



City of Sachse, Texas

Meeting Agenda

Economic Development Corporation

Thursday, August 18, 2016

6:30 PM

Council Chambers

The Board of Directors of the Economic Development Corporation of the City of Sachse will hold a Regular Meeting on Thursday, August 18, 2016, at 6:30 p.m. in the Council Chambers at Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:

1. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.
2. Consent Agenda Items.

ALL ITEMS LISTED ON THE CONSENT AGENDA WILL BE CONSIDERED BY THE BOARD AND WILL BE ENACTED BY ONE MOTION, THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A BOARD MEMBER SO REQUESTS.

- [16-3465](#) Approve the minutes of the July 21, 2016 regular meeting.
- [16-3473](#) Consider cancelling the SEDC Board of Directors meeting in September and take any necessary action.
- [16-3478](#) Accept the Monthly Revenue and Expenditure Report for the period ending June 30, 2016, the comparative balance sheet as of June 30, 2016, and the preliminary summary budget report for July 2016.

Attachments: [SEDC 6-30-16](#)

[Comparative Balance Sheet-EDC June 30](#)

[Preliminary Budget Report EDC July 2016](#)

3. Regular Agenda Items.

- [16-3466](#) Discuss and consider action related to the search for a consultant for website redesign services.

4. Executive Session.

The Sachse Economic Development Corporation Board of Directors will convene into Executive Session pursuant to:

- [16-3469](#) Texas Government Code Section 551.072: Deliberation of the purchase, sale, and license of real property generally located in mid-west part of the City.
- [16-3468](#) Texas Government Code Section 551.087: Deliberation of Economic Development Negotiations regarding economic development incentive(s) for retail or commercial business projects seeking to locate or expand within the City of Sachse.

Consider any action as a result of Executive Session.

5. Regular Agenda Items.

[16-3470](#) Consider and take action on reports and presentations by the Sachse Economic Development Corporation President, Board Members, CEO and Staff regarding items of community interest, special events, announcements and activities, office, industrial, commercial, retail, and business retention and marketing projects.

[16-3464](#) Consider and take action on the preliminary 2016-2017 Sachse Economic Development Corporation Annual Budget.

Attachments: [Draft Budget 2016-17 August](#)

[16-3471](#) Consider and take action on an Entrepreneur and Franchise Workshop-Review and discuss merit, resources and timeline.

6. Adjournment.

The SEDC Board reserves the right to convene into Executive Session pursuant to the Texas Government Code, Chapter 551.071(2) for the purpose of seeking confidential legal advice from SEDC's general counsel regarding posted items on the meeting agenda.

Posted: August 15, 2016; 5:00 p.m.

Michelle Lewis Sirianni, City Secretary

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Michelle Lewis Sirianni, City Secretary, at (972) 495-1212, 48 business hours prior to the scheduled meeting date.



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3465 **Version:** 1 **Name:** Minutes July 21, 2016
Type: Agenda Item **Status:** Agenda Ready
File created: 8/10/2016 **In control:** Economic Development Corporation
On agenda: 8/18/2016 **Final action:**
Title: Approve the minutes of the July 21, 2016 regular meeting.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Meeting Minutes

Background

Minutes of meetings are prepared in writing and distributed for approval.

Policy Considerations

Robert's Rules of Order.

Budgetary Considerations

None.

Staff Recommendations

Staff recommends review, comments or edits for the approval of the minutes of the Sachse Economic Development Corporation regular meeting of July 21, 2016, as a consent agenda item.



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3473 **Version:** 1 **Name:** Discuss cancelling September Board Meeting
Type: Agenda Item **Status:** Agenda Ready
File created: 8/10/2016 **In control:** Economic Development Corporation
On agenda: 8/18/2016 **Final action:**
Title: Consider cancelling the SEDC Board of Directors meeting in September and take any necessary action.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider cancelling the SEDC Board of Directors meeting in September

Background

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

None.



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3478	Version:	1	Name:	SEDC Monthly Financials August 2016
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	8/15/2016	In control:		In control:	Economic Development Corporation
On agenda:	8/18/2016	Final action:		Final action:	
Title:	Accept the Monthly Revenue and Expenditure Report for the period ending June 30, 2016, the comparative balance sheet as of June 30, 2016, and the preliminary summary budget report for July 2016.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	SEDC 6-30-16 Comparative Balance Sheet-EDC June 30 Preliminary Budget Report EDC July 2016				

Date	Ver.	Action By	Action	Result
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Title

Monthly Revenue and Expenditure Reports for the period ending June 30, 2016.

Background

The Sachse Economic Development Corporation Treasurer will prepare and present financial reports each month updating the Board regarding revenues and expenditures and budgetary progress for the current year. The monthly reports include the revenue and expenditure report presented at the most recent City Council meeting, as well as a preliminary line item report for the most recent month. This report is labeled "preliminary" because the financial period has not been closed.

Beginning with the quarter ended March 31, 2016, we have also included a comparative balance sheet report. The balance sheet includes cash and investment balances, as well as receivables and liabilities of the Corporation and a YTD update of fund balance. The balance sheet as June 30, 2016 is included with this month's reports.

Budgetary Considerations

Total expenditures of the Corporation are in excess of budget for FY 2015-2016 due to posting Economic Development Grants for the Third Sewer Connection project and the Quiet Zone project. The total amounts of these projects were not known at the time the budget was prepared last year, so they were not included in the original; a budget amendment will be brought for consideration in September.

Staff Recommendations

Accept the Monthly Revenue and Expenditure Report for the period ending June 30, 2016, the comparative balance sheet as of June 30, 2016, and the preliminary summary budget report for July 2016.

City of Sachse
Monthly Revenue and Expenditure Report
June 30, 2016
(Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

75% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 75%
Revenue Summary					
Sales Tax	\$ 609,759	\$ 54,459	\$ 518,318	85.00%	
Other Income	\$ -		\$ 10,000	N/A	
Interest Income	8,000	1,014	3,501	43.76%	
Total Revenue	\$ 617,759	\$ 55,474	\$ 531,819	86.09%	
Expenditure Summary					
Expenditures	599,811	30,913	204,340	34.07%	
Total Budgeted Expenditures	\$ 599,811	\$ 30,913	\$ 204,340	34.07%	
Economic Development Grants	\$ -		\$ 1,271,301	N/A	A
Total Expenditures	\$ 599,811	\$ 30,913	\$ 1,475,640		
Total Revenue Over/Under Expenses	\$ 17,948	\$ 24,560	\$ 327,479		

Explanation of Major Variances:

A Grant to City of Sachse for Third Sewer Connection

SACHSE ECONOMIC DEVELOPMENT CORPORATION
COMPARATIVE BALANCE SHEET

ASSETS:	As of March 31, 2016		As of June 30, 2016	
Cash and cash equivalents	\$1,221,636		\$859,059	
Investments-CD	\$1,004,508		\$1,006,267	
Receivables	\$108,718		\$108,718	
Other Receivables	\$1,074,272		\$1,045,201	
Prepaid Expenses	\$4,155		\$4,155	
Assets held for sale	\$225,999		\$225,999	
TOTAL ASSETS	<u>\$3,639,287</u>	<u>\$3,639,287</u>	<u>\$3,249,399</u>	<u>\$3,249,399</u>
LIABILITIES:				
Accounts payable and accrued expenses	\$21,643		\$25,324	
Economic development grant payable	\$500,000		\$0	
TOTAL LIABILITIES	<u>\$521,643</u>	\$521,643	<u>\$25,324</u>	\$25,324
EQUITY:				
Beginning fund balance-unrestricted	\$4,194,198		\$4,194,198	
Current surplus(deficit)	<u>(\$1,076,554)</u>		<u>(\$970,123)</u>	
TOTAL EQUITY	<u>\$3,117,644</u>	\$3,117,644	<u>\$3,224,075</u>	<u>\$3,224,075</u>
TOTAL LIABILITIES AND EQUITY		<u>\$3,639,287</u>		<u>\$3,249,399</u>



City of Sachse

Budget to Actual Account Summary

For Fiscal: 2015-2016 Period Ending: 07/31/2016

		Prior Year Budget	Prior Year YTD	2015-2016 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
Fund: 06 - ECONOMIC DEVELOPMENT FUND									
Revenue									
000 - Non-Departmental									
<u>06-000-40060</u>	Sales Tax	583,222.00	508,464.33	609,759.00	54,056.27	572,374.41	0.00	93.87 %	37,384.59
<u>06-000-45000</u>	Interest Income	7,500.00	6,228.16	8,000.00	0.00	3,500.69	0.00	43.76 %	4,499.31
<u>06-000-46120</u>	Misc Grants and Donations	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00 %	-10,000.00
000 - Non-Departmental Total:		590,722.00	514,692.49	617,759.00	54,056.27	585,875.10	0.00	94.84 %	31,883.90
Revenue Total:		590,722.00	514,692.49	617,759.00	54,056.27	585,875.10	0.00	94.84 %	31,883.90

Budget to Actual

For Fiscal: 2015-2016 Period Ending: 07/31/2016

Expense	Prior Year Budget	Prior Year YTD	2015-2016 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
019 - Economic Development Services								
06-019-50000 Wages and Salaries	103,300.00	81,431.05	109,304.00	7,692.70	89,505.86	0.00	81.89 %	19,798.14
06-019-50030 Longevity Pay	0.00	0.00	122.00	0.00	80.00	0.00	65.57 %	42.00
06-019-50050 Social Security and Med Fica Contribut	7,902.00	5,799.05	8,371.00	566.81	6,417.37	0.00	76.66 %	1,953.63
06-019-50060 TMRS Contributions	10,638.00	9,417.17	11,844.00	923.80	10,261.36	0.00	86.64 %	1,582.64
06-019-50070 Health Insurance	5,869.00	4,663.02	5,592.00	267.13	4,726.18	0.00	84.52 %	865.82
06-019-50080 Dental Insurance	293.00	233.00	268.00	5.30	185.10	0.00	69.07 %	82.90
06-019-50090 Life and LTD Insurance	233.00	0.00	246.00	0.00	0.00	0.00	0.00 %	246.00
06-019-50100 Workers Compensation	350.00	260.36	370.00	0.00	256.30	0.00	69.27 %	113.70
06-019-50110 Unemployment Tax	414.00	65.43	414.00	16.82	335.86	0.00	81.13 %	78.14
06-019-51030 Utilities - Communications	1,560.00	1,514.91	1,560.00	0.00	1,236.09	0.00	79.24 %	323.91
06-019-51050 Office Supplies	2,000.00	2,114.71	2,000.00	0.00	1,957.75	0.00	97.89 %	42.25
06-019-51070 Postage	1,000.00	383.64	1,000.00	0.00	186.93	0.00	18.69 %	813.07
06-019-51230 Business Retention Efforts	3,500.00	6,859.45	7,000.00	0.00	1,618.89	0.00	23.13 %	5,381.11
06-019-51400 Special Programming Supplies	4,000.00	3,006.24	3,500.00	0.00	4,190.82	0.00	119.74 %	-690.82
06-019-51510 Small Tools and Equipment	1,000.00	895.00	700.00	0.00	0.00	0.00	0.00 %	700.00
06-019-51550 Fuel and Lubricants	0.00	131.67	0.00	25.44	112.69	0.00	0.00 %	-112.69
06-019-51650 Printing Supplies	0.00	0.00	0.00	0.00	750.84	0.00	0.00 %	-750.84
06-019-51800 Dues and Subscriptions	3,580.00	5,685.67	3,580.00	0.00	4,295.67	0.00	119.99 %	-715.67
06-019-51810 Employee Training	11,000.00	6,093.50	9,000.00	0.00	7,771.83	0.00	86.35 %	1,228.17
06-019-51820 Mileage Reimbursement	0.00	46.00	0.00	0.00	36.23	0.00	0.00 %	-36.23
06-019-52000 Vehicle Repairs and Maintenance	500.00	367.00	300.00	20.11	-2,462.45	0.00	-820.82 %	2,762.45
06-019-53002 Professional Fees	87,000.00	81,523.92	190,000.00	100,085.00	107,091.43	0.00	56.36 %	82,908.57
06-019-53060 Printer Services	3,500.00	151.54	2,600.00	0.00	0.00	0.00	0.00 %	2,600.00
06-019-53380 Advertising and Legal Publications	114,500.00	66,019.70	114,500.00	-12,250.00	33,210.97	0.00	29.01 %	81,289.03
06-019-53500 Web Page Services	9,000.00	1,744.03	7,000.00	0.00	1,823.76	0.00	26.05 %	5,176.24
06-019-54500 Local Business Grant Program	164,000.00	29,608.00	164,000.00	12,600.00	24,600.00	0.00	15.00 %	139,400.00
06-019-55000 Operating Transfer Out - General Fund	51,414.00	42,844.80	56,540.00	4,711.68	47,116.80	0.00	83.33 %	9,423.20
06-019-57000 Economic Development Grants	0.00	0.00	0.00	83,263.10	1,354,563.60	0.00	0.00 %	-1,354,563.60
019 - Economic Development Services Total:	586,553.00	350,858.86	699,811.00	197,927.89	1,699,869.88	0.00	242.90 %	-1,000,058.88
Expense Total:	586,553.00	350,858.86	699,811.00	197,927.89	1,699,869.88	0.00	242.90 %	-1,000,058.88
Fund 06 Revenue Over/(Under) Expenses	4,169.00	163,833.63	-82,052.00	-143,871.62	-1,113,994.78	0.00	1,357.67 %	1,031,942.78
Total Revenue Over/(Under) Expenses:	4,169.00	163,833.63	-82,052.00	-143,871.62	-1,113,994.78	0.00	1,357.67 %	1,031,942.78



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3466 **Version:** 1 **Name:** Discuss Search for a consultant
Type: Agenda Item **Status:** Agenda Ready
File created: 8/10/2016 **In control:** Economic Development Corporation
On agenda: 8/18/2016 **Final action:**
Title: Discuss and consider action related to the search for a consultant for website redesign services.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider action related to the search for a consultant for website redesign services.

Background

The SEDC originally budgeted for a consultant to assist with this project.

Policy Considerations

None.

Budgetary Considerations

The consultant fee is included in the preliminary 2016-2017 SEDC Annual budget.

Staff Recommendation

None.



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3469 **Version:** 1 **Name:** Convene Executive Session
Type: Agenda Item **Status:** Agenda Ready
File created: 8/10/2016 **In control:** Economic Development Corporation
On agenda: 8/18/2016 **Final action:**
Title: Texas Government Code Section 551.072: Deliberation of the purchase, sale, and license of real property generally located in mid-west part of the City.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Executive Session pursuant to Texas Government Code Section 551.072: Deliberation of the purchase, sale, and license of real property generally located in mid-west part of the City.

Background

Executive Session is for the purpose of discussion.

Policy Considerations

There is no action taken during Executive Session.

Budgetary Considerations

None.

Staff Recommendations

None.



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3468	Version:	1	Name:	Convene Executive Session
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	8/10/2016	In control:		In control:	Economic Development Corporation
On agenda:	8/18/2016	Final action:		Final action:	
Title:	Texas Government Code Section 551.087: Deliberation of Economic Development Netotiations regarding economic development incentive(s) for retail or commercial business projects seeking to locate or expand within the City of Sachse.				

Consider any action as a result of Executive Session.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Executive Session pursuant to Texas Government Code Section 551.087 Deliberation of Economic Development Negotiations:

A. Deliberation regarding economic development incentive for retail or commercial business projects seeking to locate or expand within the City of Sachse.

Consider any action necessary as a result of Executive Session.

Background

Executive Session is for the purpose of discussion.

Policy Considerations

There is no action taken during Executive Session.

Budgetary Considerations

None.

Staff Recommendations

None.



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3470	Version:	1	Name:	Reports and presentations.
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	8/10/2016	In control:		In control:	Economic Development Corporation
On agenda:	8/18/2016	Final action:		Final action:	
Title:	Consider and take action on reports and presentations by the Sachse Economic Development Corporation President, Board Members, CEO and Staff regarding items of community interest, special events, announcements and activities, office, industrial, commercial, retail, and business retention and marketing projects.				

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Consider and take action on reports and presentations by the Sachse Economic Development Corporation President, Board Members, CEO and Staff regarding items of community interest, special events, announcements and activities, office, industrial, commercial, retail, and business retention and marketing projects.

Background

Announcements are made at this time only for information purposes.

Policy Considerations

There is no action or discussion of topics presented.

Budgetary Considerations

None.

Staff Recommendations

None.



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3464	Version:	1	Name:	Fiscal Year 2016-2017 annual budget for SEDC
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	8/10/2016	In control:		In control:	Economic Development Corporation
On agenda:	8/18/2016	Final action:		Final action:	
Title:	Consider and take action on the preliminary 2016-2017 Sachse Economic Development Corporation Annual Budget.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Draft Budget 2016-17 August				

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider action on the preliminary 2016-2017 Sachse Economic Development Corporation Annual Budget.

Background

It is the intent of the SEDC Board to work harmoniously with other groups for the purpose of new business development and growth opportunities for Sachse.

Policy Considerations

None.

Budgetary Considerations

2016-2017 Annual Budget discussion

Staff Recommendations

Review budget as Regular Agenda item.



**DRAFT BUDGET
FISCAL YEAR 2016-2017
SACHSE ECONOMIC DEVELOPMENT CORPORATION**

		Budget FY 2015/16	Thru 6/30/16 9 Months	Percentage 75%	Proposed Budget FY 2016/17
CODE	<u>PERSONNEL COSTS</u>				
5000	Personnel	\$ 130,425	97,657	75%	\$ 132,263
5007	Health Insurance	5,592	4,459	80%	6,411
5008	Dental Insurance	268	180	67%	127
5009	Life and LTD Insurance	246			248
	TOTAL PERSONNEL COSTS	\$ 136,531	102,296	75%	\$ 139,049
	<u>SUPPLIES & MATERIALS</u>				
5103	Utilities - Communications	\$ 1,560	1,236	79%	\$ 1,560
5105	Office Supplies	2,000	1,958	98%	2,400
5107	Postage	1,000	187	19%	500
5123	Business Retention Efforts	7,000	1,619	23%	7,000
5140	Special Programming Supplies	3,500	4,191	120%	3,500
5151	Small Tools & Equipment	700			700
5155	Fuel and Lubricants		87		
5165	Printing Supplies		751		
5180	Dues & Subscriptions	3,580	4,296	120%	6,000
5181	Employee Training	9,000	7,772	86%	9,000
	TOTAL SUPPLIES & MATERIALS	\$ 28,340	22,097	78%	\$ 30,660
	<u>MAINTENANCE & REPAIRS</u>				
51820	Mileage Reimbursement		36		
5200	Vehicle Repairs & Maintenance	\$ 300 <2483>			\$ 300
	TOTAL MAINTENANCE & REPAIRS	\$ 300 <2447>			\$ 300
	<u>CONTRACTUAL SERVICES</u>				
5300	Professional Fees	\$ 90,000	7,006	8%	\$ 90,000
5306	Printer Services	2,600			2,600
5338	Advertising & Legal Publications	114,500	45,461	40%	114,500
5350	Web Page Services	7,000	1,824	26%	7,000
	TOTAL CONTRACTUAL SERVICES	\$ 214,100	54,291	25%	\$ 214,100
	<u>CAPITAL OUTLAY</u>				
5450	Local Business Grant Program	\$ 164,000	12,000	7%	\$ 246,000
	TOTAL CAPITAL OUTLAY	\$ 164,000	12,000	7%	\$ 246,000
	<u>TRANSFERS & CONTINGENCIES</u>				
5500	Operating Transfers Out - General Fund	\$ 56,540	42,405	75%	\$ 61,218
	TOTAL TRANSFERS & CONTINGENCIES	\$ 56,540	42,405	50%	\$ 61,218
	TOTAL EXPENDITURES	\$ 599,811	230,642	38%	\$ 691,327
	TOTAL REVENUE				
	Sales Tax		691,944		
	Interest		5,000		
			696,944		



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3471 **Version:** 1 **Name:** Discuss Entrepreneur and Franchise Workshop
Type: Agenda Item **Status:** Agenda Ready
File created: 8/10/2016 **In control:** Economic Development Corporation
On agenda: 8/18/2016 **Final action:**

Title: Consider and take action on an Entrepreneur and Franchise Workshop-Review and discuss merit, resources and timeline.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider action on an Entrepreneur and Franchise Workshop-Review and discuss merit, resources and timeline

Background

Policy Considerations

None.

Budgetary Considerations

None.

Staff Recommendations

None.