Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council

From: Linda Cantu, City Secretary

Date: January 27, 2014

Subject: Minutes 1-21-2014 Regular City Council Minutes

City Council Action Requested:

Consider approval of January 21, 2014, City Council Minutes

Background Information:

Attachment - Minutes

Board/Citizen Input:

N/A

Financial Impact:

N/A

Staff Contacts:

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MINUTES OF
RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
January 21, 2014

Roll Call:

Council present:

Bill Agan, Mayor
Roland Goveas, Place 1
Toya Norton, Place 2
Robert DeSoto, Place 3
Beverly Williams, Place 4
Edward Lopez, Place 5

Council Absent:

Staff
Curtis Hawk, City Manager
Linda Cantu, City Secretary
Betsy Elam, City Attorney

WORK SESSION – Mayor Agan called to Order at 6:01 P.M.

1. 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) and 418.106 (d) & (e) of the Texas Government Code (Texas Disaster Act). Refer to posted list attached hereto and incorporated herein.

   Motion made by Councilmember Williams and seconded by Councilmember DeSoto to adjourn into executive session.

2. Reconvene into open session for possible action resulting from any items posted and legally discussed in Executive Session.

   Mayor Agan reconvened into open session at 7:00 p.m.

   No action taken at this time.

3. Discussion of items listed on tonight's City Council Agenda.

   No discussion at this time.

REGULAR SESSION – Mayor Agan Call to Order at 7:00 P.M.

Invocation – Pastor Eric McClellan, Mercy Seat Church.

Pledge of Allegiance, United States and Texas flags – Mayor Agan

At this time, City Manager Hawk read and presented a proclamation to Ron Cornelius, City Marshal, on his retirement from the City effective January 31, 2014.

1. **PRESENTATIONS AND APPEARANCES**

   A. Presentation of 2013 Annual Report

   Power point presentation for the 2013 Annual Report. The following items were highlighted regarding the services provided to residents:

   New Website
   Citizen Fire Academy
   Library Grants and Improvements
   Tarrant County College GED and computer classes
   NextDoor.com
   Lunch Bunch

   Economic Development projects:
   Buyers Barricade
   Advanced Glass
   Smith Lawn and Tree
   Sam's Building
   Family Dollar
   Wal-Mart Neighborhood Market

   Public Works Department:
   Baker Blvd. Intersection
   Green Ribbon Project
   Pine Park
   Sidewalks and Trails
   Drainage
   BFC Main Sewer Line and Lift Station

   Comprehensive Plan and Zoning

Community Center
Parks Plan
Water/Wastewater Study

B. Citizen Appearances/Public Comments

None at this time.

2. **CONSENT AGENDA**

A. Approval of Minutes of December 3, 2013 Special Work Session; December 3, 2013 Special Joint City Council – P&Z meeting; December 3, 2013 Regular City Council Meeting; December 19, 2013 Special Work Session; December 19, 2013 Special City Council Meeting; January 7, 2014 Regular City Council Meeting and January 14, 2014 Special Work Session.

MOTION: A motion was made by Councilmember DeSoto, and seconded by Councilmember Norton to approve December 3, 2013 Special Work Session; December 3, 2013 Special Joint City Council – P&Z meeting; December 3, 2013 Regular City Council Meeting; December 19, 2013 Special Work Session; December 19, 2013 Special City Council Meeting; and January 14, 2014 Special Work Session. Motion carried by a vote of 5-0.

Councilmember Williams abstained from voting for the January 7, 2014 minutes due to her absence. Motion carried by a vote of 4 - 0- for the January 7, 2014 minutes.

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

A. CDBG Wastewater Line Improvements- Public Hearing

Michael Barnes, City Engineer, stated the city will receive $120,000.00 to $140,000.00 in funding for this years' allotment. In past years, the city applied for CDBG projects to improve streets. The County informed staff they recommend this years' funds used on Water or Wastewater projects. Due to the immediate need for work on the city Wastewater projects, the desired focus fits well with the city needs.

Mayor Agan opened the public hearing at this time.

There being no one to speak, Mayor Agan closed the public hearing.

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

A. Consider Ordinance 1261-14, Amendments to Chapter 10, "Boards, Committees, Commissions, "Article VI, "Keep Richland Hills Beautiful Commission, "Richland Hills Code of Ordinance, and minor changes to general provisions in various sections to correct inconsistencies resulting from the amended ordinance provisions.

Debbie Fritz, Chair, Keep Richland Hills Beautiful (KRHB), requested assistance from staff regarding the process of converting the KRHB Board to a 501(C) 3 Corporation.

City Attorney briefed on the process of filing for a Certificate of Formation with the Secretary of State. This would register the corporation as a non-profit entity, so the corporation is recognized by state law as non-profit and that would make it tax exempt.

Registering as a 501(C) 3 is a federal function. A recommendation was made to use a Certified Public Accounting firm to file the application as a 501(C) 3 status. If an individual donates to the corporation, the donation cannot be written off as a tax deduction, unless the entity is written as a 501(C) 3 status.

No action was taken at this time. Staff will meet with the KRHB board at their next meeting to assemble all necessary paperwork to start the process.
No action taken, therefore Ordinance No. 1261-14 was not used for this item.

Travis Malone, 2641 Mimosa Park, spoke in support of the non-profit for KRHB. Also would like to see the Animal Shelter as a 501(C) 3 corporation and would like this considered in the future.

B. Ordinance adopting International Building Codes

Scott Mitchell, Neighborhood Services, briefed Council on the adoption of 2012 edition of the International Codes.

The current city codes are outdated. The proposed ordinance would adopt the 2012 Editions of the International Building Code, International Fuel Gas Code, International Energy Conservation Code, International Mechanical Code, International Residential Code, International Plumbing Code, International Existing Building Code, International Property Maintenance Code and the 2011 Edition of the National Electric Code. Once adopted, the City will have the most current codes available.
***Note the correct Ordinance No. 1261-14 for this item.**

City Attorney recommended if approved, the ordinance reviewed by the City Attorney for punctuation and grammar.

MOTION: A motion was made by Councilmember Williams, and seconded by Councilmember DeSoto to approve with provisions of City Attorney's office review for punctuation and grammar. Motion carried by a vote of 5 to -0-.

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

A. Consideration of contract with musical group for the 4th of July Celebration

The Community Enrichment Committee recommended Council Member's approve Vocal Trash as the designated band to perform at the 4th of July event. They are a local band that uses non-traditional musical instruments to accompany their singing and dancing.

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

B. Consideration of Request for Qualification Submittals for Parks and Multi-Purpose Facility Studies

Eric Strong, Asst. City Manager stated interviews were conducted for consultants for Park Planning and Feasibility Study for the Multi Purpose Building.

Six (6) Requests for Qualifications (RFQ) were received for the Multi Purpose Building and three (3) for the Park Planning. Several firms were selected to move forward to the interview presentation phase.

Two (2) firms, Schrickel Rollins Associates, and Halff Associates were interviewed for the park planning. Three (3) firms were interviewed for the multi-purpose building; GSBS, Brinkley Sargent, and Barker Rinker Seacat.

Staff's recommendation for the park planning is Schrickel Rollins Associates, Inc. Mr. Strong felt this firm was the more qualified, and Barker Rinker Seacat was the recommendation from staff for the multi- purpose building.

Mr. Hawk stated once you select a firm, you start the negotiation process. If you cannot reach an agreement, then at that point you can go to the next firm. What you cannot do, is negotiate between firms.

After discussion among Council Members, it was agreed to proceed with staff's recommendation on both the Park Planning and Multi Purpose Facility.

The selected firm for the Park Planning is Schrickel Rollins and the firm of Barker Rinker Seacat was selected for the Multi Purpose Facility. Staff stated a proposal will be presented to Council at the next meeting.

MOTION: A motion was made by Councilmember Norton, and seconded by Councilmember Goveas to approve Schrickel Rollins Associates for the Parks and Barker Rinker Seacat for the Multi Purpose Facility. Motion carried by a vote of 5 to -0-.

6. OTHER ITEMS FOR CONSIDERATION

A. Consideration of Electronic Message Sign at 6931 Baker Blvd.

Scott Mitchell, Neighborhood Services, briefed Council on the process of the permitting ordinance for obtaining an electronic message pole sign for the location at 6931 Baker Blvd. This meets the requirements for a pole sign.

Randy Sheridan, Pastor for Faith Creek Church at 6931 Baker Blvd., was present to answer questions.

Oliver Pettit, 7505 Hovenkamp, supported Councilmember's decision considering placement of signs in the city.

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

B. Consider the appointment, employment, and evaluation of officers, including the City Manager and City Secretary.

City Manager Curtis Hawk announced his retirement effective February 28, 2014. Mr. Hawk stated he enjoyed the opportunity that was given to him during his time here, working with Council and staff members. Mr. Hawk went on to say, he felt much was accomplished and that the city has a bright future.

Council Members publicly thanked Mr. Hawk for his service to the city.

MOTION: A motion was made by Councilmember Goveas, and seconded by Councilmember DeSoto to appoint Eric Strong

as the new City Manager, effective March 1, 2014. Motion carried by a vote of 5 to -0-.

7. REPORTS & DISCUSSION ITEMS

A. Update on Green Ribbon Project

Michael Barnes, City Engineer, updated Council Members on the project, stating the city anticipates the project to start in April 2014. The final plans and pictures of landscape materials were distributed. There is currently some irrigation in the medians but additional will be put in place. There were also some comments from Mr. Hawk regarding the trimming of existing crape myrtles. A suggestion is to trim the bottoms but do not top off the trees.

B. Presentation of Monthly Departmental Reports

Mayor Agan was pleased to see the 2013 Annual Report that was distributed.

8. COMMUNITY INTEREST ITEMS

City Manager Hawk mentioned the cancellation of the January Senior Luncheon, due to the flu outbreak. The city is taking precautions and will announce when the lunches will resume.

Council Member Norton encouraged everyone to take extra precautions to protect themselves due to the flu outbreak.

9. EXECUTIVE SESSION

A. 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) 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.

There was no executive session at this time.

MOTION: A motion was made by Councilmember DeSoto, and seconded by Councilmember Goveas to adjourn.

17. ADJOURNMENT

There being no further business to come before the City Council, Mayor Bill Agan declared the meeting adjourned at 8:40 P.M.

ATTEST

Linda Cantu
City Secretary

APPROVED

Bill Agan
Mayor