



**CITY OF JUSTIN
ECONOMIC DEVELOPMENT CORPORATION (TYPE A)
AND
COMMUNITY DEVELOPMENT CORPORATION (TYPE B)
AGENDA
THURSDAY, JULY 16, 2020
415 N. COLLEGE AVE.
6:00PM**

One or more members of the EDC and CDC boards may participate in this meeting remotely in compliance with the Texas Open Meetings Act or under the provisions provided by the Governor of Texas in conjunction with the Declaration of Disaster enacted March 13, 2020.

In accordance with Order of the Office of the Governor issued March 16, 2020 and March 19, 2020, the EDC/CDC boards will conduct the meeting scheduled at 6:00 p.m. on Thursday, July 16, 2020 by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). There will be no public access to the location described above. A recording of the telephonic meeting will be made and will be available to the public.

The public dial in number to participate in the telephonic meeting is:
1 (346)-248-7799

Join Zoom Meeting

<https://us02web.zoom.us/j/82190763655?pwd=SWdtWU5mRWITOGQ4aUhyYmc5ZUhxdz09>

Meeting ID: 821 9076 3655

Password: 422573

CALL TO ORDER

Invocation

INTRODUCTION OF GUESTS

CITIZEN COMMENTS FOR ITEMS NOT LISTED ON THE AGENDA

CONSENT ITEMS

1. Consider, and act on meeting minutes from the EDC/CDC Meeting held on June 18, 2020.

DISCUSSION AND POSSIBLE ACTION ITEMS

The Boards reserve the right to act on any of the agenda items listed below.

2. Discussion regarding the FY 2020-2021 EDC and CDC budgets.
3. Discussion regarding the monthly sales tax report.
4. Discussion regarding development related updates.
5. Discussion regarding the EDC/CDC vision and goals.
6. Discussion regarding Justin Fun Days.
7. Discuss, consider, and act on payment for the Downtown Parking Project.

EXECUTIVE SESSION

Any item on this posted agenda could be discussed in Executive Session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and Section 551.087 of the Texas Government Code.

8. Discuss, consider, and act on items discussed in Executive Session.

FUTURE AGENDA ITEMS

ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Council of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Street, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 10th day of July, 2020 by 5:00 p.m., at least 72 hours preceding the scheduled meeting time.

Abbey Reece, Assistant to the City Manager

**MINUTES
State of Texas
County of Denton
City of Justin**

**Justin Economic Development Type A and Community Development Type B Corporation
Meeting—June 18, 2020**

Present EDC/CDC Board Members: Steven Turney, Mike Russ, Elizabeth Woodall, Vernon Kohut, and Ronald Williams.

Absent members: Erin Duitsman

City Manager: Cori Reaume

Finance Director: Josh Armstrong

Assistant to the City Manager: Abbey Reece

Council Member John Mounce

I. CALL TO ORDER

EDC/CDC meeting was called to order at 6:01pm by EDC/CDC Board Vice President Elizabeth Woodall.

II. INTRODUCTION OF GUESTS

III. CITIZEN COMMENTS FOR ITEMS NOT LISTED ON THE AGENDA

In order to expedite the flow of business and to provide all the citizens the opportunity to speak, the President of the Board may impose a three-minute limitation on any person addressing the Board.

No comment.

IV. CONSENT ITEMS

1. Consider, and act on meeting minutes from the EDC/CDC meeting on May 6, 2020.

Board member Williams motioned to approve the EDC/CDC minutes from the meeting on May 6, 2020.

Seconded by: Board member Turney.

1 Abstention. Motion carries.

V. DISCUSSION AND POSSIBLE ACTION ITEMS

2. Discuss, consider, and act on the potential lease of the EDC building located at 117 W. 4th Street.

Board member Russ motioned to approve the lease agreement as written.

Seconded by: Board member Turney.

All in favor. Motion carries.

3. Discussion regarding the FY 2020-2021 EDC and CDC budgets.

Discussion was held.

4. Discuss, consider, and act on payment for the Street Construction Project.
Board member Williams motioned to allow city staff to make the appropriate journal entries and bank transfers in the amount of \$823,790.00.
Seconded by: Board member Kohut.
All in favor. Motion carries.
5. Discussion regarding infrastructure project updates.
Discussion was held.
6. Discussion regarding a business registry and business licensing.
Discussion was held.
7. Discuss, consider, and act on an agreement with Denton County regarding Advertising Services.
Board member Williams motioned to approve the agreement with Denton County as written.
Seconded by: Board member Russ.
All in favor. Motion carries.
8. Discussion regarding the EDC/CDC vision and goals.
Discussion was held.

VI. EXECUTIVE SESSION

The Justin Community Development Corporation reserves the right to adjourn into Executive Session at anytime during the course of this meeting to discuss any of the matters listed, as authorized by Texas Government Code Section 551.071 (Consult with Attorney), 551.072 (Deliberation about Real Property), 551.074 (Personnel Matters), 551.087 (Deliberations about Economic Development)

As authorized by Section 551.072 of the Texas Government Code, this meeting may convene into closed executive session for the purpose of the following item(s):

Did not go into executive session.

VII. FUTURE AGENDA ITEMS

EDC/CDC budgets, sales tax reports, staff development update, and vision and goals.

VIII. ADJOURNMENT

Board member Russ made a motion to adjourn.
Seconded by: Board member Kohut.
All in favor. Motion carries.
Meeting was adjourned at 7:56pm

Abbey Reece, Assistant to the City Manager

EDC/CDC Coversheet

Agenda Item: #2

Subject: Discussion regarding the FY 2020-2021 EDC and CDC budgets.

Item Summary: This item was placed on the agenda in order to continue budget discussions as both budgets are being worked on. Josh is working on a sales tax projection worksheet that will be sent out before the meeting.

Recommendation: Discuss and provide feedback.

Attachments:

1. EDC Budget
2. CDC Budget

DEPARTMENT GOALS & OBJECTIVES

FISCAL YEAR

FUND

DEPARTMENT

2020-2021

EDC 4A

Economic Development (Type A)

Mission Statement

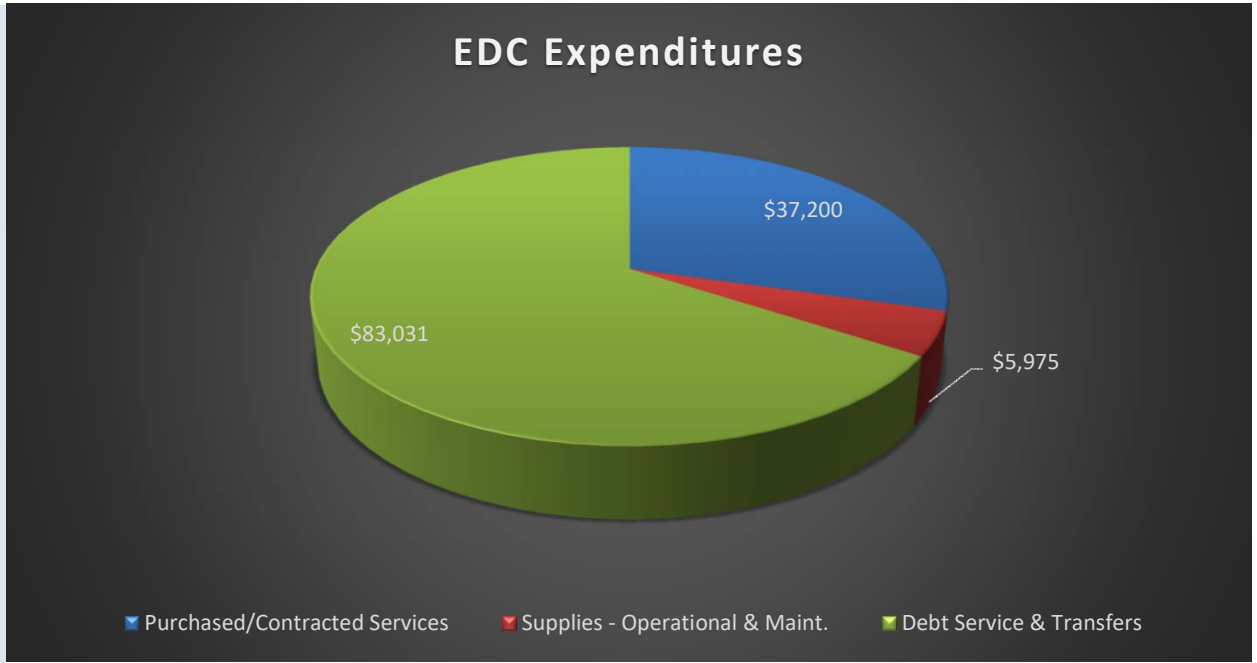
Creating new opportunities for Justin by retaining, attracting and expanding new businesses

Expenditure Summary

FY 2020-21

Personnel Salaries & Wages	\$	-
Personnel Other Benefits	\$	-
Purchased/Contracted Services	\$	37,200
Interlocal Services	\$	-
Supplies - Operational & Maint.	\$	5,975
Capital Outlays	\$	-
Other Costs	\$	-
Debt Service & Transfers	\$	83,031
<i>Department Total</i>	\$	<i>126,206</i>

EDC Expenditures



ACCOUNT NUMBER	ACCOUNT	FY 2017-2018 ACTUALS	FY 2018-2019 ACTUALS	Current Year		Request Year	
				FY 2019-2020 BUDGET	FY 2019-2020 PROJECTED YEAR END	FY 2020-2021 BUDGET PROPOSED	FY 2020-2021 BUDGET APPROVED
	SUPPLIES - OPERATIONAL AND MAINTENANCE						
235-7520-636550	Board Meeting Refreshments	\$ 62	\$ -	\$ 100	\$ -	\$ 100	\$ -
235-7520-636560	Building Maintenance/Janitorial	\$ 652	\$ 1,700	\$ -	\$ -	\$ -	\$ -
235-7520-636590	Office Equipment	\$ 1,583	\$ -	\$ -	\$ -	\$ -	\$ -
235-7520-636580	Office Supplies	\$ 2,124	\$ -	\$ -	\$ -	\$ -	\$ -
235-7520-636585	Postage	\$ 161	\$ 100	\$ 100	\$ -	\$ 100	\$ -
235-7520-636595	Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
235-7520-636615	Uniforms	\$ -	\$ 110	\$ 250	\$ -	\$ 250	\$ -
235-7520-636700	Travel & Training	\$ 5,700	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -
235-7520-636710	Dues, Memberships & Publications	\$ 13,290	\$ 4,025	\$ 4,025	\$ -	\$ 4,025	\$ -
235-7520-676950	Misc. Expense	\$ 76	\$ -	\$ -	\$ -	\$ -	\$ -
235-7520-636330	Bank Fees	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ -
235-7520-636325	Utilities	\$ 3,997	\$ 2,500	\$ -	\$ -	\$ -	\$ -
	<i>SUBTOTAL SUPPLIES - OPERATIONAL & MAINT.</i>	\$ 27,667	\$ 9,935	\$ 5,975	\$ -	\$ 5,975	\$ -
	CAPITAL OUTLAYS						
235-7520-670005	Building Improvement	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -
235-7520-670010	Incentives Projects	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -
235-7520-670015	Downtown Parking Project	\$ -	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ -
	<i>SUBTOTAL CAPITAL OUTLAY</i>	\$ -	\$ 700,000	\$ 600,000	\$ -	\$ -	\$ -
	DEBT SERVICES & TRANSFERS						
235-7520-676960	CDC Reimbursement	\$ -	\$ 116,644	\$ -	\$ -	\$ -	\$ -
235-7520-677000	Debt Service Principal	\$ 70,000	\$ 65,000	\$ 65,000	\$ -	\$ 70,000	\$ -
235-7520-677005	Debt Service Interest	\$ 14,039	\$ 15,878	\$ 14,454	\$ -	\$ 13,031	\$ -
235-7520-616905	Back Payroll to City	\$ 20,101	\$ 56,954	\$ -	\$ -	\$ -	\$ -
235-7520-*****	Move to Fund Balance	\$ -	\$ -	\$ 39,221	\$ -	\$ -	\$ -
	<i>SUBTOTAL ACCT TRANS</i>	\$ 104,140	\$ 254,476	\$ 118,675	\$ -	\$ 83,031	\$ -
	DEPARTMENT TOTAL	\$ 231,134	\$ 1,020,111	\$ 761,850	\$ -	\$ 126,206	\$ -

DEPARTMENT BUDGET SUMMARY

FISCAL YEAR

FUND

DEPARTMENT

2020-2021

EDC 4A

Economic Development (4A)

ACCOUNT NO.	EXPENDITURE GROUP	CURRENT YR.		PROJECTED YEAR		AMOUNT INCREASE / (DECREASE)	AMOUNT PROPOSED		AMOUNT APPROVED		%
		BUDGET	BUDGET	END BUDGET	END BUDGET						
***	Personnel Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
***	Personnel Other Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
***	Purchased/Contracted Services	\$ 37,200	\$ -	\$ -	\$ -	\$ -	\$ 37,200	\$ -	\$ -	\$ -	29.5%
***	Interlocal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
***	Supplies - Operation & Maintenance	\$ 5,975	\$ -	\$ -	\$ -	\$ -	\$ 5,975	\$ -	\$ -	\$ -	4.7%
***	Capital Outlays	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
***	Other Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
***	Debt Services & Transfers	\$ 118,675	\$ -	\$ -	\$ -	\$ (35,644)	\$ 83,031	\$ -	\$ -	\$ -	65.8%
TOTAL DEPARTMENT EXPENSES		\$ 761,850	\$ -	\$ -	\$ -	\$ (35,644)	\$ 126,206	\$ -	\$ -	\$ -	

DEPARTMENT GOALS & OBJECTIVES

FISCAL YEAR

FUND

DEPARTMENT

2020-2021

CDC 4B

Economic Development (4B)

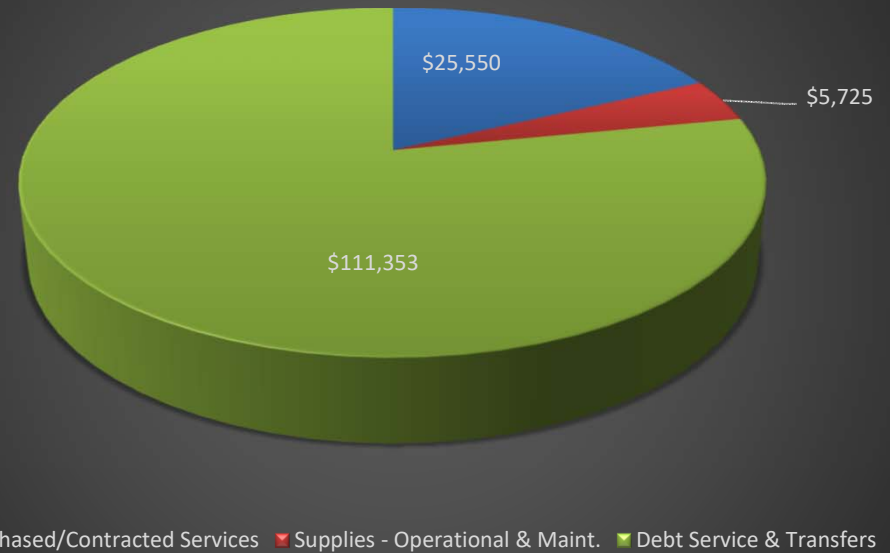
Mission Statement

Expenditure Summary

FY 2020-2021

Personnel Salaries & Wages	\$	-
Personnel Other Benefits	\$	-
Purchased/Contracted Services	\$	25,550
Interlocal Services	\$	-
Supplies - Operational & Maint.	\$	5,725
Supplies - Vehicle & Equipment	\$	-
Capital Outlays	\$	-
Other Costs	\$	-
Debt Service & Transfers	\$	111,353
<i>Department Total</i>	\$	<i>142,628</i>

CDC Expenditures



DEPARTMENT BUDGET OVERVIEW							
FISCAL YEAR		FUND		DEPARTMENT			
2020-2021		CDC 4B		Economic Development (4B)			
ACCOUNT NUMBER	ACCOUNT	FY 2017-2018 ACTUALS	FY 2018-2019 ACTUALS	Current Year		Request Year	
				FY 2019-2020 BUDGET	FY 2019-2020 PROJECTED YEAR END	FY 2020-2021 BUDGET PROPOSED	FY 2020-2021 BUDGET APPROVED
	<u>PURCHASED/CONTRACTUAL SERVICES</u>						
236-7530-626110	Advertising and Legal Notices	\$ 16,604	\$ 1,725	\$ 6,261	\$ -	\$ -	\$ -
236-7530-626183	Contract Services (Consulting Services)	\$ 550	\$ 500	\$ -	\$ -	\$ -	\$ -
236-7530-626120	Professional Services	\$ -	\$ 11,500	\$ -	\$ -	\$ -	\$ -
236-7530-626350	Attorney Fees	\$ 1,080	\$ 1,500	\$ -	\$ -	\$ -	\$ -
236-7530-626105	Audit	\$ -	\$ 500	\$ 4,000	\$ -	\$ 4,000	\$ -
236-7530-626335	Website	\$ -	\$ 9,775	\$ 2,000	\$ -	\$ 2,000	\$ -
236-7530-626360	City Management Services	\$ -	\$ 15,000	\$ 18,000	\$ -	\$ 18,000	\$ -
236-7530-626330	Errors & Omissions	\$ -	\$ 1,550	\$ 1,550	\$ -	\$ 1,550	\$ -
236-7530-626355	EDC Type A Shared Expenses	\$ 68,221	\$ 3,000	\$ -	\$ -	\$ -	\$ -
	<i>SUBTOTAL PURCHASED/CONTRACTUAL</i>	\$ 86,455	\$ 45,050	\$ 31,811	\$ -	\$ 25,550	\$ -
	<u>SUPPLIES - OPERATIONAL AND MAINTENANCE</u>						
236-7530-*****	Board Meeting Refreshments	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ -
236-7530-*****	Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
236-7530-*****	Postage	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ -
236-7530-636615	Uniforms	\$ -	\$ 90	\$ -	\$ -	\$ -	\$ -
236-7530-636700	Travel & Training	\$ 676	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -
236-7530-636710	Dues, Memberships & Publications	\$ -	\$ 4,025	\$ 4,025	\$ -	\$ 4,025	\$ -
236-7530-*****	Other Maintenance Operations & Supplies	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -
	<i>SUBTOTAL SUPPLIES - OPERATIONAL & MAINT.</i>	\$ 676	\$ 8,115	\$ 5,725	\$ -	\$ 5,725	\$ -
	<u>CAPITAL OUTLAYS</u>						
236-7530-*****	Computer Hardware/Software	\$ 493	\$ -	\$ 500	\$ -	\$ -	\$ -
236-7530-*****	Building Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
236-7530-*****	Centre Blvd	\$ -	\$ 898,790	\$ 898,790	\$ -	\$ -	\$ -
236-7530-*****	Justin Community Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
236-7530-*****	City Hall Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
236-7530-*****	Reatta Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
236-7530-*****	Property Enhancement Grant	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -

ACCOUNT NUMBER	ACCOUNT	FY 2017-2018 ACTUALS	FY 2018-2019 ACTUALS	Current Year		Request Year	
				FY 2019-2020 BUDGET	FY 2019-2020 PROJECTED YEAR END	FY 2020-2021 BUDGET PROPOSED	FY 2020-2021 BUDGET APPROVED
236-7530-*****	Other Incentive Programs(from Centre Blvd)	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -
236-7530-*****	HWY 156 Open for Business	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>SUBTOTAL CAPITAL OUTLAY</i>	\$ 15,493	\$ 973,790	\$ 899,290	\$ -	\$ -	\$ -
	DEBT SERVICES & TRANSFERS						
236-7530-677000	Debt Service Principal	\$ 110,751	\$ 110,076	\$ 85,000	\$ -	\$ 90,000	\$ -
236-7530-677005	Debt Service Interest	\$ -	\$ -	\$ 23,214	\$ -	\$ 21,353	\$ -
	<i>SUBTOTAL ACCT TRANFS</i>	\$ 110,751	\$ 110,076	\$ 108,214	\$ -	\$ 111,353	\$ -
	DEPARTMENT TOTAL	\$ 213,375	\$ 1,137,031	\$ 1,045,040	\$ -	\$ 142,628	\$ -

DEPARTMENT BUDGET SUMMARY

FISCAL YEAR

FUND

DEPARTMENT

2020-2021

CDC 4B

Economic Development (4B)

ACCOUNT NO.	EXPENDITURE GROUP	CURRENT YR.		PROJECTED YEAR		AMOUNT INCREASE / (DECREASE)	AMOUNT PROPOSED		AMOUNT APPROVED		%
		BUDGET	BUDGET	END BUDGET	END BUDGET						
***	Personnel Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
***	Personnel Other Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
***	Purchased/Contracted Services	\$ 31,811	\$ -	\$ -	\$ -	\$ (6,261)	\$ 25,550	\$ -	\$ -	\$ -	17.9%
***	Interlocal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
***	Supplies - Operation & Maintenance	\$ 5,725	\$ -	\$ -	\$ -	\$ -	\$ 5,725	\$ -	\$ -	\$ -	4.0%
***	Supplies - Vehicle & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
***	Capital Outlays	\$ 899,290	\$ -	\$ -	\$ -	\$ (899,290)	\$ -	\$ -	\$ -	\$ -	0.0%
***	Other Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
***	Debt Services & Transfers	\$ 108,214	\$ -	\$ -	\$ -	\$ 3,139	\$ 111,353	\$ -	\$ -	\$ -	78.1%
TOTAL DEPARTMENT EXPENSES		\$ 1,045,040	\$ -	\$ -	\$ -	\$ (902,413)	\$ 142,628	\$ -	\$ -	\$ -	

EDC/CDC Coversheet

Agenda Item: #3

Subject: Discussion regarding the monthly sales tax reports.

Item Summary: This item was asked to be placed on all future agenda items by several board members. We provided data from March and April which showed an increase for sales tax for both months.

Preliminary data from the Comptroller's Office shows an increase of 24.53% for the month of May compared to this time last year. I will send the final report out once it is released. We are seeing this increase due to online and construction related sales.

Recommendation: Discuss and provide feedback.

Attachments:

EDC/CDC Coversheet

Agenda Item: #4

Subject: Discussion regarding development related updates.

Item Summary: This item on the agenda allows for staff to provide updates related to residential, commercial, infrastructure, and transportation developments.

Staff, along with the Mayor and Vice President Woodall, were able to make contact with over 13 businesses in town related to the Denton County OPEN grant. We hope that some, if not all, were able to submit application successfully and should see the recipient list soon.

The EDC/CDC boards suggested we include a “business highlight” in the monthly newsletter and we have incorporated this for the last three months and have received great feedback.

Sumo Sushi is still working towards a final CofO and have hired a new plumber due to previous issues.

Autozone has received a sign permit and have passed a temporary electrical inspection. The rebar for pavement is also complete.

Justin State Bank has submitted some remodeling plans which are currently under fire and building review.

The final phase of Reatta Ridge (Ph. 4) has been issued a few permits out of the 128 units.

We are averaging 28 permits/month in Timberbrook.

The first phase of Legacy Ranch is wrapping up.

The Village at Reatta apartment complex is averaging 1.2 person per apartment. Roughly 400 people at buildout and they have 51 people living there now.

Recommendation: Discussion only.

Attachments:

EDC/CDC Coversheet

Agenda Item: #5

Subject: Discussion regarding the EDC/CDC vision and goals.

Item Summary: This item was requested to be placed on the agenda by Vice President Woodall. Last year the CDC adopted the following overview, mission statement, and vision. The EDC board never finalized one.

Board member Ron Williams was chosen as the lead person to come up with some ideas. This is what he has drafted:

Enhance and Improve the development and quality of life in the City of Justin. This is to be achieved by working simultaneously to increase and improve the following areas.

- Retail Sales
- Appropriate Commercial and/or Manufacturing
- Infrastructure
- Community Facilities and Events

For reference to the CDC's official language:

Purpose & Overview: Since 2003, the Justin Community Development Corporation has been involved in improving the quality of life for Justin citizens and businesses. We strive to be diligent stewards of the resources allocated through a one-fourth cent sales tax to make Justin a community working towards a balance of growth and stability. We desire to be wise in our growth while honoring our heritage.

Mission Statement: Our mission statement is to work together with citizens and local businesses in order to create the following:

- an environment attractive to responsible business practices
- revitalization while maintaining the historic appeal
- business retention and expansion
- job growth
- development of open space and recreational opportunities

Vision: Our vision is to strengthen and promote Justin as a viable economic center while maintaining a desirable quality of life for our current and future residents.

Recommendation: Discussion only.

Attachments:

EDC/CDC Coversheet

Agenda Item: #6

Subject: Discuss, consider, and act on payment for the Downtown Parking Project.

Item Summary: This is an EDC project and the board budgeted \$600,000 for construction costs.

Initially \$895,235.00 was awarded for the construction portion of this project. The first change order added an additional \$145,265.53 to the project. A second change order also added \$177,771.88. This second change order is anticipated to be reimbursed from Denton County. A contract was awarded for the landscape portion of this project in the amount of \$46,800.

Total cost excluding the amount that will be reimbursed from the county are estimated at around 1.4 million. This amount could be higher if certain areas such as lighting are more costly.

Recommendation: We recommend that the board motions that staff make the appropriate journal entries and bank transfers in the amount of \$600,000.

Attachments:

EDC/CDC Coversheet

Agenda Item: #7

Subject: Discussion regarding Justin Fun Days.

Item Summary: This item was requested to be placed on the agenda by Vice President Woodall. This item allows for discussion of future event planning and what role the boards can participate in.

Recommendation: Discussion only.

Attachments: