



**CLEBURNE 4B ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

Thursday, July 1, 2021 at 5:00pm

City Hall Council Chambers

10 North Robinson Street, Cleburne, TX 76031

City board meetings reopened to the public with social distancing and sanitation guidelines in place as a continued response to the COVID-19 health emergency. Members of the board, city staff and the public were given an opportunity to participate in person or by teleconference.

1. Roll Call and Call to Order by Presiding Officer 5:00 PM

*Participated Remotely

Board Members:

- ✓ Chris Boedeker
Michelle Kennon, Vice President
- ✓ Kim Lively*
- ✓ Mike Mann
- ✓ Debby Miller, President
- ✓ Jean Moss
- ✓ John Warren

City Staff:

- ✓ Aaron Dobson, Parks and Recreation Director
Steve Polasek, City Manager/CAO
- ✓ Chris Fuller, Deputy City Manager
Ivy Peterson, City Secretary
- ✓ Rhonda Daugherty, Finance Director
- ✓ Debra Powledge, Human Resources Director
- ✓ Katie Easdon, Recreation Manager
- ✓ Kristi Dempsey, Parks & Recreation Secretary

2. Invocation by Director John Warren

3. ~~City Secretary reads the guidelines to speak before the Board of Directors~~

President Miller waived the reading of the guidelines until such a time as necessary

4. Citizens Comments: An opportunity for the public to make comments or address concerns for any matter whether or not posted on the agenda.

There were no speakers

5. Consider minutes for the April 15, 2021 regular meeting and the June 10, 2021 special meeting.

Jean Moss made a motion to **approve the minutes as presented** and was seconded by Chris Boedeker. The motion carried with a unanimous vote of 6 to 0.

6. Presentation of the Financial Report thru May 2021.

Presented by Rhonda Daugherty, Director of Finance

Summary: In May 2021, the 4B Corporation received sales tax revenues of \$392,775 from the State Comptroller. For the month of May 2021, the sales tax allocation is up 31.72%, as compared to the same month in the prior fiscal year, and is higher by 14.74% for the fiscal year. Year-to-date, 60.75% of the budgeted sales tax revenue had been earned, as compared to 50.00% that is projected to be earned. Sales tax revenues received in October 2020 and November 2020 are recorded as revenue in the prior fiscal year since the actual sales occurred in August 2020 and September 2020 per Government Accounting Standards Board rules.

Year-to-date through May 2021 (66.67% of the budget year), actual revenue earned by the 4B funded departments, as compared to budgeted General Fund revenue, is as follows:

Department	Actual Revenue	Budgeted Revenue	Balance to Earn	% of Revenue Earned
Booker T Washington Recreation Center	\$28,280	\$31,150	(\$2,870)	90.79%
Splash Station	\$46,990	\$250,000	(\$203,010)	18.80%
Sports Complex	\$39,102	\$35,000	\$4,102	111.72%
Total	\$114,372	\$316,150	(\$201,778)	36.18%

Year-to-date through May 2021 (66.67% of the fiscal year complete), actual expenditures of the 4B funded departments as compared to budgeted General Fund expenditures are as follows:

Department	Actual Expenditures	Budgeted Expenditures	Balance to Spend	% of Budget Expended
Booker T Washington Recreation Center	\$120,778	\$226,421	\$105,643	53.34%
Splash Station	\$303,098	\$911,588	\$608,490	33.25%
Sports Complex	\$383,546	\$669,150	\$285,604	57.32%
Railroad Museum	\$20,511	\$51,123	\$30,612	40.12%
Total	\$827,933	\$1,858,282	\$1,030,349	55.45%

At the end of the fiscal year, revenues received are netted against expenditures for the 4B funded departments (Booker T Washington Recreation Center, Splash Station, Sports Complex, and Railroad Museum) to calculate the transfer to the General Fund for reimbursement for the net expenditures of the 4B funded departments.

The actual expenditures and transfers of the 4B Corporation through May 2021 were \$2,052,610 versus an operations, transfers and capital budget of \$2,871,566. The major capital expenditures are the annual debt principal and interest payment, trash cans at the Sports Complex, sand change at Splash Station, and various pieces of equipment.

Item #6 is informational and for discussion only and no formal action was taken.

7. Review and recommend to the City Council to amend the Fiscal Year 2021 4B Economic Development Corporation budget in the amount of \$17,976.17 for Splash Station pay matrix changes.

Presented by: Aaron Dobson, Director of Parks and Recreation

Summary: To combat challenges with the hiring and retaining aquatic team members at Splash Station, the City must be competitive with our hourly rates for seasonal and part-time staff. Across the Dallas and Fort Worth area, hiring aquatic staff has become difficult, with Cities unable to open aquatic facilities due to lack of staffing. This year we have been able to open Splash Station without delays but at minimal staffing levels. Our nearest municipal competitor for aquatics is hiring aquatic staff for \$2 more per hour. The chart below shows a proposed pay matrix that allows Splash Station to be competitive for seasonal and part-time staffing.

Proposed Splash Station Pay Matrix	
Seasonal Customer Attendant	\$10.00
Seasonal Lead Customer Attendant	\$10.50
Seasonal Lifeguard	\$11.00
Seasonal Head Lifeguard	\$12.50
Seasonal Assistant Coordinator	\$13.25
Part-Time Assistant Coordinator	\$14.25

The proposed Splash Station pay matrix would go into effect for the remainder of the 2021 fiscal year. The increase to the FY '21 budget year is \$17,976.17

Chris Boedeker made a motion to **approve Item #7 as presented** and was seconded by John Warren. The motion carried with a unanimous vote of 6 to 0.

ADJOURNMENT

ADJOURNED AT: 5:40 PM

APPROVAL OF MINUTES

APPROVED BY MAJORITY VOTE OF THE BOARD ON: AUGUST 12, 2021