

## **TOWN OF WESTOVER HILLS**

### **MINUTES**

**Town Council Meeting  
Tuesday, September 19, 2023 – 5:30 P.M.**

**Present:**

Mayor Kelly R. Thompson  
Mayor Pro Tem Elliot Goldman  
Councilmember Marcus Snyder  
Councilmember John Thompson III  
Councilmember Stephen L. Tatum

**Staff Present:**

Shannon Martinez, Police Chief  
Brenda Gurment, Town Secretary  
Jack Thompson, Community Development Director  
Tim Chambers, Public Works Director

**Absent:**

Councilmember Philip Williamson

The meeting of the Town of Westover Hills Town Council commenced at 5:30 p.m. Tuesday, September 19, 2023 at Westover Hills Town Hall pursuant to written notice posted Friday, September 15, 2023.

**1. Call to order.**

With a quorum of town councilmembers present, Mayor Kelly Thompson called the meeting to order at 5:30 P.M.

**2. Minutes of the August 15, 2023 Town Council Meeting.**

Councilmember Elliot Goldman made the motion, seconded by Councilmember John Thompson III, to approve the minutes of the August 15, 2023 council meeting. The motion carried unanimously.

**3. Minutes of the September 5, 2023 Town Council Special Meeting.**

Councilmember Elliot Goldman made the motion, seconded by Councilmember John Thompson III, to approve the minutes of the September 5, 2023 council meeting. The motion carried unanimously.

**4. Citizen's Forum.**

Mr. Daniel Williams addressed Council to inform them of the Tarrant Appraisal District election with four seats available.

## **FINANCE**

### **5. Financial Statements.**

Mayor Kelly Thompson presented the July 2023 Financials.

### **6. Public Hearing (Budget).**

Mayor Kelly Thompson opened the public hearing for the FY24 Budget.

Councilmember Marcus Snyder presented the initial draft of the FY2024 Budget.

Public Works Director Tim Chambers presented the Public Works budget requests.

- \$66,000 for a skid steer and jackhammer attachment that will improve the department's ability to quickly address water leaks.
- Convert the parks maintenance employee from part-time to full-time to maintain and improve appearances at town entries and the park.

Chief of Police Shannon Martinez presented the Police Department budget request.

- Increase in uniform allowance to establish a single supplier of uniforms for all officers including polo shirts for training exercises.
- \$3,500 for SWAT and EMR training.
- \$3,000 for minor equipment to update all medical kits.
- \$3,000 increase to cover snacks and water for the department and include work meeting lunches.
- \$1,000 increase for ballistic vest; vests have a five (5) year life.
- \$8,750 for mobile ticket writer to replace issuing paper citations. Initial cost is \$8,750 and recurring cost of \$4,000.00 per year.
- \$4,000 for new Digital Alley body cameras.
- Increase dispatchers starting pay from \$41,500 to \$43,500.
- Implementing incentive pay:
  - EMR certification - \$1,500
  - Vacation allowance - \$500
  - Language pay - \$50 per month.
  - Degree pay for associates (\$25) , bachelors (\$50) and masters (\$75) degrees.
- Working on a grant request to replace the radio system at an estimated cost of \$10,000 per radio.
- Proposing to install two (2) gates on Springs Road to increase the level of security by restricting vehicle traffic to Town Hall area outside of business hours.
- Considering subscribing to a shooting range for officer training at an annual cost of \$3,000.

Westover Hills has historically contracted with Westworth Village to utilize its jail for \$36,000 per year. Westworth Village has recently begun using the White Settlement jail for jailing purposes and has proposed to allow Westover Hills to "piggyback" on this jailing arrangement and continue the \$36,000 jail fee contract. However, White

Settlement has offered to allow Westover Hills to use its jail and animal control facilities at no cost. The Department is also working to establish a court agreement with White Settlement.

The Council questioned the justification of the mobile ticket writer considering the small number of citations issued annually. The Chief agreed and withdrew the request.

The Council discussed the Vacation Allowance proposal and suggested a preference to create an Employee Appreciation Award program to provide gift cards for local services (e.g., tickets to Six Flags, museums, theaters, etc.) for employees. The Council asked Chief Martinez to develop a proposal to provide up to \$600 annually for award alternatives per employee.

The public hearing was closed at 6:24 P.M.

**7. FY 2023-2024 Budget.**

Councilmember John Thompson III made the motion, seconded by Councilmember Elliot Goldman, to adopt Ordinance 23-05 approving the FY 2024 Budget as presented. A record vote was taken, Councilmembers John Thompson III, Elliot Goldman, Marcus Snyder, and Stephen Tatum each voted "aye". The motion carried unanimously.

**8. Public Hearing (Tax Rate).**

Mayor Kelly Thompson opened the public hearing for FY24 Tax Rate and closed the hearing at 6:25 P.M.

**9. FY 2023-2024 (Tax Rate).**

Councilmember John Thompson III made the motion, seconded by Councilmember Marcus Snyder, to adopt Ordinance 23-06 approving the FY 2023-2024 Tax Rate. A record vote was taken, Councilmembers John Thompson III, Elliot Goldman, Marcus Snyder, and Stephen Tatum each voted "aye". The motion carried unanimously.

**10. Certified Tax Roll.**

Councilmember John Thompson III made the motion, seconded by Councilmember Stephen Tatum, to adopt Ordinance 23-07 approving the Certified Tax Roll. A record vote was taken, Councilmembers John Thompson III, Elliot Goldman, Marcus Snyder, and Stephen Tatum each voted "aye". The motion carried unanimously.

**11. Ratification of Tax Rate Increase.**

Councilmember John Thompson III made the motion, seconded by Councilmember Elliot Goldman, to adopt Resolution 23-07 adopting the property tax increase reflected in the FY2024 budget. A record vote was taken, Councilmembers John Thompson III, Elliot

Goldman, Marcus Snyder, and Stephen Tatum each voted "aye". The motion carried unanimously.

**12. Tax Levy.**

Councilmember John Thompson III made the motion reflected below, seconded by Councilmember Elliot Goldman, to adopt Ordinance 23-08 adopting an ad valorem tax rate of \$0.476311 for FY2024. The motion carried unanimously.

"I move that the property tax rate be increased by the adoption of a tax rate of \$0.476311, which is effectively a 11.62% percent increase in the tax rate."

**PUBLIC WORKS**

**13. Public Works Activities Report.**

Public Works Director Tim Chambers, presented to Council the current projects taken place in the town and an update on future projects.

**POLICE**

**14. Police Activities Report.**

Fort Worth Chief of Police Neil Noakes, presented Chief of Police Shannon Martinez with an achievement award.

Chief of Police, Shannon Martinez gave the Council an update on the current status of new hires.

**COMMUNITY DEVELOPMENT**

**15. Community Development Activities Report.**

Community Development Director, Jack Thompson distributed a Building Project Report in the Council meeting packets.

**NEW BUSINESS**

**16. General Announcements.**

Mayor Kelly Thompson reported that the Town agreed to replace the driveway approach at 2120 Hidden Creek Road to reduce the excess grade created when the road was repaved during the Hidden Creek CIP project.

**17. Future Agenda Items or Reports.**

None.

**18. Future Council Meeting Time.**

The next council meeting will commence at 5:30 P.M. on October 17, 2023

**EXECUTIVE SESSION**

**19. Closed Meeting.**

There was no closed meeting.

**20. Reconvene in Open Session.**

**21. Adjournment.**

There being no further business, Mayor Kelly Thompson adjourned the meeting at 6:42 P.M.

**Approved:**

  
Brenda Gurment  
Town Secretary

  
Kelly R. Thompson  
Mayor