



Stephanie Boardingham, Mayor
Keith R. Smith, Mayor Pro Tem
Carlie Jones, Deputy Mayor Pro-Tem
Anthony Cook, Place 2
Timey Boardingham, Place 3
Janet Carpenter, Place 4
Sonja Coleman, Place 6

Venus Wehle, City Manager
Amy Anderson, City Secretary
Courtney Goodman-Morris, Asst. City Attorney

Agenda Regular City Council Meeting June 10, 2025 - 6:00 PM

Notice is hereby given that on June 10, 2025, the City Council of the City of Forest Hill will hold a Regular Meeting at 6:00 PM, in the City of Forest Hill Council Chambers, 3219 California Parkway, Forest Hill, Texas, 76119, for the purpose of considering the following items:

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members, including the presiding officer, will be physically present at the location noted above on this agenda.

1. Call to Order

Invocation

Pledge of Allegiance to the U.S. Flag and the Texas Flag

Oaths of Office for the Police and Fire Departments

2. Presentations, Proclamations, and Recognitions

- a) Presentation from Parks, Recreation, and Clean City Commission for Yard of the Month.
- b) Proclamation honoring Juneteenth.
- c) Proclamation honoring Pride Month.

3. Citizen Testimony

At this time, any person who desires to speak on any item posted on the agenda or any person with business before the City Council not scheduled on the agenda may speak to the City Council provided that a "Speaker's Request Form" has been completed and provided to the City Secretary no later than the posted start time of the City Council meeting. Speakers are limited to a maximum of three (3) minutes. The Council cannot respond to matters not listed on the agenda until scheduled at a future meeting. Please direct all comments to the full Council. Citizens are to refrain from personal attacks and the use of profane language.

4. Mayor and Council Reports - None

5. Departmental Updates

- a) Update on the Wichita Street Widening project.

- b) Update on the Southeast Connector project.
- c) Report on Family Fun Day 2025.
- d) Report on the 2025 Mayor's Back-to-School event.
- e) Report on office closure on Thursday, June 19, 2025 in observance of the Juneteenth holiday.
- f) Report on office closure on Friday, July 4, 2025 in observance of the 4th of July holiday.

6. Consent Agenda

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be a separate discussion of these items unless a Council Member so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- a) Consider approval of the meeting minutes for the May 6, 2025 meeting.
- b) Consider approval of the meeting minutes for the May 13, 2025 Special Called meeting.

7. Public Hearing - None

8. Deliberation Agenda

- a) Discuss and consider approval of the Quarterly Investment Report for the period ending March 31, 2025.
- b) Discuss and consider approval of Ordinance 2025-14, an ordinance of the City of Forest Hill, Texas, amending the Code of Ordinances Chapter 6 "Fire Prevention and Protection", Article 6.01 "General Provisions", by repealing and replacing in its entirety Section 6.01.001, "Numbers of Firefighters".
- c) Discuss and consider approval of Resolution 2025-26, a resolution of the City of Forest Hill, Texas, authorizing the City Manager to submit an application to the Motor Vehicle Crime Prevention Authority for award of a grant under the SB224 Catalytic Converter Grant Program.
- d) Discuss and consider approval of Resolution 2025-22, a resolution of the City of Forest Hill, Texas, endorsing and approving the Chief of Police's adoption of a Wellness Program Policy.
- e) Discuss and consider approval of Resolution 2025-23, a resolution of the City of Forest Hill, Texas, approving an amendment to the City of Forest Hill Employee Personnel Policies and Procedures Manual.
- f) Discuss and consider approval of Ordinance 2025-12, an ordinance of the City of Forest Hill, Texas, amending Chapter 8, "Offenses and Additional Provisions," Article 8.08, "Abandoned or Junked Vehicles, Division 3, "Abandoned Vehicles," by amending Section 8.08.061, "Definitions."
- g) Discuss and consider approval of Resolution 2025-27, a resolution of the City of Forest Hill, Texas, approving a second amendment to the Facilities Development Agreement with PR III/HCLI Wichita Street, LP for the installation of pavement, drainage, and traffic signals at the intersection of Wichita Street and Forest Hill Circle and surrounding area and authorizing the City Manager to execute the second amendment.

- h) Discuss and consider approval of Resolution 2025-28, approving a first amendment to the Escrow Agreement between the City of Forest Hill and PR III/HLCI Wichita Street, LP, and authorizing the City Manager to execute the first amendment.
- i) Discuss and consider action to rescind Council action taken on April 9, 2025 thereby reinstating Chapter V. City Council Meeting Information, Item B, Section 2 (c) Preparation of the Agenda in the City Council Relations Policy and Code of Ethics to read as follows: Any Council member may request in writing one agenda item per meeting. If additional agenda items are requested, the requestor must have the support of the Mayor and one other Council member. Written requests under this provision must be submitted by noon the Wednesday prior to the Council meeting for discussion and action. No items can be added after the deadline time and date. The Mayor, Council members, or Staff do not have the authority to add, remove, or change an agenda item other than their own. The Mayor and Council members have no clerical duties, so agendas are prepared by the City Administration.

9. Executive Session

- a) Pursuant to Texas Government Code Section 551.071, Consultation with the City Attorney to receive legal advice with regard to pending litigation, to wit: Eddie Burns vs. City of Forest Hill, Cause No. 450-2024-03841/450-2024-07400.
- b) Pursuant to Texas Government Code Section 551.071, Consultation with the City Attorney, to receive legal advice with regard to pending litigation, to wit: New Spirit of Prayer Ministries vs. City of Forest Hill, Cause No. 017-348994-23 in the 17th Judicial District Court of Tarrant County.
- c) Pursuant to Texas Government Code Section 551.071, Consultation with the City Attorney to receive legal advice regarding Tarrant County redistricting and potential resulting legal actions.

10. Next Regular Meeting

- a) July 1, 2025

11. Adjournment

Right to Convene Into Executive Session:

*If during the course of the meeting and discussion of any items covered by this notice, City Council determines that a Closed or Executive session of the Council is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Sections 551.071 – consultation with an attorney; 551.072 – deliberation regarding purchase, exchange, lease or value of real property; 551.073 – deliberation regarding a prospective gift; 551.074 – personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; 551.076 – implementation of security personnel or devices; 551.087 – deliberation regarding economic development negotiation; 551.089 – deliberation regarding security devices or security audits; and/or other matters as authorized under the Texas Government Code. If a Closed or Executive session is held in accordance with the Texas Government Code as set out above, the City Council will reconvene in Open Session to take action, if necessary, on the items addressed in the Closed or Executive session.

Certificate

I, Amy L. Anderson, City Secretary, do hereby certify that a copy of the June 10, 2025 City Council agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the [City's website](#), in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: June 6, 2025

TIME OF POSTING: 2:00 p.m.

Amy L. Anderson, TRMC, CMC
City Secretary

The Forest Hill City Hall and Council Chamber are wheelchair accessible. Access to the building and special parking is available at the Main Entrance at the north end of the building. Spanish language interpreters, deaf interpreters, Braille copies, or any other special needs will be provided to any person requesting a special service with at least 48 hours' notice. Please call the City Secretary's office at 817-568-3040.



Mayor and Council Communication Consent Agenda 6a

DATE: June 10, 2025

FROM: Amy L. Anderson, City Secretary

ITEM: Consider approval of the meeting minutes for the May 6, 2025 meeting.

BACKGROUND: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. May 6, 2025 meeting minutes

MOTION: Motion to approve under Consent Agenda



Stephanie Boardingham, Mayor
Keith R. Smith, Mayor Pro-Tem
Carlie Jones, Deputy Mayor Pro Tem
Anthony Cook, Place 2
Timey Boardingham, Place 3
Silas Robinson, Place 4
Jesus Rivas, Place 6

Venus Wehle, City Manager
Amy Anderson, City Secretary
Courtney Goodman-Morris, Asst. City Attorney

**MINUTES
REGULAR COUNCIL MEETING
May 6, 2025 - 6:00 P.M.**

The City Council of the City of Forest Hill met on the above date at 6:00 p.m., with Mayor Boardingham presiding. The following Council members and Officials were present: Carlie Jones, Anthony Cook, Timey Boardingham, Silas Robinson, Keith R. Smith, Jesus Rivas, City Manager Venus Wehle, Asst. City Attorney Courtney Goodman-Morris, and City Secretary Amy Anderson.

Councilman Rivas arrived at 7:48 p.m.

Councilman Rivas left the dais at 7:55 p.m. and returned at 7:58 p.m.

1. Call to Order

With a quorum present, Mayor Boardingham called the meeting to order at 6:01 p.m.

Invocation – led by Mayor Pro Tem Smith

Pledge of Allegiance to the U.S Flag and the Texas Flag led by Mayor Boardingham

2. Presentations, Proclamations, and Recognitions:

- a) Recognition of the City of Forest Hill Firefighters.
- b) Proclamation honoring National Emergency Medical Services Week.
- c) Proclamation honoring National Police Week.
- d) Proclamation honoring Public Works Week.
- e) Recognition of Miss Tarrant County, Nicole Thomas.
- f) Presentation by the Forest Hill Public Library and recognition of Michael Hardrick for the 2024 Library Director of the Year.
- g) Presentation from the Community Learning Center.
- h) Presentation to O.D. Wyatt High School's Chaparral Thrive Market.
- i) Presentation from FWISD Superintendent Dr. Karen Molinar.
- j) Proclamation honoring National School Principals Day.
- k) Proclamation honoring Teacher Appreciation Week.
- l) Proclamation honoring the O.D. Wyatt High School 2025 graduates.

- m) Proclamation honoring the Everman Joe C. Bean High School 2025 graduates.
- n) Proclamation honoring the Uplift Ascend Preparatory 2025 graduates.
- o) Proclamation honoring Cinco de Mayo.
- p) Proclamation honoring National Small Business Week.
- q) Proclamation honoring Municipal Clerks Week.
- r) Recognition of Councilman Silas Robinson.
- s) Recognition of Councilman Jesus Rivas.

All presentations, proclamations, and recognitions were presented in their entirety.

3. Citizen Testimony:

At this time, any person who desires to speak on any item posted on the agenda or any person with business before the City Council not scheduled on the agenda may speak to the City Council provided that a "Speaker's Request Form" has been completed and provided to the City Secretary no later than the posted start time of the City Council meeting. Speakers are limited to a maximum of three (3) minutes. The Council cannot respond to matters not listed on the agenda until scheduled at a future meeting. Please direct all comments to the full Council. Citizens are to refrain from personal attacks and the use of profane language.

Kenneth Williams-6924 Windward Way, Forest Hill, TX

- Provided the Council with handouts and addressed the Council on the sign placement at Slappy's Car Wash and the City's sign ordinance.

Beckie Duncan Hayes-7317 Woodbridge Drive, Forest Hill, TX

- Addressed the Council on election integrity, voter suppression, and polling place location.
- Thanked the candidates who won the election.

Lyndia Thomas-6941 Windy Hill Road, Forest Hill, TX

- Addressed the Council on impartial laws, candidate parking at the polling place, 18-wheeler parking, disparity of treatment, polling place location, and voter suppression.

4. Mayor and Council Reports:

- a) Report on the 2025 Easter event held on Saturday, April 12, 2025.
- b) Report on the local community churches' upcoming calendar of events.

All reports were provided in their entirety.

5. Departmental Updates:

- a) Report on the Spring Citywide Cleanup event held on Saturday, April 12, 2025.
- b) Report on office closure in observance of Memorial Day on Monday, May 26, 2025.

All reports were provided in their entirety.

6. Consent Agenda:

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be a separate discussion of these items unless a Council Member so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- a) Consider approval of the meeting minutes for the April 1, 2025 meeting.
- b) Consider approval of the meeting minutes for the April 9, 2025 Special Called Meeting.
- c) Consider approval of Resolution 2025-17, a resolution of the City of Forest Hill, Texas, removing Anne LaMere from the City's five accounts with TexPool.
- d) Consider approval of Resolution 2025-18, a resolution of the City of Forest Hill, Texas, removing Anne LaMere from the City's account with US Bank.
- e) Consider approval of Resolution 2025-19, a resolution of the City of Forest Hill, Texas, removing Anne LaMere from the City's account with Chase Bank.
- f) Consider approval of Resolution 2025-20, a resolution of the City of Forest Hill, Texas, removing Anne LaMere from the City's four accounts with First Financial Bank.

Deputy Mayor Pro Tem Jones made a motion to approve Consent Agenda Items 6a through 6f.

Councilman Robinson seconded the motion.

Motion passed with the following vote:

7 Ayes Jones, Cook, T. Boardingham, Robinson, Smith, Rivas, Boardingham
0 Nays
0 Abstain
0 Absent

7. Public Hearing:

a) Case #PZ 2025-04 Public Hearing

To receive public comments regarding a request to amend the Comprehensive Zoning Ordinance and Map for an approximately 26.115-acre tract of land commonly known as 4520 Forest Hill Drive, 4524 Forest Hill Drive, 4550 Forest Hill Drive, 4556 Forest Hill Drive, and 6725 Casey and more particularly being described as Tracts 42D01A1, 42D01A, 42C and 42D of the Shelby County School Land Survey, Abstract 1375 and Tract 42B, Lots 1 and 2 of the Florence G. Whitlock Survey, Abstract 1375 of the City of Forest Hill, Tarrant County, Texas from R-2 Single-Family Detached Residential ("R-2") and Planned Development ("PD") to Planned Development with a base zoning of R3 Single-Family Detached Residential ("PD-R3"). The rezoning is requested by Fort Worth Area Habitat for Humanity Inc., DBA Trinity Habitat for Humanity.

Mayor Boardingham opened the Public Hearing at 8:32 p.m.

With no one to speak, Mayor Boardingham closed the Public Hearing at 8:32 p.m.

Case #PZ 2025-04 Deliberation

Discuss and consider action on Ordinance 2025-10, regarding a request to amend the Comprehensive Zoning Ordinance and Map for an approximately 26.115-acre tract of land commonly known as 4520 Forest Hill Drive, 4524 Forest Hill Drive, 4550 Forest Hill Drive, 4556 Forest Hill Drive, and 6725 Casey and more particularly being described as Tracts 42D01A1, 42D01A, 42C and 42D of the Shelby County School Land Survey, Abstract 1375 and Tract 42B, Lots 1 and 2 of the Florence G. Whitlock Survey, Abstract 1375 of the City of Forest Hill, Tarrant County, Texas from R-2 Single-Family Detached Residential ("R-2") and Planned Development ("PD") to Planned Development with a base zoning of R3 Single-Family Detached Residential ("PD-R3"). The rezoning is requested by Fort Worth Area Habitat for Humanity Inc., DBA Trinity Habitat for Humanity.

Planning and Zoning Chairwoman Berniece Taylor-Johnson presented the case to the Council. The Commission approved the request with a vote of 5-1.

Mr. Gage Yager, CEO of Trinity Forest Habitat for Humanity, presented the project to the Council.

Council discussed location, number of homes, flooding, drainage, HOAs, home sizes, traffic study, infrastructure, cost of the homes, and school numbers.

Venus Wehle, City Manager, clarified more information on the project. Each home will have a garage, two parking spaces, and sidewalks.

Mayor Pro Tem Smith made a motion to approve Ordinance 2025-10, regarding a request to amend the Comprehensive Zoning Ordinance and Map for an approximately 26.115-acre tract of land commonly known as 4520 Forest Hill Drive, 4524 Forest Hill Drive, 4550 Forest Hill Drive, 4556 Forest Hill Drive, and 6725 Casey and more particularly being described as Tracts 42D01A1, 42D01A, 42C and 42D of the Shelby County School Land Survey, Abstract 1375 and Tract 42B, Lots 1 and 2 of the Florence G. Whitlock Survey, Abstract 1375 of the City of Forest Hill, Tarrant County, Texas from R-2 Single-Family Detached Residential ("R-2") and Planned Development ("PD") to Planned Development with a base zoning of R3 Single-Family Detached Residential ("PD-R3"). The rezoning is requested by Fort Worth Area Habitat for Humanity Inc., DBA Trinity Habitat for Humanity.

Deputy Mayor Pro Tem Jones seconded the motion.

With no further discussion, the motion passed with the following vote.

7 Ayes Jones, Cook, T. Boardingham, Robinson, Smith, Rivas, Boardingham
0 Nays
0 Abstain
0 Absent

b) Case #PZ 2025-06 Public Hearing

To receive public comments regarding a request to amend the Comprehensive Zoning Ordinance of the City of Forest Hill by changing the Official Zoning map and the zoning classification of an approximately 2.09 acre parcel of real property legally described as being part of the Forest Wood Industrial Addition, Tract F2A in the City of Forest Hill, Tarrant County, Texas zoned Light Industrial (LI) to add a Specific Use Permit (LI-SUP) to allow for a Chemical Blending Plant at 5230 SE Loop 820, in the City of Forest Hill, Tarrant County, Texas. The applicant is Tom Kowalski.

Mayor Boardingham opened the Public Hearing at 9:14 p.m.

With no one to speak, Mayor Boardingham closed the Public Hearing at 9:14 p.m.

Case #PZ 2025-06 Deliberation

Discuss and consider action on Ordinance 2025-11, regarding a request to amend the Comprehensive Zoning Ordinance of the City of Forest Hill by changing the Official Zoning map and the zoning classification of an approximately 2.09 acre parcel of real property legally described as being part of the Forest Wood Industrial Addition, Tract F2A in the City of Forest Hill, Tarrant County, Texas zoned Light Industrial (LI) to add a Specific Use Permit (LI-SUP) to allow for a Chemical Blending Plant at 5230 SE Loop 820, in the City of Forest Hill, Tarrant County, Texas. The applicant is Tom Kowalski.

Planning and Zoning Chairwoman Berniece Taylor-Johnson presented the case to the Council. The Commission approved the request with a vote of 6-0.

Mayor Pro Tem Smith made a motion to approve Ordinance 2025-11, regarding a request to amend the Comprehensive Zoning Ordinance of the City of Forest Hill by changing the Official Zoning map and the zoning classification of an approximately 2.09 acre parcel of real property legally described as being part of the Forest Wood Industrial Addition, Tract F2A in the City of Forest Hill, Tarrant County, Texas zoned Light Industrial (LI) to add a Specific Use Permit (LI-SUP) to allow for a Chemical Blending Plant at 5230 SE Loop 820, in the City of Forest Hill, Tarrant County, Texas. The applicant is Tom Kowalski.

Deputy Mayor Pro Tem Jones seconded the motion.

Venus Wehle, City Manager, provided further clarification. There has been a change of ownership; therefore, a new Specific Use Permit is required so that the owner can keep his storage containers on site.

With no further discussion, the motion passed with the following vote.

7 Ayes Jones, Cook, T. Boardingham, Robinson, Smith, Rivas, Boardingham
0 Nays
0 Abstain
0 Absent

8. Deliberation Agenda:

- a) Discuss and consider approval of Resolution 2025-21, a resolution of the City of Forest Hill, Texas, agreeing to meet all match contribution requirements for the expenditures under the Tarrant County Home Investment Partnerships Program for Program Year 2025.

Mayor Boardingham made a motion to approve Resolution 2025-21, a resolution of the City of Forest Hill, Texas, agreeing to meet all match contribution requirements for the expenditures under the Tarrant County Home Investment Partnerships Program for Program Year 2025.

Deputy Mayor Pro Tem Jones seconded the motion.

With no further discussion, the motion passed with the following vote.

7 Ayes Jones, Cook, T. Boardingham, Robinson, Smith, Rivas, Boardingham
0 Nays
0 Abstain
0 Absen

- b) Discuss and consider approval of Resolution 2025-22, a resolution of the City of Forest Hill, Texas, endorsing and approving the Chief of Police's adoption of a Wellness Program Policy.

This item was pulled from the agenda.

- c) Discuss and consider approval of Resolution 2025-23, a resolution of the City of Forest Hill, Texas, approving an amendment to the City of Forest Hill Employee Personnel Policies and Procedures Manual.

This item was pulled from the agenda.

- d) Discuss and consider approval of Ordinance 2025-12, an ordinance of the City of Forest Hill, Texas, amending Chapter 8, "Offenses and Additional Provisions," Article 8.08, "Abandoned or Junked Vehicles, Division 3, "Abandoned Vehicles," by amending Section 8.08.061, "Definitions."

This item was pulled from the agenda.

- e) Discuss and consider action to rescind Council action taken on April 9, 2025 thereby reinstating Chapter V. City Council Meeting Information, Item B, Section 2 (c) Preparation of the Agenda in the City Council Relations Policy and Code of Ethics to read as follows: Any Council member may request in writing one agenda item per meeting. If additional agenda items are requested, the requestor must have the support of the Mayor and one other Council member. Written requests under this provision must be submitted by noon the Wednesday prior to the Council meeting for discussion and action. No items can be added after the deadline time and date. The Mayor, Council members, or Staff do not have the authority to add, remove, or change an agenda item other than their own. The Mayor and Council members have no clerical duties, so agendas are prepared by the City Administration.

This item was pulled from the agenda.

- f) Discuss and consider approval of Resolution 2025-24, a resolution of the City of Forest Hill, Texas, requiring all ordinances and resolutions calling elections or approving election administration contracts to be included as individual consideration, rather than consent agenda items; requiring that such ordinances and resolutions shall contain a section indicating the in-person early voting and election day polling location for such election and further indicating whether the in-person early voting and election day polling location is a different location than the in-person early voting and election day polling location for the election immediately preceding the current election.

Councilman Rivas made a motion to approve Resolution 2025-24, a resolution of the City of Forest Hill, Texas, requiring all ordinances and resolutions calling elections or approving election administration contracts to be included as individual consideration, rather than consent agenda items; requiring that such ordinances and resolutions shall contain a section indicating the in-person early voting and election day polling location for such election and further indicating whether the in-person early voting and election day polling location is a different location than the in-person early voting and election day polling location for the election immediately preceding the current election.

Deputy Mayor Pro Tem Jones seconded the motion.

Assistant City Attorney Courtney Goodman-Morris stated that the information she provided in the Executive Session was for this particular agenda item.

Councilman Rivas stated he brought the resolution to the Council as he feels anything to do with the elections should not be part of the Consent Agenda. It needs to be discussed under the Deliberation Agenda.

Mayor Pro Tem Smith inquired from the Assistant City Attorney if an item is on the Consent Agenda, it can always be pulled to discuss under the Deliberation Agenda. To which the answer was yes.

Assistant City Attorney Courtney Goodman-Morris read the resolution. The resolution requires the election administration contacts, and the ordinance calling the election must be under the

Deliberation Agenda, not the Consent Agenda. The resolution further requires that if the polling location changes, it must also state that in the ordinance calling the election.

Amy Anderson, City Secretary, stated that even if the ordinance calling for the election is on the Deliberation Agenda, the polling location cannot be changed at that point because Tarrant County has already approved the polling locations for the election year.

Councilman Rivas stated that it is the duty of the Council to have accountability, and if one citizen is not satisfied with the polling location they need to be heard. He wants to make the Council responsible.

Mayor Pro Tem Smith stated he appreciates Councilman Rivas' concern; however, what he is asking for is already in place, as a Council member can pull any Consent Agenda Item off for discussion.

Councilman Rivas stated that the Council needs to be clear with the citizens, admits to his mistake of not pulling it from the Consent Agenda for discussion, and takes full responsibility.

With no further discussion, the motion failed with the following vote.

2 Ayes Robinson, Rivas

0 Nays Jones, Cook, T. Boardingham, Smith, Boardingham

0 Abstain

0 Absent

9. Executive Session: Council convened into Executive Session at 9:21 p.m.

- a) Pursuant to Texas Government Code Section 551.071, Consultation with the City Attorney to receive legal advice regarding processes and procedures relative to Election Administration Contracts.
- b) Pursuant to Texas Government Code Section 551.071, Consultation with the City Attorney to receive legal advice with regard to the interpretation and enforcement of various provisions of the City Council Relations Policy and Code of Ethics.

10. Reconvene into Regular Session: Council reconvened into Regular Session at 10:18 p.m.

11. Take any action necessary pursuant to Executive Session.

- a) Pursuant to Texas Government Code Section 551.071, Consultation with the City Attorney to receive legal advice regarding processes and procedures relative to Election Administration Contracts.
- c) Pursuant to Texas Government Code Section 551.071, Consultation with the City Attorney to receive legal advice with regard to the interpretation and enforcement of various provisions of the City Council Relations Policy and Code of Ethics.

No action taken.

12. Next Meeting: June 10, 2025

13. Adjournment:

Mayor Boardingham adjourned the meeting at 10:37 p.m.

ATTEST:

Amy L. Anderson, TRMC, CMC
City Secretary

APPROVED:

Stephanie Boardingham, Mayor



Mayor and Council Communication Consent Agenda 6b

DATE: June 10, 2025

FROM: Amy L. Anderson, City Secretary

ITEM: Consider approval of the meeting minutes for the May 13, 2025
Special Called meeting.

BACKGROUND: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. May 13, 2025 Special Called meeting minutes

MOTION: Motion to approve under Consent Agenda



Stephanie Boardingham, Mayor
Keith R. Smith, Mayor Pro-Tem
Carlie Jones, Deputy Mayor Pro Tem
Anthony Cook, Place 2
Timey Boardingham, Place 3
Silas Robinson, Place 4
Jesus Rivas, Place 6

Venus Wehle, City Manager
Amy Anderson, City Secretary
Courtney Goodman-Morris, Asst. City Attorney

**MINUTES
SPECIAL CALLED COUNCIL MEETING
May 13, 2025 - 6:00 P.M.**

The City Council of the City of Forest Hill met on the above date at 6:00 p.m. with Mayor Boardingham presiding. The following Council members and Officials were present: Carlie Jones, Timey Boardingham, Silas Robinson, Keith R. Smith, Jesus Rivas, City Manager Venus Wehle, and City Secretary Amy Anderson.

Councilman Anthony Cook had an excused absence.
Councilman Robinson arrived at 6:11 p.m.

1. Call to Order

With a quorum present, Mayor Boardingham called the meeting to order at 6:00 p.m.

Invocation – Pastor Percy Thompson, Greater Sweethome Missionary Baptist Church led the invocation

Pledge of Allegiance to the U.S Flag and the Texas Flag led by Mayor Boardingham

2. Election Canvass and Inauguration

- a) Discuss and consider approval of Resolution 2025-25, a resolution of the City of Forest Hill, Texas, canvassing the results of the May 3, 2025 General Election.

City Secretary Amy Anderson read Resolution 2025-25 in its entirety.

The official results were as follows:

<u>Mayor</u>	<u>Total Number of Votes</u>	<u>Vote Percentage</u>
Stephanie Boardingham	481	56.92%
Beckie Duncan Hayes	364	43.08%
Total votes for Mayor	845	100%
<u>City Council Place 4</u>	<u>Total Number of Votes</u>	<u>Vote Percentage</u>
Janet Carpenter	490	58.54%
Deanna Melissa Mendez	347	41.46%
Total votes for Place 4	837	100%

<u>City Council Place 5</u>	<u>Total Number of Votes</u>	<u>Vote Percentage</u>
Willie Glaster	96	11.46%
Keith R. Smith	350	41.77%
Brigette Mathis	392	46.78%
Total votes for Place 5	838	100%

<u>City Council Place 6</u>	<u>Total Number of Votes</u>	<u>Vote Percentage</u>
Melvin Bruce Lee	372	44.39%
Sonja Coleman	466	55.61%
Total votes for Place 6	838	100%

Mayor Pro Tem Smith made a motion to approve Resolution 2025-25, a resolution of the City of Forest Hill, Texas, canvassing the results of the May 3, 2025 General Election.

Deputy Mayor Pro Tem Jones seconded the motion.

With no further discussion, the motion passed with the following roll call vote:

5 Ayes Jones, T. Boardingham, Smith, Rivas, Boardingham
0 Nays
0 Abstain
2 Absent Cook, Robinson

- b) Discuss and consider approval of Ordinance 2025-13, an ordinance of the City of Forest Hill, Texas, ordering a Runoff Election on June 7, 2025 for City Council Place 5 following inconclusive results from the May 3, 2025 General Election.

City Secretary Amy Anderson read Ordinance 2025-13 in its entirety.

Mayor Pro Tem Smith made a motion to approve Ordinance 2025-13, an ordinance of the City of Forest Hill, Texas, ordering a Runoff Election on June 7, 2025 for City Council Place 5 following inconclusive results from the May 3, 2025 General Election.

Deputy Mayor Pro Tem Jones seconded the motion.

With no further discussion, the motion passed with the following roll call vote:

5 Ayes Jones, T. Boardingham, Smith, Rivas, Boardingham
0 Nays
0 Abstain
2 Absent Cook, Robinson

- c) Oaths of Office
d) Issue Certificates of Election to the newly elected officials.

City Secretary Amy Anderson issued Oaths of Office and Certificates of Election individually to Janet Carpenter and Sonja Coleman.

3. Citizen Testimony:

At this time, any person who desires to speak on any item posted on the agenda or any person with business before the City Council not scheduled on the agenda may speak to the City Council provided that a "Speaker's Request Form" has been completed and provided to the City Secretary no later than the posted start time of the City Council meeting. Speakers are limited to a maximum of three (3) minutes. The Council cannot respond to matters not listed on the agenda until scheduled at a future meeting. Please direct all comments to the full Council. Citizens are to refrain from personal attacks and the use of profane language.

Beckie Duncan Hayes-7317 Woodbridge Drive, Forest Hill, TX

- Addressed the Council on the election and applauded everyone who won their elections.
- Further addressed the Council to listen to the stakeholders of the City to get things done.

Lyndia Thomas-6941 Windy Hill Road, Forest Hill, TX

- Addressed the Council on the election and congratulated everyone.
- Further addressed the Council for them to work together as a team.

Prior to adjournment, former Councilman Silas Robinson thanked everyone for their support and asked the new Council to work together to continue moving the City forward.

3. **Meeting:** Next regular meeting will be on June 10, 2025

4. Adjournment:

Mayor Boardingham adjourned the meeting at 6:35 p.m.

ATTEST:

APPROVED:

Amy L. Anderson, TRMC, CMC
City Secretary

Stephanie Boardingham, Mayor



Mayor and Council Communication Deliberation Item 8a

DATE: June 10, 2025

FROM: Sharon Jungman, Finance Director

ITEM: **Discuss and consider approval of the Quarterly Investment Report for the period ending March 31, 2025.**

BACKGROUND:

Per the City of Forest Hill Investment Policy, adopted July 18, 2023:

REPORTING. The Director of Finance shall submit a signed quarterly investment report that summarizes current market conditions, economic developments, and anticipated investment conditions. The report shall summarize investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics, and shall explain the total investment return for the quarter.

Finance Director Sharon Jungman will be available to answer any questions you may have regarding the report for the period ending March 31, 2025.

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Quarterly Investment Report

MOTION:

Motion to approve or deny the Quarterly Investment Report for the period ending March 31, 2025.



QUARTERLY INVESTMENT REPORT

FOR THE QUARTER ENDING

March 31, 2025

City of Forest Hill

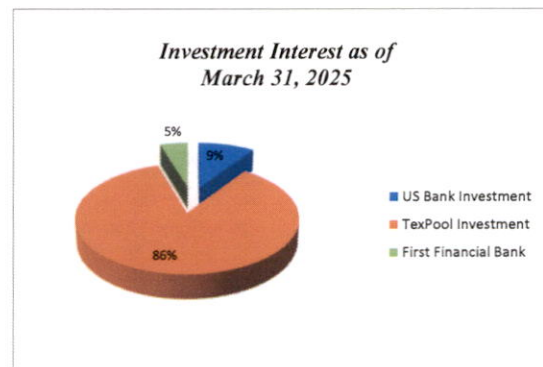
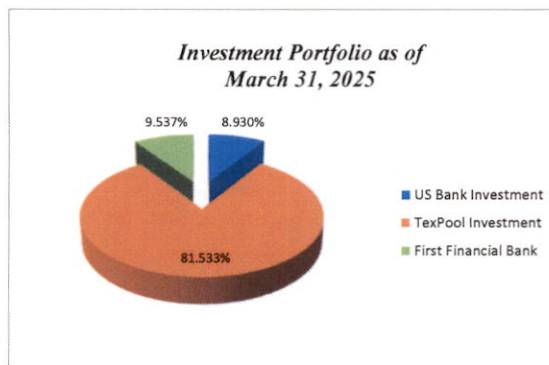
Investment Portfolio Summary - As of March 31, 2025

Investment Types	% of Total Investments	Balance as of March 31, 2025
US Bank Investment		
US Bank Market Value	8.93%	\$ 3,902,987.33
US Bank Total	8.93%	3,902,987.33
TexPool Investment		
Consolidation Account 001	35.78%	15,637,028.41
WW&SS Debt Service 002	1.13%	494,914.96
Community Devel. Corp.003	0.74%	322,423.59
Capital Bonds 004	2.80%	1,225,202.49
Investment Pool Prime	41.08%	17,953,499.72
TexPool Total	81.53%	35,633,069.17
First Financial Bank		
Concentration Account 4588	9.54%	4,168,048.80
First Financial Bank Total	9.54%	4,168,048.80
Total Investment	100.00%	43,704,105.30

Investment Interest Types	% of Total Interest	Amount of Interest earned from Jan. 2025 Thru March 2025
US Bank Investment		
US Bank Interest	9.51%	39,593.01
US Bank Total	9.51%	39,593.01
TexPool Investment		
Consolidation Account 001	33.17%	138,129.94
WW&SS Debt Service 002	1.27%	5,283.66
Community Devel. Corp.003	0.83%	3,442.18
Capital Bonds 004	3.14%	13,080.19
Investment Pool Prime	47.40%	197,379.52
TexPool Total	85.81%	357,315.49
First Financial Bank		
Concentration Account 4588	4.68%	19,503.41
First Financial Bank Total	4.68%	19,503.41
Total Quarterly Interest	100.00%	\$ 416,411.91

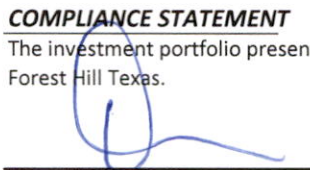
Investment Types	% of Total Investments	Amount
US Bank Investment	8.930%	\$ 3,902,987.33
TexPool Investment	81.533%	\$ 35,633,069.17
First Financial Bank	9.537%	4,168,048.80
Total Investment	100.00%	\$ 43,704,105.30

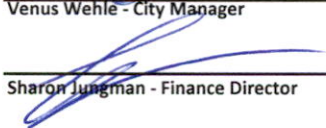
Investment Interest Types	% of Total Interest	Amount
US Bank Investment	9.5081%	39,593.01
TexPool Investment	85.8082%	357,315.49
First Financial Bank	4.6837%	19,503.41
Total Interest	100.00%	\$ 416,411.91

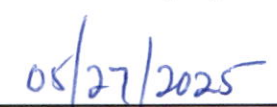


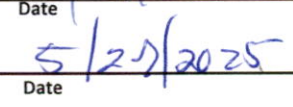
COMPLIANCE STATEMENT

The investment portfolio presented in these reports conforms in all respects to the investment policy of the City of Forest Hill Texas.


Venus Wehle - City Manager


Sharon Jungman - Finance Director


Date


Date



Mayor and Council Communication Deliberation Item 8b

DATE: June 10, 2025

FROM: Fire Chief Steve Gutierrez

ITEM: Discuss and consider approval of Ordinance 2025-14, an ordinance of the City of Forest Hill, Texas, amending the Code of Ordinances Chapter 6 "Fire Prevention and Protection", Article 6.01 "General Provisions", by repealing and replacing in its entirety Section 6.01.001 "Numbers of Firefighters".

BACKGROUND:

In the best interest of the City and for the benefit of our citizens and business community, an amendment to the Code of Ordinances, "Fire Prevention and Protection" is being presented.

Currently, the ordinance allows for the following staffing under the leadership of the Fire Chief, who also serves as the City's Fire Marshal and Emergency Management Coordinator:

- (1 position) Battalion Chief (appointed)
- (1 position) Captain (tested)
- (3 positions) Lieutenant
- (3 positions) Engineer
- (9 positions) Firefighter

In the current budget, all positions except the Captain are funded. After careful consideration of these factors, reviewing Chapter 143 Civil Service guidelines, current state fire protocols, and current staffing certifications, city staff and the city attorney have developed the suggested changes to the ordinance as shown in the document; with this amendment, the classifications will change as follows:

- (1 position) Battalion Chief (appointed)
- (3 positions) Lieutenant
- (3 positions) Engineer
- (9 positions) Firefighter

No employee will lose their position in the Fire Department with this amendment. Should the City have the funding to fill future positions in the department, the request(s) will be presented during budget preparations and if approved, further amendments will be brought forward for consideration.

FISCAL IMPACT: N/A

LEGAL REVIEW: Reviewed by the City Attorney as to form and legality.

ATTACHMENTS:

1. Ordinance 2025-14

MOTION:

Motion to approve or deny Ordinance 2025-14, an ordinance of the City of Forest Hill, Texas, amending the Code of Ordinances Chapter 6 "Fire Prevention and Protection", Article 6.01 "General Provisions", by repealing and replacing in its entirety Section 6.01.001, "Numbers of Firefighters".

CITY OF FOREST HILL

ORDINANCE NO. 2025-14

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF FOREST HILL, TEXAS, CHAPTER 6 “FIRE PREVENTION AND PROTECTION”, ARTICLE 6.01 “GENERAL PROVISIONS”, BY REPEALING AND REPLACING IN ITS ENTIRETY SECTION 6.01.001 “NUMBER OF FIREFIGHTERS”; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, pursuant to the authority granted by Texas. Local Government Code section 143.021, the City Council of the City of Forest Hill has determined that it is in the best interest of the City and serves the general welfare of the citizens to amend the Code of Ordinances establishing the classification and prescribing the number of positions in each classification for all firefighters.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS:

SECTION 1: That the Code of Ordinances of the City of Forest Hill, Texas is hereby amended at Chapter 6 “Fire Prevention and Protection”, Article 6.01 “Number of firefighters”, by repealing and replacing in its entirety section 6.01.001 to read as follows:

“CHAPTER 6 FIRE PREVENTION AND PROTECTION

ARTICLE 6.01 GENERAL PROVISIONS

Sec 6.01.001 Number of firefighters

The following shall be the number of firefighters in addition to the Fire Chief/EMC/Fire Marshal for each classification within the city:

Firefighter Position	Number
Battalion Chief	1 (appointed)
Lieutenant	3
Engineer	3
Firefighter	9

SECTION 2: All ordinances, orders, or resolutions heretofore passed and adopted by the City Council of the City of Forest Hill, Tarrant County, Texas are hereby repealed to the

extent that said ordinances, orders, or resolutions, or parts thereof, are in conflict herewith.

SECTION 3: Should any word, sentence, paragraph, subdivision, clause, phrase, or section of this ordinance be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance, which shall remain in full force and effect.

SECTION 5. This ordinance shall be effective from and after its passage and the publication of the caption, as the law in such cases provides.

PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TARRANT COUNTY, TEXAS THIS THE 10TH DAY OF JUNE 2025.

APPROVED:

Stephanie Boardingham, Mayor

ATTEST:

APPROVED AS TO FORM:

Amy L. Anderson, TRMC, CMC
City Secretary

Courtney Goodman-Morris,
Asst. City Attorney



Mayor and Council Communication Deliberation Item 8c

DATE: June 10, 2025

FROM: Police Chief David Hernandez

ITEM: Discuss and consider approval of Resolution 2025-26, a resolution of the City of Forest Hill, Texas, authorizing the City Manager to submit an application to the Motor Vehicle Crime Prevention Authority for award of a grant under the SB224 Catalytic Converter Grant Program.

BACKGROUND:

The resolution presented will allow city staff to apply for a national grant that will provide the opportunity to purchase Flock Safety cameras for law enforcement. It is offered through the SB224 Catalytic Converter Grant Program.

Flock Safety cameras will provide the Forest Hill Police Department with an Automatic License Plate Reader (ALPR) system that assists our law enforcement team in solving crimes by capturing critical vehicle details, such as make, model, color, license plate, and unique features. These solar-powered and motion-activated cameras integrate with national and state crime databases to offer real-time alerts when vehicles linked to known suspects or stolen vehicles pass by.

Flock Safety cameras will also enhance our public safety while protecting privacy and reducing bias. The cameras operate 24/7 in all weather conditions and transmit data to the cloud via LTE, making them highly reliable and infrastructure-free. The system does not record personal information such as names, phone numbers, or addresses and cannot track specific locations. Additionally, Flock Safety cameras offer a free, optional ALPR Transparency Portal that allows police agencies to access and manage data, ensuring transparency in the system's usage, data retention, and search policies.

Obtaining this technology will be a key first step toward participating in a Real-Time Crime Center, which is planned for 2026. Through a partnership with the Fort Worth Real-Time Crime Center, the new TRIDENT Center will enhance collaboration with the City of Forest Hill and neighboring agencies, helping to "shine a light into the shadows traditionally cast along jurisdictional boundaries." This will result in improved communication, crime reduction, and safer communities.

This technology can serve as a force multiplier for law enforcement and enhance community collaboration in crime prevention. The 20% matching portion of this grant is \$12,000 and will be budgeted in the FY26 Police Department budget. Chief Hernandez will be available for questions.

FISCAL IMPACT: \$12,000.00

LEGAL REVIEW: Reviewed by the City Attorney as to form and legality.

ATTACHMENTS:

1. Resolution 2025-26

MOTION:

Motion to approve or deny Resolution 2025-26, a resolution of the City of Forest Hill, Texas, authorizing the City Manager to submit an application to the Motor Vehicle Crime Prevention Authority for award of a grant under the SB224 Catalytic Converter Grant Program.

CITY OF FOREST HILL, TEXAS

RESOLUTION NO. 2025-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION TO THE MOTOR VEHICLE CRIME PREVENTION AUTHORITY FOR AWARD OF A GRANT UNDER THE SB224 CATALYTIC CONVERTER GRANT PROGRAM; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, under the provisions of the Texas Transportation Code Chapter 1006 and Texas Administrative Code Title 43; Part 3; Chapter 57, entities are eligible to receive grants from the Motor Vehicle Crime Prevention Authority to provide financial support to law enforcement taskforces and agencies for economic motor vehicle theft, including catalytic converter theft; and

WHEREAS, this grant program will assist the City of Forest Hill, including its Police Department, in combating catalytic converter theft; and

WHEREAS, the City of Forest Hill has agreed that in the event of loss or misuse of the grant funds, the City of Forest Hill agrees and assures that the grant funds will be returned in full to the Motor Vehicle Crime Prevention Authority; and

WHEREAS, the City Council of the City of Forest Hill finds it to protect the health, safety and general welfare of the citizens of the City of Forest Hill to approve the submission of such grant application on the terms stated in said application and related documents;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, THAT:

Section 1. The City of Forest Hill approves the submission of the grant application to the Motor Vehicle Crime Prevention Authority for award of a grant under the SB224 Catalytic Converter Grant Program and designates the City Manager as the Authorized Official to apply for, accept, decline, modify, or cancel the City of Forest Hill's grant application for the Motor Vehicle Crime Prevention Authority Grant Program and all other necessary documents to accept said grant.

Section 2. The Chief of Police is designated as the Program Director and the City's Director of Finance is designated as the Financial Officer for this grant. **WHEREAS**, the City Council of the City of Forest Hill, Texas finds it in the best interest of the citizens of Forest Hill, that the Safer City Program be operated for 2025.

Section 3. If any article, paragraph, subdivision, clause or provision of this Resolution, as hereby amended, be adjudged invalid or held unconstitutional for any reason, such judgment or holding shall not affect the validity of this Resolution as a whole or any part or provision thereof, as amended hereby, other than the part so declared to be invalid or unconstitutional.

Section 4. This Resolution shall take effect immediately from and after its passage as the law and Charter in such cases provide.

DULY RESOLVED AND ADOPTED ON THIS THE 10th DAY OF JUNE 2025, BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TARRANT COUNTY, TEXAS.

APPROVED:

Stephanie Boardingham, Mayor

ATTEST:

APPROVED AS TO FORM:

Amy L. Anderson, TRMC, CMC
City Secretary

Courtney Goodman-Morris,
Asst. City Attorney



Mayor and Council Communication Deliberation Item 8d

DATE: June 10, 2025

FROM: Police Chief David Hernandez

ITEM: **Discuss and consider approval of Resolution 2025-22, a resolution of the City of Forest Hill, Texas, endorsing and approving the Chief of Police's adoption of a Wellness Program Policy.**

BACKGROUND:

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for our Police Department members. The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

The policy will follow Chapter 614.015 of the Texas Government Code regarding the use of mental health leave for authorized peace officers employed by law enforcement agencies. Mental health leave will support staff in maintaining a healthy state of mind while at work and at home. The City of Forest Hill recognizes that mental health is just as important as maintaining physical health.

The City supports establishing a workplace that is comfortable, healthy, safe and supportive. Below are possible examples of traumatic events in the scope of employment with the City of Forest Hill that can have an effect on an employee's mental health:

- Any officer-involved shooting;
- Any investigations by an officer involving the deaths of individuals;
- Any investigations by an officer involving abuse of individuals;
- The death, injury, or catastrophic illness of a coworker.

The maximum number of mental health days an individual may use is 80 hours per identified traumatic event. For any additional leave requested beyond the 80 hours, the employee will need to use available sick leave, or the leave may be determined to be eligible as leave under Workers' Compensation. The additional leave requested will also need to be substantiated in writing by the employee's medical professional. In addition, the Chief may request the employee submit to a fitness for duty requirement in order to return to work.

Mental health leave may be double-coded as FMLA leave as well. When an employee has used all 10 day of mental health leave and must use additional leave as applicable (e.g. sick leave or worker's compensation leave), this other, additional leave may also be double-coded as FMLA leave. While utilizing mental health leave, employees will continue to earn any and all benefits, seniority and applicable special assignment pays.

This policy, if approved, will also be included in an update to the Employee Personnel Policies and Procedures Manual, item 8-e on the agenda.

Chief Hernandez will be available for questions.

FISCAL IMPACT: N/A

LEGAL REVIEW: Reviewed by the City Attorney as to form and legality.

ATTACHMENTS:

1. Resolution 2025-22
2. Wellness Program Policy

MOTION:

Motion to approve or deny Resolution 2025-22, a resolution of the City of Forest Hill, Texas, endorsing and approving the Chief of Police's adoption of a Wellness Program Policy.

CITY OF FOREST HILL, TEXAS

RESOLUTION NO. 2025-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, SUPPORTING AND VOICING APPROVAL OF THE POLICE CHIEF’S ADOPTION OF A WELLNESS PROGRAM POLICY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the health, safety, and well-being of law enforcement officers are vital to the effective and sustainable delivery of public safety services; and

WHEREAS, law enforcement is a high-stress profession that places both physical and emotional demands on officers, making wellness programs an essential part of departmental operations; and

WHEREAS, a comprehensive Wellness Program Policy can promote mental, physical, and emotional health among officers, reduce burnout, improve morale, and enhance overall job performance and community relations; and

WHEREAS, the Police Chief has demonstrated leadership and commitment to officer well-being by adopting a Wellness Program Policy that includes measures such as access to mental health services, peer support programs, stress management resources, and other wellness-related supports; and

WHEREAS, the City Council recognizes the importance of prioritizing wellness within the police department and affirms its commitment to supporting these efforts through policy and resources;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, THAT:

SECTION 1. The City Council expresses its full support for the Police Chief’s adoption and implementation of the Wellness Program Policy, attached hereto as Exhibit “A,” and commends the Police Chief and department leadership for their proactive efforts in prioritizing officer wellness and commits to considering future support, including funding or resources, to ensure the long-term success of the Wellness Program Policy.

SECTION 2. This resolution shall take effect immediately upon its passage.

DULY RESOLVED AND ADOPTED ON THIS THE 10th DAY OF JUNE, 2025, BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS.

APPROVED:

Stephanie Boardingham, Mayor

ATTEST:

APPROVED AS TO FORM:

**Amy L. Anderson, TRMC, CMC
City Secretary**

**Courtney Goodman-Morris,
Asst. City Attorney**

EXHIBIT A
City of Forest Hill Police Department Wellness Program Policy

Wellness Program

Effective Date:	05/06/2025
Revised Date:	
Issuing Authority: Chief David Hernandez	

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

Additional information on member wellness is provided in the:

- Chaplains Policy.
- Line-of-Duty Deaths Policy.
- Drug- and Alcohol-Free Workplace Policy.

1033.2 POLICY

It is the policy of the Forest Hill Police Department to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The Department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1033.3 PEER SUPPORT

Department members seeking peer support assistance are encouraged to contact the [Texas Peer Support Network](#). The Texas Peer Support Network provides access to a specially trained peer to address stressors, trauma, fatigue, and other needs to combat workforce burnout and end Police suicide and self-harm.

1033.4 CRITICAL INCIDENT STRESS DEBRIEFINGS

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

Forest Hill Police Department

Policy Manual

Wellness Program

Attendance at the debriefing should include those directly involved in the incident, and may include other members as determined appropriate by the Chief of Police.

1033.4.1 CRITICAL INCIDENT STRESS MANAGEMENT SERVICES

An emergency response team member is an individual designated to provide critical incident stress management services or crisis intervention services to officers or communications operators. Critical incident stress management services and crisis response services include consultation, counseling, debriefing, intervention, and referral services designed to assist the officer or communications operator in coping with critical incident stress as well as on-site crisis intervention and risk assessment offered to those affected by crisis or disaster (Tex. Health & Safety Code § 784.001).

Records and communication with emergency response team members are confidential, except as provided by law (e.g., information regarding imminent threats, consent, appropriate referrals) (Tex. Health & Safety Code § 784.003).

A meeting involving critical incident stress management services or crisis response services is closed to the public unless the officer or the officer's legal representative consent to open the meeting to certain individuals or the officer is deceased (Tex. Health & Safety Code § 784.002).

1033.5 PHYSICAL WELLNESS PROGRAM

The coordinator, to be appointed by the Chief of Police, is responsible for establishing guidelines for any on-duty physical wellness program, which may include the following:

- (a) Voluntary participation by members
- (b) Allowable physical fitness activities
- (c) Permitted times and locations for physical fitness activities
- (d) Acceptable use of department-provided physical fitness facilities and equipment
- (e) Individual health screening and fitness assessment
- (f) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting
- (g) Standards for fitness incentive programs. The coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (h) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress)
- (i) Ongoing support and evaluation

1033.6 MENTAL HEALTH LEAVE

This mental health leave policy is adopted in accordance with the requirements of Chapter 614.015 of the Government Code.

SCOPE

This policy applies to all appropriately licensed peace officers employed by the City of Forest Hill.

Forest Hill Police Department

Policy Manual

Wellness Program

The Police/Fire Department management will be responsible for communicating and implementing this policy as applicable.

DEFINITIONS

Law Enforcement Agency means an agency of the state or an agency of a political subdivision of the state authorized by law to employ peace officers.

Peace Officer means an individual elected, appointed, or employed to serve as a peace officer for a governmental entity under Article 2.12 of the Code of Criminal Procedure or other law.

POLICY

The use of mental health leave may be granted after a peace officer experiences a traumatic event in the scope of the officer's employment. Traumatic events that may occur within a peace officer's career can have varying degrees of severity and effect on any one individual. Command staff will need to be cognizant of what employees may be experiencing mentally and emotionally after a traumatic event. As soon as practical, it is important to meet with the employee, in a private setting, after experiencing the event to get a sense of the state of mind the employee may be experiencing. Each employee may experience the same type of traumatic event differently. Below are possible examples of traumatic events in the scope of employment that can have an effect on an employee's mental health.

- Any officer involved shooting
- Any investigations by an officer involving deaths of individuals
- Any investigations by an officer involving abuse of individuals
- The death, injury, catastrophic illness of a coworker

When such a traumatic event does occur while in the scope of employment, it is important for management staff to recognize the fact that some employees may be negatively affected and need to be away from work to appropriately process the traumatic incident and perhaps seek mental health assistance from a professional. In addition, it is important to provide support for employees who need it.

Management Responsibilities

Management/supervisors should privately meet with any individual who has experienced a traumatic event while in the scope of employment. Supervisors should ensure the employee will be supported as much as possible after experiencing the event. In addition, it is important for supervisors to determine if there is a need for the employee to use mental health leave. If a supervisor determines the employee may need the advice and help from a crisis intervention professional, this should occur as quickly as possible. The request of any employee who requests mental health leave and/or the assistance of a crisis intervention professional after experiencing a traumatic event should be granted. Regarding the mental health leave, it is at the discretion of command staff in determining how long the initial mental health leave should be. If additional mental health leave is needed, it may be prudent for the supervisor to require medical documentation from the individual's medical provider to substantiate the need for additional leave.

Wellness Program

Employee Responsibilities

After experiencing a traumatic event while in the scope of employment, it is prudent for the affected employee to openly communicate his/her current mental/physical status to the employee's supervisor. Each such employee should be open to any suggestions by the employee's supervisor for using mental health leave and/or seeking assistance from a crisis intervention professional. As an employee, your communications/conversations regarding your health status will be kept confidential by your supervisors and any other need-to-know management staff.

Documenting Mental Health Leave

Once an employee has been granted use of mental health leave, the supervisor will code their timesheets as "absent with pay". The maximum number of mental health days an individual may use is 10 days (80 hours) per identified traumatic event. For any additional leave requested beyond the 10 days, the employee will need to use available sick leave or the leave may be determined to be eligible as leave under worker's compensation. The additional leave requested will also need to be substantiated in writing by the employee's medical professional. In addition, the Chief may request the employee submit to a fitness for duty requirement in order to return to work.

Mental health leave may be double-coded as FMLA leave as well. When an employee has used all 10 day of mental health leave and must use additional leave as applicable (e.g. sick leave or worker's compensation leave), this other, additional leave will also be double-coded as FMLA leave.

While utilizing mental health leave, employees will continue to earn any and all benefits, seniority and applicable special pays.

Use of mental health leave by an individual will be kept confidential to the extent possible with only those on a need to know basis.

1033.7 TRAINING

The Training Coordinator, to be appointed by the Chief of Police, should strive to provide all members with education and training on topics related to member wellness, including but not limited to:

- The availability and range of department wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance disorder awareness.
- Countering sleep deprivation and physical fatigue.

Forest Hill Police Department

Policy Manual

Wellness Program

- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Training Coordinator as appropriate for inclusion in training records.

4900-3210-0413, v. 1



Mayor and Council Communication Deliberation Item 8e

DATE: June 10, 2025

FROM: Venus Wehle, City Manager

ITEM: Discuss and consider approval of Resolution 2025-23, a resolution of the City of Forest Hill, Texas, approving an amendment to the City of Forest Hill Employee Personnel Policies and Procedures Manual.

BACKGROUND:

If the Wellness Program Policy is approved, the Employee Personnel Policies and Procedures Manual will need to be amended to incorporate the program.

FISCAL IMPACT: N/A

LEGAL REVIEW: Reviewed by the City Attorney as to form and legality.

ATTACHMENTS:

1. Resolution 2025-23
2. Wellness Program Policy

MOTION:

Motion to approve or deny Resolution 2025-23, a resolution of the City of Forest Hill, Texas, approving an amendment to the City of Forest Hill Employee Personnel Policies and Procedures Manual.

CITY OF FOREST HILL, TEXAS

RESOLUTION NO. 2025-23

A RESOLUTION OF THE CITY OF FOREST HILL, TEXAS, APPROVING AN AMENDMENT TO THE CITY OF FOREST HILL EMPLOYEE PERSONNEL POLICIES AND PROCEDURES MANUAL; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Forest Hill Home Rule Charter, Section 13.10, provides, in part, that the City Manager shall establish personnel policies subject to approval by the City Council; and

WHEREAS, the City Manager, in consultation with the City Attorney, is recommending the approval of an amendment to the City of Forest Hill Employee Personnel Policies and Procedures Manual to include a Mental Health Leave Policy; and

WHEREAS, upon full review and consideration of the recommendation, the City Council finds it to serve the health, safety, and general welfare and to be in the best interests of the citizens of the City to approve such amendment;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, THAT:

SECTION 1. The City Council approves the amendment of the City of Forest Hill Employee Personnel Policies and Procedures Manual by adding thereto the Mental Health Leave Policy attached hereto and incorporated herein by this reference as Exhibit "A," which policy shall appear in the Manual immediately after the section on Family and Medical Leave Act (FMLA) Leave and which policy further shall be effective in its entirety immediately.

SECTION 2. The City of Forest Hill Employee Personnel Policies and Procedures Manual, as amended, shall be applied prospectively and not retroactively.

SECTION 3. All resolutions of the City of Forest Hill, in conflict with the provisions of this resolution, be, and the same are hereby repealed, provided, however, that all other provisions of said resolutions not in conflict with the provisions of this resolution shall remain in full force and effect.

SECTION 4. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this resolution, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said resolution, which shall remain in full force and effect.

SECTION 5. This resolution shall take effect immediately from and after its passage, and publication of the caption, as the law and charter in such cases provide.

DULY RESOLVED AND ADOPTED ON THIS THE 10th DAY OF JUNE 2025, BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TARRANT COUNTY, TEXAS.

APPROVED:

Stephanie Boardingham, Mayor

ATTEST:

APPROVED AS TO FORM:

**Amy L. Anderson, TRMC, CMC
City Secretary**

**Courtney Goodman-Morris,
Asst. City Attorney**

EXHIBIT A
City of Forest Hill Police Department Wellness Program Policy

Wellness Program

Effective Date:	05/06/2025
Revised Date:	
Issuing Authority: Chief David Hernandez	

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

Additional information on member wellness is provided in the:

- Chaplains Policy.
- Line-of-Duty Deaths Policy.
- Drug- and Alcohol-Free Workplace Policy.

1033.2 POLICY

It is the policy of the Forest Hill Police Department to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The Department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1033.3 PEER SUPPORT

Department members seeking peer support assistance are encouraged to contact the [Texas Peer Support Network](#). The Texas Peer Support Network provides access to a specially trained peer to address stressors, trauma, fatigue, and other needs to combat workforce burnout and end Police suicide and self-harm.

1033.4 CRITICAL INCIDENT STRESS DEBRIEFINGS

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

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Attendance at the debriefing should include those directly involved in the incident, and may include other members as determined appropriate by the Chief of Police.

1033.4.1 CRITICAL INCIDENT STRESS MANAGEMENT SERVICES

An emergency response team member is an individual designated to provide critical incident stress management services or crisis intervention services to officers or communications operators. Critical incident stress management services and crisis response services include consultation, counseling, debriefing, intervention, and referral services designed to assist the officer or communications operator in coping with critical incident stress as well as on-site crisis intervention and risk assessment offered to those affected by crisis or disaster (Tex. Health & Safety Code § 784.001).

Records and communication with emergency response team members are confidential, except as provided by law (e.g., information regarding imminent threats, consent, appropriate referrals) (Tex. Health & Safety Code § 784.003).

A meeting involving critical incident stress management services or crisis response services is closed to the public unless the officer or the officer's legal representative consent to open the meeting to certain individuals or the officer is deceased (Tex. Health & Safety Code § 784.002).

1033.5 PHYSICAL WELLNESS PROGRAM

The coordinator, to be appointed by the Chief of Police, is responsible for establishing guidelines for any on-duty physical wellness program, which may include the following:

- (a) Voluntary participation by members
- (b) Allowable physical fitness activities
- (c) Permitted times and locations for physical fitness activities
- (d) Acceptable use of department-provided physical fitness facilities and equipment
- (e) Individual health screening and fitness assessment
- (f) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting
- (g) Standards for fitness incentive programs. The coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (h) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress)
- (i) Ongoing support and evaluation

1033.6 MENTAL HEALTH LEAVE

This mental health leave policy is adopted in accordance with the requirements of Chapter 614.015 of the Government Code.

SCOPE

This policy applies to all appropriately licensed peace officers employed by the City of Forest Hill.

Forest Hill Police Department

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The Police/Fire Department management will be responsible for communicating and implementing this policy as applicable.

DEFINITIONS

Law Enforcement Agency means an agency of the state or an agency of a political subdivision of the state authorized by law to employ peace officers.

Peace Officer means an individual elected, appointed, or employed to serve as a peace officer for a governmental entity under Article 2.12 of the Code of Criminal Procedure or other law.

POLICY

The use of mental health leave may be granted after a peace officer experiences a traumatic event in the scope of the officer's employment. Traumatic events that may occur within a peace officer's career can have varying degrees of severity and effect on any one individual. Command staff will need to be cognizant of what employees may be experiencing mentally and emotionally after a traumatic event. As soon as practical, it is important to meet with the employee, in a private setting, after experiencing the event to get a sense of the state of mind the employee may be experiencing. Each employee may experience the same type of traumatic event differently. Below are possible examples of traumatic events in the scope of employment that can have an effect on an employee's mental health.

- Any officer involved shooting
- Any investigations by an officer involving deaths of individuals
- Any investigations by an officer involving abuse of individuals
- The death, injury, catastrophic illness of a coworker

When such a traumatic event does occur while in the scope of employment, it is important for management staff to recognize the fact that some employees may be negatively affected and need to be away from work to appropriately process the traumatic incident and perhaps seek mental health assistance from a professional. In addition, it is important to provide support for employees who need it.

Management Responsibilities

Management/supervisors should privately meet with any individual who has experienced a traumatic event while in the scope of employment. Supervisors should ensure the employee will be supported as much as possible after experiencing the event. In addition, it is important for supervisors to determine if there is a need for the employee to use mental health leave. If a supervisor determines the employee may need the advice and help from a crisis intervention professional, this should occur as quickly as possible. The request of any employee who requests mental health leave and/or the assistance of a crisis intervention professional after experiencing a traumatic event should be granted. Regarding the mental health leave, it is at the discretion of command staff in determining how long the initial mental health leave should be. If additional mental health leave is needed, it may be prudent for the supervisor to require medical documentation from the individual's medical provider to substantiate the need for additional leave.

Wellness Program

Employee Responsibilities

After experiencing a traumatic event while in the scope of employment, it is prudent for the affected employee to openly communicate his/her current mental/physical status to the employee's supervisor. Each such employee should be open to any suggestions by the employee's supervisor for using mental health leave and/or seeking assistance from a crisis intervention professional. As an employee, your communications/conversations regarding your health status will be kept confidential by your supervisors and any other need-to-know management staff.

Documenting Mental Health Leave

Once an employee has been granted use of mental health leave, the supervisor will code their timesheets as "absent with pay". The maximum number of mental health days an individual may use is 10 days (80 hours) per identified traumatic event. For any additional leave requested beyond the 10 days, the employee will need to use available sick leave or the leave may be determined to be eligible as leave under worker's compensation. The additional leave requested will also need to be substantiated in writing by the employee's medical professional. In addition, the Chief may request the employee submit to a fitness for duty requirement in order to return to work.

Mental health leave may be double-coded as FMLA leave as well. When an employee has used all 10 day of mental health leave and must use additional leave as applicable (e.g. sick leave or worker's compensation leave), this other, additional leave will also be double-coded as FMLA leave.

While utilizing mental health leave, employees will continue to earn any and all benefits, seniority and applicable special pays.

Use of mental health leave by an individual will be kept confidential to the extent possible with only those on a need to know basis.

1033.7 TRAINING

The Training Coordinator, to be appointed by the Chief of Police, should strive to provide all members with education and training on topics related to member wellness, including but not limited to:

- The availability and range of department wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance disorder awareness.
- Countering sleep deprivation and physical fatigue.

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- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Training Coordinator as appropriate for inclusion in training records.

4900-3210-0413, v. 1



Mayor and Council Communication Deliberation Item 8f

DATE: June 10, 2025

FROM: Police Chief David Hernandez

ITEM: Discuss and consider approval of Ordinance 2025-12, an ordinance of the City of Forest Hill, Texas, amending Chapter 8, “Offenses and Additional Provision,” Article 8.08, “Abandoned or Junk Vehicles, Division 3, “Abandoned Vehicles”, by amending Section 8.08.061, “Definitions”.

BACKGROUND:

To align the City of Forest Hill Code of Ordinances regarding abandoned vehicles with changes in state law, staff is recommending revisions to provisions of the code dealing with abandoned vehicles.

Changes will include updating definitions for the following:

1. Abandoned motor vehicle;
2. Demolisher;
3. Garage keeper;
4. Inoperable;
5. Motor vehicle; and
6. Storage facility

Chief Hernandez will be available for questions.

FISCAL IMPACT: N/A

LEGAL REVIEW: Reviewed by the City Attorney as to form and legality.

ATTACHMENTS:

1. Ordinance 2025-12

MOTION:

Motion to approve or deny Ordinance 2025-12, an ordinance of the City of Forest Hill, Texas, amending Chapter 8, “Offenses and Additional Provision,” Article 8.08, “Abandoned or Junk Vehicles, Division 3, “Abandoned Vehicles”, by amending Section 8.08.061, “Definitions”.

CITY OF FOREST HILL
ORDINANCE NO. 2025-12

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF FOREST HILL, TEXAS, CHAPTER 8 “OFFENSES AND ADDITIONAL PROVISIONS,” ARTICLE 8.08 “ABANDONED OR JUNKED VEHICLES,” DIVISION 3 “ABANDONED VEHICLES” BY AMENDING SECTION 8.08.061 “DEFINITIONS”; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, to align the Code of Ordinances regarding abandoned vehicles with changes in state law, the Chief of Police has recommended revisions to provisions of the Code of Ordinances dealing with Abandoned Vehicles; and

WHEREAS, the City Council finds that the recommended amendments serve the health, safety and general welfare of the public and should be adopted;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, THAT:

SECTION 1: The Code of Ordinances of the City of Forest Hill, Texas, is hereby amended at Chapter 8, “Offenses and Additional Provisions,” Article 8.08 “Abandoned or Junked Vehicles,” Division 3 “Abandoned Vehicles” by amending Section 8.08.061 to read in its entirety as follows:

“Sec. 8.08.061 Definitions

For the purposes of this division, the following words and phrases shall have the meanings respectively ascribed to them in this section, unless the context clearly indicates a different meaning:

Abandoned motor vehicle means a motor vehicle that is inoperable and more than five years old and has been left unattended on public property for more than 48 hours, has remained illegally on public property for more than 48 hours, has remained on private property without the consent of the owner or person in charge of the property for more than 48 hours, has been left unattended on the right-of-way of a designated county, state, or federal highway for more than 48 hours, or has been left unattended for more than 24 hours on the right-of-way of a turnpike project constructed and maintained by the Texas Turnpike Authority division of the Texas Department of Transportation.

Demolisher means a person whose business is to convert a motor vehicle into processed scrap or scrap metal or to otherwise wreck or dismantle a motor vehicle.

Garage keeper means an owner or operator of a parking place or establishment, motor vehicle storage facility, or establishment for the servicing, repair or maintenance of a motor vehicle.

Inoperable means not capable of being used or operated due to legal or mechanical incapability.

Motor vehicle means a motor vehicle subject to registration under the Certificate of Title Act (Texas Transportation Code chapter 501), except that for purposes of sections 8.08.062 through 9.08.064 the term “motor vehicle” includes a motorboat, outboard motor or vessel subject to registration under Texas Parks and Wildlife Code chapter 31.

Storage facility means a garage, parking lot or any type of facility or establishment for the servicing, repairing, storing or parking of motor vehicle(s).”

SECTION 2: All ordinances, orders, or resolutions passed and adopted by the City Council of the City of Forest Hill, Tarrant County, Texas, are hereby repealed to the extent that said ordinances, orders, or resolutions, or parts thereof, are in conflict herewith.

SECTION 3: Should any word, sentence, paragraph, subdivision, clause, phrase, or section of this ordinance be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance, which shall remain in full force and effect.

SECTION 4. This ordinance shall be effective from and after its passage and the publication of the caption, as the law in such cases provides.

PASSED, APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TARRANT COUNTY, TEXAS THIS THE 10TH DAY OF JUNE, 2025.

APPROVED:

Stephanie Boardingham, Mayor

ATTEST:

APPROVED AS TO FORM:

**Amy L. Anderson, TRMC, CMC
City Secretary**

**Courtney Goodman-Morris,
Asst. City Attorney**

Mayor and Council Communication Deliberation Item 8g

DATE: June 10, 2025

FROM: Venus Wehle, City Manager

ITEM: Discuss and consider approval of Resolution 2025-27, a resolution of the City of Forest Hill, Texas, approving a second amendment to the Facilities Development Agreement with PR III/HLCI Wichita Street, LP for the installation of pavement, drainage, and traffic signals at the intersection of Wichita Street and Forest Hill Circle and surrounding area and authorizing the City Manager to execute the second amendment.

BACKGROUND:

As the City of Forest Hill, Tarrant County, the City of Fort Worth and the City of Everman continue work on the Wichita Street Improvement Project, it is necessary to amend our "Facilities Development Agreement for the installation of Pavement and Drainage and Traffic Signals at the intersection of Wichita Street and Forest Hill Circle and surrounding area" with PR III/HLCI Wichita Street, LP as it will expire June 30, 2025.

The original agreement was executed on May 23, 2023. This agreement is necessary for the continuation of the project as well as for the developer, who is contributing approximately \$2.39 million dollars toward the more than \$13 million dollars Wichita Street Improvement Project. This agreement will allow the developer to install pavement, drive approaches, and drainage along Wichita Street on their property (located on the west side of the street, across from the Civic & Convention Center). The agreement also allows for the installation of a traffic signal at Wichita Street and Forest Hill Circle and for a signal at Wichita Street and Valley Forge Trail.

This deadline to execute the extension of the agreement is December 30, 2025. Staff recommends approval of this agenda item to meet this deadline. The agreement also extends the construction completion deadline from December 30, 2026 to June 30, 2027 or upon completion of the widening project as determined by Tarrant County, whichever occurs sooner.

FISCAL IMPACT: N/A

LEGAL REVIEW: Reviewed by the City Attorney as to form and legality.

ATTACHMENTS:

1. Resolution 2025-27
2. Second Amendment to the Facilities Agreement

MOTION:

Motion to approve or deny Resolution 2025-27, a resolution of the City of Forest Hill, Texas, approving a second amendment to the Facilities Development Agreement with PR III/HLCI Wichita Street, LP for the installation of pavement, drainage, and traffic signals at the intersection of Wichita Street and Forest Hill Circle and surrounding area and authorizing the City Manager to execute the second amendment.

CITY OF FOREST HILL, TEXAS

RESOLUTION NO. 2025-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, APPROVING A SECOND AMENDMENT TO THE FACILITIES DEVELOPMENT AGREEMENT WITH PR III/HLCI WICHITA STREET, LP FOR THE INSTALLATION OF PAVEMENT AND DRAINAGE AND TRAFFIC SIGNALS AT THE INTERSECTION OF WICHITA STREET AND FOREST HILL CIRCLE AND SURROUNDING AREA; AUTHORIZING THE CITY MANAGER TO EXECUTE THE SECOND AMENDMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City previously entered into a Facilities Development Agreement for the Installation of Pavement and Drainage and Traffic Signals at the Intersection of Wichita Street and Forest Hill Circle and Surrounding Area, dated April 19, 2022 with PR III/HLCI's predecessors in interest (the "Original Agreement"); and

WHEREAS, with the approval of the City Council, the Original Agreement was subsequently amended by a First Amendment thereto on May 23, 2023 (the "First Amendment"); and

WHEREAS, the parties have agreed to further amend the Original Agreement, as amended by the First Amendment, to provide extension of deadlines stated therein as well as other amendments as set forth in the proposed Second Amendment, attached hereto as Exhibit "A;" and

WHEREAS, the City Council finds it to be in the public interest and to serve the health, safety, and general welfare of the citizens of Forest Hill to approve said Second Amendment;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, THAT:

SECTION 1. The recitals and findings set forth above and adopted as true and correct and made a part hereof.

SECTION 2. The City Council of the City of Forest Hill, Texas hereby approves the Second Amendment to Facilities Development Agreement for the Installation of Pavement and Drainage and Traffic Signals at the Intersection of Wichita Street and Forest Hill Circle and Surrounding Area in substantially the form attached hereto and incorporated herein by this reference as Exhibit "A" (the "Second Amendment") and further authorizes the City Manager to execute the Second Amendment in substantially the form of Exhibit "A," along with all necessary, related documents on behalf of the City.

SECTION 3. This Resolution shall become effective immediately from and after its passage.

DULY RESOLVED AND ADOPTED ON THIS THE 10th DAY OF JUNE 2025, BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TARRANT COUNTY, TEXAS.

APPROVED:

Stephanie Boardingham, Mayor

ATTEST:

APPROVED AS TO FORM:

Amy L. Anderson, TRMC, CMC
City Secretary

Courtney Goodman-Morris,
Asst. City Attorney

Exhibit A

Second Amendment to Facilities Development Agreement for the Installation of Pavement and Drainage, and Traffic Signals at the Intersection of Wichita Street and Forest Hill Circle and Surrounding Area

STATE OF TEXAS)
)
)
)
COUNTY OF TARRANT)

**SECOND AMENDMENT TO FACILITIES DEVELOPMENT AGREEMENT
FOR THE INSTALLATION OF PAVEMENT AND DRAINAGE AND TRAFFIC
SIGNALS AT THE INTERSECTION OF WICHITA STREET AND FOREST HILL
CIRCLE AND SURROUNDING AREA**

This **SECOND AMENDMENT TO FACILITIES DEVELOPMENT AGREEMENT FOR THE INSTALLATION OF PAVEMENT AND DRAINAGE AND TRAFFIC SIGNALS AT THE INTERSECTION OF WICHITA STREET AND FOREST HILL CIRCLE AND SURROUNDING AREA** (this "**Second Amendment**") is made as of May __, 2025 (the "**Effective Date**"), by and between **CITY OF FOREST HILL, TEXAS** ("**City**"), and **PR III/HLCI WICHITA STREET, LP**, a Delaware limited partnership ("**Developer-Owner**").

RECITALS

A. City, Holt Lunsford Commercial, Inc., a Texas corporation, as "Developer" thereunder (the "**Original Developer**"), and Garrett Family Partnership, Ltd, a/k/a Garrett Family Partners, Ltd., as "Owner" thereunder (the "**Original Owner**"), previously entered into that certain Facilities Development Agreement for the Installation of Pavement and Drainage and Traffic Signals at the Intersection of Wichita Street and Forest Hill Circle and Surrounding Area dated April 19, 2022 (the "**Original Development Agreement**").

B. Developer-Owner is the successor-in-interest to title to the Property to Original Owner.

C. The Original Development Agreement was amended pursuant to that certain First Amendment to Facilities Development Agreement for the Installation of Pavement and Drainage and Traffic Signals at the Intersection of Wichita Street and Forest Hill Circle and Surrounding Area, by and between City, Developer-Owner, and the Original Developer dated May 23, 2023 (the "**First Amendment**"), and together with the Original Development Agreement, the "**Development Agreement**").

D. Original Developer assigned its interest as Developer in the Development Agreement to Developer-Owner pursuant to that certain Assignment of Development Agreement dated May 23, 2023.

E. By letter dated June 27, 2024, pursuant to Section B.1.(A), Developer-Owner extended (i) the Contract Execution Deadline to June 30, 2025, and (ii) the Construction Completion Deadline to December 30, 2026.

F. The Property has access to Wichita Street on the Southern boundary of the Property (the "**Southern Access Point**") pursuant to that certain Easement and Right of Way, between

Oncor Electric Delivery Company LLC, a Delaware limited liability company ("**Oncor**"), and Developer-Owner, recorded March 22, 2023, as Clerk's File No. D223046772 in the Official Public Records of Tarrant County, Texas.

G. The Property has access to Wichita Street on the Northern boundary of the Property (the "**Northern Access Point**") pursuant to that certain Easement and Right of Way, between Oncor and Developer-Owner, recorded April 9, 2024, as Clerk's File No. D224060531 in the Official Public Records of Tarrant County, Texas.

H. City and Developer-Owner desire to amend the Development Agreement upon the terms and conditions set forth below.

AGREEMENTS

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Amendment. The Facilities Development Agreement for the Installation of Pavement & Drainage and Traffic Signals at the Intersection of Wichita Street and Forest Hill Circle and Surrounding Area (the "Original Development Agreement"), as previously amended by the First Amendment to Facilities Development Agreement for the Installation of Pavement and Drainage and Traffic Signals at the Intersection of Wichita Street and Forest Hill Circle and Surrounding Areas (the "First Amendment") is hereby further amended by amending Section B.1as follows:

A. The June 30, 2024 date set forth in Section B.1.A. is revised to December 30, 2025; and

B. The December 30, 2025 date set forth in Section B.1.B. is revised to June 30, 2027.

C. A new section B.1.C. is added to read in its entirety as follows:

"City agrees that at all times during construction of the Wichita Street Project, the access to the Property from each of the Northern Access Point and the Southern Access Point will remain open and unimpaired."

D. A new section B.1.D. is added to read in its entirety as follows:

"City agrees to install a temporary traffic signal at the Wichita Street and Valley Forge Trail Intersection, in the location set forth on Exhibit A attached hereto on or before the date Developer-Owner achieves substantial completion of the shell buildings for the Development on the Property, unless a permanent traffic signal has already been installed by City on or before such date, in which case no temporary traffic signal will be required to be installed."

2. Capitalized Terms. Capitalized but undefined terms used herein shall have the meanings ascribed to them in the Original Agreement, as amended by the First Amendment.

3. Effect of Amendment. Except as modified by this Second Amendment, the remaining terms of the Original Agreement, as previously amended by the First Amendment, shall remain unchanged. The Original Agreement, as amended by the First Amendment and by this Second Amendment, is hereby ratified and affirmed and shall remain in full force and effect.

4. Inconsistency. In the event of any inconsistencies between this Second Amendment and the Original Agreement, as amended by the First Amendment, the terms of this Second Amendment shall govern.

5. Counterparts. This Second Amendment may be executed in any number of counterparts, each of which will be deemed an original and all of which, taken together, will constitute one instrument. The parties may execute different counterparts of this Second Amendment and, if they do so, the signature pages from the different counterparts may be combined to provide one integrated document. Signatures may be delivered by electronic means.

IN WITNESS WHEREOF, each party hereto has caused this Second Amendment to be duly executed to be effective as of the Effective Date.

{Signatures appear on next pages.}

Executed as of _____, 2025, by the City Manager after having been duly authorized by the City Council of the City of Forest Hill on _____, 2025.

CITY:
CITY OF FOREST HILL, TEXAS

By: _____
Name: Venus Wehle
Title: Interim City Manager

Attest:

Amy Anderson, City Secretary

Approved as to Form:

Courtney Goodman-Morris, Asst. City Attorney

{Signatures continue on next page.}

DEVELOPER-OWNER:

PR III/HLCI WICHITA STREET, LP,
a Delaware limited partnership

By: PR III/HLCI Wichita Street GP LLC,
a Delaware limited liability company,
its sole general partner

By: PR III/HLCI Wichita Street Holdings LP,
a Delaware limited partnership,
its sole member and manager

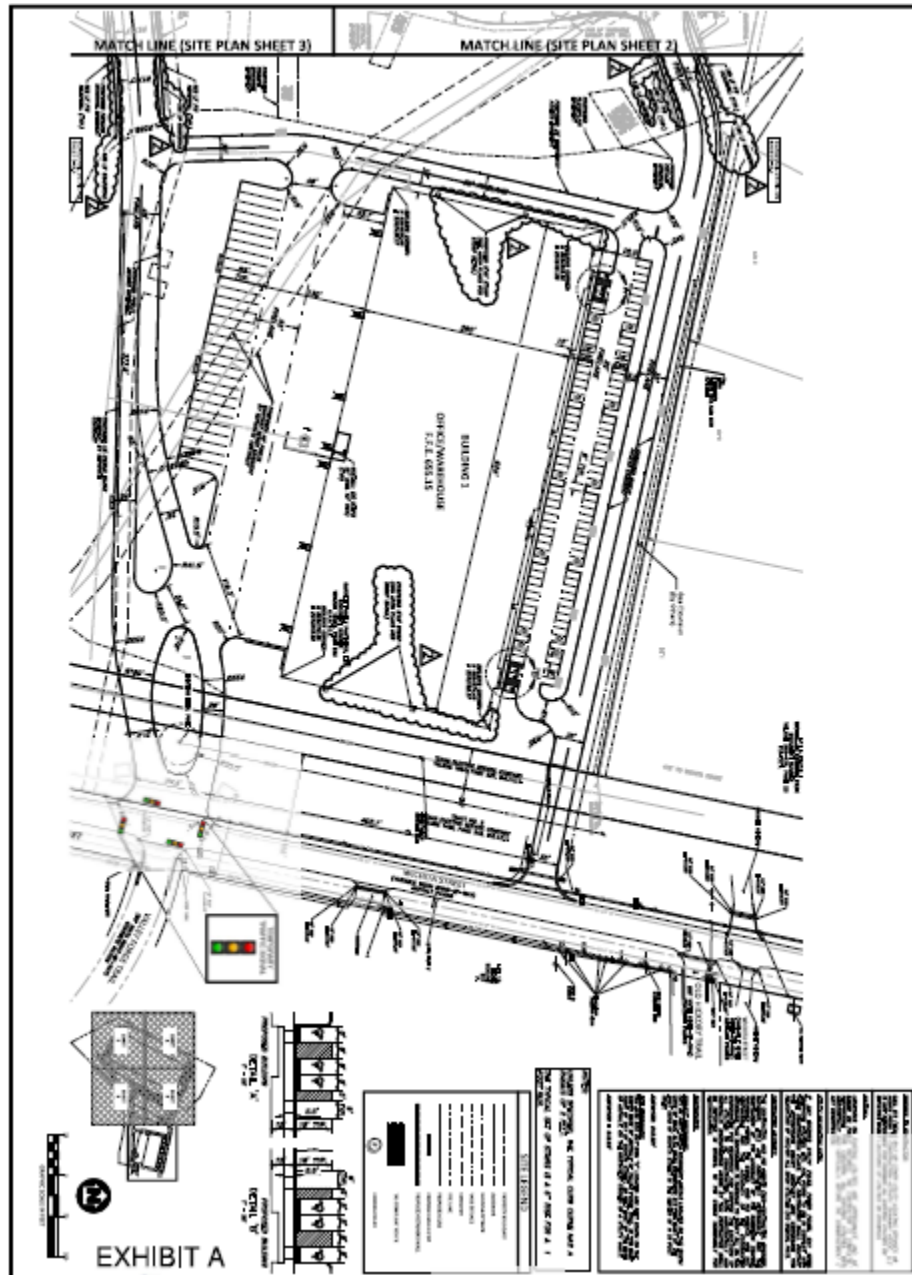
By: HLCI Wichita Partners, L.P.,
a Texas limited partnership,
its authorized limited partner

By: Wichita Partners GP Series,
a series of HLCI Investment Series II, LLC,
a Texas series limited liability company,
its general partner

By: 
Name: Douglas A. Lueders
Title: Authorized Signatory

Exhibit A

LOCATION OF TEMPORARY TRAFFIC SIGNAL





Mayor and Council Communication Deliberation Item 8h

DATE: June 10, 2025

FROM: Venus Wehle, City Manager

ITEM: Discuss and consider approval of Resolution 2025-28, a resolution of the City of Forest Hill, Texas, approving a first amendment to the Escrow Agreement between the City of Forest Hill and PR III/HLCI Wichita Street, L.P., and authorizing the City Manager to execute the first amendment.

BACKGROUND:

As the City of Forest Hill, Tarrant County, the City of Fort Worth, and the City of Everman continue work on the Wichita Street Improvement Project, it is necessary to amend our “Escrow Agreement” with PR III/HLCI Wichita Street, LP.

The original agreement was executed on May 23, 2023. This agreement is necessary for the continuation of the project as well as for the developer who is contributing approximately \$2.39 million dollars toward the more than \$13 million dollars Wichita Street Improvement Project. This agreement will allow the developer to install pavement, drive approaches, and drainage along Wichita Street on their property (located on the west side of the street, across from the Civic & Convention Center). The agreement also allows for the installation of a traffic signal at Wichita Street and Forest Hill Circle and for a signal at Wichita Street and Valley Forge Trail.

This amendment will change paragraph 4, contract execution, and construction completion dates. Staff recommends approval of this agenda item to meet this deadline.

FISCAL IMPACT: N/A

LEGAL REVIEW: Reviewed by the City Attorney as to form and legality.

ATTACHMENTS:

1. Resolution 2025-28
2. First Amendment to the Escrow Agreement

MOTION:

Motion to approve or deny Resolution 2025-28, a resolution of the City of Forest Hill, Texas, approving a first amendment to the Escrow Agreement between the City of Forest Hill and PR III/HLCI Wichita Street, LP, and authorizing the City Manager to execute the first amendment.

CITY OF FOREST HILL, TEXAS

RESOLUTION NO. 2025-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, APPROVING A FIRST AMENDMENT TO THE ESCROW AGREEMENT BETWEEN THE CITY OF FOREST HILL AND PR III/HLCI WICHITA STREET, LP; AUTHORIZING THE CITY MANAGER TO EXECUTE THE FIRST AMENDMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City and PR III/HLCI Wichita Street, LP are parties to a Facilities Development Agreement for Installation of Pavement and Drainage and Traffic Signals at the Intersection of Wichita Street and Forest Hill Circle and Surrounding Areas which has been previously amended by a First Amendment thereto (the "Development Agreement") and for which the parties intend, with Council approval, to enter into a Second Amendment for the purpose of extending various performance dates set forth therein; and

WHEREAS, disbursement of escrowed funds, as set forth in the Escrow Agreement between the City and PR III/HLCI Wichita Street, LP, are correlated to those performance dates set forth in the Development Agreement; and

WHEREAS, upon approval of the Second Amendment to the Development Agreement by the parties, it is necessary to also amend the Escrow Agreement by changing the performance dates to align with those provided in the Second Amendment to the Development Agreement; and

WHEREAS, the City Council finds it to be in the public interest and to serve the health, safety and general welfare of the citizens of Forest Hill to approve said First Amendment to the Escrow Agreement;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, THAT:

SECTION 1. The recitals and findings set forth above and adopted as true and correct and made a part hereof.

SECTION 2. The First Amendment to Escrow Agreement attached hereto and incorporated herein by this reference as Exhibit "A" is hereby approved and the City Manager is hereby authorized to execute said First Amendment in substantially the form of Exhibit "A," along with all necessary, related documents on behalf of the City.

SECTION 3. This Resolution shall become effective immediately from and after its passage.

DULY RESOLVED AND ADOPTED ON THIS THE 10th DAY OF JUNE 2025, BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TARRANT COUNTY, TEXAS.

APPROVED:

Stephanie Boardingham, Mayor

ATTEST:

APPROVED AS TO FORM:

Amy L. Anderson, TRMC, CMC
City Secretary

Courtney Goodman-Morris,
Asst. City Attorney

Exhibit A

First Amendment to Escrow Agreement with PR III/HLCI Wichita Street, LP

STATE OF TEXAS)
)
COUNTY OF TARRANT)

FIRST AMENDMENT TO ESCROW AGREEMENT

This **FIRST AMENDMENT TO ESCROW AGREEMENT** (this “First Amendment”) is made by and between PR III/HLCI Wichita Street, L.P., a Delaware limited partnership (“Developer”), the City of Forest Hill, Texas (“City”), and Title Partners, LLC (“Escrow Agent”). Developer, City and Escrow Agent may each be referred to herein as a “Party” and collectively as the “Parties”.

The Parties, for good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, agree as follows:

1. Amendment. The Escrow Agreement dated May 23, 2023 between the Parties, a true and correct copy of which is attached hereto as Exhibit A, is amended as follows:

A. Paragraph 4(a) is amended by amending the date June 30, 2024 set forth therein to December 30, 2025; and

B. Paragraph 4(b) is amended by amending the date December 30, 2025 in all places set forth in Section 4(b) to June 30, 2027.

2. Effect of Amendment. Except as modified by this First Amendment, the remaining terms of the Escrow Agreement shall remain unchanged. The Escrow Agreement, as amended by this First Amendment, is hereby ratified and affirmed and shall remain in full force and effect.

3. Inconsistency. In the event of any inconsistencies between this First Amendment and the Escrow Agreement, the terms of this First Amendment shall govern.

4. Counterparts. This First Amendment may be executed in any number of counterparts, each of which will be deemed an original and all of which, taken together, will constitute one instrument. The parties may execute different counterparts of this First Amendment and, if they do so, the signature pages from the different counterparts may be combined to provide one integrated document. Signatures may be delivered by electronic means.

IN WITNESS WHEREOF, each party hereto has caused this First Amendment to be duly executed to be effective as of the Effective Date.

{Signatures appear on next pages.}

Executed as of _____, 2025, by the City Manager after having been duly authorized by the City Council of the City of Forest Hill on _____, 2025.

CITY:
CITY OF FOREST HILL, TEXAS

By: _____
Name: Venus Wehle
Title: Interim City Manager

Attest:

Amy Anderson, City Secretary

Approved as to Form:

Courtney Goodman-Morris, Asst. City Attorney

{Signatures continue on next page.}

DEVELOPER-OWNER:

PR III/HLCI WICHITA STREET, LP,
a Delaware limited partnership

By: PR III/HLCI Wichita Street GP LLC,
a Delaware limited liability company,
its sole general partner

By: PR III/HLCI Wichita Street Holdings LP,
a Delaware limited partnership,
its sole member and manager

By: HLCI Wichita Partners, L.P.,
a Texas limited partnership,
its authorized limited partner

By: Wichita Partners GP Series,
a series of HLCI Investment Series II, LLC,
a Texas series limited liability company,
its general partner

By: 
Name: Douglas A. Lueders
Title: Authorized Signatory

Exhibit A

May 23, 2023 Escrow Agreement with PR III/HLCI Wichita Street, LP

SEE ATTACHED.

4931-7627-3478, v. 1

Mayor and Council Communication Deliberation Item 8i

DATE: June 10, 2025

FROM: Mayor Pro Tem Keith R. Smith

ITEM: Discuss and consider action to rescind Council action taken on April 9, 2025 thereby reinstating Chapter V. City Council Meeting Information, Item B, Section 2 (c) Preparation of the Agenda in the City Council Relations Policy and Code of Ethics to read as follows: Any Council member may request in writing one agenda item per meeting. If additional agenda items are requested, the requestor must have the support of the Mayor and one other Council member. Written requests under this provision must be submitted by noon the Wednesday prior to the Council meeting for discussion and action. No items can be added after the deadline time and date. The Mayor, Council members, or Staff do not have the authority to add, remove, or change an agenda item other than their own. The Mayor and Council members have no clerical duties, so agendas are prepared by the City Administration.

BACKGROUND:

At the April 9, 2025 Special Called meeting, Council approved to change Chapter V. City Council Meeting Information, Item B, Section 2 (c) Preparation of the Agenda to read as follows:

Any Council member, including the Mayor, may request in writing three agenda items per meeting. If additional agenda items are requested, the requester must have the support of two other Council members, which may include the Mayor. The Mayor's approval shall not be required for any Council member to place an item on the agenda. In the event of emergencies or situations affecting the City as a whole, the Mayor may place additional items on the agenda without restriction. Written requests under this provision must be submitted by noon on the Wednesday prior to the Council meeting for discussion and action. No items can be added after the deadline time and date. The Mayor, Council members, or Staff do not have the authority to add, remove, or change an agenda item other than their own. The Mayor and Council members have no clerical duties, so agendas are prepared by the City Administration.

Mayor Pro Tem Smith will present this agenda item.

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS: N/A

MOTION:

Motion to approve or deny to rescind Council action taken on April 9, 2025 thereby reinstating Chapter V. City Council Meeting Information, Item B, Section 2 (c) Preparation of the Agenda in the City Council Relations Policy and Code of Ethics to read as follows: Any Council member may request in writing one agenda item per meeting. If additional agenda items are requested, the requestor must have the support of the Mayor and one other Council member. Written requests under this provision must be submitted by noon the Wednesday prior to the Council meeting for discussion and action. No items can be added after the deadline time and date. The Mayor, Council members, or Staff do not have the authority to add, remove, or change an agenda item other than their own. The Mayor and Council members have no clerical duties, so agendas are prepared by the City Administration.