



City of Westworth Village
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REGULAR CITY COUNCIL MEETING MINUTES

OCTOBER 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
	Police Chief	Kevin Reaves
	Dir of Cmty Devel	David Curwen
	HCGC Head Pro	Tony Collins
	Code Enforcement	Ryan Studdard
	Admin Specialist	Brandy Barrett
	Librarian	Rhonda Hines
	P&Z Commission Chair	Melva Campbell
	City Attorney	Ashley Dierker

ABSENT: Parks & Golf Ops Sprvsr Sterling Naron

GUESTS: Freese & Nichols Alex Garcia

PRE-COUNCIL SESSION omitted by Mayor Yeager.

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

INVOCATION offered by Roger Unger.

PLEDGE OF ALLEGIANCE led by Mayor Yeager.

1. Approval of the Agenda

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

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:** Steve Beckman.

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 8, 2015

B. Approval of September's Financial Reports:

- TexPool Report
- A/P Disbursements

FUND BALANCES SEPTEMBER 2015	GENERAL	WATER	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HCGC
Monthly Revenue	\$752,258	\$113,715	\$81,135	\$38,241	\$85,164	\$241,011	\$228,569
Monthly Disbursement	\$585,264	\$360,720	\$178,310	\$44,307	\$500	\$323,082	\$229,533
Cash on Hand	\$914,612	\$121,429	\$992,828	\$3,201	\$85,293	\$83,474	\$31,956
TexPool	\$164,545	\$72,648	\$212,529	\$235	\$19,271	\$70,045	N/A
Money Market	\$750,000	\$500,000	N/A	N/A	\$400,000	\$1,750,000	N/A
CDARS Investment as of 08/31/15	\$403,192	\$248,465	N/A	N/A	N/A	\$277,960	N/A
CDARS Interest as of 08/31/15	\$279	\$172	N/A	N/A	N/A	\$192	N/A

3. Staff Updates:

A. Kevin Reaves, Police Chief

- **Police Dept Report:** Priority 1 Calls 168; Priority 2 & 3 Calls 239; Self-Initiated Calls 788; 911 Calls 230; Citations 183; Violations 247; Arrests 48; Warrants Cleared 98.
- Second half of fingerprint/DNA training has been completed. Policy training is progressing.
- Lakeside agreement is not creating increased cost to the department, just increased activity, which keeps dispatch and officers at improved alert/readiness.
- A speed study can be performed on Roaring Springs once the radar trailer is received. Councilman Encke noted increased vehicle speeds during Base shift changes.

B. Ryan Studdard, Building Official

- **Code Enforcement Report:** 45 warnings, 551 YTD; 0 citations. 2 YTD. November 1st will begin the fifth year of the alley clean-up program. Notification provided to residents through the newsletter and web site. Councilman Coleman stated his concern of low hanging limbs over sidewalks, especially as students are walking to school.
- **Inspection Report:** 52 inspections performed (49 in-house, 3 Code Pro); 431 YTD.
- City Administrator Roger Unger stated a foreclosed and boarded property on Kay Lane has been sold and will be rebuilt. Homes on Pollard, Aton, and Waggoner are under construction. The smallest is 1800sf, all with garages and masonry siding. Councilman Coleman stated the owner of two properties on Dennis (FW) is in the reconstruction process, which adds to the value of neighboring streets in the Village. Councilman Encke stated two new homes are under construction in Westworth Park.

C. Rhonda Hines, Librarian

- **Library Report:** Rhonda has changed the report format to provide more information to Council. September participation in pre-school story-time was low, but expect improvement in October.
- **Navigator Inter-Library Loan Program** is doing very well in its first month. The **OverDrive Electronic Book Program** agreement is on tonight's agenda for approval. Funds were approved during the budget process. The program is part of the consortium and will allow patrons to load books onto electronic media: Kindle, Apple, Android, and Windows platforms.
- Rhonda met with representatives from the **Tocker Foundation** to learn about **grants** for small libraries.
- Roger stated Rhonda has moved to full-time as of October 1st.

D. Tony Collins, Head Golf Pro

- **Golf Club Report:** 3703 rounds played; \$164,018 in revenue; closed 0 days. 62 Preferred Player Members. Events: Texas Retired Military Classic, Suburban Ladies, Texas Wesleyan University Invitational, and TCU Letterman's HOF.
- **Maintenance Projects:** Pre-emerge application and over-seeding.

E. David Curwen, Director of Community Development

- **Community Development Report:** Randolph, Watters, and Wells street projects are completed. ADA inspections passed without violations. Sewer line videos are under inspection. Staff was very happy with McClendon but not with all the sub-contractors. Future contracts will include approval of sub-contractors.
- **Public Works Report:** 85 Service Orders.

- **AMR Meter Reading System** research is complete; testing phase has begun (10 meter locations). Review of fee schedule will need to be done. Meters will be replaced throughout the City over the next 2-3 years. Developers will be required to install new smart meters at their cost.

F. Roger Unger, City Administrator

- **Capital Projects/Infrastructure:** [David covered street projects.] Mayor Yeager thanked Roger, David, and Joey for handling the street projects and keeping on top of the sub-contractors.
- **TAP Grant Update:** F&N is in design phase. Surveyors will be on HWY 183 and Roaring Springs Road. First review is scheduled in a couple of weeks. Project will take +18 months, with expected completion in June 2017.
- **Budget/Disbursements:** Fiscal Year 2014-2015 General Fund balance increased by about \$200K; HCGC \$300K loss, includes \$100k capital expenditures. Audit prep work begins at end of October.

4. Committee Updates:

- A. Finance Committee** – Steve Beckman, Chair – Nothing to report.
- B. Library Committee** –Jill Patton, Chair – Rhonda is doing very well and moving forward with this year’s in-house and service projects.
- C. Ordinance Committee** –Mike Coleman, Chair – Nothing to report.
- D. Vision Committee** – Steve Beckman, Chair – Nothing to report.

5. Public Information

- A. Communications:**
 - **Progressive Waste Management will not be requesting a rate adjustment this year.**
- B. Announcements:** None.

6. Action Items:

A. Mayor Yeager

Discuss and take action with respect to the **professional services agreement with Freese & Nichols for engineering design and inspection services for the Casstevens Street CDBG 41st Year Project.**

- The City Council selected the project. Tarrant County was responsible for advertising for engineering services and selected Freese & Nichols.
- **MOTION** made by Mike Coleman to **approve the professional services agreement with Freese & Nichols for engineering design and inspection services for the Casstevens Street CDBG 41st Year Project.** **SECOND** by Steve Beckman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

B. Mayor Yeager

Discuss and take action to **authorize staff to take the necessary steps to prepare land documents for transfer to the City for use as public streets.**

- Roger explained the street behind commercial properties on the Boulevard is currently a private street which is deterring developers from purchasing the property from Legacy Bank and causing confusing and delayed response by 911 personnel because of addressing issues. The scope includes the side street between Whataburger and Wells Fargo Bank. This action will allow the City to take ownership and maintenance control of the streets and make them public. If this is not done, a developer could potentially close the street and deny access to HCGC. The cost to the City will be for a new survey and attorney fees to draft the deed transfer, at an estimate of \$25K in total. Funds could be taken from the General Fund, miscellaneous account, or the WRA Fund. Annual maintenance is estimated at \$4-6K per year, not out of the norm. Current right-of-way includes sewer line access. If staff is allowed to proceed tonight, the deed transfer will be brought to Council in November to accept ownership.
- **MOTION** made by Nick Encke to **authorize staff to take the necessary steps to prepare land documents for transfer to the City for use as public streets, in an amount not to exceed \$25,000.** **SECOND** by Carlos Zavala. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays

C. Mayor Yeager

Discuss and take action with respect to the **OverDrive Digital Library Reserve Consortium Agreement.**

- This agreement was included in the Library's budget for FY 15-16.
- **MOTION** made by Jill Patton to **approve OverDrive Digital Library Reserve Consortium Agreement.** **SECOND** by Mike Coleman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

D. Mayor Yeager

Discuss and take action to pass **Resolution No. 2015-08, designating The River Oaks News, a publication of Suburban Newspapers, as the City's official newspaper, for Fiscal Year 2015-2016.**

- City Secretary Carol Borges stated this is an annual designation, performed at the beginning of each fiscal year. It does not preclude the City from using the Star-Telegram or Commercial Recorder. The River Oaks News is a more affordable option and meets legal requirements.
- **MOTION** made by Steve Beckman to pass **Resolution No. 2015-08, designating The River Oaks News, a publication of Suburban Newspapers, as the City's official newspaper, for Fiscal Year 2015-2016.** **SECOND** by Nick Encke. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

7. Citizen Comments:

- Mrs Melva Campbell announced the Westworth Church of Christ's annual Trunk and Treat event is scheduled for Saturday, October 24th.

ADJOURNED at 7:52pm by Mayor Yeager.

MINUTES APPROVED BY:



Anthony Yeager, Mayor

This, the 10th day of November, 2015.

SIGNATURE ATTESTED BY:



Carol Ann Borges, City Secretary

