



City of Westworth Village
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REGULAR CITY COUNCIL MEETING MINUTES

**TUESDAY
MAY 8, 2012**

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

ATTENDEES:

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
HCGC Superintendent	Sterling Naron
Code Enforcement	Ryan Studdard
Police Corporal	Darren Clark
Council Candidate	Steve Beckman
City Attorney	George Staples

GUESTS:

Westworth Church of Christ	Dr Bob Mullen, Pastor
Elizabeth Whitaker	North Central Texas Council of Governments (NCTCOG)

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

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

6D: The current Employee Handbook is quite outdated and has been amended several times. Roger Unger stated his intent is to complete a full review within 5 months, for a new handbook to be implemented on January 1, 2013. This action will clarify amendments and eliminate existing contradictions.

PRE-COUNCIL CLOSED at 6:52 pm by Mayor Yeager.

REGULAR COUNCIL MEETING CALLED TO ORDER at 7:00 pm by Mayor Yeager.

INVOCATION offered by Dr Bob Mullen.

PLEDGE OF ALLEGIANCE led by Mayor Yeager.

1. Approval of the Agenda

MOTION to approve the Agenda: Mike Coleman

SECOND: 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: Randy Kressler

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 – April 10, 2012

B. Approval of April's Financial Reports:

- TexPool Report
- Monthly Disbursements Report
- Monthly Variance Report

C. Court Funds

- Authorize \$1500 expenditure from the Court Technology Fund for a laptop to be used at the Judge's bench.

FUND BALANCES APRIL 2012	GENERAL FUND	WATER FUND	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HAWKS CREEK GOLF CLUB
Monthly Revenue	\$161,724	\$84,313	\$6,303	\$38,309	\$443	\$287,411	\$184,227
Monthly Disbursement	\$213,136	\$46,433	\$122,502	\$28,025	\$0	\$19,682	\$150,942
TexPool Balance	\$273,208	\$399,788	\$19,519	\$59,198	\$341,163	\$704,703	N/A
Cash on Hand	\$33,813	\$200,950	\$1,230	\$61,301	\$743	\$9,928	\$432,799
CDARS Investment	\$1,472,378	\$490,841	\$1,428,690	N/A	N/A	\$1,464,690	N/A
CDARS Interest to Date	\$4,002	\$3,076	\$5,411	N/A	N/A	\$2,599	N/A

3. Staff Updates:

A. Doug Reim, Police Chief

- **Police Dept Report:** April calls for service total 2017; Fiscal YTD 12,815. Jail stats at 55 in April; 345 Fiscal YTD. Jail statistics for Westworth only.
- **Municipal Court Report:** April citations 223; violations 333; Fiscal YTD 1131, 1634, respectively.
- **ECA Update:** Ride-out requirements are almost complete.

B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report:** 65 code violations were addressed in April, with 0 citations. Education through the newsletter, web, and one-on-one has increased compliance. Ryan thanked the citizens for their cooperation.
- Councilman Coleman stated his support for and appreciation of the **Environmental Clean-Up Program**, and thanked the staff for their hard work to make the event a success.

C. Don Day, Fire Chief

- **Fire Dept Report:** Total calls 32, including 15 EMS, 14 Fire calls, and 3 Mutual Aid calls to River Oaks; average response "in city" was 5.1 minutes; total of 417.5 volunteer hours; 55 on-call hours; 286.5 hours at the station. There were 76 training hours on Fire Hose, Fire Streams, Station Clean-Up, and Radio Communications.
- Volunteer roster is holding steady.
- Mayor Pro-Tem Jones reminded the audience of **Chief Day's Service Reception** this Saturday, May 12th, from 4pm to 7pm, at the HCGC Pavilion.

D. David Curwen, Director of Golf

- **Golf Club Report:** In April, 3885 rounds were played; revenue at \$227,379. Ten events were held in April. Preferred Player memberships up to 59; expect to freeze at 75. Seasonal employees have been hired.

E. Roger Unger, City Administrator

- **Capital Projects/Infrastructure:** Received a Certified Substantial Completion report on **Tanny Street** project. Full completion expected early June. **Holloway** project began on Monday. **Carb** project should begin mid-summer. Residents have been notified of **tree removal**.
- **Budget/Disbursements: Variance report** not showing much change over last month. Three areas hit have been WRA Legal, Information Technology, and PD Overtime. **Sales tax revenue** has increased but that does not yet confirm a trend. **Preliminary valuation** report received from the County showed an approximate \$17 million increase. City received second **royalty check** for Red Bird site; expect \$1500 in monthly revenue.
- **Construction/Development:** **Pet Smart** expected to open in February 2013. **Dunkin' Donuts** site plan to be reviewed by P&Z in June. Sale should close by last week of June. **Hovnanian Homes** sold two more lots. **Westworth Park** is expected to bring six new site plans to the City.
- **Library Report:** Library usage continues to track well. Councilwoman Patton will update on Committee activities.

F. Carol Borges, City Secretary

- Election Update – Today is last day for **Early Voting**. Saturday, May 12th is **Election Day**, which will be held here, in the Community Room; Photo ID is NOT required for elections held in May, June, or July 2012. Special Council Meeting to **Canvass** the Election Results and Administer the **Oath** of Office to Newly Elected Officials on May 22, at 6:00pm.

4. Committee Updates:

A. Finance Committee - Kelly Jones, Chair

- Next meeting on May 22, at 6:30 pm.

B. Fire Dept Oversight Committee – Kelly Jones, Chair

- Nothing to report at this time.

C. Library Committee - Jill Patton, Chair

- Two meetings were held last month. Working on getting the online card catalog. Planning a volunteer work party late June/early July to recode each item in inventory.

D. Ordinance Committee - Mike Coleman, Committee Member

- Committee work is coming to an end. A new solicitation and panhandling ordinance will be brought to Council in June.

5. Public Information

A. Communications:

- **Received presentation by Ms Elizabeth Whitaker of NCTCOG regarding the Planning for Livable Military Communities (PLMC) Grant, in relation to the NAS JRB.** Two open houses to review more details will be scheduled in River Oaks and Lake Worth.
- **Received Police Department Debriefing by Corporal Darren Clark regarding incident on Leonard Trail, on April 17th.** Mayor Yeager expressed his appreciation to Cpl Clark, the on-scene commander, as well as to the entire team, for their professionalism and positive resolution to the incident. Councilwoman Patton appreciated that the officers used the least aggressive tactics as the first response.

B. Announcements:

- **Special Olympics Golf Tournament at Hawks Creek Golf Club on May 21st.**
- **Pet Vaccination Clinic this Thursday, May 10th, behind Municipal Complex, from 4pm to 7pm.**

C. Proclamations:

- **National Military Appreciation Month was read by Councilwoman Patton.** (Military Salute Dinner is May 24th)
- **National Police Week and Day was read by Councilman Coleman.** Mr Coleman stated that this proclamation is very timely with respect to events that occurred on Leonard Trail.

D. Citizen Comments:

- Mrs Nancy Tsivis commended the Council for having the wisdom to hire and support the Chief of Police. She congratulated Chief Reim on the training he has provided to his officers.

6. Action Items:

A. Mayor Yeager

Discuss and take action with regard to the PLMC Grant through NCTCOG.

- No action required or taken.

B. City Administrator, Roger Unger

Discuss and take action to pass Resolutions Nos. 2012-04 & 2012-05, to authorize equipment lease agreements for Hawks Creek Golf Club, through PNC Equipment Finance.

- PNC requires separate resolutions for the two leases, as follows:
 1. Lease #159963000 includes (1) Groundmaster 4500-D, (1) Universal Mount Sunshade, and (1) 400 Hour Filter Maintenance Kit. Term is 48 months with monthly payments of \$1,188.75
 2. Lease # 159971000 includes (1) 300 Gallon Trailer Mount Sprayer. Term is 48 months with an amortized payment schedule.
- MOTION to pass Resolutions, as listed, made by Mike Coleman. SECOND by Nick Encke. Motion passed unanimously, by a vote of 5 Ayes and 0 Nays.

C. 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.
- MOTION to approve the Tax Collection Contract with Tarrant County made by Nick Encke. SECOND by Jill Patton. Motion passed unanimously by a vote of 5 Ayes and 0 Nays.

D. Mayor Yeager

Discuss and take action to create and name members to an Employee Handbook Review Committee.

- As discussed in Pre-Council, the existing Employee Handbook will be reviewed and updated to meet current requirements, clarify amendments, and eliminate existing contradictions.
- MOTION made by Kelly Jones to name the following people to an Employee Handbook Review Committee: Mayor Yeager, Nick Encke, Mike Coleman, Roger Unger, Carol Borges, Doug Reim, and David Curwen, as suggested by Mayor Yeager. SECOND by Randy Kressler. Motion passed unanimously by a vote of 5 Ayes and 0 Nays.

Mayor Yeager stated his appreciation to Chief Reim, the Council, and Carol Borges.

ADJOURNED at 8:14 pm by Mayor Yeager.

MINUTES APPROVED BY:



Anthony Yeager, Mayor

This, the 12th day of June, 2012.

SIGNATURE ATTESTED BY:



Carol Ann Borges, City Secretary

