

# City of Shoreacres



## NOTICE OF MEETING

Notice is hereby given that a Regular Meeting of the  
**City Council**  
of the City of Shoreacres, Texas, will be held on  
**Monday, February 10, 2014 at 7:00 p.m.**  
in the City Council Chambers on the first floor at City Hall, 601 Shore Acres Blvd.,  
Shoreacres, Texas, at which time the following subjects will be discussed, to wit:

**1.0 CALL TO ORDER / ROLL CALL: Members Present and Absent**

**2.0 PLEDGES OF ALLEGIANCE**

Texas Pledge:

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

**3.0 SPECIAL PRESENTATIONS**

None.

**4.0 APPROVAL OF MINUTES**

4.1 Special Council Meeting: January 23, 2014.

4.2 Regular Council Meeting: January 27, 2014.

**5.0 COUNCIL REPORTS & REQUESTS**

5.1 Mayor Webber – Report on meetings attended.

**6.0 PUBLIC HEARINGS & PUBLIC COMMENTS**

6.1 Citizen's Comments

This is the opportunity for citizens to comment on items which do not appear on the agenda. Time is limited to five minutes per speaker. Members of Council are prohibited by law from participating in the discussion or deliberation of items that are not specifically identified on this agenda.

**7.0 ADMINISTRATIVE REPORTS**

7.1 City Administrator David Stall – General activity report.

7.2 Police Chief Troy Harrison – Monthly department report.

7.3 Public Works Director David Sutton – Monthly department report.

**8.0 BUSINESS**

8.1 Consideration and approval of invoices. <sup>Stall</sup>

8.2 Consideration and action to adopt Resolution No. 2014-125 creating a Miramar Shoreline Advisory Group; setting the composition defining the group's purpose and duties. <sup>Webber</sup>

- 8.3 Consideration and action to adopt Resolution No. 2014-126 approving an interlocal agreement with Harris County Public Health & Environmental Services to provide veterinary public health services to include housing and quarantining of animals and related animal control services; and, authorizing the Mayor to execute such agreement. <sup>Stall</sup>
- 8.4 Discussion of staff time and financial impact of recent open records requests. <sup>Stall</sup>
- 8.5 Consideration and approval of Resolution No. 2014-127 approving an Investment Policy pursuant to the Public Funds Investment Act; and, other related provisions. <sup>Stall</sup>
- 8.6 Consideration and approval of Resolution No. 2014-128 authorizing representatives to sign on accounts and represent the city in transacting business with Wells Fargo Bank. <sup>Stall</sup>
- 8.7 Discussion and review of Resolution No. 2012-94 adopting the 2012 Goals and Governance Plan. <sup>Wheeler</sup>

## 9.0 ADJOURNMENT

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the City of Shoreacres, Texas is a true and correct copy of said Notice and that I posted a copy of said Notice on the bulletin board at City Hall on February 6, 2014 at or before 8:00 p.m., at a place convenient and readily accessible to the general public at all times; to remain so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

DATED THIS 6TH DAY OF FEBRUARY 2014.

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

David K. Stall, CFM, City Administrator / City Secretary



SHOREACRES, TEXAS

The City Council of the City of Shoreacres 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).

**The City Council Chamber is wheelchair accessible and accessible parking spaces are available.**

**Requests for accommodations or interpretive services must be made at least two (2) working days prior to the meeting. Please contact City Office at 281.471.2244 or fax 281.471.8955 for additional information.**

I, the undersigned, do hereby certify that this Notice of Meeting was removed from the City Hall bulletin board at \_\_\_\_\_ AM/PM on \_\_\_\_\_, 2014.

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



## MEETING MINUTES

The City Council of the City of Shoreacres, Texas, met in Special Session on  
**Thursday, January 23, 2014 at 6:00 p.m.**  
in the City Council Chambers of City Hall, 601 Shore Acres Blvd., Shoreacres, Texas  
with the following present constituting a quorum:

Mayor	Matt Webber
Mayor pro tem	Rick Moses
Alderman	Steven Jones
Alderwoman	Nancy J. Schnell
Alderman	Bo Bunker
Alderman	Mike Wheeler

City Administrator / City Secretary     David K. Stall

### 1.0 CALL TO ORDER / ROLL CALL:

The meeting was called to order by Mayor Webber at 6:00 p.m.

### 2.0 BUSINESS

#### 2.1 Introduction of candidates for Chief of Police.

Mayor Webber thanked the candidates for applying and recognized their commitment throughout the process:

Roger Free  
Troy Harrison  
Curtiss Pope

#### 2.2 Deliberation of the appointment and employment of a Chief of Police.

Mayor Webber and council retired to the Tom Coleman Room to hold an executive session to receive and consider information that is confidential and protected from public discussion. *This item was conducted in executive session as authorized by the Texas Government Code section 551.074.*

*The public meeting was recessed at 6:14 p.m.*

*The public meeting was reconvened at 6:39 p.m.*

#### 2.3 Consideration and action to select a candidate for appointment to the position of Shoreacres Chief of Police.

Rick Moses moved to select Troy Harrison as Shoreacres Chief of Police; Seconded by Steven Jones. Motion carried unanimously.

**9.0 ADJOURNMENT.**

The meeting was adjourned at 6:53 p.m.

PASSED AND APPROVED ON THIS 10TH DAY OF FEBRUARY, 2014.

( CITY SEAL )

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Matt Webber, Mayor

ATTEST:

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David K. Stall, CFM  
City Administrator / City Secretary



# *City of Shoreacres*



## **MEETING MINUTES**

The City Council of the City of Shoreacres, Texas, met in Regular Session on  
**Monday, January 27, 2014 at 7:00 p.m.**  
in the City Council Chambers of City Hall, 601 Shore Acres Blvd., Shoreacres, Texas  
with the following present constituting a quorum:

Mayor	Matt Webber
Mayor pro tem	Rick Moses
Alderman	Steven Jones
Alderwoman	Nancy J. Schnell
Alderman	Bo Bunker
Alderman	Mike Wheeler

City Administrator / City Secretary      David K. Stall

### **1.0 CALL TO ORDER / ROLL CALL:**

The meeting was called to order by Mayor Webber at 7:00 p.m.

### **2.0 PLEDGE OF ALLEGIANCE**

### **3.0 SPECIAL PRESENTATION**

3.1 Introduction of the new Shoreacres Chief of Police.

Mayor Webber introduced Troy Harrison as the new Chief of Police.

3.2 Administer Oath of Office: Chief of Police.

Mr. Stall administered the Chief of Police Oath of Office to Troy Harrison

### **4.0 APPROVAL OF MINUTES**

4.1 Regular Council Meeting January 13, 2014.

Rick Moses moved to approve the January 13, 2014 Regular Council Meeting minutes; seconded by Bo Bunker. Motion carried unanimously.

### **5.0 COUNCIL REPORTS & REQUESTS**

5.1 Mayor Webber – Report on meetings attended.

There were no items to report.

### **6.0 PUBLIC HEARINGS & PUBLIC COMMENTS**

6.1 Citizen's Comments:

Mr. Patrick Stanton – 128 Shadylawn: Mr. Stanton suggested a few goals for Council to add to the "Goals and Governance Plan".

Mr. Charles Haist – 122 Meadowlawn: Mr. Haist voiced his concerns regarding coyote sighting on Meadowlawn and vacant lot clean-up. He also suggested the formation of an Oversight Committee to help with the development of our waterfront.

Ms. Darlene Bays – 616 Baywood: Ms. Bays attended an IKE-Dike informational meeting hosted by the City of Morgan's Point and she requested for the city to host the same informational meeting for our citizens. She received responses from the city attorney and the Attorney General's office and would like further clarification.

Ms. Charlotte Wells – 3342 Miramar: Ms. Wells addressed her concerns about the Centennial Gate. She also requested for documentation regarding the FEMA buyout offers.

Mr. Gerry Victor – 3346 Miramar: Mr. Victor responded to Ms. Wells question regarding the FEMA buyout offers: "During the time period after Ike, Mr. Jayo Washington was Mayor; I & Ms. Dolly Arons was Council member. Personally, I have no recollection of any FEMA buyout discussion at any of the council meetings that I had attended. Mr. Washington and Ms. Arons also have no recollection of any buyout offer by FEMA."

## 7.0 ADMINISTRATIVE REPORTS

- 7.1 City Administrator Report: Mr. Stall reported that due to the anticipated bad weather conditions tomorrow: (1) Pre-construction meeting on the water main on Shore Acres Blvd. has been rescheduled to February 11. (2) We might have limited staff but no changes to the city's operating hours. (3) Recycling pick-up will depends on the weather condition. Street and drainage project is progressing as expected. Water plant #1 status: waiting on valve installation and SCADA programming.

Monthly Financial Report:

General Fund	\$ 88,000
Utility Fund	\$ 59,000
Service Deposit	\$ 55,000
TxCDBG	\$ 1,567
TxPool	\$ 854,799
Certificate of Deposit	\$ 249,741
Property tax collected YTD is	\$ 359,650
Sales tax collected is	\$ 3,753

## 8.0 BUSINESS

- 8.1 Consideration and approval of invoices

Nancy Schnell moved to pay our bills; Seconded by Rick Moses. Motion carried unanimously.

- 8.2 Consideration and action to adopt Resolution No. 2014-126 creating a Miramar Shoreline Advisory Group; setting the composition defining the group's purpose and duties.

Rick Moses moved to postpone Item 8.2 to the next council meeting, February 10, 2014; Seconded by Nancy Schnell. Motion carried unanimously.

- 8.3 Consideration and approval of Ordinance No. 2014-155 ordering the City of Shoreacres 2014 City Officers' Election; designating election precincts and polling places; providing for the use of voting machines; appointing election officials; providing for method and dates of early voting; providing for an early voting ballot board; providing for return and canvass of votes of said election; providing for notice; and, providing for filing deadline.

Rick Moses moved to approve Ordinance No. 2014-155; Seconded by Bo Bunker. Motion carried unanimously.

- 8.4 Consideration and approval of Ordinance No. 2014-156 appointing the Election Judge, Alternate Judge, Election Clerks, Early Voting Balloting Board, and Marshal for the May 10, 2014 General Election.

Nancy Schnell moved to approve Ordinance No. 2014-156; Seconded by Rick Moses. Motion carried unanimously.

- 8.5 Consideration and action to adopt Resolution No. 2014-126 approving an interlocal agreement with Harris County Public Health & Environmental Services to provide veterinary public health services to include housing and quarantining of animals and related animal control services; and, authorizing the Mayor to execute such agreement.

We have not yet received the inter-local agreement from the Harris County Public Health & Environmental Services office. Mr. Stall respectfully requested for Item 8.5 to be held over to the next council meeting, February 10, 2014.

- 8.6 Discussion and action to alter the City Administrator's employment contract approved by Resolution No. 2012-100.

Nancy Schnell requested for Item 8.6 to follow Item 8.7. There were no objections.

Nancy Schnell withdraw item 8.6.

- 8.7 Consideration and approval of Ordinance No. 2014-157 amending the City Code to prohibit employment contracts with automatic renewals and to require the termination of existing contracts with automatic renewal terms.

Nancy Schnell moved to approve Ordinance No. 2014-157. The motion died for lack of second.

## 9.0 ADJOURNMENT.

Nancy Schnell moved to adjourn the meeting; Seconded by Mike Wheeler. The meeting was adjourned at 8:14 p.m.

PASSED AND APPROVED ON THIS 10TH DAY OF FEBRUARY, 2014.

( CITY SEAL )

\_\_\_\_\_  
Matt Webber, Mayor

ATTEST:

\_\_\_\_\_  
David K. Stall, CFM  
City Administrator / City Secretary

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## *Shoreacres Police Department*

602 Shore Acres Blvd., Shoreacres, Texas 77571 / 281.307.1950 / Fax: 281.471.8955

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### MEMORANDUM

DATE: February 6, 2014

TO: City Council

FROM: Troy D. Harrison

RE: January monthly report

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Below are the listed calls for service during the month of January, 2014:

Traffic Issue:	5
Residential Alarms:	4
Animal Control:	7
Assist other LEA:	8
Assist Citizen:	6
Burglary:	1
Criminal Mischief:	2
Disturbance:	5
Harassment:	1
Loud Music:	2
Traffic Accident:	5
Found Property:	1
Susp Circumstance:	10
Theft:	1
City Ord Violation:	3
Welfare Concern:	2
 Total Calls for Service:	 63
Citations:	55

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Item 7.3  
02/10/14



# MEMORANDUM

*City of Shoreacres*

601 Shore Acres Blvd., Shoreacres, TX 77571-7262 / 281.471.2244 / 281.471.8955 Fax

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DATE: February 6, 2014

TO: David Stall, City Administrator

CC:

FROM: David Sutton, Public Works Director

REF: Monthly Report (January) 2014

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We purchased 4.8 million gallons of water this month compared to 6.2 million gallons in December.

Public Works installed two 6 inch valves during a night job that will, in the future, assist us in reducing the affected areas during a water outage or repair. The two new valves are located in the 400 block of Fairfield and the 500 block of E. Forest.

Two employees attended water/wastewater classes this month as required by the State for continuing education credits.

**PUBLIC WORKS**  
**Monthly Productivity Report**

**Month : January 2014**

	<b>Total Calls</b>		<b>Total Collected in Cu. Yrds.</b>
<b>***Water/Wastewater***</b>	<b>11</b>	<b>***Solid Waste***</b>	<b>39</b>
Water Repairs	4	Recycling :	39
Meter Changeouts	1	* Paper	11
Backfills (Yard Cleanups)	4	* Plastic	10
Fire Hydrant Repairs	0	* Cardboard	14
Water Taps	1	* Aluminum Cans	3
Water Plant Repairs	0	* Glass	1
Sewer Taps	0	Debris Removal	0
Sewer Point Repairs	0		
Lift Station Repairs	0		
Manhole Repairs	0		
After Hour Repairs	1		

**Repairs**

<b>***Streets and Drainage***</b>		<b>***ROW Maintenance***</b>	
Potholes :	0	Miles Mowed	0
* Concrete Repairs	0	Miles of Ditch Inspected	0
* Asphalt Repairs	0	Culverts Inspected	0
Drainage Cave-in Repairs	0	Hours Mowed	0
<b>***Traffic***</b>	<b>0</b>	<b>***Parks***</b>	
Stop Sign Repairs	0	Cubic Yards of Trash Removed	3
Safety Sign Repairs	0	Park Equipment Repair	0
Public Notification Signs	0	Lighting Repairs	0
Repaired	0		



**RESOLUTION No. 2014-125  
CITY OF SHOREACRES**

A RESOLUTION CREATING THE MIRAMAR SHORELINE RESTORATION AND IMPROVEMENT ADVISORY GROUP (MSRIAG) TO SEEK INPUT FROM THE PUBLIC AND PROVIDE OBJECTIVE STAKEHOLDER CONCERNS, ADVICE AND GUIDANCE TO THE CITY COUNCIL AND THE CIAP PROJECT ENGINEERING FIRM ON ISSUES RELATING TO PROPOSED GALVESTON BAY SHORELINE RESTORATION AND IMPROVEMENTS; SETTING THE COMPOSITION OF THE GROUP; MAKING VARIOUS FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

\* \* \* \*

WHEREAS, the City of Shoreacres has received a Coastal Impact Assistance Program (CIAP) grant to address Galveston Bay coastal erosion along Miramar Park; and,

WHEREAS, there are multiple methods and designs to be considered and selected from to accomplish the goals of this project; and,

WHEREAS, the city council desires full public disclosure and participation in the process of selecting the proposed design; and,

WHEREAS, the city council desires community stakeholders, including residents, park users, recreational pier users, watercraft users of all types, and the public at large to be fully involved in the planning and design selection process;

NOW, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREACRES:

THAT the City Council hereby creates the Miramar Shoreline Restoration And Improvement Advisory Group ("Advisory Group").

Section 1. The Advisory Group is created for the purpose of eliciting input from the public and providing objective stakeholder concerns, advice and guidance to the City Council and the CIAP project engineering firm on issues relating to proposed Galveston Bay shoreline restoration and improvements.

Section 2. The Advisory Group is composed of eight (8) members.

(a) Council hereby approves the appointment of the following five (5) members.

1. Chairman of the Shoreacres Planning & Zoning Commission; or, his/her designee.
2. Chairman of the Shoreacres Parks and Recreation Advisory Board; or, his/her designee.
3. President of the Shoreacres Recreation Association; or, his/her designee.
4. Commodore of the Houston Yacht Club; or, his/her designee.
5. President of the Shoreacres Civic Association; or, his/her designee.

(b) Council shall appoint, on February 10, 2014, three (3) resident members, one from

each of the follow three geographic areas of the city.

1. A resident of the city living east of the center line of Westview Drive.
2. A resident of the city living east of the center line of Old Highway 146 and west of the center line of Westview Drive.
3. A resident of the city living west of the center line of Old Highway 146.

(c) The Advisory Group shall elect a chairman and vice-chairman from its membership.

(d) The Advisory Group shall meet at a minimum six times annually. The chairman shall notify the Advisory Group members and the City Secretary of the next meeting date through written or electronic notice transmitted at least 14 days prior to the meeting date.

(e) All meetings shall be open to the public. Visitors are welcome to attend and listen, and shall be allowed to participate in discussions at the discretion of the chairman.

(f) The chairman shall develop the agenda. Members with items for inclusion on the agenda are encouraged to provide these to the chairman at least two weeks in advance of the meeting. However, any member may propose additional agenda item(s) to be included prior to or at the beginning of a meeting.

(g) The term of Advisory Group and its members shall expire on December 30, 2015.

Section 3. The City Council officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this resolution and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

Section 4. This Resolution is effective immediately following adoption by the City Council and signature by the Mayor.

PASSED AND APPROVED, this 10th day of February, 2014.

CITY OF SHOREACRES

( CITY SEAL )

By: \_\_\_\_\_  
Matt Webber, Mayor

ATTEST:

\_\_\_\_\_  
David K. Stall, CFM  
City Secretary

**RESOLUTION NO. 2014-126  
CITY OF SHOREACRES**



**Item 8.3**  
**02/10/14**

A RESOLUTION APPROVING AN INTERLOCAL AGREEMENT WITH HARRIS COUNTY PUBLIC HEALTH & ENVIRONMENTAL SERVICES TO PROVIDE VETERINARY PUBLIC HEALTH SERVICES TO THE CITY OF SHOREACRES; AUTHORIZING THE MAYOR TO SIGN THE INTERLOCAL AGREEMENT; AND, FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW.

\* \* \* \*

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREACRES:

Section 1. The City Council hereby approves and authorizes the Mayor to sign an interlocal agreement with Harris County Public Health & Environmental Services to provide veterinary public health services to include housing and quarantining of animals and related animal control services; a copy of which is attached hereto.

Section 2. The City Council officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this resolution and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

PASSED AND APPROVED, this 27th day of January, 2014.

CITY OF SHOREACRES

( CITY SEAL )

By: \_\_\_\_\_  
Matt Webber, Mayor

ATTEST:

\_\_\_\_\_  
David K. Stall, CFM  
City Secretary

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# MEMORANDUM



Item 8.4  
02/10/14

*City of Shoreacres*

601 Shore Acres Blvd., Shoreacres, TX 77571-7262 / 281.471.2244 / 281.471.8955 Fax



DATE: February 6, 2014

TO: Mayor & Council

CC:

FROM: David K. Stall, CFM, City Administrator – City Secretary

REF: Open Record Requests

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FILE REFERENCE: M14020602 MC Open Record Requests.docx

As City Secretary I am responsible for responding to open records request as required by state law. Those requests that involve access to computer files (including e-mail) and/or personnel files can only be handled by me.

We routinely receive three or four open record requests every month. The most common requests involve building permit activity and court dockets. Those requests are easily and quickly handled as they do not involve any exempt information.

Recently however, we have seen a significant increase in open record requests. Last month, January 2014, we received eleven requests, most of which involved research, computer files, personnel records, or police reports. These are much more complicated to respond to within the mandated 10-day period. Many require legal review for exceptions and several have required (by state law) a formal request for determination from the Texas Attorney General.

We are authorized to charge 10-cents per page, postage and small additional fees for each request of over 50 pages. We are also authorized to require prepayment or a deposit for requests that have fees of \$40 or more. These small fees do not however cover our real costs and we are prohibited from charging higher fees.

Five of these recent requests, for a single individual, incurred fees of \$26.33 as 168 pages of documents were sent. Those fees were invoiced as the document copies were sent. Yet as of today no payments have been received. Last week two addition requests from the same individual, for a total of 555 pages, were abandoned after our staff work was complete when the requestor failed to pay the required fees or deposits in advance.

Since December 10, 2013, I have received sixteen open record requests from five requestors for production of more than 785 pages of public documents. The impact has been significant. It has required more than 40 hours of my time, which has resulted in other important tasks being placed on hold or delayed. The estimated staff time cost has exceeded \$2,000 in just the last 60-days. Additionally, there are copying and postage costs including many communications that require us to use certified mail.

In addition to staff time and expense we are incurring legal costs for review, consultations and filings that must be made to the Attorney General's Office. For the 30-days ending January 29, 2014, our legal expenses for open record requests have totaled \$5,603.73. Our annual budget for all of the city's legal expenses is \$10,000. As of today, less than halfway through the fiscal year, we have been billed \$12,781.23 for legal services. Half that cost has been incurred to respond to open record requests.

I am bringing this matter to your attention because it is having a substantive impact on routine city staff activities and our ability to get work done and city finances.

If council should conclude that multiple voluminous requests for open records by certain requestors have arguably abused the process, the city can review the Texas Public Information Act and adopt policies/procedures to curb such abuses. Pursuant to Subsection 552.275(a) of the Texas Government Code, the city can establish a reasonable limit on the amount of time that city personnel are required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor, without recovering its costs attributable to that personnel time. Such an action could limit that time to 36 hours in a 12 month period for any individual (excluding those employed by radio, television or print media) after which that individual must pay the full cost of materials, personnel time, and overhead necessary to comply with the request.

**RESOLUTION NO. 2014-127  
CITY OF SHOREACRES**



**Item 8.5**  
**02/10/14**

RESOLUTION OF THE CITY OF SHOREACRES APPROVING AN INVESTMENT POLICY PURSUANT TO THE PUBLIC FUNDS INVESTMENT ACT; AND, CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; AND, FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW.

\* \* \* \*

WHEREAS, the City Council adopted an Investment Policy at its February 28, 2005 meeting in order to comply with the Public Funds Investment Act with respect to the duty of local governments and other governmental entities to adopt investment policies and to define the investments which such public entities may purchase, sell or invest in; and,

WHEREAS, the City Council affirmed the investment policy and strategies set forth therein by resolution approved on February 20, 2013; and,

WHEREAS, the City Council desires to review and approve the Investment Policy and strategies set forth therein in accordance with Section 2256.005(e) of the Public Funds Investment Act;

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

Section 1. The matters and facts recited in the preamble to this Resolution are found to be true and correct and the same are incorporated herein as a part of this Resolution.

Section 2. The Council has reviewed the City's Investment Policy and the strategies set forth therein in accordance with the requirements of Section 2256.005(e) of the Public Funds Investment Act. Upon review, the Council declares that the Investment Policy and strategies attached hereto as Exhibit "A" is hereby approved and adopted.

Section 3. The Council directs that the Investment Policy be utilized as specified by the Council and by the Public Funds Investment Act, as amended.

Section 4. The City Council officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this resolution and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

PASSED AND APPROVED this 10th day of February, 2014.

(CITY SEAL)

\_\_\_\_\_  
Matt Webber, Mayor

ATTEST:

\_\_\_\_\_  
David K. Stall, CFM  
City Secretary

M/2		Yea	Nay	N/V	Absent
<input type="checkbox"/>	M. Webber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	B. Bunker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	S. Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	R. Moses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	N. Schnell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	M. Wheeler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Passed / Failed \_\_\_\_\_

David Stall, City Secretary - Date



**“EXHIBIT A”**

**INVESTMENT POLICY  
CITY OF SHOREACRES, TEXAS**

**I. POLICY STATEMENT**

It is the policy of the City that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City and conforming to all applicable state statutes governing the investment of public funds.

The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. It is the intent of the City to be in complete compliance with local law and the Texas Public Funds Investment Act (the “Act”). The earnings from investment will be used in a manner that best serves the interests of the City.

**II. SCOPE**

This investment policy applies to all the financial assets and funds of the City. The City commingles its funds into one pooled investment fund for investment purposes for efficiency and maximum investment opportunity. These funds are defined in the City's Comprehensive Annual Financial Report (CAFR) and include General Fund, Utility Fund, Water Deposit Fund, and any new funds created by the City unless specifically exempted by the City Council and this policy.

**III. OBJECTIVES AND STRATEGY**

It is the policy of the City that all funds shall be managed and invested with four primary objectives, listed in order of their priority: safety, liquidity, diversification and yield. Investments are to be chosen in a manner which promotes diversity by market sector, credit and maturity. The choice of high-grade government investments and high-grade, money market instruments are designed to assure the marketability of those investments, should liquidity needs arise. To match anticipated cash flow requirements the maximum weighted average maturity of the overall portfolio may not exceed six months.

Safety of Principal

Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Liquidity

The City's investment portfolio will be based on a cash flow analysis of needs and will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated.

Diversification

Diversification of the portfolio will include diversification by maturity and market sector.

Yield

The City's investment portfolio shall be designed with the objective of attaining a market rate of return taking into account the City's risk constraints and the cash flow needs of the portfolio. “Market rate of return” may be defined as the average yield of the current six month U.S. Treasury Bill.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. The City shall maintain a comprehensive cash management program which includes

collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms and the management of banking services.

#### **IV. LEGAL LIMITATIONS, RESPONSIBILITIES AND AUTHORITY**

Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act"). The Act is attached as Exhibit A. The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits. All investments will be made in accordance with these statutes.

#### **V. DELEGATION OF INVESTMENT AUTHORITY**

The Mayor, acting on behalf of the City, is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. The Mayor is also responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff. The Investment Officer shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer is not available.

No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and the procedures established.

The Mayor will also serve as the designated officer for dealing with depository institutions.

#### **VI. PRUDENCE**

The standard of prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, 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 their capital as well as the expected income to be derived."

##### Limitation of Personal Liability

The Investment Officer and those delegated investment authority under this Policy, when acting in accordance with the written procedures and this Policy and in accord with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

#### **VII. INTERNAL CONTROLS**

The Investment Officer shall establish a system of written internal controls which will be reviewed annually with the independent auditor of the City. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the City.

## **VIII. AUTHORIZED INVESTMENTS**

Acceptable investments under this policy shall be limited to the instruments listed below and as further described by the Public Funds Investment Act.

- A. Obligations of the United States Government, its agencies and instrumentalities, and government sponsoring enterprises, not to exceed two years to stated maturity, excluding collateralized mortgage obligations (CMOs);
- B. Fully insured or collateralized certificates of deposit from a bank doing business in the State of Texas and under the terms of a written depository agreement with that bank, not to exceed two years to stated maturity;
- C. No-load, SEC registered money market funds, each approved specifically before use by the City.
- D. Constant dollar Texas Local Government Investment Pools as defined by Public Funds Investment Act; and,

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the City until this policy has been amended and the amended version approved by the City Council.

### Competitive Bidding Requirement

All securities, including certificates of deposits, will be purchased or sold after three (3) offers/bids are taken to verify that the City is receiving fair market value/price for the investment.

### Delivery versus Payment

All security transactions, including collateral for repurchase agreements, entered into by the City, shall be conducted on a delivery versus payment (DVP) basis.

## **IX. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

All investments made by the City will be made through either the City's banking services bank or a primary dealer. A list of at least three broker/dealers will be maintained in order to assure competitive bidding.

Securities broker/dealer must meet certain criteria as determined by the Investment Officer. The following criteria must be met by those firms on the list:

- provision of an audited financial statement each year,
- proof of certification by the National Association of Securities Dealers (NASD) and provision of CRD number,
- proof of current registration with the State Securities Commission, and
- completion of a City questionnaire.

Every broker/dealer and bank with which the City transacts business will be provided a copy of this Investment Policy to assure that they are familiar with the goals and objectives of the investment program. A representative of the firm will be required to return a signed certification stating that the Policy has been received and reviewed and that controls are in place to assure that only authorized securities are sold to the City.

## **X. DIVERSIFICATION AND MATURITY LIMITATIONS**

It is the policy of the City to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

Security Type	Max % of Portfolio
U.S. Treasury obligations	100%
U.S. Government agencies and instrumentalities	not to exceed 50%
Fully insured or collateralized CDs	not to exceed 50%
Money market funds	100%
Bond funds	80%
Local Government Investment Pools or Liquidity Pools	100%
Maximum percent ownership of pool	not to exceed 20%
For Bond Funds	not authorized

The Investment Officer shall be required to diversify maturities. The Investment Officer, to the extent possible, will attempt to match investment with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to specific requirements, the Investment Officer may not invest more than 20% of the portfolio for a period greater than one (1) year. Unless matched to specific requirements, the Investment Officer may not invest any portion of the portfolio for a period greater than two (2) years.

#### **XI. SAFEKEEPING AND COLLATERALIZATION**

The laws of the state and prudent treasury management require that all purchased securities be bought on a delivery versus payment basis and be held in safekeeping by either the City, and independent third party financial institution, or the City's designated Banking services depository.

All safekeeping arrangements shall be designated by the Investment Officer and an agreement of the terms executed in writing. The third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, maturity, cusip number, and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for the City or pledged to the City.

All securities pledged to the City for certificates of deposit or demand deposits shall be held by an independent third party bank doing business in Texas. The safekeeping bank may not be within the same holding company as the bank from which the securities are pledged.

Collateralization on time and demand deposits over the FDIC insurance coverage of \$100,000 is required. In order to anticipate market changes and provide a level of additional security for all funds, the collateralization level required will be 102% of the market value of the principal and accrued interest. Collateral will be held by an independent third party safekeeping agent.

#### **XII. PERFORMANCE EVALUATION AND REPORTING**

The Investment Officer shall submit quarterly reports to the City Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program and consistent with statutory requirements. All reports shall be in compliance with the Act. Market prices for market evaluations will be obtained from an independent source.

#### **XIII. DEPOSITORIES**

The City will designate one banking institution through competitive process as its central banking service provider at least every five years. This institution will be used for normal banking services including disbursements, collections, and safekeeping of securities. Other banking institutions from which the City may purchase certificates of deposit will also be designated as a depository after they provide their latest audited financial statements to the City. The City may select a banking institution outside the City of Shoreacres.



**XIV. INVESTMENT POLICY ADOPTION BY CITY COUNCIL**

The City's Investment Policy shall be reviewed and adopted annually by City Council. A written resolution approving that review and changes to the policy will be passed and recorded by the City Council.

ADOPTED AND APPROVED THIS 10TH DAY OF FEBRUARY, 2014.

( CITY SEAL )

\_\_\_\_\_  
Matt Webber, Mayor

ATTEST:

\_\_\_\_\_  
David K. Stall, CFM  
City Administrator / City Secretary

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**RESOLUTION No. 2014-128  
CITY OF SHOREACRES**

RESOLUTION OF THE CITY OF SHOREACRES AMENDING AUTHORIZED REPRESENTATIVES TO SIGN ON ACCOUNTS AND REPRESENT THE CITY IN TRANSACTING BUSINESS WITH WELLS FARGO BANK; MAKING VARIOUS FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

\* \* \* \*

WHEREAS, Wells Fargo Bank is the depository bank for the City of Shoreacres; and,

WHEREAS, changes in officers require the City to amend the names of representatives authorized to sign on accounts and otherwise represent the City in transacting business with Wells Fargo Bank;

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

Section 1. The matters and facts recited in the preamble to this Resolution are found to be true and correct and the same are incorporated herein as a part of this Resolution.

Section 2. The individuals listed herein are hereby authorized to sign on accounts and otherwise represent the City in transacting business with Wells Fargo Bank subject to limitations that may be established by City banking, depository, investment or financial policies:

- (a) David K. Stall, City Administrator
- (b) Matt Webber, Mayor
- (c) Rick Moses, Mayor pro tem
- (d) Troy Harrison, Chief of Police

Section 3. The Council directs City staff to promptly notify Wells Fargo Bank of the amended names of representatives, execute signature cards and take any additional action necessary to effect the amendment as set forth herein.

The City Council officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this resolution and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED, this 10th day of February, 2014.

CITY OF SHOREACRES

( CITY SEAL )

By: \_\_\_\_\_  
Matt Webber, Mayor

ATTEST:

\_\_\_\_\_  
David K. Stall, CFM, City Secretary

M/2		Yea	Nay	N/V	Absent
<input type="checkbox"/>	M. Webber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	B. Bunker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	S. Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	R. Moses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	N. Schnell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	M. Wheeler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Passed / Failed \_\_\_\_\_  
David Stall, City Secretary - Date

**RESOLUTION No. 2012-94  
CITY OF SHOREACRES**



**Item 8.7  
02/10/14**

A RESOLUTION ADOPTING A 2012 GOALS & GOVERNANCE PLAN; MAKING VARIOUS FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

\* \* \* \* \*

WHEREAS, city council met in a facilitated workshop session June 4, 2012 to receive information and discuss municipal governance; and,

WHEREAS, city council met in a facilitated workshop session June 14, 2012 to discuss goals, objectives, municipal planning and strategies; and,

WHEREAS, through this process the city council has developed a leadership and communication philosophies; and,

WHEREAS, city council has identified city council and staff expectations as well as areas of emphasis;

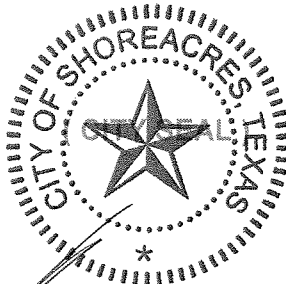
NOW, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREACRES:

THAT the City Council hereby adopts the attached 2012 Goals & Governance Plan; commits to adhere to the philosophies set out therein; agrees to work with each other and staff to meet expectations set out therein; and, directs staff to make every effort to implement the plan and meet the goals set out therein.

The City Council officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this resolution and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED, this 23rd day of July, 2012.



ATTEST:

\_\_\_\_\_  
David K. Stall, CFM, City Secretary

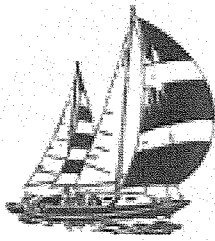
CITY OF SHOREACRES

By:

\_\_\_\_\_  
Dolly Arons, Mayor

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*City of Shoreacres*

601 Shoreacres Blvd, Shoreacres, Texas 77571



Item 8.7  
02/10/14

# **2012 Goals & Governance Plan**

**Council/Staff Planning Retreat  
June 14, 2012**

**Adopted  
July 23, 2012**

**Prepared and Facilitated  
By**



**Ron Cox Consulting**

**Helping Cities  
Manage Better**



**City of Shoreacres**  
**City Council**  
**Leadership Philosophy**

**The City Council of the City of Shoreacres will lead by/with...**

- Listening first and validating the information received
- Utilizing the resources (strengths) around us
- Honestly
- Being responsive
- In a non-judgmental manner
- Collectively through collaboration
- Decisively
- Acceptance and respecting the persons and the decisions
- Personal sacrifice



**City of Shoreacres**  
**City Council**  
**Communication Philosophy**

**The City Council of the City of Shoreacres will communicate...**

- Honest opinions
- Clearly
- Balancing goals with keeping the collective good in mind
- Soliciting feedback from others
- Professionally with civil decorum
- Respectfully
- Lawfully

# **City of Shoreacres**

## **City Council and Staff**

### **Expectations**

#### **Council expects staff to...**

- Be responsive
- Communicate well on issues and events
- Be proactive
- Function to the best of their ability
- Have and request the proper tools
- Justify request for resources
- Keep up to date on laws and rules
- Ask questions
- Understand their work expectations and responsibilities

# **City of Shoreacres**

## **City Council and Staff**

### **Expectations**

**Staff expects Council to (as defined by Council themselves)...**

- Be realistic in expectations given time and money available to staff
- Develop SMART objectives – specific, measurable, achievable, realistic, timely
- Accomplish the tasks assigned
- Appreciate the staff
- Fair compensation
- Be prepared
- Provide the tools to do their job
- Engage the matter without delay (don't wait)
- Own the decision (good or bad)

# **Area of Emphasis**

## **Communication**

### **Strategies**

- Develop a communication systems for citizens and area marketing opportunities
  - Prepare a “State of the City” report by the Mayor for distribution to citizens and other interested parties
  - Prepare and provide a Power Point presentation to assist in the marketing efforts of the city
  - Prepare “talking points” for Mayor and Council members to be able to respond to issues uniformly across the city including a list of improvements recently undertaken
  - Educate and provide tours to realtors on benefits of and opportunities with the city
  - Promote the Houston Yacht Club as an amenity within the city and as location for marketing the availability of lots within the city
  - Develop information on cost of living in Shoreacres compared to other cities in area
  - Do termite education (acknowledging the specific type termite issue they have)

## **Area of Emphasis**

### **Intergovernmental Cooperation**

#### **Strategies**

- Continue working with the Port of Houston on sound and noise reduction issues

## **Area of Emphasis**

### **Finance**

#### **Strategies**

- Seek opportunities with the city's grant writer to increase revenue sources for projects and programs
- Utilize all resources to seek grant funding as revenue source for funding the CIP

## **Area of Emphasis**

### **Emergency Management**

#### **Strategies**

- Improve the Community Rating System (CRS) to improve homeowner and business insurance rates

# **Area of Emphasis**

## **Public Works**

### **Strategies**

- Educate and inform the public regarding issues related to mosquito control and eradication
- Develop a more comprehensive drainage ditch maintenance (mowing) program, possibly utilizing contract labor
- Identify and plan a more comprehensive Capital Improvements Program (CIP) for utility and street and other public works improvements.
- Review the current street light placement program and work with the utility provider to determine implementation options
- Develop a business plan for public works to better identify time management and work load issues to determine needs for additional manpower or outside services
- Explore and report contract opportunities for mosquito control

## **Area of Emphasis**

### **Code Enforcement**

#### **Strategies**

- Develop strategies for a stricter and more comprehensive code enforcement program
- Develop a CARE program

## **Area of Emphasis**

### **Planning**

#### **Strategies**

- Identify and pursue opportunities for additional cell phone tower locations within or immediately outside the city to improve overall coverage for citizens
- Identify and develop incentives to encourage new construction, including review of tap fee policy and building permit fee policy
- Develop a marketing strategy to encourage construction and purchasing of houses within the city in the current vacant lots available including providing a map of available lots, discussion with realtors of opportunities and identifying best practices from other cities in similar situations

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