Thursday, May 23, 2024
Economic Development Corporation Board Meeting

Council Chambers
3815 Sachse Road, Building B
6:00 PM

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

The City of Sachse reserves the right to reconvene, recess, or realign the meeting, called 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 meeting for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.

A. Meeting Opening

1. Call to Order: The Economic Development Corporation Board of the City of Sachse will hold a regular meeting on Thursday, May 23, 2024, at 6:00 PM to consider the following items of business:

2. Invocation and Pledges of Allegiance.

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 April 18, 2024, meeting minutes.

2. Accept the monthly revenue and expenditure report for the period ending March 31, 2024.

D. 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, or retail business retention; and marketing projects.

2. Receive early input regarding the fiscal year 2024-2025 EDC budget.

E. Executive Session

1. The Sachse Economic Development Corporation shall convene into Executive Session pursuant to Texas Government Code Section §551.087: Economic Development Deliberations: Deliberate the offer of a financial or other incentive relating to the development of Project Ruby.

2. The Sachse Economic Development Corporation shall convene into Executive Session pursuant to Texas Government Code Section 551.087: Economic Development Deliberations: Update regarding the mixed-use development of the 5th Street District project and consideration of a Master Development Agreement for the 5th Street District project.

F. Regular Agenda Items / Meeting Closing

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

2. Take any action as a result of Executive Session: Consider authorizing the City Manager as Executive Director of the EDC to negotiate and execute a Master Developer Agreement on behalf of the EDC for the development of the 5th Street District project, and any amendments and instruments related thereto.

3. 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: 05/20/2024 by 1 p.m. | Removed: _____

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Logan Thatcher, ADA Coordinator, via phone at 972-495-1212, via email at lthatcher@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 April 18, 2024, meeting minutes.**
Meeting	May 23, 2024 - Economic Development Corporation Board Meeting
Access	Public
Type	Action (Consent), Minutes
Fiscal Impact	None
Recommended Action	Approve the April 18, 2024, meeting minutes.
Goals	

BACKGROUND
Minutes from the April 18, 2024, Economic Development Corporation meeting.

POLICY CONSIDERATIONS
There are no policy considerations affiliated with this item.

RECOMMENDATION
Approve the April 18, 2024, meeting minutes.

File Attachments
1. EconomicDevelopmentCorporationBoard_Regular_Minutes_04.18.2024

ECONOMIC DEVELOPMENT CORPORATION BOARD OF THE CITY OF SACHSE
APRIL 18, 2024, MEETING MINUTES

The Economic Development Corporation Board of the City of Sachse held a regular meeting on Thursday, April 18, 2024, at 6:00 PM at Sachse City Hall, 3815-B Sachse Road. Those present were: President Scott McMurdie, Vice President Richard Chandler; Board members Christopher Decker, Alan Bell, Jim Mason, Chinelo Nwanze; Councilmember Michelle Howarth; Economic Development Manager Jerod Potts; and Economic Development Coordinator Denise Lewis.

Those absent were: Board member Joshua Frick

A. Meeting Opening

1. Call to Order: The Economic Development Corporation Board of the City of Sachse will hold a regular meeting on Thursday, April 18, at 6 p.m. to consider the following items of business:

Mr. McMurdie called the meeting to order at 6:04 pm.

2. Invocation and Pledges of Allegiance.

Councilmember Howarth gave the invocation and led the Board in pledges.

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.

No public comments were offered.

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 March 21, 2024, meeting minutes.

2. Accept the monthly revenue and expenditure report for the period ending February 29, 2024.

Mr. Chandler made a motion to Approve the Consent Agenda. Ms. Nwanze seconded the motion, and it carried 6 - 0.

D. 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, or

retail business retention; and marketing projects.

Mr. Potts announced the contract with Four Seasons Markets has been executed, and the first Sachse Farmers Market is on May 11th, from 9 a.m. to 1 p.m. Subsequent markets will be held on the second Saturday of the month from May through October. The Local Business Grant program received its first application from a property owner for the Brookview Shopping Center on Hwy 78. Ms. Lewis mentioned starting a Sachse Spotlight campaign on social media to promote local businesses. Mr. Potts updated the Board on the next Board meeting, Red, White & Blue Blast, and other City events.

2. Receive an update on a shop local event.

Ms. Lewis gave an overview of the Shop Local Passport program mentioning the initiative was inspired by National Small Business Week. The program is scheduled for April 28 through May 17 and focuses on residents supporting local businesses.

The Board suggested making the passports available online, extending the program duration and including more businesses in the program.

3. Receive a briefing about the upcoming update to the City's Comprehensive Plan.

Mr. Potts mentioned the contract negotiation process with Kimley-Horn is nearing completion and should be fully executed soon. He noted community engagement being a big component of the comprehensive plan, including a digital engagement piece. Mr. Potts gave an overview of the major plan elements of the comprehensive plan.

4. Discuss the goals and objectives of the Type B Corporation.

Mr. Potts highlighted the key points from the previous Board meeting. He presented a possible scope, mentioning the goal is to align the recommendations with the comprehensive plan.

The Board discussed the timeline for selecting a consultant and budgetary considerations. The Board suggested engaging consulting firms for comparison and negotiation purposes. The Board also discussed the project scope.

5. Adjournment.

Mr. McMurdie adjourned the meeting at 7:07 p.m.

_____
Scott McMurdie, 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 March 31, 2024.**
Meeting	May 23, 2024 - Economic Development Corporation Board Meeting
Access	Public
Type	Action (Consent)
Fiscal Impact	None
Recommended Action	Accept the monthly revenue and expenditure report for the period ending March 31, 2024.
Goals	Be a model of financial stewardship through growth management; responsible investment; and financial transparency.

BACKGROUND

The Sachse Economic Development Corporation's (EDC) 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 EDC report presented to the City Council covering March 2024. Also included is a preliminary line-item report and balance sheet for April 2024.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Accept the monthly revenue and expenditure report for the period ending March 31, 2024.

File Attachments
1. EDC March 2024
2. EDC Budget Report April 2024 Preliminary
3. EDC Balance Sheet April 2024

City of Sachse

Monthly Revenue and Expenditure Report

March 31, 2024 (Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

50% of Year Completed

	Annual Budget	Current Month Actual	YTD Actuals	YTD Actuals % of Budget	Note
Revenue Summary					
Sales Tax	$ 1,430,000	$ 102,261	$ 740,680	52%	
Other Income	10,000	-	-	0%	**A**
Interest Income	100,000	23,731	131,648	132%	**B**
Total Revenue	**$ 1,540,000**	**$ 125,992**	**$ 872,328**	**57%**	
Expenditure Summary					
Expenditures	$ 909,632	$ 70,817	$ 430,378	47%	
Total Expenditures	**$ 909,632**	**$ 70,817**	**$ 430,378**	**47%**	
Revenue Over/(Under) Expenses	**$ 630,368**	**$ 55,175**	**$ 441,950**		
Beginning Fund Balance October 1, 2023			**$ 5,604,432**		

Explanation of Major Variances:

A Garland ISD grant for Fiscal Year 2022-2023 received in November and applied to prior fiscal year

B Interest revenue trending strong due to favorable interest rates

City of Sachse

Budget to Actual
Account Summary
For Fiscal: 2023-2024 Period Ending: 04/30/2024

		Prior Year Budget	Prior Year Actual	2023-2024 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
Fund: 06 - ECONOMIC DEVELOPMENT FUND									
Revenue									
000 - Non-Departmental									
06-000-40060	Sales Tax	1,300,000.00	1,462,119.80	1,430,000.00	97,102.91	837,783.16	0.00	58.59%	592,216.84
06-000-45000	Interest Income	7,000.00	185,330.22	100,000.00	0.00	131,647.90	0.00	131.65%	-31,647.90
06-000-46120	Misc Grants and Donations	10,000.00	20,000.00	10,000.00	0.00	0.00	0.00	0.00%	10,000.00
	000 - Non-Departmental Total:	**1,317,000.00**	**1,667,450.02**	**1,540,000.00**	**97,102.91**	**969,431.06**	**0.00**	**62.95%**	**570,568.94**
	Revenue Total:	**1,317,000.00**	**1,667,450.02**	**1,540,000.00**	**97,102.91**	**969,431.06**	**0.00**	**62.95%**	**570,568.94**

		Prior Year Budget	Prior Year Actual	2023-2024 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
Expense									
019 - Economic Development									
06-019-50000	Wages and Salaries	156,152.00	118,321.20	151,415.00	11,647.26	87,269.73	0.00	57.64%	64,145.27
06-019-50030	Longevity Pay	68.00	76.00	120.00	0.00	120.00	0.00	100.00%	0.00
06-019-50050	Social Security and Medicare (FICA)	12,027.00	8,780.59	11,752.00	864.54	6,670.04	0.00	56.76%	5,081.96
06-019-50060	TMRS Contributions	22,906.00	17,179.39	22,755.00	1,724.96	13,135.58	0.00	57.73%	9,619.42
06-019-50070	Vacation/Sick Leave Buy Back	991.00	0.00	2,077.00	0.00	2,139.34	0.00	103.00%	-62.34
06-019-50072	Health Insurance	0.00	0.00	21,552.00	1,797.24	12,091.20	0.00	56.10%	9,460.80
06-019-50080	Dental Insurance	0.00	0.00	723.00	60.28	421.96	0.00	58.36%	301.04
06-019-50090	Life and LTD Insurance	0.00	0.00	877.00	59.24	298.68	0.00	34.06%	578.32
06-019-50100	Workers Compensation	211.00	127.56	329.00	0.05	391.25	0.00	118.92%	-62.25
06-019-50110	Unemployment Tax	504.00	12.24	18.00	0.00	18.02	0.00	100.11%	-0.02
06-019-51030	Utilities - Communications	1,008.00	819.63	972.00	0.00	482.58	0.00	49.65%	489.42
06-019-51050	Office Supplies	5,750.00	221.70	3,000.00	0.00	145.67	0.00	4.86%	2,854.33
06-019-51070	Postage	400.00	833.61	1,000.00	0.00	339.17	0.00	33.92%	660.83
06-019-51230	Business Retention Efforts	10,000.00	5,846.35	10,000.00	0.00	952.25	0.00	9.52%	9,047.75
06-019-51500	Uniforms and Accessories	880.00	966.24	880.00	0.00	703.77	0.00	79.97%	176.23
06-019-51510	Small Tools and Equipment (under $10...	1,000.00	3,232.52	1,000.00	0.00	0.00	0.00	0.00%	1,000.00
06-019-51550	Fuel and Lubricants	574.00	167.02	473.00	0.00	144.42	0.00	30.53%	328.58
06-019-51700	Community Relations & Special Progra...	44,750.00	30,719.00	42,750.00	1,500.00	15,634.00	0.00	36.57%	27,116.00
06-019-51800	Dues and Subscriptions	51,692.00	42,692.33	7,829.00	0.00	2,269.43	0.00	28.99%	5,559.57
06-019-51810	Employee Training and Travel	7,900.00	13,948.43	17,430.00	0.00	5,075.05	0.00	29.12%	12,354.95
06-019-52000	Vehicle Repairs and Maintenance	1,000.00	523.87	1,000.00	0.00	143.66	0.00	14.37%	856.34
06-019-52040	Software Licensing, Support and Maint...	0.00	0.00	52,020.00	0.00	35,250.78	0.00	67.76%	16,769.22
06-019-53000	Legal/Consulting Fees	10,000.00	25,850.00	20,000.00	0.00	19,886.38	0.00	99.43%	113.62
06-019-53002	Professional Services (53003)	73,000.00	10,291.67	70,000.00	176.70	8,995.21	0.00	12.85%	61,004.79
06-019-53060	Printing Services	3,100.00	1,972.25	2,000.00	0.00	2,537.20	0.00	126.86%	-537.20
06-019-53220	5th Street District	30,600.00	14,569.21	30,600.00	524.60	4,196.80	2,752.35	13.72%	26,403.20
06-019-53241	Local Business Grant Program	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00%	100,000.00
06-019-53380	Advertising and Legal Publications	46,500.00	47,914.00	60,800.00	6,635.00	42,155.61	4,443.70	69.33%	18,644.39
06-019-53500	Web Page Services	9,225.00	0.00	2,520.00	0.00	7,070.00	0.00	280.56%	-4,550.00
06-019-53600	Copier Rental & Maintenance	0.00	0.00	945.00	72.00	504.00	360.00	53.33%	441.00
06-019-55000	Operating Transfer Out - General Fund	118,803.00	118,803.00	122,795.00	0.00	61,398.00	0.00	50.00%	61,397.00
06-019-55050	Transfer Out - Capital Projects	0.00	0.00	150,000.00	0.00	75,000.00	0.00	50.00%	75,000.00
06-019-57002	Infrastructure Grants / Sales Tax Reim...	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00%	-50,000.00
	019 - Economic Development Total:	**609,041.00**	**463,867.81**	**909,632.00**	**25,061.87**	**455,439.78**	**7,556.05**	**50.07%**	**454,192.22**
	Expense Total:	**609,041.00**	**463,867.81**	**909,632.00**	**25,061.87**	**455,439.78**	**7,556.05**	**50.07%**	**454,192.22**
	Fund 06 Revenue Over/(Under) Expenses	**707,959.00**	**1,203,582.21**	**630,368.00**	**72,041.04**	**513,991.28**	**-7,556.05**	**81.54%**	**116,376.72**
	Total Revenue Over/(Under) Expenses:	**707,959.00**	**1,203,582.21**	**630,368.00**	**72,041.04**	**513,991.28**	**-7,556.05**	**81.54%**	**116,376.72**

Sachse Economic Development Corporation
Balance Sheet
4/30/2024

Assets:		
Cash	$541,932.66	
Investments	5,338,406.67	
Accts Receivable-Sales Tax	248,412.34	
Travel Advances	306.00	
Other Receivable-TIF	0.00	
Assets Held-Land	1,649,892.68	
Intangible Assets	2,681.84	
Total Assets		**$7,781,632.19**
Liabilities:		
Payables	$22,510.34	
Total Liabilities		**$22,510.34**
Equity:		
Fund Balance 9/30/2023	$5,604,431.97	
Net Position (full accrual)	$1,640,698.60	
FY 2024 YTD Surplus	513,991.28	
Total Equity		**$7,759,121.85**
Total Liabilities and Equity		**$7,781,632.19**

D. Regular Agenda Items

Subject:	**2. Receive early input regarding the fiscal year 2024-2025 EDC budget.**
Meeting	May 23, 2024 - Economic Development Corporation Board Meeting
Access	Public
Type	Discussion, Information
Fiscal Impact	None
Recommended Action	Receive early input regarding the fiscal year 2024-2025 EDC budget.
Goals	Be a model of financial stewardship through growth management; responsible investment; and financial transparency.

BACKGROUND

Preparations have begun for the FY 2024-2025 budget. Staff has prepared the FY 2024-2025 Economic Development Corporation (EDC) budget to be consistent with the strategic goals and objectives of the Board. Staff is seeking early input on EDC budget priorities in advance of consideration, modification, and approval by the EDC Board.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Receive early input regarding the fiscal year 2024-2025 EDC budget.

File Attachments
1. D.2. - Budget Input

FY 2024-2025 EDC Budget

Receive early input regarding the fiscal year 2024-2025 EDC Budget

SACHSE | ECONOMIC DEVELOPMENT

Presentation Outline

- Purpose of discussion
- Budget overview
- Looking ahead to FY24-25
- Next steps
- Draft Budget calendar
- Questions / discussion

SACHSE | ECONOMIC DEVELOPMENT

Purpose of Discussion

- Talk on a high-level about budget process
- Initial EDC Board input
- Economic Development priorities for FY24-25
- Provide a draft calendar for additional budget discussions
- No action will be taken

SACHSE | ECONOMIC DEVELOPMENT

Budget Overview

- Economic Development staff put together preliminary budget scenario
- City budget team processing information across the organization
  - Forecasts and projections
  - Expenses
  - Revenue
  - Departmental submissions

SACHSE | ECONOMIC DEVELOPMENT

Looking Ahead to FY24-25

- Areas to continue and/or expand efforts:
  - 5th Street District activation events
  - Advertising
    - Economic Development gift delivery
    - ICSC@ Red River
    - Promotional budget
  - Software subscriptions
  - Business retention efforts
    - Shop local event
  - Local Business Grant Program
  - Employee training
    - Explore new training and professional development opportunities

SACHSE | ECONOMIC DEVELOPMENT

Looking Ahead to FY24-25

- Areas to continue and/or expand efforts:
  - Professional / consulting fees
  - Community relations
    - Recurring sponsorships (GISD, WISD, 5 Loaves)
    - Sponsorship policy budget line item
    - Red, White & Blue Blast fireworks
  - Dues and subscriptions
    - Organizational involvement
    - Periodicals

SACHSE | ECONOMIC DEVELOPMENT

Looking Ahead to FY24-25

- Potential new efforts:
  - EDC/administrative pool vehicle
    - Replace current EDC vehicle with shared vehicle
    - Split costs between departments/divisions
    - EDC not part of the Vehicle/Equipment Replacement Fund (VERF)
  - CRM/BRE tool
  - Economic Development Strategic Plan
  - 5th Street District
    - Phase 2 design
    - Additional planning
  - Advertising
    - Digital marketing campaign (DBJ)
    - Event sponsorships

SACHSE | ECONOMIC DEVELOPMENT

Looking Ahead to FY24-25

- Areas to reduce and/or limit efforts:
  - Unsubscribe to incentive application software
  - Website development (completed in FY23-24)
  - Economic Development marketing video (to be completed FY 23-24)

SACHSE | ECONOMIC DEVELOPMENT

Next steps

- Receive EDC Board input and make necessary edits
- Continued refinement of EDC budget through process
- Provide budget drafts for EDC Board consideration in June
- Bring budget to EDC Board for approval in August

SACHSE | ECONOMIC DEVELOPMENT

Draft Budget Calendar

- May 23 – early input on FY2024-2025 EDC budget
- June 3 – early citizen input on budget (City Council)
- June 11 – Budget town hall meeting
- June 20 – EDC Board budget discussion
- July 29 – City Council Budget workshop
- August 15 – EDC Board approval of budget
- August 19 – Presentation of budget to City Council
- September 3 – City Council public hearing on budget
- September 16 – City Council adoption of budget

No EDC Board meeting in July

SACHSE | ECONOMIC DEVELOPMENT

Questions / discussion

SACHSE | ECONOMIC DEVELOPMENT

E. Executive Session

Subject:	**1. The Sachse Economic Development Corporation shall convene into Executive Session pursuant to Texas Government Code Section §551.087: Economic Development Deliberations: Deliberate the offer of a financial or other incentive relating to the development of Project Ruby.**
Meeting	May 23, 2024 - Economic Development Corporation Board Meeting
Access	Executive Session
Type	Closed Session

Recommended Action

Goals

BACKGROUND

POLICY CONSIDERATIONS

RECOMMENDATION

File Attachments
None

E. Executive Session

Subject:	**2. The Sachse Economic Development Corporation shall convene into Executive Session pursuant to Texas Government Code Section 551.087: Economic Development Deliberations: Update regarding the mixed-use development of the 5th Street District project and consideration of a Master Development Agreement for the 5th Street District project.**
Meeting	May 23, 2024 - Economic Development Corporation Board Meeting
Access	Executive Session
Type	
Recommended Action	
Goals	

BACKGROUND

POLICY CONSIDERATIONS

RECOMMENDATION

File Attachments
None

F. Regular Agenda Items / Meeting Closing

Subject: **1. Take any action as a result of Executive Session - deliberate the offer of a financial or other incentive relating to the development of Project Ruby.**

Meeting May 23, 2024 - Economic Development Corporation Board Meeting

Access Public

Type Action, Discussion

Recommended Action

Goals

BACKGROUND

POLICY CONSIDERATIONS

RECOMMENDATION

File Attachments
None

F. Regular Agenda Items / Meeting Closing

Subject:	**2. Take any action as a result of Executive Session: Consider authorizing the City Manager as Executive Director of the EDC to negotiate and execute a Master Developer Agreement on behalf of the EDC for the development of the 5th Street District project, and any amendments and instruments related thereto.**
Meeting	May 23, 2024 - Economic Development Corporation Board Meeting
Access	
Type	Action
Recommended Action	Authorize the City Manager as Executive Director of the EDC to negotiate and execute a Master Developer Agreement on behalf of the EDC for the development of the 5th Street District project, and any amendments and instruments related thereto.
Goals	

BACKGROUND

POLICY CONSIDERATIONS

RECOMMENDATION

Authorize the City Manager as Executive Director of the EDC to negotiate and execute a Master Developer Agreement on behalf of the EDC for the development of the 5th Street District project, and any amendments and instruments related thereto.

File Attachments
None