

AGENDA
HALTOM CITY COUNCIL MEETING
November 23, 2015
CITY HALL - 5024 BROADWAY AVENUE
Council Chambers – Work Session/ Regular Session
Work Session 6:00 p.m. - Regular Session 7:00 p.m.

WORK SESSION 6:00 P.M.

CALL TO ORDER (General Comments)

- Worksession on future Council Meetings.
- Worksession on NCTCOG Agreement.
- Worksession on Municipal Sales and Use Tax Special Election
- Review and discuss items on the regular agenda of November 23, 2015.

EXECUTIVE SESSION

Section 551.071

As authorized by Chapter 551 of the Texas Government Code, the City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to seek legal advice from the City Attorney about any matters listed on the agenda, in addition to the following matters:

Consultation with the City Attorney pertaining to any matter in which the duty of the City Attorney under the Texas Disciplinary Rules of Professional Conduct may conflict with the Open Meetings Act; including discussion of any item posted on the Agenda; to seek legal advice on: open meetings; open records; contracts; expenditures and oversight of the Haltom City Economic Development Corporation; enforcement action for zoning violation; deliberation regarding the appointment, employment evaluation, reassignment or duties of the Interim City Manager; Agreement with a City Manager Consultant; litigation, and settlement offers and/or claims for the following cases:

- Donald Anthony Hains v. City of Haltom City
- Flynn v. Haltom City EDC
- Progressive County Mutual Ins. Co. v. City of Haltom City
- James H. Watson v. City of Haltom City
- Louis Engler v. City of Haltom City, et al.
- EEOC Charge No. 450-2015-01583.

Section 551.072 – Deliberations about Real Property

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

REGULAR SESSION 7:00 P.M.

CALL TO ORDER

INVOCATION/PLEDGE OF ALLEGIANCE – Council Member Jeannine Nunn

ANNOUNCEMENTS/EVENTS – Council Member Stephanie Davenport

PRESENTATION – City Employee Longtime Service Award

REPORTS

1. **Monthly Financial Report for October 2015** – Consideration and/or action regarding approval of the preliminary monthly Financial Report for the month ending October 30, 2015.

REGULAR AGENDA

2. **Minutes** – Consideration and/or action regarding approval of the Minutes of the meetings of November 9, 2015 and November 16, 2015.
3. **Tarrant Appraisal District Board of Directors Election** – Consideration and/or action regarding the approval of Resolution No. R-2015-027-01 casting votes for the 2015 Tarrant Appraisal District Board of Directors Election.

VISITORS/CITIZENS FORUM

*This time is set-aside for any person having business before the Council that is not scheduled on the agenda to speak to the Council. Please submit a completed Speaker's Request Form to the City Secretary. All comments must be directed toward the presiding Officer rather than an individual council member or staff. Each speaker must limit his/her comments to the **subject matter** listed on the Speaker's Request Form and must refrain from personal attacks toward any individual. A three to six minute time limit will be granted. **(Six minutes with prior notification and three without prior notification)**. If a group is present and interested in the same issue, please choose a spokesperson. Council cannot discuss or debate any issue brought forth at this time, nor can any formal action be taken, as it is not a posted agenda item in accordance with the open meetings law.*

BOARDS/COMMISSIONS

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

EXECUTIVE SESSION

See Posting on Page One (1) of Agenda.

RECONVENE TO REGULAR SESSION

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

ADJOURNMENT

CERTIFICATION

I, ART CAMACHO, CITY SECRETARY OF THE CITY OF HALTOM CITY, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS POSTED ON THE OFFICIAL BULLETIN BOARDS IN CITY HALL ON THIS THE 20th DAY OF NOVEMBER, 2015 AT 5:00 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.



ART CAMACHO, CITY SECRETARY

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE CITY HALL BULLETIN BOARD ON _____ DAY OF _____, 2015.

Name: _____ Title: _____



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

CITY COUNCIL MEMORANDUM

City Council Meeting: November 23, 2015

Department: Finance

Subject: Monthly Financial Report for October 2015

BACKGROUND

Attached is the Monthly Financial Report for the month ending October 31, 2015. This report is submitted to the City Council for their review and comment. It provides a top-level analysis of the City's financial condition and results of operations for the fiscal year to date.

FISCAL IMPACT

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

RECOMMENDATION

Staff recommends acceptance of the attached report.

ATTACHMENTS

Monthly Financial Report for October 31, 2015.

2015 October Monthly Financial Report

November 16, 2015

On September 28, 2015, the City Council of Haltom City adopted an annual budget totaling over \$73 million. These funds will be used for the operations of the City in Fiscal Year 2016, which began on October 1, 2015 and will end on September 30, 2016.

In an effort to provide better management tools to our staff and increased transparency to the public, we are pleased to publish the monthly financial report.

Year-To-Date Budget Revenues and Expenditures

In addition to the adopted and revised FY2016 Budget, the report includes a column called Year-To-Date Budget (YTD Budget). For revenues, the numbers in this column are calculated based on historical and proportional revenues for each month of the fiscal year. Historical data in this report generally encompasses the previous five years (FY2011 to FY2015) of revenue collections. The formula for this calculation is as follows:

YTD Budget = (Total Historical Spending for October/Total Annual Historical Spending) x Current Budget

In cases where no historical revenues are available, the YTD Budget is based on 1/12th of the overall budget for that line item each month. Except for Debt Service Fund, all expenditures are based on 1/12th of the overall budget for each line item. Debt Service Fund expenditures are based on the payment of principals and interests.

Actual Revenues and Expenditures

The report also includes the Actual revenues and expenditures as recorded in the City's financial system for each department in the month of October. All actuals are unaudited, and therefore may vary from the FY2015 Comprehensive Annual Financial Report to be published in Fiscal Year 2016.

Notes and Explanations

Notes and explanations are included in this report to provide additional information and or explanation of the line items in the report.

This report intends to provide a status update on the operations of the City as they relate to the adopted budget for FY2016. Staff is available to answer any additional questions you may have.

Sincerely,



Jennifer O. Fung
Director of Finance

2015 October Monthly Financial Report - Fund Balances

Fund No.	Fund Title	Estimated Fund Balance 10/1/2015	YTD Revenues	YTD Expenditures	Ending Fund Balance 10/31/2015
1	General Fund	\$7,402,377	\$1,106,208	\$2,259,985	\$6,248,600
5	Debt Service Fund	162,909	101,583	0	264,492
11	Economic Development Fund	2,511,423	241,527	381,259	2,371,691
12	Crime Control Fund	525,457	116,874	133,381	508,950
13	Oil and Gas Fund	3,445,428	6,230	74,221	3,377,437
14	Hotel Motel Tax Fund	102,861	4,281	5,135	102,007
15	Court Security Fund	118,502	2,180	2,750	117,932
16	Court Technology Fund	117,931	2,874	10,000	110,805
17	Juvenile Case Manager Fund	152,013	3,591	4,000	151,604
18	Red Light Camera Fund	199,136	13,517	4,270	208,383
19	Grant Fund	16,440	3,064	3,593	15,911
20	PEG Fund	157,694	100	0	157,794
21	Fire Donation Fund	3,483	210	(120)	3,813
22	Library Donation Fund	61,233	2,446	674	63,005
23	Police Forfeiture Fund	43,027	6,129	0	49,156
24	Park Donation Fund	10,619	596	11	11,204
25	Park Dedication Fund	84,345	53	0	84,398
26	Safe Pathways Fund	41,866	82	0	41,948
27	Animal Shelter Fund	41,619	342	0	41,961
28	Police Donation Fund	94,322	8,622	0	102,944
29	Police CART Fund	8,650	0	0	8,650
31	Street Reconstruction Fund	5,346,519	122,189	23,182	5,445,526
32	Capital Projects Fund	3,571,296	41,023	23,152	3,589,167
35	Capital Replacement Fund	0	41,667	0	41,667
39	Street Assessment Fund	8,132	7	0	8,139
41	Water and Sewer Fund	4,377,351	1,626,353	904,506	5,099,198
42	Water Capital Projects	2,571,535	117,841	134,352	2,555,024
44	W&S Impact Fees	830,525	9,286	0	839,811
45	Drainage Fund	848,045	137,564	103,774	881,835
46	Drainage Capital Projects	444,192	21,208	0	465,400
Total		\$33,298,931	\$3,737,647	\$4,068,125	\$32,968,452

2015 October Monthly Financial Report - Revenue Summary

Fund No.	Fund Title	Adopted Budget	Revised Budget	YTD Budget	October Actual	YTD Actual	Percent of Revenue Earned	Notes
1	General Fund	\$23,765,371	\$23,765,372	\$1,544,347	\$1,106,208	\$1,106,208	4.7%	1
5	Debt Service Fund	5,059,832	5,059,832	212,936	101,583	101,583	2.0%	1
11	Economic Development Fund	3,119,193	3,119,193	259,933	241,527	241,527	7.7%	
12	Crime Control Fund	1,482,268	1,482,268	123,522	116,874	116,874	7.9%	
13	Oil and Gas Fund	210,000	210,000	17,500	6,230	6,230	3.0%	2
14	Hotel Motel Tax Fund	43,840	43,840	3,653	4,281	4,281	9.8%	
15	Court Security Fund	33,300	33,300	2,775	2,180	2,180	6.5%	
16	Court Technology Fund	43,800	43,800	3,650	2,874	2,874	6.6%	
17	Juvenile Case Manager Fund	52,420	52,420	4,368	3,591	3,591	6.9%	
18	Red Light Camera Fund	120,600	120,600	10,050	13,517	13,517	11.2%	
19	Grant Fund	69,061	69,061	5,755	3,064	3,064	4.4%	3
20	PEG Fund	64,300	64,300	5,358	100	100	0.2%	4
21	Fire Donation Fund	2,410	2,410	201	210	210	8.7%	
22	Library Donation Fund	33,060	33,060	2,755	2,446	2,446	7.4%	
23	Police Forfeiture Fund	25,020	25,020	2,085	6,129	6,129	24.5%	5
24	Park Donation Fund	71,175	71,175	5,931	596	596	0.8%	
25	Park Dedication Fund	100	100	8	53	53	53.0%	6
26	Safe Pathways Fund	75	75	6	82	82	109.3%	6
27	Animal Shelter Fund	3,050	3,050	254	342	342	11.2%	
28	Police Donation Fund	62,300	62,300	5,192	8,622	8,622	13.8%	
29	Police CART Fund	0	0	0	0	0	NA	
31	Street Reconstruction Fund	1,570,388	1,570,388	130,866	122,189	122,189	7.8%	
32	Capital Projects Fund	481,000	481,000	40,083	41,023	41,023	8.5%	
35	Capital Replacement Fund	500,000	500,000	41,667	41,667	41,667	8.3%	
39	Street Assessment Fund	2,000	2,000	167	7	7	0.4%	
41	Water and Sewer Fund	19,713,811	19,713,811	1,642,818	1,626,353	1,626,353	8.2%	
42	Water Capital Projects	1,401,600	1,401,600	116,800	117,841	117,841	8.4%	
44	W&S Impact Fees	14,000	14,000	1,167	9,286	9,286	66.3%	7
45	Drainage Fund	1,656,500	1,656,500	138,042	137,564	137,564	8.3%	
46	Drainage Capital Projects	250,500	250,500	20,875	21,208	21,208	8.5%	
Total		\$59,850,973	\$59,850,974	\$4,342,764	\$3,737,647	\$3,737,647	6.2%	

Notes:

- 1 Overall revenues were lower than budget due to lower collection in property tax in October.
- 2 Overall revenues were lower than budget due to lower oil and gas revenues.
- 3 Overall revenues were lower than budget due to timing of the receipt of revenues. Grant Fund revenues are on reimbursement basis.
- 4 Overall revenues were lower than budget due to timing of the receipt of revenues. PEG Fund receives revenues quarterly.
- 5 The City recorded about \$6,094 in Award Property in October.
- 6 Report reflected high percents but the amounts were insignificant.
- 7 The City received about \$8,763 in Water and Sewer Impact Fees in October.

2015 October Monthly Financial Report - Expenditure Summary

Fund No.	Fund Title	Adopted Budget	Revised Budget	YTD Budget	October Actual	YTD Expenditures	Percent of Budget Spent	Notes
1	General Fund	\$26,239,766	\$26,239,766	\$2,186,648	\$2,259,985	\$2,259,985	8.6%	
5	Debt Service Fund	4,902,187	4,902,187	0	0	0	0.0%	
11	Economic Development Fund	3,149,337	3,149,337	262,445	381,259	381,259	12.1%	1
12	Crime Control Fund	2,001,184	2,001,184	166,765	133,381	133,381	6.7%	
13	Oil and Gas Fund	890,650	890,650	74,221	74,221	74,221	8.3%	
14	Hotel Motel Tax Fund	59,808	59,808	4,984	5,135	5,135	8.6%	
15	Court Security Fund	34,000	34,000	2,833	2,750	2,750	8.1%	
16	Court Technology Fund	82,367	82,367	6,864	10,000	10,000	12.1%	2
17	Juvenile Case Manager Fund	49,500	49,500	4,125	4,000	4,000	8.1%	
18	Red Light Camera Fund	199,830	199,830	16,653	4,270	4,270	2.1%	
19	Grant Fund	83,905	83,905	6,992	3,593	3,593	4.3%	
20	PEG Fund	52,500	52,500	4,375	0	0	0.0%	
21	Fire Donation Fund	0	0	0	0	0	NA	
22	Library Donation Fund	74,900	74,900	6,242	674	674	0.9%	
23	Police Forfeiture Fund	8,600	8,600	717	0	0	0.0%	
24	Park Donation Fund	81,100	81,100	6,758	11	11	0.0%	
25	Park Dedication Fund	0	0	0	0	0	NA	
26	Safe Pathways Fund	0	0	0	0	0	NA	
27	Animal Shelter Fund	0	0	0	0	0	NA	
28	Police Donation Fund	68,350	68,350	5,696	0	0	0.0%	
29	Police CART Fund	2,500	2,500	208	0	0	0.0%	
31	Street Reconstruction Fund	6,656,000	6,656,000	554,667	23,182	23,182	0.3%	
32	Capital Projects Fund	3,835,000	3,835,000	319,583	23,152	23,152	0.6%	
35	Capital Replacement Fund	0	0	0	0	0	NA	
39	Street Assessment Fund	0	0	0	0	0	NA	
41	Water and Sewer Fund	21,264,576	21,264,576	1,772,048	904,506	904,506	4.3%	
42	Water Capital Projects	1,685,000	1,685,000	140,417	134,352	134,352	8.0%	
44	W&S Impact Fees	0	0	0	0	0	0.0%	
45	Drainage Fund	1,947,614	1,947,614	162,301	103,774	103,774	5.3%	
46	Drainage Capital Projects	261,300	261,301	21,775	0	0	0.0%	
Total		\$73,629,974	\$73,629,975	\$5,727,316	\$4,068,245	\$4,068,245	5.5%	

Notes:

- 1 Over \$185,276 were paid for the Backage Roads Capital Project in October.
- 2 Computer Software of \$9,450 were paid from the Court Technology Fund in October.

2015 October Monthly Financial Report - General Fund Revenues

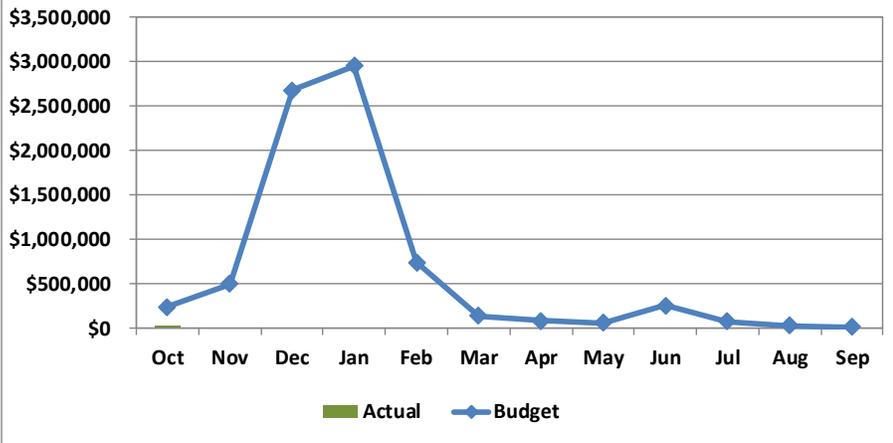
Description	Adopted Budget	Revised Budget	YTD Budget	October Actual	YTD Actual	Percent of Revenue Earned	Notes
Property Taxes	\$7,816,093	\$7,816,094	\$243,508	\$28,821	\$28,821	0.4%	1
Sales & Other Taxes	6,248,150	6,248,150	484,818	477,434	477,434	7.6%	
Franchise Fees	4,008,000	4,008,000	341,595	141,164	141,164	3.5%	
Licenses/Permits/Fees	461,415	461,415	38,451	34,342	34,342	7.4%	
Charges for Service	1,850,763	1,850,763	154,230	187,672	187,672	10.1%	2
Fees and Fines	1,700,550	1,700,550	141,713	121,278	121,278	7.1%	
Other Revenues							
Intergovernmental	89,800	89,800	7,483	14,506	14,506	16.2%	3
Interest Income	20,000	20,000	1,667	3,156	3,156	15.8%	4
Miscellaneous	143,000	143,000	11,917	11,295	11,295	7.9%	
Total General Fund Revenues	\$22,337,771	\$22,337,772	\$1,425,381	\$1,019,668	\$1,019,668	4.6%	
Transfers	\$1,427,600	\$1,427,600	\$118,966.67	\$86,540	\$86,540	6.1%	
Total General Fund Revenues and Transfers	\$23,765,371	\$23,765,372	\$1,544,347	\$1,106,208	\$1,106,208	4.7%	

Notes:

- 1 Property Tax collected were quite low compared to previous year. Most tax payers pay the property tax in December and January.
- 2 Charges for Service were slightly higher than expected due to collection of Multi-Family Inspection revenues which amounted to more than half of the yearly estimate.
- 3 The City received over \$12,618 from the State Court Costs in October.
- 4 Interest income is higher than budget due conservative estimates and 3 securities will higher yields were called.

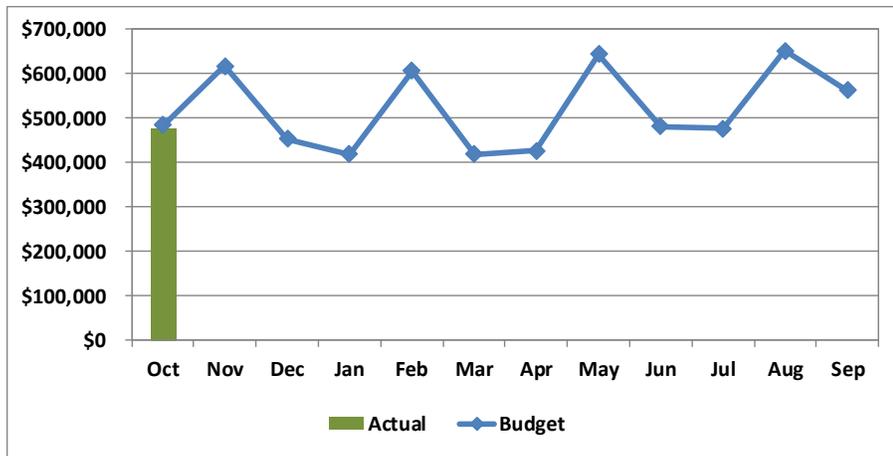
2015 October Monthly Financial Report - General Fund Revenues

Property Tax Revenues



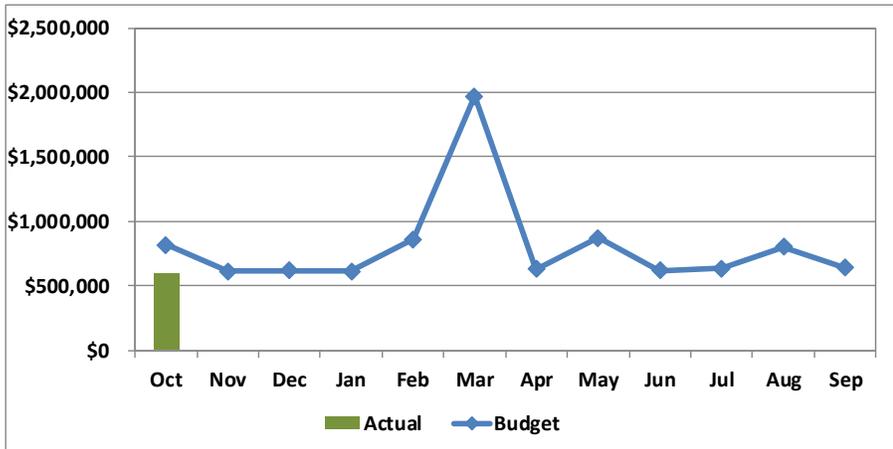
	Budget	Actual	YTD Variance
Oct	\$243,508	\$28,821	(\$214,687)
Nov	498,061		
Dec	2,682,577		
Jan	2,959,531		
Feb	744,403		
Mar	139,660		
Apr	85,683		
May	67,388		
Jun	263,076		
Jul	81,389		
Aug	31,697		
Sep	19,121		
Total	\$7,816,093	\$28,821	(\$214,687)

Sales & Use Tax Revenues



	Budget	Actual	YTD Variance
Oct	\$484,818	\$477,434	(\$7,384)
Nov	617,888		
Dec	453,553		
Jan	419,554		
Feb	606,789		
Mar	418,683		
Apr	427,197		
May	644,617		
Jun	481,805		
Jul	476,594		
Aug	652,848		
Sep	563,804		
Total	\$6,248,150	\$477,434	(\$7,384)

Other General Fund Revenues



	Budget	Actual	YTD Variance
Oct	\$816,022	\$599,953	(\$216,069)
Nov	611,468		
Dec	621,516		
Jan	616,079		
Feb	861,507		
Mar	1,967,518		
Apr	632,537		
May	874,315		
Jun	621,690		
Jul	634,343		
Aug	801,128		
Sep	643,006		
Total	\$9,701,128	\$599,953	(\$216,069)

2015 October Monthly Financial Report - General Fund Expenditures

Description	Adopted Budget	Revised Budget	YTD Budget	October Actual	YTD Expenditures	Percent of Budget Spent	Notes
General Government	\$6,692,025	\$6,692,025	\$557,669	\$477,280	\$477,280	7.1%	
Administration	513,520	513,520	42,793	60,963	60,963	11.9%	1
City Secretary	229,525	229,525	19,127	14,104	14,104	6.1%	
City Council	181,550	181,550	15,129	25,524	25,524	14.1%	2
Finance	659,847	659,847	54,987	56,944	56,944	8.6%	
Human Resources	574,240	574,240	47,853	37,579	37,579	6.5%	
Planning & Inspection	748,400	748,400	62,367	42,506	42,506	5.7%	
Information Technology	505,816	505,816	42,151	30,242	30,242	6.0%	
Fleet Services	591,569	591,569	49,297	47,468	47,468	8.0%	
Building Maintenance	518,169	518,169	43,181	15,588	15,588	3.0%	
Nondepartment	2,169,389	2,169,389	180,782	146,362	146,362	6.7%	
Public Safety	\$15,867,400	\$15,867,400	\$1,322,283	\$1,492,006	\$1,492,006	9.4%	
Police	8,927,864	8,927,864	743,989	918,502	918,502	10.3%	3
Fire	6,246,075	6,246,075	520,506	529,477	529,477	8.5%	
Municipal Court	693,461	693,461	57,788	44,027	44,027	6.3%	
Streets	\$872,885	\$872,886	\$72,740.50	\$66,419	\$66,419	7.6%	
Culture and Recreation	\$2,307,456	\$2,307,456	\$192,288	\$182,613	\$182,613	7.9%	
Parks and Recreation	1,128,988	1,128,988	94,082	90,243	90,243	8.0%	
Library	1,178,468	1,178,468	98,206	92,370	92,370	7.8%	
Total General Fund Expenditures	\$25,739,766	\$25,739,767	\$2,144,981	\$2,218,318	\$2,218,318	8.6%	
Transfers Out	500,000	500,001	41,667	41,667	41,667	8.3%	
Total General Fund Expenditures & Transfers	\$26,239,766	\$26,239,768	\$2,186,648	\$2,259,985	\$2,259,985	8.6%	

Notes:

- 1 The Secretary's salary was paid from Administration but not budgeted in Administration. Budget adjustment will be made.
- 2 The City paid \$25,000 to 6 Stone Community Project in October.
- 3 The City paid \$312,975 for Shared Services Contract in October.

**City of Haltom City
Debt Ratio, Acid-test Ratio, and Current Ratio
October 31, 2015**

	General Fund	Water & Sewer Fund	All Other Funds	City-wide
Assets				
Total Quick Assets (Current Assets without inventory, supplies and prepaid items)	\$8,924,057	\$8,807,482	\$22,032,902	\$39,764,440
Total Current Assets	9,068,197	8,840,624	22,038,088	39,946,909
Fixed Assets	77,567,274	40,892,443	15,681,275	134,140,992
Total Assets	\$86,635,471	\$49,733,067	\$37,719,363	\$174,087,901
Liabilities				
Current Liabilities	1,737,727	3,627,482	2,143,857	7,509,066
Long-Term Liabilities	40,046,658	13,578,976	2,360,306	55,985,939
Total Liabilities	\$41,784,384	\$17,206,457	\$4,504,163	\$63,495,005
Debt Ratio	48%	35%	12%	36%
Acid Test Ratio	5.14	2.43	10.28	5.30
Current Ratio	5.22	2.44	10.28	5.32

**Debt Ratio, Acid Test Ratio and Current Ratio
As Compared with Other Cities
September 30, 2014**

	Haltom City	Euless	Haslet	Keller	Lake Worth	North Richland Hills	Hurst
Debt Ratio	28%	28%	18%	37%	35%	38%	27%
Acid Test Ratio	5.17	3.76	8.96	5.31	13.75	7.36	4.90
Current Ratio	5.29	3.80	8.97	5.70	13.78	7.39	5.07

**City of Haltom City
Audit Findings Report - October 2015**

Item #	Findings	Corrective Action	October 2015
2014-001	Fund Balances were not accurately stated.	Roll forward balance will be checked for accuracy	This is a year-end process; preparing for year-end trial balance.
2014-002	Compensated absences were not properly stated.	Compensated absences calculation will be checked for accuracy	Compensated absences for FY15 has been calculated.
2014-003	Obligation between funds were not accurately stated.	All cash and investments accounts will be reviewed for accuracy when preparing the year end trial balance	Cash and investments for FY15 have been reconciled.
2014-004	Receivable for unbilled water, sewer and drainage were not properly stated at year-end.	Adjustments from water, sewer and drainage receivable will be made at year-end before the books are closed	This is a year end process; adjustments are being reviewed.
2014-005	Receivables from grant agreements were not properly recorded.	Better communication between operating departments and Finance Department will be established to make sure all grants records are up-to-date	Intergovernmental receivables are recorded when the city pays for expenditures that are grants related and are subject for reimbursement; currently working on SEFA.
2014-006	Revenue from an exchange transaction was incorrectly recorded in a special revenue fund restricted for donations.	Review source of funds to determine the correct recording of all revenues	All special revenues are reviewed and recorded appropriately.
2014-007	Debt and associated activity was recorded in the EDC fund, which is a separate legal entity, but is not the legal obligation of that entity.	All transactions will be reviewed by the controller to ensure that the transactions are recorded properly.	There is no debt issuance related to EDC for this Fiscal Year.
2014-008	Debt of the governmental funds was recorded as a liability.	All transactions will be reviewed by the controller to ensure that the transactions are recorded properly.	The only debt issuance for this fiscal year was in October 2014 and was recorded properly.
2014-009	Principal payments made on debt in the enterprise funds were reflected as an expense of that fund.	Year end adjustments for principal payment will be made.	Adjusting journal entry has been prepared.
2014-010	Fixed assets were not properly recorded.	Review of fixed assets purchases and recording procedures to ensure correct recording.	Purchases of fixed assets are reviewed and coded properly.
2014-011	Account receivable for water and sewer did not accurately reflect the amounts billed for these services.	Review the reasonableness of accounts receivable for water and sewer monthly.	Monthly comparison of billed water and sewer is done to check variances.
2014-012	Review of aging of miscellaneous account receivable is not routinely done.	Regular reviews and analyses for all receivables will be conducted to ensure all receivables are monitored.	Write offs will be done at year-end. Currently working on writing off uncollectible accounts.
2014-013	Schedule of expenditures and communication between Finance and operating department.	Better communication between operating departments and Finance Department will be established to make sure all grants records are up-to-date	Monthly grant reports are prepared and the accuracy of the reports is confirmed by both Finance and Departments.
2014-014	Monthly grant report to be filed with NCTCOG for 820 Backage Road Improvement project.	Monthly reports will be filed with granting agency.	August report has been submitted. Working on September report.
2014-015	Checking and documenting suspended and debar vendor list.	All new and existing vendors with grant funding will be checked to ensure that they are not on the suspended and debar list.	Ongoing. Sent reminders to various departments regarding checking of all grant vendors and documenting the process.

Green = Completed / On schedule
Yellow = In progress
Red = Behind Schedule

CITY COUNCIL MEMORANDUM

City Council Meeting: November 23, 2015
Department: City Secretary
Subject: Minutes of November 9, 2015 and
November 16, 2015

BACKGROUND

On November 9, 2015, a Regular Meeting was held at City Hall, 5024 Broadway Avenue; on November 16, 2015, a Special Meeting was held at City Hall, 5024 Broadway Avenue.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends the City Council approve the Minutes of the meetings of November 9, 2015 and November 16, 2015

ATTACHMENTS

November 9, 2015 Minutes
November 16, 2015 Minutes

**MINUTES
HALTOM CITY COUNCIL MEETING
CITY HALL, 5024 BROADWAY AVENUE
November 9, 2015**

A Regular Meeting was held by the City Council of the City of Haltom City, Texas, on November 9, 2015, at 7:00 p.m. at City Hall, 5024 Broadway Avenue, Haltom City, Texas, with the following members present:

Mayor David Averitt	Mayor Pro Tem Bob Watkins
Council Place 1 Jeannine Nunn	Council Place 2 Walter Grow
Council Place 3 Scott Garrett	Council Place 4 Trae Fowler
Council Member 6 Stephanie Davenport	Council Place 7 Dr. An Truong

Staff Present: Keith Lane, Interim City Manager; Chuck Barnett, Assistant City Manager; Wayne Olson, City Attorney; Art Camacho, City Secretary; Jennifer Fung, Finance Director; Justin French, Planning and Community Development Director, Julie Orebaugh, Community Projects Director, and Greg Van Nieuwenhuize, Public Works Director.

WORKSESSION

CALL TO ORDER

Mayor David Averitt called the Worksession to order at 6:02 p.m. City Secretary Art Camacho presented a calendar for scheduling future meetings and the Council decided to have Special Meetings regarding the following:

1. Monday, November 16, 2015 – Canvass Special Election and Municipal Court Judge Subcommittee meeting at City Hall.
2. Thursday, November 19, 2015 – Worksession regarding “Overcrowding” and Municipal Sales and Use Tax at City Hall.
3. Monday, November 30, 2015 – Joint Meeting with the Fire Services Board at the Northeast Center.

Assistant City Manager Chuck Barnett addressed the Council in regard to changing the procedure for marketing EDC property on a commission basis. Mayor Averitt addressed the issue of community engagement and a discussion was held regarding the legalities in citizen communication, town hall meetings, electronic signage, conducting community activities, and possibly establishing a community committee. The Council discussed the November 9th agenda which included a correction in the minutes and the payment involving the NCTCOG agreement. The Worksession ended at 7:06 p.m. and Mayor Averitt called for a small recess before the Regular Meeting.

REGULAR MEETING

CALL TO ORDER

Mayor Averitt called the meeting to order at 7:15 p.m.

INVOCATION/PLEDGE OF ALLEGIANCE

Council Member Dr. An Truong gave the Invocation and led the Pledge of Allegiance and the Texas Flag Pledge.

ANNOUNCEMENTS AND EVENTS

Council Member Stephanie Davenport announced the following:

Family Movie Night - Monday, November 9, 2015 6:30 - Movie: *The Indian in the Cupboard*

Story Times - Thursdays, 11–11:45 a.m., for ages 3 & older - Fridays, 10:30–11:15 a.m., for ages 2 & younger

Veterans Support Group - 2nd & 4th Mondays of the month – 6:00 – 7:00 p.m.

Craft Saturdays - Saturday, Nov. 21st, 10 a.m. – Noon - Christmas craft making for adults - \$5.00 plus supplies

Thanksgiving Take Home Craft - Saturday, November 21st, - Pick up a craft to make at home (suitable for preschool & lower grade school) all day until supply lasts.

GED Classes - Classes are on Tuesdays, Wednesdays & Thursdays, 5 – 8 p.m.

Northeast Recycles Day Flea Market - Northeast Environmental Team (NEET) is hosting the annual Northeast Recycles Day Flea Market on Saturday, November 14 from 8 a.m. to 2 p.m. in the west parking lot of The Hills Business Center, 6311 Boulevard 26. Onsite tire recycling (limit of 20 tires per person and the rims must be removed). Electronic equipment will be accepted by Goodwill and free paper shredding of unwanted documents from 9 – 12 noon or until the truck is full. Limit of 5 file boxes per resident. In 2014, Keep America Beautiful awarded NEET first place for this flea market event so don't miss it!

Christmas Craft Fair - The Christmas Craft Fair, hosted by Art in the City, is on Saturday, December 5th from 1pm – 6pm at the Haltom City Northeast Center. 24 crafters will be selling their handmade specialties just in time for the holiday season!

Christmas on Broadway – Mark your calendars for the annual Christmas on Broadway family event on Saturday, December 5th from 3pm – 6pm at the Haltom Rec Center. Activities will include bounce houses, a petting zoo, carriage rides, trackless train, Christmas crafts and cookie decorating, face painting, local choirs and Santa and Mrs. Clause...all FREE!! During Christmas on Broadway, we are having a toy drive to support “Giving Christmas” efforts to share Christmas with Haltom City children. Please contact me for more information, sponsorships and in-kind donations. Even \$1 helps and we need you! Contact Julie Orebaugh, Community Project Coordinator, for more information about these upcoming events.

The Stampede Celebrates 30 Years Runnin'! - Mark your calendars for our 30th Annual Haltom Stampede 5K & Fun Run on Saturday, February 13th, 2016. This will be a grand celebration, so plan to run and stay around for some fun! You will want to be a part of Stampede history. Sponsors and volunteers are needed. Please email cpruitt@haltomcitytx.com for more information.

Hiring Fair at the Rec - Please mark your calendar for December 10th from 10am-1pm for a Hiring Fair at the Haltom Recreation Center. The Community Enrichment Center is hosting and looking for employers and service providers to participate in the fair. To sign up or for more information, please contact Theo Bray at 817-281-1164 ext. 129 or email theo@thecec.org.

REGULAR AGENDA

1. **Minutes** – Consideration and/or action regarding approval of the Minutes of the meetings of October 26, 2015 and November 2, 2015. Council Member Truong moved, seconded by Mayor Pro Tem Watkins, to approve the Minutes of October 26, 2015 and November 2, 2015, with corrections. ***The vote was unanimous. Motion carried.***
2. **Agreement for Recycling Services** – Consideration and/or action regarding approval of an Agreement for a recycling contract with “Simple Recycling.” Julie Orebaugh, Community Projects Director, presented the agenda item and a discussion was held regarding the picking up cycle coordinated with Progressive

Waste. Carol Williams, Chair of the Beautification Board, also spoke on the effectiveness of the program. Council Member Fowler moved, seconded by Council Member Grow, to approve the agreement for a recycling contract with "Simple Recycling." **The vote was unanimous. Motion carried.**

3. **NCTCOG Interlocal Agreement** – Consideration and/or action regarding approval of an interlocal agreement with the NCTCOG for the annual contribution. Finance Director Jennifer Fung presented the agenda item and a discussion was held regarding the determining of the amount of funding required by Haltom City, the random quantifying of the vehicles, and the original contract with NCTCOG. Council Member Grow moved to disapprove of the interlocal agreement with NCTCOG. Motion died for lack of a second. Council Member Davenport moved, seconded by Council Member Fowler, to table the interlocal agreement until the November 23rd meeting. **Mayor Pro Tem Watkins and Council Members Nunn, Garrett, Fowler, Davenport, and Truong voted aye. Council Member Grow voted nay. Motion carried.**
4. **Fee Schedule** – Consideration and/or action regarding approval of Resolution No. R-2015-025-03 amending the fee schedule. Finance Director Jennifer Fung presented the resolution and a discussion was held regarding the comparable fee charges from neighboring cities. The Council inquired of how long it would take for a comparison table to be brought forward and City Staff stated it would take an extensive amount of time. Council Member Grow moved, seconded by Council Member Fowler, to table this item until comparisons are available on the first meeting in January 2016. **The vote was unanimous. Motion carried.**
5. **Agreement for Professional Services** – Consideration and/or action regarding approval of an Agreement for Professional Services for General Consultant services. James Pliska, of James Pliska Consulting, presented a business proposal regarding his services, a university assistance program, grant writing experience, and the inclusion of culture diversities in the Belknap area. Council Member Grow moved, seconded by Council Member Garrett, to enter into an agreement with James Pliska Consulting, LLC. **The vote was unanimous. Motion carried.**

VISITORS/CITIZENS FORUM

No citizen came forward:

BOARDS/COMMISSIONS

Council Member Trae Fowler extended thanks to the Charter Review Committee in lieu of their effort in providing the ballot propositions that were all approved during the Special Election held last week.

7. **Resignations of Board Members** – Consider approval of the resignations of Board/Commission Members. There were no resignations
8. **Appointment/Reappointment to Boards and Commissions** – Consider approval regarding appointments to Boards/Commissions. Council Member Fowler presented the appointment of Trenton Tidwell to the Planning and Zoning Commission. **The Council approved the appointment unanimously.** Mayor Averitt reappointed Sandra Tork and Don Lemaster to the Housing Authority. **The Council approved the appointment unanimously.**

Mayor Averitt called for an Executive Session at 8:51 p.m. regarding the following:

EXECUTIVE SESSION

Section 551.071

As authorized by Chapter 551 of the Texas Government Code, the City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to seek legal advice from the City Attorney about any matters listed on the agenda, in addition to the following matters:

Consultation with the City Attorney pertaining to any matter in which the duty of the City Attorney under the Texas Disciplinary Rules of Professional Conduct which may conflict with the Open Meetings Act; including discussion of any item posted on the Agenda; to seek legal advice on: open meetings, open records, contracts, expenditures and oversight of the Haltom City Economic Development Corporation, enforcement action for zoning violation, litigation, and settlement offers and/or claims for the following cases:

- Donald Anthony Hains v. City of Haltom City
- Flynn v. Haltom City EDC
- Progressive County Mutual Ins. Co. v. City of Haltom City
- James H. Watson v. City of Haltom City
- Louis Engler v. City of Haltom City, et al.
- EEOC Charge No. 450-2015-01583.

Section 551.072 – Deliberations about Real Property

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

Section 551.074 - Personnel

Deliberation regarding the appointment, employment, evaluation, reassignment, or duties of the Interim City Manager.

RECONVENE TO REGULAR SESSION

9. Take any action deemed necessary as a result of the Executive Session.
Council Member Grow moved, seconded by Council Member Truong, to approve the Memo of Understanding with Keith Lane for Interim City Manager. ***The vote was unanimous. Motion carried.***

ADJOURNMENT

Mayor Averitt adjourned the meeting on November 9, 2015 at 9:56 p.m.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

Art Camacho, City Secretary

David Averitt, Mayor

MINUTES
HALTOM CITY COUNCIL SPECIAL MEETING
City Hall
5024 Broadway Avenue, Haltom City, Texas 76117
November 16, 2015

A Special Meeting was held by the City Council of Haltom City on November 16, 2015, at 6:00 p.m. at City Hall, Haltom City, Texas, with the following members present:

Mayor David Averitt	Mayor Pro-Tem Bob Watkins
Council Place 1 Jeannine Nunn	Council Place 2 Walter Grow
Council Place 3 Scott Garrett	Council Place 4 Trae Fowler
Council Place 7 Dr. An Truong	

Council Place 6 Stephanie Davenport was absent during the voting on the resolution, but arrived to attend the Municipal Court Judge Sub-Committee meeting.

City Staff present: Keith Lane, Interim City Manager, and Art Camacho, City Secretary,

CALL TO ORDER

Mayor Averitt called the City Council meeting to order at 6:01 p.m.

1. Resolution No. R-2015-026-01 – Consideration and/or action to approve the canvassing of the November 3, 2015 Special Election – Charter Amendment. City Secretary Art Camacho presented the resolution, with the official voting results from Tarrant County Elections. Council Member Walter Grow moved to approve Resolution No. R-2015-026-01 and read Section 3:

SECTION 3

The City Council declares and orders the results of the election on each proposition are as follows:

Proposition No. 1 – Administrations	Approved
Proposition No. 2 – Council Compensation	Approved
Proposition No. 3 – City Council	Approved
Proposition No. 4 – City Council	Approved
Proposition No. 5 – Elections	Approved
Proposition No. 6 – Recall	Approved
Proposition No. 7 – Jurisdiction	Approved
Proposition No. 8 – Civil Service	Approved
Proposition No. 9 – Civil Service	Approved
Proposition No. 10 – Grammatical/Textual Corrections	Approved

PASSED AND APPROVED on this 16th day of November, 2015.

Mayor Pro Tem Bob Watkins seconded the motion. ***The vote was unanimous. Motion carried.*** Mayor Averitt announced the Municipal Judge Sub-Committee would be meeting in the Pre-Council Chambers after this meeting is adjourned.

ADJOURNMENT

Mayor Averitt adjourned the Special Meeting at 6:05 p.m.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

Art Camacho, City Secretary

David Averitt, Mayor

CITY COUNCIL MEMORANDUM

City Council Meeting: November 23, 2015

Department: City Secretary

Subject: Resolution No. R-2015-027-01 –
Casting Votes for Directors of the
Tarrant Appraisal District

BACKGROUND

The terms of service for the Directors of the Tarrant Appraisal District will expire on December 31, 2015. The nominees to fill these five (5) slots are as follows: Johnny Bennett, Terry Moore, Mike Leyman, John Molyneaux, Mark Wood, Joe Potthoff and Karina Davis.

The City Council has 18 votes it can cast for a single nominee or split the votes amongst the nominees as the City Council sees fit. Whichever direction the City Council decides to go, it must pass a resolution stating how the votes should be cast.

The official ballot will be marked and signed then returned to Jeff Law, Chief Appraiser, Tarrant Appraisal District, 2500 Handley-Ederville Rd.

FISCAL IMPACT

None

RECOMMENDATION

None

ATTACHMENTS

Resolution No. R-2015-027-01
Letter from Tarrant Appraisal District w/ ballot attachment

RESOLUTION NO. R-2015-027-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALTOM CITY, TEXAS, HAVING BEEN ADVISED BY THE CHIEF APPRAISER OF TARRANT APPRAISAL DISTRICT THAT WE ARE ENTITLED TO CAST 18 VOTES COLLECTIVELY OR SEPARATELY FOR THE NOMINEES FOR THE BOARD OF TARRANT APPRAISAL DISTRICT.

WHEREAS, terms of service of the five (5) members of the Board of Directors of the Tarrant Appraisal District are due to expire on December 31, 2015; and,

WHEREAS, the deadline to submit nominations to the Chief Appraiser of the Tarrant has passed and all eligible nominations submitted to the Chief Appraiser were placed on the ballot for the Tarrant Appraisal District Board of Directors Election; and,

WHEREAS, based on the amount of the 2014 adjusted tax levy imposed by each eligible taxing unit, the Tarrant Appraisal District has calculated the number of votes allocated to each entity and the City of Haltom City is entitled to cast 18 votes collectively or separately for the following nominees:

Johnny Bennett, John Molyneaux, Michael O'Donnell, Mark Wood, Terry Moore, Joe Potthoff and Karina Davis

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

Section 1. The City Council of the City of Haltom City Texas, does hereby resolve and order that the City of Haltom City cast and does hereby cast its votes as follows:

_____ Votes for : _____
_____ Votes for : _____

Section 2. A copy of this resolution and an official ballot shall be provided to the Chief Appraiser of the Tarrant Appraisal District by December 15, 2015.

PRESENTED, PASSED, AND APPROVED on this the 23rd day of November, 2015, by a vote of ___ ayes, ___ nays, and ___ abstentions, at a regular meeting of the City Council of the City of Haltom City, Texas.

APPROVED:

David Averitt, Mayor

ATTEST:

Art Camacho, City Secretary

CITY COUNCIL MEMORANDUM

City Council Meeting: November 23, 2015
Department: City Secretary
Subject: Boards and Commissions
Resignation of Members

BACKGROUND

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

FISCAL IMPACT

None.

RECOMMENDATION

None.

ATTACHMENT

None.

CITY COUNCIL MEMORANDUM

City Council Meeting: November 23, 2015
Department: City Secretary
Subject: Boards and Commissions
Appointments/Reappointments

BACKGROUND

The City Council will consider action regarding the appointment/reappointment of board and commission members. The list below indicates positions that are due for appointment/reappointment or are vacant.

FISCAL IMPACT

None.

RECOMMENDATION

None.

ATTACHMENTS

Applications: Diana Williams, David Wood, Suzanne Norris, Dorothy Tyler, Linda Thompson, Anastasia Taylor, Myrna DelaRosa and Rick Edgett.

Mayor: Housing Authority reappointments – Leticia Aguilar, Willis Nelson and appointment Myrna DelaRosa. Appointments for P&Z Alternate 2 and ZBA Alternate.

Councilmember Place 1: CCPD/Red-light Camera, Fire Services, P&Z, and ZBA.

Councilmember Place 2: CCPD/Red-light Camera and ZBA.

Councilmember Place 3: Beautification and CCPD/Red-light Camera.

Councilmember Place 5: CCPD/Red-light Camera

Councilmember Place 7: Beautification, CCPD/Red-light Camera, Fire Services, Parks, P&Z, ZBA.