



**Thursday, August 17, 2023
Economic Development Corporation Meeting**

**Council Chambers
3815 Sachse Road, Building B
6:30 p.m.**

Economic Development Corporation Board meetings are streamed live online or available on-demand (<https://sachsetx.swagit.com/live>).

The Sachse Economic Development Corporation reserves the right to reconvene, recess, or realign the regular meeting, call Executive Session, or order of business at any time prior to adjournment.

As authorized by Section 551.071(2) of the Texas Government Code, these meetings may be convened into closed Executive Session at any time during the Sachse Economic Development Corporation meeting for the purpose of seeking confidential legal advice from the City Attorney on any workshop or regular meeting agenda item listed herein.

A. Regular Meeting Opening

1. Call to Order: The Board of Directors of the Economic Development Corporation of the City of Sachse will hold a Regular Meeting at 6:30 p.m. on Thursday, August 17, 2023, to consider the following items of business:
2. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.

B. Public Comment

1. The public is invited to address the Board regarding any topic not already on the agenda. The time limit is 3 minutes per speaker. A Public Comment Card should be presented to the acting secretary prior to the meeting. According to the Texas Open Meetings Act, the Board is prohibited from discussing any item not posted on the agenda but will take comments under advisement.

C. Consent Agenda - All items listed on the consent agenda will be considered by the Board and will be enacted on by one motion. There will be no separate discussion of these items unless a Board member so requests.

1. Approve the July 20, 2023, meeting minutes.
2. Accept the monthly revenue and expenditure report for the period ending May 31, 2023.
3. Accept the monthly revenue and expenditure report for the period ending June 30, 2023.
4. Approve the Consent Agenda.

D. Regular Items / Meeting Closing

1. Receive any reports and presentations by the Sachse Economic Development Corporation President, Board Members, Executive Director, and staff regarding items of community interest; special events; announcements and activities; office, industrial, commercial, or retail business retention; and marketing projects.
2. Discuss and consider approval of the proposed local business grant program.
3. Consider the Sachse Economic Development Corporation FY 2023-2024 Budget.
4. Adjournment.

I, the undersigned authority, do hereby certify that this notice of a public meeting was posted in accordance with the regulations of the Texas Open Meetings Act and was posted on the bulletin board, an accessible location at Sachse City Hall.


Leah K Granger, City Secretary

Posted: 08/14/2023 by 5 pm Removed: _____

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Amanda Chi, ADA Coordinator, via phone at 972-495-1212, via email at achi@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

C. Consent Agenda - All items listed on the consent agenda will be considered by the Board and will be enacted on by one motion. There will be no separate discussion of these items unless a Board member so requests.

Subject	1. Approve the July 20, 2023, meeting minutes.
Meeting	Aug 17, 2023 - Economic Development Corporation Meeting
Access	Public
Type	Action (Consent), Minutes
Recommended Action	Approve the July 20, 2023, meeting minutes.
Minutes	View Minutes for Jul 20, 2023 - Economic Development Corporation Meeting
File Attachments 07.20.23 EDC Minutes.pdf (184 KB)	

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.



ECONOMIC DEVELOPMENT CORPORATION
July 20, 2023, MEETING MINUTES

The Board of Directors of the Sachse Economic Development Corporation (EDC) convened in a public meeting at 6 p.m. on Thursday, July 20, notice of the meeting having been posted as prescribed at the Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas, as required by Chapter 551, Local Texas Government Code.

Those present: President Marcia Harris-Daniel, Vice President Scott McMurdie, Board members Teddy Kinzer, Mark Potter, Jim Mason, and Chinelo Nwanze; Economic Development Manager Jerod Potts; and Economic Development Coordinator Denise Lewis

Those absent: Richard Chandler

REGULAR MEETING OPENING:

1. Call to Order.

President Harris-Daniel called the meeting to order at 6:03 p.m.

2. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.

Mr. Scott McMurdie gave the invocation and led the Board in the pledges.

PUBLIC COMMENT:

Resident, Matthew Holboke, addressed the board about the business of the EDC.

(Mr. Mark Potter entered the meeting at 6:07 p.m.)

CONSENT AGENDA:

Resident, Matthew Holboke, addressed the Board about speaking on the consent agenda.

1. Approve the June 22, 2023, meeting minutes.

2. Accept the Quarterly Investment Report for the quarter ending March 31, 2023.

The Board removed this item from the consent agenda and held a discussion.

Mr. McMurdie requested clarification on the Quarterly Investment Report. Finance Director David Baldwin noted there is no prescribed amount for each investment but the finance department's goal is to invest and seek the highest return. The Public Funds Investment Act requires staff to submit a quarterly report and the City's finance department chooses to have the EDC Board formally accept the report at board meetings.

Mr. McMurdie made a motion to approve item C-2 on the consent agenda. Mr. Kinzer seconded the motion and it carried unanimously.

3. Approve the Consent Agenda.

Mr. Kinzer made a motion to approve the consent agenda items 1 and 3 as presented. Mr. McMurdie seconded the motion and it carried unanimously.

REGULAR AGENDA ITEMS:

1. Receive any reports and presentations by the Sachse Economic Development Corporation President, Board Members, Executive Director, and staff regarding items of community interest, special events, announcements and activities, office, industrial, commercial, retail, business retention, and marketing projects.

Mr. Potts gave an update on the 5th Street District noting that a pre-construction meeting was recently held for the Alexander Street enhancement project. Staff estimates the construction will take around 180 days and groundbreaking should happen soon. Mr. Potts noted that staff hopes to receive comments from each restaurant on the developer's agreements soon. Staff is working with the State on a Right-of-Way issue to get property ownership transferred to the City. Mr. Potts mentioned the consultant may have a test version of the EDC website currently being developed sometime in August.

2. Discuss and consider approval of the proposed local business grant program.

Mr. Potts went over the proposed framework of the local business grant program and presented a revised list of eligible projects. He noted the program would include the commercial areas along Hwy 78 excluding Woodbridge Corners but including the Oak Grove Plaza shopping center.

The Board discussed adding interior remodeling, with clarification as to what would be allowed, to the list of eligible projects. Mr. Potts mentioned the program would be discussed with the City's attorneys to ensure adherence to State law, and the program needs to go to City Council for their comments before the EDC's formal approval. The Board talked about details of the program related to multiple-tenant commercial centers and decided to allow one tenant space within a commercial center per owner for now and amend the program later if needed. The Board suggested noting the purpose of the program on the application and discussed how to announce completed projects to the public in order to advertise the program.

3. Consider the Sachse Economic Development Corporation FY 2023-24 Budget.

Mr. Potts updated the Board on changes made to the budget and noted there will be action requested on this item at the next Board meeting. The Board asked if there is flexibility in the budget for line items that are not currently included. Mr. Potts mentioned that there is flexibility

as long as the EDC does not exceed its budget authorization as approved by City Council. The Board asked about looking at revenue reporting to help understand the tax stream and how this impacts incentives.

Resident, Matthew Holboke, addressed the Board about the budget.

Mr. Potts explained the land in the 5th Street District that was recently conveyed by the EDC to the City of Sachse was removed as an asset from the EDC balance sheet. Finance Director, David Baldwin, further explained that the previously stated book value was shown in the EDC fund balance and when the property was transferred to the City the money needed to be shown as an expense in a grant line which is not representative of the market value.

EXECUTIVE SESSION:

Ms. Harris-Daniel adjourned the Board to executive session at 7:53 p.m.

- 1. The Sachse Economic Development Corporation shall convene into Executive Session pursuant to Texas Government Code Section §551.087: Deliberation regarding Economic Development Negotiations: Discussion of an Economic Development incentive for Bunker Hill Retail, LLC for a project generally located along Bunker Hill Road and Miles Road and for retail or commercial business projects seeking to locate within the City of Sachse.**
- 2. Executive Session Pursuant to Texas Government Code §551.087 Economic Development Deliberations: Deliberate the offer of a financial or other incentive relating to the development of Project Fern.**

The Board reconvened to regular session at 8:24 p.m.

REGULAR ITEMS / MEETING CLOSING:

- 1. Take action as a result of executive session: Consider authorizing the City Manager as Executive Director of the EDC to negotiate and execute an economic development agreement on behalf of the EDC with Bunker Hill Retail, LLC for a project generally located along Bunker Hill Road and Miles Road, and any amendments and instruments related thereto.**

Mr. McMurdie made a motion to approve the item as presented. Ms. Nwanze seconded the motion and it carried unanimously.

- 2. Take any action as a result of Executive Session - deliberate the offer of a financial or other incentive relating to the development of Project Fern.**

Mr. Kinzer made a motion to approve the item as presented. Mr. Potter seconded the motion and it carried unanimously.

3. Adjournment.

President Harris-Daniel adjourned the meeting at 8:26 p.m.

APPROVE:

Marcia Harris-Daniel, President

ATTEST:

Jerod Potts, Economic Development Manager

C. Consent Agenda - All items listed on the consent agenda will be considered by the Board and will be enacted on by one motion. There will be no separate discussion of these items unless a Board member so requests.

Subject	2. Accept the monthly revenue and expenditure report for the period ending May 31, 2023.
Meeting	Aug 17, 2023 - Economic Development Corporation Meeting
Access	Public
Type	Action (Consent)
Recommended Action	Accept the monthly revenue and expenditure report for the period ending May 31, 2023.
Goals	Be a model of financial stewardship through growth management, responsible investment, and financial transparency.

BACKGROUND

The Sachse Economic Development Corporation's Treasurer prepares a report each month to update the Board concerning the current year's budget monitoring. This month's report consists of the summary report presented to the City Council covering May 2023. Also included is a preliminary line-item report and balance sheet for June 2023.

RECOMMENDATION

Accept the monthly revenue and expenditure report for the period ending May 31, 2023.

File Attachments

[EDC May 2023.pdf \(90 KB\)](#)

[EDC Budget Report June 2023 Preliminary.pdf \(133 KB\)](#)

[EDC Balance Sheet June 2023.pdf \(78 KB\)](#)

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.

City of Sachse

Monthly Revenue and Expenditure Report

May 31, 2023 (Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

	67% of Year Completed				Note
	Annual Budget	Current Month Actual	YTD Actuals	YTD Actuals % of Budget	
Revenue Summary					
Sales Tax	\$ 1,300,000	\$ 128,137	\$ 962,448	74%	
Other Income	10,000	-	10,000	100%	A
Interest Income	7,000	18,898	106,293	1518%	B
Total Revenue	\$ 1,317,000	\$ 147,035	\$ 1,078,741	82%	
Expenditure Summary					
Expenditures	\$ 636,357	\$ 736,703	\$ 1,005,435	158%	C
Total Expenditures	\$ 636,357	\$ 736,703	\$ 1,005,435	158%	
Revenue Over/(Under) Expenses	\$ 680,643	\$ (589,669)	\$ 73,307		
Beginning Fund Balance October 1, 2022			\$ 6,773,169		

Explanation of Major Variances:

- A** Garland ISD grant received in October
- B** Interest revenue returns greatly exceed budgeted projections due to favorable interest rates
- C** Period of position vacancy decreases personnel portion of expenditures. Removal of property from fund balance due to sale of property increases expenditures. Budget amendment increasing expenditure budget to be requested by fiscal year end



City of Sachse

Budget to Actual Account Summary

For Fiscal: 2022-2023 Period Ending: 06/30/2023

		Prior Year Budget	Prior Year Actual	2022-2023 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
Fund: 06 - ECONOMIC DEVELOPMENT FUND									
Revenue									
000 - Non-Departmental									
06-000-40060	Sales Tax	975,000.00	1,374,944.64	1,300,000.00	105,936.69	1,068,385.16	0.00	82.18%	231,614.84
06-000-45000	Interest Income	5,000.00	12,868.48	7,000.00	18,276.03	124,568.81	0.00	1,779.55%	-117,568.81
06-000-46120	Misc Grants and Donations	10,000.00	10,000.00	10,000.00	0.00	10,000.00	0.00	100.00%	0.00
000 - Non-Departmental Total:		990,000.00	1,397,813.12	1,317,000.00	124,212.72	1,202,953.97	0.00	91.34%	114,046.03
Revenue Total:		990,000.00	1,397,813.12	1,317,000.00	124,212.72	1,202,953.97	0.00	91.34%	114,046.03

Budget to Actual

For Fiscal: 2022-2023 Period Ending: 06/30/2023

		Prior Year Budget	Prior Year Actual	2022-2023 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
Expense									
019 - Economic Development									
06-019-50000	Wages and Salaries	114,039.00	84,196.85	156,152.00	11,307.82	77,556.86	0.00	49.67%	78,595.14
06-019-50030	Longevity Pay	48.00	0.00	68.00	0.00	76.00	0.00	111.76%	-8.00
06-019-50050	Social Security and Medicare (FICA)	9,176.00	6,660.88	12,027.00	840.62	5,736.94	0.00	47.70%	6,290.06
06-019-50060	TMRS Contributions	16,575.00	12,668.61	22,906.00	1,640.76	11,264.73	0.00	49.18%	11,641.27
06-019-50070	Vacation/Sick Leave Buy Back	0.00	1,279.20	991.00	0.00	0.00	0.00	0.00%	991.00
06-019-50100	Workers Compensation	280.00	189.37	211.00	0.00	127.56	0.00	60.45%	83.44
06-019-50110	Unemployment Tax	630.00	9.00	504.00	1.68	12.24	0.00	2.43%	491.76
06-019-50575	Employee Insurance Transfer Out	0.00	18,647.00	27,316.00	2,276.00	20,484.00	0.00	74.99%	6,832.00
06-019-51030	Utilities - Communications	1,440.00	785.53	1,008.00	80.36	578.55	0.00	57.40%	429.45
06-019-51050	Office Supplies	3,000.00	477.73	5,750.00	90.42	221.70	653.79	3.86%	5,528.30
06-019-51070	Postage	400.00	0.00	400.00	0.00	833.61	0.00	208.40%	-433.61
06-019-51230	Business Retention Efforts	10,000.00	4,660.12	10,000.00	20.00	5,530.94	0.00	55.31%	4,469.06
06-019-51500	Uniforms and Accessories	450.00	408.30	880.00	144.07	233.51	0.00	26.54%	646.49
06-019-51510	Small Tools and Equipment	1,000.00	473.20	1,000.00	0.00	3,200.53	0.00	320.05%	-2,200.53
06-019-51550	Fuel and Lubricants	3,250.00	299.97	574.00	22.30	121.56	0.00	21.18%	452.44
06-019-51700	Community Relations & Special Progra...	47,275.00	25,057.87	44,750.00	0.00	19,279.00	0.00	43.08%	25,471.00
06-019-51800	Dues and Subscriptions	20,446.88	49,308.37	51,692.00	7,151.87	31,274.90	1,281.56	60.50%	20,417.10
06-019-51810	Employee Training and Travel	7,715.50	7,252.76	7,900.00	8,077.05	13,685.31	0.00	173.23%	-5,785.31
06-019-52000	Vehicle Repairs and Maintenance	1,000.00	1,097.26	1,000.00	176.82	270.30	0.00	27.03%	729.70
06-019-53000	Legal/Consulting Fees	0.00	1,618.75	10,000.00	2,000.00	16,950.00	0.00	169.50%	-6,950.00
06-019-53002	Professional Services (53003)	125,000.00	19,529.43	73,000.00	0.00	8,291.67	0.00	11.36%	64,708.33
06-019-53060	Printing Services	6,000.00	1,885.00	3,100.00	0.00	1,972.25	0.00	63.62%	1,127.75
06-019-53220	5th Street District	25,000.00	867.91	30,600.00	2,098.40	10,897.01	0.00	35.61%	19,702.99
06-019-53380	Advertising and Legal Publications	21,400.00	22,028.83	46,500.00	314.50	29,995.08	0.00	64.51%	16,504.92
06-019-53500	Web Page Services	5,000.00	7,098.00	9,225.00	0.00	0.00	0.00	0.00%	9,225.00
06-019-55000	Operating Transfer Out - General Fund	177,576.00	177,576.00	118,803.00	9,900.00	89,100.00	0.00	75.00%	29,703.00
06-019-57000	Economic Development Grants	0.00	0.00	0.00	0.00	703,883.00	0.00	0.00%	-703,883.00
019 - Economic Development Total:		596,701.38	444,075.94	636,357.00	46,142.67	1,051,577.25	1,935.35	165.25%	-415,220.25
Expense Total:		596,701.38	444,075.94	636,357.00	46,142.67	1,051,577.25	1,935.35	165.25%	-415,220.25
Fund 06 Revenue Over/(Under) Expenses		393,298.62	953,737.18	680,643.00	78,070.05	151,376.72	-1,935.35	22.24%	529,266.28
Total Revenue Over/(Under) Expenses:		393,298.62	953,737.18	680,643.00	78,070.05	151,376.72	-1,935.35	22.24%	529,266.28

Sachse Economic Development Corporation

Balance Sheet

6/30/2023

Assets:

Cash	\$334,565.55
Investments	4,489,386.90
Accts Receivable-Sales Tax	243,446.86
Other Receivable-TIF	224,000.00
Assets Held-Land	<u>1,649,892.68</u>

Total Assets	<u>\$6,941,291.99</u>
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Liabilities:

Payables	<u>\$20,553.83</u>
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Total Liabilities	\$20,553.83
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Equity:

Est. Fund Balance 9/30/2022	\$6,773,169.44
Net Position (full accrual)	-\$3,808.00
FY 2022 YTD Surplus	<u>151,376.72</u>

Total Equity	<u>\$6,920,738.16</u>
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Total Liabilities and Equity	<u>\$6,941,291.99</u>
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C. Consent Agenda - All items listed on the consent agenda will be considered by the Board and will be enacted on by one motion. There will be no separate discussion of these items unless a Board member so requests.

Subject	3. Accept the monthly revenue and expenditure report for the period ending June 30, 2023.
Meeting	Aug 17, 2023 - Economic Development Corporation Meeting
Access	Public
Type	Action (Consent)
Recommended Action	Accept the monthly revenue and expenditure report for the period ending June 30, 2023.
Goals	Be a model of financial stewardship through growth management, responsible investment, and financial transparency.

BACKGROUND

The Sachse Economic Development Corporation's Treasurer prepares a report each month to update the Board concerning the current year's budget monitoring. This month's report consists of the summary report presented to the City Council covering June 2023. Also included is a preliminary line-item report and balance sheet for July 2023.

RECOMMENDATION

Accept the monthly revenue and expenditure report for the period ending June 30, 2023.

File Attachments

[EDC June 2023.pdf \(90 KB\)](#)

[EDC Budget Report July 2023 Preliminary.pdf \(133 KB\)](#)

[EDC Balance Sheet July 2023.pdf \(116 KB\)](#)

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.

City of Sachse

Monthly Revenue and Expenditure Report

June 30, 2023 (Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

	75% of Year Completed				Note
	Annual Budget	Current Month Actual	YTD Actuals	YTD Actuals % of Budget	
Revenue Summary					
Sales Tax	\$ 1,300,000	\$ 105,937	\$ 1,068,385	82%	
Other Income	10,000	-	10,000	100%	A
Interest Income	7,000	18,276	124,569	1780%	B
Total Revenue	\$ 1,317,000	\$ 124,213	\$ 1,202,954	91%	
Expenditure Summary					
Expenditures	\$ 636,357	\$ 46,143	\$ 1,051,577	165%	C
Total Expenditures	\$ 636,357	\$ 46,143	\$ 1,051,577	165%	
Revenue Over/(Under) Expenses	\$ 680,643	\$ 78,070	\$ 151,377		
Beginning Fund Balance October 1, 2022			\$ 6,773,169		

Explanation of Major Variances:

- A** Garland ISD grant received in October
- B** Interest revenue returns greatly exceed budgeted projections due to favorable interest rates
- C** Period of position vacancy decreases personnel portion of expenditures. Removal of property from fund balance due to sale of property increases expenditures. Budget amendment increasing expenditure budget to be requested by fiscal year end



City of Sachse

Budget to Actual Account Summary

For Fiscal: 2022-2023 Period Ending: 07/31/2023

		Prior Year Budget	Prior Year Actual	2022-2023 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
Fund: 06 - ECONOMIC DEVELOPMENT FUND									
Revenue									
000 - Non-Departmental									
06-000-40060	Sales Tax	975,000.00	1,374,944.64	1,300,000.00	116,165.02	1,184,550.18	0.00	91.12%	115,449.82
06-000-45000	Interest Income	5,000.00	12,868.48	7,000.00	0.00	124,568.81	0.00	1,779.55%	-117,568.81
06-000-46120	Misc Grants and Donations	10,000.00	10,000.00	10,000.00	0.00	10,000.00	0.00	100.00%	0.00
000 - Non-Departmental Total:		990,000.00	1,397,813.12	1,317,000.00	116,165.02	1,319,118.99	0.00	100.16%	-2,118.99
Revenue Total:		990,000.00	1,397,813.12	1,317,000.00	116,165.02	1,319,118.99	0.00	100.16%	-2,118.99

Budget to Actual

For Fiscal: 2022-2023 Period Ending: 07/31/2023

		Prior Year Budget	Prior Year Actual	2022-2023 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
Expense									
019 - Economic Development									
06-019-50000	Wages and Salaries	114,039.00	84,196.85	156,152.00	11,307.82	88,864.68	0.00	56.91%	67,287.32
06-019-50030	Longevity Pay	48.00	0.00	68.00	0.00	76.00	0.00	111.76%	-8.00
06-019-50050	Social Security and Medicare (FICA)	9,176.00	6,660.88	12,027.00	840.62	6,577.56	0.00	54.69%	5,449.44
06-019-50060	TMRS Contributions	16,575.00	12,668.61	22,906.00	1,640.76	12,905.49	0.00	56.34%	10,000.51
06-019-50070	Vacation/Sick Leave Buy Back	0.00	1,279.20	991.00	0.00	0.00	0.00	0.00%	991.00
06-019-50100	Workers Compensation	280.00	189.37	211.00	0.00	127.56	0.00	60.45%	83.44
06-019-50110	Unemployment Tax	630.00	9.00	504.00	0.00	12.24	0.00	2.43%	491.76
06-019-50575	Employee Insurance Transfer Out	0.00	18,647.00	27,316.00	0.00	20,484.00	0.00	74.99%	6,832.00
06-019-51030	Utilities - Communications	1,440.00	785.53	1,008.00	0.00	578.55	0.00	57.40%	429.45
06-019-51050	Office Supplies	3,000.00	477.73	5,750.00	0.00	221.70	653.79	3.86%	5,528.30
06-019-51070	Postage	400.00	0.00	400.00	0.00	833.61	0.00	208.40%	-433.61
06-019-51230	Business Retention Efforts	10,000.00	4,660.12	10,000.00	0.00	5,530.94	0.00	55.31%	4,469.06
06-019-51500	Uniforms and Accessories	450.00	408.30	880.00	247.19	480.70	0.00	54.63%	399.30
06-019-51510	Small Tools and Equipment	1,000.00	473.20	1,000.00	0.00	3,200.53	0.00	320.05%	-2,200.53
06-019-51550	Fuel and Lubricants	3,250.00	299.97	574.00	0.00	121.56	0.00	21.18%	452.44
06-019-51700	Community Relations & Special Progra...	47,275.00	25,057.87	44,750.00	0.00	19,279.00	0.00	43.08%	25,471.00
06-019-51800	Dues and Subscriptions	20,446.88	49,308.37	51,692.00	7,031.56	38,306.46	0.00	74.11%	13,385.54
06-019-51810	Employee Training and Travel	7,715.50	7,252.76	7,900.00	0.00	13,685.31	0.00	173.23%	-5,785.31
06-019-52000	Vehicle Repairs and Maintenance	1,000.00	1,097.26	1,000.00	151.25	421.55	0.00	42.16%	578.45
06-019-53000	Legal/Consulting Fees	0.00	1,618.75	10,000.00	0.00	16,950.00	0.00	169.50%	-6,950.00
06-019-53002	Professional Services (53003)	125,000.00	19,529.43	73,000.00	0.00	8,291.67	0.00	11.36%	64,708.33
06-019-53060	Printing Services	6,000.00	1,885.00	3,100.00	0.00	1,972.25	0.00	63.62%	1,127.75
06-019-53220	5th Street District	25,000.00	867.91	30,600.00	524.60	11,421.61	0.00	37.33%	19,178.39
06-019-53380	Advertising and Legal Publications	21,400.00	22,028.83	46,500.00	1,051.79	31,046.87	0.00	66.77%	15,453.13
06-019-53500	Web Page Services	5,000.00	7,098.00	9,225.00	0.00	0.00	0.00	0.00%	9,225.00
06-019-55000	Operating Transfer Out - General Fund	177,576.00	177,576.00	118,803.00	0.00	89,100.00	0.00	75.00%	29,703.00
06-019-57000	Economic Development Grants	0.00	0.00	0.00	0.00	703,883.00	0.00	0.00%	-703,883.00
019 - Economic Development Total:		596,701.38	444,075.94	636,357.00	22,795.59	1,074,372.84	653.79	168.83%	-438,015.84
Expense Total:		596,701.38	444,075.94	636,357.00	22,795.59	1,074,372.84	653.79	168.83%	-438,015.84
Fund 06 Revenue Over/(Under) Expenses		393,298.62	953,737.18	680,643.00	93,369.43	244,746.15	-653.79	35.96%	435,896.85
Total Revenue Over/(Under) Expenses:		393,298.62	953,737.18	680,643.00	93,369.43	244,746.15	-653.79	35.96%	435,896.85

Sachse Economic Development Corporation

Balance Sheet

7/31/2023

Assets:

Cash	\$422,177.43
Investments	4,489,386.90
Accts Receivable-Sales Tax	243,446.86
Other Receivable-TIF	224,000.00
Assets Held-Land	<u>1,649,892.68</u>

Total Assets	<u>\$7,028,903.87</u>
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Liabilities:

Payables	<u>\$14,796.28</u>
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Total Liabilities	\$14,796.28
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Equity:

Est. Fund Balance 9/30/2022	\$6,773,169.44
Net Position (full accrual)	-\$3,808.00
FY 2022 YTD Surplus	<u>244,746.15</u>

Total Equity	<u>\$7,014,107.59</u>
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Total Liabilities and Equity	<u>\$7,028,903.87</u>
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C. Consent Agenda - All items listed on the consent agenda will be considered by the Board and will be enacted on by one motion. There will be no separate discussion of these items unless a Board member so requests.

Subject	4. Approve the Consent Agenda.
Meeting	Aug 17, 2023 - Economic Development Corporation Meeting
Access	Public
Type	Action (Consent)
Recommended Action	Approve the Consent Agenda.

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.

D. Regular Items / Meeting Closing

Subject	1. Receive any reports and presentations by the Sachse Economic Development Corporation President, Board Members, Executive Director, and staff regarding items of community interest; special events; announcements and activities; office, industrial, commercial, or retail business retention; and marketing projects.
Meeting	Aug 17, 2023 - Economic Development Corporation Meeting
Access	Public
Type	Discussion, Information
Goals	Make Sachse more prosperous through job creation and quality development that adds community value.

BACKGROUND

Announcements are made at this time for informational purposes only.

POLICY CONSIDERATION

There are no policy considerations affiliated with this item.

RECOMMENDATION

Receive any reports and presentations by the Sachse Economic Development Corporation President, Board Members, Executive Director, and staff regarding items of community interest; special events; announcements and activities; office, industrial, commercial, or retail business retention; and marketing projects.

D. Regular Items / Meeting Closing

Subject	2. Discuss and consider approval of the proposed local business grant program.
Meeting	Aug 17, 2023 - Economic Development Corporation Meeting
Access	Public
Type	Action, Discussion
Preferred Date	Aug 17, 2023
Fiscal Impact	Yes
Recommended Action	Discuss and consider approval of the proposed local business grant program.
Goals	Make Sachse more prosperous through job creation and quality development that adds community value.

BACKGROUND

The Sachse Economic Development Corporation budget contains an account code for a Local Business Grant Program. The purpose of this agenda item is to have a policy discussion about this program. On November 17, 2022, the Board held a discussion about small business grants and local business grants. No action was taken during that meeting.

At the June 22 and July 20 EDC Board meetings, the Board discussed this program again and provided additional direction to staff in terms of the details of the program. No action was taken during these meetings.

At its August 7 meeting, City Council provided direction on the reestablishment of this program. Staff did not request action be taken from City Council, as they will approve the program via adoption of the annual EDC Budget.

OVERVIEW

During the FY 2023 budget planning and approval process, money was not specifically allocated to the local business grant account code as staff wanted first to receive policy direction from the Economic Development Corporation.

POLICY CONSIDERATION

The EDC follows statutory requirements relative to economic development projects. Currently, there is not an active grant distribution policy for local business grants.

RECOMMENDATION

Discuss and consider approval of the proposed local business grant program.

File Attachments

[D2. EDC Resolution Adopting Local Business Grant Program.pdf \(260 KB\)](#)

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SACHSE ECONOMIC DEVELOPMENT CORPORATION (“EDC”), ADOPTING THE CITY OF SACHSE LOCAL BUSINESS GRANT PROGRAM ATTACHED AS EXHIBIT “A”; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the goal of the Sachse Local Business Grant Program is to enhance the Highway 78 commercial corridor by encouraging redevelopment that makes the area an even more desirable place for business to occur in part by improving aesthetics as seen from the roadway; and

WHEREAS, the Sachse Local Business Grant Program is an administratively approved matching grant program, more specifically described in Exhibit “A” attached hereto and made a part hereof; and

WHEREAS, the Board of Directors of the EDC hereby adopts the Sachse Local Business Grant Program attached hereto as Exhibit “A”;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SACHSE ECONOMIC DEVELOPMENT CORPORATION:

Section 1. That the Board of Directors of the Sachse Economic Development Corporation hereby adopts the Sachse Local Business Grant Program, as set forth in Exhibit “A” attached hereto.

Section 2. That all provisions of the resolutions of the Sachse Economic Development Corporation in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions of the resolutions of the Sachse Economic Development Corporation not in conflict with the provisions of this Resolution shall remain in full force and effect.

Section 3. That should any word, sentence, paragraph, subdivision, clause, phrase, or section of this Resolution, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Resolution, which shall remain in full force and effect.

Section 4. That this Resolution shall take effect immediately from and after its passage, and it is, accordingly, so resolved.

DULY RESOLVED AND ADOPTED by the Sachse Economic Development Corporation, this 17th day of August 2023.

SACHSE ECONOMIC DEVELOPMENT
CORPORATION

APPROVED:

Marcia Harris-Daniel, President

APPROVED AS TO FORM:

Peter G. Smith, General Counsel

EXHIBIT “A”

**Sachse Economic Development Corporation
Local Business Grant Program**

PURPOSE

The goal of the Sachse Local Business Grant Program is to enhance the Highway 78 commercial corridor by encouraging redevelopment that makes the area an even more desirable place for business to occur in part by improving aesthetics as seen from the roadway.

PROGRAM FRAMEWORK

The Sachse Local Business Grant Program (the “Program”) is an administratively-approved matching grant program. Funding authorization for this program comes from approval of the Sachse Economic Development Corporation’s (EDC) annual budget by the City Council. Each year, the EDC considers approval of an amount to be included in the Local Business Grant line item within the EDC Budget. The amount within the EDC budget for the Local Business Grant program approved by the City Council is available for authorized projects. The EDC Board will conduct a public hearing as required by law to authorize the expenditure of these funds for authorized projects approved by the EDC Executive Director. An eligible business must apply for Program funding for an eligible project on a form provided by City Economic Development staff (“staff”). If the Program application is approved by the EDC Executive Director, the applicant will be required to execute a Local Business Grant Program Agreement (the “Program Agreement”). No funding may be provided for any work that has commenced prior to approval of the Program application and execution of the Program Agreement. The amount of Program Grant funding available each year is limited to the Program funding approved in the annual EDC budget. The Program is administered on a first come, first served basis, and once the maximum funding amount allocated for a given fiscal year has been awarded, no further applications for Program funding will be considered.

APPLICATION

An eligible commercial business seeking Program funding must submit a completed application on a form provided by staff. The applicant must also provide all other supplemental forms and documentation required in order to be considered for grant funding. Once submitted, applications will be reviewed by staff for completeness. The content of these forms and the forms required to constitute a complete submittal may be changed or updated periodically by staff in order to effectively administer the program.

PROGRAM GRANT LIMITATION

The subject building or site must not have received grant funding from the EDC within one (1) year preceding the date of Program application submittal (using City fiscal year of October 1 – September 30). Commercial centers with multiple tenants and a single owner are eligible for one (1) project per fiscal year. Program Grant approval is discretionary with the EDC Executive Director. The acceptance of an application for review does not mean that Program funding has been approved.

- An application for grant funding **must** be made prior to work beginning.
- The applicant must receive at least two (2) quotes for the proposed improvements and provide each quote to staff with the submitted the application.
- Applicants are required to conform to all City of Sachse ordinances and regulations.
- Applicant must apply for and obtain all necessary permits from the City of Sachse.

Local Business Grant Program

- Applicant must be current in property taxes and pay all applicable City of Sachse fees related to the Project.
- Tenants must provide an executed copy of the lease agreement including written authorization from the landlord under the lease authorizing the proposed improvements to the leased premises.
- If the application is approved, the applicant is required to execute a Program Agreement prepared by EDC legal counsel.
- During construction of the project, City representatives shall have the right, at all reasonable times, to have access to and inspect the work in progress.
- Improvements for which Program Grant funding is approved must be completed in accordance with the Program Agreement and failure to timely commence and complete the Project will forfeit the Grant funding for the Project. Improvements must be completed within a 12-month period or the applicant forfeits the grant.

ELIGIBLE PROJECTS

Projects are limited to buildings or sites located within the boundary of Tax Increment Reinvestment Zone #3, as amended, excluding Woodbridge Corners, but including the Oak Grove Plaza shopping center (the "Program Zone"). Eligible projects for Program funding include infrastructure as defined by Texas Local Government Code Section 501.103, as amended.

The table below provides a non-exhaustive list of projects that would be eligible for funding.

Sachse Local Business Grant Program	
<i>Category</i>	<i>Examples</i>
Signage	New signs, replacement of non-conforming and pole signs with legal conforming signs, removal of existing façade signage
Infrastructure	Parking lot improvements, grease traps
Significant façade and site improvements	Façade rehabilitation, exterior treatments such as brick, stone, stucco, wood, or other desirable building materials, painting, patios, window enhancements as well as canopies and window awnings (as part of overall façade improvements), attached gutters/downspouts, visible roof repair only when in conjunction with other improvements, exterior lighting fixtures (attached to structure or other permanent exterior lighting features)
Landscaping, screening, streetscape, and hardscape	Tree plantings, enhanced landscaping, irrigation, hardscape improvements including sidewalks, curb and gutter improvements, pergolas (affixed to the building), permanent street furniture

Local Business Grant Program

Demolition	Removal of commercial structures, derelict or dilapidated accessory structures
Interior renovations and remodeling	Can be considered on a case-by-case basis subject to meeting Sec. 501.103, also subject to applicant making a strong business case that the improvements will significantly improve applicant's ability to provide quality/enhanced service delivery and/or generate sales

INELIGIBLE APPLICANTS

The Sachse Local Business Grant Program is **not** open to current elected and/or appointed Sachse officials or relatives of elected and/or appointed Sachse officials as defined by the Sachse Code of Ethics.

INELIGIBLE PROJECTS

The following projects and/or expenditures are **not** eligible for local business grant funding:

- Residential and/or non-commercial projects
- New commercial construction
- Burglar bars
- General / routine maintenance and repairs of buildings, signs, landscaping, etc.
- Explicit signage and/or content
- Work for projects that have already been started, are in progress, or have been completed
- An establishment or location with unresolved code enforcement or property maintenance issues or delinquent property taxes
- Professional fees (design, legal, engineering, or other similar fees) and other soft costs are **not** eligible for reimbursement
- City fees are **not** eligible for reimbursement

FUNDING

Program funding is limited to 75% of the project costs not exceed \$25,000. The applicant must pay at least 25% of costs and the EDC portion shall not exceed 75% of the total cost.

The Program Grant will be provided pursuant to the Program Agreement and paid following completion of the project and City verification of the Project work. The criteria below must also be met:

- The business shall provide a written payment request pursuant to the Program Agreement within thirty (30) days after completion of the Project and shall be accompanied by receipts, invoices, and other relevant expenditure documentation.
- Final disbursement shall be for actual eligible costs incurred and paid not to exceed the matching grant.

D. Regular Items / Meeting Closing

Subject	3. Consider the Sachse Economic Development Corporation FY 2023-2024 Budget.
Meeting	Aug 17, 2023 - Economic Development Corporation Meeting
Access	Public
Type	Action, Discussion
Recommended Action	Approve the Sachse Economic Development Corporation FY 2023-2024 Budget.
Goals	Be a model of financial stewardship through growth management, responsible investment, and financial transparency.

BACKGROUND

Staff has put together the FY 2023-2024 Economic Development Corporation budget to be consistent with the strategic goals and objectives of the Board.

OVERVIEW

Each year the EDC Board must approve an annual budget for the following fiscal year.

POLICY CONSIDERATION

Approval of the proposed budget by the EDC Board is necessary for it to be included in the overall City of Sachse Budget and then to be approved by Ordinance of the City Council.

RECOMMENDATION

Approve the Sachse Economic Development Corporation FY 2023-2024 Budget.

File Attachments

[FY24 Proposed EDC Budget - For 8-17-23 meeting.pdf \(137 KB\)](#)



City of Sachse

Budget Worksheet

Account Summary

For Fiscal: 2022-2023 Period Ending: 07/31/2023

		Defined Budgets						
		2020-2021 Total Budget	2020-2021 Total Activity	2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 YTD Activity	2023-2024 Proposed
Fund: 06 - ECONOMIC DEVELOPMENT FUND								
Revenue								
Object Category: 22 - Other Taxes								
06-000-40060	Sales Tax	837,500.00	1,153,321.21	975,000.00	1,374,944.64	1,300,000.00	1,184,550.18	1,430,000.00
Object Category: 22 - Other Taxes Total:		837,500.00	1,153,321.21	975,000.00	1,374,944.64	1,300,000.00	1,184,550.18	1,430,000.00
Object Category: 27 - Developer Contributions								
06-000-44041	Developer Contribution	0.00	7,800.00	0.00	0.00	0.00	0.00	0.00
Object Category: 27 - Developer Contributions Total:		0.00	7,800.00	0.00	0.00	0.00	0.00	0.00
Object Category: 28 - Interest, Rent & Leases								
06-000-45000	Interest Income	5,000.00	6,158.60	5,000.00	12,868.48	7,000.00	124,568.81	100,000.00
Object Category: 28 - Interest, Rent & Leases Total:		5,000.00	6,158.60	5,000.00	12,868.48	7,000.00	124,568.81	100,000.00
Object Category: 29 - Grants and Donations								
06-000-46055	Concession Income - Food Truc...	12,500.00	0.00	0.00	0.00	0.00	0.00	0.00
06-000-46120	Misc Grants and Donations	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Object Category: 29 - Grants and Donations Total:		12,500.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Revenue Total:		855,000.00	1,177,279.81	990,000.00	1,397,813.12	1,317,000.00	1,319,118.99	1,540,000.00

Budget Worksheet

For Fiscal: 2022-2023 Period Ending: 07/31/2023

Defined Budgets

		2020-2021	2020-2021	2021-2022	2021-2022	2022-2023	2022-2023	2023-2024
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	Proposed
Expense								
Object Category: 41 - Personnel Costs								
06-019-50000	Wages and Salaries	190,736.00	160,761.42	114,039.00	84,196.85	156,152.00	88,864.68	151,415.00
06-019-50010	Overtime	0.00	6,449.90	5,196.75	1,767.67	0.00	0.00	0.00
06-019-50020	Other Pay	0.00	0.00	659.00	0.00	0.00	0.00	0.00
06-019-50030	Longevity Pay	320.00	320.00	48.00	0.00	68.00	76.00	120.00
06-019-50050	Social Security and Medicare (F...	15,314.00	11,879.66	9,176.00	6,660.88	12,027.00	6,577.56	11,752.00
06-019-50060	TMRS Contributions	25,449.00	23,585.10	16,575.00	12,668.61	22,906.00	12,905.49	22,755.00
06-019-50070	Vacation/Sick Leave Buy Back	0.00	0.00	0.00	1,279.20	991.00	0.00	2,077.00
06-019-50072	Health Insurance	20,937.00	5,502.87	17,867.00	0.00	0.00	0.00	22,158.00
06-019-50080	Dental Insurance	1,181.00	146.22	543.00	0.00	0.00	0.00	723.00
06-019-50090	Life and LTD Insurance	386.00	0.00	237.00	0.00	0.00	0.00	877.00
06-019-50100	Workers Compensation	493.00	263.00	280.00	189.37	211.00	127.56	329.00
06-019-50110	Unemployment Tax	648.00	432.94	630.00	9.00	504.00	12.24	18.00
06-019-50575	Employee Insurance Transfer O...	0.00	0.00	0.00	18,647.00	27,316.00	20,484.00	0.00
Object Category: 41 - Personnel Costs Total:		255,464.00	209,341.11	165,250.75	125,418.58	220,175.00	129,047.53	212,224.00
Object Category: 42 - Supplies and Materials								
06-019-51020	Utilities - Water	0.00	66.39	0.00	65.90	0.00	0.00	0.00
06-019-51030	Utilities - Communications	1,600.00	1,356.79	1,440.00	785.53	1,008.00	578.55	972.00
06-019-51050	Office Supplies	3,000.00	808.36	3,000.00	477.73	5,750.00	221.70	3,000.00
06-019-51070	Postage	400.00	300.00	400.00	0.00	400.00	833.61	1,000.00
06-019-51230	Business Retention Efforts	12,000.00	0.00	10,000.00	4,660.12	10,000.00	5,530.94	10,000.00
06-019-51400	Special Programming Supplies	2,500.00	799.21	0.00	0.00	0.00	0.00	0.00
06-019-51500	Uniforms and Accessories	0.00	0.00	450.00	408.30	880.00	480.70	880.00
06-019-51510	Small Tools and Equipment	700.00	0.00	1,000.00	473.20	1,000.00	3,200.53	1,000.00
06-019-51550	Fuel and Lubricants	0.00	0.00	3,250.00	299.97	574.00	121.56	473.00
06-019-51700	Community Relations & Special...	0.00	0.00	47,275.00	25,057.87	44,750.00	19,279.00	42,750.00
06-019-51800	Dues and Subscriptions	6,500.00	14,251.50	20,446.88	49,308.37	51,692.00	38,306.46	7,829.00
06-019-51810	Employee Training and Travel	7,000.00	1,140.00	7,715.50	7,252.76	7,900.00	13,685.31	17,430.00
Object Category: 42 - Supplies and Materials Total:		33,700.00	18,722.25	94,977.38	88,789.75	123,954.00	82,238.36	85,334.00
Object Category: 43 - Maintenance and Repairs								
06-019-52000	Vehicle Repairs and Maintenan...	500.00	257.64	1,000.00	1,097.26	1,000.00	421.55	1,000.00

Budget Worksheet

For Fiscal: 2022-2023 Period Ending: 07/31/2023

Defined Budgets

		2020-2021 Total Budget	2020-2021 Total Activity	2021-2022 Total Budget	2021-2022 Total Activity	2022-2023 Total Budget	2022-2023 YTD Activity	2023-2024 Proposed
06-019-52040	Software Licensing	0.00	0.00	0.00	0.00	0.00	0.00	52,020.00
Object Category: 43 - Maintenance and Repairs Total:		500.00	257.64	1,000.00	1,097.26	1,000.00	421.55	53,020.00
Object Category: 44 - Contractual Services								
06-019-53000	Legal/Consulting Fees	0.00	0.00	0.00	1,618.75	10,000.00	16,950.00	20,000.00
06-019-53002	Professional Services (53003)	100,000.00	115,301.03	125,000.00	19,529.43	73,000.00	8,291.67	70,000.00
06-019-53060	Printing Services	1,000.00	0.00	6,000.00	1,885.00	3,100.00	1,972.25	2,000.00
06-019-53170	Contract Mowing Services	0.00	0.00	0.00	7,344.40	0.00	0.00	0.00
06-019-53220	5th Street District	25,000.00	1,020.48	25,000.00	867.91	30,600.00	11,421.61	30,600.00
06-019-53241	Local Business Grant Program	206,262.00	43,147.99	0.00	0.00	0.00	0.00	100,000.00
06-019-53380	Advertising and Legal Publicati...	45,000.00	19,748.37	21,400.00	22,028.83	46,500.00	31,046.87	60,800.00
06-019-53500	Web Page Services	2,000.00	4,940.76	5,000.00	7,098.00	9,225.00	0.00	2,520.00
06-019-53600	Copier Rental & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	945.00
Object Category: 44 - Contractual Services Total:		379,262.00	184,158.63	182,400.00	60,372.32	172,425.00	69,682.40	286,865.00
Object Category: 46 - Transfers and Contingencies								
06-019-55000	Operating Transfer Out - Gener...	154,310.00	154,310.00	177,576.00	177,576.00	118,803.00	89,100.00	122,795.00
06-019-55050	Transfer Out - Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
Object Category: 46 - Transfers and Contingencies Total:		154,310.00	154,310.00	177,576.00	177,576.00	118,803.00	89,100.00	272,795.00
Object Category: 50 - Economic Development Grants								
06-019-54505	Small Business Grant Program	25,764.00	0.00	0.00	0.00	0.00	0.00	0.00
06-019-57000	Economic Development Grants	0.00	0.00	0.00	0.00	0.00	703,883.00	0.00
Object Category: 50 - Economic Development Grants Total:		25,764.00	0.00	0.00	0.00	0.00	703,883.00	0.00
Expense Total:		849,000.00	566,789.63	621,204.13	453,253.91	636,357.00	1,074,372.84	910,238.00
Fund: 06 - ECONOMIC DEVELOPMENT FUND Surplus (Deficit):		6,000.00	610,490.18	368,795.87	944,559.21	680,643.00	244,746.15	629,762.00
Report Surplus (Deficit):		6,000.00	610,490.18	368,795.87	944,559.21	680,643.00	244,746.15	629,762.00