

**CITY OF LAKE WORTH  
Minutes for  
City Council Regular Meeting  
Tuesday, March 8, 2016  
6:30 P.M. – Council Chambers  
3805 Adam Grubb • Lake Worth, Texas**

**1. Call to Order.**

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

**2. Invocation and Pledge of Allegiance.**

Dr. Jerry Locke gave invocation. Attendees recited the pledge of allegiance.

**3. Roll Call.**

Council members present were Mayor Walter Bowen, Jim Smith, Geoffrey White, Gene Ferguson, Ronny Parsley, Pat O. Hill, Gary Stuard, and Clint Narmore.

Staff present was Brett McGuire, City Manager; Debbie Whitley, Assistant City Manager/Director of Finance; Linda Rhodes, City Secretary; Jimmy Womack, Chief of Police; Mike Christenson, Fire Chief; Jami Woodall, EDC Coordinator; Suzanne Meason, Planning and Zoning Coordinator; Barry Barber, Building Official; Sean Densmore, Public Works Director; Danielle Hackbusch, HR/Risk Management; Cheryl Vess, Community Activities Coordinator; and Mimi Soulivong, Staff Accountant. City Attorney Drew Larkin and City Engineer Todd Hensley were present.

**4. Consent Agenda:**

**a. Approval of minutes for the City Council Regular meeting on February 9, 2016.**

**b. Approval of Finance Reports for the month of February 2016.**

Ronny Parsley made a motion, seconded by Pat Hill, to approve the Consent Agenda as presented. Motion passed with all in favor and none opposed.

**5. Presentations:**

**a. Proclamations/Awards/Presentations.**

**b. Citizen/Visitor Comments.**

*There were no Presentation Items.*

**6. Public Hearing/Action Items.**

*There were no Public Hearing/Action Items.*

**7. Ordinances and Resolutions.**

**a. Resolution #1002- Amending the Personnel Policy Manual to include a Mother-Friendly Workplace policy.**

Danielle Hackbusch explained that in order for the City to be in compliance with Chapter 619 of the Texas Government Code, Resolution #1002 is being brought to Council for approval.

Jim Smith made a motion, seconded by Gary Stuard, to approve Resolution #1002 as presented. Motion passed with all voting in favor and none opposed.

- b. Resolution #1003- Approval of a Job Description for a Professional Standards Officer.

Danielle Hackbusch noted that Chief Womack is requesting a job description revision for the Police Department Training Officer that more accurately reflects the duties performed with the title of Professional Standards Officer.

Gene Ferguson made a motion, seconded by Ronny Parsley, to approve Resolution #1003, approval of a job description for a Professional Standards Officer. Motion passed with all voting in favor and none opposed.

## **8. Contracts/Agreements.**

- a. Approval of Fire Station Asbestos Abatement Agreements and authorization of additional funding.

Brett McGuire explained that many years ago when the Fire Department was built, the construction materials were different then and contained asbestos. Staff would now like to better utilize the space on the second floor, which has been used primarily for storage. There is no health hazard, but staff would like to turn it into more usable space. Acting on the City's behalf, Aztec Environmental, whom the City has used in the past, received three (3) bids for the abatement. Staff is requesting approval of the lowest responsible bidder for the base bid plus four (4) alternates. The City can save money if the base bid and four (4) alternates are done at one time. If this is selected, additional funding will also be needed in order to complete the project. This funding will be available from General Fund at mid-year to cover the difference needed.

Jim Smith made a motion, seconded by Gene Ferguson, to approve the abatement agreements, to authorize the additional funding as presented, and to authorize the City Manager to execute the documents. Motion passed with all in favor and none opposed.

- b. Approval of an Interlocal Contract for cooperative purchasing with Harris County Department of Education.

Brett McGuire mentioned that Choice Partners (in conjunction with the Harris County Department of Education) is a State co-op purchasing group. The City likes to use co-ops whenever possible in order to save money; therefore, staff would like to enter into an Interlocal Contract with them to utilize them on goods and services that they may be low bid on.

Clint Narmore made a motion, seconded by Pat Hill, to approve the Interlocal Contract for cooperative purchasing with Harris County Department of Education and authorize the City Manager to execute the documents. Motion passed with all in favor and none opposed.

#### **9. Bids, Proposals, and Specifications.**

*There were no Bids, Proposals, and Specification Items.*

#### **10. Discussion/Action Items.**

##### **a. Approval of Annual Audit for the fiscal year ended September 30, 2015 as submitted by Snow Garrett Williams, Certified Public Accountants.**

Prior to introducing Gaylyn Mendoza with Snow Garrett Williams to present the audit, Debbie Whitley announced that Mimi Soulivong, Staff Accountant, will be leaving the City after six (6) years of employment. She thanked Mimi for her years of service.

Gaylyn Mendoza went over the audit for fiscal year ended September 30, 2015. The audit resulted in a good, clean opinion. Ms. Mendoza briefly went over a few pages and audit numbers. Overall, it was a good year for the City. No deficiencies in internal control were identified.

Gary Stuard made a motion, seconded by Geoffrey White, to approve the annual audit for the fiscal year ended September 30, 2015 as submitted by Snow Garrett Williams, Certified Public Accountants. Motion passed with all in favor and none opposed.

#### **11. Mayor and Council Items.**

##### **a. Update on Tarrant County Mayor's Council by Mayor Bowen.**

Mayor Bowen noted that the Ranking Committee for the upcoming Tarrant County CDBG projects met. The City of Lake Worth is not in this year's funding; it will be in the following year. Also, he thanked the City Manager and staff for their work and response efforts regarding the storm this morning.

#### **12. City Manager and Staff Reports.**

##### **a. City Manager Report(s):**

*Brett McGuire had nothing to report at this time.*

##### **b. Public Works Director Report(s):**

###### **1. Update on City Projects.**

Sean Densmore reported on the following projects:

- 41<sup>st</sup> Year CDBG Project- contractor is working on the sewer line on Malta.
- Bid for Azle Avenue Ground Storage Tank will advertise in the newspaper on March 11 and March 18, 2016 with a bid date of March 31, 2016.

- Lake Worth Park Project- due to removal of the retaining wall and due to rain delays, the project has been extended 30 days, giving a projected end date of March 25, 2016.

**c. Community Activities Coordinator Report(s):**

**1. Announce date of Annual Community Easter Egg Hunt.**

Cheryl Vess announced that the Annual Community Easter Egg Hunt is scheduled for Saturday, March 19, 2016 from 10:00 am to noon. There will be a petting zoo and Miss Vivian White will be the Easter Bunny. She stated she appreciates all of the help with this event each year from the City and volunteers.

**13. Executive Session:**

As authorized by Chapter 551 of the Texas Government Code, the City Council reserves the right to convene into executive session as necessary during the course of this meeting to discuss the following:

Pursuant to the following sections:

- a. **Section 551.071- Consultation with attorney with regard to any item posted on the agenda or pending or contemplated litigation, settlement offers, and/or claims.**

*There was no Executive Session.*

**14. Reconvene into Regular Session:**

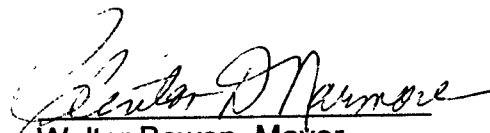
- a. **Take any action necessary pursuant to Executive Session Items as listed above.**

*There was no Executive Session.*

**15. Adjourn.**

There being no further business, Mayor Walter Bowen closed the Council meeting at 6:54 p.m.

APPROVED:

  
 Walter Bowen, Mayor  
 (Clint Narmore  
 Mayor Pro-Tem)

ATTEST:

  
 Linda Rhodes, TRMC/MMC  
 City Secretary