



City of Westworth Village  
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**REGULAR CITY COUNCIL MEETING MINUTES**

**TUESDAY  
MARCH 13, 2012**

**PRE-COUNCIL SESSION: 6:45 PM  
REGULAR SESSION: 7:00 PM**

<b>ATTENDEES:</b>	Mayor	Anthony Yeager
	Mayor Pro-Tem	Kelly Jones
	Council Member	Jill Patton
	Council Member	Nick Encke
	Council Member	Randy Kressler
	Council Member	Mike Coleman
	City Administrator	Roger Unger
	City Secretary	Carol Ann Borges
	Police Chief	Douglas Reim
	Fire Chief	Don Day
	HC Director of Golf	David Curwen
	City Inspector	Greg Mitchell
	Code Enforcement Officer	Ryan Studdard
	Admin Specialist	Brandy Barrett
	City Attorney	George Staples
<b>GUESTS:</b>	Council Candidate	Steve Beckman
	Council Candidate	Mike Green
	CCPD Board member	Melva Campbell
	CCPD Board Member	Ed vonKohn

**PRE-COUNCIL SESSION CALLED TO ORDER at 6:47pm by Mayor Yeager.**

Action items announced individually. Discussion of agenda items, as follows:

- 6B:** Mayor Yeager stated that Mr Strain has withdrawn his request; therefore, this item needs to be removed from the agenda.
- 6E:** City Administrator, Roger Unger, suggested increasing capital asset amount for depreciation from \$1,000 to \$5,000.
- 6F:** Admin Specialist, Brandy Barrett, addressed Council, outlining the suggested amendments to the Utilities ordinance, as compiled by the Ordinance Review Committee.
- 6G:** City Inspector, Greg Mitchell, outlined the suggested changes to the Residential & Plumbing Codes, which are being made at the request of Fort Worth.
- 6H:** Greg Mitchell stated that the suggested amendments to Article 3 of the Code of Ordinances are to clean-up conflicting language with the recently updated Zoning Ordinance.

**PRE-COUNCIL CLOSED at 6:56pm by Mayor Yeager.**

**REGULAR COUNCIL MEETING CALLED TO ORDER at 7:02pm by Mayor Yeager.**

**INVOCATION offered by Ed vonKohn.**

**PLEDGE OF ALLEGIANCE led by Mayor Yeager.**

**1. Approval of the Agenda**

**MOTION** to approve the Agenda, and removing item 6B: Nick Encke. **SECOND:** Randy Kressler.

**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:** Mike Coleman.

**Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

The following consent agenda items were approved.

**A. Approval of the minutes:**

- Regular Council Meeting – February 14, 2012
- Special Council Meeting – February 28, 2012

**A. Approval of February's Financial Reports:**

- TexPool Report
- Monthly Disbursements Report
- Monthly Variance Report

<b>FUND BALANCES FEBRUARY 2012</b>	<b>GENERAL FUND</b>	<b>WATER FUND</b>	<b>CAPITAL PROJECTS</b>	<b>CRIME CONTROL</b>	<b>DEBT SERVICE</b>	<b>WRA</b>	<b>HAWKS CREEK GOLF CLUB</b>
<b>Monthly Revenue</b>	\$ 351,746	\$ 85,033	\$ 0	\$ 51,457	\$ 121,894	\$ 11,919	\$ 88,544
<b>Monthly Disbursement</b>	\$ 295,264	\$ 79,976	\$ 15,679	\$ 56,878	\$ 0	\$ 22,902	\$ 151,967
<b>TexPool Balance</b>	\$ 476,792	\$ 399,712	\$ 395,481	\$ 59,187	\$ 365,226	\$ 436,847	N/A
<b>Cash on Hand</b>	\$ 29,157	\$ 131,180	\$ 868	\$ 96,925	\$ 743	\$ 97,563	\$ 224,024
<b>CDARS Investment</b>	\$ 1,472,378	\$ 490,841	\$ 1,428,690	N/A	N/A	\$ 1,464,690	N/A
<b>CDARS Interest to Date</b>	\$ 2,574	\$ 2,178	\$ 3,932	N/A	N/A	\$ 1,687	N/A

### 3. Staff Updates:

#### A. Doug Reim, Police Chief

- Police Departments across the country sponsor the Special Olympics. Colby Bannister made a presentation at today's luncheon. He will be back again in May. Monday, May 21<sup>st</sup>, the City will sponsor a fundraiser Special Olympics Golf Tournament at Hawks Creek Golf Club.
- **PD Calls for Service:** Priority calls are up from 2011. Jail stats year-to-year are close. Jail population is mostly due to traffic stops of non-resident drivers.
- **Municipal Court Reports:** Number of citations has been slow due to decrease in proactive time on the streets while ECA training was going on. Collections are up year-to-year.
- **ECA Training Update:** All classroom training is complete. License fees for each officer have been submitted. Ride-out obligations and tests will be scheduled. Vehicles and equipment should be delivered/installed by June 1<sup>st</sup>.

#### B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report:** 91 violations, 3 citations; most addressed with voluntary compliance. New graph showing past 7 months activities. With rain and spring weather, expect number of violations regarding weeds to increase. Alley clean-up project, started in November, is complete. Thanks to the residents for their efforts. Chapter 12 introduced new restrictions against parking on sidewalks. Ryan is in education and warning stage. Warnings allow 30 days to remedy a problem. Water restrictions are still in effect.

#### C. Don Day, Fire Chief

- **Fire Calls for Service:** Total calls 32, including 21 EMS, 8 Fire calls, and 2 Mutual Aid calls to River Oaks; average response "in city" was 4.05 minutes; total of 306.5 volunteer hours; 58 on-call hours; 148.5 hours at the station. There were 100 training hours on SCBA, Live Fire, Forcible Entry, and CPR. Mayor Pro-Tem Jones thanked Chief Day for the detailed information being provided to the Oversight Committee.
- Agenda Item 6I, **Lockheed Martin Memorandum of Agreement** for mutual aid benefits the City, as they have more reserve staff and equipment than the City. Mutual aid from Lockheed would be most useful in an aircraft accident or major fire disaster. Attorney George Staples stated that the City does not lose government immunity even though Lockheed is not a government entity.

#### D. David Curwen, Director of Golf

- **Michelle Pearson** resigned after nearly 17 years, effective April 20<sup>th</sup>.
- **Golf Club Report:** 2006 rounds played; \$91,187 in revenue. Texas Wesleyan University hosted an intercollegiate tournament this weekend, with 14 participating schools. Oklahoma City University was the champion after a sudden death playoff.

#### E. Roger Unger, City Administrator

- **Planning for Livable Military Communities Report:** Sponsored by the NAS JRB RCC, in conjunction with NCTCOG, the committee has contracted with an Atlanta firm to study local transportation, housing, and development, as they pertain to supporting the military base. The research, funded by federal grant money, will provide the City with a revised Comprehensive Land Use Plan, as well as support the next DOD BRAC study.
- **Greg Mitchell** has submitted his resignation, effective 3/23, to accept a Director position in Azle.

- **Capital Projects/Infrastructure:** **Tanny Street** project will be 95% complete by the end of the month. **Carb Drive** will begin mid-April and last to late fall. **Aton Ave** project is in design stage. **White Settlement Road** has been paved to the golf course maintenance building. The City will be investigating future joint ventures with the County.
- **Budget/Disbursements:** Variance report hasn't changed since last month. General Fund revenue is up, due to ad valorem tax receipts. Kwik Kar is up and running – expected to provide good sales tax revenue. Jett Express does not generate sales tax revenue; however it does provide water revenue. Dunkin Donuts/Baskin Robbins will generate sales tax. Other retailers are showing interest. Two more permits were issued to Hovnanian Homes. Overall the City is operating 8% under expenses.
- **Library Report:** Patronage continues to be consistent – expect an increase this week due to spring break school closure.

#### 4. Committee Updates:

##### A. Finance Committee - Kelly Jones, Chair

- The Committee reviewed the preliminary FY 12-13 budget. We are very ahead of normal schedule due to Roger's hard work.

##### B. Library Committee - Jill Patton, Chair

- Jill will attend a second meeting of the North Texas Library Partners next week. She is looking to open up our library to become part of a larger resource sharing consortium. Jill is looking for volunteers to serve on the Library Committee. Glenda is currently cataloging seven boxes of new books.

##### C. Ordinance Committee - Mike Coleman, Committee Member

- Chapter 13, presented tonight, is the last chapter. Thanks to Brandy Barrett for all her hard work in completing this project.

##### D. Fire Dept Oversight Committee – Kelly Jones, Chair

- Conversations regarding creating a joint department have broken down and will not proceed further. The committee will concentrate on working with Chief Day to build a stronger department, invest in capital improvements for the station, and add incentives for staffing.

#### 5. Public Information

##### A. Communications:

##### B. Announcements:

- Melva Campbell: **Tri-City Chamber's 19<sup>th</sup> Annual Easter Egg Hunt** on April 7<sup>th</sup>, at 10am, at Inspiration Point in Sansom Park. Both the Fire Dept and Citizens on Patrol will participate.
- Melva Campbell: **Easter Sunday Sunrise Service** sponsored jointly by Burton Hill Baptist and Westworth Church of Christ will be held on April 8<sup>th</sup>, at 7am, behind Burton Hill Elementary on Ansley Drive. Breakfast will be served at the school.
- Melva Campbell: **Candidate Forum** will be held on April 10<sup>th</sup>, in conjunction with the Community Luncheon.

##### C. Proclamations:

- **Poison Prevention Week: March 18 – 24, 2012** – read aloud by Councilwoman Patton.

**D. Citizen Comments: None.**

**6. Action Items:**

**A. Mayor Yeager**

Receive and discuss update on the **state of the Gas Wells and Gas Well Royalty Payments.**

- Mayor Yeager stated that although Shady Oaks has received some royalty payments, Westworth has not yet received anything. Chesapeake would like to add acreage to the 'pooled lease', thus enabling them to add more wells. Also, due to the current selling price of gas, it is in the interest of the leaseholders to 'shut-in' the wells until the price increases. Doing so will also spread the royalty payments further out to a time when the City expects to have a greater need for the revenue. These wells are projected to have a standard three-year production life; therefore a shut-in approach will generate a revenue stream for the City's future.
- No action was taken.

**B. City Administrator Roger Unger**

Discuss and take action with respect to the **request by Craig Strain to rename Sandy Lane to Strain Lane.**

- This item was removed from the agenda, under item #1. No discussion or action was taken.

**C. Finance/Audit Committee Chair Kelly Jones**

Discuss and take action to **accept the Fiscal Year 2010-2011 Audit, as presented by PB&H Audit Firm.**

- The Finance Committee met on February 28<sup>th</sup> to receive the presentation from PB&H Audit Firm, therefore they were not asked to come back this evening. Kelly Jones stated that the audit was clean and much more thorough than in previous years, thanks to Roger's and staff's hard work.
- **MOTION** was made to accept the FY 10-11 Audit, as presented by PB&H Audit Firm, by Kelly Jones. **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

**D. City Administrator Roger Unger**

Discuss and take action to **adopt Resolution No. 2012-02, adopting Governmental Accounting Standards Board Statement No. 54 (GASB 54), effective with the Fiscal Year 2011-2012 Budget.**

- Roger Unger stated that adoption of GASB 54 is at the request of the auditors and follows normal procedures for designating municipal funds. The FY 10-11 Audit was prepared under the conditions of GASB 54. Attorney George Staples stated that the Mayor is authorized by statute to declare an emergency.
- **MOTION** was made to adopt Resolution No. 2012-02, by Kelly Jones, and filling in the blanks to read as follows:
  - (#4) The City Council delegates the responsibility to assign funds not to exceed **\$25,000** individually or **N/A%** of unassigned funds, in total, to the **Mayor** or his/her designee... and
  - (#6) In the event of a declared emergency, the Mayor has the authority to spend up to **\$75,000** in funds, to ensure the health, safety, and welfare of the residents of the City of Westworth Village.**SECOND** by Mike Coleman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

**E. City Administrator Roger Unger**

Discuss and take action to **adopt Resolution No. 2012-03, establishing a minimum dollar value of any Capital Asset, for depreciation purposes, and establishing appropriate recordkeeping procedures, as approved by the Governmental Accounting Standards Board (GASB).**

- **MOTION** was made to adopt Resolution No. 2012-03, establishing a minimum dollar value of \$5000 for depreciable capital assets, by Kelly Jones. **SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

**F. Councilman Mike Coleman**

Discuss and take action to **adopt Ordinance No. 335, amending revisions to the Code of Ordinances, Chapter 13, Articles 13.01 through 13.05, Utilities.**

- **MOTION** was made to adopt Ordinance No. 335 as presented by Mike Coleman. **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.
- Jill requested that the website be updated with the changes regarding trash collection and ensure that rules are distributed to new services.

**G. City Inspector Greg Mitchell**

Discuss and take action to **adopt Ordinance No. 336, amending Sections R105.2(1) and R105.2(2) of the International Residential Code and Sections 1003.1, 1003.3.2, and 1003.3.4.1 of the International Plumbing Code.**

- Mike Coleman thanked Greg for his hard work and regrets Greg's leaving the City, but wishes him well.
- **MOTION** was made to adopt Ordinance No. 335 as presented by Mike Coleman. **SECOND** by Randy Kressler. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

**H. City Inspector Greg Mitchell**

Discuss and take action to **adopt Ordinance No. 337, deleting Articles 3.12, 3.13, 3.15.036, and 3.15.037 of the Code of Ordinances.**

- Mayor Yeager thanked Greg for his tremendous help while the City was working through these ordinance reviews.
- **MOTION** was made to adopt Ordinance No. 337 as presented by Nick Encke. **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

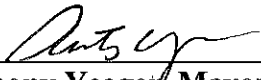
**I. Fire Chief Don Day**

Discuss and take action to approve **Memorandum of Agreement with Lockheed Martin for fire protection services.**

- **MOTION** was made approve the MOA by Randy Kressler. **SECOND** by Kelly Jones. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

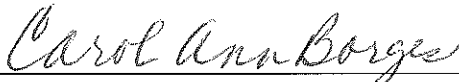
**ADJOURNED at 8:02pm by Mayor Yeager.**

**MINUTES APPROVED BY:**

  
Anthony Yeager, Mayor  
City of Westworth Village, TX

This, the 10<sup>th</sup> day of April, 2012.

**SIGNATURE ATTESTED BY:**

  
Carol Ann Borges, City Secretary  
City of Westworth Village, TX

