

## TOWN OF WESTOVER HILLS

### MINUTES

**Town Council Meeting  
Tuesday, May 21, 2013  
Westover Hills Town Hall**

**Present:**

Mayor Stephen Tatum  
Mayor Pro Tem Kelly Thompson  
Council Member Jack Koslow  
Council Member John R. Thompson III  
Council Member Marcus Snyder  
Council Member Elliot Goldman

**Staff Present:**

David Burgess, Town Administrator/Police Chief  
Tim Chambers, Public Works Director  
Randy McKee, Building Official  
Mary Barkley, City Attorney

A meeting of the Westover Hills Town Council was scheduled for 6:00 p.m. on Tuesday, May 21, 2013 at the Westover Hills Town Hall pursuant to written notice posted on Friday, May 17, 2013.

**1. Call To Order.**

With a quorum of Council Members present, Mayor Stephen Tatum called the meeting to order at 6:00 p.m.

**2. Approve minutes of April 16, 2013 council meeting.**

Council Member Jack Koslow made the motion, seconded by Council Member Kelly Thompson, that the Minutes of the Town Council Meeting on April 16, 2013 be approved. The motion carried unanimously.

**3. Financial Statement.**

Town Administrator David Burgess announced that Town staff and Rylander, Clay and Opitz had completed the compilation of the monthly financial reporting packages for each month from October 2012 through April 2013. A work session between Town staff, Brian Bailey of Tyler Technologies, and Donna Mayes of Rylander, Clay and Opitz concluded that an adjusting entry should be made to the October 2012 financials to resolve book entry errors made when the accounting function was transitioned from Brown and Mahanay to the Tyler Technologies platform implemented by Town staff. Donna Mayes will monitor the monthly book closing process going forward to search for and reconcile any further problems as they arise. Mr. Burgess also explained that all utility meter data is successfully transferring from the Meter Reading Software to the Utility Billing module of the accounting software.

Councilmember Kelly Thompson gave an explanation of the progress and how the new financial reporting will connect to the webpage and the State of Texas Comptroller's Leadership Circle Gold Award.

**4. Discuss and take action on a variance to install a wall 4' high fence to the front property line at #30 Valley Ridge.**

Building Official Randy McKee presented the variance request and the exhibit identifying the proposed fence location. Mr. Walsh explained the proposed plan for the fence and expressed concern that ordinance language implied that no fence could be built in front of the house as a result of the street and front yard elevations. Randy McKee and council members clarified that a fence built in front of the plane of the house could not exceed 4' in height above street level without a variance. Councilmember John Thompson stated that a fence up to 6.5' in height that was built laterally from the front corner of the building to the side fence and that was not located in front of the front plane of the house did not require a variance. Councilmember Kelly Thompson stated that several neighbors along Valley Ridge Road had expressed opposition to any fence built in front of the house. Based on these discussions, Mr. Walsh withdrew the variance request and no action was taken.

**5. Discussion to bury electrical lines Spanish Trail and Valley Ridge.**

Suzan Greene, from ONCOR, gave a presentation on the process for the Town of Westover Hills to bury electric lines. Ms. Greene advised that, if the Town wants to further consider burying any power lines, it should submit a plan to ONCOR for review and cost estimation.

**6. Discuss and take action on a Town Ordinance to codify prior police department regulations into the code of ordinances.**

Police Chief David Burgess introduced an ordinance proposal and gave a brief presentation of the accreditation program by the Police Chief Association's Law Enforcement Best Practices Recognition Program. Councilmember Marcus Snyder expressed concerns about passing an ordinance without having the opportunity to fully investigate the matter to determine what should be included in the ordinance. Councilmember Jack Koslow agreed with Mr. Snyder. Chief Burgess tabled the ordinance. Mayor Stephen Tatum appointed John Thompson and Marcus Snyder to work with City Attorney Mary Barkley to review other ordinances addressing the codification of a police department and to report back to the Council regarding their findings.

**7. Website updates.**

Town Administrator David Burgess gave council an update on the new webpage design and the financial transparency page to the Town's finances.


**Executive Session.**

Mayor Stephen Tatum advised there were no executive session items slated.

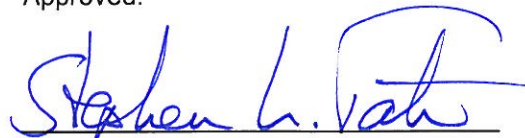
**9. Adjournment.**

There being no further business, Mayor Stephen Tatum adjourned the meeting at 7:15 p.m.

Attest:

  
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Penny Spikes  
City Secretary

Approved:

  
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Stephen Tatum  
Mayor