

**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  
FEBRUARY 12, 2024**

WORK SESSION

The City Council of the City of North Richland Hills, Texas met in work session on the 12th day of February at 6:00 p.m. in the Council Workroom prior to the 7:00 p.m. regular City Council meeting.

Present:	Oscar Trevino	Mayor
	Tito Rodriguez	Place 1
	Rita Wright Oujesky	Place 2
	Suzy Compton	Place 3
	Mason Orr	Place 4
	Blake Vaughn	Associate Mayor Pro Tem, Place 5
	Scott Turnage	Deputy Mayor Pro Tem, Place 6
	Kelvin Deupree	Mayor Pro Tem, Place 7
Staff Members:	Mark Hindman	City Manager
	Paulette Hartman	Deputy City Manager
	Karen Manila	Assistant City Manager
	Trudy Lewis	Assistant City Manager
	Caroline Waggoner	Assistant City Manager
	Alicia Richardson	City Secretary/Chief Governance Officer
	Cara White	Interim 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 Manager Mark Hindman requested that City Council remove item B.6 from the consent agenda and moved to the general items category on the regular agenda.

**2. WELCOME AND INTRODUCTION - PUBLIC EMPLOYEE.**

Mr. Hindman introduced the city's new Director of Budget and Research Chase Fosse and Interim City Attorney Cara White.

**3. DISCUSSION AND UPDATE REGARDING THE POLICE DEPARTMENT'S CURRENT STAFFING STATUS.**

Chief of Police Mike Young provided an update on the department's hiring and recruiting efforts, which included the implementation of a social media campaign to attract potential employees. The department collaborated with a local college to revise the recruiting communications plan, contracted with Charter for billboard advertisements, and placed literature at various businesses/locations throughout the city. In an effort to increase the number of applicants, the requirement for college hours has been temporarily suspended. The city is providing a one-month membership to the NRH Centre for those preparing for the city's current physical fitness exam. The department is reviewing the hiring process for opportunities to streamline processes, secure additional testing facilities and outsourcing investigations necessary for the hiring process. Chief Young shared that the department increased the frequency of testing to once a week. The city also implemented hiring incentives to encourage officers to apply for open positions. Chief Young provided an update on the current vacancies and number of applicants that submitted an interest card, that are scheduled to test, and number who have passed the test and number of lateral candidates.

**4. DISCUSS PROPOSED AMENDMENTS TO THE CITY'S CODE OF ORDINANCES TO COMBINE PROVISIONS ADDRESSING COMMUNITY AND SPECIAL EVENTS, INCLUDING GARAGE/ESTATE SALES.**

Director of Neighborhood Services Stefanie Martinez presented an update on the special events ordinance. The revisions include direction provided by City Council at their December 11, 2023 work session meeting. Staff proposes the following recommendations for residential and neighborhood sales:

- Garage/Estate Sales replaces occasional sales language and the revised ordinance will clarify garage and estate sales requirements.
- no more than two (2) sales per calendar year
- no more than four (4) consecutive calendar days per sale
- clarifies food products or prepared items which would require a food establishment permit may not be sold at the occasional sale
- clarifies that no new merchandise may be sold which was solely acquired for the purpose to be sold at the occasional sale
- allows one (1) sign on the subject property with two (2) additional temporary signs off premise with permission of the property owner where displayed; may not be within the public right-of-way; the permit must be affixed to all sale signs

- no sale shall begin before 7:00 a.m. nor continue after 7:00 p.m.
- a permit must be obtained no less than 24 hours prior to the sale
- permit must be kept and displayed on the premises during the sale and made available if requested by authorized city staff
- signs may not be placed within 10 feet from the edge of the roadway, within a median or in a parkway
- permit number must be affixed to all signs
- no change to fees

Ms. Martinez shared that special event requirements are located in different sections of the City's Code of Ordinances. Staff proposes the following recommendations for commercial business events:

- move from Chapter 118, Zoning - Temporary Use and Buildings to Chapter 10 - Amusements and Entertainment, Temporary Commercial Events
- each event may not exceed 14 consecutive calendar days; the total number of event days in a calendar year may not exceed 30
- if location is occupied by multiple tenants, notice must be obtained from the owner and other tenants of the property
- events shall not operate before 8:00 a.m. and cease before 11:00 p.m. except Saturdays when event shall cease no later than 11:59 p.m. One employee of sponsoring business must be on site during event.

Ms. Martinez reviewed the following proposed recommendations for non-profit events:

- non-profit organizations are limited to eight (8) temporary outdoor events per calendar year per organization; including maximum of one (1) circus or carnival (except school events)
- appeals heard by City Council
- any limitation on maximum number of events that may be held under this article shall not apply to events sponsored by a public school if such events are held on public school property.

Staff also recommends City Council implement a \$150.00 (per event) fee for special events. Currently, the city does not assess a fee for special event permits. Fees may be waived for events sponsored by the City of North Richland Hills, Birdville Independent School District or other local civic organizations.

Ms. Martinez shared that staff will present the proposed changes to the Planning and Zoning Commission on February 15, 2024 and request formal adoption by City Council at their February 26, 2024 meeting.

**5. DISCUSS AND REVIEW EDUCATION TRAINING PURSUANT TO SECTION 551.005 (OPEN MEETINGS TRAINING) OF THE GOVERNMENT CODE.**

City Manager Mark Hindman reviewed Section 551.005 of the Government Code that pertains to training for elected or appointed officials subject to the open meetings act. The code states that a member shall complete a training course of not less than one hour and not more than two hours regarding open meetings (Chapter 551, Government Code). The training shall be completed not later than 90 days after the member takes the oath of office or assumes responsibilities as a member of governmental body. Staff's research of adjacent cities establishes that their interpretation is the same as North Richland Hills that the training is required once and not every time an incumbent is reelected.

Associate Mayor Pro Tem Vaughn stated that he is interested in the City Council updating their Rules of Procedure to include the training after every election.

**FUTURE AGENDA ITEM(S)**

Associate Mayor Pro Tem Vaughn proposed to add an item to the next work session to discuss amending the Rules of Procedure to include one (1) hour training on the Open Meetings Act (OMA) after every oath of office.

The consensus of City Council was not to add the item to a future agenda.

**EXECUTIVE SESSION**

There being no Executive Session, Mayor Trevino adjourned work session at 7:09 p.m.

**REGULAR MEETING**

**A. CALL TO ORDER**

Mayor Trevino called the meeting to order February 12, 2024 at 7:15 p.m.

Present:	Oscar Trevino	Mayor
	Tito Rodriguez	Place 1

Rita Wright Oujesky	Place 2
Suzy Compton	Place 3
Mason Orr	Place 4
Blake Vaughn	Associate Mayor Pro Tem, Place 5
Scott Turnage	Deputy Mayor Pro Tem, Place 6
Kelvin Deupree	Mayor Pro Tem, Place 7

Staff Members:	Mark Hindman	City Manager
	Alicia Richardson	City Secretary/Chief Governance Officer
	Cara White	Interim City Attorney

**A.1 INVOCATION**

Council member Orr gave the invocation.

**A.2 PLEDGE**

Council member Orr 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. Melissa Vittas, 4904 Delta Court, expressed her disappointment with social media posts by elected officials.

Mr. John Vittas, 4904 Delta Court, commented on the social media posts regarding the southern portion of the city. He does not agree that the southern portion of town is forgotten (streets, crime and voting polling location).

Ms. Kaitlyn Pleasant, 7708 North College Circle Apartment B, expressed her disappointment with the actions of current elected officials towards Council member Vaughn.

Ms. Tracy Bennett 3825 Scruggs Drive, commented that she attended the work session and was surprised with the low test scores of entry level applicants for police officers. She considers where she lives, the forgotten south. Her home is zoned commercial and she has discussed her concerns with Clayton Comstock. She wants to make sure her children have a better place to live. She has experienced speeding in her neighborhood.

**A.5 PUBLIC COMMENTS**

There were no requests to speak from the public.

A member from the audience who did not complete a public meeting appearance form to address the City Council for item A.4, Citizens Presentation, asked to address the City Council.

**ASSOCIATE MAYOR PRO TEM VAUGHN MOVED TO SUSPEND THE RULES TO ALLOW THE SPEAKER. THE MOTION FAILED DUE TO NO SECOND.**

Mayor Trevino announced the motion to suspend the rules died due to lack of a second.

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

Mayor Trevino announced that item B.6 would be removed the consent agenda and considered with the general items.

**B. CONSIDER APPROVAL OF CONSENT AGENDA ITEMS**

**APPROVED**

**A MOTION WAS MADE BY MAYOR PRO TEM DEUPREE, SECONDED BY COUNCIL MEMBER RODRIGUEZ TO APPROVE THE CONSENT AGENDA, WITH EXCEPTION OF ITEM B.6.**

**MOTION TO APPROVE CARRIED 7-0.**

**B.1 APPROVE THE MINUTES OF THE JANUARY 22, 2024 CITY COUNCIL MEETING.**

**B.2 AUTHORIZE AN INCREASE IN THE AGREEMENT WITH RED RIVER TECHNOLOGY, LLC FOR THE PURCHASE OF NETWORK EQUIPMENT FOR CAPITAL IMPROVEMENT PROJECTS IT2405, IT2409 AND IT2410 IN THE AMOUNT OF \$1,898,429 UTILIZING DEPARTMENT OF INFORMATION RESOURCES COOPERATIVE CONTRACTS DIR-TSO-4167 AND DIR-TSO-4331 FOR A CUMULATIVE AMOUNT NOT TO EXCEED \$2,693,445 FOR THE CURRENT BUDGET YEAR.**

- B.3 AUTHORIZE THE PURCHASE FOR UPGRADING AND REFURBISHING 10 SURVEILLANCE CAMERA TRAILERS FROM SIGMA SURVEILLANCE, INC. IN THE AMOUNT OF \$199,009 THROUGH DIR-CPO-4770 COOPERATIVE CONTRACT USING TEXAS ANTI-GANG CENTER GRANT #2848909 FUNDS; AND CONSIDER RESOLUTION NO. 2024-010, AUTHORIZING THE CITY MANAGER TO EXECUTE A REGIONAL ASSET TRANSFER ADDENDUM WITH THE CITY OF DALLAS TO TRANSFER EQUIPMENT PURCHASED BY THE CITY OF NORTH RICHLAND HILLS USING TAG GRANT #2848909 FUNDS.**
- B.4 AUTHORIZE THE PURCHASE OF EIGHTEEN NON-MAGTECH SYSTEMS TO BE USED TO CONVERT EXISTING VEHICLES INTO MOBILE SURVEILLANCE PLATFORMS FROM MAGNUM MOBILE SYSTEMS LLC IN THE AMOUNT OF \$105,624 USING THE TEXAS ANTI-GANG CENTER GRANT #2848909 FUNDING, AND CONSIDER RESOLUTION NO. 2024-011, AUTHORIZING THE CITY MANAGER TO EXECUTE A REGIONAL ASSET TRANSFER ADDENDUM WITH THE CITY OF DALLAS.**
- B.5 AUTHORIZE THE PURCHASE OF TWO CHEVROLET TAHOES FROM LAKE COUNTRY CHEVROLET THROUGH THE INTERLOCAL PURCHASING SYSTEM (TIPS) USA CONTRACT NO. 210907 IN THE AMOUNT OF \$165,972.62 USING THE TEXAS ANTI-GANG CENTER GRANT #2848909 FUNDING, AND CONSIDER RESOLUTION NO. 2024-012, AUTHORIZING THE CITY MANAGER TO EXECUTE A REGIONAL ASSET TRANSFER ADDENDUM WITH THE CITY OF DALLAS.**
- C. PUBLIC HEARINGS**
- C.1 ZC23-0078, ORDINANCE NO. 3838, PUBLIC HEARING AND CONSIDERATION OF A REQUEST FROM BARCELONA BEAUTY ACADEMY FOR A SPECIAL USE PERMIT FOR A TRADE OR BUSINESS SCHOOL AT 6647 BOULEVARD 26, BEING 0.492 ACRES DESCRIBED AS LOT 9A2, BLOCK 9, RICHLAND HILLS WEST ADDITION.**

**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 special use permit for a trade or business school for 0.492 acres located at 6647 Boulevard 26. The area is designated on the Comprehensive Land Use Plan as retail commercial and the current zoning is C-1, commercial. Mr. Comstock provided site photos of the property.

Applicant representative Anthony Pina, 2011 Elm Park, shared that he is requesting a special use permit for a cosmetology school. The facility will have a ratio of 25 students to one instructor.

Mr. Comstock presented staff's report. The Planning and Zoning Commission, at their January 18, 2024 meeting, recommended approval with a vote of 5-0, subject to landscaping, parking lot, and signage improvements recommended by the Development Review Committee. The property owner has agreed to improve the parking lot.

City Council and applicant discussed hours of operation, job placement for students, purpose for special use permit, parking lot, lighting for the property and the existing pole sign on Boulevard 26.

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.

**A MOTION WAS MADE BY COUNCIL MEMBER RODRIGUEZ, SECONDED BY COUNCIL MEMBER ORR TO APPROVE ZC23-0078, ORDINANCE NO. 3838.**

**MOTION TO APPROVE CARRIED 7-0.**

**D. PLANNING AND DEVELOPMENT**

**D.1 PLAT23-0056 CONSIDERATION OF A REQUEST FROM REDINGER GROUP LLC FOR A PRELIMINARY PLAT OF WAYFARER ADDITION, BEING 2.913 ACRES LOCATED AT 6716 STARDUST DRIVE.**

**APPROVED**

Director of Planning Clayton Comstock informed City Council the applicant is requesting a preliminary plat of Wayfarer Addition for 2.913 acres located at 6716 Stardust Drive. The area is designated on the Comprehensive Land Use Plan as medium density residential and the current zoning is RI-PD, residential infill planned development. Mr. Comstock provided site photos of the property.

Applicant representative Chase Medford, 1217 Castle Cove, Keller presented request and was available to answer questions.

Mr. Comstock presented staff's report. The Planning and Zoning Commission, at their January 18, 2024 meeting, recommended approval with a vote of 5-0, with the conditions

outlined in the Development Review Committee comments. The applicant has revised the plat to address all conditions.

**A MOTION WAS MADE BY COUNCIL MEMBER COMPTON, SECONDED BY COUNCIL MEMBER WRIGHT OUJESKY TO APPROVE PLAT23-0056.**

**MOTION TO APPROVE CARRIED 7-0.**

**D.2 PLAT23-0057 CONSIDERATION OF A REQUEST FROM NEEL-SCHAFFER INC FOR A FINAL PLAT OF CAMBRIDGE MANOR, BEING 5.01 ACRES LOCATED AT 7000 IRON HORSE BOULEVARD.**

**APPROVED**

Director of Planning Clayton Comstock informed City Council the applicant is requesting a final plat of Cambridge Manor for 5.01 acres located at 7000 Iron Horse Boulevard. The area is currently zoned RI-PD, residential infill planned development. Mr. Comstock provided site photos of the property.

Applicant representative Scott Sandlin, 5137 Davis Blvd, presented request and was available to answer questions.

Mr. Comstock presented staff's report. The Planning and Zoning Commission, at their January 18, 2024 meeting, recommended approval with a vote of 5-0, with the conditions outlined in the Development Review Committee comments. The applicant has revised the plat to address all comments.

**A MOTION WAS MADE BY COUNCIL MEMBER ORR, SECONDED BY DEPUTY MAYOR PRO TEM TURNAGE TO APPROVE PLAT23-0057.**

**MOTION TO APPROVE CARRIED 7-0.**

**E. PUBLIC WORKS**

**E.1 AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR ENGINEERING DESIGN SERVICES WITH KIMLEY-HORN AND ASSOCIATES, INC., IN AN AMOUNT NOT TO EXCEED \$66,293 FOR THE SMITHFIELD SAFE ROUTES TO SCHOOL PROJECT (SD2404).**

**APPROVED**

City Engineer Nathan Frohman presented the item. Staff seeks City Council's approval of a professional services agreement for the Smithfield Safe Routes to School Project. The

program is federally funded and focuses on encouraging children in grades K-8 to walk and bike to school.

**A MOTION WAS MADE BY DEPUTY MAYOR PRO TEM TURNAGE, SECONDED BY COUNCIL MEMBER COMPTON TO AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR ENGINEERING DESIGN SERVICES WITH KIMLEY-HORN AND ASSOCIATES, INC., IN AN AMOUNT NOT TO EXCEED \$66,293 FOR THE SMITHFIELD SAFE ROUTES TO SCHOOL PROJECT.**

**MOTION TO APPROVE CARRIED 7-0.**

**E.2 CONSIDER ORDINANCE NO. 3839, REVISING THE PERMANENT SPEED LIMIT ALONG IRON HORSE BOULEVARD FROM NORTHEAST LOOP 820 TO RUFÉ SNOW DRIVE.**

**APPROVED**

City Engineer Nathan Frohman presented the item. Staff seeks City Council's approval to reduce the posted speed limit from 35 miles per hour to 30 miles per hour along Iron Horse Boulevard from Northeast Loop 820 to Rufe Snow Drive.

**A MOTION WAS MADE BY MAYOR PRO TEM DEUPREE, SECONDED BY COUNCIL MEMBER WRIGHT OUESKY TO APPROVE ORDINANCE NO. 3839.**

**MOTION TO APPROVE CARRIED 7-0.**

**F. GENERAL ITEMS**

**F.1 CONSIDER RESOLUTION NO. 2024-013, APPOINTING MEMBERS TO THE PLANNING AND ZONING COMMISSION/CAPITAL IMPROVEMENT ADVISORY COMMITTEE, CIVIL SERVICE COMMISSION AND ANIMAL ADOPTION AND RESCUE CENTER ADVISORY COMMITTEE.**

**APPROVED**

City Secretary/Chief Governance Officer Alicia Richardson presented the item. The resolution for City Council's consideration is to approve the recommendation of Mayor Trevino to appoint Kathy Luppy as Alternate A on the Planning and Zoning Commission/Capital Improvement Advisory Committee, Renee Shiflet as Alternate A on the Civil Service Commission and Eric Bales as Alternate B on the Civil Service Commission with all terms expiring June 30, 2024. The resolution also provides for the appointment of Council member Compton to continue serving on the Animal Adoption and Rescue Center Advisory Committee, term expiring June 30, 2024.

**A MOTION WAS MADE BY COUNCIL MEMBER WRIGHT OUJESKY, SECONDED BY COUNCIL MEMBER ORR TO APPROVE RESOLUTION NO. 2024-013, APPOINTING MEMBERS TO THE PLANNING AND ZONING COMMISSION/CAPITAL IMPROVEMENT ADVISORY COMMITTEE, CIVIL SERVICE COMMISSION AND ANIMAL ADOPTION AND RESCUE CENTER ADVISORY COMMITTEE.**

**MOTION TO APPROVE CARRIED 7-0.**

**F.2 APPROVE ORDINANCE NO. 3840, AMENDING ARTICLE III OF THE CITY CODE OF ORDINANCES TO ADD SECTION 2-120 BY RENUMBERING THE PROVISION AUTHORIZING THE CITY COUNCIL TO CREATE COMMITTEES.**

**APPROVED**

City Manager Mark Hindman presented the item. The City Council, at its December 11, 2023 meeting, approved Ordinance No. 3835, amending Article II, Division 2 of the City Code of Ordinances. Sections 2-69 and 2-70 were not included in the ordinance. Staff recommends section 2-69 (appointment of committees by City Council) be placed in Article III that addresses boards, commission, and committees. With Section 2-70 being addressed in the Texas Local Government Code (211.006(a)) and Section 118-183 of the North Richland Hills Building and Land Use Regulations, staff does not recommend restating this provision in the City Code of Ordinances.

**A MOTION WAS MADE BY DEPUTY MAYOR PRO TEM TURNAGE, SECONDED BY COUNCIL MEMBER COMPTON TO APPROVE ORDINANCE NO. 3840.**

**MOTION TO APPROVE CARRIED 7-0.**

**B.6 AUTHORIZE THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH TAYLOR, OLSON, ADKINS, SRALLA & ELAM, L.L.P., FOR LEGAL SERVICES.**

**APPROVED**

City Manager Mark Hindman presented the item. City Council is requested to approve an amendment to the city's agreement with Taylor, Olson, Adkins, Sralla & Ellam, L.L.P. (TOASE) for legal services. The contract amendment designates Cara White as the interim city attorney (action taken by City Council on January 22, 2024) and establishes rates and fees.

**A MOTION WAS MADE BY COUNCIL MEMBER WRIGHT OUJESKY, SECONDED BY DEPUTY MAYOR PRO TEM TURNAGE TO AUTHORIZE THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH TAYLOR, OLSON, ADKINS, SRALLA & ELAM, L.L.P., FOR LEGAL SERVICES.**

**MOTION TO APPROVE CARRIED 6-1; WITH ASSOCIATE MAYOR PRO TEM VAUGHN VOTING AGAINST.**

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

Mayor Trevino announced that City Council did not convene into Executive Session.

**H. INFORMATION AND REPORTS**

**H.1 ANNOUNCEMENTS**

Mayor Pro Tem Deupree made the following announcements.

Common Ground Community Garden invites you to their Spring Gardening Seminar on Saturday, February 17, 2024 starting at 9:00 a.m. in the Grand Hall at the NRH Centre. Gardening experts will speak on a variety of topics and answer all of your gardening questions. Admission is free. Please visit the city's website for more information.

City Hall and other non-emergency city offices will be closed on Presidents Day for employee in-service training. This includes the Library, Animal Adoption & Rescue Center, Senior Center, and Municipal Court. The NRH Centre and Iron Horse Golf Course will be open. Garbage and recycling collections will not be impacted by the Presidents Day holiday.

The last day for candidates to file for the May 4, 2024 City Council election is this Friday, February 16, 2024. Applications will be accepted by the City Secretary until 5:00 p.m. Early voting for the March 5, 2024 Democratic and Republican Primaries begins next Tuesday, February 20, 2024. Please visit our website for more election information

Kudos Korner - Pooch Amy, Schulyer Moreno, Jacob Egger, Tanner Gray, Devin Byers, Aaron Norwood, Ricky Bryant, Kevin Fulton, Johnny Reyes, and Will Taylor in Public Works - A resident shared his appreciation for the team that worked through the night in freezing weather to repair a large water main break on Amundson Road last month. He wrote: "Thank you to all that had a part in repairing the water main break. You are the reason NRH is the great city it is. Dedicated service the old-fashioned way. Service with

a smile!”

**I. ADJOURNMENT**

Mayor Trevino adjourned the meeting at 8:29 p.m.

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Oscar Trevino, Mayor

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Alicia Richardson  
City Secretary/Chief Governance Officer