AGENDA
HALTOM CITY COUNCIL MEETING
December 10, 2018 - CITY HALL - 5024 BROADWAY AVENUE
Council Chambers – Work Session – 6:00 P.M./Regular Session – 7:00 P.M.

WORK SESSION 6:00 P.M.

CALL TO ORDER (General Comments)
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.

- Review and discuss the Visitor/Citizen Forum ordinance.
- Review and discuss the plat approval process.
- Review and discuss items on the regular agenda of December 10, 2018.

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, code of ethics and conflicts of interest, city charter limitations, dissolution/restructuring of the Haltom City EDC, Chapter 380 Agreement with Haltom Hospitality, LLC, selection process for design/construction of Fire Station 3, amending and repealing city ordinances and pending litigation and settlement offers for the following cases:
- Flynn v. Haltom City EDC
- James H. Watson v. City of Haltom City
- Ray Beshirs v. City of Haltom City
- Amer Ozzie v. City of Haltom City
- Joe Williamson v. City of Haltom City
- Nicklaus Forrest v. City of Haltom City
- John Summers v. City of Haltom City

Section 551.072 – Deliberations about Real Property
Deliberation regarding the purchase, exchange, lease or value of real property, and property owned or leased by the City and the EDC, including city buildings.

REGULAR SESSION 7:00 P.M.

CALL TO ORDER
INVOCATION/PLEDGE OF ALLEGIANCE – Council Member Ricky Brown
ANNOUNCEMENTS/EVENTS – City Secretary Art Camacho
PRESENTATIONS – “Certificate of Recognition - Warren Davenport ” – Bobbi Arthur

CONSENT AGENDA
1. Minutes – Consideration and/or action regarding approval of the Minutes of the November 26, 2018 Regular Meeting and a correction to the approved Minutes of November 12, 2018. (A. Camacho)
2. **Ordinance No. O-2018-031-15 (CU-011-18)** – Consider an application of Tita Lagrimas requesting a Conditional Use Permit for warehousing and storage of heavy steel, large diameter pipe, explosive or hazardous materials in the “M-2” Heavy Industrial District located on a tract of land situated in Fortex Industrial Complex Addition, on Block 1, Lot E, being approximately 2.88 acres, locally known as 2516 Minnis Drive, Suite 100. *2nd Reading (G. Batchelor)*

3. **Ordinance No. O-2018-032-15 (CU-012-18)** – Consider an application of Thomas Hoover requesting a Conditional Use Permit for Motel/hotel (excluding extended stay) in the “C-2” Commercial District located on a tract of land situated in Fossil Ridge Addition, on Block 5, Lot 3-4RA1A, being approximately 26.3906 acres, locally known as 3951 NE Loop 820. *2nd Reading (G. Batchelor)*

4. **Library Computer Purchases** – Consideration and/or action to approve the purchase of four Library children’s computers from Library Donation Fund. *(L. Smith)*

5. **Vacuum Excavator Purchase** – Consideration and/or action regarding the purchase of a vacuum excavator through Kinloch Equipment & Supply, Inc. on their Buyboard contract for a total of $291,724. *(J. Carver and G. Van Nieuwenhuize)*

6. **Janitorial Bid** – Consideration and/or action to award a three-year contract to UBM Enterprise LLC for a cost of $290,645.64 with a mutual option for renewal for an additional two one-year periods at $96,881.88 per annum. *(J. Carver and G. Van Nieuwenhuize)*

**REGULAR AGENDA**

7. **Revision of Personnel Policies and Procedures** – Consideration and/or action to approve revisions to the Hours Worked, Compensation and Rates of Pay, Pay System, and Overtime Compensation and Compensatory Time policies. *(T. Beckett)*

8. **Ordinance No. O-2018-033-15 (Z-007-18)** – Conduct a public hearing and consideration and/or action regarding approval of the application of Norman White, on behalf of U-Haul, for a Zoning Change request from “C-2” Commercial to “PD-C-2 – Self Storage Facility District” Commercial District located on a tract of land situated in the Alexander Hood Survey, Abstract 682, Tract 3C and being approximately 5.9721 acres North of NE Loop 820, locally known as 5101 NE Loop 820. *1st Reading (G. Batchelor)*

9. **Ordinance No. O-2018-034-15 (CU-013-18)** – Conduct a public hearing and consideration and/or action regarding approval of the application of Ryan Redus for a Conditional Use Permit request in the “C-2” Commercial District to allow for auto laundry/car wash located on a tract of land situated in the Q. T. 868 Addition, Lot 2R2, Block J and being approximately 1.0571 acres east of North Beach Street, locally known as 5410 North Beach Street. *1st Reading (G. Batchelor)*

**CITY STAFF REPORTS**

10. Staff Report to Council/citizens from inquiries from Visitor/Citizen Forum.

**FUTURE AGENDA ITEMS**

11. Discussion on items to be placed on future agendas.

**BOARDS/COMMISSIONS/COMMITTEES**

12. **Resignations of Board/Commissions/Committee Members** – Consider approval of the resignations of Board/Commission/Committee Members.

13. **Appointment/Reappointment to Boards/Commissions/Committees** – Consider approval regarding appointments to Boards/Commissions/Committees.

**EXCUSED ABSENCE OF COUNCIL MEMBERS**

14. **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
15. 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 7th OF DECEMBER 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.

[Signature]
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 ____________________, 2018. 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: December 10, 2018
Department: City Secretary
Subject: Minutes of November 26, 2018 and a correction to the Minutes of November 12, 2018.

BACKGROUND
A Regular Meeting was held November 26, 2018 at City Hall, 5024 Broadway Avenue.

In addition, a correction is needed on the Minutes of November 12, 2018 regarding the following:

VISITORS/CITIZENS FORUM
The following citizens came forward:
  1. Jack Lewis – Addressed the problem of street parking, junk and debris at resident’s homes, and the need for reworking the street parking ordinance.
  2. Mary Hunter – Stated a background check was performed on her and gave a personal testimony regarding her changed life.
  3. Stacey Corbin – Commented positively on Mary Hunter’s statements, requested an update on the Fathom audit, and presented a resident’s problem with a bank payment.
  4. Trae Fowler – Also thanked Mary Hunter, requested Fathom review their process, and then inquired of numerous open records requests that have not been completed. He also didn’t appreciate the statements directed at him from the Fire Department at the last meeting during Visitors/Citizen Forum.

The bold/italicized item needs to be changed to “Haltom City Firefighters Association”.

FISCAL IMPACT
None.

RECOMMENDATION
Staff recommends the City Council approve the Minutes of November 26, 2018 and a correction to the approved Minutes of November 12, 2018.

ATTACHMENTS
Minutes of November 26, 2018
A Regular Meeting by the City Council of the City of Haltom City, Texas, was held on November 26, 2018, at 7:00 p.m. at City Hall, 5024 Broadway Avenue, Haltom City, Texas, with the following members present:

Mayor Pro Tem Dr. An Truong    Council Place 1 Jeannine Nunn
Council Place 2 Walter Grow    Council Place 3 Lin Thompson
Council Place 4 Brent Weast    Council Place 5 Bob Watkins
Council Place 6 Ricky Brown

Mayor David Averitt was absent.

Staff Present: Keith Lane, City Manager; Rex Phelps, Assistant City Manager; Wayne Olson, City Attorney; Art Camacho, City Secretary; Jennifer Fung, Finance Director; Glenna Batchelor, Planning and Community Development Director; Sidonna Foust, Customer Service Director; Cody Phillips, Police Chief; Christi Pruitt, Parks and Recreation Director; Toni Beckett, Human Resources and Risk Management Director; Bobbi Arthur, Senior Citizen’s Center Director; Paul Berwick, IT Director; Fire Captain Brian Jacobs, and Greg Van Nieuwenhuize, Public Works Director.

**WORKSESSION**

**CALL TO ORDER** - Mayor Pro Tem Truong called the Worksession to order at 6:00 p.m.

**VISITORS/CITIZENS FORUM**

The following citizens came forward:

1. **Stacey Corbin** – Inquired about an Information Records Request that she submitted, but has not received anything yet, and whether she should re-submit it again. She also thanked several Council Members who have assisted citizens with their utility bill, and noted that an issue she recently spoke about has been resolved regarding donations.

2. **Trae Fowler** – Read an email regarding the background check on Mary Hunter, a disdain for the Visitor/Citizen Forum being held in the Worksession, and hostility among citizens and Council members. Mr. Fowler also stated that “strong-arm” tactics should not be targeted at citizens who wish to speak their opinions toward the Council and that an investigation be conducted to eliminate this behavior.

Council Member Grow asked on what specifically-charged offense the investigation should be based and City Manager Lane will be awaiting an email from Mr. Fowler.

**WORKSESSION**

Council Member Brent Weast requested the discussion regarding the Visitors/Citizen Forum be moved to the next meeting for input from Mayor Averitt. Council Member Watkins inquired about the legalities of a city reviewing a Planning and Zoning decision. After a discussion, City Attorney Wayne Olson will work on verbiage to place this item on the next agenda as an action item. Customer Service Director Sidonna Foust presented a PowerPoint regarding the new billing dates, billing cycles, and turn-off notices for Fathom customers. Finance Director Jennifer Fung presented the Monthly Financial Report and no discussion was held. Mayor Pro Tem Truong closed the Worksession at 6:29 p.m. There was no Executive Session.

**REGULAR MEETING**

**CALL TO ORDER**

Mayor Pro Tem Truong called the meeting to order at 7:00 p.m. Council Member Jeannine Nunn was not present at the Regular Meeting due to a sudden illness.

**INVOCATION/PLEDGE OF ALLEGIANCE**

Council Member Watkins requested Assistant City Manager Rex Phelps give the Invocation, and Council Member Watkins led the Pledge of Allegiance and the Texas Flag Pledge.
ANNOUNCEMENTS/EVENTS – City Secretary Art Camacho read the following:

- The HC Public Library lists the children, teen, and adult programs on the website.
- Carson Street under Hwy. 121 is now open, but construction is continuing.
- The City website is now able to receive pothole complaints from citizens.
- Christmas on Broadway is December 1st from 2:30 p.m. to 5:30 p.m.
- The Neighborhood Decorating Contest is Dec. 10th through the 16th.
- Book Ornaments for Adults and Teens is Dec. 5th from 4 p.m. to 6 p.m.
- The Haltom High School football team are Area Champions with a 42-27 win against Midland Lee.
- The Haltom High School Theatre will present “Gypsy”, December 5th through the 9th.

Mayor Pro Tem Truong introduced Justice of the Peace Ralph Swearingen, who was in the audience.

PRESENTATIONS – “City Employee Long Term Service Awards” – Human Resources and Risk Management Director Toni Beckett, Police Chief Cody Phillips, Fire Captain Brian Jacobs, Parks and Recreation Director Christi Pruitt, and IT Director Paul Berwick presented the following service awards:

1. Police Chief Phillips awarded Police Captain Steve Irvin his 25 year service award.
2. Fire Department Captain Bryan Jacobs presented the following service awards:
   A. Dr. Fred Napp – 25 year service award; he thanked the City, the Fire Department, and his wife Heather for their support.
   B. Battalion Chief Damian Vogle – 25 year service award; he thanked the Council, citizens, and his family for their support.
   C. Firefighter Driver Jason Williams – 25 year service award; he thanked his mother for attending this service award.
   D. Tommy Johnson – 20 year service award; he just earned his Bachelor’s Degree in Emergency Management; he thanked his wife Denae and daughter Joliet, and also mentioned the consideration given to his family during his daughter’s hospital stay as an infant.
3. Parks and Recreation Director Christi Pruitt presented Senior Center Director Bobbi Arthur with a 25 year service award; she thanked the City, friends, and family.
4. IT Director Paul Berwick presented Web Administrator David Soriano with a 20 year service award.

CONSENT AGENDA

2. Minutes – Consideration and/or action regarding approval of the Minutes of the November 12, 2018 Regular Meeting.
3. Release of Facilities Agreement – Consideration and/or action regarding the release of the Facilities Agreement with the First Baptist Church of Fort Worth.

Council Member Weast moved, seconded by Council Member Thompson, to approve the Consent Agenda consisting of Agenda Items 2 and 3. The vote was unanimous. Motion carried.

REGULAR AGENDA

4. Cancel/Reschedule a Regularly Scheduled Council Meeting – Consideration and/or action to cancel or reschedule the regularly scheduled meeting of December 24, 2018, in lieu of Christmas Eve. City Secretary Camacho presented the item and the situation of the meeting date being a City holiday and also noted the second meeting in December has no vital issues. Council Member Weast moved, seconded by Council Member Grow, to cancel the scheduled meeting of December 24, 2018. The vote was unanimous. Motion carried.
5. **Waste Connections Rate Increase** – Consideration and/or action to approve a rate increase for Waste Connections effective January 1, 2019.

   Council Member Bob Watkins recused himself from this agenda item as a matter of a conflict of interest in lieu of his business association with Waste Connections.

   Norm Bulaich, Waste Connection Public Relations Director, presented the item and provided data regarding the increase of labor costs of 3.5%. A discussion was held regarding the reasons for the last increase, automation, and also the possibility of going to a once-a-week pickup. Council Member Grow moved, seconded by Council Member Thompson, to approve the 3.5% rate increase for Waste Connections for the 2018-2019 budget year. **Mayor Pro Tem Truong and Council Members Grow, Thompson, Weast voted aye. Council Member Brown voted nay. Motion carried.**

   Council Member Watkins returned to the dais.

6. **Ordinance No. O-2018-031-15 (CU-011-18)** – Conduct a public hearing and consider an application of Tita Lagrimas requesting a Conditional Use Permit for warehousing and storage of heavy steel, large diameter pipe, explosive or hazardous materials in the “M-2” Heavy Industrial District located on a tract of land situated in Fortex Industrial Complex Addition, on Block 1, Lot E, being approximately 2.88 acres, locally known as 2516 Minnis Drive, Suite 100. **1st Reading.** Planning and Community Development Director Glenna Batchelor presented the agenda item and a discussion was held regarding storage of product, product transfer, and location safety. Seth Ray, of Tradebe Environmental Services, LLC, stated there would be no problem in either situation as there is a ten-day turnover in product sales. Mayor Pro Tem Truong opened the Public Hearing at 7:38 p.m. No citizen came forward. Mayor Pro Tem Truong closed the Public Hearing at 7:39 p.m. Council Member Brown moved, seconded by Council Member Grow, to approve Ordinance No. O-2018-031-15 (CU-011-18) - first reading. **The vote was unanimous. Motion carried.**

7. **Ordinance No. O-2018-032-15 (CU-012-18)** – Conduct a public hearing and consider an application of Thomas Hoover requesting a Conditional Use Permit for Motel/hotel (excluding extended stay) in the “C-2” Commercial District located on a tract of land situated in Fossil Ridge Addition, on Block 5, Lot 3-4RA1A, being approximately 26.3906 acres, locally known as 3951 NE Loop 820. **1st Reading.** Planning and Community Development Director Glenna Batchelor presented the agenda item and a discussion was held regarding the two hotel sites and the egress and ingress lanes. Mayor Pro Tem Truong opened the Public Hearing at 7:44 p.m. No citizen came forward. Mayor Pro Tem Truong closed the Public Hearing at 7:45 p.m. Council Member Grow moved, seconded by Council Member Grow, to approve Ordinance No. O-2018-032-15 (CU-012-18) – first reading. **The vote was unanimous. Motion carried.** Mr. Hoover provided additional information regarding construction and deadlines.

8. **CITY STAFF REPORTS** – There was no Staff Report.

9. **FUTURE AGENDA ITEMS** – There were no future agenda items.

**BOARDS/COMMISSIONS**

10. **Resignations of Board/Commissions/Committee Members** – Consider approval of the resignations of Board/Commission/Committee Members. Mayor Pro Tem Truong presented the resignation of Julie Barron from the Beautification Board. **The resignation was approved unanimously.**

11. **Appointment/Reappointment to Boards/Commissions/Committees** – Consider approval regarding appointments to Boards/Commissions/Committees. There were no
appointments or reappointments.

EXCUSED ABSENCE OF COUNCIL MEMBERS

12. Attendance Requirements – Consideration regarding excused absences of Council Members according to Article III, Sec. 3.07 (a). Mayor Pro Tem Truong moved for the absence of Council Member Nunn. The absence was approved unanimously. Mayor Pro Tem Truong moved for the absence of Mayor Averitt. The absence was approved unanimously.

ADJOURNMENT

Mayor Pro Tem Truong adjourned the meeting at 7:48 p.m.

RESPECTFULLY SUBMITTED BY:  

APPROVED BY: 

____________________________  __________________ _____________
Art Camacho, City Secretary  
David Averitt, Mayor
BACKGROUND
Consider an application of Tita Lagrimas requesting a Conditional Use Permit for warehousing and storage of heavy steel, large diameter pipe, explosive or hazardous materials in the “M-2” Heavy Industrial District located on a tract of land situated in Fortex Industrial Complex Addition, on Block 1, Lot E, being approximately 2.88 acres, locally known as 2516 Minnis Drive, Suite 100.

The applicant requests approval of a conditional use permit to allow for storage of heavy steel, large diameter pipe, explosive or hazardous materials. Tradebe Environmental Services provides recyclable material, hazardous, non-hazardous and universal waste collection; packaging; and transportation services to universities; commercial organizations and a variety of industrial customers.

10-Day Transfer Facility operations receive the oversight from the state environmental protection agency. Containers of materials are transported from manufacturers and/or generators in accordance with the Department of Transportation.

Material containers cannot be staged in transportation for longer than 10 days.

The following is a description of Tradebe’s 10-Day Transfer Facility operation’s procedures:

1. Vehicles are scheduled prior to arrival at IO-Day Transfer Facility.
2. Loaded straight truck arrives at facility.
3. Shipping documents are reviewed for accuracy, than the photo copied documents are placed into the site files.
4. Container counts are verified against shipping documents.
5. Containers are inspected for integrity prior to transferring from straight truck to semi-trailer.
6. Prior to loading, the receiving semi-trailer is placarded to identify semi-trailer's cargo.
7. Material is transferred from the straight truck to a semi-truck (10 day clock starts); the containers are transferred using a drum dolly, pallet jack or forklift from one truck to the other truck through the building dock.
8. The original shipping document is placed back with the cargo and photocopy is filed at the facility.
9. The shipping document and truck information is entered into the to-day Transfer Facility log.
10. Copies of shipping documents and the to-day Transfer Facility logs are clearly marked and made available for inspections.
11. Truck, building and property operations are inspected; while on site, the truck and its cargo will be inspected each operating day.
12. The inspection information is recorded in an inspection log.

FISCAL IMPACT
None.

RECOMMENDATION
On November 13, 2018, the Planning and Zoning commission recommended to approve ordinance No. O-2018-031-15 by a vote of 5-0-0.

On November 26, 2018, City Council voted to approve ordinance No. O-2018-031-15 unanimously by a vote of 5-0-0.

ATTACHMENTS
BACKGROUND
Consider an application of Thomas Hoover requesting a Conditional Use Permit for Motel/hotel (excluding extended stay) in the “C-2” Commercial District located on a tract of land situated in Fossil Ridge Addition, on Block 5, Lot 3-4RA1A, being approximately 26.3906 acres, locally known as 3951 NE Loop 820.

The applicant requests approval of a conditional use permit to allow for motel/hotel (excluding extended stay). The applicant is proposing to build two (2) hotel sites and related improvements for the property.

The proposed hotel sites that have been approved by Marriott Corporation for this site are a Towneplace Suites and an Aloft Hotel. The applicant has stated each site will have the necessary parking, utility, and drainage requirements by the City or Marriott (whichever is greater).

The applicant was granted a variance to allow for the hotels not to exceed 60’ in height by the Zoning Board of Adjustments on November 13, 2018. A smaller footprint also provides for larger pad sites along the frontage road for future restaurants or similar uses.

FISCAL IMPACT
None.

RECOMMENDATION
On November 13, 2018, the Planning and Zoning commission recommended to approve ordinance No. O-2018-032-15 by a vote of 5-0-0.

On November 26, 2018, City Council voted to approve ordinance No. O-2018-032-15 unanimously by a vote of 5-0-0.

ATTACHMENTS
CITY COUNCIL MEMORANDUM

City Council Meeting: December 10, 2018
Department: Finance / Library
Subject: Purchase of Four Children’s Computers Using the Library Donation Fund

BACKGROUND

The Library staff requests the purchase of four children’s computers using the Library Donation Fund. The library wrote a grant for the computers but the grant was not funded. Currently, the library has four children’s computers, but only one is operational.

There is a sale for the selected children’s computers. The original price is $13,400 and the sale price is $11,200. This is a savings of $2,200 if the purchase is made during the sale.

The library has not included the funding for these computers in the budget but would like to use resources from the Library Donation Fund due to the special sale. The Library Donation Fund has a fund balance of over $233,000 as of October 1, 2018.

FISCAL IMPACT

This purchase will increase the expenditures of Library Donation Fund by $11,200. There are enough resources for the purchase. The Library Donation Fund may increase the appropriation amount, if necessary, at the end of the year.

RECOMMENDATION

Staff recommends the City Council to approve the purchase.

ATTACHMENTS

None.
CITY COUNCIL MEMORANDUM/RESOLUTION

City Council Meeting: December 10, 2018
Department: Finance / Purchasing
Subject: Purchase of a Vacuum Excavator

BACKGROUND

The FY2019 budget allows for the purchase of a vacuum excavator. The City’s current vacuum truck is a Vactor 2100 which is being used beyond its intended purpose which will diminish its expected lifespan; its replacement cost is estimated at $700,000. The smaller Vactor-type unit can handle most of the vacuum excavations (for the location of underground utilities), fit into smaller areas and extend the life of the existing unit which has begun to need repairs on a frequent basis. The primary duty of the requested piece of equipment is to allow employees to excavate safely during installation, perform routine maintenance and repair of underground water and sanitary sewer utilities using water or air.

The Vactor HXX Paradigm 2100 series has a 12-month warranty on the unit as well as 5-year warranties on the water and debris tanks.

FISCAL IMPACT

The total purchase for the vacuum excavator is $291,724 through Kinloch Equipment & Supply, Inc. using their Buyboard contract number 513-16. A total of $300,000 is budgeted for the acquisition of this equipment in the Water & Sewer Fund, Account 41-47003-315-00.

RECOMMENDATION

Staff recommends the purchase of this vacuum excavator, as referenced above, through Kinloch Equipment & Supply, Inc. on their Buyboard contract for a total of $291,724. The City is a member of Buyboard and purchases through this Cooperative satisfy all state and local bidding requirements.

In addition, staff recommends the City Manager be expressly authorized to execute any and all change orders within the amounts set by state and local law.
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 10th day of December 2018, 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/RESOLUTION

City Council Meeting: December 10, 2018
Department: Finance / Purchasing
Subject: Bid Award – Janitorial Services

BACKGROUND

On November 15, 2018, sealed proposals were received and opened for a contract to provide janitorial services for the City facilities. Contract term is to be a three-year period with provisions for two (2) one year renewal options. Requests for proposals were issued to twenty vendors starting on October 25, 2018. A mandatory pre-bid conference was held on November 7, 2018. The following five responses were received by the November 15th deadline.

<table>
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<tr>
<th>VENDOR</th>
<th>ANNUAL COST</th>
</tr>
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<tbody>
<tr>
<td>Regent Services</td>
<td>$132,578.76</td>
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<tr>
<td>Unicare Building Maintenance</td>
<td>$110,958.18</td>
</tr>
<tr>
<td>Oriental Building Services, Inc.</td>
<td>$106,088.40</td>
</tr>
<tr>
<td>Member’s Building Maintenance</td>
<td>$ 98,844.00</td>
</tr>
<tr>
<td>UBM Enterprise LLC</td>
<td>$ 96,881.88</td>
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The proposal package stated that the award would be based on best value which includes references and contractor’s financial stability as well as price. UBM Enterprise LLC is the low bidder with an annual cost of $96,881.88. UBM Enterprise has provided good references with the Cities of Grand Prairie, Arlington, Waco and Goodyear, Arizona.

FISCAL IMPACT

The budgeted amount for janitorial services is $150,000 (01-44231-151-00). The proposed price of $96,881.88 is $53,118.23 below the budget. The cost impact of this service over the next five (5) years is $484,409.40 if the two (2) options are exercised.

RECOMMENDATION

Staff recommends the City Council award a three-year contract to UBM Enterprise LLC for a cost of $290,645.64 with a mutual option for renewal for an additional two one-year periods at $96,881.88 per annum.
In addition, staff recommends the City Manager be expressly authorized to execute any and all change orders allowable under state and local law.

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 10th day of December, 2018, 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/RESOLUTION

City Council Meeting: December 10, 2018
Department: Human Resources & Risk Management
Subject: Resolution No. R-2014-025-02
Consideration and/or Action Regarding Approval of Revisions to the Hours Worked, Compensation and Rates of Pay; Overtime Compensation and Compensatory Time; and Pay System policies

BACKGROUND

The Charter requires City Council approval to revise or otherwise change Human Resources Policies and Procedures. In accordance with Charter requirements, the proposed policy revisions were distributed via email so employees could review and comment regarding the proposed changes. No substantial comments were received from employees.

Human Resources recommends revision to three of the City’s Human Resources Policies and Procedures to ensure that they remain up-to-date. In addition to review by employees, all policy revisions/additions were reviewed by the City’s attorney. The revisions/additions to the policies are summarized below, excluding inconsequential grammar and verbiage changes:

Hours Worked, Compensation and Rates of Pay: This policy is being updated to reflect the current work period for Fire shift employees. The work period was revised from 15- to 24-days to accommodate working 48-consecutive hours with 96 hours off-duty; commonly referred to as a 48/96 schedule. Firefighters are scheduled to work 192 hours every 24-days. The Fair Labor Standards Act mandates payment of overtime for hours worked in excess of 182 in a 24-day period.

Overtime Compensation and Compensatory Time – Revision: This revision addresses changing the work period to reflect the 24-day work period for fire shift employees as well as the point where overtime will be paid.

Pay System: Two changes are proposed to this policy.

1. Most City employees are paid bi-weekly (every fourteen days) on Thursdays. The pay period ends on Monday morning of pay week which creates a quick turnaround for reporting, reviewing, approving, processing and transmitting direct deposit for the
Wednesday afternoon deadline. Pay weeks that include a holiday create a situation where time must be estimated and submitted early with corrections made on a future payroll. This year, the last pay period of the year includes the Christmas Eve and Day holidays. The turnaround for Thursday payday becomes more critical when we have technology and/or software failures. This revision moves the payday to Friday for bi-weekly employees.

2. When Fire shift employees converted to a 24-day work period, the pay period changed from 15-days to payment after 12-days and then again at the end of the work period (after 24-days), with any overtime due paid after 24-days.

FISCAL IMPACT

None

RECOMMENDATION

It is recommended Council approve revisions to the Hours Worked, Compensation and Rates of Pay; Overtime Compensation and Compensatory Time; and Pay System policies.

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 10th day of December 2018, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code, §551.001 et seq.

ATTACHMENTS

Hours Worked, Compensation and Rates of Pay Policy
Overtime Compensation & Compensatory Time Policy
Pay System Policy
BACKGROUND
Conduct a public hearing and consider an application of Norman White, on behalf of Uhaul, for a Zoning Change request from “C-2” Commercial to “PD-C2 – Self Storage Facility District” Commercial District located on a tract of land situated in the Alexander Hood Survey, Abstract 682, Tract 3C and being approximately 5.9721 acres North of NE Loop 820, locally known as 5101 NE Loop 820.

The applicant, Uhaul, is applying for a Planned Development – C2 – Self Storage District, PD-C2 – Self Storage District, at 5101 NE Loop 820. U-Haul's property immediately east of this location already has the PD-C2 Self Storage District designation. The applicant is wanting to extend the same condition to this property, so they can mimic the existing business. This would allow them to develop in a uniform way.

FISCAL IMPACT
None.

RECOMMENDATION
On November 27, 2018, the Planning and Zoning commission recommended to approve ordinance No. O-2018-033-15 by a vote of 5-0-0.

ATTACHMENTS
BACKGROUND
Conduct a public hearing and consider an application of Ryan Redus for a Conditional Use Permit request in the “C-2” Commercial District to allow for auto laundry/car wash located on a tract of land situated in the Q.T. 868 Addition, Lot 2R2, Block J and being approximately 1.0571 acres east of North Beach Street, locally known as 5410 North Beach Street.

The applicant is requesting to be allowed to construct an auto laundry/car wash. The previous building on this parcel was a self-serve car wash which was demolished in 2014. The proposed new car wash would be an express car wash with an auto wash tunnel for the vehicles to be conveyed through with self-serve vacuums that would come with the purchase of a car wash.

The applicant’s objective in starting this business is to create a brand that stands out from the ubiquitous car wash in a fun, reliable way. “Yesterday’s Express” will seek to serve the community by providing a quick, consistent service staffed by friendly workers who seek to be a bright spot in our customer’s day. Our building’s design is primarily masonry and will be a nod to simpler times of yesterday via a mid-century modern design aesthetic.

FISCAL IMPACT
None.

RECOMMENDATION
On November 27, 2018, the Planning and Zoning commission recommended to approve Ordinance No. O-2018-034-15 by a vote of 5-0-0.

ATTACHMENTS
CITY COUNCIL MEMORANDUM

City Council Meeting: December 10, 2018
Department: City Secretary
Subject: Boards/Commission/Committee Resignation of Members

BACKGROUND

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

FISCAL IMPACT

None.

RECOMMENDATION

None.

ATTACHMENT

None.
CITY COUNCIL MEMORANDUM

City Council Meeting: December 10, 2018
Department: City Secretary
Subject: Boards/Commissions/Committees
        Appointments/Reappointments

BACKGROUND

The City Council will consider action regarding the appointment/reappointment of board, commission, and committee members. Place One on the TIRZ Board expired December 31, 2017. Currently Bob Watkins serves in Place One.

Appointments and/or reappointments that are due:

Mayor:  
        **Beautification** – Vacant
        **Public Arts Program Committee** – One vacancy

CC Place 6: **CCPD/Redlight** – Current member Layla Caraway
            **ZBA** – Current member Debbie Hardin

CC Place 7: **Beautification** – Vacant
            **CCPD/Redlight** – Current member Patti Street
            **Fire** – Current member Sue Austin
            **P&Z** – Current member Suzette Teague

FISCAL IMPACT

None.

RECOMMENDATION

None.

ATTACHMENTS

Applications received: James White, 2018; Raymond Balandran, 2018; Jonathan Thomas, 2018; Larry Handschoh, 2018; Alaina Tellson, 2018; Colton Hudson, 2018; Layla Caraway 2018; Joy Dalton 2018; Eric Morris, 2018; Garrett Schleier, 2018; Betty Porter, 2018; Andrea Hudson, 2018; Alexandra Geltmeier, 2017; Matthew Schoonover, 2017; Gary Hilbert II, 2017.