

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** December 8, 2025

SUBJECT: Discuss 2026 City Council meeting schedule

PRESENTER: Alicia Richardson, City Secretary / Chief Governance Officer

SUMMARY:

City staff will present the proposed 2026 City Council meeting schedule and seek direction from the City Council regarding potential adjustments. These adjustments may include rescheduling or canceling meetings that conflict with holidays or other significant events.

GENERAL DESCRIPTION:

The North Richland Hills City Council typically meets on the second and fourth Monday of each month. However, certain dates may coincide with recognized holidays or major conferences, necessitating changes to the regular schedule. In such cases, City Council provides direction on whether to reschedule or cancel the affected meetings.

The staff has identified specific 2026 meeting dates that require City Council discussion and direction. In addition, Director of Budget and Research Chase Fosse will review the FY 2027 budget calendar, including key dates for presentations, work sessions, public hearings, and final budget adoption.

MEETINGS DATES REQUIRING CITY COUNCIL DIRECTION

- May 11, 2026
 - May 2, 2026, is the city's general election
 - State required canvassing period; May 5-13, 2026
 - Staff recommends canvassing the election results on Wednesday, May 13, 2026.
- May 25, 2026
 - Memorial Day is a city-recognized holiday; City Hall and other non-emergency offices will be closed.
 - Traditionally, when a meeting falls on a holiday, City Council reschedules the meeting to Tuesday (May 26) following the holiday or the previous Monday (May 18).
 - Staff recommends rescheduling to May 26.



- July
 - In 2025, City Council directed staff to cancel both meetings.
 - Budget work session will be held July 31, 2026
- November 23, 2026
 - City Council has traditionally directed staff to cancel the second meeting in November.
- December 28, 2026
 - City Council has traditionally directed staff to cancel the second meeting in December.

BUDGET CALENDAR

The following dates outline the key milestones in the FY 2027 budget process. These include presentations, work sessions, public hearings, and the final adoption of the budget and tax rate.

Date	Event
June 8, 2026 (regular City Council meeting)	FY 2026 Revised Budget
June 22, 2026 (regular City Council meeting)	Work session presentation on the FY 2027 proposed budget: Golf & Special Revenue Funds
July 31, 2026 (special City Council meeting)	Special work session on the FY 2027 proposed budget at the Grand Hall
August 10, 2026 (regular City Council meeting)	Record vote on the proposed tax rate and set public hearings
August 24, 2026 (regular City Council meeting)	Public hearing #1 on the proposed tax rate and FY 2026 proposed budget
September 14, 2025 (regular City Council meeting)	Public hearing #2 & adoption of tax rate & proposed budget

DEVELOPMENT MEETING CALENDAR

A tentative 2026 development meeting calendar is attached for your review. The calendar reflects the proposed rescheduling of the May 11 and May 25 meetings and the cancellation of the second meetings in November and December. The development meeting calendar includes meeting dates for City Council, Planning and Zoning Commission and Zoning Board of Adjustment. City holidays are also noted for reference.

Upon receiving direction from the City Council, staff will finalize the development meeting calendar and make it publicly available. An action item will be placed on the January 12, 2026, agenda for approval of the 2026 City Council meeting schedule.