

# **AGENDA**

## **HALTOM CITY COUNCIL MEETING**

**April 27, 2015**

**CITY HALL - 5024 BROADWAY AVENUE**

**Council Chambers – Work Session/ Regular Session**

**Work Session 6:00 p.m. - Regular Session 7:00 p.m.**

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### **WORK SESSION 6:00 P.M.**

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#### **CALL TO ORDER (General Comments)**

- Update on Backage Roads Project.
- Discuss possible Public Safety Director Position
- Review and discuss items on the regular agenda of April 27, 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 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, litigation, and settlement offers and/or claims for the following cases:

- Donald Anthony Hains v. City of Haltom City
- Burkett v. City of Haltom City, et al.
- Flynn v. Haltom City EDC
- Emily A Rudicel v. City Secretary/Haltom City Police Department
- Progressive County Mutual Ins. Co. v The City of Haltom City

##### **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 551.087 – Deliberations about Economic Development Incentives**

Discuss or deliberate regarding commercial or financial information the City has received from business prospects the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect.

##### **Section 551.074 - Personnel**

Deliberation regarding the appointment, employment, evaluation, reassignment, resignation, duties, discipline or dismissal of the City Secretary.

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### **REGULAR SESSION 7:00 P.M.**

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#### **CALL TO ORDER**

**INVOCATION/PLEDGE OF ALLEGIANCE** – Mayor Pro Tem Bob Watkins

#### **ANNOUNCEMENTS/EVENTS**

#### **REPORTS**

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

2. **Quarterly Investment Report** – Consideration and/or action regarding approval of the March 2015 Quarterly Investment Report.
3. **2015 Crime Statistics (1<sup>st</sup> Quarter)** – Presentation of Haltom City Police Department crime statistics for the first quarter of 2015.
4. **Capital Improvements Report** – Presentation of quarterly status report of all major capital improvement projects.

### **CONSENT AGENDA**

5. **Minutes** – Consideration and/or action regarding approval of the Minutes of the Regular meeting of April 13, 2015 and the April 16, 2015 Worksession.
6. **Property Enhancement Incentives Policy** – Consideration and/or action regarding approval of Resolution No. R-2015-003-01 authorizing the Property Enhancement Incentives Policy.
7. **Resolution No. R-2015-009-03** – Consideration and/or action regarding approval to amend the authorized representatives for the TexPool local government investment pool.
8. **Annual Evaluation of Tax Abatement** – Consideration and/or action regarding approval of the Hillshire Brands project tax abatement for the 2015 calendar year.
9. **Council Budget Committee** – Consideration and/or action regarding approval of Resolution R-2015-008-01 creating the Council Budget Committee.
10. **Ordinance No. O-2015-003-15 (CU-002-15)** - Consider action on the application of Arnulfo Rodriguez, on behalf of Jesus Mejia-Villalva, for a Conditional Use Permit request with site plan approval, for Tire Sales Store uses located on Tract 18B09 of the Joel Walker Survey, A-1654, being 0.198 acres located south of E. Belknap Street and west of Layton Avenue, locally known as 4320 E. Belknap Street. **2<sup>nd</sup> Reading**
11. **Ordinance No, O-2015-004-15 (Z-001-15)** - Consider action on the application of Chase D. Pearce, on behalf of Jimmy and Ann Nguyen, for approval of a Zoning Change request from “PD” Planned Development for all “C-3” uses plus limited Auto Dealer, Auto Repair, and Residential Quarters uses to “PD” Planned Development for all “C-3” uses plus Auto Dealer, Auto Repair, and Residential Quarters uses located on Lot 1R, Block 1R of the Le Addition, being 1.682 acres of land located south of NE 28<sup>th</sup> Street and west of N. Beach Street, locally known as 2219 N. Beach Street. **2<sup>nd</sup> Reading**
12. **Ordinance No. O-2015-005-15 (Z-002-15)** - Consider action on the application of Victor Trotter, on behalf of Newaire Corp Partner, Inc. and Rita R. Wilson for approval of a Zoning Change request from “C-3” Commercial District and “M-1” Industrial District to “PD” Planned Development for “C-3” uses plus office warehouse, warehouse, and wholesale distributor and “PD” Planned Development for limited “M-1” uses located on G. W. Burkitt’s Subdivision Block 22, Lot 22A and 22B, L. Merrill 25R, 26R & 27R; Tracts 18B07, 18B1, 18B1A, 18B5, 18B6, 18B11, and 18D of the Joel Walker Survey, A-1654; and Lots 26A, 27A, and 28A of the J. A. Murrel Addition being 3.328 acres of land located south of E. Belknap Street and east of Layton Avenue, locally known as 1708, 1714, and 1728 Layton Avenue; and action on an amendment to O-2010-011-15,

amending the Future Land Use Plan within the 2010 Comprehensive Land Use Plan Rezoning Cases (3) – **2nd Reading**

### REGULAR AGENDA

13. **Schedule Special Council Meeting and Cancel a Regularly Scheduled Council Meeting** – Consideration and/or action to schedule a special Council meeting for May 18, 2015 to allow for the canvassing of the May 9<sup>th</sup> General Election and the installation of newly elected officials and cancel the regularly scheduled meeting of May 25, 2015.

### 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

14. **Resignations of Board Members** – Consider approval of the resignations of Board/Commission Members.
15. **Appointment/Reappointment to Boards and Commissions** – Consider approval regarding appointments to Boards/Commissions.
16. **Board/Commission Reports** – Receive reports from Council liaisons.

### EXCUSED ABSENCE OF COUNCIL MEMBERS

17. **Attendance Requirements** – Consideration regarding excused absences of Council Members according to Article III, Sec. 3.07 (a). Attendance Requirements of the Haltom City Charter.

### EXECUTIVE SESSION

See Posting on Page One (1) of Agenda.

### RECONVENE TO REGULAR SESSION

18. 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 24<sup>th</sup> DAY OF APRIL, 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. \_\_\_\_\_ 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:** April 27, 2015

**Department:** Finance

**Subject:** Monthly Financial Report for March 2015

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### **BACKGROUND**

Attached is the Monthly Financial Report for the month ending March 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 approval of the attached report.

### **ATTACHMENTS**

Monthly Financial Report for March 31, 2015.

## 2015 March Monthly Financial Report

April 15, 2015

We are pleased to provide the March 2015 monthly financial report. Most of the funds are performing as budgeted. Variances related to timing of revenues and expenditures will “level-out” as the year progresses. Exceptions that warrant explanations are listed in the financial report.

### **Fund Balances**

At the end of March, total fund balance for all funds amounted to over \$32.6 million. Three of the operating funds, Parks Performance Fund, Debt Service Fund and Grant Fund, showed negative balances of \$42,227, \$123,629 and \$12,402 respectively. Both Parks Performance Fund and Grant Fund were budgeted with negative fund balance for FY2015.

### **Revenues**

At the end of March, the City realized more than 63% of the budgeted total revenues for the year. The City collected about \$10.9 million in Property Tax. Out of this amount, \$7.5 million is recorded in General Fund and \$3.4 million is recorded in Debt Service Fund. This represents over 92% of the Property Tax for the year. Sales Tax collection is lower than the budgeted amount but is about \$23,000 more than the previous year’s first six months. Interest income has been suffered for the current year due to amortization of premiums on some investments purchased in 2013. There are no other major deviations from the budget. Minor favorable revenue collections are recorded in some minor funds and are noted in the financial report.

### **Expenditures**

Expenditures for most funds are proportional to the budget. Debt Service Fund has spent more than 87% of the annual budget due to principal and interest debt service payments in February. There are no other significant expenditures or cost savings realized so far.

Staff is available to answer any additional questions you may have.

Sincerely,



Thomas J. Muir  
City Manager

## 2015 March Monthly Financial Report - Fund Balances

Fund No.	Fund Title	Beginning Fund Balance 10/1/2014	YTD Revenues	YTD Expenditures	Ending Fund Balance 3/31/2015	Notes
01	General Fund	\$6,198,548	\$16,105,856	\$11,807,154	\$10,497,250	
02	Parks Performance Fund	(20,724)	58,794	80,077	(42,007)	1
05	Debt Service Fund	191,998	3,980,301	4,295,928	(123,629)	2
11	Economic Development Fund	2,904,285	7,334,259	5,545,551	4,692,993	
12	Crime Control & Prevention District Fund	853,150	687,825	620,313	920,662	
13	Oil and Gas Fund	4,034,849	129,448	475,100	3,689,197	
14	Hotel/Motel Tax Fund	96,969	21,659	35,694	82,934	
15	Court Security Fund	133,378	17,269	23,802	126,845	
16	Court Technology Fund	107,666	23,005	28,582	102,090	
17	Juvenile Case Manager Fund	147,264	28,733	23,564	152,432	
18	Red Light Camera Fund	248,323	43,337	45,120	246,540	
19	Grant Fund	(38,581)	63,208	37,029	(12,402)	3
20	PEG Fund	51,000	45,907	0	96,907	
21	Fire Donation Fund	3,578	1,281	2,010	2,849	
22	Library Donation Fund	97,818	16,215	5,266	108,768	
23	Police Forfeiture Fund	20,996	15,263	8,443	27,815	
24	Park Donation Fund	29,848	38,794	26,487	42,155	
25	Park Dedication Fund	33,253	29	8,750	24,532	
26	Safe Pathways Fund	27,998	18	0	28,016	
27	Animal Shelter Fund	34,808	2,190	0	36,998	
28	Police Donation Fund	111,321	33,156	22,285	122,192	
29	Police CART Fund	8,878	0	0	8,878	
31	Street Reconstruction Fund	2,207,687	1,022,281	1,522,276	1,707,692	
32	Capital Projects Fund	3,776,416	367,345	230,000	3,913,760	
39	Street Assessments Fund	(1,312)	7,714	600	5,802	
41	Water & Sewer Fund	3,931,075	8,330,820	7,771,699	4,490,196	
42	Water & Sewer Utility Projects Fund	283,919	550,913	467,432	367,400	
44	Water and Sewer Impact Fees Fund	773,686	75,260	0	848,946	
45	Drainage Utility Fund	300,841	821,641	771,375	351,107	
46	Drainage Capital Projects Fund	40,318	107,783	7,997	140,104	
<b>Total</b>		<b>\$ 26,589,253</b>	<b>\$39,930,305</b>	<b>\$33,862,536</b>	<b>\$32,657,022</b>	

Notes:

- 1 Revenues received from Parks Performance Fund have been lowered due to lower recreation class attendance.
- 2 The Debt Service Fund paid over \$3.9 million debt service in February.
- 3 Negative balance in the Grant Fund was due to beginning negative balance.

## 2015 March Monthly Financial Report - Revenue Summary

Fund No.	Fund Title	Adopted Budget	Revised Budget	YTD Budget	March Actual	YTD Actual	Percent of Revenue Earned	Notes
01	General Fund	\$ 23,547,785	\$ 23,547,785	\$16,053,898	\$2,614,969	\$16,105,856	68.4%	1
02	Parks Performance Fund	192,000	192,000	96,000	14,440	58,794	30.6%	
05	Debt Service Fund	4,811,555	4,811,555	2,405,778	172,193	3,980,301	82.7%	2
11	Economic Development Fund	9,154,686	9,154,686	4,577,343	827,861	7,334,259	80.1%	3
12	Crime Control & Prevention District Fund	1,449,280	1,449,280	724,640	98,941	687,825	47.5%	
13	Oil and Gas Fund	319,648	319,648	159,824	18,907	129,448	40.5%	
14	Hotel/Motel Tax Fund	44,400	44,400	22,200	4,288	21,659	48.8%	
15	Court Security Fund	34,100	34,100	17,050	3,490	17,269	50.6%	
16	Court Technology Fund	44,700	44,700	22,350	4,621	23,005	51.5%	
17	Juvenile Case Manager Fund	52,400	52,400	26,200	5,756	28,733	54.8%	
18	Red Light Camera Fund	166,200	166,200	83,100	9,501	43,337	26.1%	
19	Grant Fund	77,687	77,687	38,844	12,419	63,208	81.4%	4
20	PEG Fund	63,000	63,000	31,500	2,154	45,907	72.9%	
21	Fire Donation Fund	2,850	2,850	1,425	209	1,281	44.9%	
22	Library Donation Fund	38,700	38,700	19,350	2,532	16,215	41.9%	
23	Police Forfeiture Fund	25,500	25,500	12,750	823	15,263	59.9%	
24	Park Donation Fund	51,750	51,750	25,875	9,841	38,794	75.0%	5
25	Park Dedication Fund	400	400	200	49	29	7.3%	
26	Safe Pathways Fund	5,150	5,150	2,575	24	18	0.4%	
27	Animal Shelter Fund	7,650	7,650	3,825	443	2,190	28.6%	
28	Police Donation Fund	73,500	73,500	36,750	2,719	33,156	45.1%	
29	Police CART Fund	1,000	1,000	500	0	0	0.0%	
31	Street Reconstruction Fund	1,495,500	1,495,500	747,750	103,881	1,022,281	68.4%	6
32	Capital Projects Fund	372,000	372,000	186,000	800	367,345	98.7%	7
39	Street Assessments Fund	1,200	1,200	600	3,815	7,714	642.8%	8
41	Water & Sewer Fund	18,008,982	18,008,982	9,004,491	1,263,948	8,330,820	46.3%	
42	Water & Sewer Utility Projects Fund	1,113,310	1,113,310	556,655	92,283	550,913	49.5%	
44	Water and Sewer Impact Fees Fund	17,000	17,000	8,500	421	75,260	442.7%	9
45	Drainage Utility Fund	1,718,007	1,718,007	859,004	138,206	821,641	47.8%	
46	Drainage Capital Projects Fund	215,000	215,000	107,500	18,187	107,783	50.1%	
<b>Total Revenues</b>		<b>\$ 63,104,940</b>	<b>\$ 63,104,940</b>	<b>\$ 35,832,475</b>	<b>\$ 5,427,722</b>	<b>\$ 39,930,305</b>	<b>63.3%</b>	

Notes:

- 1 The General Fund received over \$7.4 million from property tax which is more than 92% of the property tax revenues. The annual Electric Franchise of over \$1.37 million was also recorded in March.
- 2 The Debt Service Fund received over \$3.4 million from property tax which is over 92% of the property tax revenues.
- 3 Over \$5.8 million was recognized as grant revenues for the Backage Road (820 Expansion Project) in the Economic Development Fund.
- 4 The City received grant funding from Bullet Proof Vest, Police STEP Grant, and Emergency Management Grant.
- 5 The Park Donation Fund has received \$28,893 from the Back to School Health Fair for the year thus far.
- 6 The Street Reconstruction Fund received \$297,695 grant money for work performed on the Safe Routes to School project.
- 7 Bond proceeds of \$365,000 from the 2014 Tax Notes was recorded for the fiscal year which is the major revenue for the fund.
- 8 Received a total of \$7,704 in Street Assessments for the year that exceeded the budget of \$1,200.
- 9 The Water & Sewer Impact Fees Fund received a total of \$74,856 for this fiscal year which exceeded the FY2015 budget of \$14,000.

## 2015 March Monthly Financial Report - Expenditure Summary

Fund No.	Fund Title	Adopted Budget	Revised Budget	YTD Budget	March Actual	YTD Expenditures	Percent of Budget Spent	Notes
01	General Fund	\$ 24,234,625	\$ 24,234,625	\$12,117,313	\$390,719	\$11,807,154	48.7%	
02	Parks Performance Fund	192,239	192,239	96,120	13,120	80,077	41.7%	
05	Debt Service Fund	4,915,614	4,915,614	2,457,807	0	4,295,928	87.4%	1
11	Economic Development Fund	11,252,551	11,252,551	5,626,276	133,972	5,545,551	49.3%	
12	Crime Control & Prevention District Fund	1,670,823	1,670,823	835,412	90,398	620,313	37.1%	
13	Oil and Gas Fund	951,044	951,044	475,522	79,183	475,100	50.0%	
14	Hotel/Motel Tax Fund	60,041	60,041	30,021	8,219	35,694	59.4%	
15	Court Security Fund	47,438	47,438	23,719	3,870	23,802	50.2%	
16	Court Technology Fund	42,704	42,704	21,352	1,399	28,582	66.9%	2
17	Juvenile Case Manager Fund	48,529	48,529	24,265	3,969	23,564	48.6%	
18	Red Light Camera Fund	206,912	206,912	103,456	8,527	45,120	21.8%	
19	Grant Fund	77,687	77,687	38,844	2,304	37,029	47.7%	
20	PEG Fund	3,820	3,820	1,910	0	0	0.0%	
21	Fire Donation Fund	3,600	3,600	1,800	1,600	2,010	55.8%	
22	Library Donation Fund	82,900	82,900	41,450	1,836	5,266	6.4%	
23	Police Forfeiture Fund	46,000	46,000	23,000	0	8,443	18.4%	
24	Park Donation Fund	50,950	50,950	25,475	9,671	26,487	52.0%	
25	Park Dedication Fund	0	0	0	1,459	8,750	NA	
26	Safe Pathways Fund	10,000	10,000	5,000	0	0	0.0%	
27	Animal Shelter Fund	5,150	5,150	2,575	0	0	0.0%	
28	Police Donation Fund	101,000	101,000	50,500	0	22,285	22.1%	
29	Police CART Fund	2,500	2,500	1,250	0	0	0.0%	
31	Street Reconstruction Fund	3,291,799	3,291,799	1,645,900	425,745	1,522,276	46.2%	
32	Capital Projects Fund	3,401,309	3,401,309	1,700,655	96,736	230,000	6.8%	
39	Street Assessments Fund	1,200	1,200	600	100	600	50.0%	
41	Water & Sewer Fund	19,656,432	19,656,432	9,828,216	1,153,953	7,771,699	39.5%	
42	Water & Sewer Utility Projects Fund	786,920	786,920	393,460	452,269	467,432	59.4%	
44	Water and Sewer Impact Fees Fund	400,000	400,000	200,000	0	0	0.0%	
45	Drainage Utility Fund	1,855,297	1,855,297	927,649	90,976	771,375	41.6%	
46	Drainage Capital Projects Fund	254,491	254,491	127,246	0	7,997	3.1%	
<b>Total Expenditures</b>		<b>\$ 73,653,575</b>	<b>\$ 73,653,575</b>	<b>\$36,826,788</b>	<b>\$2,970,026</b>	<b>\$33,862,536</b>	<b>46.0%</b>	

Notes:

- 1 The Debt Service Fund paid over \$3.9 million debt service on February. The next debt service payment will be in August.
- 2 Annual maintenance fee for Court Software costing \$14,563 was paid from the Court Technology Fund in October.

## 2015 March Monthly Financial Report - General Fund Revenues

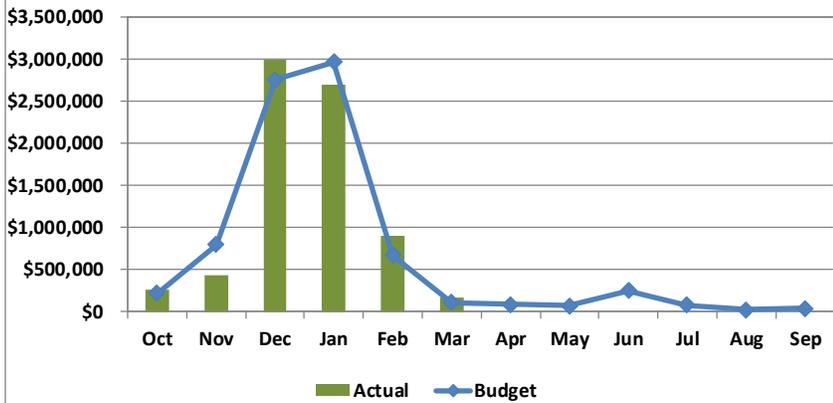
Description	Adopted Budget	Revised Budget	YTD Budget	March Actual	YTD Actual	Percent of Revenue Earned	Notes
Property Taxes	\$8,075,980	\$8,075,980	\$7,529,712	\$173,666	\$7,474,508	92.6%	1
Sales & Other Taxes	6,067,300	6,067,300	2,953,534	401,805	2,879,453	47.5%	2
Franchise Fees	3,941,050	3,941,050	2,693,020	1,530,590	2,714,034	68.9%	3
Licenses/Permits/Fees	626,330	626,330	352,157	18,892	321,604	51.3%	
Charges for Service	1,562,055	1,562,055	835,297	122,788	784,249	50.2%	
Fees and Fines	1,515,235	1,515,235	810,260	203,525	954,624	63.0%	4
Other Revenues							
Intergovernmental	154,730	154,730	77,365	3,312	132,100	85.4%	5
Interest Income	35,000	35,000	17,500	5,341	10,059	28.7%	6
Miscellaneous	140,100	140,100	70,050	36,409	123,384	88.1%	7
<b>Total General Fund Revenues</b>	<b>\$22,117,780</b>	<b>\$22,117,780</b>	<b>\$15,338,895</b>	<b>\$2,496,329</b>	<b>\$15,394,015</b>	<b>69.6%</b>	
Transfers	\$1,430,005	\$1,430,005	\$715,003	\$118,640	\$711,841	49.8%	
<b>Total General Fund Revenues and Transfers</b>	<b>\$23,547,785</b>	<b>\$23,547,785</b>	<b>\$16,053,898</b>	<b>\$2,614,969</b>	<b>\$16,105,856</b>	<b>68.4%</b>	

Notes:

- 1 The General Fund received over \$7.4 million from property tax which is over 92% of the property tax revenues.
- 2 The total Sales Tax Receipts was lower than the budgeted amount but about \$23,000 higher than last year.
- 3 The City received the annual Electric Franchise of over \$1.37 million in March.
- 4 The total Fees and Fines collected is higher than the year-to-date budgeted amount.
- 5 Major intergovernmental incomes received include Birdville ISD for police officers at high school campus and Tarrant County for Auto Theft Task Force.
- 6 Interest income is much lower than budget amount due to amortization of premiums.
- 7 Received about \$64,000 for lease payments and over \$48,000 reimbursements from TML.

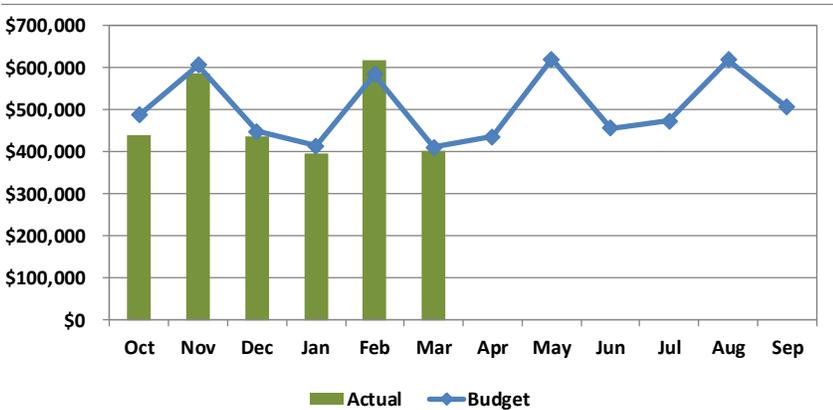
## 2015 March Monthly Financial Report - General Fund Revenues

### Property Tax Revenues



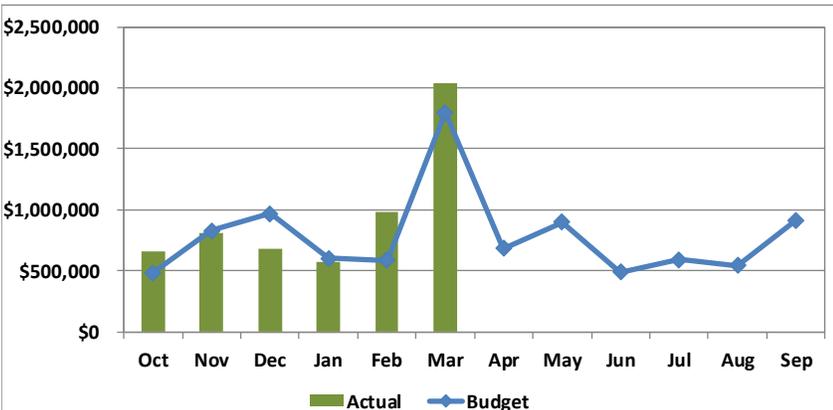
	Budget	Actual	YTD Variance
Oct	\$219,046	\$270,496	\$51,450
Nov	\$796,161	\$429,638	(\$315,074)
Dec	\$2,763,083	\$2,997,155	(\$81,002)
Jan	\$2,970,715	\$2,697,391	(\$354,326)
Feb	\$670,664	\$906,162	(\$118,828)
Mar	\$110,042	\$173,666	(\$55,204)
Apr	\$88,471		
May	\$68,485		
Jun	\$248,453		
Jul	\$80,344		
Aug	\$21,486		
Sep	\$39,029		
<b>Total</b>	<b>\$8,075,980</b>	<b>\$7,474,508</b>	<b>(\$601,472)</b>

### Sales Tax Revenues



	Budget	Actual	YTD Variance
Oct	\$487,676	\$440,905	(\$46,771)
Nov	\$607,246	\$588,007	(\$66,010)
Dec	\$448,993	\$438,733	(\$76,270)
Jan	\$414,023	\$397,895	(\$92,398)
Feb	\$584,395	\$617,191	(\$59,601)
Mar	\$411,202	\$401,805	(\$68,998)
Apr	\$436,723		
May	\$620,362		
Jun	\$457,018		
Jul	\$473,429		
Aug	\$618,883		
Sep	\$507,349		
<b>Total</b>	<b>\$6,067,300</b>	<b>\$2,884,536</b>	<b>(\$3,182,764)</b>

### Other General Fund Revenues



	Budget	Actual	YTD Variance
Oct	\$486,421	\$658,900	\$172,479
Nov	\$831,791	\$806,847	\$147,535
Dec	\$969,693	\$677,855	(\$144,303)
Jan	\$605,119	\$577,355	(\$172,066)
Feb	\$586,981	\$983,322	\$224,274
Mar	\$1,799,011	\$2,039,498	\$464,762
Apr	\$682,226		
May	\$897,072		
Jun	\$492,654		
Jul	\$593,314		
Aug	\$545,867		
Sep	\$914,356		
<b>Total</b>	<b>\$9,404,505</b>	<b>\$5,743,777</b>	<b>(\$3,660,728)</b>

## 2015 March Monthly Financial Report - General Fund Expenditures

Description	Adopted Budget	Revised Budget	YTD Budget	March Actual	YTD Expenditures	Percent of Budget Spent	Notes
General Government	\$6,367,840	\$6,367,840	\$3,183,920	\$390,719	\$2,470,645	38.8%	
Administration	544,781	544,781	272,391	47,910	295,260	54.2%	
City Secretary	206,355	206,355	103,178	18,054	102,077	49.5%	
City Council	18,672	18,672	9,336	704	7,632	40.9%	
Finance	585,866	585,866	292,933	58,477	316,938	54.1%	
Human Resources	430,427	430,427	215,214	26,417	191,358	44.5%	
Planning & Inspections	676,271	676,271	338,136	46,139	289,645	42.8%	
Information Technology	495,804	495,804	247,902	35,545	214,762	43.3%	
Fleet Services	523,635	523,635	261,818	27,781	275,330	52.6%	
Building Maintenance	348,552	348,552	174,276	14,838	126,777	36.4%	1
Nondepartment	2,537,477	2,537,477	1,268,739	114,854	650,867	25.7%	2
Public Safety	\$14,774,521	\$14,774,521	\$7,387,261	\$1,096,877	\$7,920,923	53.6%	
Police	7,953,633	7,953,633	3,976,817	564,919	4,432,180	55.7%	
Fire	5,818,589	5,818,589	2,909,295	470,479	3,068,931	52.7%	
Animal Control	347,339	347,339	173,670	21,100	139,333	40.1%	
Municipal Court	654,960	654,960	327,480	40,379	280,480	42.8%	
Streets	\$894,817	\$894,817	\$447,409	\$68,101	\$354,185	39.6%	3
Culture and Recreation	\$2,172,447	\$2,172,447	\$1,086,224	\$147,746	\$1,048,901	48.3%	
Parks and Recreation	991,522	991,522	495,761	79,482	502,502	50.7%	
Library	1,180,925	1,180,925	590,463	68,263	546,399	46.3%	
<b>Total General Fund Expenditures</b>	<b>\$24,209,625</b>	<b>\$24,209,625</b>	<b>\$12,104,813</b>	<b>\$1,703,443</b>	<b>\$11,794,654</b>	<b>48.7%</b>	
Transfers Out	\$25,000	\$25,000	\$12,500	\$2,083	\$12,500	50.0%	
<b>Total General Fund Expenditures &amp; Transfers</b>	<b>\$24,234,625</b>	<b>\$24,234,625</b>	<b>\$12,117,313</b>	<b>\$1,705,526</b>	<b>\$11,807,154</b>	<b>48.7%</b>	

Notes:

- 1 Janitorial service payments were made after the service was received. At the end of March, only 3-month of services were paid
- 2 Non-department expenditures incurred was about 25% for the year for the first half of the fiscal year.
- 3 Majority of the expenditures in street maintenance will be spent during summer months.

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** April 27, 2015  
**Department:** Finance  
**Subject:** Quarterly Investment Report for  
March 31, 2015

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### **BACKGROUND**

Attached is the Quarterly Investment Report for the second quarter ending March 31, 2015. This report is submitted to the City Council for their review and comment. This provides information and analysis of the City's investment portfolio and investment activities.

### **FISCAL IMPACT**

This is a management tool for evaluating the investment portfolio and investment activities.

### **RECOMMENDATION**

Staff recommends approval of the attached report.

### **ATTACHMENTS**

Quarterly Investment Report for the quarter ending March 31, 2015.

# **CITY OF HALTOM CITY**



## **QUARTERLY INVESTMENT REPORT**

**January 1, 2015 - March 31, 2015**

# CITY OF HALTOM CITY QUARTERLY INVESTMENT REPORT

January 1, 2015 - March 31, 2015

## Portfolio Summary

This quarterly report is in full compliance with the investment policy and strategy as established for the City of Haltom City, Texas and the Public Funds Investment Act (Chapter 2256, Texas Government Code).

<u>Portfolio as of December 31, 2014</u>		<u>Portfolio as of March 31, 2015</u>	
Beginning Book Value	\$43,808,535.01	Ending Book Value	\$40,469,189.91
Beginning Market Value	\$43,672,343.33	Ending Market Value	\$40,383,209.57
Unrealized Gain/(Loss)	(\$136,191.68)	Unrealized Gain/(Loss)	(\$85,980.34)
		<b>Change in Unrealized Gain/(Loss)</b>	<b>\$50,211.34</b>
		Interested accrued for the period	\$28,962.00
WAM at Beginning Period Date <sup>1</sup>	159 Days	WAM at Ending Period Date <sup>1</sup>	166 Days
Yield-To-Maturity at Cost	0.324%	Yield-To-Maturity at Cost	0.310%
Treasury 6-Month	0.120%	Treasury 6-Month	0.140%
		Change in Market Value <sup>2</sup>	(\$3,289,133.76)

Prepared by:

  
 \_\_\_\_\_  
 Thomas J. Muir, City Manager

4/15/15  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Jennifer O. Fung, Director of Finance

4/15/15  
 \_\_\_\_\_  
 Date

<sup>1</sup> WAM - Weighted Average Maturity

<sup>2</sup> "Change in Market Value" is required data, but will primarily reflect the receipt and expenditure of the City's funds from quarter to quarter.

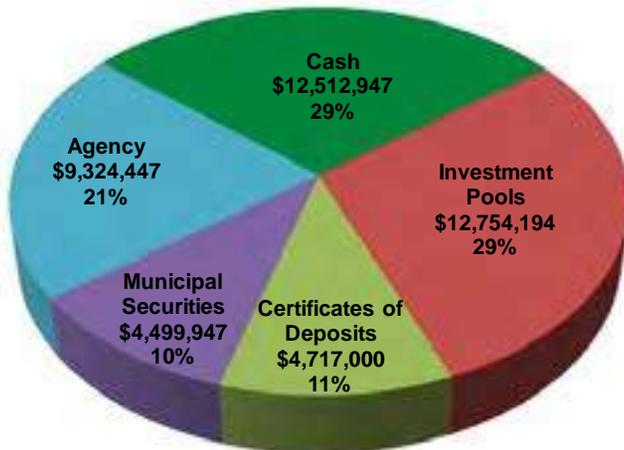
# CITY OF HALTOM CITY QUARTERLY INVESTMENT REPORT

January 1, 2015 - March 31, 2015

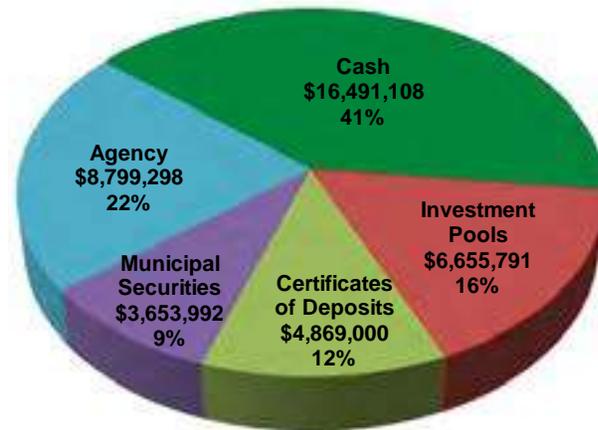
## Security Sector Allocation - Book Value

Security Sector Allocation				
Security Sector	Book Value 12/31/2014	% of Portfolio 12/31/2014	Book Value 3/31/2015	% of Portfolio 3/31/2015
Cash	\$12,512,946.94	28.6%	\$16,491,108.34	40.7%
Local Government Investment Pools	12,754,194.19	29.1%	6,655,791.13	16.4%
Certificates of Deposits	4,717,000.00	10.8%	4,869,000.00	12.0%
Municipal Securities	4,499,946.80	10.3%	3,653,992.30	9.0%
Federal Agency Coupon Securities	9,324,447.08	21.3%	8,799,298.14	21.7%
<b>Total</b>	<b>\$43,808,535.01</b>	<b>100.0%</b>	<b>\$40,469,189.91</b>	<b>100.0%</b>

**Total Portfolio Assets as of 12/31/2014**



**Total Portfolio Assets as of 3/31/2015**

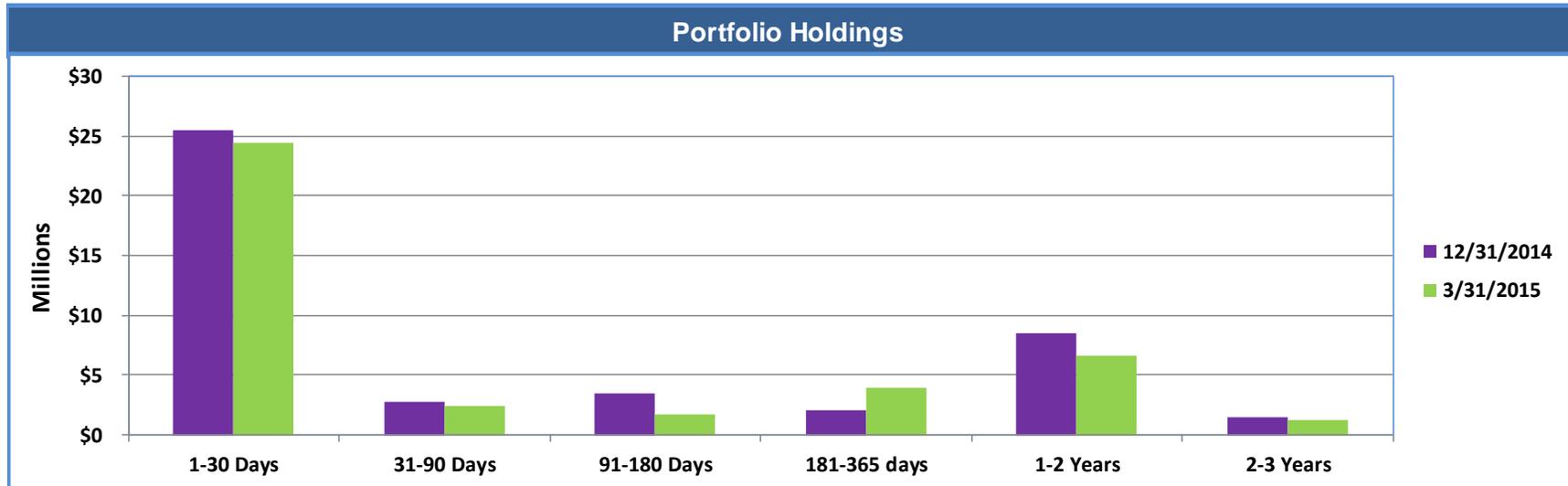


# CITY OF HALTOM CITY QUARTERLY INVESTMENT REPORT

January 1, 2015 - March 31, 2015

## Distribution by Maturity Range - Book Value

Maturity Range Allocation				
Maturity Range	Book Value 12/31/2014	% of Portfolio 12/31/2014	Book Value 3/31/2015	% of Portfolio 3/31/2015
1-30 Days	\$25,501,718.63	58.2%	\$24,396,324.47	60.3%
31-90 Days	2,729,525.94	6.2%	2,439,363.87	6.0%
91-180 Days	3,439,788.87	7.9%	1,764,210.00	4.4%
181-365 days	2,113,720.40	4.8%	3,941,228.27	9.7%
1-2 Years	8,529,475.29	19.5%	6,688,063.30	16.5%
2-3 Years	1,494,305.88	3.4%	1,240,000.00	3.1%
Total	\$43,808,535.01	100.0%	\$40,469,189.91	100.0%



**CITY OF HALTOM CITY  
QUARTERLY INVESTMENT REPORT**

January 1, 2015 - March 31, 2015

Detail of Security Holdings As of 3/31/2015

ISSUERS	CUSIP	COUPON	YIELD	SETTLE DATE	MATURITY DATE	03/31/15 PAR VALUE	03/31/15 MARKET VALUE	03/31/15 BOOK VALUE
<b>FEDERAL AGENCY COUPON SECURITIES</b>								
FFCB	3133ECCN2	0.300%	0.300%	4/10/2013	4/14/2015	500,000.00	500,035.50	500,450.00
FAMC-FARMER MAC	31315PVZ9	0.270%	0.270%	4/24/2013	4/24/2015	500,000.00	500,052.00	499,975.00
FFCB	3133EANJ3	0.500%	0.280%	5/9/2013	5/1/2015	500,000.00	500,158.00	502,322.87
FFCB	3133ECR71	0.300%	0.300%	5/28/2013	6/4/2015	500,000.00	500,101.00	499,950.00
FNMA	3135GONV1	0.500%	0.230%	12/19/2014	9/28/2015	250,000.00	250,300.00	250,510.40
FFCB	3133EDED0	0.450%	0.320%	2/19/2014	2/3/2016	500,000.00	500,535.00	501,283.50
FHLB	3130AOSD3	0.375%	0.320%	2/19/2014	2/19/2016	500,000.00	500,484.50	500,532.12
FNMA	3136FPET0	2.000%	0.390%	2/19/2014	3/10/2016	500,000.00	507,614.00	516,500.00
FNMA	3135GOVA8	0.500%	0.370%	2/19/2014	3/30/2016	500,000.00	500,840.50	501,402.25
FHLB	3130A1HY7	0.500%	0.500%	4/1/2014	4/22/2016	500,000.00	499,571.00	500,125.00
FHLB	313373SZ6	2.125%	0.400%	5/28/2014	6/10/2016	500,000.00	510,310.50	517,399.15
FHLB	3133834R9	0.375%	0.380%	5/28/2014	6/24/2016	500,000.00	499,909.50	499,757.97
FFCB	3133EEFA3	0.720%	0.740%	12/19/2014	12/15/2016	500,000.00	500,048.00	499,784.00
FHLMC	3134G5W76	0.750%	0.750%	12/30/2014	12/30/2016	500,000.00	499,173.00	500,000.00
FNMA	3135G0GY3	1.250%	1.240%	12/22/2014	1/30/2017	500,000.00	505,380.50	505,211.88
FHLB	313376SG1	1.180%	0.787%	12/22/2014	1/30/2017	500,000.00	505,251.50	504,094.00
FHLMC	3134G6MC4	1.300%	1.300%	3/30/2015	12/29/2017	500,000.00	500,932.00	500,000.00
FHLB	3130A4HJ4	1.375%	1.375%	3/26/2015	3/26/2018	500,000.00	499,897.50	500,000.00
<b>TOTAL FEDERAL AGENCY COUPON SECURITIES</b>						<b>8,750,000.00</b>	<b>8,780,594.00</b>	<b>8,799,298.14</b>
<b>MUNICIPAL SECURITIES</b>								
UNIVERSITY OF IOWA	914364KT0	3.000%	0.470%	2/20/2013	6/1/2015	300,000.00	301,254.00	317,091.00
BLOUNT CTNY TN	095175KW4	5.750%	0.650%	4/25/2013	6/1/2015	350,000.00	353,122.00	385,000.00
TEMPLE TEXAS TAX NOTES	880064ZJ2	4.000%	0.600%	1/4/2013	8/1/2015	500,000.00	506,325.00	543,140.00
DOWNTOWN DALLAS TX DEV AUTH	261149BHO	DISCOUNT	0.980%	3/6/2013	8/15/2015	1,000,000.00	993,300.00	976,070.00
ARLINGTON TX GENERAL OBLIGATION BOND	041796fz1	2.500%	0.400%	3/10/2014	8/15/2016	100,000.00	102,325.00	105,074.00
NEW YORK STATE DORM AUTH ST INCOME TAX	649,902,716	1.750%	0.350%	12/19/2014	8/15/2016	110,000.00	111,859.00	111,972.30
WESTERVILLE OHIO CITY SCH DISTRICT SPL OBLIG	96003IAF9	3.000%	0.700%	12/19/2014	12/1/2016	250,000.00	260,130.00	261,037.50
HARRIS COUNTY TX FLOOD CONTROL DIST REF	649,902,716	1.229%	1.045%	12/22/2014	8/15/2016	950,000.00	953,315.50	954,607.50
<b>TOTAL MUNICIPAL SECURITIES</b>						<b>3,560,000.00</b>	<b>3,581,630.50</b>	<b>3,653,992.30</b>

**CITY OF HALTOM CITY  
QUARTERLY INVESTMENT REPORT**

January 1, 2015 - March 31, 2015  
Detail of Security Holdings As of 3/31/2015

ISSUERS	CUSIP	COUPON	YIELD	SETTLE	MATURITY	03/31/15	03/31/15	03/31/15
				DATE	DATE	PAR VALUE	MARKET VALUE	BOOK VALUE
						\$	\$	\$
<b><u>CERTIFICATES OF DEPOSIT</u></b>								
ONE WORLD BANK	Direct deposit	0.850%	0.850%	4/4/2012	4/3/2015	249,000.00	249,000.00	249,000.00
TOWNE BANK PORTSMOUTH PA	89214PAP4	0.400%	0.400%	5/9/2013	6/1/2015	245,000.00	245,167.83	245,000.00
SYNOVUS BANK GA	87164DDE7	0.500%	0.500%	6/4/2013	6/19/2015	245,000.00	245,202.37	245,000.00
NORTH SHORE COMM BANK & TRUST	662326BV8	0.450%	0.450%	6/14/2013	6/29/2015	245,000.00	245,218.79	245,000.00
CATHAY BANK	149159HZ1	0.550%	0.550%	7/9/2013	7/27/2015	245,000.00	245,393.72	245,000.00
BANK OF AMERICA	Direct deposit	0.150%	0.150%	10/9/2014	10/9/2015	99,000.00	99,000.00	99,000.00
INTER BANK	Direct deposit	0.650%	0.650%	2/1/2014	2/1/2016	99,000.00	99,000.00	99,000.00
TRISTATE CAPITAL BANK	89677DDR4	0.500%	0.500%	2/4/2014	2/8/2016	245,000.00	245,345.21	245,000.00
BMW BANK OF NORTH AMERICA	05568P6T9	0.500%	0.500%	2/7/2014	2/16/2016	245,000.00	244,883.87	245,000.00
WASHINGTON TRUST WESTERLY	9400637FR7	0.500%	0.500%	2/5/2014	2/19/2016	245,000.00	244,874.32	245,000.00
CUSTOMERS BANK	23204HAR9	0.500%	0.500%	2/4/2014	2/26/2016	245,000.00	245,335.16	245,000.00
GOLDMAN SACHS BANK USA	38147JUN0	0.500%	0.500%	2/24/2014	3/7/2016	245,000.00	244,822.13	245,000.00
BANK OF BARODA	06062AT82	0.500%	0.500%	3/30/2015	3/30/2016	248,000.00	247,974.46	248,000.00
IBERIA BANK LA	45083ACX8	0.550%	0.550%	5/28/2014	5/31/2016	245,000.00	244,959.09	245,000.00
FIRST CITRUS BANK	319590BT1	0.650%	0.650%	4/22/2014	11/9/2016	249,000.00	249,724.59	249,000.00
FIRSTBANK PUERTO RICO	33767AFZ9	0.950%	0.950%	11/24/2014	11/28/2016	249,000.00	249,516.68	249,000.00
AMERICAN EXPR CENTURION	02587DWN4	1.050%	1.050%	12/5/2014	12/5/2016	245,000.00	246,044.19	245,000.00
PEOPLE UNITED BANK	71270QKU9	1.000%	1.000%	12/10/2014	12/12/2016	248,000.00	248,445.41	248,000.00
DISCOVER BANK	254671G38	0.950%	0.500%	2/10/2014	2/21/2017	245,000.00	245,961.38	245,000.00
FIRST NIAGARA BANK NY	33583CNM7	0.900%	0.900%	3/27/2015	3/27/2017	248,000.00	247,967.76	248,000.00
ALLY BANK MIDVALE UTAH	02006lfb4	1.100%	1.100%	6/2/2014	6/12/2017	240,000.00	240,248.64	240,000.00
<b>TOTAL CERTIFICATES OF DEPOSIT</b>						<b>4,869,000.00</b>	<b>4,874,085.60</b>	<b>4,869,000.00</b>
<b><u>INVESTMENT POOLS</u></b>								
TEXPOOL		0.050%	0.050%		Daily	122,370.85	122,370.85	122,370.85
TEXAS CLASS - ALL ACCOUNTS		0.120%	0.120%		Daily	2,218,284.78	2,218,284.78	2,218,284.78
TEXAS TERM (BOND FUNDS)		0.090%	0.090%		Daily	4,315,135.50	4,315,135.50	4,315,135.50
<b>TOTAL INVESTMENT POOLS</b>						<b>6,655,791.13</b>	<b>6,655,791.13</b>	<b>6,655,791.13</b>
<b><u>CASH</u></b>								
CASH		0.00%	0.00%		Daily	3,280.00	3,280.00	3,280.00
FROST		0.00%	0.00%		Daily	10,822,258.59	10,822,258.59	10,822,258.59
WELLS FARGO		0.12%	0.12%		Daily	5,665,569.75	5,665,569.75	5,665,569.75
<b>TOTAL CASH</b>						<b>16,491,108.34</b>	<b>16,491,108.34</b>	<b>16,491,108.34</b>
<b>TOTAL CASH AND INVESTMENTS</b>						<b>\$40,325,899.47</b>	<b>\$40,383,209.57</b>	<b>\$40,469,189.91</b>

**CITY OF HALTOM CITY**  
**QUARTERLY INVESTMENT REPORT**  
 January 1, 2015 to March 31, 2015  
 Change in Value

ISSUERS	CUSIP	YIELD	DATE	12/31/2014	PURCHASES	REDEMPTIONS	3/31/2015	CHANGE IN
			PURCHASE	PAR VALUE			PAR VALUE	PAR VALUE
			MATURITY	MARKET VALUE			MARKET VALUE	MARKET VALUE
				BOOK VALUE			BOOK VALUE	BOOK VALUE
				\$	\$	\$	\$	\$
<b><u>AGENCIES</u></b>								
FAMC	31315PPZ6	0.330%	2/20/2013	500,000.00		500,000.00		(500,000.00)
			2/13/2015	500,131.00				(500,131.00)
				500,000.00				(500,000.00)
FHLB	3133XWX95	0.300%	3/13/2013	500,000.00		500,000.00		(500,000.00)
			3/13/2015	502,582.00				(502,582.00)
				524,348.94				(524,348.94)
FHLB	313376ZQ1	0.290%	3/27/2013	500,000.00		500,000.00		(500,000.00)
			3/13/2015	500,185.00				(500,185.00)
				500,800.00				(500,800.00)
FFCB	3133ECCN2	0.300%	4/10/2013	500,000.00			500,000.00	0.00
			4/14/2015	500,139.50			500,035.50	(104.00)
				500,450.00			500,450.00	0.00
FAMC-FARMER MAC	31315PVZ9	0.270%	4/24/2013	500,000.00			500,000.00	0.00
			4/24/2015	500,168.50			500,052.00	(116.50)
				499,975.00			499,975.00	0.00
FFCB	3133EANJ3	0.280%	5/9/2013	500,000.00			500,000.00	0.00
			5/1/2015	500,353.50			500,158.00	(195.50)
				502,322.87			502,322.87	0.00
FFCB	3133ECR71	0.300%	5/28/2013	500,000.00			500,000.00	0.00
			6/4/2015	500,118.00			500,101.00	(17.00)
				499,950.00			499,950.00	0.00
FNMA	3135GONV1	0.230%	12/19/2014	250,000.00			250,000.00	0.00
			9/28/2015	250,418.25			250,300.00	(118.25)
				250,510.40			250,510.40	0.00

**CITY OF HALTOM CITY**  
**QUARTERLY INVESTMENT REPORT**  
 January 1, 2015 to March 31, 2015  
 Change in Value

ISSUERS	CUSIP	YIELD	DATE	12/31/2014	PURCHASES	REDEMPTIONS	3/31/2015	CHANGE IN
			PURCHASE	PAR VALUE			PAR VALUE	PAR VALUE
			MATURITY	MARKET VALUE			MARKET VALUE	MARKET VALUE
				BOOK VALUE			BOOK VALUE	BOOK VALUE
				\$	\$	\$	\$	\$
FFCB	3133EDED0	0.320%	2/19/2014	500,000.00			500,000.00	0.00
			2/3/2016	500,356.50			500,535.00	178.50
				501,283.50			501,283.50	0.00
FHLB	3130AOSD3	0.320%	2/19/2014	500,000.00			500,000.00	0.00
			2/19/2016	499,913.50			500,484.50	571.00
				500,532.12			500,532.12	0.00
FNMA	3136FPET0	0.390%	2/19/2014	500,000.00			500,000.00	0.00
			3/10/2016	508,732.00			507,614.00	(1,118.00)
				516,500.00			516,500.00	0.00
FNMA	3135GOVA8	0.370%	2/19/2014	500,000.00			500,000.00	0.00
			3/30/2016	502,999.50			500,840.50	(2,159.00)
				501,402.25			501,402.25	0.00
FHLB	3130A1HY7	0.500%	4/1/2014	500,000.00			500,000.00	0.00
			4/22/2016	498,861.50			499,571.00	709.50
				500,125.00			500,125.00	0.00
FHLB	313373SZ6	0.400%	5/28/2014	500,000.00			500,000.00	0.00
			6/10/2016	511,253.50			510,310.50	(943.00)
				517,399.15			517,399.15	0.00
FHLB	3133834R9	0.380%	5/28/2014	500,000.00			500,000.00	0.00
			6/24/2016	498,798.50			499,909.50	1,111.00
				499,757.97			499,757.97	0.00
FFCB	3133EEFA3	0.740%	12/19/2014	500,000.00			500,000.00	0.00
			12/15/2016	499,992.00			500,048.00	56.00
				499,784.00			499,784.00	0.00

**CITY OF HALTOM CITY**  
**QUARTERLY INVESTMENT REPORT**  
 January 1, 2015 to March 31, 2015  
 Change in Value

ISSUERS	CUSIP	YIELD	DATE	12/31/2014	PURCHASES	REDEMPTIONS	3/31/2015	CHANGE IN
			PURCHASE	PAR VALUE			PAR VALUE	PAR VALUE
			MATURITY	MARKET VALUE			MARKET VALUE	MARKET VALUE
				BOOK VALUE			BOOK VALUE	BOOK VALUE
				\$	\$	\$	\$	\$
FHLMC	3134G5W76	0.750%	12/30/2014	500,000.00			500,000.00	0.00
			12/30/2016	500,160.50			499,173.00	(987.50)
				500,000.00			500,000.00	0.00
FNMA	3135G0GY3	1.240%	12/22/2014	500,000.00			500,000.00	0.00
			1/30/2017	504,523.00			505,380.50	857.50
				505,211.88			505,211.88	0.00
FHLB	313376SG1	0.787%	12/22/2014	500,000.00			500,000.00	0.00
			1/30/2017	503,868.50			505,251.50	1,383.00
				504,094.00			504,094.00	0.00
FHLMC	3134G6MC4	1.300%	3/30/2015		500,000.00		500,000.00	500,000.00
			12/29/2017				500,932.00	500,932.00
							500,000.00	500,000.00
FHLB	3130A4HJ4	1.375%	3/26/2015		500,000.00		500,000.00	500,000.00
			3/26/2018				499,897.50	499,897.50
							500,000.00	500,000.00
<b><u>MUNICIPAL SECURITIES:</u></b>								
TUSCALOOSA ALA REFD WATER E	900577PX9	0.650%	1/10/2013	125,000.00				(125,000.00)
			1/1/2015	125,000.00				(125,000.00)
				135,577.50				(135,577.50)
SUGARLAND TX RFD BONDS	864855E64	0.500%	11/19/2012	200,000.00				(200,000.00)
			2/15/2015	200,528.00				(200,528.00)
				207,742.00				(207,742.00)
DAUPHIN CTY PA	238253YD4	0.650%	3/15/2013	500,000.00				(500,000.00)
			3/1/2015	500,440.00				(500,440.00)
				502,635.00				(502,635.00)

**CITY OF HALTOM CITY**  
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 January 1, 2015 to March 31, 2015  
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ISSUERS	CUSIP	YIELD	DATE	12/31/2014	PURCHASES	REDEMPTIONS	3/31/2015	CHANGE IN
			PURCHASE	PAR VALUE			PAR VALUE	PAR VALUE
			MATURITY	MARKET VALUE			MARKET VALUE	MARKET VALUE
				BOOK VALUE			BOOK VALUE	BOOK VALUE
				\$	\$	\$	\$	\$
FHLMC	3134G5W76	0.750%	12/30/2014	500,000.00			500,000.00	0.00
			12/30/2016	500,160.50			499,173.00	(987.50)
				500,000.00			500,000.00	0.00
FNMA	3135G0GY3	1.240%	12/22/2014	500,000.00			500,000.00	0.00
			1/30/2017	504,523.00			505,380.50	857.50
				505,211.88			505,211.88	0.00
FHLB	313376SG1	0.787%	12/22/2014	500,000.00			500,000.00	0.00
			1/30/2017	503,868.50			505,251.50	1,383.00
				504,094.00			504,094.00	0.00
FHLMC	3134G6MC4	1.300%	3/30/2015		500,000.00		500,000.00	500,000.00
			12/29/2017				500,932.00	500,932.00
							500,000.00	500,000.00
FHLB	3130A4HJ4	1.375%	3/26/2015		500,000.00		500,000.00	500,000.00
			3/26/2018				499,897.50	499,897.50
							500,000.00	500,000.00
<b><u>MUNICIPAL SECURITIES:</u></b>								
TUSCALOOSA ALA REFD WATER E	900577PX9	0.650%	1/10/2013	125,000.00				(125,000.00)
			1/1/2015	125,000.00				(125,000.00)
				135,577.50				(135,577.50)
SUGARLAND TX RFD BONDS	864855E64	0.500%	11/19/2012	200,000.00				(200,000.00)
			2/15/2015	200,528.00				(200,528.00)
				207,742.00				(207,742.00)
DAUPHIN CTY PA	238253YD4	0.650%	3/15/2013	500,000.00				(500,000.00)
			3/1/2015	500,440.00				(500,440.00)
				502,635.00				(502,635.00)

**CITY OF HALTOM CITY**  
**QUARTERLY INVESTMENT REPORT**  
 January 1, 2015 to March 31, 2015  
 Change in Value

ISSUERS	CUSIP	YIELD	DATE	12/31/2014	PURCHASES	REDEMPTIONS	3/31/2015	CHANGE IN
			PURCHASE	PAR VALUE			PAR VALUE	PAR VALUE
			MATURITY	MARKET VALUE			MARKET VALUE	MARKET VALUE
				BOOK VALUE			BOOK VALUE	BOOK VALUE
				\$	\$	\$	\$	\$
UNIVERSITY OF IOWA	914364KT0	0.470%	2/20/2013	300,000.00			300,000.00	0.00
			6/1/2015	303,117.00			301,254.00	(1,863.00)
				317,091.00			317,091.00	0.00
BLOUNT CTNY TN	095175KW4	0.650%	4/25/2013	350,000.00			350,000.00	0.00
			6/1/2015	357,346.50			353,122.00	(4,224.50)
				385,000.00			385,000.00	0.00
TEMPLE TEXAS TAX NOTES	880064ZJ2	0.600%	1/4/2013	500,000.00			500,000.00	0.00
			8/1/2015	510,950.00			506,325.00	(4,625.00)
				543,140.00			543,140.00	0.00
DOWNTOWN DALLAS TX DEV AUTH	261149BHO	0.980%	3/6/2013	1,000,000.00			1,000,000.00	0.00
			8/15/2015	988,630.00			993,300.00	4,670.00
				976,070.00			976,070.00	0.00
ARLINGTON TX GENERAL OBLIGAT	041796fz1	0.400%	3/10/2014	100,000.00			100,000.00	0.00
			8/15/2016	102,620.00			102,325.00	(295.00)
				105,074.00			105,074.00	0.00
NEW YORK STATE DORM AUTH ST	649902716	0.350%	12/19/2014	110,000.00			110,000.00	0.00
			8/15/2016	111,545.50			111,859.00	313.50
				111,972.30			111,972.30	0.00
HARRIS COUNTY TX FLOOD CONTI	649902716	0.700%	12/22/2014	950,000.00			950,000.00	0.00
			8/15/2016	950,047.50			953,315.50	3,268.00
				954,607.50			954,607.50	0.00
WESTERVILLE OHIO CITY SCH DIS	96003IAF9	1.045%	12/19/2014	250,000.00			250,000.00	0.00
			12/1/2016	260,572.50			260,130.00	(442.50)
				261,037.50			261,037.50	0.00

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 Change in Value

ISSUERS	CUSIP	YIELD	DATE	12/31/2014	3/31/2015	CHANGE IN	
			PURCHASE	PAR VALUE	PAR VALUE	PAR VALUE	
			MATURITY	MARKET VALUE	MARKET VALUE	MARKET VALUE	
				BOOK VALUE	PURCHASES	REDEMPTIONS	BOOK VALUE
				\$	\$	\$	\$
<b><u>CERTIFICATES OF DEPOSIT</u></b>							
MERIDIAN BANK OF TEXAS (Check) Direct deposit		0.510%	1/20/2013	99,000.00		99,000.00	(99,000.00)
			1/20/2015	99,000.00			(99,000.00)
				99,000.00			(99,000.00)
KEY BANK NA	49306SRF5	0.450%	2/22/2013	245,000.00		245,000.00	(245,000.00)
			2/27/2015	245,078.16			(245,078.16)
				245,000.00			(245,000.00)
ONE WORLD BANK (Direct Deposit   Direct deposit		0.850%	4/4/2013	249,000.00			249,000.00
			4/3/2015	249,000.00			249,000.00
				249,000.00			249,000.00
TOWNE BANK PORTSMOUTH PA	89214PAP4	0.400%	5/9/2013	245,000.00			245,000.00
			6/1/2015	245,147.00			245,167.83
				245,000.00			245,000.00
SYNOVUS BANK GA	87164DDE7	0.500%	6/4/2013	245,000.00			245,000.00
			6/19/2015	245,145.29			245,202.37
				245,000.00			245,000.00
NORTH SHORE COMM BANK & TRU	662326BV8	0.450%	6/14/2013	245,000.00			245,000.00
			6/29/2015	245,142.59			245,218.79
				245,000.00			245,000.00
CATHAY BANK	149159HZ1	0.550%	7/9/2013	245,000.00			245,000.00
			7/27/2015	245,411.36			245,393.72
				245,000.00			245,000.00
BANK OF AMERICA (Check)	Direct deposit	0.150%	10/12/2012	99,000.00			99,000.00
			10/12/2015	99,000.00			99,000.00
				99,000.00			99,000.00

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 January 1, 2015 to March 31, 2015  
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ISSUERS	CUSIP	YIELD	DATE	12/31/2014	PURCHASES	REDEMPTIONS	3/31/2015	CHANGE IN
			PURCHASE	PAR VALUE			PAR VALUE	PAR VALUE
			MATURITY	MARKET VALUE			MARKET VALUE	MARKET VALUE
				BOOK VALUE			BOOK VALUE	BOOK VALUE
				\$	\$	\$	\$	\$
INTER BANK (Park Cites Bank)(Chec Direct deposit)		0.650%	2/1/2014	99,000.00			99,000.00	0.00
			2/1/2016	99,000.00			99,000.00	0.00
				99,000.00			99,000.00	0.00
TRISTATE CAPITAL BANK	89677DDR4	0.500%	2/4/2014	245,000.00			245,000.00	0.00
			2/8/2016	245,014.70			245,345.21	330.51
				245,000.00			245,000.00	0.00
BMW BANK OF NORTH AMERICA	05568P6T9	0.500%	2/7/2014	245,000.00			245,000.00	0.00
			2/16/2016	244,985.30			244,883.87	(101.43)
				245,000.00			245,000.00	0.00
WASHINGTON TRUST WESTERLY	9400637FR7	0.500%	2/5/2014	245,000.00			245,000.00	0.00
			2/19/2016	245,001.23			244,874.32	(126.91)
				245,000.00			245,000.00	0.00
CUSTOMERS BANK	23204HAR9	0.500%	2/4/2014	245,000.00			245,000.00	0.00
			2/26/2016	244,974.52			245,335.16	360.64
				245,000.00			245,000.00	0.00
GOLDMAN SACHS BANK USA	38147JUN0	0.500%	2/24/2014	245,000.00			245,000.00	0.00
			3/7/2016	244,792.73			244,822.13	29.40
				245,000.00			245,000.00	0.00
IBERIA BANK LA	45083ACX8	0.550%	5/28/2014	245,000.00			245,000.00	0.00
			5/31/2016	244,185.87			244,959.09	773.22
				245,000.00			245,000.00	0.00
FIRST CITRUS BANK	319590BT1	0.650%	4/22/2014	249,000.00			249,000.00	0.00
			11/9/2016	248,193.49			249,724.59	1,531.10
				249,000.00			249,000.00	0.00

**CITY OF HALTOM CITY**  
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 January 1, 2015 to March 31, 2015  
 Change in Value

ISSUERS	CUSIP	YIELD	DATE	12/31/2014	PURCHASES	REDEMPTIONS	3/31/2015	CHANGE IN
			PURCHASE	PAR VALUE			PAR VALUE	PAR VALUE
			MATURITY	MARKET VALUE			MARKET VALUE	MARKET VALUE
				BOOK VALUE			BOOK VALUE	BOOK VALUE
				\$	\$	\$	\$	\$
FIRSTBANK PUERTO RICO	33767AFZ9	0.950%	11/24/2014	249,000.00			249,000.00	0.00
			11/28/2016	247,887.97			249,516.68	1,628.71
				249,000.00			249,000.00	0.00
AMERICAN EXPR CENTURION	02587DWN4	1.050%	12/5/2014	245,000.00			245,000.00	0.00
			12/5/2016	244,492.12			246,044.19	1,552.07
				245,000.00			245,000.00	0.00
PEOPLE UNITED BANK	71270QKU9	1.000%	12/10/2014	248,000.00			248,000.00	0.00
			12/12/2016	246,766.20			248,445.41	1,679.21
				248,000.00			248,000.00	0.00
DISCOVER BANK	254671G38	0.500%	2/10/2014	245,000.00			245,000.00	0.00
			2/21/2017	244,235.60			245,961.38	1,725.78
				245,000.00			245,000.00	0.00
ALLY BANK MIDVALE UTAH	02006fb4	1.100%	6/2/2014	240,000.00			240,000.00	0.00
			6/12/2017	238,396.32			240,248.64	1,852.32
				240,000.00			240,000.00	0.00
FIRST NIAGARA BANK NY	33583CNM7	0.900%	3/27/2015		248,000.00		248,000.00	248,000.00
			3/27/2017				247,967.76	247,967.76
							248,000.00	248,000.00
BANK OF BARODA	06062AT82	0.500%	3/30/2015		248,000.00		248,000.00	248,000.00
			3/30/2016				247,974.46	247,974.46
							248,000.00	248,000.00
<b>INVESTMENT POOLS</b>								
TEXPOOL	99-10302	0.000% Daily		122,356.80			122,370.85	14.05
				122,356.80			122,370.85	14.05
				122,356.80			122,370.85	14.05

**CITY OF HALTOM CITY**  
**QUARTERLY INVESTMENT REPORT**  
January 1, 2015 to March 31, 2015  
**Change in Value**

ISSUERS	CUSIP	DATE PURCHASE MATURITY	12/31/2014		3/31/2015		CHANGE IN	
			PAR VALUE	MARKET VALUE	PAR VALUE	MARKET VALUE	PAR VALUE	
	YIELD		BOOK VALUE	PURCHASES	REDEMPTIONS	BOOK VALUE	BOOK VALUE	
			\$	\$	\$	\$	\$	
TEXAS CLASS - ALL ACCOUNTS	99-10305	0.000% Daily	2,217,788.95			2,218,284.78	495.83	
			2,217,788.95			2,218,284.78	495.83	
			2,217,788.95			2,218,284.78	495.83	
TEXAS TERM	99-10303	0.000% Daily	10,414,048.44			4,315,135.50	(6,098,912.94)	
			10,414,048.44			4,315,135.50	(6,098,912.94)	
			10,414,048.44			4,315,135.50	(6,098,912.94)	
<b><u>POOLED CASH</u></b>								
CASH			1,050.00			3,280.00	2,230.00	
			1,050.00			3,280.00	2,230.00	
			1,050.00			3,280.00	2,230.00	
FROST			4,708,076.05			10,822,258.59	6,114,182.54	
			4,708,076.05			10,822,258.59	6,114,182.54	
			4,708,076.05			10,822,258.59	6,114,182.54	
WELLS FARGO	99-10304	0.120% Daily	7,803,820.89			5,665,569.75	(2,138,251.14)	
			7,803,820.89			5,665,569.75	(2,138,251.14)	
			7,803,820.89			5,665,569.75	(2,138,251.14)	
<b>TOTAL CASH AND INVESTMENTS</b>			<b>TOTAL PAR VALUE</b>	<b>43,619,141.13</b>	<b>1,496,000.00</b>	<b>1,344,000.00</b>	<b>40,325,899.47</b>	<b>(3,293,241.66)</b>
			<b>TOTAL MARKET VALUE</b>	<b>43,672,343.33</b>			<b>40,383,209.57</b>	<b>(3,289,133.76)</b>
			<b>TOTAL BOOK VALUE</b>	<b>43,808,535.01</b>			<b>40,469,189.91</b>	<b>(3,339,345.10)</b>

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** April 27, 2015

**Department:** Public Works

**Subject:** Capital Improvements and Construction Status Report

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- **Projects Under Construction:**

- ❖ **McLean Road Reconstruction Project**

- Project Awarded: March 11, 2013
    - Contractor: Tiseo Paving Company
    - Award Amount: \$3,778,100.37
    - Project Limits: Beach Street to Haltom Road
    - Notice to Proceed: May 6, 2013
    - % Complete: Approximately 99%

The project includes replacing the existing water mains and services, sanitary sewer main and services, storm drain, roadway sections and adding sidewalks on both sides of the roadway. The project also included purchasing the necessary right-of-way to construct a four-lane road. Presently, the remaining construction items have to do with work around the City's North Oaks Pump Station and the upgrading of the railroad signal controls.

Since the last Status Report there have not been any change orders. (Note: this project has had one change order to date.)

- ❖ **Backage Roads, Northern Cross Boulevard, Haltom Road and Old Denton Road Reconstruction Project**

- Project Awarded: September 23, 2013
    - Contractor: Tiseo Paving Company
    - Award Amount: \$13,964,527.20
    - Project Limits: Beach Street to Denton Highway
    - Notice to Proceed: November 2013
    - % Complete: Approximately 95%

The project includes replacing existing and constructing new water mains, sanitary sewer mains, storm drain facilities and street sections. All roadways are open; however, some roadways have lane reductions as Tiseo Paving continues to install stamped concrete at the intersections throughout the project. Additionally, the right turn only lanes along the Loop 820 Frontage Roads and Haltom Road remain to be reconstructed. Regarding these turn lanes, on the north side of Loop 820, these turn lanes are being formed and concrete will be placed within days. On the south side of Loop 820, the Loop 820 Contractor (Bluebonnet Contractors) will relocate their

electrical facilities shortly. Upon the relocation of these facilities, Tiseo Paving will complete their pavement construction of these lanes.

Presently, the outstanding construction items (besides the above indicated stamped concrete and turn lanes) are the installation of the remaining landscaping, the installation of the remaining street lighting units, the completion of the installation of sidewalks and handicap ramps throughout the project and the installation of two (2) driveway approaches.

Since the last Status Report, two (2) change orders have been issued. One change order (\$79,567.75) was issued so that the property at the southwest corner of Loop 820 and Haltom Road could have direct access onto the Eastbound Frontage Road ("EBFR"). In order to obtain TxDOT's approval to connect a driveway approach into the EBFR, TxDOT required the EBFR to be extended. The other change order (\$62,306.35) was approved by the City Council during the April 13<sup>th</sup> City Council Meeting and was for the "over-running" of existing quantities, items relative to unexpected soil conditions and trench compaction for the turn lane on the northeast corner of Loop 820 & Haltom Road.

#### ❖ **Webster Street Reconstruction Project**

- Project Awarded: February 10, 2014
- Contractor: McClendon Construction Company
- Award Amount: \$3,381,683.80
- Project Limits: On Webster Street – Haltom Road to Denton Highway  
On Haltom Road – between Doyle Street and Monett Street
- Notice to Proceed: April 1, 2014
- % Complete: Approximately 75%

The project includes replacing the existing water mains, sanitary sewer mains, a significant upgrade to the drainage system and new reinforced concrete pavement. The completion date remains as July 1, 2015. Utility construction was completed in January. The project is fairly close to being on schedule. Shortly after the last CIP Update to the City Council, there was a slight delay to the stabilization of the subgrade in front of Haltom Road Baptist Church; however, this situation has since been resolved.

#### Webster Street:

- Paved from Haltom Road to US 377/Denton Highway.
- Sidewalks and drive approaches have recently been completed.
- The forms for stamped concrete pedestrian crossings are being set up at all intersections.

#### Haltom Road:

- The Atmos gas main has been replaced from Doyle Street to Monett Street.
- The private gas service line for Haltom Road Baptist Church was just recently relocated.

- Subgrade is stabilized from Doyle Street to Monett Street.
- Paving is planned for late in the week of April 19<sup>th</sup> or the first part of the following week; as always, this is weather dependent.

No change orders have been issued on this project.

❖ **Realignment of US 377 at Belknap Street**

- Project Awarded: < TxDOT Awarded the Project >
- Contractor: Ragle Construction, Inc.
- Award Amount: \$4,198,919.20
- Project Limits: Intersection of US 377 and Belknap Street
- Notice to Proceed: October 20, 2014
- % Complete: 20% (per TxDOT)

The realignment of the intersection at US 377/Denton Highway and Belknap Street is a TxDOT project. This project was identified as part of the Revitalization Belknap initiative in 2007. Realignment construction includes new traffic signals, street lights, paving and betterment to existing utilities. To date, most of the work has occurred south of Belknap Street. The contractor (Ragle) has installed all of the required utilities in “Denton Road<sup>1</sup>” and Highland Avenue. Denton Road paving is 90% complete. Highland Avenue has been re-opened to traffic. Presently, Belknap Street has been reduced down to one lane of traffic each direction for the next phase of the project (1½ - 2 months). Ragle will begin the utility replacement in this phase next week.

Since the last Status Report there has been one change order (\$54,477.81). This has been the only change order on this project. This change order was for the replacement of sanitary sewer main that field conditions indicated was in need of replacement. Because of the City’s funding agreement with TxDOT, whereby TxDOT is responsible for 80% of the construction costs and the City is responsible for 20% of the construction costs, it is anticipated that the City will be responsible for approximately \$10,900 of the change order amount.

❖ **Spring Lake Sanitary Sewer Replacement**

- Project Awarded: October 27, 2014
- Contractor: Wildstone Construction
- Award Amount: \$1,367,906.00
- Project Limits: West of Haltom Road (beginning at the intersection of Saucer Drive and Knowledge Street) to east of Denton Highway (ending at the 24” diameter sanitary sewer trunk main along the west side of Big Fossil Creek)
- Notice to Proceed: December 15, 2014
- % Complete: 60%

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<sup>1</sup> “Denton Road” is a placeholder; the actual street name remains to be determined.

The project consists of the installation of approximately 5,500 lineal feet of 10” diameter through 18” diameter sanitary sewer pipe along with the associated manholes, pavement repair, etc. The project is fairly close to being on schedule.

Wildstone Construction has completed the sanitary sewer installation from Fairway On the Park Apartments to the west side of US 377/Denton Highway. The most difficult remaining construction item is the directional drill (bore) from the west side of US 377/Denton Highway to the Springlake Park Addition (single family residential subdivision located between Haltom Road and Springlake). Because Wildstone has hit rock at two (2) different elevations below the surface, the City’s engineering consultant is evaluating alternative construction methods through this area.

No change orders have been issued on this project.

❖ **Safe Routes to School Project**

- Project Awarded: May 13, 2013
- Contractor: C. Green Scaping, L.P.
- Award Amount: \$1,052,561.60
- Project Limits: throughout Haltom City
- % Complete: Substantially Complete

This project consists of installing approximately seven (7) miles of sidewalks and associated improvements. The construction costs are one hundred percent (100%) reimbursable through a State administered federal grant. The inspection by the Texas Department of Licensing and Regulation (“TDLR”) was completed in February and the C. Green Scaping (CGS) is currently removing and replacing most areas of non-compliant work that was documented in the TDLR report. After CGS has completed the corrections, TXDOT will perform a final walk through and close out the project.

❖ **Traffic Signals at the Intersection of US 377 & Madge Place**

- Project Awarded: < TxDOT Awarded the Project >
- Contractor: Durable Specialties, Inc.
- Award Amount: \$110,584.00
- Project Limits: Intersection of US 377 & Madge Place
- Notice to Proceed: April 2, 2015
- % Complete: 0%

The project’s construction will include the installation of traffic signals at the intersection of US 377 & Madge Place. This project was awarded by TxDOT. The start date for this project was changed in March to April 2, 2015.

❖ **Little Fossil Creek Flood Mitigation Project**

On August 27, 2007, the Council approved the Project Cooperation Agreement (PCA) with the US Army Corps of Engineers (USACE). The PCA is a contract between the City and USACE that describes the contractual requirement and funding commitments of both parties. The first phase (from our south city limits north to Thomas Road) has basically been completed. TxDOT is expected to

take bids on the second phase which is the replacement of the Carson Street Bridge at their September 2015 Bid Letting.

❖ **Little Fossil Linear Park**

- Project Awarded: February 26 2015
- Contractor: Scott Tucker Construction Company
- Award Amount: \$605,594
- Project Limits: Thomas Road to State Highway 121
- Notice to Proceed: March 2, 2015
- % Complete: Approximately 5%

The project includes the construction of patron parking, picnic pavilion, play units, a restroom facility and a linear trail.

❖ **Whites Branch Park**

- Project Awarded: February 26, 2015
- Contractor: Scott Tucker Construction Company
- Award Amount: \$272,000
- Project Limits: Whites Branch Park
- Notice to Proceed: March 2, 2015
- % Complete: 0%

The project includes the expansion of the existing parking lot and the construction of a permanent restroom facility.

• **Projects Under Design:**

❖ **Oakwood Street Reconstruction Project**

(On October 13, 2014, Council approved this project as the City's 40<sup>th</sup> Year Community Development Block Grant Project.)

- Project Limits: N.E. 28<sup>th</sup> Street to Walthall Street

This project is currently under design. The design is approximately 99% complete. The project's construction will include the replacement of the existing water main and sanitary sewer main. Additionally, the existing asphalt pavement section will be replaced with a concrete section.

• **Projects On Hold:**

❖ **2013 Capital Improvement Plan Street Capital Improvements**

(The Council awarded an Engineering Services contract to Teague, Nall, and Perkins, Inc. to prepare the necessary documents to reconstruct various streets.)

- The Streets, Project Limits & % Complete for Design is as follows:
  - Montreal Circle/Vicki Street (Denton Hwy to Revere Street) 95%
  - Cheryl Street (Monna Street to Nadine Drive) 90%
  - Montreal Circle/Vicki Street (Denton Hwy to Revere Street) 90%\*
  - Joy Lee (Earle to Dead End) 85%\*
  - Ray Drive West and Ray Court 85%\*
  - Swan Street (Joy Lee Street to Katrine Street) 85%\*

\*Note: due to funding constraints, these projects are currently "on hold".

❖ **Water and Sanitary Sewer Improvements**

(City Council awarded a professional services contract to Gary Burton Engineering, Inc. for the design of projects that include replacing several water lines and a sanitary sewer main. However, due to funding constraints, these projects are currently “on hold”.)

➤ Project Limits:

- Diamond Oaks North/South Water Main Rehab – Denton Hwy to Golden Oaks Drive
- Starlight Drive Water Main Rehab – Denton Hwy to Glenview Drive
- Denton Hwy Water Main Rehab – Webster Street to Starlight Drive
- Glenview Drive Water Main Rehab – Denton Hwy to Starlight Drive
- Norvell Drive Water Main Rehab – Glenview Drive to Starlight Drive
- Denton Hwy Sewer Main Rehab – Broadway Avenue to Glenview Drive

## **CITY COUNCIL MEMORANDUM**

**City Council Meeting:** April 27, 2015  
**Department:** City Secretary  
**Subject:** Minutes of April 13, 2015 and April 16, 2015

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### **BACKGROUND**

On April 13, 2015, a Regular Meeting was held at City Hall, 5024 Broadway Avenue, Haltom City, Texas. On April 16, 2015, a Worksession was held at the Haltom City Tarrant College Northeast Center.

### **FISCAL IMPACT**

None.

### **RECOMMENDATION**

Staff recommends the City Council approve the Minutes of the Meeting of April 13, 2015 and the Worksession of April 16, 2015.

### **ATTACHMENTS**

April 13, 2015 Minutes  
April 26, 2015 Minutes

**MINUTES  
HALTOM CITY COUNCIL MEETING  
CITY HALL, 5024 BROADWAY AVENUE  
April 13, 2015**

A Regular Meeting was held by the City Council of the City of Haltom City, Texas, on April 13, 2015, at 7:00 p.m. at City Hall, 5024 Broadway Avenue, Haltom City, Texas, with the following members present, to-wit:

Mayor Richard Hutchison	Mayor Pro Tem Bob Watkins
Council Place 1 Marian Hilliard	Council Place 2 Jeff Western
Council Place 3 David Averitt	Council Place 4 Trae Fowler
Council Member 6 Stephanie Davenport	Council Place 7 Dr. An Truong

Staff Present: Tom Muir, City Manager; Chuck Barnett, Assistant City Manager; Wayne Olson, City Attorney; Art Camacho, City Secretary; Susan White, Business Development Coordinator, Justin French, Planning and Community Development Director, Betty Kurecka, Purchasing Agent, Toni Beckett, Human Resources and Risk Management Director, and Greg Van Nieuwenhuize, Public Works Director.

**WORKSESSION**

**CALL TO ORDER**

Mayor Hutchison called the Worksession to order at 6:00 p.m. City Manager Tom Muir reviewed the results of the meeting of the residents of the Diamond Oaks area and the Wisdom Center, which included a request to tighten ordinance regulations. City Attorney Wayne Olson informed the Council and citizens about local regulation limitations and a lengthy discussion was held regarding federal laws, specifically the Fair Housing Act, and its impact on local government regulation. Mayor Hutchison allowed citizens to respond and the following individuals came forward:

1. Bob Hatley, 5953 Diamond Oaks – Stated he was upset at the behavior of the citizens at the last meeting with the Wisdom Center and that the city does need tighter regulations for residential housing.
2. George Ott, 5620 Jane Anne – Stated he was supportive of ordinances requiring tighter restrictions.
3. Jack Lewis, 4600 Sabelle - Requested a resolution regarding Mr. Murdoch's departure and asked citizens to contact area state legislative representatives to approve HB 452.
4. Don Lemaster, 3509 Beverly Drive – Questioned the regulations regarding sex offenders and animal ownership limitations.

The Consent Agenda was reviewed and Consent Agenda Items 2, 3, and 4 were placed on the Regular Agenda. The Regular Agenda was briefly discussed and the starting time for the Regular Meeting was moved to 7:30 p.m. There was no Executive Session. The Worksession ended at 7:17 p.m.

**REGULAR MEETING**

**CALL TO ORDER**

Mayor Hutchison called the meeting to order at 7:31 p.m.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Mayor Hutchison gave the Invocation and led the Pledge of Allegiance and the Texas Flag Pledge.

**ANNOUNCEMENTS AND EVENTS**

Assistant City Manager Chuck Barnett announced the following:

## Library

*Annual Book Sale* – The annual book sale will be held April 23-26 and additional information will be available on the city website.

*Writing Contest* – A writing contest will be held for individuals from the 5<sup>th</sup> grade to adult. It will include poetry and short stories, with the deadline of Saturday, May 30<sup>th</sup>. The city website has all of the rules at [www.haltomcitytx.com](http://www.haltomcitytx.com).

## Senior Citizen Center

*Baked Potato and Salad Supper* – The Haltom Senior Center will host their annual Baked Potato and Salad Supper on Thursday, April 16, 2015 starting at 5:00 p.m. and it will include a silent auction and home baked items for sale. Tickets are \$5 each and meals can be purchased to-go.

## Special Community Events

*Spring Dumpster Day* – This annual event will be held at the Progressive Transfer Station on Minnis Drive on Saturday, April 18<sup>th</sup> from 8:00 a.m. to 12:00 noon. Bulky items for disposal include construction material and unbundled brush. Also included are unlimited amounts of metal and electronics for recycling, and four (4) tires per household. Proof of residency is required via driver's license or water bill and pickup loads are limited to one load per household and must be tarped.

*Craft Fair* – The Haltom City Masonic Lodge will be hosting its annual spring Craft Fair on Saturday, May 2<sup>nd</sup>. The address is 4403 Broadway and this year's event will include a garage sale on the front lawn.

*City General and Special Election* - Haltom City will be holding a General Election to elect the Mayor and Council Places 1, 2, and 7, and a Special Election for Council Place 3. Current Mayor Richard Hutchison and Council Member Place 3 David Averitt are running for the Mayor's position. Dr. An Truong is uncontested for Council Member Place 7. In the race for Council Member Place 1, the candidates are incumbent Marian Hilliard and Jeannine Nunn; Council Member Place 2 candidates are Jeff Rhoads and Walter Grow. In the Special Election for Council Place 3, the candidates are Scott Garrett and Willis O'Dell. Citizens will also be voting on the continuance of the Crime Control and Prevention District (CCPD) ¼ cent sales tax. The single polling place listed below will be open from 7:00 a.m. to 7:00 p.m. on Saturday, May 9, 2015.

### **Location of Polling Place and Precincts on May 9, 2015:**

Polling Place #1:	Haltom City Northeast Center	1199, 1622, 4042, 4102, 4141,
	3201 Friendly Lane	4159, 4191, 4218, 4239, 4290
	Haltom City, Texas, 76117	4328, 4362, 4399, 4410, 4483
		4485, 4533, 4602, 4620

### **EARLY VOTING BY PERSONAL APPEARANCE DAYS AND HOURS**

April 27 – May 1	Monday - Friday	8:00 a.m. – 5:00 p.m.
May 2	Saturday	7:00 a.m. – 7:00 p.m.
May 3	Sunday	11:00 a.m. – 4:00 p.m.
May 4-5	Monday -Tuesday	7:00 a.m. – 7:00 p.m.

Haltom City Northeast Center, 3201 Friendly Lane, Haltom City, Texas 76117

Other Early Voting stations can be found on the following link to Tarrant County Elections: <http://www.tarrantcounty.com/evote/site/default.asp>

## **PROCLAMATION**

“National Safe Digging Month” – Marilyn Ackmann, Atmos Energy. Mayor Hutchison presented the proclamation to Marilyn Ackmann, of Atmos Energy. She commented on the great relations that Atmos Energy has with Haltom City and the safety concerns of the citizens before they plan to construct or dig near a utility easement.

## REGULAR AGENDA

Consent Agenda Items 2, 3, and 4 were placed on the Regular Agenda: Mayor Hutchison dissolved the Consent Agenda and took action on each item.

1. **Minutes** – Consideration and/or action regarding approval of the Minutes of the meeting of March 23, 2015. Council Member Dr. An Truong moved, seconded by Council Member Jeff Western, to approve the Minutes of March 23, 2015. ***The vote was unanimous. Motion carried.***
2. **Water and Wastewater Utility Parts Bid** – Consideration and/or action regarding award of bid for the purchase of the City's estimated annual requirements of water and wastewater utility parts (Bid No. B2015-215-001). Greg Van Nieuwenhuize, Public Works Director, presented the bid and a discussion was held regarding the awarding of bids to local supply companies. Council Member Trae Fowler moved, seconded by Council Member Marian Hilliard, to approve Bid No. B2015-215-001- water and wastewater utility parts. ***The vote was unanimous. Motion carried.***
3. **Property Enhancement Incentives Policy** – Consideration and/or action regarding approval of Resolution No. R-2015-003-01 authorizing the Property Enhancement Incentives Policy. Susan White, Business Development Coordinator, presented the policy and a discussion was held regarding the action of neighboring cities involved with this same policy and the advertising on the city website. Council Member Fowler stated he had failed to receive this agenda item in his packet and therefore moved, seconded by Mayor Pro Tem Bob Watkins, to table this item until the next Council meeting. ***The vote was unanimous. Motion carried.***
4. **Council Budget Committee** – Consideration and/or action regarding approval of Resolution R-2015-006-01 creating the Council Budget Committee. City Manager Tom Muir presented the updated resolution and Council Member Hilliard stated she was supportive of the resolution, but did not agree with the wording on certain parts of the resolution. Council Member Fowler stated he wanted this item discussed at the Council Round-Table (Worksession), but it was not scheduled. Council Member Hilliard moved, seconded by Council Member Western, to table this item until the April 27, 2015 Council meeting. ***The vote was unanimous. Motion carried.***
5. **Ordinance No. O-2015-003-15 (CU-002-15)** – Conduct a public hearing and consider action on the application of Arnulfo Rodriguez, on behalf of Jesus Mejia-Villalva, for a Conditional Use Permit request with site plan approval, for Tire Sales Store uses located on Tract 18B09 of the Joel Walker Survey, A-1654, being 0.198 acres located south of E. Belknap Street and west of Layton Avenue, locally known as 4320 E. Belknap Street. ***1<sup>st</sup> Reading.*** Justin French, Planning and Community Development Director, presented the ordinance and Arnie Rodriguez, 1850 East Street, Fort Worth, also showed a PowerPoint that included photos and landscaping information. A discussion was held regarding tire disposals, building renovation, and parking accessibility. Mayor Hutchison opened the Public Hearing at 8:25 p.m. No citizen came forward. Mayor Hutchison closed the Public Hearing at 8:25 p.m. and recognized Council Member Stephanie Davenport, who moved, seconded by Council Member Truong, to approve with the condition that there is a plan for tire disposal for the application of the conditional use on behalf of the permit requestor for Ordinance

No. O-2015-003-15 (CU-002-15) – first reading. Mayor Hutchison questioned if there was a mention of either a sidewalk or landscape addition to the motion. Council Member Davenport stated she wanted to include the sidewalk on her motion and not the landscape – the way it was presented. Council Member Truong did not agree to the sidewalk addition and withdrew his second. Council Member Fowler asked Council Member Davenport if she would consider adding “No outside storage of tires” to her motion. He also asked if she would allow for the applicants to work with Justin French to return on the second reading with a modified application regarding the landscaping that would be reasonable for the property size. He agreed to second her motion if she were to make the additions and changes. Council Member Davenport moved to approve Ordinance No. O-2015-003-15 (CU-002-15) with the condition of a plan for a tire disposal, revised landscaping, and no outside tire storage – first reading. Justin French notified the Council that there was already an outside storage of the tires in the application, but it would be under a canopy and enclosed with fencing on all three outside sides - not as a building enclosure, but still meeting the ordinance requirements. The wording “No outside storage that is unscreened” was accepted. Council Member Fowler seconded the motion. ***The vote was unanimous. Motion carried.***

**The applicant for Agenda Item # 6 was not present. The Agenda Item was delayed until the applicant arrived.**

7. **Ordinance No. O-2015-005-15 (Z-002-15)** – Conduct a public hearing and consider action on the application of Victor Trotter, on behalf of Newaire Corp Partner, Inc. and Rita R. Wilson for approval of a Zoning Change request from “C-3” Commercial District and “M-1” Industrial District to “PD” Planned Development for “C-3” uses plus office warehouse, warehouse, and wholesale distributor and “PD” Planned Development for limited “M-1” uses located on G. W. Burkitt’s Subdivision Block 22, Lot 22A and 22B, L. Merrill 25R, 26R & 27R; Tracts 18B07, 18B1, 18B1A, 18B5, 18B6, 18B11, and 18D of the Joel Walker Survey, A-1654; and Lots 26A, 27A, and 28A of the J. A. Murrel Addition being 3.328 acres of land located south of E. Belknap Street and east of Layton Avenue, locally known as 1708, 1714, and 1728 Layton Avenue; and action on an amendment to Ordinance No. O-2010-011-15, amending the Future Land Use Plan within the 2010 Comprehensive Land Use Plan – ***1<sup>st</sup> Reading.*** Justin French, Planning and Community Development Director, presented the ordinance and property owner Victor Trotter showed a PowerPoint that included the current property status and the projected plans. A discussion was held regarding the parking entrance, fire vehicle turning, and improvement specifics. Mayor Hutchison opened the Public Hearing at 9:10 p.m. No citizen came forward. Mayor Hutchison closed the Public Hearing at 9:11 p.m. and recognized Council Member Fowler, who moved, seconded by Council Member Western, to approve Ordinance No O-2015-005-15 (Z-002-15) - 1<sup>st</sup> reading – for the application of Victor Trotter. ***The vote was unanimous. Motion carried.***

**The Council took a break at 9:12 p.m. and resumed at 9:20 p.m.**

**The applicant for Agenda Item # 6 was not present.** City Attorney Wayne Olson advised Mayor Hutchison to check if there were any citizens attending that were planning on speaking at the Public Hearing for Agenda Item #6. No citizen responded to this inquiry. Mayor Hutchison requested a tabling of Item # 6. Council Member Western moved, seconded by Council Member David Averitt, to

table Ordinance No. O-2015-004-15 (Z-001-15) for a later date when the applicant is present. After a discussion regarding the re-advertising for a Public Hearing and a confirmation of the applicant's soon arrival by Justin French, Council Member Western rescinded his motion and Council Member Averitt rescinded his second. The Agenda Item was delayed until the applicant arrived.

8. **Ordinance No. O-2015-006-15 (Z-003-15)** – Conduct a public hearing and consider action on the application of Chuck Barnett, on behalf of the City of Haltom City Economic Development Corporation, for approval of a Zoning Change request from “SF-1” Single Family Residential to “C-1” Commercial District located on Tracts 5, 5B6, and 5J of the Green B. Stanley Survey, Abstract 1378, being 3.819 acres of land located south of Northern Cross Boulevard and west of Haltom Road, locally known as 4500, 5009, and 5017 Haltom Road; and action on an amendment to Ordinance No. O-2010-011-15, amending the Future Land Use Plan within the 2010 Comprehensive Land Use Plan – **1<sup>st</sup> Reading**. Justin French, Planning and Community Development Director, and Assistant City Manager Charles Barnett presented the application, which included a PowerPoint presentation that illustrated the location of the lots and the projected business development. In addition, information regarding the marketing availability and the future traffic increase was provided. A discussion was held regarding the different types of businesses that could be established in the zoning change area and retaining residential property. Mayor Hutchison opened the Public Hearing at 9:45 p.m. and the following citizens came forward:
1. Danielle Tucker, 4509 Easy Street – Objected to retail businesses being established behind her home and asked to prioritize consideration for citizens.
  2. Stephen Tucker, 4509 Easy Street – Requested leaving the property as residential; consider the possibility of a park on the property; asked for an extra property boundary buffering to 20’ instead of 10’; requested a high permanent fence; requested the office structures resemble the nearby homes.
- Mayor Hutchison closed the Public Hearing at 9:55 p.m. and recognized Council Member Fowler, who moved, seconded by Council Member Truong, to deny Ordinance No. O-2015-006-15 – first reading – for the proposed Haltom Road office park and if it were necessary to be brought back to the Council, it would be considered as a possible plan development or it would remain in its current status as “Single Family”. Justin French requested clarification on the motion and asked if the Council would consider continuing the Public Hearing and tabling this item so that the EDC could come back with a planned development and that stipulation be inserted that would work with a potential developer and appease the Council. He also stated some requirements could be changed to accommodate the citizens in regard to fencing and property buffering. Council Member Fowler stated he would not change his motion for denial. City Attorney Wayne Olson inquired if there was anything in the ordinance regarding a denial without prejudice or if there is a limitation on reapplication. Mr. French replied that would occur on the same request and that the EDC would not be able to apply again for a C-1 for another year, but have to use another request code change. City Attorney Olson advised the Council to deny “without prejudice” and that would allow the EDC to come back and approach the Council without a one-year waiting period. Council Member Fowler asked why the application couldn’t come back as a different request code without the waiting period. City Attorney Olson stated it could be debatable if it came back within the waiting period under a different code request. Council Member Fowler amended his motion by adding “without prejudice” and the understanding of an assurance that the neighboring

citizens would be notified that this item is brought again to the Council for consideration of a zoning change. Mayor Hutchison asked that if the P & Z approved it by a vote of 3-2, does this mean that the Council vote would have to be a super-majority to deny and City Attorney Olson stated “no”. Council Member Truong amended his second to the motion. Mayor Pro Tem Watkins asked for a review of the motion for clarity and Council Member Fowler reviewed his intent for his amended motion. ***The vote was unanimous. Motion carried.***

**The applicant for Agenda Item # 6 had arrived.**

6. **Ordinance No. O-2015-004-15 (Z-001-15)** – Conduct a public hearing and consider action on the application of Chase D. Pearce, on behalf of Jimmy and Ann Nguyen, for approval of a Zoning Change request from “PD” Planned Development for all “C-3” uses plus limited Auto Dealer, Auto Repair, and Residential Quarters uses to “PD” Planned Development for all “C-3” uses plus Auto Dealer, Auto Repair, and Residential Quarters uses located on Lot 1R, Block 1R of the Le Addition, being 1.682 acres of land located south of NE 28<sup>th</sup> Street and west of N. Beach Street, locally known as 2219 N. Beach Street. ***1<sup>st</sup> Reading.*** Justin French, Planning and Community Development Director, presented the ordinance and Chase Pierce, was also present to provide additional information. A discussion was held regarding the cleanup of the property and Mayor Hutchison opened the Public Hearing at 10:08 p.m. No citizen came forward. Mayor Hutchison closed the Public Hearing at 10:09 p.m. and recognized Council Member Truong, who moved, seconded by Council Member Fowler, to approve Ordinance No. O-2015-004-15 (Z-001-15) – on the the application of Chase D. Pearce, on behalf of Jimmy and Ann Nguyen, for approval of a Zoning Change request for all “C-3” uses plus limited Auto Dealer, Auto Repair, and Residential Quarters located at 2219 N. Beach Street – first reading. ***The vote was unanimous. Motion carried.***
9. **Backage Roads Project** – Consideration and/or action to approve a contract amendment for the Backage Roads Project. Assistant City Manager Chuck Barnett reviewed the listed spending on the project and stated the EDC had received this information and allowed him to go forward with this to the Council, mainly because of the timeline of potential restaurant developers needing to have this area lifted from the existing flood plain. Mr. Barnett also gave a briefing of the funding of the major revenues and expenditures and the items needed to be completed for the project to be finished. Greg Van Nieuwenhuize, Public Works Director, presented expenditure explanations on contract amendment #10, specifically the needed acquisition of grants that could only be acquired by accepting bids that had not yet received a “signing off”, which in turn could have caused a year delay and subsequently a loss of grant funding. He also stated the different types of drainage stabilizer methods that were available and the shortcomings of each of them, prior to the Flexamat block dissipaters. A discussion was held regarding the dirt excavation, trench compaction, and construction and stabilizing of the drainage outfall structure cost of \$384,432.00, specifically in regard to the absence of bidding for this specific expenditure. Council Member Fowler moved to approve the backage road contract amendment, with the exception of item #3, which relates to the drainage outfall structure, and asked that the item be placed for a consideration of an open bid. He inquired of Mr. Van Nieuwenhuize of the critical timeline involving the item. Mr Van Nieuwenhuize stated a developer desiring to build a restaurant site was informed that it would be close to a year before the city would receive a “LOMR”

(Letter of Map Revision) and the developer was willing to take that risk. He also stated that if this portion of the amendment is delayed, then an amendment would have to be done with Graham Associates, which would involve them designing a separate contract for this item and then pursue a bid, which takes approximately two months. In addition, an extra 2-3 weeks would be needed for the engineer to reset this for a stand-alone contract, so the total time would be around 3 months. Council Member Fowler inquired of Mr. Chris Connors, of Graham Associates, as to why there was no bidding process done for this part of the project. Mr. Connors replied that there was a time element and that the engineering stabilizing use products slated for use in the earlier design phase were rejected, along with the delay of resetting of an existing sewer line. In addition, he stated the stabilizing Flexamat product would be able to save money and meet the design requirements, but there would be a problem in bidding the Flexamat because it is a new product. Council Member Fowler asked if there was any available funding contingent upon completion of this amendment and was informed that all funding has been received. Mr. Barnett stated he was not recommending this for Tiseo's timeline of completion of the backage roads paving, but rather for the LOMR to be received within a year for the developer's benefit. Council Member Fowler stated he thought that receiving the LOMR within a year would be difficult because of all the construction work being done in this area. He also asked what effect tabling this item would have toward this project and Mr. Connors informed him that this would delay the LOMR process. Council Member Fowler then retracted his motion. Council Member Western moved, seconded by Council Member Hilliard, to approve the Backage Roads Project change order. **(Upon the first vote tally, Council Members Hilliard and Western voted aye. Mayor Pro Tem Watkins and Council Members Averitt and Fowler voted nay. Council Members Davenport and Truong had not voted. Mayor Hutchison shut off the voting tally, waited, and then posted the vote tally again.) Council Members Hilliard, Western and Truong voted aye. Mayor Pro Tem Watkins and Council Members Averitt, Fowler, and Davenport voted nay. Motion denied.** Council Member Fowler moved, seconded by Mayor Pro Tem Watkins, to approve contract amendment items 1, 2, and 4 and table item 3 – items relative to constructing and stabilizing the drainage outfall structure – to the next meeting and see if Staff can provide a time frame for this item for contract bidding. **The vote was unanimous. Motion carried.**

#### **VISITORS/CITIZENS FORUM**

No citizen came forward:

#### **BOARDS/COMMISSIONS**

10. **Resignations of Board Members** – Consider approval of the resignations of Board/Commission Members. Council Member Western submitted the resignation of Library Board member Ann Bastable. **The vote was unanimous – resignation accepted.**
11. **Appointment/Reappointment to Boards and Commissions** – Consider approval regarding appointments to Boards/Commissions. There were no appointments or reappointments.
12. **Board/Commission Reports** – Receive reports from Council liaisons. Mayor Hutchison stated a P & Z Workshop will be held on Tuesday, April 14, 2015.

## **EXCUSED ABSENCE OF COUNCIL MEMBERS**

13. **Attendance Requirements** – Consideration regarding excused absences of Council Members according to Article III, Sec. 3.07 (a). Attendance Requirements of the Haltom City Charter. There were no absences.

## **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, litigation, and settlement offers and/or claims for the following cases:

- Donald Anthony Hains v. City of Haltom City
- Phillip Payne v. City of Haltom City
- Burkett v. City of Haltom City, et al.
- Flynn v. Haltom City EDC

### **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 551.087 – Deliberations about Economic Development Incentives**

Discuss or deliberate regarding commercial or financial information the City has received from business prospects the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect.

### **Section 551.074**

Deliberation regarding the appointment, employment, evaluation, reassignment, resignation, duties, discipline or dismissal of the City Secretary.

The Council went into Executive Session at 10:43 p.m.

## **RECONVENE TO REGULAR SESSION**

14. Take any action deemed necessary as a result of the Executive Session, including approval of settlement in City of Haltom City v. DFA, LLC, et. al.

The Council returned to Regular Session at 11:28 p.m. Council Member Hilliard moved, seconded by Mayor Pro Tem Watkins, to approve the settlement in City of Haltom City v. DFA, LLC, et. al., as discussed in Executive Session. ***The vote was unanimous. Motion carried.***

## **ADJOURNMENT**

Mayor Hutchison adjourned the meeting on April 13, 2015 at 11:30 p.m.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

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Art Camacho, City Secretary

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Richard Hutchison, Mayor

**MINUTES  
HALTOM CITY COUNCIL WORKSESSION  
HALTOM TARRANT COLLEGE NORTHEAST CENTER  
3201 FRIENDLY AVENUE**

**April 16, 2015**

A Worksession of the Haltom City Council of the City of Haltom City, Texas, was held on April 16, 2015, at 6:00 p.m. at the Haltom City Tarrant College Northeast Center, 3201 Friendly Lane, Haltom City, Texas, with the following members present, to-wit:

Mayor Richard Hutchison

Mayor Pro-Tem Bob Watkins

Council Place 1 Marian Hilliard

Council Place 4 Trae Fowler

Council Place 6 Stephanie Davenport

Council Place 7 Dr. An Truong

Council Members Place 2 Jeff Western and Place 3 David Averitt were not present.

Staff Present: Tom Muir, City Manager; Chuck Barnett, Assistant City Manager; Art Camacho, City Secretary, Tom Henry, Parks and Recreation Director, Justin French, Planning and Community Development Director, Toni Beckett, Human Resources and Risk Management Director, Glenna Bachelor, Chief Building Official, and Greg Van Nieuwenhuize, Public Works Director.

**CALL TO ORDER**

Mayor Hutchison called the Worksession to order at 6:13 p.m. City Manager Tom Muir presented the basic discussion procedure regarding the subject matter of the following General Discussion points:

- 1. Parks and Recreation Project Updates** – Parks and Recreation Director Tom Henry presented a PowerPoint to illustrate the current park and recreation equipment project at the city library. After a discussion regarding street crossing and parking problems, it was determined that the equipment at Springlake be moved and replace the old playground equipment at Buffalo Ridge. In addition, a discussion was held regarding a development plan for Pecan Park and a possible partnership with the BSD for playground equipment and maintenance
- 2. Planning and Community Development Personnel** – Justin French, Planning and Community Development Director, addressed the Council regarding the need to hire a Code Enforcement Officer and an Administrative Assistant. A discussion was held regarding the hiring of a qualified Code Enforcement Officer and a possible revision of certain ordinances to provide a more efficient process regarding code violations. The Administrative Assistant position was discussed and it was determined by the majority of the Council to hire both positions.
- 3. Streets/Sidewalks** – Public Works Director Greg Van Nieuwenhuize presented a listing of projected street repairs and a discussion was held regarding an update on the fee increase in lieu of a sidewalk and the location of sidewalks on projected new and current streets. The estimated completion date for local street repairs will be given at the Council meeting during the Capital Improvement Projects report.
- 4. Drainage** – The Council did not discuss this item because of time restraints.

**ADJOURNMENT**

Mayor Hutchison adjourned the Council meeting at 8:52 p.m. on April 16, 2015.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

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Art Camacho, City Secretary

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Richard Hutchison, Mayor

## CITY COUNCIL MEMORANDUM/RESOLUTION

**City Council Meeting:** April 27, 2015

**Department:** Administration

**Subject:** Property Enhancement Incentives Policy (PEIP)

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### BACKGROUND

Since 2009, the City has offered the Façade Improvement Program as an incentive to local business owners. To better serve the business community, a more comprehensive policy was drafted. The Property Enhancement Incentives Policy (PEIP) affords added opportunities to businesses applying for a grant. It is the intent that the PEIP will replace the Façade Improvement Program.

The PEIP has an added list of the types of improvements eligible for grant monies such as visible roof repair, gutter replacement or repair, pedestrian amenities such as seating areas, upgrading utilities and installing fire sprinkler systems.

Another new feature is the ability for businesses to apply for a property enhancement grant on an annual basis provided that type of improvement is different from the year before. For example, a business may receive a grant for landscaping, and after a 12-month period may apply for a grant to upgrade a sign.

The Façade Improvement Program offered a 50% matching grant up \$10,000 that included the total project costs. Alternatively, the PEIP has varying participation limits on the type of enhancement. It is still a maximum of \$10,000 for the total project but there are limits to the amounts. For example, the maximum on an interior renovation is a 20% match up to \$4,000. Signage is a 50% match up to \$8,000.

The City Council shall make the final decision regarding the merits of an application and the appropriate grant to be given.

### FISCAL IMPACT

It is the City's desire to enhance the viability and sustainability of commercial properties by improving the physical appearance of the businesses and the commercial corridors. The improvements can lead to an increase in the marketability and occupancy rate of the commercial buildings hindered by and outdated appearance.

The budgeted amount in the General Fund for the incentive program is \$30,000. The program offers a matching grant with an amount not to exceed \$10,000 depending on

the proposed improvement. Similar to the Façade Improvement Program policy, the PEIP does not provide a grant until improvements are completed and the work has been inspected.

## **RECOMMENDATION**

Staff recommends the City Council approve Resolution R-2015-003-01 authorizing the Property Enhancement Incentives Policy.

## **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HALTOM CITY:**

That the above stated Staff recommendations are hereby approved and authorized.

**PASSED AND APPROVED** at a regular meeting of the City Council of the City of Haltom City, Texas this 27<sup>th</sup> day of April, 2015, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code, §551.001 *et seq.*

## **APPROVED**

\_\_\_\_\_  
Richard Hutchison, Mayor

## **ATTEST:**

\_\_\_\_\_  
Art Camacho, City Secretary

## **APPROVED AS TO FORM:**

\_\_\_\_\_  
Wayne Olson, City Attorney

## **ATTACHMENT**

Resolution No. R-2015-003-01

**RESOLUTION NO. R-2015-003-01**

**A RESOLUTION OF THE CITY OF HALTOM CITY, TEXAS, APPROVING THE TERMS AND CONDITIONS OF A PROPERTY ENHANCEMENT INCENTIVES POLICY TO PROMOTE ECONOMIC DEVELOPMENT AND STIMULATE BUSINESS AND COMMERCIAL ACTIVITY IN THE CITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 380 of the Texas Local Government Code authorizes municipalities to establish and provide for the administration of programs that promote economic development and stimulate business and commercial activity; and

**WHEREAS** the City of Haltom City (“City”) desires to enhance the viability and sustainability of commercial properties in the City; and

**WHEREAS**, the City desires to improve the physical appearance of businesses and visibly enhance the City’s commercial corridors; and

**WHEREAS**, the City desires to increase the marketability and occupancy rate of commercial buildings hindered by an outdated appearance; and

**WHEREAS**, the City desires to increase the safety of commercial areas and stimulate more public interaction; and

**WHEREAS**, the City desires to provide incentives in areas and to businesses most likely to stimulate similar enhancements by other private entities; and

**WHEREAS**, the City desires to adopt a Property Enhancement Incentives Policy to serve as an economic development program, and the City Council is of the opinion that adoption of this Policy and implementation of the program will promote economic development and stimulate business and commercial activity in the City.

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

**SECTION 1.**

The City Council hereby adopts the Property Enhancement Incentives Policy (attached on Exhibit A), to serve as an economic development program pursuant to Chapter 380 of the Texas Local Government Code, whereby the City of Haltom City may participate financially in commercial property enhancements, and take other specified actions, in accordance with the terms outlined in the Policy.

**SECTION 2.**

The City Council finds that the Policy will promote economic development and stimulate business and commercial activity in the City and otherwise meet the criteria of Chapter 380 of the Texas Local Government Code.

**SECTION 3.**

This Resolution shall become effective from and after its passage.

**PASSED AND APPROVED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Richard Hutchison, Mayor

Attest:

\_\_\_\_\_  
Art Camacho, City Secretary

**EXHIBIT A**  
**Property Enhancement Incentives Policy**

## Haltom City, Texas

### *Property Enhancement Incentives Policy*

#### **1. INTRODUCTION / GOALS**

This program is a matching grant program that reimburses commercial property owners or business operators for Eligible Enhancements made to the Property. Following are the goals of this Policy:

- A. Enhance the commercial viability and sustainability of commercial properties in the City;
- B. Improve the physical appearance of businesses and visibly enhance the City's commercial corridors;
- C. Increase the marketability and occupancy rate of commercial buildings hindered by an outdated appearance;
- D. Increase the safety of a commercial area and stimulate more public interaction;
- E. Provide incentives in areas and to businesses most likely to stimulate similar enhancements by other private entities; and
- F. Facilitate the latest trends in innovative transportation planning and urban design standards.

#### **2. DEFINITIONS**

The following definitions shall apply to the terms used in this Policy:

Applicant: Shall mean the Property owner or business occupant signing the Application for a Property Enhancement Grant.

Application: Shall mean the Application for Property Enhancement Incentives as maintained by Staff.

City: The City of Haltom City, Texas.

City Council: The City Council of the City.

Code Violations: Shall be any violation of the City's code of ordinances.

Construction Costs: The cost of permits, fees, construction materials, and installation labor. All other associated costs are deemed excluded, including, but not exclusively, the following costs: design, construction document preparation, bidding, sweat equity and construction financing.

Eligible Enhancements: Shall mean the Enhancements identified as eligible in Section 4 herein.

Enhancements: Shall be those property enhancements described in Section 4.

Façade: Shall mean the exterior of a building.

Notice to Proceed: A written notice from City Staff authorizing the Applicant to begin construction as approved by the City.

Policy: Shall mean this Property Enhancements Incentives Policy.

Property: Shall mean the physical lot and / or building to which Enhancements are being made.

Property Enhancement Grant: Shall mean the financial support to make designated Property Enhancements as approved by the City Council, and sometimes referred to as a "Grant."

Staff: The City Manager or his or her designee.

### 3. **ELIGIBILITY**

The following Properties and Businesses are eligible to receive Grants:

- A. **Properties**: Only properties meeting the following requirements at the time an Application is submitted shall be eligible to receive Grants as outlined by this Policy:
- i. **Within the City**: The property must be located within the City's municipal boundaries.
  - ii. **Commercially Zoned**: The property must be zoned for ~~commercial~~-non-residential uses.
  - iii. **Taxes**: The property shall be in good standing as it relates to taxes due to the City.
  - iv. **City Liens**: The property shall be in good standing as it relates to any liens held by the City.
  - v. **Ownership**: Property owners must provide sufficient proof of ownership.
  - vi. **Code Violations**: Property must not have any outstanding code violations.
  - vii. **Frequency**: Property must not have received a Grant or Grants equal to or greater than the Maximum Amount in Section 4.L –for the same category of Enhancement (e.g. Façade, Landscaping) in the last two (2) years. (It is the intent of the Policy to allow multiple Grants from different Enhancement categories on a single property.)
  - viii. **Ineligible Properties**: Ineligible Properties include, though not exclusively, all residential properties.
- B. **Businesses**: Only businesses meeting the following requirements shall be eligible to receive benefits outlined by this Policy:
- i. **Taxes**: The business shall be in good standing as it relates to taxes due to the City.
  - ii. **Property Owner Approval**: Businesses, if not the owner of the property to be occupied, must provide a copy of their lease agreement and support of the Grant Application from the Property Owner prior to City approval of the Application.

### 4. **ENHANCEMENTS**

- A. **Aspirations**: As with any policy or regulatory ordinance, it is difficult to precisely regulate factors that are not easily defined. With that in mind, the following are to be considered aspirations for contemplated Enhancements:
- Enhancements should be compatible with the character and architecture of the individual building and those in proximity;
  - Where appropriate, Enhancements may act as a catalyst to create a unique environment;
  - Enhancements should make the Property more inviting to the public;
  - Enhancements should make a Property safer and more easily accessible to the public; and
  - Enhancements that are functional as well as visually appealing.
- B. **General Enhancement Eligibility**: Property Enhancements shall be deemed as eligible or ineligible for the benefits of this Policy as defined below. In general, the following, though not exclusively, are ineligible for all Enhancements:
- Any Enhancements made prior to the Notice to Proceed from the City;
  - Sweat equity or “in-kind” services;
  - New construction which is not specifically listed in this Policy as an Eligible Enhancement;
  - Any Enhancements to remedy code violations of a Property or Business;

- Fees for designing, engineering, surveying, legal services, financing, etc.; or
  - Any Enhancements not identified as eligible below. A potential applicant may discuss an enhancement not identified below with City staff to ascertain whether or not the enhancement meets the Purpose and Intent of this Policy. If so, an amendment to this Policy may be placed before the City Council to determine the merits of including a new eligible enhancement.
- C. Façade Enhancements: The following are Eligible Enhancements related to Façade Enhancements on the Property except as noted otherwise:
- i. Façade Materials: Replacing deteriorated or unsafe façade materials with brick, stone, tile, wood, or siding. Removal of “slip” coverings of prior façade materials and re-establishment of historic façade details. Repointing of mortared joints, replacement or repair of damaged masonry.
  - ii. Cleaning: Pressure washing or sand blasting existing facades, cleaning of tiles.
  - iii. Painting: Scraping, priming and otherwise preparing the surface and painting of a previously painted building.
  - iv. Window / Doors: Replacement of, or improvements to, existing windows or doors that are visible from a public street. Replacement of broken glass panes.
  - v. Awnings / Canopies: Replacement of, or improvements to, existing awnings or canopies. New awnings or canopies.
  - vi. Historical Restoration: Restoration of architectural details of historic significance and / or removal of elements covering such details.
  - vii. Visible Roof Repair: Replacement or repair of the portions of the roof that are visible from an adjacent public street.
  - viii. Gutters and Downspouts: Replacement or repair of existing gutters and / or downspouts.
  - ix. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: burglar bars, painting a previously unpainted building.
- D. Interior Renovation: The following are Eligible Enhancements related to Interior Renovation on the Property except as noted otherwise:
- i. Safety Concerns: Remodeling that resolves safety problems or enhances the safety of the public when occupying the Property.
  - ii. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: painting, wallpaper, aesthetic treatments, and lighting.
- E. Landscaping: The following are Eligible Enhancements related to Landscaping on the Property except as noted otherwise:
- i. Edging: Providing a perimeter to shrub beds with materials deemed to be of a long life, e.g. brick, stone, concrete, steel.
  - ii. Shrubs and Trees: Shrubs and / or trees of a variety that are sustainable in the area when combined with removal of existing shrubs and / or trees that are either overgrown or of poor quality.
  - iii. Xeriscaping: Landscaping with drought-tolerant plant materials and water-conserving irrigation practices.

- iv. Seasonal Color: Providing one-time planting of annual or perennial flowers in critical areas adequate to provide an appealing impact.
  - v. Irrigation: Automatic irrigation system complying with all code requirements.
  - vi. Lawn Renovation: Removal or re-establishment of an existing lawn with a desirable type of lawn.
  - vii. Fencing: Replacement of dilapidated fencing or installation of new fencing that is visually appealing.
  - viii. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: landscape pruning, mowing and / or maintenance.
- F. Lighting: The following are Eligible Enhancements related to Lighting on the Property:
- i. Pedestrian Safety: Lighting that enhances the safety of the public on or adjacent to the property, e.g. sidewalks, parking lots.
  - ii. Accents: Lighting that accentuates features of the building or property creating a pleasant ambience on the Property.
  - iii. Signage: Lighting that illuminates signage identifying the business.
- G. Parking / Driveways: The following are Eligible Enhancements related to Parking and Driveways on the Property except as noted otherwise:
- i. Reconstruction: Removal of existing pavement, gravel, curbing, drives, accessibility ramps, etc. and replacement with reconstruction meeting City requirements.
  - ii. Resurfacing: Re-topping asphalt parking areas.
  - iii. Restriping: Repainting of parking stall stripes, fire lane graphics.
  - iv. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: any surface that is not an all-weather hard surface, as that term is defined in the City's zoning ordinance.
- H. Pedestrian Amenities: The following are Eligible Enhancements related to Pedestrian Amenities on the Property:
- i. Paving: Paving of a unique nature in areas that allow customers to congregate.
  - ii. Seating Areas: Provisions for seating in areas where customers may congregate before, during or after supporting the business.
  - iii. Shade: Provisions for shading pedestrian areas to include permanent or temporary canopies, umbrellas or similar shade structures.
  - iv. Music: Provisions for permanent installation of fixtures to accommodate providing music in areas where customers congregate.
- I. Signage: The following are Eligible Enhancements related to Signage on the Property. Replacement of signs that do not conform to current City requirements is a priority for the City.
- i. Replacing Signs: Replacing existing signs, whether non-conforming or not, with new signage that complies with all City requirements.
  - ii. New Signs: New signs for existing or new businesses when combined with other Enhancements.

- J. Utilities: The following are Eligible Enhancements related to Utilities on the Property:
- i. Upgrading: The upgrading or new installation of utilities serving the Property to commercial needs. This might include electric, phone, Internet or similar.
  - ii. Placement Underground: The placement of existing or new utilities underground.
- K. Code Compliance: The following are Eligible Enhancements related to Code Compliance on the Property:
- i. Public Accessibility: Reconstruction or new construction to comply with public accessibility requirements.
  - ii. Fire Sprinkler Systems: Replacement, upgrade, or installation of fire sprinkler systems in compliance with current codes.
- L. City Participation Limitations: Shown below are the City participation limitations for Grants given in accordance with this Policy. The Maximum Percentage shall be the maximum percentage of the total cost of the Enhancements that the City will grant the Applicant. The Maximum Amount is the maximum dollar amount to be contributed for that category of Enhancements. The potential Grant for each type of Enhancement would be the lesser of the Maximum Percentage or Maximum Amount.
- i. Accumulative Maximum Grant: Notwithstanding the Maximum Percentage and Maximum Amount limitations for each type of Enhancement, no Property or Business may receive more than \$10,000 in Grants during one 12 month period. For example, if a Property received the Maximum Amount for certain Landscaping Enhancements (\$5,000), the Property would only be eligible for a maximum amount of \$5,000 for another type of Enhancement within the same 12 month period.

Section	Type of Enhancement	Maximum Percentage	Maximum Amount
4.C	Façade Enhancements	50 %	\$10,000
4.D	Interior Renovation	20 %	\$4,000
4.E	Landscaping	30 %	\$5,000
4.F	Lighting	30 %	\$5,000
4.G	Parking / Driveways	40 %	\$10,000
4.H	Pedestrian Amenities	20 %	\$4,000
4.I	Signage	50 %	\$8,000
4.J	Utilities	20 %	\$4,000
4.K	Code Compliance	40 %	\$5,000

-- Remainder of page left blank intentionally --

## 5. GRANT PRIORITIES

The City has determined that the following are priorities for the benefits of this Policy. The evaluation of the merits of any Application shall take into consideration whether or not the Application also meets these priorities.

- A. Preferred Areas: The following areas of the City are areas of priority for implementation of this Policy:
- i. Belknap Street;
  - ii. Denton Highway;
  - iii. Beach Street;
  - iv. Broadway Avenue;
  - v. Haltom Road;
  - vi. Midway Road;
  - vii. Carson Street;
  - viii. NE 28th Street;
  - ix. State Highway 121; and
  - x. Western Center Blvd.

~~B. Preferred Businesses: The following types of businesses are a priority for implementation of this Policy:~~

- ~~i. Retail businesses; and~~
- ~~ii. Locally owned businesses.~~

## 6. ADMINISTRATIVE PROCEDURES

The following are the Administrative Procedures regarding the application for and approval of Property Enhancement Grants:

- A. Pre-Submittal: All Applicants are encouraged to meet with Staff prior to preparation of an Application. Applicants should contact the following to set up a meeting:
- Department of Economic Development  
5024 Broadway Avenue, Haltom City, TX 76117  
PH: (817) 222-7723  
EM: [EconDev@HaltomCityTx.com](mailto:EconDev@HaltomCityTx.com)
- B. Application: The submittal of an Application is required prior to any evaluation of the request for Property Enhancement Grants. The Application shall be on a form prepared by Staff and available on the City's website or in the office of Economic Development.
- i. Required Information: The following shall be included with the Application:
    - a. Proof of ownership of the Property;
    - b. Photographs of the Property;
    - c. Drawings, renderings, plans of the proposed Enhancements;
    - d. Written description of the Enhancements including building materials and color schemes to be used;

- e. Construction Cost estimates from at least two (2) different contractors; and

- f. If Applicant is not the Property owner:
  - 1. Written approval of the Grant Application from the owner; and
  - 2. Copy of the signed lease agreement.
- C. Review & Evaluation: The following are criteria to review and evaluate the Application:
  - i. Review Criteria:
    - a. Completeness of Application: Completeness of the Application; including all required attachments.
    - b. Grant Priorities: ~~Does the Application include a targeted business classification or is it~~ Is the Property located in a ~~targeted improvement~~ Preferred A area as previously defined in Section 5.
    - c. Impact: An estimation of the impact that the Enhancements might have, particularly as a catalyst for continued private investment.
    - d. Non-funded Improvements: Are the improvements associated with the Grant part of a larger effort to enhance the property.
    - e. Elimination of Non-Conformity: Do the Enhancements eliminate a legal non-conforming aspect of the Property.
    - f. Enhanced Safety or Access: Do the Enhancements provide for a safer environment or enhanced access for the public.
  - ii. Staff Evaluation and Recommendation: The coordinating Staff member shall convene a team of the appropriate Staff members to evaluate the Application. Upon review, Staff shall prepare a recommendation to forward to the City Council.
    - a. Site Visit: Prior to formal evaluation of the Application by Staff, the Applicant shall allow Staff the opportunity to visit the Property to verify its status prior to any Enhancements.
- D. Approval: The City Council shall make the final decision regarding the merits of the Application and the appropriate Property Enhancement Grant to be given, if any. Upon approval of a Grant, the City Council will authorize Staff to enter into an Agreement with the Applicant on a form acceptable to Staff and the City Attorney. The Agreement, at a minimum, must contain the following:
  - i. Enhancements: List the specifications of the proposed Enhancements on the Property.
  - ii. Access: Provide the City and Staff access to the Property to ensure that the Enhancements or repairs are made according to the specifications and conditions in the Agreement.
  - iii. Grant: Provide for the procedures of the Grant payment.
  - iii. Recapture Provisions: Provide for the repayment of a Grant if the Applicant or the condition of the Property do not fulfill all obligations required under the Agreement. The City may take any remedy necessary to recover the funds, including filing a lien on the Property.
- E. Pre-Construction Meeting: If the Grant is approved by City Council, and if deemed necessary by Staff, the Applicant must attend a pre-construction meeting with Staff to coordinate any required permits, execute Grant documents, and resolve any questions either party might have.
- F. Notice to Proceed: Upon approval by the City Council, staff shall prepare and issue a written Notice to Proceed authorizing the Applicant to begin work on the Enhancements.
  - i. Required: All Grant documents must be executed and all required permits received prior to issuance of the Notice to Proceed.

- ii. Beginning of Work: All work must begin within sixty (60) days of the issuance of the Notice to Proceed.
  - iii. Completion of Work: All work for approved projects must be complete within ninety (90) days of the Notice to Proceed unless an Applicant's written request for extension is granted in writing by Staff.
- G. Construction: All construction shall be in accordance with all requirements for permitting and inspection required by the City.
- H. Verification: Upon completion and approval of the work by the City, Staff shall verify that the work has been performed as authorized in the approved City Council action.
- i. Documentation: The Applicant shall provide staff with documentation necessary to determine the costs of the Enhancements as approved by the City Council. E.g. copies of paid contractor invoices, receipts or processed checks. Costs not supported by adequate documentation shall not be eligible for reimbursement.
- I. Payment: Upon verification of compliance with City Council action, Staff shall cause a check to be issued by the City to the Applicant in the approved amount.
- i. Cost Overruns: Any costs above and beyond the amounts approved by City Council shall be the responsibility of the Applicant.

## 7. APPLICANT / OWNER CERTIFICATIONS

- A. Application Accuracy: The Applicant shall state that the information provided in the Application, and all that may have been affixed thereto, is true and correct, and that the City may rely on all of the information therein contained, and all that may have been affixed thereto, as being true and correct.
- B. Compliance: The Applicant shall certify that they are solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinance and other applicable regulations. Neither approval of an Application nor payment of a Property Enhancement Grant upon completion of the project shall constitute approval of the project by any City department or staff or a waiver by the City of any safety regulation, building code, ordinance or other applicable regulation.
- C. Insurance: The Applicant shall certify that they maintain sufficient insurance coverage for property damage and personal injury liability relating to the project.
- D. Maintenance: The Applicant shall certify that the Enhancements, once approved by the City shall be maintained for a period of three (3) years from the date of payment. No changes shall be made without prior written approval from the City.
- E. Discretionary Rights: The Applicant shall acknowledge that the City has the absolute right of discretion in deciding whether or not to approve a Grant relative to this Application, whether or not such discretion is deemed arbitrary or without basis in fact.
- F. Policy Promotion: The Applicant shall authorize the City to use an approved project to promote the merits of this Policy, including but not limited to displaying a sign at the Property or Business during and within thirty (30) days after construction, and using photographs and descriptions of the project in distribution material and press releases.

- G. Indemnification: The Applicant shall certify that they are solely responsible for overseeing the work, and will not seek to hold the City, and / or their agents, employees, officers, and / or directors liable for any property damage, personal injury, or other loss related in any way to this Policy, and by submission of an Application, agrees to indemnify the City, and / or their agents, employees, officers, and / or directors from any claims or damages resulting from the project, including reasonable attorney fees.

## 8. **GENERAL PROVISIONS**

- A. Termination: The City has the right to terminate any Agreement under this Policy if an Applicant is determined to be in violation of any conditions set forth in this Policy.
- B. Changes During Construction: If an Applicant seeks to change the scope of their project after a Grant has been approved, the Applicant shall meet with Staff to discuss the desired change. Staff has the authorization to approve minor modifications during construction. Any other desired modification shall be placed before the City Council for reconsideration.
- C. Flexibility: The terms and conditions of this Policy are a guideline for City Council during their deliberation and evaluation. The City reserves the right to modify the terms and conditions herein at any time, including for any pending Application.
- D. Section or Other Headings: Section or other headings contained in this Policy are for reference purposes only and shall not affect in any way the meaning or interpretation of this Policy.
- E. Severability: In the event that any provision of this Policy is illegal, invalid, or unenforceable under present or future laws, then, and in that event, it is the intention ~~of the parties hereto~~ that the remainder of this Policy shall not be affected thereby.
- F. Amendments: Staff may amend the form of the Application as needed to more efficiently evaluate the merits of requested Enhancements.

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## Application for Property Enhancement Incentives

Contact: Susan White, Business Development Coordinator / (817) 222-2273 / [swhite@haltomcitytx.com](mailto:swhite@haltomcitytx.com)

<b>1.0 PROJECT INFORMATION</b>							
1.a	Property Address:						
1.b	Estimated Begin Work Date:	Estimated Completion Date:					
1.c	Years in business at this location:						
1.d	Reason for requesting grant:						
<b>2.0 ELIGIBILITY OF PROPERTY</b>							
	<b>Yes</b>	<b>No</b>	<b>Item</b>	<b>Notes</b>			
2.a			Within the City?	•			
2.b			Not residentially Commercially zoned?	•			
2.c			City taxes in good standing?	•			
2.d			No City liens existing?	•			
2.e			Proof of ownership provided?	•			
2.f			Outstanding code violations?	•			
2.g			No grants received in 2 years?	• <a href="#">In accordance with Section 3.A.vii</a>			
<b>3.0 ELIGIBILITY OF BUSINESS</b>							
	<b>Yes</b>	<b>No</b>	<b>Item</b>	<b>Notes</b>			
3.a			Business taxes in good standing?	•			
3.b			If not owner, authorization provided?	•			
<b>4.0</b>	<b>Enhancements</b>		<b>Total Cost</b>	<b>Policy Max %</b>	<b>Policy Max \$</b>	<b>Amount Requested</b>	<b>Amount Approved</b>
4.a	Façade: (Section 4.C) •		\$	50%	\$10,000	\$	\$
4.b	Interior Renovation: (Section 4.D) •		\$	20%	\$4,000	\$	\$
4.c	Landscaping: (Section 4.E) •		\$	30%	\$5,000	\$	\$
4.d	Lighting: (Section 4.F) •		\$	30%	\$5,000	\$	\$
4.e	Parking / Driveways: (Section 4.G) •		\$	40%	\$10,000	\$	\$
4.f	Pedestrian Amenities: (Section 4.H) •		\$	20%	\$4,000	\$	\$
4.g	Signage: (Section 4.I) •		\$	50%	\$8,000	\$	\$
4.h	Utilities: (Section 4.J) •		\$	20%	\$4,000	\$	\$
4.i	Code Compliance: (Section 4.K) •		\$	40%	\$5,000	\$	\$
4.j	(Max. Grant Per Policy = \$10,000) <b>TOTAL PROPERTY ENHANCEMENT GRANT APPROVED:</b>						
4.k	Describe any planned Non-Grant Enhancements:						

5.0 GRANT PRIORITIES				
	Yes	No	Preferred Area?	Notes
5.a			Belknap Street, <a href="#">Carson Street</a> , Denton Highway, Beach Street, Broadway Avenue, Haltom Road, <a href="#">Midway Road</a> , NE 28 <sup>th</sup> Street, S.H. 121, Western Center Blvd.	•
	Yes	No	Preferred Business?	Notes
5.b			Retail, locally owned	•
6.0 ATTACHMENTS / EXHIBITS				
	Yes	No	Item	Notes
6.a			Ownership documentation	•
6.b			Photos of existing conditions	•
6.c			Drawing, renderings, plans of the proposed enhancements	•
6.d			Written description of the enhancements including building materials and color schemes	•
6.e			Construction cost estimates from two contractors	•
6.f			Copy of the signed lease agreement	• If Applicant is not property owner
6.g			Written support of the grant application from the owner	• If Applicant is not property owner
7.0 CONTRACTOR(S) INFORMATION				
7.a	<b>Contractor for:</b>			
	Company Name:			
	Contact Person:		Title:	
	Address:			
	Wk Phone:	Cell:		Fax:
	Email:		Website:	
7.b	<b>Contractor for:</b>			
	Company Name:			
	Contact Person:		Title:	
	Address:			
	Wk Phone:	Cell:		Fax:
	Email:		Website:	
7.c	<b>Contractor for:</b>			
	Company Name:			
	Contact Person:		Title:	
	Address:			
	Wk Phone:	Cell:		Fax:
	Email:		Website:	
7.d	<b>Contractor for:</b>			
	Company Name:			
	Contact Person:		Title:	
	Address:			
	Wk Phone:	Cell:		Fax:
	Email:		Website:	

8.0	<b>Applicant / Owner Certifications:</b> In accordance with Resolution R-2015-003-014-020-01 adopting the Property Enhancement Incentives Policy, the undersigned do hereby certify the following:																																
8.a	<b>Section 7.A - Application Accuracy:</b> The information provided in this Application, and all that may have been affixed hereto, is true and correct, and that the City may rely on all of the information herein contained, and all that may have been affixed hereto, as being true and correct.																																
8.b	<b>Section 7.B - Compliance:</b> I (we) are solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinance and other applicable regulations. Neither approval of an Application nor payment of a Property Enhancement Grant upon completion of the project shall constitute approval of the project by any City department or staff or a waiver by the City of any safety regulation, building code, ordinance or other applicable regulation.																																
8.c	<b>Section 7.C - Insurance:</b> I (we) maintain sufficient insurance coverage for property damage and personal injury liability relating to this project.																																
8.d	<b>Section 7.D - Maintenance:</b> I (we) certify that the Enhancements, once approved by the City shall be maintained for a period of three (3) years from the date of payment. No changes shall be made without prior written approval from the City.																																
8.e	<b>Section 7.E - Discretionary Rights:</b> I (we) acknowledge that the City has the absolute right of discretion in deciding whether or not to approve a Grant relative to this Application, whether or not such discretion is deemed arbitrary or without basis in fact.																																
8.f	<b>Section 7.F - Policy Promotion:</b> I (we) authorize the City to use an approved project to promote the merits of this Policy, including but not limited to displaying a sign at the site during and within thirty (30) days after construction, and using photographs and descriptions of the project in distribution material and press releases.																																
8.g	<b>Section 7.G - Indemnification:</b> I (we) certify that they are solely responsible for overseeing the work, and will not seek to hold the City, and / or their agents, employees, officers, and / or directors liable for any property damage, personal injury, or other loss related in any way to this Policy, and by submission of an Application, agrees to indemnify the City, and / or their agents, employees, officers, and / or directors from any claims or damages resulting from the project, including reasonable attorney fees.																																
9.0	I (we) hereby affirm the Certifications noted above and approve this Application for Property Enhancement incentives and the <del>improvements</del> Enhancements identified herein.																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">9.a - Property Owner</th> <th colspan="2" style="text-align: left;">9.b - Applicant / Business Representative</th> </tr> </thead> <tbody> <tr> <td colspan="2">Company:</td> <td colspan="2">Company:</td> </tr> <tr> <td colspan="2">Signed:</td> <td colspan="2">Signed:</td> </tr> <tr> <td colspan="2">Name:</td> <td colspan="2">Name:</td> </tr> <tr> <td colspan="2">Title:</td> <td colspan="2">Title:</td> </tr> <tr> <td>Wk:</td> <td>Cell:</td> <td>Wk:</td> <td>Cell:</td> </tr> <tr> <td colspan="2">EM:</td> <td colspan="2">EM:</td> </tr> <tr> <td colspan="2">Address:</td> <td colspan="2">Address:</td> </tr> </tbody> </table>		9.a - Property Owner		9.b - Applicant / Business Representative		Company:		Company:		Signed:		Signed:		Name:		Name:		Title:		Title:		Wk:	Cell:	Wk:	Cell:	EM:		EM:		Address:		Address:	
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Title:		Title:																															
Wk:	Cell:	Wk:	Cell:																														
EM:		EM:																															
Address:		Address:																															

Note: ~~This Application may be amended by Staff as needed to implement the Property Enhancement Incentives Policy.~~ Staff may amend the form of this Application as needed to more efficiently evaluate the merits of requested Enhancements.

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** April 27, 2015

**Department:** Finance / Accounting

**Subject:** Resolution R-2015-009-03 Amending  
Authorized Representatives for  
TexPool Local Government  
Investment Pool

---

### BACKGROUND

The City is currently a participant in the TexPool local government investment pool. Investment pools invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are: (a) preservation and safety of principal; (b) liquidity; and (c) yield. Due to staff turnovers, it is necessary to change the authorized representatives for the investment pool.

The attached resolution will add the new Finance Director, Controller and Accountant and reauthorize the City Manager as the authorized representatives. Approval of the attached resolution is required in order to conduct activities with the investment pool.

### FISCAL IMPACT

None

### RECOMMENDATION

Staff recommends approval of resolution R-2015-009-03 amending authorized representatives for TexPool local government investment pool.

### ATTACHMENT

Resolution R-2015-009-03



## RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES

WHEREAS, City of Haltom City, Texas

(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: Thomas J. Muir Title: City Manager  
Phone/Fax/Email: tmuir@haltomcitytx.com  
Signature: [Signature]
2. Name: Jennifer Fung Title: Finance Director  
Phone/Fax/Email: jfung@haltomcitytx.com  
Signature: [Signature]

ORIGINAL SIGNATURE AND DOCUMENT REQUIRED

TEX - REP

3. Name: Freddy Thomas Title: Accountant  
Phone/Fax/Email: 817/222-7704 fthomas@haltomcitytx.com  
Signature: [Signature]

4. Name: Jon Stevenson Title: Controller  
Phone/Fax/Email: 817-222-7703 jstevenson@haltomcitytx.com  
Signature: [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 Jon Stevenson

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: Freddy Thomas Title: Accountant  
Phone/Fax/Email: 817/222-7704 Fax - 817/834-7232  
fthomas@haltomcitytx.com

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 \_\_\_\_\_ day \_\_\_\_\_, 20\_\_.

**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:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

Signature

Printed Name

Title

**ATTEST:** \_\_\_\_\_

Signature

Printed Name

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](http://www.texpool.com) • 1-866-839-7665

## CITY COUNCIL MEMORANDUM/RESOLUTION

**City Council Meeting:** April 27, 2015

**Department:** Administration

**Subject:** Annual Evaluation – Hillshire Brands  
Tax Abatement

---

### BACKGROUND

On June 26, 2008, the City entered into a tax abatement agreement that established project requirements that must be met as conditions of granting a 50% abatement of taxes for Hillshire Brands Company annually for ten (10) years beginning January 1, 2008. The agreement also established a reporting procedure to facilitate an annual review of the project for compliance with the terms and conditions of the abatement agreement. This procedure calls for the City Council to make a decision and rule on the eligibility of the project for tax abatement annually.

Staff has reviewed report information provided by Hillshire Brands and found the project to be in compliance with the project requirements set out in the abatement agreement. Hillshire Brands' report information indicates project requirements were met or exceeded for the following:

Section III A. Construction or installation of Eligible Property was completed by December 31, 2007.

Section III B. Hillshire Brands currently employs 84 full-time employees, which is in excess of the required minimum annual employment level (80). Of this workforce, four (4) of the employees reside in Haltom City with \$142,000 in total annual salaries.

Section V B 1. Hillshire Brands has used diligent efforts to purchase all goods and services from Haltom City and Tarrant County businesses whenever such goods and services were comparable in availability, quality and price. Hillshire Brands spent \$57,118 at two (2) Haltom City businesses during CY 2014.

### FISCAL IMPACT

The Hillshire Brands abatement is a ten (10) year abatement exempting 50% of the value of improvements. The period of exemption began January 1, 2008 and will

terminate December 31, 2017. The Tarrant County Tax Record shows that the 2014 Improvement value was \$9,509,601 with an exemption value of \$4,754,801. The abated value for Haltom City was \$33,279.

**RECOMMENDATION**

Staff recommends the City Council find the Hillshire Brands project to be eligible for tax abatement for calendar year 2015.

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HALTOM CITY:**

That the above stated Staff recommendations are hereby approved and authorized.

**PASSED AND APPROVED** at a regular meeting of the City Council of the City of Haltom City, Texas this 27<sup>th</sup> day of April, 2015, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code, §551.001 *et seq.*

**APPROVED**

\_\_\_\_\_  
Richard Hutchison, Mayor

**ATTEST:**

\_\_\_\_\_  
Art Camacho, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Wayne Olson, City Attorney

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** April 27, 2015  
**Department:** Administration  
**Subject:** Council Budget Committee

---

### BACKGROUND

At the March 9<sup>th</sup> Council meeting, the City Council discussed and appointed a three-member, ad hoc committee comprised to councilmembers to work on the preliminary budget for the following fiscal year. Councilmembers Davenport, Fowler and Truong were appointed to the committee.

The City Attorney consequently reviewed the City's codes and determined the committee needed to be created by resolution or ordinance. On March 23, Resolution No. R-2015-006-01 was presented for the Council's consideration but the resolution was tabled to enable better documentation of the ad hoc committee's role and creation.

On April 13, a revised resolution was presented and consequently tabled. The initial resolution stated the committee would assist in establishing the dates for the "required public hearings." This statement has been removed in that the dates are already specified through state law and tentative dates for the public hearings are established by Staff in February/March of each year. Please note the required public hearings are not be confused with the budget workshops. In addition, the initial requirement of only those councilmembers or the mayor not up for re-election are eligible to serve has been removed because the ad hoc committee will not start meeting until June (after the election). Also, the committee's appointment was delayed until May to enable newly elected officials the opportunity to serve.

For the April 27<sup>th</sup> meeting, the resolution has been revised, taking into account comments and/or notes from Councilmembers Fowler and Hilliard. There seemed to be a difference of opinion regarding when the committee should be appointed (March or May) so no additional changes were made to the attached resolution. The Council may want to discuss their preference regarding this item, as well as any other section of the resolution, prior to taking a vote.

### FISCAL IMPACT

None.

## **RECOMMENDATION**

Staff recommends the City Council approve Resolution No. R-2015-006-01 creating the Council Budget Committee. The members of the initial committee will be those members appointed at the March 9<sup>th</sup> City Council meeting.

## **ATTACHMENTS**

Resolution No. R-2015-006-01 (revised)

**RESOLUTION NO. R-2015-006008-01**

Field Code Changed

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALTOM CITY, TEXAS,  
CREATING A CITY COUNCIL BUDGET COMMITTEE**

**WHEREAS**, Chapter 2, Article II, Division 2 of the Haltom City Code of Ordinances authorizes the City Council to create and establish ad hoc committees for the purpose of making recommendations to the city council on specific matters or performing other specific functions; and

**WHEREAS**, the City Council desires to create and establish a City Council Budget Committee for the purpose of reviewing ~~relevant~~ budget information and assisting with the scheduling of budget review meetings and public hearings by the City Council.

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

**SECTION 1.**

A City Council Budget Committee is hereby created and established. The committee will hear initial departmental budget presentations and provide guidance, work with the city manager and finance director of the City to develop a budget workshop schedule and guidelines for review of the budget ~~and the holding of required public hearings by the city council~~, and shall make recommendations to the staff and city council that will ease the budget review process. However, the entire city council will continue to receive documentation of line-item budgets and all submitted decision packages.

**SECTION 2.**

The budget workshop schedule will be based on the number of line item documents, all decision package requests and estimated time needed for respective departmental presentations and anticipated discussions related to the requests, taking into account volume, complexity, and timeline requirements.

**SECTION 3.**

The committee does not have the authority to eliminate any decision package or predetermine the outcome of any package.

**SECTION 4.**

The committee shall be composed of three members of the city council who will be appointed at large by the city council. The members shall be appointed in March-May of each year and shall serve a term of one year or until their successors are appointed. ~~Only those council members or the mayor who are not up for re-election at the next general election for the city council shall be eligible to be appointed to the committee.~~

**SECTION 35.**

Members on the committee shall serve at the will and pleasure of the city council and may be replaced at any time at the discretion of the city council by a majority vote.

**SECTION 46.**

At the first meeting of the committee, the members shall elect a chair and vice-chair. The city manager and finance director shall be non-voting, ex officio members of the committee and will assist with providing documents and information related to the budget review process.

**SECTION 57.**

The committee shall keep minutes of its proceedings but shall not be subject to the Open Meetings Act.

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PASSED, APPROVED AND ADOPTED THIS ~~23rd-27<sup>th</sup>~~ DAY OF ~~MARCH~~APRIL, 2015.

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Richard Hutchison, Mayor

ATTEST:

Art Camacho, City Secretary

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** April 27, 2015

**Department:** Planning & Community Development

**Subject:** Ordinance No. O-2015-003-15  
*Final Reading (CU-002-15)*  
 Arnie's Tire Store

### BACKGROUND

On April 13, 2015, the City Council approved CU-002-15 by a vote of 7-0-0 with the following stipulations:

- 1) A plan shall be presented to the City Council at final reading outlining how the Tire Store will dispose of unusable tires;
- 2) Outside storage shall be screened in accordance with the zoning ordinance; and
- 3) An enhanced landscape plan shall be presented to the City Council at final reading in lieu of the proposed sidewalk construction along Layton Avenue.

Conduct a public hearing and consider action on the application of Arnulfo Rodriguez, on behalf of Jesus Mejia-Villalva, for a Conditional Use Permit request with site plan approval, for Tire Sales Store uses located on Tract 18B09 of the Joel Walker Survey, A-1654, being 0.198 acres located south of E. Belknap Street and west of Layton Avenue, locally known as 4320 E. Belknap Street.

The applicant's site plan proposes a deviation to a typical design standard of the "C-3" Commercial District and identifies alternate standards as summarized in the table below.

Design Standard	Required	Proposed
Landscape Buffer along E. Belknap Street	15' min. width with trees, shrubs, and ground cover	None; existing to remain
Landscape Buffer along Layton Avenue	15' min. width with trees, shrubs, and ground cover	Varying width of Landscape Buffer
Min. Street Side Setback	15'	Existing building setback to remain, and dumpster enclosure in building setback

The applicant's cost of improvements is not anticipated to exceed 50% of the fair market value of the property; therefore platting and sidewalk construction is not required. Per Tarrant County Appraisal District, the property today has a land value of \$28,453.00 and improvements totaling \$46,127.00 for a total value of \$74,580.00.

### FISCAL IMPACT

None.

## **RECOMMENDATION**

On March 24, 2015, the P&Z recommended approval of CU-002-15 by a vote of 5-0-0 with stipulations for landscape and screening standards found in Exhibit "A" attached.

## **ATTACHMENTS**

Revised Ordinance No. O-2015-003-15

**ORDINANCE NO. O-2015-003-15**

**CASE NO. CU-002-15**

**AN ORDINANCE AMENDING ORDINANCE NO. O-2002-032-15, AS AMENDED, THE ZONING ORDINANCE OF THE CITY OF HALTOM CITY, TEXAS, BY APPROVING A CONDITIONAL USE PERMIT FOR TIRE SALES STORE USES ON CERTAIN PROPERTY IN THE CITY OF HALTOM CITY, TEXAS; AND REVISING THE OFFICIAL ZONING MAP IN ACCORDANCE THEREWITH; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS HEREOF; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Haltom City is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5, of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the City Council of the City of Haltom City heretofore adopted Ordinance No. O-2002-032-15, as amended, the Zoning Ordinance of the City of Haltom City, Texas, which Ordinance regulates and restricts the location and use of buildings, structures and land for trade, industry, residence and other purposes, and provides for the establishment of zoning districts of such number, shape and area as may be best suited to carry out these regulations; and

**WHEREAS**, in accordance with Section 39 of the Zoning Ordinance, the owner of property consisting of approximately 0.198 acres of land located on Tract 18B09 of the Joel Walker Survey, A-1654, locally known as 4320 E. Belknap Street (hereinafter-referenced as the "Property"), has filed an application for approval of a Conditional Use Permit for Tire Sale Store uses on said property; and

**WHEREAS**, the Planning and Zoning Commission of the City of Haltom City, Texas held a public hearing on March 24, 2015 and the City Council of the City of Haltom City, Texas held a public hearing on April 13, 2015 with respect to the Conditional Use permit described herein; and

**WHEREAS**, the City has complied with all requirements of Chapter 211 of the Local Government Code, and all other laws dealing with notice, publication and procedural requirements for the approval of the Conditional Use Permit.

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

**SECTION 1.**

Ordinance No. O-2002-032-15, as amended, is hereby amended by approving a Conditional Use Permit for Tire Sales Store uses at the property consisting of approximately 0.198 acres of land located at 4320 E. Belknap Street and being more fully described as Tract 18B09 of the Joel Walker Survey, A-1654.

**SECTION 2.**

The Conditional Use Permit as herein established has been made in accordance with a comprehensive land use plan for the purpose of promoting the health, safety, morals and general welfare of the community.

### **SECTION 3.**

The official zoning map of the City of Haltom City is hereby amended and the City Secretary is directed to revise the zoning map to reflect the Conditional Use Permit as set forth above.

### **SECTION 4.**

The use of the Property described above shall be subject to the restrictions, terms and conditions set forth in Exhibit "A" Design Standards and Exhibit "B" Site Plan attached hereto and shall further be subject to all the applicable regulations contained in the Zoning Ordinance and all other applicable and pertinent ordinances of the City of Haltom City, Texas.

### **SECTION 5.**

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Haltom City, Texas (1998), as amended, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such code, in which event the conflicting provisions of such ordinances and such code are hereby repealed.

### **SECTION 6.**

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any section, paragraph, sentence, clause, or phrase of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining sections, paragraphs, sentences,

clauses, and phrases of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional section, paragraph, sentence, clause or phrase.

#### **SECTION 7.**

Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined not more than Two Thousand Dollars (\$2,000.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

#### **SECTION 8.**

All rights and remedies of the City of Haltom City, Texas, are expressly saved as to any and all violations of the provisions of Ordinance No. O-2002-032-15 or any ordinances governing zoning that have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

#### **SECTION 9.**

The City Secretary of the City of Haltom City, Texas, is hereby directed to publish in the official newspaper of the City of Haltom City, Texas, the caption, Section 1, penalty clause, publication clause and effective date clause of this Ordinance one (1) time within ten (10) days after the first reading of this Ordinance as required by Section 10.01 of the Charter of the City of Haltom City, Texas.

**SECTION 10.**

This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

**PASSED AND APPROVED ON FIRST READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

**PASSED AND APPROVED ON SECOND READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

\_\_\_\_\_  
Mayor  
ATTEST:

\_\_\_\_\_  
City Secretary

EFFECTIVE: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

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

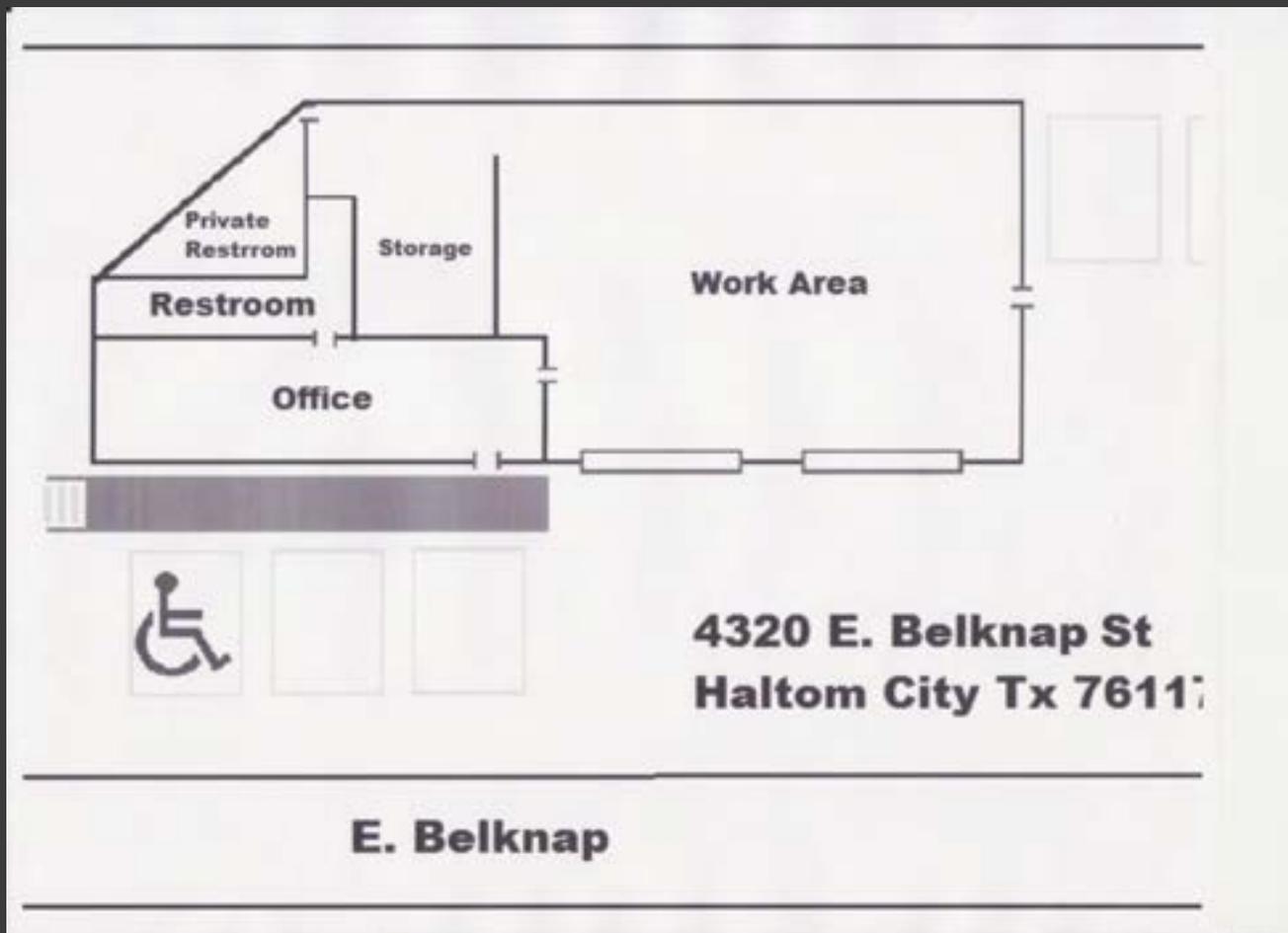
## **Exhibit 'A'** **Design Standards**

1. The existing building and a dumpster enclosure located on the east side of the building is allowed to encroach into the 15-foot street side yard along Layton Avenue.
2. The dumpster enclosure shall be a minimum six-foot tall opaque screening device.
3. No trees, shrubs, or ground cover is required in the landscape buffers along E. Belknap Street.
4. The applicant shall repaint the building, replace the two overhead garage doors facing E. Belknap Street, add a new canopy over the main entrance into the building, and create a screened storage area for tires, tools, and supplies on the west side of the building with the screening device facing E. Belknap Street being a masonry wall that is at least six feet in height.
5. The applicant shall stripe the parking lot and remodel the building and restroom for ADA compliance.
6. If the applicant can obtain approval from the adjacent property owner to the south, then the applicant may place the required dumpster on this property along with a six-foot opaque screening fence.
7. The applicant shall remove existing pavement in the northeast corner of the site and provide a landscape bed containing at least six shrubs to be space between 30 to 36 inches apart and at least one-foot in height at planting with the capability to reach two feet in height within 18 months at which height the shrubs shall be maintained.
8. The applicant shall remove existing pavement to provide a continuous landscape buffer the entire length of the site's frontage on Layton Avenue. The landscape buffer shall have ground cover and shrubs established and maintained.
9. The applicant shall have a tire recycling company routinely pick up unusable tires to ensure unusable tires are disposed of properly.
10. If there is any conflict between Exhibit 'A' Design Standards and Exhibit 'B' Site Plan, the provisions in Exhibit 'A' Design Standards shall control.

**Exhibit 'B'**  
**Site Plan**

**(See next page)**

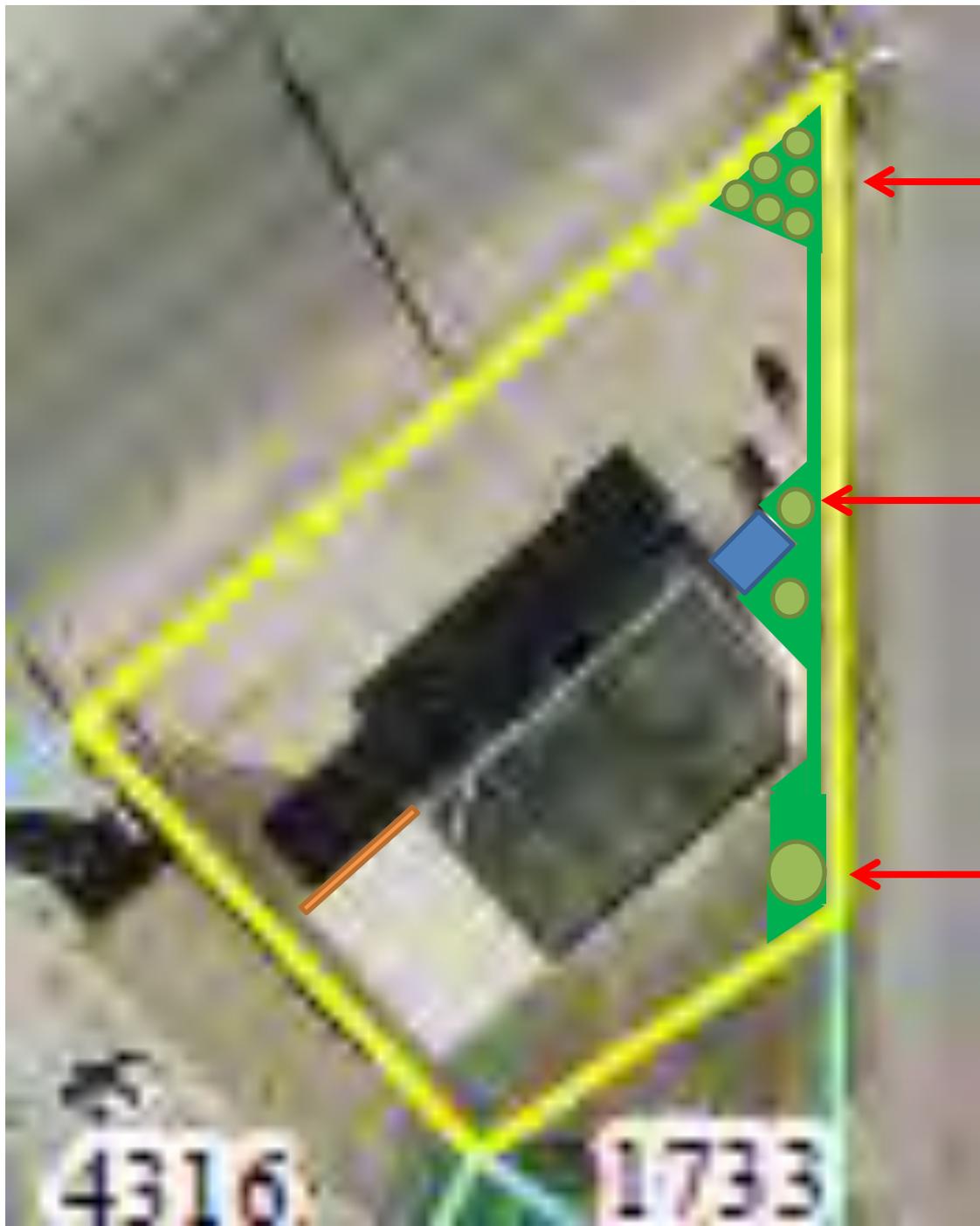
- Proposed land and building use  
1 of 3



4320 E Belknap St. – PROPERTY

477 sq feet around the lot





Six 3-gallon shrubs

Two 5-gallon shrubs

One 6' tall  
understory/  
ornamental tree  
(ie. Red Bud,  
Mexican Plum, or  
Crape Myrtle)

- Front, Side, and Rear images of building



## Before and After Plan (FRONT)



## Before and After Plan (side view)



- Designated pedestrian walkways for public and tenant use (to be resurfaced/paved by cement)



## CITY COUNCIL MEMORANDUM

**City Council Meeting:** April 27, 2015

**Department:** Planning & Community Development

**Subject:** Ordinance No. O-2015-004-15  
*Final Reading (Z-001-15)*  
Le Addition

---

### BACKGROUND

On April 13, 2015, the City Council approved Z-001-15 by a vote of 7-0-0.

Conduct a public hearing and consider action on the application of Chase D. Pearce, on behalf of Jimmy and Ann Nguyen, for approval of a Zoning Change request from "PD" Planned Development for all "C-3" uses plus limited Auto Dealer, Auto Repair, and Residential Quarters uses to "PD" Planned Development for all "C-3" uses plus Auto Dealer, Auto Repair, and Residential Quarters uses located on Lot 1R, Block 1R of the Le Addition, being 1.682 acres of land located south of NE 28<sup>th</sup> Street and west of N. Beach Street, locally known as 2219 N. Beach Street.

The present zoning of the subject site allows the use of Auto Dealer in one building and in a limited area of the subject site as shown on the site's development plan approved by City Council in 1997. The applicant wishes to expand the Auto Dealer use to the other existing commercial building and to additional area within the subject site as shown on the proposed development plan. With approval of this request, the applicant has committed to the site improvements in Exhibit A of the attached ordinance.

The applicant's cost of improvements is not anticipated to exceed 50% of the fair market value of the property; therefore sidewalk construction is not required. Per Tarrant County Appraisal District, the property today has a land value of \$263,761.00 and improvements totaling \$135,239.00 for a total value of \$399,000.00.

### FISCAL IMPACT

None.

### RECOMMENDATION

On March 24, 2015, the P&Z recommended approval of Z-001-15 by a vote of 4-1-0.

### ATTACHMENTS

Revised Ordinance No. O-2015-004-15

**ORDINANCE NO. O-2015-004-15**

**CASE NO. Z-001-15**

**AN ORDINANCE AMENDING ORDINANCE NO. O-2002-032-15, AS AMENDED, THE ZONING ORDINANCE OF THE CITY OF HALTOM CITY, TEXAS, BY CHANGING THE ZONING CLASSIFICATION OF CERTAIN PROPERTY IN THE CITY OF HALTOM CITY, TEXAS; AND REVISING THE OFFICIAL ZONING MAP IN ACCORDANCE THEREWITH; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS HEREOF; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Haltom City is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5, of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the City Council of the City of Haltom City heretofore adopted Ordinance No. O-2002-032-15, as amended, the Zoning Ordinance of the City of Haltom City, Texas, which Ordinance regulates and restricts the location and use of buildings, structures and land for trade, industry, residence and other purposes, and provides for the establishment of zoning districts of such number, shape and area as may be best suited to carry out these regulations; and

**WHEREAS**, in accordance with Section 39 of the Zoning Ordinance, the owner of property consisting of approximately 1.682 acres of land located on Lot 1R, Block 1R of the Le Addition, locally known as 2219 N. Beach Street (hereinafter-referenced as the "Property"), has filed an application to rezone the property from its present classification of "PD" Planned Development for all "C-3" uses plus limited Auto Dealer, Auto Repair, and Residential Quarters uses to "PD" Planned Development for all "C-3" Commercial uses plus Auto Dealer, Auto Repair, and Residential Quarters; and

**WHEREAS**, the Planning and Zoning Commission of the City of Haltom City, Texas held a public hearing on March 24, 2015 and the City Council of the City of Haltom City, Texas held a public hearing on April 13, 2015 with respect to the Zoning Change and amendments described herein; and

**WHEREAS**, the City has complied with all requirements of Chapter 211 of the Local Government Code, and all other laws dealing with notice, publication and procedural requirements for the rezoning of the property.

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

**SECTION 1.**

Ordinance No. O-2002-032-15, as amended, is hereby amended by rezoning approximately 1.682 acres of land from “PD” Planned Development for all “C-3” uses plus limited Auto Dealer, Auto Repair, and Residential Quarters uses to “PD” Planned Development for all “C-3” uses plus Auto Dealer, Auto Repair, and Residential Quarters uses, located south of NE 28<sup>th</sup> Street and west of N. Beach Street, locally known as 2219 N. Beach Street, and being Lot 1R, Block 1R of the Le Addition.

**SECTION 2.**

The zoning district as herein established has been made in accordance with a comprehensive land use plan for the purpose of promoting the health, safety, morals and general welfare of the community.

### **SECTION 3.**

The official zoning map of the City of Haltom City is hereby amended and the City Secretary is directed to revise the zoning map to reflect the zoning classification as set forth above.

### **SECTION 4.**

The use of the Property described above shall be subject to the restrictions, terms and conditions set forth in Exhibit "A" Design Standards and Exhibit "B" Development Plan attached hereto and shall further be subject to all the applicable regulations contained in the Zoning Ordinance and all other applicable and pertinent ordinances of the City of Haltom City, Texas.

### **SECTION 5.**

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Haltom City, Texas (1998), as amended, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such code, in which event the conflicting provisions of such ordinances and such code are hereby repealed.

### **SECTION 6.**

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any section, paragraph, sentence, clause, or phrase of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining sections, paragraphs, sentences, clauses, and phrases of this Ordinance, since the same would have been enacted by the City

Council without the incorporation in this Ordinance of any such unconstitutional section, paragraph, sentence, clause or phrase.

#### **SECTION 7.**

Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined not more than Two Thousand Dollars (\$2,000.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

#### **SECTION 8.**

All rights and remedies of the City of Haltom City, Texas, are expressly saved as to any and all violations of the provisions of Ordinance No. O-2002-032-15 or any ordinances governing zoning that have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

#### **SECTION 9.**

The City Secretary of the City of Haltom City, Texas, is hereby directed to publish in the official newspaper of the City of Haltom City, Texas, the caption, Section 1, penalty clause, publication clause and effective date clause of this Ordinance one (1) time within ten (10) days after the first reading of this Ordinance as required by Section 10.01 of the Charter of the City of Haltom City, Texas.

#### **SECTION 10.**

This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

**PASSED AND APPROVED ON FIRST READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

**PASSED AND APPROVED ON SECOND READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

\_\_\_\_\_  
Mayor  
ATTEST:

\_\_\_\_\_  
City Secretary

EFFECTIVE: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

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

## **Exhibit "A"** **Design Standards**

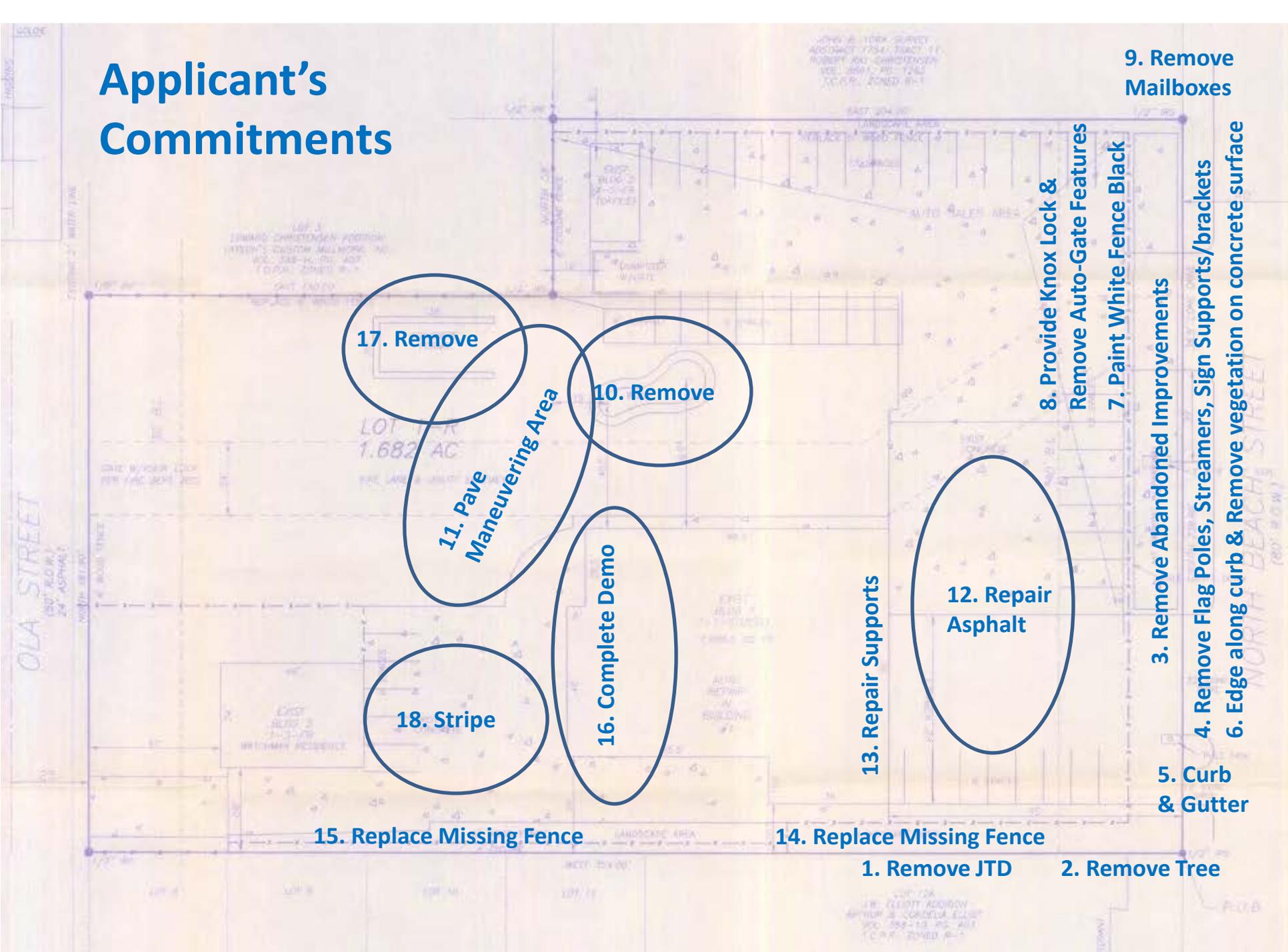
1. Remove the junk, trash, and debris on the south side of the existing R-panel fence along the south property line.
2. Remove the existing tree growing into the overhead power lines at the southeast corner of the subject site.
3. Remove all abandoned sign bases, concrete footers, exposed rebar, angle iron, exposed pipe, and bollards along N. Beach Street and Ola Lane.
4. Remove flag poles, streamers, supports, and sign bracket fixtures along N. Beach Street.
5. Replace the small non-conforming drive approach near the southeast corner with new curb & gutter.
6. Establish/maintain ground cover between N. Beach Street and the open tubular metal fence along N. Beach Street, and maintain this area clear of junk, trash, and debris. Edge vegetation grown over N. Beach Street curb and remove grass grown over existing concrete surfaces.
7. Along N. Beach Street paint the rusting and white open-tubular-metal fence black.
8. Provide Knox-lock on northern gate and remove inoperable automatic equipment/fixtures.
- ~~9. Clarify the owners of the two mailboxes along the N. Beach Street curb and in front of the subject site and remove if abandoned.~~
10. Remove the inoperable fountain on site.
11. Pave all areas to facilitate parking and maneuvering on site.
12. Repair pot holes and cracks in asphalt located in front of the auto repair shop.
13. Repair the collapsing support posts in front of the auto repair shop.
14. Replace missing R-Panel fencing along south property line and west property line.
15. Provide six-foot wood fence along south property line where missing adjacent to residential.
16. Remove footers behind auto repair shop where building addition was removed.
17. Remove 20'x39' concrete forms on site.
18. Stripe the paved surface behind the auto repair shop for a parking facility.
19. If there is any conflict between Exhibit "A" Design Standards and Exhibit "B" Development Plan, the provisions in Exhibit "A" Design Standards shall control.

**Exhibit “B”  
Development Plan**

**(See next page)**



# Applicant's Commitments



17. Remove

10. Remove

11. *Pave  
Maneuvering Area*

16. Complete Demo

18. Stripe

12. Repair  
Asphalt

15. Replace Missing Fence

14. Replace Missing Fence

1. Remove JTD

2. Remove Tree

8. Provide Knox Lock &  
Remove Auto-Gate Features

7. Paint White Fence Black

3. Remove Abandoned Improvements

4. Remove Flag Poles, Streamers, Sign Supports/brackets

6. Edge along curb & Remove vegetation on concrete surface

5. Curb  
& Gutter

9. Remove  
Mailboxes

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** April 27, 2015

**Department:** Planning & Community Development

**Subject:** Ordinance No. O-2015-005-15  
*Final Reading (Z-002-15)*  
Trotter Enterprises

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### BACKGROUND

On April 13, 2015, the City Council approved Z-002-15 by a vote of 7-0-0.

Conduct a public hearing and consider action on the application of Victor Trotter, on behalf of Newaire Corp Partner, Inc. and Rita R. Wilson for approval of a Zoning Change request from “C-3” Commercial District and “M-1” Industrial District to “PD” Planned Development for “C-3” uses plus office warehouse, warehouse, and wholesale distributor and “PD” Planned Development for limited “M-1” uses located on G. W. Burkitt’s Subdivision Block 22, Lot 22A and 22B, L. Merrill 25R, 26R & 27R; Tracts 18B07, 18B1, 18B1A, 18B5, 18B6, 18B11, and 18D of the Joel Walker Survey, A-1654; and Lots 26A, 27A, and 28A of the J. A. Murrel Addition being 3.328 acres of land located south of E. Belknap Street and east of Layton Avenue, locally known as 1708, 1714, and 1728 Layton Avenue; and action on an amendment to O-2010-011-15, amending the Future Land Use Plan within the 2010 Comprehensive Land Use Plan.

The applicant requests to rezone the subject site to allow for the occupancy of office warehouse, warehouse, and wholesale distributor uses on the northern portion of the site that fronts to E. Belknap Street. Per Section 9 of the Zoning Ordinance, office warehouse and wholesale distributor are not allowed by-right in the existing “C-3” Commercial District and only allowed through approval of a conditional use permit or planned development. For the remaining portion of the site, the applicant requests to rezone to allow for the occupancy of uses such as vehicle storage facility, contractor’s storage of equipment, furniture manufacturing plant, office warehouse, warehouse, wholesale distributor, assembly operations of commodities, and ancillary metal finishing. A Use Matrix for this planned development is included in Exhibit B attached. Exhibit C – Design Standards provides a list of stipulations the applicant must comply with prior to allowance of any new use proposed with this rezoning request, and Exhibit D – Development Plan provides documents to support these stipulations.

According to the Tarrant County Appraisal District website (TAD.ORG), the market value for the land in this rezoning request is \$310,954 and the market value for the improvements in this rezoning request is \$591,768, for a total market value of \$902,722. Trotter Enterprises estimates their total investment into the property for remodeling, maintenance, and improvements to be approximately \$380,000, which is more than 50% of the existing market value of improvements. Therefore, the property must be platted. The applicant proposes to plat Section A as one lot and Section B as a second lot.

## **FISCAL IMPACT**

None.

## **RECOMMENDATION**

On March 24, 2015, the P&Z recommended approval of Z-002-15 by a vote of 5-0-0 with the stipulation that Classic Car Restoration uses be allowed in the southern portion of the subject site (Sections B, C, and D) as provided in the attached ordinance.

## **ATTACHMENTS**

Revised Ordinance No. O-2015-005-15

**ORDINANCE NO. O-2015-005-15**

**CASE NO. Z-002-15**

**AN ORDINANCE AMENDING THE COMPREHENSIVE LAND USE PLAN AND FUTURE LAND USE MAP IN ORDINANCE NO. O-2010-011-15, AS AMENDED, AND AMENDING ORDINANCE NO. O-2002-032-15, AS AMENDED, THE ZONING ORDINANCE OF THE CITY OF HALTOM CITY, TEXAS, BY CHANGING THE ZONING CLASSIFICATION OF CERTAIN PROPERTY IN THE CITY OF HALTOM CITY, TEXAS; AND REVISING THE OFFICIAL ZONING MAP IN ACCORDANCE THEREWITH; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS HEREOF; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Haltom City is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5, of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the City Council of the City of Haltom City heretofore adopted Ordinance No. O-2010-011-15, as amended, the Comprehensive Land Use Plan 2010, which is the primary document on which to base all zoning, platting and other land use decisions; and

**WHEREAS**, the Comprehensive Land Use Plan provides guidance for future development in conformance with the adopted Future Land Use Map; and

**WHEREAS**, the City Council now deems it necessary to update the Haltom City Comprehensive Land Use Plan as provided herein, and that such amendment is in accordance with the growth goals, objectives and planning principles set forth in the Comprehensive Land Use Plan as well as health, safety, traffic and environmental considerations; and

**WHEREAS**, the City Council of the City of Haltom City heretofore adopted Ordinance No. O-2002-032-15, as amended, the Zoning Ordinance of the City of Haltom City, Texas,

which Ordinance regulates and restricts the location and use of buildings, structures and land for trade, industry, residence and other purposes, and provides for the establishment of zoning districts of such number, shape and area as may be best suited to carry out these regulations; and

**WHEREAS**, in accordance with Section 39 of the Zoning Ordinance, the owner of property consisting of approximately 3.328 acres of land located on G. W. Burkitt's Subdivision Block 22, Lot 22A and 22B, L. Merrill 25R, 26R & 27R; Tracts 18B07, 18B1, 18B1A, 18B5, 18B6, 18B11, and 18D of the Joel Walker Survey, A-1654; and Lots 26A, 27A, and 28A of the J. A. Murrel Addition, locally known as 1708, 1714, and 1728 Layton Avenue (hereinafter-referenced as the "Property"), has filed an application to rezone the property from its present classification of "C-3" Commercial District and "M-1" Industrial District to "PD" Planned Development for "C-3" Commercial District uses plus office warehouse, warehouse, and wholesale distributor uses on the northern portion of the site that fronts to E. Belknap Street and "PD" Planned Development for limited "M-1" uses for the remainder of the Property; and

**WHEREAS**, the Planning and Zoning Commission of the City of Haltom City, Texas held a public hearing on March 24, 2015 and the City Council of the City of Haltom City, Texas held a public hearing on April 13, 2015 with respect to the Comprehensive Land Use Plan and Zoning Change amendments described herein; and

**WHEREAS**, the City has complied with all requirements of Chapter 211 and 213 of the Local Government Code, and all other laws dealing with notice, publication and procedural requirements for the rezoning of the property and the amendment of the Comprehensive Land Use Plan.

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

**SECTION 1.**

Ordinance No. O-2002-032-15, as amended, is hereby amended by rezoning approximately 3.328 acres of land from “C-3” Commercial District and “M-1” Industrial District to “PD” Planned Development for “C-3” uses plus office warehouse uses, warehouse, and wholesale distributor uses on the northern portion of the site that fronts to E. Belknap Street (being all of the subject site located north of an imaginary line traversing through a point located approximately 305 feet south of the northwest property corner to a point located approximately 438 feet south of the northeast property corner) and “PD” Planned Development for limited “M-1” uses for the remainder of the Property, located south of E. Belknap Street and east of Layton Avenue, locally known as 1708, 1714, and 1728 Layton Avenue, and being G. W. Burkitt’s Subdivision Block 22, Lot 22A and 22B, L. Merrill 25R, 26R & 27R; Tracts 18B07, 18B1, 18B1A, 18B5, 18B6, 18B11, and 18D of the Joel Walker Survey, A-1654; and Lots 26A, 27A, and 28A of the J. A. Murrel Addition.

**SECTION 2.**

The City of Haltom City Comprehensive Land Use Plan 2010, dated July 26, 2010, is hereby amended as shown on Exhibit “A” attached hereto and fully incorporated by reference.

### **SECTION 3.**

The zoning district as herein established has been made in accordance with a comprehensive land use plan for the purpose of promoting the health, safety, morals and general welfare of the community.

### **SECTION 4.**

The official zoning map of the City of Haltom City is hereby amended and the City Secretary is directed to revise the zoning map to reflect the zoning classification as set forth above.

### **SECTION 5.**

The use of the Property described above shall be subject to the restrictions, terms and conditions set forth in Exhibit "B" Use Matrix, Exhibit "C" Design Standards, and Exhibit "D" Development Plan attached hereto and shall further be subject to all the applicable regulations contained in the Zoning Ordinance and all other applicable and pertinent ordinances of the City of Haltom City, Texas.

### **SECTION 6.**

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Haltom City, Texas (1998), as amended, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such code, in which event the conflicting provisions of such ordinances and such code are hereby repealed. Ordinance No. O-2010-011-15 is hereby amended.

## **SECTION 7.**

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any section, paragraph, sentence, clause, or phrase of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining sections, paragraphs, sentences, clauses, and phrases of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional section, paragraph, sentence, clause or phrase.

## **SECTION 8.**

Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined not more than Two Thousand Dollars (\$2,000.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

## **SECTION 9.**

All rights and remedies of the City of Haltom City, Texas, are expressly saved as to any and all violations of the provisions of Ordinance No. O-2002-032-15 or any ordinances governing zoning that have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

**SECTION 10.**

The City Secretary of the City of Haltom City, Texas, is hereby directed to publish in the official newspaper of the City of Haltom City, Texas, the caption, Section 1, penalty clause, publication clause and effective date clause of this Ordinance one (1) time within ten (10) days after the first reading of this Ordinance as required by Section 10.01 of the Charter of the City of Haltom City, Texas.

**SECTION 11.**

This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

**PASSED AND APPROVED ON FIRST READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

**PASSED AND APPROVED ON SECOND READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

\_\_\_\_\_  
Mayor  
ATTEST:

\_\_\_\_\_  
City Secretary

EFFECTIVE: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

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

**Exhibit "A"**  
**Future Land Use Map**



LAND USE CODE 2010	
	LOW DENSITY RESIDENTIAL
	HIGH DENSITY RESIDENTIAL
	MANUFACTURED HOUSING
	RETAIL, OFFICE, SERVICE COMMERCIAL
	MIXED USE
	INDUSTRIAL
	PARK
	PUBLIC
	QUASI-PUBLIC
	RAILROAD RIGHT-OF-WAY
	ARTS DISTRICT
	CORRIDOR DISTRICT
	INTERNATIONAL DISTRICT
	TRANSITION DISTRICT
	RIGHT-OF-WAY

**Exhibit “B”  
Z-002-15 Use Matrix**

KEY: P = Permitted      Changes from Section 9 Use Matrix are **highlighted**.  
 C = Conditional  
 SE = Special Exception

Table of Permitted Uses	Base Zoning	
	C-3 (Northern Portion of Site fronting E. B Belknap Street)	M-1 (Remainder of the Property)
<b>A. Residential uses:</b>		
Apartment hotel		
Assisted living center	P	P
Bed and breakfast inn		
Single family detached dwelling unit		
Duplex dwelling unit		
HUD code manufactured home		
Model home		
Mother-in-law dwelling/garage apartment		
Multi-family dwelling unit		
Residential quarters within buildings	C	C
Townhouse		
Triplex or fourplex dwelling unit		
<b>B. Utility, accessory and incidental uses:</b>		
Accessory building, permanent foundation	P	P
Antenna/antenna facilities	SE	SE
Home occupation		
Railroad right-of-way (no yards or stations)	P	P
Real estate sales office (temporary)		
Utility buildings and structures (not office)	P	P
Satellite disc receiver (over 1 meter in dia.)	SE	SE
Satellite disc receiver (under 1 meter)	P	P
Telephone exchange, switching, relay	P	P
Temporary buildings for construction purposes only (contractors only)	P	P
Water reservoir, water pumping station, water well	P	P
Wind charger	C	C
<b>C. Educational and institutional uses:</b>		
Cemetery/mausoleum	C	C

College/university (higher education institutions)	P	P
Community center	P	P
Dance studio/martial arts studio	P	P
Day care center in religious institution	C	C
Day care center in home		
Day care center/kindergarten	P	P
Fire station	P	P
Fraternal organization/civic, social	C	C
Hospital	P	P
Library	P	P
Museum	P	P
Nursing home/orphanage	P	P
Post office	P	P
Private or parochial school	C	C
Public school	P	P
Public building (not listed elsewhere)	P	P
Radio and television studio	P	P
Religious institution	P	P
Senior citizen center	P	P
School, trade or business	P	P
D. Recreational and entertainments uses:		
Auditorium/cinema/movie theater (indoors)	P	P
Bingo hall - commercial	C	C
Bowling lanes	P	P
Carnival, circus or special fund raising event, (temporary)	P	P
Commercial amusement (outdoor)		
Commercial amusement (indoors)	C	C
Country club	P	P
Golf course (public/private)	P	P
Golf, driving range	P	P
Golf course, miniature	P	P
Health club	P	P
Park, playground and recreation area	P	P
Pool and billiard parlor	P	P
Race track (animal)	C	C
Rodeo ground	C	C
E. Automobile and transportation related uses:		

Airport, heliport/landing field		C
Auto dealer - new and used		
Auto parts and accy. sales (w/machine shop)	P	P
Auto parts and accy. sales (w/o machine shop)	P	P
Auto, truck, trailer rental	C	C
Automobile and light truck repair shop	C	C
Automobile inspection station	P	P
Automobile tune up and lube center	C	C
Auto paint and body shop		
Classic Car Restoration		P
Auto alarm/stereo/window tinting store	P	P
Auto service station/gas filling	P	P
Auto upholstery shop	C	C
Auto laundry/car wash	C	C
Boat (marine) equipment sales/repair/service	C	C
Bus passenger terminal	P	P
Freight terminal, railroad or motor		
Motorcycle and trailer - sale and rental	C	C
RV or camper sales lot	C	C
RV storage and service		
Tire and battery sales store	C	C
Truck service center		
Vehicle storage facility		P
Wrecker/towing service		
Wrecking/auto salvage yard		C
F. Medical and office uses:		
Advertising agency	P	P
Art studio	P	P
Business/professional office	P	P
Chiropractic clinic	P	P
Convalescent facility	P	P
Clinic/dental, medical	P	P
Emergency clinic	P	P
Family counseling clinic	P	P
Governmental offices and facilities	P	P
Insurance agency	P	P
Mortgage loan business office	P	P
Optometrist/optician's office	P	P

Professional/business office	P	P
Real estate office	P	P
Rehabilitation care facility (psychiatric and mental disorders)	C	C
Rehabilitation care facility (substance abuse)		
Rehabilitation care facility (criminal - psychiatric and substance abuse)		
Tax return preparation office	P	P
Temporary employment agency	P	P
Title abstract office	P	P
Travel agency/airline ticket office	P	P
G. Retail and service uses:		
Animal hospital (small)	P	P
Appliance repair and installation, sales	P	P
Barber shop/beauty salon	P	P
Carpet and tile sales store	P	P
Cleaners, dry	C	C
Computer sales and service store	P	P
Consumer electronics store	P	P
Department store	P	P
Dog training school	P	P
Farmer's market	P	P
Financial institution/bank or savings and loan	P	P
Furniture and home furnishings store	P	P
Grocery store/supermarket	P	P
Hot tubs and spas, retail sales	C	C
Kennel	C	C
Mortuary/funeral parlor	P	P
Nondepository financial institution	C	C
Nursery retail sales	P	P
Pawn shop		
Pet store	P	P
Rental store (w/outside storage)		
Restaurant, cafeteria, bakery	P	P
Restaurant, fast food w or w/o drive-thru	P	
Retail store	P	
Sales and service of heavy equipment		
Shopping mall or shopping center (greater than 3 acres)	P	P

Shopping center (less than 3 acres)	P	P
Showroom warehouse	C	P
Shuttle and taxi service		
Veterinarian clinic (w/kennels)	P	P
Veterinarian clinic (w/o kennels)	P	P
H. Commercial uses:		
Clothing manufacturing	P	P
Contractor's office (w/shop and garage)	C	P
Contractor: plumbing/electrical/heating/air conditioning sales	P	P
Contractor: plumbing/electrical/heating/air conditioning sales and service	P	P
Farm implement sales, service and rental		
Feed and seed store (see retail)	P	P
Garden center (see retail)	P	P
Greenhouse or plant nursery (wholesale)	C	C
Hardware and building materials	P	P
Heavy machinery and truck sales/service/rental		
Home improvement center	P	P
Motel/hotel (excluding extended stay)	C	C
Janitorial supply and service company	P	P
Lawn maintenance service shop	P	P
Lumber yard (see home improvement)	C	C
Mini-warehouse (self storage)	C	C
Mini-warehouse (self storage w/residential quarters)	C	C
Moving or storage company		
Office warehouse	P	P
Pest control service shop	P	P
Printing shop	P	P
Rental yard (commercial and heavy equipment w/outside storage)		
Research laboratory	C	P
Sign shop (see lithographer)	P	P
Swimming pool sales and service store	C	C
Upholstery shop	P	P
Warehousing	P	P
Wholesale distributor	P	P
Warehousing and/or storage of any commodity		P

except heavy steel, large diameter pipe, explosive or hazardous chemicals		
Warehousing and storage of heavy steel, large diameter pipe, explosive or hazardous materials		C
I. Agricultural uses:		
Animal hospital (large)		C
Farm or ranch (minimum 5 acres)		
Stable/barn, commercial	C	C
Stable/barn, private (20,000 sf. minimum)		
J. Manufacturing and industrial uses:		
Asphalt or concrete batching plant		C
Assembling operations of commodities, all operations fully enclosed		P
Bottling plant		P
Storage, bus barn - maintenance facility for buses or tractor trailers		P
Cabinet shop		P
Chemical laboratory	C	C
Commercial bakery plant		
Commercial carpet cleaning		
Commercial laundry/dying plant		
Concrete mixing plant		C
Contractors storage of equipment		P
Electronic manufacturing		P
Food processing plant		
Freight terminals - rail/truck		P
Furniture manufacturing plant		P
Lithographic, printing/blueprinting plant		
Manufactured housing/commercial office trailers, sales and leasing		
Manufacturing and Assembling operations of commodities including large steel		C
Metal finishing facility		C
Monument manufacturing		
Natural gas compressor stations	C	C
Natural gas exploration, production and development	C	P
Newspaper printing plant		
Outdoor storage of construction materials		C
Petroleum collection/storage facility		P

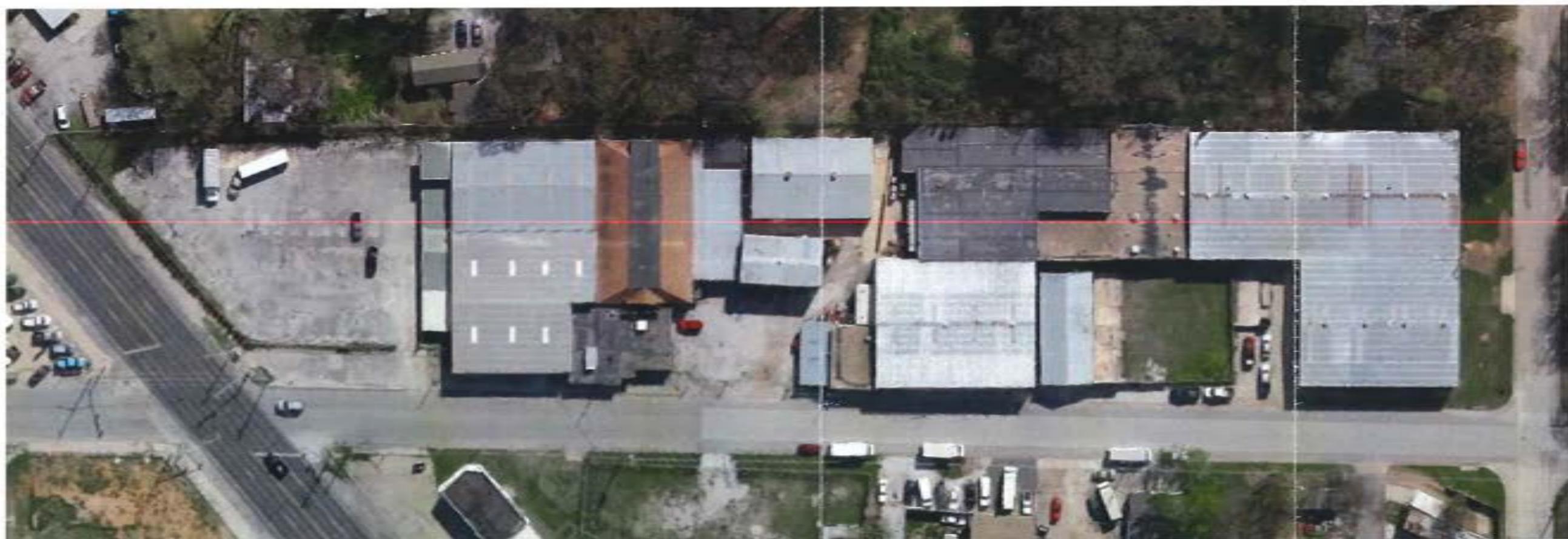
Power generation plants and facilities		P
Publishing company		
Reclamation center		P
Recycling transfer station		
Retail store w/light manufacturing		P
Sales and service of heavy equipment		P
Sanitary land fill		C
Sheet metal shop		P
Showroom warehouse w/fabrication		P
Storage warehouse distribution		P
Solid waste convenience center		
Storage of stone, rock or gravel		
Storage/processing of junk or salvaged material		C
Storage/refurbishment of manufactured housing/commercial office trailers		C
Welding/machine shop		P
Well, drilling and production		C

## **Exhibit "C"** **Design Standards**

1. Minimum front, side, and rear yards shall be as is existing and showing in Exhibit "D" Development Plan.
2. Minimum parking shall be in accordance with standards shown in Exhibit "D" Development Plan.
3. The exterior of all buildings shall be painted with complementary colors to give the entire complex a cohesive appearance.
4. All roof surfaces on all buildings shall be repaired to a watertight condition.
5. Junk, trash, and debris shall be removed from the property.
6. Existing exterior lighting to remain shall be repaired.
7. The existing hedge along E. Belknap Street shall be pruned so to maintain a six-foot minimum screening device. New shrubs shall be planted where shrubs are dead or missing from this hedge.
8. The existing chain link fence along Layton Avenue shall be replaced with an open tubular metal fence having a minimum height of six feet.
9. Parking areas shall be striped in accordance with the parking plans in Exhibit "D" Development Plan.
10. The existing chain link fence in Section B shall be removed.
11. The free-standing 30.5' x 50.2' (1,531 square-foot) building on the northern edge of Section B shall be demolished.
12. Esthetic improvements shall be made to the appearance of the façade on the covered parking area of the 11,000 square-foot building.
13. The entry door and awning on the building in Section C of the Development Plan shall be replaced with a new entry door and awning.
14. Damaged portions of the Section C building's metal exterior wall surfaces shall be repaired or replaced.
15. The existing concrete dock high ramp by the building in Section C of the Development Plan shall be removed and replaced with surface parking.
16. The existing chain link fence in Section D of the Development Plan shall be removed.
17. The existing building in Section D of the Development Plan shall be demolished.
18. A twelve-foot wide landscape buffer equaling 1,400 square feet shall be provided in Section D as shown in the Development Plan.
19. All other design elements of the site and improvements at the site shall be held to a standard equal to or exceeding existing conditions.
20. For the purposes of this ordinance, Classic Car Restoration shall be defined as the repair, paint & body work, and servicing of automobiles having an original manufactured date that is at least 35 years prior to the date the restoration occurs.
21. If there is any conflict between Exhibit "C" Design Standards and Exhibit "D" Site Plan, the provisions in Exhibit "C" Design Standards shall control.

**Exhibit "D"  
Development Plan**

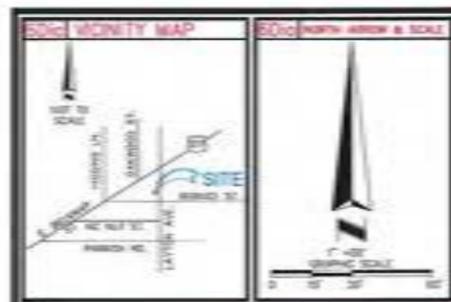
**(See next page)**











**5000' SURVEYOR OBSERVED POSSIBLE ENCROACHMENTS**

NO ENCROACHMENTS OBSERVED AS OF THE DATE OF THIS SURVEY. ENCROACHMENTS SHOULD BE IDENTIFIED BY THE SURVEYOR AS SHOWN.

**510 FLOOD INFORMATION**

BY GRAPHIC MEANS ONLY, THIS PROPERTY LIES WITHIN ZONE "X", AS SHOWN ON THE FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 48200-0101-1, DATED 08/11/2010, WHICH SHOWS AN ESTIMATED DATE OF ONSET OF FLOODING, AND IS NOT IN A SPECIAL FLOOD HAZARD AREA. NO FLOOD SURVEYING WAS PERFORMED TO DETERMINE THE EXACT DATE OF ONSET AREA OUTSIDE THE 100-YEAR FLOOD FLOODPLAIN.

**5000' LEGEND AND ABBREVIATIONS**

CONCRETE SURFACE	3M	3.00' WALL
ASPHALT DRIVEWAY	3N	3.00' BALCONY HEIGHT LOOKING NORTH
PAVED DRIVEWAY	3P	3.00' CALCULATED DIMENSION
PAVED DRIVEWAY AT CORNER	3C	3.00' OVERLAP JOINT
	3D	3.00' COVERED AREA
	3E	3.00' EDGE OF FLOORING
	3F	3.00' ROOM DIMENSION
	3G	3.00' RIGHT OF WAY

**510 ZONING INFORMATION**

ITEM	REQUIREMENT	EXISTING CONDITION
PERMITTED USE	W-1	WAREHOUSE
MINIMUM LOT AREA (SQ FT)	NONE	10,000
MINIMUM FRONTAGE	NONE	100.00'
MINIMUM LOT WIDTH	NONE	100.00'
MAX BUILDING COVERAGE	NONE	25.00%
MAX BUILDING HEIGHT	25'	25.00'
MINIMUM SETBACKS		
FRONT	25'	25.00'
REAR	NONE	0.00'
SIDE	NONE	0.00'

PLANNING REQUIREMENTS: 1 PER EACH EMPLOYEE, MINIMUM 4 SPACES.

**520 RECORDED SETBACKS/RESTRICTIONS**

25' SOUTH AND WEST LINES PER PLAT 288-27, PAGE 80.

**530 SCHEDULE "B" ITEMS**

(1) ENCROACHMENTS AND ADJACENT PROPERTIES, SURVEYED AND ADJACENT TO A PROPERTY, SHOWN ON THIS SURVEY. ENCROACHMENTS SHOULD BE IDENTIFIED BY THE SURVEYOR AS SHOWN ON THIS SURVEY. ENCROACHMENTS SHOULD BE IDENTIFIED BY THE SURVEYOR AS SHOWN ON THIS SURVEY.

(2) ENCROACHMENTS AND ADJACENT PROPERTIES, SURVEYED AND ADJACENT TO A PROPERTY, SHOWN ON THIS SURVEY. ENCROACHMENTS SHOULD BE IDENTIFIED BY THE SURVEYOR AS SHOWN ON THIS SURVEY. ENCROACHMENTS SHOULD BE IDENTIFIED BY THE SURVEYOR AS SHOWN ON THIS SURVEY.

**ALTA/ACSM LAND TITLE SURVEY IDENTIFICATION TABLE**

1 TABLE OF PROPERTY ADDRESS	264 CONTIGUITY STATEMENT	51 TABLE "A" BACKING AREA
2 TABLE OF FLOOR INFORMATION	265 FULL INFORMATION	52 TABLE "A" BUILDING HEIGHT
3 TABLE OF LAND AREA	266 FULL DESCRIPTION	53 SURVEYOR'S NOTES
4 ACCESS TO PROPERTY	267 BEARING DATA	54 TABLE OF PARKING SPACES
5 SURVEYOR OBSERVED POSSIBLE ENCROACHMENTS	268 NORTH ARROW & SCALE	55 TABLE "A" ALARMING OBJECTS
6 FENCED "V" ZONE	269 LITING & IDENTIFICATION	56 TABLE "A" SUBSTANDARD STREET
7 OVERLAP JOINT	270 BOUNDARY MAP	57 TABLE "A" EARTH-MOVING WORK
8 OVERLAP JOINT	271 THIS IS SURVEY	58 TABLE "A" DUMP, SLUMP OR LANDFILL NOTE
9 SURVEYOR'S CERTIFICATE	272 SURVEYOR'S CERTIFICATE	59 TABLE "A" ZONING INFORMATION



**550 TITLE COMMITMENT INFORMATION**

THE TITLE COMMITMENT INFORMATION IS BASED ON THE RECORDS OF THE PUBLIC RECORDS OF TARRANT COUNTY, TEXAS, AND IS SUBJECT TO THE RECORDS OF THE PUBLIC RECORDS OF TARRANT COUNTY, TEXAS, AND IS SUBJECT TO THE RECORDS OF THE PUBLIC RECORDS OF TARRANT COUNTY, TEXAS.

**550 TITLE DESCRIPTION**

THE TITLE COMMITMENT INFORMATION IS BASED ON THE RECORDS OF THE PUBLIC RECORDS OF TARRANT COUNTY, TEXAS, AND IS SUBJECT TO THE RECORDS OF THE PUBLIC RECORDS OF TARRANT COUNTY, TEXAS, AND IS SUBJECT TO THE RECORDS OF THE PUBLIC RECORDS OF TARRANT COUNTY, TEXAS.

**6 SURVEYOR'S NOTES**

NO ENCROACHMENTS OBSERVED AS OF THE DATE OF THIS SURVEY. ENCROACHMENTS SHOULD BE IDENTIFIED BY THE SURVEYOR AS SHOWN ON THIS SURVEY.

**4 LAND AREA**

AREA	SQ. FT.	SQ. METERS
10,000.00	929.03	929.03

**51 COMEYRY NOTE**

NO COMEYRY OBSERVED AS OF THE DATE OF THIS SURVEY.

**52 PARKING SPACES**

REGULAR	0	MINOR	0	TOTAL	0
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**53 ACCESS TO PROPERTY**

THE SUBJECT PROPERTY HAS DIRECT PUBLIC ACCESS TO LAYTON AVENUE, A DESIGNATED PUBLIC STREET IN TARRANT COUNTY, TEXAS.

**54 EARTH MOVING NOTE**

NO EARTH MOVING OBSERVED AS OF THE DATE OF THIS SURVEY.

**55 DUMP, SLUMP OR LANDFILL NOTE**

NO DUMP, SLUMP OR LANDFILL OBSERVED AS OF THE DATE OF THIS SURVEY.

**56 CONTIGUITY STATEMENT**

THE SUBJECT PROPERTY IS NOT CONTIGUOUS TO ANY OTHER PROPERTY.

**57 SURVEYOR'S CERTIFICATE**

I, THE SURVEYOR, HEREBY CERTIFY THAT THIS SURVEY WAS PERFORMED IN ACCORDANCE WITH THE REQUIREMENTS OF THE ALTA/ACSM LAND TITLE SURVEYING ACT AND THE RULES AND REGULATIONS OF THE BOARD OF SURVEYING AND MAPPING, TEXAS.

**ALTA/ACSM LAND TITLE SURVEY**

**WAREHOUSES**

**1714 LAYTON AVENUE**

**HALTOM CITY, TEXAS**

**TARRANT COUNTY**

**ASME AMERICAN SURVEYING & MAPPING INC.**

10000 W. 100TH ST., SUITE 100, OVERLAND PARK, KS 66214

PH: 913.881.7878

FAX: 913.881.7879

WWW.ASM-SURVEYING.COM

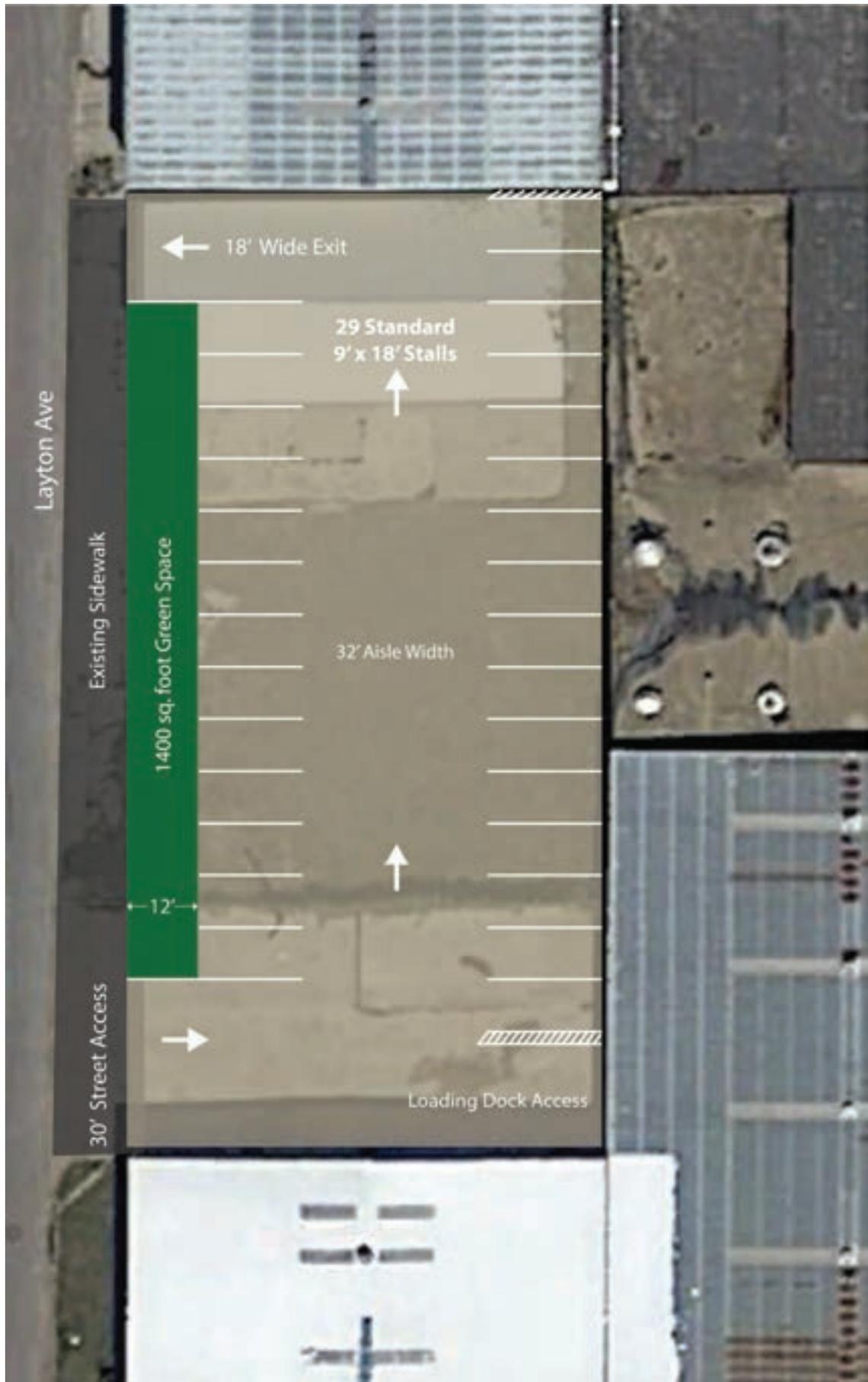
## Parking

This section and Table 3 below provide details on the proposed parking for each of the sections of the property.

**Table 3**

1728 & 1714 Layton Avenue Complex Planned Parking Table					
Section (See Attachment 2)	Tenant	Ratio	Required	Provided	Reference
A Belknap Frontage	Madison Aerospace	1 per employee on the largest shift	15-30	62	Figure 6 ~ A Belknap Frontage Proposed Parking Layout
B Middle Section	Madison Aerospace	1 per employee on the largest shift	0 See A Belknap Frontage Above	6	Figure 7 ~ B Middle Section Proposed Parking Layout
	Trotter Controls Warehousing	1 per employee	4 Minimum	4	
	Future Tenant	1 per employee on the largest shift	Tenants Selected Not to exceed 16	16	
D Inset Lot (Parking for C Bernice Frontage)	Trotter Controls Home Office	1 per employee on the largest shift	21	29	Figure 8 ~ D Inset Lot Proposed Parking Layout

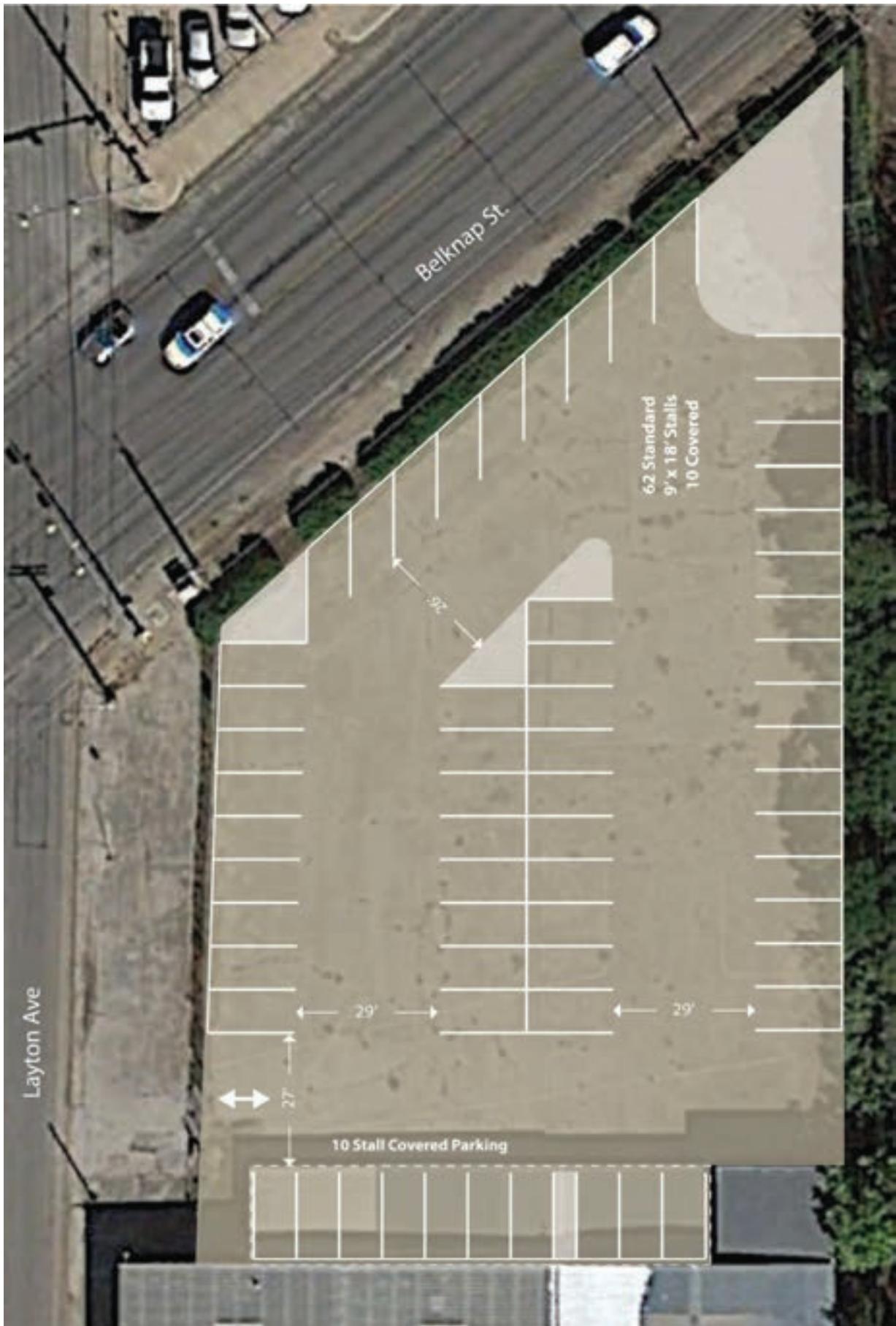
# 1714 Layton Ave Inset Lot Parking



# 1720 Layton Ave Complex Middle Lot Parking



# 1728 Layton North Lot Parking



## CITY COUNCIL MEMORANDUM/RESOLUTION

<b>City Council Meeting:</b>	<b>April 27, 2015</b>
<b>Department:</b>	<b>Administration</b>
<b>Subject:</b>	<b>Schedule Special Council Meeting and Cancel a Regularly Scheduled Council Meeting</b>

### BACKGROUND

On May 9, 2015, a General Election will be held in Haltom City for the purpose of electing a Mayor and Council Places 1, 2, and 7, in addition to a Special Election for electing Council Place 3 and voting on a proposition to continue the Crime Control Prevention District. The first regular City Council meeting scheduled is May 11<sup>th</sup>, but the Election Code does not allow for canvassing until May 12<sup>th</sup> and canvassing is allowed to continue until May 20<sup>th</sup>. The next scheduled Council meeting is May 25<sup>th</sup>, which would be past the canvassing deadline, and is also on the Memorial Day holiday. The Council can schedule a special meeting for canvassing and swearing the new Council members during the time period of May 12<sup>th</sup> through May 20<sup>th</sup>.

Historically, the Council has taken action to reschedule regularly scheduled Council meetings. If the Council agrees to reschedule the regular May 25<sup>th</sup> meeting for the 18<sup>th</sup>, it would only be three (3) weeks before they would meet again on June 8<sup>th</sup>, in which a three-week break between meetings occurs occasionally through the year.

### FISCAL IMPACT

None.

### RECOMMENDATION

Staff recommends the City Council approve scheduling a special Council meeting for May 18, 2015 for the purpose of canvassing the election and the swearing of new Council members, conducting regular business, and cancelling the regularly scheduled meeting on May 25, 2015.

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HALTOM CITY:

That the above stated Staff recommendations are hereby approved and authorized.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Haltom City, Texas this 27<sup>th</sup> day of April, 2015, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code, §551.001 *et seq.*

APPROVED

ATTEST:

\_\_\_\_\_  
Richard Hutchison, Mayor

\_\_\_\_\_  
Art Camacho, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Wayne Olson, City Attorney

## **CITY COUNCIL MEMORANDUM**

**City Council Meeting:** April 27, 2015  
**Department:** City Secretary  
**Subject:** Boards and Commissions  
Resignation of Members

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### **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:** April 27, 2015  
**Department:** City Secretary  
**Subject:** Boards and Commissions  
Appointments/Reappointments

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### BACKGROUND

The City Council will consider action regarding the appointment/reappointment of board and commission members.

### FISCAL IMPACT

None.

### RECOMMENDATION

None.

### ATTACHMENTS

*Appointment applications:* Diana Williams, Willis O'Dell, Anthony Bennett, and David Wood.

*Vacancies:*

Library (Place 2)  
Park and Recreation Board (Place 8)  
Planning and Zoning Commission (Places 5)  
Zoning Board of Adjustment (Place 4)

*Reappointments:*

Beautification (Place 3)  
CCPD/Redlight Camera (Places 3 and 5)