

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
AUGUST 23, 2021
MINUTES**

Roll Call:

Council present

Edward Lopez, Mayor

Stacey L. Morse, Place 2

Javier Alvarez, Place 4

G.W. Estep, Place 5

Council absent

Douglas Knowlton, Place 1

Curtis A Bergthold, Mayor Pro Tem

Staff present

Candice Edmondson, City Manager

Cathy Bourg, City Secretary

Fritz Quast, City Attorney

CITY COUNCIL WORK SESSION – 6:00 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). Refer to posted list attached hereto and incorporated herein. **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.**

None

2. **FY 2022 Budget Overview: Special Revenue Funds & Debt Service**

Candice Edmondson, City Manager gave a presentation on the Special Revenue Fund and Debt Service for the FY 2022 Annual Budget.

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

Candice Edmondson presented the Employee Compensation Plan.

6A. Consider approval and adoption of Employee Compensation Plan

During the FY 2020 budget process, City Council approved the funding of a compensation study to better understand the city's market position for public safety and civilian positions and to consider possible pay plan recommendations

designed to attract and retain qualified employees. After completing the RFQ process, the city engaged Public Sector Personnel Consultants (PSPC) to complete the study.

The results of the compensation study were presented to City Council on June 22, 2020. The study showed that the city's current civilian salary ranges are below market for 74% of the survey sample (20 surrounding comparative cities). The city's current salary schedules for Police and Fire classifications are also trending -10% or more below the market for most ranks, at pay range entry and top out. In addition, while the city is offering a competitive number, type and level of benefits for some areas surveyed, the city is not competitive in health insurance allowances offered for family coverage, and certification pay offerings for Police, Fire and Utility classifications.

The study recommended the city adopt new pay tables and place all employees on new tables representing 95% of market average and provide a 1% adjustment for all employees. Council approved the 1% adjustment for all employees in the FY 2021 Budget; however, after further analysis it was determined that moving all positions to 95% of market average would be too costly for the city in one fiscal year.

In considering the city's financial position and desire to be competitive in hiring and retaining, staff developed a pay plan that places all positions at 90% of market average. Staff also created a step pay plan for public safety personnel with a proposed 3% annual step increase.

In addition to implementation of the new pay plans, the Compensation Plan recommends the city evaluate opportunities to offer other compensation benefits such as certification pay and contributions to employee dependent health coverage as funding allows.

Mayor Lopez called for a break at 6:43 p.m.

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

Invocation – Mayor Lopez

PRESENTATIONS

A. Presentation of Library Card Sign-up Month Proclamation

Mayor Lopez presented the Library Card Sign-up Month Proclamation to Chantel Hancock, Library Director.

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.

None

CONSENT AGENDA

2A. Approve minutes from the August 9, 2021 City Council Regular Meeting

2B. Approve Resolution 544-21 approving a negotiated settlement between the Atmos Cities Steering Committee (ACSC) and Atmos Energy Corp., Mid-Tex Division regarding the Company's 2021 Rate Review Mechanism Filing

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

Motion carried by a vote of 3-0. Councilmember Knowlton and Mayor Pro-Tem Bergthold absent.

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 approval and adoption of Employee Compensation Plan

Candice Edmondson, City Manager presented the proposed Employee Compensation Plan during the Work Session under item #3.

Motion: Motion was made by Councilmember Estep and seconded by Councilmember Morse to approve and adopt the proposed Employee Compensation Plan.

Motion carried by a vote of 3-0. Councilmember Knowlton and Mayor Pro-Tem Bergthold absent.

REPORTS & DISCUSSIONS

7A. Fire Station Project Update

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

Recent Progress

- Working through punch list items
- Building demolition and debris removal is complete
- Site grading is complete
- Sand/oil separator for wastewater line is installed and operational
- Utility pole removal

This Week

- Finish site cleanup from fire hydrant move
- Trenching for storm drain installation
- Storm drain installation

Next Steps (August/September)

- Complete storm drain installation
- Set forms for back drive and apparatus pad
- Set forms for employee parking area
- Install electrical for security gate operator

Project Budget

- The pay application for July totaled: \$132,589
- To date, we have paid out: \$4,331,550
- This is 79.5% of the Guaranteed Maximum Price of \$5,445,843

7B. Street Improvement Projects Update

Scott Mitchell, Director of Neighborhood Services presented a Street Improvement Project update.

FY 20-21 Street Projects

- Vance Road – Underground complete, binder complete, final paving this week
- Dreeben Drive – Complete except for signage
- Chaffin Drive – Water services have been lowered, ATMOS verifying no conflicts
- Rosebud Lane – Survey and locates being completed, stockpile set-up, flyers distributed to residents, traffic management signage to go up this week

7C. Discuss proposed FY 2022 Street Improvement Projects

Candice Edmondson, City Manager presented proposed FY 2022 Street Improvement Projects.

In November 2018, voters approved the reallocation of sales tax to a dedicated street improvement fund which generates around \$1.2 million annually. To date, 4 street improvement projects have been completed and 3 are currently under construction. Streets are recommended on an annual basis based on analysis provided in the 2017 Pavement Management Study conducted by Data Transfer Solutions, LLC. Recommendations also incorporate water, wastewater and drainage improvements as needed for the proposed road segments.

There is a potential for Tarrant County to call a \$400 million Transportation Bond Election in November to fund regional transportation projects. During the March 22nd City Council meeting, Council requested staff prepare proposals for Glenview Drive, Booth Calloway Road and Midway Road. We have received an initial response from Tarrant County that the Glenview Drive Project will be included.

The Finance Committee met on August 20th to discuss the funding options for street projects which included the current sales tax of \$1.2 million and the possibility of full or partial debt issuance for Glenview Drive, if the Tarrant County Bond Program passes. Based on the list of the next 10 streets from the study and the Glenview Drive Project, below is the list of proposed FY 2022 Street Improvement Projects:

- Rufe Snow Drive (Baker Blvd to Park Place Dr.) = \$990,000*
- Magnolia Park Drive (Mimosa Park Dr. to Scruggs Park Dr.) = \$600,000
- Dover Lane (Scruggs Dr. to Vance Rd.) *Design Only* = \$260,000
- Annual Repair & Maintenance = \$100,000
- Total FY 2022 = \$1,950,000

7D. July Department Reports

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

- Library – Summer Reading Program, Farm Animal Storytime and Free Concert by Taikodelic Japanese Drummers.
- Municipal Court – Great job with fee collections.
- Police Department – Increases in service calls and criminal investigations.
- Parks and Recreation – July was a great revenue month for The Link. The Camp Connect and Link Learner's Academy is continuing to grow. Performance Enhancement has begun youth volleyball at The Link. There is also an increase in personal training under PE guidance. Pickleball continues to be very popular with 72 players in July. Richland Hills Red, White and YOU was a great success as well as the Grand Opening for the Richland Hills Hike and Bike Trail.

8. COMMUNITY INTEREST ITEMS

- Richland Hills Literary Club – Tuesday, September 14th; 6:30 p.m.; Library
- Senior Lunch Bunch – Indoor Seating & To Go Orders - Thursday, September 9th; 12 noon – 1 PM; The Link

- Tarrant County Food Pantry - Thursday, September 9th; 5:30 PM – 7PM; The Link Parking Lot
- Fiesta de Herencia - Saturday, September 18th; 4:00 PM – 9:00 PM; The Link Plaza -Mark your calendars for this celebration of Hispanic Heritage Month. Attractions including a mechanical bull, entertainment with a live DJ and bands, food from numerous Hispanic vendors and other activities for those of all ages to enjoy.
- Cheney Hills Elementary Ribbon Cutting – Event was August 16th
- Richland Middle School Ribbon Cutting – August 31st; 5:00 p.m.

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 Estep to adjourn.

Motion carried by a vote of 3-0.

There being no further business to come before the City Council, Mayor Lopez declared the meeting adjourned at 7:45 p.m.

ATTEST

APPROVED

Cathy Bourg, City Secretary

Edward Lopez, Mayor