



City of Westworth Village
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REGULAR CITY COUNCIL MEETING MINUTES

**TUESDAY
SEPTEMBER 11, 2012**

**PRE-COUNCIL SESSION: 6:50 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	Steve Beckman
Council Member	Mike Coleman
City Administrator	Roger Unger
City Secretary	Carol Ann Borges
Police Chief	Douglas Reim
Fire Chief	John Rodriguez
HC Director of Golf	David Curwen
Code Enforcement	Ryan Studdard
City Attorney	George Staples

GUESTS: Mrs Melva Campbell, Mrs Nancy Tsivis, Mr Jim Evans, Mr George Richaud

CALLED TO ORDER at 7:06pm by Mayor Yeager.

PRE-COUNCIL SESSION omitted.

OPENED PUBLIC HEARING #1 at 7:06pm.

The adoption of the Fiscal Year 2012-2013 Budget. The proposed budget will raise more total property taxes than last year's budget by \$56,594 or more than 7.8%.

The second public hearing on the FY 12-13 budget will be held on September 18th at 7:00pm. The Council will meet on September 25th, at 6:00pm, to vote on the adoption of the budget.

- City Administrator Roger Unger stated that the FY 12-13 budget will raise more revenue than current fiscal year due to new construction and previously tax exempt properties that have now come onto the tax rolls. The City will be able to lower the total tax rate to \$.492 from \$.50/\$100 valuation. The General Fund will receive \$62,000 in excess revenue, which is expected to be used to continue the City's aggressive capital improvements projects. This plan is more beneficial to the community than lowering the rate another half cent.
- No public comments were received.

CLOSED PUBLIC HEARING #1 at 7:09pm

OPENED PUBLIC HEARING #2 at 7:09pm

The adoption of the 2012 Tax Rate of \$.492 per \$100 of valuation with the proposal to increase total tax revenues from properties on the tax roll in the preceding tax year by 7.8%. Your individual taxes may increase or decrease at a greater or lesser rate, depending on the change in the taxable value of your property in relation to the change in taxable value of all other properties and the tax rate that is adopted.

The second public hearing on the 2012 tax rate will be held on September 18th at 7:00pm. The Council will meet on September 25th, at 6:00pm, to vote on the adoption of the budget.

- Roger explained the tax rate in the previous hearing. No further comments.
- No public comments were received.

CLOSED PUBLIC HEARING #2 at 7:10pm.

REGULAR COUNCIL MEETING CALLED TO ORDER at 7:10pm by Mayor Yeager.

INVOCATION offered by Roger Unger.

PLEDGE OF ALLEGIANCE led by Mayor Yeager.

1. Approval of the Agenda

MOTION to approve the Agenda: Nick Encke.

SECOND: Jill Patton.

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

2. Approval of the Consent Agenda:

MOTION to approve the Consent Agenda: Mike Coleman.

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:

- Regular Council Meeting, Joint with P&Z Commission – August 14, 2012

B. Approval of August's Financial Reports:

- TexPool Report
- Monthly Disbursements Report

FUND BALANCES AUGUST 2012	GENERAL FUND	WATER FUND	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HAWKS CREEK GOLF CLUB
Monthly Revenue	\$174,036	\$112,322	\$39,197	\$38,147	\$0	-\$17,997	\$166,738
Monthly Disbursement	\$252,299	\$101,758	\$74,953	\$41,493	\$0	\$92,436	\$177,585
TexPool Balance	\$16,057	\$399,965	\$928,896	\$59,225	\$41,738	\$373,952	N/A
Cash on Hand	\$270,934	\$298,118	\$39,870	\$47,327	\$448	\$30,132	\$259,510
CDARS Investment	\$1,474,357	\$491,771	\$693,565	N/A	N/A	\$1,713,857	N/A
CDARS Interest to Date	\$5,456	\$996	\$3,483	N/A	N/A	\$5,637	N/A

3. Staff Updates:

A. Doug Reim, Police Chief

- **PD Calls for Service** – YTD data has seen increase in calls for service over last year. Citation numbers are down due to dispatch coverage, which takes officers off the streets. Jail population is as expected, including Westover Hills and Lakeside.
- **Municipal Court Report** is tracking well.
- **ECA Program** – Six of eleven officers have been tested and registered. Delay due to diminished staff and coverage issues. Equipment for vehicles has been ordered.
- **MADD Recognition of Officer Aller** will occur next month. Officer Aller made 47 arrests within Tarrant County.

B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report** – Thirty-seven (37) code violations resulted in two (2) citations. Total violations are down from last year, reflecting voluntary compliance is working; 124 junk vehicle violations were resolved December 2011.
- **Inspection Report** – Sixty-two (62) inspections were performed in August.

C. John Rodriguez, Fire Chief

- **Fire Calls for Service** - Total calls 55; increase due to inclement weather emergency calls. Average response “in City” was 3.88 minutes, which is considerably faster than normal due to personnel responding while already out on previous call (inclement weather days) and more overall volunteer hours at station; total of 446 volunteer hours. There were 76 training hours that included Staff Meetings, Apparatus Familiarization, SCBA Inspection and Maintenance, SCBA Drill, and Soft Tissue Trauma CEs.
- Oversight Committee approved purchase of EMS supplies and preventative maintenance supplies for generators, etc.
- Chief Reim thanked Chief Rodriguez and the FD for their support over few nights of severe storms.
- Councilwoman Patton asked for update on erosion surrounding fire hydrants. Chief stated that the hydrants were not leaking but that minor erosion is normal when hydrants do not have grass or brick at the base.

D. David Curwen, Director of Golf of the Hawks Creek Golf Club

- **Golf Club Report** – Another record month for rounds and revenue in August (3524 rounds; \$157,309); 1510 rounds increased over last August. Several events were held in August. Membership up to 72 participants: will max at 75. Two longtime PT employees have left the Food & Beverage Dept. “Planet Air” slicing aerification procedure successfully used in August. ISTRC tests are very valuable tool in maintaining health of greens.
- Superintendent Sterling Naron is attending the Air Force Update Meeting regarding pollution plume and monitoring wells.

E. Roger Unger, City Administrator

- **Capital Projects/Infrastructure** – To complete the project, residents on Holloway are able to select from a list of trees to be planted by the end of the month. Carb Drive should be done by the first week of November. Surveying is being done on Tracyne and Aton; project should start in January or February 2013. Reliable Paving and Tejas Underground are doing excellent jobs. They have full crews onsite daily and are very accommodating to the residents. We have not received any complaints.
- **Budget/Disbursements** have tracked well over the year. Variances continue to exist for WRA Attorney fees and PD overtime. Auditors will begin preliminary review next week.
- **Library Report** continues to be consistent.

4. Committee Updates:

A. Finance Committee - Kelly Jones, Chair

- Committee approved and submitted final proposed FY 12-13 budget to Council. General Fund is in the black, with excess revenue going to road projects.

B. Fire Dept Oversight Committee – Kelly Jones, Chair

- Committee is pleased with Chief Rodriguez’s progress. It is the recommendation of Chairman Jones, the Mayor, and Roger Unger that Chief be appointed as permanent Chief at the October Council meeting.

C. Library Committee - Jill Patton, Chair

- The barcode project is about [40%] complete. Thanks to Councilmen Beckman and Coleman for volunteering their time. The project can continue while the library is open. New library cards are on order.
- The Consortium contract is on tonight’s agenda.

D. Ordinance Committee - Mike Coleman, Committee Member

- Committee work is complete. New/updated ordinances will be issued/reviewed as needed.

E. Vision Committee – Steve Beckman, Chair

- Committee met this afternoon to discuss approach on how to move the City forward.

5. Public Information

A. Communications:

- Ms Glenda Block thanked both Chief Reim and Chief Rodriguez for their department's support of an incident at her home on Sunday morning. Ms Block has received an outpouring of concern and friendship from the residents and staff. Thanks to Council for supporting our police and fire department and the community.

B. Announcements:

- Mrs Melva Campbell asked for permission to place volunteer sign-up sheets for Burton Hill Elementary in the lobby. Mayor Yeager instructed the City Secretary, Carol Borges, to work with Melva.
- Mrs Melva Campbell asked for volunteers to work the Trinity River Bash/Trailhead Clean-Up this coming Saturday, at the Pumphrey Drive Trailhead, from 8:30am to 11am. There will be an after-party at Panther Island Pavilion (located behind the TCC/RadioShack campus, downtown). Mayor Yeager asked Carol to send out an email to staff and Council requesting volunteers. Mayor thanked Melva for her efforts on behalf of the City.

C. Proclamations:

- **National POW/MIA Recognition Day – September 21, 2012** – read aloud by Councilwoman Patton.

D. Citizen Comments:

- Mrs Melva Campbell stated that Tommy Weaver will be undergoing surgery on Thursday, 9/13. Please keep him in your prayers.
- Mrs Nancy Tsivis suggested that information on fire extinguishers be put in the City's newsletter. Carol will add data at the next opportunity.

6. Action Items:

A. Mayor Yeager

Discuss and take action to **approve the Interlocal Agreement with Ft Worth for Household Hazardous Waste Collection.**

- This is an annual renewal contract; no change in the cost to the City. The contract covers the waste collection event and drop-off ability throughout the year. The City continues to see excellent resident participation in the program.
- **MOTION** to approve contract as presented by Mike Coleman. **SECOND** by Jill Patton. Motion passed unanimously by a vote of 5 Ayes and 0 Nays.

B. Mayor Yeager

Discuss and take action to **approve the Interlocal Agreement for Administrative Costs Funding for Section 5310 Program between the Fort Worth Transportation Authority and the City of Westworth Village, for the period October 1, 2012 to September 30, 2013.**

- This is an annual renewal contract. Transportation services are available to residents on a weekly basis at a small fee. There's a link off the City's website and flyers in the lobby which provide program information.
- **MOTION** to approve contract as presented by Mike Coleman. **SECOND** by Kelly Jones. Motion passed unanimously by a vote of 5 Ayes and 0 Nays.

C. Mayor Yeager

Discuss and take action to **renew the Consultant Agreement with Jerome Walton d/b/a CodePro Inspection Services, to perform the duties of Building Official, for a period of two years, effective October 1, 2012 through September 30, 2014.**

- Carol Borges stated that Jerome was attending a conference in Austin and apologized for not being able to attend this evening. Jerome is celebrating his 10th anniversary with the City this week.
- Mayor Yeager stated that Jerome has been a very good team player, adjusting to several changes implemented by the City over the last couple of years. Roger Unger stated that Jerome is providing field training for Ryan, who is taking over simpler inspections, but that the City continues to require Jerome's expertise. Per Kelly Jones' review of the contract, due to Ryan working some of the inspections it would be appropriate to amend the contract language to provide payment only for inspections for which Jerome provides service.
- **MOTION** made by Kelly Jones to **approve the Consultant Agreement with Jerome Walton d/b/a CodePro Inspection Services, to perform the duties of Building Official, for a period of two years, effective October 1, 2012 through September 30, 2014, with the contract amended to read "compensation at 50% of all permit and plan review fees for which services are requested by the City". SECOND:** Steve Beckman. Motion passed unanimously by a vote of 5 Ayes and 0 Nays.

D. Mayor Yeager

Discuss and take action to **renew the Bonus Building Care Agreement for custodial services, for a period of one year, effective October 1, 2012 through September 30, 2013.**

- Carol Borges stated complete satisfaction with the crew that services the City's account. There have been changes in the admin staff at Bonus and she is working through some issues with them. She will continue to monitor and take action as necessary. Carol recommended renewal for one year.
- **MOTION** to renew contract as presented made by Nick Encke. **SECOND** by Jill Patton. Motion passed unanimously by a vote of 5 Ayes and 0 Nays.

E. Mayor Yeager

Discuss and take action to **approve the North Texas Library consortium (NTLC) contract.**

- Roger Unger stated that the contract was submitted to TOASE for attorney review. George Staples recommended a change to the exit provisions; however, Roger is recommending approving the contract as is. Kelly Jones stated that, although he supports joining the consortium, he would vote against approval, giving credence to the attorney recommendation.
- **MOTION** to approve the contract as submitted by Jill Patton. **SECOND** by Steve Beckman. Motion passed by a vote of 4 Ayes (Patton, Encke, Beckman, Coleman) and 1 Nay (Jones).

F. Mayor Yeager

Discuss and take action to **approve the Fire Department Wellness Program Criteria for Eligibility as Standard Operating Procedure (SOP).**

- The Wellness Program at Huguley Assessment Center was approved by Council on August 14, 2012.
- Kelly Jones saluted Chief Rodriguez's leadership and efforts on behalf of the Fire Department. Chief Rodriguez appreciates Mr Jones and the Committee's support of the department, its volunteers and part-time staff. Roger Unger asked for clarity on whether the Chief saw this program as a mandate for the department. Kelly Jones stated that the intent is to make the program available to the volunteers, not the part-time paid staff, and if the Chief wants to mandate the physicals, he has the option to do so under department policy procedures, but that is not being voted on tonight. Mayor Yeager agreed.
- **MOTION** to approve the program criteria as presented made by Kelly Jones. **SECOND** by Nick Encke. Motion passed unanimously by a vote of 5 Ayes and 0 Nays.


G. Mayor Yeager

Discuss and take action to **pass Resolution No. 2012-08A, appointing two Directors to the Crime Control Prevention District Board.**

- Chief Reim expressed his recommendation to appoint Jim Evans and George Richaud to the CCPD Board. He appreciates both men's willingness to serve the community. Mayor Yeager endorsed the appointment and expressed his appreciation as well.
- **MOTION** made by Nick Encke to **pass Resolution No. 2012-08A, appointing Jim Evans, for a term to expire 09/01/2013, and George Richaud, for a term to expire 09/01/2014, to the Crime Control Prevention District Board.** **SECOND** by Kelly Jones. Motion passed unanimously by a vote of 5 Ayes and 0 Nays.

ADJOURNED at 8:04pm by Mayor Yeager.


MINUTES APPROVED BY:



Anthony Yeager, Mayor
City of Westworth Village, TX

This, the 9th day of October, 2012.

SIGNATURE ATTESTED BY:



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

