

A G E N D A

A regular meeting of the Waxahachie Community Development Corporation (WCDC) to be held in the Council Chamber at City Hall, 401 S. Rogers, Waxahachie, Texas on ***Tuesday, March 1, 2022 at 3:00 p.m.***

Board Members: Daniel Morton, President
Bob Lynn, Vice President
Doug Barnes, Mayor
Michael Scott, City Manager
Judy Demoney
Elizabeth Tull
David McSpadden

Ex-Officio Members: Amber Villarreal, City Secretary
Chad Tustison, Director of Finance
Kevin Strength, President/CEO Chamber of Commerce

1. Call to Order
2. ***Public Comments:*** Persons may address the Waxahachie Community Development Corporation on any issues. This is the appropriate time for citizens to address the Corporation on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Corporation may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.
3. Approval of minutes of the Waxahachie Community Development Corporation regular meeting of November 9, 2021
4. Receive Fiscal Year 2022 1st Quarter Financial Report
5. Consider supplemental appropriation for additional track repairs and increased scope of wrought iron fencing
6. Consider supplemental appropriation to the FY21-22 Civic Center budget for increased costs associated with the restroom and dressing room renovations
7. Discuss and consider potential funding source for Crape Myrtle Festival fireworks show
8. Adjourn

The Board of Directors of the Waxahachie Community Development Corporation reserves the right to go into Executive Session on any posted item.

This meeting location is wheelchair-accessible. Parking for mobility impaired persons is available. Any request for sign interpretive services must be made forty-eight hours ahead of the meeting. To make arrangements, call the City Secretary at (469) 309-4006 or (TDD) 1-800-RELAYTX.

Notice of Potential Quorum

***One or more members of the Waxahachie City Council may be present at this meeting.
No action will be taken by the City Council at this meeting.***

Waxahachie Community Development Corporation
November 9, 2021

A regular meeting of the Waxahachie Community Development Corporation (WCDC) was held in the Council Chamber at City Hall, 401 S. Rogers, Waxahachie, Texas on Tuesday, November 9, 2021 at 3:00 p.m.

Members Present: Daniel Morton, President
Bob Lynn, Vice President
Doug Barnes, Mayor
Michael Scott, City Manager
Judy Demoney
Elizabeth Tull
David McSpadden

Ex-Officio Amber Villarreal, City Secretary
Members Present: Chad Tustison, Director of Finance

Ex-Officio Kevin Strength, President/CEO Chamber of Commerce
Members Absent:

Others Present: Gumaro Martinez, Executive Director of Parks & Leisure Services
Laurie Mosley, Director of Convention & Visitors Bureau
April Ortiz, Civic Center Director
Chris Seale, Horticulturist
James Villarreal, Assistant Director Sports Complex

1. Call to Order

President Dan Morton called the meeting to order.

2. Public Comments

None

3. Reorganize the Board

Action:

Mr. Bob Lynn moved to nominate Dan Morton as President. Mr. David McSpadden seconded, All Ayes.

Mr. Dan Morton moved to nominate Bob Lynn as Vice President. Ms. Judy Demoney seconded, All Ayes.

4. Approval of minutes of the Waxahachie Community Development Corporation regular meeting of September 14, 2021 and Work Session of September 14, 2021

Action:

Ms. Elizabeth Tull moved to approve minutes of the WCDC meetings of September 14, 2021 and Work Session of September 14, 2021. Mayor Doug Barnes seconded, All Ayes.

5. Consider request to allow for private Sanitary Sewer Easement within Waxahachie Sports Complex property

City Manager Michael Scott explained he received a request from Mark Singleton requesting the use of a private sanitary sewer easement through the Sports Complex to serve his property. Mr. Scott noted staff has reviewed and has no issues.

City Engineer James Gaertner explained the easement will be private and Mr. Singleton will be responsible for maintaining.

Action:

Vice President Bob Lynn moved to approve the private Sanitary Sewer Easement within Waxahachie Sports Complex property. City Manager Michael Scott seconded, All Ayes.

6. Consider ratification of Supplemental Appropriation for the replacement of HVAC compressor at the Civic Center

April Ortiz, Civic Center Director, requested approval of a ratification of Supplemental Appropriation for the replacement of the HVAC compressor at the Civic Center. She explained, due to the immediate need of the replacement, City Council approved the request at the October 4th meeting.

Action:

Mr. David McSpadden moved to approve the ratification of Supplemental Appropriation for the replacement of HVAC compressor at the Civic Center. Ms. Judy Demoney seconded, All Ayes.

7. Consider Supplemental Appropriation to fund power distribution boxes and cable connections for Railyard Park

Gumaro Martinez, Executive Director of Parks & Leisure Services, requested approval to fund the purchase of two power distribution boxes and two sets of cam lock cable connections for use at Railyard Park. He explained the equipment would allow for ample electrical power for any event or concert performing on stage.

Action:

Ms. Judy Demoney moved to approve Supplemental Appropriation to fund power distribution boxes and cable connections for Railyard Park. Ms. Elizabeth Tull seconded, All Ayes.

8. Consider award for the Synthetic Turf Improvements Project Phase 2

James Villarreal, Assistant Director Sports Complex, requested award to Sports Fields, Inc. in the amount of \$576,500.00 and approval for additional funding for the Synthetic Turf Improvements Project Phase II in the amount of \$75,000.00. He explained the additional funding would cover the \$46,500 over-budget for the turf improvements, \$8,970 for additional consultant fees, and \$19,530 in contingency for any unforeseen issues.

(3)

Waxahachie Community Development Corporation

November 9, 2021

Page 3

Action:

Mr. David McSpadden moved to award Synthetic Turf Improvements Project Phase II to Sports Fields, Inc. in the amount of \$576,500.00 and approve additional funding in the amount of \$75,000.00. Mayor Doug Barnes seconded, All Ayes.

9. Adjourn

Mr. McSpadden praised Mr. Chris Seale and his team on the beautification efforts and complimented Mr. Martinez on the progress for the Wags-A-Hachie Dog Park improvements.

President Morton announced monthly reports were included separately in the packet for review and he thanked staff for all their work.

There being no further business, the meeting adjourned at 3:19 p.m.

Respectfully submitted,

Amber Villarreal
City Secretary

(4)



Memorandum

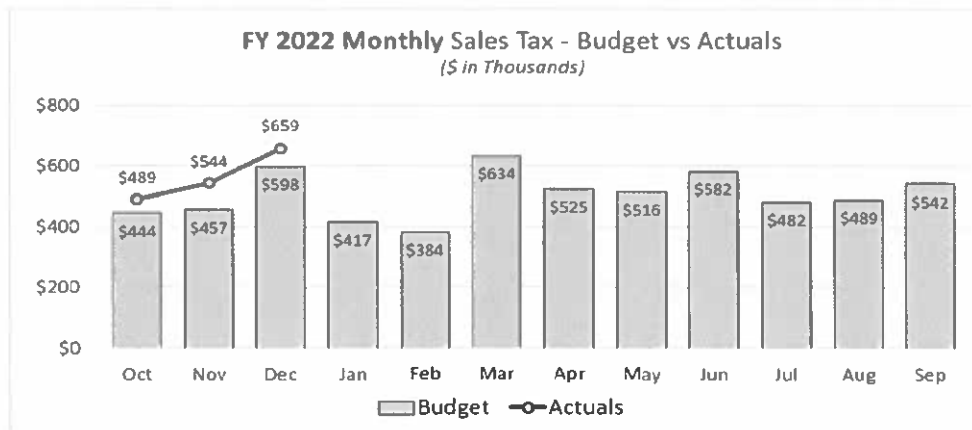
To: Waxahachie Community Development Corporation (WCDC)
From: Chad Tustison, Finance Director
Thru: Michael Scott, City Manager
Date: February 23, 2022
Re: Fiscal Year 2022 1st Quarter Financial Report

This is the first Quarter Financial Report for Fiscal Year 2021, covering the period of October 2021 through December 2021. The attached report compares actual revenue collections and expenses incurred during the year to the approved budget.

The WCDC fund accounts for revenues and expenses associated with the Waxahachie Community Development Corporation (WCDC) in operating the Civic Center and Sports Complex, promoting economic development, and implementing quality of life improvements throughout the community. In summary, the Fund's financial position is positive.

- **Revenues** for the first quarter came in at \$1.83 million, or 27% of the budget. Strong revenues can be largely attributed to continued strong sales tax collections, accounting for 90% of the Fund's resources. Of the 8.25 cents for every dollar of taxable sales, the WCDC Fund receives an allocation of 0.5 cents, the state of Texas collects 6.25 cents, and 1.5 cents are distributed to the City's General Fund.

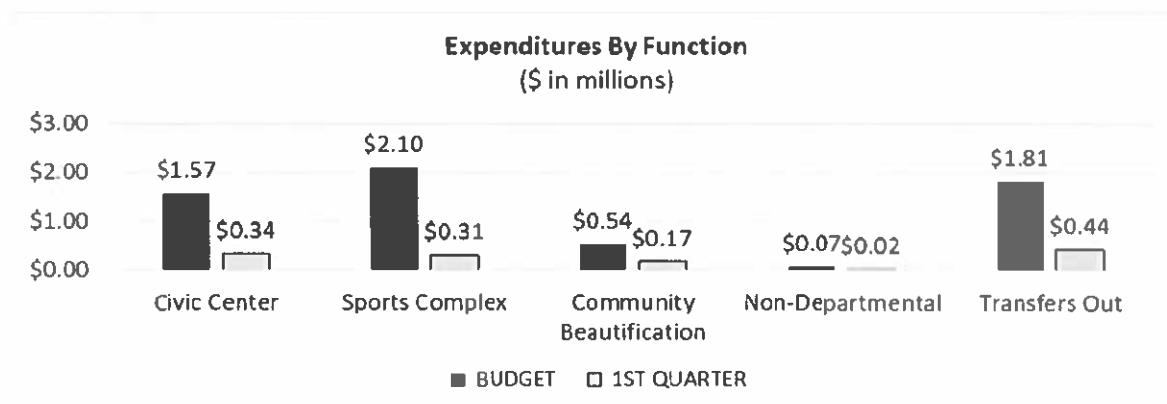
Through the second quarter, collections in the WCDC Fund total \$1.69 million and represent an increase of 20% over the prior year. Compared to the budget for the same period, sales tax collections are up \$193,000, or 13%, over the budget.



Although sales tax revenue accounts for over 90% of the Fund’s resources, it also relies on user fees at the Sports Complex, and room and equipment rentals from activity at the Civic Center. Revenues at the Civic Center are in line with the budget. Revenues at the sports complex will begin to increase as we move into Spring and Summer sports programs and tournaments.

Expenditures for the first quarter totaled \$1.27 million, or 19% of the FY 2022 Budget. It is typical for spending to lag in the first quarter as work begins on major projects included in the budget, such as the synthetic turf project, resurfacing of the track, and renovations at the Civic Center. As the year progresses and contracts are authorized and executed, these funds are anticipated to be spent at budgeted levels.

The following chart compares the budget for each WCDC function to the actual expenditures through the fourth quarter.



(4)



WAXAHACHIE COMMUNITY DEVELOPMENT CORPORATION
QUARTERLY FINANCIAL REPORT
FISCAL YEAR 2022 ~ 1ST QUARTER
(October 1, 2021 thru December 31, 2021)

WAXAHACHIE COMMUNITY DEVELOPMENT FUND (WCDC) SUMMARY

	ACTUAL FY 2021	BUDGET FY 2022	1ST QUARTER FY 2022	QTR ACTUAL AS % OF BUDGET
Beginning Balance	\$2,495,952	\$3,602,324		
REVENUES BY CATEGORY				
Sales Tax	\$6,015,035	\$6,070,000	\$1,692,419	28%
Charges for Service - Civic Center	392,714	412,590	104,706	25%
Charges for Service - Sports Complex	178,047	204,440	36,793	18%
Miscellaneous	1,988	5,340	509	10%
Transfers In	50,000	50,000	0	0%
Total Revenues	\$6,637,783	\$6,742,370	\$1,834,428	27%
EXPENDITURES BY FUNCTION				
Civic Center	\$1,150,358	\$1,552,042	\$337,457	22%
Sports Complex	1,552,724	2,102,141	305,414	15%
Community Beautification	537,153	540,425	174,463	32%
Non-Departmental	493,409	638,388	18,571	3%
Transfers Out	1,797,767	1,809,571	435,945	24%
Total Expenditures	\$5,531,411	\$6,642,567	\$1,271,850	19%
Gross Ending Balance	\$3,602,324	\$3,702,128		
Minimum Reserves (95 days Operating)		(1,420,519)		
Available After Reserve		\$2,281,608		

* Quarterly actual figures are preliminary and unaudited

(5)



Memorandum

To: Waxahachie Community Development Corporation
From: Gumaro Martinez, Executive Director of Parks & Leisure Services
Thru: Michael Scott, City Manager
Date: 2/21/2022
Re: Consider Supplemental Appropriation for Additional Track Repairs and Increased Scope of Wrought Iron Fencing

Item Description: Consider a supplemental appropriation for additional funding needed as it relates to additional asphalt repairs for the running track and an increase in the scope of the wrought iron fencing.

Items Summary: Upon removing the top layer of the running track, there were many asphalt failures causing low areas in the track. These areas could not be identified without first removing the top layer. Patching and leveling the affect areas would serve as a temporary fix, potentially causing further problems in the near future. In-lieu of patching the affect areas, staff is recommending releveling the entire track and doing a 2' (two-inch) overlay of asphalt before resurfacing the track. Preparation of the asphalt as recommended will increase the durability and longevity of the track improvements.

In addition to the track asphalt repairs needed, staff would like the Board to consider increasing the scope of the wrought iron fencing project. Due to the recent increase in materials and the ever-present supply chain issues, the original scope of the wrought iron fencing project had to be adjusted. The original stretch of fencing had to be reduced to comply with the FY22 approved budget. The "adjusted" scope of the fencing is highlighted in red on Exhibit A. Staff would like to extend the scope of this project to also include the west side of the Broadhead Road service entrance, highlighted in yellow on Exhibit A. Not only would doing both sides of the service road entrance look better aesthetically, it would also complete the entire stretch of fencing facing Hwy 287.

Staff recommends a supplemental appropriation of \$90,000 for the additional asphalt repairs for the running track and a supplemental appropriation of \$35,000 for the increased scope in the wrought iron fencing project.

Fiscal Impact: There is sufficient funding available in the WCDC unrestricted reserve fund balance to cover the \$125,000 supplemental appropriation.

Exhibit A



(5)

Wrought Iron Fencing



(6)



Memorandum

To: Waxahachie Community Development Corporation

From: April Ortiz, Director – Civic Center

Thru: Michael Scott, City Manager

Date: February 22, 2022

Re: Consider Supplemental Appropriation to the FY21-22 Civic Center Budget for Increased Costs Associated with the Restroom and Dressing Room Renovations

Item Description: Consider approving a supplemental appropriation increasing the FY21-22 Civic Center budget by \$86,000 for the restroom and dressing room renovations project.

Item Summary: In the FY21-22 budget for the Civic Center, six restrooms and three dressing rooms were approved to be renovated. The original cost estimates for the renovations were obtained in the early part of 2021. Staff recently obtained an updated cost from the contractor to complete the project, and a 30% increase was noted. The recent increase in cost of materials, along with labor and inventory shortages are some of the main contributing factors to the increased cost. Additional funding is needed to cover the shortfall in the budget and to successfully complete this project.


Staff recommends a supplemental appropriation of \$86,000 to increase account 208-520-54310 - Maintenance, Building (Upkeep) to cover the increased cost of the restroom and dressing room renovations.

Fiscal Impact: The proposed supplemental appropriation would increase account 208-520-54310 – Maintenance, Building (Upkeep) budget by \$86,000. There is sufficient funding available in the WCDC unrestricted reserve fund balance to cover the supplemental appropriation.

(7)



Memorandum

To: Waxahachie Community Development Corporation
From: Laurie Mosley, Director – CVB
Thru: Michael Scott, City Manager 
Date: February 21, 2022
Re: Discuss and take action on potential funding source for Crape Myrtle Festival fireworks show

Item Description: Discuss and take action on potential funding source for Crape Myrtle Festival fireworks show in July 2022.

Item Summary: Due to inflation and supply chain issues in China as it relates to fireworks, the cost of our annual fireworks show, to celebrate the City's designation of being the Crape Myrtle Capital of Texas and our Nation's independence, has increased from \$10,000 to \$21,000 for July 3, 2022.

The largest sponsor of the event only has \$10,000 budgeted, which is what they have always given since the creation of the event. They are allowing staff to seek other sponsors to offset the difference.

Staff will continue to seek commitments from other sponsors and await the receipt of sponsorship funds. However, upon securing the date for the fireworks show and entering into an agreement with the pyrotechnics company, a deposit is required.

If the Board chooses, there is \$10,000 contingency funding available in the CVB HOT fund; however, it may be prudent to save those funds for a future use.

Staff's recommendation is to use a supplemental appropriation from the WCDC unrestricted reserve to cover the additional cost if we are unable to secure more sponsors.

Fiscal Impact: If a supplemental appropriation is agreed upon from Board, there is sufficient funding available in the WCDC unrestricted reserve fund balance to cover the \$10,000 supplemental appropriation.