



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

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.

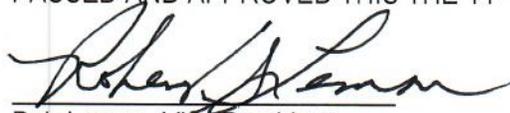
Director Tom Moody thanked the Board and said that he looks forward to working with them.

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:
