



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

**JUNE 10, 2014**  
**PRE-COUNCIL SESSION: 6:45 PM**  
**REGULAR SESSION: 7:00 PM**

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

<b>ATTENDEES:</b>	Mayor	Tony Yeager
	Mayor Pro-Tem	Kelly Jones
	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	Brian McKinney
	Senior Chief	Don Day
	HC Director of Golf	David Curwen
	HC Superintendent	Sterling Naron
	Court Administrator	Melissa Westen
	Judge	Ken Gordon
	Prosecutor	Cass Callaway
	Code Enforcement	Ryan Studdard
	Librarian	Rhonda Hines
	P&Z Commission Chair	Melva Campbell
	P&Z Commission Member	Jeannette Jones
	City Attorney	Ashley Dierker

**ABSENT:** Council Member Jill Patton

**GUESTS:** Pastor Bob Mayberry, Westworth Baptist Temple

**PRE-COUNCIL SESSION omitted by Mayor Yeager.**

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

**INVOCATION offered by Pastor Bob Mayberry.**

**PLEDGE OF ALLEGIANCE led by Mayor Yeager.**

**1. Approval of the Agenda**

**MOTION** to approve the Agenda: Steve Beckman. **SECOND:** Nick Encke.

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

The following consent agenda items were approved.

### A. Approval of the Minutes:

- Regular Council Meeting – May 13, 2014

### B. Approval of May's Financial Reports:

- TexPool Report

FUND BALANCES MAY 2014	GENERAL FUND	WATER FUND	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HAWKS CREEK GOLF CLUB
Monthly Revenue	\$166,527	\$92,558	\$0	\$40,666	\$2,246	\$14,234	\$205,141
Monthly Disbursement	\$322,876	\$74,997	\$302,722	\$28,940	\$0	\$13,739	\$231,195
TexPool Balance	\$283,482	\$322,553	\$1,512,210	\$235	\$493,003	\$391,224	N/A
Cash on Hand	\$621,041	\$376,689	\$2,428,508	\$41,248	\$605,756	\$241,084	\$
CDARS Investment	\$796,718	\$446,665	N/A	N/A	N/A	\$842,875	N/A
CDARS Interest as of 04/30/2014	\$712	\$465	N/A	N/A	N/A	\$810	N/A

- A/P Disbursements Report

## 3. Staff Updates:

### A. Doug Reim, Police Chief

- **Police Dept Report:** Priority Calls for Service 327, YTD 2163; Self-Initiated Calls 1398, YTD 8900; 911 Calls 176, YTD 1384; Citations 184, YTD 1439; Violations 256, YTD 2104; Jail 50, YTD 427; Westover Hills YTD 16; Lakeside YTD 39.
- **Officer Jeramey Miller** is representing the state of Texas in NY, NJ, and PA as part of the **Special Olympics** delegation of police officers from around the country.
- Chief warned that there is a surge of scams in the area from persons volunteering to repair vehicle dents and taking off with \$150 to \$400 of victim's funds. The PD has made a few arrests over the last few weeks.

### B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report:** 37 code violations; 0 citations.
- **Inspection Report:** 62 inspections performed. This number is reflective of inspections performed by both Ryan and Jerome Walton.

### C. Brian McKinney, Fire Chief

- **Fire Dept Report:** Total calls 38, including 19 EMS, 7 Fire calls, and 12 Mutual Aid; average response “in city” was 6.02 minutes; 78 volunteer shift hours; 350 part-time shift hours. There were 148 training hours on Cardiac Emergencies, Live Fire Training, Government Ethics, and Gas Emergencies. Fire Marshall performed 2 Inspections.
- Brush truck (Grant funded) order was placed with Steel Fire Apparatus, as approved by Council.
- Rodent and bugs still an issue at station.
- River Oaks Assistant Fire Chief is battling cancer. A benefit in his honor will be held on June 1<sup>st</sup> at Coopers BBQ (FW Stockyards).
- **Mayor Pro-Tem Jones saluted Chief McKinney and the fire staff** for their professionalism throughout the Council’s investigation and decision making process with regard to the future of the fire department and services.

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

- **Golf Club Report:** 4310 rounds played; \$221,805 in revenue; closed 2.5 days due to weather; 72 Preferred Player Members. Three tournaments: Jetta on May 1<sup>st</sup>, WWV Special Olympics on May 6<sup>th</sup>, and Fort Worth B.A.C. on May 9<sup>th</sup>. Event fees have increased due to the added stress on the course and increased staff efforts.
- The Hawks Creek **course** is in much better shape than others in the Metroplex. Staff has taken great steps to protect the course throughout damaging weather. The **GolfNow.com** online booking program is working extremely well and showing increased play.
- **Construction project** is going well. The **Environmental Study** was submitted to the EPA & TCEQ. David is very optimistic that we will receive approval to drill **irrigation wells**.

### E. Rhonda Hines, Librarian

- **Library Report:** Summer programs started today, which attracted 8 new patrons to register. Program information can be found on the City’s website and in the monthly newsletter. **Councilman Coleman commended Rhonda** on all the summer programs and continual improvements to the facility and services.

### F. Roger Unger, City Administrator

- **Capital Projects/Infrastructure:** **Coleman/Tracyne project** is ahead of schedule but not going as smoothly as in the past. The quality of the work has been satisfactory; however, residents have been unnecessarily inconvenienced on numerous occasions. Mayor Yeager is very involved in dealing with the contractors. Roger will not likely recommend using this company again, even if they are the lowest bidder. **Waterline loop** in front of Chick-Fil-A is complete. The line was bored under Hwy 183 and is crucial to the Assisted Living Center and commercial properties. **Randolph/Watters project** is almost through engineering process. Expect to go out for bid in November. The **TAP Grant Application** was submitted, including support letters from the Base, RCC, TRWD, etc. Roger is very optimistic that we will receive the grant. NCTCOG will hold public hearings over the summer. The City should be notified of a decision in August.
- **Development:** Roger was made aware of a Letter of Intent (**LOI**) for **high-end residential development** of a property on the north side of Hwy 183. The **medical imaging center** is still a viable opportunity. The head physician is moving forward on the land purchase. Legacy Bank has received interest in **commercial lots #3 and #9 of the shopping center**.
- **Councilman Coleman** stated **Eagle Scout Candidate Sam Paschall** has completed his Eagle project, creating a new picnic area behind City Hall. Thanks to everyone for their support and assistance.

- **Budget/Disbursements: Preliminary Tax Rolls** came in at \$190M. Budget is built on \$193M. Final tax roll is expected in July. **Permit revenue** is lower than anticipated as investor construction is “not hurried”. **Warrant revenue** is down a bit.
- **Public Works Report:** Included in packet.

#### 4. Committee Updates:

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

- The Finance Committee met earlier this evening to review the CCPD, PD (General Fund), and Streets budgets. Chairman Jones has asked Roger to move forward on creating a program and performance tool as part of the Fiscal 14-15 budget so that Council and citizens can better measure the success of the City.

##### B. Fire Dept Oversight Committee –Kelly Jones, Chair

- Chairman Jones is very pleased with and proud of the City’s Volunteer Fire Department, as stated earlier. The Council will work closely with Chief McKinney to make the transition to Fort Worth an easy one.

##### C. Library Committee –Jill Patton, Chair – Absent.

##### D. Ordinance Committee –Mike Coleman, Chair

- The committee is working on a few minor changes that will be brought to Council over the summer.

##### E. Vision Committee – Steve Beckman, Chair – No update at this time.

#### 5. Public Information

##### A. Communications: None.

##### B. Announcements: None.

#### 6. Action Items:

##### A. Mayor Yeager

Discuss and take action to **ratify contract with Fort Worth for Fire Services, effective July 1, 2014.**

- Roger Unger stated the contract is for Level 3 fire services, including motor vehicle accidents (MVAs), effective July 1<sup>st</sup>, for five years and automatically renewable unless terminated by either party. The cost is \$266,277 per year, payable in twelve (12) equal monthly payments. The fee is based on a per capita formula and is adjustable annually. The Fort Worth Council unanimously approved the contract. If approved tonight, Chief Reim will work with FW dispatchers to iron-out logistics, etc.
- Mayor Pro-Tem Jones stated the pricing formula is based on a wider population which allows Westworth to acquire appropriate services for the residents while managing costs. This change is not a reflection of poor performance on the part of our volunteers.
- Mayor Yeager stated his appreciation to the long-time commitment of our volunteers and their dedication to the community.
- **MOTION** made by Steve Beckman to **ratify the contract with Fort Worth for Fire Services, effective July 1, 2014.** **SECOND** by Nick Encke. **Motion passed unanimously**, by a vote of 4 Ayes and 0 Nays.

#### **B. Mayor Yeager**

Discuss and take action to **authorize Mayor Yeager to enter into a contract with Protect Environmental Services for hazardous materials collection and disposal.**

- Roger Unger stated while Fort Worth can handle hazardous materials issues if they are on-scene, this contract will protect the City from spills not related to MVAs or fire calls; for example, if Walmart had a battery acid spill. The City would call Protect and bill Walmart for clean-up services. Ninety-nine percent (99%) of these instances are billed to the owner of the property causing the problem.
- **MOTION** made by Mike Coleman to **authorize Mayor Yeager to enter into a contract with Protect Environmental Services for hazardous materials collection and disposal. SECOND** by Steve Beckman. **Motion passed unanimously**, by a vote of 4 Ayes and 0 Nays.

#### **C. Mayor Yeager**

Discuss and take action to **authorize the use of Court Technology funds to move Court processing toward a “paper-light” system.**

- Roger Unger asked Court Administrator Melissa Westen to present her review of this program to Council. Mrs. Westen stated she worked with Incode to evaluate the program and is very enthusiastic as to its appropriateness for our Court. It will benefit the City by freeing up physical storage areas, move us to a more technology-friendly process which allows all relative information to be accessed from one data source, and will allow the Judge and Prosecutor to access data through a Virtual Private Network (VPN).
- The City has \$30K in Court Technology funds. The program will cost \$16K. Roger stated the program will be beneficial long-term and allow the City to staff the Court with one Clerk. Also, the auditors will be able to make a more complete review of Court documents.
- Chief Reim recognized Melissa Westen’s efforts over her 10 year tenure with the City. She has worn many hats and been a very productive and successful performer on the team. Chief thanked Mrs. Westen for continuing to bring new ideas to improve processes to management.
- **MOTION** made by Nick Encke to **authorize the use of Court Technology funds to move Court processing toward a “paper-light” system. SECOND** by Mike Coleman. **Motion passed unanimously**, by a vote of 4 Ayes and 0 Nays.

#### **D. Mayor Yeager**

Discuss and take action with respect to a **P-Card Purchasing Policy.**

- This item was discussed during the Finance Committee meeting earlier this evening.
- **MOTION** made by Steve Beckman to **authorize staff to take action to proceed with implementing the P-Card program and purchasing policy. SECOND** by Nick Encke. **Motion passed unanimously**, by a vote of 4 Ayes and 0 Nays.

#### **E. Mayor Yeager**

Discuss and take action to **join the Texas Revenue Recovery Association (TRRA).**

- This agreement is to join a consortium of cities in the collection of delinquent water revenues as allowed by legislative session two years ago. Such collection helps defer a City getting “stuck” with a delinquent utility bill if/when a resident moves to another city. The second city would collect the debt, along with a fee, before opening a new account. The debt funds collected would be sent to the initial city of residence.
- **MOTION** made by Nick Encke for the City to **join the Texas Revenue Recovery Association (TRRA). SECOND** by Steve Beckman. **Motion passed unanimously**, by a vote of 4 Ayes and 0 Nays.

**F. Mayor Yeager**

Discuss and take action to pass Resolution No. 2014-05, approving participation in the Tarrant County Community Development Block Grant (CDBG), Home Investment Partnership, and Emergency Solutions Grant Consortium for the three program year period, Fiscal Year 2015 through Fiscal Year 2017.

- This item allows the City to continue participation in the Tarrant County CDBG Program.
- **MOTION** made by Mike Coleman to pass Resolution No. 2014-05, approving participation in the Tarrant County Community Development Block Grant (CDBG), Home Investment Partnership, and Emergency Solutions Grant Consortium for the three program year period, Fiscal Year 2015 through Fiscal Year 2017. **SECOND** by Nick Encke. Motion passed unanimously, by a vote of 4 Ayes and 0 Nays.

7. **Citizen Comments:** None.

8. **Executive Session** called at 7:46pm with Mayor Yeager, Council Members, City Administrator Roger Unger, HCGC Director of Golf David Curwen, HCGC Superintendent Sterling Naron, and City Attorney Ashley Dierker in attendance.

Convene into executive session to deliberate the following item pursuant to Texas Government Code, Chapter 551.074 Personnel Matters: to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee – HCGC Director of Golf.

Reconvened into Regular Session at 8:43pm.

9. **Action Item:**

**Mayor Yeager**

Discuss and take action with respect to the employment and duties of the HCGC Director of Golf, as discussed in Executive Session.

- No action taken.

Mayor Yeager again thanked the Fire Department leaders and staff for their dedication and service to the community over the years. The decision to contract with Fort Worth was not an easy one, nor was it made hastily. The Council tried for three years to find a way to maintain the department or join with other cities, but in the end this is the best choice for the City.

**ADJOURNED** at 8:44pm by Mayor Yeager.

**MINUTES APPROVED BY:**

  
\_\_\_\_\_  
Anthony Yeager, Mayor

This, the 8<sup>th</sup> day of July, 2014.

**SIGNATURE ATTESTED BY:**

  
\_\_\_\_\_  
Carol Ann Borges, City Secretary

