



City of Westworth Village
311 Burton Hill Road • Westworth Village, TX 76114
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REGULAR CITY COUNCIL MEETING MINUTES

DECEMBER 11, 2012
PRE-COUNCIL SESSION: 6:45 PM
REGULAR SESSION: 7:00 PM

MUNICIPAL COMPLEX
COUNCIL CHAMBERS
311 BURTON HILL ROAD

ATTENDEES:	Mayor	Tony 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 Borges
	Police Chief	Doug Reim
	Fire Chief	John Rodriguez
	HC Director of Golf	David Curwen
	HC Superintendent	Sterling Naron
	Code Enforcement	Ryan Studdard
	P&Z Chair	Melva Campbell
	City Attorney	George Staples

PRE-COUNCIL SESSION CALLED TO ORDER at 6:46pm by Mayor Yeager.

Action items announced individually. Discussion of agenda item 6A as follows:

- City Administrator Roger Unger stated the Federal Government may reduce funds available to states for community development projects in future years; therefore, Tarrant County had stated that cities would be eligible for CDBG grants on an alternating year basis. However, since then Tarrant County has indicated that funds may be available annually after all. Applications must be submitted in January, after the city holds a public hearing to select a project. We may or may not be eligible, but if we don't apply we would definitely not be awarded.
- Roger also stated that at this time the City does not have a funding source for major projects (\$1M+). Bonds will have to be discussed at some point. While gas revenues currently provide a revenue stream, it is unknown whether it can be maintained.
- Robert McGee of Freese & Nichols presented two project scenarios with differing levels of reconstruction and project costs. Along with funding, maintaining the City's goals for road, water, and sewer reconstruction from south to north, and the condition of the streets yet to be done are the deciding factors of

project priority. Discussion continued regarding pipe-bursting techniques and its applicability when designing reconstruction projects.

- Mayor Yeager stated that funds will not be spent tonight, but that a consensus of how to move forward with City projects needs to be achieved. Roger requested that Council allow the engineers to develop the project plans for a public hearing and decision in January.

PRE-COUNCIL CLOSED at 6:57pm by Mayor Yeager.

REGULAR COUNCIL MEETING CALLED TO ORDER at 7:01 pm 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: 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 Agenda: Jill Patton. **SECOND:** Steve Beckman.

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

A. Approval of the Minutes:

- Council Work Session – October 2, 2012
- Regular Council Meeting – November 13, 2012

B. Approval of November's Financial Reports:

- TexPool Report
- A/P Disbursements Report
- Monthly Variance Report

C. Cass Calloway reassigned to Prosecutor from Associate Judge position, per Mayor Yeager and Judge Gordon.

D. Ratification of electrical services contract for all City facilities and Hawks Creek Golf Club locations.

FUND BALANCES NOVEMBER 2012	GENERAL FUND	WATER FUND	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HAWKS CREEK GOLF CLUB
Monthly Revenue	\$168,844	\$89,659	\$67,993	\$35,217	\$27,641	\$5,250	\$135,753
Monthly Disbursement	\$206,081	\$38,366	\$48,286	\$50,227	\$0	\$7,290	\$141,135
TexPool Balance	\$451,769	\$200,111	\$804,675	\$3,233	\$83,615	\$199,067	N/A
Cash on Hand	\$264,412	\$205,642	\$2,576	\$744	\$148	\$82,240	\$192,486
CDARS Investment	\$1,277,438	\$249,586	\$492,586	N/A	N/A	\$1,713,857	N/A
CDARS Interest to Date	\$4,303	\$197	\$3,842	N/A	N/A	\$4,872	N/A

3. Staff Updates:

A. Doug Reim, Police Chief

- **Police Dept Report:** November Calls for Service 324, FYTD 657; Self-Initiated 1232, FYTD 2326; November Jail 47, FYTD 89;
- **Municipal Court Report:** November Citations 269, FYTD 2080; Violations 385, FYTD 2970; Warrants to be discussed during Action Items on agenda.
- Nick Encke complimented Chief Reim on his professionalism, leadership, and the PD staff in the way they conduct the business of the City.

B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report:** 166 warnings and 0 citations were given out in November, due to alleyway clean-up project. Residents are complying and happy for the community's improved appearance.
- **Inspection Report:** 58 inspections were performed in November.
- Mike Coleman stated during the ordinance review, it was found that the City was not actively addressing businesses' grease traps. Ryan stated the City, in partnership with Ft Worth, is now permitting and inspecting local facilities.
- Jill Patton inquired about code enforcement regarding Multi-Family use in Single-Family districts, which may have been in practice for many years on some properties. Roger Unger stated MF is an illegal use in residential SF zones. Code Enforcement is now in a position to properly enforce City ordinances that may have been overlooked in the past. This enforcement effort is meant to eliminate rentals to third parties for profit in SF zones.

C. John Rodriguez, Fire Chief

- **Fire Dept Report:** Total calls 47, including 18 EMS, 29 Fire calls, and 8 Mutual Aid calls to River Oaks; average response "in city" was 4.1 minutes; total of 774 volunteer hours. There were 182 training hours on Fire Hose Testing, Fire Streams, Safety, and Live Fires/Ladders. Fire Marshall conducted 1 commercial inspection, and 1 Knox box inspection.

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

- **Golf Club Report** – November 2857 Rounds, 67% increase from Nov 2011; \$128,585.34 Revenue, 51% increase from Nov 2011; 1 day closed. Unseasonably good weather accounts for increase in rounds and revenue generated. Work hours for part-timers are being reviewed to ensure compliance with 2013 non-benefit employee restrictions. #11 Tee Box is being reconstructed; repairs to water intake pipe at the irrigation lake is underway.
- Due to the Club's more positive reputation and improved course conditions, David will likely bring a rate increase to Council at a future date.
- Mayor Pro-Tem Kelly Jones reminded staff that the WRA has oversight of the golf course. Nick Encke commended David on a professionally run organization. Jill Patton stated she has received positive feedback from associates that play at the Club.

E. Roger Unger, City Administrator

- **Capital Projects/Infrastructure** – Final inspection on Carb and Holloway project will be held on Thursday, 12/13. No problems are expected as they are several weeks ahead of schedule. There is \$50K in the budget for repairs on Red Bird Lane, which is expected to be part of a joint project with Tarrant County.
- **Budget/Disbursements/Variance Report** – CCPD budget shows budget variance due to annual maintenance contracts and insurance policies that are paid in full in the early part of the budget year. Received substantial gas well revenue check this already this fiscal year. City retirement funds in the TMRS system are safer than most as TMRS does not allow cities to underfund their program. Roger expects to receive a draft audit report on 12/21, which will be brought to the Finance/Audit Committee and Council for review and approval.
- **Public Works Report** – statistics included in Council packet.
- **Library Report** – Librarian Glenda Block had been hospitalized for pneumonia and is now in a rehab center. She is expected to fully recover and return to the library. At this time, with the assistance of the library volunteers, the library operation hours have been dramatically reduced. We have posted for a part-time library coordinator and hope to have someone in the position asap.
- **Court** - Congratulations to Melissa Westen for receiving her Level 1 Certification in October, on her first attempt, which is very difficult to do.
- Thanks to Brandy Barrett for procuring an electric service contract for both the City and HCGC at a reduced rate per kilowatt hour, which is expected to achieve a savings of \$40K/year, through 2016.

4. Committee Updates:

A. Finance Committee –Kelly Jones, Chair – No update at this time.

B. Fire Dept Consolidation Committee –Kelly Jones, Chair – No update at this time.

C. Library Committee –Jill Patton, Chair – Jill visited Glenda today. She is in recovery and hopes to be back part-time in January. The bar-coding project is 90% complete. The library consortium is anxious for us to get online.

D. Ordinance Committee –Mike Coleman, Committee Member – A few items under review at this time, which may lead to changes in future.

- E. Vision Committee** – Steve Beckman, Chair – Committee is doing good work. Expect to have discussion with Mayor in January to review work product.

5. Public Information

A. Communications:

- **Texas Municipal Retirement System (TMRS) FAQ Sheet**
- **Tarrant County Appraisal (TAD) Property Litigation Report**
- **Freese & Nichols Annual Charitable Donation**

B. Announcements:

- **Santa Visits Westworth Village** on Saturday, December 15th, noon to 2pm.

C. Citizen Comments:

- Melva Campbell stated **Burton Hill Elementary School** received a \$30K grant to build a garden, which will be done by volunteers in May 2013.

6. Action Items:

A. City Administrator Roger Unger

Discuss and take action with regard to **future CDBG projects, including alternate funding scenarios.**

- Roger Unger and Robert McGee, Freese & Nichols Engineering, were available. Discussion covered in Pre-Council.
- **MOTION** made by Nick Encke to authorize Freese & Nichols to develop CDBG project plans, and possible alternate funding scenarios, for a public hearing and decision in January. **SECOND** by Mike Coleman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

B. City Administrator Roger Unger and Police Chief Doug Reim

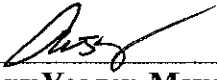
Discuss and take action with regard to **Warrant Collection.** (Item postponed from November Council meeting.)

- Roger Unger discussed warrant collection and its affect on the budget. Chief Reim presented an examination of hiring a warrant officer, contracting for services, engaging a collection agency, and funding officer overtime. Discussion continued at length. Kelly Jones is in favor of a contract employee. Jill Patton suggested a short-term contract with a re-evaluation after one year. After research, Steve Beckman is in favor of hiring a full-time warrant officer. Mike Coleman wants to ensure that the City tracks the cost of maintaining a warrant position compared to revenue that is produced. Nick Encke supports the continuation of the restructure plan of court and warrant procedures that the City has embarked on. Mayor Yeager stated his support of the Police Dept and the need for a full-time warrant officer.
- **MOTION** made by Nick Encke to authorize Roger Unger and Chief Reim to move forward to hire a full-time Warrant Officer. **SECOND** by Steve Beckman. **Motion passed** by a vote of 4 Ayes and 1 Nay (Kelly Jones).

ADJOURNED at 8:15pm by Mayor Yeager.

Mayor Yeager stated his appreciation to Council and staff for their work and efforts on behalf of the community.

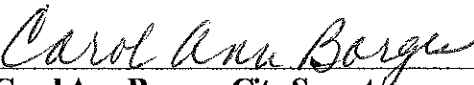
MINUTES APPROVED BY:



Anthony Yeager, Mayor
City of Westworth Village, TX

This, the 8th day of January, 2013.

SIGNATURE ATTESTED BY:



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

