



City of Westworth Village
311 Burton Hill Road • Westworth Village, TX 76114
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REGULAR CITY COUNCIL MEETING MINUTES

DATE: MARCH 12, 2013
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	Kelly Jones
	Council Member	Jill Patton
	Council Member	Nick Encke
	Council Member	Steve Beckman
	Council Member	Mike Coleman
	City Administrator	Roger Unger
	City Secretary	Carol Ann Borges
	Police Chief	Doug Reim
	Police Officer	J.D. Lee
	Police Dispatcher	Stacey Reid
	Fire Chief	John Rodriguez
	HC Director of Golf	David Curwen
	HC Superintendent	Sterling Naron
	Building Inspector	Jerome Walton
	Code Enforcement	Ryan Studdard
	City Attorney	George Staples
	P&Z Commission Chair	Melva Campbell
	P&Z Commission Secretary	Jeanette Jones
	P&Z Commission Member	Tom Weaver
	P&Z Commission Member	Margaret Worthington
	WRA & CCPD Member	Ed Von Kohn
	CCPD Member	Patricia Stack
	NAS JRB Liaison	Rachel Wiggins
PD #1:	GH LA Architects	Gaylen Laing
	Baird Engineering	Bill Baird
	Covenant Group	Robert Bullock
PD #2:	Brown Family Dentistry	Dr and Mrs Kent Brown
	Builder	Bob Shaw
	Architect	Mike Barnes
	Baird Engineering	Trace Strevey

CALLED TO ORDER at 7:13pm by Mayor Yeager.

PRE-COUNCIL SESSION was eliminated from agenda.

REGULAR SESSION:

INVOCATION offered by Mr Ed Von Kohn.

PLEDGE OF ALLEGIANCE let by Mayor Yeager.

1. Approval of the Agenda

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

Motion passed unanimously by a vote of 5 Ayes and 0 Nays.

A. Approval of the Minutes:

- Regular Council Meeting – February 12, 2013

B. Approval of February's Financial Reports:

- TexPool Report
- A/P Disbursements Report
- Monthly Variance Report

FUND BALANCES FEBRUARY 2013	GENERAL FUND	WATER FUND	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HAWKS CREEK GOLF CLUB
Monthly Revenue	\$398,096	\$78,919	\$40,605	\$52,436	\$165,629	\$11,805	\$109,371
Monthly Disbursement	\$255,948	\$72,626	\$97,061	\$33,023	\$0	\$5,407	\$158,067
TexPool Balance	\$561,731	\$200,167	\$660,878	\$3,234	\$339,210	\$161,122	N/A
Cash on Hand	\$120,062	\$279,020	\$2,746	\$51,553	\$1,104	\$76,467	\$213,403
CDARS Investment	\$1,281,636	\$695,937	\$496,785	N/A	N/A	\$1,718,577	N/A
CDARS Interest to Date	\$1,669	\$774	\$680	N/A	N/A	\$1,855	N/A

3. Staff Updates:

A. Doug Reim, Police Chief

- **PD Reports** – February Calls for Service 220, FYTD 1416; Self-Initiated 1036, FYTD 5688; Jail 50; FYTD 244; February Citations 200, FYTD 1126; Violations 280, FYTD 1616.
- **Life Saving Awards to Officer J.D. Lee and Dispatcher Stacey Reid** for their quick response to a choking victim. Chief applauded the skills acquired through the ECA Training approved by Council last year.

B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report** – 39 warnings and 2 citations were issued in February. Enforcement of zoning ordinances continues; most MF use in SF areas have complied or are in the process of resolving their violations. Ryan is working to resolve complaints on properties exceeding the maximum occupancy levels. An outside storage initiative started in March with regard to complaints of junk items in front yards/in public view. Ryan anticipates higher volume of warnings next month.
- **Building Inspection Report** – 41 inspections were performed in February.

C. John Rodriguez, Fire Chief

- **FD Report** – Total Calls 39, YTD 67. Most calls were outside the City to River Oaks, White Settlement, Ft Worth, or Sansom Park. Mutual Aid 13, YTD 21. Average response time Fire 5.12 minutes, EMS 5.2 minutes. Total 238 volunteer hours. Total 145 training hours on Ambulance Familiarization, Commercial Building Pre-planning, Fire Scenario, Black-out Maze, Records & Reports, and TCC Training meeting,

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

- **Golf Club Report** - February rounds 2353; Revenue \$120,672. A new billing module for point-of-sale transactions required moving dues to green fees on the reports. The course was not closed at all in February. 70 Preferred Members. First event of the year was the TCU SAE Father-Son Golf Outing held on 2/23. Now have two full-time F&B gals. The tree trimming project is complete.
- Mayor Pro-Tem Jones questioned the difference between the Club report and the financial report. Roger Unger stated that the financials reflect May to October revenue months at a different profile set than the Club report. Roger confirmed that the Club is ahead of revenue expectations in this fiscal year and in year-to-year comparisons. He expects a net positive cash flow at the end of the fiscal year, where it was budgeted to be negative.

E. Roger Unger, City Administrator

- **Capital Projects/Infrastructure** – Pre-construction meeting for Aton E&W and Tracyne W will be held tomorrow (3/13); ground-breaking expected in two weeks. Design phase of Coleman, Pollard, and Tracyne E is underway. F&N agreement on the agenda tonight to add water loop line at the southwest side of the City. This line is required to service PD #1 and can be rolled into a street project. This line is the City's expense, not the developer's expense.
- **Budget/Disbursements** – The entire budget is currently 4% below expenses. HCGC and Water Dept year-to-year comparisons are more telling than the variance report because of peak/low activity months. Permits and gas well revenues are ahead of expectations; sales tax revenue is more than last year at this time. Ad valorem taxes are coming in as anticipated. Budget talks are beginning with CCPD approving in June.

- Mayor Pro-Tem Jones asked about periodic reports with variance comments versus the existing style of variance reporting. Roger stated that while periodic reports are easy to do, the trust is in the person(s) preparing the report. Roger will work on providing various types of reporting structures. Council Beckman appreciates the seasonal variations included in the narrative.
- **Public Works Report** is included in the packet.
- **Library Report** has been removed from the packet. Councilwoman Patton provides more meaningful data during her committee updates. The part-time library staff has made significant improvements. Patrons are feeling more welcomed and enjoying the environment.

F. Carol Borges, City Secretary

- Only the three incumbents up for election, the Mayor, Council Place 1, and Council Place 5 filed an Application for Place on the Ballot. No one filed a Declaration of Write-In Candidacy. Therefore, the incumbents will be declared elected. The election Cancellation Order is on the agenda tonight. The Oaths will be administered on May 14th, in accordance with the Texas Election Code.
- Mayor Yeager stated his appreciation to the Council for their efforts on behalf of the community. It is very humbling that the incumbents were unopposed.

4. Committee Updates:

A. Finance Committee - Kelly Jones, Chair

- Chairman Jones stated he would like to continue working with Roger on reporting styles. He presented an example of a Performance Report that he would like the City to work toward providing annually. Budget talks for FY 13-14 are beginning.

B. Fire Dept Oversight Committee – Kelly Jones, Chair

- Chairman Jones stated his appreciation to Chief Rodriguez and the department.
- Per Mayor Yeager, Carol will schedule a FD Oversight Committee meeting.

C. Library Committee - Jill Patton, Chair

- Chairperson Patton stated Librarian Rhonda Hines has done a wonderful job cleaning up and rearranging the library to make it more patron-friendly. She will be ordering new library cards next week. The Consortium has been most helpful with the ongoing barcoding project.

D. Ordinance Committee - Mike Coleman, Chair

- Chairman Coleman stated the committee is working on the alarm permit process. Ordinance revisions will be brought to Council over the next couple of months.

E. Vision Committee - Steve Beckman, Chair

- Chairman Beckman said the committee's work is complete until revisions are needed. Carol has posted the Vision Statement on the website.

5. Public Information

A. Communications: None.

B. Announcements:

- Mrs Melva Campbell announced the Tri-City Chamber-Lion's Club 40th Annual Easter Egg Hunt will be held on Saturday, March 30th, at 10am, at Inspiration Point in Sansom Park.

C. Proclamations: Statement of Recognition for Librarian Glenda Block

- Councilwoman Patton read the Proclamation aloud and displayed the plaque to be given to Glenda Block. It is unknown what may have prevented Ms Block from attending the meeting.

D. Citizen Comments:

- Mrs Diane Sexton addressed Council regarding three concerns:
 1. Per Mrs Sexton, the speed of vehicles travelling on Aton Avenue has been a problem for a long time, especially when children are arriving and leaving school. Mrs Sexton is very concerned for everyone's safety.
 2. Mrs Sexton would like to see a beautification project at Kaster Korner, including replacing the metal bench with a cement bench. She stated her appreciation to Council for their efforts and wants to see the City continue its updates.
 3. Per Mrs Sexton, there was an incident at her home regarding the unlawful removal of her fence by her neighbor. Mr Kent's home is a rental property. While performing updates to his property, he removed her fence without her permission. She said she felt completely violated and vulnerable under the circumstances. Mrs Sexton felt she did not receive satisfactory assistance from the Code Enforcement Officer, but commended Chief Reim for intervening and helping to resolve the situation. She appreciated his demeanor and professionalism.

Mrs Sexton thanked the Council for hearing her out. Mayor Yeager stated his appreciation for her coming forward and comments regarding Chief Reim.

6. Action Items:

A. Mayor Yeager

Discuss and take action with regard to **final approval of Planned Development #1 (IL/AL Complex), including site plan.**

- Mrs Melva Campbell, P&Z Chair, stated the P&Z Commission gave final approval, including the site plan, on the condition of incorporating recommendations from the Building Inspector and Fire Marshall. Roger Unger expects changes during the construction phase, which are normal for a project this size. He is confident in the working relationship with the developer team and in Jerome Walton's ability to provide input and inspection services. Shady Oaks Board of Governors reviewed and provided input on the plans. Roger recommended approval.
- **MOTION** made by Kelly Jones to **grant final approval of Planned Development #1 (IL/AL Complex), including site plan, subject to the Fire Marshall's and Building Inspector's recommendations. SECOND** by Mike Coleman. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

B. Mayor Yeager

Discuss and take action with regard to **final approval of Planned Development #2 (Shaw-Stites' property), including site plan.**

- Mrs Melva Campbell, P&Z Chair, stated the P&Z Commission gave final approval, including the site plan, limited to building one only. Roger Unger stated that the addition of the second building will require an amendment to the PD, which will be brought to the P&Z and Council for

approval. The second building will maintain a complimentary construction style. Roger recommended approval.

- **MOTION** made by Kelly Jones to **grant final approval of Planned Development #2 (Shaw-Stites' property), including site plan, limited to building one only. SECOND** by Steve Beckman. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

C. Mayor Yeager

Discuss and take action to **allocate the City's pledge amount for the CDBG 38th Year Project for paving and water line improvements of West Aton, as awarded to Reliable Paving on 02/12/13, at a bid of \$283,732.**

- The City anticipates CDBG funds of \$104,350, leaving the City's portion of \$179,382 to be voted on tonight. Roger Unger stated this item is to clean up the motion language per the County's request.
- **MOTION** made by Nick Encke to **allocate \$179,382 as the City's pledge amount for the CDBG 38th Year Project for paving and water line improvements of West Aton, as awarded to Reliable Paving on 02/12/13, with the County's contribution of \$104,350, for the total project cost of \$283,732. SECOND** by Jill Patton. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

D. Mayor Yeager

Discuss and take action to **authorize Freese & Nichols to design a looping water line connection at the southwest side of the City.**

- Roger Unger anticipates design costs of \$25K, with project costs in the \$400K range. At this time, the Council is being asked to authorize the design only. The loop line can be incorporated into another street project by change-order. This line is required to provide water service to new development occurring south of Westworth Blvd.
- **MOTION** made by Mike Coleman to **authorize Freese & Nichols to design a looping water line connection at the southwest side of the City, at a cost not to exceed \$30,000. SECOND** by Steve Beckman. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

E. Mayor Yeager

Discuss and take action with regard to **amending the Interlocal Agreement with Tarrant County to include pavement repair on Koldin Lane.**

- Area is approximately 20' x 400'. Mayor Yeager stated the repair needed is on north Koldin. Per Roger Unger, the funds are available as part of the budgeted Redbird Lane project. This would be a joint project with the County where the County provides the personnel and equipment and the City provides the materials.
- **MOTION** made by Steve Beckman to **amend the Interlocal Agreement with Tarrant County to include pavement repair on Koldin Lane. SECOND** by Kelly Jones. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

F. Mayor Yeager

Discuss and take action with regard to an **RFP for Public Works building improvements.**

- Roger Unger stated the primary need for the PW building is to get expensive equipment out of the weather. Originally anticipated to be a PW and FD ancillary combination, the shell for the building can be completed for an estimated \$163K. The PW fund has \$100K already budgeted for this, plus there is an additional \$250K left from street projects that came in under budget. Roger would like to reallocate \$63K of the \$250K to complete the shell, including full

foundation and plumbing that can be expanded to serve the FD at a later date. Per engineering estimates, the FD portion will be approximately \$250K, which is not in the budget.

- Roger discussed the need for a sanitary sewer jet truck/trailer. Contracting for this service is very expensive, while purchase will provide cost recovery in a short amount of time. The City's sewer volume and oxygen demands have increased over the past few years, which are reflected in sewer charges from Fort Worth. The leftover PW funds [\$250K – 63K] will more than allow for this purchase.
- **MOTION** made by Kelly Jones to **approve going out for an RFP for Public Works building improvements. SECOND** by Jill Patton. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

G. Mayor Yeager

Discuss and take action to **approve the parks and trails study, as set forth by the WRA.**

- The WRA approved funding [earlier this evening] the Freese & Nichols Agreement to develop a high-level park, open space, and trail master plan for the City, in the amount of \$24,000. The study will incorporate the needs of the community and the City's Vision, and will include the development of an online survey. The results of the study will be used to create and submit grant applications.
- To move forward, this needs to be declared a project. Mayor Yeager stated the concept is to include areas throughout the City and connect to the Trinity trail system. Park locations being discussed include behind City Hall and at the waterfall/Pumphrey trailhead. Councilman Jones confirmed that the Council will be voting on the study only, not design or construction. The City would hold at least one public hearing to gain resident input before going further.
- **MOTION** made by Kelly Jones to **approve the parks and trails study, as authorized by the WRA, and declare it a project of the WRA and the City of Westworth Village. SECOND** by Nick Encke. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.

H. Mayor Yeager

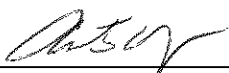
Discuss and take action to **adopt the Order of Cancellation, cancelling the May 11, 2013, General Election.**

- The three incumbents up for election were unopposed and therefore declared elected. This item officially cancels the election.
- **MOTION** made by Nick Encke to **adopt the Order of Cancellation, cancelling the May 11, 2013, General Election. SECOND** by Jill Patton. **Motion passed unanimously**, by a vote of 5 Ayes and 0 Nays.


Mayor Yeager thanked the Council and staff and asked Councilwoman Patton to ensure delivery of the Library Proclamation and plaque to Glenda Block.

ADJOURNED at 8:20 pm by Mayor Yeager.

MINUTES APPROVED BY:

 This, the 9th day of APRIL, 2013.
Anthony Yeager, Mayor
City of Westworth Village, TX

SIGNATURE ATTESTED BY:


Carol Ann Borges, City Secretary
City of Westworth Village, TX

