

**AGENDA**  
**HALTOM CITY COUNCIL MEETING**  
**August 8, 2016**  
**CITY HALL - 5024 BROADWAY AVENUE**  
**Council Chambers – 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)**

- Review and discuss items on the regular agenda of August 8, 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 owned or leased by the City.

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

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**CALL TO ORDER**

**INVOCATION/PLEDGE OF ALLEGIANCE** – Council Member Scott Garrett

**ANNOUNCEMENTS/EVENTS** – City Secretary Art Camacho

**REGULAR AGENDA**

1. **Minutes** – Consideration and/or action regarding approval of the Minutes for the July 25, 2016 meeting and the August 1, 2016 budget workshop. **(A. Camacho)**
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. **(J. Orebaugh)**
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. **(J. Fung)**
4. **Property Tax Rate** – Consideration and/or action on a Record Vote for setting the Preliminary Tax Rate for the FY2017 budget. **(J. Fung)**
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. **(J. French)**

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. **(J. French)**
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. **(J. French)**

### **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**

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

### **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.

### **EXECUTIVE SESSION**

See Posting on Page One (1) of Agenda.

### **RECONVENE TO REGULAR SESSION**

11. 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 5<sup>th</sup> 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 8, 2016  
**Department:** City Secretary  
**Subject:** Minutes of July 25, 2016  
and August 1, 2016

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### **BACKGROUND**

On July 25, 2016, a Regular Meeting was held at City Hall, 5024 Broadway Avenue. A budget workshop was held at the Haltom City Public Library on August 1, 2016.

### **FISCAL IMPACT**

None.

### **RECOMMENDATION**

Staff recommends the City Council approve the Minutes of July 25 and August 1, 2016.

### **ATTACHMENTS**

July 25, 2016 Minutes  
August 1, 2016 Minutes

**MINUTES  
HALTOM CITY COUNCIL MEETING  
CITY HALL, 5024 BROADWAY AVENUE  
July 25, 2016**

A Regular Meeting was held by the City Council of the City of Haltom City, Texas, on July 25, 2016, at 7:00 p.m. at City Hall, 5024 Broadway Avenue, Haltom City, Texas, with the following members present:

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

Staff Present: Keith Lane, City Manager; Rex Phelps, Assistant City Manager, Wayne Olson, City Attorney; Art Camacho, City Secretary; Justin French, Planning and Community Development Director; Jennifer Fung, Finance Director; Cody Phillips, Police Chief, Toni Beckett, Human Resources and Risk Management Director, and Greg Van Nieuwenhuize, Public Works Director.

**WORKSESSION**

**CALL TO ORDER**

Mayor Averitt called the Worksession to order at 6:00 p.m. City Manager Keith Lane introduced Sidonna Foust, the new Customer Service Representative, and also presented the law firm of Perdue Brandon Fielder Collins & Mott. PBFCM Attorney David Crawford gave a presentation on their delinquent collection services. A discussion was held regarding warrants, tax resale program, and collection fees. Mayor Averitt called for an Executive Session at 6:35 p.m.

**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
- Louis Engler v. City of Haltom City, et al
- EEOC Charge No. 450-2015-01583

**Section 551.072 – Deliberations about Real Property**

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

Mayor Averitt closed the Executive Session at 6:50 p.m.

## REGULAR MEETING

### CALL TO ORDER

Mayor Averitt called the meeting to order at 7:05 p.m.

### INVOCATION/PLEDGE OF ALLEGIANCE

Council Member Walter Grow gave the Invocation and led the Pledge of Allegiance and the Texas Flag Pledge.

### ANNOUNCEMENTS AND EVENTS

Council Member Stephanie Davenport announced the following:

**Summer Reading Program Kick-off** is continuing with events five days a week during the month of July.

**Family Movie Night** is Monday, July 25<sup>th</sup> at 6:30 p.m. featuring the movie "Zootopia."

**Story Times** for ages 3 & older are Thursdays, 11:00 – 11:45 a.m. The first Thursday of each month also features a puppet show. Story Times are also held on Fridays from 10:30 – 11:15 a.m. for ages 2 & younger.

**Super Science Saturdays** are the first Saturday of each month. The theme is "The Human Body," with the class being held on Saturday, August 6<sup>th</sup>, 9:00 – 10:30 a.m. It is for ages 6 – 12 and is free with no registration required.

**Bi-lingual Story Time** is every Wednesday from 10:30 – 11:00 a.m., ending August 31<sup>st</sup>. It includes songs and stories in Spanish and English, and a craft.

**Safety Fun and Craft** will be held each Wednesday until July 27<sup>th</sup> at 2:00 p.m. with Lt. Derek Wood speaking on Home Safety.

**Friday's Special Guest** – On Friday, July 29<sup>th</sup> at 2:00 p.m. the Library will host the Dallas Puppet Theater.

**Peer to Peer Veterans Support Meetings** are held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month.

**Coloring and Cookies for Grownups** is every first Friday of the month until September 2<sup>nd</sup> from 6:30 – 8 pm; materials are provided or you can bring your own.

**Genealogy Workshop: Before Vital Records** – This program is to be held Saturday, August 20<sup>th</sup> from 10:30 a.m. – 3:00 p.m. and seating is limited.

**Ladies' Night Out** - The annual night of fun is August 13<sup>th</sup> and the ticket price is \$45, with the meal provided by Chef Tyler Brown. Citizens may call the Library at 817.222.7787 or visit the website at [www.haltomcitytx.com](http://www.haltomcitytx.com).

### Announcements and Events from Community Projects

**Back to School Health Fair** - The City of Haltom City, Birdville Independent School District, Birdville Council of PTAs, and numerous community partners have joined together to host our annual "Back to School Health Fair" for all Haltom City elementary and middle school students to be held Saturday, July 30<sup>th</sup>, from 9:00 a.m. to 1:00 p.m. at the Haltom High School. Backpacks and school supplies will be handed out at the fair this year to Haltom City elementary and middle school students, while supplies last. Citizen support is needed in order to provide all Haltom City students with the school supplies they need. There is another free school supply event available to all Haltom City students and families. The Tarrant County Back to School Roundup is Wednesday, August 10<sup>th</sup>, 8:00 a.m. – 2:00 p.m. at Will Rogers Memorial Center. You must pre-register, which you can do at Back to School Health Fair on Saturday, July 30<sup>th</sup> from 9:00 a.m. – 1:00 p.m. This event is open to Pre-K through 12<sup>th</sup> grade. For sponsorship information, please email [cpruitt@haltomcitytx.com](mailto:cpruitt@haltomcitytx.com) or call the Recreation Center at 817-831-6464.

**Haltom City Employee & Community Blood and Bone Marrow Drive** is Thursday, August 4<sup>th</sup>, 2016 from 8:00 a.m. - 2:00 p.m. at the Haltom City Northeast Center, 3201 Friendly Ln., Haltom City, TX 76117. All donors will receive a coupon for a Chic-fil-A

Sandwich. Online registration will be available on the city website. For more information, contact the Volunteer Drive Coordinator, Terry Waters 817.282.4432

**Keep Haltom City Beautiful** is hosting the Trinity Trash Bash on Saturday, October 1<sup>st</sup> from 10:00 a.m. – 2:00 p.m. It is a litter clean-up along a waterway and we will be at Buffalo Ridge Park. Free T-shirts for volunteers along with much more! Online Registration will be available on the city website.

Don Kobe, the New Commander of American Legion Post 655, Carson Street in Haltom City, introduced himself to the Mayor and City Council.

### **PRESENTATION** – “Keep Texas Beautiful Awards”

The Haltom City Beautification Board presented each Council member with a Christmas ornament and relayed their accomplishments in the “Keep Texas Beautiful” program.

### **REPORTS**

1. **Monthly Financial Report for June 2016** – Review of the preliminary monthly Financial Report for the month ending June 30, 2016. (**J. Fung**) Finance Director Jennifer Fung presented the monthly finance report and a discussion was held regarding the General Fund Balance Reserve and a comparison with the current and yearly revenues and expenses. No action was taken.
2. **Quarterly Investment Report for 2016** – Review of the June 2016 Quarterly Investment Report. (**J. Fung**) Finance Director Jennifer Fung presented the quarterly report and a discussion was held regarding the Ending Market Value and the continual decline of Municipal Securities. No action was taken.
3. **2016 Crime Statistics (2<sup>nd</sup> Quarter)** – Presentation of Haltom City Police Department crime statistics for the second quarter of 2016. (**C. Phillips**) Police Chief Cody Phillips first gave thanks to the recent support that has been given to the Haltom City Police Department, and then gave the presentation, with discussions held regarding the increases/decreases of several crime statistics.
4. **Capital Improvements Report** – Presentation of quarterly status report of all major capital improvement projects. (**G. Van Nieuwenhuize**) Public Works Director Greg Van Nieuwenhuize gave a PowerPoint presentation that included updates on projects involving the backage roads, street reconstruction, parks, and flood control.

### **REGULAR AGENDA**

5. **Minutes** – Consideration and/or action regarding approval of the Minutes of the meeting of July 11, 2016. (**A. Camacho**) Council Member An Truong moved, seconded by Council Member Davenport, to approve the Minutes of July 11, 2016. ***The vote was unanimous. Motion carried.***
6. **Ordinance No. O-2016-020-01 - ROW – Vacating/Abandonment – Quit Claim Deed** - Consider action on an ordinance vacating and abandoning a portion of the Minnis Drive right-of-way located adjacent/on proposed Lot 1, Block 1 of the DFW Stone Supply Addition in the City Haltom City, Texas, locally known as 6500 Airport Freeway, declaring that such property is unnecessary for use by the public, and authorizing the Mayor to execute a Quit Claim Deed releasing public ownership, interest and control of said portion of right-of-way – ***2<sup>nd</sup> reading (J. French)*** Justin French, Planning and Community Development Director, presented the ordinance. Council Member Davenport moved, seconded by Council Member Grow, to approve Ordinance No. O-2016-020-01 - ROW – Vacating/Abandonment – Quit Claim Deed – second reading. ***The vote was unanimous. Motion carried.***

7. **(P-010-16) Dao Addition - Final Plat – Lot 1, Block 1** - Consider action on a right-of-way dedication appeal and application of Hiep Nguyen on behalf of Prince Dao for approval of a final plat creating Lot 1, Block 1 of the Dao Addition from Tracts 14C3, 14C5 & 14C6 of the J. B. York Survey, A-1754, located in the “C-2” Commercial District, containing approximately 0.613 acres, and locally known as 1909 and 1911 N. Beach Street. **(J. French)** Justin French, Planning and Community Development Director, presented the plat and a discussion was held regarding the effect to the right-of-way for future development. City Attorney Wayne Olson supplied specific findings for the approval of the waiver in order to grant the variance, and not require the dedication of the right-of-way, which is the staff’s recommendation. To accomplish this, the Council must find all of the following conditions exist: (1) There are special conditions or circumstances affecting the land involved, such that the strict application of the provision of this ordinance would deprive the applicant of the reasonable use of his land; (2) Strict application of provisions of this ordinance is not necessary to promote the public health, safety and welfare; (3) That the granting of the waiver will not be detrimental to the public health, safety, or welfare, or injurious to other properties in the area; (4) That the granting of the waiver will not have the effect of presenting the orderly subdivision of other land in the area in accordance with provisions of the ordinance; (5) The granting of the waiver will be in harmony with the purpose and spirit of this ordinance. Council Member Trae Fowler moved, seconded by Council Member Davenport, to approve (P-010-16) Final Plat – Dao Addition - Lot 1, Block 1 – taking into account that it meets the condition for a variance. ***The vote was unanimous. Motion carried.***
8. **New Health Contracts** – Consideration and/or action to approve new health contracts for medical, vision, and flexible spending. **(T. Beckett)** Toni Beckett, Human Resources and Risk Management Director, presented the insurance carrier bid data and their proposal amounts, in which Cigna provided the best medical benefit for employees and retirees, with the most reasonable cost; Superior Vision provided the best for vision insurance; and Tax Saver as the most responsible bidder to administer the City’s flexible spending plan. Council Member Truong moved, seconded by Council Member Davenport, to approve the new health contract for medical (Cigna), vision (Superior), and flexible spending (Tax Saver). ***The vote was unanimous. Motion carried.***

#### **VISITORS/CITIZEN FORUM**

Chuck Comfer, of the “Jazz Monsters,” announced that the swing band would be playing at the Chef Pointe Café on August 14<sup>th</sup> and 28<sup>th</sup>, and at the American Legion Hall on August 21<sup>st</sup>.

#### **BOARDS/COMMISSIONS**

10. **Resignations of Board Members** – Consider approval of the resignations of Board/Commission Members. Council Member Grow presented the resignation of Beautification Board member Sandra Lottes. ***The resignation was approved unanimously.***
11. **Appointment/Reappointment to Boards and Commissions** – Consider approval regarding appointments to Boards/Commissions. Council Member Garrett reappointed Jaye Arsement to the Planning and Zoning Commission. ***The reappointment was approved unanimously.*** Council Member Nunn appointed Dorothy Tyler to the Crime Control and Prevention District (CCPD). ***The appointment was approved unanimously.***

Mayor Averitt appointed Jill Davis, Liz Bradley, and Emmanuel Chenny to the Public Arts Program Committee. ***The appointments were approved unanimously.***

**EXECUTIVE SESSION**

There was no Executive Session.

**ADJOURNMENT**

Mayor Averitt adjourned the meeting at 8:10 p.m.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

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

\_\_\_\_\_  
David Averitt, Mayor

**MINUTES**  
**HALTOM CITY COUNCIL/STAFF BUDGET WORKSHOP**  
**HALTOM CITY LIBRARY**  
**4809 Haltom Road, Haltom City, Texas 76117**  
**August 1, 2016**

A Council/Staff Budget Workshop was held by the City Council of the City of Haltom City, Texas, on August 1, 2016, at 6:00 p.m. at the Haltom City Library, Haltom City, Texas, with the following members present, to-wit:

Mayor David Averitt

Mayor Pro-Tem Bob Watkins

Council Place 2 Walter Grow

Council Place 3 Scott Garrett

Council Place 4 Trae Fowler

Council Place 7 Dr. An Truong

Council Place 1 Jeannine Nunn and Council Place 6 Stephanie Davenport were absent.

Staff Present: Keith Lane, City Manager; Chuck Barnett, Assistant City Manager; Rex Phelps, Assistant City Manager; Art Camacho, City Secretary; Jennifer Fung, Finance Director; Steve Ross, Fire Chief; Cody Phillips, Police Chief; Selina Macbeth, Budget Analyst, Jon Stevenson, Finance Controller; Justin French, Planning and Community Development Director; Toni Beckett, Human Resources and Risk Management Director; Tim Cool, IT Director; Lesly Smith, Library Director; Glenna Batchelor, Building Official; Sidonna Foust, Director of Customer Service; Dr. Fred Knapp, Fire Marshal; Christi Pruitt, Recreation Center Director, and Greg Van Nieuwenhuize, Public Works Director.

**CALL TO ORDER**

Mayor David Averitt called the Budget Workshop to order at 6:00 p.m.

1. Discussion on Upcoming Budgetary Issues and Priorities for FY 2015-16.

City Manager Keith Lane began the meeting by introducing Finance Director Jennifer Fung, who gave a PowerPoint presentation on the FY2017 budget, which included the budget calendar, tools, and emphasis points. It also included property values, tax rates, different types of revenues and expenditures for both the General Fund and Water/Wastewater Fund, and projected increases. A discussion was held regarding the current and projected tax rate, proposed salary increases, proposed water and wastewater rate increases, changes in sales tax revenue due to the dissolving of the EDC, and major budget expenditure items.

**Mayor Averitt called for a recess at 7:50 p.m. and resumed the meeting at 8:02 p.m.**

City Manager Keith Lane gave a PowerPoint presentation regarding the Staff's strategy for developing and implementing a plan to accomplish the budgetary and economic goals and objectives to be set by the City Council.

**ADJOURNMENT**

Mayor Averitt adjourned the Budget Workshop at 8:30 p.m.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

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Art Camacho, City Secretary

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David Averitt, Mayor

## CITY COUNCIL MEMORANDUM/RESOLUTION

**City Council Meeting:** August 8, 2016

**Department:** Parks / Community Projects

**Subject:** Interlocal Agreement – City of Fort Worth, Environmental Collection Center

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### BACKGROUND

The City of Haltom City has benefited from this interlocal contract since 1998 because it allows residents to properly dispose of materials that could result in environmental damage if improperly handled and/or disposed of. Materials such as fertilizers, pesticides, paint, and petroleum by-products should not be disposed of in local landfills. The Environmental Collection Center (ECC) utilizes trained personnel to handle these materials taking the burden, expense and responsibility off of our City staff. Additionally, the availability of the ECC for use by our residents is an important piece in our storm water permit application. The ECC is not available for use by Haltom City businesses, and does not collect pharmaceuticals.

### FISCAL IMPACT

Residents are not charged to dispose of materials at the ECC. However, the City of Haltom City is charged a set fee per household, per use. This year's fee will continue to be \$47 per use. An estimated 300 households will utilize the ECC during the fiscal year 2017 for a cost of \$14,100. Hazardous Waste Disposal, account 01-44319-811-00, is where this cost is funded and paid.

FY16 – 199 residents, city cost \$9,353 (Oct15–June16, est. 80 add. for \$13,113)  
FY15 – 276 residents, city cost \$12,972  
FY14 – 356 residents, city cost \$16,732  
FY13 – 287 residents, city cost \$13,489  
FY12 – 278 residents, city cost \$13,066

### RECOMMENDATION

Staff recommends the City Council 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.

**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 8<sup>th</sup> day of August, 2016, 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**

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David Averitt, Mayor

**ATTEST:**

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Art Camacho, City Secretary

**APPROVED AS TO FORM:**

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Wayne Olson, City Attorney

# CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 8, 2016

**Department:** Finance - Budget

**Subject:** Proposed FY2017 Budget for the  
Crime Control & Prevention District

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## BACKGROUND

In accordance with Chapter 363 of the Texas Local Government Code, the Crime Control and Prevention District (CCPD) budget was reviewed and approved at the July 28, 2016 meeting of the CCPD board. A public hearing was held prior to this action.

The City Council must now hold a separate public hearing on this budget no later than the 45<sup>th</sup> day before the date the fiscal year begins. The Council must approve the budget no later than 30 days prior to the beginning of the fiscal year. Should the Council reject this budget, a joint meeting of the CCPD Board and the City Council must be conducted to agree on a revised budget.

The action of approving the proposed CCPD budget is ***not*** to be confused with the appropriation of funds that occurs in September. The CCPD budget will be presented again to the Council at the August 29 special meeting and submitted for final approval along with all the other budgeted funds of the City at the September 12<sup>th</sup> regular meeting. The final approval will be by ordinance.

## FISCAL IMPACT

The proposed FY2017 CCPD budget that has been presented to the City Council in the Preliminary Budget Workshop document is the same document referred to by this memorandum. It contains estimated revenues in FY 2017 of \$1,504,500, expenditures of \$1,620,230 and a surplus ending fund balance of \$9,671.

## RECOMMENDATION

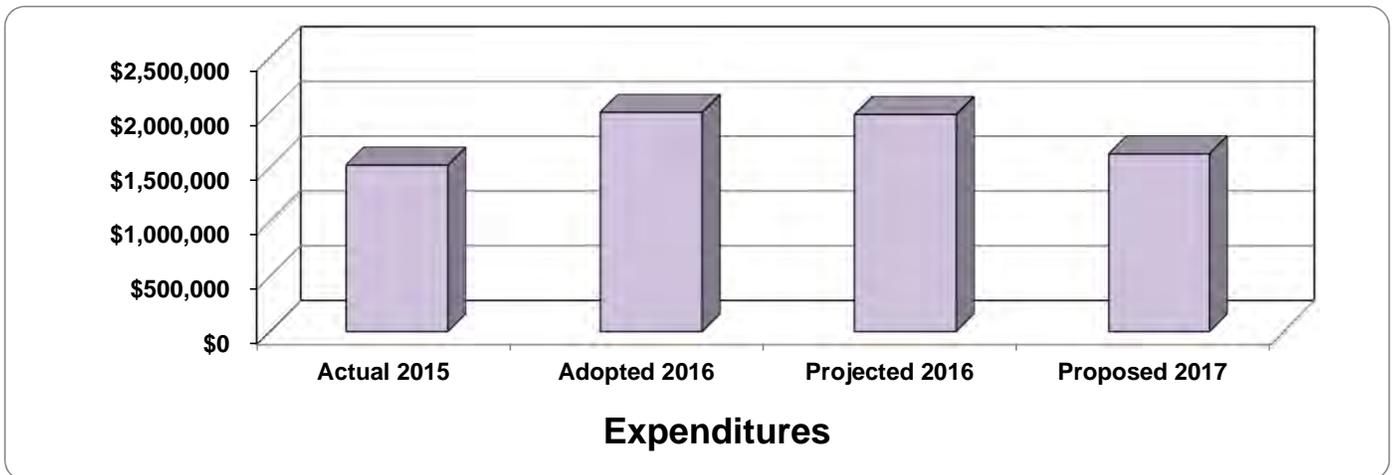
Staff recommends the City Council conduct a public hearing on the FY2017 Proposed budget and, subsequent to the public hearing approve the FY 2017 CCPD budget.

## ATTACHMENT

Proposed CCPD FY2017 Budget

**CRIME CONTROL AND PREVENTION DISTRICT FUND  
BUDGET SUMMARY**

<b>FUND 12</b>	<b>Actual FY2015</b>	<b>Adopted FY2016</b>	<b>Projected FY 2016</b>	<b>Proposed FY2017</b>
<b>Fund Balance, Beginning</b>	\$673,909	\$525,457	\$621,492	\$125,401
<b>Revenues</b>				
Sales Tax	1,465,227	1,480,468	1,480,468	1,500,000
Interest income	1,152	1,800	4,000	4,500
<b>Total Revenues</b>	<b>1,466,379</b>	<b>1,482,268</b>	<b>1,484,468</b>	<b>1,504,500</b>
<b>Funds Available</b>	<b>2,140,288</b>	<b>2,007,725</b>	<b>2,105,960</b>	<b>1,629,901</b>
<b>Expenditures</b>				
Police Administration	630,714	897,146	900,521	979,198
Non-Departmental	506,187	676,823	652,823	641,032
Transfers to General Fund	250,000	300,000	300,000	0
Transfers to Debt Service Fund	131,895	127,215	127,215	0
<b>Total Expenditures</b>	<b>1,518,796</b>	<b>2,001,184</b>	<b>1,980,559</b>	<b>1,620,230</b>
<b>Fund Balance, Ending</b>	<b>\$621,492</b>	<b>\$6,541</b>	<b>\$125,401</b>	<b>\$9,671</b>



# CITY COUNCIL MEMORANDUM/RESOLUTION

**City Council Meeting:** August 8, 2016  
**Department:** Finance / Budget  
**Subject:** Property Tax Rate

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## BACKGROUND

In accordance with Chapter 26.05(d) of the State's Property Tax Code, a governing body must take a Record Vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item if the preliminary tax rate exceeds the Effective Tax Rate. The proposal must specify the desired rate.

After the Record Vote, the governing body must then schedule two (2) Public Hearings at which the proposed tax rate will be considered. A one-quarter page "Notice of Public Hearing on Tax Increase" must be published in the local newspaper. The notice will contain information based upon a preliminary tax rate to be determined by the City Council. Further, another record vote will have to be taken on the proposed rate prior to final adoption of the tax rate ordinance.

The rate proposed in the upcoming FY2017 Budget is \$0.7300 per \$100 of taxable value. This rate is \$0.0802 higher than the effective tax rate of \$0.6498 calculated in accordance with the applicable state law. The proposed rate is below the calculated rollback rate of \$0.730408 per \$100. The City Manager's proposed tax rate is comprised of two components. The component dedicated to maintenance and operations (M&O) is proposed to be \$0.48 per \$100. The component dedicated to debt service (Interest and Sinking or I&S) will be \$0.25 in order to pay existing general obligation bonds, general obligation refunding bonds, certificate of obligation and tax notes.

As the City Council deliberates on budget matters there exists the possibility that the tax rate could move up or down. At this point in the Truth in Taxation process it would be advisable to consider a rate that would represent the highest rate the Council would consider – possibly \$0.73 with \$0.48 for M&O and \$0.25 for I&S.

Approval of the record vote is ***not*** approval of the property tax rate for FY2017. Approval of the record vote establishes the Council's intent to consider a rate ***no higher than rate approved in this vote*** and authorizing two (2) public hearings to receive public input. The setting of the tax rate will be done by ordinance with the first reading to occur on August 22 and August 29 and final approval on September 12.

## **FISCAL IMPACT**

The goal of the proposed rate is to maintain the provisions of quality services to the residents and business property owners of Haltom City while at the same time preserve a certain level of financial stability with regard to the reserve funds of the General Fund. Approval of this rate will continue to fund adequate levels of Police and Fire Services, Street Maintenance Services, and Recreational Services to the general public.

The proposed rate of \$0.73 will generate approximately \$13,112,880 of property tax revenue, assuming a 97.5% collection.

## **RECOMMENDATION**

Staff recommends that the Council establish by Record Vote a preliminary tax rate that may not exceed \$0.73 per \$100 net taxable value and schedule two (2) Public Hearings for August 22, 2015 and August 29, 2016. Please move as follows:

"I move that the preliminary property tax rate be set at \$0.73 per \$100 of net 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, 2015 and August 29, 2016."

## **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 8<sup>th</sup> day of August, 2016, 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**

\_\_\_\_\_  
David Averitt, Mayor

## **ATTEST:**

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

## **APPROVED AS TO FORM:**

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

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 8, 2016

**Department:** Planning & Community Development

**Subject:** (P-005-16) Oak Knoll Addition  
Replat – Lots 3R, 4R1, & 4R2, Block 2

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### BACKGROUND

Conduct a public hearing and consider 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.

The applicants propose to create three lots from two lots of record. Mr. Sanchez owns the existing Lot 3 and a portion of Lot 4. He intends to shift the southern lot line of Lot 3 south in order to bring an existing detached garage into conformance with the minimum side yard setback on the proposed Lot 3R. He also proposes Lot 4R1 for the construction of a new single family residence. The other portion of Lot 4, which is the proposed Lot 4R2, is owned by Mr. Tillotson and contains an existing residence that is to remain.

### FISCAL IMPACT

None

### RECOMMENDATION

On July 26, 2016, the Planning and Zoning Commission recommended approval of P-005-16 by a vote of 5-0-0. Other than discretionary matters for the Council, the application is administratively complete and meets the requirements of the Subdivision Ordinance.

### ATTACHMENT

P&Z Staff Report with Attachments

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 8, 2016

**Department:** Planning & Community Development

**Subject:** (P-008-16) B and S Fence Addition  
Final Plat – Lot 1, Block 1

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### BACKGROUND

Consider 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.

The applicant proposes to plat the subject site in order to construct a warehouse building behind an existing office building. Platting the property is a prerequisite to the issuance of a building permit for new construction.

The subject site has frontage and access on Carson Street. The present Thoroughfare Plan designates this stretch of Carson Street as a principal arterial, requiring 120 feet of right-of-way at midblock per Section 86-132 of Chapter 86 of the City’s Code of Ordinances. Between E. Belknap Street and Midway Road, the existing right-of-way for this stretch of Carson Street is approximately 80 feet according to GIS map records; however, the applicant has provided an exhibit eluding to 54 feet of the require 60 feet from the Carson Street center line has already been dedicated.

The applicant has appealed the required right-of-way dedication to the City Council. The City Engineer has determined that the existing right-of-way is adequate and has no objections to approving the applicant’s appeal. Sidewalks presently exist along the subject site’s frontage to Carson Street, which was reconstructed in relatively recent years.

Section 7-101 of the Subdivision Ordinance states that no waiver (or appeal) shall be granted unless the Council finds that all of the following conditions exist:

1. That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this (Subdivision) Ordinance would deprive the applicant of the reasonable use of this land; and
2. That strict application of the provisions of this (Subdivision) Ordinance is not necessary to promote the public health, safety and welfare; and
3. That the granting of the waiver will not be detrimental to the public health, safety or welfare, or injurious to other property in the area; and

4. That the granting of the waiver will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this (Subdivision) Ordinance.

Such findings of the City Council, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the Council meeting at which such waiver is granted. Waivers may be granted only when in harmony with the general purpose and intent of this Ordinance so that the public health, safety and welfare may be secured and substantial justice done. Pecuniary hardship to the subdivider, standing alone, shall not be deemed to constitute unnecessary hardship; and

5. That the granting of the waiver (appeal) will be in harmony with the spirit and purpose of this (Subdivision) Ordinance.

## **FISCAL IMPACT**

None

## **RECOMMENDATION**

On July 12, 2016, the Planning and Zoning Commission recommended approval of P-008-16 by a vote of 5-0-0. Other than discretionary matters for the Council, the application is administratively complete and meets the requirements of the Subdivision Ordinance.

## **ATTACHMENT**

P&Z Staff Report with Attachments and Applicant's Appeal Letter

## CITY COUNCIL MEMORANDUM

**City Council Meeting:** August 8, 2016

**Department:** Planning & Community Development

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

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### BACKGROUND

Cruz Burciaga has 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 8, 2016  
**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:** August 8, 2016  
**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. Councilmembers serving in Places 3, 4, and 6 are due to make appointments and/or reappointments to the following boards: Beautification, Fire Services, Library, Parks, Planning and Zoning, and Zoning Board of Adjustment. The Mayor appoints all five members to the Public Arts Program Committee.

### FISCAL IMPACT

None.

### RECOMMENDATION

None.

### ATTACHMENTS

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

Mayor: Beautification (vacant), ZBA Alternate (vacant), Public Arts Program Committee – (vacant) 2 appointments.  
Councilmember Place 2: Fire Services (vacant)  
Councilmember Place 3: Parks (current member Cody Gambill),  
Councilmember Place 4: Beautification (current member Denise Ford) Fire Services (current member Harlan Streater), Library (current member Teresa Cabano), Parks (current member Don Cooper), P&Z (current member Trenton Tidwell), ZBA (current member Willis Odell)  
Councilmember Place 6: Beautification (vacant), Parks (current member Dana Coffman)