

**RICHLAND HILLS DEVELOPMENT CORPORATION
MEETING AGENDA
CITY HALL, 3200 DIANA DRIVE
AUGUST 18, 2025
6:00 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 March 10, 2025 Richland Hills Development Corporation meeting

5. Consider approval of the proposed Fiscal Year 2026 Richland Hills Development Corporation Budget **PUBLIC HEARING**

6. ADJOURNMENT

CERTIFICATE

I hereby certify that the above agenda was posted on this the 14th day of August 2025 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 18, 2025

Subject: Administer Oath of Office

Agenda Item:

Administer Oath of Office

Background Information:

City Secretary Lindsay Rawlinson will administer the oath of office to Council Member Mike Witt and Citizen Member Doug Knowlton following their appointment by the City Council to serve on the Richland Hills Development Corporation on May 27, 2025.

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 18, 2025

Subject: Minutes from the March 10, 2025 meeting

Agenda Item:

Approval of minutes from the March 10, 2025 Richland Hills Development Corporation Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

March 10, 2025 Draft Minutes

Board Action Requested:

Motion to approve the minutes from the March 10, 2025 Richland Hills Development Corporation meeting

**RICHLAND HILLS DEVELOPMENT CORPORATION
BOARD MEETING
MARCH 10, 2025
MINUTES**

Roll Call:

Directors present:

Curtis Bergthold, Chair
Doug Knowlton, Council Member
Travis Malone, Council Member
GW Estep, Council Member
Allison Barger, Citizen Member
Ray Stilwell, Citizen Member
Jorge Cisneros, Citizen Member

Directors absent:

Officers

Candice Edmondson, President
Lindsay Rawlinson, Secretary

1. CALL TO ORDER

Chair Bergthold Called to Order – Time 5:31 p.m.

2. PUBLIC COMMENTS

None.

REGULAR AGENDA

3. Approved minutes from the August 26, 2024 Richland Hills Development Corporation meeting

Motion: Motion was made by Director Barger and seconded by Director Estep to approve the minutes from the August 26, 2024 Richland Hills Development Corporation meeting.

Motion carried by a vote of 7-0.

4. Approved award of bid for parking lot and site improvements at Rosebud Park to C. Green Scaping, LP in the amount of \$293,599

Director of Parks and Recreation Eric Valdez presented the item and advised that in 2019, the Richland Hills City Council adopted the Parks Master Plan to guide future improvements to the City's parks system. As part of the Fiscal Year 2024 budget process, the Richland Hills Development Corporation and City Council approved funding for a new parking lot and a restroom/pavilion structure at both Kate Baker Park and Rosebud Park. While most improvements at Kate Baker Park were completed in Fall 2024, the

restroom/pavilion structure remains unfinished. The restroom/pavilion structures for both parks were purchased from Romtec in 2023 and are currently stored at the City's Public Works yard. At the time of purchase, the City paid half of the total cost, with the remaining funds carried forward into the Fiscal Year 2025 budget to complete the installations. City staff is now coordinating with Romtec representatives to schedule simultaneous construction of both restroom/pavilion structures.

Parkhill completed design and engineering of the parking lot and site improvements at Rosebud Park in December 2024. A Request for Bids was issued on January 10, 2025 and bid proposals were opened on February 21, 2025. Six responsive bids were received with C. Green Scaping, LP submitting the lowest correct, responsive bid in the amount of \$266,908.10.

The FY 2025 RHDC Budget includes \$618,442 for improvements at Rosebud Park including the parking lot and site enhancements under C. Green Scaping's contract, and the installation and final payment for the Romtec restroom/pavilion structure.

Staff also recommends a 10 percent owner's contingency fee of \$26,690.90 be added to the contract to cover unforeseen construction costs. Any unused contingency funds will be returned to the RHDC Budget.

Discussion ensued regarding the bid numbers presented and the proposed contingency funds.

Mr. Valdez confirmed that C. Green Scaping submitted the lowest correct bid while others submitted inaccurate bids. Additionally, he advised that the contingency fee is to account for any changes that may be requested by the City and not the contractor.

Motion: Motion was made by Director Estep and seconded by Director Malone to approve the bid award to C. Green Scaping, LP for parking lot and site improvements at Rosebud Park, in the amount of \$266,908.10, with an owner's contingency fee of \$26,690.90, for a total project cost of \$293,599.

Motion carried by a vote of 7-0.

5. ADJOURNMENT

There being no further business to come before the Richland Hills Development Corporation, Chair Lopez declared the meeting adjourned at 5:47 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 18, 2025

Subject: FY 2026 Richland Hills Development Corporation Budget

Agenda Item:

Consider approval of the proposed Fiscal Year 2026 Richland Hills Development Corporation Budget **PUBLIC HEARING**

Background Information:

The proposed FY 2026 Richland Hills Development Corporation (RHDC) Budget will be presented to the Board for review and approval on Monday evening. The proposed budget includes estimated revenues of \$1,222,585 and estimated expenses of \$1,384,913, representing a 13.7% decrease in revenue and a 10.2% decrease in expenditures compared to the current fiscal year.

The FY 2026 RHDC Budget includes funding for the following ongoing programs and services:

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

Key highlights of the proposed budget include:

- 2% cost-of-living adjustment for personnel
- \$40,000 to establish a Tax Increment Reinvestment Zone (TIRZ) for the Glenview Drive corridor
- \$50,000 for economic development consulting services
- \$50,000 for Building Improvement Grants
- \$30,000 for continued implementation of the City's new brand
- \$63,946 in transfers for community events

To advance ongoing park development efforts, the proposed budget allocates \$643,607 to complete construction of the restroom/pavilion structure at Kate Baker Park and the restroom/pavilion and parking lot improvements at Rosebud Park. These allocations are a carryover from funds budgeted in FY 2025 for these projects.

At the close of FY 2026, staff projects an ending fund balance of \$2,435,945, ensuring the RHDC maintains strong reserves to support future economic development and community investment priorities.

Financial Considerations:

The proposed FY 2026 RHDC Budget will go into effect on October 1, 2025 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 18, 2025

City Council consideration August 18, 2025 and August 25, 2025

Attachments:

FY 2026 RHDC Proposed Budget and Fund Summary

Board Action Requested:

Motion to approve the proposed Fiscal Year 2026 Richland Hills Development Corporation Budget

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

DESCRIPTION	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2026 PROPOSED	FY 2026 TO FY 2025 \$ CHANGE	FY 2026 TO FY 2025 % CHANGE
4B SALES TAX REVENUE	\$ 1,254,139	\$ 1,310,831	\$ 1,380,000	\$ 1,182,585	\$ (197,415)	-14.3%
INTEREST INCOME	36,121	90,659	36,000	40,000	4,000	11.1%
TOTAL REVENUE	\$ 1,290,260	\$ 1,401,490	\$ 1,416,000	\$ 1,222,585	\$ (193,415)	-13.7%
PERSONNEL	\$ 107,262	\$ 183,784	\$ 199,057	\$ 235,255	\$ 36,198	18.2%
SUPPLIES AND MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
OTHER OPERATING	\$ 101,825	\$ 166,148	\$ 206,305	\$ 211,755	\$ 5,450	2.6%
TRANSFER TO FUND 20	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TRANSFER TO SPECIAL EVENTS FUND	\$ -	\$ 53,046	\$ 55,946	\$ 63,946	\$ 8,000	14.3%
CAPITAL	\$ 255,649	\$ 244,480	\$ 853,733	\$ 643,607	\$ (210,126)	-24.6%
DEBT SERVICE	\$ 228,663	\$ 230,863	\$ 227,600	\$ 230,350	\$ 2,750	1.2%
TOTAL EXPENDITURES	\$ 693,399	\$ 878,321	\$ 1,542,641	\$ 1,384,913	\$ (157,728)	-10.2%
<i>BEGINNING FUND BALANCE</i>	<i>1,604,884</i>	<i>2,201,745</i>	<i>2,724,914</i>	<i>2,598,273</i>		
<i>ENDING FUND BALANCE</i>	<i>\$ 2,201,745</i>	<i>\$ 2,724,914</i>	<i>\$ 2,598,273</i>	<i>\$ 2,435,945</i>		