

**RICHLAND HILLS CITY COUNCIL  
REGULAR MEETING  
SEPTEMBER 26, 2022  
MINUTES**

Roll Call:

Council present

Curtis A. Bergthold, Mayor Pro Tem  
Douglas Knowlton, Place 1  
Travis Malone, Place 2  
Javier Alvarez, Place 4  
G.W. Estep, Place 5

Council absent

Edward Lopez, Mayor

Staff present

Candice Edmondson, City Manager  
Lindsay Wells, City Secretary  
James Donovan, City Attorney

**CITY COUNCIL WORK SESSION – 6:02 PM**

1. **Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). 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.
  - Section 551.071: Consultation with Attorney
    - a. Seek advice of the city attorney regarding pending and/or contemplated litigation
  - Section 551.074: Deliberation regarding Personnel Matters
    - a. Boards and Commissions

**Motion:** Motion was made by Councilmember Estep to adjourn into Executive Session and seconded by Councilmember Malone at 6:01 p.m.

Motion carried by a vote of 5-0.

Mayor Pro Tem Bergthold reconvened the work session at 7:06 p.m.

2. **Discuss items listed on tonight's City Council agenda. No action will be taken and each item will be considered during the Regular Session.**

None.

Mayor Pro Tem Bergthold adjourned the work session at 7:06 p.m.

**REGULAR SESSION – Mayor Pro Tem Bergthold Called to Order – Time 7:07 p.m.**

**INVOCATION AND PLEDGES OF ALLEGIANCE – Councilmember Malone**

**PRESENTATIONS**

**1A. Birdville ISD 2022 Bond Election**

Birdville Independent School District (BISD) Chief Communications Officer Mark Thomas presented a brief video and information regarding the November 8, 2022 bond election including details of each of the three propositions on the ballot.

Associate Superintendent for Finance & Auxiliary Services Katie Bowman provided information regarding the financial details of the proposed bond and advised that the bond will not increase property taxes if approved.

BISD Vice President Richard Davis expressed his appreciation to the City Council for the opportunity to discuss the bond and advised that great things are happening in the school district.

**1B. Business Spotlight: Gotcha Covered Contracting**

COO Chris Willis introduced his business, Gotcha Covered Contracting, located at 7108 Boulevard 26, and expressed excitement at his business' recent opening in Richland Hills.

**1C. Employee Service Awards**

City Manager Candice Edmondson announced the employee service awards and expressed congratulations to the following employee on reaching an employment milestone with the City of Richland Hills:

15 Years of Service

Fire Captain Michael Irizarry

**1D. Texas Night Out Proclamation**

Mayor Pro Tem Bergthold read a proclamation declaring Tuesday, October 4, 2022 as "National Night Out" in Richland Hills and presented it to Police Chief Kimberly Sylvester.

**1E. Fire Prevention Week Proclamation**

Mayor Pro Tem Bergthold read a proclamation declaring October 9-16, 2022 as "Fire Prevention Week" in Richland Hills and presented it to Fire Marshal Shelby Brock.

**1F. Citizen Appearances/Public Comments**

Donovan Shane Riley, 2818 Dogwood Park Drive, Richland Hills, expressed concern regarding code compliance violations visible at a neighboring property from the road

including tires, oil, overgrown trees. He stated that the overgrown conditions have caused rats, termites and other pests and was concerned for his child’s safety.

**CONSENT AGENDA**

- 2A. Approve minutes from the September 12, 2022 City Council Regular Meeting.**
- 2B. Approved Resolution 566-22, denying Oncor Electric Delivery Company LLC’s Application for Rate Change to increase distribution rates.**

**Motion:** Motion was made by Councilmember Malone and seconded by Councilmember Estep to approve the consent agenda.

Motion carried by a vote of 5-0.

**PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS**

- 3A. Approved Ordinance 1460-22 approving and adopting an amended budget for Fiscal Year 2022 PUBLIC HEARING**

Finance Director Patricia Albrecht advised that on September 27, 2021, the City Council adopted the Fiscal Year 2021-2022 (FY 2022) budget for the City. During FY 2022, there were revenues and expenditures that necessitate revisions to the budget. The revisions include the receipt of the first disbursement to the City of the American Rescue Plan Act funds and some expenditures relating to those funds. In addition, there is one pay period that will have to be accrued at year end and that amount needs to be added to the budgeted personnel numbers. Total revisions are as follows:

	<b>FY 2022 Adopted</b>	<b>FY 2022 Amended</b>	<b>% Change</b>
<b>Revenues</b>			
General Fund	\$ 7,733,090	\$ 8,405,473	9% increase
Debt Service Fund	\$ 1,040,805	\$ 1,032,085	-1% decrease
Utility Fund	\$ 4,434,521	\$ 5,093,286	15% increase
Drainage Fund	\$ 929,060	\$ 910,785	-2% decrease
Link Fund	\$ 497,300	\$ 563,670	13% increase
Special Revenue Funds	\$ 1,888,026	\$ 1,999,493	6% increase
Capital Funds	\$ 2,299,759	\$ 2,572,024	12% increase
Richland Hills Dev. Corp.	\$ 1,000,000	\$ 1,073,022	7% increase
<b>Total Revenues</b>	<b>\$ 19,822,561</b>	<b>\$ 21,649,838</b>	<b>9% increase</b>

	<b>FY 2022 Adopted</b>	<b>FY 2022 Amended</b>	<b>% Change</b>
<b>Expenditures</b>			
General Fund	\$ 7,300,538	\$ 7,557,271	4% increase
Debt Service Fund	\$ 915,763	\$ 916,803	0.1% increase
Utility Fund	\$ 4,231,978	\$ 4,162,220	-2% decrease
Drainage Fund	\$ 1,041,752	\$ 1,036,823	-0.5% decrease
Link Fund	\$ 662,067	\$ 654,674	-1% decrease
Special Revenue Funds	\$ 1,660,175	\$ 1,758,474	6% increase
Capital Funds	\$ 3,248,056	\$ 3,058,377	-6% decrease
Richland Hills Dev. Corp.	\$ 1,096,388	\$ 435,058	-60% decrease
<b>Total Expenditures</b>	<b>\$ 20,156,717</b>	<b>\$ 19,579,700</b>	<b>-3% decrease</b>

Mayor Pro Tem Bergthold opened the public hearing at 7:49 p.m. and asked to hear from any proponents followed by opponents of the budget.

Hearing none, Mayor Pro Tem Bergthold closed the public hearing at 7:49 p.m.

**Motion:** Motion was made by Councilmember Knowlton and seconded by Councilmember Alvarez to approve Ordinance 1460-22 approving and adopting an amended budget for Fiscal Year 2022.

Motion carried by a vote of 5-0.

**ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS**

**4A. Approved Ordinance 1459-22 approving and adopting the Fiscal Year 2023 Budget and Multi-Year Capital Improvement Program.**

City Manager Candice Edmondson provided a brief overview of the Fiscal Year 2023 budget previously presented to City Council during work sessions on August 8, 2022, and August 22, 2022, and during a public hearing held on September 12, 2022. The FY 2023 Budget includes estimated revenues of \$27,460,571 and expenditures of \$29,144,331 and is based off a recommended tax rate of \$0.538885 which is two cents lower than the previous three years.

Expenditure increases can be attributed to the following:

- American Rescue Plan projects
- Water meter replacement project
- Implementation of the new Public Safety STEP plan
- Proposed five percent pay increase for civilian employees
- Three new positions
- New website platform and enhanced notification system
- Building improvements at the Law Enforcement Center and Animal Services Center
- New technology services contract and one-time migration costs
- Public Works Facility masonry fence
- Increase in insurance benefits

- Capital equipment for Police and Fire Departments
- Glenview Corridor Master Plan Development
- Continued implementation of Parks Master Plan at Kate Baker and Creek Trail Parks
- Park system amenity replacement
- New street reconstruction projects
- New Strategic Initiative Fund projects

**Motion:** Motion was made by Councilmember Knowlton and seconded by Councilmember Malone to approve Ordinance 1459-22 approving and adopting the Fiscal Year 2023 Budget and Multi-Year Capital Improvement Program.

Motion carried by a vote of 5-0.

**4B. Approved Ordinance 1458-22 setting and approving the Fiscal Year 2023 Tax Rate.**

Finance Director Patricia Albrecht advised that at the August 8, 2022 Council meeting, the City Manager presented the proposed FY 2023 General Fund Budget that included a proposed ad valorem tax rate of \$0.538885 per hundred dollars of valuation. As the proposed tax rate is \$0.538885 and greater than the No-New-Revenue Rate of \$0.517570, a public hearing was required prior to tax rate adoption which was held on September 12, 2022.

The proposed FY 2023 ad valorem tax rate is lower than the current FY 2022 and previous FY 2021 ad valorem tax rate of \$0.558551 by \$0.019 cents. The FY 2023 allocation of the tax rate is \$0.413628 for Operations and Maintenance that funds General Fund operations and \$0.125257 for Interest and Sinking that funds debt service payments for a total ad valorem tax rate of \$0.538885.

**Motion:** Motion was made by Councilmember Estep and seconded by Councilmember Malone to approve Ordinance 1458-22 setting and approving the Fiscal Year 2023 Tax Rate.

Motion carried by a vote of 5-0.

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

**5A. None.**

**OTHER ITEMS FOR CONSIDERATION**

**6A. Ratified vote approving the Fiscal Year 2023 Tax Rate**

**Motion:** Motion was made by Councilmember Knowlton and seconded by Councilmember Estep to ratify the vote approving the Fiscal Year 2023 Tax Rate.

Motion carried by a vote of 5-0.

**Motion:** Motion was made by Mayor Pro Tem Bergthold and seconded by Councilmember Estep to consider the agenda items in the following order: item 6D, item 6C, and then item 6B.

Motion carried by a vote of 5-0.

**6D. Approved cancellation of October 10, 2022 and December 26, 2022 City Council meetings**

**Motion:** Motion was made by Councilmember Estep and seconded by Councilmember Knowlton to cancel the October 10, 2022 and December 26, 2022 City Council meetings.

Motion carried by a vote of 5-0.

**6C. Approved modified Compressed Work Schedule**

City Manager Candice Edmondson provided a brief overview of the item and advised that on June 27, 2022, staff updated City Council on the City's recruitment and retention efforts. As part of the update, staff presented a plan to test a compressed 4-day work schedule for several service areas including City Hall Administration, Utility Billing, Community Development, Municipal Court, Police Records, Public Works, Code Compliance, Parks and Facility Maintenance, Animal Services, and Link Administration.

The City has operated under a compressed work schedule with business hours being Monday – Thursday 7:30 a.m. to 5:30 p.m. and Fridays from 7:30 a.m. to 11:30 a.m. for several years. Based on employee feedback and customer interactions, it was determined that the percentage of customers who do business with the City on Fridays is significantly less than the other days of the week. Therefore, the modified compressed schedule proposed closing certain service areas on Fridays and extending business hours during lunch Monday through Thursday. Other service areas would work alternating schedules allowing employees to have a 4-day work schedule while maintain services Monday through Friday. Emergency response and operating hours for both the Richland Hills Public Library and The Link Event and Recreation Center would remain the same.

The test period proved successful with most employees being very satisfied with the modified schedule. New employees hired during the test period also indicated the 4-day work schedule was appealing and influenced their decision to apply for the job. Staff did not report any concerns from customers about service areas being closed on Fridays.

**Motion:** Motion was made by Councilmember Estep and seconded by Councilmember Malone to approve the modified Compressed Work Schedule.

Motion carried by a vote of 5-0.

**6B. Approved appointments to Boards and Commissions**

**Motion:** Motion was made by Councilmember Estep to adjourn into Executive Session pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Section 551.074 for deliberation regarding boards and commissions and seconded by Councilmember Knowlton at 8:03 p.m.

Motion carried by a vote of 5-0.

Mayor Pro Tem Bergthold reconvened the Regular Session 8:19 p.m.

**Motion:** Motion was made by Councilmember Malone and seconded by Councilmember Estep to appoint Jenny Clark as Alternate 1 and Joyce Fiaccone as Alternate 2 to the Animal Shelter Advisory Board for a two year term.

Motion carried by a vote of 5-0.

**Motion:** Motion was made by Councilmember Malone and seconded by Councilmember Estep to reappoint Michael Wilson to Place 2 of the Planning and Zoning Commission for a two year term.

Motion carried by a vote of 5-0.

**Motion:** Motion was made by Councilmember Alvarez and seconded by Councilmember Knowlton to reappoint Mary Witt to Place 4 of the Planning and Zoning Commission for a two year term.

Motion carried by a vote of 5-0.

**Motion:** Motion was made by Councilmember Knowlton and seconded by Councilmember Estep to reappoint Mary Sullivan to Alternate 1 and Theresa Bledsoe to Alternate 2 of the Planning and Zoning Commission for a two year term.

Motion carried by a vote of 5-0.

**Motion:** Motion was made by Councilmember Estep and seconded by Councilmember Malone to appoint the following slate of directors of the Richland Hills Development Corporation for a two year term.

- Place 1 Edward Lopez, Chair
- Place 2 Curtis Bergthold
- Place 3 GW Estep
- Place 4 Douglas Knowlton
- Place 5 Allison Barger
- Place 6 Theresa Bledsoe
- Place 7 Jorge Cisneros

Motion carried by a vote of 5-0.

**Motion:** Motion was made by Councilmember Knowlton and seconded by Councilmember Estep to appoint the following slate of members of the Zoning Board of Adjustment for a two year term.

Place 1	Jorge Cisneros, Chair
Place 2	Pamela Keith
Place 3	Ashly Shilling
Place 4	Athena Campbell
Place 5	Lisa Skier
Alternate 1	Joyce Fiaccone

Motion carried by a vote of 5-0.

## **REPORTS & DISCUSSIONS**

### **7A. Street Improvement Projects.**

Director of Neighborhood Services Scott Mitchell provided a brief update regarding recently completed street projects and an update on the Rufe Snow Drive paving project.

### **7B. August Department Reports.**

Director of Neighborhood Services Scott Mitchell presented the August Code Compliance Department report and advised of citizen participation in the August bulk pickup and inspections conducted.

Police Chief Kimberly Sylvester presented the Police Department and Animal Services update including back to school events and staffing updates.

Director of Parks and Recreation Jason Brown presented the Parks Department update including summer camp and afterschool programs.

## **COMMUNITY INTEREST ITEMS**

8. Councilmember Estep advised of several upcoming events:

- Tuesday, October 4, 2022, Annual Texas Night Out,
- Thursday, October 13, 2022,
  - Senior Lunch Bunch and Bingo, The Link, 12:00 to 2:00 p.m.;
  - Tarrant County Food Pantry, The Link Parking Lot, 5:30 p.m. to 7:00 p.m.;
- Thursday, October 27, 2022, Spooky Cookie Decorating, 6:00 to 6:30 p.m. and 6:45 to 7:15 p.m.;
- Every Thursday, Coffee Talk, Richland Hills Public Library, 10:00 to 11:30 a.m.;
- 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Thursday of the month, Storytime at the library, 6:30 p.m.;
- 2<sup>nd</sup> and 4<sup>th</sup> Friday of the month, Arts and Crafts, 6:30 p.m.;



- Last Thursday of the month, Library Lab, 6:30 p.m;
- Home Delivery Service available to anyone unable to get to the library. Call 817-616-3760 for more information;
- Richland Hills Tea Tasters, try a new tea every month at the library; and
- Free pet adoptions and free pet registration continuing at the Animal Shelter.

**EXECUTIVE SESSION**

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.

**ADJOURNMENT**

10. A motion was made by Councilmember Knowlton and seconded by Councilmember Estep to adjourn.

Motion carried by a vote of 5-0.

There being no further business to come before the City Council, Mayor Pro Tem Bergthold declared the meeting adjourned at 8:41 p.m.

**ATTEST:**

**APPROVED:**

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Lindsay Wells, City Secretary

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Edward Lopez, Mayor