

**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  
MAY 27, 2025**

**WORK SESSION**

The City Council of the City of North Richland Hills, Texas met in work session on the 27th day of May at 5:30 p.m. in the Council Workroom prior to the 7:00 p.m. regular City Council meeting.

Present:	Jack McCarty	Mayor
	Cecille Delaney	Place 1
	Ricky Rodriguez	Associate Mayor Pro Tem, Place 2
	Danny Roberts	Place 3
	Matt Blake	Place 4
	Billy Parks	Place 5
	Russ Mitchell	Place 6
Absent:	Kelvin Deupree	Mayor Pro Tem, Place 7
Staff Members:	Paulette Hartman	City Manager
	Trudy Lewis	Assistant City Manager
	Caroline Waggoner	Assistant City Manager
	Alicia Richardson	City Secretary/Chief Governance Officer
	Bradley A. Anderle	City Attorney

**CALL TO ORDER**

Mayor McCarty called the meeting to order at 5:30 p.m.

**1. DISCUSS ITEMS FROM REGULAR CITY COUNCIL MEETING.**

City Council had no questions for staff.

**2. REVIEW STATE COMPTROLLER TRANSPARENCY STARS PROGRAM**

Assistant City Manager Trudy Lewis provided an overview of the State Comptroller's Transparency Stars Program that recognizes local transparency achievements in four categories - (1) traditional finances, (2) contracts and procurement, (3) debt obligations, and (4) public pensions. The program aligns with the City Council's goal of stewarding the public's money well. Ms. Lewis said it is staff's goal to receive the four awards by the

second quarter of Fiscal Year 2026.

### **3. QUARTERLY FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2025.**

Director of Budget and Research Chase Fosse provided an overview of the city's second quarter financial report for Fiscal Year 2025. He shared that actuals are in line with expectations; property tax is a challenge; sales tax is strong, but may be weakening; other revenues (municipal court fines, building, electrical, and plumbing permits, and credit card offset) are strong; and vacancy savings is partially offset by overtime usage. Staff will have a proposed budget revision for Fiscal Year 2025 on the June 9 meetings for City Council, Park and Recreation Facilities Development Corporation, and Crime Control and Prevention District.

### **4. COMPLIANCE COURT UPDATE PRESENTATION**

Managing Director of Community Services Stefanie Martinez, Prosecutor Nathan Eastland, and Court Administrator Rebecca Vinson provided an overview of Court No. 2 since its approval in 2023. Mr. Eastland provided an update of the Compliance Court program and case filings data since its establishment in July 2023. Ms. Martinez reviewed the Compliance Court's mission, goals and objectives, structure overview, types of cases filed in Court No. 2, code compliance case process, and court statistics compared to cases filed. Ms. Vinson provided an overview of the administrative and case management services.

### **5. DISCUSSION REGARDING DRAFT RENTAL REGISTRATION AND INSPECTION ORDINANCE RELATED TO SINGLE-FAMILY RENTALS AND SHORT-TERM RENTALS.**

Director of Planning Cori Reaume reviewed the city's single-family rental registration program requirements, staff's proposed program requirements, self-certification process and inspection requirements.

Single-family rental registration current program requirements -

- Requires residential Certificate of Occupancy through International Residential Code Adoption, as amended
- Applies to single family, duplex, triplex, fourplex, and townhomes
- Inspection required:
  - Upon first-time registration
  - Each time there is a change in tenancy
- Exceptions to city inspection requirement:
  - When a change in tenancy occurs less than one year after most recent inspection

May 27, 2025

City Council Meeting Minutes

Page 2 of 11

date (if no complaints received)

- If a home enters rental market in an effort to prevent foreclosure or similar economic hardship (only initial tenant)

Single-family rental registration proposed program requirements -

- Applies to single family, duplex, triplex, fourplex, and townhomes

- Annual registration required

- Inspection required:

- Upon first-time registration

- If warranted by receipt of a complaints, and

- Each time there is a change in tenancy

- Exceptions to city inspection requirement:

- New homes - (if initial certificate of occupancy received within preceding five years)

- When a change in tenancy occurs less than one year after most recent inspection date

- If owner is eligible to participate in self-certification process

Ms. Reaume reviewed the proposed short-term rental registration program, requirements, regulations, required notices in home, and violations. She discussed other cities' regulations (Grapevine, Arlington, Plano, and Fort Worth) and proposed future steps following direction from City Council for zoning and registration.

Short-term rental registration program -

- Applies to single family, duplex, triplex, fourplex, and townhomes that are rented for 30 days or less

- Annual registration required

- Inspection required:

- Upon first-time registration

- If warranted by receipt of a complaints, and

- Up to once per quarter, dependent upon compliance and neighborhood complaints.

- No self-certification process

City Council and staff discussed short term rentals registration program approach (allowable in specific zoning districts), property rights, complaints, registration, "grandfathering", receiving public input, and software (funding approved in current budget) to register and track short-term rentals.

The consensus of City Council is for staff to bring a comprehensive ordinance with a menu of options for their discussion and consideration.

## **FUTURE AGENDA ITEM(S)**

Mayor McCarty asked to discuss amending the City Council Rules of Procedure to eliminate the Deputy Mayor Pro Tem and Associate Mayor Pro Tem positions. There was no opposition to place item on a future work session agenda.

## **CITY MANAGER REPORT PROVIDING AN UPDATE ON EFFICIENCY AUDIT AND STAFF CHANGES.**

Ms. Hartman informed City Council the efficiency audits are in process and going well. Staff will present preliminary information in August.

Ms. Hartman informed City Council of the Information Technology Director and Public Information Officer (NRHPD) vacancies. Amy Stephens is serving as Interim Information Technology Director and Communications Director Mary Peters is collaborating with police personnel to assist with the duties of the police department public information officer.

## **EXECUTIVE SESSION**

1. **SECTION 551.074: DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE - JUDGE OF MUNICIPAL COURT OF RECORD DIVISION 2 AND CITY MANAGER.**
2. **SECTION 551.071: CONSULTATION WITH CITY ATTORNEY TO SEEK ADVICE ABOUT PENDING OR CONTEMPLATED LITIGATION OR ON A MATTER IN WHICH THE DUTY OF THE ATTORNEY TO THE GOVERNMENTAL BODY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS CLEARLY CONFLICTS WITH THE OPEN MEETINGS ACT - THREATENED LITIGATION BY BLAKE VAUGHN.**
3. **SECTION 551.072: DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY AT (1) 5301 DAVIS BOULEVARD AND (2) 6504, 6508, 6512, 6516 SMITHFIELD ROAD AND 6517 CENTER STREET.**
4. **SECTION 551.087: DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS AT (1) 5301 DAVIS BOULEVARD, (2) 6504, 6508, 6512, 6516 SMITHFIELD ROAD AND 6517 CENTER STREET, (3) 6001 PARKER BOULEVARD AND (4) 9005 NORTH TARRANT PARKWAY.**

Mayor McCarty announced at 7:00 p.m. that the City Council would adjourn into

May 27, 2025

City Council Meeting Minutes

Page 4 of 11

Executive Session as authorized by Chapter 551, Texas Government Code, specifically, Section 551.074: Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee - Judge of Municipal Court of Record Division 2 and City Manager, Section 551.071: Consultation with City Attorney to seek advice about pending or contemplated litigation or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act - threatened litigation by Blake Vaughn, and Section 551.072: Deliberate the purchase, exchange, lease or value of real property at (1) 5301 Davis Boulevard and (2) 6504, 6508, 6512, 6516 Smithfield Road and 6517 Center Street, Section 551.087: Deliberation regarding Economic Development negotiations at (1) 5301 Davis Boulevard, (2) 6504, 6508, 6512, 6516 Smithfield Road and 6517 Center Street, (3) 6001 Parker Boulevard and (4) 9005 North Tarrant Parkway. Executive Session began at 7:07 p.m. and concluded at 8:16 p.m.

Mayor McCarty announced at 8:16 p.m. that City Council would convene to the regular City Council meeting.

## **REGULAR MEETING**

### **A. CALL TO ORDER**

Mayor McCarty called the meeting to order May 27, 2025 at 8:21 p.m.

Present:	Jack McCarty	Mayor
	Cecille Delaney	Place 1
	Ricky Rodriguez	Associate Mayor Pro Tem, Place 2
	Danny Roberts	Place 3
	Matt Blake	Place 4
	Blake Vaughn	Place 5
	Russ Mitchell	Place 6
Absent:	Kelvin Deupree	Mayor Pro Tem, Place 7
Staff Members:	Paulette Hartman	City Manager
	Alicia Richardson	City Secretary/Chief Governance Officer
	Bradley A. Anderle	City Attorney

### **A.1 INVOCATION**

Associate Mayor Pro Tem Rodriguez gave the invocation.

### **A.2 PLEDGE**

Associate Mayor Pro Tem Rodriguez led the Pledge of Allegiance to the United States and Texas flags.

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

**A.3.1 2025 NORTHEAST TARRANT TEEN COURT SCHOLARSHIP PRESENTATION.**

Teen Court Advisory Board Secretary, Mandi Sullins presented scholarships to Larkin Hoberer in the amount of \$2,500 and Samuel Martinez in the amount of \$2,000.

**A.4 PUBLIC COMMENTS**

The following commented on work session item No. 5, discussion regarding draft rental registration and inspection ordinance related to single-family rentals and short term rentals: Doug Orr, 6628 Carston Court; Shawna Stiles, 3908 Lochridge Court; and Ann Johnston, 6609 Carston Court.

**A.5 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 ASSOCIATE MAYOR PRO TEM RODRIGUEZ, SECONDED BY COUNCIL MEMBER BLAKE TO APPROVE THE CONSENT AGENDA ITEMS.**

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

**B.1 APPROVE THE MINUTES OF THE MAY 14, 2025 CITY COUNCIL MEETING.**

**B.2 CONSIDER AWARD OF BID NO. 25-020 TO DRISCOLL AUTOMATIC INC. LLC. FOR CITY HALL THREE PHASE UNINTERRUPTED POWER SUPPLY (UPS) BATTERY AND MODULE REPLACEMENT, IN THE AMOUNT OF \$283,392, AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE RELATED CONTRACT.**

**B.3 AUTHORIZE THE PURCHASE OF SEVEN 2025 FORD 4X2 EXPLORERS, THREE 2026 CHEVROLET PPV TAHOE'S, AND ONE 2025 FORD F-150 REGULAR CAB TRUCK, IN THE COMBINED TOTAL AMOUNT OF \$507,341.25, FROM LAKE COUNTRY CHEVROLET INC., UTILIZING BUYBOARD CONTRACT #724-23.**

**B.4 APPROVE RESOLUTION NO. 2025-028, AUTHORIZING THE CITY MANAGER TO EXECUTE A REGIONAL ASSET TRANSFER ADDENDUM WITH THE CITY OF NORTH RICHLAND HILLS TO TRANSFER A SUBSCRIPTION RENEWAL FOR 2 MONTHS OF SERVICE FOR THREE TRACKING DEVICES IN THE AMOUNT OF \$300 PURCHASED BY THE CITY OF NORTH RICHLAND HILLS USING TAG GRANT #2848910 FUNDS.**

**C. PUBLIC HEARINGS**

There were no items for this category.

**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 RESOLUTION 2025-029, NOMINATING TYSON PREPARED FOODS FOR DESIGNATION AS AN ENTERPRISE PROJECT WITH THE STATE OF TEXAS.**

**APPROVED**

City Council received a presentation from Director of Economic Development Craig Hulse.

**A MOTION WAS MADE BY COUNCIL MEMBER BLAKE, SECONDED BY COUNCIL MEMBER PARKS TO APPROVE RESOLUTION 2025-029, NOMINATING TYSON PREPARED FOODS FOR DESIGNATION AS AN ENTERPRISE PROJECT WITH THE STATE OF TEXAS.**

**MOTION TO APPROVE CARRIED 6-0.**

**F.2 CONSIDER ORDINANCE NO. 3904, APPOINTING THE PRESIDING JUDGE AND ASSOCIATE JUDGE OF THE MUNICIPAL COURT OF RECORD, DIVISION 2.**

**APPROVED**

City Council received a presentation from Assistant City Manager Trudy Lewis.

**A MOTION WAS MADE BY COUNCIL MEMBER PARKS, SECONDED BY COUNCIL MEMBER DELANEY TO APPROVE ORDINANCE NO. 3904.**

**MOTION TO APPROVE CARRIED 6-0.**

**F.3 SELECT MEMBERS OF COUNCIL TO SERVE AS MAYOR PRO TEM, DEPUTY MAYOR PRO TEM, AND ASSOCIATE MAYOR PRO TEM FOR A TERM OF ONE YEAR.**

**APPROVED**

Mayor McCarty asked for a motion to nominate a member to serve as Mayor Pro Tem. The City Council will discuss amending the City Council Rules of Procedure to eliminate the Deputy Mayor Pro Tem and Associate Mayor Pro Tem positions.

**A MOTION WAS MADE BY COUNCIL MEMBER BLAKE, SECONDED BY COUNCIL MEMBER ROBERTS TO NOMINATE KELVIN DEUPREE AS MAYOR PRO TEM.**

**MOTION TO APPROVE CARRIED 6-0.**

**F.4 CONSIDER RESOLUTION NO. 2025-030, APPOINTING MEMBERS TO THE PARKS AND RECREATION ADVISORY BOARD AND PARK AND RECREATION FACILITIES DEVELOPMENT CORPORATION.**

**APPROVED**

Mayor McCarty announced that Council members Delaney and Blake have a conflict of interest and would abstain from discussion and voting on the item. Council members Delaney and Blake filed an affidavit of disqualification with the City Secretary stating that their spouses are recommended for appointment.

*Council members Delaney and Blake left the room at 8:45 p.m.*

City Secretary/Chief Governance Officer Alicia Richardson presented the recommendations of Council member Mitchell and Council member Rodriguez to appoint



Crystal Blake and Mel Delaney, respectively to the Parks and Recreation Board to fulfill unexpired terms expiring June 30, 2026. In addition, as a result of the recent general election, the Parks and Recreation Facilities Development Corporation has two vacancies (Places 2 and 6) that expire June 30, 2025. The positions were previously held by former City Council member Tito Rodriguez (Place 2) and the citizen position was held by Cecille Delaney (Place 6).

City Council discussed the vacancies and were in agreement to appoint Cecille Delaney to Place 2 and Thomas Osen to Place 6 to fulfill the unexpired term through June 30, 2025.

**A MOTION WAS MADE BY ASSOCIATE MAYOR PRO TEM RODRIGUEZ, SECONDED BY COUNCIL MEMBER MITCHELL TO APPROVE RESOLUTION NO. 2025-030, AS PRESENTED AND DISCUSSED.**

**MOTION TO APPROVE CARRIED 4-0-2; WITH COUNCIL MEMBERS DELANEY AND BLAKE ABSTAINING.**

**G. CITIZENS PRESENTATION**

*City Council members Delaney and Blake returned to the meeting at 8:51 p.m.*

There were no requests to speak from the public.

**H.1 EXECUTIVE SESSION ITEMS - CITY COUNCIL MAY TAKE ACTION ON ANY ITEM DISCUSSED IN EXECUTIVE SESSION LISTED ON WORK SESSION AGENDA**

**APPROVED**

Mayor McCarty announced there was action necessary as the result of the executive session pursuant to Section 551.072: Deliberate the purchase, exchange, lease or value of real property at (1) 5301 Davis Boulevard and (2) 6504, 6508, 6512, 6516 Smithfield Road and 6517 Center Street and Section 551.087: Deliberation regarding Economic Development negotiations at (1) 5301 Davis Boulevard, (2) 6504, 6508, 6512, 6516 Smithfield Road and 6517 Center Street, and (3) 6001 Parker Boulevard.

A MOTION WAS MADE BY COUNCIL MEMBER DELANEY, SECONDED BY COUNCIL MEMBER RODRIGUEZ TO AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN ECONOMIC DEVELOPMENT AGREEMENT AND EXECUTE ALL NECESSARY AND RELATED DOCUMENTS WITH MAD NRH, LLC, INCLUDING ITS WHOLLY-OWNED SUBSIDIARIES MAD NRH RE, LLC, FLAT TOP ROAD NRH, LLC, AND TACO ALLEY NRH, LLC AT 5301 DAVIS BOULEVARD, AS DISCUSSED IN EXECUTIVE SESSION.

MOTION TO APPROVE CARRIED 6-0.

**H.2 EXECUTIVE SESSION ITEMS - CITY COUNCIL MAY TAKE ACTION ON ANY ITEM DISCUSSED IN EXECUTIVE SESSION LISTED ON WORK SESSION AGENDA**

**APPROVED**

A MOTION WAS MADE BY COUNCIL MEMBER PARKS, SECONDED BY COUNCIL MEMBER BLAKE TO AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN ECONOMIC DEVELOPMENT AGREEMENT AND EXECUTE ALL NECESSARY AND RELATED DOCUMENTS WITH PATRIOTIC PIG HOLDINGS, LLC, AT 6504, 6508, 6512 SMITHFIELD ROAD AND 6517 CENTER STREET, AS DISCUSSED IN EXECUTIVE SESSION.

MOTION TO APPROVE CARRIED 6-0.

**H.3 EXECUTIVE SESSION ITEMS - CITY COUNCIL MAY TAKE ACTION ON ANY ITEM DISCUSSED IN EXECUTIVE SESSION LISTED ON WORK SESSION AGENDA**

**APPROVED**

A MOTION WAS MADE BY COUNCIL MEMBER ROBERTS, SECONDED BY ASSOCIATE MAYOR PRO TEM RODRIGUEZ TO AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN ECONOMIC DEVELOPMENT AGREEMENT AND EXECUTE ALL NECESSARY AND RELATED DOCUMENTS WITH 16:11 NORTH RICHLAND HILLS, LLC, AT 6001 PARKER BOULEVARD, AS DISCUSSED IN EXECUTIVE SESSION.

MOTION TO APPROVE CARRIED 6-0.

**I. INFORMATION AND REPORTS**

## **I.1 ANNOUNCEMENTS**

Council member Blake made the following announcements.

The Sounds of Spring Concert with Fleetwood X has been rescheduled to this Friday, May 30 on the City Hall Plaza. Seating opens at 6:00 p.m. and the concert starts at 7:00 p.m. Admission and parking are free and there will be food trucks on site. Please visit the city's website for more details.

The Mayor's Summer Reading Club Kickoff Party takes place this Saturday, May 31, from 10:00 a.m. to noon at the NRH Library. Bring the kids to experience a petting zoo, touch a truck, games and other activities and get signed up for the reading club. You can find more information on the Library's website.

Kudos Korner - Rafael Martinez in Municipal Court - A parent recently emailed to commend Rafael for his outstanding leadership of the Teen Court program. She wrote: "I appreciate all your hard work and thank you for everything you do for Teen Court. They are so lucky to have somebody like you." Keep up the excellent work!

## **J. ADJOURNMENT**

Mayor McCarty adjourned the meeting at 8:56 p.m.

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Jack McCarty, Mayor

ATTEST:

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Alicia Richardson  
City Secretary/Chief Governance Officer