



MINUTES

**REGULAR CALLED MEETING OF THE
COMMUNITY DEVELOPMENT (Type B) CORPORATION
Tuesday, February 13, 2018 at 6:30 PM
City Council Chambers
450 Cypress Creek Road, Building Four
Cedar Park, Texas 78613**

BOARD OF DIRECTORS

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Vacant, Place 1
<input checked="" type="checkbox"/> Ramona Kar, Place 5
<input checked="" type="checkbox"/> Ginger Goodin, Place 3 | <input checked="" type="checkbox"/> David Burger, Place 2, President
<input checked="" type="checkbox"/> Bob Lemon, Place 4 (V. P.)
<input checked="" type="checkbox"/> Ryan Wood, Place 6
<input checked="" type="checkbox"/> Mel Kirkland, Place 7 (Sect.) |
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MINUTES

A.1 CALL TO ORDER, QUORUM DETERMINED, MEETING DECLARED OPEN

President Burger called the meeting to order at 6:30 PM noting that a quorum was present.

A.2 Citizen Communications

(Not For Items Listed On This Agenda. Three Minutes Each. No Deliberations With 4B. The Board May Respond With Factual Information.)

Cedar Park resident, Scott Smith, addressed the Board regarding the need for additional meeting space in the City, and specifically mentioned a lack of suitable indoor meeting space in the Ranch at Brushy Creek neighborhood.

A.3 Board Members' Opening Comments.

Vice President Lemon thanked Scott Smith for coming and addressing the Board and said that he too is concerned about available meeting space in the City. Vice President Lemon mentioned that he has proposed a clubhouse for Milburn that could be duplicated in other areas around the City. Secretary Kirkland also thanked Scott Smith for his comments. President Burger encouraged Board members to stay tuned-in and reminded them to remain engaged in City happenings in the coming months.

STAFF REPORTS
(DISCUSSION ONLY)

B.1 Update On Board Member Agenda Item Requests. (Fran Irwin, Community Affairs Director)

Fran Irwin, Community Affairs Director, provided the Board with an update on items previously requested by Board members. She included items related to the Board's project prioritization process in the Board's packet. Additionally she stated that the March Board meeting would include presentations related to the Bike Lane Project, Recycling in City Parks, and a Board project update.

Director Wood arrived at 6:41PM.

B.2 First Quarter FY 2018 Finance Report (Chad Tustison, Assistant Finance Director)

Chad Tustison, Assistant Finance Director, provide the Board with a first quarter finance report. He explained that current 1st quarter sales tax collections are \$6.88 Million which, is \$150,000 (or 9%) above budget, and 15% above last year's collections at this time. He reminded the Board that the FY18 budget for expenditures is \$8,522,111 and at this point \$1,744,941 (20%) has been expended. He also indicated that the latest FY18 fund balance projections show a fund balance of \$3.8 Million, roughly half of which must be maintained in order to meet the minimum reserve balance, with approximately \$1.9 Million of net available balance.

President Burger asked if it was typical to see 20% of the budget expended at this point in the year. Staff indicated current expenditures are on track for what is typical. CIP project allocations of 25% are made each quarter, but economic development payments do not always come in at a steady rate as those payments are made based on the payout schedule in each agreement. As such, there is some fluctuation each year as to how much is expended at this point in the year.

Director Wood commented that he liked the new fund balance chart included in the presentation saying that it is now being shown in a way that is more clear and easier for the public to understand.

B.3 Overview Of The 4B Board's Role And Authority, Including Open Government Requirements, Rules And Procedures, And Conflicts Of Interest. (JP LeCompte, City Attorney)

JP LeCompte, City Attorney, provided the Board with presentation on the authority of the board, open government requirements, the rules and procedures of the board and conflicts of interest. He also provided the Board with a packet which can be used as a reference in the future for members of the Board.

JP indicated that the materials he provided will also be made available on the Board's page on the City website.

B.4 Update On FY19 Budget And Proposed Project Review Timeline. (Fran Irwin, Community Affairs Director)

Fran Irwin, Director of Community Affairs, presented a proposed revised budget and project review timeline in order to streamline the project approval process and to make funding for projects available earlier in the fiscal year.

Vice President Lemon requested that the deadline for the Board member submitted projects be adjusted to fall on the date of the Board meeting in March and that the Board discuss those Board project ideas and potentially generate more project ideas at the March meeting.

CONSENT AGENDA

(Pursuant To Community Development Board Rule, the Consent Agenda consists of all items set forth on Agenda Item C.1.. The Consent Agenda May Be Approved By A Single Motion.)

- C.1 Approval Of The Minutes Of The January 9, 2018 Regular Called Meeting.
- C.2 Authorization To Excuse The Absence Of Directors Burger And Goodin From The Regular Scheduled Meeting On January 9, 2018.

Vice President Lemon moved to approve the consent agenda. Director Wood seconded the motion and it passed with a 5-0 vote with Director Goodin abstaining from the vote.

PUBLIC HEARINGS

- D.1 No Items Scheduled.

REGULAR AGENDA

DISCUSSION AND POSSIBLE ACTION

- E.1 Consider Designation Of Board Representatives At The February 22 and March 8, 2018 City Council Meetings.

No Action.

- F.0 **EXECUTIVE SESSION**

In accordance with Chapter 551, Government Code, Vernon's Texas Code Annotated (V.T.C.A.) (Open Meetings Law), "The Community Development (Type B) Corporation Board may meet in a Closed Executive Meeting pursuant to provisions of the Open Meetings Law, Chapter 551, Government Code, V.T.C.A. in accordance with the authority contained in the following sections":

- F.1 Legal Issues Concerning The Economic Development Performance Agreement With Texas Museum Of Science And Technology.

The Board recessed into executive session at 7:36 PM.

The Community Development Corporation (Type B) Board reconvenes into Open Session

The Board reconvened into an open meeting at 7:55 PM.

ADMINISTRATIVE ITEMS

(Board members and staff may discuss items related to the board member's general duties and responsibilities. The Board may not take a vote or other action on any item other than to obtain a consensus regarding how items are to be placed on future agendas for formal action.)

G.1 Report on City Council Actions Related to Board Items On January 11 and January 25, 2018

The Board stated they did not recall any board items considered at these meetings.

G.2 Board Member Closing Comments.

President Burger reminded the Board of the upcoming Lakeline Park Site Tour.

President Burger also mentioned notices that went out to those located along the Bell Boulevard Project related to an open house.

Secretary Kirkland mentioned that the Milburn Park Clubhouse Feasibility Study was on the consent agenda at the last Council meeting.

Next Regular Scheduled Board Meeting **Tuesday, March 13, 2018 At 6:30 P.M.** In The Cedar Park Council Chambers At 450 Cypress Creek Road, Building Four.

H.1 Adjournment.

The meeting adjourned at 8:02 P.M.

PASSED AND APPROVED THIS THE 26th DAY OF MARCH, 2018.


David Burger, President

ATTEST:


Mel Kirkland, Secretary