



City of Westworth Village
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REGULAR CITY COUNCIL MEETING MINUTES

JANUARY 13, 2015
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	Mike Coleman
	Council Member	Carlos Zavala
	Council Member	Jill Patton
	Council Member	Nick Encke
	Council Member	Steve Beckman
	City Administrator	Roger Unger
	City Secretary	Carol Borges
	Interim Chief/Lieutenant	Glenn Lipperdt
	HC Director of Golf	David Curwen
	HC Superintendent	Sterling Naron
	Code Enforcement	Ryan Studdard
	Public Works Supervisor	Joseph Alvarez
	Librarian	Rhonda Hines
	P&Z Commission Chair	Melva Campbell
	City Attorney	Ashley Dierker

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

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

- 6A:** Chief Reaves is still moving and is not available this evening.
- 6B:** City Administrator Roger Unger recommended replacing the street and sanitary sewer lines on Casstevens Street. The water and storm sewer lines have already been replaced. PW Supervisor Joey Alvarez stated the lines were replaced in 2013 due to lines collapsing. An isolation valve is all that's needed on the water line which can be easily incorporated into this project. Freese & Nichols estimates the total project cost at \$344K. Roger estimates CDBG funds at \$150-180K.
- 6C:** Councilman Coleman stated the ordinance cleans up language referencing a city fire department while updating it with contract for fire protection and fire marshal services.
- 6D:** To legally dispose of old and non-working equipment, the City must first take action to declare the equipment surplus.
- 6E:** The Wells Fargo signature cards need to be updated with the resignation of Kelly Jones. Typically the Mayor, Mayor Pro-Tem, City Administrator, and City Secretary are the signatories.

PRE-COUNCIL CLOSED at 6:52pm by Mayor Yeager.

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

**INVOCATION offered by Roger Unger.
PLEDGE OF ALLEGIANCE led by Mayor Yeager**

PUBLIC HEARING OPENED at 7:04pm.

Public hearing to discuss the proposed CDBG 41st Year Project: The City Council holds this hearing to receive public comments on the proposed project content and objectives.

- City Administrator Roger Unger stated the CDBG Program is funded by the Federal government and administered by the County. Tarrant County allows cities to apply for grant funds on an every-other year basis. The County requires a public hearing before application submittal. Roger recommends replacing the street and sanitary sewer lines on Casstevens Street, as well as a water line isolation valve. Both Pecan Dr and Sky Acres Dr are okay for now.
- No public comments were received.

PUBLIC HEARING CLOSED at 7:09pm.

1. Approval of the Agenda

MOTION to approve the Agenda: Steve Beckman. **SECOND:** Jill Patton.
Motion passed unanimously by a vote of 5 Ayes and 0 Nays.

2. Approval of the Consent Agenda:

MOTION to approve the Consent Agenda: Mike Coleman. **SECOND:** Carlos Zavala.
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 – December 9, 2014
- Special Council Meeting – December 16, 2014

B. Approval of December's Financial Reports:

- TexPool Report
- A/P Disbursements
- Monthly Variance

FUND BALANCES DECEMBER 2014	GENERAL	WATER	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HCGC
Monthly Revenue	\$330,427	\$90,057	\$0	\$37,453	\$87,851	\$3,119	\$89,119
Monthly Disbursement	\$242,103	\$79,658	\$8,596	\$65,352	\$0	\$47,449	\$237,136
TexPool Balance	\$111,843	\$72,613	\$212,437	\$235	\$295,288	\$91,297	N/A
Cash on Hand	\$659,021	\$292,165	\$2,176,208	-\$10,095	\$120,581	\$344,673	\$158,512
CDARS Investment	\$402,444	\$248,176	N/A	N/A	N/A	\$277,443	N/A
CDARS Interest as of 12/31/14	\$1,286	\$793	N/A	N/A	N/A	\$866	N/A

3. Staff Updates:

A. Lieutenant Glenn Lipperdt, Interim Police Chief,

- **Police Dept Report:** December Service Calls 2480 – 383 Priority, 1632 Self Initiated, and 465 Other. December Citations 244, Violations 351. LT has been working with Chief Reaves on organizational and software training. LT stated Chief is a very good fit for the organization and everyone is looking forward to working with him. LT discussed a national fraud case that the Dept helped solve. The case included FBI, the Secret Service, INS, and several other state organizations. The department garnered national recognition for its efforts.

B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report:** 64 code violations; 0 citations; compared to 23/0 in December 2013.
- **Inspection Report:** 75 inspections performed (59 by Ryan and 16 by Jerome Walton); 29 total inspections were conducted in December 2013.

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

- **Golf Club Report:** 1866 total rounds with 1597 paid rounds; \$86K in revenue; 61 Preferred Player Members. No tournaments were held in December. David is working on more detailed reports to show revenue history and golf industry standards. The maintenance crew has been working on limbs and brush. Installation of security cameras is complete. Golf Pro Tony Collins has returned from Florida.

D. Rhonda Hines, Librarian

- **Library Report:** December was slow due to holidays and weather; 226 patron visits; 283 items checked out. A part-time hire was added to staff. Thank you, Mayor. Rhonda discussed the consortium sharing project, which continues to do well. Rhonda submitted a grant application for children's materials – paper books, audio books, and electronic books – to better accommodate students' needs. Thank you, Jill, for your assistance.

E. Roger Unger, City Administrator

- **Capital Projects/Infrastructure** – Demolition of Watters, Wells, and Randolph began today. The three streets will be staged to minimize resident inconvenience. Joint projects with Tarrant County are usually done in the spring; however, Waggoner Lane will be repaved this week. We supply the supplies and Tarrant County supplies the equipment and manpower.
- **TAP Grant Update** – The RFQ has been written and sent to TxDOT for review. It will be made public at the end of January. Roger will set up a review committee meeting after the 2/27 deadline.
- **Budget/Disbursements** – Auditors are expected to submit a draft by the end of January. Roger will meet with Finance Chair Beckman upon receipt. Known variances included HCGC roof repairs and security camera installation. The City is benefitting from recent decrease in oil prices on maintenance equipment and police vehicle expenses.
- **Public Works Service Order Report** – SO report included in packet.
- **TRWD** has announced plans to move to **Stage 2 Water Restrictions on March 1st**, which provides once per week outside watering only. This afternoon's luncheon speaker was a TRWD representative who provided needed information to our residents.
- Two new wells on WRA property are serving the golf course and do not count against rationing provisions at this time. Roger expects all underground water, including wells, to be added to state control in the next ten years. Droughts are typically cyclical. We are three years into an expected ten year drought. Stage 3 Restrictions do not allow any outside water use at all.

F. Carol Borges, City Secretary

- Applications for Place on the Ballot for the May elections are available. Filing period is January 28, 2015 to February 27, 2015. Calling the election is scheduled for the February agenda. Offices up for election are Mayor and Council Places 1 and 5.

4. Committee Updates:

- A. Finance Committee** – Chairman Beckman will work with Roger upon receipt of the draft audit.
- B. Library Committee** – Chairperson Patton assisted Rhonda with the grant application.
- C. Ordinance Committee** – Chairman Coleman stated the ordinance on tonight's agenda is to clean up and correct language with respect to fire protection services.
- D. Vision Committee** – Nothing to report at this time.

5. Public Information

A. Communications: Nothing at this time.

B. Announcements:

- Councilman Coleman announced **Joe & Melva Campbell** will be **celebrating their 50th wedding anniversary** with a reception at the Westworth Church of Christ hall on Saturday, January 24th, 2-4pm.
- Melva Campbell announced the Police Dept will participate in the **Special Olympic Polar Plunge** at the White Settlement Hawaiian Falls Park on Saturday, February 21st. Registration begins at 8:30am. All are welcome to participate. Melva stated Olympian Colby Bannister was recently featured in the newspaper.

6. Action Items:

A. Mayor Yeager

Discuss and take action to **administer the Oath of Office to Police Chief Kevin Reaves.**

- **No action** as Chief Reaves was unable to attend this evening's meeting.

B. Mayor Yeager

Discuss and take action to **select and submit the CDBG 41st Year Project plan to Tarrant County.**

- **MOTION** made by Mike Coleman to **submit the Casstevens street and sanitary sewer construction project, and include a water line isolation valve, as our CDBG 41st Year Project, at a cost not to exceed \$350,000.** **SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

C. Mayor Yeager

Discuss and take action to **adopt Ordinance No. 368, updating the City's Code of Ordinances to replace the term volunteer fire department with the Fort Worth contract for fire services.**

- **MOTION** made by Mike Coleman to **adopt Ordinance No. 368, updating the City's Code of Ordinances to reflect the change from a volunteer fire department to contracted services.** **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

D. Mayor Yeager

Discuss and take action to **declare non-working office, public works, and golf club equipment as surplus to be auctioned or scrapped as submitted.**

- **MOTION** made by Nick Encke to **declare non-working office, public works, and golf club equipment as surplus to be auctioned or scrapped as submitted.** **SECOND** by Steve Beckman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

E. Mayor Yeager

Discuss and take action to **approve updating the Wells Fargo bank signature cards to remove Kelly Jones and assign another signatory.** [Current signers are Mayor Yeager, City Administrator Roger Unger, and City Secretary Carol Borges.]

- **MOTION** made by Steve Beckman to **remove Kelly Jones and add Mayor Pro-Tem Mike Coleman to the Wells Fargo signature cards.** **SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

ADJOURNED at 7:44pm by Mayor Yeager.

MINUTES APPROVED BY:



Anthony Yeager, Mayor

This, the 10th day of February, 2015.

SIGNATURE ATTESTED BY:



Carol Ann Borges, City Secretary

