



City of Westworth Village
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REGULAR CITY COUNCIL MEETING MINUTES

MAY 13, 2014

PRE-COUNCIL SESSION: 6:45 PM

REGULAR SESSION: 7:00 PM

**MUNICIPAL COMPLEX
COUNCIL CHAMBERS
311 BURTON HILL ROAD**

ATTENDEES:	Mayor	Tony Yeager
	Mayor Pro-Tem	Kelly Jones
	Council Member	Jill Patton
	Council Member	Nick Encke
	Council Member	Steve Beckman
	Council Member	Mike Coleman
	City Administrator	Roger Unger
	City Secretary	Carol Borges
	Police Chief	Doug Reim
	Fire Chief	Brian McKinney
	Senior Fire Chief	Don Day
	HC Superintendent	Sterling Naron
	Code Enforcement	Ryan Studdard
	Librarian	Rhonda Hines
	P&Z Commission Chair	Melva Campbell
	P&Z Member	Jeannette Jones
	City Attorney	Ashley Dierker

ABSENT: HC Director of Golf David Curwen

GUESTS: Mother Sandi Michels, St Elisabeth's Episcopal Church
Dave Henderson and Cody Durham, StreetCred
Robert McGee and Ben Hagood, Freese & Nichols, Inc.

PRE-COUNCIL SESSION CALLED TO ORDER at 6:52pm by Mayor Yeager.

- 1. Action items announced individually. No discussion.**
- 2. Receive StreetCred presentation from Dave Henderson and Cody Durham.**
 - StreetCred is a software product and collection services process to recover funds from outstanding warrants. Mayor Yeager and Attorney Ashley Dierker have reviewed the contract. Chief Reim expects using this service will dramatically improve the City's warrant revenue collection.

PRE-COUNCIL CLOSED at 7:20pm by Mayor Yeager; meeting recessed for a short break.

REGULAR COUNCIL MEETING CALLED TO ORDER at 7:29pm by Mayor Yeager.

INVOCATION offered by Mother Sandi Michels.

PLEDGE OF ALLEGIANCE led by Mayor Yeager.

1. Approval of the Agenda

MOTION to approve the Agenda and move Items 9F, 9G, and 9H after Items 3, 4, and 5, respectively, made by Mike Coleman. **SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

2. Approval of the Consent Agenda:

MOTION to approve the Consent Agenda: Jill Patton. **SECOND:** Steve Beckman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

The following consent agenda items were approved.

A. Approval of the Minutes:

- Town Hall Meeting – April 8, 2014
- Regular Council Meeting – April 8, 2014

B. Approval of April's Financial Reports:

- TexPool Report
- A/P Disbursements Report
- Monthly Variance Report

FUND BALANCES APRIL 2014	GENERAL FUND	WATER FUND	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HAWKS CREEK GOLF CLUB
Monthly Revenue	\$151,667	\$88,623	\$47,076	\$35,764	\$743	\$5,360	\$143,617
Monthly Disbursement	\$179,535	\$73,062	\$231,805	\$26,858	\$0	\$3,689	\$265,317
TexPool Balance	\$879,911	\$322,546	\$3,512,161	\$3,235	\$992,174	\$666,213	N/A
Cash on Hand	\$267,464	\$362,429	\$731,230	\$20,379	\$105,756	\$30,320	\$721,948
CDARS Investment	\$802,063	\$448,211	N/A	N/A	N/A	\$848,647	N/A
CDARS Interest as of 3/31/14	\$534	\$349	N/A	N/A	N/A	\$607	N/A

3. **Receive Storm Water Management Program (SWMP) presentation from Ben Hagood, Freese & Nichols.**
- 9F) Discuss and take action to **accept Freese & Nichols' recommendation with respect to the Storm Water Management Program (SWMP) report and authorize the City Administrator to take any action necessary.**
- Roger Unger stated there is no cost directly associated with this action. The costs are in complying with the TCEQ SWMP requirements.
 - **MOTION to accept F&N recommendation with respect to the SWMP report as presented and authorize Roger Unger to take any action necessary made by Steve Beckman. SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.
4. **Receive Transportation Alternatives Program (TAP) presentation from Councilman Mike Coleman.**
- 9G) Discuss and take action to **pass Resolution 2014-03 supporting trail system improvements under the Transportation Alternatives Program (TAP).**
- TAP awards are 80% federal grant funds and 20% municipally funded. The City contracted with F&N to conduct a trails feasibility study in preparation for the TAP grant application. This resolution allows the City to move forward.
 - **MOTION to pass Resolution 2014-03 supporting trail system improvements under the Transportation Alternatives Program (TAP) made by Mike Coleman. SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.
5. **Receive CDBG 39th Year presentation from Robert McGee, Freese & Nichols.**
- 9H) Discuss and take action to **pass Resolution 2014-04, awarding the bid for the CDBG 39th Year Project for the Coleman Street, Popken Drive, and Tracyne Drive sewer line replacement.**
- The City received three bids which were examined by F&N. Robert McGee recommends the lowest bid from P.C. Contractors. Roger Unger stated this project may hit some snags as these sewers are in residents' backyards, not in alleys.
 - **MOTION to pass Resolution 2014-04, awarding the bid for the CDBG 39th Year Project for the Coleman Street, Popken Drive, and Tracyne Drive sewer line replacement to P.C. Contractors, provide for City funding for an amount not to exceed \$110,000, and authorizing Mayor Yeager to execute all documents related to completion of the project made by Mike Coleman. SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.
6. **Staff Updates:**
- A. **Doug Reim, Police Chief**
- **Police Dept Report:** Priority Calls for Service 286, YTD 1831; Self-Initiated Calls 1517, YTD 7513; Other Calls 545, YTD 3743; 911 Calls 225, YTD 1208; Citations 151; Violations 216, YTD 1848; Jail 49, YTD 377; Westover Hills jail contract has generated \$200; YTD \$1200.; Lakeside jail and dispatch services contract generated \$3753 in April.
- B. **Ryan Studdard, Code Enforcement**
- **Code Enforcement Report:** 29 code violations, TYD 101; 0 citations, YTD 1.
 - **Inspection Report:** 60 inspections performed, YTD 176.
 - Mayor recognized Ryan passed the residential inspector's exam.

C. Brian McKinney, Fire Chief

- **Fire Dept Report:** Total calls 43, including 15 EMS, 13 Fire calls, and 15 Mutual Aid; average response “in city” was 5.22 minutes; 157 volunteer shift hours; 375.5 part-time shift hours. There were 52 training hours on Building Construction, Pump Operations, and Fire Protection Systems.
- Team participated in the NAS JRB Air Show.
- Received Texas Forestry Grant for brush truck.
- Chief McKinney passed certification as Fire Officer Level II.
- River Oaks Assistant Chief Sanders is battling cancer. A benefit will be held for him on Sunday, June 1st at Coopers BBQ in the Stockyards.

D. Sterling Naron, Superintendent of the Hawks Creek Golf Club

- **Golf Club Report:** 3387 rounds played; \$153,177 in revenue; closed 2.5 days due to weather. 75 Preferred Player Members. High level day on 4/24 with 182 players. Four tournaments in April: Chimy’s Reel Recovery, K-Life, Country Day High School Invitational, and Young Life.
- New Point-of-Sale system and new website were launched in April.
- **Aerification presentation.** Sterling delivered an audio/video presentation on the aerification process and equipment. Aerification is a 12-14 hour process which includes 15 separate steps.
- Sterling created a Twitter account to provide play and maintenance updates.

E. Rhonda Hines, Librarian

- **Library Report:** Annual report was submitted to the Texas Library & Archive Commission. April activities incorporated National Poetry Month. Kids’ summer programs are in the planning phase; expect strong participation.

F. Roger Unger, City Administrator

- **Capital Projects/Infrastructure:** Coleman and Tracyne projects should be complete by the end of May. Underground boring for the Pressure Reducing Valve (PRV) at Chick-Fil-A will provide a loop line and increase water pressure for the Hovnanian subdivision and Jett Express. It should be complete by the end of May as well.
- **Budget/Disbursements:** Finance Committee began Preliminary FY 14-15 budget discussions earlier this evening.
- **Online water and court payments** are now being accepted.
- **Public Works Report** is included in packet.

7. Committee Updates:

- A. Finance Committee** –Kelly Jones, Chair - The committee met earlier this evening for its first review of the Preliminary FY 14-15 budget. The City remains in a strong financial position.
- B. Fire Dept Oversight Committee** –Kelly Jones, Chair – Nothing to report.
- C. Library Committee** –Jill Patton, Chair – Summer reading programs are scheduled to begin immediately after school lets out for the year. The volunteer policy is under review.
- D. Ordinance Committee** –Mike Coleman, Chair – Nothing to report.
- E. Vision Committee** – Steve Beckman, Chair – Nothing to report.

8. Public Information

A. **Communications:** None.

B. **Announcements:** None.

C. **Proclamations:**

- **National Military Appreciation Month** read aloud by Councilwoman Jill Patton.
- **National Police Week, May 11-17 and Peace Officer's Memorial Day, May 15th** read aloud by Councilman Mike Coleman.
- **Emergency Services Week, May 18-24** read aloud by Councilman Steve Beckman.

D. **Citizen Comments:**

- Mrs Melva Campbell thanked the Council for their hard work and proclamations recognizing the service of our military, police, and EMS personnel.

9. Action Items:

A. **Mayor Yeager**

Discuss and take appropriate action to **administer the Oath of Office and issue Certificates of Election to the elected Council members.** Mayor Yeager issued the Oaths and Certificates:

- **Place 2:** Jill Patton
- **Place 3:** Nick Encke
- **Place 4:** Steve Beckman
- Mrs Patton thanked the community for their continued support. Mayor Yeager thanked the Council for their work on behalf of the citizens.

B. **Mayor Yeager**

Discuss and take action to **elect a Mayor Pro-Tem.**

- **MOTION** made by Mike Coleman to **appoint Kelly Jones as Mayor Pro-Tem. SECOND** by Steve Beckman. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.
- Councilman Jones thanked the Council for their continued faith and confidence.

C. **Mayor Yeager**

Discuss and take action to **appoint members to the Finance Committee.**

- **MOTION** made by Steve Beckman to **re-appoint Kelly Jones, Jill Patton, Nick Encke, Mike Coleman, and Steve Beckman to the Finance Committee. SECOND** by Jill Patton. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

D. **Mayor Yeager**

Discuss and take action to **appoint members to the Planning & Zoning Commission.**

- Members are appointed to two year terms. P&Z Chair Melva Campbell stated she believes current members with terms about to expire will be willing to continue.
- **MOTION** made by Jill Patton to **re-appoint Melva Campbell, Jeanette Jones, and Michael Lewis to the Planning & Zoning Commission for a two year term to expire on May 31, 2016. SECOND** by Mike Coleman. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

E. Mayor Yeager

Discuss and take action to **designate Nova credentialed physicians as the City's Health Officers.**

- This is an annual appointment. Staff is satisfied with Nova. Roger recommends reappointment.
- **MOTION** made by Nick Encke to **designate Nova credentialed physicians as the City's Health Officers.** **SECOND** by Steve Beckman. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

F. Item discussed and voted on after agenda item three (#3).

G. Item discussed and voted on after agenda item four (#4).

H. Item discussed and voted on after agenda item five (#5).

I. Mayor Yeager

Discuss and take action to **adopt the Amended Employee Handbook.**

- Roger Unger stated the most impactful change in the handbook is allowing an employee, age 65/+ to accept Medicare instead of the City's health insurance and provide for a \$300 monthly stipend (versus the \$600/month cost of insurance provided by the City, thus saving the City money). Councilman Coleman stated the Committee completed a detailed review of the handbook.
- **MOTION** made by Mike Coleman to **adopt the Amended Employee Handbook, effective immediately.** **SECOND** by Steve Beckman. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

J. Mayor Yeager

Discuss and take action with respect to **StreetCred / Convergence Recovery Solutions collection services.**

- Chief Reim confirmed that this contract has been completely vetted by staff and City Attorney Ashley Dierker. On the 61st day after a warrant is issued, a statutorily allowable collection fee is automatically added to the warrant through our court system. Assignment of 'warrant officer' duties has been put on the back burner over the past year due to continuous changes in staffing. The department has been down one officer since December 2012. This program is expected to assist in clearing warrants and improving the City's collection rate.
- **MOTION** made by Mike Coleman to **approve the contract to do business with StreetCred / Convergence Recovery Solutions collection services.** **SECOND** by Nick Encke. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

K. Mayor Yeager

Discuss and take action to **approve Tax Collection Contract with Tarrant County.**

- This is an annual contract for tax collection services provided by the County to its Municipalities. Roger Unger stated TAD charges a minimal fee per account.
- **MOTION** made by Steve Beckman to **approve Tax Collection Contract with Tarrant County.** **SECOND** by Jill Patton. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

10. Executive Session called at 8:54pm with the Mayor, all Council Members, City Administrator Roger Unger, and City Attorney Ashley Dierker in attendance.

Convene into executive session to deliberate the following item pursuant to Texas Government Code, Chapter 551.071(2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body conflicts with this chapter: receive legal advice related to the proposed fire services contract.

Executive Session ended at 9:13pm.

11. Reconvened into Regular Session at 9:14pm.

Action Item:

L. Mayor Yeager

Discuss and take action with respect to the proposed fire services contract, as discussed in Executive Session.

- Mayor Pro-Tem Jones stated although he wants to vote against contracting for services, it is the right thing to do. Westworth Village can no longer afford to run its own department. The Council explored every option over the course of two years. An agreement with surrounding cities just did not work. He is deeply disappointed but objectively it is the right decision. Mayor Pro-Tem Jones thanked Chief McKinney for his leadership and the fire staff for their dedication to the community. Councilman Encke stated 4-5 years ago he would have never dreamed it would come to this, but without a solid partner, the Council has no choice [but to move forward with a contract].
- **MOTION** made by Nick Encke to authorize Mayor Yeager to negotiate a contract with the City of Fort Worth for fire protection services and present the contract to be ratified by Council in June. **SECOND** by Steve Beckman. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

ADJOURNED at 9:19pm by Mayor Yeager.

MINUTES APPROVED BY:



Anthony Yeager, Mayor

This, the 10th day of June, 2014.

SIGNATURE ATTESTED BY:



Carol Ann Borges, City Secretary

