

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Linda Cantu, City Secretary
Date: September 11, 2013
Subject: Minutes 9-3-2013

City Council Action Requested:

Consider approval of September 3, 2013 City Council Minutes

Background Information:

Attachment - Minutes

Board/Citizen Input:

N/A

Financial Impact:

N/A

Staff Contacts:

Linda Cantu, City Secretary
817-616-3810
lcantu@richlandhills.com

**MINUTES OF
RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
SEPTEMBER 3, 2013**

Mayor Agan called the Regular 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	Councilmembers
Curtis Hawk Linda Cantu Betsy Elam	City Manager City Secretary City Attorney

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

WORK SESSION – 6:00 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 and incorporated herein.

MOTION: A motion was made by Councilmember Lopez, and seconded by Councilmember DeSoto to go into executive session at 6:01 p.m.

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

Mayor Agan reconvened the meeting in open session at 6:30 p.m.

No action taken from executive session.

3. Discussion of proposed FY 2013-14 Annual Budget

Mr. Hawk advised he will address the budget during the regular meeting.

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

Mr. Hawk briefed Council on items listed on the agenda: Traffic study for Richland Middle School, and Binion Elementary; Interlocal Agreement for participation in Teen Court; and Committees of Council.

The other item on the agenda is the public hearing on the budget.

Recessed Work Session at 6:50 p.m.

REGULAR SESSION – 7:01 P.M.

CALL TO ORDER

INVOCATION/PLEDGES OF ALLEGIANCE

The invocation was given by Mayor Agan.

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

1. PRESENTATIONS AND APPEARANCES

- A. Presentation of Service Awards – Mayor Agan to present a Five Year Service Award to Firefighter/Paramedic Jason Paramore and Ten Year Service Award to Jason Miller, Firefighter/Paramedic.

City Manager Hawk advised the presentation for service awards is delayed due to the two Firefighters on a fire call at this time.

B. Citizen Appearances/Public Comments

David Avery, 6560 Davidson St., spoke in regard to amending the zoning ordinance.

Mr. Hawk advised Mr. Avery that Council is not allowed, due to state law, to discuss this item during public comments. Mr. Hawk further stated that Councilmember's are currently working on a Comprehensive Plan for the city. Mr. Avery's request will be addressed once the plan is completed. Council Members do want to work with Mr. Avery to accomplish his plans for his proposed business in the city.

Travis Malone, 2641 Mimosa Park, requested Council address the city parks and the need to make them all ADA (Americans Disability Act) compliant.

2. CONSENT AGENDA

- A. Approval of Minutes of February 12, 2013, Joint Meeting with Charter Review Committee; July 30, 2013, Special Meeting and Work Session; August 13, 2013, Special Meeting; August 13, 2013, Town Hall Meeting; and August 20, 2013 Regular City Council Meeting.
- B. Professional Services Agreement with Teague Nall & Perkins for Traffic Control Plan at Richland Middle School.
- C. Interlocal Agreement between Cities of North Richland Hills, Haltom City, Watauga and Richland Hills for Participation in Teen Court Program.

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. Conduct Public Hearing regarding Proposed FY 2013-14 Budget.

City Manager Hawk briefed Council Members on the entire FY 2013-14 Proposed Budget.

Proposed FY 2013-14 Budget All Funds

- Expenditures for the current year are projected to be \$14,186,603 at year end (September 30).
- The current year revenue is projected to end with a total of \$20,021, 655
- *Which includes the proceeds of the \$6,000,000 in bonds issued in July for Water/Waste Water & Drainage improvements.*
- Proposed FY 2013-14 budget projects revenues of \$13,147,481
- With the addition of \$6 million in bond revenues carried forward,
Total expenditure in all funds is projected at \$19,283,654 in FY 2013-14

Water/Wastewater
Enterprise Fund

- Projects Revenue of \$ 4,255,795
- Water & Sewer Rates unchanged

- **Expenditures for the current year are projected to be \$ 3, 945,517 at year end (September 30)**
 - **\$1,188,889** water production & distribution
 - **\$1,029,826** wastewater collection & treatment
 - **\$789,760** debt service
 - **\$972,042** administrative transfers

General Fund

- **Largest operating fund in the City**
- **Used to account for all financial resources traditionally associated with government**

The General Fund Supports the following functions and services to the community:

- **Administration**
- **City Secretary/Legislative**
- **Municipal Court**
- **Fire & Police**
- **Community Development (Planning, Zoning, Codes)**
- **Economic Development**
- **Library, Parks, Recreation**
- **Streets**
- **Animal Control**

General Fund Revenues FY 2013-14

- **Total operating revenues as proposed, \$ 7,448,694**
- **Approximately \$2,288,699 more than FY 2012-13**
- **Not a reflection of added revenues, but accounting differently.**
- **The General Fund has been restructured this year in order to be more transparent on total cost of services.**

Increase in General Fund in FY 2013-14 Reflects:

- **Expenditures for departments and services that in past have been budgeted as a percentage in other funds (Enterprise, Crime Control District, 4B Sales Tax, Hotel Tax, Traffic Safety, Drainage Utility),**
- **now shown as a General Fund expense**
- **with an *administrative transfer* shown as *revenue in the General Fund* and as an *expense from the contributing fund*.**
- **The total cost of a service is no longer split between funds.**
- **This enables Council/citizens to determine the total cost of a department or function without having to search through multiple funds.**

Interfund Transfers Include

- **Enterprise (W&S) Fund (\$937,042)**
- **Crime Control and Prevention District (\$784,403)**
- **Drainage Fund (\$211,848)**
- **Other Governmental Funds (\$143,262)**
- **Type B Richland Hills Development Corporation (\$59,800)**
- **Hotel Fund (\$55,006)**
- **Traffic Safety (RLC) Fund (\$19,092)**

Major Revenue Sources in General Fund

- **interfund transfers (\$2,067,191)**
- **property taxes (\$1,993,009)**
- **sales and use taxes (\$1,820,717)**
- **franchise taxes (\$551,453)**
- **finances and forfeitures (\$405,765)**
- **licenses and permit fees (\$100,670)**
- **service charges (\$276,614)**

Major Revenue Sources in General Fund

- **interfund transfers (\$2,067,191)**
- **property taxes (\$1,993,009)**
- **sales and use taxes (\$1,820,717)**
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- **service charges (\$276,614)**

Property Taxes

- Taxable Value
- The City's 2013 taxable value as provided by the Tarrant Appraisal District is \$ **434,031,051**
- an increase of **4.35%** over 2012's TAV of \$415,918,601.
- The largest growth appears to be in commercial real & personal property.

Effective Tax Rate

- The **rate** which provides the City with **approximately the same amount of revenue it had the year before on properties taxed in both years.**

2013 Effective Tax Rate

- **Effective tax rate for 2013 - \$0.501648**

- **effective M&O rate - \$0.441248**
- **effective debt service rate - \$0.060400**

Proposed Tax Rate FY 2013-14

- **Proposed property tax rate of \$0.528094**
- **Unchanged from the current year**
- **\$5.272% increase over the effective rate.**
- ***The proposed tax revenue of \$1,993,009***
- ***increase of \$80,719 from 2012 budgeted total.***

Proposed Tax Rate

Proposed Budget for FY 2013-14

- supported by a tax rate of **\$0.528094**
- **Same as the current year**
- **Maintenance & Operations Rate = \$0.467694**
- **Debt Rate = \$0.060400**
- **Total Tax rate = \$ 0.528094**

New Programs - (not a comprehensive list)

- **A Citizen's Fire Academy to educate citizens on operations and duties of RHFD**
- **Community Development Software Upgrade to provide for a central repository of information for code enforcement, public works, permitting and fire inspections.**
- **Funds to purchase property for future community activity center,
\$120,000 from RHDC Type B Fund & \$50,000 from General Fund**
- **An additional \$4,000 for Monthly Senior Program at Community Center**
- **\$95,000 to conduct W&S Plan capital projects update & Park Capital Improvements Plan**

Highlights from Proposed Budget

- **Road & Street Improvement Fund – appx. \$160,000 (Contribution from “T”)**
- **\$3,000,000 drainage improvement project which will reduce flooding in several neighborhoods**
- **\$3,000,000 wastewater system project which will, in part, improve deteriorating infrastructure**
- **Major reorganization of several departments in order to run in a more efficient and cost effective manner.**
 - **The divisions of Animal Control, Public Works, Code Enforcement and Planning are now under one department, the Department of Neighborhood Services.**
- **Includes 2% merit increase**
- **Restores (FY 13-14) Longevity Pay (state formula)**
- **Two new positions (1 ½ FTE)**
 - **Restore an administrative position in the Fire Department that has been vacant for 3 years. This will now be a part time position**
 - **Utility Billing Clerk (cross trained to help in the Court). An internal control measure, position recommended by the auditors for 14 years.**
- **\$100,000 for park improvements**
- **\$25,000 for Facility Upgrades at the Fire Station (bathroom renovation)**
- **\$21,000 for Facility Repairs at Animal Control (Water Infiltration)**
- **\$42,000 for new Sewer Camera (PPFCO)**
- **Participation in 4-City Teen Court Program (\$1,722)**
- **with North Richland Hills, Watauga, Haltom City**
- **Enterprise Fund Capital Outlay**
 - **\$13,500 - new computer & software upgrade for SCADA system**
 - **\$25,000 - one-half ton truck**
 - **\$18,000 – Metal Roof on storage area & replace supply storage building**
- **Oil & Gas Infrastructure Fund**
 - **\$32,000 - City's cost for a \$250,000 TXDOT Grant**
 - **Baker Blvd Green Ribbon Project**
 - **Oil & Gas Infrastructure - appx. \$312,000 for infrastructure improvements**

Tax Base & Rate

	Current	2013-14 Effective	2013-14 Rollback	2013-14 Proposed
M&O	0.465214	0.441248	0.477271	0.467694
Debt	0.06288	0.0604	0.0604	0.0604
Total	0.528094	0.501648	0.537671	0.528094

**Estimated Monthly Tax Bill on
Avg. Residential Property**

CURRENT	\$	34.14
PROPOSED	\$	36.08
CHANGE	\$	1.94
		+5.7%

Mayor Agan opened a Public Hearing regarding Proposed 2013-14 Budget.

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

B. Conduct Public Hearing regarding Proposed 2013 Tax Rate.

Mayor Agan opened a Public Hearing regarding Proposed 2013 Tax Rate.

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

C. Discussion of FY 2013-14 Annual Budget and 2013 Tax Rate.

City Manager Hawk asked Council Members if there was any further discussion regarding the budget.

Council Member Williams asked City Manager if he was able to put the Notification System in the budget.

City Manager Hawk stated that it was included within the budget. This would be a public safety emergency message regarding severe weather and alerts to the community. This program may include notifications to residents by email, text, and phone calls.

Council Member Lopez requested Council be made aware of the current needs of the city that were not funded with this current budget.

City Manager Hawk advised Council that he would meet with Department Managers and provide an update.

The vote on the 2013-2014 Budget and Tax rate will be on the September 17, Regular City Council meeting agenda.

4. ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

A. None at this time.

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

A. None at this time.

6. OTHER ITEMS FOR CONSIDERATION

A. Pending Economic Development Incentive Agreements

There is no discussion on this item tonight.

B. Consider appointments to various boards, commissions and committees.

This item will be on the September 17, 2013, Regular Council meeting.

7. REPORTS & DISCUSSION ITEMS

A. Update on Amendments to Chapter 10, "Boards, Committee, and Commissions," Richland Hills Code of Ordinances.

Mr. Hawk is working with the city attorney on the amendments. This item will be presented to Council Members on September 17, 2013, at the Regular City Council meeting.

B. Discussion of Committees of the Council.

An ordinance will be brought before Council at the September 17, 2013 Regular City Council meeting. Council Members will be given a list of Committees and can make a choice of which they would like to serve.

C. Update on Mosquito Abatement Program.

City Manager Hawk gave Council an update on the Mosquito Abatement Program. There were samples tested, with no positive results in the City of Richland Hills. Council Members will be updated at each meeting.

D. Amendments to Richland Hills Home Rule Charter.

The Council has called the Charter Election for November 5, 2013. Tarrant County Elections Administrator has identified the Early Voting locations throughout the county. Early Voting for the city of Richland Hills will be at the Public Library. This information will be on the city website in both English and Spanish.

At this time, Mayor Agan presented a Five Year Service Award to Firefighter/Paramedic Jason Paramore.

Jason Miller, Firefighter/Paramedic, was not available to receive his ten year service award. The presentation will be at a future meeting.

8. COMMUNITY INTEREST ITEMS

Council Member Williams announced the next Richland Hills Lunch Bunch is Friday, September 13, at the Community Center.

Police Chief Childress announced the Citizen Police Academy will start their first 10 week class on Thursday, Sept. 12. The classes will be conducted one night a week from 7-10 p.m.

Chief Childress announced a Blood Drive/Adoption Drive called Nine Lives. This event is September 28, at the Animal Shelter. Chief requested participation in donating blood and consider adopting a pet.

Chief Childress announced Texas Night Out as October 1. If anyone is interested in becoming a Block Captain, contact the Police Department. An officer will visit with residents at the block parties and go over safety tips.

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 Goveas, and seconded by Councilmember DeSoto to adjourn.

17. ADJOURNMENT

There being no further business to come before the City Council, Mayor Bill Agan declared the meeting adjourned at 8:21 P.M.

ATTEST

APPROVED

Linda Cantu
City Secretary

Bill Agan
Mayor