



**Thursday, June 18, 2020
Economic Development Corporation Meeting**

This meeting will begin at 6:30 p.m.

MEETING HELD AS A CONFERENCE CALL

Because of the Dallas County, Collin County and City of Sachse disaster declarations we are practicing social distancing in order to prevent the spread of COVID-19.

We encourage members of the public to listen to the conference meeting.

If you have any comments to submit regarding the agenda or other items related to the SEDC, please e-mail those to lblake@cityofsachse.com.

INSTRUCTIONS FOR ACCESSING THE CONFERENCE CALL:

**Dial this Phone Number: 1 346 248 7799
Enter Meeting ID: 876 8738 6727**

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.

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 on Thursday, June 18, 2020 at 6:30 p.m. to consider the following items of business:
2. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.

B. 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 minutes of the May 21, 2020 regular meeting.
2. Accept the monthly revenue and expenditure report for the period ending April 30, 2020 and preliminary budget report for May 2020.
3. Approve the Consent Agenda Items as presented.

C. Regular Agenda Items

1. Receive an update regarding actions taken by the SEDC as a result of the COVID-19 pandemic and plans for future measures that may be necessary.
2. Receive an update on the SEDC Small Business Grant Program.
3. Discuss and consider the preliminary 2020-2021 fiscal year Sachse Economic Development Corporation annual budget.
4. Receive a presentation on the redesign of the SEDC website.

5. Discuss and consider action on the first phase planning for development of a revised SEDC Strategic Plan.

D. Executive Session

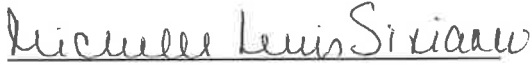
1. The Sachse Economic Development Corporation shall convene into Executive Session pursuant to Texas Government Code Section §551.087: Deliberation regarding Economic Development Negotiations: Discussion of Economic Development incentive for retail or commercial business projects seeking to locate within the City of Sachse.

2. Take any action as a result of Executive Session.

E. Regular Meeting Closing

1. Adjournment.

I, the undersigned authority, do hereby certify that this notice of 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.



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.

**Agenda Item Details**

Meeting	Jun 18, 2020 - Economic Development Corporation Meeting
Category	B. 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 minutes of the May 21, 2020 regular meeting.
Access	Public
Type	Action (Consent), Minutes
Recommended Action	Motion to approve minutes as attached.

Public Content

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.

**Agenda Item Details**

Meeting	Jun 18, 2020 - Economic Development Corporation Meeting
Category	B. 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 April 30, 2020 and preliminary budget report for May 2020.
Access	Public
Type	Action (Consent)
Preferred Date	Jun 18, 2020
Fiscal Impact	No
Recommended Action	Accept the monthly revenue and expenditure report for the period ending April 30, 2020 and preliminary budget report for May 2020.
Goals	Be a model of financial stewardship through growth management, responsible investment, and financial transparency.

Public Content**BACKGROUND**

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

RECOMMENDATION

Accept the monthly revenue and expenditure report for the period ending April 30, 2020 and preliminary budget report for May 2020.

[SEDC 4-30-20.pdf \(84 KB\)](#)[EDC Prelim May 2020.pdf \(95 KB\)](#)

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
April 30, 2020
(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	\$ 775,000	\$ 64,049	\$ 559,742	72.22%	
Other Income	\$ 12,500	\$ -	\$ 2,166	17.33%	
Interest Income	4,000	429	11,535	288.37%	A
Total Revenue	\$ 791,500	\$ 64,478	\$ 573,442	72.45%	
Expenditure Summary					
Expenditures	808,349	23,660	405,665	50.18%	
Total Expenditures	\$ 808,349	\$ 23,660	\$ 405,665	50.18%	
Total Revenue Over/Under Expenses	\$ (16,849)	\$ 40,818	\$ 167,778		

Explanation of Major Variances:

A Allocation of pooled money market better than projected



City of Sachse

Budget to Actual

Account Summary

For Fiscal: 2019-2020 Period Ending: 05/31/2020

	Prior Year Budget	Prior Year YTD	2019-2020 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	737,500.00	567,931.32	775,000.00	95,090.71	654,832.43	0.00	84.49%	120,167.57
<u>06-000-45000</u> Interest Income	2,500.00	5,244.29	4,000.00	569.29	12,104.24	0.00	302.61%	-8,104.24
<u>06-000-46055</u> Concession Income - Food Trucks	12,550.00	5,881.60	12,500.00	0.00	2,165.69	0.00	17.33%	10,334.31
000 - Non-Departmental Total:	752,550.00	579,057.21	791,500.00	95,660.00	669,102.36	0.00	84.54%	122,397.64
Revenue Total:	752,550.00	579,057.21	791,500.00	95,660.00	669,102.36	0.00	84.54%	122,397.64

Budget to Actual

For Fiscal: 2019-2020 Period Ending: 05/31/2020

Expense	Prior Year Budget	Prior Year YTD	2019-2020 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
019 - Economic Development Corporation								
06-019-50000 Wages and Salaries	189,574.00	118,187.94	190,736.00	12,000.00	97,928.10	0.00	51.34%	92,807.90
06-019-50005 Wages and Salaries - Seasonal	0.00	2,761.95	6,000.00	0.00	789.01	0.00	13.15%	5,210.99
06-019-50010 Overtime	0.00	0.00	0.00	0.00	81.48	0.00	0.00%	-81.48
06-019-50030 Longevity Pay	378.00	224.00	356.00	0.00	356.00	0.00	100.00%	0.00
06-019-50050 Social Security and Med Fica Contribu	14,620.00	8,683.74	15,317.00	893.72	7,779.86	0.00	50.79%	7,537.14
06-019-50060 TMRS Contributions	25,264.00	17,253.22	25,454.00	1,772.40	15,140.20	0.00	59.48%	10,313.80
06-019-50070 Health Insurance	20,426.00	13,617.28	20,243.00	782.34	10,582.86	0.00	52.28%	9,660.14
06-019-50080 Dental Insurance	571.00	380.80	571.00	26.16	325.92	0.00	57.08%	245.08
06-019-50090 Life and LTD Insurance	382.00	0.00	386.00	0.00	0.00	0.00	0.00%	386.00
06-019-50100 Workers Compensation	483.00	331.34	493.00	0.00	314.88	0.00	63.87%	178.12
06-019-50110 Unemployment Tax	486.00	41.10	648.00	0.00	306.75	0.00	47.34%	341.25
06-019-51020 Utilities - Water	0.00	0.00	0.00	0.00	98.05	0.00	0.00%	98.05
06-019-51030 Utilities - Communications	4,224.00	2,769.68	2,364.00	226.39	2,288.83	0.00	96.82%	75.17
06-019-51050 Office Supplies	2,400.00	3,085.28	3,000.00	91.96	1,510.56	0.00	50.35%	1,489.44
06-019-51070 Postage	500.00	251.59	400.00	0.00	52.04	0.00	13.01%	347.96
06-019-51230 Business Retention Efforts	5,000.00	214.62	4,000.00	0.00	12,801.87	0.00	320.05%	-8,801.87
06-019-51400 Special Programming Supplies	3,000.00	1,177.99	2,500.00	42.48	1,150.39	0.00	46.02%	1,349.61
06-019-51510 Small Tools and Equipment	700.00	559.74	700.00	0.00	1,295.16	0.00	185.02%	-595.16
06-019-51800 Dues and Subscriptions	7,200.00	5,034.34	7,200.00	44.96	2,699.57	0.00	37.49%	4,500.43
06-019-51810 Employee Training	8,000.00	11,779.43	10,000.00	0.00	2,770.85	0.00	27.71%	7,229.15
06-019-52000 Vehicle Repairs and Maintenance	500.00	381.36	500.00	0.00	111.01	0.00	22.20%	388.99
06-019-53002 Professional Fees	62,591.00	22,337.71	63,000.00	34,880.35	175,221.70	50,000.00	278.13%	-112,221.70
06-019-53060 Printing Services	1,000.00	0.00	1,000.00	0.00	905.00	0.00	90.50%	95.00
06-019-53220 Backyard on 5th	34,000.00	27,116.39	34,000.00	1,600.00	3,153.68	0.00	9.28%	30,846.32
06-019-53380 Advertising and Legal Publications	83,000.00	51,515.27	83,000.00	15,802.00	45,732.14	0.00	55.10%	37,267.86
06-019-53500 Web Page Services	7,000.00	547.29	7,000.00	0.00	3,476.62	0.00	49.67%	3,523.38
06-019-54500 Local Business Grant Program	181,055.00	27,225.90	184,194.00	7,049.30	9,253.41	0.00	5.02%	174,940.59
06-019-54500 Operating Transfer Out - General Fund	113,675.00	75,783.68	145,287.00	12,107.27	96,858.16	0.00	66.67%	48,428.84
06-019-55000	766,029.00	391,261.64	808,349.00	87,319.33	492,984.10	50,000.00	60.99%	315,364.90
019 - Economic Development Corporation Total:								
	766,029.00	391,261.64	808,349.00	87,319.33	492,984.10	50,000.00	60.99%	315,364.90
Expense Total:								
	-13,479.00	187,795.57	-16,849.00	8,340.67	176,118.26	-50,000.00	-1,045.27%	-192,967.26
Fund 06 Revenue Over/(Under) Expenses								
	-13,479.00	187,795.57	-16,849.00	8,340.67	176,118.26	-50,000.00	-1,045.27%	-192,967.26
Total Revenue Over/(Under) Expenses:								
	-13,479.00	187,795.57	-16,849.00	8,340.67	176,118.26	-50,000.00	-1,045.27%	-192,967.26

**Agenda Item Details**

Meeting	Jun 18, 2020 - Economic Development Corporation Meeting
Category	C. Regular Agenda Items
Subject	1. Receive an update regarding actions taken by the SEDC as a result of the COVID-19 pandemic and plans for future measures that may be necessary.
Access	Public
Type	Action, Discussion, Information

Public Content**BACKGROUND**

As a result of COVID-19, staff has been working on plans to support small businesses during and after the crisis. Staff will update the Board on what has been accomplished and ongoing plans.

POLICY CONSIDERATION

There are no policy considerations affiliated with this item.

RECOMMENDATION

None.

**Agenda Item Details**

Meeting	Jun 18, 2020 - Economic Development Corporation Meeting
Category	C. Regular Agenda Items
Subject	2. Receive an update on the SEDC Small Business Grant Program.
Access	Public
Type	Discussion, Information

Public Content**BACKGROUND**

As a result of COVID-19, the SEDC created the Small Business Grant Program, offering grants of up to \$5000 to small businesses in Sachse that have suffered considerable losses. The program launched May 8th and continues until June 15th. Staff will update the Board on activity to date with the program.

POLICY CONSIDERATION

There are no policy considerations affiliated with this item.

RECOMMENDATION

None.

**Agenda Item Details**

Meeting	Jun 18, 2020 - Economic Development Corporation Meeting
Category	C. Regular Agenda Items
Subject	3. Discuss and consider the preliminary 2020-2021 fiscal year Sachse Economic Development Corporation annual budget.
Access	Public
Type	Action, Discussion

Public Content

**Agenda Item Details**

Meeting	Jun 18, 2020 - Economic Development Corporation Meeting
Category	C. Regular Agenda Items
Subject	4. Receive a presentation on the redesign of the SEDC website.
Access	Public
Type	Discussion, Information

Public Content

Staff has been working with the SEDC marketing agency on design, theme, and content for the new website refresh. The agency will present the design for discussion.

**Agenda Item Details**

Meeting	Jun 18, 2020 - Economic Development Corporation Meeting
Category	C. Regular Agenda Items
Subject	5. Discuss and consider action on the first phase planning for development of a revised SEDC Strategic Plan.
Access	Public
Type	Action, Discussion

Public Content

Staff will present different approaches to Strategic Planning and the Board will decide which direction to take to revise the SEDC Strategic Plan.



Agenda Item Details

Meeting	Jun 18, 2020 - Economic Development Corporation Meeting
Category	D. Executive Session
Subject	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 Economic Development incentive for retail or commercial business projects seeking to locate within the City of Sachse.
Access	Public
Type	Closed Session

Public Content