

**RICHLAND HILLS CITY COUNCIL
WORKSHOP
APRIL 1, 2022
MINUTES**

Roll Call:

Council present

Edward Lopez, Mayor
Douglas Knowlton, Place 1
Stacey L. Morse, Place 2
Curtis A Bergthold, Mayor Pro Tem
Javier Alvarez, Place 4
GW Estep, Place 5

Staff present

Candice Edmondson, City Manager
Lindsay Wells, City Secretary
Logan Thatcher, Assistant to the City Manager
Scott Mitchell, Director of Neighborhood Services
Jason Brown, Director of Parks and Recreation
Patricia Albrecht, Finance Director
Chantele Hancock, Library Director
Kim Sylvester, Police Chief
Russell Shelley, Fire Chief

CITY COUNCIL WORKSHOP– 9:00 AM

1. Call to order

Mayor Lopez called the Workshop to order at 9:00 a.m. and advised he will be unable to attend the entire workshop and asked Mayor Pro Tem Bergthold to preside over the meeting.

2. Public Comments

Citizen comments emailed to Lindsay Wells (lwells@richlandhills.com) on an item either listed on this agenda or not listed on this agenda will be heard at this time. Citizens in attendance at the meeting who have signed a card to speak to the City Council will also 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.

None.

3. Discussion: FY 2022 Midyear Review

Finance Director Patricia Albrecht gave a presentation on the FY 2022 Midyear Review. She provided historical data for governmental funds, including property tax, sales tax, and The LINK Recreation Fund, over the previous 10 years. Discussion ensued regarding portions of staff salaries allocated to be paid from the Richland Hills Development Corporation, property tax projections, and historical data for The LINK.

Mayor Pro Tem Bergthold recessed the workshop at 9:31 a.m. due to technical issues.

Mayor Lopez left the meeting at 10:00 a.m.

Mayor Pro Tem Bergthold reconvened the workshop at 10:13 a.m.

4. Discussion: General Fund Reserves

City Manager Candice Edmondson provided an overview of General Fund balances and advised that the City is required to maintain a 25 percent fund balance in reserve and historically, there have been excess funds over required reserves remaining each year. She proposed a new fund be created for FY 2023 called the Strategic Initiative Fund which would allow funds in excess of the required 25 percent reserve be moved to this new fund. The fund would allow funds to work as revenue for one time projects and large purchases and also avoid borrowing money.

Discussion ensued regarding when funds would be transferred into this new fund, if a minimum is required to be maintained, and if the fund would be interest bearing.

City Manager Edmondson advised that the funds would be transferred at the beginning of each fiscal year, there is no required reserve, and the fund is interest bearing similar to other City funds.

Council provided positive feedback regarding the proposed new Strategic Initiative Fund.

5. Discussion: Water Meter Replacement

City Manager Candice Edmondson provided a brief overview of a water meter replacement program previously discussed at the January 24, 2022 City Council meeting. She advised that, due to the age and condition of current water meters in the city and changing meter reading technology and endpoints becoming inoperable, staff must hand read the meter until the endpoint device can be replaced, and endpoints have been difficult to find over the past year. Staff is currently having to read almost 400 meters by hand each month. She advised of program costs and possible funding options for the Citywide transition from existing meters to the newer smart meter technology. The estimated project cost is \$1.8 million to \$2.2 million.

Director of Neighborhood Services Scott Mitchell provided additional details regarding staff time and meter reading and stated it generally takes approximately six days for staff to read all of the City meters by hand.

Discussion ensued regarding technology, replacing either the meters, endpoints, or both at one time, and the cost difference between mechanical and ultrasonic meters.

Finance Director Patricia Albrecht informed the City Council of an infrastructure funding investment account that would pay for \$1 million of the overall cost and the rest could be financed through Certificate of Obligation bond funding.

Council provided positive feedback on the water meter replacement audit and City Manager Edmondson advised that the preliminary audit of the water system would be placed on the April 11, 2022 City Council agenda for Council consideration and approval.

6. Discussion: Glenview Drive Redevelopment

City Manager Candice Edmondson requested feedback regarding the Glenview Drive corridor redevelopment and Council's overall vision. She advised that street improvements in cooperation with Tarrant County will include pavement reconstruction, new curb and gutter, drainage improvements, and new signalization. The cost estimate is \$10.64 million with the City being responsible for half of the overall cost.

Discussion ensued regarding potential cost overruns, traffic patterns, beautification, a look and design similar to Magnolia Avenue in Fort Worth, and safety.

7. Discussion: Economic Development

Assistant to the City Manager Logan Thatcher provided an overview of 25 undeveloped properties throughout the City and discussed potential development and best use of the properties.

Discussion ensued regard flood plains, future park land and park use, and opportunities for the City to purchase undeveloped property.

8. Discussion: FY 2023 Budget Priorities

City Manager Candice Edmondson requested feedback on Council priorities.

Council discussed items such as greater park funding to increase quality of life for residents, maintaining and improving roads, additional Fire Department personnel to fully equip the apparatus for each shift.

Councilmember Morse left the meeting at 12:15 p.m.

Each Department Head was given the opportunity to discuss what the departments need to maximize efficiency and provide the greatest level of service to the citizens including

additional staff, technology upgrades, training and employee development, and measures to retain employees.

9. Adjournment

Mayor Pro Tem Bergthold adjourned the Workshop at 12:42 p.m.

ATTEST

APPROVED

Cathy Bourg, City Secretary

Edward Lopez, Mayor