

AGENDA
HALTOM CITY COUNCIL MEETING
August 22, 2016

CITY HALL - 5024 BROADWAY AVENUE

Council Chambers – Work Session – 6:00 P.M./Regular Session – 7:00 P.M.

NOTICE: Council Member Place 6 Stephanie Davenport will be video conferencing from the Extended Stay America, 6580 Montana Ave., El Paso, TX. A quorum of the City Council will be present at City Hall, 5024 Broadway Avenue.

WORK SESSION 6:00 P.M.

CALL TO ORDER (General Comments)

- Discuss Birdville ISD “Stop Arm” Camera Program
- Discuss Tarrant County Mosquito Aerial Spraying
- Review and discuss items on the regular agenda of August 22, 2016

EXECUTIVE SESSION

Chapter 551 of the Texas Government Code

As authorized by Section 551.071, 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, project schedule/construction contract with Tiseo Paving, dissolution/restructuring of the Haltom City Economic Development Corporation, and pending litigation and settlement offers for the following cases:

- Donald Anthony Hains v. City of Haltom City
- Flynn v. Haltom City EDC
- Progressive County Mutual Ins. Co. v. City of Haltom City
- James H. Watson v. City of Haltom City

Section 551.072 – Deliberations about Real Property

Deliberation regarding the purchase, exchange, lease or value of real property.

REGULAR SESSION 7:00 P.M.

CALL TO ORDER

INVOCATION/PLEDGE OF ALLEGIANCE – Council Member Trae Fowler

ANNOUNCEMENTS/EVENTS – Assistant City Manager Rex Phelps

PRESENTATIONS/PROCLAMATION

Proclamation – “Blood Cancer Awareness Month” – Rex Phelps

Donation of K-9 vests and Veterinarian Services – Police Chief Cody Phillips

City Employee Longtime Service Award

REPORTS*

1. **Monthly Financial Report for July 2016** – Review of the preliminary monthly Financial Report for the month ending July 31, 2016. (**J. Fung**)

*The presentation of reports to the City Council may occur at any time during the Work Session or Regular Session as time permits.

REGULAR AGENDA

2. **Minutes** – Consideration and/or action regarding approval of the Minutes of the meeting of August 15, 2016. (A. Camacho)
3. **Masonry Waiver Request (CV-001-16) B & S Fence Company-** Consideration and/or action to approve an application by Cruz Burciaga requesting to not provide the minimum masonry required on the exterior of a proposed 3,000 square-foot building to be located on Lot 1, Block 1 of the B and S Fence Addition, being approximately 0.948 acres located south of E. Belknap Street and west of Carson Street, locally known as 2813 Carson Street. (J. French)
4. **FY2017 Tax Rate** – Conduct a public hearing regarding the FY2017 proposed tax rate. (J. Fung)
5. **Audit Committee Appointments** – Consideration and/or action regarding nominating and appointing members to the Audit Committee. (Mayor Averitt)

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 and follow the instructions listed on the form. 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

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

EXCUSED ABSENCE OF COUNCIL MEMBERS

8. **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

9. 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 19th DAY OF AUGUST, 2016 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 _____, 2016.
Name: _____ Title: _____



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

CITY COUNCIL MEMORANDUM

City Council Meeting: August 22, 2016

Department: Finance

Subject: Monthly Financial Reports for July 2016

BACKGROUND

Attached is the Monthly Financial Report for the month ended July 31, 2016. 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 City Council in evaluating future spending decisions.

RECOMMENDATION

Staff recommends review of the attached reports.

ATTACHMENTS

Monthly Financial Report for July 2016.

2016 July Monthly Financial Report

August 16, 2016

We are pleased to provide the July 2016 monthly financial report. Most of the funds are performing as budgeted. Variances and exceptions that warrant explanations are listed in the financial report.

Fund Balances

At the end of July, the total fund balance for all City funds amounted to over \$32.3 million. All funds maintained positive fund balances.

Revenues

At the end of July, the City realized over \$50 million or 85% of the yearly revenue. The City has collected about 99.8% in property tax revenues and totaling about \$11.8 million, out of which \$7.8 million were in the General Fund and \$4 million were in the Debt Service Fund. The year-to-date property tax revenue collection was higher than July 2015 by \$284,992. Sales and Other Taxes Revenue for the General Fund was over \$5 million and was \$233,164 (4.8%) higher than July 2015. Fees and Fines were lower compared to the prior year due to lower activities in citations and warrants. Franchise fee is lower this year compared to last year. There were no other significant deviations from the budget.

Expenditures

The City has spent about \$54.4 million or about 74% of the total budget for the first ten months of the year. Expenditures for most funds were proportional to and within budget. Debt service payments of almost \$7 million were made in January 2016 and before the end of July from Debt Service Fund, Water and Sewer Fund and Drainage Fund. Expenditures for Economic Development Fund, Fire Donation Fund, Police Forfeiture Fund, Police Donation Fund and Police CART Fund exceeded the budget amount. No other significant expenditures or cost savings were realized.

Staff is available to answer any questions related to the monthly financial report you may have.

Sincerely,



Jennifer O. Fung
Director of Finance

2016 July Monthly Financial Report - Fund Balance

Fund No.	Fund Title	Actual Fund Balance 10/1/2015	YTD Revenues	YTD Expenditures	Ending Fund Balance 7/31/2016	Fund Balance Reserve %
1	General Fund	\$7,879,412	\$21,010,770	\$21,209,859	\$7,680,323	28%
5	Debt Service Fund	217,584	4,884,064	4,808,180	293,469	
11	Economic Development Fund	2,962,170	2,893,064	3,235,613	2,619,622	23%
12	Crime Control Fund	621,492	1,236,995	1,617,328	241,159	
13	Oil and Gas Fund	3,501,192	52,325	742,208	2,811,308	53%
14	Hotel Motel Tax Fund	100,326	40,312	40,939	99,699	
15	Court Security Fund	118,195	21,688	27,500	112,383	53%
16	Court Technology Fund	117,379	28,613	53,597	92,395	
17	Juvenile Case Manager Fund	155,033	35,796	40,000	150,829	53%
18	Red Light Camera Fund	209,441	156,266	151,145	214,562	
19	Grant Fund	35,828	8,842	33,754	10,916	53%
20	PEG Fund	181,677	42,397	4,624	219,450	
21	Fire Donation Fund	5,039	10,113	7,287	7,864	53%
22	Library Donation Fund	141,756	37,809	16,311	163,254	
23	Police Forfeiture Fund	45,947	34,323	14,053	66,217	53%
24	Park Donation Fund	27,659	60,226	47,367	40,517	
25	Park Dedication Fund	84,929	618	0	85,547	53%
26	Safe Pathways Fund	51,735	3,569	0	55,304	
27	Animal Shelter Fund	43,590	4,172	855	46,907	53%
28	Police Donation Fund	57,471	63,638	75,065	46,044	
29	Police CART Fund	8,654	29	2,604	6,079	53%
31	Street Reconstruction Fund	5,338,876	1,301,729	1,135,401	5,505,204	
32	Capital Projects Fund	4,320,394	413,015	3,946,334	787,075	53%
35	Capital Replacement Fund	0	417,009	0	417,009	
39	Street Assessment Fund	11,792	83	0	11,875	53%
41	Water and Sewer Fund	5,076,914	15,315,290	15,504,755	4,887,449	
42	Water Capital Projects	2,134,321	1,183,153	413,379	2,904,095	53%
44	W&S Impact Fees	843,193	39,159	0	882,352	
45	Drainage Fund	896,226	1,363,722	1,235,131	1,024,817	53%
46	Drainage Capital Projects	638,586	213,290	11,790	840,086	
Total		\$35,826,811	\$50,872,076	\$54,375,079	\$32,323,808	

2016 July Monthly Financial Report - Revenue Summary

Fund No.	Fund Title	Adopted Budget	Revised Budget	YTD Budget	July Actual	YTD Actual	Percent of Revenue Earned	Notes
1	General Fund	\$23,765,372	\$23,765,372	\$21,053,767	\$1,380,034	\$21,010,770	88.4%	1
5	Debt Service Fund	5,059,832	5,059,832	4,727,227	124,169	4,884,064	96.5%	2
11	Economic Development Fund	3,119,193	3,119,193	2,599,328	251,420	2,893,064	92.8%	3
12	Crime Control Fund	1,482,268	1,482,268	1,235,223	124,182	1,236,995	83.5%	
13	Oil and Gas Fund	210,000	210,000	175,000	1,163	52,325	24.9%	4
14	Hotel Motel Tax Fund	43,840	43,840	36,533	5,172	40,312	92.0%	
15	Court Security Fund	33,300	33,300	27,750	1,878	21,688	65.1%	5
16	Court Technology Fund	43,800	43,800	36,500	2,495	28,613	65.3%	5
17	Juvenile Case Manager Fund	52,420	52,420	43,683	3,117	35,796	68.3%	5
18	Red Light Camera Fund	120,600	120,600	100,500	23,640	156,266	129.6%	6
19	Grant Fund	69,061	69,061	57,551	3,815	8,842	12.8%	7
20	PEG Fund	64,300	64,300	53,583	6,536	42,397	65.9%	8
21	Fire Donation Fund	2,410	2,410	2,008	2,817	10,113	419.6%	9
22	Library Donation Fund	33,060	33,060	27,550	2,789	37,809	114.4%	10
23	Police Forfeiture Fund	25,020	25,020	20,850	21	34,323	137.2%	11
24	Park Donation Fund	71,175	71,175	59,313	3,564	60,226	84.6%	
25	Park Dedication Fund	100	100	83	20	618	617.8%	11
26	Safe Pathways Fund	75	75	63	12	3,569	4758.1%	12
27	Animal Shelter Fund	3,050	3,050	2,542	475	4,172	136.8%	11
28	Police Donation Fund	62,300	62,300	51,917	4,425	63,638	102.1%	11
29	Police CART Fund	0	0	0	1	29	NA	
31	Street Reconstruction Fund	1,570,388	1,570,388	1,308,657	126,145	1,301,729	82.9%	
32	Capital Projects Fund	481,000	481,000	400,833	40,000	413,015	85.9%	
35	Capital Replacement Fund	500,000	500,000	416,667	41,724	417,009	83.4%	
39	Street Assessment Fund	2,000	2,000	1,667	3	83	4.1%	13
41	Water and Sewer Fund	19,713,811	19,713,811	16,428,176	1,713,149	15,315,290	77.7%	
42	Water Capital Projects	1,401,600	1,401,600	1,168,000	117,288	1,183,153	84.4%	
44	W&S Impact Fees	14,000	14,000	11,667	(963)	39,159	279.7%	14
45	Drainage Fund	1,656,500	1,656,500	1,380,417	140,706	1,363,722	82.3%	
46	Drainage Capital Projects	250,500	250,500	208,750	21,015	213,290	85.1%	
Total		\$59,850,974	\$59,850,974	\$51,635,802	\$4,140,813	\$50,872,076	85.0%	

Notes:

- 1 General Fund received about 99.8% of the budgeted property tax revenues.
- 2 Debt Service Fund revenues included 99.8% of the budgeted property tax revenues.
- 3 EDC Fund recognized \$187,174 in grant revenues for the 820 Backage Roads Project and \$139,112 from sale of assets.
- 4 Oil and Gas Revenues were low due to lower oil prices and production.
- 5 Revenues for court related funds were low due to fewer citations.
- 6 The City received \$23,640 Red Light Camera fees in July 2016. The City has collected \$156,266 during the first ten months of the fiscal year, more than 29% over the budgeted amount.
- 7 Revenues for Grant Fund were low due to lower activities.
- 8 Revenues for PEG Fund were low due to timing of receipts of payments from Charter Communications and SouthWestern Bell.
- 9 Revenues for Fire Donation Fund exceeded the yearly budget due to change of accounting method.
- 10 The Library Donation Fund received \$2,988 for the Library Improvement Donation; only \$200 was budgeted.
- 11 Financials reflected high percents but the amounts were insignificant.
- 12 The City received \$3,200 in Developer Contributions that were not expected.
- 13 The City has not received any street assessment revenue for the year; the amount reported was interest earned.
- 14 The City received about \$39,159 in Water and Sewer Impact Fees during the first ten months of the year.

2016 July Monthly Financial Report - Expenditure Summary

Fund No.	Fund Title	Adopted Budget	Revised Budget	YTD Budget	July Actual	YTD Expenditures	Percent of Budget Spent	Notes
1	General Fund	\$26,239,766	\$26,239,766	\$21,866,472	\$1,955,756	\$21,209,859	80.8%	
5	Debt Service Fund	4,902,187	4,902,187	4,902,187	605,840	4,808,180	98.1%	1
11	Economic Development Fund	3,149,337	3,149,337	2,624,448	208,114	3,235,613	102.7%	2
12	Crime Control Fund	2,001,184	2,001,184	1,667,653	396,349	1,617,328	80.8%	
13	Oil and Gas Fund	890,650	890,650	742,208	74,221	742,208	83.3%	
14	Hotel Motel Tax Fund	59,808	59,808	49,840	5,728	40,939	68.5%	
15	Court Security Fund	34,000	34,000	28,333	2,750	27,500	80.9%	
16	Court Technology Fund	82,367	82,367	68,639	25,304	53,597	65.1%	3
17	Juvenile Case Manager Fund	49,500	49,500	41,250	4,000	40,000	80.8%	
18	Red Light Camera Fund	199,830	199,830	166,525	6,626	151,145	75.6%	
19	Grant Fund	83,905	83,905	69,921	1,854	33,754	40.2%	3
20	PEG Fund	52,500	52,500	43,750	0	4,624	8.8%	3
21	Fire Donation Fund	0	0	0	0	7,287	NA	4
22	Library Donation Fund	74,900	74,900	62,417	2,456	16,311	21.8%	3
23	Police Forfeiture Fund	8,600	8,600	7,167	285	14,053	163.4%	5
24	Park Donation Fund	81,100	81,100	67,583	250	47,367	58.4%	3
25	Park Dedication Fund	0	0	0	0	0	NA	
26	Safe Pathways Fund	0	0	0	0	0	NA	
27	Animal Shelter Fund	0	0	0	855	855	NA	
28	Police Donation Fund	68,350	68,350	56,958	5,955	75,065	109.8%	6
29	Police CART Fund	2,500	2,500	2,083	0	2,604	104.1%	7
31	Street Reconstruction Fund	6,656,000	6,656,000	5,546,667	160,138	1,135,401	17.1%	3
32	Capital Projects Fund	3,835,000	3,835,000	3,195,833	0	3,946,334	102.9%	8
35	Capital Replacement Fund	0	0	0	0	0	NA	
39	Street Assessment Fund	0	0	0	0	0	NA	
41	Water and Sewer Fund	21,264,576	21,264,576	17,720,480	1,632,568	15,504,755	72.9%	
42	Water Capital Projects	1,685,000	1,685,000	1,404,167	0	413,379	24.5%	3
44	W&S Impact Fees	0	0	0	0	0	NA	
45	Drainage Fund	1,947,614	1,947,614	1,623,012	125,308	1,235,131	63.4%	
46	Drainage Capital Projects	261,300	261,300	217,750	0	11,790	4.5%	3
Total		\$73,629,974	\$73,629,974	\$62,175,343	\$5,214,356	\$54,375,079	73.8%	

Notes:

- 1 The City paid all required debt services at the end of July 2016.
- 2 Payments of \$1,445,688 for Backage Roads projects were made for the first ten months of the year.
- 3 Expenditures were low due to lower activities.
- 4 Purchases of supplies and tools were made for the Fire Services Board even there was no budget appropriated.
- 5 Purchases of equipment supplies totaled \$14,053 which represents \$5,453 over the budgeted amount.
- 6 Purchases of equipment supplies of over \$72,757 comprised the majority of the Police Donation Fund expenditure.
- 7 Conference and training expenditures of \$2,604 were incurred for the CART program which exceeded the budgeted amount.
- 8 Payment of over \$3.7 million were made to the Texas Department of Transportation for the Little Fossil Creek improvements at Carson Street Bridge.

2016 July Monthly Financial Report - General Fund Revenues

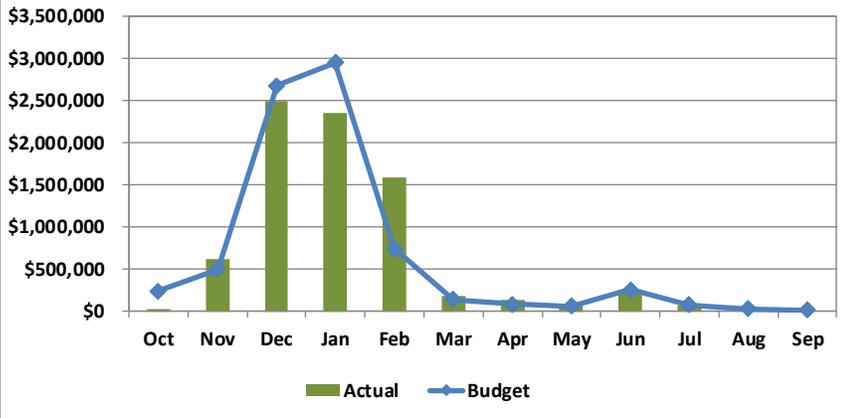
Description	Adopted Budget	Revised Budget	YTD Budget	July Actual	YTD Actual	Percent of Revenue Earned	Notes
Property Taxes	\$7,816,093	\$7,816,094	\$7,765,275	\$70,911	\$7,803,402	99.8%	1
Sales & Other Taxes	6,248,150	6,248,150	5,031,497	511,773	5,095,478	81.6%	
Franchise Fees	4,008,000	4,008,000	3,512,721	267,509	3,356,239	83.7%	
Licenses/Permits/Fees	461,415	461,415	384,513	145,487	452,433	98.1%	2
Charges for Service	1,850,763	1,850,763	1,542,303	141,764	1,551,668	83.8%	
Fees and Fines	1,700,550	1,700,550	1,417,125	98,199	1,174,395	69.1%	3
Other Revenues							
Intergovernmental	89,800	89,800	74,833	11,543	181,229	201.8%	4
Interest Income	20,000	20,000	16,667	2,053	55,400	277.0%	5
Miscellaneous	143,000	143,000	119,167	11,829	152,143	106.4%	6
Total General Fund Revenues	\$22,337,771	\$22,337,772	\$19,864,100	\$1,261,067	\$19,822,387	88.7%	
Transfers	1,427,600	1,427,600	1,189,667	118,967	1,188,383	83.2%	
Total General Fund Revenues and Transfers	\$23,765,371	\$23,765,372	\$21,053,767	\$1,380,034	\$21,010,770	88.4%	

Notes:

- 1 Property Tax collected was about 99.8% for the first ten months of the year.
- 2 Collections from Building Permits totaled \$131,530 during July 2016.
- 3 Fees and fines are low compared to FY2015. This is mainly due to lower activities in citations and warrants for the current year.
- 4 The City has received \$52,871 in Auto Theft Task Force Grant for the year which was not included in the budget.
- 5 Interest revenues are higher due to higher short term interest rates.
- 6 The City received over \$28,580 from Oncor Electric for Street Lights Settlement and \$95,476 in Lease rentals from cell phone companies.

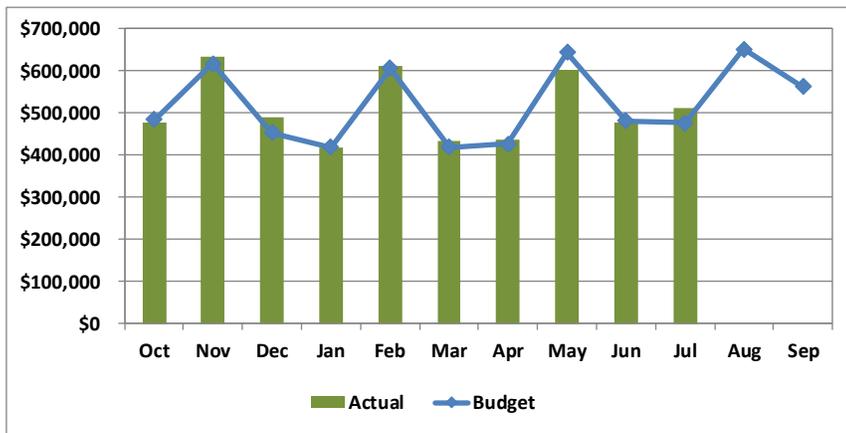
2016 July Monthly Financial Report - General Fund Revenues

Property Tax Revenues



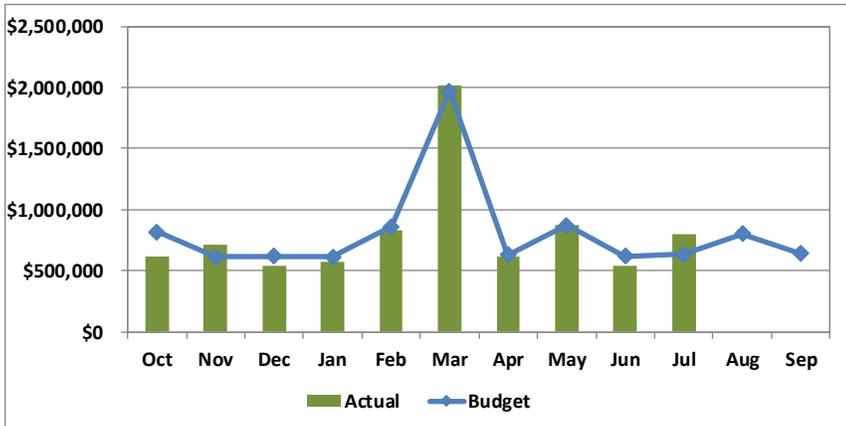
	Budget	Actual	YTD Variance
Oct	\$243,508	\$28,821	(\$214,687)
Nov	498,061	618,919	(93,828)
Dec	2,682,577	2,495,571	(280,835)
Jan	2,959,531	2,361,502	(878,863)
Feb	744,403	1,593,560	(29,706)
Mar	139,660	187,397	18,031
Apr	85,683	134,554	66,902
May	67,388	75,767	75,281
Jun	263,076	236,401	48,605
Jul	81,389	70,911	38,128
Aug	31,697		
Sep	19,121		
Total	\$7,816,093	\$7,803,402	(\$12,691)

Sales & Use Tax Revenues



	Budget	Actual	YTD Variance
Oct	\$484,818	\$477,434	(\$7,384)
Nov	617,888	633,001	7,729
Dec	453,553	489,132	43,308
Jan	419,554	417,669	41,423
Feb	606,789	613,558	48,192
Mar	418,683	433,281	62,790
Apr	427,197	438,655	74,248
May	644,617	603,766	33,398
Jun	481,805	477,208	28,801
Jul	476,594	511,773	63,980
Aug	652,848		
Sep	563,804		
Total	\$6,248,150	\$5,095,478	(\$1,152,672)

Other General Fund Revenues



	Budget	Actual	YTD Variance
Oct	\$816,022	\$614,780	(\$201,242)
Nov	611,468	711,344	(101,366)
Dec	621,516	543,649	(179,233)
Jan	616,079	571,177	(224,135)
Feb	861,507	827,378	(258,264)
Mar	1,967,518	2,018,201	(207,580)
Apr	632,537	620,249	(219,868)
May	874,315	869,721	(224,462)
Jun	621,690	538,041	(308,111)
Jul	634,343	797,350	(145,104)
Aug	801,128		
Sep	643,006		
Total	\$9,701,128	\$8,111,890	(\$1,589,238)

2016 July Monthly Financial Report - General Fund Expenditures

Description	Adopted Budget	Revised Budget	YTD Budget	July Actual	YTD Expenditures	Percent of Budget Spent	Notes
General Government	\$6,692,025	\$6,692,025	\$5,576,688	\$447,561	\$4,720,867	70.5%	
Administration	513,520	513,520	427,933	55,327	691,791	134.7%	1
City Secretary	229,525	229,525	191,271	14,162	250,743	109.2%	2
City Council	181,550	111,550	92,958	13,081	55,835	50.1%	3
Finance	659,847	659,847	549,873	44,925	475,995	72.1%	4
Human Resources	574,240	574,240	478,533	38,000	429,287	74.8%	4
Planning & Inspection	748,400	748,400	623,667	55,964	520,118	69.5%	4
Information Technology	505,816	505,816	421,513	57,748	481,544	95.2%	5
Fleet Services	591,569	591,569	492,974	53,872	509,703	86.2%	
Building Maintenance	518,169	588,169	490,141	50,299	390,524	66.4%	4
Nondepartment	2,169,389	2,169,389	1,807,824	64,183	915,326	42.2%	4
Public Safety	15,867,400	15,867,400	13,222,833	1,207,051	13,607,494	85.8%	
Police	8,927,864	8,927,864	7,439,887	587,336	7,754,803	86.9%	
Fire	6,246,075	6,246,075	5,205,063	573,793	5,372,172	86.0%	
Municipal Court	693,461	693,461	577,884	45,922	480,519	69.3%	4
Streets	872,885	872,885	727,404	56,865	546,594	62.6%	4
Culture and Recreation	2,307,456	2,307,456	1,922,880	202,612	1,918,237	83.1%	
Parks and Recreation	1,128,988	1,128,988	940,823	107,965	946,884	83.9%	
Library	1,178,468	1,178,468	982,057	94,647	971,353	82.4%	
Total General Fund Expenditures	25,739,766	25,739,766	21,449,805	1,914,089	20,793,192	80.8%	
Transfers Out	500,000	500,000	416,667	41,667	416,667	83.3%	
Expenditures & Transfers	\$26,239,766	\$26,239,766	\$21,866,472	\$1,955,756	\$21,209,859	80.8%	

Notes:

- 1 The expenditures were high due to separation pay for the former City Manager and paying for two Assistant City Managers' salaries.
- 2 The May Election cost was much higher than the budgeted amount.
- 3 The expenditures for Contract Services & Service Agreements were lower than budgeted amounts.
- 4 The expenditures were much lower than budgeted amount for the first ten months.
- 5 The IT Department spent \$92,560 for computer supplies. The department also spent \$15,470 for telephone upgrades that were not budgeted.

City of Haltom City
Debt Ratio, Quick Ratio, and Current Ratio
July 31, 2016

	General Fund	Water & Sewer Fund	All Other Funds	City-wide
Assets				
Total Quick Assets (Current Assets without inventory, supplies and prepaid items)	\$22,836,047	\$10,442,328	\$17,936,930	\$51,215,306
Total Current Assets	22,986,464	10,445,328	17,936,930	51,368,723
Fixed Assets	84,075,432	41,042,215	16,422,350	141,539,997
Total Assets	\$107,061,896	\$51,487,544	\$34,359,280	\$192,908,720
Liabilities				
Current Liabilities	14,924,447	3,731,049	1,172,030	19,827,525
Long-Term Liabilities	40,046,658	15,257,574	3,206,701	58,510,932
Total Liabilities	\$54,971,104	\$18,988,623	\$4,378,730	\$78,338,457
Debt Ratio	51%	37%	13%	41%
Quick Ratio	1.53	2.80	15.30	2.58
Current Ratio	1.54	2.80	15.30	2.59

Debt Ratio, Quick Ratio and Current Ratio
As Compared with Other Cities
September 30, 2015

	Haltom City	Eules s	Hurst	North Richland Hills	Watauga
Debt Ratio	46%	31%	27%	41%	34%
Quick Ratio	3.27	2.87	6.32	1.57	4.47
Current Ratio	14.24	11.38	21.03	14.98	15.67

CITY COUNCIL MEMORANDUM

City Council Meeting: August 22, 2016
Department: City Secretary
Subject: Minutes of August 15, 2016

BACKGROUND

A Regular Meeting was held at City Hall, 5024 Broadway Avenue on August 15, 2016.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends the City Council approve the Minutes of August 15, 2016.

ATTACHMENTS

August 15, 2016 Minutes

**MINUTES
HALTOM CITY COUNCIL MEETING
CITY HALL, 5024 BROADWAY AVENUE
August 15, 2016**

A Regular Meeting by the City Council of the City of Haltom City, Texas, was held on August 15, 2016, at 7 p.m. at City Hall, 5024 Broadway Avenue, Haltom City, Texas, with the following members present:

Mayor David Averitt
Council Place 1 Jeannine Nunn
Council Place 3 Scott Garrett
Council Place 7 Dr. An Truong

Mayor Pro Tem Bob Watkins
Council Place 2 Walter Grow
Council Place 4 Trae Fowler

Council Place 6 Stephanie Davenport was absent.

Staff Present: Keith Lane, City Manager; Chuck Barnett, Assistant City Manager; Rex Phelps, Assistant City Manager, Cara White, City Attorney; Art Camacho, City Secretary; Glenna Batchelor, Building Official; Jennifer Fung, Finance Director; Julie Orebaugh, Community Projects Coordinator, and Greg Van Nieuwenhuize, Public Works Director.

WORKSESSION

CALL TO ORDER

Mayor Averitt called the Worksession to order at 6:05 p.m. There were no questions regarding the Regular Agenda. There was no Executive Session. The Worksession was adjourned at 6:06 p.m.

REGULAR MEETING

CALL TO ORDER

Mayor Averitt called the meeting to order at 7:01 p.m.

INVOCATION/PLEDGE OF ALLEGIANCE

Council Member Scott Garrett gave the Invocation and led the Pledge of Allegiance and the Texas Flag Pledge.

ANNOUNCEMENTS/EVENTS

City Secretary Art Camacho announced the following:

Public Library

Family Movie Night is Monday, September 12th at 6:30 p.m. featuring the movie *"The Angry Birds Movie"*

Story Times are Thursdays, 11 – 11:45 a.m. for ages 3 and older. The first Thursday of each month also features a puppet show. Story Times for ages 2 and younger are Fridays, from 10:30 – 11:15 a.m.

Super Science Saturdays are the first Saturday of each month. The theme is "Microscopes" for the class being held on Saturday, September 3rd, from 9 a.m. – 10:30 a.m. It is for ages 6 – 12 and is free. No registration is required.

Bi-lingual Story Time is every Wednesday from 10:30 – 11 a.m., ending August 31st. It includes songs and stories in Spanish and English and a craft.

Coloring and Cookies for Grownups will hold its final class on Friday, September 2nd from 6:30 – 8 p.m. Materials are provided or you can bring your own.

Genealogy Workshop: Before Vital Records – This program will be held Saturday, August 20th from 10:30 a.m. – 3 p.m. Seating is limited.

GED Study Classes - Free GED classes will resume August 16. Classes are on Tuesdays, Wednesdays, and Thursdays from 5 – 8 p.m.

Community Projects

The August/September issue of Crossroads, which highlights news, events, and programs in Haltom City, is available at city buildings, in addition to being direct mailed to 13,650 homes and businesses in the city.

Citizen Funding - Every month you can help fund special projects in Haltom City with fifty cents donations through your utility bill. Read about the Animal Shelter, Fire Department, Police Department, Parks and Recreation, and Library projects in Crossroads. Sign up online under the "Resident's" tab on the city website, include it in your monthly bill, stop by Utility Billing in City Hall, or call 817-222-7717 for more information.

Keep Haltom City Beautiful is hosting the Trinity Trash Bash on Saturday, October 1st from 10 a.m. – 2 p.m. The Trinity Trash Bash is a litter clean-up along a waterway at Buffalo Ridge Park. Free T-shirts for volunteers along with much more. Online registration will be available on the city website.

Art in the City is hosting "Fall Gallery Night 2016" on Saturday, September 10th from 1 – 7 p.m. Works of watercolors, acrylics, oils, mixed media, wood turning, pottery and gourd carving will be on display at the Haltom City Northeast Center. Other cities in Tarrant County will be participating. The locations and artistic works are on the city website.

Mayor Pro Tem Bob Watkins mentioned that citizens can go on-line to find more donations available on their utility billing.

REGULAR AGENDA

1. **Minutes** – Consideration and/or action regarding approval of the Minutes for the July 25, 2016, August 1, 2016, and August 8, 2016. Mayor Pro Tem Watkins moved, seconded by Council Member Garrett, to approve the Minutes of July 25, 2016, August 1, 2016 and August 8, 2016. ***The vote was unanimous. Motion carried.***
2. **Environmental Collection Center** – Consideration and/or action to authorize the City Manager to approve the amendment which extends the current contract and Interlocal agreement with the City of Fort Worth to allow our residents to utilize the Environmental Collection Center. Julie Orebaugh, Community Projects Coordinator, presented the amendment which included the number of citizens using the collection center and the expense account. Council Member Grow moved, seconded by Council Member Truong, to renew the agreement with the City of Fort Worth for the Environmental Collection Center. ***The vote was unanimous. Motion carried.***
3. **Crime Control & Prevention District** – Conduct a public hearing and consideration and/or action approving the proposed FY2017 budget for the Crime Control and Prevention District. Finance Director Jennifer Fung presented the agenda item and a discussion was held regarding the PowerPoint data in comparison to the data presented in the agenda memorandum. Mayor Averitt opened the Public Hearing at 7:21 p.m. No citizen came forward. Mayor Averitt closed the Public Hearing at 7:22 p.m. Council Member Truong moved, seconded by Council Member Nunn, to approve the proposed FY2017 budget for the Crime Control and Prevention District. ***The vote was unanimous. Motion carried.***
4. **Property Tax Rate** – Consideration and/or action on a Record Vote for setting the Preliminary Tax Rate for the FY2017 budget. Finance Director Jennifer Fung presented the agenda item and a discussion was held regarding the roll back rate and the possible revenues generated. Mayor Averitt opened the Public Hearing at 7:29. No citizen came forward. Mayor Averitt closed the Public Hearing at 7:30

p.m. Council Member Garrett moved, seconded by Council Member Truong, that the preliminary property tax rate be set at \$0.73 per \$100 of next taxable value, comprised of a maintenance and operations rate of \$0.48 and an interest and sinking rate of \$0.25, and that public hearings concerning the preliminary tax rate be held on August 22, 2016 and August 29, 2016. **The vote was unanimous. Motion carried.**

5. **(P-005-16) Oak Knoll Addition Replat – Lots 3R, 4R1, & 4R2, Block 2** - Conduct a public hearing and consideration and/or action on the application of Jose Sanchez and Joseph Tillotson for approval of a replat creating Lots 3R, 4R1, and 4R2, Block 2 of the Oak Knoll Addition from Lots 3 and 4, Block 2 of the Oak Knoll Addition, located in the “SF-2” Single Family Residential District, containing approximately 1.377 acres, and locally known as 1505, 1515, and 1517 Oak Knoll Drive. Building Official Glenna Batchelor presented the replat and a discussion was held regarding the Planning and Zoning vote, water service, and the allowable boundary area for fire service. Mayor Averitt opened the Public Hearing at 7:36 p.m. No citizen came forward. Mayor Averitt closed the Public Hearing at 7:37 p.m. Council Member Grow moved, seconded by Council Member Truong, to approve (P-005-16) Oak Knoll Addition Replat – Lots 3R, 4R1, and 4R2, Block 2. **The vote was unanimous. Motion carried.**
6. **(P-008-16) B and S Fence Addition Final Plat – Lot 1, Block 1** – Consideration and/or action on a right-of-way dedication appeal and application of Cruz Burciaga for approval of a final plat creating Lot 1, Block 1 of the B and S Fence Addition from Tract 2R of the William Norris Survey, A-1166, located in the “M-1” Industrial District, containing approximately 0.948 acres, and locally known as 2813 Carson Street. Building Official Glenna Batchelor presented the final plat and a discussion was held regarding the site plans for the plat. James Pliska, of Pliska Consulting, provided additional information regarding the final plat. Council Member Fowler moved, seconded by Council Member Nunn, to approve the final plat, with variances that meet the requirements of the subdivision ordinance 1-4, for the plat of B and S Fence Addition Final Plat – Lot 1, Block 1. **Mayor Pro Tem Watkins and Council Members Nunn, Garrett, Fowler, and Truong voted aye. Council Member Grow abstained. Motion carried.**
7. **Masonry Waiver Request (CV-001-16) B & S Fence Company-** Consideration and/or action to approve an application by Cruz Burciaga requesting to not provide the minimum masonry required on the exterior of a proposed 3,000 square-foot building to be located on Lot 1, Block 1 of the B and S Fence Addition, being approximately 0.948 acres located south of E. Belknap Street and west of Carson Street, locally known as 2813 Carson Street. Building Official Glenna Batchelor presented the waiver request and a discussion regarding the masonry ordinance requirements and the reasons for the variance. James Pliska, of Pliska Consulting, and business owner Cruz Burciaga provided additional information on the waiver request. Council Member Fowler moved, seconded by Council Member Truong, to table the masonry waiver request (CV-001-16) B and S Fence Company until the Council meeting next week. **Council Member Nunn, Garrett, Fowler, and Truong voted aye. Mayor Pro Tem Watkins voted nay. Council Member Grow abstained. Motion to table the item was carried.**

VISITORS/CITIZENS FORUM

Citizen Michael Hayward expressed his displeasure with the tabling of the masonry waiver request. No other citizen came forward.

BOARDS/COMMISSIONS

8. **Resignations of Board Members** – Consider approval of the resignations of Board/Commission Members. Mayor Averitt presented the resignation of Paul Dobbs from the Zoning Board of Adjustment. ***The resignation was approved unanimously.***
9. **Appointment/Reappointment to Boards and Commissions** – Consider approval regarding appointments to Boards/Commissions. The following reappointments by Council Member Fowler were made:
 1. Reappoint Harlan Streater to the Fire Services Board
 2. Reappoint Trenton Tidwell to the Planning and Zoning Commission
 3. Reappoint Willis Odell to the Zoning Board of Adjustment***The reappointments were approved unanimously.***

EXCUSED ABSENCE OF COUNCIL MEMBERS

10. **Attendance Requirements** – Consideration regarding excused absences of Council Members according to Article III, Sec. 3.07 (a). Attendance Requirements of the Haltom City Charter. Mayor Pro Tem Watkins moved, seconded by Council Member Garrett, to approve the absence of Council Member Davenport. ***The Council unanimously approved the absence.***

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

Mayor Averitt adjourned the meeting at 8:40 p.m.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

Art Camacho, City Secretary

David Averitt, Mayor

CITY COUNCIL MEMORANDUM

City Council Meeting: August 22, 2016

Department: Planning & Community Development

Subject: Masonry Waiver Request
(CV-001-16) B and S Fence Company

BACKGROUND

Cruz Burciaga submitted an application requesting to not provide the minimum masonry required on the exterior of a proposed 3,000 square-foot building to be located on Lot 1, Block 1 of the B and S Fence Addition, being approximately 0.948 acres located south of E. Belknap Street and west of Carson Street, locally known as 2813 Carson Street.

The applicant proposes a 100 percent metal panel exterior on all four elevations of the new building. For new commercial construction, the City's masonry ordinance requires 80 percent of the building's exterior to be an approved masonry material. A stucco office building with a one-to-two-foot brick wainscoting exists on the subject site and is oriented to Carson Street. The proposed 3,000 square-foot storage building will be located behind/east of the existing office building. North of the site is the American Legion Hall and south of the site is single family residential. On February 26, 2016, the ZBA granted Mr. Burciaga a variance to the 10-foot landscape buffer required where the subject site abuts the rear lot lines of single family residences.

Notice of the masonry waiver request was mailed to all property owners within 200 feet of the subject site on July 21, 2016.

FISCAL IMPACT

None.

RECOMMENDATION

Approve the requested masonry variance as presented.

ATTACHMENTS

GIS Aerial Map
List of Property Owners within 200'
Section 14.27 "Masonry Requirements", Subsection e. "Variance or Waiver"
Site Plan and Building Elevations

CITY COUNCIL MEMORANDUM

City Council Meeting: August 22, 2016
Department: Finance - Budget
Subject: Proposed FY2017 Tax Rate - First Public Hearing

BACKGROUND

In accordance with Chapter 26 of the Texas Tax Code, the City Council must hold two (2) public hearings on a proposed tax rate that exceeds the effective tax rate.

At the August 15th City Council meeting, the City Council, by record vote, established a proposed maximum tax rate of \$0.73 per \$100 of net taxable value. This exceeds the effective tax rate of \$0.6498 per \$100. The adopted rate for FY2016 was \$0.69999 per \$100 of net taxable value. The proposed maximum rate is not the adopted tax rate, which will be determined by ordinance on September 12th.

This preliminary tax rate is lower than the calculated rollback rate of \$0.730408.

The proposed rate for FY2017 provides for a higher “maintenance and operations” (M&O) rate of \$0.48, as opposed to the adopted FY2016 rate of \$0.46232. The proposed increase is intended to provide funding for the operation needs considered by the City Council for FY2017.

The “interest and sinking” (I&S) rate proposed for FY2017 is \$0.25. The FY2016 I&S rate is at \$0.23767 per \$100 of net taxable value. This increase is earmarked for payment of the principal and interest for FY2017. This increase was anticipated by the voters when the current bond program was approved in 2010.

This public hearing will be the first of two (2) public hearings. The second required public hearing will be conducted at the August 29th Special Council meeting. Again, the final tax rate will be determined by the City Council at the September 12th regular session.

FISCAL IMPACT

For the proposed FY2017 budget, the TAD estimated net taxable value is \$1,842,343,558 as of July 25th. Applying the preliminary tax rate of \$0.73 yields a levy of \$13,449,108. The portion of the levy estimated to be uncollectable is \$336,228. Of the remaining collections, \$8,843,249 would be allocable to maintenance and operations and \$4,490,712 will be used for principal and interest payments on outstanding debt.

RECOMMENDATION

Staff recommends that the Mayor open the public hearing, take comment, close the public hearing **and announce that: 1) the next public hearing on the proposed tax rate will be conducted on August 29, 2016 at 7:00 pm in the City Hall Council Chambers and 2) that a record vote to adopt the tax rate will be conducted on September 12, 2016 at 7:00 pm in the City Hall Council Chambers.**

ATTACHMENTS

None.

CITY COUNCIL MEMORANDUM

City Council Meeting: August 22, 2016
Department: Finance
Subject: Audit Committee Appointments

BACKGROUND

Per the Council approved Audit Committee Policy, the members of the Audit Committee shall be selected by the City Council and serve for a period of one (1) year. In August 2016, council members Scott Garrett, Walter Grow and Stephanie Davenport were appointed to the Committee and Jeannine Nunn was appointed as the alternate member. Their terms end on August 31, 2016.

The composition of the committee includes three (3) City Council members to serve as primary appointees and one (1) City Council member to serve as alternate as needed in the absence of one of the primary appointees. One of the primary appointees shall be appointed as Chairperson by the City Council or the Audit Committee.

Appointment of the Audit Committee is necessary at this time as the City's outside audit firm, Pattillo, Brown and Hill, LLP will be performing the City's annual audit for the fiscal year ended September 30, 2016 in November and December 2016. The Committee will meet with Pattillo, Brown and Hill in November 2016.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends City Council appoint the members of the Audit Committee for the period September 1, 2016 through August 31, 2017.

CITY COUNCIL MEMORANDUM

City Council Meeting: August 22, 2016
Department: City Secretary
Subject: Boards and Commissions
Resignation of Members

BACKGROUND

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

FISCAL IMPACT

None.

RECOMMENDATION

None.

ATTACHMENT

None.

CITY COUNCIL MEMORANDUM

City Council Meeting: August 22, 2016
Department: City Secretary
Subject: Boards and Commissions
Appointments/Reappointments

BACKGROUND

The City Council will consider action regarding the appointment/reappointment of board and commission members. Councilmembers serving in Places 3, 4, and 6 are due to make appointments and/or reappointments to the following boards: Beautification, Library, and Parks. The Mayor appoints all five members to the Public Arts Program Committee.

FISCAL IMPACT

None.

RECOMMENDATION

None.

ATTACHMENTS

Applications: Kyle Crouse, Zachariah Ammons, Teresa Cabano, Thomas Sanders, Diana Williams, David Wood, John Thornton, and Anastasia Taylor.

Mayor: Beautification (vacant), Civil Service Commission (current member Cody Elliott), ZBA Alternate (vacant), Public Arts Program Committee – (vacant) 2 appointments.

Councilmember Place 1: ZBA (vacant)

Councilmember Place 3: Parks (current member Cody Gambill),

Councilmember Place 4: Beautification (current member Denise Ford), Library (current member Teresa Cabano), Parks (current member Don Cooper)

Councilmember Place 6: Beautification (vacant), Parks (current member Dana Coffman)