

CITY OF LAKE WORTH

CITY COUNCIL AGENDA

**3805 ADAM GRUBB
LAKE WORTH, TEXAS 76135
TUESDAY, OCTOBER 10, 2017**

REGULAR MEETING: 6:30 PM

Held in the City Council Chambers

A. CALL TO ORDER

A.1 INVOCATION AND PLEDGE OF ALLEGIANCE

A.2 ROLL CALL

A.3 SPECIAL PRESENTATION (S) AND RECOGNITION(S)

No items for this category.

A.4 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.5 REMOVAL OF ITEM(S) FROM CONSENT AGENDA

B. CONSIDER APPROVAL OF CONSENT AGENDA ITEMS

B.1 [Approve minutes of the September 12, 2017 City Council meeting.](#)

B.2 [Approve Finance Reports for the month of September 2017.](#)

B.3 [Approve a contract with Tarrant County Emergency Services District No. One \(District\) for fire service provided by the City of Lake Worth Fire Department to the District beginning October 1, 2017 through September 30, 2018.](#)

B.4 [Approve Resolution No. 1029, revising job descriptions for the Assistant City Manager/Director of Finance, Director of Building Development, and Director of Library Services.](#)

B.5 [Approve Resolution No. 1034, approving the sale of real property acquired at a delinquent tax foreclosure sale located at 3909, 3905, and 3901 Caribou Trail.](#)

C. PUBLIC HEARINGS

Not items for this category.

D. PLANNING AND DEVELOPMENT

No items for this category.

E. PUBLIC WORKS

No items for this category.

F. GENERAL ITEMS

F.1 [Discuss and consider Ordinance No. 1096, amending the FY 2016/2017 budgets for the Court Security Fund and the Debt Service Fund.](#)

F.2 [Discuss and consider Resolution No. 1032, authorizing the submission of a grant application for rifle-resistant body armor grant program to the Texas Governor's Criminal Justice Division.](#)

F.3 [Discuss and consider a Resolution No. 1033, nominating candidates to the Tarrant Appraisal District Board of Directors for their upcoming election.](#)

G. MAYOR AND COUNCIL ITEM(S)

G.1 Update on Tarrant County Mayor's Council by Mayor Bowen

H. STAFF REPORT(S) / ANNOUNCEMENT(S)

H.1 Assistant City Manager/Finance Director Report(s):

1. Annual Employee Appreciation Cook Out

H.2 Fire Chief Report(s):

1. Update on Fire Station 2nd Floor Finish Out.

H.3 Police Chief Report(s):

1. Report on National Night Out.

- H.4 Public Works Director Report(s):
1. Update on City Projects

I. 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.

- I.1 [Pursuant to Section 551.072: Deliberate the purchase, exchange, lease or value of real property located at Abstract 1741, Tract 1, Jacob Wilcox Survey and Abstract 1741, Tract 1S, Jacob Wilcox Survey.](#)

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

K. 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 Tuesday, October 3, 2017 at 10:00 a.m.

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 Regular City Council Meeting – October 10, 2017

Agenda Item No. B.1

FROM: Monica Solko, City Secretary

ITEM: Approve minutes of the September 12, 2017 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:

1. September 12, 2017 City Council minutes

RECOMMENDED MOTION OR ACTION:

Approve minutes of the September 12, 2017 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, SEPTEMBER 12, 2017**

REGULAR MEETING: 6:30 PM

A. CALL TO ORDER.

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

A.1 INVOCATION AND PLEDGE OF ALLEGIANCE.

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

A.2 ROLL CALL.

Present:	Walter Bowen	Mayor
	Geoffrey White	Mayor Pro Tem, Place 2
	Jim Smith	Council, Place 1
	Gene Ferguson	Council, Place 3
	Ronny Parsley	Council, Place 4
	Pat O. Hill	Council, Place 5
	Gary Stuard	Council, Place 6
	Clint Narmore	Council, Place 7
Staff:	Stacey Almond	City Manager
	Debbie Whitley	Assistant City Manager/Finance Director
	Monica Solko	City Secretary
	Drew Larkin	City Attorney
	Mike Christenson	Fire Chief
	Sean Densmore	Public Works Director
	Barry Barber	Building Development Director
	Sammy Garcia	Police Lieutenant
	Misty Christian	City Engineer
	Suzanne Meason	Planning and Zoning Administrator

A.3 SPECIAL PRESENTATION(S) AND RECOGNITION(S):

There were no items for this category.

A.4 CITIZEN PRESENTATION / VISITOR COMMENTS

There were no requests to speak from the public.

A.5 REMOVAL OF CONSENT AGENDA

No items were removed from the consent agenda.

Mayor Pro Tem White asked about the drop in sales tax revenues on the financial report (item B.2). Assistant City Manager/Finance Director Debbie Whitley explained that during the month of August the sales tax was down almost 22%. Last month, the city received their monthly State Comptroller report which showed a negative \$94,000 audit adjustment. After inquiring about the negative amount, the state informed the city that they had conducted an audit and found that a company located outside our city had paid us sales tax in error. After further research on the issue, the city found that Chain Link Services, Inc. a restaurant appliance and supply store had indeed started paying us sales tax in August 2016. The city also discovered that Chain Link Services, Inc. has continued to pay the city sales tax in amounts ranging from \$12,000 to \$18,000 a month. The city has three options: 1) the city can do nothing, 2) the city could contact the business and inform them of the error so that it can be fixed or 3) the city can contact the State Comptroller's Office and request that they fix the error retroactive from January 2017 which would be approximately \$84,000 and request to pay it back in smaller increments rather than a lump sum. If the city decides to do nothing, the State could potentially audit the city up to four years which could cost the city approximately \$600,000.

After discussion and questions from Council, the consensus was to contact the State Comptroller and notify them of the error.

B. CONSIDER APPROVAL OF CONSENT AGENDA ITEMS APPROVED

- B.1 APPROVE MINUTES OF THE AUGUST 8, 2017, AUGUST 22, 2017, AUGUST 25, 2017 AND SEPTEMBER 5, 2017, REGULAR AND SPECIAL CITY COUNCIL MEETINGS.**
- B.2 APPROVE THE FINANCE REPORTS FOR THE MONTH OF AUGUST 2017.**
- B.3 APPROVE A CONTRACT RENEWAL WITH TARRANT COUNTY FIRE ALARM CENTER (TCFAC) FOR LAKE WORTH FIRE DEPARTMENT DISPATCH SERVICES FROM OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018, AND AUTHORIZE THE CITY MANAGER TO EXECUTE SAME.**

- B.4 APPROVE A CONTRACT WITH O'LEARY AUCTIONS, LLC FOR THE AUCTION OF THE HOUSE LOCATED AT 7321 COMANCHE TRAIL AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONTRACT.**
- B.5 APPROVE RESOLUTION NO. 1027, REVISING JOB DESCRIPTIONS FOR THE ADMINISTRATIVE ASSISTANT-PW, ANIMAL CONTROL OFFICER, COMMUNITY ACTIVITIES COORDINATOR, DIRECTOR OF LIBRARY SERVICES, FIRE CHIEF, LIBRARY AIDE, MECHANIC, BUILDING MAINTENANCE WORKER, CREW LEADER (MAINTENANCE), PARKS MAINTENANCE WORKER, CREW LEADER (PARKS), SENIOR CENTER AIDE, SENIOR CENTER AIDE (PT AS NEEDED), STREET MAINTENANCE WORKER, CREW LEADER (STREETS), WATER/SEWER TECHNICIAN I, WATER/SEWER TECHNICIAN II, CREW LEADER (WATER/SEWER), AND ADDING FOUR (4) NEW JOB DESCRIPTIONS OF MECHANIC II, MAINTENANCE WORKER II (MAINTENANCE), MAINTENANCE WORKER II (PARKS), AND MAINTENANCE WORKER II (STREETS).**
- B.6 APPROVE RESOLUTION NO. 1028, DESIGNATING THE FORT WORTH STAR TELEGRAM AS THE OFFICIAL NEWSPAPER OF THE CITY OF LAKE WORTH.**
- B.7 APPROVE A CONTRACT RENEWAL WITH FORT WORTH STAR TELEGRAM FOR NEWSPAPER PUBLICATION SERVICES FOR FY 2017-2018.**
- B.8 APPROVE THE 2017-2018 CITY OF LAKE WORTH ORGANIZATIONAL CHART.**
- B.9 APPROVE THE 2017-2018 EMPLOYEE COMPENSATION PLAN.**

A MOTION WAS MADE BY COUNCIL MEMBER STUARD, SECONDED BY COUNCIL MEMBER FERGUSON, TO APPROVE THE CONSENT AGENDA.

MOTION TO APPROVE CARRIED 7-0.

C. PUBLIC HEARINGS

- C.1 PUBLIC HEARING TO CONSIDER PLANNING & ZONING CASE NO. PS17-06, A PROPOSED FINAL PLAT BEING ALL OF A .562 ACRE PARCEL OF LAND KNOWN AS ABSTRACT 189, TRACT 73, N B BREEDING SURVEY OF THE RECORDS OF TARRANT COUNTY, TEXAS. THE PROPOSED FINAL PLAT'S NEW LEGAL DESCRIPTION WILL BE BLOCK 1, LOT 1, WESTBROOK ADDITION, COMMONLY KNOWN AS 4539 HODGKINS ROAD, LAKE WORTH, TEXAS.**

APPROVED

Mayor Bowen opened the public hearing and called on Planning and Zoning Administrator Suzanne Meason to present the item.

Ms. Meason summarized the item. The applicant purchased the property with the intent to build a residence on the property. The property was still in abstract/tract form and required platting in order for a structure to be built on the property. City utilities (water/sewer) are already in place and the property will just hook into existing services upon construction. The preliminary plat and plans submitted complied with City requirements and were approved by City Council on August 8, 2017. The final plat is the next step in the process and Council is being asked to consider approving PS17-06. The Planning and Zoning Commission recommended approval by a 5-0 vote.

Mayor Bowen called on the applicant to come forward.

Mr. Lee E. Westbrook, 1205 Pepperidge Lane, Fort Worth came forward. He was available to answer any questions Council may have.

Mayor Bowen asked for public comments on the Planning and Zoning Case No. PS17-06. There being no one wishing to speak, Mayor Bowen closed the public hearing and called for a motion.

A MOTION WAS MADE BY COUNCIL MEMBER FERGUSON, SECONDED BY COUNCIL MEMBER HILL, TO APPROVE PLANNING CASE NO. PS17-06 WESTBROOK FINAL PLAT, AS PRESENTED.

MOTION TO APPROVE CARRIED 7-0.

C.2 PUBLIC HEARING TO CONSIDER PLANNING & ZONING CASE NO. PS17-07, A PROPOSED PRELIMINARY PLAT BEING ALL OF A 0.338 ACRE PARCEL OF LAND KNOWN AS ABSTRACT 189, TRACT(S) 93 & 100A, N B BREEDING SURVEY OF THE RECORDS OF TARRANT COUNTY, TEXAS. THE PROPOSED PRELIMINARY PLAT'S NEW LEGAL DESCRIPTION WILL BE BLOCK 1, LOT 1, HODGKINS ADDITION, COMMONLY KNOWN AS 4552 HODGKINS ROAD, LAKE WORTH, TEXAS.

APPROVED

Mayor Bowen opened the public hearing and called on Planning and Zoning Administrator Suzanne Meason to present the item.

Ms. Meason summarized the item. Ms. Meason stated that items C.2 and C.3 were companion items. The applicant came to the city requesting to install a new in-ground swimming pool. It was discovered that the property was not platted, and the proposed pool would go right across tract boundaries. The property is developed with city water and sewer and there will be no changes in the drainage on the property. The preliminary plat (item C.2) and final plat (item C.3) are being submitted for consideration. The Planning and Zoning commission recommended approval for the preliminary plat and final plat by a 5-0 vote.

Mayor Bowen asked for public comments on the Planning and Zoning Case No. PS17-07. There being no one wishing to speak, Mayor Bowen closed the public hearing and called for a motion.

A MOTION WAS MADE BY COUNCIL MEMBER SMITH, SECONDED BY COUNCIL MEMBER HILL, TO APPROVE PLANNING AND ZONING CASE NO. PS17-07, AS PRESENTED.

MOTION TO APPROVE CARRIED 7-0.

C.3 PUBLIC HEARING TO CONSIDER PLANNING & ZONING CASE NO. PS17-08, A PROPOSED FINAL PLAT BEING ALL OF A 0.338 ACRE PARCEL OF LAND KNOWN AS ABSTRACT 189, TRACT(S) 93 & 100A, N B BREEDING SURVEY OF THE RECORDS OF TARRANT COUNTY, TEXAS. THE PROPOSED FINAL PLAT'S NEW LEGAL DESCRIPTION WILL BE BLOCK 1, LOT 1, HODGKINS ADDITION, COMMONLY KNOWN AS 4552 HODGKINS ROAD, LAKE WORTH, TEXAS.

APPROVED

Mayor Bowen opened the public hearing and called on Planning and Zoning Administrator Suzanne Meason to present the item.

Ms. Meason summarized the item. Ms. Meason stated that items C.2 and C.3 were companion items. The final plat is the next step in the process and Council is being asked to consider approving PS17-08. The Planning and Zoning commission recommended approval for the preliminary plat and final plat by a 5-0 vote.

Mayor Bowen asked for public comments on Planning and Zoning Case No. PS17-08. There being no one wishing to speak, Mayor Bowen closed the public hearing and called for a motion.

A MOTION WAS MADE BY COUNCIL MEMBER NARMORE, SECONDED BY COUNCIL MEMBER PARSLEY, TO APPROVE PLANNING AND ZONING CASE No. PS17-08, FINAL PLAT AS PRESENTED.

MOTION TO APPROVE CARRIED 7-0.

D. PLANNING AND DEVELOPMENT

D.1 DISCUSS AND CONSIDER RESOLUTION NO. 1031, APPOINTING MEMBERS TO THE BOARD OF ADJUSTMENT PLACE 5 AND THE PLANNING AND ZONING COMMISSION PLACES 1, 3, 5 AND 7.

APPROVED

Planning and Zoning Administrator Suzanne Meason presented the item. The terms of office for the board members serving Places 1, 3, 5 and 7 on the Board of Adjustment

and Planning and Zoning Commission will be expiring on October 1, 2017. The term of office is a two year term. The following applicants have submitted their application for consideration.

Board of Adjustment:

Place 5	Patricia Davis (reappointment)	October 1, 2019
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Planning and Zoning Commission:

Place 1	Don Riley (appointment)	October 1, 2019
Place 3	Jeannie Turley (reappointment)	October 1, 2019
Place 5	Troy Jones (reappointment)	October 1, 2019
Place 7	Sue Wenger (reappointment)	October 1, 2019

City Manager Stacey Almond commented that due to the lack of applicants for the Board of Adjustment, the board no longer had enough members to form a quorum to meet. The City Attorney is currently looking for a solution.

A MOTION WAS MADE BY MAYOR PRO TEM WHITE, SECONDED BY COUNCIL MEMBER STUARD, TO APPROVE RESOLUTION NO. 1031, REAPPOINTING PATRICIA DAVIS TO PLACE 5 OF THE BOARD OF ADJUSTMENT AND APPOINTING DON RILEY TO PLACE 1, REAPPOINTING JEANNIE TURLEY TO PLACE 3, TROY JONES TO PLACE 5 AND SUE WENGER TO PLACE 7 OF THE PLANNING AND ZONING COMMISSION WITH TERMS EXPIRING OCTOBER 1, 2019.

MOTION TO APPROVE CARRIED 7-0.

E. PUBLIC WORKS

E.1 DISCUSS AND CONSIDER ORDINANCE 1095, AMENDING ARTICLE 13.1100 "RIGHT-OF-WAY MANAGEMENT" OF THE CODE OF ORDINANCES OF THE CITY OF LAKE WORTH TO ADD A NEW SECTION 13.1123, "NETWORK NODES IN PUBLIC RIGHT-OF-WAY".

APPROVED

City Manager Stacey Almond summarized the item. During the 85th regular session ending in May 2017, the Texas Legislature enacted Chapter 284 of the Texas Local Government Code ("Chapter 284"). The chapter relates to the installation of equipment, specifically wireless equipment in public right-of-way. It provides a state-wide regulatory scheme regarding the installation of such equipment and limits individual cities' abilities to further regulate the location of such equipment within public right-of-way. Cities are prohibited from enacting any type of moratorium relating to installation of equipment under Chapter 284, and there are specific time limitations which apply to the processing of applications. Chapter 284 is effective September 1, 2017, and provides that any current agreement or ordinances remain applicable to network nodes which are operational before that date. For all network nodes installed and operational on or after September 1, 2017, any current ordinances or agreement that do not comply with Chapter 284 must

be amended to comply with the provisions of Chapter 284 no later than March 1, 2018. Staff recommends approval of Ordinance No. 1095.

A MOTION WAS MADE BY COUNCIL MEMBER STUARD, SECONDED BY COUNCIL MEMBER NARMORE, TO APPROVE ORDINANCE NO. 1095, AMENDING ARTICLE 13.1100 RIGHT OF WAY MANAGEMENT OF THE CODE OF ORDINANCE OF THE CITY OF LAKE WORTH TO ADD A NEW SECTION 13.1123, NETWORK NODES IN PUBLIC RIGHT OF WAY.

MOTION TO APPROVE CARRIED 7-0.

F. GENERAL ITEMS

F.1 DISCUSS AND CONSIDER ORDINANCE NO. 1093, APPROVING AND ADOPTING THE BUDGET FOR FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018.

APPROVED

City Manager Stacey Almond presented the item. The item before Council is to consider the FY 2017-2018 proposed budget. The City Council held a budget workshop on August 11, 2017. A public hearing for the proposed budget was held on August 22, 2017. The proposed budget is based on a \$0.454920 per \$100 tax rate. Although the city is proposing to lower the tax rate, the city will generate more revenue from property taxes than last year because the city experienced an increase in its total taxable assessed values. Therefore, as required by Section 102.005 of the Local Government Code, which requires that a proposed budget that will require raising more revenue from property taxes than in the previous year, must contain a cover page with the following statement in 18-point or larger. "This budget will raise more revenue from property taxes than last year's budget by an amount of \$97,543, which is a 4.97 percent increase from last year's budget. The property tax revenue to be raised from new property asses to the tax roll this year is \$33,515."

Mayor Bowen announced that the Council members would take a roll call vote regarding Ordinance No. 1093, the adoption of the budget.

A ROLL CALL VOTE WAS TAKEN WITH THE FOLLOWING RESULTS:

MOTION TO APPROVE CARRIED 7-0, WITH COUNCIL MEMBER SMITH, FERGUSON, HILL, PARSLEY, STUARD, NARMORE AND MAYOR PRO TEM WHITE VOTING IN FAVOR.

Mayor Bowen announced that the Council members would take a roll call vote to ratify the property tax revenue increase as reflected in the FY 2017-2018 budget.

A MOTION WAS MADE BY COUNCIL MEMBER FERGUSON, SECONDED BY MAYOR PRO TEM WHITE, TO RATIFY THE PROPERTY TAX REVENUE INCREASE AS REFLECTED IN THE FY 2017-2018 BUDGET.

A ROLL CALL VOTE WAS TAKEN WITH THE FOLLOWING RESULTS:

MOTION TO APPROVE CARRIED 7-0, WITH COUNCIL MEMBER SMITH, FERGUSON, HILL, PARSLEY, STUARD, NARMORE AND MAYOR PRO TEM WHITE VOTING IN FAVOR.

F.2 DISCUSSION AND CONSIDER ORDINANCE NO. 1094, FIXING AND LEVYING MUNICIPAL AD VALOREM TAXES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING ON SEPTEMBER 30, 2018, AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED, AT THE RATE OF \$0.454920 PER \$100 ASSESSED VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE WORTH AS OF JANUARY 1, 2017; AND ADOPTING THE 2017 TAX ROLLS.

APPROVED

City Manager Stacey Almond summarized the item. The notice of effective tax rate was published in the Star Telegram newspaper on August 11, 2017 and the notice of public hearing on the tax rate on August 22, 2017 and September 5, 2017, in accordance with State law. Staff recommends approval of Ordinance No 1094, fixing and levying municipal ad valorem taxes for the fiscal year beginning October 1, 2017, and ending September 30, 2018, and for each year thereafter until otherwise provided, at the rate of \$0.454920 per \$100 assessed valuation on all taxable property within the corporate limits of the City of Lake Worth as of January 1, 2017; and adopting the 2017 tax rolls.

Mayor Bowen announced that the Council members would take a roll call vote on the adoption of the tax rate.

COUNCIL MEMBER FERGUSON MOVED THAT THE PROPERTY TAX RATE BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.454920 PER \$100 OF ASSESSED VALUE, WHICH IS EFFECTIVELY A 12.96 PERCENT INCREASE IN THE TAX RATE; AND MOVE TO APPROVE AN ORDINANCE ADOPTING THE 2017 TAX ROLLS AND FIXING AND LEVYING MUNICIPAL AD VALOREM TAXES FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2017, AND ENDING ON SEPTEMBER 30, 2018, AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED, AT THE RATE OF \$0.454920 PER \$100 ASSESSED VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE WORTH AS OF JANUARY 1, 2017. COUNCIL MEMBER PARSLEY SECONDED THE MOTION.

A ROLL CALL VOTE WAS TAKEN WITH THE FOLLOWING RESULTS:

MOTION TO APPROVE CARRIED 7-0, WITH COUNCIL MEMBER SMITH, FERGUSON, HILL, PARSLEY, STUARD, NARMORE AND MAYOR PRO TEM WHITE VOTING IN FAVOR.

F.3 DISCUSS AND CONSIDER THE ADOPTION OF THE ECONOMIC DEVELOPMENT CORPORATION BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018.

APPROVED

City Manager Stacey Almond summarized the item. The Lake Worth Economic Development Corporation meet and adopted the proposed budget on July 13, 2017 and have forwarded the budget for review and approval by Council. Sales tax revenues are budgeted in the amount of \$2,185,000.00. This is a proposed increase of 4% over the estimated total for FY 2016-2017. The proposed budget does not include salaries or related personnel costs.

A MOTION WAS MADE BY COUNCIL MEMBER STUARD AND SECONDED BY COUNCIL MEMBER FERGUSON TO APPROVE THE ADOPTION OF ECONOMIC DEVELOPMENT CORPORATION BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018.

MOTION TO APPROVE CARRIED 7-0.

F.4 DISCUSS AND CONSIDER THE RENEWAL OF AN AGREEMENT FOR EMERGENCY MEDICAL AND FIRE PROTECTION SERVICES, FIRE INSPECTIONS AND PLAN REVIEW, FIRE CODE ENFORCEMENT AND FIRE INVESTIGATION SERVICES FOR THE TOWN OF LAKESIDE AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONTRACT.

APPROVED

Fire Chief Mike Christenson summarized the item. Council is being asked to approve a renewal of an agreement for emergency medical and fire protection services, fire inspections and plan review, fire code enforcement and fire investigation services for the Town of Lakeside and authorize the City Manager to execute the contract.

A MOTION WAS MADE BY MAYOR PRO TEM WHITE, SECONDED BY COUNCIL MEMBER HILL TO APPROVE THE RENEWAL OF AN AGREEMENT FOR EMERGENCY MEDICAL AND FIRE PROTECTION SERVICES, FIRE INSPECTIONS AND PLAN REVIEW, FIRE CODE ENFORCEMENT AND FIRE INVESTIGATION SERVICES WITH THE TOWN OF LAKESIDE AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONTRACT.

MOTION TO APPROVE CARRIED 7-0.

F.5 DISCUSS AND CONSIDER A MEMORANDUM OF UNDERSTANDING WITH ALLIANCE FOR CHILDREN ORGANIZATION.

APPROVED

Police Lieutenant Sammy Garcia presented the item. Council is being asked to approve a Memorandum of Understanding (MOU) with Alliance for Children which is a child advocacy center with several locations in Tarrant County. The City of Lake Worth Police Department has enjoyed the services of the Fort Worth Alliance for Children location for several years. Alliance for Children has recently opened their Northwest Center located at 8401 Jacksboro Highway and has asked the City of Lake Worth to partner with them to serve the City of Lake Worth and the surrounding communities. A partnership fee for the MOU is \$0.20 per capita and is funded by the child safety fund account. Staff recommends approval of the MOU with Alliance for Children.

A MOTION WAS MADE BY COUNCIL MEMBER NARMORE, SECONDED BY COUNCIL MEMBER PARSLEY TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH ALLIANCE FOR CHILDREN.

MOTION TO APPROVE CARRIED 7-0.

F.6 DISCUSS AND CONSIDER AN INTERLOCAL AGREEMENT WITH LAKE WORTH INDEPENDENT SCHOOL DISTRICT FOR THE SCHOOL RESOURCE PROGRAM AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT.

APPROVED

Police Lieutenant Sammy Garcia presented the item. Council is being asked to approve an interlocal agreement with the Lake Worth Independent School District for the School Resource Program. This agreement is based upon fixed expenditures for personnel and operating costs for police officers assigned to the SRO Program. The amount represents 50% of all personnel and operating costs incurred by the City for the one (1) police officer which does not include the command staff, supervising the officer. The agreement amount also includes the District's proportional share of the personnel, training and operating costs of the Lake Worth Police Department. If approved, the Lake Worth Independent School District would reimburse the City of Lake Worth \$42,860.00 which is 50% of the budgeted SRO salary from the Crime Control Prevention District budget.

A MOTION WAS MADE BY MAYOR PRO TEM WHITE, SECONDED BY COUNCIL MEMBER STUARD TO APPROVE THE INTERLOCAL AGREEMENT WITH THE LAKE WORTH INDEPENDENT SCHOOL DISTRICT FOR THE SCHOOL RESOURCE PROGRAM AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT.

MOTION TO APPROVE CARRIED 7-0.

F.7 DISCUSS AND CONSIDER APPROVAL OF AN EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$250,000 FOR THE DESIGN OF INFRASTRUCTURE AND WATER/SEWER UTILITIES ALONG AZLE AVENUE FROM HIGHWAY 199 TO BOAT CLUB ROAD.

APPROVED

Public Works Director Sean Densmore summarized the item. Council is being asked to approve an expenditure in amount not to exceed \$250,000 for the design of infrastructure and water/sewer utilities along Azle Avenue from Highway 199 to Boat Club Road. Azle Avenue is a main business corridor for the City of Lake Worth and sufficient infrastructure is vital to the economic stability and growth of the city. To facilitate phasing the project staff requested the Economic Development Corporation (EDC) approve a resolution to fund the beginning stages of planning the upgrades. On September 5, 2017 the EDC approved a resolution for the design of the project. Staff is anticipating the reconstruction of the entire five (5) land road along with major water, sewer, storm water, curbs/gutters, and sidewalks. The design stage will allow the City Engineer along with key staff to engage the City Council to determine the best way to approach the Azle Avenue reconstruction efforts. It's anticipated this project will be executed in a phased approach.

A MOTION WAS MADE BY COUNCIL MEMBER SMITH, SECONDED BY COUNCIL MEMBER STUARD TO APPROVE AN EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$250,000 FOR THE DESIGN OF INFRASTRUCTURE AND WATER/SEWER UTILITIES ALONG AZLE AVENUE FROM HIGHWAY 199 TO BOAT CLUB ROAD.

MOTION TO APPROVE CARRIED 7-0.

F.8 DISCUSS AND CONSIDER APPROVAL OF AN EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$417,000 FOR THE DESIGN OF THE 16' FORCE MAIN ALONG HIGHWAY 199 FROM PAUL MEADOR ROAD TO ROBERTS CUT OFF.

APPROVED

Public Works Director Sean Densmore summarized the item. Staff recommended funding approval by the Economic Development Corporation (EDC) for the design costs attributable to the construction of the force main along Highway 199 from Paul Meador Road to Roberts Cut Off. On September 5, 2017, the EDC approved a resolution for the design of the 16 inch Force Main along Highway 199. Highway 199 is the main business corridor for Lake Worth and the updated force main is critical and vital to the economic stability and growth of the city. This item is not part of the proposed budget for the EDC Corporation. Funding is available and a budget amendment would be presented at the next quarterly meeting, if approved.

A MOTION WAS MADE BY COUNCIL FERGUSON, SECONDED BY MAYOR PRO TEM WHITE TO APPROVE AN EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$417,000 FOR THE DESIGN OF THE 16 INCH FORCE MAIN ALONG HIGHWAY 199 FROM PAUL MEADOR ROAD TO ROBERTS CUT OFF.

MOTION TO APPROVE CARRIED 7-0.

F.9 DISCUSS AND CONSIDER RESOLUTION NO. 1030, ADOPTING THE CITY OF LAKE WORTH PERSONNEL AND ADMINISTRATIVE REGULATIONS MANUAL (PARM), TITLE I.

APPROVED

City Manager Stacey Almond presented the item. The Council is being asked to approve Resolution No. 1030, adopting the City of Lake Worth Personnel and Administrative Regulations Manual (PARM), Title I.

Significant changes to regulations:

- a. Chapter 2, Section 2.20 – Secondary Employment. More detail was added to this section and written prior approval must be secured and documented in the employees personnel file.
- b. Chapter 3, Section 3.10 – Overtime. Currently there is no limit to compensatory time earned by employees. This adjustment provides for an 80hour maximum; anything over the maximum must be paid out at time and half to the employee at the time it's earned. This prevents the town from carrying over large personnel liabilities. (This provision applies to all non-exempt employees.).
- c. Chapter 3, Section 3.12 – On Call and Call Backs. Water, Wastewater and Streets Non-Exempt Employees. When an employee is assigned 1st call for a week's period, he will be paid \$80.00 on call premium; or \$120.00 on a week containing an official city holiday. When an employee is assigned 2nd call duty for a week's period he will be paid \$60.00 on call premium; or \$80.00 on a week containing an official city approved Holiday. When an employee is assigned to be on call he must be available to report to work within 45 minutes.
- d. Chapter 3, Section 3.19 – Step-Up Pay. a) when a firefighter shift employee is assigned duties of a Driver/Engineer for more than twelve (12) hour period the step-up pay will be an increase of 10% of the base hourly rate. b) when a police patrol employee is assigned "Officer in Charge" duties for a minimum of eight (8) hour period the step-up pay will be an increase of 10% of the base hourly rate.
- e. Chapter 5, Section 5.01 – Vacation Leave. Currently there is no limit on the accumulation of Holiday time. This adjustment provides for an 88-hour maximum and 120-hour maximum for firefighter shift personnel.
- f. Chapter 5, Section 5.02 – Vacation Leave. Vacation is currently accumulated year to year not to exceed the maximum time plus 40 hours; staff is proposing carryover amounts of 240 hours annually for all regular full time employees; firefighters shift employees will have a maximum carry over of 320 hours.
- g. Chapter 5, Section 5.03 – Sick Leave. Sick may be accumulated from year to year, not exceed 480 hours for regular full time employees; and 720 hours for firefighter shift personnel.

A MOTION WAS MADE BY COUNCIL MEMBER SMITH, SECONDED BY COUNCIL MEMBER PARSLEY TO APPROVE RESOLUTION No. 1030, ADOPTING THE CITY OF LAKE WORTH PERSONNEL AND ADMINISTRATIVE REGULATIONS MANUAL (PARM), TITLE I, EFFECTIVE OCTOBER 1, 2017.

MOTION TO APPROVE CARRIED 7-0.

G. MAYOR AND COUNCIL ITEMS.

G.1 UPDATE ON TARRANT COUNTY MAYOR'S COUNCIL BY MAYOR BOWEN.

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

H. STAFF REPORT(S) / ANNOUNCEMENT(S)

H.1 ASSISTANT CITY MANAGER/DIRECTOR OF FINANCE REPORT(S):

- 1. Update on Employee Turnover.**
- 2. Update on Employee Cookout.**

Assistant City Manager/Finance Director Debbie Whitley announced that during the Budget Workshop, Council member Narmore asked for an update on employee turnovers. In 2016 there were 101 budgeted positions for the city, 11% of the total employee turnover, 3% were part-time that may have found a full time job, 2% were retired or moved out of the area and 6% left for a better opportunity. Looking at the current year, the numbers are very similar.

Council member Hill thanked Ms. Whitley for the information and asked if a similar report could be generated for water loss. City Manager Stacey Almond directed Public Works Sean Densmore to prepare the report for Council.

Ms. Whitley announced that the Employee Cookout will be on Thursday, October 19th at Charbonneau Park from 11:00 a.m. – 2:00 p.m.

H.2 POLICE CHIEF REPORT(S):

- 1. Announcement on National Night Out.**
- 2. Announcement on Police Department Accomplishments**
- 3. Update on Motorola radio system.**

Police Lieutenant Sammy Garcia announced National Night Out will be Tuesday, October 3 at Lake Worth Park from 6:00 p.m. – 9:00 p.m.

Police accomplishments and participation:

- Sr. Thanksgiving Dinner - served approximately 350 free dinners
- Community Outreach - evening programs to advise citizens on safety issues
- Marine Creek Health & Safety Fair

- N.A. Howry Career Day
- Citizens Police Academy Cook Out
- Chamber of Commerce Santa Appearance
- Bullfrog Rodeo
- Sr. Talks (Fridays)
- Coleson's F.R.O.G.
- Bike Rodeo
- National Night Out - served over 500 hot dogs and had 15 vendors attend
- Operation Santa - 77 children within our school district.
 - 23 families inside city limits
 - 67 children
 - 40 families outside city limits
 - 110 children
- Relay for life-Lake Worth Warriors for a Cure
- Home Depot Safety Fair

Lieutenant Garcia updated Council on the new radio system. The radio system is close to being complete in dispatch and hopefully within the next month will have the trunking system hooked into the Fort Worth system. There were a few technical errors but they have been resolved and they are back on track.

H.3 FIRE CHIEF REPORT(S):

- 1. Update on "Fill the Boot" for Hurricane Harvey efforts.**
- 2. Update on FD Harvey deployment.**
- 3. Update on truck and equipment.**
- 4. Update on Fire Station 2nd Floor Finish out.**

Fire Chief Mike Christenson announced that during the Hurricane Harvey Relief efforts staff wanted to do something help. They decided to stand at Walmart for two hours for two days collecting money with "Fill the Boot" for Hurricane Harvey Relief. The firefighters collected \$5,483. The funds will be distributed to the Red Cross, Salvation Army and the Lake Worth ISD. The Lake Worth ISD reached out to the city requesting help with uniforms for Hurricane Harvey evacuees that had recently enrolled at Lake Worth ISD.

Also, the Fire Department was asked to deploy a tanker truck and employees to help with Harvey Relief efforts in Beaumont, Texas. The Beaumont water system was down and they asked local cities across Texas to help with any structural fires that could arise. Before our truck could make it to Beaumont, Beaumont called and said their water system was back up and no need to send the help. They did reach out to see if they were needed elsewhere but there were no other places in needed, so they turned back the same day.

The Fire Department is having some work done to the apparatus pad on the newest part of station where the truck and ladder pull out. There were some concrete issues and plumbing that needed to be fixed. The sand trap has been replaced and a plumber has been called out to work on the plumbing. The project should be complete within a week.

The Fire Station 2nd floor finish out is about two to three weeks out. The air conditioning unit was turned on yesterday, the ceiling is in and they are starting to put in the carpet and vinyl planks this week. They will also start laying the ceramic tile, putting in fixtures, installing cabinets and doors. So the project is close to being complete.

An update on the Fire House Sub grant, the grant allowed for three radios which have come in and are in the processing of being programmed. That will give the Fire Department nine radios plus three with the Motorola agreement which will bring the total to twelve tri-brand radios.

H.4 PUBLIC WORKS DIRECTOR REPORT(S)

1. Update on City Projects.

Public Works Director Sean Densmore reported the following:

- Lake Worth Park Fence Project – the contractor has started removing the old fencing on both fields. Today they laid out the new location of the fence. They will be drilling new poles in the next day or two with concrete work. The project should be complete by October 11th.
- Sanitary Sewer project – contractor has completed line F which is on White Street and will moving to line D which is located in the creek area behind Lakeside and Canyon. There is roughly two other lines left, line I which is 199 and Line E which is Clark.
- Charbonneau Lift Station – we are still waiting on the contractors to find a solution.

I. EXECUTIVE SESSION

- I.1 [Pursuant to Section 551.072: Deliberate the purchase, exchange, lease or value of real property located at Abstract 1741, Tract 1, Jacob Wilcox Survey and Abstract 1741, Tract 1S, Jacob Wilcox Survey.](#)

Mayor Bowen announced at 7:26 p.m. that the Council would adjourn into Executive Session as authorized by Chapter 551, Texas Government Code, specifically Section 551.072: Deliberate the purchase, exchange, lease or value of real property located at Abstract 1741, Tract 1 Jacob Wilcox Survey and Abstract 1741, Tract 1S, Jacob Wilcox Survey. Executive Session began at 7:26 p.m. and concluded at 8:29 p.m.

Mayor Bowen reconvened into open session at 8:29 p.m.

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

No action required as a results of Executive Session.

K. ADJOURNMENT

Mayor Walter Bowen adjourned the meeting at 8:29 p.m.

APPROVED

By: _____
Walter Bowen, Mayor

ATTEST:

Monica Solko, City Secretary

Lake Worth Regular City Council Meeting – October 10, 2017

Agenda Item No. B.2

From: Debbie Whitley, ACM/ Director of Finance

Item: Approve Finance reports for the month of September 2017.

Summary:

Finance reports are prepared and presented to Council for approval each month. The purpose of the reports is to keep the Council informed on the status of the City's revenues and expenses as related to the current year budget projections for major funds and on the cash and investment balances for all funds.

Fiscal Impact:

N/A

Attachments:

1. Cash Position Report- all funds
2. Cash and investment summary-all funds
3. Expenditure Report-General Fund, EDC and Water/Sewer Fund
4. Revenue Report-General Fund, EDC, Water/Sewer Fund and Debt Service Fund
5. Sales Tax Revenue Report-General Fund
6. Revenue, Expense and Cash Position Report-Park Improvement Fund
7. Revenue and Expense Report-Street Maintenance Fund
8. Revenue and Expense Report-Crime Control & Prevention District

Recommended Motion or Action:

Approve finance reports for the month of September 2017.

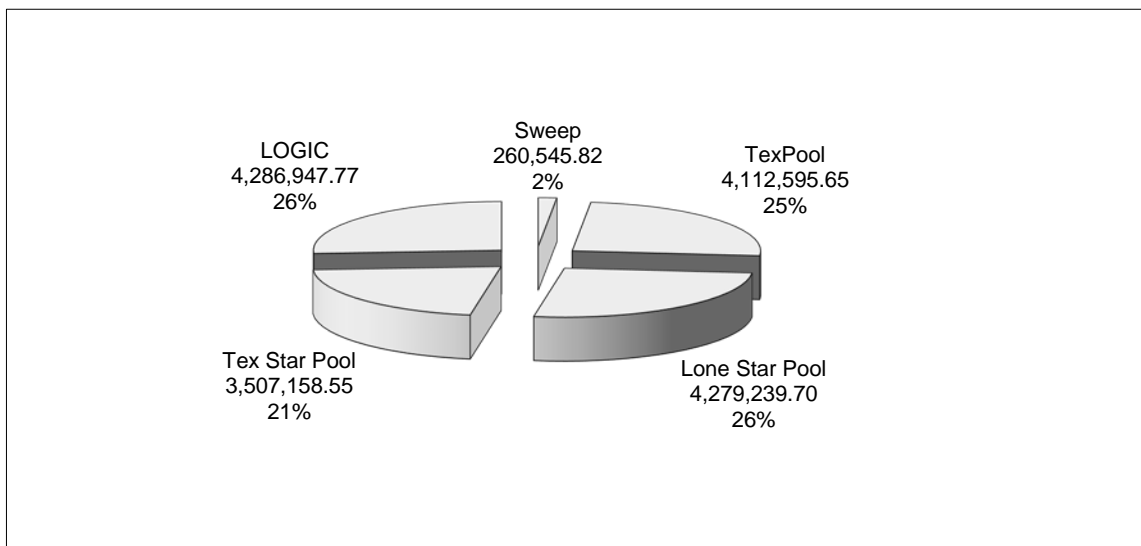
**CITY OF LAKE WORTH
CASH POSITION
As of September 30, 2017**

	Checking Account	TexPool	Lone Star Pool	TexStar	LOGIC	Total
General Fund	44,989.78	1,412,784.62	1,453,514.07	1,899,909.25	1,339,391.89	6,150,589.61
Park Fund	11,010.62	250,167.61			233,811.21	494,989.44
Child Safety Fund	16,835.22					16,835.22
Court Technology	8,427.48					8,427.48
Court Security Fund	22,926.42				41,460.91	64,387.33
Confiscated Property Fund	5,861.36					5,861.36
Street Maintenance	24,725.90	531,175.82	523,069.88	544,733.64	501,732.29	2,125,437.53
Crime Control	23,208.51	140,179.94	151,245.74	193,570.06		508,204.25
Economic Development		1,321,896.72	1,411,960.51		1,329,652.66	4,063,509.89
PEG Fund					65,626.58	65,626.58
Water/Sewer Fund	82,296.72	431,579.48	392,118.32		443,837.83	1,349,832.35
Debt Service	6,145.73	24,714.39	24,476.09			55,336.21
2008 CO Series		97.07		736,126.20		736,223.27
Hotel/Motel Tax Fund	14,118.08		322,855.09	132,819.40	331,434.40	801,226.97
Total All Cash & Invstments	260,545.82	4,112,595.65	4,279,239.70	3,507,158.55	4,286,947.77	16,446,487.49

CITY OF LAKE WORTH INVESTMENT ACTIVITY *As of September 30, 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	\$260,545.82
<i>(Funds covered by FDIC and Pledged Collateral by Bank of Texas)</i>	
Total Funds Held In TexPool	\$4,112,595.65
<i>(NAV \$1.00 per share, 4,112,596 shares; WAM 1 day)</i>	
Total Funds Held In Lone Star Pool	\$4,279,239.70
<i>(NAV \$1.00 per share, 4,279,240 shares; WAM 1 day)</i>	
Total Funds Held In TexStar Pool	\$3,507,158.55
<i>(NAV \$1.00 per share, 3,507,159 shares; WAM 1 day)</i>	
Total Funds Held In LOGIC	\$4,286,947.77
<i>(NAV \$1.00 per share, 4,286,948 shares; WAM 1 day)</i>	
Total All Funds	\$16,446,487.49



Prepared By: *Debbie Whitley*

Date: September 6, 2017

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

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNEXPENDED BALANCE	% EXPENDED
GENERAL FUND					
Mayor/Council	15,463.00	1,420.73	14,807.01	655.99	96%
Administration	1,981,711.00	355,096.89	1,335,333.36	646,377.64	67%
Police	2,171,161.00	148,967.37	1,988,096.15	183,064.85	92%
Fire	1,881,449.00	199,485.91	1,761,803.93	119,645.07	94%
Street	600,625.00	39,940.14	546,366.26	54,258.74	91%
Library	241,265.00	16,550.20	230,288.88	10,976.12	95%
Parks	375,259.00	30,825.68	335,826.87	39,432.13	89%
Maintenance Dept	186,242.00	11,086.85	166,667.13	19,574.87	89%
Senior Citizens	114,912.00	8,248.27	106,558.12	8,353.88	93%
Municipal Court	219,719.00	15,516.36	213,217.84	6,501.16	97%
Animal Control	88,656.00	4,779.20	77,895.64	10,760.36	88%
Emergency Management	14,554.00	18.31	10,843.84	3,710.16	75%
Permits & Inspections	355,950.00	24,974.94	328,435.15	27,514.85	92%
Information Technology	477,451.00	36,430.94	408,436.42	69,014.58	86%
Total General Fund	8,724,417.00	893,341.79	7,524,576.60	1,199,840.40	86%
EDC					
Administration	1,528,102.00	347,701.59	1,455,371.06	72,730.94	95%
Lake Worth Area Museum	7,309.00	181.73	5,862.37	1,446.63	80%
Total EDC	1,535,411.00	347,883.32	1,461,233.43	74,177.57	95%
WATER/SEWER FUND					
Administration	1,186,815.00	192,093.48	1,166,909.27	19,905.73	98%
Water Supply	969,557.00	78,718.56	727,905.96	241,651.04	75%
Water Distribution	371,241.00	20,047.81	272,851.13	98,389.87	73%
Sewer Department	1,178,103.00	45,774.24	818,460.04	359,642.96	69%
Total Water/Sewer	3,705,716.00	336,634.09	2,986,126.40	719,589.60	81%
TOTAL EXPENDITURES	13,958,235.00	1,577,677.47	11,966,074.06	1,992,160.94	86%

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

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

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNRECEIVED BALANCE	% RECEIVED
GENERAL FUND					
Property Taxes	760,494.00	3,455.91	770,120.17	-9,626.17	101%
Franchise Fees	448,000.00	71,424.45	436,913.51	11,086.49	98%
Sales and Beverage Taxes	4,159,469.00	403,076.15	3,968,588.38	190,880.62	95%
Fines and Warrants	429,810.00	41,365.94	494,484.67	-64,674.67	115%
License & Permits	132,310.00	7,325.33	174,740.95	-42,430.95	132%
Sanitation/Animal Control	184,685.00	16,152.99	189,171.82	-4,486.82	102%
Investment Income & Misc	641,058.00	26,339.91	468,421.86	172,636.14	73%
Due From Other Funds	1,107,369.00	276,837.00	1,107,369.00	0.00	100%
Use of Prior Year Reserves	814,872.00			814,872.00	0%
Total General Fund	8,678,067.00	845,977.68	7,609,810.36	1,068,256.64	88%
EDC					
Sales Tax	1,985,000.00	201,538.07	1,975,121.97	9,878.03	100%
Interest Income & Miscellaneous	9,250.00	4,103.75	28,999.81	-19,749.81	314%
Use of Prior Year Reserves				0.00	
Total EDC	1,994,250.00	205,641.82	2,004,121.78	-9,871.78	100%
WATER/SEWER FUND					
Water Sales	1,468,840.00	128,764.79	1,343,946.79	124,893.21	91%
Water Tap Fees	1,500.00		1,755.00	-255.00	117%
Water Service Charge	61,000.00	3,659.08	60,376.12	623.88	99%
Sewer Charges	978,000.00	84,083.80	948,773.58	29,226.42	97%
Sewer Tap Fees	4,500.00		5,300.00	-800.00	118%
Miscellaneous	49,250.00	4,546.44	51,594.08	-2,344.08	105%
Transfers In	825,490.00	415,380.86	812,937.87	12,552.13	98%
Use of Prior Year Reserves	317,136.00			317,136.00	0%
Total Water/Sewer Fund	3,705,716.00	636,434.97	3,224,683.44	481,032.56	87%
DEBT SERVICE FUND:					
Property Tax Revenue	1,210,202.00	5,839.50	1,203,484.83	6,717.17	99%
Investment Income & Misc	3,500.00	114.49	4,006.61	-506.61	114%
Transfers In	508,092.00	127,020.00	508,092.00	0.00	100%
Use of Prior Year Reserves	42,500.00			42,500.00	0%
Total Debt Service	1,764,294.00	132,973.99	1,715,583.44	48,710.56	97%
TOTAL ALL FUNDS	16,142,327.00	1,821,028.46	14,554,199.02	1,588,127.98	90%

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

		Current % Incr or Decrease
Current Month Receipts	403,076.15	
Same Month, Last Year	403,335.14	-0.064%
Same Month, 2 Years Ago	353,158.26	14.135%
Current YTD Total	3,950,243.97	
YTD, Last Year	3,814,194.96	3.567%
YTD, 2 Years Ago	3,503,511.90	12.751%

Current Year Budget is \$4,135,469

CITY OF LAKE WORTH
PARK FUND
As of September 30, 2017

REVENUE SOURCE:

UTILITY DONATIONS	10,202.00
DONATIONS - KIDS & TREES	0.00
DONATIONS - NAVAJO PARK	0.00
DONATIONS - RAYL PARK	5,000.00
DONATIONS - LAKE WORTH PARK	0.00
INVESTMENT INCOME	2,864.41
EDC CONTRIBUTIONS	250,000.00
MISCELLANEOUS	1,105.21
Total Revenue	<u>269,171.62</u>

EXPENDITURE CATEGORY:

MISCELLANEOUS	1,098.13
PARK MAINTENANCE	9,132.49
CHARBONNEAU PARK	831.09
LAKE WORTH PARK	74,492.46
NAVAJO PARK	86.97
GRAND LAKE PARK	73.50
REYNOLDS PARK	0.00
RAYL PARK	2,263.74
TELEPHONE ROAD PARK	0.00
DAKOTA PARK	472.56
EQUIPMENT PURCHASE/IMPROVEMENTS	1,496.93
Total Expenditure	<u>89,947.87</u>

REVENUE OVER EXPENDITURES 179,223.75

<u>CASH POSITION</u>	
CHECKING	11,010.62
INVESTMENTS	<u>483,978.82</u>
TOTAL CASH	494,989.44

**CITY OF LAKE WORTH
STREET MAINTENANCE
September 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	100,769.04	987,560.99	2,439.01	100%
Interest & Misc Income	4,750.00	2,282.68	43,675.17	-38,925.17	919%
Use of Prior Yr Rsrvs					
Total Revenue	994,750.00	103,051.72	1,031,236.16	-36,486.16	104%

Expenditures

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNEXPENDED BALANCE	% EXPENDED
Salaries	259,974.00	19,534.83	250,699.62	9,274.38	96%
Supplies	29,250.00	3,000.02	22,336.21	6,913.79	76%
Maintenance	414,629.00	86,385.91	232,098.04	182,530.96	56%
Services	11,739.00	184.99	10,061.14	1,677.86	86%
Equipment	34,350.00	2,001.37	28,134.97	6,215.03	82%
Transfers Out	112,244.00	28,061.00	112,244.00	0.00	100%
Total Expenditures	862,186.00	139,168.12	655,573.98	206,612.02	76%

CITY OF LAKE WORTH
CCPD
September 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	983,477.00	100,032.08	974,224.74	9,252.26	99%
Interest & Misc Income	800.00	669.27	19,646.48	-18,846.48	2456%
Use of Prior Yr Rsrvs					
Total Revenue	984,277.00	100,701.35	993,871.22	-9,594.22	101%

Expenditures

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNEXPENDED BALANCE	% EXPENDED
Salaries	616,660.00	41,224.23	564,616.52	52,043.48	92%
Supplies	18,050.00	608.59	11,355.48	6,694.52	63%
Maintenance	34,175.00	3,202.97	29,407.30	4,767.70	86%
Services	64,643.00	3,493.71	54,893.49	9,749.51	85%
Equipment	65,920.00	10,272.52	62,758.81	3,161.19	95%
Transfers Out	171,314.00	42,827.00	171,314.00	0.00	100%
Total Expenditures	970,762.00	101,629.02	894,345.60	76,416.40	92%

Lake Worth City Council Meeting – October 10, 2017

Agenda Item No. B.3

From: Stacey Almond, City Manager

Item: Approve a contract with Tarrant County Emergency Services District No. 1 (District) for fire service provided by the City of Lake Worth Fire Department beginning October 1, 2017 through September 30, 2018.

Summary:

Lake Worth Fire Department will provide EMS and fire protection service to all areas located within the designated county area (map attached to contract). The services shall be provided in accordance with the proposed contract.

Fiscal Impact:

1. The ESD will pay to Lake Worth an annual fee of Eighty-Four Thousand Dollars, (\$84,000.00), payable in quarterly installments of Twenty-One Thousand (\$21,000.00), with the first payment due on January 2018.
2. The ESD will also fund a Twenty Thousand (\$20,000) equipment grant to the Lake Worth Fire Department as shown in Exhibit "D".

Attachments:

1. Tarrant County Emergency Services contract

Recommended Motion or Action:

Move to approve a contract with Tarrant County Emergency Services District No. 1 for fire service provided by the City of Lake Worth Fire Department from October 1, 2017 through September 30, 2018, and authorize the City Manager to execute same.



TARRANT COUNTY
EMERGENCY SERVICES DISTRICT NO. ONE
2750 PREMIER STREET
FORT WORTH, TEXAS 76111-3011
(817) 838-4660
(817) 831-2007 FAX

September 13, 2017

City of Lake Worth
3805 Adam Grubb Dr
Fort Worth, TX 76135

Dear City Official,

Please find enclosed two (2) copies of the Tarrant County Emergency Services District No. One (District) Agreement for fire service provided by your City to the District beginning October 1, 2017 through September 30, 2018.

Please have both copies executed and return originals to the District's office at the above address. The District will then execute same, returning one copy for your files. So that we may confirm upcoming contracts, we ask that the executed agreements be returned as soon as possible.

If you have any questions, please feel free to contact Fire Marshal Randy Renois.

Regards,

Diane H. McAlister
Office Manager

Encl: ESD #1 Agreement (x2)

THE STATE OF TEXAS §
§
§
§
COUNTY OF TARRANT §

City of Lake Worth, Texas

Fire Service
Equipment
Grant

The TARRANT COUNTY EMERGENCY SERVICES DISTRICT NO. ONE, acting by and through its Board of Emergency Commissioners, hereafter referred to as DISTRICT, and the CITY OF LAKE WORTH, TEXAS, hereafter referred to as CITY, enter into the following Agreement:

Section 1: Authority and Services

CITY has a volunteer fire department recognized by the Insurance Commission of the State of Texas or a full-time professional fire department, and is, by an order or resolution of its governing body, authorized to enter into this Agreement with DISTRICT for the use of the personnel and equipment of CITY for the purpose of providing fire protection to real and personal property located outside the boundaries of CITY and within such distance as the CITY may be reasonably expected to render service in case of emergency service needs. Said service area(s) is highlighted on the attached Exhibit "A." The equipment and personnel of the CITY shall be under the control and supervision of CITY employees during a fire or emergency medical response pursuant to this Agreement. In accordance with Section 418.109(d) of the Texas Government Code or Section 791.027 of the Texas Government Code, it is also understood and agreed that the existence of this Agreement does not prevent the CITY from providing mutual aid assistance on request from another municipality, county, emergency services district, fire protection agency, organized volunteer group or other emergency service entity, and shall not be obligated to respond, when in the sole judgment of the CITY, such response would leave insufficient protection for the CITY.

Section 2: Fire Services Provided

CITY and DISTRICT hereby agree that for and in consideration of the monies to be paid by DISTRICT to CITY, the CITY will provide, through its fire department, fire protection services to the area described. These services include fire protection, fire rescue and first response for emergency medical services. In the event that the CITY resources are unavailable at the time of the request for services, the CITY will take reasonable efforts to make the resources available as soon as reasonably possible.

Section 3: Fire Service Compensation

DISTRICT agrees to pay to CITY the total sum of EIGHTY-FOUR THOUSAND DOLLARS (\$84,000.00) during this contract year by making equal quarterly payments during the months of January 2018, April 2018, July 2018 and October 2018 for fire protection services in the service area outlined in Exhibit "A."

Section 4: Equipment

During the period of this Agreement the DISTRICT will provide an engine tanker truck and a brush truck for the CITY's use. Title to such trucks shall remain with the DISTRICT and the CITY shall return the trucks to the DISTRICT upon expiration or termination of this Agreement, ordinary wear and tear excepted. By housing the equipment, the CITY agrees to use the equipment for calls beyond its service area in the event that conditions warrant its use. The parties to this Agreement agree that the County Fire Marshal will have the discretion to make decisions governing its use. CITY agrees to provide manpower to operate the equipment. CITY agrees to provide routine maintenance for this truck, including, but not limited to, fuel, tires, oil, transmission fluid, and spark plugs. DISTRICT will provide insurance against damage to the truck and damage, if any, for liability for the use of the equipment. The equipment may not be used as a first responder (EMS) unless necessary, for example, other vehicles are already dispatched in emergency response. Additionally, the CITY will comply with the Tarrant County ESD Equipment Policy which is attached hereto as Exhibit "C" for the usage of the equipment.

Other than property described in the previous paragraph, DISTRICT is under no obligation with respect to providing firefighting equipment or ambulance vehicles or supplies, or any other expenses incidental to the carrying out of this Agreement, and will have no right, title or interest in and to vehicles and equipment belonging to or contracted for by CITY.

Section 5: Term

Regarding payment, this Agreement will be in full force and effect for and during the period beginning October 1, 2017 and ending September 30, 2018. Regarding response purposes, this Agreement will remain in force until the 2018-19 DISTRICT budget is approved by the Commissioners and a new Agreement is executed retroactive to October 1, 2018 under the same terms and conditions.

Section 6: Payment of Funds

The DISTRICT will use its general fund to pay for the services supplied by the CITY pursuant to this Agreement. Payment pursuant to this Agreement will be in accord with the Rules and Regulations promulgated by the Commissioners. Said payments will be made as funds are available to DISTRICT.

Section 7: Emergency Scene Control

Whenever CITY responds to a call outside its normal jurisdictional limits, it will operate under the Fire Code in effect within the CITY limits of such cities or fire department primarily responsible for service to the area being served by CITY. Any fire investigators or other personnel who respond from DISTRICT to a fire or emergency scene which is under the control of CITY will be governed by the Fire Code of the CITY within whose limits the CITY normally operates. CITY personnel agree to fully cooperate with DISTRICT personnel.

Section 8: Inspection of Equipment

The DISTRICT or its agent has the right to inspect the equipment of the CITY that the CITY operates in its performance under this Agreement. The parties acknowledge that the nature of the CITY's equipment determines the consideration paid under this Agreement. In the event that the inspection reveals that the equipment is not in operating condition and in compliance with the Insurance Services Office (ISO) requirements for a department of its size, the CITY will authorize a re-inspection by the DISTRICT within fifteen (15) days. In the event the equipment is not in operating condition or in compliance with the ISO requirements for a department of its size during the re-inspection, all payments by the DISTRICT to the CITY will cease until the problem is corrected as certified by the DISTRICT.

Section 9: Monthly Reporting Required

All monthly reports, fire or ambulance, shall be turned in to the Fire Marshal's office no later than fifteen (15) days after the end of the applicable month. The failure to timely file the monthly report shall excuse the DISTRICT from payment for that applicable month resulting in a reduction of one-third of the quarterly payment to the CITY for each applicable month.

Section 10: Workers' Compensation Coverage

The CITY shall maintain statutory workers' compensation coverage for its employees, officers and volunteers regarding the CITY's performance under this contract. The CITY recognizes that the DISTRICT has no responsibility to furnish this coverage and CITY waives any right to pursue the DISTRICT for liability regarding payments for this coverage or for liability regarding payments for claims filed against this coverage.

Section 11: Line of Duty

When an employee or volunteer of the responding CITY is performing duties under the terms of this Agreement, that person is considered to be acting in the line of duty for the CITY for the purposes of 42 U.S.C.A., Section 3796; is considered to be in performance of duties for the CITY within the applicable provisions of Chapter 615 of the Texas Government Code, and of Chapter 142, Texas Local Government Code; and shall be entitled to any other benefits which accrue under law as a result of injury, death or loss which occurs while in the line of duty for the CITY under this Agreement. This section does not increase the DISTRICT's liability under this Agreement.

Section 12: Assignment of Liability

The assisting party (CITY) shall be responsible for any civil liability or costs that may arise from the fire protection, fire rescue and first response for emergency medical services that the assisting party provides to the requesting party (DISTRICT) under this Agreement. The parties agree pursuant to Section 791.006 (a-1) of the Texas Government Code that assignment of liability provided by this Agreement is intended to be different than liability otherwise assigned under Section 791.006 (a) of the Texas Government Code, which provides that "the governmental unit that would have been

responsible for furnishing the services in the absence of the contract is responsible for any civil liability that arises from the furnishing of those services.” The parties also agree that pursuant to Section 775.0366 (e) of the Texas Health and Safety Code that assignment of liability provided by this Agreement is intended to be different than liability otherwise assigned under Section 775.0366 (d), which provides that the “district is responsible for any civil liability that arises from furnishing those services if the district would have been responsible for furnishing the services in the absence of the contract.” It is expressly understood and agreed, however, that in the execution of this Agreement, neither the CITY nor the DISTRICT waives, nor shall be deemed to waive, any immunity or defenses that would otherwise be available to it against claims arising in the exercise of governmental powers and functions, including the liability limits and immunities for a governmental unit provided by the Texas Tort Claims Act, Chapter 101, Civil Practice and Remedies Code, or other law.

Section 13: Implied Rights; Employees

By entering into this Agreement the parties do not intend to create any obligations expressed or implied other than those specifically set forth herein and this Agreement will not create rights in parties not signatories hereto. The employees of the CITY are not employees or agents of the DISTRICT by virtue of this Agreement. The employees of the DISTRICT are not employees or agents of the CITY by virtue of this Agreement.

Section 14: Conferring of Rights

This Agreement does not confer any rights on third parties who are not signatories to this Agreement, therefore no person may bring suit against CITY or DISTRICT regarding the performance of this Agreement as a third party beneficiary of this Agreement.

Section 15: Cancellation

DISTRICT and CITY retain the right to cancel without cause this Agreement on thirty (30) days written notice to the non-canceling party. In the event of cancellation, DISTRICT will pay a prorated share of the monies due for the remainder of that quarter only if the CITY provides services as required in the Agreement during the period of time leading up to the termination date. However, in the event that CITY exercises this right of cancellation, CITY must repay to DISTRICT all money paid CITY by DISTRICT for personal property, if any, purchased by the CITY with funds from the DISTRICT.

Section 16: Form 1295 Acknowledgement

CITY acknowledges that it is a governmental entity and not a business entity as those terms are defined in Section 2252.908 of the Texas Government Code, and therefore, no disclosure of interested parties pursuant to Section 2252.908 of the Texas Government Code is required.

Section 17: Grant from District

During the DISTRICT's 2018 fiscal year, the CITY may request reimbursement for expenses related to the item(s) listed in Exhibit "D". Reimbursement shall not exceed the amounts or quantities listed unless specifically authorized by the DISTRICT through an action of its Commissioners. Reimbursement requests must be received by the DISTRICT on or before June 30, 2018. If applicable, ambulance replacement reimbursements are due by August 31, 2018. Reimbursements will be considered based on proper documentation being submitted by the CITY including, but not limited to, an itemized invoice(s) and proof of payment(s) by the CITY.

WITNESS the signatures of the respective parties hereto this the _____ day of _____, _____.

**TARRANT COUNTY EMERGENCY
SERVICES DISTRICT NO. 1**

CITY OF LAKE WORTH, TEXAS

President

Authorized Official

ATTEST:

ATTEST:

Secretary/Treasurer

Secretary

**LAKE WORTH FD
EAGLE MOUNTAIN EMS**

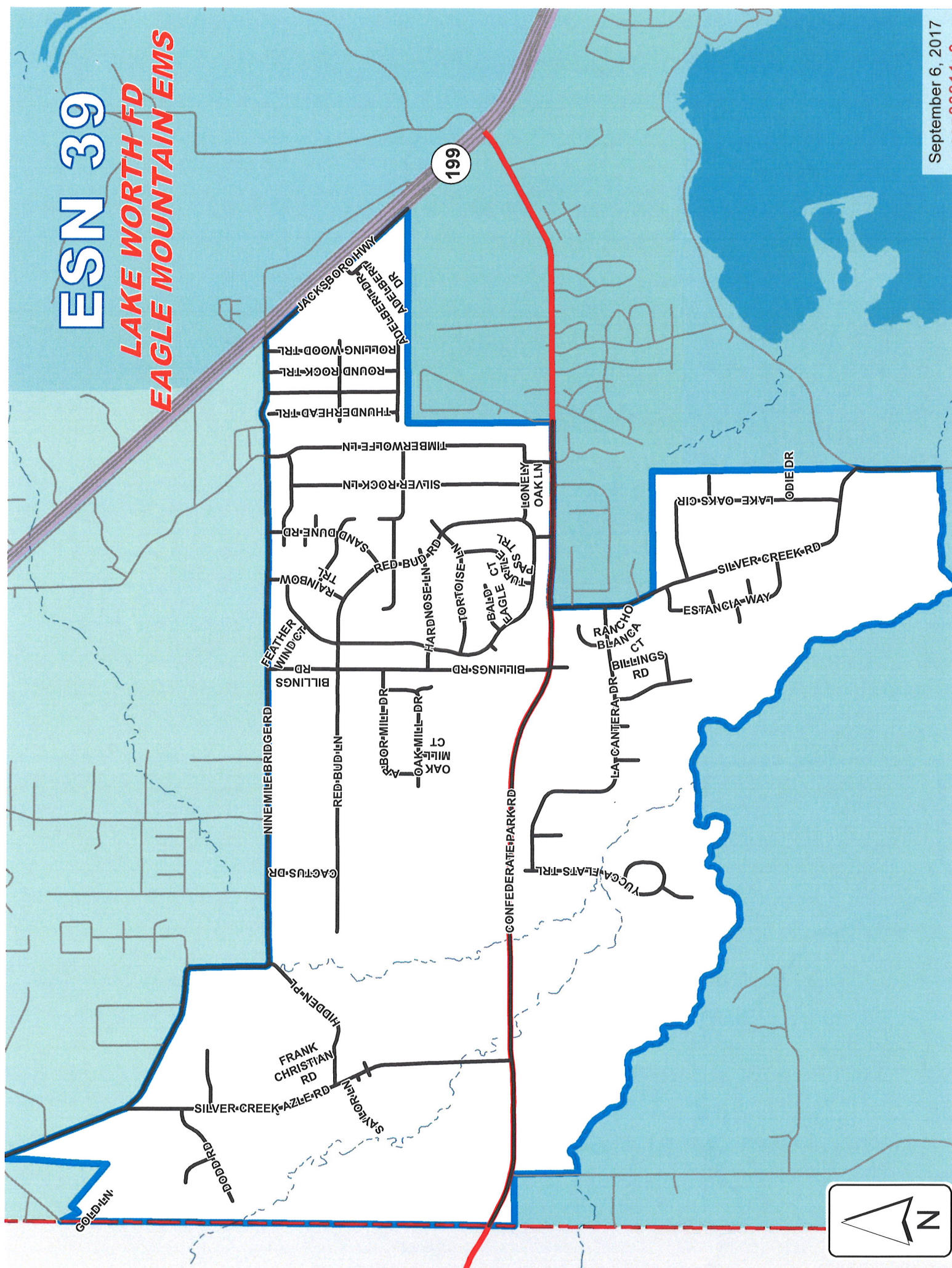


EXHIBIT "C"

TARRANT COUNTY EMERGENCY SERVICES DISTRICT NO. 1

EQUIPMENT POLICY

Table of Contents

<u>Title</u>	<u>Policy Number</u>
Mission Statement	100.0
Types of Calls Inside Tarrant County	101.0
Care and Maintenance	102.0
Training and Staffing	103.0
Types of Calls Outside Tarrant County	104.0
Inspections by the District	105.0

Mission Statement

To provide emergency services to the residents of the unincorporated areas of Tarrant County by offering equipment for fire fighting and emergency medical purposes to the unincorporated areas of Tarrant County and providing available equipment to support and supplement existing equipment along with supervising the availability of this equipment for the citizens it serves.

Types of Calls the Apparatus Inside Tarrant County

1. Structure fires where no adequate water supply exists. (Tanker)
2. In support of the fire fighting units engaged in grass and brush fires.
3. In support of fire fighting units(s) engaged in such emergencies that require a large supply of water. (Tanker)
4. In support of fire fighting activities of Fire departments that contract with the Emergency Service District.
5. Other such calls, emergencies, or other activities as directed by the Tarrant County Fire Marshal's Office.
6. As assigned by the Fire Chief of the appointed departments which house the apparatus.

Care and Maintenance

1. Each individual fire department who contracts with the Emergency Service District to house and operate one of these units shall be responsible for normal day to day operation cost, and the regular maintenance of that particular unit. Day to day operating cost include: fuel, motor oil, lubricants, fan belts, water hoses, anti-freeze, air filters, transmission fluids, etc. Preventative maintenance includes scheduled oil and filter changes per manufacturer specifications, lubrications, tire rotations if needed, etc.
2. On all major repairs, each department will advise the Emergency Service District Board or the Tarrant County Fire Marshal's Office and coordinate these repairs with them. Top priority shall be given to keeping all units in service at all times.
3. All damages to the apparatus and the equipment assigned to it, either minor or major in nature, shall be reported to the Tarrant County Fire Marshal's Office who is assigned to oversee the operation of these units as soon as possible so that it can be repaired.
4. Anytime any unit is to be out of service whether for a mechanical reasons or otherwise, it shall be reported to the Tarrant County Fire Marshal's Office and also the Tarrant County Fire Alarm Center who will coordinate temporary coverage for that area that unit protects.
5. The Tarrant County Fire Marshal's Office shall coordinate warranty repair.
6. The department to which a Tanker is assigned is also responsible to see that the apparatus is not to leave the hard surface of the road.

Training and Staffing

1. Each individual department that is assigned one of the apparatus is responsible for training its personnel in the operations of the unit. This includes, but is not limited to, driving and all operations of the units.
2. When responding to emergency calls, it shall be up to the Fire Chief of the department the vehicle is assigned to, to oversee that the vehicle is adequately staffed for any particular assignment to which it is responding.
3. All drivers of the apparatus must at least possess a class "B" exempt driver's license.

Outside Unincorporated Usage

1. If, in the opinion of the Tarrant County Fire Marshal's Office, the utilization of this equipment outside of Tarrant County will serve a public purpose of the citizens of Tarrant County, Texas then the equipment may be used outside of Tarrant County, Texas in an area under the jurisdiction of a city or volunteer fire department.
2. On major incidents outside the boundaries of unincorporated Tarrant County, only one unit from the northern district and one unit from the southern district shall be permitted to leave the county. Priority shall always be with protecting the citizens of the unincorporated Tarrant County area.
3. Response to areas inside Tarrant County, but outside the responsible areas of the Emergency Services District, shall be coordinated through the Tarrant County Fire Alarm Center and also be limited only to those cities who contract with the District and can only be utilized for fire fighting purpose only. The Tarrant County Fire Alarm Center will then notify the Tarrant County Fire Marshal's Office when this occurs.

Inspection by the Emergency Services District

1. The Emergency Service District or its representatives shall be allowed to inspect each apparatus and the equipment assigned to it at any reasonable time to assure that the apparatus is being maintained, adequately equipped, and is available for emergency calls.
2. Apparatus that is not being maintained or equipped, and therefore unavailable for calls, can and shall be reassigned to another department if the Emergency Service District decided that such a reassignment would better serve the district and its citizens.

Exhibit “D”

GRANT FROM DISTRICT

City of Lake Worth

(Items included in the categories below are based on the agency’s itemized request and will be reimbursed in strict compliance with the agency’s grant submission.)

Grant Purpose	Amount
Bunker gear	\$11,600.00
Various Saws	\$7,200.00
Nozzle	\$1,200.00

Lake Worth City Council Special Meeting – October 10, 2017

Agenda Item No. B.4

From: Danielle Hackbusch, Human Resources/Risk Management

Item: Approve Resolution No. 1029, revising job descriptions for the Assistant City Manager/Director of Finance, Director of Building Development, and Director of Library Services.

Summary:

The Assistant City Manager/Director of Finance, Director of Building Development, and Director of Library Services job descriptions have been revised to more accurately reflect the duties, responsibilities, and physical abilities of each position.

Fiscal Impact:

N/A

Attachments:

1. Resolution No. 1029
2. Assistant City Manager/Director of Finance job description
3. Director of Building Development job description
4. Director of Library & Community Services job description

Recommended Motion or Action:

Move to approve Resolution No. 1029, revising job descriptions for the Assistant City Manager/Director of Finance, Director of Building Development, and Director of Library Services.

RESOLUTION NO. 1029

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS, REVISING JOB DESCRIPTIONS FOR ASSISTANT CITY MANAGER/DIRECTOR OF FINANCE, DIRECTOR OF BUILDING DEVELOPMENT, AND DIRECTOR OF LIBRARY SERVICES

WHEREAS, the Human Resources/Risk Management Coordinator has prepared and submitted revisions to job descriptions for Assistant City Manager/Director of Finance, Director of Building Development, and Director of Library Services for adoption; and

WHEREAS, the purpose of the revisions is to accurately define the 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 descriptions are hereby amended as indicated and the job descriptions are hereby amended as attached, and shall be effective the 10th day of October, 2017:

PASSED AND APPROVED this 10th day of October, 2017

APPROVED:

Walter Bowen, Mayor

ATTEST:

Monica Solko, TRMC
City Secretary

City of Lake Worth

Job Description

Job Title: Assistant City Manager/Director of Finance

Department: Administration

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

Assists the City Manager in providing top-level direction and administration of all departments within the City; effectively administering the affairs of the City in accordance with the City Charter, City Council policies and state and federal laws; planning, organizing, directing, coordinating, supervising and evaluating all departments of the city. Ensures that all accounting records are maintained according to Generally Accepted Accounting Practices (GAAP). Performs tasks on their own initiative and is expected to show the highest level of professional judgment.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the City Manager. This position assists the City Manager in the supervision of all departments of the city. This position directly supervises Municipal Court, Accounting Personnel, Library, and Human Resources/Risk Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Assists in planning, organizing, coordinating, directing, supervising and evaluation of all municipal activities, goals and policies
- Assists in directing and controlling department heads and other supervisory personnel in budgetary, personnel and other issues relating to city operations
- Assists in the preparation of the annual budget
- Implements City management philosophy
- Confers with public officials and citizen groups to enlist cooperation and explain city policies, procedures and actions
- Provides staff support to Council, boards, commissions, the City Manager and other staff members
- Assists in drafting ordinances, resolutions and proclamations as necessary
- Prepares monthly and annual reports, including financial, for the City Manager and City Council
- Assists in directing and controlling the resources of the City and all departments
- Assists in directing and controlling preparation of detailed agendas, forms, reports, grant applications and requests for proposals
- Recommends, establishes and implements programs, policies and procedures to maintain a modern, efficient and effective city government
- Attends City Council and other meetings and assists in directing follow-up on council and board requests
- Assists in identifying and planning short and long range projects designed to upgrade various city operations to meet the growing need for services
- Maintains a working knowledge of federal, state and local laws and informs the City Manager, department heads and other personnel as necessary
- Receives and responds to complaints and directs follow-up
- Monitors legislative changes affecting the city and apprises the City Manager and department heads of their potential effect

- Monitors cash flow and authorizes transfers as required
- Other duties as assigned

MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor's Degree in Public or Business Administration or equivalent combination of education and experience; five to ten years progressive experience in local government or related field; Certified Government Finance Officer (CGFO) certification preferred.

LICENSES AND CERTIFICATES

Valid Class C Texas driver license.

PHYSICAL ABILITIES

- Must possess the visual acuity to operate a computer terminal
- Frequently walk, stand, and/or sit for prolonged periods of time
- Occasionally 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

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 #1027, effective 10/01/2017)

Job Title: Director of Building Development

Department: Building Development

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

The Director of Building Development is primarily responsible for the management of the Building Development, Animal Control and Code Compliance departments. Directs municipal building inspection program and conducts complex inspections to determine if relevant codes and regulations are being met.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the City Manager. This position supervises the Planning & Zoning Administrator, Building Inspector, Animal Control Officers, Code Compliance Officer and Permit Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Provides direction to assigned professional and technical staff in the operation of the Building Permitting, Inspection, Planning & Zoning, Animal Control and Code Compliance Divisions
- Inspects new and remodeled work in progress to ensure that building code requirements are being met according to adopted city code and ordinances
- Provides advice and assistance to contractors, property owners and others on code and/or ordinance requirements
- Prepares and manages budget for building inspection; planning & zoning, animal control, and code compliance approves expenditures for building development departments
- Authorizes Certificates of Occupancy, changes in building plans, amendments or initiating ordinances for council approval, procedural changes, materials approval, and exercises all authority given to the Building Official under the International Building Code adopted by ordinance
- Participates in maintenance of plat and lot maps and records of inspections
- Maintains current knowledge of technical specifications and other related procedures and rules
- Maintains knowledge of current industry standards involving the building industry
- Processes complaints regarding unsafe structures
- Ensure proper maintenance of records of permits, citations, and inspections; along with, all other departmental records
- Attends educational seminars as approved by the City Manager
- Oversees daily operations of the Building Development, Planning & Zoning, Animal Control, and Code Compliance divisions
- Performs annual personnel performance evaluations and manages work performance improvement plans with staff as needed
- Oversees the Environmental, Stormwater and Backflow/ Cross Connection program as adopted by ordinance.

- Other duties as assigned

MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

- High School Diploma or GED
- Ten (10) years of experience in inspection or the construction trades, at least five (5) of which must have been in a supervisory position (or any equivalent combination of education and experience)
- Considerable knowledge of the Building, Mechanical, Plumbing, Electrical and Energy Code
- Considerable knowledge of current building construction methods, materials, tools and equipment.

LICENSES AND CERTIFICATES

- Valid Class C Texas driver license
- State of Texas Plumbing License
- Minimum of at least one certification from the International Code Council.

PHYSICAL 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, or sit for prolonged periods of time
- Push, pull, lift, and/or carry up to 15 pounds
- Occasionally lift and/or move objects up to 60 pounds
- Occasionally stoop, bend, kneel, crouch, reach, crawl and twist
- Frequently climbs stairs/ladders
- Operate office equipment including use of a computer keyboard
- Speak and hear above considerable noise levels to exchange information in the English language
- Operate a vehicle to travel to various locations

This position is subject to inside and outside environmental conditions, various weather conditions on uneven surfaces, in poor lighting and in dusty/dirty hazardous and/or noisy conditions. May work at heights and in confined spaces.

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. All applicants must also take a drug test prior to employment with the city.

I have read and understand the duties and responsibilities of this job description.

Employee's Signature

Date

Supervisor's Signature

Date

City of Lake Worth

Job Description

(Resolution #1027, effective 10/01/2017)

Job Title: Director of Library & Community Services

Department: Library

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

Provides application of professional library knowledge and techniques in planning, direction and coordination of all library activities subject to general policies established by the City Manager.

SUPERVISION RECEIVED AND EXERCISED

This position supervises all library & senior center personnel. This position receives general supervision from the Assistant City Manager/Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Oversees and coordinates the program of work for the library, establishing related policies and procedures when appropriate
- Prepares administrative reports as needed
- Manages the staffing of the library within established guidelines, preparing performance evaluations for library employees, identifying and providing training programs and taking personnel actions when necessary and appropriate
- Assists in budget preparation and manages daily operations within budgetary guidelines
- Maintains cash controls and submits cash reports to the Assistant City Manager
- Studies and provides informational and recreational library needs of the public
- Reviews and selects adult and children's fiction and non-fiction, reference sources, audio visual and video collections
- Develops and conducts a variety of public relations programs to present the library to the public and to stimulate public use
- Attends and actively participates in City meetings, workshops and conferences
- Other duties as assigned

MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

High School diploma or GED; graduate work in library science preferred; one to three years progressively responsible experience in library work.

LICENSES AND CERTIFICATES

Valid Class C Texas driver license; Library System Certification.

PHYSICAL ABILITIES

- Must possess the visual acuity to operate a computer terminal and operate a motor vehicle
- Frequently walk, stand, or sit for prolonged periods of time
- Frequently push, pull, lift, and/or carry up to 20 pounds
- Occasionally lift, push/pull to move objects up to 40 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Operate office equipment including use of a computer keyboard
- Speak and hear to exchange information
- 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

Lake Worth Regular City Council Meeting – October 10, 2017

Agenda Item No. B.5

From: Stacey Almond, City Manager

Item: Approve Resolution No. 1034, approving the sale of real property acquired at a delinquent tax foreclosure sale located at 3909; 3905; 3901 Caribou Trail.

Summary:

The property located at 3909, 3905, and 3901 Caribou Trail was acquired at a delinquent tax foreclosure sale. The property currently has outstanding taxes due and health and safety liens.

Proceeds from the sale of the property are being distributed as follows:

NET Lake Worth ISD - \$1,542.69

NET City of Lake Worth - \$12,872.46

NET Tarrant County - \$584.85

In the best interest of the City of Lake Worth it's recommended the Council approve the sale of the property so it can return to a productive use in the future.

Fiscal Impact:

NET to the City of Lake Worth - \$12,872.46

Attachments:

1. Resolution No. 1034, approving the sale of real property
2. Resale Deed – 3909, 3905, and 3901 Caribou Trail
3. Financial Impact overview

Recommended Motion or Action:

Approve Resolution No. 1034, approving the sale of real property acquired at a delinquent tax foreclosure sale located at 3909; 3905; 3901 Caribou Trail.

RESOLUTION NO. 1034

**A RESOLUTION OF THE CITY OF LAKE WORTH, APPROVING THE
SALE OF CERTAIN REAL PROPERTY ACQUIRED AT A DELINQUENT
TAX FORECLOSURE SALE**

WHEREAS, City of Lake Worth, for itself and the use and benefit of itself and Lake Worth Independent School District, County Education District and Tarrant County, has acquired title to certain tracts of real estate at a Sheriff's sale held on the 7th day of March, 1995, in Cause No. 236-0L9119- 91, Lake Worth Independent School District vs. Weir Enterprises, Inc.; and

WHEREAS, Section 34.05(h), Texas Property Tax Code, authorizes the City of Lake Worth, by and through its governing body, to resell the properties; and

WHEREAS, the properties are commonly known as:

Lots 41, 42 and 43, Block 16R, Lake Worth Heights
Subdivision City of Lake Worth, Tarrant County,
Texas
3909; 3905; 3901 Caribou Trail
Accounts #05237424; 05237432; 05237440

WHEREAS, it is in the best interest of the City of Lake Worth and its taxpayers to return the properties to a productive use;

WHEREAS, an offer has been made by Rockbiter Corporation, 3950 Hockaday Drive, Dallas, TX 75229 to purchase the properties for the sum of Fifteen Thousand, and No/100 Dollars (\$15,000.00); and

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

The City of Lake Worth is authorized to sell, convey and transfer those certain tracts of real estate acquired at the above described tax sale to Rockbiter Corporation for the sum of \$15,000.00, as authorized by Section 34.05(h), Texas Property Tax Code, and that the proceeds of the sale shall be distributed as provided by Section 34.06, Texas Property Tax Code. The Lake Worth City Council hereby authorizes the Mayor to sign the resale deed on behalf of the City of Lake Worth.

PASSED AND APPROVED this the 10th day of October, 2017.

CITY OF LAKE WORTH

By: _____
Walter Bowen, Mayor

ATTEST:

Monica Solko, City Secretary

RESALE DEED

**NOTICE OF CONFIDENTIALITY RIGHT:
IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING
INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC
RECORDS: YOUR SOCIAL SECURITY NUMBER
OR YOUR DRIVER'S LICENSE NUMBER**

THE STATE OF TEXAS §
 §
COUNTY OF TARRANT § KNOW ALL PERSONS BY THESE PRESENTS

That the CITY OF LAKE WORTH, for and in consideration of the sum of Fifteen Thousand, and No/100 Dollars (\$15,000.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, and acting for itself and as Trustee for the LAKE WORTH INDEPENDENT SCHOOL DISTRICT and COUNTY EDUCATION DISTRICT ("ISD"), and TARRANT COUNTY ("COUNTY") release, quitclaim and surrender to the GRANTEE such title or interest as acquired by the CITY OF LAKE WORTH ("CITY"), LAKE WORTH INDEPENDENT SCHOOL DISTRICT and COUNTY EDUCATION DISTRICT, and TARRANT COUNTY, by virtue of tax foreclosure proceedings, and by virtue of becoming purchasers of the tax title under a Sheriff's sale, as shown by a Sheriff's Deed, recorded in the Deed Records of Tarrant County, Texas, and by these presents, do release, quitclaim and surrender, subject to the terms, conditions, provisions and restrictions, herein set forth, unto

**ROCKBITER CORPORATION
3950 HOCKADAY DRIVE
DALLAS, TX 75229**

GRANTEE herein, all our right, title and interest, if any, in and to the following described real property situated in Tarrant County, Texas, to wit:

Being all that certain Lot 41 in Block 16R of the Lake Worth Heights Addition to the City of Lake Worth, Tarrant County, Texas and being more particularly described in those certain Deeds of record in Volume 6329, Page 151; and Volume 11960, Page 1323 of the Deed Records of Tarrant County, Texas. GEO #05237424

Being all that certain Lot 42 in Block 16R of the Lake Worth Heights Addition to the City of Lake Worth, Tarrant County, Texas and being more particularly described in those certain Deeds of record in Volume 6329, Page 151; and Volume 11960, Page 1323 of the Deed Records of Tarrant County, Texas. GEO #05237432

Being all that certain Lot 43 in Block 16R of the Lake Worth Heights Addition to the City of Lake Worth, Tarrant County, Texas and being more particularly described in those certain Deeds of record in Volume 6329, Page 151; and Volume 11960, Page 1323 of the Deed Records of Tarrant County, Texas. GEO #05237440

This Quitclaim is made subject to and GRANTEE acknowledges the right of redemption as provided in Sections 34.05 of the Texas Property Tax Code.

All liens foreclosed by the judgment and the post-judgment tax liens are discharged and extinguished by virtue of this conveyance, with the exception of the prorated tax for the current year.

IN ACCEPTING THE QUITCLAIM OF THIS PROPERTY, GRANTEE EXPRESSLY ACCEPTS THE PROPERTY IN "AS IS" CONDITION, WITH ALL ITS FAULTS, IF ANY. GRANTEE RELEASES ANY RIGHTS, AT LAW OR IN EQUITY, GRANTEE MAY HAVE AGAINST THE COUNTY, CITY AND ISD,

THEIR OFFICERS, AGENTS, AND EMPLOYEES, IN CONNECTION WITH THIS TRANSACTION. FURTHER, GRANTEE RELEASES THE COUNTY, CITY AND ISD, THEIR OFFICERS, AGENTS, AND EMPLOYEES, FROM ANY AND ALL CLAIMS AND CAUSES OF ACTION IN CONNECTION WITH THE BIDDING, TERMS, CONDITIONS, AND SALE OF THIS PROPERTY OR THE ENVIRONMENTAL CONDITION OF THE PROPERTY. THIS RELEASE ALSO IS BINDING ON GRANTEE'S SUCCESSORS, HEIRS, AND ASSIGNS. GRANTEE HAS HAD AN OPPORTUNITY TO INSPECT THE PROPERTY, AND GRANTEE IS NOT RELYING ON ANY REPRESENTATION OR DISCLOSURES BY THE COUNTY, CITY AND ISD IN CONNECTION WITH THE PURCHASE OF THE PROPERTY. GRANTEE EXPRESSLY ASSUMES RESPONSIBILITY FOR ANY ENVIRONMENTAL PROBLEMS ON OR WITH THE PROPERTY.

TO HAVE AND TO HOLD all of our right, title, and interest in and to the above described property and premises, subject to the aforesaid, unto the said GRANTEE, his/her heirs, successors, and assigns forever, so that the COUNTY, CITY and the ISD and our legal representatives, successors and assigns shall not have, claim or demand any right or title to the aforesaid property, premises or appurtenances or any part thereof.

EXECUTED this _____ day of _____, 2017.

CITY OF LAKE WORTH, for itself and as Trustee for Lake Worth
Independent School District, County Education District and Tarrant County

By _____
Walter Bowen, Mayor
City of Lake Worth

ACKNOWLEDGMENT

THE STATE OF TEXAS §
 §
COUNTY OF TARRANT §

BEFORE ME, the undersigned authority, on this day personally appeared Walter Bowen, Mayor, City of Lake Worth, Texas known to me to be the persons whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2017.

Notary Public in and for the
State of Texas

FINANCIAL IMPACT OF BID ACCEPTANCE

BID FOR: 3909; 3905; 3901 Caribou Trail
PROP. NO. 05237424; 05237432; 05237440
PROPOSED BID: \$15,000.00
CAUSE NO: 236-0L9119-91

Taxes Currently Due		RATIO
City of Lake Worth	\$366.36	14.69%
Lake Worth ISD/CED	\$1,542.69	61.86%
Tarrant County	\$584.85	23.45%

Total Taxes	\$2,493.90	100.00%
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Bid Amount:		\$15,000.00
Less:	Health & Safety Liens, post sale	(\$12,506.10)
	Publication Fees	\$0.00
	Ad Litem Fees	\$0.00
	Court Costs due District Clerk	\$0.00
	Sheriff Levy/Execution	\$0.00
	Misc. Fees due PBFCM	\$0.00
	Deed Recording Fee	\$0.00

Amount left to apply to taxes	\$2,493.90
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City of Lake Worth	\$366.36
Lake Worth ISD/CED	\$1,542.69
Tarrant County	\$584.85

NET TO CITY OF LAKE WORTH	\$366.36
NET TO LAKE WORTH ISD/CED	\$1,542.69
NET TO TARRANT COUNTY	\$584.85

Struck off to City since March, 1995
Current Appraised Value Each Lot \$1,200
Appraised Value Each Lot on date of judgment \$4,000

Lake Worth City Council Meeting – October 10, 2017

Agenda Item No. F.1

From: Debbie Whitley, Asst. City Manager/Director of Finance

Item: Discuss and consider Ordinance No. 1096, amending the FY 2016/2017 budgets for the Court Security Fund and the Debt Service Fund.

Summary:

The budget amendment for the Court Security Fund is necessary to cover unbudgeted bailiff costs. The bailiff duties were being performed by a reserve officer, so no funding was included in the budget for FY 2016/2017. The officer stopped being a reserve for the City in January 2017, so bailiff duties have been provided by paid officers since February 2017. The Court Security Fund reimburses the General Fund for the cost of bailiff services.

The budget amendment for the Debt Service Fund is necessary due to current year property tax collections being less than budgeted. The main contributing factor to the shortfall is values used for the tax levy were less than those used to calculate the tax rate by just over \$2,000,000. In addition, debt service ad valorem tax revenue is budgeted assuming a 100% collection rate, and the typical collection rate of current taxes is 98%.

Fiscal Impact:

Information Security Fund – \$944 increase in budgeted expenses, partially offset by an \$882 increase in budgeted revenues.

Debt Service Fund – \$7,177 decrease in budgeted revenues, partially offset by a \$227 decrease in budgeted expenses.

Attachments:

1. Ordinance No. 1096, amending FY 2016/2017 Budgets for the Court Security Fund and Debt Service Fund

Recommended Motion or Action:

Move to approve Ordinance No. 1096, amending the FY 2016/2017 budgets for the Court Security Fund and Debt Service Fund.

ORDINANCE NO. 1096

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 No. 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 budget for the Court Security Fund requires amendment to add costs for bailiff services and the Debt Service Fund requires amendment to reduce ad valorem tax revenue; 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 Court Security Fund and Debt Service Fund operating budgets for FY 2016/2017 for the City of Lake Worth, Texas are hereby amended as follows:

ADD:

\$944 to the Court Security Fund Expenses

#104-0560-500-000	Bailiff Services	\$ 944
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\$882 to the Court Security Fund Revenues

#104-4000-000-000	Court Security Fee	\$ 782
#104-4800-000-000	Investment Income	\$ 100

\$2,775 to the Debt Service Fund Revenues

#300-4001-000-000	Delinquent Taxes	\$ 1,675
#300-4004-000-000	Penalty & Interest	\$ 550
#300-4800-000-000	Investment Income	\$ 550

SUBTRACT:

\$227 from the Debt Service Fund Expenses

#300-0599-500-000	Other Services	\$ 15
#300-0859-500-000	Series 2014 Rfndg Interest	\$ 112
#300-0900-500-000	Paying Agent Fees	\$ 100

\$9,952 from the Debt Service Fund Revenues

#300-4000-000-000	Current Taxes	\$ 9,952
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Reason (pursuant Section 5.01(e) of the City Charter, as amended):
The budget amendment in the Court Security Fund is necessary to cover unbudgeted costs for Municipal Court bailiff services. The budget amendment in the Debt Service Fund is necessary due to current year property tax collections being less than budgeted.

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 10th day of October, 2017.

CITY OF LAKE WORTH

By: _____
Walter Bowen, Mayor

ATTEST:

Monica Solko, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Drew Larkin, City Attorney

APPROVED AS TO CONTENT:

Debbie Whitley, ACM/Director of Finance

Lake Worth City Council Meeting – October 10, 2017

Agenda Item No. F.2

From: Corry Blount, Chief of Police

Item: Discuss and consider Resolution No. 1032, authorizing the submission of a grant application for rifle-resistant body armor grant program to the Texas Governor's Criminal Justice Division.

Summary:

Following high profile events such as the attack on officers of the Dallas and Dart police departments in July 2016 it became apparent that engaging a heavily armed shooter without the protection rifle-resistant body armor had deadly consequences for the officers involved. It became instantly apparent to many police administrators that patrol officers should be equipped with rifle resistant body armor as standard issue equipment moving forward.

This grant-provided body armor, coupled with supplemental Kevlar helmets in the future, will be deployed in the field with every patrol officer, every shift. In the event that Lake Worth police officers have the need for higher threat level protection, they will have the added advantage that could save their lives when facing a threat armed with a rifle. Lake Worth PD does not currently deploy any protection against rifle fire.

Grant funding will provide twenty rifle resistant vests to be issued to patrol personnel. These vests will be deployed daily on each patrol shift.

Fiscal Impact:

1. The requested one-time cost is \$12,000. This cost will be reimbursed by the State of Texas upon payment of the vendor's invoice by the City.

Attachments:

1. Resolution No. 1032

Recommended Motion or Action:

Move to approve Resolution No. 1032.

RESOLUTION NO. 1032

A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION FOR RIFLE-RESISTANT BODY ARMOR GRANT PROGRAM TO THE TEXAS GOVERNOR'S CRIMINAL JUSTICE DIVISION.

WHEREAS, the City Council of Lake Worth, Texas finds it in the best interest of the citizens of Lake Worth, to provide funding for Rifle-Resistant Body Armor for FY 2017-2018; and

WHEREAS, the City Council agrees to provide applicable matching funds for the said project as required by the Criminal Justice Division grant application; and

WHEREAS, the City Council agrees in the event of loss or misuse of the Office of the Governor funds, the City Council assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, the City Council designates the Lake Worth Police Chief, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the City Council approves submission of the grant application for the Rifle-Resistant Body Armor to the Office of the Governor's Criminal Justice Division.

PASSED AND APPROVED this the 10th day of October, 2017.

CITY OF LAKE WORTH

By: _____
Walter Bowen, Mayor

ATTEST:

Monica Solko, City Secretary

Lake Worth City Council Meeting – October 10, 2017

Agenda Item No. F.3

From: Stacey Almond, City Manager

Item: Discuss and consider Resolution No. 1033, nominating candidates to the Tarrant Appraisal District Board of Directors for their upcoming election.

Summary:

City Council is asked to consider a resolution, nominating candidates for the Tarrant Appraisal District Board of Directors.

The term for the Tarrant Appraisal District (TAD) Board of Directors will expire in December 31, 2017 and the District has begun the election process. This process, which will continue into December, will adhere to the following steps:

1. Nominations must be made in an open meeting by the City Council in the form of a resolution no later than October 15, 2017. If Council chooses to nominate one or more individuals for consideration, action will be necessary during this October 10th City Council meeting.
2. TAD will distribute ballots listing all nominees submitted by Tarrant County taxing units by October 30, 2017.
3. Council would submit votes for the nominee(s) of their choice via resolution by December 15, 2017. The five nominees receiving the largest cumulative vote totals are elected. Board members would then take office for a two-year term beginning January 1, 2018.

Should Council desire to nominate individuals for consideration in the election of the Tarrant Appraisal District Board of Directors, it is recommended that Resolution No. 1033 be approved with the nominee(s) written in.

If the Council doesn't desire to make a nomination no action is required.

Fiscal Impact:

N/A

Attachments:

1. Resolution No. 1033

Recommended Motion or Action:

This item is at the discretion of the City Council.

RESOLUTION NO. 1033

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE WORTH NOMINATING ONE OR MORE INDIVIDUALS AS CANDIDATES FOR THE TARRANT APPRAISAL DISTRICT BOARD OF DIRECTORS.

WHEREAS, the term of service for the five member Tarrant Appraisal District Board of Directors will end on December 31, 2017; and

WHEREAS, an election to select the new Board of Directors will be conducted October 30, 2017 through December 15, 2017; and

WHEREAS, each taxing unit within the district may nominate one candidate for each of the five positions to be placed on the ballot for consideration during said election.

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

SECTION 1. The preambles to this Resolution are hereby adopted in their entirety and incorporated herein as though set forth in full herein.

SECTION 2. The Lake Worth City Council nominates the following candidate(s) for consideration on the ballot of the Tarrant Appraisal District Board of Directors election to be held October 30, 2017 through December 15, 2017 election:

1. _____
2. _____
3. _____
4. _____
5. _____

SECTION 3. This Resolution shall be effective from and after its passage.

PASSED AND APPROVED this the 10th day of October, 2017.

CITY OF LAKE WORTH

By: _____

Walter Bowen, Mayor

ATTEST:

Monica Solko, City Secretary



Jeff Law
Executive Director
Chief Appraiser

September 5, 2017

Mr. Walter Bowen
Mayor
City of Lake Worth
3805 Adam Grubb St.
Fort Worth, Texas 76135

Dear Mr. Bowen:

The terms of service for our five members of the Board of Directors will expire on December 31, 2017 and it is time to begin the process of conducting an election.

Based on the amount of the 2016 adjusted tax levy imposed by each eligible taxing unit, we have calculated the number of votes for your entity. The enclosed list will provide you with that information.

The first step in the procedure is the nomination of candidates. Each voting unit may nominate one candidate for each of the five positions to be filled. You are not required to make any nomination or you may nominate any number up to five. The County Tax Assessor/Collector is automatically a non-voting member of the Board of Directors by law.

In order to be eligible to serve as directors, the 2017 nominees must have resided in Tarrant County for at least two years prior to January 1, 2018. They may serve on the governing body of a taxing unit in the County and still be eligible to serve as a Director. However, an employee of a taxing unit is prohibited from serving as a Director unless that employee is also an elected official of the governing body. A Director may not be related to a person who is in the business of appraising property for property tax purposes or represents property owners for compensation in proceedings in the appraisal district or appraises property for use in a proceeding in the appraisal district or who is employed by the appraisal district. A person is ineligible to serve as a director if the individual, or a business in which the individual has a substantial interest, enters into a contract with the appraisal district or enters into a contract with a taxing unit in the district, if that contract relates to the performance of an activity governed by Title I of the Texas Property Tax Code (for example, appraising property for tax purposes or determining eligibility for exemptions). A substantial interest exists where the individual and spouse have a combined ownership of at least 10% of the voting stock or shares of a business, or either of them is a partner, limited partner or an officer. If you have questions concerning the qualifications of nominees for a Board position, please call.

Letter to Taxing Units
Election of Board of Directors
September 5, 2017
Page 2

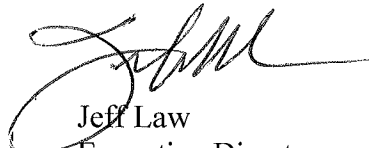
The nominations for Directors, which must be made in an open meeting of your taxing unit, should be submitted by the presiding officer to the Chief Appraiser in the form of a resolution or other official process adopted by the governing body by October 15, 2017, giving the names and addresses of the nominees. A current resume or vita is also helpful.

The appointment calendar is as follows:

By October 15, 2017	Nominations by resolution or official action
By October 30, 2017	Ballots listing nominees delivered to Presiding Officer
By December 15, 2017	Entity submits votes by resolution to Chief Appraiser
By December 31, 2017	Five (5) nominees receiving largest cumulative vote totals are elected
January 1, 2018	Board takes office for two year term

The duties of the Board are outlined in Chapter 6, Texas Property Tax Code. Again, if you have any questions, do not hesitate to call.

Sincerely,



Jeff Law
Executive Director
Chief Appraiser

JL:mm
Encl.

**Tarrant Appraisal District
Board of Directors Election**

<u>Schools</u>	<u>Number of Votes</u>
Aledo I.S.D.	5
Arlington I.S.D.	448
Azle I.S.D.	24
Birdville I.S.D.	165
Burleson I.S.D.	28
Carroll I.S.D.	141
Castleberry I.S.D.	10
Crowley I.S.D.	120
Eagle Mountain Saginaw I.S.D.	157
Everman I.S.D.	25
Fort Worth I.S.D.	576
Godley I.S.D.	1
Grapevine-Colleyville I.S.D.	244
Hurst Euless Bedford I.S.D.	197
Keller I.S.D.	317
Kennedale I.S.D.	24
Lake Worth I.S.D.	19
Lewisville I.S.D.	3
Mansfield I.S.D.	228
Northwest I.S.D.	118
White Settlement I.S.D.	36

<u>Cities and County</u>	<u>Number of Votes</u>
City of Arlington	188
City of Azle	6
City of Bedford	23
City of Benbrook	16
City of Blue Mound	1
City of Burleson	7
City of Colleyville	21
City of Crowley	8
City of Dalworthington Gardens	1
Edgecliff Village	1
City of Euless	23
City of Everman	2
City of Flower Mound	1
City of Forest Hill	6
City of Fort Worth	610
City of Grand Prairie	59
City of Grapevine	30
City of Haltom City	18
City of Haslet	3
City of Hurst	21
City of Keller	31
City of Kennedale	6
City of Lakeside	1
City of Lake Worth	3
City of Mansfield	55

City of N. Richland Hills	38
City of Pantego	2
City of Pelican Bay	0
City of Reno	0
City of Richland Hills	5
City of River Oaks	3
City of Roanoke	0
City of Saginaw	11
City of Sansom Park	1
City of Southlake	42
City of Trophy Club	1
City of Watauga	10
City of Westlake	2
City of Westover Hills	3
Westworth Village	1
City of White Settlement	7
 Tarrant County	 541
Tarrant County College	308