

**City of Lake Worth  
Notice/Agenda for  
City Council Public Hearing/Regular Meeting  
Tuesday, March 14, 2017  
6:30 PM – Council Chambers  
3805 Adam Grubb • Lake Worth, Texas**

**1. Call to Order.**

**2. Invocation and Pledge of Allegiance.**

**3. Roll Call.**

**4. Consent Agenda:**

- a. Approval of minutes for the City Council Public Hearing/Regular meeting on February 14, 2017.
- b. Approval of Finance Reports for the month of February 2017.
- c. Consider an ordinance amending the fiscal year budget beginning October 1, 2016, and ending September 30, 2017 by amending line item appropriations within the General Fund and the Water/Sewer Fund.
- d. Approval of an expenditure, in an amount not to exceed \$92,700, by the Lake Worth Economic Development Corporation for the construction of water utilities.

**5. Presentations:**

- a. Proclamations/Awards/Presentations.

*There are no Proclamation/Award/Presentation Items.*

- b. Citizen/Visitor Comments.

The City Council is always pleased to have citizens attend its meetings and welcomes comments during the Citizen/Visitor Comments section of the meeting; however, pursuant to the Texas Open Meetings Act, Council cannot deliberate or vote on issues not posted on the agenda. Therefore, those types of items must be posted 72 hours prior to the City Council meeting. If it is not posted, no deliberation between Council members may occur; Council may only respond with specific factual information or recite existing policy. With the exception of public hearing items, at all other times during the Council meetings, the audience is not permitted to enter into discussion or debate on matters being considered by Council. Negative or disparaging remarks about City personnel will not be tolerated. Speakers are requested to sign up with the City Secretary prior to the presiding officer calling the meeting to order. Comments will be limited to five (5) minutes per speaker.

**6. Public Hearing/Action Items:**

- a. Public Hearing/Action for Planning and Zoning Case #PS17-01 to consider a request for a replat of Block 1, Lots (South ½) 16 & all 17, to Block 1, Lot 17R, Indian Oaks Subdivision, Lake Worth, Tarrant County, Texas; commonly known as 3337 Hiawatha Trail.

## **7. Ordinances and Resolutions:**

- a. Discuss and consider approval of an ordinance Declaring Unopposed Candidates in the May 6, 2017 General City Election to Office, canceling the election and approving the Order of Cancellation.
- b. Discuss and consider approval of a Resolution revising job descriptions and titles for the Animal Control Officer, Customer Service Clerk, Detective, Fire Marshal/Captain, Firefighter, Municipal Court Clerk, Police Officer – SRO, and Utility Billing Clerk.

## **8. Contracts and Agreements.**

- a. Discuss and consider extending the depository services agreement with Bank of Texas for a one (1) year term.
- b. Discuss and consider selecting Excel 4 Construction, LLC for the 2017 Lake Worth Sanitary Sewer Rehabilitation Project and authorizing the City Manager to execute an agreement for an amount not to exceed \$781,260.00.

## **9. Bids, Proposals, and Specifications.**

*There are no Bids, Proposal, and Specification Items.*

## **10. Discussion/Action Items:**

- a. Discuss and consider acceptance of the fiscal year 2015-2016 Annual Audit as prepared and presented by Snow Garrett Williams, Certified Public Accountants.
- b. Discuss and consider amending Attachment "A" of Section 5 (b) entitled Other Rate Adjustments of the Exclusive Franchise Agreement for Solid Waste Collection and authorizing a 3.11% increase in solid waste disposal rates.
- c. Discuss and consider a variance/waiver from Section 3.1807 (5), Article 3.1800 "Signs" from St. Anne's Church to allow a message reader board that exceeds the allowable square footage. The property is located at 6055 Azle Ave, Lake Worth, Texas.
- d. Discuss and consider a variance/waiver from Section 3.1807 (5), Article 3.1800 "Signs" from Texas Movie Bistro to allow a message reader board that exceeds the allowable square footage. The property is located at 3980 Boat Club Road, Lake Worth, Texas.

## **11. Mayor and Council Items.**

- a. Update on Tarrant County Mayor's Council by Mayor Bowen.

## **12. City Manager and Staff Reports:**

- a. City Manager Report(s):
  1. Introduce new City Secretary, Monica Solko
- b. Assistant City Manager/Director of Finance Report(s):
  1. Reminder about date of the Annual Community Easter Egg Hunt.
- c. Public Works Director Report(s):
  1. Update on City Projects.

## **13. Executive Session:**

As authorized by Chapter 551 of the Texas Government Code, the City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss the following:

- a. Pursuant to Section 551.071- Consultation with attorney with regard to any item posted on the agenda or pending or contemplated litigation, settlement offers, and/or claims.

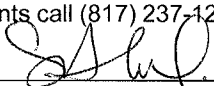
**14. Reconvene into Regular Session:**

- a. Take any action necessary pursuant to Executive Session Item(s) as listed above.

**15. Adjourn.**

**CERTIFICATE**

I hereby certify that the above NOTICE OF MEETING was posted on the Bulletin Board at City Hall, 3805 Adam Grubb, City of Lake Worth, Texas on the 9<sup>th</sup> day of March 2017 at 9:45 A.M. and remained so posted until removed as indicated below. This notice was likewise posted on the city website at [www.lakeworthtx.org](http://www.lakeworthtx.org). This building is wheelchair accessible. Any request for sign interpretive or other services is requested to be made 48 hours in advance of the meeting. To make arrangements call (817) 237-1211, extension #105.

  
\_\_\_\_\_  
Stacey Almond, City Manager  
On behalf of the City Secretary's Office

Certification of NOTICE OF  
MEETING was removed on  
\_\_\_\_\_ at \_\_\_\_\_ am/pm  
by \_\_\_\_\_.

**CITY OF LAKE WORTH  
Minutes for  
City Council Public Hearing/Regular Meeting  
Tuesday, February 14, 2017  
6:30 P.M. – Council Chambers  
3805 Adam Grubb • Lake Worth, Texas**

**1. Call to Order.**

Mayor Walter Bowen called the Council meeting to order at 6:30 p.m.

**2. Invocation and Pledge of Allegiance.**

Council Member Geoffrey White gave invocation. Attendees recited the pledge of allegiance.

**3. Roll Call.**

Council members present were Mayor Walter Bowen, Jim Smith, Geoffrey White, Gene Ferguson, Ronny Parsley, Pat O. Hill, Gary Stuard, and Clint Narmore.

Staff present was Stacey Almond, City Manager; Debbie Whitley, Assistant City Manager/Director of Finance; Linda Rhodes, City Secretary; Jimmy Womack, Chief of Police; Mike Christenson, Fire Chief; Sean Densmore, Director of Public Works; and Danielle Hackbusch, HR/Risk Management. City Attorney Drew Larkin and City Engineer Misty Christian were present.

**4. Consent Agenda:**

- a. **Approval of minutes for the City Council Public Hearing/Regular meeting on January 10, 2017.**
- b. **Approval of Finance Reports for the month of January 2017.**
- c. **Submission of the Annual Racial Profiling Report to the Governing Body.**
- d. **Resolution #1014- Calling/Ordering the May 6, 2017 City General Election, approving to enter into a joint contract with the Tarrant County Elections Administration to administer the election and to authorize other election provisions as necessary.**
- e. **Resolution #1015- Amending the assigned representatives for the City of Lake Worth as voting members to the Naval Air Station Fort Worth, Joint Reserve Base Regional Coordination Committee (RCC).**
- f. **Resolution #1016- Job Description Revision for City Secretary.**
- g. **Resolution #1017- Amending authorized representatives of the City for Tex Pool, Lone Star, LOGIC and TexStar investment pools.**

Jim Smith made a motion, seconded by Ronny Parsley, to approve the Consent Agenda as presented. Motion passed with all voting in favor and none opposed.

## **5. Presentations:**

### **a. Proclamations/Awards/Presentations.**

1. Proclamation to retiring City Secretary Linda Rhodes.

Mayor Walter Bowen presented retiring City Secretary Linda Rhodes with a proclamation and a plaque in appreciation for her tenure, dedication and loyal service with the City of Lake Worth.

### **b. Citizen/Visitor Comments.**

*There were no Citizen/Visitor Comments.*

## **6. Public Hearing/Action Items.**

### **a. Public Hearing/Action to receive citizen comments and to approve participation in the 43<sup>rd</sup> Year Tarrant County Community Development Block Grant (CDBG) Project for utilities on Caddo Trail (3300 Block) and Apache Trail (7000 Block).**

*Mayor Walter Bowen opened the Public Hearing at 6:39 p.m.*

Sean Densmore explained that the estimated total project cost of the 43<sup>rd</sup> Year CDBG Project is \$175,000 with the City contribution set at \$50,000. There were no persons present wishing to speak on this public hearing item.

*Mayor Walter Bowen closed the Public Hearing at 6:42 p.m.*

Clint Narmore made a motion, seconded by Gene Ferguson, to approve participation in the 43<sup>rd</sup> Year CDBG Project for utilities on Apache and Caddo Trail as presented. Motion passed with all voting in favor and none opposed.

## **7. Ordinances and Resolutions.**

### **a. Discuss and consider approval of Uniform EMS Ordinance #1075.**

Mike Christenson noted that, after a lengthy process, the Uniform EMS Ordinance is now ready for Council approval. Representatives from MedStar were present at the meeting.

Gene Ferguson made a motion, seconded by Pat Hill, to approve Ordinance #1075. Motion passed with all voting in favor and none opposed.

## **8. Contracts/Agreements.**

### **a. Discuss and consider approval of an Interlocal Agreement with Metropolitan Area EMS Authority.**

Mike Christenson noted that there were no signature blocks on the agreement as presented. There are fifteen (15) coordinating agencies that will need to sign the signature pages for each agreement; therefore, this will be done after approvals have been made. After all approvals have been made, originals will be routed to all participating agencies for their execution.

Gary Stuard made a motion, seconded by Geoffrey White, to approve the Interlocal Agreement with Metropolitan Area EMS. Motion passed with all in favor and none opposed.

**b. Discuss and consider approval of a Professional Service Agreement with Urban Bobcat Architects for architectural plans for the Fire Department Remodel Project in an amount of \$14,000; and authorize the City Manager to execute the same on behalf of the City.**

Geoffrey White made a motion, seconded by Gene Ferguson, to approve the Professional Service Agreement with Urban Bobcat Architects for architectural plans for the Fire Department Remodel Project in an amount of \$14,000 and to authorize the City Manager to execute the same on behalf of the City. Motion passed with all in favor and none opposed.

**c. Discuss and consider a Development Agreement with owner of Lot 1, Block A, Azle Addition for the construction of public improvements.**

Misty Christian made note that the following statement needed to be added just after the dollar amount in Section D- City Costs of the proposed agreement for clarification:

*The reimbursement amount to be paid by the City to the Developer will be the lesser of (i) actual construction costs to construct a 16-inch water line over the costs to construct an 8-inch water line; or (ii) \$92,700. (“Reimbursement Amount”).*

Gene Ferguson made a motion, seconded by Ronny Parsley, to approve the Development Agreement with the added comment from the City Engineer to construct a 16-inch water line over the cost to construct an 8-inch water line in an amount not to exceed \$92,700. Motion passed with all in favor and none opposed.

**d. Consider approval of an Asset Disposition Services Agreement (Auction Sales Contract) between the City of Lake Worth and O’Leary Auctions, LLC for professional auction services to auction off items as listed in Exhibit “A” of the contract and to authorize the City Manager to execute the same on behalf of the City.**

Gary Stuard made a motion, seconded by Pat Hill, to approve the Auction Sales Contract with O’Leary Auctions, LLC to auction off items as listed in Exhibit “A” of the contract and to authorize the City Manager to execute the document. Motion passed with all in favor and none opposed.

**9. Bids, Proposals, and Specifications.**

*There were no Bid, Proposal, and Specification Items.*

## **10. Discussion/Action Items.**

- a. Consider increasing the General Fund gift to Water/Sewer Fund for the purchase of a vehicle for the Water Distribution department in the amount of \$6,350.**

Sean Densmore explained that, due to the unforeseen incident and damage to a water department truck, he is requesting additional funding to the amount previously approved by Council in September for capital items in order to replace this vehicle. The additional amount being requested is \$6,350.

Jim Smith made a motion, seconded by Ronny Parsley, to approve this item as presented by increasing the General Fund gift to the Water/Sewer Fund for the purchase of a vehicle for the Water Distribution Department in the amount of \$6,350. Motion passed with all in favor and none opposed.

## **11. Mayor and Council Items.**

- a. Update on Tarrant County Mayor's Council by Mayor Bowen.**

Mayor Walter Bowen had nothing to report regarding the Tarrant County Mayor's Council.

## **12. City Manager and Staff Reports.**

- a. City Manager Report(s):**

- 1. Announce date for the Northwest Area Chamber of Commerce Annual Awards Banquet.**

Stacey Almond announced that the Northwest Area Chamber of Commerce Annual Awards Banquet is scheduled for Friday, February 24, 2017, at 6:00 p.m. at the Fort Worth Stockyard Station.

- b. Assistant City Manager/Director of Finance Report(s):**

- 1. Announce date of the Annual Community Easter event.**

Debbie Whitley announced that the Annual Community Easter event is scheduled for Saturday, April 8, 2017 from 10:00 a.m. to noon at the Multi-Purpose Facility.

- c. Fire Chief Report(s):**

- 1. Recognition of Public Service.**

Mike Christenson recognized Police Officers Richard Smith and John Smith for going above and beyond their normal public service duties.

- d. Public Works Director Report(s):**

- 1. Update on City Projects.**

Sean Densmore reported on the following projects:

- March 20<sup>th</sup> will be working on field maintenance.
- April 29<sup>th</sup> is the 7<sup>th</sup> Annual Coleson's Walk and 5k
- February 20<sup>th</sup> Notice to Proceed for the Charbonneau Lift Station Project. May 10<sup>th</sup> is the estimated start time on the project.
- February 24<sup>th</sup> is the bid opening for the Sanitary Sewer Rehabilitation Project.

**13. Executive Session:**

As authorized by Chapter 551 of the Texas Government Code, the City Council reserves the right to convene into executive session as necessary during the course of this meeting to discuss the following:

Pursuant to the following sections:

- a. Section 551.071- Consultation with attorney with regard to any item posted on the agenda or pending or contemplated litigation, settlement offers, and/or claims.**

*There was no Executive Session.*

**14. Reconvene into Regular Session:**

- a. Take any action necessary pursuant to Executive Session Item(s) as listed above.**

There was no Executive Session.

**15. Adjourn.**

There being no further business, Mayor Walter Bowen adjourned the Council meeting at 7:07 p.m.

APPROVED:

\_\_\_\_\_  
Walter Bowen, Mayor

ATTEST:

\_\_\_\_\_  
Linda Rhodes, TRMC/MMC  
City Secretary



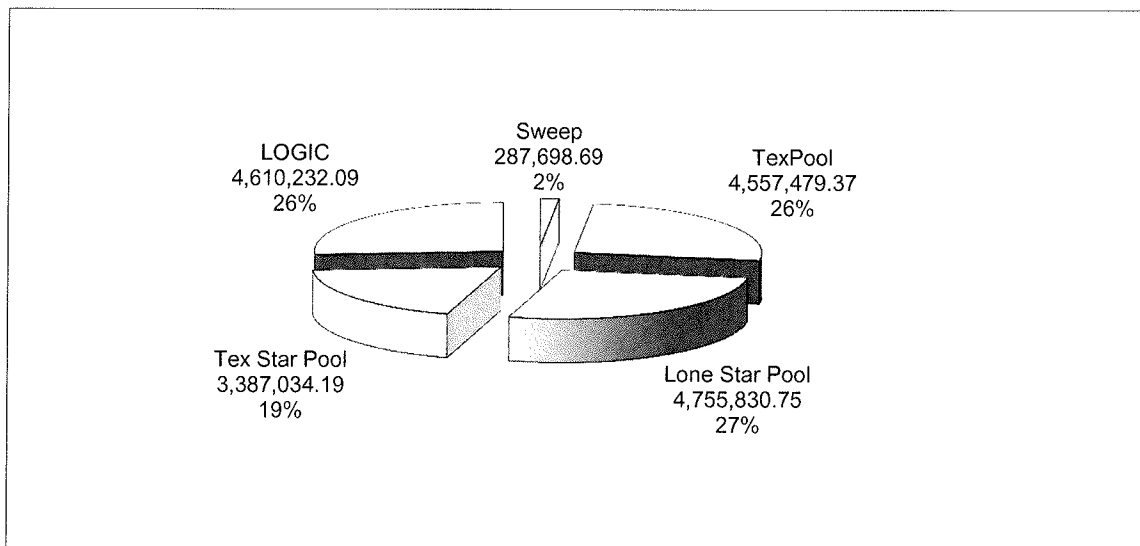
**CITY OF LAKE WORTH  
CASH POSITION  
As of Feb 28, 2017**

	Checking Account	TexPool	Lone Star Pool	TexStar	LOGIC	Total
General Fund	78,927.25	1,443,536.20	1,454,445.05	1,472,127.33	1,462,422.82	5,911,458.65
Park Fund	9,784.29	124,321.57			158,548.47	292,654.33
Child Safety Fund	15,996.23					15,996.23
Court Technology	19,032.33					19,032.33
Court Security Fund	22,337.50				36,214.41	58,551.91
Confiscated Property Fund	6,072.28					6,072.28
Street Maintenance	26,471.07	505,762.48	501,651.51	494,396.03	461,445.50	1,989,726.59
Crime Control	26,113.14	136,435.64	164,159.25	164,285.30		490,993.33
Economic Development		1,328,383.81	1,267,122.23		1,624,597.61	4,220,103.65
PEG Fund					60,933.36	60,933.36
Water/Sewer Fund	53,809.72	463,853.85	450,721.88		433,176.58	1,401,562.03
Debt Service	13,553.55	555,088.75	545,298.81			1,113,941.11
2008 CO Series		97.07		1,238,225.53		1,238,322.60
Hotel/Motel Tax Fund	15,601.33		372,432.02	18,000.00	372,893.34	778,926.69
Total All Cash & Invstments	287,698.69	4,557,479.37	4,755,830.75	3,387,034.19	4,610,232.09	17,598,275.09

# CITY OF LAKE WORTH INVESTMENT ACTIVITY *As of Feb 28, 2017*

***The Public Funds Investment Act requires the Finance Officer to submit not less than quarterly a list of investments, their net asset value (NAV) and their weighted average maturity (WAM). Listed below are the City's investments, their respective NAV and WAM or collateral status.***

Total Funds Held In Checking Accounts Subject To Overnight Sweep	\$287,698.69
<i>(Funds covered by FDIC and Pledged Collateral by Bank of Texas)</i>	
Total Funds Held In TexPool	\$4,557,479.37
<i>(NAV \$1.00 per share, 4,557,479 shares; WAM 1 day)</i>	
Total Funds Held In Lone Star Pool	\$4,755,830.75
<i>(NAV \$1.00 per share, 4,755,831 shares; WAM 1 day)</i>	
Total Funds Held In TexStar Pool	\$3,387,034.19
<i>(NAV \$1.00 per share, 3,387,034 shares; WAM 1 day)</i>	
Total Funds Held In LOGIC	\$4,610,232.09
<i>(NAV \$1.00 per share, 4,610,232 shares; WAM 1 day)</i>	
Total All Funds	\$17,598,275.09



Prepared By: Debbie Whitley 3-6-17

**CITY OF LAKE WORTH  
EXPENDITURE REPORT  
February 2017**

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNEXPENDED BALANCE	% EXPENDED
<b>GENERAL FUND</b>					
Mayor/Council	15,163.00	420.69	10,364.04	4,798.96	68%
Administration	1,340,555.00	86,596.06	435,534.57	905,020.43	32%
Police	2,225,223.00	143,911.16	838,889.00	1,386,334.00	38%
Fire	1,757,679.00	118,599.12	676,408.42	1,081,270.58	38%
Street	602,968.00	38,744.72	189,434.22	413,533.78	31%
Library	242,030.00	20,540.50	94,960.86	147,069.14	39%
Parks	385,483.00	26,519.27	134,160.90	251,322.10	35%
Maintenance Dept	191,342.00	13,536.76	76,054.58	115,287.42	40%
Senior Citizens	113,772.00	8,924.03	45,372.84	68,399.16	40%
Municipal Court	218,693.00	19,628.22	82,342.28	136,350.72	38%
Animal Control	97,026.00	5,806.86	30,614.70	66,411.30	32%
Emergency Management	14,400.00	224.52	10,444.61	3,955.39	73%
Permits & Inspections	356,331.00	25,018.21	138,364.07	217,966.93	39%
Information Technology	463,605.00	32,751.53	200,019.81	263,585.19	43%
Total General Fund	8,024,270.00	541,221.65	2,962,964.90	5,061,305.10	37%
<b>EDC</b>					
Administration	1,530,741.00	16,947.20	66,428.55	1,464,312.45	4%
Lake Worth Area Museum	4,670.00	162.09	737.40	3,932.60	16%
Total EDC	1,535,411.00	17,109.29	67,165.95	1,468,245.05	4%
<b>WATER/SEWER FUND</b>					
Administration	1,181,369.00	17,846.77	70,687.37	1,110,681.63	6%
Water Supply	965,039.00	51,094.05	221,568.88	743,470.12	23%
Water Distribution	339,827.00	18,289.62	100,961.38	238,865.62	30%
Sewer Department	1,173,131.00	8,472.83	251,515.35	921,615.65	21%
Total Water/Sewer	3,659,366.00	95,703.27	644,732.98	3,014,633.02	18%
<b>TOTAL EXPENDITURES</b>	<b>13,214,377.00</b>	<b>653,872.12</b>	<b>3,674,126.43</b>	<b>9,540,250.57</b>	<b>28%</b>

**CITY OF LAKE WORTH  
REVENUE REPORT  
February 2017**

*(Numbers in UNRECEIVED BALANCE WITH (-) INDICATES REVENUE RECEIVED OVER BUDGETED AMOUNT)*

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNRECEIVED BALANCE	% RECEIVED
<b>GENERAL FUND</b>					
Property Taxes	760,494.00	131,364.70	700,915.47	59,578.53	92%
Franchise Fees	455,000.00	19,744.59	131,743.42	323,256.58	29%
Sales and Beverage Taxes	3,994,000.00	464,260.85	1,520,520.40	2,473,479.60	38%
Fines and Warrants	512,525.00	61,903.87	183,098.19	329,426.81	36%
License & Permits	132,310.00	22,792.39	72,877.55	59,432.45	55%
Sanitation/Animal Control	184,685.00	15,518.60	77,738.95	106,946.05	42%
Investment Income & Misc	318,005.00	19,497.77	158,787.01	159,217.99	50%
Due From Other Funds	1,107,369.00			1,107,369.00	0%
Use of Prior Year Reserves	559,882.00			559,882.00	0%
<b>Total General Fund</b>	<b>8,024,270.00</b>	<b>735,082.77</b>	<b>2,845,680.99</b>	<b>5,178,589.01</b>	<b>35%</b>
<b>EDC</b>					
Sales Tax	1,985,000.00	232,130.42	757,379.96	1,227,620.04	38%
Interest Income & Miscellaneous	9,250.00	2,262.36	7,528.65	1,721.35	81%
Use of Prior Year Reserves				0.00	
<b>Total EDC</b>	<b>1,994,250.00</b>	<b>234,392.78</b>	<b>764,908.61</b>	<b>1,229,341.39</b>	<b>38%</b>
<b>WATER/SEWER FUND</b>					
Water Sales	1,500,000.00	94,749.44	486,982.38	1,013,017.62	32%
Water Tap Fees	1,000.00	1,250.00	1,250.00	-250.00	125%
Water Service Charge	55,000.00	3,633.93	25,364.53	29,635.47	46%
Sewer Charges	970,000.00	81,189.11	364,730.08	605,269.92	38%
Sewer Tap Fees	3,000.00	3,750.00	3,750.00	-750.00	125%
Miscellaneous	34,090.00	4,245.25	17,066.32	17,023.68	50%
Transfers In	779,140.00			779,140.00	0%
Use of Prior Year Reserves	317,136.00			317,136.00	0%
<b>Total Water/Sewer Fund</b>	<b>3,659,366.00</b>	<b>188,817.73</b>	<b>899,143.31</b>	<b>2,760,222.69</b>	<b>25%</b>
<b>DEBT SERVICE FUND:</b>					
Property Tax Revenue	1,212,502.00	205,375.98	1,093,239.07	119,262.93	90%
Investment Income & Misc	1,200.00	388.05	629.74	570.26	52%
Transfers In	550,592.00			550,592.00	0%
Use of Prior Year Reserves				0.00	0%
<b>Total Debt Service</b>	<b>1,764,294.00</b>	<b>205,764.03</b>	<b>1,093,868.81</b>	<b>670,425.19</b>	<b>62%</b>
<b>TOTAL ALL FUNDS</b>	<b>15,442,180.00</b>	<b>1,364,057.31</b>	<b>5,603,601.72</b>	<b>9,838,578.28</b>	<b>36%</b>

**CITY OF LAKE WORTH  
GF SALES TAX ANALYSIS  
FOR FEBRUARY 2017 REVENUE**

		Current % Incr or Decrease
Current Month Receipts	464,260.85	
Same Month, Last Year	468,578.87	-0.922%
Same Month, 2 Years Ago	449,932.19	3.185%
Current YTD Total	1,514,759.94	
YTD, Last Year	1,433,287.90	5.684%
YTD, 2 Years Ago	1,346,045.25	12.534%

*Current Year Budget is \$3,970,000*

CITY OF LAKE WORTH  
PARK FUND  
As of February 28, 2017

REVENUE SOURCE:

UTILITY DONATIONS	4,271.00
DONATIONS - KIDS & TREES	0.00
DONATIONS - NAVAJO PARK	0.00
DONATIONS - RAYL PARK	5,000.00
DONATIONS - LAKE WORTH PARK	0.00
INVESTMENT INCOME	666.02
EDC CONTRIBUTIONS	0.00
MISCELLANEOUS	142.25
Total Revenue	<u>10,079.27</u>

EXPENDITURE CATEGORY:

MISCELLANEOUS	198.08
PARK MAINTENANCE	6,175.58
HODGKINS PARK	0.00
CHARBONNEAU PARK	0.00
LAKE WORTH PARK	25,362.37
NAVAJO PARK	0.00
GRAND LAKE PARK	73.50
REYNOLDS PARK	0.00
RAYL PARK	395.81
TELEPHONE ROAD PARK	0.00
DAKOTA PARK	472.56
EQUIPMENT PURCHASE/IMPROVEMENTS	0.00
Total Expenditure	<u>32,677.90</u>

REVENUE OVER EXPENDITURES -22,598.63

CASH POSITION

CHECKING	9,784.29
INVESTMENTS	<u>282,870.04</u>
TOTAL CASH	292,654.33

**CITY OF LAKE WORTH  
STREET MAINTENANCE  
February 2017**

**Revenue**

***(Numbers in UNRECEIVED BALANCE WITH (-) INDICATES REVENUE RECEIVED OVER BUDGETED AMOUNT)***

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNRECEIVED BALANCE	% RECEIVED
Sales Tax	990,000.00	116,065.21	378,689.98	611,310.02	38%
Interest & Misc Income	4,750.00	980.77	3,648.50	1,101.50	77%
Use of Prior Yr Rsrvs					
Total Revenue	994,750.00	117,045.98	382,338.48	612,411.52	38%

**Expenditures**

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNEXPENDED BALANCE	% EXPENDED
Salaries	279,732.00	17,430.79	101,728.88	178,003.12	36%
Supplies	30,950.00	1,596.57	6,731.81	24,218.19	22%
Maintenance	395,750.00	4,445.03	29,116.20	366,633.80	7%
Services	9,160.00	40.61	3,386.03	5,773.97	37%
Equipment	34,350.00		129.99	34,220.01	0%
Transfers Out	112,244.00	0.00	0.00	112,244.00	0%
Total Expenditures	862,186.00	23,513.00	141,092.91	721,093.09	16%

CITY OF LAKE WORTH  
CCPD  
February 2017

**Revenue**

***(Numbers in UNRECEIVED BALANCE WITH (-) INDICATES REVENUE RECEIVED OVER BUDGETED AMOUNT)***

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNRECEIVED BALANCE	% RECEIVED
Sales Tax	970,000.00	114,227.26	372,730.90	597,269.10	38%
Interest & Misc Income	800.00	2,615.18	13,133.20	-12,333.20	1642%
Use of Prior Yr Rsrvs					
Total Revenue	970,800.00	116,842.44	385,864.10	584,935.90	40%

**Expenditures**

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNEXPENDED BALANCE	% EXPENDED
Salaries	645,011.00	44,072.63	240,208.66	404,802.34	37%
Supplies	21,800.00		503.83	21,296.17	2%
Maintenance	21,175.00	1,008.21	13,492.65	7,682.35	64%
Services	70,985.00	146.64	39,496.53	31,488.47	56%
Equipment	27,000.00	3,864.00	4,719.09	22,280.91	17%
Transfers Out	171,314.00	0.00	0.00	171,314.00	0%
Total Expenditures	957,285.00	49,091.48	298,420.76	658,864.24	31%





## City of Lake Worth City Council Agenda Item Summary

**Agenda Item:** 4-c

**Originating Department:** Finance

**Contact Person:** Debbie Whitley, ACM/CFO

**Meeting Date:** March 14, 2017

**Subject:**

Discuss and consider an ordinance amending the fiscal year budget beginning October 1, 2016, and ending September 30, 2017 by amending line item appropriations within the General Fund and the Water/Sewer Fund.

**Item Summary:**

At the regular Council meeting on February 14, 2017, Council approved an increase in the budgeted contribution from the General Fund to the Water/Sewer fund by \$6,350 (from \$249,063 to \$255,413).

This proposed ordinance amends both the General Fund and Water/Sewer Fund budgets to reflect this approved increase.

**Staff Recommendation:**

Move to approve an ordinance amending the fiscal year budget beginning October 1, 2016, and ending September 30, 2017 by amending line item appropriations within the General Fund and the Water/Sewer Fund.

**ORDINANCE # \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF LAKE WORTH, TEXAS, ADOPTING A BUDGET AMENDMENT TO THE ORIGINAL OPERATING BUDGET OF THE CITY OF LAKE WORTH, TEXAS, FOR THE FISCAL YEAR 2016/2017; PROVIDING FOR SUPPLEMENTAL APPROPRIATION AND/OR TRANSFER OF CERTAIN FUNDS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, by Ordinance #1067, the City Council of the City of Lake Worth, Texas, adopted its budget for FY 2016/2017; and

WHEREAS, the City Council has determined that the budgeted expenses for the General Fund require amendment to reflect an addition to the transfer to the Water/Sewer Fund; and

WHEREAS, the City Council has determined that the budgeted revenues and expenses for the Water/Sewer Fund require amendment to reflect an addition to the transfer from the General Fund for acquisition of capital; and

WHEREAS, Section 102.010 of the Local Government Code and Section 5.01 of the Lake Worth City Charter allow the City Council to make changes to the budget for municipal purposes; and

WHEREAS, the City Council desires to amend Ordinance #1067 to reflect a supplemental appropriation and/or transfer in the fiscal year 2016/2017.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS:**

**Section 1:** The original General Fund and Water/Sewer Fund operating budgets for FY 2016/2017 for the City of Lake Worth, Texas are hereby amended as follows:

Add:

**\$6,350 to the General Fund Expenses**  
#100-0950-505-000 Transfer Out-Other Funds

**\$6,350 to the Water/Sewer Fund Expenses**  
#200-0805-700-000 Motor Vehicles

**\$6,350 to the Water/Sewer Fund Revenues**  
#200-4904-000-000 Transfer In-Other Funds

Reason (pursuant Section 5.01(e) of the City Charter, as amended):  
At the February 14, 2017 City Council meeting, Council approved an addition to the transfer from General Fund to the Water/Sewer Fund for the purpose of capital equipment acquisition.

**Section 2:** A true and correct copy of this ordinance showing the approved budget amendments shall be filed with the City Secretary and in the office of the County Clerk of Tarrant County, Texas, as required by Section 102.009 of the Local Government Code. In addition, the City Secretary is hereby directed to ensure that a true and correct copy of the approved budget amendments is posted on the City's website.

**Section 3:** In the event any clause, phrase, provision, sentence, or part of this ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this ordinance as a whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Lake Worth, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

**Section 4:** This Ordinance shall be in full force and effect from and after its passage, and it is so ordained.

PASSED AND APPROVED on this the 14<sup>th</sup> day of March, 2017.

APPROVED:

---

Walter Bowen, Mayor

ATTEST:

---

Monica Solko, TRMC  
City Secretary

APPROVED AS TO FORM AND LEGALITY:

---

Drew Larkin, City Attorney



## City of Lake Worth City Council Agenda Item Summary

**Agenda Item:** 4d

**Originating Department:** Administration

**Contact Person:** Stacey Almond, City Manager

**Meeting Date:** March 14, 2017

**Subject:**

Approval of an expenditure, in an amount not to exceed \$92,700, by the Lake Worth Economic Development Corporation for the construction of water utilities.

**Item Summary:**

Per the City's Master Water Plan, the water line on Azle Avenue, which connects to Paul Meador is planned for a 16-inch water line. Per this agreement the city agrees to reimburse the Developer for the expense of upsizing from the required 8-inch to the desired 16-inch.

Funding for this upgrade has been approved by the Economic Development Corporation on February 23, 2017 meeting by Resolution 17-01. The resolution will not become effective until approved by the City Council.

**Staff Recommendation:**

Staff recommends approval of the expenditure, in an amount not to exceed \$92,700, by the Lake Worth Economic Development Corporation for the construction of water utilities.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE LAKE WORTH ECONOMIC DEVELOPMENT CORPORATION APPROVING AN EXPENDITURE OF FUNDS IN AN AMOUNT NOT TO EXCEED \$92,700 FOR THE CONSTRUCTION OF WATER UTILITIES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Lake Worth Economic Development Corporation ("Corporation") is a non-profit development corporation created, existing and governed by Chapters 501, 502 and 505, Texas Local Government Code, as amended ("Act"); and

**WHEREAS**, the City of Lake Worth, Texas ("City") has entered or will enter into an agreement ("Agreement") with the owner ("Owner") of property known as Lot 1, Block A Azle Addition, and generally located on the corner of Paul Meador Road and Azle Avenue ("Property"); and

**WHEREAS**, by the terms of the Agreement, Owner will be constructing public water lines necessary to support the Property and the citizens of City, and in doing so has agreed to upsize a water line along Azle Avenue in accordance with the City's Master Water Plan; and

**WHEREAS**, by the terms of the Agreement, City will reimburse Owner for the expense of upsizing from the required 8-inch water line to a 16-inch water line, in an amount equal to the lesser of (i) the actual cost of construction; or (ii) \$92,700 ("Reimbursement Amount"); and

**WHEREAS**, the Corporation desires to pay City the Reimbursement Amount and finds that the expenditure will be used to fund a "project" as defined in Section 501.103 of the Act and that such expenditure is required or suitable for infrastructure necessary to promote or develop new or expanded business enterprises.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE WORTH ECONOMIC DEVELOPMENT CORPORATION, THAT:**

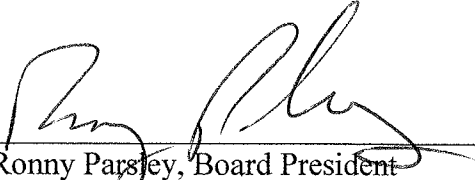
**SECTION 1.**

The Corporation approves funding and paying the Reimbursement Amount to City, and finds that the expenditure will be used to fund a "project" as defined in Section 501.103 of the Act and that such expenditure is required or suitable for infrastructure necessary to promote or develop new or expanded business enterprises.

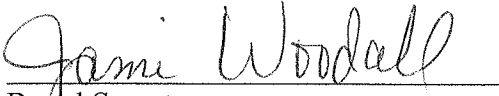
**SECTION 2.**

This Resolution shall take effect after it is approved by the Corporation and after the expenditure is approved by the City Council of the City of Lake Worth.

PASSED AND APPROVED on this 23rd day of February, 2017.

  
Ronny Parsley, Board President

ATTEST:

  
Board Secretary



## City of Lake Worth City Council Agenda Item Summary

**Agenda Item:** 6-a

**Originating Department:** Building Development Services/Planning & Zoning Division  
**Contact Person:** Suzanne Meason, Planning & Zoning Administrator

**Meeting Date:** March 14, 2017

**Subject:**

Public Hearing/Action for Planning and Zoning Case #PS17-01 to consider a request for a replat of Block 1, Lots (South ½') 16 & 17, to Block 1, Lot 17R, Indian Oaks Subdivision, Lake Worth, Tarrant County, Texas; commonly known as 3337 Hiawatha Trail.

**Item Summary:**

This is an application for a replat of a portion of a lot (1/2 of lot 16) and an entire lot (lot 17) into one (1) larger lot in order to construct a new residential home. The current owner is trying to get the lots into compliance as required by ordinance.

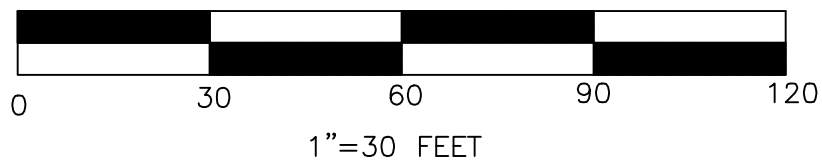
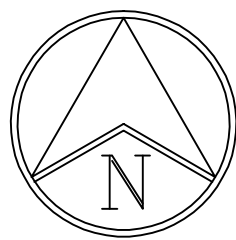
Staff received no public comment forms back about the case.

This case was heard by the Planning & Zoning Commission on February 21, 2017 and was recommended for approval.

Attached for the Council's reference is the replat document. The document submitted meets all the city's requirements and approval is considered a ministerial duty.

**Staff Recommendation:**

Move to approve Planning & Zoning Case #PS17-01, a replat to Block 1, Lot 17R, Indian Oaks Subdivision, commonly known as 3337 Hiawatha Trail.



LEGEND

- |             |                                 |
|-------------|---------------------------------|
| o 1/2" IRS  | 1/2" IRON ROD SET               |
| o 1/2" FIR  | 1/2" IRON ROD FOUND             |
| o RR SPIKE  | RAILROAD SPIKE FOUND            |
| * X * CUT   | X CUT IN CONCRETE               |
| * X * FOUND | X FOUND CUT IN CONCRETE         |
| O SSMH      | SANITARY SEWER MANHOLE          |
| U/G         | UNDERGROUND LINES I.E. ELECTRIC |
| O/H         | OVERHEAD LINES I.E. TELEPHONE   |
| F.H.        | FIRE HYDRANT                    |
| U.E.        | UTILITY EASEMENT                |
| D.E.        | DRAINAGE EASEMENT               |
| B.L.        | BUILDING LINE                   |
| P.O.B       | POINT OF BEGINNING              |
| P.O.C.      | POINT OF COMMENCEMENT           |
| WM          | WATER METER                     |
| WV          | WATER VALVE                     |
| F.C.        | FENCE CORNER                    |
| X           | FENCE LINE                      |
| P.P.        | POWER POLE                      |

CITY OF LAKE WORTH

APPROVED BY THE CITY COUNCIL LAKE  
WORTH, TEXAS ON

THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2017

ATTEST:

MAYOR

CITY SECRETARY

P.O.S.E RESTRICTION:  
NO STRUCTURE, OBJECT, OR PLANT OF ANY TYPE MAY  
OBSTRUCT VISION FROM A HEIGHT OF THIRTY (30) INCHES TO  
A HEIGHT OF TEN (10) FEET ABOVE THE TOP OF THE CURB  
INCLUDING, BUT NOT LIMITED TO BUILDINGS, FENCES, WALKS,  
SIGNS, TREES, SHRUBS, CARS, TRUCKS, ETC., IN THE PUBLIC  
OPEN SPACE EASEMENT AS SHOWN ON THIS PLAT.

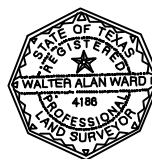
BUILDING PERMIT RESTRICTION:  
NO BUILDING PERMIT SHALL BE ISSUED FOR ANY LOT IN  
THIS PLAT UNTIL PROVISION IS MADE FOR THE  
CONSTRUCTION OF WATER, SEWER, OR STORM DRAIN, STREET  
LIGHTS AND PAVING IMPROVEMENTS AND APPROVAL IS  
OBTAINED FROM THE CITY OF LAKE WORTH.

UTILITY EASEMENT RESTRICTION:  
ANY PUBLIC UTILITY, INCLUDING THE CITY OF LAKE WORTH  
SHALL HAVE THE RIGHT TO MOVE AND KEEP MOVED ALL OR  
PART OF ANY BUILDING, FENCE, TREE, SHRUB, OTHER  
GROWTH, OR IMPROVEMENT WHICH IN ANY WAY ENDANGERS OR  
INTERFERES WITH THE CONSTRUCTION, MAINTENANCE, OR  
EFFICIENCY OF ITS RESPECTIVE SYSTEMS ON ANY OF THE  
EASEMENTS SHOWN ON THE PLAT; AND SHALL HAVE THE  
RIGHT AT ALL TIMES TO INGRESS AND EGRESS UPON SAID  
EASEMENT FOR THE PURPOSE OF CONSTRUCTION,  
RECONSTRUCTION, INSPECTION, PATROLLING, MAINTAINING, AND  
ADDING TO OR REMOVING ALL OR PART OF ITS RESPECTIVE  
SYSTEM WITHOUT THE NECESSITY AT ANY TIME OF  
PROCURING THE PERMISSION OF ANYONE.

NOTES:  
ACCORDING TO THE FLOOD INSURANCE RATE MAP FOR  
TARRANT COUNTY, TEXAS AND INCORPORATED AREAS,  
COMMUNITY PANEL NO. 48439C 0165 K, DATED SEPTEMBER 25,  
2009 THIS TRACT IS IN ZONE "X" WHICH IS NOT IN THE 1%  
CHANCE FLOOD.

THIS REPLAT DOES NOT VACATE THE PREVIOUS \*PLAT OF  
RECORD\* GOVERNING THE REMAINDER OF THE SUBDIVISION,  
NOR DOES IT AMEND OR REMOVE ANY DEED COVENANTS OR  
RESTRICTIONS.

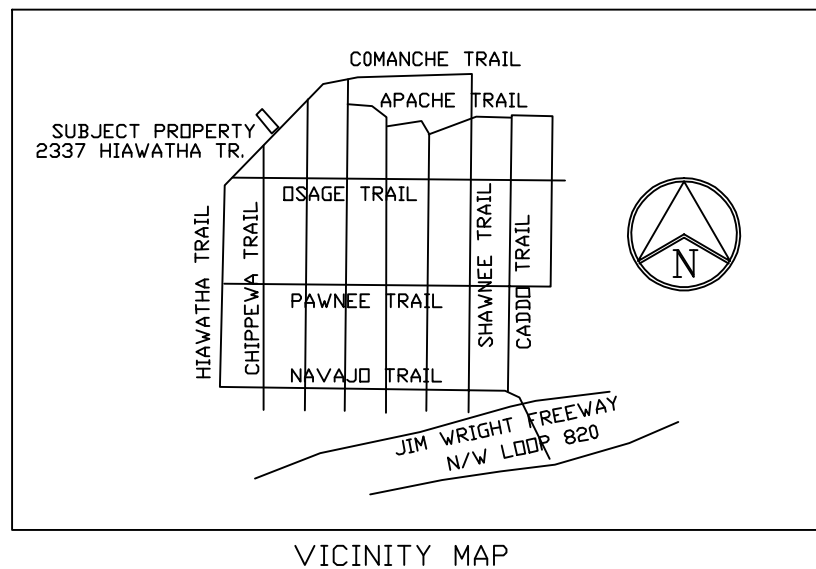
ZONING FOR THIS LOT IS SF-1 (SINGLE FAMILY RESIDENTAL).



I WALTER ALAN WARD DO HEREBY CERTIFY THAT I PREPARED  
THIS PLAT FROM AN ACTUAL AND ACCURATE SURVEY MADE  
ON THE GROUND UNDER MY DIRECT SUPERVISION AND THE  
MONUMENTS SHOWN WERE PROPERLY PLACED UNDER MY  
SUPERVISION.

OWNER:  
FEDERICO HERRERA  
2225 PROSPECT AVE.  
FORT WORTH, TEXAS 76164

CELL: 817-8456708



STATE OF TEXAS)  
COUNTY OF TARRANT)

WHEREAS I, FEDERICO HERRERA BEING THE SOLE OWNER OF BLOCK 1 LOT 17 AND THE  
SOUTH 1/2 OF BLOCK 1 LOT 16, INDIAN OAKS SITUATED IN THE JOSE MARIA BASQUIS  
SURVEY, ABSTRACT NUMBER 85, AN ADDITION TO THE CITY OF LAKE WORTH, TARRANT  
COUNTY, TEXAS, ACCORDING TO THE PLAT RECORDED IN VOLUME 204-A, PAGE 177, PLAT  
RECORDS, TARRANT COUNTY, TEXAS, AND DESCRIBED IN A WARRANTY DEED RECORDED IN  
COUNTY CLERK'S FILE D216239350 D.R.T.C.T. SAID TRACT BEING MORE PARTICULARLY  
DESCRIBED BY METES AND BOUNDS AS FOLLOWS

BEGINNING AT A 5/8" FOUND IRON ROD IN THE NORTHWEST RIGHT-OF-WAY LINE OF  
HIAWATHA TRAIL (50' RIGHT OF WAY) AND BEING THE SOUTHWEST CORNER OF BLOCK 1 LOT  
17 INDIAN OAKS ABOVE REFERENCED;

THENCE: N 45°00'00" W 182.00 FEET ALONG THE SOUTH PROPERTY LINE OF THE ABOVE  
REFERENCED LOT 17 TO A 1/2" "AW" CAPPED IRON ROD SET FOR CORNER;

THENCE: N 45°00'00" E 75.41 FEET TO A 1/2" "AW" CAPPED IRON ROD SET FOR CORNER;

THENCE: S 45°00'00" E 182.00 FEET TO A 2" IRON PIPE FOUND AT A FENCE CORNER IN  
SAID HIAWATHA TRAIL RIGHT OF WAY FOR A CORNER;

THENCE: S 45°00'00" W 75.41 FEET ALONG SAID RIGHT OF WAY TO THE POINT OF  
BEGINNING, AND CONTAINING 1372 SQUARE FEET OR 0.315 ACRES OF LAND.

NOW THEREFORE ALL MEN KNOW BY THESE PRESENTS

THAT I, FEDERICO HERRERA, DO HEREBY ADOPT THIS PLAT DESIGNATING THIS HEREIN  
DESCRIBED PROPERTY AS BLOCK 1 LOT 17R, INDIAN OAKS, AN ADDITION TO THE CITY OF  
LAKE WORTH, TARRANT COUNTY, TEXAS, AND DO HEREBY DEDICATE TO THE PUBLIC'S USE  
FOREVER THE EASEMENTS AND STREETS SHOWN HEREON.

WITNESS MY HAND IN TARRANT COUNTY, TEXAS, THE \_\_\_\_ DAY OF \_\_\_\_\_ 2017.

FEDERICO HERRERA

STATE OF TEXAS,  
COUNTY OF TARRANT,

BEFORE ME THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND  
STATE, ON THIS DAY PERSONALLY APPEARED FEDERICO HERRERA, KNOWN TO BE THE  
PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO  
ME THAT THEY EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN  
EXPRESSED AND IN THE CAPACITY THEREIN STATED.

\_\_\_\_\_, 2017

NOTARY PUBLIC

MY COMMISSION EXPIRES

ALAN WARD SURVEYING CO.

P.O. BOX 7378 OFF. 817-8340897

FT. WORTH, TX. 76111 FAX 817-8340940

EMAIL ADDRESS: alsurvco@flash.net

FIRM NAME: ALAN WARD COMPANY FIRM NO. 1015100

SIGNATURE

DATE

RE-PLAT SHOWING  
LOT 17R BLOCK 1  
INDIAN OAKS  
AN ADDITION TO THE  
CITY OF LAKE WORTH,  
RECORDED IN VOLUME 204A PAGE 177  
PLAT RECORDS, TARRANT COUNTY, TEXAS

THIS PLAT FILED FOR RECORD# \_\_\_\_\_ DATE \_\_\_\_\_





## City of Lake Worth City Council Agenda Item Summary

**Agenda Item:** 7a

**Originating Department:** Administration

**Contact Person:** Stacey Almond, City Manager

**Meeting Date:** March 14, 2017

**Subject:**

Discuss and consider approval of an ordinance Declaring Unopposed Candidates in the May 6, 2017 General City Election Elected to Office, canceling the election and approving the Order of Cancellation.

**Item Summary:**

Attached is a copy of the "Certification of Unopposed Candidates," which was submitted to the Mayor and governing body prior to cancelling the election, as required.

Also attached is the ordinance which declares Unopposed Candidate in the May 2017 General City Election as elected to office, cancels the election, and approves the order of cancellation, which is to be posted on Election Day.

**Staff Recommendation:**

Move to approve an ordinance declaring unopposed candidates in the May 6, 2017 General City Election Elected to Office, canceling the election, and approving the order of cancellation.

**ORDINANCE # \_\_\_\_**

**AN ORDINANCE DECLARING UNOPPOSED CANDIDATES IN THE MAY 6, 2017 GENERAL CITY ELECTION ELECTED TO OFFICE; CANCELING THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the general city election was called for May 6, 2017, for the purpose of electing members to the city council; and

**WHEREAS**, the deadlines for filing an application for a place on the ballot and for filing a declaration of write-in candidacy have passed; and

**WHEREAS**, the city secretary has certified in writing to the City Council and to the presiding officer of the governing body that there is no proposition on the ballot, that no person has made a declaration of write-in candidacy, and that each candidate on the ballot is unopposed for election to office; and

**WHEREAS**, under these circumstances, Subchapter C, Chapter 2, of the Election Code, authorizes the city council to declare the candidates elected to office and cancel the election;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAKE WORTH:**

**Section 1.**

The following candidates, who are unopposed in the May 6, 2017 general city election, are declared elected to office, and shall be issued Certificates of Election during the time the election would have been canvassed:

Mayor  
Walter Bowen

Place 2  
Geoffrey White

Place 4  
Ronny Parsley

Place 6  
Gary Stuard

**Section 2.**

The May 6, 2017 general city election is canceled, and the city secretary is directed to cause a copy of the attached Order of Cancellation to be posted on Election Day at each polling place that would have been used in the city election.

**Section 3.**

It is declared to be the intent 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 is declared invalid by the judgment or decree of a court of competent jurisdiction, the invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance since the city council would have enacted them without the invalid portion.

**Section 4.**

This ordinance shall take effect upon its passage, and it is so ordained.

**PASSED AND APPROVED** this 14<sup>th</sup> day of March, 2017.

APPROVED:

---

Walter Bowen, Mayor

ATTEST:

---

Insert Name Here  
City Secretary



## City of Lake Worth City Council Agenda Item Summary

**Agenda Item:** 7b

**Originating Department:** Human Resources

**Contact Person:** Danielle Hackbusch, Human Resources Coordinator

**Meeting Date:** March 14, 2017

**Subject:**

Discuss and consider approval of a Resolution revising job descriptions and titles for the Animal Control Officer, Customer Service Clerk, Detective, Fire Marshal/Captain, Firefighter, Municipal Court Clerk, Police Officer - School Resource, and Utility Billing Clerk.

**Item Summary:**

These job descriptions and job titles have been revised to more accurately reflect the duties, responsibilities, and physical abilities of each position.

Note: The Fire Lieutenant job description is being replaced with the Fire Captain job description. This is being recommended to structure of the Lake Worth Fire Department in the same fashion as other municipal agencies.

**Staff Recommendation:**

Move to approve a Resolution revising job descriptions and titles for the Animal Control Officer, Customer Service Clerk, Detective, Fire Marshal/Captain, Firefighter, Municipal Court Clerk, Police Officer - School Resource, and Utility Billing Clerk.

**RESOLUTION #\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS, REVISING JOB DESCRIPTIONS AND TITLES FOR THE ANIMAL CONTROL OFFICER, CUSTOMER SERVICE CLERK, DETECTIVE, FIRE MARSHAL/CAPTAIN, FIREFIGHTER, MUNICIPAL COURT CLERK, POLICE OFFICER/SCHOOL RESOURCE, AND UTILITY BILLING CLERK.**

**WHEREAS**, the Human Resources/Risk Management Coordinator has prepared and submitted revisions to job descriptions and titles for the Animal Control Officer, Customer Service Clerk, Detective, Fire Marshal/Captain, Firefighter, Municipal Court Clerk, Police Officer/School Resource, and Utility Billing Clerk for adoption; and

**WHEREAS**, the purpose of the revisions is to accurately define the titles, duties, responsibilities, and physical abilities of each position listed; and

**WHEREAS**, these job descriptions apply to each of the respective positions unless specified otherwise by state law, city charter, departmental policy approved by the City Council or other official Council action.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS, THAT:**

Section 1.

The following job titles are hereby amended as indicated and job descriptions are hereby amended as attached, and shall be effective the 14<sup>th</sup> day of March, 2017:

<u>Current Title</u>	<u>Revised Title</u>
Fire Marshal/Captain	Division Chief/Fire Marshal & Fire Captain (one description split into two)
Detective	Detective Sergeant

**PASSED AND APPROVED** this 14<sup>th</sup> day of March, 2017

**APPROVED:**

---

Walter Bowen, Mayor

**ATTEST:**

---

Monica Solko, TRMC  
City Secretary

# City of Lake Worth

## Job Description

(Resolution # , effective 3/14/2017)

**Job Title:** Animal Control Officer

**Department:** Police

**FLSA Status:** Non-exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **GENERAL SUMMARY**

Protects residents from and educates the community about stray or vicious animals and related diseases. Responsible for the proper operations of the animal services facility. Captures, impounds and disposes of animals using humane methods.

### **SUPERVISION RECEIVED AND EXERCISED**

This position receives general supervision from the Patrol Lieutenant. This position does not supervise any other position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include but are not limited to the following:

- Patrols for stray, vicious, diseased or injured animals
- Responds to citizen complaints regarding animals
- Responds to emergency calls, such as cruelty to animal complaints, animal bites and poisonous or dangerous animals
- Investigates reports of nuisance or abused animals; investigates all animal bites and scratches within the city and quarantines animals as necessary
- Removes dead animals, transporting and disposing of properly
- Maintains the animal shelter, including painting, cleaning and daily care of the animals
- Issues verbal warnings and/or citations on animal violations
- Makes court appearances as required
- Performs euthanasia, using humane methods
- Maintains an accurate inventory of all drugs and city owned property
- Keeps inventory records on animal traps loaned to the public
- Keeps accurate records of animals being impounded
- Maintains a neat appearance and displays courtesy to the public
- Performs presentations to schools and civic groups about animal control
- Enforces state and local laws related to animals
- Other duties as assigned

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

High School diploma or GED; one year of experience related to animal care or control is preferred

### **LICENSES AND CERTIFICATES**

Valid Class C Texas driver license; Basic certification from the Texas Department of Health as a Certified Animal Control Officer; Certification in animal euthanasia

### **PHYSICAL ABILITIES**

- Must possess the visual acuity to operate a city vehicle, operate a computer terminal, and detect signs of injury or illness in an animal
- Walk, stand, sit, or run for prolonged periods of time
- Regularly push, pull, lift, and/or carry up to 10 pounds
- Frequently lift and/or move objects up to 50 pounds
- Occasionally lift and/or move objects up to 100 pounds or more
- Frequently stoop, bend, kneel, crouch, reach, and twist
- Operate office equipment including use of a computer keyboard
- Speak and hear effectively to exchange information in English
- Operate a vehicle to travel to various locations

*The City of Lake Worth is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Lake Worth will provide reasonable accommodations to qualified individuals with disabilities.*

By my signature, I hereby certify that I have reviewed the description of my position and agree to perform the duties described therein. I understand that City of Lake Worth may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

---

Employee's Signature

---

Date

---

Supervisor's Signature

---

Date



# City of Lake Worth

## Job Description

(Resolution # , effective 3/14/2017)

**Job Title:** Utility Billing Clerk

**Department:** Administration

**FLSA Status:** Non-Exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **GENERAL SUMMARY**

Maintains utility billing records of all types. Responsible for customer service and accuracy of billing, payments, work orders, meter readings and all other aspects of utility billing.

### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direct supervision from the Municipal Court Director/Customer Service Manager. This position does not supervise any other positions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include but are not limited to the following:

- Enters various types of information into UB computer system including monthly meter readings, new customer information and updates all system data as required
- Greets customers and collects payments for water, sewer, garbage and miscellaneous items as needed
- Responds to customer inquiries and complaints either in person, by phone or by mail.
- Opens and processes utility payments received in the mail or night drop
- Verifies accuracy of monthly utility billing register and forwards to vendor for distribution to customers
- Notifies customers of delinquency, returned checks, or other issues with their utility account as required
- Provides garbage billing information to appropriate waste contractor
- Assists Customer Service and Municipal Court customers when needed
- Responds courteously to customer inquiries and/or complaints
- Other duties as assigned

### **MINIMUM JOB REQUIREMENTS**

#### **EDUCATION AND EXPERIENCE**

High School diploma or General Education Degree; competency in Microsoft Office products and general computer literacy; one year related experience is preferred

## **LICENSES AND CERTIFICATES**

Valid Class C Texas driver license

## **REQUIRED ABILITIES**

- Must possess the visual acuity to operate a computer terminal
- Walk, stand, and/or sit for prolonged periods of time
- Push, pull, lift, and/or carry up to 10 pounds
- Occasionally lift and/or move objects up to 20 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Frequently climbs stairs/ladders
- Operate office equipment including use of a computer keyboard
- Speak and hear to exchange information in the English language
- Operate a vehicle to travel to various locations

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Employee's Signature

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Date

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Supervisor's Signature

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Date

# City of Lake Worth

## Job Description

(Resolution # , effective 3/14/2017)

**Job Title:** Customer Service Clerk

**Department:** Administration

**FLSA Status:** Non-Exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **GENERAL SUMMARY**

Performs customer service functions for Utility Billing and other departments as needed. Answers incoming calls and assists customers at the front counter. Prepares reports and performs other clerical duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direct supervision from the Municipal Court Director/Customer Service Manager. This position does not supervise any other positions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include but are not limited to the following:

- Answers incoming phone calls, providing information and directing callers as needed
- Maintains telephone system, including updating greetings and menus
- Greets customers and accepts and receipts money for all departments
- Maintains postage machine
- Coordinates repairs for copier and other office machines
- Maintains central filing system and coordinates records management
- Places orders for office supplies and maintains organization in the supply room
- Coordinates use of conference rooms, Multi-Purpose facility and other city facilities as needed
- Prepares reports, letters, memoranda, charts and other materials from rough draft, copy, notes or direct verbal communication
- Gathers information for and prepares, prints and distributes City newsletter
- Sorts daily incoming mail
- Assists Utility Billing Clerk with work orders and other necessary duties
- Responds to customer complaints and requests
- Assists Utility Billing and Municipal Court customers when needed
- Assists other departments as needed
- Responds courteously to customer inquiries and/or complaints
- Other duties as assigned

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

High School diploma or GED; one year related experience is preferred

### **LICENSES AND CERTIFICATES**

Valid Class C Texas driver license

### **PHYSICAL ABILITIES**

- Must possess the visual acuity to operate a computer terminal
- Walk, stand, and/or sit for prolonged periods of time
- Push, pull, lift, and/or carry up 10 pounds
- Occasionally lift and/or move objects up to 20 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Frequently climbs stairs/ladders
- Operate office equipment including use of a computer keyboard
- Speak and hear to exchange information in the English language
- Operate a vehicle to travel to various locations

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Employee's Signature

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Date

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Supervisor's Signature

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Date

# City of Lake Worth

## Job Description

(Resolution # , effective 3/14/2017)

**Job Title:** Division Chief/ Fire Marshal

**Department:** Fire

**FLSA Status:** Exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **GENERAL SUMMARY**

Plans, organizes, coordinates and directs the emergency and non-emergency activities of the fire suppression company; commands emergency response scenes; plans, organizes, coordinates and directs the fire inspection and prevention programs; directs and performs a variety of staff support functions.

### **SUPERVISION RECEIVED AND EXERCISED**

This position receives supervision and direction from the Fire Chief. In the absence of the Fire Chief this position exercises overall supervision of departmental activities and personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, coordinates and supervises the fire suppression company during day to day operations, emergency response, and administrative activities
- Prepares paper work for training, emergency response, leave requests, purchase documents and budget requests
- Prepares correspondence, records, files and reports related to the activities of an assigned company
- Prepares evaluations for assigned staff, counsels on performance and development needs
- Inspects records, daily logs, and department facilities to ensure proper safety practices
- Interprets department policies, procedures and safety practices and ensures understanding and compliance
- Responds to emergency and non-emergency incidents, utilizes the incident command system to direct activities and communications in fire and/or emergency situations, takes action to mitigate hazards and treat patients, makes decisions affecting life and property under emergency circumstances, develops tactics and strategies for major or critical incidents
- Oversee and participate in the development and administration of the Fire Department annual budget, anticipating funds needed for staffing, equipment, materials, and supplies, while monitoring and approving expenditures and implementing adjustments as needed.
- Plans, schedules, assigns and participates in equipment and station maintenance, company drills and training, company fire inspections
- Serve as the liaison for the Fire Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues; coordinates special community programs.

- Demonstrates knowledge of the proper methods of performing the various techniques in fire prevention, investigation and education.
- Review and approval of plans for construction, installation and operation of equipment and structures to ensure they meet the fire safety requirements for all State and local codes and ordinances.
- Conducts plan review, installation inspections and permit inspections of fire sprinkler and suppression systems.
- In the absence of the Fire Chief, is accountable for all duties and responsibilities of the Fire Chief.
- Participates in mandatory Wellness/Fitness program
- Maintains physical endurance and agility
- Other duties as assigned

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- Associate's Degree in Fire Science or other approved First Responder Discipline
- Minimum of ten (10) years full time firefighting preferred

### **LICENSES AND CERTIFICATES**

- Valid Class B Exempt Texas driver license or CDL
- T.C.F.P Certified Advanced Fire Fighter
- T.C.F.P Certified Basic Fire Inspector
- T.C.F.P Certified Basic Fire Investigator
- T.C.F.P Certified Fire Officer 1 (Officer II preferred)
- T.C.F.P Certified Fire Instructor II
- T.C.F.P Certified Hazmat Technician or obtain within 1 year.
- TDHHS Certified Basic EMT
- *TCOLE Certified Basic Peace Officer Preferred*

### **PHYSICAL AND OTHER ABILITIES**

- Must possess the visual acuity to operate a city vehicle, operate a computer terminal, inspect buildings/construction sites, and read plans/blueprints
- Walk, stand, sit, or run for prolonged periods of time
- Regularly push, pull, lift, and/or carry up to 10 pounds
- Frequently lift and/or move objects up to 50 pounds
- Occasionally lift and/or move objects up to 100 pounds or more
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Operate office equipment including use of a computer keyboard
- Speak and hear effectively to exchange information in the English language
- Operate a vehicle to travel to various locations
- Operate and use specialized firefighting tools and equipment

Work in complex, potentially hazardous outdoor environment performing investigation activities. Work involves moderate risks or discomforts which require special safety precautions, e.g., working under extreme outdoor weather conditions, working around moving parts, carts, or machines, irritant chemicals, etc. May be required to wear protective clothing or gear such as masks, coats, goggles, gloves, or shields. The candidate must be able to be certified by an M.D. to be able to meet the medical conditions in the latest edition of NFPA 1582.

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By my signature, I hereby certify that I have reviewed the description of my position and agree to perform the duties described therein. I understand that City of Lake Worth may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

# City of Lake Worth

## Job Description

(Resolution # , effective 3/14/2017)

**Job Title:** Detective Sergeant

**Department:** Police

**FLSA Status:** Non-exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **GENERAL SUMMARY**

Processes crimes against individuals and property resulting in investigative cases being filed. Performs involved and detailed investigative processes, which encompass crimes where intent is a fundamental element. Through investigation, determines the facts in the case, identifies and locates suspects, establishes the proper charge and prepares the prosecution report containing the information necessary for the filing of the case. Arraigns suspects before a magistrate, interrogates suspects and files supplements to the offense report.

### **SUPERVISION RECEIVED AND EXERCISED**

This position receives supervision from the Captain/Assistant Chief of Police. This position supervises all departmental detectives/investigators and all Police Officers at crime scenes, regardless of rank, except when relieved from command by a higher ranking officer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include but are not limited to the following:

- Counsels and releases juvenile offenders to parents or transfers them to the Juvenile Detention Facility
- Enforces state and federal laws pertaining to narcotics and dangerous drugs
- Conducts crime scene searches
- Conducts searches for physical evidence at crime scenes
- Instructs programs pertaining to all phases of Criminal Investigations
- Makes initial and follow-up contact with victims to obtain information on possible suspects, witnesses and victims
- Identifies and recovers stolen property by use of seizures through established procedures, consent to search and search warrants
- Originates offense reports when necessary
- Assists other segments of the Department and other agencies as requested
- Investigates and/or aids in any and/or all complaints
- Investigates traffic accidents involving serious bodily or death
- Investigates crimes against persons
- Collects, preserves and identifies physical evidence
- Keeps records of cases assigned and the outcome of investigations
- Assists other officers in specialized types of investigations and assignments
- Presents evidence and testifies in court as required
- Files criminal cases with the District Attorney's Office
- Makes arrests, books and transports prisoners (including juveniles) to County jail or Juvenile Detention, and releases prisoners when necessary



- Works an assigned shift and investigates cases as assigned
- Is subject to being called out for investigations
- Participates in department programs to improve community relations
- Coordinates criminal investigations with other police agencies when required
- Covers patrol sergeant duties when required
- Other duties as assigned

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

Forty-five college hours in Criminal Justice with an average of 2.0 in a 4.0 grading system *or* 1200 TCOLE approved training hours; ten years total law enforcement experience or five years patrol experience with the Lake Worth Police Department.

### **LICENSES AND CERTIFICATES**

Valid Class C Texas driver license and valid TCOLE Intermediate Peace Officer Certification (Advanced Certification preferred)

## **PHYSICAL ABILITIES**

- Must possess the visual acuity to operate a computer terminal and city vehicle
- Walk, stand, sit, or run for prolonged periods of time
- Regularly push, pull, lift, and/or carry up to 10 pounds
- Frequently lift and/or move objects up to 50 pounds
- Occasionally lift and/or move objects up to 100 pounds or more
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Operate office equipment including use of a computer keyboard
- Speak and hear to exchange information in English
- Operate a vehicle to travel to various locations
- Operate and use specialized law enforcement tools and equipment including guns and handcuffs
- Restrain or subdue individuals

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\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

# City of Lake Worth

## Job Description

(Resolution # , effective 3/14/2017)

**Job Title:** Fire Captain

**FLSA Status:** Non-Exempt

**Department:** Fire

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **GENERAL SUMMARY**

Performs supervisory and participatory work of considerable difficulty in the administrative service division relating to fire suppression, emergency medical, rescue and hazardous materials operations.

### **SUPERVISION RECEIVED AND EXERCISED**

This position receives supervision from the Division Chief and Fire Chief. This position supervises all positions under the rank of Captain.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include but are not limited to the following:

- Oversees training of new firefighters
- Conducts performance evaluations of assigned personnel
- Responsible for entering written reports, daily line ups, daily activities, inspections, hydrants, other events in the departments reporting system ERS
- Follows all Department and City SOG/SOP's as well as directives from Chief Officers
- Maintains discipline and enforces City and Departmental policies, procedures, and directives
- Answers, screens and refers calls from citizens requesting fire department assistance
- Inspects personnel, vehicles and equipment noting any problems that need correction and ensures that corrections are made
- Makes recommendations regarding the work and employment status of assigned personnel
- Assists in coordinating special events
- Participates in fire suppression, rescue, salvage and overhaul, emergency medical activities and hazardous materials operations in the field
- Administers emergency medical aid to the sick and injured
- Carries and connects fire hoses of various weights for proper placement
- Directs water and chemicals on burning structures, vegetation, vehicles and other objects
- Carries and sets up ladders of various sizes for proper placement
- Drives fire apparatus and pumps water at the scene
- Cleans and maintains the fire station facilities and other equipment
- Tests all assigned fire hydrants and hoses

- Participates and instructs fire training classes and drills
- Participates in and leads daily physical fitness training
- Maintains physical endurance and agility
- Studies technical materials related to the field to improve and/or maintain an effective performance level
- Knows all street information, fire hydrants, sprinkler systems, alarm systems, and lock box locations in their fire district.
- Attends meetings and seminars as required
- Keeps records and prepares necessary reports
- Assists with commercial building inspections and fire safety education programs
- Works as the Incident Commander until relieved a member of senior staff
- Makes decisions as to best method of performing rescues, extinguishing structural and wildland fires and extricating victims
- Responds to call backs in a timely manner
- Participates in mandatory Wellness/Fitness program
- Maintains physical endurance and agility
- Other duties as assigned

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

High School diploma or General Education Degree; five (5) years experience with Lake Worth Fire Department or eight (8) years total paid experience with paid fire departments

### **LICENSES AND CERTIFICATES**

Current Texas Class B Exempt driver license or CDL  
 TCFP Firefighter Advanced (or eligible for advanced certification)  
 TCFP Officer I (Officer II within one year of appointment)  
 TCFP Inspector Basic  
 TCFP Instructor II  
 TCFP Incident Safety Officer (within one year of appointment)  
 TCHHS EMT Basic  
 Current EPAB Medical Protocols' certification

## **PHYSICAL ABILITIES**

- Must possess the visual acuity to operate a city vehicle and a computer
- Walk, stand, sit, or run for prolonged periods of time
- Regularly push, pull, lift, and/or carry up to 10 pounds
- Frequently lift and/or move objects up to 50 pounds
- Occasionally lift and/or move objects up to 100 pounds or more
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Operate office equipment including use of a computer keyboard
- Speak and hear effectively to exchange information in the English language
- Operate a vehicle to travel to various locations
- Operate and use specialized firefighting tools and equipment

Work in complex, potentially hazardous outdoor environment performing investigation activities. Work involves moderate risks or discomforts which require special safety precautions, e.g., working under extreme outdoor weather conditions, working around moving parts, carts, or machines, irritant chemicals, etc. May be required to wear protective clothing or gear such as masks, coats, goggles, gloves, or shields. The candidate must be able to be certified by an M.D. to be able to meet the medical conditions in the latest edition of NFPA 1582.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

# City of Lake Worth

## Job Description

(Resolution # , effective 3/14/2017)

**Job Title:** Municipal Court Clerk

**Department:** Municipal Court

**FLSA Status:** Non-Exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **GENERAL SUMMARY**

To provide clerical assistance necessary to process various criminal and civil complaints and assist in the overall operation of the Municipal Court

### **SUPERVISION RECEIVED AND EXERCISED**

This position receives general supervision from the Municipal Court Director/Customer Service Manager. This position does not supervise any other positions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include but are not limited to the following:

- Maintains and updates court records
- Enters citation information in the computer daily
- Responds courteously to inquiries and/or complaints
- Composes and prepares correspondence relevant to complaints, citations and judgments
- Calculates and collects fines and payments
- Prepares documentation for complaints and warrants
- Prepares regular mailings of notices
- Maintains and updates complex filing systems, both manual and computerized
- Assists at court sessions
- Performs general receptionist duties, including answering incoming phone calls, providing information and directing callers as necessary
- Assists Customer Service and Utility Billing customers when needed
- Responds courteously to customer inquiries and/or complaints
- Other duties as assigned

### **MINIMUM JOB REQUIREMENTS**

#### **EDUCATION AND EXPERIENCE**

High School diploma or General Education Degree; one year related court experience and bilingual are preferred

## **LICENSES AND CERTIFICATES**

Valid Class C Texas driver license

## **PHYSICAL ABILITIES**

- Must possess the visual acuity to operate a computer terminal
- Walk, stand, and/or sit for prolonged periods of time
- Push, pull, lift, and/or carry up to 10 pounds
- Occasionally lift and/or move objects up to 20 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Frequently climbs stairs/ladders
- Operate office equipment including use of a computer keyboard
- Speak and hear to exchange information in the English language
- Operate a vehicle to travel to various locations

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\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

# City of Lake Worth

## Job Description

(Resolution # , effective 3/14/2017)

**Job Title:** Patrol Officer - School Resource

**Department:** Police

**FLSA Status:** Non-exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **GENERAL SUMMARY**

The school resource officer interacts with the Lake Worth Independent School District students, parents, faculty and staff on a daily basis in one-on-one and classroom settings to provide instructional and educational information regarding law enforcement. The school resource officer also helps provide a safe learning environment for all students and staff.

### **SUPERVISION RECEIVED AND EXERCISED**

This position receives supervision from the Police Captain/Assistant Chief. This position does not supervise any other position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include but are not limited to the following:

- Assists in the protection of school property, personnel and students in accordance with the duties of a police officer
- Investigates allegations of criminal incidents per police department policies and procedures
- Enforce state, local laws and city ordinances
- Enforces traffic violations in all school zones located in the city of Lake Worth
- Coordinates the school's Crime Stoppers Program
- Serves as liaison between the school and the police department, juvenile officials, probation officials, courts and other agencies of the juvenile justice system
- Participates as a resource person in the classroom, at assemblies and with parent groups by teaching classes, leading discussions or offering information on law enforcement topics, campus security or other police department programs
- Assists staff and students in the interpretation of state and local statutes
- Attempts to detect and identify the early signs of deviant behavior
- Identifies issues and challenges facing the student body and develop training programs and lesson plans for presentation to the students, faculty and parents about public safety and law enforcement related topics

- Provides assistance to neighborhood merchants and residents regarding school-related programs
- Improves the image of the uniformed law enforcement officer in the eyes of the students and the community
- Provides presentations to a variety of groups on topics ranging from school resource programs to accurate information about gang activities and gang intervention strategies
- Testifies in all court proceedings, which includes but not limited to Grand Jury testimony, Criminal and Civil proceedings and suppression hearings
- Interprets the function and purpose of the school resource program for the community
- Provides high visibility crime deterrent on school zones, properties, parking lots and on athletic fields
- Provides police mediation, conflict resolution and direction to students, parents and school staff (The school resource officer does not function as a school disciplinarian and is not involved in the enforcement of disciplinary infractions unless the infraction constitutes a violation/s of the law or city ordinances)
- Works with the Student Council to resolve school police problems
- Works with parents of troubled students at school
- Makes pertinent literature available to all students
- Other duties as assigned by the police department

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

High School diploma or GED and practical law enforcement experience. Due to the educational segment of this assignment, a degree from an accredited college is preferred.

### **LICENSES AND CERTIFICATES**

Valid Class C Texas driver license

Valid Texas Intermediate or higher (approved equivalent as accepted by TCOLE)

School Resource Officer Certification from an approved training institute (within 1 year of appointment)

## **PHYSICAL ABILITIES**

- Must possess the visual acuity to operate a computer terminal and city vehicle
- Walk, stand, sit, or run for prolonged periods of time
- Regularly push, pull, lift, and/or carry up to 10 pounds
- Frequently lift and/or move objects up to 50 pounds
- Occasionally lift and/or move objects up to 100 pounds or more
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Operate office equipment including use of a computer keyboard
- Speak and hear to exchange information in English
- Operate a vehicle to travel to various locations



- Operate and use specialized law enforcement tools and equipment including guns and handcuffs
- Restrain or subdue individuals

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Employee's Signature

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Date

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Supervisor's Signature

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Date



## City of Lake Worth City Council Agenda Item Summary

**Agenda Item:** 8-a

**Originating Department:** Administration

**Contact Person:** Stacey Almond, City Manager

**Meeting Date:** March 14, 2017

**Subject:**

Discuss and consider extending the depository services agreement with Bank of Texas for a one (1) year term.

**Item Summary:**

The City's depository services agreement with Bank of Texas expires April 30, 2017, but allows for two (2) additional one (1) year terms if agreed to by both parties. Staff would like to exercise the option to renew the agreement for the first of these additional terms. Bank of Texas representatives have indicated that they too are willing to exercise this option. Attached is the document that will need to be executed if the extension is approved.

**Staff Recommendation:**

Move to approve the extension of the depository services agreement with Bank of Texas for a one (1) year term and authorize the City Manager to execute the document.



3805 Adam Grubb  
Lake Worth, TX 76135-3509  
Phone: 817-237-1211  
Fax: 817-237-1333

Below is an excerpt from the Depository Services Agreement with Bank of Texas:

**Article II**

**Term**

***A) The term of this Agreement is for three (3) years, commencing May 1, 2014 and terminating April 30, 2017; provided, however, that the parties may renew this Agreement for two (2) additional one (1) year terms, for a total of five (5) years, under the same terms and conditions of this Agreement, subject to the mutual agreement of the parties in writing.***

By signing below, the parties to the agreement authorize renewal of the agreement for the first of two (2) additional one (1) year terms.

Stacey Almond  
City Manager  
City of Lake Worth

Date 3.9.17

Jessica Key  
Vice President, Treasury Services  
Bank of Texas

Date 3.9.17

## **City of Lake Worth City Council Agenda Item Summary**

**Agenda Item:** 8-b

**Originating Department:** Public Works Department

**Contact Person:** Sean Densmore, Director of Public Works

**Meeting Date:** March 14, 2017

**Subject:**

Discuss and consider authorizing the City Manager to execute an agreement with the Excel 4 Construction, LLC for the 2017 Lake Worth Sanitary Sewer Rehabilitation Project for an amount not to exceed \$781,260.00.

**Item Summary:**

Kimley-Horn opened sealed proposals on Friday, February 24, 2016 at 10:00 am for the 2017 Lake Worth Sanitary Sewer Rehabilitation Project. There were three (3) companies that submitted proposals for the project. Attached is the detailed bid tabulation and a summary of the evaluation criteria. Based on Kimley-Horn's reviews, Excel 4 Construction, LLC. (Fort Worth, TX) had the highest ranking using the criteria set forth in the bidding documents. Their proposal for the base bid was for \$558,052.50. The bid for the Additive Alternate bids are as follows:

- Additive Alternate #1: \$69,715.00
- Additive Alternate #2: \$110,467.50
- Additive Alternate #3: \$43,025.00
- Additive Alternate #4: \$162,570.00 (to be completed at another time)

The contract time for the project is 180 calendar days (substantial completion) for the base bid, and an additional 30 calendar days for each Additive Alternate #1-#3 and an additional 45 calendar days for Additive Alternate #4.

**Staff Recommendation:**

Authorize the City Manager to execute an agreement with Excel 4 Construction, LLC for an amount not to exceed \$781,260.00.



March 6, 2017

Mrs. Stacey Almond  
City Manager  
City of Lake Worth  
3805 Adam Grubb  
Lake Worth, TX 76135

Re: 2017 Sanitary Sewer Rehabilitation Projects  
KHA No. 061060048

Dear Mrs. Almond:

On February 24, 2017 bids were received and opened by the City of Lake Worth for the referenced project. A Competitive Sealed Proposal process in accordance with Government Code 2269, Subchapter D, was used to evaluate the proposals. The City of Lake Worth received three (3) proposals. The proposal included a Base Bid to complete seven (7) projects, and four (4) alternate bids. The proposals were evaluated based upon two criteria: Price (65%) and Contractor's Qualifications (35%). Kimley-Horn and City staff have evaluated the proposals and the following tables provide a summary of the evaluation and rankings.

**Base Bid:**

**PRICE: (Lowest Price/Current Proposal Price) x Pts. X Weight**

Contractor	Total Bid	%	Points	Weight	Score
Excel 4 Construction, LLC.	\$ 558,052.50	1.00	100.00	0.65	65.00
B&R Utility Construction	\$ 564,747.00	0.99	100.00	0.65	64.23
FW Civil Constructors, LLC.	\$ 846,850.44	0.66	100.00	0.65	42.83

**Alternate#1**

**PRICE: (Lowest Price/Current Proposal Price) x Pts. X Weight**

Contractor	Total Bid	%	Points	Weight	Score
Excel 4 Construction, LLC.	\$ 69,715.00	1.00	100.00	0.65	65.00
B&R Utility Construction	\$ 105,265.00	0.66	100.00	0.65	43.05
FW Civil Constructors, LLC.	\$ 131,855.00	0.53	100.00	0.65	34.37

**Alternate#2****PRICE: (Lowest Price/Current Proposal Price) x Pts. X Weight**

Contractor	Total Bid	%	Points	Weight	Score
Excel 4 Construction, LLC.	\$ 110,467.50	0.72	100.00	0.65	46.92
B&R Utility Construction	\$ 79,735.00	1.00	100.00	0.65	65.00
FW Civil Constructors, LLC.	\$ 154,390.00	0.52	100.00	0.65	33.57

**Alternate#3****PRICE: (Lowest Price/Current Proposal Price) x Pts. X Weight**

Contractor	Total Bid	%	Points	Weight	Score
Excel 4 Construction, LLC.	\$ 43,025.00	0.96	100.00	0.65	62.34
B&R Utility Construction	\$ 41,265.00	1.00	100.00	0.65	65.00
FW Civil Constructors, LLC.	\$ 64,871.75	0.64	100.00	0.65	41.35

**Alternate#4****PRICE: (Lowest Price/Current Proposal Price) x Pts. X Weight**

Contractor	Total Bid	%	Points	Weight	Score
Excel 4 Construction, LLC.	\$ 162,570.00	1.00	100.00	0.65	65.00
B&R Utility Construction	\$ 168,100.00	0.97	100.00	0.65	62.86
FW Civil Constructors, LLC.	\$ 238,814.50	0.68	100.00	0.65	44.25

**Overall Summary of PRICE Scores**

Contractor	Average (All)	Points	Ranking
Excel 4 Construction, LLC.	60.85	60.85	1
B&R Utility Construction	60.03	60.03	2
FW Civil Constructors, LLC.	39.27	39.27	3

**QUALIFICATIONS: Points x Weight**

Contractor	Points*	Weight	Score
Excel 4 Construction, LLC.	89.00	0.35	31.15
B&R Utility Construction	90.00	0.35	31.50
FW Civil Constructors, LLC.	51.00	0.35	17.85

**Overall Summary of PRICE and QUALS**

Contractor	Points*	Weight	Score
Excel 4 Construction, LLC.	60.85	31.15	92.00
B&R Utility Construction	60.03	31.50	91.53
FW Civil Constructors, LLC.	39.27	17.85	57.12

\* A maximum of 100 points.

A detailed bid tabulation is enclosed for your review. Based upon our evaluation, it appears that Excel 4 Construction, LLC. has the highest ranking. Please consider awarding Excel 4 Construction, LLC the contract for this project. It is recommended the Council considers awarding the Base Bid and Additive Alternate #1, Additive Alternate #2, and Additive Alternate #3 based upon available funding. Additive Alternate #4 may be constructed at a later date.

If you have any questions or comments, please give me a call.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.  
TX Registration No. F-928



Misty Christian, P.E.

Enclosure

Copy to: Ms. Debbie Whitley, City of Lake Worth (email)  
Mr. Sean Densmore, City of Lake Worth (email)

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CHECKED BY: *W. Christian*  
Misty Christian, P.E., CFM.

Owner: City of Lake Worth				BIDDER 1		BIDDER 2		BIDDER 3	
Job No.: 061060048				Excel 4 Construction, LLC		B&R Utility Construction		FW Civil Constructors, LLC	
Project: 2017 Lake Worth Sanitary Sewer Rehabilitation Projects				P.O. Box 4739		8625 Brooks Road		P.O. Box 164513	
Date: February 24, 2017				Ft. Worth, TX 76164		Burleson, TX 76028		Ft. Worth, TX 76101	
Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost
<b>Base Bid</b>									
1	Mobilization (for Base Bid Projects)	1	LS	\$9,000.00	\$9,000.00	\$15,000.00	\$15,000.00	\$41,000.00	\$41,000.00
<b>Line A - Ridgecrest to Church (Open Cut)</b>									
2	6" SDR-26 PVC Pipe (0'-6" deep)	1,115	LS	\$53.00	\$59,095.00	\$35.00	\$39,025.00	\$64.00	\$71,360.00
3	6" SDR-26 PVC Pipe (0'-6" deep)	85	LS	\$60.00	\$5,100.00	\$46.00	\$3,910.00	\$72.00	\$6,120.00
4	4" Diameter Sanitary Sewer Manhole (0'-6" deep)	3	EA	\$5,000.00	\$15,000.00	\$5,000.00	\$15,000.00	\$5,400.00	\$16,200.00
5	4" Sanitary Sewer Service Connections w/ Cleanout	8	LS	\$700.00	\$5,600.00	\$1,000.00	\$8,000.00	\$2,900.00	\$23,200.00
6	Asphalt Repair	60	CY	\$85.00	\$5,100.00	\$80.00	\$4,800.00	\$109.00	\$6,540.00
7	Concrete Repair	15	CY	\$225.00	\$3,375.00	\$110.00	\$1,650.00	\$125.00	\$1,875.00
8	Concrete Curb and 18" Gutter Repair	30	SY	\$125.00	\$3,750.00	\$45.00	\$1,350.00	\$63.00	\$1,890.00
9	Concrete Encasement (1500 PSI)	30	SY	\$50.00	\$1,500.00	\$40.00	\$1,200.00	\$20.00	\$600.00
10	Connect Existing Sanitary Sewer Line to Proposed Manhole	3	TON	\$250.00	\$750.00	\$650.00	\$1,950.00	\$1,440.00	\$4,320.00
11	Connect Proposed Sanitary Sewer Line to Existing Manhole	3	SY	\$500.00	\$1,500.00	\$1,000.00	\$3,000.00	\$1,500.00	\$4,500.00
12	Remove Existing Sanitary Sewer Manhole	2	SY	\$600.00	\$1,200.00	\$600.00	\$1,200.00	\$2,000.00	\$4,000.00
13	Post-Construction Television Inspection	1,280	SY	\$1.00	\$1,280.00	\$3.50	\$4,480.00	\$2.00	\$2,560.00
14	Trench Safety	1,200	LF	\$1.00	\$1,200.00	\$2.00	\$2,400.00	\$1.00	\$1,200.00
<b>Line B - Along Channel near Chapel (Open Cut)</b>									
15	8" SDR-26 PVC Pipe (0'-6" deep)	95	LF	\$65.00	\$6,175.00	\$43.00	\$4,085.00	\$64.00	\$6,080.00
16	8" SDR-26 PVC Pipe (6'-10" deep)	110	LF	\$95.00	\$10,450.00	\$68.00	\$6,380.00	\$68.00	\$7,480.00
17	4" Diameter Sanitary Sewer Manhole (0'-6" deep)	1	EA	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,600.00	\$5,600.00
18	4" Sanitary Sewer Service Connections w/ Cleanout	3	EA	\$700.00	\$2,100.00	\$1,000.00	\$3,000.00	\$5,677.98	\$17,033.94
19	Connect Existing Sanitary Sewer Line to Proposed Manhole	2	EA	\$250.00	\$500.00	\$700.00	\$1,400.00	\$1,730.98	\$3,460.96
20	Connect Proposed Sanitary Sewer Line to Existing Manhole	1	EA	\$500.00	\$500.00	\$1,300.00	\$1,300.00	\$2,000.00	\$2,000.00
21	Abandon Existing Sanitary Sewer Line	1	EA	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,200.00	\$1,200.00
22	Abandon Existing Sanitary Sewer Manhole	1	EA	\$700.00	\$700.00	\$500.00	\$500.00	\$1,400.00	\$1,400.00
23	Remove Existing Sanitary Sewer Manhole	1	EA	\$500.00	\$500.00	\$600.00	\$600.00	\$2,000.00	\$2,000.00
24	Concrete Encasement (1500 PSI)	15	LF	\$50.00	\$750.00	\$40.00	\$600.00	\$20.00	\$300.00
25	Post-Construction Television Inspection	220	LF	\$1.00	\$220.00	\$6.00	\$1,320.00	\$2.00	\$440.00
26	Trench Safety	205	LF	\$1.00	\$205.00	\$6.00	\$1,230.00	\$1.00	\$205.00
<b>Line C - Behind houses, Sue Court and Lake Side (Open Cut)</b>									
27	6" SDR-26 PVC Pipe (6'-10" deep)	420	LF	\$85.00	\$35,700.00	\$48.00	\$20,160.00	\$98.00	\$41,160.00
28	8" SDR-26 PVC Pipe (6'-10" deep)	215	LF	\$98.00	\$21,070.00	\$51.00	\$10,965.00	\$112.00	\$24,080.00
29	4" Diameter Sanitary Sewer Manhole (0'-6" deep)	2	EA	\$5,000.00	\$10,000.00	\$500.00	\$1,000.00	\$5,100.00	\$10,200.00
30	5" Diameter Sanitary Sewer Drop Manhole (0'-6" deep)	2	EA	\$7,600.00	\$15,200.00	\$8,500.00	\$17,000.00	\$7,600.00	\$15,200.00
31	4" Sanitary Sewer Manhole Extra Depth (>6' deep)	3	VF	\$130.00	\$390.00	\$400.00	\$1,200.00	\$80.00	\$240.00
31A	5" Sanitary Sewer Manhole Extra Depth (>6' deep)	10	VF	\$200.00	\$2,000.00	\$600.00	\$6,000.00	\$130.00	\$1,300.00
32	4" Sanitary Sewer Service Connections w/ Cleanout	11	EA	\$700.00	\$7,700.00	\$1,200.00	\$13,200.00	\$3,160.00	\$34,760.00
33	Connect Existing Sanitary Sewer Line to Proposed Manhole	3	EA	\$250.00	\$750.00	\$500.00	\$1,500.00	\$3,600.00	\$10,800.00
34	Remove Existing Sanitary Sewer Manhole	3	EA	\$500.00	\$1,500.00	\$600.00	\$1,800.00	\$2,500.00	\$7,500.00
35	Post-Construction Television Inspection	725	LF	\$1.00	\$725.00	\$3.50	\$2,537.50	\$2.00	\$1,450.00
36	Trench Safety	635	LF	\$1.00	\$635.00	\$5.00	\$3,175.00	\$1.00	\$635.00



CHECKED BY: *with CWA*  
Misty Christian, P.E., CFM.

Owner: City of Lake Worth				BIDDER 1		BIDDER 2		BIDDER 3	
Job No.: 061060048				Excel 4 Construction, LLC		B&R Utility Construction		FW Civil Constructors, LLC	
Project: 2017 Lake Worth Sanitary Sewer Rehabilitation Projects				P.O. Box 4739		8625 Brooks Road		P.O. Box 164513	
Date: February 24, 2017				Fl. Worth, TX 76164		Burleson, TX 76028		Fl. Worth, TX 76161	
Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost
<b>Line D - Behind houses Sue Court and Lake Side (Pipe Burst)</b>									
37	8" SDR-21 HDPE Pipe (Pipe Burst)	180	LF	\$85.00	\$16,500.00	\$98.00	\$18,620.00	\$86.00	\$16,240.00
38	5" Diameter Sanitary Sewer Drop Manhole (0'-6" deep)	1	EA	\$7,600.00	\$7,600.00	\$7,000.00	\$7,000.00	\$9,500.00	\$9,500.00
39	5" Sanitary Sewer Manhole Extra Depth (>6' deep)	4	VF	\$215.00	\$860.00	\$550.00	\$2,200.00	\$130.00	\$520.00
40	4" Sanitary Sewer Service Connections w/ Cleanout	1	EA	\$875.00	\$875.00	\$1,100.00	\$1,100.00	\$3,825.00	\$3,825.00
41	Asphalt Repair	40	SY	\$85.00	\$3,400.00	\$80.00	\$3,200.00	\$109.00	\$4,360.00
42	6" Concrete Curb and 18" Gutter Repair	20	LF	\$125.00	\$2,500.00	\$45.00	\$900.00	\$63.00	\$1,260.00
43	Connect Existing Sanitary Sewer Line to Proposed Manhole	4	EA	\$250.00	\$1,000.00	\$550.00	\$2,200.00	\$3,300.00	\$13,200.00
44	Concrete Encasement (1500 PSI)	20	LF	\$50.00	\$1,000.00	\$60.00	\$1,200.00	\$27.00	\$540.00
45	Remove Existing Sanitary Sewer Manhole	1	EA	\$500.00	\$500.00	\$600.00	\$600.00	\$2,000.00	\$2,000.00
46	Point Repair	20	LF	\$75.00	\$1,500.00	\$150.00	\$3,000.00	\$175.00	\$3,500.00
47	Pre-Construction Television Inspection	190	LF	\$2.50	\$475.00	\$10.00	\$1,900.00	\$3.00	\$570.00
48	Post-Construction Television Inspection	200	LF	\$1.00	\$200.00	\$4.00	\$800.00	\$2.00	\$400.00
<b>Line E - Clarke Road (Open Cut)</b>									
49	6" SDR-26 PVC Pipe (0'-6" deep)	115	LF	\$75.00	\$8,625.00	\$42.00	\$4,830.00	\$69.00	\$7,935.00
50	6" SDR-26 PVC Pipe (6'-10" deep)	75	LF	\$86.00	\$6,450.00	\$61.00	\$4,575.00	\$74.00	\$5,550.00
51	6" SDR-26 PVC Pipe (10'-15" deep)	545	LF	\$98.00	\$53,410.00	\$90.00	\$49,050.00	\$91.00	\$49,595.00
52	4" Diameter Sanitary Sewer Manhole (0'-6" deep)	3	EA	\$5,000.00	\$15,000.00	\$5,000.00	\$15,000.00	\$6,600.00	\$19,800.00
53	5" Diameter Sanitary Sewer Manhole (0'-6" deep)	3	EA	\$6,100.00	\$18,300.00	\$6,500.00	\$19,500.00	\$7,400.00	\$22,200.00
54	4" Sanitary Sewer Manhole Extra Depth (>6' deep)	1	VF	\$130.00	\$130.00	\$450.00	\$450.00	\$80.00	\$80.00
54A	5" Sanitary Sewer Manhole Extra Depth (>6' deep)	20	VF	\$200.00	\$4,000.00	\$600.00	\$12,000.00	\$130.00	\$2,600.00
55	4" Sanitary Sewer Service Connections w/ Cleanout	9	EA	\$700.00	\$6,300.00	\$1,500.00	\$13,500.00	\$4,800.00	\$43,200.00
56	Connect Existing Sanitary Sewer Line to Proposed Manhole	3	EA	\$250.00	\$750.00	\$600.00	\$1,800.00	\$3,200.00	\$9,600.00
57	Remove Existing Sanitary Sewer Manhole	3	EA	\$500.00	\$1,500.00	\$800.00	\$2,400.00	\$2,000.00	\$6,000.00
58	2" Type D Asphalt Repair	305	SY	\$68.00	\$20,740.00	\$45.00	\$13,725.00	\$109.00	\$33,245.00
59	18" Class III RCP	45	LF	\$190.00	\$6,750.00	\$80.00	\$3,600.00	\$118.00	\$5,310.00
60	1XDOT Safety End Treatment (SETP-CD)	1	EA	\$4,200.00	\$4,200.00	\$2,700.00	\$2,700.00	\$3,300.00	\$3,300.00
61	4" Square Drop Inlet	1	EA	\$5,600.00	\$5,600.00	\$3,700.00	\$3,700.00	\$5,500.00	\$5,500.00
61A	6" Rock Riprap (Type RI)	2	CY	\$300.00	\$600.00	\$150.00	\$300.00	\$225.00	\$450.00
62	Post-Construction Television Inspection	990	LF	\$1.00	\$990.00	\$3.50	\$3,465.00	\$2.00	\$1,980.00
63	Trench Safety	735	LF	\$1.00	\$735.00	\$9.00	\$6,615.00	\$1.00	\$735.00
<b>Line I - Hwy 199 (Pipe Burst)</b>									
64	8" SDR-21 HDPE Pipe	560	LF	\$68.00	\$38,080.00	\$90.00	\$50,400.00	\$93.00	\$52,080.00
65	4" Diameter Sanitary Sewer Manhole (0'-6" deep)	2	EA	\$5,000.00	\$10,000.00	\$5,000.00	\$10,000.00	\$5,700.00	\$11,400.00
66	5" Diameter Sanitary Sewer Drop Manhole (0'-6")	1	EA	\$7,600.00	\$7,600.00	\$6,500.00	\$6,500.00	\$7,000.00	\$7,000.00
67	4" Sanitary Sewer Manhole Extra Depth (>6' deep)	2	VF	\$130.00	\$260.00	\$450.00	\$900.00	\$80.00	\$160.00
67A	5" Sanitary Sewer Manhole Extra Depth (>6' deep)	4	VF	\$200.00	\$800.00	\$600.00	\$2,400.00	\$130.00	\$520.00
68	4" Sanitary Sewer Connections w/ Cleanout	2	EA	\$750.00	\$1,500.00	\$1,100.00	\$2,200.00	\$3,800.00	\$7,600.00
69	Point Repair	55	LF	\$75.00	\$4,125.00	\$140.00	\$7,700.00	\$153.00	\$8,415.00
70	Connect Existing Sanitary Sewer Line to Proposed Manhole	4	EA	\$250.00	\$1,000.00	\$600.00	\$2,400.00	\$3,000.00	\$12,000.00
71	Remove Existing Sanitary Sewer Manhole	2	EA	\$500.00	\$1,000.00	\$600.00	\$1,200.00	\$2,000.00	\$4,000.00
72	Pre-Construction Television Inspection	560	LF	\$2.50	\$1,400.00	\$6.00	\$3,360.00	\$3.00	\$1,680.00
73	Post-Construction Television Inspection	575	LF	\$1.50	\$862.50	\$3.50	\$2,012.50	\$2.00	\$1,150.00



**BID TABULATION**  
KIMLEY-HORN AND ASSOCIATES, INC.

CHECKED BY: Misty Christian  
Misty Christian, P.E., CFM.

Owner: City of Lake Worth

Job No.: 061060048

Project: 2017 Lake Worth Sanitary Sewer Rehabilitation Projects

Date: February 24, 2017

		BIDDER 1		BIDDER 2		BIDDER 3	
		Excel 4 Construction, LLC P.O. Box 4739 Fl. Worth, TX 76164		B&R Utility Construction 8625 Brooks Road Burleson, TX 76028		FW Civil Constructors, LLC P.O. Box 164513 Fl. Worth, TX 76161	

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost
<b>Line J - Behind Houses Near Highland Lake Drive (Open Cut)</b>									
74	6" SDR-26 PVC Pipe (0'-6" deep)	565	LF	\$68.00	\$38,420.00	\$60.00	\$33,900.00	\$59.50	\$33,617.50
75	4" Diameter Sanitary Sewer Manhole (0'-6" deep)	3	EA	\$5,000.00	\$15,000.00	\$5,000.00	\$15,000.00	\$5,700.00	\$17,100.00
76	4" Sanitary Sewer Service Connections w/ Cleanout	7	EA	\$700.00	\$4,900.00	\$1,000.00	\$7,000.00	\$3,800.00	\$26,600.00
77	Asphalt Repair	15	SY	\$85.00	\$1,275.00	\$80.00	\$1,200.00	\$109.00	\$1,635.00
78	6" Concrete Curb and 18" Gutter Repair	8	LF	\$125.00	\$1,000.00	\$45.00	\$360.00	\$63.00	\$504.00
79	4" Concrete Sidewalk Repair	2	SY	\$250.00	\$500.00	\$61.00	\$122.00	\$125.00	\$250.00
80	Connect Existing Sanitary Sewer Line to Proposed Manhole	3	EA	\$250.00	\$750.00	\$500.00	\$1,500.00	\$3,500.00	\$10,500.00
81	Remove Existing Sanitary Sewer Manhole	1	EA	\$500.00	\$500.00	\$600.00	\$600.00	\$2,000.00	\$2,000.00
82	Remove and Replace Existing Fencing	20	LF	\$25.00	\$500.00	\$60.00	\$1,200.00	\$42.00	\$840.00
83	Post-Construction Television Inspection	595	LF	\$1.00	\$595.00	\$4.00	\$2,380.00	\$2.00	\$1,190.00
84	Trench Safety	565	LF	\$1.00	\$565.00	\$1.00	\$565.00	\$1.00	\$565.00
<b>Total Base Bid</b>					<b>\$558,052.50</b>		<b>\$564,747.00</b>		<b>\$646,850.44</b>

<b>Additive Alternate #1-Line F Behind Houses Near White Street (Pipe Burst)</b>									
1A1	Mobilization	1	LS	\$2,500.00	\$2,500.00	\$4,000.00	\$4,000.00	\$5,500.00	\$5,500.00
2A1	8" SDR-21 HDPE Pipe (Pipe Burst)	590	LF	\$65.00	\$38,350.00	\$95.00	\$56,050.00	\$93.00	\$54,870.00
3A1	4" Diameter Sanitary Sewer Manhole (0'-6" deep)	2	EA	\$5,000.00	\$10,000.00	\$5,000.00	\$10,000.00	\$5,800.00	\$11,600.00
4A1	4" Sanitary Sewer Manhole Extra Depth (>6' deep)	13	VF	\$130.00	\$1,690.00	\$450.00	\$5,850.00	\$80.00	\$1,040.00
5A1	4" Sanitary Sewer Service Connections w/ Cleanout	6	EA	\$875.00	\$5,250.00	\$700.00	\$4,200.00	\$4,500.00	\$27,000.00
6A1	Asphalt Repair	25	SY	\$85.00	\$2,125.00	\$60.00	\$1,500.00	\$109.00	\$2,725.00
7A1	Connect Existing Sanitary Sewer Line to Proposed Manhole	4	EA	\$450.00	\$1,800.00	\$750.00	\$3,000.00	\$2,000.00	\$8,000.00
8A1	Connect Proposed Sanitary Sewer Line to Existing Manhole	1	EA	\$250.00	\$250.00	\$1,000.00	\$1,000.00	\$3,300.00	\$3,300.00
9A1	Remove Existing Sanitary Sewer Manhole	2	EA	\$500.00	\$1,000.00	\$650.00	\$1,300.00	\$2,000.00	\$4,000.00
10A1	Point Repair	60	LF	\$75.00	\$4,500.00	\$200.00	\$12,000.00	\$175.00	\$10,500.00
11A1	Pre-Construction Television Inspection	590	LF	\$2.50	\$1,475.00	\$6.00	\$3,540.00	\$3.00	\$1,770.00
12A1	Post-Construction Television Inspection	775	LF	\$1.00	\$775.00	\$3.00	\$2,325.00	\$2.00	\$1,550.00
<b>Total Additive Alternate #1</b>					<b>\$69,715.00</b>		<b>\$105,265.00</b>		<b>\$131,855.00</b>

<b>Additive Alternate #2-Line G Behind Houses near Chapel (Open Cut)</b>									
1A2	Mobilization	1	LS	\$3,000.00	\$3,000.00	\$4,000.00	\$4,000.00	\$5,500.00	\$5,500.00
2A2	8" SDR-26 PVC Pipe (0'-6" deep)	850	LF	\$60.00	\$51,000.00	\$35.00	\$29,750.00	\$66.00	\$56,100.00
3A2	8" SDR-26 PVC Pipe (6'-10" deep)	55	LF	\$95.00	\$5,225.00	\$45.00	\$2,475.00	\$73.00	\$4,015.00
4A2	4" Diameter Sanitary Sewer Manhole (0'-6" deep)	3	EA	\$5,000.00	\$15,000.00	\$5,000.00	\$15,000.00	\$5,500.00	\$16,500.00
5A2	4" Sanitary Sewer Manhole Extra Depth (>6' deep)	5	VF	\$130.00	\$650.00	\$450.00	\$2,250.00	\$80.00	\$400.00
6A2	4" Sanitary Sewer Service Connections w/ Cleanout	14	EA	\$600.00	\$8,400.00	\$700.00	\$9,800.00	\$3,740.00	\$52,360.00
7A2	Gravel Repair	365	SY	\$60.00	\$21,900.00	\$25.00	\$9,125.00	\$28.00	\$10,220.00
8A2	Connect Existing Sanitary Sewer Line to Proposed Manhole	2	EA	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$2,000.00	\$4,000.00
9A2	Remove Existing Sanitary Sewer Manhole	1	EA	\$400.00	\$400.00	\$650.00	\$650.00	\$2,000.00	\$2,000.00
10A2	Post-Construction Television Inspection	1,195	LF	\$2.50	\$2,987.50	\$4.00	\$4,780.00	\$2.00	\$2,390.00
11A2	Trench Safety	905	LF	\$1.00	\$905.00	\$1.00	\$905.00	\$1.00	\$905.00
<b>Total Additive Alternate #2</b>					<b>\$110,467.50</b>		<b>\$79,735.00</b>		<b>\$154,390.00</b>

**BID TABULATION**  
KIMLEY-HORN AND ASSOCIATES, INC.

CHECKED BY: *Misty Christen*  
Misty Christen, P.E., CFM

Owner: City of Lake Worth

Job No.: 061060048

Project: 2017 Lake Worth Sanitary Sewer Rehabilitation Projects

Date: February 24, 2017

BIDDER 1	BIDDER 2	BIDDER 3
Excel 4 Construction, LLC P.O. Box 4739 Fl. Worth, TX 76164	B&R Utility Construction 8625 Brooks Road Burleson, TX 76028	FW Civil Constructors, LLC P.O. Box 164513 Fl. Worth, TX 76161

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost
<b>Additive Alternate #3-Line H Behind Houses Near Chapel (Open Cut)</b>									
1A3	Mobilization	1	LS	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00	\$7,500.00	\$7,500.00
2A3	8" SDR-26 PVC Pipe (0'-6" deep)	190	LF	\$70.00	\$13,300.00	\$45.00	\$8,550.00	\$67.00	\$12,730.00
3A3	8" SDR-26 PVC Pipe (6'-10" deep)	55	LF	\$97.00	\$5,335.00	\$50.00	\$2,750.00	\$78.85	\$4,336.75
4A3	Connect Proposed Sanitary Sewer Line to Existing Manhole	2	EA	\$250.00	\$500.00	\$800.00	\$1,600.00	\$2,000.00	\$4,000.00
5A3	4" Sanitary Sewer Service Connections w/ Cleanout	6	EA	\$600.00	\$3,600.00	\$900.00	\$5,400.00	\$3,740.00	\$22,440.00
6A3	Concrete Encasement (1500 PSI)	50	LF	\$60.00	\$3,000.00	\$100.00	\$5,000.00	\$19.60	\$980.00
7A3	36" RCP Class III	50	LF	\$293.00	\$14,650.00	\$250.00	\$12,500.00	\$237.00	\$11,850.00
8A3	Post-Construction Television Inspection	395	LF	\$1.00	\$395.00	\$5.00	\$1,975.00	\$2.00	\$790.00
9A3	Trench Safety	245	LF	\$1.00	\$245.00	\$2.00	\$490.00	\$1.00	\$245.00
<b>Total Additive Alternate #3</b>					<b>\$43,025.00</b>		<b>\$41,265.00</b>		<b>\$64,871.75</b>

<b>Additive Alternate #4-Line K Longhorn Trail (CLPP)</b>									
1A4	Mobilization	1	LS	\$8,100.00	\$8,100.00	\$6,000.00	\$6,000.00	\$8,735.00	\$8,735.00
2A4	Cured in Place Pipe for Existing 6" Sanitary Sewer Pipe	1,365	LF	\$76.00	\$103,740.00	\$70.00	\$95,550.00	\$48.30	\$65,929.50
3A4	4" Diameter Sanitary Sewer Manhole (0'-6" deep)	7	EA	\$4,700.00	\$32,900.00	\$5,000.00	\$35,000.00	\$6,500.00	\$45,500.00
4A4	4" Sanitary Sewer Service Connections w/ Cleanout	26	EA	\$155.00	\$4,030.00	\$650.00	\$16,900.00	\$3,630.00	\$94,360.00
5A4	Connect Existing Sanitary Sewer Line to Proposed Manhole	4	EA	\$500.00	\$2,000.00	\$750.00	\$3,000.00	\$2,000.00	\$8,000.00
6A4	Remove Existing Sanitary Sewer Manhole	5	EA	\$350.00	\$1,750.00	\$650.00	\$3,250.00	\$2,000.00	\$10,000.00
7A4	Asphalt Repair	30	SY	\$85.00	\$2,550.00	\$80.00	\$2,400.00	\$109.00	\$3,270.00
8A4	Post-Construction Television Inspection	1,500	LF	\$5.00	\$7,500.00	\$4.00	\$6,000.00	\$2.00	\$3,000.00
<b>Total Additive Alternate</b>					<b>\$162,570.00</b>		<b>\$168,100.00</b>		<b>\$238,814.50</b>



## City of Lake Worth City Council Agenda Item Summary

**Agenda Item:** 10-a

**Originating Department:** Finance

**Contact Person:** Debbie Whitley, ACM/DOF

**Meeting Date:** March 14, 2017

**Subject:**

Discuss and consider acceptance of the fiscal year 2015-2016 Annual Audit as prepared and presented by Snow Garrett Williams, Certified Public Accountants.

**Item Summary:**

Snow Garrett Williams, Certified Public Accountants performed audit services for the fiscal year ended September 30, 2016. Gaylyn Mendoza will be present at the meeting to give Council an overview of the audit and to answer any questions Council may have.

The audit will be presented and distributed to the council at the meeting and following acceptance, will be posted on the City of Lake Worth website for public review.

**Staff Recommendation:**

Move to accept the Fiscal Year 2015-2016 Audit as prepared by Snow Garrett Williams, Certified Public Accountants.





**SNOW GARRETT WILLIAMS**  
CERTIFIED PUBLIC ACCOUNTANTS

March 1, 2017

To the Honorable Mayor and City Council  
Lake Worth, Texas

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Lake Worth, Texas for the year ended September 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated May 4, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of Lake Worth are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the City of Lake Worth during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. No significant estimates affecting the financial statements were noted.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated March 1, 2017.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

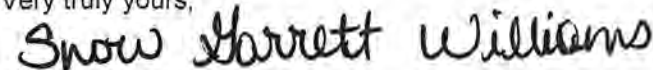
We applied certain limited procedures to the management's discussion and analysis, and required supplementary information (RSI), as listed in the table of contents, which supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining nonmajor fund financial statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### Restriction on Use

This information is intended solely for the use of the City Council and management of the City of Lake Worth and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Snow Garrett Williams". The signature is written in a cursive, flowing style.

Snow Garrett Williams



## City of Lake Worth City Council Agenda Item Summary

**Agenda Item:** 10b

**Originating Department:** Administration

**Contact Person:** Stacey Almond, City Manager

**Meeting Date:** March 14, 2017

**Subject:**

Discuss and consider amending Attachment A of Section 5 (b) entitled Other Rate Adjustments of the Exclusive Franchise Agreement for Solid Waste Collection and authorizing a 3.11% increase in solid waste disposal rates.

**Item Summary:**

On February 7, 2017, the city received a request from Progressive Waste Solutions for an increase in rates effective April 1, 2017.

The City Council selected Progressive Waste Solutions as the exclusive solid waste hauler for solid services in the City effective November 2015. Pursuant to Section 5 of the Franchise Agreement, the company shall have the right to increase the rates in accordance with the Consumer Price -Index Urban Consumers (CPI-U). Further, they can request a landfill disposal adjustment, due to an increase in disposal cost.

The requested increase represents a 3.11% increase in the present rate, which would be an increase of \$0.27 per household per month from \$8.73 to \$9.00.

**Staff Recommendation:**

Move to approve an amending Attachment "A", Section 5 (b) entitled Other Rate Adjustments of the Exclusive Franchise Agreement for Solid Waste Collection and authorizing a 3.11% increase in solid waste disposal rates.





February 7, 2017

Honorable Mayor and Members of Council  
City of Lake Worth  
3805 Adam Grubb Dr.  
Lake Worth, Texas 76135

Re: Price Increase Request:

Dear Honorable Mayor and Members of Council:

Progressive Waste Solutions would like to take this opportunity to express our appreciation for your business. Per our contract we would like to present to you our request for the 2017 rate adjustment. The amount is based on the published Bureau of Labor Standard Consumer Price Index / Urban Consumers (CPI-U DFW)-all items- Nov. 2016(see Attached) and 10% of the net % change (Jan.2016-Jan.2017) of the gasoline index (all types), (see attached). Also per our contract, we may petition the City for an additional increase to the rising cost of disposal (see attached). The amount of the request for 2017 is equal to \$.27 per home or 3.11%. We respectfully ask for your support in order to maintain our operations and continue to meet our financial obligations. Your current rate per home is \$8.73, with the increase the rate per home would be \$9.00. This increase would include the Commercial accounts as well.

If you have any questions or need additional information, please feel free to contact me at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Norm Bulaich", written in a cursive style.

Norm Bulaich,  
Municipal Manager  
Progressive Waste Solutions  
817-999-2584



## Databases, Tables & Calculators by Subject

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Data extracted on: February 7, 2017 (6:56:49 PM)

### Consumer Price Index - Urban Wage Earners and Clerical Workers

Series Id: CWURA316SA0  
 Not Seasonally Adjusted  
 Area: Dallas-Fort Worth, TX  
 Item: All items  
 Base Period: 1982-84=100

Download: [Excel](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2006	189.9		189.7		192.9		193.9		193.7		189.6		191.6	191.2	192.1
2007	190.187		191.750		195.216		196.198		197.027		198.521		195.200	192.884	197.516
2008	199.407		201.892		206.258		210.830		209.666		201.479		204.916	203.466	206.366
2009	199.416		200.770		200.955		203.075		204.298		205.297		202.553	200.685	204.422
2010	205.456		205.351		205.263		203.537		205.602		204.918		205.083	205.196	204.970
2011	206.954		211.227		214.038		213.480		214.567		214.581		212.790	211.281	214.299
2012	214.557		218.793		218.017		216.677		220.012		217.941		217.853	217.297	218.408
2013	219.072		222.859		221.717		223.710		223.135		220.945		222.019	221.601	222.437
2014	221.801		224.522		225.871		226.063		225.772		222.556		224.322	224.419	224.224
2015	219.215		222.111		223.682		224.100		222.203		221.898		222.406	222.264	222.549
2016	221.540		223.430		225.115		226.110		226.400		226.508		225.144	223.701	226.587

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 226.508 \\
 - 221.898 \\
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### Consumer Price Index - Urban Wage Earners and Clerical Workers

 Series Id: **CWURA316SETB01**

Not Seasonally Adjusted

 Area: **Dallas-Fort Worth, TX**

 Item: **Gasoline (all types)**

 Base Period: **1982-84=100**

 Download:  [.xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2006	208.5	208.4	211.3	250.3	267.4	259.1	265.3	265.9	224.0	191.4	192.1	200.7	228.7	234.2	223.2
2007	196.393	190.049	217.748	248.053	267.648	271.043	263.278	248.640	242.566	243.000	267.746	260.718	243.074	231.822	254.325
2008	267.249	263.587	289.165	303.917	333.841	359.099	363.018	334.372	326.930	286.428	183.800	147.750	288.263	302.810	273.716
2009	151.966	164.535	168.849	184.053	193.809	230.583	218.731	226.964	215.432	215.336	227.994	226.986	202.103	182.299	221.907
2010	233.450	225.859	243.018	251.389	256.223	236.770	235.372	234.638	229.202	243.591	241.936	258.266	240.810	241.118	240.501
2011	268.775	271.855	313.525	340.006	350.041	324.981	325.279	324.934	308.977	292.190	291.888	278.476	307.577	311.531	303.624
2012	293.492	319.737	341.516	349.988	325.753	301.782	299.875	318.616	330.040	315.587	285.177	279.176	313.395	322.045	304.745
2013	293.768	324.999	331.271	317.154	316.579	316.351	322.701	317.871	300.250	290.863	277.811	282.801	307.702	316.687	298.716
2014	289.246	295.270	309.346	324.371	318.415	324.643	318.263	301.596	294.162	271.175	244.087	205.116	291.308	310.215	272.400
2015	173.125	196.190	206.843	217.405	236.638	248.244	234.509	215.938	189.756	188.133	178.910	172.153	204.820	213.074	196.567
2016	159.677	147.003	172.628	180.865	190.872	200.868	189.710	184.880	181.603	193.637	190.035	192.018	181.983	175.319	188.647

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	2014 Rate	2015 Rate	2016 Rate	Increase % - 2014-2015	Increase % - 2015-2016
Turkey Creek Landfill	24.01	24.49	25.01	2%	2%
Fort Worth C&D Landfill	23.88	24.36	24.86	2%	2%
Weatherford Landfill	30.22	30.9	31.68	2%	2%
DFW Landfill	18.68	19.05	19.45	2%	2%
	Average % of Increase			2.06%	2.15%

2570 of our Cost of Doing Business - Landfill

Landfill Cost - 470 Inc.

2570 of 470 = 190 Increase  
(Landfill)



# WASTE CONNECTIONS, INC

4001 Old Denton Rd, Haltom City, Texas 76117

Contact: Marty Grant; District Manager

Phone: (817) 222-2221

## City of LAKEWORTH RATE SHEET

Effective: April 2017 BILLING

RESIDENTIAL CURBSIDE COLLECTION:	\$9.00	per month, per Single-Family Residential Unit
DISABLED CARRY-OUT:	\$6.70	per month, per Single-Family Residential Unit
ELECTIVE CARRY-OUT:	\$14.44	per month, per Single-Family Residential Unit
COMMERCIAL HAND COLLECT:	\$14.44	per month, per Commercial Hand Collect Unit
	\$22.64	per month, per Commercial Hand Collect Unit

### COMMERCIAL RATE SCHEDULE

Lifts Per Week-Monthly Service Rates

CONTAINER SIZE	1	2	3	4	5	6	Extra-Lifts
2 Cubic Yd	41.11	87.94	125.72	159.78	190.38	217.79	26.53
3 Cubic Yd	59.73	117.58	175.34	232.54	289.02	344.69	30.29
4 Cubic Yd	76.44	150.91	227.40	298.03	376.37	452.79	36.61
6 Cubic Yd	111.22	219.63	329.46	439.40	551.08	670.23	42.95
8 Cubic Yd	145.15	288.38	433.36	576.78	682.23	827.38	49.25

Containers w/ Casters \$ 6.64 per month

Containers w/ Locks or Gates \$ 6.64 per month

### ROLL OFF RATE SCHEDULE

#### CONTAINER ROLL OFF OPEN TOPS

CONTAINER SIZE	HAUL	DELIVERY	DAILY RENT	DISPOSAL	DRY RUNS
20 Cubic Yd	309.48	79.48	5.32	\$30.35 per ton	92.70
30 Cubic Yd	309.48	79.48	5.32	\$30.35 per ton	92.70
40 Cubic Yd	323.68	79.48	5.32	\$30.35 per ton	92.70

#### CONTAINER ROLL OFF COMPACTORS

CONTAINER SIZE	HAUL	RENTAL	WASH OUT	DISPOSAL	DRY RUNS
20 Cubic Yd	358.03	397.24	160.52	\$30.35 per ton	92.70
30 Cubic Yd	358.03	397.24	160.52	\$30.35 per ton	92.70
35 Cubic Yd	382.29	397.24	160.52	\$30.35 per ton	92.70
40 Cubic Yd	382.29	397.24	160.52	\$30.35 per ton	92.70
42 Cubic Yd	382.29	397.24	160.52	\$30.35 per ton	92.70

### Franchise and Billing Fees:

Residential: 6% Franchise Fee + 4% Billing Fee

Commercial: 6% Franchise Fee

\* All rates are inclusive of all franchise and billing fees

\* Rates do not include any Sales Tax

\* Rates do not include any Fuel Surcharges



## City of Lake Worth City Council Agenda Item Summary

**Agenda Item:** 10-c

**Originating Department:** Building Development Services

**Contact Person:** Barry Barber, Director of Building Development

**Meeting Date:** March 14, 2017

**Subject:**

Discuss and consider a variance/waiver from Section 3.1807 (5), Article 3.1800 "Signs" from St. Anne's Church to allow a message reader board that exceeds the allowable square footage.

**Item Summary:**

St. Anne's Episcopal Church has applied to change their existing electronic message reader board on the existing pole sign. The proposed electronic message board is 31.3172 square feet.

Per city ordinance, 24 square feet is the allowable amount, therefore a variance was required. Mr. Tracy Horton, with MH Signs of Texas, is representing St. Anne's and has supplied staff with the attached drawing for Council's reference.

**Attachments:**

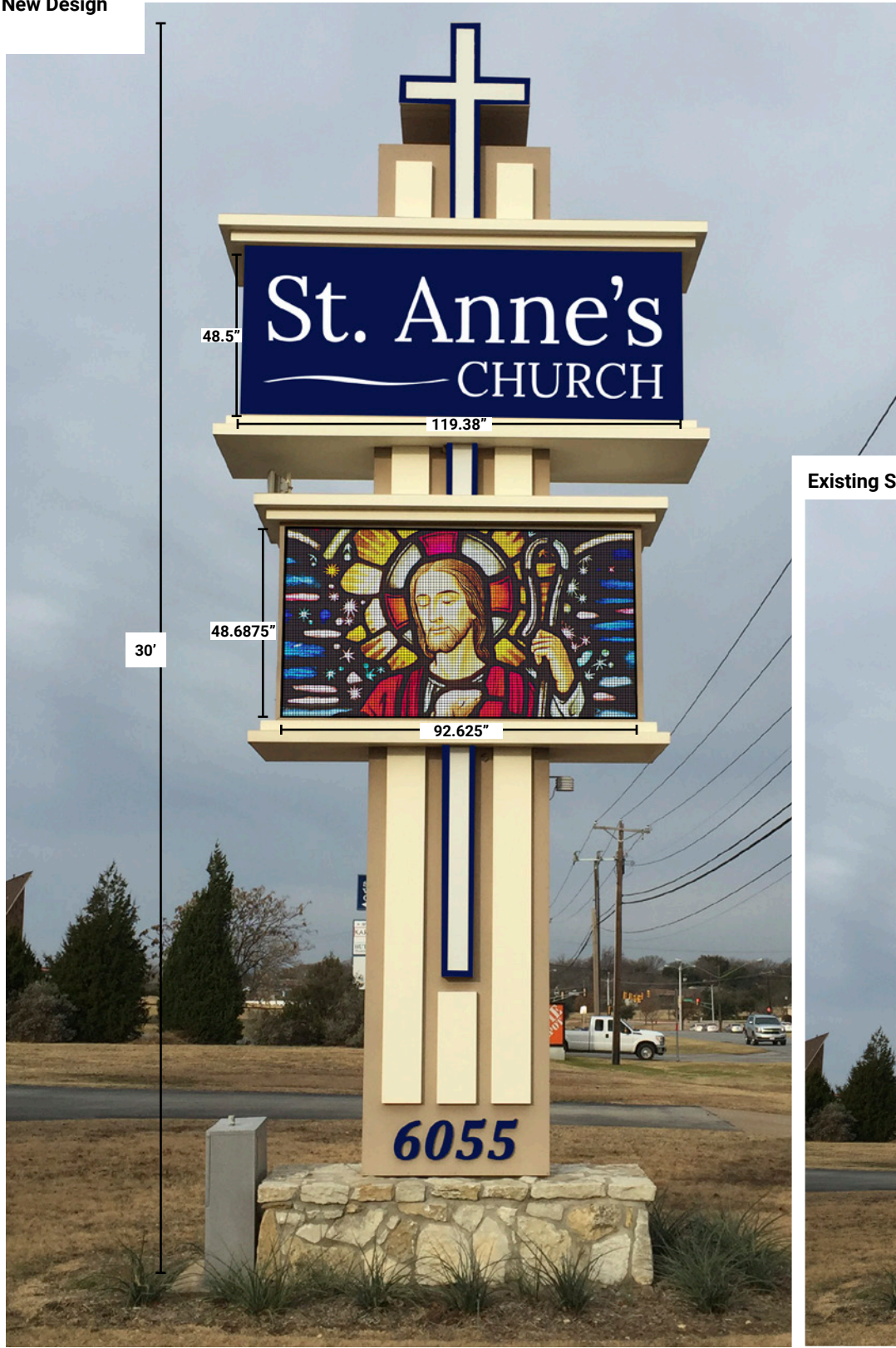
1. Current sign and proposed sign
2. Section 3.1807 – Pole Signs
3. Section 3.1825 – Variance/Waivers

**Staff Recommendation:**

Approval of this item is at the discretion of the Council.



New Design



Scope of work:

- Replace existing EMC with larger full-color EMC.
- Refurbish upper sign face with backlit push-thru lexan lettering.
- Accent cross, street number, and upper sign face with Navy paint (Pantone 2757c) to match upper sign face.
- Update all electrical and lighting.

# St. Anne's

## CHURCH

Existing Sign



MH50035 / 1 OF 1



Notice to the Customer:

Note: The colors depicted on this rendering may not match actual colors used on the finished display. Please refer to the detail drawing for the approved color specifications. Note: The cost of providing electrical wiring to the sign area all required permits and all special inspections are not included in this sign proposal. Note: The proportion of signs shown on building and landscape area photos is an approximate representation.

CUSTOMER APPROVAL

☐ ACCEPTED W/ NO CHANGES ☐ ACCEPTED W/ CHANGES AS NOTED  
☐ REVISE AS NOTED AND RESUBMIT

BY CUSTOMER BY LANDLORD  
DATE \_\_\_\_\_ DATE \_\_\_\_\_

DATE

BY

COMPANY OR JOB NAME / JOB DESCRIPTION

XXXXX

**Saint Anne's Church**  
Sign Renovation

**6055 Azle Ave., Fort Worth Texas**

SALESPERSON: **TRACY HORTON** CUSTOMER CONTACT: **Father Grist / Bev.**

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NAME / DATE

1 OF 1

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

**Sec. 3.1807 Pole Signs**

Pole signs are permitted in nonresidential zoning classifications subject to the following regulations:

- (1) No more than one pole sign shall be permitted for every three hundred (300) feet of street frontage on each premises, except that a lot that has frontage on more than one street may have one pole sign for each street on which the property fronts. Only one (1) pole sign or monument sign shall be erected along the same street frontage.
- (2) A pole sign shall not exceed thirty-five (35) feet in height and shall have a minimum of eleven (11) feet of ground clearance.
- (3) The gross surface area per side of a pole sign shall not exceed two (2) square feet of gross surface area for each linear foot of street frontage, with a maximum of four hundred (400) square feet.
- (4) A pole sign may be located next to, but not into the public right-of-way provided that the sign does not create a hazard to traffic or pedestrians.
- (5) A pole sign may be illuminated internally, or by an external light source if that light source cannot be seen from the public right-of-way. An electronic or message board is permitted if it does not occupy more than twenty-four (24) square feet of the area of the sign face.



**Sec. 3.1825 Appeals and Variances**

The city council shall have the authority to hear and decide appeals where it is alleged there is error in any order, requirement, decision or interpretation made in the enforcement of this article and to hear requests for variances from the literal provisions of this article for the erection of new signs in instances where strict enforcement of this article would cause unnecessary hardship or practical difficulties due to circumstances unique to the property or the individual sign under consideration. The city council may grant such variances only when it is demonstrated that such action will not injure and will be compatible with the use and permitted development of adjacent properties and that the granting of the variance will be in keeping with the spirit and intent of this article.



## City of Lake Worth City Council Agenda Item Summary

**Agenda Item:** 10-d

**Originating Department:** Building Development Services

**Contact Person:** Barry Barber, Director of Building Development

**Meeting Date:** March 14, 2017

**Subject:**

Discuss and consider a variance/waiver to Section 3.1807 (5) of Article 3.1800 "Signs" from Texas Movie Bistro to allow a message reader board that exceeds the allowable square footage.

**Item Summary:**

Texas Movie Bistro has applied to add an electronic message reader board on the existing pole sign. The proposed electronic message board is 55.125 square feet. Per ordinance 24 square feet is the allowable amount.

Staff's understanding is that the electronic message board will display specials the movie theater runs along with movie previews. With the requested electronic message boards proposed size being double the allowable square footage; staff feels it could be a potential hazard to commuters on Boat Club Road. Per Section 3.1805 (a) (1) this type of activity is prohibited. A variance would also be needed to this section to allow this type of display.

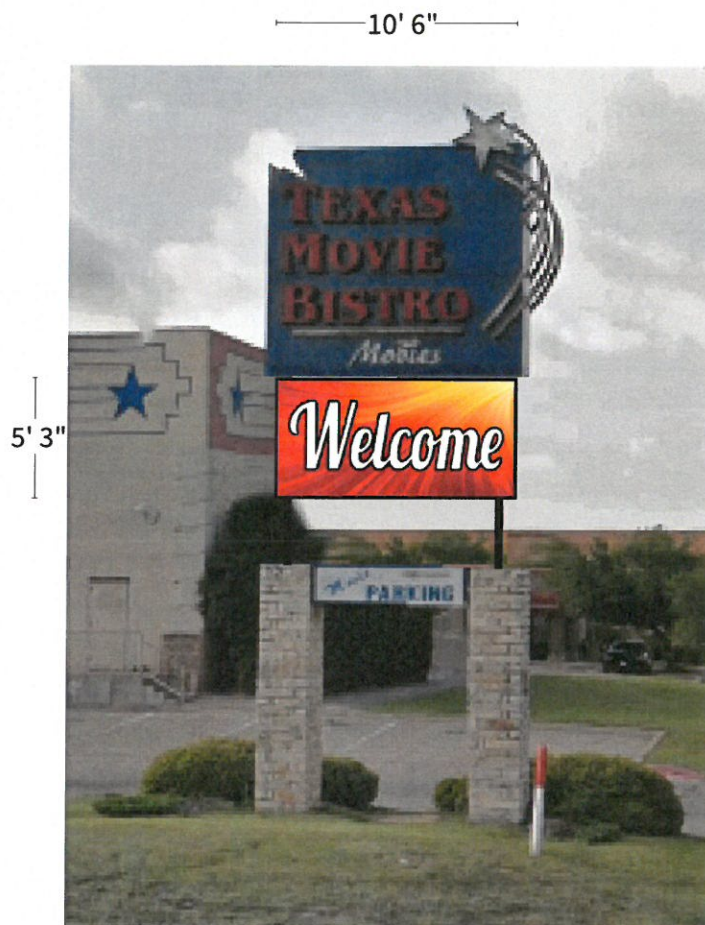
Priscilla Silva with NT Signs is representing Texas Movie Bistro and has supplied staff with the attached drawing for what the proposed reader board would look like for Council's reference.

**Attachments:**


1. Proposed sign
2. Section 3.1805 – Prohibited Signs
3. Section 3.1807 – Pole Signs
4. Section 3.1825 – Variance/Waivers

**Staff Recommendation:**

Approval of this item is at the discretion of the Council.



**DAYSTAR EXP COLOR 20mm 80x160**  
LED CABINET: 5' 6" x 10' 6"

Header Vinyl:	Paint Color: Black	Approved as shown	 <p><b>stewart signs</b> America's Premier Sign Company</p>	1/8"=1'
Text Color:	Draft:	Date _____		Sk.* A
Cowling Text Vinyl:	SIGN DESIGN #	Approved with listed changes		Cust* 3127005
<p><b>GRAPHICS DISCLAIMER:</b> This custom artwork is not intended to provide an exact match between ink, vinyl, paint, or LED color. Brickwork, masonry and landscaping is not included in the proposal. Measurements shown are approximations; dimensions of final product may vary. LED images shown are simulated to replicate optimum viewing distance. Sign is designed to be illuminated at all times. Sketches are based off of this premise.</p>		Date _____	L/JFB	2/9/17
		Date _____	PROPOSAL	
			<b>ORIGINAL DESIGN DO NOT DUPLICATE</b>	
			PH. 1-800-237-3928 - FAX 1-800-485-4280	

**Sec. 3.1805 Prohibited Signs**

(a) A person commits an offense if the person:

- (1) Illuminates a sign to an intensity to cause glare or brightness to a degree that could constitute a hazard or nuisance. Moving, flashing, intermittently lighted, changing color, strobe lights, rotating beacons, revolving or similarly constructed signs are prohibited;
- (2) Displays on a sign pictures, gestures or words which are obscene as defined in this article;
- (3) Paints a sign, other than a nameplate and address showing street number, to a fence, railing or wall which is not a structural part of the building in or facing a residential zoning district, whether or not on the property line;
- (4) Attaches a sign, paper, material, or paint; stencils or writes any name or number (except house or street address numbers); or otherwise marks on any public sidewalk, curb, gutter or street. The city council may grant an exception for special events. City department of public works or public safety are exempt from this subsection.

(Ordinance 820 adopted 2/14/06)

(b) A person commits an offense if the person attaches, erects or maintains any sign:

- (1) Upon any public utility pole or structure, or on any tree that is located on public land, including a public easement, or in a public right-of-way;
- (2) Over or on public land, including a public easement, or in a public right-of-way. No sign shall be erected in the right-of-way except movement control, traffic-control devices, street signs, directional signs, or kiosk signs placed by the city or state;
- (3) Within twenty (20) feet of a paved surface other than a parking lot; or
- (4) Within twenty (20) feet of a driveway or other ingress to or egress from a property, unless the sign has a ground clearance of greater than eleven (11) feet.

(Ordinance 958 adopted 2/8/11)

(c) A person commits an offense if the person erects or displays a sign in such a manner as to:

- (1) Prevent free ingress to or egress from any door, window or fire escape. No sign of any kind shall be attached to a standpipe or fire escape;
- (2) Obstruct free and clear vision, or at any location where by reason of position, shape, color, degree, manner or intensity of illumination it may interfere with vehicular or pedestrian traffic;
- (3) Interfere with, obstruct the view of, or be confused with any authorized traffic-control device; or
- (4) Encroach upon the visibility triangle of any street intersection.

(d) A person commits an offense if the person makes use of words, phrases, symbols or characters, or employs any lamp or light in such a manner as to interfere with, mislead or confuse traffic.

(e) A person commits an offense if the person erects or displays an off-premises sign containing a commercial message, except as specifically provided by this article.

**Sec. 3.1825 Appeals and Variances**

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