

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
AUGUST 28, 2017
MINUTES**

Roll Call:

Council present:

Bill Agan, Mayor
Travis Malone, Place 1
Allison Barger, Mayor Pro Tem
Curtis A Bergthold, Place 3
Place 4, Vacant
Athena Campbell, Place 5

Council Absent:

Staff

Eric Strong, City Manager
Cathy Bourg, City Secretary
Betsy Elam, City Attorney

WORK SESSION – Mayor Bill Agan Called to Order – Time 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).**

Motion: Motion was made by Councilmember Barger, and seconded by Councilmember Bergthold to convene into executive session. Time: 6:00 p.m.

Motion carried by a vote of 4-0.

Mayor Agan reconvened into open session. Time: 6:16 p.m.

- 2. Discussion of Police and Fire Pay petition and budget.**

Eric Strong, City Manager presented information regarding the Police and Fire Pay petition and budget. Mr. Strong reviewed a spreadsheet that detailed the pay and comparison information for the Fire and Police Departments. The total impact from the comparison to the cities that the petition requires the City to match is approximately \$854,499. However, that is only for salaries, FICA and TMRS. It does not include numerous other benefits that the petition requires the City to pay, if approved.

Mr. Strong discussed the following possible options for budgeting for this increase if it is approved by voters:

1. Increase fees/taxes/revenues by the necessary amount (as a point of reference, assuming \$1,000,000 are needed after adding in all required benefits, that would equate to approximately a 20 cent tax increase).
2. Reduce services/expenses elsewhere in the General Fund.
3. Maintain current budget levels for the PD and FD, but reduce expenses in both departments and maintain our current level of expense on both.

Discussion of FY 2017-2018 Annual Budget.

Eric Strong, City Manager presented to Council, the final draft of the 2017-2018 Budget. The following are changes to the previous draft:

- Based on valuations and calculations from TAD, the property tax projection has changed from \$2,314,456 to \$2,193,000.
- Based on continued strength and growth in sales tax, we have changed the sales tax projection from \$3,000,000 in the \$3,100,000. Also, based on these sales tax projections, we have adjusted the CCPD and RHDC revenues accordingly.
- Health insurance increase will be 15%.
- Removed the expense for the Code Red software.
- Removal of the two new police officer patrol positions. There are several reasons we did this, some of which involve the uncertainty of the upcoming election in November. However, following a recent survey of comparable cities to ours, we have decided to increase police and fire pay for most positions by \$1,700, in addition to the 4% increase across the budget. This will be explained in far more detail in the council meeting.
- Parks mowing and landscaping budget has been modified to reflect the actual costs we received in the bid opening last month.
- Non-Departmental Building Maintenance budget has been modified to reflect the costs of hiring staff for building maintenance and doing general maintenance of buildings.
- Added \$20,000 to the Traffic Safety Fund.
- Added funding to the City Council Contingency to pay for various things we may need to deal with throughout the year. One of those things, which I think requires further attention, is the possibility of doing a Utility Rate Study to evaluate our utility fees.
- Addition of \$233,838 to the Utility Fund for a one time capital improvement that is being required by Fort Worth. This stems from a contract that we executed with Fort Worth in 2009. The agreement is to replace a main wastewater transmission line that serves us, NRH, Haltom City and Fort Worth.

In addition to these changes, staff has built the budget based on the rollback tax rate of .563738. This rate brings in an additional \$165,307 in property tax from existing properties. There are several things that this increase could be "assigned" to in the budget. However, when staff built the budget the one thing we made a concerted effort to include was some level of funding from the general fund to address street improvements. The street improvement funds have historically come from sources other than the general fund (namely, the FWTA). However, once the FWTA abruptly ceased their funding of streets, we were left with a minimal amount to address our street concerns. As such, in this budget, we added in \$160,000 out of the general fund in order to continue with a street repair program. Staff is aware that this amount is not sufficient to fix all of our problems, nor even to keep up with the rate of street degradation. However, we have to start with something and start building from there. That is the reason we are suggesting the rollback rate and the subsequent street improvements.

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

No Discussion

REGULAR SESSION – Mayor Agan Called to Order – Time 7:00 p.m.

Invocation – Mayor Agan

Pledge of Allegiance

PRESENTATIONS

1A. Citizen Appearances/Public Comments

Citizen Appearances/Public Comments

(Citizens who have signed a card to speak to the City Council will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the city staff and City Council members are prevented from discussion of the subject and may respond only with statements of factual information or existing city policy. Public comment will not be taken on items that the Council has previously considered in a public hearing.)

No Speakers

CONSENT AGENDA

2A. Approval of minutes from the August 14, 2017 City Council Meetings.

2B. Approval of agreement with Halff and Associates to design water and wastewater re-locations for 121 and 820 widening project.

2C. Approval of Resolution 487-17 approving the Investment Policy.

Motion: Motion was made by Councilmember Campbell, and seconded by Councilmember Barger to approve the consent agenda.

Motion carried by a vote of 4-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

3A. Public Hearing regarding FY 2018 Tax Rate.

Mayor Agan opened the Public Hearing: Time 7:03 p.m.

Meg Acker 7146 Hovenkamp Ave., Richland Hills encouraged the Council to keep it to the highest rate to accomplish more things in the City, particularly in regards to infrastructure. She asked questions regarding the reallocation of the FWTA ½ cent sales tax and what the City would be able to accomplish with the \$160,000 budgeted for streets.

Mayor Agan closed the Public Hearing: Time 7:14 p.m.

3A. Public Hearing regarding FY 2018 Budget.

Mayor Agan opened the Public Hearing: Time 7:14 p.m.

No Speakers

Mayor Agan closed the Public Hearing: Time 7:14 p.m.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4A. None at this time.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5A. Consider Proposals from Building Plan Review and Inspection Firms – RFP 2017-12 and to authorize a Development Coordinator position to replace an existing administrative assistant position.

Eric Strong, City Manager presented staff's recommendation to hire Bureau Veritas for building plan review and inspection services and to create a development coordinator position to process and maintain all permit, plan review, planning and zoning requests, thus eliminating the administrative assistant role.

Motion: Motion was made by Councilmember Bergthold, and seconded by Councilmember Malone to award RFP 2017-12 for Building Plan Review and Inspection Services to Bureau Veritas and to authorize the City Manager to hire a full time development coordinator position.

Motion carried by a vote of 4-0.

5B. Consider Proposals from Design-Build Signage Firms – RFP 2017-13 and to authorize the City Manager to award and execute a city attorney approved contract, in an amount not to exceed \$75,000 with F.S.I. (Flagpoles, Signs & Interiors).

Jason Moore, Assistant City Manager presented proposals and scope of sign work from Design-Build Signage Firms – RFP 2017-13 and to authorize the City Manager to award and execute a city attorney approved contract, in an amount not to exceed \$75,000 with F.S.I. (Flagpoles, Signs & Interiors).

Motion: Motion was made by Councilmember Barger, and seconded by Councilmember Campbell to award RFP 2017-13 to Flagpoles, Signs & Interiors and authorize the City Manager to award and execute a city attorney approved contract.

Motion carried by a vote of 4-0.

OTHER ITEMS FOR CONSIDERATION

6A. Consider Purchasing a shade structure for the Link Plaza in the amount of \$54,390 from USA Shade utilizing BuyBoard Contract #512-16 and authorize the City Manager to execute the city attorney approved contract.

Eric Strong, City Manager presented information regarding the purchase of a shade structure for the Link Plaza in the amount of \$54,390 from USA Shade utilizing the BuyBoard Contract #512-16.

Motion: Motion was made by Councilmember Campbell, and seconded by Councilmember Bergthold to approve.

Motion carried by a vote of 4-0.

REPORTS & DISCUSSIONS

7A. Discussion of Police and Fire Pay Petition.

Item was discussed during work session under item #2.

7B. Discussion of FY 2017-2018 Budget.

Eric Strong, City Manager continued his discussion of the FY 2017-2018 Budget from the work session and thanked staff for all of their hard work.

7C. Discussion of Purchasing Policy.

Eric Strong, City Manager presented to Council a memo which reflects all expenditures that exceed \$25,000. This is a follow up from the last meeting regarding a possible update to the Purchasing Policy to limit the expenditures which City Council would approve. Currently, the purchasing policy requires City Manager approval for expenditures between \$3,000 and \$50,000, with three written bids. Anything over \$50,000 requires approval by the City Council.

7D. Discussion of Future Meeting Dates.

Eric Strong, City Manager discussed with Council the possibility of going to one meeting per month on a more regular basis with the exception of the budget season. The current plan for November through January is to have meetings on the following dates:

- Monday, November 13th
- Monday, December 11th
- Monday, January 22nd

Council would like to bring this item back for discussion after the November Election and make a decision with a full Council.

7E. Presentation of Monthly Department Reports.

No Discussion

8. COMMUNITY INTEREST ITEMS

- Kiowa Casino Trip – Tuesday, August 29th meet at 7:45 a.m. Link parking lot
- Lunch Bunch – 2nd Thursday of each month
- Labor Day – City Offices Closed Monday, September 4th
- Take Back Meds Collection – October 28th
- Community Recycling Event – October 7th
- TML Newly Elected Officials Orientation – Attended by Councilmember Bergthold

9. 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).

None at this time.

10. A motion was made by Councilmember Barger, and seconded by Councilmember Malone to adjourn. Motion passed 4-0.

There being no further business to come before the City Council, Mayor Agan declared the meeting adjourned at 8:15 p.m.

ATTEST

APPROVED

Cathy Bourg, City Secretary

Bill Agan, Mayor