

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Linda Cantu, City Secretary
Date: August 14, 2013
Subject: Minutes 8-6-2013

City Council Action Requested:

Consider approval of August 6, 2013 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
AUGUST 6, 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.

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| 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 |

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 hereto and incorporated herein.

Mayor Agan announced an 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 into open session at 6:54 p.m.

No action taken.

3. Discussion of proposed FY 2013-2014 Annual Budget.

No discussion at this time.

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

No discussion at this time.

REGULAR SESSION – 7:00 P.M.

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

The invocation was given by Council Member Norton.

Council Member DeSoto led the pledge of allegiance to the United States and Texas flags.

1. PRESENTATIONS & APPEARANCES

A. Presentation – None at this time

B. Citizen Appearances/Public Comments

City Manager Hawk introduced Scott Mitchell, the new Director of Neighborhood Services. Mr. Mitchell will oversee the Community Development functions of Planning and Zoning, Code Enforcement, Public Works Department and Animal Shelter. Mr. Mitchell comes to the city with extensive public safety, and strong fire marshal code enforcement experience.

2. CONSENT AGENDA

A. Approval of July 2, 2013 City Council Minutes.

MOTION: A motion was made by Councilmember Williams, and seconded by Councilmember 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. Ordinance Calling the Election for Amendments to Home Rule Charter.

City Manager Hawk stated there is one change to the Charter proposition Effects.

The item that was posted on the internet and the agenda stated *the "Mayor and Place 2 shall be elected for a three (3) year term at the 2014 general election"*.

The change to be made is the "Mayor and Place 4 shall be elected for a three (3) year term at the 2014 general election".

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

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

A. Award of bid for City owned properties.

Eric Strong, Asst. City Manager, briefed Council on the residential properties that the city has for sale via a bid process. The properties have been listed for sale for two (2) months. The location at 3209 Kingsbury has a house on the property; and there are two (2) vacant lots situated at 2822 Birch Park and 3123 Ash Park.

The top bid amount at 3209 Kingsbury is \$36,100; the top bid for property at 2822 Birch Park is \$9,000; and the top bid for the property at 3122 Ash Park is \$2,500. Staff recommends the property at 3123 Ash Park should not be considered at this time.

MOTION: A motion was made by Councilmember Lopez, and seconded by Councilmember DeSoto to accept the top bidder for 3209 Kingsbury property and the second highest bidder as an alternate. Motion carried by a vote of 5-0.

MOTION: A motion was made by Councilmember Goveas, and seconded by Councilmember DeSoto to approve the first bid of \$9,000 for property at 2822 Birch Park. Motion carried by a vote of 5-0.

MOTION: A motion was made by Councilmember Lopez, and seconded by Councilmember DeSoto to leave the property at 3123 Ash Park out for bid. Motion carried by a vote of 5-0.

6. OTHER ITEMS FOR CONSIDERATION

- A. Amendments to Chapter 10, Code of Ordinances, including process of transitioning Keep Richland Hills Beautiful from a City board to an independent Affiliate with Keep Texas Beautiful with status as non-profit, 501 (c) (3) corporation.

City Manager Hawk briefed Council Members on the transitioning of Keep Richland Hills Beautiful (KRHB) from a City board to an independent Affiliate with Keep Texas Beautiful with status as non-profit, 501 (c) (3) corporation.

The proposed annual operating budget for FY 2013-14 provides funding for the KRHB Commission as if it were to continue as a City board, but also provides necessary funding to follow through on the process of establishing KRHB as a non-profit, 501 (c) (3) tax-exempt organization operating independently of the City.

As an independent affiliate with Keep Texas Beautiful, KRHB would not have the restrictions that a city board has. The City would help set up their by-laws, and would assist with filing paperwork with the IRS as an independent board. The affiliate can request a donation from the City each year. If the request is granted by Council Members, the independent board would have to agree to the terms on what the board would do for the city in exchange for the donation.

Jeri Harwell, Manager with Allied/Republic, met with City Manager Hawk. Ms. Harwell informed Mr. Hawk that a letter will be sent regarding the \$15,000 annual donation from Allied/Republic that they contribute to KRHB each year. The donation is to be designated for the Household Hazardous Waste program conducted every year in the city. This would amend the contract.

MOTION: A motion was made by Councilmember Goveas, and seconded by Councilmember DeSoto to authorize the City Manager to start the process of transitioning Keep Richland Hills Beautiful as a 501 (c) (3) corporation. Motion carried by a vote of 5-0.

- B. Acquisition of Easements for Public Works Projects

Eric Strong, Asst. City Manager, briefed Council on the temporary and permanent easements from various property owners in the City in order to construct drainage and wastewater projects.

Mr. Strong stated staff engaged discussions with some of the property owners, with the exception of one, Chris Baker. Staff recommends Council authorize staff to move forward to acquire the last easement to start infrastructure improvements.

MOTION: A motion was made by Councilmember Lopez, and seconded by Councilmember DeSoto to authorize the amount that was discussed in Executive Session. Motion carried by a vote of 5-0.

C. Pending Economic Development Incentive Agreements

No discussion at this time.

D. Set time and date for Town Hall Meeting on the proposed FY 2013-2014 Annual Budget.

A Town Hall meeting is scheduled for August 13, 2013, at 7 p.m.

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

E. Discuss tax rate for FY 2013-2014 and consider setting a tax rate that will raise more revenue than in FY 2012-13, and schedule date for first public hearing on tax rate for FY 2013-14.

MOTION: A motion was made by Councilmember Lopez, and seconded by Councilmember Goveas to place a proposal to adopt a tax rate of .528094, and to schedule the first Public Hearing on August 20th, 2013.

The members of the governing body voted on the proposal to consider the tax increase as follows:

FOR: Council Members Goveas, Norton, DeSoto, Williams, Lopez

AGAINST: -0-

PRESENT and not voting: -0-

ABSENT: -0-

7. REPORTS & DISCUSSION ITEMS

A. Continuation of Discussion of Work Session agenda items.

City Manager Hawk passed out information with some changes to the FY 2013-14 Draft Budget.

General Fund

Revenue for Other Governmental Funds increased \$143,262.00 pg. 2
(Contribution from other cities for CVL)

| | | |
|---|--------------|---------|
| Recreation Dept. 118 52291- Senior Programs | \$8,000.00 | pg. 50 |
| Parks and Grounds Dept. 119 52525- Mosquito Abatement | \$2,700.00 | pg. 51 |
| Capital Projects Dept. 128 56011 – Property Acquisition | \$50,000.00 | pg. 56 |
| Animal Control – Dept. 121 52030 Gasoline | \$2,548.00 | pg. 71 |
| Economic Development Type B Sales Tax Property Acquisition | \$120,000.00 | pg 101 |
| Crime Control and Prevention District Building Improvements | \$40,000.00 | pg. 109 |

Fire Chief Bill Bell gave a presentation on Work Management Program software. There are many advantages to this software. The program would allow residents to go onto the city website and report an incident, send a picture or submit suggestions. These reports would go to the specific departments. The program has the capability to allow tracking of inventory, work assignments, online permits, tracking of permits, and liens. The Code Enforcement officer can conduct his inspections and complete his work assignments quicker. This program can be utilized by every department in the city.

At a cost of \$11,600.00, this would include a one-time set up charge, annual cost for next year, and a tablet computer for the Code Enforcement officer to use on the street.

The Fire Department is currently using Fire House Management Program. Fire House is designed for incident reporting. The city has used this program since 2007.

Finance Director Barbara Mann gave an overview of the FY 2013-14 Budget.

City Manager Hawk recommended Council review the budget. Staff is available if there are any questions.

Eric Strong, Asst. City Manager briefed Council on an Emergency Alert system for the city that would notify in the event of severe weather conditions, or use as a warning system for a disaster.

B. Update on Mosquito Abatement Program.

City Manager Hawk stated the report that the city received did indicate one more West Nile Virus case in Tarrant County. That case is in White Settlement.

8. COMMUNITY INTEREST ITEMS

Councilmember Norton announced Birdville Independent School District invited Mayor, Council members and Staff to "Bash Night" scheduled for Friday, August 23, at Richland Middle School. This event is a Meet the Teacher Night that encourages community leaders to increase communication and interaction with parents and students. Ms. Norton encouraged everyone to attend.

City Manager Hawk announced the City received the GFOA Finance Officers Association Budget Award once again.

Councilmember Williams announced the next Richland Hills Lunch Bunch is Friday, August 9th.

9. EXECUTIVE SESSION

A. Executive Session:

There was no executive session at this time.

10. ADJOURNMENT

There being no further business to come before the City Council, Mayor Bill Agan declared the meeting adjourned at 9:34 P.M.

ATTEST

APPROVED

Linda Cantu
City Secretary

Bill Agan
Mayor