

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
APRIL 27, 2026
CITY HALL, 3200 DIANA DRIVE**

The Work Session and Regular Session are open to the public. If Executive Session is required, it will be held in the Council Conference Room, and is closed to the public. Please note that although the Council will generally consider the items on the agenda in the order shown below, they may elect to re-order items in order to accommodate the needs of the Council, city staff, presenters, or the public generally. Therefore, members of the public interested in any agenda item are encouraged to be in attendance at the start of the meeting.

CITY COUNCIL WORK SESSION - 5:30 P.M.

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council meeting.

- A. Discuss Items Listed On Tonight's City Council Agenda. No Action Will Be Taken And Each Item Will Be Considered During The Regular Session.
- B. Vialytics Street Survey Presentation
- C. Discussion Of The Richland Hills Economic Development Strategic Plan
- D. Discuss Water, Wastewater, Drainage, Impact And Other General Fees Associated With The City Of Richland Hills

1. EXECUTIVE SESSION

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council meeting.

- A. Section 551.074: Deliberation Regarding Personnel Matters
 - 1. Deliberation Regarding The Appointment, Employment, And Duties Of The City Secretary Position, Including Possible Appointment Of A City Secretary And Discussion Of Interviews With Individual Candidates, If Applicable.
 - 2. Deliberation Regarding The Employment, Evaluation, And Duties Of The City Manager, Including Organizational Structure, Staffing Alignment, And Administrative Responsibilities.

Reconvene into open session for possible action resulting from any items posted and legally discussed in Executive Session.

REGULAR SESSION - IMMEDIATELY FOLLOWING EXECUTIVE SESSION (BUT NO EARLIER THAN 6:30 P.M.)

CALL TO ORDER

INVOCATION AND PLEDGES OF ALLEGIANCE

2. PRESENTATIONS AND COMMUNITY INTEREST ITEMS

Citizens in attendance at the meeting who have signed a card to speak to the City Council will also be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the city staff and City Council members are prevented from discussion of the subject and may respond only with statements of factual information or existing city policy. Citizens will have three (3) minutes to address City Council. Public comment will not be taken on items that the City Council has previously considered in a public hearing.

- A. Citizen Appearances/Public Comments

3. CONSENT AGENDA

All items listed below are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of the items unless a Councilmember or citizen so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with staff recommendations.

- A. Excuse The Absence Of Councilmember G.W. Estep From The April 13, 2026 City Council Regular Meeting
- B. Approve Minutes From The April 13, 2026 City Council Regular Meeting.
- C. Consider Resolution 646-26 Approving And Authorizing The City Manager To Accept, Decline, Modify, Or Cancel Grant Awards For The Purchase Of Rifle Resistant Body Armor.

4. PUBLIC HEARINGS

- A. Consider Ordinance 1542-26 Adopting The 2026 Standards Of Care For Youth Programs Provided By The Link Event And Recreation Center
PUBLIC HEARING
- B. ***Continued From April 13, 2026:*** Consider Ordinance 1540-26 A Planned Development (2026-0128) With A Base Zoning Of LC, Light Commercial Allowing For A "Food Processing" Use With A Temporary Outside Storage Element For The Property Described As Lot 11A & 12, Block H, Richland

Hills Addition, Otherwise Known As 6557 Baker Blvd, Richland Hills, Texas 76118. ***The Applicant Has Requested To Withdraw Their Application.***

5. NEW BUSINESS

- A. A Resolution Of The City Council Of The City Of Richland Hills, Texas, Approving Task Order #005 With Halff Associates, Inc. For Professional Engineering Services Related To The Cecil Drive Street Reconstruction Project, In An Amount Not To Exceed \$86,600; Authorizing The City Manager To Execute The Agreement; Finding That The Meeting At Which This Resolution Is Passed Is Open To The Public As Required By Law; And Declaring An Effective Date (Street Bond Funds)
- B. A Resolution Of The City Council Of The City Of Richland Hills, Texas, Supporting Federal Community Project Funding For The Booth Calloway Road Reconstruction And Utility Replacement Project; And Finding That The Meeting At Which This Resolution Is Passed Is Open To The Public As Required By Law.
- C. A Resolution Of The City Council Of The City Of Richland Hills, Texas, Approving An Agreement With Vieste, LLC For Professional Services Related To Program Management And Development Of The City'S Capital Improvement Program, In An Amount Not To Exceed \$90,000; Authorizing The City Manager To Execute The Agreement; Finding That The Meeting At Which This Resolution Is Passed Is Open To The Public As Required By Law; And Declaring An Effective Date

6. REPORTS & DISCUSSIONS

- A. March Department Reports
- B. Quarterly Financial Investment Report

7. COMMUNITY INTEREST ITEMS

This is a standing item on the agenda of every regular meeting of the City Council. (The Texas Open Meetings Act effective September 1, 2009, provides that “a quorum of the city council may receive from municipal staff, and a member of the governing body may make, a report regarding items of community interest during a council meeting without having given notice of the subject of the report, provided no action is taken or discussed.” The Open Meetings Act does not allow Council to discuss an item concerning pending City Council business unless it is specifically, appropriately posted on the agenda.) An “item of community interest” includes the following:

- information regarding holiday schedules;

- honorary recognitions of city officials, employees, or other citizens;
- reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or city employee; and
- announcements involving imminent public health and safety threats to the city

8. ADJOURNMENT

CERTIFICATE

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the official bulletin board at the Richland Hills City Hall, 3200 Diana Drive, Richland Hills, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted by the following date and time: April 20, 2026 by 6:30 p.m., and remained so posted at least three business days before said meeting convened, pursuant to the Texas Government Code, Chapter 551.

Lisa Boyd

Lisa Boyd
Interim City Secretary



ACCESSIBILITY STATEMENT

The Facility is wheelchair accessible. If you plan to attend this public meeting and have a disability that requires special arrangements, please notify the City Secretary 48 hours in advance at (817) 616-3810 and reasonable accommodations will be made to assist you.

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members
From: Lisa Boyd
Date: April 27, 2026
Subject: Discuss Items Listed On Tonight's City Council Agenda. No Action Will Be Taken And Each Item Will Be Considered During The Regular Session.

Agenda Item:

Discuss Items Listed On Tonight's City Council Agenda. No Action Will Be Taken And Each Item Will Be Considered During The Regular Session.

Background Information:

Discuss Items Listed On Tonight's City Council Agenda. No Action Will Be Taken And Each Item Will Be Considered During The Regular Session.

Financial Considerations:

None

Legal Review:

None

Board/Citizen Input:

Attachments:

None

Council Action Requested:

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members
From: Jason Moore, City Manager
Date: April 27, 2026
Subject: Vialytics - Street Survey Presentation

Agenda Item:

Vialytics Street Survey Presentation

Background Information:

In 2025, the City began working with Vialytics, a software-based street assessment tool that supports the City's efforts to better understand, document, and manage the condition of public infrastructure. The platform is being used by the Public Works Department to collect and analyze pavement condition data throughout the city's street network, while also capturing related field information such as traffic signage, sidewalk conditions, and ADA ramp conditions.

Vialytics uses camera-based technology and mapping tools to help staff identify roadway deficiencies, create a more consistent inventory of infrastructure assets, and support a more data-driven approach to maintenance and capital planning. The purpose of this work session item is to provide Council and the community with an update on how the system works and how staff is currently using it in day-to-day operations and long-range planning.

This item is being presented for informational purposes only. Staff is now actively using the tool through the Public Works Department.

At this stage, the City is using Vialytics to:

- assess pavement condition across the street system;
- identify and map areas where street maintenance or reconstruction may be needed;

- build a more reliable inventory of traffic signs and related street features; and
- document sidewalk and ADA ramp conditions to support future planning, compliance review, and prioritization of improvements.

The value of the Vialytics program is that it gives staff a clearer and more consistent picture of the City’s infrastructure conditions in a format that can be regularly updated over time. Rather than relying solely on visual observation, isolated complaints, or older condition information, the tool allows Public Works to organize infrastructure data in one place and use it to better inform project planning and budget discussions.

For streets specifically, the software helps staff evaluate pavement conditions across the network and identify trends, which can support future maintenance strategies and capital improvement planning. For sidewalks, ramps, and signage, the system also creates a practical inventory that can help the City prioritize repairs, identify deficiencies, and better coordinate work efforts across departments.

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

None

Council Action Requested:

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members
From: Jason Moore, City Manager
Date: April 27, 2026
Subject: Richland Hills Economic Development Strategic Plan

Agenda Item:

Discussion of the Richland Hills Economic Development Strategic Plan

Background Information:

This workshop will introduce a proposed economic development strategic plan intended to guide Richland Hills over the next ten years. The discussion will focus on how the city can pursue transformational growth in a practical and financially disciplined way, with particular emphasis on corridor redevelopment, site readiness, public-private partnerships, and selective use of fiscal tools that support reinvestment while remaining mindful of homeowner impact.

The workshop is expected to begin with an overview of the city’s current position, including demographic and market conditions that shape both the opportunities and the constraints facing Richland Hills. As a first-ring community that is largely built out, the city does not have the same ability as larger or faster-growing communities to rely on greenfield expansion or broad-based incentive programs. Instead, the plan is built around the idea that future success will depend on reinvestment, redevelopment, and the strategic repositioning of key commercial corridors and underperforming sites.

Council and the public will hear about the city’s competitive strengths, including its central location within the DFW Metroplex, access to multiple state highways and regional transportation routes, relative affordability compared with nearby communities, and the existence of prior planning work such as the Glenview Corridor Master Plan. These factors help explain

why Richland Hills may be well-positioned to attract the right kinds of private investment if the city is deliberate in how it prepares sites, prioritizes resources, and communicates its development vision.

The workshop will also explore market conditions that support a corridor-first redevelopment strategy. This includes discussion of housing and affordability trends, regional economic conditions, local and trade-area demographics, workforce and employment characteristics, and retail leakage patterns that suggest spending demand is leaving the city in certain categories. Together, these factors help identify where Richland Hills may have the strongest opportunity to recapture taxable sales, improve property values, and strengthen corridor competitiveness over time.

A major portion of the discussion will center on the city's opportunity site portfolio and how different sites may require different levels of public effort. The plan organizes redevelopment opportunities into a tiered structure that distinguishes between sites that may be ready for near-term marketing, sites that need predevelopment work and possible assemblage, and longer-term district opportunities that may require public-realm improvements, stronger identity, and phased development sequencing. Areas expected to be highlighted include key locations along Boulevard 26, Baker Boulevard, Handley-Ederville Road, and the Glenview corridor. The public can expect to hear more about why some sites may be candidates for quicker action while others may require a more deliberate, multi-year approach.

The workshop will also introduce a proposed strategy for site assembly and site control. That discussion is expected to focus on how the city can reduce private-sector uncertainty by identifying target parcels, using option agreements where appropriate, completing due diligence and site-readiness work, and releasing well-defined opportunities to the development market. The overall concept is that Richland Hills may not be able to outspend competing cities, but it can improve its position by being more prepared, more responsive, and more strategic.

Corridor improvement is another key theme of the strategic plan. The workshop is expected to discuss how the city's primary commercial corridors function as the public face of private investment and why elements such as landscaping, lighting, wayfinding, crossings, branding, and placemaking may affect both market perception and redevelopment potential. The discussion is intended to help the public understand that successful economic development is not only about

attracting individual projects, but also about improving the broader setting in which those projects occur.

Another important topic will be the city's proposed fiscal strategy and the sequence in which future tools may be considered. The workshop is expected to address concepts such as a local homestead exemption, the possible future use of bond proceeds for land banking and site-readiness activities, and a redevelopment approach that favors pay-for-performance structures over up-front subsidies. The public will also hear about illustrative redevelopment revenue scenarios that model how additional taxable value and local taxable sales could affect the city over time. These scenarios are intended to provide planning context and show a range of possible outcomes; they are not budget commitments or final policy decisions.

The workshop will further outline how incentives and public-private partnerships may be used in the future. The plan contemplates focusing incentives on visible corridors, catalytic sites, and projects that demonstrate measurable public benefit, such as improved tax productivity, removal of blight, enhanced place quality, or generation of new taxable sales. Potential tools discussed may include performance-based Chapter 380 agreements, public infrastructure participation tied to public benefit, Tax Increment Reinvestment Zones, Public Improvement Districts, RHDC participation for eligible projects, and streamlined review processes. The public can expect to hear more about the idea that public participation should follow performance rather than precede it.

The workshop is also expected to address implementation, risk management, and accountability. This includes discussion of year-by-year action steps, possible obstacles to execution, strategies for adapting if market conditions shift, and methods for measuring progress over time. The plan contemplates regular reporting to Council and the public so that economic development activity can be evaluated in a transparent and practical way.

This item is for workshop discussion only. No formal action is requested at this time to approve a development agreement, authorize bonds, acquire property, amend the tax rate, create a financing district, or change zoning. The purpose of the workshop is to introduce the strategic framework, provide context for the city's economic development direction, and invite discussion about priorities, sequencing, and next steps.

Financial Considerations:

There is no direct financial impact associated with this workshop item. The discussion will include potential long-term strategies and tools that could carry future fiscal implications, but any such action would require separate City Council consideration and formal approval at a later date.

Legal Review:

This is a workshop and discussion item only. Any future implementation actions, including incentive agreements, bond propositions, land acquisition, district formation, zoning changes, or tax policy decisions, would be brought forward separately and reviewed for legal compliance as required.

Board/Citizen Input:**Attachments:**

None

Council Action Requested:

This item is discussion only. Action will be considered at a future meeting.

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members
From: Jason Moore, City Manager
Date: April 27, 2026
Subject: City Fee Discussion

Agenda Item:

Discuss water, wastewater, drainage, impact and other general fees associated with the City of Richland Hills

Background Information:

The purpose of this work session item is to provide City Council and the public with a high-level overview of the City’s major utility-related and development-related fees, when they were last updated, and where the City may need to focus next in order to remain financially sustainable over time.

This discussion is not intended to propose fee action tonight. Instead, it is meant to give Council a clearer understanding of the City’s current position and to frame a path forward for future policy decisions.

This item is best understood in three parts.

First, the City’s fee framework is functional, but it is not yet presented in one fully synchronized public record. The City’s posted rates page reflects current water, wastewater, and drainage charges, while other supporting materials reflect the ordinance history and prior budget assumptions. Staff believes that consolidating these materials into one clear and authoritative fee inventory would improve transparency and provide a stronger base for future decisions.

Second, the City’s financial position suggests that a more comprehensive review would be beneficial. In FY 2024, the Water and Sewer Fund reported about \$5.08 million in operating revenues against about \$5.03 million in operating expenses, which is essentially break-even on an operating basis. The Drainage Utility Fund showed a stronger operating margin, with about \$923,652 in operating revenues against about \$542,957 in operating expenses. However, the broader budget picture indicates that utility operations and capital needs should be evaluated together rather than fee-by-fee in isolation.

Third, the City is at a point where it should move from simply maintaining fees to establishing a more deliberate policy direction. Water and wastewater rates should be looked at alongside wholesale pass-through costs, reserve expectations, and long-term capital replacement needs. Drainage fees should be reviewed to confirm they still align with ongoing stormwater system costs and future maintenance demands. Impact fees should be reviewed for continued legal compliance and strategic use, recognizing that they are restricted by state law and cannot be treated as general-purpose revenue.

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

None

Council Action Requested:

Discussion only.

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members
From: Lisa Boyd
Date: April 27, 2026
Subject: Excuse the absence of Councilmember G.W. Estep from the April 13, 2026 City Council Regular Meeting

Agenda Item:

Excuse the absence of Councilmember G.W. Estep from the April 13, 2026 City Council Regular Meeting

Background Information:

As outlined in the City Charter and Council Rules of Procedure, City Council may, by majority vote, excuse the absence or absences of a member. Councilmember Estep provided the appropriate notifications prior to his absence.

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

None

Council Action Requested:

Excuse the absence of Councilmember G.W. Estep from the April 13, 2026 City Council

Regular Meeting

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members
From: Lisa Boyd
Date: April 27, 2026
Subject: Approve Minutes from the April 13, 2026 City Council Regular Meeting.

Agenda Item:

Approve Minutes from the April 13, 2026 City Council Regular Meeting.

Background Information:

Approve Minutes from the April 13, 2026 City Council Regular Meeting.

Financial Considerations:

None

Legal Review:

None

Board/Citizen Input:

None

Attachments:

1. April 13, 2026 City Council Minutes DRAFT

Council Action Requested:

Approve Minutes from the April 13, 2026 City Council Regular Meeting.

**RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
APRIL 13, 2026
MINUTES**

Roll Call:

Council Present

Curtis Bergthold, Mayor
John Skier, Mayor Pro Tem
Mike Witt, Place 1
Travis Malone, Place 2
Theresa Bledsoe, Place 3
Roland Goveas, Place 6

Council Absent

G.W. Estep, Place 5

Staff present

Jason Moore, City Manager
Lisa Boyd, Interim City Secretary
Elizabeth Yelverton, City Attorney

REGULAR SESSION - 5:30 P.M.

CALL TO ORDER

Mayor Bergthold verified there was a quorum and called the meeting to order at 5:30 p.m.

INVOCATION AND PLEDGES OF ALLEGIANCE

1. PRESENTATIONS AND COMMUNITY INTEREST ITEMS

Citizens in attendance at the meeting who have signed a card to speak to the City Council will also be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the city staff and City Council members are prevented from discussion of the subject and may respond only with statements of factual information or existing city policy. Citizens will have three (3) minutes to address City Council. Public comment will not be taken on items that the City Council has previously considered in a public hearing.

A. FY 2025 Annual Comprehensive Financial Report

City Manager, Jason Moore introduced Daniel Hungerford, representing the accounting firm, George, Morgan & Sneed, P.C., who advised that due to the turnover in the finance department there were some areas of opportunity for correction. The report identifies that two material weaknesses are incomplete bank reconciliations and delayed

deposits. However, thanks to Terry Leake and her help the auditors were able to perform the required work on the statements provided by management, and the audit was completed on time.

The City Council thanked Mr. Hungerford and his accounting firm for their work.

Motion: A motion was made by Councilmember Witt and seconded by Councilmember Skier to Approve acceptance of FY 2025 Annual Comprehensive Financial Report.

Motion carried by a vote of 6 to 0.

B. Street Sales Tax Reauthorization For The May 2, 2026 Election

City Manager, Jason Moore advised that in November 2018, Richland Hills voters approved a proposition allocating ½ cent total of sales tax to Street Maintenance (3/8 of one percent) and Type B Economic Development (from the rate of 1/8 to 2/8 of one percent.) The new tax collection began in April 2019 following the final financial obligations to the Fort Worth Transportation Authority in March 2019. The Street Maintenance sales tax was reapproved by voters in May 2022. The Street Maintenance portion of the tax is dedicated strictly to repairing and maintaining (including reconstructing) existing street and sidewalks. Chapter 327 of the Texas Tax Code requires that this portion of the local sales and use tax expires on the fourth anniversary of the date of the beginning of the tax collection. The Street Maintenance portion of the tax will expire in April 2027 if not reauthorized.

C. Citizen Appearances/Public Comments

Sid Wright spoke regarding proposed sidewalk construction in front of his residence. He believes that the area being staked is encroaching on his property. Mayor Bergthold advised him that City staff would contact him to discuss.

Doug Knowlton spoke in favor of the street sales tax.

Vicki Hamilton spoke regarding the start time of the meetings not being clear and also in favor of the street sales tax.

John Garza spoke regarding the start times of the meetings being unclear.

2. EXECUTIVE SESSION

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council meeting.

Council did not recess into Executive Session

- A. Personnel Matters Pursuant To Section 551.074
- B. Consultation With Attorney Pursuant To Section 551.071

Reconvene into open session for possible action resulting from any items posted and legally discussed in Executive Session.

None

3. PUBLIC HEARINGS

- A. Consider A Replat For The Property Described As Lot 1R And Lot 4R, Block 50, Richland Hills Addition, Otherwise Known As 3913 Norton Dr, Richland Hills, Texas 76118.

Director of Planning and Development presented that On February 26, 2026, an application for a replat (2026-0120) was submitted by David Lewis (applicant) with Spry Surveyors on behalf of Richland Hills Christian Church, Inc. The purpose of this plat is to clean up the outdated and inaccurate property boundaries of the previous plat. The previous plat indicates 8 lots exist within this block. The applicant is proposing to redraw the lot lines to establish only two lots (1R & 4R) to represent the proposed operation of the church and the churches parish house turned residential unit.

The purpose of this replat is to allow for the parish house on the church property to operate separately as a residential use to be rented out by non-church affiliated individuals. The parish house is currently located on the same lot and is associated with the same county tax account (04563026) as the church. In order to allow the parish house to function as an independent residential rental, it must be established as a separate lot with a distinct operational status. Through a replatting process, two separate lots will be created, allowing the church and residential use to operate independently, and enabling the establishment of a new tax account for the residential property.

If the proposed replat is approved, the applicant intends to concurrently rezone Lot 4R, which contains the parish house, to SF-7. This would allow for a residential use and better align with the surrounding residential zoning. However, the proposed replat does not fully comply with the SF-7 Area Regulations. Accordingly, the following variances are being requested in conjunction with this plat:

- Lot Depth
 - o Required – 100' minimum
 - o Proposed – 92'
- Accessory Structure Rear Setback
 - o Required – 5'
 - o Proposed – 0.6"

- Side Yard-Street Setback
 - o Required – 15'
 - o Proposed – 14' (original plat prior to 2014 established 12.5' side yard setback)

Mayor Bergthold opened the Public Hearing at 6:38 p.m. and asked that anyone wishing to speak on this item come forward.

Vicki Hamilton raised questions regarding "spot zoning" and spoke against this replat. Doug Knowlton asked if this fit the comprehensive plan that was approved by Council.

Mayor Bergthold closed the Public Hearing at 6:46 p.m.

Motion: A motion was made by Councilmember Skier and seconded by Councilmember Malone to Approve a Replat for the property described as Lot 1R and Lot 4R, Block 50, Richland Hills Addition, otherwise known as 3913 Norton Dr, Richland Hills, Texas 76118.

Motion carried by a vote of 6 to 0.

- B. Consider Ordinance 1541-26 A Zoning Change (2026-0122) From P, Professional Office To SF-7, Single-Family Residential For The Property Described As Lot 4R, Block 50, Richland Hills Addition, Otherwise Known As A Portion Of 3913 Norton Dr, Richland Hills, Texas 76118

Director of Planning and Development Services, JP Ducay presented that on February 26, 2026, an application was submitted by David Lewis (applicant) with Spry Surveyors on behalf of Richland Hills Christian Church, Inc requesting to rezone the subject property from P, Professional Office to SF-7, Single-Family Residential. The purpose of this request is to allow for the parish house on the church property to operate separately as a residential use to be rented out by non-church affiliated individuals.

The subject property, consisting of approximately 0.182 acres and addressed as 6913 Norton Drive, is currently zoned P, Professional Office. Richland Hills Christian Church has operated at this location since 1954. Over time, the site has undergone multiple renovations and expansions, including the addition of a detached parish house.

A parish house is defined as a single-family home adjacent to a church or other place of worship for the housing of a pastor, priest, or other similar leader. Historically, the parish house has been used for this purpose; however, the church now intends to lease the structure to individuals not affiliated with the church.

One of the primary challenges is that the parish house is located on the same lot and is associated with the same county tax account (04563026) as the church. In order to allow the parish house to function as an independent residential rental, it must be established as a separate lot with a distinct operational status. Additionally, the current P, Professional Office zoning district does not permit residential uses. As a result, the property must be rezoned to an appropriate residential zoning district and subdivided from the church property through a replat.

Through a concurrent replatting process, two separate lots will be created, allowing the church and residential use to operate independently, and enabling the establishment of a new tax account for the residential property.

The applicant is requesting to rezone the 0.182-acre portion of the property containing the parish house to SF-7, Single-Family Residential. If approved, the SF-7 zoning district will permit future single-family residential as well as parish housing by right and allow the residence to be leased to non-church-affiliated individuals.

The applicant has indicated a desire to potentially return the property to a parish house in the future. In the interim, they intend to utilize it as a source of passive income.

Mayor Bergthold opened the public hearing at 6:59 p.m. and asked that anyone wishing to speak on this item come forward.

Seeing none, Mayor Bergthold closed the public hearing at 6:59 p.m.

Motion: A motion was made by Councilmember Skier and seconded by Councilmember Goveas to Approve Ordinance 1541-26 a Zoning Change (2026-0122) from P, Professional Office to SF-7, Single-Family Residential for the property described as Lot 4R, Block 50, Richland Hills Addition, otherwise known as a portion of 3913 Norton Dr, Richland Hills, Texas 76118.

Motion carried by a vote of 6 to 0.

- C. Consider Ordinance 1540-26 A Planned Development (2026-0128) With A Base Zoning Of LC, Light Commercial Allowing For A “Food Processing” Use With A Temporary Outside Storage Element For The Property Described As Lot 11A & 12, Block H, Richland Hills Addition, Otherwise Known As 6557 Baker Blvd, Richland Hills, Texas 76118.

Director of Planning and Development Services, JP Ducay presented that on March 3, 2026, an application was submitted by Anal Desai (applicant) with Milwaukee Joe’s Artisan Ice Creams & the Desi Creamery requesting to rezone the subject property to PD, Planned Development with a base zoning of LC, Light Commercial. The intent of this request is to purchase the property and allow for an ice cream production facility to occupy and operate out of the subject building.

The subject 0.312-acre property addressed as 6557 Baker Blvd is currently zoned MX, Mixed Use. The applicant is requesting to rezone the property to PD, Planned Development with a base zoning of LC, Light Commercial to allow for the use of “Food Processing” and temporary “Outside Storage, Incidental”. The use of “Food Processing” is not currently permitted and “Outside Storage, Incidental” is only permitted by SUP in the LC, Light Commercial zoning districts. Subsequently, the applicant is requesting to add conditions to the PD, Planned Development that allow for these uses by right without pursuing a more intensive base zoning district.

Milwaukee Joe's & The Desi Creamery is the business proposing to occupy the subject site. Milwaukee Joes Artisan Ice Creams is a Texas-based ice cream brand operating retail scoop shops since 1995. Anal Desai (applicant) joined the operation in 2024 to lead expansion beyond retail. The primary focus has shifted toward manufacturing, custom flavor development, and wholesale food-service distribution, requiring a dedicated production facility of roughly 6,000sf. The facility will operate primarily during standard daytime business hours, generally between 7:00 a.m. and 7:00 p.m. All processing equipment will be located indoors. The only exterior mechanical components will be standard rooftop refrigeration condensers and HVAC units comparable to those used in typical commercial buildings. The operation does not utilize heavy industrial machinery or impact-generating equipment. Given the limited scale of activity and daytime-only operations, noise and vibration levels are expected to remain consistent with light commercial use. The facility does not generate smoke, grease vapor, or objectionable odors. A grease interceptor will be installed in accordance with municipal requirements for food production facilities. Production areas will include floor drains to support routine sanitation practices. The facility will conduct daily cleaning and scheduled deep cleaning consistent with food safety standards. All wastewater will discharge to the municipal sanitary sewer system. Solid waste will be managed through regular dumpster service, and cardboard recycling will occur routinely. The operation does not generate hazardous waste and will utilize standard commercial refrigeration systems.

The facility is anticipated to employ approximately three to four employees per shift during peak production periods. The site provides sufficient on-site parking to accommodate staffing needs. Truck traffic will be limited, with approximately three to four delivery or pickup events per week during peak season. Most deliveries will be made via box truck, with occasional 18-wheeler deliveries for inbound or outbound shipments. All loading and receiving activities will occur during daytime hours.

Outside storage needs are limited and are only being requested for temporary purposes. The intention would be to temporarily store freezer storage boxes outside during the early stages of operation. The applicant intends on constructing new fencing that will screen the temporary freezer. According to the information provided by the applicant, city staff believes this business operation would be low-intensity and have minimal impact on the surrounding area.

The applicant has also indicated that if they are permitted to occupy this site, they are open to coordinating with the city to make improvements to the building and property. Some preliminary improvement considerations include architectural enhancements, new fencing, and R.O.W landscaping.

Mayor Bergthold opened the Public Hearing at 7:29 p.m. and asked that anyone wishing to speak on this item come forward.

Doug Knowlton spoke on this item stating that restrictions needed to be put on this if it was going to be approved.

Athena Campbell spoke against this item.

Mayor Bergthold closed the Public Hearing at 7:31 p.m.

Motion: A motion was made by Councilmember Skier and seconded by Councilmember Malone to Table Ordinance 1540-26 a Planned Development (2026-0128) with a base zoning of LC, Light Commercial allowing for a "Food Processing" use with a temporary outside storage element for the property described as Lot 11A & 12, Block H, Richland Hills Addition, otherwise known as 6557 Baker Blvd, Richland Hills, Texas 76118.

Motion carried by a vote of 6 to 0.

Item was tabled until April 27, 2026 Regular meeting.

4. REPORTS & DISCUSSIONS

- A. Discussion On Changing The Date Of The May 25, 2026 Regular Council Meeting To May 26, 2026 Due To The Memorial Day Holiday

Due to the Memorial Day Holiday, staff is requesting that Council consider moving the City Council Regular Meeting from May 25, 2026 to May 26, 2026.

5. CONSENT AGENDA

All items listed below are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of the items unless a Councilmember or citizen so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with staff recommendations.

- A. Approve Minutes From The March 23, 2026 City Council Regular Meeting

Motion: A motion was made by Councilmember Goveas and seconded by Councilmember Skier to Approve Minutes from the March 23, 2026 City Council Regular Meeting.

Motion carried by a vote of 6 to 0.

6. NEW BUSINESS

- A. Consider Approval For Emergency Wastewater Repair Under The Unit Price Contract With XL4 For A Wastewater Main Repair On The 2800 Block Of Willow Park St And Spruce Park Drive

Kelly Morris, Public Works Superintendent presented that on March 8th, 2026, the Public Works Department (PWD) received a sewer back up call from a plumber at 2805

Willow Park St. It was found that the customers service line had serious root growth. PWD technicians then decided to investigate further by first cleaning the main line with our Harbin unit. It was found that we could not pass 150ft. Given that the problem service line was approximately 300ft from the manhole this raised concern. We then decided to CCTV the line. We were unsuccessful past 3ft for the manhole. This led us to believe there is more than one isolated root issue with this section of mainline. Moreover, we found that the mainline is a clay tile material and the manhole used for access is a brick style manhole. Given all the factors found we made the decision to replace the 420ft section of 6" clay tile sanitary sewer main with 6" HDPE by pipe burst and replace the bricked manhole with a watertight concrete manhole. In doing these replacements we will eliminate any additional I&I into our system and provide continuous wastewater services to the residents of the 2800 Block of Willow Park St and Spruce Park Dr.

Motion: A motion was made by Councilmember Goveas and seconded by Councilmember Skier to approve the emergency wastewater repair under the Unit Price Contract with XL4 for a wastewater main repair on the 2800 block of Willow Park St and Spruce Park Drive.

Motion carried by a vote of 6 to 0.

- B. A Resolution Adopting An Accounts Receivable Write-Off And Collection Policy For The City Of Richland Hills; Authorizing The City Manager Or Designee To Implement The Policy; Finding That The Meeting At Which This Resolution Is Passed Is Open To The Public As Required By Law; And Declaring An Effective Date

City Manager, Jason Moore presented that the result of the FY 2025 audit showed that the City has a need to implement a collections and write off policy for accounts not collected after 3 years in order to keep the accounting accurate.

Motion: A motion was made by Councilmember Skier and seconded by Councilmember Goveas to Approve A Resolution Adopting An Accounts Receivable Write-Off And Collection Policy For The City Of Richland Hills; Authorizing The City Manager Or Designee To Implement The Policy; Finding That The Meeting At Which This Resolution Is Passed Is Open To The Public As Required By Law; And Declaring An Effective Date.

Motion carried by a vote of 6 to 0.

7. ADJOURNMENT

There being no further business to come before the City Council, Mayor Bergthold adjourned the meeting at 8:05 p.m.

ATTEST:

APPROVED:

Lisa Boyd, Interim City Secretary

Curtis Bergthold, Mayor

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members
From: Kim Sylvester, Assistant City Manager/Police Chief
Date: April 27, 2026
Subject: Consider Resolution 646-26 approving and authorizing the City Manager to accept, decline, modify, or cancel grant awards for the purchase of rifle resistant body armor.

Agenda Item:

Consider Resolution 646-26 approving and authorizing the City Manager to accept, decline, modify, or cancel grant awards for the purchase of rifle resistant body armor.

Background Information:

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

1. Resolution No. 646-26 authorizing rifle resistant body armor grant

Council Action Requested:

Approve Resolution 646-26 approving and authorizing the City Manager to accept, decline, modify, or cancel grant awards for the purchase of rifle resistant body armor.

RESOLUTION NO. 646-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, APPROVING AND AUTHORIZING THE CITY MANAGER TO ACCEPT, DECLINE, MODIFY, OR CANCEL GRANT AWARDS FOR THE PURCHASE OF RIFLE RESISTANT BODY ARMOR FOR THE RICHLAND HILLS POLICE DEPARTMENT.

WHEREAS, the City Council of the City of Richland Hills, Texas, finds it in the best interest of the citizens that the Rifle Resistant Body Armor Grant be operated for the Fiscal Year 2026-2027; and

WHEREAS, the City Council of the City of Richland Hills, Texas, agrees to provide applicable matching funding for the said project as required by the Office of the Governor, Public Safety Office Criminal Justice Division grant application (Grant Number 5347601); and

WHEREAS, the City Council of the City of Richland Hills, Texas, agrees that in the event of loss or misuse of the Office of the Governor funds, the City Council assures that the funds will be returned to the Office of the Governor in full; and

WHEREAS, the City Council of the City of Richland Hills, Texas, designates Jason Moore, City Manager, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency; and

WHEREAS, the City Council of the City of Richland Hills, Texas, designates Terry Leake, Interim Finance Director, as the grantee's financial officer. The financial officer is given the power to submit financial and/or programmatic reports or alter a grant on behalf of the applicant agency.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, THAT:

The City Council of the City of Richland Hills, Texas, approves submission of the grant application for the Portable Narcotics Analyzer to the Office of the Governor.

APPROVED AND ADOPTED at a regular called meeting of the Richland Hills City Council on April 27, 2026, by a vote of _____ayes, _____nays, and _____abstentions.

APPROVED:

ATTEST:

The Honorable Mayor Curtis Bergthold

Lisa Boyd, Interim City Secretary

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members
From: Andrew Saxon
Date: April 27, 2026
Subject: Adoption of 2026 Standards of Care

Agenda Item:

Consider Ordinance 1542-26 adopting the 2026 Standards of Care for youth programs provided by The Link Event and Recreation Center PUBLIC HEARING

Background Information:

The Link offers youth programs for elementary aged children (5 years old – 12 years old) in the form of day camps and after-school programs. Texas Legislature requires municipal day camp programs for this age group to file for exemption (Section 42.041(b)(14) of the Child Care Standards and Regulations of the Texas Human Resource Code). The code reads; to receive exempt status, a municipality must submit a copy of program standards, a notice of a public hearing for the program and a copy of the ordinance adopting the standards. The public hearing and adoption of the ordinance may occur on the same day.

The Standards of Care will provide basic childcare regulations for day camp and after-school activities that are operated by the City of Richland Hills recreation staff, allowing the department to qualify for an exemption from the requirements of the Texas Child Care Standards and Regulations within the Texas Human Resources Code.

The City of Richland Hills day camp meets, and in some cases exceeds, many of the standards listed in the state’s Child Care Standards and Regulations. All of the Standards of Care included in the Richland Hills policies are similar to what other municipalities currently use.

The Standards of Care will be provided to the parents of each participant and shall include, at a minimum:

- Minimum requirements for staffing ratios
- Staff qualifications and essential job functions
- Facility, health and safety standards
- Training and procedures for reporting child abuse/neglect allegations
- Written procedures stating that parents and each staff member will be offered access to the set of standards
- Contact information of program supervisors for the purpose of issuing a formal complaint and/or resolution regarding any program governed by the Standards of Care
- Written procedures for staff who will be monitoring the programs and enforcing the standards
- Requirement of criminal background checks on prospective day camp employees
- Service standards for communicating with parents and performance expectations of day camp employees
- Behavior management and discipline procedures
- General rules and regulations

The application for exemption determination and the formal adoption of the Standards of Care is an annual requirement, so that the Standards of Care can be revised as needed to reflect current regulations.

There were no policies that were changed, amended or updated.

Financial Considerations:

Approval of the 2026 Standards of Care will require no additional funding.

Legal Review:

The City Attorney has previously reviewed the Standards of Care.

Board/Citizen Input:

N/A

Attachments:

1. Standards of Care - 2026

2. Standards of Care 2026 - Presentation
3. Ordinance No. 1542-26 Standards of Care

Council Action Requested:

Motion to approve Ordinance 1542-26 adopting the 2026 Standards of Care for youth programs provided by The Link Event & Recreation Center

EXHIBIT A

Standards of Care

City of Richland Hills – The Link – Event and Recreation Center

I. General Information / Administration

Purpose: To provide basic childcare regulations for activities operated by The Link – Event and Recreation Center in Richland Hills (The Link). This will allow The Link to qualify as exempt from the requirements of the Texas Human Resources Code.

A. Organization:

- 1) The governing body of The Link is the Richland Hills' City Council.
- 2) Implementation of the Standards of Care (SOC) is the responsibility of the The Link Manager and staff.
- 3) The SOC will apply to several day camp programs which are conducted throughout the year by The Link. The SOC will also apply to the After-School programs that The Link will operate during the Birdville Independent School District (BISD), International Leadership of Texas (ILT), and IDEA Public School (IDEA) calendars.
- 4) The SOC will apply at all locations where The Link hosts a childcare program, including city facilities, fulltime off-site facilities, and while on field trips.
- 5) The Link will have available, for public and staff, a current copy of the SOC upon request.

B. Implementation:

The Link Manager, Recreation & Childcare Coordinator, and Summer Camp Director will be responsible for implementing the SOC for all childcare programs run by The Link.

C. Day Camp Objectives:

- 1) To provide children and youth with the opportunity to experience a variety of recreational activities which include sports, games, arts and crafts, education, drama, special events, field trips, tournaments, etc.
- 2) To provide an encouraging atmosphere emphasizing positive development of physical skills, emotional growth, and self-confidence.
- 3) To provide a safe environment; always promoting good health and welfare for all.
- 4) To teach children and youth how to spend their leisure time wisely; in an effort to meet the emotional, physical, and social needs of the child.

D. Exemption Status:

Once an exempt status is established, the Licensing Division will not monitor the recreational program. The Licensing Division will be responsible for investigating complaints of unlicensed childcare and for referring other complaints to the municipal authorities or, in the case of abuse/neglect allegations, to the local police authorities.

E. Standards of Care Review:

Standards will be reviewed annually and brought before the City Council for approval after a public hearing is held to pass an ordinance regarding section 42.041 (b) (14) of the Texas Human Resources Code. Childcare Licensing will not regulate these programs nor be involved in any complaint investigation related to the program.

Any parent, visitor or staff may register a complaint by contacting The Link Manager at (817) 616-3738 or at The Link during program hours.

II. Staffing

A) Link Manager – The Link Manager directs the children’s program staff and assists with the planning and execution of the activities of participants in the childcare programs.

1) Essential Job Functions:

- a) Direct and supervise all Coordinators, Directors and Counselors including hiring and mandatory training.
- b) Develop and train staff with an age-appropriate camp curriculum (elementary ages) in accordance with the philosophy of the program.
- c) Ensure staff is committed to following established guidelines, procedures and standards.
- d) Oversees facility reservations and transportation needs for all camp activities.
- e) Oversees scheduling, confirming, and distributing payments for all field trips.
- f) Maintain supplies, equipment, and all necessary documentation for the operation of the camp.
- g) Conduct on-going program evaluations implementing approved recommendations as needed.
- h) Complete and provide reports to the Director of Parks and Recreation on a weekly basis to monitor camp activities throughout the program. Reports include camp schedules, payroll, incident reports, and attendance.

2) Qualifications:

- a) Bachelor’s Degree in Education, Recreation or a similar area of study is preferred but not required.
- b) A minimum of three years’ experience in Recreation or Education industries.
- c) Requires a valid Texas DL with a good driving record over the last three years.
- d) Must pass city criminal background check prior to working with children. Must pass pre-employment drug screen and/or physical.
- e) Must complete First Aid, CPR and AED training prior to camp.

3) Requirements of Work:

- a) The Link Manager must complete all mandatory staff training prior to the

start of camp if possible or within six (6) months of hire. This training is to include, but not limited to departmental policies, The Link policies, customer service, sexual harassment, behavioral and discipline, preventative sexual abuse and molestation, and practical skills for games, songs, and crafts.

- b) Ability to be physically active and involved with children all day.
- c) Ability to lift 55 pounds.
- d) Knowledge of child development and age-appropriate activities.
- e) Advanced organizational and communication skills.
- f) Varied experience in a variety of activities including sports, arts, nature, drama, and cooperative activities.

B) Recreation & Childcare Coordinator and Summer Camp Director – responsible for the day-to-day operation of after school and day camp programs.

1) Essential Job Functions:

- a) Directs and supervises the day camp program for children ages 5-12.
- b) Develop a weekly schedule of activities.
- c) Leads and instructs all camp counselors.
- d) Plans, coordinates, and supervises programs, and activities of the day camp.
- e) Assists in facility reservations and transportation needs for all camp activities.
- f) Assist in scheduling, confirming, and distributing payments for all field trips.
- g) Works closely with The Link Manager to determine work procedures, help prepare work schedules, follow-up on accident/incident reports, and assist with discipline (staff or campers) and any other necessary assistance.
- h) Maintain an orderly, clean, and safe environment for the children while promoting a non-competitive program directed toward accentuating positive behaviors, physical development and emotional growth.
- i) Serves as a resource person for camp counselors. Leads the camp counselors in facilitating appropriate behavior among campers and handling inappropriate behavior promptly. Provides direct supervision to campers at all times.
- j) Maintains positive interpersonal relations among everyone involved in the summer camp program, including children, parents, Link staff, camp staff, The Link Manager, and Director of Parks & Recreation.
- k) Acts as a role model for children ages 5-12, displays appropriate behavior, and creates a safe, inclusive environment for all campers and staff.
- l) Monitors the use of recreation equipment and ensures it is used in a capacity that is used in accordance with its intended use.
- m) Ensures all equipment is returned to its original location and put back in an organized fashion when done using. Follows and enforces staff rules, policies, and procedures outlined in the Summer Camp staff handbook.

- n) Maintains positive public relations with parents and the general public at all times. Including updating parents about their children's concerns, growth, and corrections.
 - o) Performs administrative duties such as maintaining records, incident reports, etc.
 - p) Performs all other various duties assigned by The Link Manager.
- 2) Qualifications:
- a) Bachelor's Degree in Education, Recreation or a similar area of study is preferred but not required.
 - b) A minimum of three years' experience in Recreation or Education industries.
 - c) Requires a valid Texas DL with a good driving record over the last three years.
 - d) Must pass city criminal background check prior to working with children.
 - e) Must pass pre-employment drug screen and/or physical.
 - f) Must complete First Aid, CPR and AED training prior to camp.
- 3) Requirements of Work:
- a) Coordinator and Summer Camp Director must complete all mandatory staff training prior to the start of camp if possible or within six (6) months of hire. This training is to include, but not limited to departmental policies, The Link policies, customer service, sexual harassment, behavioral and discipline, preventative sexual abuse and molestation, and practical skills for games, songs, and crafts.
 - b) Ability to be physically active and involved with children all day.
 - c) Ability to lift 55 pounds.
 - d) Knowledge of child development and age-appropriate activities.
 - e) Advanced organizational and communication skills.
 - f) Varied experience in a variety of activities including sports, arts, nature, drama, and cooperative activities.
- C) Camp Leader and Attendant – The Camp Leaders and Attendants are responsible for direct leadership of youth 3-12 in a variety of activities including, but not limited to games, sports, crafts, special events and field trips. The Leaders and Attendants assist in planning and organizing camp schedules, activities, supplies, equipment, and are also responsible for cleanliness of the areas used by camp participants. The Leaders and Attendants are also responsible for completing necessary forms relating to attendance, check-in/check-out procedures, accidents, and incidents.
- 1) Essential Job Functions:
- a) Promote a non-competitive, positive, self-image enhancing environment for each participant through the direction of well-designed activities.
 - b) Directly lead activities using a method that will provide opportunity for the involvement of all children on an equal level.
 - c) Exhibit enthusiasm for the activity to impart a feeling of excitement to all camp participants.
 - d) Follow procedures for camper check-in/check-out. Reporting accidents,

incidents, behavioral modifications, and camp schedules.

- e) Follow guidelines for safety and storage of equipment, including inventory of supplies.
- f) Ensure the safety of all children and staff during transportation while on field trips.
- g) Provide and adhere to established guidelines set forth for the safety, behavior, communication, and discipline of the camp participants.
- h) Recognize and reward positive, improved, and outstanding behavior and/or accomplishments of participants.

2) Minimum Qualifications:

- a) High School diploma and some college preferred.
- b) One year of formal experience working with children preferred.
- c) Requires a valid Texas DL with a good driving record over the last three years.
- d) Must pass city criminal background check prior to working with children.
- e) Must pass pre-employment drug screen and/or physical.
- f) Must complete First Aid, CPR and AED training prior to camp.

3) Other Requirements:

- a) Leaders and Attendants must complete all mandatory staff training prior to the start of camp if possible or within one (1) month of hire depending on the availability of each training topic. This training is to include, but not limited to departmental policies, The Link policies, customer service, sexual harassment, behavioral and discipline, preventative sexual abuse and molestation, and practical skills for games, songs, and crafts.
- b) Staff must exhibit competency, good judgment, and self-control throughout the duration of the camp.
- c) Staff should relate to the children with courtesy, respect, acceptance, and patience.
- d) Staff will be evaluated at least once per year by The Link Manager. Evaluations will be reviewed to discuss any areas of improvement or suggestions.

- 4) Staffing Ratios: The state required ratio for the number of children (5-13) may not exceed 22:1 children to staff. The Link staff ratio will work to have a ratio no greater than 15:1. For field trips and off-site swimming, the ratio will be closer to 10:1.

III. Facility Standards

- A. Emergency evacuation and relocation plans will be posted at The Link. Program employees will inspect sites frequently for any sanitation or safety concerns. Those concerns will be passed on to the Recreation & Childcare Coordinator or The Link Manager.

- B. Each camp must have a fully stocked first aid kit. This shall be checked and

stocked on a weekly basis by the Recreation & Childcare Coordinator or “Lead” Attendant. It shall include bandages and/or Band-Aids, rubber gloves, alcohol wipes, hot/cold packs, gauze, tweezers and scissors.

- C. In a situation where evacuation is necessary, the first priority of staff is to make sure all participants are in a safe location. Program sites will be inspected by the Fire Marshal annually. The Link Manager is responsible for compliance with the Fire Marshal’s directives. The recommended number of fire extinguishers shall be inspected annually, publicly available and “primed” for use. Fire drills should be conducted once a month during the summer camp.
- D. Medication will only be administered with a parent consent form completed in addition to the program registration form. Prescription medications shall be left in The Link’s designated locked cabinet, in their original container, labeled with the child’s name, date, directions and the child’s physician’s name. Two staff members will be present while medication is given. Medication can only be dispensed as stated on the bottle unless stated in written form.
- E. All medications will be recorded on the parent consent form.
- F. The Link will have adequate indoor toilets and lavatories located such that children can use them independently and program staff can supervise as needed. There shall be one flush toilet per 30 participants. Sinks will also be at 1 sink for 30 children. It is expected that all camp and afterschool participants will be potty trained. Our staff will not be able to help change children that have had an accident.
- G. All participants must wear tennis shoes daily. Sandals, slip-ons, slippers, or flip-flops will not be allowed, except for appropriate field trips, like swimming.

IV. Service Standards – Camp Staff

- A. This information will be provided to each staff member as a part of the program manual:
 - 1. Appropriate clothing will be worn at all times. City or program shirt will be worn with appropriate shorts, pants, jeans, or leggings. The only exemption will be swimsuits. Clothing worn should not have any inappropriate logos, pictures, or messages.
 - 2. Staff will be provided at least two city or program shirts to wear as a uniform top. If a staff member needs to go home to change, it will be without pay.
 - 3. Females will wear one-piece swimsuits while working with the camp or other city programs. If wearing a two-piece swimsuit, the employee must wear a full-length t- shirt and appropriate shorts. Males will wear board shorts that are not form fitting.
 - 4. Name tags/IDs will be worn on the uniform shirt at all times.
 - 5. Participants and parents will be treated with respect at all times.

6. Program staff will take it upon themselves to resolve complaints. Do not refer customers to another staff member outside of camp staff. Elevate to "Lead" attendant, Recreation & Childcare Coordinator or Summer Camp Director if necessary. Beyond that, take a name and phone number for full-time staff to contact later.
7. Camp staff will keep parents informed of daily activities. A general weekly schedule will be available to parents the week before. Daily schedules will be visible each day.
8. Camp staff will monitor the check-in/check-out log at all times.
9. Camp staff will keep each activity area clean and tidy. Cleaning includes floors, walls, furniture, with supplies put away after use.
10. Camp staff will be involved with participants and parents most of the time. Staff will need to check in with the front desk and full-time staff for updates and messages.

V. Operational Issues

- A. Emergency phone numbers are kept at The Link's front desk, as well as with the camp binder on all field trips.
- B. The Camp Manual is provided to every staff member and outlines the following:
 1. Behavior Management and Discipline Procedures
 2. Rules and Regulations
 3. Forms
 4. Service Standards
 5. Game/Activity Leadership
 6. Guidelines for Communication with Children and Parents
- C. Check-in/check-out forms will be used every day. Only designees ages 16-up, listed on the camper's release form, will be allowed to pick up participants. The authorized designee must enter the building and sign the check-out form in order for staff to release the child.
- D. Emergency evacuation and relocation plans will be posted at The Link.
- E. Transportation Requirements:

A Texas state law for child safety seats: specifically, booster seats, went into effect on September 1, 2009. This law applies to children under the age of eight (8) and under 4 feet and 9 inches tall. This law will apply to camp participants between the ages of five (5) and seven (7) years old.

The state law states:

- Once a child reaches eight (8) years old, they are not legally required to be in a child safety seat system.
- If the child is younger than eight (8) but is already taller than 4 feet and 9

inches tall, they are not legally required to be in a child safety seat system.

- If the child is eight (8) but shorter than the above height, they are not legally required to be in a child safety seat system.
- The law requires that safety and booster seats be installed and used according to the manufacturer's instructions, including age, height and weight requirements and the placement in the vehicle.

In compliance with this law, parents may be required to supply the appropriate booster seat for their child if they fit into the criteria above.

Camp staff will be trained to identify children that are required to be in a booster seat based on birth date. Additionally, staff will be trained by Richland Hills Public Safety personnel on how to properly install a child safety seat.

- F. Parents will be notified of and given additional permission forms, if needed, for field trips. Enrollment information will be maintained on each vehicle while traveling to and from field trips sites.
- G. Enrollment information will be kept on each participant and shall include child's name, birth date, home address, guardian's phone number, back-up day-time phone numbers. The registration form will have the name and number of each individual authorized to check-out the participant. Additionally, the form will have signatures for waivers, field trip release, and travel authorization. Lastly, the medication consent will be kept in The Link's administration office.
- H. Staff will immediately notify parent or guardian when a participant is injured or has been involved in any situation that places the child at risk.
- I. The Link Manager or Recreation & Childcare Coordinator will communicate with parents if a communicable disease or possible parasitic infestation has been reported as required by the Tarrant County Health Department.
- J. Children in camp and the afterschool program will be exposed to G and PG movies as well as E and E10 (specifically Lego games) video games. We will not be able to manage whether an individual child sees or hears any part of one of these forms of entertainment. Movies watched could include those seen at The Link or during a field trip. Parents registering their child for The Link programs agree to allow their child(ren) to be a part of these entertainment opportunities.
- K. In some cases it may be necessary to evaluate if our programs are the right choice for your family. Completing a registration form is not a guarantee of admission to our program. In some cases, we will need to determine if our program is appropriate for your child. Our programs are not designed for therapeutic or one- on-one care or attention.

VI. Behavior Management and Discipline Procedures

- A. Program employees will implement discipline and guidance in a consistent manner based on an understanding of individual needs and development with the best interests of program participants in mind.
- B. There will be no harsh, cruel, or corporal punishment used as a method of discipline. Discipline will be focused on the growth of the individual and encouraging improved behavior management.
- C. Program employees may use brief, supervised separation from the group if necessary. Children will be aware of all camp rules prior to the start of any activity. Their understanding of the rules is an integral part of behavior management. When negative behavior occurs, the participant will know there is a consequence for their chosen action.
- D. Incident reports will be filled out for any disciplinary cases and shared with parents when picking up the child (sooner if an extreme case). Parents will be asked to sign the incident report to indicate that they have been advised about specific problems and/or negative behaviors.
- E. A participant could be suspended based on an extreme case or an aggregated concern of poor behavior choices. If that happens, parents will be contacted immediately and asked to pick up their child.
- F. Immediate removal from the program can happen if a child displays physical harm or threatens another participant. If a participant is removed from the program for behavior issues, there will not be a refund for unused time.

VII. Illness or Injury

- A. Participants shall have and maintain immunizations in accordance with those required by the Texas Department of Health for public school attendance according to age.
- B. Parents shall be notified in cases of illness or injury. If the illness includes the threat of a communicable disease, that child will need to be picked up immediately.
- C. Programs are designed for well children. If a child is suspected of having a temperature and/or shows other signs or symptoms of illness, that child will need to be removed from the program until they can be evaluated and released by a physician.
- D. When an injury occurs, an incident report shall be filled out immediately after the incident and given to the Recreation & Childcare Coordinator and/or The Link

Manager with a copy kept in the camp files. In the case that an injury cannot be remedied with basic first aid, staff shall notify paramedics.

- E. In the event of expected abuse, program employees will immediately report a concern in accordance with the Texas Family Code. In the case where a City employee is involved in an incident with a child that could be construed as child abuse, the incident must also be reported to the Recreation & Childcare Coordinator, Summer Camp Director and/or The Link Manager. Staff will then notify the Richland Hills Police Department and any other appropriate agency as soon as possible.
- F. Texas state law requires staff of children and youth programs to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services or a law enforcement agency. Failure to report suspected abuse is punishable by fines up to \$1,000 and/or confinement up to 180 days. Confidential reports may be made by calling 1-800-252-5400.

VIII. General Guidelines for Children

- A. As a part of the Camp Manual, parents will be given the following information:
 - 1. A child is not allowed to use the phone unless it is deemed an emergency. In this case, staff should make the call for the child.
 - 2. Children must use furniture correctly, only sitting where designed and not standing on any furniture, counter, or game table.
 - 3. Running is only permitted in the gym and on special occasions in the activity rooms, then only with supervision.
 - 4. Bouncing or throwing balls is only permitted in the gym and on special occasions in the activity rooms, then only with supervision.
 - 5. Active games that could damage furniture, fixtures, and equipment shall only be played in the appropriate areas.
 - 6. Children must always show respect toward staff and other participants.
 - 7. Children must always have on appropriate attire and athletic, non-marking shoes.
 - 8. Children will always be contained and separated from the general public, except for on field trips, park visits and when swimming. Then staff will be more diligent with their oversight, so as to know where each child is at all times.
- B. The camp and afterschool program will provide activities for each group according to the participants' ages, interests, and abilities. The activities should be flexible and promote social and educational advancement.
 - 1. A weekly calendar will be available to parents the week before each camp session starts.
 - 2. While monitoring field trips, staff will;
 - a) Count everyone before leaving The Link and before returning back from the destination.

- b) Carry all pertinent participant information including medical information.
- c) Carry a first aid kit and mobile phone in each vehicle that is transporting participants.
- d) Each participant will wear a Link wrist band on each field trip. The wrist band will have Link information in case a participant gets lost or loses visual contact with the rest of the group.

IX. Monitoring and Enforcement

- A. Standards of Care established by the City of Richland Hills will be monitored and enforced by City Departments responsible for their respective areas. Health and safety standards will be monitored and enforced by the City's Police, Fire, and Code Compliance departments when applicable.
- B. Staff and program issues will be monitored and enforced by the Recreation Department staff. The Link Manager shall visit the program facilities on a bi-weekly basis. The Recreation & Childcare Coordinator will be responsible for a visual inspection on a daily basis.
- C. Monthly reporting by The Link Manager will include a comprehensive review of all program details, as well as the operation summaries.

For further information regarding the Standards of Care or any other information about children and youth programs offered by The Link please contact the front desk at 817-616-3738.

Presentation

Standards of Care

Item #
3A



Standards of Care 2026



Annual Council Approval Requirement

- Annual adoption of the 2026 Standards of Care for youth programs at The Link
- Applies to:
 - Summer day camps
 - After-school programs
- Serves children ages 5–12
- Required annually under Texas Human Resources Code Section 42.041(b)(14)
- Maintains the City's municipal childcare exemption status
- Includes required public hearing and ordinance adoption

Standards of Care Overview



- Staffing ratios
 - State maximum: 22:1
 - The Link target: 15:1
 - Field trips: approximately 10:1
- Staff qualifications
 - Criminal background checks
 - CPR / First Aid / AED certifications
 - Required child safety and abuse reporting training
- Health and safety standards
 - Emergency procedures
 - Medication administration
 - Injury and incident reporting
 - Fire drills and facility inspections
- Parent communication
 - Check-in / check-out procedures
 - Field trip permissions
 - Complaint resolution contacts
- No policy changes or amendments for 2026

Considerations

- No additional funding required
- No impact to the current operating budget
- Standards have been previously reviewed by the City Attorney
- Existing procedures remain in place



Recommendation

Motion to approve Ordinance No. 1526-25 adopting the 2026 Standards of Care for youth programs provided by The Link Event & Recreation Center.

Questions?



ORDINANCE NO. 1542-26

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, ADOPTING THE 2026 STANDARDS OF CARE FOR YOUTH PROGRAMS PROVIDED AT THE LINK EVENT AND RECREATION CENTER; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richland Hills, 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 Link Event and Recreation Center will be offering youth programs in the form of day camps and after-school programs for children ages 5 years old to 12 years old; and

WHEREAS, state law requires that the City conduct a public hearing and adopt Standards of Care for the operation of the youth programs; and

WHEREAS, on April 27, 2026, the City properly posted and conducted a public hearing to receive public input on the adoption of the 2026 Standards of Care; and

WHEREAS, the City Council deems it appropriate to adopt Standards of Care which are in full compliance with the requirements of Chapter 42 of the Texas Human Resources Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, THAT:

SECTION 1.

The Standards of Care attached hereto as Exhibit A and incorporated herein for all purposes are hereby adopted as the Standards of Care for The Link as well as all after-school programs operated by The Link during the Birdville Independent School District (BISD), International Leadership of Texas (ILT), and IDEA Public School (IDEA) calendars. Parents of each program participant shall be provided with a copy of the Standards of Care and be informed that the program is not licensed by the state. The City may not advertise The Link as a childcare facility.

**SECTION 2.
ORDINANCE CUMULATIVE**

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Richland Hills, Texas, as amended, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code are hereby repealed.

**SECTION 3.
RESERVATION OF RIGHTS AND REMEDIES FOR ACCRUED VIOLATIONS**

That all rights and remedies of the City of Richland Hills are expressly saved as to any and all violations of the provisions of the Code of Ordinances which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

**SECTION 4.
PROVISIONS SEVERABLE**

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 5.
PUBLICATION CLAUSE**

The City Secretary of the City of Richland Hills is hereby directed to publish this Ordinance to the extent required by law.

**SECTION 6.
EFFECTIVE DATE**

This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

APPROVED AND ADOPTED at a regular meeting of the Richland Hills City Council on April 27, 2026, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

THE HONORABLE MAYOR CURTIS BERGTHOLD

ATTEST:

LISA BOYD, INTERIM CITY SECRETARY

EXHIBIT A

Standards of Care

City of Richland Hills – The Link – Event and Recreation Center

I. General Information / Administration

Purpose: To provide basic childcare regulations for activities operated by The Link – Event and Recreation Center in Richland Hills (The Link). This will allow The Link to qualify as exempt from the requirements of the Texas Human Resources Code.

A. Organization:

- 1) The governing body of The Link is the Richland Hills' City Council.
- 2) Implementation of the Standards of Care (SOC) is the responsibility of the The Link Manager and staff.
- 3) The SOC will apply to several day camp programs which are conducted throughout the year by The Link. The SOC will also apply to the After-School programs that The Link will operate during the Birdville Independent School District (BISD), International Leadership of Texas (ILT), and IDEA Public School (IDEA) calendars.
- 4) The SOC will apply at all locations where The Link hosts a childcare program, including city facilities, fulltime off-site facilities, and while on field trips.
- 5) The Link will have available, for public and staff, a current copy of the SOC upon request.

B. Implementation:

The Link Manager, Recreation & Childcare Coordinator, and Summer Camp Director will be responsible for implementing the SOC for all childcare programs run by The Link.

C. Day Camp Objectives:

- 1) To provide children and youth with the opportunity to experience a variety of recreational activities which include sports, games, arts and crafts, education, drama, special events, field trips, tournaments, etc.
- 2) To provide an encouraging atmosphere emphasizing positive development of physical skills, emotional growth, and self-confidence.
- 3) To provide a safe environment; always promoting good health and welfare for all.
- 4) To teach children and youth how to spend their leisure time wisely; in an effort to meet the emotional, physical, and social needs of the child.

D. Exemption Status:

Once an exempt status is established, the Licensing Division will not monitor the recreational program. The Licensing Division will be responsible for investigating complaints of unlicensed childcare and for referring other complaints to the municipal authorities or, in the case of abuse/neglect allegations, to the local police authorities.

E. Standards of Care Review:

Standards will be reviewed annually and brought before the City Council for approval after a public hearing is held to pass an ordinance regarding section 42.041 (b) (14) of the Texas Human Resources Code. Childcare Licensing will not regulate these programs nor be involved in any complaint investigation related to the program.

Any parent, visitor or staff may register a complaint by contacting The Link Manager at (817) 616-3738 or at The Link during program hours.

II. Staffing

A) Link Manager – The Link Manager directs the children’s program staff and assists with the planning and execution of the activities of participants in the childcare programs.

1) Essential Job Functions:

- a) Direct and supervise all Coordinators, Directors and Counselors including hiring and mandatory training.
- b) Develop and train staff with an age-appropriate camp curriculum (elementary ages) in accordance with the philosophy of the program.
- c) Ensure staff is committed to following established guidelines, procedures and standards.
- d) Oversees facility reservations and transportation needs for all camp activities.
- e) Oversees scheduling, confirming, and distributing payments for all field trips.
- f) Maintain supplies, equipment, and all necessary documentation for the operation of the camp.
- g) Conduct on-going program evaluations implementing approved recommendations as needed.
- h) Complete and provide reports to the Director of Parks and Recreation on a weekly basis to monitor camp activities throughout the program. Reports include camp schedules, payroll, incident reports, and attendance.

2) Qualifications:

- a) Bachelor’s Degree in Education, Recreation or a similar area of study is preferred but not required.
- b) A minimum of three years’ experience in Recreation or Education industries.
- c) Requires a valid Texas DL with a good driving record over the last three years.
- d) Must pass city criminal background check prior to working with children. Must pass pre-employment drug screen and/or physical.
- e) Must complete First Aid, CPR and AED training prior to camp.

3) Requirements of Work:

- a) The Link Manager must complete all mandatory staff training prior to the

start of camp if possible or within six (6) months of hire. This training is to include, but not limited to departmental policies, The Link policies, customer service, sexual harassment, behavioral and discipline, preventative sexual abuse and molestation, and practical skills for games, songs, and crafts.

- b) Ability to be physically active and involved with children all day.
- c) Ability to lift 55 pounds.
- d) Knowledge of child development and age-appropriate activities.
- e) Advanced organizational and communication skills.
- f) Varied experience in a variety of activities including sports, arts, nature, drama, and cooperative activities.

B) Recreation & Childcare Coordinator and Summer Camp Director – responsible for the day-to-day operation of after school and day camp programs.

1) Essential Job Functions:

- a) Directs and supervises the day camp program for children ages 5-12.
- b) Develop a weekly schedule of activities.
- c) Leads and instructs all camp counselors.
- d) Plans, coordinates, and supervises programs, and activities of the day camp.
- e) Assists in facility reservations and transportation needs for all camp activities.
- f) Assist in scheduling, confirming, and distributing payments for all field trips.
- g) Works closely with The Link Manager to determine work procedures, help prepare work schedules, follow-up on accident/incident reports, and assist with discipline (staff or campers) and any other necessary assistance.
- h) Maintain an orderly, clean, and safe environment for the children while promoting a non-competitive program directed toward accentuating positive behaviors, physical development and emotional growth.
- i) Serves as a resource person for camp counselors. Leads the camp counselors in facilitating appropriate behavior among campers and handling inappropriate behavior promptly. Provides direct supervision to campers at all times.
- j) Maintains positive interpersonal relations among everyone involved in the summer camp program, including children, parents, Link staff, camp staff, The Link Manager, and Director of Parks & Recreation.
- k) Acts as a role model for children ages 5-12, displays appropriate behavior, and creates a safe, inclusive environment for all campers and staff.
- l) Monitors the use of recreation equipment and ensures it is used in a capacity that is used in accordance with its intended use.
- m) Ensures all equipment is returned to its original location and put back in an organized fashion when done using. Follows and enforces staff rules, policies, and procedures outlined in the Summer Camp staff handbook.

- n) Maintains positive public relations with parents and the general public at all times. Including updating parents about their children's concerns, growth, and corrections.
 - o) Performs administrative duties such as maintaining records, incident reports, etc.
 - p) Performs all other various duties assigned by The Link Manager.
- 2) Qualifications:
- a) Bachelor's Degree in Education, Recreation or a similar area of study is preferred but not required.
 - b) A minimum of three years' experience in Recreation or Education industries.
 - c) Requires a valid Texas DL with a good driving record over the last three years.
 - d) Must pass city criminal background check prior to working with children.
 - e) Must pass pre-employment drug screen and/or physical.
 - f) Must complete First Aid, CPR and AED training prior to camp.
- 3) Requirements of Work:
- a) Coordinator and Summer Camp Director must complete all mandatory staff training prior to the start of camp if possible or within six (6) months of hire. This training is to include, but not limited to departmental policies, The Link policies, customer service, sexual harassment, behavioral and discipline, preventative sexual abuse and molestation, and practical skills for games, songs, and crafts.
 - b) Ability to be physically active and involved with children all day.
 - c) Ability to lift 55 pounds.
 - d) Knowledge of child development and age-appropriate activities.
 - e) Advanced organizational and communication skills.
 - f) Varied experience in a variety of activities including sports, arts, nature, drama, and cooperative activities.
- C) Camp Leader and Attendant – The Camp Leaders and Attendants are responsible for direct leadership of youth 3-12 in a variety of activities including, but not limited to games, sports, crafts, special events and field trips. The Leaders and Attendants assist in planning and organizing camp schedules, activities, supplies, equipment, and are also responsible for cleanliness of the areas used by camp participants. The Leaders and Attendants are also responsible for completing necessary forms relating to attendance, check-in/check-out procedures, accidents, and incidents.
- 1) Essential Job Functions:
- a) Promote a non-competitive, positive, self-image enhancing environment for each participant through the direction of well-designed activities.
 - b) Directly lead activities using a method that will provide opportunity for the involvement of all children on an equal level.
 - c) Exhibit enthusiasm for the activity to impart a feeling of excitement to all camp participants.

- d) Follow procedures for camper check-in/check-out. Reporting accidents, incidents, behavioral modifications, and camp schedules.
- e) Follow guidelines for safety and storage of equipment, including inventory of supplies.
- f) Ensure the safety of all children and staff during transportation while on field trips.
- g) Provide and adhere to established guidelines set forth for the safety, behavior, communication, and discipline of the camp participants.
- h) Recognize and reward positive, improved, and outstanding behavior and/or accomplishments of participants.

2) Minimum Qualifications:

- a) High School diploma and some college preferred.
- b) One year of formal experience working with children preferred.
- c) Requires a valid Texas DL with a good driving record over the last three years.
- d) Must pass city criminal background check prior to working with children.
- e) Must pass pre-employment drug screen and/or physical.
- f) Must complete First Aid, CPR and AED training prior to camp.

3) Other Requirements:

- a) Leaders and Attendants must complete all mandatory staff training prior to the start of camp if possible or within one (1) month of hire depending on the availability of each training topic. This training is to include, but not limited to departmental policies, The Link policies, customer service, sexual harassment, behavioral and discipline, preventative sexual abuse and molestation, and practical skills for games, songs, and crafts.
- b) Staff must exhibit competency, good judgment, and self-control throughout the duration of the camp.
- c) Staff should relate to the children with courtesy, respect, acceptance, and patience.
- d) Staff will be evaluated at least once per year by The Link Manager. Evaluations will be reviewed to discuss any areas of improvement or suggestions.

- 4) Staffing Ratios: The state required ratio for the number of children (5-13) may not exceed 22:1 children to staff. The Link staff ratio will work to have a ratio no greater than 15:1. For field trips and off-site swimming, the ratio will be closer to 10:1.

III. Facility Standards

- A. Emergency evacuation and relocation plans will be posted at The Link. Program employees will inspect sites frequently for any sanitation or safety concerns. Those concerns will be passed on to the Recreation & Childcare Coordinator or The Link Manager.

- B. Each camp must have a fully stocked first aid kit. This shall be checked and stocked on a weekly basis by the Recreation & Childcare Coordinator or “Lead” Attendant. It shall include bandages and/or Band-Aids, rubber gloves, alcohol wipes, hot/cold packs, gauze, tweezers and scissors.
- C. In a situation where evacuation is necessary, the first priority of staff is to make sure all participants are in a safe location. Program sites will be inspected by the Fire Marshal annually. The Link Manager is responsible for compliance with the Fire Marshal’s directives. The recommended number of fire extinguishers shall be inspected annually, publicly available and “primed” for use. Fire drills should be conducted once a month during the summer camp.
- D. Medication will only be administered with a parent consent form completed in addition to the program registration form. Prescription medications shall be left in The Link’s designated locked cabinet, in their original container, labeled with the child’s name, date, directions and the child’s physician’s name. Two staff members will be present while medication is given. Medication can only be dispensed as stated on the bottle unless stated in written form.
- E. All medications will be recorded on the parent consent form.
- F. The Link will have adequate indoor toilets and lavatories located such that children can use them independently and program staff can supervise as needed. There shall be one flush toilet per 30 participants. Sinks will also be at 1 sink for 30 children. It is expected that all camp and afterschool participants will be potty trained. Our staff will not be able to help change children that have had an accident.
- G. All participants must wear tennis shoes daily. Sandals, slip-ons, slippers, or flip-flops will not be allowed, except for appropriate field trips, like swimming.

IV. Service Standards – Camp Staff

- A. This information will be provided to each staff member as a part of the program manual:
 - 1. Appropriate clothing will be worn at all times. City or program shirt will be worn with appropriate shorts, pants, jeans, or leggings. The only exemption will be swimsuits. Clothing worn should not have any inappropriate logos, pictures, or messages.
 - 2. Staff will be provided at least two city or program shirts to wear as a uniform top. If a staff member needs to go home to change, it will be without pay.
 - 3. Females will wear one-piece swimsuits while working with the camp or other city programs. If wearing a two-piece swimsuit, the employee must wear a full-length t- shirt and appropriate shorts. Males will wear board shorts that are not form fitting.
 - 4. Name tags/IDs will be worn on the uniform shirt at all times.

5. Participants and parents will be treated with respect at all times.
6. Program staff will take it upon themselves to resolve complaints. Do not refer customers to another staff member outside of camp staff. Elevate to "Lead" attendant, Recreation & Childcare Coordinator or Summer Camp Director if necessary. Beyond that, take a name and phone number for full-time staff to contact later.
7. Camp staff will keep parents informed of daily activities. A general weekly schedule will be available to parents the week before. Daily schedules will be visible each day.
8. Camp staff will monitor the check-in/check-out log at all times.
9. Camp staff will keep each activity area clean and tidy. Cleaning includes floors, walls, furniture, with supplies put away after use.
10. Camp staff will be involved with participants and parents most of the time. Staff will need to check in with the front desk and full-time staff for updates and messages.

V. Operational Issues

- A. Emergency phone numbers are kept at The Link's front desk, as well as with the camp binder on all field trips.
- B. The Camp Manual is provided to every staff member and outlines the following:
 1. Behavior Management and Discipline Procedures
 2. Rules and Regulations
 3. Forms
 4. Service Standards
 5. Game/Activity Leadership
 6. Guidelines for Communication with Children and Parents
- C. Check-in/check-out forms will be used every day. Only designees ages 16-up, listed on the camper's release form, will be allowed to pick up participants. The authorized designee must enter the building and sign the check-out form in order for staff to release the child.
- D. Emergency evacuation and relocation plans will be posted at The Link.
- E. Transportation Requirements:

A Texas state law for child safety seats: specifically, booster seats, went into effect on September 1, 2009. This law applies to children under the age of eight (8) and under 4 feet and 9 inches tall. This law will apply to camp participants between the ages of five (5) and seven (7) years old.

The state law states:

- Once a child reaches eight (8) years old, they are not legally required to be in a child safety seat system.

- If the child is younger than eight (8) but is already taller than 4 feet and 9 inches tall, they are not legally required to be in a child safety seat system.
- If the child is eight (8) but shorter than the above height, they are not legally required to be in a child safety seat system.
- The law requires that safety and booster seats be installed and used according to the manufacturer's instructions, including age, height and weight requirements and the placement in the vehicle.

In compliance with this law, parents may be required to supply the appropriate booster seat for their child if they fit into the criteria above.

Camp staff will be trained to identify children that are required to be in a booster seat based on birth date. Additionally, staff will be trained by Richland Hills Public Safety personnel on how to properly install a child safety seat.

- F. Parents will be notified of and given additional permission forms, if needed, for field trips. Enrollment information will be maintained on each vehicle while traveling to and from field trips sites.
- G. Enrollment information will be kept on each participant and shall include child's name, birth date, home address, guardian's phone number, back-up day-time phone numbers. The registration form will have the name and number of each individual authorized to check-out the participant. Additionally, the form will have signatures for waivers, field trip release, and travel authorization. Lastly, the medication consent will be kept in The Link's administration office.
- H. Staff will immediately notify parent or guardian when a participant is injured or has been involved in any situation that places the child at risk.
- I. The Link Manager or Recreation & Childcare Coordinator will communicate with parents if a communicable disease or possible parasitic infestation has been reported as required by the Tarrant County Health Department.
- J. Children in camp and the afterschool program will be exposed to G and PG movies as well as E and E10 (specifically Lego games) video games. We will not be able to manage whether an individual child sees or hears any part of one of these forms of entertainment. Movies watched could include those seen at The Link or during a field trip. Parents registering their child for The Link programs agree to allow their child(ren) to be a part of these entertainment opportunities.
- K. In some cases it may be necessary to evaluate if our programs are the right choice for your family. Completing a registration form is not a guarantee of admission to our program. In some cases, we will need to determine if our program is appropriate for your child. Our programs are not designed for therapeutic or one- on-one care or attention.

VI. Behavior Management and Discipline Procedures

- A. Program employees will implement discipline and guidance in a consistent manner based on an understanding of individual needs and development with the best interests of program participants in mind.
- B. There will be no harsh, cruel, or corporal punishment used as a method of discipline. Discipline will be focused on the growth of the individual and encouraging improved behavior management.
- C. Program employees may use brief, supervised separation from the group if necessary. Children will be aware of all camp rules prior to the start of any activity. Their understanding of the rules is an integral part of behavior management. When negative behavior occurs, the participant will know there is a consequence for their chosen action.
- D. Incident reports will be filled out for any disciplinary cases and shared with parents when picking up the child (sooner if an extreme case). Parents will be asked to sign the incident report to indicate that they have been advised about specific problems and/or negative behaviors.
- E. A participant could be suspended based on an extreme case or an aggregated concern of poor behavior choices. If that happens, parents will be contacted immediately and asked to pick up their child.
- F. Immediate removal from the program can happen if a child displays physical harm or threatens another participant. If a participant is removed from the program for behavior issues, there will not be a refund for unused time.

VII. Illness or Injury

- A. Participants shall have and maintain immunizations in accordance with those required by the Texas Department of Health for public school attendance according to age.
- B. Parents shall be notified in cases of illness or injury. If the illness includes the threat of a communicable disease, that child will need to be picked up immediately.
- C. Programs are designed for well children. If a child is suspected of having a temperature and/or shows other signs or symptoms of illness, that child will need to be removed from the program until they can be evaluated and released by a physician.
- D. When an injury occurs, an incident report shall be filled out immediately after

the incident and given to the Recreation & Childcare Coordinator and/or The Link Manager with a copy kept in the camp files. In the case that an injury cannot be remedied with basic first aid, staff shall notify paramedics.

- E. In the event of expected abuse, program employees will immediately report a concern in accordance with the Texas Family Code. In the case where a City employee is involved in an incident with a child that could be construed as child abuse, the incident must also be reported to the Recreation & Childcare Coordinator, Summer Camp Director and/or The Link Manager. Staff will then notify the Richland Hills Police Department and any other appropriate agency as soon as possible.
- F. Texas state law requires staff of children and youth programs to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services or a law enforcement agency. Failure to report suspected abuse is punishable by fines up to \$1,000 and/or confinement up to 180 days. Confidential reports may be made by calling 1-800-252-5400.

VIII. General Guidelines for Children

- A. As a part of the Camp Manual, parents will be given the following information:
 - 1. A child is not allowed to use the phone unless it is deemed an emergency. In this case, staff should make the call for the child.
 - 2. Children must use furniture correctly, only sitting where designed and not standing on any furniture, counter, or game table.
 - 3. Running is only permitted in the gym and on special occasions in the activity rooms, then only with supervision.
 - 4. Bouncing or throwing balls is only permitted in the gym and on special occasions in the activity rooms, then only with supervision.
 - 5. Active games that could damage furniture, fixtures, and equipment shall only be played in the appropriate areas.
 - 6. Children must always show respect toward staff and other participants.
 - 7. Children must always have on appropriate attire and athletic, non-marking shoes.
 - 8. Children will always be contained and separated from the general public, except for on field trips, park visits and when swimming. Then staff will be more diligent with their oversight, so as to know where each child is at all times.
- B. The camp and afterschool program will provide activities for each group according to the participants' ages, interests, and abilities. The activities should be flexible and promote social and educational advancement.
 - 1. A weekly calendar will be available to parents the week before each camp session starts.
 - 2. While monitoring field trips, staff will;
 - a) Count everyone before leaving The Link and before returning back from

the destination.

- b) Carry all pertinent participant information including medical information.
- c) Carry a first aid kit and mobile phone in each vehicle that is transporting participants.
- d) Each participant will wear a Link wrist band on each field trip. The wrist band will have Link information in case a participant gets lost or loses visual contact with the rest of the group.

IX. Monitoring and Enforcement

- A. Standards of Care established by the City of Richland Hills will be monitored and enforced by City Departments responsible for their respective areas. Health and safety standards will be monitored and enforced by the City's Police, Fire, and Code Compliance departments when applicable.
- B. Staff and program issues will be monitored and enforced by the Recreation Department staff. The Link Manager shall visit the program facilities on a bi-weekly basis. The Recreation & Childcare Coordinator will be responsible for a visual inspection on a daily basis.
- C. Monthly reporting by The Link Manager will include a comprehensive review of all program details, as well as the operation summaries.

For further information regarding the Standards of Care or any other information about children and youth programs offered by The Link please contact the front desk at 817-616-3738.

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members
From: Jason Moore, City Manager
Date: April 27, 2026
Subject: Consideration of Ordinance 1540-26 A Planned Development (2026-0128) *(applicant has withdrawn their application)*

Agenda Item:

Continued from April 13, 2026: Consider Ordinance 1540-26 A Planned Development (2026-0128) With A Base Zoning Of LC, Light Commercial Allowing For A “Food Processing” Use With A Temporary Outside Storage Element For The Property Described As Lot 11A & 12, Block H, Richland Hills Addition, Otherwise Known As 6557 Baker Blvd, Richland Hills, Texas 76118. *The applicant has requested to withdraw their application.*

Background Information:

This item is a continuation as it was tabled at the April 13th meeting. The applicant has withdrawn their application for a zoning change. No further action is required.

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

None

Council Action Requested:

No action is required.

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members
From: Jason Moore, City Manager
Date: April 27, 2026
Subject: Design Contract for Cecil Drive Reconstruction

Agenda Item:

A Resolution of the City Council of the City of Richland Hills, Texas, Approving Task Order #005 with Halff Associates, Inc. For Professional Engineering Services Related to the Cecil Drive Street Reconstruction Project, in an Amount Not to Exceed \$86,600; Authorizing the City Manager to Execute the Agreement; Finding that the Meeting at Which this Resolution is Passed is Open to the Public as Required By Law; And Declaring an Effective Date (Street Bond Funds)

Background Information:

The City entered into a Master Services Agreement for Professional Services with Halff Associates, Inc. on December 8, 2025, to provide engineering and related services on an as-needed basis. Task Order #005 has been negotiated for the design and bid phase services associated with the Cecil Drive Street Reconstruction Project. The project includes the full reconstruction of Cecil Drive from Lavon Drive to the drainage channel (approximately 800 feet), including replacement of pavement, water, and sanitary sewer infrastructure.

Scope of Services

Halff Associates will provide the following services:

- Topographic survey and data collection
- Preparation of construction plans and specifications
- Development of project manual and bid documents
- Opinion of Probable Construction Cost (OPCC)

- Utility coordination support
- Floodplain development permit preparation
- Bidding phase services, including bid tabulation and recommendation

The design will also accommodate a future sidewalk along the east side of the roadway where feasible.

Project Schedule

- Survey Completion: 30 days from notice to proceed
- 60% Design: 35 days after survey
- Final Design: 14 days after City review
- Total Design Duration: 49 days
- Bidding Phase: 35 days

Estimated completion of final design: **August 5, 2026**

Anticipated construction award: **September 14, 2026**

Financial Impact

The total cost for Task Order #005 is **\$86,600**, structured as a cost-plus maximum fee and billed monthly.

Breakdown includes:

- Survey: \$12,800
- Design & Plans: \$53,400
- Project Manual: \$6,600
- Cost Estimates: \$5,400
- Utility Coordination: \$1,000
- Floodplain Permit: \$2,000
- Bidding Services: \$5,400

Funding is available within the Capital Improvement Program (Street Improvements).

Strategic Impact

This project aligns with the City's ongoing infrastructure reinvestment strategy and supports:

- Replacement of aging infrastructure
- Improved roadway conditions and safety
- Long-term maintenance cost reduction
- Preparation for future pedestrian improvements

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

1. Resolution 644-26
2. Exhibit A

Council Action Requested:

Approve the Resolution

RESOLUTION NO. 644-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, APPROVING TASK ORDER #005 WITH HALFF ASSOCIATES, INC. FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO THE CECIL DRIVE STREET RECONSTRUCTION PROJECT, IN AN AMOUNT NOT TO EXCEED \$86,600; AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE CONTRACT DOCUMENTS; AUTHORIZING FUNDING; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE (STREET FUNDS).

WHEREAS, the City of Richland Hills (City) is a home rule municipality operating under and governed by the laws and Constitution of the State of Texas; and,

WHEREAS, the City of Richland Hills entered into a Master Services Agreement for Professional Services with Halff Associates, Inc. dated December 8, 2025; and,

WHEREAS, the City desires to proceed with engineering design and bidding services for the Cecil Drive Street Reconstruction Project; and,

WHEREAS, Halff Associates, Inc. has submitted Task Order #005 to perform said services in an amount not to exceed \$86,600; and,

WHEREAS, the expenditure of the funds stated herein will be secured from the City of Richland Hills Street Funds; and,

WHEREAS, it is recognized that it is in the best interest of the citizens of the City of Richland Hills that the project provided for herein be initiated at the earliest possible date to ensure timely delivery of infrastructure improvements; and,

WHEREAS, funding for this contract is available.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, THAT:

SECTION 1.

The findings and recitations set out in the preamble are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes.

SECTION 2.

Task Order #005 with Halff Associates, Inc., in an amount not to exceed Eighty-Six Thousand Six Hundred Dollars and 00/100 (\$86,600.00) for professional engineering services related to the Cecil Drive Street Reconstruction Project, in substantially the same form as Exhibit "A" attached, is hereby approved.

SECTION 3.

The City Manager, or designee, is authorized to execute any and all documents necessary and to take such actions as necessary to implement this Resolution.

SECTION 4.

It is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

SECTION 5.

This Resolution shall be effective from and after its passage.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, THIS 27TH DAY OF APRIL, 2026.

Curtis Bergthold, Mayor

ATTEST:

Lisa Boyd, Interim City Secretary

TASK ORDER #005

**PURSUANT TO THE MASTER SERVICES AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
CITY OF RICHLAND HILLS, TEXAS ("CLIENT") AND HALFF ASSOCIATES, INC. ("HALFF")
DATED DECEMBER 8, 2025**

In accordance with the Master Services Agreement for Professional Services by and between Halff and the Client referenced above (the "Agreement"), Client and Halff hereby mutually agree upon the terms set forth in this Task Order. To the extent this Task Order conflicts with the Agreement, the Agreement shall control.

Project Information:

Project Name: FY 2026 Street Project – Cecil Drive

Project Number (AVO): 63368.005

Project Location: City of Richland Hills

Client Information:

Client Contact (name): Jason Moore

Client Contact Email Address: jmoore@richlandhills.com

Client Contact Phone Number: 817-616-3800

Scope of Services:

Description of Services to be performed by Halff:

FY 2026 Street Project

Halff will prepare construction and bid documents for the City to request bids from contractors for FY 2026 Street Project. This project consists of full reconstruction of Cecil Drive from Lavon Drive to the drainage channel, a distance of approximately 800'. In addition to the paving reconstruction, this project consists of complete reconstruction of water and sanitary sewer within the limits of the pavement replacement.

1. **Survey** – Consultant shall perform a topographic survey along 800' of Cecil Drive from Lavon Drive to the drainage channel. Breaklines, contours and spot elevations will be prepared in CADD file format. Prepare survey control and full topographic survey of the following:
 - Perform all necessary topographic survey operations required for the complete design as described in survey scope and per limits shown.
 - The design survey shall establish all horizontal and vertical control points using Global Positioning System (GPS) methodology. Horizontal values will be based on the Texas State Plane Coordinate System, North American Datum of 1983, North Central Zone (4202). The vertical values will be referenced to NAVD88 and computed using GEOID 18, control to be set at 500-foot intervals with a minimum of two vertical benchmarks for a total of 2 benchmarks.
 - Survey shall tie in all trees 6" and larger in caliper within limits, fence lines, and all other present and visible surface features.
 - Topographic information shall be acquired with cross sections collected at 50-ft intervals, producing one-foot contours of existing grade.
 - Horizontal and vertical location of all existing facilities within the Project limits including existing paving, driveways, sidewalks, buildings, mailboxes, landscaping, etc.
 - Tie existing visible franchise utilities and appurtenances, and public utilities such as water valves, fire hydrants, manholes, etc.

- Verify horizontal and vertical location of existing sanitary sewer facilities if located within the scope of the survey.
- Deliverables in Open Roads using HALFF level codes.

2. **Project Plan Development** – Consultant shall provide all necessary construction plans on 11x17 sheets required for the proposed improvements. These include:
- a. Cover Sheet
 - b. General Notes
 - c. Survey Control
 - d. Typical Sections & Details
 - e. Demolition Plan
 - f. Roadway Plan and Profile
 - g. Driveway Profiles
 - h. Cross Sections
 - i. Water Plan Layout
 - j. Sanitary Sewer Plan & Profile
 - k. Erosion Control Plan
 - l. Standard Details including traffic control

Halff shall attend two (2) site visits to walk the project limits, observe, measure and/or note any specific site conditions, including driveway dimensions and any custom residential landscaping, and confirm surveyed features and above-ground utility appurtenances.

Halff will deliver a 60% plan set for City review and input. Upon completion of review, Halff will continue to final plans and submit a final plan set for bidding purposes.

3. **Project Manual** – A project manual will be prepared in the format prescribed by the City. The latest edition of the North Central Texas Council of Governments Standard Specifications for Public Works Construction will be used for the technical specifications and supplemented as necessary for any work special to the project. The project manual will include a requirement for consent of surety. The Project Manual will be prepared for the Cecil Drive reconstruction and will include the following:
- a. Advertisement, Notice and Instructions to Bidders
 - b. Qualifications Statement
 - c. Bid Proposal
 - d. Standard Form of Agreement
 - e. Performance, Payment and Maintenance Bonds
 - f. Certificate of Insurance
 - g. Contractor’s Affidavit of Final Payment
 - h. General Conditions of Agreement
 - i. Special Conditions and Federal Labor Standards
 - j. Technical Specifications
 - k. Other attachments
4. **Opinion of Probable Construction Cost (OPCC)** – Halff will prepare an opinion of probable construction cost at each design milestone.
5. **Utility Coordination** – Halff will assist City staff with coordinating regarding franchise utilities on an as needed basis. Consultant will review design plans and SUE data (provided by utilities) to identify potential conflicts. Consultant will assist in reviewing franchise utility design (designed by franchise utility companies) to deconflict utilities with proposed improvements.
6. **Floodplain Development Permit** – Halff will prepare single page floodplain development permit to address construction within floodplain. It is assumed that the project will have no change in cut or fill within the floodplain; therefore, no analysis is necessary or included in this scope.
7. **Bidding Services** – Halff will prepare copies of the construction documents as needed for City and Contractors. Halff will prepare bid advertisement and solicit contractor attention for bidding on the project. Halff will provide the following items:

- a. Bidding
 - i. Prepare Bid Advertisement (City to post advertisement)
 - ii. Prepare an agenda and conduct the pre-bid meeting.
 - iii. Prepare bid addenda as required.
 - iv. Tabulate Bids.
 - v. Contractor evaluation.
 - vi. Make a recommendation for the award of the contract.

[Cost Estimates. Client acknowledges and agrees that Halff's preparation of any estimate of probable design and/or construction costs, preliminary or otherwise, and any updated estimates of probable costs prepared by Halff, represent Halff's judgment as a design professional. Client further acknowledges and agrees that Halff has no control over the cost of labor, materials, or equipment; the Contractor's methods of calculating and estimating bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, Halff cannot and does not warrant or represent that bids or negotiated prices will not vary from Halff's estimate of probable costs (including any updates thereto) or from Client's budget or from any other estimate or evaluation, prepared or agreed to by Halff.]

Assumptions underlying the Description of Services to be performed by Halff:

1. The scope will include design to accommodate for a future sidewalk along the east side of the roadway at locations where it is feasible without adding substantial cost or impacts (such as retaining walls or tree removals) to the project.
2. The City will confirm the contract documents meet the need for bidding to meet the City requirements.

Description of work **EXCLUDED** from the Services:

1. This scope does not include geotechnical engineering or pavement design recommendations. Pavement will be standard NCTCOG pavement and as directed by City staff.
2. This scope does not include SUE or utility coordination.
3. This scope does not include a detailed drainage analysis for the floodplain.
4. This scope of work does not include design for or replacement of drainage facilities. It is assumed that the existing drainage facilities in the roadway are in good condition and do not need replacement. The drainage system has adequate drainage capacity since most of the discharge was off loaded onto the previous Kingsbury and Matthews drainage systems.
5. This scope does not include the design for or inclusion of a cul-de-sac or hammer-head end to the street and places the street back in similar form as existing.
6. Sidewalk construction is not included in this scope. The design will be set up so that the east side of the roadway a sidewalk could be added at a later date if the City desires.
7. This scope does not include USACE coordination or Section 408 permitting.
8. This scope does not include preparation of a detailed traffic control plan.
9. This scope does not include construction services or construction inspections. These services will be added at a later date after bidding and award of the contract.
10. This scope does not include structural design for retaining walls.
11. This scope does not include TDLR permitting as sidewalks or other pedestrian elements are not part of the scope of the project.
12. This scope does not include TPWD Chapter 26 coordination.

Deliverables:

1. Bid Documents
2. Construction plans
3. Estimate of Probable Construction Cost

TASK ORDER #005

**FY 2026 STREET PROJECT – CECIL DRIVE
RATE SCHEDULE**

Labor Category Rate as presented in the rate schedule table below is the rate for each labor category performing the work and includes all direct salaries, overhead, and profit. Each labor category rate may include a number of specialties. Labor category specialties are provided below.

Labor Category (Specialty):

- Engineer (Civil, Structural, Mechanical, Electrical, Oil & Gas)
- Scientist (Environmental and Geological)
- Landscape/Planner
- Surveyor
- Field Tech (Survey, SUE, Environmental & Construction)
- Office Tech (CADD, Designer & Surveyor)
- Administrative (Accounting, Assistant, Marketing & Human Resources)
- Specialist (GIS, ROW, Visualization & IT)
- Intern

Labor Category	Level	Billing Rate per Hour	
		Low	High
Engineer	I	\$102.00	\$138.00
	II	\$138.00	\$181.00
	III	\$181.00	\$234.00
	IV	\$234.00	\$301.00
	V	\$301.00	\$350.00
Scientist	I	\$98.00	\$111.00
	II	\$111.00	\$149.00
	III	\$149.00	\$208.00
	IV	\$208.00	\$278.00
	V	\$278.00	\$350.00
Landscape/Planner	I	\$97.00	\$109.00
	II	\$109.00	\$138.00
	III	\$138.00	\$192.00
	IV	\$192.00	\$257.00
	V	\$257.00	\$350.00
Surveyor	I	\$108.00	\$122.00
	II	\$122.00	\$136.00
	III	\$136.00	\$167.00
	IV	\$167.00	\$207.00
	V	\$207.00	\$350.00
Field Tech	I	\$69.00	\$81.00
	II	\$81.00	\$109.00
	III	\$109.00	\$128.00
	IV	\$128.00	\$178.00
	V	\$178.00	\$243.00

Office Tech	I	\$72.00	\$85.00
	II	\$85.00	\$105.00
	III	\$105.00	\$133.00
	IV	\$133.00	\$161.00
	V	\$161.00	\$224.00
Administrative	I	\$37.00	\$75.00
	II	\$75.00	\$101.00
	III	\$101.00	\$136.00
	IV	\$136.00	\$167.00
	V	\$167.00	\$250.00
Specialist	I	\$96.00	\$116.00
	II	\$116.00	\$155.00
	III	\$155.00	\$206.00
	IV	\$206.00	\$265.00
	V	\$265.00	\$350.00
Intern	I	\$60.00	\$112.00

All rates are subject to annual adjustment which will be submitted to City for review no later than thirty (30) days prior to such escalation becomes effective. Direct Costs - Printing and reproduction costs are charged at actual cost.

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members
From: Jason Moore, City Manager
Date: April 27, 2026
Subject: Consideration of Resolution No. 642-26, supporting federal Community Project Funding for the Booth Calloway Road Reconstruction and Utility Replacement Project

Agenda Item:

A Resolution of the City Council of the City Of Richland Hills, Texas, Supporting Federal Community Project Funding for the Booth Calloway Road Reconstruction and Utility Replacement Project; and Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law.

Background Information:

Booth Calloway Road is a major north-south corridor that serves residents, businesses, and emergency services within the City of Richland Hills. The roadway and underlying utility infrastructure have exceeded their useful life and require full reconstruction and replacement. The attached resolution expresses the City Council’s support for seeking federal Community Project Funding to assist with this important infrastructure project.

The total estimated project cost is \$10,000,000. Of that amount, \$4,000,000 is anticipated from local sources, and \$6,000,000 is proposed to be requested through federal Community Project Funding. Adoption of the resolution would formally demonstrate the City’s support for the funding request and authorize the City Manager to take the necessary steps to advance the application.

This item is intended to position the City to pursue outside funding assistance for a significant street and utility infrastructure project. Reconstruction of Booth Calloway Road and replacement of the underlying utilities would improve the long-term function, safety, and reliability of this corridor while helping reduce future maintenance needs associated with aging infrastructure.

Approval of the resolution does not, by itself, award grant funds or approve construction. Rather, it serves as the City Council’s formal statement of support for the federal funding request and confirms the City’s commitment to advancing the project if funding becomes available.

Financial Considerations:

None at this time

Legal Review:

Board/Citizen Input:

Attachments:

- 1. Resolution

Council Action Requested:

To approve the Resolution

RESOLUTION NO. 642-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, SUPPORTING FEDERAL COMMUNITY PROJECT FUNDING FOR THE BOOTH CALLOWAY ROAD RECONSTRUCTION AND UTILITY REPLACEMENT PROJECT; AND FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

WHEREAS, Booth Calloway Road is a major north–south corridor serving residents, businesses, and emergency services; and

WHEREAS, the roadway and underlying utilities have exceeded their useful life and require full reconstruction and replacement; and

WHEREAS, the total project cost is estimated at \$10,000,000, with \$4,000,000 committed from local sources and \$6,000,000 requested through federal Community Project Funding; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, THAT:

SECTION 1.

The City Council hereby expresses its full support for the submission of this project for federal funding and authorizes the City Manager to take all necessary actions to advance the request.

SECTION 2.

It is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and that public notice of the time, place, and purpose of said meeting was given as required.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, THIS 27TH DAY OF APRIL, 2026.

Curtis Bergthold, Mayor

ATTEST:

Lisa Boyd, Interim City Secretary

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members
From: Jason Moore, City Manager
Date: April 27, 2026
Subject: Capital Improvement Planning - Program Management

Agenda Item:

A Resolution of the City Council of the City of Richland Hills, Texas, Approving an Agreement with Vieste, LLC for Professional Services Related to Program Management and Development of the city’s Capital Improvement Program, in an Amount Not to Exceed \$90,000; Authorizing the City Manager to Execute the Agreement; Finding that the Meeting at Which this Resolution is Passed is Open to the Public as Required By Law; And Declaring an Effective Date

Background Information:

The City Manager has identified a need to better align the City’s capital planning efforts with broader organizational priorities, including targeted economic development initiatives intended to strengthen the tax base, improve redevelopment potential, and position the City for long-term growth. The proposed agreement with VIESTE, LLC is intended to provide professional support in that effort by serving as an extension of staff to assist with capital improvement planning, project oversight, financial modeling, and implementation support.

Under the proposed agreement, VIESTE would support the City Manager and staff by incorporating the City’s economic development priorities into capital planning and revenue forecasting efforts so that infrastructure investments, funding strategies, and project timing can be evaluated in a more coordinated way. The objective is to help the City concentrate capital projects in areas where public investment can most effectively influence redevelopment activity,

support private investment, and generate long-term fiscal benefit.

Services under the agreement include support for capital improvement program oversight, project controls, budgeting and capital planning, financial and economic modeling, and related implementation assistance for select projects as directed by the City Manager. Initial efforts may include updating the City’s capital improvement plan and related budget strategies to better reflect those priorities.

Financial Considerations:

The proposed agreement provides for a fixed monthly fee of \$15,000 per month through September 30, 2026, for a total initial amount of \$90,000, plus any reimbursable expenses approved in advance by the City. Any continuation or adjusted fee for Fiscal Year 2027 would require a contract amendment and City Council approval.

Legal Review:

Board/Citizen Input:

Attachments:

- 1. Resolution
- 2. Exhibit A - Agreement

Council Action Requested:

To approve the resolution.

RESOLUTION NO. 645-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH VIESTE, LLC FOR PROGRAM MANAGEMENT, ADVISORY, CAPITAL IMPROVEMENT PROGRAM SUPPORT, ECONOMIC DEVELOPMENT IMPLEMENTATION, AND RELATED FINANCIAL PLANNING SERVICES; AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE CONTRACT DOCUMENTS; AUTHORIZING FUNDING; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City of Richland Hills, Texas, is a home-rule municipality operating under and governed by the laws and Constitution of the State of Texas; and,

WHEREAS, the City desires to obtain professional services to support capital improvement planning, project oversight, economic development initiatives, and related financial planning and implementation efforts; and,

WHEREAS, VIESTE, LLC has submitted a Professional Services Agreement to provide program management, advisory, capital improvement program support, economic development implementation, and related financial planning services to the City; and,

WHEREAS, the proposed agreement includes an initial fixed fee of Fifteen Thousand Dollars and No/100 (\$15,000.00) per month through September 30, 2026, for a total amount not to exceed Ninety Thousand Dollars and No/100 (\$90,000.00), plus any pre-approved reimbursable expenses; and,

WHEREAS, any continuation of services for Fiscal Year 2027 would be subject to a mutually agreed amendment and future City Council approval; and,

WHEREAS, the City Council finds that entering into this agreement is in the best interest of the citizens of the City of Richland Hills to provide additional professional support for strategic capital and economic development initiatives; and,

WHEREAS, funding for this agreement is available.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, THAT:

SECTION 1.

The findings and recitations set out in the preamble are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes.

SECTION 2.

The Professional Services Agreement with VIESTE, LLC, in substantially the same form as Exhibit "A" attached hereto, for program management, advisory, capital improvement program support, economic development implementation, and related financial planning services, in an amount not to exceed Ninety Thousand Dollars and No/100 (\$90,000.00), plus any pre-approved reimbursable expenses, is hereby approved.

SECTION 3.

The City Manager, or designee, is authorized to execute any and all documents necessary and to take such actions as necessary to implement this Resolution.

SECTION 4.

It is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

SECTION 5.

This Resolution shall be effective from and after its passage.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, THIS 27TH DAY OF APRIL, 2026.

Curtis Bergthold, Mayor

ATTEST:

Lisa Boyd, Interim City Secretary

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement"), effective as of the 28th day of April, 2026 ("Effective Date"), by and between Richland Hills, TX ("CLIENT"), and VIESTE, LLC, an Indiana Limited Liability Company, ("PROGRAM MANAGER"), with offices at 27299 Riverview Center Boulevard, Suite 200, Bonita Springs, FL 34134.

WITNESSETH

WHEREAS, CLIENT has chosen to undertake one or more projects that require additional staff support to execute as further described in Exhibit B, attached hereto and incorporated herein by reference ("PROJECT"); and

WHEREAS, CLIENT does not have staff expertise or availability to execute the PROJECT and prefers not to hire such staff; and

WHEREAS, CLIENT desires instead to retain VIESTE, LLC as its exclusive PROGRAM MANAGER and extension of staff to provide program management, advisory, project controls, financing, program, and capital program oversight services as described in Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, PROGRAM MANAGER and its affiliates constitute an organization of professional personnel who are experienced and fully qualified to perform the various functions with respect to the project management of the PROJECT; and

WHEREAS, the specific services to be provided under this Agreement shall be set forth in Exhibit D and any addenda agreed to by the parties, it being understood that PROGRAM MANAGER provides advisory and program management services only and does not act as an engineer, contractor, financial advisor, or legal advisor; and

WHEREAS, CLIENT desires to engage PROGRAM MANAGER to provide the professional expertise required by it with respect to project management of the PROJECT, and PROGRAM MANAGER desires to be so engaged by CLIENT for this purpose.

NOW, THEREFORE, in consideration of the premises aforesaid and of the mutual covenants and undertakings hereinafter provided, the parties hereto agree as follows:

I. SERVICES

PROGRAM MANAGER will represent CLIENT and assist CLIENT in the development of the PROJECT with tasks described on the scope of services in Exhibit A ("Services"). The scope of services may be adjusted from time to time with mutual consent of CLIENT and PROGRAM MANAGER.

II. PROJECT

The PROJECT being contemplated under this Agreement is identified and described on Exhibit B and may contain multiple task projects as directed by CLIENT.

III. PROGRAM MANAGER'S RESPONSIBILITIES

PROGRAM MANAGER shall, subject to the terms and provisions of this Agreement:

- A. Appoint one or more individuals who shall be authorized to act on behalf of PROGRAM MANAGER and with whom CLIENT may consult at all reasonable times and whose instructions, requests, and decisions will be binding upon PROGRAM MANAGER as to all matters pertaining to this Agreement and the performance of the parties hereunder.
- B. Use all reasonable efforts to complete the Services within the time period mutually agreed upon, except for reasons beyond its control.

- C. Perform the Services in accordance with generally accepted standards in existence at the time of performance of Services.

IV. CLIENT'S RESPONSIBILITIES

CLIENT shall at such times as may be required for the successful and expeditious completion of the Services:

- A. Provide all criteria and information as to CLIENT's requirements and designate a person with authority to act on CLIENT's behalf on all matters concerning the Services.
- B. Furnish the PROGRAM MANAGER all existing studies, reports, and other available data pertaining to the Services and obtain additional reports, data, and services as may be required for the PROJECT. PROGRAM MANAGER may be entitled to reasonably rely upon all such information, data, and the results of such other services in performing the Services hereunder.
- C. Engage any and all third-party professional resources required to advance the PROJECT.
- D. Provide all required capital resources to fund fees, expenses, and costs related to the advancement of the PROJECT.

V. COMPENSATION AND TERMS OF PAYMENT

The terms of compensation and payment are as follows:

- A. CLIENT will pay PROGRAM MANAGER a fee monthly pursuant to the Fee Schedule as depicted in **Exhibit C**, incorporated herein by reference. All invoices will be due and payable on or before the 15th of each month for the prior months' work.
- B. Reimbursable Expenses will be billed monthly at the actual expense in addition to the Program Management Fee. Expenses will include, but not be limited to, travel, document delivery, technology expenses directly related to the Services rendered under this Agreement. No Expenses will be incurred or billed without prior consent from CLIENT.

VI. TERMINATION

- A. The term of this Agreement shall be until September 30, 2027.
- B. Either party may terminate this Agreement upon written notice to the other party at least sixty (60) days prior to the date of termination. Upon receipt of such notice, PROGRAM MANAGER shall immediately discontinue all services and work in connection with the performance of this Agreement and shall proceed to cancel promptly all existing contracts and orders insofar as they relate to this Agreement.
- C. In the event of termination, PROGRAM MANAGER shall deliver to CLIENT all finished or unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs, etc., prepared by PROGRAM MANAGER under this Agreement.
- D. PROGRAM MANAGER shall be compensated for services performed and expenses incurred for satisfactory work up to the termination date. PROGRAM MANAGER shall receive a portion of fees and expenses permitted under this Agreement in direct proportion to percentage of work actually completed up to the termination date.

VII INDEMNITY

PROGRAM MANAGER does hereby covenant and agree to release, indemnify and hold harmless CLIENT and its officials, officers, agents, representatives, employees, and invitees from and against any and all liability, claims, suits, demands and/or causes of action, (including, but not limited to, attorney's fees and cost of litigation), which may arise by reason of death or injury to property or persons but only to the extent occasioned by any error, omission or negligent act of PROGRAM MANAGER, its officials, officers, agents,

employees, invitees or other persons for whom PROGRAM MANAGER is legally liable with regard to the performance of this Agreement, and PROGRAM MANAGER will, at its own cost and expense, defend and protect CLIENT against any and all such claims and demands.

VIII. INSURANCE

PROGRAM MANAGER shall maintain throughout the period of the PROJECT, a standard form of errors and omissions insurance with an insurance company satisfactory to CLIENT. PROGRAM MANAGER shall also maintain insurance coverage for commercial general liability, automobile liability, and workers' compensation in forms and amounts satisfactory to CLIENT. PROGRAM MANAGER shall assure that any and all PROGRAM MANAGERS engaged or employed by PROGRAM MANAGER carry and maintain similar insurance with reasonably prudent limits and coverage in light of the services to be rendered by such PROGRAM MANAGERS. PROGRAM MANAGER shall submit to CLIENT proof of such insurance in amounts satisfactory to CLIENT. The maintenance in full current force and effect of such form and amount of insurance, in such amount as CLIENT shall have accepted, shall be a condition precedent to the PROGRAM MANAGER's exercise or enforcement of any rights under this Agreement. Insurance policies required for PROGRAM MANAGER shall include a provision requiring written notice to the CLIENT at least thirty (30) days prior to any cancellation, non-renewal or material modification of the policies. CLIENT shall be named as an additional insured on all insurance policies, except workers compensation and professional liability, required herein.

IX. ASSIGNMENT

Neither CLIENT nor PROGRAM MANAGER may assign their rights or delegate their duties without the written consent of the other party. Such consent shall not be unreasonably withheld. This Agreement is binding on CLIENT, PROGRAM MANAGER, and their successors and assigns, to the extent permitted by law.

X. INDEPENDENT CONTRACTOR

PROGRAM MANAGER shall be an independent contractor with respect to the Services to be performed hereunder. Neither PROGRAM MANAGER nor any of its authorized sub-PROGRAM MANAGERS, nor the employees of either, shall be deemed to be the servants, employees, or agents of CLIENT. PROGRAM MANAGER S and its authorized sub-PROGRAM MANAGERS will be solely responsible for providing compensation and benefits to their employees.

XI. MISCELLANEOUS

- A. This Agreement constitutes the entire agreement between the parties hereto and supersedes any oral or written representations, agreements, understandings, proposals, or communications heretofore entered into by or on account of the parties. In the event of any conflict between this Agreement and any of the exhibits hereto, the terms of and provisions of this Agreement shall control. In the event of any conflict among the exhibits, the exhibit of the latest date shall control.
- B. CLIENT represents that its engagement of PROGRAM MANAGER to perform the Services is not in breach of, or otherwise in violation of, any known contract, restriction, or covenant between CLIENT and any third party.
- C. This Agreement shall be governed by the laws of the State of Texas. Venue for any dispute relating to this Agreement shall lie in Tarrant County, Texas.
- D. In no event shall either party be liable to the other for indirect or consequential damages, including, but not limited to, loss of use, loss of profit, or interruption of business, whether arising in contract, tort (including negligence), statute, or strict liability.

- E. In the event CLIENT uses a purchase order form to administer this Agreement, the use of such form shall be for convenience purposes only, and any typed provision in conflict with the terms of this Agreement and all preprinted terms and conditions contained in or on such forms shall be deemed stricken and null and void.
- F. This Agreement gives no rights or benefits to anyone other than CLIENT and PROGRAM MANAGER and does not create any third-party beneficiaries to this Agreement.
- G. By signature of this Agreement, PROGRAM MANAGER warrants to CLIENT that it has made full disclosure in writing of any existing conflicts of interest or potential conflicts of interest, including personal financial interests, direct or indirect, in property abutting the PROJECT and business relationships with abutting property owners. PROGRAM MANAGER further warrants that it will make disclosure in writing of any conflicts of interest which develop subsequent to the signing of this Agreement and prior to final payment under this Agreement.
- H. PROGRAM MANAGER verifies and certifies that it does not and during the duration of this Agreement will not:
 - i. boycott Israel as that term is defined in Texas Government Code Section 808.001 and Chapter 2271, as amended;
 - ii. do business with Iran, Sudan, or a foreign terrorist organization, as defined in Texas Government Code Chapter 2270, as amended;
 - iii. boycott energy companies as defined in Texas Government Code Section 809.001 and Chapter 2274, as amended; or
 - iv. discriminate against a firearm trade association as defined in Texas Government Code Chapter 2274, as amended.

XII. CONFIDENTIALITY AND PROPRIETARY INFORMATION

- A. The parties understand that they may work with others to concurrently pursue similar projects outside of this Agreement. No non-public information regarding the PROJECT contemplated under this Agreement will be shared with those other third parties unless expressly disclosed and approved in advance, in writing.
- B. CLIENT represents that its engagement of PROGRAM MANAGER to perform the Services does not infringe upon, or otherwise in violation of, any intellectual property right held by any third party.
- C. CLIENT is a local government under the laws of the State of Texas. Therefore, if any provision of this Agreement would be inconsistent with state law or CLIENT's Charter, it will not apply.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the Effective Date.

CLIENT:
Richland Hills, TX

PROGRAM MANAGER:
VIESTE, LLC

By: _____

By: _____

Title: _____

Title: _____

DATE: _____

DATE: _____

EXHIBIT A
SCOPE OF SERVICES

CAPITAL IMPROVEMENT PROGRAM SUPPORT

Project Oversight

- Serve as an extension of staff to the City Manager, providing leadership and strategic oversight for capital initiatives.
- Coordinate with internal departments, consultants, and external stakeholders to ensure alignment with City Manager priorities.
- Oversee development and maintenance of a comprehensive capital project program.

Program Management & Controls

- Support City Manager and internal departments with project control systems including communication protocols, document management, scheduling, budgeting, and cost controls.
- Support the preparation of project tracking reports, including budget, schedule, and progress updates.
- Support the development and monitoring of project schedules for funded capital projects.

Budgeting & Capital Planning

- Assist in the preparation, review, and tracking of capital project budget and funding allocations.
- Support coordination with finance staff to confirm funding availability and alignment with project priorities.
- Provide oversight and program management for infrastructure projects as directed by City Manager.

Financial & Economic Modeling

- Support internal departments in the development of project financial models, including oversight of third-party analyses as applicable.
- Support internal departments in the development of sources and uses, public cash flow projections, flow of funds, and overall capital finance plans.
- Identify and evaluate cost-saving measures and revenue-generating opportunities.

Economic Development Implementation

- Assist City Manager in the evaluation, selection, and negotiation with private development partners.
- Support entitlement, permitting, and stakeholder engagement processes.
- Review and provide input on project-related agreements.
- Develop revenue activation strategies, including naming rights, sponsorships, and philanthropy.
- Support the creation of special purpose entities (e.g., Local Government Corporation) for asset management and activation.
- Assist in securing private development through identification, due diligence, and negotiation with third-party developers.

FINANCE AND ADMINISTRATION

Financial Planning & Reporting

- Provide general support to City Manager and internal finance departments as requested.
- Assist in the development and refinement of the Five-Year Capital Improvement Plan (CIP).
- Support financial planning and budgeting efforts, including Fiscal Year 2027.
- Assist in the preparation of financial summaries, reports, and supporting documentation for capital and economic development projects.

Budget Development & Analysis

- Support consolidation and analysis of budgets across departments and funding sources.
- Assist in developing and monitoring economic development budgets.
- Support the development of budget tracking tools and reporting mechanisms.
- Support evaluation and allocation of funding for economic development initiatives.
- Assist in prioritization of projects aligned with City Manager strategic goals.

Long-Range Financial Strategy

- Help develop long-range financial planning strategies for key funding sources, including economic development funds.
- Assist in production of multi-year (e.g., 10-year) business plans forecasting growth, commitments, and funding capacity.

Stakeholder & Administrative Support

- Attend regular meetings, conference calls, and stakeholder sessions at the direction of City Manager
- Participate in public meetings and presentations as requested.
- Provide ongoing coordination across all project stakeholders to ensure successful execution.

EXHIBIT B
PROJECT DESCRIPTION

The Richland Hills, TX (“CLIENT”) seeks assistance from a professional services firm with experience in the planning, oversight and execution of economic development and infrastructure projects. VIESTE, LLC (“PROGRAM MANAGER”) will assist CLIENT in the establishment of long-range plans for both types of projects, then assist in the oversight and execution of select projects as directed by the City Manager.

A subsequent professional services agreement may be created for the execution phase of certain select projects depending on their size, complexity, magnitude, and number of professional resources required for proper execution.

Specific projects and their description will be added to this Exhibit B as identified and selected. Initial projects may include:

- Updating of the city’s CIP plan(s)/budget(s)

EXHIBIT C
FEE SCHEDULE

While in the initial phase, CLIENT will pay PROGRAM MANAGER a monthly fee as defined in the table below, paid subject to the terms in Section 5 above. The Parties agree to a monthly fixed-fee of \$15,000 per month through September 30, 2026 then a mutually agreeable adjusted monthly fee for Fiscal Year 2027, with an updated contract amendment to be considered and approved by City Council prior to October 2026, Fees will be earned on the following schedule:

Month	Fee
April 2026	\$15,000
May 2026	\$15,000
June 2026	\$15,000
July 2026	\$15,000
August 2026	\$15,000
September 2026	\$15,000
October 2026	TBD
November 2026	TBD
December 2026	TBD
January 2027	TBD
February 2027	TBD
March 2027	TBD
April 2027	TBD
May 2027	TBD
June 2027	TBD
July 2027	TBD
August 2027	TBD
September 2027	TBD

EXHIBIT D
INDEPENDENT REGISTERED MUNICIPAL ADVISOR (IRMA)
EXEMPTION LETTER

The City of Richland Hills, Texas is providing the following written disclosure so that VIESTE, LLC may receive it and use it for purposes of qualifying for the independent registered municipal advisor exemption to the U.S. Securities and Exchange Commission Municipal Advisor Rule (in accordance with Section 15B(e)(4)(c) of the Securities Exchange Act of 1934) during the term of this engagement or until otherwise withdrawn or replaced by the City.

The City of Richland Hills, Texas (“The City” or “Issuer”) has retained Hilltop Securities. (“municipal advisor”) to provide advice on recommendations and other advice received from financial services and consulting firms concerning the issuance of municipal securities. The Issuer will rely on the municipal advisor by seeking and considering its advice, analysis, and perspective before acting on any recommendation or other advice, although the Issuer may not necessarily follow the municipal advisor’s advice and may also rely on representations, if any, made by financial services firms in proposals made to the Issuer in reliance upon this letter.

The municipal advisor who will participate in advising the Issuer (so that VIESTE, LLC may determine where the municipal advisor is independent) should contact the individual listed below:

Name: Marti Shew
Firm: Hilltop Securities
Address: 1201 Elm Street, Suite
3500, Dallas, TX 75270
Phone: 214-953-8853
Email: marti.shew@hilltopsecurities.com

If you have any questions about this letter, please contact:

Signed: _____

Name: Insert
Job Title: Insert
Insert City, State

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members
From: Lisa Boyd
Date: April 27, 2026
Subject:

Agenda Item:

March Department Reports

Background Information:

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

1. March 2026 Fire Department Monthly Report
2. PW Monthly Report MARCH 2026
3. PW March 2026
4. March Police Department
5. March 2026 - Monthly Report Development Services

Council Action Requested:



FIRE/EMS Operations Overview:

- Members completed several in-house training classes in March. The primary focus was on fire hose deployment and (SCBA) Self Contained Breathing Apparatus.
- Crews responded to **129** calls in March.
- 58% of March's calls were EMS related.
- Turnout times averaged **51 seconds** for March. The national standard is 80 seconds or less.
- Average emergency drive time for all calls in March 2026 was **3:51**.
- Response times for March averaged **6 minutes 29 seconds** from receipt of call-in to dispatch to the first fire unit arriving on scene to assist.
- Crews responded to one residential structure fire in Richland Hills during the month of March at 7621 Oxley Dr. Crews also did respond into Haltom City on one (1) working structure fire.
- Captain Michael Stephens has been selected as the part-time EMS coordinator for the department.
- Department Haz-Mat Technicians participated in NEFDA Haz-Mat training at North Hills Station #5.
- Staff met with North Hills FD to work on an improved aid agreement.
- Justin Mundo and Justice Rodrigs both left in March to go to work for Tarrant County ESD#1.
- 2 new Firefighters/EMT's-Gavin Barzyk and Caden Bridges have started shift. The department is currently fully staffed. We have 5 firefighters that have less than 6 months on the job. Consequently, training is a priority.
- Crews participated in live fire training at the Bob Bolen Training Center in Fort Worth with NEFDA during the month of March.
- The Driver/Engineer assessment went very well. The new drivers are Fabian Huerta, Anthony Dryer and Michael Irizarry.
- Smoke alarms continue to be available to those who need them. There is no cost and FD personnel will install them and change batteries if needed. No smoke detectors were installed in February. The department is looking into some opportunities/ideas to increase installations. for those that need them in our community. We will be meeting with the Red Cross in March to

see if they can donate additional smoke detectors. Please feel free to share this information with citizens.

Emergency Management:

- Outdoor warning test was conducted with no issues. Equipment works as designed.
- Staff is looking into additional notification methods for citizens in the event of a large-scale emergency. Tarrant County has IPAWS which is available to the City of Richland Hills. Tarrant County and Richland Hills are working on putting together an (MOU) agreement.
- The Chambers Family 4th event planning kick-off was in March. The fireworks/drone show will be on July 1st this year.
- Statewide Warning System Drill-April 2nd 10:30 am appeared to go well.

Fire Prevention/Education:

- Staff is starting to review updating to the **2024** edition of the IFC. Proposed adoption would be in May of 2026.
- Staff inspected 63 businesses in March 2026.
- 2 Certificate Occupancy Inspections.
- Invoices Sent-35
- 1 new business plan reviewed.
- 2 Target Hazard businesses Pre-Fire planned.
- Citizen Complaints-None.
- 1 public education event-Easter Celebration at City Hall.
- 2 school events.
- 4 Fire Investigations worked inside and outside the city.
- Fees invoiced: **\$3930.00**
- Fees collected: **\$1095.00**



Monthly Report-March 2026

Public Works - Work Orders

Streets

	Current	YTD
Potholes	31	91
Service repairs	0	1
Debris removal	2	12
Sign repair/replace/install	0	6
After hour call outs	0	0

Water

Main Breaks	1	4
Service line leaks	0	2
Meter leaks	1	17
Valve and Hydrant exercise	40 hours	70 hours
Complaint (pressure, odor, visual)	2	2
After Hour Callouts	7	24

Wastewater

Main Breaks	1	1
Back ups	6	23
Service line repairs	1	3
Manhole Inspections	30 hours	90 hours
Odor Complaints	1	3
After Hour Callouts	5	12

Drainage

Mowing	32 hours	112 hours
Clearing inlets/inlet inspection	40 hours	120 hours
Tree trimming	6 hours	12 hours
Mosquito Spraying	0 hours	0 hours

Utility Billing / Line locates

Work Orders	361	764
Line Locates	193	464
Emergency Line Locates	14	25

Operational Updates

- 2,350 Ft of sewer line cleaned.
- 40 hours of NAP testing.
- Continuous inspections of Roadway and Capitol Projects.
- Identify signage replacement and repairs for traffic enforcement.
- Assist with Community Compliance with numerous community code violations (low hanging trees, overgrown grass etc.)
- Started Vialytics scanning of the roads and their condition.

Staff Updates

- Pedro Rodriguez attended The North Texas Mosquito Management Seminar

RICHLAND HILLS PUBLIC WORKS

MARCH • 2026



WATER

MAIN REPAIRS	1
METER LEAK REPAIRS	1
VALVE/HYDRANT EXERCISE	40 HOURS
AFTER HOUR CALL OUTS	7
UTILITY BILLING WORK ORDERS	361

WASTEWATER

MAIN BREAKS	1
BACK UPS	6
SERVICE LINE REPAIRS	1
MANHOLE INSPECTIONS	30 HOURS
AFTER HOUR CALLOUTS	5

STREETS

POTHOLES	31
DEBRIS REMOVAL	2
LINE LOCATES	193

DRAINAGE

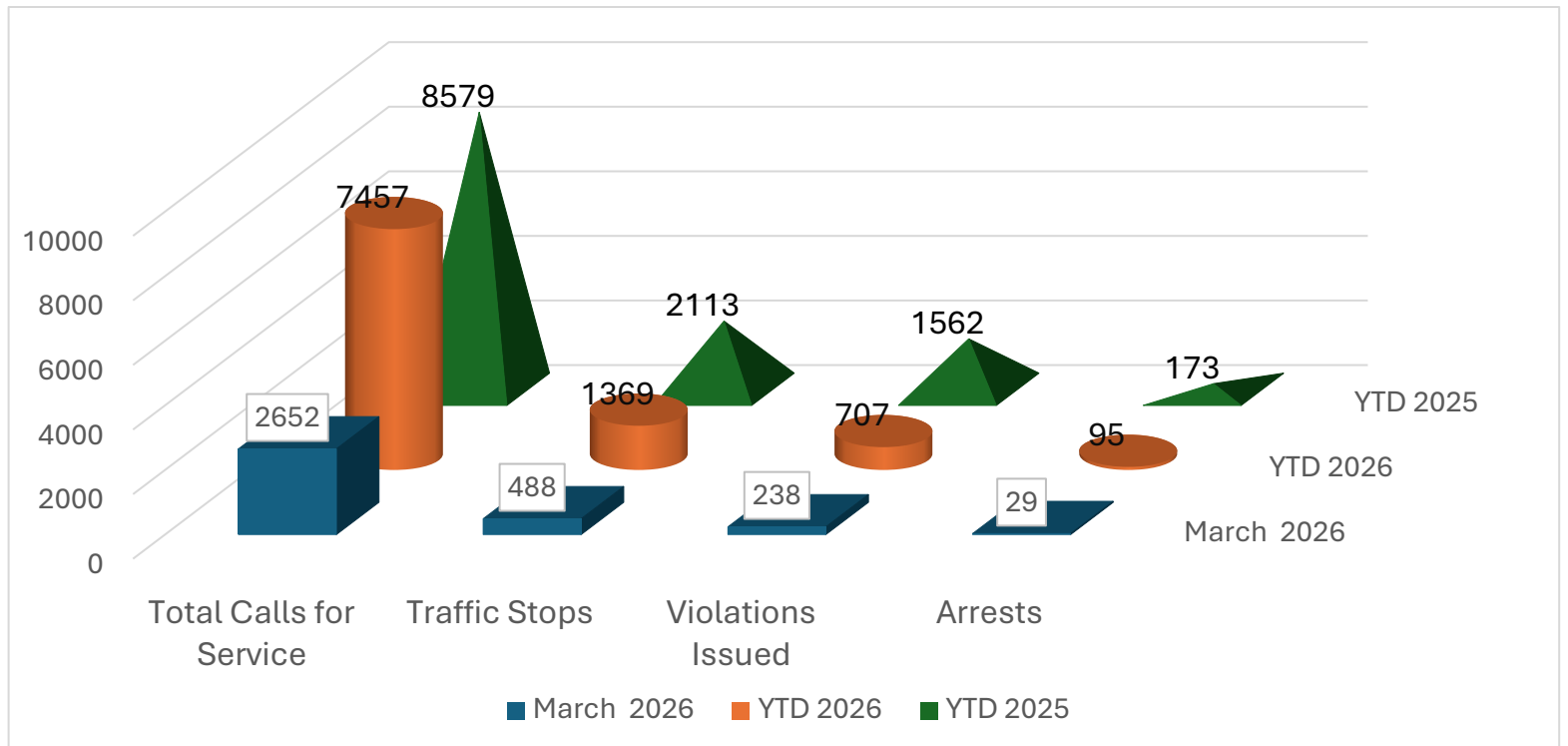
MOWING	32 HOURS
CLEARING INLETS	40 HOURS
TREE TRIMMING	6 HOURS



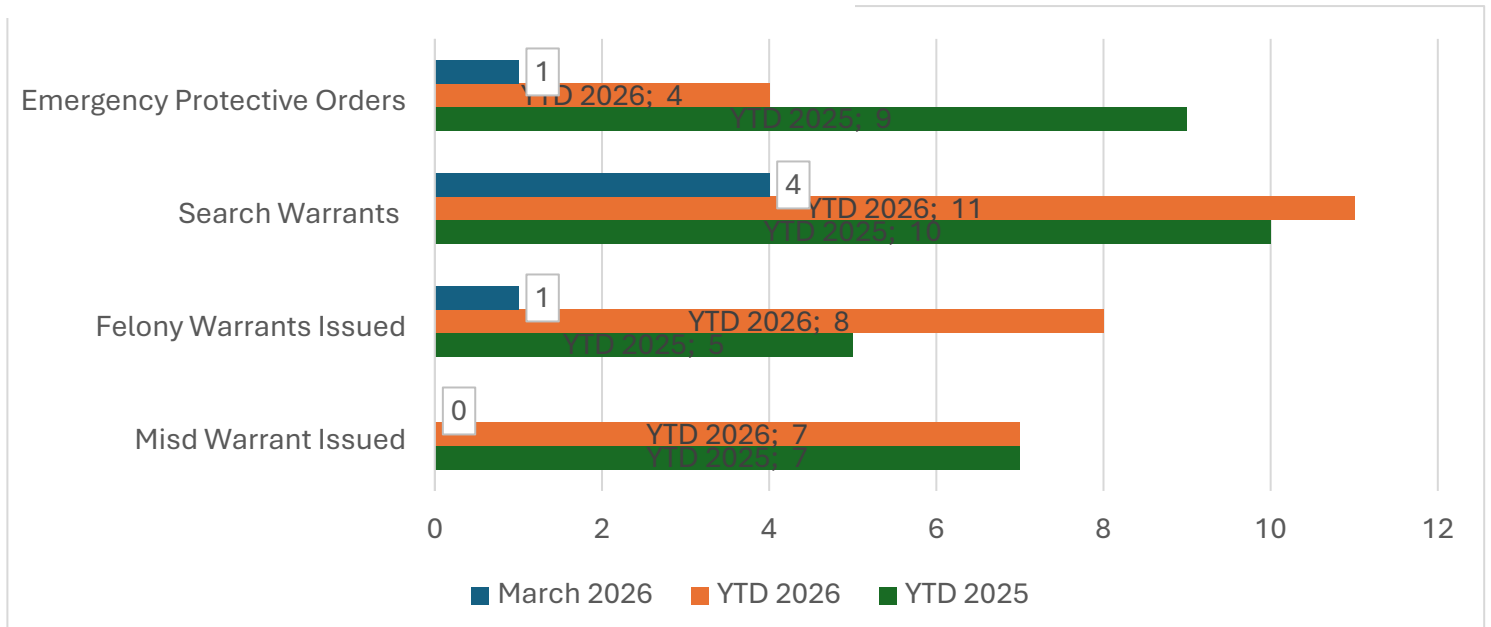
**Police
Department**

**MARCH
2026**

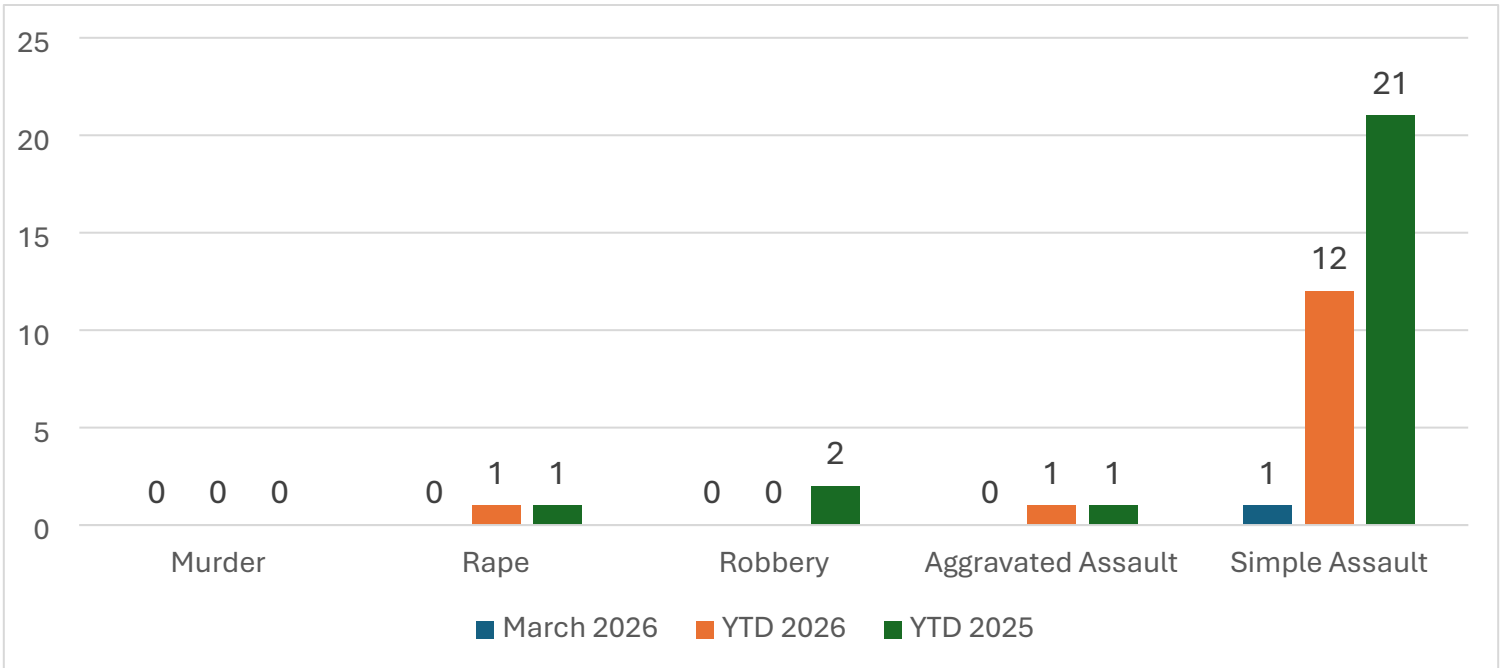
SERVICE CALLS



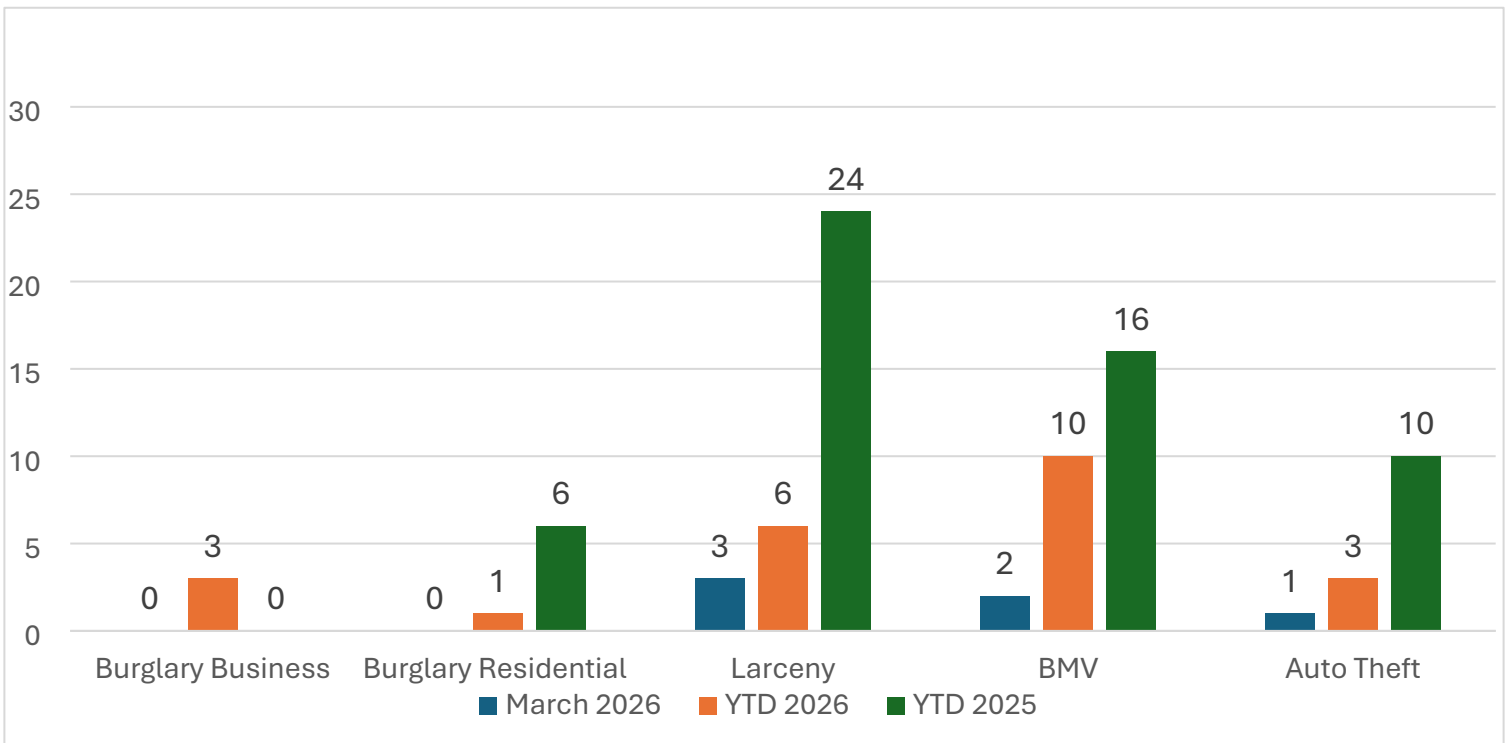
CRIMINAL INVESTIGATIONS



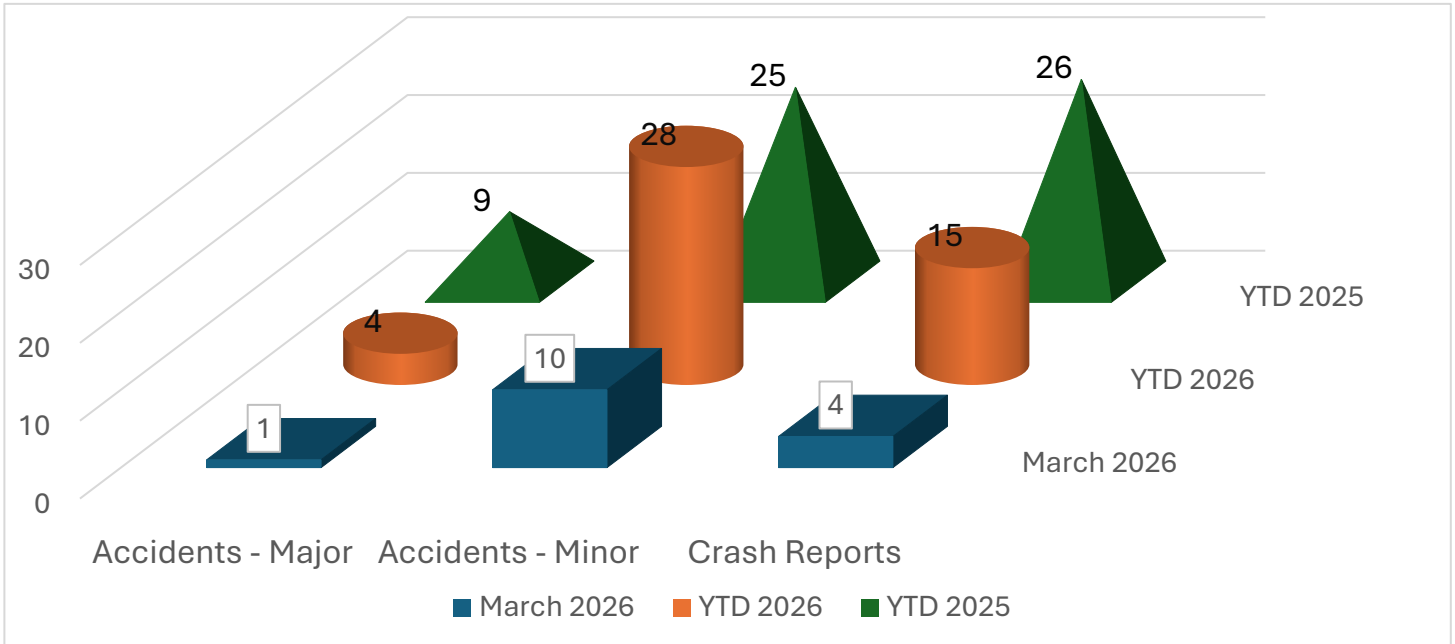
PART 1 VIOLENT CRIME



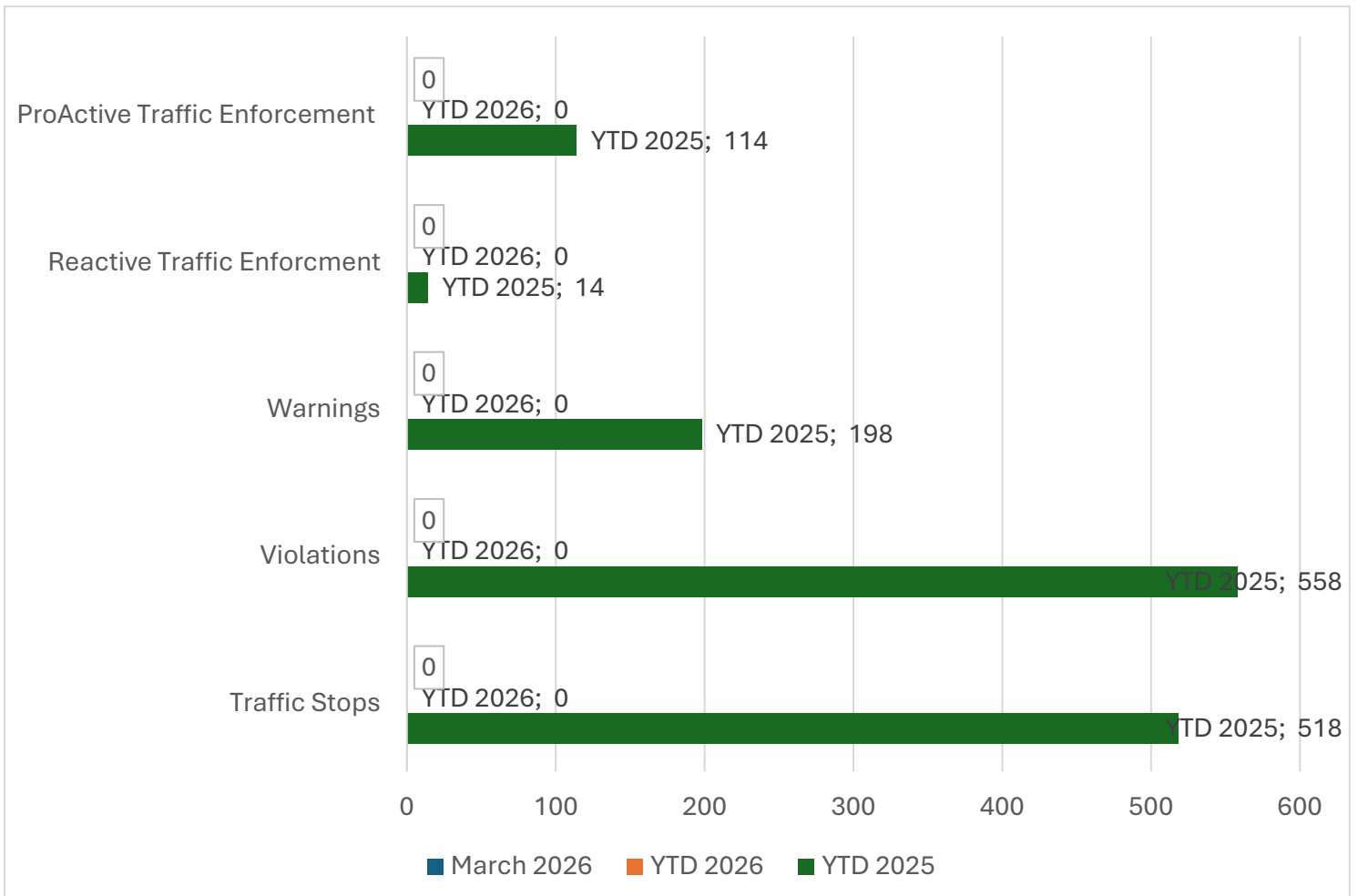
PART 1 PROPERTY CRIME



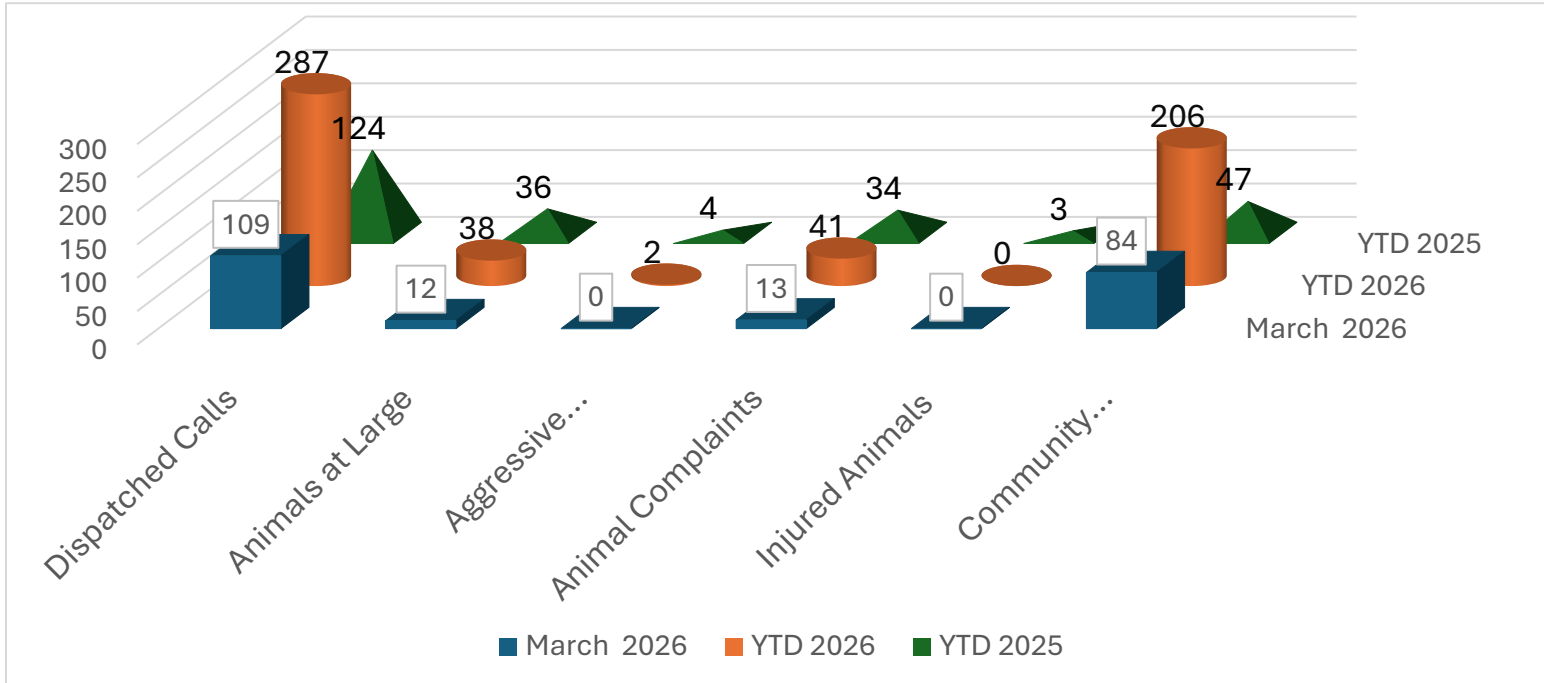
TRAFFIC ACCIDENTS



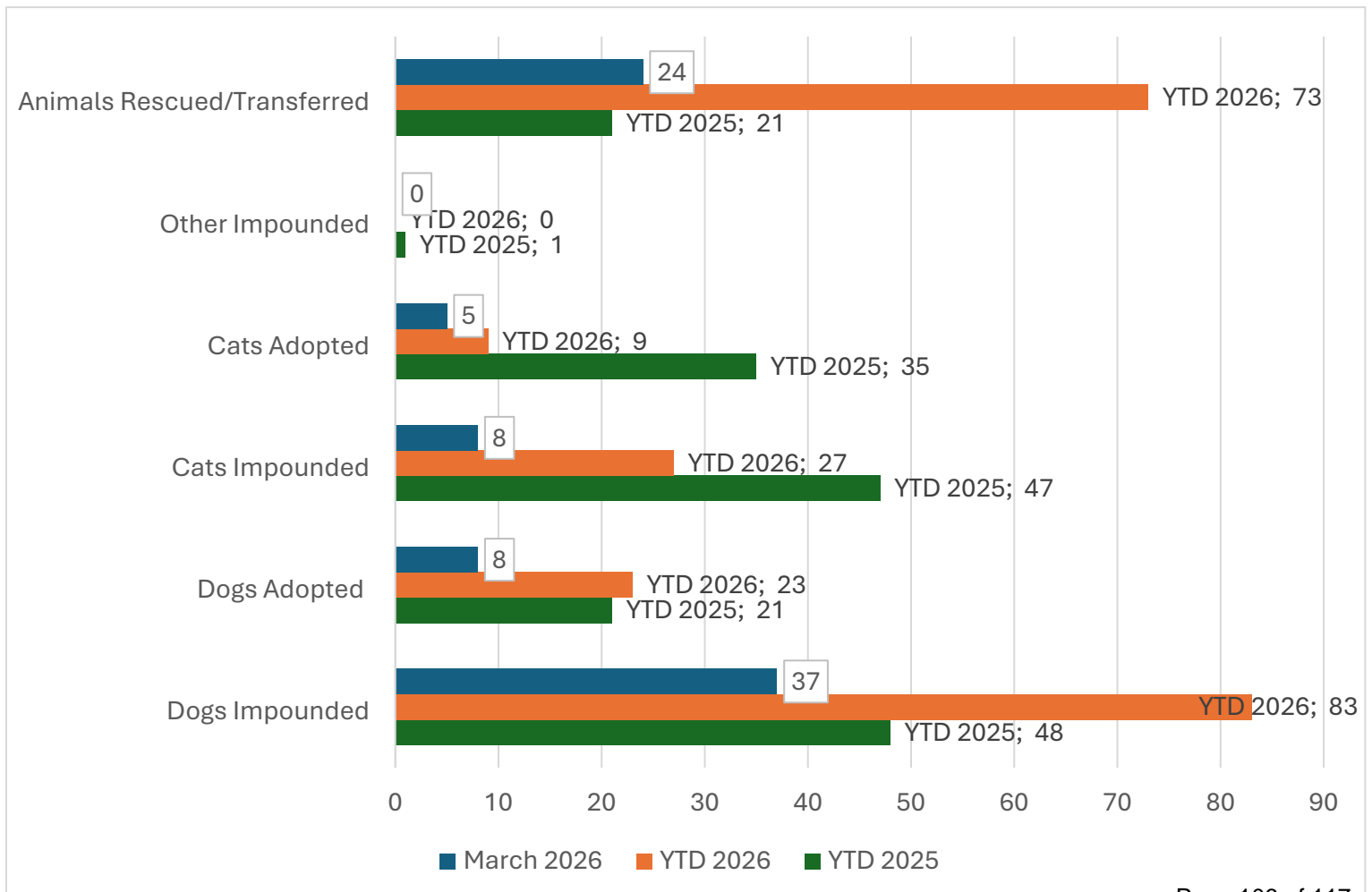
TRAFFIC UNIT



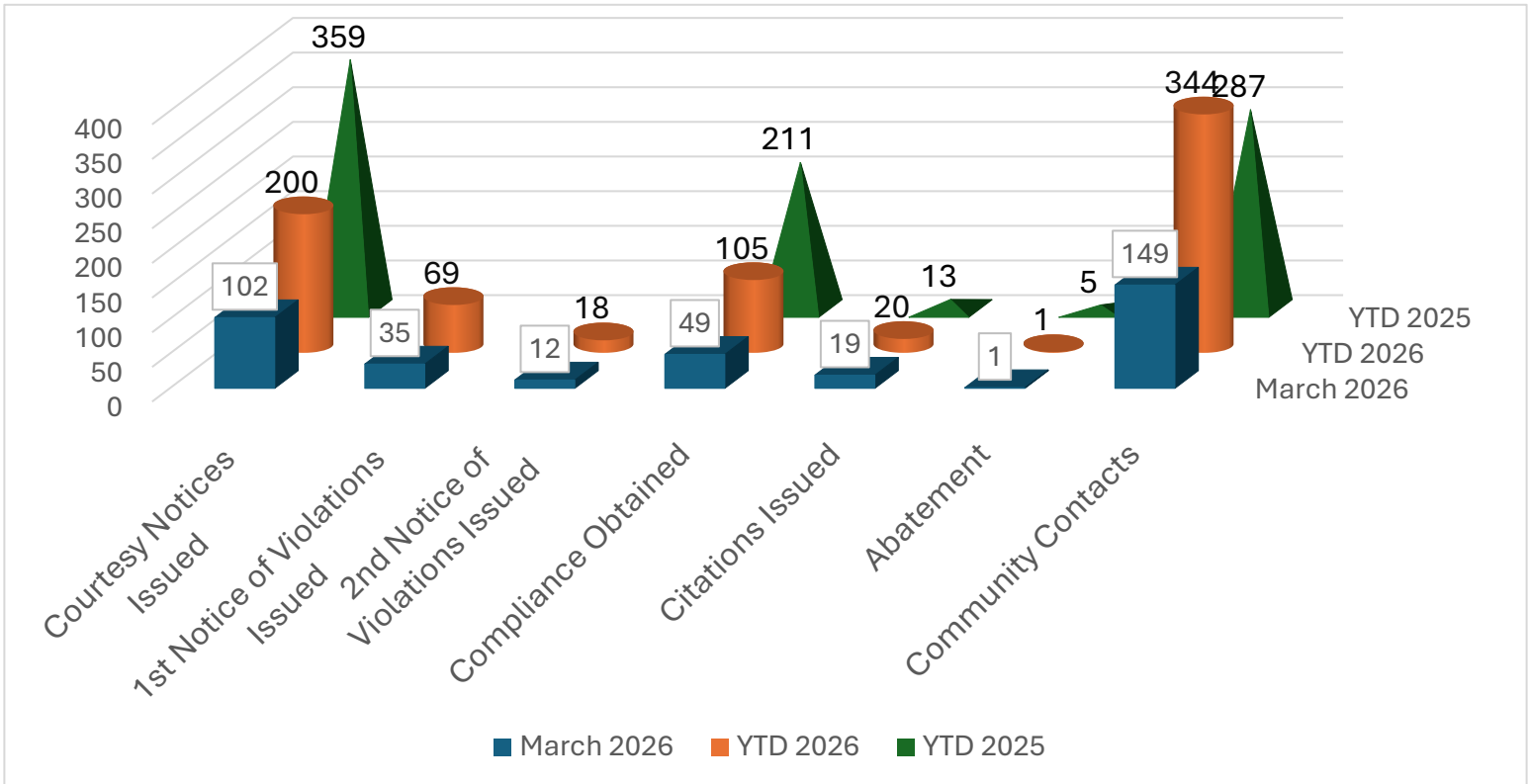
CALLS FOR SERVICE – ANIMAL SERVICES



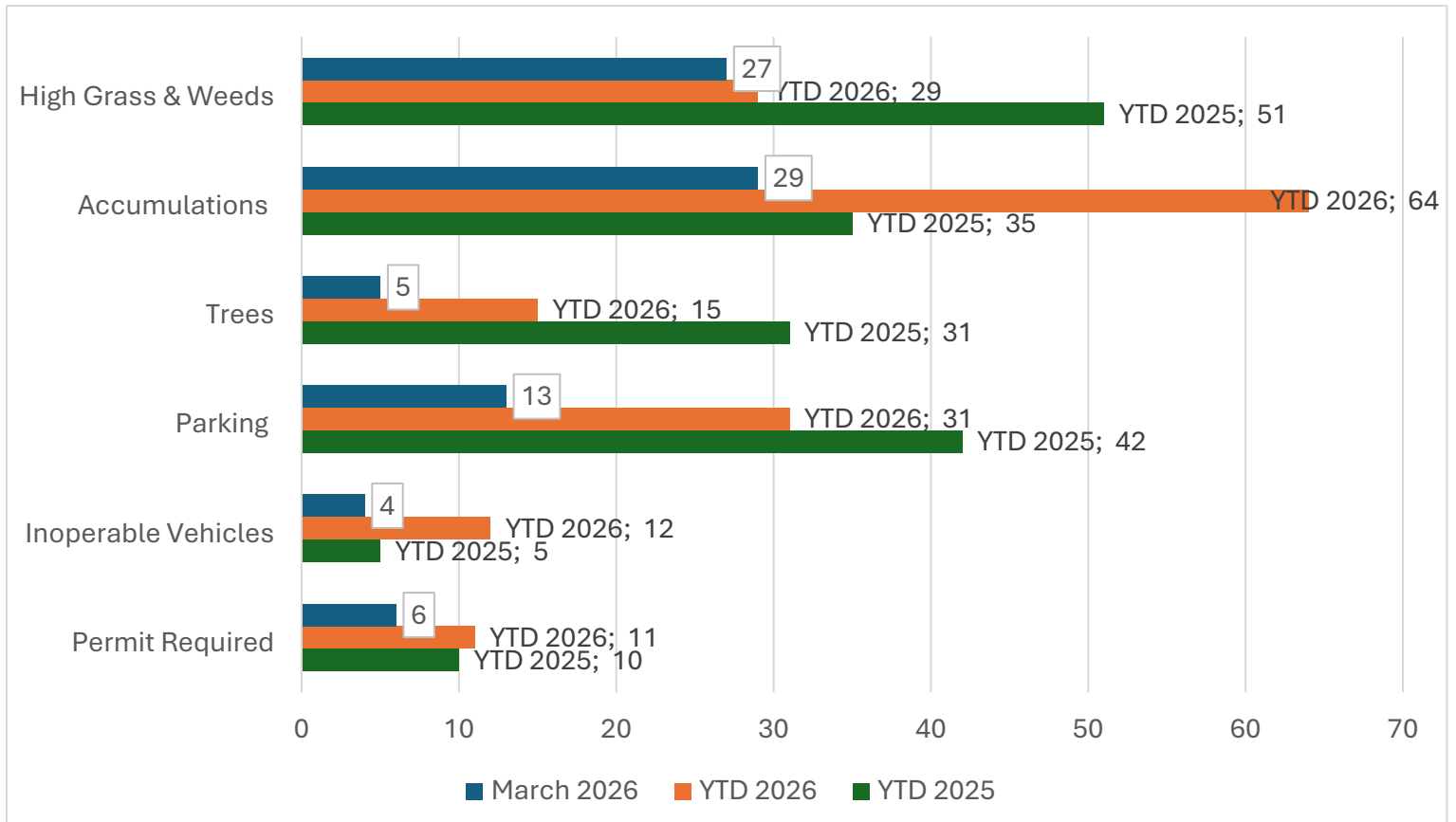
IMPOUNDS & ADOPTIONS



CALLS FOR SERVICE – CODE COMPLIANCE



CODE – COMMON VIOLATIONS





ACCOMPLISHMENTS



POLICE DEPARTMENT

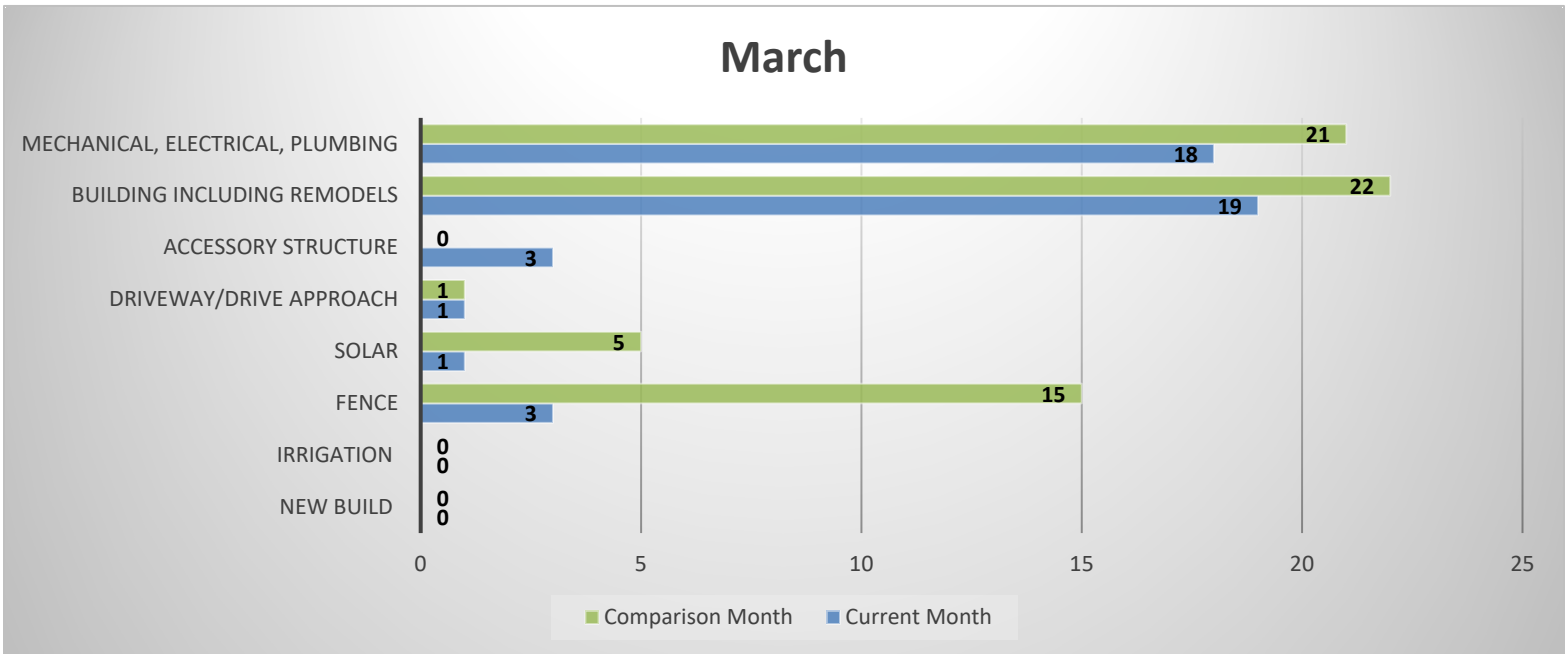
- March 10 – Detective Sawyer and Officer Thomson attended a Less Lethal Instructor Course, where they were certified in impact munitions (bean bag), chemical munitions (OC spray), and flash bang/diversionary devices.
- March 14 – The department participated in the Annual Public Safety Awards Banquet.
- March 23 – Police Recruit Thomas Bell began the North Central Texas Council of Government (NCTCOG) Police Academy
- March 25 – The Richland Hills Police Department attended the ribbon-cutting ceremony for Feel Great Car Wash.

COMMUNITY COMPLIANCE

- Vax Shack performed 28 shelter surgeries and administered rabies vaccinations.
- Of the 102 cases opened in March, 49 have been successfully closed.

- Mrs. Nelson's class from Meadow Creek Elementary collected donations and baked cookies for the shelter pets.
- Green Valley Elementary's Honor Society filled the outdoor donation bin with contributions.
- March 14 – The Richland Hills Animal Shelter, in partnership with Furever Buddy Inc., hosted an Easter Bunny Picture Event, with proceeds benefiting the shelter.

Development Services



	Mechanical Electrical Plumbing	Building Including Remodels	Accessory Structure	Driveway Drive Approach	Solar	Fence	Irrigation	New Build
Current Month Residential	10	19	3	1	1	2	0	0
Current Month Commercial	8	0	0	0	0	1	0	0
Current Fiscal Year 2026	120	82	9	6	12	27	1	0
Previous Month Residential	20	21	0	1	5	14	0	0
Previous Month Commercial	1	2	0	0	0	1	0	0

	Current Month	Comparison Month Previous Year	Fiscal Year to Date 2026
Sign Permit	3	1	15
ROW Permit	5	30	40
Garage Sale Permit	20	18	116
Zoning, SUP, Code Consults	1	3	8
Pool Permits	0	0	0
Short Term Rentals	0	0	0

Business Summary

	Current Month	Comparison Month Previous Year	Fiscal Year To Date 2026
Registered Rental CO's	7	6	24
Issued Commercial CO's	2	0	5

Received Certificate of Occupancy

- Business Flooring Specialist, 7339 Tower St – Warehouse / Distribution Center
- 7017 Baker Blvd Ste A, 7017 Baker Blvd Ste A – Retail, Stores, and Shops

Number of Potential Business Certificate of Occupancy Meetings: 3

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members
From: Jason Moore, City Manager
Date: April 27, 2026
Subject: Quarterly Investment Report

Agenda Item:

Quarterly Financial Investment Report

Background Information:

The attached quarterly investment report provides a summary of the City’s investment portfolio and cash holdings for the quarter ending March 31, 2026. The report is presented in accordance with the City’s Investment Policy and the Public Funds Investment Act and reflects the City’s balances held in demand deposit accounts and approved investment pools.

As of March 31, 2026, the City’s total holdings were approximately \$31.26 million, compared with approximately \$28.88 million at the beginning of the quarter. Of that total, about \$17.03 million was held in demand deposit accounts and about \$14.23 million was held in investment pools. Interest earnings for the quarter totaled approximately \$211,776. The portfolio remained fully liquid, with a weighted average maturity of one day, and the portfolio is in full compliance with the City’s investment policy and applicable state law.

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

1. FY 2026 Quarterly Investment report - Quarter ending 3-31-2026

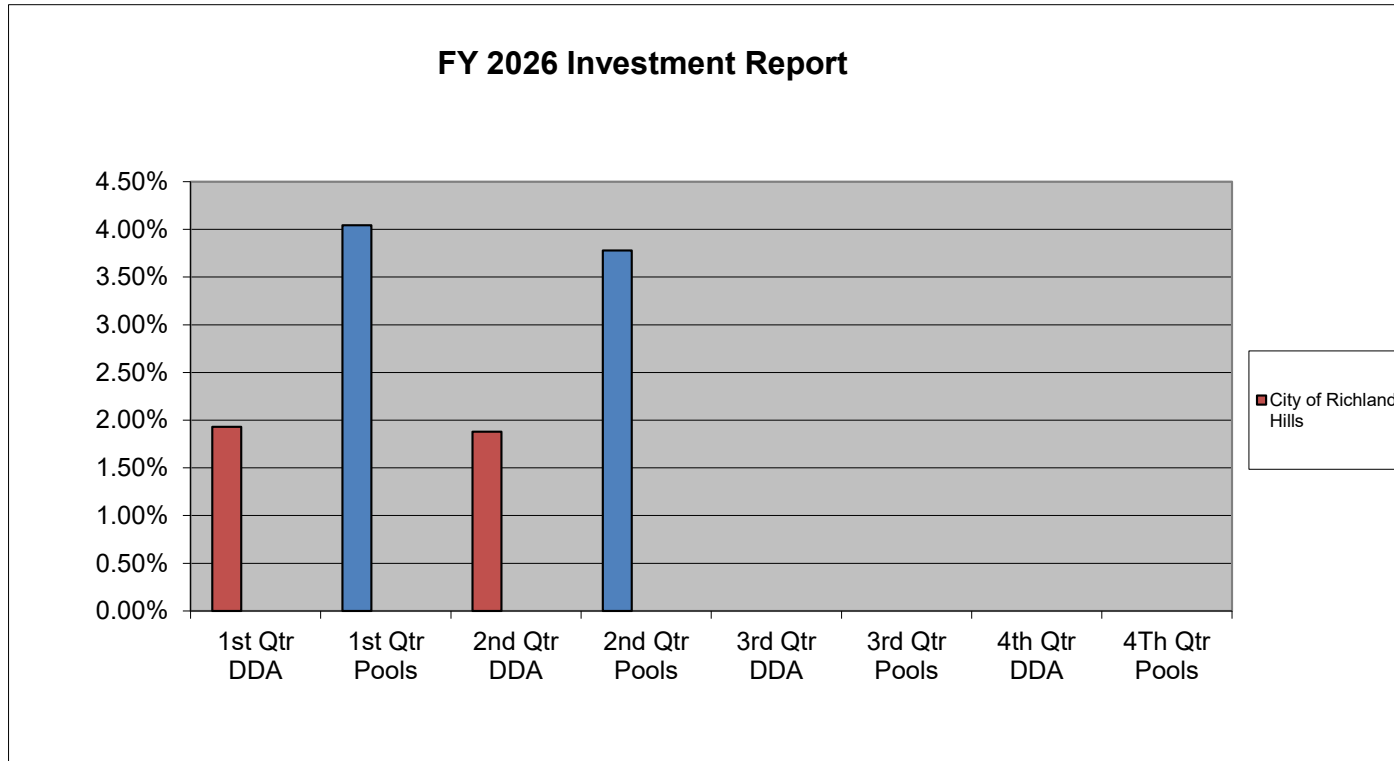
Council Action Requested:

Presentation only.

Bank	Fund	Name of Account	Balance at 12/31/2025	Net Deposits / Withdrawals	Interest Earnings	Balance at 3/31/2026
JP Morgan Chase	1	General Fund Account	1,476,753	1,583,653	7,067	3,067,472
JP Morgan Chase	2	Revenue Fund Account	6,246,205	1,634,960	38,225	7,919,390
JP Morgan Chase	26	Richland Hills Economic Development Corp	2,721,350	-	14,788	2,736,138
JP Morgan Chase	65	Richland Hills Crime Control Fund	2,865,888	427,261	16,868	3,310,017
		Total Bank	13,310,196	3,645,874	76,948	17,033,017
TEXPOOL	1	General Fund	2,339,247	-	21,336	2,360,581
TEXPOOL	2	Revenue Fund	999,235	-	9,114	1,008,349
TEXPOOL	22	Drainage Fund	132,792	-	1,211	134,003
TEXPOOL PRIME	1	General Fund	2,004,776	-	18,985	2,023,761
LOGIC	1	General Fund	1,502,246	-	14,192	1,516,438
TexSTAR	27	2019 GO Bonds	52,875	-	481	53,356
TexSTAR	6	Police Seizue Funds	28,582	-	260	28,842
TexSTAR	10	I & S Funds	736,116	-	6,697	742,813
TexSTAR	77	Hotel Motel Occupancy Tax Fund	116,723	-	1,062	117,785
TexSTAR	89	Tax Increment Fund	676,541	-	6,155	682,696
TexSTAR	101	ARPA Funds	288,983	(187,519)	1,593	103,057
TexSTAR	2/109	2023 Certificates of Obligation	6,689,802	(1,288,482)	53,742	5,455,062
		Total Pools	15,567,920	(1,476,001)	134,827	14,226,743
		Total Holdings	28,878,116	2,169,873	211,776	31,259,761

City of Richland Hills															
Inventory Holdings Report- City Portfolio															
3/31/2026															
Settle Date	Security Type	Par	Rate	Settlement Date	Maturity	Purchase Yield	Purchase Principal	Original Prem/ Disc	Current Book	Market Price	Gain/ Loss	Original D-T-M	Current D-T-M	Amorti- zation	Percent of Total Holdings
3/31/2026	Hybrid DDA	17,033,017	1.879%	3/31/2026	4/1/2026	1.879%	17,033,017	-	17,033,017	100.00%	-	1	1	0.00	54.49%
3/31/2026	Pools	14,226,743	3.779%	3/31/2026	4/1/2026	3.779%	14,226,743	-	14,226,743	100.00%	-	1	1	0.00	45.51%
		31,259,761					31,259,761		31,259,761						100.00%

Investment Transactions
Quarter Ending
3/31/2026



DDA Accounts=JP MORGAN CHASE
POOLS=Texpool, Texpool Prime, TexSTAR, and LOGIC

City of Richland Hills
 Quarterly Investment Report-City Portfolio

January 1, 2026 - March 31, 2026

Portfolio Summary Management Report

This quarterly report is in full compliance with the investment policy and strategy as established for the City of Richland Hills and the Public Funds Investment Act (Chapter 2256, Government Code).

Beginning Book Value 1/1/26	\$	28,878,115.53	Ending Book Value 3/31/26	\$	31,259,760.55
Beginning Market Value 1/1/26	\$	28,878,115.53	Ending Market Value 3/31/26	\$	31,259,760.55
			Unrealized Gain/Loss on 3/31/26	\$	-
WAM at Beginning Period Date* 1 day			WAM at Ending Period Date* 1 day		
			Change in Market Value	\$	2,381,645.02
Average Yield to Maturity for quarter			2.829%		
Average Yield to Maturity 6 month T-Bill			3.533%		

Jason Moore, City Manager

 Jason Moore, City Manager

*WAM-Weighted Average Maturity
 "Change in Market Value" is required data, but will primarily reflect the receipt and expenditure of the City's funds from quarter to quarter.