



City of Sachse, Texas

Meeting Agenda

Economic Development Corporation

Thursday, March 17, 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, March 17, 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.

[16-3264](#) Consider and take action on minutes of the Sachse Economic Development Corporation regular meeting of February 18, 2016.

[16-3272](#) Consider receiving the Monthly Revenue and Expenditure Report for the period ending January 31, 2016 and the preliminary summary Budget Report for February 2016.

Attachments: [SEDC 1-31-16](#)

[EDC Preliminary Budget February 2016](#)

3. Regular Agenda Items.

[16-3269](#) Discuss and consider approval of a contract for Professional Services with Gateway Planning Group, Inc. and authorize the CEO to execute for the same.

[16-3268](#) Consider and take action regarding a proposal by Catalyst Commercial for consulting services to prepare a retail market, demand and workforce analysis and market research/optimization study.

[16-3266](#) Consider and take action on the SEDC 2016 Draft Goals from the Sachse City Council Strategic Planning Meeting.

[16-3265](#) 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.

[16-3267](#) Future agenda items.

-Entrepreneur and Franchise Workshop-Planning in Progress 3/16.

-Review Sachse Chamber marketing plan.

4. Executive Session.

[16-3263](#)

A. 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.

B. Executive Session pursuant to the provisions of the Texas Government Code Section 551.072: Deliberation regarding real estate offers to purchase property: To discuss or deliberate an offer by Serene Builder represented by Odie Hall Realtors to purchase property from the Sachse Economic Development Corporation.

Consider any action necessary 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: March 11, 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 #: 16-3264 **Version:** 1 **Name:** Minutes February 18, 2016
Type: Agenda Item **Status:** Agenda Ready
File created: 3/9/2016 **In control:** Economic Development Corporation
On agenda: 3/17/2016 **Final action:**
Title: Consider and take action on minutes of the Sachse Economic Development Corporation regular meeting of February 18, 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 February 18, 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 February 18, 2016, as a consent agenda item.



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3272	Version:	1	Name:	EDC Budget Reports March 2016
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/11/2016	In control:		In control:	Economic Development Corporation
On agenda:	3/17/2016	Final action:		Final action:	
Title:	Consider receiving the Monthly Revenue and Expenditure Report for the period ending January 31, 2016 and the preliminary summary Budget Report for February 2016.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	SEDC 1-31-16 EDC Preliminary Budget February 2016				

Date	Ver.	Action By	Action	Result
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Title

Consider receiving the Monthly Revenue and Expenditure Report for the period ending January 31, 2016 and the preliminary summary Budget Report for February 2016.

Background

The Sachse Economic Development Corporation Treasurer will present reports each month to update the Board regarding revenues and expenditures. Included in this report are unaudited summaries for the period ending January 31, 2016 and a preliminary line item report for February 2016.

Budgetary Considerations

Revenues are slightly ahead of expected levels as of the end of February. February activity includes receipt of a donation from Garland ISD in the amount of \$10,000.

Expenditures for February include the EDC grant to the City to complete the third sewer connection to Garland. This was not budgeted from current year funds, but has been approved by both the Board and the City Council.

Staff Recommendations

Approve the Monthly Revenue and Expenditure Report for the period ending January 31, 2016 and the preliminary summary Budget Report for February 2016 as a consent agenda item.

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

SACHSE ECONOMIC DEVELOPMENT CORPORATION

33% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference 33%
Revenue Summary					
Sales Tax	\$ 609,759	\$ 56,657	\$ 211,885	34.75%	A
Other Income	\$ -	\$ -	\$ -		
Interest Income	8,000	(747)	1,207	15.09%	
Total Revenue	\$ 617,759	\$ 55,910	\$ 213,091	34.49%	
Expenditure Summary					
Expenditures	599,811	26,151	110,817	18.48%	
Total Expenditures	\$ 599,811	\$ 26,151	\$ 110,817	18.48%	
Total Revenue Over/Under Expenses	\$ 17,948	\$ 29,759	\$ 102,275		

Explanation of Major Variances:



City of Sachse

Budget to Actual Account Summary

For Fiscal: 2015-2016 Period Ending: 02/29/2016

		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	272,684.72	609,759.00	79,500.30	291,384.85	0.00	47.79 %	318,374.15
<u>06-000-45000</u>	Interest Income	7,500.00	2,738.79	8,000.00	0.00	1,206.88	0.00	15.09 %	6,793.12
<u>06-000-46120</u>	Misc Grants and Donations	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00 %	-10,000.00
000 - Non-Departmental Total:		590,722.00	275,423.51	617,759.00	89,500.30	302,591.73	0.00	48.98 %	315,167.27
Revenue Total:		590,722.00	275,423.51	617,759.00	89,500.30	302,591.73	0.00	48.98 %	315,167.27

Budget to Actual

For Fiscal: 2015-2016 Period Ending: 02/29/2016

Expense	Prior Year Budget	Prior Year YTD	2015-2016 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
019 - Economic Development Services								
<u>06-019-50000</u> Wages and Salaries	103,300.00	38,853.08	109,304.00	8,367.70	46,403.51	0.00	42.45 %	62,900.49
<u>06-019-50030</u> Longevity Pay	0.00	0.00	122.00	0.00	80.00	0.00	65.57 %	42.00
<u>06-019-50050</u> Social Security and Med Fica Contribut	7,902.00	2,756.55	8,371.00	596.70	3,339.28	0.00	39.89 %	5,031.72
<u>06-019-50060</u> TMRS Contributions	10,638.00	4,390.58	11,844.00	923.80	5,180.46	0.00	43.74 %	6,663.54
<u>06-019-50070</u> Health Insurance	5,869.00	2,359.90	5,592.00	446.20	2,231.00	0.00	39.90 %	3,361.00
<u>06-019-50080</u> Dental Insurance	293.00	119.50	268.00	21.90	109.50	0.00	40.86 %	158.50
<u>06-019-50090</u> Life and LTD Insurance	233.00	0.00	246.00	0.00	0.00	0.00	0.00 %	246.00
<u>06-019-50100</u> Workers Compensation	350.00	260.36	370.00	0.00	256.30	0.00	69.27 %	113.70
<u>06-019-50110</u> Unemployment Tax	414.00	297.84	414.00	3.76	14.64	0.00	3.54 %	399.36
<u>06-019-51030</u> Utilities - Communications	1,560.00	681.16	1,560.00	0.00	514.82	0.00	33.00 %	1,045.18
<u>06-019-51050</u> Office Supplies	2,000.00	184.85	2,000.00	0.00	797.79	0.00	39.89 %	1,202.21
<u>06-019-51070</u> Postage	1,000.00	383.64	1,000.00	0.00	186.93	0.00	18.69 %	813.07
<u>06-019-51230</u> Business Retention Efforts	3,500.00	6,859.45	7,000.00	0.00	329.97	0.00	4.71 %	6,670.03
<u>06-019-51400</u> Special Programming Supplies	4,000.00	1,365.89	3,500.00	-750.00	4,190.82	0.00	119.74 %	-690.82
<u>06-019-51510</u> Small Tools and Equipment	1,000.00	0.00	700.00	0.00	0.00	0.00	0.00 %	700.00
<u>06-019-51550</u> Fuel and Lubricants	0.00	47.69	0.00	0.00	28.77	0.00	0.00 %	-28.77
<u>06-019-51650</u> Printing Supplies	0.00	0.00	0.00	0.00	750.84	0.00	0.00 %	-750.84
<u>06-019-51800</u> Dues and Subscriptions	3,580.00	1,535.00	3,580.00	1,535.00	1,920.00	0.00	53.63 %	1,660.00
<u>06-019-51810</u> Employee Training	11,000.00	956.82	9,000.00	25.27	447.59	0.00	4.97 %	8,552.41
<u>06-019-51820</u> Mileage Reimbursement	0.00	46.00	0.00	0.00	36.23	0.00	0.00 %	-36.23
<u>06-019-52000</u> Vehicle Repairs and Maintenance	500.00	82.79	300.00	0.60	125.71	0.00	41.90 %	174.29
<u>06-019-53002</u> Professional Fees	87,000.00	21,925.66	90,000.00	1,500.00	4,262.50	0.00	4.74 %	85,737.50
<u>06-019-53060</u> Printer Services	3,500.00	151.54	2,600.00	0.00	0.00	0.00	0.00 %	2,600.00
<u>06-019-53380</u> Advertising and Legal Publications	114,500.00	12,304.18	114,500.00	1,276.50	26,886.97	0.00	23.48 %	87,613.03
<u>06-019-53500</u> Web Page Services	9,000.00	1,744.03	7,000.00	0.00	1,823.76	0.00	26.05 %	5,176.24
<u>06-019-54500</u> Local Business Grant Program	164,000.00	0.00	164,000.00	0.00	6,000.00	0.00	3.66 %	158,000.00
<u>06-019-55000</u> Operating Transfer Out - General Fund	51,414.00	21,422.40	56,540.00	0.00	18,846.72	0.00	33.33 %	37,693.28
<u>06-019-57000</u> Economic Development Grants	0.00	0.00	0.00	1,271,300.50	1,271,300.50	0.00	0.00 %	-1,271,300.50
019 - Economic Development Services Total:	586,553.00	118,728.91	599,811.00	1,285,247.93	1,396,064.61	0.00	232.75 %	-796,253.61
Expense Total:	586,553.00	118,728.91	599,811.00	1,285,247.93	1,396,064.61	0.00	232.75 %	-796,253.61
Fund 06 Revenue Over/(Under) Expenses	4,169.00	156,694.60	17,948.00	-1,195,747.63	-1,093,472.88	0.00	-6,092.45 %	1,111,420.88
Total Revenue Over/(Under) Expenses:	4,169.00	156,694.60	17,948.00	-1,195,747.63	-1,093,472.88	0.00	-6,092.45 %	1,111,420.88



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3269	Version:	1	Name:	Professional Services with Gateway Planning Group
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/9/2016	In control:		In control:	Economic Development Corporation
On agenda:	3/17/2016	Final action:		Final action:	
Title:	Discuss and consider approval of a contract for Professional Services with Gateway Planning Group, Inc. and authorize the CEO to execute for the same.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider approval of a contract for Professional Services with Gateway Planning Group, Inc. and authorize the CEO to execute for the same.

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

To be inclusive of the parties involved in the land development process for the city.

Budgetary Considerations

None.

Staff Recommendations

Staff recommends approval.



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3268 **Version:** 1 **Name:** Proposal by Catalyst Commercial for consulting services
Type: Agenda Item **Status:** Agenda Ready
File created: 3/9/2016 **In control:** Economic Development Corporation
On agenda: 3/17/2016 **Final action:**
Title: Consider and take action regarding a proposal by Catalyst Commercial for consulting services to prepare a 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

Consider and take action regarding a proposal by Catalyst Commercial for consulting services to prepare a 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

Staff recommends approval.



City of Sachse, Texas

Legislation Details (With Text)

File #: 16-3266 **Version:** 1 **Name:** Strategic Plan
Type: Agenda Item **Status:** Agenda Ready
File created: 3/9/2016 **In control:** Economic Development Corporation
On agenda: 3/17/2016 **Final action:**
Title: Consider and take action on the SEDC 2016 Draft Goals from the Sachse City Council Strategic Planning Meeting.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Consider and take action on the SEDC 2016 Draft Goals from the Sachse City Council Strategic Planning Meeting.

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

To be inclusive of the parties involved in the land development process for the city.

Budgetary Considerations

None.

Staff Recommendations

Staff recommends approval.



City of Sachse, Texas

Legislation Details (With Text)

File #:	16-3265	Version:	1	Name:	Reports and presentations.
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/9/2016	In control:		In control:	Economic Development Corporation
On agenda:	3/17/2016	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 #:	16-3267	Version:	1	Name:	Future agenda items.
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	3/9/2016	In control:		In control:	Economic Development Corporation
On agenda:	3/17/2016	Final action:		Final action:	
Title:	Future agenda items.				

-Entrepreneur and Franchise Workshop-Planning in Progress 3/16.
-Review Sachse Chamber marketing plan.

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 3/16.
-Review Sachse Chamber marketing plan.

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 #: 16-3263 **Version:** 1 **Name:** Convene Executive Session
Type: Agenda Item **Status:** Agenda Ready
File created: 3/9/2016 **In control:** Economic Development Corporation
On agenda: 3/17/2016 **Final action:**
Title: A. 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.

B. Executive Session pursuant to the provisions of the Texas Government Code Section 551.072: Deliberation regarding real estate offers to purchase property: To discuss or deliberate an offer by Serene Builder represented by Odie Hall Realtors to purchase property from the Sachse Economic Development Corporation.

Consider any action necessary as a result of Executive Session.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

A. 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.

B. Executive Session pursuant to the provisions of the Texas Government Code Section 551.072: Deliberation regarding real estate offers to purchase property: To discuss or deliberate an offer by Serene Builder represented by Odie Hall Realtors to purchase property from the Sachse Economic Development Corporation.

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.