

**RICHLAND HILLS DEVELOPMENT CORPORATION
MEETING AGENDA
CITY HALL, 3200 DIANA DRIVE
AUGUST 28, 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 August 14, 2023 Richland Hills Development Corporation meeting

4. Consider approval of the FY 2024 Richland Hills Development Corporation Budget
PUBLIC HEARING

5. ADJOURNMENT

CERTIFICATE

I hereby certify that the above agenda was posted on this the 24th 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 28, 2023

Subject: Minutes from the August 14, 2023 meeting

Agenda Item:

Approval of minutes from the August 14, 2023 Richland Hills Development Corporation Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

August 14, 2022 Draft Minutes

Board Action Requested:

Motion to approve the minutes from the August 14, 2023 Richland Hills Development Corporation meeting

**RICHLAND HILLS DEVELOPMENT CORPORATION
BOARD MEETING
AUGUST 14, 2023
MINUTES**

Roll Call:

Director's present:

Edward Lopez, Chair
Travis Malone, Council Member
GW Estep, Council Member
Allison Barger, Citizen Member
Curtis Bergthold, Citizen Member
Jorge Cisneros, Citizen Member

Directors absent:

Doug Knowlton, Council Member

Officers

Candice Edmondson, President
Lindsay Rawlinson, Secretary

1. CALL TO ORDER

Chair Lopez Called to Order – Time 5:01 p.m.

2. PUBLIC COMMENTS

None.

REGULAR AGENDA

3. Approve minutes from the February 27, 2023 Richland Hills Development Corporation meeting

Motion: Motion was made by Director Bergthold and seconded by Director Barger to approve the minutes from the February 27, 2023 Richland Hills Development Corporation meeting.

Motion carried by a vote of 6-0.

4. Discuss the proposed FY 2024 Richland Hills Development Corporation Budget

City Manager Candice Edmondson gave a presentation on the proposed FY 2024 Richland Hills Development Corporation (RHDC) Budget and advised that the RHDC fund is dedicated towards economic development and park development. The RHDC budget is split between capital improvements, debt service, operations, and personnel. The proposed FY 2024 budget will include items such as economic development consulting services, business appreciation events, sales tax analysis, incentive agreements, marketing, debt service obligations, and general administrative costs.

The proposed budget accounts for a projected six percent increase in sales tax revenue over FY 2023 as well as a proposed three percent employee pay increase. Fund changes include a Glenview Corridor Master Plan Development (\$40,000,) Brand implementation (\$71,000,) Building Improvement Grants (\$30,000,) as well as a transfer for Community Special Events (\$53,406.) Capital improvements include \$400,000 for park development or economic development, and \$600,000 to complete Kate Baker Park restrooms, pavilion, and parking, and the final payment for park restroom/pavilion at Creek Trail Park.

For FY 2024, the estimated revenues are \$1,249,505 and the estimated expenditures are \$1,270,058, with an estimated ending fund balance of \$1,206,407.

Ms. Edmondson presented a Park Master Plan project priority ranking of the top 20 amenities in the City's parks and where each item stood in completion. Completed projects included playgrounds at Rosebud Park and Creek Trail Park, approved projects that have been placed on hold include the Creek Trail Park Food Truck and Restrooms/Pavilion area, in progress projects included restrooms, pavilions, and parking at Kate Baker Park.

Discussion ensued regarding providing a Welcome Packet for new businesses and RHDC funding the contents of the packet.

5. ADJOURNMENT

A motion was made by Director Estep and seconded by Director Bergthold to adjourn.

Motion passed 6-0.

There being no further business to come before the Richland Hills Development Corporation, Chair Lopez declared the meeting adjourned at 5:37 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 28, 2023

Subject: FY 2024 Richland Hills Development Corporation Budget

Agenda Item:

Discuss the proposed FY 2024 Richland Hills Development Corporation Budget

Background Information:

The proposed FY 2024 Richland Hills Development Corporation (RHDC) Budget was presented to the corporation for review and discussion on August 14, 2023. The proposed budget includes estimated revenues in the amount of \$1,261,286 and estimated expenses in the amount of \$1,570,058. 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 that was originally scheduled for Creek Trail Park.

Based on feedback received from the corporation members during the August 14 meeting, \$300,000 has been added to the FY 2024 budget for installation of the restroom/pavilion at Rosebud Park and parking on the south side of the park. The total park development allocation for FY 2024 will be \$900,000

At the end of Fiscal Year 2024, staff projects an ending fund balance of \$897,635.

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

Board Action Requested:

Motion to approve the FY 2024 Richland Hills Development Corporation Budget

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	1,219,286	41,232	4%
INVESTMENT INCOME	-	-	-	42,000	42,000	100%
TOTAL REVENUE	\$ 921,073	\$ 1,160,988	\$ 1,178,054	\$ 1,261,286	83,232	7%
PERSONNEL	\$ 72,203	\$ 131,028	\$ 130,063	\$ 169,340	\$ 39,277	30%
SUPPLIES AND MAINTENANCE	\$ 1,575	\$ 17,970	\$ 8,805	\$ -	\$ (8,805)	-100%
OTHER OPERATING	\$ 97,277	\$ 53,501	\$ 209,000	\$ 216,809	\$ 7,809	4%
CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ 900,000	\$ 900,000	100%
TRANSFER TO FUND 20	\$ 445,756	\$ -	\$ 1,000,000	\$ -	\$ (1,000,000)	-100%
TRANSFER TO FUND 108	\$ -	\$ -	\$ -	\$ 53,046	\$ 53,046	100%
DEBT SERVICE	\$ 229,913	\$ 229,062	\$ 228,663	\$ 230,863	\$ 2,200	1%
TOTAL EXPENDITURES	\$ 846,724	\$ 431,561	\$ 1,576,531	\$ 1,570,058	(6,473)	0%
<i>BEGINNING FUND BALANCE</i>	\$ 801,108	875,457	1,604,884	1,206,407		
<i>ENDING FUND BALANCE</i>	\$ 875,457	\$ 1,604,884	\$ 1,206,407	\$ 897,635		