

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Jason Moore, Assistant to the City Manager
Date: February 3, 2015
Subject: Keep Richland Hills Beautiful Update

Council Action: N/A

Background Information: Over the last several months, city staff has worked with TOASE and the Keep Richland Hills Beautiful Chair, Debbye Fritz, to establish a non-profit status for KRHB. As part of this process, a new board of directors was created. Ms. Fritz has met with the board and they formally adopted their new bylaws. Now that the bylaws are adopted, the next step is to incorporate as a 501(c)(3). Ms. Fritz is finalizing the application and upon her completion, staff will submit all information to the State. Once they are officially incorporated as a non-profit entity, they will be given an Employer Identification Number (EIN) so that they can then work with a Certified Public Accountant to file their IRS information. It is expected that the Keep Richland Hills Beautiful Board be operating under full legal status within the next several months. The Board will function separate of the City and will retain their own records, etc. as meetings are held. The City may partner with KRHB to assist with grant writing and/or funding requests as projects and opportunities arise.

Board/Citizen Input: N/A

Financial Impact: N/A

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Attachments: None