



City of Sachse, Texas

Meeting Agenda

Economic Development Corporation

Thursday, June 21, 2018

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, June 21, 2018 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.

[18-4297](#) Approve the minutes of the May 17, 2018 regular meeting.

[18-4309](#) Accept the monthly revenue and expenditure report for the period ending April 30, 2018 and preliminary budget report for April 2018.

Attachments: [SEDC 4-30-18](#)

[EDC Summary Budget May 2018](#)

3. Regular Agenda Items

[18-4302](#) Conduct a public hearing regarding a funding request for a project for Rowlett Florist in Garland for project located at 2924 5th Street.

[18-4301](#) Discuss and consider the preliminary 2018-2019 Sachse Economic Development Corporation Annual Budget

[18-4293](#) Discuss activation of social media for Sachse Red, White and Blue Blast on July 3, 2018.

[18-4294](#) 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, business retention and marketing projects.

[18-4295](#) Discuss possible future agenda items.

4. Executive Session

[18-4296](#) The Economic Development Corporation shall convene into Executive Session pursuant to Texas Government Code Section §551.087: Deliberation regarding economic development incentive 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. 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: June 18, 2018; 5:00 p.m.

Michelle Lewis Sirianni, City Secretary

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Lauren Rose ADA Coordinator, via phone at 972.429.4770, via email at lrose@cityofsachse.com, or by appointment at 3815 Sachse Road, building B, Sachse, Texas 75048.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4297 **Version:** 1 **Name:** SEDC meeting minutes of May 17, 2018
Type: Agenda Item **Status:** Agenda Ready
File created: 6/13/2018 **In control:** Economic Development Corporation
On agenda: 6/21/2018 **Final action:**
Title: Approve the minutes of the May 17, 2018 regular meeting.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Consider and take action on Minutes of the Sachse Economic Development Corporation regular meeting of May 17, 2018.

Background

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

Policy Considerations

Robert's Rules of Order.

Budgetary Considerations

None.

Staff Recommendations

Approve the meeting minutes for May 17, 2018 as a consent item.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4309 **Version:** 2 **Name:** EDC Financial Report June 2018
Type: Agenda Item **Status:** Agenda Ready
File created: 6/18/2018 **In control:** Economic Development Corporation
On agenda: 6/21/2018 **Final action:**
Title: Accept the monthly revenue and expenditure report for the period ending April 30, 2018 and preliminary budget report for April 2018.
Sponsors:
Indexes:
Code sections:
Attachments: [SEDC 4-30-18](#)
[EDC Summary Budget May 2018](#)

Date	Ver.	Action By	Action	Result
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Title

Monthly revenue and expenditure report for the period ending April 30, 2018 and preliminary budget report for April 2018.

Background

The Sachse EDC Treasurer will prepare financial reports each month updating the Board regarding revenue and expenditures and budgetary progress for the current year.

Budgetary Considerations

None.

Staff Recommendations

Accept the monthly revenue and expenditure report for the period ending April 30, 2018 and preliminary budget report for April 2018.

City of Sachse

Monthly Revenue and Expenditure Report

April 30, 2018

(Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

58% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Sales Tax	\$ 700,000	\$ 52,998	\$ 483,820	69.12%	A
Other Income	\$ -	\$ 300	\$ 8,796		
Interest Income	1,500	371	2,806	187.06%	
Total Revenue	\$ 701,500	\$ 53,669	\$ 495,421	70.62%	
Expenditure Summary					
Expenditures	701,609	55,536	243,907	34.76%	
Total Expenditures	\$ 701,609	\$ 55,536	\$ 243,907	34.76%	
Total Revenue Over/Under Expenses	\$ (109)	\$ (1,867)	\$ 251,514		

Explanation of Major Variances:

A Rental income on EDC property



City of Sachse

Budget to Actual

Account Summary

For Fiscal: 2017-2018 Period Ending: 05/31/2018

Fund: 06 - ECONOMIC DEVELOPMENT FUND									
Revenue									
000 - Non-Departmental									
	Prior Year Budget	Prior Year YTD	2017-2018 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance	
06-000-40060 Sales Tax	691,944.00	509,593.63	700,000.00	76,844.66	560,664.34	0.00	80.09 %	139,335.66	
06-000-45000 Interest Income	3,000.00	1,656.78	1,500.00	-50.80	2,755.07	0.00	183.67 %	-1,255.07	
06-000-45060 Rental Income - EDC Property	0.00	0.00	0.00	2,200.00	11,000.00	0.00	0.00 %	-11,000.00	
06-000-46120 Misc Grants and Donations	0.00	0.00	0.00	0.00	-4.31	0.00	0.00 %	4.31	
000 - Non-Departmental Total:	694,944.00	511,250.41	701,500.00	78,993.86	574,415.10	0.00	81.88 %	127,084.90	
Revenue Total:	694,944.00	511,250.41	701,500.00	78,993.86	574,415.10	0.00	81.88 %	127,084.90	

Budget to Actual

For Fiscal: 2017-2018 Period Ending: 05/31/2018

Expense		Prior Year Budget	Prior Year YTD	2017-2018 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
019 - Economic Development Corporation									
06-019-50000	Wages and Salaries	107,807.00	67,969.10	187,817.00	13,665.92	87,623.99	0.00	46.65 %	100,193.01
06-019-50030	Longevity Pay	194.00	128.00	266.00	0.00	176.00	0.00	66.17 %	90.00
06-019-50050	Social Security and Med Fica Contribu	8,455.00	4,852.86	14,388.00	976.85	6,274.42	0.00	43.61 %	8,113.58
06-019-50060	TMRS Contributions	12,577.00	8,278.48	24,357.00	1,826.88	11,753.45	0.00	48.25 %	12,603.55
06-019-50070	Health Insurance	6,411.00	4,348.86	17,766.00	1,276.62	5,539.90	0.00	31.18 %	12,226.10
06-019-50080	Dental Insurance	127.00	96.10	734.00	35.70	249.90	0.00	34.05 %	484.10
06-019-50090	Life and LTD Insurance	248.00	0.00	472.00	472.00	472.00	0.00	100.00 %	0.00
06-019-50100	Workers Compensation	370.00	347.00	592.00	0.00	592.00	0.00	100.00 %	0.00
06-019-50110	Unemployment Tax	342.00	30.47	513.00	21.68	385.30	0.00	75.11 %	127.70
06-019-51030	Utilities - Communications	1,560.00	633.24	2,060.00	342.47	1,846.97	0.00	89.66 %	213.03
06-019-51050	Office Supplies	2,400.00	1,088.78	2,400.00	176.45	1,868.59	0.00	77.86 %	531.41
06-019-51070	Postage	500.00	121.05	500.00	0.00	336.97	0.00	67.39 %	163.03
06-019-51230	Business Retention Efforts	7,000.00	3,660.14	7,000.00	0.00	3,725.49	0.00	53.22 %	3,274.51
06-019-51400	Special Programming Supplies	3,500.00	1,822.82	3,500.00	213.47	1,472.97	0.00	42.08 %	2,027.03
06-019-51510	Small Tools and Equipment	700.00	0.00	700.00	0.00	1,584.93	0.00	226.42 %	-884.93
06-019-51800	Dues and Subscriptions	6,000.00	2,540.00	6,000.00	10.65	2,677.97	0.00	44.63 %	3,322.03
06-019-51810	Employee Training	9,000.00	8,308.93	9,000.00	200.00	2,902.84	0.00	32.25 %	6,097.16
06-019-52000	Vehicle Repairs and Maintenance	300.00	543.57	300.00	342.70	525.61	0.00	175.20 %	-225.61
06-019-53002	Professional Fees	90,000.00	30,735.73	63,267.00	20,592.38	55,771.10	0.00	88.15 %	7,495.90
06-019-53060	Printing Services	2,600.00	439.36	2,000.00	0.00	0.00	0.00	0.00 %	2,000.00
06-019-53380	Advertising and Legal Publications	114,500.00	18,893.51	85,868.00	2,372.00	35,829.78	0.00	41.73 %	50,038.22
06-019-53500	Web Page Services	7,000.00	1,914.94	7,000.00	0.00	989.40	0.00	14.13 %	6,010.60
06-019-54500	Local Business Grant Program	246,000.00	0.00	200,000.00	22,078.29	47,931.36	0.00	23.97 %	152,068.64
06-019-55000	Operating Transfer Out - General Fund	61,218.00	40,812.00	65,109.00	0.00	37,980.25	0.00	58.33 %	27,128.75
019 - Economic Development Corporation Total:		688,809.00	197,564.94	701,609.00	64,604.06	308,511.19	0.00	43.97 %	393,097.81
Expense Total:									
		688,809.00	197,564.94	701,609.00	64,604.06	308,511.19	0.00	43.97 %	393,097.81
Fund 06 Revenue Over/(Under) Expenses									
		6,135.00	313,685.47	-109.00	14,389.80	265,903.91	0.00	-243,948.54 %	-266,012.91
Total Revenue Over/(Under) Expenses:									
		6,135.00	313,685.47	-109.00	14,389.80	265,903.91	0.00	-243,948.54 %	-266,012.91



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4302	Version:	1	Name:	Public Hearing for Rowlett Florist
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	6/13/2018	In control:		In control:	Economic Development Corporation
On agenda:	6/21/2018	Final action:		Final action:	
Title:	Conduct a public hearing regarding a funding request for a project for Rowlett Florist in Garland for project located at 2924 5th Street.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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Title

Conduct a Public Hearing regarding a funding request for a project for Rowlett Florist in Garland for project located at 2924 5th Street.

Background

Rowlett Florist is requesting an incentive to open a Florist Shop at 2924 5th Street. The SEDC approved a grant for this purpose in the amount of \$15,000 to fund driveway, electrical and exterior structure/property improvements.

Policy Considerations

Grant must be reviewed and approved by City Council prior to issuance.

Budgetary Considerations

Funds for the grant are available from funds approved FY 2017-2018 Annual Budget

Staff Recommendations

None.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4301 **Version:** 1 **Name:** 2017-2018 Preliminary SEDC Annual Budget
Type: Agenda Item **Status:** Agenda Ready
File created: 6/13/2018 **In control:** Economic Development Corporation
On agenda: 6/21/2018 **Final action:**
Title: Discuss and consider the preliminary 2018-2019 Sachse Economic Development Corporation Annual Budget
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider the preliminary 2018-2019 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

2018-2019 Annual Budget discussion

Staff Recommendations

Review budget as regular agenda item.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4293 **Version:** 1 **Name:** Red, White and Blue Blast Social Media activation
Type: Agenda Item **Status:** Agenda Ready
File created: 6/13/2018 **In control:** Economic Development Corporation
On agenda: 6/21/2018 **Final action:**
Title: Discuss activation of social media for Sachse Red, White and Blue Blast on July 3, 2018.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Discuss activation of social media for Sachse Red, White and Blue Blast, July 3, 2018

Background

The SEDC has been a proud sponsor of the event for several years and this year is the official sponsor of the fireworks display. The event attendance provides an audience for the SEDC to market its social media channels and recruit “friends, followers, likes and reviews” on our various platforms. The Board has requested that staff develop a plan on how to have a presence at the event whereby we can accomplish this goal.

Policy Considerations

None.

Budgetary Considerations

Funds are available in the current FY advertising budget for any costs associated with this activity.

Staff Recommendations

Staff recommends discussion.



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4294	Version:	1	Name:	Reports and Presentations.
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	6/13/2018	In control:		In control:	Economic Development Corporation
On agenda:	6/21/2018	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, 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, 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

There are no budgetary considerations affiliated with this item.

Staff Recommendations

Announcements are made for information purposes only.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4295 **Version:** 1 **Name:** Future agenda items.
Type: Agenda Item **Status:** Agenda Ready
File created: 6/13/2018 **In control:** Economic Development Corporation
On agenda: 6/21/2018 **Final action:**
Title: Discuss possible future agenda items.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Discuss possible future agenda items:

Background

The Board makes suggestions on topics to be discussed at future meetings.

Policy Considerations

Only the items on the agenda can be discussed.

Budgetary Considerations

There are no budgetary considerations affiliated with this item.

Staff Recommendation

None.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4296 **Version:** 1 **Name:** Executive Session pursuant to Texas Gov Code Section 551.087
Type: Agenda Item **Status:** Agenda Ready
File created: 6/13/2018 **In control:** Economic Development Corporation
On agenda: 6/21/2018 **Final action:**
Title: The Economic Development Corporation shall convene into Executive Session pursuant to Texas Government Code Section §551.087: Deliberation regarding economic development incentive 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: Deliberation regarding economic development incentive 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.

Background

Executive Session is for the purpose of discussion.

Policy Considerations

There is no action taken during Executive Session.

Budgetary Considerations

There are no budgetary considerations affiliated with this item.

Staff Recommendations

There are no Staff Recommendations affiliated with this item.