

March 5, 2013
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Memorandum

To: City Manager Curtis Hawk
From: Linda Cantu, City Secretary
Date: February 26, 2013
Subject: March 5, 2013 City Council Agenda

1. February 19, 2013 Minutes

Attachments: Minutes

Staff contact:

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**MINUTES OF
RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
FEBRUARY 19, 2013**

Mayor Agan called the meeting to order at 7:03 p.m., in the Council Chambers of the Richland Hills City Hall, 3200 Diana Drive, Richland Hills, Texas.

Bill Agan	Mayor
Roland Goveas, Place 1 Toya Norton, Place 2 Robert DeSoto, Place 3 Beverly Williams, Place 4 Edward Lopez, Place 5	Councilmembers
Curtis Hawk Linda Cantu Betsy Elam	City Manager City Secretary City Attorney

with the following members absent: None, constituting a quorum, at which time the following business was transacted:

Call to Order

INVOCATION/PLEDGES OF ALLEGIANCE

The invocation was given by Councilmember Beverly Williams.

Councilmember Edward Lopez led the Pledge of Allegiance to the United States and Texas flags.

1. PRESENTATIONS/RECOGNITIONS-

A. Proclamations – We proclaim appreciation for Mr. Jeff Ritter’s service on the T.

Council Member Williams read a proclamation to Mr. Jeff Ritter, thanking him for his service as he represented the city on the Fort Worth Transportation Board, The T.

B. Presentations – Mayor Agan to present five year service award to J. Stewart Bass, Municipal Court Judge for the City of Richland Hills.

Mayor Agan presented a five year service award to J. Stewart Bass, Municipal Court Judge.

C. Citizens Appearances/Public Comments - None

2. **CONSENT AGENDA –**

A. Approval of February 5, 2013 Minutes.

Motion: A motion was made by Council Member Williams, and seconded by Council Member Goveas to approve. Motion carried by a vote of 5-0.

3. **PUBLIC HEARINGS AND OTHER RELATED ITEMS –**

A. No items for consideration

4. **ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS-**

A. No items for consideration.

5. **CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS-**

A. Select Alan Plummer & Associates to design plans and specifications for the electrical system at the levee.

Michael Barnes, Public Works Director, briefed Council Members on the condition of the electrical system at the Levee Pump Station. City crew discovered, during routine inspections, that the pumps would not stay on. Staff contacted Shermco, Inc., a qualified electrical company, to inspect the electrical system. Shermco discovered the circuit breakers were defaulting to the off position due to dirt and grime. During Shermcos inspection and repair of the system they suggested that the system may need a more detailed review because of its age. The levee system was installed in the late 1960's and has not had any maintenance since it was installed.

Patrick Moseley, representative with Alan Plummer & Associates, (APA) briefed Council Members on the design of plans and specifications for the electrical system at the levee. Mr. Moseley stated APA will request area electrical companies to inspect the electrical system and make recommendations to the consultant whether to repair or replace. After a recommendation from the engineer has been presented and approved by staff and Council, the engineer will prepare plans and specifications for bidding.

The scope of work and budget for basic engineering services from APA is \$44,900. The total cost is not to exceed amount for the scope of work described. Funding for this expenditure will come from the Drainage Utility Fund.

Motion: A motion was made by Council Member Goveas, and seconded by Council Member DeSoto to approve. Motion carried by a vote of 5-0.

B. Amendment # 02 to Professional Services Agreement with Freeze and Nichols, Inc., for extension of On-Call Planning Services.

In April 2012, City Council entered into a professional services agreement with Freese and Nichols, Inc., (FNI) to provide professional planning services on an on-call basis to address planning and development issues as the need arises. Funds in the amount of \$35,000 were provided in the April 2012 contract. No additional funds were provided with the adoption of the FY 2012-13 annual budgets. Instead, funds were allocated to hire full-time staff. Rather than hire additional staff, management has decided for the remainder of the year to continue on-call services from FNI. It is recommended to approve \$35,000 to FNI for on-call services as identified in the original agreement.

Motion: A motion was made by Council Member Goveas, and seconded by Council Member DeSoto to approve the extension of planning and services contract for \$35,000 for remainder of year 2013. Motion carried by a vote of 5-0.

6. OTHER ITEMS FOR CONSIDERATION –

A. Discuss Amendments to FY 2012-13 Annual Budget and call public hearing for March 5, 2013.

Barbara Mann, Finance Director briefed Council members on the proposed budget amendments:

Community Development

Increase due to-

- approved agreement with Freese and Nichols for planning consultant contract;
- approve agreement with Freese and Nichols for comprehensive contract;
- agreement with Bureau Veritas for inspection and plan review services;
- anticipated expenses for code violations;
- home improvement grant program

Animal Services

Increase due to-

- expense for upgrade of part-time position to full-time animal control officer
- expense for capture of wild animals

Administration Dept. 50/50 General and Legislative Fund

Increase due to-

- new web site design and service

City Secretary 50/50 General and Legislative Fund

Increase due to-

- expenses to print newsletter in color

Facilities Improvement Fund

Increase due to-

- security devices for City Hall
- approved for repairs to Police Department facility

Baker Blvd. Improvements

Increase due to-

- Baker Blvd. improvements –cooperative agreement with Tarrant County

Library Grant Fund

Increase due to-

- Install new shelving at library facility

2012 PPFCA Acquisitions

Increase due to-

- For equipment

2012 PPFCA I&S Fund

Increase due to-

- Payment of first year principal for 2012 issue
- Payment of first year interest for 2012 issue

Road and Street Improvement Fund

Increase due to-

- Pavement restoration contract and portion of expenses for Pine Park Reconstruction project

Oil and Gas Lease Fund

Increase due to-

- Expense for Pine Park Reconstruction project

Drainage Utility Fund

Increase due to-

- Expense for design electrical system for levee

- Expense to transfer funds for annual debt payment for 2010 issue

Motion: A motion was made by Council Member Williams, and seconded by Council Member DeSoto to schedule the public hearing for March 5, 2013. Motion carried by a vote of 5-0.

- B. Discuss Boards and Commissions and consider appointments to the Boards and Commissions.

Motion: A motion was made by Council Member Goveas, and seconded by Council Member DeSoto to appoint Chantele Hancock to Zoning Board of Adjustment, Alternate. Motion carried by a vote of 5-0.

7. **REPORTS & DISCUSSION ITEMS-**

- A. Discuss Amendments to Article IV, Itinerant Merchants and Vendors, Peddlers and Solicitors of Chapter 18 Business, Richland Hills Code of Ordinances.

City Manager briefly explained the amendments to the current Ordinance.

The amendment states that a permit is required if a person is soliciting for funds, whether the solicitor is leaving the flyer at the door or making contact with the home owner. If a person is campaigning and not asking for donations, a permit is not required. Flyers cannot be left at the residence if there are currently more than five (5) flyers posted. If a residence has a posted No Solicitor Sign, leaving a flyer, knocking on door or making contact with home owner is not permitted. A person, corporation, firm or organization that sponsors or employs one or more minors as solicitors may submit one (1) application and pay one non-refundable application fee. A person cannot solicit after dark or 9 p.m., whichever is earlier on a given day. A non-profit organization or a person conducting solicitation activity on behalf of a non-profit organization is exempt from payment of the application fee and the bond requirement.

After discussion, City Manager Hawk stated this ordinance will be brought back before Council at a later date for their consideration.

- B. Discussion of Possible Amendments to Richland Hills Home Rule Charter.

No discussion.

8. **COMMUNITY INTEREST ITEMS-**

Council Member Williams stated the next Senior Luncheon is scheduled for March 8.

Council Member Norton stated the La Quinta Hotel is showcasing a Bridal Show on March 9 & 10; also the And One Professional Basketball team are touring the area, and are staying at the La Quinta Hotel the week of February 20-22. They are compared to the Harlem Globetrotters. Events featuring the team will include a game against Haltom High school on Thursday. On Friday, the team will speak to the Richland Middle School students.

City Manager Hawk mentioned the Easter Egg Hunt on March 23, starting at noon.

City Manager Hawk introduced Eric Strong, Assistant City Manager. Mr. Hawk stated Mr. Strong will be primarily over Community and Economic Development, but will be involved with all aspects of city business.

Police Chief Barbara Childress introduced a program called Paws in the Park, benefiting the Animal Services Center, taking place on Saturday, May 11, at Creek Trail Park. This will include food, live music, family fun, animal education classes, and a low shot clinic. Bring your pets or adopt a pet at the event.

9. EXECUTIVE SESSION

A. Executive Session: Mayor Agan announced an Executive Session at 8:13 p.m., Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sec. 551.071, Sec. 551.072, Sec. 551.073, Sec. 551.074, Sec. 551.076, Sec. 551.087 and Sec. 418.0183(f) and 418.106(d) & (e) of the Texas Government Code (Texas Disaster Act). Refer to posted list attached hereto and incorporated herein. Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council meeting.

Motion: A motion was made by Council Member Williams, and seconded by Council Member DeSoto to adjourn into Executive Session. Motion carried by a vote of 5-0.

Mayor Agan reconvened the meeting in open session at 9:06 p.m.

No action taken.

10. ADJOURNMENT

There being no further business to come before the City Council, Mayor Bill Agan declared the meeting adjourned at 9:08 P.M.

Motion: A motion was made by Council Member Lopez, and seconded by Council

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Member DeSoto to adjourn at 9:08 p.m. Motion carried by a vote of 5-0.

ATTEST

APPROVED

Linda Cantu
City Secretary

Bill Agan
Mayor