

**MINUTES OF THE SPECIAL MEETING AND WORKSHOP
OF THE CITY COUNCIL OF THE CITY OF LAKE WORTH, TEXAS
HELD IN CITY HALL, COUNCIL CHAMBERS, 3805 ADAM GRUBB
FRIDAY, APRIL 3, 2020**

SPECIAL MEETING & WORKSHOP: 8:00 AM

A. CALL TO ORDER.

Mayor Walter Bowen called the Council meeting to order at 8:03 a.m.

A.1 INVOCATION AND PLEDGE OF ALLEGIANCE.

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

A.2 ROLL CALL.

Present:	Walter Bowen	Mayor
	Jim Smith	Mayor Pro Tem, Council, 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 7
Staff:	Stacey Almond	City Manager
	Debbie Whitley	Assistant City Manager/Finance Director
	Monica Solko	City Secretary
	Drew Larkin	City Attorney <i>via conference call 9:21 a.m.</i>
	Mike Christenson	Fire Chief <i>arrived 8:43 a.m.</i>
	Ryan Arthur	Division Fire Chief/Operations <i>arrived 8:43 a.m.</i>

A.3 CITIZEN PRESENTATION / VISITOR COMMENTS

There were no requests to speak from the public.

A.4 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 MARCH 10, 2020 REGULAR CITY COUNCIL MEETING AND MARCH 20, 2020 SPECIAL CITY COUNCIL MEETING.**
- B.2 AUTHORIZE CANCELLATION OF THE APRIL 14, 2020 CITY COUNCIL MEETING AND THE APRIL 21, 2020 PLANNING AND ZONING COMMISSION MEETING DUE TO COVID-19.**
- B.3 APPROVE RESOLUTION NO. 2020-06, ADOPTING THE TARRANT COUNTY HAZARD MITIGATION ACTION PLAN.**

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

MOTION TO APPROVE CARRIED 7-0.

C. GENERAL ITEMS

- C.1 DISCUSSION AND DIRECTION ON FISCAL YEAR 2019 - 2020 MID-YEAR BUDGET REVIEW.**

DISCUSSION

City Manager Stacey Almond summarized the item. Due to the recent pandemic (COVID-19), including social distancing and recommended group settings, the mid-year budget process and workshop was modified. Staff prepared different sales tax projections for Council to discuss the impacts of the remaining FY19-20 budget year due to the COVID-19 pandemic.

Sales Tax Revenue projections have been evaluated in the following manner:

- Sales Tax Revenue: -0.5%
- Sales Tax Revenue: -0.10%
- Sales Tax Revenue: -0.15%
- Sales Tax Revenue: -0.20%
- Sales Tax Revenue: -0.25%

Ms. Almond summarized the budget numbers and discussed increases/decreases of each. Highlights include:

- Court Fines & Fees - Mid-year budgets increased due to an increase in the issuance of citations. COVID-19 will result in a reduction of traffic citations issued and will likely also slow payments received due to economic uncertainty and loss of employment for many.
- Permits & Inspections - Budgeted increases attributable to the new fee schedule that was effective 10/1/19. Construction is considered "essential" under shelter-in regulations, but the revenue may slow due to economic uncertainty and loss of employment for many. Current budget projections assume that only 50% of

revenues in the 1st half of the budget year will be received in the 2nd half of the budget year.

- Interest income - Budget reduced due to declining investment earnings
- Significant increases in miscellaneous income line items include:
 - Grant Proceeds PD - \$126,336 for NIBRS project
 - Donations PD - Budget increased by \$11,207; \$4,757 for Santa Cop and \$6,450 for tasers
 - Fixed Asset Disposal - Budget increased by \$60,000 for sale of ladder truck
 - Grant Proceeds FD - \$2,995 from MedStar for iPads
 - County Fire Calls - Tarrant County authorized payments in excess of budget by \$8,820
 - Miscellaneous Income - Received lien payment of \$12,600
- Use of PY Restricted Fund Balance - \$11,320
 - Reynolds Park Lighting \$8,500
 - Library Grant Proceeds \$2,820
- Use of PY Committed Fund Balance - \$1,275,222
 - Records Storage Building \$272,041
 - Force Main \$970,731
 - Animal Control Facility Repairs \$5,750
 - Sub-Division/Zoning Ordinance Update \$6,700
 - Hands-Free CPR Device(s) \$20,000
- Use of PY Unrestricted Fund Balance - Budgeted \$244,718 for capital purchases. Those remain in the budget but can be funded without using reserves and still result in an estimated surplus of \$121,729. (Original budget resulted in no surplus.)

Ms. Almond briefed Council on the sales tax revenue projections due to COVID-19. At this time, staff can maintain Scenario #3 without dipping into reserves. This will include no employee layoffs, no unnecessary purchases to maintain business as is.

Mid-Year Sales Tax Revenue Budget Projections:

- Scenario #1: April receipts = FY 2019; May receipts down 5% from FY2019, June-September down 10% from FY 2019
- Scenario #2: April receipts = FY 2019; May receipts down 5% from FY 2019, June-September receipts down 15% from FY 2019.
- Scenario #3: April receipts = FY 2019; May receipts down 5% from FY 2019, June-September receipts down 20% from FY 2019.
- Scenario #4: April receipts = FY 2019; May receipts down 5% from FY 2019, June-September receipts down 25% from FY 2019.

During discussion, Council member Hill felt that projections were to low and staff needed to consider a 50% decrease. Ms. Almond stated that staff was on hold until May for the real numbers. Council member Smith also felt that the city should be planning for the worst and asked about reserves. Finance Director/Assistant City Manager Debbie Whitley stated that the city could lose \$3 million in reserves and still be at 25% fund balance, which is commonly acceptable for municipal governments. Council member Smith asked where the city could be by the end of the fiscal year. Ms. Almond stated that at this point, it would be difficult to say. Staff could project out May, June and July at 75% then tier ourselves back up as we move into August and September. Staff is already anticipating

next year's budget to be lean. Staff has begun discussions with departments on budgetary needs. At our upcoming budget workshop, staff will have better numbers and projections for Council on how the city will move forward. Currently, Tarrant County Appraisal District is not doing evaluations at this time but most of the property taxes have been received. Staff anticipates evaluations to stay the same as FY19/20. The budget usually anticipates a 3% increase, but we are projecting it to stay flat.

- Water Services Charges - Budget increases attributable to new fee schedule that was effective October 1, 2019. With the primary prevention of Coronavirus being frequent hand washing, staff has discontinued turning off water due to non-payment which will reduce cut off and reconnect fees that total approximately \$2,500/month. Staff is also considering not charging late fees, which are approximately \$4,900/month. Cut-off fees, reconnect fees and penalties would all be restarted when businesses are able to reopen, allowing people to return to work.
- Salaries & Related Costs - Traditionally do an increase total increase later in the year. Virus issue health insurance was budget 20% real increase was 7% merit were 5% came in at 4.12%, TMRS: City match budgeted at 16.5%; actual 16.2%.

Council member Narmore left the meeting 8:26 a.m.

- *continued.* Salaries & Related Costs – the following positions were included in mid-year estimated budget totals. Currently, the city has implemented a hiring freeze until the fiscal impact of COVID-19 can be more accurately estimated, so these positions will remain unfilled until further notice. If they remain unfilled for the rest of the FY 2019/2020, the budget savings would be approximately \$191,600.
 - Police Department Commander
 - Dispatch Supervisor
 - Detective
 - Park Maintenance Worker
 - Part Time Court Clerk
 - Temporary HR Records
- Water Sewer Fund – there is currently an unfilled Water Tech position that is included in mid-year estimated budget totals. The implementation of a hiring freeze until the fiscal impact of COVID-19 can be more accurately estimated, so this position will remain unfilled until further notice. If it remains unfilled for the rest of FY 2019/2020, the budget savings will be approximately \$27,552.
- Crime Control and Prevention District (CCPD)- there are no unfilled positions in CCPD at this time. These positions are the same as full time.
- General fund balance estimate – there is a 50% fund balance and \$5.9 million unrestricted. If the budget stays the same, staff has projected a 60% fund balance but of course this is still unknown.
- Water/Sewer fund balance estimate – projected at the end of 2020 is a 50% fund balance. Staff will reevaluate moving forward.
- Crime Control & Prevention District fund balance estimate – is projected at 43.67% at the end of 2020.

- Street Maintenance fund balance estimate – is projected at 191.46% at the end of 2020. These numbers are skewed as the money comes from the general fund for projects.
- Hotel/Motel Tax fund balance estimate – is projected at 712.53% at the end of 2020. Nothing is currently coming out of the hotel/motel fund except for the grant to the Best Western. Again, due to COVID-19 no one is traveling so monies to this fund is very minimal. Staff will continue to monitor and inform Council.

Information Technology Department:

- Salaries & Related Costs - Budgets decreased due to elimination of IT Manager Position which has been replaced with contract services, currently totaling approximately \$60,000 per year.
- Computer Hardware - Budget increased by \$25,000 for replacement of City computers; offset with reductions in other line items Equipment - Budget increased by \$20,000 for firewall and server upgrades; offset with use of assigned fund balance revenue

Ms. Almond stated that Fire Chief Christenson would be coming to the Council meeting to demonstrate a mechanical compression device the Fire Department is requesting. She continued with the Fire Department budget.

Fire Department:

- Emergency Medical Supplies - Budget increased by \$3,000 for the purchase of AED pads and Narcan. Uniforms - Budget increased by \$3,000 for uniforms for new employees. Bunker Gear - Budget increased by \$6,000; was originally budgeted in Capital (800 Series).
- Building Maintenance - Budget increased by \$11,000 for plumbing repairs. Vehicle Maintenance - Budget increased by \$20,000 to cover unexpected repairs to the ladder truck. The ladder truck is currently for sale and are hoping nothing further has to be done to it.
- Schools & Dues - Increased budget from \$15,000 to \$20,000; Certified Public Manager for Chief Arthur (\$4,865). HR Services - Budget increased by \$5,000 for Life Scans (NFPA standard) for firefighters.
- Equipment - Budget increased by \$44,667 for payment of Zoll cardiac monitors received earlier this budget year in the amount of \$56,855. Equipment-Revenue Rescue - Budget increased by \$20,000 for purchase of hands-free CPR device(s) in an amount not to exceed \$20,000 (pending Council review and approval, Item C.3). Vehicles - Budget increased by \$85,000; \$25,000 for aftermarket on Squad 10; \$60,000 for additional equipment for the new ladder truck, offset by increased revenue for sale of fixed assets.

Emergency Management:

- Training Supplies - Budget reduced from \$5,000 to \$2,000.
- Emergency Management Services - Budget increased by \$49,238 for payment to Saginaw for ½ of Emergency Management Coordinator (pending Council review and approval, Item C.2). This item was discussed during last year's budget review and approved negotiations with the City of Saginaw.

- Equipment - Budget reduced from \$20,000 to \$12,500. Staff wanted to redo the EOC room (conference room) but with the remodel going on at city hall, staff has opted to wait on that.

Finance Director Debbie Whitley added that there would be purchase expenses added to the budget due to COVID-19. The expenses included extra personal protective equipment (PPE), masks, hand sanitizer and gloves. This will be another budget that will change by the end of the year. Ms. Almond added that staff is also tracking staff hours. All of the COVID related expenses are being tracked as a disaster type and hopefully with the state and federal funding the city will get some of it back.

Council member Stuard stated that cities were encouraged to approve a declaration of disaster in order to get help in recouping expenses. He asked if staff has heard how cities are supposed to pursue getting reimbursement? Ms. Almond responded that the requirements for tracking keep changing and adding new requirements. Staff has been diligent in keeping up with the new requirements. At this time, they are unmandated requirements that cities are having to find monies out of the budget to fund. An example would be if the next stimulus package came out requiring public safety (police and fire) to get a \$6 raise. Public safety employees are considered a hazardous position. Those expenses would need to be paid which would increase our budget. Those hours would be tracked along with the normal pay hours and hopefully at some point those expenses will be reimbursed.

Council member Narmore returned to the meeting at 8:37 a.m.

Police Department:

- Salaries & Related Costs - Budgets decreased due to unfilled positions, health insurance savings and TMRS savings.
- Building Maintenance - Budget increased by \$28,334 for roof repairs; offset with use of assigned fund balance revenue.
- Janitorial Services - Budget reduced by \$4,250; janitorial services not provided for several months between contractors. Other Services - Budget increased by \$30,000 for Property & Evidence audit and Healthy Dispatcher evaluation.
- Equipment - Budget increased by \$10,650 for purchase of glocks for patrol. Motor Vehicles - Budget increased by \$22,200 aftermarket on new vehicles purchased through Enterprise. Building Improvements - Budget increased by \$6,300 for new carpet and paint in administrative offices. Facility Improvements - Budget increased by \$30,234 for records storage building; offset with use of committed and assigned fund balance revenue. Donation Exp - Budget increased by \$11,207 to match donation revenue; \$4,757 is related to Santa Cop and \$6,450 was donated to fund the purchase of tasers. Grant Exp - Budget increased by \$126,336 for completion of the NIBRS project; offset with an increase to Grant Revenue.

Council member Smith asked when the last time firearms were purchased for all of the officers. Finance Director/Assistant City Manager Debbie Whitley stated she thought it was about 20 years ago. After further discussion, Council stated that it would be good practice for firearms to be routed out every 10-15 years.

Fire Chief Christenson and Division Chief Arthur arrived at the meeting 8:43 a.m.

Ms. Almond continued with CCPD.

- Interest income - Budget reduced due to declining investment earnings
- Restricted Fund Balance available as of 09/30/19 is \$469,960
- Use of Prior Year Committed Fund Balance - Represents amount budgeted but not spent during FYE 09/30/19 for the records storage building and PD parking lot
- Use of Prior Year Assigned Fund Balance - Represents amount budgeted but not spent during FYE 09/30/19 for the dispatch remodel
- Training Supplies - Increased budget from \$4,000 to \$10,000; large purchase of ammo for glocks in the amount of \$3,800
- Special Event Supplies - Increased budget from \$3,000 to \$6,500; Senior Thanksgiving event catered for the first time costing \$4,823. This event has evolved into a city event so this will be moved from this budget.
- Schools & Dues - Increased budget from \$16,800 to \$25,000; Certified Public Manager for Chief Manoushagian (\$4,865) and leadership training for 2 patrol sergeants (\$3,400).
- Facility Improvements - Budget increased by \$95,082 for records storage building and PD parking lot; partially offset with use of committed fund balance revenue (\$83,512). Building Improvements - Budget increased by \$9,111 for dispatch remodel; offset with use of assigned fund balance revenue. Vehicle Lease payments - Budget increased by \$34,090; budget was adopted prior to receipt of budget numbers from Enterprise (Vehicle Replacement Funds for CCPD available to cover this if necessary).

Fire Chief Mike Christenson and Division Chief/Fire Operations Ryan Arthur demonstrated a mechanical chest compression device and spoke about the benefits of having a device. The mechanical chest compression device provides continuous and accurate chest compressions during emergency medical incidents involving patients in cardiac arrest. Currently, cardiopulmonary resuscitation (CPR) is performed manually by first responders. Based upon American Heart Association (AHA) guidelines, chest compression's must be provided at a rate of 100 to 120 per minute and to a depth of at least 2 inches for the adult patient. Historically, rescuers performing chest compressions often become fatigued within the first 60 seconds of performing CPR. This causes a lapse in the efficiency and effectiveness of the chest compressions being delivered. The mechanical chest compression device takes the place of the rescuer and performs effective chest compressions until the device is paused or stopped. This has been statistically shown to increase overall out-of-hospital cardiac arrest survival. The chest compression device also enhances safety by eliminating the need for a rescuer to remain unrestrained in the back of the ambulance during patient transport to the hospital. Unfortunately, to provide effective chest compressions during transport, the rescuer must remain standing and unrestrained while the vehicle is in motion. This creates an unsafe environment for those involved in the incident. Safe, efficient, and effective chest compressions would continuously be provided to a patient using a mechanical chest compression device.

During discussion and questions, Council was concerned with the device leaving with the patient and not having it available if another call came in and how the department would retrieve the device. Fire Chief Christenson stated that the request was for two devices and once the device was removed and no longer needed for the patient, the department would pick it up from the location. Other questions including maintenance, negotiation of a third device, and device brands. Council consensus was to purchase three (3) devices as it would benefit the station and would help if one device had been taken. Council would also need to increase the amount from \$20,000 to \$25,000. Ms. Whitley stated that a budget amendment would be presented to Council at the next council meeting for the items.

Fire Chief Christenson and Division Chief Arthur left the meeting 8:59 a.m.

Ms. Almond continued with the mid-year sales tax revenue budget projections. Staff will continue to monitor the sales tax and let Council know what the numbers are. Ms. Whitley will send an email informing Council of the numbers for that month.

There were no questions from Council.

C.2 DISCUSS AND CONSIDER AN INTERLOCAL AGREEMENT FOR AN EMERGENCY MANAGEMENT COORDINATOR BETWEEN THE CITY OF LAKE WORTH AND THE CITY OF SAGINAW AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT
APPROVED

City Manager Stacey Almond summarized the item. The agreement being presented for approval is based upon the request submitted at the Fiscal Year 2019-2020 Budget Workshop. Lake Worth and Saginaw both struggle with managing EM responsibilities at the level necessary as the Emergency Management field continues to evolve. The duties assigned to the Emergency Management position are time intensive and require specific skills and training to proficiently fulfill the duties. This cost sharing option is ideal for both Lake Worth and Saginaw. The role and responsibilities this position plays in each city are identical. Our close proximity to one another and the very effective working relationship between management also lend in making this position ideal for share d resource consideration.

A MOTION WAS MADE BY MAYOR PRO TEM SMITH, SECONDED BY COUNCIL MEMBER PARSLEY TO APPROVE AN INTERLOCAL AGREEMENT FOR AN EMERGENCY MANAGEMENT COORDINATOR BETWEEN THE CITY OF LAKE WORTH AND THE CITY OF SAGINAW AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT.

MOTION TO APPROVE CARRIED 7-0.

C.3 DISCUSS AND CONSIDER APPROVAL OF A PURCHASE FOR MECHANICAL CHEST COMPRESSION DEVICE(S) IN AN AMOUNT NOT TO EXCEED \$20,000 APPROVED

City Manager Stacey Almond summarized the item. Council is being asked to approve the purchase of mechanical chest compression devices. This device provides continuous and accurate chest compressions during emergency medical incidents involving patients in cardiac arrest. Fire Chief Christenson and Division Chief Arthur demonstrated the device earlier.

A MOTION WAS MADE BY COUNCIL MEMBER PARSLEY, SECONDED BY COUNCIL MEMBER STUARD TO APPROVE A PURCHASE OF THREE MECHANICAL CHEST COMPRESSION DEVICES IN AN AMOUNT NOT TO EXCEED \$25,000.

MOTION TO APPROVE CARRIED 7-0.

D. EXECUTIVE SESSION

D.1 PURSUANT TO SECTION 551.071: CONSULTATION WITH CITY ATTORNEY TO SEEK LEGAL ADVICE ABOUT PENDING OR THREATENED LITIGATION - FIRST TEXAS EXTERIORS

Mayor Bowen announced at 9:03 a.m. that the Council would adjourn into Executive Session as authorized by Chapter 551, Texas Government Code, specifically Section 551.071: Consultation with City Attorney to seek legal advice about pending or threatened litigation – First Texas Exteriors. *City Attorney Drew Larkin present via conference call at 9:21 a.m. and left the meeting at 9:32 a.m.* Executive Session began at 9:03 p.m. and concluded at 9:32 a.m.

Mayor Bowen reconvened into open session at 9:37 a.m.

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

No action is necessary as the result of Executive Session.

F. ADJOURNMENT

Mayor Walter Bowen adjourned the meeting at 9:37 a.m.

APPROVED

By: _____
Walter Bowen, Mayor

ATTEST:

Monica Solko, City Secretary