



AMENDED AGENDA

Stephanie Boardingham, Mayor
Carlie Jones, Mayor Pro Tem
Sonja Coleman, Deputy Mayor Pro-Tem
Anthony Cook, Place 2
Timey Boardingham, Place 3
Janet Carpenter, Place 4
Keith R. Smith, Place 5

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

AGENDA COUNCIL WORK SESSION August 19, 2025 - 6:00 P.M.

Notice is hereby given that on August 19, 2025, the City Council of the City of Forest Hill will hold a Council Work Session at 6:00 p.m. in the City of Forest Hill Council Chambers, 3219 California Parkway, Forest Hill, Texas, 76119, to consider 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

2. Work Session

- a) Discussion on the proposed budget from the City Manager for Fiscal Year 2025-2026.

3. Adjournment

AGENDA REGULAR CITY COUNCIL MEETING August 19, 2025 - 7:00 PM

Notice is hereby given that on August 19, 2025, the City Council of the City of Forest Hill will hold a Regular Meeting at 7:00 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

2. Presentations, Proclamations, and Recognitions

- a) **Presentation by the Hispanic Wellness Coalition.**

- b) Presentation by the Parks, Recreation, and Clean City Commission for Yard of the Month.
- c) Presentation by the Parks, Recreation, and Clean City Commission on Family Fun Day 2025.

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

- a) Mayor Boardingham's report on Citizen Testimony from the August 5, 2025 Council meeting.
- b) Mayor Boardingham's report on the school uniform clothing drive for Harlean Beal Elementary School, hosted by Forest Hill Public Library District.

5. Departmental Updates: None

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 July 1, 2025 meeting
- b) Consider approval of the meeting minutes from the August 5, 2025 meeting.
- c) Consider approval of Resolution 2025-47, a resolution of the City of Forest Hill, Texas, approving a negotiated settlement between the ATMOS Cities Steering Committee and ATMOS Energy Corp., MID-TEX Division, regarding the company's 2025 Rate Review Mechanism Filing.
- d) Consider approval of Ordinance 2025-20, an ordinance of the City of Forest Hill, Texas, amending the Master Fee Schedule by amending impact fees for water and wastewater.

7. Public Hearing: None

8. Deliberation Agenda

- a) Discuss and consider approval of the Quarterly Investment Report for the period ending June 30, 2025.
- b) Discuss and consider approval of Resolution 2025-37, a resolution of the City of Forest Hill, Texas, approving the Second Amendment and Restatement of the Exclusive Franchise Agreement for the collection, hauling, and disposal of municipal solid waste with Waste Connection, Inc.
- c) Discuss and consider approval of Ordinance 2025-18, an ordinance of the City of Forest Hill, Texas, amending the Code of Ordinances Chapter 2 "Administration and Personnel" at Article 2.02 "City Council" by amending Section 2.02.001 "Meetings and Work Session".

- d) Discuss and consider approval of Ordinance 2025-19, an ordinance of the City of Forest Hill, Texas, providing for lateral entry for police officers and related pay structure.
- e) Discuss and consider approval of Resolution 2025-48, a resolution of the City of Forest Hill, Texas, rescinding Resolution 2025-46; approving \$0.700466 as the proposed Ad Valorem Property Tax Rate for Fiscal Year 2026.
- f) Discuss and consider approval of Resolution 2025-45, a resolution of the City of Forest Hill, Texas, amending the City Council Relations Policy and Code of Ethics.
- g) Discuss and consider action on reinstating out-of-state training and travel policy for all Council members, to include the Mayor, not to exceed \$50,000.00, divided equally.

9. Executive Session: None

10. Next Regular Meeting

- a) September 2, 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 August 19, 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: August 15, 2025

TIME OF POSTING: 11:00 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: August 19, 2025

FROM: Amy L. Anderson, City Secretary

ITEM: **Consider approval of the meeting minutes for the July 1, 2025 meeting.**

BACKGROUND: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. July 1, 2025 meeting minutes

MOTION: Motion to approve under Consent Agenda



Stephanie Boardingham, Mayor
Carlie Jones, Mayor Pro-Tem
Sonja Coleman, Deputy Mayor Pro Tem
Anthony Cook, Place 2
Timey Boardingham, Place 3
Janet Carpenter, Place 4
Keith R. Smith, Place 5

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

**MINUTES
REGULAR COUNCIL MEETING
July 1, 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, Janet Carpenter, Sonja Coleman, City Manager Venus Wehle, Asst. City Attorney Courtney Goodman-Morris, and City Secretary Amy Anderson.

Mayor Pro Tem Keith R. Smith was absent.

1. Call to Order

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

Invocation – led by Councilwoman Carpenter

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

2. Presentations, Proclamations, and Recognitions:

- a) Presentation by District 95 State Representative Nicole Collier.
- b) Presentation by Commissioner Roderick Miles' office on redistricting.
- c) Presentation by the Parks, Recreation, and Clean City Commission for Yard of the Month.
- d) Proclamation honoring Volunteerism.

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.

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

- Addressed the Council on committees, training, and cleanliness of the City.

Eddie Wilson-6246 Shamrock Court, Forest Hill, TX

- Addressed the Council on community relations, littering, speeding, racism, and respectful neighbors.

Mayor and Council Reports:

- a) Report on Taste of Eastside Cops vs. Community Cook-off event.
- b) Report on the 89th Legislature Session and how it affects our community.
- c) Report on Citizens' Testimony from the June 10, 2025 Council meeting.

All reports were provided in their entirety.

4. Departmental Updates:

- a) Update on the Mansfield Highway lighting project through ONCOR.
- b) Report on the Tarrant County Sheriff's Office assisting the City of Forest Hill Police Department.

All reports were provided in their entirety.

5. 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 June 10, 2025 meeting.
- b) Consider approval of the meeting minutes for the June 17, 2025 Special Called Meeting.

Councilwoman Coleman made a motion to approve Consent Agenda Items 6a through 6b.

Deputy Mayor Pro Tem Jones seconded the motion.

Motion passed with the following vote:

6 Ayes Jones, Cook, T. Boardingham, Carpenter, Coleman, Boardingham
0 Nays
0 Abstain
1 Absent Smith

6. Public Hearing: None

7. Deliberation Agenda:

- a) Discuss and consider action on appointing a Mayor Pro Tem.

Mayor Boardingham made a motion to reappoint Councilman Keith R. Smith as Mayor Pro Tem.

Councilman T. Boardingham seconded the motion.

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

2 Ayes T. Boardingham, Boardingham
4 Nays Jones, Cook, Carpenter, Coleman
0 Abstain
1 Absent Smith

Councilwoman Coleman made a motion to appoint Councilwoman Jones as Mayor Pro Tem.

Councilwoman Carpenter seconded the motion.

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

5 Ayes Jones, Cook, Carpenter, Coleman, Boardingham

1 Nays T. Boardingham

0 Abstain

1 Absent Smith

- b) Discuss and consider action on appointing a Deputy Mayor Pro Tem.

Mayor Boardingham made a motion to appoint Councilman Anthony Cook as Deputy Mayor Pro Tem.

Councilman T. Boardingham seconded the motion.

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

3 Ayes Cook, T. Boardingham, Boardingham

3 Nays Jones, Carpenter, Coleman

0 Abstain

1 Absent Smith

Councilman Cook made a motion to appoint Councilwoman Sonja Coleman as Deputy Mayor Pro Tem.

Councilwoman Carpenter seconded the motion.

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

4 Ayes Jones, Cook, Carpenter, Coleman

2 Nays T. Boardingham, Boardingham

0 Abstain

1 Absent Smith

- c) Discuss and consider action on setting the date of September 2, 2025 for the public hearing on the budget for fiscal year 2025-2026.

Mayor Pro Tem Jones made a motion to set the date of September 2, 2025 for the public hearing on the budget for fiscal year 2025-2026.

Councilman Cook seconded the motion.

Mayor Pro Tem Jones inquired about the dates. City Manager Venus Wehle stated that the public hearings for the citizens are always held in September. The budget must be passed no later than September 30th.

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

6 Ayes Jones, Cook, T. Boardingham, Carpenter, Coleman, Boardingham

0 Nays

0 Abstain

1 Absent Smith

- d) Discuss and consider action on setting the date of September 16, 2025 for the public hearing on the Ad Valorem tax rate for fiscal year 2025-2026.

Deputy Mayor Pro Tem Coleman made a motion to set the date of September 16, 2025 for the public hearing on the Ad Valorem tax rate for fiscal year 2025-2026.

Mayor Pro Tem Jones seconded the motion.

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

6 Ayes Jones, Cook, T. Boardingham, Carpenter, Coleman, Boardingham

0 Nays

0 Abstain

1 Absent Smith

- e) Discuss and consider approval of Resolution 2025-30, a resolution of the City of Forest Hill, Texas, recommending Tarrant County award a contract to Gomez Brothers Construction, Inc. for an amount not to exceed \$128,345.00 for construction of water line improvements for the 7300 block of Woodbridge Drive through the 50th CDBG Grant Project No. B-24-UC-48-001-32-15, and authorizing the City Manager to negotiate and execute any and all necessary documents.

Mayor Boardingham made a motion to approve Resolution 2025-30, a resolution of the City of Forest Hill, Texas, recommending Tarrant County award a contract to Gomez Brothers Construction, Inc. for an amount not to exceed \$128,345.00 for construction of water line improvements for the 7300 block of Woodbridge Drive through the 50th CDBG Grant Project No. B-24-UC-48-001-32-15, and authorizing the City Manager to negotiate and execute any and all necessary documents.

Councilwoman Coleman seconded the motion.

Andrew Luce with Teague, Nall, and Perkins, Inc., presented the project to Council. The project is administered by Tarrant County and paid through the Community Development Block Grant funding.

The recommendation is to award the contract to Gomez Brothers Construction, Inc.

Council discussed Tarrant County awarding the bid, not the City, cleaning during the project, and respecting the homeowners in the project area.

Mr. Luce stated he would work with the contractors and Public Works Director Roberto Duenes to ensure everything is done correctly.

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

6 Ayes Jones, Cook, T. Boardingham, Carpenter, Coleman, Boardingham

0 Nays

0 Abstain

1 Absent Smith

- f) Discuss and consider approval of Resolution 2025-31, a resolution of the City of Forest Hill, Texas, establishing a temporary program for the payment of a monetary recruitment incentive for TCOLE-Certified Police Officer New Hires and setting forth criteria for the incentive.

Councilman Boardingham made a motion to approve Resolution 2025-31, a resolution of the City of Forest Hill, Texas, establishing a temporary program for the payment of a monetary recruitment incentive for TCOLE-Certified Police Officer New Hires and setting forth criteria for the incentive.

Mayor Boardingham seconded the motion.

Chief David Hernandez addressed the Council on recruitment and the temporary monetary incentive. A \$9,000.00 hiring bonus will be provided for TCOLE-certified new police officers. His hopes are to be fully staffed by year's end. The incentive can be taken as a lump sum at month 11 or divided equally into three (3) installments. Each officer who accepts the incentive will be required to stay with the Forest Hill Police Department for three (3) years. The program will be temporary and will cease once fully staffed.

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

6 Ayes **Jones, Cook, T. Boardingham, Carpenter, Coleman, Boardingham**
0 Nays
0 Abstain
1 Absent Smith

- g)** Discuss and consider approval of Resolution 2025-32, a resolution of the City of Forest Hill, Texas, authorizing an advanced funding agreement for State (TxDOT) funding and performance of a project regarding railroad pavement markings and signs and City of Forest Hill maintenance of railroad pavement markings and signs (off-system). Authorizing the City Manager to execute such agreement.

Mayor Pro Tem Jones made a motion to approve Resolution 2025-32, a resolution of the City of Forest Hill, Texas, authorizing an advanced funding agreement for State (TxDOT) funding and performance of a project regarding railroad pavement markings and signs and City of Forest Hill maintenance of railroad pavement markings and signs (off-system). Authorizing the City Manager to execute such agreement.

Councilman Cook seconded the motion.

City Manager Venus Wehle clarified the project. TxDOT wants to make improvements; therefore, the advanced funding agreement is needed. Once completed, the City will be required to maintain it to the project standards.

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

6 Ayes **Jones, Cook, T. Boardingham, Carpenter, Coleman, Boardingham**
0 Nays
0 Abstain
1 Absent Smith

- h)** Discuss and consider approval of Resolution 2025-33, a resolution of the City of Forest Hill, Texas, authorizing acceptance of a 0.413-acre sanitary sewer easement from C5LC at East Hill I-20, LLC.

Councilman Cook made a motion to approve Resolution 2025-33, a resolution of the City of Forest Hill, Texas, authorizing acceptance of a 0.413-acre sanitary sewer easement from C5LC at East Hill I-20, LLC.

Mayor Pro Tem Jones seconded the motion.

City Manager Venus Wehle clarified the project. It is a new development that requires the sanitary sewer easement.

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

6 Ayes **Jones, Cook, T. Boardingham, Carpenter, Coleman, Boardingham**
0 Nays
0 Abstain
1 Absent **Smith**

- i) Discuss and consider approval of Resolution 2025-34, a resolution of the City of Forest Hill, Texas, approving the 2025 Title VI Administration Policy and Program regarding Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act.

Mayor Pro Tem Jones made a motion to approve Resolution 2025-34, a resolution of the City of Forest Hill, Texas, approving the 2025 Title VI Administration Policy and Program regarding Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act.

Deputy Mayor Pro Tem Coleman seconded the motion.

HR Director Angela Locuste clarified the new policy, which now includes residents of the City.

City Manager Venus Wehle further clarified that the policy is needed as the City receives grant funding.

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

6 Ayes **Jones, Cook, T. Boardingham, Carpenter, Coleman, Boardingham**
0 Nays
0 Abstain
1 Absent **Smith**

- j) Discuss and consider action on appointments to the Community Development Corporation for Citizen members, Places 2 and 3.

The item was postponed indefinitely on a motion by Deputy Mayor Pro Tem Jones.

Councilwoman Carpenter seconded the motion.

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

6 Ayes **Jones, Cook, T. Boardingham, Carpenter, Coleman, Boardingham**
0 Nays
0 Abstain
1 Absent **Smith**

- k) Discuss and consider approval of hosting a Town Hall meeting.

Councilman Cook made a motion to host a Town Hall meeting.

Deputy Mayor Pro Tem Jones seconded the motion.

Council discussed what a town hall meeting is, engaging with the citizens and council members, bringing up the morale of the City, fixing issues, and working together as a team.

Assistant City Attorney Courtney Goodman-Morris provided that a town hall meeting has a definitive subject and is not a one-on-one conversation or free-for-all. If a town hall is wanted by the Council, it would take multiple meetings to discuss all the topics.

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

- Addressed the Council and thanked Councilman Cook for the agenda item, and to consider the stakeholders and constituents of the City. Council can work out the details at a later date.

Councilman Cook will work with the staff to establish the town hall meeting.

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

6 Ayes **Jones, Cook, T. Boardingham, Carpenter, Coleman, Boardingham**
0 Nays
0 Abstain
1 Absent Smith

- l) Discuss and consider action on scheduling a date for City Council training.

Deputy Mayor Pro Tem Coleman made a motion to schedule a date for City Council training.

Mayor Pro Tem Jones seconded the motion.

The Council discussed having training during the week vs. on the weekends. Most of the Council prefers the weekend due to schedules, etc.

The Council also needs to consider the schedules of the City Attorney and City Staff.

Mayor Boardingham also encouraged the Council to attend TML training.

Deputy Mayor Pro Tem Coleman amended her motion to schedule a Saturday for City Council Training.

Mayor Pro Tem Jones seconded the motion.

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

6 Ayes **Jones, Cook, T. Boardingham, Carpenter, Coleman, Boardingham**
0 Nays
0 Abstain
1 Absent Smith

The council further voted on the amended main motion to schedule City Council training on a Saturday to be determined.

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

6 Ayes **Jones, Cook, T. Boardingham, Carpenter, Coleman, Boardingham**
0 Nays
0 Abstain
1 Absent Smith

- m) Discuss and consider approval of excusing the absence of Mayor Pro Tem Keith R. Smith from the June 10, 2025 meeting.

This item was tabled until the August 5, 2025 meeting.

- n) Discuss and consider approval of Resolution 2025-35, a resolution of the City of Forest Hill, Texas, suspending the July 31, 2025 effective date of ONCOR Electric Delivery Company's requested rate change to permit the City time to study the request and to establish reasonable rates; and approving cooperation with the Steering Committee of Cities serviced by ONCOR to hire legal and consulting services and to negotiate with the Company and direct any necessary litigation and appeals.

Mayor Pro Tem Jones made a motion to approve Resolution 2025-35, a resolution of the City of Forest Hill, Texas, suspending the July 31, 2025 effective date of ONCOR Electric Delivery Company's requested rate change to permit the City time to study the request and to establish reasonable rates; and approving cooperation with the Steering Committee of Cities serviced by ONCOR to hire legal and consulting services and to negotiate with the Company and direct any necessary litigation and appeals.

Mayor Boardingham seconded the motion.

City Manager Venus Wehle clarified that the resolution is needed so that the Steering Committee can negotiate and litigate on behalf of the City.

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

6 Ayes **Jones, Cook, T. Boardingham, Carpenter, Coleman, Boardingham**
0 Nays
0 Abstain
1 Absent **Smith**

9. Executive Session: Council convened into Executive Session at 6:38 p.m.

- a) Pursuant to Texas Government Code Section 551.074, Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: City Manager.

10. Reconvene into Regular Session: Council reconvened into Regular Session at 6:54 p.m.

11. Take any action necessary pursuant to Executive Session.

- a) Pursuant to Texas Government Code Section 551.074, Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: City Manager.

No action taken

12. Next Meeting: August 5, 2025

13. Adjournment

Mayor Boardingham adjourned the meeting at 9:16 p.m.

ATTEST:

APPROVED:

Amy L. Anderson, TRMC, CMC
City Secretary

Stephanie Boardingham, Mayor



Mayor and Council Communication Consent Agenda 6b

DATE: August 19, 2025

FROM: Amy L. Anderson, City Secretary

ITEM: **Consider approval of the meeting minutes for the August 5, 2025 meeting.**

BACKGROUND: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. August 5, 2025 meeting minutes

MOTION: Motion to approve under Consent Agenda



Stephanie Boardingham, Mayor
Carlie Jones, Mayor Pro-Tem
Sonja Coleman, Deputy Mayor Pro Tem
Anthony Cook, Place 2
Timey Boardingham, Place 3
Janet Carpenter, Place 4
Keith R. Smith, Place 5

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

**MINUTES
COUNCIL WORK SESSION
August 5, 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, Janet Carpenter, Keith R. Smith, Sonja Coleman, City Manager Venus Wehle, Asst. City Attorney Courtney Goodman-Morris, and City Secretary Amy Anderson.

1. Call to Order:

With a quorum present Mayor Boardingham called the work session to order at 6:02 p.m.

2. Work Session:

- a) Presentation regarding the annual audit for fiscal year 2023- 2024 by Vail & Park, P.C.
- b) Presentation regarding the City's health coverage by Brinson Benefits.
- c) Receive the proposed budget from the City Manager for the fiscal year 2025-2026.

The annual audit, City's health coverage and the proposed budget were presented in their entirety.

3. Adjournment:

Mayor Boardingham adjourned the work session at 6:38 p.m.

MINUTES
REGULAR COUNCIL MEETING
August 5, 2025 - 7:00 P.M.

The City Council of the City of Forest Hill met on the above date at 7:00 p.m., with Mayor Boardingham presiding. The following Council members and Officials were present: Carlie Jones, Anthony Cook, Timey Boardingham, Janet Carpenter, Keith R. Smith, Sonja Coleman, City Manager Venus Wehle, Asst. City Attorney Courtney Goodman-Morris, and City Secretary Amy Anderson.

1. Call to Order

With a quorum present, Mayor Boardingham called the meeting to order at 7:00 p.m.

Invocation – led by Pastor Eric Paul

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

Mayor Pro Tem Jones requested to go into Executive Session to discuss matters with the City Attorney on matters listed on the agenda.

Council convened into Executive Session at 7:14 p.m.

Council reconvened into Regular Session at 7:49 p.m.

No action taken.

Oath of Office Judge Mario Perez administered the Oath of Office to Keith R. Smith for City Council Place 5.

2. Presentations, Proclamations, and Recognitions:

a) Proclamation honoring Dionne Anglin.

b) Presentation by the Parks, Recreation, and Clean City Commission for Yard of the Month.

All presentations and proclamations were presented in their entirety.

Mayor Pro Tem Jones requested to go into Executive Session to discuss matters with the City Attorney on matters listed on the agenda.

Council convened into Executive Session at 7:14 p.m.

Council reconvened into Regular Session at 7:49 p.m.

No action taken.

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.

Audrey Allen-6833 Alma Street, Forest Hill, TX

- Addressed the Council on parking on the street and the dangers it causes.

Michielle Benson-6900 Rebel Road, Forest Hill, TX

- Addressed the Council on Citizens Testimony responses.

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

- Addressed the Council on the Oath of Office taken by Councilman Keith R. Smith.

Eric Crile-11325 Gale Ridge Terrace, Fort Worth, TX

- Addressed the Council on the Tarrant County Tax Assessor contract.

John Hidgon-7001 Kennedale Parkway, Kennedale, TX

- Addressed the Council on considering Frontier Waste Solutions for trash service.

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

- Addressed the Council on civic center rentals for non-profits, discrimination, working as a team, and Council training.

4. Mayor and Council Reports:

- a) Mayor Boardingham's report on Citizens' Testimony from the July 1, 2025 Council meeting.
- b) Report on the Coffee and Iced Tea with Mayor Boardingham event held on Tuesday, July 22, 2025.
- c) Report on the Mayor's Back to School event held on Thursday, July 31, 2025.
- d) Report on the Trinity Metro Storytime Train.

All reports were provided in their entirety.

5. Departmental Updates:

- a) Introduction of the new Public Works Supervisor, James Ranft.
- b) Report on donations for the Kerr County Flood Relief Fund.
- c) Report on the Hispanic Heritage Month event.

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.

None

7. Public Hearing: None

a) **Case #PZ 2025-05 Public Hearing**

To receive citizen's comments regarding a request amending the Forest Hill Code of Ordinances, as previously amended, by amending Chapter 9 "Planning and Development Regulations, " Article 0.02 "Zoning Ordinance," at Division 2 "Definitions" by amending section 9.02.021 "Definitions" and at Division 4 "Schedule of Uses" by amending Section 9.02.081 "Uses" to add Funeral-related Accessories Retail Sales Establishments and allowing such uses in the Local Retail, General Business, Light Industrial, and Heavy Industrial Zoning Districts. The applicant is the TPH Group located at 4508 Forest Hill Circle, Forest Hill, Texas, 76140.

Mayor Boardingham opened the Public Hearing at 8:40 p.m.

With no one to speak, Mayor Boardingham closed the Public Hearing at 8:41 p.m.

Case #PZ 2025-05 Deliberation

Discuss and consider action on an Ordinance 2025-16 amending the Forest Hill Code of Ordinances, as previously amended, by amending Chapter 9 "Planning and Development Regulations, " Article 0.02 "Zoning Ordinance," at Division 2 "Definitions" by amending section 9.02.021 "Definitions" and at Division 4 "Schedule of Uses" by amending Section 9.02.081 "Uses" to add Funeral-related Accessories Retail Sales Establishments and allowing such uses in the Local Retail, General Business, Light Industrial, and Heavy Industrial Zoning Districts. The applicant is the TPH Group located at 4508 Forest Hill Circle, Forest Hill, Texas, 76140.

Planning and Zoning Chairwoman Berniece Taylor-Johnson presented the case to the Council. The Commission approved the request with a vote of 4-0. Three (3) commissioners were absent from the Planning and Zoning Commission meeting on August 4, 2025.

Mayor Boardingham made a motion to approve Ordinance 2025-16 amending the Forest Hill Code of Ordinances, as previously amended, by amending Chapter 9 "Planning and Development Regulations, " Article 0.02 "Zoning Ordinance," at Division 2 "Definitions" by amending section 9.02.021 "Definitions" and at Division 4 "Schedule of Uses" by amending Section 9.02.081 "Uses" to add Funeral-related Accessories Retail Sales Establishments and allowing such uses in the Local Retail, General Business, Light Industrial, and Heavy Industrial Zoning Districts. The applicant is the TPH Group located at 4508 Forest Hill Circle, Forest Hill, Texas 76140.

Councilman Cook seconded the motion.

Deputy Mayor Pro Tem Coleman asked for clarification. The business is already established and will sell funeral home products, but it is not a funeral home.

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

7 Ayes Jones, Cook, T. Boardingham, Carpenter, Smith, Coleman, Boardingham
0 Nays
0 Abstain
0 Absent

8. Deliberation Agenda:

a) Discuss and consider approval of the Audit Report for the Fiscal Year 2023-2024 by Vail & Park, P.C.

Mayor Boardingham made a motion to approve the Audit Report for the Fiscal Year 2023-2024 by Vail & Park, P.C.

Councilman Smith seconded the motion.

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

7 Ayes Jones, Cook, T. Boardingham, Carpenter, Smith, Coleman, Boardingham
0 Nays
0 Abstain
0 Absent

- b) Discuss and consider action on Resolution 2025-36 approving an agreement for auditing services with the audit firm Vail & Park, P.C. for Fiscal Year 2024-2025 and authorize the City Manager to execute the agreement.

Mayor Boardingham made a motion to approve Resolution 2025-36 approving an agreement for auditing services with the audit firm Vail & Park, P.C. for Fiscal Year 2024-2025 and authorize the City Manager to execute the agreement.

Mayor Pro Tem Jones seconded the motion.

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

7 Ayes Jones, Cook, T. Boardingham, Carpenter, Smith, Coleman, Boardingham
0 Nays
0 Abstain
0 Absent

- c) Discuss and consider action on Resolution 2025-37, a resolution of the City of Forest Hill, Texas, approving the Second Amendment and Restatement of the Exclusive Franchise Agreement for the collection, Hauling, and Disposal of Municipal Solid Waste with Waste Connections.

This item was tabled until August 19, 2025.

- d) Discuss and consider action Ordinance 2025-17, an ordinance of the City of Forest Hill, Texas, amending Chapter 6 "Fire Prevention and Protection" by repealing and replacing Section 6.01.001 "Number of Firefighters."

Councilman Smith made a motion to approve Ordinance 2025-17, an ordinance of the City of Forest Hill, Texas, amending Chapter 6 "Fire Prevention and Protection" by repealing and replacing Section 6.01.001 "Number of Firefighters."

Councilman Cook seconded the motion.

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

7 Ayes Jones, Cook, T. Boardingham, Carpenter, Smith, Coleman, Boardingham
0 Nays
0 Abstain
0 Absent

- e) Discuss and consider action on Resolution 2025-38, a resolution of the City of Forest Hill, Texas, amending the City's agreement for Adult Activity Center operations and congregate meals with Meals on Wheels of Tarrant County to provide for month-to-month terms commencing July 1, 2025.

Councilman Smith made a motion to approve Resolution 2025-38, a resolution of the City of Forest Hill, Texas, amending the City's agreement for Adult Activity Center operations and congregate meals with Meals on Wheels of Tarrant County to provide for month-to-month terms commencing July 1, 2025.

Mayor Pro Tem Jones seconded the motion.

City Manager Venus Wehle provided clarification. The City of Everman is considering joining the program; therefore, until a contract is available, all parties agreed to be on a month-by-month basis.

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

6 Ayes Jones, T. Boardingham, Carpenter, Smith, Coleman, Boardingham

0 Nays

0 Abstain

1 Absent Cook (had left the dais during the vote)

- f) Discuss and consider action on Resolution 2025-39, a resolution of the City of Forest Hill, Texas, approving an agreement for the collection of taxes by the Tarrant County Assessor/Collector for tax years 2025 through 2027.

Councilman Smith made a motion to approve Resolution 2025-39, a resolution of the City of Forest Hill, Texas, approving an agreement for the collection of taxes by the Tarrant County Assessor/Collector for tax years 2025 through 2027.

Councilman Cook seconded the motion.

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

7 Ayes Jones, Cook, T. Boardingham, Carpenter, Smith, Coleman, Boardingham

0 Nays

0 Abstain

0 Absent

- g) Discuss and consider action on Resolution 2025-40, a resolution of the City of Forest Hill, Texas, approving a Memorandum of Understanding with Tarrant County regarding participation in Techshare Local Government Corporation's Techshare.Juvenile Program.

Councilman Smith made a motion to approve Resolution 2025-40, a resolution of the City of Forest Hill, Texas, approving a Memorandum of Understanding with Tarrant County regarding participation in Techshare Local Government Corporation's Techshare.Juvenile Program.

Mayor Pro Tem Jones seconded the motion.

Chief Hernandez provided information on the program. The program is already in place for adult offenders. The resolution will allow a new component for the Police Department to communicate with the District Attorney's office regarding juvenile offenders.

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

7 Ayes Jones, Cook, T. Boardingham, Carpenter, Smith, Coleman, Boardingham

0 Nays

0 Abstain

0 Absent

- h) Discuss and consider action on Resolution 2025-41, a resolution of the City of Forest Hill, Texas, authorizing the City Manager to enter into the Purdue Pharma Opioid Settlement and authorizing the submission of the subdivision participation and release form regarding the Purdue Pharma Settlement and full release of all claims.

Councilman Smith made a motion to approve a)Resolution 2025-41, a resolution of the City of Forest Hill, Texas, authorizing the City Manager to enter into the Purdue Pharma Opioid Settlement and authorizing the submission of the subdivision participation and release form regarding the Purdue

Pharma Settlement and full release of all claims.

Deputy Mayor Pro Tem Coleman seconded the motion.

City Manager Venus Wehle provided clarification on the settlement. Participating cities are entitled to proceeds from the settlement and agreements are required.

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

7 Ayes Jones, Cook, T. Boardingham, Carpenter, Smith, Coleman, Boardingham
0 Nays
0 Abstain
0 Absent

- i) Discuss and consider action on Resolution 2025-42, a resolution of the City of Forest Hill, Texas, authorizing the City Manager to enter into the Opioid Settlement(s) with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus and authorizing submission of the subdivision participation and release form regarding the settlement and full release of all claims.

Councilman Smith made a motion to approve Resolution 2025-42, a resolution of the City of Forest Hill, Texas, authorizing the City Manager to enter into the Opioid Settlement(s) with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus and authorizing submission of the subdivision participation and release form regarding the settlement and full release of all claims.

Mayor Pro Tem Jones seconded the motion.

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

7 Ayes Jones, Cook, T. Boardingham, Carpenter, Smith, Coleman, Boardingham
0 Nays
0 Abstain
0 Absent

- j) Discuss and consider approval of Resolution 2025-43, a resolution of the City of Forest Hill, Texas, approving and authorizing the City Manager to execute and submit the ballot indicating acceptance of the Thirteenth Amended Joint Chapter 11 Plan of Reorganization of Purdue Pharma LP and its Affiliated Debtors in Bankruptcy.

Councilman Boardingham made a motion to approve Resolution 2025-43, a resolution of the City of Forest Hill, Texas, approving and authorizing the City Manager to execute and submit the ballot indicating acceptance of the Thirteenth Amended Joint Chapter 11 Plan of Reorganization of Purdue Pharma LP and its Affiliated Debtors in Bankruptcy.

Deputy Mayor Pro Tem Coleman seconded the motion.

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

7 Ayes Jones, Cook, T. Boardingham, Carpenter, Smith, Coleman, Boardingham
0 Nays
0 Abstain
0 Absent

- k) Discuss and consider action on Resolution 2025-44, a resolution of the City of Forest Hill, Texas, amending the Purchasing Policy for the City of Forest Hill.

Councilman Smith made a motion to approve Resolution 2025-44, a resolution of the City of Forest Hill, Texas, amending the Purchasing Policy for the City of Forest Hill.

Mayor Pro Tem Jones seconded the motion.

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

7 Ayes Jones, Cook, T. Boardingham, Carpenter, Smith, Coleman, Boardingham
0 Nays
0 Abstain
0 Absent

- l) Discuss and consider action on Resolution 2025-45, a resolution of the City of Forest Hill, Texas, amending the City Council Relations Policy and Code of Ethics.

This item was pulled from the agenda.

- m) Submit the no-new-revenue and voter-approval tax rates to the City Council.

City Manager Venus Wehle presented the tax rates to the City Council. The No New Revenue Rate is \$0.700439, the Voter Approval Rate is \$0.725912, and the De Minimus Rate is \$0.747460

No motion required.

- n) Discuss and consider approval of Resolution 2025-46, a resolution of the City of Forest Hill, Texas, approving the proposed Ad Valorem tax rate of \$.700439 for fiscal year 2026. (record vote)

Mayor Boardingham made a motion to approve Resolution 2025-46, a resolution of the City of Forest Hill, Texas, approving the proposed Ad Valorem tax rate of \$.700439 for fiscal year 2026.

Mayor Pro Tem Jones seconded the motion.

City Manager Venus Wehle clarified that the proposed tax rate is based on the calculations of revenue received, setting it at \$.700439.

With no further discussion, the roll call vote was as follows:

7 Ayes Jones, Cook, T. Boardingham, Carpenter, Smith, Coleman, Boardingham
0 Nays
0 Abstain
0 Absent

- o) Discuss and reconsider the appointments of Mayor Pro Tem and Deputy Mayor Pro Tem made at the July 1, 2025 Council meeting.

Mayor Boardingham made a motion to reconsider the appointments of Mayor Pro Tem and Deputy Mayor Pro Tem made at the July 1, 2025 Council meeting.

Councilman Smith seconded the motion.

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

- Address the Council and expressed concern over the item being brought back after already being approved at the July 1, 2025 meeting.

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

- Address the Council on the Charter provisions referencing the appointment of Mayor Pro Tem and Deputy Mayor Pro Tem, and being fair to all.

Councilman Smith asked if an agenda item could be brought back for discussion.

Assistant City Attorney Courtney Goodman-Morris stated it can be reconsidered.

Council discussed why the item was not pulled from the prior meeting, previous vote, appointing who is best for the positions, the duties of the Mayor Pro Tem and Deputy Mayor Pro Tem, being just and fair to all, being respectful of the Mayor, being a team, and setting aside personal issues.

Assistant City Attorney Courtney Goodman-Morris read the charter section into the record. The item can be reconsidered and is not a violation of the charter.

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

3 Ayes **T. Boardingham, Smith, Boardingham**
4 Nays **Jones, Cook, Carpenter, Coleman**
0 Abstain
0 Absent

- p) Discuss and consider approval of excusing the absence of Councilman Keith R. Smith from the June 10, 2025 meeting.

Mayor Boardingham made a motion to excuse the absence of Councilman Keith R. Smith from the June 10, 2025 meeting.

Councilman Boardingham seconded the motion.

Mayor Pro Tem Jones inquired about the proper notification of an absence and how to excuse the absence in the correct way legally.

Assistant City Attorney Courtney Goodman-Morris stated that there is no requirement to announce someone's absence. The Mayor is only required to recognize that a quorum is present.

Ms. Morris further clarified what the charter states regarding three (3) unexcused absences, which forfeit your seat on Council.

City Secretary Amy Anderson stated she received proper notification in writing of Councilman Smith's absence.

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

5 Ayes **Jones, Cook, T. Boardingham, Smith, Boardingham**
2 Nays **Carpenter, Coleman**
0 Abstain
0 Absent

- q) Discuss and consider the approval of excusing the absence of Councilman Keith R. Smith from the July 1, 2025 meeting.

Mayor Boardingham made a motion to excuse the absence of Councilman Keith R. Smith from the July 1, 2025 meeting.

Councilman Boardingham seconded the motion.

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

6 Ayes Jones, Cook, T. Boardingham, Carpenter, Smith, Boardingham
1 Nay Coleman
0 Abstain
0 Absent

- r) Discuss coordinating City and Public Library events.

Councilwoman Carpenter has concerns about not coordinating events with the Library and about events being held in Everman instead of the City's civic center.

Council discussed the type of events, partnerships, speaking with the Library's Board of Trustees, and the unity within the community.

Staff will provide event dates and share them with the Library. The dates can also be posted on the City's website.

Discussion only. No motion required.

- s) Discuss Council Members and Staff communication protocols.

Councilwoman Carpenter asked for clarification on the protocols for communication with City staff. She would like to introduce herself.

Mayor Boardingham stated that the Council can communicate with each other, the Mayor, and the City Manager, but must be careful about creating a quorum.

City Manager Venus Wehle provided the protocol steps for communicating with staff. The Council can be cordial with staff; however, the Council cannot speak directly with staff regarding issues, etc. That type of communication must go through the City Manager's office.

Mayor Pro Tem further clarified where the line is drawn when communicating with staff.

City Manager also reminded everyone that the City is a Civil Service City and there are protocols that must be followed within Chapter 143.

Discussion only item. No motion required.

- t) Discuss and consider action to implement Communication system and updates for our City sirens.

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

- Addressed the Council on the lack of communication.

Deputy Mayor Pro Tem Coleman has concerns about emergencies and the lack of communication. It is better to be prepared than unprepared, safer rather than sorry.

Mayor Boardingham stated that, as the Emergency Management Director, she is working with Chief Gutierrez on the emergency management plan. Sirens are operated by dispatch and are only used when there is an imminent danger. Sirens are tested every Wednesday.

Mayor Boardingham suggested that Deputy Mayor Pro Tem Coleman meet with her so that she can show her what is happening within emergency management.

City Manager Venus Wehle stated that when the City had robocalls, there were numerous complaints

about the number of calls citizens were receiving. The cost of the program also continued to increase. She is willing to look at options and costs. Most companies no longer utilize phone calls and instead use texts and emails.

Deputy Mayor Pro Tem Coleman further stated that something is needed to communicate with the citizens, and it is important.

Discussion only. No motion required.

- u) Discuss and consider action regarding processes of our Boards and commissions.

Deputy Mayor Pro Tem Coleman inquired about the process for appointments to the City's boards and commissions.

City Secretary Amy Anderson provided the process to the Council.

Deputy Mayor Pro Tem Coleman wants to make sure everything is fair to all.

Mayor Pro Tem Jones suggested the Council be notified when there is a vacancy.

Discussion only item. No motion required.

- v) Discuss and consider action reinstating out of state training and travel policy for all Council Members to include the Mayor not to exceed \$50,000 divided equally.

This item was tabled until the August 19, 2025 Council meeting.

- w) Discuss and consider Ordinance 2025-18, an ordinance amending the Forest Hill Code of Ordinances Chapter 2 "Administration and Personnel, Article 2.02 "City Council," by amending section 2.02.001 "Meetings and work sessions."

This item was pulled from the agenda.

9. Executive Session: Council convened into Executive Session at 11:45 p.m.

- 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, Civil Action No. 4:25-cv-00719Y in the U.S. District Court for the Northern District of Texas; Fort Worth Division.
- 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, Inc. v. City of Forest Hill, Civil Action NO. 4:25-00644P in the U.S. District Court for the Northern District of Texas, Fort Worth Division.
- c) Pursuant to Texas Government Code Section 551.071, Consultation with the City Attorney to receive legal advice with regard to Chapter 143 requirements related to meet and confer and related issues for City of Forest Hill Fire Fighters.

10. Reconvene into Regular Session: Council reconvened into Regular Session at 12:18 a.m., August 6, 2025.

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 with regard to pending litigation, to wit: Eddie Burns vs. City of Forest Hill, Civil Action No. 4:25-cv-00719Y in the U.S. District Court for the Northern District of Texas; Fort Worth Division.

- 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, Inc. v. City of Forest Hill, Civil Action NO. 4:25-00644P in the U.S. District Court for the Northern District of Texas, Fort Worth Division.
- c) Pursuant to Texas Government Code Section 551.071, Consultation with the City Attorney to receive legal advice with regard to Chapter 143 requirements related to meet and confer and related issues for City of Forest Hill Fire Fighters.

No action taken

12. Next Meeting: August 19, 2025

13. Adjournment

Mayor Boardingham adjourned the meeting at 12:18 a.m. August 6, 2025

ATTEST:

APPROVED:

Amy L. Anderson, TRMC, CMC
City Secretary

Stephanie Boardingham, Mayor



Mayor and Council Communication Consent Agenda 6c

DATE: August 19, 2025

FROM: Venus Wehle, City Manager

ITEM: Consider approval of Resolution 2025-47, a resolution of the City of Forest Hill, Texas, approving a negotiated settlement between ATMOS Cities Steering Committee and ATMOS Energy Corp., MID-TEX Division, regarding the company's 2025 Rate Review Mechanism Filing.

BACKGROUND:

Forest Hill, along with 181 other cities served by Atmos Energy Corporation, Mid-Tex Division is a member of the Atmos Cities Steering Committee (ACSC). In 2007, ACSC and Atmos Mid-Tex Division settled a rate application filed by the Company for an interim rate adjustment commonly referred to as a GRIP filing. That settlement created a substitute rate review process, referred to as Rate Review Mechanism ("RRM"), as a substitute for future filings under the GRIP statute.

Since 2007, there have been several modifications to the original RRM Tariff. The most recent ordinance was adopted by ACSC members in 2018. On or about April 1, 2025, the Company filed a rate request pursuant to the RRM Tariff adopted by ACSC members. The Company claimed that its cost-of-service in a test year ending December 31, 2024, entitled it to additional system-wide revenues of \$245.2 million.

Application of the standards set forth in ACSC's RRM Tariff reduces the Company's request to \$225.6 million, \$163.5 million of which would be applicable to ACSC members. After reviewing the filing and conducting discovery, ACSC's consultants concluded that the system-wide deficiency under the RRM regime should be \$185.6 million instead of the claimed \$245.2 million.

After several settlement meetings, the parties have agreed to settle the case for \$205.6 million. This is a reduction of \$20 million to the Company's initial request. The effective date for new rates is October 1, 2025. The City must take action approving the Resolution before October 1, 2025.

The impact of the settlement on average residential rates is an increase of \$7.83 on a monthly basis, or 9.27%. The increase for average commercial usage will be \$25.73 or 6.56%. New rates become effective October 1, 2025.

FISCAL IMPACT: N/A

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

ATTACHMENTS:

1. Resolution 2025-47
2. ATMOS Tariffs
3. ATMOS Pension Benchmark
4. ATMOS Average Bill

MOTION: Motion to approve under Consent Agenda

CITY OF FOREST HILL, TEXAS

RESOLUTION NO. 2025-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOREST HILL TEXAS, APPROVING A NEGOTIATED SETTLEMENT BETWEEN THE ATMOS CITIES STEERING COMMITTEE (“ACSC”) AND ATMOS ENERGY CORP., MID-TEX DIVISION REGARDING THE COMPANY’S 2025 RATE REVIEW MECHANISM FILING; DECLARING EXISTING RATES TO BE UNREASONABLE; ADOPTING TARIFFS THAT REFLECT RATE ADJUSTMENTS CONSISTENT WITH THE NEGOTIATED SETTLEMENT; FINDING THE RATES TO BE SET BY THE ATTACHED SETTLEMENT TARIFFS TO BE JUST AND REASONABLE AND IN THE PUBLIC INTEREST; APPROVING AN ATTACHMENT ESTABLISHING A BENCHMARK FOR PENSIONS AND RETIREE MEDICAL BENEFITS; REQUIRING THE COMPANY TO REIMBURSE ACSC’S REASONABLE RATEMAKING EXPENSES; DETERMINING THAT THIS RESOLUTION WAS PASSED IN ACCORDANCE WITH THE REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT; ADOPTING A SAVINGS CLAUSE; DECLARING AN EFFECTIVE DATE; AND REQUIRING DELIVERY OF THIS RESOLUTION TO THE COMPANY AND THE ACSC’S LEGAL COUNSEL.

WHEREAS, the City of Forest Hill, Texas (“City”) is a gas utility customer of Atmos Energy Corp., Mid-Tex Division (“Atmos Mid-Tex” or “Company”), and a regulatory authority with an interest in the rates, charges, and services of Atmos Mid-Tex; and

WHEREAS, the City is a member of the Atmos Cities Steering Committee (“ACSC”), a coalition of similarly situated cities served by Atmos Mid-Tex (“ACSC Cities”) that have joined together to facilitate the review of, and response to, natural gas issues affecting rates charged in the Atmos Mid-Tex service area; and

WHEREAS, ACSC and the Company worked collaboratively to develop a Rate Review Mechanism (“RRM”) tariff that allows for an expedited rate review process by ACSC Cities as a substitute to the Gas Reliability Infrastructure Program (“GRIP”) process instituted by the Legislature, and that will establish rates for the ACSC Cities based on the system-wide cost of serving the Atmos Mid-Tex Division; and

WHEREAS, the current RRM tariff was adopted by the City in a rate ordinance in 2018; and

WHEREAS, on about April 1, 2025, Atmos Mid-Tex filed its 2025 RRM rate request with ACSC Cities based on a test year ending December 31, 2024; and

WHEREAS, ACSC coordinated its review of the Atmos Mid-Tex 2025 RRM filing through its Executive Committee, assisted by ACSC’s attorneys and consultants, to resolve issues identified in the Company’s RRM filing; and

WHEREAS, the Executive Committee, as well as ACSC’s counsel and consultants, recommend that ACSC Cities approve an increase in base rates for Atmos Mid-Tex of \$205.6 million on a system-wide basis with an Effective Date of October 1, 2025; and

WHEREAS, ACSC agrees that Atmos' plant-in-service is reasonable; and

WHEREAS, with the exception of approved plant-in-service, ACSC is not foreclosed from future reasonableness evaluation of costs associated with incidents related to gas leaks; and

WHEREAS, the attached tariffs (Attachment 1) implementing new rates are consistent with the recommendation of the ACSC Executive Committee, are agreed to by the Company, and are just, reasonable, and in the public interest; and

WHEREAS, the settlement agreement sets a new benchmark for pensions and retiree medical benefits (Attachment 2); and

WHEREAS, the RRM Tariff contemplates reimbursement of ACSC's reasonable expenses associated with RRM applications.

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

SECTION 1. That the findings set forth in this Resolution are hereby in all things approved.

SECTION 2. That, without prejudice to future litigation of any issue identified by ACSC, the City Council finds that the settled amount of an increase in revenues of \$205.6 million on a system-wide basis represents a comprehensive settlement of gas utility rate issues affecting the rates, operations, and services offered by Atmos Mid-Tex within the municipal limits arising from Atmos Mid-Tex's 2025 RRM filing, is in the public interest, and is consistent with the City's authority under Section 103.001 of the Texas Utilities Code.

SECTION 3. That despite finding Atmos Mid-Tex's plant-in-service to be reasonable, ACSC is not foreclosed in future cases from evaluating the reasonableness of costs associated with incidents involving leaks of natural gas.

SECTION 4. That the existing rates for natural gas service provided by Atmos Mid-Tex are unreasonable. The new tariffs attached hereto and incorporated herein as Attachment 1 are just and reasonable and are designed to allow Atmos Mid-Tex to recover annually an additional \$205.6 million on a system-wide basis over the amount allowed under currently approved rates. Such tariffs are hereby adopted.

SECTION 5. That the ratemaking treatment for pensions and retiree medical benefits in Atmos Mid-Tex's next RRM filing shall be as set forth in Attachment 2, attached hereto and incorporated herein.

SECTION 6. That Atmos Mid-Tex shall reimburse the reasonable ratemaking expenses of the ACSC in processing the Company's 2025 RRM filing.

SECTION 7. That to the extent any resolution or ordinance previously adopted by the Council is inconsistent with this Resolution, it is hereby repealed.

SECTION 8. That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

SECTION 9. That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution, and the remaining provisions of the Resolution shall be interpreted as if the offending section or clause never existed.

SECTION 10. That consistent with the City Ordinance that established the RRM process, this Resolution shall become effective from and after its passage with rates authorized by attached tariffs to be effective for bills rendered on or after October 1, 2025.

SECTION 11. That a copy of this Resolution shall be sent to Atmos Mid-Tex, care of Chris Felan, Vice President of Rates and Regulatory Affairs Mid-Tex Division, Atmos Energy Corporation, 5420 LBJ Freeway, Suite 1862, Dallas, Texas 75240, and to Thomas Brocato, General Counsel to ACSC, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, BY A VOTE OF ____ TO ____, ON THIS THE 19TH DAY OF AUGUST, 2025.

APPROVED:

Stephanie Boardingham, Mayor

ATTEST:

APPROVED AS TO FORM:

Amy L. Anderson, TRMC, CMC
City Secretary

Courtney Goodman-Morris
Asst. City Attorney

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RATE SCHEDULE:	R – RESIDENTIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2025	

Application

Applicable to Residential Customers for all natural gas provided at one Point of Delivery and measured through one meter.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and Ccf charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Bill	\$ 23.65 per month
Rider CEE Surcharge	\$ 0.03 per month ¹
Total Customer Charge	\$ 23.68 per month
Commodity Charge – All <u>Ccf</u>	\$ 0.74748 per Ccf

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Weather Normalization Adjustment: Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

¹Reference Rider CEE - Conservation and Energy Efficiency as approved in GUD 10170. Surcharge billing effective July 1, 2025.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RATE SCHEDULE:	C – COMMERCIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2025	

Application

Applicable to Commercial Customers for all natural gas provided at one Point of Delivery and measured through one meter and to Industrial Customers with an average annual usage of less than 30,000 Ccf.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and Ccf charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Bill	\$ 94.00 per month
Rider CEE Surcharge	\$ 0.01 per month ¹
Total Customer Charge	\$ 94.01 per month
Commodity Charge – All Ccf	\$ 0.22261 per Ccf

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Weather Normalization Adjustment: Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

Presumption of Plant Protection Level

For service under this Rate Schedule, plant protection volumes are presumed to be 10% of normal, regular, historical usage as reasonably calculated by the Company in its sole discretion. If a customer believes it needs to be modeled at an alternative plant protection volume, it should contact the company at mdtx-div-plantprotection@atmosenergy.com.

¹ Reference Rider CEE - Conservation and Energy Efficiency as approved in GUD 10170. Surcharge billing effective July 1, 2025.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RATE SCHEDULE:	I – INDUSTRIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2025	

Application

Applicable to Industrial Customers with a maximum daily usage (MDU) of less than 200 MMBtu per day for all natural gas provided at one Point of Delivery and measured through one meter. Service for Industrial Customers with an MDU equal to or greater than 200 MMBtu per day will be provided at Company's sole option and will require special contract arrangements between Company and Customer.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and MMBtu charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Meter	\$ 1,848.75 per month
First 0 MMBtu to 1,500 MMBtu	\$ 0.7678 per MMBtu
Next 3,500 MMBtu	\$ 0.5623 per MMBtu
All MMBtu over 5,000 MMBtu	\$ 0.1206 per MMBtu

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Curtailment Overpull Fee

Upon notification by Company of an event of curtailment or interruption of Customer's deliveries, Customer will, for each MMBtu delivered in excess of the stated level of curtailment or interruption, pay Company 200% of the midpoint price for the Katy point listed in *Platts Gas Daily* published for the applicable Gas Day in the table entitled "Daily Price Survey."

Replacement Index

In the event the "midpoint" or "common" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" is no longer published, Company will calculate the applicable imbalance fees utilizing a daily price index recognized as authoritative by the natural gas industry and most closely approximating the applicable index.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RATE SCHEDULE:	I – INDUSTRIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2025	

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

Special Conditions

In order to receive service under Rate I, Customer must have the type of meter required by Company. Customer must pay Company all costs associated with the acquisition and installation of the meter.

Presumption of Plant Protection Level

For service under this Rate Schedule, plant protection volumes are presumed to be 10% of normal, regular, historical usage as reasonably calculated by the Company in its sole discretion. If a customer believes it needs to be modeled at an alternative plant protection volume, it should contact the company at mdtx-div-plantprotection@atmosenergy.com.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RATE SCHEDULE:	T – TRANSPORTATION	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2025	

Application

Applicable, in the event that Company has entered into a Transportation Agreement, to a customer directly connected to the Atmos Energy Corp., Mid-Tex Division Distribution System (Customer) for the transportation of all natural gas supplied by Customer or Customer's agent at one Point of Delivery for use in Customer's facility.

This tariff is not available to customers with a maximum daily demand of 1,000 MMBtu or greater and a daily/annual load factor of 10% or less. Load factor is calculated as follows: annual usage / (maximum daily connected demand X 365). Load factors will be recalculated once each year to determine appropriate eligibility for Rate T.

Type of Service

Company's receipt and delivery of all gas quantities under the applicable Transportation Agreement will be on a wholly interruptible basis subject to the Terms and Conditions incorporated in the Transportation Agreement. If Customer is an Industrial Customer, then Customer may elect, at the reasonable discretion of Company, to contract for Plant Protection transportation quantities defined as the minimum natural gas required to prevent physical harm and/or protect critical safety to the plant facilities, plant personnel, or the public when such protection cannot be achieved through the use of an alternate fuel. Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's bill will be calculated by adding the following Customer and MMBtu charges to the amounts and quantities due under the riders listed below:

Charge	Amount
Customer Charge per Meter	\$ 1,848.75 per month
First 0 MMBtu to 1,500 MMBtu	\$ 0.7678 per MMBtu
Next 3,500 MMBtu	\$ 0.5623 per MMBtu
All MMBtu over 5,000 MMBtu	\$ 0.1206 per MMBtu

Upstream Transportation Cost Recovery: Plus an amount for upstream transportation costs in accordance with Part (b) of Rider GCR.

Retention Adjustment: Plus a quantity of gas as calculated in accordance with Rider RA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RATE SCHEDULE:	T – TRANSPORTATION	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2025	

Imbalance Fees

All fees charged to Customer under this Rate Schedule will be charged based on the quantities determined under the applicable Transportation Agreement and quantities will not be aggregated for any Customer with multiple Transportation Agreements for the purposes of such fees.

Monthly Imbalance Fees

Customer shall pay Company the greater of (i) \$0.10 per MMBtu, or (ii) 150% of the difference per MMBtu between the highest and lowest “midpoint” price for the Katy point listed in *Platts Gas Daily* in the table entitled “Daily Price Survey” during such month, for the MMBtu of Customer’s monthly Cumulative Imbalance, as defined in the applicable Transportation Agreement, at the end of each month that exceeds 10% of Customer’s receipt quantities for the month.

Overpull Fee

Upon notification by Company of an event of interruption of Customer’s deliveries, Customer will, for each MMBtu delivered in excess of the stated level of interruption, pay Company 200% of the midpoint price for the Katy point listed in *Platts Gas Daily* published for the applicable Gas Day in the table entitled “Daily Price Survey.”

Replacement Index

In the event the “midpoint” or “common” price for the Katy point listed in *Platts Gas Daily* in the table entitled “Daily Price Survey” is no longer published, Company will calculate the applicable imbalance fees utilizing a daily price index recognized as authoritative by the natural gas industry and most closely approximating the applicable index.

Agreement

A transportation agreement is required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company’s Tariff for Gas Service.

Special Conditions

In order to receive service under Rate T, customer must have the type of meter required by Company. Customer must pay Company all costs associated with the acquisition and installation of the meter.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	SUR – SURCHARGES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2025	

Application

This Rider is applicable to customer classes in the incorporated areas under the RRM tariff as authorized by the state or any governmental entity, a municipality, or a regulatory authority pursuant to any statute, ordinance, order, rule, contract, or agreement.

Monthly Calculation

Surcharges will be calculated in accordance with the applicable statute, ordinance, order, rule, contract, or agreement.

FASB ASC 740-10 (Fin48) Refund

Applicable to Customers taking service under Rate Schedules R – Residential, C – Commercial, I – Industrial and T – Transportation.

To ensure that gas utility customers receive the benefit associated with the changes in the Company's Uncertain Tax Positions ("UTPs") arising from recognition of Texas Margin Tax returns.

The decrease shall be calculated as follows:

Beginning with implementation of rates from the negotiated RRM Tariff, and annually thereafter, the portion of UTP liabilities identified in Schedule FIN48-1.1 for the prior fiscal year shall be allocated based on the final class allocations of GUD No. 10170 as per the RRM Tariff, divided by the annual bill count to derive rates to be refunded through Rider SUR in the subsequent fiscal year. Each year's calculation will include a true-up (+ or -) due to account for over/under collections. Amounts identified in Schedule FIN48-1 shall be adjusted to reflect any audit adjustments received from the Texas Comptroller of Public Accounts.

No action on the part of the Regulatory Authority is required to give effect to the amount to be refunded to customers. However, any amount refunded to customers shall be fully subject to review for reasonableness and accuracy in the gas utility's next statement of intent proceeding with the Railroad Commission of Texas, and if applicable, the gas utility shall be required to reconcile any discrepancies.

The following refund as authorized in the most recent negotiated RRM Tariff shall be refunded to each Rate Schedules R – Residential, C – Commercial, I – Industrial and T – Transportation customer's monthly bill in each month for a 12-month period. The refund amount by month by Rate Schedule is shown in the table below:

Rate Schedules	Rate
Rate R – Residential Sales	\$ (0.12)
Rate C – Commercial Sales	\$ (0.41)
Rate I – Industrial Sales	\$ (8.68)
Rate T – Transportation	\$ (8.68)

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	TAX – TAX ADJUSTMENT	
APPLICABLE TO:	Entire Division as Set Forth Below	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2025	PAGE:

Application

Applicable to Customers taking service under Rate R, Rate C, Rate I, and Rate T, except for exempt State Agency Customers, to the extent of state gross receipts taxes only.

1. State Gross Receipts Taxes

Applicability - Entire Division except for Unincorporated Areas

Each monthly bill shall be adjusted for Miscellaneous state gross receipts taxes imposed by Sections 182-021 - 182-025 of the Texas Tax Code.

Entire Division

Each monthly bill shall also be adjusted by an amount equivalent to the amount of all applicable taxes and any other governmental impositions, rentals, fees, or charges (except state, county, city, and special district ad valorem taxes and taxes on net income) levied, assessed, or imposed upon or allocated to Company with respect to the Gas Service provided to Customer by Company, and any associated facilities involved in the performance of such Gas Service. Each monthly bill shall also be adjusted by an amount equivalent to the proportionate part of any increase or decrease of any tax and any other governmental imposition, rental, fee, or charge (except state, county, city, and special district ad valorem taxes and taxes on net income) levied, assessed, or imposed subsequent to the effective date of this tariff, upon or allocated to Company's operations, by any new or amended law, ordinance, or contract.

2. Federal or State Tax Law or Rate Changes:

Applicability – All Customers in the Mid-Tex Division (“MTX”) Under the RRM Tariff

Applicable to Customers taking service under Rate R, Rate C, Rate I, and Rate T.

To ensure that gas utility customers receive the benefits or costs associated with the changes in tax rates at a federal or state level, MTX shall establish and accrue on its books and records, as of the effective date of the federal or state tax law or rate change: 1) regulatory liabilities to reflect the impact of a decrease in federal corporate income tax rates or state margin tax rates; or, 2) regulatory assets to reflect the impact of an increase in federal corporate income tax rates or state margin tax rates.

The gas utility may not change rates to give effect to a change in Federal or State Tax law or rates through the Rider TAX unless and until the city issues final authorization, an Accounting Order, or other express guidance authorizing such recovery through the RRM process.

Company may also not change rates to capture the impacts associated with the effects of Public Law 117-169, 136 STAT. 1818 of August 16, 2022 (“Tax Act 2022”) and certain other tax-related costs that will change from the amounts included in the most recent base revenue requirement established through an RRM filing unless and until the city issues a final authorization, an Accounting Order, or other express guidance authorizing such recovery.

Upon receipt of authorization from the city through an Accounting Order, final authorization or other express guidance, the calculation applicable to the aforementioned federal or state tax rate or law changes are as follows; however, to the extent there is a conflict between the calculation or methodology

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	TAX – TAX ADJUSTMENT	
APPLICABLE TO:	Entire Division as Set Forth Below	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2025	PAGE:

prescribed by an Accounting Order, final authorization, or other express guidance, and those contained in this rate schedule, the Accounting Order, final authorization, or other express guidance controls:

Calculations

1. With regard to changes in the tax rates at a federal or state level, the increase or decrease shall be calculated as follows:
 - a. A portion of the gas utility's revenue representing the difference between: 1) the cost of service as approved by the Commission or the applicable regulatory authority in the gas utility's most recent statement of intent or other rate proceeding, and 2) the cost of service that would have resulted had the rates been based on the new federal income tax rate (increase or decrease) or state margin taxes (increase or decrease), as of the effective date of the change;
 - b. If applicable, the portion of the gas utility's revenue representing the difference between: 1) each Interim Rate Adjustment surcharge approved by the regulatory authority since the gas utility's most recent statement of intent or other rate proceeding, and 2) each Interim Rate Adjustment surcharge that would have resulted had the surcharges been based on the new federal income tax rate (increase or decrease) or state margin taxes (increase or decrease), as of the effective date of the change; and
 - c. The excess or deficient deferred tax reserve, including any associated gross up in taxes, caused by the reduction or increase in the federal corporate income tax rate or state related tax increases, as of the effective date of the change.

Upon the receipt of authorization from the Commission or applicable regulatory authority, the gas utility shall separately refund to customers based on a decrease in federal or state tax rates or separately collect from customers based on an increase in federal or state tax rates within twelve (12) months or, pursuant to applicable Internal Revenue Code ("IRC") rules and regulations, as follows:

- d. The amount collected/refunded by the gas utility that reflects the difference in base rates between: 1) the cost of service approved by the regulatory authority in the gas utility's most recent statement of intent rate proceeding, and 2) the cost of service that would have resulted had the rates been based upon the new federal or state tax rates, between the effective date of this order and the effective date of the changes.
- e. If applicable, the amount collected/refunded by the gas utility that reflects the difference between: 1) each Interim Rate Adjustment surcharge approved by the Commission or the regulatory authority since the gas utility's most recent statement of intent rate proceeding, and 2) each Interim Rate Adjustment surcharge that would have resulted had the rates been based upon the new federal or state tax rates, between the effective date of this order and the effective date of the changes.
- f. The amount collected/refunded by the gas utility that reflects the difference in the excess or deficient deferred tax reserve included in base rates between: 1) the cost of service approved by the Commission or the regulatory authority in the gas utility's most recent statement of intent rate proceeding, and 2) the cost of service that would have resulted had the rates been based upon the new federal or state tax rates, between the effective date of this order and the effective date of the changes. These amounts shall be refunded or collected from customers based upon IRC rules and regulations if applicable.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	TAX – TAX ADJUSTMENT	
APPLICABLE TO:	Entire Division as Set Forth Below	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2025	PAGE:

2. With regard to the Tax Act 2022 and certain other tax-related costs that will change from the amounts included in the base revenue requirement established through an RRM filing, any change in rates shall be calculated as follows:

- (a) The amount shall be calculated as the product of Company's grossed-up rate of return authorized in the cost of service as approved by the Commission or the applicable regulatory authority in the gas utility's most recent statement of intent or other rate proceeding times the Corporate Alternative Minimum Tax deferred tax asset ("CAMT DTA") estimated at September 30 of the fiscal year or applicable quarter-end within a fiscal year prior to the annual change in the rates pursuant to this tariff, less the income tax credits received in accordance with IRC requirements applicable to the Tax Act 2022 grossed-up for income taxes to a revenue equivalent.
- (b) The estimated CAMT DTA and the related effects on the rider revenue requirements shall be trued up to the actual effects in the following year and the over/under recovery amortized over the twelve months that each year's recalculated tariff rates are in effect. The over/under recovery shall include a grossed-up rate of return as authorized in Company's most recent statement of intent or other rate proceeding.
- (c) The methodology for computing Company's CAMT is as follows:
 - i. Confirm when Atmos Energy Corporation and its affiliates are subject to CAMT as an "applicable corporation" as defined the Tax Act 2022, then there will be MTX's CAMT DTA in the tariff.
 - ii. Calculate the Mid-Tex Division's (MTX) contribution to Adjusted Financial Statement Income ("AFSI") on a stand-alone basis. MTX's AFSI is calculated by adjusting MTX's applicable financial statement income by adjustments to depreciation, pension costs and federal income tax to arrive at AFSI. AFSI is intended to be computed consistent with applicable IRC requirements.
 - iii. Compare MTX's CAMT stand-alone amount with MTX's regular stand-alone tax liability. If the stand alone CAMT is in excess of the stand-alone regular tax, the CAMT DTA is recorded to MTX.

If the Internal Revenue Service issues new guidance related to the Tax Act 2022, Company shall have the right to make additional filings to recognize such adjustments.

Any Commission filing made to give effect to Federal or State Tax Law or Rate Changes shall be filed within 12-months following the enactment of a tax rate change with the Commission's Oversight and Safety Division or as part of a Statement of Intent.

Any city filing made to give effect to Federal or State Tax Law or Rate Changes shall be filed within 12-months following the enactment of a tax rate change and addressed to the city official at the address of record with the Mid-Tex Division.

With the exception of the authorization required from the Commission to allow the gas utility to recognize the new federal income tax rate (increase or decrease) or state taxes (increase or decrease) or the impacts associated with the effects of the Tax Act 2022 and certain other tax-related costs that will change from the amounts included in the base revenue requirement in the last approved RRM Tariff filing, no action on the part of the regulatory authority is required to give effect to the amount to be refunded or

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	TAX – TAX ADJUSTMENT	
APPLICABLE TO:	Entire Division as Set Forth Below	
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collected from customers. However, any amount refunded or collected from customers shall be fully subject to review for reasonableness and accuracy in the gas utility's next statement of intent proceeding, and if applicable, the gas utility shall be required to reconcile any discrepancies.

Regulatory orders issued pursuant to this mechanism are ratemaking orders and shall be subject to appeal under Sections 102.001(b) and 103.021, et seq., of the Texas Utilities Code (Vernon 2007). Rate changes subject to the provisions of this tariff may be implemented upon the filing of an appeal to the relevant authority.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	WNA – WEATHER NORMALIZATION ADJUSTMENT	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2025	

Provisions for Adjustment

The Commodity Charge per Ccf (100 cubic feet) for gas service set forth in any Rate Schedules utilized by the cities of the Mid-Tex Division service area for determining normalized winter period revenues shall be adjusted by an amount hereinafter described, which amount is referred to as the "Weather Normalization Adjustment." The Weather Normalization Adjustment shall apply to all temperature sensitive residential and commercial bills based on meters read during the revenue months of November through April. The five regional weather stations are Abilene, Austin, Dallas, Waco, and Wichita Falls.

Computation of Weather Normalization Adjustment

The Weather Normalization Adjustment Factor shall be computed to the nearest one-hundredth cent per Ccf by the following formula:

$$WNAF_i = R_i \frac{(HSF_i \times (NDD-ADD))}{(BL_i + (HSF_i \times ADD))}$$

Where

i = any particular Rate Schedule or billing classification within any such particular Rate Schedule that contains more than one billing classification

$WNAF_i$ = Weather Normalization Adjustment Factor for the i^{th} rate schedule or classification expressed in cents per Ccf

R_i = Commodity Charge rate of temperature sensitive sales for the i^{th} schedule or classification.

HSF_i = heat sensitive factor for the i^{th} schedule or classification divided by the average bill count in that class

NDD = billing cycle normal heating degree days calculated as the simple ten-year average of actual heating degree days.

ADD = billing cycle actual heating degree days.

BL_i = base load sales for the i^{th} schedule or classification divided by the average bill count in that class

The Weather Normalization Adjustment for the j th customer in i th rate schedule is computed as:

$$WNA_i = WNAF_i \times q_{ij}$$

Where q_{ij} is the relevant sales quantity for the j th customer in i th rate schedule.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	WNA – WEATHER NORMALIZATION ADJUSTMENT	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2025	

Base Use/Heat Use Factors

Weather Station	<u>Residential</u>		<u>Commercial</u>	
	Base use <u>Ccf</u>	Heat use <u>Ccf/HDD</u>	Base use <u>Ccf</u>	Heat use <u>Ccf/HDD</u>
Abilene	9.61	0.1476	91.65	0.7406
Austin	8.19	0.1394	183.99	1.1581
Dallas	12.74	0.2017	193.53	1.1001
Waco	9.23	0.1277	148.26	0.7631
Wichita Falls	10.43	0.1387	122.94	0.7038

Weather Normalization Adjustment (WNA) Report

On or before June 1 of each year, the company posts on its website at www.atmosenergy.com/MTXtariffs, in Excel format, a *Weather Normalization Adjustment (WNA) Report* to show how the company calculated its WNAs factor during the preceding winter season. Additionally, on or before June 1 of each year, the company files one hard copy and an Excel version of the *WNA Report* with the Railroad Commission of Texas' Gas Services Division, addressed to the Director of that Division.

**ATMOS ENERGY CORP., MID-TEX DIVISION
MID-TEX RATE REVIEW MECHANISM
PENSIONS AND RETIREE MEDICAL BENEFITS FOR CITIES APPROVAL
TEST YEAR ENDING DECEMBER 31, 2024**

Line No.	Description	Shared Services		Mid-Tex Direct			Adjustment Total
		Pension Account Plan	Post-Employment Benefit Plan	Pension Account Plan	Post-Employment Benefit Plan	Supplemental Executive Benefit Plan	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Proposed Benefits Benchmark -						
	Fiscal Year 2025 Willis Towers Watson Report as adjusted	\$ 572,372	\$ (649,253)	\$ 882,931	\$ (3,920,499)	\$ 65,943	
2	Allocation Factor	46.27%	46.27%	84.14%	84.14%	100.00%	
3	Proposed Benefits Benchmark Costs Allocated to Mid-Tex (Ln 1 x Ln 2)	\$ 264,856	\$ (300,432)	\$ 742,888	\$ (3,298,664)	\$ 65,943	
4	O&M and Capital Allocation Factor	100.00%	100.00%	100.00%	100.00%	100.00%	
5	Proposed Benefits Benchmark Costs to Approve (Ln 3 x Ln 4)	\$ 264,856	\$ (300,432)	\$ 742,888	\$ (3,298,664)	\$ 65,943	\$ (2,525,408)
6							
7	O&M Expense Factor	76.41%	76.41%	39.54%	39.54%	10.97%	
8							
9	Summary of Costs to Approve:						
10	Total Pension Account Plan	\$ 202,374		\$ 293,727			\$ 496,101
11	Total Post-Employment Benefit Plan		\$ (229,557)		\$ (1,304,242)		(1,533,799)
12	Total Supplemental Executive Benefit Plan					\$ 7,231	7,231
13	Total (Ln 10 + Ln 11 + Ln 12)	\$ 202,374	\$ (229,557)	\$ 293,727	\$ (1,304,242)	\$ 7,231	\$ (1,030,467)

ATMOS ENERGY CORP., MID-TEX DIVISION
MID-TEX RATE REVIEW MECHANISM
AVERAGE BILL COMPARISON - BASE RATES
TEST YEAR ENDING DECEMBER 31, 2024

Line No.	Description	Average Volumes	Current Rates	Proposed Rates	Current Average Bill	Proposed Average Bill	Amount Change	Percent Change
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1	<u>Rate R @ 42.1 Ccf</u>							
2	Base Rates:							
3	Customer Charge		\$ 22.95	\$ 23.65	\$ 22.95	\$ 23.65	\$ 0.70	
4	Consumption Charge (Ccf)	42.1	\$ 0.58974	\$ 0.74748	24.80	31.44	6.64	
5	Total Base Rates				<u>\$ 47.75</u>	<u>\$ 55.09</u>	<u>\$ 7.34</u>	15.37%
6								
7	Gas Cost:							
8	Rider GCR Part A (Ccf)	42.1	\$ 0.20875	\$ 0.20875	\$ 8.78	\$ 8.78	\$ -	
9	Rider GCR Part B (Ccf)	42.1	\$ 0.53838	\$ 0.53838	22.64	22.64	-	
10	Total Gas Cost				<u>\$ 31.42</u>	<u>\$ 31.42</u>	<u>\$ -</u>	0.00%
11								
12	Total Base with Gas Cost				\$ 79.17	\$ 86.51	\$ 7.34	
13	Rider FF & Rider TAX		0.06725	0.06725	5.32	5.82	0.49	9.27%
14								
15	Total Residential Average Bill				<u>\$ 84.49</u>	<u>\$ 92.33</u>	<u>\$ 7.83</u>	<u>9.27%</u>
16								
17	<u>Rate C @ 367.6 Ccf</u>							
18	Base Rates:							
19	Customer Charge		\$ 81.75	\$ 94.00	\$ 81.75	\$ 94.00	\$ 12.25	
20	Consumption Charge (Ccf)	367.6	\$ 0.19033	\$ 0.22261	69.97	81.83	11.86	
21	Total Base Rates				<u>\$ 151.72</u>	<u>\$ 175.83</u>	<u>\$ 24.11</u>	15.89%
22								
23	Gas Cost:							
24	Rider GCR Part A	367.6	\$ 0.20875	\$ 0.20875	\$ 76.74	\$ 76.74	\$ -	
25	Rider GCR Part B	367.6	\$ 0.37860	\$ 0.37860	139.18	139.18	-	
26	Total Gas Cost				<u>\$ 215.92</u>	<u>\$ 215.92</u>	<u>\$ -</u>	0.00%
27								
28	Total Base with Gas Cost				\$ 367.64	\$ 391.75	\$ 24.11	
29	Rider FF & Rider TAX		0.06725	0.06725	24.72	26.35	1.62	6.56%
30								
31	Total Commercial Average Bill				<u>\$ 392.36</u>	<u>\$ 418.10</u>	<u>\$ 25.73</u>	<u>6.56%</u>
32								

ATMOS ENERGY CORP., MID-TEX DIVISION
MID-TEX RATE REVIEW MECHANISM
AVERAGE BILL COMPARISON - BASE RATES
TEST YEAR ENDING DECEMBER 31, 2024

Line No.	Description	Average Volumes	Current Rates	Proposed Rates	Current Average Bill	Proposed Average Bill	Amount Change	Percent Change
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
33	<u>Rate I at 1277 MMBTU</u>							
34	Base Rates:							
35	Customer Charge		\$1,587.75	\$ 1,848.75	\$ 1,587.75	\$ 1,848.75	\$ 261.00	
36	Block 1 - Consumption Charge (MMBtu)	1,277	\$ 0.6553	\$ 0.7678	836.99	980.69	143.69	
37	Block 2 - Consumption Charge (MMBtu)	-	\$ 0.4799	\$ 0.5623	-	-	-	
38	Block 3 - Consumption Charge (MMBtu)	-	\$ 0.1029	\$ 0.1206	-	-	-	
39	Total Base Rates	<u>1,277</u>			<u>\$ 2,424.74</u>	<u>\$ 2,829.44</u>	<u>\$ 404.69</u>	16.69%
40								
41	Gas Cost:							
42	Rider GCR Part A (MMBtu)	1,277	\$ 2.07711	\$ 2.07711	\$ 2,653.03	\$ 2,653.03	\$ -	
43	Rider GCR Part B (MMBtu)	1,277	\$ 0.88986	\$ 0.88986	1,136.59	1,136.59	-	
44	Total Gas Cost				<u>\$ 3,789.63</u>	<u>\$ 3,789.63</u>	<u>\$ -</u>	0.00%
45								
46	Total Base with Gas Cost				\$ 6,214.37	\$ 6,619.07	\$ 404.69	
47	Rider FF and Rider TAX		0.06725	0.06725	417.92	445.14	27.22	6.51%
48								
49	Total Industrial Average Bill				<u>\$ 6,632.29</u>	<u>\$ 7,064.20</u>	<u>\$ 431.91</u>	<u>6.51%</u>
50								
51	<u>Rate T at 4534 MMBTU</u>							
52	Base Rates:							
53	Customer Charge		\$1,587.75	\$ 1,848.75	\$ 1,587.75	\$ 1,848.75	\$ 261.00	
54	Block 1 - Consumption Charge (MMBtu)	1,500	\$ 0.6553	\$ 0.7678	982.95	1,151.70	168.75	
55	Block 2 - Consumption Charge (MMBtu)	3,034	\$ 0.4799	\$ 0.5623	1,456.19	1,706.22	250.03	
56	Block 3 - Consumption Charge (MMBtu)	-	\$ 0.1029	\$ 0.1206	-	-	-	
57	Total Base Rates	<u>4,534</u>			<u>\$ 4,026.89</u>	<u>\$ 4,706.67</u>	<u>\$ 679.78</u>	16.88%
58								
59	Gas Cost:							
60	Rider GCR Part B (MMBtu)	4,534	\$ 0.88986	\$ 0.88986	\$ 4,034.96	\$ 4,034.96	\$ -	
61	Total Gas Cost				<u>\$ 4,034.96</u>	<u>\$ 4,034.96</u>	<u>\$ -</u>	0.00%
62								
63	Total Base with Gas Cost				\$ 8,061.85	\$ 8,741.63	\$ 679.78	
64	Rider FF and Rider TAX		0.06725	0.06725	542.17	587.88	45.72	8.43%
65								
66	Total Transportation Average Bill				<u>\$ 8,604.01</u>	<u>\$ 9,329.51</u>	<u>\$ 725.50</u>	<u>8.43%</u>



Mayor and Council Communication Consent Agenda 6d

DATE: August 19, 2025

FROM: Venus Wehle, City Manager

ITEM: **Consider approval of Ordinance 2025-20, an ordinance of the City of Forest Hill, Texas, amending the Master Fee Schedule by amending the impact fees for water and wastewater.**

BACKGROUND:

The City of Forest Hill buys its water and returns its wastewater to the City of Fort Worth for processing. As such, cities who utilize these services must pay "Water and Wastewater Impact Fees" to the City of Fort Worth for all new developments. Forest Hill pays these fees to Fort Worth from funds paid to the City by the developer based on the size of the new connection to the water and sewer system.

The City of Fort Worth, on June 10, 2025 and by Ordinance No. 27745-06-2025 adopted an increase in the Impact Fee Schedule that is effective October 1, 2025. An additional increase goes into effect on October 1, 2026. This ordinance is necessary as the City of Forest Hill must provide notice to the City of Fort Worth that we have adopted these new fees.

Staff is recommending approval of this ordinance to protect the health, safety, and general welfare of our citizens and businesses in the City. It has been reviewed by the City Attorney.

FISCAL IMPACT: N/A

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

ATTACHMENTS:

1. Ordinance 2025-20

MOTION: Motion to approve under Consent Agenda

CITY OF FOREST HILL
ORDINANCE NO. 2025-20

AN ORDINANCE OF THE CITY OF FOREST HILL, TEXAS, AMENDING THE CITY OF FOREST HILL MASTER FEE SCHEDULE BY AMENDING IMPACT FEES FOR WATER AND WASTEWATER; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Forest Hill, Texas, is a home-rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City of Forest Hill has been informed that on June 10, 2025 the City of Fort Worth, from whom the City of Forest Hill purchases its water and wastewater services, has amended its water and wastewater impact fees by adopting Ordinance No. 27745-06-2025, M&C 25-0509; and

WHEREAS, the City of Forest Hill has previously agreed to adopt and pass through the Water and Wastewater Impact Fee structure adopted by the City's water and wastewater service provider, the City of Fort Worth; and

WHEREAS, the City Council has determined that it serves the health, safety, and general welfare of the citizens of the City of Forest Hill to incorporate the City of Fort Worth's recent amendments to Water and Wastewater Impact Fees into the City's Master Fee Schedule;

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

SECTION 1. All of the above premises are hereby found to be true and correct legislative and factual findings of the Council and are hereby approved and incorporated into the body of this ordinance as if copied in their entirety.

SECTION 2. The Master Fee Schedule of the City of Forest Hill, Texas, as previously amended, is hereby amended at Section B "Water and Sewer Fees" by repealing and replacing the subsection titled "Water and Wastewater Impact Fees" to read in its entirety as follows:

“Water and Wastewater Impact Fees

The City of Forest Hill follows and charges the Water and Wastewater Impact Fee structure set forth by the City of Fort Worth ordinances, as set forth below. There will be a ten percent (10%) administrative fee added to the cost of the Water and Sewer Impact Fees.

Schedule 1

THE EFFECTIVE AND COLLECTED IMPACT FEE FOR WATER AND WASTEWATER SCHEDULE - YEAR 1

Effective for all building Permits issued on or after October 1, 2025 to September 30, 2026:

METER SIZE	EQUIVALENCY FACTOR	WATER IMPACT FEE	WASTEWATER IMPACT FEE
5/8" x 5/8" and 5/8" x 3/4"	1.00	\$2,824	\$2,680
3/4" x 3/4"	1.50	\$4,236	\$4,020
1"	2.50	\$7,060	\$6,700
1-1/2"	5.00	\$14,120	\$13,400
2"	8.00	\$22,592	\$21,440
3"	21.75	\$61,422	\$58,290
4"	37.50	\$105,900	\$100,500
6"	80.00	\$225,920	\$214,400
8"	140.00	\$395,360	\$375,200
10"	210.00	\$593,040	\$562,800

Schedule 2

THE EFFECTIVE AND COLLECTED IMPACT FEE FOR WATER AND WASTEWATER SCHEDULE - YEAR 2

Effective for all building Permits issued on or October 2026:

METER SIZE	EQUIVALENCY FACTOR	WATER IMPACT FEE	WASTEWATER IMPACT FEE
5/8" x 5/8" and 5/8" x 3/4"	1.00	\$2,990	\$2,838
3/4" x 3/4"	1.50	\$4,485	\$4,257
1"	2.50	\$7,475	\$7,095
1-1/2"	5.00	\$14,950	\$14,190
2"	8.00	\$23,920	\$22,704
3"	21.75	\$65,033	\$61,727
4"	37.50	\$112,125	\$106,425
6"	80.00	\$239,200	\$227,040
8"	140.00	\$418,600	\$397,320
10"	210.00	\$627,900	\$595,980 "

SECTION 3. In accordance with section 2.01.006 of the City of Forest Hill Code of Ordinances, the City Secretary shall maintain a copy of the Master Fee Schedule in the Office of the City Secretary.

SECTION 4. All ordinances, orders, and resolutions heretofore passed and adopted by the City Council of the City of Forest Hill, Texas, are hereby repealed to the extent said ordinances, orders, or resolutions or parts thereof are in conflict herewith.

SECTION 5. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 6. It is hereby officially found and determined that the meeting at which the Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

SECTION 7. This Ordinance shall become effective from and after its passage. The rates and fees established in this ordinance shall become effective October 1, 2025 and, as may be applicable for Schedule 2, October 1, 2026.

PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TARRANT COUNTY, TEXAS, THIS THE 19TH DAY OF AUGUST 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 8a

DATE: August 19, 2025

FROM: Sharon Jungman, Finance Director

ITEM: Discuss and consider approval of the Quarterly Investment Report for the period ending June 30, 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 June 30, 2025.

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Quarterly Investment Report

MOTION:

Motion to approve or deny approval of the Quarterly Investment Report for the period ending June 30, 2025.



QUARTERLY INVESTMENT REPORT

FOR THE QUARTER ENDING

June 30, 2025

City of Forest Hill

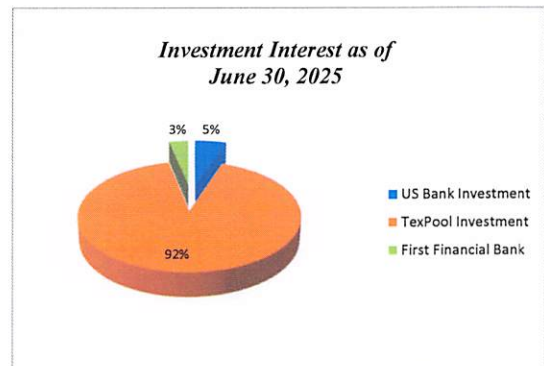
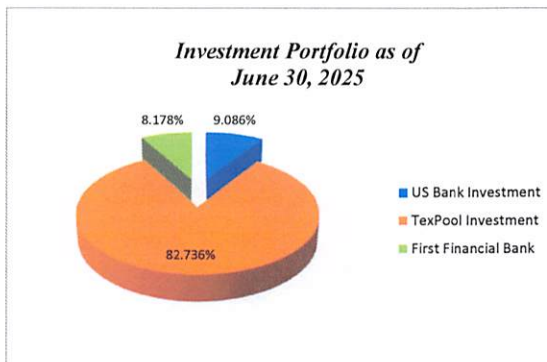
Investment Portfolio Summary - As of June 30, 2025

Investment Types	% of Total Investments	Balance as of June 30, 2025
US Bank Investment		
US Bank Market Value	9.09%	\$ 3,955,999.07
US Bank Total	9.09%	3,955,999.07
TexPool Investment		
Consolidation Account 001	36.30%	15,805,789.06
WW&SS Debt Service 002	1.15%	500,256.24
Community Devel. Corp.003	0.75%	325,903.35
Capital Bonds 004	2.84%	1,238,425.26
Investment Pool Prime	41.69%	18,152,873.39
TexPool Total	82.74%	36,023,247.30
First Financial Bank		
Concentration Account 4588	8.18%	3,560,834.49
First Financial Bank Total	8.18%	3,560,834.49
Total Investment	100.00%	43,540,080.86

Investment Interest Types	% of Total Interest	Amount of Interest earned from April Thru June 2025
US Bank Investment		
US Bank Interest	5.22%	22,281.75
US Bank Total	5.22%	22,281.75
TexPool Investment		
Consolidation Account 001	39.57%	168,760.65
WW&SS Debt Service 002	1.25%	5,341.28
Community Devel. Corp.003	0.82%	3,479.76
Capital Bonds 004	3.10%	13,222.77
Investment Pool Prime	46.75%	199,373.67
TexPool Total	91.48%	390,178.13
First Financial Bank		
Concentration Account 4588	3.29%	14,043.47
First Financial Bank Total	3.29%	14,043.47
Total Quarterly Interest	100.00%	\$ 426,503.35

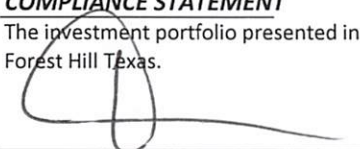
Investment Types	% of Total Investments	Amount
US Bank Investment	9.086%	\$ 3,955,999.07
TexPool Investment	82.736%	\$ 36,023,247.30
First Financial Bank	8.178%	3,560,834.49
Total Investment	100.00%	\$ 43,540,080.86

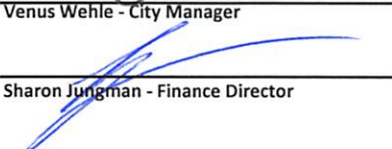
Investment Interest Types	% of Total Interest	Amount
US Bank Investment	5.2243%	22,281.75
TexPool Investment	91.4830%	390,178.13
First Financial Bank	3.2927%	14,043.47
Total Interest	100.00%	\$ 426,503.35

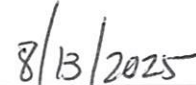


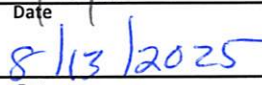
COMPLIANCE STATEMENT

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: August 19, 2025

FROM: Venus M. Wehle, City Manager

ITEM: Discuss and consider action on Resolution 2025-37, a resolution of the City of Forest Hill, Texas, approving the Second Amendment and Restatement of the Exclusive Franchise Agreement for the collection, Hauling, and Disposal of Municipal Solid Waste with Waste Connections.

BACKGROUND:

The City of Forest Hill has had a long-standing partnership with Waste Connections for municipal waste and recycling hauling services. Amendments to the current contract will be presented to the City Council by District Manager Abel Moreno, Jr. at the meeting.

As well, the Second Amendment agreement document will be provided at the Dias.

FISCAL IMPACT: N/A

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

ATTACHMENTS:

1. Resolution 2025-37

MOTION:

Motion to approve or deny Resolution 2025-37, a resolution of the City of Forest Hill, Texas, approving the Second Amendment and Restatement of the Exclusive Franchise Agreement for the collection, Hauling, and Disposal of Municipal Solid Waste with Waste Connections.

CITY OF FOREST HILL, TEXAS

RESOLUTION NO. 2025-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, APPROVING THE SECOND AMENDMENT AND RESTATEMENT OF THE EXCLUSIVE FRANCHISE AGREEMENT FOR THE COLLECTION, HAULING AND DISPOSAL OF MUNICIPAL SOLID WASTE AND CONSTRUCTION AND DEMOLITION WASTE IN THE CITY OF FOREST HILL, TEXAS BETWEEN THE CITY OF FOREST HILL AND WASTE CONNECTIONS LONE STAR, INC.; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Forest Hill and Progressive Waste Solutions of TX, Inc. entered into an Exclusive Franchise Agreement for the Collection, Hauling and Disposal of Municipal Solid Waste and Construction and Demolition Waste in the City of Forest Hill, Texas on March 1, 2013 (the “Agreement”); and

WHEREAS, thereafter on June 18, 2018, Progressive Waste Solutions of TX, Inc. duly and legally changed its corporate name to Waste Connections Lone Star, Inc. (“Waste Connections”) as reflected in the records of the Texas Secretary of State; and

WHEREAS, the parties thereafter entered into a First Amendment to the Agreement effective March 1, 2023; and

WHEREAS, the parties’ representatives have now negotiated a Second Amendment to the Agreement, attached hereto; and

WHEREAS, upon full review and consideration of the Second Amendment to and Restatement of the Agreement and all matters related thereto, the City Council is of the opinion and finds that the terms and conditions thereof should be approved, and that the City Manager should be authorized to execute the Second Amendment on behalf of the City of Forest Hill, Texas;

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

SECTION 1. The Second Amendment to and Restatement of the Exclusive Franchise Agreement for the Collection, Hauling and Disposal of Municipal Solid Waste and Construction and Demolition Waste in the City of Forest Hill Texas between the City of Forest Hill and Waste Connections Lone Star, Inc., attached hereto and incorporated herein by this reference as Exhibit “1”, is hereby approved and the City Manager is hereby authorized to execute such Second Amendment on behalf of the City.

SECTION 2. This Resolution shall be in full force and effect from and after its passage.

**DULY RESOLVED AND ADOPTED ON THIS THE 19th DAY OF AUGUST 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 and Restatement of the Exclusive Franchise Agreement with Waste Connections



Mayor and Council Communication Deliberation Item 8c

DATE: August 19, 2025

FROM: Venus M. Wehle, City Manager

ITEM: Discuss and consider action on Ordinance 2025-18, an ordinance of the City of Forest Hill, Texas, amending the Code of Ordinances Chapter 2 “Administration and Personnel” at Article 2.02 “City Council” by amending Section 2.02.001 “Meetings and Work Session”.

BACKGROUND:

Certain amendments to section 2.02.001 regarding meetings and agendas for the City Council are required to align with the City Council Relations Policy and Code of Ethics, as well as recent changes to state law.

FISCAL IMPACT: N/A

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

ATTACHMENTS:

1. Ordinance 2025-18

MOTION:

Motion to approve or deny Ordinance 2025-18, an ordinance of the City of Forest Hill, Texas, amending the Code of Ordinances Chapter 2 “Administration and Personnel” at Article 2.02 “City Council” by amending Section 2.02.001 “Meetings and Work Session”.

CITY OF FOREST HILL
ORDINANCE NO. 2025-18

AN ORDINANCE OF THE CITY OF FOREST HILL, TEXAS, AMENDING THE FOREST HILL CODE OF ORDINANCES CHAPTER 2 “ADMINISTRATION AND PERSONNEL” AT ARTICLE 2.02 “CITY COUNCIL” BY AMENDING SECTION 2.02.001 “MEETINGS AND WORK SESSIONS; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, to align with the City Council Relations Policy and Code of Ethics as well as recent changes to State Law, certain amendments to section 2.02.001 regarding meetings and agendas for the City Council are required; and

WHEREAS, the City Council of the City of Forest Hill, Texas, finds it to serve the general welfare and to be in the best interest of the City and its citizens to amend the Forest Hill Municipal Code section 2.02.001;

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

SECTION 1. Chapter 2 “Administration and Personnel” at Article 2.02 “City Council” is hereby amended by amending section 2.02.001 “Meetings and work sessions at its subsections (a) and (c), which shall henceforth read in their entirety as follows, with subsection (b) remaining unchanged:

“Section 2.02.001 Meetings and work sessions.

(a) Regular meetings and work sessions. The city council shall hold its regular monthly meeting on the first Tuesday of each month at 6:00 p.m. in the city council chambers. In addition, the city council may hold a regular work session on the first Tuesday of each month at 6:00 p.m. in the city council chambers. The city council may hold a regular meeting on the third Tuesday of each month at 6:00 p.m. in the city council chambers.

(b) . . .

(c) Agenda. Items for meetings and work sessions may be placed on the agenda by the city manager, the mayor, or any other city council member in accordance with the City Council Relations Policy and Code of Ethics adopted by the Council. Such items shall be given to the city secretary as soon as practicable, but in any event, in time to permit the secretary to comply with the provisions of the state open meetings law. For all meetings other than emergency meetings, items shall be given to the city secretary by 5:00 p.m. on the seventh business day before

the date of the meeting. Business days are all days except Saturdays, Sundays, and city, state, and federal holidays. Items shall be listed on the agenda exactly as submitted unless changed with the consent of the person who requested the placement of the item on the agenda. “

SECTION 2. Should any article, paragraph, subdivision, clause or provision of this ordinance, or the Forest Hill Municipal Code as hereby amended be adjudged or held invalid or unconstitutional for any reason, such judgment or holding shall not affect the validity of this ordinance as a whole or any part or provision hereof other than the part so declared to be invalid or unconstitutional.

SECTION 3. This Ordinance shall take effect from and after its passage.

PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TARRANT COUNTY, TEXAS THIS THE 19TH DAY OF AUGUST 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 8d

DATE: August 19, 2025

FROM: Venus M. Wehle, City Manager

ITEM: Discuss and consider action on Ordinance 2025-19, an ordinance of the City of Forest Hill, Texas, providing for lateral entry for police officers and related pay structure.

BACKGROUND:

The approval of a City ordinance under Texas Local Government Code Chapter 143 will allow the Forest Hill Police Department to hire lateral transfer officers, keeping the department competitive and adding the asset of experienced personnel to enhance public safety.

Currently, our department lacks experienced personnel, and this ordinance would enable us to recruit officers with proven training and field experience from other agencies. We are working to stay competitive in today's hiring environment, and bringing in experienced officers would be a valuable asset that will strengthen our operational capabilities, reduce training time, and enhance public safety services for our residents and businesses.

FISCAL IMPACT: N/A

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

ATTACHMENTS:

1. Ordinance 2025-19

MOTION:

Motion to approve or deny Ordinance 2025-19, an ordinance of the City of Forest Hill, Texas, providing for lateral entry for police officers and related pay structure.

CITY OF FOREST HILL
ORDINANCE NO. 2025-19

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, PROVIDING FOR LATERAL ENTRY FOR POLICE OFFICERS AND RELATED PAY STRUCTURE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Forest Hill has adopted Chapter 143 of the Texas Local Government Code, commonly referred to as “Civil Service;” and

WHEREAS, the City Council has the authority as the “Governing Body” under Chapter 143 to set base pay rates by ordinance as defined therein for classified positions; and

WHEREAS, the City of Forest Hill recognizes that recruiting persons with prior full-time paid law enforcement experience is an asset to the City of Forest Hill and its citizens; and

WHEREAS, the City Council has the authority under §143.041(c)(1) of the Texas Local Government Code to set seniority pay for classified positions, including recognizing experience at other law enforcement agencies for step pay purposes; and

WHEREAS, authorizing lateral entry pay into the City’s Civil Service base pay structure for police officers helps the police department remain competitive in the market for recruitment and retention of officers; and

WHEREAS, the City Council adopts the Forest Hill Civil Service pay structure and all applicable extra pay types annually as a part of the City’s budget, and this ordinance is intended to supplement that pay structure;

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

SECTION 1: The recitals set forth above and found to be true and correct and are incorporated herein by this reference as though fully set forth herein.

SECTION 2: Lateral entry pay for police officers as defined in Section 3 of this Ordinance is hereby authorized, with detailed rules and regulations for qualifying standards, eligibility, and administration of such pay to be stated in the Civil Service Commission Local Rules.

SECTION 3: The City Council deems that police officers who are hired with prior full-time law enforcement experience will be placed on the City of Forest Hill’s Police Department Step Plan Pay Scale based on the following formula.

- A. Applicants for police officer who are hired after the effective date of this ordinance shall be eligible for Special Seniority pay if they have at least two (2) years continuous service as a paid, full-time licensed peace officer with the authority to enforce laws, investigate crimes, make arrests, respond to calls for service, carry a firearm, and use discretion as part of their assigned duties. A lateral entry applicant shall not have more than a three (3) year break in service from the time the applicant left a comparable law enforcement agency to the time the applicant took the entrance eligibility examination with the Forest Hill Police Department.
- B. The starting pay for lateral entry officers with prior experience will be determined based on the number of years employed by their previous agency or agencies on the date of their Civil Service Entrance Examination with the Forest Hill Police Department. For purposes of hiring, all lateral entry officer candidates must successfully complete each step in the Civil Service hiring process in the same manner as any other candidate.
- C. Lateral entry officers who have at least two (2) years of qualified service at a law enforcement agency shall be credited with their total number of whole years of service. These officers shall be placed at the step in the police pay schedule commensurate with their qualified complete years of experience up to, but not exceeding, the rate of pay specified in the highest step of the police officer step pay plan.
- D. Previous Forest Hill police officers who are re-appointed as police officers shall be placed in the same salary step they held at the time of their separation.
- E. The Lateral Entry Program described in this ordinance is for lateral entry pay purposes only to determine placement into the existing pay structure. Actual work experience in another agency will not be considered for promotional eligibility requirements, or departmental seniority, or transfers. Departmental seniority for lateral entry officers and re-appointed officers will begin on their most recent Civil Service hire date with the Forest Hill Police Department.
- F. Guidelines and administration for eligibility for lateral entry shall be governed by Civil Service Commission Rules. The Chief of Police shall make the final determination as to whether an applicant meets the criteria for the Lateral Entry Program, and the Chief's decision shall be final and non-appealable to the Civil Service Commission or to any court.

SECTION 4: 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 5: 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 6. 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 19TH DAY OF AUGUST 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 8e

DATE: August 19, 2025

FROM: Sharon Jungman, Finance Director

ITEM: Discuss and consider action on Resolution 2025-48, a resolution of the City of Forest Hill, Texas, rescinding Resolution 2025-46; approving \$0.700466 as the proposed Ad Valorem Property Tax Rate for Fiscal Year 2025-2026.

BACKGROUND:

In preparing the FY26 Proposed Budget and documents relative to setting the City's Ad Valorem Tax Rate, staff submitted our completed 2024 calculations documentation, and the Council voted on it at the August 5, 2025 meeting.

Subsequent to that time and after the August 5th meeting, the Tarrant County Tax Assessor/Collector's office amended its formulas, thus changing the proposed Ad Valorem Tax Rate for the City of Forest Hill from \$0.700439 per \$100 valuation to \$0.700466 per \$100 valuation. This new number does not affect the calculations presented to the Council in the FY26 budget book.

FISCAL IMPACT: N/A

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

ATTACHMENTS:

1. Resolution 2025-48

MOTION:

Motion to approve or deny Resolution 2025-48, a resolution of the City of Forest Hill, Texas, rescinding Resolution 2025-46; approving \$0.700466 as the proposed Ad Valorem Property Tax Rate for Fiscal Year 2025-2026.

CITY OF FOREST HILL, TEXAS

RESOLUTION NO. 2025-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS, RESCINDING RESOLUTION NO. 2025-46; APPROVING \$0.700466 AS THE PROPOSED AD VALOREM PROPERTY TAX RATE FOR FISCAL YEAR 2026; PROVIDING FOR PUBLICATION AS REQUIRED BY THE TEXAS PROPERTY TAX CODE; CALLING FOR AND SCHEDULING PUBLIC HEARINGS FOR SEPTEMBER 16, 2025, AT 6:00 P.M. TO CONSIDER ADOPTION OF THE FISCAL YEAR 2026 BUDGET AND PROPERTY TAX RATE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has received the calculated no-new-revenue tax rate, the voter approval tax rate, and the de minimis tax rate as presented by the Dallas County Tax Assessor/Collector's Office; and

WHEREAS, the Texas Property Tax Code, Chapter 26, as amended, provides specific procedures by which to consider the proposed tax rate; and

WHEREAS, the City Council further deems it advisable to give notice of its intent to hold public hearings on the adoption of the fiscal year 2026 budget and property tax rate for the City of Forest Hill, Texas, as hereinafter provided; and

WHEREAS, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public and public notice of the meeting was given, all as required by Chapter 551, Texas Government Code.

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

SECTION 1. The City Council of the City of Forest Hill, Texas, does hereby rescind Resolution No. 2025-46.

SECTION 2. The City Council of the City of Forest Hill, Texas, does hereby approve the rate of \$0.700466 per \$100 valuation as the City's proposed property tax rate for Fiscal Year 2026.

SECTION 3. The City Council of the City of Forest Hill, Texas, met in a public meeting on the date set forth herein below and accepted this resolution with a majority vote as follows:

Stephanie Boardingham, Mayor	Aye	Nay	Abstain	Absent
Carlie Jones, Place 1	Aye	Nay	Abstain	Absent
Anthony Cook Place 2	Aye	Nay	Abstain	Absent
Timey Boardingham, Place 3	Aye	Nay	Abstain	Absent
Janet Carpenter, Place 4	Aye	Nay	Abstain	Absent
Keith Smith, Place 5	Aye	Nay	Abstain	Absent
Sonja Coleman, Place 6	Aye	Nay	Abstain	Absent

SECTION 4. The content and vote taken on this resolution shall be published in the official newspaper of the City and on the City's television and internet, as may be applicable, as provided by the Texas Property Code.

SECTION 5. The City Council of the City of Forest Hill, Texas, does hereby order that a public hearing be scheduled to consider adoption of a tax rate for Fiscal Year 2026, for September 16, 2025, at 6:00 PM, and that notice of thereof and of the no-new-revenue tax rate, a voter-approval tax rate, and approved proposed tax rate for the City for Fiscal Year 2026 is hereby authorized to be published as required by law.

SECTION 6. The City Secretary shall cause said notice to be published in a newspaper of general circulation in the area of said City, as required by Section 26.06, Texas Tax Code, with the hearing to be held no earlier than the fifth day after the date the notice of the public hearing is given.

SECTION 7. The City Council of the City of Forest Hill, Texas, does hereby order that a public hearing be scheduled to consider a budget for Fiscal Year 2025, for September 16, 2025, at 6:00 PM.

SECTION 8. Notice of the public hearing on the budget for the City of Forest Hill, Texas for Fiscal Year 2026 is hereby authorized to be published as required by law and the City Secretary shall cause said notice to be published in a newspaper of general circulation in the area of said City, as required by Section 102.0065, Texas Local Government Code, with the hearing to be held not earlier than the 30th or later than the 10th day before the date of the budget hearing.

SECTION 9. This resolution shall become effective immediately upon its passage.

DULY RESOLVED AND ADOPTED ON THIS THE 19th DAY OF AUGUST 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 8f

DATE: August 19, 2025

FROM: Venus Wehle, City Manager

ITEM: Discuss and consider action on Resolution 2025-45, a resolution of the City of Forest Hill, Texas, amending the City Council Relations Policy and Code of Ethics.

BACKGROUND:

Due to recent changes in the Texas 89th Legislative Session, which becomes effective September 1, 2025, portions of the City Council Relations Policy and Code of Ethics are significantly impacted. Those changes are reflected as red-lined items in the document.

FISCAL IMPACT: N/A

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

ATTACHMENTS:

1. Resolution 2025-45
2. City Council Relations Policy and Code of Ethics as amended by the City Attorney

MOTION:

Motion to approve or deny Resolution 2025-45, a resolution of the City of Forest Hill, Texas, amending the City Council Relations Policy and Code of Ethics.



City Council Relations Policy and Code of Ethics

Adopted 03/03/2020
Amended 01/05/2021
Amended 02/02/2021
Amended 07/19/2022
Amended 05/02/2023
Amended 07/18/2023
Amended 08/01/2023
Amended 01/14/2025

Amended 04/09/2025

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Mission Statement

The City of Forest Hill is committed to improving the quality of life of its citizens, employees, businesses, and visitors by providing a wholesome and friendly environment, excellent law enforcement and fire protection, safe and enjoyable parks, and community events and activities.

I. Introduction

Nothing contained in this City Council Relations Policy and Code of Ethics shall be deemed to supersede or replace any contrary provision set forth in Texas State law or in the Charter or Code of Ordinances of the City of Forest Hill. In the event of a conflict between this City Council Relations Policy and Code of Ordinances with any applicable State or local law, the State or local law shall prevail.

The Forest Hill City Council and the Mayor comprise the governing body for the citizens of Forest Hill: therefore, they must bear responsibility for the integrity of governance. The Governing Body is responsible for its own development (both as a body and as individuals), its obligations, its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy will address Mayor and Council relations, Council and Staff relations, and Council and Media relations. By adopting these guidelines as elected officials, we acknowledge our responsibility to each other, to our professional Staff, and to the public as a whole.

The City Council shall govern the City in a manner associated with a commitment to the preservation of the values and integrity of representative local government and democracy, and a dedication to the promotion of efficient and effective governing. The following statements shall serve as a guide and acknowledge the commitment being made in this service to the community.

1. The Governing Body has high priorities, the continual improvement of the Council member's professional ability, and the promotion of an atmosphere conducive to the fair exchange of ideas and policies among Council members.
2. The Governing Body shall keep the community informed on municipal affairs; encourage communication between the citizens and the Governing Body; strive for strong, working relationships with Tarrant County, the Fort Worth Independent School District, Everman Independent School District, and neighboring communities.
3. The Governing Body pledges to be dedicated to friendly and courteous relationships with Staff, other Council members, and the public, and shall strive to improve the quality and image of public service.
4. The Governing Body shall strive to recognize its responsibility to future generations by considering the social, cultural, and physical characteristics of the community when making policies.

5. The Mayor and each Council member shall pledge to improve the quality of life for the individual and the community and to be dedicated to the faithful stewardship of the public trust.

II. City Council Relations

A. Introduction

This section outlines the respective responsibilities of the Mayor, Council, and the Code of Conduct of each in their respective roles as elected representatives of the people. It holds to the principle that the effective delivery of services and the efficient administration of government is ultimately the aim of all concerned.

The City of Forest Hill is a Home Rule City. It is governed by a Council-Manager form of government. The Council is comprised of six (6) members presided over by the Mayor.

B. Mayoral Responsibilities

1. The Mayor shall be the presiding officer at all Council meetings.
2. The Mayor Pro-Tem or Deputy Mayor Pro-Tem shall preside in the Mayor's absence.
3. The Mayor shall have a voice in all matters before the Council. The Mayor has a vote on any agenda items requiring Council action.
4. The Mayor shall preserve order and decorum and shall require Council members engaged in debate to limit discussion to the question under consideration.
5. The Mayor is the spokesperson for the Council on all ceremonial matters unless absent, at which time the Mayor Pro-Tem, or Deputy Mayor Pro-Tem, or his/her designee shall assume the role.
6. The Mayor shall encourage all Council members to participate in Council discussions and allow each Council member to speak before any Council member can speak again on the same subject.
7. The Mayor is responsible for keeping the meetings orderly by recognizing each Council member for discussion, limiting speaking time, encouraging debate among Council members, and keeping the discussion on the agenda item being considered.
8. Should a conflict arise among Council members, the Mayor serves as a mediator.

C. Council Responsibilities

1. At the request of any Council member of the City Council, the City Manager shall place an item on the agenda for discussion or action.

2. Each Council member is responsible for reviewing the city council agenda prior to the council meeting and being prepared to attend meetings and discuss the agenda.
3. Each Council member is encouraged to attend at least one Texas Municipal League-sponsored conference annually in order to stay informed on issues facing municipalities if the budget allows for it.
4. It is the responsibility of Council members to be informed about previous actions taken by the Council in their absence. Council members are strongly encouraged to watch recordings of council meetings missed. In the case of absence from a workshop session where information is given, the individual Council member is responsible for obtaining this information prior to the Council meeting when said item is to be voted upon.
5. When addressing an agenda item, the Council member shall first be recognized by the Mayor and shall confine comments to the question under debate, avoid reference to personalities, and refrain from impugning the integrity or motives of any other Council member or Staff.
6. When a Council member is appointed to serve as liaison to a board, the Council member is responsible for keeping the Council members and City Manager informed of board activity as soon as possible.
7. Neither Council member nor the Mayor shall direct or request the appointment of any person to, or removal from employment by the City Manager or any of the City Manager's subordinates (or in any manner takes part in the appointment or removal of employees in the administrative services of the city). Neither a Council member nor the Mayor shall interfere in the City Manager's recommendation process of the appointment, suspension, or removal of a municipal officer other than Council members and those municipal officers who are appointed by the governing body. **Except for the purpose of inquiry, neither the Mayor nor any Council member thereof shall give orders to any subordinates of the City Manager, either publicly or privately.** Nothing in this section interferes with the role of the Mayor and City Council to determine the selection process of municipal officers as authorized by the Charter.

D. Code of Conduct for Mayor and Council members

Elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue.

1. During the Council meetings, Council members shall preserve order and decorum, shall not interrupt or delay proceedings, and shall not refuse to obey the requests of the Mayor or the rules of the Council.
2. Council members shall demonstrate respect and courtesy to each other, to City Staff members, and members of the public appearing before the Council.

3. Council members shall refrain from rude and derogatory remarks and shall not belittle other Council members, Staff members, or members of the public as this can substantially interfere with the orderly progress of the meeting.
4. Council members shall not use their position to secure special privileges and shall avoid situations that create a perception of bias or partiality in regard to a question before the Council.
5. Council members shall not condone any unethical or illegal activity.
6. Council members shall not interfere with the everyday duties of City Staff. Mayor and Council members should contact the City Manager to discuss City business by phone call, e-mail, or in person. Requests for information as a Council member (i.e. in the Mayor's or Council member's official capacity) ~~should~~ shall be directed to the City Manager. Should a Council member wish to seek information in his or her individual capacity through the Texas Public Information Act, those requests shall be treated as any records request by a private citizen.
7. Council members shall deal with City employees, who are subject to the direction and supervision of the City Manager, solely through the City Manager. The Council members shall not give orders/directives to any City employee, either publicly or privately.
8. Council members shall not create a hostile work environment towards employees by verbal, written, or physical presence which disrupts their work environment. If a Council member has knowledge of a hostile work environment, he/she shall notify the City Manager and the City Attorney.

III. Council and Staff Relations Policy

No single relationship is as important as that of the Council and their City Manager in effectively governing the City of Forest Hill. It is for this reason that the Council and City Manager must understand their respective roles in that process.

The City Manager is the primary link between the Council and the professional Staff. Therefore, Council's relationship with the Staff shall be through the City Manager on any issues related to the management or administration of the City. In this manner, the citizens are assured that integrity is evidenced in local governance in the City of Forest Hill.

1. In order to ensure presentation of agenda items by Staff, questions arising from Council members after receiving their information packet should be whenever possible, presented to the City Manager for Staff consideration prior to the Council meeting. This allows Staff time to address the Council member's concerns and provide all Council members with the additional information.
2. The City Manager shall designate the appropriate Staff member to address each agenda item and shall see that each presentation is prepared and presented in order to inform and educate the Council on the issues that require Council action.

3. The presentation shall be professional, timely, and allow for discussion of options for resolving the issue.
4. The Staff member making the presentation shall make it clear that no Council action is required, present the Staff recommendation, or present the specific options for Council consideration.
5. The City Manager is directly responsible for providing information to all the Council concerning any inquiries by a specific Council member. With the exception of Public Information Act requests, requested information shall be shared with the entire Council. Staff is committed to providing a timely response to a request for information, as such Council members shall respect the time it may take for Staff to provide requested information given the current workload.
6. The City Manager is responsible for the professional and ethical behavior of himself/herself and the discipline of his/her Staff in any matter related to unprofessional or unethical behavior.
7. The City Manager is responsible for ensuring that the Staff receives the education or information necessary to address the issues facing municipal government.
8. The Mayor and City Manager shall address any conflicts arising between the Staff and the Council.
9. All Staff members shall show each other, each Council member, and the public respect and courtesy at all times. They are also responsible for making objective, professional presentations to ensure public confidence in the process.
10. When asked to respond to a question or questions in their professional opinion, Staff may respond without fear of repercussions, retaliation, or disciplinary action.
11. The City Manager, after an election, shall make certain the Staff has prepared information needed for the orientation of new Council members, and inform them of any Texas Municipal League conferences and seminars available.
12. The City Manager shall also be responsible for meeting personally with new Council members to inform them about City facilities and procedures.
13. The City Manager serves as the purchasing agent for the City and supervises the purchase of all material and equipment for which funds are provided in the budget; enters contracts necessary for the operation or maintenance of the City services for amounts approved by the Council.
14. Council members shall treat all Staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards Staff is not acceptable.
15. Council members shall not disrupt Staff from their jobs. Council members should not disrupt

Staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

16. Council members shall as a matter of first report, direct any criticism of a City employee's job performance to the City Manager and shall attempt to address any such issue without public criticism of an individual employee. Council members should attempt to avoid expressions of concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about Staff performance should be made to the City Manager through private correspondence or conversation.
17. Council members shall not interfere with administrative functions. Council members acting in their individual capacity must not attempt to influence Staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.
18. Council members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City Staff. City Staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.
19. Council members are reminded that an individual Council member has no attorney-client relationship with the City Attorney. The City Attorney represents the City and City Council as a whole and not any individual Council members, the Mayor, the City Manager, or any other official. A Council member desiring to consult with the City Attorney must address that request to the City Manager. If the City Manager is not able to promptly provide the requested information or advice, the City Manager will forward the Council members' request to the City Attorney. Council members who consult with the City Attorney regarding City business enjoy an attorney-client relationship with the attorney as a member of the governing body, but not as an individual. Any response from the City Attorney to an individual Council member's request for legal advice or consultation will be provided to the Mayor and all members of the City Council.

IV. City Council Code of Ethics

Subject to Chapter 2, Article V of the City of Forest Hill Code of Ordinances, and all other applicable provisions of the Charter and/or Code of Ordinances, the following City Council Code of Ethics shall apply. In the event of a conflict, the Code of Ordinances and/or the Charter shall control.

The office of an elected official is one of trust and service to the citizens of Forest Hill. This position creates a special responsibility for the Forest Hill City Council member. In response to this unique challenge, the Forest Hill City Council is expected to govern this City in a manner associated with a commitment to the preservation of the values and integrity of representative local government and local democracy and dedication to the promotion of efficient and effective governing.

To further these objectives, certain ethical principles shall govern the conduct of every Council member, who shall adhere to the following:

1. Dedicate themselves to the highest ideals of honor and integrity in all public and personal relationships so that the Council member may merit the respect and confidence of the citizens of Forest Hill.
2. Recognize the chief function of local government at all times is to serve the best interest of all the citizens of Forest Hill.
3. Be dedicated to public service by being cooperative and constructive, and by making the best and most efficient use of available resources.
4. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the Council.
5. Do not seek or accept gifts or special favors in exchange for official conduct; do not utilize their official position for personal gain; do not use confidential information for personal gain; do not misuse public funds or public property.
6. Avoid the appearance of preferential treatment related to family relationships or close relatives and any interference with the proper administration of the affairs of the City of Forest Hill. Specifically

Nepotism is the showing of favoritism toward a relative. The City forbids the practice of nepotism in hiring personnel or awarding contracts in accordance with state law. No person related within the second degree by affinity or third degree by consanguinity to the Mayor or any Council member or the City Manager or to any employee who would supervise his or her job performances either directly or indirectly shall not be appointed to any paid office or position of the city.

Exception: This prohibition shall not apply to any person who shall have been employed by the city for two (2) or more years prior to and at the time of the election of the Mayor, or Council members, or the appointment of the City Manager so related to him or her.

7. A close relative is defined as a person who is related within the second degree of affinity or the third degree of consanguinity.
8. For purposes of determining a relationship of affinity, the term spouse shall mean persons who are legally married (as evidenced by a marriage license) and those living together in a conjugal relationship and holding themselves out as married.
9. Recognize that public and political policy decisions, based on established values are ultimately the responsibility of the City Council.
10. Conduct business in open, well-publicized meetings in order to be directly accountable to the citizens of Forest Hill. It is recognized that certain exceptions are made by the State for executive sessions and any action as a result of that type of meeting shall be handled later in the open session as noted on the agenda.

11. No Council member shall vote on or participate in the discussion of any matter involving business or real property in which the Council member has a substantial interest if the action will have a specific economic effect on the entity or property distinguished from its effect on the general public. Additionally, the Council member shall file an affidavit with the City Secretary prior to such discussion or vote. Terms used herein are to be interpreted and governed by Chapter 171, Texas Local Government Code, and are not intended to conflict therewith. In addition, all parties shall comply with Local Government Code 176 which states:

- a. Mayors, Council members, City Managers or Administrators, and certain other officials are required to file a "Conflicts Disclosure Statement" with a City records administrator within seven days of becoming aware of either of the following situations:
- b. A city officer or the officer's family member has an employment or business relationship, resulting in taxable income, with a person who has contracted with the City or with whom the City is considering business.
- c. A city officer or the officer's family member receives and accepts one or more gifts with an aggregate value of \$250 in the preceding 12 months from a person who conducts business or is being considered for business with the officer's City

Upon announcing a "conflict of interest" the Council member shall leave the Council Chambers during deliberation.

12. A Council member shall not intentionally or knowingly disclose any confidential information gained by reason of said official position concerning the property, operations, policies, or affairs of the city. This rule does not prohibit:

- a. Any disclosure that is no longer confidential by law; or
- b. The confidential reporting of illegal or unethical conduct to authorities designated by law.

V. City Council Meeting Information

A. This section will explain components of meetings, agendas, presentations, minutes, parliamentary procedure, maintain order, and citizen participation. There are four basic types of meetings, and they are recognized as a Regular Meeting, Special or Called Meeting, Public Hearings, and Workshop Meeting. All meetings are restricted to considerations of items posted on their agendas. Unless items are posted on the agenda, there can be no action or discussion. In order for City Council to convene, proper posting of time, place, purpose, and notification is required for all meetings. All meetings require minutes to be taken. All meetings are open to the public except for Executive Session items. Meetings require a quorum of City Council members to convene.

1. Regular meetings and work sessions. The City Council shall hold its regular monthly meeting on the first Tuesday of each month at 6:00 p.m. in the City Council Chambers. In addition, the City Council may hold a regular work session on the first Tuesday of each month at 5:00

p.m. in the City Council Chambers. The City Council ~~may~~[shall](#) hold a regular meeting on the third Tuesday of each month at 6:00 p.m. in the City Council Chambers.

- ~~4.2.~~ Special/Called Meetings: Special /Called meetings are subject to call by the Mayor or the application of three (3) Council members. Except for unusual circumstances, these meetings shall be held at City Hall. The purpose of such meetings is to act upon matters that cannot be delayed until a regular meeting. Quorum for Special /Called meetings is four (4) Council members. Notice of special called meetings must be posted in accordance with state law.
- ~~2.3.~~ Cancellation or rescheduling; special meetings. A regular meeting or work session may be canceled, moved, or changed by (1) the written directive of the Mayor submitted to the City Secretary or (2) a majority vote of the city council acting in open session. For each such cancellation, the City Secretary shall post notice of such cancellation as required by state law and advise all Council members and affected City staff of such cancellation. Special meetings may be called by the mayor or by the request of any three city council members submitted to the city secretary at least ~~seven (7) business~~[four](#) days prior to such meeting together with proposed agenda items for such special meeting.
- ~~3.4.~~ Public Hearings: The purpose of a public hearing is to present evidence on both sides of an issue. Some public hearings are required by state law, as in the case of the Uniform Budget Law (Sections 102.001 et seq., Local Government Code), which requires a public hearing on the City budget prior to its adoption. Others are voluntarily conducted by the Council to obtain a full range of citizen opinions on important matters, such as a proposed bond issue.
- ~~4.5.~~ Workshops: Workshops are meetings under the Texas Open Meetings Act and must be properly noticed. A quorum of four (4) of the Council is required. During a workshop, the Council may hear reports on and discuss items listed on the agenda. No official action can be taken on any matter during a workshop. [“Town Hall” meetings are generally workshops \(or work sessions\) called to address one specific topic or issue. At a Town Hall meeting, Council will not engage in two-way discussion with members of the public but will hear concerns and may, at the option of the Council, discuss those concerns among members of the Council.](#)
- ~~6.~~ Emergency items: Emergency Special Called meetings or Emergency agenda items must be posted at least 2 hours in advance. Notice is required for a special meeting called in the case of “emergency or urgent public necessity,” the nature of which must be stated in the notice. Emergency meetings are extremely rare. Please consult the City Manager, City Attorney, or City Secretary regarding which items qualify. Individuals who have filed a written request for emergency notification will be informed.
- ~~7.~~ [“Meet and Greet” events: “Meet and Greet” events are generally not conducted as public meetings but are organized to provide an informal opportunity for the Mayor and/or members of the Council to hear the concerns of constituents on a wide variety of topics. A quorum is not required to be present as no City business will be conducted; a notice of possible quorum is, nonetheless, posted in accordance with state law for all “Meet and Greet” events.](#)

5.8. If the Mayor or a Council member cannot attend a scheduled meeting, in order to have the Council consider excusing the absence, the Mayor or Council member must provide notice of the absence to the City Manager, City Secretary and/or Mayor by phone, text or email no later than 5:30p.m. on the day of the meeting.

B. Agenda. The following stipulations relate to the agenda for meetings of the Council.

1. NO ACTION CAN BE TAKEN ON ANY ITEM UNLESS THAT ITEM HAS BEEN POSTED ON THE AGENDA FOR THAT MEETING AND THE AGENDA POSTED AT CITY HALL AND IN ACCORDANCE WITH STATE LAW AT LEAST THREE BUSINESS DAYS72 HOURS PRIOR TO THE MEETING.

2. Preparation of the agenda.

- a. An item not appearing on the agenda shall not be taken up for discussion as a matter of Council business during any Council meeting.
- b. Any member of the Staff wishing to have an item placed on the agenda shall submit that item to the City Manager's office, through regular supervisory channels, for approval. The City Manager may establish procedures for submission of routine items without his or her approval.
- c. 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 seventh business day/Wednesday prior to the Council meeting for discussion and action. Business days are any days other than Saturdays, Sundays, and/or local, state, and/or federal holidays. 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. All such requests shall contain the following minimum information in writing:
 - (i) The name and department, organization or agency of the person filing the request.
 - (ii) The date the request is filed and the date of the meeting at which the matter is to be addressed.
 - (iii) A brief, concise statement of the matter to be addressed.
 - (iv) A detailed description on how the item is to appear on the agenda.
 - (v) A copy of any supportive documents or attachments.

3. Final Approval: The City Secretary will prepare the meeting agenda and provide via email an electronic copy to the Mayor, City Manager, and City Attorney for accuracy, review, and final approval of timely submitted agenda items submitted by 5 p.m. Wednesday.

4. Distribution of agenda packets.

a. Agenda packets will be delivered, electronically or digitally, to the Mayor and each Council member on Friday evening before the Council meeting. Agenda Packets for special meetings will be distributed electronically or digitally to the Mayor and each Council member as early as possible in advance of such meeting. This should afford ample time for the Mayor and Council members to inquire into the nature of each matter to be discussed and to personally research the matter so as to better inform him or herself before a Council meeting. Council members are encouraged to call the City Manager or the Mayor regarding any questions about items on the agenda or any other matters of concern. Council members are cautioned against engaging in discussions of City business with other Council members outside of a duly noticed open meeting."

C. Council Proceedings.

These procedures shall apply to all meetings of the City Council. The Mayor shall be the presiding officer at all meetings of the City Council and have a voice in all of its proceedings. Council members shall speak in Council meetings only upon being recognized by the presiding officer, whose recognition shall not be unreasonably withheld. In the event of the absence of the Mayor, the Mayor Pro Tem or Deputy Mayor Pro Tem shall be the presiding officer. The Mayor Pro- Tem or Deputy Mayor Pro-Tem shall be able to have a vote in all matters as the Mayor Pro-Tem or Deputy Mayor Pro-Tem continues to be a Council member even when presiding. In the event of the absence of the Mayor, Mayor Pro-Tem, or Deputy Mayor Pro-Tem the Council members in attendance, if constituting a quorum, shall select one of its Council members to preside over that meeting. Mayor and Council members should refrain from private conversations with one another during Council meetings. Council members shall not use cell phones, smart watches, or any other type or kind of digital device to communicate privately with the public during a city council meeting.

1. Quorum. Before the Mayor other presiding officer call a meeting to order, it is the Mayor or other presiding officers duty to determine, although he or she need not announce, that a quorum is present. If a quorum is not present, the Mayor or other presiding officer shall wait until there is one, or until, after a reasonable time, there appears to be no prospect that a quorum will assemble. If a quorum cannot be obtained, the Mayor or other presiding officer shall call the meeting to order, announce the absence of a quorum, and adjourn the meeting. A roll call of the City council is not required.

2. Call to order. All meetings will begin promptly at the hour stated. Four members shall constitute a quorum to conduct business. No action shall be binding or valid unless adopted by the affirmative vote of at least four Council members.

3. Agenda. Ordinarily, the Mayor or other presiding officer shall follow the agenda as published; however, the presiding officer shall have, subject to the approval of a two-thirds vote of the Council, but no fewer than four affirmative votes, the prerogative of addressing items out of order should such change facilitate guests or other factors.

4. Presentation of agenda items. Agenda items scheduled by the City Manager shall be presented by the City Manager or the City Manager may call on a Staff to present the item.

Staff may attend Council meetings and be available as a resource person; however, they are not to speak on City issues unless directed by the City Manager, Mayor, or the City Council. Agenda items requested by the Mayor or a Council member shall be presented by the requesting person. Documents supporting the agenda item shall be provided by the requesting person to the City Secretary to be included in the agenda packet in accordance with B. 2. c. above.

4-5. Presentations from the floor.

- a. All guests and other persons who are to speak to the City Council, including Staff, other than the City Manager, City Attorney, or City Secretary who are seated at the table, shall wait in the audience until recognized. When called by the presiding officer for an opportunity to be heard, that person shall move immediately to the podium and make their comments.
- b. The speaker shall identify herself or himself by name and residential / business status, or the agency/department represented, if any. The speaker shall remain at the podium until all Council questions have been answered and the Mayor has dismissed the speaker. Speaking from the podium will ensure that the recording equipment picks up the presentation.

5-6. Council action. Before an agenda item may be considered by the City Council, a motion and a second shall be made. After the Council has heard all of the facts, reviewed the supporting data, and listened to the arguments for and against each agenda item; it will act by approving or disapproving a motion. In the event that there is no motion or no second to a motion, the item fails for want of the motion or second and no action will be deemed taken.

- a. The City Council acts in one of two methods. It may adopt a resolution or an ordinance. A resolution is an expression of the will of the Council. The resolution may be written to honor some person, to recognize an event, to ask the City administration to look into a matter, perform a task, to execute a contract, or to fulfill some other desire of the Council. An ordinance is a law or regulation. The Council adopts an ordinance to establish law for the City, for example: to set traffic regulations, to establish zoning or land use regulations, to set the tax rate, etc. Both ordinances and resolutions require the presentation of the item on the agenda, a motion and a second to the motion, and an affirmative vote of four (4) Council members.
- b. From time to time, a question is raised about the legality of a person making a motion and then voting against his or her own motion. There is no prohibition in doing that.
- c. Ten (10) Basic Rules of Parliamentary Procedure:
 1. **City Council Meetings are for the City Council to Conduct Business.** While audience members are generally allowed to listen and observe, and sometimes participate, the emphasis at City Council meetings is rightfully for the City Council, not the public. The rights of the City supersede the rights of individual members. The City Council has the right to make its own rules, which must be observed by all Council members, City Staff, City consultants, and audience members.

2. **All Council members and the Mayor are Equal.** Council members are equal peers who share mutual obligations and rights by virtue of holding public office. Absent laws or ethical restraints, to the contrary, the rights shared by Council members include the inherent authority to (1) attend meetings; (2) make and/or second motions; (3) participate fully in deliberations and debate; and (4) vote.
3. **The Majority Rules.** In general, the City is governed by the will of the majority. This rule is basic to the democratic process. The minority has the right to be heard, but in general, once a decision has been reached by a majority of the Council members present and voting, the minority must then respect and abide by the decision.
4. **Only Germaine Motions will be Recognized.** A motion that is not directly related to the question under consideration is not in order.
5. **One Question at a Time and One Speaker at a Time.** Once a Council member has been recognized, that Council member has been granted the floor, and another Council member may not interrupt him.
6. **Debatable Motions Must Receive Full Debate.** The presiding officer may not put a debatable motion to vote as long as Members wish to debate it. Debate can only be suspended by a 2/3 vote of the Members present, but no fewer than four votes.
7. **Votes Cannot be Reconsidered.** Motions already voted upon cannot be brought back before the City Council at the same meeting.
8. **Personal Remarks are Always Out of Order.** The presiding officer must rule all personal remarks and insults out of order.
9. **Debate is Limited to Motions.** Debate should be directed to motions and not motives, principles, and not personalities.

Caution: A Council member may abstain from a particular vote.

D. Minutes of meetings.

1. The City Secretary or the City Secretary's assistant shall keep minutes of all meetings. The Secretary shall record the proceedings and the tapes shall be kept in accordance with state retention requirements unless there have been questions raised which indicate the possible need to keep the tapes longer.
2. The minutes shall record the presence of each Council member, each City Staff member, and all guests who registered their attendance. The minutes will include all areas of discussion and identify each speaker and the topic, as far as possible, the key point or points that were made. The minutes will not be a verbatim recording of all discussions. The minutes will reflect all motions made, who made and who seconded the motions, although it is not necessary to identify the person seconding a motion. The outcome of each motion, including the roll call vote, if requested, will be included in the minutes. The minutes shall include the key points of any specific comments made by Council members for the record.

3. Each agenda item shall be identified in the minutes by sub-headings to facilitate review by the Mayor and Council members. It is important that the minutes include the name, title, and resident status if applicable of any guests who address the Council as well as the specific subject or request presented.
4. The minutes shall not include verbatim copies of statements or any extraneous discussions; however, any Council member who desires to have a verbatim statement included as a part of the minutes shall provide a typed copy of such verbatim statement to the City Secretary prior to the presentation of such statement. This statement will not be typed into the minutes but shall be attached to the minutes and so noted.
5. Copies of the minutes shall be included in the agenda packets distributed to the Council prior to the next regular meeting. Minutes may be amended should a Council member recognize an incorrect statement and then may be approved by the City Council without a motion unless a Council member desires otherwise. After allowing time for review, the presiding officer may state that the minutes are approved as amended or approved as distributed. Always keep in mind that the minutes are a record of the Council's action, even though they may differ from a tape or other recording of the meeting.

E Parliamentary procedure.

1. In regular and special meetings, **Robert's Rules of Order** will be followed as far as is feasible. Generally, the City Attorney will be the Parliamentarian for Council meetings. Below is a summary of motions that are commonly used.

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above-listed motions and points are listed in the established order of precedence. When any one of them is

pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points, and proposals listed above have no established order of preference; any of them may be introduced at any time except when the meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess, or Point of Privilege).

4-2. Any Council member may call for the question on any issue, and upon seconding by another Council member; the issue to call for the question shall immediately be put to vote. Passage of the motion to address the previous question shall terminate debate on the motion, amendment, or item under discussion and action shall be taken on that item immediately, and the chair shall move to the next item.

2-3. The Council may agree to limit debate on any business before it. That agreement should be formalized by a majority of the Council on a roll call vote prior to any deliberation on that item.

3-4. Any Council member may request a roll call vote at any time.

F. Decorum and debate.

1. **IT IS IMPERATIVE THAT THE PRESIDING OFFICER MAINTAIN ORDER AT ALL TIMES. THE OFFICER MUST NOT PERMIT DEBATE OR COMMENTS FROM ANY INDIVIDUAL WHO HAS NOT BEEN RECOGNIZED. INTERRUPTIONS MUST BE SILENCED BY VOICE, USE OF THE GAVEL, OR OTHER MEANS, AND, IN THE EVENT OF ANY PERSON'S FAILURE TO HEED THE DIRECTIONS OF THE PRESIDING OFFICER, THE OFFICER MAY HAVE THAT INDIVIDUAL REMOVED FROM THE ROOM.**
2. When a measure is presented to the Council for consideration, the presiding officer shall recognize the appropriate individual to present the case. When two or more Council members wish to speak, the presiding officer shall name the Council member who is to speak first and may direct that the other shall speak next. No Council member shall interrupt another who is speaking except to make a point of order or to make a point of personal privilege.
3. No member of the public or Council member shall be permitted to indulge in personal attacks, use offensive language, question the motives of other members, charge deliberate misrepresentation, or use language tending to hold another Council member or the public up to contempt.
4. If a Council member is speaking without being recognized or otherwise violating any of the rules of the Council, the presiding officer shall call him or her to order in which case he or she shall immediately be quiet unless permitted to explain. The Council shall, if appealed to, decide the case without debate. If the decision is in favor of the Council member called to order, he or she shall be at liberty to proceed, but not otherwise, and if the disruptions continue, he or she shall be liable to censure or to such punishment as the Council deems proper consistent with state statutes or city ordinances if applicable.
5. In accordance with **Roberts Rules of Order**, the majority of the City Council may override any decision of the presiding officer regarding the conduct and handling of the Council meeting. In order for a decision of the presiding officer to be overruled, there must be a motion, a second, and a vote by the majority of Council overruling the decision of the presiding officer.

G. Citizen participation at meetings.

1. Persons wishing to speak to the Council, in addition to signing the visitors register, must complete a "speaker request form" and indicate the subject that they wish to address. Ordinarily, one who wishes to address an agenda item will be invited to speak when the agenda item comes up for discussion, provided the speaker request form has been submitted. One who wishes to address a subject not on the agenda will have an opportunity to speak during the citizen [testimony/comments](#) agenda item. Citizen comments are limited to three minutes. A citizen **MAY NOT** be given the time of another citizen to speak. The Mayor or Council may make a motion to grant additional time for a citizen to continue speaking. A majority of the Council members would be required to grant additional time. Citizens must be reminded that the Council is prohibited from discussing or acting on any item that has not been posted on the agenda.
2. Fire safety. Citizens are welcome and invited to attend Council meetings. However, the number admitted shall be limited to the fire safety capacity of the Council Chamber.
3. Any attendee to a City Council meeting is prohibited from drinking alcoholic beverages,

smoking, or chewing any tobacco products in the Council Chambers.

VI. Regular Council Meeting Agenda Format

The agenda for regular and special meetings of the City of Forest Hill shall be divided into the following types of business:

a. Determination of Quorum

a.b. Call to Order

b.c. Invocation

e.d. Pledges of Allegiance to the U.S. flag and the Texas flag

e.e. Citizen Testimonys Presentation – A meeting that is “open to the public” under the Open Meetings Act is one that the public is permitted to attend [Texas Attorney General Opinion No. M-220 (1968)]. ~~The act does not entitle the public to choose the items to be discussed or to speak about items on the agenda [Texas Attorney General Opinion NO. H-188 (1973)]. A governmental body may, however, give Members of the public an opportunity to speak at a public meeting [Id]. If it does so, it may set reasonable limits on the number, frequency, and length of presentations before it, but it may not unfairly discriminate among speakers for or against a particular point of view.~~ The Open Meetings Act permits a mMember of the public ~~or a Council member~~ to speak on any item on the agenda for that meeting. In accordance with this Policy, those comments occur immediately prior to the specific agenda item(s). The City Council, through this Policy, has made the decision to allow members of the public to also address the Council on matters that have not raise a subject that has not been included in the notice for the meeting. Council is prohibited from entering into discussion of those items except to propose, but any discussion of the subject must be limited to a proposal to place that subject on the agenda for a future meeting.

The Citizen Testimonys Presentation on the agenda is for citizens to raise a subject of concern that is not on the agenda for that meeting, that has not been included in the notice for the meeting. City Council shall not engage in discussion but shall listen to the Citizen Testimony. The remarks section is not to allow debate on items on the agenda but to inform Council in regard to subjects not on the agenda. To address the Council, participate in the remarks from visitor's citizens must fill out a form outlining the subject they wish to address and turn in the form to the City Secretary prior to the call to order of the meeting. The speaker will be allowed three (3) minutes and Council is restricted from comments other than to direct the speaker to the proper person or foreman, propose placing the item on a future agenda, or briefly elaborate on current policy. However, the Citizen Testimonys Presentation is not a question-and-answer session between the speaker and Staff.

The Mayor shall prohibit disruptive and inappropriate comments from the public regarding Staff or Council members.

The registration form to speak under citizens to be heard will read: “You may speak on any subject other than personnel matters or matters under litigation. A time limit of three minutes per speaker is requested. No Council action or discussion may take place on a matter until such matter has been placed on an Agenda and posted in accordance with law.”

e.f. Presentations – The Mayor will recognize individuals, groups, firms, etc. for meritorious service to the citizens of Forest Hill and short presentations, requiring no Council action may be made to the City Council regarding any issue of interest to the citizens of Forest Hill, if applicable.

f.g. Mayor and Council Reports – This agenda item is reserved for the Mayor and Council members. This item gives the Mayor and Council members the opportunity to make reports, announcements, and request future agenda items. The Mayor will begin and then ask each individual Council member if they desire to make a report. Since specific items are not listed on the agenda, discussion beyond pertinent questions is prohibited.

g.h. Consent Agenda – A consent agenda contains routine items, which do not need further discussion and may be approved with one motion and vote. An explanatory note to the public shall precede the consent agenda portion of the printed agenda:

“The following items are of a routine or administrative nature. The City Council has been furnished with background and support material on each item, and/or it has been discussed in a previous meeting. **All matters under 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.** The remaining items will be adopted by one motion and vote of the City Council.”

The City Council and City Administration agree in advance on the general type of items that are to be included on the consent agenda. Routine business found on consent agendas will include:

1. Minutes
2. Approval of revenue license applications and bonds
3. Other Items already seen by the City Council in past meetings.

When the consent agenda is used, the City Secretary is to ensure that such consent agenda items are incorporated into the minutes of the City Council Meeting.

h.i. Public Hearings – Staff will provide introduction of the request and any background information that needs to be presented. The Mayor will open a public hearing for those **in favor** of the change or presenting request and declare that portion of the public hearing closed. The Mayor will open a public hearing for those **against** the change or presenting request and declare that portion of the public hearing closed. The Mayor considers a motion for request if applicable.

i.j. Deliberation Agenda - Any agenda item requiring a Council vote will be placed here. All supporting documentation for discussion items shall be included in the Council Agenda.

Discussion of any item on the agenda is allowed once an item is read and prior to a motion.

j.k. Staff Reports – This time is set aside for the City Manager and/or Staff to present a report

to the City Council. The intent of this item is to keep the Council informed of the status of certain projects and/or announcements. Since specific items may not be listed on the agenda, discussion beyond pertinent questions is prohibited.

k.l. Executive Session – The Council may adjourn into Executive Session pursuant to Chapter 551, Texas Government Code. On each agenda, immediately following reconvening back into open session, an item shall be posted which reads “take any action necessary pursuant to Executive Session.” This item allows the Council to vote on action that may become necessary after Executive Session.

k.m. Tabling an Agenda Item – Should a Council member desire to table an item, he/she must make a motion and have a second. A majority vote is required to table. No discussion of the item may occur until a vote on the request to table is taken. If the item is tabled, no further discussion may occur. The Council may table the item to a date certain if the Council desires to hear the item on a date other than the regular Council meeting.

Staff may request that an item be tabled if needed information that the Council should consider is unavailable. Other persons who have an item pending before the Council may request to table their item. The request must be in writing and submitted prior to any formal action on the item being taken.

VII. COUNCIL ORDINANCES AND PUBLICATION OF ORDINANCES.

- A. The City Council may adopt, publish, amend, or repeal an ordinance, rule, or police regulation that:
 - 1. is for the good government, peace, and order of the municipality or for the trade and commerce of the municipality; and
 - 2. is necessary or proper for carrying out a power granted by law to the municipality or to an office or department of the municipality. (Tex. Local Government Code Ann. § 51.001)

VIII. Council Elections

- A. Elections for municipal officers shall be held annually on a uniform election date and in accordance with the Texas Election Code, Annotated. (Tex. Election Code, Chapter 41)
- B. Council members shall be elected by a Place System and shall be designated as Mayor, Council member Place One, Council member Place Two, Council member Place Three, Council member Place Four, Council member Place Five and Council member Place Six. (Tex. Local Government Code Ann. Sec. 21.001)
- C. The Mayor and Council members shall hold three-year staggered terms of office. Council member Place One, Council member Place Two and Council member Place Three shall be elected in May 2020 and every third year thereafter. The Mayor, Council member Place Four, Council member Place Five and Council member Place Six shall be elected in May 2019 and every third year thereafter.

- D. Elected officials are allowed to exercise the duties of office as soon as the oath of office is given and signing the statements. The oath of office can be given in accordance with Texas Constitution Article XVI, Section 1, Texas Government Code 602.002.
1. By giving notice of a called special meeting: by either the Mayor or three Council members. Only 2 elected presiding officials are required to be present to open the meeting in addition to the City Secretary and City Attorney where the election ballot will be canvassed, the oath of office shall be given, and the elected official shall sign their statement. The oath of office can be administered by anyone with a notary public or higher i.e.: a judge, a retired judge, clerk of municipal court, also see statutes.
 2. Elected officials must be sworn in at the time of the Canvass meeting not later than the 11th day after the Election Day and not earlier than the third day after Election Day. The ballot shall be cast, the oath shall be administered, and elected officials sign the statement, and shall take their position on Council. The next scheduled order of business shall be the appointment of a Mayor Pro-Tempore to be approved by the Council. References: Texas Election Code 67.003(b) 1, 67.004(a), 67.016, Government Code 602.002, 603.003.
 3. Election Procedure for the Mayor Pro Tempore. The City Council shall annually, at the first meeting in June, or as soon as practicable, elect from among its members a Mayor Pro Tempore who shall ask as Mayor during the absence or disability of the Mayor; additionally, the City Council shall annually, at the first meeting in June, or as soon as practicable, elect from among its members a Deputy Mayor Pro Tempore who shall act as Mayor during the absence or disability of the Mayor and the Mayor Pro Tempore.

IX. Compensation

- A. Effective with each Mayor's term, that Mayor shall receive no compensation.
- B. Effective with each Council member's term, the Council member shall receive no compensation.

X. Council Travel Policy

- A. The City of Forest Hill will in accordance with this Policy reimburse the Mayor and City Council for reasonable in-state training or travel expenses incurred while on assignments away from normal work locations. Any request for reimbursement shall be accompanied by an itemized receipt for said expense. Reimbursements for travel expenses for the Mayor and each City Council member shall not exceed the available balance of the travel fund allocated for that official in the City's current operating budget. Travel expenses incurred which exceed that amount will not be reimbursed. Reimbursable expenses are limited to reasonable amounts. Reimbursement of expenses incurred in association with or for travel out-of-state for the Mayor and City Council is prohibited.
- B. Within their election year, no Mayor or Council member shall be allowed to travel for

business or training anywhere within three (3) months of the election. If a Council member chooses to travel within three (3) months of the election, the Council member will be personally responsible for all travel arrangements and costs.

- C. Council members who have been asked to serve on National Boards/Committees such as the Texas Municipal League, National League of Cities, or any constituent board/committee must be aware of that affiliate's travel policy and adhere to such policy. Additionally, travel expenses which are not permitted under the terms of grants, contracts, or agreements with other agencies will not be charged as costs to those grants, contracts, or agreements.
- D. The City Secretary will be responsible for arranging all travel for business or training purposes for the Mayor and Council members. City officials should contact the City Secretary for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other matters related to Council travel.
- E. Council members who are involved in an accident while traveling on business must promptly report the incident to the City Manager or City Secretary.
- F. A non-Council member may accompany Council members on business travel, only when the presence of such companion will not interfere with the successful completion of business objectives. Generally, Council members are also permitted to combine personal travel and business travel. Additional expenses arising from such personal or non-business travel are the responsibility of the Council member and will not be reimbursed. Costs incurred by or for travel companions or persons other than the Council member will not be reimbursed.
- G. Travel advance may be paid when business travel expenses are expected to exceed five hundred dollars (\$500.00). When travel is completed, city officials shall complete and submit a travel expense report to the City Manager on the appropriate form(s) within 15 days. Itemized receipts will be required for each item of expense for which reimbursement is requested. Any amount not supported by such receipt shall not be considered for reimbursement. The Council member shall, within 15 days of completion of travel, reimburse the City for any portion of the travel advance received by that member which is not supported by an itemized receipt.
- H. Where the use of a personal vehicle is judged to be the most reasonable means of transportation in the conduct of official city business, reimbursement will be at the current IRS mileage rate. In order to determine the reimbursable mileage amount, the City Secretary will utilize MapQuest or a similar program.
- I. When two or more Council members are traveling to the same location for the same purpose, they should travel together whenever possible to avoid unnecessary travel expenses. When two or more Council members travel in a single personally owned automobile, only one Council member will receive mileage reimbursement.
- J. In cases where a rental car is used, Council members do not need the optional

insurance coverage; the City's auto liability coverage (Texas Municipal League Intergovernmental Risk Pool) will suffice. Council members' personal auto insurance will pay for damage to the auto unless a city official obtains (purchases) the collision damage waiver.

- K. Conference registration checks will be made out only to the organization sponsoring the conference."

X. Council Access to City Computers

With the exception of a City-issued smartphone and/or tablet, when issued, no City Council member shall access any City computer or the City computer system without express approval of the City Manager, authorizing the access for specific Council actions. [Requests for public information by the Mayor or any City Council member, in the official capacity, shall be directed to the City Manager who shall promptly respond to the request in accordance with state law.](#)

XI. Council E-Mail

Each Forest Hill Council member will be assigned a City e-mail address to be utilized by the member for all communications involving City business.

XII. City-issued Equipment

Any equipment issued to the Mayor or Council member shall be used for official use only. Any violation of this policy will result in the denial of the privilege to use City equipment.

XIII. City-Owned Vehicles

City vehicles are for the use of paid employees only.

XIV. Access to City Facilities

The Mayor shall be provided with a key or access code or card to provide 24-hour/day access to the Mayor's office and Council workstation areas located within the Forest Hill City Hall, the Forest Hill Civic and Convention Center, and the Forest Hill Senior Center. Council members shall be provided with a key or access code or card to provide access to the City Council Workstation area located within the Forest Hill City Hall during the following times: Monday through Friday, 8:00 a.m. to 6:00 p.m. and on any Tuesday when a Council meeting is being held, the access shall be extended to 8:00 a.m. to 8:00 p.m. In the event a city council member requires after-hours entry outside of these hours, the Mayor may be contacted to provide that access.

~~a. City Council Workstation Area~~

~~The City Council will be provided with a workstation area located within the City Hall, equipped with a maximum of three desks/workstations. The workstation area is for~~

~~use by City Council members as needed for the performance of City business. Council members must be mindful of each other and must avoid appearing or remaining in the Council workstation area in numbers that would constitute a quorum. Business meetings or conference calls shall not be conducted in the workstation area but, rather, shall be scheduled with the City Manager and conducted in one of the City's conference rooms, subject to availability. Necessary office supplies for the workstation area will be provided by the City and may be requested through the City Manager. No personal items or decorations shall be left on or in the workstation area or furnishings except that Council members may provide to the City Manager framed election certificates to be hung on the wall in the workstation area. Workstations/desks are for the use of all Council members as needed. Books and reference materials in the workstation area are for the use of all council members in the workstation area and may not be removed."~~

XV. Media Relations Policy

It is recommended that the Mayor and Council members refer all media questions relating to City business to the City Manager who will coordinate, as appropriate, with relevant department heads and the City Attorney, to provide any media statement or response.

XVI. Sanctions

a. *Ethics Training for Local Officials*

Council members and Board Members who are out of compliance with State or City mandated requirements for ethics training shall not represent the City on intergovernmental assignments or Council subcommittees and may be subject to sanctions.

b. *Behavior and Conduct*

The Forest Hill Code of Ethics and Conduct expresses standards of ethical conduct expected for Members of the Forest Hill City Council and Boards. Members themselves have the primary responsibility to ensure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of government. The chairs of Boards and the Mayor and Council have the additional responsibility to intervene when actions of Members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

Council members:

Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of Forest Hill and with intergovernmental agencies), or other privileges afforded by the Council. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by the Council.

Individual Council members should point out to the offending Council member perceived infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor. If the Mayor is the individual whose actions are being questioned, then the matter should be referred to the Mayor Pro-Tem or Deputy Mayor Pro-

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Tem. It is the responsibility of the Mayor (or Mayor Pro-Tem or Deputy Mayor Pro-Tem) to initiate action if a Council member's behavior may warrant sanction. If no action is taken by the Mayor (or Mayor Pro-Tem or Deputy Mayor Pro-Tem), then the alleged violation(s) can be brought up with the full Council.

Board Members:

The City Council may impose sanctions on Board Members whose conduct does not comply with the City's policies, up to and including removal from office. [The City Council may, by majority vote, initiate a recall election.](#) Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation.

When warranted, the majority of City Council deemed may call for an investigation of Board Member. Should the City Manager or City Attorney believe an investigation is warranted, they shall confer with the Council. The Council, after due consideration, shall direct the City Manager or the City Attorney to investigate the allegation and report the findings.

These sanctions are cumulative with any other available remedy. In order to protect and preserve good government, any individual including the City Manager and the City Attorney after complying with Rule 1.12 of the Texas Disciplinary Rules of Professional Conduct, who knows or reasonably believes a Member acts or intends or refuses to act in a manner that is or may be a violation of law reasonably imputable to the organization, or in a manner which is likely to result in substantial injury to the organization, may report the violation to the appropriate governmental authorities after compliance with any other obligations in the Rule of Professional Conduct.

XIX. Implementation

This Code of Ethics and Conduct is intended to be broadly interpreted to give it full force and effect. It is an expression of the standards of conduct expected of Council members and Staff.

For this reason, this document shall be included in the regular orientations for elected Council members and appointed Board or Commission members. It shall be included in the candidate's application packet for City Council, and applicants to a Board. Members entering office shall sign a statement acknowledging they have read and understand the Code of Ethics and Conduct and pledge to abide by it. In addition, the Code of Ethics and Conduct shall be periodically reviewed by the City Council and updated as necessary.

Amendments

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020, at Section V “City Council Meeting Information”, subsection B. “Agenda”, paragraph 2. “Preparation of the agenda” at subparagraph c thereof to read in its entirety as follows:

“Section V. City Council Meeting Information

...

B. Agenda. . . .

2. Preparation of the agenda.

...

c. 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.

(Amended January 5, 2021)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020 at Section XV “Access to City Facilities” to read in its entirety as follows:

XV. Access to City Facilities

The Mayor and Council members shall have access to city facilities during the following times: Monday, Wednesday, Thursday, and Friday 8 a.m. to 5 p.m., and Tuesday 8 a.m. to 8 p.m. for Council meetings.

(Amended February 2, 2021)

“XV. City Facilities

(a) Access to City Facilities

The Mayor shall be provided with a key or access code or card to provide 24-hour/day access to the Mayor’s office and Council workstation areas located within the Forest Hill City Hall, the Forest Hill Civic and Convention Center, and the Forest Hill Senior Center. Council members shall be provided with a key or access code or card to provide access to the City Council Workstation area located within the Forest Hill City Hall during the following times: Monday through Friday, 8:00 a.m. to 6:00 p.m. and on any Tuesday when a Council meeting is being held, the access shall be extended to 8:00 a.m. to 8:00 p.m. In the event a city council member requires after-hours entry outside of these hours, the Mayor may be contacted to provide that access.

(b) City Council Workstation Area

The City Council will be provided with a workstation area located within the City Hall, equipped with a maximum of three desks/workstations. The workstation area is for use by City Council members as needed for the performance of City business. Council members must be mindful of each other and must avoid appearing or remaining in the Council workstation area in numbers that would constitute a quorum. Business meetings or conference calls shall not be conducted in the workstation area but, rather, shall be scheduled with the City Manager and conducted in one of the City's conference rooms, subject to availability. Necessary office supplies for the workstation area will be provided by the City and may be requested through the City Manager. No personal items or decorations shall be left on or in the workstation area or furnishings except that Council members may provide to the City Manager framed election certificates to be hung on the wall in the workstation area. Workstations/desks are for the use of all Council members as needed. Books and reference materials in the workstation area are for the use of all council members in the workstation area and may not be removed."

(Amended July 19, 2022)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020 at section X "Council Travel Policy"

X. Council Travel Policy

- A. The City of Forest Hill will in accordance with this Policy reimburse the Mayor and City Council for reasonable in-state training or travel expenses incurred while on assignments away from normal work locations. Any request for reimbursement shall be accompanied by an itemized receipt for said expense. Reimbursements for travel expenses for the Mayor and each City Council member shall not exceed the available balance of the travel fund allocated for that official in the City's current operating budget. Travel expenses incurred which exceed that amount will not be reimbursed. Reimbursable expenses are limited to reasonable amounts. Reimbursement of expenses incurred in association with or for travel out-of-state for the Mayor and City Council is prohibited.
- B. Within their election year, no Mayor or Council member shall be allowed to travel for business or training anywhere within three (3) months of the election. If a Council member chooses to travel within three (3) months of the election, the Council member will be personally responsible for all travel arrangements and costs.
- C. Council members who have been asked to serve on National Boards/Committees such as the Texas Municipal League, National League of Cities, or any constituent board/committee must be aware of that affiliate's travel policy and adhere to such policy. Additionally, travel expenses which are not permitted under the terms of grants, contracts, or agreements with other agencies will not be charged as costs to those grants, contracts, or agreements.
- D. The City Secretary will be responsible for arranging all travel for business or training purposes for the Mayor and Council members. City officials should contact the City Secretary for guidance and assistance on procedures related to travel arrangements,

expense reports, reimbursement for specific expenses, or any other matters related to Council travel.

- E. Council members who are involved in an accident while traveling on business must promptly report the incident to the City Manager or City Secretary.
- F. A non-Council member may accompany Council members on business travel, only when the presence of such companion will not interfere with successful completion of business objectives. Generally, Council members are also permitted to combine personal travel and business travel. Additional expenses arising from such personal or non-business travel are the responsibility of the Council member and will not be reimbursed. Costs incurred by or for travel companions or persons other than the Council member will not be reimbursed.
- G. Travel advance may be paid when business travel expenses are expected to exceed five hundred dollars (\$500.00). When travel is completed, city officials shall complete and submit a travel expense report to the City Manager on the appropriate form(s) within 15 days. Itemized receipts will be required for each item of expense for which reimbursement is requested. Any amount not supported by such receipt shall not be considered for reimbursement. The Council member shall, within 15 days of completion of travel, reimburse the City for any portion of the travel advance received by that member which is not supported by an itemized receipt.
- H. Where use of a personal vehicle is judged to be the most reasonable means of transportation in the conduct of official city business, reimbursement will be at the current IRS mileage rate. In order to determine the reimbursable mileage amount, the City Secretary will utilize MapQuest or a similar program.
- I. When two or more Council members are traveling to the same location for the same purpose, they should travel together whenever possible to avoid unnecessary travel expenses. When two or more Council members travel in a single personally owned automobile, only one Council member will receive mileage reimbursement.
- J. In cases where a rental car is used, Council members do not need the optional insurance coverage; the City's auto liability coverage (Texas Municipal League Intergovernmental Risk Pool) will suffice. Council member's personal auto insurance will pay for damage to the auto unless a city official obtains (purchases) the collision damage waiver.
- K. Conference registration checks will be made out only to the organization sponsoring the conference."

(Amended January 17, 2023)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020, at Chapter 2 “Administration and Personnel”, Article 2.02 “City Council” by amending Section 2.02.001 “Meetings and Works Session”.

Sec. 2.02.001 Meetings and work sessions

(a) Regular meetings and work sessions. The City Council shall hold its regular monthly meeting on the first Tuesday of each month at 6:00 p.m. in the City Council Chambers. In addition, the City Council may hold a regular work session on the first Tuesday of each month at 5:00 p.m. in the City Council Chambers. The City Council shall hold a regular meeting on the third Tuesday of each month at 6:00 p.m. in the City Council Chambers.

(b) Cancellation or rescheduling; special meetings. A regular meeting or work session may be canceled, moved, or changed by (1) the written request of the Mayor and two other Council members submitted to the City Secretary or (2) a majority vote of the city council acting in an open session. For each such cancellation, the City Secretary shall post notice of such cancellation as required by state law and advise all Council members and affected City staff of such cancellation. Special meetings may be called by the mayor or by the request of any three city council members submitted to the city secretary at least four days prior to such meeting together with proposed agenda items for such special meeting.

(Amended May 2, 2023)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020 at section V “City Council Meeting Information”

V. City Council Meeting Information

...

B. Agenda. The following stipulations relate to the agenda for meetings of the Council.

...

4. Distribution of agenda packets.

a. Agenda packets will be delivered, either electronically or to the Council member's City mailbox, on the Friday evening before the Council meeting. Agenda Packets for special meetings will be distributed either electronically or to the Council member's City mailbox as early as possible in advance of such meeting. This should afford ample time for the Mayor and Council members to inquire into the nature of each matter to be discussed and to personally research the matter so as to better inform him or herself before a Council meeting. Council members are encouraged to call the City Manager or the Mayor regarding any questions about items on the agenda or any other matters of concern. Council members are cautioned against engaging in discussions of City business with other Council members outside of a duly noticed open meeting.”

(Amended July 18, 2023)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020, at Section III “Council and Staff Relations Policy”, by amending number 19 City Attorney Contact”.

III. Council and Staff Relations Policy

19. Council members are reminded that an individual Council member has no attorney-client relationship with the City Attorney. The City Attorney represents the City and City Council as a whole and not any individual Council members, the Mayor, the City Manager, or any other official. A Council member desiring to consult with the City Attorney must address that request to the City Manager. If the City Manager is not able to promptly provide the requested information or advice, the City Manager will forward the Council members’ request to the City Attorney. Council members who consult with the City Attorney regarding City business enjoy an attorney-client relationship with the attorney as a member of the governing body, but not as an individual. Any response from the City Attorney to an individual Council member’s request for legal advice or consultation will be provided to the Mayor and all members of the City Council.

(Amended August 1, 2023)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020, at Chapter 2 “Administration and Personnel”, Article 2.02 “City Council” by amending Section 2.02.001 “Meetings and Works Session”.

Sec. 2.02.001 Meetings and work sessions

(b) Cancellation or rescheduling; special meetings. A regular meeting or work session may be canceled, moved, or changed by (1) the written directive of the Mayor submitted to the City Secretary or (2) a majority vote of the city council acting in open session. For each such cancellation, the City Secretary shall post notice of such cancellation as required by state law and advise all Council members and affected City staff of such cancellation. Special meetings may be called by the mayor or by the request of any three city council members submitted to the city secretary at least four days prior to such meeting together with proposed agenda items for such special meeting.

(Amended August 1, 2023)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020 at section V “City Council Meeting Information”

“V. City Council Meeting Information

...

B. Agenda. The following stipulations relate to the agenda for meetings of the Council.

...

4. Distribution of agenda packets.

a. Agenda packets will be delivered, electronically or digitally, to the Mayor and each Council member on Friday evening before the Council meeting. Agenda Packets for special meetings will be distributed electronically or digitally to the Mayor and each Council member as early as possible in advance of such meeting. This should afford ample time for the Mayor and Council members to inquire into the nature of each matter to be discussed and to personally research the matter so as to better inform him or herself before a Council meeting. Council members are encouraged to call the City Manager or the Mayor regarding any questions about items on the agenda or any other matters of concern. Council members are cautioned against engaging in discussions of City business with other Council members outside of a duly noticed open meeting.”

(Amended January 14, 2025)

Amendment to the City Council Relations Policy and Code of Ethics previously adopted March 3, 2020 at section V “City Council Meeting Information”

“V. City Council Meeting Information

...

B. Agenda. The following stipulations relate to the agenda for meetings of the Council.

...

2. Preparation of the agenda.

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.

(Amended April 9, 2025)

[4922-5005-2435, v. 1](#)

Mayor and Council Communication Deliberation Item 8g

DATE: August 19, 2025

FROM: Mayor Pro Tem Carlie Jones

ITEM: Discuss and consider action on reinstating out-of-state training and travel policy for all of Council members, to include the Mayor, not to exceed \$50,000.00, divided equally.

BACKGROUND:

This item was tabled from the August 5, 2025 Council meeting.

Mayor Pro Tem Jones will present this item.

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS: N/A

MOTION:

Motion to approve or deny reinstating out-of-state training and travel policy for all of Council members, to include the Mayor, not to exceed \$50,000.00, divided equally.