



City of Westworth Village

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REGULAR CITY COUNCIL MEETING MINUTES

NOVEMBER 10, 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
	Parks & Golf Ops Spvsr	Sterling Naron
	HCGC Head Pro	Tony Collins
	Code Enforcement	Ryan Studdard
	Librarian	Rhonda Hines
	P&Z Commission Chair	Melva Campbell
	City Attorney	Ashley Dierker
GUESTS:	Westworth Falls	Lee Nichol, Lee Nichol Interests LLC
		Ottis Lee, Baird, Hampton & Brown
	Springs Addition	Barry Hudson, Dunaway Associates

PRE-COUNCIL SESSION CALLED TO ORDER at 6:45pm by Mayor Yeager.

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

- #6A & B:** City Administrator Roger Unger stated these items are the final steps in moving forward with the Planned Development for Westworth Falls.
- #6C:** The undeveloped land behind the Assisted Living Center consists of three lots. The center lot is the proposed storage facility. The two side lots are the same size as Raising Canes. This plat assigns the necessary utility easements to the City. PD #5 for the storage facility will be brought to the P&Z and Council in December. A 24 foot fire lane will be established around the back of all properties.

- #6D:** Roger stated SBA requested a significant extension to their agreement to bring it to 25 years (five years longer than current) at \$1600/month in revenue plus annual increases. City Attorney Ashley Dierker reviewed the proposal and responded with suggested changes which were incorporated into the final document presented tonight.
- #6E:** In the past, the City has selected the lowest bidder for Capital Improvement Projects unless there was a substantial reason not to do so. In using the RFP/RFQ process, the City can rank responses based on a point system to qualify specific criteria. The RFQ process was used for engineering of the trail system. Roger would like an elected official to participate in assessing the bids along with himself, David Curwen, and Joey Alvarez
- #6F:** A Parks & Rec Committee will expand on the restructuring of City staff. This is an opportunity to discuss options.

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

REGULAR COUNCIL MEETING CALLED TO ORDER at 7:00pm by Mayor Yeager.

INVOCATION offered by Roger Unger.

PLEDGE OF ALLEGIANCE led by Mayor Yeager.

OPENED PUBLIC HEARING at 7:01pm.

To receive input from citizens regarding the request to re-zone and re-plat 101 Kay Lane (T.H. McNaughton's Subdivision, Lot 1, .605 acres, Tarrant County Cornelius Connelly Survey) to be included in the Westworth Falls Subdivision, SF-B/PD.

- No public comments received.

CLOSED PUBLIC HEARING at 7:02pm.

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:** Nick Encke.

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 – October 13, 2015

B. Approval of October's Financial Reports:

- TexPool Report
- A/P Disbursements
- Variance Report

FUND BALANCES OCTOBER 2015	GENERAL	WATER	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HCGC
Monthly Revenue	\$213,255	\$123,916	\$0	\$37,162	\$15,555	\$149	\$160,110
Monthly Disbursement	\$330,641	\$57,643	\$15,423	\$53,172	\$0	\$1,011	\$214,472
Cash on Hand	\$516,378	\$182,924	\$1,014,105	\$27,810	\$85,293	\$83,277	\$114,181
TexPool	\$178,560	\$72,651	\$212,547	\$235	\$35,523	\$70,051	N/A
Money Market	\$750,000	\$500,000	N/A	N/A	\$400,000	\$1,750,000	N/A
CDARS Investment as of 09/30/15	\$403,268	\$248,465	N/A	N/A	N/A	\$278,012	N/A
CDARS Interest as of 09/30/15	\$355	\$219	N/A	N/A	N/A	\$245	N/A

3. Staff Updates:

A. Kevin Reaves, Police Chief

- **Police Dept Report:** Priority 1 Calls 132; Priority 2 & 3 Calls 224; Self-Initiated Calls 820; 911 Calls 170; Citations 187; Violations 253; Arrests 38. Self-initiated calls are down due to short staffing. New Administrative Assistant has been hired and will be full-time after the first of the year. Lakeside activity has increased 44% year-to-year.
- Officers are going through their first nighttime weapons firing training. Half have qualified; second half will be done by the end of the year.
- Testing of the 'smart trailer' (speed trailer) is underway in front of the Municipal Complex.
- **Santa Claus** will arrive in the City on December 12th at 1pm.

B. Ryan Studdard, Building Official

- **Code Enforcement Report:** 32 code violations; 1 citation.
- **Inspection Report:** 95 inspections performed, all in-house. Highest number of inspections in one month since began keeping records.
- **Raising Canes** was issued a temporary C.O.; final within one week. Grand Opening is scheduled for third week of November.
- **Storage facility** site plan is under review.

C. Rhonda Hines, Librarian

- **Library Report:** Both Rhonda and a library patron have fallen outside the building. No one was seriously hurt. Johnny Jacobs (PW Dept) has installed non-skid surfaces to the ramp and railing.
- **Overdrive Program** is in testing phase. **Cataloging process** is going well. It has been two years since the library began using automated programs. Rhonda continues to participate in webinars to improve programs and technology.

D. Sterling Naron, Parks & Golf Operations Supervisor

- **Golf Club Report:** 3286 rounds played; \$157,561 in revenue; closed 3 days due to weather; 63 Preferred Player Members. Events: White Settlement ISD, Executive Women's Golf Assoc (EWGA), Chisholm Trail HS, Tarrant County Employee tournament. New Superintendent Jason Bottoms comes to us from Bear Creek Golf Club.

E. David Curwen, Director of Community Development

- **Community Development Report:** Randolph/Watters/Wells project is almost complete – second walk-through is scheduled for Thursday. Sewer video will be accepted as final.
- **Public Works Report:** 109 Service Orders were completed in October. The crew did an outstanding job repairing the **water main leak on Deloache Street**; working many extra hours without stopping. The leak resulted in a 263,520 gallon water loss. Tejas Construction completed the road repair. Nick Encke commended the crew on their efforts and diligence.
- **AMI/AMR Meter Read System:** Ten (10) end-point meter kits have been installed at various locations for testing and training purposes. With continuous read meters, we will be able to compare data to identify a leak or blockage to quickly respond to a leak such as the Deloache incident. Alert settings are set to 1/10 gallon of water. A review of policies, including the fee schedule, will be submitted to the Ordinance Committee once the testing phase is complete.
- **GIS Update:** Submitted data to be incorporated into overlay map. Work is in-process.
- **Fall Clean-Up Report:** Sixteen (16) households participated in the clean-up program, which is a bit low. Joey acquired eight (8) work release individuals and used the time to perform general clean-up around the Municipal Complex and the trail entrance.

F. Roger Unger, City Administrator

- **Capital Projects/Infrastructure:** The next construction project will be awarded in December.
- **TAP Grant Update:** Design work is 75-80% complete. We will submit the first bill for reimbursement this month. Anticipated project completion is September 2017.
- **Budget/Disbursements:** New three-year budget/actual comparison report included in the packet. Auditors began review of FY 14-15 data last week.

G. Carol Borges, City Secretary

- **New City website deployed on November 4th.** New features incorporated current design initiatives with more graphics and interactive capabilities, as well as making the site 'platform responsive' to better suit mobile device users. URL remains the same: www.cityofwestworth.com. The PD site has been incorporated into the City site. PD URL www.westworthpolice.com will be permanently redirected to the main PD page off the City site. Mayor and Council stated their thanks and satisfaction with the new updated design and features.

4. Committee Updates:

A. Finance Committee – Steve Beckman, Chair – Nothing to report.

B. Library Committee - Jill Patton, Chair - Nothing to report.

C. Ordinance Committee - Mike Coleman, Chair – Nothing major happening at this time.

- D. **Vision Committee** - Steve Beckman, Chair – Vision Presentation has been updated with FY 2014-2015 information and posted to the website. Thanks to Roger and Carol for getting the work done quickly.

5. Public Information

A. Communications:

- **Meals on Wheels FY 14-15 Report**

B. Announcements: None.

C. Proclamations:

- **Veterans' Day, November 11, 2015** – Jill Patton read the proclamation aloud. Jill thanked Carol for her time in writing the City's proclamations in a meaningful way and not using generic language as done in most cities.

6. Action Items:

A. Mayor Yeager

Discuss and take action with respect to **Rezoning 101 Kay Lane to be incorporated into PD-4 Westworth Falls subdivision.**

- **MOTION to approve rezoning 101 Kay Lane to be incorporated into PD-4 Westworth Falls subdivision** made by Nick Encke. **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

B. Mayor Yeager

Discuss and take action with respect to the **Final Plat for PD-4 Westworth Falls subdivision and to authorize Mayor Yeager to sign the ordinance creating Planned Development #4.**

- Roger stated his appreciation to David, Ryan, and Joey for their hard work on this project. Lee Nichol and Ottis Lee have been very easy to work with.
- **MOTION to approve the Final Plat for PD-4 Westworth Falls subdivision and to authorize Mayor Yeager to sign the ordinance creating Planned Development #4** made by Steve Beckman. **SECOND** by Mike Coleman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

C. Mayor Yeager

Discuss and take action with respect to the **Final Plat for the Springs Addition, Lot 2 Block 1.**

- **MOTION to approve the Final Plat for the Springs Addition, Lot 2 Block 1**, made by Carlos Zavala. **SECOND** by Jill Patton. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

D. Mayor Yeager

Discuss and take action with respect to the **SBA Communications cell tower site lease amendment, TX12867-A/Burton Hill.**

- **MOTION to authorize Mayor Yeager to sign the SBA Communications cell tower site lease amendment, TX12867-A/Burton Hill**, made by Mike Coleman. **SECOND** by Steve Beckman. **Motion passed unanimously** by a vote of 5 Ayes and 0 Nays.

E. Mayor Yeager

Discuss and take action to **appoint members to an RFP Review Committee to rank bids on the Lyle Street, Straley Avenue, and Trigg Drive infrastructure project.** [Bid opening will be conducted on November 19th at 10am in the Community Room.]

- Mayor Yeager agreed that establishing a review committee to select CIP construction companies is a much better process [than defaulting to the lowest bidder]. Jill Patton also prefers the points and ranking system. Mayor recommended Mike Coleman with his engineering expertise. Mike said he'd be happy to serve and offered the services of his father-in-law, a retired TxDOT District Civil Engineer. Mayor Yeager stated he'd welcome Mike's father-in-law to sit in on the review.
- **MOTION to appoint Mike Coleman [along with Roger, David, and Joey] to the RFP Review Committee to rank bids on the Lyle Street, Straley Avenue, and Trigg Drive infrastructure project made by Steve Beckman. SECOND by Nick Encke. Motion passed unanimously by a vote of 5 Ayes and 0 Nays.**

F. Mayor Yeager

Discuss the **creation of a Parks & Recreation Committee.** [Volunteer applications for all committees are submitted through the City Secretary.]

- Mayor Yeager stated this item is for discussion only, to get an understanding of the Council's opinions. Mike Coleman confirmed the scope would include the golf course and trail system. Steve Beckman asked for caution as such a committee could become an advocacy group, which of itself can be good, but can put pressures on the City's finances and resources. Mayor commented that future residents are open avenues for volunteerism.
- Jill Patton expressed her interest in serving and stated the committee can relieve staff especially when fielding inquiries from the community of the direction the Council is taking on how the City is developed. Roger commented that the committee could also be tasked with investigating grant funds and making minor decisions, including bench styles to be used along the trail.
- Nick Encke suggested the Council continue to flush out ideas. Mayor Yeager thanked everyone for their input and would like to leave the item open for further discussion. Word needs to be put to the community within the framework of the existing Vision Plan.

7. Citizen Comments:

- Mrs Melva Campbell stated the **Westmore Senior Living Center** will celebrate their one-year anniversary on Thursday, Nov 12th, 5-7pm. All are welcome.
- Melva thanked the Police Department for participating in the Church of Christ's Trunk or Treat event again this year.

ADJOURNED at 7:51pm by Mayor Yeager.

MINUTES APPROVED BY:



Anthony Yeager, Mayor

This, the 8th day of December, 2015.

SIGNATURE ATTESTED BY:



Carol Ann Borges, City Secretary

