

FARMERSVILLE ECONOMIC DEVELOPMENT CORPORATION

AGENDA


OCTOBER 23RD, 2014; 7:00 P.M.

City Hall Council Chambers

- I. Call to Order**
- II. Recognition of Citizens and Visitors**
- III. Workshop:**
 - A. Review policy and guidelines relating to Façade Grants.
- IV. Business Items for Discussion and Possible Action**
 - A. Receive report on status of State Highway 380 reconstruction project from Lake Lavon to the Collin/Hunt county line.
 - B. Update regarding Collin College Campus
 - C. Discussion and possible action regarding Farmersville Towne Centre
 - D. Consideration and possible action regarding items for payment.
 - E. Consideration and possible action regarding financial statements for September 2014, and required budget amendments.
 - F. Consideration and possible approval of the minutes of the September 18th, 2014 meeting.
- V. Discussion in Contemplation of Placing Items on Future Agenda**
- VI. Adjournment**
 - No action may be taken on comments received under "Recognition of Visitors".
 - The Board may vote and/or act upon each of the items listed in the Agenda.
 - As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed executive session for the purpose of seeking confidential legal advice from the City attorney on any item covered by such section on any Agenda item listed herein.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made 48 hours prior to this meeting. Please contact City Hall at 972/782-6151 or FAX 972/782-6604 for further information.

I, Daphne Hamlin, Finance Director certify that the above Agenda for October 23rd, 2014 was posted in the regular posting place of the City of Farmersville on the 20th day of October, 2014 at 5:00 p.m.


Daphne Hamlin/EDC Liaison



TO: Economic Development Corporation
FROM: Daphne Hamlin, Finance Director
DATE: October 23rd, 2014
SUBJECT: Façade Grant Policy

Review policy and guidelines relating to Façade Grants

ACTION: Direction on review of policy and guidelines

FARMERSVILLE ECONOMIC DEVELOPMENT CORPORATION (4A)

FACADE GRANT POLICY AND GUIDELINES

Program Overview

The Farmersville Economic Development Corporation (FEDC) introduces the Farmersville Facade Grant Program as a way to stimulate commercial investment and development in Farmersville. This program is sponsored, funded, and monitored by the FEDC Board of Directors who may amend or eliminate this program at any time, for any reason.

Program Goal

The Facade Grant Program is intended to enhance the economic development of the City of Farmersville by offering matching grant funds for façade or exterior improvements to the building, signage or other approved exterior property improvements.

Scope of Program

This program is limited to businesses located in the city limits of the City of Farmersville. The FEDC has budgeted \$50,000 for the 2011 – 2012 fiscal year for the Facade Grant Program. The grant award decisions of the FEDC Board of Directors are final.

Type of Improvements allowed by Grant

Façade Improvement – Improvements to storefronts including, but not limited to, painting, reconstruction, replacement, or remodeling.

Signage Improvement – New signs, replacement, and/or renovation, or the removal of existing signs.

Property Improvement – Items such as but not limited to: landscaping, parking lot resurfacing, striping, driveway improvements, and lighting.

Grant Award

The maximum size of the Grant award shall be \$25,000, with a required 50% match from the property owner.

Eligibility

Any existing businesses located in the City of Farmersville shall be eligible for this program.

Guidelines

(A) Proof of applicant's ownership of the subject business or businesses.

(B) The owner of a business to be operated within a leased facility and the owner of such leased facility must apply jointly for the program. Copies of a valid lease agreement, written permission of the owner(s), and proof of ownership of the leased facility shall be required.

(C) The applicant shall provide at least one (1) cost estimate from a bona fide contractors/suppliers of all proposed improvements.

(D) The applicant shall provide "before" photos of the building/property that is proposed to be improved/renovated. The applicant shall provide "after" photos of the building/property after improvements and/or renovations have been completed.

(E) The applicant shall provide verification and compliance with City Zoning requirements.

(F) The applicant shall provide a true copy of relevant proposed building/construction and/or site plans.

(G) The applicant must provide a current tax certificate demonstrating that all property taxes are currently paid and that there are no back taxes owed to any taxing entities.

(H) A business may only apply for one (1) of the grants set forth herein within any calendar year. A business that receives grant funding during a calendar year shall not be prohibited from making subsequent applications for funding in following years.

(I) The maximum amount of funding available to any one applicant or business establishment shall be \$25,000 per calendar year.

(J) All grants are reimbursement grants, and will only be funded after completion of the project in accordance with drawings and specifications approved by the FEDC and after the applicant submits to FEDC proof of paid receipts for all applicable labor and/or materials. Photographs of the completed work shall also be required.

(K) Reimbursement grants are a cash match for funds disbursed by the applicant and are not to exceed the limits set forth in the Type and Amount of Grant Section above. In-kind contributions may not be used as any part of the applicant's match. Only cash matches of the applicant's expenditures may be used.

(L) The applicant shall be obligated to make the improvements in accordance with the application submitted to and approved by the FEDC Board of Directors. Thereafter, any modifications must first receive the written approval of the FEDC Board of Directors. Failure to obtain such written approval prior to making any such modifications shall render the applicant ineligible to receive grant funding.

(M) The applicant shall be responsible for all applicable permits related to the improvement project, and failure to do so will render the applicant ineligible to receive grant funding.

(N) The improvements, as presented in the application, must be completed in their entirety. Failure to complete all of the stated improvements shall render the applicant ineligible to receive grant funding.

(O) Upon approval of a grant application, and during the construction of the improvements, a representative or representatives of the FEDC shall have the right, at all reasonable times, to have access to and inspect the work in progress.

(P) The applicant shall not begin any improvements prior to receiving written approval of grant funding from the FEDC.

(Q) The applicant must begin the improvement project within three (3) months and complete the improvement project within six (6) months of receiving written approval therefore from the FEDC. Failure to complete the improvements within the required time period may result in the loss of the grant funds allocated for the project unless the FEDC Board of Directors approves an extension.

(R) Applicant certifies that applicant shall comply with Chapter 2264, Texas Government Code. Applicant further certifies that in the event that applicant is convicted of a violation under 8 U.S.C. Section 1324a(f), applicant shall repay the amounts previously paid to or otherwise granted to the applicant by the FEDC pursuant to this program.

Application and Approval

(A) Applications filed with the FEDC shall be considered at the next regular FEDC Board meeting.

(B) Applications must be made on a form provided by the FEDC, which form shall be made available at the Farmersville City Offices located at 205 S. Main, Farmersville, Texas.

(C) All applications must be approved by a majority vote of the Board of Directors of the FEDC.

(D) An applicant shall be notified in writing of the FEDC's decision to approve or disapprove the application.

(E) The FEDC may award grant funds to an applicant, with certain provisions, conditions, or other requirements the FEDC deems necessary or appropriate.

Funding of Grant

(A) Upon written notification to the FEDC by the applicant that a project has been completed, an inspection by an FEDC representative or representatives shall be made to confirm that such project has been completed in accordance with the application, or any approved modifications thereto. Such notification shall include, but not be limited to, documentation of paid receipts for materials, labor, permits, inspection reports, or any other item that the FEDC may reasonably deem necessary for determining the project's completion.

(B) Upon completion and verification of the project funding authorization shall take place at the next regular FEDC Board meeting where the Board shall consider the funding approval.

(C) Within fifteen (15) days following an FEDC inspection and the presentation of the receipts by the applicant, a determination is made by the FEDC's representative that the project has not been completed in accordance with the application, or any approved modifications thereof, the FEDC shall issue a letter to the applicant indicating all areas of non-compliance. The applicant shall then have sixty (60) days, from the date of the FEDC letter, to make the modifications necessary to bring the project into compliance. Failure to complete such modifications within said sixty (60) day period shall be deemed a default of applicant's obligations under the grant.

(D) Available funding: The FEDC has currently budgeted a total of \$50,000 per year to fund this grant program. Grant applications received after the available funding has been exhausted may be considered the following fiscal year. The FEDC retains sole discretion to accept or reject applications either received before or after the available funding has been exhausted. The FEDC reserves the right to discontinue this program at any time.

Notice

(A) THE FARMERSVILLE 4A ECONOMIC DEVELOPMENT CORPORATION MAY DELIVER A COPY OF THESE GUIDELINES TO ANY APPLICANT FOR HIS/HER REVIEW, BUT THE DELIVERY HEREOF DOES NOT CONSTITUTE AN OFFER OF A BUSINESS IMPROVEMENT GRANT TO THE APPLICANT.

(B) THE LAWS OF THE STATE OF TEXAS SHALL GOVERN THE INTERPRETATION, VALIDITY, PERFORMANCE, AND ENFORCEMENT OF THIS FAÇADE GRANT PROGRAM. IF ANY PROVISION OF THIS BUSINESS IMPROVEMENT GRANT PROGRAM IS HELD TO BE INVALID OR UNENFORCEABLE, THE VALIDITY AND ENFORCEABILITY OF THE REMAINING PROVISIONS SHALL NOT BE AFFECTED THEREBY.

FARMERSVILLE ECONOMIC DEVELOPMENT CORPORATION (4A)

FARMERSVILLE FACADE GRANT APPLICATION

Date of Application: _____, 20____

Applicant

Name: _____

Business Name: _____

Business Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Cell Phone:** _____

Email Address: _____

Business Owner (if different than above):

Name: _____

Business Name: _____

Business Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Business Telephone: _____ **Cell Phone:** _____

Email Address: _____

Property Owner (if different than above):

Name: _____

Business Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Business Telephone: _____ **Cell Phone:** _____

Email Address: _____

Describe the type of improvement _____

Attach set of site plans drawn to scale and **before** photos. Note final plans drawn to scale will be required prior to final approval.

Attach one (1) estimate of the total cost of improvements. **To the best of our knowledge the above information is accurate as provided:**

Applicant:

Name (please print): _____

Signature: _____ Date: _____, 20__

Building Owner Approval of Application:

Name (please print): _____

Signature: _____ Date: _____, 20__

Please see the Façade Grant Policy and Guidelines for other required documents to be included with your application. By signature above the applicant acknowledges receipt of and agrees to abide by and be subject to the terms and conditions of the Façade Grant Policy and Guidelines.



TO: Economic Development Corporation
FROM: Daphne Hamlin, Finance Director
DATE: October 23rd, 2014
SUBJECT: Receive report on status of the State Highway 380

Receive report on status of the State Highway 380 reconstruction project from Lake Lavon to the Collin/Hunt County Line.

ACTION: No action informational purpose only.



TO: Economic Development Corporation
FROM: Daphne Hamlin, Finance Director
DATE: October 23rd, 2014
SUBJECT: Collin College

Receive update regarding Collin College Farmersville Campus

ACTION: No action required informational purpose only



TO: Economic Development Corporation
FROM: Daphne Hamlin, Finance Director
DATE October 23rd, 2014
SUBJECT: Farmersville Towne Centre

Discussion and possible action regarding Farmersville Towne Centre
Concept

ACTION: **Approve or disapprove the Farmersville Towne Centre Concept**



TO: Economic Development Corporation
FROM: Daphne Hamlin, Finance Director
DATE: October 23rd, 2014
SUBJECT: Items for Payment

Consideration and possible action for payments listed below:

- a). City of Farmersville (meeting expenses) \$148.11
- c). State Comptroller \$5.00

ACTION: Approve or disapprove the items for payment as presented



TO: Economic Development Corporation
FROM: Daphne Hamlin, Finance Director
DATE: October 23rd, 2014
SUBJECT: September 2014 Financial Statements

Consideration and possible action regarding financial statements for September 2014 and budget amendments.

ACTION: Approve or disapprove the financial statements as presented

Farmersville Economic Development Corp 4A
Investment and Budget Report

September 2014

Prepared by: Daphne Hamlin

Farmersville Economic Development Corp 4A

September 2014

Statement Balance 9-1-2014	\$264,722.34
Deposits:	
Sales Tax:	\$29,473.85
Cking Int .05%	\$11.49
CD Interest	\$74.32
Transfer to Texpool	
Transfer from Texpool	\$-
Checks	
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Statement balance 9-30-2014	\$294,282.00

Outstanding Transactions

Sales Tax
Transfer to Texpool
CD Interest

Balance 9-30-2014	\$294,282.00
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Farmersville Economic Development Corporation
 Cumulative Income Statement
 For the 12 Months Ended, September 30, 2014

	FY 2014 Budget	October	November	December	January	February	March	April	May	June	July	August	September	YTD
Beginning Bank Balance		\$145,798.94	\$160,436.50	\$182,136.79	\$200,540.72	\$178,678.30	\$200,602.48	\$178,963.41	\$194,809.65	\$212,296.82	\$228,902.79	\$246,172.38	\$264,722.34	
Deposits														
Sales Tax Collections	\$160,000.00	\$21,637.54	\$21,587.41	\$18,324.23	\$13,763.51	\$21,842.95	\$15,596.41	\$15,764.39	\$17,406.60	\$16,522.61	\$17,187.58	\$19,735.49	\$29,473.85	\$228,842.57
Interest Income cking	\$1,100.00	\$7.28	\$6.72	\$7.78	\$8.06	\$6.91	\$8.40	\$7.53	\$8.66	\$9.04	\$10.09	\$10.75	\$11.49	\$102.71
Transfer from Texpool to First Bank														
Transfer funds to CD														
Transfer to Texpool														
CD Interest Earned		\$102.74	\$106.16	\$71.92	\$74.32	\$74.32	\$67.12	\$74.32	\$71.91	\$74.32	\$71.92	\$74.31	\$74.32	\$937.68
Total Revenue	\$161,100.00	\$167,546.50	\$182,136.79	\$200,540.72	\$214,386.61	\$200,602.48	\$216,274.41	\$194,809.65	\$212,296.82	\$228,902.79	\$246,172.38	\$265,992.93	\$294,282.00	\$229,882.96
Expenses:														
Administration	\$1,000.00													\$600.00
Meeting Expenses	\$1,000.00													\$330.84
Dues/School/Travel	\$500.00	\$-												\$-
Office Supplies	\$200.00													\$-
Marketing/promotion Expenses														
Marketing/Promotion Expenses/Advertising	\$7,110.00	\$7,110.00												\$7,110.00
Collin College Sponsorship	\$7,500.00				\$7,500.00									\$7,500.00
Small Business Entrepreneurship Conf	\$500.00						\$500.00							\$500.00
Legal Service	\$2,500.00											\$339.75		\$339.75
Farmersville Chamber	\$1,000.00						\$1,000.00							\$1,000.00
Farmersville Rotary	\$500.00						\$500.00							\$500.00
Total Expenditures	\$21,810.00	\$7,110.00	\$-	\$-	\$7,500.00	\$-	\$2,000.00	\$-	\$-	\$-	\$-	\$1,270.59	\$-	\$17,280.59
Directive Business Incentives														
Collin College Project(sewer/street/electric)	\$100,000.00													\$-
NTMWD Regional WW Treatment	\$150,000.00													\$-
Electrical Study	\$125,000.00				\$28,208.31		\$35,311.00							\$28,208.31
Facade Grant Program	\$50,000.00						\$35,311.00							\$35,311.00
Total Development Cost	\$425,000.00	\$-	\$-	\$-	\$28,208.31	\$-	\$35,311.00	\$-	\$-	\$-	\$-	\$-	\$-	\$63,519.31
Total Expenditures	\$446,810.00	\$7,110.00	\$-	\$-	\$35,708.31	\$-	\$37,311.00	\$-	\$-	\$-	\$-	\$1,270.59	\$-	\$80,799.90
Revenue vs Expenditures	(\$285,710)													\$-
From Reserves	\$285,710.00													\$-
Balance Budget	\$-													\$-
Total Expenditures	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$1,270.59	\$-	\$80,799.90
Ending Bank Balance		\$160,436.50	\$182,136.79	\$200,540.72	\$178,678.30	\$200,602.48	\$178,963.41	\$194,809.65	\$212,296.82	\$228,902.79	\$246,172.38	\$264,722.34	\$294,282.00	
CD Investment	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00
Texpool Balance	\$366,517.59	\$366,517.59	\$366,531.07	\$366,542.62	\$366,551.14	\$366,559.13	\$366,568.45	\$366,578.58	\$366,586.18	\$366,594.74	\$366,604.51	\$366,615.52	\$366,625.54	
Interest Earned		\$15.52	\$13.48	\$11.55	\$8.52	\$7.99	\$9.32	\$10.13	\$7.60	\$8.56	\$9.77	\$11.01	\$10.02	
Total Available Funds		\$776,954.09	\$798,667.86	\$817,083.34	\$795,229.44	\$817,161.61	\$795,531.86	\$811,388.23	\$828,883.00	\$845,497.53	\$862,776.89	\$881,337.86	\$910,907.54	



TO: Economic Development Corporation
FROM: Daphne Hamlin, Finance Director
DATE: October 23rd, 2014
SUBJECT: Meeting minutes for September 18th, 2014

Consideration and possible approval of the minutes of September 18th, 2014 meeting.

ACTION: Approve or disapprove the June 19th and July 31st, 2014 as presented

FARMERSVILLE ECONOMIC DEVELOPMENT CORPORATION
MEETING MINUTES
September 18th, 2014

The Farmersville EDC met in regular special session on September 18th, 2014, at 6:00 p.m. at the City Council Chambers with the following members present: Chris Lair, Kris Washam, and Kevin Meguire. Staff members present were City Manager Ben White, and City Accountant Daphne Hamlin. Special guests recognized were Doug and Lori Laube, Doris Williams, Jennifer Jiles, Guillermo Alvarez, and Jeff Moore with Brown and Hoffmeister.

CALL TO ORDER

Mr. Meguire convened the meeting at 6:07 p.m. and announced that a quorum was present.

RECOGNITION OF CITIZENS/VISITORS

Special guests recognized were Doug and Lori Laube, Doris Williams, Jennifer Jiles, Guillermo Alvarez, and Jeff Moore with Brown and Hoffmeister.

JEFF MOORE WITH BROWN & HOFFMEISTER WILL DISCUSS THE CURRENT LAWS AND REGULATIONS RELATING TO THE FARMERSVILLE ECONOMIC CORPORATION

Mr. Moore prepared a power point presentation on Texas Economic Development Council Sales Tax Training. Presentation received highlighted areas of interest to the EDC Board in regards to properly expending sales tax funds and supported projects.

REVIEW POLICY AND GUIDELINES RELATING TO FAÇADE GRANTS.

No discussion; item was tabled

RECEIVE REPORT ON STATUS OF STATE HIGHWAY 380 RECONSTRUCTION PROJECT FROM LAKE LAVON TO THE COLLIN/HUNT COUNTY LINE.

City Manager Ben White updated to EDC Board on construction progress. Mr. White stated there are no new updates. Floyd Street is still shut down. Rail Road Bridge is still stagnant with no activity.

UPDATE REGARDING COLLIN COLLEGE

Mr. Collins was not available to update EDC Board. Mr. White stated that Collin College Board members are scheduled to meet next week and are voting on campus construction for Farmersville and Celina.

CONSIDERATION AND POSSIBLE ACTION REGARDING FAÇADE GRANT APPLICATIONS

Doug Laube went before the EDC Board requesting an extension on the Façade Grant granted September 19th, 2013. Mr. Laube stated he is aware that he has already received one (1) six month extension, but due to the research involved with and locating materials to keep the historical preservation of the building, he has run into several obstacles causing the delay. Mr. Meguire explained that this is a difficult decision to make. Mr. Meguire stated that the EDC Board is trying to stay within the policy of the Façade Grant. Mr. Meguire asked Mr. Moore with Brown and Hoffmeister if the request for a second extension falls within the guidelines of the Façade Grant. Mr. Moore stated that it is at the

discretion of the EDC Board to extend the Façade Grant. Mr. Laube explained that the funds have already been expended and it is just completing the project now that is causing the delay. Mr. Laube stated that he needs at least an additional fifty (50) days. There was a motion by Mr. Lair and a second by Mrs. Washam, to extend the Facade Grant to November 18th, 2014 due to preservation of this historical building, motion carried unanimously.

EDC Façade Grant was awarded to Doris Williams and Jennifer Jiles for their work on 101 Candy Street

DISCUSSION AND POSSIBLE ACTION REGARDING FARMERSVILLE TOWNE CENTRE

Mr. Collins went before City Council on September 9, 2014 requesting support and approval to proceed with the Towne Centre Planning. City Council response was to proceed with study. Mr. White will present to EDC Board next meeting with options regarding qualified consultants for this project.

CONSIDERATION AND POSSIBLE ACTION REGARDING FINANCIAL STATEMENTS FOR AUGUST 2014, AND REQUIRED BUDGET AMENDEMENTS

On a motion from Mr. Lair and a second from Mrs. Washam the EDC Board approved the August 2014 Financials, motion carried unanimously.

CONSIDERATION AND POSSIBLE APPROVAL OF THE MINUTUES OF THE AUGUST 21ST, 2014 MEETINGS.

On a motion from Mr. Lair and a second from Mrs. Washam the EDC Board approved the August 21st, 2014 meeting minutes, motion carried unanimously

DSCUSSION ON COMTEMPLATION OF PLACING ITEMS ON FUTURE AGENDA

Review Façade Grant Application and Guidelines

ADJOURNMENT

On a motion by Mrs. Washam and a second by Mr. Lair, the Board adjourned at 7:32p.m.

Bob Collins, President

ATTEST:

Kris Washam, Secretary