

**RICHLAND HILLS DEVELOPMENT CORPORATION  
MEETING AGENDA  
CITY HALL, 3200 DIANA DRIVE  
AUGUST 14, 2023  
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. Approve minutes from the February 27, 2023 Richland Hills Development Corporation meeting
4. Discuss the proposed FY 2024 Richland Hills Development Corporation Budget

**5. ADJOURNMENT**

**CERTIFICATE**

I hereby certify that the above agenda was posted on this the 10<sup>th</sup> day of August 2023, 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 Edward Lopez and members of the Richland Hills Development Corporation

From: Lindsay Rawlinson, City Secretary

Date: August 14, 2023

Subject: Minutes from the February 27, 2023 meeting

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## **Agenda Item:**

Approval of minutes from the February 27, 2023 Richland Hills Development Corporation Meeting

## **Background Information:**

N/A

## **Financial Considerations:**

N/A

## **Legal Review:**

N/A

## **Board/Citizen Input:**

N/A

## **Attachments:**

February 27, 2023 Draft Minutes

## **Board Action Requested:**

Motion to approve the minutes from the February 27, 2023 Richland Hills Development Corporation meeting

**RICHLAND HILLS DEVELOPMENT CORPORATION  
BOARD MEETING  
FEBRUARY 27, 2023  
MINUTES**

Roll Call:

Director's present:

Edward Lopez, Chair  
Curtis Bergthold, Council Member  
Doug Knowlton, Council Member  
GW Estep, Council Member  
Jorge Cisneros, Citizen Member  
Allison Barger, Citizen Member  
Theresa Bledsoe, Citizen Member

Directors absent:

Officers

Candice Edmondson, President  
Lindsay Rawlinson, Secretary

**1. CALL TO ORDER**

Chair Lopez Called to Order – Time 6:00 p.m.

**2. PUBLIC COMMENTS**

None.

**REGULAR AGENDA**

**3. Approve minutes from the August 22, 2022 Richland Hills Development Corporation meeting**

**Motion:** Motion was made by Director Barger and seconded by Director Estep to approve the minutes from the August 22, 2022 Richland Hills Development Corporation meeting.

Motion carried by a vote of 6-0.

**4. Consider professional services agreement with Catalyst Commercial, Inc. for development of Glenview Corridor Master Plan and authorize City Manager to sign agreement**

City Manager Candice Edmondson presented the item to the Board and advised that the Richland Hills Development Corporation and City Council approved funding for a master plan for the Glenview Drive corridor during the FY 2023 Budget process. After speaking to several consultants about development along Glenview, staff identified

Catalyst Commercial, Inc. as the best firm to provide the master plan services. Catalyst Commercial has conducted more than 500 economic development projects with a focus on building high-impact solutions that can create “complete communities”. The firm is also familiar with the City Point project just north of Glenview Drive in North Richland Hills creating synergy between the development goals of both communities.

Jason Claunch, President, Catalyst Commercial, Inc., 3232 McKinney Avenue, Dallas, Texas, provided a brief overview of his company and their experience with neighboring cities.

Discussion ensued regarding the benefits of an overall plan for upcoming road projects and if each side of Glenview will be included in the plan.

**Motion:** Motion was made by Director Barger and seconded by Director Bergthold to approve a professional services agreement with Catalyst Commercial, Inc. for development of the Glenview Corridor Master Plan in the amount of \$85,000 and authorize City Manager to sign agreement.

Motion carried by a vote of 6-0.

## 5. ADJOURNMENT

There being no further business to come before the Richland Hills Development Corporation, Chair Lopez declared the meeting adjourned at 6:23 p.m.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Lindsay Rawlinson, City Secretary

\_\_\_\_\_  
Edward Lopez, Chair

# Memorandum

To: President Edward Lopez and Richland Hills Development Corporation Members

From: Candice Edmondson, City Manager

Date: August 14, 2023

Subject: FY 2024 Richland Hills Development Corporation Budget

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## **Agenda Item:**

Discuss the proposed FY 2024 Richland Hills Development Corporation Budget

## **Background Information:**

The proposed FY 2024 Richland Hills Development Corporation (RHDC) Budget will be presented to the board for your review and discussion on Monday evening. The proposed budget includes estimated revenues in the amount of \$1,249,505 and estimated expenses in the amount of \$1,270,058. The FY 2024 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, \$40,000 to complete the Glenview Drive Corridor Master Plan, \$30,000 for Building Improvement Grants, \$71,000 for continued implementation of the City's new brand, and \$53,406 in transfers for Community Events.

There is also \$600,000 in park development included to complete construction of the Kate Baker parking lot and restroom/pavilion which were approved in the FY 2023 Budget, and the final payment for the restroom/pavilion scheduled for Creek Trail Park. Staff will present additional park projects for RHDC consideration on Monday evening should the Corporation want to fund additional improvements.

At the end of Fiscal Year 2024, staff projects an ending fund balance of \$1,185,855.

**Financial Considerations:**

The proposed FY 2024 RHDC Budget will go into effect on October 1, 2023 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 28, 2023

City Council consideration September 11, 2023 and September 25, 2023

**Attachments:**

FY 2024 RHDC Proposed Budget and Fund Summary

**Council Action Requested:**

Discussion Item Only

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

DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED	FY 2024 TO FY 2023 \$ CHANGE	FY 2024 TO FY 2023 % CHANGE
4B SALES TAX REVENUE	921,073	1,160,988	1,178,054	1,207,505	29,451	2%
INVESTMENT INCOME	-	-	-	42,000	42,000	100%
<b>TOTAL REVENUE</b>	<b>\$ 921,073</b>	<b>\$ 1,160,988</b>	<b>\$ 1,178,054</b>	<b>\$ 1,249,505</b>	<b>71,451</b>	<b>6%</b>
<b>PERSONNEL</b>	<b>\$ 72,203</b>	<b>\$ 131,028</b>	<b>\$ 130,062</b>	<b>\$ 169,340</b>	<b>\$ 39,278</b>	<b>30%</b>
<b>SUPPLIES AND MAINTENANCE</b>	<b>\$ 1,575</b>	<b>\$ 17,970</b>	<b>\$ 8,805</b>	<b>\$ -</b>	<b>\$ (8,805)</b>	<b>-100%</b>
<b>OTHER OPERATING</b>	<b>\$ 97,277</b>	<b>\$ 53,501</b>	<b>\$ 209,000</b>	<b>\$ 216,809</b>	<b>\$ 7,809</b>	<b>4%</b>
<b>CAPITAL IMPROVEMENTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>	<b>100%</b>
<b>TRANSFER TO FUND 20</b>	<b>\$ 445,756</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ (1,000,000)</b>	<b>-100%</b>
<b>TRANSFER TO FUND 108</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,046</b>	<b>\$ 53,046</b>	<b>100%</b>
<b>DEBT SERVICE</b>	<b>\$ 229,913</b>	<b>\$ 229,062</b>	<b>\$ 228,663</b>	<b>\$ 230,863</b>	<b>\$ 2,200</b>	<b>1%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 846,724</b>	<b>\$ 431,561</b>	<b>\$ 1,576,530</b>	<b>\$ 1,270,058</b>	<b>(306,472)</b>	<b>-19%</b>
<i>BEGINNING FUND BALANCE</i>	<b>\$ 801,108</b>	<b>875,457</b>	<b>1,604,884</b>	<b>1,206,408</b>		
<i>ENDING FUND BALANCE</i>	<b>\$ 875,457</b>	<b>\$ 1,604,884</b>	<b>\$ 1,206,408</b>	<b>\$ 1,185,855</b>		