

5. Discuss, consider, and possible action on approval of funding to the Joshua Area Chamber of Commerce in the amount of \$18,000.00 annually.

D. EXECUTIVE SESSION

The Type A Economic Development Corporation of the City of Joshua will recess into Executive Session (Closed Meeting) pursuant to the provisions of chapter 551, Subchapter D, Texas Government Code, to discuss the following:

- a. Pursuant to Section 551.072 of the Texas Government Code to discuss or deliberate the purchase, exchange, lease, or value of real property.

E. RECONVENE INTO REGULAR MEETING

In accordance with Texas Government Code, Section 551, the Type A Economic Development Corporation will reconvene into regular session and consider action, if any, on matters discussed in executive session.

F. FUTURE AGENDA ITEMS/REQUESTS BY DIRECTORS TO BE ON THE NEXT AGENDA

(Members shall not comment upon, deliberate, or discuss any item that is not on the agenda. Members shall not make routine inquiries about operations or project status on an item that is not posted. However, any Members may state an issue and a request that this issue is placed on a future agenda.)

G. ADJOURN

In compliance with the Americans with Disabilities Act, the City of Joshua will provide reasonable accommodations for disabled persons attending this meeting. Requests should be received at least 24 hours prior to the scheduled meeting by contacting the City Secretary's office at 817/558-7447.

CERTIFICATE:

I hereby certify that the above agenda was posted on the 8th day of March 2023 by 5:00 p.m. on the official bulletin board at the Joshua City Hall, 101 S. Main, Joshua, Texas.

Alice Holloway, TRMC, MMC
City Secretary

City of Joshua
 Financial Statement
 As of February 28, 2023

3/1/2023 2

Item 1.

200 - 4A Economic Development	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Tax Revenue	61,603.24	52,062.50	9,540.74	290,723.23	625,000.00	46.52%	334,276.77
Investment Earnings	936.04	41.65	894.39	3,817.90	500.00	763.58%	(3,317.90)
Miscellaneous	0.00	8,333.33	(8,333.33)	653.50	100,000.00	0.65%	99,346.50
Transfers In	0.00	0.00	0.00	1,387,961.00	0.00	0.00%	(1,387,961.00)
Revenue Totals	<u>62,539.28</u>	<u>60,437.48</u>	<u>2,101.80</u>	<u>1,683,155.63</u>	<u>725,500.00</u>	<u>232.00%</u>	<u>(957,655.63)</u>
Expense Summary							
Personnel	250.00	927.08	(677.08)	4,357.06	11,125.00	39.16%	6,767.94
Debt Service	0.00	103,935.00	(103,935.00)	104,516.00	137,870.00	75.81%	33,354.00
Capital Outlay	0.00	2,500.00	(2,500.00)	1,396,099.50	30,000.00	4653.67%	(1,366,099.50)
Miscellaneous	4,708.16	12,523.67	(7,815.51)	6,627.32	150,300.00	4.41%	143,672.68
Economic Development	238.17	3,582.50	(3,344.33)	5,140.45	43,000.00	11.95%	37,859.55
Joshua Station Development	377.98	2,916.00	(2,538.02)	15,742.61	35,000.00	44.98%	19,257.39
Transfers Out	0.00	0.00	0.00	0.00	78,210.00	0.00%	78,210.00
Expense Totals	<u>5,574.31</u>	<u>126,384.25</u>	<u>(120,809.94)</u>	<u>1,532,482.94</u>	<u>485,505.00</u>	<u>315.65%</u>	<u>(1,046,977.94)</u>

City of Joshua
 Financial Statement
 As of February 28, 2023

3/1/2023 2

Item 1.

200 - 4A Economic Development	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Tax Revenue							
200-4003 Sales Tax	61,603.24	52,062.50	9,540.74	290,723.23	625,000.00	46.52%	334,276.77
Tax Revenue Totals	61,603.24	52,062.50	9,540.74	290,723.23	625,000.00	46.52%	334,276.77
Investment Earnings							
200-4600 Interest Income	936.04	41.65	894.39	3,817.90	500.00	763.58%	(3,317.90)
Investment Earnings Totals	936.04	41.65	894.39	3,817.90	500.00	763.58%	(3,317.90)
Miscellaneous							
200-4901 Misc. Revenue	0.00	8,333.33	(8,333.33)	653.50	100,000.00	0.65%	99,346.50
Miscellaneous Totals	0.00	8,333.33	(8,333.33)	653.50	100,000.00	0.65%	99,346.50
Transfers In							
200-4902 Proceeds From Debt	0.00	0.00	0.00	1,387,961.00	0.00	0.00%	(1,387,961.00)
Transfers In Totals	0.00	0.00	0.00	1,387,961.00	0.00	0.00%	(1,387,961.00)
Revenue Totals	62,539.28	60,437.48	2,101.80	1,683,155.63	725,500.00	232.00%	(957,655.63)

City of Joshua
 Financial Statement
 As of February 28, 2023

3/1/2023 2:57:

Item 1.

200 - 4A Economic Development Non-Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Capital Outlay	0.00	2,500.00	(2,500.00)	1,396,099.50	30,000.00	4653.67%	(1,366,099.50)
Debt Service	0.00	103,935.00	(103,935.00)	104,516.00	137,870.00	75.81%	33,354.00
Economic Development	238.17	3,582.50	(3,344.33)	5,140.45	43,000.00	11.95%	37,859.55
Joshua Station Development	377.98	2,916.00	(2,538.02)	15,742.61	35,000.00	44.98%	19,257.39
Miscellaneous	4,708.16	12,523.67	(7,815.51)	6,627.32	150,300.00	4.41%	143,672.68
Personnel	250.00	927.08	(677.08)	4,357.06	11,125.00	39.16%	6,767.94
Non-Departmental Totals	5,574.31	126,384.25	(120,809.94)	1,532,482.94	407,295.00	376.26%	(1,125,187.94)
200 - 4A Economic Development General Non-Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Transfers Out	0.00	0.00	0.00	0.00	78,210.00	0.00%	78,210.00
General Non-Departmental Totals	0.00	0.00	0.00	0.00	78,210.00	0.00%	78,210.00
Expense Total	5,574.31	126,384.25	(120,809.94)	1,532,482.94	485,505.00	315.65%	(1,046,977.94)

City of Joshua
 Financial Statement
 As of February 28, 2023

3/1/2023 2

Item 1.

200 - 4A Economic Development Non-Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
200-00-5150 Training & Travel	250.00	583.33	(333.33)	1,957.06	7,000.00	27.96%	5,042.94
200-00-5160 Dues & Subscriptions	0.00	343.75	(343.75)	2,400.00	4,125.00	58.18%	1,725.00
200-00-5574 2018 Revenue Bonds -	0.00	33,935.00	(33,935.00)	34,516.00	67,870.00	50.86%	33,354.00
200-00-5574 2018 Revenue Bonds -	0.00	70,000.00	(70,000.00)	70,000.00	70,000.00	100.00%	0.00
200-00-5600 Capital Outlay > \$5,000	0.00	2,500.00	(2,500.00)	0.00	30,000.00	0.00%	30,000.00
200-00-5700 Land Purchase	0.00	0.00	0.00	1,396,099.50	0.00	0.00%	(1,396,099.50)
200-00-5840 380 Agreement Expenses	3,896.50	816.67	3,079.83	3,896.50	9,800.00	39.76%	5,903.50
200-00-5853 Joshua Area Chamber Of	0.00	1,500.00	(1,500.00)	0.00	18,000.00	0.00%	18,000.00
200-00-5860 Joshua Station Utilities	377.98	1,666.00	(1,288.02)	7,642.61	20,000.00	38.21%	12,357.39
200-00-5860 Joshua Station Development	0.00	1,250.00	(1,250.00)	8,100.00	15,000.00	54.00%	6,900.00
200-00-5880 Facade Grant Funding	0.00	8,333.33	(8,333.33)	0.00	100,000.00	0.00%	100,000.00
200-00-5909 Miscellaneous Expense	46.66	41.67	4.99	669.82	500.00	133.96%	(169.82)
200-00-5930 Advertising	765.00	3,332.00	(2,567.00)	2,061.00	40,000.00	5.15%	37,939.00
200-00-5955 Type A Administrative	238.17	2,082.50	(1,844.33)	5,140.45	25,000.00	20.56%	19,859.55
Non-Departmental Totals	5,574.31	126,384.25	(120,809.94)	1,532,482.94	407,295.00	376.26%	(1,125,187.94)

City of Joshua
 Financial Statement
 As of February 28, 2023

3/1/2023 2

Item 1.

200 - 4A Economic Development General Non-Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
200-02-5975 Transfer To General Fund	0.00	0.00	0.00	0.00	78,210.00	0.00%	78,210.00
General Non-Departmental Totals	0.00	0.00	0.00	0.00	78,210.00	0.00%	78,210.00
Expense Totals	5,574.31	126,384.25	(120,809.94)	1,532,482.94	485,505.00	315.65%	(1,046,977.94)



MINUTES
TYPE A ECONOMIC DEVELOPMENT CORPORATION BOARD
COUNCIL CHAMBERS
NOVEMBER 14, 2022
6:30 PM

PRESENT

President Shelly Anderson
 Director Joe Hollarn
 Director Linda Childers
 Director David Morgan
 Director Josh Burns

STAFF

Molly Martin, EDC Director
 Alice Holloway, City Secretary

ABSENT

Director Esley Henderson
 Director Aleshia Hayes

The Joshua Type A Economic Development Corporation held a Regular Meeting in the Council Chambers, located at 101 S. Main St., Joshua, Texas, on November 14, 2022. This meeting is subject to the open meeting laws of the State of Texas.

Individuals may attend the Joshua Type A EDC meeting in person or access the meeting via videoconference or telephone conference call.

Join Zoom Meeting:

<https://us02web.zoom.us/j/82320020381?pwd=RGxuMFhXRXJxYUc0WHNDcnhFT3V2Zz09>

Meeting ID: 82320020381 Passcode: 998659

A member of the public who would like to submit a question on any item listed on this agenda may do so via the following options:

Online: An online speaker card may be found on the City's website (cityofjoshuatx.us) on the Agenda/Minutes/Recordings page. Speaker cards received will be read during the meeting in the order received by the City Secretary.

By phone: Please call 817/558-7447 ext. 2003 no later than 5:00 pm on the meeting day and provide your name, address, and question. The City Secretary will read your question in the order they are received.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Director Anderson announced a quorum and called the meeting to order at 6:30 pm.

B. CITIZENS FORUM

The Economic Development Corporation invites citizens to speak on any topic. However, unless the item is specifically noted on this agenda, the Economic Development Corporation is required under the Texas Open Meetings Act to limit its response to responding with a statement of specific factual information, reciting the City's existing policy, or directing the person making the inquiry to visit with City Staff about the issue. No Corporation deliberation is permitted. Each person will have 3 minutes to speak.

C. REGULAR AGENDA

- 1. Review and discuss questions related to the budget report and financial statement for October 2022.
(Staff Resource: M. Peacock)

EDC Director Martin presented the budget report and financial statement. Director Martin stated that the sales tax continues to increase.

- 2. Discuss, consider, and possible action on the meeting minutes of October 10, 2022.

Motion made by Director Hollarn, Seconded by Director Childers.

Voting Yea: President Anderson, Director Morgan, Director Hollarn, Director Childers, and Director Burns.

Director Anderson moved to item 5 on the agenda.

- 3. Discuss, consider and possible action on an increase in funding in a joint funding agreement between the City of Joshua and JCSUD.

Director Hollarn moved to approve a total contribution not to exceed \$350,000 on the backend, city not paying until April, and wording added to the contract that developers will not pay any amount above than impact fees. Director Burns seconded the motion.

Voting Yea: President Anderson, Director Morgan, Director Hollarn, Director Childers, and Director Burns.

- 4. Discuss, consider, and possible action regarding the approval of loan documents from Pinnacle Bank for the 3.556 acres in Joshua Station, and all matters incident and related thereto.

Director Hollarn moved to approve loan documents/contract with pinnacle bank regarding the 3.556 acres in Joshua Station. Director Childers seconded the motion.

Voting Yea: President Anderson, Director Morgan, Director Hollarn, Director Childers, and Director Burns.

- 5. Discuss, consider, and possible action on award of bid to Falcon Construction Service and Schwarz-Hanson for the Container Park Project.

Director Childers moved to award the bid to Falcon Construction Service and Schwarz-Hanson. Director Morgan seconded the motion.

Voting Yea: President Anderson, Director Morgan, Director Hollarn, Director Childers, and Director Burns.

Director Anderson moved to item 3 on the agenda.

- 6. Discuss, consider, and possible action regarding contract with CivicPlus to build a website for Economic Development in the amount of \$1500.

Director Hollarn moved to approve a contract to build a website in the amount of \$1500. Director Morgan seconded the motion.

Voting Yea: President Anderson, Director Morgan, Director Hollarn, Director Childers, and Director Burns.

7. Discuss, consider, and possible action on approval of the proposed Façade Improvement Grant.

Director Hollarn moved to approve the proposed Façade Improvement Grant. Director Childers seconded the motion.

Voting Yea: President Anderson, Director Morgan, Director Hollarn, Director Childers, and Director Burns.

8. Discuss, consider, and possible action on changing the regular meeting time for the Type A Economic Development Corporation.

Motion made by Director Hollarn to change the start time of EDC Type A meetings to 6:00 pm. Seconded by Director Morgan.

Voting Yea: President Anderson, Director Morgan, Director Hollarn, Director Childers, and Director Burns.

D. FUTURE AGENDA ITEMS/REQUESTS BY DIRECTORS TO BE ON THE NEXT AGENDA

(Members shall not comment upon, deliberate, or discuss any item that is not on the agenda. Members shall not make routine inquiries about operations or project status on an item that is not posted. However, any Members may state an issue and a request that this issue is placed on a future agenda.)

NA

E. ADJOURN

Director Anderson adjourned the meeting at 7:16 pm.

Shelly Anderson, President
Type A EDC

Alice Holloway, City Secretary

Approved: March 13, 2023



**Type A EDC Agenda
March 13, 2023**

Minutes Resolution

Action Item

Agenda Description:

Discuss, consider, and possible action on a request to implement a Knox Box Grant Program.

Background Information:

The Fire Department has requested that the Type A EDC Board consider implementing a KNOX Box Grant Program that would incentivize local business owners to install KNOX Box entry systems on their commercial business not to exceed \$250.00. Funds would only be as a reimbursement

When a business owner makes the purchase by KNOX, the city would send someone to install the unit and the FD would come out and open and install the business owners' keys to the box. Under very strict guidelines, those keys could only be accessed by the FD or PD in case of an emergency.

The KNOX system is very secure, each unit logs in and out and will identify who opened the box and returned the keys. KNOX Systems are required in the Fire Code currently adopted by the City and are common in municipalities around the country. Staff is also working on a residential KNOX program as well, that would be funded in the Fire Department in the FY 2023-24 Budget.

Financial Information:

NA

City Contact and Recommendations:

Mike Peacock, City Manager



MEMORANDUM

TO: Type A EDC Board

FROM: Mike Peacock,

DATE: 2/28/2023

SUBJECT: Façade Improvement Grant

Final draft of the grant proposal is included in your packets. This includes changes recommended by both the EDC Board as well as the City Council.

As you recall, the finding for this project will come from the use of ARPA funds of \$100,000. The EDC Board may at its discretion add additional funding to further the program. Currently, staff is not recommending adding additional funds.



POLICY FOR THE FAÇADE IMPROVEMENT PROGRAM

I. GENERAL PURPOSE AND OBJECTIVES

A. The purpose of the Façade Improvement Program (“Façade Improvement Program”) is to encourage local businesses to improve storefronts/façades in eligible areas, and to promote commercial revitalization and economic development. The Façade Improvement Program is funded with revenues generated from the City General Fund, ARPA funding and Type A EDC funds. Revenues from the “ARPA Funds” are deemed “Grant Revenues” and can only be spent on specific uses allowed by law.

B. The City of Joshua (“City”) may use Grant Revenues as follows:

1. for community or economic development activities
2. For projects that include private investment.

II. DEFINITIONS

“Building” means, for funding purposes, a contiguous structure with shared walls, not including firewalls.

“Eligible Improvements” means any construction or aesthetic alteration made to the side of the building parallel to the primary right-of-way and improvements to the interior wall of the façade caused as a result of improvements to the façade, as approved by City staff through the application process.

“Developer” means a legal entity/party that enters into the Reimbursement Agreement with the City to receive funds from the Façade Improvement Program.

“Façade” means the portion of the building parallel to the primary right-of-way as determined by City.

“Owner” means the legal owner of the property on which the Project is located.

“Project” means the City approved improvements to the building eligible for Façade Improvement Program funds.

III. ELIGIBLE PROJECTS

A. Eligible Projects. In order for a Project to be considered for funding under the Façade Improvement Program, it must meet the following criteria:

1. The use of the property must be following the City’s Zoning Ordinance.
2. The Developer:
 - a. must invest its own funds on Eligible Improvements.
 - b. must submit a complete application to the city.
 - c. must not be delinquent in paying property taxes for any property owned by the Developer; and
 - d. must not have any City liens filed against any property owned by the Developer, including but not limited to weed liens, demolition liens, board-up/open structure liens and paving liens.
3. No delinquent taxes shall be owed for the property on which the Project is located.

IV. ELIGIBLE IMPROVEMENTS AND EXPENDITURES

A. Eligible Improvements. Eligible improvements are limited to the following:

1. signage attached to the facade.
2. painting.
3. siding.
4. brick/stone/masonry.
5. glass.
6. windows.
7. doors.
8. trim.
9. awnings.
10. structural improvements to façade; or
11. exterior lighting attached to the façade.

B. Ineligible Improvements:

1. exterior improvements located on the sides or rear of buildings.
2. interior improvements.
3. Landscaping (Unless with an approved maintenance Agreement)

V. SELECTION PROCESS

A. Application. A complete application must be submitted along with the following attachments:

1. proof of ownership and/or occupancy such as deed/lease; If the Developer does not own the property on which the Project is located, the Developer must provide proof satisfactory to City that the proposed improvements are allowed and authorized by the Owner.
2. detailed explanation of proposed improvements.
3. renderings, elevations, drawings etc. for proposed improvements.
4. photographs of existing conditions; and
5. construction cost breakdown that differentiates Eligible Improvements from other improvements if any.

B. Denied Applications.

1. Applications will be denied 30 days after submission if all required documentation is not received by the City.
2. Applicants will have 60 days after the date of denial to resubmit applications without paying a new application fee.

C. Design Review Committee. A Design Review Committee composed of City staff will review the complete application to ensure Project eligibility and feasibility. The Committee will develop guidelines and objectives for the Façade Improvement Program. Projects will be selected on a first come, first served basis of completed applications and will be approved based upon designs that meet the purpose and objectives of the Façade Improvement Program.

D. Applicants will be notified in writing of the City's decision.

E. If City staff denies the application, then Applicant may appeal the denial to the City's Type A EDC Board directly. The Type A EDC Board will make the final determination for approval or denial of the application.

VI. REIMBURSEMENT OF ELIGIBLE FAÇADE IMPROVEMENTS

A. Funding for a Project is subject to availability and will be allocated on a first come, first approved basis. Once an application is approved, in order to participate in Façade Improvement Program, a Reimbursement Agreement outlining the terms and conditions of City providing funds to the Project must be executed by the Owner. Funding for the Project will be set



aside so long as construction permits are pulled, or work has commenced on the façade within 180 days of Project approval.

B. City shall reimburse Developer on Eligible Improvements at the completion of the Project. City shall only reimburse for eligible façade improvements and shall not reimburse any funds spent on improvements made to other portions of the building.

C. Each Project can receive a maximum of \$5,000 per building for Eligible Improvements. * *Special approval process for any requests that exceed the \$5,000 limit, based on available funding.*

D. Funds will be paid to Developer after all improvements have been made and approved by City and the terms of the Reimbursement Agreement have been met.

E. In order to receive funds, Developer must provide proof of expenditures for Eligible Improvements with supporting documentation which may include:

1. itemized invoices that differentiate Eligible Improvements versus other improvements.
2. cleared checks and/or bank statements.
3. release of liens for the work performed, if any.
4. certificate of occupancy.
5. final inspection report from City; and
6. photographs of completed Eligible Improvements.

VII. REQUIREMENTS FOR APPROVED PROJECTS

A. Approvals. Prior to construction commencement, all federal, state, and/or local approvals necessary to complete the improvements must be provided. Approvals could include:

1. City’s Heritage Preservation Commission.
2. City’s Planning & Zoning Commission.
3. City’s Development Services Department
4. Permitting.

B. Project Completion. The completion date of the improvements to be constructed will be determined on a case-by-case basis and will be included in the Reimbursement Agreement. If the Project is not completed by this date, then the Project will be ineligible for funding, but City staff in its sole discretion may extend this date upon written request from the Developer.



City of Joshua
Façade Improvement Grant Program
Application

1. Applicant Information:

Developer/Tenant Name: _____

Telephone Number: _____ email: _____

Agent (if any) _____

Address: _____

2. Property Owner Information (may be same as above):

Owner Name: _____

Address: _____

Telephone Number: _____ email: _____

Property Owner or Agent Signature: _____

(If signed by agent, attach written authorization from owner to act on owner's behalf).

3. Property Information:

Property Address: _____

Building or Business Name and Use: _____

Property Legal Description: _____

(Lot, Block, Subdivision or Abstract Name and Number)

Johnson County Appraisal District Account Number (8 digit) _____

Incomplete applications will not be processed for certification until all required documents shown in the check list below are submitted. If all documents are not submitted within 30 days after the application is received, the application will be automatically denied. Funding for project will only be set aside if construction permits are pulled, or work has commenced on the façade within 180 days of project approval.



1. Total Development cost of project improvements: _____

2. Total development cost of eligible improvements: _____

Please provide project details and amount of capital investment in the following chart:

Items	Amount	Notes
a. _____	\$ _____	_____
b. _____	\$ _____	_____
c. _____	\$ _____	_____
d. _____	\$ _____	_____
e. _____	\$ _____	_____
f. _____	\$ _____	_____
TOTAL	\$ _____	

2. Application Checklist- Please submit the following documentation:

- ___ Completed Application form.
- ___ If application is made by a tenant, copy of the lease agreement along with a signed letter from owner.
- ___ Photograph of existing conditions.
- ___ Detailed explanation of improvements including renderings, elevations, drawings, etc.
- ___ Cost breakdown including cost estimates of all proposed improvements.
- ___ Proposed timeline for completion of improvements including start date and completion date.

3. Applicant Certification:

The application certifies that all information in this application and all information furnished in support of this application is true and complete to the best of the applicant’s knowledge and belief.

Signature: _____ Date _____

Note: Be advised that application submitted is subject to the Open Records Act and as a result, may become public information within the limits of the law.



**Type A EDC Agenda
March 13, 2023**

Action Item

Agenda Description:

Discuss, consider, and possible action on approval of providing funding to the Joshua Area Chamber of Commerce in the amount of \$18,000.00 annually.

Background Information:

Fund were dispursed quarterly, and were discontinued during the COVID issues and the Chamber was inactive.

Financial Information:

Funds have been allocated in the current budget.

City Contact and Recommendations:

Staff recommends approval.

Attachments: