



Lavon Economic Development Corporation Meeting Agenda

P.O. Box 340 - 120 School Rd.
Lavon, TX 75166 Ph. (214) 934-7190

**Lavon City Hall
120 School Rd
Lavon, Texas**

March 14, 2016

7:00 PM

NOTICE OF ATTENDANCE

NOTICE is hereby given that members of the Lavon City Council, Lavon Planning and Zoning Commission, Tax Increment Financing Zone # 1 Board, and/or the Parks & Recreation and Infrastructure Facilities Commission may be in attendance at the Lavon Economic Development Corporation Board Meeting on Feb. 8, 2016 at 7:00PM held at the Lavon City Hall.

- I. Presiding Officer to call the Economic Development Corporation Board meeting to order and announce that a quorum is present.**
- II. Presiding Officer to lead the Economic Development Corporation Board and visitors in the pledge of allegiance.**
- III. Invocation**
- IV. Items of interest and communications.**
Members of the Economic Development Corporation Board have the opportunity to notify others of community events, functions and other activities.
- V. Consent Agenda**
Approval of the Feb 22, 2016 Economic Development Board meeting minutes*
- VI. Public Recognition**
None
- VII. Public Comments**
Citizens of Lavon, who wish to address the Economic Development Corporation Board, may discuss matters not on the agenda and who have not previously expressed to the Board a desire to discuss such matters. The only response from the Board can be to request these items to be placed on a future agenda for action. There is a 3 minute time limit per person.



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VIII. Items for discussion

- A. The Economic Development Corporation Board to have a discussion updating prospect and prospect activity. (Mundo)
- B. The Economic Development Corporation Board to discuss the Film Friendly presentation to City Council. (Allen)
- C. The Economic Development Corporation Board to have a discussion about and set dates for meeting with the P&Z and City Council for the remainder of 2016. (Mundo/Wright)
- D. The Economic Development Corporation Board to discuss the update to the month to month financial reporting form. (Mundo)
- E. The Economic Development Corporation Board to have a discussion on small business development activities. (Mundo)
- F. The Economic Development Corporation Board to have a discussion on updates of information concerning Grand Heritage in Lavon. Information provided by Alan Bain. (Mundo)

IX. Items for consideration and action

None

X. Setting future meetings and agendas

The Economic Development Corporation Board members and staff may request items be placed on a future agenda or request a special meeting be called. Each request that passes by a majority vote will be placed on the schedule by the Board Secretary.

XI. Board President to adjourn the Economic Development Corporation Board meeting

Notes to the Agenda:

- 1. Items marked with an * are consent items considered to be non-controversial and will be voted on in one motion unless a Board member asks for separate discussion.
- 2. The Board may vote and/or act upon each of the items listed in this Agenda except for discussion items.
- 3. The Board reserves the right to recess into executive session under Sections 551.071 – 551.088 of the Texas Government Code (Texas Open Meetings Act) concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.
- 4. Persons with disabilities who plan to attend this meeting and who may need assistance should contact the City Secretary at (972) 843-4220 ext. 1#, two working days prior to the meeting so that appropriate arrangements can be made.

This is to certify that I, Micki Hollien, posted this Agenda on the glass of the front door of City Hall at 120 School Road, facing the outside, the city's website at www.cityoflavon.org, the



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Lavon EDC website at www.lavonedc.com and on the city's bulletin board on or before 7:00PM on March 12, 2016

Micki Hollien Administrative Assistant:

Micki Hollien

POSTED THIS 11 DAY of Mar 2016, AT 1:00 PM

REMOVED FROM POSTING THIS _____ DAY OF _____, 2016, AT _____ A.M

LAVON

EDC



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Lavon Economic Development Corporation Meeting Minutes Feb 22, 2016

I. MEETING CALLED TO ORDER AT 7:00 BY LAVON ECONOMIC DEVELOPMENT CORPORATION BOARD PRESIDENT

Members Present:

Place One	Kay Wright
Place Two	Chris Kane
Place Three	Bill Sargent
Place Four	Jimmie Catravas
Place Six	Linda Jangula
Liaison:	Melissa Stroop

Members Absent: Place Five Charlie Allen
Place Seven David Piekarski

Staff Present: Micki Hollien
Executive Director: Pam Mundo

Visitors: Vicki Sanson, Gene Jangula,
Matt Lagos

Quorum is present

II. LAVON ECONOMIC DEVELOPMENT CORPORATION BOARD PRESIDENT WRIGHT LED THE ECONOMIC DEVELOPMENT CORPORATION IN THE PLEDGE OF ALLEGIANCE

III. LAVON ECONOMIC DEVELOPMENT CORPORATION BOARD PRESIDENT WRIGHT LED THE LAVON ECONOMIC DEVELOPMENT CORPORATION IN THE INVOCATION

IV. ITEMS OF INTEREST AND COMMUNICATION

Concert to be held at Community High School

V. CONSENT AGENDA

Approval of Feb 8, 2016 Economic Development Board Meeting minutes



Lavon Economic Development Corporation Meeting Minutes Feb 22, 2016

- *Pres. Wright made motion to amend minutes to add "visitors"*
- *Director Kane seconded the motion*
- *Accepted by directors Catravas, Kane, Jangula, Sargent & Wright*
- *Vote carried*

- *Director Kane made motion to accept amended minutes to add "visitors"*
- *Director Catravas seconded the motion*
- *Accepted by directors Catravas, Kane, Jangula, Sargent & Wright*
- *Vote carried*

VI. PUBLIC RECOGNITION - None

VII. PUBLIC COMMENTS - None

VIII. ITEMS FOR DISCUSSION

A. The Economic Development Corporation Board to discuss the Film Friendly update presented to City Council

TABLED

B. The Economic Development Corporation Board to have a discussion about a new aerial map for the EDC and the city that was presented to the city on 2-16-16

TABLED

C. The Economic Development Corporation Board to have a discussion and review on board financials

Director Kane requested revisions to spreadsheet format

D. The Economic Development Corporation Board to discuss the meeting with Time Warner Cable



Lavon Economic Development Corporation Meeting Minutes

Feb 22, 2016

Meeting was cancelled by TWC they are not prepared to present it at this time but will let us know when they are ready

IX. ITEMS FOR CONSIDERATION AND ACTION

A. The Economic Development Corporation board to consider and act on approving the Strategic Plan for 2016

- Director Kane made motion to approve the Strategic Plan
- Director Jangula seconded the motion
- Accepted by directors Catravas, Kane, Jangula, Sargent & Wright
- Vote carried

B. The Economic Development Corporation board to consider and act on approving the Annual Report for the EDC and taking it to City Council

- *Director Kane made motion to approve the Strategic Plan*
- *Director Catravas seconded the motion*
- *Accepted by directors Catravas, Kane, Jangula, Sargent & Wright*
- *Vote carried*

X. SETTING FUTURE MEETINGS AND AGENDAS

Economic Development Corporation Board members and staff may request items to be placed on a future agenda or request a special meeting be called. Each request that passes by a majority vote will be placed on the schedule by the Board Secretary.

BOARD PRESIDENT TO ADJOURN ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING AT 7:34pm

Duly passed and approved on this ___ day of _____, 2016

Attest:

Kay Wright, Board President

Jimmie Catravas, Secretary

LAVON

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		Oct 2015 Actual	Nov 2015 Actuals	Dec 2015 Actuals	Jan 2016 Actuals	Feb 2016 Outlook	March 2016 Outlook	Apr 2016 Outlook	May 2016 Outlook	June 2016 Outlook	July 2016 Outlook	Aug 2016 Outlook	Sept 2016 Outlook	FY 2015-2016 TOTAL	Official Budget 2015-2016	% of Budget
	Ordinary Income/Expense													to date		to date
	Income															
	Prior Year Carryover															
	Starting Balance (Carryover)	132,526.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132,526.50		
	Total Carryover	132,526.50	132,259.64	134,332.92	128,262.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132,526.50	136,900	
	Revenue															
2-5	Donations/credits	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00		
2-2	Sales & Use Tax	5,301.11	6,900.39	5,035.34	4,782.41	6,647.13	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	28,666.38	60,000	48%
2-6	EDC Agreement Receipts															
	Total Revenue	5,301.11	6,900.39	5,135.34	4,782.41	6,647.13	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	28,766.38	60,000	48%
	Total Income	137,827.61	139,160.03	139,468.26	133,044.68	6,647.13	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	161,292.88	196,900	82%
	Expense															
	Operations															
	General Operations															
3-1b	Misc - Dues, Ads, Cell Svc	71.50	71.47	196.47	86.47	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	425.91	4,000	11%
3-1c	Auditor	0.00	0.00	2,000.00	0.00	291.67	291.67	291.67	291.67	291.67	291.67	291.67	291.67	2,000.00	3,500	57%
3-1d	Meeting Expenses	115.00	0.00	0.00	0.00	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	115.00	1,000	12%
2-1e	Training	826.00	0.00	0.00	0.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	826.00	1,500	55%
3-1f	Admin Support	1,736.27	1,736.27	1,736.27	1,736.27	1,791.67	1,791.67	1,791.67	1,791.67	1,791.67	1,791.67	1,791.67	1,791.67	6,945.08	21,500	32%
	Total General Operations	2,748.77	1,807.74	3,932.74	1,822.74	2,625.00	2,625.00	2,625.00	2,625.00	2,625.00	2,625.00	2,625.00	2,625.00	10,311.99	31,500	33%
	Consulting															
4-1	Other	0.00	0.00	0.00	0.00	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,000	0%
4-2	Non-Capital Tech Equip & Svc, Website	215.95	645.22	2,880.00	0.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	3,741.17	4,500	83%
4-3	City Attorney	528.00	0.00	0.00	101.50	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	629.50	10,000	6%
4-4	Economic Dev Consulting	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	8,000.00	24,000	33%
	Total Consulting	2,743.95	2,645.22	4,880.00	2,101.50	3,291.66	3,291.66	3,291.66	3,291.66	3,291.66	3,291.66	3,291.66	3,291.66	12,454.00	39,500	
	Equipment															
5-1	Computers	0.00	0.00	1,809.00	0.00	208.34	208.34	208.34	208.34	208.34	208.34	208.34	208.34	1,809.00	2,500	72%
5-2	Office Supplies	75.25	0.00	0.00	344.43	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500	8%
	Total Equipment	75.25	0.00	1,809.00	344.43	333.34	333.34	333.34	333.34	333.34	333.34	333.34	333.34	1,934.00	4,000	48%
	Promotional															
6-1	General Promotion & Trade Shows	0.00	374.15	450.00	0.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	824.15	6,000	14%
6-2	Promo Carryover 2012 -14	0.00	0.00	0.00	0.00	595.92	595.92	595.92	595.92	595.92	595.92	595.92	595.92	0.00	7151	0%
6-3	Video	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0%
6-4	Advertising	0.00	0.00	134.25	25.50	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	159.75	500	32%
	Total Promotional	0.00	374.15	584.25	25.50	1,137.59	1,137.59	1,137.59	1,137.59	1,137.59	1,137.59	1,137.59	1,137.59	983.90	13,651	7%
	Total Operations	5,567.97	4,827.11	11,205.99	4,294.17	7,387.59	7,387.59	7,387.59	7,387.59	7,387.59	7,387.59	7,387.59	7,387.59	25,683.89	88,651	29%
	Capital Projects															
7-2	Lavon Business Pk inspection pymt & loan pymts	0.00	0.00	0.00	12,215.91	1,104.08	1,104.08	1,104.08	1,104.08	1,104.08	1,104.08	1,104.08	1,104.08	12,215.91	13,249	92%
7-3	Incentives	0.00	0.00	0.00	0.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	0.00	15,000	0%
7-4	Additional Infrastructure Projects	0.00	0.00	0.00	0.00	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	0.00	40,000	0%

		Oct 2015 Actual	Nov 2015 Actuals	Dec 2015 Actuals	Jan 2016 Actuals	Feb 2016 Outlook	March 2016 Outlook	Apr 2016 Outlook	May 2016 Outlook	June 2016 Outlook	July 2016 Outlook	Aug 2016 Outlook	Sept 2016 Outlook	FY 2015-2016 TOTAL	Official Budget 2015-2016	% of Budget
7-6	Recreational Sports Complex Master Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0%
7-5	Lavon Business Pk sewer line construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0%
7-7	Small Business Loan Guarantee	0.00	0.00	0.00	0.00	833.34	833.34	833.34	833.34	833.34	833.34	833.34	833.34	0.00	10,000	0%
	Total Capital Projects	0.00	0.00	0.00	12,215.91	6520.76	6,520.76	6,520.76	6,520.76	6,520.76	6,520.76	6,520.76	6,520.76	12,215.91	78,249	16%
	Reserve for Additional Projects	0.00	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00	30,000	
	Total Expenses	5,567.97	4,827.11	11,205.99	16,510.08	13,908.35	13,908.35	13,908.35	13,908.35	13,908.35	13,908.35	13,908.35	16,408.35	37,899.80	196,900	19%
	Estimated Bank Balance	132,259.64	134,332.92	128,262.27	116,534.60	109,273.38	100,365.03	91,456.68	82,548.33	73,639.98	64,731.63	55,823.28	44,414.93	123,393.08		