RICHLAND HILLS DEVELOPMENT CORPORATION
MEETING AGENDA
CITY HALL, 3200 DIANA DRIVE
AUGUST 26, 2024
5:00 P.M.

1. **CALL TO ORDER**

2. **PUBLIC COMMENTS**

This is the public's opportunity to address the Richland Hills Development Corporation about non-agenda items. In compliance with the Texas Open Meetings Act, Development Corporation members and city staff are prevented from discussing non-agenda items and may only respond with statements of information or existing city policy.

REGULAR AGENDA

3. Administer Oath of Office

4. Approve minutes from the February 12, 2024 Richland Hills Development Corporation meeting

4. Consider approval of the proposed FY 2025 Richland Hills Development Corporation Budget **PUBLIC HEARING**

5. **ADJOURNMENT**

CERTIFICATE

I hereby certify that the above agenda was posted on this the 22nd day of August 2024, by 5:30 p.m., on the official bulletin board at the Richland Hills City Hall, 3200 Diana Drive, Richland Hills, Texas, pursuant to the Texas Government Code, Chapter 551.

Lindsay Rawlinson
Lindsay Rawlinson
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: Chair Curtis Bergthold and members of the Richland Hills Development Corporation

From: Lindsay Rawlinson, City Secretary

Date: August 26, 2024

Subject: Administer Oath of Office

Agenda Item:

Administer Oath of Office

Background Information:

City Secretary Lindsay Rawlinson will administer the oath of office to Chairman Curtis Bergthold and Citizen Member Ray Stilwell following their appointment by the City Council to serve on the Richland Hills Development Corporation on June 10, 2024.

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

None

Board Action Requested:

None

Memorandum

To: Chair Curtis Bergthold and members of the Richland Hills Development Corporation

From: Lindsay Rawlinson, City Secretary

Date: August 26, 2024

Subject: Minutes from the February 12, 2024 meeting

Agenda Item:

Approval of minutes from the February 12, 2024 Richland Hills Development Corporation Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

February 12, 2024 Draft Minutes

Board Action Requested:

Motion to approve the minutes from the February 12, 2024 Richland Hills Development Corporation meeting

RICHLAND HILLS DEVELOPMENT CORPORATION
BOARD MEETING
FEBRUARY 12, 2024
MINUTES

Roll Call:

Directors present:
Edward Lopez, Chair
Doug Knowlton, Council Member
Travis Malone, Council Member
GW Estep, Council Member
Allison Barger, Citizen Member
Curtis Bergthold, Citizen Member
Jorge Cisneros, Citizen Member

Directors absent:

Officers
Candice Edmondson, President
Lindsay Rawlinson, Secretary

1. CALL TO ORDER

Chair Lopez Called to Order – Time 5:30 p.m.

2. PUBLIC COMMENTS

None.

REGULAR AGENDA

3. Approve minutes from the October 9, 2023 Richland Hills Development Corporation meeting

Motion: Motion was made by Director Barger and seconded by Director Bergthold to approve the minutes from the October 9, 2023 Richland Hills Development Corporation meeting.

Motion carried by a vote of 7-0.

4. Approved Professional Services Agreement with Parkhill to provide landscape architecture, survey and engineering services for the FY 2024 Rosebud Park Improvements

Director of Parks and Recreation Jason Brown presented the item to the City Council and advised that during the FY 2024 Budget process, the Richland Hills Development Corporation (RHDC) and City Council approved funding for a restroom/pavilion and expanded parking at Rosebud Park. Under the Professional Services Agreement, Parkhill will provide the survey, design and engineering work for the proposed parking spaces on

the southern end of the park and for the concrete pad and utility connections to the restroom/pavilion. The firm will also develop construction documents, perform bid services and provide construction administration.

The restroom/pavilion is a pre-fabricated structure that was originally purchased for Creek Trail Park. RHDC and City Council decided to move the restroom/pavilion to Rosebud Park during the budget process since Creek Trail Park is currently being reevaluated as part of the Glenview Corridor Master Plan.

The FY 2024 RHDC Fund Budget includes funding in the amount of $450,000 for construction of a restroom/pavilion and additional parking at Rosebud Park. Parkhill has provided a proposal in the amount of $158,900 to complete landscape architecture, survey and engineering services for the project.

A construction estimate was provided for the project but staff did not get an estimate for architecture, survey and engineering services. In order to move forward with the Rosebud Park improvements, a budget amendment will be required to increase the project budget to $610,000. The Finance Director has identified available cash funding in the amount of $160,443 in the Capital Projects Fund. This represents the uncommitted cash balance remaining from previous capital projects.

Motion: Motion was made by Director Bergthold and seconded by Director Estep to approve Professional Services Agreement with Parkhill to provide landscape architecture, survey and engineering services for the FY 2024 Rosebud Park Improvements in the amount of $158,900 and to amend the project budget by allocating an additional $160,443 from the uncommitted cash balance in the Capital Projects Fund for a total project cost of $610,443.

The vote was as follows:

For: Chair Lopez, Directors Malone, Estep, Barger, Bergthold, and Cisneros

Against: Director Knowlton

Motion carried by a vote of 6-1.

5. ADJOURNMENT

There being no further business to come before the Richland Hills Development Corporation, Chair Lopez declared the meeting adjourned at 5:45 p.m.

ATTEST: **APPROVED:**

_____ _____

Lindsay Rawlinson, City Secretary Curtis Bergthold, Chair

Memorandum

To: President Curtis Bergthold and Richland Hills Development Corporation Members

From: Candice Edmondson, City Manager

Date: August 26, 2024

Subject: FY 2025 Richland Hills Development Corporation Budget

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Agenda Item:

Consider approval of the proposed FY 2025 Richland Hills Development Corporation Budget **PUBLIC HEARING**

Background Information:

The proposed FY 2025 Richland Hills Development Corporation (RHDC) Budget will be presented to the board for your review and approval on Monday evening. The proposed budget includes estimated revenues in the amount of $1,416,000 and estimated expenses in the amount of $1,542,641. The FY 2025 RHDC Budget includes funding for the following:

- Economic development consulting services
- Business appreciation events
- Sales tax analysis
- Incentive agreements
- Marketing
- Debt service obligations
- General administrative costs

The budget also includes a proposed 3% raise for city personnel, $35,000 to establish a Tax Increment Reinvestment Zone (TIRZ) for the Glenview Drive corridor, $25,000 for project management services, $30,000 for Building Improvement Grants, $40,000 for continued implementation of the City's new brand, and $55,946 in transfers for Community Events.

To support continued park development, the proposed budget includes $853,733 to complete construction of the Kate Baker Park and Rosebud Park restroom/pavilion and parking lot improvements. Both projects were included in the FY 2024 RHDC Budget. Construction of the restroom/pavilion and parking lot at Kate Baker Park is scheduled to be complete in the next couple of months. The design and engineering of Rosebud Park improvements will be completed by the end of September and the project will be ready to bid by the end of the year.

At the end of Fiscal Year 2025, staff projects an ending fund balance of $1,766,332.

Financial Considerations:

The proposed FY 2025 RHDC Budget will go into effect on October 1, 2024 if approved by the Richland Hills Development Corporation Board and City Council.

Legal Review:

N/A

Board/Citizen Input:

Richland Hills Development Corporation consideration August 26, 2024

City Council consideration September 9, 2024 and September 23, 2024

Attachments:

FY 2025 RHDC Proposed Budget and Fund Summary

Board Action Requested:

Motion to approve the proposed FY 2025 Richland Hills Development Corporation Budget

RICHLAND HILLS ECONOMIC DEVELOPMENT CORP (FUND 26)
DEPARTMENT
38/39 RH ECONOMIC DEVELOPMENT CORP

DESCRIPTION	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2025 PROPOSED	FY 2025 TO FY 2024 $ CHANGE	FY 2025 TO FY 2024 % CHANGE
4B SALES TAX REVENUE	$1,160,988	$1,254,139	$1,219,286	$ 1,380,000	$ 160,714	13.2%
INTEREST INCOME	-	36,121	42,000	36,000	(6,000)	-14.3%
TOTAL REVENUE	**$1,160,988**	**$1,290,260**	**$1,261,286**	**$ 1,416,000**	**$ 154,714**	**12.3%**
PERSONNEL	**$ 131,028**	**$ 107,262**	**$ 169,340**	**$ 199,057**	**$ 29,717**	**17.5%**
SUPPLIES AND MAINTENANCE	**$ 17,970**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**
OTHER OPERATING	**$ 53,501**	**$ 101,825**	**$ 216,809**	**$ 206,305**	**$ (10,504)**	**-4.8%**
TRANSFER TO SPECIAL EVENTS FUND	**$ -**	**$ -**	**$ 53,046**	**$ 55,946**	**$ 2,900**	**5.5%**
CAPITAL	**$ -**	**$ 255,649**	**$ 900,000**	**$ 853,733**	**$ (46,267)**	**-5.1%**
DEBT SERVICE	**$ 229,062**	**$ 228,663**	**$ 230,863**	**$ 227,600**	**$ (3,263)**	**-1.4%**
TOTAL EXPENDITURES	**$ 431,561**	**$ 693,399**	**$1,570,058**	**$ 1,542,641**	**$ (27,417)**	**-1.7%**
BEGINNING FUND BALANCE	**875,457**	**1,604,884**	**2,201,745**	**1,892,973**		
ENDING FUND BALANCE	**$1,604,884**	**$2,201,745**	**$1,892,973**	**$ 1,766,332**		