

Waxahachie Community Development Corporation  
August 4, 2016

A regular meeting of the Waxahachie Community Development Corporation was held on Thursday, August 4, 2016 at 3:00 p.m. in the Council Conference Room, 401 S. Rogers, Waxahachie, Texas.

Members Present: John Sanders, III, President  
Mike Ramsey, Vice President  
Kevin Strength, Mayor  
Paul Stevens, City Manager  
Bob Lynn  
Layne Ballard

Members Absent: Daniel Morton

Ex-Officio Lori Saunders, City Secretary  
Member Present: Charlie Harris, Director of Finance

Others Present: Steve Chapman, City Attorney  
Michael Scott, Assistant City Manager  
John Smith, Director of Parks and Recreation  
James Villarreal, Recreational Superintendent  
Laurie Mosley, Director of Convention & Visitors Bureau  
April Ortiz, Civic Center Director  
Chris Seale, Horticulturist

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President John Sanders called the meeting to order.

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**Mr. Paul Stevens moved to approve the minutes of the Waxahachie Community Development Corporation minutes of July 19, 2016.** Mr. Layne Ballard seconded, **All Ayes.**

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Ms. Cindy Burch and Ms. Mary Baskins, representing Chautauqua Texas Lifestyle Collective, reported their mission statement is to sponsor events in Waxahachie's Chautauqua Auditorium and on the grounds of Getzendaner Park that will bring like-minded people together for inspiration and ideas in the world of home décor, fashion and culinary arts. Ms. Burch stated the event is scheduled for Thursday, October 6, 2016 beginning at 10:00 a.m. Speakers will be throughout the day. The event will move downtown at 5:00 p.m. downtown for a special Ladies Night out and Trucks n Tunes and at 5:30 p.m. the Doves Nest will hold a VIP party. Ms. Baskins stated the idea is to have two events per year noting they have the resources to bring in unique vendors. Ms. Burch stated it is expensive for the start up to pay for the speakers and requested funding from the Convention and Visitors Bureau fund in the amount of \$4,000.

Ms. Laurie Mosley, Director of Convention and Visitors Bureau, stated the contingency fund has a balance of \$27,500 and supports the event. She recommended using up to \$5,000 to support the event.

**After a brief discussion, President John Sanders moved to utilize the Convention and Visitors Bureau Contingency Fund to match up to \$5,000 related to the Texas Lifestyle Collection to be held at the Chautauqua as presented.** Vice President Mike Ramsey seconded, **All Ayes.**

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City Manager Paul Stevens referenced the Fiscal Year 2016-2017 Annual Budgets for the Convention and Visitors Bureau (CVB) and the Waxahachie Community Development Corporation (WCDC) noting the revenue is very strong for both CVB and WCDC.

Mr. Charles Harris, Director of Finance, presented a broad overview of the corporation's budget.

He reviewed the Hotel/Motel Fund noting revenues have exceeded its budgeted amount. Original budget was \$454,700 and current year revenues are estimated to be \$705,745. For Fiscal Year 2016-2017, revenue of \$741,200 and expenditures of \$685,045 is anticipated leaving a surplus amount of \$56,155.

Mr. Harris reviewed the WCDC Fund noting sales tax is approximately 85% of revenue for the fund and it is running close to where it was budgeted. Total revenues for Fiscal Year 2016-2017 are estimated to be to be \$4,688,490 and total expenditures to be \$6,150,245. Mr. Harris stated the operating reserve is 60 days being approximately \$400,000.

President Sanders referenced the south side of the Civic Center noting he would like to make that area more presentable. Mr. Bob Lynn stated he had very nice concepts for that area and it was put on the back burner and noted he would like to revisit concepts for that area. President Sanders asked Mr. Lynn to bring concepts to the October meeting for discussion.

The Board reviewed the capital replacement plan for the Civic Center. Mr. Stevens reported we will continue to follow our capital replacement and make other improvements. The following is included in the proposed budget:

Quad heat warmers	\$16,600
Convection ovens	\$20,400
Lecterns	\$20,900
Miscellaneous furnishings	\$17,400
HVAC Air Handler Re-build	\$75,000
Dance Floor	\$18,300
Stage curtain	\$8,300
Exterior cleaning of building	\$17,600

The Board reviewed the Community Beautification Department budget. President Sanders asked the reason for the decrease in Professional Services. Mr. John Smith, Director of Parks and Recreation explained \$22,000 was moved from Professional Services to the Landscape line item to better track what is being spent on landscape installation and maintenance.

President Sanders encouraged Mr. Chris Seale, Horticulturist, to increase his budget each year for more projects. He stated in order to have a better vision of Mr. Seale's intentions over the next year he encouraged Mr. Seale to review his calendar and add new projects he plans to do over the years.

Mr. Seale reported the first two mediums from the on Broadhead Road from the service road will be planted with native plants costing approximately \$50,000 and each year will continue planting in the other mediums on Broadhead Road.

*Mayor Kevin Strength arrived at 3:46 p.m.*

Mr. Bob Lynn stated he would like look at other options to spend funds on. He noted he would like to revisit tourism and work with CVB and City Staff to tie in economic development with tourism.

The Board reviewed the Sports Complex budget. Mr. Harris reported there are no capital improvement items for the 2016-2017 fiscal year. Mr. Stevens stated the following have been addressed in the budget that was of concern when the Board toured the Sports Complex earlier this summer:

Renovate 15 acres in the common areas	\$110,000
Fencing around the maintenance building	\$18,000
Parking lot improvements	\$1,696,000

The Board discussed in depth the expense of the parking lot improvements. Mr. Stevens stated the amount is based on concrete and curb and explained the improvements can be phased in over years.

Mr. James Gartner, City Engineer, presented a concrete reconstruction probable cost and talked about staging improvements and keeping the sports complex operational as well. He also presented an alternate being scarify and 2-inch asphalt overlay noting the base is good and can mill the parking lot and overlay with 2 inches of asphalt. Mr. Gartner stated the difference in concrete versus asphalt is approximately \$800,000.

The Board reviewed a map depicting possible parking lot improvements which included frontage road entry, new parking lot, Broadhead entry, Park Place entry parking, and concrete intersection.

President Sanders asked if prioritizing improvements, which is first. Mr. Stevens recommended the frontage road entry.

The Board discussed closing the gates to keep traffic out when Sports Complex is closed for the purpose of avoiding wear and tear to the driving surfaces. Mr. Layne Ballard stated the Sports Complex was built before the school and recommended keeping the gates closed and drivers will use city streets to deliver their children to surrounding schools.

President Sanders expressed concern with soccer nets and stands that are stacked at the long drive off Broadhead. Mr. James Villarreal, Recreational Superintendent, stated they are place on the parking to avoid grass growing around the equipment. President Sanders suggested screening an area to store the nets and stands.

Mr. Villarreal stated the parking improvements were proposed in the budget because the funds are available and explained the parking is not in dire need at this time and can be revisited in the future.

Mr. Ballard stated the Boards first responsibility is the Sports Complex and Civic Center noting they owe it to the community to upgrade the parking improvements. He recommended concrete and curb and complete it in 3 phases starting phase 1 in the 2016-2017 budget. Mr. Ballard stated Waxahachie is competing with more communities and we need the state of the art facility. He concurred with fencing for nets and stands.

The Board discussed screening around the maintenance building and equipment area.

After further discussion, the consensus the Board was to continue consideration of the budget on Tuesday, August 9, 2016 at 3:00p.m.

**Citizens' Petitions and Requests:**

None

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**There being no further business, Vice President Mike Ramsey moved the meeting adjourn at 5:40 p.m. Mr. Layne Ballard seconded, All Ayes.**

Respectfully submitted,

Lori Saunders  
City Secretary