

Feb. 19, 2013

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Memorandum

To: City Manager Curtis Hawk
From: Linda Cantu, City Secretary
Date: February 12, 2013
Subject: February 19, 2013 City Council Agenda

1. February 5, 2013 Minutes

Attachments: Minutes

Staff contact:

Linda Cantu, City Secretary

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**MINUTES OF
RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
FEBRUARY 5, 2013**

Mayor Agan called the Regular City Council meeting to order at 7:00 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	Council Members
Curtis Hawk Linda Cantu Betsy Elam	City Manager City Secretary City Attorney

with the following members absent: Toya Norton, constituting a quorum, at which time the following business was transacted:

CALL TO ORDER

INVOCATION/PLEDGES OF ALLEGIANCE

The invocation was given by Councilmember Edward Lopez.

Councilmember Robert DeSoto led the Pledge of Allegiance to the United States and Texas flags.

1. **PRESENTATIONS-**
 - A. Proclamations – None at this time.
 - B. Presentations – None at this time.
 - C. Citizen Appearances/Public Comments.

None

2. **CONSENT AGENDA-**

- A. Approval of December 4, 2013 Minutes.
- B. Approval of January 15, 2013 Minutes.
- C. Approval to auction miscellaneous items from Public Works, Fire Department, Police Department and Library.
- D. Resolution to terminate relationship with Southwest Securities, Inc., as City's financial advisory. **Res. No. 408-13**
- E. Resolution to call City Election on May 11, 2013. **Res. No. 407-13**

MOTION: A motion was made by Councilmember Williams, and seconded by Councilmember DeSoto to approve all consent items. Motion carried by a vote of 4-0.

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

- A. No items for consideration.

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

- A. Resolution to appoint First Southwest as the City Financial Advisory.

City Manager Hawk recommended the appointment of First Southwest Company as the Financial Advisor to the City. The agreement is for a five (5) year period, with the provision for an automatic one (1) year renewal, unless one party or the other notifies that they do not want to continue. The Council can terminate the agreement anytime with the funds owed for services already rendered. The Bond Counsel is the same firm that the city has used in the past.

Boyd London, Executive with First Southwest, stated his staff includes an Administrative Assistant, Vice President, and Staff Analyst that will be working on the city's account.

MOTION: A motion was made by Councilmember Goveas, and seconded by Councilmember DeSoto to approve. Motion carried by a vote of 4-0.

Res. No. 409-13

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

A. Approve bid of \$10,851.66 for improvements to the Public Works building.

Michael Barnes, Public Works Director, stated the funds for the Public Works Building Improvements were in the 2012-2013 Budget. Funds were approved in the Water (\$12,000), Street (\$7,600), Wastewater (\$7,600) and Drainage (\$8,200) budgets. The low bidder recinded his bid; therefore the next low bid is Technical Interiors. The bid amount is \$10,851.66 for Phase I.

Phase I will include the following with the exception of appliances:

Break Room – Install cabinets and counter top across back wall;
Close in window going to shop area;
Remove all old shelving and cabinetry;
Prep and paint walls;
Remove and install new secure exterior door;
Replace interior door;

Kitchen- Remove all old appliances, cabinets, sink, plumbing;
Install countertop with sink and new plumbing;
Prep and paint walls;
Install storage cabinets and uniform storage unit;
Purchase new appliances- refrigerator, electric stove and small counter top appliances.

Phase II will be completed at a later date. That will include the following improvements:

Foremen Office: Paint and replace all desks and shelving;
Adm. Asst. Office Remove shelving, paint and replace office furniture;
Superintendent Office: Paint and replace office furniture;
Director Office: Paint and replace office furniture;
Entryway: Paint and replace furniture and fixtures;
Restroom: Paint

MOTION: A motion was made by Councilmember Goveas, and seconded by Councilmember DeSoto to approve Phase I. Motion carried by a vote of 4-0.

A. Consider extension of City Manager's employment agreement.

City Manager Hawk requested item 5B and item 6A discussed in Executive Session.

6. OTHER ITEMS FOR CONSIDERATION-

A. Consider appointments to various boards, commissions and committee.

B. Approval to reallocate funds in the Library Donation account.

Lisa Wood, Library Director, requested Council's approval for the purchase of some new furnishing for the Library using Library donation funds. The purpose is to create a comfortable space for residents. Some of the funds for the furnishings would be taken out of the book and CD budget account.

Ms. Wood stated there would be enough funds left in the general account to purchase whatever supplies the Library needed.

MOTION: A motion was made by Councilmember DeSoto, and seconded by Councilmember Goveas to approve. Motion carried by a vote of 4-0.

C. Authorize staffing proposal to upgrade part-time Animal Shelter Assistant/Volunteer Coordinator position to a full-time Animal Control Officer position.

City Manager Hawk stated he asked the Police Chief to prepare a proposal to present to Council regarding the part-time position to a full-time position.

Barbara Childress, Police Chief, stated the full time position will allow the Animal Shelter with seven (7) day coverage. Chief Childress further stated it has become increasingly difficult to retain personnel in the part-time position creating an undue burden on the Animal Control Officer. The total cost of this project for the remainder of fiscal year 2013 is \$17,747. There will be recurring costs associated with this proposal due to funding the one-half (½) position costs if increased to full-time. With the creation of another full time person, the volunteers can now concentrate on other duties for the Animal Shelter. The volunteers throughout the years have been invaluable to the shelter, as they assist with cleaning/feeding, and walking the dogs.

MOTION: A motion was made by Councilmember Williams, and seconded by Councilmember Goveas to approve. Motion carried by a vote of 4-0.

- D. Schedule a date for the Volunteer Appreciation Dinner and Work Session with Charter Review Committee.

City Manager Hawk recommended a tentative date of April 25, 2013 for the Volunteer Dinner, and a Work Session with the Council and Charter Review Committee has been scheduled for February 12, 2013 at 7 p.m.

All Council Members present agreed to both dates.

7. REPORTS & DISCUSSION ITEMS-

- A. Richland Hills and Tarrant County College Partnership.

Lisa Wood, Library Director, briefed Council on the Library partnering with Tarrant County College (TCC) offering GED classes to residents. Ms. Wood stated she would like to dedicate a room at the Community Center for these classes. TCC will bring in their own instructors and possibly the use of additional computers. Several classes that are also being considered are English language, and computer classes using printing, email, photoshop.

Hank Johnson and Jackie Washington, representatives with TCC spoke regarding the education programs offered. Senior Education computer classes, DSL, and Workforce education classes will be offered. Ms. Washington spoke regarding the importance of offering GED classes to the residents. The programs can begin after Spring Break, which is March 18th.

8. COMMUNITY INTEREST ITEMS-

City Manager reminded everyone that an announcement was inserted in the water bills regarding the work that will begin on Pine Park. This information is also available on the city website.

Councilmember Goveas requested the city staff put the TCC program on the website.

Councilmember Williams spoke regarding the Senior Luncheon for Friday, Feb. 9 at the Community Center.

9. EXECUTIVE SESSION-

- A. At 8:02 p.m. Mayor Agan announced an Executive Session: 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) of the Texas Government Code (Texas Disaster Act).

Section 551.071: Consultation with Attorney

The City Council may conduct a private consultation with its attorney when the City Council seeks the advice of its attorney concerning any item on this agenda, about pending and contemplated litigation, or a settlement offer, or on a matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Board of Texas clearly conflicts with Chapter 551.

1. Kayla Widby v. Texas Workforce Commission and City of Richland Hills
2. Michael Malone o/b/o Lisbeth Malone
3. Elizabeth Jones

MOTION: A motion was made by Councilmember Williams, and seconded by Councilmember DeSoto to enter into Executive Session. Motion carried by a vote of 4-0.

At 9:17 P.M. Mayor Agan reconvened in open session.

MOTION: A motion was made by Councilmember Lopez, and seconded by Councilmember DeSoto to approve the Kayla Widby settlement lawsuit with terms as discussed in Executive Session. Motion carried by a vote of 4-0.

MOTION: A motion was made by Councilmember Lopez, and seconded by Councilmember Goveas to approve Elizabeth Jones claim as terms discussed in Executive Session. Motion carried by a vote of 4-0.

MOTION: A motion was made by Councilmember Goveas, and seconded by Councilmember DeSoto to appoint Ricky Head to the Zoning Board of Adjustment, as an Alternate. Motion carried by a vote of 4-0.

5A. Consider extension of City Manager's employment agreement.

MOTION: A motion was made by Councilmember Williams, and seconded by Councilmember Goveas to accept the terms of the contract as discussed in Executive Session for the City Manager and extend his contract for two (2) more years and appoint him as City Manager. Motion carried by a vote of 4-0.

10. **ADJOURNMENT**

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There being no further business to come before the City Council, Mayor Agan declared the meeting adjourned at 9:22 P.M.

ATTEST

APPROVED

Linda Cantu
City Secretary

Bill Agan
Mayor