

## **TOWN OF WESTOVER HILLS**

### **MINUTES**

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

**Present:**

Mayor Kelly R. Thompson  
Mayor Pro Tem Elliot Goldman  
Councilmember Marcus Snyder  
Councilmember John Thompson III  
Councilmember Philip Williamson

**Staff Present:**

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

**Absent:**

Councilmember Stephen L. Tatum

The special meeting of the Town of Westover Hills Town Council commenced at 5:30 p.m. Tuesday, September 5, 2023 at Westover Hills Town Hall pursuant to written notice posted Friday, September 1, 2023.

**1. Call to order.**

With a quorum of town councilmembers present, Mayor Kelly Thompson called the meeting to order at 5:40 P.M.

### **EXECUTIVE SESSION**

Town Council convened in Executive Session at 5:40 P.M.

**2. Closed Meeting.**

Town Council conducted a closed meeting to discuss matters permitted by the following sections of Chapter 551 of the Texas Government Code.

- Consultation with Attorney (Texas Government Code, Section §551.071 and Rule 1.05 Professional Rules of Conduct)
- Personnel (Texas Government Code, Section §551.074)

**Reconvene in Open Session.**

Town Council reconvened to Open Session at 6:19 P.M. No action taken.

**3. Public Hearing.**

Chief of Police Shannon Martinez gave an update on highlights of 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.
- 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.

Chief of Police Shannon Martinez had Mike Wilson present the digital ticket writer the Police Department is requesting for FY2024. Initial cost is \$8,750 and recurring cost of \$4,000.00 per year for mobile ticket riders to replace issuing paper citations.

Public Works Director Tim Chambers gave an update on 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.

Public Works Director Tim Chambers gave an update on the FY2023 CIP Carryover.

**Other Business**

**4. Review of upcoming calendar item.**

September 19, 2023 at 5:30 P.M.

**5. Adjournment.**

There being no further business, Mayor Kelly Thompson adjourned the meeting at 7:05 P.M.

**Approved:**

  
Brenda Gurment  
Town Secretary

  
Kelly R. Thompson  
Mayor