



City of Westworth Village
311 Burton Hill Road • Westworth Village, TX 76114
817.710.2500 • Fax 817.710.2501

FINANCE COMMITTEE MEETING MINUTES

**TUESDAY
JULY 9, 2013
TIME: 6:00 PM**

**MUNICIPAL COMPLEX
COUNCIL CHAMBERS
311 BURTON HILL ROAD**

ATTENDEES:	Chair	Kelly Jones
	Member	Jill Patton
	Member	Steve Beckman
	Member	Mike Coleman
	Mayor, Ex-Officio Member	Tony Yeager
	City Administrator	Roger Unger
	City Secretary	Carol Ann Borges
	Police Chief	Doug Reim

ABSENT:	Member	Nick Encke
----------------	--------	------------

CALLED TO ORDER at 6:02pm by Chairman Jones.


Action Items:

- I. Approval of Minutes** from Finance Committee Meeting on June 11, 2013.
 - **MOTION** made by Jill Patton. **SECOND** by Steve Beckman. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.
- II. Review and discuss FY 2012-2013 YTD Disbursements Report.**
 - City Administrator Roger Unger presented the YTD disbursement report; numbers are tracking as expected. Payments to Jerome Walton are for large project inspections.
 - In response to P&Z Chair Melva Campbell, Chairman Jones confirmed that gas royalties are deposited into the Capital account not the General Fund.
- III. Review and discuss accounting methodology for CO funds and payment of CO bond indebtedness.**
 - Roger Unger recommends depositing the CO funds into the TexPool Capital Projects Fund account. Debt Service will be paid out of the General Fund Debt Service account with transfers from Hawks Creek Golf Club and Water budgets for their portion of expenses. There is some flexibility in how the funds are used within the parameters of the bond allocations. Steve Beckman wants to see final allocation decisions made within this fiscal year.

- IV. Review and take action with respect to **authorizing the reallocation of water capital expenditures for the purchase of a jet truck.**
- Roger Unger stated that our sanitary sewer rates from Fort Worth have increased due to the quality of sanitary sewer waste. Waste is measured by three factors: amount of bacteria (oxygen demand needed), amount of suspended solids, and volume. A jet truck will allow the Public Works Dept to clean the sanitary sewer lines and the storm sewer lines in-house, versus contracting with an outside company. Roger estimates the proposed purchase of a used truck at \$55K will last the City 8-10 years, will save the City contract labor expenses, and reduce the likelihood of rate increases from Fort Worth. A new jet truck would cost roughly \$100K. Roger anticipates being able to house the equipment inside the Fire Station at the back of one bay.
 - **MOTION** made by Steve Beckman to **recommend Council authorize the reallocation of water capital expenditures for the purchase of a jet truck.** **SECOND** by Mike Coleman. **Motion passed unanimously** by a vote of 4 Ayes and 0 Nays.
- V. Review and discuss **FY 2013-2014 Preliminary Budget for Admin, Water, Fire Dept, and Revenue.**
- Roger presented the budgets for discussion. Admin expense budget is almost identical to the current year except for IT/Technology Enhancements and Professional Fees. IT upgrades and server replacement expenses are shared across all departments. Inspection expenses directly correlate to Permit revenue. Attorney fees increased due to negotiations with Hawks Creek Apartments.
 - Landscape maintenance for City locations will be moved from contract services to golf course staff with Superintendant Sterling Naron overseeing the crew. A golf course mechanic position is in the budget, as well as the purchase of an equipment trailer to be used by the City and the Club. While the Water budget will continue to run a deficit, there is \$1M of unallocated water funds in the bank. The Public Works department is looking to replace their oldest vehicle with a heavy duty crew cab, utility bed pick-up. We are still waiting on final water rates from Fort Worth. It is possible that the City may have to increase water rates in the FY 14-15 budget. The Public Works building remodel is on an indefinite hold and is not included in the budget.
 - There are four major increases in the Fire Dept budget: Building Maintenance for needed repairs, Personnel to enhance the volunteer incentive program, Equipment to replace outdated equipment, including bunker gear, and Capital to purchase air packs and radios.
 - The Revenue budget is expected to see a slight increase in franchise fees as residential development continues. Any increase in Permit revenue will also create an increase in Inspection expenses. Ad valorem taxes will increase as new properties come onto the tax rolls. Sales tax has seen a slight increase year-to-year as the economy recovers. Court revenue is expected to improve with the addition of a Warrant Officer; however, a portion of the funding for the officer will come out of the Court Security Fund.
- VI. **Next meeting date is August 13th at 6pm**, prior to the Council meeting. The full budget will be presented, including HCGC and WRA. The budget will move from Preliminary status to Proposed at that time.

ADJOURNED at 6:46pm by Chairman Jones.

MINUTES APPROVED BY:



Kelly Jones, Chair

This, the 13th day of August, 2013.

SIGNATURE ATTESTED BY:



Carol Ann Borges, City Secretary

