



Westworth Village

Westworth Redevelopment Authority Meeting Agenda

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

Tuesday July 14, 2020

6:00 PM

Council Chambers

Notice is hereby given as required by Title 5, Chapter 551.041 of the Government Code that the Westworth Village City Council will hold its regular meeting on Tuesday, July 14, 2020 at 6:00 pm by telephone conference. An electronic copy of the agenda packet has been made available on the City's website and a recording of the meeting will be made available through the City Secretary's office.

THE WRA BOARD MEMBERS INTEND TO PARTICIPATE IN THE MEETING VIA VIDEO TELECONFERENCE.

Members of the public may dial the following number to join the meeting starting at 6:00 pm: **1-866-899-4679**, when prompted enter access code **203 326 597#**. Please deliver or email all comments related to the action items posted on the agenda to the City Secretary at: bbarrett@cityofwestworth.com prior to noon on the day of the meeting, Tuesday, July 14. All comments submitted must include the item number to which it pertains. All comments submitted are subject to being included in the council packet and/or read aloud during the Citizen Comments portion of the meeting.

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.

ACTION ITEMS:

- A. Approval of the Minutes** from the WRA Meeting on September 3, 2019.
- B. Review and discuss the FY 2019-2020 YTD Disbursements & Variance Report.**
- C. Review and discuss the FY 2020-2021 WRA Revenue and Expense Performance Based Budget.**
- D. Next meeting will be scheduled as needed.**

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 10th day of July 2020, by 5pm, in accordance with Chapter 551 of the Texas Government Code.

Brandy G. Barrett, 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.
Tiffany Aller, Vice-President

SIGNATURE ATTESTED BY:

Brandy G. Barrett, City Secretary

WESTWORTH REDEVELOPMENT AUTHORITY

WRA FUND

This account is funded by a ¼ cent sales tax. Expenses are restricted, but this account typically covers parks/landscape and administration. The parks/landscape portion includes payroll for 2.3 FTEs, minor vehicle and equipment needs, mowing of the medians, alleyways and various city common areas. The administration portion includes funding for administrative support from city staff and legal services.

At A Glance:

CITY OF WESTWORTH VILLAGE FY 2020-2021 BUDGET

	Actual 2017	Actual 2018	Actual 2019	Adopted 2020	YTD June	Projected 2020	Proposed 2021
WRA Revenue							
Sales Tax	\$ 255,433	\$ 264,107	\$ 297,520	\$ 284,435	\$ -	\$ 284,435	\$ 300,310
Additional Revenue	\$ 1,179	\$ 2,525	\$ 3,339	\$ 3,000	\$ 1,154	\$ 3,000	\$ 3,000
Misc Revenue	\$ 686	\$ 780	\$ 843	\$ 850	\$49,487	\$ 850	\$ 850
Total Revenue	\$ 257,298	\$ 267,412	\$ 301,702	\$ 288,285	\$ 50,641	\$ 288,285	\$ 304,160
WRA Fund Expense							
Building, Parks, & Land	\$ 102,723	\$ 77,674	\$ 134,950	\$ 129,630	107,040	\$ 129,630	\$ 129,630
Administration	\$ 906,249	\$ 587,072	\$ 388,895	\$ 224,914	\$44,997	\$ 207,955	\$ 122,000
Total WRA Expense	\$ 1,008,972	\$ 664,746	\$ 523,845	\$ 354,544	\$152,037	\$ 337,585	\$ 251,630

Budget Highlights:

Minimal increase in sales tax
 2% cost of living adjustment (Payroll)
 Decrease in transfer to city general fund
 No debt servicing payments

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

ACCT		Actual 2017	Actual 2018	Actual 2019	Adopted 2020	YTD June	Projected 2020	Proposed 2021
WRA								
	Sales Tax							
08-500-520010	WRA Sales Tax	\$ 255,433	\$ 264,107	\$ 297,520	\$ 284,435	\$ -	\$ 284,435	\$ 300,310
	Total Sales Tax	\$ 255,433	\$ 264,107	\$ 297,520	\$ 284,435	\$ -	\$ 284,435	\$ 300,310
	Additional Revenue							
08-500-525011	Interest Earned	\$ 1,179	\$ 2,525	\$ 3,339	\$ 3,000	\$ 1,154	\$ 3,000	\$ 3,000
	Total Additional Revenue	\$ 1,179	\$ 2,525	\$ 3,339	\$ 3,000	\$ 1,154	\$ 3,000	\$ 3,000
	Miscellaneous Revenue							
08-500-565001	Misc Revenue	\$ 686	\$ 780	\$ 843	\$ 850	\$ 431	\$ 850	\$ 850
08-500-565010	Sale of WRA Property	\$ -	\$ -	\$ -	\$ -	\$ 49,056	\$ -	\$ -
	Total Miscellaneous Revenue	\$ 686	\$ 780	\$ 843	\$ 850	\$ 49,487	\$ 850	\$ 850
Total WRA Revenue		\$ 257,298	\$ 267,412	\$ 301,702	\$ 288,285	\$ 50,641	\$ 288,285	\$ 304,160
Building Parks & Landscape								
	Payroll							
08-607-610001	Salaries	\$ 62,806	\$ 52,863	\$ 80,588	\$ 81,500	\$ 62,938	\$ 81,500	\$ 81,500
08-607-610002	TMRS Retirement	\$ 8,685	\$ 7,650	\$ 11,548	\$ 11,000	\$ 8,609	\$ 11,000	\$ 11,000
08-607-610003	Workers Compensation	\$ 1,614	\$ 2,039	\$ 2,606	\$ 2,650	\$ 2,260	\$ 2,650	\$ 2,650
08-607-610004	Unemployment Comp	\$ 25	\$ 324	\$ 377	\$ 400	\$ 21	\$ 400	\$ 400
08-607-610005	Group Health Insurance	\$ 15,459	\$ 10,585	\$ 20,873	\$ 21,000	\$ 15,906	\$ 21,000	\$ 21,000
08-607-610006	Medicare	\$ 1,026	\$ 853	\$ 1,294	\$ 1,300	\$ 964	\$ 1,300	\$ 1,300
08-607-610008	Overtime Pay	\$ 8,447	\$ 630	\$ 11,023	\$ 5,000	\$ 6,482	\$ 5,000	\$ 5,000
08-607-610009	Cell Phone Allowance	\$ 420	\$ -	\$ 840	\$ 980	\$ 630	\$ 980	\$ 980
08-607-610011	Certification Pay			\$ 300	\$ 300	\$ 231	\$ 300	\$ 300
	Total Payroll	\$ 98,482	\$ 74,944	\$ 129,450	\$ 124,130	\$ 98,040	\$ 124,130	\$ 124,130
	Equipment							
08-607-625001	Equipment	\$ 219	\$ 850	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
08-607-625004	Equipment Maintenance	\$ 522	\$ 307	\$ 1,500	\$ 500	\$ -	\$ 500	\$ 500
08-607-625007	Small Tools	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ 500
	Total Equipment	\$ 741	\$ 1,157	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
	Professional Services							
08-607-630017	City Landscape Maintenance	\$ -	\$ -	\$ -	\$ 30,000	\$ 9,000	\$ 30,000	\$ 30,000
	Total Professional Services	\$ -	\$ -	\$ -	\$ 30,000	\$ 9,000	\$ 30,000	\$ 30,000
	Vehicle Expense							
08-607-640001	Gasoline	\$ 2,000	\$ 50	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
08-607-640002	Vehicle/Equipment Maint	\$ 500	\$ 523	\$ 500	\$ 500	\$ -	\$ 500	\$ 500
	Total Vehicle Expense	\$ 2,500	\$ 573	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ 2,500
	Capital Expense							
08-607-650003	Equipment Rental	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
	Total Capital Expense	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
Total Building Parks & Landscape Expenses		\$ 102,723	\$ 77,674	\$ 134,950	\$ 129,630	\$ 107,040	\$ 129,630	\$ 129,630
WRA Admin								
	Payroll							
08-680-610001	Salaries	\$ 28,600	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 20,000
	Total Payroll	\$ 28,600	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 20,000
	Professional Services							
08-680-630002	Legal & Professional	\$ 52,410	\$ 20,656	\$ 17,304	\$ 20,000	\$ 38,997	\$ 20,000	\$ 20,000
08-680-630005	Audit Expense	\$ 6,000	\$ 6,350	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
08-680-630016	Bank Fees	\$ 36	\$ 36	\$ 33		\$ -		\$ -
	Total Professional Services	\$ 58,446	\$ 27,042	\$ 23,337	\$ 26,000	\$ 44,997	\$ 26,000	\$ 26,000
	Miscellaneous							

08-680-635001	Miscellaneous Expense	\$ 3,891	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
08-680-635022	Transfer to the City	\$ 525,561	\$ 250,000	\$ 200,000	\$ 100,000	\$ -	\$ 100,000	\$ 75,000
08-680-635026	Transfer to HCGC			\$ -	\$ 77,914	\$ -	\$ 60,955	\$ -
	Total Miscellaneous	\$ 529,452	\$ 250,000	\$ 200,000	\$ 178,914	\$ -	\$ 161,955	\$ 76,000
	Debt Service							
08-680-655001	Principal Expense (CO's)	\$ 262,000	\$ 275,000	\$ 143,000	\$ -	\$ -	\$ -	\$ -
08-680-655002	Interest Expense (CO's)	\$ 27,751	\$ 15,030	\$ 2,559	\$ -	\$ -	\$ -	\$ -
	Total Debt Service	\$ 289,751	\$ 290,030	\$ 145,559	\$ -	\$ -	\$ -	\$ -
Total WRA Admin Expenses		\$ 906,249	\$ 587,072	\$ 388,895	\$ 224,914	\$ 44,997	\$ 207,955	\$ 122,000
Total WRA Expenses		\$ 1,008,972	\$ 664,746	\$ 523,845	\$ 354,544	\$ 152,037	\$ 337,585	\$ 251,630
Net Total WRA		\$ (751,674)	\$ (397,334)	\$ (222,143)	\$ (66,259)	\$ (101,396)	\$ (49,300)	\$ 52,530