

**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, JUNE 12, 2018**

REGULAR MEETING: 6:30 PM

A. CALL TO ORDER.

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

A.1 INVOCATION AND PLEDGE OF ALLEGIANCE.

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

A.2 ROLL CALL.

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

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

No items for this category.

A.4 CITIZEN PRESENTATION / VISITOR COMMENTS

There were no requests to speak from the public.

A.5 REMOVAL OF CONSENT AGENDA

No items were removed from the consent agenda.

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

B.1 APPROVE MINUTES OF THE MAY 8, 2018 CITY COUNCIL MEETING.

B.2 APPROVE FINANCE REPORTS FOR THE MONTH OF MAY 2018.

B.3 APPROVE ORDINANCE NO. 1114, REAPPOINTMENT OF CRAIG A. MAGNUSON AS AN ASSOCIATE MUNICIPAL COURT JUDGE OF RECORD FOR A TERM OF TWO YEARS.

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

MOTION TO APPROVE CARRIED 6-0.

C. PUBLIC HEARINGS

No items for this category.

D. PLANNING AND DEVELOPMENT

No items for this category.

E. PUBLIC WORKS

No items for this category.

F. GENERAL ITEMS

F.1 DISCUSS AND CONSIDER APPROVAL OF A LICENSE AND SERVICES AGREEMENT WITH TYLER TECHNOLOGIES IN THE AMOUNT NOT TO EXCEED \$47,859.21.

APPROVED

Police Chief Corry Blount summarized the item. The City of Lake Worth Police Department currently relies on the CRIMES record management system for a ticket writer function. The current system requires that two hard copy citations be printed, one violator copy and another copy that is manually entered into the court data base. The proposed E-Citation writers will automatically interface with our court data base so that the information can be collected. The E-Citation writers will save time during the traffic stop

and the hard copy citations will no longer have to be manually entered into the court data base.

A MOTION WAS MADE BY COUNCIL MEMBER STUARD, SECONDED BY COUNCIL MEMBER PARSLEY TO APPROVE THE CONTRACT WITH TYLER TECHNOLOGIES AND TO AUTHORIZE STACEY ALMOND, CITY MANAGER TO EXECUTE THE CONTRACT ON BEHALF OF THE CITY OF LAKE WORTH.

MOTION TO APPROVE CARRIED 6-0.

F.2 DISCUSS AND CONSIDER RESOLUTION NO. 2018-22, APPROVING THE PROPERTY ENHANCEMENT INCENTIVES POLICY.

APPROVED

City Manager Stacey Almond summarized the item. The City of Lake Worth desires to improve the physical appearance of businesses as well as visibly enhance the City's commercial corridors. The proposed Property Enhancement Incentives policy outlines the purpose, goals, general eligibility requirements, priorities and various incentive types. It is the hope that this policy will also increase the marketability and occupancy rate of various commercial structures that may be hindered by an outdoor appearance.

A MOTION WAS MADE BY COUNCIL MEMBER SMITH, SECONDED BY COUNCIL MEMBER STUARD TO APPROVE ITEM F.2 AS PRESENTED.

MOTION TO APPROVE CARRIED 6-0.

F.3 DISCUSS AND CONSIDER SELECTION OF THE MEDSTAR SUBSIDY RATE FOR THE CITY OF LAKE WORTH FOR FY 2018-2019.

APPROVED

City Manager Stacey Almond summarized the item. The Medstar Interlocal Cooperative Agreement requires that each member city select a price/subsidy option by June 30th of each year. In years past the City has chosen not to make any subsidy payments. The estimated average bill for transport for the current fiscal year is \$1,448.00. If the Council chooses to maintain a \$0.00 subsidy the estimated average bill for transport for FY 2018-2019 will remain the same. Staff has not calculated the cost impact for any of the proposed subsidy levels due to the overwhelming options available. As noted in the MedStar letter, the subsidy options were prepared using population estimates provided by the US Government Census for 2016.

A MOTION WAS MADE BY COUNCIL MEMBER HILL, SECONDED BY COUNCIL MEMBER PARSLEY TO REMAIN CONSISTENT AND PROVIDE NO SUBSIDY PAYMENT (\$0.00) FOR THE FY 2018-2019.

MOTION TO APPROVE CARRIED 6-0.

F.4 DISCUSS AND CONSIDER AUTHORIZING A PART-TIME INTERNSHIP POSITION TO ASSIST IN THE IMPLEMENTATION OF THE CITY'S RECORDS MANAGEMENT PROGRAM AT A COST NOT TO EXCEED \$6,000.

APPROVED

City Manager Stacey Almond presented the item. A records management program provides for the identification, maintenance, retention, security, disposition and preservation of City records and is required by State law (Local Government Code Chapters 203, 204 and 205 and the Texas Public Information Act Chapter 552 of the Texas Government Code). Proper records management ensures that information is available when and where it is needed, in an organized and efficient manner, and in an appropriate environment. Although a records management program was adopted, a uniform codification system was never created nor implemented. The implementation of this system will make work more efficient and is not a criticism of past practices or individuals. The first step involves the inventory of the records. Staff needs to move forward toward identifying, recording, and filing all the records of the city along with identifying the retention requirements for each record to ensure records are deleted as the state law requirements are met. This is a very time consuming and tedious project. To assist staff with the initial inventory and implementation of the program, staff is requesting approval to hire a part-time intern for six months. Staff has reached out to the University of North Texas, Master of Public Administration (MPA) for possible interns interested in pursuing a career in local government. Staff has selected an individual who is currently on her second year of her MPA degree who will help in facilitating the program. The requested funding for the position is \$12.00 per hour at 18 hours per week for six months. Total cost not to exceed \$6,000 and funding is available.

A MOTION WAS MADE BY COUNCIL MEMBER PARSLEY, SECONDED BY COUNCIL MEMBER HILL TO APPROVE AUTHORIZATION FOR A PART-TIME TEMPORARY INTERNSHIP POSITION TO ASSIST IN THE IMPLEMENTATION OF THE CITY'S RECORDS MANAGEMENT PROGRAM AT A COST NOT TO EXCEED \$6,000.

MOTION TO APPROVE CARRIED 6-0.

F.5 DISCUSS AND CONSIDER APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT FOR WATER AND SEWER RATE STUDY WITH CAROLYN MARSHALL, CPA AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE PROPOSAL.

APPROVED

City Manager Stacey Almond presented the item. The most recent water and sewer rate study was completed and presented to City Council in November 2013. Based on the results of that study, the City began billing for water on a tiered rate structure. In addition, ready for service fees and volume charges for each service were increased effective January 1, 2014. There has not been a rate increase since then. Carolyn Marshall did the rate study in 2013 and staff is proposing that she be engaged to complete the update.

The proposed fee for the rate study is \$12,000. Based on a mid-year budget review, funds are available to cover this cost.

A MOTION WAS MADE BY COUNCIL MEMBER STUARD, SECONDED BY MAYOR PRO TEM NARMORE TO APPROVE THE PROFESSIONAL PROPOSAL FOR A WATER AND SEWER RATE STUDY FROM CAROLYN MARSHALL AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE PROPOSAL.

MOTION TO APPROVE CARRIED 6-0.

F.6 DISCUSS AND CONSIDER ACTION REGARDING COUNCIL ACCEPTANCE OF THE RESIGNATION OF GENE FERGUSON, CITY COUNCIL PLACE 3.

APPROVED

City Manager Stacey Almond summarized the item. On Monday, June 4, 2018 a letter of resignation for City Council, Place 3 was filed with the City Secretary's office. Council member Ferguson has requested that the resignation be effective immediately. Council member Ferguson has served the City of Lake Worth for many years in different capacities. Staff is requesting that Council acknowledge and accept Council member Ferguson's letter of resignation.

A MOTION WAS MADE BY MAYOR PRO TEM NARMORE, SECONDED BY COUNCIL MEMBER HILL ACCEPTED THE RESIGNATION OF GENE FERGUSON, COUNCIL MEMBER PLACE 3.

MOTION TO APPROVE CARRIED 6-0.

F.7 DISCUSS AND CONSIDER ACTION REGARDING FILLING THE UNEXPIRED TERM OF CITY COUNCIL PLACE 3.

APPROVED

City Manager Stacey Almond summarized the item. The acceptance of the resignation of Council member Ferguson, Place 3 creates a vacancy on the City Council. Pursuant to Article III, Section 3.06 of the City Charter: In the event there is one vacancy on the Council or in the office of the Mayor, the Council may call a special election to be held in accordance with State law or by the vote of three-fourths of all remaining members, appoint a qualified person to fill the vacancy. An appointment would be no cost to the city but if a Special Election is desired the impact is estimated at \$4,500.

If filing the unexpired term by appointment is selected by the Council the following schedule is recommended:

- Authorize the City Secretary to advertise the vacancy for 20 days;
- All applications must be received by 5:00 p.m. on Monday, July 2nd;
- The application form will be made available on the City's website and available for pick up from City Hall, Monday – Friday, 8 a.m. – 5 p.m.
- After verification by the City Secretary all qualified applicants will be reviewed by City Council.

A MOTION WAS MADE BY COUNCIL MEMBER HILL, SECONDED BY COUNCIL MEMBER PARSLEY TO FILL THE UNEXPIRED TERM BY APPOINTMENT AS OUTLINED IN THE SCHEDULE: (1) AUTHORIZE THE CITY SECRETARY TO ADVERTISE THE VACANCY FOR 20 DAYS; (2) ALL APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. ON MONDAY, JULY 2ND; (3) THE APPLICATION FORM WILL BE MADE AVAILABLE ON THE CITY'S WEBSITE AND AVAILABLE FOR PICK UP FROM CITY HALL, MONDAY-FRIDAY, 8 A.M. – 5 P.M., AND (4) AFTER VERIFICATION BY THE CITY SECRETARY ALL QUALIFIED APPLICANTS WILL BE REVIEWED BY CITY COUNCIL.

MOTION TO APPROVE CARRIED 4-2, WITH COUNCIL MEMBERS SMITH, PARSLEY, HILL AND MAYOR PRO TEM NARMORE VOTING IN FAVOR AND COUNCIL MEMBERS WHITE AND STUARD VOTING AGAINST.

G. MAYOR AND COUNCIL ITEM(S)

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

Mayor Walter Bowen reported that during the Tarrant County Mayor's Council meeting it was announced that the Tarrant County Community Development Department has a program to help those in need of an air conditioner window unit. The Texas summers are extremely hot and if anyone knows of a person in need, please contact City Manager Stacey Almond and she will pass the information onto Tarrant County. The program will also install the unit.

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

H.1 Planning and Development Report(s):

1. Update on Shred Event
2. Code Enforcement Initiative

Planning and Development Director Barry Barber announced that with the rescheduled shred event had a drop in attendance with twenty cars less than last year a little less weight on shredded paper.

The Code Compliance Department will begin a new Code Initiative program which will reduce code compliance violations and continue to beautify the City. Code Compliance will be mailing out letters explaining the new program along with a calendar that will show what violation will be focused on each month.

H.3 Public Works Report(s):

1. Update on City Projects

Public Works Director Sean Densmore more updated Council on the following projects:

- Asphalt Project - Tarrant County have completed Norris Valley and Sunset and will begin work on Aztec and Mayan then moving to Wallis, Lakeside, Clarke, Effie Morris, Merritt, Fewell and Osage completion will be in July.
- Concrete projects – completed Wallace and will begin working on Osage.

- 43rd CDBG Project – will start June 11th, they will begin digging in the area behind Apache along the creek area up to Caddo and up to Osage. That will be a 90-day project.

I. EXECUTIVE SESSION

I.1 PURSUANT TO SECTION 551.072: DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY LOCATED AT 4200 WHITE STREET.

Mayor Bowen announced at 6:52 p.m. that the Council would adjourn into Executive Session as authorized by Chapter 551, Texas Government Code, specifically Section 551.072: Deliberate the purchase, exchange, lease or value of real property located at 4200 White Street. Executive Session began at 6:52 p.m. and concluded at 7:06 p.m.

An affidavit of disqualification has been completed by Council member White and filed with the City Secretary stating the nature of the interest was property owner near location.

Mayor Bowen reconvened into open session at 7:06 p.m.

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

A MOTION WAS MADE BY COUNCIL MEMBER SMITH, SECONDED BY COUNCIL MEMBER PARSLEY TO AUTHORIZE THE CITY MANAGER TO WITHDRAW THE OFFER FOR THE PROPERTY LOCATED AT 4200 WHITE STREET; AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY TO COMPLETE THE WITHDRAWAL FOR THE CITY.

MOTION TO APPROVE CARRIED 5-0-1, WITH COUNCIL MEMBERS SMITH, PARSLEY, HILL, STUARD, AND MAYOR PRO TEM NARMORE VOTING IN FAVOR AND COUNCIL MEMBER WHITE ABSTAINING.

K. ADJOURNMENT

Mayor Walter Bowen adjourned the meeting at 7:07 p.m.

APPROVED

By: _____
Walter Bowen, Mayor

ATTEST:

Monica Solko, City Secretary