



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, May 11, 2026

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, appointments process and rules of procedure for boards and commissions, drone regulations, New Trinity cemetery maintenance, Financial Management Policies, and pending or contemplated litigation or a settlement offer for the following cases:

- City of Haltom City v. Pecos HFC
- Ponderosa Mobile Home Park
- Logan Rains v. DN Tanks, et. al.

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

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

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

RECONVENE TO OPEN SESSION/WORKSESSION - 6:45 p.m.

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

INVOCATION & PLEDGE OF ALLEGIANCE - Council Member Place 4, SCOTT LINDGREN

VISITOR / CITIZENS FORUM

This time is for persons to address the Council on agenda items, except items scheduled for public hearings, which have separate comment periods. Speakers may also discuss matters not on the agenda. Please submit a Speaker's Request Form to the City Secretary and follow the instructions listed. The Council cannot discuss, debate, or take formal action on non-agenda topics presented, as doing so would violate open meetings law requirements.

PROCLAMATIONS/RECOGNITIONS

1. PROCLAMATION - National Public Works Week

EMPLOYEE SERVICE AWARDS

2. 20 YEARS OF SERVICE - Fire Department
 - James Trimble

CONSENT AGENDA

3. MINUTES
Consideration and possible action to approve the Minutes of the April 27, 2026, Regular Meetings. (I. Rodriguez)
4. AGREEMENT - City Facilities Copiers
Consideration and/or action to approve the renewal of the lease agreement for eighteen (18) Canon copier/network printers through Canon, using the City's membership with Omnia Partners and Canon's Managed Document Services. (S. Johnson)
5. ORDINANCE NO. 2026-003-10 STANDARDS OF CARE - 2nd Reading
Consideration and/or action to approve an ordinance establishing Standards of Care for the Recreation Programs for elementary school age children operated by the city. (N. Gunter)
6. ORDINANCE NO. 2026-004-04 Amending Section 66-25 of the Code of Ordinances - 2nd Reading
Consideration and/or action to approve an ordinance amending Section 66-25, "Regulation of Sex Offender Residency," of the Code of Ordinances of the City of Haltom City, Texas, to update regulations concerning residency restrictions for sex offenders within designated child safety zones. (C. Phillips)

REGULAR AGENDA

7. RESCHEDULING OF CITY COUNCIL MEETING
Consideration and/or action to reschedule or cancel the May 25, 2026 Council Meeting in lieu of the Memorial Day holiday. (I. Rodriguez)
8. ORDINANCE NO. 2026-009-01 Food Permits - 1st Reading
Consideration and/or action to approve an ordinance amending Sec. 46-124, "Food Permits," of the Code of Ordinances, specifically Ord. No. O-2012-004-11, § 3, regarding Mobile Food Units. (R. Briggs)

FUTURE AGENDA ITEMS

Consideration and possible action to approve items to be placed on future agendas.

9. Action(s) taken.

BOARDS / COMMISSIONS / COMMITTEES

- RESIGNATIONS – Consider approval of resignations.
 - APPOINTMENTS/REAPPOINTMENTS – Consider approval regarding appointments/reappointments.
10. Action(s) taken.

EXCUSED ABSENCE OF COUNCIL MEMBERS

Consideration regarding excused absences of Council Members according to Article III, Sec. 3.07 (a), attendance requirement of the Haltom City Charter.

11. Action(s) taken.

EXECUTIVE SESSION - Reconvene to Regular Session

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

12. Action(s) taken.

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 5th DAY OF MAY 2026, AT 6:00 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 _____, 2026.

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: May 5, 2026

CITY COUNCIL MEMORANDUM

City Council Meeting:	Monday, May 11, 2026, 6:00 PM
Department:	City Secretary
Subject:	MINUTES

BACKGROUND

A regular City Council Meeting was held on April 27, 2026.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommend to approve Minutes attached.

Attachments

[042726.pdf](#)

MINUTES
HALTOM CITY COUNCIL REGULAR MEETING
April 27, 2026

The City Council of the City of Haltom City, Texas, held a Regular Meeting on Monday, April 27, 2026, at 6:00 p.m. in the Council Chambers at City Hall, 4801 Haltom Road, Haltom City, Texas 76117, with the following members present:

Mayor: An Truong

Mayor Pro Tem: Don Cooper

Deputy Mayor Pro Tem: Kyle Hantz

Council Members:

Place 1 – Lin Thompson

Place 3 – Ollie Anderson

Place 5 – Troy Dunn

Place 6 – Dana Coffman

Absent: Place 4 – Scott Lindgren

Staff Present

Rex Phelps, City Manager (CM); Wayne Olsen, City Attorney (CA); Imelda B. Rodriguez, City Secretary (CS); Brian Jacobs, Fire Chief (FC); Cody Phillips, Police Chief (PC); Glenna Batchelor, Planning Director (PD); Dave Klopfenstein, IT Director (ITD); Robert Briggs, Economic Development Director (EDD); Christi Pruitt, Parks and Recreation Director (PRD); Erica M. Gills, Library Director (LD); Josh Howard Animal Control Supervisor (ACS), Corneika J. Gunter, Recreation Supervisor (RS), and Nicholas L. Ballard, Communications & Marketing Specialist (CMS).

CALL TO ORDER - Mayor Truong called the meeting to order at 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, fee schedule, code of ethics and conflicts of interest, appointments process and rules of procedure for boards and commissions, drone regulations, New Trinity cemetery maintenance, consideration regarding Ord. No O-2007-004, and pending or contemplated litigation or a settlement offer for the following cases:

- City of Haltom City v. Pecos HFC
- Ponderosa Mobile Home Park

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

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

ANNOUNCEMENTS/EVENTS - Displayed on a scrolling banner during Executive Session.

RECONVENED TO OPEN SESSION / WORK SESSION

The City Council reconvened the Work Session at 7:00 p.m.

REGULAR SESSION

Mayor Truong called the Regular Session to order at 7:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE - Led by Council Member Place 3, OLLIE ANDERSON

VISITOR / CITIZENS FORUM

Susan Norris addressed the City Council regarding the upcoming CERT Water Drive.

CM Phelps extended birthday wishes to Mr. Don LeMasters and introduced Shawna Lemley as the City's new Emergency Management Coordinator.

The Mayor presented a proclamation to Planning & Community Development Director Glenna Batchelor in recognition of her upcoming retirement. Ms. Batchelor expressed her sincere gratitude.

EMPLOYEE SERVICE AWARDS

1. RECOGNITION - Julian Llanas (C. Pruitt)

Mayor Pro Tem Cooper presented the certificate to Mr. Llanas.

2. TMLDA Achievement of Library Excellence Award (E. Gill)

Council Member Dunn recognized the library for their achievements.

REPORTS

3. 2nd Quarter (Year to Date) Statistics - Haltom City Police Department Police Department Crime Statistics.

Captain S. Holt delivered a detailed presentation on the Police Department's second-quarter statistics and responded to questions from the Council.

4. ANIMAL CONTROL SERVICES 2nd Quarter (J. Howard)

ACS Howard delivered a presentation for the second-quarter statics and responded to questions from the Council.

CONSENT AGENDA

5. MINUTES

Consideration and possible action to approve the Minutes of April 13, 2026, Regular Meetings. (I. Rodriguez)

6. CONTRACT - Keller Drilling (Additional Well for North Park)

Consideration and/or possible action to approve a contract with Keller Drilling for an additional Well at North Park. (C. Pruitt)

Motion: Council Member Dunn moved to approve Consent Agenda Items 5 & 6, seconded by Mayor Pro Tem Cooper.

Ayes: Cooper, Hantz, Thompson, Anderson, Dunn, Coffman

Nays: None

Absent: Lindgren

Motion Passed – Unanimously

REGULAR AGENDA

7. ORDINANCE NO. 2026-003-10 STANDARDS OF CARE

CONDUCT A PUBLIC HEARING and consideration to approve an ordinance establishing Standards of Care for the Recreation Programs for elementary school age children operated by the city. 1st Reading (N. Gunter)

RS Gunter provided a briefing to the City Council regarding the ordinance; no questions were raised by Council Members.

Mayor Truong opened the public hearing at 7:40 p.m. With no public comments received, the hearing was closed at 7:40 p.m.

Motion: Mayor Pro Tem Cooper moved to approve item 7 on first reading, seconded by Council Member Anderson.

Ayes: Cooper, Hantz, Thompson, Anderson, Dunn, Coffman

Nays: None

Absent: Lindgren

Motion Passed – Unanimously

8. ORDINANCE NO. 2026-004-04 Amending Section 66-25 of the Code of Ordinances

Consideration and/or action on an ordinance amending Section 66-25, "Regulation of Sex Offender Residency," of the Code of Ordinances of the City of Haltom City, Texas, to update regulations concerning residency restrictions for sex offenders within designated child safety zones. (C. Phillips)

PC Phillips briefed the City Council on the proposed amendment to the ordinance and addressed questions from Council Members.

Motion: Council Member Coffman moved to approve item 8 on first reading, seconded by Council Mayor Pro Tem Cooper.

Ayes: Cooper, Hantz, Thompson, Anderson, Dunn, Coffman

Nays: None

Absent: Lindgren

Motion Passed – Unanimously

FUTURE AGENDA ITEMS

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

9. Action(s) taken. None.

BOARDS / COMMISSIONS / COMMITTEES

Resignations and appointments/reappointments.

10. Action(s) taken. None

EXCUSED ABSENCE OF COUNCIL MEMBERS

Consideration regarding excused absences of Council Members according to Article III, Sec. 3.07 (a), attendance requirement of the Haltom City Charter.

11. Action(s) Taken.

Motion: Mayor Pro Tem Cooper moved to excuse the absence of CM Lindgren, seconded by Deputy Mayor Pro Tem Hantz.

Ayes: Cooper, Hantz, Thompson, Anderson, Dunn, Coffman

Nays: None

Absent: Lindgren

Motion Passed – Unanimously

EXECUTIVE SESSION

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

12. Action(s) taken. None.

ADJOURNMENT

Mayor Truong adjourned the meeting at 7:46 p.m.

APPROVED BY:

Dr. An Truong

Mayor

RESPECTFULLY SUBMITTED BY:

Imelda B. Rodriguez, TRMC
City Secretary

CITY COUNCIL MEMORANDUM/RESOLUTION

City Council Meeting: Monday, May 11, 2026, 6:00 PM

Department: Finance

Subject: AGREEMENT - City Facilities Copiers

BACKGROUND

The City currently leases seventeen (17) Canon copier/network printers located throughout City facilities under an original 48-month lease, which was subsequently extended by an additional 15 months. The lease term is scheduled to expire within the next month.

Staff proposes renewing all seventeen (17) units under a new 63-month lease through the Omnia Partners cooperative purchasing contract. This agreement includes equipment and per-page print costs for the larger copier units. Per-page print costs for the mid-size copiers will be provided under a separate agreement through Canon's Managed Document Services (MDS) division, as these units fall under a different contract structure.

Staff has reviewed the current equipment types and locations and determined they continue to meet the City's operational needs.

FISCAL IMPACT

Staff proposes entering into the new leases the Canon copier/network printers at a total cost of \$105,819.84 over the lease term. The lease will be procured through Canon under the Omnia Partners cooperative contract, at a monthly cost of \$1,679.68, which is included in the budget.

RECOMMENDATION

Staff recommends City Council authorize the renewal of the lease agreements for seventeen (17) Canon copier/network printers through Canon totaling \$105,819.84.

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 11th day of May, 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

ATTEST:

Dr. An Truong, Mayor

Imelda B. Rodriguez, City Secretary

APPROVED AS TO FORM:

Wayne Olson, City Attorney

Attachments

[Haltom City_MDSContract.pdf](#)

[Lease Schedule 63-Mo Term.pdf](#)



Managed Print Services Agreement

Canon U.S.A., Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Customer: CITY OF HALTOM CITY
MPS Control #: MPS0016468

Salesperson: Johannes Lin
Order Date: 05/04/2026

Customer ("You")		Customer Account:				MPS Details		
Company: CITY OF HALTOM CITY						Initial Term	Requested Start Date*:05/08/2026 *At least 10 business days after Order Date above and CUSA's receipt of completed Exhibit(s) A, A-MICR and/or B, with printed configuration page(s) for each printer.	
Address: 4801 HALTOM RD CITY HALL Address 2:						36 months		
City: HALTOM CITY County:		State: TX		Zip: 76117		MPS Consultants:	Greg Nash	
Contact: Janet Carver								
Phone: 817-222-7760		Email: jcarver@haltomcitytx.com						
IT Contact: Adam Bauer								
Phone: 817-222-7729		Email: abauer@haltomcitytx.com						

The Printers covered by this MPS Schedule are listed on **Exhibit(s) A, A-MICR, and/or B.**

Coverage Plan	Toner Type	Estimated Quarterly Print Volume		Quarterly Base Charge		Cost Per Impression ("CPI")- Fleet Plan	
		B & W	Color	B & W	Color	B & W	Color
Fleet	OEM	0	0	0.00	0.00	\$0.01764	\$0.09990

CUSA utilizes only genuine OEM toner for Canon and HP devices. Third party compatible toner is utilized for non-Canon/HP devices when 3rd Party is indicated as the Toner Type above.

Your Estimated Population of Types and Quantities of Printers upon which pricing is Based. Fleet Plan pricing is above and individual Printer pricing is below.

Exhibit A (Premier Plan)				
Qty	Make	Model	B&W CPI	Color CPI
6	Canon	Canon imageFORCE 1440F -	-	-
1	Canon	Canon imageFORCE C1333F -	-	-

Exhibit B (Standard Plan)				
Qty	Make	Model	CPI B&W	CPI Color
		N/A- Not included	-	-
Exhibit A-MICR (Premier Plan)				
Qty	Make	Model	CPI B&W	CPI Color
		N/A- Not included	-	-

THIS MPS AGREEMENT IS ENTERED INTO PURSUANT TO, AND INCORPORATES CUSA'S GENERAL TERMS AND MANAGED PRINT SERVICES TERMS (RIDER E), AVAILABLE AT [HTTPS://MK1.USA.CANON.COM/CUSTOMERDOCUMENTS](https://mk1.usa.canon.com/customerdocuments), (THE "AGREEMENT") WHICH ARE INCORPORATED HEREIN. BY YOUR SIGNATURE BELOW, YOU AGREE TO PAY THE CHARGES AS SPECIFIED HEREIN, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT, AND SUBJECT TO ANY WRITTEN AMENDMENT SPECIFICALLY REFERENCING THIS MPS AGREEMENT AND MUTUALLY AGREED TO BY THE PARTIES. CUSTOMER REPRESENTS THAT EXECUTION OF THIS AGREEMENT HAS BEEN DULY AUTHORIZED. THE UNDERSIGNED SIGNER REPRESENTS THAT THEY ARE AUTHORIZED TO EXECUTE THIS AGREEMENT ON CUSTOMER'S BEHALF. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT.

Customer's Authorized Signature _____

Printed Name _____ Title _____ Date _____



Canon U.S.A., Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Managed Print Services Agreement

Customer: CITY OF HALTOM CITY
MPS Control #: MPS0016468

Salesperson:Johannes Lin
Order Date: 05/04/2026

Estimated Population of Types and Quantities of Printers upon which pricing is Based
continued from MPS Agreement page 1

Exhibit A (Premier Plan) - continued

Exhibit B (Standard Plan)- continued

Exhibit A- MICR (Premier Plan) -continued				
Qty	Make	Model	CPI B&W	CPI Color
		N/A- Not included	-	-



Canon U.S.A., Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Lease Schedule ("Schedule") - Itemized (SER-700)

Page 1 of 9

Customer: CITY OF HALTOM CITY, TEXAS

CFS App #: 2128361

Salesperson: Johannes Lin

Agreement #: MA11416

Transaction #: S21565993

Order Date: 05/04/26

Billing Information		Customer Account:			
Company: CITY OF HALTOM CITY, TEXAS		Payment Information			
DBA:		Listed Items Lease Term	# of Lease Payments		
Address: 4801 BROADWAY AVE, CITY HALL ACCTS PAYABLE		63 Months	63		
Address 2:		Payment Summary* (*Plus Applicable Taxes)			
City: HALTOM CITY County: TARRANT		Lease Payment \$1,474.36	Invoiced by CFS		
State: TX Zip: 76117 Phone #: 817-222-7760		Total Maintenance			
Contact: Janet Carver		Base Charge \$615.96	Invoiced by CFS		
Email: janet.carver@haltomcitytx.com		Due at Signing			
		# of Payments in Advance	Total Due at Signing		
Rider A applies (Maintenance for Office Equip/Cut Sheet Production)		Maint Base Charge Section A	Covered Images Included in Maint Base Charge		
		Included	B&W: 87,000 Color: 00		
			B&W: \$0.00708 Color: \$0.04240		
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information
6378C014	IMAGEFORCE C5150 SET [Model: IFC5150]	1	Included	Included	Shipping: 4801 BROADWAY AVE,CITY HALL 2ND FL WORKRC Delivery Date:
6596C002	CASSETTE FEEDING UNIT-AY1	1	Included	Included	Address 2:
6602C002	INNER FINISHER-N1	1	Included	Included	City: FORT WORTH County: TARRANT State: TX Zip: 76117
4002C002	INNER 2/3 HOLE PUNCHER-D1	1	Included	Included	Primary Customer Contact: Adam K. Bauer
3998C007	SUPER G3 FAX BOARD AX2	1	Included	Included	Phone #: 817-222-7729 Email: abauer@haltomcitytx.com
4731V446	IMAGEFORCE C5100 SERIES INSTALL PAK	1	Included	Included	IT Contact: Adam K. Bauer
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	Included	Included	Phone #: 817-222-7729 Email: abauer@haltomcitytx.com
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	Billing:
					Address 2:
					City: County: State: Zip:
					Billing Contact:
					Phone #: Email:
					Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5
					Consumables: Toner Only (excludes clear)
					Meter Method: Remote Reporting Agent Corporate Advantage
					For CUSA USE ONLY:
					Config: A 57659786
OC: UNIV OF CA AGREEMENT 2020002755					
THIS SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE ("AGREEMENT"), INCLUDING THE MASTER LEASE TERMS SET FORTH AS RIDER G THERETO WHICH SHALL CONTROL (THE "LEASE TERMS"). TO THE EXTENT THE TERMS OF AN EXISTING CFS MASTER AGREEMENT ARE REFERENCED ON THIS SCHEDULE (THE "EXISTING MASTER CFS LEASE") AND ARE APPLICABLE TO THIS SCHEDULE, THEY SHALL CONTROL OVER THE MASTER LEASE TERMS SET FORTH AS RIDER G TO THE AGREEMENT FOR SO LONG AS THE EXISTING MASTER CFS LEASE REMAINS IN EFFECT. STANDARD TERMS AND CONDITIONS AND APPLICABLE RIDERS INCORPORATED HEREIN ARE AVAILABLE AT MK1.USA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. THIS SCHEDULE CONSTITUTES A LEASE OF THE LISTED ITEMS, AND IS BINDING ON CUSTOMER UPON SIGNING BY CUSTOMER, AND IS BINDING ON CUSA AND LESSOR AS PROVIDED IN THE LEASE TERMS, INCLUDING CREDIT APPROVAL. THIS SCHEDULE IS NON-CANCELABLE BY CUSTOMER. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. BY YOUR SIGNATURE, CUSTOMER AGREES TO LEASE THE LISTED ITEMS AND, IF SELECTED, TO PURCHASE THE MAINTENANCE SERVICES DESCRIBED HEREIN. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS SCHEDULE.					
Customer Authorized Signature:		Printed Name:		Title:	Date:
For Internal Purposes Only:					
CFS Authorized Signature:		Printed Name:		Title:	Date:



Customer: CITY OF HALTOM CITY, TEXAS

Agreement #: MA11416

Order Date: 05/04/26 Salesperson: Johannes Lin

Rider A applies (Maintenance for Office Equip/Cut Sheet Production)	Maint Base Charge Section B	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)
	See Page 1	See Page 1			See Page 1
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information
6378C014	IMAGEFORCE C5150 SET [Model: IFC5150]	1	Included	Included	Shipping: 5110 BROADWAY AVE,POLICE DEPARTMENT MAILROOM Delivery Date: Address 2: City: FORT WORTH County: TARRANT State: TX Zip: 76117-3726 Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com IT Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com Billing: Address 2: City: County: State: Zip: Contact: Ph #: Email: Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: Consumables: Toner Only (excludes clear) Meter Method: Remote Reporting Agent Corporate Advantage For CUSA USE ONLY: Config: B 57659787
6596C002	CASSETTE FEEDING UNIT-AY1	1	Included	Included	
6602C002	INNER FINISHER-N1	1	Included	Included	
4002C002	INNER 2/3 HOLE PUNCHER-D1	1	Included	Included	
3998C007	SUPER G3 FAX BOARD AX2	1	Included	Included	
4731V446	IMAGEFORCE C5100 SERIES INSTALL PAK	1	Included	Included	
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	Included	Included	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	

Rider A applies (Maintenance for Office Equip/Cut Sheet Production)	Maint Base Charge Section C	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)
	See Page 1	See Page 1			See Page 1
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information
6377C002	IMAGEFORCE C5140 [Model: IFC5140]	1	Included	Included	Shipping: 4809 HALTOM RD,LIBRARY ADMIN Delivery Date: Address 2: City: HALTOM CITY County: TARRANT State: TX Zip: 76117 Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com IT Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com Billing: Address 2: City: County: State: Zip: Contact: Ph #: Email: Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: Consumables: Toner Only (excludes clear) Meter Method: Remote Reporting Agent Corporate Advantage For CUSA USE ONLY: Config: C 57659788
6596C002	CASSETTE FEEDING UNIT-AY1	1	Included	Included	
6602C002	INNER FINISHER-N1	1	Included	Included	
4002C002	INNER 2/3 HOLE PUNCHER-D1	1	Included	Included	
4731V446	IMAGEFORCE C5100 SERIES INSTALL PAK	1	Included	Included	
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	Included	Included	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	



Customer: CITY OF HALTOM CITY, TEXAS

Agreement #: MA11416

Order Date: 05/04/26 Salesperson: Johannes Lin

Rider A applies (Maintenance for Office Equip/Cut Sheet Production)		Maint Base Charge Section C	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)			
		See Page 1	See Page 1			See Page 1			
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information				
6377C002	IMAGEFORCE C5140 [Model: IFC5140]	1	Included	Included	Shipping: 4809 HALTOM RD,LIBRARY PUBLIC Delivery Date:				
6596C002	CASSETTE FEEDING UNIT-AY1	1	Included	Included	Address 2:				
6602C002	INNER FINISHER-N1	1	Included	Included	City: HALTOM CITY County: TARRANT State: TX Zip: 76117				
4002C002	INNER 2/3 HOLE PUNCHER-D1	1	Included	Included	Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com				
4731V446	IMAGEFORCE C5100 SERIES INSTALL PAK	1	Included	Included	IT Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com				
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	Included	Included	Billing:				
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	Address 2:				
					City: County: State: Zip:				
					Contact: Ph #: Email:				
					Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:				
					Consumables: Toner Only (excludes clear)				
					Meter Method: Remote Reporting Agent Corporate Advantage				
					For CUSA USE ONLY:				
					Config: C 57659788				

Rider A applies (Maintenance for Office Equip/Cut Sheet Production)		Maint Base Charge Section E	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)			
		See Page 1	See Page 1			See Page 1			
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information				
5963C002	IMAGERUNNER ADVANCE DX C3926I [Model: IRADVDXC3926I]	1	Included	Included	Shipping: 4200 HOLLIS ST, PUBLIC WORKS Delivery Date:				
4917C002	CASSETTE FEEDING UNIT-AW1	1	Included	Included	Address 2:				
4000C002	INNER FINISHER-L1	1	Included	Included	City: HALTOM CITY County: TARRANT State: TX Zip: 76117				
2368V119	LOW VOLUME CONNECTIVITY UP TO 30PPM	1	Included	Included	Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com				
4286V645	IR ADV DX C3935/3930/3926 INSTALL PAK	1	Included	Included	IT Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com				
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	Billing:				
					Address 2:				
					City: County: State: Zip:				
					Contact: Ph #: Email:				
					Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:				
					Consumables: Toner Only (excludes clear)				
					Meter Method: Remote Reporting Agent Corporate Advantage				
					For CUSA USE ONLY:				
					Config: E 57659790				



Customer: CITY OF HALTOM CITY, TEXAS

Agreement #: MA11416

Order Date: 05/04/26 Salesperson: Johannes Lin

Rider A applies (Maintenance for Office Equip/Cut Sheet Production)		Maint Base Charge Section E	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)			
		See Page 1	See Page 1			See Page 1			
Item Code	Listed Items Description		Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information			
5963C002	IMAGERUNNER ADVANCE DX C3926I [Model: IRADVDC3926I]		1	Included	Included	Shipping: 4839 BROADWAY AVE, REC CENTER		Delivery Date:	
4917C002	CASSETTE FEEDING UNIT-AW1		1	Included	Included	Address 2:			
4000C002	INNER FINISHER-L1		1	Included	Included	City: HALTOM CITY		County: TARRANT	State: TX Zip: 76117
2368V119	LOW VOLUME CONNECTIVITY UP TO 30PPM		1	Included	Included	Contact: Adam K. Bauer		Ph #: 817-222-7729	Email: abauer@haltomcitytx.com
4286V645	IR ADV DX C3935/3930/3926 INSTALL PAK		1	Included	Included	IT Contact: Adam K. Bauer		Ph #: 817-222-7729	Email: abauer@haltomcitytx.com
IntSupplies	Pre-Installed Supplies Installed in Machine		1	Included	Included	Billing:			
						Address 2:			
						City:		County:	State: Zip:
						Contact:		Ph #:	Email:
						Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:			
						Consumables: Toner Only (excludes clear)			
						Meter Method: Remote Reporting Agent Corporate Advantage			
						For CUSA USE ONLY:			
						Config: E 57659790			

Rider A applies (Maintenance for Office Equip/Cut Sheet Production)		Maint Base Charge Section F	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)				
		See Page 1	See Page 1			See Page 1				
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information					
5963C002	IMAGERUNNER ADVANCE DX C3926I [Model: IRADVDC3926I]	1	Included	Included	Shipping: 5524 BROADWAY AVE,FIRE STATION 1 Delivery Date:					
4917C002	CASSETTE FEEDING UNIT-AW1	1	Included	Included	Address 2:					
4000C002	INNER FINISHER-L1	1	Included	Included	City: HALTOM CITY County: TARRANT State: TX Zip: 76117					
4002C002	INNER 2/3 HOLE PUNCHER-D1	1	Included	Included	Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com					
2368V119	LOW VOLUME CONNECTIVITY UP TO 30PPM	1	Included	Included	IT Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com					
4286V645	IR ADV DX C3935/3930/3926 INSTALL PAK	1	Included	Included	Billing:					
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	Address 2:					
					City: County: State: Zip:					
					Contact: Ph #: Email:					
					Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:					
					Consumables: Toner Only (excludes clear)					
					Meter Method: Remote Reporting Agent Corporate Advantage					
					For CUSA USE ONLY:					
					Config: F 57659791					



Customer: CITY OF HALTOM CITY, TEXAS

Agreement #: MA11416

Order Date: 05/04/26 Salesperson: Johannes Lin

Rider A applies (Maintenance for Office Equip/Cut Sheet Production)		Maint Base Charge Section G	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)			
		See Page 1	See Page 1			See Page 1			
Item Code	Listed Items Description		Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information			
5972C002	IMAGERUNNER ADVANCE DX 4925I [Model: IRADV DX4925I]		1	Included	Included	Shipping: 5110 BROADWAY AVE, POLICE STATION FRONT Delivery Date:			
4063C001	SINGLE PASS DADF-C1		1	Included	Included	Address 2:			
4917C002	CASSETTE FEEDING UNIT-AW1		1	Included	Included	City: HALTOM CITY County: TARRANT State: TX Zip: 76117			
4000C002	INNER FINISHER-L1		1	Included	Included	Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com			
4002C002	INNER 2/3 HOLE PUNCHER-D1		1	Included	Included	IT Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com			
4919C001	SUPER G3 FAX BOARD-BH1		1	Included	Included	Billing:			
2368V119	LOW VOLUME CONNECTIVITY UP TO 30PPM		1	Included	Included	Address 2:			
4282V202	IMAGERUNNER ADVANCE DX 4945I/ 4935I/ 4925I INSTALL PAK		1	Included	Included	City: County: State: Zip:			
IntSupplies	Pre-Installed Supplies Installed in Machine		1	Included	Included	Contact: Ph #: Email:			
						Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:			
						Consumables: Toner Only (excludes clear)			
						Meter Method: Remote Reporting Agent Corporate Advantage			
						For CUSA USE ONLY:			
						Config: G 57659792			

Rider A applies (Maintenance for Office Equip/Cut Sheet Production)		Maint Base Charge Section H	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)						
		See Page 1	See Page 1			See Page 1						
Item Code	Listed Items Description		Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information						
5972C002	IMAGERUNNER ADVANCE DX 4925I [Model: IRADV DX4925I]		1	Included	Included	Shipping: 4801 BROADWAY AVE, CITY HALL MAIL ROOM				Delivery Date:		
4063C001	SINGLE PASS DADF-C1		1	Included	Included	Address 2:						
4917C002	CASSETTE FEEDING UNIT-AW1		1	Included	Included	City: HALTOM CITY		County: TARRANT		State: TX Zip: 76117		
4919C001	SUPER G3 FAX BOARD-BH1		1	Included	Included	Contact: Adam K. Bauer		Ph #: 817-222-7729		Email: abauer@haltomcitytx.com		
2368V119	LOW VOLUME CONNECTIVITY UP TO 30PPM		1	Included	Included	IT Contact: Adam K. Bauer		Ph #: 817-222-7729		Email: abauer@haltomcitytx.com		
4282V202	IMAGERUNNER ADVANCE DX 4945I/ 4935I/ 4925I INSTALL PAK		1	Included	Included	Billing:						
IntSupplies	Pre-Installed Supplies Installed in Machine		1	Included	Included	Address 2:						
							City:		County:		State: Zip:	
							Contact:		Ph #:		Email:	
							Elevator: No		Loading Dock: No		# of Steps: 0	
									Hrs of Operation:			
							Consumables: Toner Only (excludes clear)					
							Meter Method: Remote Reporting Agent					
							Corporate Advantage					
							For CUSA USE ONLY:					
							Config: H 57659793					



Customer: CITY OF HALTOM CITY, TEXAS

Agreement #: MA11416

Order Date: 05/04/26 Salesperson: Johannes Lin

Rider A applies (Maintenance for Office Equip/Cut Sheet Production)	Maint Base Charge Section I	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)
	See Page 1	See Page 1			See Page 1
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information
5972C002	IMAGERUNNER ADVANCE DX 4925I [Model: IRADV DX4925I]	1	Included	Included	Shipping: 4801 BROADWAY AVE, CITY HALL 1ST FL WORKROOM Delivery Date: Address 2: City: HALTOM CITY County: TARRANT State: TX Zip: 76117 Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com IT Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com Billing: Address 2: City: County: State: Zip: Contact: Ph #: Email: Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: Consumables: Toner Only (excludes clear) Meter Method: Remote Reporting Agent Corporate Advantage For CUSA USE ONLY: Config: I 57659794
4063C001	SINGLE PASS DADF-C1	1	Included	Included	
4917C002	CASSETTE FEEDING UNIT-AW1	1	Included	Included	
4000C002	INNER FINISHER-L1	1	Included	Included	
4002C002	INNER 2/3 HOLE PUNCHER-D1	1	Included	Included	
2368V119	LOW VOLUME CONNECTIVITY UP TO 30PPM	1	Included	Included	
4282V202	IMAGERUNNER ADVANCE DX 4945I/ 4935I/ 4925I INSTALL PAK	1	Included	Included	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	

Maintenance Declined for this Equipment Configuration		Maint Base Charge Section D	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)				
Item Code	Listed Items Description		Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information				
7188C001	IMAGEFORCE 1440F [Model: IF1440F]		1	Included	Included	Shipping: 5312 MIDWAY RD, ANIMAL SERVICES Delivery Date:				
2088V999	IMAGECLASS / IMAGEFORCE DELIVERY ONLY - FOR DROP SHIPMENTS		1	Included	Included	Address 2:				
IntSupplies	Pre-Installed Supplies Installed in Machine		1	Included	Included	City: HALTOM CITY County: TARRANT State: TX Zip: 76117				
						Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com				
						IT Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com				
						Billing:				
						Address 2:				
						City: County: State: Zip:				
						Contact: Ph #: Email:				
						Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:				
						Consumables: Toner Only (excludes clear)				
						Meter Method: Remote Reporting Agent				
						For CUSA USE ONLY:				
						Config: D 57659789				



Customer: CITY OF HALTOM CITY, TEXAS

Agreement #: MA11416

Order Date: 05/04/26 Salesperson: Johannes Lin

Maintenance Declined for this Equipment Configuration		Maint Base Charge Section D	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information	
7188C001	IMAGEFORCE 1440F [Model: IF1440F]	1	Included	Included	Shipping: 5110 BROADWAY AVE, POLICE STATION CID Delivery Date:	
2088V999	IMAGECLASS / IMAGEFORCE DELIVERY ONLY - FOR DROP SHIPMENTS	1	Included	Included	Address 2:	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	City: HALTOM CITY County: TARRANT State: TX Zip: 76117	
					Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com	
					IT Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com	
					Billing:	
					Address 2:	
					City: County: State: Zip:	
					Contact: Ph #: Email:	
					Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:	
					Consumables: Toner Only (excludes clear)	
					Meter Method: Remote Reporting Agent	
					For CUSA USE ONLY:	
					Config: D 57659789	

Maintenance Declined for this Equipment Configuration		Maint Base Charge Section D	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information	
7188C001	IMAGEFORCE 1440F [Model: IF1440F]	1	Included	Included	Shipping: 5110 BROADWAY AVE, POLICE STATION EQT ROOM Delivery Date:	
2088V999	IMAGECLASS / IMAGEFORCE DELIVERY ONLY - FOR DROP SHIPMENTS	1	Included	Included	Address 2:	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	City: HALTOM CITY County: TARRANT State: TX Zip: 76117	
					Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com	
					IT Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com	
					Billing:	
					Address 2:	
					City: County: State: Zip:	
					Contact: Ph #: Email:	
					Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:	
					Consumables: Toner Only (excludes clear)	
					Meter Method: Remote Reporting Agent	
					For CUSA USE ONLY:	
					Config: D 57659789	



Customer: CITY OF HALTOM CITY, TEXAS

Agreement #: MA11416

Order Date: 05/04/26 Salesperson: Johannes Lin

Maintenance Declined for this Equipment Configuration		Maint Base Charge Section D	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information	
7188C001	IMAGEFORCE 1440F [Model: IF1440F]	1	Included	Included	Shipping: 5110 BROADWAY AVE, POLICE STATION BATHROOMS Delivery Date:	
2088V999	IMAGECLASS / IMAGEFORCE DELIVERY ONLY - FOR DROP SHIPMENTS	1	Included	Included	Address 2:	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	City: HALTOM CITY County: TARRANT State: TX Zip: 76117	
					Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com	
					IT Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com	
					Billing:	
					Address 2:	
					City: County: State: Zip:	
					Contact: Ph #: Email:	
					Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:	
					Consumables: Toner Only (excludes clear)	
					Meter Method: Remote Reporting Agent	
					For CUSA USE ONLY:	
					Config: D 57659789	

Maintenance Declined for this Equipment Configuration		Maint Base Charge Section D	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information	
7188C001	IMAGEFORCE 1440F [Model: IF1440F]	1	Included	Included	Shipping: 4801 BROADWAY AVE, CITY HALL IT Delivery Date:	
2088V999	IMAGECLASS / IMAGEFORCE DELIVERY ONLY - FOR DROP SHIPMENTS	1	Included	Included	Address 2:	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	City: HALTOM CITY County: TARRANT State: TX Zip: 76117	
					Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com	
					IT Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com	
					Billing:	
					Address 2:	
					City: County: State: Zip:	
					Contact: Ph #: Email:	
					Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:	
					Consumables: Toner Only (excludes clear)	
					Meter Method: Remote Reporting Agent	
					For CUSA USE ONLY:	
					Config: D 57659789	



Customer: CITY OF HALTOM CITY, TEXAS

Agreement #: MA11416

Order Date: 05/04/26 Salesperson: Johannes Lin

Maintenance Declined for this Equipment Configuration		Maint Base Charge Section D	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information	
7188C001	IMAGEFORCE 1440F [Model: IF1440F]	1	Included	Included	Shipping: 4801 BROADWAY AVE, CITY HALL PLANNING & ZONING Delivery Date:	
2088V999	IMAGECLASS / IMAGEFORCE DELIVERY ONLY - FOR DROP SHIPMENTS	1	Included	Included	Address 2:	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	City: HALTOM CITY County: TARRANT State: TX Zip: 76117	
					Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com	
					IT Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com	
					Billing:	
					Address 2:	
					City: County: State: Zip:	
					Contact: Ph #: Email:	
					Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:	
					Consumables: Toner Only (excludes clear)	
					Meter Method: Remote Reporting Agent	
					For CUSA USE ONLY:	
					Config: D 57659789	

Maintenance Declined for this Equipment Configuration		Maint Base Charge Section J	Covered Images Included in Maint Base Charge			Excess Per Image Maint Charge(s)
Item Code	Listed Items Description	Qty	Unit Pmt	Total	Ship To & Maintenance Billing Information	
7185C004	IMAGEFORCE C1333F [Model: IFC1333F]	1	Included	Included	Shipping: 3201 FRIENDLY LN, SENIOR CENTER Delivery Date:	
5693C001	PAPER FEEDER PF-K1	1	Included	Included	Address 2:	
2088V999	IMAGECLASS / IMAGEFORCE DELIVERY ONLY - FOR DROP SHIPMENTS	1	Included	Included	City: HALTOM CITY County: TARRANT State: TX Zip: 76117	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included	Included	Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com	
					IT Contact: Adam K. Bauer Ph #: 817-222-7729 Email: abauer@haltomcitytx.com	
					Billing:	
					Address 2:	
					City: County: State: Zip:	
					Contact: Ph #: Email:	
					Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation:	
					Consumables: Toner Only (excludes clear)	
					Meter Method: Remote Reporting Agent	
					For CUSA USE ONLY:	
					Config: J 57659795	



Return Schedule, Rider B of Agreement

Canon U.S.A, Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Customer: CITY OF HALTOM CITY, TEXAS

Salesperson: Johannes Lin

Agreement #: MA11416

Transaction #: S21565993

Order date: 5/4/2026

Customer ("You")	Customer Account:	Service Requested:
Company: CITY OF HALTOM CITY, TEXAS		Upgrade
Address: 4801 BROADWAY AVE, CITY HALL ACCTS PAYABLE		Lease Information (if applicable)
City: HALTOM CITY	County: TARRANT	Leasing company name
State: TX	Zip: 76117	CFS
Phone: 817-222-7760		Lease Number
Contact name: Janet Carver		855707-2
Email: janet.carver@haltomcitytx.com		
Alternate Contact:		
Alternate Phone:		

If "Buyout Reimbursement" is selected above, the following MUST be completed:

\$ _____ To be paid upon delivery / acceptance pursuant to Rider B, Section 1.

Payable to: _____ Reason for check issuance: _____

If transaction includes a Lease Upgrade or Buyout the following MUST be completed:

- Select one: ☐ Not Applicable: No Equipment pick up required
- ☒ CUSA will pick up the Equipment
- ☒ Return Equipment to CFS
- ☐ Return Equipment to CUSA Original Order Date _____
- ☐ You will return Equipment to leasing company according to the terms and conditions of your lease agreement
- ☐ You will retain the equipment.
- Will retained equipment remain under a CUSA Maintenance Agreement?
- ☐ No
- ☐ Yes: SELECT ONE: under an Existing Contract ☐ Or New Contract ☐

Trade in Equipment Condition:

Equipment for Trade-In, Upgrade, or Return

If transaction includes a Lease return the following MUST be completed:

Return code	Item Code	Description	Serial #	Equipment Location	Contact Name & Phone	Email	Alt pick up date
UGTR	4301C002	IRADVDC5750I	3AP06116	4801 BROADWAY AVE, CITY HALL, 2ND FL WORKROOM HALTOM CITY TX 76117	Adam K. Bauer 817-222-7729	abauer@haltomcitytx.com	4/24/2026
UGTR	4301C002	IRADVDC5750I	3AP06092	5110 BROADWAY AVE, POLICE DEPARTMENT MAILROOM HALTOM CITY TX 76117	Adam K. Bauer 817-222-7729	abauer@haltomcitytx.com	4/24/2026
UGTR	4303C002	IRADVDC5750I	3BN06441	4809 HALTOM RD, LIBRARY PUBLIC HALTOM CITY TX 76117	Adam K. Bauer 817-222-7729	abauer@haltomcitytx.com	4/24/2026
UGTR	4303C002	IRADVDC5735I	3BN06409	4809 HALTOM RD, LIBRARY ADMIN HALTOM CITY TX 76117	Adam K. Bauer 817-222-7729	abauer@haltomcitytx.com	4/24/2026
UGTR	3857C002	IRADVDC3725I	2UA11605	4839 BROADWAY AVE, REC CENTER HALTOM CITY TX 76117	Adam K. Bauer 817-222-7729	abauer@haltomcitytx.com	4/24/2026

Pick Up /Return Information:

- ☐ Same Date as Delivery of Listed Items Specified on the Agreement
- ☒ Other Specified Date: 4 / 24 / 2026 (but no longer than 30 days after delivery of Listed Items under Agreement)

Contact Name:	Phone:	Email:
Hours of Operation:	Number of Steps:	Elevator:
Loading Dock:		
Special Instructions / Additional Requirements:		

THIS RETURN SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES ALL OF THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE AND THE APPLICABLE RIDER(S) ("AGREEMENT"). BY YOUR SIGNATURE BELOW, YOU AGREE TO TERMS AS SPECIFIED ABOVE, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. YOU REPRESENT THAT YOU ARE AUTHORIZED TO EXECUTE THIS SCHEDULE ON CUSTOMER'S BEHALF. STANDARD TERMS AND CONDITIONS INCORPORATED HEREIN ARE AVAILABLE AT MK1.USA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS RETURN SCHEDULE.

Customer's Authorized Signature _____

Printed Name _____

Title _____

Date _____



Canon U.S.A, Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Additional Equipment for Trade in, Upgrade, Return, Buyout Schedule (Rider B) (SLS-901)

Page 2 of 2

Customer: CITY OF HALTOM CITY, TEXAS

Salesperson: Johannes Lin

Agreement #: MA11416

Transaction #: S21565993

Order Date: 5/4/2026

Customer ("you"):

Company: CITY OF HALTOM CITY, TEXAS

Contact: Janet Carver

Address: 4801 BROADWAY AVE, CITY HALL ACCTS PAYABLE

Phone: 817-222-7760

City: HALTOM CITY

State: TX

Zip: 76117

Email: janet.carver@haltomcitytx.com

Equipment for Trade-In, Upgrade, or Return

Return code	Item Code	Description	Serial #	Equipment Location, if different than above	Contact Name & Phone	Email	Alt pick up date
UGTR	3857C002	IRADVDC372 5I	2UA11604	4200 HOLLIS ST, PUBLIC WORKS HALTOM CITY TX 76117	Adam K. Bauer 817-222-7729	abauer@haltomcitytx.com	4/24/2026
UGTR	3857C002	IRADVDC372 5I	2UA11730	5524 BROADWAY AVE, FIRE STATION 1 HALTOM CITY TX 76117	Adam K. Bauer 817-222-7729	abauer@haltomcitytx.com	4/24/2026
UGTR	4056C002	IRADVDC4725I	26H04486	5110 BROADWAY AVE, POLICE STATION FRONT HALTOM CITY TX 76117	Adam K. Bauer 817-222-7729	abauer@haltomcitytx.com	4/24/2026
UGTR	4056C002	IRADVDC4725I	26H04187	4801 BROADWAY AVE, CITY HALL MAIL ROOM HALTOM CITY TX 76117	Adam K. Bauer 817-222-7729	abauer@haltomcitytx.com	4/24/2026
UGTR	4056C002	IRADVDC4725I	26H04227	4801 BROADWAY AVE, CITY HALL 1ST FL WORKROOM HALTOM CITY TX 76117	Adam K. Bauer 817-222-7729	abauer@haltomcitytx.com	4/24/2026
UGTR	3514C052	ICXMF1238	3DD03278	3201 FRIENDLY LN, SENIOR CENTER HALTOM CITY TX 76117	Adam K. Bauer 817-222-7729	abauer@haltomcitytx.com	4/24/2026
UGTR	3514C052	ICXMF1238	3DD03236	4801 BROADWAY AVE, CITY HALL PLANNING & ZONING HALTOM CITY TX 76117	Adam K. Bauer 817-222-7729	abauer@haltomcitytx.com	4/24/2026
UGTR	3514C052	ICXMF1238	3DD03230	4801 BROADWAY AVE, CITY HALL IT HALTOM CITY TX 76117	Adam K. Bauer 817-222-7729	abauer@haltomcitytx.com	4/24/2026
UGTR	3514C052	ICXMF1238	3DD03201	5110 BROADWAY AVE, POLICE STATION BATHROOMS HALTOM CITY TX 76117	Adam K. Bauer 817-222-7729	abauer@haltomcitytx.com	4/24/2026
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CITY COUNCIL MEMORANDUM

City Council Meeting: Monday, May 11, 2026, 6:00 PM

Department: Parks & Recreation

Subject: ORDINANCE NO. 2026-003-10 STANDARDS OF CARE
- 2nd Reading

ACTION REQUESTED City Council approval of Ordinance No. O-2026-003-10, on 2nd reading and adopting the Standards of Care for 2025.

Public hearing was held on April 27, 2026.

BACKGROUND

The City operates recreation programs for elementary school age children (over 4 hours per day), such as the Super Kids Summer Camp. As such, the state requires that Standards of Care be adopted annually by ordinance for any city operating elementary age recreation programs.

The proposed 2025 Standards of Care (updated from 2023), as presented in Ordinance , are intended to be minimum standards by which the City of Haltom City Parks & Recreation Department will operate the City's youth programs. The Standards of Care include staff responsibilities, enrollment requirements, staffing ratios, staff qualifications and training, facility standards, health and safety standards and mechanisms for inspecting, monitoring, and enforcing care standards. The programs operated by the City are recreational in nature and are not licensed by the state of Texas as day care programs.

FISCAL IMPACT

Approval of the Standards of Care will require no additional funding by the City.

RECOMMENDATION

Staff recommends the City Council approve Ordinance adopting the Standards of Care for 2026. 2nd reading.

ATTACHMENTS

Ordinance

Standards of Care – Exhibit A

Attachments

[Standards of Care - Exhibit A 2024.pdf](#)

[Standards of Care - Exhibit B - State Code 42.041\(b\)\(14\).pdf](#)

[2026-003-10 Standards of Care.pdf](#)

Haltom City Parks & Recreation Department



Standards of Care For Youth Programs

Haltom Recreation Center
4839 Broadway Avenue
Haltom City, TX 76117
817-222-7171
www.haltomcitytx.com

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CITY OF HALTOM CITY YOUTH PROGRAMS

STANDARDS OF CARE

The following Standards of Care have been adopted by the City Council of Haltom City, Texas, to comply with Chapter 42 of the Texas Human Resources Code, specifically Section 42.041(b)(14) regarding an exemption for the City of Haltom City's Youth Programs, as defined herein. These Standards of Care are intended to be minimum standards by which the City of Haltom City Parks & Recreation Department will operate the City's Youth Programs. The Youth Programs are recreational in nature and are not child-care facilities or day care programs, and are not licensed by the State of Texas.

General Administration

1. Organization
 - A. The governing body of the City of Haltom City Youth Programs is the Haltom City Council.
 - B. Implementation of the Youth Programs Standards of Care ("Standards of Care") is the responsibility of the Recreation Supervisor and departmental employees.
 - C. These Standards of Care apply to all Youth Programs operated by the Department, including but not limited to: the Summer Day Camp Programs, Holiday Day Camp Programs, and Spring Break Day Camp Programs.
 - D. Each Program Site will have available for public and staff review a current copy of the Standards of Care.
 - E. Parents of participants may obtain a copy of the Standards of Care from the City during the program registration process. In addition, the Standards of Care can be accessed on the City's website at: www.haltomcitytx.com.
 - F. Criminal background checks shall be conducted on prospective staff. No person shall be employed as an Employee in a Youth Program if the person would be permanently barred from being present at a child care operation while children are in care under Texas Administrative Code Title 40, Part 19, Chapter 745 (Licensing).

2. Definitions

- A. Camp Director: A Department employee who is assigned responsibility to implement and direct a Youth Program and oversee the Program Employees assigned to the corresponding Youth Program.
- B. Department: Parks & Recreation Department of the City of Haltom City.
- C. Employee(s): Individuals who have been hired to work for the City of Haltom City and have been assigned responsibility for managing, administering, or implementing some portions of the Youth Programs.
- D. Parent(s): One or both parent(s) or legal guardian(s) who have legal custody and authority to enroll the child(ren) in the Youth Programs.
- E. Participant: A Youth whose parent(s) or legal guardian(s) have completed all required registration procedures and determined to be eligible for the Youth Programs.
- F. Program Employee: A Department employee who is assigned to work with participants of a Youth Program at a Program Site.
- G. Program Manual: Notebook of policies, procedures, required forms, and organizational and programming information relevant to Youth Programs.
- H. Program Site: The facilities and surrounding property where Youth Programs are held.
- I. Recreation Supervisor: A Department employee who oversees the Program Director and operations of all Youth Programs.
- J. City: City of Haltom City, Texas.
- K. City Council: City Council of the City of Haltom City, Texas.
- L. Youth: A school aged person between the ages of 5 and 13, as of the enrollment date of the Youth Program.
- M. Youth Programs: The City of Haltom City Youth Programs consisting of programs such as: Summer Day Camp, Holiday Day Camp, Spring Break Day Camp, and Sports Day Camp programs . A single camp may be referred to as a Youth Program.

3. Objectives of Youth Programs

- A. To provide Youth with the opportunity of recreational activities which may include sports, games, arts and crafts, education, dance, drama, special events, field trips, tournaments, etc.
- B. To provide an encouraging atmosphere by emphasizing the positive development of physical skills, emotional development and growth of self-confidence.
- C. To provide a safe environment by promoting good health and welfare for all participants.
- D. To teach Youth how to spend their leisure time wisely in an effort to meet the emotional, physical and social needs of the Youth.

4. Inspections/Monitoring/Enforcement

- A. The City has established these Standards of Care in order to obtain an exemption from the State regarding the Youth Programs. Once the exemption is established, the State will not monitor the Youth Programs. These Standards of Care will be reviewed annually and brought before the City Council for consideration and approval after a public hearing pursuant to Texas Human Resources Code § 42.041(b)(14). Any recommended amendments to these Standards of Care will be presented to the City Council for consideration and approval after a public hearing.
- B. The Camp Director of each Youth Program will perform a monthly inspection of the facility to maintain compliance with the Standards of Care.
 - (1) Monthly inspection reports shall be sent to the Recreation Supervisor for review and maintained by the City in accordance with applicable record retention policies.
 - (2) The Recreation Supervisor shall review the monthly inspection report and shall establish deadlines and criteria for compliance with the Standards of Care where failure to comply is noted.
- C. The Recreation Supervisor shall make visual inspections of the Youth Programs based on the following schedule.
 - 1. Youth Programs operating during the summer shall be inspected no less than twice during the Youth Program's summer schedule.

2. Youth Programs which operate during the regular Birdville Independent School District school year, for two (2) weeks or less, shall be inspected at least once during the Youth Program's schedule.
- D. Complaints regarding enforcement of the Standards of Care shall be directed to the Camp Director. The Camp Director shall be responsible to take the necessary steps to address the complaint and resolve the problem, if any. Complaints regarding enforcement of the Standards of Care and resolution of complaints arising under the Standards of Care shall be recorded by the Camp Director. All complaints regarding enforcement of the Standards of Care where a deficiency is noted will be forwarded to the Recreation Supervisor with the complaint and the resolution noted.

5. Enrollment

Before a child may enroll in a Youth Program, the parents shall sign registration forms that contain the following information about the child:

- (1) Name, home address, home telephone number, parent's email address;
- (2) Name and address of parent(s) and contact telephone number(s) during Youth Program hours;
- (3) The names and telephone numbers of people to whom the child can be released;
- (4) A statement of the child's special problems, needs or medical conditions;
- (5) Emergency medical authorization;
- (6) A signed liability waiver and acknowledgement of program code of conduct.

6. Suspected Abuse

Program Employees shall report suspected child abuse or neglect in accordance with the Texas Family Code. In a situation where an Employee is involved in an incident with a child that could be considered to be child abuse, the incident shall be immediately reported to the Recreation Supervisor. The Recreation Supervisor will immediately notify the Police Department and any other agency, as may be appropriate.

Texas State law requires the Employees of the Youth Programs to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services or

a law enforcement agency. Failure to report suspected abuse is punishable by fines up to \$1,000 and/or confinement up to one hundred eighty (180) days. Confidential reports may be made by calling 1.800.252.5400.

A complete copy of the Texas Family Code regulations regarding child abuse can be found at <http://www.statutes.legis.state.tx.us>

Staffing - Responsibilities and Training

1. Camp Director

A. Qualifications. The Camp Director shall:

- (1) Consistently exhibit competency, good judgment, and self-control when working with Youth.
- (2) Interact with Youth with courtesy, respect, tolerance, and patience.
- (3) Successfully complete a course in first aid, CPR, and AED, in compliance with American Heart Association standards.
- (4) Pass a background investigation and testing for illegal substances.
- (5) Be mature, responsible, and able to complete duties with minimal supervision.
- (6) Communicate effectively with the public.
- (7) Possess a valid Texas driver's license.
- (8) Have previous experience in supervising Youth of varying age levels in a group setting and possess knowledge of recreational games, crafts, and activities.
- (9) Complete City-mandated training.
- (10) Be at least eighteen (18) years of age.

B. Job Functions. The Camp Director shall endeavor to:

- (1) Direct and supervise Program Employees. Hiring and training shall be the responsibility of the Camp Director with assistance from the Recreation Supervisor.

- (2) Complete and submit proper records, including Youth Program schedules, Program Employee schedules, accident/incident reports, and participant attendance.
- (3) Schedule appropriate activities in accordance with the philosophy of the Youth Program and coordinate with the Recreation Supervisor to ensure appropriate reservations and transportation are secured in order to complete activities.
- (4) Maintain an orderly, clean and safe environment for the Youth while promoting a non-competitive program directed toward accentuating positive behaviors, physical development, and emotional growth.
- (5) Maintain supplies, equipment and all necessary documentation for the operation of the Youth Program.
- (6) Communicate with Parent(s) as necessary.
- (7) Conduct on-going evaluations regarding the Youth Program and implement approved recommendations, as needed.
- (8) Provide reports to Recreation Supervisor on a weekly basis regarding Youth Program activities.
- (9) Know and follow all City, Department, and Program Manual standards, policies, and procedures that apply to Youth Programs.
- (10) Ensure that participants are released only to a Parent or an adult designated by the Parent in accordance with Department procedures. All Program Sites will have a copy of the approved Department procedure to verify the identity of a person authorized to pick-up a participant.

2. Program Employees

A. Qualifications. A Program Employee must:

- (1) Consistently exhibit competency, good judgment, and self-control when working with Youth.
- (2) Interact with Youth with courtesy, respect, tolerance, and patience.
- (3) Successfully complete a course in first aid, CPR, and AED, in compliance with American Red Cross standards.

- (4) Pass a background investigation and testing for illegal substances.
- (5) Be mature, responsible, and able to complete duties with minimal supervision.
- (6) Possess a valid Texas driver's license.
- (7) Have previous experience in working with Youth of varying age levels in a group setting and possess knowledge of recreational games, crafts, and activities.
- (8) Complete City-mandated training.
- (9) Be at least sixteen (18) years of age.

B. Essential Job Functions. A Program Employee shall endeavor to:

- (1) Promote a non-competitive, positive, image-enhancing environment for each participant through the direction of fun, varied, and well-organized activities.
- (2) Directly lead activities using a method that will provide opportunities for the involvement of all participants on an equal basis.
- (3) Exhibit enthusiasm for the activity to impart a feeling of excitement in the participants.
- (4) Follow procedures for Youth Programs drop off and pick-up and preparation of accident/incident reports.
- (5) Follow guidelines for safety and storage of equipment and notify Camp Director regarding supplies inventories.
- (6) Ensure safety of Youth at Program Site and on field trips.
- (7) Adhere to these Standards of Care for Youth Programs.

3. Personnel Restriction

A person shall not be employed as an Employee in a Youth Program if:

- (1) The person would be permanently barred from being present at a child care operation while children are in care under the Texas Administrative Code Title 40, Part 19, Chapter 745 (Licensing).

4. Training/Orientation

- A. The Department is responsible to provide training and orientation to all Youth Programs employees who work with children regarding their specific job responsibilities.
- B. Employees must be familiar with these Standards of Care for Youth Programs.
- C. Employees shall be trained in appropriate procedures to handle emergencies.
- D. Employees shall be trained in City, Department, and Program Manual policies and procedures applicable to Youth Programs.
- E. Employees shall be required to sign an acknowledgment that they received the required training.

Service Standards

1. Appearance

- A. Appropriate attire and footwear is required daily. Youth Program shirts must be worn by participants and staff on field trip days.
- B. The City's dress code policy shall be adhered to at all time. Failure to comply with the dress code will result in an Employee being sent home.

2. Interaction with Parents and Participants

- A. Participants and Parents will be treated with respect at all times.
- B. Program Employees and Camp Directors shall keep parents continuously informed of activities and schedules. A weekly schedule shall be distributed and copies shall be kept with the daily sign in sheets.
- C. Staff shall note details of behavior of participants (accomplishments, discipline problems, general activities, etc.) and update Parents as much as possible.

- D. The Camp Director will review and document complaints and forward complaints to the Recreation Supervisor, and shall respond as appropriate. All complaints shall be addressed within one (1) business day, if they are not resolved on site. All complaints must be recorded, including resolution, and forwarded to Recreation Supervisor.
3. Additional Staff Responsibilities
- A. Program Employees shall monitor the sign in/out log at all times.
 - B. Program Employees shall spend 100% of their time while on duty actively involved with Participants and/or Parents.
 - C. Program Employees shall pick-up the area used by their group after each activity.
 - D. Prior to beginning work each day, all staff shall report to the appointed location for any messages, instructions, or information.

Operations

1. Staff/Participant Ratio
- A. The maximum ratio of Participants to Program Employees shall be 15:1 based on average daily attendance. Ratios may be adjusted to provide adequate supervision during higher risk activities, such as field trips, outdoor events, etc. In the event an employee is unable to report to the Program Site, a replacement shall be assigned.
 - B. Each Participant shall have a Program Employee who is assigned to him/her and who shall be aware of the Participant's habits, interests, and any special needs, as identified by the Participant's parent(s) during the registration process.
2. Discipline
- A. Program Employees shall implement discipline policy and provide guidance in a consistent manner based on the best interests of program participants.
 - B. There shall be no cruel, harsh or corporal punishment used as a method of discipline.
 - C. Program Employees may use brief, supervised separation from the group if necessary. Participants shall be informed of Youth Program rules.

- D. As necessary, Program Employees shall initiate discipline reports to the Parent(s) of Participants. Parents shall be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- E. A sufficient number and/or severe nature of discipline reports as detailed in the program manual may result in a Participant being suspended or removed from the Youth Programs. Parents shall be contacted to pick up their Youth immediately in the event of such suspension or removal.
- F. In instances where there is a danger to Participants or Employees, offending Participants shall be removed from the Program Site immediately.
- G. Any person(s) creating a nuisance, causing a disturbance, or creating an unsafe environment at any Program Site shall be subject to ejection from the Site and possible arrest and legal action.
- H. In the event any Employee believes that criminal conduct has occurred, or is reasonably likely to occur, the Employee shall immediately notify the Camp Director or other supervisory employee and/or contact the Police directly if time does not permit indirect reporting.

3. Programming

- A. The Program will provide a safe, healthy, and age appropriate environment for all participants. The program provides a well-rounded variety of activities and opportunities that support the physical, social, emotional, and cognitive growth and development of all participants.
- B. Program Employees will attempt to provide indoor and outdoor time periods, weather permitting, that include:
 - (1) Alternating active and passive activities; and
 - (2) Opportunity for individual and group activities.
- C. Program Employees shall be attentive and considerate of the Participants' safety on field trips and during any transportation provided by the Youth Programs. Participants shall be counted before leaving the Program Site and before boarding the transportation to return to the Program Site, and at other times as deemed to be reasonably necessary to preserve the Participants' safety.

- (1) During trips, Program Employees supervising Participants must have immediate access to Participant forms and emergency contact information for each Participant; and
- (2) Program Employees shall have a written list of the Participants in the group and must check the attendance frequently; and
- (3) Program Employees shall have First Aid supplies, a guide to First Aid and emergency care available on field trips.

4. Communication

The Program Site shall have a telephone to allow the Program Site to be contacted by Parks and Recreation personnel or for making emergency calls.

5. Transportation

- A. First Aid supplies and a First Aid and emergency care guide will be available in all Youth Program vehicles that transport Youth.
- B. All Program vehicles used for transporting Participants shall have available a 6-BC portable fire extinguisher in the vehicle which shall be accessible to the adult occupants.

6. Participant Pick up and Drop off

- A. A completed and signed Pick-Up Authorization Form must be on file for each participant.
- B. The original signer of the Pick-Up Authorization Form may contact the Camp Director to add a new Authorized person.
- C. Participants may only be picked up and signed out by an Authorized Person. Photo ID must be presented to pick up a Participant.
- D. Participants must be picked up by the end of the assigned Youth Program. If a child is picked up after the end of the program, a late fee will be assessed. If a child has not been picked up within (30) thirty minutes after the program has ended and Camp Staff has not had contact with a parent/guardian, the Police will be contacted.
- E. If any unauthorized person attempts to pick up a child, staff should:
 - a. Call the Camp Director.

- b. Politely inform the person that they do not have permission to release the child to them.
- c. Ask the person to leave.
- d. Move the participant at risk to another room or area.
- e. Have another staff member in the pick-up area.
- f. The Camp Director should call the original Authorized Person to inform them of the unauthorized pick up attempt.
- g. If necessary, program staff should call 911.

Facility Standards

1. Safety

- A. Program Employees shall inspect the Program Site daily to detect sanitation and safety concerns that might affect the health and safety of the Participants. Program employees will also complete a daily inspection report and submit it to the Camp Director, who shall maintain it in the City's files.
- B. The Camp Director shall inspect the buildings, grounds, and equipment on the Program Site to insure that they are clean, in good repair, and maintained so as to protect the health of the Participants.
- C. Program equipment and supplies shall be safe for Participants use.
- D. Program Employees shall have First Aid supplies available at the Program Site, during transportation, and for the duration of any off-site activity.
- E. Program Employees shall have First Aid supplies and a guide to First Aid and emergency care readily available in a designated location.

2. Fire

- A. In case of fire, danger of fire, explosion, or other emergency, a Program Employee's first priority is to evacuate the Participants to a designated safe area. Emergency evacuation and relocation plans shall be posted within the Program Site.
- B. The Program Site shall have an annual fire inspection by the local Fire Marshal, and the resulting report shall detail any safety concerns observed. The report shall be forwarded to the Supervisor who shall review and establish deadlines and criteria for compliance.

- C. Each Program Site must have at least one (1) operable, charged fire extinguisher approved by the Fire Marshal or designee readily available to all Program Employees. The fire extinguisher is to be inspected monthly by the Camp Director to verify that it is sufficiently charged and operable. All Employees will be trained in the proper use of a fire extinguisher.
- D. Fire drills shall be conducted monthly.

3. Tornadoes

- A. Tornado warning procedures will be reviewed with all program staff during training. Tornado drills will be initiated twice a year: one in the spring and one in the fall.

4. Health

A. Illness or Injury

- (1) Illnesses and injuries shall be handled in a manner to protect the health of all participants and employees. Parents shall be notified in cases of illness or injury. Paramedics shall be notified in the event of an injury that cannot be remedied through basic first aid. An accident report shall be completed for all injuries and forwarded to the Camp Director.
- (2) An ill Youth shall not be allowed to attend or participate in Youth Programs if the Youth is suspected of having a temperature and/or accompanied by behavior changes or other signs or symptoms until a medical evaluation indicating that the Youth can return to the Youth Program.
- (3) Employees shall follow the recommendations of the Texas Department of Health concerning the admission or readmission of any Participant after a communicable disease.

B. Program Employees shall administer medication only if:

- (1) Parent(s) complete and sign a "Consent to Administer Medication" Form that authorizes for Employees to administer medication and provide details as to time(s) and dosage(s) consistent with the medications label.
- (2) Prescription medications are in the original containers labeled with the Youth's name, a date, directions, and the prescribing physician's name. Employees shall administer the medication only as stated on the label. Employees shall not administer medication after the expiration date.

- (3) Non-prescription medications are labeled with the Youth's name and the date the medication was brought to the Youth Program. Non-prescription medication must be in the original container. The Employees shall administer non-prescription medications only according to label direction.
- (4) Medications dispensed shall be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program Employees.
- (5) Program Employees shall ensure medications are inaccessible to Participants.

C. Toilet Facilities

- (1) The Program Site shall have adequate indoor toilets and lavatories located and equipped so Youth can use them independently and Program Employees can supervise as needed.
- (2) There must be one (1) flush toilet for every thirty (30) participants. Urinals may be counted in the ratio of toilets to participants, but shall not exceed fifty percent (50%) of the total number of toilets.

D. Sanitation

- (1) The Program Site shall have adequate light, ventilation, and heat.
- (2) The Program Site shall have an adequate supply of drinking water meeting the standards of the Texas Department of Health for drinking water and ensure that it shall be supplied to the Participants in a safe and sanitary manner.
- (3) Program Employees shall ensure that garbage is removed from the Program Site daily.

SUBCHAPTER C. REGULATION OF CERTAIN FACILITIES, HOMES, AND
AGENCIES

This section was amended by the 84th Legislature. Pending publication of the current statutes, see S.B. 219, 84th Legislature, Regular Session, for amendments affecting this section.

Sec. 42.041. REQUIRED LICENSE. (a) No person may operate a child-care facility or child-placing agency without a license issued by the department.

(b) This section does not apply to:

- (1) a state-operated facility;
- (2) an agency foster home or agency foster group home;
- (3) a facility that is operated in connection with a shopping center, business, religious organization, or establishment where children are cared for during short periods while parents or persons responsible for the children are attending religious services, shopping, or engaging in other activities, including retreats or classes for religious instruction, on or near the premises, that does not advertise as a child-care facility or day-care center, and that informs parents that it is not licensed by the state;
- (4) a school or class for religious instruction that does not last longer than two weeks and is conducted by a religious organization during the summer months;
- (5) a youth camp licensed by the Department of State Health Services;
- (6) a facility licensed, operated, certified, or registered by another state agency;
- (7) an educational facility that is accredited by the Texas Education Agency, the Southern Association of Colleges and Schools, or an accreditation body that is a member of the Texas Private School Accreditation Commission and that operates primarily for educational purposes for prekindergarten and

above, a before-school or after-school program operated directly by an accredited educational facility, or a before-school or after-school program operated by another entity under contract with the educational facility, if the Texas Education Agency, the Southern Association of Colleges and Schools, or the other accreditation body, as applicable, has approved the curriculum content of the before-school or after-school program operated under the contract;

(8) an educational facility that operates solely for educational purposes for prekindergarten through at least grade two, that does not provide custodial care for more than one hour during the hours before or after the customary school day, and that is a member of an organization that promulgates, publishes, and requires compliance with health, safety, fire, and sanitation standards equal to standards required by state, municipal, and county codes;

(9) a kindergarten or preschool educational program that is operated as part of a public school or a private school accredited by the Texas Education Agency, that offers educational programs through grade six, and that does not provide custodial care during the hours before or after the customary school day;

(10) a family home, whether registered or listed;

(11) an educational facility that is integral to and inseparable from its sponsoring religious organization or an educational facility both of which do not provide custodial care for more than two hours maximum per day, and that offers an educational program in one or more of the following: prekindergarten through at least grade three, elementary grades, or secondary grades;

(12) an emergency shelter facility, other than a facility that would otherwise require a license as a child-care facility under this section, that provides shelter or care to a minor and the minor's child or children, if any, under Section [32.201](#), Family Code, if the facility:

(A) is currently under a contract with a state or federal agency; or

(B) meets the requirements listed under Section 51.005(b)(3);

(13) a juvenile detention facility certified under Section 51.12, Family Code, a juvenile correctional facility certified under Section 51.125, Family Code, a juvenile facility providing services solely for the Texas Juvenile Justice Department, or any other correctional facility for children operated or regulated by another state agency or by a political subdivision of the state;

(14) an elementary-age (ages 5-13) recreation program operated by a municipality provided the governing body of the municipality annually adopts standards of care by ordinance after a public hearing for such programs, that such standards are provided to the parents of each program participant, and that the ordinances shall include, at a minimum, staffing ratios, minimum staff qualifications, minimum facility, health, and safety standards, and mechanisms for monitoring and enforcing the adopted local standards; and further provided that parents be informed that the program is not licensed by the state and the program may not be advertised as a child-care facility;

(15) an annual youth camp held in a municipality with a population of more than 1.5 million that operates for not more than three months and that has been operated for at least 10 years by a nonprofit organization that provides care for the homeless;

(16) a food distribution program that:

(A) serves an evening meal to children two years of age or older; and

(B) is operated by a nonprofit food bank in a nonprofit, religious, or educational facility for not more than two hours a day on regular business days;

(17) a child-care facility that operates for less than three consecutive weeks and less than 40 days in a period of 12 months;

(18) a program:

(A) in which a child receives direct instruction in a single skill, talent, ability, expertise, or proficiency;

(B) that does not provide services or offerings that are not directly related to the single talent, ability, expertise, or proficiency;

(C) that does not advertise or otherwise represent that the program is a child-care facility, day-care center, or licensed before-school or after-school program or that the program offers child-care services;

(D) that informs the parent or guardian:

(i) that the program is not licensed by the state; and

(ii) about the physical risks a child may face while participating in the program; and

(E) that conducts background checks for all program employees and volunteers who work with children in the program using information that is obtained from the Department of Public Safety;

(19) an elementary-age (ages 5-13) recreation program that:

(A) adopts standards of care, including standards relating to staff ratios, staff training, health, and safety;

(B) provides a mechanism for monitoring and enforcing the standards and receiving complaints from parents of enrolled children;

(C) does not advertise as or otherwise represent the program as a child-care facility, day-care center, or licensed before-school or after-school program or that the program offers child-care services;

(D) informs parents that the program is not licensed by the state;

(E) is organized as a nonprofit organization or is located on the premises of a participant's residence;

(F) does not accept any remuneration other than a nominal annual membership fee;

(G) does not solicit donations as compensation or payment for any good or service provided as part of the program; and

(H) conducts background checks for all program employees and volunteers who work with children in the program using information that is obtained from the Department of Public Safety;

(20) a living arrangement in a caretaker's home involving one or more children or a sibling group, excluding children who are related to the caretaker, in which the caretaker:

(A) had a prior relationship with the child or sibling group or other family members of the child or sibling group;

(B) does not care for more than one unrelated child or sibling group;

(C) does not receive compensation or solicit donations for the care of the child or sibling group; and

(D) has a written agreement with the parent to care for the child or sibling group;

(21) a living arrangement in a caretaker's home involving one or more children or a sibling group, excluding children who are related to the caretaker, in which:

(A) the department is the managing conservator of the child or sibling group;

(B) the department placed the child or sibling group in the caretaker's home; and

(C) the caretaker had a long-standing and significant relationship with the child or sibling group before the child or sibling group was placed with the caretaker;

(22) a living arrangement in a caretaker's home involving one or more children or a sibling group, excluding

children who are related to the caretaker, in which the child is in the United States on a time-limited visa under the sponsorship of the caretaker or of a sponsoring organization; or

(23) a facility operated by a nonprofit organization that:

(A) does not otherwise operate as a child-care facility that is required to be licensed under this section;

(B) provides emergency shelter and care for not more than 15 days to children 13 years of age or older but younger than 18 years of age who are victims of human trafficking alleged under Section [20A.02](#), Penal Code;

(C) is located in a municipality with a population of at least 600,000 that is in a county on an international border; and

(D) meets one of the following criteria:

(i) is licensed by, or operates under an agreement with, a state or federal agency to provide shelter and care to children; or

(ii) meets the eligibility requirements for a contract under Section [51.005\(b\)\(3\)](#).

(b-1) Repealed by Acts 2009, 81st Leg., R.S., Ch. 720, Sec. 19(1), eff. September 1, 2009.

(c) A single license that lists addresses and the appropriate facilities may be issued to a general residential operation that operates noncontiguous facilities that are across the street from, in the same city block as, or on the same property as one another and that are demonstrably a single operation as indicated by patterns of staffing, finance, administrative supervision, and programs.

(d) A facility exempt from the provisions of Subsection (a) of this section that desires to receive or participate in federal or state funding shall be required to comply with all other provisions of this chapter and with all regulations promulgated under this chapter.

(e) The exemptions provided by Subsection (b) of this section do not affect the authority of local, regional, or state

health department officials, the state fire marshal, or local fire prevention officials to inspect child-care facilities.

(f) Notwithstanding the requirements of Subsection (b)(14), a municipality that operates an elementary-age (ages 5-13) recreation program may, in lieu of an annual public hearing, accept public comment through the municipality's Internet website for at least 30 days before the municipality adopts standards of care by ordinance if the municipality:

- (1) has a population of 300,000 or more; and
- (2) has held at least two annual public hearings on the standards of care and adopted standards of care by ordinance after those public hearings.

(g) A child-care facility that is exempt under Subsection (b)(3) from the licensing requirement of Subsection (a) may provide care for each child at the child-care facility for not more than 15 hours a week if the child-care facility:

- (1) provides the child care so that a person may attend an educational class provided by a nonprofit entity; and
- (2) is located in a county with a population of 800,000 or more that is adjacent to an international border.

Acts 1979, 66th Leg., p. 2361, ch. 842, art. 1, Sec. 1, eff. Sept. 1, 1979. Amended by Acts 1981, 67th Leg., p. 2812, ch. 759, Sec. 2, 3, eff. Aug. 31, 1981; Acts 1987, 70th Leg., ch. 1052, Sec. 4.03, eff. Sept. 1, 1987; Acts 1987, 70th Leg., ch. 1115, Sec. 2, eff. June 19, 1987; Acts 1995, 74th Leg., ch. 262, Sec. 54, eff. Jan. 1, 1996; Acts 1995, 74th Leg., ch. 847, Sec. 1, eff. Sept. 1, 1995; Acts 1997, 75th Leg., ch. 165, Sec. 7.46, eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 664, Sec. 3, 4, eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 1063, Sec. 7, eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 1217, Sec. 2, eff. Sept. 1, 1997; Acts 2001, 77th Leg., ch. 218, Sec. 3, eff. Sept. 1, 2001.

Amended by:

Acts 2005, 79th Leg., Ch. 268 (S.B. 6), Sec. 1.93(a), eff. September 1, 2005.

Acts 2007, 80th Leg., R.S., Ch. 263 (S.B. [103](#)), Sec. 25, eff. June 8, 2007.

Acts 2007, 80th Leg., R.S., Ch. 1037 (H.B. [1786](#)), Sec. 1, eff. September 1, 2007.

Acts 2007, 80th Leg., R.S., Ch. 1414 (H.B. [1385](#)), Sec. 1, eff. September 1, 2007.

Acts 2009, 81st Leg., R.S., Ch. 720 (S.B. [68](#)), Sec. 4, eff. September 1, 2009.

Acts 2009, 81st Leg., R.S., Ch. 720 (S.B. [68](#)), Sec. 5, eff. September 1, 2009.

Acts 2009, 81st Leg., R.S., Ch. 720 (S.B. [68](#)), Sec. 19(1), eff. September 1, 2009.

Acts 2011, 82nd Leg., R.S., Ch. 343 (H.B. [3051](#)), Sec. 1, eff. September 1, 2011.

Acts 2011, 82nd Leg., R.S., Ch. 1082 (S.B. [1178](#)), Sec. 2, eff. September 1, 2011.

Acts 2013, 83rd Leg., R.S., Ch. 161 (S.B. [1093](#)), Sec. 22.001(30), eff. September 1, 2013.

Acts 2013, 83rd Leg., R.S., Ch. 192 (S.B. [353](#)), Sec. 1, eff. May 25, 2013.

Acts 2013, 83rd Leg., R.S., Ch. 746 (S.B. [427](#)), Sec. 1, eff. September 1, 2013.

This section was amended by the 84th Legislature. Pending publication of the current statutes, see S.B. [219](#), 84th Legislature, Regular Session, for amendments affecting this section.

ORDINANCE NO. O-2026-03-10

AN ORDINANCE ESTABLISHING STANDARDS OF CARE FOR THE RECREATION PROGRAMS FOR ELEMENTARY SCHOOL AGE CHILDREN OPERATED BY THE CITY; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, Section 42.041 of the Texas Human Resources Code provides that an elementary-age recreation program operated by a municipality is not required to obtain a license from the state provided that the governing body of the municipality annually adopts standards of care for such programs by ordinance after a public hearing; and

WHEREAS, the City Council has conducted a public hearing and desires to adopt the standards set forth in this ordinance.

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

SECTION 1.

The Standards of Care attached hereto as Exhibit "A" and incorporated by reference herein are hereby adopted for recreation programs for elementary-age children.

SECTION 2.

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 3.

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 ON THIS 27th DAY OF April,
2026.**

**PASSED AND APPROVED ON SECOND READING ON THIS 12th DAY OF
May, 2026.**

AN TRUONG, MAYOR

ATTEST:

IMELDA B. RODRIGUEZ, CITY SECRETARY

APPROVED AS TO FORM:

WAYNE OLSON, CITY ATTORNEY

CITY COUNCIL MEMORANDUM

City Council Meeting: Monday, May 11, 2026, 6:00 PM

Department: Police

Subject: ORDINANCE NO. 2026-004-04 Amending Section 66-25 of the Code of Ordinances - 2nd Reading

BACKGROUND

Amending section 66-25 of the code of ordinances "Regulation of sex offender residency." This amendment will increase the distance an offender can reside from a child safety zone from 1000' to 2000', to include adjacent cities child safety zones.

FISCAL IMPACT

There is no financial impact to the city.

RECOMMENDATION

Staff recommends approval of the proposed ordinance.

Attachments

[2026-004-04 Sex Offender 2000 ft.pdf](#)

[2000FtResParcels.pdf](#)

ORDINANCE NO. O-2026-004-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HALTOM CITY, TEXAS, AMENDING SECTION 66-25, "REGULATION OF SEX OFFENDER RESIDENCY," ARTICLE I, "IN GENERAL," OF CHAPTER 66, "OFFENSES AND MISCELLANEOUS PROVISIONS," OF THE CODE OF ORDINANCES, CITY OF HALTOM CITY, TEXAS, BY REVISING THE MINIMUM DISTANCE REQUIREMENT FOR SEX OFFENDER RESIDENCY RESTRICTIONS FROM 1,000 FEET TO 2,000 FEET; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY FOR VIOLATIONS; PROVIDING FOR PUBLICATION IN THE OFFICIAL CITY 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 Council finds that protecting children from sexual abuse and predatory behavior is a legitimate and compelling governmental interest; and

WHEREAS, pursuant to Chapter 62 of the Texas Code of Criminal Procedure, the Texas Legislature has established a system of registration for persons convicted of certain sexual offenses, including individuals convicted of sexual offenses against children; and

WHEREAS, persons required to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure for offenses against children present a high risk of recidivism and a particular danger to children; and

WHEREAS, the City Council desires to reduce opportunities for contact between registered sex offenders and children by restricting where such offenders may reside in relation to areas where children commonly gather within City limits; and

WHEREAS, the City Council finds that establishing child safety zones around areas where children commonly gather will serve to protect children and promote the public safety and welfare; and

WHEREAS, the City Council finds that this Ordinance is not intended to impose additional punishment on those required to register as sex offenders but to serve the civil and regulatory purposes of protecting children and preventing future victimization; and

WHEREAS, the City Council finds that establishing child safety zones around areas where children commonly gather will not completely prohibit registered sex offenders from residing within the City; and

WHEREAS, the City Council has considered the public testimony, Police Department recommendations, and relevant research regarding offender proximity and risk reduction; and

WHEREAS, the City Council has determined that the restrictions imposed by this Ordinance are rationally related to legitimate public safety objectives and do not violate the constitutional rights of affected individuals; and

WHEREAS, the City Council desires to increase the distance from child safety zones and distance restrictions for registered sex offenders in order to protect the health, safety, and welfare of its residents.

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

SECTION 1.

The above findings are hereby found to be true and correct and are incorporated herein in their entirety.

SECTION 2.

Section 66-25, "Regulation of sex offender residency," of Article I, "In General," of Chapter 66, "Offenses and Miscellaneous Provisions," of the Code of Ordinances, City of Haltom City, Texas, is repealed and replaced in its entirety to read as follows:

"Sec. 66-25. – Regulation of sex offender residency.

- (a) *Definitions.* For the purposes of this section, the following terms, words, and the derivations thereof shall have the meanings given herein.

Child safety zone means the premises where children commonly gather, located within the City limits or within a neighboring municipality where the 2,000 foot zone extends into the Haltom City limits. The term includes a school, day-care facility, playground, public or private youth center, public swimming pool, video arcade facility, or other facility that regularly holds events primarily for children. For the purposes of this article, planted street medians shall not be considered public parks.

Database means the state registry of sex offenders maintained by the Texas Department of Public Safety pursuant to Chapter 62 of the Texas Code of Criminal Procedure.

Minor or child means a person younger than seventeen (17) years of age.

Permanent residence means a place where a person abides, lodges, or resides for a period of fourteen (14) or more consecutive days.

Playground, premise, school, video arcade facility, and youth center have the meanings assigned by Section 481.134 of the Texas Health and Safety Code. School shall also mean a private or public preschool, elementary, or secondary school.

Shelter means (1) a lawfully operating emergency shelter facility, capable of, and intended to provide temporary shelter to no less than fifty (50) adult homeless individuals; and (2) a facility which is temporarily used for emergency shelter overflow during periods of inclement weather.

Specified sex offender means a person required to register as a sex offender in the state database pursuant to Chapter 62 of the Texas Code of Criminal Procedure for an offense involving a victim who was a minor at the time of the offense.

Temporary residence means a place where a person abides, lodges, or resides for a period of fourteen (14) or more days during any calendar year but which is not the person's permanent residence, or a place where a person routinely abides, lodges, or resides for a period of four (4) or more consecutive or non-consecutive days in a month and which is not the person's permanent residence.

(b) *Offenses.*

- (1) For each person required to register as a sex offender on, and for so long as that person is required to register on, the database because of a reportable conviction or adjudication involving a victim who was a minor, it is unlawful for that person to establish a permanent residence or temporary residence in the city within 2,000 feet of any child safety zone.
- (2) It is unlawful to let or rent any place, structure, or part thereof, with the knowledge that it will be used as a permanent residence or temporary residence by any person prohibited from establishing such permanent residence or temporary residence pursuant to the terms of this section, if such place, structure or part thereof is located within 2,000 feet of any child safety zone. This prohibition shall not apply to a shelter.
- (3) This offense will apply and continue to be in effect so long as there exists the requirement to register with the equivalent of the database, regardless of the name assigned to it or the department or agency that oversees and administers it.
- (4) Nothing in this section shall require any person to sell or otherwise dispose of any real estate or home acquired or owned prior to the conviction of the person as a sex offender.

(c) *Evidentiary matters; measurements.*

- (1) It shall be prima facie evidence that this section applies to a person if that person's name or records pertaining to that person appears on the database and the database

indicates that person is subject to registration for an offense involving a victim who was a minor at the time of the offense.

- (2) For the purposes of determining the minimum distance separation, the 2,000-foot requirement shall be measured by following a straight line from the outer property line of the permanent or temporary residence to the nearest property line of the child safety zone, or, in the case of multiple residences on one property, the distance requirement shall be measured from the nearest portion of the building or structure used as a permanent or temporary residence by the sex offender or the parking lot or driveway providing access thereto, whichever is closest to the nearest property line of the premises where children commonly gather, as described herein above.
 - (3) In cases of a dispute over measured distances, it shall be the burden of the person challenging the measurement to prove otherwise.
 - (4) A map depicting the prohibited areas shall be created and maintained by the Haltom City Police Department and shall be available to the public for inspection at the Haltom City Police Department. The city shall review the map annually for changes.
- (d) *Culpable mental state not required.* Neither allegation nor evidence of a mental state is required for the proof of an offense defined by this section.
- (e) *Affirmative defenses.* It is an affirmative defense to the prosecution of an offense under this section that any of the following conditions apply:
- (1) The specified sex offender established the permanent residence or temporary residence within two thousand (2,000) feet of the child safety zone prior to the date of adoption of this section and has complied with all sex offender registration laws of the State of Texas.
 - (2) The specified sex offender was a minor when he or she committed the offense requiring registration in the database and was not convicted as an adult.
 - (3) The specified sex offender is a minor.
 - (4) The child safety zone located within two thousand (2,000) feet of the permanent residence or temporary residence of the specified sex offender was opened after the specified sex offender established the permanent residence or temporary residence, and the specified sex offender has complied with all sex offender registration laws of the State of Texas.
 - (5) The information in the database is incorrect, and, if corrected, this section would not apply to the person who was erroneously listed in the database.

- (6) The specified sex offender established the permanent residence or temporary residence at a shelter.”

SECTION 3.

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

SECTION 4.

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 5.

All rights or remedies of the City are expressly saved as to any and all violations governing the subject matter herein that have accrued at the time of the effective date of this Ordinance; and as to such accrued violations, and all pending litigation, both civil or criminal, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 6.

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, upon conviction thereof, shall be fined in accordance with Section 1-5 of the Code of Ordinances, City of Haltom City, Texas. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION 7.

The City Secretary is hereby directed to publish the caption and penalty clause of this Ordinance as provided by the City Charter.

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 THIS 27th DAY OF APRIL, 2026.

PASSED AND APPROVED ON SECOND READING ON THIS 11TH DAY OF MAY, 2026.

An Truong, Mayor

ATTEST:

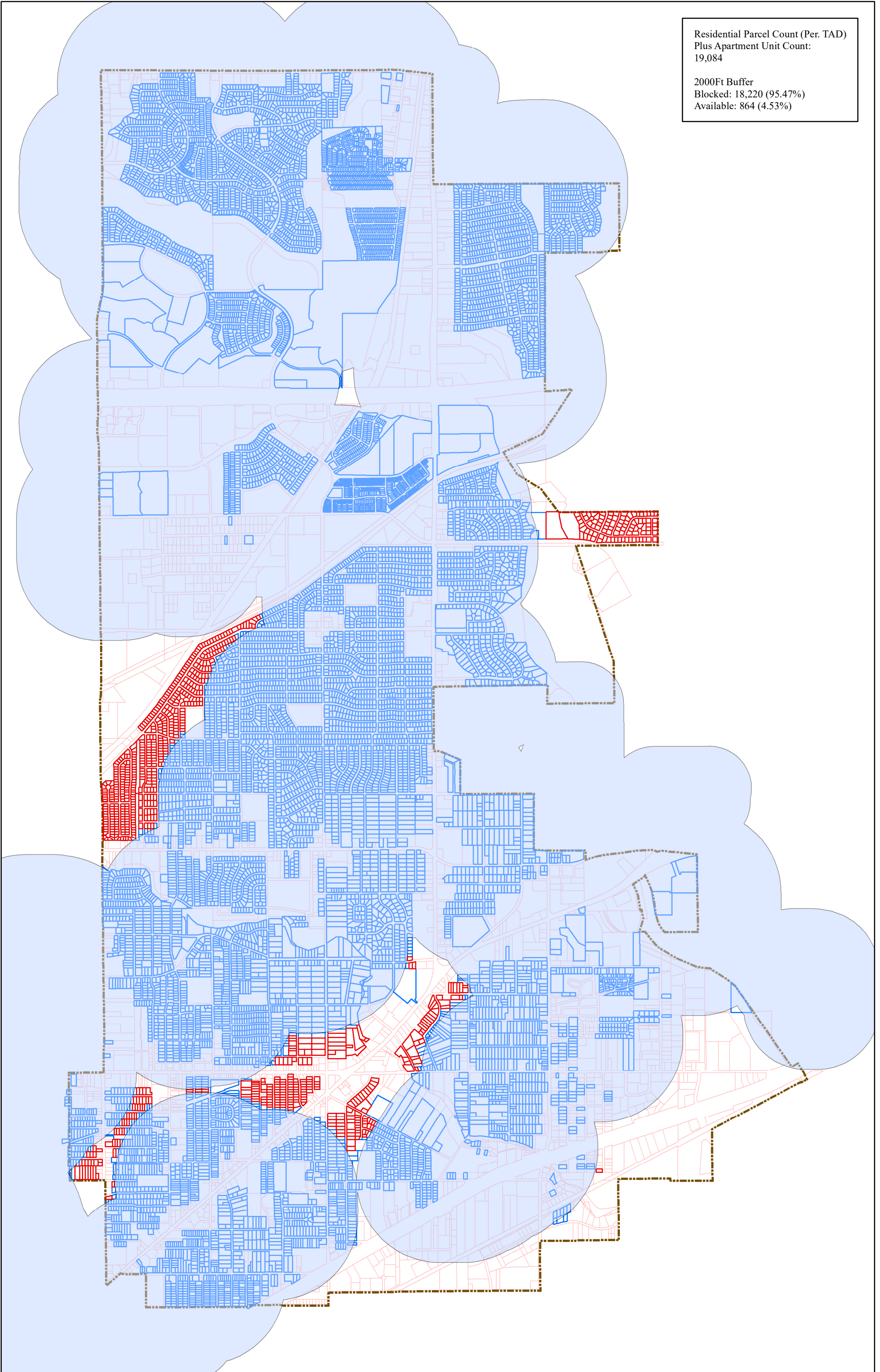
Imelda Rodriguez, City Secretary

APPROVED AS TO FORM:

Alicia K. Kreh, City Attorney

Residential Parcel Count (Per. TAD)
Plus Apartment Unit Count:
19,084

2000Ft Buffer
Blocked: 18,220 (95.47%)
Available: 864 (4.53%)



CITY COUNCIL MEMORANDUM

City Council Meeting: Monday, May 11, 2026, 6:00 PM

Department: Administration

Subject: ORDINANCE NO. 2026-009-01 Food Permits - 1st Reading

PURPOSE

To consider adoption of an ordinance amending Sec. 46-128, "Mobile Food Units," and Appendix C of the Code of Ordinances to update regulations governing the location, permitting, and operation of Mobile Food Units (MFUs).

BACKGROUND

On March 9, 2026, City Council held a policy discussion regarding the City's existing Mobile Food Unit ordinance and provided direction to staff on targeted areas for refinement.

The purpose of that discussion was not to overhaul the ordinance, but to identify specific provisions that may:

- Create unnecessary operational barriers
- Present enforcement challenges
- Limit activation of underutilized commercial properties
- Not fully align with current mobile food industry practices

Staff also highlighted increasing interest in Mobile Food Unit operations and the potential for these businesses to:

- Serve as low-barrier entrepreneurial opportunities
- Activate vacant or underutilized commercial areas
- Capture a portion of unmet quick-service restaurant demand within the City

Following Council direction, staff prepared the attached ordinance amendments for formal consideration.

KEY POLICY AREAS ADDRESSED

The proposed ordinance reflects Council feedback and staff analysis in the following areas:

1. Surface Requirements (Modernized)

Previous Issue: MFUs required to operate on paved surfaces only Update:

- Replaces paved requirement with a "stable surface" standard that ensures safe pedestrian access

Outcome:

- Allows use of alternative surfaces (e.g., stabilized gravel)
- Enables activation of underutilized and redevelopment sites
- Maintains safety expectations

2. Proximity to Existing Businesses (Removed)

Previous Issue: Requirement to operate within 500 feet of an existing business Update:

- Eliminates the proximity requirement Outcome:
- Enables operation on larger sites and redevelopment areas
- Reduces administrative complexity
- Supports activation of commercial properties regardless of tenant status

3. Vacant Lot Activation (Allowed with Standards)

Previous Issue: MFUs prohibited on vacant lots Update:

- Allows MFUs on private property within commercial and industrial zoning districts, including vacant sites

Outcome:

- Encourages temporary activation of idle properties
- Supports redevelopment momentum
- Maintains compliance with zoning, parking, and safety requirements

4. Restroom Requirement (Removed)

Previous Issue: Required access to a commercially plumbed restroom Update:

- Removes the restroom requirement Outcome:
- Aligns with state-regulated, self-contained MFU operations
- Eliminates enforcement challenges
- Reduces burden on host properties and small businesses

5. Hours of Operation (Standardized)

Previous Issue: Hours tied to adjacent business operations Update:

- Establishes fixed operating hours:
 - Sunday–Thursday: 6:00 a.m. – 10:00 p.m.
 - Friday–Saturday: 6:00 a.m. – 2:00 a.m.

Outcome:

- Provides clarity and consistency
- Supports broader business models (e.g., breakfast, late-night, shift work)
- Balances economic activity with community compatibility

6. Operational & Site Standards (Clarified)

The ordinance maintains and clarifies key protections, including:

- Prohibition in rights-of-way, fire lanes, required parking spaces, and setbacks
- 15-foot spacing between units
- Minimum of three parking spaces per unit
- Traffic visibility and safety requirements
- Waste, utility, and cleanliness standards
- Prohibition of drive-through service

7. Registration & Enforcement (Strengthened)

- Establishes a formal annual registration requirement

- Requires:
 - Property owner permission
 - Food handler documentation
- Provides authority for:
 - Registration revocation
 - Denial of renewal
 - Administrative penalties

8. Fee Schedule Update

- Adds a Mobile Food Unit registration fee to Appendix C
- Intended to provide cost recovery for administrative and enforcement functions

9. Council Flexibility (Case-by-Case Authority).

- Allows City Council to approve exceptions where proposals:
 - Do not strictly meet ordinance requirements
 - But align with the spirit and intent of the ordinance

ANALYSIS

The proposed amendments represent a targeted modernization of the City's Mobile Food Unit regulations, consistent with Council direction provided on March 9, 2026.

The ordinance:

- Reduces unnecessary barriers to small business entry
- Encourages activation of underutilized commercial properties
- Aligns with current industry practices
- Maintains appropriate health, safety, and operational standards

BUDGET IMPACT

These updates position the City to better capture local economic activity, including demand currently being met outside of City limits, while maintaining compatibility with surrounding uses and protecting public safety.

No significant direct fiscal impact is associated with adoption of this ordinance. The addition of a registration fee provides partial cost recovery. Indirect benefits may include increased economic activity and commercial site activation.

COMPLIANCE & LEGAL REVIEW

The proposed ordinance has been reviewed by the City Attorney's Office and is in a form suitable for Council consideration.

RECOMMENDATION

Staff recommends approval of the ordinance amending Sec. 46-128, "Mobile Food Units."

SUPPORTING DOCUMENTATION:

- Updated Mobile Food Unit Ordinance

Attachments

[Mobile Food Unit Ord. Update 5.5.2026.pdf](#)

ORDINANCE NO. 2026-009-01

AN ORDINANCE OF THE CITY OF HALTOM CITY, TEXAS AMENDING SECTION 46-128, "MOBILE FOOD UNITS," OF ARTICLE V, "FOOD ESTABLISHMENTS," OF CHAPTER 46, "HEALTH AND SANITATION," OF THE CODE OF ORDINANCES, CITY OF HALTOM CITY, TEXAS, BY AMENDING REGULATIONS RELATING TO THE LOCATION, PERMITTING AND OPERATION OF MOBILE FOOD UNITS WITHIN THE CITY; AMENDING APPENDIX C, "FEE SCHEDULE," BY ADDING A FEE FOR A MOBILE FOOD UNIT REGISTRATION; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING A PENALTY 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 has a substantial interest in protecting the health, safety, welfare, convenience, and enjoyment of the general public; and

WHEREAS, to further that interest, the City Council previously adopted regulations for the location and operation of mobile food units; and

WHEREAS, after analyzing the operation of mobile food units within the City, the City Council desires to amend the previously adopted regulations; and

WHEREAS, the City Council desires to amend the Fee Schedule to add a fee for mobile food unit permits issued pursuant to the provisions contained herein in order to reflect the administrative costs incurred by the City to perform the functions associated with these applications.

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

SECTION 1.

Section 46-128, "Mobile food units," of Article V, "Food Establishments," of Chapter 46, "Health and Sanitation," of the Code of Ordinances, City of Haltom City, Texas, is hereby amended to read as follows:

"Sec. 46-128. – Mobile food units.

(a) *Location.*

- (1) *Approved locations.* No mobile food unit may be located within a public right-of-way or on public property except within an approved area of North Park that is specifically designated for mobile food units. Mobile food units may be located on private property within any commercial or industrial zoning district with permission from the property owner and parked in accordance with the parking requirements for that zoning district, provided that the surface on which the mobile food unit is located shall be stable and maintained in a manner that allows safe pedestrian access and prevents any safety hazards.
- (2) *Permission required.* The owner of a mobile food unit allowed to be temporarily stored, parked, or operated on private property shall, on an annual basis, provide the city with a copy of written permission from the owner of the private property that allows the operation of the mobile food unit.
- (3) *Hours of operation.* Mobile food units may only operate during the following hours:
 - a. **Sunday through Thursday:** no earlier than 6:00 a.m. and no later than 10:00 p.m.
 - b. **Friday and Saturday:** No earlier than 6:00 a.m. and no later than 2:00 a.m.
- (4) *Prohibited locations.*
 - a. Mobile food units, their merchandise, advertising, or seating shall not obscure traffic sight visibility.
 - b. Mobile food units shall not be located within any required setback or landscape areas on the site.
 - c. Mobile food units shall not sell or serve food on any public street, sidewalk, or other public right-of-way unless approved in writing by the city.
 - d. Mobile food units shall not operate in required parking spaces, driveways, or in fire lanes. The location of a mobile food unit on a site shall not reduce the number of required parking spaces for the principal use below the minimum required number.
 - e. A mobile food unit may not be located on a site if doing so would cause the use of the lot to become noncompliant with any city ordinances.

(5) *Mobile food units on a single property.* Where more than one mobile food unit operates on the same property, mobile food units must comply with the following:

- a. Each mobile food unit shall be located no closer than fifteen (15) feet from another mobile food unit.
- b. Each mobile food unit shall have an area available for customer parking equal to no fewer than three (3) standard vehicle parking spaces.
- c. The placement of multiple mobile food units shall not impede fire lanes, drive aisles, emergency access, or required parking for the primary use of the property.

(b) *Registration Required*

(1) *Registration required.* All mobile food unit owners/operators must annually register their mobile food unit with the city.

(2) *Mobile food unit registration.*

- a. Any person desiring to operate a mobile food unit must make written application for a mobile food unit registration on forms provided by the city. The owner of a mobile food unit shall submit to the city: copies of Food Handler Cards from Tarrant County for each employee and operator of the mobile food unit and a copy of the written permission of the private property or business owner on which the unit is operating.
- b. A mobile food unit registration must be renewed annually and is valid for one (1) mobile unit at all approved locations during the permitted year. Documentation of permission from the private property or business owner must be submitted to the city upon any change in location of the mobile food unit.
- c. Upon finding of any violation of this ordinance, any other provision of the city code, or any other applicable law or regulation, the Chief Building Official and/or their designee shall have the right to revoke a mobile food unit registration or to deny a renewal. The Chief Building Official and/or their designee may also apply a double renewal fee as a penalty in lieu of revocation. Upon revocation, the use shall immediately cease and the mobile food unit shall be removed from the site.

(3) *Other permits required.*

- a. The operator of a mobile food unit shall have a valid vehicle registration, motor vehicle operator's license, proof of vehicle liability insurance, and a Texas sales tax permit.
- b. The owner and/or operator of a mobile food unit shall be responsible for identifying and obtaining all other applicable permits and shall be responsible for conforming to all applicable city, county, state, and federal regulations.

(4) *Registration fees.* Fees for registration issued under this ordinance shall be in the amount approved by the City Council in the fee schedule in Appendix C to the Haltom City Code of Ordinances.

(c) *Operation.*

- (1) *Drive-through prohibited.* Mobile food units shall not provide a drive-through service of any kind.
- (2) *Trash, garbage, and debris.* All mobile food units shall be equipped with a self-closing, lidded trash receptacle. The trash receptacle must be placed outside next to the mobile food unit for use by patrons. The area around the mobile food unit shall be kept clean and free from litter, garbage, and debris.
- (3) *Utility services.* Temporary connections to potable water are prohibited. Water shall be from an internal tank, and gray water shall be contained on the unit and may not be discharged onto the ground or into the city sewer system. Electricity shall be from a generator or an electrical outlet via a portable cord that is in conformance with the electrical code as adopted by the city.
- (4) *Seating.* Except as otherwise limited by any ordinances of the city, a mobile food unit may provide outside tables and seating for its customers which shall not interfere with Section (a) (4) Prohibited locations.
- (5) *Music.* Except as otherwise limited by any ordinances of the city, a mobile food unit may provide music at a level that is audible only in its immediate vicinity.
- (6) *Hold harmless.* The owner of a mobile food unit that is to be located on city property must first enter into a hold-harmless agreement with the city.

- (7) *Insurance required.* The owner of a mobile food unit must maintain a minimum amount of \$1,000,000.00 liability insurance that covers the mobile food unit, and must sign a notarized statement acknowledging and accepting this requirement. Proof of such insurance coverage can be demanded to be provided to the city upon three (3) business days' notice to the owner.
- (d) *Approval by City Council.* Any proposed use of a site by a mobile food unit that is not in compliance with the regulations in this section shall only be permitted after approval by the City Council. The City Council may authorize the issuance of a mobile food unit permit on a case-by-case basis if it determines that the proposed location and operation will not adversely impact adjacent properties and will be in accordance with the spirit and intent of this section.
- (e) *Exceptions.* This ordinance shall not be interpreted to prohibit the following:
 - (1) industrial catering trucks providing meals to businesses or workers on construction sites; or
 - (2) mobile food units providing services at a special event permitted by the City."

SECTION 2.

Section C, "Permit Fees," of Appendix C, "Fee Schedule," of the Code of Ordinances, City of Haltom City, Texas, is hereby amended by amending the mobile food unit registration fee as follows:

50. Mobile Food Unit Registration- Per Year	\$_____
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SECTION 3.

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

SECTION 4.

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared void, ineffective, or unconstitutional by the valid judgment or decree of any court of competent

jurisdiction, such voidness, ineffectiveness, or 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 the incorporation herein of any such void, ineffective or unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 5.

All rights or remedies of the City are expressly saved as to any and all violations of the Code of Ordinances, City of Haltom City, Texas, or any amendments thereto regarding mobile food units that have accrued at the time of the effective date of this Ordinance; and as to such accrued violations, and all pending litigation, both civil or criminal, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 6.

Any person, firm, or corporation who violates, disobeys, omits, neglect, or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be guilty of a misdemeanor and, upon conviction, shall be fined an amount not to exceed Two Thousand Dollars (\$2,000.00), as provided by Section 1-5 of the Code of Ordinances, City of Haltom City, Texas. Each day that a violation continues shall be deemed a separate offense.

SECTION 7.

The City Secretary of the City is hereby directed to publish in the official newspaper of the City, the caption, penalty clause, publication clause, and effective date clause of this Ordinance one (1) time within ten (10) days after the first reading of this Ordinance as required by Section 10.01 of the Charter of the City.

SECTION 8.

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

PASSED AND APPROVED ON FIRST READING THIS 11th DAY OF MAY, 2026.

**PASSED AND APPROVED ON SECOND READING THIS 8th DAY OF JUNE,
2026.**

AN TRUONG, MAYOR

ATTEST:

IMELDA RODRIGUEZ, CITY SECRETARY

EFFECTIVE: June 8, 2026

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

CITY COUNCIL MEMORANDUM

City Council Meeting:	Monday, May 11, 2026, 6:00 PM
Department:	Administration
Subject:	Action(s) taken.

BACKGROUND

FISCAL IMPACT

None.

RECOMMENDATION