

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
FEBRUARY 12, 2024
MINUTES**

Roll Call:

Council present

Edward Lopez, Mayor
G.W. Estep, Mayor Pro Tem
Douglas Knowlton, Place 1
Travis Malone, Place 2
Theresa Bledsoe, Place 3
Roland Goveas, Place 6

Council absent

Javier Alvarez, Place 4

Staff present

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

CITY COUNCIL WORK SESSION – 6:01 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.

1. Section 551.074: Deliberation regarding Personnel Matters
 - a) Board and Commission Appointments

Motion: Motion was made by Councilmember Knowlton and seconded by Mayor Pro Tem Estep to adjourn into Executive Session at 6:02 p.m.

Motion carried by a vote of 6-0.

Mayor Lopez reconvened into open session at 6:31 p.m.

2. Discuss Glenview Corridor Master Plan

The following residents spoke of their concerns regarding the proposed Glenview Corridor Master Plan.

Vicki Hamilton, 7905 Leslie Drive, Richland Hills
John Garza, 7900 Leslie Drive, Richland Hills
Christie Watkins, 3505 Chaffin Drive, Richland Hills

Stacy Reddy, 7021 Hardisty Street, Richland Hills
Joyce Fiaccone, 3800 Labadie, Richland Hills
Monica Nash, 7916 Leslie Drive, Richland Hills

Chris Branham, Catalyst Commercial, provided an overview of the project, the purpose and objectives, the study area, challenges, and feedback received. He stated that while pavement, curb and gutter, drainage, and signalization along Glenview Drive are needed, the Master Plan aims to address the needs of local users, accommodate existing and future capacity, and integrate community values. He mentioned challenges for the corridor including an unsafe pedestrian environment, lack of parking, and aesthetic issues.

City Manager Candice Edmondson provided additional details regarding the overall plan. She advised that the Master Plan is meant to be a visioning document for staff and City Council moving forward. The City must have a plan in place to potentially seek grant opportunities or to attract potential businesses to the corridor.

Stephen Moore, Halff Associates, discussed the proposed Plan's transportation concepts, specifically the Transformational Concept detailing Glenview Drive becoming a two lane road. He advised that daily traffic counts indicate that taking the road from four lanes to two could be successful.

Ms. Edmondson addressed citizen input received regarding the proposed Plan and addressed concerns costs, redevelopment, potentially implementing a Tax Increment Financing Zone, as well as land use, road improvements, and flooding issues.

3. 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 Lopez adjourned the work session at 7:26 p.m.

REGULAR SESSION – Mayor Lopez Called to Order – Time 7:38 p.m.

INVOCATION AND PLEDGES OF ALLEGIANCE – Councilmember Knowlton

PRESENTATIONS

1A. Texas Police Chiefs Association Re-Accreditation

Police Chief Kimberly Sylvester introduced City of White Settlement Police Chief Christopher Cook. Chief Cook presented the Richland Hills Police Department (RHPD) with the Re-Accreditation Certificate from the Texas Police Chief's Association Best Practices Program. He advised that RHPD obtained initial accreditation status from the Texas Police Chief's Association Best Practices Program in 2019 and the program

requires the agency to be re-evaluated every four years to maintain accreditation status. In December 2023, the police department successfully achieved re-accreditation status.

1B. Citizen Appearances/Public Comments

Robert Todd, 7921 Leslie Drive, Richland Hills, expressed concern regarding decreasing lanes on Glenview Drive and advised that a curb issue is being addressed by the Public Works Department.

Vicki Hamilton, 7905 Leslie Drive, Richland Hills, expressed concern regarding flooding issues in Creek Trail Park during heavy rains and mentioned an early warning system.

CONSENT AGENDA

2A. Approved minutes from the January 22, 2024 City Council Regular Meeting and the January 29, 2024 Special Called Meeting

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

Motion carried by a vote of 6-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

3A. Approved Ordinance 1492-24 amending Chapter 90 of the City Code, as amended, the Comprehensive Zoning Ordinance of the City; Amending Section 5.02 to amend the method in which members of the Planning and Zoning Commission are appointed. PUBLIC HEARING

City Secretary Lindsay Rawlinson presented the item to the City Council and advised that Chapter 90 is the Comprehensive Zoning Ordinance of the City's Code of Ordinances. Article 5 governs the City's Development Review Boards and Subsection 5.02 specifically governs the Planning and Zoning Commission. Presently, Subsection 5.02(A)(1)(c) states:

"(c) Each councilmember shall be entitled to appoint one regular member to the numbered place corresponding to the numbered place held by the appointing councilmember."

The City Council previously consisted of the mayor and five council members. A Charter amendment election was held May 6, 2023, which added a sixth council member. In order to allow each council member an equal say in the composition of the Planning and Zoning Commission, the proposed ordinance will change the language in Subsection 5.02(A)(1)(c) to allow the entire council to appoint any member of the Commission. The new language will be as follows:

"(c) Each member of the planning and zoning commission shall be appointed by the city council, and the city council may appoint alternate members of the planning and zoning

commission, who shall serve in the absence of one or more of the regular members when requested to do so.”

The Planning and Zoning Commission will continue to consist of five regular members as well as two alternate members. The Planning and Zoning Commission considered the ordinance at their January 23, 2024 meeting and voted 3-0 to recommend approval.

Mayor Lopez opened the public hearing at 7:56 p.m. and asked to hear from any proponents followed by opponents of the ordinance.

Hearing none, Mayor Lopez closed the public hearing at 7:56 p.m.

Motion: Motion was made by Councilmember Knowlton and seconded by Mayor Pro Tem Estep to approve Ordinance 1492-24 amending Chapter 90, Section 5.02 of the City Code to amend the method in which members of the Planning and Zoning Commission are appointed.

Motion carried by a vote of 6-0.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4. None.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5A. Approved contract with Consolidated Traffic Controls for the design, manufacturing and installation of illuminated street signs along Baker Boulevard

Director of Public Works and Capital Projects Kip Dernovich presented the item to the City Council and advised that in FY 2023, City Council approved the placement of illuminated street signs along each intersection of Baker Boulevard. Baker Boulevard (Hwy 183) is a Texas Department of Transportation (TxDOT) managed roadway. As such, TxDOT requires that the City of Richland Hills approve the State’s policy and guidelines on the use of LED Illuminated Street Name Signs prior to approval of design and construction plans. The City Council approved Resolution 585-23 in November 2023 and adopted the policies and guidelines required for the use of LED Illuminated Street Name Signs on a TxDOT managed roadway.

TxDOT also requires the City to use a State approved vendor to design, manufacture and install the illuminated street signs. City staff requested quotes from approved vendors and Consolidated Traffic Controls (CTC) provided the lowest quote in the amount of \$115,780.

Funding in the amount of \$90,000 was included in the FY 2024 Tax Increment Financing (TIF) Fund for design, fabrication and installation of illuminated street signs along Baker Boulevard. An additional \$25,780 is required to meet the cost of the quote. Staff will bring

forward a budget amendment of \$25,780 to the TIF Fund for Council consideration at the February 26, 2024 City Council meeting.

Discussion ensued regarding the number of signs being replaced, one way streets, and scheduling.

Motion: Motion was made by Mayor Pro Tem Estep and seconded by Councilmember Malone to approve a contract with Consolidated Traffic Controls for the design, manufacturing and installation of illuminated street signs along Baker Boulevard utilizing the HGAC cooperative purchasing contract #PE-05-21 and to amend the project budget by allocating an additional \$25,780 from the uncommitted cash balance in the Tax Increment Financing Fund for a total project cost of \$115,780.

Motion carried by a vote of 6-0.

5B. Denied Professional Services Agreement with Parkhill to provide landscape architecture, survey and engineering services for the hike and bike trailhead on Latham Drive

Director of Parks and Recreation Jason Brown presented the item to the City Council and advised that during the FY 2024 Budget process, the City Council approved funding for the design and construction of a trailhead and parking lot adjacent to the hike and bike trail on Latham Drive. Recently, Oncor has informed the City that they would allow improvements to be made in their easement near the trailhead. Mr. Brown suggested that this item could be tabled or denied to allow this project to be combined with a project within the Oncor easement.

Motion: Motion was made by Councilmember Goveas and seconded by Councilmember Malone to deny Professional Services Agreement with Parkhill to provide landscape architecture, survey and engineering services for the hike and bike trailhead on Latham Drive in the amount of \$74,100 and to amend the project budget by allocating an additional \$100,000 from the uncommitted cash balance in the Oil & Gas Fund for a total project cost of \$300,000.

Motion carried by a vote of 6-0.

5C. Approved Professional Services Agreement with Parkhill to provide landscape architecture, survey and engineering services for the FY 2024 Rosebud Park Improvements

Director of Parks and Recreation Jason Brown presented the item to the City Council and advised that during the FY 2024 Budget process, the Richland Hills Development Corporation (RHDC) and City Council approved funding for a restroom/pavilion and expanded parking at Rosebud Park. Under the Professional Services Agreement, Parkhill

will provide the survey, design and engineering work for the proposed parking spaces on the southern end of the park and for the concrete pad and utility connections to the restroom/pavilion. The firm will also develop construction documents, perform bid services and provide construction administration.

The restroom/pavilion is a pre-fabricated structure that was originally purchased for Creek Trail Park. RHDC and City Council decided to move the restroom/pavilion to Rosebud Park during the budget process since Creek Trail Park is currently being reevaluated as part of the Glenview Corridor Master Plan.

The FY 2024 RHDC Fund Budget includes funding in the amount of \$450,000 for construction of a restroom/pavilion and additional parking at Rosebud Park. Parkhill has provided a proposal in the amount of \$158,900 to complete landscape architecture, survey and engineering services for the project.

A construction estimate was provided for the project but staff did not get an estimate for architecture, survey and engineering services. In order to move forward with the Rosebud Park improvements, a budget amendment will be required to increase the project budget to \$610,000. The Finance Director has identified available cash funding in the amount of \$160,443 in the Capital Projects Fund. This represents the uncommitted cash balance remaining from previous capital projects.

Motion: Motion was made by Councilmember Goveas and seconded by Mayor Pro Tem Estep to approve Professional Services Agreement with Parkhill to provide landscape architecture, survey and engineering services for the FY 2024 Rosebud Park Improvements in the amount of \$158,900 and to amend the project budget by allocating an additional \$160,443 from the uncommitted cash balance in the Capital Projects Fund for a total project cost of \$610,443.

The vote was as follows:

For: Mayor Lopez, Mayor Pro Tem Estep, and Councilmembers Malone and Goveas

Against: Councilmembers Knowlton and Bledsoe

Motion carried by a vote of 4-2.

OTHER ITEMS FOR CONSIDERATION

6A. Approved appointments to the Comprehensive Plan Advisory Committee

Motion: Motion was made by Councilmember Goveas and seconded by Councilmember Knowlton to appoint the following people to the Comprehensive Plan Advisory Committee:

Allison Barger – Richland Hills Development Corporation representative
Michael Wilson – Planning and Zoning Commission representative
Mary Witt – Planning and Zoning Commission representative
John Garza – Citizen member
Kelle Jones – Citizen member
Jenny Clark – Citizen member
Curtis Bergthold - Citizen member
Mayor Edward Lopez – City Council representative
Mayor Pro Tem GW Estep – City Council representative
Councilmember Doug Knowlton - City Council representative
Councilmember Roland Goveas - City Council representative

Motion carried by a vote of 6-0.

REPORTS & DISCUSSIONS

7A. Discuss proposed ordinance amendments pertaining to parking, stopping or standing vehicles on public streets, private streets and other places

Police Chief Kimberly Sylvester and Police Captain Scott Russell provided an overview of proposed changes to the City ordinance governing on-street parking. They advised of several updates including types of vehicles restricted from parking on streets, provided updated definitions, clarified provisions such as alleys, vehicles with expired license plate and registration, commercial vehicles and equipment, and unauthorized parking.

COMMUNITY INTEREST ITEMS

8. Mayor Pro Tem Estep advised of several upcoming events:

- Monday, February 19, 2024, City offices closed in observance of Presidents Day;
- Thursday, February 29, 2024, Moncrief Breast Cancer Screenings, The Link;
- Saturday, March 9, 2024, Second Saturday Seminar – DIY Rainwater Harvesting, 9:00 a.m., The Link;
- Monday, March 11, 2024 through Friday, March 15, 2024, Spring Break Camp, The Link;
- Thursday, March 14, 2024,
 - Senior Lunch Bunch and Bingo, The Link, 12:00 to 2:00 p.m.;
 - Tarrant County Food Pantry, The Link parking lot, 5:30 to 7:00 p.m.;
- Every Thursday, Coffee Talk, Public Library, 10:00 to 11:30 a.m.;
- Through August 9, 2024, Summer Camp Connect Registration, The Link;

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).

1. Section 551.074: Deliberation regarding Personnel Matters
a) City Secretary annual review

Motion: Motion was made by Councilmember Knowlton and seconded by Mayor Pro Tem Estep to adjourn into Executive Session at 9:04 p.m.

Motion carried by a vote of 6-0.

Mayor Lopez reconvened into open session at 10:11 p.m.

ADJOURNMENT

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

Motion carried by a vote of 6-0.

There being no further business to come before the City Council, Mayor Lopez declared the meeting adjourned at 10:12 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Edward Lopez, Mayor