



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

**REGULAR CITY COUNCIL MEETING MINUTES**

**SEPTEMBER 8, 2015**  
**PRE-COUNCIL SESSION: 6:45 PM**  
**REGULAR SESSION: 7:00 PM**

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

**ATTENDEES:**

Mayor	Tony Yeager
Council Member	Carlos Zavalos
Council Member	Jill Patton
Council Member	Nick Encke
City Administrator	Roger Unger
City Secretary	Carol Borges
Police Chief	Kevin Reaves
Director of Cmty Devel	David Curwen
Parks & Golf Ops Spvsr	Sterling Naron
Public Works Spvsr	Joey Alvarez
Public Works Crewmember	Danny Robertshaw
Code Enforcement	Ryan Studdard
Librarian	Rhonda Hines
P&Z Commission Chair	Melva Campbell
P&Z Member	Al Dias
City Attorney	Ashley Dierker

**ABSENT:**

Mayor Pro-Tem	Mike Coleman
Council Member	Steve Beckman

**GUEST:** Executive Self Storage Barry Hudson, Dunaway Associates

**CALLED TO ORDER at 6:45pm by Mayor Yeager.**

**PRE-COUNCIL SESSION:**

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

**#6A-C –and– 6D-E:** These items have been approved by the Planning & Zoning Commission.

**#6F:** This item has been approved by the P&Z Commission. Mr Barry Hudson addressed Council to state while the site poses highly restricted use opportunities due to the intersection limitations, the site design will add significant revenue to the City's tax roll. City Administrator Roger Unger stated this SUP is allowed within the City's zoning ordinance. Mayor Yeager stated the facility will have a very low impact on City services.

- #6G: Ordinance change is only a minor correction.
- #6H: Roger stated, per the Finance Committee's directive, the PD speed trailer and tax increase have been incorporated into the FY 15-16 budget.
- #6I: Roger stated the bulk of the tax revenue increase is a result of new properties on the tax rolls, including the Assisted Living Center.
- #6J: The tax rate must be adopted with specific language as provided by the City Attorney.
- #6K: The 5310 program is primarily to provide medical transportation services.
- #6L: Council is being asked to provide guidance to staff as to if and what steps should be taken with respect to the implementation of a continuous water meter read system.

**INVOCATION offered by Roger Unger.**

**PLEDGE OF ALLEGIANCE led by Mayor Yeager**

**OPEN PUBLIC HEARING #1 opened at 7:01pm.**

Public hearing to receive input from citizens regarding the following items dealing with the Westworth Falls subdivision:

- 1) **The Preliminary Plat for Planned Development #4 (PD-4), to be known as Westworth Falls; and**
  - 2) **Re-zoning approximately 1.118 acres of land recorded on the Tarrant County Cornelius Connelly Survey, Abstract No. 316, commonly known as the Manus property, to be included in the Westworth Falls Planned Development (PD-4); and**
  - 3) **Re-zoning approximately 25.896 acres of land recorded on the Tarrant County Cornelius Connelly Survey, Abstract No. 319, Lots 1, 2, and 3, N.T. Culberson Addition, to be included in and known as Westworth Falls to a Planned Development (PD-4).**
- Mr Lee Nichols has updated the plat from 67 lots to 69 lots as well as increased the average lot size. P&Z Chair Melva Campbell stated the P&Z Commission has approved all three items.
  - No public comments received.

**CLOSE PUBLIC HEARING #1 closed at 7:04pm.**

**OPEN PUBLIC HEARING #2 opened at 7:04pm.**

Public hearing to receive input from citizens regarding the **Final Plat for the iWellness Institute (PD-3).**

- Mr Joe Howell has made the requested changes per the P&Z Commission, including the notation of the City's access to the trail system. P&Z Chair Melva Campbell stated the P&Z Commission has approved the final plat.
- No public comments received.

**CLOSE PUBLIC HEARING #2 closed at 7:05pm.**

**OPEN PUBLIC HEARING #3 opened at 7:05pm.**

Public Hearing to receive input from citizens regarding a request for a **Specific Use Permit from KCP Springs for the construction of a self-storage facility at the intersection of Roaring Springs Road and Westworth Blvd.**

- No public comments received.

**CLOSE PUBLIC HEARING #3 closed at 7:06pm.**

**OPEN PUBLIC HEARING #4 opened at 7:06pm.**

**The adoption of the Fiscal Year 2015-2016 Budget:** The proposed budget will raise more total property taxes than last year's budget by \$115,297, or more than 12.73%.

- Roger stated the total operations budget comes to \$8.3M plus \$3M in Capital Improvements which includes streets and the trail system project.
- No public comments received.

**CLOSE PUBLIC HEARING #4 closed at 7:07pm.**

**OPEN PUBLIC HEARING #5 opened at 7:07pm.**

**The adoption of the 2015 Tax Rate** of \$.50 per \$100 of valuation with the proposal to increase total tax revenues from properties on the tax roll in the preceding tax year by -.31%. Your individual taxes may increase or decrease at a greater or lesser rate, depending on the change in the taxable value of your property in relation to the change in taxable value of all other properties and the tax rate that is adopted.

- The increase in the tax rate and increased valuations in Westworth Park and the Fairways will stabilize the budget. Mayor Yeager stated the City still maintains one of the lowest tax rates in the Metroplex while providing for growth and needed upgrades across city services.
- No public comments received.

**CLOSE PUBLIC HEARING #5 closed at 7:09pm.**

**REGULAR SESSION called at 7:09pm.**

**1. Approval of the Agenda**

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

**Motion passed unanimously** by a vote of 3 Ayes and 0 Nays.

**2. Approval of the Consent Agenda:**

**MOTION** to approve the Consent Agenda: Nick Encke. **SECOND:** Carlos Zavalos.

**Motion passed unanimously** by a vote of 3 Ayes and 0 Nays.

The following consent agenda items were approved:

**A. Approval of the Minutes:**

- Regular Council Meeting – August 11, 2015

**B. Approval of August’s Financial Reports:**

- TexPool Report
- A/P Disbursement

<b>FUND BALANCES AUGUST 2015</b>	<b>GENERAL</b>	<b>WATER</b>	<b>CAPITAL PROJECTS</b>	<b>CRIME CONTROL</b>	<b>DEBT SERVICE</b>	<b>WRA</b>	<b>HCGC</b>
<b>Monthly Revenue</b>	\$241,873	\$136,173	\$0	\$39,997	\$1,190	\$3,238	\$169,644
<b>Monthly Disbursement</b>	\$241,874	\$97,800	\$164,784	\$30,508	\$0	\$73,638	\$154,989
<b>Cash on Hand</b>	\$322,097	\$473,846	\$1,100,425	\$87,967	\$326	\$73,770	\$
<b>TexPool</b>	\$263,226	\$72,640	\$212,515	\$235	\$20,219	\$170,034	N/A
<b>Money Market</b>	\$750,000	\$500,000	N/A	N/A	\$400,000	\$1,750,000	N/A
<b>CDARS Investment</b>	\$403,192	\$248,465	N/A	N/A	N/A	\$277,960	N/A
<b>CDARS Interest</b>	\$279	\$172	N/A	N/A	N/A	\$192	N/A

**3. Staff Updates:**

**A. Kevin Reaves, Police Chief**

- **PD Reports:** August - 152 Priority 1 CFS; 215 Priority 2 & 3 CFS; 898 Self-Initiated CFS; 169 911 Calls; 899 Calls Dispatched for Lakeside, an increase of 42% year-to-year; 158 Citations and 214 Violations; 53 Arrests and 103 Charges; 183 Warrants Cleared; having a designated warrant officer has increased activity. Councilwoman Patton requested future reports include the number and dollar value of warrants cleared.
- Staff training update on fingerprint and evidence procedures.

**B. Ryan Studdard, Building Official**

- **Code Enforcement Report:** August – 46 warnings and 0 citations. Most violations were improper parking and grass/weeds.
- **Building Inspection Report:** August – 49 inspections, all in-house.
- P&Z Chair Melva Campbell stated her appreciation to both Ryan and David for their help on new projects being presented to the Commission.

**C. Rhonda Hines, Librarian**

- **Library Report:** Summer program was a success again this year. The 300<sup>th</sup> Library Card has been issued. Rhonda attended a library meeting in Aubrey to investigate small library grant opportunities.
- **Received FY 2015-2016 Accreditation Letter from the Texas Library & Archives Commission.**

**D. Sterling Naron, Parks & Golf Operations Supervisor**

- **Golf Club Report:** August - 3629 rounds and \$164,417 in revenue; Closed for two days; Sixty-three (63) preferred players. Three events: WLGO, Arlington Senior Men, and Drive, Chip & Putt Regionals with 101 players from across the region.
- **Maintenance Report:** Solid Tine Aerification and 3/8” Core Aerification completed. NAS JRB fence line clean-up should be completed by next week. Communication between HC staff and the NAS team has been very open and positive.

**E. David Curwen, Community Development Director**

- **Community Development Report:** A final walk-through of Wells Circle has been conducted with minor driveway and landscape issues to be completed.
- **Public Works Service Order Report:** August - 111 Service Orders generated with 102 completed. David introduced the newest member of the PW Team – Danny Robertshaw. Mayor Yeager welcomed Danny to the City.
- **AMI/AMR Meter Read System:** Topic is on the agenda tonight for Council consideration. David would like to move forward with the project. The current state of the industry will allow for implementation of the most reliable and cost effective system, with peripheral innovation updates.

**F. Roger Unger, City Administrator**

- **Capital Projects/Infrastructure:** Bids for **Trigg/Straley/Lyle** project are expected in November. Project will include concrete approaches to **Pecan & Sky Acres**. The City has signed a joint project agreement with Tarrant County to resurface Pecan Drive. **Casstevens** street reconstruction, water, and sewer has been submitted and approved for the next CDBG project; presuming acceptance the City will fund \$120-130K of the \$310K project costs.
- **TAP Grant Update:** TxDOT held a kick-off meeting last week. The City has now officially entered the design stage which will take about a full year. Roger expects to break ground in summer of 2016. The City will expend funds up-front and get reimbursed with grant funds.
- **Budget/Disbursements:** FY 15-16 Budget discussion with the Finance Committee has completed and is on the agenda for Council consideration. The proposed tax rate of \$.50/\$100 valuation is viable and does not subject the City to rollback.

**4. Committee Updates:**

**A. Finance Committee** – Steve Beckman, Chair – No report.

**B. Library Committee** - Jill Patton, Chair – The committee is looking into creating a Friends of the Library program to increase exposure, patronage, and expand grant opportunities.

**C. Ordinance Committee** - Mike Coleman, Chair – No report.

D. **Vision Committee - Steve Beckman, Chair – No report.**

5. **Public Information**

A. **Communications:**

- **Meals on Wheels program and construction update**

B. **Announcements:**

C. **Proclamations:**

- **National POW/MIA Recognition Day – September 18, 2015 – read aloud by Jill Patton.**
- **Library Card Sign-Up Month – September 2015 – read aloud by Nick Encke.**

6. **Action Items:**

A. **Mayor Yeager**

Discuss and take action with respect to the **Preliminary Plat for Planned Development #4 (PD-4), to be known as Westworth Falls.**

- Mr Nichols has updated the plat from 67 lots to 69 lots as well as increased the average lot size. The P&Z Commission has approved the updated plat. The final plat will be reviewed by the City's engineers.
- **MOTION to approve the Preliminary Plat for Planned Development #4 (PD-4), to be known as Westworth Falls made by Carlos Zavalos. SECOND by Nick Encke. Motion passed unanimously by a vote of 3 Ayes and 0 Nays.**

B. **Mayor Yeager**

Discuss and take action with respect to **re-zoning approximately 1.118 acres of land, as presented and commonly known as the Manus property, to be included in the Westworth Falls Planned Development (PD-4).**

- This item re-zones the additional lots purchased to be included in the subdivision.
- **MOTION to approve re-zoning approximately 1.118 acres of land, as presented and commonly known as the Manus property, to be included in the Westworth Falls Planned Development (PD-4) made by Jill Patton. SECOND by Carlos Zavalos. Motion passed unanimously by a vote of 3 Ayes and 0 Nays.**

C. **Mayor Yeager**

Discuss and take action with respect to **re-zoning approximately 25.896 acres of land, as presented, to be included in and known as Westworth Falls to a Planned Development (PD-4).**

- This item rolls all lots into one zoned development.
- **MOTION to approve re-zoning approximately 25.896 acres of land, as presented, to be included in and known as Westworth Falls to a Planned Development (PD-4) made by Nick Encke. SECOND by Jill Patton. Motion passed unanimously by a vote of 3 Ayes and 0 Nays.**

D. **Mayor Yeager**

Discuss and take action with respect to the **Final Plat for the iWellness Institute (PD-3).**

- This final plat includes the notation of the City's access to the trail system and has been approved by the P&Z Commission.

- **MOTION to approve the Final Plat for the iWellness Institute (PD-3)** made by Carlos Zavalos. **SECOND** by Jill Patton. **Motion passed unanimously by a vote of 3 Ayes and 0 Nays.**

**E. Mayor Yeager**

Discuss and take action with respect to the **Site Plan for the iWellness Institute (PD-3).**

- The updated site plan has been approved by the P&Z Commission.
- **MOTION made to approve the Site Plan for the iWellness Institute (PD-3)** made by Jill Patton. **SECOND** by Nick Encke. **Motion passed unanimously by a vote of 3 Ayes and 0 Nays.**

**F. Mayor Yeager**

Discuss and take action with respect to the request for a **Specific Use Permit from KCP Springs for the construction of a self-storage facility at the intersection of Roaring Springs Road and Westworth Blvd.**

- Roger stated approval by Council will allow the development team to begin the design and implementation processes. The SUP has been approved by the P&Z Commission.
- **MOTION made to approve the Specific Use Permit from KCP Springs for the construction of a self-storage facility at the intersection of Roaring Springs Road and Westworth Blvd.** made by Nick Encke. **SECOND** by Carlos Zavalos. **Motion passed unanimously by a vote of 3 Ayes and 0 Nays.**

**G. Mayor Yeager**

Discuss and take action to **adopt Ordinance No. 377, amending the permit fee schedule providing that this ordinance shall be cumulative of all ordinances; providing a severability clause; providing for a penalty for violations; providing for publication; providing a savings clause; and providing an effective date.**

- **MOTION to adopt Ordinance No. 377 as presented** made by Jill Patton. **SECOND** by Nick Encke. **Motion passed unanimously by a vote of 3 Ayes and 0 Nays.**

**H. Mayor Yeager**

Discuss and take action to **adopt Ordinance No. 378, Adopting the Fiscal Year 2015-2016 Budget, including General Fund, Water Fund, CCPD Fund, Capital Improvements Fund, Debt Service Fund, WRA Fund, and Hawks Creek Golf Club Fund.**

- **MOTION to adopt Ordinance No. 378, Adopting the Fiscal Year 2015-2016 Budget, including General Fund, Water Fund, CCPD Fund, Capital Improvements Fund, Debt Service Fund, WRA Fund, and Hawks Creek Golf Club Fund** made by Nick Encke. **SECOND** by Carlos Zavalos. **Motion passed unanimously by a vote of 3 Ayes and 0 Nays.**
- **RECORD VOTE as follows:**  
 Council Place 1 Carlos Zavalos - FOR  
 Council Place 2, Jill Patton - FOR  
 Council Place 3, Nick Encke - FOR  
 Council Place 4, Steve Beckman - Absent  
 Council Place 5, Mike Coleman - Absent

**I. Mayor Yeager**

Discuss and take action to **ratify the Property Tax Increase reflected in the FY 2015-2016 Budget.**

- **Ad Valorem Tax Revenue will increase by \$115,297 or more than 12.73%. [Local Government Code 102.007(c) requires a separate vote to ratify the property tax increase reflected in the budget.]**
- **MOTION to ratify the Property Tax Increase reflected in the FY 2015-2016 Budget made by Carlos Zavalos. SECOND by Jill Patton. Motion passed unanimously by a vote of 3 Ayes and 0 Nays.**
- **RECORD VOTE as follows:**  
Council Place 1 Carlos Zavalos - FOR  
Council Place 2, Jill Patton - FOR  
Council Place 3, Nick Encke - FOR  
Council Place 4, Steve Beckman - Absent  
Council Place 5, Mike Coleman - Absent

**J. Mayor Yeager**

Discuss and take action to **adopt Ordinance No. 379, Adopting the 2015 Ad Valorem Tax Rate \$.50 per \$100 of valuation, which includes the Maintenance & Operations (M&O) rate of \$.243 and Debt Service rate of \$.257.**

- **Nick Encke made the following MOTION pursuant to Texas Tax Code, Section 26.05: "I move that the property tax rate be increased by the adoption of a tax rate of \$0. 50 per one hundred dollars, which is effectively a 1.674% percent increase in the tax rate." SECOND by Jill Patton. Motion passed unanimously by a vote of 3 Ayes and 0 Nays.**
- **RECORD VOTE as follows:**  
Council Place 1 Carlos Zavalos - FOR  
Council Place 2, Jill Patton - FOR  
Council Place 3, Nick Encke - FOR  
Council Place 4, Steve Beckman - Absent  
Council Place 5, Mike Coleman - Absent

**K. Mayor Yeager**

Discuss and take action to **approve the Interlocal Agreement for Administrative Costs Funding for Section 5310 Program between the Fort Worth Transportation Authority and the City of Westworth Village, for the period October 1, 2015 to September 30, 2016. [This is an annual contract.]**

- **MOTION to approve the Interlocal Agreement for Administrative Costs Funding for Section 5310 Program between the Fort Worth Transportation Authority and the City of Westworth Village, for the period October 1, 2015 to September 30, 2016 made by Carlos Zavalos. SECOND by Jill Patton. Motion passed unanimously by a vote of 3 Ayes and 0 Nays.**

**L. Mayor Yeager**

Discuss and take action with respect to a **continuous water meter read system.**

- **David Curwen and PW Supervisor Joey Alvarez addressed the Council. Continuous water read systems is the future technology for enhanced service, water management, and water billing. Thirteen to fourteen (13 to 14) companies offer these services.**



- The Texas Water Resource Institute (TWRI) has conducted non-company specific industry reviews of the technology. Some Metroplex cities have fully implemented a program and many others are in the testing phase.
- The two stand-out systems are (1) large infrastructure radio systems with high upfront costs and (2) cellular data systems with low upfront costs. A radio frequency system requires a massive infrastructure investment with end-point transmitters on each meter. It's recommended and would be beneficial for the City to file for a specific frequency with the FCC since radio systems may experience unpredictable outages. A cellular data system is the newest technology with daisy chain meter transmitters on each meter, which allows for consistent transmission of data. There are no upfront infrastructure costs and can be easily interfaced with our current Incode computer program. Both gas and electricity companies are using cellular data technology.
- David and Joey have identified areas this system can easily improve performance by: reducing man-hours, detecting leaks, providing 24-hour data mining with diagnostic reporting and user alarms, and accurately reporting peak hour usage to Fort Worth. A cellular data system with a web portal application can save over 8% in water usage alone. Users will be able to read their own usage reports, which will increase self-monitoring and improve conservation efforts.
- One company has been identified to provide a low cost four month trial cellular system for under \$10,000, which includes 10 units to be set in different areas throughout the City. After a trial period, the City would negotiate service in a cafeteria style plan. David would like to fully implement a new program before the construction of new subdivisions.
- David noted a cellular data system will require a ten-year contract. While that seems long, it regulates pricing [i.e. increases] over time. A radio frequency system is fully owned by the City, therefore requiring maintenance agreements [subjecting the City to price increases].
- City Secretary Carol Borges read into the record a letter of opinion from Councilman Mike Coleman [which is attached to the minutes].
- **MOTION to authorize staff to implement a testing phase of the cellular data water read system at a cost not to exceed \$10,000 made by Nick Encke. SECOND by Carlos Zavalos. Motion passed unanimously by a vote of 3 Ayes and 0 Nays.**

7. Citizen Comments: None.

ADJOURNED at 8:04pm by Mayor Yeager.

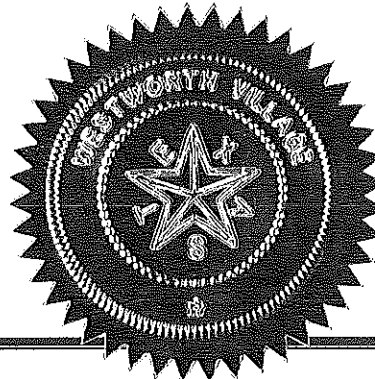
MINUTES APPROVED BY:

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

This, the 13<sup>th</sup> day of October, 2015.

SIGNATURE ATTESTED BY:

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



**From:** Michael R Coleman <msimcole@sbcglobal.net>  
**Sent:** Tuesday, September 08, 2015 10:39 AM  
**To:** Carol Borges  
**Subject:** Memo for Tonight's Council Meeting

Carol - Could you ensure that the note below is read at the appropriate time at tonight's meeting? It is associated with David Curwen's report on the water metering system.

Thanks. Call me on the cell if you need.

Mike

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Council --

I apologize for not being at the meeting tonight but I wanted to provide input on one of the projects to be discussed in tonight's meeting. As we are all aware, and as presented in the Community Development Report on tonight's agenda, the City is considering replacement of all residential and commercial water meters. There are great benefits from this project because of today's available technology including significant water reduction through control of leaks and management of water misuse. Also, there can be significant labor reduction from remote monitoring rather than direct meter reading.

That being said, I think we should use caution and good judgment as we proceed on this project. Some of these water-metering systems require a significant infrastructure of receivers and servers to collect the data needed for management and billing. Let's remember that we are a small city. We should not be quick to invest significant upfront funds for the systems that require a big infrastructure. I feel that we should be looking at systems with minimal upfront investment and those where we can potentially piggyback on infrastructure already in place.

If direction is given to the staff on this project tonight, please consider the thoughts presented here, and focus our project direction on systems that do not require a big infrastructure with large upfront investment.

Respectfully submitted,

Mike Coleman