



ADMINISTRATION
285 Uptown Blvd., Bldg. 100
Cedar Hill, TX 75104
O. 972.291.5100
F. 972.291.5199

SUPPLEMENTAL NOTICE OF MEETING BY TELEPHONE CONFERENCE

In accordance with an Order of the Office of the Governor issued on March 16, 2020, the Cedar Hill Economic Development Corporation (CHEDC) for the City of Cedar Hill, Texas will conduct a CHEDC Board Meeting by telephone conference at 7:15pm on Monday, April 6, 2020, in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") in an effort to slow the spread of the Coronavirus (COVID-19) pandemic. *This is an open meeting conducted by telephone conference. There will be no public access to a physical location.*

To submit public comments, visit cedarhilltx.com/publiccomment. All public comments submitted by 4pm on Monday, April 6, 2020 will be provided to the CHEDC Board members and entered into record for the April 6, 2020 CHEDC Board Meeting.

Options for public access to the meeting:

Via webinar: zoom.us/join
Meeting ID# 534-441-814
Passcode: 304108

OR

Via Phone: Dial 1-346-248-7799 or toll-free 1-877-853-5247
Meeting ID #: 534-441-814
Passcode: 304108

A recording of the telephonic meeting will be made available to the public in accordance with the Open Meetings Act upon written request.

This written notice, the meeting agenda and the agenda packet are posted online at www.cedarhilledc.com/Board-of-Directors

Cedar Hill Economic Development Corporation
Board of Directors – Notice of Meeting
Monday, April 6, 2020

NOTICE OF MEETING
BOARD OF DIRECTORS
CEDAR HILL ECONOMIC DEVELOPMENT CORPORATION
MONDAY, APRIL 6, 2020
7:15 P.M.

Agenda

**Options for public access to the meeting: Via webinar: zoom.us/join Meeting ID# 534-441-814 Passcode: 304108
OR Via Phone: Dial 1-346-248-7799 or toll-free 1-877-853-5247 Meeting ID #: 534-441-814 Passcode: 304108**

- 1. Call the meeting to order.**
- 2. Roll Call Attendance:**
- 3. Pledge of Allegiance:** The United States and Texas
- 4. Invocation:** Randall Chase
- 5. Citizens Forum:** To submit public comment visit: [cedarhilltx.com/public comment](https://cedarhilltx.com/public-comment).
All public comments submitted by 4pm on Monday, April 6, 2020 will be provided to the CHEDC Board members and entered into record for the April 6, 2020 CHEDC Board Meeting.
- 6. Consent Agenda:**

Items listed under the Consent Agenda are considered routine and are generally enacted in one motion. Any Board member may remove any item from the Consent Agenda for separate discussion and consideration.
 - A. Consider the March 2, 2020, Regular meeting minutes.
 - B. Consider the February 2020 Financials.
- 7. Consideration Item:** Review the request from Jim Lake Companies for an extension regarding the Letter last signed on May 19, 2019.
- 8. Information Items:**
 - A. Board Member Announcements:**
 - B. Cedar Hill Business Park Property Owners Association (CHBPPOA) Report:**
 - C. EDC Director's Report:**
 - Meeting & Events Update
 - Program Update
 - D. Marketing and Research Manager's Report:**
 - Advertising
 - Marketing
 - Activity

Cedar Hill Economic Development Corporation
Board of Directors – Notice of Meeting
Monday, April 6, 2020

E. Economic Development Specialist's Report:

- Business Visits
- Upcoming Events and Meetings
- Signatures

F. Next Board Meeting:

- ***Regular EDC Meeting is scheduled for Monday, May 4, 2020***

9. Adjourn.

I certify that the above notice of meeting was posted in accordance with Section 551.045 of the Texas Government Code on the 3rd day of April 2020.

Louis P. Castillo
CHEDC Secretary

**MINUTES
BOARD OF DIRECTORS
CEDAR HILL ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING, MARCH 2, 2020**

The Board of Directors of the Cedar Hill Economic Development Corporation met at 6:00 p.m. on Monday, March 2, 2020, in the City of Cedar Hill Government Center, EDC Conference room, 4th Floor, 285 Uptown Blvd, Bldg. 100, Cedar Hill, Texas 75104.

Directors Present: President Michael Lemmon, Vice President Shawn Quildon, Andrew Legrand, James Mauldin, Duane Dankesreiter, Johnny Wallace, Jan Blake, and Randall Chase

Directors Unable to be Present: Jeff Powers

Staff Present: City Manager Greg Porter, Business Marketing and Research Manager Andy Buffington, and Economic Development Specialist Louis Castillo.

1. **Call the meeting to order:**
President Michael Lemmon called the meeting to order at 6:00 p.m., declaring it an open meeting, that a quorum was present, the meeting was duly posted, and the open carry or display of handguns in this meeting is not allowed.
2. **Pledge of Allegiance:** The United States and Texas
3. **Invocation:** James Mauldin
4. **Introduction:** City Manager Greg Porter introduced Kim Buttram as the new EDC Director for Cedar Hill, Kim gave a brief summary of her accomplishments.
5. **Citizens Forum: None Present**
6. **Consent Agenda:**
Items listed under the Consent Agenda are considered routine and are generally enacted in one motion.
A. Consider February 3, 2020, regular meeting minutes.
B. Consider the January 2020 Financials.

President Michael Lemmon entertained a motion regarding the Consent Agenda.

Motion: Vice President Shawn Quildon made the motion to approve the Consent Agenda and was seconded by Duane Dankesreiter and passed unanimously.

7. **Consideration Items:** EDC Board considered a request from API Precision Machining, Inc to get an extension on the incentive contract that was signed on October 26, 2018, that requires construction and completion and issuance of Certificate of Occupancy on or before March 31, 2020. **Motion:** Duane Dankesreiter made the motion to extend the completion and issuance of the Certificate of Occupancy from March 31, 2020, to September 30, 2020. The motion was seconded by Johnny Wallace and passed

unanimously.

8. **Executive Session:** EDC Board convened into Executive Session at 6:28 p.m.
9. **Reconvene in Open Session at 7:26 p.m. and consider action to be taken from Executive Session: No Action was taken.**
10. **A. Board Member Announcements:**
 - Randall Chase made the following announcements regarding Chamber events:
 - Tuesday, March 3, 2020, from 11:00 am to 1:00 pm the Chamber will be hosting a networking luncheon that will be held at Wing Bucket.
 - Friday, March 20, 2020, from 6:00 pm to 9:00 pm the Chamber will be hosting “The Roaring 20’s” CH Chamber Business Awards Gala, which will be held at Blaine Stone Lodge, 5331 Weatherford Road, Midlothian, TX 760065.
 - Thursday, March 26, 2020, will be a member luncheon to hear The State of the Chamber, it will be held at the Alan E. Sims Recreation Center, 310 E. Parkerville Rd, Cedar Hill, TX 75104 from 11:30 am to 1:00 pm.
 - Wednesday, March 18, 2020, the Cedar Hill Chamber will be hosting Leadership Southwest in Cedar Hill, the agenda will follow.
- B. Cedar Hill Business Park Property Owners Association (CHBPPOA) Report:**
 - Louis Castillo made mention that the next meeting will be on March 26, 2020.
- C. City Manager’s Report:**
 - Mr. Porter gave thanks to the EDC Board for the flowers sent for his mothers-in-law’s funeral.
 - Mr. Porter also announced that December 2019 Sales Tax was up 15%
- D. Marketing and Research Manager’s Report:**
 - Andy thanked Mr. Porter for filling in as interim EDC Director during the search for a permanent director.
 - Andy welcomed Kim Buttram as the new Cedar Hill EDC Director who will start on Monday, March 9.
 - Andy polled the EDC Board to see who would need EDC business cards so they can be ordered.
 - Andy informed the EDC Board that he is working on a white paper which will include a report studying suburban office in Cedar Hill, the advantage it brings to the market here, some of the opportunities for lease here. Another white paper will include a part of Arts and Culture related to Historic Downtown of businesses that are doing well in that part of the city.
 - Andy informed the EDC Board regarding the Chamber partnering up with the EDC to host a Job Fair that will occur on Monday, May 4, 2020, and will be also having an EDC Board Meeting that day.

- The Jane apartments will be having there grand opening on March 16, 2020, from 4 pm to 6 pm.

E. Economic Development Specialist's Report:

- Louis Castillo reviewed the upcoming community events.
- Louis Castillo had President Michael Lemmon sign the approved minutes for February 3, 2020, and the certified agenda for the Executive Session for March 2, 2020.

F. Next Board Meeting:

- *President Michael Lemmon announced that the next EDC Board meeting will be on Monday, April 6, 2020.*

11. Adjourn:

President Michael Lemmon entertained a motion for adjournment. Vice President Shawn Quildon made a motion to adjourn, seconded by Duane Dankesreiter and passed unanimously. The EDC Board meeting adjourned at 7:50 p.m.

President, Michael Lemmon

ATTEST:

Louis P. Castillo
CHEDC Board Secretary

ECONOMIC DEVELOPMENT CORPORATION

(Fund 0309)

The Cedar Hill Economic Development Corporation (EDC) is tasked with bringing much needed commercial, industrial opportunities to the City of Cedar Hill. On January 15, 1994, the voters of the City approved the imposition of an additional sales and use tax of one-half of one percent (1/2 of 1%) for economic development. Collection was effective on July 1, 1994. A portion of the EDC's sales tax (1/8 of 1%) was reallocated to the City's Crime Control District effective July 1, 2013. The first reduction was in September 2013. The total sales tax administered by the EDC Board is 3/8 of 1%. The board set Economic Development policies and administers certain incentive programs.

Fiscal Year 2019-2020

Budget Report

(Reported Through February 29, 2020)



Board of Directors

Michael Lemmon, President

Shawn Quildon, Vice President

Duane Dankesreiter

James Mauldin

Johnny Wallace

Jan Blake, ex-officio

Randall Chase, ex-officio

Andrew LeGrand, ex-officio

Jeff Powers, ex-officio

ECONOMIC DEVELOPMENT CORPORATION

TO: Kim Buttram EDC Director
FROM: Finance



The following are highlights of the Economic Development Corporation's budget for the fiscal period ending **February 29, 2020** for fiscal year 2019-2020.

- The budget is reported through February 29, 2020 which is targeted at 42% of the budget year.
- The FY20 revenue budget is \$3,401,924 with YTD revenues at \$1,502,858 or 44.2% of budget (*Cash Basis for Sales Tax*).
- The FY20 total expenditure budget is \$8,530,270 with YTD expense of \$2,193,288 or 25.7%; below target of 42%.
-

	Budget	FYTD	% Budget
Operations	\$ 1,562,701	\$ 481,871	30.8%
Incentives	5,800,000	540,000	9.3%
Debt	1,167,570	1,166,168	99.9%
Capital (Bldg. Improv.)	-	5,250	0.0%
	<u>\$ 8,530,271</u>	<u>\$ 2,193,288</u>	<u>25.7%</u>

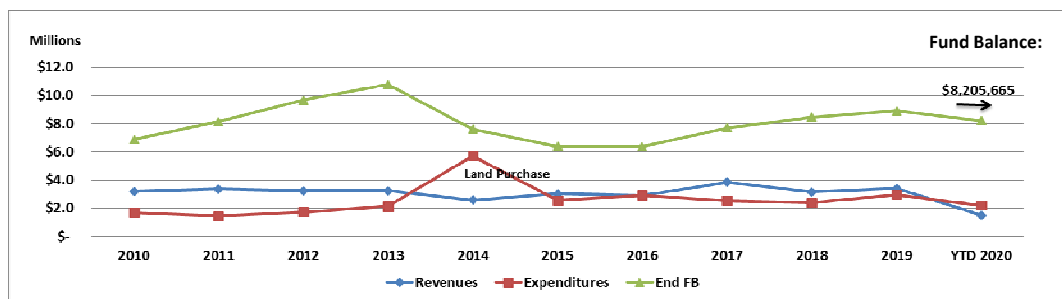
- Sales tax is reported on a cash basis in the Fund Summary.
- Sales tax collected (*cash basis*) = \$1,440,963 (Oct - Feb) or 45% of Budget.
- EDC Sales tax (*cash basis*) for Feb 2020 was \$414,999 or 15.5% more than Feb 2019 (\$359,305) when comparing year over year.
- Debt Payments P&I were paid during this period.
- Expenses exceeded Revenues by \$690,430 at the end of this reporting period.
- Ending fund balance (*adj. Cash-Basis Sales Tax*) at 2/29/20 was \$8,205,665 (Assets - Liabilities = Fund Balance); ✓
- The EDC's cash balances are invested in the City's overall portfolio which consists of laddered Certificate of Deposit and other Money Market Accounts; the average City Funds Portfolio yield was 1.93% at 12/31/2019; the weighted average maturity of investments was 25 days. (March 31st is the next investment update)

- Cash on hand (1.76% APY) 4,713,332 Prosperity Bank
CD Acct No. 8423 - 2.67% APY; matures 3/2020 2,054,315 East/West Bank
CD Account - Pooled 1,490,956 Various Banks
Other Cash and Cash Equivalents 448 Receivables and Prepaid Items
Less: Current liabilities (53,386) (P-Card, Invoices & Payroll)
Assets - Liabilities = Fund Balance 8,205,665 ✓

- Incentive Agreements Outstanding: \$2.1M, YTD payments \$540,000. (See Report for details)

- Debt Outstanding : 2006 CO Series
6,060,000 Principal
952,750 Interest
7,012,750

- Graph: Revenues, Expenditures and Change in Fund Balance:



ECONOMIC DEVELOPMENT CORPORATION

Revenue, Expenses and Changes in Fund Balance



	ACTUAL 2018 2019	BUDGET 2019-2020	YTD ACTUAL 2019-2020	\$ Change to Budget	% to Budget
BEGINNING FUND BALANCE	\$ 8,454,071	\$ 8,896,095	\$ 8,896,095		
REVENUES					
	(2)				
Sales tax	\$ 3,107,809	\$ 3,201,924	\$ 1,440,963	\$ (1,760,961)	45.0%
Interest income	188,032	200,000	61,895	(138,105)	30.9%
Miscellaneous	(4)	-	-	-	0.0%
Sale of assets	108,900	-	-	-	0.0%
Total operating revenues	\$ 3,404,737	\$ 3,401,924	\$ 1,502,858	\$ (1,899,066)	44.2%
Operating Expenditures					
Personnel	\$ 411,367	\$ 457,136	\$ 81,482	\$ 375,654	17.8%
Supplies	4,747	18,405	2,818	15,587	15.3%
Maintenance	12,800	52,245	14,586	37,659	27.9%
Services	858,194	930,110	344,222	585,888	37.0%
Utilities	4,009	1,560	1,238	322	79.4%
Leases/Rentals	28,907	28,990	12,155	16,835	41.9%
Miscellaneous	69,641	74,255	25,370	48,885	34.2%
Total operating expenditures	\$ 1,389,664	\$ 1,562,701	\$ 481,871	\$ 1,080,830	30.8%
Other Expenditures					
Incentives	\$ 386,000	\$ 5,800,000	\$ 540,000	\$ 5,260,000	9.3%
Capital Outlay	20,095	-	5,250	(5,250)	0.0%
Debt	1,166,953	1,167,570	1,166,168	1,403	99.9%
Total other expenditures	\$ 1,573,048	\$ 6,967,570	\$ 1,711,418	\$ 5,256,153	24.6%
Total Expenditures	\$ 2,962,713	\$ 8,530,271	\$ 2,193,288	\$ 6,336,983	25.7%
Net Change	\$ 442,024	\$ (5,128,347)	\$ (690,430)	n/a	n/a
ENDING FUND BALANCE	⁽¹⁾ \$ 8,896,095	\$ 3,767,748	\$ 8,205,665	n/a	n/a
	2019	Budget	2020 YTD		
15% Financial Policy Designation	\$ 444,407	\$ 1,279,541	\$ 328,993		
Undesignated, Unreserved	\$ 8,451,688	\$ 2,488,208	\$ 7,876,672		
Total Fund Balance:	\$ 8,896,095	\$ 3,767,748	\$ 8,205,665	✓	

⁽¹⁾ Ending fund balance at 9/30/2019 is on an accrual basis and conforms with audited fiscal year end statements.

⁽²⁾ Sales Tax for FY19 converted to accrual basis - final audit complete

ECONOMIC DEVELOPMENT CORPORATION

CITY OF CEDAR HILL
ECONOMIC DEVELOPMENT CORPORATION
INCENTIVE STATUS REPORT (ACTIVE ONLY)
Incentives Paid YTD 2020, as of 01/31/20
updated 2/26/20

	CASH INCENTIVE (Per Contract)	INCENTIVE PAID FY 2020	INCENTIVES PAID PRIOR YEARS	TOTAL AMOUNTS PAID	INCENTIVE BALANCE
JPS Legacy, LLC					
- Reimbursement incentive for completion of infrastructure	1,000,000			-	1,000,000
- Infrastructure incentive upon issuance of CO and proof of exp.				-	-
- Construction has to be completed 5 years				-	-
- Agreement dated October 3, 2016				-	-
Total Incentives	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000
Lake Moreno Partners, LLC					
- Reimbursement incentive for infrastructure	1,000,000	-		-	1,000,000
- Agreement dated June 13, 2018				-	-
Total Incentives	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000
Fuel City Cedar Hill, LLC					
- Reimbursement incentive for infrastructure	400,000	400,000		400,000	-
- Agreement dated Aug 19, 2018				-	-
Total Incentives	\$ 400,000	\$ 400,000	\$ -	\$ 400,000	\$ -
1179 W. Belt Line Ltd. Co. (The Ruiz Group)					
- Reimbursement incentive for office bldg & related infrastructure	140,000	140,000		140,000	-
- Agreement dated 10/08/2018					
Total Incentives	\$ 140,000	\$ 140,000	\$ -	\$ 140,000	\$ -
API Precision Machining, LLC					
- Reimbursement incentive for land - Business Park Lot 14 2.5 acres	107,485	-		-	107,485
- Agreement dated Oct 26, 2018				-	-
Total Incentives	\$ 107,485	\$ -	\$ -	\$ -	\$ 107,485
TOTAL (ACTIVE INCENTIVES)					
	\$ 2,647,485	\$ 540,000	\$ -	\$ 540,000	\$ 2,107,485

ECONOMIC DEVELOPMENT CORPORATION



Sales Tax Overview - (February 2020) Fiscal Year Cash Basis

Fund	Annual Budget	MTD Budget	Current Month	FYTD Actual (Cash)	Budget Remaining	% of Annual Budget
GF	\$8,538,464	\$3,557,693	\$1,106,663	\$3,842,568	\$4,695,896	45.0%
EDC	\$3,201,924	\$1,334,135	\$414,999	\$1,440,963	\$1,760,961	45.0%
CDC	\$4,269,232	\$1,778,847	\$553,332	\$1,921,284	\$2,347,948	45.0%
CCD	\$1,053,945	\$439,144	\$148,300	\$488,130	\$565,815	46.3%
Total	17,063,565	7,109,819	2,223,293	7,692,945	9,370,620	45.1%

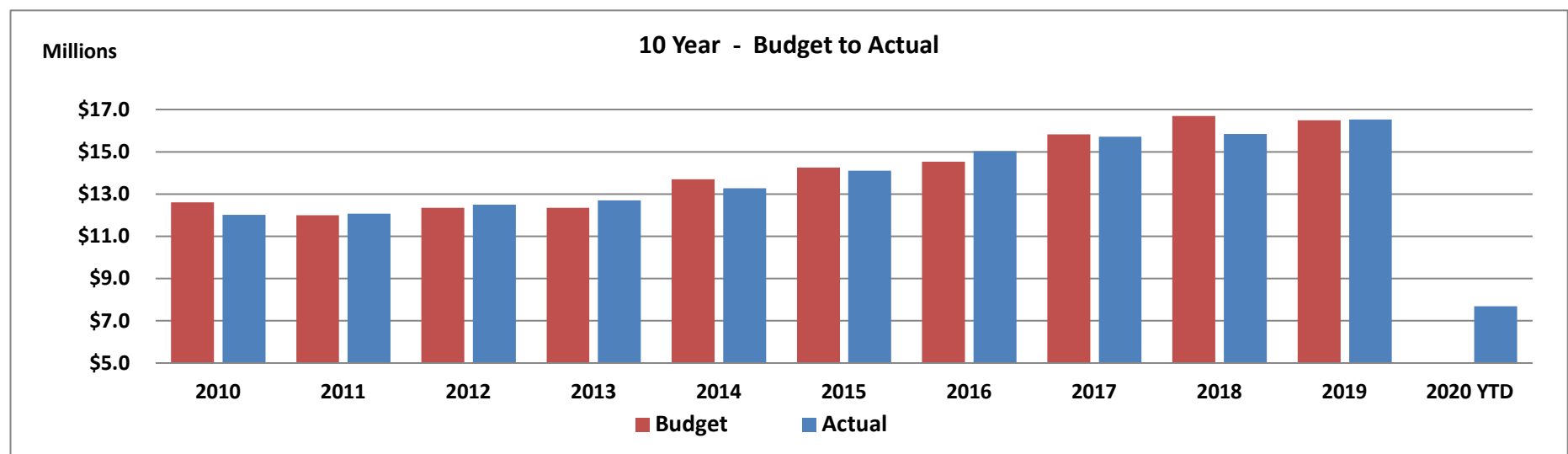
Comparative (Fiscal Year)	Current collections	Compared to Feb 2019	Compared to Feb 2018	Compared to Feb 2017	Compared to Feb 2016	Compared to Feb 2015
CITYWIDE - 1 Cent		Percentage Change Compared to Prior Periods				
Feb 20	2,074,993					
Jan 20	1,242,664					
Feb 19	1,796,525	15.5%				
Feb 18	1,753,092		18.4%			
Feb 17	1,757,119			18.1%		
Feb 16	1,818,062				14.1%	
Feb 15	1,029,134					101.6%
		\$278,469	\$321,901	\$317,874	\$256,932	\$1,045,860
		15.5% > than same period last year	18.4% > than same period 2 years ago	18.1% > than same period 3 years ago	14.1% > than same period 4 years ago	101% > than same period 5 years ago

		EDC % of Total	0.2000		
EDC Only				\$ change	% change
Feb 20	414,999				
Feb 19	359,305			55,694	15.5%
Feb 18	350,618			64,380	18.4%
Feb 17	351,424			63,575	18.1%
Feb 16	363,612			51,386	14.1%
Feb 15	205,827			209,172	101.6%

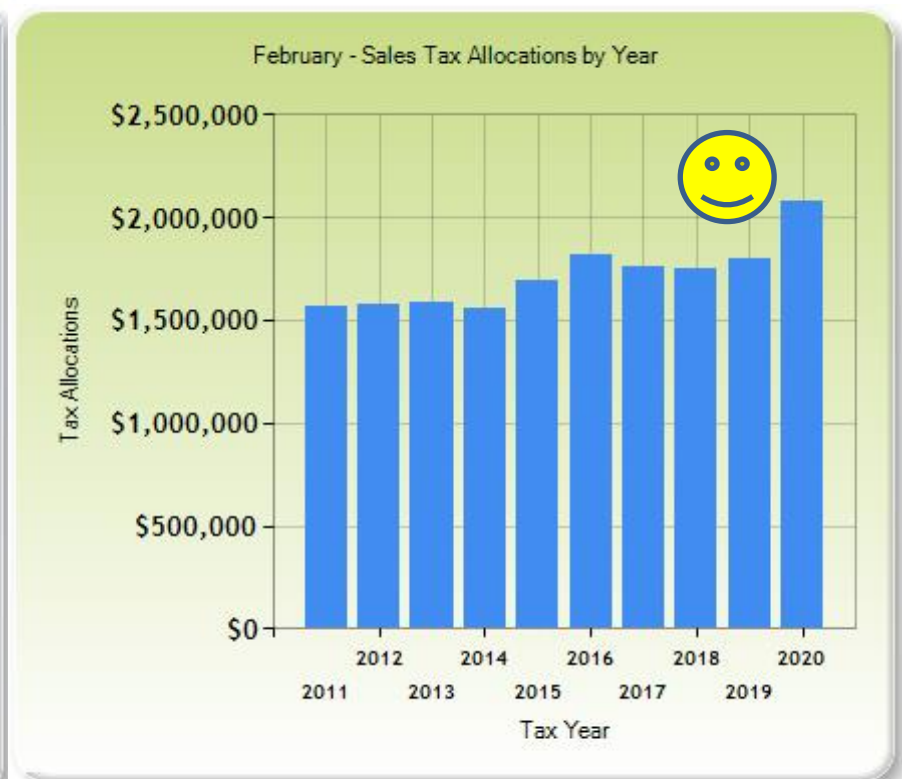
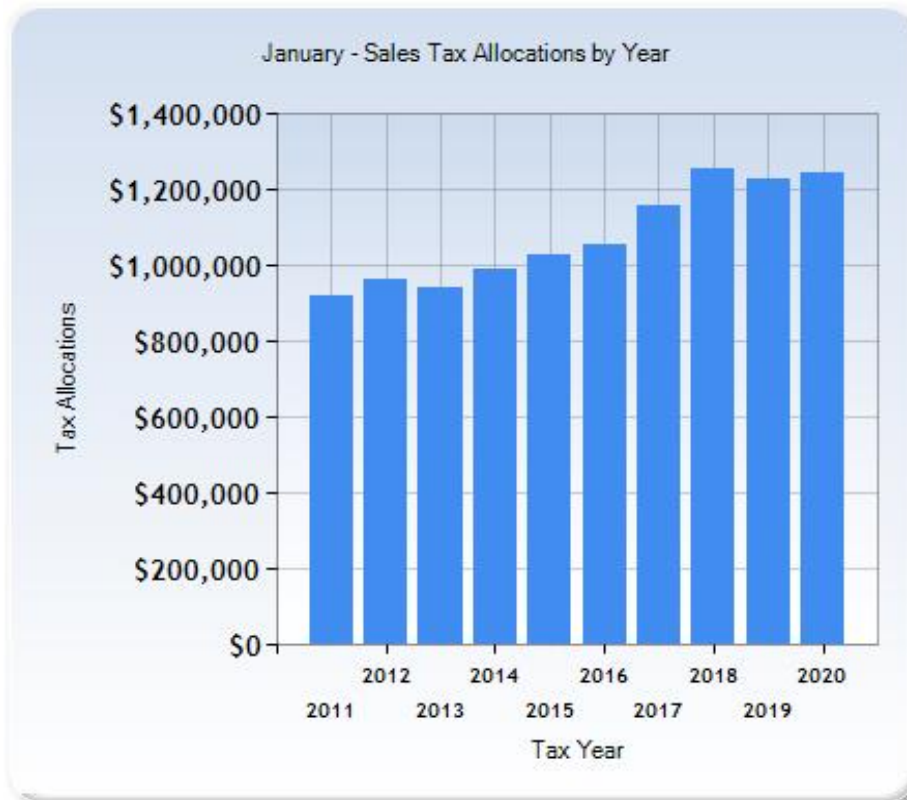
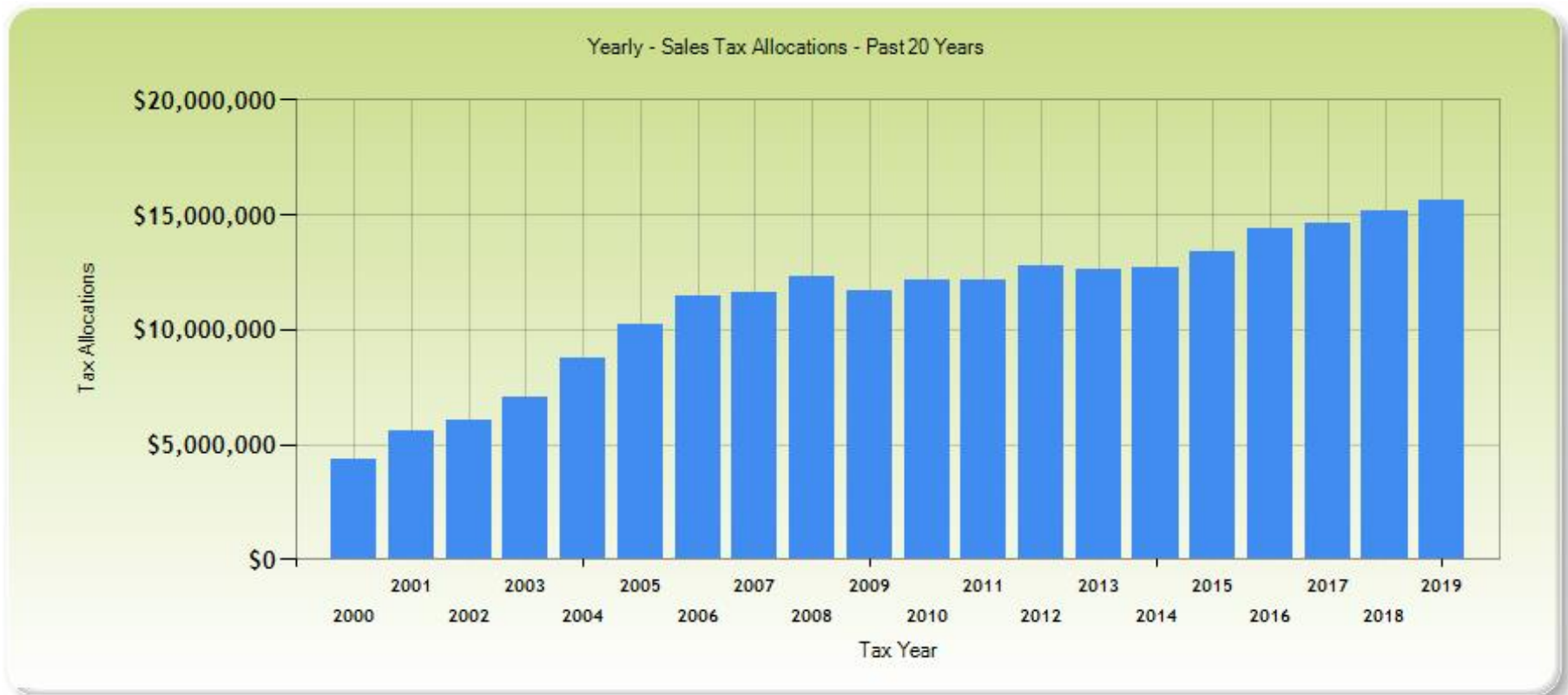
ECONOMIC DEVELOPMENT CORPORATION

Sales Tax History-Cash Basis

Cedar Hill - Fiscal Year <u>Cash Basis</u>									
Fiscal Year	0.01875	0.01	0.00375	0.005	0.00125	Total 2¢	Collection Ratio and Budget		
Sales Tax Fund		General	EDC	CDC	CCPD	Total	% Chg	Budget	% of Budget
2005	9,778,650	4,889,325	2,444,663	2,444,663	0	9,778,650	15.9%	xxx	xxx
2006	11,212,051	5,606,026	2,803,013	2,803,013	0	11,212,051	14.7%	xxx	xxx
2007	11,572,719	5,786,360	2,893,180	2,893,180	0	11,572,719	3.2%	xxx	xxx
2008	12,316,852	6,158,426	3,079,213	3,079,213	0	12,316,852	6.4%	xxx	xxx
2009	11,830,823	5,915,411	2,957,706	2,957,706	0	11,830,823	-3.9%	13,077,500	90.47%
2010	12,018,330	6,009,165	3,004,583	3,004,583	0	12,018,330	1.6%	12,600,000	95.38%
2011	12,068,986	6,034,493	3,017,246	3,017,246	0	12,068,986	0.4%	12,000,000	100.57%
2012	12,498,379	6,249,190	3,124,595	3,124,595	0	12,498,379	3.6%	12,350,000	101.20%
2013	12,841,601	6,452,294	2,969,473	3,226,147	51,932	12,699,846	1.6%	12,351,500	102.82%
2014	12,520,828	6,677,775	2,504,166	3,338,888	752,095	13,272,923	4.5%	13,695,000	96.92%
2015	13,249,010	7,066,139	2,649,802	3,533,069	851,302	14,100,312	6.2%	14,252,320	98.93%
2016	14,111,571	7,526,171	2,822,314	3,763,086	925,915	15,037,486	6.6%	14,533,065	103.47%
2017	14,727,673	7,854,759	2,945,535	3,927,379	983,812	15,711,484	4.5%	15,831,140	99.24%
2018	14,864,832	7,927,911	2,972,966	3,963,955	985,915	15,850,747	0.9%	16,684,990	95.00%
2019	15,503,695	8,268,638	3,100,739	4,134,319	1,015,509	16,519,204	4.2%	16,487,485	100.19%
2020 YTD	7,204,815	3,842,568	1,440,963	1,921,284	488,130	7,692,945		17,063,565	45.08%



Sales Tax Trends



There was a 15% increase or \$278,469 in February sales tax year over year as seen in the February bar-chart above; The 12 month rolling averages month to month continues to exceed 4.5; As we look forward to March 2020 our sales tax is reflecting a 6.3% increase over prior year.

ECONOMIC DEVELOPMENT CORPORATION

Fiscal Year	EDC Supported \$12,890,000 Certificates of Obligation, Series 2006				
	Rate	Principal	Interest	Total	
2020	4.300%	845,000	321,168	1,166,168	13.9% <i>paid</i>
2021	5.000%	890,000	280,750	1,170,750	14.7%
2022	5.000%	935,000	235,125	1,170,125	15.4%
2023	5.000%	980,000	187,250	1,167,250	16.2% 46.3%
2024	5.000%	1,030,000	137,000	1,167,000	17.0%
2025	5.000%	1,085,000	84,125	1,169,125	17.9%
2026	5.000%	1,140,000	28,500	1,168,500	18.8% 100.0%
Total		6,060,000	952,750	7,012,750	

Debt Outstanding: 2006 CO Series

Principal	6,060,000	Amortizing on avg 16.7% per year
Interest	952,750	
	<u>7,012,750</u>	

JIM LAKE

ADAPTIVE URBAN REDEVELOPMENT

April 03, 2020

Attn: Kim Buttram
Economic Development Director
City of Cedar Hill
285 Uptown Blvd. Building 100
Cedar Hill, Texas 75104

To: The Cedar Hill Economic Development Corporation,

This letter is a request to amend the terms of the incentive Agreement between the Cedar Hill Economic Development Corporation and Lake Moreno Partners, LLC which was signed in June of 2018. The reason for this request is to extend the time allowed for certain milestones to be accomplished. Due to the proposed zoning changes, timing of the infrastructure design work from Pacheco & Koch, and more importantly, the City of Dallas Shelter-in-place order as a result of the COVID-19 national pandemic, the original Incentive Agreement timelines require adjusting.

We are suggesting to follow the most recent timeline proposed by Pacheco & Koch. We request to amend section 2.7 Performance Timelines, to reflect the following milestone dates:

- Development Agreement Approval by CHEDC and City of Cedar Hill- *completed June 2018*
- Execution of Land Contract- *completed July 2018*
- Zoning and Site Plan Submission- *completed April 2018*
- Building Plans & Permits Submission- *new date: 11/29/2020*
- Offsite Infrastructure Incentive, available for draw upon commencement of construction by *01/29/2021*
- Construction Commencement- *new date: 01/29/2021*
- Shell Certificate of occupancies for all phases of the Broad Street Property Development, redevelopment, and reuse- *01/29/2023*

We remain excited about this project and the partnership with the Cedar Hill Economic Development Corporation.

Sincerely,



Jim Lake Jr., Partner

Amanda Moreno-Lake, Partner