CITY OF LAKE WORTH

CITY COUNCIL AGENDA

3805 ADAM GRUBB
LAKE WORTH, TEXAS 76135
TUESDAY, FEBRUARY 13, 2018

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):

A.3.1 Recognize Service of the Economic Development Corporation Board.

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 January 9, 2018 City Council meeting.

B.2 Approve Finance Reports for the month of January 2018.

B.3 Approve Resolution No. 2018-02, calling the May 5, 2018 City Council Election, authorizing a joint election contract with other Tarrant County political subdivisions and contract with Tarrant County for election services and authorize the City Manager to execute the contract.

C. 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.

D. PLANNING AND DEVELOPMENT

D.1 Request for a waiver to Section IV – Administration and Amendments, B. Waivers from the Subdivision Regulations and Design Standards, J. Replats 1(a) to allow for a replat of a 0.56-acre parcel of land known as Block 8, Lots 31 (north 37.5 feet), 32, and 33, Indian Oaks Subdivision of the records of Tarrant County, Texas. The proposed replat's new legal description will be Block 8, Lot 33R, Indian Oaks Subdivision, commonly known as 3133 Huron Trail, Lake Worth, Texas to allow approval without all property owners signing and acknowledging the replat. **(CONTINUED FROM THE JANUARY 9, 2018 CITY COUNCIL MEETING). THE PLANNING & ZONING COMMISSION RECOMMENDED DENIAL BY A VOTE OF 6-0.**

E. PUBLIC HEARINGS

E.1 Public Hearing to consider Planning & Zoning Case No. PS17-09, a proposed preliminary plat being all of a 0.612-acre tract of land legally known as Block 1, Lot(s) 4, 5, & 6, Lake Worth Addition and Abstract 188, Tract(s) 2bbbb and 2XXX, John Breeding Survey of the records of Tarrant County, Texas. The proposed preliminary plat's new legal description will be Block 1, Lot 1, DJK Farm, commonly known as 7000 Foster Drive, Lake Worth, Texas. (**CONTINUED FROM THE JANUARY 9, 2018 CITY COUNCIL MEETING). THE PLANNING & ZONING COMMISSION RECOMMENDED APPROVAL BY A VOTE OF 6-0.**

E.2 Public Hearing to consider Planning & Zoning Case No. PS17-10, a proposed final plat being all of a 0.612-acre tract of land legally known as Block 1, Lot(s) 4, 5, & 6, Lake Worth Addition and Abstract 188, Tract(s) 2bbbb and 2XXX, John Breeding Survey of the records of Tarrant County, Texas. The proposed final plat's new legal description will be Block 1, Lot 1, DJK Farm, commonly known as 7000 Foster Drive, Lake Worth, Texas. (**CONTINUED FROM THE JANUARY 9, 2018 CITY COUNCIL MEETING). THE PLANNING & ZONING COMMISSION RECOMMENDED APPROVAL BY A VOTE OF 6-0.**

E.3 Public Hearing to consider Planning & Zoning Case No. PS17-11, a proposed replat being all of a 0.56-acre parcel of land known as Block 8, Lots 31 (north 37.5 feet), 32, and 33, Indian Oaks Subdivision of the records of Tarrant County, Texas. The proposed replat's new legal description will be Block 8, Lot 33R, Indian Oaks Subdivision, commonly known as 3133 Huron Trail, Lake Worth, Texas. (**CONTINUED FROM THE JANUARY 9, 2018 CITY COUNCIL MEETING). THE PLANNING & ZONING COMMISSION RECOMMENDED DENIAL BY A VOTE OF 5-1.**

E.4 Public Hearing to consider Ordinance No. 1106, Planning & Zoning Case No. PZ17-11, an amendment to the Future Land Use Map of the Comprehensive Land Use Plan from a zoning designation of "Low Density Residential" to a zoning district of "Moderate Density Residential" for approximately 6.63 acres of land, legally known as Block 13, Lots 13-24, Lake Worth Heights Subdivision; Block 14, Lots 1-18, Lake Worth Heights Subdivision; and Block 16R, Lots 39-43, Lake Worth Heights Subdivision, Lake Worth, Tarrant County, Texas, being that all of the certain called 6.63 acres recorded in the deed records of Tarrant County, Texas. The property to be considered for re-zoning is generally described as 6.63 acres of land located at 3900-4020 Rench Road, 3900-3917 Caribou Trail, and 3901 Pueblo Trail, Lake Worth, Texas. **THE PLANNING & ZONING COMMISSION RECOMMENDED DENIAL BY A VOTE OF 5-1**.

E.5 Public Hearing to consider Ordinance No. 1107, Planning & Zoning Case No. PZ17-12, an Ordinance amending Ordinance No. 500, the Comprehensive Zoning Ordinance of the City of Lake Worth, so as to change the zoning designation of approximately 6.63 acres of land, legally known as Block 13, Lots 13-24, Lake Worth Heights Subdivision; Block 14, Lots 1-18, Lake Worth Heights Subdivision; and Block 16R, Lots 39-43, Lake Worth Heights Subdivision, Lake Worth, Tarrant County, Texas, being that all of the certain called 6.63 acres recorded in the deed records of Tarrant County, Texas, from a zoning district of "SF1" Single Family Residential to "MD" – Moderate Density and by amending the Official Zoning Map to reflect such change. The property to be considered for re-zoning is generally described as 6.63 acres of land located at 3900-4020 Rench Road, 3900-3917 Caribou Trail, and 3901 Pueblo Trail, Lake Worth, Texas. **THE PLANNING & ZONING COMMISSION RECOMMEND DENIAL BY A VOTE OF 5-1**.

F. PUBLIC WORKS

F.1 Discuss and consider Resolution No. 2018-05, adoption of the City of Lake Worth Water Master Plan.

F.2 Discuss and consider Resolution No. 2018-06, adoption of the City of Lake Worth Sewer Master Plan.

G. GENERAL ITEMS

G.1 Discuss and consider Ordinance No. 1105, amending the FY 2017/2018 budget for General Fund, Street Maintenance Fund and the Economic Development Corporation.

G.2 Discuss and consider Resolution No. 2018-03, adopting the City of Lake Worth Personnel and Administrative Regulations Manual (PARM), Title II effective March 1, 2018.

G.3 Discuss and consider Ordinance No. 1106, creating a Charter Commission and approving a charge and guidelines for the Charter Commission.

G.4 Discuss and consider Resolution No. 2018-04, appointing members to the Animal Shelter Advisory Committee Places 1, 2, 3, 4 and 5.

G.5 Discuss and consider acceptance of the 2017 Racial Profiling Report.

G.6 Discuss and consider the purchase of a 2018 Ford Taurus sedan for the Police Department in an amount not to exceed $30,000.

H. MAYOR AND COUNCIL ITEM(S)

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

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

I.1 Community Development Report(s):
1. Announcement of Easter Egg Hunt

I.2 Building and Development Report(s):
1. Update on Land Use Comprehensive Plan

I.3 Public Works Report(s):
1. Update on City Projects

I.4 Fire Department Report(s):

1. Update on Training, CPR, Status Boards, vehicle computers and AFG Grant for SCBAs.

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

K. ADJOURNMENT

All items on the agenda are for discussion and/or action.

Certification

I do hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, 3805 Adam Grubb, City of Lake Worth Texas in compliance with Chapter 551, Texas Government Code on Friday, February 9, 2018 at 3:00 p.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 – February 13, 2018

Agenda Item No. B.1

FROM: Monica Solko, City Secretary

ITEM: Approve minutes of the January 9, 2018 Regular City Council meeting.

SUMMARY:

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

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

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. January 9, 2018 City Council minutes

RECOMMENDED MOTION OR ACTION:

Approve minutes of the January 9, 2018 Regular City Council meeting.

MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS
HELD IN CITY HALL, COUNCIL CHAMBERS, 3805 ADAM GRUBB
TUESDAY, JANUARY 9, 2018

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
	Corry Blount	Police Chief
	Mike Christenson	Fire Chief
	Sean Densmore	Public Works Director
	Barry Barber	Building Development Director
	Suzanne Meason	Planning and Zoning Administrator

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

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.

B. CONSIDER APPROVAL OF CONSENT AGENDA ITEMS
APPROVED

B.1 APPROVE MINUTES OF THE DECEMBER 12, 2017 CITY COUNCIL MEETING.

B.2 APPROVE FINANCE REPORTS FOR THE MONTH OF DECEMBER 2017.

A MOTION WAS MADE BY COUNCIL MEMBER NARMORE, 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. PS17-09, A PROPOSED PRELIMINARY PLAT BEING ALL OF A 0.612-ACRE TRACT OF LAND LEGALLY KNOWN AS BLOCK 1, LOT(S) 4, 5, & 6, LAKE WORTH ADDITION AND ABSTRACT 188, TRACT(S) 2BBBB AND 2XXX, JOHN BREEDING SURVEY OF THE RECORDS OF TARRANT COUNTY, TEXAS. THE PROPOSED PRELIMINARY PLAT'S NEW LEGAL DESCRIPTION WILL BE BLOCK 1, LOT 1, DJK FARM, COMMONLY KNOWN AS 7000 FOSTER DRIVE, LAKE WORTH, TEXAS. (PUBLIC HEARING WAS OPENED AND ITEM WAS POSTPONED UNTIL JANUARY 16, 2018 P&Z MEETING AND FEBRUARY 13, 2018 COUNCIL MEETING).
POSTPONED

Mayor Bowen opened the public hearings at 6:32 p.m. for items C.1 (PS 17-09), C.2 (PS 17-10), C.3 (PS 17-11) and D.1 is not a public hearing but is also a related item. He announced the applicant has requested the items be postponed to January 6, 2018, at 6:30 p.m. for the Planning and Zoning Commission and February 13, 2018, at 6:30 p.m. for City Council. All public hearings (items C1, C2, and C3) and the waiver request (item D1) will take place at City Hall, Council Chambers located at 3805 Adam Grubb.

C.2 PUBLIC HEARING TO CONSIDER PLANNING & ZONING CASE NO. PS17-10, A PROPOSED FINAL PLAT BEING ALL OF A 0.612-ACRE TRACT OF LAND LEGALLY KNOWN AS BLOCK 1, LOT(S) 4, 5, & 6, LAKE WORTH ADDITION AND ABSTRACT 188, TRACT(S) 2BBBB AND 2XXX, JOHN BREEDING

SURVEY OF THE RECORDS OF TARRANT COUNTY, TEXAS. THE PROPOSED FINAL PLAT'S NEW LEGAL DESCRIPTION WILL BE BLOCK 1, LOT 1, DJK FARM, COMMONLY KNOWN AS 7000 FOSTER DRIVE, LAKE WORTH, TEXAS. (PUBLIC HEARING WAS OPENED AND ITEM WAS POSTPONED UNTIL JANUARY 16, 2018 P&Z MEETING AND FEBRUARY 13, 2018 COUNCIL MEETING).

POSTPONED

Item postponed, see item C.1 above for details.

C.3 PUBLIC HEARING TO CONSIDER PLANNING & ZONING CASE NO. PS17-11, A PROPOSED REPLAT BEING ALL OF A 0.56-ACRE PARCEL OF LAND KNOWN AS BLOCK 8, LOTS 31 (NORTH 37.5 FEET), 32, AND 33, INDIAN OAKS SUBDIVISION OF THE RECORDS OF TARRANT COUNTY, TEXAS. THE PROPOSED REPLAT'S NEW LEGAL DESCRIPTION WILL BE BLOCK 8, LOT 33R, INDIAN OAKS SUBDIVISION, COMMONLY KNOWN AS 3133 HURON TRAIL, LAKE WORTH, TEXAS. (APPLICANT REQUESTED ITEM BE POSTPONED UNTIL JANUARY 16, 2018 P&Z MEETING AND FEBRUARY 13, 2018 COUNCIL MEETING).

POSTPONED

Item postponed, see item C.1 above for details.

C.4 PUBLIC HEARING TO CONSIDER PLANNING & ZONING CASE NO. PS17-12, A PROPOSED REPLAT BEING ALL OF A 1.26-ACRE PARCEL OF LAND KNOWN AS BLOCK 4, LOTS 1R AND 2R, BROADVIEW WEST ADDITION OF THE RECORDS OF TARRANT COUNTY, TEXAS. THE PROPOSED REPLAT'S NEW LEGAL DESCRIPTION WILL BE BLOCK 4, LOT 2-R1, BROADVIEW WEST ADDITION, COMMONLY KNOWN AS 6116 LAKE WORTH BLVD., LAKE WORTH, TEXAS.

APPROVED

Mayor opened the public hearing and called on Suzanne Meason to present the item.

Planning and Zoning Administrator Suzanne Meason summarized the item. The property owner of the old Chevron/7-11 building which was recently demolished is requesting both properties be platted as one. There is a potential buyer for the property who would prefer the lots be one. This is a standard replat and meets all the City's requirements for replatting. The Planning & Zoning Commission recommended approval by a vote of 7-0.

Mayor called for the applicant to come forward. The applicant, Dr. Forrest Gilles came forward. He stated he was appreciative of Council consideration of the property and was available to answer any question Council may have.

Mayor Bowen asked for public comments on the Planning and Zoning Case No. PS17-12. There being no one wishing to speak, Mayor Bowen closed the public hearing at 6:35 p.m. and called for a motion.

A MOTION WAS MADE BY COUNCIL MEMBER SMITH, SECONDED BY COUNCIL MEMBER PARSLEY, TO APPROVE PLANNING CASE NO. PS17-12, AS PRESENTED.

MOTION TO APPROVE CARRIED 7-0.

C.5 PUBLIC HEARING TO CONSIDER ORDINANCE NO. 1103, PLANNING & ZONING CASE NO. PZ17-09, AN ORDINANCE AMENDING ORDINANCE NO. 500, THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF LAKE WORTH, SO AS TO AMEND THE APPROVED SITE PLAN, ORDINANCE NO. 800, FOR A SITE PLAN AMENDMENT TO THE EXISTING CHICK-FIL-A RESTAURANT, LEGALLY KNOWN AS BLOCK 1, LOT 6R, LAKE WORTH TOWNE CROSSING ADDITION, LAKE WORTH, TARRANT COUNTY, TEXAS. THE PROPERTY TO BE CONSIDERED IS GENERALLY DESCRIBED AS A 1.2053-ACRE PARCEL OF LAND LOCATED AT 6556 LAKE WORTH BLVD., LAKE WORTH, TEXAS.

APPROVED

Mayor Bowen open the public hearing at 6:36 p.m. and called on Suzanne Meason to the present the item.

Planning and Zoning Administrator Suzanne Meason summarized the item. The Chick-fil-A desires to add approximately five hundred thirteen (513) square feet onto the rear of the existing building to reconfigure their kitchen, remodel the store, and reconfigure the existing drive-thru lane to from one (1) to two (2) lanes to expedite customer service. The fire department has reviewed the amended layout and has no concerns. The original site plan was approved with a waiver to the parking lot concrete thickness from six (6") inch 3600 PSI to five (5") inch 4000 PSI, parking stall maneuverability from twenty (20') feet to eighteen (18') feet, and for the number of parking spaces provided to be fifty-nine (59). With the amendment they would ask that the same request remain in effect with the exception that the parking would now be forty-eight (48) parking spaces. This is due to the removal of the parking stalls on the side of the building which back up directly into the existing drive thru lane, rendering them essentially useless due to the high volume of drive-thru traffic at the location. The restaurant owner, Mike Tipton had a stair case installed at the rear of the property earlier in the year so that restaurant management and employees can park at the shopping center parking lot (permission granted) so as to free up those spaces for patron parking. The Planning and Zoning Commission approved the item by a 6-1 vote.

Mayor Bowen called on the applicant to present the item. Brian Burger, engineer on the project came forward. He stated he was available to answer any questions the Council may have.

Mayor Bowen asked for public comments on the Planning and Zoning Case No. PZ17-09. There being no one wishing to speak, Mayor Bowen closed the public hearing at 6:40 p.m. and called for a motion.

A MOTION WAS MADE BY COUNCIL MEMBER STUARD, SECONDED BY COUNCIL MEMBER HILL, TO APPROVE ORDINANCE NO. 1103, PLANNING CASE NO. PZ17-09 , AS PRESENTED.

D. PLANNING AND DEVELOPMENT

D.1 REQUEST FOR A WAIVER TO SECTION IV – ADMINISTRATION AND AMENDMENTS, B. WAIVERS FROM THE SUBDIVISION REGULATIONS AND DESIGN STANDARDS, J. REPLATS 1(A) TO ALLOW FOR A REPLAT OF A 0.56-ACRE PARCEL OF LAND KNOWN AS BLOCK 8, LOTS 31 (NORTH 37.5 FEET), 32, AND 33, INDIAN OAKS SUBDIVISION OF THE RECORDS OF TARRANT COUNTY, TEXAS. THE PROPOSED REPLAT'S NEW LEGAL DESCRIPTION WILL BE BLOCK 8, LOT 33R, INDIAN OAKS SUBDIVISION, COMMONLY KNOWN AS 3133 HURON TRAIL, LAKE WORTH, TEXAS TO ALLOW APPROVAL WITHOUT ALL PROPERTY OWNERS SIGNING AND ACKNOWLEDGING THE REPLAT. (APPLICANT REQUESTED ITEM BE POSTPONED UNTIL JANUARY 16, 2018 P&Z MEETING AND FEBRUARY 13, 2018 COUNCIL MEETING).

POSTPONED

Item postponed, see item C.1 above for details.

E. PUBLIC WORKS

No items for this category.

F. GENERAL ITEMS

F.1 DISCUSS AND CONSIDER ORDINANCE NO. 1104, AMENDING THE FY 2017-2018 BUDGET FOR THE ECONOMIC DEVELOPMENT CORPORATION.

APPROVED

Assistant City Manager/Finance Director Debbie Whitley presented the item. Council is being asked to approve an ordinance amending the FY 2017-2018 Economic Development Corporation (EDC) budget. At the September 12, 2017 City Council meeting, an expenditure was approved, 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. At the same meeting another project was approved, in an amount not to exceed $417,000, for the design of a 16" force main along Highway 199 from Paul Meador

Road to Roberts Cut Off. Both were approved EDC projects, but neither was included in the adopted EDC budget for the fiscal year ending September 30, 2018.

A MOTION WAS MADE BY COUNCIL MEMBER FERGUSON AND SECONDED BY COUNCIL MEMBER NARMORE TO APPROVE ORDINANCE NO. 1104.

MOTION TO APPROVE CARRIED 7-0.

F.2 DISCUSS AND CONSIDER RESOLUTION NO. 2018-01, TERMINATING THE ECONOMIC DEVELOPMENT CORPORATION AND APPROVING A PLAN OF TERMINATION.

APPROVED

City Manager Stacey Almond presented the item. A special election was held in Lake Worth on November 7, 2017, at which time a proposition was submitted to the registered voters of the city to authorize repealing the sales and use tax of one-half (1/2) of one percent for the benefit of the Economic Development Corporation. The results of the election have been verified and returned to the proper judges and clerks where a majority of the voters elected in favor of the termination and reallocation of the Economic Development Sales and Use Tax. In order to facilitate the termination, the proposed resolution is being presented to Council for approval along with a plan of termination. This will allow the Board President, Executive Director and their attorney to prepare and execute documents necessary to effectively terminate the Corporation, including the certificate of termination.

A MOTION WAS MADE BY COUNCIL MEMBER SMITH AND SECONDED BY MAYOR PRO TEM WHITE TO APPROVE ITEM F.2, RESOLUTION NO. 2018-01 APPROVING A PLAN OF TERMINATION FOR THE ECONOMIC DEVELOPMENT CORPORATION.

MOTION TO APPROVE CARRIED 7-0.

F.3 DISCUSS AND CONSIDER AN AGREEMENT BETWEEN THE CITY OF LAKE WORTH AND THE LAKE WORTH AREA HISTORICAL SOCIETY FOR THE LEASE OF THE LAKE WORTH AREA MUSEUM AND AUTHORIZE THE CITY MANAGER TO EXECUTE SAME.

APPROVED

Mayor Bowen advised that Council member Hill would be abstaining on the item because he was on the Lake Worth Area Historical Society Board.

An affidavit of disqualification has been completed by Council member Hill and filed with the City Secretary stating the nature of the interest was he is a board member on the Lake Worth Area Historical Society.

City Manager Stacey Almond summarized the item. Lake Worth Economic Development Corporation (EDC) purchased an approximately 1,868 sq. ft. wood framed stone veneer historic structure, (formerly known as the Foster House, presently known as the Lake Worth Area Museum) and funded the relocation and restoration of the structure. The structure was placed on property located at 7001 Charbonneau Road, which is owned by the city, and thereupon became a fixture on the property owned by the city. The city previously leased the structure and premises to the EDC and the EDC subleased the structure and premises to the Historical Society for use as a historical museum, and other lawful public purposes.

A special election was held on November 7, 2017, at which a proposition was submitted to the duly qualified registered voters of the City for their action thereon, said proposition to authorize to repeal the sales and use tax of one-half (1/2) of one percent for the benefit of the EDC. Due to these election results the City Council and Board of Directors intend to terminate the EDC. The purpose of this lease is to terminate the prior leases and subleases between all parties and allow the Historical Society to lease the premises directly from the City.

A MOTION WAS MADE BY COUNCIL MEMBER NARMORE AND SECONDED BY COUNCIL MEMBER PARSLEY MOVE TO APPROVE AN AGREEMENT BETWEEN THE CITY OF LAKE WORTH AND THE LAKE WORTH AREA HISTORICAL SOCIETY FOR THE LEASE OF THE LAKE WORTH AREA MUSEUM AND AUTHORIZE THE CITY MANAGER TO EXECUTE SAME.

MOTION TO APPROVE CARRIED 6-0-1 WITH COUNCIL MEMBER HILL ABSTAINING.

G. MAYOR AND COUNCIL ITEMS.

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

Mayor Walter Bowen reported that the Tarrant County Mayor's Council Annual Banquet dinner was held on December along with the induction of the new slate of officers. Mayor Pat Jacobs of the Town of Lakeside will be the incoming President beginning in February.

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

H.1 PUBLIC WORKS DIRECTOR REPORT(S)

1. Update on City Projects.

Public Works Director Sean Densmore reported on the following:

- Water and Sewer Master Plans – city is reviewing final drafts with comments from the engineers. Anticipate bringing both plans to Council for adoption in February.
- Park Master Plan – engineers have completed reviewing all the park additions. The city is hosting a Parks Town Hall meeting on January 30th from 6:00 - 7:00 p.m. at the Multi-Purpose Facility for citizens input on future and existing parks.

- Sanitary Sewer project – contractors are working on Line I which is located on Hwy 199 in front of Walmart, this will be the last line of the project. The city is completed in the next two weeks.
- Charbonneau Lift Station – all pumps have been replaced and the contractor and engineer are marking the flow of the pumps. They will be conducting a comprehensive flow study and will be reporting on it next month. Final payment is still pending until testing has been completed.
- 199 Force Main Project – working with engineer on the alignment to find the best location. City met with a drilling company last week to determine the best solution on how to get under Loop 820. Once city determines a concept, it will be submitted to TxDOT for approval.
- CDBG 43rd Project – during the surveying of the project found that the sewer line does not lay within the existing easement. The line runs under a structure so the city is currently working with the county and engineers on a new alignment and new easement.
- Street Rehab Project – the contractor will begin work on concrete curb and gutter replacement along with drive approaches on Wallace within the next two to three weeks.
- Azle Avenue Project – the first phase of the project, city is working with engineers on the replacement of utilities before the road way construction can begin. In February, the engineers will be presenting a traffic study and seeking design input (open or divided lanes, etc.) from Council. Staff is in discussions with NCTCOG and TxDOT on the best solution for intersection of Azle Avenue and Boat Club Road.
- TCEQ – in December, TCEQ came out to perform their annual inspection (which is every three year for Lake Worth). The inspector had high praises for our department. During the audit they found a clerical issue on paperwork, which has been corrected and sent to them. Another violation found was an old water storage tank that carried over from the last inspection which has been replaced so it will now be corrected on their end. Another minor issue is the blending of water we get from Fort Worth. The city submitted paperwork on this technique and they are recommending the city use chloramines instead of chlorine. That recommendation has been added to our Water Master Plan and sent to TCEQ to let them know we are in the processing of changing our system. To upgrade the current system, it will cost approximately $50-$80,000. The fourth minor issue was what they called an area of concern, based on our 85% rule which is based on our CCN (Certificate of Convenience and Necessity), the city was getting close to our max production in water. However, based on our water contract with Fort Worth that is incorrect. The city has contacted the TCEQ office to show them our contract which will correct the issue.
- Coleson's Frog 5K Event – the 8th Annual Coleson's F.R.O.G. 5K and 1 mile Fun Run at Lake Worth Park is set for April 28th.

Police Chief Blount commented that the department had applied for a rifle armor grant and received notification today that the city had received the grant. This grant will buy

twenty-five (25) sets of rifle armor that will outfit all of the uniform personnel. The grant was a little over $14,000.

I. EXECUTIVE SESSION

There was no Executive Session.

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

There was no Executive Session.

K. ADJOURNMENT

Mayor Walter Bowen adjourned the meeting at 6:54 p.m.

APPROVED

By:_____
Walter Bowen, Mayor

ATTEST:

_____
Monica Solko, City Secretary

Lake Worth Regular City Council Meeting – February 13, 2018

Agenda Item No. B.2

From: Debbie Whitley, ACM/ Director of Finance

Item: Approve Finance reports for the month of January 2018.

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 January 2018.

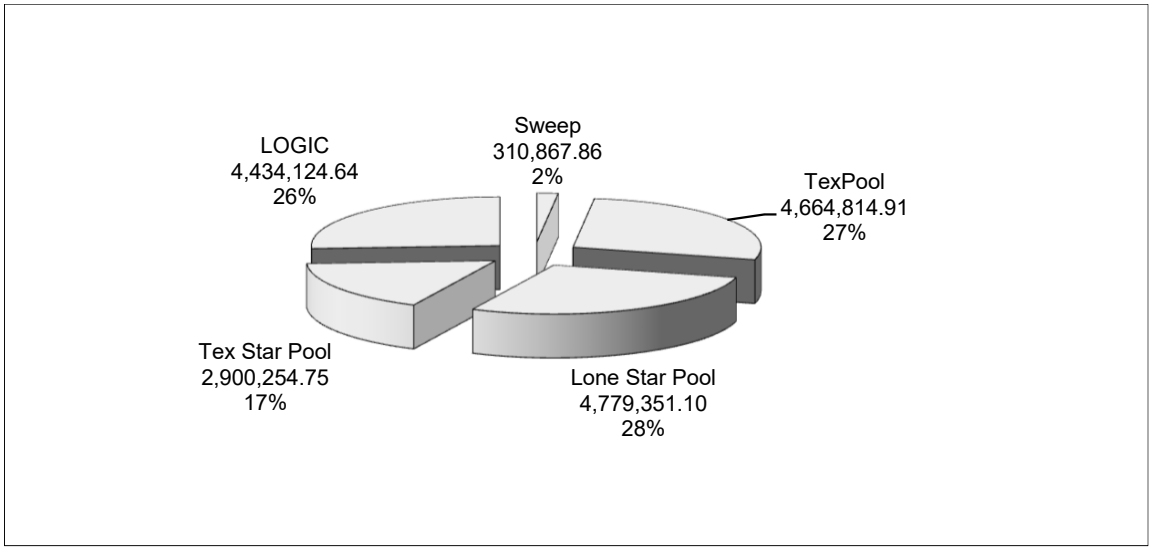
CITY OF LAKE WORTH
CASH POSITION
As of January 31, 2018

	Checking Account	TexPool	Lone Star Pool	TexStar	LOGIC	Total
General Fund	70,963.32	1,343,150.32	1,343,045.08	1,690,588.14	1,278,886.81	5,726,633.67
Park Fund	11,447.86	169,789.63			183,089.39	364,326.88
Child Safety Fund	11,892.76					11,892.76
Court Technology	11,930.11					11,930.11
Court Security Fund	21,110.46				44,645.24	65,755.70
Confiscated Property Fund	867.36					867.36
Street Maintenance	29,426.71	579,801.15	570,586.02	601,539.61	566,162.64	2,347,516.13
Crime Control	29,928.39	170,348.26	181,599.92	178,328.53		560,205.10
Economic Development		1,472,733.98	1,474,083.50		1,471,346.52	4,418,164.00
PEG Fund					68,234.52	68,234.52
Water/Sewer Fund	67,888.99	520,873.46	501,059.10		502,376.90	1,592,198.45
Debt Service	32,288.84	408,021.04	404,764.65			845,074.53
2008 CO Series		97.07		229,886.04		229,983.11
Hotel/Motel Tax Fund	23,123.06		304,212.83	199,912.43	319,382.62	846,630.94
Total All Cash & Invstments	310,867.86	4,664,814.91	4,779,351.10	2,900,254.75	4,434,124.64	17,089,413.26

CITY OF LAKE WORTH
INVESTMENT ACTIVITY
As of January 31, 2018

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	$310,867.86
(Funds covered by FDIC and Pledged Collateral by Bank of Texas)	
Total Funds Held In TexPool	$4,664,814.91
(NAV $1.00 per share, 4,664,815 shares; WAM 1 day)	
Total Funds Held In Lone Star Pool	$4,779,351.10
(NAV $1.00 per share, 4,779,351 shares; WAM 1 day)	
Total Funds Held In TexStar Pool	$2,900,254.75
(NAV $1.00 per share, 2,900,255 shares; WAM 1 day)	
Total Funds Held In LOGIC	$4,434,124.64
(NAV $1.00 per share, 4,434,125 shares; WAM 1 day)	
Total All Funds	$17,089,413.26



Prepared By: Debbie Whitley

Date: February 5, 2018

CITY OF LAKE WORTH
EXPENDITURE REPORT
January 2018

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNEXPENDED BALANCE	% EXPENDED
GENERAL FUND					
Mayor/Council	16,708.00	354.84	6,683.05	10,024.95	40%
Administration	1,122,458.00	46,993.88	619,100.71	503,357.29	55%
Admin-Finance	340,518.00	22,248.96	96,381.23	244,136.77	28%
Admin-HR/Risk Mgmt	148,756.00	18,463.85	54,503.10	94,252.90	37%
Admin-Multi-Purpose Center	16,605.00	556.10	3,345.63	13,259.37	20%
Admin-Multi-LW Area Museum	0.00	125.43	125.43	-125.43	#DIV/0!
Police	2,269,860.00	171,202.67	726,753.70	1,543,106.30	32%
Fire	1,886,871.00	149,103.98	712,387.83	1,174,483.17	38%
Street	943,342.00	48,825.71	238,867.42	704,474.58	25%
Library	255,793.00	18,042.80	77,147.73	178,645.27	30%
Parks	432,205.00	30,724.34	115,088.20	317,116.80	27%
Maintenance Dept	196,527.00	15,058.51	58,544.62	137,982.38	30%
Senior Citizens	126,645.00	10,401.24	41,186.99	85,458.01	33%
Municipal Court	237,483.00	19,326.11	70,919.96	166,563.04	30%
Animal Control	90,866.00	6,061.17	26,230.93	64,635.07	29%
Emergency Management	16,225.00	0.00	9,921.03	6,303.97	61%
Permits & Inspections	268,181.00	19,916.90	81,742.88	186,438.12	30%
P & I - Planning & Zoning	94,521.00	6,978.35	29,266.35	65,254.65	31%
P & I - Code Compliance	17,450.00	94.07	376.91	17,073.09	2%
Information Technology	553,374.00	88,139.09	231,225.54	322,148.46	42%
Total General Fund	9,034,388.00	672,618.00	3,199,799.24	5,834,588.76	35%
EDC					
Administration	1,134,075.00	108,499.36	127,027.97	1,007,047.03	11%
Lake Worth Area Museum	5,838.00	2,823.17	3,812.86	2,025.14	65%
Total EDC	1,139,913.00	111,322.53	130,840.83	1,009,072.17	11%
WATER/SEWER FUND					
Administration	987,185.00	24,242.85	51,905.94	935,279.06	5%
Water Supply	901,587.00	57,057.28	137,903.68	763,683.32	15%
Water Distribution	337,539.00	43,809.75	131,100.41	206,438.59	39%
Sewer Department	917,407.00	97,150.14	163,862.15	753,544.85	18%
Total Water/Sewer	3,143,718.00	222,260.02	484,772.18	2,658,945.82	15%
TOTAL EXPENDITURES	13,312,181.00	1,003,377.38	3,811,599.39	9,500,581.61	29%

CITY OF LAKE WORTH
REVENUE REPORT
January 2018

(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	835,892.00	412,306.16	643,797.49	192,094.51	77%
Franchise Fees	460,000.00	132.09	99,116.91	360,883.09	22%
Sales and Beverage Taxes	4,404,000.00	563,505.08	1,213,609.01	3,190,390.99	28%
Fines and Warrants	459,825.00	46,607.96	186,055.22	273,769.78	40%
License & Permits	138,760.00	38,045.55	71,518.13	67,241.87	52%
Sanitation	190,200.00	15,982.21	63,624.25	126,575.75	33%
Animal Control	1,100.00	1,070.00	3,695.00	-2,595.00	336%
Investment Income & Misc	434,734.00	401,220.56	497,642.44	-62,908.44	114%
Due From Other Funds	1,175,375.00	0.00	0.00	1,175,375.00	0%
Use of Prior Year Reserves	937,084.00			937,084.00	0%
Total General Fund	9,036,970.00	1,478,869.61	2,779,058.45	6,257,911.55	31%
EDC					
Sales Tax	2,185,000.00		325,051.97	1,859,948.03	15%
Interest Income & Miscellaneous	27,675.00	4,708.85	12,574.71	15,100.29	45%
Use of Prior Year Reserves				0.00	
Total EDC	2,212,675.00	4,708.85	337,626.68	1,875,048.32	15%
WATER/SEWER FUND					
Water Sales	1,475,000.00	92,950.82	381,529.59	1,093,470.41	26%
Water Tap Fees	1,000.00	95.00	380.00	620.00	38%
Water Service Charge	58,000.00	6,178.11	20,907.50	37,092.50	36%
Sewer Charges	980,000.00	80,525.10	284,060.95	695,939.05	29%
Sewer Tap Fees	3,000.00		1,500.00	1,500.00	50%
Interest Income & Miscellaneous	40,340.00	3,347.48	13,118.52	27,221.48	33%
Transfers In	410,659.00	0.00	0.00	410,659.00	0%
Use of Prior Year Reserves	175,719.00			175,719.00	0%
Total Water/Sewer Fund	3,143,718.00	183,096.51	701,496.56	2,442,221.44	22%
DEBT SERVICE FUND:					
Property Tax Revenue	1,238,793.00	597,154.46	933,465.77	305,327.23	75%
Investment Income & Misc	3,000.00	377.79	567.10	2,432.90	19%
Transfers In	438,726.00	0.00	0.00	438,726.00	0%
Use of Prior Year Reserves				0.00	0%
Total Debt Service	1,680,519.00	597,532.25	934,032.87	746,486.13	56%

CITY OF LAKE WORTH
GF SALES TAX ANALYSIS
FOR JANUARY 2018 REVENUE

		Current % Incr or Decrease
Current Month Receipts	556,558.59	
Same Month, Last Year	559,294.34	-0.489%
Same Month, 2 Years Ago	503,896.52	10.451%
Current YTD Total	1,694,240.48	
YTD, Last Year	1,838,373.40	-7.840%
YTD, 2 Years Ago	1,688,240.81	0.355%

Current Year Budget is pending budget amendment for sales tax reallocations

CITY OF LAKE WORTH
PARK FUND
As of January 31, 2018

REVENUE SOURCE:		
	UTILITY DONATIONS	3,316.00
	DONATIONS - KIDS & TREES	0.00
	DONATIONS - NAVAJO PARK	0.00
	DONATIONS - RAYL PARK	5,000.00
	DONATIONS - LAKE WORTH PARK	0.00
	INVESTMENT INCOME	1,256.02
	EDC CONTRIBUTIONS	0.00
	MISCELLANEOUS	8.00
Total Revenue		9,580.02
EXPENDITURE CATEGORY:		
	MISCELLANEOUS	353.24
	PARK MAINTENANCE	3,093.71
	CHARBONNEAU PARK	95.91
	LAKE WORTH PARK	19,222.40
	NAVAJO PARK	116.88
	GRAND LAKE PARK	0.00
	REYNOLDS PARK	0.00
	RAYL PARK	0.00
	TELEPHONE ROAD PARK	0.00
	DAKOTA PARK	19.77
	EQUIPMENT PURCHASE/IMPROVEMENTS	0.00
Total Expenditure		22,901.91
REVENUE OVER EXPENDITURES		-13,321.89

CASH POSITION	
CHECKING	11,447.86
INVESTMENTS	352,879.02
TOTAL CASH	364,326.88

CITY OF LAKE WORTH
STREET MAINTENANCE
January 2018

Revenue

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

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNRECEIVED BALANCE	% RECEIVED
Sales Tax	1,090,000.00		162,525.99	927,474.01	15%
Interest & Misc Income	15,200.00	2,496.27	6,562.02	8,637.98	43%
Use of Prior Yr Rsrvs					
Total Revenue	1,105,200.00	2,496.27	169,088.01	936,111.99	15%

Expenditures

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNEXPENDED BALANCE	% EXPENDED
Miscellaneous	0.00	106.24	106.24	-106.24	#DIV/0!
Barricades & Markers	12,000.00		235.78	11,764.22	2%
Street Projects	329,778.00	894.50	5,713.59	324,064.41	2%
Concrete Replacement	110,000.00	0.00	0.00	110,000.00	0%
Transfers Out	116,640.00	0.00	0.00	116,640.00	0%
Total Expenditures	568,418.00	1,000.74	6,055.61	562,362.39	1%

CITY OF LAKE WORTH
CCPD
January 2018

Revenue

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

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNRECEIVED BALANCE	% RECEIVED
Sales Tax	1,075,000.00	78,906.50	238,767.47	836,232.53	22%
SRO Reimbursement	42,860.00	3,650.00	14,600.00	28,260.00	
Interest & Misc Income	3,000.00	579.59	2,458.73	541.27	82%
Use of Prior Yr Rsrvs					
Total Revenue	1,120,860.00	83,136.09	255,826.20	865,033.80	23%

Expenditures

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNEXPENDED BALANCE	% EXPENDED
Salaries	704,631.00	50,450.62	194,044.08	510,586.92	28%
Supplies	23,950.00	750.23	2,508.88	21,441.12	10%
Maintenance	23,175.00	1,368.52	7,396.70	15,778.30	32%
Services	60,690.00	12,783.91	36,334.86	24,355.14	60%
Equipment	160,000.00	72.86	6,366.29	153,633.71	4%
Transfers Out	175,851.00	0.00	0.00	175,851.00	0%
Total Expenditures	1,148,297.00	65,426.14	246,650.81	901,646.19	21%

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. B.3

From: Monica Solko, City Secretary

Item: Approve Resolution No. 2018-02, calling the May 5, 2018 City Council Election, authorizing a joint election contract with other Tarrant County political subdivisions and contract with Tarrant County for election services and authorize the City Manager to execute the contract.

Summary:

The City Council is required by the Texas Election Code to order the City's General Election of Officials. Resolution No. 2018-02 orders the City's Election for May 5, 2018. The resolution also authorizes the city to hold its election jointly with other Tarrant County entities, contract with Tarrant County to administer the joint election, and establishes voting locations.

The City Secretary's Office is responsible for conducting municipal elections as prescribed by the Election Code of the State of Texas and the City of North Richland Hills' City Charter.

The City Charter states that the governing body of the City shall consist of a Mayor and seven (7) Council persons who shall be elected for terms of two years. All places, including the Mayor, will be elected at large. The Mayor and Council persons in Places 2, 4, and 6 shall be elected in odd-numbered years and Council persons in Place 1, 3, 5 and 7 elected in even-numbered years.

Pursuant to Section 3.004 of the Texas Election Code, the governing body of a political subdivision shall order the General Election. An election may only be held on a uniform election date—first Saturday in May or the first Tuesday after the first Monday in November.

In accordance with state law, Resolution No. 2018-02 orders the City's General Election of Officials to be held on May 5, 2018. Persons elected to offices of City Council Places 1, 3, 5, and 7 shall be for a term of two years. The resolution establishes Election Day voting locations, provides for the appointment of election officials, early voting and Election Day procedures, and authorizes the City Manager to execute a joint election agreement and contract for election services with Tarrant County

The filing period for the 2018 General Election began January 17, 2018 and concludes on February 16, 2018. Candidates will file their completed application with the City Secretary's Office during the business week between the hours of 8:00 a.m. and 5:00 p.m.

Early voting will begin April 23, 2018 and continue through May 1, 2018. In the event a run-off election should be needed, the resolution sets June 16, 2018 as the run-off date, provides for early voting days and times and allows the contract with Tarrant County to be extended to the run-off election.

As in previous years, the city's election will be held jointly with other Tarrant County political entities holding an election to be administered by Tarrant County. Following the filing period (February 16, 2018), Tarrant County will provide a finalized contract that includes all entities participating and holding an election. It is anticipated that the election contract will be similar to previous contracts with the county and will include the following provisions:

- Tarrant County Elections Administrator, or designee, will serve as the administrator of the Joint Election with each participating entity remaining responsible for decisions and actions as required by law.

- Early voting will be conducted jointly with all participating entities beginning on April 23, 2018 and ending on May 1, 2018 at the locations and times established by the county. Lake Worth voters may vote early at:
  - Tarrant County Elections Center, 2700 Premier, Fort Worth; (Main Early Voting Location)
  - Tarrant County Sheriff's Office-North Patrol Division, 6651 Lake Worth Boulevard;
  - any of the other joint early voting locations (within Tarrant County)

- Early voting by personal appearance will be conducted exclusively on the county's eSlate Electronic Voting System. On Election Day, voters will have a choice between the eSlate electronic voting system or a paper ballot that is scanned using Tarrant County's EScan voting system.

- Ballots that contain content for more than one joint participant because of overlapping territory will be arranged in the following order: Independent School District, City, Water District(s), College District and other political subdivisions.

- On Election Day, Lake Worth voters will vote at their designated polling location – Tarrant County Sheriff's Office-North Patrol Division.

- The Tarrant County Elections Administrator will release unofficial cumulative totals and precinct returns of the election as precincts report to the central and remote tabulating stations and the returns are tabulated. The unofficial cumulative totals and precinct returns will be released to the joint participants, candidates, press and general public by distribution of hard copies at the central counting station (2700 Premier Street, Fort Worth) and by posting to the county web site. On Election night, the county will not allow the release of the results printed on the tapes produced by the voting equipment to any participating entity at any of the remote collection sites or by phone from the individual polling locations. Each participating entity will receive their election results from either the county's central counting station or county website.

- The Elections Administrator will be the general custodian of the voted ballots and all records of the Joint Election.

Fiscal Impact:

Election expenses will be allocated among the participating entities according to a formula based on the average cost per Election Day polling place (unit cost) as determined by adding together the overall expenses and dividing the expenses equally among the total number of polling places. Costs for polling locations will be pro-rated equally among the participants using the polling location.

Attachments:

1. Resolution No. 2018-02.

Recommended Motion or Action:

Approve Resolution No. 2018-02.

RESOLUTION NO. 2018-02

A RESOLUTION OF THE CITY OF LAKE WORTH, TEXAS, CALLING AND ORDERING A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 5, 2018; APPROVING A JOINT CONTRACT WITH TARRANT COUNTY FOR ELECTION SERVICES; DESIGNATING A POLLING PLACE; AUTHORIZING THE TARRANT COUNTY ELECTIONS ADMINISTRATOR TO APPOINT AN ELECTION JUDGE AND AN ALTERNATE JUDGE; PROVIDING FOR EARLY VOTING; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 41.001 of the Texas Election Code (the "Code") specifies that the first Saturday in May shall be a "Uniform Election Date" and that a general election of a City may be held on such day; and

WHEREAS, state law and the charter of the City of Lake Worth require that a general election be held; and

WHEREAS, all of the City of Lake Worth and its voting precincts (Precincts 4091, 4053, 4242, and 4285) are located only within Tarrant County, of which, due to the number of registered voters, may elect to consolidate election results under one precinct of Precinct 4091; and

WHEREAS, by this Resolution, it is the intention of the City Council to adopt all requirements of an Election Order and Notice of Election in accordance with state law and authorize a contract with Tarrant County for joint election services.

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

SECTION 1

GENERAL ELECTION CALLED/ORDERED: A general election shall be held in the City of Lake Worth, Texas, on Saturday, May 5, 2018, at which the following officers will be elected:

COUNCILMEMBER PLACE 1
COUNCILMEMBER PLACE 3
COUNCILMEMBER PLACE 5
COUNCILMEMBER PLACE 7

SECTION 2

TERM OF OFFICE: In accordance with the City Charter, the candidate for each office receiving the highest number of votes for such office shall be elected to a two (2) year term beginning May 2018 and ending May 2020, or until a successor is duly elected and qualified.

SECTION 3

APPLICATION FOR A PLACE ON THE BALLOT: Any eligible and qualified person shall have his/her name printed upon the official ballot as a candidate for the offices herein set forth by filing his/her sworn application with the City Secretary not earlier than Wednesday, January 17, 2018 and not later than 5:00 p.m. Friday, February 16, 2018. The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing by the City Secretary conducted pursuant to state law and City Charter. Notice of the time and place for such drawing shall be given in accordance with the Code.

SECTION 4

JOINT ELECTION AGREEMENT AND CONTRACT AUTHORIZED: The City Secretary is hereby authorized to contract (the "Contract") with Tarrant County for joint election services and the City Manager shall sign the Contract. At the time the Contract and its attachments are finalized, it shall be a part of this resolution. In the event of a conflict between this Resolution and the Contract, the Contract shall control.

SECTION 5

ELECTION DAY POLLING PLACE: The Election Day polling place for the general election shall be at the Tarrant County Sheriff's Office- North Patrol Division located at 6651 Lake Worth Boulevard, Lake Worth, Texas between the hours of 7:00 a.m. and 7:00 p.m.

SECTION 6

APPOINTMENT OF ELECTION JUDGE AND ALTERNATE ELECTION JUDGE: The Presiding Election Judge and Alternate Presiding Election Judge shall be appointed by Tarrant County as indicated in the Contract and authorized by Chapter 271 of the Code.

SECTION 7

PUBLICATION AND POSTING OF NOTICE OF ELECTION: Notice of the election shall be published in the newspaper and posted in accordance with the provisions of the Code.

SECTION 8

EARLY VOTING:

a. Early voting by personal appearance. Karen Lawrence, the Tarrant County Chief Deputy Elections Administrator, acting pursuant to Texas Government Code §601.002, ("Elections Administrator"), is hereby designated as the Early Voting Clerk for the election, as so indicated in the Contract. Early voting by personal appearance shall commence April 23, 2018 and shall continue until May 1, 2018. Specific days, times and locations shall be designated by the Elections Administrator and included in the Contract (to be included as an Attachment after its approval) and shall be in compliance with state law. The main early voting site shall be at the Tarrant County Election Center at 2700 Premier Street, Fort Worth, Texas, 76111. The early voting site in Lake Worth shall be at the Tarrant County Sheriff's Office- North Patrol

Division located at 6651 Lake Worth Boulevard, Lake Worth, Texas. On at least two weekdays during the early voting period, the location for early voting shall be open for at least twelve (12) hours as mandated by state law and as indicated in the aforementioned attachment.

b. Early voting by mail. The Elections Administrator shall be responsible for the Early Voting applications and ballots. Applications for early voting by mail may be obtained by contacting the Elections Administrator's office at (817) 831-8683. Applications may be submitted to the Tarrant County Elections Administrator by mail at P. O. Box 961011, Fort Worth, Texas 76161-0011; or by fax at (817) 831-6118; or by e-mail at votebymail@tarrantcounty.com not later than April 24, 2018 by the close of regular business or by 12 noon, whichever is later. Applications may also be delivered in person at the Tarrant County Election Center at 2700 Premier Street, Fort Worth, Texas, 76111 beginning January 1, but not later than April 24, 2018. The City Secretary is directed to forward applications and ballots she may receive to the Elections Administrator as provided in the Contract.

c. Early Voting Ballot Board. Early voting, both by personal appearance and by mail shall be canvassed by an Early Voting Ballot Board which is hereby created. According to the Contract, Tarrant County shall appoint the Early Voting Ballot Board to process early voting results from the election.

SECTION 9

RUNOFF ELECTION: In accordance with Section 2.025 of the Texas Election Code, in the event no candidate receives a majority of votes for an office, there shall be a runoff election held on June 16, 2018. The polling place on Election Day for the runoff election shall be at the same polling places as those of the original election, and the hours of voting shall be between 7:00 a.m. and 7:00 p.m. Early voting by personal appearance shall be held at the same locations set out in Section 8 hereof on each day that is not a Saturday, Sunday, or an official State Holiday, beginning on Monday, June 4, 2018 and continuing through Tuesday, June 12, 2018 between the hours of 8:00 a.m. and 5:00 p.m. except June 9 and June 11-12 when voting will be between the hours of 7:00 a.m. and 7:00 p.m. and June 10 when voting will be between the hours of 11:00 a.m. and 4:00 p.m.

SECTION 10

METHOD OF VOTING: Early Voting by personal appearance shall be conducted exclusively on Tarrant County's eSlate electronic voting system. On Election Day, voters shall have a choice between voting on the eSlate electronic voting system or by a paper ballot that is scanned at the polling place using Tarrant County's eScan voting system. All expenditures necessary for the conduct of the election, the purchase of materials thereof, and the employment of all election officials are hereby authorized and shall be conducted in accordance with the Contract and the Code.

SECTION 11

NECESSARY ACTIONS: The City Manager and the City Secretary of the City, in consultation with the City Attorney if needed, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of the Code and the Contract in carrying out and conducting the election, whether or not expressly authorized herein.

SECTION 12

The City Secretary is also hereby authorized to appoint person(s) as appropriate to perform duties relating to this election in her absence, including but not limited to acceptance of candidate filings, in accordance with the City Charter and Section 1.007 (a-b) and 143.006 of the Texas Election Code.

PASSED AND APPROVED on the 13th day of February 2018.

CITY OF LAKE WORTH

By:_____
Walter Bowen, Mayor

ATTEST:

_____
Monica Solko, City Secretary

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. D.1

From: Suzanne Meason, Planning & Zoning Administrator

Item: Request for a waiver to Section IV – Administration and Amendments, B. Waivers from the Subdivision Regulations and Design Standards, J. Replats 1(a) to allow for a replat of a 0.56-acre parcel of land known as Block 8, Lots 31 (north 37.5 feet), 32, and 33, Indian Oaks Subdivision of the records of Tarrant County, Texas. The proposed replat's new legal description will be Block 8, Lot 33R, Indian Oaks Subdivision, commonly known as 3133 Huron Trail, Lake Worth, Texas to allow approval without all property owners signing and acknowledging the replat. (CONTINUED FROM THE JANUARY 9, 2018 CITY COUNCIL MEETING). THE PLANNING & ZONING COMMISSION RECOMMENDED DENIAL BY A VOTE OF 6-0.

Property Description:
0.56 acres of property, located at 3133 Huron Trail

Property Owner(s):
Raymond Pettis, Jr. and Shirley Pettis, PO Box 136702, Lake Worth, Texas 76136

Applicant:
Raymond Pettis, Jr.

Engineer/Surveyor:
Surveyor: Barron, Stark & Swift, 6221 Southwest Blvd., Suite #100, Fort Worth, Texas 76132

Current Zoning:
"SF-1" – Single Family Residential

Proposed Use:
"SF-1" – Single Family Residential

Existing Road(s):
Huron Trail

Surrounding Zoning:
North: The property to the north is currently zoned "SF-1" – Single Family Residential.

South: The property to the south is currently zoned "SF-1" – Single Family Residential.

East: The property to the east is currently zoned "SF-1" – Single Family Residential.

West: The property to the west is currently zoned "SF-1" – Single Family Residential.

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. D.1

Summary:
Mr. Pettis approached the city several months ago wishing to construct an accessory building in the rear of his property, upon plan review it was determined that Mr. Pettis owned several (part of 31, all of 32, and all of 33) lots and that the proposed building would cross property lines, which is not allowed by ordinance.

Mr. Pettis was instructed by staff that he would have to replat the multiple properties into one parcel in order to move forward with the building construction. Mr. Pettis hired a surveyor who drew up the replat document and submitted application for the replat approval. Upon staff review of the replat document it was discovered that lot 31 was partially (north 37.5') owned by Mr. Pettis and partially owned (south 12.5') by a Deirdre Kay Pope, according to records obtained by the Tarrant Appraisal District.

Mr. Pettis was notified that the adjoining property owner would need to be involved in the replat process for it to meet city ordinance (which he advised she would not be in favor of) or that he may request a waiver to the Subdivision Regulations. Mr. Pettis made the request for a waiver from the Subdivision regulation in writing.

Staff sent Ms. Deirdre Kay Pope a letter informing her of the situation and requested her participation in the platting process. Staff received a letter from Linda Larned Pope, Ms. Deirdre Kay Pope's mother advising staff of the following:

1. Ms. Deirdre Kay Pope was deceased; and
2. Disputing the property boundary of the shared lot.

To date staff has not had any further contact with Ms. Linda Larned Pope.

According to the ordinance waivers of the Subdivision Regulations may be approved only if the City Council finds the following:

1. That there are special circumstances or conditions affecting the land involved such that the strict application of the provision of these regulations would deprive the applicant of the reasonable use of the land; and
2. That the waiver is necessary for the preservation and enjoyment of a substantial property right of the applicant; and
3. That the granting of the waiver will not be detrimental to the public health, safety, welfare, or injurious to other property in the area; and
4. That the granting of the waiver will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the adopted Comprehensive Land Use Plan and the provisions of these regulations; or
5. That the waiver is necessary as a result of the city engineer's determination regarding the rough proportionality of an exaction requirement.

The lot in question was illegally subdivided at some point in time. While the applicant is attempting to comply with the City's requirements for replatting the lot(s), the approval of a waiver and replat would create a legal non-conforming use. Further, according to the letter submitted by Ms. Linda Larned Pope the property boundary for a portion of the lot in question is under dispute.

This item was postponed from the January 9, 2018 City Council meeting at the request of the property owner and is not coming back before the council for action.

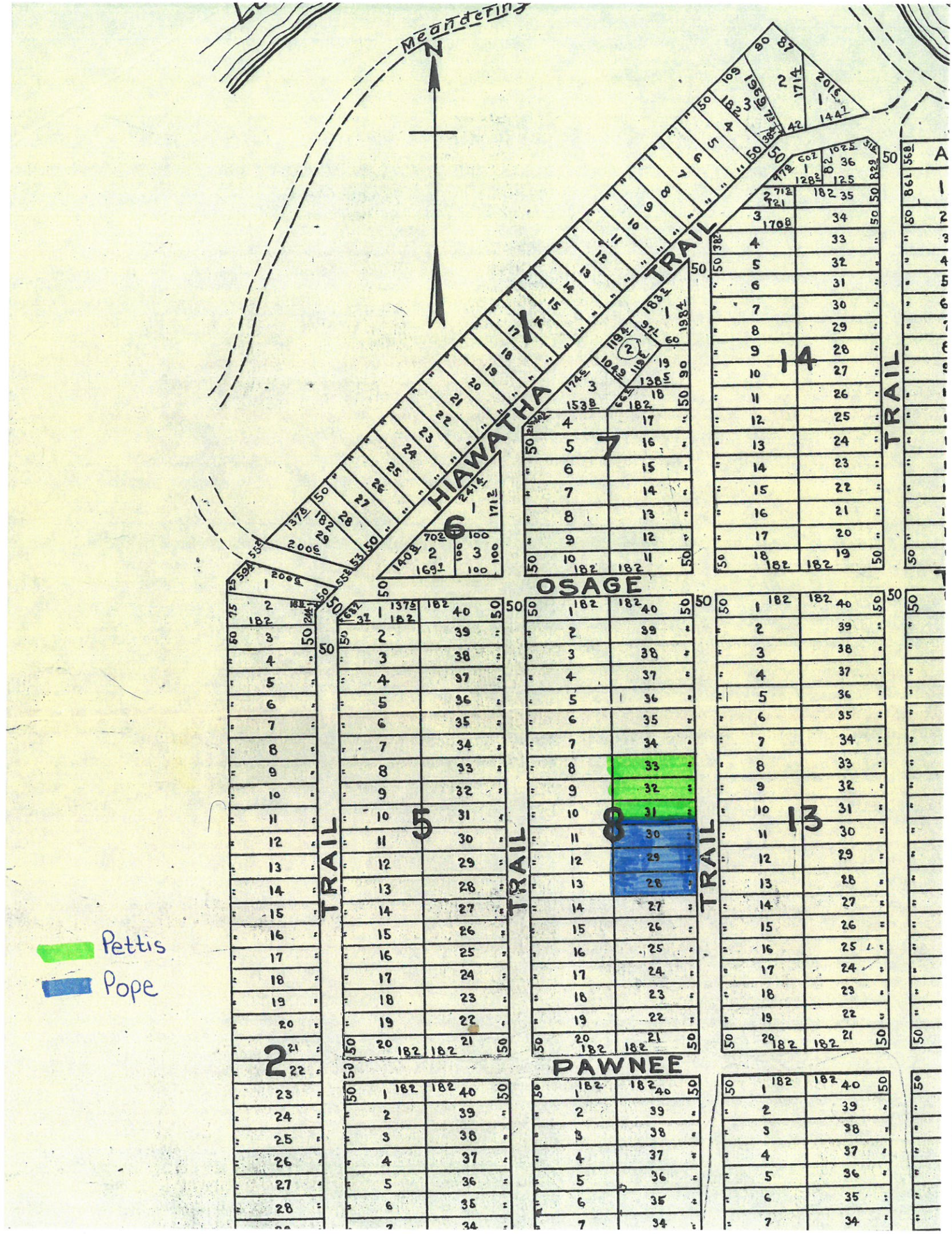
The item was heard by the Planning & Zoning Commission on January 16, 2018 and was recommended for denial of the waiver request by a vote of six (6) to zero (0).

Public Input:
N/A

Fiscal Impact:
N/A

Attachments:
1. Vicinity Map
2. Letter from Linda Larned Pope
3. Subdivision Regulations Excerpt (Section II)
4. Subdivision Regulations Excerpt (Section IV)

Recommended Motion or Action:
Staff recommends denial of Agenda Item C.1 as the waiver requested does not meet the requirements as set out in Section IV – Administration and Amendments; B.-Waivers from Subdivision Regulations and Design Standards (1-5).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Pettis
Pope

December 5, 2017

City of Lake Worth
Suzanne Meason
Planning & Zoning Administrator
3805 Adam Grubb
Lake Worth, Texas 76135-3500

Linda Larned Pope
6205 Ivy Hill Rd
Ft Worth, Tx 76135

Ref: Platting of Property at 3125 Huron Trail, Block 8
Lots 28,29,30,and portion of 31, Indian Oaks Subdivision

Dear Sharon.

I am requesting under the Freedon of Information Act, all communication with/from Mr Pettis with regard to the letter you sent ny dayghter Deirdre Kay Pope. Deirdre is deceased and I inherited the property.

I do not agree with Mr Pettis assesment of the boundry lines. I plan to fully be involved in this matter.

Respectifully

Linda Larned Pope

Section II

16. Final plans for required improvements specified in *Part II, Design Criteria and Construction Standards*.

17. Final plats circulated for review purposes shall bear the surveyor's name, registration number, and the registered surveyor designation.

18. The surveyor's certificate and seal with signature shall be placed on the mylar copies of the final plat, similar to the one shown below:

    I, _____, do hereby certify that I prepared this plat from an actual and accurate survey of the land, and that the corner monuments shown thereon were properly placed under my supervision.

    _____ _____
    Signature Date

19. A certificate of approval by the City Council including the date of approval, similar to the one shown below:

    APPROVED BY THE CITY COUNCIL OF LAKE WORTH, TEXAS, on this ____ day of _____, _____.

    ATTEST:

    _____ _____
    Mayor City Secretary

J. Replats

1. A replat of a subdivision or part of a subdivision may be recorded and is controlling over the preceding plat without vacation of that plat if the replat:

    a. Is signed and acknowledged by only the owners of the property being replatted;

    b. Is approved by the City Council after a public hearing on the matter at which parties in interest and citizens have an opportunity to be heard;

    c. Does not attempt to amend or remove any covenants or restrictions; and

    d. Is in compliance, when applicable, with subsections 2, 3, and 4 below.

2. In addition to compliance with the above, a replat without vacating the preceding plat must conform to the requirements of this section if any of the proposed area to be re-subdivided or replatted was, within the immediate preceding five years, limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot, or if any lot in the preceding plat was limited by deed restriction to residential use for not more than two residential units per lot:

a. Notice of the public hearing shall be given no less than 15 days prior to the day of the hearing in the following manner:

i) Publication of the hearing notice in the official newspaper or a newspaper of general circulation; and

ii) Written notice, with a copy of subsection (b) attached thereto, of the public hearing forwarded to the owners (as the ownerships appear on the last approved municipal tax roll) of all lots in the original subdivision and that are within 200 feet of the lots to be replatted. The notice may be served by depositing it properly addressed and postage paid in a post office or postal depository within the city.

b. If the proposed replat requires a variance and is protested in accordance with this subsection, the proposed replat must receive the affirmative vote of at least three-fourths of the members present of the Planning and Zoning Commission and City Council in order to be approved. For a legal protest, written instruments signed by the owners of at least 20 percent of the area of the lots or land immediately adjoining the area covered by the proposed replat and extending 200 feet from that area, but within the original subdivision, must be filed with the Planning and Zoning Commission and City Council prior to the closing of the public hearing. In computing the percentage of land area under this section, the area of streets and alleys shall be included.

3. Compliance with subsection 2(b) is not required for approval of a replatting of a portion of a prior plat if the area to be replatted was designated or reserved for other than single or duplex-family residential use by notation on the last legally recorded plat or in the legally recorded restrictions applicable to the plat.

4. Replats shall be subject to a filing fee as approved on the City of Lake Worth Fee Schedule and shall be accompanied by certified copies of the entire subdivision plat and the deed restrictions and covenants.

5. A preliminary plat shall be required in cases where a replat involves the reconfiguration of more than three lots.

K. Amending / Correction Plats

1. Notwithstanding any other provision of the above section H, the city is authorized to approve and issue an amending plat which is signed by the applicants only, and which is for one or more of the purposes set forth in the following subparagraphs (a) through (k), and such approval and issuance shall not require notice, hearing or approval of other lot owners. Amending/correction plats in accordance with the provisions of this section may be approved by the planning administrator if the sole purpose of the amending plat is to:

a. Correct an error in any course or distance shown on the prior plat;

Section III Blocks.

7. Sidewalk standards are contained in *Part II Design Criteria and Construction Standards, Section VII Sidewalks.*

8. Lot standards are contained in *Part II Design Criteria and Construction Standards, Section IV Lots.*

9. Easement standards are contained in *Part II Design Criteria and Construction Standards, Section V Easements".*

C. Building Setback Lines

Building setback lines which vary from the requirements of the zoning ordinance shall be shown on all lots intended for residential, institutional, commercial, or industrial use. Plats where the building setback line conforms to the zoning ordinance of the City of Lake Worth shall state such conformance on the face of the plat.

D. Developers Agreement

1. Before construction starts on any private or public improvements in a subdivision, the subdivider shall execute a contract with the City providing for the installation of public improvements required by the development regulations of the City. This agreement, entitled "Developers Agreement," shall constitute a covenant which will run with the land and will be binding upon any assignee or owner in the chain of title. The Developers Agreement shall be in the form provided in *Appendix A* of *Section 1* of the *City of Lake Worth Design Criteria and Construction Standards.*

2. After execution of the Developers Agreement by the subdivider and the City, any changes in the contract or the plans or specifications that alter the scope of the project must be recommended by the City engineer and approved by the city attorney and the City Council. Upon approval, an addendum to the Developers Agreement shall be executed by the subdivider and the City.

Section IV – Administration and Amendments

A. Building Permits

1. The city shall withhold all city improvements and services, including the furnishing of sewerage facilities and water service, and all franchise service under control of the city, from subdivisions which have not been approved in accordance with these regulations and *Part II Design Criteria and Construction Standards.*

2. A building permit may be issued after completion of water and sewer improvements, and installation of curb and gutter, when the developer elects to provide cash or an

irrevocable letter of credit to cover the remaining cost of the community facilities not completed at the time building permits are issued. Should a developer not provide this security, he will be issued building permits only upon final completion and acceptance of all community facilities by the city.

3. In the C, I, P-C, P-I, and M-PD zoning districts, a building permit may be issued after the engineering plans have been approved by the city engineer, and the Developers Agreement has been executed and upon the posting of security, as specified in *Appendix A* of *Section 1* of the *City of Lake Worth Design Criteria and Construction Standards.* This provision applies only when there is to be no street construction or street improvements. (Street construction or street improvements fall under the provisions of paragraph 2 above).

4. No occupancy permits shall be issued for any structure or building on any lot, tract or parcel, and no structure or building shall be occupied, unless and until the required public improvements are installed, connected, and are functioning properly and have been accepted by the city.

B. Waivers from Subdivision Regulations and Design Standards

Waivers from *Part I Subdivision and Development* and *Part II Design Criteria and Construction Standards* may be approved as follows:

The City Council of the City of Lake Worth, after recommendation by the Planning and Zoning Commission, shall have the ultimate power to grant or reject waivers to the Subdivision and Development Regulations and Design Criteria and Construction Standards. The City Council may authorize a waiver from these regulations when, in its opinion, undue hardship will result from requiring strict compliance. In granting a waiver, the City Council shall prescribe only conditions that it deems necessary or desirable to protect the public interest. In making the findings hereinbelow required, the City Council shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work in the proposed subdivision, and the probable effect of such waiver upon traffic conditions and upon the public health, safety, convenience, and welfare in the vicinity. No waiver shall be granted unless the City Council finds:

1. That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of these regulations would deprive the applicant of the reasonable use of the land; and

2. That the waiver is necessary for the preservation and enjoyment of a substantial property right of the applicant; and

3. That the granting of the waiver will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area; and

4. That the granting of the waiver will not have the effect of preventing the orderly

subdivision of other land in the area in accordance with the adopted Comprehensive Land Use Plan and the provisions of these regulations; or

5. That the waiver is necessary as a result of the city engineer's determination regarding the rough proportionality of an exaction requirement.

Such findings, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the City Council meeting at which such waiver is granted. Waivers may be granted only when in harmony with the general purpose and intent of the adopted Comprehensive Land Use Plan and these regulations so that the public health, safety and welfare may be secured and substantial justice done. Waivers of regulations contained in *Part II, Design Criteria and Construction Standards* may only be granted based on the showing by the developer's engineer that the alternative standards provide the same degree of protection that the original standards would provide. Pecuniary hardship standing alone shall not be deemed to constitute undue hardship.

C. Amendments

1. Amendments to *Part I Subdivision and Development* shall be adopted by official action of the City Council after recommendation from the Planning and Zoning Commission.

2. Amendments to *Part II Design Criteria and Construction Standards* shall be adopted by official action of the City Council after recommendation from the Planning and Zoning Commission except that if amendment of a design standard is required due to a change in federal or state law, or a finding by the director of public works, in consultation with the city engineer, or other affected city department director, that the amendment is necessary due to changes in generally accepted engineering principles or Best Management practices, the director of public works may recommend, and the city manager may approve, such amendments that satisfy one or more of these criteria. A person aggrieved by such an amendment may appeal the adoption of the amendment to the City Council within 30 days of its adoption.

D. Determination of Rough Proportionality

Prior to a decision for a plat, plan for development or other permit for which an exaction requirement is imposed as a condition of approval, the city engineer shall prepare a written statement affirming that each exaction requirement to be imposed as a condition of approval is roughly proportionate to the demand created by the subdivision or development on the applicable public facilities system of the city, taking into consideration the nature and extent of the development proposed. In making this determination, the city engineer may consider:

1. categorical findings and recommendations of the North Central Texas Council of Governments in developing standard specifications for public infrastructure

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. E.1

From: Suzanne Meason, Planning & Zoning Administrator

Item: Public Hearing to consider Planning & Zoning Case No. PS17-09, a proposed preliminary plat being all of a 0.612-acre tract of land legally known as Block 1, Lot(s) 4, 5, & 6, Lake Worth Addition and Abstract 188, Tract(s) 2bbbb and 2XXX, John Breeding Survey of the records of Tarrant County, Texas. The proposed preliminary plat's new legal description will be Block 1, Lot 1, DJK Farm, commonly known as 7000 Foster Drive, Lake Worth, Texas. (**CONTINUED FROM THE JANUARY 9, 2018 CITY COUNCIL MEETING). THE PLANNING & ZONING COMMISSION RECOMMENDED APPROVAL BY A VOTE OF 6-0.**

Property Description:
0.612 acres of property, located at 6932 and 7000 Foster Drive

Property Owner(s):
Do Jung Kwon and Mi Yeun Jeong, 8709 Vista Royale Drive, Fort Worth, Texas 76108

Applicant:
Do Jung Kwon

Engineer/Surveyor:
Surveyor: Peiser & Mankin Surveying, LLC, 623 E. Dallas Road, Grapevine, Texas 76051

Current Zoning:
"PC" – Planned Commercial

Proposed Use:
"PC" – Planned Commercial for the use of Retail Lease Space and Food Establishments

Existing Road(s):
Foster Drive and Lake Worth Blvd. (State Highway 199/Jacksboro Hwy.)

Surrounding Zoning:
North: The property to the north is currently zoned "SF-1" – Single Family Residential.

South: The property to the south is currently zoned "PC" – Planned Commercial

East: The property to the east is Lake Worth Blvd. (State Highway 199/Jacksboro Hwy.)

West: The property to the west is currently zoned "SF-1" – Single Family Residential.

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. E.1

Summary:
Mr. Kwon owns the above-mentioned properties on which a Retail Center has been approved, but the multiple properties must be replatted into one large lot prior to construction. This is the preliminary plat which must be approved and then the final plat will be heard as well.

This item was postponed from the January 9, 2018 City Council meeting as the Fort Worth Telegram inadvertently left the public hearing notification off their list of publications and it was not published, so it did not meet the public hearing notice requirement as required by ordinance. It has since been published and the item is ready for consideration.

The item was heard by the Planning & Zoning Commission on January 16, 2018 as was recommended for approval by a vote of six (6) to zero (0).

Public Input:
On Friday, December 8, 2017, as required by State law, the City mailed out fourteen (14) letters of Notification for a Public Hearing to all property owners within two hundred (200) feet of the subject site. Notice was also supposed to be published in the City's paper of record, the Fort Worth Star Telegram on Friday, December 1, 2017, but was inadvertently left off their list of publications. On Friday, December 29, 2017 the Fort Worth Star Telegram ran the notice as requested. We have received the following in favor/opposition to the request:

1. FOR – no comment forms received.
2. AGAINST – no comment forms received.

Fiscal Impact:
N/A

Attachments:
1. Preliminary Plat Application
2. Preliminary Plat
3. Vicinity Map
4. Public Hearing Notice (1st)
5. Public Hearing Notice (2nd)
6. Public Hearing Notifications (within 200' of subject property)

Recommended Motion or Action:
Staff recommends that Planning & Zoning Case No. PS17-09 be approved as presented.

City of Lake Worth
P & Z Department
3805 Adam Grubb
Lake Worth, Texas 76135
817-237-1211 X 111 Fax 817-237-1333

PRELIMINARY PLAT APPLICATION

PROPERTY OWNER/DEVELOPER INFORMATION

Company Name:		Contact Person: Do Jung Kwon	
Address: 8707 Visa Royale Dr	City: Fort Worth	State: TX	Zip: 76108
Phone: 817-917-7314	Fax:	Email: kdjaa@yahoo.com	

SURVEYOR INFORMATION

Company Name: Peiser and Mankin Surveying		Contact Person: Tim Mankin	
Address: 623 E. Dallas Road	City: Grapevine	State: TX	Zip: 76051
Phone: 817-481-1806	Fax: 817-481-1809	Email: tmankin@peisersurveying.com	

PROPERTY INFORMATION

Current Legal Description	Block/Abstract: 1	Lot/Tract: 4-6	Addition/Survey: Lake Worth Addition
Proposed Legal Description	Block(s): 1	Lot(s): 1	Addition: DJK FARM
Current Zoning: Single Family Residential			Will a Zoning Change be requested? ☐ YES ☐ NO
If Zoning Change requested what will be proposed zoning?			Type of Development being proposed? ☐ SF ☐ MF ☐ C ☐ I ☐ Other
Any Ordinance Waivers/ Variance Requests? *(provide letter of request(s))* ☐ YES ☐ NO			Easement Required? ☐ YES ☐ NO
Total number of acres in plat? 0.612			Total numbers of parcels in plat? 1

I understand that I must provide **four (4) folded hard copies of the plat document (18" x 24")**, **a copy in electronic format (pdf, tif, etc.)**, **the preliminary plat application**, and the **required fee** *(verify with P & Z Coordinator)*. I hereby certify that the information provided in this application is true and factual to the best of my knowledge. I further understand that the public hearing for this project will not be scheduled until the application fee has been paid and the plans have been reviewed and accepted by City staff to go before the P & Z Commission and the City Council for final approval.

Property Owner Signature:	Date: 7-25-17
Printed Name: Do Jung Kwon	Title: Owner

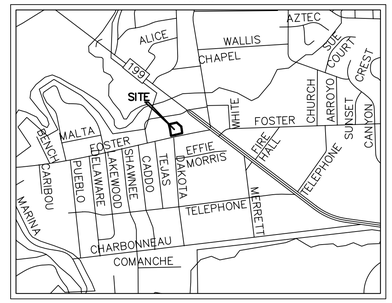
OFFICE USE ONLY

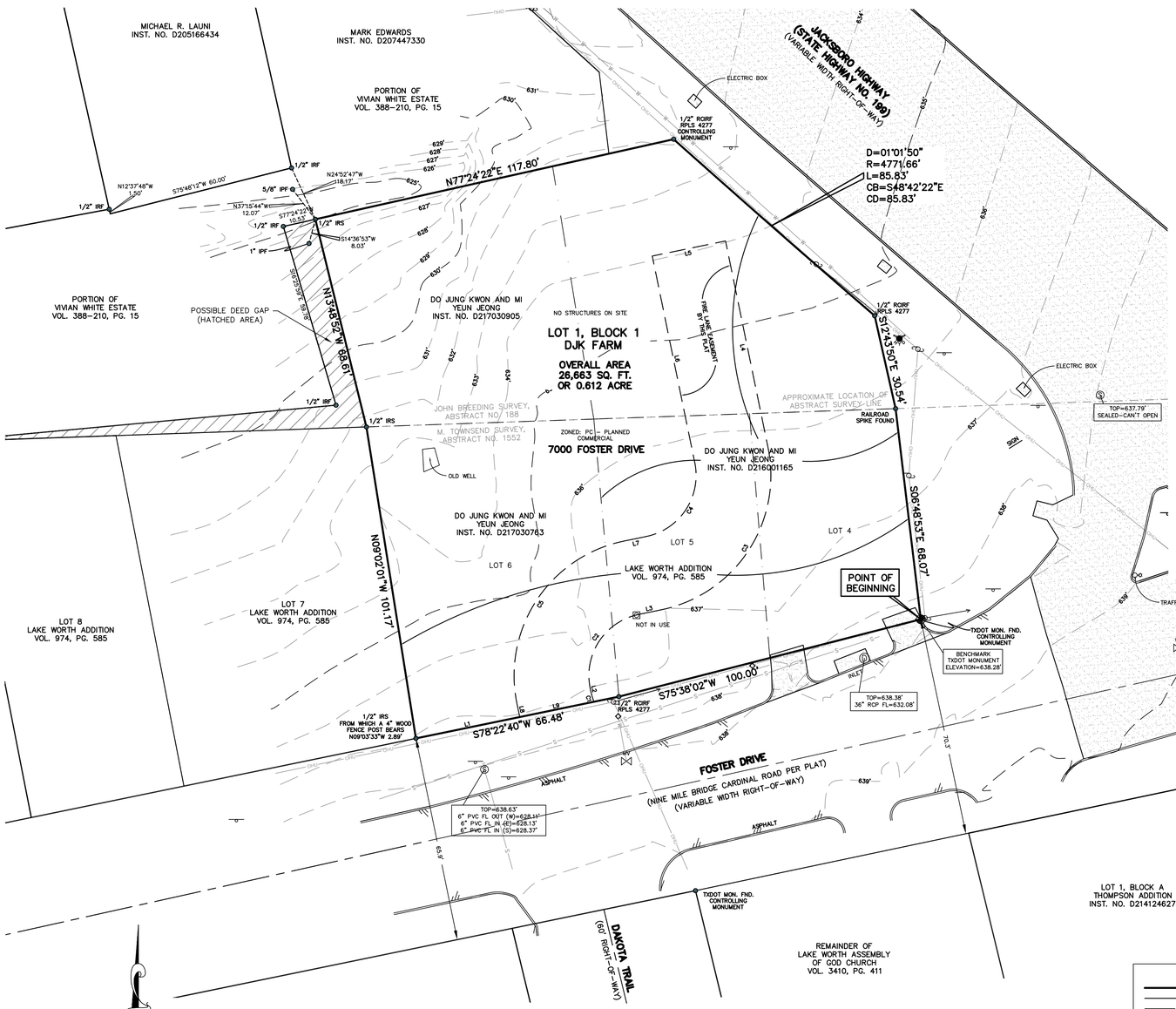
Fee: $ 320.00	Date Paid: 7.26.17	Receipt #: P17-0624	
PZ #: PS17-09	Ownership Verified: ☑ YES ☐ NO	Taxes Paid: ☐ YES ☐ NO	Liens Paid: ☑ YES ☐ NO
P & Z Meeting Date:		City Council Meeting Date:	
Plat Approved: ☐ YES ☐ NO	Date Approved: ☐☐/☐☐/☐☐	Date Plat Filed: ☐☐/☐☐/☐☐	Instrument #:

LINE TABLE		
LINE	LENGTH	BEARING
L1	34.01'	N 78°22'40" E
L2	1.04'	N 11°44'33" W
L3	7.45'	N 78°22'41" E
L4	67.75'	N 11°37'20" W
L5	24.00'	S 78°22'40" W
L6	67.75'	S 11°37'20" E
L7	7.45'	S 78°22'41" W
L8	4.45'	S 11°44'33" E
L9	24.30'	N 78°22'40" E

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CB	CD
C1	3.49'	20.00'	09°59'20"	S 16°44'13" E	3.48'
C2	31.46'	20.00'	90°07'14"	S 33°19'04" W	28.31'
C3	69.12'	44.00'	90°00'01"	N 33°22'40" E	62.23'
C4	31.42'	20.00'	90°00'01"	N 33°22'40" E	28.28'
C5	69.21'	44.00'	90°07'14"	S 33°19'04" W	62.29'

VICINITY MAP
N.T.S.





GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)
1 inch = 20 ft.

FLOOD CERTIFICATE
As determined by the FLOOD INSURANCE RATE MAPS for Tarrant County, the subject property Does Not appear to lie within a Special Flood Hazard Area (100 Year Flood), Map date 9/25/2009 Community Panel No. 48439C0155K subject lot is located in Zone 'X'.
If this site is not within an identified flood hazard area, this Flood Statement does not imply that the property and/or structures thereon will be free from flooding or flood damage. On rare occasions, greater floods can and will occur and flood heights may be increased by man-made or natural causes. This Flood Statement shall not create liability on the part of the Surveyor.

OWNER'S DEDICATION

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT, **DO JUNG KWON AND MI YEUN JEONG, A MARRIED COUPLE** DO HEREBY ADOPT THIS PLAT DESIGNATING THE HEREIN DESCRIBED PROPERTY AS **DJK FARM**, AN ADDITION TO THE CITY OF LAKE WORTH, TARRANT COUNTY, TEXAS, AND DO HEREBY DEDICATE, IN FEE SIMPLE, TO THE PUBLIC USE FOREVER ANY STREETS, ALLEYS, AND FLOODWAY MANAGEMENT AREAS SHOWN THEREON. THE EASEMENTS SHOWN THEREON ARE HEREBY RESERVED FOR THE PURPOSES INDICATED. THE UTILITY AND FIRE LANE EASEMENTS SHALL BE OPEN TO THE PUBLIC, FIRE AND POLICE UNITS, GARBAGE AND RUBBISH COLLECTION AGENCIES, AND ALL PUBLIC AND PRIVATE UTILITIES FOR EACH PARTICULAR USE. THE MAINTENANCE OF PAVING ON THE UTILITY AND FIRE LANE EASEMENTS IS THE RESPONSIBILITY OF THE PROPERTY OWNER. NO BUILDINGS, FENCES, TREES, SHRUBS, OR OTHER IMPROVEMENTS OR GROWTHS SHALL BE CONSTRUCTED, RECONSTRUCTED OR PLACED UPON, OVER OR ACROSS THE EASEMENTS AS SHOWN. SAID EASEMENTS BEING HEREBY RESERVED FOR THE MUTUAL USE AND ACCOMMODATION OF ALL PUBLIC UTILITIES USING OR DESIRING TO USE SAME. ALL, AND ANY PUBLIC UTILITY SHALL HAVE THE RIGHT TO REMOVE AND KEEP REMOVED ALL OR PARTS OF ANY BUILDING, FENCES, TREES, SHRUBS, OR OTHER IMPROVEMENTS OR GROWTHS WHICH IN ANY WAY MAY ENDANGER OR INTERFERE WITH THE CONSTRUCTION, MAINTENANCE, OR EFFICIENCY OF ITS RESPECTIVE SYSTEM ON THE EASEMENTS, AND ALL PUBLIC UTILITIES SHALL AT ALL TIMES HAVE THE FULL RIGHT OF INGRESS AND EGRESS TO OR FROM AND UPON THE SAID EASEMENTS FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, INSPECTING, PATROLLING, MAINTAINING AND ADDING TO OR REMOVING ALL OR PARTS OF ITS RESPECTIVE SYSTEMS WITHOUT THE NECESSITY AT ANY TIME OF PROCURING THE PERMISSION OF ANYONE. (ANY PUBLIC UTILITY SHALL HAVE THE RIGHT OF INGRESS AND EGRESS TO PRIVATE PROPERTY FOR THE PURPOSE OF READING METERS AND ANY MAINTENANCE OR SERVICE REQUIRED OR ORDINARILY PERFORMED BY THAT UTILITY.)

WATER MAIN AND WASTEWATER EASEMENTS SHALL ALSO INCLUDE ADDITIONAL AREA OF WORKING SPACE FOR CONSTRUCTION AND MAINTENANCE OF THE SYSTEMS. ADDITIONAL EASEMENT AREA IS ALSO CONVEYED FOR INSTALLATION AND MAINTENANCE TO MANHOLES, CLEANOUTS, FIRE HYDRANTS, WATER SERVICES AND WASTEWATER SERVICES FROM THE MAIN OF THE CURB OR PAVEMENT LINE, AND DESCRIPTION OF SUCH ADDITIONAL EASEMENTS HEREIN GRANTED SHALL BE DETERMINED BY THEIR LOCATION AS INSTALLED.

THIS PLAT APPROVED SUBJECT TO ALL PLATTING ORDINANCES, RULES, REGULATIONS, AND RESOLUTIONS OF THE CITY OF LAKE WORTH, TEXAS.

EXECUTED THIS _____ DAY OF _____, 2017.

BY: _____
NAME: DO JUNG KWON

STATE OF TEXAS:
COUNTY OF DALLAS:

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS DAY PERSONALLY APPEARED DO JUNG KWON, KNOWN TO ME TO BE THE PERSON OR PERSONS WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE CAPACITY HEREIN STATED AND THE ACT AND DEED OF SAID COMPANY.
GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS ____ DAY OF _____, 2017.

_____
NOTARY PUBLIC IN AND FOR DALLAS COUNTY

EXECUTED THIS _____ DAY OF _____, 2017.

BY: _____
NAME: MI YEUN JEONG

STATE OF TEXAS:
COUNTY OF DALLAS:

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS DAY PERSONALLY APPEARED MI YEUN JEONG, KNOWN TO ME TO BE THE PERSON OR PERSONS WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE CAPACITY HEREIN STATED AND THE ACT AND DEED OF SAID COMPANY.
GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS ____ DAY OF _____, 2017.

_____
NOTARY PUBLIC IN AND FOR DALLAS COUNTY

STATE OF TEXAS:
COUNTY OF TARRANT:

WHEREAS, **DO JUNG KWON AND MI YEUN JEONG, A MARRIED COUPLE** are the owners of that certain 0.612 acre tract of land situated in the John Breeding Survey, Abstract No. 188, and the M. Townsend Survey, Abstract No. 1552, City of Lake Worth, Tarrant County, Texas, and being all those certain tracts of land conveyed to Do Jung Kwon and Mi Yeun Jeong, by deed recorded in Instrument Number D216001165, D217030905, and D217030763, Official Public Records, Tarrant County, Texas, and being all of Lots 4–6, Lake Worth Addition, an addition to the City of Lake Worth, Tarrant County, Texas, according to the plat thereof recorded in Volume 974, Page 585, Plat Records, Tarrant County, Texas, and being more particularly described as follows:

BEGINNING at a TXDOT monument found for the Southeast corner of the herein described tract, same being the Southeast corner of said Lot 4, same being the Southeast corner of said Jeong tract, same being in the Northwest intersection of Jacksboro Highway (State Highway No. 199) (variable width right-of-way) and Foster Drive (variable width right-of-way);

THENCE South 75 deg. 38 min. 02 sec. West, along the common line of said Jeong tract, said Lot 4 and said Foster Drive, passing the Southwest corner of said Lot 4, same being the Southeast corner of aforesaid Lot 5, and continuing along the common line of said Jeong tract, said Lot 5 and said Foster Drive, a total distance of 100.00 feet to a 1/2 inch iron rod with red cap stamped "RPLS 4277" found for the Southwest corner of said Jeong tract, same being the Southwest corner of said Lot 5, same being the Southeast corner of aforesaid Lot 6, same being the Southeast corner of aforesaid Norma Wilson tract;

THENCE South 78 deg. 22 min. 40 sec. West, along the common line of said Norma Wilson tract, said Lot 6, and said Foster Drive, a distance of 66.48 feet to a 1/2 inch iron rod set with "Peiser & Mankin SURV" red plastic cap (hereinafter referred to as 1/2 inch iron rod set) from which a 4 inch wood post bears North 09 deg. 03 min. 33 sec. West, 2.89 feet for the Southwest corner of the herein described tract, same being the Southwest corner of said Norma Wilson tract, same being the Southwest corner of said Lot 6, same being the Southeast corner of Lot 7, aforesaid Lake Worth Addition;

THENCE North 09 deg. 02 min. 01 sec. West, along the common line of said Norma Wilson tract, said Lot 6, and said Lot 7, a distance of 101.17 feet to a 1/2 inch iron rod set for the Northwest corner of said Norma Wilson tract, same being the Northwest corner of said Lot 6, same being the Northeast corner of said Lot 7, same being the Southwest corner of aforesaid Hugh Wilson tract, same being the most southerly Southeast corner of that certain tract of land conveyed to Mark Edwards, by deed recorded in Instrument Number D207447330, aforesaid Official Public Records;

THENCE along the common line of said Hugh Wilson tract and said Edwards tract as follows:
North 13 deg. 48 min. 52 sec. West, a distance of 68.61 feet to a 1/2 inch iron rod set for the Northwest corner of said Hugh Wilson tract;
North 77 deg. 24 min. 22 sec. East, passing the Northeast corner of said Hugh Wilson tract, same being the Northwest corner of aforesaid Jeong tract, and continuing along the common line of said Jeong tract and said Edwards tract, a total distance of 117.80 feet to a 1/2 inch iron rod with red cap stamped "RPLS 4277" found for the most northerly Northeast corner of the herein described tract, same being the most northerly Northeast corner of said Jeong tract, same being in the southwesterly right-of-way line of aforesaid Jacksboro Highway, same being the beginning of a non-tangent curve to the left, having a radius of 4771.66 feet and a delta angle of 01 deg. 01 min. 50 sec.;

THENCE along the common line of said Jeong tract and said Jacksboro Highway as follows:
Along said non-tangent curve to the left, an arc distance of 85.83 feet and a chord bearing and distance of South 48 deg. 42 min. 22 sec. East, 85.83 feet to a 1/2 inch iron rod with red cap stamped "RPLS 4277" cap found for the most easterly Northeast corner of the herein described tract, same being the most easterly Northeast corner of said Jeong tract;
South 12 deg. 43 min. 50 sec. East, a distance of 30.54 feet to a railroad spike found for angle point, same being the Northeast corner of aforesaid Lot 4;

THENCE South 06 deg. 48 min. 53 sec. East, along the common line of said Jeong tract, said Lot 4, and said Jacksboro Highway, a distance of 68.07 feet to the POINT OF BEGINNING and containing 26,663 square feet or 0.612 acre of computed land, more or less.

SURVEYOR'S STATEMENT

I, TIMOTHY R. MANKIN, A REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED FROM AN ACTUAL AND ACCURATE SURVEY OF THE LAND, AND THAT THE CORNER MONUMENTS SHOWN WERE PROPERLY PLACED UNDER MY DIRECTION AND SUPERVISION IN ACCORDANCE WITH THE ORDINANCES OF THE CITY OF LAKE WORTH, TARRANT COUNTY, TEXAS.

PRELIMINARY, FOR REVIEW ONLY — 10/30/2017
TIMOTHY R. MANKIN — DATE
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6122

NOTES:

1. IRF – Iron Rod Found
2. IRS – Iron Rod Set w/ "PEISER & MANKIN SURV" red plastic cap
3. Basis of Bearing – Bearings of lines shown hereon refer to Grid North of the Texas Coordinate System of 1983 (North Central Zone 4202; NAD83 (2011) Epoch 2010) as derived locally from Western Data Systems Continuously Operating Reference Stations (CORS) via Real Time Kinematic (RTK) Methods. An average Combination Factor of 1.00012 was used to scale grid coordinates and distances to surface.
4. Elevations based on City of Fort Worth benchmark 8645 located at the northeast corner of Quebec Street and northwest Centre Drive on north curb of Quebec Street in west end of a 10 foot recessed inlet, elev.=712.07'
5. This property is zoned as PC Planned Commercial Land Uses as Retail Lease Space and Food Establishments per the City of Lake Worth Zoning Map.
6. The City of Lake Worth reserves the right to require additional minimum finished floor elevations on any lot contained within this subdivision. The minimum elevations shown are based on the most current information available at the time of the plat and are subject to change.

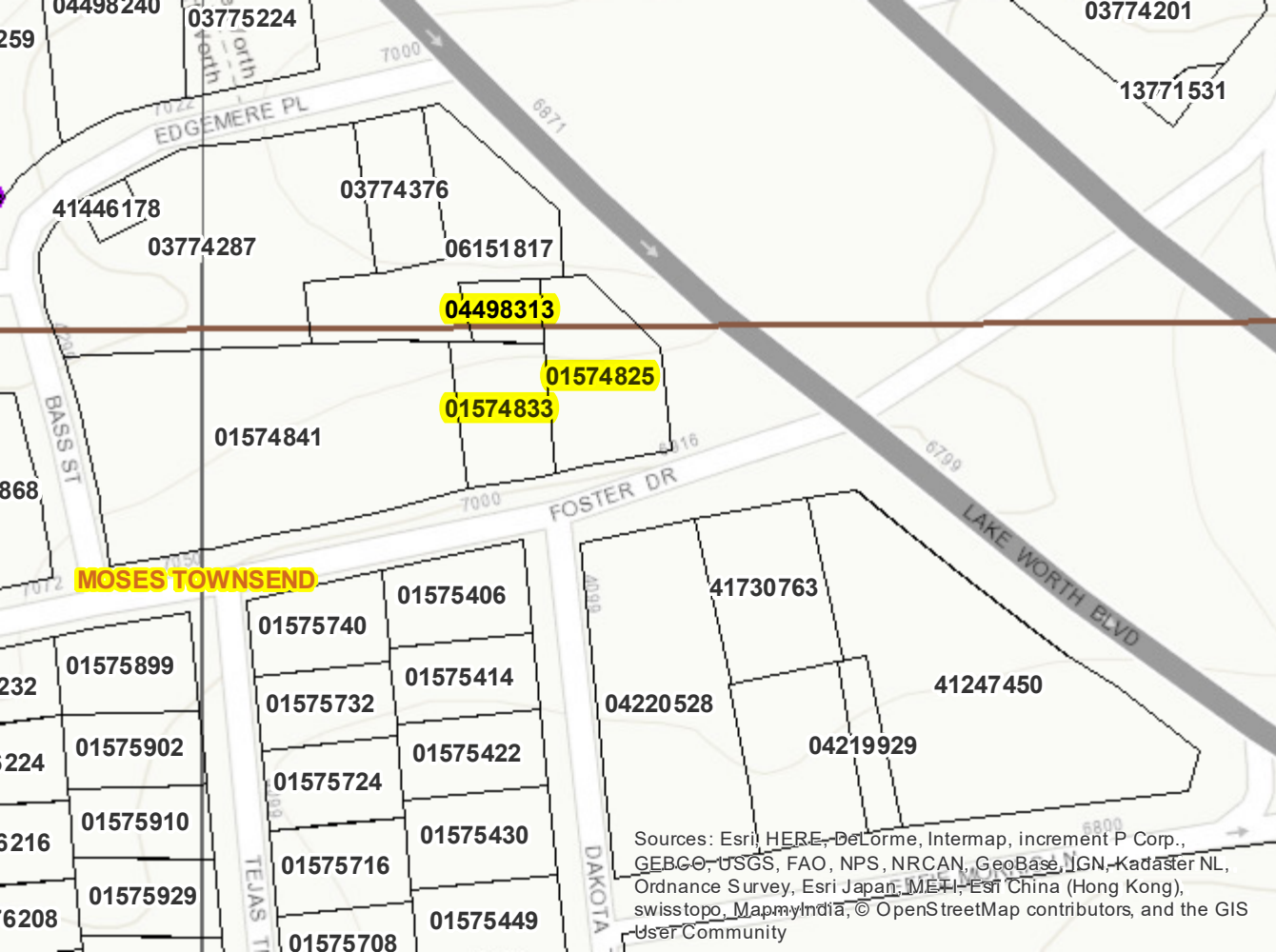
LINETYPE TABLE	
	BOUNDARY LINE
	ADJOINER LINE
630'	CONTOUR LINE
W	WATER LINE
OHU	OVERHEAD SERVICE LINE
S	SEWER LINE
ST	STORM DRAIN LINE
GAS	GAS LINE
E	UNDERGROUND ELEC. LINE
	EASEMENT LINE
	BUILDING LINE
	STREET CENTERLINE

OWNER:
DO JUNG KWON AND MI YEUN JEONG
8709 VISTA ROYAL DRIVE
FORT WORTH, TX 76108

PRELIMINARY PLAT
DJK FARM
LOT 1, BLOCK 1

PLAT OF THAT CERTAIN TRACT OF LAND CONVEYED TO
DO JUNG KWON AND MI YEUN JEONG,
BY DEEDS RECORDED UNDER INSTRUMENT NUMBERS D216001165, D217030905, AND D217030763,
OFFICIAL PUBLIC RECORDS, TARRANT COUNTY, TEXAS
M. TOWNSEND SURVEY, ABSTRACT NO. 1552 AND JOHN BREEDING SURVEY, ABSTRACT NO. 188
CITY OF LAKE WORTH, TARRANT COUNTY, TEXAS

JOB NO.:	17-0117	PEISER & MANKIN SURVEYING, LLC www.peisersurveying.com	SHEET
DATE:	3/8/2017		1
FIELD DATE:	2/27/2017		OF
SCALE:	1" = 20'	623 E. DALLAS ROAD GRAPEVINE, TEXAS 76051 817-481-1806 (O) 817-481-1809 (F)	1
FIELD:	J.D.H.	COMMERCIAL RESIDENTIAL BOUNDARIES TOPOGRAPHY MORTGAGE	
DRAWN:	J.B.W.		
CHECKED:	T.R.M.	tmankin@peisersurvey.com FIRM No. 100999-00	Texas Society of Professional Surveyors Member Since 1977



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

CITY OF LAKE WORTH
NOTICE OF PUBLIC HEARING
PLANNING AND ZONING COMMISSION
AND CITY COUNCIL

PRELIMINARY PLAT REQUEST
PLANNING & ZONING CASE #PS17-09

You may own property within two hundred feet (200') of the property described in the notice below. The owner of the lot has made application for a preliminary plat approval. Attached you will find a map of the general location of the request. You are invited to attend and participate in the following public hearings regarding this application:

The Planning and Zoning Commission of the City of Lake Worth, Texas, will conduct the first of two public hearings at **6:30 p.m. on Tuesday, December 19, 2017**, at the Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135 to hear public comment and consider recommendations to the City Council regarding the proposed preliminary plat being all of a 0.612 acre tract of land legally known as Block 1, Lot(s) 4, 5, & 6, Lake Worth Addition and Abstract 188, Tract(s) 2bbbb and 2XXX, John Breeding Survey of the records of Tarrant County, Texas. The proposed preliminary plat's new legal description will be Block 1, Lot 1, DJK Farm, commonly known as 7000 Foster Drive, Lake Worth, Texas. The City Council will conduct a second Public Hearing at **6:30 p.m. on Tuesday, January 9, 2018**, at Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135 to hear public comment and consider. All interested parties are encouraged to attend.

CITY OF LAKE WORTH
NOTICE OF PUBLIC HEARING
PLANNING AND ZONING COMMISSION
AND CITY COUNCIL

PRELIMINARY PLAT REQUEST
PLANNING & ZONING CASE #PS17-09

The Planning and Zoning Commission of the City of Lake Worth, Texas, will conduct the first of two public hearings at **6:30 p.m. on Tuesday, January 16, 2018**, at the Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135 to hear public comment and consider recommendations to the City Council regarding the proposed preliminary plat being all of a 0.612 acre tract of land legally known as Block 1, Lot(s) 4, 5, & 6, Lake Worth Addition and Abstract 188, Tract(s) 2bbbb and 2XXX, John Breeding Survey of the records of Tarrant County, Texas. The proposed preliminary plat's new legal description will be Block 1, Lot 1, DJK Farm, commonly known as 7000 Foster Drive, Lake Worth, Texas. The City Council will conduct a second Public Hearing at **6:30 p.m. on Tuesday, February 13, 2018**, at Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135 to hear public comment and consider. All interested parties are encouraged to attend.

Kwon Do Jung & Jeong Mi Yeun
8709 Vista Royale Drive
Fort Worth, Texas 76108

Hung Le
8945 Waterchase Circle
Fort Worth, Texas 76120

Mark/Barry Edwards
4821 SE 45th Street
Oklahoma City, OK 73135-3130

Michael R Launi
5211 Forest Lane, Suite #101
Dallas, Texas 75244-8003

Harry Huston Gilliam
7019 Edgemere Place
Lake Worth, Texas 76135

M S Jackson & J S Seiler
4033 Dakota Trail
Lake Worth, Texas 76135

William L Cowden Real Est LLC
5760 Popken Drive
Fort Worth, Texas 76114

Tony & Tonie Brown
4032 Tejas Trail
Lake Worth, Texas 76135

Fellowship of Lake Worth
4024 Dakota Trail
Lake Worth, Texas 76135

Crabtree Holdings LLC
6921 Foster Drive
Lake Worth, Texas 76135

Murphy USA Real Est Lke #12 LP
PO Box 7300
El Dorado, AR 71731

Michael R Launi
7017 Edgemere Place
Lake Worth, Texas 76135

Harry A/Jonnie R Beason
4025 Dakota Trail
Lake Worth, Texas 76135

Harold D/Shirley Sellers
4028 Tejas Trail
Lake Worth, Texas 76135

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. E.2

From: Suzanne Meason, Planning & Zoning Administrator

Item: Public Hearing to consider Planning & Zoning Case No. PS17-10, a proposed final plat being all of a 0.612-acre tract of land legally known as Block 1, Lot(s) 4, 5, & 6, Lake Worth Addition and Abstract 188, Tract(s) 2bbbb and 2XXX, John Breeding Survey of the records of Tarrant County, Texas. The proposed final plat's new legal description will be Block 1, Lot 1, DJK Farm, commonly known as 7000 Foster Drive, Lake Worth, Texas. **(CONTINUTED FROM THE JANUARY 9, 2018 CITY COUNCIL MEETING). THE PLANNING & ZONING COMMISSION RECOMMENDED APPROVAL BY A VOTE OF 6-0.**

Property Description:
0.612 acres of property, located at 6932 and 7000 Foster Drive

Property Owner(s):
Do Jung Kwon and Mi Yeun Jeong, 8709 Vista Royale Drive, Fort Worth, Texas 76108

Applicant:
Do Jung Kwon

Engineer/Surveyor:
Surveyor: Peiser & Mankin Surveying, LLC, 623 E. Dallas Road, Grapevine, Texas 76051

Current Zoning:
"PC" – Planned Commercial

Proposed Use:
"PC" – Planned Commercial for the use of Retail Lease Space and Food Establishments

Existing Road(s):
Foster Drive and Lake Worth Blvd. (State Highway 199/Jacksboro Hwy.)

Surrounding Zoning:
North: The property to the north is currently zoned "SF-1" – Single Family Residential.

South: The property to the south is currently zoned "PC" – Planned Commercial

East: The property to the east is Lake Worth Blvd. (State Highway 199/Jacksboro Hwy.)

West: The property to the west is currently zoned "SF-1" – Single Family Residential.

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. E.2

Summary:
This is the final plat for the previous agenda item (D.1), which was previously postponed. This item was postponed from the January 9, 2018 City Council meeting as the Fort Worth Star Telegram inadvertently left the public hearing notification off their list of publications and it was not published, so it did not meet the public hearing notice requirement as required by ordinance. It has since been published and the item is ready for consideration.

The item was heard by the Planning & Zoning Commission on January 16, 2018 as was recommended for approval by a vote of six (6) to zero (0).

Public Input:
On Friday, December 8, 2017, as required by State law, the City mailed out fourteen (14) letters of Notification for a Public Hearing to all property owners within two hundred (200) feet of the subject site. Notice was also published in the City's paper of record, the Fort Worth Star Telegram on Friday, December 1, 2017. On Friday, December 29, 2017 the Fort Worth Star Telegram ran the notice as requested again due to the postponement. We have received the following in favor/opposition to the request:

1. FOR – no comment forms received.
2. AGAINST – no comment forms received.

Fiscal Impact:
N/A

Attachments:
1. Final Plat Application
2. Final Plat
3. Vicinity Map
4. Public Hearing Notice (1st)
5. Public Hearing Notice (2nd)
6. Public Hearing Notifications (within 200' of subject property)

Recommended Motion or Action:
Staff recommends that Planning & Zoning Case No. PS17-10 be approved as presented.

City of Lake Worth
P & Z Department
3805 Adam Grubb
Lake Worth, Texas 76135
817-237-1211 X 111 Fax 817-237-1333

PRELIMINARY/FINAL PLAT APPLICATION

PROPERTY OWNER/DEVELOPER INFORMATION

Company Name:		Contact Person: Do Jung Kwon	
Address: 8707 Visa Royale Dr	City: Fort Worth	State: TX	Zip: 76108
Phone: 817-917-7314	Fax:	Email: kdjaa@yahoo.com	

SURVEYOR INFORMATION

Company Name: Peiser and Mankin Surveying		Contact Person: Tim Mankin	
Address: 623 E. Dallas Road	City: Grapevine	State: TX	Zip: 76051
Phone: 817-481-1806	Fax: 817-481-1809	Email: tmankin@peisersurveying.com	

PROPERTY INFORMATION

Current Legal Description	Block/Abstract: 1	Lot/Tract: 4-6	Addition/Survey: Lake Worth Addition
Proposed Legal Description	Block(s): 1	Lot(s): 1	Addition: DJK FARM
Current Zoning: Single Family Residential			Will a Zoning Change be requested? ☐ YES ☐ NO
If Zoning Change requested what will be proposed zoning?			Type of Development being proposed? ☐ SF ☐ MF ☐ C ☐ I ☐ Other
Any Ordinance Waivers/ Variance Requests? *(provide letter of request(s))* ☐ YES ☐ NO			Easement Required? ☐ YES ☐ NO
Total number of acres in plat? 0.612			Total numbers of parcels in plat? 1

I understand that I must provide **four (4) folded hard copies of the plat document (18" x 24"), a copy in electronic format (pdf, tif, etc.), the preliminary plat application**, and the **required fee** *(verify with P & Z Coordinator)*. I hereby certify that the information provided in this application is true and factual to the best of my knowledge. I further understand that the public hearing for this project will not be scheduled until the application fee has been paid and the plans have been reviewed and accepted by City staff to go before the P & Z Commission and the City Council for final approval.

Property Owner Signature:	Date: 7-25-17
Printed Name: Do Jung Kwon	Title: Owner

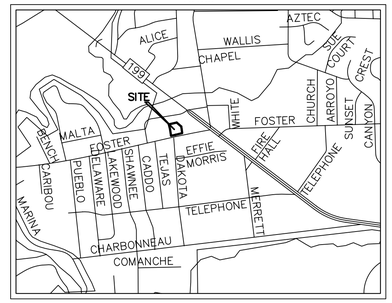
OFFICE USE ONLY

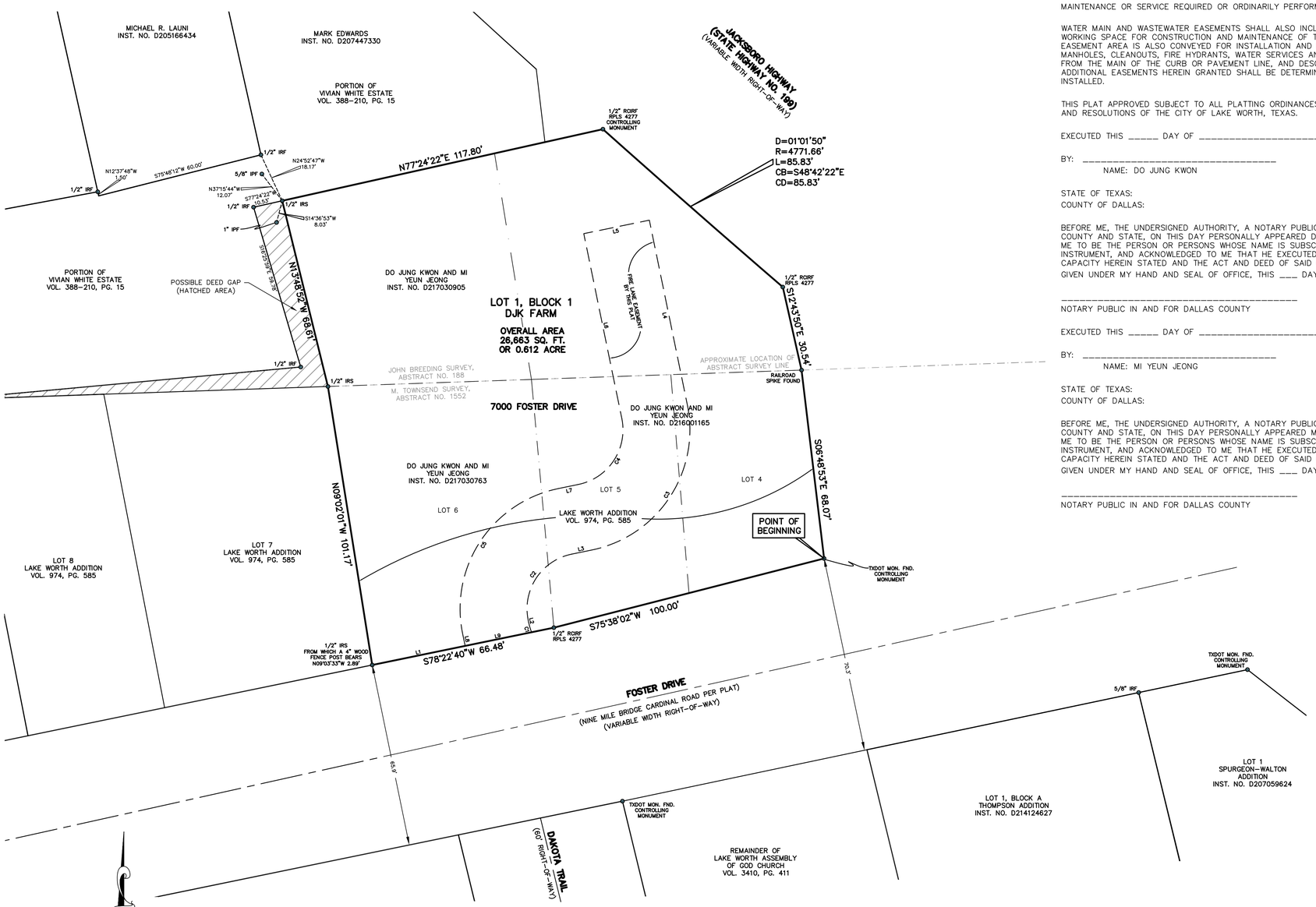
Fee: $ 320.00	Date Paid: 7.26.17	Receipt #: P17-0624	
PZ #: PS17-09	Ownership Verified: ☑ YES ☐ NO	Taxes Paid: ☐ YES ☐ NO	Liens Paid: ☑ YES ☐ NO
P & Z Meeting Date:		City Council Meeting Date:	
Plat Approved: ☐ YES ☐ NO	Date Approved: ☐☐/☐☐/☐☐	Date Plat Filed: ☐☐/☐☐/☐☐	Instrument #:

LINE TABLE		
LINE	LENGTH	BEARING
L1	34.01'	N 78°22'40" E
L2	1.04'	N 11°44'33" W
L3	7.45'	N 78°22'41" E
L4	67.75'	N 11°37'20" W
L5	24.00'	S 78°22'40" W
L6	67.75'	S 11°37'20" E
L7	7.45'	S 78°22'41" W
L8	4.45'	S 11°44'33" E
L9	24.30'	N 78°22'40" E

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CB	CD
C1	3.49'	20.00'	09°59'20"	S 16°44'13" E	3.48'
C2	31.46'	20.00'	90°07'14"	S 33°19'04" W	28.31'
C3	69.12'	44.00'	90°00'01"	N 33°22'40" E	62.23'
C4	31.42'	20.00'	90°00'01"	N 33°22'40" E	28.28'
C5	69.21'	44.00'	90°07'14"	S 33°19'04" W	62.29'

VICINITY MAP
N.T.S.





FLOOD CERTIFICATE
As determined by the FLOOD INSURANCE RATE MAPS for Tarrant County, the subject property Does Not appear to lie within a Special Flood Hazard Area (100 Year Flood), Map date 9/25/2009 Community Panel No. 48439C0155K subject lot is located in Zone 'X'.
If this site is not within an identified flood hazard area, this Flood Statement does not imply that the property and/or structures thereon will be free from flooding or flood damage. On rare occasions, greater floods can and will occur and flood heights may be increased by man-made or natural causes. This Flood Statement shall not create liability on the part of the Surveyor.

OWNER'S DEDICATION

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:
THAT, **DO JUNG KWON AND MI YEUN JEONG, A MARRIED COUPLE** DO HEREBY ADOPT THIS PLAT DESIGNATING THE HEREIN DESCRIBED PROPERTY AS **DJK FARM**, AN ADDITION TO THE CITY OF LAKE WORTH, TARRANT COUNTY, TEXAS, AND DO HEREBY DEDICATE, IN FEE SIMPLE, TO THE PUBLIC USE FOREVER ANY STREETS, ALLEYS, AND FLOODWAY MANAGEMENT AREAS SHOWN THEREON. THE EASEMENTS SHOWN THEREON ARE HEREBY RESERVED FOR THE PURPOSES INDICATED. THE UTILITY AND FIRE LANE EASEMENTS SHALL BE OPEN TO THE PUBLIC, FIRE AND POLICE UNITS, GARBAGE AND RUBBISH COLLECTION AGENCIES, AND ALL PUBLIC AND PRIVATE UTILITIES FOR EACH PARTICULAR USE. THE MAINTENANCE OF PAVING ON THE UTILITY AND FIRE LANE EASEMENTS IS THE RESPONSIBILITY OF THE PROPERTY OWNER. NO BUILDINGS, FENCES, TREES, SHRUBS, OR OTHER IMPROVEMENTS OR GROWTHS SHALL BE CONSTRUCTED, RECONSTRUCTED OR PLACED UPON, OVER OR ACROSS THE EASEMENTS AS SHOWN. SAID EASEMENTS BEING HEREBY RESERVED FOR THE MUTUAL USE AND ACCOMMODATION OF ALL PUBLIC UTILITIES USING OR DESIRING TO USE SAME. ALL, AND ANY PUBLIC UTILITY SHALL HAVE THE RIGHT TO REMOVE AND KEEP REMOVED ALL OR PARTS OF ANY BUILDING, FENCES, TREES, SHRUBS, OR OTHER IMPROVEMENTS OR GROWTHS WHICH IN ANY WAY MAY ENDANGER OR INTERFERE WITH THE CONSTRUCTION, MAINTENANCE, OR EFFICIENCY OF ITS RESPECTIVE SYSTEM ON THE EASEMENTS, AND ALL PUBLIC UTILITIES SHALL AT ALL TIMES HAVE THE FULL RIGHT OF INGRESS AND EGRESS TO OR FROM AND UPON THE SAID EASEMENTS FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, INSPECTING, PATROLLING, MAINTAINING AND ADDING TO OR REMOVING ALL OR PARTS OF ITS RESPECTIVE SYSTEMS WITHOUT THE NECESSITY AT ANY TIME OF PROCURING THE PERMISSION OF ANYONE. (ANY PUBLIC UTILITY SHALL HAVE THE RIGHT OF INGRESS AND EGRESS TO PRIVATE PROPERTY FOR THE PURPOSE OF READING METERS AND ANY MAINTENANCE OR SERVICE REQUIRED OR ORDINARILY PERFORMED BY THAT UTILITY.)

WATER MAIN AND WASTEWATER EASEMENTS SHALL ALSO INCLUDE ADDITIONAL AREA OF WORKING SPACE FOR CONSTRUCTION AND MAINTENANCE OF THE SYSTEMS. ADDITIONAL EASEMENT AREA IS ALSO CONVEYED FOR INSTALLATION AND MAINTENANCE TO MANHOLES, CLEANOUTS, FIRE HYDRANTS, WATER SERVICES AND WASTEWATER SERVICES FROM THE MAIN OF THE CURB OR PAVEMENT LINE, AND DESCRIPTION OF SUCH ADDITIONAL EASEMENTS HEREIN GRANTED SHALL BE DETERMINED BY THEIR LOCATION AS INSTALLED.

THIS PLAT APPROVED SUBJECT TO ALL PLATTING ORDINANCES, RULES, REGULATIONS, AND RESOLUTIONS OF THE CITY OF LAKE WORTH, TEXAS.

EXECUTED THIS _____ DAY OF _____, 2017.

BY: _____
NAME: DO JUNG KWON

STATE OF TEXAS:
COUNTY OF DALLAS:

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS DAY PERSONALLY APPEARED DO JUNG KWON, KNOWN TO ME TO BE THE PERSON OR PERSONS WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE CAPACITY HEREIN STATED AND THE ACT AND DEED OF SAID COMPANY.
GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS ____ DAY OF _____, 2017.

_____
NOTARY PUBLIC IN AND FOR DALLAS COUNTY

EXECUTED THIS _____ DAY OF _____, 2017.

BY: _____
NAME: MI YEUN JEONG

STATE OF TEXAS:
COUNTY OF DALLAS:

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS DAY PERSONALLY APPEARED MI YEUN JEONG, KNOWN TO ME TO BE THE PERSON OR PERSONS WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE CAPACITY HEREIN STATED AND THE ACT AND DEED OF SAID COMPANY.
GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS ____ DAY OF _____, 2017.

_____
NOTARY PUBLIC IN AND FOR DALLAS COUNTY

OWNER:
DO JUNG KWON AND MI YEUN JEONG
8709 VISTA ROYAL DRIVE
FORT WORTH, TX 76108

STATE OF TEXAS:
COUNTY OF TARRANT:

WHEREAS, **DO JUNG KWON AND MI YEUN JEONG, A MARRIED COUPLE** are the owners of that certain 0.612 acre tract of land situated in the John Breeding Survey, Abstract No. 188, and the M. Townsend Survey, Abstract No. 1552, City of Lake Worth, Tarrant County, Texas, and being all those certain tracts of land conveyed to Do Jung Kwon and Mi Yeun Jeong, by deed recorded in Instrument Number D216001165, D217030905, and D217030763, Official Public Records, Tarrant County, Texas, and being all of Lots 4–6, Lake Worth Addition, an addition to the City of Lake Worth, Tarrant County, Texas, according to the plat thereof recorded in Volume 974, Page 585, Plat Records, Tarrant County, Texas, and being more particularly described as follows:

BEGINNING at a TXDOT monument found for the Southeast corner of the herein described tract, same being the Southeast corner of said Lot 4, same being the Southeast corner of said Jeong tract, same being in the Northwest intersection of Jacksboro Highway (State Highway No. 199) (variable width right–of–way) and Foster Drive (variable width right–of–way);

THENCE South 75 deg. 38 min. 02 sec. West, along the common line of said Jeong tract, said Lot 4 and said Foster Drive, passing the Southwest corner of said Lot 4, same being the Southeast corner of aforesaid Lot 5, and continuing along the common line of said Jeong tract, said Lot 5 and said Foster Drive, a total distance of 100.00 feet to a 1/2 inch iron rod with red cap stamped "RPLS 4277" found for the Southwest corner of said Jeong tract, same being the Southwest corner of said Lot 5, same being the Southeast corner of aforesaid Lot 6, same being the Southeast corner of aforesaid Norma Wilson tract;

THENCE South 78 deg. 22 min. 40 sec. West, along the common line of said Norma Wilson tract, said Lot 6, and said Foster Drive, a distance of 66.48 feet to a 1/2 inch iron rod set with "Peiser & Mankin SURV" red plastic cap (hereinafter referred to as 1/2 inch iron rod set) from which a 4 inch wood post bears North 09 deg. 03 min. 33 sec. West, 2.89 feet for the Southwest corner of the herein described tract, same being the Southwest corner of said Norma Wilson tract, same being the Southwest corner of said Lot 6, same being the Southeast corner of Lot 7, aforesaid Lake Worth Addition;

THENCE North 09 deg. 02 min. 01 sec. West, along the common line of said Norma Wilson tract, said Lot 6, and said Lot 7, a distance of 101.17 feet to a 1/2 inch iron rod set for the Northwest corner of said Norma Wilson tract, same being the Northwest corner of said Lot 6, same being the Northeast corner of said Lot 7, same being the Southwest corner of aforesaid Hugh Wilson tract, same being the most southerly Southeast corner of that certain tract of land conveyed to Mark Edwards, by deed recorded in Instrument Number D207447330, aforesaid Official Public Records;

THENCE along the common line of said Hugh Wilson tract and said Edwards tract as follows:
North 13 deg. 48 min. 52 sec. West, a distance of 68.61 feet to a 1/2 inch iron rod set for the Northwest corner of said Hugh Wilson tract;
North 77 deg. 24 min. 22 sec. East, passing the Northeast corner of said Hugh Wilson tract, same being the Northwest corner of aforesaid Jeong tract, and continuing along the common line of said Jeong tract and said Edwards tract, a total distance of 117.80 feet to a 1/2 inch iron rod with red cap stamped "RPLS 4277" found for the most northerly Northeast corner of the herein described tract, same being the most northerly Northeast corner of said Jeong tract, same being in the southwesterly right–of–way line of aforesaid Jacksboro Highway, same being the beginning of a non–tangent curve to the left, having a radius of 4771.66 feet and a delta angle of 01 deg. 01 min. 50 sec.;

THENCE along the common line of said Jeong tract and said Jacksboro Highway as follows:
Along said non–tangent curve to the left, an arc distance of 85.83 feet and a chord bearing and distance of South 48 deg. 42 min. 22 sec. East, 85.83 feet to a 1/2 inch iron rod with red cap stamped "RPLS 4277" cap found for the most easterly Northeast corner of the herein described tract, same being the most easterly Northeast corner of said Jeong tract;
South 12 deg. 43 min. 50 sec. East, a distance of 30.54 feet to a railroad spike found for angle point, same being the Northeast corner of aforesaid Lot 4;

THENCE South 06 deg. 48 min. 53 sec. East, along the common line of said Jeong tract, said Lot 4, and said Jacksboro Highway, a distance of 68.07 feet to the POINT OF BEGINNING and containing 26,663 square feet or 0.612 acre of computed land, more or less.

SURVEYOR'S STATEMENT

I, TIMOTHY R. MANKIN, A REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED FROM AN ACTUAL AND ACCURATE SURVEY OF THE LAND, AND THAT THE CORNER MONUMENTS SHOWN WERE PROPERLY PLACED UNDER MY DIRECTION AND SUPERVISION IN ACCORDANCE WITH THE ORDINANCES OF THE CITY OF LAKE WORTH, TARRANT COUNTY, TEXAS.

PRELIMINARY, FOR REVIEW ONLY — 10/30/2017
_____ DATE
TIMOTHY R. MANKIN
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6122

NOTES:

1. IRF – Iron Rod Found
2. IRS – Iron Rod Set w/ "PEISER & MANKIN SURV" red plastic cap
3. Basis of Bearing – Bearings of lines shown hereon refer to Grid North of the Texas Coordinate System of 1983 (North Central Zone 4202; NAD83 (2011) Epoch 2010) as derived locally from Western Data Systems Continuously Operating Reference Stations (CORS) via Real Time Kinematic (RTK) Methods. An average Combination Factor of 1.00012 was used to scale grid coordinates and distances to surface.
4. Elevations based on City of Fort Worth benchmark 8645 located at the northeast corner of Quebec Street and northwest Centre Drive on north curb of Quebec Street in west end of a 10 foot recessed inlet, elev.=712.07'
5. This property is zoned as PC Planned Commercial Land Uses as Retail Lease Space and Food Establishments per the City of Lake Worth Zoning Map.
6. The City of Lake Worth reserves the right to require additional minimum finished floor elevations on any lot contained within this subdivision. The minimum elevations shown are based on the most current information available at the time of the plat and are subject to change.

APPROVED BY THE CITY COUNCIL OF LAKE WORTH, TEXAS ON THIS _____ DAY OF _____, 2017.

_____
MAYOR

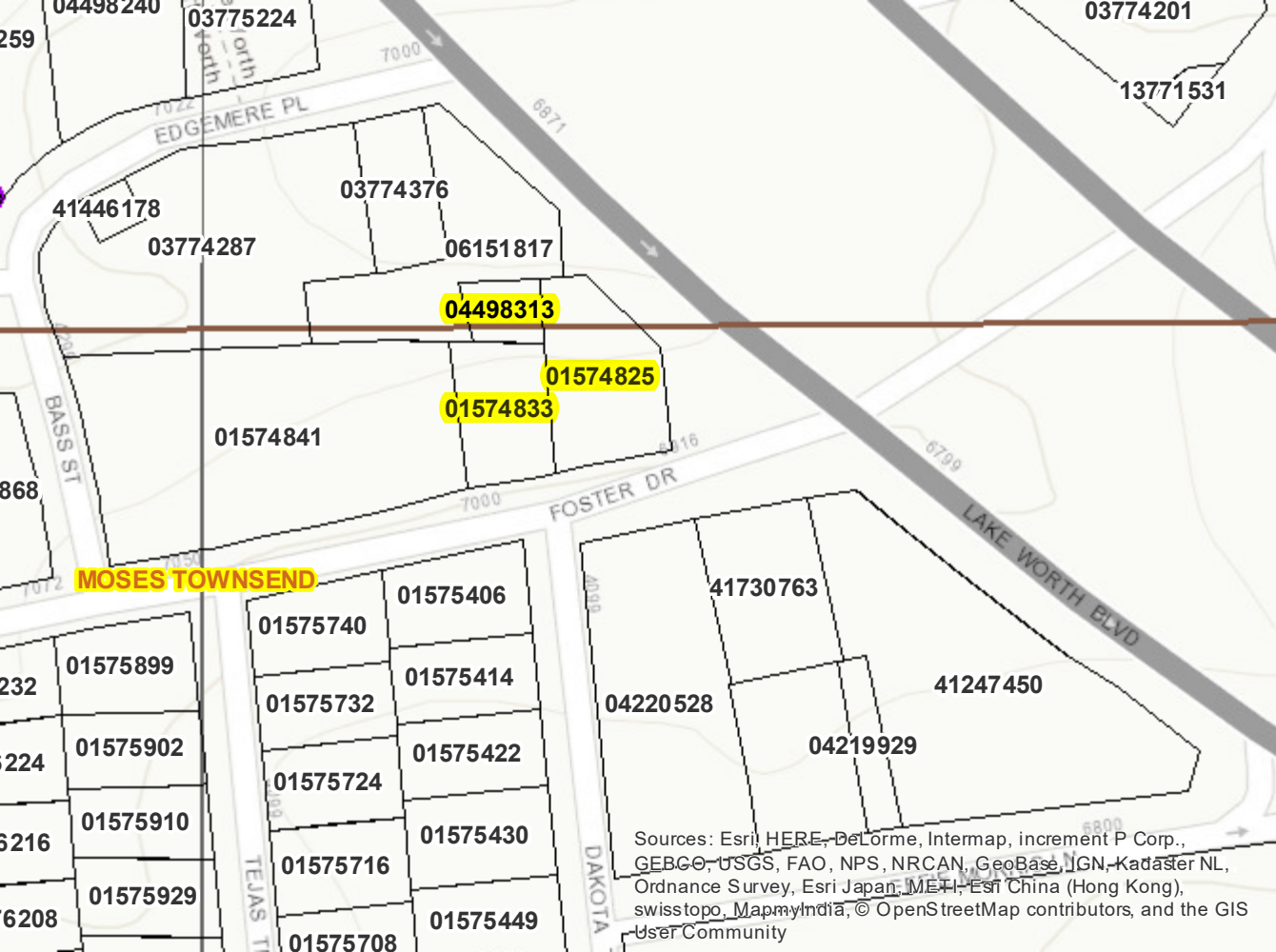
ATTEST:

_____
CITY SECRETARY

FINAL PLAT
DJK FARM
LOT 1, BLOCK 1

PLAT OF THAT CERTAIN TRACT OF LAND CONVEYED TO
DO JUNG KWON AND MI YEUN JEONG,
BY DEEDS RECORDED UNDER INSTRUMENT NUMBERS D216001165, D217030905, AND D217030763,
OFFICIAL PUBLIC RECORDS, TARRANT COUNTY, TEXAS
M. TOWNSEND SURVEY, ABSTRACT NO. 1552 AND JOHN BREEDING SURVEY, ABSTRACT NO. 188
CITY OF LAKE WORTH, TARRANT COUNTY, TEXAS

JOB NO.: 17–0117	PEISER & MANKIN SURVEYING, LLC www.peisersurveying.com		SHEET
DATE: 3/8/2017			1
FIELD DATE: 2/27/2017			OF
SCALE: 1" = 20'	623 E. DALLAS ROAD GRAPEVINE, TEXAS 76051 817–481–1806 (O) 817–481–1809 (F)	COMMERCIAL RESIDENTIAL BOUNDARIES TOPOGRAPHY MORTGAGE	1
FIELD: J.D.H.			
DRAWN: J.B.W.			
CHECKED: T.R.M.	tmankin@peisersurvey.com FIRM No. 100999–00	Texas Society of Professional Surveyors Member Since 1977	



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

CITY OF LAKE WORTH
NOTICE OF PUBLIC HEARING
PLANNING AND ZONING COMMISSION
AND CITY COUNCIL

FINAL PLAT REQUEST
PLANNING & ZONING CASE #PS17-10

You may own property within two hundred feet (200') of the property described in the notice below. The owner of the lot has made application for a final plat approval. Attached you will find a map of the general location of the request. You are invited to attend and participate in the following public hearings regarding this application:

The Planning and Zoning Commission of the City of Lake Worth, Texas, will conduct the first of two public hearings at **6:30 p.m. on Tuesday, December 19, 2017**, at the Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135 to hear public comment and consider recommendations to the City Council regarding the proposed final plat being all of a 0.612 acre tract of land legally known as Block 1, Lot(s) 4, 5, & 6, Lake Worth Addition and Abstract 188, Tract(s) 2bbbb and 2XXX, John Breeding Survey of the records of Tarrant County, Texas. The proposed final plat's new legal description will be Block 1, Lot 1, DJK Farm, commonly known as 7000 Foster Drive, Lake Worth, Texas. The City Council will conduct a second Public Hearing at **6:30 p.m. on Tuesday, January 9, 2018**, at Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135 to hear public comment and consider. All interested parties are encouraged to attend.

CITY OF LAKE WORTH
NOTICE OF PUBLIC HEARING
PLANNING AND ZONING COMMISSION
AND CITY COUNCIL

FINAL PLAT REQUEST
PLANNING & ZONING CASE #PS17-10

The Planning and Zoning Commission of the City of Lake Worth, Texas, will conduct the first of two public hearings at **6:30 p.m. on Tuesday, January 16, 2018**, at the Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135 to hear public comment and consider recommendations to the City Council regarding the proposed final plat being all of a 0.612 acre tract of land legally known as Block 1, Lot(s) 4, 5, & 6, Lake Worth Addition and Abstract 188, Tract(s) 2bbbb and 2XXX, John Breeding Survey of the records of Tarrant County, Texas. The proposed final plat's new legal description will be Block 1, Lot 1, DJK Farm, commonly known as 7000 Foster Drive, Lake Worth, Texas. The City Council will conduct a second Public Hearing at **6:30 p.m. on Tuesday, February 13, 2018**, at Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135 to hear public comment and consider. All interested parties are encouraged to attend.

Kwon Do Jung & Jeong Mi Yeun
8709 Vista Royale Drive
Fort Worth, Texas 76108

Hung Le
8945 Waterchase Circle
Fort Worth, Texas 76120

Mark/Barry Edwards
4821 SE 45th Street
Oklahoma City, OK 73135-3130

Michael R Launi
5211 Forest Lane, Suite #101
Dallas, Texas 75244-8003

Harry Huston Gilliam
7019 Edgemere Place
Lake Worth, Texas 76135

M S Jackson & J S Seiler
4033 Dakota Trail
Lake Worth, Texas 76135

William L Cowden Real Est LLC
5760 Popken Drive
Fort Worth, Texas 76114

Tony & Tonie Brown
4032 Tejas Trail
Lake Worth, Texas 76135

Fellowship of Lake Worth
4024 Dakota Trail
Lake Worth, Texas 76135

Crabtree Holdings LLC
6921 Foster Drive
Lake Worth, Texas 76135

Murphy USA Real Est Lke #12 LP
PO Box 7300
El Dorado, AR 71731

Michael R Launi
7017 Edgemere Place
Lake Worth, Texas 76135

Harry A/Jonnie R Beason
4025 Dakota Trail
Lake Worth, Texas 76135

Harold D/Shirley Sellers
4028 Tejas Trail
Lake Worth, Texas 76135

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. E.3

From: Suzanne Meason, Planning & Zoning Administrator

Item: Public Hearing to consider Planning & Zoning Case No. PS17-11, a proposed replat being all of a 0.56-acre parcel of land known as Block 8, Lots 31 (north 37.5 feet), 32, and 33, Indian Oaks Subdivision of the records of Tarrant County, Texas. The proposed replat's new legal description will be Block 8, Lot 33R, Indian Oaks Subdivision, commonly known as 3133 Huron Trail, Lake Worth, Texas. (CONTINUED FROM THE JANUARY 9, 2018 CITY COUNCIL MEETING). THE PLANNING & ZONING COMMISSION RECOMMENDED DENIAL BY A VOTE OF 5-1.

Property Description:
0.56 acres of property, located at 3133 Huron Trail

Property Owner(s):
Raymond Pettis, Jr. and Shirley Pettis, PO Box 136702, Lake Worth, Texas 76136

Applicant:
Raymond Pettis, Jr.

Engineer/Surveyor:
Surveyor: Barron, Stark & Swift, 6221 Southwest Blvd., Suite #100, Fort Worth, Texas 76132

Current Zoning:
"SF-1" – Single Family Residential

Proposed Use:
"SF-1" – Single Family Residential

Existing Road(s):
Huron Trail

Surrounding Zoning:
North: The property to the north is currently zoned "SF-1" – Single Family Residential.

South: The property to the south is currently zoned "SF-1" – Single Family Residential.

East: The property to the east is currently zoned "SF-1" – Single Family Residential.

West: The property to the west is currently zoned "SF-1" – Single Family Residential.

Summary:
This is the replat item for Mr. Raymond Pettis.

Mr. Pettis approached the city several months ago wishing to construct an accessory building in the rear of his property, upon plan review it was determined that Mr. Pettis owned several (part of 31, all of 32, and all of 33) lots and that the proposed building would cross property lines, which is not allowed by ordinance.

Mr. Pettis was instructed by staff that he would have to replat the multiple properties into one parcel in order to move forward with the building construction. Mr. Pettis hired a surveyor who drew up the replat document and submitted application for the replat approval. Upon staff review of the replat document it was discovered that lot 31 was partially (north 37.5') owned by Mr. Pettis and partially owned (south 12.5') by a Deirdre Kay Pope, according to records obtained by the Tarrant Appraisal District.

Mr. Pettis was notified that the adjoining property owner would need to be involved in the replat process for it to meet city ordinance (which he advised she would not be in favor of) or that he may request a waiver to the Subdivision Regulations. Mr. Pettis made the request for a waiver from the Subdivision regulation in writing.

Staff sent Ms. Deirdre Kay Pope a letter informing her of the situation and requested her participation in the platting process. Staff received a letter from Linda Larned Pope, Ms. Pope's mother advising staff of the following:

1. Ms. Pope was deceased; and
2. Disputing the property boundary of the shared lot.

To date staff has not had any further contact with Ms. Larned Pope.

In order for this replat to meet the requirements of the ordinance the waiver in Agenda Item D.1 is required.

This item was postponed from the January 9, 2018 City Council meeting and is now coming back to the City Council for consideration.

The item was heard by the Planning & Zoning Commission on January 16, 2018 and was recommended for denial of the replat due to the waiver request being denied.

Public Input:
On Friday, December 8, 2017, as required by State law, the City mailed out twenty-two (22) letters of Notification for a Public Hearing to all property owners within two hundred (200) feet of the subject site. Notice was also published in the City's paper of record, the Fort Worth Star Telegram on Friday, December 1, 2017. We have received the following in favor/opposition to the request:

1. FOR – no comment forms received.
2. AGAINST – no comment forms received.

N/A

Fiscal Impact:
N/A

Attachments:
1. Replat Application
2. Replat
3. Vicinity Map
4. Public Hearing Notice
5. Public Hearing Notifications (within 200' of subject property)
6. Letter from Ms. Pope (property dispute)

Recommended Motion or Action:
Staff recommends denial of Planning & Zoning Case #PS17-11, unless waiver is granted per Agenda Item C.1.

City of Lake Worth
P & Z Department
3805 Adam Grubb
Lake Worth, Texas 76135
817-237-1211 X 111 Fax 817-237-1333

REPLAT APPLICATION

PROPERTY OWNER/DEVELOPER INFORMATION

Company Name: Raymond O. Pettis, Jr		Contact Person: Ray	
Address: 3133 Huron Trail	City: Lake Worth	State: TX	Zip: 76135
Phone: (817) 822-6848	Fax: (817) 238-2144	Email: Pettis0773@yahoo.com Pettis0773	

SURVEYOR INFORMATION

Company Name: Barron Stark & Swift Consulting Engineers		Contact Person: Curtis Yarger	
Address: 6221 Southwest BLVD.	City: Ft. Worth	State: TX	Zip: 76132
Phone: 817-231-8100	Fax: 817-231-8144	Email: cyarger@barronstark.com	

PROPERTY INFORMATION

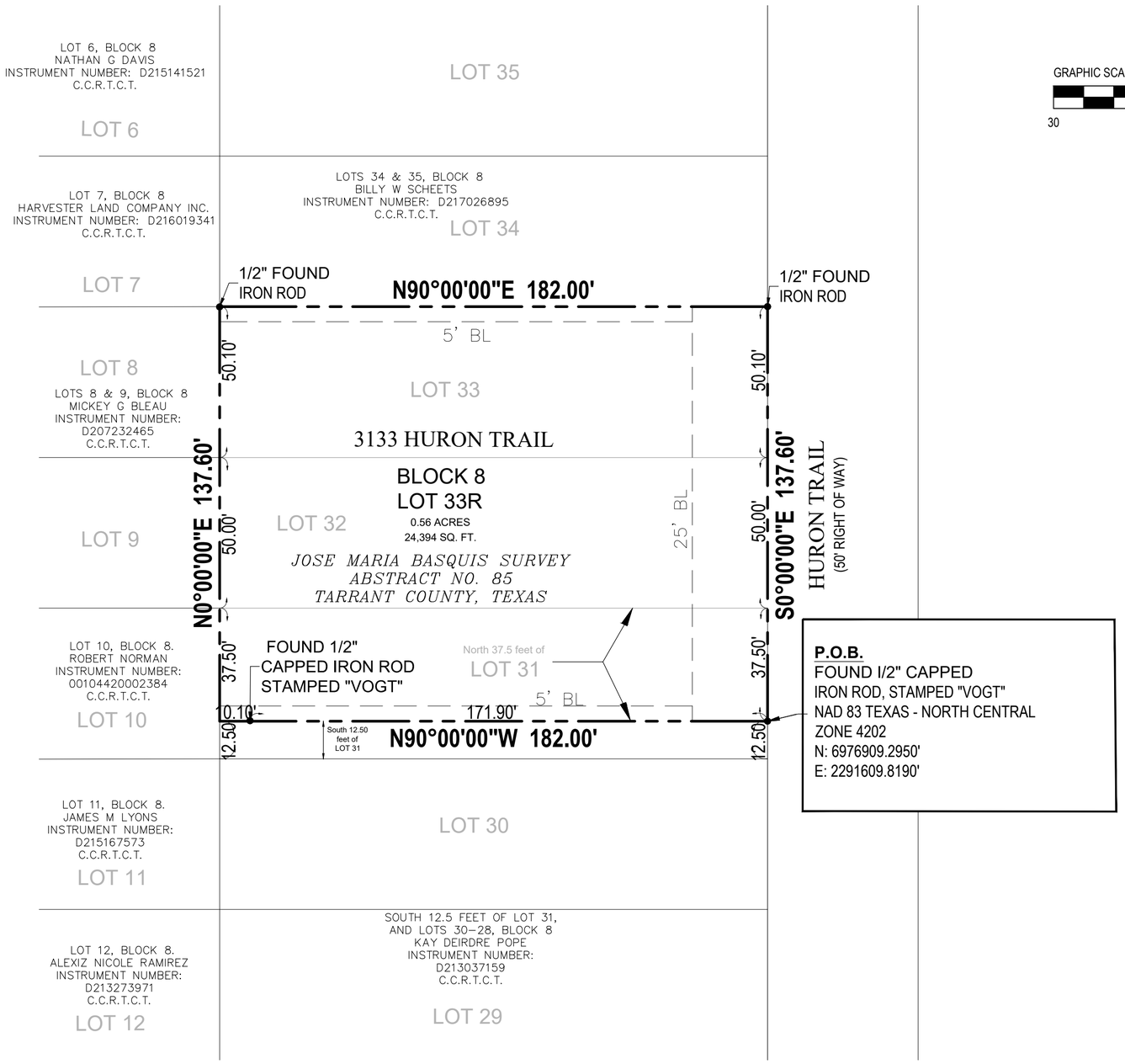
Current Legal Description	Block/Abstract: 8185	Lot/Tract: N 37.5 of 31, 32, 33	Addition/Survey: Jose Maria Basques Survey
Proposed Legal Description	Block(s): 8	Lot(s):	Addition: Indian Oaks
Current Zoning: SF-1 Proposed SF-4			Proposed Use: Residential
Total number of acres in plat: 0.56 Acres			Total numbers of parcels in plat: 1

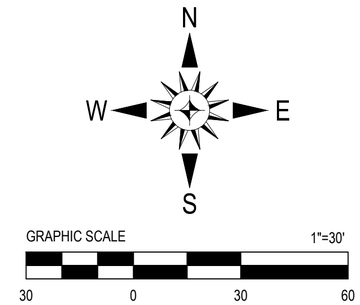
I understand that I must provide four (4) folded hard copies of the plat (18" x 24"), a copy of the replat document in electronic format (pdf, tif, etc.), the replat application, and the required fee *(verify with P & Z Coordinator)*. I hereby certify that the information provided in this application is true and factual to the best of my knowledge. I further understand that the public hearing for this project will not be scheduled until the application fee has been paid and the plans have been reviewed and accepted by City staff to go before the Planning & Zoning Commission and the City Council for final approval.

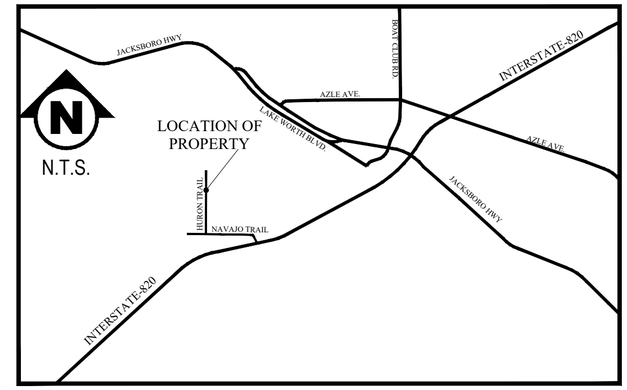
Property Owner Signature:	Date: 10/13/17
Printed Name: Raymond O. Pettis, Jr	Title:

OFFICE USE ONLY

Fee: 360.00	Date Paid: 10.13.17	Receipt #: P17-0887	
PZ #: PS17-11	Ownership Verified: ☑ YES ☐ NO	Taxes Paid: ☐ YES ☐ NO	Liens Paid: ☐ YES ☐ NO
P & Z Meeting Date: 12.19.17		City Council Meeting Date: 1.9.18	
Plat Approved: ☐ YES ☐ NO	Date Approved: ☐☐/☐☐/☐☐	Date Plat Filed: ☐☐/☐☐/☐☐	Instrument #:







LOCATION MAP "NOT TO SCALE"

STATE OF TEXAS
REGISTERED
JAMES CURTIS YARGER
5854
PROFESSIONAL
LAND SURVEYOR

KNOW ALL MEN BY THESE PRESENTS:

This is to certify that I, James Curtis Yarger, a Registered Professional Land Surveyor of the State of Texas, having platted the above subdivision from an actual survey on the ground, and that all lot corners, and angle points, and points of curve shall be properly marked on the ground, and that this plat correctly represents that survey made by me or under my direction and supervision.

_____

JAMES CURTIS YARGER
REGISTERED PROFESSIONAL LAND SURVEYOR
STATE OF TEXAS #5854

REPLAT

LOT 33R, BLOCK 8

INDIAN OAKS

BEING A REPLAT OF THE NORTH 37.5 FEET OF LOT 31, AND
ALL OF LOTS 32 AND 33, BLOCK 8,
INDIAN OAKS,
ACCORDING TO THE PLAT RECORDED
IN VOLUME 204A, PAGE 177
DEED RECORDS, TARRANT COUNTY, TEXAS
AN ADDITION TO THE CITY OF LAKE WORTH
TARRANT COUNTY, TEXAS

BEING 0.56 ACRES SITUATED IN THE
JOSE MARIA BASQUIS SURVEY
ABSTRACT NO. 85
CITY OF LAKE WORTH
TARRANT COUNTY, TEXAS

OCTOBER 2017

Barron•Stark•Swift
Consulting Engineers
Together.

6221 Southwest Boulevard, Suite 100
Fort Worth, Texas 76132
(O) 817.231.8100 (F) 817.231.8144
Texas Registered Engineering Firm F-10998
Texas Registered Survey Firm F-10194060
www.barronstark.com

OWNER:
RAYMOND O. PETTIS JR AND
SHIRLEY D. PETTIS
3133 HURON TRAIL
LAKE WORTH, TEXAS 76135

FILED FOR RECORD
TARRANT COUNTY, TEXAS PLAT RECORD

COUNTY CLERKS NUMBER D-_____

DATE _____

Indian Oaks
Replat
REV 1
NOV. 29, 2017

1079 - 5548

DEDICATION

STATE OF TEXAS
COUNTY OF TARRANT

Whereas, Raymond O. Pettis Jr. and Shirley D. Pettis, owners of the North 37.5 feet of Lots 31, and all of Lots 32 and 33, Block 8, Indian Oaks, an addition to the City of Lake Worth, Tarrant County, Texas, according to the Plat recorded in Volume 204A, Page 177, Deed Records of Tarrant County, Texas, and being the owner of the herein described property to wit:

Being a called 0.56 acre tract, also known as the North 37.5 feet of Lots 31, and all of Lots 32 and 33, in Block 8. Being more particularly described in a General Warranty Deed, dated September 17, 2013, from George D Hollis, (Grantor) to Raymond O Pettis, Jr. and Shirley D. Pettis, (Grantee's), recorded in Tarrant County Clerk's File No. D213246071, Tarrant County, Texas and being more fully described in Metes and bounds as follows:

BEGINNING at a capped1/2 inch iron rod found stamped "Vogt", at the southwest corner of the herein described tract and also being the Northeast corner of a tract conveyed to Kay Deidre Pope, and being further described in instrument number D213037159 County Clerk's Records, Tarrant County, Texas. Said rod also being on the west right of way of Huron Trail, (50' Right of Way), for the said **POINT OF BEGINNING** from which the original southeast corner of Lot 31, Block 8, Indian Oaks bears South 0°00'00" East, a distance of 12.50 feet, For reference;

THENCE North 90°00'00" West, with the south line of the herein described tract. Passing at a distance of 171.90 feet, a capped1/2 inch iron rod found stamped "Vogt", for reference. Continuing a distance of 10.10 feet to the southwest corner of the herein described Tract;

THENCE North 0°00'00" East, along the West Line of the North 37.5 feet of Lot 31 and Lots 32 and 33, a distance of 137.60 feet to a found 1/2 inch iron rod for the Northwest corner of the herein described tract. Said rod also being the northwest corner of said Lot 33 and the southwest corner of said Lot 34;

THENCE North 90°00'00" East, along the North line of the herein described Tract and Lot 33 and south line of Lot 34, Block 8, Indian Oaks, a distance of 182.00 feet to a found 1/2 inch iron rod at the northeast corner of the herein described tract and also being the northeast corner of Lot 33 and the southeast corner of Lot 34 in the west right of way line of Huron Trail;

THENCE South 0°00'00" East, with the east line of Lots 33, 32 and the north 37.5 feet of Lot 31, along the East line of Huron Lane, a distance of 137.60 feet to the **POINT OF BEGINNING** and containing 0.56 acres, 24,394 square feet of land, more or less.

NOW, THEREFORE, KNOWN ALL MEN BY THESE PRESENTS, THAT WE, RAYMOND O. PETTIS JR. AND SHIRLEY D. PETTIS, do hereby dedicate same to be known as Lot 33R, Block 8, INDIAN OAKS, an addition to Tarrant County, Texas and whose name is subscribed hereto, hereby dedicate to the use of the public forever all easements as shown on this

Witness Our Hands This The _____ Day of _____, 2017.

_____ _____
Printed Name: Raymond O. Pettis Jr. Printed Name: Shirley D. Pettis

STATE OF TEXAS:
COUNTY OF TARRANT:

Before me, the undersigned authority, a notary public, in and for the State of Texas, on this day personally appeared Raymond Pettis Jr., known by me to be the person whose name is subscribed to the above and forgoing instrument, and acknowledged to me that executed the same for the purposes and consideration expressed and in the capacity therein stated.

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

_____
Notary Public in and for the State of Texas

Date:_____

STATE OF TEXAS:
COUNTY OF TARRANT:

Before me, the undersigned authority, a notary public, in and for the State of Texas, on this day personally appeared Shirley Pettis, known by me to be the person whose name is subscribed to the above and forgoing instrument, and acknowledged to me that executed the same for the purposes and consideration expressed and in the capacity therein stated.

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

_____
Notary Public in and for the State of Texas

Date:_____

"THE CITY OF LAKE WORTH RESERVES THE RIGHT TO REQUIRE ADDITIONAL MINIMUM FINISHED FLOOR ELEVATIONS ON ANY LOT CONTAINED WITHIN THIS SUBDIVISION. THE MINIMUM ELEVATIONS SHOWN ARE BASED ON THE MOST CURRENT INFORMATION AVAILABLE AT THE TIME THE PLAT IS FILED AND MAY BE SUBJECT TO CHANGE."

ZONING CLASSICATION

SF-1 - SINGLE FAMILY RESIDENTIAL

GENERAL NOTES:

1. ALL PROPERTY CORNERS ARE FOUND 1/2" IRON RODS
2. FRONT YARD SETBACK LINE IS 25' AND SIDE YARD SETBACK IS 5' PER CITY OF LAKE WORTH
3. NUMBER OF RESIDENTIAL LOTS = 1
4. THE BASE BEARING FOR THIS SURVEY ORIGINATED FROM TEXAS NORTH CENTRAL ZONE 4202 NAD 83.
5. WATER & SANITARY SEWER SERVED BY CITY OF LAKE WORTH
6. PROPERTY ZONED SF-1

NOTE:
HURON TRAIL IS AN EXISTING CITY RIGHT OF WAY DESIGNED AND CONSTRUCTED TO CITY OF LAKE WORTH STANDARDS AND LAND USE REGULATIONS

FEMA NOTE:
ANY REFERENCE TO THE 100 YEAR FLOOD PLAIN OR FLOOD HAZARD ZONES ARE AN ESTIMATE BASED ON THE DATA SHOWN ON THE FLOOD INSURANCE RATE MAP PROVIDED BY FEMA AND SHOULD NOT BE INTERPRETED AS A STUDY OR DETERMINATION OF THE FLOODING PROPENSITIES OF THIS PROPERTY. ACCORDING TO THE FLOOD INSURANCE RATE MAP FOR TARRANT COUNTY, TEXAS, DATED SEPTEMBER 25, 2009, MAP NO. 48439C0165K, THE PROPERTY DESCRIBED HEREIN DOES NOT APPEAR TO LIE WITHIN A SPECIAL FLOOD HAZARD AREA.

APPROVED BY THE CITY COUNCIL OF LAKE WORTH, TEXAS ON THIS_____ DAY OF _____, _____.

BY: _____ ATTEST:
MAYOR

BY: _____
CITY SECRETARY

STATE OF TEXAS REGISTERED JAMES CURTIS YARGER 5854 PROFESSIONAL LAND SURVEYOR

KNOW ALL MEN BY THESE PRESENTS:

This is to certify that I, James Curtis Yarger, a Registered Professional Land Surveyor of the State of Texas, having platted the above subdivision from an actual survey on the ground, and that all lot corners, and angle points, and points of curve shall be properly marked on the ground, and that this plat correctly represents that survey made by me or under my direction and supervision.

_____
JAMES CURTIS YARGER
REGISTERED PROFESSIONAL LAND SURVEYOR
STATE OF TEXAS #5854

REPLAT

LOT 33R, BLOCK 8

INDIAN OAKS

BEING A REPLAT OF THE NORTH 37.5 FEET OF LOT 31, AND
ALL OF LOTS 32 AND 33, BLOCK 8,
INDIAN OAKS,
ACCORDING TO THE PLAT RECORDED
IN VOLUME 204A, PAGE 177
DEED RECORDS, TARRANT COUNTY, TEXAS
AN ADDITION TO THE CITY OF LAKE WORTH
TARRANT COUNTY, TEXAS

BEING 0.56 ACRES SITUATED IN THE
JOSE MARIA BASQUIS SURVEY
ABSTRACT NO. 85
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OWNER:
RAYMOND O. PETTIS JR AND
SHIRLEY D. PETTIS
3133 HURON TRAIL
LAKE WORTH, TEXAS 76135

FILED FOR RECORD
TARRANT COUNTY, TEXAS PLAT RECORD

COUNTY CLERKS NUMBER D-_____

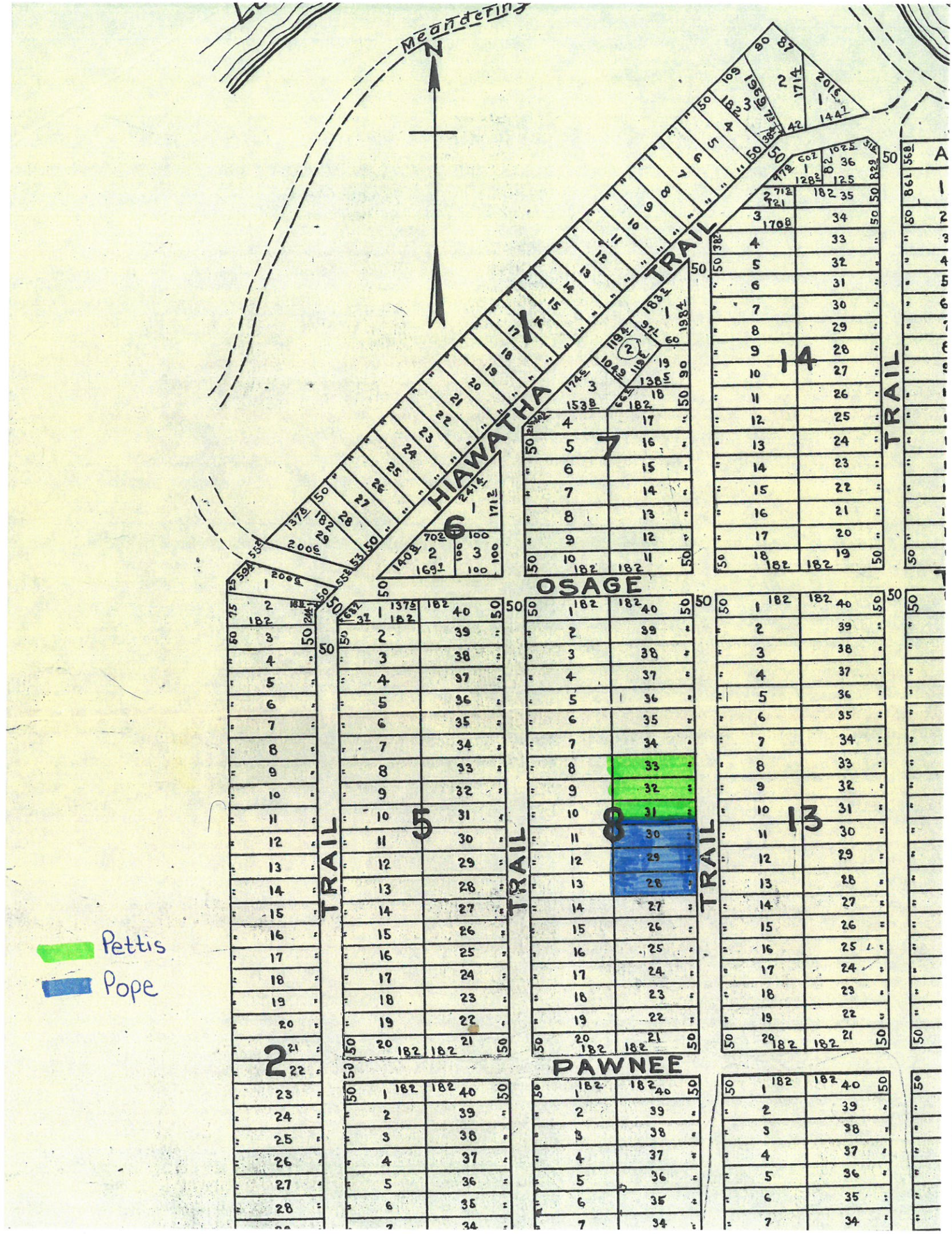
DATE _____

Indian Oaks Replat

REV 1
NOV. 29, 2017

SHEET 2 of 2

1079 - 5548


Meandering
N
HIAWATHA TRAIL
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PAWNEE
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8
13
14
Pettis
Pope

CITY OF LAKE WORTH
NOTICE OF PUBLIC HEARING
PLANNING AND ZONING COMMISSION
AND CITY COUNCIL

REPLAT REQUEST
PLANNING & ZONING CASE #PS17-11

You may own property within two hundred feet (200') of the property described in the notice below. The owner of the lot has made application for a replat approval. Attached you will find a map of the general location of the request. You are invited to attend and participate in the following public hearings regarding this application:

The Planning and Zoning Commission of the City of Lake Worth, Texas, will conduct the first of two public hearings at **6:30 p.m. on Tuesday, December 19, 2017**, at the Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135 to hear public comment and consider recommendations to the City Council regarding the proposed replat being all of a 0.56 acre parcel of land known as Block 8, Lots 31 (north 37.5 feet), 32, and 33, Indian Oaks Subdivision of the records of Tarrant County, Texas. The proposed replat's new legal description will be Block 8, Lot 33R, Indian Oaks Subdivision, commonly known as 3133 Huron Trail, Lake Worth, Texas. The City Council will conduct a second Public Hearing at **6:30 p.m. on Tuesday, January 9, 2018**, at Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135 to hear public comment and consider. All interested parties are encouraged to attend.

Joel Esparza/Brenda M Mauricio
3209 Huron Trail
Lake Worth, Texas 76135

Michael Wiens
3216 Chippewa Trail
Lake Worth, Texas 76135

Raymond Jr./Shirley Pettis
PO Box 136702
Lake Worth, Texas 76136

David F/Dora D Young
PO Box 137557
Lake Worth, Texas 76136

Simon/Santos Najera
3208 Huron Trail
Lake Worth, Texas 76135

Francisco Mercado
3136 Huron Trail
Lake Worth, Texas 76135

Vested Asset 12, LLC
PO Box 163643
Fort Worth, Texas 76161

Robert L Walls
11755 FM 730 N
Azle, Texas 76020

Alexiz Nicole Ramirez
3128 Chippewa Trail
Lake Worth, Texas 76135

James M Lyons
3132 Chippewa Trail
Lake Worth, Texas 76135

Jim McNally
1640 Palisades Drive
Carrollton, Texas 75007

Edward J Ziglar
3124 Chippewa Trail
Lake Worth, Texas 76135

Deirdre Kay Pope
3125 Huron Trail
Lake Worth, Texas 76135

Robert/Judy Norman
3920 Shawnee Trail
Lake Worth, Texas 76135

Sharon L Mitchell
3204 Chippewa Trail
Lake Worth, Texas 76135

Nathan G/Megan J Davis
3212 Chippewa Trail
Lake Worth, Texas 76135

Shannon/Mickey G Bleau
3216 Whisperwood Court
Bedford, Texas 76021

Billy W Scheets
3201 Huron Trail
Lake Worth, Texas 76135

Harvest Land Company, Inc.
2390 Tower Drive
Monroe, LA 71201

Harry/Jo Peterson
3128 Huron Trail
Lake Worth, Texas 76135

Diane Teague
3117 Huron Trail
Lake Worth, Texas 76135

Ashley L Ewell
3909 Anewby Wayl
Fort Worth, Texas 76133

December 5, 2017

City of Lake Worth
Suzanne Meason
Planning & Zoning Administrator
3805 Adam Grubb
Lake Worth, Texas 76135-3500

Linda Larned Pope
6205 Ivy Hill Rd
Ft Worth, Tx 76135

Ref: Platting of Property at 3125 Huron Trail, Block 8
Lots 28,29,30,and portion of 31, Indian Oaks Subdivision

Dear Sharon.

I am requesting under the Freedon of Information Act, all communication with/from Mr Pettis with regard to the letter you sent ny dayghter Deirdre Kay Pope. Deirdre is deceased and I inherited the property.

I do not agree with Mr Pettis assesment of the boundry lines. I plan to fully be involved in this matter.

Respectifully

Linda Larned Pope

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. E.4

From: Suzanne Meason, Planning & Zoning Administrator

Item: Public Hearing to consider Ordinance No. 1106, Planning & Zoning Case No. PZ17-11, an amendment to the Future Land Use Map of the Comprehensive Land Use Plan from a zoning designation of "Low Density Residential" to a zoning district of "Moderate Density Residential" for approximately 6.63 acres of land, legally known as Block 13, Lots 13-24, Lake Worth Heights Subdivision; Block 14, Lots 1-18, Lake Worth Heights Subdivision; and Block 16R, Lots 39-43, Lake Worth Heights Subdivision, Lake Worth, Tarrant County, Texas, being that all of the certain called 6.63 acres recorded in the deed records of Tarrant County, Texas. The property to be considered for re-zoning is generally described as 6.63 acres of land located at 3900-4020 Rench Road, 3900-3917 Caribou Trail, and 3901 Pueblo Trail, Lake Worth, Texas. **THE PLANNING & ZONING COMMISSION RECOMMENDED DENIAL BY A VOTE OF 5-1.**

Property Description:
Approximately 6.63 acres of property, located at 3900-4020 Rench Road, 3900-3917 Caribou Trail, and 3901 Pueblo Trail

Property Owner(s):
Various Property Owners: Bill Burdock, C.R. McDonnell, K Bar H LLC, Shirley Wheat, Harvester Land Company, Holly Lacey, City of Lake Worth, and Lake Worth ISD

Applicant:
Harlan Smith, President, Rockbiter Corporation, 3950 Hockaday Drive, Dallas, Texas 75229 (owner authorization forms supplied) and City of Lake Worth, 3805 Adam Grubb, Lake Worth, Texas 76135 for the Lake Worth ISD properties.

Engineer/Surveyor:
N/A

Current Zoning:
Low Density Residential (on the future land use map)

Proposed Zoning:
Moderate Density Residential (on the future land use map)

Current Use: Vacant Land

Proposed Use: Duplex Town Homes

Existing Road(s):
Caribou Trail, Rench Road, Pueblo Trail

Surrounding Zoning:
North: The property to the north is currently zoned "SF-1" – Single Family Residential.

South: The property to the south is currently zoned "SF-1" – Single Family Residential (proposed city park).

East: The property to the east is currently zoned "SF-1" – Single Family Residential.

West: The property to the west is currently zoned "SF-1" – Single Family Residential and "PC" – Planned Commercial (Lake Lodge Nursing Home).

Summary: Mr. Harlan Smith, President of Rockbiter Corporation submitted application for a change to the Comprehensive Land Use Plan for the noted properties. Future Land Use Map of the Comprehensive Land Use Plan must be amended to allow Mr. Smith's zoning change request.

Mr. Smith currently has all the lots in question under contract for purchase, except for the two (2) Lake Worth ISD lots. The current property owners have signed an owner authorization form for him to apply for such (see attached).

The City of Lake Worth has made application for the Lake Worth ISD lot(s) so as to keep these lots in conformity with the others if the zoning change is approved.

The item was submitted to the RCC review board for comment, there was an issue with the submission and therefore comments were delayed. Should any comments be noted on the project those will be provided prior to the meeting.

The item was heard by the Planning & Zoning Commission on January 16, 2018 and was recommend for denial of the amendment to the Future Land Use Map of the Comprehensive Land Use Plan by a vote of five (5) for and one (1) against.

Public Input:
On Friday, January 5, 2018 as required by State law, the City mailed out sixty-eight (68) letters of Notification for a Public Hearing to all property owners within two hundred (200) feet of the subject site. Notice was also published in the City's paper of record, the Fort Worth Star Telegram on Saturday, December 30, 2017. As of Tuesday, February 6, 2018 at close of business the following comments forms have been received in favor/opposition to the request:

1. FOR – (11) Anthony Burdock representative for Bill Burdock (deceased) who owns eight (8) properties some of which are in the request and some within 200' of the request. John Casillas owner of three (3) properties within the request.
2. AGAINST – (11) – ten (10) which have no comments and one (1) which just says don't like is my property.

Fiscal Impact:
N/A

Attachments:
1. Ordinance
2. Vicinity Map
3. Owner Authorization Form(s)
4. Public Hearing Notice
5. Public Hearing Notifications (within 200' of subject property)
6. Returned Public Comment Form(s)
7. Map Depicting Favor/Opposition from Property Owners (within 200' of subject property)

Recommended Motion or Action:
Recommendation from staff is that the request is at the discretion of the City Council.

ORDINANCE NO. 1106

AN ORDINANCE AMENDING THE FUTURE LAND USE MAP OF THE COMPREHENSIVE LAND USE PLAN TO REFLECT A CHANGE FOR APPROXIMATELY 6.63 ACRES OF LAND DESCRIBED HEREIN AS BLOCK 13, LOTS 13-24, LAKE WORTH HEIGHTS SUBDIVISION, BLOCK 14, LOTS 1-18, LAKE WORTH HEIGHTS SUBDIVISION, AND BLOCK 16R, LOTS 39-43, LAKE WORTH HEIGHTS SUBDIVISION FROM A LAND USE DESIGNATION OF "LOW DENSITY RESIDENTIAL" TO "MODERATE DENSITY RESIDENTIAL"; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake Worth is a Home Rule City acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City of Lake Worth previously adopted a Comprehensive Land Use Plan to guide the future growth of the City; and

WHEREAS, as a part of the Comprehensive Land Use Plan, the City also adopted a Future Land Use Map; and

WHEREAS, the City has complied with all notices and public hearings as required by law, including the requirements set forth in Chapter 213 of the Texas Local Government Code, as amended; and

WHEREAS, the City Council finds that it will be advantageous, beneficial, and in the best interest of the citizens of Lake Worth to amend a portion of the Future Land Use Map, as set forth below.

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

SECTION 1.

INCORPORATION OF PREMISES

The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2.

FUTURE LAND USE MAP AMENDED

The Future Land Use Map of the Comprehensive Land Use Plan is hereby amended to change the land use designation on the following lots, which are shown on the attached Exhibit "A", from a land use designation of "Low Density Residential" to "Moderate Density Residential":

BLOCK 13, LOTS 13-24, LAKE WORTH HEIGHTS SUBDIVISION;
BLOCK 14, LOTS 1-18, LAKE WORTH HEIGHTS SUBDIVISION; AND
BLOCK 16R, LOTS 39-43, LAKE WORTH HEIGHTS SUBDIVISION

SECTION 3.

CUMULATIVE CLAUSE

This Ordinance shall be cumulative of all provisions of all other ordinances of the City of Lake Worth, Texas except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

SECTION 4.

SEVERABILITY

It is hereby declared to be the intention of the City Council of the City of Lake Worth that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared invalid or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 5.

EFFECTIVE DATE

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

PASSED AND APPROVED this 13th day of February 2018**.**

CITY OF LAKE WORTH

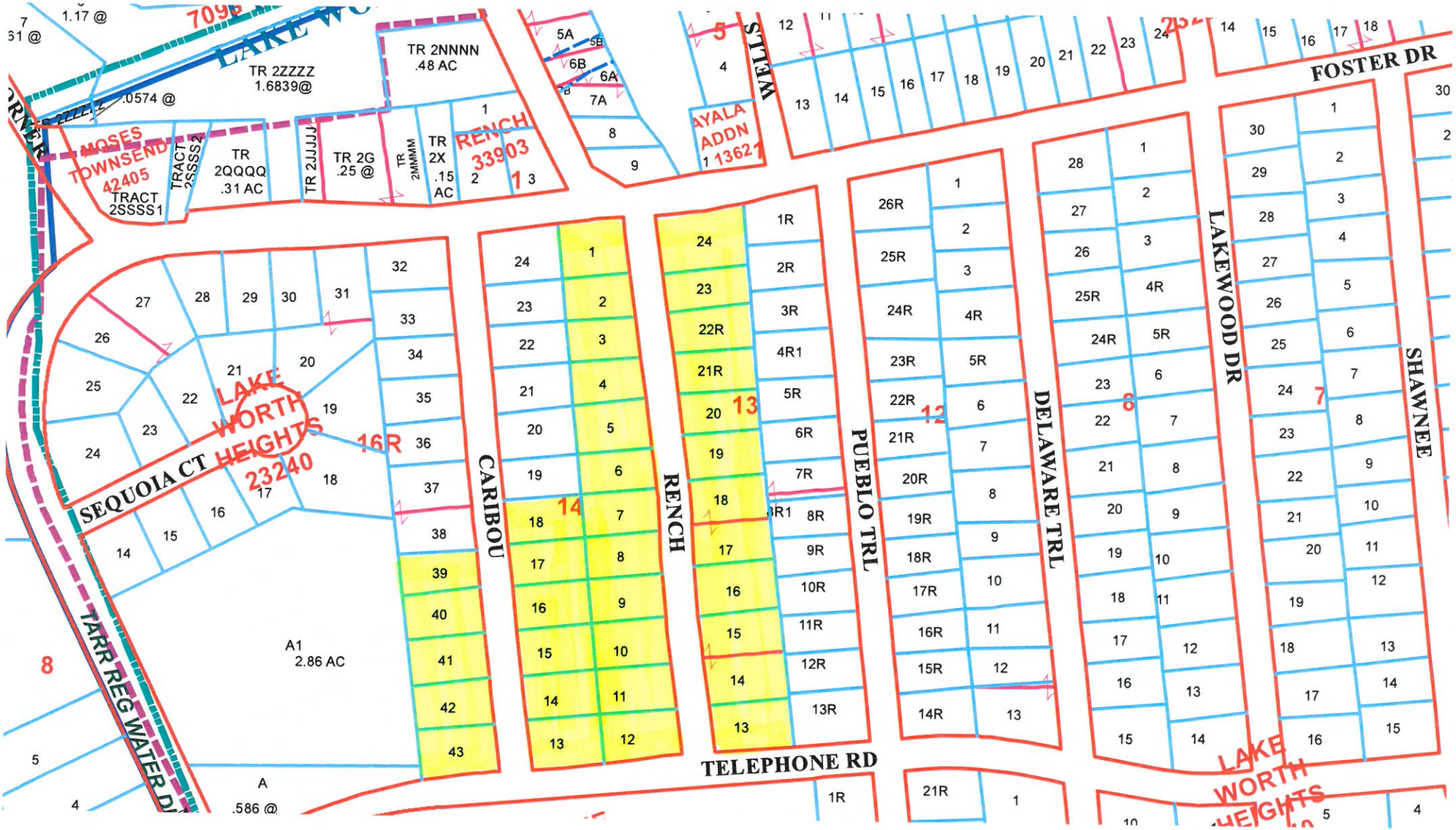
By:_____
Walter Bowen, Mayor

ATTEST:

_____
Monica Solko, City Secretary

APPROVED AS TO FORM AND LEGALITY:

_____
Drew Larkin, City Attorney


FOSTER DR
TELEPHONE RD
CARIBOU
RENCH
PUEBLO TRL
DELAWARE TRL
LAKEWOOD DR
SHAWNEE
SEQUOIA CT
TARR REG WATER D
LAKE WORTH HEIGHTS 23240
MOSES TOWNSEND 42405
TRACT 2SSSS1
TRACT 2SSSS2
TR 2QQQQ .31 AC
TR 2JJJJJ
TR 2G .25 @
TR 2MMMM
TR 2X .15 AC
TR 2NNNN .48 AC
TR 2ZZZZ 1.6839@
.0574 @
RENCH 33903
AYALA ADDN 1 13621
A1 2.86 AC
A .586 @
1.17 @
7095
LAKE W
16R
14
13
12
8
7
5

City of Lake Worth

AUTHORIZATION FORM

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 20DEC17 **Re:** _____

I, Anthony Burdock, Estate Co-executor, owner of the Property located at 1005, 4008, 4009, 4011 Reach Rd. 1015, 4017 do hereby certify that I have given my permission to Rockbiter Corp, to make this (check one):

- ☐ Variance
- ☐ Waiver
- ☐ Plat (Development, Replat, Preliminary, Final)
- ☐ Zoning District Change
- ☒ Comprehensive Land Use Plan Amendment
- ☐ Site Plan Application/Amendment

Application for Rockbiter Corp.
(applicant)

Anthony Burdock
Print Name

Signature of Owner

2661 16th St, Sacramento, CA 95818
Address

916-380-2380
Phone No.

20DEC17
Date

State of Texas §
County of Tarrant §

Before me, Karyn August Attanasio, a Notary Public in and for said County and State, on this day personally appeared Anthony Burdock known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

KARYN AUGUST ATTANASIO
Notary Public, State of Texas
Comm. Expires 10-30-2018
Notary ID 130009783

Karyn August Attanasio
Notary

CAUSE NO. PR-4092

IN THE MATTER OF		**IN THE COUNTY COURT**
THE ESTATE OF		**AT LAW #2**
WILLIAM E. BURDOCK, DECEASED		**WISE COUNTY, TEXAS**

LETTERS OF TESTAMENTARY

I, Sherry Lemon, the Undersigned Clerk of the County Court at Law #2 of Wise County, Texas, do hereby certify that on the 14th day of August, 2017, Lee Ann Burdock and Anthony Ian Burdock were duly granted by said Court Letters of Testamentary of the Estate of William E. Burdock, Deceased, and that Lee Ann Burdock and Anthony Ian Burdock qualified as Co-Independent Executors as such on the 14th day of August, 2017 as the law requires, and that said appointment is still in full force and effect.

Given under my hand and seal of office at Decatur, Texas the 14th day of August, 2017.

SHERRY LEMON
COUNTY CLERK, WISE COUNTY
200 N. TRINITY – P.O. BOX 359
DECATUR, TX 76234

BY: Kiley Vian, DEPUTY
KILEY VIAN

City of Lake Worth

AUTHORIZATION FORM

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 12/18/2017 **Re:** Rench Road

I, C.A. McDonnell, owner of the Property located at Rench Road do hereby certify that I have given my permission to _____, to make this (check one):

- ☐ Variance
- ☐ Waiver
- ☐ Plat (Development, Replat, Preliminary, Final)
- ☐ Zoning District Change
- ☒ Comprehensive Land Use Plan Amendment
- ☐ Site Plan Application/Amendment

Application for _____.
(applicant)

C.A. McDonnell
Print Name

Signature of Owner

704 Club Oak
Address

817 737 9155
Phone No.

12/18/2017
Date

State of Texas §
County of Tarrant §

Before me, Judy Huskey, a Notary Public in and for said County and State, on this day personally appeared C.A. McDonnell known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

JUDY HUSKEY
Notary Public, State of Texas
Comm. Expires 05-08-2021
Notary ID 5063851

Notary

City of Lake Worth

AUTHORIZATION FORM

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 12/18/2017 **Re:** Panther Real Estate

I, Kyle Hack, K BAR H LLC, owner of the Property located at Cactus Trail do hereby certify that I have given my permission to Panther Real Estate Solutions, to make this (check one):

- ☐ Variance
- ☐ Waiver
- ☐ Plat (Development, Replat, Preliminary, Final)
- ☐ Zoning District Change
- ☒ Comprehensive Land Use Plan Amendment
- ☐ Site Plan Application/Amendment

Application for _____.
(applicant)

K BAR H LLC	
Print Name	Signature of Owner
7036 Bates Tr	817 905 6587 / 12/18/2017
Address	Phone No. / Date

State of Texas §
County of Tarrant §

Before me, Matthew Chase Brawley, a Notary Public in and for said County and State, on this day personally appeared Kyle Hack known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

MATTHEW CHASE BRAWLEY
My Notary ID # 128989346
Expires February 20, 2020

Notary

City of Lake Worth

AUTHORIZATION FORM

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 12-18-17 **Re:** LAND USE PLAN AMENDMENT

I, _____, owner of the Property located at 3400 CARIBOU TRAIL do hereby certify that I have given my permission to ROCKBITER CORPORATION, to make this (check one):

- ☐ Variance
- ☐ Waiver
- ☐ Plat (Development, Replat, Preliminary, Final)
- ☐ Zoning District Change
- ☑ Comprehensive Land Use Plan Amendment
- ☐ Site Plan Application/Amendment

Application for ROCKBITER CORPORATION.
(applicant)

Shirley Wheat — Shirley Wheat
Print Name — Signature of Owner

5400 Dartmouth — 8177138300 — 12-18-17
Address — Phone No. — Date

State of Texas §
County of TARRANT §

Before me, ANA JUAREZ, a Notary Public in and for said County and State, on this day personally appeared SHIRLEY WHEAT known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

ANA JUAREZ
Notary Public, State of Texas
My Comm. Expires Aug. 31, 2019
ID #130352241

Ana Juarez
Notary

City of Lake Worth

AUTHORIZATION FORM

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 12/18/2017 **Re:** Harvester Land Company, Inc.

I, K. Tod Cagle, owner of the Property located at * See below lots* do hereby certify that I have given my permission to Trey Presswood, to make this (check one):

*Lots 6,7,8,9,10,11,12,13,14 Blk 14 Lake Worth Heights Subd.

- ☐ Variance
- ☐ Waiver
- ☐ Plat (Development, Replat, Preliminary, Final)
- ☐ Zoning District Change
- ☒ Comprehensive Land Use Plan Amendment
- ☐ Site Plan Application/Amendment

Application for Harvester Land Company, Inc.
(applicant)

K. Tod Cagle	
Print Name	Signature of Owner
2390 Tower Drive Monroe, LA 71201	318-812-0113 / 12-18-2017
Address	Phone No. / Date

State of ~~Texas~~ Louisiana §
County of Ouachita **§**

Before me, Nikki C. Tinnerello, a Notary Public in and for said County and State, on this day personally appeared K. Tod Cagle known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

Nikki C. Tinnerello
Notary Nikki C. Tinnerello / #68388

Nikki C. Tinnerello, Notary Public
Identification No. 68388
My Commission Expires at Death

City of Lake Worth

AUTHORIZATION FORM

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 12-15-17 **Re:** _____

I, Holly Lacey, owner of the Property located at 4020, 4016, & 4012 Bench Rd. do hereby certify that I have given my permission to Rockbiter Corporation, to make this (check one):

- ☐ Variance
- ☐ Waiver
- ☐ Plat (Development, Replat, Preliminary, Final)
- ☐ Zoning District Change
- ☑ Comprehensive Land Use Plan Amendment
- ☐ Site Plan Application/Amendment

Application for Rockbiter Corporation (applicant).

Holly Lacey
Print Name

Holly Lacey
Signature of Owner

2723 San Marco Lane
Address League City, TX 77573

(803) 507-4070
Phone No.

12-15-17
Date

State of Texas §
County of Midland §

Before me, Yadira Ordorica, a Notary Public in and for said County and State, on this day personally appeared Holly E. Lacey known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

YADIRA ORDORICA
NOTARY PUBLIC STATE OF TEXAS
MY COMM. EXP. 5/23/2020
NOTARY ID 13067167-3

Notary

City of Lake Worth

AUTHORIZATION FORM

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 1-3-2018

Re: Block 16R, Lots 41, 42, & 43, Lake Worth Heights Subdivision (3901, 3905, & 3909 Caribou Trail Comprehensive Land Use Plan Amendment

I, **Stacey Almond, City Manager for City of Lake Worth**, owner of the Property located at **3901, 3905, and 3909 Caribou Trail** do hereby certify that I have given my permission to **Harlan Smith with Rockbiter Corporation**, to make this (check one):

- ☐ Variance
- ☐ Waiver
- ☐ Plat (Development, Replat, Preliminary, Final)
- ☐ Zoning District Change
- ☑ Comprehensive Land Use Plan Amendment
- ☐ Site Plan Application/Amendment

Application for **Harlan Smith with Rockbiter Corporation**.
(applicant)

Stacey Almond
Print Name

Signature of Owner

3805 Adam Grubb, Lake Worth, TX 76135
Address

817-237-1211
Phone No.

1-3-18
Date

State of Texas §
County of Tarrant §

Before me, Suzanne Meason, a Notary Public in and for said County and State, on this 3rd day of January, 2018, personally appeared Stacey Almond known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

SUZANNE MEASON
My Notary ID # 12282816
Expires March 22, 2021

Suzanne Meason
Notary

CITY OF LAKE WORTH
NOTICE OF PUBLIC HEARING
PLANNING AND ZONING COMMISSION
AND CITY COUNCIL

AMENDMENT TO THE FUTURE LAND USE MAP OF THE COMPREHENSIVE LAND USE PLAN
PLANNING & ZONING CASE #PZ17-11

You may own property within two hundred feet (200') of the property described in the notice below. The owner of the lot(s) has made application for an amendment to the future land use map of the comprehensive land use plan. Attached you will find a map of the general location of the request. You are invited to attend and participate in the following public hearings regarding this application:

The Planning and Zoning Commission of the City of Lake Worth, Texas, will conduct the first of two public hearings at **6:30 p.m. on Tuesday, January 16, 2018**, at Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135 to hear public comment and consider recommendations to the City Council regarding an amendment to the Future Land Use Map of the Comprehensive Land Use Plan from a zoning designation of "Low Density Residential" to a zoning district of "Moderate Density Residential" for approximately 6.63 acres of land, legally known as Block 13, Lots 13-24, Lake Worth Heights Subdivision; Block 14, Lots 1-18, Lake Worth Heights Subdivision; and Block 16R, Lots 39-43, Lake Worth Heights Subdivision, Lake Worth, Tarrant County, Texas, being that all of the certain called 6.63 acres recorded in the deed records of Tarrant County, Texas. The property to be considered for re-zoning is generally described as 6.63 acres of land located at 3900-4020 Rench Road, 3900-3917 Caribou Trail, and 3901 Pueblo Trail, Lake Worth, Texas. The City Council will conduct a second Public Hearing at **6:30 p.m. on Tuesday, February 13, 2018**, at Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135 to hear public comment and consider the proposed comprehensive land use plan amendment for the above listed property. All interested parties are encouraged to attend.

If you have specific questions you may contact the Planning & Zoning Administrator at 817-255-7922 or smeason@lakeworthtx.org.

(Vicinity Map on Reverse)

City of Lake Worth
3805 Adam Grubb
Lake Worth, Texas 76135

Jay L Blassingame
4021 Caribou Trail
Lake Worth, Texas 76135

C R McDonnell
PO Box 10486
River Oaks, Texas 76114

Texas Fifteen Property, LLC
303 International Cir, Suite #200
Hunt Valley, MD 21030

Lisa A Miller
4000 Caribou Trail
Lake Worth, Texas 76135

Julissa & Norberto Iracheta
3901 Pueblo Trail
Lake Worth, Texas 76135

K Bar H, LLC
7036 Lotus Trail
Lake Worth, Texas 76135

Linda Wheeler McMurtrey
4004 Caribou Trail
Lake Worth, Texas 76135

Cary S Anderson
3905 Pueblo Trail
Lake Worth, Texas 76135

Harvester Land Company, Inc.
2390 Tower Drive
Monroe, LA 71201

Dillon J Reynolds
6320 Johns Way
Fort Worth, Texas 76135

James E & Andrea Gibson
3909 Pueblo Trail
Lake Worth, Texas 76135

Shirley Wheat
309 Merritt Street
River Oaks, Texas 76114

Susan G Stine
4012 Caribou Trail
Lake Worth, Texas 76135

Aubrey A Fields
3913 Pueblo Trail
Lake Worth, Texas 76135

Jerry W Reynolds
6320 Johns Way
Fort Worth, Texas 76135

Terry J & Jana B Leeper Living Trust
908 Lakewood Hills Terr
Austin, Texas 78732

Joni Lee Holland
3917 Pueblo Trail
Lake Worth, Texas 76135

Celia S Penrod
4005 Caribou Trail
Lake Worth, Texas 76135

Sewilla L Sheehan
7970 Briar Road
Azle, Texas 76020

Mirna Asher
3921 Pueblo Trail
Lake Worth, Texas 76135

Andrew R Foster
4009 Caribou Trail
Lake Worth, Texas 76135

Lake Worth ISD
John Hebert
6805 Telephone Road
Lake Worth, Texas 76135

Billy J & Cindy Kay Wooley
3925 Pueblo Trail
Lake Worth, Texas 76135

Judy A Jackson
4013 Caribou Trail
Lake Worth, Texas 76135

Bill Burdock
736 S Saginaw Blvd.
Saginaw, Texas 76179

Lorenzo & Isela Garcia
4001 Pueblo Trail
Lake Worth, Texas 76135

Christopher & Sher Trunick
4017 Caribou Trail
Lake Worth, Texas 76135

Holly Lacey & John Casillas
2723 San Marco Lane
League City, Texas 77573

Mary Beth Dumke
4005 Pueblo Trail
Lake Worth, Texas 76135

Andrea M & Matthew R Hay
4009 Pueblo Trail
Lake Worth, Texas 76135

Steve M & Teriss Contreras
4013 Pueblo Trail
Lake Worth, Texas 76135

Mark Lavy
4017 Pueblo Trail
Lake Worth, Texas 76135

Juan A & Maria L Gomez
4021 Pueblo Trail
Lake Worth, Texas 76135

Edna M Hall
7500 Sequoia Court
Lake Worth, Texas 76135

Richard & Anita Branum
3900 Pueblo Trail
Lake Worth, Texas 76135

Martin Engelhardt
3904 Pueblo Trail
Lake Worth, Texas 76135

Dinah Sherrill
3908 Pueblo Trail
Lake Worth, Texas 76135

Cheryl J Smith
3912 Pueblo Trail
Lake Worth, Texas 76135

Josefina Salgado
3825 Pueblo Trail
Lake Worth, Texas 76135

Debra R Sanders
109 Copperwood Drive
Lakeside, Texas 76108

Michael & Debora Van Slyke
3817 Pueblo Trail
Lake Worth, Texas 76135

John R & Tammy S Thomas
3824 Pueblo Trail
Lake Worth, Texas 76135

Blanca & Alvaro Chapa
3916 Pueblo Trail
Lake Worth, Texas 76135

Laura T Gibbs
504 Crest Ridge Drive
Lakeside, Texas 76108

Laurie J Jones
4569 Bruin Drive
Little River, SC 29566-7371

Nicolas & Reta F Mendoza
4000 Pueblo Trail
Lake Worth, Texas 76135

Jess W Lamb, Jr. & Linda M Jackson
4004 Pueblo Trail
Lake Worth, Texas 76135

Leonel Borunda & Rosa Bernal Flores
4008 Pueblo Trail
Lake Worth, Texas 76135

Michael & Tammy McCullough
4012 Pueblo Trail
Lake Worth, Texas 76135

Race F Terry & Danielle Gilbert
4016 Pueblo Trail
Lake Worth, Texas 76135

Robert W Burgess
4025 Delaware Trail
Lake Worth, Texas 76135

Ricardo Delgado
4100 Rench Road
Lake Worth, Texas 76135

Keith L McCormick
PO Box 10947
Fort Worth, Texas 76114

Paula B Jones
7504 Foster Drive
Lake Worth, Texas 76135

Rodolfo Juan Salas
7508 Foster Drive
Lake Worth, Texas 76135

Val & Howard Carr Living Trust
6800 Westcreek Cir
Fort Worth, Texas 76126

Mary Ann Cecil
4113 Wells Drive
Lake Worth, Texas 76135

Allen W Collins
7416 Foster Drive
Lake Worth, Texas 76135

Maria Mendez-Arsitz
7500 Foster Drive
Lake Worth, Texas 76135

City of Fort Worth
1000 Throckmorton St.
Fort Worth, Texas 76102

William R Schneider
7420 Foster Drive
Lake Worth, Texas 76135

Maricela Ayala
4101 Wells Drive
Lake Worth, Texas 76135

Tandem Properties, LLC
8100 WY Blvd NE #M4-248
Albuquerque, NM 87113

Anthony Burdock
2661 16th Street
Sacramento, CA 95818

Rockbiter Corporation
Harlan Smith
3950 Hockaday Drive
Dallas, Texas 75229

C.R. McDonnell
704 Club Oak Drive
River Oaks, Texas 76114

Panther Real Estate Solutions
Trey Presswood
502 Grand Avenue, Suite C
Fort Worth, Texas 76164

CITY OF LAKE WORTH
PUBLIC COMMENT FORM
(Please type or use black ink)

Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

☒ I am **FOR** the proposed zoning case as explained on the attached public notice for Zoning Case #PZ17-11.

☐ I am **AGAINST** the proposed zoning case as explained on the attached public notice for Zoning Case #PZ17-11.

Date, Time and Location of Planning & Zoning Commission Meeting: **Tuesday, January 16, 2018 at 6:30 pm. - Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135**

Date, Time and Location of City Council Meeting: **Tuesday, February 13, 2018 at 6:30 pm. - Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135**

Name: Anthony Burdock
(Please print)

Mailing Address: 2661 16th st
Sacramento, CA 95818

Signature:

Date: 12 JAN 18

RECEIVED
JAN 12 2018

Property Address(s): 4005, 4008, 4009, 4011, 4015, 4017 Ranch Rd
(not within 200')
7501, 7505, 7509, 7513 Sequoia Ct
Lake Worth, Tx 76135

Blk 16R, Lot 18, 16R Lot 17 LW Heights

COMMENTS:

Blk 13, Lot 20
Blk 13, Lot 21R
Blk 13, Lot 22R
Blk 13, Lot 23
Blk 13, Lot 24
Blk 14, Lot 4
LW Heights

#
#
#

PLEASE TURN IN PUBLIC COMMENT FORM NO LATER THAN
THURSDAY, JANUARY 11, 2018 TO BE INCLUDED IN THE AGENDA PACKET

CITY OF LAKE WORTH
PUBLIC COMMENT FORM
(Please type or use black ink)

Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: John Casillas
(Please print)

Mailing Address: 5200 Briarwood Ave Apt 2317
Midland, TX 79707

Signature: John Casillas

Date: 1-24-2018

Property Address(s): 4020, 4016, 4012 Beach Rd.
Lake Worth, TX 76135

RECEIVED
JAN 25 2018

Blk 14, Lot 1 LW Heights
Blk 14, Lot 2
Blk 14, Lot 3

COMMENTS:

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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
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Name: Susan Stine
(Please print)

Mailing Address: 4012 Caribou Trl.
Ft. W. Tx 76135

Signature: Susan Stine

Date: 1.8.18

Property Address(s): 4012 Caribou Trl
Ft. W. Tx 76135

RECEIVED
JAN 22 2018

Blk 14, Lot 22
LW Heights

COMMENTS:

PLEASE TURN IN PUBLIC COMMENT FORM NO LATER THAN
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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
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RECEIVED
JAN 16 2018

Name: BIANCA CHAPA
(Please print)

Mailing Address: 3916 Pueblo trl
Lake worth TX 76135

Signature: Blanca Chapa

Date: 1-15-18

Property Address(s): 3916 Pueblo trl

BIK 12, Lot 18R
LW Heights

COMMENTS:

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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
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Name: Terissa Contreras
(Please print)

Mailing Address: 4013 Pueblo TR

Signature: Terissa Contreras

Date: 1-16-18

Property Address(s): Blk 13, Lot 3R LW Heights

RECEIVED
JAN 16 2018

COMMENTS:

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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
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RECEIVED
JAN 16 2018

Name: MARIA MENDEZ-ARSITZ
(Please print)

Mailing Address: 7500 FOSTER DR
LAKE WORTH, TX 76135

Signature: Maria Mendez-Arsitz

Date: 1-6-18

Property Address(s): SAME AS ABOVE

BLK 1, Lot 3, Rench Addition

COMMENTS:

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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
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RECEIVED
JAN 16 2018

Name: RICARDO DELGADO
(Please print)

Mailing Address: 4100 RENCH RD.

Block 6, Lot 9
Lake Worth Addition

Signature: Ricardo Delgado

Date: 01/16/18

Property Address(s):

COMMENTS:

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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
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Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: John R Thomas
(Please print)

Mailing Address: 3824 Pueblo Trail
Lake Worth Texas 76135

Signature: John R Thomas

Date: 1-14-18

RECEIVED
JAN 16 2018

Property Address(s): 3824 Pueblo Tr
Lake Worth Tx. 76135 Blk 10, Lot 21R
LW Heights

COMMENTS:

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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
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Name: Michael D Van Slyke
(Please print)

Mailing Address: 3817 Pueblo Trail
Lakeworth, TX 76135-2869

Signature: Michael D. Van Slyke

Date: 1/9/18

Property Address(s): 3817 Pueblo Trail
Lakeworth, TX 76135-2869

Blk 11, Lot 3R
LW Heights

RECEIVED
JAN 10 2018

COMMENTS:

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CITY OF LAKE WORTH
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Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: Dillon J. Reynolds
(Please print)

Mailing Address: 4008 Caribou TRI
Lake Worth, TX 76135

Signature: Dillon J. Reynolds

Date: 1-11-18

Property Address(s): 4008 Caribou TRI
Lake Worth, TX 76135

BLK 14, Lot 21
LW Heights

RECEIVED
JAN 11 2018

COMMENTS:

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CITY OF LAKE WORTH
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(Please type or use black ink)

Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: Jerry Reynolds
(Please print)

Mailing Address: 6320 Johns Way
Fort Worth, Tx 76135

Signature: Jerry Reynolds

Date: 1-11-2018

Property Address(s): 4001 Caribou TRL. BlK 16R, Lot 37+38
Lake Worth, Tx 76135 LW Heights

RECEIVED
JAN 11 2018

COMMENTS:

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CITY OF LAKE WORTH
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Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: Richard Bronnem
(Please print)

Mailing Address: 3900 Pueblo Trail
Lake Worth TX 76135

Signature: [signature]

Date: 1-14-18

Property Address(s): 3900 Pueblo Trail
LAKE WORTH TX 76135

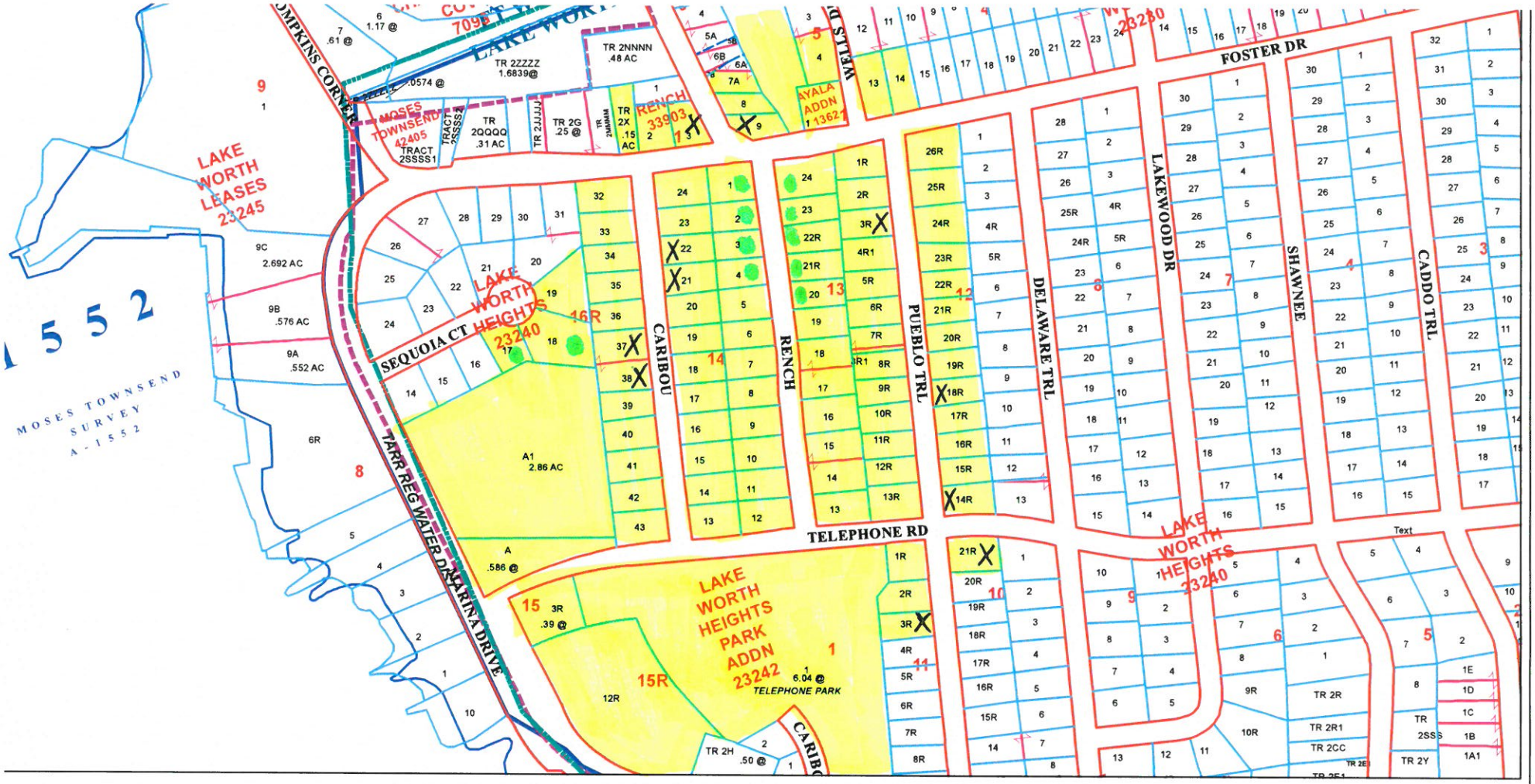
RECEIVED
JAN 15 2018

Blk 12, Lot 14R
LW Heights

COMMENTS:
DON'T like is my property just got Jan 13

PLEASE TURN IN PUBLIC COMMENT FORM NO LATER THAN
THURSDAY, JANUARY 11, 2018 TO BE INCLUDED IN THE AGENDA PACKET

Planning & Zoning Case # PZ17-11



97 total properties 20% of the properties is 19 properties

2012-416

X = against amendment to the Future Land Use Map of the Comprehensive Plan (11)

● = for the amendment (11)

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. E.5

From: Suzanne Meason, Planning & Zoning Administrator

Item: Public Hearing to consider Ordinance No. 1107, Planning & Zoning Case No. PZ17-12, an Ordinance amending Ordinance No. 500, the Comprehensive Zoning Ordinance of the City of Lake Worth, so as to change the zoning designation of approximately 6.63 acres of land, legally known as Block 13, Lots 13-24, Lake Worth Heights Subdivision; Block 14, Lots 1-18, Lake Worth Heights Subdivision; and Block 16R, Lots 39-43, Lake Worth Heights Subdivision, Lake Worth, Tarrant County, Texas, being that all of the certain called 6.63 acres recorded in the deed records of Tarrant County, Texas, from a zoning district of "SF1" Single Family Residential to "MD" – Moderate Density and by amending the Official Zoning Map to reflect such change. The property to be considered for re-zoning is generally described as 6.63 acres of land located at 3900-4020 Rench Road, 3900-3917 Caribou Trail, and 3901 Pueblo Trail, Lake Worth, Texas. **THE PLANNING & ZONING COMMISSION RECOMMENDED DENIAL BY A VOTE OF 5-1.**

Property Description:
Approximately 6.63 acres of property, located at 3900-4020 Rench Road, 3900-3917 Caribou Trail, and 3901 Pueblo Trail

Property Owner(s):
Various Property Owners: Bill Burdock, C.R. McDonnell, K Bar H LLC, Shirley Wheat, Harvester Land Company, Holly Lacey, City of Lake Worth, and Lake Worth ISD

Applicant:
Harlan Smith, President, Rockbiter Corporation, 3950 Hockaday Drive, Dallas, Texas 75229 (owner authorization forms supplied) and City of Lake Worth, 3805 Adam Grubb, Lake Worth, Texas 76135 for the Lake Worth ISD properties.

Engineer/Surveyor:
Wier & Associates, Inc., 2201 Lamar Blvd. Suite #200E, Arlington, Texas 76006

Current Zoning:
"SF-1" Single Family Residential (on the zoning map)

Proposed Zoning:
"MD" Moderate Density (on the zoning map)

Current Use: Vacant Land

Proposed Use: Duplex Town Homes

Existing Road(s):
Caribou Trail, Rench Road, Pueblo Trail

Surrounding Zoning:
North: The property to the north is currently zoned "SF-1" – Single Family Residential.

South: The property to the south is currently zoned "SF-1" – Single Family Residential (proposed city park).

East: The property to the east is currently zoned "SF-1" – Single Family Residential.

West: The property to the west is currently zoned "SF-1" – Single Family Residential and "PC" – Planned Commercial (Lake Lodge Nursing Home).

Summary:
Mr. Harlan Smith, President of Rockbiter Corporation submitted application for a change to the Comprehensive Land Use Plan for the noted properties. Future Land Use Map of the Comprehensive Land Use Plan must be amended to allow Mr. Smith's zoning change request.

Mr. Smith currently has all the lots in question under contract for purchase, except for the two (2) Lake Worth ISD lots. The current property owners have signed an owner authorization form for him to apply for such (see attached).

The City of Lake Worth has made application for the Lake Worth ISD lot(s) so as to keep these lots in conformity with the others if the zoning change is approved.

The item was submitted to the RCC review board for comment, there was an issue with the submission and therefore comments were delayed. Should any comments be noted on the project those will be provided prior to the meeting.

The item was heard by the Planning & Zoning Commission on January 16, 2018 and was recommend for denial of the amendment to the Future Land Use Map of the Comprehensive Land Use Plan by a vote of five (5) for and one (1) against. Due to the recommendation of the Planning & Zoning Commission, in order to approve the zoning change Council must pass with a super majority vote.

Public Input:
On Friday, January 5, 2018 as required by State law, the City mailed out sixty-eight (68) letters of Notification for a Public Hearing to all property owners within two hundred (200) feet of the subject site. Notice was also published in the City's paper of record, the Fort Worth Star Telegram on Saturday, December 30, 2017. As of Tuesday, February 6, 2018 at close of business the following comments forms have been received in favor/opposition to the request:

1. FOR – (26) Anthony Burdock representative for Bill Burdock (deceased) who owns properties some which are in the request and some within 200' of the request, Harvester Land Company, Holley Lacy, C.R. McDonnell.
2. AGAINST – (17) (see comments on form).

Fiscal Impact:
N/A

Attachments:
1. Ordinance No. 1107
2. Development Plan Package
3. Zoning District Change Application
4. Owner Authorization Forms
5. Vicinity Map
6. Public Hearing Notice
7. Public Hearing Notifications (within 200' of subject property)
8. Returned Public Comment Forms
9. Map Depicting Favor/Opposition from Property Owners (within 200' of subject property)

Recommended Motion or Action:
The proposed zoning change is at the discretion of the City Council.

ORDINANCE NO. 1107

AN ORDINANCE AMENDING ORDINANCE NO. 500, THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF LAKE WORTH, AS AMENDED, BY CHANGING THE ZONING DESIGNATION OF APPROXIMATELY 6.63 ACRES OF LAND DESCRIBED HEREIN AS BLOCK 13, LOTS 13-24, LAKE WORTH HEIGHTS SUBDIVISION; BLOCK 14, LOTS 1-18, LAKE WORTH HEIGHTS SUBDIVISION; AND BLOCK 16R, LOTS 39-43, LAKE WORTH HEIGHTS SUBDIVISION, LOCATED IN THE CITY OF LAKE WORTH, TARRANT COUNTY, TEXAS, FROM A ZONING DESIGNATION OF "SF-1" SINGLE FAMILY RESIDENTIAL, TO A ZONING DESIGNATION OF "MD" – MODERATE DENSITY FOR THE DEVELOPMENT OF DUPLEX TOWN HOMES, AND BY AMENDING THE OFFICIAL ZONING MAP TO REFLECT SUCH CHANGE; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A PENALTY CLAUSE; PROVIDING FOR SAVINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND NAMING AN EFFECTIVE DATE.

WHEREAS, the City of Lake Worth is a Home Rule City acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, pursuant to Chapter 211 of the Local Government Code, the City has adopted a comprehensive zoning ordinance and map regulating the location and use of buildings, other structures and land for business, industrial, residential or other purposes, and providing for a method to amend said ordinance and map for promoting the public health, safety, morals and general welfare; and

WHEREAS, the owners of approximately 6.63 acres of land located in Lake Worth, Texas, has initiated an application on the hereinafter described property to re-zone same; and

WHEREAS, a public hearing was duly held by the Planning and Zoning Commission of the City of Lake Worth on January 16, 2018, and by the City Council of the City of Lake Worth on the February 13, 2018, with respect to the zoning described herein; and

WHEREAS, all requirements of law dealing with notice to other property owners, publication and all procedural requirements have been complied with in accordance with Chapter 211 of the Local Government Code; and

WHEREAS, the City Council of the City of Lake Worth, Texas, does hereby deem it advisable and in the public interest to amend Ordinance No. 500, as amended, and to amend the Official Zoning Map of the City, as described herein.

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

SECTION 1.

INCORPORATION OF PREMISES

The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2.

ORDINANCE 500 AMENDED

Ordinance No. 500, as amended, is hereby amended by approving a change to the zoning designation from "SF-1" – Single Family Residential to a zoning designation change and land use of "MD" – Moderate Density for the use of duplex town homes and by amending the Official Zoning Map to reflect such change for the property hereinafter described below:

Zoning Case No. PZ17-12

Owner(s):	Bill Burdock, C.R. McDonnell, K Bar H LLC, Shirley Wheat, Harvester Land Co, Holly Lacey, City of Lake Worth, Lake Worth ISD
Applicant:	Rockbiter Corporation Harlan Smith 3950 Hockaday Drive Dallas, Texas 75229 City of Lake Worth 3805 Adam Grubb Lake Worth, Texas 76135
Legal Description:	Block 13, Lots 13-24, Lake Worth Heights Subdivision; Block 14, Lots 1-18, Lake Worth Heights Subdivision; and Block 16R, Lots 39-43, Lake Worth Heights Subdivision, Lake Worth, Tarrant County, Texas
Property Address:	3900-4020 Rench Road, 3900-3917 Caribou Trail, and 3901 Pueblo Trail
Property Zoning:	Moderate Density
Permitted use:	The use of duplex town homes

SECTION 3.

COMPLIANCE WITH DEVELOPMENT PLAN, SITE PLAN AND ORDINANCES

The use and development of the property shall be subject to all applicable regulations contained in the Comprehensive Zoning Ordinance and all other applicable and pertinent ordinances of the City of Lake Worth, Texas.

SECTION 4.

OFFICIAL ZONING MAP AMENDED

The City Secretary is hereby directed to amend the Official Zoning Map to reflect the changes in classification approved herein.

SECTION 5.

CUMULATIVE CLAUSE

This Ordinance shall be cumulative of all provisions of all other ordinances of the City of Lake Worth, Texas except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

SECTION 6.

PENALTY CLAUSE

Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined not more than Two Thousand Dollars ($2,000.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION 7.

SEVERABILITY

It is hereby declared to be the intention of the City Council of the City of Lake Worth that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared invalid or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 8.

SAVINGS

All rights or remedies of the City of Lake Worth, Texas are expressly saved as to any and all violations of the provisions of any ordinance affecting zoning or land use, which have accrued at the time of the effective date of this Ordinance; and as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the Courts.

SECTION 9.

ENGROSSMENT AND ENROLLMENT

The City Secretary of the City of Lake Worth is hereby directed to engross and enroll this Ordinance by copying the caption, publication clause and effective date clause in the minutes of the City Council and by filing the Ordinance in the Ordinance Records of the City.

SECTION 10.

PUBLICATION

The City Secretary of the City of Lake Worth is hereby directed to publish in the official newspaper of the City of Lake Worth, the caption, the penalty clause, publication clause, and effective date clause of this ordinance two (2) days as authorized by Section 52.013 of the Local Government Code.

SECTION 11.

EFFECTIVE DATE

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

PASSED AND APPROVED this 13th day of February 2018.

CITY OF LAKE WORTH

By:_____
Walter Bowen, Mayor

ATTEST:

_____
Monica Solko, City Secretary

APPROVED AS TO FORM AND LEGALITY:

_____
Drew Larkin, City Attorney

2017

DEVELOPMENT PLAN for RENCH ROAD/CARIBOU LAKE WORTH HEIGHTS

ROCKBITER CORPORATION
HARLAN SMITH, PRESIDENT

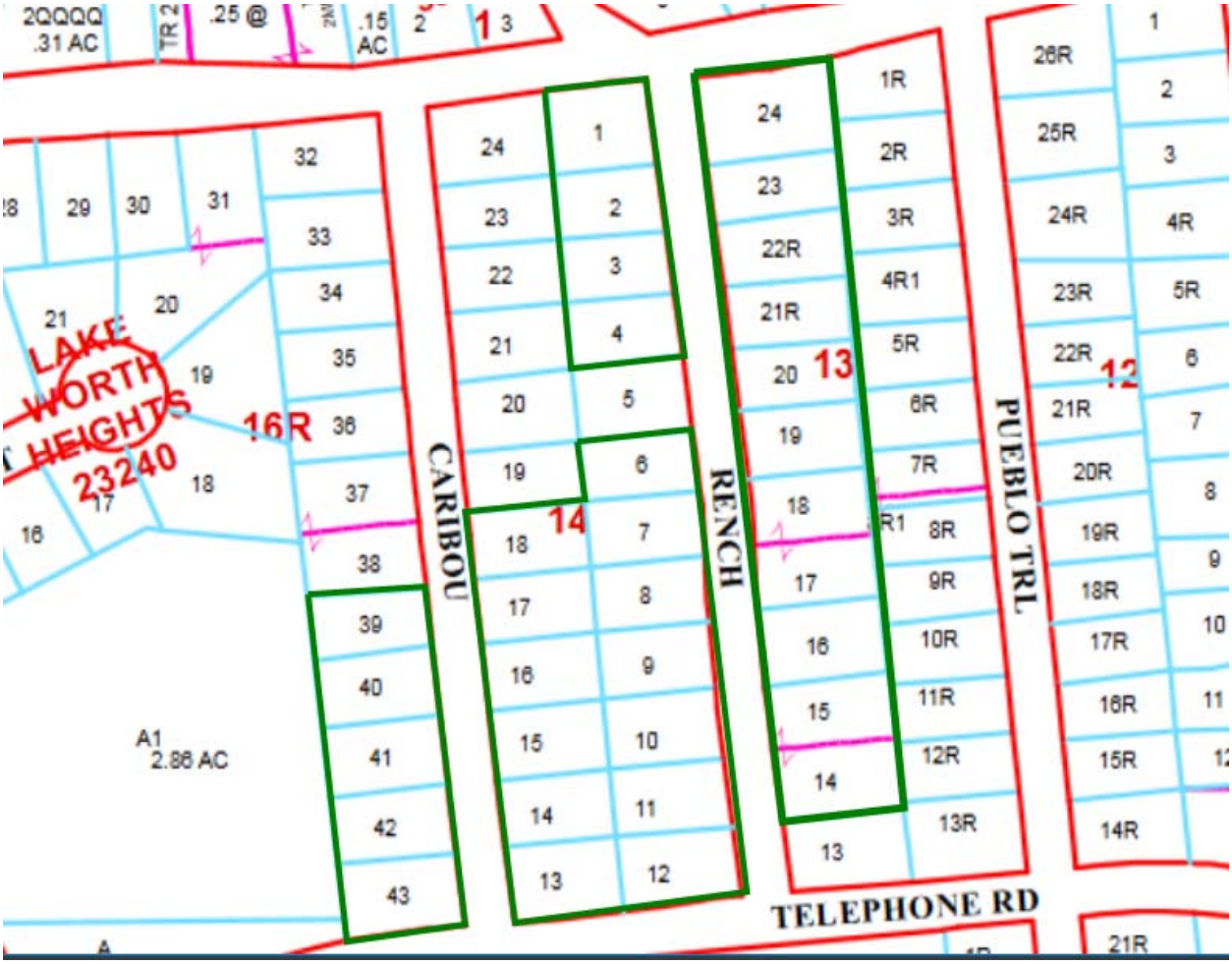
3950 HOCKADAY DRIVE, DALLAS, TX 75229

Objective

Rezone the following lots from Single Family to Moderate Density to facilitate the construction and development of the current vacant lots.

Lots to be rezoned:

Block 13: Lots 14-24
Block 14: Lots 1-4, 6-18
Block 16R: Lots 39-40



SITE PLAN DATA	
ZONING (PROPOSED)	MODERATE DENSITY
OCCUPANCY TYPE	MULTI-FAMILY (DUPLEX)
FIRE SPRINKLER STATUS	NOT SPRINKLERED
LOT AREA GROSS	(265,320 SF) 6.091 AC
INDIVIDUAL LOTS 67 X 120 (33 LOTS)	8,040 SF
UNITS PER ACRE	5.418
BUILDING - Type 2 - 18 EA	2,231 SF
IMPERVIOUS AREA (PAVING)	901 SF
PERVIOUS AREA	4,908 SF
BUILDING - Type 3 - 15 EA	3,398 SF
IMPERVIOUS AREA (PAVING)	1,416 SF

PERVIOUS AREA	3,227 SF
OVERALL IMPERVIOUS AREA (48.5%)	128,586 SF
OVERALL PERVIOUS AREA (51.5%)	136,749 SF
PERCENT LOT COVERAGE (BLDGS)	34.4%
PERCENT PAVING	14.5%
PERCENT PERVIOUS	51.5%
REQUIRED PARKING PER LOT	4

PREPARED BY:
WIER & ASSOCIATES, INC.
ENGINEERS SURVEYORS LAND PLANNERS
220 E. LAMB BLVD., SUITE 200 ARLINGTON, TEXAS 76006 METRO: (817)467-7788
Texas Firm Registration No. F-2776 www.WierAssociates.com
Texas Board of Professional Land Surveying Registration No. 100290

SHEET 1 OF 1

DATE: 1/2/2018
W.A. No. 17125

AERIAL VIEW OF LOTS

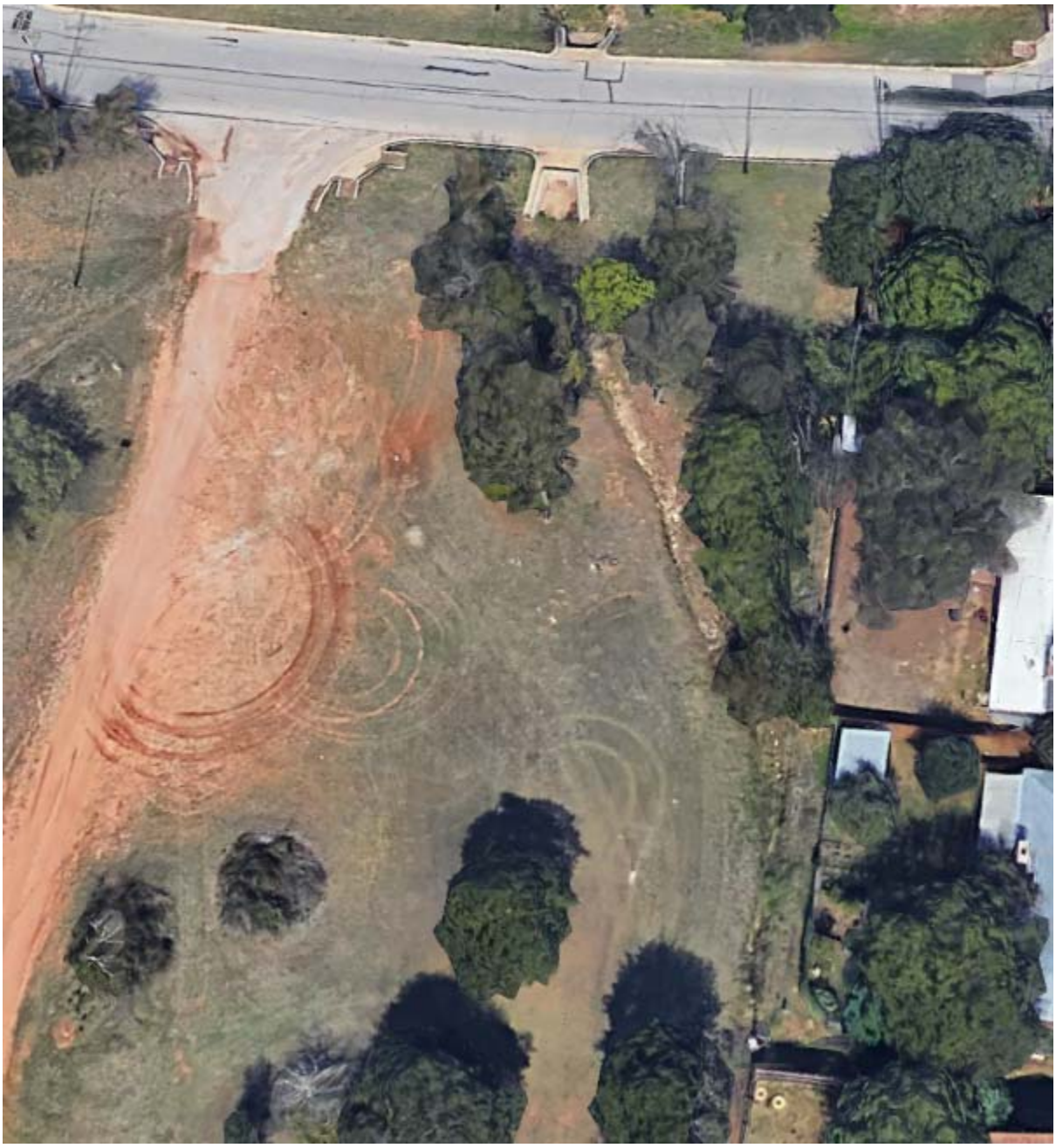
View at end of Caribou

Typical Home in Neighborhood

View of Property Looking South

Telephone Road Drainage

View of Drainage at Foster/Rench



Current Ownership

Block 13: Lot 24	Bill Burdock	Block 14: Lot 1	Holly Lacey
Block 13: Lot 23	Bill Burdock	Block 14: Lot 2	Holly Lacey
Block 13: Lot 22R	Bill Burdock	Block 14: Lot 3	Holly Lacey
Block 13: Lot 21R	Bill Burdock	Block 14: Lot 4	Bill Burdock
Block 13: Lot 20	Bill Burdock		
Block 13: Lot 19	C.R. McDonnell	Block 14: Lot 6	Harvester Land Co
Block 13: Lot 18	C.R. McDonnell	Block 14: Lot 7	Harvester Land Co
Block 13: Lot 17	C.R. McDonnell	Block 14: Lot 8	Harvester Land Co
Block 13: Lot 16	C.R. McDonnell	Block 14: Lot 9	Harvester Land Co
Block 13: Lot 15	C.R. McDonnell	Block 14: Lot 10	Harvester Land Co
Block 13: Lot 14	C.R. McDonnell	Block 14: Lot 11	Harvester Land Co
		Block 14: Lot 12	Harvester Land Co

Block 14: Lot 18	K Bar H LLC	Block 16R: Lot 39	K Bar H LLC
Block 14: Lot 17	K Bar H LLC	Block 16R: Lot 40	K Bar H LLC
Block 14: Lot 16	K Bar H LLC	Block 16R: Lot 41	City of Lake Worth
Block 14: Lot 15	Shirley Wheat	Block 16R: Lot 42	City of Lake Worth
Block 14: Lot 14	Harvester Land Co	Block 16R: Lot 43	City of Lake Worth
Block 14: Lot 13	Harvester Land Co		

Current Issues with the Vacant Land

Currently, the lots to be rezoned sit on a piece of land that was partially developed back in the 1960's. At that time the city allowed the developer to sell each one of these lots to individuals without properly developing the lots. Rench Road is an unpaved dirt trail through the properties and Caribou has been paved half way down, stopping approximately at the end of Block 14:Lot 19. Caribou has utilities running down the road servicing part of the street but no useable service past Block 14:Lot 19. Rench Road has no usable utilities which creates an issue for the city and current property owners. In order for a current lot owner to build on their lot they would have to install all utitities for the street and pave the entire street. This is not economically feasible for a single lot owner to bear the cost of the infrastrure. Thus leaving the only other alternative to engage the city to bear the cost of the improvements in order to build on the lots. I don't believe this is a viable option either considering the current lots have been vacant since the 1960's.

The most reasonable option is for a developer to purchase all available lots from the current owners, bear the cost of the infrastrure and develop the lots into a wonderful neighorhood for the city of Lake Worth.

Development Plan

Rockbiter Corporation plans to develop the vacant lots on Rench Road and Caribou. We would like to propose constructing 70 town homes with 2 town home units on each available lot. The homes would be configured as 3 bedroom, 2 ½ bath, 2 car garage units. These homes would range in size from 1,300sf to 1,600sf per side and would lease for $1,500 to $1,700 per month per side, offering the future residents of Lake Worth options other than apartments. We would also like to offer future residents smaller options of 3 bedroom, 2 ½ bath, 1 car garage and a 2 bedroom, 2 ½ bath, 1 car garage units. These would lease for $1,400 to $1,600 per month per side.

The individual lots are 67'x120' and total 8,040sf per lot meeting the Moderate Density requirements.

We propose installing all water, sewer and fire water to meet the current city requirements.

We propose installing new curb, gutter and concrete paving per city requirements the entirety of Rench Road and the balance of Caribou as detailed on the Development Plan Drawing.

We propose installing new curb and gutter and concrete paving per city requirements on Telephone Road from Caribou to Pueblo.

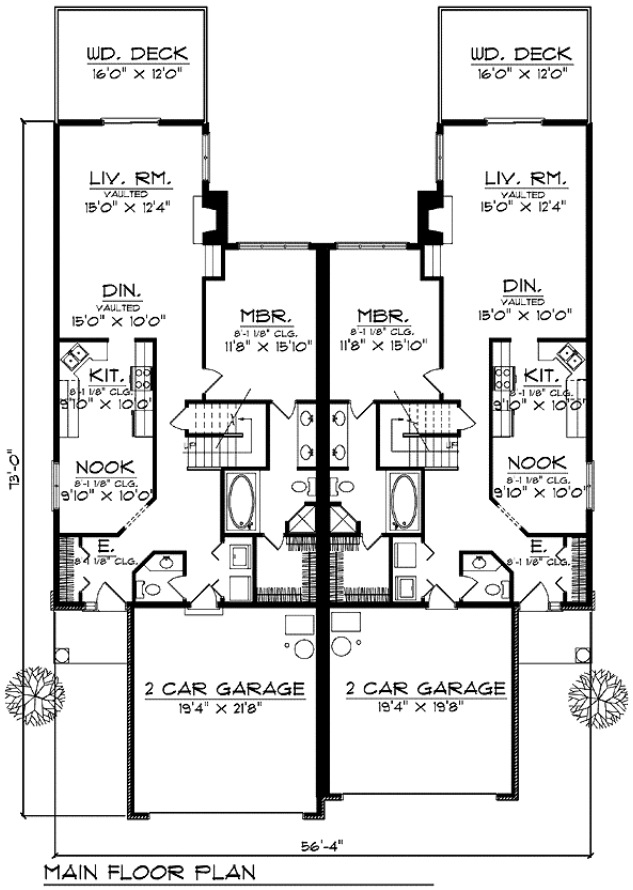
Storm Sewer will be addressed on Telephone Road with box inlets installed to carry the storm water from Pueblo, Rench and Caribou terminating at the line at Caribou. As discussed in previous meetings, the city would contine the storm sewer and paving past Caribou to the North towards the lake.

Storm Sewer behind Block 13: Lots 24,23, 22R will be addressed by 2 options. First option would be to run a drainage pipe behind lots 24, 23 and 22R to carry the storm from Pueblo and deposit it at the drainage culvert at Foster Drive. The other option would be to install a flume between lots 22R and 21 and carry the water to Rench Road.

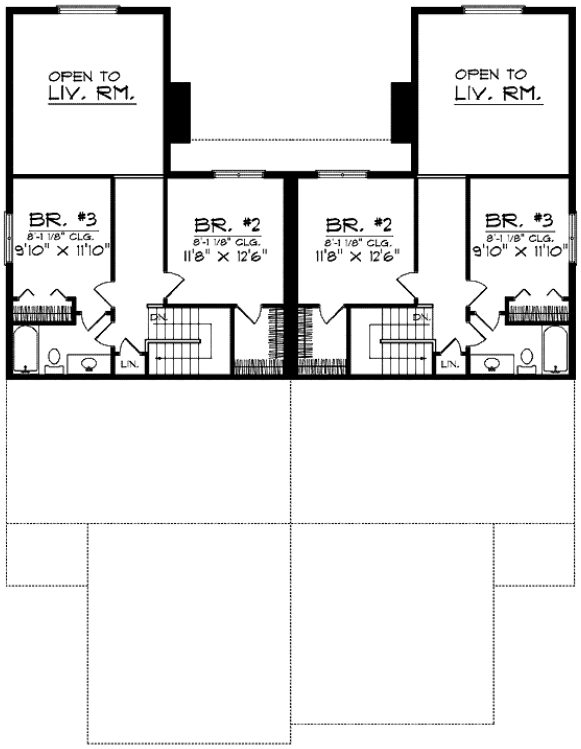
As a final note to this Devolopment Plan, I would like to ask that the City Planners consider moving forward with developing the adjacent park space as this feature would be a wonderful addition to the redevolpment of this area.

TYPICAL 3bedroom 2 ½ bath 2 car garage

Below is a typical floor plan we would like to incorporate into the neighorhood. This floor plan would offer 3 bedrooms, 2 ½ bath and a 2 car garage per side. The overall width of the townhome configuration on the lot would be 57'x73' which fits well within the current setbacks established for the current lots. Total square footage per side would be aproximately 1,500sf. We would like to offer 5 distinct front elevations for the floor plan. This floor plan also allows the option of adding a 4th bedroom to the upper floor.



MAIN FLOOR PLAN



SECOND FLOOR PLAN

POSSIBLE Elevations for 3bedroom 2 ½ bath 2 car garage

Below are several different elevation examples for the 3/2.5/2 floorplan. We realize these elevations will need to fully comply with Lake Worth building code and will be designed to do so. We would like the neighborhood to be designed in Craftsman and Southern Tradional styles.

Example 1

Example 2

Example 3

Example 4

Example 5

City of Lake Worth
P & Z Department
3805 Adam Grubb
Lake Worth, Texas 76135
817-237-1211 X 111 Fax 817-237-1333

ZONING DISTRICT CHANGE/LAND USE APPLICATION

PROPERTY OWNER INFORMATION

Company Name: ROCKBITER CORPORATION		Contact Person: HARLAN SMITH	
Address: 3950 HOCKADAY DR	City: DALLAS	State: TX	Zip: 75229
Phone: 469-774-3273	Fax:	Email: ROCKBITER1977@GMAIL.COM	

APPLICANT/DEVELOPER INFORMATION

Company Name: ROCKBITER CORPORATION		Contact Person: HARLAN SMITH	
Address: 3950 HOCKADAY DR	City: DALLAS	State: TX	Zip: 75229
Phone: 469-774-3273	Fax:	Email: ROCKBITER1977@GMAIL.COM	

PROPERTY INFORMATION

Street Address of Property: CARIBOU TRAIL LOTS			
Legal Description	Block/Abstract: 14, 16R	Lot/Tract: 13-18, 39-43	Addition/Survey:
Current Zoning: SF			Proposed Zoning/Land Use: SEE PROPOSAL MD
Type of Development being proposed? ☐ SF ☒ MD ☐ C ☐ I ☐ MH ☐ MPD ☐ PMF ☐ PC ☐ PI			All Items Attached As Required? ☒ YES ☐ NO

I understand that I must provide a hard copy and a copy in electronic format (pdf, tif, etc.) of; a detailed letter requesting the zoning change and the reason for the request, a development plan of the property, the zoning change application, and the required fee (*verify fee with Zoning Coordinator*). I hereby certify that the information provided in this application is true and factual to the best of my knowledge. I further understand that the public hearing for this request will not be scheduled until the application fee has been paid and the application and supporting documentation has been reviewed and accepted by City staff, before it will go before the P & Z Commission and the City Council for final approval. I further understand that all fees associated with this request are non-refundable regardless of the final outcome.

Property Owner Signature:	Date: 12-19-17
Printed Name: HARLAN SMITH	Title: PRESIDENT

OFFICE USE ONLY

Fee: $500.00	Date Paid: 12.21.17	Receipt #: P17-1090	
PZ #: PZ17-12	Ownership Verified: ☐ YES ☐ NO	Taxes Paid: ☐ YES ☐ NO	Liens Paid: ☐ YES ☐ NO
P & Z Meeting Date: 1.16.18		City Council Meeting Date: 2.13.18	
Zoning Change Approved: ☐ YES ☐ NO	Ordinance #:	Date Approved: ☐☐/☐☐/☐☐	

City of Lake Worth
P & Z Department
3805 Adam Grubb
Lake Worth, Texas 76135
817-237-1211 X 111 Fax 817-237-1333

ZONING DISTRICT CHANGE/LAND USE APPLICATION

PROPERTY OWNER INFORMATION

Company Name: ROCKBITER CORPORATION		Contact Person: HARLAN SMITH	
Address: 3950 HOCKADAY DR	City: DALLAS	State: TX	Zip: 75229
Phone: 469-774-3273	Fax:	Email: ROCKBITER1977@GMAIL.COM	

APPLICANT/DEVELOPER INFORMATION

Company Name: ROCKBITER CORPORATION		Contact Person: HARLAN SMITH	
Address: 3950 HOCKADAY DR.	City: DALLAS	State: TX	Zip: 75229
Phone: 469-774-3273	Fax:	Email: ROCKBITER1977@GMAIL.COM	

PROPERTY INFORMATION

Street Address of Property: RENCH ROAD LOTS			
Legal Description	Block/Abstract: 13,14	Lot/Tract: 1-4, 6-12, 14-24	Addition/Survey:
Current Zoning: SF			Proposed Zoning/Land Use: SEE PROPOSAL MD
Type of Development being proposed? ☐ SF ☒ MD ☐ C ☐ I ☐ MH ☐ MPD ☐ PMF ☐ PC ☐ PI			All Items Attached As Required? ☒ YES ☐ NO

I understand that I must provide a hard copy and a copy in electronic format (pdf, tif, etc.) of; a detailed letter requesting the zoning change and the reason for the request, a development plan of the property, the zoning change application, and the required fee (*verify fee with Zoning Coordinator*). I hereby certify that the information provided in this application is true and factual to the best of my knowledge. I further understand that the public hearing for this request will not be scheduled until the application fee has been paid and the application and supporting documentation has been reviewed and accepted by City staff, before it will go before the P & Z Commission and the City Council for final approval. I further understand that all fees associated with this request are non-refundable regardless of the final outcome.

Property Owner Signature:	Date: 12-19-17
Printed Name: HARLAN SMITH	Title: PRESIDENT

OFFICE USE ONLY

Fee: $500.00	Date Paid: 12.21.17	Receipt #: PIZ-1089	
PZ #: PZ17-12	Ownership Verified: ☐ YES ☐ NO	Taxes Paid: ☐ YES ☐ NO	Liens Paid: ☐ YES ☐ NO
P & Z Meeting Date: 1.16.18		City Council Meeting Date: 2.13.18	
Zoning Change Approved: ☐ YES ☐ NO	Ordinance #:	Date Approved: ☐☐/☐☐/☐☐	

City of Lake Worth
P & Z Department
3805 Adam Grubb
Lake Worth, Texas 76135
817-237-1211 X 111 Fax 817-237-1333

ZONING DISTRICT CHANGE/LAND USE APPLICATION

PROPERTY OWNER INFORMATION

Company Name: Lake Worth ISD		**Contact Person:** John Hebert	
Address: 6800 Telephone Road	**City:** Lake Worth	**State:** Texas	**Zip:** 76135
Phone: 817-306-4200	**Fax:**	**Email:** JHebert@lake-worth.k12.tx.us	

APPLICANT/DEVELOPER INFORMATION

Company Name: City of Lake Worth		**Contact Person:** Stacey Almond	
Address: 3805 Adam Grubb	**City:** Lake Worth	**State:** Texas	**Zip:** 76135
Phone: 817-237-1211	**Fax:** 817-237-1333	**Email:** salmond@lakeworthtx.org	

PROPERTY INFORMATION

Street Address of Property: 3901 Pueblo Trail & 4004 Rench Road			
Legal Description	**Block/Abstract:** 13 & 14	**Lot/Tract:** 13 & 5	**Addition/Survey:** Lake Worth Heights Subdivision
Current Zoning: SF-1 - Single Family Residential			**Proposed Zoning/Land Use:** MD - Moderate Density
Type of Development being proposed? ☐ SF ☐ MD ☒ C ☐ I ☐ MH ☐ MPD ☐ PMF ☐ PC ☐ PI			**All Items Attached As Required?** ☒ YES ☐ NO

I understand that I must provide a hard copy and a copy in electronic format (pdf, tif, etc.) of; a detailed letter requesting the zoning change and the reason for the request, a development plan of the property, the zoning change application, and the required fee (*verify fee with Zoning Coordinator*). I hereby certify that the information provided in this application is true and factual to the best of my knowledge. I further understand that the public hearing for this request will not be scheduled until the application fee has been paid and the application and supporting documentation has been reviewed and accepted by City staff, before it will go before the P & Z Commission and the City Council for final approval. I further understand that all fees associated with this request are non-refundable regardless of the final outcome.

Property Owner Signature:	**Date:** 12-29-17
Printed Name: Stacey Almond	**Title:** City Manager

OFFICE USE ONLY			
Fee: **$500.00** (FEE WAIVED)	**Date Paid:** N/A	**Receipt #:** N/A	
PZ #: PZ17-12	**Ownership Verified:** ☒ YES ☐ NO	**Taxes Paid:** ☒ YES ☐ NO	**Liens Paid:** ☒ YES ☐ NO
P & Z Meeting Date: 1-16-18		**City Council Meeting Date:** 2-13-18	
Zoning Change Approved: ☐ YES ☐ NO	**Ordinance #:**	**Date Approved:** ☐☐/☐☐/☐☐	

City of Lake Worth

AUTHORIZATION FORM

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 15 AUG-2017 **Re:** _____

I, Anthony Burdock, owner of the Property located at Reach Road, Lake Worth, Tx do hereby certify that I have given my permission to Rockbiter, to make this (check one):

☐ Variance
☐ Waiver
☐ Plat (Development, Replat, Preliminary, Final)
☒ Zoning Change

Application for Rockbiter.
(applicant)

Anthony Burdock
Print Name

Signature of Owner

26601 16th St, Sacramento CA 95818
Address

916-380-2380
Phone No.

15 AUG-17
Date

State of Texas §
County of Tarrant §

Before me, Jill Tucker, a Notary Public in and for said County and State, on this day personally appeared Anthony Burdock known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

JILL TUCKER
Notary Public, State of Texas
Comm. Expires 10-17-2020
Notary ID 129168675

Notary

CAUSE NO. PR-4092

IN THE MATTER OF

THE ESTATE OF

WILLIAM E. BURDOCK,
DECEASED

IN THE COUNTY COURT

AT LAW #2

WISE COUNTY, TEXAS

LETTERS OF TESTAMENTARY

I, Sherry Lemon, the Undersigned Clerk of the County Court at Law #2 of Wise County, Texas, do hereby certify that on the 14th day of August, 2017, Lee Ann Burdock and Anthony Ian Burdock were duly granted by said Court Letters of Testamentary of the Estate of William E. Burdock, Deceased, and that Lee Ann Burdock and Anthony Ian Burdock qualified as Co-Independent Executors as such on the 14th day of August, 2017 as the law requires, and that said appointment is still in full force and effect.

Given under my hand and seal of office at Decatur, Texas the 14th day of August, 2017.

SHERRY LEMON
COUNTY CLERK, WISE COUNTY
200 N. TRINITY – P.O. BOX 359
DECATUR, TX 76234

BY: Kiley Vian, DEPUTY
KILEY VIAN

City of Lake Worth

AUTHORIZATION FORM

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 5-23-2017 **Re:** Lots 14,15,16,17,18,19 Lake Worth Heights Sub.

I, C.R. McDonnell, owner of the Property located at Rench Road, Lake Worth,TX 76135 do hereby certify that I have given my permission to Rockbiter Corportion, to make this (check one):

☐ Variance
☐ Waiver
☐ Plat (Development, Replat, Preliminary, Final)
☒ Zoning Change

Application for Rockbiter Corportion.
(applicant)

C.R. McDonnell
Print Name

Signature of Owner

704 Club Oak Dr. River Oaks, TX 76114
Address

817-737-9155
Phone No.

/ 5-232017
Date

State of Texas §
County of Tarrant §

Before me, Melinda L Wilson, a Notary Public in and for said County and State, on this day personally appeared C.R. McDonnell known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

MELINDA L. WILSON
Notary ID 7534475
My Commission Expires
February 10, 2019

Notary

City of Lake Worth

AUTHORIZATION FORM

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 6/19/2017 **Re:** Lake Worth Heights Subdivision

I, Kyle Hack, K BAR H LLC, owner of the Property located at Lots 17,18 + 39,40, Block 14 + 6R do hereby certify that I have given my permission to Realtitle Corporation, to make this (check one):

☐ Variance
☐ Waiver
☐ Plat (Development, Replat, Preliminary, Final)
☑ Zoning Change

Application for _____.
(applicant)

Kyle Hack, K BAR H LLC
Print Name

Signature of Owner

7036 Lotus Tr, Lake Worth
Address

817 905 6587
Phone No.

/
Date

State of Texas §
County of Bexar §

Imelda M Carrington

Before me, ~~Kyle Hack, K Bar H, LLC~~ imc, a Notary Public in and for said County and State, on this day personally appeared Kyle Hack, K BAR H. LLC known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

IMELDA MARIE CARRINGTON
Notary ID #7449148
My Commission Expires
May 30, 2021

Imelda Marie Carrington
Notary

IMELDA MARIE CARRINGTON
Notary ID #7449148
My Commission Expires
May 30, 2021

City of Lake Worth

AUTHORIZATION FORM

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 12-15-17 **Re:** ZONING REQUEST

I, Shirley Wheat, owner of the Property located at 3700 CARIBOU TRAIL do hereby certify that I have given my permission to ROCKSITES CORPORATION, to make this (check one):

- ☐ Variance
- ☐ Waiver
- ☐ Plat (Development, Replat, Preliminary, Final)
- ☑ Zoning Change

Application for ROCKSITES CORPORATION.
(applicant)

Shirley Wheat — Shirley Wheat 12-15-17
Print Name — Signature of Owner

P.O. Box 10745 — 817-7138300 —
Address — Phone No. — Date

Ft. Worth, Texas 76114

State of Texas §
County of Dallas §

Before me, Kasie Blanton Callaway, a Notary Public in and for said County and State, on this day personally appeared Shirley Wheat known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

KASIE BLANTON CALLAWAY
Notary Public, State of Texas
My Commission Expires
August 19, 2019

Notary

12-15-17

City of Lake Worth

AUTHORIZATION FORM

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 6/26/17 **Re:** Ranch Rd - Zoning Change

I, Harvester Land Co., by K. Tod Cagle owner of the Property located at Lots 6-14, Lake Worth Heights, hereby certify that I have given my permission to _____, to make this (check one):

- ☐ Variance
- ☐ Waiver
- ☐ Plat (Development, Replat, Preliminary, Final)
- ☒ Zoning Change

Application for _____.
(applicant)

Harvester Land Co. by Rick Ge — Print Name

Signature of Owner

2350 Tower Dr. Monroe, La 71201 — Address

318-812-0113 — Phone No.

6/26/17 — Date

State of Texas LA §
County of Ouachita §
PARISH

Before me, Nikki C. Tinnerello, a Notary Public in and for said County and State, on this day personally appeared K. Tod Cagle known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

Nikki C. Tinnerello, Notary Public
Identification No. 68388
My Commission Expires at Death

Notary

City of Lake Worth

AUTHORIZATION FORM

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 5-23-17 **Re:** _____

I, Holly Lacey, owner of the Property located at 4020, 4016, & 4012 French Rd, Lake Worth, TX 76135 do hereby certify that I have given my permission to Rockbiter Corporation, to make this (check one):

☐ Variance
☐ Waiver
☐ Plat (Development, Replat, Preliminary, Final)
☑ Zoning Change
Application for Rockbiter Corporation
(applicant)

Holly Lacey
Print Name

Signature of Owner

2723 San Marco Lane
Address League City, TX 77573

803-507-4070
Phone No.

5-23-17
Date

State of Texas §
County of Galveston §

Before me, Angelica C. Salazar, a Notary Public in and for said County and State, on this day personally appeared Holly E Lacey TXDL 38512341 known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal) ANGELICA C SALAZAR NOTARY PUBLIC STATE OF TEXAS NOTARY ID 129111182-4 09/23/2020

Notary

City of Lake Worth

AUTHORIZATION FORM

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: 1-3-2018

Re: Block 16R, Lots 41, 42, & 43, Lake Worth Heights Subdivision (3901, 3905, & 3909 Caribou Trail; Zoning District Change

I, **Stacey Almond, City Manager for City of Lake Worth**, owner of the Property located at **3901, 3905, and 3909 Caribou Trail** do hereby certify that I have given my permission to **Harlan Smith with Rockbiter Corporation**, to make this (check one):

- ☐ Variance
- ☐ Waiver
- ☐ Plat (Development, Replat, Preliminary, Final)
- ☑ Zoning District Change
- ☐ Comprehensive Land Use Plan Amendment
- ☐ Site Plan Application/Amendment

Application for **Harlan Smith with Rockbiter Corporation**.
(applicant)

Stacey Almond	
Print Name	Signature of Owner
3805 Adam Grubb, Lake Worth, TX 76135	817-237-1211 1-3-18
Address	Phone No. Date

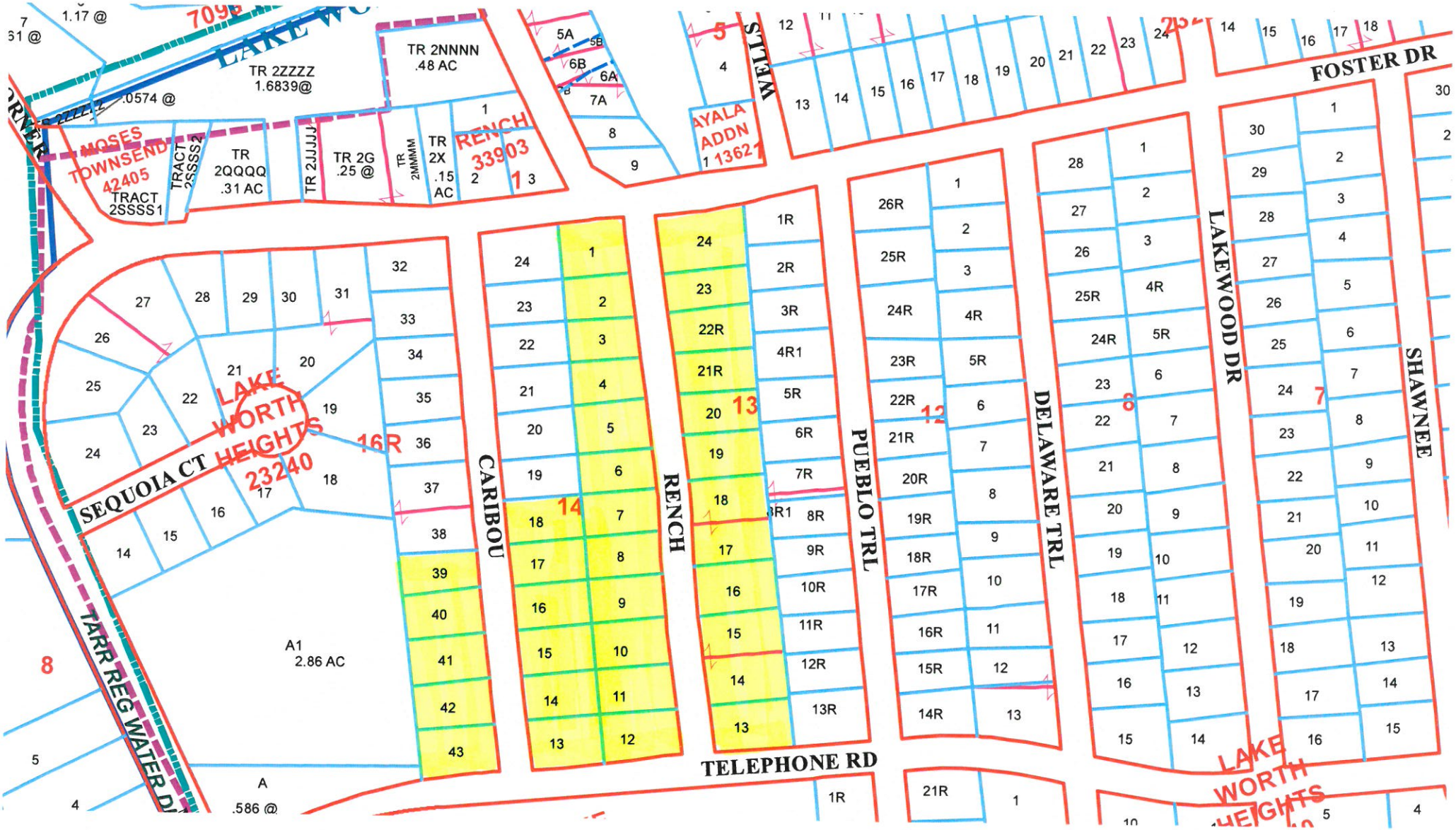
State of Texas §
County of Tarrant §

Before me, Suzanne Meason, a Notary Public in and for said County and State, on this 3rd day of January, 2018, personally appeared Stacey Almond known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

SUZANNE MEASON
My Notary ID # 12282816
Expires March 22, 2021

Suzanne Meason
Notary


FOSTER DR
TELEPHONE RD
CARIBOU
RENCH
PUEBLO TRL
DELAWARE TRL
LAKEWOOD DR
SHAWNEE
SEQUOIA CT
TARR REG WATER D
LAKE WORTH HEIGHTS 23240
MOSES TOWNSEND 42405
TRACT 2SSSS1
TRACT 2SSSS2
TR 2QQQQ .31 AC
TR 2JJJJJ
TR 2G .25 @
TR 2MMMM
TR 2X .15 AC
TR 2NNNN .48 AC
TR 2ZZZZ 1.6839@
.0574 @
RENCH 33903
AYALA ADDN 1 13621
A1 2.86 AC
A .586 @
1.17 @
7095
LAKE W
16R
14
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CITY OF LAKE WORTH
NOTICE OF PUBLIC HEARING
PLANNING AND ZONING COMMISSION
AND CITY COUNCIL

ZONING DISTRICT CHANGE
PLANNING & ZONING CASE #PZ17-12

You may own property within two hundred feet (200') of the property described in the notice below. The owner of the lot(s) has made application for a zoning district change. Attached you will find a map of the general location of the request. You are invited to attend and participate in the following public hearings regarding this application:

The Planning and Zoning Commission of the City of Lake Worth, Texas, will conduct the first of two public hearings at **6:30 p.m. on Tuesday, January 16, 2018**, at Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135 to hear public comment and consider recommendations to the City Council regarding an Ordinance amending Ordinance No. 500, the Comprehensive Zoning Ordinance of the City of Lake Worth, so as to change the zoning designation of approximately 6.63 acres of land, legally known as Block 13, Lots 13-24, Lake Worth Heights Subdivision; Block 14, Lots 1-18, Lake Worth Heights Subdivision; and Block 16R, Lots 39-43, Lake Worth Heights Subdivision, Lake Worth, Tarrant County, Texas, being that all of the certain called 6.63 acres recorded in the deed records of Tarrant County, Texas, from a zoning district of "SF1" Single Family Residential to "MD" – Moderate Density and by amending the Official Zoning Map to reflect such change. The property to be considered for re-zoning is generally described as 6.63 acres of land located at 3900-4020 Rench Road, 3900-3917 Caribou Trail, and 3901 Pueblo Trail, Lake Worth, Texas. The City Council will conduct a second Public Hearing at **6:30 p.m. on Tuesday, February 13, 2018**, at Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135 to hear public comment and consider the proposed zoning change for the above listed property. All interested parties are encouraged to attend.

If you have specific questions you may contact the Planning & Zoning Administrator at 817-255-7922 or smeason@lakeworthtx.org.

(Vicinity Map on Reverse)

City of Lake Worth
3805 Adam Grubb
Lake Worth, Texas 76135

Jay L Blassingame
4021 Caribou Trail
Lake Worth, Texas 76135

C R McDonnell
PO Box 10486
River Oaks, Texas 76114

Texas Fifteen Property, LLC
303 International Cir, Suite #200
Hunt Valley, MD 21030

Lisa A Miller
4000 Caribou Trail
Lake Worth, Texas 76135

Julissa & Norberto Iracheta
3901 Pueblo Trail
Lake Worth, Texas 76135

K Bar H, LLC
7036 Lotus Trail
Lake Worth, Texas 76135

Linda Wheeler McMurtrey
4004 Caribou Trail
Lake Worth, Texas 76135

Cary S Anderson
3905 Pueblo Trail
Lake Worth, Texas 76135

Harvester Land Company, Inc.
2390 Tower Drive
Monroe, LA 71201

Dillon J Reynolds
6320 Johns Way
Fort Worth, Texas 76135

James E & Andrea Gibson
3909 Pueblo Trail
Lake Worth, Texas 76135

Shirley Wheat
309 Merritt Street
River Oaks, Texas 76114

Susan G Stine
4012 Caribou Trail
Lake Worth, Texas 76135

Aubrey A Fields
3913 Pueblo Trail
Lake Worth, Texas 76135

Jerry W Reynolds
6320 Johns Way
Fort Worth, Texas 76135

Terry J & Jana B Leeper Living Trust
908 Lakewood Hills Terr
Austin, Texas 78732

Joni Lee Holland
3917 Pueblo Trail
Lake Worth, Texas 76135

Celia S Penrod
4005 Caribou Trail
Lake Worth, Texas 76135

Sewilla L Sheehan
7970 Briar Road
Azle, Texas 76020

Mirna Asher
3921 Pueblo Trail
Lake Worth, Texas 76135

Andrew R Foster
4009 Caribou Trail
Lake Worth, Texas 76135

Lake Worth ISD
John Hebert
6805 Telephone Road
Lake Worth, Texas 76135

Billy J & Cindy Kay Wooley
3925 Pueblo Trail
Lake Worth, Texas 76135

Judy A Jackson
4013 Caribou Trail
Lake Worth, Texas 76135

Bill Burdock
736 S Saginaw Blvd.
Saginaw, Texas 76179

Lorenzo & Isela Garcia
4001 Pueblo Trail
Lake Worth, Texas 76135

Christopher & Sher Trunick
4017 Caribou Trail
Lake Worth, Texas 76135

Holly Lacey & John Casillas
2723 San Marco Lane
League City, Texas 77573

Mary Beth Dumke
4005 Pueblo Trail
Lake Worth, Texas 76135

Andrea M & Matthew R Hay
4009 Pueblo Trail
Lake Worth, Texas 76135

Steve M & Teriss Contreras
4013 Pueblo Trail
Lake Worth, Texas 76135

Mark Lavy
4017 Pueblo Trail
Lake Worth, Texas 76135

Juan A & Maria L Gomez
4021 Pueblo Trail
Lake Worth, Texas 76135

Edna M Hall
7500 Sequoia Court
Lake Worth, Texas 76135

Richard & Anita Branum
3900 Pueblo Trail
Lake Worth, Texas 76135

Martin Engelhardt
3904 Pueblo Trail
Lake Worth, Texas 76135

Dinah Sherrill
3908 Pueblo Trail
Lake Worth, Texas 76135

Cheryl J Smith
3912 Pueblo Trail
Lake Worth, Texas 76135

Josefina Salgado
3825 Pueblo Trail
Lake Worth, Texas 76135

Debra R Sanders
109 Copperwood Drive
Lakeside, Texas 76108

Michael & Debora Van Slyke
3817 Pueblo Trail
Lake Worth, Texas 76135

John R & Tammy S Thomas
3824 Pueblo Trail
Lake Worth, Texas 76135

Blanca & Alvaro Chapa
3916 Pueblo Trail
Lake Worth, Texas 76135

Laura T Gibbs
504 Crest Ridge Drive
Lakeside, Texas 76108

Laurie J Jones
4569 Bruin Drive
Little River, SC 29566-7371

Nicolas & Reta F Mendoza
4000 Pueblo Trail
Lake Worth, Texas 76135

Jess W Lamb, Jr. & Linda M Jackson
4004 Pueblo Trail
Lake Worth, Texas 76135

Leonel Borunda & Rosa Bernal Flores
4008 Pueblo Trail
Lake Worth, Texas 76135

Michael & Tammy McCullough
4012 Pueblo Trail
Lake Worth, Texas 76135

Race F Terry & Danielle Gilbert
4016 Pueblo Trail
Lake Worth, Texas 76135

Robert W Burgess
4025 Delaware Trail
Lake Worth, Texas 76135

Ricardo Delgado
4100 Rench Road
Lake Worth, Texas 76135

Keith L McCormick
PO Box 10947
Fort Worth, Texas 76114

Paula B Jones
7504 Foster Drive
Lake Worth, Texas 76135

Rodolfo Juan Salas
7508 Foster Drive
Lake Worth, Texas 76135

Val & Howard Carr Living Trust
6800 Westcreek Cir
Fort Worth, Texas 76126

Mary Ann Cecil
4113 Wells Drive
Lake Worth, Texas 76135

Allen W Collins
7416 Foster Drive
Lake Worth, Texas 76135

Maria Mendez-Arsitz
7500 Foster Drive
Lake Worth, Texas 76135

City of Fort Worth
1000 Throckmorton St.
Fort Worth, Texas 76102

William R Schneider
7420 Foster Drive
Lake Worth, Texas 76135

Maricela Ayala
4101 Wells Drive
Lake Worth, Texas 76135

Tandem Properties, LLC
8100 WY Blvd NE #M4-248
Albuquerque, NM 87113

Anthony Burdock
2661 16th Street
Sacramento, CA 95818

Rockbiter Corporation
Harlan Smith
3950 Hockaday Drive
Dallas, Texas 75229

C.R. McDonnell
704 Club Oak Drive
River Oaks, Texas 76114

Panther Real Estate Solutions
Trey Presswood
502 Grand Avenue, Suite C
Fort Worth, Texas 76164

CITY OF LAKE WORTH
PUBLIC COMMENT FORM
(Please type or use black ink)

Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

☒ I am **FOR** the proposed zoning case as explained on the attached public notice for Zoning Case #PZ17-12.

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Name: Anthony Burdock
(Please print)

Mailing Address: 2661 16th St
Sacramento, CA 95818

Signature: [signature]

Date: 12 JAN 18

Property Address(s): 4005, 4008, 4009, 4011, 4015, 4017 Rench Rd
(not within the 200)
7501, 7505, 7509, 7513 Sequoia Ct
Lake Worth, Tx 76135

BlK 16R, Lot 18 LW Heights
BlK 16R, Lot 17
BlK 13, Lot 20
BlK 13, Lot 21R LW
BlK 13, Lot 22R Heights
BlK 13, Lot 23
BlK 13, Lot 24
BlK 14, Lot 4

RECEIVED
JAN 12 2018

COMMENTS:

#
#
#
#

PLEASE TURN IN PUBLIC COMMENT FORM NO LATER THAN
THURSDAY, JANUARY 11, 2018 TO BE INCLUDED IN THE AGENDA PACKET

CITY OF LAKE WORTH
PUBLIC COMMENT FORM
(Please type or use black ink)

Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: Harvestland Co. Inc
by: Kurt Cagle
(Please print)

Mailing Address: 2390 Tower Dr
Monroe, LA. 71201

Signature: [signature]

Date: 1/8/2018

Property Address(s): Lots 6-14, Blk 14
Ranch Rd.

RECEIVED
JAN 12 2018

COMMENTS:

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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
(Please type or use black ink)

Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: C.R. McDonnell
(Please print)

Mailing Address: 704 Club Oak Dr.
Fort Worth, Texas 76114

Signature: Clifton McDonnell

Date: 1/16/2018

Property Address(s): Lot 14 thu 19 Blk 13
Lake Worth Heights Subdivison
Lake Worth, Tarrant County, Texas

RECEIVED
JAN 17 2018

COMMENTS:
I have owned these lots for many years

PLEASE TURN IN PUBLIC COMMENT FORM NO LATER THAN
THURSDAY, JANUARY 11, 2018 TO BE INCLUDED IN THE AGENDA PACKET

CITY OF LAKE WORTH
PUBLIC COMMENT FORM
(Please type or use black ink)

Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: Holly Lacey
(Please print)

Mailing Address: 5200 Briarwood Ave. Apt 2317
Midland, TX 79707

Signature: Holly Lacey

Date: 1-24-2018

Property Address(s): 4020, 4016, 4012 Ranch Rd.
Lake Worth, TX 76135

Blk 14, Lot 1, 2, 3
LW Heights

RECEIVED
JAN 25 2018

COMMENTS:

PLEASE TURN IN PUBLIC COMMENT FORM NO LATER THAN
THURSDAY, JANUARY 11, 2018 TO BE INCLUDED IN THE AGENDA PACKET

CITY OF LAKE WORTH
PUBLIC COMMENT FORM
(Please type or use black ink)

Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Blk 13, Lot 5R
LW Heights

Name: MARY BETH DUMKE
(Please print)

Mailing Address: 4005 Pueblo Trl.
Lake Worth, TX 76135

Signature: Mary Beth Dumke

Date: 1-15-2018

Property Address(s): 4005 Pueblo Trl.
LAKE Worth TX 76135

RECEIVED
JAN 16 2018

COMMENTS: I don't like that they will be able to look in my backyard. It will also cause more traffic on the roads that are already in need of repair.

I never received this letter the first time. This is the first time I have heard about it.

PLEASE TURN IN PUBLIC COMMENT FORM NO LATER THAN
THURSDAY, JANUARY 11, 2018 TO BE INCLUDED IN THE AGENDA PACKET

It will also bring down the property value on my home.

CITY OF LAKE WORTH
PUBLIC COMMENT FORM
(Please type or use black ink)

Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: Susan Stine
(Please print)

Mailing Address: 4012 Caribou Rd.
Ft. W. 76135

Signature: Susan Stine

Date: 1.8.18

Property Address(s): 4012 Caribou Rd
Ft. W. TX 76135

RECEIVED
JAN 22 2018

Blk 14, Lot 22
LW Heights

COMMENTS:

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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
(Please type or use black ink)

Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: AUBREY A. FIELDS
(Please print)

Mailing Address: 3913 PUEBLO TR.
LAKE WORTH, TX. 76135

Signature: [signature]

Date: 1-15-18

Property Address(s): 3913 PUEBLO TR.

BLK 13, Lot 10R
LW Heights

COMMENTS:

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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
(Please type or use black ink)

Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: Josefina Salgado
(Please print)

BLK 11, Lot 1R
LW Heights

Mailing Address: 3825 Pueblo trail, Fort Worth, Tx 76135

Signature: Josefina Salgado

Date: 1/15/18

Property Address(s): 3825 Pueblo Trail, Fort Worth, TX 76135

COMMENTS:

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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
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Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: Mirna Asher
(Please print)

Mailing Address: 3921 Pueblo Trail
Lake Worth TX 76135

Signature: Masher

Date: 1/16/18

Property Address(s): 3921 Pueblo Trail
Lake Worth TX 76135

Blk 13, Lot 8R
LW Heights

COMMENTS:

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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
(Please type or use black ink)

Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: MARIA MENDEZ-ARSITZ
(Please print)

Mailing Address: 7500 FOSTER DRIVE
LAKE WORTH, TX 76135

Signature: Maria Mendez-Arsitz

Date: 1-16-18

Property Address(s): SAME AS ABOVE

Blk1, Lot3 Ranch Addition

COMMENTS:

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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
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Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: Andrea Gibson
(Please print)

Mailing Address: 3909 Pueblo Trail
76135

Signature: Andrea Gibson

Date:

Property Address(s): 3909 Pueblo Tr
Lake Worth TX 76135

Blk 13, Lot 11R
LW Heights

RECEIVED
JAN 16 2018

COMMENTS:
No Zoning change for housing development or commercial use! Many people enjoy that wild space for park use - dog walking! Exploring wilderness, habitat with family! Either leave it wild or build a park - no streets, no homes!
No New Traffic! No Commercial Development!

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Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: Andrea Hay
(Please print)

Mailing Address: 4009 Pueblo Tr
Lake Worth TX 76135

Signature: Andrea Hay

Date: 1/15/18

Property Address(s): 4009 Pueblo Tr
Lake Worth TX
76135

BlK13, Lot 4R1
LW Heights

RECEIVED
JAN 16 2018

COMMENTS:

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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
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Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: Lorenzo Garcia
(Please print)

Mailing Address: 400 1 Pueblo Trail
Lake worth TX 76135

Signature: Lorenzo Garcia

Date: Jan 15, 2018

Property Address(s): 400 Pueblo Trail
Lake Worth TX, 76135

Blk 13, Lot 6R
LW Heights

RECEIVED
JAN 16 2018

COMMENTS:
That is why I moved here and bought my house because I like the backyard and privacy it has.

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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
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Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: Jerry Reynolds
(Please print)

Mailing Address: 6320 Johns Way
Fort Worth, Tx 76135

Signature: Jerry Reynolds

Date: 1-11-2018

Property Address(s): 4001 Caribou Trl
Lake Worth, Tx 76135

RECEIVED
JAN 11 2018

Blk 16R Lots 37 + 38
LW Heights

COMMENTS:

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Name: Dillon J. Reynolds
(Please print)

Mailing Address: 4008 Caribou Trl.
Lake Worth, Tx 76135

Signature: Dillon J. Reynolds

Date: 1-11-2018

Property Address(s): 4008 Caribou TRL.
Lake Worth, Tx 76135

Blk 14, Lot 21
LW Heights

RECEIVED
JAN 11 2018

COMMENTS:

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Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: Debora A Van Slyke
(Please print)

Mailing Address: 3817 Pueblo Trail
Lake worth, TX 76135-2869

Signature: Debora A Van Slyke

Date: 1/9/18

Property Address(s): 3817 Pueblo Trail,
Lake Worth, TX 76135-2869

Blk 11, Lot 3R
LW Heights

RECEIVED
JAN 10 2018

COMMENTS:

PLEASE TURN IN PUBLIC COMMENT FORM NO LATER THAN
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CITY OF LAKE WORTH
PUBLIC COMMENT FORM
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Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

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Name: Judy Jackson Holder
(Please print)

Mailing Address: 4013 Caribou Trail
Lake Worth Tx 76135

Signature: Judy Jackson Holder

Date: 1-9-18

Property Address(s): 4013 Caribou Trail
Lake Worth Tx 76135

Blk 16R, Lot 34
LW Heights

RECEIVED
JAN 09 2018

COMMENTS:
I've been here 20 years & can't afford to move. ~~Apts~~ apartments, trailer houses etc bring property down & bring more trashier people & more drugs in to Lake Worth. We've had it right here on our block & City of Lake Worth doesn't take care of these problems so we sure don't need more problems. Have some care for the elder people, please

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CITY OF LAKE WORTH
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Name: BLANCA CHAPA
(Please print)

Mailing Address: 3916 Pueblo trl
Lake worth tx 76135

Signature: Blanca Chapa

Date: 1-15-18

Property Address(s): 3916 Pueblo

Blk 12, Lot 18R
LW Heights

RECEIVED
JAN 16 2018

COMMENTS:

PLEASE TURN IN PUBLIC COMMENT FORM NO LATER THAN
THURSDAY, JANUARY 11, 2018 TO BE INCLUDED IN THE AGENDA PACKET

CITY OF LAKE WORTH
PUBLIC COMMENT FORM
(Please type or use black ink)

Planning & Zoning Department at 3805 Adam Grubb, Lake Worth, Texas 76135

☐ I am **FOR** the proposed zoning case as explained on the attached public notice for Zoning Case #PZ17-12.

☒ I am **AGAINST** the proposed zoning case as explained on the attached public notice for Zoning Case #PZ17-12.

Date, Time and Location of Planning & Zoning Commission Meeting: **Tuesday, January 16, 2018 at 6:30 pm. - Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135**

Date, Time and Location of City Council Meeting: **Tuesday, February 13, 2018 at 6:30 pm. - Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135**

Name: Ivan and maria Gomez
(Please print)

Mailing Address: 4021 Pueblo trl
Lakeworth tx 76135

Signature: Ivan Gomez

Date: 1-15-18

Property Address(s): 4021 Pueblo trl
Lake worth tx 76135

Blk 13, Lot 1R
LW Heights

RECEIVED
JAN 16 2018

COMMENTS:

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Date, Time and Location of City Council Meeting: **Tuesday, February 13, 2018 at 6:30 pm. - Lake Worth City Council Chambers, 3805 Adam Grubb, Lake Worth, Texas 76135**

Name: Tammy S Thomas
(Please print)

Mailing Address: 3824 Pueblo Trail
Lake Worth Tx 76135

Signature: Tammy S Thomas

Date: 1-15-18

Property Address(s): 3824 Pueblo Trail
Lake Worth Tx 76135

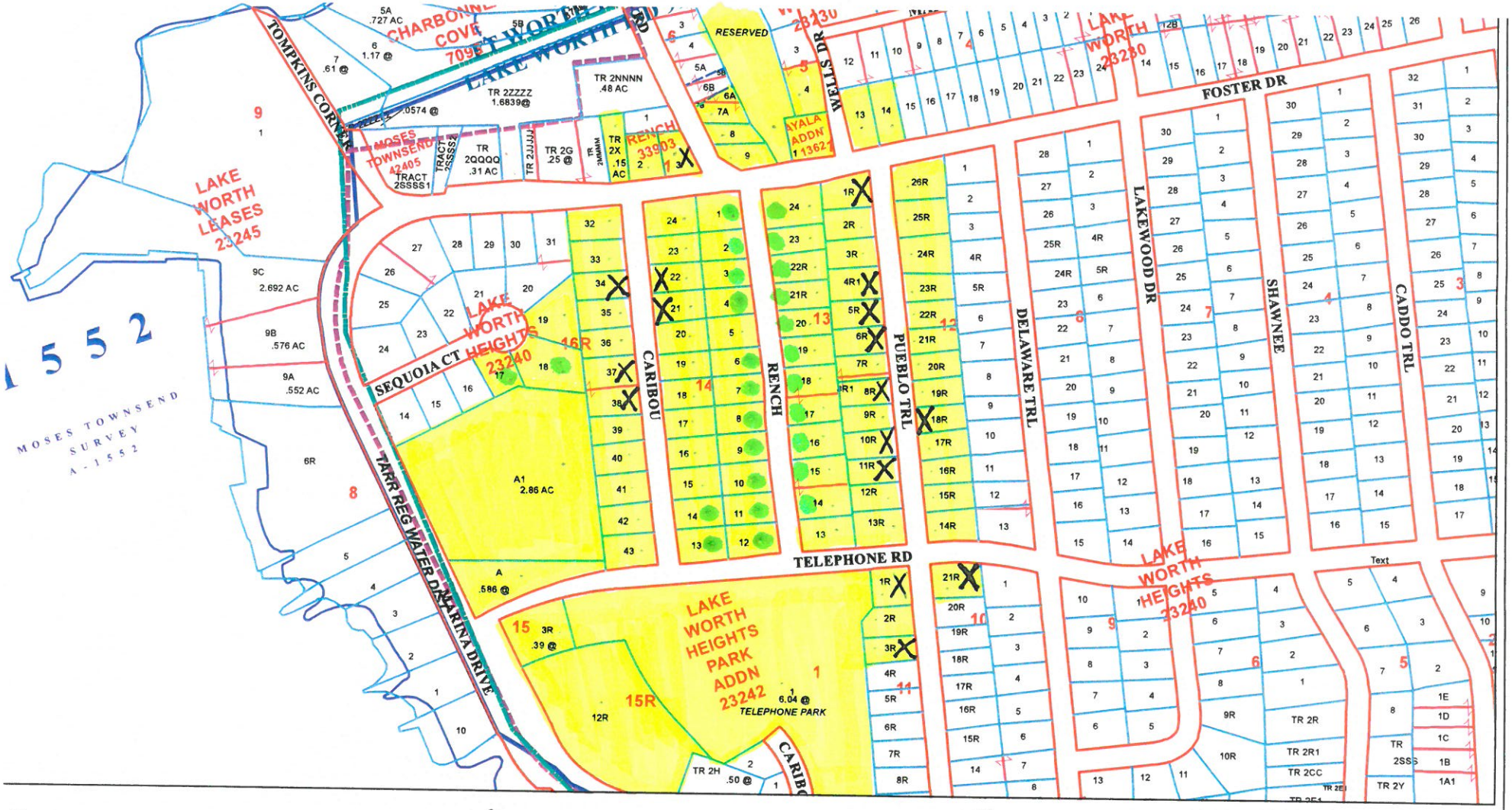
Blk 10, Lot 21R
LW Heights

RECEIVED
JAN 16 2018

COMMENTS: I have spoken to 80% of the people within 200 feet of the property described and everyone is against the proposed zoning change.

PLEASE TURN IN PUBLIC COMMENT FORM NO LATER THAN
THURSDAY, JANUARY 11, 2018 TO BE INCLUDED IN THE AGENDA PACKET

Planning + Zoning Case # PZ17-12



97 total properties 20% of the properties is 19 properties **2012-416**

X = against proposed zoning change (17)

● = for proposed zoning change (26)

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. F.1

From: Sean Densmore, Director of Public Works

Item: Discuss and consider Resolution No. 2018-05, adoption of the City of Lake Worth Water Master Plan

Summary:
The Lake Worth City Council approved a contract with Kimley Horn and Associates to conduct and complete and comprehensive Sewer Mater Plan on May 9, 2017. The goal of the Master Plan was to develop a strategic plan that will allow the City to continue to serve customers and residents.

The Water Master Plan outlines a 10-year Capital Improvement Program (CIP). The plan establishes a program to eliminate all the cast iron water mains and mains less than 6 inches in diameter.

Fiscal Impact:

CIP recommended improvements over 10 years total $3 million dollars.
Annually the requested budget amount is $500,000.

**Note: CIP projects are evaluated during the budget cycle and approved with the fiscal year budget; approval of the Water Master Plan doesn't constitute approval of the funding.

Attachments:

1. Resolution No. 2018-05
2. Water Master Plan

Recommended Motion or Action:
Move to approve Resolution No. 2018-05, adoption of the City of Lake Worth Water Master Plan.

RESOLUTION NO. 2018-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS APPROVING AND ADOPTING THE WATER MASTER PLAN, ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT "A"; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on May 9, 2017, the City contracted with Kimley-Horn and Associates, Inc. to prepare a Water Master Plan for the City of Lake Worth; and

WHEREAS, Kimley-Horn and Associates, Inc. prepared a Report (the "Water Master Plan") providing for a Citywide Water Master Plan of the water system; and

WHEREAS, staff has reviewed the Water Master Plan and recommends to City Council that the same be adopted as the city's official Water Master Plan; and

WHEREAS, after consideration and review, the City Council finds that the Water Master Plan, which is attached hereto and incorporated herein as Exhibit "A," be approved and adopted as the city's official Water Master Plan.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS;

SECTION 1. That the Water Master Plan, which is attached hereto and incorporated herein as Exhibit "A," be, and the same is, hereby approved and adopted as the city's official Water Master Plan as prepared by Kimley-Horn Associates, Inc.

SECTION 2. This Resolution shall become effective immediately from and after its passage, as the law and charter in such cases provide.

PASSED, APPROVED AND EFFECTIVE this 13th day of February 2018.

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:

_____

Sean Densmore., Public Works Director

Water Master Plan

February 2018

2017 WATER SYSTEM MASTER PLAN

02/06/18

STATE OF TEXAS
ANDREW SIMONSEN
124972
LICENSED
PROFESSIONAL ENGINEER

Prepared by:

Kimley-Horn and Associates, Inc.

TBPE No. 928
801 Cherry Street, Unit 11
Suite 950
Fort Worth, TX 76132
(817) 335-6511

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I. EXECUTIVE SUMMARY

This Water System Master Plan Update and Capital Improvements Plan presents analyses, findings, and recommendations for implementing a plan to meet the City of Lake Worth's infrastructure needs until buildout. The City has nearly reached buildout of its City limits and has consequently completed the majority of the necessary water system improvements to serve their citizens. The City is beginning to move from the need to construct new water lines to the need for rehabilitation of existing infrastructure. Therefore, the basis for anticipated infrastructure improvement is for system redundancy and reliability and the need for rehabilitation of existing infrastructure.

Historical wholesale water usage data and historical customer connections from the last 10 years were provided by the City. Using the historical customer connection count and historical water usage data, Kimley-Horn projected water demand (average day, maximum day, and peak hour) values until buildout. The water system was analyzed against established TCEQ criteria for water systems. Kimley-Horn found that the City is in compliance with TCEQ criteria. Additionally, the water system was analyzed using WaterCAD™ hydraulic modeling software by Haested Methods. Fire flow tests, performed by Kimley-Horn and City staff, were used to calibrate the water system model to reflect actual system conditions within the City. The calibrated model enabled Kimley-Horn to evaluate whether the existing water system met the design criteria established by Kimley-Horn . A notable finding was that portions of the City with cast iron lines and lines smaller than 6-inch diameter have fire flow deficiencies.

Four Capital Improvement projects are recommended, totaling approximately $3.0 million dollars. These projects are focused on redundancy and reliability in the system. The projects link transmission lines to the City's water sources, the Stadium 1.0 MG EST and the two wholesale meters where the City receives water from the City of Fort Worth. If one of these sources were to fail or be taken off line, having adequate transmission capabilities will be important to efficiently move water across the City to meet peak demands.

Although not established as a Capital Improvement project, Kimley-Horn recommends the City implement a program to eliminate all cast iron water mains and water mains smaller than 6" in diameter throughout the City. Replacing small and old water lines will be important to increase the fire flow capability and water quality of the system.

II. INTRODUCTION

This report is an update to the 2000 Water System Master Plan. Significant upgrades have been made to the City's pumping, storage, and transmission infrastructure since the 2000 Water System Master Plan. Additionally, the City of Lake Worth (City) has nearly completely built-out to the city limits, save for some small tracts of land and opportunities for infill.

Because the City is nearly built-out, the focus of this report was to ensure that the existing system is adequately supporting the City's needs, to make recommendations for rehabilitation of the existing system, and to ensure system durability and reliability. Customer demands and infrastructure were analyzed and compared to existing City and TCEQ criteria to determine improvements needed to provide the City with a reliable water distribution system. Kimley-Horn's background knowledge of the history and growth of the City's water system helped facilitate the development of the following Water System Master Plan and Capital Improvements Plan.

Description of Study Area

The Water System Master Plan's study area is defined by the City's existing city limits boundary. The service area is approximately 1,590 acres (approximately 2.5 square miles). Being bound by the City of Fort Worth (Fort Worth) and Lake Worth to the west, the City's service area is not expected to grow into the future. See **Appendix A – Existing Land Use** for an illustration of the City's service area. It should be noted that there are several residential homes outside of the city limits, on Fort Worth's water system, that the City provides wholesale water service to. These residential homes have not been included on the service area boundary map.

Objective and Scope of Study

The goal of this report is to develop a strategic plan that allows the City to continue to serve its customers and citizens into the future. Most of the major infrastructure necessary for the City's buildout has already been constructed. The focus of this report was to ensure that the water system is adequate to continue to meet the City's expected level of service, ensure redundancy and reliability, provide recommendations for rehabilitation projects, and confirm adequate fire protection throughout the City.

Water System Definitions

The following terms are used throughout this report. The definitions may provide the reader a better understanding of the subtle difference between several of these terms.

Average Day Demand (ADD) - Annual water consumption divided by the number of days in a year. The average daily water demand a given water system experiences over a one-day period.

Capital Improvements Plan (CIP) - Recommended improvements to the water distribution system based on population and water demand projections for future conditions.

Demand (Consumption) - Volume of water used for a given time period, typically measured in units of Million Gallons Per Day (MGD) or gallons per minute (gpm).

Diurnal Curve – Typically a graph depicting water demand over a 24-hour period with demand plotted on the y-axis and time plotted on the x-axis.

ETJ - Extra Territorial Jurisdiction

Firm Pumping Capacity - The total pumping capacity that a pump station (by pressure plane) can deliver with the largest pump out of service.

GPD - Gallons Per Day

Maximum Day Demand (MDD) - Water consumption, in volume of water, used on the highest consumption day in a year.

MGD - Million Gallons per Day

Peak Hour Demand (PHD) - The maximum one-hour water demand given in units of volume per day that a given distribution system experienced or would experience during a particular year or other time period.

Peaking Factor - The factor applied to the maximum day demand to determine peak hour and minimum hour demand during maximum day demand conditions.

Pressure Plane (Pressure Zone) - A network of water pipes having a common pressure range; each plane may be separated from the other planes by closed valves, pressure-regulating valves, pump stations, and storage facilities.

PSI - pounds per square inch (U.S. customary units for pressure)

TCEQ - Texas Commission on Environmental Quality.

Total Pumping Capacity - The total pumping capacity that a pump station can deliver.

Transmission System (Piping) - Transmission piping typically consists of 12" diameter and larger piping, and have minimum service connections if possible and function primarily as the vehicle to move larger quantities of water throughout the water system. The distribution piping consists of 10" diameter and smaller piping.

III. DATA COLLECTION AND LAND USE

Data Collection

Evaluation of the existing system required collection of physical attributes of the existing water system and collection of historical customer demands. City staff provided the distribution piping network in electronic format, pump station information, storage tank information, and general water system operating procedures. City staff also provided historical monthly wholesale meter records for the last 10-years, monthly water well pumping records for the last 10-years, monthly customer billing records for the last 10-years, and annual building permits for the last 10-years. Maximum day and maximum hourly wholesale water usage from Fort Worth was provided by Fort Worth for the last 9-years. Texas Water Development Board utility profiles for the last 10-years were also provided by City staff. Fire hydrant flow tests and pressure tests were conducted by Kimley-Horn and City staff.

Existing Land Use

Kimley-Horn utilized land use information available from the Tarrant County Appraisal District as the starting point for the existing land use map. The Tarrant County Appraisal District maintains a database of parcels within Tarrant County, categorized by existing land use type. Kimley-Horn used current aerials of the City and site visits to verify the accuracy of the existing land use. The predominant land use in the City is single family residential. The average residential lot is approximately 1/4 acre. The City also has significant commercial development, specifically along Azle Ave. and Lake Worth Blvd. The commercial developments are a mix of retail and restaurants. The majority of the remainder of the non-residential development is composed of schools, City and County administration buildings, and notably the Ritchie Brothers auction lot. Most of the vacant land within the city limits has been developed. There are opportunities for infill in residential areas and redevelopment of commercial areas north of Azle Ave. The existing land use was an important part of understanding the water usage and distribution throughout the City. Refer to **Appendix A – Existing Land Use Map** for an illustration of the existing land use map. **Table 1** summarizes the existing land use within the City's service area.

Table 1 – Existing Land Use

Type	Existing Land Use	
	Acreage	% of total
Single Family Residential	518	33%
Multi-Family Residential	9	1%
Commercial	401	25%
Industrial	0	0%
Public / Semi-Public	19	1%
School	66	4%
Church	23	1%
Park	45	3%
Utility	4	0%
Vacant / Open-Space	142	9%
Right-of-Way	361	23%
Total	**1,588**	

Ultimate Land Use

The ultimate land use plan supplemented the existing land use plan. The remainder of the vacant land is generally categorized as infill and is anticipated to develop similar to adjacent tracts. An exception to the infill is a tract of land east of Hodgkins Rd. that is anticipated to develop as multi-family. Refer to **Appendix B – Ultimate Land Use Map** for the ultimate land use plan. The infill and redevelopment is not anticipated to have a significant impact on the water distribution system. **Table 2** summarizes the breakout of the anticipated ultimate land use within the City's service area.

Table 2 – Ultimate Land Use

Type	Ultimate Land Use	
	Acreage	% of total
Single Family Residential	594	38%
Multi-Family Residential	20	1%
Commercial	453	29%
Industrial	3	0%
Public / Semi-Public	19	1%
School	66	4%
Church	23	1%
Park	45	3%
Utility	4	0%
Vacant / Open-Space	0	0%
ROW	361	23%
Total	**1,588**	

IV. WATER DEMAND PROJECTIONS

Because the City is mostly developed, only two water demand scenarios were generated: Existing Condition and Buildout Condition. Reviewing historical building permit information and historical numbers of water connections, the City's growth has been relatively modest in the past 5 years. This growth trend would be expected as the majority of the tracts of land are developed and only infill or redevelopment opportunities are available. Due to a flat historical growth rate and the fact that future development in the City will be decided on a case-by-case basis by home owners and developers, a projected growth rate was not established for the buildout of the City. Instead, water demand projections will be presented as existing condition and buildout condition.

Water demand projections can be made using population, number of meter connections, or land use as the basis for projection. Water demands are projected into the future by determining the historical water usage per capita, per connection, or per acre of a land use type and then tying the growth of the water demand projections to the growth one of these categories. For this report, due to the availability of individual customer historical water use records by land use type, the land use method was selected as the ideal way to project future water demands.

Land Use Demand

Land use projections were used to project future water demands. The City's billing system provided monthly flows for each water connection in the City. Each connection was correlated with its corresponding land use type. With the known land use type and acreage of the corresponding parcel, a water demand loading factor could be calculated for each parcel by land use type. Controlling for statistical outliers, an average day water demand loading factor was created for each land use type to be used for projecting future water demand to undeveloped parcels. **Table 3** lists the average day water demand loading factors for each land use type. It should be noted that 2016 was used as the basis for establishing the average day water demand loading. Additional historical data from before 2016 and recent water usage from 2017 were used as a comparison to ensure that the factors established were reasonable and representative of the existing water usage in the City. It should also be noted that the existing water model was loaded with the actual water demand information available for each customer. See **Section V- Methodology** for a discussion of modeling methodology.

Table 3 – Average Day Loading Factors

Land Use	Average Day Loading Factors Gal / Acre/ Day
Single Family Residential	645
Multi-Family Residential*1	2,500
Commercial	900
Industrial	500
Public / Semi-Public	850
School	400
Church	100
Park	400
Utility	0
Vacant / Open-Space	0
ROW	0
*1 - Multi-Family Residential includes apartments, mobile home parks, and health care living facilities.	

Average Day Demand (ADD)

As noted above, a standard growth rate was not used to project future water demand. Water demand has been presented as existing demand and as future buildout demand. Refer to **Table 4** below for the existing average day demand and projected buildout average day demand. Should any significant redevelopment occur or a large water user come onto the City's system, Kimley-Horn recommends updating these water demand projections, and verifying no significant changes.

Table 4 – Average Day Demand

Scenario	Existing	Buildout
Average Water Use (MGD)	**0.78**	**0.90**

Maximum Day Demand (MDD)

Historical SCADA information was not available from the City's SCADA system, however, Fort Worth provided historical wholesale maximum day water usage for the last nine-years. The greatest maximum day water usage to average day water usage ratio was 2.19 / 1. Because the City supplements water received from Fort Worth with well water, it was assumed that the percentage of water used from Fort Worth versus water from the City wells was the same for average day conditions as for maximum day conditions. Refer to **Table 5** below for the existing maximum day water usage and the projected buildout maximum day water usage.

Table 5 – Maximum Day Demand

Scenario	Existing	Buildout
Maximum Water Use (MGD)	1.71	1.97

Peak Hour Demand (PHD)

Fort Worth provided historical wholesale maximum hour water usage for the last nine-years. However, because the City uses the Stadium 1.0 MG EST to reduce the peak water usage from Fort Worth, the data provided by Fort Worth would not capture the actual peak water usage in the City. Historical SCADA information was not available from the City's SCADA system. Therefore, historical water usage could not be used to determine the peak hour demand or a diurnal curve of the City's water use. The peak hour demand was expressed as a ratio of the maximum day demand, also referred to as a peaking factor. The peaking factor used for peak hour demand for the City was 2.0 / 1. The peaking factor was assumed based on the population of the City and industry standards. Refer to **Table 6** below for the existing peak hour water usage and the projected buildout peak hour water usage.

Table 6 – Peak Hour Demand

Scenario	Existing	Buildout
Peak Water Use (MGD)	3.42	3.94

Projected Connections

The number of connections that are served by a water system is not only an important data point for operation of this system, it also determines TCEQ requirements for system infrastructure, notably pumping facilities and ground and elevated storage tank facilities. As of 2016, the City serves approximately 2,260 connections. As noted previously, projecting the timeline for the buildout of the City is difficult to predict. Projecting connections followed a similar methodology to projecting water usage. The historical average flow per day per connection for the last 3-years is 0.25 gallons per minute per connection. Using this historical flow per connection and the projected buildout water usage, a buildout number of connections can be calculated. Refer to **Table 7** for the projected number of connections within the City service area. Kimley-Horn recommends updating these connection projections annually and verifying no significant adjustments to the projected number of connections.

Table 7 – Projected Connections

Scenario	Existing	Buildout
Number of Connections	2,260	2,500

V. METHODOLOGY

Water System Modeling Methodology

To evaluate the existing water system, a water model was created using WaterCAD™. Pipe data was obtained from GIS and consisted of pipe length, location, diameter, and material. Node data consisted of ground elevation and water demand. Elevated and ground storage tank attributes were obtained from record drawings provided by the City. The pump stations were modeled using record drawing information and each pump's characteristic performance curve, obtained from the pump manufacturer.

The existing water model, consisting of pipes and nodes, was built using the WaterCAD™ ModelBuilder tool. The physical connectivity of the model was validated to ensure connection accuracy between pipes and nodes. Node elevations were assigned to each node using topographic LIDAR of the City using the WaterCAD™ TRex tool. Ground storage, elevated storage, and pump stations connectivity to the system were input separately using the provided record information. The ground storage tanks located at the Azle Avenue Well Field and Stadium Pump Station were modeled as reservoirs with a constant hydraulic grade. The City receives flow and pressure from Fort Worth without an air gap or break between the systems, therefore the pressure from Fort Worth is variable. The two wholesale Fort Worth meters, Shadydell and Northwest Centre, were modeling using reservoirs with a variable 24-hour diurnal hydraulic grade. Refer to **Appendix N – North West Centre Meter 24-hr Delivery Pressure** for a depiction of the delivery pressure from Fort Worth at the Northwest Centre Meter.

The average day water use for 2016 was used as the basis for water demand in the existing model. Each customer account in the City was paired with the corresponding parcel in GIS to physically locate each account in the City. The 2016 average day water use for each customer was distributed throughout the City using WaterCAD™ TRex LoadBuilder tool, allocating the customer demands to the nearest node in the existing model. Each customer account was designated as either a residential customer or a commercial customer. A diurnal water curve representative of residential or commercial usage was applied to the demands to represent the water use throughout a 24-hour period. Pump on and off set-points, based on the elevation of the Stadium 1.0 MG EST, were provided by the City and entered into the model.

Four (4) fire flow tests and additional pressure testing were performed by Kimley-Horn and City staff. The model was calibrated to within industry standards using the field data gathered. The model was calibrated by changing the roughness coefficients in accordance with material type and pipe size.

Six different scenarios were modeled: Existing Conditions-Average Day, Existing Conditions-Maximum Day, Existing Conditions-Maximum Day & Fire Flow, Buildout-Average day, Buildout-Maximum Day, and Buildout-Maximum Day & Fire Flow. The Existing Conditions Average Day scenario was used as the calibration scenario for the model. Average Day and Maximum Day scenarios were analyzed using an extended period simulation of 24-hrs.

Resulting water pressure, pipe velocity, elevated storage tank variations, and pump operations were analyzed in each scenario to ensure the system was meeting the established criteria.

VI. DESIGN CRITERIA

City of Lake Worth Design Criteria

The following criteria were established by Kimley-Horn as minimum standards from which to evaluate current and future water system components. These criteria could change over time based on demand patterns and regulatory mandates.

Water Supply

The City receives the majority of the wholesale water from Fort Worth at the Shadydell Meter and the Northwest Centre Meter. The City also receives water from Fort Worth at the Old Mill Creek Meter, however, this meter serves only several businesses and is not connected to the overall system. It should be noted that there is no “air gap” between the Fort Worth system and the City system; the City purchases water from Fort Worth under pressure. The City also operates two well fields and pump stations, the Azle Avenue Pump Station and Stadium Pump Station. The City also operates the Stadium 1.0 MG EST. The Stadium EST serves to offset peak demands, therefore avoiding peak use charges from Fort Worth and also provides emergency pressure and storage. In 2016, the City received approximately 80% of their water from Fort Worth. Because Fort Worth is the primary source of water for the City, the contracted water supply with Fort Worth should be for supplying the maximum day demand.

During normal operations, flow delivered by Fort Worth can fill the Stadium 1.0 MG EST. In the unlikely event of extreme demands or a temporary emergency situation that the flow from Fort Worth cannot fill the Stadium EST, the well fields operated by the City should provide enough water to fill the EST in 72 hours. Consideration is given to the existing 330,000 gallons of ground storage present at the well sites. If the existing ground storage is utilized to fill the Stadium 1.0 MG EST, then the well fields should supply the remaining 670,000 gallons.

High Service Pumping Facilities

As mentioned above, the Stadium 1.0 MG EST offsets peak flow experienced in the system from the flow delivered by Fort Worth. The combination of the high service pumps at the Azle Avenue Pump Station and Stadium Pump Station should be capable of refilling the Stadium EST in 72 hours.

Ground Storage

Ground storage serves two functions:

- Equalization for differing feed rates between the water supply and pumping to the system.
- Emergency capacity in the event of temporary loss of water supply.

Generally, ground storage facilities are located at water supply points or at each pump station within the water distribution system. Although ground and elevated storage facilities perform separate functions within the system, both are aimed at decreasing the impact of demand fluctuations. Their capacities are established based on knowledge of how demand varies seasonally and daily. As discussed above, the combination of well fields and ground storage should be capable of supplying adequate flow to fill the Stadium 1.0 MG EST in 72 hours.

Elevated Storage

Elevated storage serves three purposes:

- Functionally, elevated storage equalizes the pumping rate to compensate for daily variations in demand and to maintain a fairly constant pumping rate (usually referred to as operational storage), or a pumping rate that conforms to the requirements of the local electrical rate structure or avoids peak use surcharges from wholesale providers.
- Provides pressure maintenance and protection against surges created by instantaneous demand, such as fire flow and main breaks, and instantaneous change in supply, such as pumps turning on and off.
- Maintains a reserve capacity for fire protection and pressure maintenance in case of power failure to one or more pump stations. Sufficient storage should be maintained to provide four (4) hours of fire flow demand during a loss of power to the pump station or interruption in flow from Fort Worth.

Elevated storage is evaluated separately for each pressure plane. Excess storage on any given pressure plane may only be credited on a lower plane. If dual electrical feed is present for pump stations, system reliability is increased and storage dedicated for fire protection can be reduced.

The design criteria set for the City consisted of three levels. **Level 1**: Adequate operational (equalization) storage established by determining the required volume to equalize the daily

fluctuations in flow from Fort Worth during the maximum day demand; **Level 2**: The reserve volume equal to 750 gpm for four (4) hours required for fire protection; **Level 3**: Emergency storage equal to 20% of the combined equalization and fire storage volume. Because elevated storage is approximately four times more expensive than ground storage, an economical balance between elevated storage and pumping should be sought.

Transmission System

The function of the transmission system is to transfer water across the water system and fill the elevated storage tank. There are three conditions for which the transmission system is evaluated:

- **Peak hour demand** - This is the maximum demand that the system experiences. It is the condition under which the lowest operational pressures are experienced.
- **Tank filling (minimum hour demand)** - This is the period during which the elevated tanks are replenished. This is the period of lowest demand during the peak day. It normally occurs after midnight and is the condition under which the highest operational pressures are experienced.
- **Fire flow demand** - During the maximum day demand, the local transmission lines are tested to ensure that fire protection requirements are met. Pressures are allowed to fall below normal operating pressures, but should not drop below 20 psi at any point in the system.

The transmission system should be sized to maintain a minimum pressure of 40 psi during normal operating conditions and a minimum pressure of 20 psi during extreme operating conditions. In an urban-type water system, operating pressures of 30-35 psi normally result in customer complaints. For most water systems, pressures above 80 psi are undesirable and should be avoided if possible. The transmission system should also be sized to limit maximum velocity in the pipe to seven (7) feet per second. The maximum pressure in extreme conditions should be limited to 120 psi because high operating pressure will result in increased system maintenance and increased operational cost.

Texas Commission on Environmental Quality (TCEQ) Design Criteria

The City has a permanent interconnection with Fort Worth's system and relies on Fort Worth to meet their production requirements. Therefore, section §290.45(f) and §290.45(f)(5) of Chapter 290 of the Texas Administrative Code, "Public Drinking Water," stipulates the minimum requirements for the City water system.

> *"Purchased water systems. The following requirements apply only to systems which purchase treated water to meet all or part of their production, storage, service pump, or pressure maintenance capacity requirements."* *§290.45(f)*

> *"For systems which purchase water under direct pressure, the maximum hourly purchase authorized by the contract plus the actual service pump capacity of the system must be at least 2.0 gpm per connection or provide at least 1,000 gpm and be able to meet peak hourly demands, whichever is less."* *§290.45(f)(5)*

See **Appendix K – City of Lake Worth and City of Fort Worth Wholesale Water Contract** and **Appendix L – City of Fort Worth Wholesale Supply Confirmation** for Fort Worth wholesale supply information. **Table 8** below summarizes the water system criteria.

Table 8 – Water System Criteria

	City Criteria	TCEQ Criteria
Water Supply	Max day demand	2.0 gpm / connection or Peak Hour Demand, whichever is less
Well Field Production	Provide enough water combined with capacity of ground storage to fill Stadium EST in 72 hours.	N/A
High Service Pumping Facilities	Fill Stadium EST in 72 hours.	N/A
Ground Storage	Provide enough capacity combined with capacity of well field production to fill Stadium EST in 72 hours.	N/A
Elevated Storage	**Level 1**: Equalization Storage during Max Day Demand **Level 2**: 750 gpm for 4 hours for Fire Protection **Level 3**: 20% of combined total for Level 1 and Level 2	N/A
Total Storage	N/A	N/A
Transmission System	Normal conditions = minimum 40 psi Extreme conditions = minimum 20 psi	Normal conditions = minimum 35 psi Extreme conditions = minimum 20 psi

VII. EXISTING INFRASTRUCTURE ANALYSIS AND RECOMMENDATIONS

The City receives the majority of the wholesale water from Fort Worth at two locations, the 6" Shadydell meter and the 6" Northwest Centre meter. The City also receives water from Fort Worth at the Old Mill Creek Meter, however, this meter serves only several businesses and is not connected to the overall system. The 6" Shadydell and 6" Northwest Centre meters are each rated up to 2,000 gpm per meter. The City water system functions as an extension of the Fort Worth system, without an "air gap" between the systems. Without an "air gap" between the City system and the Fort Worth system, the flow and pressure the City receives is dependent on the Fort Worth water system.

The Northwest Centre meter is served off Fort Worth's Northside III pressure plane and the Shadydell meter is served off Fort Worth's Northside II pressure plane. The Northside III pressure plane is served by the Bradley Elevated Storage Tank, overflow elevation of 950'. The Northside II pressure plane is served by the Caylor Ground Storage Tank, overflow elevation of 853'. Variations in the Fort Worth system result in varied flow and pressure delivered to the City system. The pressure from Fort Worth is not measured through the City SCADA system. Pressures were measured at the Northwester Centre meter over a 24-hour period. See **Appendix N – Northwest Centre Meter 24-hr Delivery Pressure** for an illustration of the variation of the pressures received from Fort Worth during a 24-hr period.

The City service area ranges from approximately 785' at its highest elevation on the east side of the City to approximately 615' at its lowest elevation on the west side of the City. In general, the topography of the City falls from east to west towards Lake Worth. The City operates two pressure planes, the East and West pressure planes. The pressure plane boundary splits the City in half and generally follows Lake Worth Blvd., Firehall Dr., and Lakeview Dr. Pressure is regulated between the pressure planes by 5 pressure reducing valves and closed distribution valves. The range of elevations in the East pressure plane are from approximately 785' to 645' and the range of elevations in the West pressure plane are from approximately 680' to 615'. For reference, see **Appendix D – Static Water Pressure** for the static pressure across the City. This map assumes that the Stadium 1.0 MG EST is at approximately 905' and that there is no demand in the system. It should be noted that water pressures can vary significantly depending on the time of day and demand in the system. Water pressures can be expected to decrease as demand in the system increases.

If an upgrade of the existing SCADA system becomes necessary, Kimley-Horn recommends that the City add pressure monitoring at the Shadydell Meter and the Northwest Centre meter to the SCADA system. Additionally, Kimley-Horn recommends adding SCADA monitoring and motor actuation to the existing pressure reducing valves. This will allow fine tuning of the pressure reducing valve settings to ensure that the valves are not closed during normal operation, potentially creating water quality issues.

Below is a discussion on the City's facilities and additional recommendations. See **Appendix C – Existing Water Map** for an illustration of the City's existing facilities.

Water Supply

The TCEQ criteria stipulates that the contracted amount of water from Fort Worth plus the City service pump capacity be 2.0 gpm / connection or be able to meet the system peak hourly demand, whichever is less. At 2.0 gpm / connection, this equates to 4,520 gpm for existing conditions, however, Kimley-Horn estimates the peak hour demand of the City to be approximately 2,375 gpm for existing conditions. The Shadydell Meter and the Northwest Centre Meter each have a Sensus 6" turbine meter, rated up to 2,000 gpm, 4,000 gpm total. The City has confirmed with Fort Worth that the Fort Worth system is capable of supplying 1.59 MGD or 1,100 gpm, as shown in **Appendix L - City of Fort Worth Wholesale Supply Confirmation.** Together with the City service pump supply of 1,400 gpm, 2,500 gpm is available to meet peak hourly demands. The wholesale connection between the City system and the Fort Worth system is sufficient to meet TCEQ criteria. At buildout of the City, Kimley-Horn estimates that Fort Worth would need to be able to provide 1.92 MGD in order to meet TCEQ criteria. Kimley-Horn recommends that the City confirm this number with Fort Worth as the City continues to move toward buildout.

Well Field Water Production and Ground Storage

The City operates two well fields, the Azle Avenue Well Field and the Stadium Well Field. The Stadium Pump Station pumps water from a 200,000 gallon ground storage tank on site and the Azle Avenue Pump Station pumps water from a 130,000 gallon ground storage tank on site. **Table 9** below summarizes the characteristics of the Azle Avenue Well Field. **Table 10** below summarizes the characteristics of the Stadium Well Field.

Table 9 – Azle Avenue Ground Storage Summary

Year Constructed	**2016**
Volume (gallons)	**130,000**
Base Elevation	**757.00'**
Overflow Elevation	**785.00'**
Tank Diameter	**28.0'**
Well Pump Installation	**1960**
Well Pump Capacity (GPM)	**90**
Well Pump On Elevation	**783.00'**
Well Pump Off Elevation	**784.00'**

Table 10 – Stadium Ground Storage Summary

Year Constructed	**2000**
Volume (gallons)	**200,000**
Base Elevation	**767.00'**
Overflow Elevation	**797.00'**
Tank Diameter	**33.75'**
Well Pump Installation	**1996**
Well Pump Capacity (GPM)	**110**
Well Pump On Elevation	**794.00'**
Well Pump Off Elevation	**795.00'**

TCEQ criteria specific to well field production is not applicable to the City. According to the City criteria, the City well field pumps and existing ground storage should provide sufficient water to fill the Stadium 1.0 MG EST in 72 hours, following a day of maximum demand and in the event that Fort Worth cannot provide enough pressure to refill the EST.

The City currently has 330,000 gallons of ground storage between the Azle Avenue Well Field and the Stadium Well Field. If the full 330,000 gallons is utilized by the high service pumps at the well field to fill the Stadium 1.0 MG EST, then the well fields should be capable of supplying the difference of 670,000 gallons. At a combined capacity of 200 gpm, the well

fields can provide 670,000 million gallons of water in 56 hours, a sufficient amount to refill the Stadium 1.0 MG EST in 72-hours.

An additional recommendation is to change the treatment process at the well fields from a chlorine based process to a chloramine based process. The City of Fort Worth uses a chloramine based process. Switching to a chloramine based process will bring the City into compliance with TCEQ criteria regarding blending of chloramine treated water and chlorine treated water.

No additional capital projects are recommended at this time. Kimley-Horn did not perform an onsite evaluation of the well fields or well pumps. Kimley-Horn recommends monitoring the well fields and well pumps for rehabilitation needs in the future.

Well Field High Service Pumping Facilities

The City operates two well pump stations, the Azle Avenue Pump Station and Stadium Pump Station. The Stadium Pump Station pumps water from a 200,000 gallon ground storage tank on site and the Azle Avenue Pump Station pumps water from a 130,000 gallon ground storage tank on site. The Stadium Pump Station has two horizontal split case pumps and the Azle Avenue Pump Station has one horizontal split case pump. **Table 11** below summarizes the characteristics of the Azle Avenue Pump Station and **Table 12** summarizes the characteristics of the Stadium Pump Station.

Table 11 – Azle Avenue Pump Station Summary

Year of Last Improvement	**2006**
Number of Pumps	**1**
Pump Manufacturer	**Paco**
Design Flow (GPM)	**400**
Design Head (FT)	**165**
Impeller Diameter (in)	**7.1**

Table 12 – Stadium Pump Station Summary

Year of Last Improvement	**2000**
Number of Pumps	**2**
Pump Manufacturer	**Paco**
Design Flow (GPM)	**500**
Design Head (FT)	**125**
Impeller Diameter (in)	**11.7**

See **Appendix M – Azle Avenue and Stadium Well Field Pump Station Manufacturer Pump Curves** for the manufacturer pump curve information for each pump. TCEQ criteria specific to well field production is not applicable to the City. According to the City criteria, the City must be able to refill the Stadium 1.0 MG EST in 72 hours, following a day of maximum demand and in the event that Fort Worth cannot provide enough pressure to refill the EST. With 1,400 gpm of pumping capacity, the City can refill the Stadium 1.0 MG EST in approximately 12 hours, as sufficient water is available from the existing ground storage and well fields.

No additional capital projects are recommended at this time. Kimley-Horn did not perform an onsite evaluation of the pump house or pumps. Kimley-Horn recommends monitoring the pump house and pumps for rehabilitation needs in the future.

Elevated Storage

The City currently has one 1.0 MG elevated storage tank, the Stadium 1.0 MG Elevated Storage Tank, constructed in 2004. During normal operation, the Stadium 1.0 MG EST can be filled by the incoming pressure from the Fort Worth system. However, during periods of high demand during the day, the Stadium EST is filled by pumps at the Azle Avenue Well Site and the Stadium Well Site. Pumps at the Azle Avenue Well Site and the Stadium Well Site are set to turn on and off based on the elevation of the Stadium EST. **Table 13** below summarizes the Stadium EST physical characteristics.

Table 13 – Stadium 1.0 MG EST Summary

Year Constructed	**2006**
Volume (gallons)	**1,000,000**
Base Elevation	**767.75'**
Bottom of Bowl Elevation	**880.00'**
Overflow Elevation	**915.00'**
Tank Diameter	**65.75'**
Pump On Elevation	**903.50'**
Pump Off Elevation	**905.00'**

TCEQ criteria specific to elevated storage is not applicable to the City. According to the City criteria, the elevated storage tank should provide equalization storage, fire flow protection, and emergency storage. Based on Kimley-Horn's analysis, the City has adequate elevated storage to provide equalization storage, fire flow protection, and emergency storage for buildout of the City. The intention of the elevated storage tank is to reduce the peak flow from Fort Worth, thereby avoiding a higher wholesale water billing tier. Additionally, the elevated storage tank provides emergency storage in the event of an interruption of flow or pressure from Fort Worth.

No capital improvement recommendations are made for elevated storage. Kimley-Horn did not perform an onsite evaluation of the Stadium EST; however, Kimley-Horn recommends performing annual inspections of the Stadium EST to determine rehabilitation needs in the future.

Water Distribution System

The current water distribution system consists of pipe sizes ranging from 1-inch to 16-inches in diameter. Most of the distribution system consists of 6-inch to 8-inch diameter pipes. Most of the transmission systems consists of 12-inch diameter pipe located along Azle Avenue and Lake Worth Blvd. There is a noticeable absence of transmission lines on the southwest side of the City. This is not concerning for normal domestic use but is an issue for having reliable fire flow from the system. Additionally, there is a significant portion of the system that is composed of pipes smaller than 6-inch in diameter. In general, pipes below 6-inch in diameter are not recommended due to their inability to provide adequate fire flow capacity.

Systematically replacing smaller diameter pipe and increasing internal looping of the distribution system will be advantageous to increasing the robustness of the water system. **Appendix F – Recommended Water Line Replacement** and **Appendix G – Recommended Distribution Looping and Redundancy** highlight existing lines that could be rehabilitated or lines that could be added to increase the efficiency of the system. **Appendix O – Distribution Replacement Example Cost** provides an example of the cost to replace 1,000 feet of distribution water pipe. **Table 14** summarizes the City's water main linear footage. In addition to removing smaller diameter pipe, a focus should be placed on removing cast iron pipe. Cast iron pipe is no longer a common pipe material recommended for new water line construction. Consequently, cast iron pipe is expected to be older and can be expected to be in poor condition. The City has approximately 111,500 linear feet of cast iron pipe in the water system.

Table 14 – Water Distribution Piping Summary

Pipe Size	Linear Footage (LF)
1"	400
2"	21,430
3"	40
4"	12,020
6"	97,840
8"	56,850
10"	530
12"	22,240
16"	3,640
Total	**214,990**

Fire Flow

A capability of any water system should be able to provide water for firefighting. The criteria that were used for analysis of the fire flow availability were assuming a fire flow demand of 750 gpm and assuming that the system not be allowed to drop below 20 psi at any point in the system during a fire flow event. **Appendix E – Fire Flows Below Design Criteria** shows the locations that do not meet the fire flow criteria. As expected, the majority of the failed fire locations occurred in portions of the system with older cast iron lines or with lines less than 6-inch in diameter. Kimley-Horn recommends a program to systematically replace cast iron lines and lines less than 6-inch in diameter. In addition to increasing fire flow capacity, replacement of cast iron lines will help to eliminate potential water quality concerns. **Appendix J – Proposed Available Fire Flow** shows the amount of available fire flow in the City if the recommended Capital Improvements Plan, detailed below, is implemented and if all cast iron lines and lines less than 6-inch in diameter are replaced with new 6-inch lines. Except for a few select locations of the City, the entire City would be compliant with the established fire flow criteria.

CAPITAL IMPROVEMENTS PLAN

From the Master Planning process, a recommended list of Capital Improvements has been developed. The focus of the Capital Improvements Plan is to connect transmission lines that connect to the ShadyDell Meter, Northwest Centre Meter, Stadium 1.0 MG EST, and the west side of the City. Connecting the City's major infrastructure with transmission lines will provide for adequate water supply and service during normal operation and emergency usage. All improvements are shown in **Appendix H – Capital Improvements Plan**. The following opinion of probable costs for each capital project assumes no design completed, based on 2017 dollars, no inflation increases, and does not include any property acquisitions.

Table 15 – Capital Improvements Plans

	PROJECT NAME	PROJECT COST
1	Shawnee Trail and Comanche Trail Water Line Improvements	$836,000
2	Paul Meador 16" Water Line Improvements	$366,000
3	Boat Club Road 12" Water Line Improvements	$642,000
4	Azle Avenue 12" Water Line Improvements	$982,000
5	Well Field Water Treatment Process	$125,000
	TOTAL:	**$2,951,000**

#1 – Shawnee Trail and Comanche Trail Water Line Improvements

PROJECT COST: **$**836,000

NOTES: This project consists of approximately 1,650 linear feet of 12" and 1,275 linear feet of 8" water line. This project will continue the 12" transmission line from Charbonneau Road to the southwest side of the City and replace existing water lines along Comanche Trail. This project will improve fire flow on the southwest side of the City and provide for system redundancy.

#2 – Paul Meador 16” Water Line Improvements

PROJECT COST: $366,000

NOTES: This project consists of approximately 1,000 linear feet of 16” water line along Paul Meador Rd. This project will connect 16” waterlines along Paul Meador Rd. in the City’s commercial area. This project will help to complete the transmission system between the City’s sources of water, the Shady Dell meter, the Northwest Centre meter, and the Stadium 1.0 MG EST.

#3 – Boat Club Road 12” Water Line Improvements

PROJECT COST: $642,000

NOTES: This project consists of approximately 1,700 linear feet of 12” water line along Lakeside Dr. and Boat Club Rd. This project will help to complete the transmission system between the City’s sources of water, the Shady Dell meter, the Northwest Centre meter, and the Stadium 1.0 MG EST.

#4 – Azle Avenue 12” Water Line Improvements

PROJECT COST: $982,000

NOTES: This project consists of approximately 2,600 linear feet of 12” water line along Azle Avenue. This project will provide connectivity between the Stadium 1.0 MG EST and the Azle Avenue Pump Station and provide redundancy if the existing 12” water line that connects the Stadium 1.0 MG EST with the rest of the system ever failed.

#5 – Well Field Water Treatment Process

PROJECT COST: $125,000

NOTES: This project consists of changing the water treatment process at the Stadium and Azle Avenue Well Fields from a chlorine based treatment process to a chloramine based treatment process.

VIII. APPENDICES

Appendix A – Existing Land Use Map

Appendix B – Ultimate Land Use Map

Appendix C – Existing Infrastructure

Appendix D – Static Water Pressure

Appendix E – Fire Flows Below Design Criteria

Appendix F – Recommended Water Line Replacement

Appendix G – Recommended Distribution Looping and Redundancy

Appendix H – Capital Improvements Plan

Appendix I – Opinions of Probable Construction Costs

Appendix J – Proposed Available Fire Flow

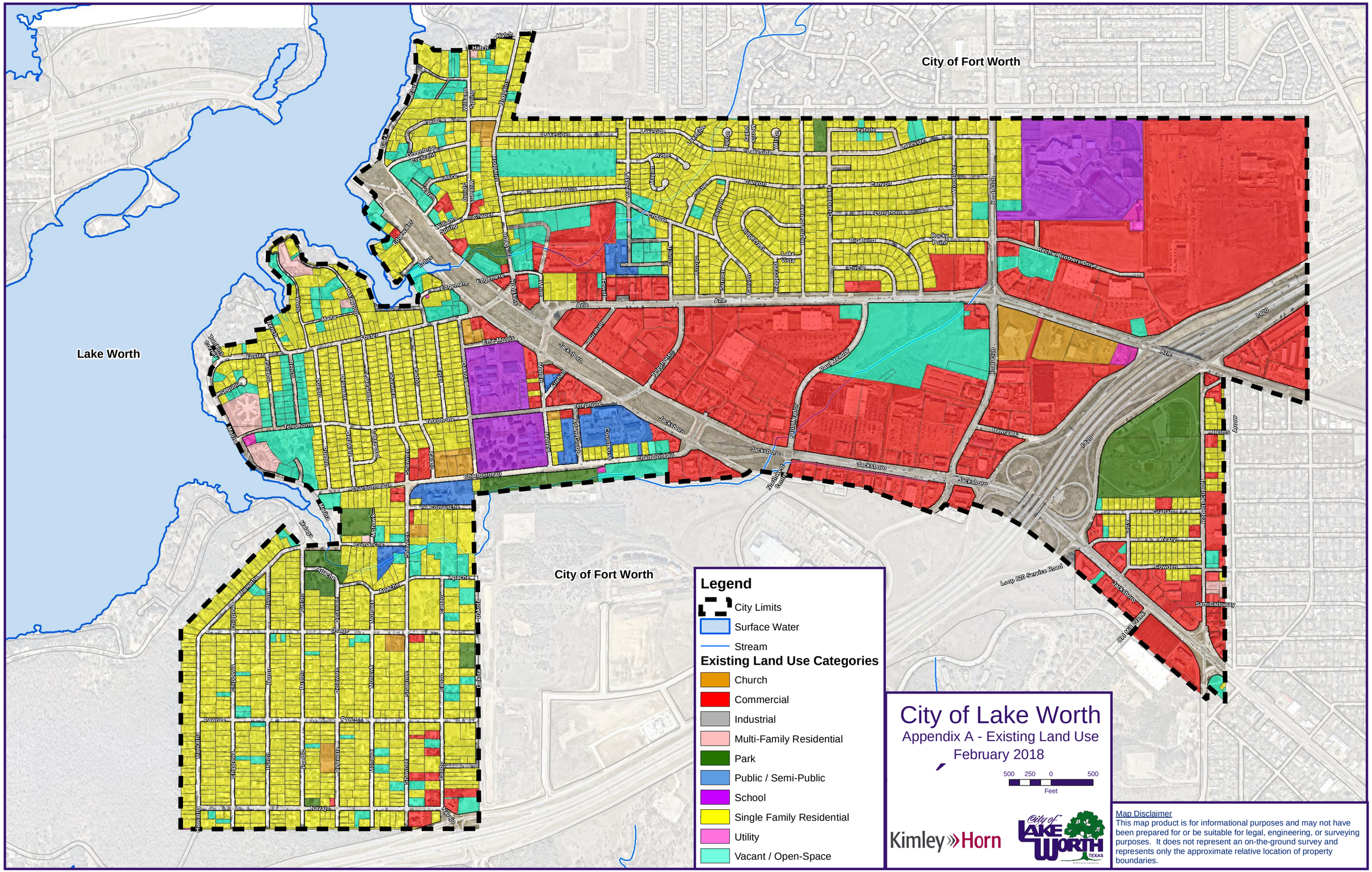
Appendix K – City of Lake Worth and City of Fort Worth Wholesale Water Contract

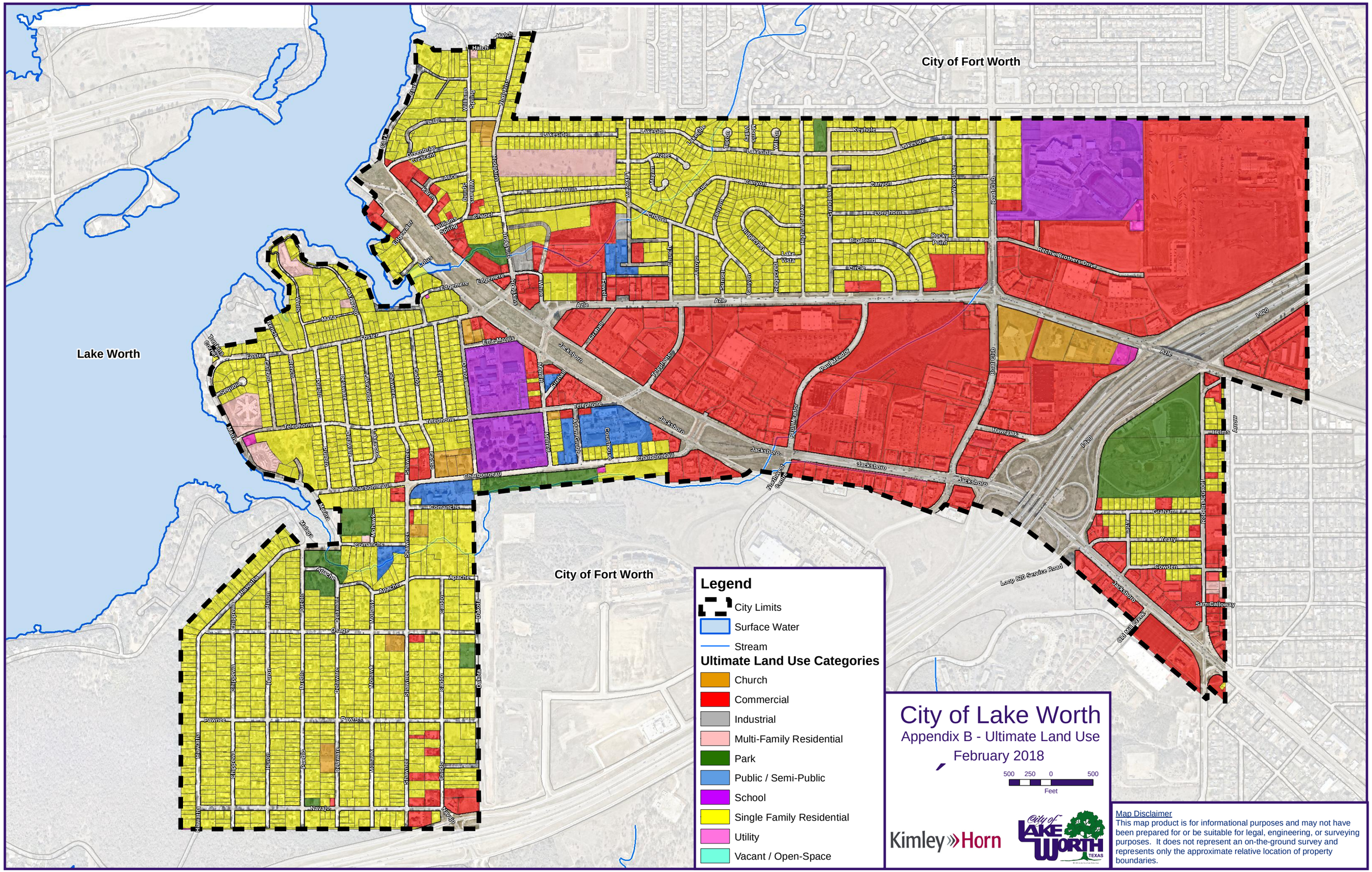
Appendix L – City of Fort Worth Wholesale Supply Confirmation

Appendix M – Azle Avenue and Stadium Well Field Pump Station Manufacturer Pump Curves

Appendix N – North West Centre Meter 24-hr Delivery Pressure

Appendix O – Distribution Replacement Example Cost


City of Fort Worth
Lake Worth
City of Fort Worth
Legend
City Limits
Surface Water
Stream
Existing Land Use Categories
Church
Commercial
Industrial
Multi-Family Residential
Park
Public / Semi-Public
School
Single Family Residential
Utility
Vacant / Open-Space
City of Lake Worth
Appendix A - Existing Land Use
February 2018
500 250 0 500
Feet
Kimley»Horn
City of Lake Worth Texas
Map Disclaimer
This map product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.


City of Fort Worth
Lake Worth
City of Fort Worth
Legend
City Limits
Surface Water
Stream
Ultimate Land Use Categories
Church
Commercial
Industrial
Multi-Family Residential
Park
Public / Semi-Public
School
Single Family Residential
Utility
Vacant / Open-Space
City of Lake Worth
Appendix B - Ultimate Land Use
February 2018
500 250 0 500
Feet
Kimley»Horn
City of Lake Worth Texas
Map Disclaimer
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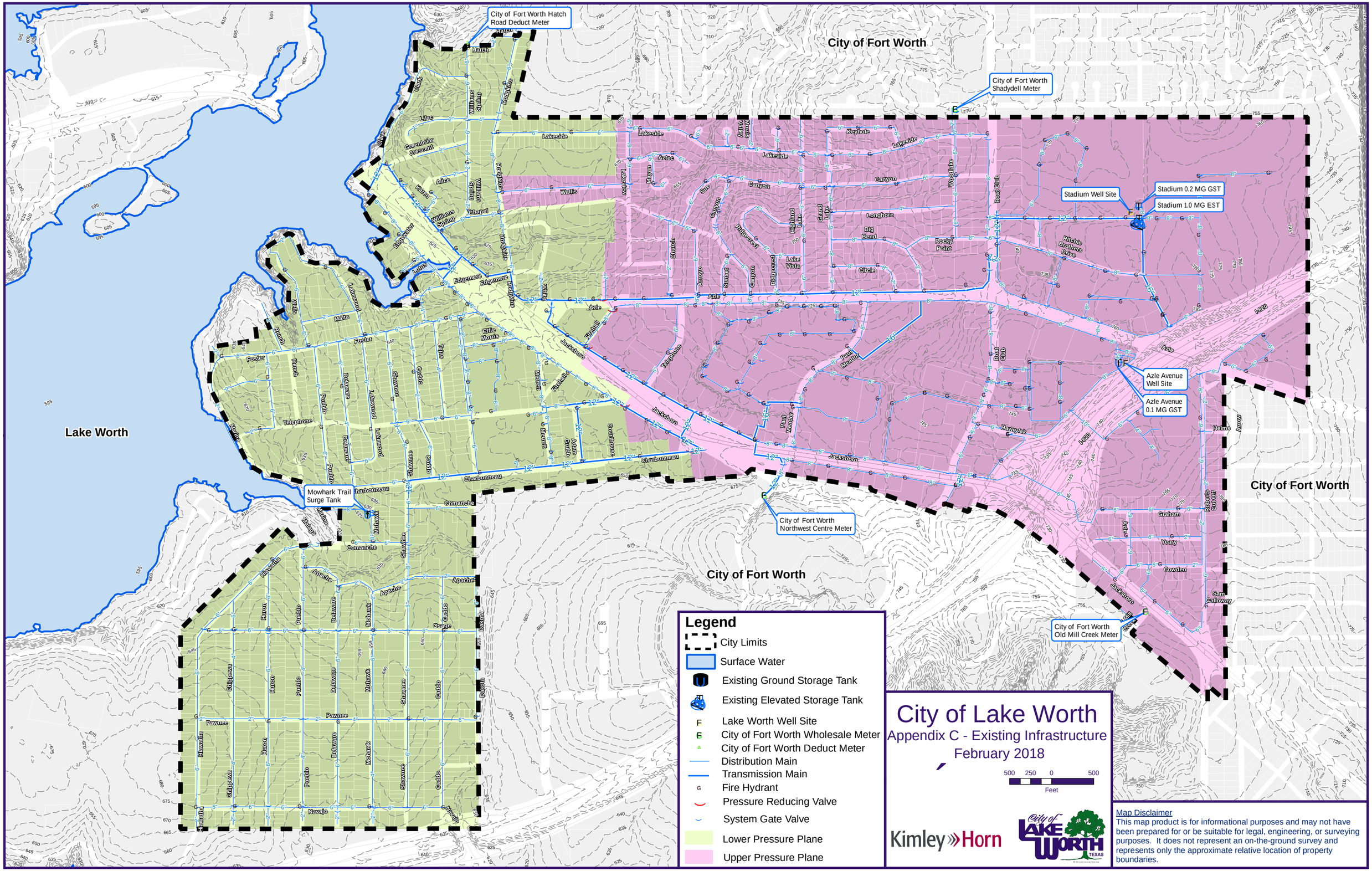
City of Fort Worth Hatch Road Deduct Meter
City of Fort Worth
City of Fort Worth Shadydell Meter
Stadium Well Site
Stadium 0.2 MG GST
Stadium 1.0 MG EST
Azle Avenue Well Site
Azle Avenue 0.1 MG GST
Lake Worth
Mowhark Trail Surge Tank
City of Fort Worth Northwest Centre Meter
City of Fort Worth
City of Fort Worth Old Mill Creek Meter
City of Fort Worth
Legend
City Limits
Surface Water
Existing Ground Storage Tank
Existing Elevated Storage Tank
Lake Worth Well Site
City of Fort Worth Wholesale Meter
City of Fort Worth Deduct Meter
Distribution Main
Transmission Main
Fire Hydrant
Pressure Reducing Valve
System Gate Valve
Lower Pressure Plane
Upper Pressure Plane
City of Lake Worth
Appendix C - Existing Infrastructure
February 2018
500 250 0 500
Feet
Kimley»Horn
City of Lake Worth Texas
Map Disclaimer
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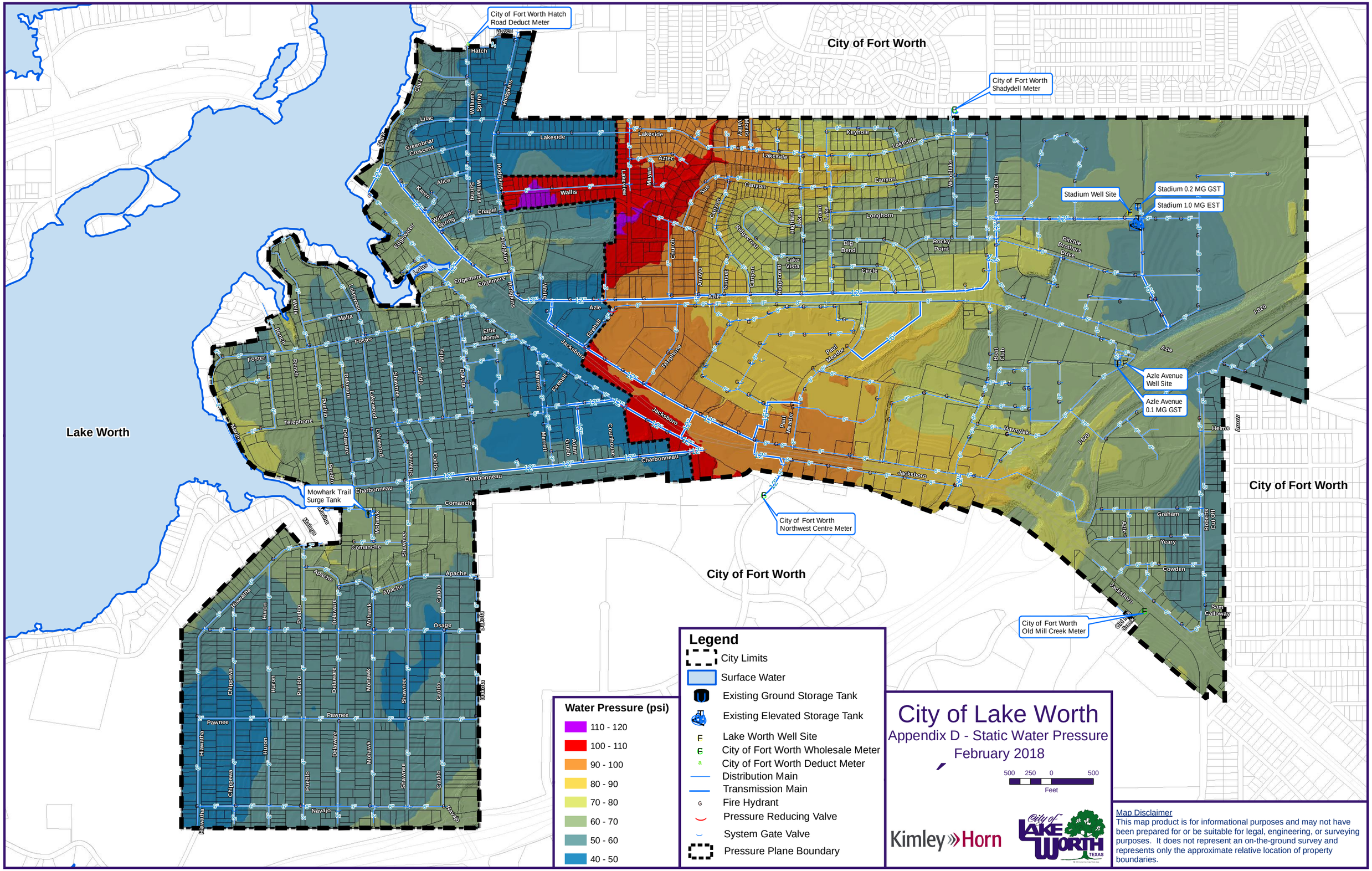

City of Lake Worth

Appendix D - Static Water Pressure

February 2018

Map Disclaimer

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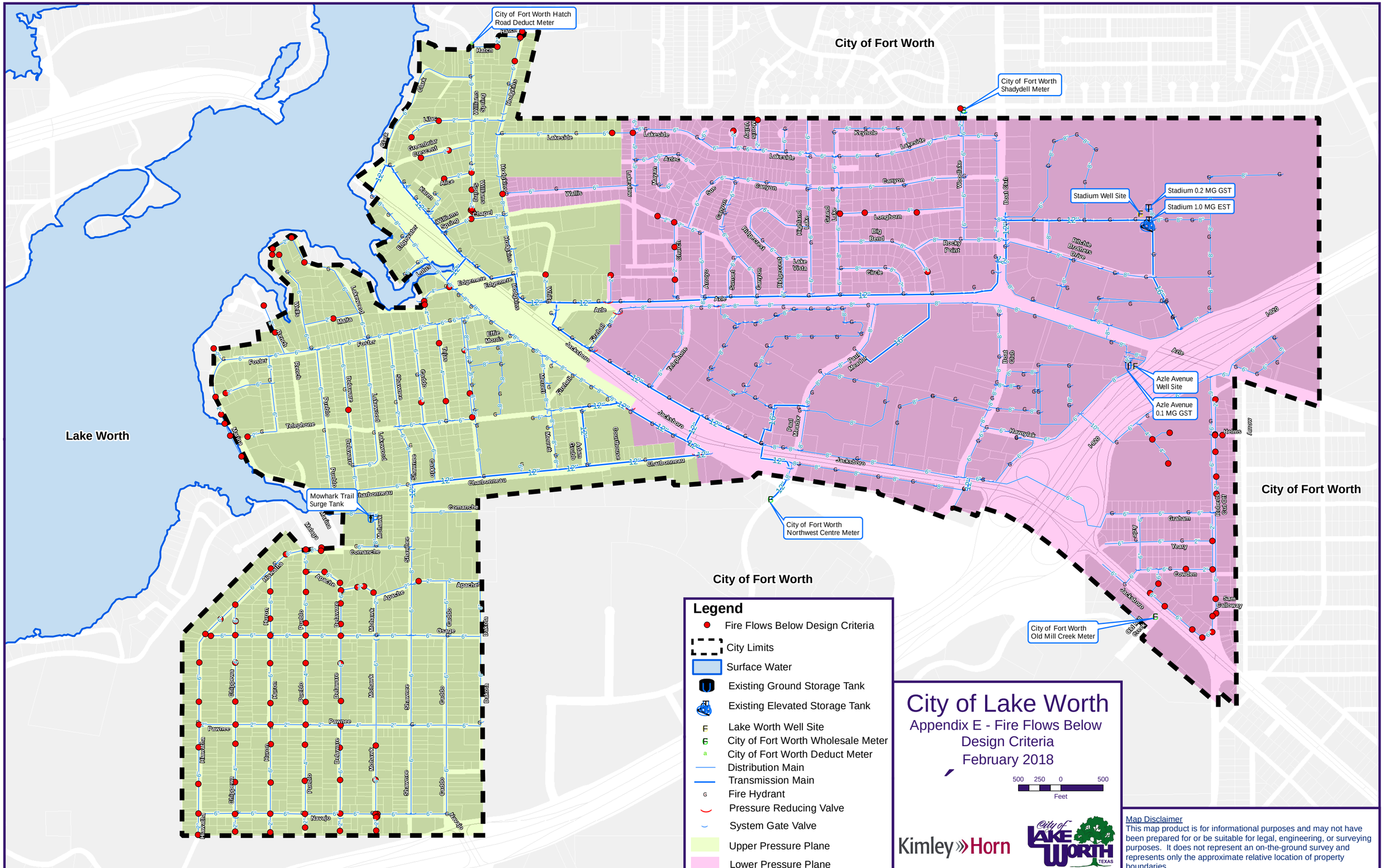

City of Lake Worth

Appendix E - Fire Flows Below Design Criteria

February 2018

Map Disclaimer

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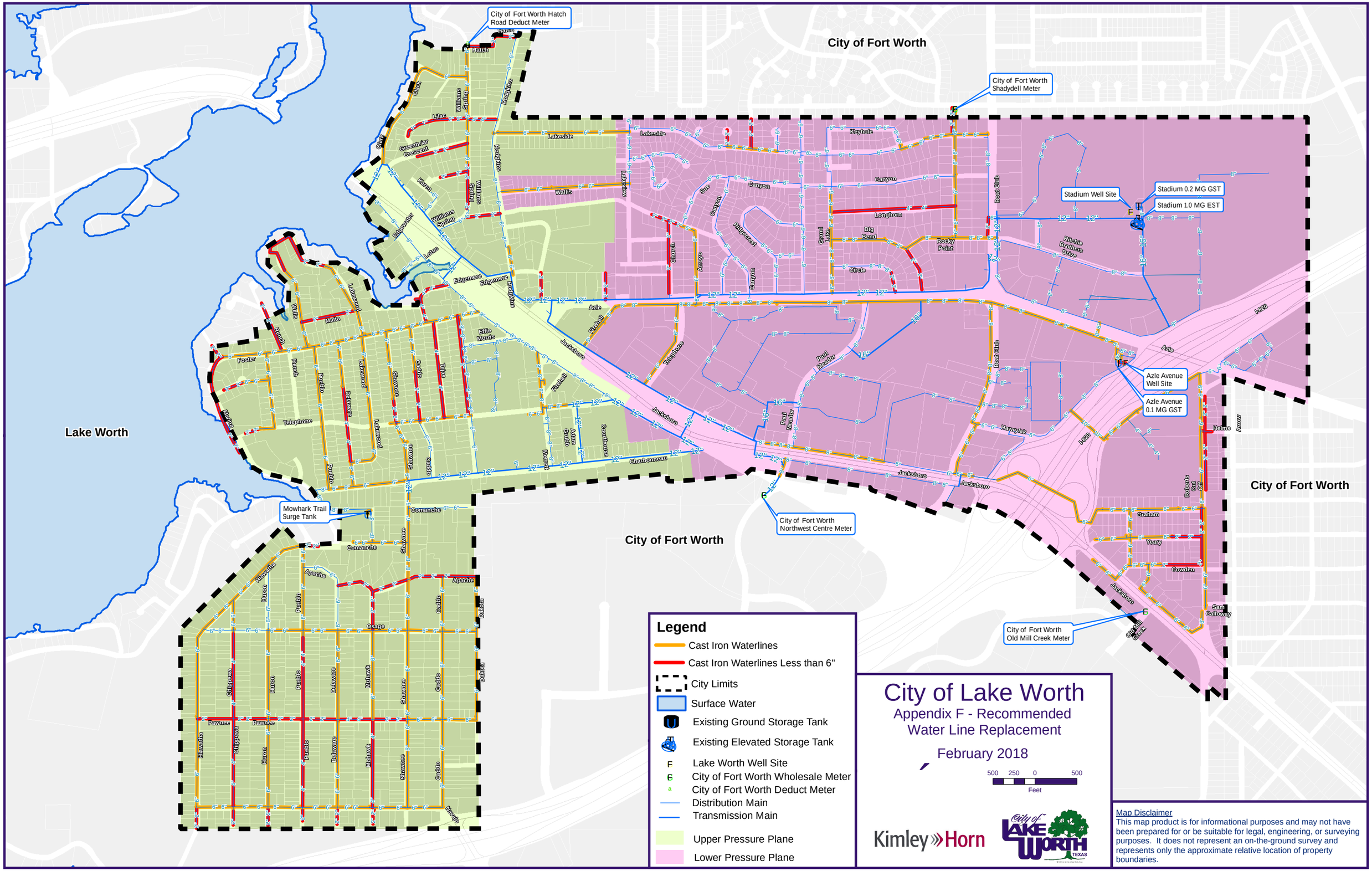

City of Lake Worth

Appendix F - Recommended Water Line Replacement

February 2018

Map Disclaimer

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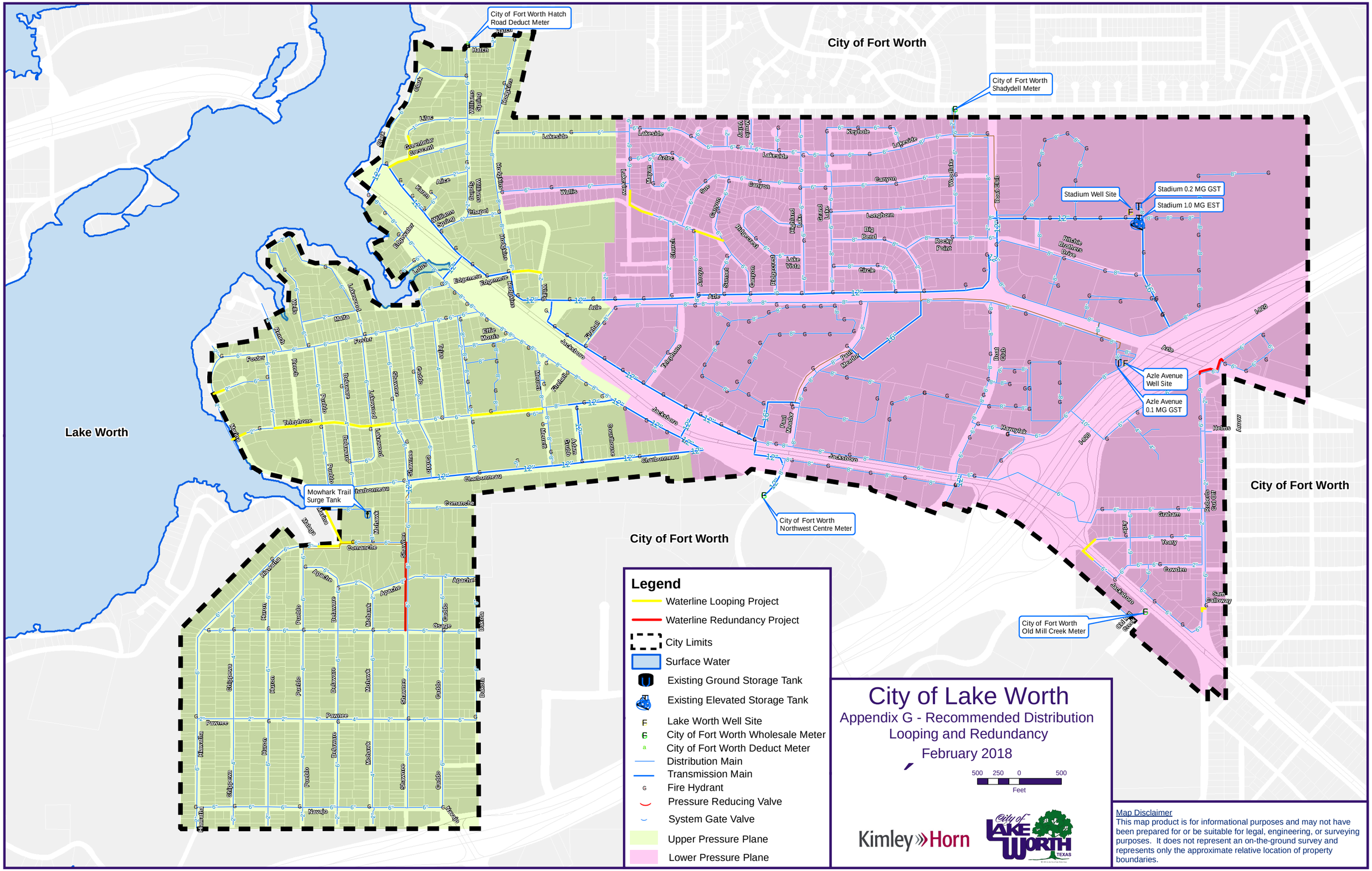
City of Fort Worth Hatch Road Deduct Meter
City of Fort Worth
City of Fort Worth Shadydell Meter
Stadium Well Site
Stadium 0.2 MG GST
Stadium 1.0 MG EST
Azle Avenue Well Site
Azle Avenue 0.1 MG GST
Lake Worth
City of Fort Worth
Mowhark Trail Surge Tank
City of Fort Worth Northwest Centre Meter
City of Fort Worth
City of Fort Worth Old Mill Creek Meter
Legend
Waterline Looping Project
Waterline Redundancy Project
City Limits
Surface Water
Existing Ground Storage Tank
Existing Elevated Storage Tank
Lake Worth Well Site
City of Fort Worth Wholesale Meter
City of Fort Worth Deduct Meter
Distribution Main
Transmission Main
Fire Hydrant
Pressure Reducing Valve
System Gate Valve
Upper Pressure Plane
Lower Pressure Plane
City of Lake Worth
Appendix G - Recommended Distribution Looping and Redundancy
February 2018
500 250 0 500
Feet
Kimley»Horn
City of Lake Worth Texas
Map Disclaimer
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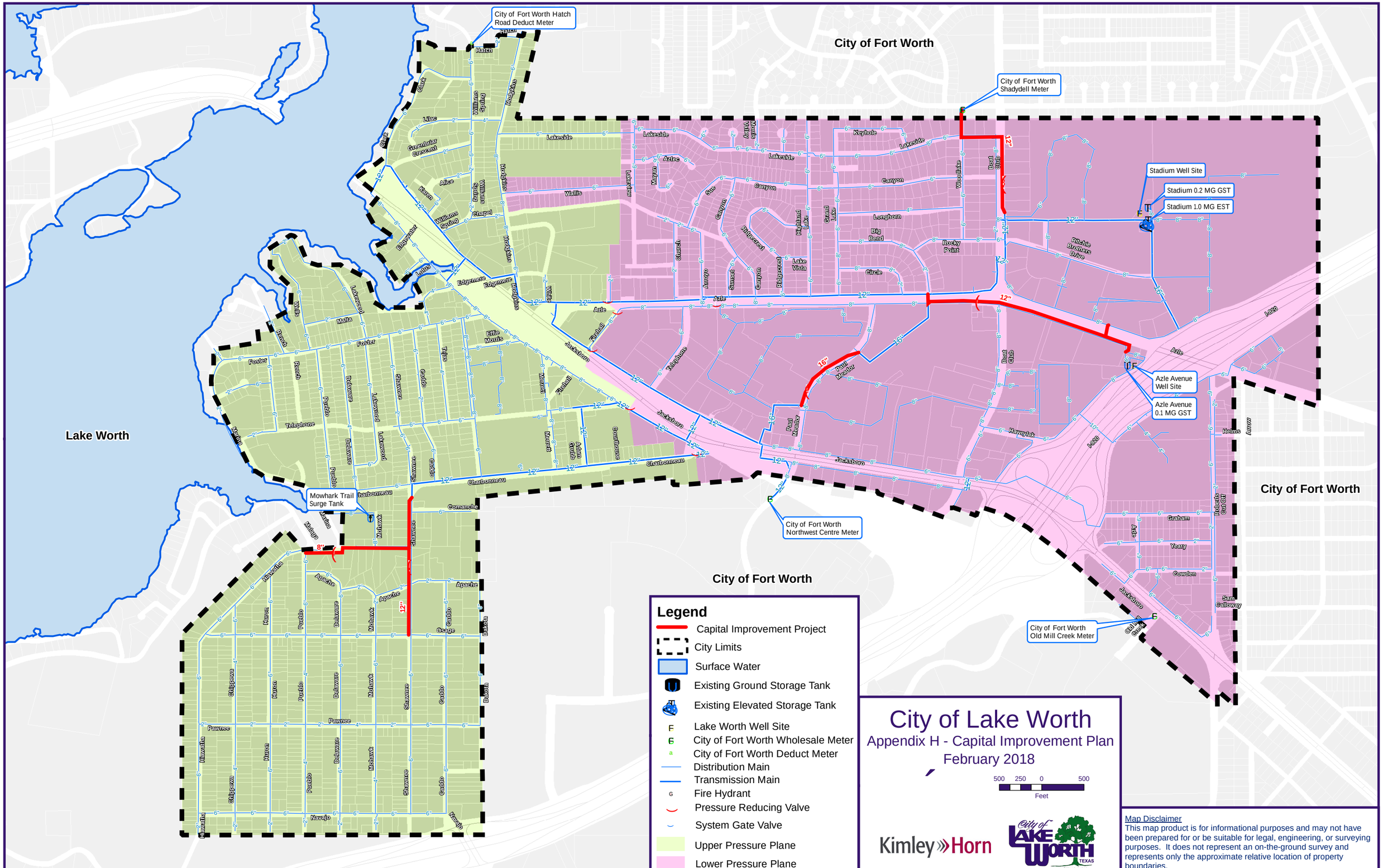


City of Lake Worth

Appendix H - Capital Improvement Plan

February 2018

Map Disclaimer

This map product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

Appendix I – Opinions of Probable Construction Costs

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/6/2018**
Project:	**Water System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: **Summary**

Item No.	Item Description	Item Cost
Capital Improvements Projects		
1	Shawnee Trail and Comanche Trail Water Line Improvements	$836,000
2	Paul Meador 16" Water Line Improvements	$366,000
3	Boat Club Road 12" Water Line Improvements	$642,000
4	Azle Avenue 12" Water Line Improvements	$982,000
5	Well Field Water Treatment Process	$125,000
	Capital Improvement Projects Total:	**$2,951,000**

Basis for Cost Projection:

- ☐ No Design Completed
- ☐ Preliminary Design
- ☐ Final Design

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/6/2018**
Project:	**Water System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 1. Shawnee Trail and Comanche Trail Water Line Improvements

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$50,000	$50,000
2	Traffic Control	1	LS	$5,000	$5,000
3	Erosion Control	1	LS	$5,000	$5,000
4	12" AWWA C900 DR-18 PVC Water Pipe	1,650	LF	$85.00	$141,000
5	8" AWWA C900 DR-18 PVC Water Pipe	1,275	LF	$65.00	$83,000
6	Water Line Trench Safety	2,925	LF	$2.00	$6,000
7	12-inch AWWA Gate Valve	8	EA	$5,000.00	$40,000
8	8-inch AWWA Gate Valve	4	EA	$2,500.00	$10,000
9	Connect to Existing Water Line	6	EA	$5,000.00	$30,000
10	Fire Hydrant Assembly	8	EA	$5,000.00	$40,000
11	Water Meter and Service	20	EA	$2,000.00	$40,000
12	Ductile Iron Fittings	5	TON	$5,000.00	$25,000
13	Hydromulch	500	SY	$3.00	$2,000
14	Asphalt Pavement Repair	2,600	SY	$45.00	$117,000
15	Curb and Gutter Repair	500	LF	$50.00	$25,000

Basis for Cost Projection:

- ☑ No Design Completed
- ☐ Preliminary Design
- ☐ Final Design

Subtotal:		$619,000
Conting. (%,+/-)	20	$123,975
Professional Services (%,+/-)	15	$93,025
Total:		**$836,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/6/2018**
Project:	**Water System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 2. Paul Meador 16" Water Line Improvements

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$30,000	$30,000
2	Traffic Control	1	LS	$5,000	$5,000
3	Erosion Control	1	LS	$5,000	$5,000
4	16" AWWA C900 DR-18 PVC Water Pipe	1,000	LF	$100.00	$100,000
5	Water Line Trench Safety	1,000	LF	$2.00	$2,000
6	16-inch AWWA Gate Valve	3	EA	$9,000.00	$27,000
7	Connect to Existing Water Line	3	EA	$5,000.00	$15,000
8	Fire Hydrant Assembly	3	EA	$5,000.00	$15,000
9	Water Meter and Service	2	EA	$2,000.00	$4,000
10	Ductile Iron Fittings	3	TON	$5,000.00	$15,000
11	Hydromulch	500	SY	$3.00	$2,000
12	Asphalt Pavement Repair	900	SY	$45.00	$41,000
13	Curb and Gutter Repair	200	LF	$50.00	$10,000

Basis for Cost Projection:

- ☑ No Design Completed
- ☐ Preliminary Design
- ☐ Final Design

Subtotal:		$271,000
Conting. (%,+/-)	20	$54,275
Professional Services (%,+/-)	15	$40,725
Total:		**$366,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/6/2018**
Project:	**Water System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 3. Boat Club Road 12" Water Line Improvements

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$50,000	$50,000
2	Traffic Control	1	LS	$20,000	$20,000
3	Erosion Control	1	LS	$5,000	$5,000
4	12" AWWA C900 DR-18 PVC Water Pipe	1,600	LF	$85.00	$136,000
5	Water Line Trench Safety	1,600	LF	$2.00	$4,000
6	12" AWWA C900 DR-18 PVC Water Pipe (By Other than Open Cut)	100	LF	$650.00	$65,000
7	12-inch AWWA Gate Valve	3	EA	$5,000.00	$15,000
8	Connect to Existing Water Line	3	EA	$5,000.00	$15,000
9	Fire Hydrant Assembly	5	EA	$5,000.00	$25,000
10	Water Meter and Service	15	EA	$2,000.00	$30,000
11	Ductile Iron Fittings	3	TON	$5,000.00	$15,000
12	Hydromulch	500	SY	$3.00	$2,000
13	Asphalt Pavement Repair	1,500	SY	$45.00	$68,000
14	Curb and Gutter Repair	500	LF	$50.00	$25,000

Basis for Cost Projection:

- ☑ No Design Completed
- ☐ Preliminary Design
- ☐ Final Design

Subtotal:		$475,000
Conting. (%,+/-)	20	$95,375
Professional Services (%,+/-)	15	$71,625
Total:		**$642,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/6/2018**
Project:	**Water System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 4. Azle Avenue 12" Water Line Improvements

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$60,000	$60,000
2	Traffic Control	1	LS	$20,000	$20,000
3	Erosion Control	1	LS	$5,000	$5,000
4	12" AWWA C900 DR-18 PVC Water Pipe	2,600	LF	$85.00	$221,000
5	Water Line Trench Safety	2,600	LF	$2.00	$6,000
6	12" AWWA C900 DR-18 PVC Water Pipe (By Other than Open Cut)	200	LF	$650.00	$130,000
7	12-inch AWWA Gate Valve	10	EA	$5,000.00	$50,000
8	Connect to Existing Water Line	6	EA	$5,000.00	$30,000
9	Fire Hydrant Assembly	10	EA	$5,000.00	$50,000
10	Ductile Iron Fittings	4	TON	$5,000.00	$20,000
11	Hydromulch	500	SY	$3.00	$2,000
12	Asphalt Pavement Repair	2,400	SY	$45.00	$108,000
13	Curb and Gutter Repair	500	LF	$50.00	$25,000

Basis for Cost Projection:

- ☑ No Design Completed
- ☐ Preliminary Design
- ☐ Final Design

Subtotal:		$727,000
Conting. (%,+/-)	20	$145,675
Professional Services (%,+/-)	15	$109,325
Total:		**$982,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/6/2018**
Project:	**Water System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 5. Well Field Water Treatment Process

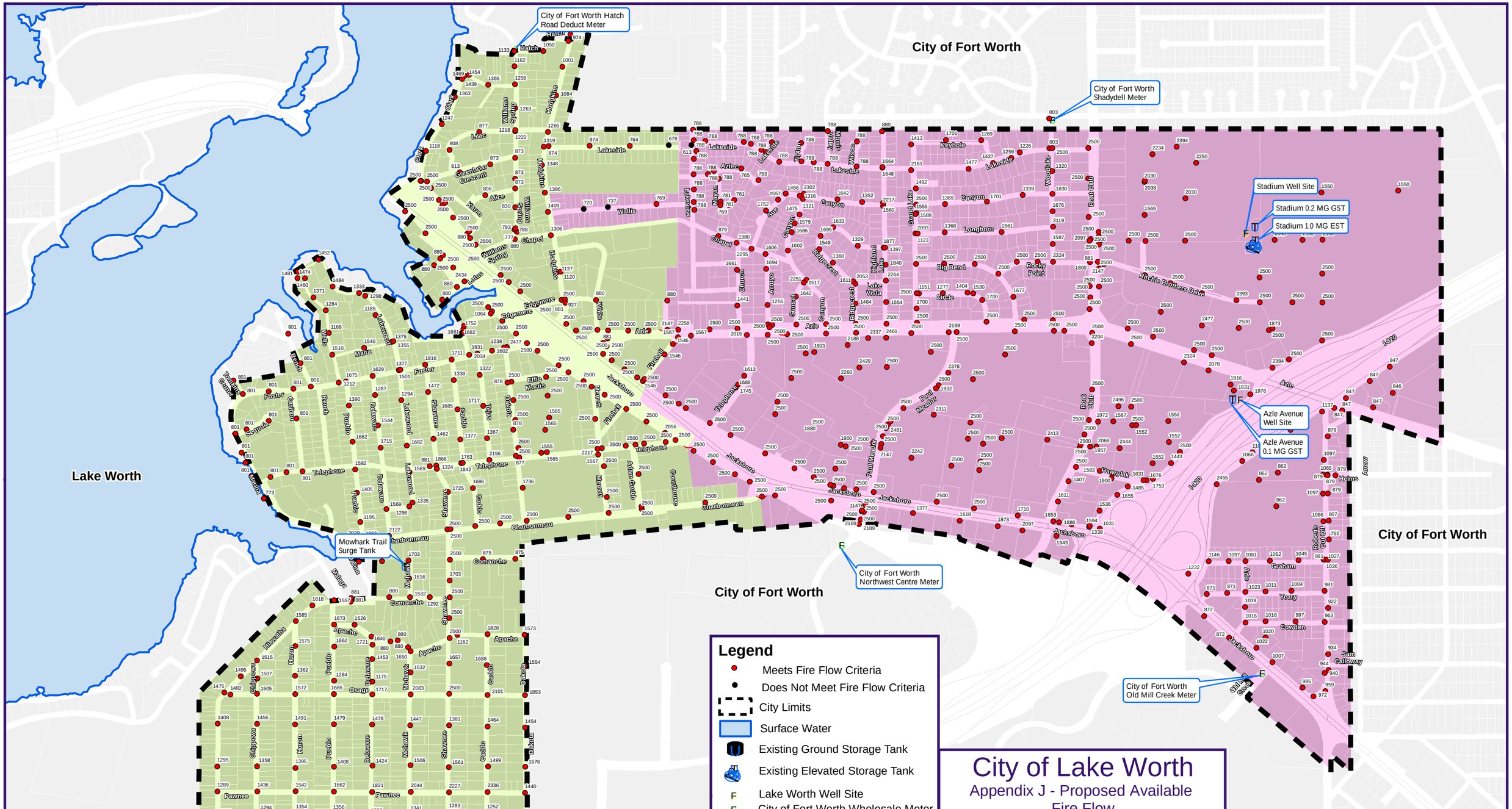
Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Well Field Water Treatment	1	LS	$83,000	$83,000

Basis for Cost Projection:

- ☑ No Design Completed
- ☐ Preliminary Design
- ☐ Final Design

Subtotal:		$83,000
Conting. (%,+/-)	20	$16,800
Professional Services (%,+/-)	-	$25,000
Total:		**$125,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.



City of Lake Worth

Appendix J - Proposed Available Fire Flow

February 2018

Notes

This map shows available fire flow values assuming that the recommended capital improvements plan has been implemented and that pipes less than 6-inch in diamter have been replaced with 6-inch diameter pipes as recommended.

Map Disclaimer

This map product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

Appendix K – City of Lake and City of Fort Worth Wholesale Water Contract

RESOLUTION #927

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS, APPROVING AN AGREEMENT BETWEEN THE CITY OF FORT WORTH AND THE CITY OF LAKE WORTH FOR A FORT WORTH WHOLESALE WATER CONTRACT.

WHEREAS, on the 11th day of April 1989, the City of Fort Worth (Fort Worth) and the City of Lake Worth (Customer) entered into an agreement, same being Fort Worth City Secretary Contract No. 17210 and Customer Resolution #495, whereby Fort Worth agreed to provide wholesale water to Customer; and

WHEREAS, on the 11th day of December 1990, Fort Worth and Customer approved an amendment to the aforementioned contract, same being City Secretary Contract No. 18603 and Customer Resolution #532; and

WHEREAS, these contracts will expire December 31, 2010; and

WHEREAS, Fort Worth and Customer desire to enter into another contract, which will take effect on January 1, 2011 and expire on September 30, 2031.

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

Section 1.

The City of Lake Worth shall enter into the attached Fort Worth Wholesale Water Contract with the City of Fort Worth for the supply of wholesale water.

PASSED AND APPROVED this 13th day of July 2010.

APPROVED:

Walter Bowen

Walter Bowen, Mayor

ATTEST:

Linda Rhodes

Linda Rhodes, TRMC/CMC
City Secretary

CITY SECRETARY
CONTRACT NO. 41102

AGREEMENT FOR WATER SERVICE BETWEEN
THE CITY OF FORT WORTH, TEXAS, AND
THE CITY OF LAKE WORTH, TEXAS

STATE OF TEXAS §
COUNTY OF TARRANT §

This Contract and Agreement ("Agreement") is made and entered into this 16th day of November, 2010, by and between the City of Fort Worth, a municipal corporation located in Tarrant County, Texas, acting by and through FERNANDO COSTA, its duly authorized Assistant City Manager, hereinafter called "Fort Worth," and the City of Lake Worth, located in Tarrant County, Texas, acting by and through Walter Bowen, its duly authorized Mayor, hereinafter called "Customer," and hereinafter collectively referred to as the "Parties".

WHEREAS, Fort Worth has provided at its own expense, and now owns, operates and maintains facilities for processing and distributing a large supply of surface water, and at the present time, is qualified to furnish and deliver treated water, both within and without the corporate boundaries of Fort Worth;

WHEREAS, Customer has provided at its own expense and now owns, operates, and maintains a distribution system, and furnishes water service to the customers within its boundaries;

WHEREAS, Customer does not have and cannot provide economically and within a reasonable period of time, any other source of water supply, fully adequate to meet its present and/or future needs or potential emergency needs;

WHEREAS, it is deemed to be in the best interest of both Fort Worth and Customer that the Parties enter into a mutually satisfactory agreement by means of which Customer may obtain from Fort Worth a supply of treated water at a reasonable rate;

WHEREAS, by the execution of this Agreement, neither Fort Worth nor Customer will surrender any of its rights to the ownership and operation of its present water production and distribution facilities;

WHEREAS, Customer desires to continue to contract for the purchase of treated water and Fort Worth desires to continue to sell treated water to Customer;

WHEREAS Customer and Fort Worth desire to provide for reasonable wholesale contract rates for the purchase of treated water sufficient to assure confidence in the financial soundness of the Fort Worth utility, adequate to maintain and support the utility's credit and sufficient to enable Fort Worth to raise the money necessary for the proper discharge of its public duties in the provision of water service and

WHEREAS, Chapters 552 of the Texas Local Government Code and 791 of the Texas Government Code authorize Fort Worth and Customer to enter into this Agreement.

11-12-10 P04:48 IN

NOW, THEREFORE, KNOW ALL BY THESE PRESENTS that for and in consideration of the mutual covenants, promises and agreements contained herein, Fort Worth and Customer do hereby covenant and agree as follows:

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ARTICLE 1. Definitions

The following definitions, when capitalized, apply throughout this Agreement:

1.1 Annual Consumption. The total quantity of water purchased under the terms of this Agreement by Customer during the Fiscal Year as determined by the difference in the annual October meter readings.

1.2 Average Daily Use. The Annual Consumption divided by the number of calendar days in the Fiscal Year year.

1.3 Calendar Day. The period from midnight of one day to 11:59 PM of the next day.

1.4 Capital Improvements. Any of the following facilities which provide utility services and benefits common to all customers (both retail and wholesale) and that have a life expectancy of three (3) or more years, whether such improvements are located within the jurisdictional limits (including the extra-territorial jurisdiction) of Fort Worth or Customer, and consisting of: water treatment facilities; metering facilities; control systems and appurtenances; storage facilities; pumping facilities; and all mains that are sixteen inches (16") and greater in diameter. Capital Improvements include the initial construction or the expansion of such facilities, as necessary to serve new development.

1.5 Chapter 395. Chapter 395 of the Texas Local Government Code, as it may be amended or re-codified from time to time.

1.6 Customer's Service Area. The area inside the Customer's boundaries and inside the Customer's Certificate of Convenience and Necessity, as shown on **Exhibit A**, except that the Customer may, with written notice to the Director, exclude a contiguous area that receives its entire water service from provider(s) other than Fort Worth.

1.7 Customer System. All necessary Customer mains and distribution facilities on the Customer's side of the meter from and beyond the point of delivery of treated water by Fort Worth.

1.8 Delivery Facility. Any facility necessary for the transmission of water from the Fort Worth System that is on the Customer's side of the point of delivery that is constructed specifically to allow Fort Worth to serve Customer.

1.9 Director. The Director of Fort Worth Water Department or his designee.

1.10 Emergency. A situation, event or condition created by unforeseeable mechanical failure, unprecedented high rate of treated water usage (such as might result from a major fire or a major water main break) or circumstances beyond the Party's reasonable control.

1.11 Equivalent Meters or EM. A means of relating a large-use customer with a base (residential) use customer. Fort Worth Water Department uses 5/8 x ¾ inch meter capacity as an EM. The ratio of larger meter's capacity to the 5/8 x ¾ inch meter capacity is the number of EMs for each meter size.

1.12 Facility Expansion. The expansion of the capacity of an existing facility that serves the same function as an otherwise necessary new capital improvement, in order that the existing facility may serve new development. The term does not include the repair, maintenance, modernization, or an expansion of an existing facility to better serve existing development.

1.13 Fiscal Year. The fiscal year of Fort Worth, which is from October 1st through September 30th.

1.14 Fort Worth. The City of Fort Worth, acting by and through it's duly authorized Assistant City Manager, who may delegate to the Director.

1.15 Fort Worth System. The Fort Worth water treatment and distribution system.

1.16 Impact Fee. A capital contribution funding or recouping the cost of Capital Improvements necessitated by and attributable to new development, subject to and as provided in **Article 16** of this Agreement.

1.17 Maximum Day Demand. The maximum quantity of water used by Customer during one calendar day of the Fiscal Year.

1.18 Maximum Hour Demand. The quantity of water used by Customer during the one hour of the Fiscal Year that more water passed through the meter or meters serving the Customer than during any other hour of the Fiscal Year, multiplied by 24 hours and expressed as MGD.

1.19 MG and MGD. MG is million gallons; MGD is million gallons per day.

1.20 Parties. Fort Worth and the Customer, or each individually.

1.21 Rate of Use Charge. The charge for Maximum Day Demand in excess of Average Daily Use and for Maximum Hour Demand in excess of Maximum Day Demand, as provided in **§ 7.5** and **Exhibit C**.

1.22 Raw Water Charge. The rate for 1,000 gallons charged by the Tarrant Regional Water District to Fort Worth for raw water to be sold to the Customer plus four percent (4%), representing Fort Worth system losses of four percent (4%).

1.23 Return Water. All water that is returned to Fort Worth via discharge into Fort Worth's wastewater system for treatment by Fort Worth's Village Creek Wastewater Treatment Plant or another wastewater treatment plant that is owned or operated (directly or through contract) by Fort Worth.

1.24 Service Charge. A fixed monthly charge per wholesale meter, as set forth in the annual cost-of-service rate study, designed to include a portion of Fort Worth Water Department's cost for wholesale customer billing and accounting.

1.25 Street Rental. The Street Rental charged to the wholesale customers of the Fort Worth System is intended to be compensation for use of public rights-of-way. The Street Rental is established at five percent (5%)of the revenue requirements, excluding Payment in Lieu of Taxes

(PILOT). The Street Rental can not be decreased without the consent of Fort Worth in its sole discretion and, in the event of an increase, can only be increased in one percent (1%) increments once every five (5) years starting on the anniversary date of this Agreement in 2016, and shall never exceed the rate being collected from the natural gas franchised utility serving the City of Fort Worth or the rate collected from the retail water customers of Fort Worth, whichever is less.

1.26 Stand-by Charge. The fee set forth in **§ 7.1.3** and **Exhibit B**. The Stand-by charge is intended to allow a wholesale customer to rely on the Fort Worth System for stand-by delivery of water for the Customer's Emergency use only, as provided in **§ 7.6**.

1.27 System Cost. System Cost, as provided in **§ 6.1.2**.

1.28 TCEQ. The Texas Commission on Environmental Quality or its successor agency.

1.29 Treatment, Pumping and Transmission Charge. The rate, per 1,000 gallons used, regardless of rate of use, as determined by the annual cost-of-service rate study, and which shall include the maintenance and operation costs, and the capital facilities cost on the part of the production and transmission system related to annual use.

1.30 Volume Charge. The combined total of the Treatment, Pumping and Transmission Charge plus the Raw Water Charge in effect for the current Fiscal Year.

ARTICLE 2. Delivery of Water

2.1 Delivery. Fort Worth agrees, subject to the amount of raw and treated water available to Fort Worth, to furnish and sell to Customer treated water of potable quality meeting all applicable governmental standards, delivered under the normal operating pressure prevailing in the Fort Worth System at the Customer point or points of delivery mutually agreed upon, without guarantee of a specific minimum pressure. Mutually agreed point(s) of delivery on the Effective Date are shown on **Exhibit A**.

2.2 Acceptance and Payment. Customer agrees to accept delivery of and to pay for the water in accordance with the terms and conditions of this Agreement. Customer understands and acknowledges that Customer is responsible for maintaining water pressure in the Customer's System, and that maintaining a certain water delivery pressure requires use of storage or pumps on Customer's System.

2.3 Operations. Fort Worth is entitled at any and all times to install, repair, maintain, and replace any equipment or devices in the Fort Worth System. In an Emergency, Fort Worth may take necessary action (including reduction or cessation of water service to Customer) as necessary or appropriate to allow Fort Worth at all times to maintain a minimum pressure as required by law at all retail service locations directly served by Fort Worth, and Fort Worth is excused from the requirements of **§ 2.1** to the extent caused by an Emergency or by Force Majeure or Fort Worth's reasonable efforts to respond to such conditions. In the event of such service interruptions, Fort Worth shall make every reasonable effort to expedite the restoration of service in a timely manner, and shall not unreasonably interrupt, withhold or delay service to Customer.

2.4 Raw Water Contract. In accordance with the terms of Fort Worth City Secretary Contract No. 12720 between Fort Worth, the City of Arlington, the City of Mansfield, Trinity River Authority, and the Tarrant Regional Water District, this Agreement shall be deemed subordinate in all respects to the water requirements of the above contracting Parties as specified in Section 3 of that contract.

2.5 Water Use Restrictions and Conservation.

2.5.1 If Fort Worth in any way restricts, rations or conserves the use of water throughout its CCN during an Emergency declared by the Director, then within 24 hours of being notified of the action of Fort Worth, Customer shall institute and apply the same restrictions and/or measures as to the use of the water by the customers of Customer.

2.5.2 If Fort Worth in any way restricts, rations or conserves the use of water throughout its CCN as authorized by the then Fort Worth City Council and adopted by ordinance, then Customer agrees to institute, apply and enforce the same rationing, conservation measures, or restrictions to the use of water by the customers of Customer for so long as any part of the total water supply of the Customer is being furnished by Fort Worth. Customer shall submit to Fort Worth, within sixty (60) days of the action taken by the City Council of Fort Worth, a copy of the Customer's city council and/or governing board resolution and/or ordinance adopting the same measures as Fort Worth.

2.5.3 If Customer fails to comply with its obligations under this **§ 2.5** then, in addition to the remedies available under **Article 17**, Fort Worth may install or adjust any rate of flow controllers necessary to physically achieve compliance, regardless of whether the rate of flow controller to be installed or adjusted is on Fort Worth's or Customer's side of the meter.

2.6 Requirements of 30 Tex. Admin. Code Chapter 288 ("Ch. 288").

2.6.1 As required by 30 Tex. Admin. Code § 288.5(1)(G), this Agreement requires Customer to develop and implement a water conservation plan or water conservation measures using the applicable elements of Tex. Admin Code Ch. 288.

2.6.2 As required by 30 Tex. Admin. Code § 288.22(a)(8), this Agreement requires that, in case of a shortage of water resulting from drought, the water to be distributed shall be divided in accordance with Texas Water Code § 11.039.

2.6.3 To the extent that Customer fails to comply with **§ 2.5** above or meet any additional requirements under 30 Tex. Admin. Code Chapter 288, Customer agrees to implement and comply with Fort Worth's water conservation plans and measures and drought contingency plan until the Customer's own plans and measures are brought into compliance.

2.7 Consultation with WCAC. Except when the Director determines that emergency conditions require short-term restriction, conservation or rationing to meet all necessary water demands, Fort Worth agrees to consult with the Wholesale Customer Advisory Committee, in the development of any restriction, conservation, rationing, or drought contingency plans that the Director determines may be necessary to address operational constraints, whether or not required by any state or federal regulatory agency, or deemed advisable by the Wholesale Customer Advisory Committee to manage long term System Costs, except where emergency conditions may dictate short-term restriction, conservation or rationing requirements as may be determined by the Director to meet all necessary water demands.

ARTICLE 3. Location and Maintenance of Measuring Devices

3.1 Metered Water. All water furnished under this Agreement by Fort Worth shall be measured by one or more suitable meters equipped with continuous flow, chart recording devices, and telemetering equipment connected with the Fort Worth control center. All meters, recording devices, telemetering equipment and appurtenances (including any flow control equipment required by § 7.2) shall be approved and installed by Fort Worth. Customer shall pay for the meter vault and all metering equipment, including telemetering equipment to the Fort Worth control center, and appurtenances, plus the installation cost thereof. Fort Worth shall pay all costs associated with the operation and maintenance of said equipment and shall pay for the replacement of said equipment as necessary. Such costs, as well as charges for the telelink line and microwave transmitter and the power to operate same, shall be a System Cost.

3.2 Point(s) of Delivery. The point or points of delivery of treated water by Fort Worth shall be the meter vault connection to Customer's side of the meter, and all necessary mains and distribution facilities from and beyond that point shall be the responsibility of Customer. The location of each meter shall be mutually agreed upon in writing by and between the Parties and the meter or meters shall not be moved or relocated except by mutual consent in writing by the Parties.

3.3 Cost of New or Additional Connections. Customer shall pay the cost of each new, enlarged or additional Customer connection to the Fort Worth System, including the cost of the wholesale meter and the Customer's proportionate share of any improvements required for that connection or related service to be provided at the delivery point. The Customer's cost shall be calculated in the same manner as the "developer's cost" for special facilities, including pipelines under Fort Worth's then-existing Water and Wastewater Installation Policy, as determined by the Director. The Customer will pay that amount to Fort Worth before making the new or additional connection to the Fort Worth System, and the amount shall not be a System Cost.

3.4 Check Meter. Either Party, at its own expense, may install a check meter to check or measure the volume of water passing the master meter, provided that, if such check meter is installed, the same rules and regulations relative to its operation, maintenance and reading shall apply as to the master meter being tested.

ARTICLE 4. Meters

4.1 Testing. Fort Worth shall routinely test for accuracy, and service and calibrate if necessary, the master meter at each point of delivery no less than once during each twelve (12) month period. Copies of the results of such calibration and all related information shall be provided to Customer. Customer shall have access to the metering facilities at all reasonable times; provided, however, that any reading, calibration or adjustment to such metering equipment shall be done by employees or agents of Fort Worth, or other mutually approved third party calibration agent, in the presence of representatives of Customer and Fort Worth, if so requested by Customer. Notification of any proposed test shall be provided to the Customer at least seventy-two (72) hours prior to such test being conducted and Customer may observe such test, if so desired.

4.2 Corrections. Upon any calibration of a Wholesale Customer's meter, if it is determined that the accuracy envelope of such meter is found to be lower than ninety-five percent (95%) or higher than one-hundred-five percent (105%) expressed as a percentage of the full scale of the meter, the registration of the flow as determined by such defective meter shall be corrected for a period extending back to the time such inaccuracy began, if such time is ascertainable; or, if such time is not ascertainable, then for a period extending back one-half (1/2) of the time elapsed since the date of the last calibration, but in no event further back than a period of six (6) months. All meters will be properly sealed, and the seals shall not be broken unless representatives of both Parties have been notified and given a reasonable opportunity to be present. If the meter, after testing, is found to be in error outside the parameters established in this Agreement, the amounts due to or due from Fort Worth shall be determined based upon the prevailing wholesale rates which were in effect at the time the meter was determined to be malfunctioning. The amount due to or due from Fort Worth shall be payable within thirty (30) days from the date of receipt of the invoice for said amounts by Fort Worth or by Customer. In addition, the Wholesale Customer's volume and rate of use records shall be corrected, as determined by the meter testing.

4.3 Requested Testing. Customer shall have the right to request Fort Worth to test any meter(s), but no more frequently than quarterly. Upon any such request, Fort Worth agrees to perform its testing and calibration of the meter(s) with notice to Customer, and the Parties shall be entitled to jointly observe any testing, calibration, and adjustments that are made to the meter(s), in the event such modifications are necessary. For such additional testing request, Fort Worth shall give Customer notice forty-eight (48) hours in advance of the time when that testing will occur. Customer shall pay the cost of the additional test requested for any meter(s) if the test shows that the meter(s) is accurate (within five percent (5%) registration), but Fort Worth shall pay the costs of the additional test if the results indicate that the meter(s) is not accurate (in excess of five percent (5%) registration).

4.4 Out of Service Meter. If any meter used to determine the flow of treated water to Customer is out of service or out of repair so that the amount of water metered cannot be ascertained or computed from reading the meter, then the water delivered during the period that the meter is out-of-service or out of repair shall be estimated and agreed upon by the Parties upon the basis of the best data available. The basis for estimating such flow includes, but is not limited to, extrapolation of past patterns of flow for that metering station under similar

conditions. If the Parties cannot agree on the extrapolated estimate of water volume delivered, then agreement on the flow volume will be determined by **§ 22.6** dispute resolution.

ARTICLE 5. Meter Reading and Billing

5.1 Reading Meters. Fort Worth will read all meters provided for herein at monthly intervals, and the Parties shall have free access to read these respective meters daily, if either Party so desires. Each Party has the duty to give immediate notice to the other of any meter that it finds is not functioning properly. Upon such notice, repairs to such meter shall be made promptly.

5.2 Records. All readings of meters will be entered into the records maintained by Fort Worth. Customer shall have access to such records during reasonable business hours and shall be furnished with monthly readings for each point of delivery metering facility.

5.3 Multiple Meters. If Customer has more than one point of connection to the Fort Worth System, the sum of all meter readings and rates of flow shall be used for the purpose of calculating the water Volume Charge and the Rate of Use Charge.

5.4 October Billing. A review of water usage amounts by Customer for the past twelve (12) months shall be made during the presentation of the October bill each year. The October statements shall be prepared so as to reflect any and all Rate of Use Charges for the Fiscal Year just ended which have not been previously billed and paid. A copy of the rate of flow charts or other records showing the Maximum Day Demand and the Maximum Hour Demand for the Fiscal Year just ended shall be furnished to Customer with the October billing.

5.5 Billing and Payment. Bills for water service shall be rendered to Customer monthly by Fort Worth, and shall be due and payable by Customer not more than thirty (30) days from the billing date. The bills will show current charges, as well as past-due charges, if any. Past-due charges shall be the total amount unpaid from all prior billings as of the current billing date. Payments received by Fort Worth shall first be applied to the past-due charges, if any, and thereafter to the current charges.

5.6 Billing Disputes. If Customer disputes a bill and is unable to resolve the difference informally, Customer shall notify the Director in writing. If the Director and Customer are unable to resolve the disputed bill, agreement on the bill will be determined by **§ 22.6** dispute resolution procedures. Dispute of a bill shall not be grounds for non-payment. If a bill or other payment is not paid as specified in this Agreement, a finance charge of ten percent (10%) per annum will be calculated from the date which the payment was required to be made. If a billing adjustment is agreed upon or otherwise established by dispute resolution, then the amount found to be incorrect will be credited to Customer's account together with an interest charge of ten percent (10%) per annum calculated from the date payment of the disputed bill was received.

ARTICLE 6. Rates

6.1 Method of Rate Determination.

6.1.1 Wholesale water rates will be based upon an annual cost-of-service rate study with a rate study conducted every three years by an independent utility rate

consultant as provided for in **§ 6.1.4**. The independent utility rate consultant shall be selected by the Director from a list of five qualified firms submitted to the Director by the Wholesale Customer Advisory Committee. The cost of any such study shall be a System Cost. All cost-of-service studies shall be conducted utilizing the utility cost basis of determining revenue requirements applicable to the wholesale customer class.

6.1.2 The System Cost (i.e., the cost-of-service for the wholesale class) shall include allocated reasonable and necessary operation and maintenance expense; depreciation expense; a fair and reasonable return on allocated capital facilities as provided in **§ 6.1.3;** general and administrative costs; commodity charges including the Raw Water Charge; the cost of treated water; transmission losses; Street Rental (calculated as provided in **§ 1.25**); and Payment In Lieu of Taxes ("PILOT" calculated as provided in **Exhibit D**). To determine the allocation and distribution of costs to the wholesale customer class, the independent utility rate consultant shall consider at least the following factors: total volume, rate of flow, metering, and customer related costs such as accounting, billing, and monitoring. Capital related costs will consist of depreciation expense and return on original cost rate base. The "rate base" shall consist of all allocated capital facilities, net of depreciation and contributions, and shall include construction work in progress, a reasonable allowance for working capital, and a reasonable inventory of materials and supplies necessary for the efficient operation of the Fort Worth System. The methodology shall be that used in the most recent wholesale water rate study completed and approved by the Fort Worth City Council before the Effective Date, which Customer acknowledges having received prior to executing this Agreement. Records of the original cost and the accumulated depreciation of all capital facilities shall be maintained in the Fort Worth Fixed Asset Tracking System. These records shall be available for inspection at the Fort Worth Water Department during reasonable business hours upon request by Customer.

6.1.3 Fort Worth shall be allowed to earn and recover in rates a rate-of-return on the rate base as described in **§ 6.1.2**. That rate of return shall be equal to the weighted average imbedded cost of outstanding debt plus one and one-half percent (1-1/2%). The parties agree that this rate of return is reasonable.

6.1.4 For the Fiscal Years beginning October 1, 2011, 2014, 2017, 2020, 2023 2026 and 2029, a detailed wholesale water rate study will be performed by an independent utility rate consultant selected by the Director in conformance with **§ 6.1.1**. The same methodology used in the immediate previous rate study will be utilized by the rate consultant so selected. In the interim Fiscal Years between detailed rate studies, Fort Worth will adjust wholesale water rates annually, using the same methodology as the last detailed rate study, and will utilize the actual operating data for the twelve (12) month period ending September 30th of the prior year, adjusted for all known and measurable changes in cost data that may have occurred since the last audited financial statement. Such adjustments should allow for year-end trending and the spreading of non-recurring expenses over an appropriate benefit period.

6.1.5 Changes in the wholesale water rate methodology will be allowed if recommended by a majority vote of the Wholesale Customer Advisory Committee and approved by the Fort Worth City Council. For purposes of this **§ 6.1.5**, a majority is defined as any combination of Fort Worth wholesale customers that took more than fifty percent (50%) of the wholesale water delivered by Fort Worth during the immediate past Fiscal Year.

6.2 Rates to be Used.

6.2.1 The rates and charges to be effective upon approval of this Agreement shall be those calculated by the most recent cost of service study and adopted by the Fort Worth City Council to take effect during the current Fiscal Year.

6.2.2 The Raw Water Charge shall be increased or decreased when the raw water cost paid by Fort Worth for water available for treatment and sale to Customer is increased or decreased as determined by the Tarrant Regional Water District in accordance with Fort Worth City Secretary Contract No. 12720.

6.2.3 The Parties agree that services obtained pursuant to this Agreement are essential and necessary to the operation of Customer's waterworks facilities and that all payments made by Customer hereunder shall constitute reasonable and necessary operating expenses of Customer's waterworks and wastewater systems within the meaning of § 1502.056 of the Texas Government Code, and the provisions of any and all ordinances of Customer authorizing the issuance of any revenue bonds of Customer which are payable from its waterworks and wastewater systems.

6.2.4 Customer agrees, throughout the term of this Agreement, to fix and collect such rates and charges for water service to be supplied as will produce revenues in an amount equal to at least (i) all of operation and maintenance expenses of such system, including specifically its payments under this Agreement; and (ii) all other amounts as required by law and the provisions of the ordinances or resolutions authorizing its revenue bonds or other obligations now or hereafter outstanding, including the amounts required to pay all principal of and interest on such bonds and other obligations.

6.2.5 Customer understands that Fort Worth City Council has the right to annually revise the rates charged to cover all reasonable, actual, and expected costs. Revision of rates shall be pursuant to the provisions set forth in this Agreement. Fort Worth shall give Customer a minimum of six (6) months notice of intent to revise rates. Fort Worth will furnish members of the Wholesale Customer Advisory Committee a draft copy of the cost-of-service study of the proposed rates sixty (60) days prior to Fort Worth submitting a rate increase request to its City Council. Within thirty (30) days of receiving the draft study, the Wholesale Customer Advisory Committee will submit its written comments on the draft study to Fort Worth, and Fort Worth will respond to these comments as soon thereafter as possible. If the Wholesale Customer Advisory Committee has not provided its written comments within said period, the Wholesale Customer

Advisory Committee is deemed to have accepted the proposed rates contained in the draft study, and Customer agrees that it will be bound by the rates as approved by the Fort Worth City Council. The rates approved by the Fort Worth City Council shall be the rates to be used in this Agreement for the succeeding Fiscal Year.

ARTICLE 7. Payment for Water

Payment of charges to Fort Worth for water used by Customer shall be made as follows:

7.1 Annual Payment. The annual payment will be the charges computed based on all water delivered by Fort Worth to Customer during the current Fiscal Year at rates set pursuant to this Agreement. For purposes of calculating the annual payment, the current year will be the Fiscal Year during which the water usage occurred. However, the minimum annual payment will be the greater of the following:

7.1.1 the current Fiscal Year Volume Charge times the current Fiscal Year Annual Consumption, plus the Service Charge, plus the current Fiscal Year Rate of Use Charges (Exhibit C, Example 1); or

7.1.2 the current Fiscal Year Volume Charge times the current Fiscal Year Annual Consumption, plus the Service Charge, plus the current Fiscal Year Rate of Use Charges applied to the average of the Maximum Day Demand above Average Daily Use and the average of the Maximum Hour Demand above Maximum Day Demand for the most recently completed three (3) Fiscal Years (to include the current Fiscal Year) (**Exhibit C, Example 2**); or

7.1.3 if applicable to Customer, a Stand-by Charge equal to:

(a) twelve (12) months;

(b) times the total number of EM units for all of the Customer's wholesale meters connected to the System;

(c) times 28,800 gallons per day;

(d) times a dollar amount equal to a three (3) year numerical average of the Treatment, Pumping and Transmission Charge per 1,000 gallons, using the Treatment, Pumping and Transmission Charge from most recent annual cost-of-service rate study performed by the independent utility rate consultant as provided in § **6.1.4** and the two years prior to the year of that study. This dollar average will remain in effect for purposes of calculating this § **7.1.3** Stand-by Charge until the next cost-of-service rate study is performed by an independent utility rate consultant as provided in § **6.1.4**.

Exhibit B presents an example calculation of the Stand-by Charge.

7.2 Withdrawal Rate. The rate at which water is withdrawn from the Fort Worth System by Customer shall be regulated by rate-of-flow controllers, pumps, or other approved methods. The rate of withdrawal shall be controlled so that the maximum rate shall not exceed 1.35 times the Maximum Day Demand experienced during the previous year unless Customer has notified the Director at least (6) months before the date of the anticipated increase in the Maximum Day Demand; provided, however that in an Emergency such as a line break, Customer shall advise the Director within 24 hours of the increase in the maximum rate of withdrawal. Customer shall furnish the Director with all pertinent information regarding the proposed increase in maximum rate of withdrawal. The Director may waive the notice requirement if, in his sole opinion, that notice is not necessary to protect the interests of Fort Worth.

7.3 Monthly Payments. The monthly payment will be the sum of (a) plus (b) plus (c):

(a) the greater of:

(i) one-twelfth (1/12) of the amount calculated in § 7.1, or

(ii) the Volume Charge times the actual volume of water taken that month;

(b) one-twelfth (1/12) of the sum of the annual Rate of Use Charges, determined as provided in **§ 7.5** and **Exhibit C**; and

(c) one-twelfth (1/12) of the sum of the Fiscal Year Service Charge.

7.4 Total Annual Payments. The total annual payment for water delivered to Customer shall be based on the annual and peak volumes delivered to Customer during the Fiscal Year, as determined by meters, flow recording devices or other approved methods, and calculated as provided in the annual payment provisions set forth above and in **Exhibits B and C**. The October monthly payment for September's usage shall contain any adjustments necessary to update the Rate of Use Charge calculations as necessary to recover the Annual Payment for the Customer's actual withdrawals from the Fort Worth System (including Rate of Use Charges for Maximum Hour and Maximum Day Demands) for the Fiscal Year just ended, during which the water usage occurred. **Exhibit C** provides examples of the Annual Bill Calculation.

7.5 Rate of Use Charge. As provided in **§§ 7.1, 7.3 and 7.4** and shown in **Exhibit C**, Monthly Payments and the Annual Payment shall include Rate of Use Charges, unless the Stand-by Charge applies. The Rate of Use Charges consist of:

(a) Maximum Day Rate of Use Charge, calculated by multiplying the "Excess Max Day Charge" per MGD from the annual cost-of-service rate study, times the Maximum Day Demand (in MGD) in excess of Average Daily Use (in MGD); and

(b) Maximum Hour Rate of Use Charge, calculated by multiplying the "Excess Max Hour Charge" per MGD from the annual cost-of-service rate study, times the Maximum Hour Demand (expressed as MGD) in excess of Maximum Day Demand (in MGD).

Exhibit C presents example Rate of Use Charge calculations. Rate of Use Charges are estimated by applying the current Fiscal Year Excess Max Day and Excess Max Hour Charges to the prior Fiscal Year's Maximum Day Demand, Maximum Hour Demand and Average Daily Use in the October through September bills, with adjustments in the October bill as necessary to recover the

Annual Payment based on the Customer's actual withdrawals (including Rate of Use Charges for Maximum Hour and Maximum Day Demands) for the Fiscal Year just ended, during which the water usage occurred.

7.6 Applicability of Stand-by Charge. Customer is subject to the Stand-by Charge if the amount of the Stand-by Charge is the greater of the Annual Payment options listed in **§ 7.1**. Customer is a Stand-by Customer if it receives water from the System for Emergency use only, and the Director has approved that use. A Stand-by Customer's obligations under this Agreement include the requirements of § 3.1 for the location, approval and installation of meters. By execution of this Agreement and approval of the Stand-by service meter, Fort Worth agrees to provide the wholesale Emergency service through the approved meter to the Stand-by Customer, subject to the terms of this Agreement; however, notwithstanding **§ 2.1**, delivery of water to a Stand-by Customer is subordinate to Fort Worth's other delivery obligations. Further, this Agreement does not grant or imply that the Standby Customer has reserved any water service, capacity or delivery from the System, other than for Emergency use as provided in this **§ 7.6**. Any change in the Stand-by Customer's use from Emergency to non-Emergency must be approved in writing by the Director. Unless otherwise agreed in writing by Customer and Director, the Stand-by Customer is not required to pay the Impact Fees required by Article 16 until it requests or takes deliveries of water from the System that exceed the approved Emergency use.

ARTICLE 8. Effective Date

The effective date and time of this Agreement for all purposes is January 1, 2011 at 12:01 a.m. Upon the Effective date, the wholesale water service agreement then in effect between Fort Worth and the Customer is terminated and superseded by this Agreement.

ARTICLE 9. Term

This Agreement expires on September 30, 2031. It may be renewed on terms mutually agreeable to the Parties.

ARTICLE 10. Rights-of-Way

Customer shall grant, without charge to Fort Worth, such easements and rights-of-way along public highways or other property owned by Customer, as requested by Fort Worth, in order to construct or maintain mains or facilities within the Customer's Service Area to provide water to Customer and to other areas. Upon notice from Customer and at Fort Worth's expense incurred as a System Cost, Fort Worth will move such water mains or facilities located in such street rights-of-way, or other property owned by Customer when reasonably necessary to the performance of essential governmental duties by Customer. Fort Worth shall grant, without charge to Customer, such easements and rights-of-way along public highways or other property owned by Fort Worth, as requested by Customer, in order to construct and maintain water mains or facilities within Fort Worth to provide water to Customer. Upon notice from Fort Worth and at Customer's expense, Customer will move such water mains or facilities when located in such street rights-of-way or other property owned by Fort Worth when reasonably necessary to

performance of essential governmental duties by Fort Worth. All work done by or on behalf of Fort Worth under this paragraph will be performed in accordance with specifications equal to those applying to work of a similar nature performed within Fort Worth, and the applicable Party will use its best efforts to restore the others property to as near original condition as feasible unless otherwise mutually agreed in writing. Fort Worth and Customer agree to coordinate the location of the mains and/or facilities in the other's easements and rights-of-way in order to prevent further conflicts insofar as is reasonably practicable.

ARTICLE 11. TCEQ Public Water Supply Approval

The Customer System shall be approved by the TCEQ during the life of this Agreement. If, at any time, the Customer System is not approved by the TCEQ, or if Customer does not have an active cross-connection control program, there shall not be any direct physical connection between the Fort Worth System and the Customer System unless an approved backflow prevention device has been provided and installed and this installation has been approved by the TCEQ. All expenses to provide and install backflow prevention device(s) will be borne by Customer.

ARTICLE 12. Resale of Water

12.1 Outside Service Area. Customer agrees that it will not share facilities for water system use with any other governmental or corporate entity outside of Customer's Service Area without the express written consent of Fort Worth, which consent shall not be unreasonably withheld. Fort Worth neither recognizes nor approves any existing agreements entered into by Customer with other governmental or corporate entities outside of Customer's Service Area, unless expressly approved in writing by the Director before the Effective Date.

12.2 Exceptions. Only those existing connections outside of the Customer's Service Area shown in **Exhibit E** may continue. Customer agrees that it will not enter into any resale or transportation agreement other than as a part of its normal offering and supply of water to existing and future subscribers to its Customer System without the recommendation of the Wholesale Customer Advisory Committee and express written consent of Fort Worth.

ARTICLE 13. Sanitary Sewer Facilities

The Customer agrees that it will require all of its customers, who are provided water from the Fort Worth System, to have adequate sanitary sewage facilities meeting TCEQ requirements.

ARTICLE 14. Additional Wholesale Customers

Fort Worth will use its best efforts to provide an adequate water supply for all of its customers. Prior to the approval of additional wholesale customers, Fort Worth will obtain in writing reasonable assurances from the Tarrant Regional Water District that the projected ten (10) year water demands of the then-existing wholesale customers being served and any proposed additional customers can be fulfilled, and will charge the new customer an appropriate connection fee pursuant to **§ 3.3**. Fort Worth will consult with the Wholesale Customer

Advisory Committee and the Tarrant Regional Water District before contracting with additional new wholesale water customers.

ARTICLE 15. Wholesale Customer Advisory Committee

Customer's governing body shall annually appoint a representative to be a voting member of the Wholesale Customer Advisory Committee, whose purpose shall be to consult with and advise Fort Worth, through the Director, on matters pertaining to conservation, wholesale planning, improvements, grants, wholesale rate studies, administration, budgets, and additional wholesale customers, whether same be wholesale customers of Customer or Fort Worth. The Wholesale Customer Advisory Committee may establish bylaws governing the election of officers, meeting dates and other matters pertinent to its functioning.

ARTICLE 16. Impact Fees

16.1 Calculation and Payment of Impact Fees. On a quarterly basis, Customer agrees to pay to Fort Worth an Impact Fee for each new or enlarged connection for water service made within Customer's Service Area served by the Fort Worth System. The Impact Fee to the Customer for each such connection shall be based upon the size of water meter and shall be equal to the Impact Fee adopted by Fort Worth and collected for the same size water meter and type of connection within the jurisdiction of Fort Worth. The calculation of the Impact Fee shall be consistent with the Fort Worth ordinance adopting the Impact Fee in accordance with all applicable state and federal regulations, including Chapter 395, and shall include only those costs allowed under § 395.012 (or its amended or successor statute) that are associated with Capital Improvements necessary to provide service to new development. Nothing within this Agreement shall be deemed to prevent either Fort Worth or Customer from charging their own retail customers' Impact Fees in excess of the Impact Fee authorized by this Agreement.

16.2 Multiple Surface Water Providers. If Customer receives surface water from more than one water provider for use by potable water customers within its Service Area, then the Customer's impact fees due to Fort Worth shall be proportionately reduced. The charge will be a fractional part of the Impact Fee imposed within Fort Worth for the same size of meter based on the ratio of the annual amounts of water purchased from Fort Worth to the total annual combined amount of surface water purchased from Fort Worth and the Customer's other surface water provider(s). For purposes of calculating this fractional part, this ratio will be the greater of the most recent prior annual ratio or the most recent 3 year average ratio occurring after the first Fiscal Year after the Effective Date.

16.3 Use of Impact Fees. As required by Chapter 395, Fort Worth agrees that all money remitted to it pursuant to this **Article 16** will be placed in an interest bearing account to pay only for the cost of constructing Capital Improvements included in the Chapter 395 capital improvements plan, and will not be used for operation and maintenance expenses. Once expended, such funds and all interest earned thereon will be considered a "contribution" for rate setting purposes only. To the extent that the cost of any Capital Improvement is recovered through Impact Fees, it shall not be included in the System Cost.

16.4 Impact Fee Report. Customer shall provide to Fort Worth information that relates to the making of new and/or enlarged connections within its jurisdiction as may be requested by the Director, including building permits, with each quarterly payment required in this **Article 16**.

16.5 No Waiver. Neither Fort Worth nor Customer shall waive any Impact Fee due from new or enlarged connections to its respective system within its jurisdiction. However, either Fort Worth or Customer may pay such Impact Fee into the interest bearing Impact Fee account required by **§ 16.3**.

16.6 CIFC. The Wholesale Customer Advisory Committee created pursuant to **Article 15** shall select five (5) of its members to a subcommittee to be known as the Customer Impact Fee Committee ("CIFC"). As required by Texas Local Government Code § 395.052, at least every five (5) years, beginning June, 2014, or sooner, Fort Worth will update the land use assumptions and capital improvements plan upon which the Fort Worth Impact Fees are based, or make the determination under Chapter 395 that no update is required. Fort Worth shall submit a copy of the annual report of Fort Worth Impact Fee projects and expenditures to the Wholesale Customer Advisory Committee Rate Subcommittee. In June 2014 and at least every five years thereafter, the CIFC shall submit a list of five qualified engineers or planning consultants to the Director. The Director shall select a consultant from such list to assist Fort Worth in developing land use assumptions, identifying capital improvements, and formulating capital improvement plans and Impact Fees. The consultant shall be responsible to Fort Worth and its citizen's advisory committee, but shall also report to the CIFC. The cost of the consultant shall be deemed a System Cost, except to the extent that such cost is recovered through Impact Fees. If the CIFC fails to submit a list of five consultants to Fort Worth, Fort Worth shall select the consultant.

16.7 Capital Improvements Plan. Fort Worth agrees that only the Capital Improvements as defined in **§ 1.4** shall be included in the capital improvements plan for the purpose of determining Impact Fees; provided however, Fort Worth may include other capital improvements for the purpose of determining Impact Fees to its own retail customers. Fort Worth shall not be required to include all of its capital improvements in its Chapter 395 capital improvements plan. The CIFC shall be responsible for working with Fort Worth and its consultants to determine the Capital Improvements to be included in the calculation of any Impact Fees. The CIFC shall recommend to the Wholesale Customer Advisory Committee which Capital Improvements should be included in the calculation of any Impact Fees. The CIFC shall also meet with Fort Worth's citizen advisory committee as such citizen's advisory committee reviews and considers land use assumptions, the capital improvements plan and Impact Fees.

16.8 Dissemination of Documents. Prior to the adoption of any land use assumptions, capital improvements plan, or Impact Fees assessed by Fort Worth, the CIFC shall be furnished a copy of the proposed land use assumptions, capital improvement plans or Impact Fees at least thirty (30) days prior to any scheduled hearing thereon. Any revised Impact Fee adopted pursuant to such updated capital improvements plan shall not take effect for a period of at least ninety (90) days after adoption by Fort Worth.

16.9 Audited Financial Statement. Upon request, Fort Worth shall make available to the Wholesale Customer Advisory Committee the most recent audited financial statement of the Fort Worth Water Department's records.

16.10 Current Impact Fees. Customer agrees to pay Impact Fees in the amounts determined pursuant to this **Article 16**. On the Effective Date, those impact fees are the Impact Fees most recently adopted by the Fort Worth City Council before the Effective Date. Thereafter the Impact Fees are those in effect by Fort Worth ordinance at the time the new or enlarged connection is made.

16.11 Changes to Chapter 395. Fort Worth and Customer agree that the methodology for the calculation of Impact Fees required by this Agreement shall be consistent with the methodology prescribed by Chapter 395. If that statutory methodology is amended or replaced by a new statute, the Wholesale Customer Advisory Committee may engage legal counsel to work with Fort Worth to propose amendments to this Agreement to conform it to such amendment or new statute. The reasonable cost of such legal counsel shall be a System Cost.

ARTICLE 17. Breach, Termination and Other Remedies

17.1 Termination by Mutual Consent. This Agreement may be terminated in whole or in part by the mutual consent of Customer and Fort Worth. Fort Worth's decision on whether to consent to termination remains within it's sole discretion; however, before consenting to termination, Fort Worth shall consult with WCAC regarding the circumstances of the proposed termination.

17.2 Termination for Material Breach. Notwithstanding anything in this Agreement to the contrary, any material breach by either Party to perform any of its duties or obligations under this Agreement, or to faithfully keep and perform any of the terms, conditions and provisions of this Agreement, shall be cause for termination of this Agreement by the non-breaching Party in the manner set forth in this **§ 17.2**. Upon such breach, the non-breaching Party may notify the breaching Party of the non-breaching Party's intention to terminate this Agreement if the breaching Party fails to cure such breach within ninety (90) days from the date of the notice. The notice must include a reasonable description of the breach. The non-breaching Party shall notify the breaching Party in writing upon acceptance of the cure of any breach. If by the ninetieth (90th) day the breaching Party fails or refuses to cure such breach pursuant to the terms and conditions of this Agreement, then the non-breaching Party shall have the right to terminate this Agreement with six months additional notice to the breaching Party.

17.3 Termination for Repeated Breach. Upon a second (or any repeated) breach of a similar nature by a Party and irrespective of any cure of such breach, the non-breaching Party may, after six (6) months notice to the breaching Party, terminate this Agreement. That notice must be provided within a reasonable time after the repeated breach that is the basis for the termination.

17.4 Material Breach. The following breach, default or failure to perform a duty or obligation under this Agreement is a material breach:

a. Failure to comply with **§§ 2.5 or 2.6** requirements regarding rationing, conservation measures or restrictions;
b. Failure to pay any bill, charge, or fee as required by this Agreement, including fees required under **Article 16**;
c. Making any connection to the Fort Worth System at any point except as provided in **§ 3.2**;
d. Failure to correct any potentially hazardous connection in accordance with the terms of **Article 11**, after notice delivered by certified mail;
e. Failure to provide Fort Worth ingress and egress for purposes of operation and maintenance of any metering facility;
f. Failure to provide Fort Worth rights-of-way as required herein; or
g. Failure to provide Fort Worth an Impact Fee report as required in **Article 16**.

All other breaches are deemed to be non-material.

17.5 Notice and Cure. In the event of a material or non-material breach, default or failure to perform a duty under this Agreement, the non-breaching Party may send a notice of such default to the breaching Party. The notice must include a reasonable description of the breach. If the breaching Party fails to cure the breach, default or failure within 60 days of that notice, then the non-breaching Party may give the breaching Party a second notice of its failure to cure the breach. Failure to cure the breach within 30 days after the second notice shall constitute a repeated breach, and may result in termination of this Agreement as provided in **§ 17.3** for repeated breach. Fort Worth may, upon breach by a Customer, surcharge the Customer an amount developed and calculated by Fort Worth intended to reimburse Fort Worth for any damages each month, including 10% interest, until Customer cures that breach. Because failure to perform obligations under this Agreement cannot be adequately compensated in money damages alone, the Parties shall have available to them the equitable remedy of specific performance in addition to any other legal or equitable remedy as may be provided by law.

17.6 Notice and Cure for Nonpayment of Impact Fees. If the breach is based on the non-payment or underpayment of Impact Fees, then the Customer shall pay Fort Worth the amount of the non-payment or under-payment within 60 days of the notice required by **§§ 17.2 or 17.5**, plus interest at a rate of 10% of the amount owed, accruing from the time at which the payment was due. An additional charge of $500.00 will be added if no Impact Fee report was filed.

17.7 Notice and Cure for Breach of Water Use Restrictions and Conservation. If Customer breaches **§§ 2.5 or 2.6**, then the **§ 17.2** notice provisions do not apply and the Director, in his sole discretion, may, in writing, set such time in which the Customer shall cure the breach. If Customer fails or refuses to cure the breach within the stated time, then Fort Worth shall have the right to declare this Agreement terminated after six (6) months additional notice to Customer.

17.8 Failure to Provide Notice of Withdrawal Rate under § 7.2. Failure to provide **§ 7.2** notice, provided the Director did not waive notice requirements, will be considered a non-material breach of the Agreement and, in addition to other remedies available under this Agreement, shall result in an automatic surcharge in the amount specified in **§ 17.5** for such non-material breaches of the Agreement, without further notice requirements.

17.9 Effect of Termination. Upon termination of this Agreement under this **Article 17**, all rights, powers, and privileges of Customer and Fort Worth under this Agreement shall cease and terminate, and neither Party shall make any claim of any kind whatsoever against the other Party, its agents or representatives, by reason of termination or any act incident to termination, if the terminating Party acted reasonably and the termination was not unreasonable, or arbitrary and capricious. If this Agreement is not renewed before it expires, and the Parties are negotiating in good faith regarding the provisions of a new agreement, then the Parties may extend the date for termination, in writing that refers to this **§ 17.9** and is signed by both Parties. If this Agreement is not renewed, or if the Agreement is terminated by one of the Parties pursuant to this **Article 17**, then, as authorized by Texas Water Code § 11.036, this Agreement requires the Customer to develop alternative or replacement supplies before the expiration or termination of this Agreement; this requirement may be enforced by the equitable remedy of specific performance, sought by court order, in addition to any other legal or equitable remedy as may be provided by law. No continuation of the service obligation exists or will be implied after expiration or termination.

17.10 No Waiver by Fort Worth. Any failure by Fort Worth to terminate this Agreement, or the acceptance by Fort Worth of any benefits under this Agreement, for any period of time after a material breach, default or failure by Customer shall not be determined to be a waiver by Fort Worth of any rights to terminate this Agreement for any subsequent material breach, default or failure.

17.11 No Waiver by Customer. Any failure by Customer to terminate this Agreement, or the acceptance by Customer of any benefits under this Agreement, for any period of time after a material breach, default or failure by Fort Worth shall not be determined to be a waiver by Customer of any rights to terminate this Agreement for any subsequent material breach, default or failure.

ARTICLE 18. Ownership and Liability

18.1 No Joint Venture. No provision of this Agreement shall be construed to create any type of joint or equity ownership of any property, any partnership or joint venture, nor shall same create any other rights or liabilities and Customer payments (whether past, present, or future) shall not be construed as granting Customer partial ownership of, pre-paid capacity in, or equity in the Fort Worth System.

18.2 Liabilities. Liabilities for damages arising from the proper treatment, transportation and delivery for all water provided hereunder shall remain with Fort Worth to the point of delivery and, upon passing through the meter, liability for such damages shall pass to the Customer, save and except that Fort Worth's sole responsibility is to provide to Customer water of a quality which meets state and federal drinking water standards. Each Party agrees to save, release and hold harmless the other Party from all claims, demands, and causes of action which may be asserted by anyone on account of the quality, transportation and delivery while water is in the control of such Party. This covenant is not made for the benefit of any third party. Fort Worth takes the responsibility as between the Parties for the proper treatment, quality, transportation, and delivery of all such water provided by it to the point of delivery.

18.3 Contractors. Agreements made and entered into by either Customer or Fort Worth for the construction, reconstruction or repair of any Delivery Facility shall include the requirement that the independent contractor(s) must provide adequate insurance protecting both the Customer and Fort Worth as co-insured. Such Agreement must also provide that the independent contractor(s) covenant to indemnify, hold harmless and defend both the Customer and Fort Worth against any and all suits or claims for damages of any nature arising out of the performance of such Agreement.

ARTICLE 19. Force Majeure

19.1 Notice and Suspension. If by any reason of force majeure either Party shall be rendered unable, wholly or in part, to carry out its obligations under this Agreement, other than the obligation of the Customer to make payments required under the terms hereof, then if such Parties shall give notice and full particulars of such force majeure in writing to the other Party within a reasonable time after the occurrence of the event or cause relied on, the obligation of the Party giving such notice, so far as it is affected by such force majeure, shall be suspended during the continuance of the inability then claimed, but for no longer period, and such Party shall endeavor to remove or overcome such inability with all reasonable dispatch.

19.2 Definition. The term "force majeure," as employed herein, shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of public enemy, orders of any kind of the government of the United States or the State of Texas, or any civil or military authority, insurrection, riots, epidemics, landslides, lightning, earthquake, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraints of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines or canals, partial or entire failure of water supply, and inability on the part of Fort Worth to deliver water hereunder or the Customer to receive water hereunder on account of any other cause not reasonably in the control of the Party claiming such inability.

ARTICLE 20. Notices

20.1 Required Notice. Except in the case of an Emergency, any notice or other communication that is required, given or provided for under this Agreement shall be in writing, and addressed as follows:

To Fort Worth:
Water Director
City of Fort Worth
1000 Throckmorton Street
Fort Worth, TX 76102

To Customer:
Mayor Walter Bowen
City of Lake Worth
Address 3805 Adam Grubb
Lake Worth, Texas 76135

With an additional copy to be given to a Customer representative, if designated in writing by Customer.

20.2 Delivery and Receipt. Notice shall be either (a) delivered personally, (b) sent by United States certified mail, postage prepaid, return receipt requested, (c) placed in the custody of a nationally recognized overnight carrier for next day delivery, or (d) sent via telecopy or facsimile (fax) transmission. Notice shall be deemed given when received if delivered personally or sent via telecopy or facsimile transmission with written confirmation of receipt; forty-eight (48) hours after deposit if sent by mail; and twenty-four (24) hours after deposit if sent by nationally recognized overnight carrier for next day delivery.

20.3 Change of Address Notices. Each Party shall provide notice in writing, as provided in § 20.1 of any change in its address.

ARTICLE 21. Inspection and Audit

Complete records and accounts required to be maintained by each Party shall be kept for a period of five (5) years. Each Party shall at all times, upon notice, have the right at reasonable times to examine and inspect said records and accounts during normal business hours; and further, if required by any law, rule or regulation, make said records and accounts available to federal and/or state auditors. The responding Party shall make the records available promptly upon request.

ARTICLE 22. Miscellaneous

22.1 Favored Nations. Fort Worth and Customer agree that if Fort Worth should enter into any future Agreement for supplying treated water to any municipality under more favorable terms or conditions than set forth herein, this Agreement shall be amended to provide the same terms and conditions with respect to the sale of treated water to Customer.

22.2 Suspension of Rate of Use Charges. During an Emergency it may be necessary that water be withdrawn from the Fort Worth System at a rate of usage in excess of the Customer's contractually established Maximum Daily Demand and Maximum Hour Demand. It is agreed that extra Rate of Use Charges that would normally be applicable shall not apply for such bona fide emergency withdrawals provided that Fort Worth is notified in writing within forty-eight (48) hours of the occurrence of the Emergency. In any event, the normally applicable Rate of Use Charges the Customer would have incurred had it not been an Emergency, plus the Volume Charges for all water delivered, shall be due and payable as described elsewhere in this Agreement.

22.3 Water to Adjacent Areas. At the request of the Director, Customer agrees to furnish water to areas and premises situated adjacent to the boundary of Customer and within the boundaries of Fort Worth, subject to the Texas Water Code and TCEQ regulations regarding service areas. The metered quantity of water used in this area each month by Fort Worth shall be the total of all individual customer meter readings. At the option of Customer or Fort Worth, a master meter may be installed where practicable at the expense of Fort Worth to meter all water used by Fort Worth under the terms of this **§ 22.3**. The metered quantity of water furnished by

Customer to Fort Worth shall be deducted from the total quantity of water withdrawn from the Fort Worth System by Customer before the charge for water service to Customer is computed in accordance with the payment computations set forth and based on the Volume Charge, the quantity of water so withdrawn from the Fort Worth System and, if the meter serving those customers has been equipped to measure it, Maximum Day Demand and Maximum Hour Demand.

22.4 Subject to Laws and Permits. This Agreement is subject to all applicable federal and state laws and any applicable permits, amendments, orders, or regulations of any state or federal governmental authority having or asserting jurisdiction, but nothing contained herein shall be construed as a waiver of any right to question or contest any such law, order, rule or regulation in any forum having jurisdiction. Customer agrees to abide by any changes in this Agreement made necessary by any new, amended, or revised state or federal regulation; however the Parties may not enact rules or laws that conflict with this Agreement.

22.5 Entry on Customer's Premises. Upon prior notice by the Director, Customer shall allow any duly authorized employee of Fort Worth who presents proper credentials to access any premises located within Customer's Service Area or served by Customer as may be necessary for the purpose of inspections and observation, measurements, sampling and testing and/or auditing, in accordance with the provisions of this Agreement. Customer may elect to accompany the Fort Worth representative. To the extent permitted by law, Fort Worth agrees to be responsible to Customer for any damage or injury to person or property caused by the negligence of such duly authorized employee while such employee is in the course and scope of their employment.

22.6 Alternative Dispute Resolution.

22.6.1 The parties shall endeavor, but only to the extent permitted by applicable law and at no additional cost to Customer, to settle all disputes arising out of or relating to this Agreement by amicable negotiations.

22.6.2 Any and all disputes arising out of or relating to this Agreement that cannot be resolved informally will be submitted to mediation. The place of mediation shall be in Tarrant County, Texas. A mediator shall be jointly agreed to by both Parties, and the mediator selected shall have expertise in the sale and supply of treated water. Either Party may apply for injunctive relief until the mediation decision is rendered or the controversy is otherwise resolved. Either party may, without waiving any remedy under this Agreement, seek from any court having jurisdiction any interim or provisional relief that is necessary to protect the rights or property of that Party, pending the mediator's determination of the merits of the controversy. Each Party shall initially bear its own costs and expenses; however, unless otherwise agreed in mediation, Fort Worth's costs in mediation, including expenses, reasonable attorneys' fees and other costs, shall be a System Cost. Nothing occurring during mediation shall be considered evidence in court.

22.6.3 If mediation is not successful, either Party may commence litigation to resolve the dispute. Fort Worth's litigation costs shall be a System Cost.

22.7 Information. If requested by the Director, Customer shall provide quarterly the following data or information:

22.7.1 Actual number of customer accounts consuming directly or indirectly from the Customer System within Customer's Service Area;

22.7.2 Classification of domestic and nondomestic accounts within its Customer's Service Area by number and percentage of accounts consuming directly or indirectly from Customer System within its Customer's Service Area;

22.7.3 Customer water usage from all sources other than the Fort Worth System, including ground water, other surface water, and water supply agreements with other entities; and

22.7.4 Additional data which may assist Fort Worth and/or Customer in developing methodology for cost of service studies, planning studies for analyzing federal grants, and Impact Fees; provided, however, that neither Party shall request data that will require either Party to incur unreasonable expenses in providing such data.

22.8 Assignment. Customer may not assign this Agreement without the prior written consent of Fort Worth. Fort Worth may not assign this Agreement without the prior written consent of Customer, except that if Fort Worth's water utility is designated as a regional water agency by a duly authorized regulatory body, or if Fort Worth elects to contract with or assign this Agreement to a regional water authority or utility to provide all or part of the services covered by this Agreement, the Customer hereby agrees and grants Fort Worth the right to assign this Agreement under the following conditions. The regional water authority or utility shall assume and receive the same obligations, responsibilities and benefits as Fort Worth, and Fort Worth or the regional authority or utility will notify the Customer of such assignment at least ninety (90) days prior to its effective date.

22.9 No Waiver. No waiver by either Party of any term or condition of this Agreement, or failure to give notice of any breach, shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition.

22.10 VENUE. THE PARTIES AGREE THAT THIS AGREEMENT IS PERFORMABLE IN TARRANT COUNTY, TEXAS AND THAT THE COURTS OF TARRANT COUNTY ARE A PROPER FORUM FOR THE DETERMINATION OF ANY DISPUTE ARISING UNDER THIS AGREEMENT.

22.11 Construction. As used in this Agreement, the term "including" means "including without limitation," the words "shall" and "will" are mandatory and the word "may" is permissive, and the term "days" means calendar days, not business days. Wherever required by the context, the singular shall include the plural, and the plural shall include the singular.

22.12 Severability. If any term or provision in this Agreement is held to be invalid or unenforceable by any legislative act or court of competent jurisdiction, and the extent of such invalidity or unenforceability does not cause substantial deviation from the underlying intent of the parties as expressed in this Agreement, then such invalid or unenforceable provision shall be

deemed severed from this Agreement without invalidating the remainder of this Agreement, and a new provision shall be deemed substituted in lieu of the provision severed, which new provision shall, to the extent possible, accomplish the intent of the parties as evidenced by the provision severed, and without affecting any other term or provision in this Agreement.

22.13 Use of Return Water. Customer agrees that Fort Worth has the right to own and to use or sell any Return Water. Customer will not seek or receive any compensation, credit, or offset from Fort Worth for making the Return Water available to Fort Worth through discharges into Fort Worth's wastewater collection and treatment system(s), and agrees that it will not provide water service under any ordinance or agreement that conflicts with Fort Worth's rights under this **§ 22.13**.

22.14 System Regulatory Actions. Customer agrees, upon the request of Fort Worth, to give reasonable consideration to supporting Fort Worth, and shall not oppose Fort Worth, on any permit applications or governmental approvals related to the Fort Worth System.

22.15 Additional Contract Terms. Additional contract terms that apply to the Customer, but not Fort Worth's other wholesale customers, are contained in **Exhibit F** "Additional Terms."

22.16 Exhibits. All exhibits attached to this Agreement are incorporated into this Agreement by reference, for all intents and purposes of this Agreement, as follows:

Exhibit A	Customer Service Area and mutually agreed point(s) of delivery on the Effective Date.
Exhibit B	Stand-by Charge (Example Calculation)
Exhibit C	Example of the Annual Bill Calculation
Exhibit D	Calculation of PILOT and Cost of Service Revenue Requirement to Recover the Cost of Pilot
Exhibit E	Map of Existing Connections Outside Customer's Service Area [if any].
Exhibit F	Additional Terms [if any]

[THIS SPACE INTENTIONALLY BLANK]

IN TESTIMONY WHEREOF, after proper action by the respective governing bodies of the Parties, this Agreement has been executed in quadruplicate copies, each of which is considered to be an original.

ATTEST:

City Secretary, City of Fort Worth

CITY OF FORT WORTH

By:

Assistant City Manager
City of Fort Worth

APPROVED AS TO FORM AND LEGALITY:

City Attorney, City of Fort Worth
Date: 11.18.10

APPROVAL RECOMMENDED:

Director
City of Fort Worth Water Department

C-24541
Contract Authorization
10/12/10
Date

ATTEST:

Secretary, Linda Rhodes
City Secretary, City of Lake Worth

CUSTOMER City of Lake Worth
Council approved: July 13, 2010
By:
Walter Bowen, Mayor

APPROVED AS TO FORM AND LEGALITY:

Attorney
Date: 9-14-10

APPROVAL RECOMMENDED:

Print Name: BRETT E. McGUIRE
Title: CITY MANAGER

EXHIBIT A

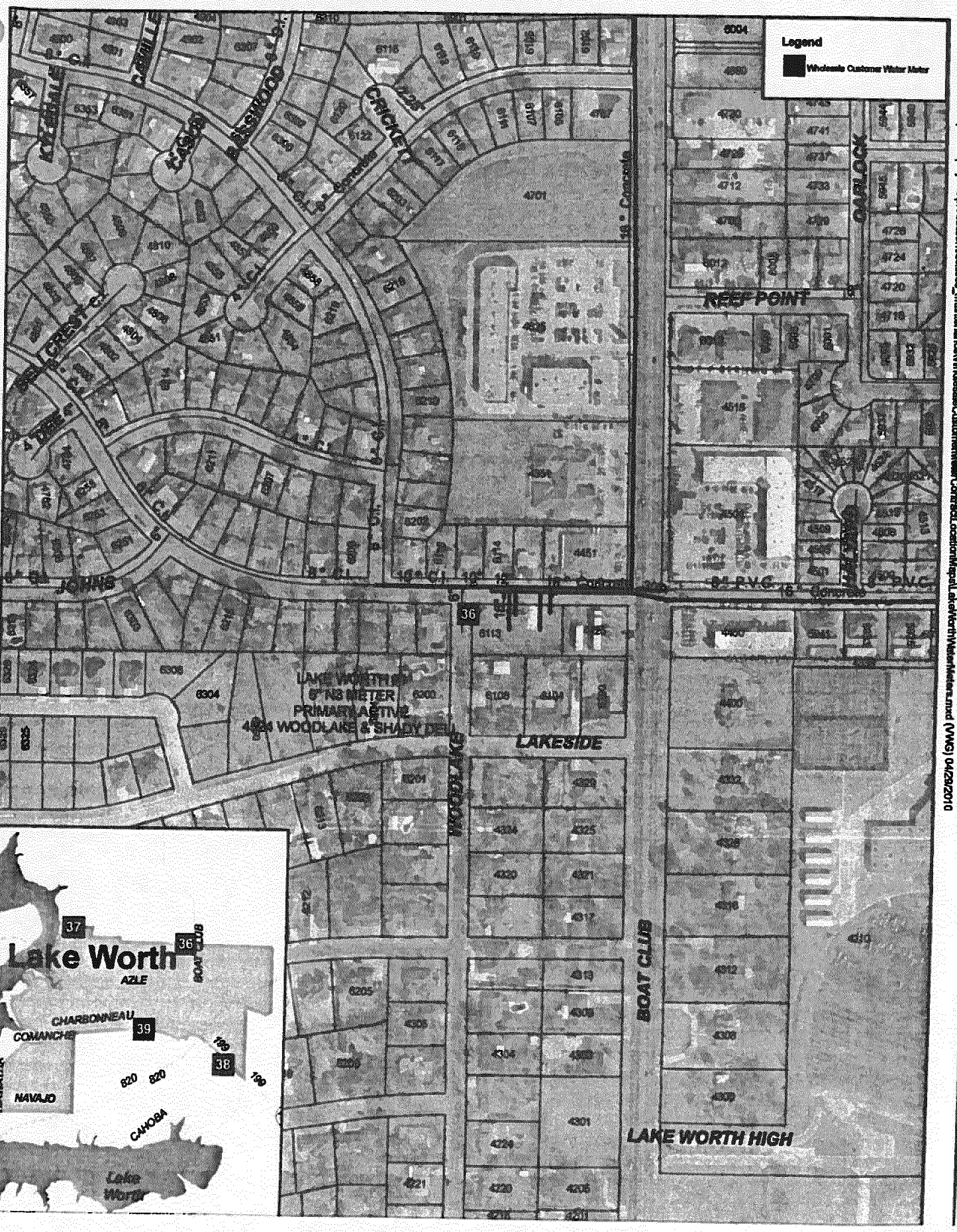
SERVICE AREA AND POINTS OF CONNECTION

EXHIBIT A
CUSTOMER METERS

Customer	Meter ID	Address	Meter Size In.	Pressure Plane	Comment	Primary	Standby
Lake Worth							
	Lake Worth #1	4524 Woodlake (intersection with Shadydell Dr.)	6	NS3	n/a	1	
	Lake Worth #3	3000 Old Mill Creek	2	NS2	Pressure plane mods		
	Lake Worth #4	3699 N.W. Centre Dr.	6	NS2	n/a	1	
	Lake Worth #2	4700 Williams Springs Rd	6	NS2	n/a		
Lake Worth Total						2	

FORT WORTH WATER

Wholesale Customer Meters For Lake Worth



For general purposes. Contact City of Fort Worth Department of Transportation Public Works at 817-392-8428 to get plan information for design or construction purposes. Maps with aerial information are prohibited from reproduction and distribution without prior consent from the North Central Texas Council of Governments.

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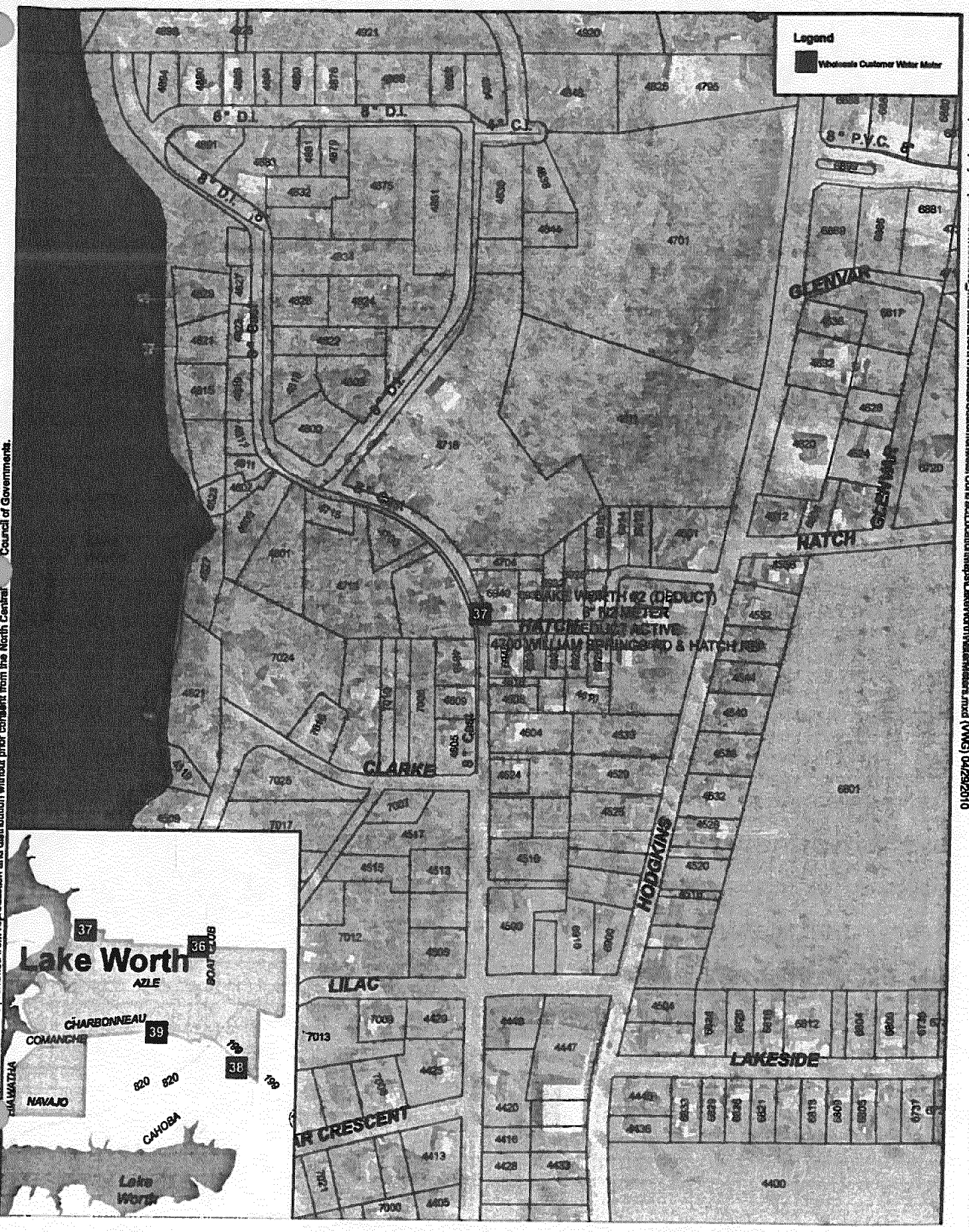
FORT WORTH WATER

Wholesale Customer Meters For Lake Worth



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Maps with serial numbers are prohibited from reproduction and distribution without prior consent from the North Central Council of Governments.

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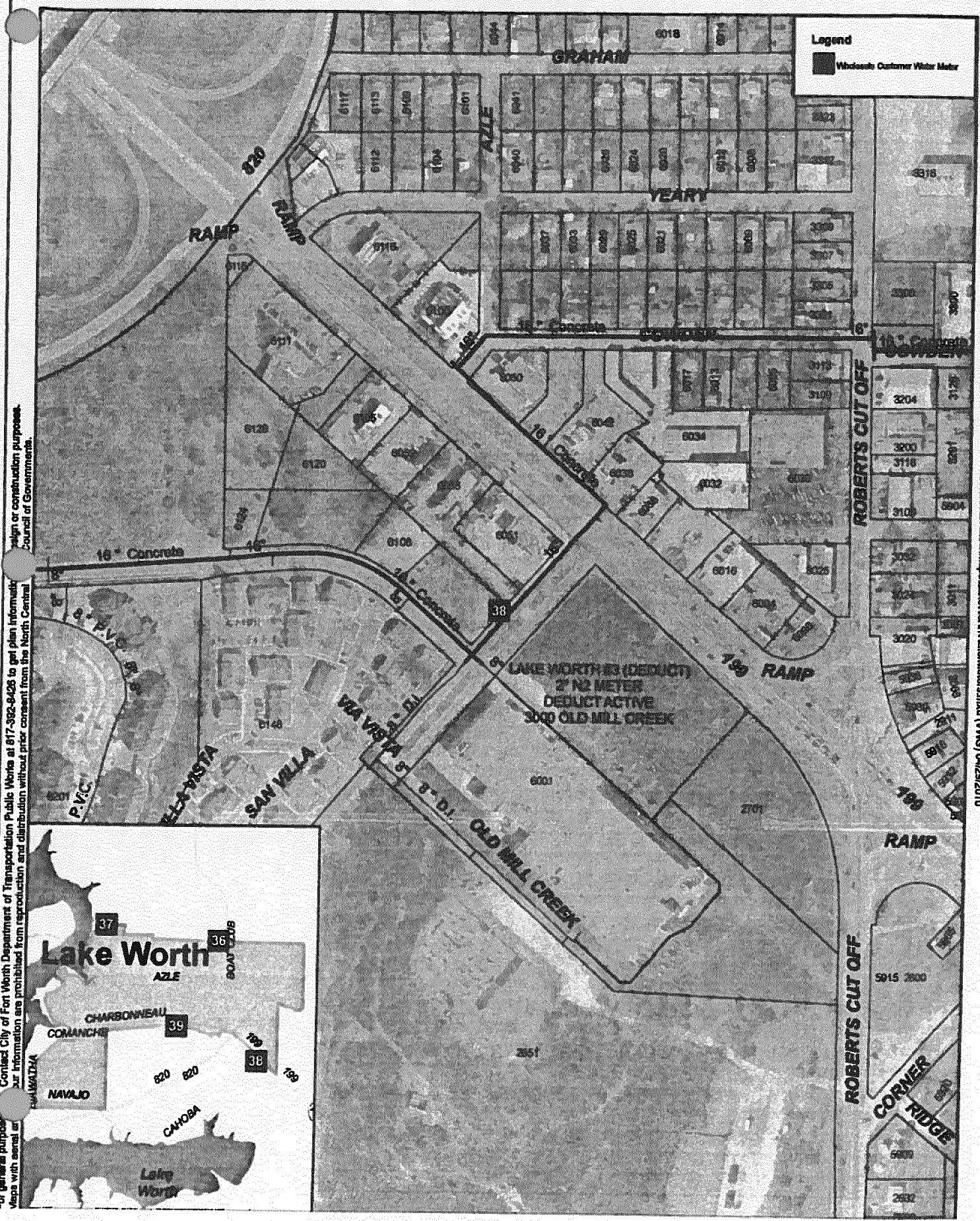
FORT WORTH WATER

Wholesale Customer Meters For Lake Worth



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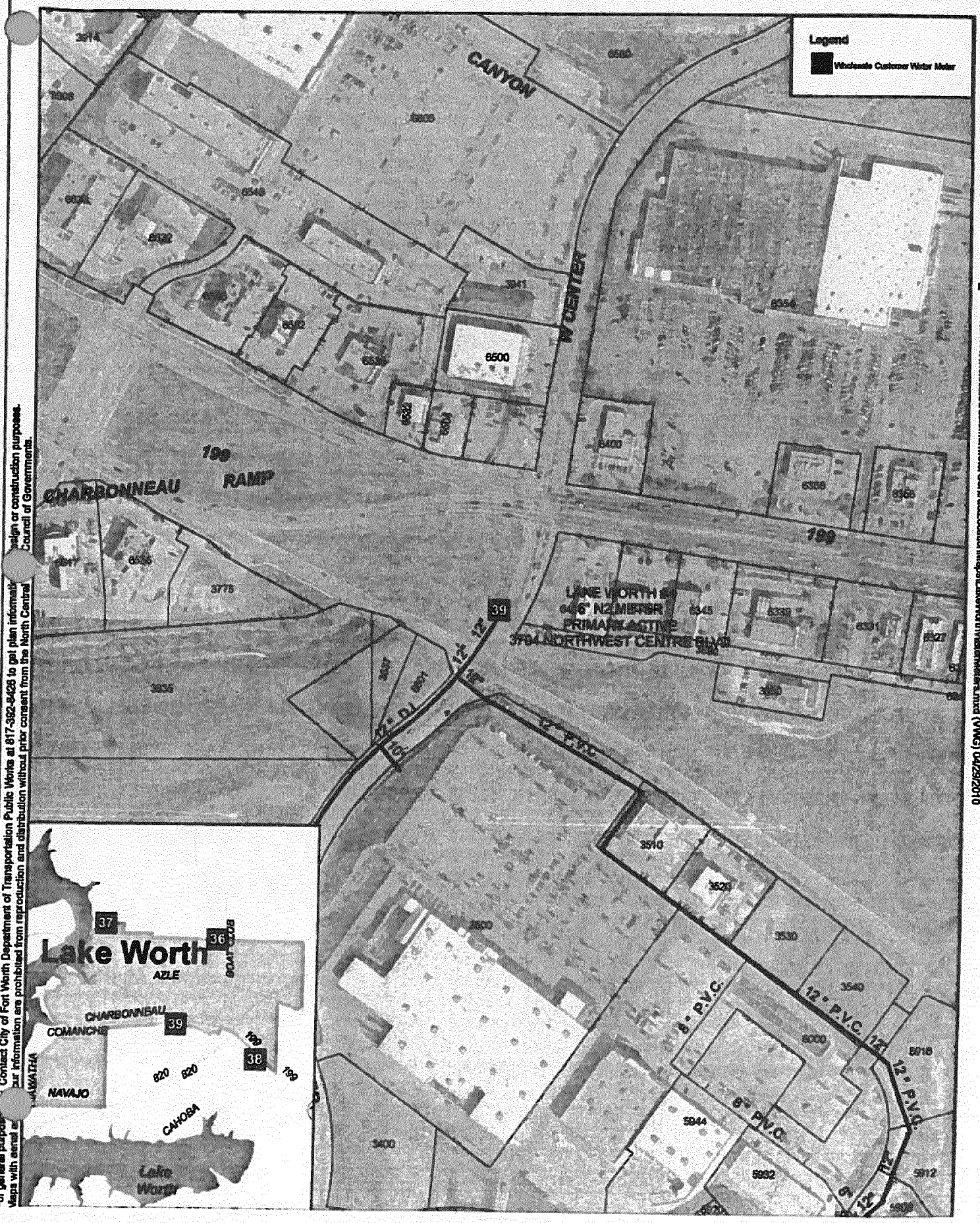
FORT WORTH WATER

Wholesale Customer Meters For Lake Worth



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FORT WORTH WATER

Wholesale Customer Meters For Lake Worth

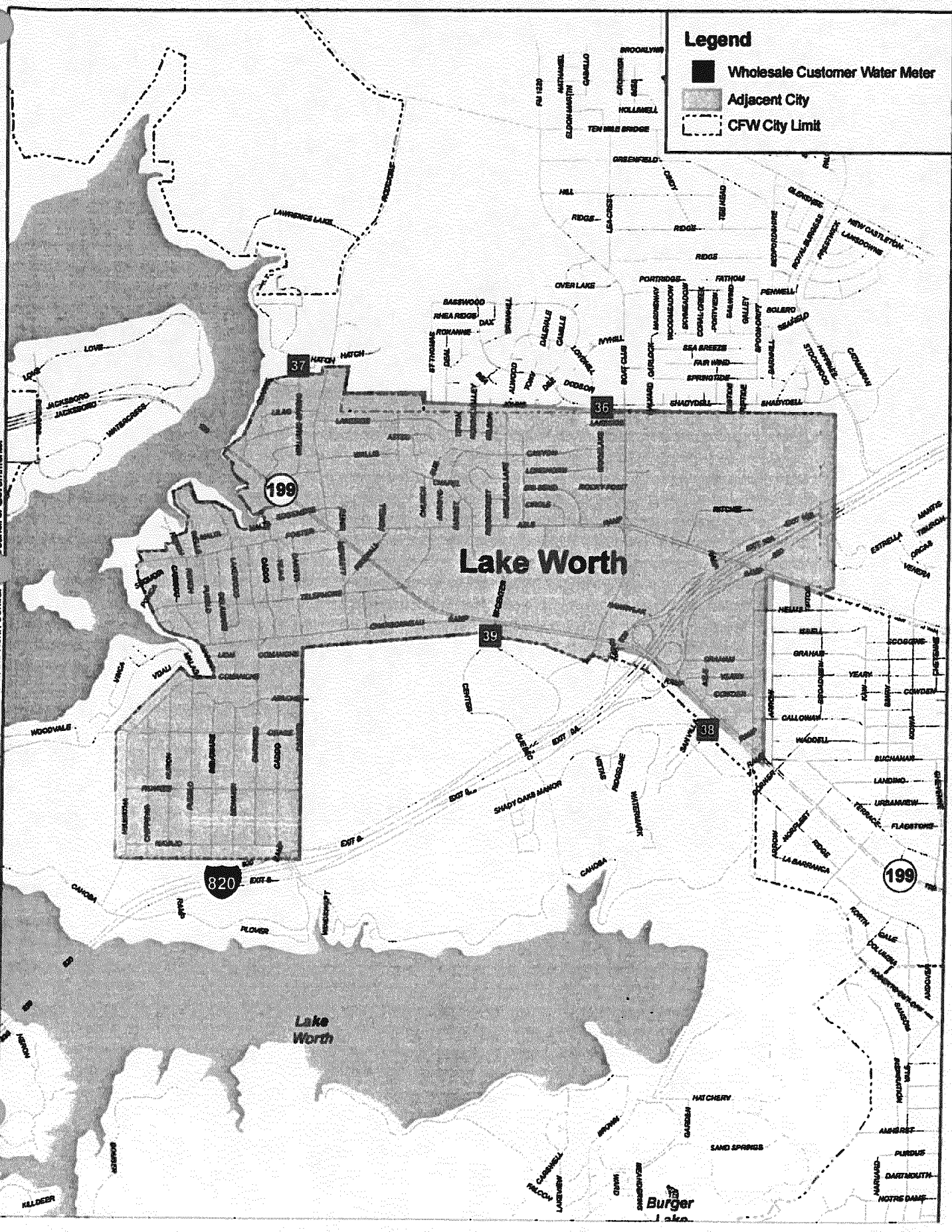

Legend
Wholesale Customer Water Meter
Adjacent City
CFW City Limit
Lake Worth
Lake Worth
Burger Lake
199
820
37
36
39
38
LAWRENCE LAKE
LOVE
JACKSBORO
WATERCREST
HATCH
RIDGEGATE
BROOKLYNN
HOLLAMELL
TEN MILE BRIDGE
GREENFIELD
HILL
RIDGE
LEACREST
TEE HEAD
NEW CASTLETON
LANSDOWNE
OVER LAKE
PORTRIDGE
FATHOM
PENNELL
SOLERO
SASSWOOD
RHEA RIDGE
DAX
ROXANNE
SEA BREEZE
FAIR WIND
SPRINGTIDE
SHADYDELL
STOCKWOOD
CATAMAN
ESTRELLA
VENERA
HELMS
ISBELL
GRAHAM
YEARY
COWDEN
CALLOWAY
WADDELL
BUCHANAN
LANDING
URBANVIEW
FLAGSTONE
LA BARRANCA
WOODVALE
CAHOBA
PLOVER
SHADY OAKS MANOR
WATERMARK
RIDGELAKE
CENTER
EXIT 8A
EXIT 8
EXIT 9
EXIT 9A
HATCHERY
SAND SPRINGS
AMHERST
PURDUE
DARTMOUTH
NOTRE DAME
KILLDEER
BOOKER
NORTH
CARNWALL
LAKEVIEW
BROOM
BROWN
GARDEN
MAGNOLIA
MAGO
SHADYGROVE
KORTH
GALE
COLUMBIA
MAGNOLIA
GARDEN
WALL
ROSEMOUNT
MARYLAND
BRIDGE
ROSEMOUNT
ROSEMOUNT
ROSEMOUNT

EXHIBIT B

SECTION 7.1.3
Stand-by Charge Example Calculation

1) Stand-by Charge Calculation Inputs:

- 10 inch meter = 210 EMs
- 1 EM = 20 Gal per Minute X 60 Minutes per Hour X 24 Hours per Day or 28,800 Gallons per Day
- Does not include Cost of Raw Water

3-Year Average Treatment, Pumping and Transmission Charge ($/1,000 Gals) Calculation:

FY05	FY06	FY07
$0.5398	$0.6829	$0.6291

Three Year Average $0.6173

2) Stand-by Charge Calculation:

Monthly Standby Charge = 28,800 Gallons per Day X 210 EM X $0.6173 per 1,000 Gallons or $3,733 per Month.

Annual Standby Charge = 12 Months X $3,733 per Month or $44,801.

STANDBY CHARGE

ASSUMPTION AND DEFINITIONS:

The Minimum Standby Charge is based on the maximum amount of water a connection could draw in a 24-hour period.

The calculation assumes that any usage would be temporary and of an emergency basis.

The calculation is also based on the number and size of each connection.

The Transmission Charge is the 3-year average for that charge as calculated in the most recent independent cost-of-service study.

Reserved Capacity is defined as the maximum amount of water a connection could draw in a 24-hour period.

"Equivalent Meters" or "EM" is a means of relating a large-use customer with a base (residential) use customer. Fort Worth uses 5/8 x 3/4 inch meter capacity as an EM. The ratio of larger meter's capacity to the 5/8 x 3/4 inch meter capacity is the number of

EMs for each meter. The ratios can be found in the AWWA Standard C700-02.

1 EM delivers 20 Gallons per Minute.

1 EM delivers 28,800 Gallons per Day (20 GPM * 60 Minutes/Hour * 24 Hours/Day).

Maximum Reserved Emergency Usage equals EM * 28,800

EXHIBIT C

SECTION 7.4 Total Annual, Monthly and Rate of Use Example Calculations

The calculations shown below assume a customer drawing water from one metering station. **The volumes, peaks, rates and charges in this Exhibit C are for demonstration purposes only and are not based on adopted rates or on actual usage for the Customer.**

The annual Volume Rate is charged as a rate per 1,000 gallons. The Annual Payment also includes the monthly service charge.

Month	Gallons	Volume Rate $/1,000 Gallons	Volume Charges	Service Charges	Rate of Use Charges*	Total
Oct	1,000,000	$1.43	$1,430	$25	$2,209	$3,664
Nov	1,000,000	$1.43	$1,430	$25	$2,209	$3,664
Dec	1,000,000	$1.43	$1,430	$25	$2,209	$3,664
Jan	1,000,000	$1.43	$1,430	$25	$2,209	$3,664
Feb	1,000,000	$1.43	$1,430	$25	$2,209	$3,664
Mar	2,000,000	$1.43	$2,860	$25	$2,209	$5,094
Apr	3,000,000	$1.43	$4,290	$25	$2,209	$6,524
May	3,000,000	$1.43	$4,290	$25	$2,209	$6,524
Jun	3,000,000	$1.43	$4,290	$25	$2,209	$6,524
Jul	3,000,000	$1.43	$4,290	$25	$2,209	$6,524
Aug	4,000,000	$1.43	$5,720	$25	$2,209	$7,954
	23,000,000		$32,890	$275	$24,299	$57,464
Sep	3,000,000	$1.43	$4,290	$25	$7,021	$11,336
	26,000,000		$37,180	$300	$31,320	$68,800

* Example calculation for Rate of Use Charges is on Page 2 of 4.

EXHIBIT C

SECTION 7.4 Total Annual Payment Example Calculation (con't)

Example Calculation for monthly Rate of Use Charges

	Gallons
Average Daily Use for the prior year	60,000
Maximum Day Demand for the prior year	175,000
Maximum Hour Demand for the prior year (converted to gallons per day)	480,000
Maximum Day Demand above Average Daily Use (Max Day - Avg Day)	115,000
Maximum Hour Demand above Maximum Day Demand (Max Hour - Max Day)	305,000

Monthly Excess Maximum Day and Excess Maximum Hour Payment Calculation:

	MGD	Excess Max Charges/MGD*	Total
Max Day Above Avg Day	0.115	$135,000	$15,525
Max Hour Above Max Day	0.305	$36,000	$10,980
			$26,505
Monthly Rate of Use Charge Payment (Total Divided by 12)			$2,209

*The Excess Max Charges/MGD are the Excess Max Day Charge and the Excess Max Hour Charge, each in $/MGD, taken from the current Fiscal Year annual cost-of-service rate study

As shown, the monthly Rate of Use Charges are calculated using the prior year's Average Daily Use, Maximum Day Demand and Maximum Hour Demand, times the current Fiscal Year Excess Max Charges/MGD. The final Annual Payment required by **Article 7** is calculated using the current Fiscal Year Average Daily Use, and the Maximum Day Demand and Maximum Hour Demand for the current Fiscal Year or for the average of the most recent three (3) Fiscal Years, whichever is greater (as provided in § **7.1** and shown in the following Examples 1 and 2), times the current Fiscal Year Excess Max Charges/MGD.

EXHIBIT C

SECTION 7.4 Total Annual Payment Example Calculation (con't)

Example 1 – Current year exceeds the average of the most recent three Fiscal Years

	Gallons
Average Daily Use for the year	71,233
Maximum Day Demand for the current year	215,000
Maximum Hour Demand for the current year (converted to gallons per day)	545,000
Maximum Day Demand above Average Daily Use	143,767
Maximum Hour Demand above Maximum Day Demand	330,000

Fiscal Year Average of Most Recent Three Years

	Average	**Current FY**	FY 2008	FY 2007
Max Day Above Avg Day (MG)	129,178	**143,767**	115,000	128,766
Max Hour Above Max Day (MG)	318,333	**330,000**	305,000	320,000

Annual Payment Calculation

Gallons		Volume Rate $/1,000 Gallons		Total
26,000,000	x	$1.43	=	$37,180

Service Charge		Months		
$25	x	12	=	$300

Max Day Above Avg Day (MGD)		Excess Max Charges/MGD		
0.144	x	$135,000	=	$19,440

Max Hour Above Max Day (MGD)		Excess Max Charges/MGD		
0.330	x	$36,000	=	$11,880

Total Annual Payment Due	$68,800
Previous Billings for October through August Usage	$57,464
October Billing for September Usage	$11,336

EXHIBIT C

SECTION 7.4 Total Annual Payment Example Calculation (con't)

Example 2 – The average of the most recent three Fiscal Years exceeds Current year.

	Gallons
Average Daily Use for the year	71,233
Maximum Day Demand for the current year	190,000
Maximum Hour Demand for the current year (converted to gallons per day)	500,000
Maximum Day Demand above Average Daily Use	118,767
Maximum Hour Demand above Maximum Day Demand	310,000

Fiscal Year Average of Most Recent Three Years

	Average	CURRENT FY	FY 2008	FY 2007
Max Day Above Avg Day (MG)	120,844	118,767	115,000	128,766
Max Hour Above Max Day (MG)	311,667	310,000	305,000	320,000

Annual Payment Calculation

Gallons		Volume Rate $/1,000 Gallons		Total
26,000,000	x	$1.43	=	$37,180
Service Charge		Months		
$25	x	12	=	$300
Max Day Above Avg Day (MGD)		Excess Max Charges/MGD		
0.121	x	$135,000	=	$16,335
Max Hour Above Max Day (MGD)		Excess Max Charges/MGD		
0.312	x	$36,000	=	$11,232

Total Annual Payment Due	$65,047
Previous Billings for October through August Usage	$57,464
October Billing for September Usage	$7,583

EXHIBIT D

Calculation of PILOT and Cost of Service Revenue Requirement to Recover the Utility's Cost of PILOT

DESCRIPTION

A payment in lieu of taxes ("PILOT") assessed against the Water Operating Fund is an annual assessment to offset the ad valorem taxes lost, due to the non-profit status of the Water System. The Water Operating Fund pays the amount of the assessment into the General Fund.

PILOT assessed against the Water Operating Fund is calculated by applying the most recently adopted property tax rate per $100 assessed value to the net book value of the applicable assets. These assets are limited to the assets classified as Plant and Property (in the specific NARUC accounts listed on the next page), and do not include Transmission Mains, Connections, Collection Structures and Meters.

The PILOT is a component of the Water Operating Fund Cost of Service. The Cost of Service Revenue Requirement that is necessary to recover PILOT is allocated between Retail and Wholesale customer classes according to the volume usage in the most recently completed fiscal year, prorated between the two customer classes.

The Wholesale Cost of Service component of PILOT is then allocated amongst the wholesale customers according to each wholesale customer's percentage of the wholesale customer class's volume usage in the most in the most recently completed fiscal year.

EXAMPLE

The following example further explains the calculation of the City's PILOT, the related revenue requirement, and its recovery through rates. The methodology applied in this example will remain in effect for the life of the Agreement; however, the specific dollar figures, volumes and other numerical values used in the following example will be updated from the sources identified below for each fiscal year that the contract is in effect.

NET BOOK VALUE CALCULATION FOR PILOT ASSESSMENT

PILOT assessed against the Water Operating Fund is calculated by applying the most recently adopted property tax rate per $100 assessed value to the net book value of the applicable assets, calculated as:

Historical Cost of Water System Assets at most recent audited year end;

LESS Historical Cost of Non-Plant and Non-Property Water System assets defined by NARUC (National Association of Regulatory Utility Commissioners) codes:

316 Raw Water Conduit and Valves
343 Transmission Mains
345 Service Connections
346 Meters
347 Meter Installation
348 Hydrant
372 Structures & Improvements / Collection

(If any of these account codes are amended, the equivalent code will be substituted.)

LESS Accumulated Depreciation on Plant and Property at most recent audited year end;

PLUS Construction Work in Progress on Plant and Property at most recent audited year end;

Example calculation:

NET BOOK VALUE CALCULATION

Total Historical Cost of Water System	LESS Historical Cost of Non-Plant and Non-Property Assets	LESS Life-to-Date Accumulated Depreciation	PLUS Construction Work In Progress	EQUALS NET BOOK VALUE
$982,385,273	($655,261,618)	($105,793,316)	$26,990,180	$248,320,519

(Dollar figures from most recent Cost of Service Study.)

Appendix L – City of Fort Worth Wholesale Supply Confirmation

FORT WORTH®

February 5, 2018

Mr. Sean Densmore
Director of Public Works
City of Lake Worth
3805 Adam Grubb
Lake Worth, TX 76135

RE: Available Potable Water Supply to City of Lake Worth

Dear Mr. Densmore:

The TCEQ performed an inspection of the Lake Worth water system on December 14, 2017. It was noted by the TCEQ investigator that "the water system was operating at approximately 92% of its minimum required production capacity", based on the projected demand from the current number of water system connections (2,248) compared to the available supply from Lake Worth's water wells and the wholesale purchase water contract with Fort Worth.

The TCEQ has requested Lake Worth to provide a report showing it has adequate water supply to meet the system demands. Table 1 shows the FY 11 max day demand from the City of Lake Worth was 1.59 MGD, though more recent years max day demands have dropped significantly due to the effects of water conservation initiatives as well as milder summers. The uniform wholesale contract between the City of Fort Worth and Lake Worth states that "the maximum rate of withdrawal shall be controlled so that the maximum rate shall not exceed 1.35 times the maximum day demand experienced during the previous year ***unless Customer has notified the Director***".

TABLE 1 – HISTORICAL WATER USAGE – CITY OF LAKE WORTH

Fiscal Year	Average Day (MGD)	Max Day (MGD)	Max Hour (MGD)
FY 09	0.663	1.226	1.808
FY 10	0.596	1.274	1.726
FY 11	0.754	1.590	1.854
FY 12	0.728	1.585	1.769
FY 13	0.718	1.170	1.603
FY 14	0.698	1.078	1.373
FY 15	0.659	1.293	1.672
FY 16	0.618	1.356	1.808
FY 17	0.573	1.001	1.853

The City of Lake Worth notified the Fort Worth Water Department of the TCEQ's concerns regarding the adequacy of their water supply. The City of Fort Worth does have adequate system capacity to provide the City of Lake Worth with a water supply based on their FY 11 max day usage, compared to lower max day demands recently experienced.

Sincerely,

Kenneth Morgan
Water Director

Water Department
The City of Fort Worth * 200 Texas Street * Fort Worth, Texas 76102
Tel: 817-392-8240 * Fax: 817-392-8195

Appendix M – Azle Avenue and Stadium Well Field Pump Station Manufacturer Pump Curves

GRUNDFOS

Stadium Pump Station

SUBMITTAL

PACO Series KP - Horizontal Split Case Pump

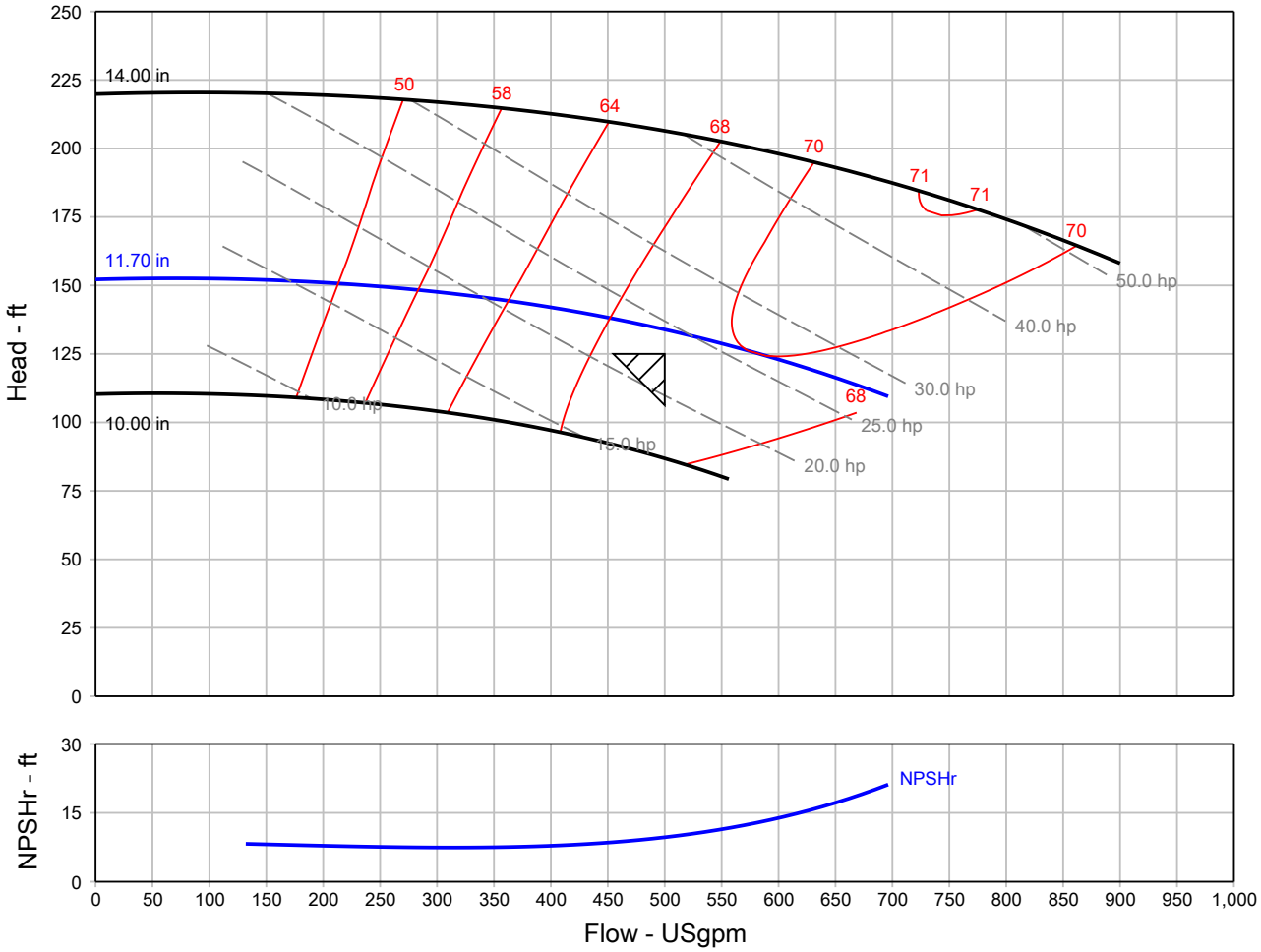
PROJECT 703498	**UNIT TAG 001**	**QUANTITY 1**
	SERVICE	
REPRESENTATIVE	**SUBMITTED BY**	**DATE**
ENGINEER	**APPROVED BY**	**DATE**
CONTRACTOR	**ORDER #**	**DATE**

KP 3014-7/8

1780 rpm

Part Number N/A

Conditions of Service		Pump Data		Motor Data	
Flow	500.0 USgpm	Impeller Diameter	11.70 in	Motor HP	30.00 hp
Head	125.0 ft	Max. Imp. Dia.	14.00 in	BHP	24.42 hp
Liquid	Cold Water	Min. Imp. Dia.	10.00 in	Enclosure	ODP
Temperature	68.00 deg F	Efficiency	69.22 %	Voltage	208-230/460 V
NPSHr	9.67 ft	Suction	4 in.	Phase	3 Phase
Viscosity	1.00 cP	Discharge	3 in.	Cycle	60 Hz
Specific Gravity	1.000 SG	Configuration	Horizontal	Frame Size	286T



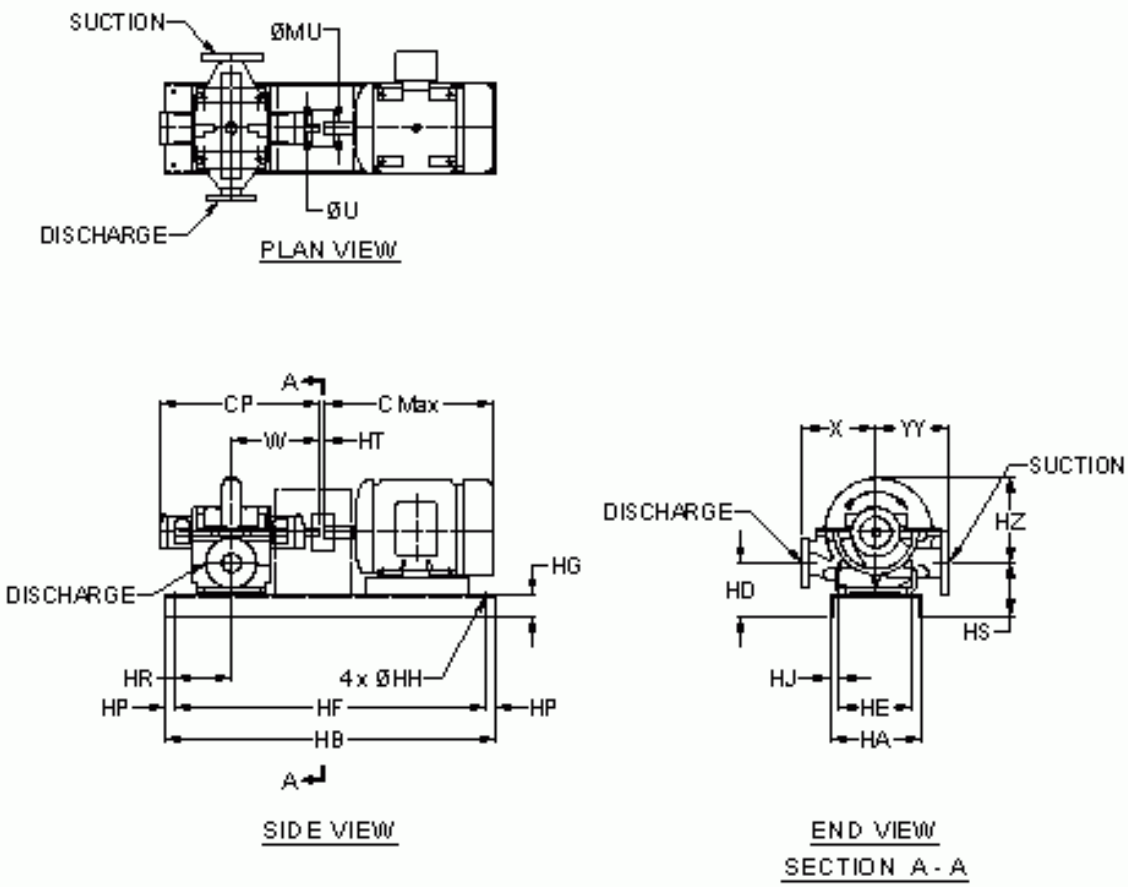
GRUNDFOS

GRUNDFOS

SUBMITTAL

PROJECT 703498 **UNIT TAG 001** **KP 3014-7/8**

PACO Series KP - Horizontal Split Case Pump



NOT FOR CONSTRUCTION, unless certified and referenced on order

Units	Frame	Suct	Disch	C	CP	HA	HB	HD	HE	HF	HG	HH	HJ	HP	HR	HS	HT	HZ	MU	N	U	W	WB	WS	X	YY	Weight
inches	286	4	3	29.00	26.25	15.00	54.00	8.63	12.00	51.00	3.50	0.63	1.50	1.50	9.38	8.63	0.75	16.63	1.88	2.75	1.50	14.50	20.00	9.88	12.00	12.00	TBD

GRUNDFOS

Azle Ave. Pump Station

SUBMITTAL

PACO Series VL - In-Line Centrifugal Pump, Close Coupled

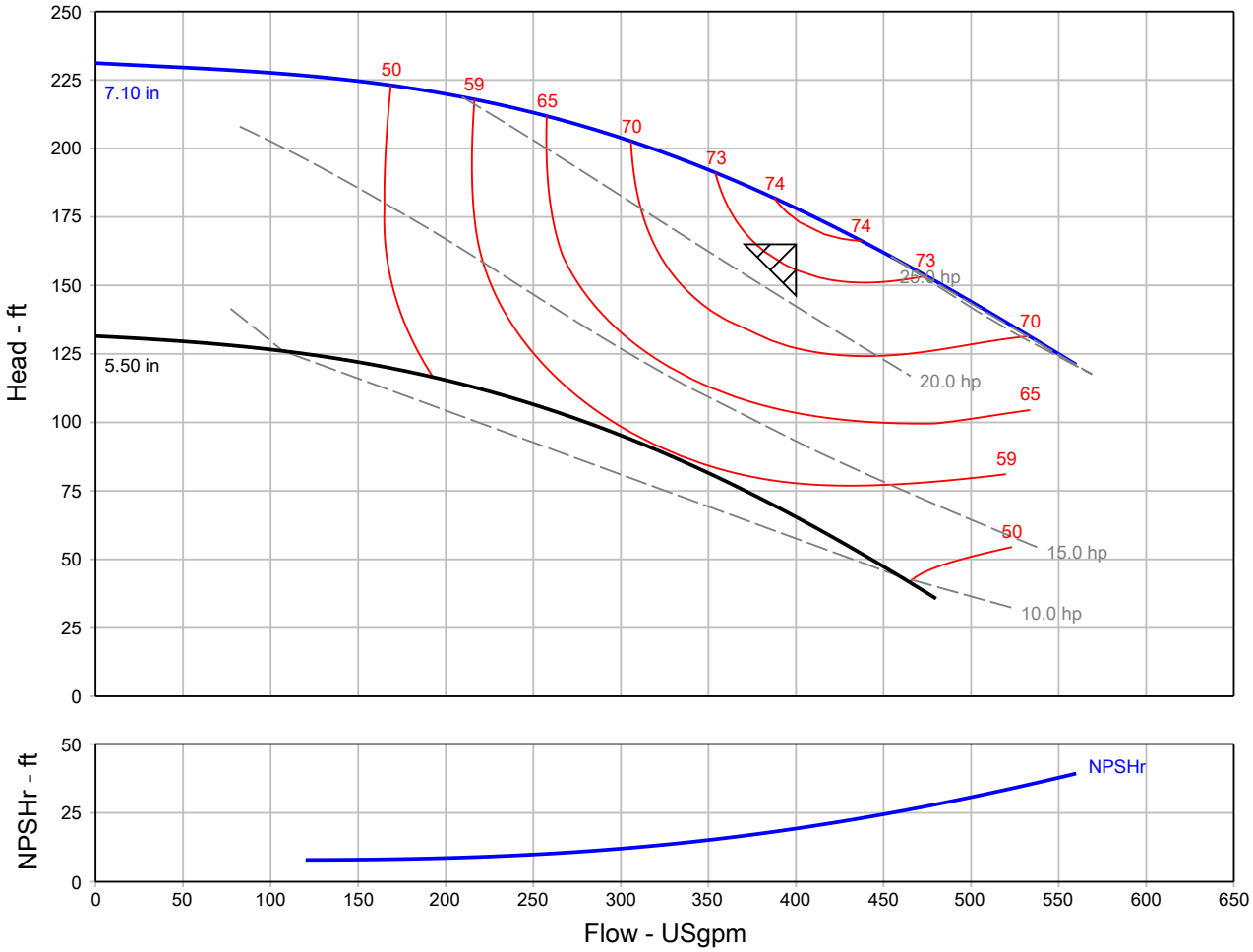
PROJECT 703498	**UNIT TAG 002**	**QUANTITY 1**
	SERVICE	
REPRESENTATIVE	**SUBMITTED BY**	**DATE**
ENGINEER	**APPROVED BY**	**DATE**
CONTRACTOR	**ORDER #**	**DATE**

VL 30707

3530 rpm

Part Number N/A

Conditions of Service		Pump Data		Motor Data	
Flow	400.0 USgpm	Impeller Diameter	7.10 in	Motor HP	30.00 hp
Head	165.0 ft	Max. Imp. Dia.	7.10 in	BHP	24.26 hp
Liquid	Cold Water	Min. Imp. Dia.	5.50 in	Enclosure	ODP
Temperature	68.00 deg F	Efficiency	74.16 %	Voltage	208-230/460 V
NPSHr	19.29 ft	Suction	3 in.	Phase	3 Phase
Viscosity	1.00 cP	Discharge	3 in.	Cycle	60 Hz
Specific Gravity	1.000 SG	Configuration	Vertical	Frame Size	284JM

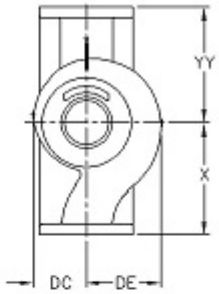


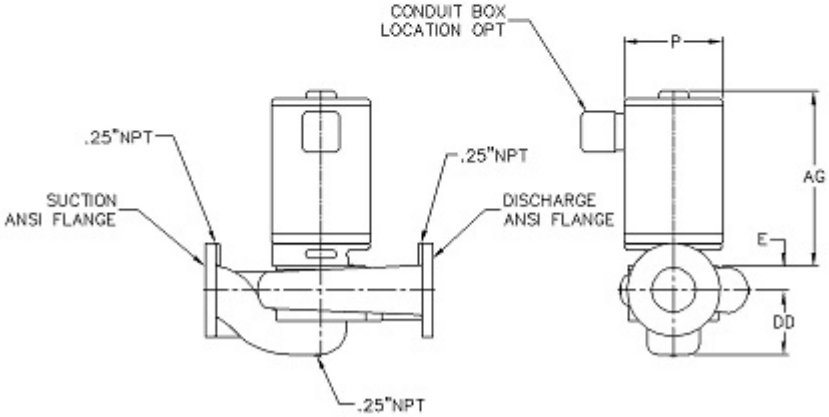
PACO Series VL - In-Line Centrifugal Pump, Close Coupled

Do not install pump larger than 215JM in vertical piping.

Pressure and drain tap locations are approximate.

Suction and discharge flanges, are cast per 250# ANSI thickness and diameter. All flanges are flat face. Some holes may be threaded because of nut clearances.

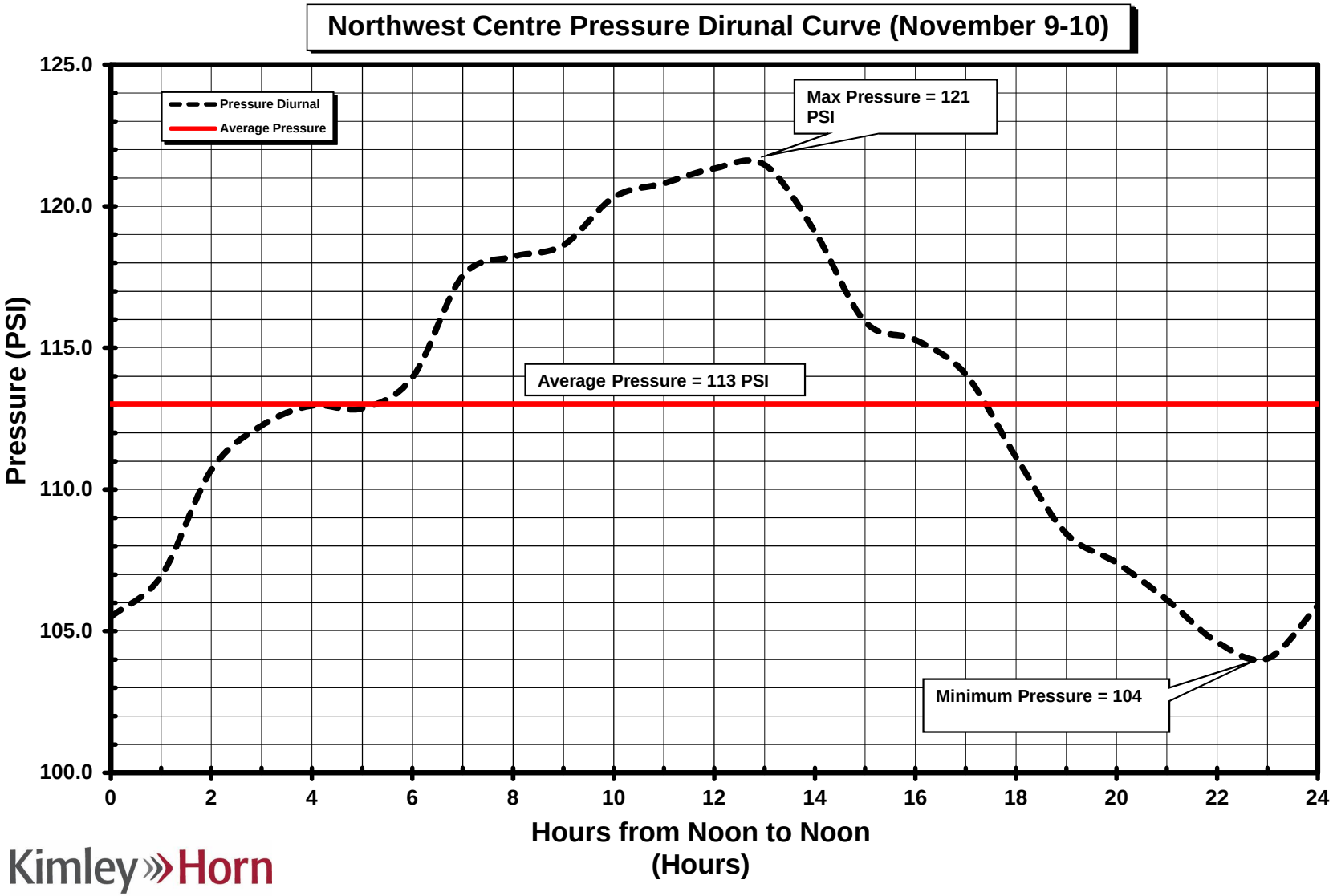




NOT FOR CONSTRUCTION, unless certified and referenced on order

Units	Frame	S x D	AG (Max)	DC	DD	DE	E	P (Max)	X	YY	Weight
inches	284JM	3 X 3	26.00	5.94	6.25	6.94	2.13	15.00	9.00	9.00	TBD

Appendix N – Northwest Centre Meter 24-hr Delivery Pressure


Northwest Centre Pressure Dirunal Curve (November 9-10)
Pressure Diurnal
Average Pressure
Max Pressure = 121 PSI
Average Pressure = 113 PSI
Minimum Pressure = 104
Pressure (PSI)
125.0
120.0
115.0
110.0
105.0
100.0
0
2
4
6
8
10
12
14
16
18
20
22
24
Hours from Noon to Noon (Hours)

Kimley»Horn

Appendix O – Distribution Replacement Example Cost

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**12/14/2017**
Project:	**Water System Master Plan**	**Prepared By:**	**AWS**
KHA No.:	**061060050**	**Checked By:**	**RJJ**

Distribution Replacement Example Cost

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$30,000	$30,000
2	Traffic Control	1	LS	$2,500	$2,500
3	Erosion Control	1	LS	$2,500	$2,500
4	6" AWWA C900 DR-18 PVC Water Pipe	1,000	LF	$50.00	$50,000
5	Water Line Trench Safety	1,000	LF	$2.00	$2,000
6	6-inch AWWA Gate Valve	4	EA	$2,500.00	$10,000
7	Connect to Existing Water Line	2	EA	$5,000.00	$10,000
8	Fire Hydrant Assembly	3	EA	$5,000.00	$15,000
9	Water Meter and Service	20	EA	$2,000.00	$40,000
10	Ductile Iron Fittings	2	TON	$5,000.00	$10,000
11	Hydromulch	100	SY	$3.00	$1,000
12	Asphalt Pavement Repair	900	SY	$45.00	$41,000
13	Curb and Gutter Repair	200	LF	$50.00	$10,000

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

Subtotal:		$224,000
Conting. (%,+/-)	20	$45,100
Professional Services (%,+/-)	15	$33,900
Total:		**$303,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. F.2

From: Sean Densmore, Director of Public Works

Item: Discuss and consider Resolution No. 2018-06, adoption of the City of Lake Worth Sewer Master Plan

Summary:
The Lake Worth City Council approved a contract with Kimley Horn and Associates to conduct and complete and comprehensive Sewer Mater Plan on May 9, 2017. The goal of the Master Plan was to develop a strategic plan that will allow the City to continue to serve customers and residents.

The Sewer Master Plan outlines a 10-year Capital Improvement Program (CIP). The plan is centered around the rehabilitation of the wastewater system by reducing the inflow and infiltration and increasing the capacity of lift stations. The selection of these rehabilitation projects where chosen to eliminate the existing clay tile lines.

Fiscal Impact:

CIP recommended improvements over 10 years total $5.4 million dollars.
Annually the requested budget amount is $500,000.

**Note: CIP projects are evaluated during the budget cycle and approved with the fiscal year budget; approval of the Sewer Master Plan doesn't constitute approval of the funding.

Attachments:
1. Resolution No. 2018-06
2. Sewer Master Plan

Recommended Motion or Action:
Move to approve Resolution No. 2018-06, adoption of the City of Lake Worth Sewer Master Plan.

RESOLUTION NO. 2018-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS APPROVING AND ADOPTING THE SEWER MASTER PLAN, ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT "A"; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on May 9, 2017, the City contracted with Kimley-Horn and Associates, Inc. to prepare a Sewer Master Plan for the City of Lake Worth; and

WHEREAS, Kimley-Horn and Associates, Inc. prepared a Report (the "Sewer Master Plan") providing for a Citywide Sewer Master Plan of the sanitary sewer system; and

WHEREAS, staff has reviewed the Sewer Master Plan and recommends to City Council that the same be adopted as the city's official Sewer Master Plan; and

WHEREAS, after consideration and review, the City Council finds that the Sewer Master Plan, which is attached hereto and incorporated herein as Exhibit "A," be approved and adopted as the city's official Sewer Master Plan.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS;

SECTION 1. That the Sewer Master Plan, which is attached hereto and incorporated herein as Exhibit "A," be, and the same is, hereby approved and adopted as the city's official Sewer Master Plan as prepared by Kimley-Horn Associates, Inc.

SECTION 2. This Resolution shall become effective immediately from and after its passage, as the law and charter in such cases provide.

PASSED, APPROVED AND EFFECTIVE this 13th day of February 2018.

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:

_____
Sean Densmore., Public Works Director

Wastewater Master Plan

February 2018

2017 WASTEWATER SYSTEM

MASTER PLAN

02/06/18

STATE OF TEXAS
ANDREW SIMONSEN
124972
LICENSED
PROFESSIONAL ENGINEER

Prepared by:

Kimley-Horn and Associates, Inc.

TBPE No. 928
801 Cherry Street, Unit 11
Suite 950
Fort Worth, TX 76132
(817) 335-6511

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I. EXECUTIVE SUMMARY

This Wastewater System Master Plan Update and Capital Improvement Plan presents analyses, findings, and recommendations for implementing a plan to meet the City of Lake Worth's infrastructure needs until buildout. The City has nearly reached buildout of its City limits and has consequently completed the majority of the necessary wastewater system improvements to serve its citizens. The City has moved from the need to construct new wastewater infrastructure to the need for rehabilitation of existing infrastructure. Therefore, the basis for anticipated infrastructure improvement is for system redundancy and reliability and the need for rehabilitation of existing infrastructure.

Historical wholesale wastewater discharge data and historical customer connections from the last 10 years were provided by the City. Using the historical customer connection count and historical wastewater discharge data, Kimley-Horn projected wastewater discharge values until buildout. The wastewater system was analyzed against established TCEQ criteria for wastewater systems. Kimley-Horn found that the majority of the City is in compliance with TCEQ criteria except for some minor items noted in the report. Additionally, the wastewater system was analyzed using SewerCAD® hydraulic modeling software by Haested Methods.

The Capital Improvement Plan was centered around rehabilitation of the wastewater system and increasing the capacity of the Edgemere and Charbonneau lift stations. These lift stations are anticipated to need additional capacity in the future. An important consideration for the rehabilitation of the system is reducing infiltration and inflow. Reducing inflow and infiltration increases the capacity of the existing system and decreases the cost charged by the City of Fort Worth to treat the wastewater. Rehabilitation projects for the next ten years at a cost of approximately $500,000 per year are outlined in the Capital Improvement Plan. The rehabilitation projects were selected to eliminate existing clay tile pipe, which is frequently found to be a source of inflow and infiltration. The Capital Improvement Plan budget over the next 10-years is approximately $5.4 million**.** The goal of rehabilitating the system is not only to prevent failures of the system but is to reduce the constraints on the downstream system and to save on costs paid to the City of Fort Worth for treatment.

II. INTRODUCTION

The City of Lake Worth (City) has nearly completely built-out to the city limits, except for some small tracts of land and opportunities for infill. Because the City has nearly reached buildout, the focus of this report was to ensure that the existing system is adequately supporting the City's needs and to make recommendations for rehabilitation of the existing system. Historical wastewater discharges and wastewater infrastructure were analyzed and compared to TCEQ criteria to determine improvements needed to provide the City with a reliable wastewater collection system. Kimley-Horn's background knowledge of the history and growth of the City's wastewater system helped facilitate the development of the following Wastewater System Master Plan and Capital Improvement Plan.

Description of Study Area

The Wastewater System Master Plan's study area is defined by the City's existing city limits boundary. The service area is approximately 1,590 acres (approximately 2.5 square miles). Being bound by the City of Fort Worth (Fort Worth) and Lake Worth to the west, the City's service area is not expected to grow into the future. See **Appendix A – Existing Land Use** for an illustration of the City's service area. The City also receives a small portion of wastewater from a Lowe's Home Improvement Store and several homes along Malaga Dr. within the City of Fort Worth.

Objective and Scope of Study

The goal of this report is to develop a strategic plan that allows the City to continue to serve its customers and citizens into the future. All of the major infrastructure necessary for the City's buildout has already been constructed. The focus of this report was to ensure that the wastewater system is adequate to continue to meet the City's expected level of service and to provide recommendations for rehabilitation projects.

III. DATA COLLECTION AND LAND USE

Data Collection

Evaluation of the existing system required collection of physical attributes of the existing wastewater system, historical customer water demands, and wholesale wastewater discharges. City staff provided the collection system network in electronic format, available lift station information, and general wastewater system operating procedures. Manhole inverts at select locations were also measured and provided by City staff. City staff also provided historical wastewater discharge records to the Fort Worth system, monthly customer water billing records for the last 10-years, and annual building permits for the last 10-years. Texas Water Development Board utility profiles for the last 10-years were also provided by City staff.

Existing Land Use

Kimley-Horn utilized land use information available from the Tarrant County Appraisal District as the starting point for the existing land use map. The Tarrant County Appraisal District maintains a database of parcels within Tarrant County, categorized by existing land use type. Kimley-Horn used current aerials of the City and site visits to verify the accuracy of the existing land use. The predominant land use in the City is single family residential. The average residential lot is approximately 1/4 acre. The City also has significant commercial development, specifically along Azle Ave. and Lake Worth Blvd. The commercial developments are a mix of retail and restaurants. The majority of the remainder of the non-residential development is composed of schools, City and County administration buildings, and notably the Ritchie Brothers auction lot. Most of the available land within the city limits has been developed. There are opportunities for infill in residential areas and redevelopment of commercial areas north of Azle Ave. The existing land use was an important part of understanding the wastewater discharges throughout the City. Refer to **Appendix A – Existing Land Use Map** for an illustration of the existing land use map. **Table 1** summarizes the existing land use within the City's service area.

Table 1 – Existing Land Use

Type	Existing Land Use	
	Acreage	% of total
Single Family Residential	518	33%
Multi-Family Residential	9	1%
Commercial	401	25%
Industrial	0	0%
Public / Semi-Public	19	1%
School	66	4%
Church	23	1%
Park	45	3%
Utility	4	0%
Vacant / Open-Space	142	9%
Right-of-Way	361	23%
Total	**1,588**	

Ultimate Land Use

The ultimate land use plan supplemented the existing land use plan. The remainder of the vacant land is generally categorized as infill and is anticipated to develop similar to adjacent tracts. An exception to the infill is a tract of land east of Hodgkins Rd. that is anticipated to develop as multi-family. Refer to **Appendix B – Ultimate Land Use Map** for the ultimate land use plan. The infill and redevelopment is not anticipated to have a significant impact on the wastewater collection system. **Table 2** summarizes the breakout of the anticipated ultimate land use within the City's service area.

Table 2 – Ultimate Land Use

Type	Ultimate Land Use	
	Acreage	% of total
Single Family Residential	594	38%
Multi-Family Residential	20	1%
Commercial	453	29%
Industrial	3	0%
Public / Semi-Public	19	1%
School	66	4%
Church	23	1%
Park	45	3%
Utility	4	0%
Vacant / Open-Space	0	0%
ROW	361	23%
Total	**1,588**	

IV. WASTEWATER DEMAND PROJECTIONS

Because the City of Lake Worth is mostly developed, only two wastewater discharge scenarios were generated: Existing Condition and Buildout Condition. Reviewing historical building permit information and historical number of water connections, the City's growth has been relatively modest in the past 5 years. This growth trend would be expected as the majority of the tracts of land are developed and only infill or redevelopment opportunities are available. Due to a flat historical growth rate and the fact that future development in the City will be decided on a case-by-case basis by home owners and developers, a projected growth rate was not established for the buildout of the City. Instead, analysis for wastewater discharge projections will be presented as Existing Condition and Buildout Condition.

Wastewater discharge projections can be made using population, number of water meter connections, or land use as the basis for projection. Wastewater discharges are projected into the future by determining the historical wastewater discharge per capita, per water connection, or per acre of a land use type and then tying the growth of the wastewater discharge projections to one of these categories. For this report, due to the availability of individual customer water use records by land use type, the land use method was selected as the ideal way to project future wastewater discharges.

Land Use Discharge

Land use projections were used to project future wastewater discharges. The City's billing system provided monthly water usage for each water connection in the City. Each connection was correlated with its corresponding land use type. With the known land use type and acreage of the corresponding parcel, a water demand loading factor could be calculated for each parcel by land use type. After comparing 2016 wholesale water consumption and wholesale wastewater discharge, it was determined that the average day wastewater discharge was approximately 93% of the average day water usage. The wholesale wastewater discharge had the metered flow from Fort Worth subtracted out for this calculation. Therefore, an average day wastewater discharge factor was created for each land use type by multiplying the calculated water demand loading factors by 93%. **Table 3** lists the average day wastewater discharge factors for each land use type. It should be noted that 2016 was used as the basis for establishing the average day wastewater discharge rates. Additional historical data from before 2016 and recent wastewater usage from 2017 were used as a comparison to ensure that the factors established were reasonable and representative of the existing wastewater discharge in the City. It should be noted that the

existing wastewater model was loaded with the actual water demand information, multiplied by 93%, available for each customer. See **Section V- Methodology** for a discussion of modeling methodology.

Table 3 – Average Day Discharge Factors

Land Use	Average Day Discharge Factors Gal / Acre/ Day
Single Family Residential	600
Multi-Family Residential*[1]	2,330
Commercial	840
Industrial	470
Public / Semi-Public	800
School	380
Church	100
Park	380
Utility	0
Vacant / Open-Space	0
ROW	0
*1 - Multi-Family Residential includes apartments, mobile home parks, and health care living facilities.	

Average Day Discharge

As noted above, a standard growth rate was not used to project future wastewater discharge. Wastewater discharge has been presented as existing discharge and as future buildout discharge. Refer to **Table 4** below for the existing average day discharge and projected buildout average day discharge. The discharges presented below in **Table 4** include discharges that the City receives from the City of Fort Worth. Should any significant redevelopment occur or a large wastewater generator come onto the City's system, Kimley-Horn recommends updating these wastewater projections, and verifying no significant changes.

Table 4 – Average Day Wastewater Discharge

Scenario	Existing	Buildout
Average Wastewater Discharge (MGD)	**0.77**	**0.83**

Peak Discharge

The peak discharge rate for the City was calculated by analyzing the historical data available from the Fort Worth wholesale meter. The Fort Worth wholesale meter is located on the discharge of the Charbonneau lift station. Utilizing the known pump design discharge, the working volume of the lift station, and wholesale meter discharge data, a peak inflow rate into the lift station could be calculated. The peaking of the City system, from average day discharge to peak day discharge, was calculated to be 4.8. The system will infrequently experience peak discharge events; however, all components of the wastewater system must be sized with the capacity to handle peak discharge events. The calculated peaking factor includes inflow and infiltration. Inflow and infiltration is discussed later in the document. Refer to **Table 5** below for the existing peak day discharge and the projected buildout peak day discharge. The discharges presented below in **Table 5** include discharges that the City receives from the City of Fort Worth.

Table 5 – Peak Discharge

Scenario	Existing	Buildout
Peak Wastewater Discharge (MGD)	3.70	3.98

Existing Basins Discharges

Wastewater drainage basins were delineated for each lift station. See **Appendix C – Existing Sewer Infrastructure** for a depiction of the existing sewer basins. Wastewater discharge rates were calculated for each individual lift station basin based on the discharge factors presented in **Table 3.** Additionally, the total flow was calculated to each lift station. There are several lift stations that cascade into other lift stations, detailed in **Section VII – Existing Infrastructure Analysis and Recommendations**. **Table 6** below summarizes the flow to each lift station.

Table 6 – Existing Wastewater Discharge by Lift Station

	Discharge Generated by Basin		Total Discharge to Lift Station	
Lift Station	**Average Wastewater Discharge (GPM)**	**Peak Wastewater Discharge (GPM)**	**Average Wastewater Discharge (GPM)**	**Peak Wastewater Discharge (GPM)**
Caddo	30	144	30	144
Charbonneau	275	1,319	537	2,576
Clark	5	24	5	24
Edgemere	118	566	131	629
Lakewood	8	38	8	38
Marina	101	485	262	1,258

No changes are recommended to how the City operates the lift stations or the wastewater system. **Table 7** summarizes the wastewater discharge generated for each basin and the total discharge to each lift station at buildout.

Table 7 – Buildout Wastewater Discharge by Lift Station

	Discharge Generated by Basin		Total Discharge to Lift Station	
Lift Station	**Average Wastewater Discharge (GPM)**	**Peak Wastewater Discharge (GPM)**	**Average Wastewater Discharge (GPM)**	**Peak Wastewater Discharge (GPM)**
Caddo	32	152	32	152
Charbonneau	288	1,380	573	2,753
Clark	6	29	6	29
Edgemere	133	640	148	709
Lakewood	9	41	9	41
Marina	106	511	286	1,372

V. METHODOLOGY

Wastewater System Modeling Methodology

To evaluate the existing wastewater system, a wastewater model was created using SewerCAD®. Pipe data was obtained from GIS and consisted of pipe length, location, diameter, and material. Manhole data consisted of rim elevation, manhole invert, diameter and sewer discharge. The existing wastewater model, consisting of pipes and manholes, was built using the SewerCAD® ModelBuilder tool. The physical connectivity of the model was validated to ensure accuracy of connection between pipes and manholes. Manhole rim elevations were assigned to each node using topographic LIDAR of the City using the SewerCAD® TRex tool. Lift station dimensions and operating parameters were obtained from available record drawings provided by the City and input into the model. The lift station pumps were modeled using each pump's characteristic performance curve, when available. The City discharges to the Fort Worth wastewater system at approximately Jacksboro Hwy. and Roberts Cut Off Rd. This discharge point was modeled as an outfall node with a starting hydraulic grade line at the top of the pipe.

The average day wastewater discharge for 2016 was used as the basis for wastewater discharge in the existing model. Each water customer account in the City was paired with the corresponding parcel in GIS to physically locate each account in the City. Each water customer account was multiplied by 93% to obtain the average wastewater discharge for each customer. The customer specific wastewater discharges were distributed throughout the City using the SewerCAD® LoadBuilder tool, allocating the customer discharges to the nearest node in the model. Each customer account was designated as either a residential customer or a commercial customer. A diurnal wastewater curve representative of residential or commercial was applied to the discharges to represent the wastewater discharge throughout a 24-hour period.

Four different scenarios were modeled: Existing Condition-Average Day, Existing Condition-Peak Discharge, Buildout-Average day, and Buildout-Peak Discharge. Average Day and Peak Discharge scenarios were analyzed using an extended period simulation of 24-hrs. Resulting hydraulic grade, pipe velocity, wet well variations, and pump operations were analyzed in each scenario to ensure the system was meeting the established criteria.

VI. DESIGN CRITERIA

Texas Commission on Environmental Quality (TCEQ) Design Criteria

The Texas Commission on Environmental Quality (TCEQ) is charged with establishing statewide design criteria for wastewater collection systems. These design criteria are presented and enforced in the Texas Administrative Code under Title 30 – Environmental Quality, Part I, Chapter 217 – Design Criteria for Domestic Wastewater Systems as adopted in December 2015. The following sections contain pertinent excerpts from the TCEQ regulations:

Pipe Design

A collection system must be designed to transport the peak flow from the service area, plus infiltration and inflow. The design must minimize inflow and infiltration. Flow calculations must be included in the engineering report. The flow calculations must include the details of the average flow, the flow peaking factor, and the infiltration and inflow.

§217.53(a)

An owner must ensure that a collection system's capacity is sufficient to serve the estimated future population of the area served by the project, including institutional, industrial, and commercial flows. An owner must ensure that the collection system has capacity to prevent a surcharge. An owner must ensure that a gravity pipe is at least 6.0 inches in diameter.

§217.53(j)

Table 8 – TCEQ Minimum Pipe Slopes

Size of Pipe (in)	*Minimum Slope (%)*	*Maximum Slope (%)*
6	*0.50*	*12.35*
8	*0.33*	*8.40*
10	*0.25*	*6.23*
12	*0.20*	*4.88*
15	*0.15*	*3.62*
18	*0.11*	*2.83*
21	*0.09*	*2.30*
24	*0.08*	*1.93*
27	*0.06*	*1.65*
30	*0.055*	*1.43*
33	*0.05*	*1.26*
36	*0.045*	*1.12*
39	*0.04*	*1.01*
>39	*	*

**For lines larger than 39 inches in diameter, the slope shall be determined by Manning's formula (as shown below) to maintain a minimum velocity greater than 2.0 feet per second when flowing full and a maximum velocity less than 10 feet per second when flowing full.*

§217.53(l)

Lift Station Design

Wet Well/Dry Well

Table 9 – TCEQ Wet Well Requirements

Pump Horsepower	*Minimum Cycle Times (minutes)*
less then 50	*6*
50 - 100	*10*
Over 100	*15*

Minimum Wet Well Volume shall be based on the following formula:
*V = (T * Q) / (4 * 7.48)*

V = Working Volume (ft^3)
Q = Pump Capacity (GPM)
T = Cycle Time (Minutes)
7.48 = conversion factor in gallons/cubic foot

§217.61 (b)

Pumps

A lift station must have at least two pumps. The firm pumping capacity of a lift station must handle the peak flow.

§217.61 (c)

Force Mains

A force main must be a minimum of 4.0 inches in diameter, unless it is used in conjunction with a grinder pump station. For a lift station with two pumps, the minimum velocity is 3.0 feet per second with one pump in operation. For a lift station with three or more pumps the minimum velocity in a force main is 2.0 feet per second with only the smallest pump operating at full speed and a minimum flushing velocity of 5.0 feet per second or greater must occur in a force main at least twice daily. The engineering report must certify that a pipeline with a velocity greater than 6.0 feet per second can withstand high and low negative surge pressures in the event of sudden pump failure.

§217.67 (a)

VII. EXISTING INFRASTRUCTURE ANALYSIS AND RECOMMENDATIONS

The City discharges wastewater to the City of Fort Worth wastewater system at one wholesale meter point, located approximately at the intersection of Jacksboro Hwy. and Roberts Cut Off Rd. The City wastewater system consists of 6 submersible lift stations and various sizes of gravity trunk mains. The City is divided into six separate wastewater drainage basins, named by the lift station to which they drain. The City wastewater system either flows by gravity or is pumped from the other five lift stations to the Charbonneau lift station before being discharged into the Fort Worth system. In addition to the flow generated by the City, the City receives unmetered flow from several homes within the City of Fort Worth along Malaga Dr. and receives flow from a Lowe's Home Improvement Store within the City of Fort Worth through a metered location at the intersection of Northwest Centre Dr. and Jacksboro Hwy.

The City service area ranges from approximately 785' at its highest elevation on the east side of the City to approximately 615' at its lowest elevation on the west side of the City. In general, the topography of the City falls from east to west towards Lake Worth. The six City lift stations are located on the west side of the City. See **Appendix C – Existing Sewer Infrastructure** for an illustration of the City's existing wastewater facilities. **Figure 1** below shows the schematic wastewater flow path from the City's six lift stations to the Fort Worth wholesale meter.

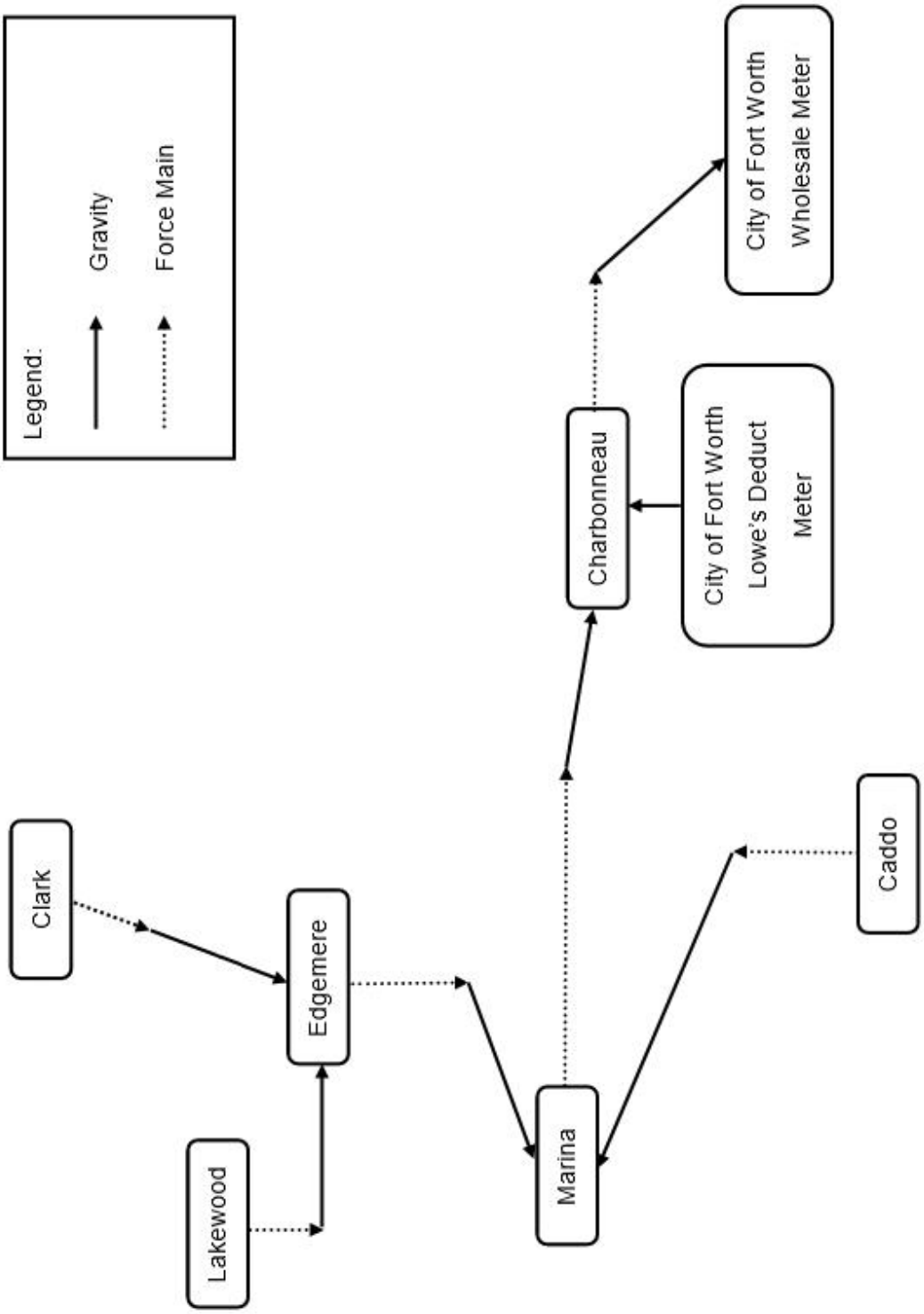


Figure 1: City Schematic Wastewater Flow Path

Gravity Lines

The City currently owns and maintains over 34 miles of sanitary sewer lines that range from 4-inches in diameter to 16-inches in diameter. The gravity lines were analyzed using the SewerCAD® wastewater model for average day discharge and peak condition discharge for existing condition and buildout condition. The majority of the existing gravity system was found to have adequate capacity to convey the existing condition discharge for both the average day and peak conditions. The additional wastewater discharge from existing condition to buildout condition is expected to be very minimal.

There were several select sections of pipe in both existing and buildout conditions that had a calculated hydraulic grade line above the top of pipe but not exceeding the top of manholes. These pipes could possibly be candidates for upsizing, however, rather than upsizing these lines, Kimley-Horn recommends that the City focus on rehabilitation and replacement of existing wastewater trunk and collection lines to limit the amount of inflow and infiltration in the system. A peaking factor of 4.8 from peak discharge to average day discharge indicates a fairly high amount of infiltration and inflow entering the system. Because the existing system has been operating with minimal failures or overflows and the buildout conditions are not expected to contribute significant additional flow, the optimal method would be to focus on rehabilitation. Inflow and infiltration is discussed further below.

Most of the gravity flow lines in the system consist of PVC and clay tile pipe. **Table 10** below presents a breakdown of the gravity sewer lines in the system by diameter and **Table 11** has a breakdown of the gravity sewer lines by material type.

Table 10 – Gravity Sewer Line Summary by Diameter

Pipe Diameter	Linear Footage (LF)
4”	1,162
6”	97,530
8”	65,932
10”	4,909
12”	6,347
15”	4,859
16”	665
Total	181,404

Table 11 – Gravity Sewer Line Summary by Material

Pipe Material	Linear Footage (LF)
PVC	86,273
Vitrified Clay	82,659
HDPE	7,891
Ductile Iron	2,280
Concrete	1,664
Unknown	637
Total	181,404

There are some sections of 4-inch pipe that still exist within the City. According to TCEQ criteria, the minimum pipe size allowed is 6-inches. The 4-inch sections of pipe should be replaced during the systematic replacement and rehabilitation of the system. Additionally, there are numerous sections of the system that consist of clay tile and ductile iron pipe. Although not necessarily an indicator of condition, clay tile pipe is frequently found to have cracks or breaks that allow ground water infiltration into the system. Additionally, ductile iron and concrete pipe are frequently subject to corrosion problems. **Appendix D – Sewer Pipe Material** highlights the different pipe materials in the wastewater system. Kimley-Horn recommends investigating the sections of clay, ductile iron, and concrete pipe for replacement or rehabilitation.

Inflow and Infiltration (I&I)

I&I is non-wastewater discharges entering the wastewater system. The most common contributors of I&I are storm water runoff and groundwater. Infiltration is defined as the water entering the collection system and private service lines from the ground, through defective pipe joints, broken pipes, cracks in manhole walls, and bad pipe-to-pipe and pipe-to-manhole connections. Inflow is defined as the water entering the collection system and service lines from direct surface connections such as roof drains, yard drains, holes in manhole covers, etc. I&I flows are almost always responsible for the peak flow rates experienced in wastewater systems. The City has a calculated peaking factor of 4.8 to 1 from peak discharge to average day discharge condition. Although not as high as some communities, a 4.8 peaking factor is still indicative of significant I&I inflows into the system.

Sources of I&I are difficult to locate and furthermore are costly to fix, however, there are several advantages of reducing I/I. Reducing I/I has the following advantages:

- Increases available system capacity by decreasing the amount of extraneous flow transported by the collection system.
- Decreases charges from Fort Worth by reducing total flow sent to Fort Worth for treatment.
- Decreases the frequency of lift station pumping, saving on electricity costs and wear and tear on the pumps.
- Revenues remain constant. Therefore, reducing I/I has no effect on revenue generation, it only lowers operational costs.
- Reduces potential for future illegal overflows (overflows are costly to clean up and the TCEQ could levy fines).

Lift Station Facilities

The City operates and maintains six lift station facilities utilizing force mains ranging in size from six-inches in diameter to sixteen-inches in diameter to transport wastewater to either a separate wastewater drainage basin or directly to the Fort Worth discharge point. See **Appendix C – Existing Sewer Infrastructure** for an illustration of the City's existing wastewater facilities. **Figure 1** on page 16 shows the schematic wastewater flow path from the City's six lift stations to the Fort Worth wholesale meter. **Table 12** below summarizes the information provided by the City for each lift station. The Charbonneau lift station was rehabilitated in 2017. Improvements to the lift station included lining the wet well, replacing discharge piping, and replacing submersible pumps. An improvement to the Charbonneau force main is currently under design and expected to begin construction in 2018.

Table 12 – Existing Lift Station Summary

Lift Station	Working Volume of Wet Well (gal)	Force Main Size (in)	Number of Pumps	Firm Pump Capacity (gpm)	Date of Last Improvement
Caddo	580	6	2	200	2002
Charbonneau	7,780	12/16	3	2,500	2017
Clark	800	6	2	Unavailable	2009
Edgemere	1,763	6	2	635	2008
Lakewood	750	6	2	150	2017
Marina	Unavailable	10/12	3	1,800	2017

Each force main was analyzed according to the TCEQ criteria limiting the velocity in the force main to 6 ft/s. Above 6 ft/s, it must be certified that the pipeline can withstand high and low surge pressures in the event of sudden pump failure. The force main was analyzed using the greatest pumping rate or the maximum flow that could be expected through the force main. **Table 13** below summarizes the results of the force main analysis.

Table 13 – Force Main Analysis

Lift Station	Existing Force Main Size (in)	Existing Firm Pump Capacity (gpm)	Recommended Buildout Firm Pump Capacity (gpm)	Recommended Buildout Force Main Size (in)
Caddo	6	200	200	6
Charbonneau	12/16	2,500	2,750	16
Clark	6	24*[1]	29*[1]	6
Edgemere	6	635	800	8
Lakewood	6	150	150	6
Marina	10/12	1,800	1,800	10

*1 – Pump information for Clark lift station is unknown. The force main velocity was calculated based on the calculated existing and buildout discharges.

The twelve-inch portion of the Charbonneau force main and the Edgemere force main are below the recommended force main size in existing conditions and ultimate conditions. These force mains have velocities in excess of the 6 ft/s TCEQ criteria. The Edgemere lift station force main should be analyzed to ensure that they can handle high and low surge pressures.

An update to the Charbonneau force main is currently under design and is expected to begin construction in 2018.

The wet wells at each lift station were analyzed according to the TCEQ criteria detailed in **Section VI – Design Criteria. Table 14** below summarizes the wet well calculations. Required wet well sizes were calculated based on the horsepower of the existing pumps. It should be noted that wet well volumes shown are the wet well working volume and not the volume of the entire wet well.

Table 14 – Wet Well Analysis

Lift Station	Working Volume of Wet Well (gal)	Buildout Required Wet Well Working Volume (gal)	Recommended Buildout Wet Well Working Volume (gal)
Caddo	580	300	580
Charbonneau	7,780	6,875	7,780
Clark	800	43	800
Edgemere	1,763	1,200	1,763
Lakewood	750	225	750
Marina	---	4,500	4,500

All of the lift stations both have adequate volume for the buildout conditions. The working volume of the Marina wet well was unknown and could not be verified.

The pumps at each lift station were also analyzed according to the TCEQ criteria, stipulating that each station should have sufficient firm pumping capacity to pump the peak event. **Table 15** below summarizes the pumping calculations at each lift station.

Table 15 – Pumping Analysis

Lift Station	Existing Firm Pump Capacity (gpm)	Existing Required Pump Capacity (gpm)	Recommended Buildout Firm Pump Capacity (gpm)
Caddo	200	150	200
Charbonneau	2,500	2,580	2,750
Clark	---	24	29
Edgemere	635	630	710
Lakewood	150	40	150
Marina	1,800	1,260	1,800

The Caddo, Lakewood, and Marina pump station all have satisfactory firm pumping capacity to meet the buildout conditions. The Charbonneau lift station is undersized in both existing and buildout conditions, however, the Charbonneau lift station has a fourth empty slot that is available to add additional pumping in the future. The Charbonneau force main is also being upsized which is expected to increase the capacity of the lift station. The Edgemere lift station is anticipated to be slightly undersized at buildout. If the City is able to successfully rehabilitate the collection system and decrease the I&I into the system, upgrades to the Edgemere and Charbonneau lift stations may not be necessary. Kimley-Horn recommends monitoring the performance of the Charbonneau and Edgemere lift stations during wet weather events.

Table 16 below has a breakdown of the force mains in the system by diameter.

Table 16 – Force Main Summary

Pipe Size	Linear Footage (LF)
6”	4,256
10”	2,472
12”	4,478
16”	4,973
Total	**16,178**

Kimley-Horn did not perform onsite evaluations of the lift stations or the force mains. Kimley-Horn recommends that the City periodically inspect the lift stations for wear and corrosion. Electricity for pumping costs can be an expensive part of operating a wastewater system, therefore ensuring that the pumps in the system are operating efficiently either through inspection or pump testing is an important part of maintenance. Additionally, if an upgrade of the existing SCADA system becomes necessary, Kimley-Horn recommends that the City add level sensors to all the lift stations.

CAPITAL IMPROVEMENT PLAN

From the Master Planning process, a recommended list of Capital Improvements has been developed. The City has almost reached complete buildout of the City service area. Therefore, no projects have been developed tied to new growth. The Capital Improvement list focuses on setting up a system for replacement and rehabilitation of the existing collection system and for correcting a few minor deficiencies. Replacement and rehabilitation projects have been selected to maintain an annual budget of approximately $500,000. Project locations should be adjusted based on the results of field investigation or City staff input. All improvements are shown in **Appendix E – Capital Improvement Plan**. The following opinion of probable costs for each capital project assumes no design completed, based on 2017 dollars, no inflation increases, and does not include any property acquisitions.

Table 17 – Capital Improvements Plans

	PROJECT NAME	PROJECT COST
1	I&I Study	$100,000
2	Rehabilitation Projects – Year 1	$675,000
3	Rehabilitation Projects – Year 2	$374,000
4	Rehabilitation Projects – Year 3	$485,000
5	Rehabilitation Projects – Year 4	$586,000
6	Rehabilitation Projects – Year 5	$546,000
7	Edgemere Force Main and Pump Upgrade	$351,000
8	Charbonneau Pump Addition	$68,000
9	Rehabilitation Projects – Year 6	$431,000
10	Rehabilitation Projects – Year 7	$527,000
11	Rehabilitation Projects – Year 8	$528,000
12	Rehabilitation Projects – Year 9	$292,000
13	Rehabilitation Projects – Year 10	$412,000
	TOTAL:	**$5,375,000**

#1 – I&I Study

PROJECT COST: $100,000

NOTES: An I&I study is an important step to locate the sources of I&I within the wastewater collection system. Methods of investigation could include smoke testing, dye testing and televised camera inspection. An I&I will report will help to prioritize the biggest sources of inflow and infiltration in the system.

#2 – Rehabilitation Projects – Year 1

PROJECT COST: $675,000

NOTES: This is the first phase for systematically replacing the old and clay tile pipes in the wastewater collection system. Project locations may be adjusted based on the findings of the I&I study or City staff input.

#3 – Rehabilitation Projects – Year 2

PROJECT COST: $374,000

NOTES: This is the second phase for systematically replacing the old and clay tile pipes in the wastewater collection system. Project locations may be adjusted based on the findings of the I&I study or City staff input.

#4 – Rehabilitation Projects – Year 3

PROJECT COST: $485,000

NOTES: This is the third phase for systematically replacing the old and clay tile pipes in the wastewater collection system. Project locations may be adjusted based on the findings of the I&I study or City staff input.

#5 – Rehabilitation Projects – Year 4

PROJECT COST: $586,000

NOTES: This is the fourth phase for systematically replacing the old and clay tile pipes in the wastewater collection system. Project locations may be adjusted based on the findings of the I&I study or City staff input.

#6 – Rehabilitation Projects – Year 5

PROJECT COST: $546,000

NOTES: This is the fifth phase for systematically replacing the old and clay tile pipes in the wastewater collection system. Project locations may be adjusted based on the findings of the I&I study or City staff input.

#7 – Edgemere Force Main and Pump Upgrade

PROJECT COST: $351,000

NOTES: This project consists of approximately 1,100 linear feet of force main along Caddo Trail and new pumps at the Caddo lift station. This project will be necessary with buildout of the system to meet peak demands and TCEQ criteria.

#8 – Charbonneau Pump Addition

PROJECT COST: $68,000

NOTES: This project will add a pump to the Charbonneau lift station's empty fourth pump slot. This project will be necessary with buildout of the system to meet peak demands and TCEQ criteria.

#9 – Rehabilitation Projects – Year 6

PROJECT COST: $431,000

NOTES: This is the sixth phase for systematically replacing the old and clay tile pipes in the wastewater collection system. Project locations may be adjusted based on the findings of the I&I study or City staff input.

#10 – Rehabilitation Projects – Year 7

PROJECT COST: $527,000

NOTES: This is the seventh phase for systematically replacing the old and clay tile pipes in the wastewater collection system. Project locations may be adjusted based on the findings of the I&I study or City staff input.

#11 – Rehabilitation Projects – Year 8

PROJECT COST: $528,000

NOTES: This is the eighth phase for systematically replacing the old and clay tile pipes in the wastewater collection system. Project locations may be adjusted based on the findings of the I&I study or City staff input.

#12 – Rehabilitation Projects – Year 9

PROJECT COST: $292,000

NOTES: This is the ninth phase for systematically replacing the old and clay tile pipes in the wastewater collection system. Project locations may be adjusted based on the findings of the I&I study or City staff input.

#13 – Rehabilitation Projects – Year 10

PROJECT COST: $412,000

NOTES: This is the tenth phase for systematically replacing the old and clay tile pipes in the wastewater collection system. Project locations may be adjusted based on the findings of the I&I study or City staff input.

VIII. APPENDICES

Appendix A – Existing Land Use Map

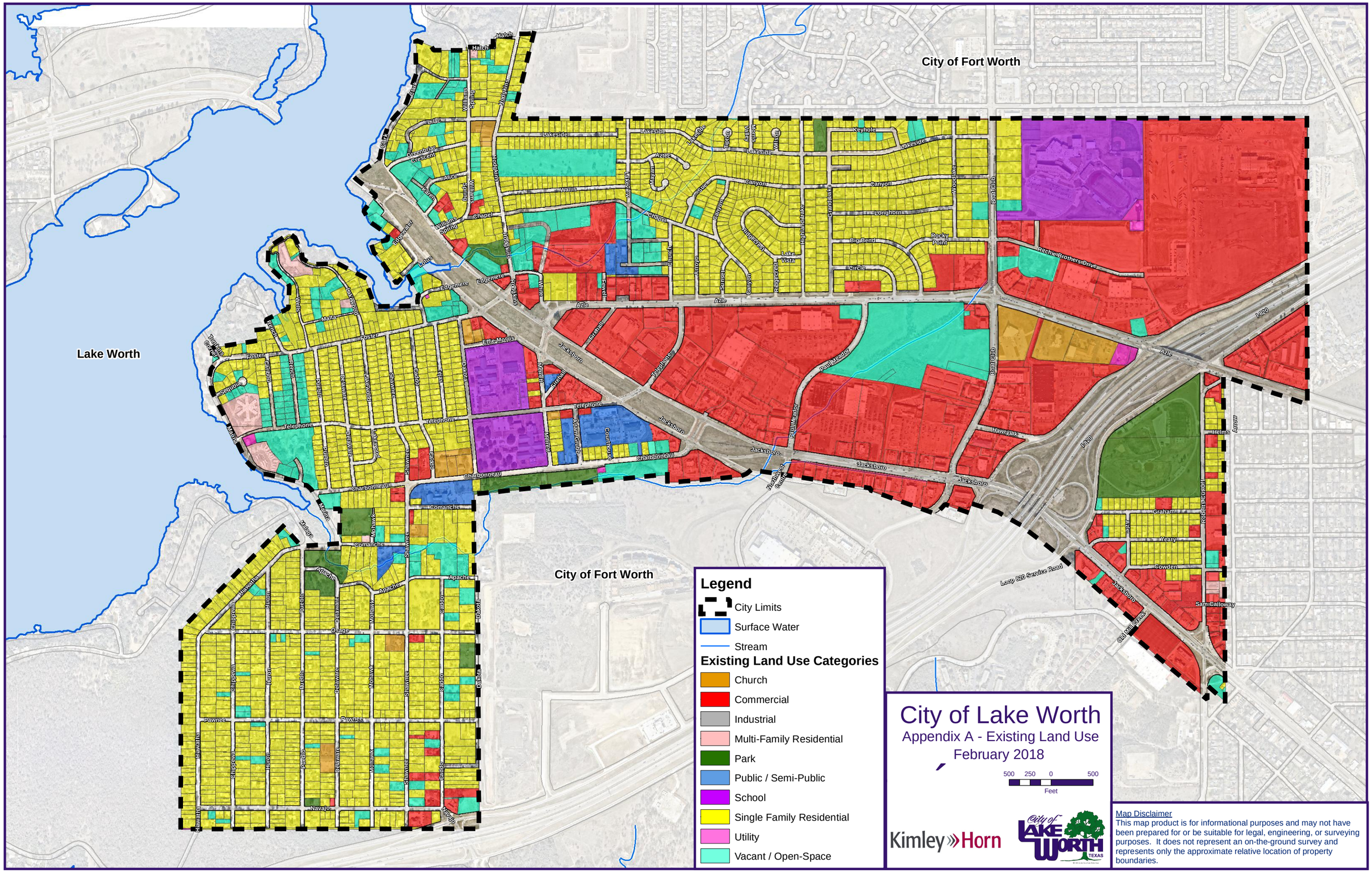
Appendix B – Ultimate Land Use Map

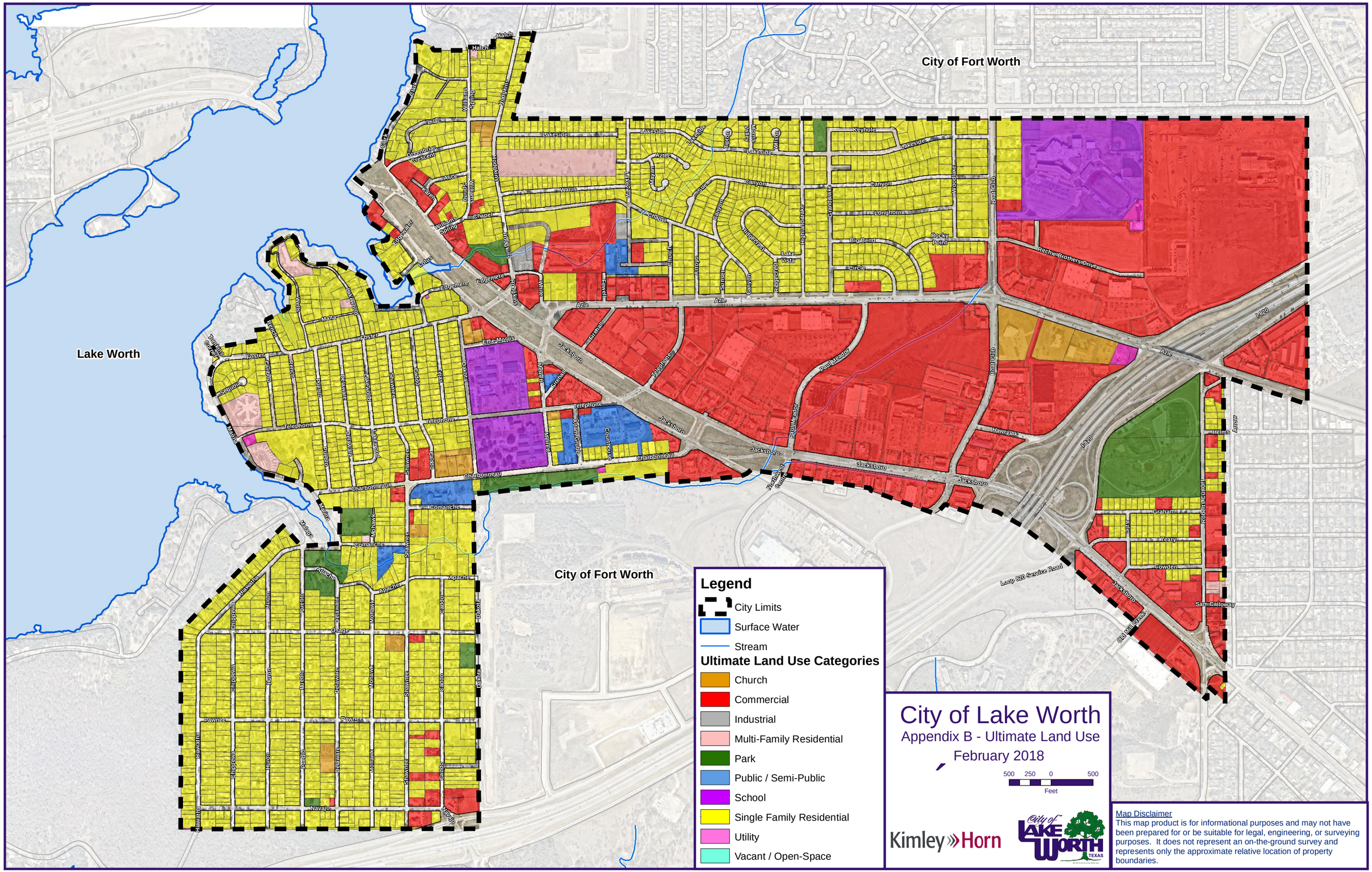
Appendix C – Existing Sewer Infrastructure

Appendix D – Sewer Line Material

Appendix E – Capital Improvement Plan

Appendix F – Opinions of Probable Construction Costs


City of Fort Worth
Lake Worth
City of Fort Worth
Legend
City Limits
Surface Water
Stream
Existing Land Use Categories
Church
Commercial
Industrial
Multi-Family Residential
Park
Public / Semi-Public
School
Single Family Residential
Utility
Vacant / Open-Space
City of Lake Worth
Appendix A - Existing Land Use
February 2018
500 250 0 500
Feet
Kimley»Horn
City of Lake Worth Texas
Map Disclaimer
This map product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.


City of Fort Worth
Lake Worth
City of Fort Worth
Legend
City Limits
Surface Water
Stream
Ultimate Land Use Categories
Church
Commercial
Industrial
Multi-Family Residential
Park
Public / Semi-Public
School
Single Family Residential
Utility
Vacant / Open-Space
City of Lake Worth
Appendix B - Ultimate Land Use
February 2018
500 250 0 500
Feet
Kimley»Horn
City of Lake Worth Texas
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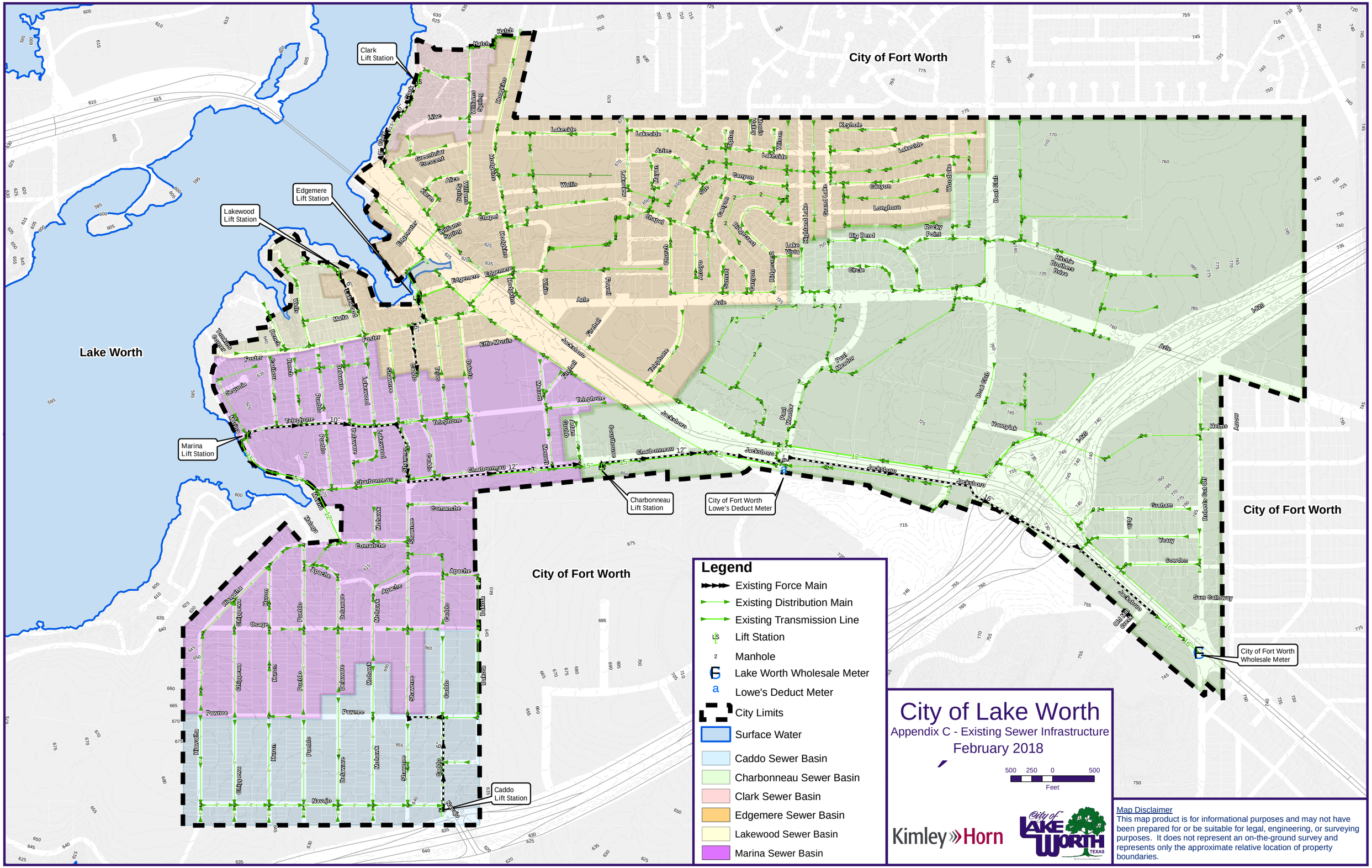
City of Fort Worth
Lake Worth
City of Fort Worth
City of Fort Worth
Clark Lift Station
Edgemere Lift Station
Lakewood Lift Station
Marina Lift Station
Charbonneau Lift Station
City of Fort Worth Lowe's Deduct Meter
Caddo Lift Station
City of Fort Worth Wholesale Meter
Legend
Existing Force Main
Existing Distribution Main
Existing Transmission Line
Lift Station
Manhole
Lake Worth Wholesale Meter
Lowe's Deduct Meter
City Limits
Surface Water
Caddo Sewer Basin
Charbonneau Sewer Basin
Clark Sewer Basin
Edgemere Sewer Basin
Lakewood Sewer Basin
Marina Sewer Basin
City of Lake Worth
Appendix C - Existing Sewer Infrastructure
February 2018
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Feet
Kimley»Horn
City of Lake Worth Texas
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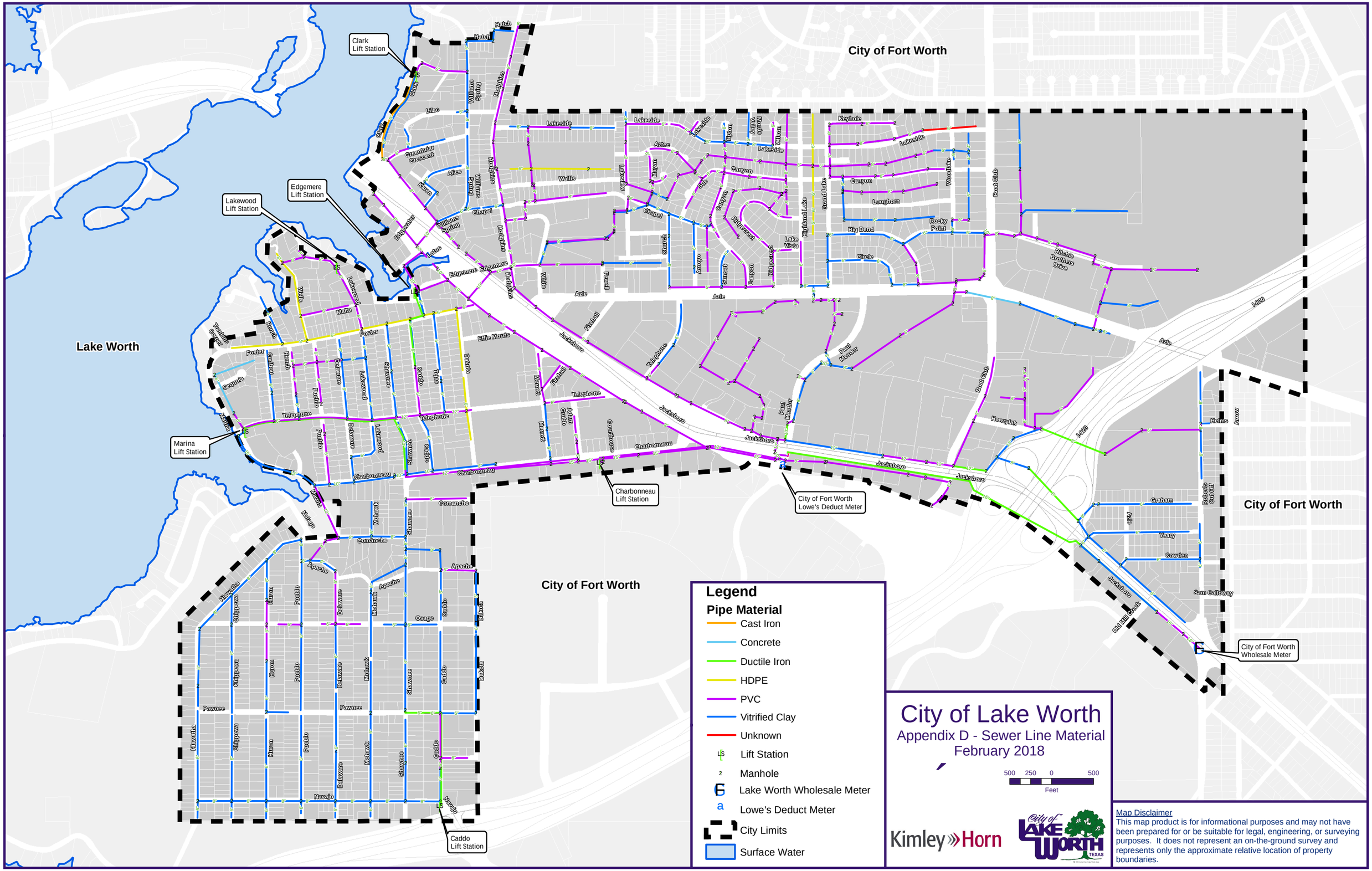
City of Fort Worth
Lake Worth
City of Fort Worth
City of Fort Worth
Clark Lift Station
Edgemere Lift Station
Lakewood Lift Station
Marina Lift Station
Charbonneau Lift Station
City of Fort Worth Lowe's Deduct Meter
City of Fort Worth Wholesale Meter
Caddo Lift Station
Legend
Pipe Material
Cast Iron
Concrete
Ductile Iron
HDPE
PVC
Vitrified Clay
Unknown
Lift Station
Manhole
Lake Worth Wholesale Meter
Lowe's Deduct Meter
City Limits
Surface Water
City of Lake Worth
Appendix D - Sewer Line Material
February 2018
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Feet
Kimley»Horn
City of Lake Worth Texas
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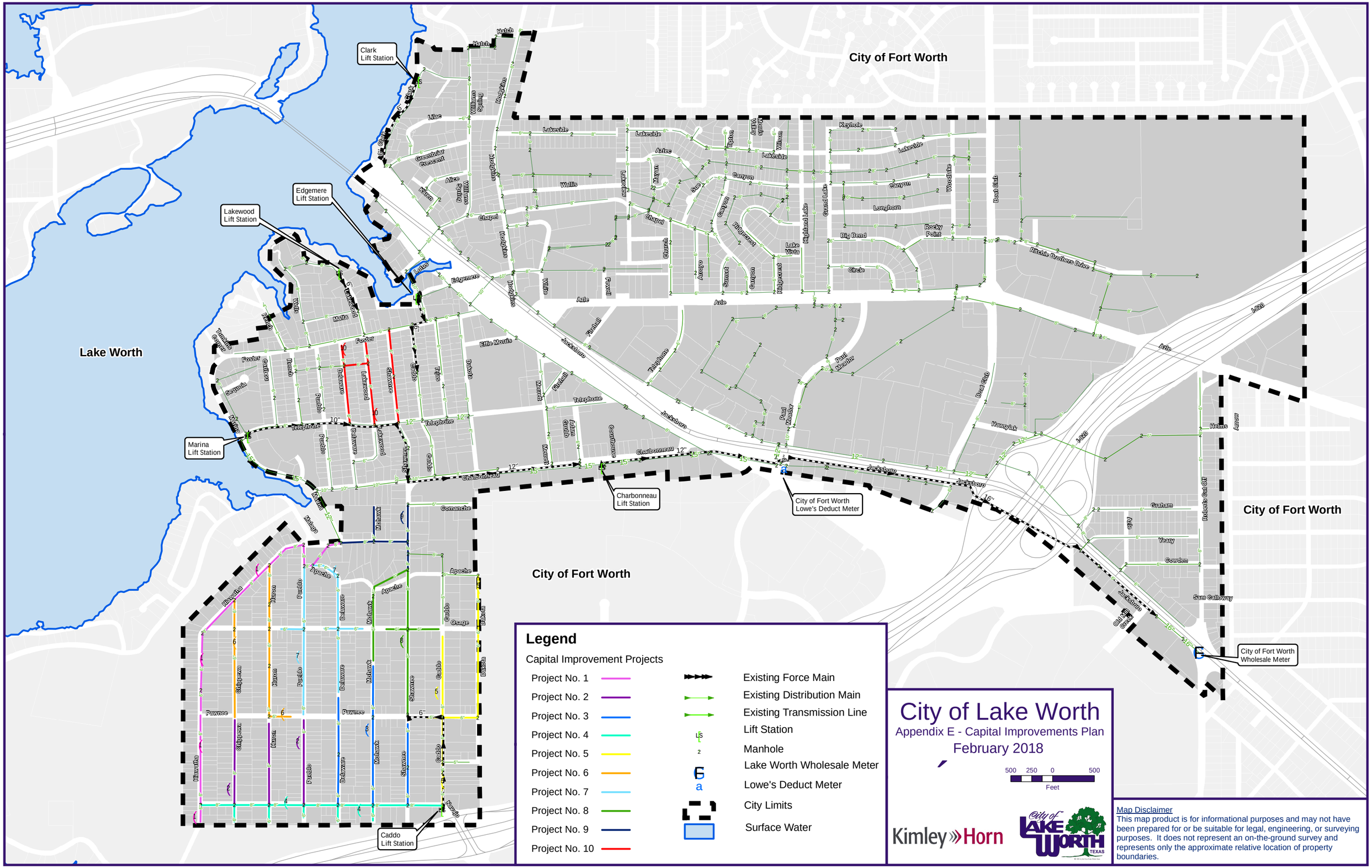

City of Lake Worth

Appendix E - Capital Improvements Plan

February 2018

Map Disclaimer

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Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/1/2018**
Project:	**Wastewater System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: **10-Year Capital Improvements Summary**

Project No.	Item Description	Item Cost
10-Year Capital Improvements Projects		
1	I&I Study	$100,000
2	Rehabiliation Projects - Year 1	$675,000
3	Rehabiliation Projects - Year 2	$374,000
4	Rehabiliation Projects - Year 3	$485,000
5	Rehabiliation Projects - Year 4	$586,000
6	Rehabiliation Projects - Year 5	$546,000
7	Edgemere Force Main and Pump Upgrade	$351,000
8	Charbonneau Pump Addition	$68,000
9	Rehabiliation Projects - Year 6	$431,000
10	Rehabiliation Projects - Year 7	$527,000
11	Rehabiliation Projects - Year 8	$528,000
12	Rehabiliation Projects - Year 9	$292,000
13	Rehabiliation Projects - Year 10	$412,000
	10-Year Capital Improvement Projects Total:	**$5,375,000**

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/1/2018**
Project:	**Wastewater System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 1. I&I Study

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	I&I Study	1	LS	$100,000.00	$100,000

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

Subtotal:		$100,000
Conting. (%,+/-)	0	$0
Professional Services (%,+/-)	0	$0
Total:		**$100,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/1/2018**
Project:	**Wastewater System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 2. Rehabiliation Projects - Year 1

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$44,000	$44,000
2	Traffic Control	1	LS	$9,000	$9,000
3	Erosion Control	1	LS	$9,000	$9,000
4	6" Sanitary Sewer Trenchless Pipe Replacement	2,200	LF	$50.00	$110,000
5	8" Sanitary Sewer Trenchless Pipe Replacement	2,500	LF	$75.00	$188,000
6	4" Sanitary Sewer Service Connection	63	EA	$750.00	$47,000
7	4' Standard Concrete Manhole	12	EA	$5,000.00	$59,000
8	Curb and Gutter Repair	310	LF	$50.00	$16,000
9	Pavement Repair	290	SY	$60.00	$18,000

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

Subtotal:		$500,000
Conting. (%,+/-)	20	$100,000
Professional Services (%,+/-)	15	$75,000
Total:		**$675,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/1/2018**
Project:	**Wastewater System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 3. Rehabiliation Projects - Year 2

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$25,000	$25,000
2	Traffic Control	1	LS	$5,000	$5,000
3	Erosion Control	1	LS	$5,000	$5,000
4	6" Sanitary Sewer Trenchless Pipe Replacement	3,010	LF	$50.00	$151,000
5	4" Sanitary Sewer Service Connection	40	EA	$750.00	$31,000
6	4' Standard Concrete Manhole	8	EA	$5,000.00	$38,000
7	Curb and Gutter Repair	200	LF	$50.00	$10,000
8	Pavement Repair	190	SY	$60.00	$12,000

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

Subtotal:		$277,000
Conting. (%,+/-)	20	$55,425
Professional Services (%,+/-)	15	$41,575
Total:		**$374,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/1/2018**
Project:	**Wastewater System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 4. Rehabiliation Projects - Year 3

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$32,000	$32,000
2	Traffic Control	1	LS	$7,000	$7,000
3	Erosion Control	1	LS	$7,000	$7,000
4	6" Sanitary Sewer Trenchless Pipe Replacement	3,920	LF	$50.00	$196,000
5	4" Sanitary Sewer Service Connection	52	EA	$750.00	$40,000
6	4' Standard Concrete Manhole	10	EA	$5,000.00	$49,000
7	Curb and Gutter Repair	260	LF	$50.00	$13,000
8	Pavement Repair	250	SY	$60.00	$15,000

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

Subtotal:		$359,000
Conting. (%,+/-)	20	$71,975
Professional Services (%,+/-)	15	$54,025
Total:		**$485,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/1/2018**
Project:	**Wastewater System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 5. Rehabiliation Projects - Year 4

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$38,000	$38,000
2	Traffic Control	1	LS	$8,000	$8,000
3	Erosion Control	1	LS	$8,000	$8,000
4	6" Sanitary Sewer Trenchless Pipe Replacement	940	LF	$50.00	$47,000
5	8" Sanitary Sewer Trenchless Pipe Replacement	2,900	LF	$75.00	$218,000
6	4" Sanitary Sewer Service Connection	51	EA	$750.00	$39,000
7	4' Standard Concrete Manhole	10	EA	$5,000.00	$48,000
8	Curb and Gutter Repair	260	LF	$50.00	$13,000
9	Pavement Repair	240	SY	$60.00	$15,000

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

Subtotal:		$434,000
Conting. (%,+/-)	20	$86,850
Professional Services (%,+/-)	15	$65,150
Total:		**$586,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/1/2018**
Project:	**Wastewater System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 6. Rehabiliation Projects - Year 5

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$36,000	$36,000
2	Traffic Control	1	LS	$8,000	$8,000
3	Erosion Control	1	LS	$8,000	$8,000
4	6" Sanitary Sewer Trenchless Pipe Replacement	4,330	LF	$50.00	$217,000
5	4" Sanitary Sewer Service Connection	58	EA	$750.00	$44,000
6	4' Standard Concrete Manhole	12	EA	$5,000.00	$58,000
7	Curb and Gutter Repair	290	LF	$50.00	$15,000
8	Pavement Repair	290	SY	$60.00	$18,000

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

Subtotal:		$404,000
Conting. (%,+/-)	20	$81,100
Professional Services (%,+/-)	15	$60,900
Total:		**$546,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/1/2018**
Project:	**Wastewater System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 7. Edgemere Force Main and Pump Upgrade

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$23,000	$23,000
2	Traffic Control	1	LS	$5,000	$5,000
3	Erosion Control	1	LS	$5,000	$5,000
4	8" AWWA C-900 DR-18 PVC Pipe	1,100	LF	$90.00	$99,000
5	Sewer Line Trench Safety	1,100	LF	$3.00	$4,000
6	Connect to Existing Lift Station	1	EA	$5,000.00	$5,000
7	4' Standard Concrete Manhole	1	EA	$5,000.00	$5,000
8	Curb and Gutter Repair	100	LF	$50.00	$5,000
9	Pavement Repair	980	SY	$60.00	$59,000
10	Edgemere Pump Replacement	2	EA	$25,000.00	$50,000

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

Subtotal:		$260,000
Conting. (%,+/-)	20	$52,000
Professional Services (%,+/-)	15	$39,000
Total:		**$351,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/1/2018**
Project:	**Wastewater System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 8. Charbonneau Pump Addition

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Charbonneau Pump Addition	1	LS	$50,000.00	$50,000

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

Subtotal:		$50,000
Conting. (%,+/-)	20	$10,250
Professional Services (%,+/-)	15	$7,750
Total:		**$68,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/1/2018**
Project:	**Wastewater System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 9. Rehabiliation Projects - Year 6

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$28,000	$28,000
2	Traffic Control	1	LS	$6,000	$6,000
3	Erosion Control	1	LS	$6,000	$6,000
4	6" Sanitary Sewer Trenchless Pipe Replacement	3,480	LF	$50.00	$174,000
5	4" Sanitary Sewer Service Connection	46	EA	$750.00	$35,000
6	4' Standard Concrete Manhole	9	EA	$5,000.00	$44,000
7	Curb and Gutter Repair	230	LF	$50.00	$12,000
8	Pavement Repair	220	SY	$60.00	$14,000

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

Subtotal:		$319,000
Conting. (%,+/-)	20	$63,975
Professional Services (%,+/-)	15	$48,025
Total:		**$431,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/1/2018**
Project:	**Wastewater System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 10. Rehabiliation Projects - Year 7

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$35,000	$35,000
2	Traffic Control	1	LS	$7,000	$7,000
3	Erosion Control	1	LS	$7,000	$7,000
4	6" Sanitary Sewer Trenchless Pipe Replacement	4,240	LF	$50.00	$213,000
5	4" Sanitary Sewer Service Connection	57	EA	$750.00	$43,000
6	4' Standard Concrete Manhole	11	EA	$5,000.00	$54,000
7	Curb and Gutter Repair	280	LF	$50.00	$14,000
8	Pavement Repair	270	SY	$60.00	$17,000

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

Subtotal:		$390,000
Conting. (%,+/-)	20	$78,250
Professional Services (%,+/-)	15	$58,750
Total:		**$527,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/1/2018**
Project:	**Wastewater System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 11. Rehabiliation Projects - Year 8

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$35,000	$35,000
2	Traffic Control	1	LS	$7,000	$7,000
3	Erosion Control	1	LS	$7,000	$7,000
4	6" Sanitary Sewer Trenchless Pipe Replacement	1,970	LF	$50.00	$99,000
5	8" Sanitary Sewer Trenchless Pipe Replacement	1,735	LF	$75.00	$131,000
6	4" Sanitary Sewer Service Connection	49	EA	$750.00	$38,000
7	4' Standard Concrete Manhole	9	EA	$5,000.00	$47,000
8	Curb and Gutter Repair	250	LF	$50.00	$13,000
9	Pavement Repair	230	SY	$60.00	$14,000

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

Subtotal:		$391,000
Conting. (%,+/-)	20	$78,275
Professional Services (%,+/-)	15	$58,725
Total:		**$528,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/1/2018**
Project:	**Wastewater System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 12. Rehabiliation Projects - Year 9

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$19,000	$19,000
2	Traffic Control	1	LS	$4,000	$4,000
3	Erosion Control	1	LS	$4,000	$4,000
4	6" Sanitary Sewer Trenchless Pipe Replacement	860	LF	$50.00	$43,000
5	8" Sanitary Sewer Trenchless Pipe Replacement	1,140	LF	$75.00	$86,000
6	4" Sanitary Sewer Service Connection	27	EA	$750.00	$20,000
7	4' Standard Concrete Manhole	5	EA	$5,000.00	$25,000
8	Curb and Gutter Repair	130	LF	$50.00	$7,000
9	Pavement Repair	130	SY	$60.00	$8,000

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

Subtotal:		$216,000
Conting. (%,+/-)	20	$43,400
Professional Services (%,+/-)	15	$32,600
Total:		**$292,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Kimley-Horn & Associates, Inc. **Opinion of Probable Construction Cost**

Client:	**City of Lake Worth**	**Date:**	**2/1/2018**
Project:	**Wastewater System Master Plan**	**Prepared By:**	**CWS**
KHA No.:	**061060050**	**Checked By:**	**AWS**

Title: 13. Rehabiliation Projects - Year 10

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost
1	Mobilization	1	LS	$27,000	$27,000
2	Traffic Control	1	LS	$6,000	$6,000
3	Erosion Control	1	LS	$6,000	$6,000
4	6" Sanitary Sewer Trenchless Pipe Replacement	3,320	LF	$50.00	$166,000
5	4" Sanitary Sewer Service Connection	44	EA	$750.00	$34,000
6	4' Standard Concrete Manhole	8	EA	$5,000.00	$42,000
7	Curb and Gutter Repair	220	LF	$50.00	$11,000
8	Pavement Repair	210	SY	$60.00	$13,000

Basis for Cost Projection:

- [x] No Design Completed
- [ ] Preliminary Design
- [ ] Final Design

Subtotal:		$305,000
Conting. (%,+/-)	20	$61,125
Professional Services (%,+/-)	15	$45,875
Total:		**$412,000**

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. G.1

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

Item: Discuss and consider Ordinance No. 1105, amending the FY 2017/2018 budget for General Fund, Street Maintenance Fund and the Economic Development Corporation.

Summary:
A special election was held on November 7, 2017 with the voters passing a proposition to abolish the sales and use tax for the Street Maintenance Fund and the Economic Development Corporation. A budget amendment is required to reallocate the remaining Street Maintenance Fund sales tax revenue budget to the General Fund and to eliminate the budgeted Street Maintenance transfer to the General Fund for salary reimbursement. A budget amendment is also required to reallocate all remaining budgeted revenues and most expenses from the Economic Development Corporation to the General Fund, due to the dissolution of the Corporation. The budgeted Economic Development Corporation transfers to the General Fund will be eliminated with the budget amendment.

The Economic Development Corporation unaudited fund balance as of 9/30/17 is $4,211,378. The current year activity for the fund is a surplus of $206,786. Although these amounts are not included in this budget amendment, they will be transferred to the General Fund later in the year. Staff is awaiting completion of the FY 2017 audit to be sure no adjustments will be made to change these balances. Final amounts will be presented to the City Council at the budget workshop scheduled for March 23, 2018. Staff will be requesting guidance from Council at that time for use of these funds.

Fiscal Impact:

Fund	Decreased Revenue	Decreased Expense	Use of Prior Fund Balance
Street Maintenance	$927,474	$116,640	$274,052*
Economic Dev Corp.	$1,875,048	$1,676,072	$0

*Street Maintenance unaudited restricted fund balance available as of 9/30/17 was $2,184,484

Fund	Increased Revenue	Increased Expense	Use of Prior Fund Balance
General Fund	$2,372,804	$1,362,879	$0
		Net Surplus to GF:	**$1,009,925**

(Please note that the impacts above are budgetary only; actual activity for the year will vary.)

Attachments:

1. Ordinance No. 1105, amending FY 2017/2018 budgets for General Fund, Street Maintenance Fund and the Economic Development Corporation

Recommended Motion or Action:

Move to approve Ordinance No. 1105 amending the FY 2017/2018 budgets for General Fund, Street Maintenance Fund and the Economic Development Corporation.

ORDINANCE NO. 1105

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 2017/2018; PROVIDING FOR SUPPLEMENTAL APPROPRIATION AND/OR TRANSFER OF CERTAIN FUNDS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, by Ordinance No. 1093, the City Council of the City of Lake Worth, Texas, adopted its budget for FY 2017/2018; and

WHEREAS, the City Council has determined that the budgets for General Fund, Street Maintenance Fund and the Economic Development Corporation require amendment due to sales tax reallocations and dissolution of the Economic Development Corporation; 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 No.1093 to reflect a supplemental appropriation and/or transfer in the fiscal year 2017/2018.

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

SECTION 1: The original General Fund, Street Maintenance Fund and Economic Development Corporation operating budgets for FY 2017/2018 for the City of Lake Worth, Texas are hereby amended as detailed in Attachment A.

Reason (pursuant Section 5.01(e) of the City Charter, as amended):
The budget amendments for the General Fund, Street Maintenance Fund and Economic Development Corporation are necessary due to the abolishment of the sales and use tax for the Street Maintenance Fund and the Economic Development Corporation, and dissolution of the Economic Development Corporation.

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 amendment 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 or 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 13th day of February 2018.

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

CITY OF LAKE WORTH
ORDINANCE NO. 1105
ATTACHMENT A

Add:

$2,802,522 to General Fund Revenues

100 4011 000 000	State Sales Tax	2,787,422
100 4880 000 000	Miscellaneous Income	175
100 4800 000 000	Interest Income	14,925

$1,362,879 to General Fund Expenses

100 0210 505 000	Miscellaneous Supplies	50
100 0213 505 000	Office Supplies	100
100 0214 505 000	Postage	10
100 0215 580 000	Printing	500
100 0500 505 010	Audit Services	6,000
100 0523 580 000	Legal Services	4,044
100 0531 505 000	Schools/Dues	900
100 0599 580 000	Other Services	9,998
100 0615 580 000	Advertising & Promotion	4,030
100 0620 505 010	Continuing Disclosure	1,000
100 0830 580 000	16-inch Force Main (Hwy 199)	353,000
100 0831 580 000	Azle Avenue Design	201,000
100 0902 580 000	Trns Out-WS 2009 Iss (97 Rfndg)	136,804
100 0906 580 000	Contribution-Water Fund	273,855
100 0908 580 000	Special Parks Proj-Pk Imp Fund	25,000
100 0912 580 000	Trns Out-DS 2011 Series	101,250
100 0913 580 000	Trns Out-DS 2014 Refunding	143,428
100 0998 580 000	Developer Reimbursements	100,000
100 0210 505 040	Miscellaneous Supplies	100
100 0320 505 040	Landscaping Maintenance	100
100 0512 505 040	Alarm System Service Charges	356
100 0518 505 040	Insurance-Bldg & Gen Liability	413
100 0538 505 040	Utilities-Electric	792
100 0546 505 040	Utilities-Wtr/Swr	75
100 0547 505 040	Utilities-Gas	74

$274,052 to Street Maintenance Fund Revenues

107 4996 000 000	Use of Prior Year Fund Balance	274,052

$1,385 to Economic Development Corp Expenses

110 0400 605 000	Equipment Rental	43
110 0800 605 000	Building Maintenance	1,342

CITY OF LAKE WORTH
ORDINANCE NO. 1105
ATTACHMENT A

Subtract:

$429,718 from General Fund Revenues

100 4896 000 000	Trns In-EDC Fire Truck Maint	25,000
100 4897 000 000	Trns In-St Maint Salary Reimb	116,640
100 4899 000 000	Admin Fee-EDC	238,078
100 4888 000 000	Trns In-EDC Park Contribution	50,000

$927,474 from Street Maintenance Fund Revenues

107 4011 000 000	State Sales Tax	927,474

$1,875,048 from Economic Development Corp Revenues

110 4011 000 000	Sales Tax Revenue	1,859,948
110 4300 000 000	LW Area Museum Rental Income	100
110 4800 000 000	Interest Income	14,925
110 4880 000 000	Miscellaneous Income	75

$116,640 from Street Maintenance Fund Expenses

107 0904 525 000	Trns Out-GF Salaries	116,640

$1,677,457 from Economic Development Corp Expenses

110 0210 505 000	Miscellaneous Supplies	50
110 0213 505 000	Office Supplies	100
110 0214 505 000	Postage	10
110 0215 505 000	Printing	500
110 0500 505 000	Audit Expense	6,000
110 0523 505 000	Legal Services	4,044
110 0531 505 000	Schools/Dues	900
110 0599 505 000	Other Services	9,998
110 0615 505 000	Advertising & Promotion	4,030
110 0620 505 000	Continuing Disclosure	1,000
110 0830 505 000	16-Inch Force Main (Hwy 199)	353,000
110 0831 505 000	Azle Avenue Design	201,000
110 0902 505 000	Trns Out-WS 2009 Iss (97 Rfndg)	136,804
110 0904 505 000	Trns Out-Gen Fire Truck Maint	25,000
110 0905 505 000	Admin Fee-General Fund	238,078
110 0906 505 000	Contribution-Water Fund	273,855
110 0908 505 000	Special Parks Proj-Pk Imp Fund	25,000
110 0912 505 000	Trns Out-DS 2011 Series	101,250
110 0913 505 000	Trns Out-DS 2014 Refunding	143,428
110 0916 505 000	Special Parks Proj-GF	50,000
110 0998 505 000	Developer Reimbursements	100,000
110 0210 605 000	Miscellaneous Supplies	100
110 0320 605 000	Landscaping Maintenance	100
110 0512 605 000	Alarm System Service Charges	356
110 0518 605 000	Insurance-Bldg & Gen Liability	413
110 0538 605 000	Utilities-Electric	792
110 0546 605 000	Utilities-Wtr/Swr	75
110 0547 605 000	Utilities-Gas	74
110 0580 605 000	City Labor Reimbursement	1,500

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. G.2

From: Stacey Almond, City Manager

Item: Discuss and consider Resolution No. 2018-03, adopting the City of Lake Worth Personnel and Administrative Regulations Manual (PARM), Title II, effective March 1, 2018.

Summary:

The Personnel and Administrative Regulations Manual (PARM), Title II was distributed in January 2018 to the City Council for recommendations and comments regarding the proposed PARM, Title II.

The proposed changes throughout the PARM will provide for more effective operations within the City. The most significant changes and additions, and those affecting the annual budget, are listed below.

Significant changes/additions to the regulations:

a. **Chapter 1, Incident Notification.** This Chapter puts in place regulations about incidents that occur that effect the public and establish procedures for communication with the public.
b. **Chapter 2, Business Travel.** Cities employees are required to travel and attend training this policy outlines additional guidelines and requirements. Most convenient it standardizes the travel with US General Services Administration (GSA) and allows for increase and/or decreases based upon GSA standards and travel areas.
c. **Chapter 3, Vacation Buy-back**. The purpose of this policy is to all for an annual vacation buy-back, provided as an optional benefit, subject to budgetary constraints, for employees who elect to convert accrued vacation in to a cash value (only available for up to 40 hours).
d. **Chapter 6, Certification Pay -** This policy is to establish guidelines and create additional opportunities for compensation based upon training. The maximum allowable certification pay is $100. Each eligible certification is worth $25. Certification list will be reviewed periodically and updated when necessary.
e. **Chapter 9, Purchasing Policy.** Updates to this policy simplify and clarify laws governing purchasing by the city. At the same time providing consistency and increase public confidence in the purchasing process.
f. **Chapter 11, Vehicle and Equipment Replacement Policy.** This policy provides parameters for identifying and funding vehicle and motorized equipment replacements, whose acquisition costs exceed $15,000 by the end of their specified economic lives.

Fiscal Impact:

N/A

Attachments:

1. Resolution No. 2018-03
2. Personnel and Administrative Regulation's Manual, Title II

Recommended Motion or Action:

Move to approve a Resolution No. 2018-03, adopting the City of Lake Worth Personnel and Administrative Regulations Manual (PARM), Title II, effective March 1, 2018.

RESOLUTION NO. 2018-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS, APPROVING THE PERSONNEL AND ADMINISTRATIVE REGULATIONS MANUAL, TITLE II, A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT "A"; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake Worth, Texas a Home Rule municipality located in Tarrant County, now desires to adopt the Personnel and Administrative Regulations Manual, Title II; and

WHEREAS, Article VIII, Section 8.01(b)(10) of the City Charter provides that the City Manager shall prepare personnel rules which shall provide for such rules, practices and procedures as may be necessary for the effective administration of the city; and

WHEREAS, such personnel policies shall be proposed to the City Council; and the Council may, by resolution, adopt them with or without amendments; and

WHEREAS, the City Manager has reviewed and approved the proposed Personnel and Administrative Regulations Manual, Title II.

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

SECTION 1. The foregoing recital is hereby found to be true and correct legislative findings of the City of Lake Worth, Texas, and are fully incorporated into the body of this Resolution.

SECTION 2. The City Council of the City of Lake Worth, Texas, does hereby adopt the City of Lake Worth Personnel and Administrative Regulations Manual, Title II, as attached hereto, as Exhibit "A" and incorporated by reference and its terms and conditions are authorized and effective March 1, 2018.

PASSED AND APPROVED this the 13th day of February 2018.

CITY OF LAKE WORTH

By:_____
Walter Bowen, Mayor

ATTEST:

_____
Monica Solko, City Secretary

PERSONNEL & ADMINISTRATIVE REGULATIONS MANUAL TITLE II

Effective March 1, 2018

CITY OF LAKE WORTH
PERSONNEL AND ADMINISTRATIVE REGULATIONS MANUAL

TITLE II
ADMINISTRATIVE REGULATIONS

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TITLE II
ADMINISTRATIVE REGULATIONS

CHAPTER 1 INCIDENT NOTIFICATION

1.01 Purpose

On occasion incidents will occur in the City that will have a direct effect on a number of residents. When incidents occur, the City should be prepared to respond to public inquiries with complete and accurate information, and this policy is established to provide a procedure for communication with the public.

For purposes of this policy, incident shall mean an occurrence of an action merely by chance or without intention or calculation, that is likely to accompany a minor consequence or lead to a major consequence. Examples of incidents that directly affect a number of residents include, but are not limited to the following:

A. a water main line break, causing residents to be without water;

B. closure of a roadway, which would deny access to residences, subdivisions, etc;

C. any evacuation efforts;

D. any incident that might draw media attention.

1.02 Applicability

This policy is effective immediately and is applicable to all departments of the City of Lake Worth.

1.03 Assessment by Supervisor

A department supervisor should report to any incident location and remain on-site, or in contact with an employee on-site at all times when such incident will or could, have a direct effect on a number of residents. The supervisor should ascertain the following information:

A. The facts surrounding the incident;

A. How long the residents will be affected;

B. The anticipated time the incident should be corrected/repaired; and

C. Which residents are, or will be affected

1.04 Incident Notification by Supervisor

A. After the above information is obtained by the field supervisor, he shall immediately contact the City Manager to relay such information in detail. In case of absence or unavailability of the City Manager, the field supervisor shall contact his designee. For purposes of this policy, the City Manager designees are as follows (in order): Assistant City Manager, Police Chief, or Fire Chief. The City Manager or his designee shall review the information provided and relay such information to customer service employees to receive and respond to inquiries from the public. The City Manager shall inform the City's Human Resources Department of which employee(s) all inquiries should be forwarded to. Should an incident occur other than between 8:00 a.m. and 5:00 p.m., Monday through Friday, the field supervisor shall contact his department head and the police and fire emergency dispatcher to provide the information in Section 1.03 A-D.

B. The field supervisor shall remain in contact with the City Manager or emergency dispatcher, providing updated information until such time that the incident has been corrected/repaired and citizens are no longer directly affected.

TITLE II
ADMINISTRATIVE REGULATIONS

CHAPTER 2 BUSINESS TRAVEL POLICY

2.01 Purpose

Because City employees are frequently required to travel, attend local meetings, or otherwise incur expenses in the interest of the City, it is the policy of the City of Lake Worth to provide necessary funding for approved conventions, educational meetings, business trips, and other business-related activities. This policy is established to provide guidelines for reimbursement for travel expenses and consistent procedures for travel authorization, documentation, and accounting.

2.02 Applicability

This policy applies to all regular employees of the City of Lake Worth. Any questions regarding procedures should be directed to the Finance Department.

2.03 General

A. Decisions regarding employee training should be made during the annual budget process. Department Heads may substitute a conference or education meeting for another that was originally planned and budgeted, or substitute a person attending, provided the total dollars budgeted are not exceeded.

B. Employees are expected to exercise good judgment and proper regard for economy when incurring travel expenses.

C. There is no objection to a spouse and/or other family members accompanying an employee on an official out-of-town trip, provided that their presence does not detract from the performance of duty. Expenses

attributable to the family, such as conference registration for spouses or special event charges, will not be reimbursable by the City.

D. In situations where extraordinary travel expenses are expected to be incurred, or where this regulation does not cover the situation, or would create a significant hardship if strictly applied, the City Manager may authorize exceptions.

E. Any request for out-of-state travel will only be considered if such travel is in the best interest of the City.

2.04 Approval of Travel

Prior to making any travel arrangements, an employee shall complete a Travel Voucher form and have it approved by the employee's Department Head. The employee shall verify availability of funds before submitting the Travel Voucher to the Finance Department for payment of registration, travel, lodging, travel advance, etc.

2.05 Allowable Expenses

The City will pay all reasonable expenses for employee travel, food, lodging, conference registration, tips, parking, taxis, and other associated necessities, provided that the employee submits appropriate documentation. All expenses must be accompanied by receipts (except per diem and mileage costs).

A. Transportation. Employees may use the mode of transportation he prefers and should be reimbursed on the basis outlined in subsections 1 - 6 below. Ordinarily, when traveling other than by car, round trip tickets should be purchased for travel, but going by one mode and returning by another is allowed if schedules so dictate or if there is not a disadvantage to the City. When making travel arrangements, employees will secure the lowest rates available (e.g., contracted travel arrangements with convention/seminar hosts, or other.)

1. Air Travel. Reimbursements shall be limited to Economy Class utilizing the most direct route where such services are available. Business Class airfare may be paid or reimbursed only if a lower airfare is not available and approval is obtained by the Department Head. When carry-on luggage is not sufficient for a business trip, Baggage Fee reimbursement will be limited to one bag per traveler.
2. City Vehicle. City vehicles may be used to travel to destinations of up to 300-mile radius from Lake Worth on City business. Special approval for longer trips may be granted by the City Manager if there are two employees traveling together or if there is some other justification. Gasoline and similar expenses will be reimbursed by the City with valid receipts.
3. Personal Vehicle. Employees who do not have access to City vehicles will be reimbursed for mileage at the current Internal Revenue Service (IRS) standard mileage rate. The rate reimbursed will automatically change on a calendar year basis to mirror the IRS standard mileage rate. When an employee chooses to drive his car on a trip longer than 300 miles, reimbursement shall be limited to the combined cost of airfare, taxi and related expenses or the mileage rate per mile, whichever is lower. Documentation must be submitted to verify calculations. Mileage is calculated as using City Hall, 3805 Adam Grubb, as a starting point.

   For employees receiving a car allowance or those who have a City issued vehicle, but traveling by personal vehicle, the mileage reimbursement will only be paid when travel is greater than 50 miles (one way) of Lake Worth City Hall.

   The City does not provide insurance coverage for any employee who uses his personal vehicle for business purposes. It is the employee's responsibility to protect against damage to his vehicle and legal liability in such form and amount as the employee deems adequate.
4. Rail travel. Reimbursement shall be limited to coach fares.

5. Car Rental. Rental cars should not be used except when taxis are inconvenient due to distance or number of necessary local trips to be taken. In the event an employee should rent a car, the City will reimburse the fee for an economy-type vehicle. An employee should decline the liability/collision damage waiver offered on the rental contract, as this coverage is already provided by the City.

6. Other. Travel to and from airports should be by bus or hotel shuttle where such services are in operation, and by taxi/uber/lyft as a last resort.

B. Lodging. The City will pay accommodations through the duration of the event, plus the day prior and/or after, if required, to meet arrival/departure times or restrictions. If an employee chooses to arrive earlier or stay later, additional lodging and other expenses related to such choice will be at the employee's personal expense. Reservations should be made at the single room rate (unless double is the same rate or lower), taking advantage of government, seminar, or other group discounts whenever possible.

C. Meals. The City will pay all reasonable meal costs when directly related to overnight travel for City business. In-state travel per diem will be paid based on the current standard rate for M&IE (Meals and Incidental Expenses) Texas cities listed in the US General Services Administration (GSA) website, adjusted annually. Out-of-state travel per diem will be paid at the current standard M&IE rate listed on the GSA website for the destination city. If the destination city is not listed, the rate for the closest city will apply. Meals charged on City credit cards should be processed for payment using credit card payment procedures. Meals should not be charged on city purchase cards when a per diem was provided. The meals must still be listed on the Travel Voucher as a prepaid expense for the exact charge. If the cost of the meal is less than the per diem, the cost of the meal should be used in the actual amount column. Employees are responsible for meal

expenses exceeding the per diem amount. Meals, which are paid for in advance (e.g., as part of registration, ticketed separately as a conference event), may not be considered as part of the per diem reimbursement. Adjustments to per diem must be approved by the City Manager. No per diem shall be claimed if meals are paid by others. If an employee pays for the meals for a non-City employee, a receipt should be submitted with details indicating the name of the person, organization, and business purpose.

D. Conferences and Seminars. All conference and seminar registration fees will be paid in full by the City, subject to the approval of the Department Head.

E. Miscellaneous Expenses.

1. Airport Parking. Receipts shall be submitted for airport parking at D/FW Airport or Love Field Airport. Long-term parking should be used whenever possible.

F. Non-Allowable Expenses. Expenses for the following shall not be paid by the City:

1. in-hotel pay television or videos;
2. health clubs and spas;
3. alcoholic beverages;
4. food or drink refreshment in excess of per diem;
5. entertainment unrelated to City business (e.g., attending a play or movie with friends);
6. calls to 900 numbers; and
7. dry cleaning or laundry.

2.06 Spouse/Family Travel

When accompanied by a family member, an employee shall pay all incremental costs related to having the member along on the trip. Examples of incremental costs include the difference in lodging costs between single and double occupancy, and all meal, and incidental costs of the family member. Spouses may accompany a City employee on official business with such expenses reimbursed by the City only when the spouse has specific duties to perform for the benefit of the City and such expenses are approved in advance by the City Manager. Estimated costs of spouse travel must be clearly identified on the Travel Voucher form and approved by the City Manager.

2.07 Requesting Payment and Reporting Travel Expenses

A. Airfare, Lodging, and Seminar Fees. A Travel Voucher form should be approved and hotel reservations made prior to submitting it to the Financial Services Department for payment of travel costs. Financial Services will return all checks related to the Travel Voucher to the department for verification and mailing. The upper half of the Travel Voucher form must be completed, approved, and submitted in accordance with the accounts payable schedule for writing checks.

B. Advances for Meals and Incidentals. Cash advances for anticipated travel expenses shall be requested by indicating so on such portion of the Travel Voucher form. Again, the Travel Voucher form must be submitted in accordance with the accounts payable schedule for writing checks. Advances are intended to cover the cost of meals, taxis (uber/lyft), and similar incidental out-of-pocket expenses, generally NOT airfare, lodging, or conference fees, which should be paid directly to the travel agency, hotel, or conference sponsor by the City. Tolls will be reimbursed at the completion of travel. Toll expenses should be substantiated will a copy of toll tag account, toll receipt, or toll billing statement.

2.08 Submitting Expense Report

All employees who use City funds for authorized trips shall submit the Travel Voucher form with the Recapitulation of Travel Expenses portion of the form completed within five (5) working days of the return of the trip.

All prepaid amounts should be listed and totaled in the Prepaid Expenses or Billed to City column, of the Travel Voucher. Actual expenses should be listed and totaled in the Actual Amount column of the Travel Voucher. If the total advanced and prepaid expenses are larger than the total actual expenses, the difference is the amount owed to the City by the employee. If the total advanced and prepaid expenses are smaller than the total actual expenses, the difference is the amount owed to the employee by the City. The calculated difference of the total advanced and prepaid expenses and total expenses should be entered on the total due line, with the appropriate box marked.

An amount due the employee will arise if the employee receives an advance less than the amount he paid for trip costs, or if the employee chooses not to request an advance. Upon approval by the employee's Department Head, and review by the Financial Services Department / Accounting Services Division, a check will be written to the employee in accordance with the accounts payable processing schedule.

An amount due the City will arise if the employee receives an advance greater than the amount he paid for trip costs. The employee should submit the Travel Voucher and any monies owed the City to his Department Head for approval. The Department Head will then submit the Travel Voucher to Financial Services for processing. It is recommended that the employee reimburse the City by check as his proof of payment.

The employee should attach all receipts to the Travel Voucher. Airline ticket stubs and detail hotel receipts should be included, although already paid by the City.

The completed Travel Voucher must then be reviewed and approved by the employee's Department Head and submitted to the Financial Services Department for authorization and payment, or verification of proper documentation of expenses. The Department Head is responsible for ensuring that all Travel Vouchers are completed in accordance with the City's Business Travel Policy.

2.09 Local Expenses

A. Mileage. Mileage reimbursement is available for local events directly related to City business, from City Hall to the event and back. For those employees receiving car allowances, mileage will not be reimbursed for travel within Dallas, Tarrant, Denton, and Collin County area and back to that area.

B. Meals. Lunch expenses incurred while attending local seminars or events will be reimbursed by the City provided the lunch is an integral part of the seminar or event and is billed accordingly. Meals will not be reimbursed for trips/training that do not include an overnight stay unless the purpose of the meal is a meeting with non-City personnel.

Other food expenses for working lunches, work place meetings, or other business purposes is reimbursable provided that documentation of the expense, list of attendees, and business purpose is submitted and the expense has been approved by the Department Head. These types of expenses can also be submitted to Financial Services by receipt or check requisition.

Dinner expenses incurred while attending local seminars or events will be reimbursed by the City in full providing the dinner is an integral part of the event and ticketed as such.

C. Miscellaneous. The City will reimburse the employee for expenses incurred for parking and tolls.

D. Obtaining Reimbursement. An employee shall submit a completed Travel Voucher form as outlined in Section 5.08 above.

TITLE II
ADMINISTRATIVE REGULATIONS

CHAPTER 3 VACATION BUY-BACK POLICY

3.01 Purpose

The purpose of this policy is to explain the procedure for annual vacation buy-back. Vacation buy-back is provided as an optional benefit, subject to budgetary constraints, for employees who elect to convert accrued vacation into a cash value on an annual basis.

3.02 Applicability

This policy is applicable to all full-time employees who elect to sell back their accrued vacation hours to the City of Lake Worth.

3.03 Eligibility Criteria

A. Regular full-time employees may sell back a maximum of 40 hours; firefighters may sell back a maximum of 60 hours.

B. Vacation hours eligible to be bought back are those hours, up to the maximum allowed, which are accrued as of November 1, of the year payment is made.

3.04 Procedures/Responsibility of the Financial Services Department

A. The Financial Services Department shall request a form letter from all eligible employees, during the budget process, requesting employees to complete the form notifying the Financial Services Department of their intent to sell vacation hours and the number of hours they wish to sell.

B. In the Fall, a second form letter will be sent out by the Financial Services Department to employees who previously responded they would sell hours. The employee shall verify by signature that they do wish to sell the hours and the number of hours they wish to sell. The employee shall receive payment for the requested hours before the end of the calendar year.

3.05 <u>Procedures/Responsibility of the Employee</u>

A. The employee shall be responsible for completing the first form during the budget process in order to indicate their intent to sell vacation hours back to the City and the number of hours. Employees who do not complete the first form when requested shall not be eligible to sell vacation hours back to the City until subsequent buy-back cycle is began.

B. The employee shall be responsible for completing the second form, distributed in the Fall, with the hours they want to sell. These hours may be less than what was indicated on the first form, but may not be more hours.

TITLE II
ADMINISTRATIVE REGULATIONS

CHAPTER 4 INCLEMENT WEATHER

4.01 Purpose

On occasion, City operations will continue to be conducted during adverse weather conditions. This policy is to provide employees with guidelines about reporting to work during such conditions.

4.02 Applicability

This policy is effective immediately and is applicable to all City employees, except for Public Safety personnel and emergency response personnel, including certain Public Works, Utilities, and sanding crews.

4.03 Policy

A. All employees are expected to make an effort to arrive at work each day prior to commencement of the work period, regardless of weather conditions. However, when a winter storm warning is forecasted or in effect, department heads may use their discretion in permitting employees who live outside the immediate vicinity to report for work one hour after the start of the employee's work day and/or be released one hour before the end of the employee's work day. For the purpose of this policy, "immediate vicinity" shall be defined to include Lake Worth and 15 mile radius of City Hall.

B. When driving conditions, as a result of inclement weather, are such that an employee believes he would endanger his life or property in driving to work but the City has not been "officially closed", the employee should report to work at such time when conditions should improve.

C. When weather conditions are such that the City Manager declares the administrative offices "officially closed" due to severe weather conditions, employees will be excused for the day, with pay and without being required to use accrued benefit time. The responsibility for designating those emergency service personnel who are required to be on the job regardless of weather conditions will rest with the Department Head and the City Manager.

4.04 Employee Responsibility

A. When driving conditions are such that an employee will not arrive at work prior to the commencement of the work period, he shall notify his supervisor immediately of his tardiness and expected time of arrival.

B. When driving conditions are such that an employee believes he would endanger his life or property in driving to work, but the City has not been "officially closed", the employee shall notify his supervisor immediately that he will not be reporting to work unless conditions improve. The employee shall contact his supervisor during the day providing an update on weather conditions to determine his ability to report to work.

4.05 Leave

A. An employee working less than eight (8) hours, or scheduled hours, during any work period due to inclement weather conditions, will have accrued leave balances reduced in the following priority: compensatory or equivalent leave, if available; holiday leave, if available; and vacation leave, if available. If no leave is accrued and available, employees will be granted leave without pay for hours not worked.

B. When the City Manager declares the administrative offices "officially closed", regular full-time and part-time employees who are scheduled to work that day, other than emergency personnel, will be excused for the day without penalty or loss of pay.

4.06 Procedure for Official Closing

The City Manager shall notify the Executive Team, Human Resources Division, and the Office of Emergency Management that City administrative offices will be "officially closed" as soon as such decision has been reached. The Executive Team will, as soon as practical, contact their respective Department Heads notifying them of the "official closing". Department Heads are then responsible for notifying their supervisors, and supervisors are responsible for notifying their employees. Department Heads are also responsible for ensuring that Public Safety personnel and emergency response personnel have been designated and report for duty.

In addition to the previous stated notices, the Human Resources Division will send out an "all employee" email. The IT Manager will place a message on the City's website, the main telephone line, and all official social media platforms communicating the official closing. The Office of Emergency Management is responsible for activating the Emergency Notification System.

Any adjustments outside of the above guidelines must be approved by the City Manager.

TITLE II
ADMINISTRATIVE REGULATIONS

CHAPTER 5 FRIENDLY FRIDAY DRESS CODE

5.01 Purpose

The purpose of the Friendly Friday policy is to allow employees to wear relaxed attire while continuing to maintain and convey a professional image to the general public. City employees must maintain the highest standards of personal cleanliness and grooming and shall present a neat appearance at all times during work hours. Presenting a professional image creates a favorable impression for the City, promotes respect among co-workers, and encourages higher work standards.

5.02 Casual Day Dress Policy

A. All office personnel should strive to dress and appear as professionals. Clothing should be clean, pressed or wrinkle-free, and not immodest or unconventional during working hours.

B. On designated Fridays, attire may be relaxed but shall remain within the confines of professionalism and good taste. The Department Head may waive casual Friday when circumstances deem it necessary. Appropriate dress for casual days is as follows:

1. Polo or Rugby shirts with City logo (if available) may be worn.
2. Slacks, casual style pants such as Dockers or khakis, jeans without holes or tears, and skorts may be worn. The Department Head may alter this provision at any time.
3. No tee shirts with messages, tube, tank, or halter style tops.
4. Tennis or deck shoes, if clean and in good repair, may be worn.
5. No gym clothes; sloppy attire; thong style sandals or leggings unless worn with a top that is two inches (2") above the knee.
6. Clothes cannot have holes or frayed areas.

7. No shorts or cut-offs.

8. With the exception of City uniforms, hats or caps shall not be worn indoors.

9. Friendly Friday dress code is not applicable to those employees who wear a city issued uniform. Please refer to PARM, Title I, Chapter 6, Section 6.06, Uniforms.

5.03 <u>Exceptions to Friendly Friday Dress Policy</u>

The department head will determine when and if special circumstances exist which preclude his department from participating in Friendly Friday.

Exceptions may be made at the Department Head's discretion for special theme days, e.g. Halloween, or any other event designated by the City Manager.

When the manner of one's dress and condition of personal hygiene interferes with professionalism, correction will be required by the Department Head. Friendly Friday may be observed on another day of the week when Friday is an official City Holiday.

TITLE II
ADMINISTRATIVE REGULATIONS

CHAPTER 6 CERTIFICATION PAY

6.01 Purpose

The purpose of this policy is to establish guidelines for the Certification Pay Program.

6.02 Applicability

This policy is effective immediately. All regular full-time employees are eligible for incentive pay. Exempt employees are ineligible to receive certification pay.

Employees shall not exceed the maximum certification dollar amounts indicated in Title II, Chapter 6, Appendix A.

6.03 Policy

Under policies and guidelines established by the City Manager and approved by the City Council, employees may receive additional compensation per month for each qualifying certificate, license, or college degree obtained above the "minimum requirements" within their respective professions, as listed in their job description.

To qualify for the certification pay program, certificates, licenses or college degrees must be obtained from a State accredited college or university, a State certification or licensing agency and/or a recognized professional association performing a similar certification or licensing function for personnel in the applicable profession, and must be maintained in an active status. Certificates, licenses, or college degrees must also be directly related to an employee's present position, and current job duties, profession and/or occupation. To qualify for the certification pay program, a certificate, license or college degree must not be a job requirement for the employee's present position.

If an employee is promoted into a position that is ineligible for certification pay, the employee will cease receiving incentive pay on the effective date of promotion.

Eligible Associate's, Bachelor's, or Master's degrees are those in a field directly related to the employee's current job.

6.04 Record Keeping

Each Department is responsible for maintaining up to-date records of their employees' certificates and licenses; to keep the Human Resources Department updated on any changes in status to either an employee, as it pertains to certification pay, or to licenses and certifications; and to notify the Human Resources Department when an employee is no longer eligible to receive certification pay.

6.05 Request Procedures

A. Certification Pay

Requests for certification pay must be approved by a Department Head, and be presented to the Human Resources Department through an inter-office memorandum, which shall include:

1. Employee's name;
2. Name of the certificate(s) or license(s);
3. A copy of all applicable and qualifying certificates and licenses; and
4. Effective date for certification to begin will be the 1st month following completion.

B. Adding certificate(s) and license(s) to certification list

1. Additional qualifying certificates and licenses beyond the official Certification Pay Program schedule may be requested by a Department Head for consideration by the Human Resources Department through a memorandum during the annual budget process. All requests for adding to the list must meet with the final approval of the City Manager; with final approval of the City Council.

APPENDIX A

CERTIFICATION PAY SCHEDULES

Certificates and Licenses:

All City Departments

- $25 per month for each eligible certificate or license up to a maximum of $100 per month; unless other specific amounts are stated in this Appendix.

College Degrees:

- Eligible employees in all City departments for a maximum of $50 per month
- $25 per month for Associate's Degree
- $50 per month for Bachelor's Degree
- $50 per month for Master's Degree

Maximum Allowances:

- $100 per Month Total Maximum for All City Departments.
- Employees receiving incentive pay prior to the effective date of these program revisions shall continue receiving their current incentive pay amount; however, they shall not exceed the maximum amounts indicated above with any additional qualifying licenses, certificates, or degrees.

Summary of Incentive Pay Eligibility Lists by Department

Animal Services

- Animal Control Officer Instructor Certification
- Advanced Animal Control Certification
- Administrative Animal Control Certification

Building Inspections

- ICC Certified Building Official (CBO)
- Permit Technician
- ICC Zoning Inspector
- ICC Residential Building Inspector
- ICC Commercial Building Inspector
- ICC Commercial Energy Inspector
- ICC Residential Electrical Inspector
- ICC Commercial Electrical Inspector
- ICC Commercial Energy Plans Examiner
- ICC Residential Mechanical Inspector

- ICC Commercial Mechanical Inspector
- ICC Residential Energy Inspector/Plans Examiner
- ICC Residential Plumbing Inspector
- ICC Commercial Plumbing Inspector
- IgCC Commercial Inspector
- IgCC Commercial Inspector with ASHRAE 189.1
- ICC Building Plans Examiner
- ICC Electrical Plans Examiner
- ICC Mechanical Plans Examiner
- ICC Plumbing Plans Examiner
- ICC Residential Plans Examiner
- ICC Green Building – Residential Examiner
- ICC IgCC Plans Examiner
- ICC IgCC Plans Examiner with ASHRAE 189.1

Construction Inspection

- Certificates for CI15 to CI20 equal to one certificate for purposes of this policy (CI15 Basic Qualifications, Duties Responsibilities for Inspectors, CI16 Contract Documents, Site Preparation and Job Control, CI17 Underground Utilities [Water, Sewer, and Storm Sewer], CI18 Specifications Writing and Legal Concerns, CI19 Structures and Structural Design Concepts, CI20 Contract Administration, Management and Scheduling)
- Certificates for IM11 to IM14 equal to one certificate for purposes of this policy (IM11 Basic Soil Technology, IM12 Basic Concrete Technology, IM13 Basic Asphalt Technology, IM14 Basic Leadership and Safety)
- Certified Professional Certified Administrative Professional - Organizations Management (CAP-OM) (through The International Association of Administrative Professionals)
- TNRCC Grade “C” Basic Wastewater Treatment, and either Water Utility Safety, or Utility Calculations, and Wastewater Collection or Wastewater Laboratory (3 total certificates equal to one certificate for purposes of this policy)
- TCEQ Grade “A” Water Certificate
- TCEQ Grade “B” Water Certificate
- TCEQ Grade “C” Water Certificate
- Back Flow Prevention Assembly Tester
- Certified Floodplain Manager (CFM)
- Certified Inspector of Sediment and Erosion Control (CISEC)
- Certified Plumbing Inspector
- Certified Public Infrastructure Inspector (CPII)
- Licensed Irrigator
- Registered Accessibility Specialist

Environmental Services

- Associate Environmental Professional
- Backflow Assembly Tester Certification
- Certified Code Enforcement Administrator
- Certified Code Enforcement Officer Examination
- Certified Environmental Health Technician
- Certified Environmental Auditor
- Certified Environmental Systems Manager
- Certified Food Safety Professional
- Certified Hazardous Materials Manager
- Certificate in Hazardous Materials Management
- ICC Property Maintenance and Housing Inspector
- Certified Professionals in Storm Water Quality
- Certified Site Evaluator
- Certified Zoning Enforcement Officer
- FDA Level I Sanitarian
- Hazardous Waste Site Personal Protection & Safety Training
- ICBO Building Inspector
- ICBO Combination Inspector
- ICBO Electrical Inspector
- ICBO Mechanical Inspector
- ICBO Plumbing Inspector
- Intermediate Code Enforcement Certification
- Plumbing Inspector's License
- Registered Hazardous Substance Professional
- Registered Hazardous Substance Specialist

Facilities Management

- HVAC Tech I License
- HVAC Tech II License
- HVAC Universal License
- Journeyman Electrician License
- Master Electrician License
- Structural Welding Certification (Vertical and Overhead Welding)

Financial Services

- Certified Cash Manager
- Certified Government Financial Manager
- Certified Government Finance Officer
- Certified Internal Auditor
- Certified Public Accountant

Fire Department

- Advanced Firefighter Certificate
- Advanced Inspector Certificate
- Advanced Investigator Certificate
- Basic Inspector Certificate
- Certified Child Passenger Safety (CPS) Seat Tech
- Driver/Operator
- Fire Officer (Level 2 and higher)
- Fire Instructor (Level 2 and higher)
- Executive Fire Officers Certification
- Hazardous Materials Supervisor
- Hazardous Materials Technician
- Intermediate Firefighter Certificate
- Intermediate Inspector Certificate
- Intermediate Investigator Certificate
- Master Firefighter Certificate
- Master Inspector Certificate
- Master Investigator Certificate
- Paramedic
- Rescue Swift Water Certification
- Youth Firesetter Intervention Specialist
- <u>Secondary fire protection discipline is compensated at the basic level only. Secondary discipline includes all certifications/licenses issued by the Texas Commission on Fire Protection.</u>

Fleet Services

- Fleet Certified Technician – Automotive (candidates must pass any 5 ASE tests A1 through A8)
- Fleet Certified Technician – Medium/Heavy Truck (candidates must pass any 4 ASE tests T2 through T8)
- Master Certified Technician – Automotive (candidates must pass 8 ASE tests A1 through A8)
- Master Certified Technician – Medium/Heavy Truck (candidates must pass 7 ASE tests T2 through T8)
- Master Fire Apparatus Technician
- Certified Automotive Fleet Specialist

Human Resources

- Certified Benefits Professional (CBP)
- Certified Compensation Professional (CCP)

- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Professional in Human Resources (PHR) Certification
- Senior Professional in Human Resources (SPHR) Certification

Information Technology

- Certified Computing Professional
- Certified Network Administrator
- Microsoft Certified Professional
- Microsoft Certified Systems Engineer
- Novel Certified Network Engineer
- Comp TIA A+
- Certified Government Chief Information Officer (CGCIO) Program

Municipal Court

- Licensed Court Interpreter
- Certified Municipal Court Clerk Level I
- Certified Municipal Court Clerk Level II
- Certified Municipal Court Clerk Level III

Parks and Recreation Services

- Associate Park and Recreation Professional
- Backflow Prevention Certificate
- Certified Arborist (International Society of Arboriculture)
- Certified Master Gardener (Texas County Extension Service)
- Certified Park and Recreation Executive (CPRE)
- Certified Park and Recreation Professional
- Certified Playground Inspector
- Texas Commission on Environmental Quality (TCEQ) Licensed Irrigator, Irrigation Technician or Irrigation Inspector

Police Services

- Advanced Peace Officer Certification
- Advanced Telecommunicator Certification
- Master Telecommunicator Certification
- Basic Police Instructor Certificate
- Intermediate Peace Officer Certification
- Intermediate Telecommunicator Certification
- Emergency Communications Operator Certificate
- Hazardous Materials Technician
- Master Peace Officer Certification
- Licensed Court Interpreter

Purchasing

- Accredited Purchasing Practitioner
- Certified Professional Public Buyer
- Certified Public Purchasing Officer
- Certified Purchasing Manager
- Certified Texas Purchaser
- Certified Texas Procurement Officer

City Manager's Office

- Certified Public Manager
- Organizational Management Certification (through the International Association of Administrative Professionals)

City Secretary's Office

- Certified Records Manager
- Texas Municipal Clerks Certification Program - Texas Registered Municipal Clerk

Utility Services (Operations and Line Maintenance)

- TCEQ Grade "A" Wastewater Operator's Certificate
- TCEQ Grade "B" Wastewater Operator's Certificate
- TCEQ Grade "C" Wastewater Operator's Certificate
- TCEQ Grade "A" Water Certificate
- TCEQ Grade "B" Water Certificate
- TCEQ Grade "C" Water Certificate
- TWUA "A" Certified Laboratory Analyst
- TWUA "B" Certified Laboratory Analyst
- TWUA "C" Certified Laboratory Analyst
- TCEQ Class III Wastewater Collection Certificate
- TCEQ Class II Wastewater Collection Certificate
- TCEQ CSI (Customer Service Inspector)

TITLE II
ADMINISTRATIVE REGULATIONS

CHAPTER 7 INFORMATION TECHNOLOGY POLICIES AND PROCEDURES

7.01 General

The City of Lake Worth, through the IT Division, provides computing resources and worldwide network access to designated employees for conducting the City's business. All employees of the City using computer and network resources are expected to be aware of the specific policies governing their use, and should act responsibly while using shared computing and network resources. There can be no expectation of privacy by any user in the use of the computer and network resources of the City. Use of the computer systems in a manner inconsistent with this policy is strictly prohibited. All messages, Internet material received, software, and the work product are the property of the City of Lake Worth and subject to the Texas Public Information Act with respect to inspection, disclosure, scheduled retention, and disposition. Specific usage policies and guidelines follow, but may not be all-inclusive. Any employee found to be in violation of these policies is subject to disciplinary action as provided in the City of Lake Worth's Personnel & Administrative Regulations Manual, Title I (PARM I). All policies are subject to change, with or without notice, as the computing and network environments evolve.

7.02 Overview

This policy is the governing document for the acquisition and use of personal computer products for the City of Lake Worth. This document describes the policies and procedures used by the City of Lake Worth to manage personal computers, servers, mid-range/mainframe computers, phone system, ensure security, maintain the system's operation and integrity, facilitate user training, and provide fine-tuning and system recovery. This document shall be the guideline for standardization, security, Internet/Email usage, Intranet, and the acquisition and use of personal computers and accessories.

Through this policy, the City intends to enhance the benefits of Local Area Networking without threatening the integrity of data, while encouraging employees to use the computers as tools for performing their assigned duties. This policy attempts to maintain a balance between autonomy of user and central management of automated information processing. The Department Heads are responsible for enforcement of these policies. Every employee of the City of Lake Worth who uses computer equipment must read and sign the City's IT policy.

7.03 IT Responsibilities

The IT Division's primary responsibilities include:

A. Manage and support the City's LAN/WAN network, mid-range/mainframe system, phone system and public safety computer systems.
B. Monitor and direct the growth and performance of both hardware and software for all Departments.
C. Coordinate with various Departments all matters of IT services and compile data for long and short-term projects as requested by the Departments.
D. Provide consultation to all Departments regarding the planning of anticipated computer hardware and software purchases.
E. Provide evaluation, recommendation, and implementation of emerging technology.
F. Provide technical assistance on various software applications to the Mayor, Council and employees of the City.
G. Develop and implement guidelines, policies and procedures for:

1. Hardware/software standardization

2. Security of City's computer resources
3. Virus Protection
4. Financial application server access
5. Software licenses
6. Hardware/software registration
7. Internet access and usage
8. Email access and usage
9. Audio/Visual usage in City facilities
10. Backup procedures
11. Disaster recovery planning
12. Centralization of networking functions
13. Other areas as directed by City Management

7.04 <u>Computer Software</u>

The City of Lake Worth's computer software policy has three purposes: (1) to protect all computer software copyrights; (2) to protect the City's microcomputer environment from computer viruses; and (3) to provide for standardization and compatibility for City use.

The City is committed to preventing copyright infringement. It is the policy of the City of Lake Worth to respect all computer software copyrights and to adhere to the terms of all software licenses to which the City is a party. The City of Lake Worth licenses the use of computer software from a variety of third parties. The software developer normally copyrights such software. The City is subject to all copyright laws pertaining to the use of copyrighted software except for backup or archival purposes. This restriction includes, but is not limited to, making unauthorized copies for use on more than one computer,

unless expressly provided for in the licensing agreement. The restriction also includes the introduction of unlicensed copies of software into City owned equipment.

The City is committed to protecting the integrity of the City of Lake Worth's microcomputer environment from computer viruses. Viruses are programs intended to disrupt normal microcomputer operations. Such disruptions can extend to the contamination of data and/or the complete reformatting of a computer disk. Computer viruses can completely destroy equipment and data costing the City immeasurable expense. The effect of such loss is decreased productivity, lost information and files, and equipment failure. All computer disks from any outside source must be scanned for viruses prior to use with any City computer equipment.

The City is committed to standardization and compatibility of software and data used for City business. This provides consistency throughout the organization, which improves communication and speeds workflow. This increased efficiency leads to financial savings. All software not consistent with the City's standards will be phased out and not allowed for future use.

7.05 General Statements

A. Lake Worth Technology Advisory Group (LWTAG)

The Lake Worth Technology Advisory Group is comprised of representatives from various Departments within the City. The Group meets periodically to discuss policies and procedures, needs and other aspects of the City's computer system regarding both hardware and software.

B. Software Library

The IT Division shall maintain a register of all City of Lake Worth software and keep a library of software licenses, original media, and CD's. This library register shall contain the following:

1. Date of purchase
2. Vendor name
3. Location of each installation
4. Fixed asset number of the unit on which the software is installed
5. Name of the authorized user, or position/title of user
6. Existence and location of backup copies
7. Software product's serial number and original software media/CD's

C. Employee Responsibilities

1. All employees are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

    a. Be polite and use appropriate language. The message should not be abusive to others. The use of vulgarities, swearing, or any other unsuitable language may be grounds for disciplinary action.
    b. An employee should not reveal his personal address or telephone number or the addresses and/or telephone numbers of other employees.
    c. An employee must not reveal his account password or allow another person to use the account. The password is confidential.
    d. An employee may not log on as another user. An employee may use only his City-assigned Email address during the performance of job duties. No private or “ghost” accounts may be used, except by network administrators as part of their function.
    e. Email received from citizens should be handled with the same seriousness as any other form of citizen contact. Employees should always maintain a professional decorum in their responses, reply promptly, and seek approval from supervisors where appropriate.

    f. Respect copyright.
    g. Clearly and accurately identify yourself in electronic communications.
    h. Multi-page “junk mail” documents from any source should not be re-transmitted.

2. Password Protection

    All of the City’s servers and operating systems are protected by Password Authentication. Each user must choose a unique password with the following requirements:

    a. Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
    b. Be at least eight characters in length
    c. Contain characters from three of the following four categories:

i. English uppercase characters (A through Z)
ii. English lowercase characters (a through z)
iii. Base 10 digits (0 through 9)
iv. Non-alphabetic characters (for example, !, $, #, %)

Complexity requirements are enforced when passwords are changed or created.

This password should not be shared with any other employee or non-employee.

The City's system will require you to change your password every 90 days. If a password is compromised, the user must change their password immediately or contact the IT Helpdesk for assistance. To change a password, press "Alt – Control – Delete", and click the "Change Password" button. If a password is forgotten, it can be reset by the IT Division. However, the IT staff cannot look up a user's login password, and relay that information to the employee.

3. Education

Department heads shall be responsible for ensuring their employees are adequately trained, for maintaining the education of their employees in accordance with this software policy, and for budgeting appropriate funds to ensure sufficient levels of user training knowledge with the standard PC software products. Employees are encouraged to use their software's on-line help menu to increase their expertise.

4. Duplication of Software

a. City of Lake Worth employees may not duplicate any licensed software or related documentation purchased by the City of Lake Worth unless the City is expressly authorized to do so by agreement with the licensor.

b. Intentional and willful unauthorized duplication of software may subject employees and/or the City of Lake Worth to both civil and/or criminal penalties under the United States Copyright Act.

c. Intentional unauthorized duplication of software shall be considered an act of serious misconduct subjecting employees to disciplinary action.

5. Distribution of Software

a. City of Lake Worth employees shall not give software to any persons outside the City of Lake Worth organization (i.e., clients, contractors, and customers), without the express written consent of the IT Division.

b. City of Lake Worth employees may use software on local area networks (LANS) or on assigned personal computers only in accordance with applicable license agreements. Employees must have received the proper authorization to access said software.

6. Development of Software

a. Software and work products (documents, databases, spreadsheets, etc.) developed by City employees for City projects on City-owned or personal equipment remain the property of the City of Lake Worth. Such software and/or work products are for the exclusive use of the City of Lake Worth or City contractors/consultants. Such software and/or work products cannot be sold or given to anyone, except in accordance with state law, without written consent from the user's Department head and the IT Manager, or the City Manager.

b. City of Lake Worth employees shall not use City equipment and/or software during or after City business hours for development of software not related to City projects, unless approved by the IT Manager and Department head.

7. Use of Hardware and Software

City of Lake Worth employees should keep the use of equipment and/or software to official business. Still, the City of Lake Worth recognizes that it is occasionally necessary to use City equipment and/or software for personal reasons; however, it is essential that employees keep the amount of time spent to a minimum. All microcomputers and software combined represent a significant City asset. It is intended that this asset be used for City and related civic and professional activities, except as noted in this policy

8. Virus Protection

Computer viruses can be introduced to a personal computer, and eventually the entire network system, without detection. Viruses can cause irreparable damage to the network, personal computers, files, and databases. To prevent such a disaster, multi-level virus protection software is installed at the user and server levels. This software must be active at all times and updated periodically. Any user who deactivates this option on his PC is subject to disciplinary action up to and including termination of employment. The severity of this penalty should clearly underscore the seriousness of keeping the network virus free. At the first sign of a virus, the employee shall immediately notify the IT Division for a resolution.

9. Installation of Software

a. The City of Lake Worth's computers are City assets and must be kept free of illegal software copies and viruses. Except as noted, only software acquired through City purchasing procedures may be used on City computers. Employees may not bring any software from other sources and load it on City computers unless specifically authorized by the IT Division. If such use is authorized, the software and any associated problems which may arise as a result of installation or use, shall be the sole responsibility of the requesting Department. All software used shall be subject to the same compatibility requirements as City owned software, and be virus-free.

b. Personal Digital Assistants (PDA) owned by an employee of the City may not be installed without permission from the IT Division. If an employee wishes to use their personally owned PDA at the office, the employee must submit a request for approval to the IT Manager, along with the software licensing agreement associated with the PDA. Once all licensing agreements and software requirements have been reviewed and approved, the IT Manager shall authorize the installation of the software and PDA. The software and hardware shall be installed by IT staff.

c. City-owned software may not be taken home and loaded on an employee's computer. If an employee's responsibilities require regular use of a particular software product at home, the City shall purchase a separate software package, arrange for appropriate licensor, and record it as a City asset in the

software register. The exceptions to this are: (1) if the employee already owns a legal copy of the necessary software, or (2) if the software license permits an off-site copy. Some software developers provide in their licensing agreements that home use is permitted under certain circumstances. Before taking any software home, an employee must obtain written approval from the IT Manager or his designee. In the event of that employee's termination, any such software must be returned to the IT Manager or his designee.

10. Standardized Document Storage

All digital documents and work shall be stored on the user's assigned computer. All documents, spreadsheets, presentations, databases, desktop publishing files, and all other user created files shall be stored in the "My Documents" folder or "Organizational shared folders \ drives" on the user's computer. User created files not stored in these folders may be lost when an employee's computer is replaced. The IT Division shall not be held responsible for lost files or information which is not stored in the user's "My Documents" folder "Organizational shared folders \ drives".

11. Personal Files and Data

City computer systems are to be primarily used for storing work related files and data. Users shall not store more than 20 personal files, pictures, videos, or any other data on their City computer. Exceeding this amount wastes valuable storage space, and consumes other network resources. Users found to be storing more than 20 personal files shall be contacted to remove the excess files within three business days. After three business days, the IT Division shall delete personal files until no more than 20 remain on the system. Personal music files (mp3, wma, etc) may not be copied on to any City computer, but the user may listen to music on a CD through their computer.

12. Copyrighted Media

All copyrighted media must be properly licensed and owned by the employee. Downloading, listening, or viewing copyrighted media without the appropriate license is a violation of federal, state, and local statutes, and will not be tolerated on City equipment.

7.06 Software Acquisition

A. Purchasing

The IT Division is responsible for making all commercial software purchases. An employee who wishes to purchase software must identify a specific need for the product and obtain the approval of his Division head. If a user-specific software package is approved, the Division purchasing the software must also purchase the maintenance, updates and support. The user shall complete a purchase requisition and forward it for approval and processing to the IT Division.

B. Budgeting

Computer software and any necessary training should be included in IT Departmental budget. All software and accessories purchased for an existing computer shall be charged to the IT Departmental budget.

C. Approval

The IT Division shall maintain a list of approved software products for the purpose of technical support and compatibility. Any requested software shall be compared to the list of approved software. If the software is not on the list, the user requesting such software shall be asked to justify the need. The IT Division shall not provide support for software that is not authorized to be purchased. The IT staff shall remove any unapproved software found on any City computer system.

D. Installation

1. After registration requirements, have been met, the IT Division staff shall install the software. If available, manuals, tutorials, and other user materials shall be provided to the user. Once the software is installed, original media shall be kept in a safe storage area maintained by the IT Division.

2. Vendors providing hardware with pre-installed software must also provide original media and documentation for each program loaded on each machine. Vendors installing or re-installing software as required on a maintenance or repair problem, must use the original media allocated to that particular unit.

3. Contractors with the City of Lake Worth using computer programs for completion of contracted projects must provide all applicable

computer data in a form compatible with City hardware/software specifications.

E. Auditing

The IT Division shall conduct a quarterly audit of all City computers to ensure that the City remains in compliance with all software licenses. Surprise or spot audits may be conducted at any time. During any of these audits, the City shall search computers for unauthorized software, eliminating any that may be found.

F. Upgrading

1. Use of microcomputers is so prevalent that standards must be maintained to ensure that word processing, spreadsheet, and database files are interchangeable throughout City Departments. Such interchangeability is extremely critical to productivity and efficient usage of microcomputer resources.

2. The IT Division shall carefully consider upgrading to newer versions of standard software products. Productivity impact upon the requesting Department and the City organization as a whole shall be a major part of this consideration. This consideration shall also include the cost of upgrading all Department/City software, necessary hardware upgrading, and the IT Division's ability to provide support.

3. Requests for upgrading software products, standard or nonstandard, must include information relating to increased capabilities and expected productivity gains, as well as any necessary training.

4. Old version media and documentation (if new documentation is provided) shall be returned to the IT Manager upon receipt of software upgrades. Old versions shall be disposed of in a manner prescribed by the IT Manager. Intentional retention of old versions of software for personal use is a direct violation of licensing agreements and shall subject employees to disciplinary action.

7.07 <u>Webpage</u>

The City's webpage is for government use only. It exists solely to promote the City and its services and an employee cannot use it for personal or commercial reasons. The formatting and layout of the City's webpage shall be approved by the City Manager and shall not be altered without prior approval of the City Manager.

Each Department is responsible for submitting current information for the City's website. Information on Departmental websites should be reviewed monthly to ensure that information is accurate and up-to-date. Each department should designate a representative responsible for submitting updated information to the website. The Department web pages shall be in conformance with the City's approved formatting and layout.

7.08 Service

The Help Desk provides a single reporting point for problems that are attributed to the City's computer and phone systems. (Phones will be addressed in another section of this Policy.) Any computer problem should be reported to the Help Desk. Help Desk services are available business hours Monday through Friday. If the Help Desk staff cannot handle a problem immediately, it will be referred to the appropriate person in the IT Division. The employee should state his name and extension, and a detailed, concise description of the problem. For example, "Computer freezes when I hit the shift key," rather than "Computer won't work." All helpdesk tickets should be submitted by person experiencing the issue.

7.09 Hardware

The IT staff shall maintain a list of standardized equipment along with associated costs. The list shall be updated annually and made available to the Finance Department to be included in the budget preparation materials.

A. Purchasing

The IT Division is responsible for making all hardware purchases. An employee who wishes to purchase hardware must identify a specific need for the product and obtain the approval of his Division head. If user specific hardware is approved, the maintenance and support must be purchased at the same time. The user shall complete a purchase requisition and forward it for approval and processing to the IT Division.

B. Budgeting

Computer hardware and any necessary training should be included in Divisional budgets. All hardware and accessories purchased for an existing computer shall be charged to the IT Division's budget.

C. Approval

The IT Division shall maintain a list of approved hardware products for the purpose of technical support and compatibility. Any requested hardware shall be compared to the list of approved hardware. If the hardware is not on the list, the user requesting such hardware shall be asked to justify the need. The IT Division shall not deny the request for hardware that is not authorized to be purchased. The IT staff shall remove any unapproved hardware found attached to any City computer system.

D. Installation

1. After registration requirements, have been met, the IT Division staff shall install the hardware. If available, manuals, tutorials, and other user materials shall be provided to the user. Once the hardware is installed, original media shall be kept in a safe storage area maintained by the IT Division.

2. Contractors with the City of Lake Worth using computer programs for completion of contracted projects must provide all applicable computer data in a form compatible with City hardware specifications.

E. Auditing

The IT Division shall conduct a semi-annual audit of all City computers to ensure that the City remains in compliance with all hardware standards. Surprise or spot audits may be conducted at any time. During any of these audits, the City shall search for unauthorized hardware attached to any computer.

F. Upgrading

1. Use of microcomputers is so prevalent that standards must be maintained to ensure that word processing, spreadsheet, and database files are interchangeable throughout City Departments. Such interchangeability is extremely critical to productivity and efficient usage of microcomputer resources.

2. The IT Division shall carefully consider upgrading processor speed, memory, hard drive capacity, etc for each City computer. Productivity impact upon the requesting Department and the City organization as a whole shall be a major part of this consideration. This consideration

shall also include the cost of upgrading all Department/City hardware, and the IT Division's ability to provide support.

3. Requests for upgrading hardware products, standard or nonstandard, must include information relating to increased capabilities and expected productivity gains, as well as any necessary training.

4. Old hardware shall be returned to the IT Manager upon receipt of hardware upgrades. Intentional retention of old hardware for personal use is prohibited and shall subject employees to disciplinary action.

G. Recycling

The IT Division is committed to the proper disposal and recycling of computer hardware and accessories. All old computer hardware, City-owned cellular phones, and any other equipment shall be returned to the IT Division for disposal. As some computer equipment contains dangerous or environmentally hazardous material, users should not put any computer equipment or accessories in a trash bin, unless directed by the IT Division.

7.10 Miscellaneous

A. Shareware

Shareware software is copyrighted software distributed freely through bulletin boards and on-line systems, usually with additional fees for documentation and upgrades. It is the policy of the City of Lake Worth to pay (user Department expense) shareware authors the fee(s) requested for use of their products. Registration of shareware products shall be handled the same way as commercial software products. These products are subject to the same policy guidelines as other software.

B. Games

Game software is an inappropriate use of City equipment and shall not be tolerated. Games discovered during audits shall be eliminated and the user may be subject to disciplinary action. The IT Division shall report violations to the employee's supervisor. In addition, the IT Division may act upon a suspected incident at the request of a supervisor.

7.11 Email/Internet

A. Purpose

The purpose of the Email/Internet system is to contribute to the efficient operation of City Departments and Divisions by providing convenient communication. The primary use of Email/Internet is intended for official business within and among City employees, Departments, and the public. Personal and/or other non-City related activity should be held to a minimum.

B. Privacy Issues

There can be no expectation of privacy in the content of any Email/Internet activity – business or personal – by employees. This activity is subject to disclosure during system maintenance, and to direct inspection by supervisory personnel. Correspondence sent by Email is subject to review at any time by City officials. Email messages constitute official City documents, and are subject to subpoena by courts and/or public information (open records) requests.

C. Privileges and Penalties

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The City may deny, revoke, or suspend specific user access. Additionally, in the event the user incurs any unauthorized costs, fees or charges, said costs, fees or charges shall be the sole responsibility of the user and not the City of Lake Worth.

D. Mass Emails

Mass emails sent to internal or external parties can affect the operation of the City's email system. These emails are commonly referred to "All Employee" emails, and constitute a significant burden on the City's system. Senders should attempt to schedule sending such emails during non-peak hours, such as lunch periods and before or after business hours. Emails sent to more than 50 email addresses must be work-related. Further, emails sent to more than 100 email addresses must be work related and approved by the Department Head. Employees who fail to follow these requirements will be subject to disciplinary action.

E. Email Forwarding

Employees may not forward all inbound email to an email account that is not a part of the City's internal network. Employees may forward specific or

individual emails to outside email accounts, but the employee may not establish auto-forward rules that would result in the automatic forwarding of inbound emails.

F. Email/Internet Acceptable Uses

The following are considered acceptable uses for Email and the Internet during the normal work day:

1. Exchanging information directly related to work tasks.
2. Education facilitating performance of any task or project related to assigned duties.
3. Exchanging information for professional development, inquiry purposes, obtaining standards, finding statistics and analysis.
4. Announcement of new City regulations, ordinances, procedures, policies, special events and activities.
5. Conducting City business during normal working hours.
6. Using the Internet for professional improvement (e.g. working toward a degree or taking job-related courses) outside of normal working hours with prior approval from supervisor.

7. The City of Lake Worth recognizes that it is occasionally necessary to use email or the internet for personal reasons; however, it is essential that employees keep the amount of time spent on email and/or the internet to a minimum.

G. Email/Internet Non-Acceptable Uses

The following uses of Email and the Internet are not permitted:

1. Transmission of any material in violation of any U.S., state, and/or local regulation. This includes, but is not limited to, copyrighted material or material protected by trade secret.
2. Use for a personal business, advertisement and/or commercial activities such as purchasing goods or services, operating a business, illegally seizing business opportunities or soliciting money for personal gain.
3. Displaying, transmitting, retrieving or soliciting sexually oriented messages, cartoons, images or any pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
4. Interception of network traffic for any purpose unless engaged in authorized network administration.

5. Vandalizing or harassing, which is defined as any malicious attempt to harm or destroy data of another user, web site, or other networks.
6. Sending, receiving, printing or otherwise disseminating threatening, intimidating, offensive or harassing statements or language including disparagement of others based on their race, national origin, gender, age, disability, religious or political beliefs.
7. Sending chain letters, gambling, or engaging in any other activity in violation of local, state, or federal laws.

H. Personal Internet/Email Usage

Employees, who are provided a computer to complete their assigned work duties, may use internet/email for personal use during their designated lunch periods (with the approval from the Department head) or outside of normal working hours. Employees are prohibited from visiting certain types of sites or sending certain types of emails. These include, but are not limited to, the following:

1. Sites or emails containing pornographic material or which promote the distribution of pornographic images, literature, or material
2. Sites or emails which promote gambling, betting, or promote gambling activities
3. Sites or emails which distribute or sell digital music, movies, or videos
4. Sites or emails which sell products through auction or classified advertisements
5. Sites or emails which contain online games or distribute gaming materials, supplies, information, or programs
6. Sites or emails for dating or personal advertisements
7. Sites or emails for a personal business, advertisement and/or commercial activities such as purchasing goods or services, operating a business, illegally seizing business opportunities or soliciting money for personal gain.

7.12 <u>Telephones</u>

A. Proper Use of the Telephone

1. The use of telephones must be limited to official business. Still, the City of Lake Worth recognizes that it is occasionally necessary to make or receive personal phone calls; however, it is essential that employees keep the number of personal calls and the amount of time spent on those calls to a minimum.

2. To ensure that phone calls are returned in a timely manner and that voice mail messages do not accumulate, messages should be retrieved daily.

B. Telephone Repair

1. If an employee's phone is in need of repair he is expected to do the following, before calling for service.

   - ✓ Check that the phone is plugged into the wall and also into the phone itself.
   - ✓ Be sure the receiver is plugged in tightly on the hand piece and on the desk set.

2. If an employee's phone does not work, contact the Help Desk. DO NOT CALL THE PHONE COMPANY.

3. An employee is not authorized to change long distance carriers. If an employee receives any calls concerning telephone equipment, service, or accessories, the caller is to be immediately referred to the IT Manager.

7.13 Definitions

The words and terms used in these IT Policies and Procedures shall have the meaning indicated as follows, unless the context in which the word is used clearly indicates otherwise:

Backup – The use of a diskette, hard drive, CD-ROM, or other device to make a storage copy of data from one or more applications or operating systems.

Boot/Reboot – The process of starting or restarting the personal computer.

Hard Drive – Internal disk drive that stores personal computer operating system and application data.

Hardware – Any computer component or peripheral device.

Internet – A global network of computer connections for the purpose of sharing information.

Intranet – A local network which functions like the Internet, but is confined to the developer's interests.

Local Area Network (LAN) – Connection of computer equipment in a campus environment.

Microcomputer – Personal computer device.

Monitor – Video screen for personal computer.

Network – Connection of all computer devices through the use of a wiring topology.

Software – Programs and operating systems written to run on computer hardware.

Virus – A program written to deliberately interrupt normal business through the computer.

Web Page/Home Page – A page on the World Wide Web (WWW) that is specific to one entity which displays information pertaining to the developer's interests.

World Wide Web (WWW) – A global, interactive, dynamic, cross-platform, distributed, graphical hypertext information system.

TITLE II

ADMINISTRATIVE REGULATIONS

CHAPTER 8 INTERNAL SOCIAL MEDIA GUIDELINES AND PROCEDURES

8.01 Purpose

To address the ever-changing landscape of the Internet and the way residents communicate and obtain information online, City of Lake Worth departments may consider using social media tools to reach a broader audience. The City encourages the use of social media to further the goals of the City and the missions of its departments, where appropriate.

The City of Lake Worth has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on social media sites. This policy establishes guidelines for the use of social media.

8.02 General Guidlines

A. All City of Lake Worth social media sites are subject to approval by the City Manager.

B. The City of Lake Worth website (www.lakeworthtx.org.) will remain the City's primary and predominant internet presence.

C. The best, most appropriate City of Lake Worth uses of social media tools fall generally into two categories:

   1. As channels for disseminating time-sensitive information in a timely manner (example: emergency information).

   2. As marketing/promotional channels which increase the City's ability to broadcast its messages to the widest possible audience.

D. Wherever possible, content posted to the City of Lake Worth social media sites will also be available on the Lake Worth website.

E. Wherever possible, content posted to the City of Lake Worth social media sites should contain links directing users back to the City's official websites for in-depth information, forms, documents or online services necessary to conduct business with the City of Lake Worth.

F. As is the case for the City of Lake Worth website, departmental staff will be responsible for the content and upkeep of any social media sites their department may create.

G. Wherever possible, all City of Lake Worth social media sites shall comply with all appropriate City policies and standards, including but not limited to:

    1. Employee PARM TITLE I Chapter 6, Rules of Conduct

    2. Employee PARM TITLE II Chapter 7, IT Policies and Procedures

H. City of Lake Worth social media sites are subject to State of Texas public records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, is a public record. The City Secretary's office is responsible for responding completely and accurately to any public records request for public records on social media. Content related to City business shall be maintained in an accessible format and so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public information requests must be directed to the City Secretary's Office.

I. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between the City and its residents. City of Lake Worth social media site articles and comments are subject to the Digital Media and Social Networking Sites Terms of Use Policy.

    1. These guidelines must be displayed to users or made available by hyperlink in the "About" section or account description. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

J. Social Media Account Naming Protocols: All official Lake Worth social media pages should be named with "Lake Worth" at the beginning, followed by the official name of the division or department that is creating the account. For example, "Lake

Worth Parks and Recreation" or "Lake Worth Animal Services" reflect the correct naming practice. All general City of Lake Worth social media pages will be named "The City of Lake Worth" on each social media platform. The City Manager must approve the creation and naming of all social media pages prior to its creation. Any account created without the approval of City Manager is subject to deletion.

K. Administration of City of Lake Worth's social media sites:

1. The City Secretary will maintain a list of all City of Lake Worth social media sites, including login and password information. Departmental social media admins will request approval from the City Manager of new social media sites and inform same of any administrative changes to existing sites.

2. IT staff must be given administrator access to all approved social media sites, to have the ability immediately edit or remove content from social media sites.

3. Each department should designate at least three people to share social media responsibilities. Determine how often content will be posted (ideally, at least three times a week) and what constitutes appropriate content for the page. All information should be shared from the City of Lake Worth perspective, advertising city news and events relevant to the page. All posts should reflect proper spelling, grammar, and accurately reflect the information that is being relayed in a clear and concise manner.

4. Social listening, or media monitoring, is essential to remaining relevant to stakeholders. Social Media admins are encouraged to search the web and the social space to discover what is being said about their organization or division as well as other topics of interest for stakeholders. By adapting this information to the department or division, administrators help stay relevant and engaging to stakeholders. For example, is a certain book flying off of bookstore shelves? It would be a good idea for the Lake Worth Public Library to create a social media post about how many copies they have available and how they can be obtained for free.

5. The City of Lake Worth encourages resident engagement on all social media pages. When creating or maintaining a social media site, please ensure policies and expectations are in place among all administrators. This includes how a page is monitored, how questions are responded to, and how frequently. Outside of weekends and holidays, all questions should be

responded to within 24 hours, if possible. Questions should be answered by the site the question was posted to. For example, if someone wants to know if a certain dog is still available for adoption, Animal Services personnel should respond utilizing the Animal Services page, not as the staff member's personal social media account.

6. All social media administrators should be familiar with the Digital Media and Social Networking Sites Terms of Use Policy. If a user's comment violates this policy, delete the comment. If a user continually violates it, please ban the user from the page.

8.03 OFFICIAL CITY OF LAKE WORTH SOCIAL MEDIA SITES

The following social media sites have been approved for use by the City of Lake Worth. Please note, any site not included in this list is not an official City of Lake Worth social media site and is not maintained or monitored by City of Lake Worth personnel. For specific social media platform guidelines, please see Appendices A and B.

Facebook:

- City of Lake Worth
- Lake Worth Police Department
- Lake Worth Fire Department
- Lake Worth Animal Services
- Lake Worth Public Library
- Lake Worth Senior Center

Twitter:

- @CityofLWTX

YouTube:

- None

Instagram:

- None

APPENDIX A

City of Lake Worth Facebook Standard

Purpose: Facebook is a social networking site. Municipalities and other governmental agencies are using Facebook as an important communication tool to promote activities, programs, projects, and events to stakeholders while also increasing traffic on the City's website, www.lakeworthtx.org. These standards should be used in conjunction with the City's blogging policy and social media use policy. As Facebook evolves, these standards will be updated as necessary.

Establishing a Page: When a department determines it has a need for a Facebook page which cannot be met using existing official City Facebook pages, department staff will need to submit a request to the City Manager. Applications are not to be added to a City Facebook site without approval.

Any official City Facebook site should be created within the 'Pages' portion of the social media site and not as a Facebook "Group". Facebook Pages' offers distinct advantages including greater visibility, customization, and analytics. When creating the Page follow these guidelines:

- For 'type' description, choose 'government.'
- Incorporate the City or Departmental (LWPD or LWFD) logo on the cover photo.
- The option for users to comment on posts should be activated.
- Each department has the option to consider if users have the opportunity to send direct messages within the page.
- After receiving approval from the City Manager regarding the official page name, departments will complete the Page Info section as fully as possible.
  Including, but not limited to:
    - The description of the page should read: The official Facebook page of the Lake Worth (insert department name).
    - A link to www.lakeworthtx.org. will be included on the Website section.

- Other department and project pages should be page favorites of the other official City of Lake Worth Facebook pages. The main City of Lake Worth Facebook page should also “favorite” all official community support organizations.

o Designate at least two (2) page administrators within the department.

- Facebook Page administrators should only respond to questions regarding their department on the department page. The City Manager or City Secretary responds to questions on the official City of Lake Worth Facebook page.

- Facebook Page admins should always utilize proper grammar and standard AP style, while avoiding jargon and abbreviations. Facebook is more casual than most other communication tools but still represents the City of Lake Worth at all times.

- Avoid using applications. Common applications can allow users to stream video and music, post photos, and view and subscribe to RSS feeds. While some may be useful to the page's mission, they can cause clutter and security risks. An application should not be used unless it serves a business purpose, adds to the user experience, or comes from a trusted source. An application may be removed at any time if there is significant reason to think it is causing a security breach or spreading viruses.

APPENDIX B

City of Lake Worth Twitter Standard

Purpose: Twitter is a micro blogging tool that allows account holders to tweet up to 140 characters of information to followers. By procuring and maintaining Twitter accounts, City of Lake Worth departments will communicate information directly to its Twitter followers, alerting them to news and directing them to www.lakeworthtx.org for more information. These standards should be used in conjunction with the City of Lake Worth's Internal Social Media Guidelines and Procedures.

Content: Department personnel shall maintain their department's Twitter account. Each department will have only one Twitter account, unless otherwise approved by the City Manager. Account information, including usernames and passwords, shall be approved and provided to the IT department.

The department's Twitter bio should read, "The official Twitter feed of the Lake Worth [Department].

Twitter usernames shall incorporate "Lake Worth" into the username.

Twitter accounts shall serve three primary purposes:

- Get emergency information out quickly
- Promote City-sponsored events
- Refer followers to content hosted at www.lakeworthtx.org

Information posted on Twitter shall conform to the policies and procedures of the department posting the information. Tweets shall be relevant, timely and informative.

Twitter content shall mirror information presented on the relevant City of Lake Worth Facebook page, website, and other communication tool. Personnel shall ensure that information is posted correctly the first time. If a tweet has an error in it, it should be deleted in a timely manner.

Responding: When appropriate, departmental social media admins shall be responsive to those constituents who communicate via Twitter's @reply or direct message functions. Communication with followers will be timely and consistent with existing protocols in the Internal Social Media Guidelines and Standards.

TITLE II
ADMINISTRATIVE REGULATIONS

CHAPTER 9 PURCHASING POLICY

9.01 Purpose

The purpose of the Purchasing Policy is to provide the City with the requisite parameters for purchasing goods and services under applicable state statutes. More specifically, the purposes are:

A. to simplify and clarify the laws governing purchasing by the City;
B. to permit the continued development of purchasing policies and practices;
C. to provide consistency in the purchasing practices of the City with regard to pertinent purchasing laws;
D. to increase public confidence in public purchasing;
E. to ensure the fair and equitable treatment of all persons who participate in the purchasing process;
F. to provide increased economy and efficiency in purchasing activities by avoiding unnecessary, unwarranted and duplicative purchases;
G. to foster free and open competition;
H. to provide safeguards for the maintenance of a purchasing system of quality and integrity; and
I. to ensure that full accounting is available and given for all purchases.

9.02 Organizational Responsibilities

A. City Council

1. Considers for award all contracts for goods or services to which the competitive sealed bidding requirement applies.
2. Considers all purchases and written contracts exceeding $15,000.
3. Adopts rules for electronic receipt of bids or proposals.
4. Approves the alternative bidding method to be used for the construction of a facility, as described by Texas Government Code §2269.056, after determining it to be a better value than competitive bidding.
5. Approves the competitive sealed proposal method to be used for the purchase of goods and services, after determining it to be a better value than competitive bidding, or delegates authority to approve the

competitive sealed proposal method as stated above, to a designated representative.

B. City Manager

1. Approves change orders up to $15,000 (Need ordinance).
2. Approves contracts not to exceed $15,000 (Need ordinance).

C. City Department Heads

Shall have authority, and may delegate this authority (in whole or in part) in writing to one or more managers or supervisors within their department, to approve requisitions up to $50,000 and be responsible for:

1. compliance with existing purchasing policies and procedures;
2. reviewing and approving proposed purchasing actions to avoid unnecessary or duplicative purchases;
3. ensuring that the item to be purchased has monies available in the budget;
4. determining whether a contract exists for the item to be purchased;
5. verifying that the items received are sufficient and in good condition and authorize payment of the invoice; and
6. ensuring that all paperwork is forwarded to the purchasing and finance offices for recordation and payment.

D. Finance Department

Shall be responsible for:

1. developing and administering the City's purchasing policy and procedures;
2. managing the City's purchasing program to include compliance with all statutory and internal policies;
3. developing and maintaining a purchasing procedures manual;
4. determining the allowable methods of procurement, subject to legal review and determination as necessary;
5. administering the City's procurement card program;
6. maintaining requisition approval paths in the financial system;
7. processing purchasing requests;
8. identification, solicitation and selection of vendors or contractors;
9. executing purchase orders;

10. monitoring the terms and conditions of purchases;
11. ensuring complete and accurate documentation of all purchases;
12. disposing of surplus and obsolete property; and
13. maintaining all purchasing files and records.

9.03 Ethics

A. Standard of Conduct

No officer, employee or agent of the City shall participate in the negotiation, selection, discussion, award or administration of a contract or procurement supported by public funds if: 1) that individual has a substantial interest in a person or entity, as defined by Chapter 171 of the Texas Local Government Code, that is the subject of the contract or procurement; or 2) a conflict of interest. An officer, employee or agent of the City shall at all times avoid the appearance of impropriety.

A conflict arises when a City employee, officer or agent, or any relative thereof, a partner or a person or an organization that employs or may employ in the near future any of these individuals, has a financial or other interest in any entity that may be considered for the award.

B. Course of Conduct in the Event of a Conflict or Substantial Interest

In the event of a conflict of interest or substantial interest, as set forth in subpart A, the affected officer, employee or agent must adhere to the following procedures:

1. sign a declaration of possible conflict of interest or affidavit of a substantial interest;
2. if applicable, abstain from any participation in any procurement action:

    a. where the officer, employee or agent directly represents an organization or may receive an economic benefit;
    b. where the officer, employee or agent is in direct competition with a proposal or bid which would provide a direct financial benefit; or
    c. as required by Chapter 171 of the Texas Local Government Code.

3. abstain from participating in the procurement process, which includes, but is not limited to, discussions, lobbying, rating, scoring, recommending, explaining or assisting in the design or approval of the procurement process or the award of the contract:

   a. on contracts with the organization he/she represents or from which he/she receives an economic benefit;
   b. on contracts with organizations in which a relative might realize an economic benefit; or
   c. as required by Chapter 171 of the Texas Local Government Code.

C. Violations and Remedies

Violations of policy may constitute misconduct, subjecting the violator to any and all penalties prescribed by state law.

Penalties, sanctions or other disciplinary actions, to the extent permitted by state or local law, rules or regulations, shall be imposed for violations of the code of conduct/conflict of interest standards, by City officer, employees or agents or by persons, contractors or their agents, when the procurement involves state or federal programs and/or funds.

Appropriate sanctions, penalties or disciplinary actions shall be applied for violations. Violations of state or federal law shall be referred to the proper authority having jurisdiction over same.

9.04 Requisition Requirements

Requisitions are required for all procurements in excess of $3,000, unless otherwise exempt as indicated in the Exemptions section below. Requisitions may be submitted for purchases less than $3,000, but are not required. Requisitions shall be submitted to the Finance Department for processing with all supporting documentation attached.

A. Exemptions

Items that do not have to be submitted on a requisition and can be paid with a procurement card, or by presenting an invoice that can be paid by check, or approved for payment in the manner prescribed by Accounting Services are:

- maintenance fees paid on an annual or other periodic basis

- event catering fees
- election fees
- insurance premiums
- membership or professional association dues and fees
- periodicals
- postage
- registration fees
- regulatory fees
- subscriptions
- travel expenses
- training
- professional services
- utilities
- other fees as approved by the Finance Department

B. Emergency Requisition

1. Conditions

In order to qualify as an emergency purchase, one of the following conditions must exist, as identified in Section 252.022 of the Texas Local Government Code, as amended:

a. a purchase necessary because of a public calamity that requires the purchase of goods or services to relieve the necessity of the municipality's residents, or to preserve the property of the municipality;
b. a purchase necessary to preserve or protect the public health or safety of the municipality's residents; or
c. a purchase necessary because of unforeseen damage to public machinery, equipment, or other property.

2. Process

If a condition qualifies as an emergency purchase, the emergency requisition process shall be followed and authorized by the City Manager.

C. Requisition Processing

Upon receipt of a requisition, the Finance Department shall:

- check the requisition for completeness, to include verification that all supporting documentation is attached;
- verify compliance with State of Texas Historically Underutilized Business (HUB) law, as identified in Section 252.0215 of the Texas Local Government Code, as amended, and with internal policies and procedures;
- verify pricing for accuracy;
- verify contract provisions, if purchasing goods or services from an existing contract; and
- prepare a purchase order after approvals by requesting department and Budget Services are completed.

9.05 Purchasing Thresholds

A. Purchases $3,000 and under

Competitive quotes are not required for purchases under $3,000, but may be obtained for any purchase. Procurement cards should be utilized for these purchases when possible.

B. Purchases Over $3,000 and up to $50,000

Competitive written quotes should be solicited from an adequate number of vendors to ensure competition, including at least two Historically Underutilized Businesses (HUBs), if available, as required in Section 252.0215 of the Texas Local Government Code, as amended. HUBs should be contacted on a rotating basis, based on information provided by the comptroller. If the list fails to identify a HUB in the county, the City is exempt from this requirement. All purchases within this dollar threshold will be processed through the Purchasing Office, except for exempt purchases as defined in Section 9.04 A. Use of procurement cards should be utilized for these purchases when possible.

C. Purchases Over $50,000

Unless otherwise specified by law, all purchases in excess of $50,000 shall be awarded by competitive bidding or reverse auction procedures, pursuant to current state law.

The City may not split purchases to circumvent the competitive requirements or the $50,000 limit. Split purchases are defined as follows:

1. Component Purchases: Purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
2. Separate Purchases: Purchases made separately of items that in normal purchasing practices would be purchased in one purchase.
3. Sequential Purchases: Purchases made over a period, of items that in normal purchasing practices would be purchased in one purchase

9.06 Methods of Procurement

A. The City Manager will determine the allowable methods of procurement, based on the purchasing threshold as identified in Section 9.05, and the nature of goods or services required. The methods of procurement utilized by the City are as follows:

- Competitive Sealed Bids (CSB)/Request for Bids (RFB)
- Competitive Sealed Proposals (CSP)
- Request for Proposals (RFP)
- Request for Statements of Qualifications (SOQ)
- Request for Quotes (RFQ)

B. Exemptions from the methods of procurement listed in Section 9.06 A, as identified in Section 252.022 of the Texas Local Government Code as amended, include but are not limited to the types of purchases listed below.

1. Emergency Purchases: An emergency purchase that qualifies under one of the conditions defined in Section 9.04 B.1.
2. Personal Services: Services involving the personal, intellectual or manual labor of an individual; a service performed personally by a particular individual for the benefit of another.
3. Professional Services: Services performed within the scope of practice (or provided in connection with the employment of a licensed person in the areas of practice) of accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising or professional nursing. Methods for procuring these services are set forth in the Texas Government Code, Chapter 2254, also known as the Professional Services Procurement Act.
4. Planning Services: Services primarily intended to guide governmental policy to ensure the orderly and coordinated development of land uses.
5. Consulting Services: Service of studying or advising the City under a non-employee/employer type contract.

6. Sole Source Purchases: The item is available from only a single source because of patents, copyrights, secret processes or natural monopolies; films, manuscripts, or rare books; electricity, gas, water and other utility services; captive replacement parts or components for equipment.
7. Cooperative Purchases: Supplies, equipment or services purchased through an approved cooperative purchasing program which meets all applicable laws and regulations.
8. Personal Property: Property sold a) at an auction by a state licensed auctioneer; b) at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code; c) by a political subdivision of this state, a state agency of this state, or an entity of the federal government; or d) under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391, Local Government Code.
9. Retail Sale: Goods purchased for subsequent retail sale by the City.
10. Advertising: Advertisements, other than legal notices.

9.07 Procurement Card Program

The procurement card (p-card) program is a payment mechanism designed to reduce the administrative costs associated with processing purchases. The p-card program is not intended to avoid or bypass appropriate purchasing or payment procedures. The intent of the p-card program is to complement the existing processes available.

A. Obtaining Procurement Cards

P-cards will not be issued to cardholders until each cardholder:

1. has received program hand-outs; and
2. has signed the Cardholder Agreement confirming receipt of p-card, understanding of agreement, and acknowledgment that improper use of the p-card may result in disciplinary action, up to and including termination of employment.

B. Cardholder Limits and Commodity Restrictions

Monthly dollar limits and commodity restrictions will be assigned to all City p-cards. Some restrictions will apply to the entire program, such as cash advances, alcohol, cigar/tobacco products, and casinos/gambling

facilities, while others are determined based upon the cardholder's job position and responsibilities.

The Program Administrator will assign one of the authorization levels listed below to each p-card. Variations must be approved in advance by the City Manager. This is not meant to be an all-inclusive list, and the City reserves the right to impose other limitations and restrictions.

1. City Manager/ACM: $10,000
2. Department Heads: $5,000
3. Directors/Coordinators: $3,000
4. All others: $500

*Temporary increases may be authorized with City Managers approval.

C. Program Administrator/Cardholder Responsibilities

The Program Administrator is responsible for the overall administration of the City's Procurement Card Program including the following:

1. implementing temporary increases to card limits after department/division head request
2. removing temporary increases after close of the corresponding billing cycle
3. reviewing monthly statements and investigating any suspicious transactions

P-cards will be assigned to individual cardholders, and should not be shared. Although the cardholder's name is printed on the card, the card is issued to the City of Lake Worth and will have no impact on the cardholder's personal credit. However, City funds are committed each time the p-card is used, and each individual cardholder is responsible for all charges made to their p-card. Therefore, by participating in the p-card program, all cardholders are responsible for the following:

1. determining if the transaction is an acceptable use of the p-card, and if the total expenditure, including delivery or freight charges, is within the cardholder's spending limit;
2. requesting Department Head approval for temporary increases and e-mailing request to Program Administrator for consideration and action and submitting approval with expense report;
3. ensuring p-card is utilized for City business only;
4. ensuring that the City is not charged sales tax;

5. obtaining an itemized invoice or receipt for all p-card transactions (if receipt is illegible or missing, cardholder shall complete and submit the "Missing/Illegible P-Card Receipt" form with their expense report);
6. for business meal receipts, details indicating the name(s) of the person and business purpose should be submitted (an itemized receipt is preferred);
7. completing transaction review and coding in the p-card system, and submitting weekly expense reports to Accounts Payable within the time frame requested;
8. obtaining a supervisor's signature on the monthly expense report (note—Assistant City Manager/CFO and City Secretary expense reports shall be approved by the City Manager; Mayor, City Council, and City Manager expense reports shall be approved by the Assistant City Manager/CFO);
9. maintaining p-card in a safe and secure location; and
10. immediately informing the bank, at the phone number indicated on the p-card, and the Program Administrator of lost or stolen p-cards, or of fraudulent charges.

D. Violations and Remedies

Violations to the p-card program may result in disciplinary action, up to and including termination of employment. Three missing/illegible receipts in a calendar quarter (*e.g.* Jan-Mar, Apr-June, etc.) may constitute a violation under this section.

At a minimum, violations to the p-card program will result in the following remedies:

1. First Offense: Written warning of infraction.
2. Second Offense: P-card privileges suspended for 30 days, and cardholder will surrender p-card to the Program Administrator for the duration of suspension period.
3. Third Offense: P-card privileges suspended permanently. Cardholder will surrender p-card to the Program Administrator.

9.08 <u>Receipt of Goods/Services</u>

A. Inspection

Upon receipt of goods or services, it is the department's responsibility to ensure that the order is complete as to quality and quantity, and to report any discrepancies.

If the shipment is complete and undamaged, the packing slip or delivery ticket should be signed and retained until the invoice for payment is received.

Should the department receive only a partial shipment, or return part of a shipment due to damage or delivery of the wrong items, this must be noted on the packing slip or delivery ticket, and noted on the invoice in order to prevent improper payment.

B. Damages/Defects

Goods and services should be checked at the time of receipt to detect any damages or defects. This inspection should also include assuring that the material is in compliance with the specifications.
When it is apparent that the extent of the damage causes the goods to be of little worth, they should not be accepted.

1. Visible Damage: One of the major reasons for inspection at the time of receipt is to detect any visible damage. It is important that all damage be completely described on the receiving paperwork.

2. Concealed Damage: Any evidence of concealed damage should be documented to support the filing of damage claims against the carrier. The carrier should be notified immediately, and a joint inspection should be scheduled with the carrier's representative.

3. Claims: If the shipment is "F.O.B. destination" the vendor is responsible for assisting with the settlement of the claim and for full replacement of the damaged items. Payment should be withheld until the claims are settled.

9.09 Disposal of Salvage/Surplus Property

The Purchasing Manager or designee shall be responsible for the disposal of salvage/surplus personal property. Personal property that has been deemed salvage or surplus may be disposed of by one the following methods, as deemed appropriate by the Purchasing Manager:

- sold at a public auction
- sold by soliciting competitive bids
- sold to or bartered with a political subdivision of this state, a state agency of this state, or an entity of the federal government

- sold in accordance with any other approved PARM policy
- traded-in on new property of the same type
- destroyed or placed in a trash depository
- donated after a written determination is made by the City Manager or designee that:
    1. the donation serves a legitimate public purpose of a benefit to the City of Lake Worth, and sufficient controls exist to ensure the done will use the donated property for the determined purpose; or
    2. the cost to store or maintain the property outweighs the value of the property; or
    3. the value of the property is negligible

Exhibit A

City of Lake Worth
Purchasing Procedures Manual

An Employee Guide to Understanding the City of Lake Worth's Purchasing Procedures

Exhibit A

City of Lake Worth
Purchasing Procedures Manual

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City of Lake Worth
Purchasing Procedures Manual

Introduction

Purpose: To establish uniform procedures for the purchase of goods and services for the City of Lake Worth, that are consistent with all applicable laws and City policy, as set forth in the PARM Title II Chapter 8, Purchasing Policy.

Scope: These procedures apply to all material and service purchases and related activities.

Responsibility: It is the individual responsibility of each employee involved in the purchasing process to understand the policy upon which these procedures are based, and the meaning and intent of the procedures themselves.

If there are any questions or concerns relative to either the policy or procedures, or the ability of the employee to respond effectively to the requirements of the procedures, then it is the responsibility of the employee to bring such matters to the attention of the City Manager immediately.

The fundamental purpose of these procedures is not to restrict effectiveness of the individuals involved in the purchase of goods and services, but to provide a foundation for effective, consistent and complete consideration of all aspects of the task with the expected result being a positive, professional relationship between the employees of the City and the suppliers who serve the City.

Section 1. Purchasing Thresholds

This section applies to the purchase of all goods and services, except as follows:

1. Emergency Purchases: An emergency purchase that qualifies under one of the following conditions:
   a. purchase necessary because of a public calamity that requires the purchase of goods or services to relieve the necessity of the municipality's residents, or to preserve the property of the municipality;
   b. a purchase necessary to preserve or protect the public health or safety of the municipality's residents; or

c. a purchase necessary because of unforeseen damage to public machinery, equipment, or other property.

2. Personal Services: Services involving the personal, intellectual or manual labor of an individual; a service performed personally by a particular individual for the benefit of another.
3. Professional Services: Services performed within the scope of practice (or provided in connection with the employment of a licensed person in the areas of practice) of accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising or professional nursing. Methods for procuring these services are set forth in the Texas Government Code, Chapter 2254, also known as the Professional Services Procurement Act.
4. Planning Services: Services primarily intended to guide governmental policy to ensure the orderly and coordinated development of municipal land areas.
5. Consulting Services: Service of studying or advising the City under a non-employee/employer type contract.
6. Sole Source Purchases: The item is available from only a single source because of patents, copyrights, secret processes or natural monopolies; films, manuscripts, or rare books; electricity, gas, water and other utility services; captive replacement parts or components for equipment.
7. Cooperative Purchases: Supplies, equipment or services purchased through an approved cooperative purchasing program which meets all applicable laws and regulations.
8. Personal Property: Property sold a) at an auction by a state licensed auctioneer; b) at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code; c) by a political subdivision of this state, a state agency of this state, or an entity of the federal government; or d) under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391, Local Government Code.
9. Retail Sale: Goods purchased for subsequent retail sale by the City.
10. Advertising: Advertisements, other than legal notices.

A. Purchases $3,000 and Under

Departments can purchase goods and services that fall within this dollar threshold based on a single quote. Competitive quotes are not required, but may be obtained for any purchase. A requisition is not required, but can be processed if a purchase order is required by the vendor. Departments are encouraged to utilize procurement cards for these purchases whenever possible.

B. Purchases Over $3,000 and up to $50,000

Departments can purchase goods and services that fall within this dollar threshold by one of the methods listed below. Competitive written quotes should be solicited from at least three vendors to ensure competition, including at least two Historically Underutilized Businesses (HUBs), if available. HUBs should be contacted on a rotating basis, based on information provided by the State Comptroller. If the list fails to identify a HUB in the county, the City is exempt from this requirement. All purchases within this dollar threshold require a requisition, and will be processed through the Fiance Office, unless otherwise exempted as listed in Section 3 of this manual.

1. Department Obtains Quotes or Proposals

   The department can obtain quotes or proposals, but must comply with the State of Texas HUB law. Please contact the Purchasing Office to obtain a list of HUB vendors prior to obtaining quotes, in order to expedite the process.

C. Purchases Over $50,000

Unless otherwise specified by law, all purchases in excess of $50,000 shall be awarded by competitive bidding or reverse auction procedures, pursuant to the competitive bid laws of the State of Texas. All competitive bids and reverse auctions will be issued by the Purchasing Office. The City may not split purchases to circumvent the competitive bid limit. Split purchases are defined as follows:

1. Component Purchases: Purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
2. Separate Purchases: Purchases made separately of items that in normal purchasing practices would be purchased in one purchase.
3. Sequential Purchases: Purchases made over a period, of items that in normal purchasing practices would be purchased in one purchase

Section 2. Methods of Procurement

The City Manager will determine the allowable methods of procurement to purchase goods and services, and will discuss options with the department to select the appropriate method. The methods of procurement utilized by the City are as follows:

A. Competitive Sealed Bid (CSB) or Request for Bid (RFB), Non-Construction

Bids are utilized to purchase goods and services over $50,000, and are subject to the competitive bid laws of the State of Texas. Bids are utilized for onetime purchases or for the establishment of an annual contract if there is a continuous need to purchase same goods or services totaling in excess of $50,000 annually.

Award is made to the lowest responsive and responsible bidder, or to the bidder providing the best value, as pre-determined by the City. Negotiations are not permitted. Please allow eight weeks at a minimum to complete the process. The process includes, but is not limited to the following steps:

1. Department will submit a written request to the City Manager's Officer, to include a description of goods or services, the estimated expenditure, the account number funding the purchase, and the required delivery date.
2. Pre-acquisition meeting between department and the City Manager's Office to develop a specification.
3. Upon completion of the specification, the City Secretary's Office will process the bid as follows:
    a. Assign a bid number.
    b. Coordinate with department to determine dates for the following:
        1) Legal advertisements. Legal advertisements must run at least once per week for two consecutive weeks.
        2) Pre-bid meeting, if applicable.
        3) Questions deadline.
        4) Bid due date. The bid due date is required to be no earlier than 15 days from the first legal advertisement date.
    c. Schedule legal advertisements with the Citys's official newspaper.
    d. Schedule meeting space for pre-bid meeting and bid opening as appropriate.
    e. Compile the bid packet.
    f. Issue addendums if required.
    g. Receive all bids in the City Secretary's Office.
    h. Conduct public bid opening.
    i. Provide bid tabulation to the department for evaluation purposes, and publicly post the bid tabulation.
    j. For best value bids only: Provide individual scoring sheets to the evaluation team.
4. Department will evaluate bids, to include checking supplier qualifications and references, and provide a recommendation of award to the City Manager's Office.
5. After receipt of recommendation of award, the City Secretary's Office will complete the following:
    a. Check debarments listings and delinquent tax listings as applicable.
    b. Conduct a pre-award meeting with the recommended supplier to verify bid prices, and to verify suppliers' understanding of the specifications.
    c. Request insurance certificate with required provisions, if applicable.
    d. Work with the City Attorney to develop a service contract, if applicable.

e. Coordinate contract execution with the selected supplier, if applicable.

f. Prepare Council Agenda Item.

6. Upon Council approval and receipt of executed contract where applicable, the following steps will be followed:

   a. If a service contract was not required, the City Secretary's Office will issue an award letter to the supplier.

   b. The department will submit a purchase requisition to the Finance Office for processing as follows:

      1) If the bid was for a one-time purchase, the department will submit a requisition to the Finance Office for processing.

      2) If the bid was to establish an annual contract, the department will 1) submit a requisition to the Finance Office to establish a blanket purchase order; or 2) submit requisitions to the Finance Office for processing on an as-needed basis.

   d. The Finance Office will issue the purchase order to the supplier.

B. Competitive Sealed Bid (CSB) or Request for Bid (RFB), Construction

Bids are utilized to purchase one-time construction services over $50,000, and are subject to the competitive bid laws of the State of Texas. Bids at this dollar threshold are processed by the Purchasing Office. Award is made to the lowest responsive and responsible bidder (Please refer to Section D if award determination will be based on other factors besides price). Negotiations are not permitted. Please allow eight weeks at a minimum to complete the process. The process includes, but is not limited to the following steps:

1. The department will assign a bid number to a construction project upon request.

2. The Department Head and the City Secretary's Office will coordinate to determine dates for the following:

   a. Legal advertisements. Legal advertisements must run at least once per week for two consecutive weeks.

   b. Pre-bid meeting, if applicable.

   c. Questions deadline.

   d. Bid due date. The bid due date is required to be no earlier than 15 days from the first legal advertisement date.

3. In order for a construction bid to be processed, the following documents and information will be provided to the City Secretary's Office in accordance with issued deadlines:

   a. Engineer's estimate.

   b. Verification from Finance Director that funds are available to bid the project, based on the Engineer's Estimate.

c. Account number funding the project. Indicate if grant funds will be utilized.
d. Legal approval of documents, approved as to form (as needed).
e. Electronic copy of Notice to Bidders.
f. Electronic copy of contract document and specifications, and construction plans.
g. A pre-determined number of document sets for public sale.

4. Upon receipt of all required documents and information, the City Secretary's Office will process the bid as follows:
   a. Schedule legal advertisements with the City's official newspaper.
   b. Schedule meeting area for pre-bid meeting and bid opening as appropriate.
   c. Issue addendums if required.
   d. Receive all bids in the Purchasing Office.
   e. Conduct public bid opening.
   f. Verify unit price extensions, provide bid tabulation to the department for evaluation purposes, and publicly post the bid tabulation.
5. Department will evaluate bids, to include checking contractor qualifications and references.
6. Upon completion of the evaluation process, the department will prepare the Agenda Item and handle the contract process. The Agenda Item will be routed through the City Manager's Office for review. The review will include checking debarments listings and delinquent tax listings as applicable.
7. Upon Council approval, the following steps will be followed:
   a. Department will provide the City Secretary's Office with a copy of the fully executed contract. The contract will include all required bonding and an insurance certificate meeting the City's provisions.
   b. If the supplier is not in the financial system, the department will complete the necessary steps to add the supplier.
   c. Department will submit a purchase requisition to the Finance Office for processing.
   d. The Finance Office will issue the purchase order to the supplier.
   e. Department will provide the City Secretary's Office with a copy of the Notice to Proceed.

C. Competitive Sealed Proposal (CSP) or Request for Proposal (RFP), Non-Construction

The proposal process is utilized to purchase goods and services at all purchasing thresholds, taking into consideration other factors besides price. A pre-determined set of evaluation criteria is established, and all proposals are evaluated against the criteria and scored accordingly. The proposal process is utilized for one-time

purchases, or for the establishment of an annual contract. Negotiations are permitted in order to obtain the best value for the City. The CSP method of procurement requires pre-approval by City Council. The process includes, but is not limited to the following steps:

1. Department will submit a written request to the City Manager's Office, to include a description of the goods or services, the estimated expenditure, the account number funding the purchase, and the required delivery date.
2. Pre-acquisition meeting between department and the City Manager's Office to develop a specification and establish evaluation criteria.
3. Upon completion of the specification, the department will complete the following:
    a. Assign a proposal number.
    b. Coordinate with department to determine dates for the following:
        1) Legal advertisements, if applicable. Legal advertisements must run at least once per week for two consecutive weeks.
        2) Pre-proposal meeting, if applicable.
        3) Questions deadline.
        4) Due date.
            a) If legal advertisement is required, the proposal due date is required to be no earlier than 15 days from the first legal advertisement date.
            b) If legal advertisement is not required, proposals should remain open for an adequate amount of time to allow suppliers to provide a good proposal.
    c. Schedule legal advertisements with the City's official newspaper, if applicable.
    d. Schedule meeting space for pre-proposal meeting and proposal opening as appropriate.
    e. Compile the proposal packet.
    f. Issue addendums if required.
    g. Receive all proposals in the City Secretary's Office.
    h. Conduct public proposal opening.
    i. Provide proposal summary to the department for evaluation, and publicly post the proposal summary.
    j. Provide evaluation forms to the evaluation team.

4. Department will evaluate proposals and score accordingly against the established evaluation criteria, to include checking supplier qualifications and references as applicable. The following options are available during the evaluation process:

a. The City Secretary's Office can schedule supplier interviews as needed.
b. The City Secretary's Office can request additional information and clarifications from suppliers as needed.
c. The City Secretary's Office can request Best and Final Offers (BAFO) from suppliers.

5. Upon completion of the evaluation process, the department will provide a recommendation of award to the City Secretary's Office.
6. Upon receipt of recommendation of award, the Department and City Secretary's Office will proceed with the award process as appropriate based on the dollar threshold of the purchase. This may include contract development, obtaining an insurance certificate, and preparing a Department Head Communication or Council Agenda Item.
7. Upon award and receipt of executed contract where applicable, the following steps will be followed:
   a. If a service contract was not required, the City Secretary's Office will issue an award letter to the supplier.
   b. The department will submit a purchase requisition to the Finance Office for processing as follows:
      1) If the proposal was for a one-time purchase, the department will submit a purchase requisition to the Finance Office for processing.
      2) If the proposal was to establish an annual contract, the department will 1) submit a purchase requisition to the Finance Office to establish a blanket purchase order; or 2) submit purchase requisitions to the Finance Office for processing on an as-needed basis.
   c. The Finance Office will issue the purchase order to the supplier.

D. Competitive Sealed Proposal (CSP), Construction

The proposal process is an alternative method to purchase one-time construction services over $50,000, taking into consideration other factors besides price, and is subject to the competitive bid laws of the State of Texas. A pre-determined set of evaluation criteria is established, and all proposals are evaluated against the criteria and scored accordingly. Negotiations are permitted in order to obtain the best value for the City. The CSP method of procurement requires pre-approval by City Council. The process includes, but is not limited to the following steps:

1. The Department will assign a proposal number to a construction project upon request.
2. The Department and the City Secretary's Office will coordinate to determine dates for the following:

a. Legal advertisements. Legal advertisements must run at least once per week for two consecutive weeks.
b. Pre-proposal meeting (if applicable).
c. Questions deadline.
d. Due date. The due date is required to be no earlier than 15 days from the first legal advertisement date.

3. In order for a construction proposal to be processed, the following documents and information will be provided to the Purchasing Office in accordance with issued deadlines:
   a. Engineer's estimate.
   b. Verification from Finance Manager that funds are available to let the project, based on the Engineer's Estimate.
   c. Account number funding the project. Indicate if grant funds will be utilized.
   d. Legal approval of documents, approved as to form (as needed).
   e. Notice to Proposers.
   f. Electronic copy of contract document and specifications, and construction plans.
   g. A pre-determined number of document sets for public sale.
4. Upon receipt of all required documents and information, the City Secretary's Office will process the proposal as follows:
   a. Schedule legal advertisements with the City's official newspaper.
   b. Schedule meeting area for pre-proposal meeting and proposal opening as appropriate.
   c. Issue addendums if required.
   d. Receive all proposals in the Purchasing Office.
   e. Conduct public proposal opening.
   f. Verify unit price extensions, provide proposal summary to the department for evaluation purposes, and publicly post the proposal summary.
   g. Provide evaluation forms to the evaluation team.
5. Department will evaluate proposals and score accordingly against the established evaluation criteria, to include checking contractor qualifications and references. The following options are available during the evaluation process:
   a. The City Secretary's Office can schedule supplier interviews as needed.
   b. The City Secretary's Office can request additional information and clarifications from suppliers as needed.
   c. The City Secretary's Office can request Best and Final Offers (BAFO) from suppliers.

6. Upon completion of the evaluation process, the department will handle the award process. This will include contract development, obtaining an insurance certificate, and preparing a Council Agenda Item. Any resulting contract document must be approved as to form by the City Attorney.
7. The Agenda Item will be routed through the City Secretary's Office for review. The review will include checking debarments listings and delinquent tax listings as applicable.
8. Upon Council approval, the following steps will be followed:
    a. Department will provide the City Secretary's Office with a copy of the fully executed contract. The contract will include all required bonding and an insurance certificate meeting the City's provisions.
    b. Department will submit a purchase requisition to the Finance Office for processing.
    c. The Finance Office will issue the purchase order to the supplier.
    d. Department will provide the City Secretary's Office with a copy of the Notice to Proceed.

E. Statement of Qualifications (SOQ)

The SOQ process detailed below may be used to select the most qualified firm to perform a pre-determined scope of professional engineering, architecture, or land surveying services. At a minimum, the selection of engineering, architectural, or land surveying services, shall comply with the requirements of the Professional Services Procurement Act (Texas Government Code Chapter 2254, as amended).

The SOQ process is not required for other professional services, but can be utilized to select a firm. A pre-determined set of evaluation criteria is established, and all qualifications are evaluated against the criteria and scored accordingly. **Price cannot be disclosed or considered during the scoring process.** Negotiations are permitted with the most qualified firm only. Negotiations will continue until terms, conditions, and a fair and reasonable price are agreed upon. If negotiations with the most qualified firm are not successful, negotiations will cease with the current firm and begin with the next most qualified firm. Once negotiations have ceased with a firm, reopening negotiations with that firm is not allowed. The process includes, but is not limited to the following:

1. Department will submit a written request to the City Manager's Office, to include a description of goods or services, the estimated expenditure, the account number funding the purchase, and the required delivery date.
2. Pre-acquisition meeting between department and the City Manager's Office to develop a scope of work and establish evaluation criteria.
3. Upon completion of scope of work, the Department will complete the following:

a. Assign an SOQ number.
b. Coordinate with City Secretary's Office to determine dates for the following:
    1) Legal advertisements. Not required, but can be advertised at the department's discretion.
    2) Pre-submission meeting, if applicable.
    3) Questions deadline.
    4) Due date. The SOQ process should remain open for an adequate amount of time to allow firms to provide a good response.
c. Schedule legal advertisements with the City's official newspaper, if applicable.
d. Schedule meeting space for pre-submission meeting, if applicable.
e. Compile the SOQ packet.
f. Distribute the SOQ to specific firms.
g. Issue addendums if required.
h. Receive all submissions in the City Secretary's Office.
i. Provide SOQ summary to the department for evaluation, and publicly post the SOQ summary.
j. Provide evaluation forms to the evaluation team.

4. Department will evaluate submissions and score accordingly against the established evaluation criteria. The following options are available during the evaluation process:
    a. The City Secretary's Office can schedule interviews with firms as needed.
    b. The City Secretary's Office can request additional information and clarifications from firms as needed.
5. Upon completion of the evaluation process, the department will submit scoring sheets to the City Secretary's Office.
6. The department will begin negotiations with the most qualified firm only.
7. Upon successful negotiation of terms, conditions, and a fair and reasonable price, the department will handle the award process as appropriate, based on the dollar threshold of the purchase. This may include contract development, obtaining an insurance certificate, and preparing a Manager Communication or Council Agenda Item. Any resulting contract document must be approved as to form by the City Attorney.
8. The Manager Communication or Agenda Item will be routed through the City Secretary's for review. The review will include checking debarments listings and delinquent tax listings as applicable.
9. Upon City Manager or Council approval, the following steps will be followed:

a. Department will provide the City Secretary's Office with a copy of the fully executed contract and the firm's insurance certificate meeting the City's requirements and provisions.
b. Department will submit a purchase requisition to the Finance Office for processing.
c. The Finance Office will issue the purchase order to the supplier.

F. Request for Quotes (RFQ)

Quotes are utilized to purchase goods and services up to $50,000. Purchases over $3,000 and up to $50,000 are subject to the Historically Underutilized Businesses (HUB) law of the State of Texas. Quotes can be obtained by the department for one-time purchases or for the establishment of an annual contract. Award is made to the vendor providing the lowest bid or the best value, as pre-determined by the City.

Negotiations are not permitted. If the Department is obtaining quotes, the process includes, but is not limited to the following:

1. Department will submit a written request to the City Manager's Office, to include a description of goods or services, the estimated expenditure, the account number funding the purchase, and the required delivery date.
2. Pre-acquisition meeting between department and the City Manager's Office to develop a specification.
3. Upon completion of the specification, the Department will process the RFQ as follows:
   a. Assign a RFQ number.
   b. Coordinate with department to determine dates for the following:
      1) Questions deadline.
      2) Due date. The RFQ process should remain open for an adequate amount of time to allow suppliers to provide a good quote.
   c. Compile the RFQ packet.
   d. Issue addendums if required.
   e. Receive all quotes in the City Secretary's Office.
   f. Provide quote tabulation to the department for evaluation purposes.
   g. For best value only: Provide individual scoring sheets to the evaluation team.
4. Department will evaluate quotes, to include checking supplier qualifications and references, and provide a recommendation of award to the City Secretary's Office.
5. Upon receipt of recommendation of award, the City Secretary's Office will proceed with the award process as appropriate based on the dollar threshold

of the purchase. This may include contract development, obtaining an insurance certificate, and preparing a Manager Communication.

6. Upon award and receipt of executed contract where applicable, the following steps will be followed:
   a. If a service contract was not required, the City Secretary's Office will issue an award letter to the supplier.
   b. The department will submit a purchase requisition to the Finance Office for processing as follows:
      1) If the proposal was for a one-time purchase, the department will submit a purchase requisition to the Finance Office for processing.
      2) If the proposal was to establish an annual contract, the department will 1) submit a purchase requisition to the Finance Office to establish a blanket purchase order; or 2) submit purchase requisitions to the Finance Office for processing on an as-needed basis.
   d. The Finance Office will issue the purchase order to the supplier.

G. Cooperative Purchases

The City has entered into various interlocal agreements, which authorize the City to utilize contracts with certain governmental entities, and certain cooperative programs for the purchase of goods and services at any dollar threshold. Purchasing through cooperative contracts satisfies all competitive bid requirements, which means additional quotes are not required. However, if a department utilizes a cooperative contract, the contract terms and conditions of that contract must be adhered to. A list of interlocal agreements with other entities is on file in the City Secretary's Office.

If utilizing a contract through an interlocal agreement or a cooperative program, please obtain a quote from the supplier. The quote should reflect the contract number and contract pricing. If the contract pricing is based on a guaranteed percentage discount, the quote should reflect the list price and discounted price.

Section 3. Purchase Requisitions

This section applies to the purchase of all goods and services over $3,000, unless otherwise exempted as follows:

- when prepayment is required
- maintenance fees paid on an annual basis
- catered event fees

- election fees
- insurance premiums
- membership or professional association dues and fees
- periodicals
- postage
- registration fees
- regulatory fees
- subscriptions
- travel expenses
- tuition
- utilities
- other fees as approved by the City Manager

Items that do not have to be submitted on a requisition can be paid with a procurement card, by completing a check request, or approved for payment in the manner prescribed by the Finance Department.

A. Preparing Purchase Requisitions

The PO Description section of the purchase requisition should be reserved for information specific to the order, such as instructions to the supplier, item details, delivery instructions, points of contact, etc. Anything entered into this section will print on the purchase order.

The Internal Notes section of the purchase requisition should be reserved for internal City communications, such as project information, purpose, instructions to the Department, etc. Anything entered into this section is for internal purposes only, and will not print on the purchase order.

1. Contracted Goods and Services

If purchasing goods or services at any dollar threshold utilizing an existing annual contract, a quote is not required unless the contract is for time and/or materials, a guaranteed percentage discount, or through a cooperative venue. The purchase requisition process is as follows:

a. Verify that the items listed on the purchase requisition are available under the contract, and that the correct contract prices are listed.
b. Annotate the contract number in the PO Description section of the purchase requisition: i.e. “In accordance with terms and conditions of Contract Number 32-11-A”.
c. Include the contact person and contact information in the PO Description section of the purchase requisition.

d. Include the date of City Manager/Council approval in the Internal Notes section of the purchase requisition, if applicable.

e. Attach the following documentation:

1) Quote/Proposal (only required for contracts that are for time and materials, a guaranteed percentage discount, or through a cooperative venue).

2) Insurance certificate if applicable. Insurance is required if the supplier is performing work on City property.

f. Submit the purchase requisition to the Finance Office for processing. Unless the department notes alternate instructions in the Internal Notes section of the purchase requisition, the Finance Office will issue the purchase order to the supplier.

2. One-Time Purchases $3,000 and Under

Requisitions are not required for purchases $3,000 and less, but can be processed if a purchase order is required by the supplier, or at the department's discretion. The process is as follows:

a. Enter the quote/proposal information in the PO Description section of the purchase requisition: i.e. "In accordance with terms and conditions of Supplier Quote No. XX".

b. Include the contact person and contact information in the PO Description section of the purchase requisition.

c. Attach the following documentation:

1) Quote or proposal.

2) Insurance certificate if applicable. Insurance is required if the supplier is performing work on City property.

d. Submit the purchase requisition to the Finance Office for processing. Unless the department notes alternate instructions in the Internal Notes section of the purchase requisition, the Finance Office will issue the purchase order to the supplier.

3. One-Time Purchase Over $3,000 and up to $50,000

For one-time purchase of goods and services in this dollar threshold, the purchase requisition process is as follows:

a. Enter the quote/proposal number in the PO Description section of the purchase requisition: i.e. "In accordance with terms and conditions of RFQ No. 2-11-A".

b. Include the contact person and contact information in the PO Description section of the purchase requisition.

c. Attach the following documentation:
   1) All quotes/proposals obtained for this purchase (minimum of three).
   2) HUB vendor information.
      Indicate which HUB vendors were contacted.
   3) Executed contract/agreement if applicable.
   4) Insurance certificate if applicable. Insurance is required if the supplier is performing work on City property.

d. Submit the purchase requisition to the Finance Office for processing. Unless the department notes alternate instructions in the Internal Notes section of the purchase requisition, the Finance Office will issue the purchase order to the supplier.

4. One-Time Purchase Over $50,000

For one-time purchase of goods or services in this dollar threshold, the purchase requisition process is as follows:

a. Annotate the bid/proposal number in the PO Description section of the purchase requisition if applicable: i.e. “In accordance with terms and conditions of Bid No. 2-11-B”.
b. Include the contact person and contact information in the PO Description section of the purchase requisition.
c. Include the date of Council approval in the Internal Notes section.
d. Submit the purchase requisition to the Finance Office for processing. Unless the department notes alternate instructions in the Internal Notes section of the purchase requisition, the Finance Office will issue the purchase order to the supplier.

5. Exempt Purchases

For one-time purchase of goods or services at any dollar threshold that is exempt from competitive bid/quotes, the purchase requisition process is as follows:

a. Enter the quote/proposal number in the PO Description section of the purchase requisition: i.e. “In accordance with terms and conditions of Supplier Quote No. XX”.
b. Include the contact person and contact information in the PO Description section of the purchase requisition.
c. State the exemption in the Internal Notes section of the purchase requisition: i.e. “Sole Source”, “Professional Service”, etc.

d. For sole source only: Include justification explaining why this particular good or service is required in the Internal Notes section.

e. Include the date of City Manager/Council approval in the Internal Notes section of the purchase requisition if the purchase price exceeds $50,000.

f. Attach the following documentation as applicable:

1) Quote/Proposal.

2) Sole source letter, on company letterhead, proving a sole source environment exists.

3) Executed contract/agreement.

4) Insurance certificate if applicable. Insurance is required if the supplier is performing work on City property.

g. Submit the purchase requisition to the Finance Office for processing. Unless the department notes alternate instructions in the Internal Notes section of the purchase requisition, the Finance Office will issue the purchase order to the supplier.

6. Emergency Purchase Requisition

If the purchase qualifies as an emergency purchase under one of the conditions listed in Section 8.04 B. of the PARM Title II Chapter 8 Purchasing Policy, the process is as follows:

a. Notify the City Manager's Office of the emergency as soon as possible.

b. Proceed with the work.

c. After work is completed, revise the purchase requisition accordingly and provide a copy of the invoice.

d. After the purchase requisition is approved at the appropriate levels, the Finance Office will issue the purchase order to the department.

e. Department will code and submit invoice for payment after receipt of the purchase order.

B. Requisition Processing

Upon receipt of a requisition, the Finance Office shall:

1. Check the requisition for completeness, to include verification that all supporting documentation is attached. If any of the supporting documentation is missing, the department will be contacted to make the necessary corrections.

2. Verify compliance with HUB law.

3. Verify pricing for accuracy.
4. Verify contract provisions, if purchasing goods or services from an existing contract.
5. Generate and issue purchase order to the supplier.

Section 4. Receipt of Goods and Services

A. Inspection

1. Upon receipt of goods or services, it is the department's responsibility to ensure that the order is complete as to quality and quantity, and to report any discrepancies to the Finance Office or directly to the vendor.
2. If the shipment is complete and undamaged, the packing slip or delivery ticket should be signed and retained until the invoice for payment is received.
3. Should the department receive only a partial shipment, or return part of a shipment due to damage or delivery of the wrong items, this must be noted on the packing slip or delivery ticket, and noted on the invoice in order to prevent improper payment.

B. Damages/Defects

Goods and services should be checked at the time of receipt to detect any damages or defects. This inspection should also include assuring that the material is in compliance with the specifications. When it is apparent that the extent of the damage causes the goods to be of little worth, they should not be accepted.

1. Visible Damage: One of the major reasons for inspection at the time of receipt is to detect any visible damage. It is important that all damage be completely described on the receiving paperwork.
2. Concealed Damage: Any evidence of concealed damage should be documented to support the filing of damage claims against the carrier. The carrier should be notified immediately, and a joint inspection should be scheduled with the carrier's representative.
3. Claims: If the shipment is "F.O.B. destination", the vendor is responsible for assisting with the settlement of the claim and for full replacement of the damaged items. Payment should be withheld until the claims are settled.

Section 5. Contract Administration

A. Contract Renewals

The City Secretary's Office tracks many annual contracts with renewal options. Contract files are pulled approximately 120 days prior to the expiration date and processed as follows:

1. Verify the department's intent to renew the contract.
2. Run expenditure report for the current contract period to determine if annual expenditure is in-line with contract award.
3. Consider any request for price increase submitted by supplier at the time of contract renewal, with department input.
4. Issue renewal letter to the supplier.
5. Upon receipt of renewal letter executed by the supplier:
    a. Update contract database.
    b. Provide notice of renewal to the department.

If there are no renewal options available, the department will work with the appropriate Department to rebid the contract if there is a continuing need for the goods or services.

If the department no longer has a need for the contracted goods or services, the contract should not be renewed.

B. Contract Amendments and Change Orders

Contract amendments and change orders for additions to the contract are only allowed in a total amount not to exceed 25% of the original award amount, if the purchase is subject to the competitive bid laws of the State of Texas. Additionally, change orders for construction contracts cannot be decreased by more than 25% of the original award without the contractor's consent. Any changes to an executed contract document should be processed as a contract amendment or change order, as appropriate, in accordance with the following:

1. Amendments and Change Orders to One-Time Contracts

    Amendments and change orders to contract documents for one-time purchases should be processed by the department as follows:

    a. The department will develop the contract amendment or change order. The amendment document or change order must be approved as to form by the City Attorney, if applicable.
    b. The department will obtain the appropriate signatures and approval of the amendment or change order. This may include preparing a Manager Communication or Agenda Item, and will be routed through the City Secretary's Office for review.
    c. Upon approval and execution, the department will enter a purchase requisition for the additional work, if applicable, and submit to the Finance Office for processing.

2. Amendments to Annual Contracts

Amendments to annual contract documents will be processed by the appropriate Department and the City Secretary's Office as follows:

a. The City Secretary's Office will work with the department and supplier to determine the conditions of the contract amendment.
b. The City Secretary's Office will work with the City Attorney to develop the contract amendment, if necessary.
c. The City Secretary's Office will obtain appropriate signatures and approval of the amendment. This may include preparing a Manager Communication or Agenda Item.
d. Upon approval and execution, the department will enter a requisition for the additional work, if applicable, and submit to the Finance Office for processing.

C. Performance Issues

Any supplier/contractor performance issues should be documented and reported to the Purchasing Office immediately. It is extremely important to document details of non-compliance and provide documentation for the file. The department has two options to cure as follows:

1. Department to Cure

The department will make initial efforts to cure the issue. If efforts are successful, the department will continue to monitor supplier performance to ensure compliance. If performance is not cured, the Purchasing Office should be notified immediately for further action.

2. City Secretary's Office to Cure

The department will provide the City Secretary's Office with details of noncompliance. The City Secretary's Office will take action in order to cure the issue by issuing a formal cure notice. If non-compliance continues, the City Secretary's Office will confer with the City Attorney in regards to any legal recourse that may be available.

Section 6. Glossary of Terms

This glossary further defines terms that are contained in, or related to the Purchasing Policy and Purchasing Procedures Manual. Any process or procedure outlined in this glossary is incorporated as part of the Purchasing Procedures.

Addendum: A written change, addition, alteration, correction or revision to a bid or proposal. An addendum may be issued following a pre-bid/pre-proposal conference, or as a result of a specification or work scope change to the solicitation. All addendums to a formal bid/proposal processes will be issued by the Purchasing Office.

Agreement: An understanding, usually in writing, between two or more competent parties, under which one party agree to certain performance as defined in the agreement and the second party agrees to compensation for the performance rendered in accordance with the conditions of the agreements. Agreements and contracts are sometimes used synonymously. Generally, agreements are approved by an attorney "as to form" and legal sufficiency prior to execution.

Amendment: 1) An agreed addition to, deletion from, correction or modification of a document or contract; and 2) To revise or change an existing document; a formal revision, improvement or correction.

As To Form: Documents and agreements that are approved by an attorney for legal sufficiency prior to their execution while not commenting on the business merits of their contents.

Auction: A public sale in which property or items of merchandise are sold to the highest bidder. Many governments will auction off government property and may contract with a private auctioneering firm to handle the complete transaction including advertising, the sale and collection of funds.

Award: After completion of the evaluation process, award will be made to the lowest responsible/responsive bidder, unless award is based on best value as indicated in pre-determine evaluation criteria published in the bid/proposal document. If the award amount is in excess of $50,000, or if there is an associated formal agreement/contract in excess of $15,000, Council must award the bid/proposal, or reject all submissions. A notice of award is sent to the successful bidder or proposer, and award notification is sent to all unsuccessful bidders or proposers.

Best and Final Offer: In a competitive negotiation, the final proposal submitted after negotiations are completed that contains the proposer's most favorable terms for price, services and products to be delivered. Sometimes referred to as BAFO and utilized during

the Request for Proposal (RFP) or Competitive Sealed Proposal (CSP) method of procurement.

Best Value: An assessment of the return which can be achieved based on the total life cycle cost of the item; may include an analysis of the functionality of the item; can use cost/benefit analysis to define the best combinations of quality, services, time, and cost considerations over the useful life of the acquired item. A procurement method that emphasizes value over price. The best value might not be the lowest cost. Generally achieved through the Best Value Bid, Request for Proposal (RFP), or Competitive Sealed Proposal (CSP) method of procurement.

Bid (noun): The response submitted by a bidder to a competitive sealed bid or request for bid. Sometimes the completed bid document may be referred to as "the bid". The response to a Request for Proposal (RFP) is called a proposal or offer.

Bid (verb): To submit a bid response. By submitting a bid response, one person (the supplier) gives the Purchasing Office the legal power to create a contract with the responding supplier in accordance with the bid response.

Bid/Proposal Evaluation: A comprehensive review of all bids/proposals received as a result of a competitive process usually for the purpose of comparing strengths and weaknesses of the bids/proposals received based on the requirements and criteria set forth in the request for bids/proposals. In determining whether the bid/proposal is responsive, designated personnel should decide whether the bid/proposal is responsive, check to see whether it is provided on the form furnished, and see that it contains no exceptions to specifications or plans.

Bid-Opening: The official process in which sealed bids are publicly opened, usually in the presence of one or more witnesses, at the time and place specified in the invitation for bid. The Purchasing Manager, or an authorized designee, will preside over bid openings for the City. The envelope will be checked to determine that all required documents are enclosed, and the amount of each bid will read aloud. The pricing is recorded by a City representative, and bids are made available for public inspection after award. Per LGC 252.041 the due date for the bid cannot be less than 15 days from the first legal advertisement date.

Bid Tabulation: A public document listing all vendors who responded to a request for bid, with a list of all items contained in the bid, and showing unit prices for each item for each bidder. All unit prices, extensions, and total dollar amounts will be checked and any errors corrected. In the event of a discrepancy, the unit price will prevail.

Blanket Purchase Order: A purchase order for the total estimated amount to purchase contracted goods or services over a specified period of time, usually one year. Quantities

are not always specified on the purchase order, but the contract establishes prices, terms, conditions, and the period covered. Goods or services are ordered on an as-needed basis.

Change Order: A written alteration that is issued to modify or amend a contract or purchase order. A change order directs the contractor to make changes to the contracted scope of work or specifications. In reference to construction contracts, it relates primarily to changes caused by unanticipated conditions encountered during construction not covered by the drawings, plans or specifications of the project.

Clarification: A communication with a bidder/offeror for the sole purpose of eliminating minor irregularities or apparent clerical mistakes in a bid/proposal; may be initiated by either bidder/offeror or purchaser; does not give bidder/offeror an opportunity to revise or modify its bid/proposal, except to the extent the correction of apparent clerical mistakes results in revision.

Contract: A contract is a legally binding document between the City and a supplier, outlining the terms and conditions of the purchase of goods or services offered by the supplier, and accepted by the City. A contract is enforceable by law.

Cure Notice: A notice that must be issued prior to termination for default of a supply or service contract. The cure notice will outline the non-conformance, and will typically include an opportunity for the supplier to cure the issue. The notice will also state the consequences for continued non-conformance, and the grounds for termination.

Historically Underutilized Business (HUB): A "Historically Underutilized Business" is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23, and has its principal place of business in Texas, and is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service Disabled Veteran, who reside in Texas and actively participate in the control, operations, and management of the entity's affairs. The State Comptroller's Office handles the HUB certification process, and maintains a HUB vendor database.

Legal Notice: A public notice required by law, per Texas Local Government Code Chapter 252.041, to be published in the City's official newspaper. Legal notice must be advertised once a week for two consecutive weeks, and should identify the type of work involved, where the work is to be accomplished, bid bond requirements, how to obtain bid documents, dates for pre-bid conferences, site visits, and questions deadline, and specify the date, time, and place for receiving bids. The legal notice should also state that the City has the right to reject any or all bids/proposals, to waive informalities, and to accept the bid/proposal that is deemed to be in the best interest of the City.

Negotiations: A procurement method for obtaining goods, services and construction in which discussion and negotiations may be conducted with responsible offerors who submit responsive proposals.

Pre-Bid/Pre-Proposal/Pre-Submission Meeting: A meeting to discuss with potential respondents, technical, operational and performance specifications, and/or the full extent of financial, security and other contractual obligations related to a solicitation before the closing date. The meeting will provide information to potential respondents to ensure responses are submitted with the best understanding of conditions or circumstances surrounding the project. Meetings are recommended for complex construction projects, or any other projects as deemed appropriate by the department.

Purchase Order: A written document issued to a supplier, formalizing all the terms and conditions of the purchase of goods or services such as a description of the items, delivery schedule, and terms of payment. The purchase order serves as a contract between the City and the supplier, when a formal written contract does not exist, and is enforceable upon the supplier acceptance of the purchase order.

Purchase Requisition: An internal document that is entered into the financial system by the department outlining details of goods or services to be ordered, after completing the appropriate purchasing process. The requisition should be accompanied by all required documentation.

TITLE II
ADMINISTRATIVE REGULATIONS

CHAPTER 10 FLEET POLICY AND PROCEDURES

10.01 Purpose

The purpose of the Fleet Policy is to provide guidelines for the use of the City of Lake Worth's fleet equipment and services provided by the Fleet Services Division.

10.02 Definitions

a. "Fleet Equipment" shall reference any numbered vehicle and/or equipment owned by the City of Lake Worth, maintenance of which is principally performed by the Fleet Services Division.

b. "Department" shall reference a unit of organization of the City of Lake Worth, directly responsible for the ownership, use, and service funding required to maintain the equipment.

c. "Fleet Coordinator" shall reference the representative of a department who acts as a liaison between that department and Fleet Services.

10.03 Directive

a. The use and maintenance of fleet equipment at all levels will be in accordance with this policy. Provisions of this policy shall not be taken to supersede or nullify current policies and procedures set forth elsewhere. Such conflicts shall be brought to the attention of the Director of Public Works, or his designee, who shall resolve the question.

10.04 Ownership and Accountability

a. While all city-owned equipment is, and should be, generally regarded as property of the City of Lake Worth, the care, custody, and control of assigned fleet equipment is hereby expressly extended to the director of the primary using department, insofar as this care, custody, and control, is exercised with prudence under the general direction of the City Manager. Therefore, Directors shall be accountable for the utilization, preservation, and general condition of the fleet equipment entrusted to their custody. Fleet equipment ownership shall be temporarily transferred to the custody of the Maintenance Superintendent and/or Fleet Services representative when delivered to the Fleet Service facility for service, at which time, the aforementioned accountability shall pass to the Fleet Services Division until the Fleet Services Division releases said

equipment for use. The Fleet Services Division reserves the right to refuse use of said equipment until it is determined by Fleet Services to be in safe operational condition.

10.05 <u>Responsibilities</u>

A. Fleet Services Responsibilities

1. Make recommendations for the most cost-effective management of the municipal fleet.
2. Insure that the municipal fleet is maintained at an acceptable level of operational readiness.
3. Perform and/or coordinate maintenance and/or service on all fleet equipment.
4. Maintain historical record, technical references and a master inventory of fleet equipment.
5. Project and recommend replacement of fleet equipment.
6. Advise the Vehicle Coordinator of each Department of problems and/or opportunities concerning fleet equipment.

B. Department Responsibilities

1. Assign Department Fleet Coordinator(s) who shall act as liaison(s) to Fleet Services on all fleet matters.
2. Insure that equipment is delivered to the Fleet Service facility when notified.
3. Insure that equipment is utilized efficiently and properly.
4. Insure that equipment is maintained in accordance with provisions of this policy.
5. Insure that all documentation pertaining to repairs and/or services performed by any outside vendor be forwarded to Fleet Service for proper tracking.

10.06 <u>Equipment Services</u>

Repairs and services, both in-house and sublet, on all municipal equipment will be processed through the Fleet Services Division. Fleet Services will place all municipal equipment into a service cycle defined as follows; however, in either case, a Fleet Services Work Order Request should be completed prior to equipment being brought to the Fleet Service facility for any services.

A. Scheduled Services - equipment will be scheduled for PM inspections and services based on departmental needs. Departments will be notified by Fleet Services of required scheduled services and will be advised of times when express service will be provided. Fleet Services will inspect equipment brought

in for service in accordance with the manufacturer's recommendations and any special requests. Minor repairs will
be made during the service or deferred until the equipment can be rescheduled for repair, providing that the deferral will not cause further mechanical complications or a safety hazard.

B. Unscheduled Service - Unscheduled service is subdivided into the following categories:

1. Equipment in disrepair but operational - equipment which is in need of repair but still operational will be delivered to the Fleet Services facility by the operator. The Fleet Services technician, or designee, will inspect the equipment, paying particular attention to the area of the reported failure. An estimated completion date for repairs will be set if the problem cannot be immediately rectified. In instances in which required parts are not on hand and which continued operation of the equipment will cause damage or hazard, the Maintenance Superintendent may defer the repairs until the parts are on-hand and contact the appropriate department at such time. Should the equipment be deemed operable but unsafe for use, or likely to sustain further damage if used, the Fleet Services representative will deadline (not available for use) the unit until repairs can be made. Should extraordinary delays occur in the repair of equipment due to workload or priority, the Fleet Service representative should contact the Department Fleet Coordinator for assistance.

2. Equipment in disrepair and not operational - in instances where equipment is not operational (broken down), the operator should notify Fleet Services and relay the following information:
    a. Operator name
    b. Location of equipment
    c. Equipment number
    d. Symptoms or repairs required
    e. Telephone number to contact
    f. Equipment meter (mileage or hours)

Fleet Services will dispatch an individual to accomplish repairs or, based on the repairs required or symptoms communicated by the operator, a wrecker for towing the equipment to the Fleet Service facility. Departments are required to perform whatever operator level maintenance within their capability (such as jumping off equipment with battery cables) prior to contacting Fleet Services for assistance.

10.07 <u>Priority of Equipment in the Service Cycle</u>

Municipal equipment in the service cycle will be prioritized in the following manner:
#1 Public Safety - (Police & Fire Services)
#2 Essential Services - (Infrastructure Services and field vehicles)
#3 Preventive Maintenance - (delivered on schedule)
#4 All other corrective services
#5 Preventative Maintenance (not delivered on schedule)

The priorities listed above are to be used as a routine guide and may be suspended by the Fleet Services department if unusual circumstances so require. Departmental Fleet Coordinators should contact the Maintenance Superintendent to request a suspension of routine priorities. Priorities apply only to those units that are directly involved in the stated category (i.e., a police patrol car would be a priority 1, while a police vehicle used for administrative purposes would be a priority 4).

10.08 <u>Equipment Pick Up Procedure</u>

Pick up of equipment from Fleet Services will be the responsibility of the user. Fleet Services will establish an estimated completion time and will contact users by automated email when repairs are complete. Fleet Services will be responsible for the security of the equipment until pick up by the user Department.

10.09 <u>After Hours Emergency</u>

In the event equipment becomes disabled during weekends, holidays, or other such times when Fleet Services personnel are not on duty, the operator shall follow Departmental procedures regarding towing and storage. In the event there is a need for afterhours emergency repairs, it is the responsibility of the acting Department to coordinate the emergency repairs or services and deliver a copy of all related documentation to the Fleet Services Division on the next available work day.

10.10 <u>Operator Level Maintenance</u>

It is the responsibility of equipment operators to perform routine pre- and post-operator service on assigned equipment. Departments shall establish and enforce internal policies to ensure that the following checks are accomplished.

Pre-Operation Service

1. Perform a visual walk-around inspection of the equipment for fluid leaks or obvious damage.
2. Inspect the following fluid levels where appropriate:
    a. Engine oil
    b. Battery fluid levels
    c. Cooling system level
    d. Hydraulic oil
    e. Transmission fluid (after warm up)
3. Check tire pressure to insure compliance with the manufacturers specifications.
4. Maintain proper lube levels at all manufacturer recommended lube points for the equipment.

Post-Operation Maintenance

1. Equipment should be topped off with fuel.
2. Fluid and lube levels, as previously defined, should be inspected and corrected where applicable.
3. Windows should be rolled up, equipment locked, and keys turned in to supervising personnel.

In any instance where the operator notes a discrepancy with the equipment, it should be reported to his/her immediate supervisor who should then coordinate with Fleet Services to correct the problem.

10.11 Equipment Cleaning

Each Department is responsible for maintaining the cleanliness of assigned equipment. Equipment interiors, exteriors, and under carriages should be cleaned at regularly scheduled intervals to be determined by the Department and/or Division. Fleet Services may defer service on equipment until body and/or undercarriage is cleaned of extraordinary accumulation of grease, dirt, or mud. Fleet Services will accomplish cleaning of engines in conjunction with scheduled services. In developing schedules and standards for equipment cleaning, variable standards of cleanliness for different classes of equipment should be considered.

10.12 Equipment Modification

Modification to fleet equipment will not be performed without authorization from appropriate Department Head. Requests for modifications must detail proposed dimensions, materials, and approximate costs.

10.13 Equipment Abuse and/or Neglect

Fleet Services will notify the appropriate Department Fleet Coordinator in any case where equipment abuse, misuse, or neglect is suspected. Upon notification by the Fleet Services Coordinator, the appropriate Department Head will investigate the report, determine if equipment abuse has or is occurring, and take appropriate action. In the instance where there is a second occurrence of a similar case, or a series of abuse incidents in a particular Department, the Maintenance Superintendent will notify the appropriate Department Head.

10.14 Equipment Accidents

The procedure to follow for accidents involving fleet equipment is as set forth in the PARM. If the equipment is not operational, the procedures described in Section 10.06B should be followed, depending on the time of day. Fleet Services will coordinate and/or perform damage repairs.

10.15 Procedure for Placing Equipment into Surplus

A. Prior to the turn-in of surplus equipment, the owning Department is responsible for thoroughly cleaning the equipment and coordinating with Fleet Services the removal of markings or any ancillary items.
B. The unit will then be turned into Fleet Services along with the assigned gas card, keys, and pertinent documents. Fleet Services will secure the gas card and notify Finance Department of acceptance of the unit into the surplus storage pool, following compliance with the above. Once Finance has been notified of the acceptance, no further vehicle/equipment replacement funds will be charged to the Department for the unit.

10.16 Transfer of Equipment

From Surplus (One for One) - In the case where a Department identifies equipment in the surplus pool which is better suited for operation than an assigned unit, the following procedures will be followed to request a trade:

A. The Fleet Coordinator will submit a written request with Department Head signature approval, through Fleet Services, requesting a trade identifying the units involved and the justification for the transfer.

B. Fleet Services will review the request and forward it to the Vehicle Equipment Replacement Committee (VERC) for a recommendation. Said recommendation shall include consideration of maintenance versus replacement costs, as well as, impact on manpower needs in Fleet Services. If a decision is made to approve the trade, a recommendation memo stating the

decision rendered will be sent, by the responsible VERC member, to the requesting Department, and a copy sent to Finance.

C. Fleet services will document the actual trade and coordinate with same on the gas card, property, and control numbers.

D. Upon compliance with Section 10.15 on turn in of the trade-in equipment, Fleet Services will issue the unit to the Department and enter it into the Equipment Maintenance Cycle. The Department is then responsible for delivery and pickup of the unit to the appropriate vendor for installation of the radio telecommunications equipment (if applicable). The unit will be returned to Fleet Services for installation of emergency lights, headache racks, toolboxes, etc. In regard to the Police and Fire equipment, the respective department is responsible for delivery and pickup of the unit to the appropriate vendor for installation of the radio telecommunication equipment, emergency vehicle lights, sirens, video equipment, telephones and equipment markings. A copy of all related documentation must be forwarded to Fleet Services for posting in the Fleet Services Management System and processing.

Transfer of Equipment from Surplus Without a Replacement - In the case where a Department identifies equipment in the surplus pool which is required to fulfill an additional need, the following procedure is to be followed:

A. The Department will submit a written request to Fleet Services identifying the unit desired and justifying the need for the addition.

B. Fleet Services will review the request, evaluate the unit requested, and determine the condition of the requested unit. Fleet Services will then make a written recommendation to either retain or refuse unit retention based on unit condition and requesting Department intended use. Said decision shall include consideration of maintenance versus replacement costs, as well as, impact on manpower needs in Fleet Services

C. If approved, procedures for retaining a unit from surplus, as set forth previously in this section, shall apply. The recipient of the equipment will be responsible for paying all maintenance costs for the equipment until removed from the fleet.

Note: This process is temporary and does not justify a permanent addition to the fleet. This unit is not eligible for replacement. Therefore, when this equipment is removed from the City's fleet, a request for a new unit (not replacement) must be approved through the normal budget process.

10.17 Receipt of New Equipment

All new equipment to be accepted into the City's fleet will be received at the Fleet Service Facility. The following procedure will be followed for acceptance of all new Fleet Equipment:

A. Purchasing will arrange with the equipment manufacturer or distributor a mutually agreeable time for delivery of equipment. Purchasing will then forward a copy of the purchase order to Fleet Services and advise Fleet Services and the receiving Department of the anticipated date and time of delivery.

B. When the equipment is delivered, the Department Head or his designee, the manufacturer's or distributor's representative, and Fleet Services personnel will inspect the equipment to insure compliance with bid specifications.

C. In the event the equipment is rejected for non-compliance with bid specifications, the manufacturer or distributor will be given a reasonable period of time (determined by a mutual agreement) to correct the areas of non-compliance.

D. Upon acceptance of the equipment, Fleet Services will retain the certificate of origin and apply for title and tags. When received, a copy of the title will be retained in the unit's master file, and originals sent to the Risk Management Office. Fleet Services will assign a property and vehicle control number, process the invoice for payment, and notify Financial Services with a completed Fixed Asset Form.

E. Fleet Services will prepare the equipment for issue by installing required accessory equipment, identification markings, and any modifications requested by the receiving Department. The equipment will then be entered into the Equipment Maintenance Cycle and issued to the Department. In the case of replacement equipment, Fleet Services will not issue the replacement unit the equipment to be replaced has been turned in, as specified in Section 10.16. The Department is responsible for delivering the unit to the appropriate vendor for installation of radio equipment, and other specialized equipment such as emergency lighting, sirens, video equipment and telephones. All other additions shall be done through the Fleet Services Division. In regard to the Police and Fire units, the respective department is responsible for delivery and pickup of the unit to the appropriate vendor for installation of the radio telecommunication equipment, emergency vehicle lights, sirens, video equipment, telephones and equipment markings. A copy of all related documentation must be forwarded to Fleet Services for posting in the Fleet Services Management System and processing of the invoice.

10.18 Licenses and Safety Inspection

Invoices and statements of origin are to be supplied by the manufacturer or distributor of the equipment. Fleet Services will conduct equipment safety inspections in accordance with the Texas Department of Public Safety criteria. The inspections will be conducted during the scheduled service of the unit, whenever possible. In the event that a vehicle's inspection sticker has, or is close to, expiring, the owning Department is responsible for contacting Fleet Services to perform the inspection.

10.19 Acquisition of New Equipment

Acquisition of new equipment will normally be accomplished during the fiscal budgetary process. The procedure for acquiring new replacement or additional equipment will be as follows:

A. All fleet equipment that exceeds standard life expectancy, in either age or usage, shall be evaluated for replacement by Fleet Services as a part of the annual budget process. One element in the evaluation process shall be an economic evaluation of the equipment. The economic evaluation will be based upon a model that utilizes the actual Operations and Maintenance (O&M) history, the estimated salvage value of the equipment at that time, and the opportunity cost of capital for that equipment. This evaluation shall accompany replacement proposals for all fleet replacement requests. Any Fleet Equipment proposed for replacement, but not yet at/or beyond its life expectancy, shall also be evaluated for replacement by Fleet Services.

B. For budget proposals for outright additions of Fleet Equipment, the Department making the request should include an average maintenance cost for that type of equipment on this request

C. If approved in the final budget, the Department may then prepare a Purchase Requisition. Department Head, or designee, will then write the specifications for the equipment.

D. Maintenance Superintendent and the requesting Department will jointly review the bids and make the bid award recommendation accordingly.

10.20 <u>Fuel</u>

City employees assigned a vehicle are responsible for ensuring the fueling procedures are followed and reported as described in this policy. All employees have a responsibility to promote and monitor efforts to conserve fuel usage while conducting department approved tasks.

A. City-owned fuel site (Primary Fueling Source) ○ All city-owned vehicles and equipment are to be fueled from the unleaded and diesel pumps located at the fueling site across form the Service Center at 4002 Dakota.
B. City issued credit cards ○ In the event an employee is traveling out of the metroplex area on business or training in a city-owned vehicle then the city issued credit card can be used.

Also see PARM, Title II, Chapter 11 – Vehicle/Equipment Replacement Policy

TITLE II ADMINISTRATIVE REGULATIONS

CHAPTER 11 VEHICLE/EQUIPMENT REPLACEMENT POLICY

11.01 Purpose

The purpose of the Vehicle/Equipment Replacement Policy is to provide the City with the requisite parameters for identifying and funding vehicle and motorized equipment replacements, whose acquisition costs exceeds $15,000, by the end of their specified economic lives.

11.02 Organizational Responsibilities

A. City Departments

Departments that operate vehicles and/or equipment listed on the City's Fleet Roster are responsible for:

1. Contributing monthly to the Vehicle/Equipment Replacement Fund (VERF) as calculated per Section 11.05 A. of the City's Vehicle/Equipment Replacement Policy; and,
2. requesting their respective replacements during the annual budget process.

B. Director of Finance and City Manager

Shall be responsible for:

1. annually setting the available budget for vehicle/equipment replacements;
2. annually reviewing, amending, and/or approving the proposed replacement list based upon budgetary constraints;
3. approving significant changes to replacements approved

during the budget process; and

4. review recommendations from the VERC.

C. Maintenance Supervisor

Shall be responsible for:

1. maintaining and updating the Vehicle/Equipment Replacement Policy and related procedures;
2. reviewing annual replacement requests and preparing a recommendation for the City Manager and Director of Finance;
3. updating the replacement criteria;
4. addressing other issues pertaining to the vehicle/equipment replacement program of the City;

D. Vehicle Equipment Replacement Committee (VERC)

1. It is the responsibility of the VERC to analyze the usage of the fleet prior to the budget development process and the annual vehicle purchasing cycle. The VERC should be comprised of one representative from the following departments.
    a. Crew Leader or Maintenance Department (non-voting member);
    b. Public Works Administration (record manager, non-voting member);
    c. Police, Fire, Public Works, and Development
    d. Library
2. Committee Responsibilities
    a. Evaluate technology in vehicles and equipment;
    b. Evaluate planned replacements during the budget process;
    c. Evaluate requests to continue using vehicles and equipment that are recommended for replacement; and
    d. Serve as key resource for the City Manager and City Council for budgetary and fleet asset management decisions.

11.03 Replacement Criteria

The Vehicle/Equipment Replacement Criteria (Exhibit A) identifies the normal economic life expectancy of the listed vehicles and equipment. It should be noted that items meeting and/or exceeding these criteria are not automatically funded for replacement. They are **eligible** for replacement and must pass all levels of review and approval to make the annual replacement list. Additionally, items that do not meet the criteria may, for one reason or another (declared a total loss by the City's insurer), be eligible for replacement.

Replacement criteria consists of one or more of the following items:

1. Age;
2. Meter (mileage and/or hours);
3. Historical maintenance and reapir cost (direct and indirect);
4. Maintenance cost (direct and indirect);
5. Downtime;
6. Physical condition; and
7. Obsolescence.

A. Replacement Priority Procedure

1. Priorities for replacement shall be assigned on a spreadsheet in descending order of usage and average annual maintenance cost. Thus, the highest mileage vehicles that are also the highest maintenance costs are identified and flagged in their order or replacement priority.
2. Prior to budget development a comprehensive physical evaluation should be performed. The inspection should coincide with a PM inspection and utilize a comprehensive checklist. A detailed cost analysis and comparison with other units in the class will result in sufficient information to decide to either replace now, to keep on track with the current replacement schedule, or to extend the replacement target date.
    a. If major components have been installed which raise the vehicles immediate maintenance numbers but lengthen its service expectancy, a realignment of priority may be necessary.

As a general rule, any item that has reached the end of its economic life is traded in or sold. If approved to retain in the fleet, it is kept on the roster as a “retained” unit. However, an item that has been approved for purchase from the VERF is not eligible to be replaced again under policy.

11.04 Replacement Request Process

All forms, as required by the Finance Department, must be completed to request vehicle and/or equipment replacements. These requests are submitted annually during the budget process.

Initial request process:

1. Complete a Fleet/Vehicle Equipment Request Explanation form;
2. Schedule unit(s) into Fleet for evaluation.

If replacement approved through the Budget process, final process:

1. Complete a Fleet Vehicle Requisition form

11.05 Replacement Funding

The City maintains a Vehicle/Equipment Replacement Fund (VERF) for the replacement of major rolling stock and equipment. Funds are transferred to the VERF based on a contribution schedule for each item included on the Fleet Roster.

The VERF collects contributions from user departments during the life of rolling stock and major equipment. The contributions are then used to replace the vehicle/equipment, thus mitigating the impact on the annual operating budget. The VERF is developed, reviewed and approved as part of the City's annual operating budget.

A. Replacement payments shall be based on the unit's actual cost divided by its expected economic life (represented in years). Payments into the fund from the user department shall be made on a monthly basis.

B. For all units that are retired or sold prior to the expiration of the

useful life, all replacement payments to the VERF will be discontinued.

C. All funds collected from the sale of a VERF item shall be credited to the VERF. These deposits should eliminate the need to attach a multiplier to the unit's actual cost to account for inflation from the time an item is purchased until the time it is replaced.

D. In the event that approval is received to purchase a used vehicle or piece of equipment from the VERF that has been retired or replaced, the purchase price shall be ten percent (10%) of the original cost of the unit. This amount should compensate for the loss of proceeds normally deposited into the VERF from the sale of the used item. This payment will be made to and retained in the VERF and VERF contributions may not be used for the purchase.

E. Monies received from an insurance carrier to repair or replace an item listed on the Fleet Roster in excess of the actual cost to effect such repair or replacement will be deposited in the VERF.

F. In the event that a user department has not contributed enough over the life of an item to cover the cost of a replacement item, the difference in funding may come from:

1. savings on other items being replaced according to this policy that are in the same fund; and/or,
2. funds available within the department's operating budget or obtained through approval of a decision package.

This section applies to replacement items that are different in nature and more costly than the items to be replaced. It does not apply to increased costs resulting from inflation.

Exhibit A

Vehicle/Equipment Replacement Criteria

The following schedule is a base guideline for vehicle and equipment replacement and is NOT absolute criteria for replacement. Vehicle depreciation, age, meter (mileage or hours), mechanical condition, maintainability/reliability, maintenance cost, and safety will impact the decision to replace or retain them.

Type of Vehicle	Years	Miles	Hours
Aerial Bucket Trucks	10	100,000	6,000
Aerial Ladder and Snorkel Fire Trucks and Quints	15	75,000	6,000
Air Compressors (trailer-mounted)	15	N/A	7,500
Backhoes	10	N/A	7,500
Backhoes, Tractor (Trackhoes)	10	N/A	7,000
Chippers	8	N/A	7,500
Concrete Saw	7	N/A	5,000
Crack Sealer	15	N/A	6,000
Cranes, Ditchers and Trenchers	10	N/A	7,000
Dozers	10	N/A	7,000
Excavators	10	N/A	7,000
Fire Engines, Pumpers and Tankers	10	75,000	6,000
Forklift	15	N/A	7,500
Generators	15	N/A	N/A
Hydrohammers	10	N/A	7,000
Infield Groomer	5	N/A	4,000
Loaders with Tires or Tracks	10	N/A	10,000
Motor Graders	15	N/A	7,000
Mower, Attachments	12	N/A	N/A
Mowers, Riding	5	N/A	4,000
Paving Equipment (Asphalt Truck)	15	100,000	6,000
Sand Spreader Inserts	8	N/A	N/A
Sedans (including Police CID) and Staff Vehicles	9	120,000	N/A
Sedans, Full-Size (Pursuit Rated)	3	120,000	N/A
Sedans, Mid-Size (Pursuit Rated)	2	100,000	N/A
Street Rollers	8	N/A	6,000
Stump Cutter	8	N/A	6,000
SUV (Field)	8	120,000	N/A
SUV (Staff)	9	120,000	N/A
SUV (Pursuit Rated)	3	120,000	N/A
Tractors	12	N/A	7,000
Trailers (Bed, Cargo, etc.)	15	N/A	N/A
Trucks, Dump, 6 and 12 Yards	10	50,000	7,000
Trucks, Flushing	10	100,000	7,000
Trucks, Pickup (Field 1 ton and under)	8	120,000	N/A
Trucks, Pickup (Staff ¾ ton and under)	9	120,000	N/A
Trucks, Utility (Camera, Crane, Dump & Flat Bed, Pipe Hunter, Tree Spade, Vacuum)	8	100,000	7,500

Turf Vehicles	5	N/A	4,500
Vans (Cargo, Passenger, Field)	8	120,000	N/A

TITLE II

ADMINISTRATIVE REGULATIONS

CHAPTER 12 FLOWER POLICY

12.01 Purpose

Upon certain occasions, the City feels it appropriate to send a floral arrangement in order to express sympathy in times of tragedy. Upon the death of a City employee or immediate family member of the City employee, the City will send a floral arrangement at the request of the employee's department. This policy has been created to provide consistency throughout the City.

12.02 Policy

A. Appropriate Occasions

1. Floral arrangements may be sent in situations where there has been a death of either a City employee or immediate family member of the City employee. Other occasions may also be designated as appropriate for sending floral arrangements at the City Manager's discretion.
2. Immediate family member of a City employee is defined as a spouse, child, or parent of the City employee.

B. Procedures

1. Any request must be sent from the employee's department to the City Secretary's Office to order the floral arrangement.

2. All orders and purchases of floral arrangements will be handled by the City Secretary's Office, on behalf of the Mayor, City Council, and City staff.

C. Cost and Expenditures

1. The City's funding of each floral arrangement should not exceed $100. This amount will be reviewed periodically and adjusted for inflation as needed, or it may be adjusted at the City Manager's discretion.

2. Departments may not use departmental budgets to purchase floral arrangements; arrangements will be paid for out of the City Secretary's budget.

D. This policy does not restrict individual employees from taking up personal collections to send floral arrangements or gifts; it only specifies the criteria for using City funds.

TITLE II ADMINISTRATIVE REGULATIONS

CHAPTER 13 EMPLOYEE RETIREMENT RECOGNITION POLICY

13.01 Purpose

The purpose of this policy is to establish a uniform procedure and policy for employee retirement recognition throughout the City.

13.02 Definitions

A. Retiree – Person retiring.

B. Retirement – Separation of employment with the City of Lake Worth any time after the employee is eligible for retirement under the Texas Municipal Retirement System (TMRS).

C. Retirement Reception – Reception given in the retiree's honor that is open to all employees and held at a City of Lake Worth facility. The Reception is not mandatory. The retiring employee makes the choice whether or not a reception will take place.

13.03 Requirements and Procedures

A. To be eligible for the retirement reception, an employee must have ten (10) full years of continuous service with the City of Lake Worth and be eligible for retirement as defined by TMRS.

B. An employee meeting the above requirements may receive a retirement reception with the use of City funds not to exceed $200.00 only for purchase of food, drinks and supplies. This amount will be adjusted for inflation annually.

C. Additional gifts, luncheons, and parties given in honor of the employee, on an individual or departmental basis, will not be paid for by the department or City unless authorized by the City Manager.

TITLE II ADMINISTRATIVE REGULATIONS

CHAPTER 14 UNIFORM POLICY

14.01 Purpose

The purpose of the Uniform Policy is to establish the requisite parameters for the purchase of uniform items and services with City funds.

14.02 Policy

A. Uniform Practices

1. Each department will develop and maintain standard uniform practices to provide readily identifiable uniforms to designated employees of the City.
2. Each department will determine uniform components appropriate for their respective areas.
3. Departments must receive approval for the purchase of uniforms for their staff annually through the budget process.
4. Each department will determine the appropriate frequency to purchase uniform items and services to ensure that expenditures remain within budgetary limits.
5. Refer to Title I, Chapter 6.06 for additional information regarding the use of uniforms.

B. Procedures

1. Departments will work with the City's Finance Department to establish reasonable contract(s) with apparel vendor(s) for the purchase of uniform items and services.
2. All uniform items and services will be purchased through the established contracts.

C. Exceptions

1. Any exception to this policy must be requested in writing and approved by the City Manager.
2. Reimbursements for an exception approved by the City Manager for the purchase of uniform items or services will be paid at the contracted rate for same or similar items or services.

TITLE II

ADMINISTRATIVE REGULATIONS

CHAPTER 15 EMERGENCY NOTIFICATION SYSTEM – ACTIVATION PROCEDURES

15.01 Purpose

In the event of an incident warranting notification of the public or employees, the City may utilize an Emergency Notification system. This policy provides employees with guidelines on when this system will be activated by authorized City staff, as warranted.

15.02 Applicability

This policy is effective immediately and is applicable to those City employees who are responsible for activation of the Emergency Notification System. The City currently uses the Code Red Emergency Notification System, which is operated by the Office of Emergency Management.

15.03 Policy

A. Only requests from authorized personnel will prompt activation of the Emergency Notification System.

1. Any department head or his designee may request the Office of Emergency Management to initiate a Code Red Notification for employees and/or citizens, if one or more of the criteria in Section 15.03 Paragraph C of this policy are met.

2. It is the responsibility of each department to work with the Office of Emergency Management to maintain their respective personnel on this contact list, since this system will also be used to notify employees of a City closure during inclement weather.

B. All other notifications should be done in accordance with the departmental policy of the employee requesting the activation of the system or in accordance with the PARM.

C. The following are examples of incidents that may result in the activation of the Emergency Notification System.

1. Localized or City-wide evacuations
2. Emergency disaster related messages
3. Automated weather alerts
4. Road Closures
5. Mosquito Spraying

6. Disruption of water service to 25 or more customers for a period expected to exceed four (4) hours.

7. City closure notification to employees and citizens during inclement weather (City closures shall only be authorized by the City Manager or his designee, please refer to Title II, Chapter 4, Inclement Weather policy).

8. Other incidents deemed critical for the safety of citizens and the protection of life.

15.04 Emergency Notification Scripts

A. Persons creating Emergency Notifications include the following:

1. Date and time of call;
2. Type of emergency;
3. Area effected by emergency;
3. Action that needs to be taken; and
4. Instructions to get more information.

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. G.3

From: Stacey Almond, City Manager

Item: Discuss and consider Ordinance 1108, creating a Charter Commission and approving a charge and guidelines for the Charter Commission.

Summary:

The Lake Worth Home Rule Charter was originally adopted in 1965. It has subsequently been amended three (3) times, most recently in 2008. Per Section 9.05, the City Manager shall, at least once every five (5) years, review the Charter and make recommendations to the City Council for proposed Charter amendments. All amendments to the Charter shall be submitted to the voters of the City in the manner provided by State law.

Timeline for review and proposed amendments to City Council:

Feb. 13, 2018	Approval of Ordinance creating Commission, charge and guidelines
Mar. 13, 2018	Appointment of Charter Commission (selected by City Council)
Apr. - Nov. 2018	Commission and Staff review of Charter
Dec. 1, 2018	Commission review complete (forward recommendations to CC)
Dec. 11, 2018	City Council reviews proposed amendments
Jan. 8, 2019	City Council calls election
May 4, 2019	Election Day

The City Manager, Assistant City Manager and City Attorney are ex-officio, non-voting members of the Charter Commission. The City Secretary is designated to record and take minutes of all Charter Commission meetings.

Fiscal Impact:

The fiscal impact of the Charter Election will depend on the number of amendments proposed and participating jurisdictions throughout Tarrant County. The proposed Charter Election will be part of the 2018-2019 FY budget process.

Attachments:

1. Ordinance No. 1108

Recommended Motion or Action:

Move to approve Ordinance No. 1108, creating a Charter Commission and approving a charge and guidelines for the Charter Commission.

ORDINANCE NO. 1108

AN ORDINANCE OF THE CITY OF LAKE WORTH, TEXAS, CREATING A CHARTER COMMISSION; ESTABLISHING CHARTER COMMISSION GUIDELINES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 9.05 of the Home Rule Charter provides that the Charter may be amended by action of the City Council submitting proposed amendments to the voters for approval; and

WHEREAS, the City Council desires to establish a Charter Commission to review the City Charter for the purpose of making recommendations to the City Council for appropriate amendments to cause the Charter to conform to federal and state law where conflict or inconsistence exist to be approved by the voters at the election call for such purpose on May 4, 2019.

WHERAS, the City Council desires to establish guidelines to assist the Charter Commission in making appropriate recommendations to the City Council for consideration by the City Council to be submitted to the voters at an election called for such purpose to be held on May 4, 2019

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

SECTION 1. THAT, the City Council does hereby establish a Charter Commission to review the City Charter for the purpose of making recommendations to the City Council for appropriate amendments to be approved by the voters at an election called for such purpose to be held on May 4, 2019.

The Charter Commission shall consist of five (5) members to be appointed by the Mayor and City Council. The City Manager, Assistant City Manager, and the City Attorney, or designee, shall be ex-officio, non-voting members of the Charter Commission. The Mayor and City Council shall select a chairperson and vice chairperson from among the Charter Commission members. A quorum of the Charter Commission shall consist of three (3) members; and a majority of the entire membership of the Charter Commission is required for the approval for any recommendation to the City Council for the City Council to consider any amendment to the Charter. The Charter Commission shall complete its review and submit a written report to the City Council containing recommendations for amendments on or before December 1, 2018.

SECTION 2. THAT, the City Council of the City of Lake Worth does hereby establish that following charge, guidelines, and schedule for the Charter Commission.

1. Charge:

a. To review the Charter for purposes of recommending amendments as necessary to cause the Charter to conform to federal and state law where conflict or inconsistencies exist;
b. To review the Charter for purposes of recommending amendments as necessary to clarify and condense existing Charter sections to improve the effective application of the Charter;
c. To review the Charter for any other provision of the Charter as the Charter Review Commission determines necessary.

2. Guidelines:

a. Chairperson, and the vice chairperson in the absence of the chairperson, shall preside over the Charter Commission meetings;
b. The meeting of the Charter Commission shall be conducted in compliance with the Texas Open Meetings Act, and shall be open to the public, except for authorized closed meeting to consult with the City Attorney;
c. The Charter Commission shall prepare and submit a report to the City Council no later than December 1, 2018, consisting of recommendations in the form of proposed amendments to the Charter for review and consideration by the City Council of possible amendments to the Charter to be submitted to the voters at an election called for that purpose on May 4, 2019;
d. The Charter Commission shall conduct its initial meeting for an orientation as soon as possible, at which time the Charter Commission shall: (i) review the Charter Commission charge, guidelines, and schedule, (ii) establish a meeting calendar that allows for the appropriate review schedule; and (iii) discuss how to proceed with the review of the Charter.
e. At the end of each meeting the Chair person will ask for a vote and approval of recommended changed to the Charter, and/or to move the review to the next portion or subject matter of the Charter, as appropriate;
f. City staff shall provide clerical support to the Charter Commission and shall keep the minutes of each meeting, including any Charter Commission approved recommendations to the City Council;
g. At the conclusion of the review of the Charter, the Charter Commission should review all prior approved Charter Commission recommendations with the City Attorney to ensure that such recommendations are in proper form and legal. Following such review, the Charter Commission shall prepare and submit a report to the City Council.

SECTION 3. THAT, all provisions of the ordinance of the City of Lake Worth in conflict with the provisions of this Ordinance be, and the same are hereby, repealed, and all other provision of the ordinances of the City of Lake Worth not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 4. THAT, should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjusted or help to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

SECTION 5. THAT, this ordinance shall be effective immediately upon adoption.

PASSED AND APPROVED on the 13th day of February 2018.

CITY OF LAKE WORTH

By:_____
Walter Bowen, Mayor

ATTEST:

_____
Monica Solko, City Secretary

APPROVED AS TO FORM AND LEGALITY:

_____
Drew Larkin, City Attorney

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. G.4

FROM: Barry Barber, Director of Building Development Services

ITEM: Discuss and consider Resolution No. 2018-04, appointing members to the Animal Shelter Advisory Committee Places 1, 2, 3, 4, and 5.

SUMMARY:
The Animal Shelter Advisory Committee was recently created when Chapter 2 Animal Care and Control of the Lake Worth Code of Ordinances was repealed and replaced with Ordinance No. 1089, adopted July 11, 2017. Since this Committee is being created all members must be initially appointed to serve.

Per Article 2.1700 of Chapter 2, members shall be appointed to the committee by majority vote of the City Council and shall consist of five (5) members serving two (2) year terms. Places 1, 3, and 5 expiring on October 1st of odd-numbered years and Places 2 and 4 expiring on October 1st of even-numbered years.

Members shall consist of at least at least one (1) licensed veterinarian, one (1) municipal official, one (1) person whose duties include the daily operation of an animal shelter, one (1) representative from an animal welfare organization, and one (1) Lake Worth citizen.

The following have submitted application for appointment:

Appointments for consideration:		Term expiring
Barry Barber	Place 1	October 1, 2021
Felicia Bratcher	Place 2	October 1, 2020
Rosemary Lindsey	Place 3	October 1, 2021
Sandy Shelby	Place 4	October 1, 2020
Cessa White	Place 5	October 1, 2021

FISCAL IMPACT:
N/A

ATTACHMENTS:
1. Resolution No. 2018-04
2. Animal Shelter Advisory Committee Application(s)
3. Article 2.1700 of the Lake Worth Code of Ordinance

RECOMMENDED MOTION OR ACTION:
Move to approve Resolution No. 2018-04, appointing Barry Barber to Place 1, Rosemary Lindsey to Place 3, and Cessa White to Place 5 of the Animal Shelter Advisory Committee with term(s) expiring October 1, 2021; and appointing Felicia Bratcher to Place 2 and Sandy Shelby to Place 4 of the Animal Shelter Advisory Committee with term(s) expiring October 1, 2020.

RESOLUTION NO. 2018-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS, APPOINTING MEMBERS TO SERVE ON AN ANIMAL SHELTER ADVISORY COMMITTEE; ESTABLISHING TERMS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City Council appoints members of the public to serve on various boards, commissions, and committees; and

WHEREAS, Texas State law under the Health and Safety Code of Animals, Chapter 823. Animal Shelters, Section 823.005, requires the City of Lake Worth, Texas to appoint an advisory committee to assist in complying with the requirements of the State Health and Safety Code, Title 10. Health and Safety of Animals; and

WHEREAS, the City Council of the City of Lake Worth, Texas desires to comply with the requirements of Chapter 823, Section 823.005, of the State Health and Safety Code; and

WHEREAS, the Committee shall include at least one (1) licensed veterinarian, one (1) municipal official, one (1) person whose duties include the daily operation of an animal shelter, one (1) representative from an animal welfare organization, and one (1) Lake Worth citizen; and

WHEREAS, committee members shall be appointed by a majority vote of the city council and shall serve two (2) year terms; consisting of Places 1 (municipal official), 3 (licensed veterinarian), and 5 (Lake Worth citizen) expiring in odd-numbered years and Places 2 (person whose duties include the daily operation of an animal shelter) and 4 (representative from an animal welfare organization) expiring in even-numbered years; and

WHEREAS, the applications for appointment have been submitted for consideration by the City Council.

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

SECTION 1. The following members have been submitted for nomination and approved by a majority of the City Council and shall become effective immediately upon its passage and approval.

Barry Barber	Place 1	Term expiring October 1, 2021
Felicia Bratcher	Place 2	Term expiring October 1, 2020
Rosemary Lindsey	Place 3	Term expiring October 1, 2021
Sandy Shelby	Place 4	Term expiring October 1, 2020
Cessa White	Place 5	Term expiring October 1, 2021

PASSED AND APPROVED on this the 13th day of February 2018.

CITY OF LAKE WORTH

By:_____
Walter Bowen, Mayor

ATTEST:

_____
Monica Solko, City Secretary

BOARD/COMMISSION CANDIDATE APPLICATION

Name:	Barry Barber		
Home Address:	5920 Deck House Rd		
Spouse's Name:	Leisa Barber		
Home Phone:		Cell Phone:	817-913-4834
Resident since:	2008	E-Mail:	
Employer:	City of Lake Worth	Years:	14
Occupatior	Director of Building Development	E-Mail:	bbarber@lakeworthtx.org
Previous Residence	Street Address		
	City	State	Zip

**I am interested in serving on (check one or more)

- [x] Animal Shelter Advisory Committee
- [ ] Board of Adjustment
- [ ] Planning & Zoning Commission
- [ ] Other

Previous and current volunteer/community service:
Please specify membership and give title and dates, and/or employment with all boards, commissions, corporations, non-profit entities, agencies, or other entities on any other government board or commision that you have held. Additional information may be attached.

Current department head for Building Inspections, Code Enforcement, Planning and Zoning and Animal Services

What do you hope to accomplish by serving on a board or commission?

Serving on the board for the position of the Municipal Official .

BOARD/COMMISSION CANDIDATE APPLICATION

Background

Do you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or service?

_____ Yes X _____ No If yes, explain: _____

What is your occupational experience? Director of Building Development

Areas of Interest: _____

What else would you like to tell us about yourself? _____

Applicant Signature _____ Date 1-29-18

Return completed form to: City of Lake Worth, Attn: City Secretary
3805 Adam Grubb
Lake Worth, Texas 76135

or via e-mail or fax to: E-Mail: citysecretary@lakeworthtx.org
Fax (817) 237-9684

Applications are kept on file for a period of one (1) year. After that time it will be necessary to reapply and update the information herein if you wish to be considered for appointment.

By signing above, you certify that all information on this form is represented accurately. The applicant authorizes the City Council, or its designee, to verify any information. The applicant agrees to release and hold harmless the City from all claims incident to the verification of information contained herein. All information provided is considered public pursuant to the Texas Public Information Act.

For City Secretary's Use Only

Date Appointed _____

Date application received 1-29-18

Term Expiring _____

Received by _____

Appointed to Place _____

BOARD/COMMISSION CANDIDATE APPLICATION

Name:	Felicia Bratcher
Home Address:	208 Clay Ct Springtown, TX 76082
Spouse's Name:	
Home Phone: 817-706-2978	Cell Phone: 817-304-4264
Resident since:	E-Mail: fbratcher@lakeworthtx.org
Employer: City of Lake Worth	Years: 4 mo
Occupation: Animal Control Officer	E-Mail:
Previous Residence	Street Address 5530 Venera Ct
	City Ft Worth State TX Zip 76135

**I am interested in serving on (check one or more)

- [x] Animal Shelter Advisory Committee
- [ ] Board of Adjustment
- [ ] Planning & Zoning Commission
- [ ] Other

Previous and current volunteer/community service:
Please specify membership and give title and dates, and/or employment with all boards, commissions, corporations, non-profit entities, agencies, or other entities on any other government board or commision that you have held. Additional information may be attached.

I have 7 years animal welfare. I have worked in animal control and non profit organizations. I have not served on any boards.

What do you hope to accomplish by serving on a board or commission?

Learn new/better ways to serve the citizens and animals of Lake Worth.

BOARD/COMMISSION CANDIDATE APPLICATION

Background

Do you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or service?

_____ Yes ___X___ No If yes, explain: _____

What is your occupational experience? 7 years animal control animal welfare

Areas of Interest: Animal welfare, code compliance

What else would you like to tell us about yourself?

Felicia Smacher
Applicant Signature

1-23-18
Date

Return completed form to: City of Lake Worth, Attn: City Secretary
3805 Adam Grubb
Lake Worth, Texas 76135

or via e-mail or fax to: E-Mail: citysecretary@lakeworthtx.org
Fax (817) 237-9684

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For City Secretary's Use Only

Date Appointed _____

Date application received 1-23-18

Term Expiring _____

Received by M. Solke

Appointed to Place _____

BOARD/COMMISSION CANDIDATE APPLICATION

Name: Rosemary Lindsey	
Home Address: 3516 Willowbrook Drive, Fort Worth 76133	
Spouse's Name: David Lindsey	
Home Phone: None	Cell Phone: 682-564-6013
Resident since: 1978	E-Mail: rosemary.lindsey@banfield.net
Employer: Banfield Lake Worth	Years: 4
Occupation: veterinarian	E-Mail: rosemary.lindsey@banfield.net
Previous Residence — Street Address 113 Lynn Drive	
City ~~Co~~ Bryan	State Texas Zip 77801

**I am interested in serving on (check one or more)

- [x] Animal Shelter Advisory Committee
- [ ] Board of Adjustment
- [ ] Planning & Zoning Commission
- [ ] Library Board
- [ ] Economic Development Corporation
- [ ] Other

Previous and current volunteer/community service:
Please specify membership and give title and dates, and/or employment with all boards, commissions, corporations, non-profit entities, agencies, or other entities on any other government board or commision that you have held. Additional information may be attached.

Richland Hills Animal Shelter Advisory Board - 1985-1992.

What do you hope to accomplish by serving on a board or commission?

I love shelter animals and shelter workers. I was staff veterinarian at Fort Worth Animal Care + Control from 2009-2015, and it's some of the most rewarding work I've done in my veterinary career.

I love working in Lake Worth and hope to get more involved in town I work in.

BOARD/COMMISSION CANDIDATE APPLICATION

Background

Do you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or service?

_____ Yes ___X___ No If yes, explain: _____

What is your occupational experience? Practicing veterinarian in Tarrant County for 40 years.

Areas of Interest: Feline medicine, high quality/high volume spay/neuter.

What else would you like to tell us about yourself? Looking forward to helping the citizens and pets of Lake Worth!

Rosemary C. Lindsey
Applicant Signature

1-22-18
Date

Return completed form to: City of Lake Worth, Attn: City Secretary
3805 Adam Grubb
Lake Worth, Texas 76136

or via e-mail or fax to: E-Mail: citysecretary@lakeworthtx.org
Fax (817) 237-9684

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For City Secretary's Use Only

Date Appointed _____

Date application received 1-22-18

Term Expiring _____

Received by _____

Appointed to Place _____

City of Lake Worth Texas

BOARD/COMMISSION CANDIDATE APPLICATION

Name:	Sandy Shelby
Home Address:	3400 Rauner Dr. Arlington TX 76016
Spouse's Name:	N/A
Home Phone: N/A	Cell Phone: 530-227-4151
Resident since: 2014	E-Mail: sShelby22@gmail.com
Employer: Cane Rosso Rescue	Years: Start 12/18/17
Occupation: Director of Operations	E-Mail:
Previous Residence — Street Address	40W810 Creekwood Dr.
City: Elgin	State: IL Zip: 60124

**I am interested in serving on (check one or more)

- [x] Animal Shelter Advisory Committee
- [ ] Board of Adjustment
- [ ] Planning & Zoning Commission
- [ ] Library Board
- [ ] Economic Development Corporation
- [ ] Other

Previous and current volunteer/community service:
Please specify membership and give title and dates, and/or employment with all boards, commissions, corporations, non-profit entities, agencies, or other entities on any other government board or commision that you have held. Additional information may be attached.

Member: Society of Animal Welfare Administrators (SAWA) since 2008
Association of Fundraising Professionals (AFP) Since 2014
Employment (Shelter related) - Fund for Animals Wildlife Rehab (4yrs) 1985-89
Haven Humane Society (1998-2005), Another Chance Animal Welfare League (2005-2009), Anderson Animal Shelter (2009-2012) Fort Worth Animal Control (2014-2015), Humane Society North Texas, (2015-12/15/17), Start Cane Rosso Rescue 12/18/17

What do you hope to accomplish by serving on a board or commission?

To provide advise, guidance and support of the Shelter, its mission, and staff.

BOARD/COMMISSION CANDIDATE APPLICATION

Background

Do you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or service?

_____ Yes ___X___ No If yes, explain: N/A

What is your occupational experience? See resume & previous page

Areas of Interest: Animal Welfare - adoptions, rescue, TNR, health, Other personal interests - horses (rescue), family, nurser.

What else would you like to tell us about yourself? My career has been in animal welfare and I feel I could be of service to you on the Advisory panel. My experience in sheltering has literally been in every single position.

Sandy Shelby
Applicant Signature

12/8/17
Date

Return completed form to: City of Lake Worth, Attn: City Secretary
3805 Adam Grubb
Lake Worth, Texas 76136

or via e-mail or fax to: E-Mail: citysecretary@lakeworthtx.org
Fax (817) 237-9684

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For City Secretary's Use Only

Date Appointed _____

Date application received 12-11-17

Term Expiring _____

Received by M Sallee

Appointed to Place _____

BOARD/COMMISSION CANDIDATE APPLICATION

Name: Cessa White	
Home Address: 6724 Azle Avenue, Lake Worth, TX 76135	
Spouse's Name: Geoffrey White	
Home Phone: 817-237-2690	Cell Phone: 817-480-3328
Resident since: 1987	E-Mail: geoffreyhwhite@sbcglobal.net
Employer: Homemaker	Years: 24 yrs.
Occupation:	E-Mail:
Previous Residence: Street Address	
City	State / Zip

**I am interested in serving on (check one or more)

- [x] Animal Shelter Advisory Committee
- [ ] Board of Adjustment
- [ ] Planning & Zoning Commission
- [ ] Library Board
- [ ] Economic Development Corporation
- [ ] Other

Previous and current volunteer/community service:
Please specify membership and give title and dates, and/or employment with all boards, commissions, corporations, non-profit entities, agencies, or other entities on any other government board or commision that you have held. Additional information may be attached.

President of Lake Worth Citizens' Police Academy
2013 to Current

What do you hope to accomplish by serving on a board or commission?

Be involved to make sure the Animal shelter is at it best for the employees and mostly for the animals. To help where needed.

BOARD/COMMISSION CANDIDATE APPLICATION

Background

Do you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or service?

_____ Yes ✓ No If yes, explain: _____

What is your occupational experience? Receptionist for Petroleum Carriers. Bookeeper for Roadside Stations, Commercial bank teller for Lake Worth Nat. Bank

Areas of Interest: Working in the community, my dogs, Brandi + Elvis working outside in the yard, and my daughters music career

What else would you like to tell us about yourself? 30 yrs resident of Lake Worth, loves community involvement. Loves animals.

Cessa L. White
Applicant Signature

12/12/17
Date

Return completed form to: City of Lake Worth, Attn: City Secretary
3805 Adam Grubb
Lake Worth, Texas 76136

or via e-mail or fax to: E-Mail: citysecretary@lakeworthtx.org
Fax (817) 237-9684

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For City Secretary's Use Only

Date Appointed _____

Date application received 12-15-17

Term Expiring _____

Received by M. Sallee

Appointed to Place _____

CHAPTER 2 ANIMAL CARE AND CONTROL

ARTICLE 2.1700 ANIMAL SHELTER ADVISORY COMMITTEE

(a) Creation. There is hereby created, pursuant to the Texas Health and Safety Code, section 823.005, an animal shelter advisory committee.

(b) Purpose. The purpose of the committee shall be to assist animal shelters located within the city limits regarding compliance with chapter 823 of the Health and Safety Code. Additionally, upon request of the city council, the committee may:

(1) Provide recommendations to the city regarding its compliance with the Texas Rabies Control Act; and

(2) Recommend ways to improve the efficiency and cost effectiveness of the city's animal control program.

(c) Terms. The committee shall consist of five members appointed by a majority vote of the city council. Committee members shall serve two-year terms except as provided below. Appointments shall be as follows:

(1) Places 1, 3, and 5. Terms expire on October first, each odd-numbered year.

(2) Places 2 and 4. Terms expire on October first, each even-numbered year.

(d) Members. The composition of the committee shall include at least one licensed veterinarian, at least one municipal official, at least one person whose duties include the daily operation of an animal shelter, and at least one representative from an animal welfare organization. The same person shall not be appointed to fulfill more than one of these requirements. Committee members are not required to reside in the city.

(e) Vacancies. Members of the committee shall be subject to removal at any time and for any reason by the city council. Any vacancy in the membership of the committee shall be filled by the city council for the unexpired term of the member whose place has, by removal or otherwise, become vacant.

(f) Meetings. The committee shall meet a minimum of three times per calendar year, as outlined in Texas Health and Safety Code, section 823.005.

(g) Quorum. A quorum of the committee shall consist of a majority of the members, excluding any vacancies. The presence of a quorum of the committee shall be required prior to a meeting being called to order.

(h) Voting. Approval of all items before the committee shall require a majority vote of those in attendance.

(i) Rules. The committee may adopt rules, subject to city council approval, for conduct of its meetings.

(Ordinance 1089 adopted 7/11/17)

Lake Worth City Council Meeting –February 13, 2018

Agenda Item No. G.5

From: Corry Blount, Chief of Police

Item: Discuss and consider acceptance of the 2017 Racial Profiling Report.

Summary:

The Texas Code of Criminal Procedure, Article 2.134 Compilation and Analysis of Information Collected, requires law enforcement agencies to collect specific data on traffic stops, and report that data to the Texas Commission on Law Enforcement (TCOLE) and their governing body on an annual basis. The TCOLE report is due no later than March 1 of each year. While no timetable is established for council reporting, the report has traditionally been provided in February.

The report indicates that the department claims partial exemption in reporting, since we regularly capture traffic stops on video camera. Videos are then stored for a minimum of 90 days, as required by Section 2.13(a) of the CCP.

The report further details the number of stops resulting in arrest, citation, or both, break down the race or ethnicity of drivers stopped, whether race or ethnicity was known prior to the stop, whether a search was conducted, and the number of searches that would be considered as consensual. No analysis of the data is required, and none is provided in the report.

The department received no racial profiling complaints in 2017.

Fiscal Impact:

N/A

Attachments:

1. 2017 Racial Profiling Report

Recommended Motion or Action:

Move to accept the 2017 Racial Profiling Report.

LAKE WORTH POLICE DEPARTMENT 2017 RACIAL PROFILING REPORT

Corry D. Blount
Chief of Police

LAKE WORTH POLICE DEPARTMENT

Corry Blount
Chief of Police

3805 Adam Grubb ~ Lake Worth, Texas 76135
Phone 817-237-1224 ~ Fax 817-237-2180

Steven B. Carpenter
Assistant Chief

Partial Exemption Racial Profiling Report (Tier 1)
January 2017 – December 2017
Lake Worth Police Department

Number of motor vehicle stops:

1. Citation Only **2844**
2. Arrest Only **24**
3. Both **85**
4. Total **2953**

Race or Ethnicity

5. African **293**
6. Asian **33**
7. Caucasian **1728**
8. Hispanic **881**
9. Middle Eastern **14**
10. Native American **4**
11. Total **2953**

Race or Ethnicity known prior to stop?

12. Yes **1**
13. No **2952**
14. Total **2953**

Search Conducted?

15. Yes **78**
16. No **2875**
17. Total **2953**

Was search consented?

18. Yes **19**
19. No **59**
20. Total **78 (must equal #15)**

Lake Worth City Council Meeting – February 13, 2018

Agenda Item No. G.6

From: Corry Blount, Chief of Police

Item: Discuss and consider the purchase of a 2018 Ford Taurus sedan for the Police Department in an amount not to exceed $30,000.

Summary:

After a review of the Police Department's patrol and unmarked fleet, it was determined that the vehicle assigned to the Chief of Police was no longer serviceable and has exceeded the requirements of the proposed Vehicle Replacement Policy.

The current CCPD funded vehicle is a 2005 Ford Crown Victoria that has 152,000+ miles and has exceed its useful life. The Police Department would like to request its replacement.

Fiscal Impact:

The additional expense of $30,000 would increase the current budgeted deficit from $27,437 to $57,437.
*Note: Staff will be reviewing the existing administration and salary transfer from CCPD to General Fund (totaling $176,000 annually) which may be reduced to offset the current $57,000 deficit in its entirety.

Attachments:

1. Vehicle quote with minor equipment for unmarked unit.
2. Current Police Department vehicle inventory (marked and unmarked); vehicles exceeding the Vehicle Replacement Policy have been highlighted in yellow.

Recommended Motion or Action:

The purchase of an additional vehicle is at the discretion of the CCPD Board's recommendation with the City Council's approval.

DEFENDER SUPPLY

Date	9/27/2017
Estimate By	Ramon Goheen
	ramon@defendersupply.com
	(817) 946-7946

Bill To
Lake Worth Police Department 3805 Adam Grubb Drive Lake Worth TX 76135

Customer Contact	Lt. Benningfield
Customer Phone	817-237-1224 ext. ...
Customer E-mail	cbeveridge@lakew...
Estimate #	19636

18 Ford Sedan

Description	Location	Qty.	Cost	Vehicle and Em...
2018 Ford Sedan Interceptor				
2018 Ford Sedan				
2018 Ford Interceptor Sedan 3.7L TI-VCT V6 FFV Engine, AWD 6-Speed Auto Trans, Front Cloth & Rear Vinyl Seating, Black Vinyl Floor Covering, Full Size 18" Spare Tire, Grill Pre-Wire Pigtail, Heated Sideview Mirrors, Front License Plate Bracket, Noise Suppression Bonds, Dark Car Feature -Courtesy Lamp Disable, Remappable Steering Wheel, Front Headlamp Housing Only, Rear Taillight Housing Only, Keyless Key FOB (Purchased through Holiday Ford).			26,212.31	26,212.31
2 Year Texas State Inspection Certificate		1	7.00	7.00
Troy Products 18" Console for Ford Interceptor Sedan - Includes Arm Rest, Cup Holder, Mic Clip & Floor Plate		1	477.00	477.00
Whelen Series 295 Siren/Light Controller with PA		1	385.00	385.00
Whelen 100 Watt All Weather Heavy Duty Composite Siren Speaker	Behind Grill	1	170.00	170.00
Whelen Universal "L" Shape Siren Speaker Bracket		1	30.00	30.00
Whelen Dual Avenger LED Red/Blue	Rear Deck	2	150.00	300.00
Whelen Universal Solid State Headlight Flasher		1	60.00	60.00
Whelen ION™ Series LED, Red/Blue Split Head with Universal Clip Mounts	Grill	2	110.00	220.00
Shipping of Above Emergency Parts for Upfit		1	100.00	100.00
Two Way VHF Radio Antenna & Coax Cable		1	60.00	60.00
Misc. Shop Supplies		1	100.00	100.00
Defender Supply Wiring Harness, Power Distribution Block and Battery Management System		1	375.00	375.00
Installation of Above Emergency Equipment		15	90.00	1,350.00

Vehicle and Emergency Equipment Total	$29,846.31
Quantity Ordered	1

Total Vehicle Order Cost	$29,846.31

Final sale amount may be subject to state and local sales tax. PLEASE NOTE: Once this estimate has been approved, either by signature on this form, written approval referencing the estimate number or the issuance of purchase order, any changes or cancellations of parts made by the customer are subject to a 25% restocking fee. Any addtional customer-requested parts/services will be added to the total amount of the sale.

SIGNATURE _____

Vehicle ID	Year	Make	Model	VIN	Assigned To	Current Mileage	Date Purchased	Funding Budget	Original Cost	Life Expectancy (yrs.)	Life Expectancy (Mileage)	In Service ?	Current Replacement Need?	Remove from Fleet Permanently?	Projected FY Replacement/Mileage	Exceeds Vehicle Replacement Policy Standards
Marked Fleet																
7701	2013	Ford	Explorer	1FM5K8AR3EGA70811	Patrol	54713		GF		3-4 yrs.	90-100k	Y	N	n/a	FY 20-21	N
7703	2014	Ford	Explorer	1FM5K8AR5EGA70812	Patrol	65997		GF		3-4 yrs.	90-100k	Y	N	n/a	FY 19-20	N
7707	2014	Ford	Explorer	1FM5K8AR3EGB68978	Patrol	59075		CCPD		3-4 yrs.	90-100k	Y	N	n/a	FY 19-20	N
7708	2014	Ford	Explorer	1FM5K8AR7EGA70813	Patrol	61643		GF		3-4 yrs.	90-100k	Y	N	n/a	FY 19-20	N
7706	2015	Ford	Explorer	1FM5K8AR3FGB62132	Patrol	34769		GF		3-4 yrs.	90-100k	Y	N	n/a	FY 20-21	N
7704	2016	Ford	Explorer	1FM5K8AR5GGC15110	Patrol	19731		GF		3-4 yrs.	90-100k	Y	N	n/a	FY 20-21	N
7705	2016	Ford	Explorer	1FM5K8AR6GGV15116	Patrol	19995		CCPD		3-4 yrs.	90-100k	Y	N	n/a	FY 20-21	N
7709	2017	Ford	Explorer	1FM5K8AT2HGB55493	Patrol	12083		GF		3-4 yrs.	90-100k	Y	N	n/a	FY 21-22	N
dgeted FY 17	2018	Ford	Explorer	n/a	Patrol	n/a		CCPD		3-4 yrs.	90-100k	n/a	N	n/a	FY 22-23	
7710	2017	Chevy	Silverado	3GCPCREC7HG366493	Admin/Pool/Community Services	2710		GF		6-8 yrs.	120k	Y	N	n/a	FY 24-25	N
7602	2013	Ford	Explorer	1FM5K8AR0DGA34007	CID/Crime Scene	64735		CCPD		6-8 yrs.	120k	Y	N	n/a	FY 21-22	N
Unmarked Fleet																
7605	2011	Ford	Crown Vic	2FABP7BV8BX135467	Captain/Being used by CID	85731		CCPD		6-8 yrs.	120k	Y	Y	n/a	FY 18-19	N/?
7604	2011	Ford	Crown Vic	2FABP7BV6BX135466	Admin/Pool/Training (Black and White marked)	74424		CCPD		6-8 yrs.	120k	Y	Y	n/a	FY 18-19	N/?
7507	2008	Ford	Crown Vic	2FAHP71V68X179858	Patrol Lt.	123553		GF		6-8 yrs.	120k	N	Y	n/a	FY 18-19	Y
7409	2005	Ford	Crown Vic	2FAFP71W15X135293	Police Chief	152601		CCPD		6-8 yrs.	120k	N	Y	n/a	Mid-Year 2018	Y
7205	1999	Ford	Crown Vic	2FAFP71WXXX130614	CID/Decommisioned-Auction	156734		CCPD		6-8 yrs.	120k	N	Y	n/a	FY 18-19	Y
7106	2005	Ford	Crown Vic	2FAFP71WX5X121263	CID/Decommisioned-Auction	134149		CCPD		6-8 yrs.	120k	N	Y	n/a	FY 18-19	Y
7991	2000	Chevy	Pick-Up	1GCEC14W4YZ299033	Anti-Theft	108305		GF		6-8 yrs.	100k	N	N	Y	n/a	n/a
7311	2002	n/a	Trailer	1H9BE14287K528002	Hi-Watch	n/a		CCPD		10-12 yrs.	n/a	Y	N	n/a		n/a
7992		n/a	Trailer	1A9PC06131P550085	Speed Trailer	n/a		CCPD		10-12 yrs.	n/a	Y	N	Y	n/a	n/a
7211	1999	Ford	Explorer	1FMZU32X7XZA48412	CPA	85822		CPA		6-8 yrs.	100k	Y	Y	n/a	n/a	Y
7206	1999	Ford	Explorer	1FMZU32X5XZA48411	K-9/Decommisioned	156734		?		6-8 yrs.	120k	N	N	Y	n/a	Y