



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

**REGULAR CITY COUNCIL MEETING MINUTES**

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**MAY 9, 2017**  
**PRE-COUNCIL SESSION: 6:45 PM**  
**REGULAR SESSION: 7:00 PM**

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

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**ATTENDEES:**

|                           |                 |
|---------------------------|-----------------|
| Mayor                     | Michael Coleman |
| Mayor Pro-Tem             | Steve Beckman   |
| Council Member            | Jill Patton     |
| Council Member            | Carlos Zavala   |
| Council Member            | Nick Encke      |
| Council Member            | Dan Novak       |
| Dir of Cmty Dev           | David Curwen    |
| City Administrator        | Roger Unger     |
| Acting City Secretary     | Brandy Barrett  |
| Police Chief              | Kevin Reaves    |
| Deputy City Administrator | Sterling Naron  |
| Head Golf Pro             | Tony Collins    |
| Building Official         | Nader Jeri      |
| Librarian                 | Rhonda Hines    |
| Public Works Supervisor   | Joseph Alvarez  |
| P&Z Commission Chair      | Melva Campbell  |
| City Attorney             | Ashley Dierker  |

**ABSENT:**

**PRE-COUNCIL SESSION:**

No pre-council session was held.

**INVOCATION offered by Roger Unger.**

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

**EXECUTIVE SESSION CALLED at 7:01 pm by Mayor Coleman, with the Mayor, present Council Members, Brandy Barrett, Ashley Dierker, and Sterling Naron in attendance.**

- 1. Section 551.074 – Personnel Matters pursuant to Texas Government Code Section 551.074 – Discuss the positions of City Secretary and Mayor Pro-Tem.**
- 2. Section 551.071 – Consultation with Attorney pursuant to Texas Government Code Section 551.071 – Discuss the pending litigation and contract negotiation.**

**RECONVENED into Regular Session at 7:24 pm.**

**EXECUTIVE SESSION ACTION ITEMS**

**A. Mayor Coleman**

**1. MOTION to appoint Brandy Barrett as the City Secretary.**

- **MADE BY:** Jill Patton. **SECOND:** Steve Beckman.
- **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

**2. MOTION to appoint Steve Beckman as the Mayor Pro-Tem.**

- **MADE BY:** Nick Encke. **SECOND:** Dan Novak.
- **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays

**1. MOTION to approve the Agenda.**

- **MADE BY:** Carlos Zavala. **SECOND:** Dan Novak.
- **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

**2. MOTION to approve the Consent Agenda**

- **MADE BY:** Steve Beckman. **SECOND:** Nick Encke.
- **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

The following consent agenda items were approved:

| <b>FUND BALANCES<br/>FEBRUARY 2017</b> | <b>GENERAL</b> | <b>WATER</b> | <b>CAPITAL<br/>PROJECTS</b> | <b>CRIME<br/>CONTROL</b> | <b>DEBT<br/>SERVICE</b> | <b>WRA</b>  | <b>HCGC</b> |
|--|----------------|--------------|-----------------------------|--------------------------|-------------------------|-------------|-------------|
| Monthly Revenue                        | \$221,652      | \$87,012     | \$6,095                     | \$36,317                 | \$14,392                | N/A         | \$190,079   |
| Monthly Disbursement                   | \$248,666      | \$99,185     | \$87,049                    | \$37,723                 | N/A                     | \$2,012     | \$159,021   |
| Cash on Hand                           | \$344,196      | \$108,125    | \$16,919                    | \$93,623                 | \$102,824               | \$95,800    | \$67,672    |
| TexPool                                | \$438,122      | \$229,632    | \$58,239                    | \$235                    | \$408,703               | \$176,665   | N/A         |
| Money Market                           | \$350,000      | \$500,000    | N/A                         | N/A                      | \$360,000               | \$1,675,000 | N/A         |

**A. Approval of the Minutes:**

- Regular Council Meeting – April 11, 2017

## **B. Approval of February's Financial Reports:**

- TexPool Report
- A/P Disbursements
- Variance Report

## **3. Staff Updates:**

### **A. Kevin Reaves, Police Chief**

- **Police Department Report:** 1832 CFS, including 275- 911 calls, and 160 Priority-One calls. This is a 29 % increase in calls from this time last year. 289 traffic stops resulting in 266 violations and 208 written warnings. There were 40 arrests, in addition 158 warrants were cleared via Police Departments and Court actions.
- **Building Security Project:** Cables and construction is ongoing should be fully operational by the end of May.

### **B. Nader Jeri, Building Official**

- **Code Enforcement Report:** 46 Code Warnings / 0 Citation compared to 34/0 this same time last year.
- **Inspection Report:** 86 Inspections, compared to 55 this same time last year.
- **Executive Self Storage:** Should be completed mid-June.

### **C. Courtney Stone, Librarian**

- Mayor Coleman welcomed Courtney Jackson, the City's new librarian.
- **Library Report:** Family Art Day was a success, with 17 attendees.
- **Patron visits:** This month total 210, compared to 205 this month last year.

### **D. Tony Collins, Parks & Golf Operations Supervisor**

- **Golf Club Report:** 3,735 rounds, \$190K revenue, 50 Preferred Players. The course was closed 1 days due to weather, and Range Revenue continues to be positive.
- **Golf Boards:** Were featured on WFAA News Channel 8, we were the first public golf course in Texas to have Golf Boards.

### **E. Joseph Alvarez, Public Works Supervisor**

- **Public Works Report:** 150 Service Orders were processed by the department; AMA endpoints were installed; the project is 65% complete and anticipated completion date by mid-June.
- **April Spring Clean-up:** Approximately 1500 pounds of hazardous materials were collected.

### **F. David Curwen, Community Development Director**

- **Community Development Report:** Kimley Horn and Freese and Nichols were present at the May 4<sup>th</sup> Bid Opening. The council has an action item on the agenda regarding the bids. Construction is set to begin in June.
- **Pecan Drive:** There were issues with the base material, down to 5', therefore this project is taking longer than anticipated. The citizens were thanked in advance for their understanding.

**G. Roger Unger, City Administrator**

- Airfield Falls will connect to the trail system
- Grading Permit issued on Magnolia West and Seymour Lane and Alley 10 will be closed starting early next week.

**4. Committee Updates:**

**A. Finance Committee** – Steve Beckman, Chair – Finance committee met at 6:00pm today. Budget reviews took place for the Water, Streets, Debt Service and Capital Improvements; next month we will be approving CCPD and reviewing the Police Budget. The goal is to have all the budgets reviewed by August and submitted for council approval no later than the September meeting.

**B. Library Committee** –Jill Patton, Chair, reported she was sorry the Bond did not pass, however she was excited about Summer Reading Program and again welcomed Courtney Jackson as the new librarian.

**C. Ordinance Committee** – Dan Novak, Chair – Nothing to report

**D. Vision Committee** – Steve Beckman, Chair – Nothing to report

**5. Public Information/Announcements** – Brandy Barrett, Acting City Secretary

**A. Announcements:**

1. Proclamation –

- National Police Week – in May 11-17, 2017, read by Nick Encke
- National EMS Week – in May 21-27, 2017, read by Jill Patton
- National Military Appreciation Month of May, read by Steve Beckman

2. Upcoming Council and Committee Meetings

- Planning and Zoning Committee – May 16 at 6:00 pm has been cancelled
- CCPD Meeting – June 13<sup>th</sup> at 5:30pm
- Finance Committee Meeting – June 13<sup>th</sup> at 6:00pm
- Regular Council Meeting – June 13<sup>th</sup> at 7:00pm

**6. Action Items:**

**A.** Discuss and take action to adopt Ordinance #409, appointing the Judge to the Westworth Village Court of Record, and establishing a salary for such term. Swear in upon appointment. *(These appointments coincide with the term of the Mayor.)*

**MOTION to approve Ordinance #409, appointing Cass Robert Callaway, as the Municipal Judge of the Westworth Village Court of Record, and establishing a monthly salary.**

- **MADE BY:** Dan Novak. **SECOND:** Carlos Zavala.
- **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.
- Brandy Barrett, issued the Oath of Office, and it was so sworn by Cass Calloway.

- B. Discuss and take action to adopt Ordinance #410, appointing the Associate Judge to the Westworth Village Court of Record, and establishing a salary for such term. Swear in upon appointment. *(These appointments coincide with the term of the Mayor)*

**MOTION to approve Ordinance #410, appointing Atticus J. Gill, as the Associate Judge of the Westworth Village Court of Record, and establishing a salary.**

- **MADE BY:** Steve Beckman. **SECOND:** Jill Patton.
- **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.
- Atticus was not available to be sworn-in due to a prior conflict; arrangements will be made next week.
- Pamela Fernandez, the new prosecutor was introduced to the Council by Judge Callaway.

- C. Discuss and take action to adopt Ordinance #411, Canvassing Returns and Declaring Results of a General Election held on May 6, 2017, for the Mayor, Council Member Places 1, and 5.

**MOTION to approve Ordinance #411, Canvassing Returns and Declaring Results of the May 6, 2017 General Election; thereby, electing Michael R. Coleman, Mayor; Carlos Zavala to Council Member Place 1; and Dan Novak to Council Member Place 5.**

- **MADE BY:** Steve Beckman. **SECOND:** Nick Encke.
- **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

- D. Administer the Oath of Office, issuing Certificates of Election to the elected Council members.

**Judge Callaway administered the Oath of Office to each of the following:**

- **Michael R. Coleman, Mayor**
- **Carlos Zavala, Council Member Place 1**
- **Dan Novak, Council Member Place 5**

**Following the Oath, each signed the Oath of Office and Statement of Officer as required by law.**

- Carlos Zavala thanked Nyles Nielsen for running a positive campaign and encouraged him to stay active and welcomed his input going forward.

- E. Discuss and take action to adopt Resolution 2017-09, Canvassing of the Special Election on May 6, 2017, for a Bond in the amount of \$3,500,000 for the public purpose of designing, constructing, and equipping a new community center.

**MOTION to adopt Resolution 2017-09, Canvassing of the May 6, 2017, Special Election, thereby declaring the failure of the Bond in the amount of \$3,500,000 for the public purpose of designing, constructing and equipping a new community center.**

- **MADE BY:** Dan Novak. **SECOND:** Steve Beckman.
- **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

- F. Discuss and take action to appoint members to the Finance Committee.

**MOTION to appoint, the following members to the Finance Committee, effective May 12, 2017: Chairman Steve Beckman, Jill Patton, Nick Encke, and Dan Novak, with Mayor Michael Coleman serving as an Ex-Officio Member.**

- **MADE BY:** Steve Beckman. **SECOND:** Carlos Zavala.
- **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

- G. Discuss and take action to appoint members to the Planning & Zoning Commission.  
**MOTION to re-appoint, the following members to the Planning and Zoning Commission: Margaret Worthington, Cheryl Chrisman, Darla Thornton and Riley Peveto, each with commissions expiring May 31, 2019.**
- **MADE BY:** Nick Encke. **SECOND:** Carlos Zavala.
  - **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.
- H. Discuss and take action to designate Texas Health Harris Methodist Hospital Occupational Health Services physicians as the City's Health Officers. *(This is an annual appointment.)*  
**MOTION to designation Texas Health, Harris Methodist Hospital Occupation Health Services physicians as the City's Health Officers.**
- **MADE BY:** Carlos Zavala. **SECOND:** Steve Beckman.
  - **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.
- I. Discuss and take action with respect to Resolution No. 2017-10, review and approval of the City's Investment Policy, naming the Mayor, City Administrator and City Secretary as the City's Investment Officers. *(Required annual policy approval.)*  
**MOTION to approve Resolution 2017-10, the City's Investment Policy, and naming the Mayor, City Administrator and City Secretary as the City's Investment Officers.**
- **MADE BY:** Steve Beckman. **SECOND:** Nick Encke.
  - **Motion passed unanimously** by a vote of 5Ayes and 0 Nays.
- J. Discuss and take action to award the Alleyway Construction Contract and authorize the Mayor to enter into an agreement with the contractor, for an amount not to exceed the bid amount plus 20% contingency.  
**MOTION to award the Alleyway Construction Contract to Reliable Paving, Inc, and authorizing the Mayor to sign an agreement with Reliable Paving Inc, for an amount not to exceed \$1,815,488 dollars.**
- **MADE BY:** Jill Patton. **SECOND:** Dan Novak.
  - **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.
- K. Discuss and take action with respect to Resolution 2017-11, suspending the proposed effective date of the proposed rates of Oncor Electric Delivery Company, LLC.  
**MOTION approve Resolution 2017-11, providing a 90-day suspension of the proposed effective date of the Oncor Electric Delivery Company rate plan.**
- **MADE BY:** Dan Novak. **SECOND:** Carlos Zavala.
  - **DISCUSSION:** Ashley Dierker explained that the Council could deny or suspend the rate increase, her recommendation was to suspend the effective date, as stated in Resolution 2017-11.
  - **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

**EXECUTIVE SESSION CALLED at 8:15pm by Mayor Coleman, with the Mayor, present Council Members, Roger Unger, Brandy Barrett, Ashley Dierker, and Sterling Naron in attendance.**

- 1. Section 551.071 - Consultation with Attorney pursuant to Texas Government Code Section 551.074**

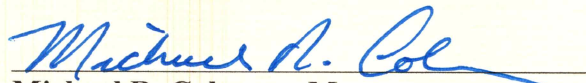
**RECONVENED into Regular Session at 8:30pm.**

**EXECUTIVE SESSION ACTION ITEMS:**

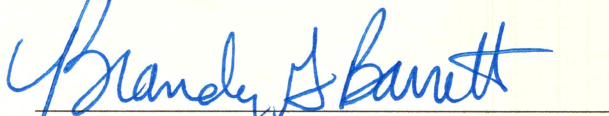
- A. No action required**

**ADJOURNED at 8:35pm by Mayor Coleman.**

**MINUTES APPROVED BY:**

  
Michael R. Coleman, Mayor

**SIGNATURE ATTESTED BY:**

  
Brandy G. Barrett, City Secretary

