

**CITY OF NORTH RICHLAND HILLS 2020 CAPITAL PROGRAMS ADVISORY  
COMMITTEE MEETING  
MEETING MINUTES  
OCTOBER 15, 2019 6:00 PM  
COMMUNITY ROOM  
NORTH RICHLAND HILLS PUBLIC LIBRARY**

The 2020 Capital Program Advisory Committee met on Tuesday, October 15, 2019, at 6:00 pm in the Community Room at the North Richland Hills public library. The following members were present: Scott Turnage, Chair, Suzy Compton, Vice Chair, Lauren Birkys, Bonnie Woody, Jennifer Childs, Patrick Faram, Justin Welborn, Sarah Olvey, Jason Winans, Amy Steele, Greg Hoffa, Jeremy Vaughan, Scott Maze, John Cope, Mindy Monroe, Robert Copeland, Russell Mitchell, Carol Anderson, Jim Schooler, Kathy Hudson, Kit Buschman, Tracey Driver, David Newhouse, Henry Seal, Gayle Hale, Cole Coulson, Leslie Garvis, Tracye Tipps.

The following members were absent: Marc Trevino, Bryan Beck, George Acosta, Greg Clifton, Jeanne Arnold, Bobby Coulson, Len Wade.

Staff present at the meeting were: Mark Hindman, City Manager, Paulette Hartman, Deputy City Manager, Karen Manila, Assistant City Manager, Mike Curtis, Managing Director of Public Works, Jimmy Perdue, Director of Public Safety, Alicia Richardson, City Secretary, Caroline Waggoner, Director of Public Works, Clayton Comstock, Planning Director, Craig Hulse, Director of Economic Development, Mark Mills, Finance Director, Robert Myers Budget & Research Director, Mary Peters, Public Information Director, Stan Tinney, Fire Chief, Marrk Callier, Management Analyst.

**I.**

**CALL TO ORDER**

The meeting was called to order by Chair Scott Turnage at 6:06 p.m. Chair Turner made introductions and thanked everyone for attending. In addition, Chair Turnage explained the duties of the committee. Members individually introduced themselves to the committee.

**II.**

**PUBLIC COMMENTS**

An opportunity for citizens to address the 2020 Capital Program Advisory Committee on matters which are scheduled on this agenda for consideration by the 2020 Capital Program Advisory Committee, but not scheduled as a public hearing. In order to address the 2020 Capital Program Advisory Committee during public comments, a Public Meeting

Appearance Card must be completed and presented to the recording secretary prior to the start of the 2020 Capital Program Advisory Committee meeting.

There were no request to speak from the public.

### **III.**

#### **REVIEW AND DISCUSS CITY OPERATIONS AND GROWTH**

City Manager Mark Hindman introduced city staff present at the meeting. Mr. Hindman discussed the profile for the City of North Richland Hills, including the size of the City, population, average household income, number of housing units, average list price for homes, number of businesses in the City, and both workplace and daytime population. Historical growth and a breakdown of where North Richland Hills residents work and where North Richland Hills employees live were discussed. Mr. Hindman discussed the market value of single-family residences in North Richland Hills, and noted that 65 percent of the homes market value were between \$180,000 to \$350,000.

Mr. Hindman discussed form of government and organizational structure for the City of North Richland Hills. Council-Manager form of government was defined and explained to the committee. In addition, a brief video produced by the International City Management Association explaining both the Mayor-Council and Council-Manager form of government was played for the committee. Mr. Hindman discussed who the North Richland Hills City Council is. This included the number of members, how they are elected, service terms, term limits, authority in majority, compensation, and the number of council meetings per month. Mr. Hindman discussed the following City Council Qualifications: Minimum age requirement of 21, a United States Citizen, a registered voter, an North Richland Hills resident for a minimum of one year, no outstanding taxes, no felonies, and they cannot hold another public office.

Mr. Hindman reviewed and discussed the organizational chart for the City of North Richland Hills. The committee watched a video explaining the City's FY 2019-2020 budget process, which included annual property taxes, and provided an average cost per month a resident pays for City services.

#### **IV.**

### **REVIEW AND DISCUSS CAPITAL IMPROVEMENTS FUNDING INCLUDING AN OVERVIEW OF CERTIFICATE OF OBLIGATION BONDS, GENERAL OBLIGATION BONDS, AND PROPERTY TAX RATE**

Assistant City Manager Karen Manila discussed Capital Improvements funding. Ms. Manila discussed debt issuance, debt payments, tax rate, and debt capacity. Ms. Manila explained that local governments can borrow money, which is called debt issuance. She explained that this allows the City to build infrastructure, buildings, and purchase large equipment. The differences between revenue bonds, certificates of obligations, and general obligation bonds were explained in detail to the committee. Ms. Manila explained the debt payment process, which included property tax revenues and the components of the property tax rate. In addition, Ms. Manila explained the difference between maintenance & operations, and interest & sinking portions of the tax rate for North Richland Hills. Currently the maintenance and operations portion of the tax rate for North Richland Hills is \$0.334938, and the interest & sinking portion is currently \$0.237062.

Ms. Manila discussed debt capacity, and debt service payments. Committee member David Newhouse and Ms. Manila discussed debt capacity numbers. The initial analysis indicates debt capacity in the \$30-32 million range over a five-year period. Ms. Manila answered questions from committee members regarding future debt capacity and existing debt.

#### **V.**

### **REVIEW AND DISCUSS UNIFORM ELECTION DATES, PROCESS FOR CALLING AN ELECTION AND HISTORY OF BOND ELECTIONS IN NORTH RICHLAND HILLS**

City Secretary Alicia Richardson discussed the uniform election dates. These dates are the first Saturday in May, and the first Tuesday after the first Tuesday in November. Ms. Richardson explained the deadlines in place to call for an election. In addition, Ms. Richardson briefly discussed the upcoming 2020 election cycle.

## **VI.**

### **REVIEW AND DISCUSS PROJECT TYPES TO BE PRESENTED AT FUTURE MEETINGS**

Deputy City Manager Paulette Hartman discussed the most recent bond elections in the City of North Richland Hills. These included the 1994 bond election which had three propositions approved for a total of \$23.54 million, the 2003 bond election which had four of the five propositions approved for a total of \$37.21 million, and the 2012 bond election which had one proposition approved for \$48.00 million for the new city hall complex.

Ms. Hartman discussed the community profile and aging infrastructure. Both the average age of single-family homes and multi-family structures in North Richland Hills were discussed, including a breakdown by zip code within the City for single-family homes. Ms. Hartman discussed the 2017 Citizen Survey Results. She explained the City mailed out over 8,000 surveys, and the survey was available on-line for citizens. The survey questions about quality of life were discussed with the committee. Ms. Hartman mentioned that when asked about city services, the city received a majority of A's and B's on most things except for maintenance of major roadways, maintenance of residential streets, and management of traffic flow. In addition, Ms. Hartman mentioned that in the survey citizens ranked maintenance of residential streets as the fourth most important city service and maintenance of the city's major roadways ranked fifth overall. Survey results over the maintenance of major roadways and maintenance of residential streets were discussed and a breakdown for each section of the city was provided. Ms. Hartman mentioned that in the recent survey 52 percent strongly supported or support paying more taxes for improving streets and intersections.

Ms. Hartman mentioned that starting at the next committee meeting collector streets or what are referred to as major roadways will be discussed. In addition, evaluation criteria will be discussed and agreed upon by the committee at the beginning of the October 29 meeting. Ms. Hartman mentioned that these projects would address short-term needs, and would be addressed possibly in a 2020 or 2021 bond election. She mentioned that as the committee meetings progress, other projects brought up in the recent Vision 2030 Strategic Plan, and long term future fire station needs will be discussed for possible long-term bond elections, possibly in 2023 or 2024.

Ms. Hartman and City staff responded to questions from committee members regarding outstanding prior bond election funds. Ms. Hartman responded to questions from committee members regarding the total number of survey responses received. Mary Peters mentioned that the current citizen survey is set to close on November 5, 2019,

and she hopes to present transportation related questions to the committee in December.

## **VII.**

### **DISCUSS AND SET FUTURE COMMITTEE MEETING DATES**

Chair Turnage announced that future committee meetings would be held in the community room at the City Hall. The committee discussed the schedule for future meeting days, and agreed upon the following dates:

Tuesday, October 29, 2019 at 6:00 pm

Tuesday, November 5, 2019 at 6:00 pm

Tuesday, November 19, 2019 at 6:00 pm

Tuesday, December 3, 2019 at 6:00 pm

Tuesday, January 7, 2020 at 6:00 pm

Tuesday, January 21, 2020 at 6:00 pm (if needed)

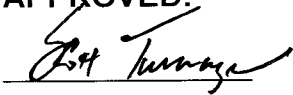
Tuesday, February 4, 2020 at 6:00 pm (if needed)

## **VIII.**

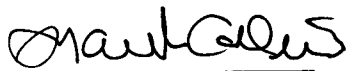
### **ADJOURNMENT**

The meeting was adjourned by Chair Turnage at 7:11 p.m.

#### **APPROVED:**



Scott Turnage, Chair



Marrk Callier, Secretary