

**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 11, 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
	Sue Wenger	Council, Place 3
	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
	Drew Larkin	City Attorney
	Monica Solko	City Secretary
	Mike Christenson	Fire Chief
	Corry Blount	Police Chief
	Sean Densmore	Public Works Director
	Barry Barber	Planning and Development Director
	Danielle Hackbusch	Human Resources Coordinator
	Kelly McDonald	Purchasing Coordinator

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

A.3.1 WELCOME AND INTRODUCTION – PUBLIC OFFICIAL, PUBLIC EMPLOYEE OR CITIZEN.

Police Chief Blount presented a certificate of appreciation to intern Paulina Quintana for her contributions to the Police Department. Fire Chief Christenson presented a welcome certificate to newly hired Fire Division Chief Ryan Arthur.

A.4 CITIZEN PRESENTATION / VISITOR COMMENTS

Julie Sourjohn, 6324 Canyon Trail came forward to read a letter from her next-door neighbor Shelley and Robert Majors. The letter raised two concerns, neighborhood speeding and theft. They would like to see more law enforcement in the neighborhood and are requesting speed bumps.

Mayor Bowen requested that staff look into the concerns. Police Chief Blount stated that the Police Department recently purchased a radar trailer that could give stats on traffic counts and speed. They are working on the format of the data and security of the device but would soon be able to use the trailer for such instances.

Mr. Nick Griffin, 6329 Canyon Trail, Lake Worth, Texas came forward with concerns regarding the dissolution and funds of the Economic Development Corporation, promotion of Lake Worth businesses, and chamber funding.

City Attorney Drew Larkin stated he would discuss the issues with Mr. Griffin following the meeting.

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 NOVEMBER 13, 2018 CITY COUNCIL MEETING.

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

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

MOTION TO APPROVE CARRIED 7-0.

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 APPROVAL OF AN INTERLOCAL AGREEMENT (CO#129029) WITH TARRANT COUNTY FOR FY 2018-2019 RECONSTRUCTION AND ASPHALT OVERLAY PROJECTS AND AUTHORIZE THE CITY MANAGER TO EXECUTE SAME.

APPROVED

Purchasing Coordinator Kelly McDonald summarized the item. Council is being asked to approve an interlocal agreement with Tarrant County. Annually, Tarrant Council provides labor and equipment for the reconstruction and/or asphalt overlay of predetermined public streets. The City submitted a letter of interest to Precinct #4 County Commissioner J.D. Johnson listing all streets that the City approved through the 2019 budgetary process.

The proposed streets are as follows:

- 4200 – 4700 William Springs Road (62,384 sq. Ft.) – Reconstruct and Asphalt Overlay
 - Reclaiming to a depth of 2”
 - Cement Stabilization
 - Apply 2” of Type D, hot mix asphaltic concrete pavement surface
- Azle Avenue (West Bound Lanes) (81,810 sq. Ft.) - Asphalt Overlay
 - Mill existing asphalt to a depth of 4”
 - Apply 2” of Type D, hot mix asphaltic concrete pavement surface
- Roberts Cut Off, Fewell Drive, and 4300-4500 Lakeview Drive
 - Apply 2” of Type D, hot mix asphaltic concrete pavement surface

The City will be responsible for furnishing all materials, a site for dumping waste, traffic control, temporary driving markings, a storm water prevention plan, plan specification and engineering drawings, if needed.

A MOTION WAS MADE BY COUNCIL MEMBER SMITH, SECONDED BY COUNCIL MEMBER WHITE TO APPROVE ITEM E.1 AS PRESENTED.

MOTION TO APPROVE CARRIED 7-0.

E.2 DISCUSS AND CONSIDER THE PURCHASE OF ASPHALT FROM REYNOLDS ASPHALT FOR THE FY 2018-2019 STREET MAINTENANCE PROJECTS WITH TARRANT COUNTY IN THE AMOUNT NOT TO EXCEED \$301,024.

APPROVED

Public Works Director Sean Densmore summarized the item. Per the Interlocal Agreement with Tarrant County (CO#129029, item E.1), Lake Worth is responsible for covering the cost of all materials used pertaining to the submitted street projects. The

agreement also allows the City to receive Tarrant County pricing from their preferred vendors. Reynolds Asphalt is the preferred vendor for Type D Hot Mix for Tarrant County.

Street work to be performed by square footage and estimated asphalt tonnage.

- 4200 - 4700 William Springs Rd – 2,228 x 28 (62,384 sq.ft.)
- 6100 - 6700 Azle Ave (Outside/West bound lane) 4,545 x 18 (81,810 sq.ft.)
- 4300 - 4500 Lakeview Dr – 1,000 x 24 (24,000 sqft)
- 4200 Fewell Dr – 439 x 20 (8,780 sqft)
- 3600 - 3000 Roberts Cut-Off – 2279 x 34 (77,486 sqft)

City Manager Stacey Almond stated that the asphalt being purchased was for Tarrant County projects only.

A MOTION WAS MADE BY COUNCIL MEMBER STUARD, SECONDED BY MAYOR PRO TEM NARMORE TO APPROVE THE PURCHASE OF ASPHALT FROM REYNOLDS ASPHALT FOR THE FY 2018-2019 STREET MAINTENANCE PROJECTS WITH TARRANT COUNTY IN THE AMOUNT NOT TO EXCEED \$301,024.

MOTION TO APPROVE CARRIED 7-0.

F. GENERAL ITEMS

F.1 DISCUSS AND CONSIDER THE UPDATED 201-2019 CITY OF LAKE WORTH ORGANIZATIONAL CHART.

APPROVED

City Manager Stacey Almond presented the item. Staff is recommending a reorganization in the Library and Community Services Department. A recent vacancy allows for the opportunity to propose the following two (2) options for consideration.

Option 1 – Change the Community Activities Coordinator to Community Activities Assistant and combine the Part-time Library Aide and the Part-time Senior Center Aide to one Full-time Library/Senior Center Aide.

- a. Staff believes this is a necessary change to the organizational chart. The current Community Activities Coordinator position needs to be revised to meet the current needs of the organization. Staff feels making this an assistant level position is appropriate and will still maintain an excellent level of service.
- b. Staff believes combining the two (2) part-time positions in to one (1) full-time position will provide greater efficiency for both the Library and Senior Center. This modification would provide an additional 300 hours of coverage annually to the Community Services Department.

Option 2 - Change the Community Activities Coordinator to Community Activities Assistant.

- a. Staff believes this is a necessary change to the organizational chart. The current Community Activities Coordinator position needs to be revised to meet

the current needs of the organization. Staff feels making this an assistant level position is appropriate and will still maintain an excellent level of service.

- b. This option provides for no changes to the current part-time positions at both the Library and the Senior Center.

A MOTION WAS MADE BY COUNCIL MEMBER WENGER, SECONDED BY COUNCIL MEMBER WHITE TO APPROVE THE UPDATED FY 2018-2019 ORGANIZATIONAL CHART AS PRESENTED WITH OPTION 1.

MOTION TO APPROVE CARRIED 7-0.

F.2 DISCUSS AND RESOLUTION NO. 2018-34, REVISING JOB DESCRIPTIONS TO COMMUNITY ACTIVITIES COORDINATOR, PART-TIME (PT) SENIOR CENTER AID, AND PT LIBRARY AIDE

APPROVED

Human Resources Coordinator Danielle Hackbusch summarized the item. Council is being asked to approve the following job description changes:

<u>Current Title</u> Community Activities Coordinator	<u>New Title</u> Community Activities Assistant
<u>Current Title</u> PT Library Aide PT Senior Aide	<u>New Description (combined into one)</u> FT Library/Senior Center Aide

The revised job descriptions will go into effect on December 17, 2018.

A MOTION WAS MADE BY COUNCIL MEMBER SMITH, SECONDED BY COUNCIL MEMBER STUARD TO APPROVE INSURANCE AS RECOMMENDED AND PRESENTED.

MOTION TO APPROVE CARRIED 7-0.

F.3 DISCUSS AND CONSIDER AMENDING PAY PLAN B – NON-EXEMPT EMPLOYEES EFFECTIVE DECEMBER 17, 2018 TO REFLECT STAFF REORGANIZATION AT THE LIBRARY AND SENIOR CENTER

APPROVED

Assistant City Manager/Finance Director Debbie Whitely summarized the item. Council is being asked to approve the amended Pay Plan B – Non-Exempt Employees to reflect the approved changes related to staff reorganization at the Library and Senior Center. The pay plan has been updated to reflect Option 1 as presented in Agenda Item F.1. If Option 2 is approved, the only change would be to eliminate the Community Activities Coordinator in Pay Grade 20 and to add Community Activities Assistant in Pay Grade 10.

CITY OF LAKE WORTH
EMPLOYEE PAY SCALE
PAY PLAN B - NON-EXEMPT EMPLOYEES
Effective October 1, 2018

Pay Grade	FLSA Status	Job Title	Pay Frequency	Minimum	Maximum
1	N	Administrative Assistant/Fire Dept	Hourly	\$10.06	\$14.21
1	N	Animal Control Officer			
1	N	Library Aide			
1	N	Municipal Court Clerk			
1	N	Senior Center Aide (eliminate)			
1	N	Senior Center Aide (As needed)	Hourly	\$10.06	\$10.06
All grade 1 are Part-time positions					
5	N	Building Maintenance Worker	Annual	\$29,818.00	\$38,750.00
5	N	Library Aide	Monthly	2,484.83	3,229.17
5	N	Mechanic I	Pay Period	1,146.85	1,490.38
5	N	Park Maintenance Worker I	Hourly	14.34	18.63
5	N	Street Maintenance Worker I			
5	N	Water/Sewer Tech I			
5	N	Library/Sr. Center Aide (new)			
10	N	Mechanic II	Annual	\$33,000.00	\$44,700.00
10	N	Park Maintenance Worker II	Monthly	2,750.00	3,725.00
10	N	Street Maintenance Worker II	Pay Period	1,269.23	1,719.23
10	N	Water/Sewer Tech II	Hourly	15.87	21.49
10	N	Community Activities Assistant (new)			
15	N	Accounts Payable Clerk	Annual	\$34,248.00	\$45,712.00
15	N	Animal Control Officer	Monthly	2,854.00	3,809.33
15	N	Code Compliance Officer	Pay Period	1,317.23	1,758.15
15	N	Customer Service Clerk	Hourly	16.47	21.98
15	N	Help Desk Technician			
15	N	Municipal Court Clerk			
15	N	Permit Clerk			
15	N	Utility Billing Clerk			
15	N	Public Works Administrative Assistant			
20	N	Community Activities Coord (eliminate)	Annual	\$39,332.80	\$53,886.00
20	N	Crew Leader-Maintenance	Monthly	3,277.73	4,490.50
20	N	Crew Leader-Parks	Pay Period	1,512.80	2,072.54
20	N	Crew Leader-Street	Hourly	18.91	25.91

20	N	Crew Leader-Water			
25	N	Building Inspector	Annual	\$46,825.00	\$64,150.00
25	N	Planning & Zoning Administrator	Monthly	3,902.08	5,345.83
			Pay Period	1,800.96	2,467.31
			Hourly	22.51	30.84
30	N	Staff Accountant	Annual	\$48,068.80	\$65,852.80
			Monthly	4,005.73	5,487.73
			Pay Period	1,848.80	2,532.80
			Hourly	23.11	31.66

A MOTION WAS MADE BY COUNCIL MEMBER STUARD, SECONDED BY COUNCIL MEMBER PARSLEY, TO APPROVE AGENDA ITEM F.3 AS PRESENTED WITH OPTION 1

MOTION TO APPROVE CARRIED 7-0.

F.4 DISCUSS THE CHARTER REVIEW COMMISSION (CRC) RECOMMENDATION LETTER.

City Manager Stacey Almond presented the final report from the Charter Review Commission.

The following is a summary of substantive changes which the Charter Review Commission recommends that City Council consider for placing on the ballot for consideration by the qualified voters:

- **Section 1.05** – Delete the platting rules and regulations as these are dictated by state law.
- **Section 2.01** - Amend to clarify the powers of the Charter, powers of local-self-government, and all powers enumerated in Chapter 13, Title 28, Article 1175 of the Revised Civil Statutes of the State of Texas of 1925.
- **Section 2.02** - The enumeration of powers deemed to be exclusive be deleted in its entirety. These enumerated powers are provided for in Section 2.01.
- **Section 2.03** - Powers of the City Council be deleted from Section 2.03 and moved to Section 3.03 to provide for the Powers of the City Council under the Section specifically related to City Council.
- **Section 3.03** - Eligibility of the Mayor, and any Council member, be deleted in its entirety and amended to provide for the Powers of the City Council.
- **Section 3.04** - The Council judge of election be deleted; these qualifications are already stated in Section 3.02.
- **Section 3.04** - Amend to provide that the City Council may require bonds of municipal employees who receive or pay out any monies.

- **Section 3.06** - Amended to provide for a vote of all remaining members to appoint a qualified person to fill a vacancy.
- **Section 3.09** - Amended to provide that the Mayor Pro Tem shall be chosen on a rotational basis based on place number, beginning with Place 1 and continuing through Place 7. Additionally, the Mayor Pro Tem shall act as Mayor during the disability or absence of the Mayor.
- **Section 3.10** - Amended to provide for more detailed duties of the Mayor to include the Mayor may participate in discussion on all matters before the Council. The Mayor shall not be entitled to a vote, except in case of a tie, the Mayor casts the deciding vote, and the Mayor shall be recognized as the head of the city government for ceremonial purposes but shall have no regular administrative duties.
- **Section 3.12** - Added to provide for prohibitions of the City Council. Specifically, the Mayor and City Council may not hold any other city office or city employment, that no former Mayor of City Council member may hold employment until one (1) year after the expiration of the term they were elected or appointed to hold.
- **Section 4.03** - Relating to the official ballot be amended to provide for two or more candidates have the same surname, their residence addresses must be printed with their names on the official ballot.
- **Section 4.05** - Relating to conducting and canvassing the elections by selection of the election judge to conduct such election be amended to provide for official results of the election in accordance with Texas Election Code and provide for requirements for canvassing and officially declaring the results as provided by State Law.
- **Section 6.06** - Amended to provide for twenty-one (21) days after the date of certifying the petition as sufficiently completed.
- **Section 7.03** - Amended to require full text of the ordinance be posted on the bulletin board and publication of the caption.
- **Section 8.06** -Amended to establish and maintain a Municipal Court, having all powers and duties prescribed by State Law, providing for the appointment of the Municipal Court Judge, requirements, and removal process. Additionally, providing for the clerk and deputy clerk of the Municipal Court and associated responsibilities.

Ms. Almond stated there would be further discussion of the CRC final report at the January 11th Council workshop.

NO ACTION IS REQUIRED BY CITY COUNCIL.

F.5 UPDATE ON THE CITY OF LAKE WORTH'S RECORDS MANAGEMENT PROGRAM.

City Manager Stacey Almond introduced Records Intern Kaitlyn Easum. Ms. Easum presented a PowerPoint presentation of the progress of the records program.

- Administrative records:

- Imaged approximately 16,000 pages
- Shredded approximately 13 boxes of duplicate copies = 650 lbs.
- Shredded approximately 16 boxes of records that have met retention = 800 lbs.
- 14 boxes waiting to be destroyed that have been imaged = 700 lbs. (waiting on images to be backed up on sever before destroying)
- Total project: 43 boxes = 2,150 lbs. of paper

The next project for records management will be to begin digitizing city-wide plans, liens and finance documents.

NO ACTION IS REQUIRED BY CITY COUNCIL.

G. MAYOR AND COUNCIL ITEM(S)

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

Mayor Walter Bowen reported the Tarrant County Mayor’s Council Annual Banquet dinner was held on December 3 along with the induction of the new slate of officers. The next meeting will be in February.

H. EXECUTIVE SESSION

No items for this category.

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

No action required.

K. ADJOURNMENT

Mayor Walter Bowen adjourned the meeting at 7:03 p.m.

APPROVED

By: _____
Walter Bowen, Mayor

ATTEST:

Monica Solko, City Secretary