



City of Sachse, Texas

Meeting Agenda

Economic Development Corporation

Thursday, May 19, 2016

6:30 PM

Council Chambers

The Board of Directors of the Economic Development Corporation of the City of Sachse will hold a Regular Meeting on Thursday, May 19, 2016, at 6:30 p.m. in the Council Chambers at Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:

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

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.

2. Consent Agenda Items.

[16-3347](#) Consider and take action on minutes of the Sachse Economic Development Corporation regular meeting of April 21, 2016.

[16-3342](#) Consider receiving the Monthly Revenue and Expenditure Report for the period ending March 31, 2016 and the preliminary summary budget report for April 2016.

Attachments: [SEDC 03-31-16](#)

[EDC Summary Budget April 2016](#)

3. Regular Agenda Items.

[16-3348](#) Presentation by City of Sachse Community Development Department Director Dusty McAfee, to update SEDC Board regarding departmental projects and priorities.

[16-3349](#) Presentation by Catalyst Commercial of results of retail market, demand and workforce analysis and market research/optimization study.

[16-3350](#) Discussion and Board input on fiscal year 2016-2017 annual budget.

[16-3352](#) 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.

[16-3351](#) Future agenda items.

-Entrepreneur and Franchise Workshop-Planning in Progress 5/16.

4. Executive Session.

[16-3353](#)

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

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

Consider any action 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: May 13, 2016; 5:00 p.m.

Michelle Lewis Sirianni, City Secretary

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



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3347 **Version:** 1 **Name:** Minutes April 21, 2016
Type: Agenda Item **Status:** Agenda Ready
File created: 5/12/2016 **In control:** Economic Development Corporation
On agenda: 5/19/2016 **Final action:**
Title: Consider and take action on minutes of the Sachse Economic Development Corporation regular meeting of April 21, 2016.

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 April 21, 2016.

Background

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

Policy Considerations

Robert's Rules of Order.

Budgetary Considerations

None.

Staff Recommendations

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



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3342	Version:	1	Name:	EDC budget reports May 2016
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	5/6/2016	In control:		In control:	Economic Development Corporation
On agenda:	5/19/2016	Final action:		Final action:	
Title:	Consider receiving the Monthly Revenue and Expenditure Report for the period ending March 31, 2016 and the preliminary summary budget report for April 2016.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	SEDC 03-31-16 EDC Summary Budget April 2016				

Date	Ver.	Action By	Action	Result
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Title

Consider receiving the Monthly Revenue and Expenditure Report for the period ending March 31, 2016 and the preliminary summary budget report for April 2016.

Background

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

Policy Considerations

Regular financial updates are necessary to assist the Board in considering development incentives.

Budgetary Considerations

None.

Staff Recommendations

Staff recommends receiving the Monthly Revenue and Expenditure Report for the period ending March 31, 2016 and the preliminary summary budget report for April 2016 as a consent agenda item.

City of Sachse
Monthly Revenue and Expenditure Report
March 31, 2016
(Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

50% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 50%
Revenue Summary					
Sales Tax	\$ 609,759	\$ 48,265	\$ 339,650	55.70%	
Other Income	\$ -		\$ 10,000	N/A	
Interest Income	8,000	1,091	2,874	35.93%	
Total Revenue	\$ 617,759	\$ 49,356	\$ 352,524	57.06%	
Expenditure Summary					
Expenditures	599,811	26,659	156,687	26.12%	
Total Budgeted Expenditures	\$ 599,811	\$ 26,659	\$ 156,687	26.12%	
Economic Development Grants	\$ -		\$ 1,271,301	N/A	A
Total Expenditures	\$ 599,811	\$ 26,659	\$ 1,427,987		
Total Revenue Over/Under Expenses	\$ 17,948	\$ 22,697	\$ 195,837		

Explanation of Major Variances:

A Grant to City of Sachse for Third Sewer Connection



City of Sachse

Budget to Actual Account Summary

For Fiscal: 2015-2016 Period Ending: 04/30/2016

		Prior Year Budget	Prior Year YTD	2015-2016 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
Fund: 06 - ECONOMIC DEVELOPMENT FUND									
Revenue									
000 - Non-Departmental									
<u>06-000-40060</u>	Sales Tax	583,222.00	351,763.71	609,759.00	47,279.34	386,929.06	0.00	63.46 %	222,829.94
<u>06-000-45000</u>	Interest Income	7,500.00	5,171.70	8,000.00	0.00	2,874.42	0.00	35.93 %	5,125.58
<u>06-000-46120</u>	Misc Grants and Donations	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00 %	-10,000.00
000 - Non-Departmental Total:		590,722.00	356,935.41	617,759.00	47,279.34	399,803.48	0.00	64.72 %	217,955.52
Revenue Total:		590,722.00	356,935.41	617,759.00	47,279.34	399,803.48	0.00	64.72 %	217,955.52

Budget to Actual

For Fiscal: 2015-2016 Period Ending: 04/30/2016

		Prior Year Budget	Prior Year YTD	2015-2016 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
Expense									
019 - Economic Development Services									
06-019-50000	Wages and Salaries	103,300.00	52,815.40	109,304.00	8,022.70	61,908.91	0.00	56.64 %	47,395.09
06-019-50030	Longevity Pay	0.00	0.00	122.00	0.00	80.00	0.00	65.57 %	42.00
06-019-50050	Social Security and Med Fica Contribut	7,902.00	3,739.79	8,371.00	570.31	4,438.59	0.00	53.02 %	3,932.41
06-019-50060	TMRS Contributions	10,638.00	6,087.54	11,844.00	923.80	7,028.06	0.00	59.34 %	4,815.94
06-019-50070	Health Insurance	5,869.00	3,303.86	5,592.00	446.20	3,123.40	0.00	55.85 %	2,468.60
06-019-50080	Dental Insurance	293.00	167.30	268.00	21.90	153.30	0.00	57.20 %	114.70
06-019-50090	Life and LTD Insurance	233.00	0.00	246.00	0.00	0.00	0.00	0.00 %	246.00
06-019-50100	Workers Compensation	350.00	260.36	370.00	0.00	256.30	0.00	69.27 %	113.70
06-019-50110	Unemployment Tax	414.00	61.70	414.00	23.09	264.22	0.00	63.82 %	149.78
06-019-51030	Utilities - Communications	1,560.00	924.28	1,560.00	0.00	734.15	0.00	47.06 %	825.85
06-019-51050	Office Supplies	2,000.00	1,047.78	2,000.00	0.00	1,438.33	0.00	71.92 %	561.67
06-019-51070	Postage	1,000.00	383.64	1,000.00	0.00	186.93	0.00	18.69 %	813.07
06-019-51230	Business Retention Efforts	3,500.00	6,859.45	7,000.00	250.00	804.72	0.00	11.50 %	6,195.28
06-019-51400	Special Programming Supplies	4,000.00	1,599.13	3,500.00	0.00	4,190.82	0.00	119.74 %	-690.82
06-019-51510	Small Tools and Equipment	1,000.00	0.00	700.00	0.00	0.00	0.00	0.00 %	700.00
06-019-51550	Fuel and Lubricants	0.00	88.01	0.00	0.00	30.77	0.00	0.00 %	-30.77
06-019-51650	Printing Supplies	0.00	0.00	0.00	0.00	750.84	0.00	0.00 %	-750.84
06-019-51800	Dues and Subscriptions	3,580.00	2,760.00	3,580.00	0.00	2,520.00	0.00	70.39 %	1,060.00
06-019-51810	Employee Training	11,000.00	3,195.44	9,000.00	310.00	4,764.19	0.00	52.94 %	4,235.81
06-019-51820	Mileage Reimbursement	0.00	46.00	0.00	0.00	36.23	0.00	0.00 %	-36.23
06-019-52000	Vehicle Repairs and Maintenance	500.00	163.67	300.00	0.00	136.23	0.00	45.41 %	163.77
06-019-53002	Professional Fees	87,000.00	46,147.74	90,000.00	637.50	5,836.43	0.00	6.48 %	84,163.57
06-019-53060	Printer Services	3,500.00	151.54	2,600.00	0.00	0.00	0.00	0.00 %	2,600.00
06-019-53380	Advertising and Legal Publications	114,500.00	22,781.18	114,500.00	0.00	27,115.97	0.00	23.68 %	87,384.03
06-019-53500	Web Page Services	9,000.00	1,744.03	7,000.00	0.00	1,823.76	0.00	26.05 %	5,176.24
06-019-54500	Local Business Grant Program	164,000.00	29,608.00	164,000.00	0.00	12,000.00	0.00	7.32 %	152,000.00
06-019-55000	Operating Transfer Out - General Fund	51,414.00	29,991.36	56,540.00	0.00	28,270.08	0.00	50.00 %	28,269.92
06-019-57000	Economic Development Grants	0.00	0.00	0.00	0.00	1,271,300.50	0.00	0.00 %	-1,271,300.50
019 - Economic Development Services Total:		586,553.00	213,927.20	599,811.00	11,205.50	1,439,192.73	0.00	239.94 %	-839,381.73
Expense Total:		586,553.00	213,927.20	599,811.00	11,205.50	1,439,192.73	0.00	239.94 %	-839,381.73
Fund 06 Revenue Over/(Under) Expenses		4,169.00	143,008.21	17,948.00	36,073.84	-1,039,389.25	0.00	-5,791.11 %	1,057,337.25
Total Revenue Over/(Under) Expenses:		4,169.00	143,008.21	17,948.00	36,073.84	-1,039,389.25	0.00	-5,791.11 %	1,057,337.25



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3348 **Version:** 1 **Name:** Update re: departmental projects and priorities
Type: Agenda Item **Status:** Agenda Ready
File created: 5/12/2016 **In control:** Economic Development Corporation
On agenda: 5/19/2016 **Final action:**
Title: Presentation by City of Sachse Community Development Department Director Dusty McAfee, to update SEDC Board regarding departmental projects and priorities.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Presentation by City of Sachse Community Development Department Director Dusty McAfee, to update SEDC Board regarding departmental projects and priorities.

Background

Dusty McAfee will present departmental projects and priorities on behalf of City of Sachse Community Development Department.

Budgetary Considerations

None.

Staff Recommendations

None.



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3349	Version:	1	Name:	Presentation by Catalyst Commercial of Analysis Results
Type:	Agenda Item	Status:			Agenda Ready
File created:	5/12/2016	In control:			Economic Development Corporation
On agenda:	5/19/2016	Final action:			
Title:	Presentation by Catalyst Commercial of results of retail market, demand and workforce analysis and market research/optimization study.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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Title

Presentation by Catalyst Commercial of results of retail market, demand and workforce analysis and market research/optimization study.

Background

The consultant will assist with analysis and market research and develop an implementation strategy on how to attract the selected development type.

Policy Considerations

None.

Budgetary Considerations

The consultant fee is included in the FY budget.

Staff Recommendation

None



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3350 **Version:** 1 **Name:** Fiscal Year 2016-2017 annual budget for SEDC
Type: Agenda Item **Status:** Agenda Ready
File created: 5/12/2016 **In control:** Economic Development Corporation
On agenda: 5/19/2016 **Final action:**
Title: Discussion and Board input on fiscal year 2016-2017 annual budget.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Discussion and Board input on fiscal year 2016-2017 annual budget.

Background

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

Policy Considerations

None.

Budgetary Considerations

2016-2017 Annual Budget discussion

Staff Recommendations

Discussion and approval of draft 2016-2017 annual budget.



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3352	Version:	1	Name:	Reports and presentations.
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	5/12/2016	In control:		In control:	Economic Development Corporation
On agenda:	5/19/2016	Final action:		Final action:	
Title:	Consider and take action on reports and presentations by the Sachse Economic Development Corporation President, Board Members, CEO and staff regarding items of community interest, special events, announcements and activities, office, industrial, commercial, retail, business retention and marketing projects.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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Title

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

Background

Announcements are made at this time only for information purposes.

Policy Considerations

There is no action or discussion of topics presented.

Budgetary Considerations

None.

Staff Recommendations

None.



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3351	Version:	1	Name:	Future agenda items.
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	5/12/2016	In control:		In control:	Economic Development Corporation
On agenda:	5/19/2016	Final action:		Final action:	
Title:	Future agenda items.				

-Entrepreneur and Franchise Workshop-Planning in Progress 5/16.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Future agenda items.

-Entrepreneur and Franchise Workshop-Planning in Progress 5/16.

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

None.

Staff Recommendations

None.



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3353	Version:	1	Name:	Convene Executive Session
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	5/12/2016	In control:		In control:	Economic Development Corporation
On agenda:	5/19/2016	Final action:		Final action:	
Title:	Executive Session pursuant to Texas Government Code Section 551.087 Deliberation of Economic Development Netotiations:				

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

Consider any action as a result of Executive Session.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

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

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

Consider any action necessary as a result of Executive Session.

Background

Executive Session is for the purpose of discussion.

Policy Considerations

There is no action taken during Executive Session.

Budgetary Considerations

None.

Staff Recommendations

None.