

**RICHLAND HILLS DEVELOPMENT CORPORATION
MEETING AGENDA
CITY HALL, 3200 DIANA DRIVE
AUGUST 8, 2022
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 May 9, 2022 Richland Hills Development Corporation meeting
4. Discuss the proposed FY 2023 Richland Hills Development Corporation Budget

5. ADJOURNMENT

CERTIFICATE

I hereby certify that the above agenda was posted on this the 4th day of August 2022, 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 Wells

Lindsay Wells
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 Wells, City Secretary

Date: August 8, 2022

Subject: Minutes from the May 9, 2022 meeting

Agenda Item:

Approval of minutes from the May 9, 2022 Richland Hills Development Corporation Meeting

Background Information:

N/A

Financial Considerations:

N/A

Legal Review:

N/A

Board/Citizen Input:

N/A

Attachments:

May 9, 2022 Draft Minutes

Board Action Requested:

Motion to approve the minutes from the May 9, 2022 Richland Hills Development Corporation meeting

**RICHLAND HILLS DEVELOPMENT CORPORATION
BOARD MEETING
MAY 9, 2022
MINUTES**

Roll Call:

Director's present:

Edward Lopez, Chair
Stacey L. Morse, Council Member
Doug Knowlton, Council Member
Jorge Cisneros, Citizen Member
Theresa Bledsoe, Citizen Member

Directors absent:

Curtis Bergthold, Council Member
Bill Agan, Citizen Member

Officers

Candice Edmondson, President
Lindsay Wells, Secretary

1. CALL TO ORDER

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

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 factual information or existing city policy.

None.

REGULAR AGENDA

3. Approve minutes from the August 9, 2021 Richland Hills Development Corporation meeting

Motion: Motion was made by Director Morse and seconded by Director Cisneros to approve the minutes from the August 9, 2021 Richland Hills Development Corporation meeting.

Motion carried by a vote of 3-0-1. Director Knowlton abstained.

4. Approved purchase of restroom and pavilion buildings for Kate Baker Park and Creek Trail Park from Romtec, Inc. in an amount not to exceed \$550,000.

Director of Parks and Recreation Jason Brown presented the item to the Board and advised that the FY 2022 Richland Hills Development Corporation (RHDC) Budget included funding for the purchase and installation of restrooms and pavilions at Kate Baker Park and Creek Trail Park, expanded parking at Kate Baker Park and the addition of Food Truck stations at Creek Trail Park. He advised that staff researched different restroom and pavilion options from different vendors and presented a preliminary proposal from the staff recommendation, Romtec, Inc., for a one-unit family style restroom and pavilion building at Kate Baker Park and a two-unit family style restroom and pavilion building at Creek Trail Park.

The FY 2022 RHDC Budget included funding for park improvements in the amount of \$640,000. Romtec has provided a quote for the design, manufacture and construction of two park restrooms in the amount of \$546,782. In addition to the design and construction of the restroom and pavilion buildings, there will also be costs for engineering and installation of the concrete pads and related utility work. Staff estimates those costs to be around \$30,000. In total, the two park restroom and pavilion buildings could cost an estimated \$580,000. Due to supply chain issues and rising inflation, the cost of the park restroom and pavilion buildings has increased by 21.5 percent over the original estimate included in the budget.

Discussion ensued regarding previous facilities, security cameras, locking capabilities, and financial consideration.

Motion: Motion was made by Director Morse and seconded by Councilmember Cisneros to approve the purchase of restroom and pavilion buildings for Kate Baker Park and Creek Trail Park from Romtec, Inc. in an amount not to exceed \$550,000.

Motion carried by a vote of 3-2. Directors Knowlton and Bledsoe against.

5. ADJOURNMENT

A motion was made by Director Knowlton and seconded by Director Bledsoe 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 6:28 p.m.

ATTEST:

APPROVED:

Lindsay Wells, City Secretary

Edward Lopez, Chair

Memorandum

To: President Edward Lopez and Richland Hills Development Corporation Members

From: Candice Edmondson, City Manager

Date: August 8, 2022

Subject: FY 2023 Richland Hills Development Corporation Budget

Agenda Item:

Discuss the proposed FY 2023 Richland Hills Development Corporation Budget

Background Information:

The proposed FY 2023 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 \$1,178,054 and estimated expenses in the amount of \$1,576,530. The FY 2023 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 5% raise for city personnel, a new Parks Maintenance Technician (salary split between General Fund and RHDC), \$75,000 for development of the Glenview Drive Corridor Master Plan, \$30,000 for implementation of the City's new brand and \$1,000,000 in transfers for park development.

The \$640,000 that was approved in the FY 2022 RHDC Budget for park development will be moved over to FY 2023 since those projects are still in progress. Staff has included an additional \$360,000 in the proposed budget as a place holder. RHDC will be reviewing the parks project priority list on Monday evening as you consider implementation of future parks projects.

At the end of Fiscal Year 2023, staff projects an ending fund balance of \$1,020,593.

Financial Considerations:

The proposed FY 2023 RHDC Budget will go into effect on October 1, 2022 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 22, 2022

City Council consideration September 12, 2022 and September 26, 2022

Attachments:

FY 2023 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 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ADOPTED	FY 2023 PROPOSED	FY 2023 TO FY 2022 \$ CHANGE	FY 2023 TO FY 2022 % CHANGE
4B SALES TAX REVENUE	861,952		1,000,000	1,178,054	178,054	18%
TOTAL REVENUE	\$ 861,952	\$ -	\$ 1,000,000	\$ 1,178,054	178,054	18%
PERSONNEL	\$ 66,976	\$ 51,917	\$ 84,045	\$ 130,062	\$ 46,017	54.8%
SUPPLIES AND MAINTENANCE	\$ -	\$ 4,856	\$ 39,280	\$ 8,805	\$ (30,475)	-77.6%
OTHER OPERATING	\$ 250,758	\$ 114,283	\$ 104,000	\$ 209,000	\$ 105,000	101.0%
TRANSFER TO FUND 20		\$ 445,757	\$ 640,000	\$ 1,000,000	\$ 360,000	56.3%
DEBT SERVICE	\$ 229,313	\$ 229,913	\$ 229,063	\$ 228,663	\$ (400)	-0.2%
TOTAL EXPENDITURES	\$ 547,047	\$ 846,726	\$ 1,096,388	\$ 1,576,530	480,142	44%
<i>BEGINNING FUND BALANCE</i>	\$ 486,203	801,108	875,457	1,419,069		
<i>ENDING FUND BALANCE</i>	\$ 801,108	\$ 875,457	\$ 779,069	\$ 1,020,593		