



AGENDA

HALTOM CITY COUNCIL REGULAR MEETING

Council Chambers, City Hall, 4801 Haltom Road

Haltom City, Texas, 76117

Work Session – 6:00 P.M. Regular Session – 7:00 P.M.

Monday, January 27, 2025

CALL TO ORDER (General Comments) - 6:00 P.M.

EXECUTIVE SESSION

Section 551.071 – Consultation with Attorney - 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, open meetings, open records, code of ethics and conflicts of interest, sign regulations, intergovernmental correspondence, appointment process of boards and commissions, and pending or contemplated litigation or a settlement offer for the following cases:

- Burkett Media v. City of Haltom City
- Flynn v. Haltom City Economic Development Corporation.
- Darrell Ford v. City of Haltom City
- Ponderosa Mobile Home Park

Section 551.072 – Deliberation about Real Property - Regarding the purchase, exchange, lease or value of real property, and property owned or leased by the City.

Section 551.074 – Personnel Matters- Deliberation regarding the appointment, employment, evaluation, reassignment, or duties of the City Manager.

Section 551.087 – Economic Development Negotiations – Deliberation regarding financial or other incentives to a business prospect.

- Review and discuss items on the Regular Agenda of January 27, 2025

REGULAR SESSION - CALL TO ORDER - 7:00 P.M.

INVOCATION & PLEDGE OF ALLEGIANCE - Council Member Scott Lindgren

VISITOR / CITIZENS FORUM

This time is for any person to address the Council on any item that is posted on the agenda, except for items posted as public hearings which allow persons to speak when that agenda item is called. This is also the time for persons to speak to the Council about any matters that are not posted on the agenda. Please submit a completed Speaker's Request Form to the City Secretary and follow the instructions listed on the form. The Council cannot discuss, debate, or take formal action on any non-agenda issue brought forth, as it is not a posted agenda item in accordance with the open meetings law.

ANNOUNCEMENTS/EVENTS - Displayed on a Scrolling Banner during executive session.

PRESENTATION - Contest: Neighborhood Christmas Decoration Winners

RECOGNITIONS AWARDS

Fire Department – Morgan Cudd and Justin Bradshaw (B. Jacobs)

EMPLOYEE SERVICE AWARDS

REPORTS

1. 1 St Quarterly Report
Haltom City Police (C. Phillips)

REGULAR AGENDA

ORDINANCES

2. Ordinance No. 2025-001-11- Sewer Rates Schedule
Consideration and/or action regarding the approval of Ordinance No. 2025-001-11 which amends Section 98-110: "Sewer Rates Schedule" of Article III, "Sewer Service" of Chapter 98, "Water and Sewers" of the City's Code of Ordinances. 1st Reading (G. Van Nieuwenhuize)
3. Ordinance No. 2025-002-03 - Budget Amendment
Consideration and/or action regarding the approval of Ordinance No. 2025-002-03 amending the city's budget for the fiscal year beginning on October 1, 2024, and ending on September 30, 2025, by providing for the creation of new budgeted employment positions within the city. 1st Reading (S. Johnson)

OTHER BUSINESS

4. Agreement
Consideration and/or action to approve a Microsoft Government Enterprise Agreement with SoftwareOne. (D. Klopfenstein)
5. Change Order No. 1
Consideration and/or action regarding the approval of Change Order No. 1 in the amount of \$73,052.75 to the Paving, Drainage, & Utility Reconstruction Improvements for Ray Drive & Ray Court Project. (G. Van Nieuwenhuize)

CITY STAFF REPORTS

Floodplain – (G. Van Nieuwenhuize)

Ordinance – Violations Initiative (C. Phillips)

FUTURE AGENDA ITEMS

6. Consideration and/or action to approve items to be placed on future agendas.

BOARDS / COMMISSIONS / COMMITTEES

7. Resignations of Board/Commission/Committee Member - Consider approval of the resignations of Board/Commission/Committee Members.
8. Appointment/Reappointment to Boards/Commissions/Committees - Consider approval regarding appointments to Boards/Commissions/Committees.
Councilmember Troy Dunn appoints Cecilia Long (Place 5) to the Beautification Board.

EXCUSED ABSENCE OF COUNCIL MEMBERS

9. 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

Take any action deemed necessary as a result of the Executive Session

ADJOURNMENT

CERTIFICATION

I, IMELDA RODRIGUEZ, 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 24th DAY OF JANUARY 2025, 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.

IMELDA B. RODRIGUEZ, 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 _____, 2025.

Name: _____ Title: _____

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

Date Posted: January 24, 2025

CITY COUNCIL MEMORANDUM

City Council Meeting: Monday, January 27, 2025, 6:00 PM

Department: Police

Subject: 1 St Quarterly Report

BACKGROUND

FISCAL IMPACT

N/a

ATTACHMENTS - Report

Attachments

[1st Quarter Stats 2025 Final.pdf](#)

Fiscal Year 2025

Haltom City Police Department

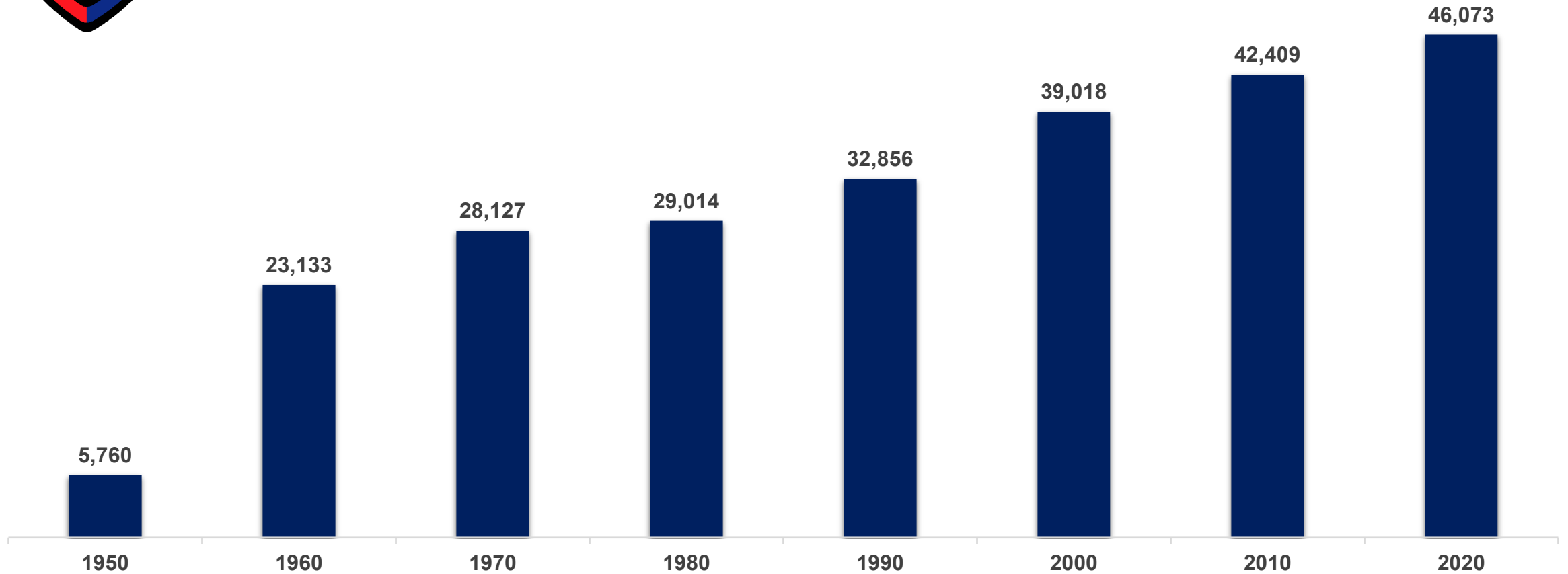


Year To Date Comparisons

October - December



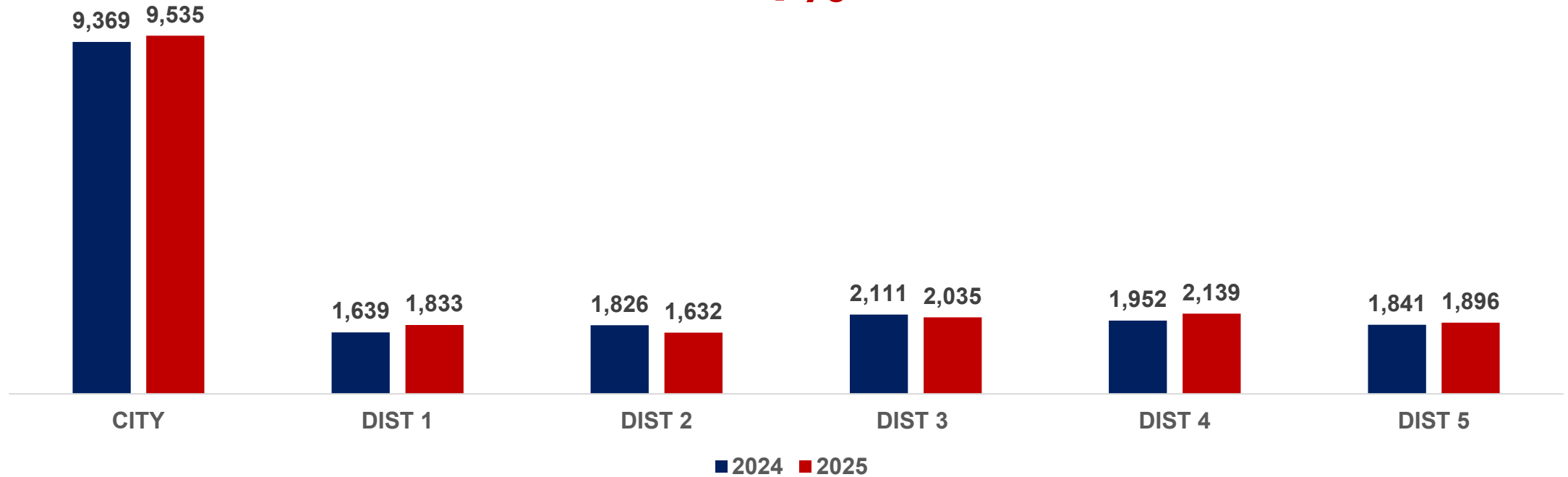
CENSUS POPULATION DATA





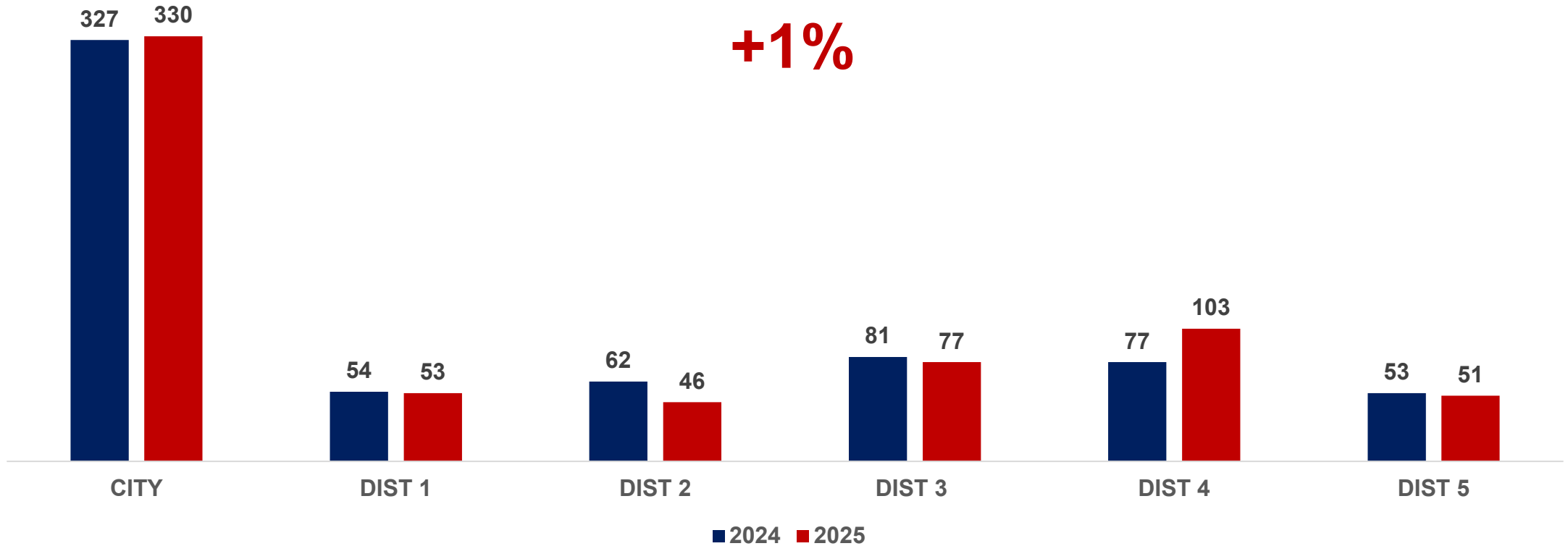
CALLS FOR SERVICE YEAR TO DATE COMPARISON

+1%



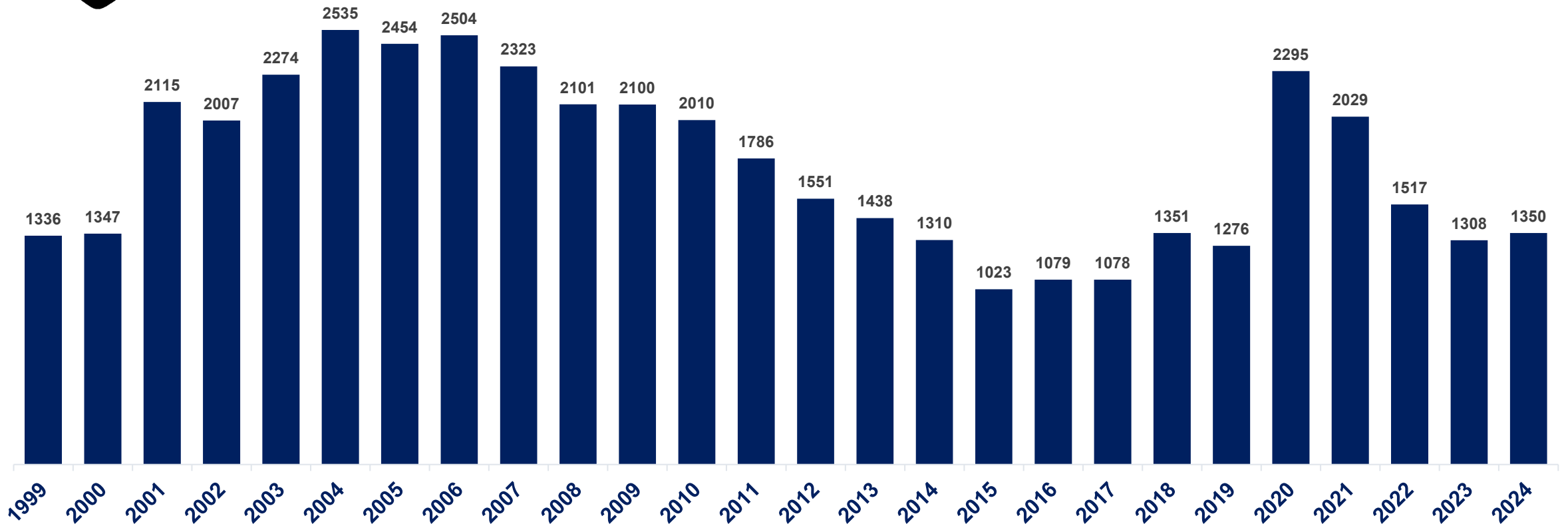


PART 1 OFFENSES YEAR TO DATE COMPARISON





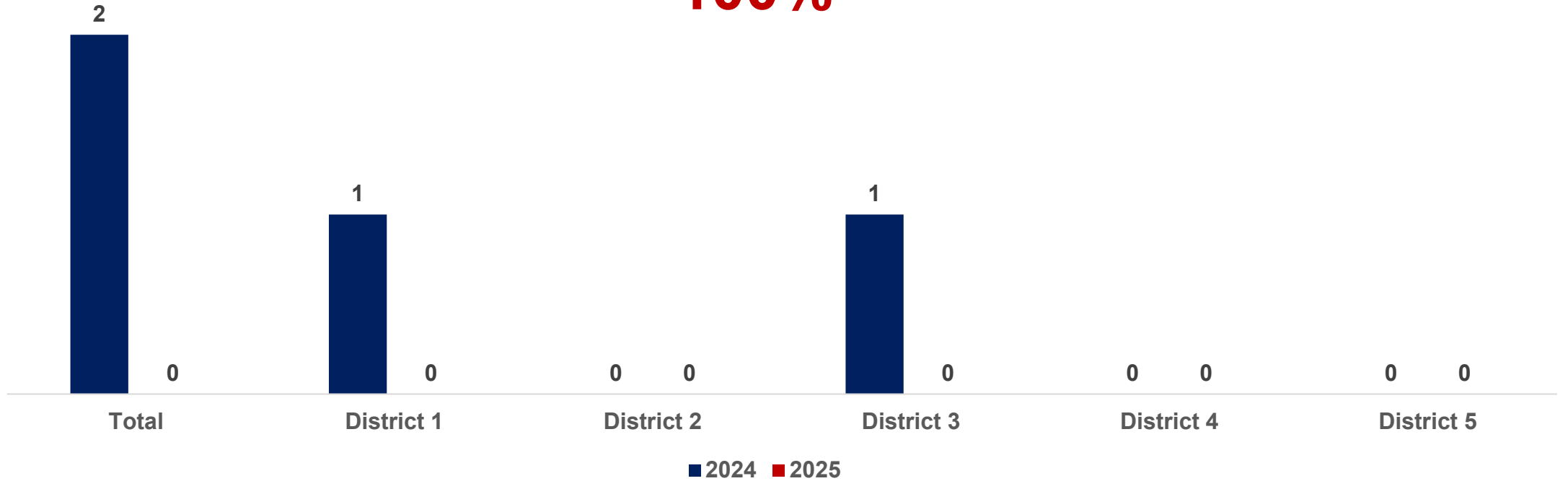
PART 1 OFFENSES





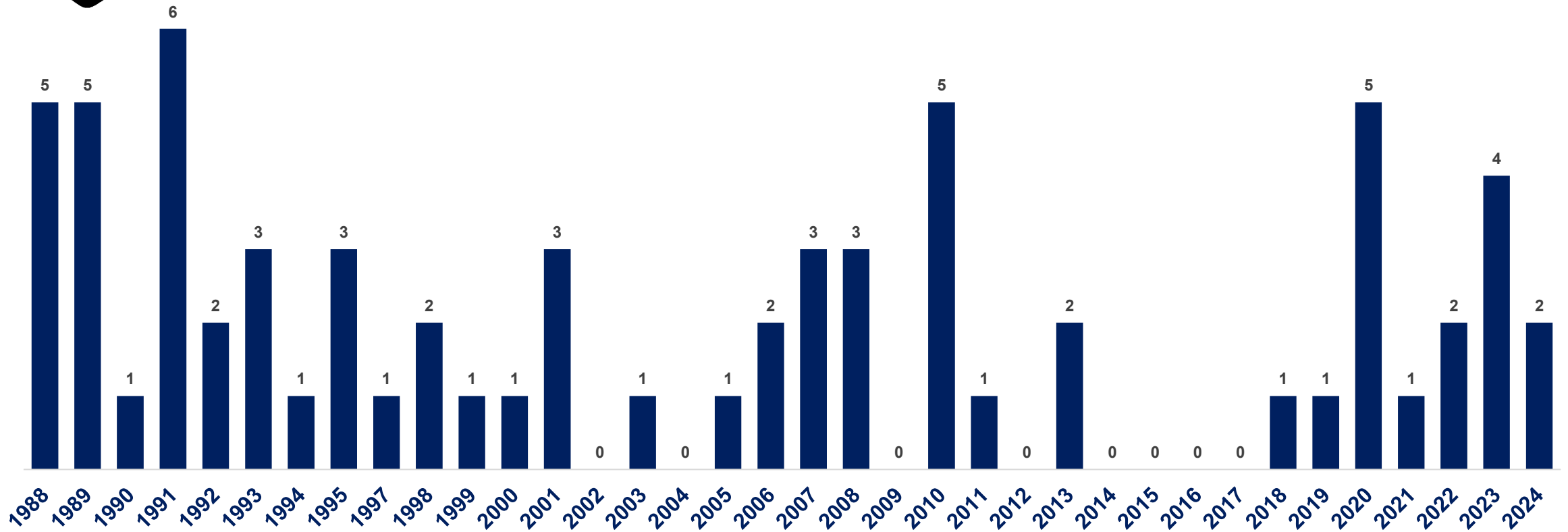
MURDER YEAR TO DATE COMPARISON

-100%





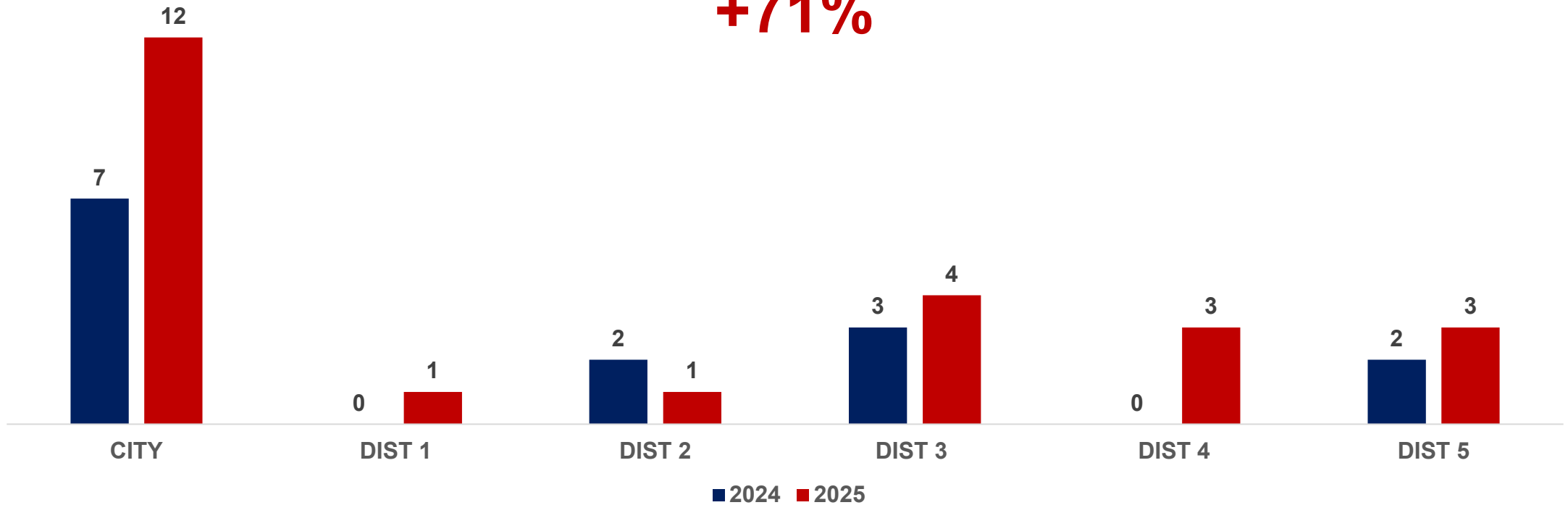
MURDER





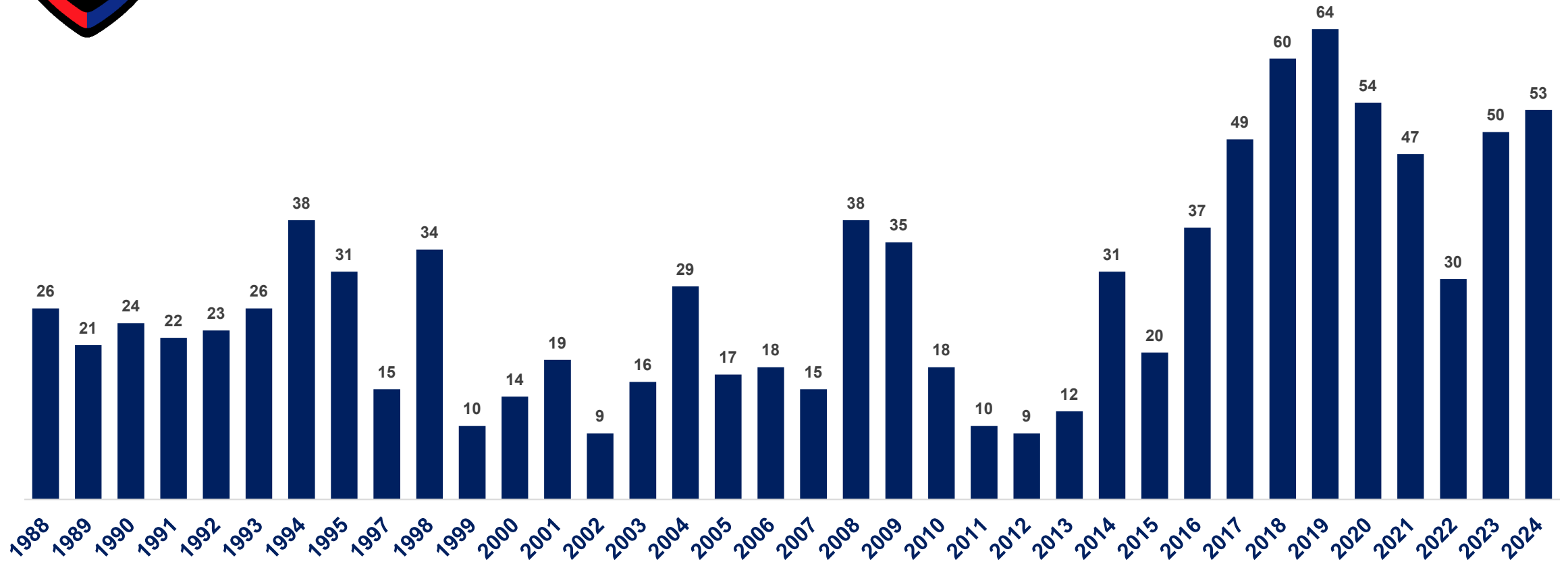
SEXUAL ASSAULT YEAR TO DATE COMPARISON

+71%





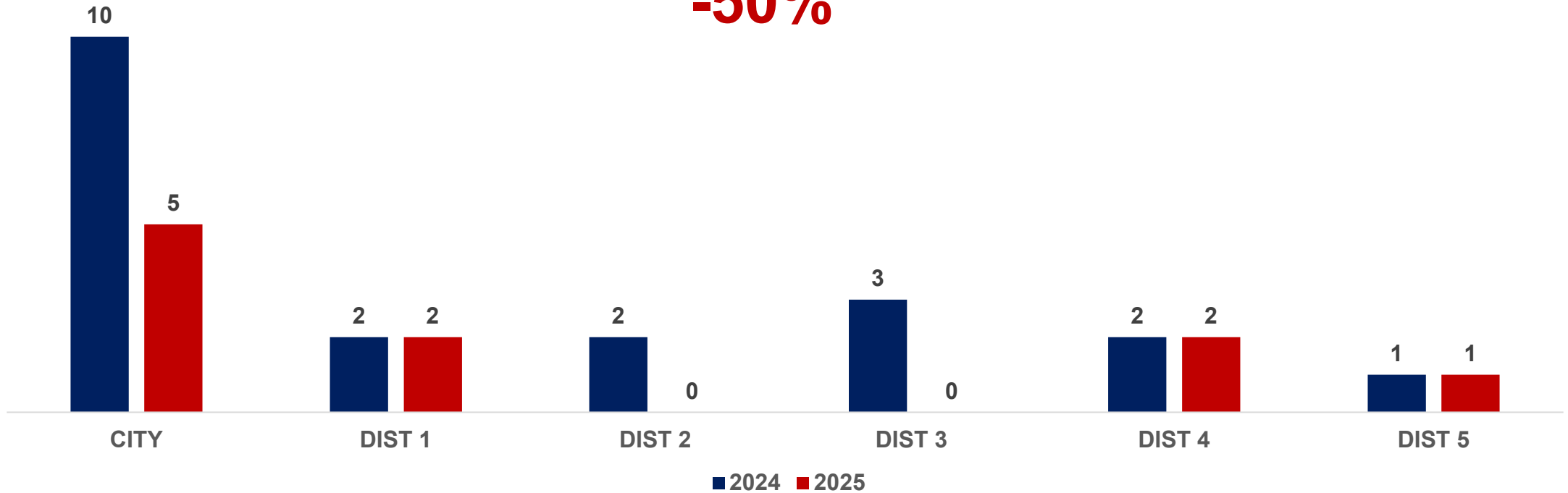
SEXUAL ASSAULT





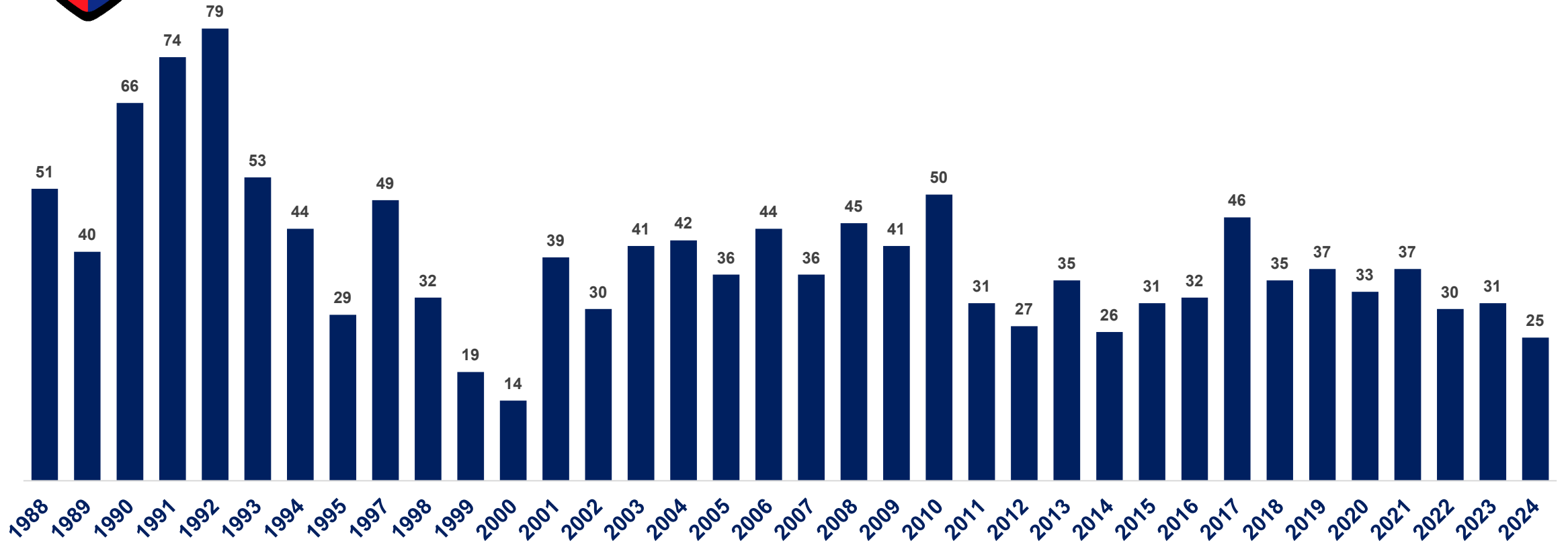
ROBBERY YEAR TO DATE COMPARISON

-50%





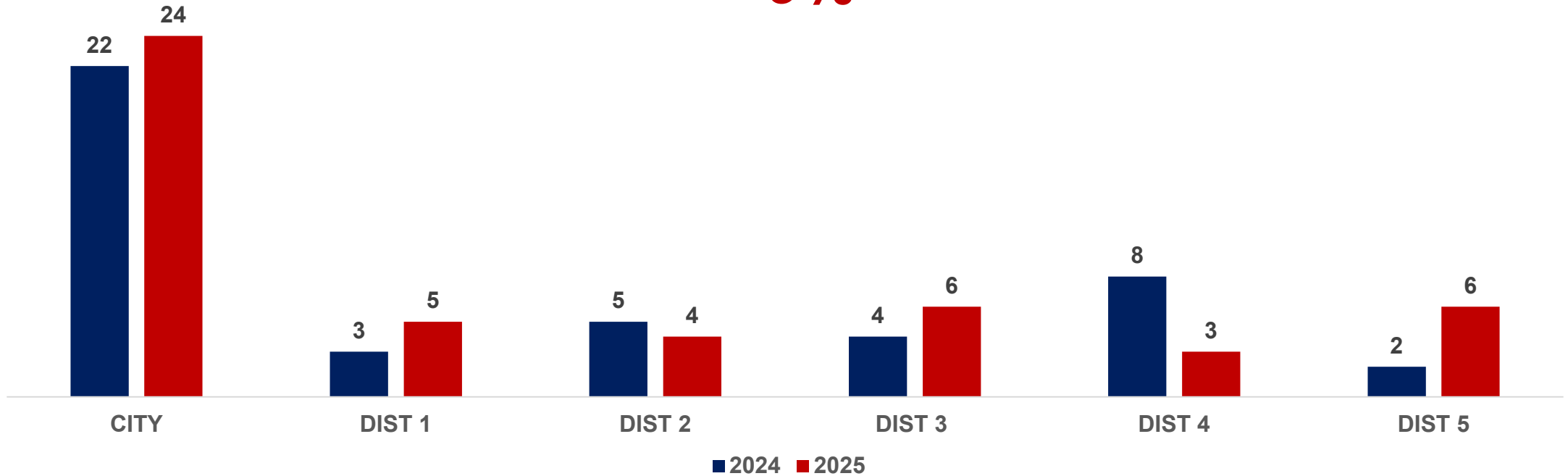
ROBBERY





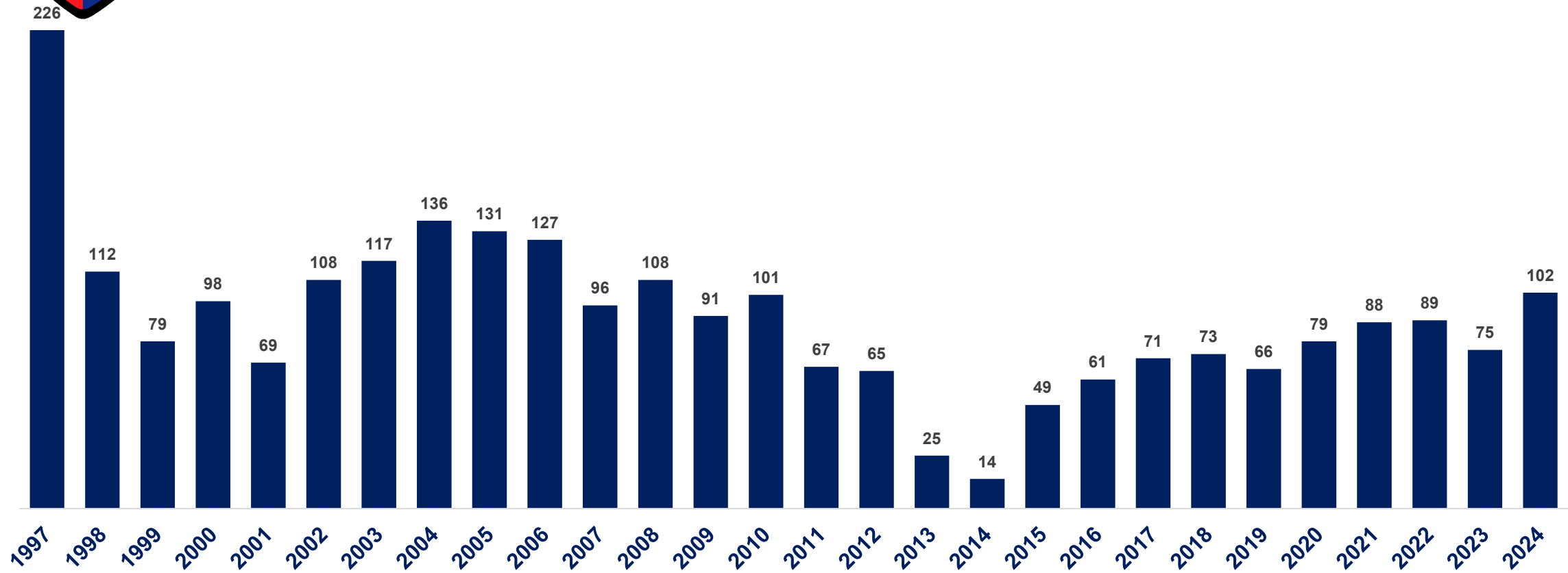
AGGRAVATED ASSAULT YEAR TO DATE COMPARISON

+9%





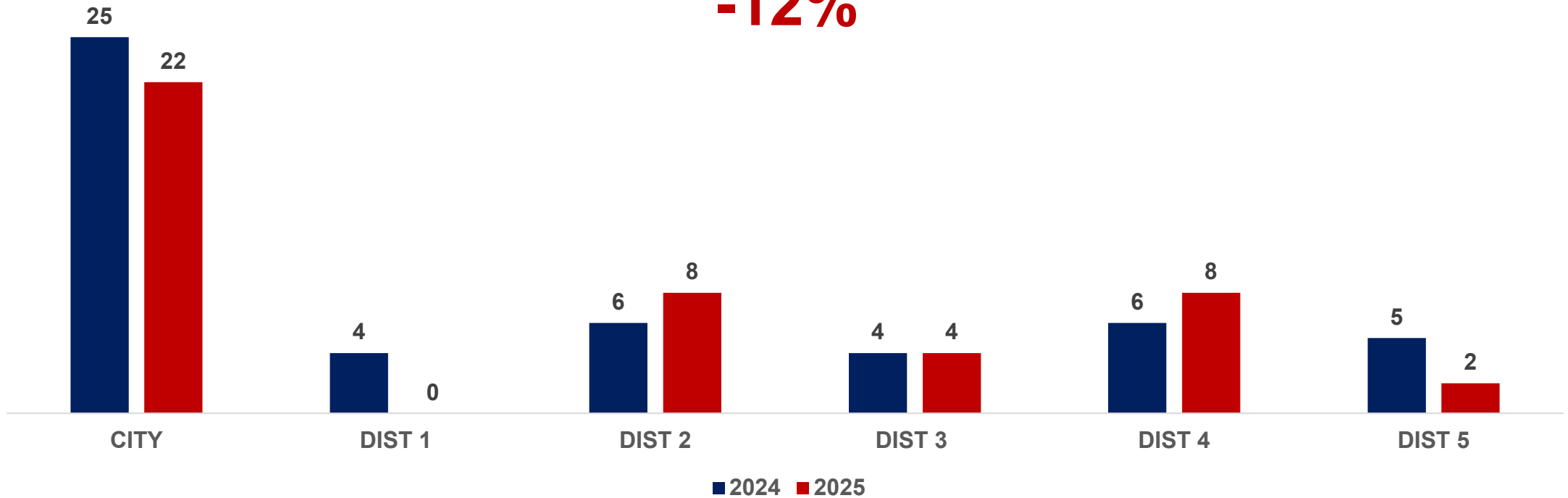
AGGRAVATED ASSAULT





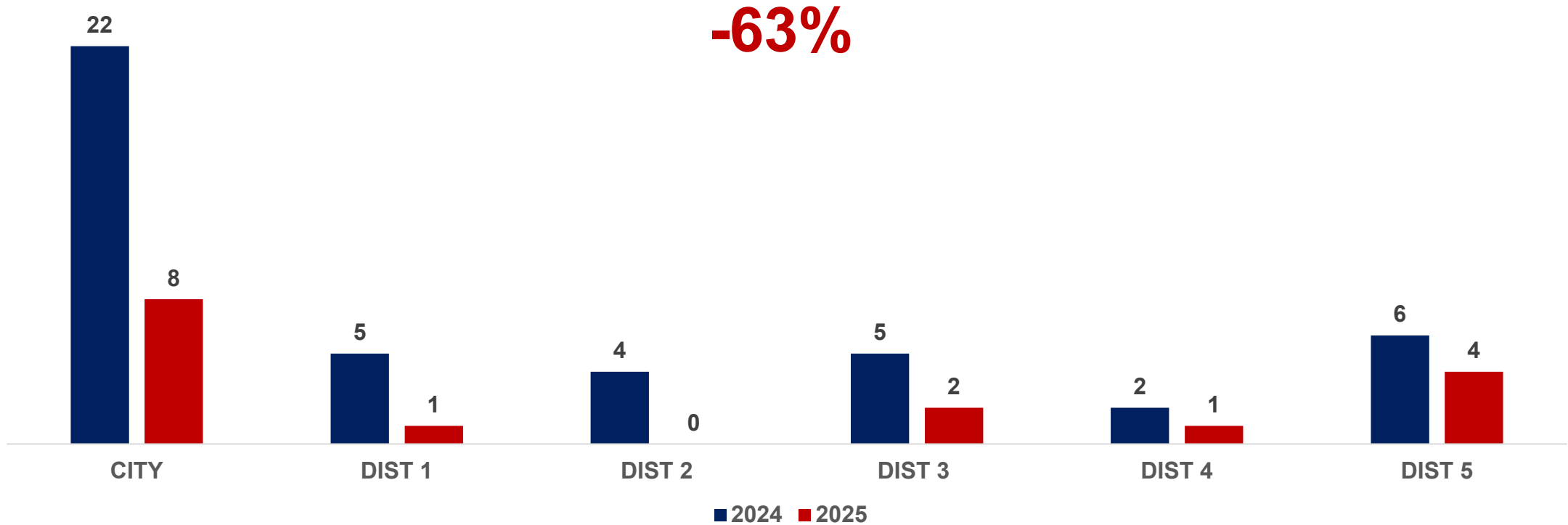
BURGLARY OF A BUILDING YEAR TO DATE COMPARISON

-12%



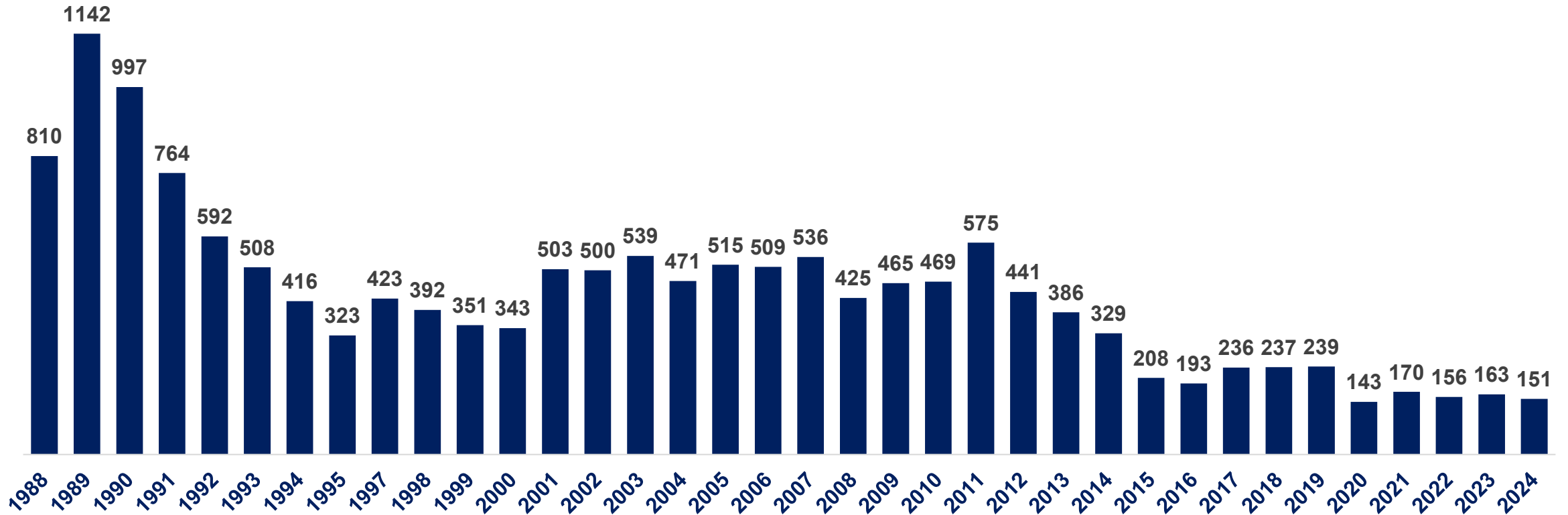


BURGLARY OF A RESIDENCE YEAR TO DATE COMPARISON





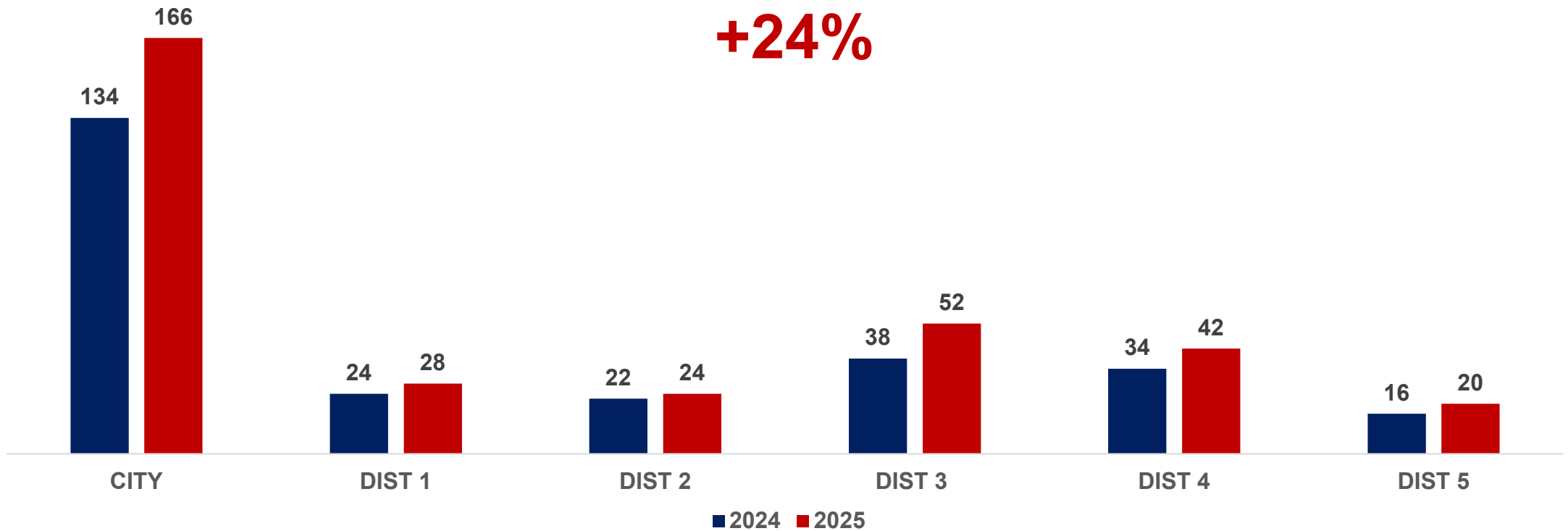
BURGLARY





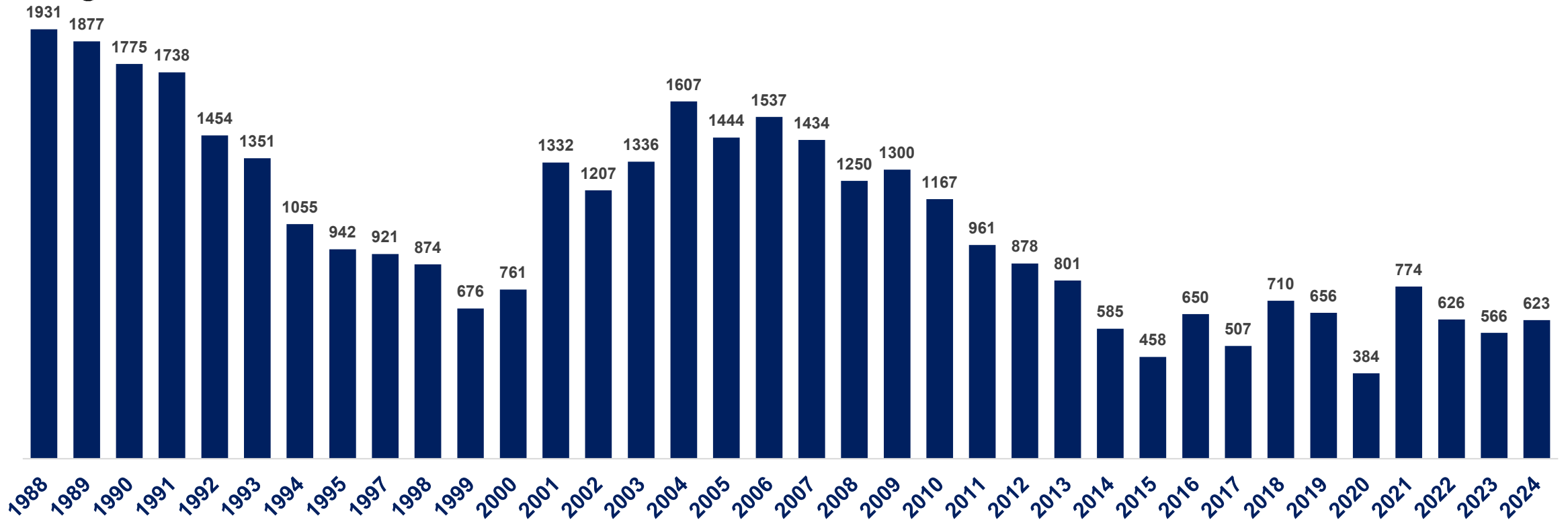
THEFT YEAR TO DATE COMPARISON

+24%



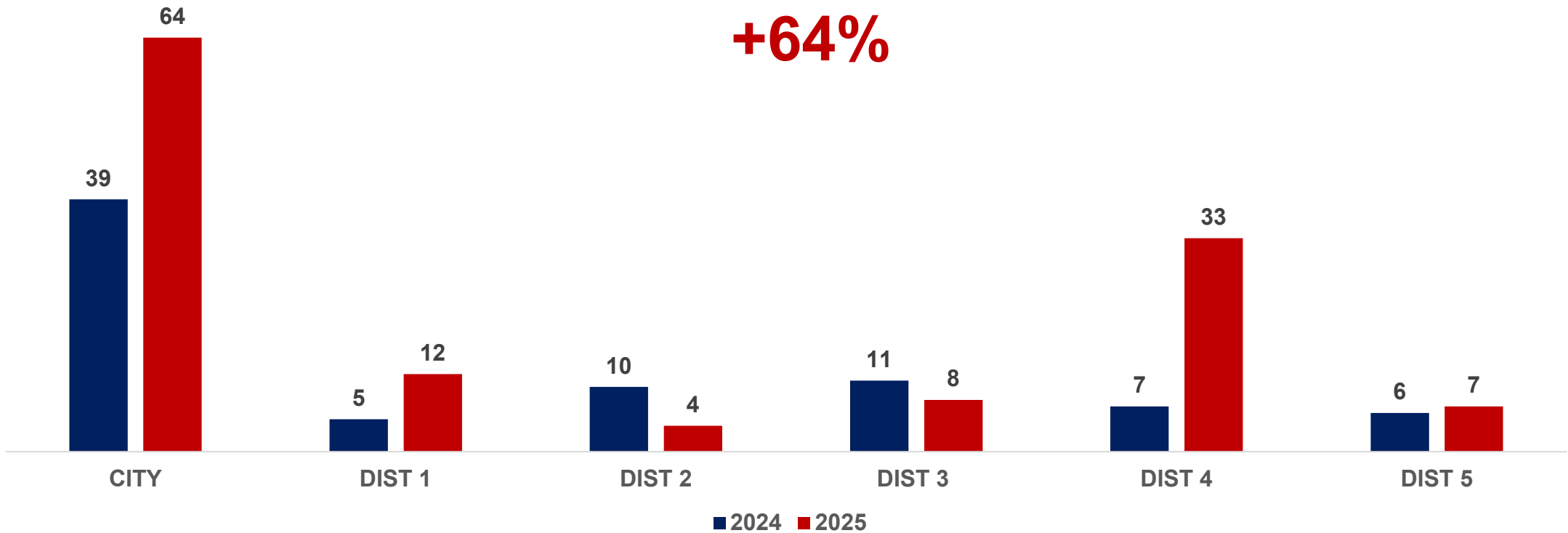


THEFT



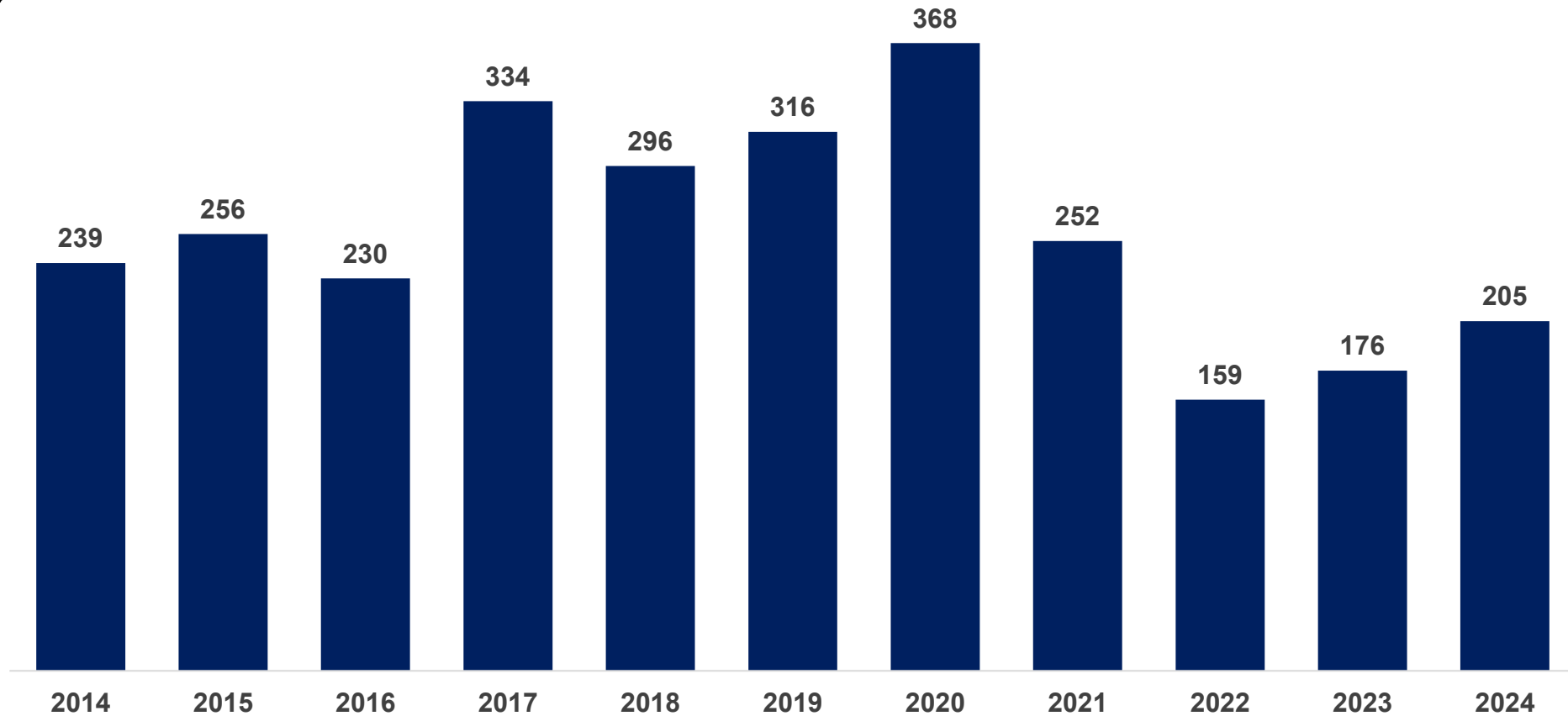


BURGLARY MOTOR VEHICLE YEAR TO DATE COMPARISON



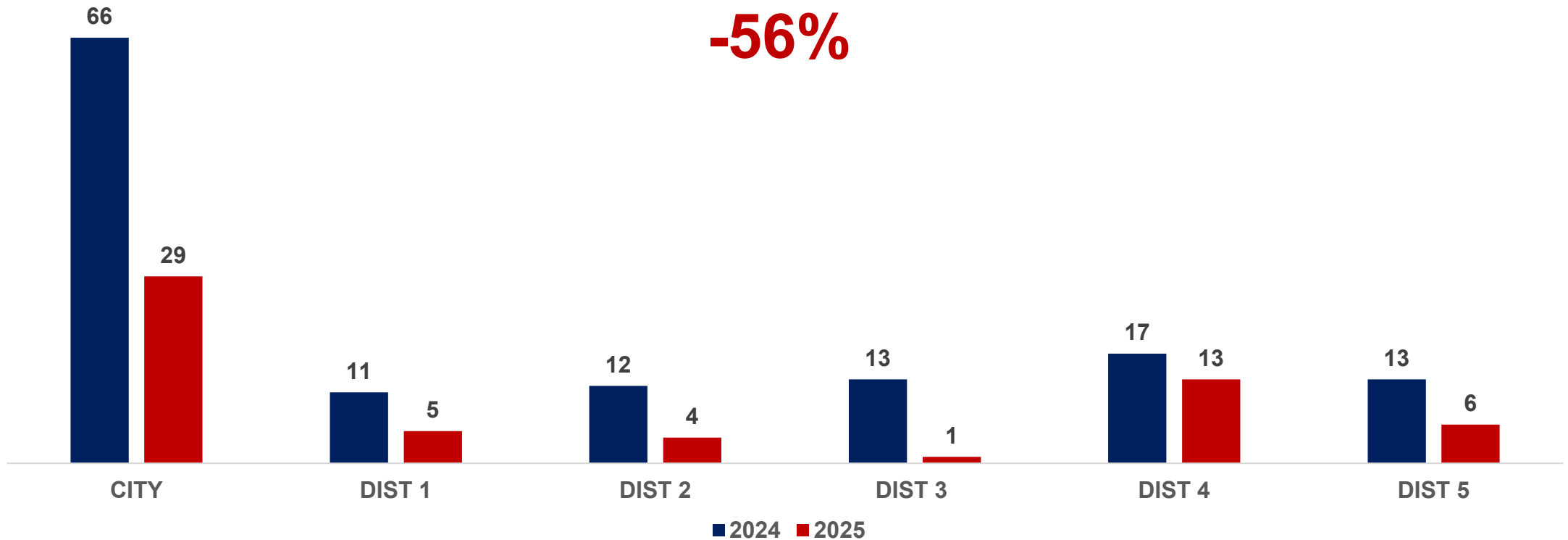


BURGLARY OF A MOTOR VEHICLE



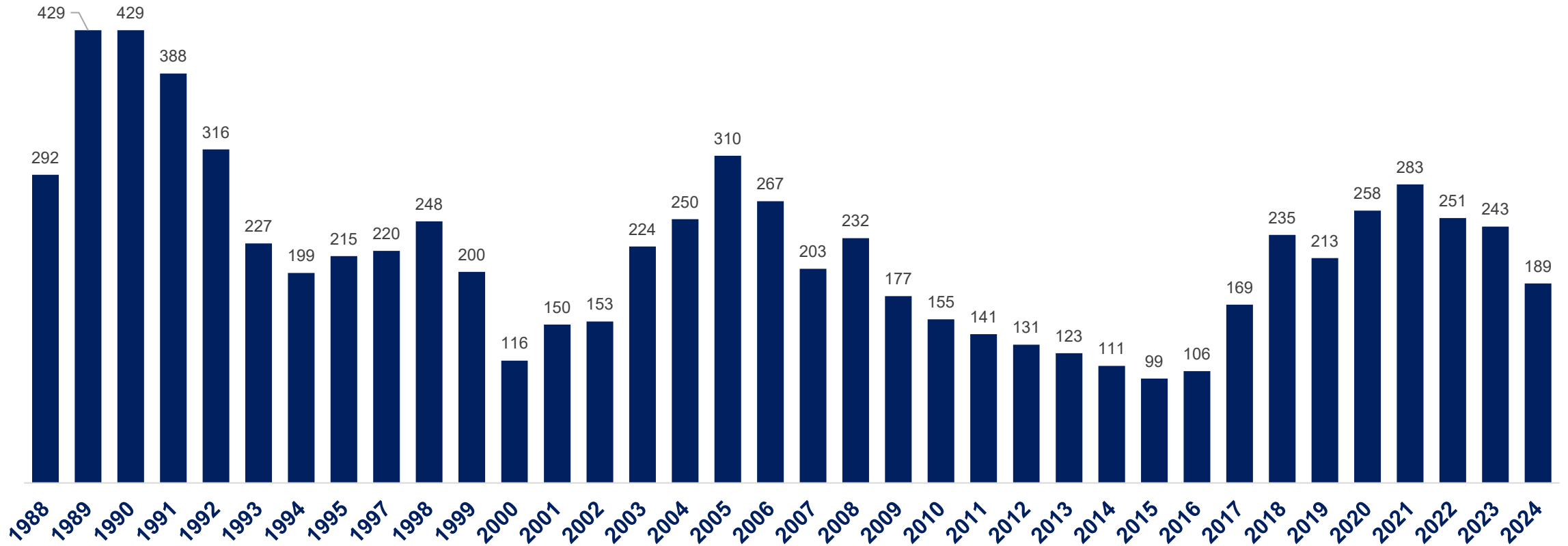


VEHICLE THEFT YEAR TO DATE COMPARISON





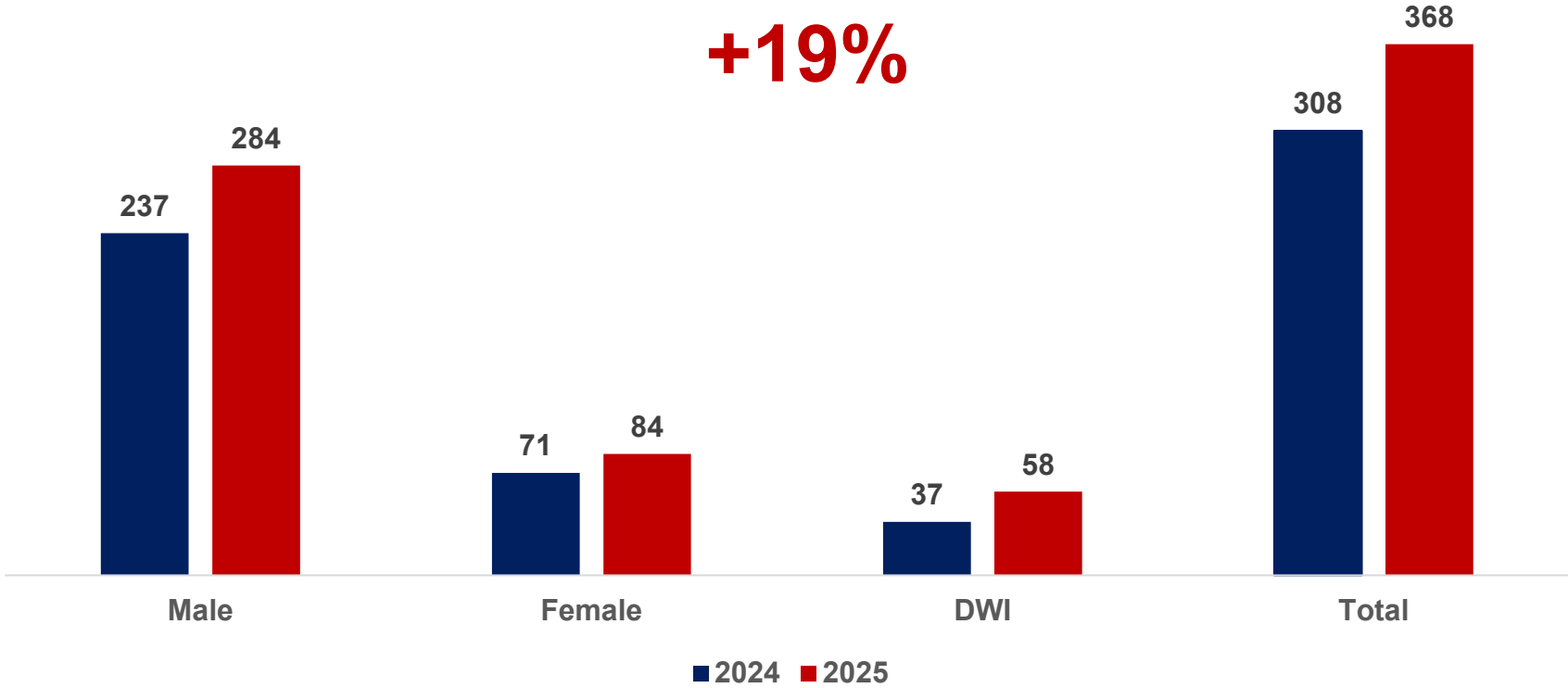
VEHICLE THEFT





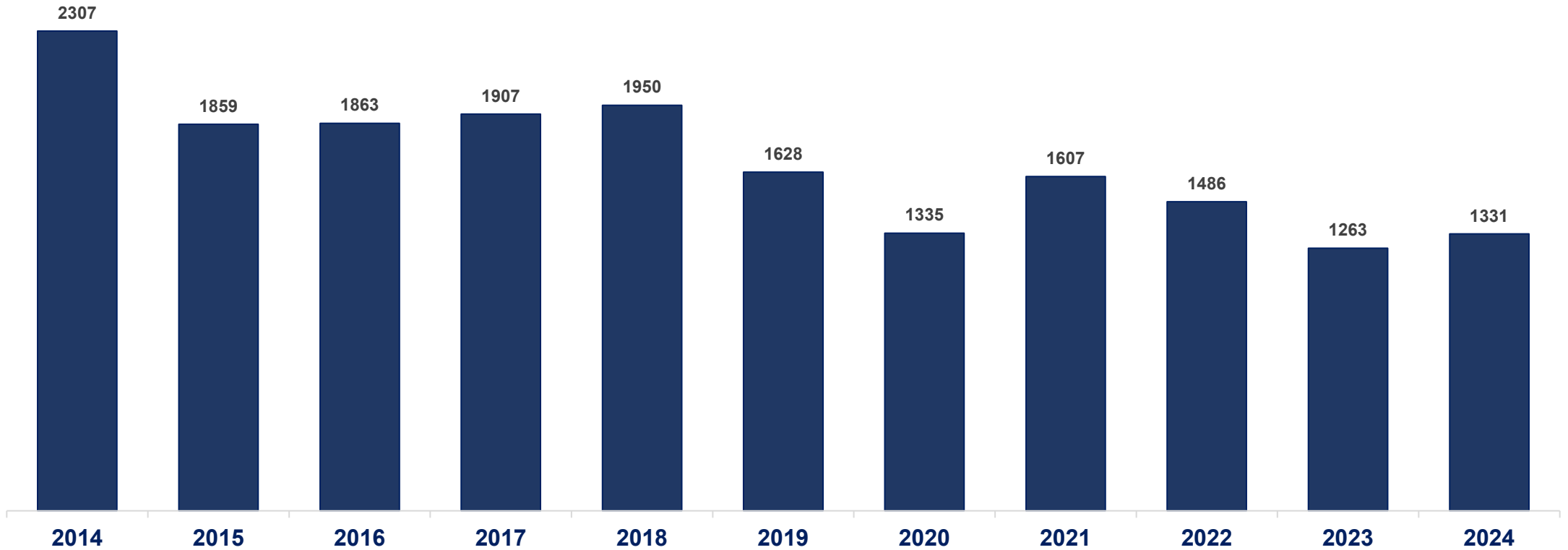
ARREST YEAR TO DATE COMPARISON

+19%





ARREST



CITY COUNCIL MEMORANDUM

City Council Meeting: Monday, January 27, 2025, 6:00 PM

Department: Public Works

Subject: Ordinance No. 2025-001-11- Sewer Rates Schedule

BACKGROUND

Staff has been made aware of at least one business within the City that uses a significant amount of water in their manufacturing process that never enters their waste stream and consequently never enters the City's sanitary sewer collection system. However, this business is being invoiced as if 100% of the water that goes through their water meters also enters the City's sanitary sewer collection system. While invoicing businesses in this manner is typical because a significant amount of the water most businesses use is discharged into the City's sanitary sewer collection system, there is at least one "high water use" business within the City in which this is not the case. As a result this business is paying the City for accepting 100% of their wastewater discharge and it is estimated that 30% to 40% of the water this business uses actually enters into the City's sanitary sewer collection system.

Ordinance No. O-2025-004-11 would allow for this business as well as other businesses classified as industrial heavy users who consume twenty-five percent (25%) or more of their metered water to also have their waste stream metered and then their wastewater portion of their utility bill would be based on the amount of wastewater that is actually metered. This Ordinance would also require the wastewater meter of such businesses to meet the following requirements:

1. The particular meter installed is acceptable to the City;
2. The meter is located in an acceptable location approved by the City so the City can easily access the meter for inspection and meter reading;
3. The meter shall be able to be read by the City's automated meter reading system; and
4. Such meter shall be required to be tested and calibrated at the business's expense twice a year, or as recommended by the manufacturer if more than twice a year, to assure accuracy. Meters that are not in compliance with AWWA standards shall be replaced at the business's expense.

FISCAL IMPACT

Staff anticipates that there will be a fiscal impact to the Water & Sewer Fund; however, the impact can be accommodated in FY2025. This impact will also be re-examined for the FY2026 Budget.

RECOMMENDATION

Staff recommends that the City Council approve Ordinance No. O-2024-019-11.

ATTACHMENT

Ordinance No. O-2024-019-11 (which amends Section 98-110: "Sewer Rates Schedule" of Article III, "Sewer Service" of Chapter 98, "Water and Sewers" of the City Code)

Attachments

[Item AAa Ordinance for Sanitary Sewer Metering.pdf](#)

ORDINANCE NO. 2025-001-11

AN ORDINANCE AMENDING SECTION 98-110, "SEWER RATES SCHEDULE," OF ARTICLE III, "SEWER SERVICE," OF CHAPTER 98, "WATER AND SEWERS," OF THE CODE OF ORDINANCES, CITY OF HALTOM CITY, TEXAS, ESTABLISHING FEE CALCULATIONS, A SEWER RATE SCHEDULE, MONTHLY VOLUME OF WASTEWATER FOR BOTH RESIDENTIAL AND NON-RESIDENTIAL USERS, DELINQUENCY CHARGES, SEPARATE MINIMUM CHARGES FOR SEPARATE UNITS, SEWER SURCHARGE; AND SURCHARGE GROUP CLASSIFICATIONS; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the City operates a public water and sewer system to provide necessary services for the benefit of its citizens; and

WHEREAS, the City Council has previously adopted a sewer rate schedule to equitably levy and collect sewer service fees for each sanitary sewer connection to the public sewer system; and

WHEREAS, the City Council now desires to amend its sewer rate schedule to provide for the proper calculation of the monthly volume of wastewater for certain non-residential water users.

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

SECTION 1.

Section 98-110, "Sewer Rates Schedule," of Article III, "Sewer Service," of Chapter 98, "Water and Sewers," of the Code of Ordinances, City of Haltom City, Texas, is amended to read as follows:

Sec. 98-110. – Sewer rates schedule.

- (a) *Fees.* It is hereby determined and declared to be necessary for the City to levy and collect service fees on each sanitary sewer connection from all persons, firms, and corporations using, or having access to, the sewer system. The City Council will

adopt by resolution a sewer rate schedule establishing a minimum monthly charge and a volumetric rate per 1,000 gallons of consumption usage. The City Council may review the schedule of rates at any time and may, by resolution, increase or decrease said rates within the schedule upon a determination that said increase or decrease is warranted.

- (b) *Sewer Rate Schedule.* A sewer rate schedule, as stated in Appendix C - Fee Schedule, shall be adopted each budget year.
- (c) *Monthly Volume of Wastewater: Residential Users.* The monthly volume of wastewater generated by a residential user shall be assumed to be equivalent to the average monthly water consumption for that customer for the preceding months of December, January, and February. If water consumption records are not available for a customer for these months, the monthly volume of wastewater shall be assumed to be the same as the water consumption for that month.
- (d) *Monthly Volume of Wastewater: Non-Residential Users.* The monthly volume of wastewater generated by a non-residential user shall be assumed to be the same as the water consumption for that month. For businesses that are classified as industrial heavy users under the water rate schedule established in Appendix C, any such user that consumes twenty-five percent (25%) or more of their total water volume for industrial processing, the monthly volume of wastewater returned to the City's sewer system may be calculated through the use of a sewer meter or deduct meter. All sewer meters and deduct meters shall be installed at the business's expense. Any sewer meter or deduct meter installed by a qualifying industrial heavy user shall be installed such that:
 - (1) The particular meter installed is acceptable to the City;
 - (2) The meter is located in an acceptable location approved by the City so the City can easily access the meter for inspection and meter reading;
 - (3) The meter shall be able to be read by the City's automated meter reading system; and
 - (4) Such meter shall be required to be tested and calibrated at the business's expense twice a year, or as recommended by the manufacturer if more than twice a year, to assure accuracy. Meters that are not in compliance with AWWA standards shall be replaced at the business's expense.
- (e) *Delinquency.* Charges for sewer service shall be due and payable on or before the date shown on the utility bill. In the event said bill is not paid by the due date, a penalty charge established by the City shall be added to the bill, and the connection may be cut off without notice by the City.
- (f) *Separate Minimum Charge for Separate Units.* When more than one building, apartment, or other subdivision of space in any residence or commercial building is served through one meter, each such additional building, apartment, or subdivision of space shall be deemed a separate water service unit, and a separate minimum charge shall be made therefore and collected by the utility

billing department. In any case, such minimum charges shall be the regular minimum charge at the current rates in effect at the time of billing.

(g) *Sewer Surcharge.*

- (1) Computation. All water/sewer accounts will be classified into one of the surcharge group classifications and shall pay a monthly sewer surcharge which shall be in addition to the monthly sewer service charge. Computation of surcharges shall be based on the following formula:

$$S = (C/1,000,000 \times 8.34 \times T \times TR) + (C/1,000,000 \times 8.34 \times B \times BR)$$

Where:

C = Monthly water consumption (sewer discharge)

T = Total suspended solids (TSS)

TR = Unit cost suspended solids (\$/lb.)

B = Biochemical oxygen demand (BOD)

BR = Unit cost oxygen demand (\$/lb.)

The BOD and TSS values for each group will be determined once every 12 months or as necessary to accurately reflect the discharge strength of the customer. The unit costs of treatment will be based on costs to the City under the wastewater contract with the City of Fort Worth. These values will be reviewed annually and may be adjusted to reflect the true cost to the City for charges under the contract and administration of the surcharge program.

Sewer Surcharge Rates

Biochemical oxygen demand (BOD) per pound	\$0.3682
Total suspended solids (TSS) per pound	\$0.2514

Notwithstanding the provisions for calculating sewer surcharges as outlined above, a maximum surcharge shall be assessed against residentially owned property not to exceed a consumption rate of 11,000 gallons of expended water.

- (2) Surcharge Group Classifications. The water/sewer department may classify all customers into groups which reflect sewage strength based on surveys of each group. The class groups are:
- Food service: Includes restaurants, bars, lounges, and other establishments, which engage in sale of food or beverage, which is served directly to the public.

- b. Delicatessen/bakery: Includes specialty food sales for delicatessens, bakeries, donut shops, and other establishments where the sale of food is generally on a “takeout basis.”
 - c. Equipment services and manufacturing: Includes establishments which perform washing, cleaning, or servicing of automobiles, trucks, buses, machinery, or equipment, also manufacturing facilities where water is used for cleaning or production of products. Laundry/dry cleaning businesses are included.
 - d. Food and kindred products processing. Includes commercial establishments which engage in the preparation, packaging, processing, or distribution of food, food products, grains, or produce, other than those included in group (a) or (b).
 - e. Residential/Commercial: Includes apartment complexes and trailer parks metered as such as well as all residential accounts.
 - f. Significant users or contributors: Includes all facilities identified by monitoring their sewer discharge that contribute significantly greater quantities and/or strength sewage to be classified individually.
 - g. The water and sewer department may establish additional classes as deemed necessary to recover costs from other dischargers of high strength sewage.
 - h. The water and sewer department shall assess an industrial surcharge rate for each class group based on waste strength determinations established by averaging grab or composite samples or both, taken from a representative number of establishments in each group, and shall apply this rate to the water consumption or metered wastewater. The water and sewer department shall then add the appropriate industrial surcharge to billings for regular water and sanitary sewer service for each establishment classified into a class group.
- (3) If an establishment contains operations from more than one of the class groups, the surcharge for the establishment will be based on the highest surcharge group class at that location, as determined by the utility billing department with the approval of the director of public works.
- (4) The water and sewer department may revise from time to time, class group surcharge rates based on analysis of current samples. Such rates shall be established by resolution of the City Council.

SECTION 2.

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances, City of Haltom City, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of other ordinances, in which event the conflicting provisions of the other ordinances are hereby repealed.

SECTION 3.

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

SECTION 4.

Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and shall be fined, upon conviction, in accordance with Chapter 1, Section 1-5, Code of Ordinances, City of Haltom City, Texas. Each day that a violation is permitted to exist shall constitute a separate offense and shall be punishable as such.

SECTION 6.

All rights and remedies of the City of Haltom City are expressly saved as to any and all violations of the provisions of the Code of Ordinances, City of Haltom City, Texas, or any other ordinances regarding the matters regulated herein which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 7.

The City Secretary of the City of Haltom City is hereby directed to publish in the official newspaper of the City of Haltom City, the caption and penalty clause of this Ordinance once within ten (10) days after the first reading of this Ordinance as required by Section 10-01 of the Charter of the City of Haltom City.

SECTION 8.

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

PASSED AND APPROVED ON FIRST READING ON THIS ____ DAY OF _____ 2025.

PASSED AND APPROVED ON SECOND READING ON THIS ____ DAY OF _____ 2025.

An Truong, Mayor

ATTEST:

Imelda B. Rodriguez, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Wayne K. Olson, City Attorney

CITY COUNCIL MEMORANDUM

City Council Meeting:	Monday, January 27, 2025, 6:00 PM
Department:	Finance
Subject:	Ordinance No. 2025-002-03 - Budget Amendment

BACKGROUND

On November 18th, 2024, the City Council and staff held a Work Session during which it was recommended the City create two new staff positions: an Economic Development Director and a Communications/Public Relations Specialist. The estimated cost to fund the remainder of the year is \$180,000, necessitating an amendment to the budget.

In accordance with applicable statutes and the City Charter, the original FY2024-2025 Budget was adopted by the City Council on August 26, 2024, with a General Fund total of \$44,966,515. To revise the adopted General Fund budget as required, a public hearing and first reading for the proposed revised budget are scheduled for January 27, 2025.

FISCAL IMPACT

The proposed revised budget for FY2024-2025 reflects an increase in the General Fund to \$45,145,515 to account for the two new positions. The revised budget is in compliance with the City Charter and applicable State statutes.

The attached budget ordinance reflects the proposed revised budget for fiscal year 2024-2025 budget. This is the first reading for the adoption of the revised budget. The second reading will be conducted on February 10, 2025.

RECOMMENDATION

Staff recommends that the City Council approve the first reading of Ordinance **No.O-2025-002-03** and adopt the revised FY2024-2025 Budget.

ATTACHMENTS

Ordinance No. **O-2025-002-03**

Attachments

[BudgetAmendment.2025.Rev.pdf](#)

ORDINANCE NO. 2025-002-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HALTOM CITY, TEXAS, AMENDING THE CITY'S BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2024, AND ENDING ON SEPTEMBER 30, 2025 BY PROVIDING FOR THE CREATION OF NEW BUDGETED EMPLOYMENT POSITIONS WITHIN THE CITY; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET, AS AMENDED; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, on August 26, 2024, the City Council of the City ("City Council") adopted Ordinance No. O-2024-014-03 approving its Annual Budget for the fiscal year beginning on October 1, 2024, and ending on September 30, 2025; and

WHEREAS, after approval of said Annual Budget, it has been determined to be in the best interest of the City to create two new employment positions for an Economic Development Director and a Communications/Public Relations Specialist, which requires amendment of the Annual Budget; and

WHEREAS, Section 102.010 of the Local Government Code allows the City to make changes to the budget for municipal reasons; and

WHEREAS, the City Council held a public hearing on the changes approved in this amended budget.

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

SECTION 1

All of the above premises are hereby found to be true and correct factual and legislative determinations of the City and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2

The Annual Budget of the City of Haltom City, Texas, for the fiscal year beginning on October 1, 2024, and ending on September 30, 2025, as heretofore adopted by Ordinance No. O-2024-014-03 is hereby amended to provide for the addition of the positions of Economic Development Director and Communications/Public Relations

Specialist, thereby requiring adjustments to the General Fund as shown below. Expenditures for Fiscal Year 2024-2025 shall be made in accordance with said Annual Budget, as amended.

Fund	Adopted FY 2025 Budget	Revised FY 2025 Budget
General Fund	\$44,966,515	\$45,316,515

SECTION 3

The expenditures and amendments authorized by this Ordinance are necessary to meet unusual and/or unforeseen conditions or circumstances that could not have been included in the original budget through the use of reasonably diligent thought and attention.

SECTION 4

A true and correct copy of this Ordinance showing the approved budget amendments shall be posted on the City's website and filed with the City Secretary in accordance with Section 102.008 of the Local Government Code, and shall be filed in the office of the County Clerk as required by Section 102.009 of the Local Government Code.

SECTION 5

All ordinances, orders, or resolutions heretofore passed and adopted by the City Council, are hereby repealed to the extent that said ordinances, orders, or resolutions, or parts thereof, are in conflict herewith.

SECTION 6

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

SECTION 7.

This Ordinance shall be in full force and effect from and after its passage, and it is so ordained.

Passed and approved on first reading the 27th day of January 2025.

Passed and approved on second reading on the 10th day of February 2025.

AN TRUONG, MAYOR

ATTEST:

IMELDA RODRIGUEZ, CITY SECRETARY

Effective: _____

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

CITY COUNCIL MEMORANDUM/RESOLUTION

City Council Meeting: Monday, January 27, 2025, 6:00 PM

Department: Information Technology

Subject: Agreement

BACKGROUND

On March 1, 2024, the City of Haltom City entered a three-year agreement provided through SoftwareOne for our Microsoft Software Licensing packages based on The Interlocal Purchasing System (TIPS) contract with the State of Texas.

March 1, 2025, Haltom City will need make the second payment of the three-year contract for the Microsoft Government Enterprise Agreement with SoftwareOne to provide the Office 365 end user licensing, and Microsoft Server licenses Haltom City requires to support the IT environment.

FISCAL IMPACT

This second year of the three-year Microsoft Government Enterprise Agreement does require City Council approval due to the cost of \$117,375.30 for this second year of licensing. Fiscal impact is within the 2025 IT Budget for this expenditure.

RECOMMENDATION

Staff recommends the City Council authorize the City Manager to execute the Microsoft Government Enterprise Agreement with SoftwareOne. Products purchased through TIPS have afforded the City the best price and service for computer hardware and software, as well as satisfy the City's legal requirement to competitively bid the purchases, as referenced in Section 791.025 of the Texas Government Code.

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 27th day of January 2025, 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

An Truong, Mayor

ATTEST:

Imelda Rodriguez, City Secretary

APPROVED AS TO FORM:

Wayne Olson, City Attorney

CITY COUNCIL MEMORANDUM

City Council Meeting: Monday, January 27, 2025, 6:00 PM

Department: Public Works

Subject: Change Order No. 1

BACKGROUND

On August 12, 2024, Stabile & Winn, Inc. was awarded the Paving, Drainage, & Utility Reconstruction Improvements for Ray Drive & Ray Court Project (the "Project") in the amount of \$2,476,378.00. The Project's Notice to Proceed was issued effective December 4, 2024.

Because sanitary sewer is dependent on gravity, it is typically the first of the City's infrastructure to be replaced on these types of projects. As part of replacing the sanitary sewer, Stabile & Winn is required to perform a television inspection of the sanitary sewer within the Project's limits. During this television inspection, about 265 lineal foot of pipe that was within the Project's limits, but not marked for replacement, was determined to be in need of replacement. [A majority of this pipe is vitrified clay and is partially blocked in some locations.]

Change Order No. 1 includes the replacement of this 265 lineal feet of sanitary sewer pipe and the work associated with this replacement (such as bypass pumping) and is in the amount of \$73,052.75. Stabile & Winn is willing to honor their bid prices in their bid schedule for the replacement of this sanitary sewer pipe; this amounts to \$55,622.75 of the change order. The remaining work listed in the change order (\$17,430.00) is for work items that were not contemplated in the original construction agreement.

Stabile & Winn have also requested that their contract time be extended by 25 days to do this sanitary sewer work. Their initial contract time was 345 consecutive calendar days; therefore, if approved, contract time would now be 370 consecutive calendar days.

FISCAL IMPACT

There is sufficient funding to approve Change Order No.1 for the Project as the revised total contract amount of \$2,549,430.75 is within the amount budgeted in the FY2025 Budget.

RECOMMENDATION

Staff recommends the City Council approve Change Order No. 1 in the amount of \$73,052.75 to the Paving, Drainage, & Utility Reconstruction Improvements for Ray Drive & Ray Court Project and authorize the City Manager to execute the change order.

ATTACHMENT

Change Order No. 1

Attachments

[Item BBa Change Order No 1.pdf](#)



City of Haltom City
4801 Haltom Road
Haltom City, TX 76117

Change or Extra Work Order
No. 1

PROJECT: Ray Drive and Ray Court Improvements

Original Contract Amount:
\$2,476,378.00

CONTRACTOR: Stabile & Winn, Inc.
ADDRESS: P.O. Box 79380
Saginaw, TX 76179

Revised Contract Amount:
\$2,549,430.75

Item No. (1)	Description of Item (2)	Unit (3)	Quantity (4)	Unit Cost (5)	Decrease in Contract (6)	Increase in Contract (7)
62	Remove Existing Sanitary Sewer Manhole	EA	1	2,300.00		2,300.00
65	10" SDR-26 PVC Sewer Pipe	LF	185	106.00		19,610.00
66	5' Dia Sanitary Sewer Manhole	EA	1	14,500.00		14,500.00
67	Extra Depth for 5' Dia. SSMH (Over 6')	VF	0	360.00		108.00
68	Connect to Existing Sanitary Sewer System	EA	3	4,500.00		13,500.00
69	Trench Safety For Sanitary Sewer Installation	LF	265	1.00		265.00
70	Temporary 1 1/2" HMA Pavement Repair for Sewer Main Installation	LF	265	19.00		5,035.00
72	Post Construction Television Inspection	LF	265	1.15		304.75
*76	By-Pass Pumping/Temp. Connections	LS	1	6,900.00		6,900.00
*77	12" SDR-26 PVC San. Sewer Pipe	LF	80	121.00		9,680.00
*78	Staking	LS	1	850.00		850.00

*Pay Items noted are new and specific to the work included in this change order (not original bid items to the contract where bid prices govern.)

Total Increase in Contract Amount	XXXXXXXXXX	\$	73,052.75
Total Decrease in Contract Amount	\$	-	XXXXXXXXXX
Difference Between Column (6) and Column (7)		\$	73,052.75
Net Increase Decrease in Contract Amount		\$	73,052.75

The sum of \$ 73,052.75 is hereby added to ~~deducted from~~ the total contract price and the total adjusted contract price to date herein is \$2,549,430.75.

The time provided for completion in the contract is ~~(unchanged)~~ increased ~~(decreased)~~ by 25 calendar days.

CONTRACTOR shall substantially complete the sanitary sewer main replacement along Ray Court within the increased contract time. If the work included in this change order is not substantially complete within the allotted contract time (increased by this change order), Liquidated Damages in the amount of \$500 per calendar day shall be imposed against the CONTRACTOR until such time that the sanitary sewer replacement along Ray court is substantially complete.

It is understood between the parties hereto that these sums shall be treated as liquidated damages and not as a penalty, and the OWNER may withhold from the CONTRACTOR's compensation such sums as liquidated damages.

This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

Justification for Change:

1. Necessity for change:
This change order is necessary to replace the existing sanitary sewer main in Ray Court.
2. Is proposed change an alternate bid? Yes _____ No X
3. Will proposed change alter the physical size of the project? Yes _____ No X
If "Yes", explain: N/A
4. Effect of this change on other prime contractors:
5. Has consent of surety been obtained: N/A _____ Yes _____ No X
6. Will this change affect expiration or extent of insurance coverage? Yes _____ No X
7. What effects will the work have to operation and maintenance costs:
This change should have no effects on either operation or maintenance costs.

Recommended by: _____ Date: _____
Gregory Van Nieuwenhuize
Director of Public Works
City of Haltom City

Approved by: _____ Date: _____
Rex Phelps
City Manager
City of Haltom City

Approved by the City Council of the City of Haltom City Date: _____

Accepted by Contractor:

Stabile & Winn, Inc.
(Name of Company)

By: _____

Title: _____

Date: _____

CITY COUNCIL MEMORANDUM

City Council Meeting: Monday, January 27, 2025, 6:00 PM

Department: City Secretary

Subject: Consideration and/or action to approve items to be placed on future agendas.

BACKGROUND

Resolution No. R-2017-031-01:

Members of the council may submit items for inclusion on a future agenda by orally making the request under the "Future Agenda Items" topic during a council meeting. With the support of a majority of the members of the council, the requested item will be placed on a future meeting agenda under "Work Session" in accordance with the direction of the council.

After 12:00 p.m. Thursday preceding the council meeting, an item must be qualified as an "emergency," as defined by the Open Meetings Act, to be added to the agenda.

FISCAL IMPACT

None.

RECOMMENDATION

None

ATTACHMENTS

None.

CITY COUNCIL MEMORANDUM

City Council Meeting: Monday, January 27, 2025, 6:00 PM

Department: City Secretary

Subject: Resignations of Board/Commission/Committee
Member - Consider approval of the resignations of
Board/Commission/Committee Members.

BACKGROUND

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

FISCAL IMPACT

None.

RECOMMENDATION

None

ATTACHMENTS

None.

CITY COUNCIL MEMORANDUM

City Council Meeting: Monday, January 27, 2025, 6:00 PM

Department: City Secretary

Subject: Appointment/Reappointment to
Boards/Commissions/Committees - Consider approval
regarding appointments to
Boards/Commissions/Committees.

BACKGROUND

The City Council will consider action to appoint/reappoint board, commission, and committee members. Councilmembers and Mayor are to appoint or reappoint members for their corresponding places on boards, commissions, and committees. Appointments must have Notification of Recommendation prior to voting at the Council meeting.

Each new appointee will be notified to complete the Open Meetings Act within the required 90 days of appointment.

The following appointments/reappointments are due for Councilmembers:

- Animal Advisory Committee: Peggy Brown-Aguilar (reappoint), Dario Juarez (reappoint).
- Beautification: Place 3 - Ella Patterson (reappoint); Place 4 - Craig Massie (reappoint).
- CCPD: Place 1 - (Vacant); Place 4 - Beverly Henson (reappoint); Place 5 - Jana Kristofek (reappoint); Place 6 - Layla Caraway (reappoint).
- Fire Service Board: Place 7 - (Vacant).
- Library: Place 4 - Amanda Hughes (reappoint); Place 5 - Terri Gizzelle (reappoint).
- Park and Recreation: Place 4 - Virginia "Jenna" Shelton (reappoint).
- Planning and Zoning: Place 4 - Jeannine Nunn (reappoint); Place 5 - Jessica Quigley (reappoint), Place 6 - Keli Stallings (reappoint).
- Zoning Board of Adjustments: Place 3- Debbie Harris (reappoint), Place 4 - Dario Juarez (reappoint); Place 6 - Stephen Tuckier (reappoint); Place 7- (Vacant).

The following appointments/reappointments are due for Mayor:

- Beautification - Place 8 (vacant)
- Civil Service Commission - Place 4 (Vacant), Alternate 2 (Vacant)
- Ethic Commission: Place 1 - Suzanne Norris (reappoint); Place 2 - Lisa Mais (reappoint); Place 3 - Jim Sutton (reappoint), Place 4 - Don LeMaster (reappoint); Place 5 - Carl Anthony (reappoint); Alternate 1 - Tandra Betts (reappoint); Alternate 2 - April Knight (reappoint).
- Planning & Zoning (P&Z): Alternate 2 (vacant)

Zoning Board of Adjustments (ZBA): Place 7 - (vacant).

FISCAL IMPACT

None.

RECOMMENDATION

1. The following appointments have posted on the agenda to be discussed by the Council:

None

2. We have the following appointees who have not submitted their Open Meetings Act certification and have less than 30 days to complete:

None

ATTACHMENTS

Appointment Applications Received: Ariel Olivencia, 2024; Cecillia Long, 2024; Barbi Clark, 2024; AnaMaria DeYoung, 2024; Sarah Ocampo, 2024.

Reappointment Applications Received:

Andree LeMaster– Beautification Board, Place 1.

Terri Grizzelle – Library Board, Place 5.