



## **CITY OF LAKE WORTH**

### **CITY COUNCIL REGULAR MEETING AGENDA**

**3805 ADAM GRUBB  
LAKE WORTH, TEXAS 76135  
TUESDAY, JANUARY 14, 2020**

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#### **CITY COUNCIL REGULAR MEETING: 6:30 PM**

Held in the City Council Chambers

#### **A. CALL TO ORDER**

##### **A.1 INVOCATION AND PLEDGE OF ALLEGIANCE**

##### **A.2 ROLL CALL**

##### **A.3 SPECIAL PRESENTATION(S) AND RECOGNITION(S) - no items for this category.**

##### **A.4 CITIZENS PRESENTATION / VISITOR COMMENTS**

The City Council is always pleased to have citizens attend its meetings and welcomes comments during the Citizen/Visitor Comments section of the meeting; however, pursuant to the Texas Open Meetings Act, Council cannot deliberate or vote on issues not posted on the agenda. Therefore, those types of items must be posted 72 hours prior to the City Council meeting. If it is not posted, no deliberation between Council members may occur; Council may only respond with specific factual information or recite existing policy. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Council for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may either address the Council during the Citizen Comments portion of the meeting or when the item is considered by the City Council. Negative or disparaging remarks about City personnel will not be tolerated. If you wish to address the Council, speakers are requested to fill out a "Public Meeting Appearance Card" and present it to the City Secretary, prior to the presiding officer calling the meeting to order. Comments will be limited to three (3) minutes per speaker and (6) minutes for those with a translator.

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

#### **B. CONSIDER APPROVAL OF CONSENT AGENDA ITEMS**

- B.1** Approve the minutes of the June 28, 2019 Joint Council and P&Z Workshop, November 12, 2019 Joint Council and P&Z meeting, and November 12 and December 10, 2019 Regular City Council meetings.

- B.2 Approve finance reports for the month of December 2019.
- B.3 Approve Resolution No. 2020-01, adopting Hart Intercivic Verity System v.2.3.1 as the voting system for all forms of voting in Tarrant County.
- B.4 Approve Resolution No. 2020-02, calling the May 2, 2020 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. PUBLIC HEARINGS - no items for this category.**

**D. PLANNING AND DEVELOPMENT - no items for this category.**

**E. PUBLIC WORKS**

- E.1 Discuss and consider Resolution No. 2020-03, approving the bid for the 45th Year Tarrant County Community Development Block Grant (CDBG) Project for Mohawk Trail Sanitary Sewer Line Rehabilitation for the total base bid of \$296,747.72 and to pledge the City contribution amount of \$199,450.
- E.2 Discuss and consider a contract with L.J. Design & Construction, LLC. for the 2020 Concrete Rehabilitation Project in an amount not to exceed \$293,568.50.

**F. GENERAL ITEMS**

- F.1 Discuss and receive and update on fuel variances.
- F.2 Discuss and consider an agreement with Coleson's Frog to host a 5k race at Lake Worth City Park and authorize the City Manager to execute the agreement and approve a temporary use/event permit application.

**G. TxDOT UPDATE(S) - no items for this category.**

**H. MAYOR AND COUNCIL ITEMS(S)**

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

**I. EXECUTIVE SESSION**

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

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

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

## K. ADJOURNMENT

### Certification

I do hereby certify that the above notice of the meeting of the Lake Worth City Council 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, January 10, 2020 at 2:30 p.m.

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City Secretary

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

## Lake Worth City Council Meeting - January 14, 2020

### Agenda Item No. B.1

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**FROM:** Monica Solko, City Secretary

**ITEM:** Approve the minutes of the June 28, 2019 Joint Council and P&Z Workshop, November 12, 2019 Joint Council and P&Z meeting, and November 12 and December 10, 2019 Regular City Council meetings.

#### **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:**

June 28, 2019 Joint Workshop  
November 12, 2019 Joint Meeting  
November 12, 2019  
December 10, 2019

#### **RECOMMENDED MOTION OR ACTION:**

Approve the minutes of the June 28, 2019 Joint Council and P&Z Workshop, November 12, 2019 Joint Council and P&Z meeting, and November 12 and December 10, 2019 Regular City Council meetings.

**MINUTES OF THE SPECIAL JOINT WORKSHOP  
OF THE CITY COUNCIL AND PLANNING AND ZONING COMMISSION  
OF THE CITY OF LAKE WORTH, TEXAS  
HELD IN MULTI-PURPOSE FACILITY, 7005 CHARBONNEAU ROAD  
FRIDAY, JUNE 28, 2019**

**SPECIAL JOINT WORKSHOP: 8:30 AM**

**A. CALL TO ORDER.**

Mayor Walter Bowen and Chair Sherrie Watkins called the joint workshop to order at 8:49 a.m.

**A.1 INVOCATION AND PLEDGE OF ALLEGIANCE.**

Council member Narmore gave the invocation. Attendees recited the pledge of allegiance.

**A.2 ROLL CALL.**

City Council Present:

Walter Bowen	Mayor
Jim Smith	Mayor Pro Tem, Place 1
Geoffrey White	Council, Place 2
Ronny Parsley	Council, Place 4 <i>arrived at 8:54 a.m.</i>
Pat O. Hill	Council, Place 5
Gary Stuard	Council, Place 6
Clint Narmore	Council, Place 7

Planning & Zoning Commission Present:

Sherrie Kubala Watkins	P&Z Commission Chair, Place 2
Don Riley	P&Z Commission, Place 1
Jeannie Turley	P&Z Commission, Place 3
Coy Pennington	P&Z Commission, Place 7 <i>arrived at 8:54 a.m.</i>

Staff:

Stacey Almond	City Manager
Debbie Whitley	Assistant City Manager/Finance Director
Monica Solko	City Secretary
Barry Barber	Planning and Development Director
Suzanne Meason	Planning & Zoning Administrator

Absent:

Sue Wenger	Council, Place 3
Patty Biggers	P&Z Commission, Place 4
Troy Jones	P&Z Commission, Place 5
Diane Smith	P&Z Commission, Place 6

## **B. GENERAL ITEMS**

### **B.1 WORKSHOP: PRESENTATION BY DUNAWAY & ASSOCIATES –**

#### **1. DISCUSS PROPOSED UPDATES AND REVISIONS TO THE SUBDIVISION AND ZONING REGULATIONS.**

City Manager Stacey Almond gave a brief overview of the project. The 2035 Comprehensive Land Use Plan was adopted by Ordinance No. 1110 on March 20, 2018 by the Planning and Zoning Commission and on April 10, 2018 by the City Council. The Comprehensive Land Use Plan is designed to implement the intent and desires, and to protect the health, safety and welfare of the present and future residents of Lake Worth.

The plan addresses the types and intensities of land uses, roadway systems, community services, utilities, environmental concerns and urban design standards in a manner which is consistent with the City's objective of creating a community which builds on its existing quality commercial developments and residential character.

The plan also addresses a multitude of issues and land use in terms of current knowledge and existing conditions, and therefore, as the plan is implemented, and new conditions arise, the plan may be reviewed and, if necessary, modified to reflect the City's informed response to the new circumstances. The provisions of the plan are organized by subject and geographic area and will be used to guide the establishment regulations or any amendments thereto, pursuant to Texas Local Government Code, Chapter 213.

After completion of the 2035 Comprehensive Land Use Plan staff requested engagement of Dunaway & Associates in May 2018 to assist with a review and rewrite of the Subdivision and Zoning Regulations Ordinance. The goal of updating subdivision and zoning regulations is to maintain quality development, added long-term benefits, ensuring compatible land uses, and constructing adequate infrastructure. It's estimated this project will take 16-18 months.

Ms. Almond introduced Jennifer Reiner with Dunaway and Associates. Ms. Reiner presented a PowerPoint presentation to City Council and Planning and Zoning Commission. The comprehensive plan update was approved in April 2018 which included community engagement, community survey, town hall meetings and an advisory committee. The existing conditions were reviewed along with demographics data, existing land use and NAS FW JRB. The future land use would include NAS FW JRB, Loop 820/SH 199 interchange and community vision.

*Council member Parsley and Planning and Zoning member Pennington arrived at 8:54 a.m.*

The goals for Chapter 10, Subdivision Regulations are to include them with the online code of ordinances, format coordination between regulations and appendices: plat process and requirements and construction documents and standards.

Overview of updates:

**Section 10.100 – General Provisions**

- Focus on enabling legislation
- Authority of city

**Section 10.200 – Definitions**

- Obsolete
- New and updated
- Coordinate with LU table

**Section 10.300 – Plat Process and update to Appendix A Plat Document**

- Concept plan
- Preliminary plat
- Final plat
- Minor plat
- Amending plat
- Replat
- Residential replat
- Vacating

**Section 10.400 – Policy and Process update to Appendix B Standards and Details**

- DCCS = Design Criteria and Construction Standards
- Design Standards
- Site Development
- Subdivision Layout
- Infrastructure in the Right-of-Way
- Utilities in the Right-of-Way

City staff and city engineers, Kimley-Horn reviewed the current subdivision processes and Design Criteria and Construction Standards and recommended updates for the platting approval process and some updates to the standards. Plats which are ordinary in nature and follow the states and city's requirements won't have to go before the Planning & Zoning (P&Z) Commission and the City Council for approval but will be approved on an administrative level. Plats which are of concern or which staff does not feel comfortable with approving may be presented to the P&Z Commission and City Council at any time.

After a brief discussion and questions by the Council, it was the consensus that platting could be handled as presented in the update, but the council still wished to review and consider developer agreements and site/construction plans

City staff and city engineers (Kimley-Horn) have also reviewed and given engineering updates for the new platting process that will allow cities to bypass the approval process. Currently the plat process will go to Planning and Zoning Commission for consideration then goes to City Council for consideration. For final plats legal lot of record with very little

review as per state code, administrative approval will be required instead of City Council approval. This will speed up the process on routine plats. The City Manager can bring to Council or staff can ask if it should be sent to Council at any time.

After a brief discussion and questions by the Council, the consensus was in favor of the construction plans to be review and developer agreements will continue to go to Council for consideration.

Chapter 14, Zoning, updates included a major rewrite and formatting the coordination with the updated Future Land Use Map and new zoning map to be considered, new zoning districts were created to support the Future Land Use plan, user-friendly format and updated terminology were among other items focused on along with the new and updated regulations. The Planned Development (PD) process has been cleaned up and made easier for everyone. The zoning regulations and districts provided in the update have been made in accordance with the adopted comprehensive plan for the purpose of promoting the health, safety, morals and general welfare of the City.

#### Overview and updates:

#### **Section 14.100 – General Provisions**

- Enabling legislation
- Authority of city

#### **Section 14.200 – Administration**

- Zoning authority
- Appointed officials
  - Board of Adjustment
  - Planning and Zoning Commission
- Certificate of Occupancy
- Legal nonconforming use

#### Certificate of Occupancy

- Required prior to use of land or building, including
  - Change in use
  - Change in the use of land
  - Change in occupancy within a building
  - Intensification of a use within a building
- Legal nonconforming Use
  - 12 months of adoption
  - Affidavit and records
- Other Types:
  - Temporary
  - Nonconforming
  - Re-Occupancy



Planning and Development Administrator, Suzanne Meason explained that the certificate of occupancy (CO) process for which a business owner had to go through currently is somewhat difficult and gave an example. After a brief discussion and questions regarding making the processes easier for the citizen the consensus was to make the changes to the process. Ms. Reiner continued with other types of uses which included temporary uses, an example of this would be a Halloween store. They could occupy a vacant building for a temporary amount of time during the season. They would have to request a new CO each time they wished to occupy the building.

## **Legal Non-conforming Uses and Structures**

Considerations:

- Height and area regulations
- Zoning district
  - Obsolete
  - Rezoned
  - Existing PDs

Administration

- Building Official
- Board of Adjustment authority

Certificate of occupancy required

Non-conforming uses and structures will be reviewed by city staff. Those which are in violation of the new height and area regulation or existing PD's that have been rezoned, or their uses are obsolete will be looked at on a case by case basis and issued a CO-Nonconforming within a year of the new regulations going into effect.

## **Section 14.300 - Definitions**

- Format updated
- Obsolete removed
- New and updated
- Coordinate with land use table

Definitions were completely updated with obsolete items being removed and new definitions being added for items not previously addressed.

## **Section 14.400 – Land Use and Districts, Generally:**

Prior Zoning Districts

None

SF1, Single Family Residential

MD, Moderate Density

C, Commercial

None

None

I, Industrial

P-MF, Planned Multi-Family

Proposed New Zoning Districts

PF, Public Facilities District

SF-7.5, Single Family 7.5 District

SF-0, Single Family Zero Lot Line District

C, Commercial District

HC, Highway Corridor District

Light Industrial District

I, Industrial District

None

PC, Planned Commercial	None
PI, Planned Industrial	None
M-PD, Mixed Planned Development	MU-PD, Mixed Use Planned Development District
None	NAS, NAS Overlay District

#### **Section 14.500 Zoning Districts:**

- PF, Public Facilities District
- SF-7.5, Single Family 15 District
- SF-0, Single Family District
- MH, Manufactured Housing District
- C, Commercial District
- HC, Highway Corridor District
- LI, Light Industrial District
- I, Industrial District
- MU-PD, Mixed Use Planned Development District
- NAS, NAS Overlay District

These sections provide the current zoning districts and those which will be the comparable under the new regulations.

A new zoning district will be the PF, Public Facilities designation which is for those institutions, health care facilities and related uses that are established in response to the health, safety, educational and welfare needs of the community. These uses are separated from others in the community due to their unique service and often very special area requirements in the community in relation to the whole. Their replacement should not be arbitrary but should be located to respond to the needs of the community.

Mayor Bowen stated that TML and a group of cities will be filing a lawsuit against the legislature, with the new law prohibiting cities from regulating building material types that are acceptable by the International Building Code. Ms. Reiner stated that as of now we can regulate the materials.

### **RECESS AND BACK TO ORDER**

Mayor Bowen recessed the meeting at 10:10 a.m. and called the meeting back to order at 10:21 a.m. with all members present as recorded.

*Council member Stuard left the meeting at 10:21a.m. and returned at 10:25 a.m.*

Ms. Almond asked if everyone could review the land use table when they leave and provide feedback to her.

Council member White asked if there was a timeline on review of the table. Ms. Almond stated that a Town Hall meeting would be set for late August with Planning and Zoning to review changes in September and City Council in October. If Council and P&Z members could review it in the next couple of weeks and send her comments.

Ms. Reiner continued with the zoning districts. The new SF-7.5, Single Family is a zoning classification that should be applied in areas of the city to conserve the traditional neighborhood character typical in Lake Worth. It is not intended that this zoning district be the subject of major alterations except for a possible reclassification in minor areas for a less restrictive residential use for reasonable adjustments necessary for orderly development of vacant lots or the gradual transition from other districts. The goal is to reduce residential uses in accident potential zones (APZs).

Council member Smith asked for an explanation of legal nonconforming. Ms. Almond stated there are currently about 17 lots that are nonconforming in the city. Ms. Reiner stated that the overall total of 233 residential lots are currently zoned residential and will not meet the 7500 sq. ft. lot size. Ms. Almond said that these 233 lots will receive a letter from the city letting them know their property use is now legal nonconforming.

Ms. Reiner continued with the regulations on setbacks, height, roof pitch, etc. Mr. Barber advised that a lot of cities are doing the same to make the roofs consistent at 6:12.

The new SF-0, Single Family Zero district is the most restrictive of the single-family districts and is intended for higher density single-family detached, two-family (duplex) and townhome uses, but not apartment home communities. This district is also a suitable zone as a transition between traditional single-family residential uses and multifamily and commercial districts. The goal is to provide new high-density residential options outside of APZ's. An example of this is a garden home.

The purpose of the MH, Manufacture Housing district is to provide adequate space and restrictions for the placement of HUD-Code manufactured homes and industrialized housing in the city within designated subdivisions. This does not include mobile homes as defined in this section. The MH district is also established to provide housing densities compatible with existing and proposed neighborhoods by providing alternative housing types both in construction and economy within the MH District. No HUD-Code Manufactured Home shall be allowed on any parcel or lot except on parcels or lots within the MH District.

MF, Multifamily district allows medium to high density multifamily development of the land and is intended to comprise larger tracts of land designed to provide total residential amenities of open space, recreation space and areas of protected off-street parking. This district is intended to be located near high volume thoroughfares due to the traffic generating probability of medium to high-density dwelling units within this district.

C, Commercial district is a commercial category providing a uniform set of standards for small retail and local businesses, including office and general commercial activities. It is

intended that this zoning district be served by minor arterials or collectors and accommodate all parking and traffic maneuvering on the commercial site. Permitted uses in this district are intended for use by residents of nearby neighborhood areas to supply daily needs and personal services. This district can be used as a transition district between more intense uses and residential uses. Permitted uses should be compatible with adjacent residential areas. The goal is to identify and improve key corridors as Main Street.

HC, Highway Corridor this commercial zoning district is reserved for areas that provide a mix of retail and office uses along major highway corridors. The purpose of this district is to promote economic development and regional retail activity, while promoting traffic circulation and safety, and protecting adjacent residential neighborhoods. It is expressly intended that the only residential dwelling units permitted in this district are associated with mixed use development. Any existing dwellings will remain as legal non-conforming dwellings.

The purpose of the LI, Light Industrial district is to provide for low-intensity industrial uses, provided the uses are not noxious or offensive due to odors, smoke, dust, noise, fumes or vibrations. This district is intended to serve the entire community.

The I, Industrial district is intended to permit a range of assembly, warehousing and service type manufacturing and wholesale uses.

Another new category is MU-PD, Mixed Use Planned Development district which is to provide certain areas with the city with a combination of residential, commercial, office, hospitality and institutional uses in a pedestrian-friendly environment. Citizens looking for this type of development (middle housing) are millennials, boomers and singles. They are looking for areas where they can live and work within walking distance to entertainment and shopping for convenience. They are looking for places that are within a short walking distance; like walking around the corner to get coffee then head to the farmer's market for groceries.

Council member Stuard asked if this was an advantageous concept to embrace. Council member Smith commented that it was a similar concept that had been discussed for the area on Charbonneau. P&Z Chair Watkins commented this concept could help upcoming events. Council member White commented this was something that Council would need to consider and plan. Ms. Almond stated this would be a good type of concept to consider with future development requests and by setting up the zoning for those type developments would help with the process in the long run.

City Manager Stacey Almond stated that direction was needed to facilitate the area on Roberts Cut Off. There is some commercial and some residential mixed together, this could be considered a zoning change for mixed use.

Ms. Jennifer Reiner discussed accessory buildings and mother in law suite's in the flight path area. JRB is requesting not allowing a greater building density in the APZ zones.

**Section 14.600 Supplemental Districts (new and updated):**

- Uses generally, building and land
- Pre-existing platted lot
- Access to lots and structures
- Accessory building and uses
- Visibility at intersections
- Living quarters in nonresidential districts
- Vehicle parking and loading requirements
- Access and driveways
- Bufferyards
- Street trees
- Architectural standards (masonry)
- Home occupations
- Temporary use and events
- Alternative energy systems

**Section 14.607 – Accessory:****Buildings:**

- Principal structure required
- Building permit required
- Incidental use
- Residential:
  - ADU allowed
  - Height in relation to Main Structure
  - 120 sf or less
- Nonresidential and MF:
  - Max 25 ft high
  - NOT ADU

**Uses:**

- Principal structure required
- Home occupation
  - 300 sf or
  - 20 percent of floor area

**Section 14.608 – Carports**

- Increased construction standards
- Building permit required
- 10 feet high maximum
- Setback required
  - Front yard/building line
  - Side yard – 5 feet

## **Section 14.610 – Parking/Loading**

### Parking:

- Cars:
  - 2 behind front building line
  - Hard surface required
- Recreational Vehicles
  - Hard surface required
  - Not is required side yard

### Parking Table:

- Loading
- Stacking – new
- Bicycle Parking
  - 5% of required parking
  - Reduction of parking allowed

## **Section 14.611 - Access/Driveways**

- Focus on access management
- One driveway per residential lot
- Coordination with subdivision regulations
  - Chapter 10.404, site development
  - Appendix B, Section 3.2, Subdivision layout

## **Section 14.612 – Landscape**

- Updated existing
- Coordination with updated Parking in Section 4.610.F

## **Section 14.613 – Bufferyards**

- Compatibility issue
- Buffer residential from nonresidential

City Manager Stacey Almond stated the next steps were to receive feedback and recommendations from the Planning and Zoning Commission and City Council. Those recommendations will be incorporated and sent to the city attorney for final comments. Staff is anticipating that the updated regulations will be presented by the Planning and Zoning Commission for public hearing/comment and adoption in September and for City Council in October.

## **C. EXECUTIVE SESSION**

No items for this category.

**D. EXECUTIVE SESSION ITEMS – CITY COUNCIL AND PLANNING AND ZONING COMMISSION MAY TAKE ACTION ON ANY ITEMS DISCUSSED IN EXECUTIVE SESSION LISTED ON THE AGENDA.**

No items for this category.

**E. ADJOURNMENT**

Mayor Walter Bowen and Chair Sherri Watkins adjourned the meeting at 11:52 a.m.

**APPROVED**

By: \_\_\_\_\_  
Walter Bowen, Mayor

**ATTEST:**

\_\_\_\_\_  
Monica Solko, City Secretary

**MINUTES OF THE SPECIAL JOINT MEETING  
OF THE CITY COUNCIL AND PLANNING AND ZONING COMMISSION  
OF THE CITY OF LAKE WORTH, TEXAS  
HELD IN CITY HALL, COUNCIL CHAMBERS, 3805 ADAM GRUBB  
TUESDAY, NOVEMBER 12, 2019  
SPECIAL JOINT MEETING: 6:30 PM**

**A. CALL TO ORDER.**

Planning and Zoning Chair Sherrie Watkins and Mayor Walter Bowen called the joint 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
	Jim Smith	Mayor Pro Tem, Place 1
	Geoffrey White	Council, Place 2
	Sue Wenger	Council, Place 3
	Ronny Parsley	Council, Place 4
	Pat O. Hill	Council, Place 5
	Gary Stuard	Council, Place 6
	Clint Narmore	Council, Place 12
	Sherrie Kubala Watkins	P&Z Commission Chair, Place 2
	Coy Pennington	P&Z Commission, Vice Chair, Place 7.
	Don Riley	P&Z Commission, Place 1
	Jeannie Turley	P&Z Commission, Place 3
	Patty Biggers	P&Z Commission, Place 4
	Troy Jones	P&Z Commission, Place 5
	Diane Smith	P&Z Commission, Place 6
Staff:	Stacey Almond	City Manager
	Debbie Whitley	Assistant City Manager/Finance Director
	Drew Larkin	City Attorney
	Monica Solko	City Secretary
	Barry Barber	Planning and Development Director
	Suzanne Meason	Planning & Zoning Administrator



### **A.3 CITIZEN PRESENTATION / VISITOR COMMENTS**

There were no requests to speak from the public.

### **B. PUBLIC HEARINGS**

*Mayor Bowen announced the meeting format would be different, as the Planning & Zoning Commission would open each of the public hearings on Items B.1 through B.3, take public comment, close the public hearings and vote on their recommendation to Council. Then the City Council would follow and do the same.*

#### **B.1 PUBLIC HEARING TO CONSIDER ORDINANCE NO. 1169, PLANNING AND ZONING CASE NO. PZ-2019-28, REPEALING AND REPLACING THE CURRENT COMPREHENSIVE ZONING ORDINANCE AND ADOPTING A NEW COMPREHENSIVE ZONING ORDINANCE AND AUTHORIZE THE CITY MANAGER TO MAKE MINOR GRAMMATICAL, CLERICAL, AND NUMBERING CHANGES.**

#### **PLANNING AND ZONING COMMISSION APPROVED**

Chair Watkins opened the public hearing at 6:33 p.m. and called on Stacey Almond to present the item.

City Manager Stacey Almond introduced Jennifer Reiner with Dunaway and Associates. Ms. Reiner requested to present both items B.1 and B.4 together. Ms. Reiner summarized the items presented a power point presentation.

#### Chapter 10, Subdivision Regulations

The goal is to format coordination between regulations and appendices for plat process and requirements, construction documents and standards, and facilitate administration of regulations. The purpose of the regulations is a) to protect, promote, improve and provide for public health, safety, and general welfare of the citizens of the City of Lake Worth through minimum standards which provide: equitable, harmonious, and efficient development and distribution of population and land uses; effective transportation system providing facilities for efficient circulation for all modes of transportation-pedestrian, bicycle and vehicular modes; adequate public facilities – communication, transportation, drainage, water, wastewater, schools, parks, public safety and recreational facilities and other public facilities and services; and protection and preservation of places of historical, cultural, natural or architectural importance and significance to the community; b) to ensure and keep record of the safety, orderly and efficient development and expansion of the city, in accordance with and pursuant to its plans and ordinances; and c) to encourage economic development in a stable, prospering business environment. The general update will be to repeal and replace, format, define, and conform to new state laws. There are four articles consisting of Article 10.100 General Provisions, Article 10.200 Definitions, Article 10.300 Plat Process which correlates with Appendix A-Plan and Plat Documents and Article 10.400 Policy and Process which correlates with

Appendix B-Standards and Details (design criteria and construction standards). The Comprehensive Plan was updated and adopted in April 2018. These changes are directions from the plan.

Chapter 14, Zoning Regulations:

The chapter is an update that correlates with the zoning map, which will make some of the zoning districts obsolete and will create new classifications. Again, this will be a repeal and replace, with formatting, definitions and new and updated regulations.

Article 14.100 General Provision enabling legislation and authority of the city. Section 14.103 Purpose is established in accordance with the adopted Comprehensive Plan for the purpose of promoting the health, safety, morals and general welfare of the city. Section 14.200 Administration which establish city zoning authority, guidelines and responsibilities for appointed officials and expands certificate of occupancy. The biggest change to the section is the Planning and Zoning Commission is now comprised for 5 members and two alternates. Section 14.300 Definition which removes obsolete definitions, updates and adds new districts and coordinates with Land Use Table (Article 14.400). Article 14.500 is the new and updated zoning districts and Article 14.600 is new and updated supplemental districts and different land uses such as accessory buildings, bufferyards, vehicle parking and loading requirements.

Chair Watkins called for anyone wishing to speak for or against the request to come forward.

There being no one wishing to speak, Chair Watkins closed the public hearing at 6:46 p.m. and called for the motion.

**A MOTION WAS MADE BY COMMISSION MEMBER JONES, SECONDED BY COMMISSION MEMBER SMITH TO APPROVE PLANNING AND ZONING CASE No. 2019-28 AS PRESENTED.**

**MOTION TO APPROVE CARRIED 7-0.**

**CITY COUNCIL  
APPROVED**

Mayor Bowen opened the public hearing at 6:47 p.m. and announced that the item was presented during the Planning and Zoning portion of the meeting.

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

There being no one wishing to speak, Mayor Bowen closed the public hearing at 6:47 p.m. and called for the motion.

**A MOTION WAS MADE BY COUNCIL MEMBER NARMORE, SECONDED BY MAYOR PRO TEM SMITH TO APPROVE ORDINANCE No. 1169, PZ 2019-28, REPEALING AND REPLACING THE CURRENT COMPREHENSIVE ZONING ORDINANCE AND ADOPTING THE NEW COMPREHENSIVE ZONING ORDINANCE AND AUTHORIZE THE CITY MANAGER TO MAKE MINOR GRAMMATICAL, CLERICAL, AND NUMBERING CHANGES.**

**MOTION TO APPROVE CARRIED 7-0.**

**B.2 PUBLIC HEARING TO CONSIDER ORDINANCE NO. 1171, PLANNING AND ZONING CASE NO. PZ-2019-29, CHANGING THE ZONING DISTRICT AND USE CLASSIFICATION FROM SINGLE FAMILY RESIDENTIAL (SF1), COMMERCIAL (C), PLANNED COMMERCIAL (PC) AND PLANNED INDUSTRIAL (PI) TO PUBLIC FACILITIES (PF) ZONING DISTRICT AND USE CLASSIFICATION ON APPROXIMATELY SEVENTY-SIX (76) AREAS OF LAND, COMMONLY KNOWN AS THE CITY OF LAKE WORTH MUNICIPAL FACILITIES, LIBRARY, FIRE STATION, PUBLIC PARKS, WELL SITES, AND LIFT STATIONS.**

**PLANNING AND ZONING COMMISSION  
APPROVED**

Chair Watkins opened the public hearing at 6:48 p.m. and called on Ms. Meason to present the item.

Planning and Zoning Administrator Suzanne Meason summarized the item. The City is in the process of rezoning approximately 10% of the City's current zoning districts to replace older zoning districts with new Comprehensive Zoning Districts. City staff, along with our consultant, developed draft regulations and associated maps containing recommended changes that were presented to the Lake Worth Planning and Zoning Commission and the City Council for review in June of 2019. Changes provided by the boards at the joint meeting were provided for on the proposed map and proposed regulations and were presented to the public at a town forum held in August 2019.

City of Lake Worth property to be rezoned to Public Facilities (PF) is approximately 76 acres or 4.2% of City. All the uses that are currently on the property will not change. This request is only for city owned property.

Chair Watkins called for anyone wishing to speak for or against the request to come forward.

Alan Hill, 3608 Mohawk Trail, came forward. He commented he did not receive his notice of the zoning request until today. He did not get an opportunity to study the request and asked what it meant for the city and what will it mean after. Building and Development Director, Barry Barber responded that the changes being made were to city owned property/facilities and they would all be changed to the category designation of public facility. Ms. Meason added that the property in question is all city owned property, the letters that were sent out to residents were to inform them that a zoning change was being

requested and they are within the 200-foot boundaries. By law, the city is required to let citizens know if there is a zoning request within the 200-foot radius of that property. The city is not changing your zoning only changing the zoning on city owned property.

Cynthia Ann Landers, 7509 Malaga Drive, came forward. She inquired about vacant city property and asked if it would remain vacant or with the zoning change would allow the city to build a fire station, apartments, etc. Ms. Meason gave the example of 7500 Telephone Road, which is currently vacant city property. This property has been deemed as future parkland. If the city decided to change the property use, the process to change would go back before the public and Council for approval on the change.

Ken Sanderson, 3700 Pueblo Trail, came forward. He was concerned with the property at 7500 Telephone Road, as it is deemed a park would it have bright lights facing towards his home or his neighbor's home. Mr. Barber explained to him that this was a future park and no plans have been made for it, so could not answer the question.

There being no one else wishing to speak, Chair Watkins closed the public hearing at 6:59 p.m. and called for the motion.

**A MOTION WAS MADE BY COMMISSION MEMBER DIANE SMITH, SECONDED BY COMMISSION MEMBER BIGGERS RECOMMENDING APPROVAL PZ 2019-29 AS PRESENTED.**

**MOTION TO APPROVE CARRIED 5-0-2, WITH COMMISSION MEMBERS RILEY, SMITH, TURLEY, BIGGERS AND CHAIR WATKINS VOTING IN FAVOR AND COMMISSION MEMBERS PENNINGTON AND JONES ABSTAINING.**

*An affidavit of disqualification has been completed by Commission members Pennington and Jones and filed with the City Secretary stating the nature of the interest was property owner in the 200' notification zone.*

### **CITY COUNCIL APPROVED**

Mayor Bowen opened the public hearing at 7:01 p.m. and announced that the item was presented during the Planning and Zoning portion of the meeting.

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

There being no one wishing to speak, Mayor Bowen closed the public hearing at 7:01 p.m. and called for the motion.

**A MOTION WAS MADE BY COUNCIL MEMBER STUARD, SECONDED BY MAYOR PRO TEM SMITH TO APPROVE ORDINANCE No. 1171, PZ 2019-29, FROM SINGLE FAMILY RESIDENTIAL (SF1), COMMERCIAL (C) AND PLANNED COMMERCIAL (PC) AND PLANNED INDUSTRIAL (PI) TO PUBLIC FACILITIES (PF) ZONING DISTRICT AND USE CLASSIFICATION ON APPROXIMATELY SEVENTY-SIX (76) AREAS OF LAND, COMMONLY KNOWN AS THE CITY OF LAKE WORTH MUNICIPAL FACILITIES, LIBRARY, FIRE STATION, PUBLIC PARKS , WELL SITES, AND LIFT STATIONS.**

**MOTION TO APPROVE CARRIED 6-0-1, COUNCIL MEMBERS WHITE, WENGER, PARSLEY, STUARD, NARMORE AND MAYOR PRO TEM SMITH VOTING IN FAVOR AND COUNCIL MEMBER HILL ABSTAINING.**

*An affidavit of disqualification has been completed by Council member Hill and filed with the City Secretary stating the nature of the interest was property owner in the 200' notification zone.*

**B.3 PUBLIC HEARING TO CONSIDER ORDINANCE NO. 1172, PLANNING AND ZONING CASE NO. PZ-2019-30, CHANGING THE ZONING DISTRICT AND USE CLASSIFICATION FROM SINGLE FAMILY RESIDENTIAL (SF1) TO PUBLIC FACILITIES (PF) ZONING DISTRICT ON APPROXIMATELY EIGHTY - TWO (82) ACRES OF LAND MORE COMMONLY KNOWN AS THE LAKE WORTH HIGH SCHOOL, EFFIE MORRIS ELEMENTARY SCHOOL, LAKE WORTH ADMINISTRATION BUILDING, N.A. HOWRY MIDDLE SCHOOL, AND LAKE WORTH AGRICULTURAL SITE.**

**PLANNING AND ZONING COMMISSION  
APPROVED**

Chair Watkins opened the public hearing at 7:03 p.m. and called on Suzanne Meason to present the item.

Planning and Zoning Administrator Suzanne Meason summarized the item. The City is in the process of rezoning approximately 10% of the City's current zoning districts to replace older zoning districts with new Comprehensive Zoning Districts. City staff, along with our consultant, developed draft regulations and associated maps containing recommended changes that were presented to the Lake Worth Planning and Zoning Commission and the City Council for review in June of 2019. Changes provided by the boards at the joint meeting were provided for on the proposed map and proposed regulations and were presented to the public at a town forum held in August 2019.

Lake Worth ISD property to be rezoned to Public Facilities (PF) is approximately 82 acres or 1.2 % of City. These properties are more commonly known as Lake Worth High School, Effie Morris Elementary School, Lake Worth Administration building, N.A. Howry Intermediate School and the Lake Worth Agricultural site. All uses that are currently on the property will not change.

Chair Watkins called for anyone wishing to speak for or against the request to come forward.

Teresa Gonzlaes, 4009 Dakota, came forward. She asked how changing the zoning benefited the school district. Ms. Meason explained that the city was trying to make all the school property the same designation. It would not change the school zone nor affect the use of the property.

Teresa Riley, 7108 Liliac Lane, came forward. She expressed her concern that if the city changed the school and city facilities to the designation of Public Facility how could you tell what is what by looking at the map. Ms. Meason stated that currently Lake Worth High School was zoned single family residence and it was not a residence. It will now be changed to public facility to reflect the use better. Mr. Barber added once the zoning is complete it will actually clean up the zoning map and you will be able to tell if it is a school facility or city facility by the new designation.

Melissa Killian, 4220 Lakewood Drive, came forward. She inquired about the city property that is next to her, if the city could change the vacant property to something else. Ms. Meason responded, the city technically could but it would have to go through the process to change the designation. Ms. Killian asked since she lives in Fort Worth would that change her to be in Lake Worth now. Ms. Meson stated it would not affect her property in that way.

There being no one wishing to speak, Chair Watkins closed the public hearing at 7:14 p.m. and called for the motion.

**A MOTION WAS MADE BY COMMISSION MEMBER PENNINGTON, SECONDED BY COMMISSION MEMBER RILEY RECOMMENDING APPROVAL PZ2019-30, AS PRESENTED.**

**MOTION TO APPROVE CARRIED 6-0-1, WITH COMMISSION MEMBERS RILEY, SMITH, TURLEY, BIGGERS, PENNINGTON AND CHAIR WATKINS VOTING IN FAVOR AND COMMISSION MEMBER JONES ABSTAINING.**

*An affidavit of disqualification has been completed by Board member Jones and filed with the City Secretary stating the nature of the interest was property owner in the 200' notification zone.*

**CITY COUNCIL  
APPROVED**

Mayor Bowen opened the public hearing at 7:15 p.m. and announced that the item was presented during the Planning and Zoning portion of the meeting.

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

There being no one wishing to speak, Mayor Bowen closed the public hearing at 7:17 p.m. and called for the motion.

**A MOTION WAS MADE BY MAYOR PRO TEM SMITH, SECONDED BY COUNCIL MEMBER STUARD TO APPROVE PZ 2019-30, ORDINANCE NO. 1172, AS PRESENTED.**

**MOTION TO APPROVE CARRIED 7-0.**

**B.4 PUBLIC HEARING TO CONSIDER ORDINANCE NO. 1170, REPEALING AND REPLACING THE CURRENT SUBDIVISION REGULATIONS AND DESIGN CRITERIA AND CONSTRUCTION STANDARDS (DCCS) ORDINANCE AND ADOPTING A NEW SUBDIVISION REGULATIONS AND DESIGN CRITERIA AND CONSTRUCTION STANDARDS (DCCS) ORDINANCE AND AUTHORIZE THE CITY MANAGER TO MAKE MINOR GRAMMATICAL, CLERICAL, AND NUMBERING CHANGES.**

**APPROVED**

Mayor Bowen opened the public hearing at 7:18 p.m. and announced that the item was presented with item B.1

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

There being no one wishing to speak, Mayor Bowen closed the public hearing at 7:18 p.m. and called for the motion.

**A MOTION WAS MADE BY COUNCIL MEMBER STUARD, SECONDED BY MAYOR PRO TEM SMITH TO APPROVE ITEM B.4, ORDINANCE NO. 1170, AS PRESENTED.**

**MOTION TO APPROVE CARRIED 7-0.**

**C. EXECUTIVE SESSION**

No items for this category.

**D. EXECUTIVE SESSION ITEMS – CITY COUNCIL AND PLANNING AND ZONING COMMISSION MAY TAKE ACTION ON ANY ITEMS DISCUSSED IN EXECUTIVE SESSION LISTED ON THE AGENDA.**

No item for this category.

**E. ADJOURNMENT**

Chair Sherrie Watkins and Mayor Walter Bowen adjourned the meeting at 7:19 p.m.

**APPROVED**

By: \_\_\_\_\_  
Walter Bowen, Mayor

**ATTEST:**

\_\_\_\_\_  
Monica Solko, City Secretary

**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, NOVEMBER 12, 2019  
REGULAR MEETING: 6:45 PM**

**A. CALL TO ORDER.**

Mayor Walter Bowen called the Council meeting to order at 7:26 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 Jim Smith Geoffrey White Sue Wenger Ronny Parsley Pat O. Hill Gary Stuard Clint Narmore	Mayor Mayor Pro Tem, Place 1 Council, Place 2 Council, Place 3 Council, Place 4 Council, Place 5 Council, Place 6 Council, Place 12
Staff:	Stacey Almond Debbie Whitley Monica Solko Mike Christenson JT Manoushagian Mike Shelley Misty Christian Barry Barber Suzanne Meason	City Manager Assistant City Manager/Finance Director City Secretary Fire Chief Interim Police Chief Public Works Superintendent City Engineer Planning and Development Director Planning and Zoning Administrator
Absent:	Drew Larkin	City Attorney



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

#### **1. PRESENTATION – ALLIANCE FOR CHILDREN.**

Interim Police Chief J.T. Manoushagian presented a donation check to Alliance for Children.

#### **2. PARKS AND OPEN SPACE MASTER PLAN EVALUATION FOR THE CITY OF LAKE WORTH PRESENTED BY THE UNIVERSITY OF TEXAS AT ARLINGTON CAPPA DEPARTMENT OF PUBLIC AFFAIRS - FALL 2019.**

Mayor Bowen called on City Manager Stacey Almond to introduce UTA students. Ms. Almond introduced Professor Joseph Portugal. The City of Lake Worth reached out to the University of Texas at Arlington's CAPPA Department of Public Affairs to help determine the feasibility of implementing the master park plan and developing a park and recreation department. This project was done in two phases. Phase I Capstone team was given the following objectives: to create a cost benefit analysis, to determine if creating a parks and recreation department is fiscally feasible for the City of Lake Worth, to execute a field survey of park users and residents, and to offer funding recommendations for the proposed park update.

In Fall of 2019, the Phase II Capstone team continued this work by:

- Resurveying park users for preferences
- Creating a return on investment (ROI) analysis
- Conducting an economic impact, or cost-benefit, analysis
- Creating a regional marketing plan to promote the new park amenities

The Phase II Capstone team students presented a PowerPoint presentation to Council. The team conducted a return on investment analysis by collecting data from cities, including population, park and recreation fees, expenses, and budgets. The team used the cities from Phase I's park user survey as a sample population to collect the ROI information. The ROI analysis shows that the City of Lake Worth can expect to offset costs of the new park update through the generation of tax revenue, mainly from sales, and by increased user fees from the park. Further economic impacts, both direct and indirect, are detailed in their report.

The park user survey was conducted over a period of two weeks which resulted in most park users are nonresidents of Lake Worth, that there is an even preference for soccer and baseball, and that there is an average spending of \$37.50 per park user visit.

To anticipate effects of future economic activity, the Phase II team conducted an analysis of economic impact. The analysis included estimated costs and benefits of the economic development potential from the parks update, and it showed that the city can expect positive economic growth from the update. To maximize the impacts of these changes, Phase II team recommends that the city of Lake Worth apply for grants, such as from the Texas Parks and Wildlife Department, to invest in sustainable methods like water

conservation and solar technology, to build local relationships, and to host youth tournaments.

The purpose of the marketing plan is to provide additional funds to the park while also promoting the city's parks amenities. As recommendations, the Phase II team suggests opportunities for sponsorships as well as marketing strategies and tactics. Based on the Phase II team's investigation, Park Plan C is recommended for the City of Lake Worth. This recommendation was based on its potential to provide for future economic growth, including that fact that it has the most even number of soccer and baseball fields, per the user survey results, and that it would be a suitable site for hosting youth tournaments that would boost economic activity for the city.

#### **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 THE MINUTES OF THE OCTOBER 7, 2019 REGULAR CITY COUNCIL MEETING.**

**B.2 APPROVE RESOLUTION NO. 2019-22, UPDATING THE JOB DESCRIPTION FOR PROFESSIONAL STANDARDS OFFICER AND CHANGING THE TITLE TO TRAINING COORDINATOR.**

**B.3 APPROVE THE APPOINTMENT OF MIKE SHELLEY, VOTING MEMBER AND STACEY ALMOND, ALTERNATE MEMBER TO THE WHOLESALE WATER AND WASTEWATER CUSTOMER ADVISORY COMMITTEE THROUGH SEPTEMBER 30, 2020.**

**B.4 APPROVE FINANCE REPORTS FOR THE MONTH OF OCTOBER 2019.**

**A MOTION WAS MADE BY MAYOR PRO TEM SMITH, SECONDED BY COUNCIL MEMBER PARSLEY TO APPROVE THE CONSENT AGENDA.**

**MOTION TO APPROVE CARRIED 7-0.**

## **C. PLANNING AND DEVELOPMENT**

### **C.1 DISCUSS AND CONSIDER A WAIVER FROM ORDINANCE NO. 826, DESIGN CRITERIA AND CONSTRUCTION STANDARDS, SECTION XIII - DRAINAGE AND STORM SEWER, B. HYDROLOGY, 4. RUNOFF CALCULATIONS.**

#### **APPROVED**

Planning and Zoning Administrator Suzanne Meason summarized the item. The applicant for Planning and Zoning Case No. PZ-2019-21 (item D.2) requested a waiver from the Design Criteria and Construction Standards, Section XIII - Drainage and Storm Sewer, B. Hydrology, 4. Runoff Calculations to grant the following relief:

- Not account for the fully developed conditions for the offsite area located in the City of Fort Worth. This consideration will require the City of Fort Worth to detain future development of the site located within their jurisdiction; and
- Allow the developer to take into account existing conditions or the future detained conditions for this area. All onsite drainage will be required to follow the City of Lake Worth's criteria.

City Engineer, Misty Christian, agrees with the proposed request and has determined it would not adversely impact the development.

**A MOTION WAS MADE BY COUNCIL MEMBER WENGER, SECONDED BY COUNCIL MEMBER STUARD TO APPROVE ITEM C.1, A WAIVER FROM ORDINANCE NO. 826, AS PRESENTED.**

**MOTION TO APPROVE CARRIED 7-0.**

### **C.2 DISCUSS AND CONSIDER A UTILITIES AND STORMWATER FACILITIES MAINTENANCE AGREEMENT WITH CORRELL DEVELOPMENT GROUP FOR THE LAKEVIEW HEIGHTS ADDITION.**

#### **APPROVED**

Planning and Zoning Administrator Suzanne Meason summarized the item. Council is being asked to approve a maintenance agreement for the onsite utilities and stormwater facilities for the Lakeview Heights (10.58 acres site), an age restricted senior living community. This agreement provides for the owner of the development to upkeep and maintain those facilities.

The agreement provides for the following:

1. Landowner, and its successors, shall adequately construct and maintain the facility at no expense to the city;
2. The facility includes all pipes, channels or other conveyances built to convey water, wastewater, and stormwater;
3. Inspection and report of the entire facility shall be performed annually and provided to the city;
4. The landowner grants the city permission to enter the property and perform an inspection as a follow-up to reported deficiencies and response to complaints;

5. In the event the landowner fails to maintain the facility the city has permission to access the property and take whatever steps necessary to correct deficiencies and charge those costs to the landowner; and
6. Reimbursement, for the above repairs will be charged to the landowner and repayment required within 30 days. Failure to do so would result in liens being placed upon the property.

**A MOTION WAS MADE BY COUNCIL MEMBER STUARD, SECONDED BY COUNCIL MEMBER PARSLEY TO APPROVE ITEM C.2, AS PRESENTED.**

**MOTION TO APPROVE CARRIED 6-1, WITH COUNCIL MEMBERS WHITE, WENGER, PARSLEY, HILL, STUARD AND MAYOR PRO TEM SMITH VOTING IN FAVOR AND COUNCIL MEMBER NARMORE VOTING AGAINST.**

#### **D. PUBLIC HEARINGS**

**D.1 PUBLIC HEARING TO CONSIDER PLANNING & ZONING CASE NO. PZ-2019-20, A PROPOSED PRELIMINARY PLAT BEING ALL OF A 10.58-ACRE TRACT OF LAND KNOWN AS ABSTRACT 188, TRACT 2CC, JOHN BREEDING SURVEY, OF THE RECORDS OF TARRANT COUNTY, TEXAS. THE PROPOSED PRELIMINARY PLAT'S NEW LEGAL DESCRIPTION WILL BE BLOCK 2, LOT 1, LAKEVIEW HEIGHTS SUBDIVISION, WHICH WILL GENERALLY BE DESCRIBED AS 6835 SUNVIEW DRIVE, LAKE WORTH, TEXAS UPON PLATTING. (ITEM WAS TABLED AT THE OCTOBER 7, 2019 CITY COUNCIL MEETING; PLANNING AND ZONING COMMISSION RECOMMENDED APPROVAL BY A VOTE OF 7-0).**

#### **APPROVED**

Mayor Bowen announced that the public hearing had been previously opened and called on Ms. Meason to present the item.

Planning and Zoning Administrator Suzanne Meason summarized the item. The City Council opened the public hearing on September 10, 2019 and voted to table the item to the October 7, 2019 City Council meeting. On October 7, 2019, the applicant requested the item to be tabled again to the November 12, 2019. The Correll Development Group made application on behalf of the property owner for approval of a preliminary plat for the 10-acre tract of land located off Hodgkins Road. The Planning and Zoning Commission recommended approval by a 7-0 vote. Staff has reviewed the preliminary plat document and noticed the easements were not marked private on the documents. If approved, staff is requesting Council to include the stipulation that all easements be marked private on the plat.

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

Correen Robertson, 2724 Twinflower Drive, representing Correll Development Group came forward. She stated they were excited to start the aged restricted development and felt it would be a great addition to the city. She also commented on Council's concern for maintenance and upkeep of the property, she stated it would not be an issue as they planned on budgeting funds to ensure the property would be maintained.

There being no one else wishing to speak, Mayor Bowen closed the public hearing at 8:20 p.m. and called for the motion.

**A MOTION WAS MADE BY COUNCIL MEMBER PARSLEY, SECONDED BY COUNCIL MEMBER NARMORE TO APPROVE ITEM D.1, PZ 2019-20, WITH THE STIPULATION TO MARK ALL EASEMENTS AS PRIVATE ON THE PLAT.**

**MOTION TO APPROVE CARRIED 7-0.**

**D.2 PUBLIC HEARING TO CONSIDER ORDINANCE NO. 1173, PLANNING & ZONING CASE NO. PZ- 2019-21, REGARDING AN ORDINANCE AMENDING ORDINANCE NO. 500, THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF LAKE WORTH, SO AS TO CONSIDER A SITE PLAN FOR THE AGE RESTRICTED SENIOR LIVING COMMUNITY AN APPROXIMATELY 10.58-ACRE TRACT OF LAND, CURRENTLY LEGALLY KNOWN AS ABSTRACT 188, TRACT 2CC, JOHN BREEDING SURVEY, TARRANT COUNTY, TEXAS, BEING THAT ALL OF THE CERTAIN CALLED 10.58- ACRE PARCEL OF LAND, WHICH WHEN PLATTED WILL BE BLOCK 2, LOT 1, LAKEVIEW HEIGHTS SUBDIVISION RECORDED IN THE DEED RECORDS OF TARRANT COUNTY, TEXAS, BY AMENDING THE OFFICIAL ZONING MAP TO REFLECT SUCH CHANGE. THE PROPERTY TO BE CONSIDERED IS GENERALLY DESCRIBED AS A 10.58-ACRE PARCEL OF LAND WHICH WILL BE COMMONLY KNOWN AS 6835 SUNVIEW DRIVE, LAKE WORTH, TEXAS. (ITEM WAS TABLED AT THE OCTOBER 7, 2019 CITY COUNCIL MEETING; PLANNING AND ZONING COMMISSION RECOMMENDED APPROVAL BY A VOTE OF 7-0).**

**APPROVED**

Mayor Bowen announced that the public hearing had been previously opened and called on Ms. Meason to present the item.

Planning and Zoning Administrator Suzanne Meason summarized the item. The City Council opened the public hearing on September 10, 2019 and voted to table the item to the October 7, 2019 City Council meeting. On October 7, 2019, the applicant requested the item be tabled again to the November 12, 2019. The Correll Development Group made application on behalf of the property owner for approval of a site plan and civil construction plans for the 10-acre tract of land located off Hodgkins Road. Council previously approved the waiver (item C.1), maintenance agreement (item C.2) and preliminary plat with the stipulation to mark all easements as private (item D.1) on the property. The next step is the approval of the site plan, which consists of twenty-nine (29) work quads and a community center that will be gated. They have onsite trash receptacles

and parking. There will not be any off-street parking and there will be a security entrance to the community. They are proposing a monument sign for the location. Also, the structures will be masonry. Staff has reviewed the site plan and civil construction documents and find them to substantially comply with the City of Lake Worth requirements. The Planning and Zoning Commission recommended approval by a 7-0 vote.

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

There being no one wishing to speak, Mayor Bowen closed the public hearing at 8:26 p.m. and called for the motion.

Council member Hill asked about the fencing of the property. Ms. Meason stated that the fencing would be around the perimeter of the property and would begin after the security entrance behind the office building. There is public access to the office building.

**A MOTION WAS MADE BY COUNCIL MEMBER STUARD, SECONDED BY MAYOR PRO TEM SMITH TO APPROVE ORDINANCE NO. 1173, ITEM D.2 AS PRESENTED.**

**MOTION TO APPROVE CARRIED 7-0.**

**D.3 PUBLIC HEARING TO CONSIDER ORDINANCE NO. 1174, PLANNING AND ZONING CASE NO. PZ-2019-24, AN ORDINANCE, AMENDING ORDINANCE NO. 802, SO AS TO CONSIDER A SITE PLAN AMENDMENT OF AN APPROXIMATE 1.45-ACRE PARCEL OF LAND, LEGALLY KNOWN AS BLOCK 1, LOT 8, LAKE WORTH TOWNE CROSSING ADDITION, LAKE WORTH, TARRANT COUNTY, TEXAS, BEING THAT ALL OF THE CERTAIN CALLED 1.45-ACRE PARCEL OF LAND RECORDED IN THE DEED RECORDS OF TARRANT COUNTY, TEXAS. THE PROPERTY TO BE CONSIDERED IS GENERALLY DESCRIBED AS A 1.45-ACRE PARCEL OF LAND LOCATED 6632 LAKE WORTH BLVD., LAKE WORTH, TEXAS. (PLANNING AND ZONING COMMISSION RECOMMENDED APPROVAL BY A VOTE OF 7-0).**

**APPROVED**

Mayor Bowen opened the public hearing at 8:26 p.m. and called on Ms. Meason to present the item.

Planning and Zoning Administrator Suzanne Meason summarized the item. Wells Fargo Bank is requesting a site plan amendment to add an additional ATM kiosk located at the back of the property. With the closure of their secondary bank branch, staff feels that it will help keep the traffic flow moving and has no concerns with the location. The Planning and Zoning Commission recommended approval by a 7-0 vote.

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

There being no one wishing to speak, Mayor Bowen closed the public hearing at 8:28 p.m. and called for the motion.

**A MOTION WAS MADE BY COUNCIL MEMBER NARMORE, SECONDED BY COUNCIL MEMBER WENGER TO APPROVE ORDINANCE NO. 1174, ITEM D.3 AS PRESENTED.**

**MOTION TO APPROVE CARRIED 7-0.**

**D.4 PUBLIC HEARING TO CONSIDER ORDINANCE NO. 1175, PLANNING & ZONING CASE NO. PZ- 2019-25, AN ORDINANCE AMENDING ORDINANCE NO. 849, SO AS TO CONSIDER A SITE PLAN AMENDMENT OF AN APPROXIMATE 12.33-ACRE PARCEL OF LAND, LEGALLY KNOWN AS LOT 1, HOME DEPOT LAKE WORTH ADDITION, LAKE WORTH, TARRANT COUNTY, TEXAS, BEING THAT ALL OF THE CERTAIN CALLED 12.33-ACRE PARCEL OF LAND RECORDED IN THE DEED RECORDS OF TARRANT COUNTY, TEXAS. THE PROPERTY TO BE CONSIDERED IS GENERALLY DESCRIBED AS A 12.33-ACRE PARCEL OF LAND LOCATED 3950 JIM WRIGHT FREEWAY, LAKE WORTH, TEXAS. (PLANNING AND ZONING COMMISSION RECOMMENDED APPROVAL BY A VOTE OF 7-0).**

**APPROVED**

Mayor Bowen opened the public hearing at 8:29 p.m. and called on Ms. Meason to present the item.

Planning and Zoning Administrator Suzanne Meason summarized the item. The Home Depot is requesting a site plan amendment to add an outside display and storage area. This area will be used for equipment storage that can be rented through their new Tool Rental Center service. All previously approved items will still pertain to the site. The Planning and Zoning Commission recommended approval by a 7-0 vote.

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

There being no one wishing to speak, Mayor Bowen closed the public hearing at 8:30 p.m. and called for the motion.

**A MOTION WAS MADE BY COUNCIL MEMBER WENGER, SECONDED BY COUNCIL MEMBER HILL TO APPROVE ORDINANCE NO. 1175, PZ 2019-25, AS PRESENTED.**

**MOTION TO APPROVE CARRIED 7-0.**

**D.5 PUBLIC HEARING TO CONSIDER ORDINANCE NO. 1176, PLANNING & ZONING CASE NO. PZ- 2019-26, AN ORDINANCE AMENDING ORDINANCE NO. 500, THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF LAKE WORTH, SO AS TO CONSIDER A LAND USE DESIGNATION AND DEVELOPMENT PLAN OF AN APPROXIMATELY 1.26-ACRE PARCEL OF LAND, LEGALLY KNOWN AS BLOCK 4, LOT 2-R1, BROADVIEW WEST ADDITION, TARRANT COUNTY, TEXAS, BEING THAT ALL OF THE CERTAIN CALLED 1.26-ACRE PARCEL OF LAND RECORDED IN THE DEED RECORDS OF TARRANT COUNTY, TEXAS, BY AMENDING THE OFFICIAL ZONING MAP TO REFLECT SUCH CHANGE. THE PROPERTY TO BE CONSIDERED IS GENERALLY DESCRIBED AS A 1.26-ACRE PARCEL OF LAND LOCATED AT 6116 LAKE WORTH BLVD., LAKE WORTH, TEXAS. (PLANNING AND ZONING COMMISSION RECOMMENDED APPROVAL BY A VOTE OF 7-0).**

**APPROVED**

Mayor Bowen opened the public hearing at 8:31 p.m. and called on Ms. Meason to present the item.

Planning and Zoning Administrator Suzanne Meason summarized the item. Robert Petrie currently has the property under contract with Dr. Giles. Mr. Petrie is seeking a land use designation and development plan approval to construct a commercial shopping center similar to the one located at 6060 Rocky Point Trail. Prior to closing on the property, Mr. Petrie wanted to receive approval of his requested use. Ordinance No. 1176, outlines the businesses types and development plan for the property layout. The applicant believes that the proposed type of establishment on the property would be more conducive to Lake Worth's Comprehensive Land Use Plan and redevelopment for the area. The drive approaches will have to be approved by TxDOT and are subject to change. The Planning and Zoning Commission recommended approval by a 7-0 vote.

Mayor Bowen called on the applicant to present the item. The applicant, Robert Petrie, 7217 Charlene Court, came forward. He stated that they own the building next door to this land and the medical offices. Harris Hospital would like to add on to the existing building, making it an "L" shaped building. This addition will be constructed similarly to the existing building. He was available to answer any questions Council may have.

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

There being no one wishing to speak, Mayor Bowen closed the public hearing at 8:36 p.m. and called for the motion.

**A MOTION WAS MADE BY COUNCIL MEMBER STUARD, SECONDED BY COUNCIL MEMBER NARMORE TO APPROVE ORDINANCE NO. 1176, ITEM D.5 AS PRESENTED.**

**MOTION TO APPROVE CARRIED 7-0.**



## **E. PUBLIC WORKS**

No items for this category.

## **F. GENERAL ITEMS**

- F.1 DISCUSS AND CONSIDER AWARD OF CONTRACTS FOR EMPLOYEE GROUP MEDICAL AND DENTAL INSURANCE WITH BLUE CROSS BLUE SHIELD (BCBS), GROUP VISION INSURANCE WITH SUPERIOR, BASIC LIFE/AD&D GROUP INSURANCE WITH DEARBORN, NEW BENEFITS, AND EMPLOYEE ASSISTANCE PROGRAM FOR CALENDAR YEAR 2020 AS PRESENTED AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONTRACT DOCUMENTS.**

### **APPROVED**

Human Resources Manager Danielle Hackbusch presented the item. Council is being asked to consider award of contract for employee group health, dental, vision and basic life/AD&D insurance for 2020. Proposals were solicited by Wellspring Insurance Agency, Inc. in accordance with city policy and qualifications. The city's selection committee reviewed and evaluated the proposals and is recommending award of the following:

- Blue Cross Blue Shield - group health insurance and dental
- Superior Vision – vision
- Dearborn – basic life/AD&D
- New Benefit
- Employee Assistance Program (EAP)

**A MOTION WAS MADE BY MAYOR PRO TEM SMITH, SECONDED BY COUNCIL MEMBER STUARD TO APPROVE THE AWARD OF CONTRACTS FOR EMPLOYEE GROUP MEDICAL AND DENTAL INSURANCE WITH BLUE CROSS BLUE SHIELD (BCBS), GROUP VISION INSURANCE WITH SUPERIOR, BASIC LIFE/AD&D GROUP INSURANCE WITH DEARBORN, NEW BENEFITS, AND EMPLOYEE ASSISTANCE PROGRAM FOR CALENDAR YEAR 2020 AS PRESENTED AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONTRACT DOCUMENTS.**

**MOTION TO APPROVE CARRIED 7-0.**

- F.2 DISCUSS AND CONSIDER CONTINUED PARTICIPATION IN THE COST OF EMPLOYEE DEPENDENT HEALTH INSURANCE COVERAGE AT THE CURRENT RATE OF 30%.**

### **APPROVED**

City Manager Stacey Almond presented the item. The City has contributed 30% to the cost of employee dependent health insurance coverage for the last several years. Staff is requesting that the contribution continue at the current rate of 30% of dependent premium cost. Currently there are 21 employees who cover one or more dependents. The funding for the dependent premium costs is included in the approved budget for fiscal year ending September 30, 2020.

**A MOTION WAS MADE BY COUNCIL MEMBER WENGER, SECONDED BY COUNCIL MEMBER PARSLEY TO APPROVE ITEM F.2, THE CONTINUED PARTICIPATION IN THE COST OF EMPLOYEE DEPENDENT HEALTH INSURANCE COVERAGE AT THE CURRENT RATE OF 30%.**

**MOTION TO APPROVE CARRIED 7-0.**

**F.3 DISCUSS AND CONSIDER THE PURCHASE OF TWO (2) MEDICAL CARDIAC MONITORS FROM ZOLL MEDICAL CORPORATION AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONTRACT.**

**APPROVED**

Fire Chief Mike Christenson presented the item. The Fire Department staff is requesting approval to replace two (2) existing medical cardiac monitors during FY 2020. Special purchasing terms have been provided by the cardiac monitor manufacturer (Zoll Medical Corporation) which would extend the due date of funding until October of 2020. The cardiac monitors currently being utilized by the Fire Department have experienced significant electrical failures, recently rendering one device inoperable. Replacement parts and components for the existing cardiac monitors have become inaccessible due to the age of the devices. The existing devices will no longer be supported by the manufacturer effective January of 2021. The current devices were scheduled for replacement during FY 2021; however, the current lack of reliability in the existing devices have advanced the initial replacement schedule. The Zoll monitors are used by MedStar, Fort Worth, Saginaw, River Oaks and White Settlement. By using the Zoll monitors we will be able to replace our supplies utilizing MedStar, which will also result in future cost savings.

**A MOTION WAS MADE BY COUNCIL MEMBER HILL, SECONDED BY COUNCIL MEMBER STUARD TO APPROVE ITEM F.3, AS PRESENTED.**

**MOTION TO APPROVE CARRIED 7-0.**

**F.4 DISCUSS AND CONSIDER RESOLUTION NO. 2019-23, CREATING JOB DESCRIPTIONS FOR THE POLICE COMMANDER - SUPPORT SERVICES, POLICE COMMANDER - FIELD OPERATIONS, AND REVISING THE PROPERTY AND EVIDENCE TECHNICIAN JOB DESCRIPTION.**

**APPROVED**

Human Resources Manager Danielle Hackbusch presented the item. Council is being asked to approve the following job descriptions.

- The Police Commander – Field Operations position is a conversion of the pre-existing “Police Lieutenant” position that is being broadened in scope and renamed to align with the department’s vision of a flattened organizational structure with empowered leaders at all levels. This position is consistent in both job

requirements and nomenclature with other surrounding departments. The Commander of Field Operations will report directly to the Chief of Police and will command the following units/ divisions: Patrol and Special Operations (Traffic & SRO's).

- The Police Commander – Support Services position is a conversion of the preexisting “Police Captain/ Assistant Chief” position that is being broadened in scope and renamed to align with the department’s vision of a flattened organizational structure with empowered leaders at all levels. This position is consistent in both job requirements and nomenclature with other surrounding departments. The Commander of Support Services will report directly to the Chief of Police and will command the following units/ divisions: Criminal Investigations, Communications, Property & Evidence, Records, Training and City Marshal.
- The property and evidence technician position is a critical position within the department. Recent reviews have emphasized the importance of a full-time employee serving in this position. Therefore, the “Administrative Assistant” responsibilities will be removed in order to facilitate 100% focus on property and evidence management. The administrative duties previously held by this position will be divided among the two new divisional commanders. This position will report directly to the Commander of the Support Services Division.

**A MOTION WAS MADE BY COUNCIL MEMBER STUARD, SECONDED BY COUNCIL MEMBER HILL TO APPROVE RESOLUTION No. 2019-23, ITEM F.4 AS PRESENTED.**

**MOTION TO APPROVE CARRIED 7-0.**

**F.5 DISCUSS AND CONSIDER CHANGES TO THE CITY OF LAKE WORTH ORGANIZATIONAL CHART FOR THE POLICE DEPARTMENT AND CITY OF LAKE WORTH EMPLOYEE PAY PLAN D.**  
**APPROVED**

City Manager Stacey Almond summarized the item. The City of Lake Worth Organizational Chart and Lake Worth Pay Plan D for the Police Department have been updated to reflect the following proposed changes:

1. Change Professional Standards Officer title to Training Coordinator;
2. Eliminate the Admin. Asst/Property & Evidence Tech position;
3. Eliminate the Patrol Lieutenant position;
4. Eliminate the Assistant Chief of Police position; and
5. Eliminate the Administrative Assistant position in the Police Department.
6. Add Commander - Field Operations
7. Add Commander - Support Services
8. Add Property & Evidence Technician

**A MOTION WAS MADE BY COUNCIL MEMBER WENGER, SECONDED BY MAYOR PRO TEM SMITH TO APPROVE ITEM F.5, AS PRESENTED.**

**MOTION TO APPROVE CARRIED 7-0.**

**F.6 DISCUSS AND CONSIDER RESOLUTION NO. 2019-24, CASTING THE CITY OF LAKE WORTH ALLOCATED VOTES FOR THE TARRANT APPRAISAL DISTRICT (TAD) BOARD OF DIRECTORS.  
APPROVED**

City Manager Stacey Almond summarized the item. City Council is being asked to consider the candidates for the Tarrant Appraisal District Board of Directors and cast the City's allocated three (3) votes for the candidate(s) of the Council's choosing. In September of this year the Tarrant Appraisal District (TAD) notified all affected taxing entities that the term of service (two years) of the five-member Board of Directors will expire on December 31, 2019. Each entity was provided the opportunity to make one nomination for each of the five positions to be filled, though no nomination was required. Lake Worth has been allocated three (3) votes, which may be cast collectively or separately for any nominee(s) on the official ballot. Votes cast for persons not listed on the ballot will not be considered. A complete list of nominees on the official ballot is as follows:

<b>Nominees:</b>	<b>Nominating Entity:</b>
Daniel J. Bennett	City of Haslet
Richard DeOtte	City of Colleyville City of Southlake
John Fegan	Birdville ISD White Settlement ISD
Michael Glaspie	Tarrant County
Mike Leyman	White Settlement ISD
Gary Losada	City of Colleyville
John Molyneaux	Fort Worth ISD White Settlement ISD
Mike O'Donnell	Arlington ISD White Settlement ISD
Joe Potthoff	White Settlement ISD
Kathryn Wilemon	Tarrant County

Resolution No. 2019-24 will cast three (3) votes for the nominee(s) chosen by City Council. Those nominees receiving the greatest number of votes will be elected to the TAD Board of Directors for a two-year term, beginning January 1, 2020.

**A MOTION WAS MADE BY MAYOR PRO TEM SMITH, SECONDED BY COUNCIL MEMBER STUARD TO APPROVE RESOLUTION No. 2019-24, CASTING THE CITY OF LAKE WORTH VOTES FOR TARRANT APPRAISAL DISTRICT (TAD) BOARD OF DIRECTOR TO GARY LOSADA.**

**MOTION TO APPROVE CARRIED 7-0.**

**F.7 DISCUSS AND RECEIVE AN UPDATE ON FUEL INVENTORY VARIANCES.  
UPDATE**

City Manager Stacey Almond summarized the item. During the May-July, the city saw small to no variances in fuel. However, in August and September the city saw large variance similar to what was experienced prior to the calibration. Due to the continued larger variances staff feels it's necessary to provide another update. Fuel inventories for October show an overage of 377.7 gallons of unleaded and 42.3 gallons of diesel. Staff recommends exploring options to sell the tanks located at the fuel barn and research options for purchasing fuel at local gas stations through a discounted fuel card. All information would be brought to council for approval, after completion of research.

**NO ACTION REQUIRED BY CITY COUNCIL.**

**F.8 DISCUSS AND CONSIDER RESOLUTION NO. 2019-25, APPOINTING  
MEMBERS TO THE PLANNING & ZONING COMMISSION.  
TABLED**

Planning and Zoning Administrator Suzanne Meason summarized the item. With the approval of the new zoning ordinance, regulations for the Planning and Zoning Commission shall be made up of five (5) regular members and two (2) alternate members. Council is being asked to appointment members to the Planning and Zoning Commission, establishing place, members and alternates.

Current members:

<b>Planning &amp; Zoning Commission</b>	<b>Place</b>	<b>Term Expires</b>
Don Riley	Place, 1	10/2021
Sherrie Kubala Watkins*	Place 2, Chair	10/2020
Jeanie Turley	Place 3	10/2021
Patty Biggers	Place 4	10/2020
Troy Jones	Place 5	10/2021
Diane Smith	Place 6	10/2020
Coy Pennington**	Place 7, Vice-Chair	10/2021

**COUNCIL REQUESTED ADDITIONAL INFORMATION BEFORE TAKEN ACTION AND REQUESTED TO CONTINUE THE ITEM AT THE DECEMBER 10, 2019 CITY COUNCIL MEETING.**

**G. TxDOT UPDATE(S)**

**G.1 DISCUSS AND RECEIVE FEEDBACK ON THE TXDOT – SH 199 PROJECT**

City Manager Stacey Almond presented the item. Council member White and city staff attended the following meetings to discuss the upcoming TxDOT projects in, and around, Lake Worth:

1. October 17th - SH 199 Utility Coordination Re-Kickoff Meeting
  - The meeting was set to discuss identified conflicts and plan of action for utilities. Lake Worth was informed of wastewater conflicts, however, that was a miscommunication. We were assured that no relocation of any water or wastewater would be necessary for the project extending from FM 1886 to Azle Ave.
2. October 25th - Value Engineering Presentation results at NCTCOG
  - The results of the value engineering presentation were provided to the group (see attached). This information was very valuable and will need to be discussed further as we navigate future design stages.
3. November 1st - Meeting with Commissioner Johnson's Office
  - Meeting to discuss SH 199 project and show them the aerial renderings we had created by Kimley-Horn. This discussion was very positive and resulted in an additional meeting the following week with additional staff from Tarrant County.
4. November 8th - 2nd Meeting with Commissioner Johnson's Office
  - Meet with additional staff from Tarrant County Judge's office along with Transportation Engineer.

## **H. MAYOR AND COUNCIL ITEM(S)**

### **H.1 UPDATE ON TARRANT COUNTY MAYOR'S COUNCIL BY MAYOR BOWEN**

Mayor Bowen announced the Mayor's Council Annual Banquet is set for Monday, December 2 at the Ridglea Country Club.

## **I. EXECUTIVE SESSION**

### **I.1 PURSUANT TO SECTION 551.074: PERSONNEL MATTERS TO DELIBERATE THE EMPLOYMENT, EVALUATION, AND DUTIES OF PUBLIC EMPLOYEE - CHIEF OF POLICE.**

Mayor Bowen announced at 9:14 p.m. that the Council would adjourn into Executive Session as authorized by Chapter 551, Texas Government Code, specifically Section 551.074: Personnel matters to deliberate the employment, evaluation, and duties of public employee – Chief of Police. Executive Session began at 9:15 p.m. and concluded at 9:18 p.m.

*Mayor Bowen reconvened into open session at 9:18 p.m.*

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

No action required as a result of Executive Session.

**K. ADJOURNMENT**

Mayor Walter Bowen adjourned the meeting at 9:19 p.m.

**APPROVED**

By: \_\_\_\_\_  
Walter Bowen, Mayor

**ATTEST:**

\_\_\_\_\_  
Monica Solko, City Secretary

**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, DECEMBER 10, 2019  
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 Jim Smith Geoffrey White Sue Wenger Ronny Parsley Pat O. Hill Gary Stuard Clint Narmore	Mayor Mayor Pro Tem, Place 1 Council, Place 2 Council, Place 3 Council, Place 4 Council, Place 5 Council, Place 6 Council, Place 12
Staff:	Stacey Almond Debbie Whitley Monica Solko Ryan Arthur JT Manoushagian James Sullivan Kelly McDonald Barry Barber Suzanne Meason	City Manager Assistant City Manager/Finance Director City Secretary Division Chief / Fire Operations Chief of Police Public Works Superintendent Purchasing Coordinator/Risk Manager Planning and Development Director Planning and Zoning Administrator
Absent:	Drew Larkin	City Attorney



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

#### **1. WELCOME AND INTRODUCTION – PUBLIC OFFICIAL, PUBLIC EMPLOYEE OR CITIZEN.**

Mayor Bowen administered the oath of office to the new Chief of Police, J.T. Manoushagian.

#### **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 FINANCE REPORTS FOR THE MONTH OF NOVEMBER 2019.**

#### **B.2 CONSIDER APPROVAL OF AN INTERLOCAL AGREEMENT (CO# 131642) WITH TARRANT COUNTY FOR FY 2019-2020 FOR RECONSTRUCTION AND ASPHALT OVERLAY PROJECTS AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT.**

#### **B.3 CONSIDER RESOLUTION NO. 2019-20, APPROVING THE LOCAL PROJECT ADVANCE FUNDING AGREEMENT BETWEEN TEXAS DEPARTMENT OF TRANSPORTATION (TXDOT) AND THE CITY OF LAKE WORTH FOR THE DESIGN AND INSTALLATION OF THE GREEN RIBBON LANDSCAPE IMPROVEMENTS AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT.**

#### **B.4 CONSIDER APPROVAL OF INTERLOCAL AGREEMENT WITH TARRANT COUNTY FOR FY 2019–2020 ROADWAY STRIPING AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT.**

#### **B.5 CONSIDER APPROVAL OF THE PURCHASE OF ASPHALT ROAD SURFACING PRODUCTS FOR FY 2019 - 2020 IN AN AMOUNT NOT TO EXCEED \$350,000 FOR STREET PROJECTS AND GENERAL REPAIRS, UTILIZING THE TARRANT COUNTY COOPERATIVE PURCHASING AGREEMENT.**

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

**MOTION TO APPROVE CARRIED 7-0.**

### **C. PUBLIC HEARINGS**

**C.1 PUBLIC HEARING TO CONSIDER ORDINANCE NO. 1165, PLANNING AND ZONING CASE NO. PZ-2019-31, CHANGING THE ZONING DISTRICT AND USE CLASSIFICATION FROM SINGLE FAMILY RESIDENTIAL (SF1) AND PLANNED COMMERCIAL (PC) TO MIXED USE PLANNED DEVELOPMENT (MU-PD) ZONING DISTRICT AND USE CLASSIFICATION ON APPROXIMATELY SEVENTY-ONE (71) ACRES OF LAND, MORE COMMONLY KNOWN AS THE AREA LOCATED NORTH OF HIGHWAY 199, WEST OF THE CITY LIMIT LINE, SOUTH OF AZLE AVENUE, AND EAST OF INTERSTATE 820. (PLANNING & ZONING COMMISSION RECOMMENDED APPROVAL BY A 7-0 VOTE).**

#### **APPROVED**

Mayor Bowen opened the public hearing at 6:44 p.m. and called on Ms. Meason to present the item.

Planning and Zoning Administrator Suzanne Meason summarized the item. The City is in the process of rezoning approximately 10% of the City's current zoning districts to replace older zoning districts with new Comprehensive Zoning Districts. City staff, along with the city consultant, developed new regulations and associated maps that were presented to the Lake Worth Planning and Zoning Commission and the City Council at the joint meeting on November 12, 2019 and were adopted. The rezoning of the Broadview West Addition of the City is to clean up the current zoning of the properties in that area that are mixed throughout, and have it conform with the City's Future Land Use Plan which was adopted in April 2018. The property owners of the Broadview West Addition of the City were sent a detailed letter along with the public hearing notice explaining the zoning change request. On Monday, October 28, 2019 as required by State law, the city mailed out one hundred twenty-eight (128) letters of Notification for Public Hearing to all property owners within two hundred (200') feet of the subject sites. Notice was also published in the City's newspaper of record, the Fort Worth Star Telegram on Saturday, November 2, 2019. Staff received 5 public comment forms back in favor (3 of those owning multiple properties) and 1 back in opposition of the rezoning as of the packet preparation date. The Planning and Zoning Commission recommended approval by a 7-0 vote.

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

There being no one wishing to speak, Mayor Bowen closed the public hearing at 6:45 p.m. and called for the motion.

**A MOTION WAS MADE BY MAYOR PRO TEM SMITH, SECONDED BY COUNCIL MEMBER STUARD TO APPROVE ORDINANCE NO. 1165, PZ 2019-31, AS PRESENTED**

**MOTION TO APPROVE CARRIED 7-0.**

## **D. PLANNING AND DEVELOPMENT**

### **D.1 DISCUSS AND CONSIDER RESOLUTION NO. 2019-25, APPOINTING MEMBERS TO THE PLANNING AND ZONING COMMISSION (CONTINUED FROM NOVEMBER 12, 2019 COUNCIL MEETING).**

#### **APPROVED**

Planning and Zoning Administrator Suzanne Meason summarized the item. At the November 12, 2019 City Council meeting, staff was directed to compile additional candidate information for Council to review before making appointments.

Mayor Pro Tem Smith asked if there was an issue with the previous format of appointments and if there had been an instance where there was a lack of quorum for a meeting. City Manager Stacy Almond explained that with the approval of the new zoning ordinance, the new regulations called for five regular members and two alternate members. There are currently seven members to the commission, so staff is requesting direction on placement of candidates, whether a regular member or alternate. The alternate position is still required to attend all meetings, they would be part of the discussion but would not be able to vote unless a regular member was absent. Also, there have been instances where a meeting was close to not having a quorum, so the regulations were changed to decrease the minimum number of members needed to make a quorum. This would allow some flexibility to all appointed members.

**A MOTION WAS MADE BY COUNCIL MEMBER WENGER, SECONDED BY COUNCIL MEMBER NARMORE TO APPROVE RESOLUTION No. 2019-25 APPOINTING DIANE SMITH TO PLACE 1, SHERRIE WATKINS TO PLACE 2, JEANNIE TURLEY TO PLACE 3, PATTY BIGGERS TO PLACE 4, TROY JONES TO PLACE 5, COY PENNINGTON TO ALTERNATE, PLACE 6 AND DON RILEY TO ALTERNATE, PLACE 7.**

**MOTION TO APPROVE CARRIED 4-3, WITH COUNCIL MEMBERS WHITE, WENGER, PARSLEY AND NARMORE VOTING IN FAVOR AND COUNCIL MEMBERS HILL, STUARD AND MAYOR PRO TEM SMITH VOTING AGAINST.**

## **E. PUBLIC WORKS**

No items for this category.

## **F. GENERAL ITEMS**

### **F.1 DISCUSS AND CONSIDER APPROVAL OF A WAIVER TO ALLOW FOR COMMON REPRESENTATION WITH TAYLOR, OLSON, ADKINS, SRALLA, & ELAM (TOASE) TO NEGOTIATE AN INTERLOCAL AGREEMENT FOR FIRE SERVICES BETWEEN THE CITY OF LAKE WORTH AND THE CITY OF RIVER OAKS.**

#### **APPROVED**

City Manager Stacey Almond presented the item. The City of Lake Worth sent official notice to the City of River Oaks and the City of Sansom Park advising them of our intent to renegotiate the terms of our interlocal agreement for fire services. Staff has completed the new interlocal agreement and desires to have our City Attorney, Drew Larkin, review the agreement for completeness and providing advice concerning the proposal. Mr. Larkin's firm represents both Lake Worth and River Oaks, therefore a Conflict of Interest Waiver must be approved by the City Council of both entities. This will allow TOASE to assist both cities possess little risk to Lake Worth and can be undertaken impartially. With respect to client confidences, TOASE would still be obligated to maintain any confidences given to them by Lake Worth. However, attorney - client privilege does not extend to commonly represented clients. Staff and TOASE do not view the cities' relationship or discussion over this matter as antagonistic or unfriendly, nor do we foresee the negotiations becoming contentious. If Council desires not to approve the waiver for the Interlocal Agreement for Fire Services Lake Worth would need to seek counsel, other than TOASE, for this negotiation.

**A MOTION WAS MADE BY COUNCIL MEMBER STUARD, SECONDED BY COUNCIL MEMBER HILL TO APPROVE THE A WAIVER TO ALLOW FOR COMMON REPRESENTATION WITH TAYLOR, OLSON, ADKINS, SRALLA & ELAM (TOASE) TO NEGOTIATE AND INTERLOCAL AGREEMENT FOR FIRE SERVICES BETWEEN THE CITY OF LAKE WORTH AND THE CITY OF RIVER OAKS.**

**MOTION TO APPROVE CARRIED 7-0.**

### **F.2 DISCUSS AND RECEIVE FEEDBACK ON THE 2019 BULLFROG WEST FEST. UPDATE**

City Manager Stacey Almond presented the item. The city had various meetings and e-mail correspondence with the Northwest Tarrant (NWT) Lions Club and Chute 2 Productions in reference to the Bullfrog West Fest event. In an effort to provide information and recommendations to the Council staff reached out to other local municipalities that host rodeo's with Chute 2 Productions. Staff had lengthy discussions to gain insight on the operation, cost and overall event functions with Granbury, Haslet, Springtown, and Plano. It was after these discussions that staff realized the excellent opportunity to host the Bullfrog West Fest event in Lake Worth. Due to the high traffic area and our centralized geographic location staff believed that the city, local community, businesses and hoteliers would benefit from increased participation on the city's behalf. Staff then discussed the potential for the city to host the event and developed a tentative plan for participation. The plan consisted of a concert in the park (one headline band with

1-2 smaller opening acts), food trucks, beer sales, offsite parking, promotion through advertisement, along with sponsorship opportunities. Ms. Almond also spoke on the estimated costs associated with hosting the event and gave a timeline of meeting dates with the NWT Lions Club and Chute 2 Productions as the planning for the event took place. She highlighted some lessons learned from the event and things that could be improved on if Council's wishes were to move forward hosting the event or if Council would like to host a separate event.

Council members White asked Ms. Almond if she had any public comments from her perspective she would like to share about the event. Ms. Almond stated that the overall event was successful, but it would be difficult for the city to continue a relationship with the Bullfrog West Fest together with the NWT Lions Club and Chute 2 Productions. The city would like to change the event times, but it would be difficult without overlapping the rodeo event times, the city also needed a little more control over food vendors which proved to be difficult, and parking arrangements were unsuccessful with the two organizations. The Bullfrog West Fest has been going on for some time before the city got involved, making the organizers set in their ways on how they want to conduct business. Our initial meetings with them, seemed like they were open to our participation in the event but as the event went along that somewhat changed. It was her recommendation on behalf of staff and the city that if the Council would like to do a largescale event like Bullfrog, the city do it independently of the NWT Lions Club and Chute 2 Productions.

Council member White also commented that he and his family had been brutalized over the past two years on the event. The first year was because he did not support the event, but he did support the event the second year and spoke in favor of it as the city would be the face and host of the whole event. He further stated that his name had been smeared in the community over asking questions about the event last year. These questions were only to help him come to a better decision on whether or not to support the event. He and others on Council members were brutalized over their decision not to support the event and added that derogatory comments were made towards him and his family because of his lack of support.

Mayor Bowen asked if the organizers had approached the City to reserve the park for the event next year. Ms. Almond stated they had reached out to the city. She added that staff had a recap meeting in which the organizers were invited to discuss the overall event and ways in which we could improve upon it. At the conclusion of the meeting, the organizers informed the city that they would only allow the city to provide finances that could be used at their leisure. Ms. Almond informed them that the city would not participate in that manner and the organizers left the meeting and stated they were done doing business with the city.

**AFTER FURTHER DISCUSSION, THE COUNCIL CONSENSUS WAS NOT TO PARTICIPATE IN THE BULLFROG WEST FEST EVENT NOR TO ALLOW THE USE OF THE CITY PARK FOR THE EVENT.**

### **F.3 DISCUSS AND RECEIVE AN UPDATE ON THE CITY OF LAKE WORTH'S RECORDS MANAGEMENT PROGRAM. UPDATE**

City Secretary Monica Solko summarized the item. This item is an update on the Records Management program for 2019. City staff has continued working on the backlog of scanning and the purging of duplicate copies and records that have met retention. This year, staff has imaged approximately 64,000 records, purged approximately 14,000 records and have cut down paper records to be transferred to records storage to wait out retention from 76 boxes to 13 boxes this year. In the past, paper records were boxed and stored at the records center to wait out their time before purging them. These records are now imaged and stored as the city original while the paper copy is destroyed. Records management is an ongoing process and with the increased regulations each year, a good records management program is essential. City staff will continue to focus on the preservation of quality records and reduction of paper. This is a team effort and each department has not only been scanning daily city transactions but have also been working on the backlog of records.

Ms. Almond commented that the overall city goal is go paperless by 2021.

**NO ACTION REQUIRED BY CITY COUNCIL.**

### **G. TxDOT UPDATE(S)**

#### **G.1 DISCUSS AND RECEIVE FEEDBACK ON THE TXDOT – SH 199 PROJECT**

City Manager Stacey Almond presented the item. Council member White and city staff attended the following meetings to discuss the upcoming TxDOT projects in, and around, Lake Worth:

November 19th - Meeting with Commissioner Johnson, Judge Whitley and State Representative Geren.

- This meeting was set to show Judge Whitley and Representative Geren the animations created by Lake Worth. Discussion topics at the meeting were opposition to elevation, severe economic impact to Lake Worth, over-design, and desire for BCR and Azle Ave to be included in the proposed project.
- All in attendance agreed that we must evaluate the entire area and the traffic together and not independent of one another.
- The general understanding is we only get one opportunity to get this project right.

December 9th - Meeting at Judge Whitley's office with State Representative Geren and members of TxDOT Fort Worth Division (Regional Director) to discuss local issues with the SH 199 proposed project.

- The meeting we set at Judge Whitley's office and the animation was sent to the Regional Director ahead of time as not take up too much of their time. Council member White and Ms. Almond attended the meeting to answer any questions

in behalf of the city but Judge Whitley and Representative Geren did most of the heavy lifting for the city.

- This resulted in us asking them to completely scratch the entire program, go back to square one, with no elevation, minimal depression if none, and keep SH 199 as an urban collector.
- The issues with the 1886 project to Azle Avenue: those plans are at 90% complete and TxDOT was asked on Monday to back those plans up to the bridge, as to not affect what will happen with the city.
- Other good news, we have been saying you cannot evaluate SH 199 and 820 without evaluating Azle Avenue and Boat Club Road. So, TxDOT has agreed to insert those two roads into the entire scope of the project. The city will be sending over the Kimley-Horn drawings that Council approved.

## **H. MAYOR AND COUNCIL ITEM(S)**

### **H.1 UPDATE ON TARRANT COUNTY MAYOR'S COUNCIL BY MAYOR BOWEN**

Mayor Bowen announced the Mayor's Council Annual Banquet took place last Monday, December 2 at the Ridglea Country Club where the new slate of officers were voted in.

## **I. EXECUTIVE SESSION**

No items for this category.

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

No action required as a result of Executive Session.

## **K. ADJOURNMENT**

Mayor Walter Bowen adjourned the meeting at 7:31 p.m.

**APPROVED**

By: \_\_\_\_\_  
Walter Bowen, Mayor

**ATTEST:**

\_\_\_\_\_  
Monica Solko, City Secretary

## Lake Worth City Council Meeting - January 14, 2020

### Agenda Item No. B.2

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

**ITEM:** Approve finance reports for the month of December 2019.

#### **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:**

December 2019 Finance Reports

#### **RECOMMENDED MOTION OR ACTION:**

Approve finance reports for the month of December 2019.



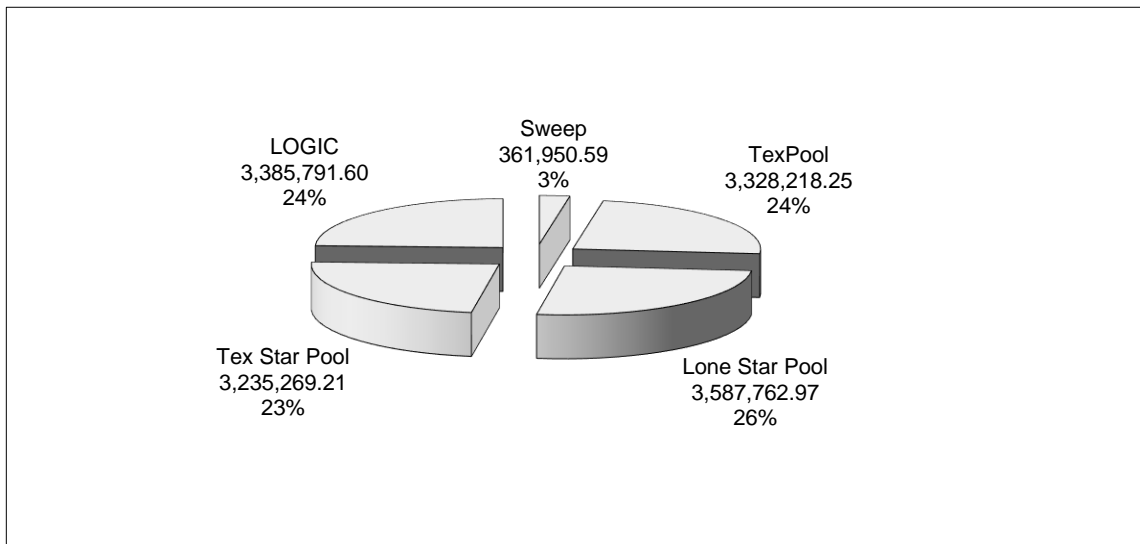
**CITY OF LAKE WORTH  
CASH POSITION  
As of December 31, 2019**

	Checking Account	TexPool	Lone Star Pool	TexStar	LOGIC	Total
General Fund	102,870.55	1,896,925.07	1,925,647.50	2,056,748.68	1,903,864.65	7,886,056.45
Park Fund	12,870.26	180,800.80			187,041.76	380,712.82
Child Safety Fund	6,533.33					6,533.33
Court Technology	8,666.64					8,666.64
Court Security Fund	23,386.57				52,276.48	75,663.05
Confiscated Property Fund	4,868.76					4,868.76
Street Maintenance		395,582.05	395,320.55	414,304.77	396,089.08	1,601,296.45
Crime Control	30,713.85	116,544.84	115,313.16	165,641.82		428,213.67
PEG Fund					88,000.43	88,000.43
Water/Sewer Fund	96,711.97	469,746.99	438,941.04		418,801.04	1,424,201.04
Debt Service	44,369.52	268,618.50	267,939.98			580,928.00
Vehicle Replacement Fund			106,415.00	251,918.61		358,333.61
2008 CO Series						0.00
Hotel/Motel Tax Fund	30,959.14		338,185.74	346,655.33	339,718.16	1,055,518.37
Total All Cash & Invstments	361,950.59	3,328,218.25	3,587,762.97	3,235,269.21	3,385,791.60	13,898,992.62

# CITY OF LAKE WORTH INVESTMENT ACTIVITY *As of December 31, 2019*

***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	\$361,950.59
<i>(Funds covered by FDIC and Pledged Collateral by Bank of Texas)</i>	
Total Funds Held In TexPool	\$3,328,218.25
<i>(NAV \$1.00 per share, 3,328,218 shares; WAM 1 day)</i>	
Total Funds Held In Lone Star Pool	\$3,587,762.97
<i>(NAV \$1.00 per share, 3,587,763 shares; WAM 1 day)</i>	
Total Funds Held In TexStar Pool	\$3,235,269.21
<i>(NAV \$1.00 per share, 3,235,269 shares; WAM 1 day)</i>	
Total Funds Held In LOGIC	\$3,385,791.60
<i>(NAV \$1.00 per share, 3,385,792 shares; WAM 1 day)</i>	
<b>Total All Funds</b>	<b>\$13,898,992.62</b>



Prepared By: *Debbie Whitley*

Date: January 8, 2020

**CITY OF LAKE WORTH  
EXPENDITURE REPORT  
December 2019**

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNEXPENDED BALANCE	% EXPENDED
<b>GENERAL FUND</b>					
Mayor/Council	16,777.00	68.27	20,856.74	-4,079.74	124%
Administration	570,822.00	124,881.32	287,137.16	283,684.84	50%
Admin-Finance	487,986.00	31,032.37	120,242.31	367,743.69	25%
Admin-HR/Risk Mgmt	162,959.00	8,562.27	36,865.25	126,093.75	23%
Admin-Multi-Purpose Center	26,375.00	50,479.54	81,433.64	-55,058.64	309%
Admin-Multi-LW Area Museum	5,675.00	206.49	777.70	4,897.30	14%
Police	2,707,270.00	192,554.60	626,145.87	2,081,124.13	23%
Fire	2,709,846.00	345,952.76	787,510.79	1,922,335.21	29%
Street	1,289,789.00	55,310.90	174,410.48	1,115,378.52	14%
Library	338,991.00	26,869.65	78,965.87	260,025.13	23%
Parks	936,846.00	59,374.16	120,016.79	816,829.21	13%
Maintenance Dept	76,654.00	5,361.04	16,490.44	60,163.56	22%
Senior Citizens	129,268.00	6,355.80	28,778.08	100,489.92	22%
Municipal Court	253,417.00	20,728.24	55,661.46	197,755.54	22%
Animal Control	181,890.00	12,822.79	37,343.96	144,546.04	21%
Emergency Management	39,900.00	28.10	8,947.79	30,952.21	22%
Permits & Inspections	313,108.00	22,580.76	76,909.18	236,198.82	25%
P & I - Planning & Zoning	104,439.00	8,492.42	35,892.81	68,546.19	34%
P & I - Code Compliance	27,650.00	2.00	2.00	27,648.00	0%
Information Technology	552,888.00	53,030.40	119,315.49	433,572.51	22%
Economic Dev Activities	517,489.00	26,849.83	82,764.05	434,724.95	16%
Total General Fund	11,450,039.00	1,051,543.71	2,796,467.86	8,653,571.14	24%

<b>WATER/SEWER FUND</b>					
Administration	298,746.00	9,470.95	27,433.30	271,312.70	9%
Water Supply	888,421.00	56,342.40	147,405.25	741,015.75	17%
Water Distribution	398,195.00	45,578.63	282,004.25	116,190.75	71%
Sewer Department	1,247,894.00	95,078.72	164,150.23	1,083,743.77	13%
Total Water/Sewer	2,833,256.00	206,470.70	620,993.03	2,212,262.97	22%

**CITY OF LAKE WORTH  
REVENUE REPORT  
December 2019**

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

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNRECEIVED BALANCE	% RECEIVED
<b>GENERAL FUND</b>					
Property Taxes	1,002,444.00	299,898.26	409,850.97	592,593.03	41%
Franchise Fees	450,000.00	88,341.39	94,639.73	355,360.27	21%
Sales and Beverage Taxes	7,580,000.00	573,414.76	1,341,417.97	6,238,582.03	18%
Fines and Warrants	430,035.00	29,481.31	88,235.66	341,799.34	21%
License & Permits	123,875.00	35,442.28	62,575.89	61,299.11	51%
Sanitation	198,335.00	16,916.76	50,839.11	147,495.89	26%
Animal Control	9,300.00	930.00	2,905.00	6,395.00	31%
Investment Income & Misc	1,102,874.00	42,354.19	149,182.90	953,691.10	14%
Due From Other Funds	300,316.00			300,316.00	0%
Use of Prior Year Reserves	253,218.00			253,218.00	0%
Transfer In-Other Funds					0%
Total General Fund	11,450,397.00	1,086,778.95	2,199,647.23	9,250,749.77	19%

<b>WATER/SEWER FUND</b>					
Water Sales	1,424,845.00	94,703.23	333,241.46	1,091,603.54	23%
Water Tap Fees	1,500.00	3,658.92	3,658.92	-2,158.92	244%
Water Service Charge	60,000.00	8,430.68	21,819.07	38,180.93	36%
Sewer Charges	1,260,000.00	102,606.91	301,655.42	958,344.58	24%
Sewer Tap Fees	4,000.00	2,944.09	2,944.09	1,055.91	74%
New Service Set Up Fee		320.00	940.00	-940.00	#DIV/0!
Interest Income & Miscellaneous	90,960.00	6,521.46	42,620.74	48,339.26	47%
Transfers In	189,153.00			189,153.00	0%
Use of Prior Year Reserves				0.00	#DIV/0!
Total Water/Sewer Fund	3,030,458.00	219,185.29	706,879.70	2,323,578.30	23%

<b>DEBT SERVICE FUND</b>					
Property Tax Revenue	1,190,360.00	347,541.87	475,574.53	714,785.47	40%
Investment Income & Misc	12,000.00	304.72	506.79	11,493.21	4%
Transfers In	347,686.00	0.00	0.00	347,686.00	0%
Use of Prior Year Reserves	55,000.00			55,000.00	0%
Total Debt Service	1,605,046.00	347,846.59	476,081.32	1,128,964.68	30%

**CITY OF LAKE WORTH  
GF SALES TAX ANALYSIS  
FOR DECEMBER 2019 REVENUE**

	<i><b>Net Payment</b></i>	<b>Current % Incr or Decrease</b>
December 2019	573,414.76	
December 2018	576,318.97	<b>-0.504%</b>
December 2017	524,455.23	<b>9.335%</b>
<i><b>YTD Net Payment</b></i>		
Current YTD Total	1,341,417.97	
YTD, Last Year	1,288,647.28	<b>4.095%</b>
YTD, 2 Years Ago	1,137,681.89	<b>17.908%</b>

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<i><b>Current Period Collections</b></i>		
December 2019	539,850.67	
December 2018	535,546.17	<b>0.804%</b>
December 2017	530,146.50	<b>1.830%</b>

<i><b>YTD Current Period Collections</b></i>		
Current YTD Total	1,322,415.32	
YTD, Last Year	1,264,762.93	<b>4.558%</b>
YTD, 2 Years Ago	1,261,340.69	<b>4.842%</b>

CITY OF LAKE WORTH  
PARK FUND  
As of December 31, 2019

REVENUE SOURCE:

UTILITY DONATIONS	2,381.00
DONATIONS - KIDS & TREES	0.00
DONATIONS - NAVAJO PARK	0.00
DONATIONS - RAYL PARK	0.00
DONATIONS - LAKE WORTH PARK	0.00
INVESTMENT INCOME	1,180.56
CONTRIBUTIONS FROM OTHER FUNDS	0.00
MISCELLANEOUS	161.84
Total Revenue	<u>3,723.40</u>

EXPENDITURE CATEGORY:

MISCELLANEOUS	31.02
PARK MAINTENANCE	65.16
CHARBONNEAU PARK	24.95
LAKE WORTH PARK	1,786.97
NAVAJO PARK	0.00
GRAND LAKE PARK	30.35
REYNOLDS PARK	0.00
RAYL PARK	351.01
TELEPHONE ROAD PARK	0.00
DAKOTA PARK	0.00
EQUIPMENT PURCHASE/IMPROVEMENTS	0.00
Total Expenditure	<u>2,289.46</u>

REVENUE OVER EXPENDITURES 1,433.94

<u>CASH POSITION</u>	
CHECKING	12,870.26
INVESTMENTS	<u>367,842.56</u>
TOTAL CASH	380,712.82

CITY OF LAKE WORTH  
STREET MAINTENANCE  
December 2019

**Revenue**

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

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNRECEIVED BALANCE	% RECEIVED
Interest & Misc Income	27,000.00	2,283.52	5,002.40	21,997.60	19%
Transfers In	200,607.00			200,607.00	0%
Use of Prior Yr Rsrvs	608,568.00			608,568.00	
Total Revenue	836,175.00	2,283.52	5,002.40	831,172.60	1%

**Expenditures**

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNEXPENDED BALANCE	% EXPENDED
Miscellaneous				0.00	0%
Barricades & Markers	25,000.00	285.04	285.04	24,714.96	1%
Street Projects	545,055.00	443.50	4,302.00	540,753.00	1%
Concrete Replacement	266,120.00			266,120.00	0%
Total Expenditures	836,175.00	728.54	4,587.04	831,587.96	1%

CITY OF LAKE WORTH  
CCPD  
December 2019

**Revenue**

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

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNRECEIVED BALANCE	% RECEIVED
Sales Tax	1,070,000.00	80,946.49	188,704.42	881,295.58	18%
SRO Reimbursement	89,124.00	7,427.00	22,281.00	66,843.00	25%
Interest & Misc Income	14,750.00	1,269.79	2,018.86	12,731.14	14%
Use of Prior Yr Rsrvs				0.00	
Total Revenue	1,173,874.00	89,643.28	213,004.28	960,869.72	18%

**Expenditures**

CATEGORY	BUDGETED	CURRENT MONTH	YEAR TO DATE	UNEXPENDED BALANCE	% EXPENDED
Salaries	929,621.00	62,635.34	209,559.34	720,061.66	23%
Supplies	25,450.00	5,187.16	14,718.42	10,731.58	58%
Maintenance	28,225.00	1,074.09	2,486.91	25,738.09	9%
Services	98,136.00	2,421.78	54,379.89	43,756.11	55%
Equipment	7,000.00	30,328.92	64,709.75	-57,709.75	924%
Transfers Out	85,080.00			85,080.00	0%
Total Expenditures	1,173,512.00	101,647.29	345,854.31	827,657.69	29%



## Lake Worth City Council Meeting - January 14, 2020

### Agenda Item No. B.3

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**FROM:** Monica Solko, City Secretary

**ITEM:** Approve Resolution No. 2020-01, adopting Hart Intercivic Verity System v.2.3.1 as the voting system for all forms of voting in Tarrant County.

#### **SUMMARY:**

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 Lake Worth City Charter.

Tarrant County Commissioners Court approved the procurement of the Hart Intercivic Verity Voting System v.2.3.1 at its August 13, 2019 meeting. Following approval by the Commissioners Court, Tarrant County Elections procured the voting system for Tarrant County to be used in accordance with the terms and conditions specified in the certification order issued by the Texas Secretary of State. The Commissioners Court, at its August 27, 2019 meeting, formally adopted the Hart Intercivic Verity Voting System v. 2.3.1.

Pursuant to Section 123.001 of the Texas Election Code, City Council must adopt the Hart Intercivic Verity System before such voting system may be used in elections. Such adoption shall be by resolution, order, or other official action of the City Council.

#### **FISCAL IMPACT:**

N/A

#### **ATTACHMENTS:**

Resolution No. 2020-01

#### **RECOMMENDED MOTION OR ACTION:**

Move to approve Resolution No. 2020-01.

## **RESOLUTION NO. 2020-01**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS, ADOPTING HART INTERCIVIC VERITY SYSTEM V.2.3.1 AS THE VOTING SYSTEM FOR ALL FORMS OF VOTING IN TARRANT COUNTY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** 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 Lake Worth City Charter; and

**WHEREAS,** Tarrant County Commissioners Court approved the procurement of the Hart Intercivic Verity Voting System v.2.3.1 and formally adopted the system at its August 27, 2019 meeting for all elections run by the County; and

**WHEREAS,** Section 123.001 of the Texas Election Code, requires the governing body of the political subdivision to adopt a voting system before such system may be used in elections.

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

**SECTION 1.** The City Council hereby finds that the recitals set forth above are true and correct and are incorporated into this Resolution as if written herein.

**SECTION 2.** The City Council adopts the Hart Intercivic Verity Voting System v.2.3.1 for elections to be conducted in Tarrant County.

**SECTION 3.** The voting system will be used for absentee voting by mail, early voting by personal appearance, regular voting on Election Day and provisional voting in Tarrant County.

**SECTION 4.** The system will be used in accordance with the terms and conditions specified in the certification order issued by the Texas Secretary of State.

**SECTION 5.** This resolution shall take effect and be in full force and effect from and after the date of its adoption, and it is so resolved; and all Resolutions of the City Council of the City in conflict herewith are hereby amended or repealed to the extent of such conflict.

**PASSED AND APPROVED** on this 14th day of January, 2020.

**CITY OF LAKE WORTH**

By: \_\_\_\_\_  
Walter Bowen, Mayor

**ATTEST:**

\_\_\_\_\_  
Monica Solko, City Secretary

## Lake Worth City Council Meeting - January 14, 2020

### Agenda Item No. B.4

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**FROM:** Monica Solko, City Secretary

**ITEM:** Approve Resolution No. 2020-02, calling the May 2, 2020 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. 2020-02 orders the City's Election for May 2, 2020. 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 Lake Worth's 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. 2020-02 orders the City's General Election of Officials to be held on May 2, 2020. 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 2020 General Election began January 15, 2020 and concludes on February 14, 2020. 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 20, 2020 and continue through April 28, 2020 at the locations and time established by Tarrant County. In the event a run-off election should be needed, the resolution sets June 13, 2020 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.

The Tarrant County Commissioner's Court approved participation in the countywide polling place

program. This will allow qualified voters the ability to cast their ballot on Election Day at any polling location within Tarrant County. Previously, qualified voters were required to cast their ballot on Election Day at their preassigned polling location based on their precinct.

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 14, 2020), 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 20, 2020 and ending on April 28, 2020 at the locations and times established by Tarrant County. Early voting and Election Day voting by personal appearance will be conducted exclusively on the county's Hart Intercivic Verity Voting System v.2.3.1. Lake Worth voters can vote at any designated polling location in Tarrant County.
- 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 website. 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:**

Resolution No. 2020-02

#### **RECOMMENDED MOTION OR ACTION:**

Move to approve Resolution No. 2020-02, calling the May 2, 2020 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.

## **RESOLUTION NO. 2020-02**

**A RESOLUTION OF THE CITY OF LAKE WORTH, TEXAS, CALLING AND ORDERING A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 2, 2020; 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**, 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 2, 2020, at which the following officers will be elected:

**COUNCIL MEMBER, PLACE 1  
COUNCIL MEMBER, PLACE 3  
COUNCIL MEMBER, PLACE 5  
COUNCIL MEMBER, 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 2020 and ending May 2022, 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 15, 2020 and not later than 5:00 p.m. Friday, February 14, 2020. 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 any designated polling location within Tarrant County 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.** Heider Garcia, the Tarrant County 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 20, 2020 and shall continue until April 28, 2020. 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) 850-2344; or by e-mail at [votebymail@tarrantcounty.com](mailto:votebymail@tarrantcounty.com) not later than April 21, 2020 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 21, 2020. 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 13, 2020. 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 10 hereof on each day that is not a Saturday, Sunday, or an official State Holiday, beginning on Monday, June 1 and continuing through Friday, June 5 between the hours of 8:00 a.m. and 5:00 p.m., Saturday, June 6 between the hours of 7:00 a.m. and 7:00 p.m., Sunday, June 7 between the hours of 11:00 a.m. and 4:00 p.m. and Monday, June 8 and Tuesday, June 9 when voting will be between the hours of 7:00 a.m. and 7:00 p.m.

**SECTION 10 METHOD OF VOTING:** Early and Election Day Voting by personal appearance shall be conducted exclusively on Tarrant County's Hart Intercivic Verity Voting System v.2.3.1. 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 14th day of January, 2020.

**CITY OF LAKE WORTH**

By: \_\_\_\_\_  
Walter Bowen, Mayor

**ATTEST:**

\_\_\_\_\_  
Monica Solko, City Secretary



## **Lake Worth City Council Meeting - January 14, 2020**

### **Agenda Item No. E.1**

---

#### **FROM:**

**ITEM:** Discuss and consider Resolution No. 2020-03, approving the bid for the 45th Year Tarrant County Community Development Block Grant (CDBG) Project for Mohawk Trail Sanitary Sewer Line Rehabilitation for the total base bid of \$296,747.72 and to pledge the City contribution amount of \$199,450.

#### **SUMMARY:**

The proposed resolution will approve recommendations in order for Tarrant County to award the contract to perform construction services for the 45th Year CDBG Project. This project is for rehabilitation of 1,800 linear feet of sanitary sewer line at the following locations:

1. 7200 Block Apache Trail;
2. 3400 Block Shawnee Trail; and
2. 3200-3300 Block Mohawk Trail.

Sealed bids were received on December 4, 2019 with five (5) bidders responding. The lowest responsive bidder is Reytech Service, LLC for a total base bid price of \$296,747.72.

The available construction funding from Tarrant County was not enough to cover the proposed project which results in the city having to commit additional funding for this project in the amount of \$199,450.00

#### **FISCAL IMPACT:**

City contribution - \$199,450

#### **ATTACHMENTS:**

Resolution No. 2020-03  
45th CDBG Award Recommendation Letter  
45th CDBG Bid Tabulation Sheet

#### **RECOMMENDED MOTION OR ACTION:**

Move to approve Resolution No. 2020-03, approving the bid for the 45th Year Tarrant County Community Development Block Grant (CDBG) Project for Mohawk Trail Sanitary Sewer Line Rehabilitation for the total base bid of \$296,747.72 and to pledge the City contribution amount of \$199,450.

**RESOLUTION NO. 2020-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS, APPROVING THE CITY'S RECOMMENDATION TO AWARD A CONSTRUCTION CONTRACT BY TARRANT COUNTY TO JRB PIPELINE SERVICES LLC. FOR THE 45th ANNUAL COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM PROJECT IDENTIFIED AS MOHAWK TRAIL SANITARY SEWER LINE REHABILITATION PROJECT WITHIN THE CITY OF LAKE WORTH; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake Worth, Texas does hereby wish to participate in the 45<sup>th</sup> Year CDBG project with Tarrant County; and

**WHEREAS**, the 45<sup>th</sup> Year CDBG project has been designated for the Mohawk Trail Sanitary Sewer Line Rehabilitation, Project #B19-UC-48-001-44-50; and

**WHEREAS**, Tarrant County Community Development accepted bids for the project on December 4, 2019 and the lowest responsible bidder was, Raytech Services, LLC;

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

**SECTION 1.** That the City of Lake Worth hereby recommends that Tarrant County award the contract for Mohawk Trail Sanitary Sewer Line Rehabilitation Project (CDBG) to Raytech, LLC, for a base bid amount of \$296,747.72 and to pledge the City contribution amount of \$199,450.

**SECTION 2.** That this Resolution shall be effective immediately upon its adoption.

**SECTION 3.** That Resolution No. 2020-03 passed by the City Council on January 14, 2020 is hereby repealed.

**PASSED AND APPROVED** this 14th day of January 2020.

**APPROVED:**

---

Walter Bowen, Mayor

**ATTEST:**

---

Monica Solko, City Secretary



December 10, 2019

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

Re: Mohawk Trail Sewer Rehabilitation  
CDBG #B19-UC-48-0001-44-50  
KHA No. 061060058

Dear Mrs. Almond:

On December 4, 2019, Tarrant County received bids for the Mohawk Trail Sewer Rehabilitation project. This project involves approximately 1,800 linear feet of six (6) inch sanitary sewer line. This project also includes associated appurtenances and services.

The City received five (5) bids which are summarized below.

<b><u>Bidder</u></b>	<b><u>Base Bid</u></b>
Reytech Services, LLC	\$296,747.72
Atkins Bros. Equipment Co.	\$323,055.00
R&D Burns Brothers, Inc.	\$474,495.00
Pittard Construction Company	\$489,580.00
Reyes Group, Ltd.	\$550,131.00

Kimley-Horn has reviewed Reytech Services, LLC qualifications and has verified their bonding company is licensed in the State of Texas. Enclosed is a copy of the bid tabulation for your reference. The contract time for the project is 90 calendar days.

Thank you for the opportunity to be of service to the City of Lake Worth. Should you have any questions or comments, please do not hesitate to contact me.

Sincerely,  
KIMLEY-HORN AND ASSOCIATES, INC.

Misty D. Christian, P.E., CFM

\\FTWFP01\Data\Project\FTW\_Roadway\061060058\_LakeWorth\_CDBG\_ShawneeTrail\CCA\Bidding\rec award.docx

CHECKED BY: 

Misty Christian, P.E., 12/04/19

Owner: **County of Tarrant**  
Job No.: **061060058**  
Project: **Mohawk Trail Sewer Rehabilitation**  
Date: **December 4, 2019**

				BIDDER 1		BIDDER 2		BIDDER 3		BIDDER 4		BIDDER 5	
				Reytech Services, LLC P O Box 540252 Grand Prairie, TX 75054		Atkins Bros. Equipment Co 3516 Old Fort Worth Rd. Midlothian, TX		R & D Burns Brothers, Inc. P O Box 786 Berleson, TX 76097		Pittard Construction Company 190 E. Stacy Rd. #306-306 Allen, TX 75002		Reyes Group, Ltd. 1520 Parker Rd. Grand Prairie, TX 75050	
Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost
<b>Base Bid</b>													
1	Mobilization	1	LS	\$29,928.18	\$29,928.18	\$2,000.00	\$2,000.00	\$7,500.00	\$7,500.00	\$24,000.00	\$24,000.00	\$25,000.00	\$25,000.00
2	General Site Preparation (All Removals)	1	LS	\$18,283.56	\$18,283.56	\$1,000.00	\$1,000.00	\$4,000.00	\$4,000.00	\$40,000.00	\$40,000.00	\$16,500.00	\$16,500.00
3	Traffic Control and Traffic Control Plan	1	LS	\$7,214.24	\$7,214.24	\$1,000.00	\$1,000.00	\$8,500.00	\$8,500.00	\$2,500.00	\$2,500.00	\$5,500.00	\$5,500.00
4	6" SDR-26 PVC Sanitary Sewer Pipe by Open Cut (0' - 8' Depth)	1,000	LF	\$26.69	\$26,690.00	\$65.00	\$65,000.00	\$80.00	\$80,000.00	\$80.00	\$80,000.00	\$100.00	\$100,000.00
5	6" SDR-26 PVC Sanitary Sewer Pipe by Open Cut (8' - 12' Depth)	300	LF	\$27.12	\$8,136.00	\$85.00	\$25,500.00	\$90.00	\$27,000.00	\$90.00	\$27,000.00	\$118.00	\$35,400.00
6	8" SDR-26 PVC Sanitary Sewer Pipe by Open Cut (0' - 8' Depth)	60	LF	\$30.10	\$1,806.00	\$67.00	\$4,020.00	\$83.00	\$4,980.00	\$85.00	\$5,100.00	\$156.00	\$9,360.00
7	8" SDR-26 PVC Sanitary Sewer Pipe by Open Cut (8' - 12' Depth)	60	LF	\$42.93	\$2,575.80	\$87.00	\$5,220.00	\$93.00	\$5,580.00	\$95.00	\$5,700.00	\$191.00	\$11,460.00
8	Trench Safety	1,420	LF	\$1.81	\$2,570.20	\$1.00	\$1,420.00	\$2.00	\$2,840.00	\$1.50	\$2,130.00	\$3.00	\$4,260.00
9	Connect Proposed Sanitary Sewer Line to Existing Sanitary Sewer Manhole	1	EA	\$1,951.02	\$1,951.02	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$6,655.00	\$6,655.00
10	4' Standard Sanitary Sewer Manhole (0' - 8' Depth)	4	EA	\$3,242.29	\$12,969.16	\$6,000.00	\$24,000.00	\$7,000.00	\$28,000.00	\$6,000.00	\$24,000.00	\$9,571.00	\$38,284.00
11	5' Drop Sanitary Sewer Manhole (0' - 8' Depth)	2	EA	\$8,204.62	\$16,409.24	\$1,500.00	\$3,000.00	\$9,500.00	\$19,000.00	\$8,000.00	\$16,000.00	\$13,341.00	\$26,682.00
12	5' Sanitary Sewer Manhole Extra Depth	3	VF	\$339.88	\$1,019.64	\$300.00	\$900.00	\$350.00	\$1,050.00	\$500.00	\$1,500.00	\$1,150.00	\$3,450.00
13	Sanitary Sewer Service 6" In-Road Cleanout	2	EA	\$768.80	\$1,537.60	\$1,200.00	\$2,400.00	\$950.00	\$1,900.00	\$2,500.00	\$5,000.00	\$7,418.00	\$14,836.00
14	DWU Access Unit	1	EA	\$3,308.43	\$3,308.43	\$3,100.00	\$3,100.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00	\$9,859.00	\$9,859.00
15	Sanitary Sewer Service Connection with Cleanout	24	EA	\$848.40	\$20,361.60	\$400.00	\$9,600.00	\$1,600.00	\$38,400.00	\$1,500.00	\$36,000.00	\$3,180.00	\$76,320.00
16	6" SDR-21 HDPE Sanitary Sewer Line (Pipe Burst) (All Depths)	400	LF	\$108.18	\$43,272.00	\$145.00	\$58,000.00	\$200.00	\$80,000.00	\$80.00	\$32,000.00	\$46.00	\$18,400.00
17	Sod	750	SY	\$6.91	\$5,182.50	\$13.00	\$9,750.00	\$15.00	\$11,250.00	\$12.50	\$9,375.00	\$10.00	\$7,500.00
18	Asphalt Pavement Repair	1,250	SY	\$43.86	\$54,825.00	\$47.00	\$58,750.00	\$55.00	\$68,750.00	\$80.00	\$100,000.00	\$49.00	\$61,250.00
19	6" Concrete Curb and 18" Gutter Repair	100	LF	\$25.00	\$2,500.00	\$60.00	\$6,000.00	\$75.00	\$7,500.00	\$95.00	\$9,500.00	\$49.00	\$4,900.00
20	Pre-Construction Television Inspection Including Sewer Services	400	LF	\$2.65	\$1,060.00	\$3.00	\$1,200.00	\$8.00	\$3,200.00	\$2.50	\$1,000.00	\$9.00	\$3,600.00
21	Post-Construction Television Inspection Including Sewer Services	1,820	LF	\$2.69	\$4,895.80	\$3.00	\$5,460.00	\$6.00	\$10,920.00	\$2.50	\$4,550.00	\$2.00	\$3,640.00
22	Point Repair	100	LF	\$53.86	\$5,386.00	\$65.00	\$6,500.00	\$120.00	\$12,000.00	\$25.00	\$2,500.00	\$269.00	\$26,900.00
23	Concrete Driveway Repair	250	SY	\$58.02	\$14,505.00	\$70.00	\$17,500.00	\$140.00	\$35,000.00	\$175.00	\$43,750.00	\$114.00	\$28,500.00
24	Remove and Replace Wooden Fence	15	LF	\$24.05	\$360.75	\$49.00	\$735.00	\$75.00	\$1,125.00	\$65.00	\$975.00	\$125.00	\$1,875.00
25	Construction Allowance	1	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
<b>Total Base Bid</b>				<b>\$296,747.72</b>		<b>\$323,055.00</b>		<b>\$474,495.00</b>		<b>\$489,580.00</b>		<b>\$550,131.00</b>	

CHECKED BY: 

Misty Christian, P.E., 12/04/19

Owner: **County of Tarrant**  
Job No.: **061060058**  
Project: **Mohawk Trail Sewer Rehabilitation**  
Date: **December 4, 2019**

				BIDDER 1		BIDDER 2		BIDDER 3		BIDDER 4		BIDDER 5	
				Reytech Services, LLC P O Box 540252 Grand Prairie, TX 75054		Atkins Bros. Equipment Co 3516 Old Fort Worth Rd. Midlothian, TX		R & D Burns Brothers, Inc. P O Box 786 Berleson, TX 76097		Pittard Construction Company 190 E. Stacy Rd. #306-306 Allen, TX 75002		Reyes Group, Ltd. 1520 Parker Rd. Grand Prairie, TX 75050	
Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost
<b>Base Bid</b>													
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2	General Site Preparation (All Removals)	1	LS	\$18,283.56	\$18,283.56	\$1,000.00	\$1,000.00	\$4,000.00	\$4,000.00	\$40,000.00	\$40,000.00	\$16,500.00	\$16,500.00
3	Traffic Control and Traffic Control Plan	1	LS	\$7,214.24	\$7,214.24	\$1,000.00	\$1,000.00	\$8,500.00	\$8,500.00	\$2,500.00	\$2,500.00	\$5,500.00	\$5,500.00
4	6" SDR-26 PVC Sanitary Sewer Pipe by Open Cut (0' - 8' Depth)	1,000	LF	\$26.69	\$26,690.00	\$65.00	\$65,000.00	\$80.00	\$80,000.00	\$80.00	\$80,000.00	\$100.00	\$100,000.00
5	6" SDR-26 PVC Sanitary Sewer Pipe by Open Cut (8' - 12' Depth)	300	LF	\$27.12	\$8,136.00	\$85.00	\$25,500.00	\$90.00	\$27,000.00	\$90.00	\$27,000.00	\$118.00	\$35,400.00
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9	Connect Proposed Sanitary Sewer Line to Existing Sanitary Sewer Manhole	1	EA	\$1,951.02	\$1,951.02	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$6,655.00	\$6,655.00
10	4' Standard Sanitary Sewer Manhole (0' - 8' Depth)	4	EA	\$3,242.29	\$12,969.16	\$6,000.00	\$24,000.00	\$7,000.00	\$28,000.00	\$6,000.00	\$24,000.00	\$9,571.00	\$38,284.00
11	5' Drop Sanitary Sewer Manhole (0' - 8' Depth)	2	EA	\$8,204.62	\$16,409.24	\$1,500.00	\$3,000.00	\$9,500.00	\$19,000.00	\$8,000.00	\$16,000.00	\$13,341.00	\$26,682.00
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17	Sod	750	SY	\$6.91	\$5,182.50	\$13.00	\$9,750.00	\$15.00	\$11,250.00	\$12.50	\$9,375.00	\$10.00	\$7,500.00
18	Asphalt Pavement Repair	1,250	SY	\$43.86	\$54,825.00	\$47.00	\$58,750.00	\$55.00	\$68,750.00	\$80.00	\$100,000.00	\$49.00	\$61,250.00
19	6" Concrete Curb and 18" Gutter Repair	100	LF	\$25.00	\$2,500.00	\$60.00	\$6,000.00	\$75.00	\$7,500.00	\$95.00	\$9,500.00	\$49.00	\$4,900.00
20	Pre-Construction Television Inspection Including Sewer Services	400	LF	\$2.65	\$1,060.00	\$3.00	\$1,200.00	\$8.00	\$3,200.00	\$2.50	\$1,000.00	\$9.00	\$3,600.00
21	Post-Construction Television Inspection Including Sewer Services	1,820	LF	\$2.69	\$4,895.80	\$3.00	\$5,460.00	\$6.00	\$10,920.00	\$2.50	\$4,550.00	\$2.00	\$3,640.00
22	Point Repair	100	LF	\$53.86	\$5,386.00	\$65.00	\$6,500.00	\$120.00	\$12,000.00	\$25.00	\$2,500.00	\$269.00	\$26,900.00
23	Concrete Driveway Repair	250	SY	\$58.02	\$14,505.00	\$70.00	\$17,500.00	\$140.00	\$35,000.00	\$175.00	\$43,750.00	\$114.00	\$28,500.00
24	Remove and Replace Wooden Fence	15	LF	\$24.05	\$360.75	\$49.00	\$735.00	\$75.00	\$1,125.00	\$65.00	\$975.00	\$125.00	\$1,875.00
25	Construction Allowance	1	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
<b>Total Base Bid</b>				<b>\$296,747.72</b>		<b>\$323,055.00</b>		<b>\$474,495.00</b>		<b>\$489,580.00</b>		<b>\$550,131.00</b>	

## Lake Worth City Council Meeting - January 14, 2020

### Agenda Item No. E.2

---

**FROM:** James Sullivan, Streets Superintendent

**ITEM:** Discuss and consider a contract with L.J. Design & Construction, LLC. for the 2020 Concrete Rehabilitation Project in an amount not to exceed \$293,568.50.

#### **SUMMARY:**

Kimley-Horn opened sealed bids on November 21, 2019 for the 2019 Concrete Rehabilitation Project. There were a total of six (6) companies that submitted bids for the project. Attached is the bid tabulation sheet for review.

The low bidder was L.J Design & Construction LLC. Based on Kimley-Horn's reviews, L.J Design & Construction LLC. appears to be the lowest responsive bidder.

The total base bid submitted was for \$293,568.50. The contract term is for one (1) year with the option to extend the contract on an annual basis for up to three (3) years.

Work orders will be issued by the City to the Contractor on an as needed basis. Because of the nature of the project, all the quantities presented in the Contract may, or may not be used.

This Fiscal year project utilizing this contract will be performed on the following:

- Curb, gutters and approaches on Hiawatha Trail from Pueblo to Osage;
- Curb, gutters and approaches in the 7200 block of Comanche Trail;
- Sidewalks in the 4500 block of Wilson Court;
- Drive approaches in the 7500 block of Forest Drive; and
- Drive approaches in the 3800 and 4008 Pueblo Trail.

#### **FISCAL IMPACT:**

Project amount not to exceed budgeted amount of \$293,568.50.

#### **ATTACHMENTS:**

Concrete Rehabilitation Award Letter  
Concrete Bid Tabulation

#### **RECOMMENDED MOTION OR ACTION:**

Move to approve a contract with L.J. Design & Construction, LLC. for the 2020 Concrete Rehabilitation Project in an amount not to exceed \$293,568.50.



December 5, 2019

Mrs. Stacey Almond  
City of Lake Worth  
3805 Adam Grubb Street  
Lake Worth, Texas 76135

Re: City of Lake Worth – 2019-2020 Concrete Rehabilitation  
KHA No. 061060001

Dear Mrs. Almond:

On November 21, 2019, the City of Lake Worth received bids for the 2019-2020 Concrete Rehabilitation project. The following bid proposal was received:

<b>Bidder</b>	<b>Base Bid</b>
L.J. Design & Construction, LLC	\$293,568.50
GROD Construction, LLC	\$305,725.00
Cam-Crete Contracting, Inc.	\$310,200.00
Urban Infraconstruction, LLC	\$378,000.00
Northstar Construction, LLC	\$388,925.00
Pavecon Public Works	\$548,985.00

Kimley-Horn has reviewed the lowest bidder's qualifications and has verified that the Contractor's bonding company is licensed in the State of Texas. Based on these reviews it appears that L.J. Design & Construction, LLC is the lowest responsive bidder. Enclosed is a copy of the bid tabulation for your reference.

Thank you for the opportunity to be of service to the City of Lake Worth. Should you have any questions or comments, please do not hesitate to contact me.

Sincerely,  
KIMLEY-HORN AND ASSOCIATES, INC.

Misty D. Christian, P.E., CFM

K:\FTW\_Uilities\061060001\PROJECTS\Concrete Rehab\Concrete\_rehab\_2017\Bidding\rec award.docx

BID TABULATION  
KIMLEY-HORN AND ASSOCIATES, INC.

CHECKED BY: Misty Christian  
Misty Christian, P.E., 11/21/2019

Owner: City of Lake Worth				BIDDER 1		BIDDER 2		BIDDER 3		BIDDER 4		BIDDER 5		BIDDER 6	
Job No.: 061060001				L.J. Design & Construction, LLC		GROD Construction, LLC		Cam-Crete Contracting, Inc.		Urban Infraconstruction, LLC		Northstar Construction, LLC		Pavecon Public Works	
Project: 2019-2020 Concrete Rehabilitation				6548 Peden Rd		889 E. Rock Island Ave.		P.O. Box 3312		2512 Gravel Dr		2112 Solona St		P.O. Box 535457	
Date: November 21, 2019				Fort Worth, TX 76179		Boyd, TX 76023		Cedar Hill, TX 75106		Fort Worth, TX 76118		Fort Worth, TX 76117		Grand Prairie, TX 75053	
Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost
Base Bid															
1	Concrete Curb and Gutter Remove and Replace	2,725	LF	\$41.60	\$113,360.00	\$43.00	\$117,175.00	\$40.00	\$109,000.00	\$50.00	\$136,250.00	\$50.00	\$136,250.00	\$71.00	\$193,475.00
2	New Concrete Curb and Gutter	1,500	LF	\$28.60	\$42,900.00	\$37.50	\$56,250.00	\$35.00	\$52,500.00	\$40.00	\$60,000.00	\$44.50	\$66,750.00	\$62.85	\$94,275.00
3	Concrete Driveway Approach Remove and Replace	700	SY	\$93.60	\$65,520.00	\$66.00	\$46,200.00	\$75.00	\$52,500.00	\$105.00	\$73,500.00	\$117.00	\$81,900.00	\$187.80	\$131,460.00
4	New Concrete Driveway Approach	100	SY	\$56.50	\$5,650.00	\$54.00	\$5,400.00	\$70.00	\$7,000.00	\$80.00	\$8,000.00	\$104.00	\$10,400.00	\$149.00	\$14,900.00
5	Concrete Valley Gutter 8' Wide (6" thick)	150	SY	\$81.31	\$12,196.50	\$122.00	\$18,300.00	\$85.00	\$12,750.00	\$130.00	\$19,500.00	\$164.00	\$24,600.00	\$112.00	\$16,800.00
6	5' Sidewalk Remove and Replace	150	SY	\$78.74	\$11,811.00	\$72.00	\$10,800.00	\$68.00	\$10,200.00	\$85.00	\$12,750.00	\$80.00	\$12,000.00	\$90.50	\$13,575.00
7	New 5' Sidewalk	200	SY	\$52.65	\$10,530.00	\$54.00	\$10,800.00	\$65.00	\$13,000.00	\$65.00	\$13,000.00	\$63.00	\$12,600.00	\$78.50	\$15,700.00
8	Barrier Free Ramps (Flared)	5	EA	\$1,200.00	\$6,000.00	\$1,800.00	\$9,000.00	\$3,000.00	\$15,000.00	\$2,500.00	\$12,500.00	\$1,800.00	\$9,000.00	\$1,550.00	\$7,750.00
9	Barrier Free Ramps (Directional)	5	EA	\$1,200.00	\$6,000.00	\$1,400.00	\$7,000.00	\$2,700.00	\$13,500.00	\$2,500.00	\$12,500.00	\$2,300.00	\$11,500.00	\$2,280.00	\$11,400.00
10	6" Thick Reinforced Flatwork/Extension of Driveway	300	SY	\$61.42	\$18,426.00	\$66.00	\$19,800.00	\$75.00	\$22,500.00	\$90.00	\$27,000.00	\$77.00	\$23,100.00	\$149.00	\$44,700.00
11	Steps	5	EA	\$235.00	\$1,175.00	\$1,000.00	\$5,000.00	\$450.00	\$2,250.00	\$600.00	\$3,000.00	\$165.00	\$825.00	\$990.00	\$4,950.00
Total Base Bid					\$293,568.50		\$305,725.00		\$310,200.00		\$378,000.00		\$388,925.00		\$548,985.00



BID TABULATION  
KIMLEY-HORN AND ASSOCIATES, INC.

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6	5' Sidewalk Remove and Replace	150	SY	\$78.74	\$11,811.00	\$72.00	\$10,800.00	\$68.00	\$10,200.00	\$85.00	\$12,750.00	\$80.00	\$12,000.00	\$90.50	\$13,575.00
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Total Base Bid					\$293,568.50		\$305,725.00		\$310,200.00		\$378,000.00		\$388,925.00		\$548,985.00

## **Lake Worth City Council Meeting - January 14, 2020**

### **Agenda Item No. F.1**

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**FROM:** Stacey Almond, City Manager

**ITEM:** Discuss and receive and update on fuel variances.

#### **SUMMARY:**

##### **April 2019 -**

See attached fuel narrative provided to City Council at our workshop.

##### **June 2019 -**

At the budget workshop on April 12th, staff reported to City Council that monthly unleaded fuel inventories appeared to be consistently short. Staff suspected that the shortages were caused by the pumps measuring dispensed fuel incorrectly, thus under reporting consumption.

The City contacted Petro Services who tested the fuel pumps and confirmed staff's suspicion that they were not metering all of the fuel that was being pumped. They calibrated the pumps on April 22nd. The fuel inventories as of April 30th were still short, but that was to be expected based on the information provided by Petro.

Staff expected the inventories, as of May 31st, to show reasonable variances and planned to provide Council with inventory findings and receive direction from Council on how to proceed with meeting the fuel needs of the City. However, on May 29th, LWISD sent staff an email advising that their systems had been infected with ransomware resulting in the loss of many of their servers, including the one containing their fuel system.

They also advised that the servers would most likely be down at least through June 7th. City staff has inquired about whether or not LWISD thinks we will be able to retrieve our data, but as of the writing of this memo, has received no response. Staff will update Council on this matter again at the July 9th Council meeting, if new information is available.

##### **July 2019 -**

LWISD has recovered from the ransomware that infected their server containing their fuel system and were able to retrieve all data related to the City's fuel consumption. The unleaded fuel inventory as of May 31, 2019 showed an overage of 3.2 gallons.

This confirms staff's suspicions that the inventory shortages were not actual shortages, but resulted from under-reporting of fuel being pumped. Checking fuel inventory is part of normal month end processing in the finance department, and staff will advise Council if unusual inventory variances occur again in the future.

##### **August - October 2019 -**

In August and September the city saw large variance similar to what was experienced prior to the calibration. Due to the continued larger variances staff feels it's necessary to provide another update.

Fuel inventories for October show an overage of 377.7 gallons of unleaded and 42.3 gallons of diesel.

### **November 2019 -**

- Staff recommended research options for purchasing fuel at local gas stations through a discounted fuel card.

### **Current-**

Staff met with LWISD Assistant Superintendent along with the Transportation Manager to advise them of our intent to seek other alternatives. LWISD staff took a week to self diagnose their system and provided us with the attached "**Fuel System Evaluation**" (see attached) and action plan.

According to the Assistant Superintendent this action plan is estimated to take 90 - 120 days to fullfill. At that time they will reevaluate to determine if our issues has been resolved. LWISD has agreed to incur the costs associated with the action plan provided.

LWISD has replaced a new keypad in January 2020.

To date, LWISD is not tracking inventory so there is not any data to compare.

### **Alternative Fuel Options:**

Staff has reviewed three (3) options for procurement of fuel.

1. US Bank Fleet Card-through State Comptroller's Office
  - a. 1.8% rebate on total amount spent per month
  - b. Additional discounts on early payments from 0.04%-0.12%
  - c. Offers Fuel Only or Fuel and Repairs accounts
  - d. City files quarterly to receive credit for taxes paid
2. WEX-Enterprise partner program
  - a. \$0.05 off per gallon
  - b. Account can be set up as tax exempt
3. WEX-Sourcewell contract (set to expire 07/2021)
  - a. 1% discount on total net spent if payments made by the 26th
  - b. Account can be set up as tax exempt

### **FISCAL IMPACT:**

n/a

**ATTACHMENTS:**

Fuel Inventory Variance Summary  
LWISD Fuel Evaluation

**RECOMMENDED MOTION OR ACTION:**

This item is for discussion and direction.

**CITY OF LAKE WORTH**  
**FUEL INVENTORY TRACKING SUMMARY**  
**OCTOBER 2019 THROUGH SEPTEMBER 2020**

**UNLEADED**

Month	Inventory				Deliveries			Usage	
	Actual	Should Be	Mo Var	YTD Var	Total	5% Var	Mo Var %	Gallons	Var %
10/2019	1,584.0	1,706.3	(122.3)	(122.3)	3,409.0	170.5	-3.588%	3,521.7	-3.473%
11/2019	1,319.0	1,515.6	(74.3)	(196.6)	2,748.0	137.4	-2.704%	2,938.7	-2.528%
12/2019	996.0	1,255.5	(62.9)	(259.5)	2,921.0	146.1	-2.153%	3,181.1	-1.977%
01/2020			259.5	0.0		0.0	#DIV/0!		#DIV/0!
02/2020			0.0	0.0		0.0	#DIV/0!		#DIV/0!
03/2020			0.0	0.0		0.0	#DIV/0!		#DIV/0!
04/2020			0.0	0.0		0.0	#DIV/0!		#DIV/0!
05/2020			3.2	0.0		0.0	#DIV/0!		#DIV/0!
06/2020			0.0	0.0		0.0	#DIV/0!		#DIV/0!
07/2020			0.0	0.0		0.0	#DIV/0!		#DIV/0!
08/2020			0.0	0.0		0.0	#DIV/0!		#DIV/0!
09/2020			0.0	0.0		0.0	#DIV/0!		#DIV/0!

<b><i>For October 2019 through September 2020</i></b>	YTD Total Deliveries	9,078.0	YTD Total Usage	9,641.5
	YTD Variance %	-2.859%	YTD Variance %	-2.691%

**DIESEL**

Month	Inventory				Deliveries			Usage	
	Actual	Should Be	Mo Var	YTD Var	Total	5% Var	Mo Var %	Gallons	Var %
10/2019	711.3	669.0	42.3	42.3	498.0	24.9	8.494%	780.4	5.420%
11/2019	517.1	474.9	(0.1)	42.2	301.0	15.1	-0.033%	495.1	-0.020%
12/2019	595.7	545.5	8.0	50.2	600.0	30.0	1.333%	529.4	1.511%
01/2020			(50.2)	0.0					
02/2020			0.0	0.0					
03/2020			0.0	0.0					
04/2020			0.0	0.0					
05/2020			3.2	0.0					
06/2020			0.0	0.0		0.0	#DIV/0!		#DIV/0!
07/2020			0.0	0.0		0.0	#DIV/0!		#DIV/0!
08/2020			0.0	0.0		0.0	#DIV/0!		#DIV/0!
09/2020			0.0	0.0		0.0	#DIV/0!		#DIV/0!

<b><i>For October 2019 through September 2020</i></b>	YTD Total Deliveries	1,399.0	YTD Total Usage	1,804.9
	YTD Variance %	3.588%	YTD Variance %	2.781%

Lake Worth ISD  
Fuel Depot  
Evaluation

December 2019

Description	Evaluation	Status/Corrective Action
Emergency Pump Shut Off Switch	Operational - Inspected	n/a
Fire Extinguisher - Oversized	Operational - Recharged June 2019	n/a
Fuel Master Electronic Dispensing Management	Operational - Records Data Points Keypad - Excessive Wear and Tear / Occasionally Non-responsive	n/a Service Call - Stovall - Replace and service keypad. Pending parts and service.
Fill-Rite Dispenser ISD Diesel - City Tank	Visual Inspection - Passed	Stovall Evaluation Pending - Slow Dispenser
Fill-Rite Dispenser City LW Unleaded - City Tank	Visual Inspection - Passed	Stovall Evaluation Pending - Slow Dispenser
Fill-Rite Dispenser City LW Diesel - ISD Tank	Visual Inspection - Passed	Stovall Evaluation Pending - Slow Dispenser
Fill-Rite Dispenser ISD Unleaded - ISD Tank	Visual Inspection - Passed	Stovall Evaluation Pending - Slow Dispenser
Fill-Rite Dispenser ALL UNITS - Quantity Four	Organization - Failed	Install Hose Hanger Retractor - Stovall Quote Pending Install Filler Splash Shields - Stoval Quote Pending Install Nozzle Boot/Holder - Stovall Quote Pending

Description	Evaluation	Status/Corrective Action
Fuel Storage Tank - City LW	Visual Inspection	
	Shut Off Valves - Manual - Operational	n/a
	Fill Rite Pump Model FR713v - Operational	n/a
	Tank Access Portal	Install Lock
	Tank Access Pipe	Install Lock
	Tank Fill Portal - Operational	n/a
Fuel Storage Tank - LWISD	Visual Inspection	
	Shut Off Valves - Manual - Operational	n/a
	Fill Rite Pump Model FR702VR - Operational	n/a
	Tank Access Portal	Install Lock
	Tank Access Pipe	Install Lock
	Tank Fill Portal - Operational	
Fuel Depot Security Camera System	Camera 1 - Day - Operational	n/a
	Camera 2 - Day - Operational	n/a
	Camera 3 - Day - Operational	n/a
	Camera 1 - Night - Overexposure Image	Replace Camera
	Camera 2 - Night - Overexposure Image	Replace Camera
	Camera 3 - Night - Operational	n/a
Fuel Depot Lighting	Poor Lighting	Rehabilitate Lighting

Description	Evaluation	Status/Corrective Action
Fill-Rite Dispenser ISD Diesel - City Tank	Dispenser Quantity (gallons) Evaluation 15 - 16 Hour Timeframe Physical Meter vs Electronic Record	1753 12/12 - 0910 12/13 Fuel Master Report = 272.4 Fill Rite Meter Report = 272.3
Fill-Rite Dispenser City LW Unleaded - City Tank	Dispenser Quantity (gallons) Evaluation 15 - 16 Hour Timeframe Physical Meter vs Electronic Record	1740 12/12 - 0910 12/13 Fuel Master Report = 65.7    Fill Rite Meter Report = 21.6 Variance Reason: Dial Reset During Test
Fill-Rite Dispenser City LW Diesel - ISD Tank	Dispenser Quantity (gallons) Evaluation 15 - 16 Hour Timeframe Physical Meter vs Electronic Record	1743 12/12 - 0911 12/13    Fuel Master Report = 0    Fill Rite Meter Report = 0
Fill-Rite Dispenser ISD Unleaded - ISD Tank	Dispenser Quantity (gallons) Evaluation 15 - 16 Hour Timeframe Physical Meter vs Electronic Record	1742 12/12 - 0911 12/13 Fuel Master Report = 19.2    Fill Rite Meter Report = 19.2
Fill-Rite Dispenser ISD Diesel - City Tank	Dispenser Quantity (gallons) Evaluation 15 - 16 Hour Timeframe Physical Meter vs Electronic Record	1657 12/13 -0755 12/16 Fuel Master Report = 38.3 and Fill Rite Meter Report = 38.3
Fill-Rite Dispenser City LW Unleaded - City Tank	Dispenser Quantity (gallons) Evaluation 15 - 16 Hour Timeframe Physical Meter vs Electronic Record	1656 12/13 -0755 12/16 Fuel Master Report = 139.0 and Fill Rite Meter Report = 138.6
Fill-Rite Dispenser City LW Diesel - ISD Tank	Dispenser Quantity (gallons) Evaluation 15 - 16 Hour Timeframe Physical Meter vs Electronic Record	1656 12/13 - 0754 12/16 Fuel Master Report = 41.9 and Fill Rite Meter Report = 41.9
Fill-Rite Dispenser ISD Unleaded - ISD Tank	Dispenser Quantity (gallons) Evaluation 15 - 16 Hour Timeframe Physical Meter vs Electronic Record	1654 12/13 -0754 12/16 Fuel Master Report = 0 and Fill Rite Meter Report = 0
Gate Access - North	Non-Operational	Service Repair



Description	Evaluation	Status/Corrective Action
Smart Tank Electronic Inventory Measurement (Reports Daily Inventory at 7:14 a.m.)	Operational - Irregular Report Values	Data Point @ 7:14 a.m. Requested for 11:59 p.m.
Smart Tank Electronic Inventory Measurement		<b>Replace Smart Tank Electronics</b>
Benchmark Inventory	Fuel Master Consumption Record / Snapshot	Daily
Unleaded City LW - City Tank	Unleaded City LW - City Tank	Inventory Balance
Report Date Snapshot 0714 Daily Reading	24 Hour Record: 0714 through 0713	
Measurement 12/1/2019: 1314.3 gallons	less 65 Gallons Consumed/Dispensed	equals 1249.3 g = 1 g over
Measurement 12/2/2019: 1248.3 gallons	less 128.4 Gallons Consumed/Dispensed	equals 1119.9 g = 7.6 g short
Measurement 12/3/2019: 1127.5 gallons	less 124.4 Gallons Consumed/Dispensed	equals 1003.1 g = 3.5 g short
Measurement 12/4/2019: 1006.6 gallons	less 196.3 Gallons Consumed/Dispensed	equals 810.3 g = 8.8 g short
Measurement 12/5/2019: 819.1 gallons	less 110.7 Gallons Consumed/Dispensed	equals 708.4 g = 31.1 g over
Measurement 12/6/2019: 739.5 gallons		
Smart Tank Electronic Inventory Measurement		
Benmark Inventory	Fuel Master Consumption Record / Snapshot	Daily
Unleaded ISD - ISD Tank	Unleaded ISD - ISD Tank	Inventory Balance
Report Date Snapshot 0717 Daily Reading	24 Hour Record: 0717 through 0716	
Measurement 12/01/2019: 623.6 gallons	less 0 Gallons Consumed/Dispensed	equals 623.6 g = 11.9 g short
Measurement 12/02/2019: 635.5 gallons	less 50.8 Gallons Consumed/Dispensed	equals 584.7 g = 3.1 g short
Measurement 12/03/2019: 587.8 gallons	less 0 Gallons Consumed/Dispensed	equals 587.8 g = 0 g balanced
Measurement 12/04/2019: 587.8 gallons	less 0 Gallons Consumed/Dispensed	equals 587.8 g = 7.9 g over
Measurement 12/05/2019: 579.9 gallons	less 0 Gallons Consumed/Dispensed	equals 579.9 g = 7.9 g short
Measurement 12/06/2019: 587.8 gallons		

## Lake Worth City Council Meeting - January 14, 2020

### Agenda Item No. F.2

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**FROM:** Stacey Almond, City Manager

**ITEM:** Discuss and consider an agreement with Coleson's Frog to host a 5k race at Lake Worth City Park and authorize the City Manager to execute the agreement and approve a temporary use/event permit application.

#### **SUMMARY:**

The Coleson's Frog Organization has requested to utilize Lake Worth Park on April 25th for the 10th Annual Coleson's FROG 5k race and fundraiser. This event draws in roughly 500 racers and raised over \$20,000 for the organization.

Coleson's Frog is requesting the following in-kind sponsorship from the City of Lake Worth:

- Waiver of Park User Fees
- Use of the Lake Worth Skate Park Concession Stand on April 22nd and 23rd from 8:30 a.m. till 6:30 p.m. for registration pick up.
- Use of Lake Worth Park area (football field and concession stand) to set up bounce houses, banners, archery tag and silent auction canopy on Friday, April 24th at 6:00 p.m.
- Four (4) LWPD officers to assist with traffic control, road closures, and racers
- On duty Fire Department members (Coleson's Frog staff will be responsible for contacting MedStar)
- Two (2) Public Works team members to assist with barricades on football field and banner set up.

#### **FISCAL IMPACT:**

In-kind services estimate:

\$1,440 - 6 Lake Worth Employees for April 25th

\$1,110 - Lake Worth Park on April 25th and Concession Stand on April 23rd - 25th

Total: \$2,250

#### **ATTACHMENTS:**

Coleson's Frog User Agreement

Exhibit A

**RECOMMENDED MOTION OR ACTION:**

This item is at the discretion of the City Council.

## **PARK USE AGREEMENT**

STATE OF TEXAS                   §  
   §  
COUNTY OF TARRANT         §

This Agreement is made by and between the City of Lake Worth, Texas (“City”) and Coleson’s Frog (“Coleson’s Frog”). City and Coleson’s Frog are sometimes hereinafter referred to individually as a “Party” and collectively as the “Parties.”

### **RECITALS**

The Coleson’s Frog (“Coleson’s Frog”) has requested to use the Lake Worth City Park (“Park”) for a race event (“Event”) to be held **April 25, 2020**; and

The City Council of City has granted permission for Coleson’s Frog to use the Park to hold the Event; and

The City Council conditioned approval of the event on Coleson’s Frog entering into an agreement with the City to address indemnification, insurance, and liability requirements; and

The purpose of this Agreement is to satisfy the foregoing condition imposed by the City Council.

### **AGREEMENT**

NOW, THEREFORE, the Parties, in consideration of the mutual covenants and agreements contained herein, do mutually agree as follows:

1. **Event Layout.** Coleson’s Frog agrees to hold the Event in the configuration as shown on the attached **Exhibit A**. If Coleson’s Frog desires to change the configuration, he must first receive written permission from the City Manager of City.
2. **Inclement Weather.** The City Manager may, in his or her sole discretion, determine that the Event should be rescheduled due to inclement weather which would make the Event unworkable or otherwise jeopardize the condition of the Park. If the City Manager makes such a determination, the Event may be rescheduled only one time, and the City Manager will notify Coleson’s Frog as soon as practicable of the rescheduling. The City Manager may also, in his or her sole discretion, determine that the rescheduled Event should be cancelled due to inclement weather which would make the Event unworkable or otherwise jeopardize the condition of the Park.
3. **No Warranties.** Coleson’s Frog stipulates that he has examined the Park and accepts the Park “AS IS” as suitable for his intended use. THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY, OF FITNESS FOR A PARTICULAR PURPOSE, OR OF ANY OTHER KIND ARISING OUT OF THIS AGREEMENT, AND THERE ARE NO WARRANTIES THAT EXTEND BEYOND THOSE EXPRESSLY STATED IN THIS AGREEMENT.

3. Equipment. Coleson's Frog will provide, at his sole expense, all equipment and personal property necessary to conduct the Event. City will not be responsible at any time for the damage or loss of any of Coleson's Frog equipment or property, or any of his subcontractor's equipment or property.

4. Cleanup. Coleson's Frog agrees to leave the Park, and to cause his subcontractors to leave the Park, in a condition equal to or better than that existing prior to the Event. Any costs incurred by City to restore the Park as a result of the Event will be billed to and paid promptly by Coleson's Frog. Coleson's Frog will remove, and cause all of his subcontractors to remove, all equipment and property from the Park pursuant to the following schedule:

(a) All vendor related items and equipment must be removed the night of April 27, 2020 after the Event has ended.

(b) Any other equipment or property must be removed no later than April 27, 2020.

5. Compliance with Law. In preparing for and holding the Event, Coleson's Frog agrees to comply with all local, state, and federal laws and regulations, including, but not limited to, Chapter 87 of the Texas Civil Practice and Remedies Code.

6. Insurance. Coleson's Frog covenants and agrees that at least 14 days prior to the Event, he will furnish to City, at his sole cost and expense, proof that he has secured and paid for a policy providing general liability and liquor liability insurance covering all risks related to holding the Event at the Park. The amounts of such insurance shall not be less than \$1,000,000.00 for property damage, personal injury or death, each occurrence. City shall be named as an additional insured under the above-described policies, and each such policy shall contain endorsements waiving subrogation rights against City and providing that such policies may not be cancelled unless City is provided with written notice of such intent to cancel at least thirty (30) days prior to any such cancellation. Each such insurance policy shall be procured from a company authorized to do business in the State of Texas and shall be satisfactory to City. Coleson's Frog agrees to require his subcontractors to maintain the same insurance coverage and limits as specified above (with the exception of liquor liability insurance, unless such subcontractors are selling alcoholic beverages), and to require such subcontractors to furnish proof to the City, at least 14 days prior to the Event, that they have secured and paid for such policies. Failure of Coleson's Frog or his subcontractors to provide the policies to City will result in cancellation of the Event.

7. Indemnification. COLESON'S FROG SHALL, AT HIS SOLE COST AND EXPENSE, INDEMNIFY AND HOLD HARMLESS CITY AND ANY OFFICER, AGENT, EMPLOYEE, OR OFFICIAL OF THE CITY (HEREINAFTER REFERRED TO AS "INDEMNITEES"), FROM AND AGAINST ANY AND ALL LIABILITY, OBLIGATIONS, DAMAGES, PENALTIES, CLAIMS, LIENS, COSTS, CHARGES, LOSSES AND EXPENSES (INCLUDING, WITHOUT LIMITATION, REASONABLE FEES AND EXPENSES OF ATTORNEYS, EXPERT WITNESSES AND CONSULTANTS), WHICH MAY BE IMPOSED UPON, INCURRED BY OR BE ASSERTED AGAINST THE INDEMNITEES BY REASON OF ANY ACT OR OMISSION OF COLESON'S FROG, HIS PERSONNEL, EMPLOYEES, MEMBERS, PARTICIPANTS, AGENTS, CONTRACTORS OR SUBCONTRACTORS, RESULTING IN PERSONAL INJURY, BODILY INJURY, SICKNESS, DISEASE OR DEATH TO ANY PERSON OR DAMAGE TO, LOSS OF OR DESTRUCTION OF TANGIBLE OR INTANGIBLE PROPERTY, LIBEL, SLANDER, INVASION OF PRIVACY AND

**UNAUTHORIZED USE OF ANY TRADEMARK, TRADE NAME, COPYRIGHT, PATENT, SERVICE MARK OR ANY OTHER RIGHT OF ANY PERSON, FIRM OR CORPORATION, WHICH MAY ARISE OUT OF OR BE IN ANY WAY CONNECTED WITH THE EVENT OR COLESON'S FROG'S OPERATION, MAINTENANCE, USE OF THE PARK OR COLESON'S FROG'S IMPROVEMENTS CONSTRUCTED THEREON OR COLESON'S FROG FAILURE TO COMPLY WITH ANY FEDERAL, STATE OR LOCAL STATUTE, ORDINANCE OR REGULATION.**

8. Interpretation and Place of Performance. This Agreement shall be enforceable and construed under the substantive laws of the State of Texas, shall be performed in Tarrant County, Texas, and venue for any action brought to interpret or enforce this Agreement shall lie in Tarrant County, Texas.

9. Partial Invalidity. If any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision herein, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

10. Amendment. This Agreement may not be altered, waived, or otherwise modified, except where done in writing and signed by the Parties.

11. Assignment. The Parties may not assign this Agreement or any portion thereof, except with the written consent of the other Parties.

12. Entire Agreement. This Agreement, including any Exhibits, constitutes the entire agreement and understanding of the Parties on the subject matter hereof, and as of the effective date, supersedes all prior agreements, whether written or oral, between the Parties concerning the subject matter hereof.

EXECUTED this 14<sup>th</sup> day of January 2020.

**CITY:**

CITY OF LAKE WORTH, TEXAS

By:

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Stacey Almond, City Manager

Attest:

\_\_\_\_\_  
Monica Solko, City Secretary

COLESON'S FROG:

By: \_\_\_\_\_  
Julie Young, Coleson's Frog

## **EXHIBIT A**

### **Event Configuration**





Start Line

Fire Truck

RC Track

Archery Tag

Porta-Potties

Handicap Parking

FROG Parking

City of Lake Worth Barricade

Lake Worth Park

Stage

Carter Blood Drive

Bounce Houses

Vendors

FROG Family Tent

Concessions

Registration

Porta-Potties

Kona Ice

Lake Worth Skatepark

Google My Maps



## Lake Worth City Council Meeting - January 14, 2020

### Agenda Item No. H.1

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**FROM:** Mayor Walter Bowen

**ITEM:** Update on Tarrant County Mayor's Council by Mayor Walter Bowen

**SUMMARY:**

The purpose of this item is to allow the Mayor or City Council an opportunity to give an overview of the previous Tarrant County Mayor's Council meeting.

**FISCAL IMPACT:**

N/A

**RECOMMENDED MOTION OR ACTION:**

N/A