

**Dalworthington Gardens City Council
Meeting Minutes
December 19, 2019**

WORK SESSION – 6:00 P.M.

Mayor Bianco called the meeting to order at 6:00 p.m. with the following present:

Members Present:

Laura Bianco, Mayor
Mark McGuire, Alderman, Place 1
Guy Snodgrass, Alderman, Place 2
Cathy Stein, Alderman, Place 3
Ed Motley, Mayor Pro Tem; Alderman, Place 4
Joe Kohn, Alderman, Place 5

Staff Present:

Lola Hazel, City Secretary
Greg Petty, DPS Director
Kay Day, Finance Director
Jeff Chasteen, Public Works Superintendent

1. PRESENTATION FROM FERGUSON ON NEW WATER METER SYSTEM.

Item presented and discussed during work session.

At this time, Council took a short recess at 6:54 p.m. before beginning the Regular Session.

REGULAR SESSION – 7:00 P.M.

The Regular Session began at 7:03 p.m.

1. INVOCATION AND PLEDGES OF ALLEGIANCE

Mayor Bianco gave the invocation. Pledges were said.

2. PRESENTATION OF VOLUNTEER OF THE YEAR BY THE HISTORICAL COMMITTEE

This item was not addressed at this meeting, and was moved to the January 16, 2020 agenda.

3. ITEMS OF COMMUNITY INTEREST

The following items were presented.

- **Santa Parade – December 23**

4. CITIZEN COMMENTS

1. Tracy Dodson, 2705 Whisperwood Trail: Relayed comments from other citizens. There is a pothole on Burlwood in need of repair. A citizen suggested the City get in touch with Texas Parks and Wildlife about free fish for Pappy Elkins Lake.
2. Eric Strickland, 3201 Sieber Drive: Spoke to the City's potential to become a destination city because of our rich history as a homestead community. Said some homestead communities have museums. Spoke to the City

doing the same. Spoke to preserving the few remaining original homesteads in the City and using them as a means to promote our city.

5. MAYOR AND COUNCIL COMMENTS

- Laura Bianco: Thanked AutoZone and McGraw Automotive for disposing of waste related to the stormwater audit. Thanked Kimbrough Fire for taking fire extinguishers related to the storm water audit. Announced total for the Salvation Army Mayoral Challenge - \$10,558.50, and announced that the City won per capita award again. Thanked the following for participating in the Salvation Army Mayoral Red Kettle Challenge: Kent and D'Ann Besley, Donnie and Leslie Fisher, Tara Cao, Charlene Fletcher, Judge Fitzpatrick's husband and her two daughters, Sylvia Bowers, Phil and Darla Szurek, Brian Burris, Jeff and Melissa Chasteen, Chaplain Don, Jim Robinson, Sandy Riney, Steve Lafferty, Chief Greg Petty, Chief Robert Sells, Capt. Darren Burkhart, LT Will Fike, his wife Chiayen and their two precious kids; LT AJ Thomas; Officer Ben Witts, his wife and lovely kids, Officer Steve Yancey, Officer Vickie Hess-Miller, Officer Richard Maurer , Officer Mike Bass , Firefighter Aaron Brown, Firefighter Tyler Lane, Firefighter Joey Flores, and Dispatcher Rachael Santillan and her three adorable kiddos. Special Thanks to ACA Jena Hopp, Terry Roger, Craig Sims and all the lovable kids from ACA that attended, whom we will be recognizing at a future Council meeting as well. Again I want to say thank you all for so generously donating your time and talents to this very worthy cause. I love you all so much, more then you will ever know. Merry Christmas to everyone as well.
- Guy Snodgrass: none
- Mark McGuire: Thanked Council for patience and efforts in his absence.
- Cathy Stein: Wished everyone a Merry Christmas and prosperous New Year. Hopes everyone has a great holiday season. Spoke to the City's new Shop DWG program which is now on the city's website.
- Ed Motley: Merry Christmas to everybody. Be safe. Shout out to park board and Santa visit on December 8. He was impressed with the amount of time Santa is willing to spend with each child.
- Joe Kohn: Hopes everyone has a good holiday with family, relaxation, and good food. Told audience to bring children out to Santa Parade on December 23.

6. DEPARTMENTAL REPORTS

- a. **DPS Report**
- b. **Financial Reports**
- c. **City Administrator Report**

Departmental Reports were presented.

7. CONSENT AGENDA

- a. **Approval of Resolution No. 2019-30 ratifying approval of the City's Purchase Policy.**
- b. **Approval of Resolution No. 2019-31 ratifying approval of the City's Comprehensive Financial Policy.**
- c. **Approval of Ordinance No. 2019-17 ratifying changes to the City Code of Ordinances, Appendix A Fee Schedule.**
- d. **Approval of Resolution No. 2019-32 approving the City's Investment Policy in accordance with the Public Funds Investment Act.**

- e. **Approval of Resolution No. 2019-33 appointing officers in accordance with the Public Funds Investment Act.**
- f. **Approval of November 21, 2019 regular meeting minutes.**

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member Guy Snodgrass to approve items a, d, e, and f; and pull items b and c off for individual discussion.

Motion carried by the following vote:

Ayes: Members Snodgrass, McGuire, Stein, Motley, and Kohn

Nays: None

8. REGULAR AGENDA

- a. **Discussion and possible action regarding a new Ferguson water meter system in the amount of \$470,265 the first payment of which would be made one year from funding date; and approve an agreement with AMI for installation of said water meter system, subject to any city attorney revisions of said agreement.**

Background information on this item: Staff met with Ferguson Waterworks in July 2019 to discuss the purchase of a new water meter system. The new system will do the following:

- Reduce operational costs by eliminating the manual reading of meters
- Improve capture of water usage, thereby reducing water loss
- Provide ability to view metered water usage by the hour via the web
- Provides alerts that can benefit the utility and the customer (leaks, register malfunctions, etc.)
- Be integrated and automated with Incode
- Have a seamless implementation process
- Have great local support and maintenance

The proposed Mueller meters from Ferguson fit the bill for all of these needs. This purchase will not affect this year's budget as the first capital payment will be made in 2020. It will be a fixed asset addition in FY19/20, with a depreciation component only.

Staff again met with Ferguson in December 2019 to go over the scope of work as there were concerns following the October 2019 meeting. Ferguson has provided an updated scope of work document addressing staff's concerns. The major concern was the time allowed for hand digging which was only 10 minutes. With most of the city's meters being in a state that would most likely require longer than 10 minutes, staff had concerns with that time allotment. Ferguson has changed that time to 30 minutes at no extra cost. If Council chooses to approve Ferguson's proposal, a town hall will need to be held in early 2020 (February suggested) to present the meters to citizens prior to installation. The goal will be to get as much information to citizens as possible prior to the switch. In the meantime, city staff will be marking meters believed to need more attention, and will also be cleaning out meter boxes in preparation for the install. With staff now having a few months to complete this task prior to installation, we feel confident we can accomplish this in time for installation. The process is as follows:

- Council approval
- Staff issues purchase order
- Staff begins the process of cleaning out meter boxes
- Council holds a town hall
- Ferguson begins installation

Staff will provide information via social media, the newsletter, and will have door hangers made during the installation process.

A motion was made by Mayor Pro Tem Ed motley and seconded by Council Member Guy Snodgrass to authorize the Mayor to execute a purchase order in the amount of \$467,825, subject to city attorney negotiation of final contract terms.

Motion carried by the following vote:

Ayes: Members Snodgrass, McGuire, Stein, Motley, and Kohn

Nays: None

b. Discussion and possible action to approve Ordinance No. 2019-18 approving budget amendments for FY 2018-2019.

Background information on this item: Budget amendments were presented for FY 2018-2019 in order to close out last fiscal year's budget.

A motion was made by Council Member Mark McGuire and seconded by Council Member Cathy Stein to approve Ordinance No. 2019-18 approving budget amendments for FY 2018-2019.

Motion carried by the following vote:

Ayes: Members Snodgrass, McGuire, Stein, Motley, and Kohn

Nays: None

c. Discuss and possible action regarding amendments to the FY 2020 budget in amounts not to exceed \$10,000.00.

Background information on this item: This is a standing agenda item that will appear on all future agendas. The idea is provide an item whereby staff can discuss needs that come up after the agenda posting deadline. These would only be items that, without council approval, would otherwise put operations on hold.

Staff presented two items. (1) Municipal Court had an unexpected expenditure for transcription in the amount of \$1,100 which was not budgeted, and (2) staff encountered an unexpected water main break in the amount of \$8,050. The Municipal Court expenditure required council approval as it was not budgeted. The water main break required council ratification as it was approved by the Mayor as an emergency purchase but was over the threshold of Mayoral approval of \$5,000.

A motion was made by Council Member Mark McGuire and seconded by Council Member Joe Kohn to approve the municipal court transcription expenditure in the amount of \$1,100 and approve ratification of the water line break in the amount of \$8,050.

Motion carried by the following vote:

Ayes: Members Snodgrass, McGuire, Stein, Motley, and Kohn

Nays: None

d. Discussion and possible action to set a workshop date for the accessory dwelling ordinance.

Background information on this item: Staff is providing the changes discussed in the last work session for the accessory dwelling ordinance, but the changes are not ready for adoption. Staff is looking for direction as to whether Council would like to discuss this before the January regular meeting, or discuss final changes at a separate work session meeting in January. Staff is looking to get that date scheduled for the end of January.

No action was taken.

e. Consider approval of Resolution No. 2019-28 to select an audit committee.

Background information on this item: Annually, an audit committee is appointed to review the audit prior to it coming to council for approval.

After the November meeting, staff reached out to the city auditor for an opinion on whether the finance director should serve on the audit committee. His opinion is attached. While the finance director and city administrator should not be officially appointed as committee members, these positions can sit in the meetings to provide input, as needed.

A motion was made by Mayor Pro Tem Ed motley and seconded by Council Member Cathy Stein to approve Resolution No. 2019-28 to select audit committee members as follows: Mayor Bianco, Council Member Mark McGuire, and Council Member Joe Kohn; and to have staff support committee members in an advisory role, as needed.

Motion carried by the following vote:

Ayes: Members Snodgrass, McGuire, Stein, Motley, and Kohn

Nays: None

At this time, item 7b. from the Consent Agenda was discussed for possible action. It became item 8f. and all remaining Regular Session items were appropriately renumbered.

f. Approval of Resolution No. 2019-31 ratifying approval of the City’s Comprehensive Financial Policy.

Background information on this item: the purpose of this item was meant to ratify changes Council made at the November 21, 2019 Council Meeting. However, because of the policy’s language for an audit committee, staff wanted to wait for Council’s decision on the audit committee (item 8e. above) before asking Council to approve this policy.

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member Mark McGuire to revise section I(C)(2) pertaining to composition of audit committee as shown in red text as follows:

2. Audit Committee shall be appointed by resolution.

The audit committee shall consist of the Mayor and two (2) members of the City Council. ~~Finance Director, and City Administrator~~ Staff members shall serve in an advisory capacity to the audit committee. The primary purpose of the audit committee is to assist City Council and the City Administrator in fulfilling oversight responsibilities for financial reporting, audit processes, and effective internal control systems.

Motion carried by the following vote:

Ayes: Members Snodgrass, McGuire, Stein, Motley, and Kohn

Nays: None

g. Discussion and possible action regarding the City’s Strategic Plan.

Background information on this item: Council compiled a Strategic Plan in 2016. Staff cannot find where the Plan was officially adopted by Resolution; thus, staff recommends Council go ahead and officially adopt the Plan. In addition, staff would like to present this each year for Council to reevaluate goals prior to the next budget preparation which typically begins in June of each year. If the goals detailed in this Strategic Plan are no longer relevant, staff recommends Council begin discussions about changes to the Plan at the beginning of 2020. This plan doesn’t appear to set official timelines for each goal. Staff recommends Council at least address goals for the next budget year.

Discussion was had regarding holding a work session on this topic after the general election in May. No action was taken.

h. Discussion and possible action regarding the City’s Capital Improvement Plan and priority list for street reconstruction projects.

Background information on this item: Mr. Perkins was initially consulted regarding crack sealing needs for city streets. When it was determined there wasn’t much crack sealing needed, Mr. Perkins surveyed city streets for reconstruction and repair needs. Council asked staff to determine how much funding is available for street repair, and then have Mr. Perkins create a priority list for street reconstruction needs. Mr. Perkins’ report is attached. He spoke to Tarrant County which would save the city money. However, based on past experiences, the city will need to hire a project manager for large street projects. Mr. Perkins is handling the Ambassador Row project but is set to retire at the end of 2019. Mr. Perkins asked Tarrant County when they could start and was told March 2020. Based on cash flow in the attached spreadsheet, more funding could be available the further along we go into the fiscal year.

In reference to the list provided by Mr. Perkins, staff recommends Twin Springs and Twin Lakes as staff has received specific feedback from residents and officers on patrol about the condition of those streets. Mr. Perkins listed those streets first on the list.

In conjunction with this discussion, staff wanted to present the last Capital Improvement Plan (CIP) that was accomplished in 2016 by Westra. The list just includes street conditions, but this is a list that should be updated annually for budgeting purposes. A true CIP would include all capital assets, but typically other capital assets are discussed during budget session by specific departments. The City’s Comprehensive Financial Policy actually requires a CIP one to be produced for budgeting purposes.

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member Cathy Stein to direct staff to have an engineer do an assessment on Twin Lakes and Twin Springs to see what we need to do and get a final estimate.

Motion carried by the following vote:

Ayes: Members Snodgrass, McGuire, Stein, Motley, and Kohn

Nays: None

i. Approval of Ordinance No. 2019-17 ratifying changes to the City Code of Ordinances, Appendix A Fee Schedule.

Background information on this item: The purpose of this item is to have Council ratify recent changes to the fee schedule. However, staff found one additional error in Article A4.000(c) and (d) in need of changing as shown below in green text:

(c) Water service rates:

(1) The following rates per month shall be the rates charged for water service furnished to the customer within the corporate limits of the city, except as provided in subsection (3) of this section:

(A) Residential and commercial rates:

| Gallons of Water | Residential Rate | Commercial Rate |
|---|-------------------------|------------------------|
| First 2,000 gallons (minimum) | \$30.00 | \$55.00 |
| Over 2,000 gallons (per 1,000 gallons) | \$4.00 | \$4.00 |

~~For residential only, a maximum of 15,000 gallons will be billed.~~

(d) Sewer service rates:

(1) The following rates per month, based upon water consumption, shall be the rates charged for sewer service furnished to the customers within the corporate limits of the city:

| Gallons of Water | Residential Rate | Commercial Rate |
|--|------------------|-----------------|
| First 2,000 gallons (minimum) | \$25.00 | \$55.00 |
| Over 2,000 gallons (per 1,000 gallons) | \$3.75 | \$3.75 |

For residential only, a maximum of 15,000 gallons will be billed.

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member Joe Kohn to approve Ordinance No. 2019-17 ratifying changes to the City Code of Ordinances, Appendix A Fee Schedule, to include the above change.

Motion carried by the following vote:

Ayes: Members Snodgrass, McGuire, Stein, Motley, and Kohn

Nays: None

9. FUTURE AGENDA ITEMS

None.

10. EXECUTIVE SESSION

- a. Recess into Executive Session pursuant to Government Code, Section 551.071, Consultation with Attorney, regarding short-term rentals.**

Council recessed into Executive Session at 8:17 p.m.

- b. Reconvene into Regular Session for discussion and possible action regarding short-term rentals.**

Council reconvened into Regular Session at 8:36 p.m.

No action taken.

11. ADJOURN

A motion was made by Mayor Pro Tem Ed Motley and seconded by Council Member Joe Kohn to adjourn at 8:36 p.m.

Motion carried by the following vote:

Ayes: Members Snodgrass, McGuire, Stein, Motley, and Kohn

Nays: None