

**MINUTES OF THE WORK SESSION AND REGULAR MEETING
OF THE CITY COUNCIL OF THE CITY OF NORTH RICHLAND HILLS, TEXAS
HELD IN THE CITY HALL 4301 CITY POINT DRIVE
AUGUST 22, 2022**

WORK SESSION

The City Council of the City of North Richland Hills, Texas met in work session on the 22nd day of August at 6:00 p.m. in the City Council Workroom prior to the 7:00 p.m. regular City Council meeting.

Present:	Oscar Trevino	Mayor
	Tito Rodriguez	Mayor Pro Tem, Place 1
	Rita Wright Oujesky	Place 2
	Suzy Compton	Place 3
	Mason Orr	Place 4
	Scott Turnage	Associate Mayor Pro Tem, Place 6
	Kelvin Deupree	Deputy Mayor Pro Tem, Place 7

Vacant: Place 5

Staff Members:	Mark Hindman	City Manager
	Paulette Hartman	Deputy City Manager
	Karen Manila	Assistant City Manager
	Jimmy Perdue	Director of Public Safety
	Alicia Richardson	City Secretary/Chief Governance Officer
	Maleshia B. McGinnis	City Attorney

CALL TO ORDER

Mayor Trevino called the meeting to order at 6:00 p.m.

1. DISCUSS ITEMS FROM REGULAR CITY COUNCIL MEETING.

City Council had no questions for staff.

2. WELCOME AND INTRODUCTION - PUBLIC OFFICIAL, PUBLIC EMPLOYEE OR CITIZEN.

Director of Public Works Caroline Waggoner introduced Capital Project Manager Elizabeth Braden and Fire Chief Stan Tinney introduced Medical Director of Emergency Services Curtis Johnson.

EXECUTIVE SESSION

- 1. **SECTION 551.072: DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY - 6600 DAVIS BOULEVARD**
- 2. **SECTION 551.087: DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS - 8358 DAVIS BOULEVARD**

Mayor Trevino announced at 6:05 p.m. that the City Council would adjourn into Executive Session as authorized by Chapter 551, Texas Government Code, Section 551.072: Deliberate the purchase, exchange, lease or value of real property - 6600 Davis Boulevard and Section 551.087: Deliberation regarding Economic Development negotiations - 8358 Davis Boulevard. Executive Session began at 6:10 p.m. and concluded at 6:26 p.m.

Mayor Trevino announced at 6:26 p.m. that City Council would convene to the regular City Council meeting.

REGULAR MEETING

A. CALL TO ORDER

Mayor Trevino called the meeting to order August 22, 2022 at 7:00 p.m.

Present:	Oscar Trevino	Mayor
	Tito Rodriguez	Mayor Pro Tem, Place 1
	Rita Wright Oujesky	Place 2
	Suzy Compton	Place 3
	Mason Orr	Place 4
	Scott Turnage	Associate Mayor Pro Tem, Place 6
	Kelvin Deupree	Deputy Mayor Pro Tem, Place 7

Vacant: Place 5

Staff Members:	Mark Hindman	City Manager
	Alicia Richardson	City Secretary
	Maleshia B. McGinnis	City Attorney

A.1 INVOCATION

Associate Mayor Pro Tem Turnage gave the invocation.

A.2 PLEDGE

Associate Mayor Pro Tem Turnage led the pledge of allegiance to the United States and Texas flags.

A.3 SPECIAL PRESENTATION(S) AND RECOGNITION(S)

There were no items for this category.

A.4 CITIZENS PRESENTATION

Ms. Katrina Gordon, 7613 Acorn Drive, North Richland Hills, Texas spoke about her negative experience at the June 30, 2022 Tarrant Appraisal District Board (TAD) meeting. She was at the TAD meeting to speak in favor of Chandler Crouch. She is displeased with Ms. Wilemon's response to her public comments.

Mr. Thomas Torlincasi, 1515 6th Avenue, Fort Worth, Texas spoke about the June 30, 2022 Tarrant Appraisal District Board meeting. He shared with City Council that a number of taxpayers and members of the media were made to wait outside the building during the June Tarrant Appraisal District Board meeting. He commented that new leadership is needed on the Tarrant Appraisal District Board as well as executives appointed by the Board.

Mr. Daniel J. Bennett, 408 Pemberton Street, White Settlement, Texas spoke about the June 30, 2022 Tarrant Appraisal District Board meeting. He commented that Kathryn Wilemon needs to be recalled or resign from office.

Ms. Diane Simmons, 3720 Holland Street, North Richland Hills, Texas spoke about the June 30, 2022 Tarrant Appraisal District Board meeting. She was in attendance at the meeting to speak in support of Chandler Crouch. She shared that a number of people were denied access or entry to the building while the Tarrant Appraisal District Board convened in Executive Session. She asked City Council to approve a resolution asking for Ms. Wilemon's immediate resignation.

Mr. Michael Larsen, 7133 King Ranch Road, North Richland Hills, Texas spoke about the June 30, 2022 Tarrant Appraisal District Board meeting. He was in attendance at the meeting and he is requesting the City Council demand the resignation of Kathryn Wilemon.

A.5 PUBLIC COMMENTS

There were no requests to speak from the public.

A.6 REMOVAL OF ITEM(S) FROM CONSENT AGENDA

No items were removed from the consent agenda.

B. CONSIDER APPROVAL OF CONSENT AGENDA ITEMS

APPROVED

A MOTION WAS MADE BY DEPUTY MAYOR PRO TEM DEUPREE, SECONDED BY COUNCIL MEMBER WRIGHT OIJESKY TO APPROVE THE CONSENT AGENDA.

MOTION TO APPROVE CARRIED 6-0.

- B.1 APPROVE MINUTES OF THE AUGUST 8, 2022 REGULAR CITY COUNCIL MEETING.**
- B.2 AWARD RFB 22-023, ANNUAL PURCHASE FOR UNINTERRUPTED POWER SUPPLY SERVICES TO HYPERTECH USA, INC., IN THE AMOUNT NOT TO EXCEED \$68,330.04.**
- B.3 CONSIDER AWARD OF CONTRACT TO RELIEF SERVICES FOR VETERINARY PRACTITIONERS (RSVP) FOR VETERINARIAN SERVICES AT THE NORTH RICHLAND HILLS ANIMAL ADOPTION AND RESCUE CENTER AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONTRACT IN AN AMOUNT NOT TO EXCEED \$59,000 ANNUALLY, FOR CORRECTED BID NUMBER 22-005 (ISSUED AS 21-005).**
- B.4 AUTHORIZE THE CITY MANAGER TO EXECUTE THE TENTH AMENDMENT TO THE TEXAS ANTI-GANG (TAG) CENTER ANALYST AGREEMENT, AS GRANT FIDUCIARY FOR THE TAG CENTER GRANT #2848908, INCLUDING \$82,079.22 ANNUAL RATE OF COMPENSATION FOR THE TAG CENTER ANALYST.**
- B.5 AUTHORIZE THE CITY MANAGER TO EXECUTE THE SEVENTH AMENDMENT TO THE TEXAS ANTI-GANG (TAG) CENTER ADMINISTRATOR AGREEMENT, AS GRANT FIDUCIARY FOR THE TAG CENTER GRANT #2848908, INCLUDING \$167,257.83 ANNUAL RATE OF COMPENSATION FOR THE TAG CENTER ADMINISTRATOR.**
- B.6 AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR EMERGENCY MEDICAL DIRECTOR SERVICES BETWEEN THE CITY OF NORTH RICHLAND HILLS AND QUESTCARE MEDICAL SERVICES, PLLC ON BEHALF OF THEIR EMPLOYEE, CURTIS JOHNSON, M.D., TO PROVIDE MEDICAL DIRECTION TO THE NORTH RICHLAND HILLS FIRE DEPARTMENT AND NRH2O WATER PARK.**

- B.7 AUTHORIZE PAYMENT TO JOE GODDARD ENTERPRISES, LLC FOR OUTDOOR WARNING SIREN MAINTENANCE, REPAIR, AND REPLACEMENT FOR AN AMOUNT NOT TO EXCEED \$114,512 IN TOTAL FOR THE REMAINING CONTRACT PERIOD THROUGH DECEMBER 7, 2024.**
- B.8 AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT WITH UNIFIRST CORP. FOR THE RENTAL OF UNIFORMS, INDUSTRIAL MATS, SUPPLIES AND ACCESSORIES THROUGH BUYBOARD CONTRACT NUMBER 670-22 FOR AN AMOUNT NOT TO EXCEED \$135,000 IN TOTAL FOR THE REMAINING CONTRACT PERIOD OF THREE YEARS.**
- B.9 APPROVE AN AGREEMENT WITH ITERIS INC. FOR CUMULATIVE PURCHASES FOR TRAFFIC SIGNAL EQUIPMENT IN AN AMOUNT UP TO \$320,577 USING BUYBOARD 608-20 AND DIRECT PURCHASES FROM ITERIS FOR SOLE SOURCE PRODUCTS.**
- C. PUBLIC HEARINGS**
- C.1 ZC21-0016, ORDINANCE NO. 3754, PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM FERNANDO SOTELO FOR A ZONING CHANGE FROM I-2 (MEDIUM INDUSTRIAL) TO RI-PD (RESIDENTIAL INFILL PLANNED DEVELOPMENT) AT 6716 STARDUST DRIVE, BEING 2.86 ACRES DESCRIBED AS TRACT 1A2, JOHN C YATES SURVEY, ABSTRACT 1753.**

APPROVED

Mayor Trevino opened the public hearing and called on Director of Planning Clayton Comstock to introduce the item.

Mr. Comstock informed City Council the applicant is requesting a zoning change for 2.86 acres located at 6716 Stardust Drive. The area is designated on the Comprehensive Land Use Plan as medium density and the current zoning is I-2, medium industrial. Mr. Comstock provided site photos of the property.

Applicant representative Jeff Polk, 712 Cabernet Court, Grapevine, Texas provided an overview of the site plan. The development will have 16 residential homes with minimum 20-foot front setbacks, 10-foot rear setbacks and 5-foot side yards. The homes will be a minimum of 2,000 square feet with a small percentage being less than 2,000 square feet. A homeowners' association will own and maintain all landscaping within open space areas and maintain perimeter masonry walls. The open space area includes a community fireplace and outdoor patio. He mentioned that they are open to suggestions for the area. The development includes a minimum of a 6-foot iron fence on Stardust and a

minimum 6-foot masonry screen wall/monument sign at the entrance. Mr. Polk stated that the proposed architectural style is transitional cottage style. The elevations he is sharing with City Council are not exactly representative of the proposed homes for the lots. The architectural styles will be regulated by the planned development. As suggested by staff, there will be an adjustment to the T-intersection to ensure vehicular traffic sees the stop sign. This adjustment results in decreasing the common space area, which comes in slightly below the standard requirement for open space. He stated there is area located on the northeast corner of the property that is a city-owned right-of-way. This right-of-way is a grassy area that will be included in the development and maintained by the homeowner association.

Council member Wright Oujesky asked if the builder has been selected for the development. Mr. Polk informed City Council the builder has not been selected for the development. Council member Wright Oujesky stated that she is not in favor of the proposed fireplace in the open space area. If the request is approved, there needs to be something else in place of the fireplace.

Council member Orr asked if the size of the homeowner association would be sufficient to maintain the open space. Mr. Polk informed City Council that he does not have adequate experience with small homeowner associations to respond to the question, but assured City Council that every caution would be put in place to address concerns.

Mr. Comstock presented staff's report. The proposed development is 2.86 acres on Stardust with 16 single-family lots. The square footage average lot is 5,321 and 50-foot wide by 80-foot deep. Mr. Comstock shared that most residential infill planned developments have the same width and only a few have been the same in depth. There are older residential infill planned developments with 70-foot depth lots. Due to the existing conditions of the lot, the open space is located in the center of the project. The Development Review Committee (DRC) and Planning and Zoning Commission requested the applicant move the T-intersection back to the south. The movement will decrease the size of the open space to a percentage that is less than the required standard. Staff made a recommendation to widen the lots on the east side to decrease the open space located at the northeast corner of the lot. Staff's concern is with the homeowner association's ability to maintain the open space. The ordinance in the agenda packet designates the open space to be 8% versus the required 10%. The homeowner association will be required to maintain all open spaces on the property. The Development Review Committee expressed concern with the community fireplace. The applicant's proposal includes a 6-foot masonry screening wall on the west side, a 6-foot ornamental metal fence on Stardust at the entry into the development, and a 8-foot board-on-board cedar fence along the railroad right-of-way. The three fence types are required to be installed by the developer. The applicant's proposal does not include a replacement fence on the east side of the property that abuts the existing neighborhood.

Mr. Comstock confirmed that the renderings are conceptual and no home builder has been selected for the development. Mr. Comstock clarified the homes are not required to look like the conceptual renderings. He reviewed the text of the planned development standards, which includes the anti-monotony standard for building elevations and floor plans; decorative architectural elements required; enhanced driveway finish materials; decorative garage doors; windows prohibited on second story adjacent to estates at North Richland Hills subdivision; and requirement of homeowner association architectural review committee. In the initial phase of the development, the homeowner association is the developer and home builder. There is not a current requirement in the proposed planned development standards to have a third party homeowner association management company. The 16 lots are required to be members of a homeowners' association and the association is required to maintain the open spaces and street trees. The Planning and Zoning Commission, at their August 4, 2022 meeting, recommended approval with a vote of 6-1.

City Council and staff discussed the number of lots in the homeowner association and maintenance of the open space areas; their concern with the fireplace; the conceptual elevation renderings; the city right-of-way located at the northeast section of the property that will be abandoned by the City during the platting phase; absence of a screening fence on the east side of the property; concern with not being able to see the final renderings and architectural style for the homes to be constructed in the development; and the number of elevations in the development.

In response to Mayor Trevino's question, Mr. Comstock informed City Council the railroad noise attenuation will apply to this development.

Mayor Trevino asked the City Secretary to call on those who completed a public meeting appearance form to speak during the public hearing. There being no forms submitted, Mayor Trevino asked if there was anyone in the audience wishing to speak on the item to come forward. There being no one wishing to speak, Mayor Trevino closed the public hearing.

Council member Compton asked Mr. Polk why they opted not to place a fence on the east side of the property. Mr. Polk commented when there is existing screening adjacent to the development the builder installs a fence, which is regulated by the planned development. Council member Compton stated that she would like to see more than four elevations in the development.

Mr. Freddy Sotelo, 7821 Old Hickory, North Richland Hills, Texas with Medford Construction was present to respond to questions from Council. Mr. Sotelo confirmed that they would install the fence located on the east side of the property.

A MOTION WAS MADE BY COUNCIL MEMBER COMPTON, SECONDED BY COUNCIL MEMBER ORR TO APPROVE ORDINANCE NO. 3754, WITH THE FOLLOWING AMENDMENTS (1) FENCING ON EAST SIDE TO BE CONGRUENT WITH FENCE ON SOUTH SIDE AND (2) THE CONCEPTUAL DESIGN PLAN TO PROVIDE AT LEAST A MINIMUM OF SIX ELEVATIONS.

MOTION TO APPROVE CARRIED 6-0.

D. PLANNING AND DEVELOPMENT

There were no items for this category.

E. PUBLIC WORKS

There were no items for this category.

F. GENERAL ITEMS

F.1 CONSIDER ORDINANCE NO. 3752, AUTHORIZING THE ISSUANCE OF “CITY OF NORTH RICHLAND HILLS, TEXAS, GENERAL OBLIGATION BONDS, SERIES 2022”; SPECIFYING THE TERMS AND FEATURES OF SAID BONDS; LEVYING A CONTINUING DIRECT ANNUAL AD VALOREM TAX FOR THE PAYMENT OF SAID BONDS; AND RESOLVING OTHER MATTERS INCIDENT AND RELATED TO THE ISSUANCE, SALE, PAYMENT AND DELIVERY OF SAID BONDS, INCLUDING THE APPROVAL AND EXECUTION OF A PAYING AGENT/REGISTRAR AGREEMENT, AND THE APPROVAL AND DISTRIBUTION OF A PRELIMINARY OFFICIAL STATEMENT AND AN OFFICIAL STATEMENT; AND PROVIDING AN EFFECTIVE DATE.

APPROVED

Director of Finance Mark Mills presented the item. The City Council is requested to consider the issuance of General Obligation Bonds in the amount of \$12,405,000 for the following projects associated with the 2020 Bond Election program.

- Crystal Lane - \$493,200.00
- Daniel Drive - \$497,400.00
- Dawn Drive - \$1,222,800.00
- Harmonson Road - \$2,326,000.00
- Kirk Lane - \$418,800.00
- Lariat Trail - \$2,362,800.00
- Main Street - \$1,397,000.00
- Post Oak Drive - \$590,400.00

Sierra Drive - \$658,800.00
South Crest Drive - \$373,800.00
Windhaven Road - \$1,366,800.00
Woodview Drive - \$697,200.00

The Bond Election program includes the reconstruction of 27 residential and major streets. This is the second issuance to fund the bond program.

Ms. Laura Alexander, Senior Managing Director Hilltop Securities, Inc., presented the bids received for the General Obligation Bonds. The lowest bid came from The Baker Group at 3.479697%.

A MOTION WAS MADE BY COUNCIL MEMBER WRIGHT OUJESKY, SECONDED BY ASSOCIATE MAYOR PRO TEM TURNAGE TO APPROVE ORDINANCE NO. 3752, AUTHORIZING THE ISSUANCE OF "CITY OF NORTH RICHLAND HILLS, TEXAS, GENERAL OBLIGATION BONDS, SERIES 2022"; SPECIFYING THE TERMS AND FEATURES OF SAID BONDS; LEVYING A CONTINUING DIRECT ANNUAL AD VALOREM TAX FOR THE PAYMENT OF SAID BONDS; AND RESOLVING OTHER MATTERS INCIDENT AND RELATED TO THE ISSUANCE, SALE, PAYMENT AND DELIVERY OF SAID BONDS, INCLUDING THE APPROVAL AND EXECUTION OF A PAYING AGENT/REGISTRAR AGREEMENT, AND THE APPROVAL AND DISTRIBUTION OF A PRELIMINARY OFFICIAL STATEMENT AND AN OFFICIAL STATEMENT; AND PROVIDING AN EFFECTIVE DATE.

MOTION TO APPROVE CARRIED 6-0.

F.2 CONSIDER ORDINANCE NO. 3753, AUTHORIZING THE ISSUANCE OF "CITY OF NORTH RICHLAND HILLS, TEXAS, TAX AND WATERWORKS AND SEWER SYSTEM (LIMITED PLEDGE) REVENUE CERTIFICATES OF OBLIGATION, SERIES 2022"; PROVIDING FOR THE PAYMENT OF SUCH CERTIFICATES OF OBLIGATION BY THE LEVY OF AN AD VALOREM TAX UPON ALL TAXABLE PROPERTY WITHIN THE CITY AND A LIMITED PLEDGE OF THE NET REVENUES DERIVED FROM THE OPERATION OF THE CITY'S WATERWORKS AND SEWER SYSTEM; PROVIDING THE TERMS AND CONDITIONS OF SUCH CERTIFICATES AND RESOLVING OTHER MATTERS INCIDENT AND RELATING TO THE ISSUANCE, PAYMENT, SECURITY AND DELIVERY OF SUCH CERTIFICATES OF OBLIGATION; AND PROVIDING AN EFFECTIVE DATE.

APPROVED

Director of Finance Mark Mills presented the item. The City Council is requested to

consider all matters related to the issuance and sale of City of North Richland Hills, Texas Tax and Waterworks and Sewer System Revenue Certificates of Obligation in an amount not to exceed \$3,875,000 for the purpose of: (1) constructing, acquiring, purchasing, renovating, enlarging, equipping, and improving the City's water and sewer system facilities, including the acquisition of land and rights-of-way; (2) acquiring fleet vehicles and equipment for various City departments, including the fire/emergency services department; and (3) professional services rendered in relation to such projects and the associated financing thereof. The funding provides for the Big Fossil Interceptor Rehabilitation, 12" and 10" sewer by-pass line, and the replacement of an ambulance.

Ms. Laura Alexander, Senior Managing Director Hilltop Securities, Inc., presented the bids received for the Certificates of Obligation. The lowest bid came from The Baker Group at 3.621476%.

A MOTION WAS MADE BY COUNCIL MEMBER ORR, SECONDED BY MAYOR PRO TEM RODRIGUEZ TO APPROVE ORDINANCE NO. 3753, AUTHORIZING THE ISSUANCE OF "CITY OF NORTH RICHLAND HILLS, TEXAS, TAX AND WATERWORKS AND SEWER SYSTEM (LIMITED PLEDGE) REVENUE CERTIFICATES OF OBLIGATION, SERIES 2022"; PROVIDING FOR THE PAYMENT OF SUCH CERTIFICATES OF OBLIGATION BY THE LEVY OF AN AD VALOREM TAX UPON ALL TAXABLE PROPERTY WITHIN THE CITY AND A LIMITED PLEDGE OF THE NET REVENUES DERIVED FROM THE OPERATION OF THE CITY'S WATERWORKS AND SEWER SYSTEM; PROVIDING THE TERMS AND CONDITIONS OF SUCH CERTIFICATES AND RESOLVING OTHER MATTERS INCIDENT AND RELATING TO THE ISSUANCE, PAYMENT, SECURITY AND DELIVERY OF SUCH CERTIFICATES OF OBLIGATION; AND PROVIDING AN EFFECTIVE DATE.

MOTION TO APPROVE CARRIED 6-0.

F.3 APPROVE RESOLUTION NO. 2022-037 AUTHORIZING AND ENDORSING THE APPLICATION FOR THE 2023 "OUR TOWN" GRANT PROGRAM BY THE NATIONAL ENDOWMENT FOR THE ARTS FOR THE WISHING SPOT PROJECT AT LINDA SPURLOCK PARK.

APPROVED

Director of Parks and Recreation Adrien Pekurney informed City Council that staff is seeking their approval to submit for a federal grant through the National Endowment for the Arts' "Our Town" program to supplement funding for art and place-making projects associated with parks and open spaces. The National Endowment for the Arts will award a limited number of grants ranging from \$25,000 to \$200,000. The City's proposed

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project is "The Wishing Spot", a collaborative art project between the City of North Richland Hills, Social Transportation for Seniors, and continuing education of community services and local resources. If City Council approves the resolution, staff will submit the application and await notification to be announced in April 2023.

A MOTION WAS MADE BY DEPUTY MAYOR PRO TEM DEUPREE, SECONDED BY COUNCIL MEMBER WRIGHT OUJESKY TO APPROVE RESOLUTION NO. 2022-037 AUTHORIZING AND ENDORSING THE APPLICATION FOR THE 2023 "OUR TOWN" GRANT PROGRAM BY THE NATIONAL ENDOWMENT FOR THE ARTS FOR THE WISHING SPOT PROJECT AT LINDA SPURLOCK PARK. MOTION TO APPROVE CARRIED 7-0.

G. EXECUTIVE SESSION ITEMS - CITY COUNCIL MAY TAKE ACTION ON ANY ITEM DISCUSSED IN EXECUTIVE SESSION LISTED ON WORK SESSION AGENDA

Mayor Trevino announced there was no action necessary as the result of Executive Session.

H. INFORMATION AND REPORTS

H.1 ANNOUNCEMENTS

Council member Orr made the following announcements.

Registration is open for the NRH Citizens Civic Academy. The academy will be held on Tuesday evenings from September 13 through October 25. Participants will get an informative look at city services and operations. More information and an application is available on the city's website.

City Hall and other non-emergency City offices will be closed on Monday, September 5, for the Labor Day Holiday. The NRH Centre, Iron Horse Golf Course and NRH2O will be open. Garbage and recycling will not be collected on Labor Day. Monday collections will shift to Tuesday and Tuesday collections will be picked up on Wednesday.

Kudos Korner - the Staff at NRH2O - As summer is winding down and we transition to weekends only at NRH2O Family Water Park, we would like to recognize the NRH2O team and the impact they have had on families, citizens and guests to our area. Even with many staffing challenges, so far this summer the water park has seen 181,000 visitors, which is 10,000 more than last year. The NRH2O Team has remained dedicated and worked hard to provide our high standard of quality and service and they are to be commended.

I. ADJOURNMENT

Mayor Trevino adjourned the meeting at 8:32 p.m.

Oscar Trevino, Mayor

ATTEST:

Alicia Richardson
City Secretary/Chief Governance Officer