

MINUTES
HALTOM CITY COUNCIL WORKSESSION
HALTOM TARRANT COLLEGE NORTHEAST CENTER
3201 FRIENDLY AVENUE
June 27, 2015

A Worksession of the Haltom City Council of the City of Haltom City, Texas, was held on June 27, 2015, at 8:00 a.m. at the Haltom City Tarrant College Northeast Center, 3201 Friendly Lane, Haltom City, Texas, with the following members present, to-wit:

Mayor David Averitt	Mayor Pro-Tem Bob Watkins
Council Place 1 Jeannine Nunn	Council Members 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: Tom Muir, City Manager; Chuck Barnett, Assistant City Manager; Art Camacho, City Secretary, Toni Beckett, Human Resources; Lesly Smith, Library Director, Tom Henry, Parks and Recreation Director, Melissa Pace, Municipal Court Director, Lorraine Irby, Municipal Court Judge, and Jennifer Fung, Finance Director.

CALL TO ORDER

Mayor Averitt called the Worksession to order at 8:00 a.m. City Manager Tom Muir presented the following:

Staff Orientation Presentations and Proposed FY2016 Budgets for:

1. Finance Department – Finance Director Jennifer Fung

Ms. Fung presented a PowerPoint program that included the following:

- A. Organizational Chart
- B. Finance Dept. – Accounting, Budget, Treasury, and Reporting.
- C. Purchasing Dept. – Requests for Bids, Requests for Proposals, City P-Cards, and Legal Compliance.
- D. Utility Billing – Meter Reading, Bill Distribution, and Customer Service.
- E. Fleet Services – Maintenance, Fabrication, Fuel Storage, and Repair Costs.

A discussion was held regarding utility billing cycles, water meter changes in line with a new electronic modification, record retention on specific vendors partial to the EDC. In addition, Municipal Court Judge Lorraine Irby presented an overview of her court services, difference in court hearings, website viewing of the dockets, and the court judge backup. Municipal Court Clerk Melissa Pace also addressed the Council in regard to the operations and procedures of the Municipal Court, which included court collections, fines, juvenile court, security fee, and local jurisdiction. A discussion was held regarding the certification pay for bi-lingual employees.

The Council took a break at 10:30 a.m. and resumed at 10:38 a.m.

2. Parks and Recreation Department – Tom Henry, Parks and Recreation Director

Mr. Henry presented a PowerPoint program that included the following:

- A. Organizational Chart
- B. Recreation Facilities and Services Offered
- C. Youth Association Leagues
- D. Special Events
- E. Senior Center Facilities and Services Offered
- F. Parks Maintenance/Landscape Division
- G. Community Projects
- H. Trail and Park Grants
- I. Current Park Improvements and Project Completion

A discussion was held regarding facility rehab grants, building repairs, mowing contracts, gym floor replacement, software program, master plan completions, security lighting, and joint playground participation with the BISD.

3. Library – Lesly Smith, Library Director

Ms. Smith provided a folder that included the following:

- A. Brochures for HC Public Library and MetroPAC libraries
- B. History of the HC Public Library
- C. List of Library Board Committees and Committee Members
- D. Letter of Congratulations – *Achievement of Library Excellence Award*
- E. Monthly Statistical Report
- F. Quarterly Report to the Council
- G. Library Profile, Services and Programs
- H. Goals and Accomplishments for 2014-2015

A discussion was held regarding the future progress of the Library and the continued development of community programs and service offered by the Library.

4. City Secretary – Art Camacho, City Secretary

Mr. Camacho addressed the Council regarding the following:

- A. Records Management – Laserfiche Scanning, Record Storage, and Retention.
- B. Ordinance, Resolutions and Minutes Recording
- C. EDC and Charter Review Secretary.
- D. Board/Commission – Appointment Coordination.
- E. Council Training, Conference Scheduling, and Local Meeting Arrangements.
- F. Citizen Liaison with Council and City Administration/Departments
- G. City Elections – General and Special Elections
- H. Open Record Requests – Coordinate with Departments – Estimated 800 in 2015.
- I. Maintain Professional Standard – Quality, Integrity, and Accuracy.

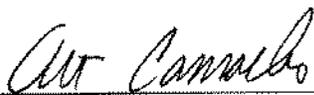
A discussion was held regarding the moving of the November 2015 Charter Election to combine with the May 2016 General Election. Other items discussed was certification training and Council communication.

The Council agreed to meet on Monday, July 6, 2015 at 6:30 p.m. at the Northeast Center to continue the Worksession with the Public Works, Information Technology, and Human Resources departments.

ADJOURNMENT

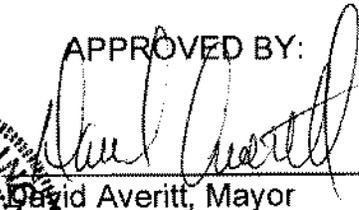
Mayor Averitt adjourned the Council Worksession at 12:25 p.m. on June 27, 2015.

RESPECTFULLY SUBMITTED BY:



Art Camacho, City Secretary

APPROVED BY:



David Averitt, Mayor

