

**CITY OF NORTH RICHLAND HILLS  
2025 CAPITAL PROGRAM ADVISORY COMMITTEE MEETING  
MEETING MINUTES  
JANUARY 20, 6:00 PM  
TRAINING ROOM, 7200 A DICK FISHER DRIVE SOUTH  
NORTH RICHLAND HILLS PUBLIC WORKS SERVICE CENTER**

The 2025 Capital Program Advisory Committee met on Tuesday, January 20, 2026, at 6:00 pm in the Training Room at the North Richland Hills Public Works Service Center. The following members were present: Chair Tito Rodriguez, Jane Birkes, Suzy Compton, Darlisa Diltz, Brianne Goetz, Patti Hourihan, Elouise Kennedy, Mike Kerby, Dave Lambson, David Newhouse, Kyle Pekurney, Adam Pope, Steve Tate, Joe Tolbert, Gary Vieregger, Justin Welborn, Mark Wood

The following member(s) were absent: Vice Chair, Richard Davis, Mona Bailey, Rodney Glenn, Miles Maze, Julia Miller, Sean Nutt, Ann Perchard, Brad Pipes, Jason Roberts, John Schleeter, Marc Trevino, Bill Witsett

Staff present at the meeting were: Paulette Hartman, City Manager, Caroline Waggoner, Assistant City Manager, Boe Blankenship, Director of Public Works, Mary Peters, Director of Communications, Kenneth Garvin, Operations Manager, Dakota Ford, Digital Content Producer, Sierra Clark, Video Production Intern, Jennipher Castellanos, Manager of Strategic Initiatives, Justin Dean, Senior Construction Inspector

**I.  
CALL TO ORDER**

The meeting was called to order by Chair Tito Rodriguez at 6:06 p.m.

**II.  
APPROVE MINUTES FROM JANUARY 6, 2026, MEETING**

A motion was made by Committee Member, Gary Vieregger seconded by Committee Member Joe Tolbert to approve the minutes of January 6, 2026, Capital Program Advisory Committee (CPAC) Meeting. The motion passed unanimously.

**III.**  
**REVIEW AND ANSWER QUESTIONS RELATED TO THE STREET  
CLASSIFICATIONS, CONDITION RATINGS, AND THE PROPOSED ELIGIBILITY  
AND SELECT PROCESS FOR 2026.**

Assistant City Manager Caroline Waggoner stated that the purpose of the meeting was to gather committee feedback on potential street projects previously reviewed. Committee members were asked to identify any streets not included on the list that should be considered or any streets requiring further review.

A question was raised regarding the start date for Chapman Street construction. Ms. Waggoner confirmed that construction is expected to begin in the fall.

No concerns were expressed by the committee regarding the presented methodology or the provided street list.

**IV.**  
**REVIEW AND DISCUSS CITY SERVICE CENTER PROJECT**

Assistant City Manager Caroline Waggoner provided a historical overview of the Public Works Service Center and outlined the various departments housed within the Municipal Service Center, including the Animal Adoption Center, Fire Fleet and Facilities, Fire Station No. 5, Public Safety Training Center, Live Fire Training, Public Works Service Center, Park Operations, Fleet Maintenance, and Records Storage. She explained that the current facility, built in 1987, has become inadequate due to significant population growth and increased service demands. Operational tasks have evolved from manual processes to more technical functions, requiring additional office space and IT infrastructure. The facility now supports complex operations such as SCADA utility oversight, digital traffic systems, and advanced fleet diagnostics.

Ms. Waggoner noted that in late 2025, the City engaged an external consultant to conduct a space analysis and develop a long-range modernization plan. The analysis identified a space deficit of approximately 21,000 square feet and recommended consolidating Public Works, Parks Operations, and Fleet into a single building. A preliminary concept for a one-story consolidated facility was presented, though no architect has been hired. She emphasized that this recommendation is high-level and intended to gather committee feedback before moving forward. Ms. Waggoner mentioned that staff also toured the City of Grapevine's recently reconstructed Service Center to gain insight into a modernized facility layout and design considerations. Questions were raised regarding the proposed building design, including why it was not two stories and whether yard space needs had

been considered. Ms. Waggoner confirmed that yard space has been reviewed and that recommendations will continue to be refined with input from space planning experts.

City Manager Paulette Hartman elaborated on current challenges, including insufficient parking and office space, which has resulted in equipment being stored outdoors and cramped working conditions for staff. She noted that staffing levels have increased significantly since the building was constructed, further straining available space. The committee will observe these limitations during the facility tour.

Ms. Waggoner then outlined the benefits of a modernized facility, including a “Clean Zone” concept to reduce cross-contamination, a flexible response hub with shared spaces that can convert into emergency staging areas, and enhanced technology and training capabilities. These improvements would include dedicated SCADA monitoring areas, a CDL technology lab for mandatory certifications, and a high functioning “War Room” for storm response and emergency operations. A slide comparing 1987 infrastructure to current standards was presented, highlighting deficiencies in features such as workspace, training, sanitation, dining/rest, technology, and environmental considerations.

Ms. Hartman reviewed the upcoming timeline, noting that February meetings will focus on debt capacity and project cost estimates, followed by a committee survey to gather input. Recommendations must be finalized by the committee by March and presented to the City Council in June to allow for an August election call. She also discussed legislative changes that could impact funding options, including limitations on Certificates of Obligation and General Obligation bonds.

Chair Tito Rodriguez remarked that the city’s population has likely doubled since 1987, which has significantly increased staffing and equipment needs. Ms. Hartman added that proposed projects will need to be broken into separate ballot items to ensure clarity for voters. Once an election is called, the City can provide educational materials but cannot advocate for any projects. Town Halls and informational meetings will be scheduled prior to the November election to answer factual questions and provide voters with additional information.

Additional questions were raised regarding the number of employees housed at the facility, which is nearly 100, and the specifics of the 21,000 square-foot deficit. Ms. Waggoner confirmed that a detailed space breakdown will be provided to the committee members. Following the discussion, the committee toured the Public Works Service Center, reviewing the parking lot layout, breakroom, office spaces, streets operations area, traffic shop, and fleet shop.

**V.  
REVIEW TIMELINE AND FUTURE MEETING DATES.**

Chair Rodriguez announced upcoming meeting schedule changes. The February 3<sup>rd</sup> and February 17<sup>th</sup> meetings will be held in the Public Safety Training Center in the Police Classroom. The March 10<sup>th</sup> meeting has been rescheduled to March 4<sup>th</sup> and will also be held at the Public Safety Training Center in the Police Classroom, and the March 31<sup>st</sup> meeting, which is the second meeting in March, will be held at City Hall in the Community Room. Chair Rodriguez noted that he will not be present at the first February meeting; Vice Chair Richard Davis will preside in his absence.

**VI.  
PUBLIC COMMENTS**

An opportunity for citizens to address the 2025 Capital Program Advisory Committee on matters which are scheduled on this agenda for consideration by the 2025 Capital Program Advisory Committee but not scheduled as a public hearing. In order to address the 2025 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 2025 Capital Program Advisory Committee meeting.

There were no requests to speak received.

**V.  
ADJOURNMENT**

The meeting adjourned at 7:27 p.m.

**APPROVED:**

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Tito Rodriguez, Chair

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Jennifer Castellanos, Secretary