



Tuesday, April 14, 2020

7:00 PM

Council Chambers

**ATTENDEES:**

Mayor	L. Kelly Jones
Council Member	Tiffany Aller
Council Member	Rosa Mendez
Council Member	John Davies
Council Member	Sharon Schmitz
Council Member	Christina Cowden
City Secretary	Brandy Barrett
Police Chief	Kevin Reaves
City Attorney	Ashley Dierker
Public Works Director	Joey Alvarez
Building Official	Nader Jeri
HCGC Head Pro	Mike Krsnak

**ABSENT:**

**REGULAR SESSION:**

**CALL TO ORDER:** Due to the COVID-19 pandemic, state, county and local disaster declarations, the meeting was called at 7:00pm by Mayor Jones via a GoToMeeting teleconference. Members of the public joined electronically by dialing toll free 1-877-309-2073 using access code 462 860 845#.

**INVOCATION** was given by Nathan Keller.

**PLEDGE OF ALLEGIANCE** led by Mayor Jones.

**REGULAR SESSION:**

**1. MOTION to approve the Agenda.**

- **MADE BY:** Christina Cowden. **SECOND:** Rosa Mendez.
- **Motion passed** by a vote of 5 Ayes and 0 Nays.

**2. Approval of the Consent Agenda**

Mayor Jones explained the purpose of the consent agenda, noting that a council member must request an item be removed from the consent agenda if it was to be discussed, otherwise, a single motion would approve all items on the consent agenda.

**A. Approval of the Minutes:**

- Council Meeting – March 10, 2020

**B. Ratify the mayor's action to spend \$49,300 for the emergency replacement of a collapsed 30" storm drain line which caused a 15' sinkhole on the golf course. *This item was not budgeted and will be funded by a WRA year-end fund transfer.***

### C. Approval of the Financial Reports:

- TexPool Report
- A/P Disbursements

FUND BALANCES March 2020	GENERAL	WATER	CAPITAL PROJECTS	CRIME CONTROL	DEBT SERVICE	WRA	HCGC	STREET
Revenue	\$306,118	\$108,453	\$348,341	\$40,549	\$9,496	\$114	\$116,381	\$20,320
Disbursements	\$272,959	\$96,402	\$87,905	\$46,247	\$0.00	\$16,707	\$131,034	\$18,276
Cash on Hand	\$174,485	\$422,013	\$10,547	\$144,278	\$76,578	\$118,736	\$138,506	\$74,528
TexPool	\$724,577	\$84,503	\$24,890	\$247	\$696,512	\$134,121	NA	NA
Money Market	\$350,000	\$500,000	NA	NA	\$129,000	\$1,090,000	NA	NA

### MOTION to approve the Consent Agenda.

- **MADE BY:** Tiffany Aller. **SECOND:** Rosa Mendez.
- **Motion passed** by a vote of 5 Ayes and 0 Nays.

3. **STAFF UPDATES:** *Mayor Jones thanked the staff for their extraordinary work during the disaster and announced that due to the circumstances no staff reports would be provided. However, he explained that department directors were on the teleconference and would be able to answer any questions the council members had regarding the reports in the council packet.*

- There were no questions regarding staff reports.

### 4. MAYOR'S REPORT:

Mayor Jones provided a brief recap of his prior 30 days, including:

- He secured the state comptroller's office approval to extend the September 30, 2020 expiration of the street maintenance tax to December 31, 2020 to allow the citizens time to vote on its reauthorization. He expressed his gratitude to our state representatives, specifically Charlie Geren, who was instrumental in discussions with the Governor's office, who ultimately requested the comptroller work with us to resolve this issue.
- In addition to a national/statewide disaster, the area received a record amount of rainfall in the month of March. This caused two large sink holes, one on the golf course and one on Kaye Lane. He thanked the staff for their quick response and resolution of the problems.
- The COVID-19 disaster has affected the golf course, which was originally closed on March 23<sup>rd</sup>. It was reopened on a very limited basis the second week of April and some of the full-time staff were called back to work.
- The May 2<sup>nd</sup> election, for which he commended staff on doing a wonderful job of planning for the safety of our citizens, has been postponed, and he noted that the council must take action tonight on this issue.
- Construction on the citywide trail project was stopped 41 days ago, pending a TxDOT decision on the two submitted change orders. He announced that this week, TxDOT denied change order #2 to move the trail crossing location. TxDOT also approved change order #1, pending a final environmental study which must be completed in less than 2 weeks. However, construction may not resume in the park area because the easement provided by the property owner was terminated. He is working with the property owner to secure an unconditional easement to proceed. However, if the property owner is not agreeable, the original trail design will be constructed.

5. **ADVISORY BOARD AND COMMITTEE UPDATES:** *(No meetings were held in the prior 30 days; no reports were provided.)*

## 6. PUBLIC INFORMATION/ANNOUNCEMENTS – Brandy Barrett, City Secretary

### A. Announcements and Proclamations

- Pending tonight's vote, the general election will be postponed to earliest lawful date.
- Declaring the month of April 2020 as Child Abuse Prevention Month
- Declaring National Public Safety Telecommunicators Week, April 12-18, 2020

### B. Meetings

- Finance Committee meeting, May 12<sup>th</sup> at 6:15pm
- Regular Council meeting, May 12<sup>th</sup> at 7:00pm

### C. CITIZEN COMMENTS: *(As permitted by the Governor's disaster declaration, citizens will only be allowed to listen to the meeting, all call-in numbers were muted and there were no verbal citizen comments during the meeting. The mayor and council value citizen opinions and encouraged comments be sent to the City Secretary prior to 3:00p.m. on the day of the meeting.)*

- No citizen comments were submitted.

## 7. ACTION ITEMS:

### A. Mayor Jones

Discuss and take action on Ordinance 461 to extend the Declaration of Local Disaster and Public Health Emergency issued by Mayor Jones on March 7<sup>th</sup>. *(The City participates in the Tarrant County Hazard Mitigation Action and Emergency Management Plans and must comply with the County Judges orders during a disaster. The mayor can also declare a disaster, which requires council approval to extend beyond 7 days. The current city disaster declaration will expire at midnight on March 14<sup>th</sup>.)*

**MOTION to approve Ordinance 461 extending the Declaration of Local Disaster and Public Health Emergency to 11:59pm on May 13, 2020.**

- **MADE BY:** Sharon Schmitz. **SECOND:** Tiffany Aller.

#### **DISCUSSION:**

- There was a brief discussion on the expiration date and a general consensus on the proposed date and time.

**Motion passed** by a vote of 5 Ayes and 0 Nays.

### B. Mayor Jones

Discuss and take action on Resolution 2020-05 postponing the general election for the offices of council Place 2, Place 3 and Place 4 and postponing the special election for the office of council Place 5 to November 3, 2020.

**MOTION to approve Resolution 2020-05 postponing the general election for the offices of council Place 2, Place 3 and Place 4 and postponing the special election for the office of council Place 5 to November 3, 2020.**

- **MADE BY:** John Davies. **SECOND:** Tiffany Aller.

#### **DISCUSSION:**

- A discussion took place regarding the desire to hold the election at the earliest possible date, and it was noted that if an earlier date is authorized by the Governor, the council will be requested to take action.

**Motion passed** by a vote of 5 Ayes and 0 Nays.

### C. Mayor Jones

Discuss and take action on Ordinance 462 calling an election to be held on November 3, 2020 to submit a proposition on reauthorization of the local sales and use tax at the rate of one fourth of 1 percent (1/4 of 1%) to continue providing revenue for the maintenance and repair of municipal streets. *(Per Texas Tax Code 327.007, an election to reauthorize the sale tax is required every four years. Current authority has been extended to expire on December 31, 2020.)*

**MOTION to approve on Ordinance 462 calling an election to be held on the earliest possible date, likely November 3, 2020, to submit a proposition on reauthorization of the local sales and use tax at the rate of one fourth of 1 percent (1/4 of 1%) to continue providing revenue for the maintenance and repair of municipal streets.**

- **MADE BY:** Tiffany Aller. **SECOND:** Christina Cowden.

#### **DISCUSSION:**

- A brief discussion took place regarding the cost to hold an election. Mayor Jones reported that it typically costs approximately \$7000, however it depends on the number of cities participating in the shared costs through Tarrant County Election office.

**Motion passed** by a vote of 5 Ayes and 0 Nays.

### D. Mayor Jones

Discuss and take action on April utility billing services. *(Per section 13.02.034 of the City's Code of Ordinances, "Utility bills not paid in full by the sixth calendar day following the due date will be considered delinquent and utilities services will be subject to termination." Utility bills are mailed/mailed by the last day of each month and are due by the 15<sup>th</sup> of each month. Accounts not paid in full by the due date are deemed delinquent and assessed a late payment fee of a minimum of \$7.50 or 10% of the outstanding balance. If the account is not paid in full by the 21<sup>st</sup> of each month a service termination fee of \$25.00 is assessed and utility services are shut off. No fees assessed for the restoration of a shut off account.)*

**MOTION to waive the assessment of all delinquent utility account fees and cease utility shut-offs for non-payment in the month of April.**

- **MADE BY:** Sharon Schmitz. **SECOND:** Tiffany Aller.

#### **DISCUSSION:**

- Mayor Jones lead a discussion on the need to balance the rights of those who pay timely against those who are truly in need during this time and others who just take advantage of the opportunity.
- It was the hope that the disaster will be over soon, and this would not be an issue in the month of May. Therefore, it was noted that all accounts not paid by May 15<sup>th</sup> would be subject to further action. As such, this item will also be on the May 12<sup>th</sup> council agenda.

**Motion passed** by a vote of 5 Ayes and 0 Nays.

### E. Mayor Jones

Discuss and take action on Ordinance 463 amending Chapter 3, section 3.02.081 of Code of Ordinances, modifying the 2018 Edition of the International Residential Code previously adopted to provide regulations governing roof drainage.

- Mayor Jones noted that this was in response to citizen concerns about water drainage. Mr. Jeri was not available for further explanation on how it would affect existing homes. Based on the discussion, Mayor Jones requested a motion be made, excluding remodeling if that was the desire of the council, so that existing homeowners would receive some immediate relief. No motion was proposed; therefore, no action was taken on this item. He added that this item would be on the May agenda.



**F. Mayor Jones**

Discuss and take action on the selection of the City Administrator Search Firm. *(The Request for Proposals was released on March 11, 2020 and due on April 6, 2020. One response was received with a not to exceed price of \$26,500, excluding optional supplemental services.)*

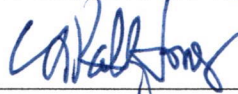
**MOTION to authorize the mayor to retain Strategic Government Resources for services to locate a new city administrator in an amount not to exceed \$26,500 excluding optional services.**

• **MADE BY:** Rosa Mendez. **SECOND:** Christina Cowden.

**Motion passed** by a vote of 5 Ayes and 0 Nays

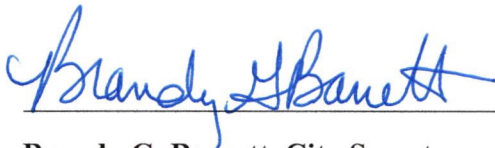
The meeting was adjourned at 8:22pm by Mayor Jones.

MINUTES APPROVED BY:



L. Kelly Jones, Mayor

SIGNATURE ATTESTED BY:



Brandy G. Barrett, City Secretary

