



Lake Dallas Community Development Corporation
Board of Directors Regular Meeting
This meeting will be conducted via Video Conference
June 8, 2020 at 7:00 p.m.
Agenda

Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act, and in an effort to protect the health and safety of the public, members of the public will not be admitted to the meeting room to attend the meeting. Members of the public who desire to listen to proceedings of the meeting may dial the following toll-free number and, when prompted, enter the following Meeting ID #, beginning at 6:45 p.m. to join the meeting:

Toll Free Number: 877- 853- 5257

Meeting ID#: 892 8670 1871

Password: 571793

Video Conference: <https://us02web.zoom.us/j/89286701871?pwd=MEYzTEdOMjhiMTJlRW5HTHZCZmZndzO9>

Any person wishing to provide comments during Item 2 – Citizen Agenda & Public Comment, or on any matter to be considered on this agenda, should email such comments to the City Secretary at cdelcambre@lakedallas.com by 3:00 p.m. on Monday, June 8, 2020.

1. Call to Order & Determination of Quorum
2. **Citizen Agenda & Public Comment:** An opportunity for citizens to address the Community Development Corporation (CDC) Board on matters which are scheduled for consideration by the CDC. In order to address the CDC, please complete a Public Meeting Appearance Card and present it to the City Staff prior to the start of the meeting. The Texas Open Meeting Act prohibits deliberation by the CDC of any subject which is not on the posted agenda, therefore the CDC Board will not be able to discuss or take any action on items brought up during the citizen presentations. Citizen presentation will be limited to five (5) minutes per person.
3. Approval of the May 18, 2020 minutes.
4. Approval of the May 2020 Financial Report
5. Update on actions regarding property maintenance, management, and current leases for 103, 105 and 107 S. Lake Dallas Drive and take appropriate action.

6. **Hold a discussion on economic development goals and objects, including an economic development strategic plan, and goals for the Downtown District, IH-35E Business Corridor District and Swisher Road District.**
7. **Hold a discussion regarding options for providing loans or grants to local businesses for local disaster relief.**
8. **Receive a report and hold a discussion regarding the Fiscal Year FY 2020-2021 Proposed CDC and City Budget.**
9. **Announcements or requests for future agenda items**
10. **Adjourn**

I certify that the above notice of this meeting posted on the bulletin board at City Hall of the City of Lake Dallas, Texas on June 5, 2020 at 5:00 p.m.



Codi Delcambre, City Secretary

If you plan to attend this via teleconference public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (940) 497-2226 ext. 103 or fax (940) 497-4485 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

**State of Texas
County of Denton
City of Lake Dallas**

The Community Development Corporation of the City of Lake Dallas met for a regular meeting on May 18, 2020 via Video Conference, with notice of the meeting posted, as required, by Title 5, Chapter 551.041 of the Texas Government Code.

1. Call to Order

Mike Mayberry called the meeting to order at 7:02 p.m.

Present:

Charlie Price	Member 1
Terry Tuck	Vice Chairperson, Member 2
Michael Barnhart	Member 3
Glynn Vbra	Member 7
Mike Mayberry	Chairperson, Member 6

Absent: None

Karl Hammond	Member 5
Melody Parlett	Member 4

Staff members: City Manager John Cabrales, City Secretary Codi Delcambre, Michele Sanchez, Finance Director, City Attorney Kevin Laughlin, Public Works Superintendent Layne Cline and Community Development Coordinator Lancine Bentley were present.

2. Citizen Agenda & Public Comment:

Chairperson Mike Mayberry opened Citizen's Agenda.

Paul Perry of 2309 Creek Edge stated that he would like to address the Board concerning an issue he is having with selling one of his home. He stated that it would help if a fence could be built between the home and Anderson Auto. He stated that he was willing to help with the cost and was hoping that CDC would be able to help to.

Chairperson Mike Mayberry closed the Citizen's Agenda

3. Approval of the February, March and April 2020 Financial Report

Motion to approve February, March and April 2020 Financial Report was made by Terry Tuck and seconded by Michael Barnhart.

Ayes: Michael Barnhart, Terry Tuck, Mike Mayberry, Glynn Vbra, and Charlie Price.

Noes: None

Motion Passed 5-0

4. Approval of the March 9, 2020 minutes.

Motion to approve the March 9, 2020 minutes was made by Glynn Vbra and seconded by Terry Tuck.

Ayes: Michael Barnhart, Terry Tuck, Mike Mayberry, Glynn Vbra, and Charlie Price.

Noes: None

Motion Passed 5-0

5. Receive a report, hold a discussion and consider authorizing a contract with ZacTax for web-based sales tax analysis services.

CDC received a presentation from Chad Janieak with respect to contract with ZacTax for web-based sales tax analysis services.

Motion to authorizing a contract with ZacTax for web-based sales tax analysis services by Glynn Vbra. Motion died for lack of second.

Motion to authorizing a contract with ZacTax for web-based sales tax analysis services in the amount not to exceed \$1500.00 was made by Terry Tuck seconded by Charlie Price.

Ayes: Michael Barnhart, Terry Tuck, Mike Mayberry, Glynn Vbra, and Charlie Price.

Noes: None

Motion Passed 5-0

6. Update on actions regarding property maintenance, management, and current leases for 103, 105 and 107 S. Lake Dallas Drive and take appropriate action.

CDC received updated on the 103, 105, 107 S. Lake Dallas Drive. Staff was directed to allow the renter from 107 to move 105 on a month by month as an option since no repairs will be made to sewer problems at 107.

7. Hold a discussion on economic development goals and objects, including an economic development strategic plan, and goals for the Downtown District, IH-35E Business Corridor District and Swisher Road District.

CDC received an update and no action was taken.

8. Hold a discussion regarding options for providing loans or grants to local businesses for local disaster relief.

CDC received an update regarding options for providing loans or grants to local businesses for local disaster relief.

9. Executive Session: Conduct a closed meeting pursuant to Texas Government Code Section 551.071 to consult with the Corporation's attorney about contemplated litigation and engage in conversation protected by attorney-client privilege relating to the possible default of Economic Development Agreement with the owner of the property at 510 E Hundley Drive.

CDC Board convened into Executive Session at 9:24 p.m.

10. Return to Open Session: Discuss and take action, if any, pursuant to matters discussed in Executive Session

CDC reconvened into Open Session at 9:50 p.m.

Motion to authorizing a Chairman to negotiate and execute amendment to the Big Grant Program Agreement with DFW Cave to authorize a second occupant of the building at 510

E. Hundley under the term of the agreement was made by Mike Mayberry seconded by Charlie Price.

Ayes: Michael Barnhart, Terry Tuck, Mike Mayberry, Glynn Vbra, and Charlie Price.

Noes: None

Motion Passed 5-0

11. Announcements or requests for future agenda items.

- Big Grant
- Lake Dallas Drive Property

12. Adjourn

Mike Mayberry adjourned the meeting at 9:54 p.m.

Mike Mayberry, Chairperson

Codi Delcambre, City Secretary



Financial Reports

Community Development Corporation

May 2020

Lake Dallas Community Development Corporation
 Monthly Financial Summary
 May 2020

	Current Month	Year to Date	Budget
Revenues	\$36,267.28	\$297,747.27	\$386,000
Expenses	\$1,445.39	\$15,985.56	\$460,075
Net	\$34,821.39	\$281,761.71	\$(74,075)

Sales Tax Revenue for the month of May was \$34,434.95 This is approx. a 2.6% decrease from May 2020. As of this month, 78.01% of the sales tax budget has been collected.

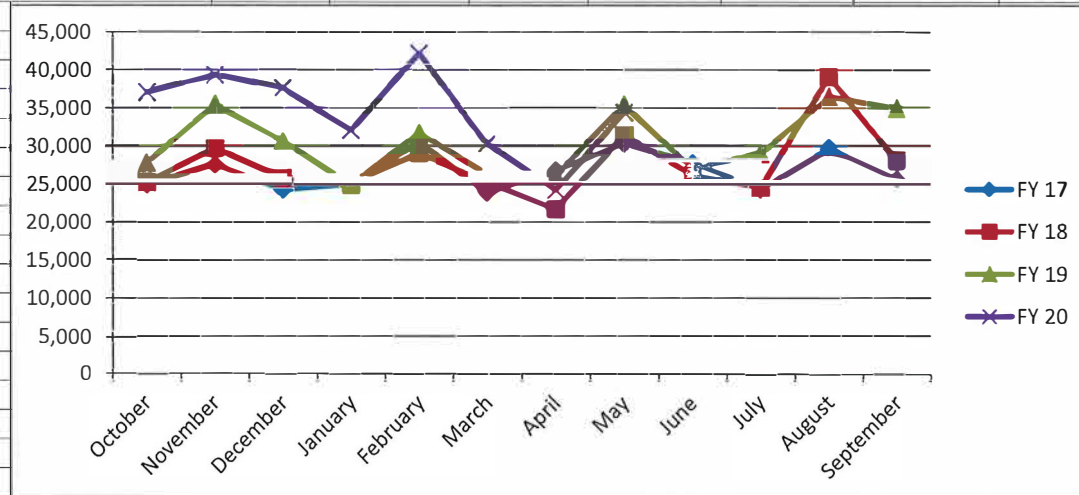
CDC has the following cash available as of May 2020:

CDC Investment Account	\$482,464.19
CDC Checking Account	\$327,132.37
Net Funds	\$809,596.56

*City of Lake Dallas
Community Development Corp*

Sales Tax Receipts
2016-2020

	FY 16	FY 17	FY 18	FY 19	FY 20
October	23,689	24,888	25,218	27,643	36,961
November	35,767	27,468	29,604	35,405	39,286
December	23,625	24,197	25,716	30,596	37,548
January	18,869	24,962	25,083	24,779	32,080
February	26,226	30,383	29,016	31,709	42,125
March	24,069	23,762	25,136	26,208	30,266
April	21,251	26,732	21,641	26,091	24,134
May	31,601	30,282	31,369	35,357	34,435
June	22,787	27,718	26,084	26,906	
July	22,044	24,330	24,549	28,997	
August	26,604	29,717	39,028	36,474	
September	24,161	25,753	28,073	34,973	
St Comptroller Audit Adj		67,401			
Annual Auditor accrual	(7,099)	2,465			
Total	293,594	390,059	330,518	365,137	



Budget Summary

**Revenue and Expenditures
by Month and Year to Date
Compared to Budget**

City of Lake Dallas Statement of Revenue and Expenditures

Original Budget
For Community Development Corporation (11)
For the Fiscal Period 2020-8 Ending May 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
11-00-42112 4B Sales Tax	0.00	34,434.95	\$ 360,000.00	\$ 280,835.86	21.99%
11-00-45480 Property Rental Income	0.00	1,500.00	18,000.00	11,903.96	33.87%
11-00-47482 Interest Income - 4B	0.00	332.33	8,000.00	5,007.45	37.41%
Total Undefined Sub-Type Revenues	0.00	36,267.28	386,000.00	297,747.27	22.86%
Total Revenues	0.00	36,267.28	386,000.00	297,747.27	22.86%
Total Community Development Corporation Revenues	\$ 0.00	\$ 36,267.28	\$ 386,000.00	\$ 297,747.27	22.86%

Expenditures					
Administration Expenditures					
Supplies Expenditures					
11-11-52205 Advertising	0.00	0.00	\$ 6,000.00	0.00	100.00%
11-11-52206 Travel & Training	0.00	0.00	2,000.00	425.00	78.75%
11-11-52207 Dues & Memberships	0.00	0.00	150.00	500.00	(233.33%)
Total Supplies Expenditures	0.00	0.00	8,150.00	925.00	88.65%
Contractual Services Expenditures					
11-11-53301 Utilities	0.00	975.39	11,000.00	6,381.15	41.99%
11-11-53303 Accounting & Auditor	0.00	0.00	3,000.00	3,000.00	0.00%
11-11-53304 Legal Services	0.00	370.00	3,000.00	740.00	75.33%
11-11-53335 Bank Fees	0.00	0.00	2,000.00	0.00	100.00%
11-11-53381 CDC Downtown BIG Grants	0.00	0.00	15,000.00	0.00	100.00%
Total Contractual Services Expenditures	0.00	1,345.39	34,000.00	10,121.15	70.23%
Maintenance Expenditures					
11-11-54480 Rental Property Maintenance	0.00	100.00	3,600.00	4,939.41	(37.21%)
Total Maintenance Expenditures	0.00	100.00	3,600.00	4,939.41	(37.21%)

City of Lake Dallas
Statement of Revenue and Expenditures

*Original Budget
 For Community Development Corporation (11)
 For the Fiscal Period 2020-8 Ending May 31, 2020*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Capital Outlay Expenditures					
11-11-55520 Capital Outlay-CDC Projects	0.00	0.00	106,500.00	0.00	100.00%
Total Capital Outlay Expenditures	0.00	0.00	106,500.00	0.00	100.00%
Transfers Expenditures					
11-11-59111 Transfer to General Fund Parks & Admin	0.00	0.00	72,000.00	0.00	100.00%
11-11-59119 Transfer to Debt Service Fund	0.00	0.00	235,825.00	0.00	100.00%
Total Transfers Expenditures	0.00	0.00	307,825.00	0.00	100.00%
Total Administration Expenditures	0.00	1,445.39	460,075.00	15,985.56	96.53%
Total Community Development Corporation Expenditures	\$ 0.00	\$ 1,445.39	\$ 460,075.00	\$ 15,985.56	96.53%
Community Development Corporation Excess of Revenues	\$ 0.00	\$ 34,821.89	\$ (74,075.00)	\$ 281,761.71	480.37%

City of Lake Dallas
Statement of Revenue and Expenditures
Original Budget

For the Fiscal Period 2020-8 Ending May 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 0.00	\$ 36,267.28	\$ 386,000.00	\$ 297,747.27	22.86%
Total Expenditures	\$ 0.00	\$ 1,445.39	\$ 460,075.00	\$ 15,985.56	96.53%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ 34,821.89	\$ (74,075.00)	\$ 281,761.71	480.37%

Accounts Payable Check Register

**Checks Processed During
Posting
Of
Accounts Payable**

Accounts Payable Check Register Report - IB-Community Development Corporation-1061976

For The Date Range From 5/1/2020 To 5/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status						
3597	C	5/7/2020	137	Lake Cities Municipal Utility Authority	\$240.64	C						
			<table border="1"> <thead> <tr> <th>Invoice Nbr - Description</th> <th>GL Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>LD CDC--09 - April 2020 Water Bill</td> <td>11-11-53301</td> <td>\$240.64</td> </tr> </tbody> </table>		Invoice Nbr - Description	GL Account	Amount	LD CDC--09 - April 2020 Water Bill	11-11-53301	\$240.64		
Invoice Nbr - Description	GL Account	Amount										
LD CDC--09 - April 2020 Water Bill	11-11-53301	\$240.64										
3599	C	5/18/2020	111	Nichols, Jackson, Dillard	\$370.00	C						
			<table border="1"> <thead> <tr> <th>Invoice Nbr - Description</th> <th>GL Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>27682--01 - April 2020 Legal Services</td> <td>11-11-53304</td> <td>\$370.00</td> </tr> </tbody> </table>		Invoice Nbr - Description	GL Account	Amount	27682--01 - April 2020 Legal Services	11-11-53304	\$370.00		
Invoice Nbr - Description	GL Account	Amount										
27682--01 - April 2020 Legal Services	11-11-53304	\$370.00										
3600	C	5/18/2020	527	TXU Energy	\$734.75	C						
			<table border="1"> <thead> <tr> <th>Invoice Nbr - Description</th> <th>GL Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>055677407096--01 - April 2020 Energy Charges</td> <td>11-11-53301</td> <td>\$734.75</td> </tr> </tbody> </table>		Invoice Nbr - Description	GL Account	Amount	055677407096--01 - April 2020 Energy Charges	11-11-53301	\$734.75		
Invoice Nbr - Description	GL Account	Amount										
055677407096--01 - April 2020 Energy Charges	11-11-53301	\$734.75										
3598	C	5/7/2020	594	Three Kinds Grounds Keeping	\$100.00	O						
			<table border="1"> <thead> <tr> <th>Invoice Nbr - Description</th> <th>GL Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>45974 - April Mowing for 103 S Lake Dallas Drive</td> <td>11-11-54480</td> <td>\$100.00</td> </tr> </tbody> </table>		Invoice Nbr - Description	GL Account	Amount	45974 - April Mowing for 103 S Lake Dallas Drive	11-11-54480	\$100.00		
Invoice Nbr - Description	GL Account	Amount										
45974 - April Mowing for 103 S Lake Dallas Drive	11-11-54480	\$100.00										

Cleared	\$1,345.39
Outstanding	\$100.00
Void	\$0.00

Economic Development Monthly Report

May 2020

General Information

1. Working with three businesses on upcoming BIG Grant submissions. (C1)
2. Contacted two retail consulting, market research and development firms regarding business website development and other services. (B3,B4)
3. Updated website Business List with 18 additional businesses. (C2)
4. Developed an expedited electronic commercial building application process. (C3)
5. Conducting research on business grant programs, i.e. various cities and Denton County (CARES Act). (C1)
6. Scheduled an upcoming meeting with a business retention expert. (C1)

MEMORANDUM

To: Lake Dallas Community Development Corporation

From: Lancine Bentley, Community Development Coordinator

Date: June 5, 2020

Subject: Funding Sources for a Few Local Business Grant Programs

Below is a brief summary of four local municipalities that are funding business grants for COVID-19 related impacts. These municipalities vary in their funding source.

Town of Prosper

Prosper is awarding forgivable grants up to an amount of \$10,000 for businesses that have experienced severe, negative economic impact due to COVID-19. Due to Prosper's concern with using 4A sales tax dollars for this purpose, grants are not being funded using Type A monies through the Prosper EDC. The Prosper City Council decided to use a portion of the municipality's CARES Act money to fund business grants. COVID-19 federal funds (CARES Act) are being distributed through Collin County to local municipalities. Grant applications are being taken through June 5, 2020.

Town of Roanoke

Roanoke created a Stimulus Program using 4A monies to assist businesses negatively affected by the pandemic. The total Type A dollars set aside for this program is \$200,000. Each business applicant may request up to \$3,000. Roanoke plans to speak with Denton County to learn if their grant program expenditures are reimbursable with CARES Act funds. Grant applications are still being taken.

The Colony

The Colony has established a Small Business Support Grant program to assist businesses within the City that are experiencing financial hardship due to the Covid-19. A total of \$100,000 in 4A monies has been allotted to the grant fund. Grants will be awarded up to a maximum amount of \$1,000. This funding is being taken from the EDC's marketing budget line item.

Town of Aubrey

The Aubrey Municipal Development District and City Council have approved a business survival grant using sales tax dollars. The grant amounts fall into three categories: \$5k, \$8k, and \$10k depending upon the COVID impact. Grant applications are still being taken.

Recommendation

The City of Lake Dallas administrative staff and legal counsel are not recommending the use of 4B sales tax as a source of business grant funding. Staff has been in contact with Denton County and has received information, and has requested additional information, on how to participate in and receive/allocate funds for Lake Dallas businesses from the county's Coronavirus Relief Fund.



CITY COUNCIL
AGENDA MEMO

Prepared By: Michele Sanchez, Finance Director

July 11, 2019

Budget Workshop

DESCRIPTION:

Receive a report and hold a discussion regarding the Fiscal Year (FY) 2019-20 budget and projected revenues and the proposed Budget (FY) 2020-2021.

BACKGROUND INFORMATION:

The purpose of this item is to provide the Community Development Corporation with revenue and expenditure trending for fiscal year (FY) 2019-2020 and projected for (FY) 2020-2021.

FINANCIAL CONSIDERATION:

FY 2020-2021 Proposed Budget will contain the projected revenues and expenses for the City.

RECOMMENDED MOTIONS:

None, discussion only

ATTACHMENT(S):

None