

**CEDAR HILL COMMUNITY DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING
THURSDAY, JUNE 18, 2020
MINUTES**

The Board of Directors of the Cedar Hill Community Development Corporation (CDC) conducted a meeting by video conference on June 18, 2020 at 6:00 p.m.

Community Development Corporation Directors Present: Ruth Ann Bechdol, Warren Goss, Joseph Graves, Remelle Edwards, Gayle Sims, Steven Cook, Valerie Banks, David Bushart

Absent: Melissa Medina, Dwight Pinnix

City Staff Present: City Manager Greg Porter, Parks and Recreation Director William Ford, Parks Superintendent Shawn Ray, Recreation Superintendent Carolyn Skeels, Executive Secretary Jennifer Parrish.

I. Call the Meeting to Order.

Ruth Ann Bechdol called the meeting to order at 6:15 p.m.

II. Citizen's Forum.

There were no public comments submitted for discussion.

III. Approve regular CDC minutes of May 28, 2020.

Ruth Ann Bechdol reviewed minor changes made to the minutes. Joseph Graves made a motion to accept the minutes as presented. Gayle Sims seconded the motion. The minutes were approved unanimously.

IV. Conduct a Public Hearing to receive comment on projects recommended for funding during FYE 2021.

City Manager Greg Porter presented the proposed budget report for FYE 2021.

Ruth Ann Bechdol opened the public hearing to receive comment on projects recommended for funding FYE 2021 at 6:18 p.m. There were no comments from citizens.

Gayle Sims spoke in favor of projects as presented.

Ruth Ann Bechdol closed the Public Hearing at 6:20 p.m.

V. Consider adoption and recommendation of the FYE 2021 budget.

Recommended projects for the FYE 2021 budget were replacement equipment for the Valley Ridge playground with the cost of \$125,000 and soccer goals for Valley Ridge Park with the cost of \$12,000.

Also discussed was the South Clark Road Trail with construction costs of \$1,017,877 for FYE 2021. \$753,000 is carried forward from FYE 2020. Grant funding will offset the project cost by \$1,053,000. The total cost for the FYE 2021 budget is estimated at \$719,877.

Joseph Graves made a motion to accept the proposed FYE 2021 budget as presented. Steven Cook seconded the motion. The budget was approved unanimously.

VI. Consider awarding a bid and authorizing the Community Development Corporation President to execute an agreement with ICOS Management, LLC for new metal guard fence and related materials along Balcones Trail.

Joseph Graves made a motion to award a bid and authorize President Ruth Ann Bechdol to execute the agreement with ICOS Management, LLC for new metal guard fence and related materials along Balcones Trail. Warren Goss seconded the motion. It was approved unanimously.

VII. Adjourn.

Warren Goss made a motion to adjourn. Dr. Remelle Edwards seconded the motion. The meeting was adjourned at 6:40 p.m.

Ruth Ann Bechdol

Ruth Ann Bechdol, President

Jennifer Parrish

Jennifer Parrish, Executive Secretary

Community Development Corporation

(0308)

The Cedar Hill Community Development Corporation is tasked with bringing much needed recreational, facility development and tourism opportunities to the City of Cedar Hill. The mission of the CDC is to plan the growth and development of the Cedar Hill Park & Recreation system by administering the City's quarter-cent sales tax and apply it towards capital projects benefiting town parks and related projects. On January 15, 1994, the voters of the City approved the imposition of an additional sales and use tax of one-half of one percent (1/2 of 1%) for economic development and an additional one-half of one percent (1/2 of 1%) for community development. Collection for each additional tax went into effect on July 1, 1994.

PROPOSED BUDGET FY 2020-2021



Board of Directors

Ruth Ann Bechdol, President

Warren J. Goss, Jr., Vice President

Steven Cook

Dr. Remelle Edwards

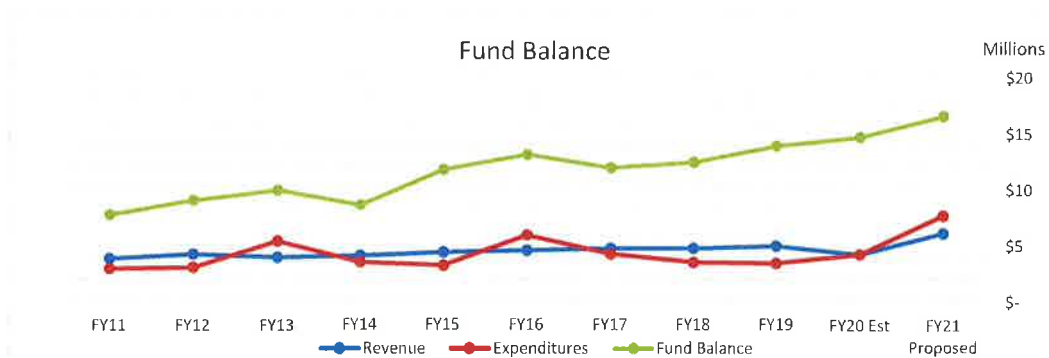
Joseph Graves, Jr.

Melissa Medina

Dwight Pinnix

David Bushart - ex-officio

Gayle Sims - ex-officio



COMMUNITY DEVELOPMENT CORPORATION

Highlights: Proposed Budget

- Sales Tax is conservatively estimated for FY21 at 1.7% over 2019 budgeted; and 16.5% over FY20 estimated actual or \$617K; this amount is skewed due to the loss as a result of COVID-19
- Valley Ridge and Alan E. Sims Recreation Center Fees are proposed to decrease by \$105,000 or 15.4% for FY 20-21. The reduction is adjusting to trends.
- The budget includes federal grant participation on South Clark Road Trail of \$1,053,000 approved by Council in January 2020.
- Personnel Costs: Preliminarily budgeted with 3% increase in wages and benefits
- Operations: Before CDC Board Add-ons the Operations budget is proposed to increase by 5.1% or \$131,000. Utility costs are the main driver at \$120,000 (driven by trail utility additions and Valley Ridge Estimates)
- Debt: Scheduled Principal and Interest Payments are included.
- Capital: Trail Systems - THE CDC Board approved \$770,000 in FY 19; the design work is 95% complete for South Clark Trail; South Clark will be carried forwarded into FY 21 at \$1.8M which includes \$35K for construction administration; Includes continuation of the Straus Road feasibility Study of \$125,000 in FY 21. Soccer Goal replacement for \$12,000 and Year-1 Valley Ridge Playground replacement for \$125,000 is proposed.

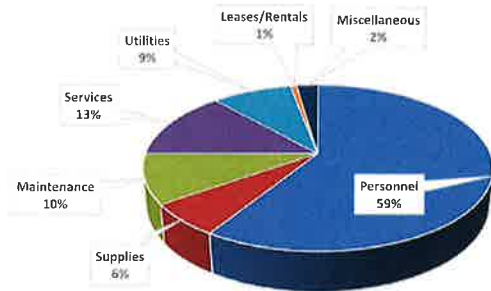
❖ Debt: Current principal and interest payment in 2020 =	\$973,019
<ul style="list-style-type: none"> ● Other Operations Budgeted Items <ul style="list-style-type: none"> ● Valley Ridge Park Staffing - 6 Full-time equivalents (Maintenance Crews) ● Alan E. Sims Rec Center - 23 Full-time equivalents (Admin, Custodial, Events and Recreation) ● Personnel Costs make up about <u>58%</u> of the CDC Operations Budget. 	
❖ Operations Budgets:	\$ 2,685,452
<ul style="list-style-type: none"> ● CDC Board Approved Capital Projects: (SEE CDC PROJECTS SUMMARY) ● Alan E. Sims Recreation Center Projects: (prior budget commitment -locker rooms) \$ 185,000 ● Valley Ridge Park: Soccer Goals, Playground Replacement \$ 137,000 ● Trail System Enhancements and Improvements: South Clark Road (revised estimate) \$ 1,017,877 ● Includes Federal Grant Participation - \$1,053,000 \$0 ● Trail System Enhancements and Improvements: Prior Budget commitments for trail improvements (Balcones, Strauss & S.Clark) \$ 2,664,804 	
❖ Capital Budget (Continuation and Growth)	\$ 4,004,681
❖ Total Proposed 20-21 Budget (Includes Carry Forward of Prior Year Commitments)	\$ 7,663,152
❖ Fund Balance: 09/30/2020	\$ 10,457,758
❖ Fund Balance: 09/30/2021	\$ 8,877,296
<ul style="list-style-type: none"> ● Projected at FYE 2020, \$10,453,320; Net draw down of \$4,264 ● 25% Fund Balance Goal for FYE21 = \$1,257,385 (25% of Revenue- less grant funds) ● Committed Funds = (\$4,250,000) ● Available for appropriation: \$3,291,668 	

COMMUNITY DEVELOPMENT CORPORATION

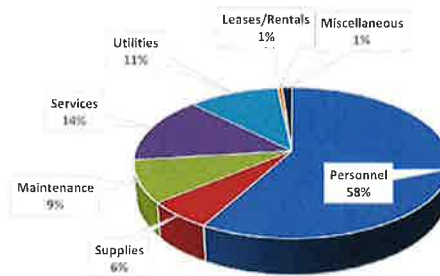
COMMUNITY DEVELOPMENT CORPORATION Revenue, Expenses and Changes in Fund Balance Fund 0308

	ACTUAL 2017-2018	ACTUAL 2018-2019	BUDGET 2019-2020	ESTIMATED 2019-2020	PROPOSED 2020-2021	\$ Var	% Var
BEGINNING FUND BALANCE	\$ 7,674,412	\$ 8,924,906	\$ 10,457,584	\$ 10,457,584	\$ 10,457,758		
REVENUES							
Sales tax	\$ 4,000,473	\$ 4,143,745	\$ 4,269,232	\$ 3,729,438	\$ 4,341,688	\$ 72,456	1.70%
Interest income	149,114	254,914	205,000	206,311	109,500	(95,500)	-46.59%
Charges for services	602,800	555,137	680,350	259,758	575,350	(105,000)	-15.43%
Intergovernmental	-	-	-	-	1,053,151	1,053,151	0.00%
Miscellaneous	25,516	22,978	12,000	7,401	3,000	(9,000)	-75.00%
TOTAL OPERATING REVENUES	\$ 4,777,904	\$ 4,976,774	\$ 5,166,582	\$ 4,202,908	\$ 6,082,689	\$ 916,107	17.73%
EXPENDITURES							
Personnel	\$ 1,408,198	\$ 1,286,117	\$ 1,544,485	\$ 1,422,869	\$ 1,558,539	14,054	0.91%
Supplies	123,741	120,741	162,479	152,334	\$ 159,665	(2,814)	-1.73%
Maintenance	192,206	367,729	244,720	234,020	\$ 242,520	(2,200)	-0.90%
Services	264,256	316,541	371,554	321,942	\$ 387,068	15,514	4.18%
Utilities	310,317	259,854	170,457	211,422	\$ 290,451	119,994	70.40%
Leases/Rentals	39,939	19,328	23,628	16,301	\$ 15,975	(7,653)	-32.39%
Miscellaneous	24,575	29,852	37,107	55,658	\$ 31,235	(5,872)	-15.82%
Total Operating Expenditures	\$ 2,363,232	\$ 2,400,162	\$ 2,554,430	\$ 2,414,546	\$ 2,685,452	\$ 131,022	5.13%
Capital Outlays	\$ 422,590	\$ 68,282	\$ 1,309,381	\$ 814,375	\$ 4,004,681	\$ 2,695,300	205.85%
Debt	741,588	975,653	973,813	973,813	973,019	(794)	-0.08%
Total Capital and Debt	\$ 1,164,178	\$ 1,043,935	\$ 2,283,194	\$ 1,788,188	\$ 4,977,699	\$ 2,694,505	118.01%
TOTAL EXPENDITURES	\$ 3,527,410	\$ 3,444,097	\$ 4,837,624	\$ 4,202,734	\$ 7,663,152	\$ 2,825,528	58.41%
NET CHANGE	\$ 1,250,494	\$ 1,532,679	\$ 328,960	\$ 175	\$ (1,580,462)		
ENDING FUND BALANCE	\$ 8,924,906	\$ 10,457,584	\$ 10,786,544	\$ 10,457,758	\$ 8,877,296	\$ -	

**2019-2020 Estimated Actual
Operating Expenditures by Category**



**2020-2021 Proposed Budget
Operating Expenditures by Category**

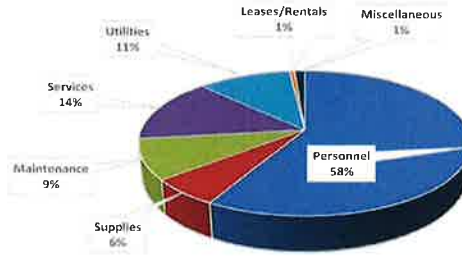


COMMUNITY DEVELOPMENT CORPORATION

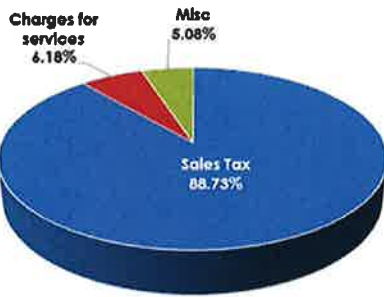
2019-2020 Estimated Actual
Operating Expenditures by Category



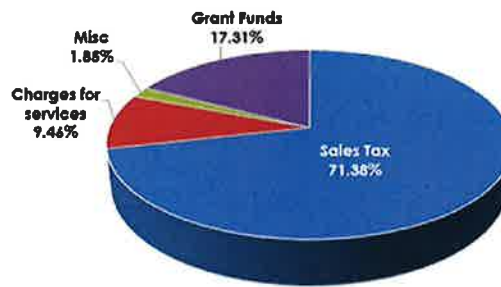
2020-2021 Proposed Budget
Operating Expenditures by Category



19-20 ESTIMATED REVENUE



20-21 PROPOSED REVENUE BUDGET



Sources	Estimated 19-20	Proposed 20-21
Sales Tax	3,729,438	4,341,688
Charges for services	259,758	575,350
Misc	213,712	112,500
Grant Funds	-	1,053,151
	4,202,908	6,082,689

COMMUNITY DEVELOPMENT CORPORATION

Community Development Corp Revenue Schedule			2019-2020		2020-2021		
Account Number	2017-2018	2018-2019	Budget	FYE Estimated	Proposed	\$ Var	% Var
Investment Income							
0308-100-000-47102							
Investment Pool Interest	44,264	-	-	-	-	-	0%
0308-100-000-47104							
Securities Investment Interest	-	-	-	-	-	-	0%
0308-100-000-47105							
Restricted Assets Interest	-	-	-	-	-	-	0%
0308-100-000-47111							
Interest Allocation - Bank Account	104,850	254,914	205,000	206,311	109,500	(95,500)	-47%
0308-100-000-47112							
Interest Allocation - Investment Pool	-	-	-	-	-	-	0%
Total Investment Income	149,114	254,914	205,000	206,311	109,500	(95,500)	-47%
Taxes							
0308-400-000-40201							
Sales Taxes	4,000,473	4,143,745	4,269,232	3,729,438	4,341,688	72,456	1.70%
Total Taxes	4,000,473	4,143,745	4,269,232	3,729,438	4,341,688	72,456	1.70%
Intergovernmental Revenues							
0308-400-000-42103							
Incoming Grant Revenue	-	-	-	-	1,053,151	1,053,151	0%
0308-400-000-42121							
Federal College Work Study	-	-	-	-	-	-	0%
0308-400-000-42301							
Red Oak Creek Trail	-	-	-	-	-	-	0%
Total Intergovernmental Revenues	-	-	-	-	1,053,151	1,053,151	0%
Charges For Services							
0308-400-000-43308							
Recreation Merchandise	213	2,051	350	245	350	-	0%
0308-400-000-43325							
Volleyball Fees	-	-	-	-	-	-	0%
0308-400-000-43350							
Recreation Center Fees	578,375	533,272	650,000	246,732	550,000	(100,000)	-15%
0308-400-000-43356							
Valley Ridge Rental	24,212	19,814	30,000	12,781	25,000	(5,000)	-17%
Total Charges For Services	602,800	555,136	680,350	259,758	575,350	(105,000)	-15%
Miscellaneous Income							
0308-400-000-40115							
Discounts & Rebates	5,742	-	-	3,661	-	-	0%
0308-400-000-48535							
Other Donations	14,258	14,060	10,000	3,740	3,000	(7,000)	-70%
0308-400-000-48901							
Cash Short/Over	81	-	-	-	-	-	0%
Total Miscellaneous Income	25,516	14,060	10,000	7,401	3,000	(7,000)	-70%
0308-400-49000 Other Financing Sources							
0308-400-000-49101							
Interfund Transfer In	-	-	-	-	-	-	0%
0308-400-000-49199							
Proceeds From Debt Issuance	-	-	-	-	-	-	0%
Total Other Financing Sources	-	-	-	-	-	-	0%
Total Community Development Corp Revenue	4,777,904	4,967,856	5,164,582	4,202,908	6,082,689	918,107	18%

COMMUNITY DEVELOPMENT CORPORATION

	COMMITMENTS	BALANCE
FY21 Estimated Beginning Fund Balance (09-30-2021) - Continuation Budget	\$ 8,877,296	\$ 8,877,296
Rec Center Set Aside (PH II) (circa 2006)	(3,000,000)	5,877,296
Community Park & Nature Preserve Land Acquisition (2014)	(1,250,000)	4,627,296
So Clark Trail (2020) Carry Forward - includes construction/ drainage/signage/bike racks/signals - item in continuation budget	-	4,627,296
Strauss Road Trail Feasibility Study (2020) Carry forward - item in continuation budget	-	4,627,296
Balcones Trail Construction (2016)- Carry forward - item in continuation budget	-	4,627,296
Balcones Trail Signage (2019) - Carry forward - item in continuation budget	-	4,627,296
Alan E Sims Recreation Center - Lock Room Rehab - item in continuation budget	-	4,627,296
Fund Balance Policy Initiative = 25% of Revenues	(1,257,385)	3,369,912
Total Unassigned Fund Balance after Commitments FYE 2021	\$ 3,369,912	

Carry Forward = unspent portion of commitment of Board

COMMUNITY DEVELOPMENT CORPORATION

COMMUNITY DEVELOPMENT CORPORATION - FY20-21 PROGRAM REQUEST								
#	FY20-21 PROGRAM REQUEST	DEPT/DIVISION	RECURRING COST	ONE-TIME COST	TOTAL FIRST YEAR COST	BOARD PROPOSED	FUNDING OPTIONS/NOTES	# of Years Requested
1	Athletic Field Lighting (additions & conversions)	(415) Valley Ridge	6,300	453,000	459,300	No	O&M Cost is for electricity	1
2	Replacement Equipment - Valley Ridge Playground	(415) Valley Ridge		125,000	125,000	YES	Year 1 of 4 Year Plan	3
3	Soccer Goals ^	(415) Valley Ridge		12,000	12,000	YES		1
CDC FUND TOTAL:			\$6,300	\$ 590,000	\$ 596,300	\$ 137,000		
<small>* All Personnel request includes Equipment, Uniforms and Benefits unless otherwise stated ** Programs listing based on priority of needs ^ Program Submitted to the CDC by the Community</small>								

STAFFING SCHEDULE

BY DEPARTMENT, FUNCTION and POSITION
(Full Time Equivalency- FTE)
** Includes Budgeted Positions (Filled & Vacant)*
Full Time & Part-Time Budgeted Positions
Full Time = 2,080 Hours/Year Non-Sworn Personnel

FUND	DEPARTMENT	FUNCTION	Actual	Actual		Budgeted	Proposed	Compare
			FY17	FY18	FY19	FY20	FY 21	20/21 Diff PY (#)
CDC	Dpt. 415 - Valley Ridge Park	Community Services	9	5	5	6	6	0
CDC	Dpt. 435 - Recreation Center	Community Services	23	23	23	23	23	0
Total			32	28	28	29	29	0



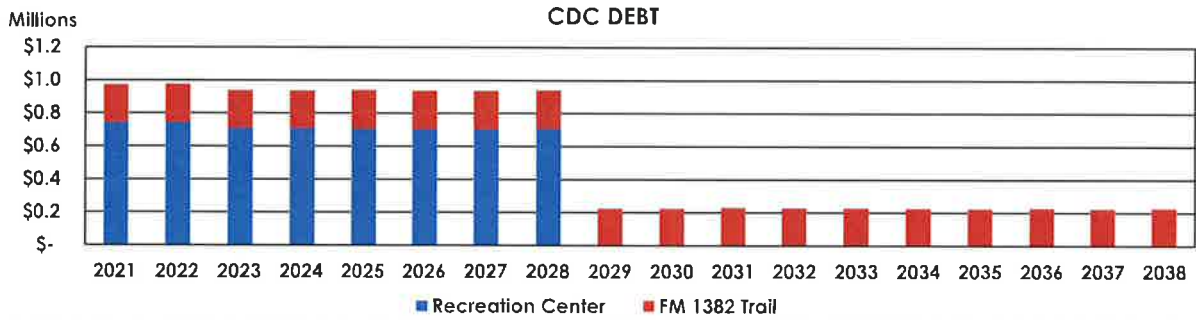
COMMUNITY DEVELOPMENT CORPORATION

FY 2021 PROJECT SUMMARY REVIEW					
FY 2021 CDC Projects (Equipment Replacement, Growth & Projects)					
Requesting Department	Project Name	CONT'N 2020-2021	Growth 2020-2021	Proposed 2020-2021	Notes
(405) Trails Ops & Maint.	Balcones Trail PH 2: Trail Construction (State Park to JPL Overlook)	\$ 1,354,054	\$ -	\$ 1,354,054	Approved in FY 15 and FY 17
(405) Trails Ops & Maint.	S. Clark Road Trail Construction	\$ 755,000	\$ 1,017,877	\$ 1,772,877	Grant offset of \$1,053,000 (Net cost \$719,877)
(405) Trails Ops & Maint.	S. Clark Road Trail Design	\$ 77,000	\$ -	\$ 77,000	Approved in FY 18-19 Budget
(405) Trails Ops & Maint.	Straus Road Trail Feasibility Study	\$ 125,000	\$ -	\$ 125,000	Approved in FY 19-20 Budget
(435) AESCHRC	Locker Room Rehab	\$ 185,000	\$ -	\$ 185,000	Approved in FY 18-19 Budget
(405) Trails Ops & Maint.	FM 1382 Signage: Signage and Amenities	\$ 353,750	\$ -	\$ 353,750	Signage approved in FY 2018-2019 Budget
(415) Valley Ridge Park	Field Lighting	\$ -	\$ -	\$ -	New Program - deferred
(415) Valley Ridge Park	Playground Replacement	\$ -	\$ 125,000	\$ 125,000	New Program -year 1 of 4 year program
(415) Valley Ridge Park	Soccer Goals	\$ -	\$ 12,000	\$ 12,000	New Program
TOTALS		\$ 2,849,804	\$ 1,154,877	\$ 4,004,681	
Capital By Department					
CDC Admin. (400)		\$ -			
Trails Ops & Maint. (405)		\$ 3,682,681			
Valley Ridge Park (415)		\$ 137,000			
AESCHRC (435)		\$ 185,000			
		\$ 4,004,681			

COMMUNITY DEVELOPMENT CORPORATION

Community Development Corporation DEBT SCHEDULE

FISCAL YEAR	Alan E. Sims Recreation Center REFUNDING AND IMPROVEMENT BONDS			F.M. 1382 Hike and Bike Trail CERTIFICATES OF OBLIGATION BONDS			ANNUAL TOTAL
	SERIES 2011			SERIES 2018			
	Principal	Interest	Total	Principal	Interest	Total	
2021	550,000	195,819	745,819	125,000	102,200	227,200	973,019
2022	570,000	177,097	747,097	130,000	97,725	227,725	974,822
2023	560,000	151,894	711,894	135,000	92,425	227,425	939,319
2024	580,000	130,519	710,519	140,000	86,925	226,925	937,444
2025	605,000	104,519	709,519	150,000	81,125	231,125	940,644
2026	630,000	76,400	706,400	155,000	75,800	230,800	937,200
2027	660,000	46,906	706,906	160,000	71,075	231,075	937,981
2028	695,000	15,203	710,203	165,000	66,200	231,200	941,403
2029	-	-	-	165,000	61,250	226,250	226,250
2030	-	-	-	170,000	56,225	226,225	226,225
2031	-	-	-	180,000	50,975	230,975	230,975
2032	-	-	-	185,000	45,269	230,269	230,269
2033	-	-	-	190,000	39,175	229,175	229,175
2034	-	-	-	195,000	32,919	227,919	227,919
2035	-	-	-	200,000	26,250	226,250	226,250
2036	-	-	-	210,000	19,075	229,075	229,075
2037	-	-	-	215,000	11,638	226,638	226,638
2038	-	-	-	225,000	3,938	228,938	228,938
Total	5,385,000	\$1,106,219	\$6,491,219	\$3,220,000	\$1,126,138	\$4,346,138	10,837,356



COMMUNITY DEVELOPMENT CORPORATION

Sales Tax Forecast									
Fiscal Year	Sales Tax City-wide Budget	Total Sales Tax Received	1¢ City	3/8 of 1¢ EDC	1/2¢ CDC	1/8 of 1¢ CCD	Total Distributed	% Chg Yr/Yr	% of Budget
2008	12,600,000	12,224,819	6,112,410	3,056,205	3,056,205	-	12,224,819	5.2%	97.02%
2009	13,077,500	11,772,591	5,886,296	2,943,148	2,943,148	-	11,772,591	-3.7%	90.02%
2010	12,600,000	12,123,569	6,061,784	3,030,892	3,030,892	-	12,123,569	3.0%	96.22%
2011	12,000,000	12,091,229	6,045,614	3,022,807	3,022,807	-	12,091,229	-0.3%	100.76%
2012	12,350,000	12,598,457	6,299,228	3,149,614	3,149,614	-	12,598,457	4.2%	102.01%
2013	12,351,500	13,487,683	6,786,900	2,545,088	3,393,450	762,245	13,487,683	7.1%	109.20%
2014	13,695,000	13,535,927	6,755,253	2,533,220	3,377,627	869,827	13,535,927	0.4%	98.84%
2015	14,252,320	14,272,514	7,110,420	2,666,407	3,555,210	940,477	14,272,514	5.4%	100.14%
2016	14,563,065	15,262,221	7,629,897	2,861,211	3,814,948	956,165	15,262,221	6.9%	104.80%
2017	15,850,240	14,699,497	7,839,731	2,939,899	3,919,866	986,361	15,685,858	2.8%	98.96%
2018	16,684,990	15,001,775	8,000,947	3,000,355	4,000,473	1,028,634	16,030,409	2.2%	96.08%
2019	16,487,481	15,539,045	8,287,491	3,107,809	4,143,745	971,988	16,511,034	3.0%	100.14%
2020	17,063,565	14,538,931	7,754,096	2,907,786	3,803,243	1,001,148	15,466,274	-6.33%	90.64%
2021	17,312,514	16,281,332	8,683,377	3,256,266	4,341,688	1,031,183	17,312,514	11.94%	100.00%
2022	17,721,148	16,659,030	8,884,816	3,331,806	4,442,408	1,062,118	17,721,148	2.36%	100.00%
2023	18,192,521	17,098,539	9,119,221	3,419,708	4,559,610	1,093,982	18,192,521	2.66%	100.00%
2024	18,694,214	17,567,413	9,369,287	3,513,483	4,684,643	1,126,801	18,694,214	2.76%	100.00%
2025	19,306,441	18,145,836	9,677,779	3,629,167	4,838,890	1,160,605	19,306,441	3.27%	100.00%
2026	19,904,309	18,748,812	9,999,366	3,749,762	4,999,683	1,155,497	19,904,309	3.10%	100.00%

