



**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 July 14, 2020.
- B. Approval of the Minutes** from the WRA meeting on June 22, 2021.
- C.** Public Hearing to receive citizen comments and input on the proposed Fiscal Year 2021-2022 WRA budget.
- D.** Discuss and take action on **the proposed Fiscal Year 2021-2022 WRA budget.** *(This is the second review of the proposed budget, the first occurred at the June 22<sup>nd</sup> meeting.)*
- E.** 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 9<sup>th</sup> day of July 2021, at 4pm, in accordance with Chapter 551 of the Texas Government Code.*

**Brandy G. Barrett, TRMC**  
City Administrator/City Secretary





Tuesday, July 14, 2020

6:00 PM

Council Chambers

<b>ATTENDEES:</b>	Vice-President	Tiffany Aller
	Board Member	Christina Cowden
	Board Member	Melissa Huffman
	Board Member	Melva Campbell
	Board Member	John Davies ( <i>*arrived late</i> )
	Board Member	Rosa Mendez
	Board Member	Barbara Deakins
	City Secretary	Brandy Barrett
	Mayor	Kelly Jones
	Police Chief	Kevin Reaves

**ABSENT:**

**CALLED TO ORDER** Due to the COVID-19 pandemic, state, county and local disaster declarations, the meeting was called at 6:00pm by Tiffany Aller via a GoToMeeting teleconference. Members of the public joined electronically using the information published on the agenda.

**CITIZEN COMMENTS:**

- No citizen comments were made.

**ACTION ITEMS**

**A.** Approval of the minutes from the WRA Meeting on January 14, 2020.  
**MOTION to approve the minutes of the January 14, 2020 meeting.**

- **MADE BY** Melissa Huffman. **SECOND:** Barbara Deakins.

*\*Councilman Davies joined the meeting.*

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

**B.** Review and discuss the FY 2019-2020 YTD Disbursements & Variance Report.

- For discussion only, no action was taken.

**C.** Review and discuss the FY 2020-2021 WRA Revenue and Expense Performance Based Budget.

- For discussion only, no action was taken.

**D.** Next meeting will be scheduled in August.

**ADJOURNED at 6:15pm by Vice President Aller.**

**MINUTES APPROVED BY** on this, the 11<sup>th</sup> day of August 2020.

\_\_\_\_\_  
**Tiffany Aller, Vice-President**

**SIGNATURE ATTESTED BY:**

\_\_\_\_\_  
**Brandy G. Barrett, City Secretary**



- ATTENDEES: President Melissa Huffman
Vice-President Michael Dingman
Board Member Brian Libbey
Board Member Abraham Elizondo
Board Member Halden Griffith
Board Treasurer Melva Campbell
Board Secretary Tiffany Aller
City Administrator/ Secretary Brandy Barrett
Mayor Kelly Jones
Police Chief Kevin Reaves

ABSENT:

CALLED TO ORDER at 6:00 PM by President Melissa Huffman.

CITIZEN COMMENTS:

- There were no citizen comments.

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.
MOTION to approve the minutes of the joint WRA and City Council Meeting on June 1, 2021.

C. PUBLIC HEARING

President Huffman opened the Public Hearing at 6:04 PM to receive citizen input on the funding of Melva Campbell Park.

- There were no citizen comments.

President Huffman closed the Public Hearing at 6:04 PM.

- D. Review and discuss the proposed Fiscal Year 2021-2022 WRA budget.
Brandy Barrett gave an overview of the proposed Fiscal Year 2021-2022 WRA budget and addressed the board's questions.

**E. Next WRA meeting** has been tentatively scheduled for July 13th prior to the city council meeting.

**ADJOURNED at 6:28pm by President Huffman.**

**MINUTES APPROVED BY** on this, the 13<sup>th</sup> day of July 2021.

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**Melissa Huffman, President**

**SIGNATURE ATTESTED BY:**

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**Brandy G. Barrett, TRMC**  
City Administrator/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:**

Staff recommends approval.

**Prior Action:**

Discussed in detail at the June 22<sup>nd</sup> meeting.

**Background Information/Analysis:**

The proposed FY22 WRA Budget revenues are proposed to exceed expenses by \$61,089, 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 second 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. The current budget includes 2.3 FTEs. The 1.3 FTE in HGCG staff members have been moved back to the HGCG budget.
- 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 in Professional Services to replace the removal of the automatic transfer to the general fund. The new account will be for invoices for defined expenses for that are provided by the city including record and equipment storage at the city and public works building as well as janitorial supplies and services for the PD lobby bathrooms that will be used by Melva Campbell Park visitors.
- 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.

Performance Measures Goals and Objectives:

**Goal:** Increase sales tax through sustainable commercial growth

- **Objective #1:** Create an attractive commercial district to sustain commercial business and attract new businesses.
- **Objective #2:** Create city parks and amenities and improve city landscapes, providing opportunities and areas for citizens to get out and improve their health and wellbeing.

Objective Performance Indicators	Indicator	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual Pending	FY 2022 Target
1	Sales Tax growth	4.0%	5%	5%	5%
2	Create city parks	0	0	1	1

**Commercial District growth:** Burger King was opened, Jefferson Dental moved into a developed office space, a Daycare Center is currently under construction. These along with the addition of sales tax dollars from an increased in online orders, the goal was met, and final numbers will be calculated at Fiscal Year End.

**Create city parks:** FY 2021 targeted the creation of 2 parks. This goal was not met, but upon completion at the end of this calendar year, Melva Campbell Park will be a regional draw, thereby increasing sales tax growth at local businesses. Staff recommends an additional park be considered in 2023 and a review Melva Campbell Park take place after the first year of use for potential modifications.

**Cash on Hand as of June 2021:**

\$ 165,376 Bank account  
\$ 124,453 TexPool account \*as of month end in May – we are still reconciling accounts.  
\$ 781,176 Money Market (This accounts for the \$308K already spent on Melva Campbell Park.)  
\$1,071,005

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

ACCT	Actual 2018	Actual 2019	Actual 2020	Adopted 2021	Actual June	Projected 2021	Proposed 2022	NOTES:
<b>Economic Development Sales Tax Fund (WRA) Revenue</b>								
<b>Sales Tax</b>								
08-500-520010	\$ 264,107	\$ 297,520	\$ 307,815	\$ 300,310	\$ 109,816	\$ 300,310	\$ 326,166	8.6% increase in sales tax revenue
	<b>\$ 264,107</b>	<b>\$ 297,520</b>	<b>\$ 307,815</b>	<b>\$ 300,310</b>	<b>\$ 109,816</b>	<b>\$ 300,310</b>	<b>\$ 326,166</b>	
<b>Additional Revenue</b>								
08-500-525011	\$ 2,525	\$ 3,339	\$ 1,213	\$ 3,000	\$ 51	\$ 3,000	\$ 1,500	
	<b>\$ 2,525</b>	<b>\$ 3,339</b>	<b>\$ 1,213</b>	<b>\$ 3,000</b>	<b>\$ 51</b>	<b>\$ 3,000</b>	<b>\$ 1,500</b>	
<b>Miscellaneous Revenue</b>								
08-500-565001	\$ 780	\$ 843	\$ 49,926	\$ 850	\$ 100,659	\$ 300,000	\$ 100,000	MCP Donations & Dividends
08-500-565010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
08-500-565011				\$ 450,000	\$ -	\$ 450,000	\$ 450,000	Transfer from WRA Money Market
	<b>\$ 780</b>	<b>\$ 843</b>	<b>\$ 49,926</b>	<b>\$ 450,850</b>	<b>\$ 100,659</b>	<b>\$ 750,000</b>	<b>\$ 550,000</b>	
<b>Total WRA Revenue</b>	<b>\$ 267,412</b>	<b>\$ 301,702</b>	<b>\$ 358,955</b>	<b>\$ 754,160</b>	<b>\$ 210,525</b>	<b>\$ 1,053,310</b>	<b>\$ 877,666</b>	

**Economic Development Sales Tax Fund (WRA) Expenses**

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

ACCT	Actual 2018	Actual 2019	Actual 2020	Adopted 2021	Actual June	Projected 2021	Proposed 2022	NOTES:
<b>Building Parks &amp; Landscape Expenses</b>								
<b>Payroll</b>								
08-607-610001	\$ 52,863	\$ 80,588	\$ 86,650	\$ 81,500	\$ 67,458	\$ 81,500	\$ 60,590	1 1/2 PW Staff members for Trail/Park maint Was funding 1 PW staff and 1 1/3 of an HC employee
08-607-610002	\$ 7,650	\$ 11,548	\$ 11,304	\$ 11,000	\$ 9,556	\$ 11,000	\$ 6,077	
08-607-610003	\$ 2,039	\$ 2,606	\$ 2,260	\$ 2,650	\$ 2,575	\$ 2,650	\$ 2,047	
08-607-610004	\$ 324	\$ 377	\$ 21	\$ 400	\$ 335	\$ 400	\$ 288	
08-607-610005	\$ 10,585	\$ 20,873	\$ 20,677	\$ 21,000	\$ 16,361	\$ 21,000	\$ 8,700	
08-607-610006	\$ 853	\$ 1,294	\$ 1,268	\$ 1,300	\$ 1,056	\$ 1,300	\$ 932	
08-607-610008	\$ 630	\$ 11,023	\$ 8,835	\$ 3,700	\$ 8,234	\$ 5,000	\$ 3,245	
08-607-610009	\$ -	\$ 840	\$ 840	\$ 980	\$ 630	\$ 980	\$ 420	
08-607-610011		\$ 300	\$ 300	\$ 300	\$ 219	\$ 300	\$ -	
08-607-610013				\$ 1,300	\$ -		\$ 779	
<b>Total Payroll</b>	<b>\$ 74,944</b>	<b>\$ 129,450</b>	<b>\$ 132,154</b>	<b>\$ 124,130</b>	<b>\$ 106,425</b>	<b>\$ 124,130</b>	<b>\$ 83,077</b>	
<b>Equipment</b>								
08-607-625001	\$ 850	\$ -	\$ 642	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	Park maint. Equipment
08-607-625004	\$ 307	\$ 1,500	\$ -	\$ 500	\$ -	\$ 500	\$ 500	
08-607-625007	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ 500	Fund 2nd half of MCP (WRA money market + donations)
08-607-625008				\$ 450,000	\$ 311,809	\$ 450,000	\$ 550,000	
<b>Total Equipment</b>	<b>\$ 1,157</b>	<b>\$ 2,000</b>	<b>\$ 642</b>	<b>\$ 461,000</b>	<b>\$ 311,809</b>	<b>\$ 461,000</b>	<b>\$ 561,000</b>	
<b>Professional Services</b>								
08-607-630017	\$ -	\$ -	\$ 19,800	\$ 30,000	\$ 11,700	\$ 30,000	\$ 60,000	City hall, trail & medians (added area with finished trail) Storage at City and PW for records and equipment Janitorial services and supplies PD Lobby Bathroom
08-607-6300XX							\$ 26,000	
<b>Total Professional Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,800</b>	<b>\$ 30,000</b>	<b>\$ 11,700</b>	<b>\$ 30,000</b>	<b>\$ 86,000</b>	



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

ACCT		Actual 2018	Actual 2019	Actual 2020	Adopted 2021	Actual June	Projected 2021	Proposed 2022	NOTES:
	<b>Vehicle Expense</b>								
08-607-640001	Gasoline	\$ 50	\$ 2,000	\$ 115	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	
08-607-640002	Vehicle/Equipment Maint	\$ 523	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ 500	
	<b>Total Vehicle Expense</b>	<b>\$ 573</b>	<b>\$ 2,500</b>	<b>\$ 115</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	
	<b>Capital Expense</b>								
08-607-650003	Equipment Rental	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,500	\$ 3,000	MCP Construction deliveries
	<b>Total Capital Expense</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 3,000</b>	
<b>Total Building Parks &amp; Landscape Expenses</b>		<b>\$ 77,674</b>	<b>\$ 134,950</b>	<b>\$ 132,912</b>	<b>\$ 618,630</b>	<b>\$ 429,934</b>	<b>\$ 589,130</b>	<b>\$ 735,577</b>	
<b>WRA Administration Expenses</b>									
	<b>Payroll</b>								
08-680-610001	Salaries	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	Administrator salary year end transfer
	<b>Total Payroll</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	
	<b>Professional Services</b>								
08-680-630002	Legal & Professional	\$ 20,656	\$ 17,304	\$ 50,325	\$ 20,000	\$ 26,943	\$ 75,000	\$ 50,000	Legal, engineering, permitting
08-680-630005	Audit Expense	\$ 6,350	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
08-680-630016	Bank Fees	\$ 36	\$ 33	\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>Total Professional Services</b>	<b>\$ 27,042</b>	<b>\$ 23,337</b>	<b>\$ 56,325</b>	<b>\$ 26,000</b>	<b>\$ 32,943</b>	<b>\$ 81,000</b>	<b>\$ 56,000</b>	

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

ACCT		Actual 2018	Actual 2019	Actual 2020	Adopted 2021	Actual June	Projected 2021	Proposed 2022	NOTES:
	<b>Miscellaneous</b>								
08-680-635001	Miscellaneous Expense	\$ -	\$ -	\$ 188,422	\$ 1,000	\$ 525	\$ 1,000	\$ 5,000	Legal advertising & Budget Public Hearings No auto transfer in 2021
08-680-635022	Transfer to the City	\$ 250,000	\$ 200,000	\$ 355,864	\$ 115,000	\$ -	\$ 115,000	\$ -	
08-680-635026	Transfer to HCGC		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>Total Miscellaneous</b>	<b>\$ 250,000</b>	<b>\$ 200,000</b>	<b>\$ 544,286</b>	<b>\$ 116,000</b>	<b>\$ 525</b>	<b>\$ 116,000</b>	<b>\$ 5,000</b>	
	<b>Debt Service</b>								
08-680-655001	Principal Expense (CO's)	\$ 275,000	\$ 143,000	\$ -	\$ -	\$ -	\$ -	\$ -	
08-680-655002	Interest Expense (CO's)	\$ 15,030	\$ 2,559	\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>Total Debt Service</b>	<b>\$ 290,030</b>	<b>\$ 145,559</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total WRA Admin Expenses</b>		<b>\$ 587,072</b>	<b>\$ 388,895</b>	<b>\$ 620,611</b>	<b>\$ 162,000</b>	<b>\$ 33,468</b>	<b>\$ 217,000</b>	<b>\$ 81,000</b>	
<b>Total WRA Expenses</b>		<b>\$ 664,746</b>	<b>\$ 523,845</b>	<b>\$ 753,523</b>	<b>\$ 780,630</b>	<b>\$ 463,402</b>	<b>\$ 806,130</b>	<b>\$ 816,577</b>	
<b>Net Total WRA</b>		<b>\$ (397,334)</b>	<b>\$ (222,143)</b>	<b>\$ (394,568)</b>	<b>\$ (26,471)</b>	<b>\$ (252,878)</b>	<b>\$ 247,180</b>	<b>\$ 61,089</b>	