

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Linda Cantu, City Secretary
Date: April 10, 2014
Subject: Minutes 4-1-2014

City Council Action Requested:

Consider approval of April 1, 2014 City Council Meeting 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
APRIL 1, 2014**

Roll Call:

Council present:

Bill Agan, Mayor

Toya Norton, Place 2

Robert DeSoto, Place 3

Beverly Williams, Place 4

Edward Lopez, Place 5

Council Absent:

Roland Goveas, Place 1

Staff:

Eric Strong, City Manager

Linda Cantu, City Secretary

Betsy Elam, City Attorney

WORK SESSION – Mayor Agan called the meeting to order at 6:27 P.M.

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

A motion was made by Councilmember DeSoto and seconded by Councilmember Norton to adjourn into executive session.

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

No action taken from executive session.

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

None

REGULAR SESSION – Mayor Agan called the meeting to order at 7:00 P.M.

CALL TO ORDER

INVOCATION – Mayor Agan

PLEDGES OF ALLEGIANCE United States and Texas flags- Councilmember Norton

1. PRESENTATIONS

A. Citizen Appearances/Public Comments

None at this time.

B. Presentation of 2013 Comprehensive Annual Financial Report

Chris Pruitt, representative with Pattillo, Brown & Hill, briefed Council on the annual audit. The independent audit involved examining evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. The Comprehensive Annual Financial Report is available to interested parties with detailed information reflecting the City's financial condition. Mr. Pruitt stated the city received a clean audit and the fund balances are healthy.

C. Proclamation recognizing Child Abuse Prevention Month

Mayor Agan presented a proclamation to Katy Tomlinson, Alliance for Children, proclaiming April as Child Abuse Prevention Month.

2. CONSENT AGENDA

A. February 18, 2014 Minutes; March 4, 2014 Minutes; and March 18, 2014 Regular City Council Minutes and Joint Public Hearing with Planning and Zoning Commission.

April 1, 2014

B. Accept Comprehensive Annual Financial Report

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

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

None

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

A. First Reading of Resolution Authorizing Expenditure of Type B Funds for Consulting and Recruitment Project

City Manager Strong briefed Council on the procedure for approving the Resolution authorizing expenditure by the Richland Hills Development Corporation. Staff met with The Retail Coach and identified two sites that would be ideal for restaurant uses in the City. The Richland Hills Development Corporation can declare a Project for the purpose of engaging The Retail Coach to work on attracting restaurant uses at the specified locations. Two readings of the resolution are required which authorizes expenditure of funds for the Consulting and Recruitment Project. The total financial impact to the Richland Hills Development Corporation budget is \$14,000.00.

No action is required at this time.

B. Resolution Authorizing donation of Fire Equipment to Regional Fire Departments

Fire Chief Bill Bell requested authorization to donate Life and Fire Safety (LAFS) public education equipment, props and trailer to regional fire departments operating LAFS programs. Chief Bell stated the LAFS equipment and trailer were obtained through grant funds with little city funds used. Two factors led to the program being discontinued, budget reductions and retirement and resignation of members participating in the program.

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

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

A. Agreement for Professional Consulting Services with Mr. Curtis E. Hawk.

City Manager Strong briefed Council on the consulting services that would involve Mr. Hawk's expertise. There are projects in the city that were not completed prior to Mr. Hawk's departure that he will oversee. If the agreement is approved, monthly reports will be submitted outlining the types of issues that the consultant is working on and progress updates will be provided.

Language in the Consulting Agreement will be changed to reflect Mr. Hawk as an independent contractor.

MOTION: A motion was made by Councilmember DeSoto, and seconded by Councilmember Williams to approve subject to City Attorney's final review. Motion carried by a vote of 4-0.

B. Agreement for appraisal services for property located at the southwest corner of Ash Park and Baker Blvd.

The Baker Blvd. Intersection Improvement Project calls for Ash Park Dr. to be relocated to form a conventional four way intersection with Vance Rd., at a total cost of \$5,000.00. The total area to be appraised is 15,308 SF.

Michael Barnes, City Engineer, recommended Goodrich, Schechter & Associates to appraise the Ash Park property based on their expertise as an appraiser and their familiarity with TxDOT appraisal guidelines.

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

6. OTHER ITEMS FOR CONSIDERATION

A. Appointments to Boards and Committees and formation and appointment of ad hoc Committees of the Council.

City Manager Strong briefed Council on the appointments and formation of committees of the Council. The purpose of the committees is to allow smaller workgroups to review specialized items before recommending to Council for

approval. There will be openings on two committees, Community Development and Community Enrichment.

7. **REPORTS AND DISCUSSION**

A. Volunteer Appreciation Dinner

The dinner is scheduled for April 29, at 6:30 P.M. at the La Quinta Hotel.

B. Status of KRHB organization and next steps

Keep Richland Hills Beautiful board will transition as a 501(C)3. Once the necessary board members are identified, the certificate of formation will be sent to the Secretary of State. The corporation will be created, and the bylaws will address the duties and what is expected of the board. The board will elect officers and will then apply to the Internal Revenue Service to establish the corporation as a 501(C)3. An accountant will assist with the process.

C. Project Updates

City Manager Strong presented project updates:

Code Red was launched last week with 3,222 calls made, of which just over 50% were connected. The city will continue to push to notify residents of this service and to encourage sign ups.

Arbor Day at the Library is scheduled for Saturday, April 26th from 11 a.m. to 1 p.m.

Parks Planning Study meeting was conducted Saturday, March 29th. at the Parks. Staff will conduct a meeting on April 30th. to review the concepts plans submitted from Schrickel Rollins & Associates. Additional information will be forthcoming regarding the parks plans.

Community Center Study kickoff/introductory meeting has been held. A focus group meeting is scheduled for Thursday, May 1st. and a site tour of various facilities in the area is scheduled for Friday, May 2nd.

City Manager Strong stated Popplewell Street has been shut down due to repairs. Portions of other streets have also been shut down due to repairs by Tarrant County.

8. COMMUNITY INTEREST ITEMS

City Manager Strong announced the Easter Egg Hunt is scheduled for April 12, at 10 a.m. at Kate Baker Park.

There was discussion regarding the parking on Norton Drive near Richland Middle School and other school parking sites in the city. Mr. Strong stated the city is working with the schools to find a solution to the problems.

City Manager announced April is National Volunteer Month in Tarrant County.

Councilmember Williams announced two upcoming events: the next Lunch Bunch is scheduled for April 11th., and in conjunction with Texas Agri-Life, the City is having a "Make a Rain Barrel" event scheduled for April 23rd. at the Community Center. The city website has more information on this event.

Councilmember Norton announced an Aspire Showcase Program scheduled for April 5th. 9 a.m. to 1 p.m. at the BISD Coliseum.

9. EXECUTIVE SESSION- No executive session at this time.

A motion was made by Councilmember DeSoto, and seconded by Councilmember Norton to adjourn.

10. ADJOURNMENT

Mayor Agan adjourned the meeting at 8:14 p.m.

ATTEST

APPROVED

Linda Cantu
City Secretary

Bill Agan
Mayor