

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

**TUESDAY  
OCTOBER 11, 2011**

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

**ATTENDEES:**

Mayor Pro-Tem	Kelly Jones
Council Member	Jill Patton
Council Member	Nick Encke (arrived at 6:53pm)
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
Firefighter	Leo Sumner
HC Director of Golf	David Curwen
Code Enforcement Officer	Ryan Studdard
Librarian	Glenda Block
City Attorney	George Staples

**ABSENT:**

Mayor	Tony Yeager
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**GUESTS:**

Navy Federal Credit Union	Amir Fallahi, URS
Hawks Creek Apts	Wendy Duncan, Elizabeth Burrows, and Carrie Pierce
P&Z Commission	Melva Campbell and Tom Weaver
Election Judge	Travis Claridge
Resident	Nancy Tsivis
Resident	Susan Jones

**PRE-COUNCIL SESSION CALLED TO ORDER at 6:46pm by Mayor Pro-Tem Jones.**

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

**6B - Site Plan for Navy Federal Credit Union:**

Roger Unger addressed Council, stating that the P&Z Commission approved the site plan contingent on roof and elevation changes, which have been resolved. Melva Campbell, P&Z Chair, concurred. Roger noted that ATM security will be considered with regard to where trees will be located [i.e. ensuring lighting and visibility for police patrol and patron safety]. Melva noted that the City has already received payment in lieu of tree replacement. Representatives for the NFCU discussed the design and answered questions.

**PRE-COUNCIL CLOSED AT 6:56pm.**

**REGULAR COUNCIL MEETING CALLED TO ORDER AT 7:00pm by Mayor Pro-tem Jones.**

**INVOCATION offered by Roger Unger.**

**PLEDGE OF ALLEGIANCE led by Mayor Pro-tem Kelly Jones.**

**1. Approval of the Agenda**

**MOTION** made by Nick Encke. **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

**2. Approval of the Consent Agenda:**

**MOTION** made by Jill Patton. **SECOND** by Nick Encke. **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 – September 13, 2011

**B. Approval of September's Financial Reports:**

- TexPool Report
- Monthly Disbursements Report

<b>FUND BALANCES SEPTEMBER 2011</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>	\$ 1,021,256	\$ 165,710	\$ 100,225	\$ 239,550	\$ 172	\$ 0	\$ 0
<b>Monthly Disbursement</b>	\$ 236,485	\$ 404,379	\$ 8,492	\$ 330,872	\$ 0	\$ 0	\$ 0
<b>TexPool Balance</b>	\$ 904,549	\$ 519,562	\$ 620,453	\$ 59,165	\$ 64,860	\$ 360,718	N/A
<b>Cash on Hand</b>	\$ 24,974	\$ 57,943	\$ 573	\$ 48,903	\$ 87	\$ 6,600	\$ 23,260
<b>CDARS Investment</b>	\$ 980,000	\$ 490,000	\$1,715,000	N/A	N/A	\$ 735,000	N/A
<b>CDARS YTD Interest</b>	\$ 2,378	\$ 841	\$ 3,690	N/A	N/A	\$ 2,007	N/A

### **C. Employee Changes**

- Deborah Townsley, Court Clerk, retired as of September 30, 2011.
- Melissa Westen has accepted the Court Clerk position, effective October 1, 2011.
- Richard Villarreal is no longer employed with the City.

## **3. Staff Updates:**

### **A. Doug Reim, Police Chief**

- **PD Calls for Service:** 911 Calls are down annually; October 1751 Total Calls for Service; Highest number of total calls for any fiscal year at 20,391 police activities with 2752 citations and 3870 violations.
- Mayor Pro-Tem Jones wants to see calls for service broken down to citizens' calls, business' calls, and prisoner detail.
- **Jail Statistics:** Jail count is consistent over past 4 years.
- **Ticket Writers** are in use and have helped streamline PD and Court management. Speed limit enforcement increases during times of construction. The City is laid out in five patrol sections. Each section is patrolled twice per shift.
- **ECA Training Update:** MedStar training will begin in January due to licensing with the state – expected completion by mid-February.
- **Public Safety Day (09/24/11):** Thank you to Larry Briones, the COP team, Councilman Encke, and all participants that helped to make the event a success.

### **B. Ryan Studdard, Code Enforcement**

- **Code Enforcement Report:** Ryan is achieving volunteer compliance from most residents. 78 warnings were issued; one ticket was issued.

### C. Don Day, Fire Chief

- Mayor Pro-Tem Jones stated that representative from the city in Nova Scotia cancelled their trip to Westworth to inspect the **Quint**. It is still for sale.
- **Fire Calls for Service:** Total calls 29, including 15 EMS, 10 Fire calls, 3 Mutual Aid calls to River Oaks, and 1 Mutual Aid to Saginaw; average response “in city” was 2.1 minutes; total of 195.5 volunteer hours; 57 on-call hours; 79.5 hours at the station. There were 60 training hours on Water Supply, Aircraft Firefighting, and Incident Command.

### D. David Curwen

- **Events:** Thanks to Chief Reim for PD support with last three events. Police presence when high-end autos are on-site for tournaments reduces possible thefts, etc. **Presbyterian Night Shelter, White Settlement ISD, and Lena Pope** events were successful.
- David is working to bring the **First Tee of Fort Worth** to HCGC. This program provides extra curriculum opportunities to home-schooled children.
- **Club Report:** September was the fourth highest month with \$148K in revenue and 2800 rounds.
- **Over-seeding** is underway. David is contacting a consultant regarding pesticide and herbicide treatment of the grounds.
- **New Membership Program** was announced: Preferred Player Family Plan (husband, wife + 3) is \$195/month plus cart rental at \$100/month. No restrictions on play times with 7 day advance notice and unlimited range access. Goal is to set continuous monthly income over 12 month period. This program is in line with surrounding clubs.
- Mayor Pro-Tem Jones stated that Council expects the quality of the course to greatly improve under David’s leadership.

### E. Roger Unger, City Administrator

- **Capital Projects / Infrastructure:** **Tanny Street Project** is ahead of schedule. Expected completion by end of January. **Carb Drive Project** design is underway with the engineers. Expected start in March 2012. Possible opportunity to add **Holloway Street reconstruction** to Carb project. Water and sewer has already been done. This additional contract will be brought to Council in November. Holloway was included in the five year infrastructure program.
- **Chesapeake gas line** is in the final/testing stage. Gas should be flowing by next week. Gas revenue is expected to begin by March. Chesapeake will be drilling four wells at the **Shady Oaks** site in November-December. Permits had been extended without use. They just renewed again. Funds will be designated to support the purchase of a **Library Electronic Card Program**. Supplying Chesapeake with water for FRACing may become a challenge if drought conditions continue.
- **Budget / Disbursements:** **WRA bank balance** was \$1.1M and the sale of the office building provided an additional \$1.26M. This \$2.3M will be used primarily for the Capital Improvement Program. The deficit budget was reduced from \$216K to \$144K by the end of Fiscal Year 2011. At the end of the fiscal

year, the WRA covered the shortfall from Hawks Creek Golf Club and made an administration disbursement to the City. The **auditors** will be here the first week of November, for 7-10 days.

- **Library Report:** Roger filed the **annual report** to the federal government pertaining to the donation of the library building from the Base, as required. Roger complimented Jill Patton and Glenda Block on their presentation at today's luncheon.
- As it is the first month of a new fiscal year, no variance report is available.

#### **4. Committee Updates:**

##### **A. Finance Committee – Kelly Jones, Chair**

- With the sale of the office building, the Kwik Kar purchase by a third party, and the +Calera residence being leased, \$2M has been added to the City's tax rolls.

##### **B. Library Committee - Council Member Jill Patton, Chair**

- Councilwoman Patton expressed her gratitude for Mayor Yeager's support and efforts on behalf of the library, as well as to Chesapeake Energy for their allocation of funds for the new electronic card reader. Mayor Pro-Tem Jones clarified that the funds were owed to the City, but it was at Mayor Yeager's discretion that they be allocated to the library.
- Glenda Block thanked the staff from Hawks Creek Apartments for their donation of a 37" flat screen TV and DVD player.

##### **C. Ordinance Committee – Mike Coleman, Committee Member**

- Councilman Coleman stated that the committee is performing an extensive review process. Article 6 Health & Sanitation is being brought to Council for approval tonight.

#### **5. Public Information**

##### **A. Communications:**

- **Thanks to Staff for Fall Clean-Up**

##### **B. Announcements:**

- Election Judge Travis Claridge reminded the audience of the **November 8<sup>th</sup> Election**. There are a number of constitutional amendments on the ballot. Mayor Pro-Tem Jones thanked Mr Claridge for being a good advocate for the City.

##### **C. Citizen Comments:**

- Melva Campbell thanked staff for ensuring that the homes on Smallwood were hooked up to the new sewer line.

## 6. Action Items:

### A. Mayor Yeager

Discuss and take action to pass **Resolution #2011-12 designating The River Oaks News, a publication of Suburban Newspapers, as the City's official newspaper, for Fiscal Year 2011-2012.**

- **MOTION** was made by Jill Patton. **SECOND** by Mike Coleman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

### B. Roger Unger

Discuss and take action with regard to the **Site Plan, including landscaping and tree mitigation plans, for the Navy Federal Credit Union, to be located at 6400 Westworth Blvd.**

- Roger confirmed that the new plans had replaced the EIFS with true stucco material and that it is in line with the design of the Hawks Creek Shopping Center. The roof pitch does not meet standards; however land use, lighting, ingress and egress, utility placement, and drainage are all in line. Roger recommends approval as presented. Melva Campbell stated that the P&Z Commission approved the changes.
- **MOTION** was made by Nick Encke to approve the Site Plan as presented. **SECOND** by Randy Kressler. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

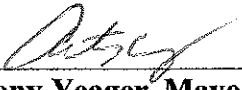
### C. Councilman Mike Coleman

- 1) Discuss and take action to **amend and/or approve revisions to Code of Ordinances, Chapter 6 (Health & Sanitation).**
  - 2) Discuss and take action to **authorize Mayor Yeager to sign a contract with the Fort Worth Pretreatment Services Division for grease and grit-trap discharge permitting.**
  - 3) Discuss and take action to **authorize Mayor Yeager to sign a contract with the Fort Worth Pretreatment Services Division for liquid waste hauler permitting.**
- Councilman Coleman stated that Article 6 required much coordination with outside services. The few changes to verbiage regarding tobacco and food sanitation are in line with the Tarrant County Health Dept. The City had rules regarding the transportation and monitoring of waste in its old ordinance, but did not have the resources to act upon them. Through contracts with Ft Worth, they will permit and monitor the activity. The City will collect fees to cover contract costs. These steps will ensure that waste is not dumped into the Trinity River or our water supply system. Councilman Coleman recommends approval of the amendments, as well as giving the Mayor the authority to sign the contracts with Fort Worth. Mayor Pro-Tem Jones stated that these are nominal contracts with no material compensation.
  - **MOTION** was made by Mike Coleman to approve the revisions to Code of Ordinances, Chapter 6, and to authorize Mayor Yeager to sign contracts with the Ft Worth Pretreatment Services Division for both grease and grit-trap discharge

and liquid waste hauler permitting. **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.


**ADJOURNED at 7:45pm by Mayor Pro-tem Kelly Jones.**

**MINUTES APPROVED BY:**

  
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**Anthony Yeager, Mayor**  
**City of Westworth Village, TX**

This, the 8<sup>th</sup> day of November, 2011.

**SIGNATURE ATTESTED BY:**

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

