



**REGULAR CALLED MEETING OF THE
COMMUNITY DEVELOPMENT (Type B) CORPORATION
Tuesday, August 14, 2018 at 6:30 p.m.
City Council Chambers
450 Cypress Creek Road, Building Four
Cedar Park, Texas 78613**

BOARD OF DIRECTORS

- | | |
|---|---|
| <input type="checkbox"/> Tom Moody, Place 1 | <input type="checkbox"/> Bob Lemon, Place 4, (V.P.) |
| <input type="checkbox"/> Ramona Kar, Place 5 | <input type="checkbox"/> Dick Lewis, Place 2 |
| <input type="checkbox"/> Ginger Goodin, Place 3 | <input type="checkbox"/> Ryan Wood, Place 6 |
| | <input type="checkbox"/> Lance Gunn, Place 7 |

AGENDA

- A.1 CALL TO ORDER, QUORUM DETERMINED, MEETING DECLARED OPEN.
- 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.)
- A.3 Board Members' Opening Comments.

STAFF REPORTS
(DISCUSSION ONLY)

- B.1 Update On Board Member Agenda Item Requests. (Fran Irwin, Community Affairs Director)
a. Public Hearings And Resolutions For FY 2019 Projects.
b. State Economic Development Sales Tax Training.
c. Corridor Enhancement Program Overview.
- B.2 Quarterly Update And Status Report On 2017-2018 4B Projects. (Kimberly Reese, Project Manager)
- B.3 Update On Revenue Projections And Fund Balance For The FY 2019 Proposed Budget. (Chad Tustison, Assistant Director Of Finance)

An unscheduled Closed Executive Session may be called to discuss any item on this posted agenda provided it is within one of the permitted categories under Chapter 551 of the Texas Government Code.

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 July 10, 2018 Regular Called Meeting.

PUBLIC HEARINGS

- D.1 None Scheduled.

REGULAR AGENDA

DISCUSSION AND POSSIBLE ACTION

- E.1 Consider A Corridor Enhancement Program Application From Twin Lakes Fellowship In An Amount Not To Exceed \$20,000 For Sign Replacement Along The 183 Corridor And Authorize Staff To Set A Public Hearing Date. (Fran Irwin, Director Community Affairs)
- E.2 Consider Election Of The Community Development (Type B) Corporation Board Officers For 2018-2019.
- a. President.
 - b. Vice President.
 - c. Secretary.
 - d. Treasurer.
- E.3 Consider Designation Of Board Representatives At The August 23rd and September 6th, 2018 City Council Meetings.

F.0

EXECUTIVE SESSION

In accordance with Chapter 551, Government Code, the Community Development (Type B) Corporation Board will now convene in a Closed Executive Session pursuant to the following provisions of the Texas Open Meetings Act, Chapter 551, of the Texas Government Code:

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

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 Board Member Closing Comments.

Next Regular Scheduled Board Meeting **Tuesday, September 11, 2018 At 6:30 P.M.** In The Cedar Park Council Chambers At 450 Cypress Creek Road, Building Four.

An unscheduled Closed Executive Session may be called to discuss any item on this posted agenda provided it is within one of the permitted categories under Chapter 551 of the Texas Government Code.

H.1 Adjournment.

The above agenda schedule represents an estimate of the order for the indicated items and is subject to change at any time. All agenda items are subject to final action by the Community Development (Type B) Corporation Board.

Any item on this posted agenda may be discussed in Executive Session provided it is within one of the permitted categories under Chapter 551 of the Texas Government Code.

Any final action, decision, or vote on a matter deliberated in Closed Executive Session shall be made in an open meeting pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

At the discretion of the Community Development (Type B) Corporation Board, non-agenda items under the headings of "Citizen Communications" may be presented to the Board for informational purposes; however, by law, the Board shall not discuss, deliberate or vote upon such matters except that a statement of specific factual information, a recitation of existing policy, and deliberations concerning the placing of the subject on a subsequent agenda may take place.

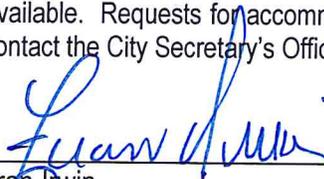
The City Attorney has approved the Executive Session Items on this agenda, if any.

CERTIFICATE

I certify that the above notice of the Regular Called Community Development (Type B) Corporation Meeting of the City of Cedar Park, Texas was posted on the bulletin board of the City of Cedar Park City Hall Council Chambers, 450 Cypress Creek Road, Building 4, Cedar Park, Texas. This notice was posted on:

Date Stamped (Month, Day, Year, AM/PM, Time) 08/14/18 AM 9:41

The Cedar Park City Hall Campus and Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretative services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (512) 401-5002 or FAX (512) 401-5003 for further information.



Fran Irwin,
Community Affairs Director

Notice Removed: _____
Date Stamped (Month, Day, Year, AM/PM, Time)

An unscheduled Closed Executive Session may be called to discuss any item on this posted agenda provided it is within one of the permitted categories under Chapter 551 of the Texas Government Code.



COMMUNITY DEVELOPMENT CORPORATION

AGENDA ITEM B.1.

August 14, 2018

Item/Subject: Staff Update on Board Member Agenda Item Requests

Initiating Dept.: Fran Irwin, Community Affairs Director

Commentary:

Public Hearings and Resolutions for FY 2019 Projects:

At the July 10th meeting, the 4B Board authorized staff to set Public hearing dates for the FY 2019 projects. Those Public Hearings will be scheduled to take place after the City of Cedar Park City Council has had an opportunity to review the proposed 4B budget.

State Economic Development Sales Tax Training:

The annual Economic Development Sales Tax Training will be held on Friday, December 7, 2018 at the Marriott Hotel 4415 S IH-35, Austin, Texas 78744 from 8:00 a. – 4:00 p.m.

Staff will make reservations for Board Members wishing to attend. Please indicate your interest in attending by stating today or emailing directly to Fran Irwin at fran.irwn@cedarparktexas.gov.

Corridor Enhancement Program and the Sign Removal and Replacement Programs:

Earlier this week, the Board received an email from staff outlining the two programs included in the Corridor Enhancement Program including Corridor Enhancement and Sign Removal and Replacement Only.



COMMUNITY DEVELOPMENT CORPORATION

AGENDA ITEM B.2.

August 14, 2018

Item/Subject: Quarterly Update And Status Report On 2017-2018 4B Proejcts.

Initiating Dept.:

Commentary:

Kimberly Reese, Project Manager, will provide an update on active and recently completed Community Development Corporation projects.



COMMUNITY DEVELOPMENT CORPORATION

AGENDA ITEM B.3.

August 14, 2018

Item/Subject: Update On Revenue Projections And Fund Balance For The FY 2019 Proposed Budget

Initiating Dept.: Finance

Commentary:

Chad Tustison will provide revised revenue and fund balance projections for the proposed FY 2019 budget.

SUMMARY - COMMUNITY DEVELOPMENT (TYPE B) FUND

	A	B	C	D
	FY 2018 Estimate	FY 2019 Budget	FY 2020 Forecast	FY 2021 Forecast
1 BEGINNING BALANCE	5,377,149	1,963,136	3,118,491	3,118,491
REVENUES				
2 Sales Tax and Interest Income	7,272,805	7,561,644	7,786,939	8,018,993
EXPENSES				
3 Staff Support and Board Expenses	297,278	302,138	311,202	320,538
4 Economic Development	765,899	150,951	72,000	-
5 Community Enhancements	1,565,000	1,805,000	-	-
6 Community Identification	15,000	300,000	-	-
7 Destination City	7,300,000	3,100,000	2,000,000	-
8 Debt Service	743,641	748,200	755,975	-
9 Potential New Projects (available)	-	-	4,647,762	7,698,455
10 Subtotal Expenses	10,686,818	6,406,289	7,786,939	8,018,993
11 GROSS ENDING BALANCE	1,963,136	3,118,491	3,118,491	3,118,491
12 Minimum Reserve	1,890,467	1,999,838	2,045,162	1,327,863
13 NET AVAILABLE BALANCE	72,668	1,118,653	1,073,329	1,790,628

DETAIL - COMMUNITY DEVELOPMENT (TYPE B) FUND

FY 2019 - FY 2021 Forecast

	A	B	C	D	E
	FY 2018 Budget	FY 2018 Estimate	FY 2019 Budget	FY 2020 Forecast	FY 2021 Forecast
1 BEGINNING BALANCE	5,377,149	5,377,149	1,963,136	3,118,491	3,118,491
REVENUES					
	<i>sales tax growth</i>		4%	3%	3%
2 Sales Tax and Interest Income	6,934,797	7,272,805	7,561,644	7,786,939	8,018,993
<i>Sales Tax</i>	6,880,956	7,220,989	7,509,828	7,735,123	7,967,177
<i>Interest Income</i>	53,841	51,816	51,816	51,816	51,816
EXPENSES					
3 Staff Support	273,629	273,629	277,838	286,173	294,758
<i>Accounting & Administration Support</i>	150,805	150,805	177,838	183,173	188,668
<i>Staff Support</i>	22,824	22,824	-	-	-
<i>Project Management</i>	100,000	100,000	100,000	103,000	106,090
4 Board Expenses	23,649	23,649	24,300	25,029	25,780
<i>Training, Meetings, and Travel</i>	3,564	3,564	3,700	3,811	3,925
<i>Audit Fees</i>	9,785	9,785	10,000	10,300	10,609
<i>Contract Services</i>	10,300	10,300	10,600	10,918	11,246
5 Economic Dev Agreements - Existing	1,015,899	765,899	150,951	72,000	-
<i>Fallbrook Technology</i>	250,000	-	-	-	-
<i>Dana Corporation</i>	71,333	71,333	150,951	-	-
<i>VUV Analytics</i>	72,000	72,000	-	72,000	-
<i>Pecan Grove (amendment approved)</i>	622,566	622,566	-	-	-
6 Community Enhancements	1,565,000	1,565,000	1,805,000	-	-
<i>Sidewalk Gap Phase 5</i>			350,000	-	-
<i>Bike Lane Expansion</i>			700,000	-	-
<i>Traffic Light Synchronization</i>			100,000	-	-
<i>Digital Sign at Veterans Memorial</i>			40,000	-	-
<i>Digital Sign at Recreation Center</i>			40,000	-	-
<i>Brushy Creek Sports Park Improvements</i>			230,000	-	-
<i>Recycling in Five Community Parks</i>			150,000	-	-
<i>Lakeline/Wilco Trail Connection</i>			60,000	-	-
<i>Outdoor Music Venue Study</i>			35,000	-	-
<i>Performing Arts Center Feasibility Study</i>			25,000	-	-
<i>Convention Center Feasibility Study</i>			25,000	-	-
<i>Corridor Enhancement Program</i>			50,000	-	-
7 Community Identification	15,000	15,000	300,000	-	-
<i>Pole Mounted Street Signs</i>	-	-	300,000	-	-
<i>Light Pole Banners</i>	15,000	15,000	-	-	-
8 Destination City (Bell Boulevard)	7,300,000	7,300,000	3,100,000	2,000,000	-
<i>Bell Boulevard Redevelopment</i>	7,300,000		1,000,000	2,000,000	-
<i>Bell Boulevard Property</i>			2,100,000		
9 Debt Service	743,641	743,641	748,200	755,975	-
<i>Principal</i>	685,000	685,000	710,000	740,000	-
<i>Interest</i>	58,641	58,641	38,200	15,975	-
10 Potential New Projects (available)	-	-	-	4,647,762	7,698,455
11 EXPENSES	10,936,818	10,686,818	6,406,289	7,786,939	8,018,993
12 GROSS ENDING BALANCE	1,375,128	1,963,136	3,118,491	3,118,491	3,118,491
13 <i>Minimum Reserve</i>	1,890,467	1,890,467	1,999,838	2,045,162	1,327,863
14 NET AVAILABLE BALANCE (after reserve met)	(515,340)	72,668	1,118,653	1,073,329	1,790,628



COMMUNITY DEVELOPMENT CORPORATION

CONSENT AGENDA ITEM C.1

August 14, 2018

Item/Subject: The Consent Agenda Consists of Items C.1

Initiating Dept.: Staff

Commentary:

C.1 Approval Of The Minutes Of The July 10, 2018 Regular Called Board Meeting.

*All items on Consent may be approved with a single motion to "Approve The Consent Calendar".
Individual items may be pulled for further discussion prior to other agenda items.*

_____ moved to approve the Consent Calendar. _____ seconded the motion. The motion was approved.



MINUTES

**REGULAR CALLED MEETING OF THE
COMMUNITY DEVELOPMENT (Type B) CORPORATION
Tuesday, July 10, 2018 at 6:30 p.m.
City Council Chambers
450 Cypress Creek Road, Building Four
Cedar Park, Texas 78613**

BOARD OF DIRECTORS

- | | |
|---|--|
| <input checked="" type="checkbox"/> Tom Moody, Place 1 | <input checked="" type="checkbox"/> Bob Lemon, Place 4, (V.P.) |
| <input checked="" type="checkbox"/> Ramona Kar, Place 5 | <input checked="" type="checkbox"/> Dick Lewis, Place 2 |
| <input type="checkbox"/> Ginger Goodin, Place 3 | <input checked="" type="checkbox"/> Ryan Wood, Place 6 |
| | <input checked="" type="checkbox"/> Lance Gunn, Place 7 |

AGENDA

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

Vice President Lemon called the meeting to order at 6:31p.m. noting that a quorum was present.

A.2 Welcome New 4B Board Appointees: Tom Moody, Place 1; Dick Lewis, Place 2; Lance Gunn, Place 7.

Vice President Lemon welcomed the new board members and asked that the board do introductions and say a little bit about themselves.

A.3 Citizen Communications.

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

None.

A.4 Board Members' Opening Comments.

None.

STAFF REPORTS **(DISCUSSION ONLY)**

B.1 Second Quarter FY 2018 Finance Report. (Chad Tustison, Assistant Director Finance)

07/10/18

Chad Tustison, Assistant Director Finance presented the FY 2018 Finance Report and went over the budgeted revenue and expenses for FY 2018. He also went over FY 2018 sales tax collections year-over-year, sales tax collection history, expenses through the 2nd quarter and FY 2018 Year End Estimate of revenues, expenses and available fund balances.

Chad explained that the year-end revenue estimate for FY18 is \$296K, or 4%, above budget and explained to the Board that there was a \$250K expense for the Fallbrook agreement that was included in FY18 budget but that will not be paid out this fiscal year. This has resulted in a projected net available balance of \$31,086 for FY18.

B.2 Consider Preliminary Estimates Of 2018-2019 Revenues And Fund Balance. (Chad Tustison, Assistant Director Finance)

Chad Tustison, Assistant Director of Finance, presented the FY 2019 Preliminary Budget and went over the projected revenue and expenses for FY 2019. He also went over FY 2019 sales tax projections, sales tax collections history, and broke down projects for FY19 by category and according to expense and FY19 Projected Year End Estimate of revenues, expenditures and available fund balance.

The FY19 beginning fund balance is anticipated to be \$1,921,553. Based on projections for FY19, staff expects a 3% growth in sales tax resulting in revenues of \$7,446,605. The current proposed budget includes expenses totaling \$6,406,289. After satisfying the minimum reserve balance, there would be \$981,205 of net available balance. Chad went on to explain the reserve policy to the board and said that if the Board needs to use reserve money, it can, as long the Board has a plan in place to replenish that fund in 2-3 years. This reserve policy was implemented in the FY 2018 budget, but not for previous budgets.

Director Ryan Wood said this was good news for projects coming up. He also went on to clarify and explain the surplus and reserve policy since it was newly implemented in FY18. He also asked about the funds for Dana Corporation that were allocated and asked Chad if he felt that it was a sufficient amount. Chad replied that he believes the amount of funding allocated for Dana Corporation is a conservative estimate, however in the event that additional funding is needed, the Board can do a mid-year budget amendment to address the need.

Director Kar asked what the \$31,086 net available balance was on his presentation and Chad explained that this amount is what is available after the reserve balance is met and therefore what can still be used in FY 2018.

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 May 8, 2018 Regular Called Meeting.

Director Ryan Wood moved to approve the consent agenda as presented. Director Kar seconded the motion and it passed with a 6-0 vote.

PUBLIC HEARINGS

D.1 None Scheduled

REGULAR AGENDA
DISCUSSION AND POSSIBLE ACTION

- E.1 Consideration To Approve Amendments To The Articles Of Incorporation, Bylaws, and Rules of Procedure Of The Cedar Park Community Development (Type B) Corporation. (JP LeCompte, City Attorney)

JP LeCompte, City Attorney, explained that the legal department is in the process of updating and revising the Rules of Procedure for all City Board and Commissions so that there is consistency throughout. JP explained that the proposed amendments to the CDC Articles of Incorporation are not substantive changes, only removing redundant clauses.

For the CDC Bylaws regarding Quarterly Reports, JP went over Rule 6.06, which was amended to require the Secretary and Treasurer, instead of the Board, to prepare a quarterly activity report of Type B business for City Council. Staff recommends that the office of Secretary and Treasurer be assigned to staff for them to complete the required reports for the Board.

For the CDC Bylaws on Terms/Officer Elections Rule 2.01 and 2.03, JP went over the amendment to change the term of office and officer elections to August, which is consistent for all Boards & Commissions, and each member of the Board shall serve for a term of 2 years.

Vice President Lemon asked if a person is elected to serve only part of a year-long term as an officer, if that counts toward the 2 consecutive term limit. JP indicated that this rule only applies to full year terms.

For the CDC Bylaws on Officers Rule 3.05 and 3.06, JP went over the amendment to allow the Board to appoint City employees as Secretary and Treasurer.

Director Wood asked if there would be any conflict of interest for the Board Secretary to be a City staff member and Attest to the minutes and JP replied that there is no conflict of interest.

For the CDC Rules of Procedure Rule 1.10, JP went over the amendment of Automatic Resignation of Board members, where a Board member will automatically be resigned if they fail to attend 3 consecutive Board meetings or more than 50% of all Board meetings during a 12-month period.

Director Wood asked if a Board member can get re-appointed to a board in the event that absences result in their automatic resignation. JP said that, yes, Council could reappoint an automatically resigned board member if they would like to do so.

For the CDC Rules of Procedure Rule 3.1, JP went over the amendment of Election of Officers. This was amended to clarify who the Board officers are and that those officers are to be elected each year by a majority vote by the Board each August. Terms of office are 1 year.

JP thanked the board for their time in going over these rules of procedure and said that they are going to each board meeting for a review of the proposed procedural changes before taking all of the amended procedures to City Council for consideration.

Director Tom Moody moved to approve Item E.1 as presented. Director Lewis seconded the motion and it passed with a 6-0 vote

- E.2 Consider A Corridor Enhancement Program Application From Twin Lakes Fellowship In An Amount Not To Exceed \$23,316.00 For Sign Replacement Along The 183 Corridor And Authorize Staff To Set A Public Hearing Date. (Fran Irwin, Director Community Affairs)

Fran Irwin, Director of Community Affairs, gave a brief back history of the Corridor Enhancement program and the applicant requirements to receive funding for the program. Fran presented the application from Twin Lakes Fellowship for a sign replacement project to the Board. Pastor Heft from Twin Lakes Fellowship was in attendance to answer any questions.

Director Wood questioned whether this application should have been categorized under a Corridor Enhancement Program or if it should be considered as a Pole Sign Program and asked for clarification from Fran and the City Attorney.

Both Fran Irwin, Director of Community Affairs and JP LeCompte, City Attorney said that they would be happy to review the details of the corridor enhancement program and pole sign replacement program and provide additional clarification on the two programs at the next meeting.

Director Tom Moody mentioned that the Corridor Enhancement application has a checklist and that the applicant met all the items on the checklist.

Director Wood moved to remove Item E.2 from the agenda pending further review by city staff. Director Lewis seconded the motion and motion passed with a 6-0 vote.

E.3 Consider Applications For Proposed Project/Programs Submitted For Fiscal Year 2018-2019 Community Development Corporation Funding Consideration And Authorize Staff To Set A Public Hearing Date, Including:

a. Community Enhancements – \$1,805,000.

Community Development - **\$100,000.**

- 1) Consider A Proposal For Funding Of The Corridor Enhancement Program In An Amount Not To Exceed \$50,000.
- 2) Consider A Feasibility Study For A Performing Arts Center In An Amount Not To Exceed \$25,000.
- 3) Consider A Feasibility Study For A Convention Center In An Amount Not To Exceed \$25,000.

Parks and Recreation Department - \$555,000.

- 4) Consider A Project Proposal For Funding A Digital Scrolling Sign At Veteran's Memorial Park In An Amount Not To Exceed \$40,000.
- 5) Consider A Project Proposal For Funding A Digital Sign At Recreation Center In An Amount Not To Exceed \$40,000.
- 6) Consider A Project Proposal For Brushy Creek Sports Park Improvements Including Shade Structures, A Picnic Pavilion, Drainage Improvements Enhanced Picnic Areas And New Scoreboards And Signage In An Amount Not To Exceed \$230,000.
- 7) Consider A Project Proposal For Funding A Parks And Recreation Recycling Project In Five Community Parks In An Amount Not To Exceed \$150,000.
- 8) Consider A Feasibility Study To Identify Options For Lakeline Park/Wilco Trail Connection In An Amount Not To Exceed \$60,000.
- 9) Consider A Proposal For An Outdoor Music Venue Study To Evaluate And Recommend Prioritized City-Owned Venue Sites; Recommend Updates To The Event Permit Process And To Identify Appropriate Staffing Levels In An Amount Not To Exceed \$35,000.

Engineering and Transportation - \$1,150,000.

- 10) Consider A Project Proposal For The Design And Construction Of The Sidewalk Gap Closure Phase 5 Project In The Amount Of \$350,000.
- 11) Consider A Project Proposal For Funding Expansion Of Bike Lanes And Restriping Roads In An Amount Not To Exceed \$700,000.
- 12) Consider A Project Proposal For Traffic Light Synchronization In An Amount Not To Exceed \$100,000.

b. Destination City - \$3,100,000.

- 1) Consider a Proposal for Funding of the Bell Boulevard Redevelopment Project in an amount not to exceed \$3,100,000.

Fran Irwin, Director of Community Affairs asked the Board to consider approval of the FY19 project list which will result in a recommendation to the Cedar Park City Council. Fran also noted that if the project list is approved, then this will authorize staff to set Public Hearing dates for all projects and publish the required project notices.

Fran also addressed questions from the last meeting about the proposed projects: At the last meeting the Board asked that for feasibility study projects related to the performing arts center and convention center, that staff coordinate with the PACE, Tourism and Economic Development Board. Fran indicated that staff will coordinate with PACE, Economic Development and Tourism Boards to proceed with these studies once boards have been settled after their new appointments.

At the last meeting, the Board asked if it would be advantageous to update the Milburn Park digital sign. Fran indicated that staff are evaluating this as a possible project and could return in the future with a proposed project.

The Board also asked if the proposed budget for the Brushy Creek Sports Park improvements was adequate funding for the project Fran said that staff thinks this is an appropriate amount.

Similarly, the Board asked if the proposed funding for the Outdoor Music Feasibility Study was adequate. Staff says that it is an adequate amount at this time, and if it is found that additional funds are needed, staff will advise the Board.

The Board also asked if the \$700K bike lane striping project can be split into 2 years. Fran explained that there will be cost savings associated with competing the project in one phase and that staff does not recommend breaking the project into two years.

Director Ryan Wood moved to approve Item E.3 as presented. Director Moody seconded the motion and it passed with a 6-0 vote

E.4 Consider a Community Development (Type B) Corporation Budget Recommendation For Fiscal Year 2019 As Presented. (Chad Tustison, Assistant Director Finance)

Chad Tustison, Assistant Director of Finance asked the Board for approval of the FY19 Type B Budget. If approved, it will be presented at the Budget Workshop to City Council.

Director Ryan Wood moved to approve Item E.4 as presented. Director Moody seconded the motion and it passed with a 6-0 vote

E.5 Consider Designation Of Board Representatives At The July 12 and July 26, 2018 City Council Meetings.

Vice President Bob Lemon stated that there are no designations needed for Item E.5, but that Board members are free to attend in an unofficial capacity if they wish.

F.0

EXECUTIVE SESSION

In accordance with Chapter 551, Government Code, the Community Development (Type B) Corporation Board will now convene in a Closed Executive Session pursuant to the following provisions of the Texas Open Meetings Act, Chapter 551, of the Texas Government Code:

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

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 Board Member Closing Comments.

Director Tom Moody thanked the Board and said that he looks forward to working with them.

Next Regular Scheduled Board Meeting **Tuesday, August 14, 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 7:47p.m.

PASSED AND APPROVED THIS THE 14th DAY OF AUGUST, 2018.

Bob Lemon, Vice President

ATTEST:



COMMUNITY DEVELOPMENT CORPORATION

AGENDA ITEM E.1

August 14, 2018

Item/Subject: Consider A Request From Pastor Nathan Hoeft, Twin Lakes Fellowship, For A Corridor Enhancement Sign Removal and Replacement Project At 1150 S. Bell Boulevard In An Amount Not To Exceed \$20,000.

Initiating Dept.: Community Development

Commentary:

Staff presented this project to the Board at the July 10, 2018 meeting and was asked to review the program guidelines and requirements. Program descriptions and requirements were provided to the Board members in advance of the meeting allowing time for review and comment.

The project will provide for the removal of a non-compliant pole sign, and replacement with an approved monument sign at Twin Lakes Fellowship at 1150 S. Bell Boulevard.

Attached are examples of the proposed monument sign and cost estimates. The maximum amount eligible for reimbursement is \$20,000.

The applicant will be present to address to provide information or respond to any questions by the Board.

A Matrix will not be required for this Project.

Should the Community Development Board choose to proceed, the following motion is provided as an example.

Authorize Staff To Schedule Public Hearing And Publish Project Notice

If the Community Development Board chooses to approve this item, the following is an example of action on a similar item that is provided for reference.

_____ made a motion to authorize staff to set a date for a Public Hearing and to publish the 60-day Project Notice for a Corridor Enhancement Sign Removal and Replacement project at 1150 S. Bell Boulevard in an amount not to exceed \$20,000.



Corridor Enhancement Program

Guidelines and Application For Project Funding Sign Removal and Replacement Only

**Twin Lakes Fellowship
Pastor Nathan Hoeft**

**1150 S. Bell Boulevard
Cedar Park, TX 78613**

Cedar Park Community Development Corporation

Sign Removal and Replacement Project Guidelines

Purpose and Intent

The Sign Removal and Replacement Provision of the Cedar Park Community Development (Type B) Corporation's Corridor Enhancement Program, as administered by the Community Development Corporation's Board of Directors (the "Board"), provides an incentive to local business and property owners for removal and replacement of non-compliant signs with conforming signage to promote public safety, mobility, access, and aesthetics along and adjacent to Cedar Park's major arterial travel corridors.

General Guidelines

- Only owners of non-residential properties located on the designated Corridor Enhancement Roadways identified in Exhibit A are eligible to apply.
- All applicants are encouraged to meet with community development staff prior to submission of an application.
- Applicants must complete, sign, and submit the attached Sign Removal and Replacement Project Application prior to commencement of the project, and no reimbursement shall be provided for any project commencing prior to Board approval.
- All design and construction plans must be approved by the appropriate City Departments and the Board prior to commencement of the project, and only those projects meeting all requisite project standards will be considered for reimbursement.
- Projects with two (2) or more adjacent eligible properties will be reviewed as a single joint application and may be eligible for reimbursement based on the total number of partnering applicants and the project's overall achievement of the Program's purpose and intent. All partnering applicants must be independently eligible for participation and actively participate in the project, and the project must directly enhance each applicant's property.

Eligible Expenses and Reimbursement

- Owners of non-residential properties located on the designated Corridor Enhancement Roadways may apply for reimbursement of actual direct costs of removal and replacement of non-compliant signs with conforming signage that enhances public safety, mobility, access, and aesthetics.
- Eligible project costs may include those incurred for:
 - design and engineering
 - preparation of surveys and construction documents
 - applicable permitting fees
 - legal fees related to granting of required easements
 - materials and labor for installation of conforming signage
 - labor for removal and disposition of non-conforming signage
- The Board will not fund redesign or improvements to a building façade or structure or new construction, except if the Board finds that monument signage would be impractical under the

circumstances, the Board may approve alternative signage that complies with the sign regulations set forth in Chapter 13 of the Cedar Park Code of Ordinances, so long as such signage would promote the Corridor Enhancement Program's purpose and intent. In the event the Board approves such alternative signage, references to "monument signage" throughout these Guidelines and the Application shall be deemed to contemplate the approved alternative signage.

- An applicant may be reimbursed for up to 75% of the actual direct costs of removal and/or replacement of non-conforming signage with conforming monument signage or an approved alternative in an aggregate amount not to exceed \$20,000.
- No costs shall be reimbursed prior to final completion and approval of submitted invoices/receipts sufficiently evidencing the project's actual direct costs, as deemed appropriate by the Board.
- The award of funding shall be at the sole discretion of the Board and on an actual cost reimbursement basis unless specifically authorized by the Board.

Sign Removal and Replacement Project Application

Date: Originally April 24, 2018; (Re-submitted August 3, 2018)

Applicant's Name: Pastor Nathan Hoeft

Property Address: 1150 S. Bell Blvd., Cedar Park, TX 78613

Contact Person and Phone: Pastor Nathan Hoeft; 512-587-1608

Mailing Address: 1150 S. Bell Blvd. Cedar Park, TX 78613

Applicant's Relation to the Property: (please check all that apply)

Property Owner **Business Owner** **Tenant** **Other: Pastor**

PROJECT DESCRIPTION

Please describe the nature of work to be performed and attach a copy of any notices or correspondence relating to the determination of non-conformance, as well as photos and a site map depicting the non-conforming signage and proposed replacement conforming signage. Please also describe how this project promotes the Community Development Corporation Corridor Enhancement Program's purpose of improving public safety, mobility, access and aesthetics along and adjacent to Cedar Park's major arterial travel corridors. How will the proposed improvements benefit the commercial corridor, the subject property, and the community, both economically and otherwise?

Replacing pole sign with monument sign. Aesthetics: We are simply replacing an aging sign with a fresh, new look. This new sign puts our property in compliance with City guidelines. We are giving the community a fresh look at our church and the many resources we provide to the community.

ESTIMATED PROJECT SCHEDULE & COSTS

Please provide the following:

- a) **Project start date:** Pending Approval of 4B Board funding
- b) **Project completion date:** TBD pending project start date. Applicant is prepared to begin the project as soon as project funding is secured.
- c) Preliminary cost estimates for removal and replacement of non-conforming signage with conforming signage, including a list of any contractors and their detailed estimates – See attached

- d) Total project cost: \$31,088.33 (Supporting documents attached)
- e) Eligible costs: \$31,088.33
- f) Ineligible costs: -0-
- g) Requested reimbursement amount: \$20,000
- h) Other project funding sources (and estimated amounts)
- i) Applicant's participation amount: \$11,088.33

THIS APPLICATION IS SUBJECT TO THE CORRIDOR ENHANCEMENT PROGRAM GUIDELINES, SIGN REMOVAL AND REPLACEMENT PROJECT GUIDELINES, ALL APPLICABLE ORDINANCES, POLICIES, AND PROCEDURES OF THE CITY OF CEDAR PARK, TEXAS, AND APPROVAL BY CITY DEPARTMENTS (AS APPLICABLE), COMMUNITY DEVELOPMENT STAFF, AND THE BOARD.



Primary Applicant's Signature

8.6.18

Date

Joint Applicant's Signature

Date

EXHIBIT A

ELIGIBLE ROADWAYS

Non-residential properties are eligible for participation in the Corridor Enhancement Program if located on the following roadways within the Cedar Park city limits:

- Anderson Mill Road
- Bagdad Road
- Bell Boulevard/US 183, including the section of “Old 183” between Buttercup/Brushy Creek Road and Park Street
- Cypress Creek Road, from Bell Boulevard/US 183 to Anderson Mill Road
- Lakeline Boulevard
- New Hope Drive
- RM 620
- Ronald Reagan Boulevard
- Whitestone Boulevard/RM 1431

PRIORITY/INCIDENT AREAS

Priority Areas are those locations within the US 183 Corridor and other eligible roadways identified by the Cedar Park Police Department as having a high incident history where safety treatments, including driveway consolidations or alignments could address safety concerns. The following is the most recent list of such Priority Areas:

- (1) Bell Boulevard/US 183 and Whitestone Boulevard/RM 1431
- (2) Whitestone Boulevard/RM 1431 and Parmer Lane/Ronald Reagan Boulevard
- (3) Cypress Creek Road and Lakeline Boulevard
- (4) Whitestone Boulevard/RM 1431 and 183A
- (5) Bell Boulevard/US 183 and Cypress Creek Road
- (6) Bell Boulevard/US 183 and New Hope Drive
- (7) Whitestone Boulevard/RM 1431 and C Bar Ranch Trail
- (8) Whitestone Boulevard/RM 1431 and Discovery Boulevard
- (9) Whitestone Boulevard/RM 1431 and Lakeline Boulevard
- (10) Parmer Lane/Ronald Reagan Boulevard and Brushy Creek Road

TwinLakes-Proposal 2-13-18 Total: 2 pages

File Edit View Insert Format Data Tools Add-ons Help Last edit was 2 minutes ago

CANCEISHARE NEX

100% \$ % .0 .00 123 Arial 10 B I U A



Executive Signs Enterprises, Inc.
16147 College Oak St. 100

Phone (210) 492-9436
Fax (210) 492-0493
www.executivesigns.com

Proposal

ACCOUNT REP	E-MAIL
Jacob Dotson	jacob@executivesigns.com
PHONE	FAX
512.258.0080	
DATE	
February 15, 2018	
STREET	
11500 S. Bell Blvd	
CONTACT	E-MAIL
Nathan Hoeft	nhoeft@twinlakesfellowship.org
CITY, STATE, ZIP CODE	JOB LOCATION
Cedar Park, TX 78613	SAME AS ADDRESS

EXECUTIVE SIGNS ENTERPRISES, INC. WILL FURNISH THE FOLLOWING:

CHANNEL LETTER SET:

MAIN MONUMENT:
FABRICATE MAIN SIG CABINET 16'-0" X 7'-8" x 12' tall LED LIT ALUMINUM CABINET W/ROUTED FACES
ENGINEER FOOTER AND SUPPORT FOR MONUMENT
MAIN SUPPORT PIPE
DIG HOLE, SET PIPE, REMOVE DIRT FROM JOB SITE
SET CABINET ON MAIN SUPPORT PIPE
CEMENT FOOTER, LIMESTONE AND ALL MASONRY WORK
Remove existing pylon cabinets and pipes. Cut up pipes and leave with client

monument with zip track option	\$31,088.33
--------------------------------	--------------------

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS. FOR THE SUM OF:

Thirty three thousand six hundred fifty three dollars and .12 cents	DOLLARS	\$31,088.33	SUBTOTAL
		\$2,564.79	TAX

\$33,653.12 TOTAL

Print

Current sheet

J	K	L	M	N	O
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Paper size
Letter (8.5" x 11")

Page orientation
 Landscape Portrait

Scale
Custom number Percent
100%

Margins
Normal

Formatting

Headers & footers

\$33,653.12 TOTAL

PAYMENT TO BE MADE AS FOLLOWS:

50% when contract is signed and the remainder when the job is complete

Signs permit(s) if required will be added to the final invoice at the actual cost of the permit(s) plus \$150.00 for administration time. Cost of Structural Engineering, if required, will also be added to the Final Invoice.

THE ABOVE PRICING IS BASED ON MANUFACTURING FOR 120 VOLT ELECTRICAL POWER. CUSTOMER IS RESPONSIBLE FOR PROVIDING ELECTRICAL POWER TO THE SIGN LOCATION, AS WELL AS, ANY TIME CLOCK OR OTHER LIGHTING CONTROL. PER NATIONAL AND CITY OF SAN ANTONIO ORDINANCE, A DEDICATED CIRCUIT, INCLUDING NEUTRAL WIRE WITH GROUND IS REQUIRED FOR ALL SIGN LOCATIONS. COSTS INCURRED FROM ROCK OR OTHER OBSTRUCTIONS DURING EXCAVATION OR DRILLING OF THE STRUCTURAL FOUNDATIONS WILL BECOME AN EXTRA CHARGE AND APPLIED TO THE FINAL INVOICE. THE PURCHASER AGREES TO ACCEPT RESPONSIBILITY FOR ANY DAMAGES INCURRED BENEATH THE SURFACE WHERE DRILLING OR EXCAVATION IS REQUIRED.

THIS PROPOSAL IS SUBJECT TO YOU PROVIDING LANDLORD OR OWNERS APPROVAL, AND A SIGN PERMIT FROM THE CITY OF SAN ANTONIO. NO WORK WILL BE STARTED UNTIL A PERMIT HAS BEEN RECEIVED. WE WILL NEED YOUR C O F O TO EXPEDITE THIS

ALL MATERIALS ARE GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE WORK IS TO BE PERFORMED IN ACCORDANCE WITH CUSTOMER APPROVED DRAWINGS AND COMPLETED IN A SUBSTANTIAL WORKMANLIKE MANNER. ANY ALTERATIONS OR DEVIATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS ARE CONTINGENT UPON STRIKES OR DELAYS BEYOND OUR CONTROL. ALL MATERIAL PROVIDED REMAIN THE PROPERTY OF EXECUTIVE SIGNS ENTERPRISES, INC. UNTIL CONTRACT AMOUNT IS PAID IN FULL. ALL SUMS DUE EXECUTIVE SIGNS ENTERPRISES, INC. UNDER THIS CONTRACT SHALL BE DUE AND PAYABLE AT 16147 COLLEGE OAK, SUITE 100, SAN ANTONIO, TX 78249. ANY AND ALL ACTION TO ENFORCE, INTERPRET, OR OTHERWISE ADJUDICATE THE RIGHTS OF THE PARTIES HERETO SHALL BE BROUGHT ONLY IN BEXAR COUNTY, TEXAS.

ACCEPTANCE OF PROPOSAL -- THE ABOVE PRICE SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE. THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED IN 30 DAYS.

AUTHORIZED SIGNATURE _____ BY: _____ DATE: _____	EXECUTIVE SIGNS _____ BY: _____ DATE: _____
--	---

Electrical Sign Contractor License #: 18330
 Regulated by the Texas Department of Licensing and Regulation PO Box 12157, Austin, TX 78711, 1-800-803-9202,
 512-463-6599; www.license.state.tx.us/complaints



EXECUTIVE SIGNS ENTERPRISES, INC.
 16147 COLLEGE OAK, STE 100
 SAN ANTONIO, TX 78249
 (210) 492-9436
 david@executivesigns.com
 WWW.EXECUTIVESIGNS.COM

TSCL#18330

INVOICE

BILL TO

TWIN LAKES FELLOWSHIP
 11500 S. BELL BLVD
 CEDAR PARK, TEXAS 78613

INVOICE # 15396A

DATE 02/23/2018

DUE DATE 03/01/2018

TERMS Due on receipt

SALES REP

JD

JOB LOCATION

CEDAR PARK

ACTIVITY	QTY	RATE	AMOUNT
DEPOSIT INVOICE:			
MAIN MONUMENT	1	15,544.16	15,544.16T
PRODUCE AND INSTALL MAIN SIGN CABINET 16'-0" X 7'-6" X 12' TALL LED ALUMINUM CABINET WITH ROUTED FACES. ENGINEER FOOTER AND SUPPORT FOR MONUMENT MAIN SUPPORT PIPE DIG HOLE, SET PIPE, REMOVE DIRT FROM JOB SITE. SET CABINET ON MAIN SUPPORT PIPE CEMENT FOOTER, LIMESTONE, AND ALL MASONRY WORK REMOVE EXISTING PYLON CABINETS AND PIPES. CUT UP PIPES AND LEAVE WITH CLIENT MONUMENT WITH ZIP TRACK OPTION			

PAID

We appreciate your business!

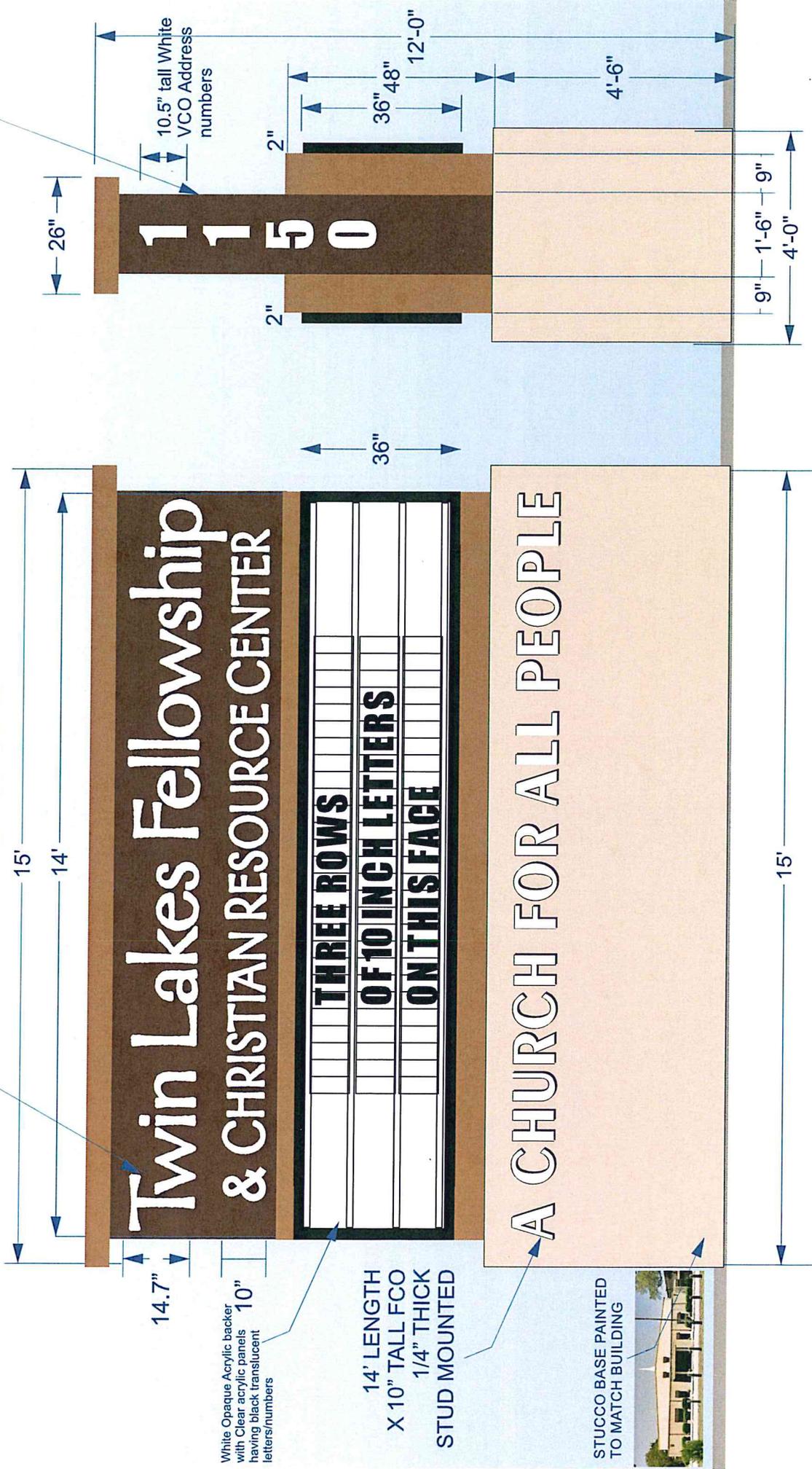
SUBTOTAL	15,544.16
TAX (0%)	0.00
TOTAL	15,544.16
PAYMENT	15,544.16
BALANCE DUE	\$0.00

2 SINGLE SIDED REPLACEABLE LETTER BOARDS (36" X 14')

Scale: 1:30

ALUMINUM CABINET WITH
ROUTED FACE WITH 3/4"
PUSH-THROUGHS CLEAR
ACRYLIC W/ WHITE FACES,
INTERNALLY ILLUMINATED

DURANODIC BRONZE
ALUMINUM CLAD MONUMENT
WITH WELDED ALUMINUM
STRUCTURE AND INTERNAL
LED ILLUMINATION



14.7"

White Opaque Acrylic backer
with Clear acrylic panels
having black translucent
letters/numbers

10"

14' LENGTH
X 10" TALL FCO
1/4" THICK
STUD MOUNTED

STUCCO BASE PAINTED
TO MATCH BUILDING



641 Commercial Dr.
Buda, TX 78610
Office: 512.292.9939
Fax: 512.292.9966

State License TSC1 18330
Regulated by the Texas Department of Licensing and Regulation
PO Box 12157, Austin, TX 78711, 1-800-803-9202, 512-463-6599
license.state.tx.us/complaints



Client: Address: Location:

Sales: JD
Date: 03/26/18
Path: Customer Files/Twin Lakes Fellowship/
File: Twin Lake Fellowship Monument 03-18

Designer: J.L.

Sign Company DOES NOT provide primary electrical to sign.
Power to the sign must be done by a licensed electrical
contractor or licensed electrician.
Each sign must have:
1. A minimum of one dedicated 120V 20A Circuit
2. Junction boxes installed within 6 feet of sign
All signs will be manufactured to accommodate a 120 volt
current unless otherwise instructed by customer.







COMMUNITY DEVELOPMENT CORPORATION

AGENDA ITEM E.2

August 14, 2018

Item/Subject: Consider Election Of The Community Development (Type B) Corporation Board Officers For 2018-2019.

- a) President.
- b) Vice President
- c) Secretary
- d) Treasurer.

Initiating Dept.: Community Development

Commentary:

On July 10, 2018, the Community Development Board of Directors approved and adopted a Resolution amending the Articles of Incorporation, Bylaws, and Rules of Procedure for the Corporation. The City of Cedar Park City Council adopted the Resolution approving the amendments on July 26, 2018.

Included in the amendment of the Rules of Procedure, Election of Officers Rule 3.1, which now states that the officers shall be elected each year by majority vote of the Board in August. Each term is for (1) year. The term for each officer will start at the September meeting.

Officer Responsibilities:

ARTICLE THREE: OFFICERS

- 3.01 Compensation of Directors and Officers.** Directors and officers shall not receive any salary or compensation for their services but may be reimbursed for expenses incurred in the Corporation's business.
- 3.02 Officers.** The Officers of the Corporation shall be a President, Vice-President, Secretary, and Treasurer. The Board, at each annual meeting, shall elect these Officers. The Board may appoint such other Officers as it deems necessary, who shall have such authority, and shall perform such duties as from time to time may be prescribed by the Board. One person may hold more than one office, except that the President shall not hold the office of Secretary. Terms of office shall be one (1) year term, but no individual shall serve more than two (2) consecutive terms. All Officers shall be subject to removal from office at any time by a vote of the majority of the entire Board.

A vacancy in the office of any Officer shall be filled by a vote of a majority of the Board.

- 3.03 Powers and Duties of the President.** The President shall preside at all meetings of the directors. They shall have the power to sign and execute all contracts and instruments of conveyance in the name of the Corporation, to sign checks, drafts, notes and orders for the payment of money, and to appoint and discharge agents and employees of the Corporation, subject to the approval of the Board. They shall perform all the duties usually incident to the office of President.
- 3.04 Vice-President.** The Vice-President shall have such powers and duties as may be prescribed by the Board and shall exercise the powers of the President during that officer's absence or inability to act. Any action taken by the Vice-President in the performance of the duties of the President shall be conclusive evidence of the absence or inability to act of the President at the time such actions was taken.
- 3.05 Secretary.** The Secretary shall keep the minutes of all meetings of the Board in books provided for that purpose; shall provide all notices; may sign with the President, or Vice-President, in the name of the Corporation, all contracts and instruments of conveyance authorized by the Board; shall have charge of the books and papers of the Board; and shall in general perform all the duties incident to the office of Secretary, subject to the control of the Board. Records of the Corporation shall be maintained and filed in the office of the City Secretary of the City. The Board may appoint as Secretary any Corporation or City employee.
- 3.06 Treasurer.** The Treasurer shall have custody of all funds and securities of the Corporation and shall endorse on behalf of the Corporation for collection, checks, notes and other obligations and shall deposit the same to the credit of the Corporation in such bank or depository as the Board may designate. Whenever required by the Board, the Treasurer shall render a statement of the Corporation's cash account; enter regularly in the books of the Corporation, a full and accurate account of the Corporation; and perform all acts incident to the position of Treasurer, subject to the control of the Board. All written statements and accounts shall be maintained and filed in the office of the Director of Finance for the City. The treasurer shall give a bond for the faithful discharge of his duties in such sum, if any, as the Board may require. The Board may appoint as Treasurer any Corporation or City employee.