RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
MAY 26, 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.

SEATING AND CEREMONIAL SWEARING IN OF NEW CITY COUNCIL MEMBERS

1. CALL MEETING TO ORDER - 5:30 P.M.

2. ELECTION OF MAYOR PRO TEM

As required in the City Charter, the City Council shall elect from among the members of the six (6) Council Member places a Mayor Pro Tem to serve for the coming year. The election shall take place at the first regular meeting following the general City election. The Mayor Pro Tem fills in for the Mayor in instances where the Mayor is unavailable. This may include presiding over City Council meetings and representing the City at various events.

3. PRESENTATIONS

A. Presentation Of 5-Year Service Award To Link Recreation Attendant William "Ethan" Erwin

B. Presentation Of 5-Year Service Award To Library Assistant Lien Nguyen.

C. Presentation Of 5-Year Service Award To Human Resources Generalist Valeria Nguyen.

4. WORK SESSION

A. 2024 International Code Council (ICC) Code Updates And North Central Texas Council Of Governments (NCTCOG) Amendments

B. 2024 International Fire Code (IFC) Code Updates And North Central Texas Council Of Government (NCTCOG) Amendments

C. Public Beautification & Art Advisory Committee

D. Discuss Chapter 90-4.02 Accessory Structure Standards Ordinance

E. Discuss FY26 Year-End Budget/Revenue Projections Along With Stabilization Tools To Maintain A Balanced Budget

F. Discuss Replacement Options Of The City's Information Technology Infrastructure

G. Discuss FY27 Budget Process And Expectations

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

5. 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. Pursuant to Section 551.071, Texas Government Code, Consultation with Attorney:

- Discuss Chapter 90-4.02 Accessory Structure Standards Ordinance.

B. Pursuant To Section 551.074, Texas Government Code, Personnel Matters:

- Discuss Appointments And Reappointments To City Boards, Commissions, And Committees, Including The Filling Of Current Vacancies.

6. RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEMS POSTED AND LEGALLY DISCUSSED IN EXECUTIVE SESSION

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

A. Call To Order

B. Invocation

C. Pledge Of Allegiance To The United States

D. Texas Pledge

8. CITIZEN COMMENTS

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

9. COUNCIL COMMENTS

A. Community Interest Items

10. 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 May 11, 2026 Regular Meeting And The May 12, 2026 Special Called Meeting.

11. NEW BUSINESS

A. A Resolution To Approve An Employment Agreement Between The City Of Richland Hills And City Secretary Lisa Boyd; Authorizing The Mayor To Execute The Agreement; Finding That The Meeting Which This Resolution Is Passed Is Open To The Public As Required By Law; And Declaring An Effective Date.

B. Board Appointments: Planning And Zoning Commission

C. Board Appointments: Richland Hills Development Corporation

D. Board Appointments: Tax Increment Reinvestment Zone

12. REPORTS & DISCUSSIONS

A. April Department Reports

B. Council Meeting Dates For June And July 2026

13. 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: **Tuesday, May 19, 2026**, by 5:30 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
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: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Eric Valdez, Director of Parks and Recreation

Date: May 26, 2026

Subject: Presentation of 5-year Service Award to Link Recreation Attendant William "Ethan" Erwin

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Agenda Item:

Presentation of 5-year Service Award to Link Recreation Attendant William "Ethan" Erwin

Background Information:

Staff would like to recognize William “Ethan” Erwin for his five years of dedicated service to the City of Richland Hills and express appreciation for his commitment and contributions to the organization and community.

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

None

Council Action Requested:

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Chantele Hancock, Library Director

Date: May 26, 2026

Subject: Presentation of 5-year Service Award to Library Assistant Lien Nguyen.

Agenda Item:

Presentation of 5-year Service Award to Library Assistant Lien Nguyen.

Background Information:

Staff would like to recognize Lien Nguyen for her five years of dedicated service to the City of Richland Hills and express appreciation for her commitment and contributions to the organization and community.

Financial Considerations:

none

Legal Review:

none

Board/Citizen Input:

none

Attachments:

None

Council Action Requested:

Presentation of 5-year Service Award to Library Assistant Lien Nguyen

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Kim Sylvester, Assistant City Manager/Police Chief

Date: May 26, 2026

Subject: Presentation of 5-year Service Award to Human Resources Generalist Valeria Nguyen.

Agenda Item:

Presentation of 5-year Service Award to Human Resources Generalist Valeria Nguyen.

Background Information:

Staff would like to recognize Valeria Nguyen for her five years of dedicated service to the City of Richland Hills and express appreciation for her commitment and contributions to the organization and community.

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

None

Council Action Requested:

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: JP Ducay, Director of Planning and Development Services

Date: May 26, 2026

Subject: 2024 International Code Council (ICC) Code Updates and North Central Texas Council of Governments (NCTCOG) Amendments

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Agenda Item:

2024 International Code Council (ICC) Code Updates and North Central Texas Council of Governments (NCTCOG) Amendments

Background Information:

The International Code Council (ICC) is a nonprofit organization that develops the model building and safety codes used by most cities and states throughout the United States. These "International Codes" establish minimum standards intended to protect public health, safety, and welfare as they relate to building construction, fire protection, energy efficiency, and property maintenance.

The ICC publishes and updates these codes every three years to address changes in construction practices, emerging technologies, safety concerns, and lessons learned from real-world events and disasters. Commonly adopted codes include the International Building Code, Fire Code, Residential Code, Plumbing Code, Mechanical Code, Energy Conservation Code, and Property Maintenance Code.

Cities adopt these codes locally, often with amendments tailored to community needs and regional conditions. Once adopted, the codes provide the framework staff uses to review development projects, issue permits, conduct inspections, and ensure buildings are constructed safely and consistently. The City of Richland Hills is currently operating under the 2018

International Codes, which were formally adopted on October 12, 2020.

The Community Development Department and Fire Department are currently coordinating efforts to pursue adoption of the 2024 International Codes by the end of 2026. Proposed codes to be adopted include:

• International Building Code (IBC)
• International Fire Code (IFC)
• International Residential Code (IRC)
• International Fuel Gas Code (IFGC)
• International Energy Conservation Code (IECC)
• International Mechanical Code (IMC)
• International Plumbing Code (IPC)
• International Property Maintenance Code (IPMC)
• National Electrical Code (NEC)
• North Central Texas Council of Governments (NCTCOG) Regional Amendments

High-Level Changes and Themes Across All Codes

• Increased life-safety protections
• Greater energy efficiency requirements
• Improved resiliency during severe weather events
• Modernization for new technologies and construction methods
• Enhanced clarity for inspections and enforcement
• Greater consistency with regional and national standards

Supplemental Considerations

• Adoption of updated codes helps maintain consistency with surrounding municipalities, regional development practices, and modern construction standards.
• Updated codes provide clearer guidance for developers, contractors, design professionals, and staff during the permitting and inspection process.
• Certain code updates may modestly increase construction costs in some circumstances; however, many changes are intended to improve long-term safety, efficiency, durability, and operational reliability.
• Staff will continue evaluating potential local amendments to ensure the adopted codes remain

practical, enforceable, and appropriate for the community.

• Existing buildings are generally not required to be immediately upgraded solely due to code adoption unless substantial renovations, additions, or changes in occupancy occur.

Financial Considerations:

The only financial impact to the City is the cost to purchase copies of all the updated code books

Legal Review:

The City Attorney has reviewed the 2024 ICC Codes and NCTCOG Amendments

Board/Citizen Input:

None

Attachments:

1. Notable Changes to 2024 International Codes
2. 2018 - 2024 International Building Code significant changes list
3. 2023 National Electrical Code Significant Changes
4. NCTCOG 2025 Amendments Memo

Council Action Requested:

None

Significant Changes to 2024 International Codes

Significant changes to 2024 International Codes

Click on the links below for more detailed information on the significant changes to the 2024 International Codes.

The 2024 International Residential Code (IRC®)

The 2024 International Building Code (IBC®)

The 2024 International Building Code (IBC®) applies to all buildings except detached one- and two-family dwellings and townhouses up to three stories. Important 2024 IBC changes include:

- Duties and powers of the building official: Section 104 regulating duties of the building official and the approach for reviewing for code compliance has been significantly updated to reflect the current manner that alternate materials, designs and methods are evaluated.
- For the first time ever, the 2024 IBC includes provisions for tornado loadings.
- Updated wind, earthquake, and snow loads.
- The updated design rain loads are now based on the summation of the static head, the hydraulic head, and the ponding head.
- Updates to Risk Categories including Photovoltaic (PV) panel systems and facilities providing power generation.
- Updated and expanded provisions for Temporary Structures.
- New provisions regarding the wind resistance of aggregate-surfaced roofs.
- Roof Coverings: Updated provisions for underlayment.
- New special inspection provisions for metal building systems.
- New provisions for structural concrete reinforced with glass-fiber reinforcement.
- Concrete: Chapter 19 on Concrete has been Updated and reformatted.
- Masonry: TMS 402 and TMS 602 references have been updated to the latest 2022 editions.
- Increased the allowable height of a Group R-2 occupancy building with an NFPA 13R sprinkler system.
- Occupiable space requirements now apply if a roof is usable for anything more than maintenance or repair and occupants must have access to multiple egress options from a story based on the occupant load and the story requirements.
- Adult changing tables regulations are added where they are required in large assembly and mercantile, college lecture hall/classroom buildings and highway rest stops, or provided.
- Fire-resistance-rated Wall Continuity: Updates on how supporting construction for exterior walls is to be fire-resistance-rated, especially in the case of a parapet.
- Openings in Shaft Enclosures: Additional exceptions are provided for shaft enclosures, including new allowances for openings and penetrations.

- Carbon Monoxide Detection: Carbon monoxide (CO) detection is now required in all occupancies where a CO-producing device is present. Detection and notification can be addressed in several ways.
- Vapor retarders: Several updates have been made to the vapor retarder provisions for consistency with the IRC and IECC. The changes also provide additional options and better guidance for allowable types and locations of permitted vapor retarders.
- Vertical and lateral Flame propagation compliance methods: Clarification has been provided as to when testing in accordance with NFPA 285, related to vertical and lateral flame propagation, is required. Previously this information was scattered in a variety of locations within Chapters 14 and 26.
- New Appendix P sets forth the scoping limitations and technical criteria for sleeping lofts that are provided within Group R dwelling units and sleeping units.

The 2024 International Plumbing Code (IPC®)

The 2024 International Plumbing Code (IPC®) provides minimum regulations for plumbing facilities and allows for the acceptance of new and innovative products, materials, and systems. Plumbing and plumbing fixture related accessibility provisions and requirements from the ICC A117.1 Accessibility Standard are also included. Important 2024 IPC changes include:

- Provisions added for support of buried piping beneath building where expansive soil conditions exist.
- Requirement added for tracer wire for buried plastic sewer piping.
- Option added for vacuum testing of DWV piping.
- Plumbing fixture requirements significantly updated for various Group I occupancies.
- Exception added for allowing special locking mechanism for doors to multiple-user toilet facilities.
- Plastic pans for gas-fired water heaters required to be tested in accordance with ASTM E84 or UL 723.
- Showerhead flow limited to 2.0 gpm with performance complying with high efficiency requirements.
- Installation standards added for solvent-cemented plastic piping joints.
- Standards added for chemical waste piping materials.

The 2024 International Mechanical Code (IMC®)

The 2024 International Mechanical Code (IMC®) establishes minimum regulations for mechanical systems using prescriptive and performance-related provisions that allow the use of new and innovative materials, methods and designs. Important 2024 IMC changes include:

- Provisions prohibiting the use of domestic ductless range hoods in Groups I-1 and I-2 were removed.
- An identification requirement was added for Group A2L and B2L refrigerants.
- The requirements for machinery rooms containing Group A2L refrigerants were changed and Group B2L refrigerants were added to the provisions.
- Limits for the use of Group A1 and A2L refrigerants changed in high probability systems used for human comfort, unless permitted as excepted.
- UL 2158A Standard was added to the requirements for commercial dryer exhaust.
- Ventilation requirements for outpatient healthcare facilities to match the requirements in ASHRAE 62.1-2019.
- Addition of a new minimum landing at the roof hatch for personnel to safely use the hatch when accessing the roof for repair and maintenance.
- Addition of a new testing option for grease ductwork.
- Requirements for steam baths were added.
- A new standard requirement for refrigeration systems containing carbon dioxide was added.

The 2024 International Fuel Gas Code (IFGC®)

The 2024 International Fuel Gas Code (IFGC®) addresses the design and installation of fuel gas systems and gas-fired appliances through prescriptive and performance requirements. Important 2024 IFGC® changes include:

- [BS] 302.3.1 Engineered wood products. Sections 302.3.2, 302.3.3, and 302.3.4 have all been deleted.
- 304.1 General. The entire section is new for the 2024 Codes. Existing code language has been deleted.
- 304.12 Protection from fumes and gases. Existing code language has been deleted. The entire section is new for the 2024 Codes.
- 403.6 Workmanship and defects. Existing code language has been rewritten and additional code language has been added for the 2024 Codes.

- Appendix C - C105.2, Test for combustion air and vent drafting for natural draft and Category I appliances. Existing code language has been deleted. The entire section is new for the 2024 Codes (appendices are voluntary and apply only if specifically adopted).

The 2024 International Existing Building Code (IEBC®)

The 2024 International Existing Building Code (IEBC®) encourages the use and reuse of existing buildings. This code covers repair, alteration, addition and change of occupancy for existing buildings and historic buildings to achieve appropriate levels of safety without requiring full compliance with new construction requirements. Important 2024 IEBC® changes include:

- **Occupiable roofs.** The concept of occupiable roofs requirements has been incorporated in a variety of locations to correlate with the IBC.
- **Storm Shelters.** The requirements have been coordinated with revisions in the IBC and ICC 500, clarifying that where constructed, storm shelters shall comply with IBC Section 423.
- **Risk category increase.** Clarifies how risk categories should be assigned for structural design where the addition and the existing building have different uses.
- **Smoke compartment requirements.** Existing Group I-1, condition 2 occupancies and ambulatory care facilities may be required to divide stories into no fewer than two smoke compartments for more substantial additions and alterations.
- **Adult Changing stations.** Where additional toilet facilities are being added and IBC Section 1110.4.1 would require adult changing stations, Section 306.7.15 would require that at least one accessible family or assisted use toilet room must contain one.
- **Exterior wall covering and wall envelopes sprinkler requirement.** Section 309.2.1 has been added to require that if combustible exterior wall envelopes or coverings are installed on a high-rise building, the building must be equipped throughout with a sprinkler system. There are some exceptions for smaller installations and when only a combustible water resistive barrier is installed.
- **Owner's responsibility at construction sites.** Section 1502 was added to address the need for the owner to properly develop, implement and maintain a site safety plan during construction. A site safety director must be designated who is responsible for conducting daily fire safety inspections.
- **Non-required automatic sprinkler system.** A section has been added to Chapter 10 (under the change of occupancy classification requirements) to allow removal of a nonrequired existing automatic sprinkler system if several criteria are met.
- **APPENDIX E TEMPORARY EMERGENCY USES.** This new appendix was created to provide guidance for designers, engineers, architects, and fire and building officials to allow temporary emergency uses of existing buildings with respect to the minimum code requirements. This appendix is intended to serve as a template or checklist for use during an emergency that references the relevant code requirements.

The 2024 International Property Maintenance Code (IPMCÂ®)

The 2024 International Swimming Pool and Spa Code (ISPSCÂ®)

The 2024 International Swimming Pool and Spa Code (ISPSC®) is a comprehensive swimming pool code coordinated with the current requirements in the I-Codes and ANSI standards. Developed with the Pool and Hot Tub Alliance (PHTA) [formerly The Association of Pool & Spa Professionals (APSP)], to establish minimum regulations for public and residential pools, spas, and hot tubs, the ISPSC also contains a reference that mandates the requirements within PHTA/ICC-7 Standard for Suction Entrapment Avoidance.

The following is a summary of the impactful changes to both the amendments and to the International Building Code. Following the review of the 2024 International Building Code and other changes during the 2021 International Building Code review, the Building and Construction Code Commission has recommended the adoption of the 2024 International Building Code with amendments. The summary below is not all inclusive, but does include some of the more significant changes. Please see the draft version of the amendments and the 2024 International Building Code for more details.

2024 Significant Change to current Amendments in the International Building Code

IBC 104 Addition of Post Disaster regulations to align with State Emergency Management regulations.

IBC 105 Change height of fences requiring a permit to taller than 8ft.

IBC 903 Removal of amendment for A-2 Occupancies, restoring original published limits.

IBC 1030 Removal of basement egress exception for certain occupancies.

Added clarification to barriers, doors, gates, and latches for pools.

2024 Code changes as compared to the 2018 International Building Code.

IBC 110.3.7 Requirements for inspections of weather exposed balconies

IBC 306.2 Added use groups to F-1 Occupancies

IBC 307 and 311 New classifications related to distilled winery and breweries.

IBC 404 Scope of atrium provisions cleaned up and smoke control clarified

IBC 406 S-2 Parking Garages requiring sloped floors

IBC 407 Requirements related to doors and corridors in I-2 Occupancies.

IBC 411 The addition of Puzzle Rooms.

IBC 414 The use of fire walls to count control areas as separate buildings.

IBC 503 Clarification on occupied roofs

IBC 509 Inclusion of storage battery systems as incidental uses.

IBC 601, 602 Expansion to include Type IV buildings

IBC 707 Separations of energy storage systems

IBC 707 Exception for Fire barriers in exit passageways

IBC 708 Clarification on the use of Fire Partitions

IBC 903 Sprinkler requirements clarified for several occupancies

IBC 907 Manual Fire Alarm requirements in self-storage facilities of three stories

IBC 1006 Egress specifications for Penthouses and occupied roofs.

IBC 1010 Clarifications to locks and latches provisions.

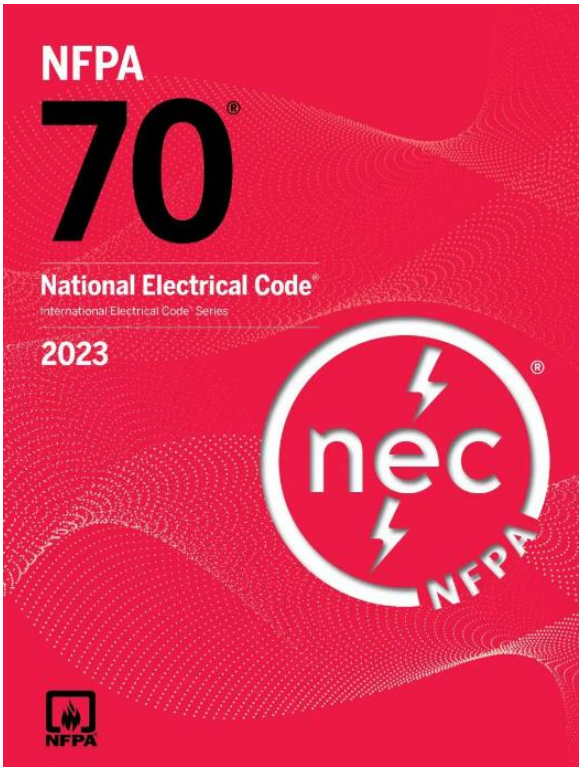
IBC 1031 Reorganization of Emergency Escape and Rescue Openings to align with IRC.

IBC 1107 Accessibility and Vehicle Charging Stations

IBC 1108, 1110 Assisted Toileting Facilities

IBC 1208 Minimum sq ft for efficiency dwelling units reduced.
IBC 1210 Screening requirements for entry to public restrooms
IBC 1604 Assembly spaces adjusted risk category under specific occupant loads.
IBC 1605 Load Combinations now reference ASCE 7
IBC 1606 Dead Loads at roof level clarified
IBC 1608 Snow Loads align with ASCE 7
IBC 1705 The addition of several special inspections
IBC 2303 Specific requirements added for wood truss bracing
IBC 2902 Clarification on minimum plumbing facilities and gender assignments
IBC 3103 Special event structures are now included in temporary structures.
IBC 3115 Recognition of Intermodal Shipping Containers as buildings and safety criteria established.

2023 NATIONAL ELECTRIC CODE SIGNIFICANT CHANGES



The State of Texas and TDLR have adopted the 2023 Edition of the National Electric Code (NEC) to be the mandatory minimum standard State-wide, effective September 1, 2023. All permits applied for on or after that date must comply with the 2023 NEC. The following are significant changes to the NEC.

- **Article 100 - Definitions**
  - **Reformatting:** All definitions are now contained within this article, including those that were previously located in XXX.2 sections of their respective chapters.

- **Article 100 – Definitions of Work Surface & Countertop**
  - **New:** The difference is based on the amount of potential spillage and affects the type of electrical equipment used at the surface (i.e. flanged, sealed pop-up receptacles).

- **Article 100 – Definition of Engineering Supervision (NCTCOG Amendment)**
  - **Addition:** Expands on definition of Engineering Supervision to stipulate a Qualified State of Texas Licensed Professional Engineer as referenced by TBPELS 137.59(a)(b) as acceptable by the AHJ.

- **110.17 – Servicing and Maintenance of Equipment**
  - **New:** This new section differentiates reconditioning, servicing, and maintenance activities, and requires that all persons performing service or maintenance must be qualified and trained, and all replacement parts and equipment must be identified and approved.

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2023 NATIONAL ELECTRIC CODE SIGNIFICANT CHANGES

- **110.20 – Reconditioned Equipment**
  - **New:** Clarifies when equipment can or cannot be reconditioned, does or doesn't need to be listed or labeled, and terms of approval by the AHJ.

- **110.26(A)(4) – Working Space Around Electrical Equipment**
  - **Revised:** Working depth must be maintained to the floor, open equipment doors cannot decrease the clear width of the remaining egress space to less than 24 in, and side reach should not exceed 6 in. to work in the panel.

- **210.8(A)(7) & 210.8(B)(3) – GFCI Protection**
  - **Revision:** GFCI receptacles are required in "areas with sinks and permanent provisions for food preparation, beverage preparation, or cooking" that aren't necessarily kitchens (i.e. wet bars, beverage prep areas in a convenience store, etc.).

- **210.8(D) – Specific Appliances**
  - **New:** A newly-expanded list of "specific appliances" was added that will require GFCI protection, regardless of whether they are hardwired or cord-and-plug connected (new additions include electric range, wall-mounted oven, counter-mounted cooking unit, clothes dryer, and microwave).

- **210.8(A)(6) – GFCI Protection for Personnel, Dwellings, Kitchens**
  - **New:** All 125- to 250-volt receptacles in a kitchen must be GFCI protected, regardless of their location or purpose. This includes receptacles that do not serve countertops and are not adjacent to the sink. 210.8(D) goes on to list specific appliances that require GFCI protection.

- **210.11(C)(4) – Garage Branch Circuits**
  - **Addition:** Clarifies requirements for 20 amp branch circuits in garages. Additional branch circuits 15 amps or greater may be installed in garages to serve receptacles other than those required in Sec. 210.52(G)(1).

- **210.12(F) – AFCI Protection**
  - **New:** Sleeping quarters in fire houses, police stations, and the like will be treated like dormitories and require AFCI protection.

- **210.17 – Guest Rooms and Suites**
  - **Clarification:** Rooms and suites in hotels, motels, and assisted living facilities (added) that have permanent provisions for cooking must meet the same branch circuit requirements of a dwelling unit kitchen.

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2023 NATIONAL ELECTRIC CODE SIGNIFICANT CHANGES

- **210.18 – Branch Circuits Not Over 1000 Volts**
  - **New:** The NEC now recognizes 10-amp branch circuits for certain power and lighting loads. 210.23 goes on to clarify specific types of acceptable loads.

- **210.23 – Permissible Loads**
  - **New:** Expressly prohibits receptacle outlets, fixed appliances (except as permitted elsewhere), garage door openers, and laundry equipment from utilizing the newly-recognized 10-amp branch circuits.

- **210.52(C)(2) – Dwellings, Receptacles, Island and Peninsular**
  - **New:** The NEC no longer requires receptacle outlets to serve kitchen islands and peninsulas in dwelling units. Instead, there must be provisions for a "future" receptacle to be installed to serve the work surface, as determined by the AHJ.

- **210.52(C)(3) – Receptacles**
  - **New:** Receptacles serving the kitchen countertop are no longer allowed to be located below the work surface. All receptacles required for the kitchen counter space must be located above the surface, or else be approved counter-mounted or pop-up receptacles.

- **215.18 – Surge Protection for Feeders**
  - **New:** New language addresses proper surge protection for areas that may be an extended distance from the service.

- **220.7 – Load Calculations (NCTCOG Amendment)**
  - **New:** A load calculation shall be provided upon request when modifications to the electrical installation occur.

- **220.57 – Load Calculations for Electric Vehicle Supply Equipment (EVSE)**
  - **Revision:** When doing a load calculation, new requirements call for EVSE loads to be calculated at either 7200 watts or the nameplate rating of the equipment, whichever is larger.

- **220.70 – Energy Management Systems (EMSs)**
  - **New:** This new section was added to address digital controls for energy management systems that regulate the maximum load on a service.

- **225.41 – Emergency Disconnects**
  - **New:** Outside emergency disconnects are required for feeders supplied to one- and two-family dwelling units.

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2023 NATIONAL ELECTRIC CODE SIGNIFICANT CHANGES

- **404.16 – Reconditioned Equipment**
  - **Clarification:** Switches cannot be reconditioned and must be replaced.

- **406.9(C) - Receptacles Installed around Tub and Shower Spaces**
  - **Revision:** New language clarifies the zone around tubs and showers in which receptacles are prohibited.

- **406.12(1) – Temper-Resistant Receptacles**
  - **Addition:** Required locations for tamper-resistant receptacles in residential occupancies have been expanded to include areas such as boathouses, mobile homes, manufactured homes, and detached garages and accessory structures serving dwellings.

- **440.11 – Disconnects in Residential Spaces**
  - **New:** Where the disconnecting means has a door that can be opened to expose live parts and is in an area exposed to unqualified personnel, the door must be closeable with a lock or require tools to open.

- **445.18(A) & 445.19 – Disconnecting Means and Prime Shutdown**
  - **Revision:** The disconnecting means for a generator may be located inside the generator with a hinged door, cover, or panel, provided that it is labeled to indicate the location to emergency responders.

- **501-503 – Classified and Unclassified Areas**
  - **Revision:** Clarifies that area classification documentation must be available for both classified and adjacent areas, including language requiring that an area classification drawing must be submitted to the AHJ.

- **517.6 – Patient Care-Related Electrical Equipment, Reconditioned**
  - **New:** The NEC provisions governing reconditioned electrical equipment do not apply to patient-care equipment.

- **625.40 – Electric Vehicle Branch Circuit**
  - **New:** New exception permits multiple units of EVSE drawing 16A or less, at 120V, to share a circuit when operating in island mode.

- **680.5 – GFCI and SPGFCI Protection**
  - **Revision:** This section was revised and expanded to include SPGFCIs and broken up into three sections. The revision's intent is to clarify protection for pool equipment in commercial installations that have higher voltages.

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- **680.54(C) - Equipotential Bonding of Splash Pads**
  - **New:** Clarifies the area to be bonded for a splash pad.

- **700.3(A) – Tests and Maintenance**
  - **Revision:** Now requires commissioning and not just testing of the emergency system.

- **706.7 – Commissioning and Maintenance of Energy Storage System**
  - **Revision:** This section was divided into commissioning and maintenance requirements. ESSs must be commissioned upon installation in other than one- and two-family dwellings.

North Central Texas Council of Governments

TO: Mayors, City Managers, City Administrators, County Judges, and Building Officials

DATE: May 1, 2025

SUBJECT: 2024 International Codes and Regional Code Amendments for North Central Texas

The North Central Texas Council of Governments (NCTCOG) Executive Board, upon recommendation of the Regional Codes Coordinating Committee (RCCC) and its Advisory Boards, endorsed the most recent regional amendments to several of the 2024 International Codes on March 27, 2025. The Executive Board encourages your jurisdiction to adopt the following 2024 International Codes and Regional Amendments:

- International Building Code
- International Energy Conservation Code
- International Fuel Gas Code
- International Mechanical Code
- International Plumbing Code
- International Residential Code
- International Swimming Pool and Spa Code
- 2023 National Electric Code (approved August 2023)

NCTCOG's RCCC recommends adopting the above-listed codes with no local amendments, other than the regional amendments, as expeditiously as possible. The 2024 International Fire Code (IFC) with recommended regional amendments will be brought forward for regional endorsement in the very near future. The ultimate goal is regional uniformity of building codes for the North Central Texas region. Achieving the goal of standardization of building codes across the region will result in positive economic impacts and other benefits for municipalities, contractors, architects, builders, and manufacturers.

NCTCOG appreciates your local government's support of our continued efforts toward regional code uniformity. To learn more about the regional codes work program, or to obtain a copy of the recommended regional amendments, you may access our website at https://www.nctcog.org/envir/regional-building-codes/amendments.

If you would like to financially contribute to the Regional Codes Work Program, or have any questions regarding regional codes, please contact Hannah Ordonez, Senior Environment & Development Planner, by email at hordonez@nctcog.org or by phone at (817) 695-9215.

We appreciate your support of our continued efforts toward regional code uniformity.

Mike Eastland (May 13, 2025 13:28 CDT)

Mike Eastland, Executive Director, NCTCOG

David Kerr, RCCC Chair

616 Six Flags Drive, Centerpoint Two
P.O. Box 5888, Arlington, Texas 76005-5888
(817) 640-3300 FAX: 817-640-7806
www.nctcog.org

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lisa Boyd

Date: May 26, 2026

Subject: 2024 IFC Code Updates

Agenda Item:

2024 International Fire Code (IFC) Code Updates and North Central Texas Council of Government (NCTCOG) Amendments

Background Information:

Currently, the City of Richland Hills is operating under the 2018 ICC Codes and NCTCOG Local Amendments. The ICC meets and updates all codes every three years. Following code adoption by the ICC, the NCTCOG has committees that meet and review the ICC updated codes. Following a comprehensive review of the codes, the NCTCOG sends the draft local amendments out to all building officials and fire marshals across the region for review. Once approved, the committees submit a final local amendment document for each code to be used by all communities in the region that chooses to do so.

It has been almost six years since the City of Richland Hills last updated its code requirements. In 2020, the City adopted the 2018 ICC Codes and NCTCOG Amendments. Periodic code updates bring construction and safety standards for the City of Richland Hills in line with standards being used by most all construction trades in their design and installation processes.

Staff will continue to be involved with the NCTCOG review process and return to City Council with additional updates to all codes on a periodic basis in the future.

Financial Considerations:

The only financial impact to the City is the cost to purchase copies of all the updated code books

Legal Review:

The City Attorney has reviewed the 2024 IFC Codes and NCTCOG Amendment

Board/Citizen Input:

Attachments:

None

Council Action Requested:

None

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Chantele Hancock, Library Director

Date: May 26, 2026

Subject: Public Art Policy

Agenda Item:

Public Beautification & Art Advisory Committee

Background Information:

On June 9, 2025, City Council approved Resolution No. 616-25 approving and adopting a public art policy. This policy includes the establishment of a Beautification & Public Art Committee: A committee appointed by the City Council that advises on public art and beautification projects in Richland Hills. The committee reviews proposals and makes recommendations to enhance the City's visual character, public spaces, and community pride.

I have created the attached document describing this committee and outlining their roles and responsibilities. Staff will begin taking applications for the committee this week so that council can make the appointments at the June 8, 2026 meeting.

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

1. Richland Hills Public Art Advisory Committee

Council Action Requested:

Richland Hills Beautification & Public Art Advisory Committee

Overview

The Richland Hills Beautification & Public Art Advisory Committee, appointed by the City Council, is committed to curating a selection of high-quality Public Art for the Richland Hills Public Art Collection and advises on public art and beautification projects in Richland Hills. The committee reviews proposals and makes recommendations to enhance the City's visual character, public spaces, and community pride.

Members are committed to the overall enhancement of the cultural and aesthetic quality of public spaces through the integration of public art throughout our community. The committee also seeks to inspire community pride, foster artistic dialogue, and enrich the daily lives of all residents and visitors through the public art program.

Meetings

- Meetings are not held regularly
- The Committee will be convened with appropriate notice when there are submissions from public art calls for review

Members

Members of the Public Art Advisory Committee serve two-year terms.

The Committee shall include:

- Five (5) members with expertise in the field of art, either an art historian, gallery director, art professor or instructor, practicing artist, architect or designer, or other art professional, and
- Two (2) members of the community at large.

Any member serving on the Committee is ineligible for consideration of a Public Art project by the City during their membership and for an entire year following the end of their term.

RHPAAC Member Roles and Responsibilities

Support

• Support staff in establishing criteria and eligibility standards for applicants of projects

• Support staff in establishing criteria for awarding projects

• Support staff in evaluating proposed donations or commissions of Public Art

• Support staff in evaluating the removal of Artwork from the public display

• Act principally in an advisory capacity to staff in any matter pertaining to Public Art

Attend

• All RHPAAC meetings

• Public Art unveilings, local art exhibitions and other events or activities associated with Public Art in Richland Hills.

Advocate

• Spread the word about the Richland Hills Public Art Program goals and objectives

• Share information and events related to Richland Hills public art on social media

• Connect community to the Public Art Program (website, social media, Public Art staff)

• Advocate to elected representatives about the value of the arts in our community

Fiscal Responsibility

• Provide oversight for grant and bond associated public art projects to ensure funds are utilized responsibly and efficiently

• Provide oversight of Richland Hills Public Arts events, installations, activities, and other associated events to ensure successful implementation, community partnerships, and financial goals

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Jason Moore, City Manager

Date: May 26, 2026

Subject: Accessory Structures - Chapter 90 of the City's Code of Ordinances

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Agenda Item:

Discuss Chapter 90-4.02 Accessory Structure Standards Ordinance

Background Information:

The City's accessory structure standards are intended to ensure that detached garages, shops, storage buildings, guest houses, and similar structures remain incidental and subordinate to the principal building on a residential lot.

Chapter 90 defines an accessory structure as any structure, either attached or detached from the main dwelling, whose use is incidental to the main structure and located on the same lot. The definition includes, but is not limited to, patio covers, arbors, gazebos, cabanas, outdoor kitchens, recreational fire enclosures, trellises, sheds, and similar structures.

A recent review highlighted several areas where the existing code language could be more precise. The most important issue is not whether the City has a definition of building height. It does. The issue is whether the current ordinance provides enough detail to consistently apply that definition in situations involving accessory structures and architectural features.

Current Ordinance Standard

Chapter 90 provides that residential accessory structures must comply with the following height standard:

"An accessory structure shall not exceed two stories in height, or twenty eight (28) feet, and shall not exceed the height of the principal building, whichever is lower."

This creates two requirements:

Requirement	Current Standard
Maximum accessory structure height	Accessory structure may not exceed two stories or 28 feet
Relationship to principal building	Accessory structure may not exceed the height of the principal building
Controlling standard	The lower of the two standards applies

Chapter 90 also defines building height as follows:

"The vertical distance between the average of the highest and lowest points of grade of that portion of the lot covered by the building to the highest point of a structure."

Based on this definition, the City's current measurement method is generally:

Average grade under the building footprint to the highest point of the structure.

Issue for Council Consideration

The central issue is whether the existing ordinance language is clear enough to administer consistently.

The current code answers one important question: **how building height is generally measured.**

However, the code does not clearly answer several related questions that may arise during accessory structure review:

1. Does the “highest point of a structure” include cupolas, dormers, chimneys, parapets, towers, decorative roof elements, or similar architectural features?
2. Should the same height measurement rule apply to both the principal building and the accessory structure when comparing the two?
3. Can an architectural feature added to a principal building be used to make the principal building taller than an accessory structure?
4. Should certain architectural features be excluded from the height calculation if they are decorative, nonhabitable, or not part of the main roof mass?
5. Should accessory structures be required to remain visually and functionally subordinate to the principal building beyond height alone?
6. Should additional standards apply when an accessory structure exceeds 15 feet in height, given that Chapter 90 already uses 15 feet as a threshold for rear and side yard setback requirements?

Because these items are not expressly addressed, reasonable parties may interpret the ordinance differently.

Staff Analysis

The current ordinance provides a general framework for regulating accessory structures. It requires accessory structures to be incidental to the principal building, located on the same lot, generally compatible in color and material, and compliant with applicable dimensional, setback, lot coverage, and material standards.

However, the ordinance could be strengthened by clarifying how the height standard should be applied in practice.

The current definition of building height is helpful because it establishes a measurement from average grade to the highest point of the structure. The ambiguity is not the measurement baseline. The ambiguity is what counts as the “highest point of a structure” when architectural features are involved.

This can create challenges in several areas.

1. Resident Expectations

Residents may reasonably expect an accessory structure to appear subordinate to the principal home. If an accessory structure is large, tall, or visually dominant, residents may view it as inconsistent with the intent of the ordinance even if it arguably meets the technical height standard.

2. Applicant Certainty

Property owners and design professionals need clear rules before investing in design, engineering, permitting, and construction. Clearer language would help applicants understand what is allowed before plans are submitted.

3. Staff Administration

Staff should be able to apply objective standards without having to interpret policy intent on a case-by-case basis. Clearer language would reduce the likelihood that a routine permit review becomes a broader interpretation issue.

4. Enforcement Risk

Ambiguity can create enforcement risk. If the City takes an enforcement position that is not clearly supported by the ordinance language, that position may be more difficult to defend.

5. Ordinance Consistency

Chapter 90 already uses specific height measurement language in other areas. For example, flagpole height is measured from natural grade, while building height is measured from the average of the highest and lowest grade points of the building footprint to the highest point of the structure. This shows that the ordinance can be more specific when a particular measurement method is intended.

Policy Considerations

Council may wish to consider whether Chapter 90 should be amended to clarify the following items.

Building Height Measurement for Accessory Structures

The ordinance already defines building height. Staff recommends retaining that definition as the general rule, unless Council wants a different method for accessory structures.

Possible clarification:

For purposes of accessory structure review, building height shall be measured consistent with the Chapter 90 definition of Building Height, from the average of the highest and lowest points of grade of the portion of the lot covered by the building to the highest point of the structure.

Architectural Features

The ordinance should clarify whether architectural features are included or excluded from height calculations.

Examples include:

- Cupolas
- Dormers
- Chimneys
- Parapets
- Towers
- Spires
- Decorative roof elements
- Mechanical screening
- Nonhabitable architectural features

Council could decide that these features count toward height in all cases, do not count if they meet certain limits, or count only when used to satisfy the principal-building comparison requirement.

Principal Building Comparison

The ordinance should clarify how the height of the principal building is compared to the height

of the accessory structure.

Possible clarification:

The height of the accessory structure and the principal building shall be measured using the same method.

Subordinate Design Requirement

Council may wish to add a general design requirement stating that accessory structures must remain subordinate to the principal building in height, massing, location, and appearance.

This would help address situations where an accessory structure technically complies with height limits but appears visually dominant.

Documentation Requirements

The ordinance could require applicants to submit dimensioned elevations, grade information, and certification from a licensed design professional upon completion of construction when the proposed structure is near the maximum height allowed.

Staff Recommendation

Staff recommends that Council direct staff to prepare amendments to Chapter 90 to clarify the City's accessory structure height standards.

The recommended amendments should address, at minimum:

1. That accessory structure height is measured using the Chapter 90 definition of "Building Height."
2. Whether architectural features such as cupolas, dormers, chimneys, parapets, towers, and decorative roof elements are included or excluded from the height calculation.
3. Whether architectural features may be used to establish the height of the principal building for purposes of comparing it to an accessory structure.
4. That the principal building and accessory structure must be measured using the same method.
5. Whether accessory structures must remain visually and functionally subordinate to the

principal building.

6. What documentation is required when a structure is proposed near the maximum allowed height.

Staff further recommends that the City Attorney review the proposed amendments before consideration by the Planning and Zoning Commission and City Council.

Council Direction Requested

Staff is seeking Council direction on whether to initiate an ordinance amendment related to accessory structure height standards.

Questions for Council to consider include:

1. Does Council want staff to prepare amendments to Chapter 90 clarifying accessory structure height requirements?
2. Should architectural features count toward the height of a principal building or accessory structure?
3. Should architectural features be allowed to establish compliance with the requirement that an accessory structure not exceed the height of the principal building?
4. Should accessory structures be required to remain subordinate to the principal building in height, scale, massing, and appearance?
5. Should staff prepare options for different standards based on lot size, structure height, setbacks, or proximity to neighboring properties?

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

None

Council Action Requested:

Direction only.

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Jason Moore, City Manager

Date: May 26, 2026

Subject: FY2026 Year-End Sales Tax Projections and Budget Stabilization

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Agenda Item:

Discuss FY26 Year-End Budget/Revenue Projections along with Stabilization Tools to Maintain a Balanced Budget

Background Information:

Sales tax is one of the City's most important revenue sources. It supports multiple funds, including the General Fund, RHDC, Street Maintenance, and the Crime Control District. These funds help pay for core municipal services, economic development, street maintenance, and public safety-related expenditures.

Based on current collections and year-end projections, FY2026 sales tax revenue is expected to come in below the adopted budget. The projected shortfall is approximately $2.1 million in the best-case scenario and approximately $2.49 million in the worst-case scenario across all sales-tax-supported funds.

This does not mean the General Fund alone is short by $2 million. The projected variance is spread across the City's sales tax allocations.

The purpose of this worksession item is to provide Council with a clear picture of the FY2026 year-end sales tax outlook, explain the potential impact on each affected fund, and receive

direction on near-term stabilization steps.

Updated FY2026 Sales Tax Projection

The updated projections use known sales tax collections through May and estimated collections for the remainder of the fiscal year. Staff has prepared two scenarios:

Best Case Scenario: Based on a four year experience curve, using current known values, monthly and cumulative collection trends.

Worst Case Scenario: Based on a fixed 36% reduction of last year's values through September.

General Fund, RHDC, and Street Maintenance Sales Tax

The City's 1.625% sales tax revenue supports the General Fund, RHDC, and Street Maintenance.

Fund	FY2026 Adopted Budget	Best Case Projection	Best Case Variance	Worst Case Projection	Worst Case Variance
General Fund	$4,900,000	$3,631,854.94	($1,268,145.06)	$3,487,484.95	($1,412,515.05)
RHDC	$1,182,000	$907,263.73	($274,736.27)	$871,721.24	($310,278.76)
Street Maintenance	$1,750,000	$1,361,945.60	($388,054.40)	$1,307,806.86	($442,193.14)
Total	**$7,832,000**	**$5,901,764**	**($1,930,236)**	**$5,667,163**	**($2,164,837)**

Crime Control District Sales Tax

The Crime Control District receives the separate 0.375% sales tax allocation.

Fund	FY2026 Adopted Budget	Best Case Projection	Best Case Variance	Worst Case Projection	Worst Case Variance
Crime Control District	$1,830,000	$1,659,181.05	($170,818.95)	$1,505,783.52	($324,216.48)

Total Sales Tax Impact Across All Sales Tax Funds

Scenario	FY2026 Adopted Budget	Projected Revenue	Projected Shortfall
Best Case	$9,662,000	$7,560,945	($2,101,055)
Worst Case	$9,662,000	$7,172,947	($2,489,053)

Key Takeaway

The City is projected to receive less sales tax revenue than originally budgeted for FY2026. The total projected sales tax shortfall is approximately $2.1 million to $2.49 million across all sales-tax-supported funds.

For the General Fund, the projected shortfall is approximately $1.27 million to $1.41 million. This is a significant variance and requires action, but it is manageable if the City sequences spending and preserves cash through the end of the fiscal year.

Using the current FY2026 General Fund budget assumptions, the updated sales tax projection

creates the following estimated impact:

Scenario	Budgeted Ending General Fund Balance Before Sales Tax Variance	General Fund Sales Tax Variance	Revised Projected Ending General Fund Balance	90-Day Reserve Requirement	Reserve Position
Best Case	$3,386,133	($1,268,145)	$2,117,988	$2,508,072	($390,084) below
Worst Case	$3,386,133	($1,412,515)	$1,973,618	$2,508,072	($534,454) below

Based on these projections, the General Fund stabilization target is approximately $400,000 to $550,000, plus an additional cushion to account for continued sales tax volatility.

Recommended FY2026 Stabilization Strategy

Staff recommends a measured stabilization approach focused on protecting the General Fund reserve, avoiding unnecessary service reductions, and pausing discretionary expenditures until year-end revenues are clearer.

The primary recommendation is to eliminate the planned transfer from the General Fund to the Strategic Initiatives Fund.

Strategic Initiatives Fund Transfer

The FY2026 budget includes a planned transfer of approximately $1,028,998 from the General Fund to the Strategic Initiatives Fund. Staff recommends eliminating this transfer.

This action would preserve cash in the General Fund and protect the City's 90-day operating reserve. It also allows the City to avoid immediate reductions to core services.

Eliminating this transfer does not mean the City is abandoning strategic initiatives. It means the

City is sequencing them responsibly based on current revenue conditions.

Impact on Safe Routes to School and Oil and Gas Fund Expenditures

Pausing the General Fund transfer to the Strategic Initiatives Fund would also pause the City's planned funding approach for the Safe Routes to School sidewalk program.

As part of that pause, staff would also pause approximately $400,000 in planned Oil and Gas Fund expenditures associated with design work for the sidewalk program.

This means the City would not proceed at this time with the local funding components needed to advance the Safe Routes to School project. As a result, the City's agreement with TxDOT related to the Safe Routes to School project would also need to be paused, delayed, or otherwise addressed in coordination with TxDOT.

Staff will work with TxDOT to determine the appropriate administrative process and confirm any implications related to timing, project eligibility, reimbursement, or future reactivation of the project.

Oil and Gas Fund Direction

Rather than continuing design expenditures of approximately $450,000 from the Oil and Gas Fund on the Safe Routes to School program, staff recommends holding those funds until Council considers a separate worksession item regarding the City's IT infrastructure needs.

The potential use of Oil and Gas Fund dollars for IT infrastructure upgrades will be discussed separately. Until Council gives direction on that item, staff recommends that the approximately $450,000 not be spent from the Oil and Gas Fund.

This approach preserves flexibility and allows Council to compare priorities before committing limited one-time funds.

Other Recommended FY2026 Stabilization Actions

1. Delay Non-Critical Vehicle Replacements

The FY2026 budget includes approximately $217,907 for vehicle replacements. Staff

recommends proceeding only with replacements that are tied to public safety, emergency response, or mission-critical operations.

Non-critical vehicle replacements should be delayed until year-end sales tax performance and reserve position are confirmed.

Estimated relief: $100,000 to $217,907
Service impact: Low to moderate
Staff recommendation: Proceed selectively

2. Control Vacancies, Overtime, Travel, Training, and Discretionary Spending

Staff recommends temporary budget controls for the remainder of FY2026. This should include review of non-public safety vacancies, overtime, travel, training, and discretionary operating expenses.

This is not a hiring freeze for essential positions. It is a management control to ensure the City does not create unnecessary budget pressure while sales tax collections remain uncertain.

Estimated relief: $250,000 to $400,000
Service impact: Moderate
Staff recommendation: Proceed

3. Hold LINK Funding Flat and Review in July

Staff recommends holding LINK funding at the currently budgeted FY2026 level and requiring a July review before any additional subsidy, expansion, or non-essential spending is authorized.

Estimated relief: Prevents additional subsidy growth
Service impact: Low
Staff recommendation: Proceed

4. Review Sales-Tax-Supported Funds Separately

Because the sales tax variance affects multiple funds, staff recommends reviewing each sales-tax-supported fund separately before authorizing additional projects or discretionary

expenditures.

This includes:

RHDC: Review economic development project capacity and prioritize projects tied to taxable value, sales tax generation, redevelopment, or business retention.

Street Maintenance: Review project timing and determine whether projects should be delayed, phased, or coordinated with other capital work.

Crime Control District: Review planned public safety-related expenditures against projected sales tax collections and determine whether any purchases or programs should be delayed.

What This Does Not Mean

Budget stabilization does not mean the City is stopping progress. It means the City is sequencing spending to protect core services and maintain financial flexibility.

This plan does not propose reducing police or fire service levels. It does not abandon street work. It does not eliminate economic development. It does not prevent future investment in strategic priorities.

It means the City should be careful about moving forward with discretionary spending until actual revenues are better understood.

Staff Recommendation

Staff recommends that Council direct staff to:

1. Eliminate the General Fund transfer to the Strategic Initiatives Fund.
2. Pause the Safe Routes to School funding plan associated with the Strategic Initiatives Fund.
3. Pause Oil and Gas Fund expenditures for the design of the Safe Routes to School program.
4. Coordinate with TxDOT regarding the appropriate process to pause or delay the Safe Routes to School agreement.
5. Hold the Oil and Gas Fund dollars until Council considers the separate IT infrastructure

worksession item.

6. Delay non-critical vehicle replacements while protecting public safety and essential operations.
7. Implement temporary spending controls through the end of FY2026.
8. Hold LINK funding flat and review this July.
9. Review RHDC, Street Maintenance, and Crime Control District spending plans based on updated sales tax projections.

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

None

Council Action Requested:

Discussion only.

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Jason Moore, City Manager

Date: May 26, 2026

Subject: Replacement options of the City's IT Infrastructure

Agenda Item:

Discuss Replacement Options of the City's Information Technology Infrastructure

Background Information:

At a past council meeting, staff along with our IT consultant representatives from Todo Verde, presented an option to replace the city's IT equipment using a lease arrangement with METER. When presented, questions from City Council arose on the contractual agreement terms and whether or not the City could be in a predicament if METER, a fairly new entity with minimal municipal clients, went out of business or sold. That created pause for Council to weigh other options. Staff will present the option to purchase switches and ports to replace end-of-life equipment so that the City's IT infrastructure is preserved into the future.

No action is being requested but rather, discussion on financial impacts and where to source the funding to pay for the replacement equipment. Staff will suggest funding this from the Oil and Gas fund reserves. If Council directs staff to do so, we will bring this back on June 8th for Council action.

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

1. TodoVerde Quote TDVQ2325

Council Action Requested:

Direction only.

TodoVerde
1000 East Hwy 67
Alvarado, Texas 76009
1-866-712-8636

QUOTE

TDVQ2325
Jan 8, 2026

Quoted To:
Sheena McEachran
City of Richland Hills
3200 Diana Drive
Richland Hills, TX 76118
Phone: (817) 281-1000
Fax:

Prepared By:
Cody Stevenson
Account Manager

Phone: 8172094973
Email: stevenson@todoverde.com

PO Number: | **Valid Through:** **May 30, 2026** | **Payment Terms:** **Net 30**

All prices are in US Dollars. Prices do not include taxes. Customer shall be responsible for any applicable taxes.

City Firewalls and 5yr Maintenance	Unit Price	Qty	Ext. Price
Fortinet FortiGate FG-120G Network Security/Firewall Appliance - AI/ML Security - 16 Port - 10/100/1000Base-T, 1000Base-X, 10GBase-X - 10 Gigabit Ethernet - 39 Gbit/s Firewall Throughput - AES (256-bit), SHA-256, SSL, TLS 1.3 - 500 VPN - 16 x RJ-45 - 12 Total Expansion Slots - 50 Hz, 60 Hz - 1U - Rack-mountable	$15,633.68	2	$31,267.36

City Core Switches and 5yr Maintenance	Unit Price	Qty	Ext. Price
Fortinet FortiSwitch 1024E Ethernet Switch - Manageable - 10 Gigabit Ethernet, 100 Gigabit Ethernet, 40 Gigabit Ethernet - 100GBase-X, 40GBase-X, 10GBase-X - 3 Layer Supported - Modular - 176 W Power Consumption - Optical Fiber - 1U - Rack-mountable	$16,862.91	2	$33,725.82
Fortinet FortiCare Comprehensive Support - Extended Service (Renewal) - 5 Year - Service - 24 x 7 x Next Business Day - Service Depot - Exchange - Parts	$7,977.34	2	$15,954.68

City Access Switches and 5yr Maintenance	Unit Price	Qty	Ext. Price
Fortinet FortiSwitch 100 FS-148F-POE Ethernet Switch - 48 Ports - Manageable - Gigabit Ethernet, 10 Gigabit Ethernet - 10/100/1000Base-T, 10GBase-X - 2 Layer Supported - Modular - 476.30 W Power Consumption - 370 W PoE Budget - Optical Fiber, Twisted Pair - PoE Ports - 1U - Rack-mountable	$1,871.10	16	$29,937.60
Fortinet FortiCare Comprehensive Support - Extended Service (Renewal) - 5 Year - Service - 24 x 7 x Next Business Day - Service Depot - Exchange - PartsO	$1,122.75	16	$17,964.00

City AP's and Switches for Wifi7 with BT POE and 5yr Maintenance	Unit Price	Qty	Ext. Price
Fortinet FortiAP FAP-441K Tri Band Wi-Fi 7 IEEE 802.11a/b/g/n/ac/ax/h/i/k/r/v/e/be/j 21.32 Gbit/s Wireless Access Point - Indoor - 2.40 GHz, 5 GHz, 6 GHz - 8 x Internal Antenna(s) - Internal - MIMO Technology - Multi User MIMO - 2 x Network (RJ-45) - 10 Gigabit Ethernet, 5 Gigabit Ethernet, 2.5 Gigabit Ethernet, Gigabit Ethernet, Fast Ethernet - PoE Ports - 41.70 W - Ceiling Mountable, Rail-mountable, Wall Mountable, Desktop	$1,215.00	16	$19,440.00
Fortinet FortiCare Essential - 5 Year - Service - Exchange	$319.05	16	$5,104.80
Fortinet FortiSwitch FS-124G-FPOE Ethernet Switch - 24 Ports - Manageable - Gigabit Ethernet, 2.5 Gigabit Ethernet, 10 Gigabit Ethernet - 1000Base-T, 2.5GBase-T, 1000Base-X, 10GBase-X - 2 Layer Supported - 880 W Power Consumption - 780 W PoE Budget - Twisted Pair, Optical Fiber - PoE Ports - 1U - Rack-mountable - Lifetime Limited Warranty	$1,974.60	8	$15,796.80
Fortinet FortiCare Essential - 5 Year - Service - Exchange	$494.96	8	$3,959.68

Connectivity Fiber Optics with redunancy	Unit Price	Qty	Ext. Price
Fortinet SFP+ Module - For Data Networking, Optical Network - 1 x 10GBase-SR Network - Optical Fiber10 Gigabit Ethernet - 10GBase-SR	$106.20	24	$2,548.80
Axiom 40GBASE-CR4 QSFP+ Passive DAC Cable Fortinet Compatible 1m - 3.28 ft DAC Network Cable for Router, Switch, Network Device - First End: 1 x QSFP+ Network - Second End: 1 x QSFP+ Network - 40 Gbit/s	$109.80	1	$109.80
AddOn Fortinet; FN-CABLE-SFP+3 to HP	$202.90	8	$1,623.20

Installation and Services	Unit Price	Qty	Ext. Price
Engineering - Configuration with the current design and current IP/Wireless setup	$250.00	40	$10,000.00
Re - IP Space and Wireless setup to alleviate problems with IP allocation and performance on Wireless network	$250.00	34	$8,500.00
Level 1 Data Tech Install. AP installation, Rack and Stack.	$125.00	32	$4,000.00
Lift rental for AP installation	$1,800.00	1	$1,800.00
TIPS Contract #230504	$0.00	1	$0.00

Totals

Subtotal	$201,732.54
Tax	$0.00
Shipping	$0.00
Grand Total	**$201,732.54**

Please contact me if I can be of further assistance.

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Jason Moore, City Manager

Date: May 26, 2026

Subject: FY27 Budget Process and Expectations

Agenda Item:

Discuss FY27 Budget Process and Expectations

Background Information:

The FY2027 budget process will begin under different financial conditions than recent budget years. Sales tax collections are projected to be 30% below the FY2026 adopted budget across the General Fund, RHDC, Street Maintenance, and Crime Control District.

The FY2027 budget will be built on current revenue trends. This requires a more conservative approach to sales tax forecasting, a clear separation between recurring and one-time expenditures, and a more disciplined process for capital project prioritization.

The purpose of this worksession item is to receive Council direction on how staff should prepare the FY2027 budget.

FY2027 Budget Challenge

The primary FY2027 challenge is structural. The City should not build next year's operating budget around revenue levels that may not continue.

For the General Fund, the FY2026 adopted sales tax budget was $4.9 million. Current projections show General Fund sales tax closer to $3.49 million to $3.63 million for FY2026.

Staff recommends preparing the FY2027 budget using a conservative General Fund sales tax baseline in the range of approximately $3.4 million to $3.6 million, unless additional collection data supports a different number.

Recommended FY2027 Budget Principles

1. Conservative Revenue Forecasting

Sales tax should be budgeted based on current collection trends, not prior peak years. Any increases above the conservative baseline should be treated carefully and should not be used to fund new recurring costs until a sustained trend is established.

For FY2027, staff recommends using conservative assumptions for all sales-tax-supported funds, including:

- General Fund
- RHDC
- Street Maintenance
- Crime Control District

This does not mean staff assumes no recovery. It means the City should only budget the revenue it can reasonably rely on.

2. Protect the 90-Day General Fund Reserve

The City's 90-day operating reserve should remain a minimum standard, not a spending target.

The reserve is the City's financial cushion for payroll, emergency response, service continuity, and unexpected events. The FY2027 budget should be prepared in a way that protects the reserve without relying on one-time fixes to support recurring operations.

3. Do Not Use Fund Balance for Recurring Costs

Fund balance should generally be used only for:

- One-time capital needs
- Emergency expenditures

- Council-approved stabilization measures
- Strategic investments with a defined non-recurring purpose

Fund balance should not be used to fund recurring personnel costs, ongoing subsidies, permanent programs, or operating expenses that continue year after year.

If a recurring cost cannot be supported by recurring revenue, it should be reconsidered, reduced, delayed, or funded through a new recurring revenue source.

4. Separate One-Time Funds From Operating Funds

The City has several funds that may be available for one-time purposes but should not be treated as operating revenue.

This includes funds such as the Oil and Gas Fund, capital project funds, and other restricted or assigned funds.

For example, the Oil and Gas Fund may be discussed separately as a potential funding source for IT infrastructure upgrades. However, that type of use should be evaluated as a one-time capital investment, not as recurring operating support.

5. Build a Two-Tier Capital Planning Framework

Staff recommends developing a two-tier capital planning framework for FY2027.

Tier 1 projectsshould include:

- Legally required improvements
- Safety-related needs
- Infrastructure preservation (Roadway and Utility Improvements)
- Grant matches
- Projects already under contract
- Projects necessary to protect existing assets
- Projects that prevent higher future costs

Tier 2 projectsshould include:

- Beautification
- Enhancements
- Quality-of-life improvements
- Discretionary amenities
- Projects that are desirable but not immediately required

During FY2027, Tier 2 projects should only move forward if they are funded from restricted sources, supported by grants, or directly tied to revenue recovery or redevelopment outcomes.

6. Prioritize Revenue Recovery and Economic Development

The FY2027 budget should prioritize investments that help rebuild the City's revenue base.

This includes projects and programs that support:

- Business retention
- Redevelopment
- Sales tax generation
- Property value growth
- Underutilized commercial property reuse
- Corridor reinvestment
- Strategic public-private partnerships

The City should continue advancing long-term opportunities such as Baker Boulevard, Richland Station, Glenview, and other redevelopment areas, but funding should be sequenced carefully based on available resources.

7. Review Subsidies and Recurring Transfers

The FY2027 budget should include a review of recurring subsidies, transfers, and programs that are not legally required or tied to core services.

This does not mean all subsidies or transfers should be eliminated. It means they should be reviewed against the City's financial position, service impact, number of residents served, and

available alternatives.

Recurring subsidies should be evaluated using the following questions:

- Is the program legally required?
- Is it a core municipal service?
- How many residents are directly served?
- Are there nonprofit, church, county, regional, or private alternatives?
- Is the cost recurring or one-time?
- Can the program be modified, phased, or partnered differently?

8. Create a Sales Tax Stabilization Reserve Policy

Staff recommends preparing a formal sales tax stabilization reserve policy for future Council consideration.

Under this type of policy, sales tax collections above the conservative budget baseline would be assigned in priority order:

1. Restore or maintain the 90-day General Fund reserve.
2. Build a sales tax stabilization reserve.
3. Fund one-time capital needs.
4. Support strategic economic development or infrastructure investments.
5. Consider new recurring expenditures only after a sustained trend is established.

This would help prevent the City from building recurring expenditures around temporary or unusually high sales tax years.

Recommended FY2027 Budget Development Approach

Staff recommends preparing the FY2027 budget using the following approach:

Step 1: Establish Conservative Revenue Baselines

Use current sales tax trends and conservative assumptions for all major operating funds.

Step 2: Build the Base Budget

Prepare a base budget that maintains core services, existing staffing, public safety, public works, and essential administrative functions.

Step 3: Identify Structural Gaps

Determine whether recurring revenues support recurring expenditures without using fund balance.

Step 4: Review Enhancements Separately

Evaluate new positions, new programs, expanded services, major equipment, and discretionary projects separately from the base budget.

Step 5: Prioritize Capital Projects

Use the two-tier framework to separate essential capital needs from discretionary or strategic projects.

Step 6: Review Subsidies and Transfers

Evaluate recurring subsidies and transfers to determine whether they should continue, be modified, be paused, or be replaced with partnership models.

Step 7: Present Council Options

Bring Council budget options that clearly show service impacts, financial impacts, reserve impacts, and long-term sustainability.

Staff Recommendation

Staff recommends that Council direct staff to prepare the FY2027 budget using the following assumptions and principles:

1. Use conservative sales tax assumptions based on current FY2026 collection trends.
2. Prepare the General Fund budget using a sales tax baseline of approximately $3.4 million to $3.6 million, unless future data supports a different number.

3. Protect the 90-day General Fund reserve.
4. Avoid using fund balance for recurring operating costs.
5. Treat one-time funds as one-time resources only.
6. Develop a two-tier capital planning framework.
7. Prioritize revenue recovery, redevelopment, and economic development investments.
8. Review recurring subsidies and transfers.
9. Prepare a draft sales tax stabilization reserve policy.
10. Bring Council budget options that distinguish between base operations, enhancements, capital needs, and policy choices.

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

None

Council Action Requested:

Discussion only.

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lisa Boyd

Date: May 26, 2026

Subject: Approve Minutes from the May 11, 2026 Regular Meeting and the May 12, 2026 Special Called Meeting.

Agenda Item:

Approve Minutes from the May 11, 2026 Regular Meeting and the May 12, 2026 Special Called Meeting.

Background Information:

Approve Minutes from the May 11, 2026 Regular Meeting and the May 12, 2026 Special Called Meeting.

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

1. 5-12-2026 City Council Special Meeting DRAFT
2. 5-11-2026 City Council Regular Minutes DRAFT

Council Action Requested:

Approve Minutes from the May 11, 2026 Regular Meeting and the May 12, 2026 Special Called Meeting.

RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
MAY 12, 2026
MINUTES

Roll Call:

Council Present	Council Absent
Curtis Bergthold, Mayor	Travis Malone, Place 2
John Skier, Mayor Pro Tem	G.W. Estep, Place 5
Mike Witt, Place 1	Roland Goveas, Place 6
Theresa Bledsoe, Place 3	

Staff present
Jason Moore, City Manager
Lisa Boyd, City Secretary

SPECIAL MEETING - 1:30 P.M.

CALL TO ORDER

Mayor Bergthold called the meeting to order at 1:37 p.m.

A. Consider Approval Of Resolution No. 647-26, CanvassingReturns And Declaring Results Of The General Municipal Election Held On May 2, 2026

- City Council Place 3
- City Council Place 5

City Secretary Lisa Boyd presented Resolution 647-26 canvassing returns and declaring the results of the General Election for City Council Place 3 and City Council Place 5

Motion: A motion was made by Councilmember Skier and seconded by Councilmember Bledsoe to Approve Resolution No. 647-26, Canvassing Returns and Declaring Results of the General Municipal Election Held on May 2, 2026 for City Council Place 3 and City Council Place 5
.

Motion carried by a vote of 4 to 0.

B. Consider Approval Of Ordinance No. 1543-26, Canvassing Returns And Declaring Results Of The Special Municipal Election Held On May 2, 2026.

- Proposition A - Reauthorization Of The Local Sales And Use Tax At The Rate Of Three Eighths Of One Percent To Continue Providing Revenue For The Maintenance And Repair Of City Streets.

City Secretary Lisa Boyd presented Ordinance 1543-26 canvassing returns and declaring the results of the Special Election for Reauthorization of the local sales and use tax at the rate of three eights of one percent to continue providing revenue for the maintenance and repair of city streets.

Motion: A motion was made by Councilmember Bledsoe and seconded by Councilmember Witt to Approve Ordinance No. 1543-26, Canvassing Returns and Declaring Results of the Special Municipal Election Held on May 2, 2026.

- Proposition A - Reauthorization of the local sales and use tax at the rate of three eighths of one percent to continue providing revenue for the maintenance and repair of city streets.

.

Motion carried by a vote of 4 to 0.

ADJOURNMENT

There being no further business, Mayor Bergthold adjourned the meeting at 1:40 p.m.

ATTEST:

_____
Lisa Boyd, City Secretary

APPROVED:

_____
Curtis Bergthold, Mayor

RICHLAND HILLS CITY COUNCIL
REGULAR MEETING AGENDA
MAY 11, 2026
MINUTES

Roll Call:

Council Present	Council absent
Curtis Bergthold, Mayor	
John Skier, Mayor Pro Tem	
Mike Witt, Place 1	
Travis Malone, Place 2	
Theresa Bledsoe, Place 3	
G.W. Estep, Place 5	
Roland Goveas, Place 6	

Staff present
Jason Moore, City Manager
Lisa Boyd, City Secretary
Elizabeth Yelverton, City Attorney

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

Mayor Bergthold called the Work Session to order at 5:35 p.m.

A. Flashvote Citizen Survey Tool

City Manager, Jason Moore presented the Council with information about Flashvote Citizen Survey Tool. He advised that staff has decided to proceed with this service.

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

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.

No Executive Session.

Mayor Bergthold recessed the meeting

REGULAR SESSION - 6:30 P.M. OR IMMEDIATELY FOLLOWING EXECUTIVE SESSION

CALL TO ORDER

Mayor Bergthold called the Meeting to order at 6:30 p.m.

INVOCATION AND PLEDGES OF ALLEGIANCE

The invocation and pledge were led by Council Member Witt.

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. Recognition Of Outgoing Council Members Theresa Bledsoe And G.W. Estep

Mayor Bergthold and the City Council Members thanked outgoing Council Members Theresa Bledsoe and GW Estep for their service to the City of Richland Hills and presented plaques and certificates to them recognizing their commitment to the City.

B. Citizen Appearances/Public Comments

Doug Knowlton spoke congratulating the newly elected City Council Members and thanking the outgoing City Council Members. He also wanted to thank the citizens for showing up to vote for the street sales tax.

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.

Motion: A motion was made by Councilmember Skier and seconded by Councilmember Estep to Approve CONSENT AGENDA.

Motion carried by a vote of 7 to 0.

A. Consider Resolution 646-26 Approving And Authorizing The City Manager To Accept, Decline, Modify, Or Cancel Grant Awards For The Purchase Of A Portable Narcotics Analyzer For The Richland Hills Police Department.

B. Approve Minutes From The April 27, 2026 City Council Regular Meeting

4. ADJOURNMENT

There being no further business, Mayor Bergthold adjourned the meeting at 6:50 p.m.

ATTEST:

_____
Lisa Boyd, City Secretary

APPROVED:

_____
Curtis Bergthold, Mayor

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Jason Moore, City Manager

Date: May 26, 2026

Subject: City Secretary Employment Contract

Agenda Item:

A Resolution to Approve an Employment Agreement Between the City of Richland Hills and City Secretary Lisa Boyd; Authorizing the Mayor to execute the Agreement; Finding that the Meeting Which this Resolution is Passed is Open to the Public as Required by Law; and Declaring an Effective Date.

Background Information:

City Council appointed Lisa Boyd as City Secretary / Assistant to the City Manager, and this contract formalizes their appointment.

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

1. Resolution

Council Action Requested:

To approve the resolution

RESOLUTION NO. 648-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS, APPROVING AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF RICHLAND HILLS AND CITY SECRETARY LISA BOYD; AUTHORIZING THE MAYOR 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.

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 Council desires to employ Lisa Boyd as City Secretary and establish the terms and conditions of her employment through a written employment agreement as previously discussed and contemplated in executive session on April 27, 2026; and,

WHEREAS, the proposed employment agreement provides for the duties, compensation, benefits, working conditions, and other terms of employment for Lisa Boyd as City Secretary; and,

WHEREAS, the employment agreement further recognizes that Lisa Boyd will perform certain duties as Assistant to the City Manager under the direction of the City Manager, in addition to her duties as City Secretary; and,

WHEREAS, the City Council finds that approval of the employment agreement is in the best interest of the City and supports the effective administration of official City records, City Council proceedings, elections, public information, and other municipal responsibilities.

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 City Council hereby approves the Employment Agreement between the City of Richland Hills and Lisa Boyd.

SECTION 3.

The Mayor is hereby authorized to execute the Employment Agreement on behalf of the City of Richland Hills and to take any action reasonably necessary to carry out the intent of 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 that 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 26th DAY OF MAY, 2026.

_____
Curtis Bergthold, Mayor

ATTEST:

_____
Lisa Boyd, City Secretary

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lisa Boyd

Date: May 26, 2026

Subject: Board Appointments: Planning and Zoning Commission

Agenda Item:

Board Appointments: Planning and Zoning Commission

Background Information:

Current Members
Michael Wilson (Chair)
Keith Albee
Jackson Durham
Fernando Peralta
Allison Barger
John Garza
Lynette Hart

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

None

Council Action Requested:

City Council will consider appointment of Board Members

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lisa Boyd

Date: May 26, 2026

Subject: Board Appointments: Richland Hills Development Corporation

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Agenda Item:

Board Appointments: Richland Hills Development Corporation

Background Information:

Current Members
Curtis Bergthold (Chair)
Travis Malone
GW Estep
Mike Witt
Doug Knowlton
Ray Stilwell
Jorge Cisneros

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

None

Council Action Requested:

City Council will consider appointment of Board Members.

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lisa Boyd

Date: May 26, 2026

Subject: Board Appointments: Tax Increment Reinvestment Zone

Agenda Item:

Board Appointments: Tax Increment Reinvestment Zone

Background Information:

Current Members
Curtis Bergthold (Chair)
Mike Witt
Travis Malone
Theresa Bledsoe
John Skier
GW Estep
Roland Goveas
Kathryn Rotter
Bill Garretson

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

None

Council Action Requested:

City Council will consider appointment of Board Members

Memorandum

To: Honorable Mayor Curtis Bergthold and Richland Hills City Council Members

From: Lisa Boyd

Date: May 26, 2026

Subject: April Department Reports

Agenda Item:

April Department Reports

Background Information:

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

1. PW April 2026
2. Library_April 2026
3. Fire Department April Monthly Report 2026
4. April 2026 Report Parks & Rec
5. Police Department Monthly Report - April

Council Action Requested:

None

MONTHLY REPORT

RICHLAND HILLS PUBLIC WORKS

APRIL • 2026

WATER

MAIN REPAIRS	1
SERVICE LINE LEAKS	3
METER LEAK REPAIRS	6
VALVE/HYDRANT EXERCISE	40 HOURS
AFTER HOUR CALL OUTS	2
UTILITY BILLING WORK ORDERS	196

WASTEWATER

MAIN BREAKS	1
BACK UPS	5
SERVICE LINE REPAIRS	1
MANHOLE INSPECTIONS	35 HOURS
ODOR COMPLAINTS	2
AFTER HOUR CALLOUTS	5

STREETS

POTHOLES	22
SERVICE REPAIRS	2
DEBRIS REMOVAL	5
LINE LOCATES	168
SIGNS REPLACED	18

DRAINAGE

MOWING	32 HOURS
CLEARING INLETS	40 HOURS
TREE TRIMMING	6 HOURS

MONTHLY REPORT

RICHLAND HILLS PUBLIC LIBRARY

APRIL • 2026

IMPACT

The library hosted a very successful 2nd Plant and Seed Share as well as a 2nd Coop and Garden Tour. Unfortunately due to heavy rain the Coop tour was less successful, but we hope for better weather next year.

As our very popular Library Therapy Dog, Lady, prepares for retirement, we have added a Library Dog in Training to our staff. Annie is a 4 month old Irish Wolfhound mix and she can't wait to meet everyone.

AARP Volunteers finished out another successful year of free tax prep saving 163 residents approximately $30,000

Ms. Anne hosted some very interesting speakers for Senior Social Time, including rock hound Anne Warmuss and artisit Laura Post.

KEY FACTS (LAST YEAR)

- 1892 Visitors (1413)
- 327 Program Attendance (885)
- 16 Programs & Events (17)
- 4744 Total Items Checked Out (3218)
- 1622 Questions Answered (1297)
- 3 Posters printed for other City Departments (13)
- 177 Computer Sessions (179)

FIRE/EMS Operations Overview:

- Members completed several in-house training classes in April. The primary focus was on fire hose deployment and ground ladders.
- Crews responded to 119 calls in April.
- 63% of April's calls were EMS related.
- Turnout times averaged **53 *seconds*** for April. The national standard is 80 seconds or less.
- Average emergency drive time for all calls in April 2026 was **3:29**
- Response times for April averaged ***5 minutes and 29 seconds*** from receipt of call-in to dispatch to the first fire unit arriving on scene to assist.
- All shift personnel participated in SCBA confidence training in Watauga.
- Preparation is underway with PD for the Richland Hills First Responder Academy June 8-11 2026.
- The department is currently fully staffed.
- 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 April. 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 have put together a (MOU) agreement to utilize IPAWS in the event of a community emergency in the city effective May 7th 2026.

- 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 Council orientation would be in May 26 of 2026.
- Staff has started identifying low hanging tree limbs across the city and is working with Code for homeowner/business notifications.
- Staff inspected 64 businesses in April 2026.
- 2 Certificate Occupancy Inspections.
- Invoices Sent 35
- 4 new business plans reviewed.
- 2 Target Hazard businesses Pre-Fire planned.
- Citizen Complaints-None
- 2 school events-Cheney Hills Station Tours X2 for3rd grade students.
- No Fire Investigations in April
- Staff Met with HEB ISD regarding their planned Fire Academy Program.
- Fees invoiced: **$4245.00**
- Fees collected: **$540.00**

APRIL 2026
LINK REPORT

REVENUES

Registration for the Senior Lunch Bunch program remained strong following the implementation of the new registration fee, with 82 participants registered and $253 collected in program revenue. Of those participants, 31 were Richland Hills residents. Registration activity for both after school care and summer camp programs continues to trend lower than anticipated; however, rental activity has begun to increase as the facility moves into graduation and late spring event season. Staff remains focused on maximizing rental opportunities while continuing efforts to promote summer programming and community engagement.

APRIL 2026

MEMBERSHIPS & DAY PASSES
$5,387

RENTALS & PRIVATE EVENTS
$15,692

PROGRAMS & ACTIVITIES
$1,898

CAMPS & AFTER SCHOOL
$17,621

YTD TOTAL REVENUE

FY 26
$295,687

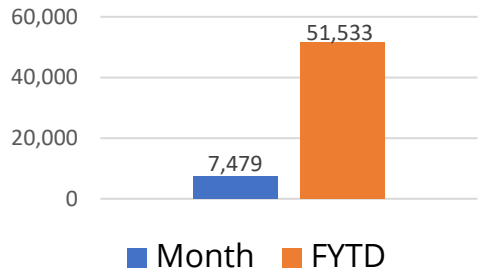
LAST YEAR COMP.

FY 25
$340,250

VISITS & PARTICIPATION DATA

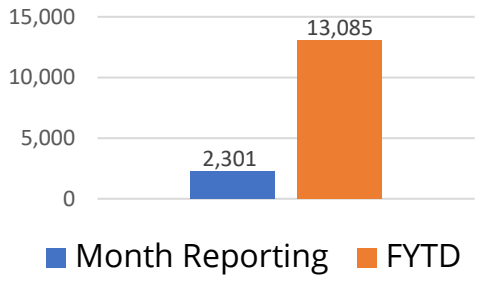
TOTAL VISITORS

Front door people counter



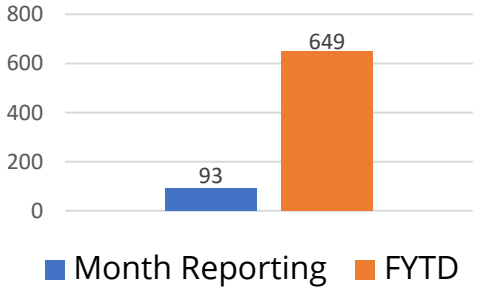
MEMBER SCANS

Total membership package scans



DAY PASS PURCHASES

Individual day pass purchases

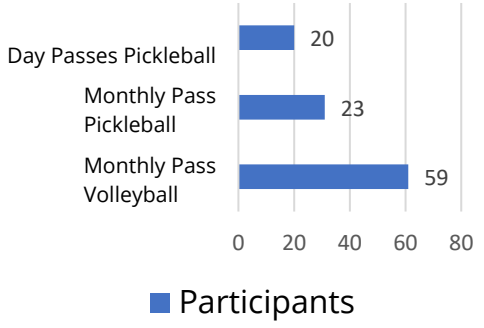


PROMGRAM PARTICIPATION

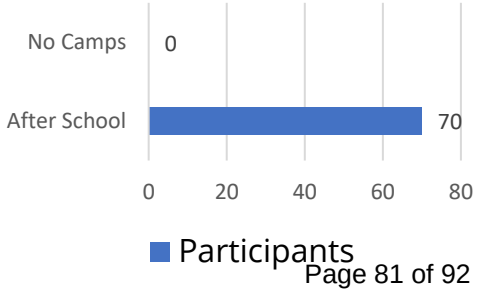
PROGRAMS

Program	Participants
Fitness Orientation	1
Youth Karate	4
Senior Lunch Bunch	82 (31 res.)
Lunch Bunch Part 2	14
Senior Brown Bag Lunch	10
Senior Game Day Social	8
Senior Paint Along	4
Ennis Bluebonnet	11
Ikea Trip	8

ATHLETICS



AFTER SCHOOL AND CAMPS



APRIL 2026
PARKS & RECREATION REPORT

RENTALS

The Link generated more than $15,000 in rental revenue during the month. In total, the facility hosted 29 private rentals along with 5 city rentals.

PARKS UPDATES

Parks Department Update

Parks staff continued routine maintenance operations throughout the month at the City Complex, Creek Trail Park, Kate Baker Park, Rosebud Park, Windmill Park, the Hike & Bike Trail, Baker Boulevard corridors, and Highway 183 monument entrance areas. Crews completed ongoing trash and debris removal from parking lots, trails, landscaped areas, and rights-of-way, while also servicing trash receptacles, recycling containers, and dog waste stations.

Grounds maintenance and safety operations remained a priority throughout the month. Staff treated park amenities and high-traffic areas for wasp nests and fire ant mounds around walkways, pavilions, and trash receptacles. Team members also completed CPSI training courses to strengthen playground safety knowledge and inspection practices.

Routine inspections and cleaning were completed for playground equipment, picnic tables, benches, pavilions, bleachers, and other park amenities. Staff monitored playground fall zones and completed additional inspections of fencing, lighting systems, irrigation systems, monuments, and other park structures to help maintain safety standards.

Landscape maintenance activities included turf weed control, flower bed maintenance, and continued monitoring of trees for storm damage, disease, and beetle activity. Following several heavy rain events, staff monitored parks, storm drains, and creek beds for flooding concerns and completed follow-up tree inspections. Crews also continued scheduled mowing operations throughout park properties and rights-of-way, while removing dead or hazardous trees at several city locations, including Creek Trail Park and the Highway 183 entrance corridor.

Kate Baker Restroom Update

Progress continues on the new restroom project at Kate Baker Park. The contractor has completed installation of all plumbing infrastructure at the restroom site. City staff also installed the required electrical conduit, which has since received approval from Oncor. Pending weather conditions, C. Green Scaping is scheduled to pour the restroom foundation next week as the project moves into the next phase of construction.

UPCOMING CITY EVENTS

Richland Hills Red, White, & YOU!

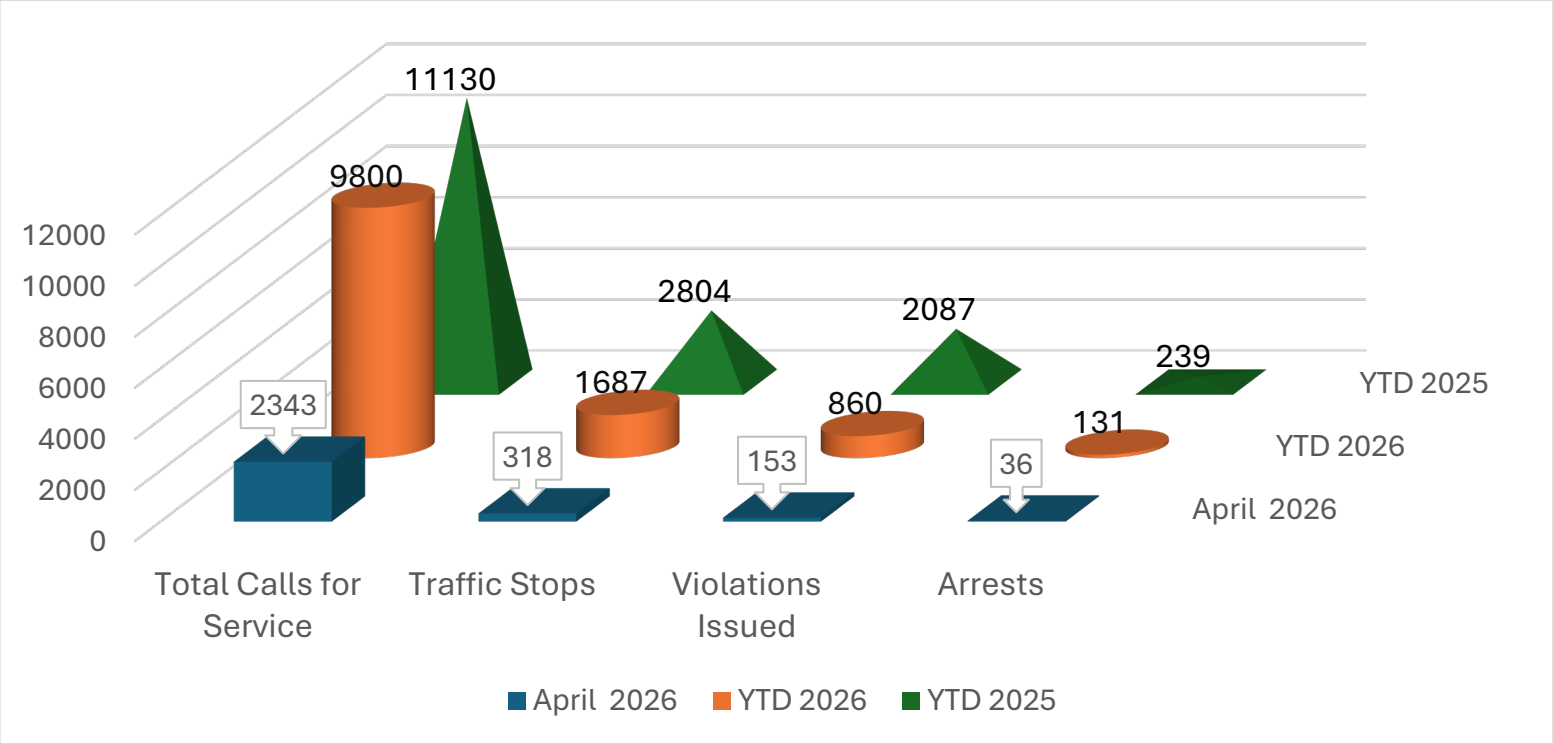
July 4 | 9 a.m.-11:30 a.m.
City Plaza

Police Department

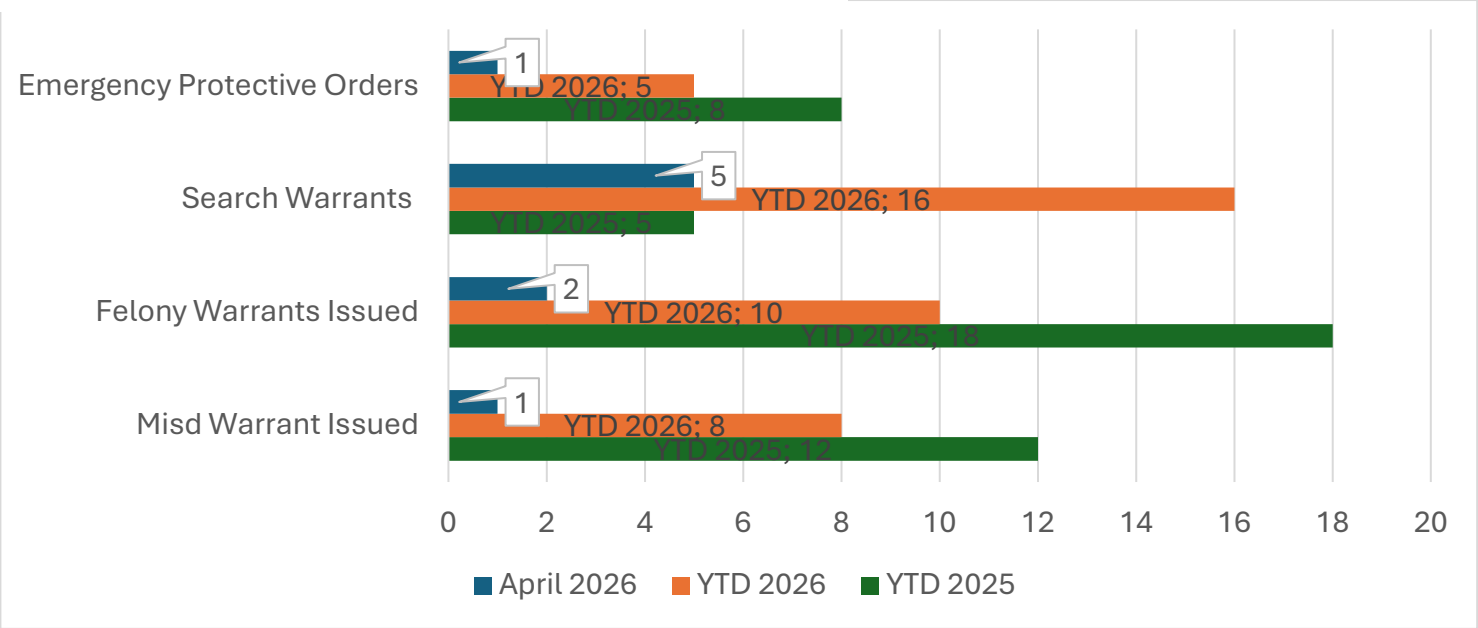
APRIL
2026

Assistant City Manager/Chief of Police Kimberly Sylvester

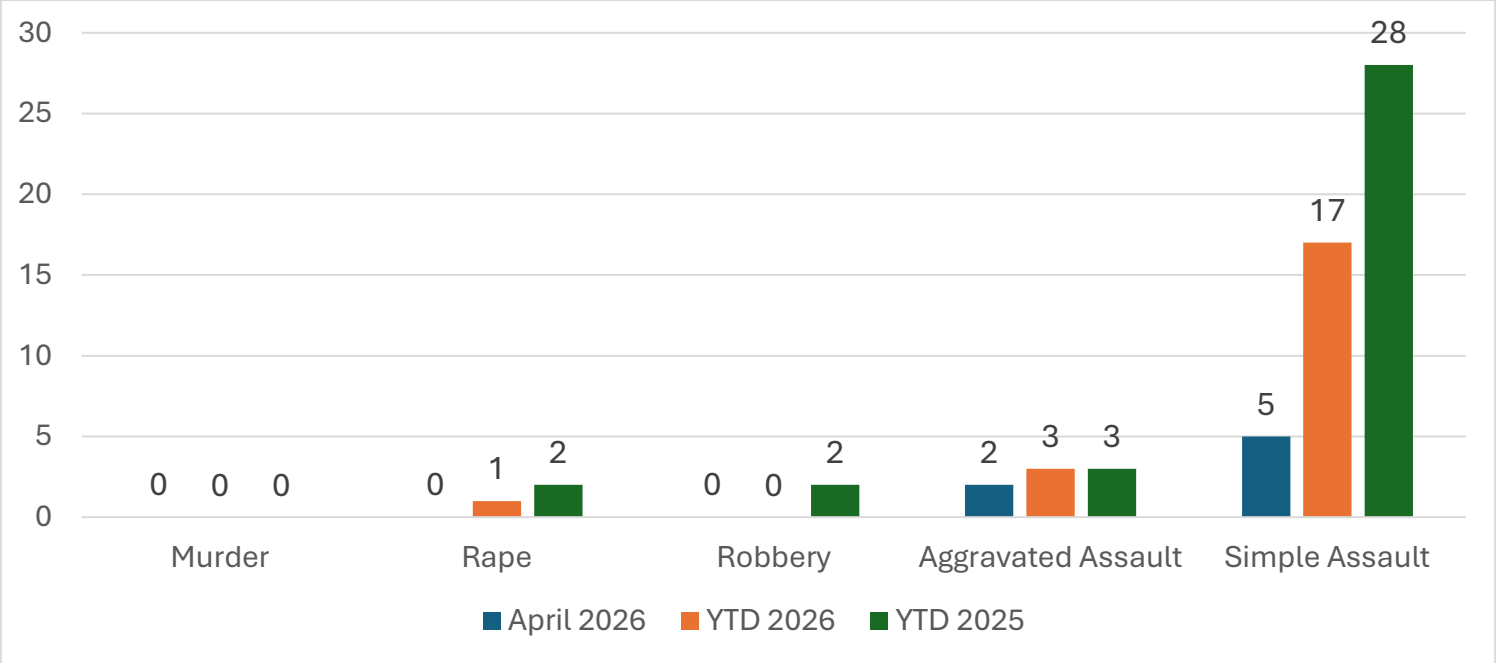
SERVICE CALLS



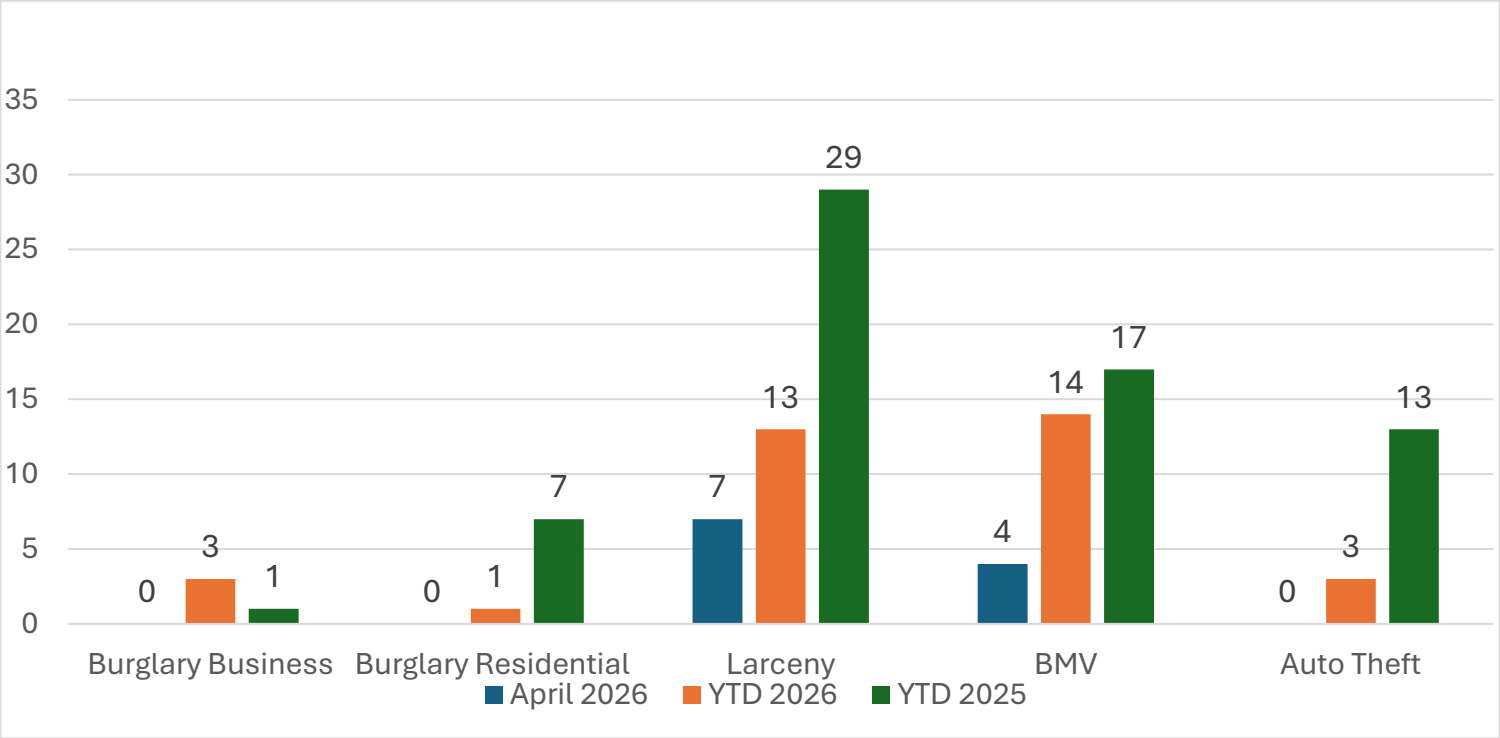
CRIMINAL INVESTIGATIONS



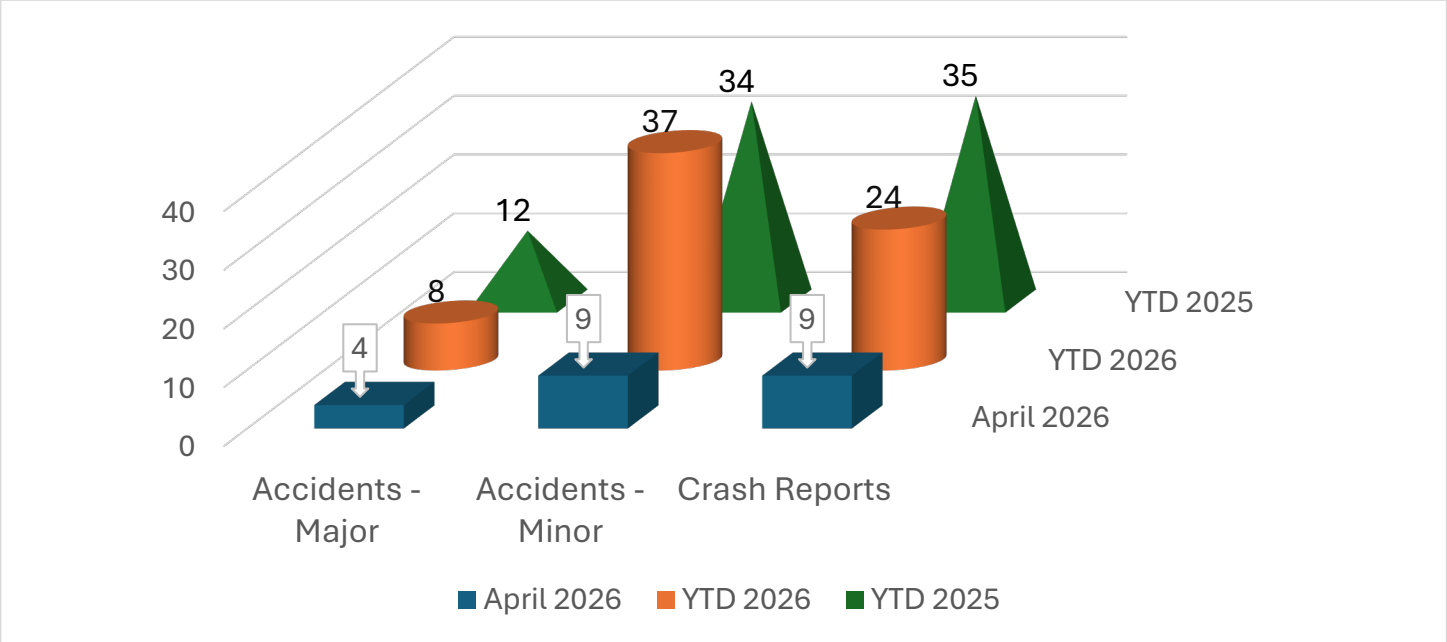
PART 1 VIOLENT CRIME



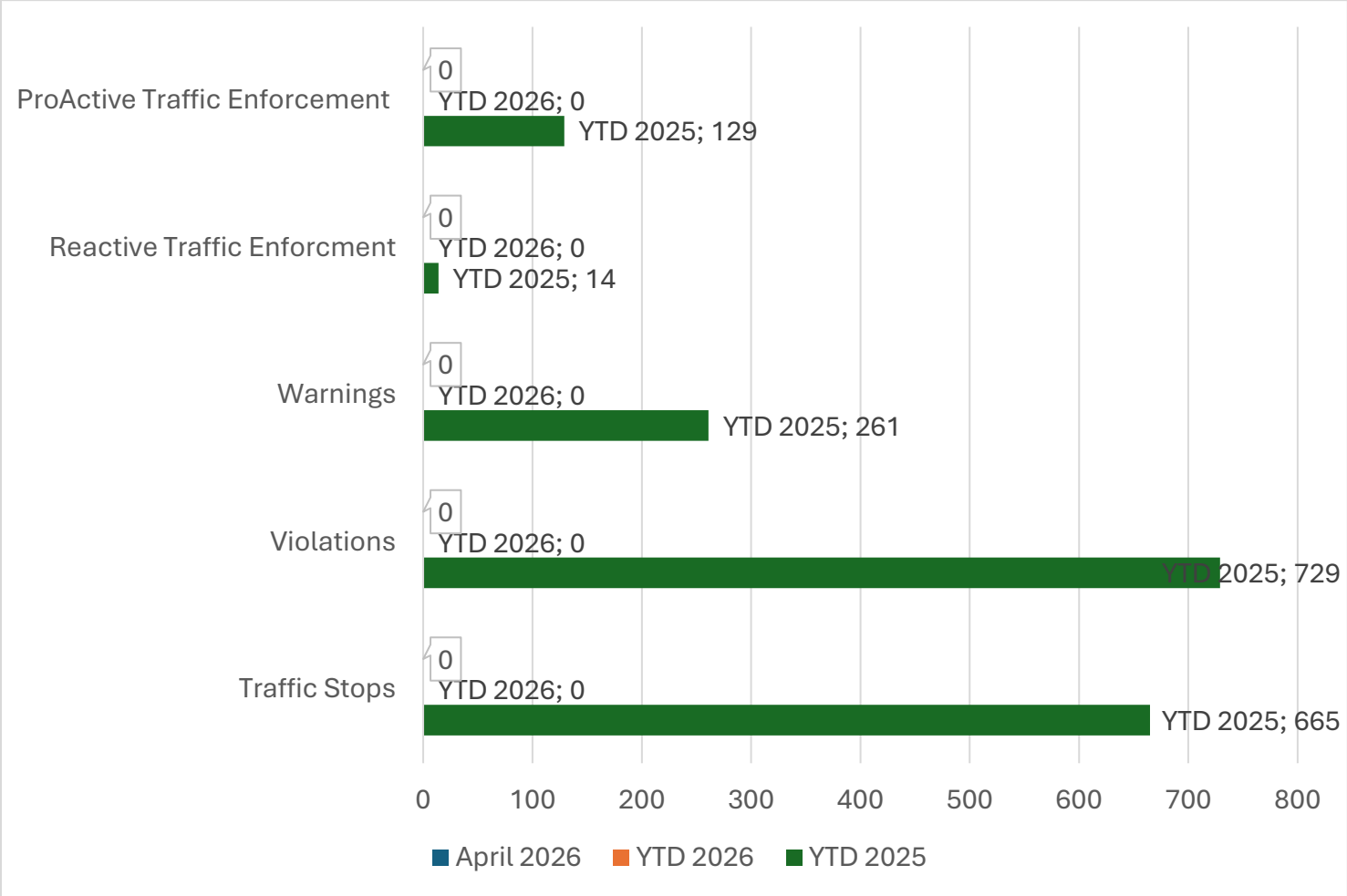
PART 1 PROPERTY CRIME



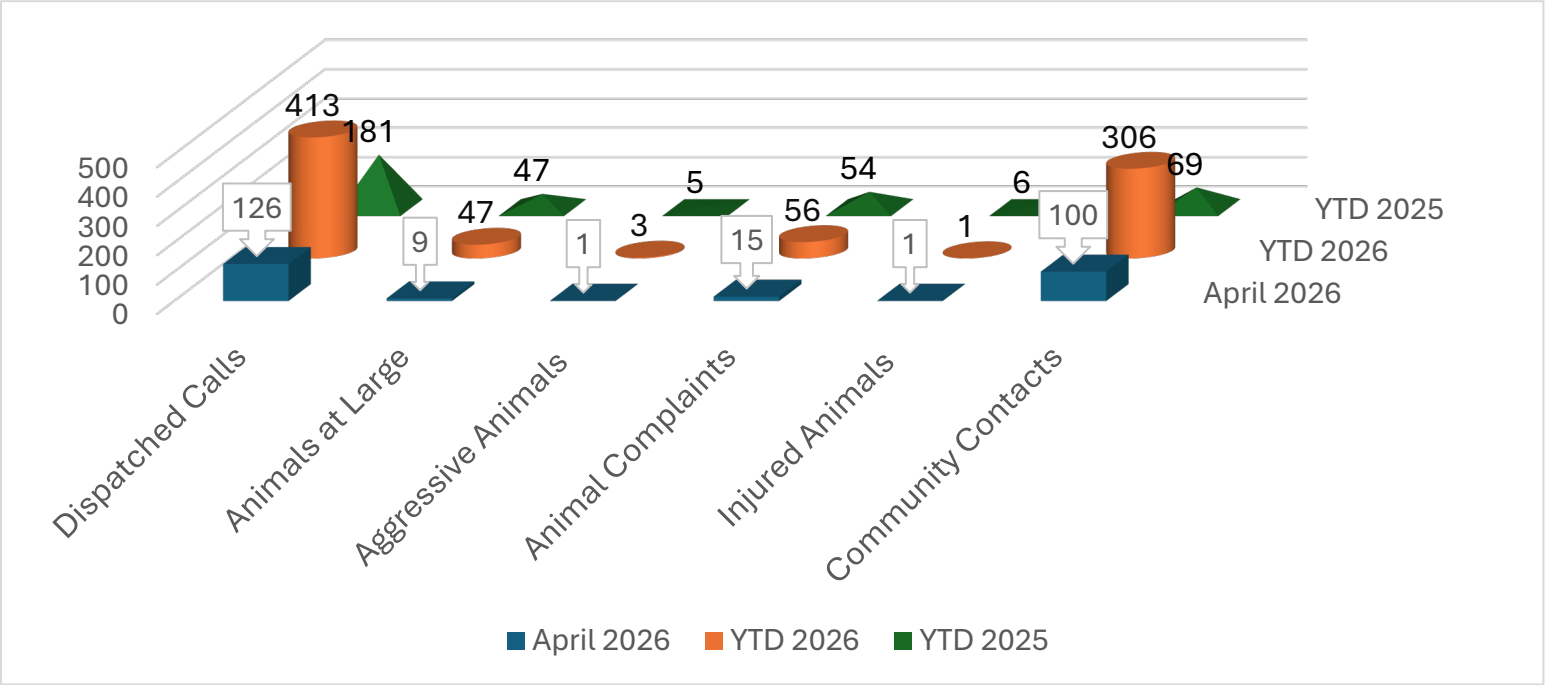
TRAFFIC ACCIDENTS



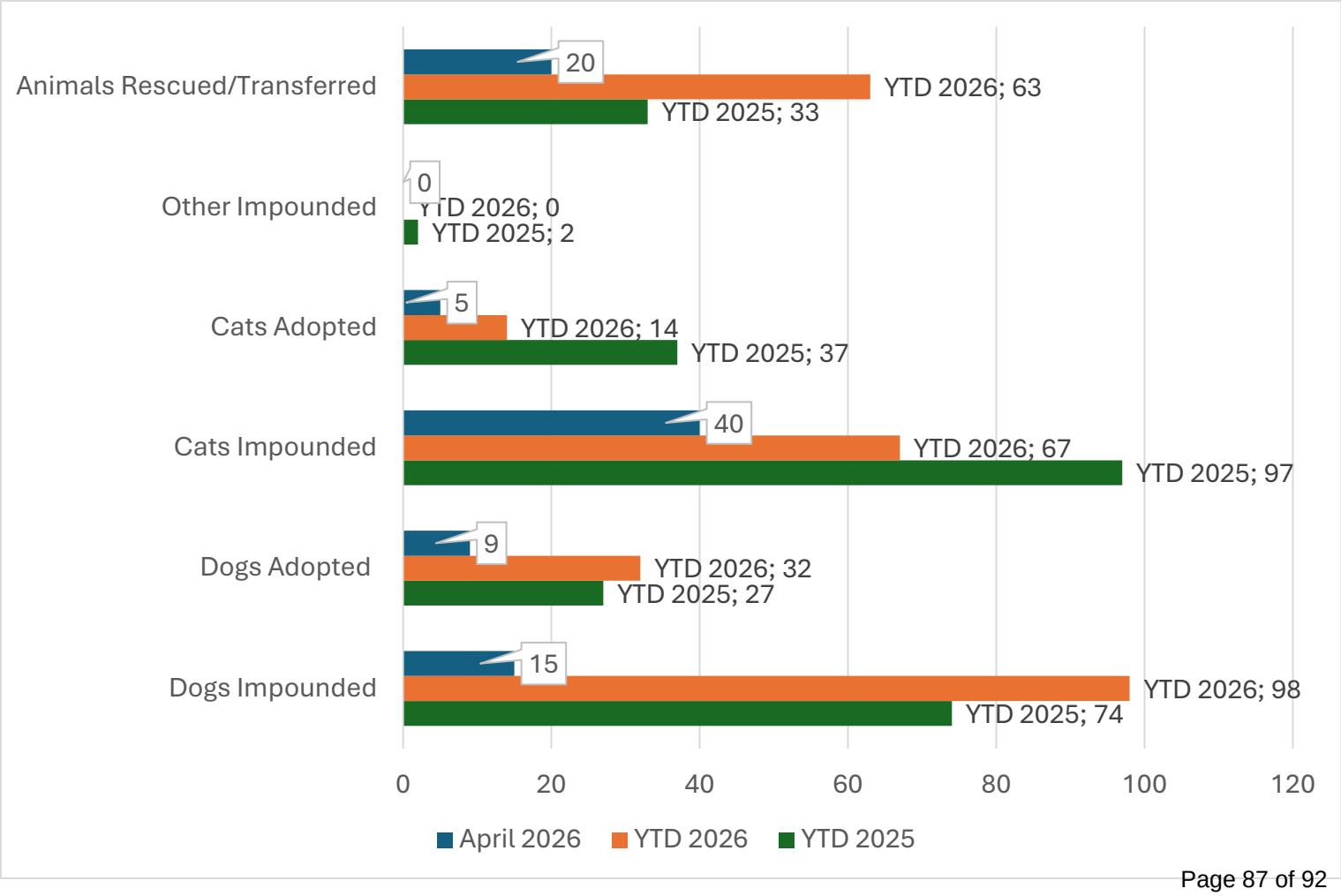
TRAFFIC UNIT



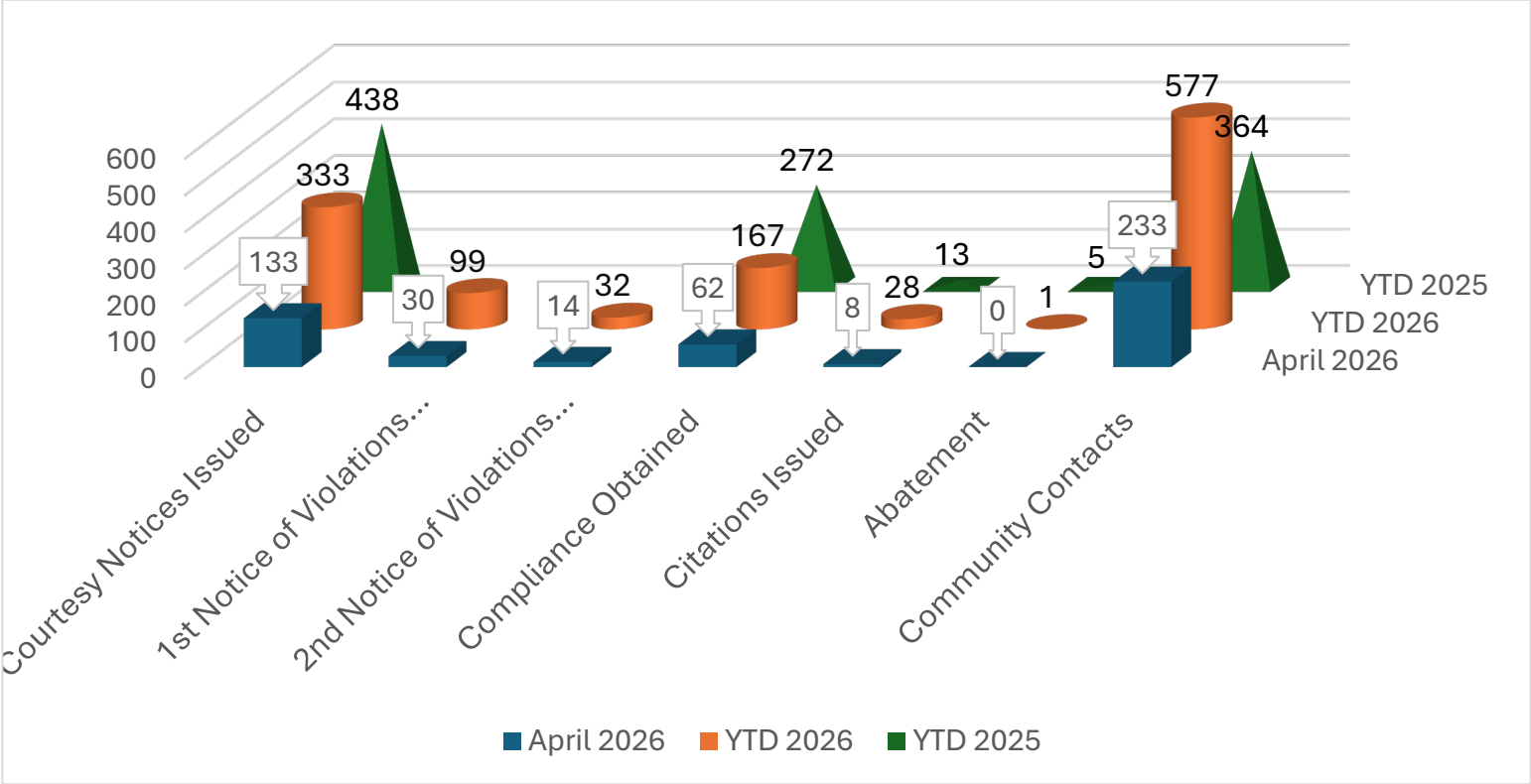
CALLS FOR SERVICE – ANIMAL SERVICES



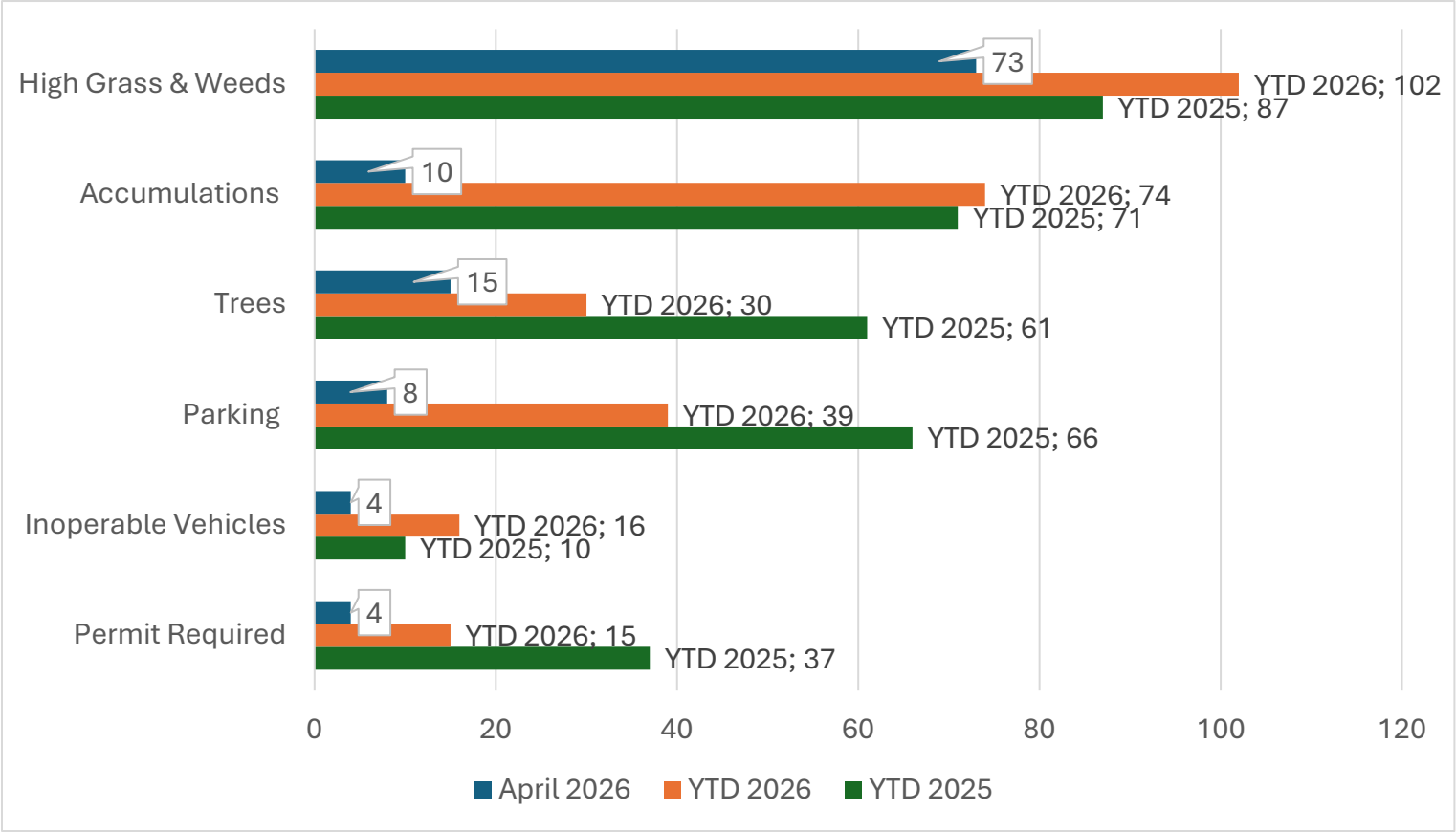
IMPOUNDS & ADOPTIONS



CALLS FOR SERVICE – CODE COMPLIANCE



CODE – COMMON VIOLATIONS



ACCOMPLISHMENTS

POLICE DEPARTMENT

- April 13–17: In recognition of National Public Safety Telecommunicators Week, Police Department personnel provided lunches and treats to honor and thank our dispatch staff for their dedication and service.

- April 21: The Police Department welcomed second-grade students from Cheney Hills Elementary for a field trip, giving them an opportunity to tour the department and learn about daily police operations.

- April 22: Detective Sawyer attended an Advanced Fentanyl Death Investigation course to enhance the department's knowledge and investigative capabilities related to fentanyl-related deaths.

- April 23: Lieutenant Foo, Sergeant May, Sergeant Zeisler, and Officer Thomson participated in the 2026 Special Olympics Law Enforcement Torch Run in support of Special Olympics athletes and the organization's mission.

COMMUNITY COMPLIANCE:

- The Community Compliance Team welcomed its two newest members: Community Compliance Officer Eddie Boteo and Administrative Technician Lisa Bradley.
- Vax Shack provided assistance to more than 15 dogs and their families.
- IL Texas 2nd Grade students donated four boxes filled with pet food, treats, and toys.
- Eagle Scout Aly presented his Eagle Scout Project, which included a custom-built set of two-way stairs designed to help train dogs to navigate stairs, increasing their appeal to adopters with multi-level homes.

Memorandum

To: Curtis Bergthold and Richland Hills City Council Members

From: Jason Moore, City Manager

Date: May 26, 2026

Subject: Council meeting dates for June and July 2026

Agenda Item:

Council Meeting Dates for June and July 2026

Background Information:

Staff will ask for Council direction on meeting dates for June 2026 and July 2026. If we hold regular meetings, the following dates would be as scheduled:

- June 8, 2026
- June 22, 2026
- July 13, 2026
- July 27, 2026

In 2025, Council directed staff to eliminate the second meeting in June as well as the first meeting in July to give families the opportunities to go on vacation. However, due to the current budget situation and our future 5 year capital program, I am recommending that we keep the meetings as scheduled to give opportunities for Council and the public to work through the operating budget and capital budget, as thoroughly as possible. This would likely require the need for both meetings in June and at least one in July.

We will be proposing a separate, special meeting, in early August (likely a Saturday), for a final budget workshop prior to City Council consideration later that month.

Financial Considerations:

Legal Review:

Board/Citizen Input:

Attachments:

None

Council Action Requested:

Direction only.