



**CLEBURNE 4B ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, July 21, 2022 at 5:00pm
City Hall Council Chambers, 10 North Robinson Street, Cleburne, TX 76031**

1. Roll call and call to order by Presiding Officer at 5:00 PM

- | <u>Board Members:</u> | <u>City Staff:</u> |
|-----------------------------------|---|
| ✓ Chris Boedeker | ✓ Aaron Dobson, Parks and Recreation Director |
| ✓ Michelle Kennon, Vice President | Steve Polasek, City Manager/CAO |
| ✓ Kim Lively | ✓ Chris Fuller, Deputy City Manager |
| ✓ Mike Mann | ✓ Ivy Peterson, City Secretary |
| Debby Miller, President | ✓ Rhonda Daugherty, Finance Director |
| Jean Moss | |
| ✓ John Warren | |

2. Invocation by Director John Warren

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

Vice-President Kennon waived the reading of the guidelines until such a time is 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 and approve minutes for the April 21, 2022 regular meeting and May 24, 2022 special meeting.

Director Boedeker made a motion to **approve Item #5 as presented** and was seconded by Director Mann. The motion carried with a vote of 5 to 0.

6. Presentation and consideration of the Financial Report thru June 2022.

Presented by Marcie Freelen, Assistant Finance Director

In June 2022, the 4B Corporation received sales tax revenues of \$392,665 from the State Comptroller. The sales tax allocation is up 17.92%, as compared to the same month in the prior fiscal year, and is higher by 14.53% for the fiscal year. Year-to-date, 78.84% of the budgeted sales tax revenue had been earned, as compared to 58.33% that is projected to be earned. Sales tax revenues received in October 2021 and November 2021 are recorded as revenue in the prior fiscal year since the actual sales occurred in August 2021 and September 2021 per Government Accounting Standards Board rules.

Year-to-date (75.00% 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	Prior YTD % of Revenue Earned
Booker T Washington Recreation Center	\$40,373	\$33,500	\$6,873	120.52%	102.96%
Splash Station	\$209,421	\$245,000	(\$35,579)	85.48%	68.53%
Sports Complex	\$45,532	\$40,000	\$5,532	113.83%	117.72%
Total	\$295,326	\$318,500	(\$23,174)	92.72%	77.37%

Year-to-date (75.00% 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	Prior YTD % of Budget Expended
Booker T Washington Recreation Center	\$196,777	\$299,983	\$103,206	65.60%	60.33%
Splash Station	\$454,210	\$975,441	\$521,231	46.56%	42.55%
Sports Complex	\$447,906	\$716,797	\$268,891	62.49%	62.69%
Railroad Museum	\$41,649	\$78,222	\$36,573	53.25%	47.43%
Total	\$1,140,542	\$2,070,443	\$929,901	55.09%	52.07%

At the end of the fiscal year, revenues received are netted against expenditures for the 4B funded divisions (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 divisions.

The actual expenditures and transfers of the 4B Corporation were \$2,421,712 versus an operations, transfers and capital budget of \$4,029,196. 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.

This presentation was informational and no formal action was taken.

7. Consider and recommend to the City Council to authorize the City Manager to create an Assistant Director of Parks & Recreation position effective August 1, 2022.

Presented by Aaron Dobson, Director of Parks and Recreation

Mr. Dobson described the various facilities and services under the direction of the Parks & Recreation Department with those being the city-wide parks system, Sports Complex, the aquatics facility Splash Station, Golf Links, Booker T. Washington Community & Recreation Center, senior facility, cemeteries, Layland and Railroad museums, community-wide special events, mowing contracts, downtown planter maintenance, and the management agreement for the Cleburne Conference Center. The administrative management is provided by a director and two superintendent level positions.

The Board recently issued approximately \$9.0M in debt for Phase I of the Parks Master Plan project that includes design, engineering and construction for immediate implementation. Also included is funding for a Project Manager position which has been posted since March 2022, but has yet to be filled.

Staff is seeking approval for the creation of an Assistant Director position to be effective August 1st to assist with the planning, coordination, and management of the Parks & Recreation Department, direct recreational activities, the BTW Center, aquatics operations, golf course, museums, special events, conference center, and the senior center, provide support with budget preparation and administration, and assist in the development and presentation of long and short-term departmental strategic plans. The Parks & Recreation Department is in need of administrative/operational support and this position will provide immediate assistance with the operations listed above as well as the initial phase of the master plan implementation. The goal is to advertise prior to other cities approving their FY 2023 budgets and avoid advertising during the holidays.

The estimated annual cost to fund the position is \$156,000 and includes a salary (up to \$104,000), health care, retirement benefits, FICA / Medicare / Workers Comp, and a car and cell phone allowance. With an estimated September 1st start date, funding needed for the remaining two months of the current fiscal year is estimated to be \$13,000. Funding for the position is proposed to come from both the General Fund and the 4B fund, 50% respectively.

Director Boedeker made a motion to **approve Item #7 as presented** and was seconded by Director Warren. The motion carried with a vote of 5 to 0.

8. Discuss Splash Station staffing for the 2022 summer swim season.

Presented by Aaron Dobson, Director of Parks and Recreation

There is a national public pool lifeguard shortage this year with 1/3 of the 309,000+ public pools being affected. Fort Worth, Arlington and Dallas areas started the season with less than half the necessary lifeguards needed to keep their pools open. Splash Station did not see any delays in

opening or staying open throughout the season. However, nearing the final weeks of the season, it is typical to have a lifeguard shortage due to the upcoming start date of school.

As requested by the Board, City Staff presented the City Budget Committee various recruitment options for funding in the FY 2023 budget:

- Annual increases for returning guards - \$0.50 increase per year
- Referral program - \$75 per referral
- Retention program - \$200 bonus for working Memorial Day – Labor Day

Item #8 is informational and for discussion only with no formal action taken.

Mr. Dobson announced the next 4B regular meeting will be on the 2nd Thursday, August 11th at 5:00pm instead of the usual 3rd Thursday and the Board Secretary will promptly send calendar invites to reserve this date on the board member's calendar.

ADJOURNMENT

ADJOURNED AT: 5:22 PM

APPROVAL OF MINUTES

APPROVED BY MAJORITY VOTE OF THE BOARD ON: AUGUST 11, 2022