



City of Westworth Village
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REGULAR CITY COUNCIL MEETING MINUTES

OCTOBER 8, 2013
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
Interim Fire Chief	Brian McKinney
HC Director of Golf	David Curwen
HC Superintendent	Sterling Naron
Assistant Golf Pro	Chris Gentry
Code Enforcement	Ryan Studdard
Librarian	Rhonda Hines
City Attorney	Ashley Dierker
P&Z Chair	Melva Campbell

GUESTS:

Jim Colligan	Colligan Golf Design
Geoff Sams	North Texas Library Consortium/Roanoke Library

PRE-COUNCIL SESSION CALLED TO ORDER at 6:49pm by Mayor Yeager.

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

- 7B:** Police Chief Doug Reim stated the Department had been working with Town & Country Animal Clinic for several years; however, now that it is under new management an updated contract needs to be approved.
- 7C:** Ordinance Chair Mike Coleman stated the updated animal ordinance presented tonight coincides with the new clinic contract.
- 7G:** City Administrator Roger Unger stated the updated policy corrects verbiage originally not specified with respect to guest fees and elected officials' limitations.
- 7H:** Annual designation of official newspaper as required by law.

PRE-COUNCIL CLOSED at 6:56pm by Mayor Yeager.

REGULAR COUNCIL MEETING CALLED TO ORDER at 7:03pm by Mayor Yeager.

INVOCATION offered by Pastor Bob Mayberry, Baptist Temple.

PLEDGE OF ALLEGIANCE led by Mayor Yeager.

1. Approval of the Agenda

MOTION to approve the Agenda: Steve Beckman. **SECOND:** Mike Coleman.

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

Jill Patton asked the Mayor to allow the Library Committee update, Library Report, and Action Item to be discussed at same time. Mayor agreed.

2. Approval of the Consent Agenda:

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

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 10, 2013
- Special Council Meeting – September 17, 2013
- Special Council Meeting – September 24, 2013

B. Approval of September's Financial Reports:

- TexPool Report
- A/P Disbursements Report

FUND BALANCES SEPTEMBER 2013	GENERAL FUND	WATER FUND	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HAWKS CREEK GOLF CLUB
Monthly Revenue	\$671,587	\$110,952	\$323,497	\$37,055	\$681	\$238,250	\$137,756
Monthly Disbursement	\$559,328	\$402,415	\$198,645	\$50,618	\$0	\$334,368	\$121,696
TexPool Balance	\$455,720	\$325,328	\$5,376,190	\$3,235	\$783,234	\$66,172	N/A
Cash on Hand	\$293,216	\$117,121	\$172,977	\$112,109	\$4,361	\$630	\$174,991
CDARS Investment	\$1,336,696	\$693,833	N/A	N/A	N/A	1,577,834	N/A
CDARS Interest to Date as of 8/30/13	\$1752	\$1,162	N/A	N/A	N/A	\$2,556	N/A

3. Staff Updates:

A. Doug Reim, Police Chief

- **PD Reports** – Priority Calls for Service 313, YTD 3822; Self-initiated Calls 1218, YTD 14,365; Citations 231; Violations 320; Jail 54, YTD 654; Westover Hills Jail 11 YTD; Lakeside Jail 46 YTD.
- Nick Encke commended the Police Dept staff on excellent service to the community.

B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report** – 25 Warnings, YTD 384; 5 Citations, YTD 32. Annual Alleyway Clean-Up project is beginning. Residents have been notified through the newsletter. Junk vehicle violations are down.
- **Building Inspection Report** – 70 Inspections, YTD 499.

C. Brian McKinney, Interim Fire Chief

- **FD Report** – 39 Incidents including 13 medical assists, 8 EMS, and 1 bomb scare. Personnel responded to 9 mutual aid calls outside the City and received 1 mutual aid assist. Average response time is 6.14 min. 2 Inspections by Fire Marshall. 74 Training Hours on: Public Relations, Street Familiarization, Live Fire & Night Burns, EMS CEs/Explosive Trauma, HazMat Awareness, and First Aid.
- Dept is expected to receive two 90% grants: (1) from Wildland Gear (City pays 10% of \$8400) and (2) award for brush truck (City pays 10% of \$100K).
- Mayor Yeager thanked Chief McKinney for stepping up to lead the Department. Mayor appreciates the positive attitudes of the firefighters. Mayor Pro-Tem Jones stated his appreciation for the Chief and staff.

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

- **Golf Club Report** – 3297 Rounds; \$137,586 Revenue; 1 day closed due to weather; 72 Memberships. There is a waiting list to become a member. One event for Wesleyan Ladies Invitational. Jesters event was rained out.
- **Chris Gentry** passed first testing phase and is now a PGA Registered Apprentice. He will participate in the PGA program, including 19 study courses and testing to obtain PGA Membership.
- Still advertising for an Assistant Superintendent and Mechanic.

E. Rhonda Hines, Librarian

- **Library Report** – [Report presented later in meeting.] 92 Adult patrons; 65 Children patrons. The Library has achieved accredited status with the Texas Library System, which allowed staff to receive 15 children's books and 2 DVDs at no charge. We will also qualify for free summer reading materials next year.

F. Roger Unger, City Administrator

- **Capital Projects/Infrastructure** – **Aton West project** is winding down with only a few sidewalks and yards left to sod. Citizen interaction had increased with this project. The contractor is doing a better job due to changing the specs to include machine laid concrete [versus hand laid]. **Tracyne East, Coleman St, and Waterline Interconnect project** is out to bid. Roger expects to bring bid results to Council in November. The City has been approved for **CDBG funding of \$103K to reconstruct sewer in alley behind Tracyne**. The City's portion is expected to be \$124K. The project should begin in December.

- **Budget/Disbursements** – HCGC is now generating net revenue for the first time. Roger expects a net increase of \$34K. **Auditors** will perform their review of the FY 12-13 books in November. The **General Fund** net revenue is expected to be just over \$273K, which includes \$70K received from the apartments, which had not been in the budget, and approx \$100K additional permit fee revenue. **Water Fund** is at a \$30K loss. We will continue at a loss unless and until we raise water rates. Fort Worth has increased their rates to the City annually. We have not passed that expense on to the citizens. City water rates have remained the same for the last 10 years. TRWD has communicated that their rates will likely double within 5 years. Staff is taking steps to move all accounts to **Wells Fargo Bank**. Roger expects to bring a proposal for a **Procurement Card system (P-Card)** to Council in November.
- **Public Works Service Order Report** included in packet.

4. Committee Updates:

- A. **Finance Committee** - Kelly Jones, Chair – Nothing to report.
- B. **Fire Dept Oversight Committee** – Kelly Jones, Chair – Chairman Jones stated the committee will meet on Thursday, 10/10, at 8:30am to evaluate legislative mandates, capital purchases of equipment, and the method by which the City will provide fire protection to the community.
- C. **Library Committee** - Jill Patton, Chair - [Update presented later in meeting.] Chairperson Patton and Librarian Hines met with the Mayor, Roger, and Carol on 9/17 to discuss minor improvements needed at the facility, which will be done in-house as time allows.
- D. **Ordinance Committee** - Mike Coleman, Chair – Chairman Coleman stated the committee will be making small updates as needed. Currently working to formalize the traffic sign ordinance.
- E. **Vision Committee** - Steve Beckman, Chair – Chairman Beckman stated current tax rate information will be updated on the Vision report.

5. Public Information

A. Communications:

- **Fall Clean-Up Day** on September 14th was very successful - 31 households participated; 2 trucks plus 6 roll-off bins were used. Thanks to city staff: Larry Briones, Joey Alvarez, Joseph Rodriguez, and Melanie Whitley.
- **Airfield Falls Trailhead** will be closed for construction for approximately one year. Updates will be posted on the City's website.

B. Announcements:

- **Public Safety Day (4-7pm) & Carter Blood Care Blood Drive (1:30-5:30pm)** – Thursday, October 17th
- **National Drug Take Back** – Saturday, October 26th, 9am – 3pm
- **Westworth Church of Christ Trunk or Treat** – Saturday, October 26th, 5 - 7pm

C. Citizen Comments:

- None.

6. **Closed Session called at 7:38pm with City Administrator Roger Unger and City Attorney Ashley Dierker in attendance.**

Convene into executive session to deliberate the following item, pursuant to Texas Government Code Chapter 551.074: discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, including the city administrator and/or councilmember.

Council reconvened into Open Session at 8:13pm.

7. **Action Items:**

A. Mayor Yeager

Discuss and take action **resulting from any items posted and legally discussed in Executive Session.**

- No action taken.

B. Chief Reim

Discuss and take action with respect to a **contract with Town & Country Veterinary Clinic.**

- The contract needs to be updated as the clinic is under new management and to clarify the time frame for which the City is responsible for an animal housed at the clinic.
- Attorney Dierker recommends minor change to contract verbiage with respect to indemnification clause: "to the extent permitted by law".
- **MOTION** made by Jill Patton to approve the contract with Town & Country Vet Clinic, with the change recommended by counsel. **SECOND** by Steve Beckman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

C. Councilman Mike Coleman

Discuss and take action **with respect to Ordinance No. 360, modifying the animal impound procedures and fee schedule.**

- Councilman Coleman stated this ordinance is in support of changes made to the veterinary contract.
- **MOTION** made by Mike Coleman to **adopt Ordinance No. 360** as presented. **SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

D. Mayor Yeager

Discuss and take action with respect to **Colligan Golf Design modification and renovation proposal for Hawks Creek Golf Club.**

- Director of Golf David Curwen made a presentation with the proposed modifications and renovations to the course. David introduced John Colligan. Mayor Yeager stated the intent for the Colligan Group to supply alternatives when working through the bid process. Mr Colligan stated he believes the cost estimates received from the National Golf Foundation to be a bit high and would expect bids to come in at a lower cost. His expectation is that the City would get all the changes desired within the amount of money discussed. The Council is being asked to approve a contract for the concept/design and bid package proposal. Request for authorization to go out for bid will be brought back to Council. The bid package would be sent to 3-4 qualified contractors. The entire process would be overseen by John Colligan. Roger Unger stated the debt service budget allocation is \$650K. Mayor Yeager stated the allocation includes \$150K for

two water wells at the Club. David believes these renovations will create an improved revenue resource for the Club.

- **MOTION** made by Nick Encke to **approve and move forward with the Colligan Golf Design course modification and renovation proposal for HCGC, for \$28,500. SECOND** by Steve Beckman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

E. Councilwoman Jill Patton

Discuss and take action with respect to the **North Texas Library Consortium Emerald Data Conversion program.**

- Councilwoman Patton presented three options to participate in the conversion process. Level 1 is not sufficient and would be a waste of funds. Level 2 is better, but still not allowing searches for specific information. Level 3 is the most cost effective option to gather the most data.
- Geoff Sams from the Roanoke Library, representing the North Texas Library Consortium, was in attendance to answer questions. Mr Sams stated the quotes listed are 'not to exceed' amounts, not definite amounts. Mrs Patton stated that while the online catalog was not required to achieve Accreditation, it is required to be a part of the Consortium. This is a one-time conversion. Most participating cities have selected the Level 3 option.
- Mayor Yeager thanked Librarian Hines for her hard work in improving both the facility and services provided to the residents. Mrs Hines supports the conversion program, which will facilitate an accurate search for available materials throughout the participating libraries.
- Roger stated that while this is not a budgeted expense, there is a previously unknown \$14K surplus from WRA to City transfers that could be used for this project. Otherwise, the Council will need to authorize the use of reserve funds.
- **MOTION** made by Steve Beckman to **move forward with the North Texas Library Consortium Emerald Data Conversion, Level 3, for an amount not to exceed \$16,715, with \$14,000 taken from General Fund revenue and any balance taken from reserves. SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

F. Mayor Yeager

Discuss and take action with respect to **Resolution No. 2013-10, prohibiting local public officials from being compensated when working for the city in a capacity other than as an employee.**

- **MOTION** made by Mike Coleman to **pass Resolution No 2013-10** as presented. **SECOND** by Steve Beckman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

G. Mayor Yeager

Discuss and take action with respect to **HCGC Policy on Comp Golf Rounds for Elected Officials.**

- **MOTION** made by Jill Patton to **pass the updated HCGC Policy for Elected Officials** as presented. **SECOND** by Mike Coleman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

H. Mayor Yeager

Discuss and take action to pass **Resolution No. 2013-11, designating The River Oaks News, a publication of Suburban Newspapers, as the City's official newspaper, for Fiscal Year 2013-2014.**

- **MOTION** made by Steve Beckman to **pass Resolution No 2013-11** as presented. **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

Mayor Yeager expressed his appreciation to Attorney Ashley Dierker for stepping in so quickly.

ADJOURNED at 8:56 pm by Mayor Yeager.


MINUTES APPROVED BY:



Anthony Yeager, Mayor
City of Westworth Village, TX

This, the 12th day of NOVEMBER, 2013.

SIGNATURE ATTESTED BY:



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

