

**CITY OF FREDERICKSBURG
CITY COUNCIL MEETING**

MONDAY, OCTOBER 6, 2014 ~ 6:00 p.m.

Law Enforcement Center ~ 1601 East Main Street

Linda Langerhans, Mayor
Graham Pearson, Council Member
Jerry Luckenbach, Council Member

Gary Neffendorf, Council Member
Bobby Watson, Council Member
Kent Myers, City Manager

(REQUEST ALL PAGERS AND PHONES BE TURNED OFF, EXCEPT EMERGENCY ON-CALL PERSONNEL.)

A G E N D A

CALL TO ORDER

Page Ref

PLEDGE OF ALLEGIANCE.

1. **6:00 PM - 7:00 PM: EXECUTIVE SESSION** - 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).

A. Executive Session - Consultation with Attorney - Charter Amendment Lawsuit.
2. **ORDINANCES - RESOLUTIONS - ACTION ITEMS**
 - A. Consider Ordinance for Emergency Services Cost Recovery. 1-10
 - B. Consider Ordinance for New Fees for Banners. 11-14
 - C. Consider Resolution for Lease Purchase Financing. 15-16
 - D. Consider Resolution Amending Authorized Representatives for Tex Pool Accounts. 17-19
3. **CITY MANAGER'S REPORT**
 - A. Oktoberfest
 - B. City/County Dispatch Center
 - C. City Employee Recognitions
4. **ITEMS FOR FUTURE AGENDA**
5. **PUBLIC COMMENTS** - This time is for citizens to address the City Council on issues and items of concern not on this agenda. There will be no City Council action at this time.
6. **COUNCIL COMMENTS** - No discussion or action may take place.
7. **ADJOURN**



MEMORANDUM

DATE: September 30, 2014

TO: City Council

FROM: Director of Emergency Services

SUBJECT: Emergency Services Cost Recovery Ordinance

Summary:

During FY 2015 Budget meetings a proposal was presented to Council to collect certain fees for Fire Department responses. This Firehouse Recovery program will utilize currently licensed software to bill the insurance companies of the people at fault for vehicle accidents, fires, etc. for services the Fire Department renders during emergencies. The Council approved the proposal and added \$20,000 in revenues to the FY 2015 budget from anticipated collections. In order to put the program into practice the Council required an ordinance to formalize the collection program. The attached Emergency Services Cost Recovery Ordinance fulfills that requirement.

Recommendation:

Council approve the Emergency Services Cost Recovery Ordinance and authorize the Fire Department to start billing for services rendered effective with the signing of the ordinance.

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The City of Fredericksburg

Background / Analysis:

Currently the Fire Department does not collect any fees for services rendered during and emergency. The Fire Department has a software license with Firehouse. One of the capabilities of this software is to automatically bill the insurance company of the party at fault with information input into reports completed by Fire Department personnel. The only additional requirement for the firefighters completing the reports is to get the insurance information from parties at the scene of the accident or fire, just as law enforcement personnel currently do. Once their reports are filed the software will initiate the billing through Firehouse.

Firehouse currently collects 70% of all incidents billed from insurance companies. The collection efforts result in collecting 75% of the total amount billed. Of the amount collected Firehouse will keep 25% as their commission. Fees for service are included in the ordinance but on an average Fire Departments receive \$500 per motor vehicle accident. Fees listed in the ordinance are based on national averages. There are over 50 departments currently utilizing the Firehouse recovery program in the State of Texas.

Billing is direct to the at-fault person's insurance company and not to the individual at fault. The billing has no adverse effect on insurance premiums, the only effect is on the total amount claimed for the accident. Insurance policies have Fire Department Expenses built in to their coverage. Incidents which can be billed for services rendered under this program are only those involving insurance claims.



The City of Fredericksburg

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FREDERICKSBURG, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF FREDERICKSBURG SPECIFICALLY TO ADD CHAPTER 11 EMERGENCY MANAGEMENT AND SERVICES ARTICLE V EMERGENCY SERVICES COST RECOVERY SECTIONS 11-102 THROUGH 11-104 AND AMENDING APPENDIX A FEE SCHEDULE TO ADD ARTICLE 27 ADOPTING FEES; PROVIDING FOR ENFORCEMENT, SEVERABILITY; REPALER; AND AN EFFECTIVE DATE.

WHEREAS, the emergency services response activity to incidents continues to increase each year; and

WHEREAS Environmental Protection and Homeland Security requirements and regulations involving the use of specific equipment and response protocols continue to increase, creating additional demands on the operations of the emergency response services of the City; and

WHEREAS, the Fredericksburg Fire Department and Emergency Services Departments have investigated different methods to maintain a high level of quality of emergency and non-emergency service capability and has recommended a system of cost recovery to the City Council in order to better achieve such goal and to aid in minimizing the impact on the City of Fredericksburg budget; and

WHEREAS, the City Fredericksburg, City Council desires to implement the said recommendations;

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

That Chapter 11 EMERGENCY MANAGEMENT AND SERVICES ARTICLE V EMERGENCY SERVICES COST RECOVERY SECTIONS 11-102 through 11-104 and the fees set forth in Appendix A Fee Schedule, Article 27 EMERGENCY SERVICES COST RECOVERY FEES all of the Code of Ordinances of the City of Fredericksburg be and are hereby adopted as follows:

ARTICLE V. EMERGENCY SERVICES COST RECOVERY

Sec. 11-102 Fee Collection Authorized

(a) The owner or occupant of a structure, vehicle, or property to which the fire department or other department of the City provides fire suppression, emergency

management services, vehicle extrication, hazardous material mitigation, or other fire department services, (collectively referred to in this article as "Emergency Response Services") or any person or entity causing the need for the fire or emergency services department to respond and/or provide any emergency response service (the "Responsible Party") shall pay the cost of such service, which shall include both the base response fees (which may be imposed by other provisions of the Code of Ordinances of the City of Fredericksburg) and the Cost Recovery Fees. Cost Recovery Fees are set forth in the Appendix A of this Code of Ordinances and are hereby found to not exceed the City's actual expense in providing such emergency response services. The fees enacted herein apply to any services rendered by any City of Fredericksburg department to whatever property or person, whether within the City of Fredericksburg, Gillespie County or if requested by any other entity, or if supplied by the City pursuant to any interlocal cooperation agreement.

(b) Within thirty (30) days of the date of providing Emergency Response Services, the Director of Emergency Services or his or her designee shall submit an invoice for all costs, fees, charges and expenses related to the provisions of such services to the owner, occupant, or other responsible party or their designated agent, representatives and insurance companies. All such bills are to be paid within sixty (60) days of the receipt thereof.

(c) In addition to the cost of service described in subsection (a) above, any bills, fines or penalties, including but not limited to clean up costs, fees or expenses, that are incurred by the City or any State or Federal agencies and which are related to the same situation or occurrences shall be charged and billed separately and due as provided in subsection (b) above.

(d) The fees provided for herein are in addition to other fees imposed by the City in any other ordinance, and specifically are in addition to ambulance and other fees charged by the Emergency Medical Services Department of the City.

Sec. 11-103 Cost Recovery Fee Schedule

The cost recovery fees will be collected in the amounts set forth in the found in Appendix A of this code.

Sec. 11-104 Enforcement

The city may enforce the provisions of this article by civil actions in a court of competent jurisdiction for the collection of any amounts due hereunder, plus attorney fees, costs and expenses and any other relief that may be appropriate.

APPENDIX A FEE SCHEDULE

ARTICLE 27.000. EMERGENCY SERVICES COST RECOVERY FEES

Cost Recovery Fees are based on a per hour cost, unless otherwise noted, and will be determined on the descriptions below. The Director of Emergency Services or his or her designee shall determine the levels of service and total charge based upon the following. Not all services listed in each level must be provided for that level of billing to apply. Further, Cost Recovery Rates are average billing levels, and are typical for the incident responses listed, however, the Director of Emergency Services shall determine actual services provided and may adjust the Cost Recovery Rates based on the actual services provided. These rates become effective on October , 2014.

(a) Motor vehicle incidents

Level 1 - \$435.00 Stabilization

Hazardous materials assessment and scene stabilization is provided. This will be the most common billing level. This applies in most cases when the fire department responds to an accident/incident.

Level 2 - \$495.00 Common materials or hazardous fluids

Includes Level 1 services as well as clean up and material used (sorbents) for clean-up and disposal of common hazardous fluid such as gasoline and diesel or common materials such as cargo spills. Billing will be at this level if the City has to clean up, or becomes liable for the costs to clean up, any gasoline or other automotive fluids that are spilled as a result of the accident/incident.

Level 3 - \$605.00 Fire Suppression

Scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and cleaning up of gasoline or other automotive fluids that are spilled as a result of the accident/incident are provided.

Level 4 - \$1,800.00 Rescue of person

Includes Level 1 & 2 services as well as extrication (heavy rescue tools, ropes, airbags, cribbing etc.). The City will bill at this level if the fire department has to free/remove anyone from the vehicle(s) using any equipment. The City will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. Billing at this level will occur only if equipment is deployed.

Level 5 - \$2,200.00 Multi engine, mutual aid helicopter per transport trip

Includes Levels 1, 2, & 4 services as well as Air Care (multi-engine company response, mutual aid, helicopter). The City will bill at this level any time a helicopter is utilized to transport the patient(s).

Level 6- Extraordinary events

Itemized Response: Billing for each incident which does not fit the above billing levels will be as an independent event with custom Cost Recovery Rates. Billing will use itemized rates deemed usual, customary and reasonable for each apparatus and personnel, plus products and equipment used.

(b) **HAZARDOUS MATERIALS** The following Cost Recovery Rates will apply for clean-up and disposal of un-common hazardous fluid or materials which require specialized services from outside sources.

Level 1 - \$700.00 Basic response

Services are provided such as engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

Level 2 - \$2,500.00 Intermediate response

Services provided which include engine response, first responder assignment, hazmat certified team, provision of appropriate equipment, perimeter establishment, evacuations, set-up and command, as well as any of: level A or B suit donning, breathing air, detection equipment and set-up and removal of decontamination area.

Level 3 – \$5,900.00 Advanced response for a 3 hour on-scene period

Services provided which include engine response, first responder assignment, hazmat certified team, provision of appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, level A or B suit donning, breathing air, detection equipment, robot deployment. Set-up and removal of decontamination area as well as any of: recovery and identification of material, disposal and environment clean up, including any disposal charges for material and contaminated equipment and mitigation material used at scene. Each additional hour will be billed at \$300.00 per HAZMAT team.

(c) PIPELINE INCIDENTS / POWER LINE INCIDENTS

This billing level includes, but is not limited to: oil, gas, sewer, septic and water pipelines.

Level 1 - \$400.00 Basic response

Services provided include engine response, first responder assignment, appropriate equipment, perimeter establishment, evacuations, first responder set-up and command and inspection when damage or breakage is not found.

Level 2 - \$1,000.00 Intermediate response

Services provided include engine response, first responder assignment, provision of appropriate equipment, perimeter establishment, evacuations, first responder set-up and command as well as any of: HAZMAT team, level A or B suit donning, breathing air, detection equipment, and the supervision and/or assistance in pipeline repair.

Level 3 – Itemized response

Billing for each incident which does not fit the above billing levels will be as an independent event with custom Cost Recovery Rates. Billing will use itemized rates deemed usual, customary and reasonable for each apparatus and personnel, plus products and equipment used. Services provided include engine response, first responder assignment, provision of appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, HAZMAT team, Level A or B suit donning, breathing air and detection equipment, as well as any of: Supervise and/or assist pipeline repair of intermediate to major pipeline damage, set-up and removal of decontamination center, detection, recovery and identification of material, disposal and environment clean up.

(d) POST FIRE INVESTIGATION

Fire Investigation Team - \$275.00 per hour.

Services provided Include any of:

- Scene Safety
- Investigation
- Source Identification
- K-9/Arson Dog Unit
- Identification Equipment
- Mobile Detection Unit
- Fire Report

The claim begins when the Fire Investigator responds to the incident and is billed for logged time only.

(e) **FIRES**

**Level 1-Basic response- Assignment - \$400.00 per hour, per fire engine/
\$500.00 per hour, per other rescue truck**

Services provided Include:

- Scene Safety
- Investigation during incident
- Fire / Hazard Control

This will be the most common billing level applied every time the fire department responds to an incident. House fires, grass fires are examples of Basic response.

Level 2- Severe response; itemized billing

Billing for each incident which does not fit the above billing level will be as an independent event with custom Cost Recovery Rates. Billing will use itemized rates deemed usual, customary and reasonable for each apparatus and the pay rates of personnel, plus products and equipment used.

(f) **ILLEGAL FIRES**

Assignment - \$400.00 per hour, per fire engine / \$500.00 per hour, per other rescue truck

When a fire is started by any person or persons contrary to permits, regulations or controls established by local or state rules, provisions or ordinances such person or persons will be liable for any fire department response at a cost for the actual expenses incurred by the fire department or other responding departments to respond and contain the fire. The actual expenses will include direct labor at the rates of pay for personnel, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

(g) **WATER RESCUE**

Level 1- Basic Response - \$400 per hour plus \$50 per hour for each rescue person.

Services provided include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control).

This will be the most common billing level applied every time the fire department responds to an incident.

Level 2- Intermediate Response - \$800 per hour plus \$50 per hour for each rescue person.

Services provided include Level 1 services as well as any of: clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

Level 3- Advanced Response- \$2,000 per hour plus \$50 per hour per rescue person, plus \$100 per hour per HAZMAT team member

includes Level 1 and Level 2 services as well as any of: D.A.R.T. activation, donning breathing apparatus, use of detection equipment, set up or removal of decontamination center, recovery and identification of material, disposal and environment clean up, including any disposal charges for material and contaminated equipment and mitigation material used at scene..

Level 4 - Severe response; itemized billing

Billing for each incident which does not fit the above billing levels will be as an independent event with custom Cost Recovery Rates. Billing will use itemized rates deemed usual, customary and reasonable for each apparatus and the pay rates of personnel, plus products and equipment used.

(h) BACK COUNTRY, WATER OR SPECIAL RESCUE

Itemized Response- \$400 plus \$50 per rescue person plus \$400 per hour for each additional response vehicle more than one.

J: MISCELLANEOUS- these rates apply in all cases not covered above

Fire Engine billed at \$400 per hour.

Rescue Truck billed at \$500 per hour.

Miscellaneous equipment billed at \$300.

-----End of Code Text-----

SEVERABILITY OR INVALIDITY

If any provision of this ordinance or the application hereof to any person or circumstance is held invalid, or in any exception to or limitation upon any provision contained herein be held to be unconstitutional, invalid or ineffective, such invalidity shall not affect other provisions or applications of the ordinance which

can be given effect, and to this end, the provisions of this ordinance are declared to be severable.

REPEALER

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

DEFINITIONS Words and phrases used in this chapter shall have the meanings set forth in this section. Terms that are not defined below, but are defined elsewhere in the Code of Ordinances, shall be given the meanings set forth therein. Words and phrases not defined in the Code of Ordinances shall be given their common, ordinary meaning unless the context clearly requires otherwise. When not inconsistent with the context, words used in the present tense shall include the future tense; words in the plural number shall include the singular number (and vice versa); and words in the masculine gender shall include the feminine gender (and vice versa). Headings and captions are for reference purposes only.

PASSED AND APPROVED this the _____ day of October, 2014.

Linda Langerhans, Mayor

City of Fredericksburg, Texas

ATTEST:

Shelley Britton, City Secretary

APPROVED:

Pat McGowan, City Attorney



CITY COUNCIL MEMO

DATE: October 6, 2014

TO: Mayor and City Council

FROM: Kent Myers, City Manager

SUBJECT: Banner Fees

Summary:

We have been getting more and more requests for the registration and installation of street banners and we are not currently covering our costs for these services.

Recommendation:

As discussed during our recent budget work sessions, it is recommended that our banner fees be increased from \$50 to \$100 for non-profit organizations and from \$100 to \$200 for for-profit organizations.

Background / Analysis:

In the past year, we had a total of 75 requests for the installation of street banners. At our current rates of \$50 for non-profit organizations and \$100 for for-profit organizations, this generated a total of \$10,400 in fee revenues for the City. During this same time, we experienced costs of \$8,423 for Annette's services and \$13,291 for services provided by our Electric Division for a total cost to the City

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of \$21,714. It has been a number of years since we adjusted these fees and the proposed adjustment will provide almost a full cost recovery for the City.

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The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861

ORDINANCE NO. _____

AN ORDINANCE AMENDING APPENDIX A FEE SCHEDULE ARTICLE 5.100 FEES FOR BUILDING PERMITS OF THE CODE OF ORDINANCES OF THE CITY OF FREDERICKSBURG TO SET OUT FEES FOR THE ERECTION OF BANNERS BY THE CITY, ESTABLISHING AN EFFECTIVE DATE, REPEALING INCONSISTENT PROVISIONS, AND PROVIDING FOR PARTIAL INVALIDITY

WHEREAS, The City Council of the City of Fredericksburg has determined that the City 's fees to erect banners should be increased to reflect the City's actual cost to erect such banners, and that Appendix A of the Code of Ordinances of the City should be amended to reflect such increased costs as the same are set forth below; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FREDERICKSBURG, TEXAS THAT THE FOLLOWING ORDINANCE BE AND IS HEREBY ENACTED AND THAT APPENDIX A FEE SCHEDULE ARTICLE 5.100 FEES FOR BUILDING PERMITS OF THE CODE OF ORDINANCES OF THE CITY OF FREDERICKSBURG BE AMENDED TO AMEND AND ADD SUBSECTION (j) (1) and (2) AS FOLLOWS:

APPENDIX A

Sec. 5.100. - Fees for Building Permits

(j) Temporary signs

(1) Banners or Temporary Signs: Five dollars (\$5.00).

(2) Over-street or other Banners to be erected by the City: Signs for Civic Use (generally non-profit organizations): One hundred dollars (\$100.00); Other (generally for-profit organizations): Two hundred dollars (\$200.00). No additional permit fee is required.

The remainder of Section 5.100 shall remain as written.

-----End of Code Text-----

Severability / Invalidity.

If any provision of this ordinance or the application hereof to any person or

circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without defeating the purpose or objective of the provisions, and to this end, the provisions of this ordinance are declared to be severable.

Repealer

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Penalties

Penalties provided for in the Code Ordinances of the city of Fredericksburg shall apply to violations hereof.

The rates provided for herein shall become effective on October 7, 2014.

PASSED AND APPROVED this the 6th day of October, 2014.

Linda Langerhans, Mayor
City of Fredericksburg

ATTEST:

Shelley Britton, City Secretary

APPROVED AS TO FORM:

Pat McGowan, City Attorney



CITY COUNCIL MEMO

DATE: October 1, 2014

TO: Mayor and City Council

FROM: Laura Hollenbeak, Interim Director of Finance

SUBJECT: Lease Purchase Financing for Acquisition of Equipment

Summary:

The 2015 adopted City Budget approved funding for lease purchase payments for the acquisition of equipment including 700 MHz radios for the Police, Fire, and EMS, a Pickup for the Fire Marshal, an Oil Distributor Truck for the Street Department, and a Backhoe for the Water Department.

Cumulatively, the equipment cost will be approximately \$32,600 under the projected amount. The purchase price of \$595,130 will be financed. The financing proposals are due Friday, October 3, 2014. As part of the lease documentation, the City Council must adopt a Resolution authorizing the Personal Property Lease Agreement with the Financing Institution and also the designation of the lease as a Qualified Tax Exempt Obligation. In order for the lease to qualify as a tax-exempt obligation the City must reasonably expect not to issue more than \$10 million of tax-exempt obligations during FY 2015.

Furthermore, the adoption of this resolution will give authorization to the City Manager to execute all documents related to this lease agreement.

Recommendation:

Staff will make a recommendation to the Council after reviewing the proposals.

Background / Analysis:

The City submitted a Request for Proposal for the Lease Purchase Financing to 10 Financial Institutions.

**The City of Fredericksburg is seeking quotes for
the lease/purchase financing for the following equipment.**

QUOTE NO. FIN-2015-01



Quote Requested By: The City of Fredericksburg, Texas

<u>Equipment Description:</u>	<u>Qty</u>	<u>Cost Each</u>	<u>Actual Cost</u>	<u>Budgeted</u>
<u>Police Dept</u>				
35 - XG75 P25 700 MHz Portable Radios	35	\$2,681	\$93,835	
10 - M7300 P25 700 MHz Mobile Radios	10	\$3,628	36,280	
10 - M7300 P25 700 MHz Mobile Radios Installation	10	\$36	360	
23 - Unity P25, 700/800/VHF Mobile Radios	23	\$4,779	109,917	
23 - Unity P25, 700/800/VHF Mobile Radios -Installation	23	\$100	2,300	
			\$242,692	\$254,600
<u>Fire Dept</u>				
Fire Marshal Pickup	1	\$33,600	\$33,600	\$40,000
700 Radios - Harris Unity XG-100	3	\$4,500	\$13,500	
700 Radios - Motorola XTL 1500	3	\$3,400	\$10,200	\$26,100
			\$57,300	\$66,100
<u>Street Dept</u>				
1 - Oil Distributor Truck	1	\$156,100	\$156,100	\$150,000
<u>Water Dept</u>				
1 - Backhoe	1	\$107,100	\$107,100	\$125,000
<u>Emergency Medical Services (EMS)</u>				
3 - XG75 P25 700 MHz Portable Radios	3	\$2,681	\$8,043	
5 - Unity P25, 700/800/VHF Mobile Radios	5	\$4,779	\$23,895	
			\$31,938	\$32,000
Total Amount to be Financed			\$595,130	\$627,700

The City will make a total of three annual payments beginning 11/15/2014.
Payments will be made on November 15 of each year.

	<u>Totals</u>	<u>Police</u>	<u>Fire</u>	<u>Street</u>	<u>Water</u>	<u>EMS</u>
Term (Number of Years):	3					
Total Cost of Equipment:	\$595,130	\$242,692	\$57,300	\$156,100	\$107,100	\$31,938
Trade-in	\$0	\$0	\$0	\$0	\$0	\$0
Amount to be Financed:	\$595,130	\$242,692	\$57,300	\$156,100	\$107,100	\$31,938

Estimated Delivery Date:

Payment Mode: Annually
in Equal
Installments

Payments per Year: 1

Interest Rate: _____

Payment Amount: _____

Total of Payments: _____

Initial Annual Payment Due : 11/15/2014

Note: Please return this form by fax to the attention of Laura Hollenbeak, Finance Director at 830 990-2048. Include any paperwork you would require the City of Fredericksburg to complete by e-mail to lhollenbeak@fbgtx.org so we may start gathering the necessary information. Separate amortization schedules are required for the Police, Fire, Street, Water and EMS portion of the financing. Thank you for your interest in financing this equipment.

Name of Bidder _____

Address of Bidder _____

By _____ Title _____

Telephone _____ FAX _____

Signature _____

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CITY COUNCIL MEMO

DATE: October 6, 2014

TO: Mayor and City Council

FROM: Laura Hollenbeak, Interim Director of Finance

SUBJECT: Resolution Amending Authorized Representatives

Summary:

Due to the recent retirement of Brad Kott, his name should be removed as an authorized representative on the TexPool accounts.

The attached resolution will amend the authorized representatives to Laura Hollenbeak, Heather Koch, and Shelley Britton.

Recommendation:

Staff recommends that the City Council pass this resolution as presented amending the TexPool Authorized Representatives.

Background / Analysis:

TexPool requires a Resolution Amending Authorized Representatives when a Representative needs to be removed or added to the account.

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The City of Fredericksburg



RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES

WHEREAS, City of Fredericksburg, 77534

(Participant Name & Location Number)

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

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

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

NOW THEREFORE, be it resolved as follows:

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

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

1. Name: Laura Hollenbeak Title: Director of Finance
Phone/Fax/Email: (830) 990-2015 / (830) 990-2048 / lhollenbeak@fbgtx.org
Signature: _____

2. Name: Heather Koch Title: Assistant Accountant
Phone/Fax/Email: (830) 990-2023 / (830) 990-2048 / hkoch@fbgtx.org
Signature: _____

ORIGINAL SIGNATURE AND DOCUMENT REQUIRED

TEX – REP

TexPool Participant Services • Federated Investors Inc
1001 Texas Ave., Suite 1400 • Houston, TX 77002 • www.texpool.com • 1-866-839-7665

3. Name: Shelley Britton Title: City Secretary
Phone/Fax/Email: (830) 990-2005 / (830) 990-8435 / sbritton@fbgtx.org
Signature: _____

4. Name: _____ Title: _____
Phone/Fax/Email: _____
Signature: _____

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

Name Laura Hollenbeak

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

5. Name: _____ Title: _____
Phone/Fax/Email: _____

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 6th day October, 20 14.

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

NAME OF PARTICIPANT: City of Fredericksburg

SIGNED: _____
Signature
Linda Langerhans
Printed Name

Mayor

Title

ATTEST: _____
Signature
Shelley Britton
Printed Name

City Secretary

Title

This document supersedes all prior Authorized Representative designations.

ORIGINAL SIGNATURE AND DOCUMENT REQUIRED

TEX – REP

TexPool Participant Services • Federated Investors Inc
1001 Texas Ave., Suite 1400 • Houston, TX 77002 • www.texpool.com • 1-866-839-7665

06/13

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