

**AGENDA
CITY OF EL LAGO
CITY COUNCIL MEETING
OCTOBER 17, 2016
7:00 P.M.**

NOTICE IS HEREBY GIVEN THAT ON THE ABOVE LISTED DATE, THE CITY COUNCIL OF THE CITY OF EL LAGO WILL HOLD A CITY COUNCIL MEETING BEGINNING AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS OF CITY HALL, 411 TALLOWOOD DRIVE, EL LAGO, TEXAS AND WILL CONSIDER THE FOLLOWING AGENDA ITEMS.

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR OTHER ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT 281-326-1951, EXT. 12 OR FAX 281-326-0165 FOR FURTHER INFORMATION

1. COUNCIL MEETING CALL TO ORDER

2. PLEDGES

Pledge to the American and Texas Flags

Texas Flag Pledge: *Honor the Texas flag, I pledge allegiance to thee, Texas; one state under God, one and indivisible.*

3. CITIZENS COMMENTS

Citizens are invited to speak for up to (3) three minutes on matters relating to the city and/or its government.

4. MAYOR'S REPORT ON CITY BUSINESS

5. CITY OFFICIALS' REPORTS

5.1. LPD Chief Tom Savage To Report On Police Activity In The City

5.2. Emergency Management Coordinator Tom Merchant To Report On Emergency Preparedness In The City

6. NEW BUSINESS TO CONSIDER FOR APPROVAL

6.1. Event Room Variance Request By Ralf Toennies For The Men's Tennis Group Annual Bar-B-Que

Documents:

[EVENT ROOM VARIANCE REQUEST BY RALF TOENNIES.PDF](#)

6.2. Variance Request By Deanna Scott To Use The Event Room At No Cost For Monthly Autism Group Meeting

Documents:

[VARIANCE REQUEST BY DEANNA SCOTT FOR MONTHLY AUTISM GROUP MEETING.PDF](#)

6.3. Consider Participating In Construction Of Clear Lake Masonic Lodge Parking Lot

Documents:

[AGENDA FORM AND ATTACHMENT FOR MASONIC LODGE PARKING AREA FUNDING.PDF](#)

6.4. Gym Membership For The Officers Of The Lakeview Police Department

Documents:

[POLICE GYM MEMBERSHIP.PDF](#)

6.5. Consider Purchase Of Solar Powered Flashing Speed Limit Signage

Documents:

[RADAR SIGN INFORMATION.PDF](#)
[AGENDA ITEM - SIGNS.PDF](#)

6.6. Resolution 2016-08 Appointing Commissioners Of The Lakeview Police Commission

Documents:

[RESOLUTION 2016-08 APPOINTING LPD COMMISSIONERS.PDF](#)

6.7. Resolution To Appoint Representative And Alternate To Houston-Galveston Area Council

Documents:

[RESOLUTION TO APPOINT REP AND ALT TO HGAC.PDF](#)

6.8. Consider Sale Of Parkland To Forest Lake Animal Clinic

7. CONSENT AGENDA

The following agenda items will be approved with a single motion. Items that need to be considered individually will be moved to the regular agenda upon request in advance of the motion.

7.1. FY2016 4th QUARTER INVESTMENT REPORT

Documents:

[4TH QTR FY2016 INVESTMENT REPORT.PDF](#)

7.2. ANNUAL APPROVAL OF CITY INVESTMENT POLICY

Documents:

[CODE OF ORDINANCES - INVESTMENT POLICY.PDF](#)

7.3. Approval Of The Minutes From The Following Meetings:

7.3.1. AUGUST 29, 2016 CITY COUNCIL MEETING

[MINUTES OF THE AUGUST 29, 2016 CITY COUNCIL MEETING](#)

7.3.2. October 3, 2016 City Council Meeting

[OCTOBER 3, 2016 CITY COUNCIL MEETING MINUTES](#)

7.3.3. October 10, 2016 Public Hearing Minutes

7.3.4. October 10, 2016 City Council Meeting Minutes

8. EXECUTIVE SESSION IN ACCORDANCE WITH LOCAL GOVERNMENT CODE 551.072 DELIBERATIONS ABOUT REAL PROPERTY

9. OTHER ITEMS COUNCIL WOULD LIKE TO SUGGEST FOR CONSIDERATION ON A FUTURE CITY COUNCIL AGENDA

10. ADJOURNMENT

CERTIFICATE

I certify that notice of this public meeting has been posted 72 hours in advance of the meeting and will remain posted until the meeting has ended.

Ann Vernon, City Secretary

All items on the agenda are for discussion and/or action. The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney); 551.072 (Deliberations about Real Property); 551.073 (Deliberations about Gifts and Donations); 551.074 (Personnel Matters); 551.076 (Deliberations about Security Devices); and 551.086 (Economic Development).



City of El Lago

411 Tallowood Dr.

El Lago, TX 77586

(281) 326-1951 (281) 326-2134 Fax

EVENT ROOM VARIANCE REQUEST FORM

To obtain a variance, applicant must submit a completed variance request to the City Secretary. The variance will be placed on a City Council Meeting Agenda for consideration. Resolution 2013-08, approved and passed by the El Lago City Council on June 19, 2013, allows for the following variance:

Upon the request from a Local Civic Organization, the City Council by an affirmative vote of four (4) Council members may grant a variance to reduce or dismiss the fees associated with the Local Civic Organizations use. The City Council shall consider the costs in labor and wear and shall in no case allow the Local Civic Organizations to become a burden on the citizens of El Lago and shall set conditions and guidelines for the variance accordingly.

Description of Variance Requested: Reserve event room for
E.L. Tennis annual barbecue in ~~an~~ event of
bad weather

Reasons Why the Variance Should be Granted: All are paying
members and most are E.L. Residents

Local Civic Organization Name: _____

Contact Name: RALF TOENNIES

Address: 218 BAYOU VIEW DR. EL LAGO

Phone: 281-326-4498 Date of Request 9/21/16

Ralf Toennies
Signature

This Box For Office Use Only

Date to be brought before Council: _____ Date of Final Council Action: _____

Council/Board Action Approved _____ Permit Term Beginning _____

Denied _____ Expiration _____

Special Conditions Required by Council _____

Deposit: \$ _____ Fee \$ _____ PER: ___ Meeting ___ Month ___ Year



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Description of Variance Requested: Use the event room for a monthly Autism meeting on the last Saturday of the month from 10:00am to 12:00pm

Reasons Why the Variance Should be Granted: It would benefit moms of children with Autism in the community. We would have a guest speaker to visit to talk to the moms and help them with our challenges

Local Civic Organization Name: Blue Skies over Autism

Contact Name: DeAnna Scott

Address: 109 Bayou View Dr El Lago 77586

Phone: 832-213-6371 Date of Request 9/14/16

DeAnna Scott
Signature

This Box For Office Use Only

Date to be brought before Council: _____ Date of Final Council Action: _____

Council/Board Action Approved _____ Permit Term Beginning _____
Denied _____ Expiration _____

Special Conditions Required by Council _____

Deposit: \$ _____ Fee \$ _____ PER: ___ Meeting ___ Month ___ Year



City of El Lago CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Secretary's Office as soon as possible and at least 1 week prior to the meeting that the item is expected to be placed on the El Lago City Council agenda.

Date requested for City Council consideration: NEXT MEETING

Submitted by: Michael O'Brien Date Submitted: OCT 10, 2016

Subject: Parking Area Funding

City Attorney Review: Yes No

Degree of importance: Critical Significant Elective

Expenditure Account: _____	Fiscal Year: _____
Expenditure Required: \$ _____	Amount Budgeted: \$ _____
Budget Appropriation Required: \$ _____	

Date Received

Ann Vernon, City Secretary

SUMMARY / ORIGINATING CAUSE

IMMINENT CONSEQUENCES AND/OR BENEFIT TO COMMUNITY

RECOMMENDED MOTION

*TO APPROVE CONTRIBUTION OF FUNDS TOWARD
STATE CONSTRUCTION OF PARKING AREA AT MASONIC
LODGE IN CONSIDERATION OF PARKING RIGHTS FOR SCHOOL &
CITY EVENTS AS OUTLINED.*

LIST ATTACHMENTS

SEE ATTACHMENT

Proposal for Parking Area Funding for Reduction of Traffic Congestion

The Clear Lake Masonic Lodge #1417 is offering the City of El Lago an opportunity to make a minimal investment and take constructive action on behalf of its citizens to effectively alleviate some of the hazardous traffic congestion around Ed White Elementary School and the Odyssey Academy, provide an emergency staging area for public safety and first responders in an active shooter or catastrophic incident around the schools, and establish an emergency parking location for citizens during heavy rains and flooding. This proposal is supported by Principle Matt Paulson - Ed White Elementary School, Chief Tom Savage - Lakeview Police Department, and Tom Merchant - El Lago Emergency Management Coordinator.

The Clear Lake Masonic Lodge #1417 is considering the installation of an asphalt parking area on our land located adjacent to the Masonic Lodge building (1707 Les Talley), across from the Ed White Elementary School, and is offering a partnership with the City of El Lago in this endeavor. The Masonic Lodge will provide the land, build the parking area, and will be responsible for all maintenance. In consideration of one-time partial funding, the Clear Lake Masonic Lodge will enter into an Memorandum of Understanding - lifetime agreement which provides that the City and citizens may use the parking area as needed for events designated by the City of El Lago, school function parking and traffic management, staging of first responders in emergency situations, and emergency parking during weather related incidents such as flooding of Les Talley intersections (which occurs in any heavy rain).

The parking area will help alleviate traffic congestion around the Ed White Elementary School and the Odyssey Academy Charter School. For many hours each morning and afternoon, the street is blocked with parked or standing vehicles on both sides of the roadway while parents drop or pick up their children. This situation potentially impedes an emergency response of a fire truck, ambulance or police vehicle attempting to commute or pass through. This is especially significant when a child is held after school and the parent is forced to leave their vehicle standing in the roadway obstructing the flow of traffic for extended periods of time. The street becomes similarly congested and gridlocked, and often impassible (especially by a large fire truck), when the schools have an event in the evening. By providing an off-road location for child drop off and pick-up, as well as special event parking, the number of vehicles standing on both sides of the street can be diminished. In the event of standing water on Les Talley and Huntercrest which occurs frequently in harsh weather, the street is also blocked by vehicles waiting for waters to recede. This again hinders the response of an emergency vehicle; especially when people abandon their vehicle in the roadway and walk home until waters recede.

Total cost for the parking area would be approximately \$40,000. We are offering the City of El Lago unlimited access and use of the parking area in exchange for partial funding of the project.

Michael O'Brien
Clear Lake Masonic Lodge #1417
El Lago, Texas



City of El Lago CITY COUNCIL AGENDA ITEM FORM

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Date requested for City Council consideration: _____

Submitted by: _____ Date Submitted: _____

Subject: _____

City Attorney Review: Yes _____ No _____

Degree of importance: Critical Significant Elective

Expenditure Account: _____	Fiscal Year: _____
Expenditure Required: \$ _____	Amount Budgeted: \$ _____
Budget Appropriation Required: \$ _____	

Date Received

Ann Vernon, City Secretary

SUMMARY / ORIGINATING CAUSE

IMMINENT CONSEQUENCES AND/OR BENEFIT TO COMMUNITY

RECOMMENDED MOTION

LIST ATTACHMENTS

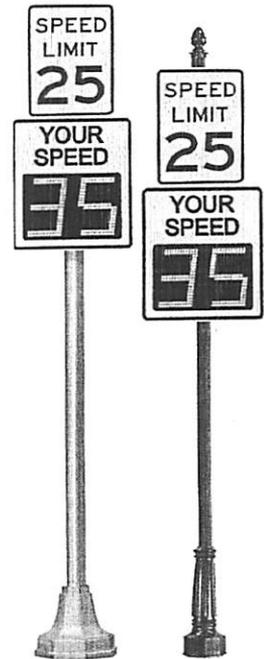
SAFETY IN A BOX

Easy as 1-2-3

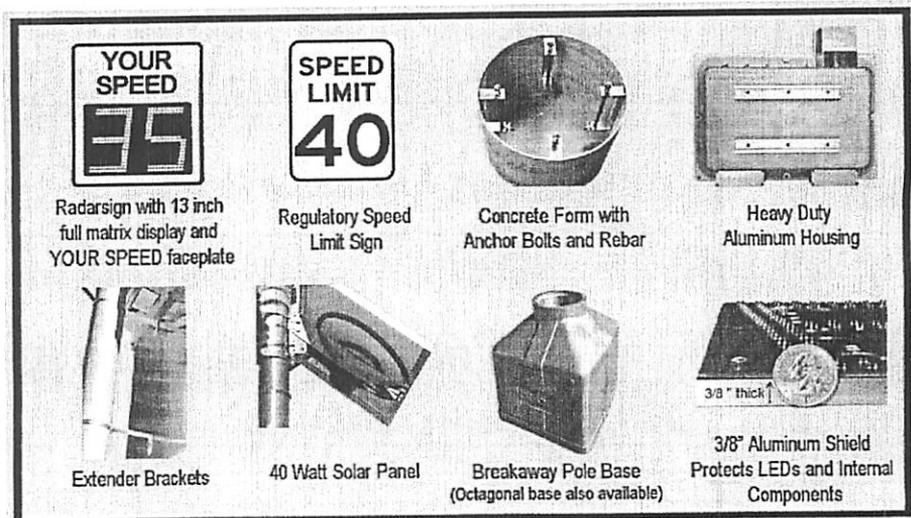
Radarsign's Safety in a Box™ is easy to order, requires no configuration and is a complete package for the end user. This all inclusive sign package has everything needed for installation except the shovel and the concrete. All that is required is digging a hole, pouring the concrete, and installing the sign. It's that easy.

Safety in a Box™ Package includes:

- TC-600 solar powered radar speed sign with 13" full matrix LED display
- 28"W x 33"H YOUR SPEED faceplate with 4" high lettering; available in white, fluorescent yellow/green, and safety orange
- Speed alert choices: Slow flash of actual speed; Fast flash of actual speed; SLOW DOWN message; TOO FAST message; Simulated camera flash (optional)
- 40 watt solar panel with mounting bracket
- Two 12V 18 amp hour AGM batteries
- Regulatory speed limit sign (18W" x 24"H) and sign extender bracket set; Choose from 10, 15, 20, 25, 30 or 35 MPH
- 3/8" aluminum Bashplate™ provides maximum vandal resistance
- Stainless steel mounting hardware included for poles up to 4.5" OD
- Concrete form for the pole base; includes mounted anchor bolts and rebar ; aluminum pole only
- 11' aluminum pole with breakaway base and pole cap; Optional black decorative pole is available
- Wi-Fi enabled: allows access to program signs from most web enabled devices (Apple devices, Android devices, Windows devices, etc.)
- StreetSmart traffic data reporting software
- 2 year warranty on parts and labor, including batteries

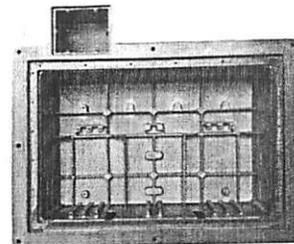
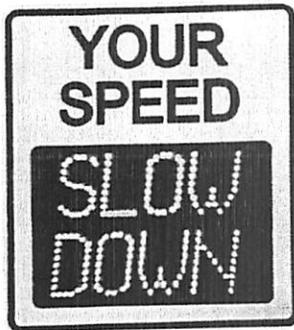


 Proudly Engineered and
Manufactured in the USA



TC-600 Radar Speed Sign

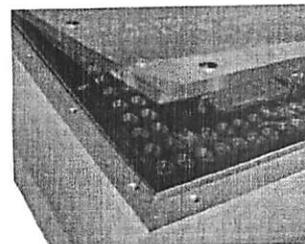
Built for Safety, Built to Last



Heavy duty aircraft aluminum housing



3/8" Bashplate protects LEDs



1/4" polycarbonate cover



Proudly Engineered and
Manufactured in the USA

Durable Design: Radarsign's built for purpose design is the most vandal resistant radar speed sign on the market today.

- > Heavy-duty aircraft aluminum housing with an armored 3/8" thick Bashplate™ and 1/4" Makrolon® polycarbonate cover provide superior protection to the internal components of the radar speed sign from external force and weather.
- > Beveled design of the armored Bashplate™ protects LEDs and internal components from damage by dissipating force inflicted on the sign.

Exceptional Visibility: 13" full matrix LED display with directional beam technology delivers a superior quality display for drivers, even in bright sunlight. Radarsign's proprietary design serves as a cone, magnifying the intensity of the light, and pinpoints it directly to the view of approaching drivers. Easily readable up to 600 feet.

Flashing Speed/Message Alert Choices

- > Speed Alert choices: Slow flash of actual speed; Fast flash of actual speed; *SLOW DOWN* message; *TOO FAST* message; Simulated camera flash (optional)
- > Display on-off feature allows traffic data collection continue even when the display is off (stealth mode).
- > Delay option to alert speeders above posted speed limit.

Faceplate: 28"W x 33"H YOUR SPEED faceplate with 4" high lettering; Available in white, fluorescent yellow/green, or safety orange.

Design Standards: NEMA 4R level compliant; meets or exceeds MUTCD design guidelines; Makrolon® polycarbonate cover provides maximum UV protection and is abrasion, shatter, and graffiti resistant.

Batteries: Batteries are designed to slide into housing slots without any danger of movement; Maintenance is limited to battery changes every three to six years.

Radar: Detects vehicles up to 1200 feet away.

Wi-Fi Enabled: Allows access to program signs from most any web enabled devices (Apple devices, Android devices, Windows devices, etc.).

Power Options: Available in AC powered and solar powered models.

Ideal for: 10-45 mph speed limit roads or lower

Warranty: Two year warranty on parts and labor, including batteries; Does not cover malicious abuse, theft, or damage due to unauthorized modification.



Optional Features:

Streetsmart Traffic Data Reporting: Records traffic data that can be used to confirm date, time, and severity of speeding problem.

EZ Comm: Allows a secure, cellular-based, remote management of your radar speed signs.

External Device Relay Switch: Triggers external devices from the radar speed sign based on time and/or speed, or temperature.

Poles: Aluminum or black decorative poles with FHWA safety compliant breakaway bases

TC-600 Radar Speed Sign Specifications

Display and Radar Specifications

- YOUR SPEED Faceplate
 - 28"W x 33"H YOUR SPEED faceplate with 4" high lettering
 - MUTCD compliant colors and reflectivity
 - Ideal for 10-45 mph speed limit roads
 - Available in white, fluorescent yellow/green, or safety orange
 - Flashing Speed Alert Choices
 - Slow flash of actual speed; Fast flash of actual speed; SLOW DOWN message; TOO FAST message; Simulated camera flash (optional)
 - Display speed and custom message alert message alternately
- Radar
 - Type: K Band, single direction Doppler radar, FCC part 15 compliant no license required
 - Sensor Range: Detects vehicles up to 1200 feet
 - Beam Width: 12 degrees, +/- 2 degrees
 - Operating Frequency: 24.125 GHz, +/- 50 MHz
 - Accuracy: +/- 1.0 mph
 - Speed Detection Range: 5 - 127 mph

Standard Programming / Wi-Fi

- On/Off Timer Options: 4 timers per day, also by day of week. Settings allow lower speed limits for school zone times and for late night display shutoff.
- Display On/Off: Allows traffic data collection to continue even when display is off.
- Display Brightness Control: Auto adjusts to light conditions, up to 100 levels.
- Setup Functions: Easy to follow menu – software managed, no mechanical switches to operate.
- Maximum Speed Cutoff: Prevents unwanted high speed displays; up to 99 mph; discourages "racing" of sign. Choice of flashing matrix, or LED display cutoff.
- Date/Time Control: Battery backed real-time clock auto-adjusts for daylight savings time.
- Wi-Fi Enabled
 - Allows access to program signs from most web enabled devices (Apple devices, Android devices, Windows devices, etc)
 - WPA2 encrypted security
 - Password protection
 - Range of up to 300 feet from sign

Traffic Data Reporting

- Streetsmart (optional)
 - Use Streetsmart traffic data reporting software to report, organize, and analyze speed and traffic data
 - The information collected by the radar sign is loaded into Excel™ ready .csv files, and can generate 35 charts and graphs.
 - Mini SD Memory Card
 - System Storage Capacity: stores data on up to 5 million vehicles; Retains data for retrieval for 12 months.

Warranty

- 2 year warranty on parts and labor, including batteries due to unauthorized modification. Optional third year warranty extension available.

Power Options/Battery Specifications

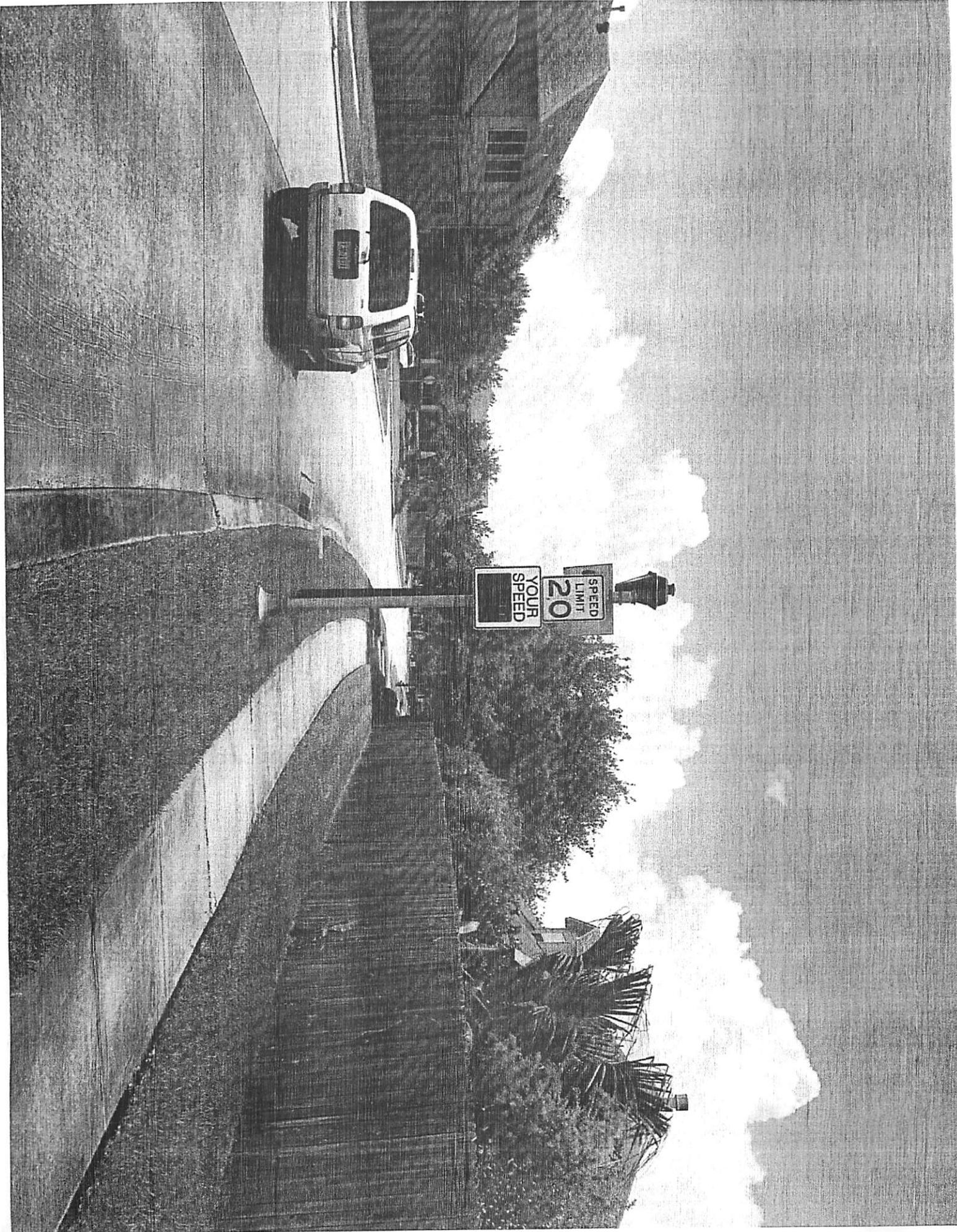
- TC-600S (Solar Powered)
 - Solar Panel Output: 40 watt
 - Power Supply: Two 12-volt, 18 amp/hour AGM batteries (UL recognized); provides up to 14 days of operation.
 - Solar Charge Controller: Manages the flow of solar energy input (up to 85w) from solar panel to battery
 - Pole Mount Side pole mount with 45° angle bracket for effective solar charging
 - Software Control: SmartCharge® software prevents overcharging and intelligent shutdown when battery falls below acceptable voltage; auto restart when sufficiently recharged
 - Battery Status: Via Wi-Fi can check battery charge levels and solar amperage
 - Power Consumption: < 2.0 amps in active mode; Idle mode < 1/2 watt; Circuit Breaker: Multi-circuit, 3x10 amp fuses
- TC-600A (AC Powered)
 - Power Supply: Hard wire to 100V-240V power supply
 - Power Consumption: < 2.0 amps in active mode; Idle mode < 1/2 watt; Circuit Breaker: Multi-circuit, 10 amp fuse

Housing Specifications

- Radar Speed Sign Housing
 - Dimensions: 18.5"H x 26.25W x 5.0"D
 - Thickness: .1875" to .25" thick, heavy-duty aluminum
 - NEMA 4R level compliant
 - Humidity Maximum: 100%
 - Non-sealed and ventilated
 - Provides maximum protection from the elements and vandalism
- Bashplate™ with LED Cones
 - Internal .375" aluminum shield over LED display to protect components from abuse or vandalism.
 - Individual holes for each LED focus and reflect light toward the road, providing the highest quality viewable display with minimum energy usage.
- LEDs
 - 2 digits, 1.3" high super bright amber full matrix LEDs (life up to 100,000 hours)
 - Easily readable up to 600 feet
 - Automatic intensity adjustment to ambient light conditions for maximum visibility

Weight and Operating Temperatures

- Weight
 - TC-600S (Solar Powered): 41 lbs, (67 lbs w/batteries)
 - TC-600A (AC Powered): 41 lbs.
- Operating Temperatures
 - 40 F to +138 F



T L Savage

From: Charlie Robeson [crobeson@radarsign.com]
Sent: Thursday, July 28, 2016 10:43 AM
To: chiefsavage@lakeviewpolice.com
Cc: Brian Nelson
Subject: radar sign info
Attachments: Radarsign-TC-600—Spec-Sheet-16v1.pdf; Radarsign-Safety-in-a-Box-16v1.pdf

Hello Chief Savage,

Thanks so much for your patience, and for your continued interest in our Driver Feedback Signs. They are an excellent tool for behavior modification of speeding drivers. As discussed, our TC-600S has replaced the TC-500S, and offers these enhancements, for the same price as our TC-500:

- 13" display is 12% larger, giving drivers a better look at the display, now at 600 feet from the sign
- Full matrix display allows additional word alerts for speeders: SLOW DOWN, and TOO FAST
- WiFi connectivity allows any device with a web browser to communicate/operate the radar signs from a distance of up to 300 feet, 10 times the distance of the TC-500 Bluetooth connection
- There is even an option for a simulated camera flash, if you like

The TC-600S (solar) runs \$3600 plus shipping of \$150. For a quantity of 3 or more signs, you can expect a commensurate quantity discount.

Another option is to consider our turnkey bundle for the TC-600S, which we call "SAFETY IN A BOX". It includes a pole with crash tested breakaway base, anchor bolts for the cement pad, regulatory speed limit sign, and our data collection & reporting software, Streetsmart. I have attached a flyer for your review.

The single unit price for Safety in a Box is \$4200 plus shipping of \$240. If we palletize the shipment, there is a savings as well.

All of our signs include a 2 year warranty, and current lead time for shipping is 3 weeks from date of order. Our local distributor is Centerline Supply/Trantex, located in Houston. (281-448-7711)

Let me know if I have provide you any other information at all.

Best regards,

Charlie

Charlie Robeson
Director of Sales & Marketing


radarsign™

MAKING ROADS SAFER
www.radarsign.com
678-520-5152 (direct)
678-278-1256 (fax)
678-965-4814 (office)



City of El Lago CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Secretary's Office as soon as possible and at least 1 week prior to the meeting that the item is expected to be placed on the El Lago City Council agenda.

Date requested for City Council consideration: _____

Submitted by: _____ Date Submitted: _____

Subject: _____

City Attorney Review: Yes _____ No _____

Degree of importance: Critical Significant Elective

Expenditure Account: _____	Fiscal Year: _____
Expenditure Required: \$ _____	Amount Budgeted: \$ _____
Budget Appropriation Required: \$ _____	

Date Received

Ann Vernon, City Secretary

SUMMARY / ORIGINATING CAUSE

IMMINENT CONSEQUENCES AND/OR BENEFIT TO COMMUNITY

RECOMMENDED MOTION

LIST ATTACHMENTS

RESOLUTION 2016-08

A RESOLUTION APPOINTING CITY OF EL LAGO COMMISSIONERS OF THE LAKEVIEW POLICE BOARD OF COMMISSIONERS.

WHEREAS, the Board of Commissioners administering the affairs of the Lakeview Police Department is made up of two Commissioners and an Alternate Commissioner from each of the cities of El Lago and Taylor Lake Village; and

WHEREAS, _____ has completed his second and final term as Police Commissioner for the City of El Lago; and

WHEREAS, _____ and _____ are eligible and willing to continue to serve as Police Commissioners; and

WHEREAS, _____ is eligible and willing to serve as Alternate Police Commissioner; and

WHEREAS, the Interlocal Cooperative Agreement between the Cities of El Lago and Taylor Lake Village for the formation of the Lakeview Police Department provides that the Chairmanship of the Board of Commissioners shall be alternated annually between the two cities; and

WHEREAS, the City of El Lago provided the Chairperson of the Lakeview Police Board of Commissioners during the period October 1, 2015 through September 30, 2016.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of El Lago, Texas that the following appointments are confirmed;

1. _____ to serve as Police Commissioner beginning October 1, 2016 and ending September 30, 2017
2. _____ to serve as Police Commission Vice Chairperson beginning October 1, 2016 and ending September 30, 2017
3. _____ to serve as Alternate Police Commissioner beginning October 1, 2016 and ending September 30, 2017.

PASSED AND APPROVED this 17th day of October, 2016.

Robert White, Mayor

ATTEST

Ann Vernon, City Secretary

**DESIGNATION OF REPRESENTATIVE AND ALTERNATE
HOUSTON-GALVESTON AREA COUNCIL
2017 GENERAL ASSEMBLY**

BE IT RESOLVED, by the Mayor and City Council of _____, Texas,
that _____ be, and is hereby designated as its Representative
to the **GENERAL ASSEMBLY** of the Houston-Galveston Area Council for the year 2017.

FURTHER, that the Official Alternate authorized to serve as the voting representative should
the hereinabove named representative become ineligible, or should he/she resign, is
_____.

THAT the Executive Director of the Houston-Galveston Area Council be notified of the
designation of the hereinabove named representative and alternate.

PASSED AND ADOPTED, this _____ day of _____, 2016.

APPROVED:

Mayor

ATTEST:

By: _____

City of El Lago

Investment Report - FY2016 4th Quarter Ending September 30, 2016

TEXPOOL GENERAL ACCOUNT

Beginning Book Value as of June 30, 2015	\$ 5,012.12
Deposits	\$ 4.61
Withdrawals	
Interest Earned	
Ending Book Value as of September 30, 2015	\$ 5,016.73

INVESTMENTS

<u>INSTITUTION</u>	<u>PURCHASE DATE</u>	<u>DESCRIPTION</u>	<u>MARKET VALUE</u>	<u>BOOK VALUE</u>	<u>MATURITY DATE</u>
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	

This report is presented in accordance with the Texas Government Code Title 10, Section 2256.023. The below signed hereby certify that, to the best of their knowledge on the date this report was created, the City of El Lago is in compliance with the provisions of Government Code 2256 and with the stated policies and strategies for the City of El Lago.

Investment Officer

Investment Officer

Ann Vernon, City Secretary

DIVISION 3. - INVESTMENT POLICY

FOOTNOTE(S):

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Editor's note—Ord. No. 293, adopted Nov. 6, 1995, did not specifically amend the Code; hence, codification of § 1(1.1—3.7) as Div. 3, §§ 2-113—2-121 was at the discretion of the editor.

Sec. 2-113. - Definitions.

Unless the context requires otherwise, the terms and phrases used in this division shall have meanings as set forth in this section of this division.

- (1) The term "city" means the City of El Lago, Texas.
- (2) The term "city council" means the city council of the city.
- (3) The term "mayor" means the person elected or appointed to serve as mayor of the city.
- (4) The term "investment officer" means the person currently appointed pursuant to section 2-116 of this division.
- (5) The term "city officials" means the mayor, members of the city council and all officers, employees, and persons and business entities engaged in handling investments for the city.
- (6) The term "employee" means any person employed by the city, but does not include independent contractors or professionals hired by the city as outside consultants.
- (7) The term "pooled fund group" means an internally created fund of the city in which one or more institutional accounts of the city are invested.
- (8) The term "separately invested asset" means an account or fund of the city that is not invested in a pooled fund group.

(Ord. No. 293, §1(1.1, 1.2), 11-6-95; Ord. No. 319, § 1(1.1, 1.2), 12-6-99)

Sec. 2-114. - Depository designation.

The city will designate one (1) banking institution as its central bank and depository for the city's funds through a process of competitive bidding as required by the provisions of V.T.C.A. Local Government Code Section 105.001 et seq. and shall enter into a depository services contract, for a period not to exceed five (5) years, with such depository bank. The city's depository will be used for all normal banking services including disbursements, deposits, controlled disbursements and safekeeping of securities. Other banking institutions from which the city may purchase certificates of deposit will also be designated after any of said

banking institutions provide their latest audited financial statements to the city. The city's depository services contract shall be reviewed by the city council on an annual basis to ensure that all provisions of state law and of this investment policy are being complied with.

(Ord. No. 293, § 1(2.1), 11-6-95; Ord. No. 319, § 1(2.1), 12-6-99)

Sec. 2-115. - Purpose.

This investment policy has been adopted to comply with the Public Funds Investment Act. The purpose of this policy is to:

- (1) Adopt rules and regulations which clearly set forth the city's investment strategy for each of the funds or accounts under its control, emphasize safety of principal and liquidity, and address investment diversification, investment limitations, investment yield and maturity, and the quality and capability of investment management;
- (2) Specify the scope of authority of those officers or employees of the city designated to invest city funds and designate one (1) or more officers or employees of the city to be responsible for the investment of such city funds; and
- (3) Provide for periodic review of the investment of city funds.

(Ord. No. 293, § 1(3.1), 11-6-95; Ord. No. 319, § 1(3.1), 12-6-99)

Sec. 2-116. - Investment officer and management.

- (a) The mayor or his designee as approved by city council shall be and is hereby appointed the investment officer for the city. This appointment automatically transfers to each successive mayor. The investment officer is hereby authorized to provide for the deposit, withdrawal, investment, transfer, and management of all funds of the city. The investment officer and the treasurer of the city are responsible for the investment of city funds.
- (b) The investment officer and the treasurer of the city shall attend at least one (1) training session relating to their responsibilities within twelve (12) months after taking office or assuming duties and shall attend an investment training session not less than once in a two-year period and receive not less than ten (10) hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the city council. Training under this subsection must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio and compliance with the Public Funds Investment Act.
- (c) The investment officer and the city's treasurer shall have appropriate experience in the investment and reinvestment of public funds. The city also recognizes that it may take advantage of professional investment advice by investing in investment pools.
- (d)

Should the investment officer have a personal business relationship with a business organization offering to engage in an investment transaction with the city, the investment officer shall be required to file a statement with the city disclosing that relationship. For purposes of this investment policy, the investment officer has a personal business relationship with a business organization if:

- (1) The investment officer owns ten (10) percent or more of the voting stock or shares of the business organization or owns five thousand dollars (\$5,000.00) or more of the fair market value of the business organization;
- (2) Funds received by the investment officer from the business organization exceed ten (10) percent of the investment officer's gross income for the previous year; or
- (3) The investment officer has received from the business organization during the previous year investments with a book value of two thousand five hundred dollars (\$2,500.00) or more for the personal account of the investment officer.

(Ord. No. 293, § 1(3.2), 11-6-95; Ord. No. 319, § 1(3.2), 12-6-99)

Sec. 2-117. - Authorized investments.

The following types of instruments, and no others are authorized investments for the city:

- (1) Obligations of or guaranteed by the United States or its agencies and instrumentalities not to exceed two (2) years to stated maturity;
- (2) Direct obligations of the State of Texas or its agencies and instrumentalities;
- (3) Certificates of deposit which meet the requirements of Section 2256.010 of the Texas Government Code and do not exceed one (1) year to stated maturity;
- (4) Bankers acceptances which meet the requirements of Section 2256.012 of the Texas Government Code not to exceed two hundred seventy (270) days to stated maturity;
- (5) Commercial paper rated A-1 or P-1 or an equivalent rating by at least two (2) nationally recognized credit rating agencies or one (1) nationally recognized credit rating agency if fully secured by an irrevocable letter of credit from a national or state bank, not to exceed two hundred seventy (270) days to stated maturity;
- (6) Repurchase agreements which meet the requirements of Section 2256.011 of the Texas Government Code;
- (7) No-load money market mutual funds which meet the requirements of Section 2256.014 of the Texas Government Code and are fully insured; and
- (8) Investment pools which meet the requirements of Sections 2256.016 through 2256.019 of the Texas Government Code as authorized by city council as provided therein. City council confirms hereby its prior authorization for city participation in the Texas Local Government Investment Pool.

(Ord. No. 293, § 1(3.3), 11-6-95; Ord. No. 319, § 1(3.3), 12-6-99)

Sec. 2-118. - General investment principles.

- (a) The investment policy of the city is to invest city funds only in instruments which maintain the principal and liquidity of city funds to the extent necessary for city activities. Yield earned on city funds is a secondary consideration compared to safety of principal and liquidity. After safety of principal and liquidity needs are met, the city may invest in instruments which provide the highest yield, except when yield must be limited to comply with any limitations on the investment of city funds imposed in connection with the issuance of bonds in order to comply with the provisions of Section 148 of the Internal Revenue Code of 1986, as amended, or any regulations or rulings pertaining thereto.
- (b) Diversification. The city will continuously attempt to diversify its portfolio to reduce risk. The portion of its investment portfolio invested in direct obligations of the U.S. Government or certificates of deposit insured by the Federal Deposit Insurance Corporation will be diversified in terms of maturity. If the portion of the city's portfolio invested in obligations of federal agencies and instrumentalities exceeds five hundred thousand dollars (\$500,000.00), the city will attempt to invest in instruments issued by more than one agency or instrumentally and in instruments of various maturities. The city will not invest more than five hundred thousand dollars (\$500,000.00) in a certificate of deposit or deposits issued by the same financial institution. The city recognizes that by investing city funds in investment pools, it can diversify its portfolio because each participant in the pool has a pro rata share of a number of instruments.
- (c) Maturity. The city will not invest in an obligation which matures more than two (2) years from the date of purchase.
- (d) Standard of care. All investments shall be made with the judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.

(Ord. No. 293, § 1(3.4), 11-6-95; Ord. No. 319, § 1(3.4), 12-6-99)

Sec. 2-119. - Investment strategies.

Funds in the following city accounts shall be invested by the investment officer as follows:

- (1) *Operations funds.* The operations funds, including all funds containing monies obtained from the Metropolitan Transit Authority of Harris County, Texas ("METRO") and earmarked for specific municipal transportation and related purposes by METRO, are used for the operations and maintenance needs of the city. The highest priority for these accounts are safety of principal and liquidity; when these are met, yield is considered. An amount equal to two (2) months of normal operational costs must be kept extremely liquid for normal uses; the amount in excess of two (2) months of normal operational costs should be kept in investments that may be liquidated easily if the need arises. The city's general principles for diversification and maturity apply to these accounts.

- (2) *Debt service fund.* The debt service fund is used to pay the city's outstanding debt obligations. The highest priority for this account is safety of principal. Since the city knows the amount of its debt service and when it becomes due, investments for this account should be structured so that they match debt service needs. When safety of principal and liquidity to match debt service are assured, yield is considered. Since city funds in this account may not be needed for a year or more, longer-term instruments should be considered, within the general principle for maturity set forth in this investment policy, to increase yield. Since the amount of city funds in this account will probably be quite large, diversification of investments may be necessary and the city's general principle on diversification should be used. Since investment pools are short-term in nature, they would normally be used for city funds in this account only for the time gaps between longer-term investments; however, on some occasions the yield of these funds is higher than longer-term investments, so their use should not be circumscribed.

(Ord. No. 293, § 1(3.5), 11-6-95; Ord. No. 319, § 1(3.5), 12-6-99)

Sec. 2-120. - Notification of parties seeking to sell investments to the city.

- (a) A written copy of this investment policy shall be provided to any person seeking to sell an investment to the city.
- (b) The registered principal of any organization seeking to sell an investment to the city shall execute a written instrument, substantially in the form of Exhibit "A" attached hereto, to the effect that the registered principal has:
- (1) Received and thoroughly reviewed the investment policy of the city; and
 - (2) Acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the city and the organization.
- (c) The city may not buy any securities from a person who has not delivered an instrument in the form described in subsection (b).

(Ord. No. 293, § 1(3.6), 11-6-95; Ord. No. 319, § 1(3.6), 12-6-99)

Editor's note— Exhibit "A" is not set out at length herein, but is available for examination in the offices of the city.

Sec. 2-121. - Internal management reports; investment transactions; audits and reviews.

- (a) *Submission of written report required.* Not less than quarterly, the investment officer shall prepare and submit to the city a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period.
- (b) *Contents of report.* The report must:
- (1) Describe in detail the investment position of the city on the date of the report;

- (2) Be prepared by the investment officer;
 - (3) Be signed by the investment officer;
 - (4) Contain a summary statement for each pooled fund group that states the beginning market value for the reporting period, additions and changes to the market value during the period, and ending market value for the period;
 - (5) State the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested;
 - (6) State the maturity date of each separately invested asset that has a maturity date;
 - (7) State the account or fund or pooled fund group for which each individual investment was purchased; and
 - (8) State the compliance of the investment portfolio of the city as it relates to the city's investment strategies, and relevant provisions of the Public Funds Investment Act.
- (c) *Quarterly presentation.* The report shall be presented not less than quarterly to the city within a reasonable time after the end of the period.
- (d) *Settlement of investment transactions.* All city investment transactions, except for those transactions in which city funds are directly invested in investment pools or mutual funds, shall be settled on a delivery versus payment basis.
- (e) *Annual compliance audit.* The city, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the city's established investment policy.
- (f) *Initial and annual review.* The city council has reviewed this investment policy and the investment strategies contained herein and shall review said policy and strategies not less than annually. This review shall be accomplished by the annual adoption of a resolution by the city council stating that the council has reviewed its current investment policy and investment strategies. The resolution shall also reflect any changes made to the investment policy and the investment strategies.

(Ord. No. 293, § 1(3.7), 11-6-95; Ord. No. 319, § 1(3.7—3.10), 12-6-99)