX 76262

**PLANNED DEVELOPMENT**  
SITE PLAN

LEASE AREA: 0.0280 AC

OWNER: PAUL BHULLER  
BHAJ TX1, LLC  
11630 PENICK WAY  
FRISCO, TX 75033

APPLICANT: PETER KAVANAGH  
ZONE SYSTEMS, INC  
1620 HANDLEY DRIVE  
DALLAS, TX 75208  
214 941-4440

SITE PLAN: 805 MELBOURNE RD.  
LOT 2, BLOCK 2 MELBOURNE ADDITION  
HURST, TX

City Council Staff Report

SUBJECT: Consider P-15-06 Professional Precinct Center, a preliminary plat of Tract 3A4 WA Doty Survey, A420 to Lot 1, Block 1, Professional Precinct Center Addition, being .853 acre located at 7040 Precinct Line Road

Supporting Documents:

Area map  
 Plat

Meeting Date: 8/11/2015  
 Department: Development  
 Reviewed by: Steve Bowden  
 City Manager Review:

Background/Analysis:

An application has been made by A.N.A. Consultants for a preliminary plat of Tract 3A4 WA Doty Survey, A-420 to Lot 1, Block 1, Professional Precinct Center Addition, being .853 acre located at 7040 Precinct Line Road. The property is zoned O2-PD (Office Planned Development).

This plat is being requested to develop a new professional office building. A site plan and final plat will be submitted at a later date.

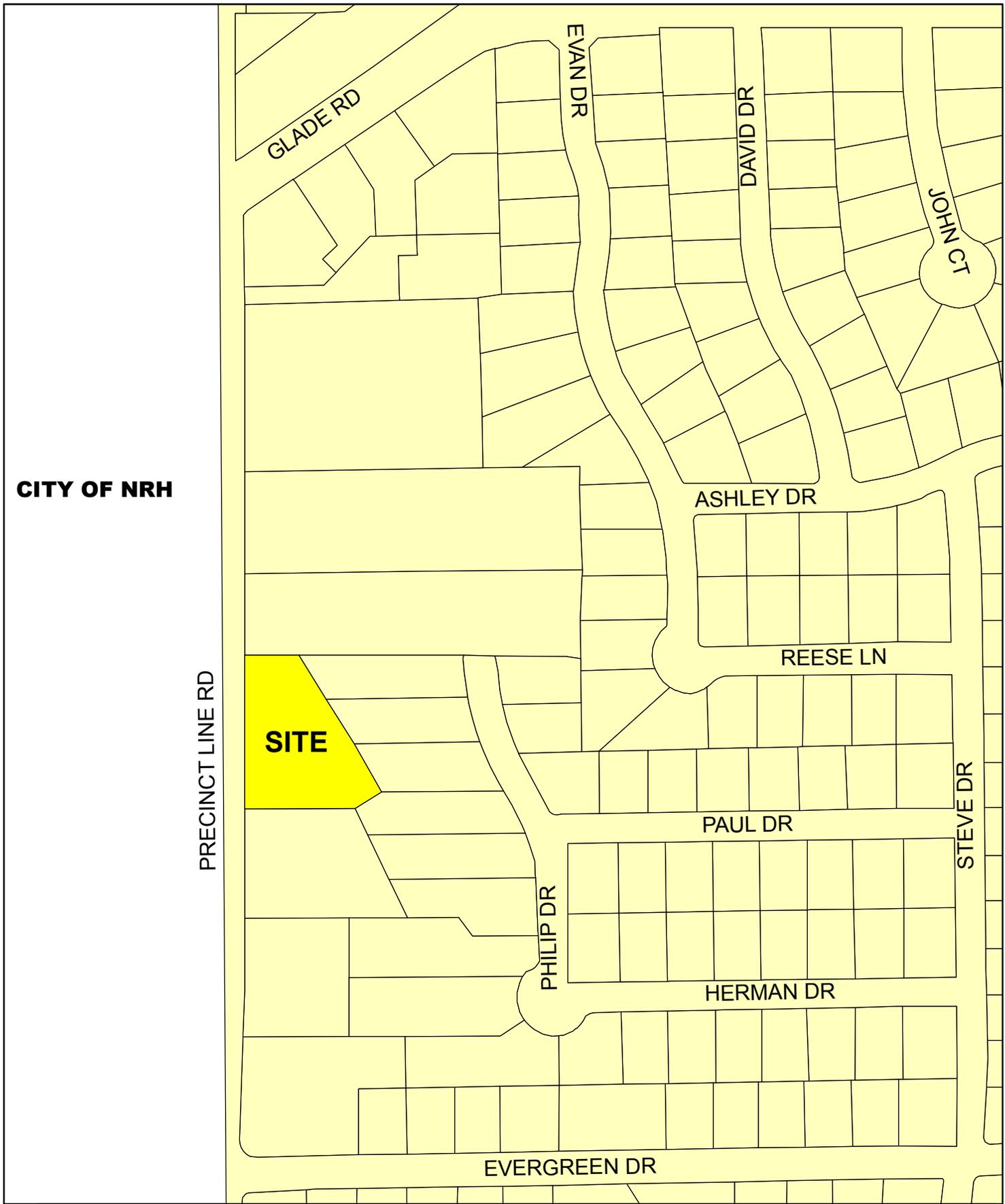
Engineering plans are currently under review.

Funding and Sources:

There is no fiscal impact.

Recommendation:

The Planning and Zoning Commission met on Monday, August 3, 2015, and voted 6-0 to recommend approval of P-15-06 Professional Precinct Center Addition.



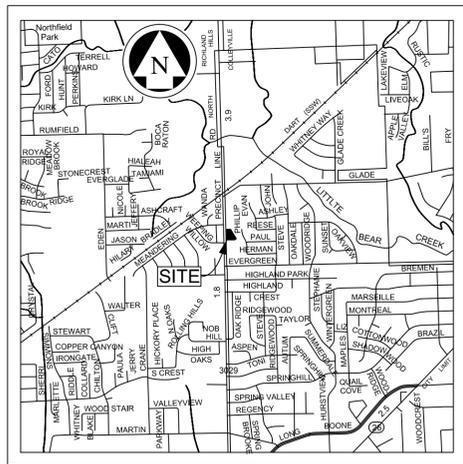
CASE NO: P-15-06  
 Professional Precinct  
 Office

LEGAL DESCRIPTION:  
 Tract 3A4 WA Doty Survey, Abstract 420

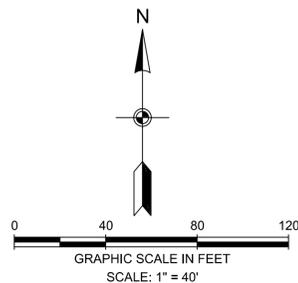
AGENDA DATE:  
 8/11/15

REQUESTED ACTION:  
 Preliminary Plat

LOCATION:  
 7040 Precinct Line Road



VICINITY MAP  
NOT TO SCALE



APPROVED  
BY THE HURST PLANNING COMMISSION  
CHAIRMAN: \_\_\_\_\_  
P & Z SECRETARY: \_\_\_\_\_  
DATE: \_\_\_\_\_

APPROVED  
BY THE HURST CITY COUNCIL  
MAYOR: \_\_\_\_\_  
CITY SECRETARY: \_\_\_\_\_  
DATE: \_\_\_\_\_

**SURVEYOR'S CERTIFICATE**

STATE OF TEXAS  
COUNTY OF TARRANT  
NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:  
THAT I, Edward Khalil, Registered Professional Land Surveyor, do hereby certify that this plat was prepared from an actual and accurate survey of the land made on the ground and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the platting rules and regulations of the City of Hurst, Texas.

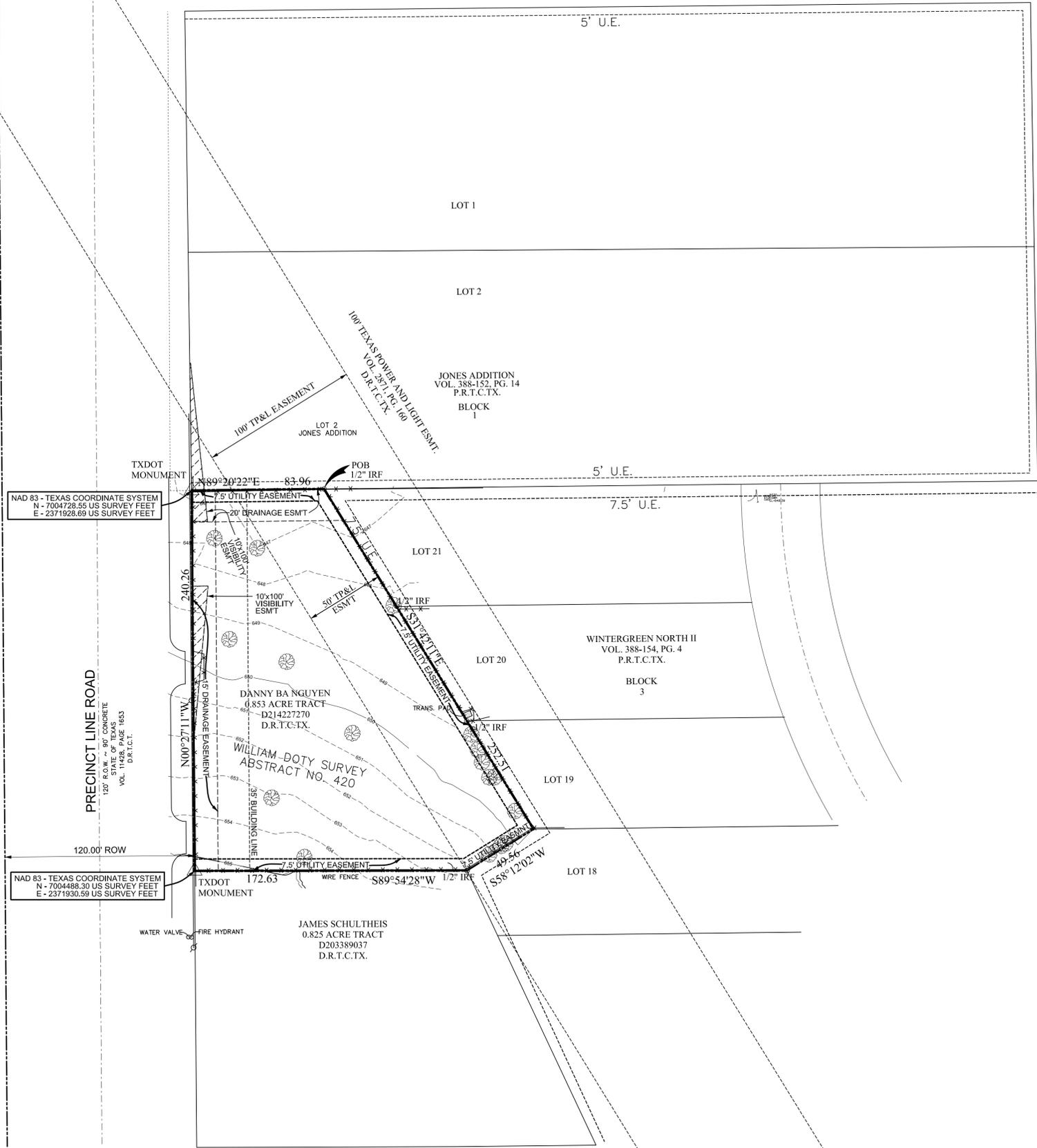
Edward Khalil  
Registered Professional Land Surveyor  
No. 5951



STATE OF TEXAS  
COUNTY OF TARRANT  
BEFORE ME, the undersigned authority, a Notary Public in and for said county and state, on this day personally appeared Edward Khalil known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration thereof expressed  
GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2015

NOTARY PUBLIC in and for the STATE OF TEXAS

NOTICE:  
SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF CITY SUBDIVISION ORDINANCE AND STATE PLATTING STATUTES, AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING CERTIFICATES.



**OWNER**  
DAVID BA NGUYEN  
401 EVENTIDE WAY  
COLLEYVILLE, TX. 76034  
TEL 817 368 9504

**DEVELOPER**  
PROTOTYPE CONSTRUCTION  
MARK MEKHAEL  
500 BRIDLEWOOD NORTH  
COLLEYVILLE, TX. 76034  
TEL 817 681 6020

**ENGINEER / SURVEYOR**  
A.N.A. CONSULTANTS, L.L.C.  
5000 THOMPSON ROAD  
COLLEYVILLE, TEXAS 76034  
TEL. (817) 335-9900  
FAX (817) 335-9955  
F.R.N. 1009080  
NAME: MARK ASSAAD

**PRELIMINARY PLAT  
PROFESSIONAL PRECINCT CENTER  
LOT 1/ BLOCK 1  
AN ADDITION TO THE CITY OF HURST,  
TARRANT COUNTY, TEXAS,  
BEING 0.853 ACRE IN THE  
W.A. DOTY SURVEY  
ABSTRACT NO. 420  
CONTAINING 1 LOT**

**OWNER'S CERTIFICATE**

BEING A 0.853 acre tract of land out of the William Doty survey, abstract no. 420, Tarrant county, Texas, and being the same tract of land as described in deed to Danny Ba Nguyen recorded in instrument number D214227270, Deed Records, Tarrant County, Texas, and being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2" iron pin found in the south line of Lot 2, Block 1, Jones Addition, an Addition to the City of Hurst, Tarrant County, Texas, according to the Plat recorded in Volume 388-152, Page 14, Plat Records, Tarrant County, Texas, for the northeast corner of the tract being described, and being the northwest corner of Lot 21, Block 3, Wintergreen North II, an Addition to the City of Hurst, Tarrant County, Texas, according to the Plat recorded in Volume 388-154, Page 4, Plat Records, Tarrant County, Texas;

THENCE South 31 degrees 42 minutes 11 seconds east, 252.51 feet with the west line of said block 3, Wintergreen North II to a 5/8 inch capped iron pin set for the southeast corner of tract being described, and the southwest corner of lot 19 and the northwest corner of lot 18, of said block 3, Wintergreen North II;

THENCE South 58 degrees 12 minutes 02 seconds west, 49.56 feet with the northerly line of said lot 18, block 3, Wintergreen North II to a 1/2" iron pin found for corner of tract being described, and being the most westerly northwest corner of said Lot 18, and the northeast corner of a 0.825 acre tract of land as described in Deed recorded in Instrument Number D203389037, of said Deed Records;

THENCE South 89 degrees 54 minutes 28 seconds west, 172.63 feet with the north line of said 0.825 acre tract to a highway monument found in the east R.O.W. line of Precinct Line Road for the southwest corner of tract being described;

THENCE North 00 degrees 27 minutes 11 seconds west 240.26 feet with the east R.O.W. line of said Precinct Line Road to a highway monument found in the south line of said Lot 2, Jones Addition for the northwest corner of tract being described;

Thence North 89 degrees 20 minutes 22 seconds east 83.96 feet with the south line of said lot 2, Jones addition to the point of beginning and containing 37,154 square foot or 0.853 of an acre of land, more or less

**OWNER'S DEDICATION**

STATE OF TEXAS

COUNTY OF TARRANT

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT, DAVID BA NGUYEN, acting by and through its duly authorized agents, does hereby adopt this plat, designating the herein described property as PROFESSIONAL PRECINCT CENTER, an addition to the City of Hurst, Tarrant County, Texas, and does hereby dedicate, to the public use forever the right-of-way and easements shown hereon. The easements shown hereon are hereby reserved for the purposes as indicated. The utility easements shall be open for all City or franchised public utilities for each particular use. The maintenance of paving on the easements is the responsibility of the property owner except that the City or franchise utility will re-pave and repair the surface to the same or similar conditions. No buildings or auxiliary structures shall be constructed, reconstructed or placed upon, over or across the easements shown. Said easements being hereby reserved for the mutual use and accommodation of all public utilities using or desiring to use same. Any City or franchise utility shall have the full right to remove and keep removed all or parts of any fences, trees, shrubs or other improvements or growths which in any way may endanger or interfere with the construction, maintenance or efficiency of its respective system on the easements, and all City or franchised utilities shall at all times have the full rights of ingress and egress to or from the said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or parts of its respective systems without the necessity at any time of procuring the permission of anyone. Unless an emergency exists, the City and / or franchise utilities shall notify the owner's on-site manager prior to conducting utility work and use best management practices to avoid disruptions to office operations. I have reviewed the City's findings concerning dedications and I do agree that the statements are true and correct.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Hurst, Texas. The streets, right of ways and easements shown hereon are dedicated to public use forever.

WITNESS my hand, this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

BY: \_\_\_\_\_

STATE OF TEXAS:

COUNTY OF TARRANT

BEFORE ME the undersigned authority, a Notary Public in and for said county and state, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration thereof expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

NOTARY PUBLIC in and for the STATE OF TEXAS

DOCUMENT NO: \_\_\_\_\_, DATE \_\_\_\_\_

PREPARED MAY, 2015

PROJECT NO.	DRAWN BY	APPROVED BY	DATE
150130	JW	EKK	05-06-2015

PRELIMINARY PLAT  
PROFESSIONAL PRECINCT CENTER  
LOT 1/ BLOCK 1

5000 Thompson Terrace  
Colleyville, TX. 76034  
(817) 335-9900  
FAX: (817) 335-9955

CASE NO:  
**P1**  
SHEET 1 OF 1

City Council Staff Report

SUBJECT: Z-15-01 Billy Creek Estates, a zoning change from GB-PD to R1-PD with a site plan for Lot A, Block 9 Billy Creek Estates Addition, being 7.4 acres located at 100 Melbourne Road

Supporting Documents:

Ordinance 2289

Meeting Date: 8/11/2015

Department: Development

Reviewed by: Steve Bowden

City Manager Review:

Background/Analysis:

An application has been made by Ernest Hedgcoth Engineering on behalf of Tommy Cunningham for a zoning change from GB-PD (General Business Planned Development) to R-1 (Single Family Planned Development) with a site plan, being 7.4 acres located at 100 Melbourne Road.

The applicant is requesting the zoning change with a site plan to develop a new single family subdivision with 18 lots. The developer is proposing a new public street with one access point to Melbourne Road. The minimum lot size will be 5,000 square feet.

The developer is requesting 20 foot front building line and a 15 foot rear setback from the adjacent residential and Melbourne Road. The average lot width is 50 feet.

The developer will install a six (6) foot masonry screening wall along Melbourne Road and Hwy. 10. There is no screening wall requirement adjacent to the R-1 residential property.

The developer will plant three (3) 3-inch trees as required by ordinance.

Funding and Sources:

There is no fiscal impact.

Recommendation:

The City Council voted to approve Z-15-01 Billy Creek Estates on 1<sup>st</sup> reading with the stipulations that Lots 8-12 be constructed as single-story homes with a six (6) foot wooden privacy fence on the north side and that Lot 8 have a 25 ft. building line on Melbourne Road.

The applicant has made these changes and they are noted on the new site plan.

ORDINANCE 2289

AN ORDINANCE ADOPTING A ZONING CHANGE TO R1-PD, WITH A SITE PLAN FOR LOT A, BLOCK 9, BILLY CREEK ESTATES ADDITION, BEING 7.85 ACRES LOCATED AT 100 MELBOURNE ROAD, Z-15-01

WHEREAS, notice of a hearing before the Planning and Zoning Commission was sent to real property owners within 200 feet of the property herein described at least 10 days before such hearing; and,

WHEREAS, notice of a public hearing before the City Council was published in a newspaper of general circulation in Hurst at least 15 days before such hearing; and,

WHEREAS, notices were posted on the subject land as provided by the Zoning Ordinance; and,

WHEREAS, public hearings to change the site plan on the property herein described were held before both the Planning and Zoning Commission and the City Council, and the Planning and Zoning Commission has heretofore made a recommendation concerning the site plan change; and,

WHEREAS, the City Council is of the opinion that the site plan change herein effectuated furthers the purpose of zoning as set forth in the Comprehensive Zoning Ordinance and is in the best interest of the citizens of the City of Hurst.

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

Section 1. THAT the Comprehensive Zoning Ordinance of the City of Hurst is hereby amended by adopting a zoning change to R1-PD, and site plan approval with Exhibit "A" for Lot A, Block 9, Billy Creek Estates Addition, being 7.85 acres located at 100 Melbourne Road.

AND IT IS SO ORDERED.

Passed on the first reading on the 14th day of July 2015 by a vote of 6 to 0 .

Approved on the second reading on the 11th day of August 2015 by a vote of \_\_\_ to \_\_\_.

ATTEST:

CITY OF HURST

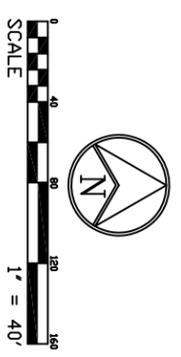
\_\_\_\_\_  
Rita Frick, City Secretary

\_\_\_\_\_  
Richard Ward, Mayor

Approved as to form and legality:

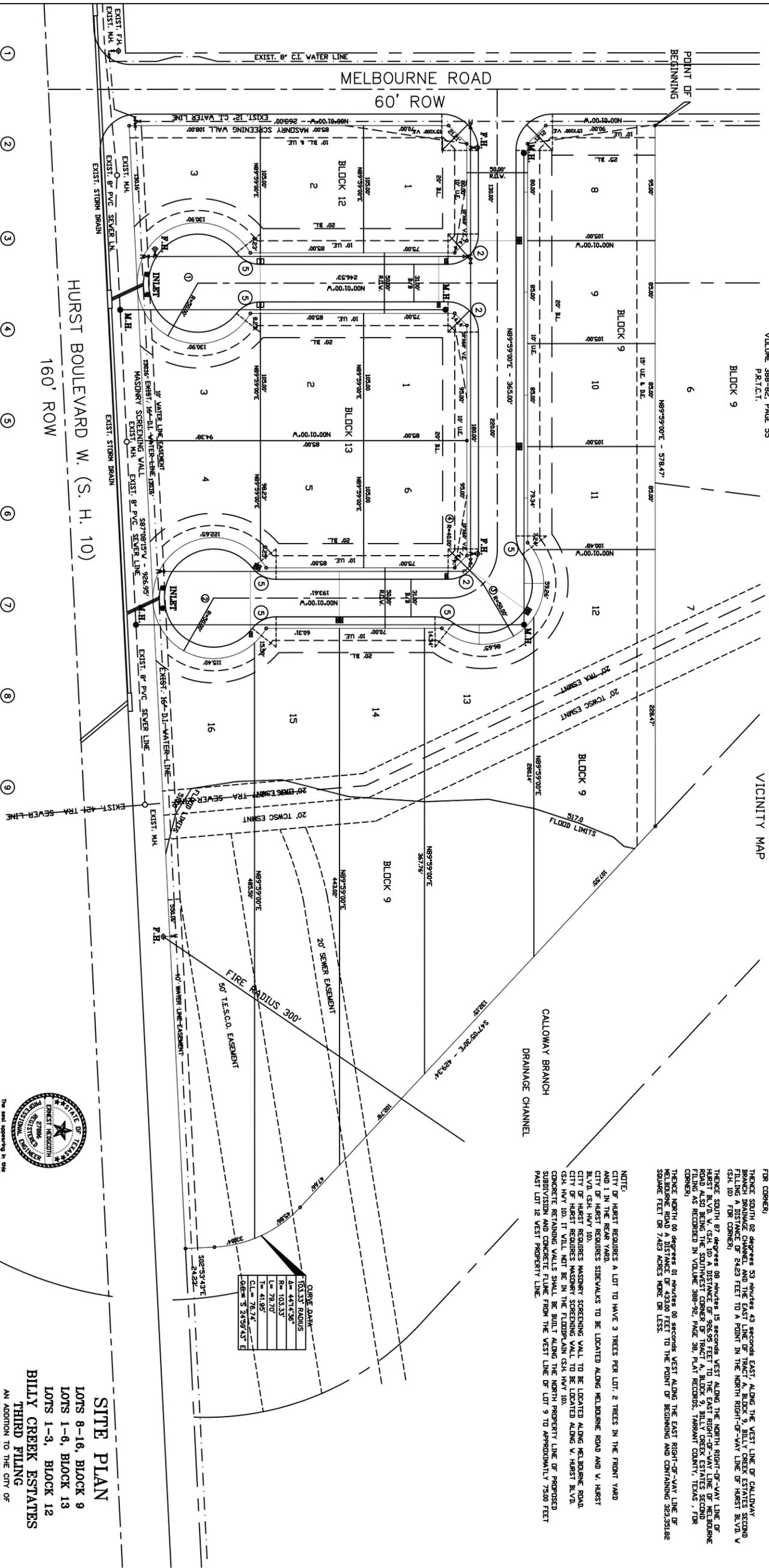
\_\_\_\_\_  
City Attorney

EXHIBIT A



- NOTES:  
 1. LOTS 8-12 BLOCK 9 SHALL HAVE SINGLE STORY RESIDENCES & WOODEN FENCE ALONG THE NORTH PROPERTY LINE  
 2. THE BUILDING LINE ALONG MELBOURNE ROAD WILL BE 25' FEET FOR LOT 8 BLOCK 9

BILLY CREEK ESTATES  
 SECOND FILING  
 VOLUME 388-82 PAGE 55  
 P.P.I.C.T.



①	②	③	④	⑤	⑥	⑦	⑧	⑨
CURVE DATA 30' RADIUS A= 90700'00" R= 30.00' L= 47.12' T= 30.00" C.L.= 42.43' C.B.= 45000'00"	CURVE DATA 25' RADIUS A= 90700'00" R= 25.00' L= 38.27' T= 25.00" C.L.= 35.36' C.B.= 45000'00"	CURVE DATA 50' RADIUS A= 30700'00" R= 50.00' L= 261.80' T= 25.00" C.L.= C.B.=	CURVE DATA 41' RADIUS A= 28450'38" R= 41.00' L= 203.83' T= 25.00" C.L.= C.B.=	CURVE DATA 25' RADIUS A= 52245'1" R= 25.00' L= 122.87' T= 12.30" C.L.= 22.08' C.B.=	CURVE DATA 50' RADIUS A= 17529'49" R= 50.00' L= 153.15' T= 12.30" C.L.= C.B.=	CURVE DATA 41' RADIUS A= 16338'40" R= 41.00' L= 117.34' T= 12.30" C.L.= C.B.=	CURVE DATA 40' RADIUS A= 90700'00" R= 40.00' L= 62.83' T= 40.00" C.L.= 56.57' C.B.=	CURVE DATA 25' RADIUS A= 3802'40" R= 25.00' L= 16.60' T= 8.62' C.L.= 16.30' C.B.=

CURVE DATA	
A=	103.33' RADIUS
B=	441'4.36"
R=	103.33'
L=	79.70'
T=	41.95'
C.L.=	76.74'
C.B.=	32459'43"E

**ERNEST HEDGECOTH CONSULTING ENGINEERS, INC.**  
 5701 FRENCH ROAD  
 2007 WORTH, TEXAS 76117  
 (817) 981-7711

The seal appearing in this plan is the seal of the State of Texas, and the seal of Ernest Hedgcoth, P.E. No. 27986, State of Texas, License No. 27986, dated 04/16/2015.

**SITE PLAN**  
 LOTS 8-16, BLOCK 9  
 LOTS 1-6, BLOCK 13  
 LOTS 1-3, BLOCK 12  
**BILLY CREEK ESTATES**  
 THIRD FILING  
 AN ADDITION TO THE CITY OF  
**CITY OF HURST**  
 TARRANT COUNTY, TEXAS  
 RECORDED IN VOLUME 388-92, PAGE 38  
 PLAT RECORDS OF TARRANT COUNTY, TEXAS  
 7.423 ACRES OF LAND  
 ZONED GB-PD  
 ZONING REQUESTED R1-PD

**PROPERTY DESCRIPTION**

BEING A 7.423 ACRE TRACT OF LAND OUT OF THE V.V. WALLACE SURVEY, ABSTRACT NO. 1705, TARRANT COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:  
 BEGINNING AT THE SOUTHWEST CORNER OF LOT 1, BLOCK 9, BILLY CREEK ESTATES SECOND FILING AS RECORDED IN VOLUME 388-82, PAGE 55, PLAT RECORDS, TARRANT COUNTY, TEXAS;  
 THENCE NORTH 09 degrees 59 minutes 00 seconds EAST, ALONG THE SOUTH LINE OF SAID ADDITION, A DISTANCE OF 574.4 FEET TO POINT "A" CORNER IN THE SOUTHWEST CORNER OF LOT 7, BLOCK 9, BILLY CREEK ESTATES SECOND FILING AS RECORDED IN VOLUME 388-82, PAGE 55, PLAT RECORDS, TARRANT COUNTY, TEXAS FOR CORNER;  
 THENCE SOUTH 07 degrees 08 minutes 15 seconds WEST, ALONG THE NORTH RIGHT-OF-WAY LINE OF BRANCH DRAINAGE CHANNEL AND THE EAST LINE OF TRACT A, BLOCK 9, BILLY CREEK ESTATES SECOND FILING AS RECORDED IN VOLUME 388-92, PAGE 38, PLAT RECORDS, TARRANT COUNTY, TEXAS, A DISTANCE OF 425.34 FEET TO A POINT FOR CORNER AND BEING A CURVE TO THE RIGHT;  
 THENCE ALONG THE CURVE OF SAID CHANNEL, HAVING A RADIUS OF 103.33 FEET, A CENTRAL ANGLE OF 44°14'56", A LENGTH OF 79.70 FEET, OR LENGTH 76.74 FEET, CHANGING OF S 24°59'43" E TO A POINT FOR CORNER;  
 THENCE SOUTH 02 degrees 53 minutes 43 seconds EAST, ALONG THE WEST LINE OF CALLOWAY BRANCH DRAINAGE CHANNEL AND THE EAST LINE OF TRACT A, BLOCK 9, BILLY CREEK ESTATES SECOND FILING AS RECORDED IN VOLUME 388-92, PAGE 38, PLAT RECORDS, TARRANT COUNTY, TEXAS, A DISTANCE OF 242.9 FEET TO A POINT IN THE NORTH RIGHT-OF-WAY LINE OF HURST BLVD. W. (S.H. 10) FOR CORNER;  
 THENCE SOUTH 97 degrees 08 minutes 15 seconds WEST, ALONG THE NORTH RIGHT-OF-WAY LINE OF HURST BLVD. W. (S.H. 10) A DISTANCE OF 574.4 FEET TO POINT "A" CORNER IN THE SOUTHWEST CORNER OF LOT 1, BLOCK 9, BILLY CREEK ESTATES SECOND FILING AS RECORDED IN VOLUME 388-92, PAGE 38, PLAT RECORDS, TARRANT COUNTY, TEXAS, FOR CORNER;  
 THENCE NORTH 00 degrees 01 minutes 00 seconds WEST, ALONG THE EAST RIGHT-OF-WAY LINE OF MELBOURNE ROAD A DISTANCE OF 433.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 323.53182 SQUARE FEET OR 7.423 ACRES MORE OR LESS.

**NOTE:**  
 CITY OF HURST REQUIRES A LOT TO HAVE 3 TREES PER LOT. 2 TREES IN THE FRONT YARD AND 1 IN THE REAR YARD.  
 CITY OF HURST REQUIRES SIDEWALKS TO BE LOCATED ALONG MELBOURNE ROAD AND V. HURST BLVD. (S.H. HWY 10).  
 CITY OF HURST REQUIRES MANSUARY SCREENING WALL TO BE LOCATED ALONG MELBOURNE ROAD.  
 CITY OF HURST REQUIRES MANSUARY SCREENING WALL TO BE LOCATED ALONG V. HURST BLVD. (S.H. HWY 10). IT WILL NOT BE IN THE FLOODPLAIN (S.H. HWY 10).  
 CONCRETE RETAINING WALLS SHALL BE BUILT ALONG THE NORTH PROPERTY LINE OF PROPOSED LOTS 8-16, BLOCK 9, BILLY CREEK ESTATES SECOND FILING AS RECORDED IN VOLUME 388-92, PAGE 38, PLAT RECORDS, TARRANT COUNTY, TEXAS. PAST LOT 12 WEST PROPERTY LINE.

City Council Staff Report

SUBJECT: Consider Ordinance 2291, first reading, amending the Hurst Code of Ordinances, Section 2-222, replacing Ordinance 2268, and decreasing the Neighborhood and Community Advisory Committee membership to ten (10)

Supporting Documents:

Ordinance 2291

Meeting Date: 8/11/2015

Department: Legislative and Judicial Services

Reviewed by: Rita Frick

City Manager Review:

Background/Analysis:

At the City Council meeting of July 14, 2015, City Council made annual appointments to Boards, Commissions and Committees. During the appointment process, Councilmembers discussed the membership size of various boards and requested staff bring forward an action item to reduce the membership of the Neighborhood and Community Advisory Committee by one position.

Funding and Sources:

There is no fiscal impact.

Recommendation:

City staff recommends the City Council approve Ordinance 2291, first reading, amending the Hurst Code of Ordinances, Section 2-222 replacing Ordinance 2268 and decreasing the Neighborhood and Community Advisory Committee membership to ten (10).

ORDINANCE 2291

AN ORDINANCE AMENDING THE HURST CODE OF ORDINANCES, SECTION 2-222, REPLACING ORDINANCE 2268, AND REDUCING THE NEIGHBORHOOD AND COMMUNITY ADVISORY COMMITTEE MEMBERSHIP TO TEN (10) MEMBERS; CONTAINING A SEVERABILITY CLAUSE; AND, PROVIDING AN EFFECTIVE DATE

WHEREAS, the Neighborhood and Community Advisory Committee was established with Ordinance 1942 providing the charge of the committee, composition and appointment of members; and

WHEREAS, the Neighborhood and Community Advisory Committee is currently composed of eleven (11) members, Place 1 through Place 11; and

WHEREAS, the Hurst City Council desires to eliminate one (1) position, decreasing the Neighborhood and Community Advisory Committee membership to ten (10).

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

Section 1: THAT Chapter 2, Article IX, Section 2-222, Neighborhood and Community Advisory Committee, of the Hurst Code of Ordinances is hereby amended by eliminating one (1) place with the composition of the committee as follows:

Place 1	Planning and Zoning Commission member
Place 2	Traffic Safety Commission member
Place 3	Zoning Board of Adjustment member
Place 4	Hurst business owner or manager
Place 5	Hurst business owner or manager
Place 6	Citizen member
Place 7	Citizen member
Place 8	Citizen member
Place 9	Citizen member
Place 10	Citizen member
Ex officio	City Councilmember

Section 2: THAT it is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of

competent jurisdiction such unconstitutionality shall not affect the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance since the same would have been enacted by the City Council without the information in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

AND IT IS SO ORDERED.

Passed on the first reading on the 11th day August 2015 by a vote of \_\_\_\_ to \_\_\_\_.

Passed on the second reading on the 25th day August 2015 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

<p>SUBJECT: Consider Resolution 1627 replacing Resolution 1603 and decreasing the membership of the Hurst Economic Development Advisory Committee to eleven (11) members</p>	
<p>Supporting Documents:</p>	
<p>Resolution 1627</p>	<p>Meeting Date: 8/11/2015                  Department: Legislative and Judicial Services                  Reviewed by: Rita Frick                  City Manager Review:</p>
<p>Background/Analysis:</p>	
<p>At the City Council meeting of July 14, 2015, City Council made annual appointments to Boards, Commissions and Committees. During the appointment process, Councilmembers discussed the membership size of various boards and requested staff bring forward an action item to reduce the size of the Hurst Economic Development Advisory Committee by eliminating one position.</p>	
<p>Funding and Sources:</p>	
<p>There is no fiscal impact.</p>	
<p>Recommendation:</p>	
<p>City staff recommends the City Council approve Resolution 1627 replacing Resolution 1603 and decreasing the membership of the Hurst Economic Development Advisory Committee to eleven (11) members.</p>	

RESOLUTION 1627

A RESOLUTION REPLACING RESOLUTION 1603 AND DECREASING THE MEMBERSHIP OF THE HURST ECONOMIC DEVELOPMENT ADVISORY COMMITTEE TO ELEVEN (11) MEMBERS

WHEREAS, the Economic Development Advisory Committee was established by City Council April 11, 1989, to serve as an ad hoc advisory committee to assist and advise the City of Hurst in the review and implementation of economic development efforts; and,

WHEREAS, the Committee is currently comprised of twelve (12) members; and,

WHEREAS, the City Council desires to eliminate one (1) position decreasing the membership to eleven (11) members; and,

WHEREAS, the Chairman is appointed by City Council and the Vice Chairman is selected by the Economic Development Advisory Committee to serve a one-year term and may serve consecutive terms; and,

WHEREAS, a simple majority of members constitutes a quorum and the Committee meets quarterly or as often as needed.

WHEREAS, the Committee is comprised of individuals representing the following industries in the community:

Financial Services	no more than two members
Real Estate and Development	no more than two members
Local Business	no more than two members
Utilities	no more than one member
Education	no more than one member

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

Section 1: THAT the Economic Development Advisory Committee membership is decreased to eleven (11) members.

AND IT IS SO RESOLVED.

Passed by a vote of \_\_\_\_ to \_\_\_\_ on this the 11th day of August 2015.

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 Resolution 1628 adopting the City of Hurst Investment Policy

Supporting Documents:

City of Hurst Investment Policy  
 Resolution 1628

Meeting Date: 8/11/2015  
 Department: Fiscal Services  
 Reviewed by: Clay Caruthers  
 City Manager Review:

Background/Analysis:

Section 2256.005 of the Local 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.

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. At this time, staff recommends no changes to the City's current investment policy.

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 1628 as required by Section 2256.005, Local Government Code.



# **CITY OF HURST**

## **INVESTMENT POLICY**

~~September 23, 2014~~ August 11, 2015

|

# **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. 162800, ~~September 23, 2014~~ August 11, 2015**

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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.

<b>SCOPE</b>
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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.

<b>OBJECTIVES</b>
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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.

<b><i>RESPONSIBILITY AND CONTROL</i></b>
--

**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 Assistant City Manager/Fiscal Services 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 Assistant City Manager/Fiscal Services is designated as the Primary Investment Officer of the City and is authorized to engage in investment activities. The Assistant City Manager/Fiscal Services 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 Assistant City Manager/Fiscal Services 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 Assistant City Manager/Fiscal Services 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 Assistant City Manager/Fiscal Services 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 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 Assistant City Manager/Fiscal Services shall submit a monthly investment report that summarizes investments by type, maturity date, and financial institution.

**Quarterly Reporting.** The Assistant City Manager/Fiscal Services 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 Assistant City Manager/Fiscal Services 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.

<b><i>INVESTMENT PORTFOLIO</i></b>
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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, FFEB, 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 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 Assistant City Manager/Fiscal Services. 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 counter-party 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 counter party. 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.

<b><i>SAFEKEEPING AND CUSTODY</i></b>
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**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 pledge collateral shall be maintained by the Assistant City Manager/Fiscal Services 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 Assistant City Manager/Fiscal Services 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.

<b><i>SELECTION OF BANKS, ADVISERS AND BROKER/DEALERS</i></b>
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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 Assistant City Manager/Fiscal Services.

**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 Assistant City Manager/Fiscal Services 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. It includes five combined statements for each individual fund and account group 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:** The difference between the cost price of a security and its maturity when quoted at lower than face value. 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 1628

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 11, 2015" is hereby adopted as the Investment Policy of the City of Hurst.

AND IT IS SO RESOLVED.

Approved this the 11th day of August 2015 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 approval of Hurst Recreation Center Multipurpose Room and Office Renovations	
Supporting Documents:	
	<p>Meeting Date: 8/11/2015</p> <p>Department: Community Services</p> <p>Reviewed by: Allan Heindel</p> <p>City Manager Review:</p>
Background/Analysis:	
<p>The Hurst Recreation Center continues to provide important services to the community with nearly 300,000 visitors a year. The original building was built in the 1950's and served as the first City Hall. The Recreation Center was expanded in 1982 and, again, in 2000. In 2012, the classrooms and administration offices were renovated. However, the Multipurpose Room has remained untouched and is in need of a modern renovation. Following the renovation, the Multipurpose Room will look similar to the renovated corridor and classrooms with a much improved and contemporary feel. Also, to prevent water seepage, that recently occurred during heavy storms, a moisture barrier will be added to the Multipurpose Room floor. Additionally, the existing instructor workroom will be reconfigured to serve as offices for the newly added Recreation Specialists.</p> <p>In October 2014, the City entered into an architectural services contract with Davis &amp; Davis, Inc. for the design of the Recreation Center Multipurpose Room Renovation Project. Staff and the architect worked with Falkenberg Construction Company, Inc. to determine the most cost effective renovation approach. The City of Hurst is a member of the TXMAS purchasing consortium which provides substantial cost savings for construction services from Falkenberg Construction Company, Inc. Staff received a quote from Falkenberg Construction Company, Inc., in the amount of \$268,628 (includes a 10% contingency), for the Recreation Center Multipurpose Room and Office renovation.</p> <p>The Parks and Recreation Advisory Board reviewed the plans for the Recreation Center Multipurpose Room Renovation at the April 16, 2015 meeting.</p>	

Funding and Sources:

The Hurst Recreation Center Multipurpose Room Renovation Project, in the amount of \$150,000, was approved in the FY 14-15 budget process within the Half Cent Sales Tax Fund. The additional funding needed has been identified within the Half Cent Sales Tax Fund Unencumbered Balance.

Recommendation:

It is recommended that the City Council authorize the city manager to proceed with the Hurst Recreation Center Multipurpose Room and Office Renovations, for an amount not to exceed \$268,628, with funding from the Half Cent Sales Tax Fund.

City Council Staff Report

SUBJECT: Consider Engagement With Rylander, Clay & Opitz, L.L.P., for Professional Auditing Services

Supporting Documents:	
Engagement Letter	Meeting Date: 8/11/2015 Department: Fiscal Services Reviewed by: Clay Caruthers City Manager Review:

Background/Analysis:

The accounting firm Rylander, Clay & Opitz, (RC&O) L.L.P. was selected as the City's auditors in 2014 for a five-year term. The 2015 fiscal year audit will be the second year of their current engagement.

The primary objectives of the audit process are:

- The audit will be conducted in accordance with auditing standards, and will include examining evidence supporting the amounts and disclosures in the financial statements.
- The audit will include assessing the accounting principles used, as well as evaluating the overall financial statement presentations.
- Reports will be issued on internal controls and compliance with state and federal statutes and regulations.

The FY 2014-15 audit engagement will be performed for a base fee of \$67,000. This is 3% higher than the prior year and remains consistent with the five year contract approved in 2014. RC&O will also conduct a Single Audit, if necessary, for a fee of \$3,500. In total, the FY 2014-15 audit engagement will be performed for a fee, not to exceed \$70,500, unless the scope of the engagement is changed or if unexpected conditions are encountered during the audit. Any proposed change will be discussed with the City Council.

The City Council Finance Committee will meet to review the proposal and make a formal recommendation during the regular Council meeting.

Funding and Sources:

General and Enterprise Funds / Non-Departmental Divisions

Recommendation:

Staff recommends that the City Council engage the services of Rylander, Clay, & Opitz, L.L.P., to audit the City's financial records for the fiscal year ending September 30, 2015, for an overall base and Single Audit fee, not to exceed \$70,500.



**R|C|O** RYLANDER, CLAY & OPITZ, LLP  
CERTIFIED PUBLIC ACCOUNTANTS  
*Smart Solutions. Real Results.*

July 13, 2015

Honorable Mayor and City Council  
City of Hurst, Texas  
1505 Precinct Line Road  
Hurst, Texas 76054

### **The Objective and Scope of the Audit of the Financial Statements**

You have requested that we audit the financial statements of the City of Hurst, Texas' (the "City"), governmental activities, business-type activities, each major fund and aggregate remaining fund information as of and for the year-ended September 30, 2015 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

We will also perform the audit of the City as of September 30, 2015, so as to satisfy the audit requirements imposed by the Single Audit Act and the U. S. Office of Management and Budget (OMB) Circular No. A-133.

### **The Responsibilities of the Auditor**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, OMB Circular A-133, and OMB's Compliance Supplement. Those standards circulars, or supplements require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, Government Auditing Standards do not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or

material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the audit committee *(a)* any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and *(b)* any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

The funds that you have told us are maintained by the City and that are to be included as part of our audit are listed as an attachment.

The component unit whose financial statements you have told us are to be included as part of the City's basic financial statements are listed here.

- The Hurst Community Services Development Corporation ("HCDC")
- The Hurst Crime Control and Prevention District ("HCCPD")

The significant federal financial assistance program and award that you have told us that the City participates in and that are to be included as part of the single audit, if necessary, are listed here.

- Plainview Drive Project

Our report(s) on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circulars identified above. Our report(s) on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts, and any state or federal grant, entitlement, or loan program questioned costs of which we become aware, consistent with requirements of the standards and circulars identified above.

### **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Our audit will be conducted on the basis that management and when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- c. For establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
- d. For *(a)* making us aware of significant vendor relationships where the vendor is responsible for program compliance, *(b)* following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings, and a corrective action plan, and *(c)* report distribution including submitting the reporting package[s]; and



e. To provide us with:

- (1) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
- (2) Additional information that we may request from management for the purpose of the audit;
- (3) Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence;
- (4) When applicable, a summary schedule of prior audit findings for inclusion in the single audit reporting package; and
- (5) If applicable, responses to any findings reported on the schedule of findings and questioned costs.

As part of our audit process, we will request from management and when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit including among other items:

- a. That management has fulfilled its responsibilities as set out in the terms of this letter; and
- b. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that City complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the City involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse or suspected fraud or abuse affecting the City received in communications from employees, former employees, regulators, or others.

Management is responsible for the preparation of the supplementary information in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and that indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The audit committee is responsible for informing us of its views about the risks of fraud or abuse within the City, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the City.

The City agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the City agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

You have informed us that you may issue public debt in the future and that you may include our report on your financial statements in the offering statement. You have further informed us that you do not intend that we be associated with the proposed offering.



We agree that our association with any proposed offering is not necessary, providing the City agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. The City agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

Rylander, Clay and Opitz LLP (“RCO”), our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. RCO also has not performed any procedures relating to this official statement.

Because RCO will rely on the City and its management and audit committee to discharge the foregoing responsibilities, the City holds harmless and releases RCO, its partners, and employees from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of the City’s management which has caused, in any respect, RCO’s breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

### **The City’s Records and Assistance**

If circumstances arise relating to the condition of the City’s records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, issue a report, or withdraw from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the City’s books and records. The City will determine that all such data, if necessary, will be so reflected. Accordingly, the City will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by City personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Kayleen Puiszis. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

In connection with our audit, you have requested us to perform certain non-audit services necessary for the preparation of the financial statements, including drafting the basic financial statements, required supplementary information, and compiling the CAFR. The independence standards of the “Government Auditing Standards” issued by the Comptroller General of the United States *GAS* require that the auditor maintain independence so that opinions, findings, conclusions, judgments, and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the City, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management’s ability to effectively oversee the non-audit service to be performed. The City has agreed that Clay Caruthers, Assistant City Manager, Fiscal Services, possesses suitable skill, knowledge, or experience and that the individual understands the services to be performed sufficiently to oversee them. Accordingly, the management of the City agrees to the following:

1. The City has designated Clay Caruthers, Assistant City Manager, Fiscal Services, a senior member of management, who possesses suitable skill, knowledge, and experience to oversee the services.
2. Clay Caruthers, Assistant City Manager, Fiscal Services will assume all management responsibilities for subject matter and scope of the services performed.



3. The City will evaluate the adequacy and results of the services performed.
4. The City accepts responsibility for the results and ultimate use of the services.

GAS further requires we establish an understanding with the management and those charged with governance of the City of the objectives of the non-audit service, the services to be performed, the City's acceptance of its responsibilities, the auditor's responsibilities, and any limitations of the non-audit service. We believe this letter documents that understanding.

#### **Other Relevant Information**

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In addition, we may utilize financial information you have provided to us in connection with this engagement for purposes of creating benchmarking data to be used by RCO professionals and other clients. This benchmarking data is aggregated with data from a minimum of five other entities so that users of the data are unable to associate the data with any single entity in the database.

In accordance with Government Auditing Standards, a copy of our most recent peer review report is enclosed, for your information.

#### **Fees, Costs, and Access to Workpapers**

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee estimate and completion of our work is based upon the following criteria:

- a. Anticipated cooperation from City personnel.
- b. Timely responses to our inquiries.
- c. Timely completion and delivery of client assistance requests.
- d. Timely communication of all significant accounting and financial reporting matters.
- e. The assumption that unexpected circumstances will not be encountered during the engagement.

If any of the aforementioned criteria are not met, then fees may increase. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. Our fee for the services described in the letter will not exceed \$67,000 (plus \$3,500 if single audit is required) unless the scope of the engagement is changed. This situation will be discussed with senior management prior to additional work being performed. All other provisions of this letter will survive any fee adjustment.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the City agrees it will compensate RCO for any additional costs incurred as a result of the City's employment of a partner or professional employee of RCO.

In the event we are requested or authorized by the City or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the City, the City will, so long as we are not a party to the proceeding in which the



information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of RCO. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of RCO audit personnel and at a location designated by our firm.

You have informed us that you intend to prepare a comprehensive annual financial report (CAFR) and submit it for evaluation by the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting Program. Our association with the CAFR is to consist of the non-attest services mentioned above.

### **Claim Resolution**

The City and RCO agree that no claim arising out of services rendered pursuant to this agreement shall be filed more than two years after the date of the audit report issued by RCO or the date of this arrangement letter if no report has been issued. The Client waives any claim for punitive damages. RCO's liability for all claims, damages and costs of the City arising from this engagement is limited to the amount of fees paid by the City to RCO for the services rendered under this arrangement letter.

If any term or provision of this Agreement is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

### **Reporting**

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the City Council of the City. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on the City's financial statements, we will also issue the following types of reports:

- A report on the fairness of the presentation of the City's schedule of expenditures of federal awards for the year ending September 30, 2015.

- Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal controls.

- Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a material effect, as defined by OMB Circular No. A-133, on each major program.

- An accompanying schedule of findings and questioned costs.

This letter constitutes the complete and exclusive statement of agreement between RCO and the City, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.



Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

RYLANDER, CLAY AND OPITZ, LLP

*Linda Low*

\_\_\_\_\_  
Linda Low

Confirmed on behalf of the City of Hurst, Texas:

\_\_\_\_\_



ATTACHMENT A  
FUNDS AND ACCOUNT GROUPS

- General Fund
- Debt Service Funds
  - Debt Service Fund
  - HCDC Debt Service Fund
  - Hotel/Motel Debt Service Fund
- Special Revenue Funds
  - HCDC Special Revenue Fund
  - Anti-Crime Special Revenue Fund
- Capital Projects Funds
  - Street/Drainage Improvements Fund
  - Special Projects Fund
  - 2006 C.O. Bond Fund
  - 2006 G.O. Bond Fund
  - 2007 C.O. Bond Fund
  - 2007 G.O. Bond Fund
  - 2008 C.O. Bond Fund
  - 2008 Hotel/Motel C.O. Bond Fund
  - 2008 HCDC C.O. Bond Fund
  - 2009 C.O. Bond Fund
  - 2012 G.O. Bond Fund
  - 2014 C.O. Bond Fund
  - 2015 Bond Funds
  - Escrow Projects Fund
- Enterprise Funds
  - Water and Sewer Fund
  - Conference and Meeting Center Fund
  - Stormwater Fund
- Internal Service Funds
  - Fleet Service Fund
  - Loss Reserve Fund
  - Information Services Fund
- General Fixed Asset Account Group
- General Long Term Debt Account Group



City Council Staff Report

SUBJECT: Consider appointments to the Boards, Commissions and Committees	
Supporting Documents:	
	Meeting Date: 8/11/2015 Department: Legislative and Judicial Services Reviewed by: Rita Frick City Manager Review:
Background/Analysis:	
This item provides for City Council to consider appointments to the Boards, Commissions and Committees.	
Funding and Sources:	
There is no financial impact.	
Recommendation:	
There is no staff recommendation.	

CITY OF HURST

Final Draft

COUNTY OF TARRANT

STATE OF TEXAS

On the 16<sup>th</sup> day of June, 2015, at 5:30 p.m., the Library Board of the City of Hurst, Texas, convened in Regular Meeting at the Library, 901 Precinct Line Road, Hurst, Texas, with the following members present to-wit:

Betty Whiteside	)	Chair
Janie Melton-Judy	)	Members
Peggy Moore		
Lou Farris		
Joyce Davis		
Gus Nixon		
Bruce Hutto	)	Alternate
Allan Heindel	)	Deputy City Manager
Malaika Marion	)	Managing Director of Community Services
Teri Smith	)	Administrative Assistant
Jesse Loucks	)	Library Director
Kyle Gordon	)	Parks Director

with the following members absent to-wit: Ruth Kennedy, constituting a quorum, at which time the following business was transacted.

**I. Call to Order**

Chair Betty Whiteside called the meeting to order at 5:30 p.m.

**II. Roll Call of Members**

Teri Smith conducted the Roll Call of Members.

**III. Approval of Minutes**

The minutes of the May 19, 2015 regular meeting were reviewed and approved as written.

At the request of Staff the following item was moved to the top of the Agenda:

**IX. Informational Items**

**B. Program Highlight - Signing Savvy:** Vanessa Patchen gave a brief overview of the sign language course that is available on the Hurst Public Library website.

#### IV. Librarian's Report

- A. Statistical Report for May:** The Library Statistical Report for May was distributed to the Board. Jesse Loucks reviewed the report.

**May**

Circulation.....	31,621
Number of Active Patrons.....	29,013
Volunteer Hours.....	230
Door Count.....	13,007
Electronic Usage Sessions.....	5,771
Page Views.....	11,527
Net Revenue.....	\$3,537
Children's Programming.....	803
Adult Programming.....	585
Adult Education Programming .....	519

- B. Program & Events Report for May:** The Program & Events Report for May was distributed to the Board. Jesse Loucks reviewed the report. Pictures of events were displayed for the Board.

- C. Upcoming Programs and Events:** The Upcoming Programs and Events report was reviewed by Jesse Loucks. Pictures were displayed for the Board.

**D. Works in Progress**

- 1. Hurst History Project:** Allan Heindel explained that the first two videos of the online oral history of Hurst are currently on the HPL website and Staff is working on the next two videos.
- 2. Donation Discussion:** Mr. Heindel displayed a photo of the art work that was chosen for the Lou Dodson Memorial. He also displayed the location for the art work. The Board members were in agreement with the art work and location.

**E. Staff Activities**

- 1. Personnel Update:** Jesse Loucks informed the Board of the new Library employees, Samantha Lutz, who is a returning Library employee, and Megan Refice, who is a new employee in the youth area. Both new employees will be cross-trained as part of the part-time pool.
- 2. Labman Conference:** Mr. Loucks noted that the Library's Digital Services Manager, Brandon Clifford, attended the Labman Conference where he learned about statistical gathering processes.
- 3. Supervisor Training:** Allan Heindel explained that City employees are currently undergoing the 3<sup>rd</sup> phase of leadership training for best practices.

**V. Reports of the Committees****A. Friends of the Hurst Public Library**

- 1. May Revenue Report:** The Board was provided the Friends revenue report for May.

**VI. Communications**

- A. Star Telegram Article:** Jesse Loucks noted that there was a reporter at the Hurst Library Summer Kickoff event who published a positive article in the Fort Worth Star Telegram highlighting the Hurst Public Library Summer Reading Club.
- B. Facebook Feedback:** Mr. Loucks also noted positive Facebook comments from appreciative Library Patrons.

**VII. Unfinished Business**

None at this time.

**VIII. New Business**

None at this time.

**IX. Informational Items**

- A. Summer Reading Club Update:** Jesse Loucks gave a brief overview of the Library's Summer Reading Club. He noted that the number of registrants currently is 1,354 with over 8,000 hours of reading logged so far.
- B. Program Highlight – Signing Savvy:** Moved to the top of the Agenda.
- C. Program Improvements:** Allan Heindel displayed a photo of the new equipment that the City purchased to increase the efficiency of special events and noted that the equipment will be shared with the Senior Activities Center and Recreation Center for their special events.
- D. HEB ISD Outreach Program:** Jesse Loucks gave an overview of the HEB ISD Outreach Program with the Hurst Elementary Schools and noted that there were 30 library cards issued at this event.
- E. Stars and Stripes Preview:** Allan Heindel informed the Board that they will be receiving a Stars and Stripes packet of information that will include a map indicating the parking areas for the 4<sup>th</sup> of July Celebration.

**X. Board Member and Citizen Comments**

None at this time.

**XI. Adjournment**

There being no further business, the meeting was adjourned by Chair Betty Whiteside at 6:12 p.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
RECORDING SECRETARY

CITY OF HURST

Final Draft

COUNTY OF TARRANT

STATE OF TEXAS

On the 18<sup>th</sup> day of June, 2015 at 6:00 p.m., the Parks and Recreation Board of the City of Hurst, Texas, convened in Regular Meeting at the Hurst Public Library, 901 Precinct Line Road, Hurst, Texas, with the following member's present to-wit:

Alan Neace	)	Chairman
Carol Cole	)	Members
Delbert Derrett	)	
Ralph Hurd	)	
Pat King	)	
Rod Robertson	)	
Allan Heindel	)	Deputy City Manager
Chris Watson	)	Recreation Director
Kyle Gordon	)	Parks Director
Malaika Marion	)	Managing Director of Community Services
Eric Starnes	)	Project and Facilities Manager
Paige Lutz	)	Senior Secretary
Austin Wynne	)	Tennis Coordinator

With the following members absent, Bob Walker and Karen Spencer, constituting a quorum, at which time the following business was transacted:

- I. **Call to Order:** Alan Neace called the meeting to order at 6:00 p.m.
- II. **Roll Call of Members:** Paige Lutz conducted the Roll Call of Members.
- III. **Approval of Minutes:** Ralph Hurd made a motion to approve the minutes of the May 21, 2015 regular meeting as written; Pat King seconded the motion.

AYES: Cole, Derrett, Hurd, King, Neace, Robertson

NOES: None

IV. **Staff Report:**

A. **Director's Report:**

1. **May Participation Report:** Chris Watson presented the following statistics for the month of May 2015.

May

Recreation Center	14,906
Tennis Center	748
Facility Rentals	110

- 2. Program Highlight:** Chris Watson introduced Austin Wynne, Tennis Coordinator. Austin reported that the June Program Highlight features the Hurst Tennis & Swim Camp. This very successful three hour camp has been part of the Classroom Program since it began in 1999.

**B. Special Events:**

- 1. 2015 Chisholm Pond Fish Stocking Program:** The dates for the upcoming fish stocking at the Chisholm Park Pond were displayed.
- 2. Heritage Village Presents Recap:** Chris Watson reported that the Concert in the Park event was held on May 29<sup>th</sup>. He noted that due to inclement weather the concert was moved to the Library Program Room.
- 3. Kid's All American Fishing Derby Recap:** Chris Watson reported that the annual Kid's All American Fishing Derby was held on Saturday, June 6<sup>th</sup>, at the Chisholm Park Pond with 196 children participating.
- 4. Dash & Splash Recap:** The 7<sup>th</sup> Annual Healthy Hurst "Dash & Splash" Fun Run was held on June 13<sup>th</sup> at Central Park with 120 participating.
- 5. Golden Couples:** The Golden Couples event will be held on June 20<sup>th</sup> at the Hurst Senior Citizens Activities Center.
- 6. 2015 Stars & Stripes Preview:** Chris Watson reported that the 14<sup>th</sup> Annual Hurst Stars & Stripes event is scheduled for Saturday, July 4<sup>th</sup> at Hurst Community Park.

**C. Works in Progress:**

- 1. City Hall Landscape Project:** The new landscape around City Hall and the Justice Center is substantially complete.
- 2. Plainview Landscaping Improvement Project:** The contractor is installing irrigation on the east half of Plainview Drive. The project should be complete by August 2015.

3. **2014 Green Ribbon Grant Phase II:** The design for the Highway 10 Median Landscape Improvement Project has been approved by TXDOT. Currently, the public bid for the project is scheduled for July 22<sup>nd</sup>.
4. **Athletic Complex Soccer Restroom:** A restroom will be provided this fall between the soccer fields for HUSA and the public in lieu of expensive channel modifications to access the existing restrooms.
5. **Parker Cemetery Improvements Phase 1:** A decorative fence along the south facing border of the property will be constructed in the near future. Currently, the fence and columns are under design.
6. **Landscape Medians Improvements Phase 2:** Plant replacement and irrigation work will start along Pipeline Road and Highway 820 in the fall.
7. **Chisholm Park Pond Fountain Repairs:** The fountain at Chisholm Park pond is not working. The replacement fountain has been shipped and will be installed as soon as the electrical power fluctuation issue is resolved by Oncor Electric.
8. **Recreation Center Multi-purpose Room:** The project is ready to be taken to City Council for approval. Construction is scheduled to start late August.
9. **Fitness Equipment Update:** Various strength equipment for the new Boot-camp Fitness Class have been ordered. The items should arrive by the end of July.
10. **Rickle Park TRA Project:** This pipeline project will start in July and should be complete in approximately three (3) months.

**D. Staff Activities:**

1. **July Calendar:** Chris Watson reviewed the calendar of events for the month of July.
2. **Personnel Update:** Allan Heindel reported that Kyle Gordon has accepted the position as the new Parks Director. Kyle is replacing Cody Maberry, who recently accepted a position with the City of Keller.

**V. Report of the Committee:**

**A. John Butler Memorial Senior Banquet:**

1. **Entertainment:** Chris Watson reported that the singing group “*Earley Praises*” has been confirmed for the 2015 John Butler Memorial Senior Banquet.
- VI. **Communications:** Two articles from *The Fort Worth Star Telegram* regarding the Kid’s All American Fishing Derby and the Hurst Dash and Splash were included in the Board member’s packets.
- VII. **Unfinished Business:** None to discuss at this time.
- VIII. **New Business:** None to discuss at this time.
- IX. **Informational Items:**
- A. **Chisholm Aquatics Center Project Update:** Eric Starnes presented an update regarding the Chisholm Aquatics Center Project. He noted that the project should be completed in early fall.
  - B. **Aquatics City Picnic Update:** Allan Heindel reported that the Hurst Annual City Picnic is scheduled for September 12<sup>th</sup>, 11:30 a.m. to 3:30 p.m., at the Central Aquatics Center. He noted that the meal service will begin at noon.
  - C. **2015 Storm Damage Report:** Kyle Gordon reported that Redbud Park received damage due to the recent storms. He noted that the Parks Department has replaced the lost mulch and repaired the damage. A tree was damaged at Central Park due to the storms; the tree has since been removed. A retaining wall was damaged at Chisholm Park; repair to the wall will begin on July 6<sup>th</sup>. Eric Starnes reported that the recent storms have damaged the floor in the multi-purpose room at the Recreation Center. The floor has been repaired; however, when the room is renovated a water-proofing barrier will be installed on top of the concrete to prevent future damage. He reviewed the leaks found in the roof above the gymnasium; he noted that the leaks have been repaired.
  - D. **Girls Softball Review:** Chris Watson updated the Board regarding girls’ softball. Tri-Cities Baseball has taken over the Hurst Girls’ Softball leagues. He noted that the league did very well in its first spring season under the new management.
- X. **Board Member and Citizen Comments:** Rod Robertson inquired as to the port-a-potty located at Chisholm Park. Allan Heindel informed him that the portable restroom will remain in place until the Chisholm Aquatics Center Project is completed to ensure restroom access for the park in the event that the main lines are cut during construction. Mr. Robertson inquired as to the falling fence on the east side of Hurstview. Allan Heindel reported that the issue has been directed to Code Enforcement for review. Pat King inquired as to the traffic issue at the Senior Center. Allan Heindel reported that everything seems to be going very

well and that the Police are monitoring the traffic. Alan Neace reported that he is in possession of the clock that was to be presented to Joan Shori, former Board Member, at the recent Boards and Commission Banquet. He mentioned that he and the Vice-Chair will deliver the clock to Ms. Shori or there may be a possibility of presenting the clock to her at a future Board Meeting.

**XI. Adjournment:** Ralph Hurd made a motion to adjourn the meeting; Delbert Derrett seconded the motion.

AYES: Cole, Derrett, Hurd, King, Neace, Robertson

NOES: None

Alan Neace adjourned the meeting at 7:10 p.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
RECORDING SECRETARY

COUNTY OF TARRANT

STATE OF TEXAS

On the 18<sup>th</sup> day of June, 2015, at 11:00 a.m., the Hurst Senior Citizens Advisory Board of the City of Hurst, Texas, convened in Regular Meeting at the Hurst Senior Center, 700 Heritage Circle, Hurst, Texas, with the following members present to-wit:

- Marcy Davis ) Chair
- Gerald Grieser ) Members
- Doris Young
- Joan Stinnett
- John Smith
- Durwood Foote
- Barbara Albright
- Marie Perry ) Alternate
- Malaika Marion ) Managing Director of Community Services
- Michelle Varley ) Activities Coordinator
- Linda Rea ) Senior Center Director
- Teri Smith ) Administrative Assistant
- Kyle Gordon ) Parks Director

with the following members absent to wit: Bob Hampton, John Sechrist, constituting a quorum, at which time the following business was transacted.

**I. Call to Order**

Marcy Davis called the meeting to order at 11:00 a.m.

**II. Roll Call of Members**

Teri Smith conducted the Roll Call of Members.

**III. Approval of Minutes**

The minutes from the May 21, 2015 meeting were approved as written.

**IV. Senior Center Director’s Report**

**A. Statistical Report for May:** The Statistical Report for May was distributed to the Board and reviewed by Linda Rea.

<b><u>May</u></b>	
Center Attendance.....	9,099
Number of Members.....	1,657
Volunteer Hours.....	946
Net Revenue.....	\$ 8,117
Fitness Center Attendance.....	2,677
Class Attendance.....	1,530
Aquatics.....	104

**B. Program & Event Report:** The Program & Event Report for May was distributed to the Board and reviewed by Michelle Varley.

**C. Upcoming Programs & Events:** A list of Upcoming Programs & Events was distributed to the Board and reviewed by Michelle Varley.

Michelle Varley distributed a copy of the Senior Pipeline to each Board Member.

**D. Works in Progress**

1. **Bollard Repair:** Malaika Marion informed the Board that one of the bollards located in the Senior Center parking lot was damaged due to an accident and has now been repaired with a bollard that the City had in stock. The City will be reimbursed by the driver's insurance company.

2. **Heritage Village Park Update:** Parks Director, Kyle Gordon gave a brief overview of Heritage Village Park with the addition of the Historical Plaza, LED lighting, and a people/pet drinking fountain. He noted that the Park is continually maintained to ensure the highest quality aesthetics.

**E. Staff Activities**

1. **Northeast Seniors Community Forum:** Linda Rea explained that she continues to attend the Northeast Seniors Community Forum. Last month's presentation was on travel. Next month there will be a presentation from Tarrant County College regarding Senior Continuing Education.

2. **Personnel Update:** Linda Rea informed the Board that two of the Senior Center employees are resigning and will be replaced soon.

3. **Staff Training:** Malaika Marion explained that City employees are currently undergoing the 3<sup>rd</sup> phase of leadership training for best practices.

**V. Communications**

None at this time.

**VI. New Business**

None at this time.

**VII. Informational Items**

**A. Program Highlight:** Michelle Varley highlighted the Frozen Fridays event that is held at the Senior Center each year. She noted that there were 699 frozen treats served at this event last year. Frozen Fridays will be held every Friday in July and August in the Multi-purpose Room.

**B. Senior Center Logo:** Malaika Marion reported that, at the request of a Board Member, the Senior Center Logo has been revised to remove Citizens from the name. She noted that with their approval, Hurst Senior Activities Center will be the official building name. The proposed new logo was displayed for the Board.

Gerald Grieser made a motion to approve the new logo.

Durwood Foote seconded the motion and the vote in favor was unanimous.

**C. Heritage Village Presents Recap:** Ms. Marion gave a brief overview of the City’s Summer Blast Off event that is typically held at Heritage Village Park, but was moved to the Library’s Program Room, due to weather issues. The event was very successful with 550 attendees. The Concert in the Park event was held the next night in the Program Room.

**D. Stars and Stripes Preview:** Malaika Marion informed the Board that they will be receiving a Stars and Stripes packet of information that will include a map of the parking area for this year’s Stars and Stripes event to be held on the 4<sup>th</sup> of July.

**VIII. Board Member and Citizen Comments:**

None at this time.

**IX. Adjournment**

There being no further business, the meeting was adjourned by Marcy Davis at 11:38 a.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDING SECRETARY

CITY OF HURST

COUNTY OF TARRANT

STATE OF TEXAS

On the 25<sup>th</sup> day of June, 2015, at 6:00 p.m., the Historic Landmark Preservation Committee of the City of Hurst, Texas, convened in Regular Meeting at the Library, 901 Precinct Line Road, Hurst, Texas with the following members present to-wit:

Georgia Kidwell Larry Kitchens Betty Whiteside Gary Waldron	)	Members
Charles Swearngen	)	Ex Officio Member
Jesse Loucks Malaika Marion	) )	Library Director Managing Director of Community Services

with the following members absent to-wit: Carol Cole, constituting a quorum, at which time the following business was transacted.

**I. Call to Order**

Georgia Kidwell called the meeting to order at 6:12 p.m.

**II. Roll Call of Members**

Malaika Marion conducted the roll call of members.

**III. Approval of Minutes of the March 26, 2015 meeting**

The minutes of the March 26, 2015 meeting were reviewed and approved as written.

**IV. Communications**

None at this time.

**V. Unfinished Business**

None at this time.

**VI. New Business**

None at this time.

**VII. Information Items**

**A. Parker Cemetery Update**

Malaika Marion informed the Committee that the design work for Phase I of the Parker Cemetery Project which consists of metal fencing with stone columns along the Highway 10 side of the property as well as a metal arch sign denoting the site as Parker Cemetery is underway and that the project should be complete by the end of the summer. She noted that a request for funding of Phase II of the Parker Cemetery Project was made as part of the FY 15-16 Budget Process and that she would have more information on its approval status at their next meeting.

**B. Oral History Project Update**

Jesse Loucks told the Committee that the final product for the first phase of the Oral History Project, the videos of Bob Hampton and Dodie Souder, are now available on the Library's website under the Hurst History section and showed them the website.

Mr. Loucks then discussed with the Committee Phase II of the Oral History Project. He reminded them that they had selected Charles Swearingen, Harry Edwards, Pat May and Russell Johnson as interview candidates. He noted that the funding available would cover two interviews for Phase II and that staff had contacted Charles Swearingen and Harry Edwards who have agreed to participate.

Jesse Loucks reminded the Committee of the process for each phase of the Oral History Project. The steps in the process include: Committee selection of candidates, Council notification of candidates, Committee meeting to review interview questions, conducting pre-interviews, filming the interviews, directing and editing the video, and presenting the final product for approval. He estimated that Phase II should be complete in October.

**VIII. Other Business**

**A. Next Meeting Date**

The Committee discussed meeting in September or October for their next meeting. Staff will set a date and contact the Committee in August.

**IX. Board and Citizen Comments**

**X. Adjournment**

There being no further business, the meeting was adjourned by Georgia Kidwell at 6:48 p.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2015

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
RECORDING SECRETARY

## Future Event Calendar

August 11, 2015

<u>DATE AND TIME</u>	<u>ACTIVITY</u>
Tuesday, August 11, 2015 6:30 p.m.	Regular City Council Meeting City Council Chambers
Tuesday, August 18, 2015 5:00 p.m.	City Council Work Session Hurst Conference Center
Tuesday, August 25, 2015 6:30 p.m.	Regular City Council Meeting City Council Chambers
Monday, September 7, 2014	City Offices Closed – Holiday
Tuesday, September 8, 2015 6:30 p.m.	Regular City Council Meeting City Council Chambers
Tuesday, September 22, 2015 6:30 p.m.	Regular City Council Meeting City Council Chambers
Tuesday, October 6, 2015	National Night Out
Tuesday, October 13, 2015 6:30 p.m.	Regular City Council Meeting City Council Chambers