



## MINUTES

**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 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 checked="" type="checkbox"/> Ginger Goodin, Place 3 | <input checked="" type="checkbox"/> Ryan Wood, Place 6         |
|  | <input 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 6:30 p.m. 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.)*

**None.**

A.3 Board Members' Opening Comments.

**Director Kar mentioned that she is happy to be back. Vice President Lemon welcomed everybody.**

### 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.

Fran Irwin, Community Affairs Director, updated the Board on Public Hearing dates and Resolutions for FY2019 Projects stating that those public hearings will be scheduled to take place after the City of Cedar Park City Council has had a chance to review the proposed 4B budget. Fran will keep the Board updated once public hearing dates are determined.

Fran also informed the Board of the annual Economic Development Sales Tax Training which will be held on Friday, December 7, 2018. She asked that any Board member who wants to attend to please contact her directly or indicate interest at this meeting and she will register them.

Following up on the July 10, 2018 4B Board meeting, Fran informed the Board that they received information from staff outlining the two programs in the Corridor Enhancement Program, including Corridor Enhancement and Sign Removal and Replacement.

## B.2 Quarterly Update And Status Report On 2017-2018 4B Projects. (Kimberly Reese, Project Manager)

Kimberley Reese, Project Manager, presented the quarterly update to the Board on 15 projects funded or partially funded by the 4B Board. Included on the project list is the Lakeline Park master plan. While Lakeline Park is not a 4B funded project, it is a significant project that the City of Cedar Park is working on.

The Milburn Park Improvement project has been completed and pictures of the improvements will be shown at the end of the presentation.

Veterans Park Improvement Project final plans are under review and they are looking at construction to start late 2018 and early 2019.

The Trail Lighting project is under construction with some trail lights already installed in certain parks. Kimberley noted that the completion date for this project is pushed out to Fall 2020, because Parks would like to use a portion of this funding for Lakeline Park and that project isn't set to be completed for a few years, so they have pushed the completion date out to accommodate for that.

The Milburn Clubhouse study is underway and should be completed soon. More details to follow in the next few months.

The design of the lightpole banners have been approved by the PACE Board and will be transitioning from the design phase to fabrication and installation phase soon.

A date has been set for the The Lakeline Master Plan meeting. It will be held on August 27, 2018 at the Cedar Park Recreation Center. This is the third and final public meeting of the Lakeline Master Plan. The master plan is getting closer to finalization and then will be presented to City Council.

Brushy Creek Trail Improvement Project is in final review by TXDOT and construction is expected in early November.

Construction is underway for the Sidewalk Phase 4 Project and completion of the project is set to be around late November. Tom Gdala, Sr. Engineering Associate, will be in attendance at the next Board meeting with a more detailed update on the project.

The 3 turn lane projects are all in design phase currently and construction anticipated this spring.

Reconstruction of the Little Elm fire lane is currently in negotiations for design and expecting it to go into design phase shortly.

Vice President Lemon asked if the trail lighting project needed all of the \$50,000 in funding. Kimberley replied that when the project was initially funded, the Parks Department decided that a portion of that funding would be best used for Lakeline Park. Vice President Lemon asked if this project needed more funding and Kimberley will have the Parks Department present to the Board if they need additional funding.

Director Wood asked if the Fall 2020 date for the Trail Lighting Project is for a larger project or just their portion of the \$50,000. Kimberley confirmed that it is just a portion of the \$50,000 that the Parks Department would like to set aside to have trail lighting for the new Lakeline Park. Director Wood asked what the status of the trail lighting project was and if some of the lights have been installed. Mike DeVito, Assistant Director of Parks, updated the Board that a few of the trail lights have been installed and clarified that they are moving forward with the trail light project but wanted to set aside a portion of the funding for Lakeline Park. If the Parks Department goes through the entire amount of funding before Lakeline Park is completed, they will then ask the Board for more funding at that time. Vice President Lemon asked if this project was supposed to be in phases. Director Wood said that that was the intended purpose of the project was to go in phases. Mike DeVito confirmed that the project is still going as planned, but they wanted to be smart in where they were placing the trail lighting and he will keep the Board updated on the project as it progresses.

Vice President Lemon asked which locations the Sidewalk Gap project has started. Kimberley informed the board that construction has started on several locations at one time and that Tom Gdala, Sr. Engineering Associate, will inform the Board of the locations at the next meeting.

Kimberley updated the Board on the Dog Park Project at Brushy Creek Lake Park and informed the Board that the splash pad component that was originally in the plans had to be removed due to the TCEQ requirements. The splash pad required significant changes to the utility plan to be compliant and would be too costly and over budget. Director Wood asked if they would still utilize all the funding since the splash pad was a major component of funding. Kimberley replied that they would utilize all the funding without the splash pad to make it the best dog park and utilize the space. Director Lewis asked if the dog wash station was still part of the plan and Kimberley confirmed that it is still part of the plan. Completed plans for this project will be done in a month or so and will then move forward in bidding out for construction.

Finally, Kimberley presented to the Board pictures of the recent improvements to Milburn Park including the park sign, sand volleyball courts, shade structures, pavilion, and drinking fountains.

### B.3 Update On Revenue Projections And Fund Balance For The FY 2019 Proposed Budget. (Chad Tustison, Assistant Director Of Finance)

Chad Tustison, Assistant Director of Finance presented a sales tax update to include the May 2018 sales tax collection which was revised in the budget and set projections for FY2019. Chad went over the schedule and fund balance for the proposed FY2019 budget. With the updated May sales tax calculations, 1.96 million will carry over to FY 2019 and projecting sales tax estimate to be 4% which will leave a revised ending balance of \$157,000 FY 2019. Chad informed the Board that there will be public hearing dates on this budget on August 23, 2018 and September 6, 2018 with a Budget adoption on September 13.

Director Lewis asked if the \$157,000 remains through the entire budget process can it be considered by the Board to go into reserve. Chad replied that the increase in sales tax revenue budget is already going into the reserve. Vice President Lemon asked if the \$1.1 million for FY19 is what they have to spend on projects. Chad confirmed that \$1.1 Million can be used for projects.

Director Wood asked if there was a discussion at the Budget Workshop on Board fund balances in regards to savings, for example, if there is a savings, can the Board decide to put the money towards larger projects. Chad replied that he doesn't recall a discussion like that at the Budget Workshop, but there was a discussion on future projects, such as the Bell Blvd. Redevelopment.

Director Goodin mentioned that it is important hear the strategic vision and goals of the City Council and that the Board should keep that in mind when making project decisions.

## 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.

**Director Wood moved to approve the consent agenda as presented. Director Lewis seconded the motion and it passed with a 5-0 vote.**

## PUBLIC HEARINGS

D.1 None Scheduled.

**None.**

## 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)

**Fran Irwin, Director of Community Affairs informed the Board that staff presented this project at the July 10, 2018 meeting. Program descriptions and requirements were provided by staff to the Board prior to the meeting for review and discussion. Pastor Nathan Heft from Twin Lakes Fellowship was in attendance to answer any questions.**

**Director Wood asked if the location of the sign would be changed and wanted to make sure that there was enough visibility from the road for the sign. Pastor Heft said that the location of the sign would not change, it would just be shorter to comply with the City ordinance and he thought that there was sufficient visibility.**

**Director Wood moved to approve item E.1 as presented. Director Lewis seconded the motion and it passed with a 5-0 vote.**

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.

**Fran Irwin, Director of Community Affairs asked the Board to consider election of the Community Development (Type B) Board officers following the recommended changes to the Rules and Procedures, Articles of Incorporation and Bylaws at the July 10, 2018 meeting. Rule 3.1 states that the officers shall be elected each year by a majority vote of the Board in August. The term for each officer will start at the September meeting.**

**Director Lewis asked if this agenda item should wait until all members of the Board are present. JP LeCompte, City Attorney, said that it is at the Board's discretion if they wish to do so, but there is no guarantee that all of the Board members will be at the next meeting.**

Director Wood asked if the Secretary and Treasurer can be members of the City staff. JP LeCompte, City Attorney, confirmed that the Secretary and Treasurer can be City Staff.

Vice President Lemon motioned to be elected as President. There was no seconded motion. The motion did not pass.

Director Ryan Wood motioned to be elected as President. Director Lewis seconded the motion and it passed with a 5-0 vote.

Director Kar motioned for Director Ginger Goodin to be elected as Vice President. President Wood seconded the motion and it passed with a 5-0 vote.

Director Wood motioned for Fran Irwin, Director of Community Affairs, to be elected as Secretary. Director Kar seconded the motion and it passed with a 5-0 vote.

Director Lewis motioned for Kent Meredith, Director of Finance, to be elected as Treasurer. Director Wood seconded the motion and it passed with a 5-0 vote.

E.3 Consider Designation Of Board Representatives At The August 23<sup>rd</sup> and September 6<sup>th</sup>, 2018 City Council Meetings.

President Wood motioned to designate himself and Director Lemon to be in attendance at both the August 23, 2018 and September 6, 2018 City Council Meetings. Director Lewis seconded the motion and it passed with a 5-0 vote.

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:*

**No Executive 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.

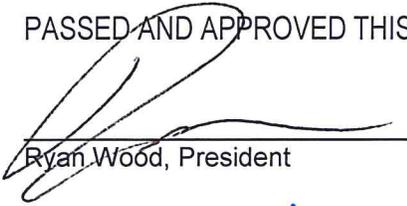
**Director Kar congratulated Ryan Wood and Ginger Goodin on their new Board member positions.**

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.

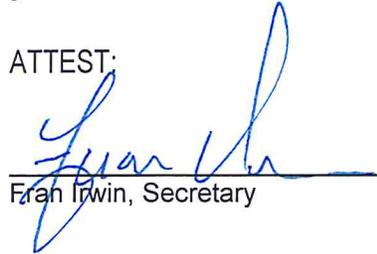
H.1 Adjournment.

**The meeting adjourned at 7:09 p.m.**

PASSED AND APPROVED THIS THE 11<sup>th</sup> DAY OF SEPTEMBER, 2018.

  
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Ryan Wood, President

ATTEST:

  
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Fran Irwin, Secretary