

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
MAY 24, 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 (Work Session)
G.W. Estep, Place 5 (Regular Session)

Staff present

Candice Edmondson, City Manager
Cathy Bourg, City Secretary
James Donovan, 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 by 5:00 p.m. on Monday, May 24th. Your comment will be read aloud during Item 1BC *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, Join a Meeting, and enter Meeting ID 818 0779 4217 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 818 0779 4217 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 – 6:30 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.

Motion: Motion was made by Councilmember Campbell and seconded by Councilmember Knowlton to convene into executive session. Time: 6:32 p.m.

Motion carried by a vote of 5-0.

Mayor Lopez reconvened into open session and called for a break. Time: 6:59 p.m.

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

None

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

Invocation – G.W. Estep

1A. ELECTION RELATED ITEMS

A. Administer Oaths of Office to City Council Place 1, City Council Place 3 and City Council Place 5

Cathy Bourg, City Secretary administered the Oaths of Office to Doug Knowlton, City Council Place 1, Curtis Bergthold, City Council Place 3 and G.W. Estep, City Council Place 5.

B. Election of Mayor Pro Tem

Motion: Motion was made by Councilmember Knowlton and seconded by Councilmember Morse to elect Councilmember Curtis Bergthold as Mayor Pro Tem.

Motion carried by a vote of 5-0.

1B. PRESENTATIONS

A. Employee Service Award

Candace Edmonson, City Manager acknowledged Lee Turnage, Building Technician with the Parks and Recreation Department for 10-years of service.

B. Fire Department Badge Pinning Ceremony

Karen Evans, Human Resources Specialist administered the Oaths of Office to Fire Fighters Mickey Hanes and Cory Graham.

C. 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 acknowledged the following emailed comments provided to City Council:

- Kelly Jo Smith regarding the Day Care and traffic lights on Baker Blvd.
- Phyllis Guidry in favor of a no vote on animal code updates.
- Sunny Railey, 3613 Jonette Dr. is against anything that negatively affects property owners rights in Richland Hills.

LaRue Wall, 7000 Park Place Dr., spoke regarding naming the new Hike and Bike Trail after David Ragan in honor of his many accomplishments and contributions of time he has given to Richland Hills.

Stacey Reddy, 7012 Hardisty St. spoke regarding a petition with 180 signatures requesting City Council work with TxDOT to fix the lights on Baker Blvd.

CONSENT AGENDA

- 2A. Approve minutes from the May 14, 2021 City Council Regular Meeting and the May 11, 2021 City Council Special Meeting**
- 2B. Approve an Interlocal Agreement with Tarrant County for administration of the North East Tarrant County Vaccination Site**
- 2C. Approve Resolution 539-21 denying Oncor Electric Delivery Company LLC's Application for Approval to Amend its Distribution Cost Recovery Factor to increase distribution rates**
- 2D. Approve Resolution 540-21 authorizing the City Manager to execute an agreement with the Texas Department of Transportation for the temporary closure of a segment of State Highway 183 (Baker Blvd.) for the Red, White and You Parade**

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

Motion carried by a vote of 5-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

3A. None

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4A. None

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5A. None

OTHER ITEMS FOR CONSIDERATION

6A. Consider appointments to Boards and Commissions

The City Council would like to make a broader appeal to seek additional applications to fill vacancies.

6B. Consider appointments to City Council Committees

Motion: Motion was made by Councilmember Morse and seconded by Councilmember Alvarez to appoint Councilmember Morse and Councilmember Alvarez to the City Council Development Committee.

Motion carried by a vote of 5-0.

Motion: Motion was made by Councilmember Bergthold and seconded by Councilmember Estep to appoint Councilmember Knowlton and Councilmember Bergthold to the City Council Infrastructure Committee.

Motion carried by a vote of 5-0.

Motion: Motion was made by Councilmember Morse and seconded by Councilmember Alvarez to appoint Councilmember Estep and Councilmember Bergthold to the City Council Finance Committee.

Motion carried by a vote of 5-0.

6C. Consider appointments to Branding Committee

Candice Edmondson, City Manager presented background information regarding appointments to the Branding Committee.

As part of the FY 2021 Budget, City Council approved funding for a citywide branding initiative. The purpose of the branding initiative is to create a comprehensive brand strategy that will help Richland Hills tell its story. The brand should capitalize on what makes Richland Hills unique and will be the catalyst for the city's future marketing and economic development efforts.

In February the city released a Request for Proposal for city branding services. Eight agencies responded to the request with two being selected as finalists. Following an interview process, the selection committee chose CivicBrand to provide the branding services.

As we prepare to start the branding project, a committee of Richland Hills residents should be appointed to work with city staff and CivicBrand through the process. Ideally the Branding Committee would be made up of 5-6 individuals who are truly vested in the community, understand the history of Richland Hills and have a positive vision that will carry our community into the future.

Motion: Motion was made by Councilmember Bergthold and seconded by Councilmember Morse to appoint the following individuals to the Branding Committee:

- Joyce Zuefeldt Fiaccone
- Kelle Jones
- Theresa Bledsoe
- Stacy Reddy
- Ashly Schilling
- John Skier
- Toby Wright

Motion carried by a vote of 5-0.

City Manager Edmondson introduced the new Richland Hills Director of Finance and Administration Services, Patricia Albrecht.

REPORTS & DISCUSSIONS

7A. Fire Station Project Update

Russel Shelley, Fire Chief presented a construction update on the Fire Station Project.

Recent Progress

- | | |
|---------------------------------|-----------------------------|
| • Roof is complete | • Drywall 99% complete |
| • All framing is complete | • Tape and bed 99% complete |
| • Apparatus room doors are in | • All wire is pulled |
| • All windows are in and sealed | • Brick is complete |
| • Bathroom tile at 50% | • Ceiling grid complete |

This Week

- Staining and finishing concrete floors
- Installing ceiling grid tiles
- All lights operational
- Completion of bathroom tile
- Painting in apparatus bays
- Completion of front canopy

Next Steps (May/June)

- Cabinets/Countertops/Lockers/Bed Frames
- Fire alarm completion
- Final paint
- Carpet
- Bathroom fixtures
- A/V Install & Radio System

Project Budget

- The pay application for March totaled: \$540,005
- The pay application for April totaled: \$445,173
- To date, we have paid out: \$3,260,427
- This is 59.9% of the Guaranteed Maximum Price of \$5,445,843

7B. Police Station Project Update

Kim Sylvester, Police Chief provided a construction update on the Police Station Project.

Current Progress

- Move in day was Monday, May 17, 2021
- Most all punch list items have been completed
- Walk off mat to be installed this week
- Landscaping will be completed in the next couple of weeks
- Exterior wash and sealing to be completed in the next 2 couple of weeks

Project Funds Paid

- \$35,982.43 on 11-16-2020
- \$36,835.82 on 12-14-2020
- \$145,334.65 on 01-25-2021
- \$95,152.46 on 02-08-2021
- \$102,766.97 on 03-22-2021
- \$90,946.07 on 04-15-2021
- \$146,057.40 on 05-20-2021

Chief Sylvester presented Police Department highlights and accomplishment since 2018.

Accomplishment Highlights 2018-2021

- Rebranding began with new graphic designs for the patrol fleet and new badge designs which also created our philosophy statement of:

- “Serving and Protecting by Cultivating our Partnerships with the Community” these four words are within the branding of our new badge.
- Began the Police Week annual community event and remembrance ceremony
- Expanded National Night Out event by including a block party at The Link for residents who did not have an event in their neighborhood
- Employee Annual Awards Banquet was enhanced and formalized
- Participated in the 1st day of school with BSD in greeting the students and staff
- Staffing study completed and new organizational structure was created for span of control and accountability
- Texas Police Chief’s Association Best Practices Program was initiated and completed by the end of 2019. This accreditation process brought about several operational and procedural changes within the Department to align us with the standards set forth within the program. The Department met or exceeded all of the standards required. This program requires constant monitoring and oversight of compliance standards by staff.
- Established the Professional Standards Unit that oversees the accreditation program and provides for an independent body to investigate employee complaints and conducts inspections on employee performance and procedural compliance.
- Implemented Self Aid Buddy Aid (SABA) training that provided sworn officers the training and equipment for life-saving measures. To date, several officers have received life saving awards and recognition.
- Implemented the Opioid Overdose Prevention program by deploying NARCAN to all officers for utilization in the field. To date, several deployments of NARCAN have been successfully used on citizens as life-saving measures.
- Applied for and was awarded hard-armor protective gear and was awarded rifle-rated armor and helmets from Shield 616 for all sworn members.
- Expanded the Police Chaplaincy Program by adding 2 additional chaplains and creating more involvement within the Department and Community.
- Bike Patrol program was implemented, new equipment and training for selected members.
- Multiple community events organized (Coffee with Cops, World Read Aloud with BSD, Refresh event with BSD, and began involvement with Special Olympics)
- VIN etching event for the community to address motor vehicle thefts
- New traffic trailer and stealth radar device acquired and procedures established for deployment in the community to address traffic-related complaints.
- Crime Scene Unit was established to enhance investigative abilities and increase opportunity to solve cases. Thereafter, a Crime Scene Van was donated by Haltom City and outfitted as a field response unit.
- Applied for and acquired Grant Funding for the Selective Traffic Enforcement Program. Adds funding to allow sworn officers to work specific high traffic problem areas in the community.
- Joined multi-agency consortium for NAPD (National Academy of Professional Driving) training for sworn members. Previously, the Department did not have a driving track available to them to complete this training and had been several years since officers had received this type of training.

- Several technology upgrades and equipment acquired to enhance employee performance, productivity and accountability. Examples are:
 - Axon Body and Fleet Cameras, Ticket Writers, In-car computers and radios, Duty weapons and rifles were acquired through a trade-in program, stop stick deployment and improved duty uniforms.
- Established training requirements outside of mandated training for staff members to improve employee service to the community.

The Future of Richland Hills Police Department

- Increase in Community Programming such as: Revamped Citizens Police Academy and Neighborhood Crime Watch, Crime Free Multi-Housing, Unidos program for Hispanic community members involvement and Citizen volunteer opportunities within the Department.
- Implementation of a Junior Police Academy summer program to engage our youth and create recruiting opportunities for those that may have an interest in law enforcement as a career. This program would feed into our Explorer Program once they become of age for participation.
- Increase communication to the community utilizing our various platforms.
- Assignment of a Community Relations Officer to oversee all community programming and inclusiveness with the community.
- Implement crime analysis with existing staff and data analysis software to target crime trends, patterns and problem areas for field units.

7C. Street Improvement Projects Update

Presented following 6C.

Scott Mitchell, Director of Neighborhood Services presented an update on the street improvement projects. The bid award for the FY 2021 Street Improvements Project will be on the June 14th council agenda.

7D. Hike and Bike Trail Project Update

Jason Brown, Director of Parks and Recreation presented and update on the Hike and Bike Trail Project.

Funds Progress

- Total Construction budget was \$1,198,516
 - 80% funded with state and federal grants
 - City of Richland Hills' obligation = \$239,703
- Funds spent from the 4B fund to date:
 - \$470,087 39.2% Complete

Current Construction Progress

- Concrete Poured
- Laying Sod all the way South to 121

- Ponding issue on Latham North being mitigated
- Working to remove unneeded signs on Elm
- Completion of project by middle of July

7E. Red, White and You Celebration

Jason Brown, Director of Parks and Recreation presented and update on the Red, White and You Celebration. The event will take place on Saturday, July 3rd from 9:00 a.m. to Noon. The majority of the Patriotic Parade will be on Baker Blvd. and returning back to The Link Plaza. There will be live music at the pavilion, Cops and Bobbers, games, rides and more. The Fireworks Show hosted by the North East Chamber will be on July 4th at 9:25 p.m.

7F. April Department Reports

Candice Edmondson, City Manager highlighted the following April Department Reports:

- Fire Department – In partnership with the Red Cross, smoke alarms continue to be available to those who need them. There is no cost and Fire Department personnel will install them. Also, medication disposal pouches are available at the fire station. The following were winners at the FD Annual Awards Event: Jordan Bridges, Firefighter of The Year; Scott Newbury, EMS Provider of The Year and Michael Ferguson, Fire Chief's Award.
- Police Department – Responded to 300 more calls in April 2021 compared to last year. There was a Crime Watch meeting held at The Link for a neighborhood.
- Animal Services – Vax Shack held on April 22nd provided 45 spays and neuters and 72 pet immunizations during shot clinic. The next Vax Shack is scheduled for May 27th, by appointment only.
- Code Enforcement – There was 122 notices that were issued, and staff worked with residents and gained compliance on 78% of the issued notices.
- Community Development – Build in process at 2450 Austin and 2420 Midway.
- Parks and Recreation – The Link is starting to see more participation in rentals, memberships, events, and programing.

8. COMMUNITY INTEREST ITEMS

- Link Membership Sale Extended – Now through June 1, 2021
- Pops n' Pickles - June 5, 3 PM – 9 PM, The Link
- Senior Lunch Bunch – Indoor Seating & To Go Orders on Thursday, June 10; 12 noon – 1 PM; The Link
- Tarrant County Food Pantry - Thursday, June 10; 5:30 PM – 7PM; The Link Parking Lot
- Summer Reading Program - Registration for Summer Reading has started and our first event. Designed for all ages, the kickoff event will be a drive thru on June 3rd from 5-7 pm behind City Hall. We will have info on summer activities, a take home craft and treats for pets and people. Please call or come into the library to register.

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 Bergthold 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 8:36 p.m.

ATTEST

APPROVED

Cathy Bourg, City Secretary

Edward Lopez, Mayor