

# **A G E N D A**

A regular meeting of the Waxahachie Community Development Corporation to be held on ***Tuesday, August 14, 2018 at 3:00 p.m.*** in the Council Chamber at City Hall, 401 S. Rogers, Waxahachie, Texas.

Board Members:                      John Sanders, President  
Mike Ramsey, Vice President  
Kevin Strength, Mayor  
Michael Scott, City Manager  
Bob Lynn  
Daniel Morton  
Layne Ballard

Ex-Officio Members:                Lori Cartwright, City Secretary  
Charles Harris, Director of Finance  
Sandy King, President/CEO Chamber of Commerce

1.     Call to Order
2.     Approval of minutes of the Waxahachie Community Development Corporation meeting of July 10, 2018
3.     Consider use of contingency fund for sponsorship of *The Nutcracker* production
4.     Consider Waxahachie Community Development Corporation 2018-2019 fiscal-year Budget
5.     Hear and discuss monthly activity updates from city staff
6.     Public Comments
7.     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) 309-4005 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.***

A regular meeting of the Waxahachie Community Development Corporation was held on Tuesday, July 10, 2018 at 3:00 p.m. in the Council Chamber at City Hall, 401 S. Rogers, Waxahachie, Texas.

Members Present: John Sanders, President  
Mike Ramsey, Vice President  
Kevin Strength, Mayor  
Bob Lynn  
Daniel Morton  
Layne Ballard

Member Absent: Michael Scott, City Manager

Ex-Officio Lori Cartwright, City Secretary  
Members Present: Sandy King, President/CEO Chamber of Commerce

Ex-Officio  
Member Absent: Charles Harris, Director of Finance

Others Present: Albert Lawrence, Assistant City Manager  
Laurie Mosley, Director of Convention & Visitors Bureau  
April Ortiz, Civic Center Director  
James Villarreal, Recreational Superintendent  
Chris Seale, Horticulturist

**1. Call to Order**

President John Sanders called the meeting to order.

**2. Approval of minutes of the Waxahachie Community Development Corporation meeting of June 12, 2018**

**Action:**

*Mr. Layne Ballard moved to approve minutes of the WCDC meeting of June 12, 2018. Mr. Daniel Morton seconded, All Ayes.*

**3. Consider award of bid for Civic Center Star and Fountain projects and associated budget amendment**

Ms. April Ortiz, Director of Waxahachie Civic Center, reported bids were received and opened on June 28, 2018. Two bids were received and after review from Mr. Bob Stoffels, Dunkin, Sims, Stoffels Inc., he recommended awarding to the low bidder, Wall Enterprises, in the total amount of \$654,360.00.

Ms. Ortiz stated the original budget for the project was \$450,000.00. She noted an additional \$45,000.00 was anticipated when the shade structure was added to the scope making the project approximately \$159,000.00 more than the architect's estimates. She requested a budget amendment in the amount of \$204,360.00 to complete the project. Ms. Ortiz stated the

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completed project will not only enhance the entry to the Civic Center, but provide additional outdoor (rentable) spaces to host events. She noted there is available funding from WCDC working capital to fund the request.

**Action:**

*Mr. Bob Lynn moved to award the bid for Civic Center Star and Fountain projects to Wall Enterprises in the amount of \$654,360.00 and approve associated budget amendment in the amount of \$204,360.00 as presented. Mr. Layne Ballard seconded, All Ayes.*

**4. Discuss safety policy concerns at Civic Center and take any necessary action**

Mr. Albert Lawrence, Assistant City Manager, presented an update noting there is internal discussion with the Police Department noting Ms. Ortiz sent Chief Goolsby a layout of the building and they will be working to provide scenarios for staff to provide and brief users who rent space. Mr. Lawrence stated a plan is being put together as of meeting time.

**5. Hear and discuss monthly activity updates from city staff**

Mr. Chris Seale, Horticulturist, reported the Christmas lights were delivered and it will take approximately a week putting them together. He stated planters are currently being changed out. The sleeves at Broadhead medians have been plumbed and wired and ready for irrigation. He referenced Park Schoolhouse Road noting the meters are ready to be installed.

President Sanders stated while work is being done on the medians on Broadhead and Park Schoolhouse Road it will give Mr. Seale the experience to possibly soften the medians on Highway 77.

*{Mayor Kevin Strength arrived at 3:12 p.m.}*

Ms. Laurie Mosley, Director of Convention and Visitors Bureau, thanked the Board for their participation and their families participation in the recent events. She stated it is these types of events that make this city intimate and small town feel with the activities. Ms. Mosley reported the C10s in the Park Truck Show to be held in September is sold out with 900 registered trucks. The show will be followed by a downtown party. She reported in 2019 things are in motion for the Crossroads of Texas Film & Music Festival. Also, the Lions Club State Convention will be held in Waxahachie and she is working with the Chamber of Commerce planning events outside the convention for convention goers. Ms. Mosley reported Good Morning Texas came to Waxahachie and featured Waxahachie as the Crape Myrtle Capital of Texas as well as promoting the July 3-4 events. She stated she will teach customer service training for the Downtown Merchants and will have a session in September for Leadership Waxahachie. Ms. Mosley stated at the end of June she received her Certificate of Graduation from Tourism School.

Mayor Strength thanked Ms. Mosley, her husband Donnie, and Ms. Monica Boyd for what they do making the parade possible. The Board commended her for receiving her Certificate of Graduation from Tourism School.

Mr. James Villarreal, Recreational Superintendent, stated the July 3<sup>rd</sup> Crape Myrtle Festival was successful at the Sports Complex. He noted the festival may have to be moved next year if the fields get sprigged. The Virtual Tournament Girls' Fast Pitch National tournament was just completed and 52 teams out of 139 used eight fields at the complex while other teams played at other city fields. On opening day all 139 teams were at the complex. Mr. Villarreal reported heavy watering continues throughout the complex on all fields due to lack of rain.

Mr. Dan Morton thanked Mr. Villarreal for what he does noting he sees an increase in sales when teams are in town. The retailers do benefit from these tournaments. He stated James does a great job and we all benefit because of it.

Ms. Ortiz reported June was very busy and closed with 69 events. She stated the Premier Gun Show was very successful noting they sold out vendor space and will be returning in September. Ms. Ortiz stated July is currently booked with 42 events and in August a local clothing store, The Velvet Angel, is hosting a boutique sale at the center. She reported a part-time event coordinator position is open and will soon start interviews.

Ms. Sandy King, President/CEO Chamber of Commerce, stated she is six months into her position and has built a strong team providing better benefits to the members. She is taking courses in Economic Development and has been accepted into Leadership North Texas noting she is trying to be a part of the bigger imprint.

**6. Public Comments**

None

**7. Adjourn**

*There being no further business, Mr. Dan Morton moved the meeting adjourn at 3:30 p.m. Mayor Kevin Strength seconded, All Ayes.*

Respectfully submitted,

Lori Cartwright  
City Secretary

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## Memorandum

To: Waxahachie Community Development Corporation

From: Laurie Mosley

Thru: Michael Scott, City Manager

Date: August 8, 2018

Re: Consideration of Using CVB Contingency Funds for *The Nutcracker*

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The Pow-Wow Players Booster Club of the Waxahachie High School Drama Department is seeking sponsorship and support to bring "Lakes Cities Ballet - The Nutcracker" to Waxahachie as part of the new WHS Performing Arts Center's debut season calendar and add more excitement to Waxahachie's list of Christmas events that we already promote.

The event would be a matinee show on Saturday and Sunday, December 1-2, 2018 strategically not to compete with Bethlehem Revisited, plus add another itinerary item for visitors to choose from that weekend.

The CVB has met with all of the entities involved to discuss the feasibility of tickets sales and everything points to not only the event breaking even, but creating incremental revenue to use for next year's production.

This would be Lake Cities Ballet's only performance south of the Trinity and would showcase Waxahachie as a leader in the performing arts unlike any of our surrounding communities.

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The event also meets the two-part test of usage of Hotel-Motel Tax:

1. Heads-In-Beds - With over 200 cast and crew members the production alone will be booking hotel room.
2. Promotion of the Arts

The cost to book the performance is \$19,000, plus \$21,138 in production cost for the venue and staff. It is my understanding that the Pow-Wow Players Booster Club has the \$21,138 in production costs covered.

As always, thank you for your time and consideration of this item.

Sincerely,  
Laurie Mosley  
Director, Waxahachie CVB



**Pow-Wow Players Booster Club**  
Waxahachie High School Drama Department.

**Projected Costs for the weekend production of *The Nutcracker*.**

**Donated Costs from Waxahachie ISD:**

Rental of the WHS Performing Arts Center (3 days at \$565/hr): \$15,820.00

**Costs Incurred by Theatre Booster Club:**

Directors for Lighting/Facility (Mullican, Reynolds, Myers): \$1500.00

Community Arts Liaison (Mr. Jordan): \$1000.00

Cleaning Fee: \$500.00

**Volunteer Hours/Cost Equivalents:**

Ushers (6 at \$22 per hour): \$792.00

Backstage hosts (4 at \$22 per hour) \$528.00

Box office attendants (3 at \$22 per hour) \$198.00

Online ticket sales set up and maintenance \$800.00

**Total: \$21,138.00**

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**CITY OF WAXAHACHIE  
WCDC  
SUMMARY OF REVENUES & EXPENDITURES  
F Y 2018-2019**

DESCRIPTION	ACTUAL FY 16-17	ORIGINAL BUDGET FY 17-18	REVISED / YE ESTIMATE FY 17-18	RECOM BUDGET FY 18-19
<b>Beginning Operating Funds</b>	<b>2,741,359.00</b>	<b>3,173,475</b>	<b>3,421,641</b>	<b>2,212,101</b>
<b>Revenues</b>				
Sales Taxes	4,208,763.57	4,382,000	4,329,000	4,524,000
Misc Revenue	8,600.84	8,000	2,300	5,000
Charges for Services - Civic Center	554,753.53	512,300	514,375	523,000
Charges for Services - Sports Complex	128,624.41	134,100	165,000	178,500
Investment Income	31,387.79	30,000	42,500	43,800
<b>Total Revenues</b>	<b>4,932,130.14</b>	<b>5,066,400</b>	<b>5,053,175</b>	<b>5,274,300</b>
<b>Transfers In</b>	<b>388,610.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>50,000.00</b>
<b>Total Revenues &amp; Transfers In</b>	<b>5,320,740.14</b>	<b>5,116,400</b>	<b>5,103,175</b>	<b>5,324,300</b>
<b>Total Funds Available</b>	<b>7,047,159.14</b>	<b>7,625,067</b>	<b>5,103,175</b>	<b>6,860,071</b>
<b>Expenditures - By Department</b>				
Non Departmental	44,000.24	177,965	659,583	33,332
Civic Center	1,177,877.79	1,554,552	1,792,301	1,093,792
Sports Complex	1,257,226.28	1,745,663	1,790,791	1,228,457
Community Beautification	270,720.89	487,383	489,009	372,210
Transfers	1,890,633.30	1,581,031	1,581,031	1,737,093
<b>Total expenses</b>	<b>4,640,458.50</b>	<b>5,546,594</b>	<b>6,312,715</b>	<b>4,464,884</b>
<b>Revenues &amp; Transfers In, Less Expenditures</b>	<b>680,281.64</b>	<b>(430,194.00)</b>	<b>(1,209,540.00)</b>	<b>859,416</b>
<b>Ending Operating Funds</b>	<b>3,421,640.64</b>	<b>2,743,281</b>	<b>2,212,101</b>	<b>3,071,517</b>
<b>Less Resv.</b>				<b>1,374,800</b>
<b>Available Reserves</b>				<b>1,696,717</b>
	ACTUAL FY 13-14	ORIGINAL BUDGET FY 14-15	REVISED / YE ESTIMATE FY 14-15	RECOM BUDGET FY 15-16
<b>Expenditures - By Object of Expenditure</b>				
Personal Services	992,661.58	1,202,590	1,101,020	1,173,115
Supplies & Materials	194,808.12	210,570	215,898	160,100
Operating Expenses	358,065.61	378,943	410,781	399,854
Maintenance	649,187.45	501,630	496,748	526,691
Travel, Training, Etc.	9,005.08	13,750	13,300	12,881
Utilities & Fuel	395,316.52	461,080	419,030	433,150
Capital	150,780.84	1,197,000	2,074,907	0
Debt Service - Trans	1,739,181.00	1,581,031	1,581,031	1,737,093
Trans - Other	151,452.30	0	0	22,000
<b>Total expenses</b>	<b>4,640,458.50</b>	<b>5,546,594</b>	<b>6,312,715</b>	<b>4,464,884</b>



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**RECOMMENDED ADDITIONS - 2019****SERVICE ENHANCEMENTS - 2019**

Civic Center	208-520-54330	BACtalk VLC Controllers (field controllers fr	26,000	26,000
Sports Complex	208-530-54321	North Soccer Fields & 2 Baseball Fields Ren	110,000	
Sports Complex	208-530-54321	Irrigation Installed near Park Place entrance	7,500	117,500
Beautification	208-560-54240	Broadhead Road Median Landscape Improv	20,000	
Beautification	208-560-54240	Park Schoolhouse Road Median Landscape	20,000	
Beautification	208-560-54240	Landscape Lighting Brnum Plaza	30,000	70,000
		<b>FUND TOTAL</b>	<b>213,500</b>	<b>213,500</b>

**5- YEAR OPERATING PLAN - 2019**

Sports Complex	Various	Maintenance Worker	50,385	50,385
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**CITY OF WAXAHACHIE  
WCDC DEBT SERVICE  
SUMMARY OF REVENUES & EXPENDITURES  
F Y 2018-2019**

DESCRIPTION	ACTUAL FY 16-17	ORIGINAL BUDGET FY 17-18	REVISED / YE ESTIMATE FY 17-18	RECOM BUDGET FY 18-19
<b>Beginning Operating Funds</b>	13,739	12,505	420,204	410,574
<b>Revenues</b>				
Investment Income	18,626.00	21,000	11,200	12,000
Proceeds From Debt (Refunding)	409,370.00			
<b>Total Revenues</b>	<b>427,996.00</b>	<b>21,000</b>	<b>11,200</b>	<b>12,000</b>
<b>Transfers In</b>				
Trans from WCDC Oper	1,739,181.00	1,581,031	1,581,031	1,737,093
<b>Total Trans In</b>	<b>1,739,181.00</b>	<b>1,581,031</b>	<b>1,581,031</b>	<b>1,737,093</b>
<b>Total Funds Available</b>	<b>2,180,916.00</b>	<b>1,602,031</b>	<b>2,012,435</b>	<b>1,749,093</b>
<b>Expenditures</b>				
Paying Agent fees		0	0	0
Interest Expense	653,479.00	735,305	735,305	767,194
Principal on Bonds	1,104,432.00	864,481	864,481	980,444
Misc Expense	2,801.00	2,245	2,075	1,455
<b>Total expenses</b>	<b>1,760,712.00</b>	<b>1,602,031</b>	<b>1,601,861</b>	<b>1,749,093</b>
<b>Revenues &amp; Trans In Less Expenditures</b>	<b>406,465.00</b>	<b>0</b>	<b>(9,630)</b>	<b>0</b>
<b>Ending Operating Funds</b>	<b>420,204.00</b>	<b>12,505</b>	<b>410,574</b>	<b>410,574</b>

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**CITY OF WAXAHACHIE  
HOTEL / MOTEL TAX FUND  
F Y 2018-2019**

<b>DESCRIPTION</b>	<b>ACTUAL FY 16-17</b>	<b>ORIGINAL BUDGET FY 17-18</b>	<b>REVISED / YE ESTIMATE FY 17-18</b>	<b>RECOM BUDGET FY 18-19</b>
<b>Beginning Fund Balance</b>	<b>500,580.00</b>	<b>531,718</b>	<b>550,504</b>	<b>562,794</b>
<b>Revenues</b>				
Hotel / Motel Tax	693,965.65	735,000	700,000	715,000
Investment Income	6,162.46	5,700	7,800	8,200
Miscellaneous	4,724.00	4,500	4,500	4,500
<b>Total Revenues</b>	<b>704,852.11</b>	<b>745,200</b>	<b>712,300</b>	<b>727,700</b>
<b>Total Funds Available</b>	<b>1,070,515.11</b>	<b>1,276,918</b>	<b>1,262,804</b>	<b>1,290,494</b>
<b>Expenditures</b>				
Personal Services	173,240.57	202,720	190,600	201,050
Supplies & Materials	4,335.94	6,000	5,900	6,000
Operating Expenses	435,300.08	497,460	488,515	536,832
Travel, Training, Etc.	9,368.17	13,975	13,740	13,975
Utilities & Fuel	1,247.22	1,300	1,255	1,300
<b>Total expenses</b>	<b>623,491.98</b>	<b>721,455</b>	<b>700,010</b>	<b>759,157</b>
<b>Transfers Out</b>	<b>31,436.28</b>			
	<b>31,436.28</b>			
<b>Excess (Deficiency of Revenues Over Expenditures</b>	<b>49,923.85</b>	<b>23,745</b>	<b>12,290</b>	<b>(31,457)</b>
<b>Ending Fund Balance*</b>	<b>550,503.85</b>	<b>555,463</b>	<b>562,794</b>	<b>531,337</b>

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Account #	Description	ACTUAL FY16-17	ORIGINAL BUDGET FY 17-18	REVISED / YE ESTIMATE FY 17-18	RECOMMENDED TOT BUDGET FY 18-19
<b>HOTEL/MOTEL TAX FUND REVENUES</b>					
202-41400	Hotel/Motel Taxes	693,985.65	735,000	700,000	715,000
202-47502	Interest From Cash Pool	6,162.46	5,700	7,800	8,200
202-48232	Donations-Community Relations-Visitor Center Spons	4,500.00	4,500	4,500	4,500
202-49852	Miscellaneous Revenue - NSF Checks	224.00	0	0	0
<b>HOTEL/MOTEL TAX FUND REVENUE TOTAL</b>		<b>704,852.11</b>	<b>745,200</b>	<b>712,300</b>	<b>727,700</b>
<b>HOTEL/MOTEL TAX FUND EXPENSES</b>					
<b>NON DEPARTMENTAL</b>					
202-000-51900	Salary & Benefit Contingency			0	
202-000-53105	Contract - Arts Council	173,491.41	183,750	175,000	178,750
202-000-53200	Professional Services	4,277.83	4,200	4,200	4,200
202-000-59100	Transfer to General Fund	31,438.28	0	0	0
202-000-59234	Transfer to TX Country Reporter	0.00	0	16,250	0
<b>NON DEPARTMENTAL TOTAL</b>		<b>209,205.52</b>	<b>187,950</b>	<b>195,450</b>	<b>182,950</b>
<b>CONVENTION/VISITOR'S BUREAU DEPARTMENT</b>					
202-610-51100	Salaries	112,980.11	116,470	125,480	133,900
202-610-51600	Auto Allowance	11,700.00	11,700	11,700	11,700
202-610-51900	Salary & Benefit Contingency	0.00	28,300	0	0
202-610-52100	Longevity	384.00	500	500	580
202-610-52200	Retirement-FICA	8,936.75	9,720	9,780	10,450
202-610-52400	Life & Health Insurance	19,708.73	15,870	21,570	21,980
202-610-52501	Retirement Plan Contribution-TMRS	19,252.19	19,970	21,370	22,280
202-610-52600	Workers' Compensation	280.79	190	200	160
202-610-53200	Professional Services	3,000.00	6,000	8,000	8,200
202-610-55000	Other Purchased Services	1,800.00	2,100	2,005	2,100
202-610-55150	Phones, Pagers, Internet, Cable	1,247.22	1,300	1,255	1,300
202-610-55200	Postage	911.82	1,200	1,100	1,200
202-610-55250	Advertising - Legal & Classified	251,819.22	261,769	269,769	303,941
202-610-55350	Travel (Mileage Meals Lodging)	2,338.25	4,550	4,540	4,550
202-610-55400	Memberships/License/Cert Renewal	4,825.72	8,225	8,000	8,225
202-610-55450	Board & Local Meetings	2,204.20	1,200	1,200	1,200
202-610-56100	Supplies & Equipment	4,335.94	8,000	5,900	6,000
202-610-57800	Contingency Fund	0.00	38,441	12,191	38,441
<b>CONVENTION/VISITOR'S BUREAU DEPARTMENT TOTAL</b>		<b>445,722.74</b>	<b>533,505</b>	<b>504,560</b>	<b>576,207</b>
<b>HOTEL/MOTEL TAX FUND EXPENSE TOTAL</b>		<b>654,928.26</b>	<b>721,455</b>	<b>700,010</b>	<b>759,157</b>
<b>HOTEL/MOTEL TAX FUND, REVENUES LESS EXPENSES</b>		<b>49,923.85</b>	<b>23,745</b>	<b>12,290</b>	<b>(31,457)</b>

**WAXAHACHIE COMMUNITY DEVELOPMENT CORP. FUND REVENUES**

208-41200	Sales Taxes	4,208,763.57	4,382,000	4,329,000	4,524,000
208-44101	Civic Center -Operating Revenues	72,889.33	65,000	65,800	66,200
208-44102	Civic Center -Catering Commission	29,941.00	26,800	27,100	28,000
208-44103	Civic Center -Concession Commission	725.00	500	450	450
208-44104	Civic Center -Advertising Fee	600.00	1,000	800	800
208-44105	Civic Center -Utility Surcharge	9,964.00	8,200	4,000	4,500
208-44106	Civic Center -Alcohol Beverage Fee	8,441.00	8,000	8,275	8,350
208-44107	Civic Center -Vending Machine	616.50	500	500	500
208-44407	Culture & Rec-Concession Commission	14,492.41	14,000	14,000	15,000
208-44413	Culture & Rec-Sports Complex Field Use Fees	21,263.00	21,600	34,000	34,500
208-44414	Culture & Rec-Sports Complex Team Fees	28,635.00	33,500	38,000	42,000
208-44415	Culture & Rec-Sports Complex Fees	2,900.00	0	0	0
208-44417	Culture & Rec-Sports Complex Baseball Tourney	61,334.00	65,000	79,000	87,000
208-47502	Interest From Cash Pool	31,387.79	30,000	42,500	43,800
208-47608	Civic Center Equipment Rental	34,909.20	31,500	32,100	32,900
208-47609	Civic Center - RV Space Rental	375.00	300	250	300
208-47652	Facility Rental - Civic Center	396,492.50	370,500	375,100	381,000
208-49217	Transferr from TIRZ	48,240.00	50,000	50,000	50,000
208-49303	Transfer from Resv	340,370.00	0	0	0
208-49851	Miscellaneous Revenue - Other	1,164.82	8,000	2,300	5,000
208-49852	Miscellaneous Revenue - NSF Check Fees	160.00	0	0	0
208-49853	Miscellaneous Revenue - Ins	7,276.02	0	0	0
<b>WAXAHACHIE COMMUNITY DEVELOPMENT CORP. FUND REVENUE TOTAL</b>		<b>5,320,740.14</b>	<b>5,116,400</b>	<b>5,103,175</b>	<b>5,324,300</b>

**WAXAHACHIE COMMUNITY DEVELOPMENT CORP. FUND EXPENSES**

<b>NON DEPARTMENTAL</b>					
208-000-51900	Salary & Benefit Contingency	0.00	170,300	0	0
208-000-53200	Professional Services	29,970.00	4,250	4,250	4,250
208-000-55100	Insurance & Bonds	3,530.24	3,415	3,411	3,582
208-000-57100	Land	0	0	297,000	0
208-000-57400	Improv Other Than Buildings	0.00	0	351,422	0
208-000-59100	Transfer to General Fund	151,452.30	0	0	22,000
208-000-59302	Transfer to WCDC Debt Service	1,739,181.00	1,581,031	1,581,031	1,737,093
208-000-59710	Miscellaneous Expense	10,500.00	0	3,500	3,500
<b>NON DEPARTMENTAL TOTAL</b>		<b>1,934,633.54</b>	<b>1,758,996</b>	<b>2,240,614</b>	<b>1,770,425</b>
<b>CIVIC CENTER DEPARTMENT</b>					
208-520-51100	Salaries	307,827.34	321,640	353,700	358,890
208-520-51200	Salaries-Part-Time	19,871.52	23,800	29,290	30,800
208-520-51500	Salaries-Overtime	11,178.37	14,420	14,420	15,710
208-520-51600	Auto Allowance	7,500.00	7,500	7,500	7,500
208-520-52100	Longevity	5,511.00	5,610	6,000	6,740
208-520-52200	Retirement-FICA	28,306.56	27,500	30,900	31,590
208-520-52400	Life & Health Insurance	48,291.50	55,740	53,520	43,540
208-520-52501	Retirement Plan Contribution-TMRS	52,144.51	54,240	59,170	59,180
208-520-52600	Workers' Compensation	3,403.15	2,380	2,840	1,940
208-520-53200	Professional Services	1,710.30	1,825	1,815	1,865
208-520-53310	Bank Service Charges	5,210.75	6,100	6,100	6,400
208-520-53401	Computer Services and Support	5,569.98	5,500	5,500	6,000
208-520-54101	Utilities - Water	20,102.61	32,000	23,000	24,200
208-520-54230	Lawn Care Services (City Owned)	30,802.23	32,400	32,100	32,400
208-520-54310	Maintenance, Building (Upkeep)	98,390.87	87,400	87,400	89,915
208-520-54320	Maintenance, Improvements	66,515.30	19,920	19,920	5,000
208-520-54330	Maintenance, Purchased Equipment	59,521.93	16,050	16,050	42,291
208-520-54420	Equipment & Vehicle Rental	5,429.83	7,550	7,550	9,400
208-520-54430	Uniform/Janitorial Supply Rental	21,482.59	24,000	23,700	24,000
208-520-55000	Other Purchased Services	29,410.72	30,496	30,210	30,496
208-520-55100	Insurance & Bonds	16,259.57	16,581	15,033	15,785
208-520-55150	Phones, Pagers, Internet, Cable	28,866.61	29,000	31,650	32,300

(4)

Account #	Description	ACTUAL FY16-17	ORIGINAL BUDGET FY 17-18	REVISED / YE ESTIMATE FY 17-18	RECOMMENDED TOT BUDGET FY 18-19
208-520-55200	Postage	287.28	600	420	500
208-520-55250	Advertising - Legal & Classified	0.00	400	400	400
208-520-55280	Advertising & Promotions	40,250.81	41,730	41,600	42,939
208-520-55300	Printing & Binding	2,142.49	4,000	3,810	4,000
208-520-55350	Travel (Mileage Meals Lodging)	38.77	500	300	300
208-520-55400	Memberships/License/Cert Renewal	1,234.15	1,500	1,500	1,631
208-520-55450	Board & Local Meetings	428.08	500	500	700
208-520-56100	Supplies & Equipment	90,869.03	93,020	93,020	43,000
208-520-56101	Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	1,619.73	2,150	2,110	2,200
208-520-56104	Supplies & Equip-Computers & Accessories	7,587.70	3,000	3,000	3,000
208-520-56105	Supplies & Equip-Advertising & Promotional Supply	2,385.17	3,000	2,968	3,000
208-520-56201	Gas (Heating)	2,021.00	2,500	2,820	2,880
208-520-56204	Electricity	111,117.56	130,000	110,000	113,300
208-520-57400	Improv Other Than Buildings	6,215.00	450,000	672,485	0
208-520-57500	Office & Other Equipment	40,744.00	0	0	
<b>CIVIC CENTER DEPARTMENT TOTAL</b>		<b>1,177,877.79</b>	<b>1,554,552</b>	<b>1,792,301</b>	<b>1,083,792</b>
<b>SPORTS COMPLEX DEPARTMENT</b>					0
208-530-51100	Salaries	261,172.38	268,750	283,180	333,500
208-530-51400	Seasonal/Temporary Salary	9,388.80	9,000	9,000	9,000
208-530-51500	Salaries-Overtime	31,977.92	28,850	30,130	30,010
208-530-52100	Longevity	6,294.00	6,630	6,830	6,990
208-530-52200	Retirement-FICA	22,000.88	22,470	23,380	27,071
208-530-52400	Life & Health Insurance	58,198.21	58,400	61,390	70,989
208-530-52501	Retirement Plan Contribution-TMRS	46,169.53	47,190	49,660	56,547
208-530-52600	Workers' Compensation	5,808.22	4,210	4,450	3,888
208-530-53200	Professional Services	17,900.00	0	0	0
208-530-53405	Admin/Tournament Bid Fees	599.00	3,000	1,500	1,500
208-530-53406	Umpire Fees	63,310.65	100,000	98,000	80,000
208-530-54101	Utilities - Water	93,940.37	130,000	110,000	115,000
208-530-54310	Maintenance, Building (Upkeep)	7,643.57	6,000	6,000	9,000
208-530-54315	Maintenance, Landscaping	0.00	15,000	18,000	12,000
208-530-54321	Maintenance, Improvements-Parks and Ballfields	282,709.49	230,000	260,000	217,500
208-530-54330	Maintenance, Purchased Equipment	12,685.12	8,000	8,000	10,000
208-530-54340	Maintenance, Purchased - Vehicle	2,023.63	1,500	1,500	0
208-530-54345	Maintenance, Leased Vehicle	1,444.68	1,680	1,680	1,680
208-530-54400	Vehicle Lease	11,058.27	10,953	10,953	10,953
208-530-55100	Insurance & Bonds	4,881.98	4,980	4,428	4,649
208-530-55150	Phones, Pagers, Internet, Cable	1,990.90	0	2,300	2,350
208-530-55200	Postage	0.00	50	50	50
208-530-55280	Advertising & Promotions	303.88	0	0	0
208-530-55350	Travel (Mileage Meals Lodging)	4,881.10	6,000	6,000	5,000
208-530-55400	Memberships/License/Cert Renewal	2,198.00	5,000	5,000	5,000
208-530-56100	Supplies & Equipment	63,005.58	60,000	60,000	62,500
208-530-56103	Supplies & Equip-Motor Vehicle Parts & Equipment	3,468.88	3,000	3,000	3,000
208-530-56105	Supplies & Equip-Advertising & Promotional Supply	4,891.51	10,000	10,000	10,000
208-530-56202	Gasoline & Oil for Vehicle/Equip	9,463.14	12,000	11,500	12,700
208-530-56204	Electricity	128,018.99	123,000	125,100	127,600
208-530-57500	Office & Other Equipment	0.00	20,000	30,000	0
208-530-57400	Improvements Other Than Buildings	103,821.84	550,000	550,000	0
<b>SPORTS COMPLEX DEPARTMENT TOTAL</b>		<b>1,257,226.28</b>	<b>1,745,663</b>	<b>1,790,791</b>	<b>1,228,457</b>
<b>COMMUNITY BEAUTIFICATION DEPARTMENT</b>					
208-560-51100	Salaries	51,419.30	52,920	54,450	57,200
208-560-52100	Longevity	117.00	190	180	280
208-560-52200	Retirement-FICA	3,880.89	4,030	4,110	4,360
208-560-52400	Life & Health Insurance	7,287.77	7,940	7,940	8,160
208-560-52501	Retirement Plan Contribution-TMRS	7,944.84	8,160	8,480	8,680
208-560-52600	Workers' Compensation	970.09	720	740	580
208-560-53200	Professional Services	51,142.00	75,000	110,000	110,000
208-560-53201	Training	225.00	250	0	250
208-560-54101	Water	249.98	240	950	1,000
208-560-54240	Landscape	80,530.75	88,000	51,000	106,000
208-560-54330	Maintenance, Purchased Equipment	289.08	500	900	900
208-560-54316	Landscaping - Civic Center	25,955.95	27,000	27,000	27,000
208-560-54317	Landscaping - Sports Complex	10,476.20	16,000	16,000	16,000
208-560-54345	Maintenance, Leased Vehicle	498.48	480	480	480
208-560-54400	Vehicle Lease	5,275.85	5,280	5,280	5,280
208-560-54430	Uniforms/Janitorial Supply Rental	52.94	200	200	400
208-560-55100	Insurance	400.05	413	671	705
208-560-55150	Phones, Pagers, Internet, Cable	941.13	940	840	880
208-560-55200	Postage	45.46	20	100	150
208-560-55280	Advertising & Promotions	548.98	0	0	500
208-560-55300	Printing & Binding	0.00	200	200	150
208-560-55350	Travel (Mileage Meals Lodging)	335.53	400	118	300
208-560-55400	Memberships/License/Cert Renewal	188.89	700	700	625
208-560-56100	Supplies & Equipment	18,079.91	18,000	20,400	18,000
208-560-56101	Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	2,846.23	3,000	3,000	3,000
208-560-56102	Supplies & Equip-Uniforms/City Labeled Clothing	256.40	400	400	400
208-560-56202	Gasoline & Oil for Vehicle/Equip	784.23	1,400	870	960
208-560-57100	Land	0.00	115,000	115,000	0
208-560-57500	Office & Other Equipment	0.00	62,000	59,000	0
<b>COMMUNITY BEAUTIFICATION DEPARTMENT TOTAL</b>		<b>270,720.89</b>	<b>487,383</b>	<b>489,009</b>	<b>372,210</b>
<b>WAXAHACHIE COMMUNITY DEVELOPMENT CORP. FUND EXPENSE TOTAL</b>		<b>4,640,458.50</b>	<b>5,546,594</b>	<b>6,312,715</b>	<b>4,464,884</b>
<b>WCDC FUND, REVENUES LESS EXPENSES</b>		<b>680,281.64</b>	<b>(430,194)</b>	<b>(1,209,540)</b>	<b>859,416</b>



## Memorandum

To: Waxahachie Community Development Corporation  
From: Laurie Mosley  
Thru: Michael Scott, City Manager  
Date: August 8, 2018  
Re: Convention & Visitors Bureau August 2018 Update

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### **FESTIVAL & EVENT UPDATES**

The CVB has been in constant action not only working on the long list of Fall and Winter events, but also working on good things to come in the Spring – including another truck show organized by Terry Hill – Classic Truck Nationals . . . Uniting the Classic Truck Scene. It will be on April 13, 2019 in Getzendaner Park.

#### Upcoming Events:

**BOGO 2<sup>nd</sup> Saturday - September 8; Participating Downtown Merchants**

**Junk in the Trunk - September 8; 9 am-1 pm; Downtown Waxahachie**

**2<sup>nd</sup> Thursday Ladies Night Out - September 13; 5 pm-8 pm; Participating Downtown Merchants**

**C10s in the Park Truck Show & Downtown After Party - September 15; Getzendaner Park  
Featuring 900 trucks from all over the United States!!**

**Waxahachie Bridal Extravaganza Market - September 16; Waxahachie Civic Center**

## **ADVERTISING, PR & MEDIA UPDATES**

- The CVB's marketing co-op with VisitDFW keeps producing great online articles. The most recent one was the **top 6 sushi restaurants** in DFW and Ohana made the list. The CVB submitted Osoba, Hibbacio and Ohana. Others included best places for a sno-cone and "Austin to Dallas Trip Idea #4."
- The Waxahachie Visitor Center also made VisitDFW's "**Best of DFW Bucket List**" as one of the top visitor centers in the DFW area.
- The Webb Gallery is featured on page 70 of the August issue of **Texas Monthly Magazine** as part of the cover story – *Small-Town Revival* in the "Creative Spaces" column.
- The CVB facilitated some social media initiatives and e-blast to promote the **Last Call** boutique sale to help them achieve their attendance goals.

## **VISITOR CENTER, GROUP TOUR, CONVENTION & SPORTS UPDATES**

- The CVB facilitated arranging accommodations for the **Pink Heals** crew ([pinkfiretrucks.org](http://pinkfiretrucks.org)) to stay in Waxahachie on their way to the Texas Fire Chief Convention in Dallas. This resulted in a nice photo opportunity for the participating hotels – Hampton & Holiday Inn Express. Plus, we are hoping it will result in a full blown community event on their tour next year. It's a national charity that is not just about breast cancer, it's about raising money and showing love and support for all sick people.
- **Texas Lions State Convention Update:** Laurie spoke to a group of 200+ Lions Club members from all around the state at the Council of Governors meeting in Kerrville on August 3 where it was announced "registration" was open. Laurie worked the registration table answering questions about Waxahachie and helping people with hotel information. Room reservations had already started being made that day.

**Group Tour: Robson Ranch Residents – October 27 for Texas Country Reporter Festival**

**Ultimate Street Night - August 17, Texas Motorplex**

**Jr ET Finals - September 7-9, Texas Motorplex**

**Summit ET Finals - September 13-16, Texas Motorplex**

(5)

## **OTHER NEWS**

- Laurie is scheduled to teach "Texas Friendly Hospitality Training" to Arts Council Member, Ellis County Art Association/Art on the Square.
- Laurie and Chris Seale identified the best area for race flags to be placed for the Fall Nationals in October along Highway 287 & 77 intersection that will not impair line of sight. The flags have been ordered and have already arrived. Chris will assist with placing an order for a dig test to make sure the ground spikes to not cause any damage.





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## Memorandum

To: Waxahachie Community Development Corporation  
From: Chris Seale  
Thru: Michael Scott, City Manager   
Date: 8/14/2018  
Re: WCDC Beautification Report

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### Beautification Department Report:

August 14th, 2018

#### Completed Projects

- Parking Garage landscape is nearing completion.
- Spring blooming bulb order has been submitted.
- All plant orders for Broadhead Rd. have arrived

#### Projects Currently Working On

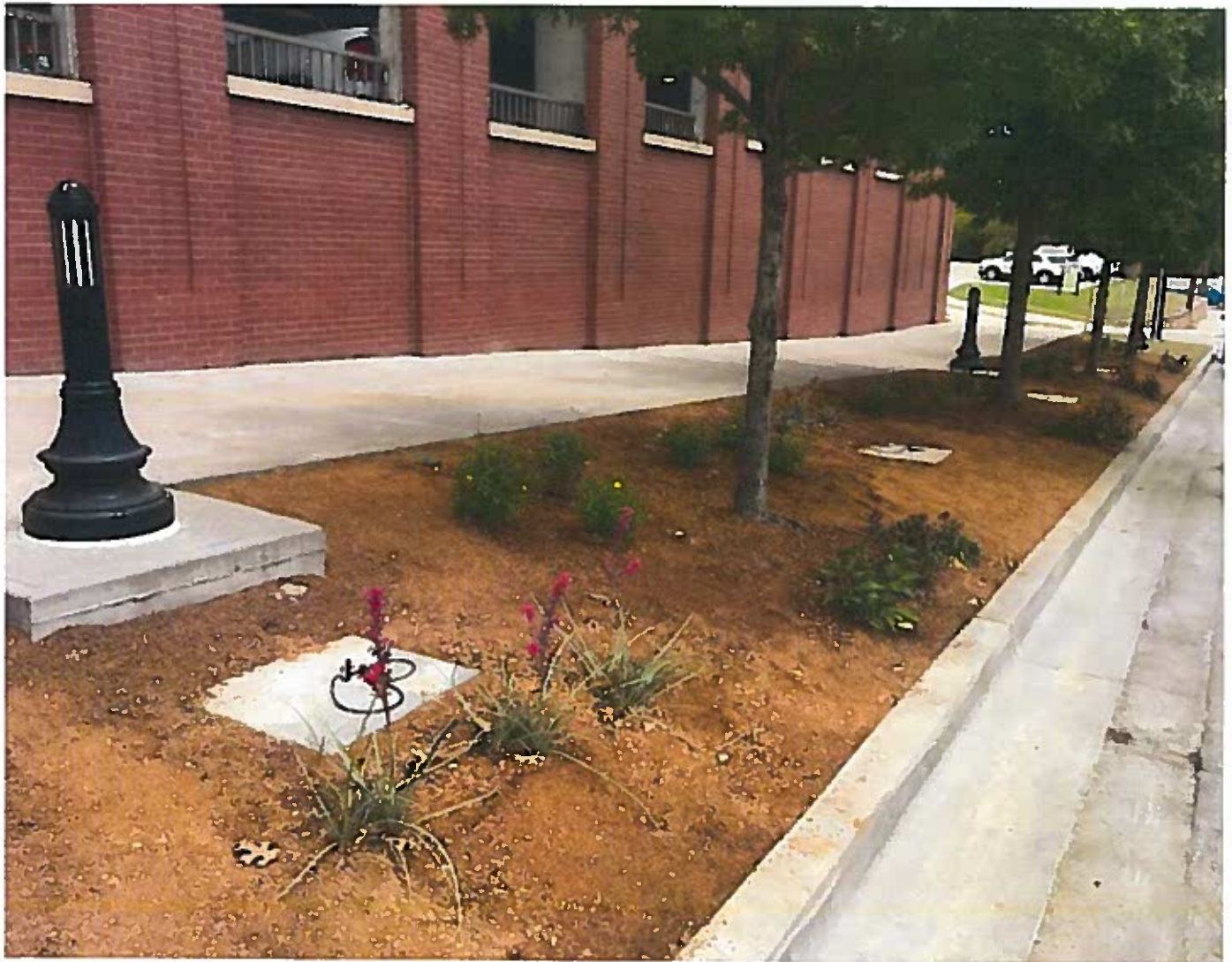
- Parking Garage- Planter installation. Plant install on Jackson Street.
- Park Schoolhouse Road- 3 of the 5 meters have been approved
- Broadhead Road Medians- Last week Lantana began excavation work on the median. Work came to a halt when TxDot asked to see their permit. We are now tracking down the correct permit to continue work.
- Pumpkin and Hay order



(5)

### Future Projects

- Broadhead medians landscape install. By August
- Park Schoolhouse Road water meter installs and plumbed sleeves. By August
- Parking Garage Landscape. By August
- Accent lighting for Bynum Plaza. By Fall 2018



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## Memorandum

To: Waxahachie Community Development Corporation

From: April Ortiz

Thru:  Michael Scott, City Manager

Date: August 9, 2018

Re: Civic Center – August 2018 Update

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**July:** closed with 46 events booked including

- VTD Coaches Meeting
- Carter BloodCare "Battle of the Badges" Blood Drive
- Vision Global
- City of Red Oak
- Edward Jones
- Workforce Solutions

**August:** currently has 58 events booked including

- Baylor Scott & White (*5 total event days*)
- Texas Northeast Department of Women Conference
- Last Call "The Ultimate Boutique Sale" (*Aug. 3<sup>rd</sup> & 4<sup>th</sup>, rebooked for 2019; Jan/Aug*)
- Navarro College Meet & Greet
- TSTC Graduation
- Coleman Spa Expo (*Fri. 2pm-8pm, Sat. 10am-8pm, Sun. 9am-6pm*)
- Christ the King Church

## Up & Coming

September: The 15<sup>th</sup> Annual Bridal Extravaganza Market will be Sunday, September 16<sup>th</sup> from 12pm-4pm; the Ellis County College Fair will be Wednesday, September 19<sup>th</sup> from 6pm-8pm and the Premier Gun Show will be back on Saturday, September 29<sup>th</sup> from 9am-5pm & Sunday, September 30<sup>th</sup> from 10am-4pm.

### Facility

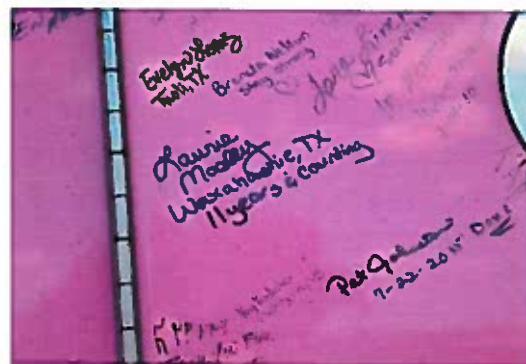
We have filled the part-time event coordinator position, Brittany Head started last week and is in the training process now. We think she will be a great addition to our team.

## Star and Fountain Plazas Project

The contracts were delivered today for signatures and are being sent to the city attorney's office for review.



We had a visit on Tuesday from the Pink Heals Tour. It was a nice visit from a great organization doing some great work! We had a little photo fun while they were here too.





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## Memorandum

To: Waxahachie Community Development Corporation

From: Waxahachie Sports Complex

CC:

Thru: *for MIV* Michael Scott, City Manager

Date: 8-8-2018

Re: August Sports Complex Report

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### **Tournaments 2018 August**

USA Softball Texas Style Senior State Slow Pitch – August 4<sup>th</sup> – 5<sup>th</sup>

Texas Sporting Events Baseball – August 18<sup>th</sup> – 19<sup>th</sup>

August 25<sup>th</sup> – 26<sup>th</sup>

Arlington Grand Slam Fast Pitch Softball – August 18<sup>th</sup>

3xtreme Adult Slow Pitch Softball – August 25<sup>th</sup>

### **Leagues**

Waxahachie Youth Baseball League Boys 15 - 18

Adult Softball League

Girls' Fast Pitch Softball League

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## **Projects**

Reliable Paving returned to seal some of the cracks in the large parking areas near the football field.

FIG Enterprises fertilized and sprayed all the common area around the baseball fields and continues to water for grow in.

**HEAVY** watering continues throughout the complex on all fields due to lack of rain.

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