

**REGULAR MEETING OF THE CITY OF ALVARADO ECONOMIC DEVELOPMENT
BOARD**

**104 W. COLLEGE
SEPTEMBER 12, 2022**

6:00 PM

AGENDA

The Economic Development Corporation Board of the City of Alvarado will meet in a Regular Called Session on Monday, September 12, 2022 at 6:00 p.m. in the Council Chambers at City Hall for the following agenda items.

CALL TO ORDER - Roll Call

INVOCATION

PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION AND PUBLIC INPUT:

This is an opportunity for citizens to address the convened board of this meeting on any matter. The presiding officer may ask for the citizen to hold his or her comment on an agenda item until that agenda item is reached. The convened board has no obligation to respond in any matter to comments or questions from the public. Any response from a member of the convened Board to comments related to items not on the agenda is limited to a statement of specific factual information, a recitation of existing policy, or direction to staff to place the subject on the agenda for a future meeting.

CONSENT AGENDA:

1. Minutes from the Regular meeting held on August 8, 2022

NEW BUSINESS:

2. Financial Report
3. Consideration and Action of 2022-2023 Alvarado EDC Budget
4. Strategic Visioning Update

EXECUTIVE SESSION:

Pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, the City Council or other Board may convene in closed session to deliberate regarding the following matters: 1. §551.071 Consultation with Attorney. The City Council may convene in Executive Session to conduct a private consultation with its Attorney on any legally posted agenda item, when the City Council seeks the advice of its Attorney about pending or contemplated litigation, a settlement offer, or on a

matter in which the duty of the Attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provision of Chapter 551, including the following items: a. Any posted item on the agenda.

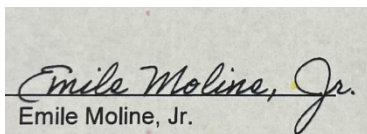
ACCESSIBILITY STATEMENT

The Alvarado City Hall and Council Chamber are wheelchair accessible. The exit and parking ramps are located in the front of the building. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-790-3351, FAX: 817-783-7925, e-mail: wallsb@cityofalvarado.org Please call at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

NON-DISCRIMINATION STATEMENT

The City of Alvarado does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the employment or the provision of services.

I, the undersigned authority, do hereby certify that the above Agenda was posted on the bulletin board in the City Hall of the City of Alvarado, Texas, a place convenient and readily accessible to the general public at all times, and said Agenda was posted on September 9, 2022 at 4:30 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.



Emile Moline, Jr.

Planning and Development/Economic Development Director

REGULAR MEETING OF THE CITY OF ALVARADO
ALVARADO ECONOMIC DEVELOPMENT CORPORATION
104 W. COLLEGE
AUGUST 8, 2022
6:00 PM

MINUTES

The Alvarado Type B Economic Development Board of the City of Alvarado, Texas met in a Regular Called Session on Monday, August 8, 2021 at 6:00 p.m. in the Council Chambers at City Hall. The following were present for roll call:

Robert Brake	Martin Douglas	Tom Durrington
Jameye Jones	Larry Pool	
Jerry Pritchard	David Bayless	

The following were absent for roll call: N/A

INVOCATION – Given by Marty Douglas

PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION AND PUBLIC INPUT: None

CONSENT AGENDA:

1. Minutes from the Regular meeting held on November 9, 2021.
2. Minutes from the Regular meeting held on March 23, 2022.

Approval of Consent Agenda was moved by J. Pritchard and 2nd by L. Pool.

Approved – R. Brake, M. Douglas, T. Durrington, J. Jones, J. Pritchard, L. Pool, D. Bayless

Opposed – None

NEW BUSINESS:

3. Discussion regarding Alvarado EDC Strategic Visioning

Emile Moline gave a point of Strategic planning for the EDC Board & what we are basically able to do in planning & the ability of helping Businesses or Projects.

Mr. Moline explained to the board that he is working with 3 strategic people/groups to help with this ranging in price of \$15,00- \$80,000. He will bring more information back to the board in September.

Mr. Moline is searching for a grant opportunity to help fund the visioning process. There was also discussion about possible facade improvement grant programs for businesses and performance agreements for future grant recipients.

The subject of annexation was discussed and how we could benefit from the tax dollars and as our ETJ expands so does our real estate and ability to receive an increase in our tax revenues.

4. Presentation and Discussion regarding completion of Santa Fe St. sewer line installation project

Mr. Moline updated us that the project for the sewer line installation is complete, inspections done and the contractor has been paid. This project is now closed.

5. Presentation and Discussion regarding Retail Strategies services and progress report.

Retail Strategies presented their findings and information that they have been working on the last year & showed the board where we are weakest in markets. There are 5 developments in the city and that the increase of 5,000-6,000 homes coming in the next 8 years we will possibly quadruple the population. Our real estate will begin to look great for more big market opportunities to come in. The Group Retail Strategies is working diligently to seek out what we are needing in our market to keep the new population and current population shopping here.

There was much discussion and many questions of the Retail Strategies team and they were very informative and answered many questions asked by the board.

It was discussed and requested by the board to be informed quarterly of all activities & information that is being researched & collected by Retail Strategy and Chairperson Marty Douglas stated we would do that & if something needed attention or notice between these times, we would be informed and updated. There is some information that is confidential and will not be shared until the proper time. This will assure no mis-information is started.

Adjourn

Chairperson Marty Douglas adjourned this meeting @ 7:35 pm.

Passed and approved this ____ day of _____, 2022

Marty Douglas, Chairperson

Attest: _____
Beth Walls, City Secretary

CITY OF ALVARADO
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2022

04 -ECONOMIC DEV CORP FUND

REVENUES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020	2020-2021	CURRENT	YEAR-TO-DATE	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>TAXES</u>							
04-4010 Sales Tax	<u>578,277</u>	<u>509,538</u>	<u>486,250</u>	<u>265,407</u>	<u>0</u>	<u>410,000</u>	<u> </u>
TOTAL TAXES	578,277	509,538	486,250	265,407	0	410,000	
 <u>OTHER REVENUE</u>							
04-4601 Interest Income	11,599	577	32	3,307	0	16,458	<u> </u>
04-4609 Miscellaneous Income	0	33	0	0	0	0	<u> </u>
04-4620 Transfer In	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u> </u>
TOTAL OTHER REVENUE	11,599	611	32	3,307	0	16,458	
TOTAL REVENUES	589,876	510,148	486,282	268,714	0	426,458	
	=====	=====	=====	=====	=====	=====	=====

CITY OF ALVARADO
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2022

04 -ECONOMIC DEV CORP FUND

GENERAL GOVERNMENT

ECONOMIC DEVELOPMENT

-- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020	2020-2021	CURRENT	YEAR-TO-DATE	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET

PERSONNEL COSTS

04-5101-111 Salaries and Wages	13,415	6,337	0	0	0	0	
04-5101-115 Christmas Bonus	0	0	0	0	0	0	
04-5101-116 Longevity Pay	60	26	0	0	0	0	
04-5101-117 Auto Allowance	168	26	0	0	0	0	
04-5101-118 Workers Compensation	19	0	0	0	0	0	
04-5101-119 Insurance - Employees	2,409	1,023	0	0	0	0	
04-5101-120 Retirement - Employees	761	375	0	0	0	0	
04-5101-121 Social Security	691	388	0	0	0	0	
04-5101-122 Medicare	184	69	0	0	0	0	
04-5101-123 TWC Expense	<u>144</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL PERSONNEL COSTS	17,851	8,243	0	0	0	0	

CONTRACTUAL SERVICES

04-5101-201 Legal Services	0	0	0	0	0	0	
04-5101-202 Audit and Accounting	4,207	3,258	4,000	839	0	4,200	
04-5101-204 Janitorial Services	893	80	0	0	0	0	
04-5101-206 Communications	1,553	874	0	37	0	0	
04-5101-207 Advertisements & Notices	0	0	0	0	0	0	
04-5101-208 Property & Liability Insura	789	0	774	0	0	0	
04-5101-209 Dues and Subscriptions	500	0	0	0	0	0	
04-5101-212 Postage	0	0	0	0	0	0	
04-5101-213 Travel & Training	2,467	0	0	1,551	0	0	
04-5101-235 IT Expenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CONTRACTUAL SERVICES	10,409	4,211	4,774	2,426	0	4,200	

GENERAL SERVICES

04-5101-301 Office Supplies	365	0	0	0	0	0	
04-5101-303 Janitorial Supplies	0	0	0	0	0	0	
04-5101-304 Fuel & Lubricants	142	156	0	0	0	0	
04-5101-306 Materials & Supplies	0	0	0	0	0	0	
04-5101-310 Clothing and Uniforms	0	0	0	0	0	0	
04-5101-320 Council Chamber Expenses	0	0	0	0	0	0	
04-5101-365 Economic development	0	2,500	0	0	0	0	
04-5101-371 Future Studies or Plans	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL GENERAL SERVICES	507	2,656	0	0	0	0	

MAINTENANCE

04-5101-401 Vehicle Maintenance	0	3	0	0	0	0	
04-5101-403 Building Maintenance	187	0	0	0	0	0	
04-5101-405 Maintenance Contracts	<u>124</u>	<u>473</u>	<u>0</u>	<u>189</u>	<u>0</u>	<u>0</u>	
TOTAL MAINTENANCE	311	476	0	189	0	0	

CITY OF ALVARADO
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2022

04 -ECONOMIC DEV CORP FUND

GENERAL GOVERNMENT

ECONOMIC DEVELOPMENT

	-- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020	2020-2021	CURRENT	YEAR-TO-DATE	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>CAPITAL OUTLAY</u>							
04-5101-502 EDC GRANTS	45,000	0	0	0	0	0	_____
04-5101-506 Parks Grant Match	0	0	0	0	0	0	_____
04-5101-510 Sewer System Improvements	_____0	_____0	_____0	_____0	_____0	_____0	=====
TOTAL CAPITAL OUTLAY	45,000	0	0	0	0	0	_____
<u>OTHER EXPENSES</u>							
04-5101-610 Projects to be decided	0	0	416,508	120,995	0	345,258	_____
04-5101-621 Committed Projects	0	65,000	65,000	0	0	40,000	_____
04-5101-650 Administrative costs	12,000	12,000	0	10,000	0	37,000	_____
04-5101-660 Transfers Out	0	0	0	0	0	0	_____
04-5101-662 Transfer to Special Project	_____0	_____0	_____0	_____0	_____0	_____0	=====
TOTAL OTHER EXPENSES	12,000	77,000	481,508	130,995	0	422,258	_____
TOTAL ECONOMIC DEVELOPMENT	86,078	92,586	486,282	133,611	0	426,458	_____
TOTAL GENERAL GOVERNMENT	86,078	92,586	486,282	133,611	0	426,458	_____
TOTAL EXPENDITURES	86,078	92,586	486,282	133,611	0	426,458	_____
	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/ (UNDER) EXPENDITURES	503,798	417,562	0	135,103	0	0	_____
	=====	=====	=====	=====	=====	=====	=====

CITY OF ALVARADO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2022

04 -ECONOMIC DEV CORP FUND

FINANCIAL SUMMARY

91.67% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	486,250.00	0.00	265,407.33	54.58	220,842.67
OTHER REVENUE	<u>32.00</u>	<u>0.00</u>	<u>3,306.56</u>	<u>333.00</u>	<u>(3,274.56)</u>
TOTAL REVENUES	486,282.00	0.00	268,713.89	55.26	217,568.11
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
<u>GENERAL GOVERNMENT</u>					
ECONOMIC DEVELOPMENT	<u>486,282.00</u>	<u>756.25</u>	<u>133,610.64</u>	<u>27.48</u>	<u>352,671.36</u>
TOTAL GENERAL GOVERNMENT	<u>486,282.00</u>	<u>756.25</u>	<u>133,610.64</u>	<u>27.48</u>	<u>352,671.36</u>
TOTAL EXPENDITURES	486,282.00	756.25	133,610.64	27.48	352,671.36
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(756.25)	135,103.25	(	135,103.25)

CITY OF ALVARADO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2022

04 -ECONOMIC DEV CORP FUND

91.67% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
04-4010 Sales Tax	<u>486,250.00</u>	<u>0.00</u>	<u>265,407.33</u>	<u>54.58</u>	<u>220,842.67</u>
TOTAL TAXES	486,250.00	0.00	265,407.33	54.58	220,842.67
<u>OTHER REVENUE</u>					
04-4601 Interest Income	32.00	0.00	3,306.56	333.00 (	3,274.56)
04-4609 Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
04-4620 Transfer In	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER REVENUE	32.00	0.00	3,306.56	333.00 (	3,274.56)
TOTAL REVENUES	486,282.00	0.00	268,713.89	55.26	217,568.11
	=====	=====	=====	=====	=====

04 -ECONOMIC DEV CORP FUND

GENERAL GOVERNMENT

91.67% OF FISCAL YEAR

ECONOMIC DEVELOPMENT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL COSTS</u>					
04-5101-111 Salaries and Wages	0.00	0.00	0.00	0.00	0.00
04-5101-115 Christmas Bonus	0.00	0.00	0.00	0.00	0.00
04-5101-116 Longevity Pay	0.00	0.00	0.00	0.00	0.00
04-5101-117 Auto Allowance	0.00	0.00	0.00	0.00	0.00
04-5101-118 Workers Compensation	0.00	0.00	0.00	0.00	0.00
04-5101-119 Insurance - Employees	0.00	0.00	0.00	0.00	0.00
04-5101-120 Retirement - Employees	0.00	0.00	0.00	0.00	0.00
04-5101-121 Social Security	0.00	0.00	0.00	0.00	0.00
04-5101-122 Medicare	0.00	0.00	0.00	0.00	0.00
04-5101-123 TWC Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL PERSONNEL COSTS	0.00	0.00	0.00	0.00	0.00
 <u>CONTRACTUAL SERVICES</u>					
04-5101-201 Legal Services	0.00	0.00	0.00	0.00	0.00
04-5101-202 Audit and Accounting	4,000.00	756.25	838.75	20.97	3,161.25
04-5101-204 Janitorial Services	0.00	0.00	0.00	0.00	0.00
04-5101-206 Communications	0.00	0.00	36.67	0.00 (	36.67)
04-5101-207 Advertisements & Notices	0.00	0.00	0.00	0.00	0.00
04-5101-208 Property & Liability Insurance	774.00	0.00	0.00	0.00	774.00
04-5101-209 Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00
04-5101-212 Postage	0.00	0.00	0.00	0.00	0.00
04-5101-213 Travel & Training	0.00	0.00	1,550.96	0.00 (	1,550.96)
04-5101-235 IT Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	4,774.00	756.25	2,426.38	50.82	2,347.62
 <u>GENERAL SERVICES</u>					
04-5101-301 Office Supplies	0.00	0.00	0.00	0.00	0.00
04-5101-303 Janitorial Supplies	0.00	0.00	0.00	0.00	0.00
04-5101-304 Fuel & Lubricants	0.00	0.00	0.00	0.00	0.00
04-5101-306 Materials & Supplies	0.00	0.00	0.00	0.00	0.00
04-5101-310 Clothing and Uniforms	0.00	0.00	0.00	0.00	0.00
04-5101-320 Council Chamber Expenses	0.00	0.00	0.00	0.00	0.00
04-5101-365 Economic development	0.00	0.00	0.00	0.00	0.00
04-5101-371 Future Studies or Plans	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL GENERAL SERVICES	0.00	0.00	0.00	0.00	0.00
 <u>MAINTENANCE</u>					
04-5101-401 Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00
04-5101-403 Building Maintenance	0.00	0.00	0.00	0.00	0.00
04-5101-405 Maintenance Contracts	<u>0.00</u>	<u>0.00</u>	<u>189.26</u>	<u>0.00 (</u>	<u>189.26)</u>
TOTAL MAINTENANCE	0.00	0.00	189.26	0.00 (	189.26)
 <u>CAPITAL OUTLAY</u>					
04-5101-502 EDC GRANTS	0.00	0.00	0.00	0.00	0.00
04-5101-506 Parks Grant Match	0.00	0.00	0.00	0.00	0.00
04-5101-510 Sewer System Improvements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00

CITY OF ALVARADO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2022

04 -ECONOMIC DEV CORP FUND

GENERAL GOVERNMENT

91.67% OF FISCAL YEAR

ECONOMIC DEVELOPMENT

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>OTHER EXPENSES</u>					
04-5101-610 Projects to be decided	416,508.00	0.00	120,995.00	29.05	295,513.00
04-5101-621 Committed Projects	65,000.00	0.00	0.00	0.00	65,000.00
04-5101-650 Administrative costs	0.00	0.00	10,000.00	0.00 (	10,000.00)
04-5101-660 Transfers Out	0.00	0.00	0.00	0.00	0.00
04-5101-662 Transfer to Special Projects	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER EXPENSES	481,508.00	0.00	130,995.00	27.21	350,513.00
TOTAL ECONOMIC DEVELOPMENT	486,282.00	756.25	133,610.64	27.48	352,671.36
TOTAL GENERAL GOVERNMENT	486,282.00	756.25	133,610.64	27.48	352,671.36
TOTAL EXPENDITURES	486,282.00	756.25	133,610.64	27.48	352,671.36
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	756.25)	135,103.25	(	135,103.25)

FUNDS AVAILABILITY	FY 2022
AEDC FUND BALANCE	2,922,813.27
2022 BUDGET	-486282.00
TEXPOOL BALANCE - JULY 2022	<u>1,036,172.39</u>
TOTAL	3,472,703.66