

**NOTICE OF A WORKSHOP OF THE
GOVERNING BODY OF THE CITY OF HUNTINGTON
HUNTINGTON MUNICIPAL BUILDING
802 HIGHWAY 69, S
Tuesday, March 8, 2016 – 6:00 pm**

Call the workshop to order.

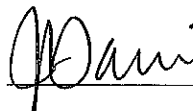
WORKSHOP AGENDA

1. Council to discuss their concerns for the community and goal setting to address those concerns.
2. Council to discuss possible changes to the City of Huntington's utility billing and collections procedures.
3. Council to discuss hiring a new Code Enforcement/Animal Control officer.
4. Council to discuss the Municipal Court's procedures and work flow.
5. Council to discuss proposed list of requirements for those wanting to collect donations at the red light in Huntington.

MAYOR AND COUNCIL COMMENTS

Adjourn.

I, the undersigned authority do hereby certify that the Notice of Meeting was posted on the front entrance of the City Hall of the City of Huntington, the bulletin board at the public Post Office, and on the City of Huntington's website, places convenient and readily accessible to the general public at all times. Said notice was posted on February 2, 2016 and remained so posted continuously for at least 72 hours prior to the scheduled time of said meeting.



Julie Davis, City Secretary

The City of Huntington encourages all citizens to participate in its governing body meetings. If anyone, due to a disability requires any special accommodation in order to participate, please provide notice to the City Secretary at (936) 422-4195 at least 48 hours in advance of the meeting.

Expressed Community Concerns

The following are concerns community residents have expressed to me since I was appointed as City Administrator. I would like for us to discuss them during our workshop on Tuesday night, March 8th.

I'd also like for you to share with us the concerns you have heard, as well as the concerns you personally have. If you will get those to me by Monday, I'll make a list to hand out to everyone at the workshop. If not, please voice them that night.

We can discuss them and begin to "consider" prioritizing them in the order you as a Council feel we need to address them. We can formally approve a list of prioritized concerns at the March 22nd meeting.

I think this will assist us in both addressing the major needs of the city, and at the same time appease our citizens by showing them that we are looking at their concerns and are willing to work at correcting the problems.

Thanks for your input.

Bill

Community Concerns:

1. sewer problems
2. streets need repair
 - a. equipment and materials needed by Public Works Dept.
 1. Richard Brunk is working on this by writing a grant.
3. dogs running loose
 - a. We have posted an opening for a Code Enforcement/Animal Control Officer. We expect to receive funds from the CoH EDC and Huntington ISD to help fund this position.
4. billing - dates mailed vs due dates/holidays
5. water bills for those on city water who live outside the city limits
6. need for vehicles and equipment for CoH Fire Department
 1. Richard Brunk is working on this as well by writing a grant.
7. new generators for lift stations
 1. Richard Brunk is also working on this by writing a grant.
8. ladies at front window being rude
9. having to wait too long for help at front window

City of Huntington EDC

Permissible Type B Projects

I have researched permissible Type B projects. According to the Economic Development Handbook, created by the Attorney General's Office, 2013, the following type projects are allowed:

1. provision of land, buildings, equipment, facilities, expenditures, targeted infrastructure and improvements that are for the creation or retention of primary jobs and projects such as manufacturing and industrial facilities, research and development facilities, military facilities, including closed or realigned military bases, transportation facilities, sewage or solid waste disposal facilities, recycling facilities, air or water pollution control facilities, eligible job training classes, certain career centers and certain infrastructural improvements that promote or develop new or expanded business enterprises
2. land, buildings, equipment, facilities, expenditures and improvements for professional and amateur sports facilities, park facilities and events, entertainment and tourist facilities, and affordable housing
3. development of water supply facilities or water conservation programs; (In order to undertake a water supply facility or water conservation program, the facility or program has to be approved by a majority of the qualified voters of the city voting in an election called and held for that purpose.)

I have also contacted both Brad Napp and Larry McManus of the Governor's Office for Economic Development to discuss the possible use of the City of Huntington EDC funds to either purchase or assist in the purchase of CopSync for both the City of Huntington and for the Precinct III Constable's office. Both indicated to me that EDC funds could not be spent for that purpose.

I also talked with Russell Hallahan of the State Comptroller's Office for either a differing opinion or further verification and was told that since this "doesn't promote new or expand business enterprises, EDC funds cannot be expended for this project". He went on to state that even though the Attorney General's office gives latitude in how funds are spent, expenditures of this nature have not stood up when challenged in court.

As a result, even though I greatly appreciate EDC's offer and agree with the reasoning behind EDC's desire to assist with the purchase of this program for the City of Huntington Police Department and the Precinct III Constable's Office, it is my recommendation that you not spend your funds for this program.

I plan to explore grant options that will fully fund CopSync for both the Police Department and the Constable's office. I will keep you informed as this progresses.

Respectfully,

Bill Stewart, City Administrator

February 29, 2016

CITY OF HUNTINGTON
JOB DESCRIPTION

CLASS TITLE:	Code Enforcement / Animal Control Officer		
PAY GROUP:	Professional / Technical		
UNIQUE TITLE:	Code Enforcement Officer	EXEMPT	NON-EXEMPT ●
DEPARTMENT:	Administration	FULL TIME ●	PART TIME

JOB SUMMARY: responsible for the enforcement of housing and property maintenance codes; determines substandard structures and follows established procedures to have buildings brought up to code or demolished; locates weed lots, junk vehicles, garbage, zoning and other code/ordinance violations; advises owner / agent of need for compliance with codes; makes recommendations for corrective action; re-inspects property to determine if code compliance has been achieved; may testify in Court of Law; impounds, treats and disposes of stray animals; responds to public complaints concerning dead, injured or stray animals; receives broad assignments and unwritten instructions and refers to supervisor for policy clarifications; performs other duties as assigned; The Code Enforcement Officer works under the general direction of the City Administrator.

ESSENTIAL JOB FUNCTIONS:

- enforces subdivision rules, zoning and building codes and other City ordinances
- informs the public of rules and regulations
- investigates complaints as well as initiates complaints and appears in Municipal Court as a witness when necessary
- ensures compliance through site inspections and / or homeowner complaints
- prepares periodic reports for management
- communicates effectively and courteously orally and in writing with the public and other city employees
- responds to complaints concerning injured, stray or dead animals
- impounds, treats and disposes of stray animals within the City and on HISD campuses
- participates in Huntington High School Job Fairs when held
- presents programs for Huntington elementary and middle schools regarding animal care and control

- performs other duties as required or assigned

OTHER JOB FUNCTIONS: serves as Animal Control Officer

PHYSICAL CAPABILITIES: ability to sit, stand, kneel, squat, drive, climb ladders, move up and down stairs, lift and carry up to 35 lbs; This employee will be exposed to seasonal temperatures and weather conditions when inspecting sites or conducting animal control duties.

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION: high school diploma or equivalent; a valid Texas Driver's License; must be able to complete necessary courses for Code Enforcement certifications and obtain Basic Animal Control License within one year

KNOWLEDGE, SKILLS AND ABILITIES: ability to read and understand city codes and ordinances, as well as state and federal regulations and statutes; skill in the use of personal computers

I have reviewed this job description and the duties with the employee named below.

Supervisor

Date

I understand my duties listed above and that my duties are not limited to those listed. I have received a copy of this job description.

Employee

Date

CODE ENFORCEMENT/ANINMAL CONTROL OFFICER
PROPOSED FUNDING AND FUNDING SOURCES

proposed salary	\$31,000
estimated benefits	\$16,000
estimated training costs	\$ 3,000
estimated certification costs	\$ 1,000
etimated total cost	\$51,000

Proposed Funding Sources:

EDC funding	\$25,000
Huntington ISD	\$12,500
City budget amendment	\$13,500