



CITY OF LAKE WORTH
SPECIAL CITY COUNCIL AGENDA
3805 ADAM GRUBB
LAKE WORTH, TEXAS 76135
TUESDAY, MARCH 28, 2017

SPECIAL MEETING: 5:30 PM

Held in the City Council Chambers

A. CALL TO ORDER

A.1 INVOCATION AND PLEDGE OF ALLEGIANCE

A.2 ROLL CALL

A.3 CITIZENS PRESENTATION / 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.\

A.4 REMOVAL OF ITEM(S) FROM CONSENT AGENDA

B. CONSIDER APPROVAL OF CONSENT AGENDA ITEMS

B.1 [Approve minutes of the March 14, 2017 regular City Council meeting.](#)

C. GENERAL ITEMS

C.1 [Discuss market adjustments for Police and Fire Department employees.](#)

- C.2 [Discuss and provide direction regarding the reallocation of Sale and Use Tax from the Economic Development Corporation and the Street Maintenance Tax to the General Sales Tax.](#)
- C.3 [Discuss and consider making City Hall hours of operation officially Monday-Friday, 8:00 a.m. – 5:00 p.m.](#)

D. EXECUTIVE SESSION

The City Council may enter into closed Executive Session as authorized by Chapter 551, Texas Government Code. Executive Session may be held at the end of the Regular Session or at any time during the meeting that a need arises for the City Council to seek advice from the city attorney (551.071) as to the posted subject matter of this City Council meeting.

The City Council may confer privately with its attorney to seek legal advice on any matter listed on the agenda or on any matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Texas Government Code.

E. EXECUTIVE SESSION ITEMS – CITY COUNCIL MAY TAKE ACTION ON ANY ITEMS DISCUSSED IN EXECUTIVE SESSION LISTED ON THE AGENDA.

F. ADJOURNMENT

Certification

I do hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, 3805 Adam Grubb, City of Lake Worth Texas in compliance with Chapter 551, Texas Government Code on Friday, March 24, 2017 at 3:00 p.m.

Monica Solko, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (817) 237-1211 ext. 105 for further information.

Lake Worth City Council Special Meeting – March 28, 2017

Agenda Item No. B.1

FROM: Monica Solko, City Secretary

ITEM: Approve minutes of the March 14, 2017 regular City Council meeting.

SUMMARY:

The minutes are listed on the consent agenda and approved by majority vote of Council at the City Council meetings.

The City Secretary's Office prepares action minutes for each City Council meeting. The minutes for the previous meeting are placed on the consent agenda for review and approval by the City Council, which contributes to a time efficient meeting. Upon approval of the minutes, an electronic copy will be uploaded to the City's website.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- March 14, 2017 City Council minutes

RECOMMENDED MOTION OR ACTION:

Approve minutes of the March 14, 2017 regular City Council meeting.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS
HELD IN CITY HALL, COUNCIL CHAMBERS, 3805 ADAM GRUBB
TUESDAY, MARCH 14, 2017**

REGULAR MEETING: 6:30 PM

1. CALL TO ORDER.

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

2. INVOCATION AND PLEDGE OF ALLEGIANCE.

Pastor Zac Hatton with Lake Worth Baptist Church gave invocation. Attendees recited the pledge of allegiance.

3. ROLL CALL.

Present:	Walter Bowen	Mayor
	Clint Narmore	Mayor Pro Tem, Place 7
	Jim Smith	Council, Place 1
	Geoffrey White	Council, Place 2
	Gene Ferguson	Council, Place 3
	Ronny Parsley	Council, Place 4
	Pat O. Hill	Council, Place 5
	Gary Stuard	Council, Place 6
 Staff:	Stacey Almond	City Manager
	Debbie Whitely	Assistant City Manager/Finance Director
	Monica Solko	City Secretary
	Drew Larkin	City Attorney
	Jimmy Womack	Police Chief
	Mike Christenson	Fire Chief
	Jami Woodall	Economic Development
	Sean Densmore	Public Works Director
	Barry Barber	Building Development Director
	Danielle Hackbusch	Human Resources/Risk Management
	Suzanne Meason	Planning and Zoning Administrator
	Todd Hensley	Engineer

4. CONSENT AGENDA

APPROVED

- 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 #1076 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.**

No items were removed from the consent agenda.

COUNCIL MEMBER PARSLEY MADE A MOTION, SECONDED BY COUNCIL MEMBER SMITH, TO APPROVE THE CONSENT AGENDA AS PRESENTED.

MOTION TO APPROVE CARRIED 7-0.

5. PRESENTATIONS

a. PROCLAMATIONS/AWARDS/PRESENTATIONS.

There were no presentation items.

b. CITIZEN/VISITOR COMMENTS.

There were no requests to speak from the public.

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.**

APPROVED

Mayor Walter Bowen opened the Public Hearing.

Planning and Zoning Administrator Suzanne Meason explained that the applicant was requesting a replat on the property in order to build a home. The documents submitted

meet all city requirements. The Planning and Zoning Commission recommended approval.

Mayor Bowen called for anyone wishing to speak for or against the request to come forward.

There being no one wishing to speak, Mayor Bowen closed the public hearing and called for the motion.

COUNCIL MEMBER SMITH MADE A MOTION, SECONDED BY MAYOR PRO TEM NARMORE, TO APPROVE PS17-01 AS PRESENTED.

MOTION TO APPROVE CARRIED 7-0.

7. ORDINANCES AND RESOLUTIONS

- a. DISCUSS AND CONSIDER APPROVAL OF AN ORDINANCE #1077 DECLARING UNOPPOSED CANDIDATES IN THE MAY 6, 2017 GENERAL CITY ELECTION TO OFFICE, CANCELING THE ELECTION AND APPROVING THE ORDER OF CANCELLATION.**

APPROVED

City Manager Stacey Almond presented the item. Council is being asked to approve an Ordinance declaring the unopposed candidates in the May 6, 2017 General City Election to office, canceling the election and approving the order of cancellation.

COUNCIL MEMBER PARSLEY MADE A MOTION, SECONDED BY COUNCIL MEMBER HILL, TO APPROVE AN ORDINANCE DECLARING UNOPPOSED CANDIDATES IN THE MAY 6, 2017 GENERAL CITY ELECTION TO OFFICE, CANCELING THE ELECTION AND APPROVING THE ORDER OF CANCELLATION AS PRESENTED.

MOTION TO APPROVE CARRIED 7-0.

- b. DISCUSS AND CONSIDER APPROVAL OF A RESOLUTION NO. 1018 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.**

APPROVED

Human Resources/Risk Manager Danielle Hackbusch presented the item. Council is being asked 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-SRO, and Utility Billing Clerk. The requested

changes will more accurately reflect the duties, responsibilities and physical abilities of each position.

COUNCIL MEMBER STUARD MADE A MOTION, SECONDED BY COUNCIL MEMBER WHITE, TO APPROVE A RESOLUTION REVISING JOB DESCRIPTION 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 AS PRESENTED.

MOTION TO APPROVE CARRIED 7-0.

8. CONTRACTS/AGREEMENTS

a. DISCUSS AND CONSIDER EXTENDING THE DEPOSITORY SERVICES AGREEMENT WITH BANK OF TEXAS FOR A ONE (1) YEAR TERM.

APPROVED

City Manager Stacey Almond presented the item. The city currently uses the Bank of Texas for depository services. The agreement allows for two (2) additional one (1) year terms extensions. Council is being asked to approve the first one (1) year term extension in the depository services agreement with the Bank of Texas.

MAYOR PRO TEM NARMORE MADE A MOTION, SECONDED BY COUNCIL MEMBER STUARD, TO APPROVE EXTENDING THE DEPOSITORY SERVICES AGREEMENT WITH BANK OF TEXAS FOR A ONE (1) YEAR TERM AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE THE DOCUMENTATION.

MOTION TO APPROVE CARRIED 7-0.

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.

APPROVED

Sean Densmore, Public Works Director summarized the item. The item is to consider the award bid and to authorize the City Manager to execute an agreement for the 2017 Lake Worth Sanitary Sewer Rehabilitation Project. The city requested competitive sealed proposals and received proposals from three (3) firms. Kimley-Horn's reviewed and evaluated the proposals and is recommending award of base bid and additive alternates #1, #2, and #3 to Excel 4 Construction, LLC. in an amount, not to exceed \$781,260.00.

COUNCIL MEMBER PARSLEY MADE A MOTION, SECONDED BY COUNCIL MEMBER HILL, TO AWARD THE 2017 LAKE WORTH SANITARY SEWER REHABILITATION PROJECT TO EXCEL 4

CONSTRUCTION, LLC. AN AMOUNT NOT TO EXCEED \$781,260.00 AND AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT.

MOTION TO APPROVE CARRIED 7-0.

9. BIDS, PROPOSALS, AND SPECIFICATIONS

There were no bids, proposals, 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.**

APPROVED

Assistant City Manager/Finance Director Debbie Whitley introduced Gaylyn Mendoza with Snow Garrett Williams to present the item. Ms. Mendoza went over the audit for fiscal year that ended September 30, 2016. The audit resulted in a good, clean opinion. Ms. Mendoza briefly went over a few pages and audit numbers. Overall, it was a good year for the City. No deficiencies in internal control were identified.

COUNCIL MEMBER STUARD MADE A MOTION, SECONDED BY MAYOR PRO TEM NARMORE, TO ACCEPT THE FY 2015-2016 ANNUAL AUDIT AS PREPARED AND PRESENTED BY SNOW GARRETT WILLIAMS, CERTIFIED PUBLIC ACCOUNTANTS.

MOTION TO APPROVE CARRIED 7-0.

- 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.**

APPROVED

City Manager Stacey Almond summarized the item. On February 7, 2017, the city received a request from Waste Connections (previously Progressive Waste Solutions) for an increase in rates effective April 1, 2017. The City Council selected Waste Connections 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 amount requested is equal to \$0.27 per home or 3.11%.

Norm Bulaich with Waste Connections wanted to express his appreciation for the business. He was available to answer any questions.

COUNCIL MEMBER STUARD MADE A MOTION, SECONDED BY COUNCIL MEMBER PARSLEY, TO APPROVE THE AMENDMENT TO 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.

MOTION TO APPROVE CARRIED 6-1, WITH COUNCIL MEMBER SMITH VOTING AGAINST.

- 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.**

DENIED

Building Development Director Barry Barber informed Council the applicant St. Anne's Episcopal Church is requesting a variance/waiver from Section 3.1807(5), Article 3.1800 "Signs" to allow a message reader board that exceeds the allowable square footage. The proposed electronic message board is 31.3172 square feet and per city ordinance 24 square feet is the allowable amount.

Andrew Kimbrell with MH Signs of Texas representing the applicant came forward. Mr. Kimbrell explained that the existing sign was outdated and could no longer be repaired. To replace the board the only size on hand were bigger or smaller than the allowable size and by going smaller you lose image pixels. The replacement message board is a little over the requirement. He was available to answer any questions the Council may have.

COUNCIL MEMBER FERGUSON MADE A MOTION, SECONDED BY COUNCIL MEMBER PARSLEY, TO DENY THE REQUEST FOR A VARIANCE/WAIVER FROM ST. ANNE'S CHURCH FOR A MESSAGE READER BOARD THAT EXCEEDS THE ALLOWABLE SQUARE FOOTAGE.

MOTION TO DENY CARRIED 7-0.

- 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.**

DENIED

Building Development Director Barry Barber informed Council the applicant Texas Movie Bistro is requesting a variance/waiver from Section 3.1807(5), Article 3.1800 "Signs" to allow a message reader board that exceeds the allowable square footage. The proposed electronic message board is 55.125 square feet and per city ordinance 24 square feet is the allowable amount.

COUNCIL MEMBER SMITH MADE A MOTION, SECONDED BY MAYOR PRO TEM NARMORE, TO DENY THE REQUEST FOR A VARIANCE/WAIVER FROM TEXAS MOVIE BISTRO FOR A MESSAGE READER BOARD THAT EXCEEDS THE ALLOWABLE SQUARE FOOTAGE.

MOTION TO DENY CARRIED 7-0.

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. INTRODUCE NEW CITY SECRETARY MONICA SOLKO.

City Manager Stacey Almond introduced the 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.

Assistant City Manager/Finance Director 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. PUBLIC WORKS DIRECTOR REPORT(S):

1. UPDATE ON CITY PROJECTS.

Public Works Director Sean Densmore reported on the following projects:

- March 4th - City auction was held and made \$61,015.50
- March 16th and March 23rd - Advertising Concrete Rehabilitation Project with opening bid on March 31st.
- The Charbonneau Lift Station Project has begun and electrical work has started.
- County crew will move in the next two (2) weeks to start paving Lakewood, Malta and Wells Drive.

- April 29th - 7th annual Coleson's F.R.O.G 5k and 1 mile Fun Run at Lake Worth Park. To register for race visit www.ATHLETE360.COM and register under Team Lake Worth.
- March 30th - Lake Worth Park- Company Site One will be hosting a field day w/ vendors.

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:

- 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. ADJOURNMENT

Mayor Walter Bowen adjourned the meeting at 7:19 p.m.

APPROVED:

Walter Bowen, Mayor

ATTEST:

Monica Solko, TRMC
City Secretary

Lake Worth City Council Special Meeting – March 28, 2017

Agenda Item No. C.1

FROM: Stacey Almond, City Manager

ITEM: Discussion regarding a Market Adjustment for Police and Fire Department Employees.

SUMMARY:

Staff has identified the need for a Market Adjustment in the Fire and Police Departments. During the research phase staff surveyed seven (7) local municipalities for both Police and Fire. The agencies surveyed are local market competitors with the City of Lake Worth.

-Azle	-Saginaw
-Benbrook	-Weatherford
-Hudson Oaks	-White Settlement
-Richland Hills	

When making a comparison analysis staff used range midpoint and market averages with the above listed municipalities (see attached PowerPoint presentation). With the proposed adjustments, we are still below the market average in the Fire and Police positions. The last market adjustment was presented/approved in FY 2008/09.

We plan present and implement a Competitive Employee Compensation Maintenance Program to retain and attract the best people. Specific recommendations will be presented as part of the City Manager's budget presentation in the upcoming Fiscal Year.

Note: Staff recommends CCPD call a meeting on April 11, 2017, prior to the regular City Council meeting, to discuss and consider a budget amendment for their portion of the proposed Market Adjustment totaling \$13,478.00.

FISCAL IMPACT:

- General Fund: \$75,754.00
- CCPD: \$13,478.00

ATTACHMENTS:

- Staff Market Adjustment Presentation

RECOMMENDED MOTION OR ACTION:

Move to direct staff to prepare a General Fund budget amendment and pay plan market adjustments, as presented, for the April 11, 2017 regular council meeting.



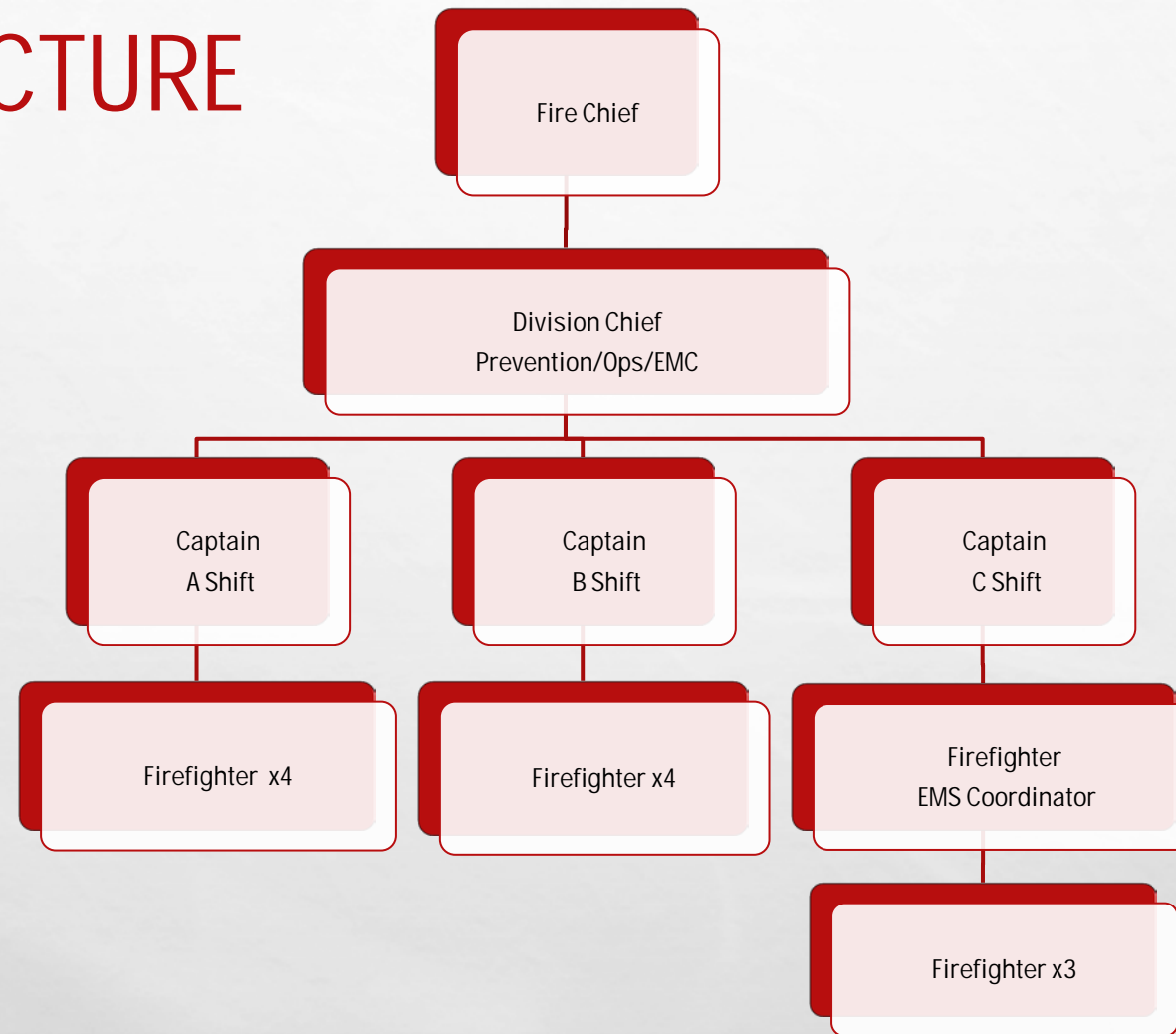
LAKE WORTH FIRE DEPARTMENT

MARKET ADJUSTMENT & RESTRUCTURING PROPOSAL 2017



Chief Michael Christenson

CURRENT STRUCTURE

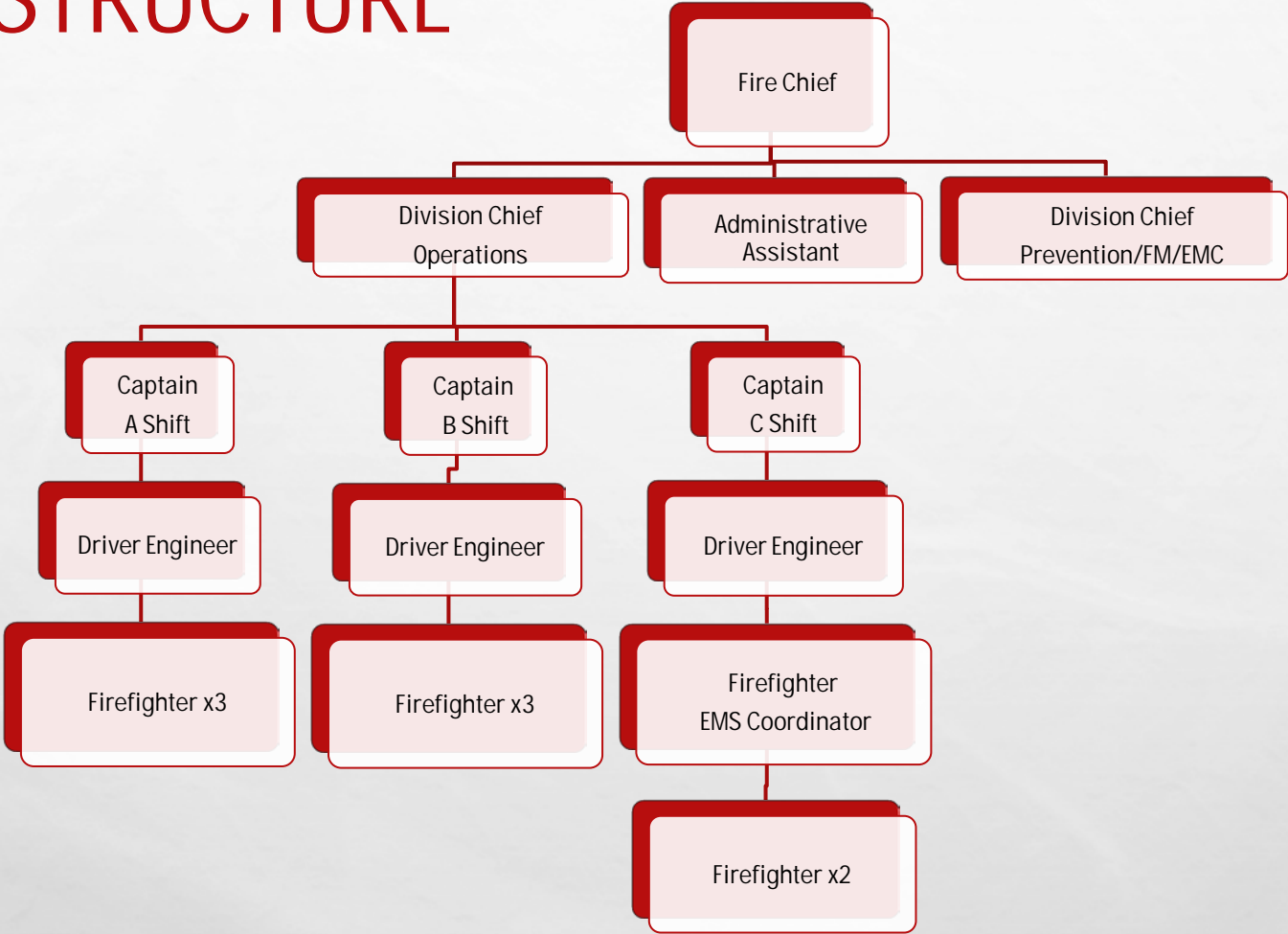


NEW POSITIONS



- Title change - Fire Marshal to Division Chief prevention / OPS (approved March 14, 2017)
- Title change - Lieutenants to Captains (approved March 14, 2017)
- Hire part time Administrative Assistant
- Add new position /promote - Driver Engineer (one per shift)
- Hire 3 more fire fighters (one per shift per year over 3 years starting FY18/19)
- Add new position - Division Chief Operations (3 to 4 year goal)

PROPOSED STRUCTURE



ADVANCEMENT OPPORTUNITIES



- Promote from Fire Fighter to Engineer.
 - Ownership of the apparatus is initiated
- Promotion possibilities; Engineer, Captain, and Division Chiefs
- A 200% increase in promotional possibilities.
 - These promotional opportunities would attract higher qualified candidates and help retention of personnel we have trained and have a great financial investment in.

SALARY SURVEY



	Azle		Benbrook		Richland Hills		Saginaw		Weatherford		Average	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
Fire Fighter	41,508	57,281	45,920	61,537	44,178	56,721	48,000	66,366	47,129	61,837	45,347.00	\$ 60,748.40
Driver/Eng	44,209	61,008			51,169	74,194	48,868	70,302	57,422	69,963	50,417.00	\$ 68,866.75
Captain	71,910	99,236	68,519	91,823	58,025	84,137	54,382	81,573	75,343	87,374	65,635.80	\$ 88,828.60
Div Chief							73,169	109,752	79,157	91,789	76,163.00	\$ 100,770.50
LWFD Proposed	Fire Fighter		Driver/Eng		Captain		Div Chief					
	Min	Max	Min	Max	Min	Max	Min	Max				
	43,000	58,808	53,000	69,441	61,399	80,613	67,232	88,271				
Average	45,347	60,748	50,417	68,866	65,635	88,828	76,163	100,770				
Current	39,333	55,576	n/a	n/a	44,595	63,012	48,069	67,920				

REVIEW



- New positions of Engineer, Captain, and Division Chief
 - New positions help with our mutual aid partners by structuring LWFD along the same lines as our mutual/automatic aid and other area Fire departments.
- Salary increases make LWFD more competitive by greatly assisting with recruiting and most of all..... RETENTION.



LAKE WORTH
FIRE

QUESTIONS?

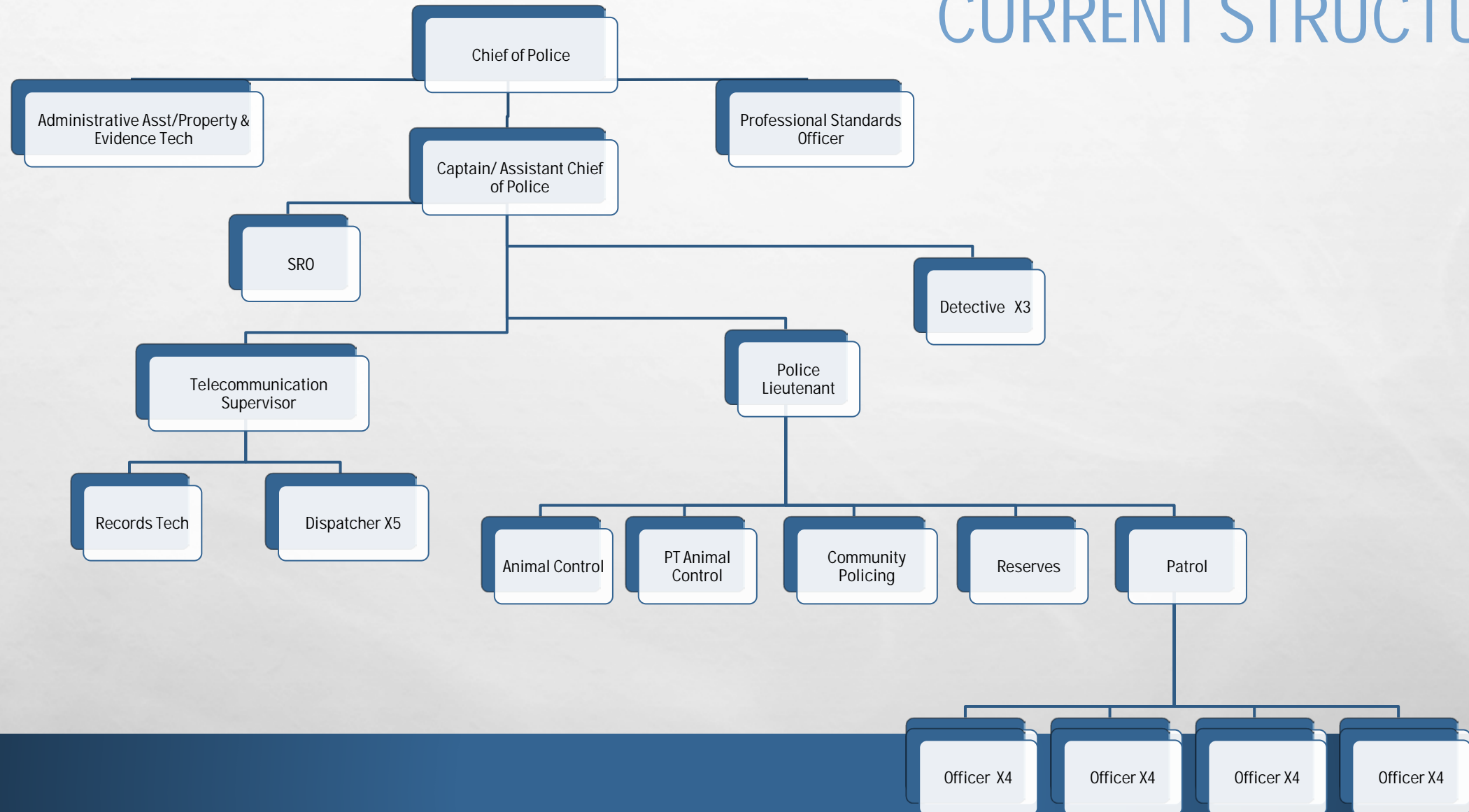
LAKE WORTH POLICE DEPARTMENT

MARKET ADJUSTMENT & RESTRUCTURING PROPOSAL 2017



Chief Jimmy Womack

CURRENT STRUCTURE





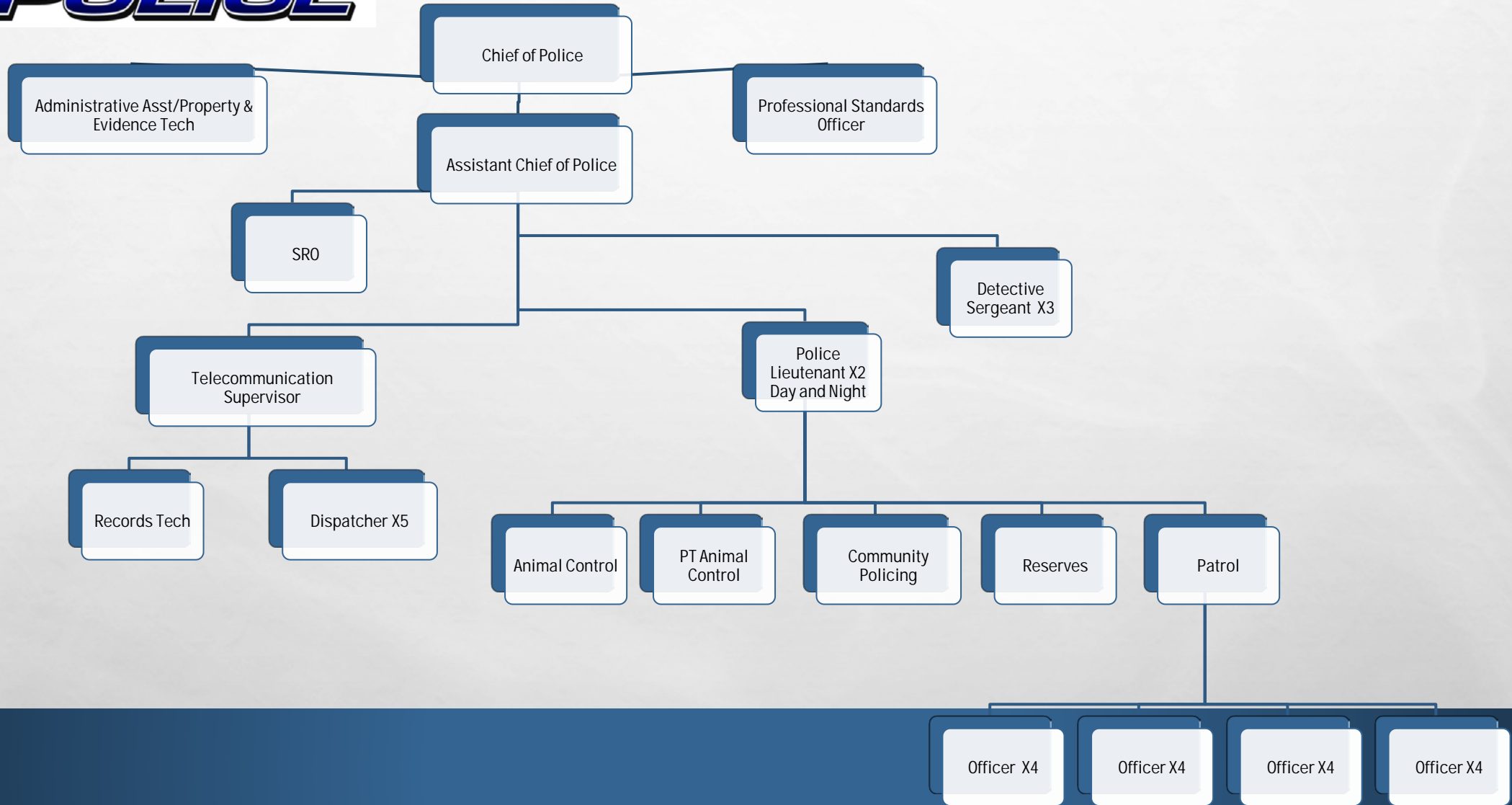
NEW POSITIONS

- Detective Sergeant= nomenclature change (approved March 14, 2017).
- Patrol Lieutenant= day and night shift 7 days a week
 - Request new Lieutenant position (FY 2018-2019)



LAKE WORTH POLICE

PROPOSED STRUCTURE





ADVANCEMENT OPPORTUNITIES

- One advancement from Sergeant to Lieutenant
 - This position will create more direct supervisor and training opportunities for patrol officers
- One advancement from Patrol to Sergeant
 - Creates movement in the department and is good for morale



LAKE WORTH POLICE

SALARY SURVEY

	Azle		Benbrook		Hudson Oaks		White Settlement		Weatherford		Average		
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	
Officer	40,949	56,506	56,371	71,945	48,000	56,871	49,649	53,700	49,725	65,802	48,938.80	\$ 60,964.80	
Detective/Co	44,209	61,008	59,189	83,286	61,304	66,109	55,219	59,725	60,789	72,651	56,142.00	\$ 68,555.80	
Sergeant	50,718	69,991	68,519	91,823		68,640	73,332	79,316	67,274	82,000	64,960.75	\$ 78,354.00	
Lieutenant/C	57,523	79,381	75,543	101,234		72,800	88,313	91,846	86,000	97,042	76,844.75	\$ 88,460.60	
LWPD	Police Recruit		Patrol Officer/CID		Sergeant		Lieutenant						
Proposed	Min	Max	Min	Max	Min	Max	Min	Max					
	42,011	42,011	44,302	62,772	62,238	75,626	65,338	86,244					
Average	n/a	n/a	48,939	60,965	64,961	78,354	76,845	88,461					
Current	n/a	n/a	39,333	55,576	44,595	63,012	58,926	83,261					



REVIEW

- Salary increases make LWPD more competitive in the suburban market, assists with recruiting and will help with retention of trained officers.
- The large number of Police Departments in the DFW area creates a VERY competitive market; with lower salaries it makes competing very difficult.
 - Lake Worth is currently 18% below an average sampling of DFW agencies.



LAKE WORTH
POLICE

QUESTIONS?



CITY OF LAKE WORTH

MARKET ADJUSTMENT & BUDGETARY SUMMARY



Stacey Almond, City Manager
Debbie Whitley, ACM & Director of Finance

MARKET ADJUSTMENT OUTLINE

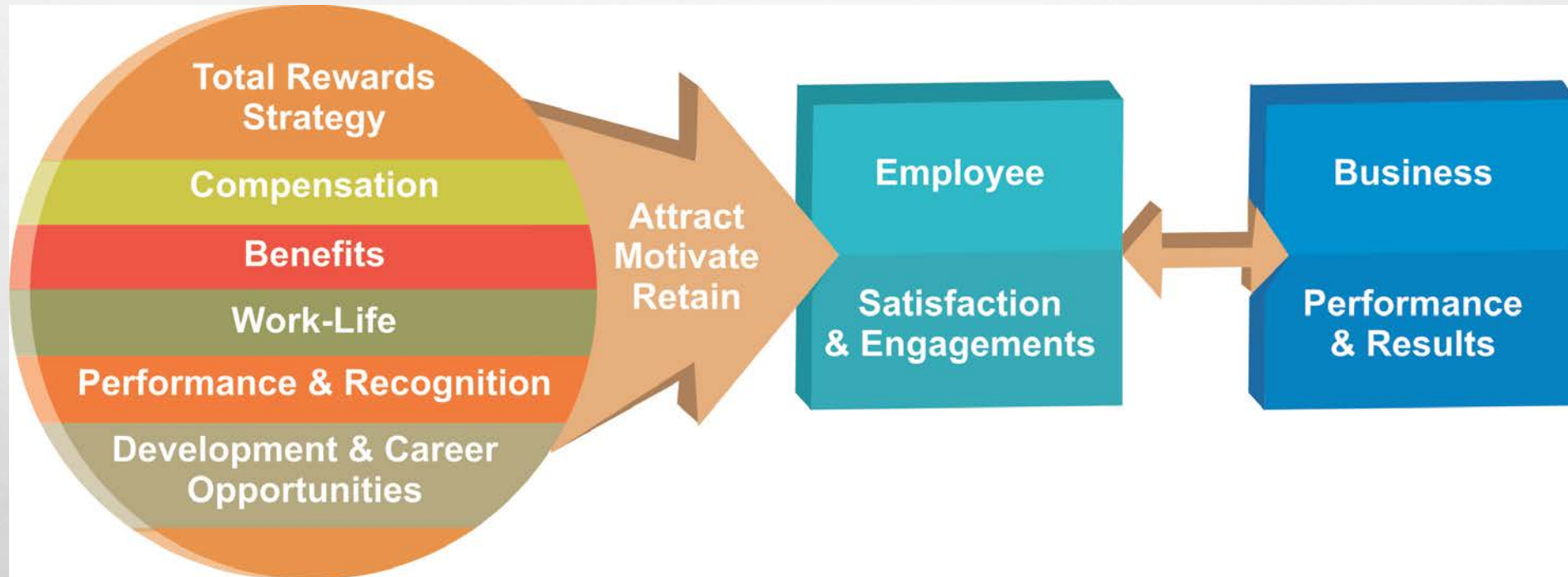
- OVERVIEW AND APPROACH
- FY 2017 AND PLANNING FOR THE FUTURE
- BUDGET
- QUESTIONS

MARKET ADJUSTMENT OVERVIEW

- Strategy: attract, hire, develop, and retain the best people and compensate them for the value they create.
- Tactics include establishing and consistently administering a competitive compensation program based on performance results.



TOTAL REWARDS



*From World at Work

COMPENSATION APPROACH

- Competitive compensation – in order to maintain a competitive pay scale, the City is working to adopt a Competitive Employee Compensation Maintenance Program to address market factors and other issues impacting compensation. The program consists of:
 - Annual pay plan review – To ensure the City's pay system is accurate and competitive within market and annually review for potential market adjustments to maintain competitive pay plans. (**Market**)
 - Pay for Performance – Each year the City will fund performance based pay adjustments. The merit-based program aids in retaining quality employees by rewarding their performance. Pay for Performance adjustments are based on the employee's most recently completed performance evaluation. (**Merit**)

FY 2017 AND PLANNING FOR THE FUTURE

- Plan and implement the Competitive Employee Compensation Maintenance Program in order to attract and retain the best people including:
 - Market increases; and
 - Merit increases
 - Specific recommendation will be developed as a part of the city manager's proposed FY 2018 budget

BUDGET: ESTIMATED COST OF MARKET ADJUSTMENTS

City of Lake Worth			
Estimated Cost of Pay Adjustments			
for Police and Fire Department Personnel			
(Proposed Effective Date May 1, 2017)			
Current Year Budget Impact			
May through September 2017			
	General Fund	CCPD	Total
Police	42,769.08	13,477.22	56,246.29
Fire	32,984.67		32,984.67
Total	75,753.75	13,477.22	89,230.96
Annual Budget Impact			
	General Fund	CCPD	Total
Police	102,645.78	32,345.32	134,991.10
Fire	79,163.21		79,163.21
FD Addt'l	38,000.00		38,000.00
Total	219,808.99	32,345.32	252,154.31

- Proposed adjustments are based upon a 7% increase for all Police (sworn/non-sworn) and Fire employees.
 - This adjustment would affect 23 Fire employees and 30 Police employees (sworn/non-sworn).
- Proposed adjustments effective May 1, 2017



WHERE WILL THE FUNDING COME FROM?

City of Lake Worth			
Mid – Year Sales Tax Revenue Projections			
General Fund and CCPD			
Estimated Excess Over Budgeted Amount			
For FYE 9/30/17			
General Fund			\$119,174
CCPD			\$36,459

- Sales tax projections for the General Fund and CCPD. Estimated excess amounts based on actual receipts through March 2017 and remaining months at FY 2015 amounts plus 5%.
- Staff is confident the annual impact will be sustained through the following:
 - Continued Sales Tax growth;
 - FY 17 is up 6.25% over FY 16 and 13% over FY 15; and
 - Increase in permits and new construction



QUESTIONS?



Lake Worth City Council Special Meeting – March 28, 2017

Agenda Item No. C.2

FROM: Stacey Almond, City Manager

ITEM: Discussion and provide direction regarding the reallocation of Sale and Use Tax from the Economic Development Corporation and the Street Maintenance Tax to the General Sales Tax.

SUMMARY:

Staff wanted to make a presentation to the Council regarding the City Sales and Use Tax and the City's options relating to House Bill 157.

House Bill 157, in part, removed the current caps on the dedicated sales taxes including economic development corporations and street maintenance and authorizes a city to hold an election to increase or decrease these dedicated sales and use taxes in any increment of one-eighth of one percent that would not result in a combined rate that exceeds the maximum allowed local and sales use tax rate of two percent.

The next election date is November 7, 2017. The last day to call a special election is August 21, 2017. If an election is called and the proposition passes, it would go into effect on January 1, 2018.

FISCAL IMPACT:

City of Lake Worth - PROPOSED OPTION A		
City's General Fund	1.75%	\$7,213,675
Economic Development Corp.	0.00%	\$0.00
Street Maintenance	0.00%	\$0.00
Crime Control District	0.25%	\$1,017,341
Total	2.00%	\$8,231,016

Lake Worth City Council Special Meeting – March 28, 2017

Agenda Item No. C.2

City of Lake Worth - PROPOSED OPTION B

City's General Fund	1.50%	\$6,183,149
Economic Development Corp.	0.125%	\$515,263
Street Maintenance	0.125%	\$515,263
Crime Control District	0.25%	\$1,017,341
Total	2.00%	\$8,231,016

ATTACHMENTS:

- Local Sales and Use Tax presentation
- HB 157 letter

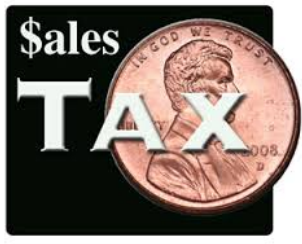
RECOMMENDED MOTION OR ACTION:

Staff has no recommendation at this time.

Local Sales & Use Tax

City of Lake Worth





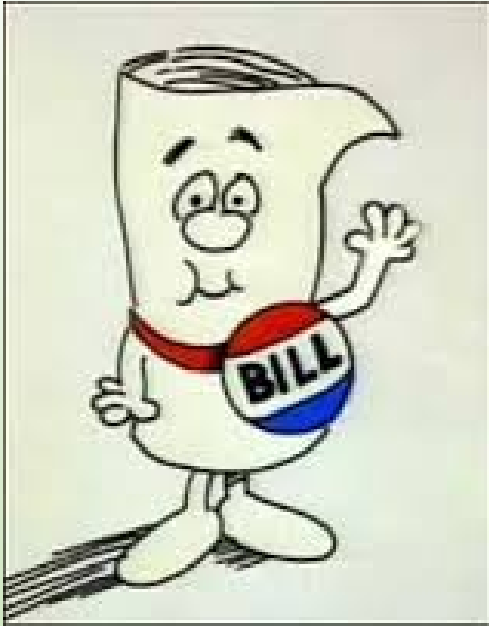
Sales & Use Tax Summary

- The state's sales tax rate is 6.25 percent. Cities, counties, and some special purpose districts may impose sales taxes up to an additional two percent. The total sales tax rate **cannot exceed 8.25 percent** in any area.
- In 1967, the legislature provided that the rate of the general revenue sales tax must be set at one percent (1%), and up until September 2015, dedicated sales taxes were capped at certain amounts.
- For example, an economic development corporation sales tax could not exceed one-half of one percent (.50%). Similarly, the street maintenance sales tax could not exceed one-fourth of one percent (.25%).

Lake Worth Sales & Use Tax Rate

The City of Lake Worth's Sales and Use Tax rate is 8.25% with the City retaining 2% as follows:

City of Lake Worth General Fund	1.0%
Lake Worth Economic Development Corp.	.50%
Lake Worth Street Maintenance	.25%
Lake Worth Crime Control District	.25%



House Bill 157

- On September 1, 2015, House Bill 157 went into effect which essentially removes the current caps on the dedicated sales taxes and authorizes a city to hold an election to *reallocate sales tax revenue within the two percent local sales tax cap*.
- In a nutshell, the bill allows a city to assess its funding priorities and reallocate the distribution of its general and dedicated sales taxes, so long as the total local tax rate does not exceed two percent.
- Note that H.B. 157 gives cities the ability to hold an election to reallocate or adopt *city* sales taxes. Local sales taxes that have been adopted by other local governments that have overlapping jurisdiction with a city cannot be repealed or reallocated by city action.

How would the City reallocate sales & use tax revenue?



- To reallocate the distribution of sales and use taxes the City must hold an election to *reallocate sales tax revenue within the two percent local sales tax cap*.
- The next uniform election date is **November 7, 2017**.
- The last day to order a special election for November is **August 21, 2017**.
- Any propositions approved for the reallocation of sales tax revenue would not go into effect until **January 2018**.

Sales & Use Tax Allocation

Sales & Use Tax FY 2015-16

City of Lake Worth - CURRENT		
City's General Fund	1.00%	\$4,122,100
Economic Development Corp.	0.50%	\$2,061,050
Street Maintenance	0.25%	\$1,030,525
Crime Control District	0.25%	\$1,017,341
Total	2.00%	\$8,231,016

City of Lake Worth - PROPOSED OPTION A		
City's General Fund	1.75%	\$7,213,675
Economic Development Corp.	0.00%	\$0.00
Street Maintenance	0.00%	\$0.00
Crime Control District	0.25%	\$1,017,341
Total	2.00%	\$8,231,016

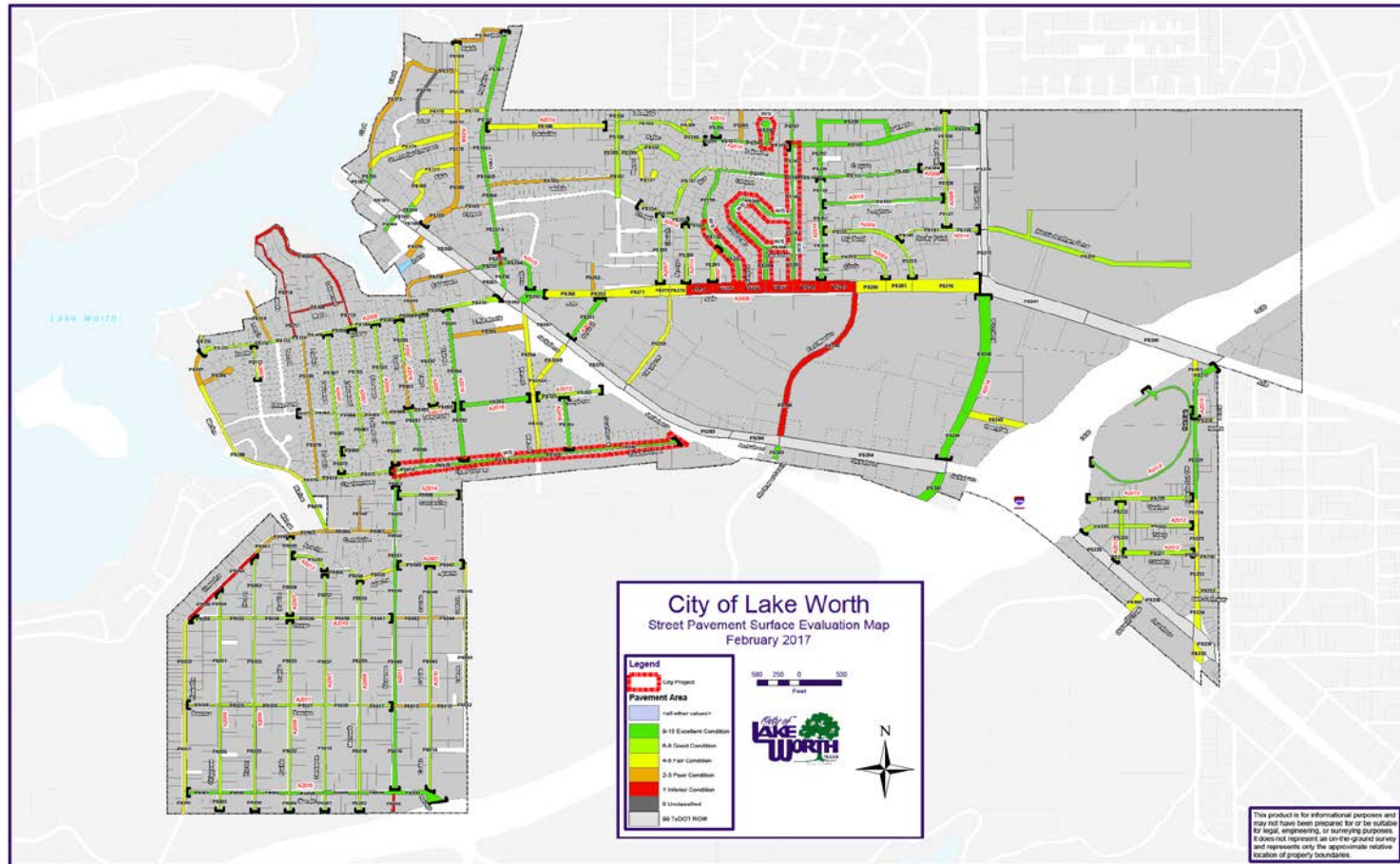
City of Lake Worth - PROPOSED OPTION B		
City's General Fund	1.50%	\$6,183,149
Economic Development Corp.	0.125%	\$515,263
Street Maintenance	0.125%	\$515,263
Crime Control District	0.25%	\$1,017,341
Total	2.00%	\$8,231,016

****Note:** These estimates are based off total Sales and Use Taxes received in
FY 15-16

Lake Worth Economic Development Corporation

- LWEDC is a Type B Economic Development tax. Section 4B tax can be used to fund projects that are typically considered to be community development initiatives. Funds can only be used for authorized categories under Section 4B of the Development Corporation Act. Expenditures by the Economic Development Corporation must be approved by the City Council prior to expenditure.
- LWEDC current Reserve Fund Balance = **\$3,520,068**
- Current Projects Funded by the EDC:
 - Upgraded water line at Lidl (\$92,700); and
 - Stop light upgrade for Landon Banks Enterprises, LLC (amount not to exceed \$20,000)

Street Maintenance Tax



- Street Maintenance Tax Reserve Fund Balance = **\$1,744,917**
- Current Projects Funded by the Street Maintenance Tax:
 - Paul Meador (street/curb/gutter); and
 - Pawnee Drive, Wallis, Lakewood Drive and Wells (street only)

Discussion



Local Sales Tax Bill Gives Cities Increased Financial Flexibility

On June 20, Governor Abbott signed [H.B. 157](#) (Larson/Eltife) into law. The bill authorizes a city to hold an election to *reallocate sales tax revenue*. By doing so, it allows a city to determine whether dedicated sales taxes should be increased or decreased, or whether a general revenue sales tax better serves its needs. (The bill does not allow an increase above the two percent local cap. It authorizes reallocation by election within a percentage that is below that cap.)

More specifically, the bill provides that: (1) a city may hold an election to impose a dedicated sales and use tax for sports and venue districts, crime control and prevention districts, economic development corporations, property tax relief, or street maintenance at any rate that is an increment of at least one-eighth of one percent and that would not result in a combined rate that exceeds the maximum local sales and use tax rate of two percent; and (2) a city may hold an election to impose its general sales and use tax at any rate that is an increment of at least one-eighth of one percent and that would not result in a combined rate that exceeded the maximum local sales and use tax rate of two percent.

The state's sales tax rate is 6.25 percent. Cities, counties, and some special purpose districts may impose sales taxes up to an additional two percent. The total sales tax rate can't exceed 8.25 percent in any area. House Bill 157 leaves all of those limits in place, but it authorizes a city to hold an election to *reallocate sales tax revenue within the two percent local sales tax cap*. In a nutshell, the bill allows a city to assess its funding priorities and reallocate the distribution of its general and dedicated sales taxes, so long as the total local tax rate does not exceed two percent.

When the legislature authorized cities to adopt a general revenue sales tax in 1967, it provided that the rate of the general revenue sales tax must be set at one percent—no higher and no lower. House Bill 157 changes that. When the bill becomes effective on September 1, cities will be able to call an election to increase or decrease their general sales tax rate in any increment of one-eighth of one percent.

House Bill 157 also gives cities the ability to adjust the rates of some of their dedicated sales taxes. In contrast to the general revenue sales tax, the revenue from which can be used for almost any purpose, cities also are authorized to hold elections to adopt sales taxes that may only be used for specific, dedicated purposes. Under current law, these dedicated sales taxes are capped at certain amounts. For instance, an economic development corporation sales tax may not exceed one-half of one percent. Similarly, the street maintenance sales tax may not exceed one-fourth of one percent. House Bill 157 essentially removes the current caps on the dedicated sales taxes for venue districts, crime control and prevention districts, economic development corporations, property tax relief, and street maintenance, and authorizes a city to hold an election to increase or decrease these dedicated sales taxes in any increment of one-eighth of one percent.

How might the bill benefit your city? Let's say a city currently has a general revenue sales tax of one percent, a Type B economic development corporation sales tax of one-half of one percent, a street maintenance sales tax of one-fourth of one percent, and a sales tax for property tax relief of one-fourth of one percent. That's a combined sales tax rate of 8.25 percent (6.25 percent for the state, and 2 percent for the city). When the bill becomes effective, the city could call a special election to reallocate all of those city sales taxes in a way that might make more financial sense. The city may wish to hold an election, for instance, to have the entire two percent go towards general revenue and repeal all other dedicated sales taxes. Alternatively, the city could have an election to have one percent go towards general revenue, and the remaining one percent going to property tax relief. Or

the city could have a ballot proposition to repeal the street maintenance sales tax and have the one-fourth of one percent be dedicated towards the economic development corporation.

(Note that H.B. 157 gives cities the ability to hold an election to reallocate or adopt *city* sales taxes. Local sales taxes that have been adopted by other local governments that have overlapping jurisdiction with a city cannot be repealed or reallocated by city action.)

House Bill 157 passed both houses of the Texas Legislature with very little fanfare and minimal opposition. Despite the relative lack of attention paid to it throughout the session, it will likely be considered as one of the most beneficial city bills in recent years.

Lake Worth City Council Special Meeting - March 28, 2017

Agenda Item No. C.3

FROM: Stacey Almond, City Manager

ITEM: Discussion and consider making City Hall hours of operation officially Monday – Friday, 8:00 a.m. – 5:00 p.m.

SUMMARY:

In 2009 the hours of City Hall were changed to 8:00 a.m. – 6:00 p.m. This was to accommodate after hours' payments for Utility billing and municipal court.

With modern technology payment options for utility billing and municipal court are available 24/7 through the city website. This change would also assist with the coverage of the front counter and cross training with utility billing, municipal court, and permit personnel.

Staff has looked at the data of those customers utilizing the hour between 5 p.m. and 6 p.m. and feel there is no need to continue to staff for this hour.

The change would go into effect May 1, 2017 allowing ample time to inform customers and provide them with the alternative options.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDED MOTION OR ACTION:

Move to approve making City Hall hours of operation officially Monday – Friday, 8 a.m. – 5 p.m. effective May 1, 2017.