

City of Westworth Village
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REGULAR CITY COUNCIL MEETING MINUTES

**TUESDAY
NOVEMBER 8, 2011**

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

ATTENDEES:	Mayor	Tony Yeager
	Mayor Pro-Tem	Kelly Jones
	Council Member	Jill Patton
	Council Member	Nick Encke
	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
	Code Enforcement Officer	Ryan Studdard
	Public Works Spvrs	Larry Briones
	Planning & Inspections	Greg Mitchell
	Admin Specialist	Brandy Barrett
	Librarian	Glenda Block
	City Attorney	George Staples
ABSENT:	Council Member	Randy Kressler
GUESTS:	Resident	Lyn Story
	K Hovnanian Homes	Danny Satsky
	Freese & Nichols	Robert McGee
	Freese & Nichols	Alex Garcia

PRE-COUNCIL SESSION CALLED TO ORDER at 6:45pm by Mayor Yeager.

Action items announced individually. No discussion of agenda items.

PRE-COUNCIL CLOSED at 6:49pm by Mayor Yeager.

REGULAR COUNCIL MEETING CALLED TO ORDER at 7:01pm by Mayor Yeager.

INVOCATION offered by Roger Unger.

PLEDGE OF ALLEGIANCE led by Mayor Yeager.

Mayor Yeager thanked Mayor Pro-Tem Jones for chairing the last two Council meetings in his absence.

1. Approval of the Agenda

MOTION to approve the Agenda: Jill Patton. **SECOND** by Mike Coleman.

Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

2. Approval of the Consent Agenda:

MOTION to approve the Consent Agenda: Nick Encke. **SECOND** by Jill Patton.

Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

The following consent agenda items were approved.

A. Approval of the Minutes:

- Regular Council Meeting – October 11, 2011

B. Approval of October's Financial Reports:

- TexPool Report
- Monthly Disbursements Report
- Monthly Variance Report

FUND BALANCES OCTOBER 2011	GENERAL FUND	WATER FUND	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HAWKS CREEK GOLF CLUB
Monthly Revenue	\$ 368,971	\$ 82,795	\$ 100,000	\$ 34,443	\$ 10,310	\$ 1,259,542	\$ 293,105
Monthly Disbursement	\$ 224,644	\$ 62,575	\$ 140,486	\$ 41,601	\$ 0	\$ 15,537	\$ 170,204
TexPool Balance	\$ 1,162,053	\$ 399,591	\$ 547,497	\$ 59,169	\$ 75,223	\$1,345,341	N/A
Cash on Hand	\$ 32,968	\$ 47,660	\$ 536	\$ 48,014	\$ 87	\$ 6,864	\$ 120,382
CDARS Investment	\$ 982,378	\$ 490,841	\$ 1,718,690	N/A	N/A	\$ 737,007	N/A
CDARS YTD Interest	\$ 2,925	\$ 1,035	\$ 4,538	N/A	N/A	\$ 2,468	N/A

C. Employee Changes

- **New Hires:** Joseph Alvarez, Public Works, started on 10/24.
Greg Mitchell, Planning & Inspections, started on 10/31.
- **Separations:** Matt Radler, HCGC, separated as of 10/21.
Officer Aaron King separated as of 10/24.

3. Staff Updates:

A. Doug Reim, Police Chief

- **PD Calls for Service:** 386 Total Calls for Service; **Citation/Violation Report:** 218 Total Citations; **Jail Stats:** 51 Total jail population in October. **Westover Hills** total for entire FY10-11 was 10 people. **Lakeside** total 12 jail population in October.

B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report:** 76 Warnings, 0 Citations; achieving 95% voluntary compliance. Graffiti on rear fences along alleys have been reported throughout the City.

C. Don Day, Fire Chief

- **Fire Calls for Service:** Total calls 24, including 11 EMS, 11 Fire calls, and 2 Mutual Aid calls to River Oaks; average response “in city” was 6.1 minutes; total of 287 volunteer hours; 37 on-call hours; 170 hours at the station. There were 80 training hours on Fire Protection & Public Education, Personal Protection Equipment, Protecting Fire Scene Evidence, and Ground Ladders.
- Sign advertising is still attracting volunteer applicants.

D. David Curwen, Director of Golf

- **Golf Club Report & Events Calendar:** 2294 Rounds Played, \$171K revenue; Course was closed for two days due to weather. Young Life and Lena Pope tournaments resigned for next year. Waiting on consultant’s review of course.
- First Assistant Pro position has been advertised. Six viable candidates were contacted. Four had phone interviews. Three will be given the 16PF Assessment prior to calling back for fact-to-face interviews.
- Signed agreement with First Tee of Fort Worth to be a Program location, not just facility location.
- Expect to cap membership program at 75 members.

E. Roger Unger, City Administrator

- **Capital Projects/Infrastructure:** **Tanny Street** project is on schedule. Larry Briones is doing an excellent job staying on top of the project. **Carb Drive** design is underway. Freese & Nichols is here to address design for **Holloway Street** project.
- **Budget/Disbursements:** New fiscal year budget is running well. FY2011 books were closed today. **Six month investment CDs** are up for renewal. Will be moving funds from TexPool to CD accounts to ensure a higher interest rate.
- **Library Report:** Library patronage was up in October. Glenda Block continues to do a good job running the library.
- **New Employees:** Joey Alvarez comes to us from Lake Worth with his water and wastewater licenses. He is already proving to be an asset to the PW team. Greg Mitchell will be responsible for building inspections, variance requests, planning and zoning issues, re-writing our building ordinance, and working on the RCC sustainable military communities project.

4. Committee Updates:

A. Finance Committee – Kelly Jones, Chair

The City is anticipating receiving gas royalties soon which are expected to be dedicated to capital improvements projects. Eleven wells have been fracked – eight are on-line and three will be on-line in a week.

B. Library Committee - Council Member Jill Patton, Chair

Nothing to report at this time. Jill expressed gratitude to Mayor Yeager for his assistance in acquiring funds for the online card catalog which will be compatible with other cities' libraries.

C. Ordinance Committee – Mike Coleman, Committee Member

Nothing to report at this time.

D. Fire Dept Oversight Committee – Kelly Jones, Chair

First meeting was held last week. After initial discussion, the firefighters now understand that the committee's goal is to bring the department into the City, modernize the operation, and serve as a liaison to the Council regarding management and budget oversight.

5. Public Information

A. Communications:

- **Tarrant County Elections Administration** has confirmed, in writing, that they will provide election services for the May 2012 Election.

B. Announcements:

- **Westworth Village Fire Dept Annual Spaghetti Dinner & Turkey Raffle** will be held on Saturday, November 12th, from 5pm to 7pm, in the Community Room. Tickets are \$6/plate; Raffle tickets are \$1/each or \$5/6 tickets

C. Proclamations:

- **Veterans' Day: November 11, 2011** – Proclamation read aloud by Jill Patton.

D. Citizen Comments:

- Mrs Melva Campbell asked that Council consider requesting Town & Country Vet Clinic provide neuter and spade services of feral cats to citizens at a reduced rate.

3. Action Items:

A. Roger Unger

Discuss and take action to **respond to resident's request for a hearing regarding Code of Ordinances Article 8.05 Junked Vehicles.**

- Ms Lyn Story addressed Council, appealing the code violation she received on a supposed junk vehicle parked in her driveway. Discussion ensued. Ryan Studdard recounted the City's efforts to enforce the current ordinance.

- **MOTION** was made by Kelly Jones to grant the appeal to Ms Story, with the instruction to staff to get the amendment to the ordinance on the agenda for the December meeting [clarifying the subjective language]. **SECOND** by Jill Patton. **Motion failed by a vote of 2 Ayes (Jones and Patton) and 3 Nays (Encke, Coleman, and Mayor breaking the tie).**
- Roger Unger recommended starting the process over, which gives Ms Story time to comply. The recommendation was accepted. The revised ordinance will be brought to Council in December.

B. Roger Unger

Discuss and take action to **approve re-plat of the Fairways Subdivision.**

- Roger Unger stated that this is a minor re-plat which does not require P&Z approval. The change will remove several lots from the floodplain. Mr Danny Satsky, from K Hovnanian Homes, described the steps taken to abate drainage issues.
- **MOTION** was made by Nick Encke to approve the re-plat of the Fairways Subdivision, as presented. **SECOND** by Mike Coleman. **Motion passed by a vote of 3 Ayes (Encke, Coleman, and Patton) and 1 Nay (Jones).**

C. Roger Unger

Discuss and take action to **amend the Fiscal Year 2011-2012 Hawks Creek Golf Club Budget.**

- The proposed amendments do not require a public hearing as they do not create an increase to the budget. Amendments are a result of the reconfiguration of budget line items by function and the restructuring of staff; bottom line shows slight improvement.
- **MOTION** was made by Kelly Jones to amend the FY 11-12 HCGC Budget as presented. **SECOND** by Mike Coleman. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

D. Roger Unger

Discuss and take action with regard to **expending funds to install a new sanitary sewer meter along the Trinity River.**

- Roger explained that the City had been spending over twice the amount of money on unmetered services than if they were metered. This action will bring 76 currently unmetered addressed onto the City's billing roll and will save the City approximately \$8K/year. Both Larry Briones and Melanie Whitley were instrumental in researching and analyzing the data.
- **MOTION** was made by Nick Encke to establish a \$30,000 maximum to install a new sanitary sewer meter along the Trinity River; if over \$30K [item] to be brought back to Council. **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

E. Roger Unger

Discuss and take action to **approve Interlocal Agreement with Tarrant County to repave White Settlement Road from Roaring Springs Road to the Hawks Creek Golf Club.**

- Under this agreement, the City will provide the materials and the County will provide the equipment and labor. Roger estimates the project will cost \$80K, but has \$85K in the budget. The center islands will be removed and traffic separation will be achieved with street striping.
- **MOTION** made by Kelly Jones to approve the agreement as presented. **SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

F. Roger Unger

Discuss and take action to **authorize Mayor Yeager to negotiate and sign a contract with Freese & Nichols to design the reconstruction of Holloway Street.**

- Roger stated that this is a valid project to add to the Carb Drive project as it will save move-in costs, requires only street replacement (water and sewer has been done within five years), and is one of the top three streets that show the most surface wear. Although this is an unbudgeted item, there are enough funds to cover the cost. Robert McGee and Alex Garcia, from Freese & Nichols, answered questions regarding the design and contract.
- **MOTION** was made by Kelly Jones approve the contract as presented. **SECOND** by Mike Coleman. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

G. Roger Unger

Discuss and take action to **authorize Mayor Yeager to sign an Interlocal Agreement with Westover Hills to provide court services.**

- Roger described the manner by which he calculated the fees to Westover Hills. Westover Hills Council has signed the agreement. Kelly Jones commended the Mayor on using the excess capacity of our facility to increase revenue for the benefit of our citizens.
- **MOTION** made by Kelly Jones to approve the contract as presented. **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

H. Fire Chief Don Day

Discuss and take action to **approve the FY 2012 Mutual Aid Agreement with Tarrant County Emergency Services District No. 1.**

- Chief Day stated that this is an annual contract, providing \$7500 in funds to the City. The effective date is retroactive to October 1st.
- **MOTION** was made by Nick Encke to approve the agreement as presented. **SECOND** by Mike Coleman. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

I. Mayor Pro-Tem Kelly Jones

(a) Discuss and take action with regard to entering into a **contract with the Killian Group to redesign the City's website.**

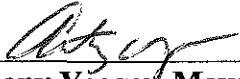
(b) Discuss and take action with regard to **determining the funding source for the contract.**

- Kelly Jones discussed his vision to improve and modernize the City's image, using a new, professionally designed logo and website. Kelly and the Mayor are very pleased with the initial design concepts presented by the Group. Carol has been in contact with Joel Killian and is confident that the redesign will enable the City to produce higher quality communication to residents and investors. Staff will be able to more easily manage the site compared to the current, outdated website. Roger stated that there are sufficient reserves to cover this investment.
- **MOTION** was made by Mike Coleman to utilize reserves, up to \$7500, to enter into a contract with the Killian Group to redesign the City's website. **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.

Nick Encke complimented the entire staff in the way the reports are presented and the work done on behalf of the Council and residents.

ADJOURNED at 8:27pm by Mayor Yeager.

MINUTES APPROVED BY:



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

This, the 13th day of December, 2011.

SIGNATURE ATTESTED BY:



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

