

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING
NOVEMBER 11, 2024
MINUTES**

Roll Call:

Council present

Curtis Bergthold, Mayor
Douglas Knowlton, Mayor Pro Tem
Travis Malone, Place 2
Theresa Bledsoe, Place 3
John Skier, Place 4
G.W. Estep, Place 5
Roland Goveas, Place 6

Council absent

Staff present

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

CITY COUNCIL WORK SESSION – 6:31 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.

None.

2. **Discuss Short-Term Rental Registration Process**

Director of Planning and Development Services JP Ducay presented the item to the City Council and advised that short-term rentals refer to a residential premises, or portion thereof, used for lodging accommodations to occupants for a period of not less than one or more than 30 consecutive days, other than an ongoing month-to-month tenancy granted to the same renter for the same premises. The definition of short-term rental does not include a hotel, motel, bed and breakfast, executive suite or other nonresidential use.

Over the past few years, city staff has received several inquiries regarding short-term rentals within the community. Many cities in the Dallas-Fort Worth Metroplex have adopted policies for short-term rentals, and city staff has prepared a draft policy to provide guidelines for operating short-term rentals in Richland Hills. The proposed policy establishes a registration program for short-term rentals that will balance the rights of all

stakeholders through a fair and objective regulatory framework and ensure that short-term rentals do not become a nuisance.

Discussion ensued regarding annual inspections including fire inspections and the differences between short and long-term rentals.

- 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 Bergthold adjourned the work session at 7:06 p.m.

REGULAR SESSION – Mayor Bergthold Called to Order – Time 7:06 p.m.

INVOCATION AND PLEDGES OF ALLEGIANCE – Councilmember Travis Malone

PRESENTATIONS

- 1A. Business Spotlight: Muslim Community Center for Human Services (MCCHS)**

Director of Planning and Development Services JP Ducay introduced representatives from MCCHS located at 7600 Glenview Drive. MCCHS has been providing care and services to the community since 1995 and is hosting an open house on Saturday, November 23, 2024 from 12:00 to 3:00 p.m.

- 1B. Employee Service Award**

Mayor Bergthold announced the employee service award and expressed congratulations to the following employee on reaching an employment milestone with the City of Richland Hills:

10 Years of Service

Fire Chief Russell Shelley

- 1C. Fire Department Badge Pinning**

Fire Chief Russell Shelley introduced Firefighter/Paramedic Fabian Huerta and provided a brief background.

City Secretary Lindsay Rawlinson administered the Oath of Office to Firefighter/Paramedic Fabian Huerta.

1D. Citizen Appearances/Public Comments

Cindy Gillard, 3709 Norton Drive, Richland Hills, advised that on October 30, 2024, she called 911 for her wife and the call was not answered. She expressed frustration and fear at the situation and stated that she ended up driving her wife to the hospital herself. She requested that Richland Hills operate its own dispatch center for emergencies.

CONSENT AGENDA

2A. Approved minutes from the October 28, 2024 City Council Regular Meeting

2B. Excuse the absence of Councilmember John Skier from the October 28, 2024 regular City Council meeting

2C. Approve renewal of Managed Services Agreement with SEAC Network Solutions (formerly TodoVerde, LLC) for information technology services and authorize City Manager to sign agreement

2D. Approve Resolution 607-24 adopting a Prohibited Technology Policy in compliance with Chapter 620 of the Texas Government Code

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

Motion carried by a vote of 7-0.

PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS

3A. Approved Ordinance 1513-24 amending Chapter 90 “Zoning,” Section 3.02.01 “Conditional Development Standards” in order to update size and use regulations for guest houses. PUBLIC HEARING

Director of Planning and Development Services JP Ducay presented the item to the City Council and advised that on May 6, 2014, the City of Richland Hills adopted a Comprehensive Plan along with a new Zoning Ordinance. The new zoning ordinance included “Guest House” as a residential use only allowed by Specific Use Permit (SUP) in the SFE and SF-10 zoning districts. Then on August 18, 2015, City Council adopted supplemental Guest House regulations. Supplemental regulations were established to better regulate the size and utilization of guest houses. Specifically, to reduce the likelihood of guest houses being rented out.

Since the adoption of the supplemental regulations in 2015, five guest houses have been approved by SUP. The most recent guest house request was approved by City Council on October 14, 2024. During the deliberation, there was detailed discussion on the regulations that limit the size of guest houses and the number of bathrooms within them. It was believed that the size discrepancy between accessory buildings and guest houses

was unnecessary. City Council agreed that both building types should be held to the same size requirements. Additionally, it was determined that regulating the number of bathrooms within a guest house placed hardship on potential guests or family occupying the building. City Council provided staff direction to amend these regulations accordingly. The Planning and Zoning Commission considered the ordinance at their October 22, 2024 regular meeting and voted 3-0 to recommend approval.

Mayor Bergthold opened the public hearing at 7:36 p.m. and asked to hear from any proponents followed by opponents of the case.

Hearing none, Mayor Bergthold closed the public hearing at 7:36 p.m.

Motion: Motion was made by Councilmember Malone and seconded by Councilmember Skier to approve Ordinance 1513-24 amending Chapter 90 “Zoning”, Section 3.02.01 “Conditional Development Standards” in order to update size and use regulations for guest houses.

Motion carried by a vote of 7-0.

ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS

4A. Approved Resolution 606-24 casting the City of Richland Hills’ allocated votes in the appointment of members to the Tarrant Appraisal District Board of Directors

City Manager Candice Edmondson introduced the item to the City Council and advised that the current two-year terms of the five voting members of the Tarrant Appraisal District Board of Directors will expire on December 31, 2024. All taxing units in the County are allotted a certain number of votes based on the population that they represent. The City of Richland Hills has up to four votes to cast. These votes may be cast in any way the City Council deems appropriate.

Sayed Syad, 6705 Sapphire Circle North, Colleyville, Texas, introduced herself as a candidate for the Tarrant Appraisal District Board and stated that there are 14 candidates on the ballot for the first time. She provided her background information including the entities who nominated her and asked for the City Council’s support.

Eric Crile, 11325 Gale Ridge Terrace, Fort Worth, Texas, introduced himself as a candidate for the Tarrant Appraisal District Board. He provided his background information including the entities who nominated him, his vision for the Tarrant Appraisal District, and asked for the City Council’s support.

Discussion ensued regarding the two candidates who came to request the City Council’s support.

Motion: Motion was made by Councilmember Bledsoe and seconded by Councilmember Skier to approve Resolution 606-24 casting the City of Richland Hills' allocated votes in the appointment of members to the Tarrant Appraisal District Board of Directors with two votes each for Sayeda Syad and Eric Crile.

Motion carried by a vote of 7-0.

CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS

5A. Approved insurance benefit renewal with United Healthcare for annual group medical insurance and Guardian for annual dental and vision insurance; consider new insurance benefits with Mutual of Omaha for annual life, voluntary life and disability insurance and voluntary worksite benefits; consider benefit administration with Flores for COBRA, flexible spending and health savings account administration for calendar year 2025

Human Resources Manager Rick DeOrdio introduced employee benefits broker, Lance Pendley, Senior Vice President of McGriff who provided information regarding the City's group medical insurance for City employees.

Mr. Pendley provided a brief overview of the bid received for medical insurance renewal beginning January 1, 2025. Following negotiations, United Healthcare (UHC), will remain as the city's group medical insurance provider, offering three medical plan options. Staff also recommends continuing with Guardian for dental insurance coverage, which offers two dental plan options and vision insurance coverage.

In addition, staff recommends the city transition to Mutual of Omaha for basic life, voluntary life and disability insurance benefits, and voluntary worksite benefits, and Flores to administer the City's COBRA, flexible spending and health savings account services. The anticipated FY 2025 budget expenditure is projected not to exceed \$850,117.

Motion: Motion was made by Councilmember Bledsoe and seconded by Mayor Pro Tem Knowlton to approve insurance benefit renewal with United Healthcare for annual group medical insurance and Guardian for annual dental and vision insurance; consider new insurance benefits with Mutual of Omaha for annual life, voluntary life and disability insurance and voluntary worksite benefits; consider benefit administration with Flores for COBRA, flexible spending and health savings account administration for calendar year 2025.

Motion carried by a vote of 7-0.

5B. Approved professional services agreement with Kimley-Horn and Associates, Inc. for preliminary engineering and planning services for the Glenview Drive project

City Manager Candice Edmondson introduced the item to the City Council and advised that on February 26, 2024 the City Council approved a conceptual master plan for the Glenview Drive corridor. The purpose of the plan was to establish a policy and vision to guide future development in the corridor from State Highway 26 to the eastern city limits. The plan coincided with Tarrant County's 2021 Transportation Bond Program which provides a \$5.32 million match to improve Glenview Drive and the surrounding infrastructure. The concept plan provides recommendations focused on mitigating safety and mobility issues while improving economic conditions, creating a sense of place, and establishing the corridor as a regional destination.

As the next step in the process, the City of Richland Hills issued a Request for Qualifications for professional engineering and design services for reconstruction of Glenview Drive on June 20, 2024. Six proposals were received from the following firms: Baird, Hampton & Brown; Kimley-Horn and Associates; Parkhill; Shield Engineering Group; Teague Nall and Perkins, Inc. and Westwood Professional Services, Inc. Following a thorough evaluation by the city's project team, Kimley-Horn was selected to move forward into the negotiation phase of the selection process.

Ms. Edmondson introduced Engineer Misty Christian, Kimley-Horn, who provided a brief overview of the scope of services, preliminary engineering, and planning services listed in the agreement. She advised that many things will be accomplished in-house with the exception of traffic counts along Glenview. Additionally, she advised that the community will have the opportunity to provide input and feedback and the City will partner with the City of North Richland Hills in making decisions for the corridor.

Motion: Motion was made by Mayor Pro Tem Knowlton and seconded by Councilmember Goveas to approve professional services agreement with Kimley-Horn and Associates, Inc. for preliminary engineering and planning services for the Glenview Drive project.

The vote was as follows:

For: Mayor Bergthold, Mayor Pro Tem Knowlton, Councilmembers Malone, Skier, Estep and Goveas

Against: Councilmember Bledsoe

Motion carried by a vote of 6-1.

OTHER ITEMS FOR CONSIDERATION

6. None.

REPORTS & DISCUSSIONS

7. None.

COMMUNITY INTEREST ITEMS

8. Councilmember Estep advised of several upcoming events:

- Now through Monday, November 25, 2024, Veterans Wall of Honor, The Link;
- Tuesday, November 12, 2024, Richland Hills Literary Club, Public Library, 6:30 p.m.;
- Thursday, November 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.;
- Friday, November 15, 2024,
 - Animal Shelter Grand Opening, Animal Shelter, 10:00 a.m. to noon;
 - Cozy Coffee Corner, Public Library, 6:00 p.m.;
- Friday, December 6, 2024, Christmas Tree Lighting, The Link Plaza, 6:00 p.m.;
- Every Thursday, Coffee Talk, Public Library, 10:00 to 11:30 a.m.

Additionally, Mayor Bergthold advised that there will only be one City Council meeting held in November and December due to upcoming holidays. The next meeting will be Monday, December 9, 2024. He also advised that former Councilmember Javier Alvarez will be officiating at the upcoming Mike Tyson boxing match on Friday, November 15, 2024.

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. There being no further business to come before the City Council, Mayor Bergthold declared the meeting adjourned at 8:25 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Curtis Bergthold, Mayor