

**RICHLAND HILLS CITY COUNCIL  
REGULAR MEETING  
JANUARY 25, 2021  
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  
Athena Campbell, Place 5

Council absent

Staff present

Candice Edmondson, City Manager  
Cathy Bourg, City Secretary

Staff present via Zoom

Betsy Elam, City Attorney

The Work Session and Regular Session is open to the public and citizens are welcome to attend. However, due to the current Coronavirus (COVID-19) outbreak in our area and in an effort to abide by social distancing recommendations, we encourage citizens wishing to participate in the meeting to email your comment to City Secretary Cathy Bourg at [cbourg@richlandhills.com](mailto:cbourg@richlandhills.com) by 5:00 p.m. on Monday, January 25<sup>th</sup>. Your comment will be read aloud during Item 1B *Citizen Appearances/Public Comments*. If you would like to join and participate in the meeting by video conference or phone, you may do so via the following options:

- **Online via Zoom:** Go to [zoom.us](https://zoom.us), Join a Meeting, and enter Meeting ID 895 5367 5661 and the host will allow you to enter the virtual meeting. The host will ask you what item you would like to speak on, and you will be called upon when that item is presented to address the City Council.
- **By Phone:** Please call (346) 248-7799 and enter Meeting ID 895 5367 5661 and provide your name and address. The host will ask you what item you would like to speak on, and you will be called upon when that item is presented to address the City Council.

**CITY COUNCIL WORK SESSION – 6:00 PM**

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.**

None

**2. Discuss items and presentations listed on tonight's City Council Agenda.**

Scott Mitchell, Director of Neighborhood Services presented the following items:

- 2B. Approve Interlocal Agreement with Tarrant County for reconstruction of Vance Road and Dreeben Drive. The proposed Interlocal Agreement covers two separate projects: partial reconstruction of Vance Road from SH 10 to Dover Lane and reconstruction of Dreeben Drive from SH 10 to 250 feet north of Allena Lane. The agreement stipulates the County will provide labor and equipment needed to assist the City in completing the projects. The City will furnish and pay for actual cost of materials, as well as half of the fuel used to construct the projects. The City also agrees to adjust all utilities, manholes and valve boxes for the projects. Engineering, surveying and any laboratory testing is also the responsibility of the City.
- 2C. Approve Interlocal Agreement with the Birdville Independent School District for reconstruction of Dreeben Drive. The road has been damaged by the construction traffic and excavation of a new water line for the Cheney Hills Elementary School. The Birdville Independent School District has agreed to reimburse the City for repair of Dreeben Drive due to the damage caused by the construction activity.

Russel Shelley, Fire Chief presented the following item:

**7A. Fire Station Project Update**

**Recent Progress**

- Storm drain along the south side of the building has been installed
- CMU Block walls for the truck bay area are nearing completion
- Steel infrastructure is on site and installation has begun
- AT&T lines moved, and poles removed

**Next Steps**

- CMU block completion (1/29)
- Structural steel installation (1/25 – 2/12)
- Living quarters steel framing (2/8 – 3/1)

**Project Budget**

- The pay application for December totaled: \$375,248
- To date, we have expended \$1,475,573
- This is 27.1% of the Guaranteed Maximum Price of \$5,445,843

Kim Sylvester, Police Chief presented the following item:

**7B. Police Station Project Update**

Project Funds Paid

- \$35,982.43 on 11-16-2020
- \$36,835.82 on 12-14-2020
- \$145,334.65 on 01-25-2021

Project Updates

- In-wall inspection completed and insulation install has begun in some of the walls
- Primary walls established, secondary walls coming soon
- Ceiling grid beginning to be installed
- Crane coming on January 27<sup>th</sup> for Roof Top Unit
- Sprinkler heads being dropped in
- Preliminary date of May 5, 2021 for building turn-over
- Delays due to doors and hardware lead time

Mayor Lopez called for a break – Time 6:28 p.m.

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

**Invocation** – Councilmember Knowlton

**1. PRESENTATIONS**

**A. Employee Service Award**

Mayor Lopez presented a 15-year Service Award to Sheena McEachran, Police Captain with the Richland Hills Police Department.

**B. Citizen Appearances/Public Comments**

**Citizen comments emailed to Cathy Bourg (cbourg@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.**

Mayor Lopez read aloud the following emailed comment:

Regarding public comment, the proposed Link Aquatic Center and City budget item, Water - I am variously opposed to construction and added employees to maintain an Aquatic Center as a wasteful use of taxpayers funds. The Link now requires about \$350,000 per year of taxpayer money to stay open. Rather than adding to this mistaken project how about paying down the city's bond obligations?  
On the subject of Water - Since the Water Department is supposedly run as a business,

why does the city get free water and sewer service? The cost of that is being paid as a hidden Tax on those of us who have water service in the city. There is not a line item for Water in any city service department budget.... Why? The prior city manager said none of the buildings have a water meter, commenting is that a problem? Well, yes as those of us who have water meters are paying for all water the city uses rather than the cost being a general fund obligation spread across all property owners in the city. Respectfully, Cecil Lanter, 7133 Hovenkamp Ave., Richland Hills, Texas.

Candice Edmondson, City Manager provided information regarding the public comment. The subsidy to The Link is about \$230,000 and the Councils goal has been to be at \$200,000. The Link and city staff are working towards meeting that goal.

In regard to water, the city does have twenty water accounts. All city facilities have a water meter, and those meters are read monthly and a journal entry is done as an internal payment on a monthly basis. This has been the city's course of action since 2017.

### **CONSENT AGENDA**

- 2A. Approve minutes from the January 11, 2020 City Council Regular Meeting**
- 2B. Approve Interlocal Agreement with Tarrant County for reconstruction of Vance Road and Dreeben Drive**
- 2C. Approve Interlocal Agreement with the Birdville Independent School District for reconstruction of Dreeben Drive**
- 2D. Approve renewal of Bank Depository Contract with JPMorgan Chase Bank, N.A.**

**Motion:** Motion was made by Councilmember Morse and seconded by Councilmember Campbell to approve the consent agenda.

Motion carried by a vote of 5-0.

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

- 3A. Consider Ordinance 1425-21 approving and adopting a revised Fiscal Year 2021 General Fund Budget**

Terry Leake, Finance Director presented Ordinance 1425-21 approving and adopting a revised Fiscal Year 2021 General Fund Budget. The City Council participated in several discussions in August and September 2020 regarding the design and funding of the proposed Police Station renovation project. The project was ultimately approved on September 14, 2020. During those discussions, the need for a future budget amendment for furniture, security access and technology items that were not included as a part of the contract award for the Police Station project was identified. Council approved moving forward with the expenditures and staff informed Council of the need for a FY 2021

General Fund budget amendment, as those items were not included in the adopted budget. The proposed expenditures are as follows:

**FY 2021 General Fund Budget Amendment Line Item Recap**

| Purpose                                      | Total                 | General Fund budget line item expenditure account |
|----------------------------------------------|-----------------------|---------------------------------------------------|
| Police Department Furniture                  | \$ 99,026             | 001-52060-13-00 (Minor Office Equipment)          |
| Security                                     | \$ 25,179             | 001-52180-13-00 (Minor Equipment)                 |
| Weapons Storage                              | \$ 10,985             | 001-56020-13-00 (Equipment)                       |
| Cabling install cameras and access doors     | \$ 10,215             | 001-52180-13-00 (Minor Equipment)                 |
| Evidence Locker                              | \$ 7,192              | 001-52180-13-00 (Minor Equipment)                 |
| Televisions / Brackets                       | \$ 1,894              | 001-52060-13-00 (Minor Office Equipment)          |
| Refrigerator                                 | \$ 999                | 001-52060-13-00 (Minor Office Equipment)          |
| <br>Total Police Building Remodel            | <br>\$ 155,490        |                                                   |
| <br>Server and cameras access/Upgrades       | <br>\$ 7,696          | <br>001-56020-30-00 (Equipment)                   |
| Server and cameras access/Upgrades           | \$ 24,583             | 001-52180-30-00 (Minor Equipment)                 |
| <br>Total Server and cameras access/Upgrades | <br>\$ 32,279         |                                                   |
| <br><b>Total Budget amendment</b>            | <br><b>\$ 187,769</b> |                                                   |

**Amended FY 2021 General Fund Budget Expenditure Total**

|                                     |                     |
|-------------------------------------|---------------------|
| Adopted FY 2021 General Fund Budget | \$ 7,283,649        |
| Proposed Budget amendment           | \$ 187,769          |
| Amended FY 2021 General Fund Budget | <u>\$ 7,471,418</u> |

Mayor Lopez opened the Public Hearing: Time: 7:19 p.m.

No Speakers

Mayor Lopez closed the Public Hearing: Time: 7:20 p.m.

**Motion:** Motion was made by Councilmember Bergthold and seconded by Councilmember Alvarez to approve Ordinance No. 1425-21 approving and adopting a revised Fiscal Year 2021 General Fund Budget

Motion carried by a vote of 5-0.

**ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS**

**4A. None**

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

**5A. None**

**OTHER ITEMS FOR CONSIDERATION**

**6A. Consider purchase of furniture, fixtures and equipment from GL Seaman & Company for the Police Station renovation project.**

Kim Sylvester, Police Chief presented the purchase of furniture, fixtures and equipment from GL Seaman & Company for the Police Station renovation project. The total estimated cost for owner purchased items was \$180,000 when presented to City Council on August 24, 2020. Staff has engaged GL Seaman & Company to develop a furniture, fixtures and equipment plan with an estimated cost of \$99,027. This will furnish each area in the Police Station with the furniture and fixtures needed to complete the remodeled spaces. In large, the furniture and fixtures previously used at the Police Station were aged and not reusable or were part of mill working that had to be removed as part of the renovation. The existing furnishings in the Police Chief's Office and the training room tables and chairs will be reused in lieu of replacement.

GL Seaman & Company holds cooperative agreements with Knoll Omnia Partners Contract, Global TIPS Contract and JSI TIPS Contract which are all approved cooperative purchasing agreements. GL Seaman has furnished many municipal government entities under these contracts with the available furnishings on the contracts.

**Motion:** Motion was made by Councilmember Campbell and seconded by Councilmember Bergthold to approve purchase of furniture, fixtures and equipment from GL Seaman & Company in the amount of \$99,027.

Motion carried by a vote of 5-0.

**6B. Consider consolidation of two part-time Police Department positions into one full-time position**

Kim Sylvester, Police Chief presented the consolidation of two part-time Police Department positions into one full-time position. The Police Department has a funded part-time Police Officer position and a part-time Public Safety Assistant position that are both currently vacant. The Department is requesting to take these two funded positions, along with identified FY 2021 salary savings, and consolidate them into an additional full-time Police Officer position bringing the total sworn FTE from 21 to 22. By adding this additional position, it will assist the Department in better managing future vacancies resulting from attrition, as well as staff absences from injuries and illnesses that remove personnel from patrol. All of which ultimately hinders our ability to approve personnel time off, conduct training, increases response times and accrues costly overtime.

**Motion:** Motion was made by Councilmember Bergthold and seconded by Councilmember Knowlton to approve the consolidation of two part-time Police Department positions into one full-time position.

Motion carried by a vote of 5-0.

## **REPORTS & DISCUSSIONS**

### **7A. Fire Station Project Update**

Item was discussed during the Work Session under item #2.

### **7B. Police Station Project Update**

Item was discussed during the Work Session under item #2.

### **7C. December Department Reports**

Candice Edmondson, City Manager highlighted the following department reports:

- Fire Department – 14 Fire Department personnel received their first round of COVID-19 vaccine late in December. Second round doses will be the third week of January.
- Police Department – Captain Russell sworn in as the Field Services Captain.
- Public Works – 350-man hours spent on water issues.
- Parks & Recreation – Candy Cane Lane was held as a drive-through event and was a great success. Lunch Bunch had 91 attendees and 19 stayed for Beep, Beep Bingo. Tarrant Area Food Bank served 137 families. Trail Project ready to kick off and the Groundbreaking will be Friday, January 19<sup>th</sup> and broadcast live on Facebook.
- Finance – Budget spending is on track and sales tax continues to be up from 2020.

## **8. COMMUNITY INTEREST ITEMS**

- Library Facebook Live - Tuesday, January 26 4PM; The Library will be announcing the winner of the first “Nailed It” baking challenge. If you didn’t have a chance to participate this month, the library will be having another challenge in February. Be sure to follow us on Youtube, Facebook and Instagram!
- Link Membership Sale - The Link Membership sale was extended through January 31. This is the last week to take advantage of the sale. You can get savings up to \$198 on an annual paid in full membership.
- Senior Lunch Bunch Curbside - Thursday, February 11; 1PM – 2 PM; The Link Parking Lot - Following Lunch Bunch, seniors are invited to park in The Link parking lot and play Beep Beep Bingo. Tune your radio to 90.3 FM to hear the numbers called. Honk your horn when you win! At least 5 games will be played.
- Beep Beep Bingo - Thursday, February 11; 1PM – 2 PM; The Link Parking Lot

- Following Lunch Bunch, seniors are invited to park in The Link parking lot and play Beep Beep Bingo. Tune your radio to 90.3 FM to hear the numbers called. Honk your horn when you win! At least 5 games will be played.
- Tarrant County Food Pantry - Thursday, February 11; 5:30 PM – 7PM; The Link Parking Lot - Free groceries for any Tarrant County resident provided curbside at The Link's parking lot. Sponsored by Trinity Point Church.
- Animal Shelter – Adoption, Vax Shack, Volunteer or Food Pantry call 817-616-3769.

**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

**10. A motion was made by Councilmember Morse and seconded by Councilmember Campbell to adjourn.**

Motion carried by a vote of 5-0.

There being no further business to come before the City Council, Mayor Lopez declared the meeting adjourned at 7:54 p.m.

**ATTEST**

**APPROVED**

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Cathy Bourg, City Secretary

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Edward Lopez, Mayor