



CALL TO ORDER

CITIZEN COMMENTS

This is an opportunity for citizens to address the board on any matter posted on the agenda or over which the board has authority. Citizens may speak up to three (3) minutes or the time limit determined by the presiding officer.

PUBLIC HEARING, BRIEFING AND ACTION ITEMS:

- A. Approval of the Minutes** from the WRA Meeting on January 14, 2020.
- B. Approval of the Minutes** from joint WRA and City Council meeting on June 1, 2021.
- C. Public Hearing** on the funding of Melva Campbell Park. *(This is a required legal step in the process, as budgeted WRA funds will be used.)*
- D. Review and discuss** the proposed Fiscal Year 2021-2022 WRA budget. *(A public hearing will be held prior to the WRA taking action to approval the budget.)*
- E. Next meeting** has been tentatively scheduled for July 13th prior the city council meeting.

ADJOURN

The WRA Board reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meeting Act. A quorum of other committee, board and commission members may be present at this meeting; no action will be taken by them.

This facility is wheelchair accessible and handicapped parking spaces are available. Requests for accommodations for the hearing impaired must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (817) 710-2526 for assistance.

A quorum of the council will be present at this meeting; however, no council discussion or action will be taken. I certify that the above notice was posted on the bulletin board at the Westworth Village City Hall, 311 Burton Hill Road, Westworth Village, Texas on this, the 18th day of June 2021, at 4pm, in accordance with Chapter 551 of the Texas Government Code.

Brandy G. Barrett, TRMC
City Secretary





Westworth Village

Westworth Redevelopment Authority Meeting Minutes

Municipal Complex
311 Burton Hill Road
Westworth Village, TX 76114
cityofwestworth.com

Tuesday, January 14, 2020

6:00 PM

Council Chambers

ATTENDEES:

Vice-President	Tiffany Aller
Board Member	Christina Cowden
Board Member	Melissa Huffman
Board Member	Melva Campbell
Board Member	Rosa Mendez
Board Member	Barbara Deakins <i>*arrived late</i>
City Administrator	Sterling Naron
City Secretary	Brandy Barrett
Mayor	Kelly Jones
Police Chief	Kevin Reaves

ABSENT: Board Member John Davies

CALLED TO ORDER at 6:00pm by Vice President Aller.

CITIZEN COMMENTS:

- No citizen comments were made.

ACTION ITEMS

- A. Approval of the minutes from the WRA Meeting on September 3, 2019.
MOTION to approve the minutes of the September 3, 2019 meeting.
- MADE BY** Rosa Mendez. **SECOND:** Christina Cowden.
 - Motion passed;** by a vote of 5 Ayes and 0 Nays.

EXECUTIVE SESSION

Vice President Aller convened in closed executive session, at 6:01pm to deliberate the following items:

**Board member Deakins arrived at 6:08pm.*

- A. Consultation with attorney pursuant to Texas Government Code Section 551.071.
 Deliberation of a possible ground lease agreement.

The Board re-convened in Regular Session at 6:39pm, no action was taken in Executive Session.

B. Next meeting will be scheduled as needed.

ADJOURNED at 6:40pm by Vice President Aller.

MINUTES APPROVED BY:

_____ on this, the 14th day of July 2020.

Melissa Huffman, President

SIGNATURE ATTESTED BY:

Brandy G. Barrett, TRMC
 City Secretary



**Joint WRA and
City Council Special Session
Meeting Minutes**

Municipal Complex
311 Burton Hill Road
Westworth Village, TX 76114
cityofwestworth.com

June 1, 2021

7:00 PM

Council Chambers

ATTENDEES:

Mayor	L. Kelly Jones
Council Member	Phillip Poole <i>(via video conference from Montana)</i>
Council Member & WRA Board Member	Brian Libbey
Council Member & WRA Vice President	Michael Dingman
Council Member & WRA Board Member	Abraham Elizondo
Council Member & WRA Board Member	Halden Griffith
WRA Board President	Melissa Huffman
WRA Board Treasurer	Melva Campbell
WRA Board Secretary	Tiffany Aller
City Secretary	Brandy Barrett
City Administrator & WRA Exec. Dir.	Mike Murray
Police Chief	Kevin Reaves

ABSENT:

CALL TO ORDER by Mayor Jones at 7:00pm

INVOCATION was given by Brian Libbey.

PLEDGE OF ALLEGIANCE was led by Mayor Jones.

Citizen Comments:

- Dore Hendrix (5809 Tracyne Dr)

COUNCIL ACTION:

- A.** Discuss and take action **to appoint councilman Halden Griffith to the WRA to complete the remaining term of former councilwoman Dore Hendrix.** *(Ms. Hendrix resigned her position effective May 19, 2021, her term was set to end this September.)*

DISCUSSION:

Mayor Jones addressed the concerns raised by Ms. Hendrix regarding the wording of the agenda to name her successor on council as her replacement on the WRA.

MOTION to appoint Halden Griffith to the WRA board to complete the remaining term of Dore Hendrix.

- **MADE BY:** Michael Dingman. **SECOND:** Phillip Poole.
- **Motion passed** by a vote of 4 Ayes and 1 Nays (Brian Libbey).

WRA Action:

- B.** Discuss and take action **to elect a president.**

MOTION to elect Melissa Huffman as president.

- **MADE BY:** Tiffany Aller. **SECOND:** Melva Campbell.

DISCUSSION: Mayor Jones asked if Ms. Huffman preferred to be on the WRA or on the Long Range Planning Commission as he planned to recommend her for the Long Range Planning committee. Ms. Huffman accepted the nomination as President of the WRA. Mr. Libbey questioned why they didn't nominate Michael Dingman and elect a councilmember to the position, like the other committees.

- **Motion passed** by a vote of 6 Ayes and 1 Nays (Brian Libbey).

Mayor Jones turned the WRA portion of the meeting over to President Huffman.

C. Discuss and take action to elect a vice president.

MOTION to elect Michael Dingman as vice president.

- **MADE BY:** Abe Elizondo. **SECOND:** Brian Libbey.
- **Motion passed** by a vote of 7 Ayes and 0 Nays.

D. Discuss and take action to elect a secretary.

MOTION to elect Tiffany Aller as secretary.

- **MADE BY:** Michael Dingman. **SECOND:** Melissa Huffman.
- **Motion passed** by a vote of 7 Ayes and 0 Nays.

E. Discuss and take action to elect a treasurer.

MOTION to elect Melva Campbell as treasurer.

- **MADE BY:** Abe Elizondo. **SECOND:** Michael Dingman.
- **Motion passed** by a vote of 7 Ayes and 0 Nays.

EXECUTIVE SESSION:

Mayor Jones & President Huffman convened in joint closed executive session at 7:13 to deliberate the following items:

- A. Consultation with WRA Attorney pursuant to Texas Government Code Section 551.072.**
Receive legal advice and discuss a proposal regarding leasing real property owned by the WRA.

Mayor Jones & President Huffman reconvened in regular session at 8:57pm and the following action was taken as a result of executive session consultation.

WRA Action:

F. MOTION to authorize President Huffman and Mayor Jones to sign a Letter of Intent for a long-term ground lease at Hawks Creek Golf Course.

- **MADE BY:** Tiffany Aller. **SECOND:** Melva Campbell.

DISCUSSION:

Abe Elizondo wanted it noted on the record that he supports the plan but is opposed tearing down the clubhouse.

- **Motion passed** by a vote of 7 Ayes and 0 Nays.

Council Action:

G. MOTION to authorize Mayor Jones and WRA President Huffman to sign a Letter of Intent for a long-term ground lease at Hawks Creek Golf Course.

- **MADE BY:** Tiffany Aller. **SECOND:** Melva Campbell.
- **Motion passed** by a vote of 5 Ayes and 0 Nays.

The meeting was adjourned at 9:01pm by Mayor Jones.

MINUTES APPROVED BY:

L. Kelly Jones, Mayor

SIGNATURE ATTESTED BY:

Brandy G. Barrett, TRMC
City Secretary

The meeting was adjourned at 9:01pm by President Huffman.

MINUTES APPROVED BY:

Melissa Huffman, President

SIGNATURE ATTESTED BY:

Brandy G. Barrett, TRMC
City Secretary


WRA FUND:

Economic Development (Westworth Redevelopment Authority) is funded by a ¼ cent citizen-authorized sales tax. Expenses are restricted, but this account typically covers golf course deficits, parks/landscape, and administration. This includes payroll for 1 and 1/2 full-time positions, minor vehicle and equipment needs, mowing of the medians, trails, alleyways, and various city common areas. Payroll includes a 3% cost of living adjustment, 12.49% TMRS rate, and \$725/month city paid insurance benefit.

Staff Recommendation:

No action is recommended on this discussion item.

Prior Action:

None

Background Information/Analysis:

The proposed FY22 WRA Budget revenues are proposed to exceed expenses by \$11,089, and any year end excess funds will be placed into WRA reserves.

Revenue:

- Sales taxes have been project to increase by 8.6%. Calculations have been projected based on the actual and anticipated current fiscal year sales tax revenues. \$326,011
- A transfer of \$450,000 from the WRA reserve funds for the second half of the city-wide park project.
- Melva Campbell park donations have also been included.

Expenses:

- Salary and benefits for 1.5 FTEs, which include the city-wide cost of living increase of 3% along with 12.49% TMRS rate and \$725/month paid insurance per employee.
- Equipment: mowers, saws, trimmers, weed eaters, etc. and any specialty repair tools that may be needed
- Funding for building parks and trails landscape, maintenance, and mowing.
- New line item, removed “transfer” to city general fund, invoices to define the expenses will be sent to WRA for the salary and storage space line items, creating a clearer budget of expenses.
- Equipment rental was increased, as the delivery of park equipment requires items the PW staff does not own.
- Legal, engineering, and permitting fees are for a potential project at the golf course. These funds will not be spent if the project fails before it is presented for approval.

**CITY OF WESTWORTH VILLAGE
FY 2020-2021 BUDGET DETAIL**

ACCT		Actual 2018	Actual 2019	PENDING Actual 2020	Adopted 2021	PENDING Projected 2021	Proposed 2022	NOTES:
Economic Development Sales Tax Fund (WRA) Revenue								
Sales Tax								
08-500-520010	WRA Sales Tax	\$ 264,107	\$ 297,520	\$ 284,435	\$ 300,310	\$ 300,310	326166	8.6% increase in sales tax revenue
	Total Sales Tax	\$ 264,107	\$ 297,520	\$ 284,435	\$ 300,310	\$ 300,310	\$ 326,166	
Additional Revenue								
08-500-525011	Interest Earned	\$ 2,525	\$ 3,339	\$ 3,000	\$ 3,000	\$ 3,000	\$ 1,500	
	Total Additional Revenue	\$ 2,525	\$ 3,339	\$ 3,000	\$ 3,000	\$ 3,000	\$ 1,500	
Miscellaneous Revenue								
08-500-565001	Misc Revenue	\$ 780	\$ 843	\$ 850	\$ 850	\$ 300,000	\$ 100,000	MCP Donations & Dividends
08-500-565010	Sale of WRA Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
08-500-565011	Transfer from WRA Money Market				\$ 450,000	\$ 450,000	\$ 450,000	Transfer from WRA Money Market
	Total Miscellaneous Revenue	\$ 780	\$ 843	\$ 850	\$ 450,850	\$ 300,000	\$ 550,000	
Total WRA Revenue		\$ 267,412	\$ 301,702	\$ 288,285	\$ 754,160	\$ 603,310	\$ 877,666	
Economic Development Sales Tax Fund (WRA) Expenses								
Building Parks & Landscape Expenses								
Payroll								
08-607-610001	Salaries	\$ 52,863	\$ 80,588	\$ 81,500	\$ 81,500	\$ 81,500	\$ 60,590	1 1/2 PW Staff members for Trail/Park maint Was funding 1 PW staff and 1/3 of an HC employee
08-607-610002	TMRS Retirement	\$ 7,650	\$ 11,548	\$ 11,000	\$ 11,000	\$ 11,000	\$ 6,077	
08-607-610003	Workers Compensation	\$ 2,039	\$ 2,606	\$ 2,650	\$ 2,650	\$ 2,650	\$ 2,047	
08-607-610004	Unemployment Comp	\$ 324	\$ 377	\$ 400	\$ 400	\$ 400	\$ 288	
08-607-610005	Group Health Insurance	\$ 10,585	\$ 20,873	\$ 21,000	\$ 21,000	\$ 21,000	\$ 8,700	
08-607-610006	Medicare	\$ 853	\$ 1,294	\$ 1,300	\$ 1,300	\$ 1,300	\$ 932	
08-607-610008	Overtime Pay	\$ 630	\$ 11,023	\$ 5,000	\$ 3,700	\$ 5,000	\$ 3,245	

**CITY OF WESTWORTH VILLAGE
FY 2020-2021 BUDGET DETAIL**

ACCT	Actual 2018	Actual 2019	PENDING Actual 2020	Adopted 2021	PENDING Projected 2021	Proposed 2022	NOTES:
08-607-610009	\$ -	\$ 840	\$ 980	\$ 980	\$ 980	\$ 420	
08-607-610011		\$ 300	\$ 300	\$ 300	\$ 300	\$ -	
08-607-610013				\$ 1,300		\$ 779	
Total Payroll	\$ 74,944	\$ 129,450	\$ 124,130	\$ 124,130	\$ 124,130	\$ 83,077	
Equipment							
08-607-625001	\$ 850	\$ -	\$ 1,000	\$ 10,000	\$ 10,000	\$ 10,000	Park maint. Equipment
08-607-625004	\$ 307	\$ 1,500	\$ 500	\$ 500	\$ 500	\$ 500	
08-607-625007	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	
08-607-625008				\$ 450,000	\$ 450,000	\$ 550,000	Fund 2nd half of MCP (WRA money market + donations)
Total Equipment	\$ 1,157	\$ 2,000	\$ 2,000	\$ 461,000	\$ 461,000	\$ 561,000	
Professional Services							
08-607-630017	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 60,000	City hall, trail & medians (added area with finished trail)
08-607-6300XX						\$ 26,000	Storage at City and PW for records and equipment
Total Professional Services	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 86,000	
Vehicle Expense							
08-607-640001	\$ 50	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	
08-607-640002	\$ 523	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	
Total Vehicle Expense	\$ 573	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	
Capital Expense							
08-607-650003	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500	\$ 3,000	MCP Construction deliveries
Total Capital Expense	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500	\$ 3,000	
Total Building Parks & Landscape Expenses	\$ 77,674	\$ 134,950	\$ 129,630	\$ 618,630	\$ 589,130	\$ 735,577	

**CITY OF WESTWORTH VILLAGE
FY 2020-2021 BUDGET DETAIL**

ACCT	Actual 2018	Actual 2019	PENDING Actual 2020	Adopted 2021	PENDING Projected 2021	Proposed 2022	NOTES:
WRA Administration Expenses							
Payroll							
08-680-610001 Salaries	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	Administrator salary
Total Payroll	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	
Professional Services							
08-680-630002 Legal & Professional	\$ 20,656	\$ 17,304	\$ 20,000	\$ 20,000	\$ 75,000	\$ 100,000	Legal, engineering, permitting
08-680-630005 Audit Expense	\$ 6,350	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
08-680-630016 Bank Fees	\$ 36	\$ 33		\$ -		\$ -	
Total Professional Services	\$ 27,042	\$ 23,337	\$ 26,000	\$ 26,000	\$ 81,000	\$ 106,000	
Miscellaneous							
08-680-635001 Miscellaneous Expense	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000	Legal advertising & Budget Public Hearings
08-680-635022 Transfer to the City	\$ 250,000	\$ 200,000	\$ 100,000	\$ 115,000	\$ -	\$ -	No auto transfer - City will Invoice WRA for records
08-680-635026 Transfer to HCGC		\$ -	\$ 77,914	\$ -	\$ -	\$ -	
Total Miscellaneous	\$ 250,000	\$ 200,000	\$ 178,914	\$ 116,000	\$ 1,000	\$ 5,000	
Debt Service							
08-680-655001 Principal Expense (CO's)	\$ 275,000	\$ 143,000	\$ -	\$ -	\$ -	\$ -	
08-680-655002 Interest Expense (CO's)	\$ 15,030	\$ 2,559	\$ -	\$ -	\$ -	\$ -	
Total Debt Service	\$ 290,030	\$ 145,559	\$ -	\$ -	\$ -	\$ -	
Total WRA Admin Expenses	\$ 587,072	\$ 388,895	\$ 224,914	\$ 162,000	\$ 102,000	\$ 131,000	
Total WRA Expenses	\$ 664,746	\$ 523,845	\$ 354,544	\$ 780,630	\$ 691,130	\$ 866,577	
Net Total WRA	\$ (397,334)	\$ (222,143)	\$ (66,259)	\$ (26,470)	\$ (87,820)	\$ 11,089	