Thursday, February 22, 2024
Economic Development Corporation Meeting

Council Chambers
3815 Sachse Road, Building B
6 p.m.

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

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

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, February 22, 2024, at 6 p.m. to consider the following items of business:

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

B. Public Comment

1. The public is invited to address the Board regarding any topic not already on the regular agenda. Comments regarding the Consent Agenda may be addressed during Public Comment. 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 January 18, 2024, meeting minutes.

2. Accept the monthly revenue and expenditure report for the period ending December 31, 2023.

3. Approve the Consent Agenda.

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 an update on the Sachse Local Business Grant Program.

3. Receive an update on the Sachse Economic Development business visitation program.

4. Discuss pursuing an economic development strategic plan.

5. 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: 02/16/2024 by 5pm Removed: _____

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 469-429-0415, via email at lrose@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

B. Public Comment

Subject	**1. The public is invited to address the Board regarding any topic not already on the regular agenda. Comments regarding the Consent Agenda may be addressed during Public Comment. 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.**
Meeting	Feb 22, 2024 - Economic Development Corporation Meeting
Access	Public
Type	Information

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 January 18, 2024, meeting minutes.**
Meeting	Feb 22, 2024 - Economic Development Corporation Meeting
Access	Public
Type	Action (Consent), Minutes
Recommended Action	Approve the January 18, 2024, meeting minutes.

File Attachments
EconomicDevelopmentCorporationBoard_Regular_Minutes_01.18.2024.pdf (147 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.

SACHSE
ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT CORPORATION
JANUARY 18, 2024, MEETING MINUTES

The Board of Directors of the Sachse Economic Development Corporation (EDC) convened in a public meeting at 6 p.m. on Thursday, January 18, notice of the meeting having been posted as prescribed at the Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas, as required by Chapter 551, Local Texas Government Code.

Those present: President Scott McMurdie, Vice President Richard Chandler; Board members Chinelo Nwanze, Alan Bell, Chris Decker, Joshua Frick; Councilmember Michelle Howarth; Economic Development Manager Jerod Potts; and Economic Development Coordinator Denise Lewis.

Those absent: Board member Jim Mason

REGULAR MEETING OPENING:

1. **Call to Order.**

President Scott McMurdie called the meeting to order at 6:03 p.m.

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

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

PUBLIC COMMENT:

There were no public comments.

CONSENT AGENDA:

1. **Approve the November 16, 2023, meeting minutes**
2. **Accept the monthly revenue and expenditure report for the period ending October 31, 2023.**
3. **Accept the monthly revenue and expenditure report for the period ending November 30, 2023.**
4. **Accept the Quarterly Investment Report for the quarter ending September 30, 2023**
5. **Accept the City of Sachse Investment Policy for FY 2023-2024 as adopted by the City Council on December 4, 2023.**

Ms. Nwanze made a motion to approve the consent agenda. Mr. Bell seconded the motion and it carried unanimously.

REGULAR AGENDA ITEMS:

1. **Conduct a public hearing for an infrastructure project generally located along Miles Road, north of Bunker Hill Road, known as Project Yosemite, for Vaquero Sachse II Partners, LP, its assigns, or related entities.**

Mr. McMurdie opened the public hearing at 6:11.

President McMurdie read questions about the process and the project from Sachse resident, Matthew Holboke. Mr. McMurdie noted that certain components of incentive discussions are not discussed in public because staff is still negotiating terms. Once agreements are executed, the public may request them through an open records request.

Mr. McMurdie closed the public hearing at 6:15pm.

2. **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, retail, business retention, and marketing projects.**

Mr. Potts gave an update on the 5th Street District stating Alexander Street would possibly be open next month depending on the weather. Phase 2 planning has started, which includes boundary and topographical surveys for the properties that have not already been surveyed. Staff is working to reclaim ownership of Sachse Road from TXDOT. Mr. Potts noted that staff has contemplated the possibly of a master developer helping with the remainder of the 5th Street District. The comprehensive plan RFQ has been issued, and staff anticipates taking the item to City Council for approval in March. The projected timeline contemplates the comprehensive plan update wrapping up Spring 2025. Mr. Potts spoke about preparing for the ICSC@ Red River trade show that staff is attending at the beginning of February.

Ms. Lewis mentioned staff worked with Trade & Industry Development Magazine to produce an audience extension campaign targeting the Google Display Network. Most of the website visitors are from social media indicating successful outreach.

Ms. Nwanze spoke about the promotion of Jake's Burgers by the City and how this helped contribute to a successful grand opening.

Mr. Potts noted Local Business Grant Program funding is available and staff is working on a unique campaign to help market the grant.

3. Discuss and provide direction on the Sachse Economic Development business visitation program.

Mr. Potts provided background on the framework for the business visitation program that was presented to the Board in November 2021. A hybrid model was established with a focus on relationship building and information gathering. Since November 2021, 27 business visits have been logged. Feedback from business visits has been positive, especially in relation to when the City promotes these businesses via Sachse Economic Development social media accounts.

Mr. Potts proposed a few changes to the business visitation program, such as adding a condition in future developer agreements requiring a visit. Staff noted specific information to be gathered while on a visit, with the goal being to schedule visits as opposed to dropping by. Short term goals of the program include visiting four businesses a month and connecting businesses with community partners. Staff intends to build up to a citywide business survey in the future.

The Board supported the business visits, noting that many small businesses may not know the resources available by the EDC. The Board provided suggestions about the program.

4. Adjournment.

Mr. McMurdie adjourned the meeting at 7:20 pm.

APPROVE:

_____

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 December 31, 2023.**
Meeting	Feb 22, 2024 - Economic Development Corporation Meeting
Access	Public
Type	Action (Consent)
Recommended Action	Accept the monthly revenue and expenditure report for the period ending December 31, 2023.

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 December 2023. Also included is a preliminary line-item report and balance sheet for January 2024.

RECOMMENDATION

Accept the monthly revenue and expenditure report for the period ending December 31, 2023.

File Attachments
1 EDC December 2023.pdf (87 KB)
2 EDC Budget Report January 2024 Preliminary.pdf (133 KB)
3 EDC Balance Sheet January 2024.pdf (79 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

December 31, 2023 (Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

25% of Year Completed

	Annual Budget	Current Month Actual	YTD Actuals	YTD Actuals % of Budget	Note
Revenue Summary					
Sales Tax	$ 1,430,000	$ 113,465	$ 361,878	25%	
Other Income	10,000	-	-	0%	**A**
Interest Income	100,000	20,092	63,262	63%	**B**
Total Revenue	**$ 1,540,000**	**$ 133,557**	**$ 425,140**	**28%**	
Expenditure Summary					
Expenditures	$ 909,632	$ 54,085	$ 185,268	20%	**C**
Total Expenditures	**$ 909,632**	**$ 54,085**	**$ 185,268**	**20%**	
Revenue Over/(Under) Expenses	**$ 630,368**	**$ 79,473**	**$ 239,871**		
Beginning Fund Balance October 1, 2023 (unaudited)			**$ 7,200,000**		

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

C Professional Services expense timing decreases YTD % of Budget spent trend

City of Sachse

Budget to Actual

Account Summary

For Fiscal: 2023-2024 Period Ending: 01/31/2024

		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	116,901.45	478,779.22	0.00	33.48%	951,220.78
06-000-45000	Interest Income	7,000.00	185,330.22	100,000.00	0.00	63,261.83	0.00	63.26%	36,738.17
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**	**116,901.45**	**542,041.05**	**0.00**	**35.20%**	**997,958.95**
	Revenue Total:	**1,317,000.00**	**1,667,450.02**	**1,540,000.00**	**116,901.45**	**542,041.05**	**0.00**	**35.20%**	**997,958.95**

		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	11,732.26	46,504.32	0.00	30.71%	104,910.68
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	871.04	3,630.64	0.00	30.89%	8,121.36
06-019-50060	TMRS Contributions	22,906.00	17,179.39	22,755.00	1,724.96	7,098.22	0.00	31.19%	15,656.78
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	6,699.48	0.00	31.09%	14,852.52
06-019-50080	Dental Insurance	0.00	0.00	723.00	60.28	241.12	0.00	33.35%	481.88
06-019-50090	Life and LTD Insurance	0.00	0.00	877.00	59.24	120.96	0.00	13.79%	756.04
06-019-50100	Workers Compensation	211.00	127.56	329.00	31.79	332.96	0.00	101.20%	-3.96
06-019-50110	Unemployment Tax	504.00	12.24	18.00	11.66	11.66	0.00	64.78%	6.34
06-019-51030	Utilities - Communications	1,008.00	819.63	972.00	0.00	241.26	0.00	24.82%	730.74
06-019-51050	Office Supplies	5,750.00	221.70	3,000.00	0.00	65.46	0.00	2.18%	2,934.54
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	518.23	0.00	5.18%	9,481.77
06-019-51500	Uniforms and Accessories	880.00	966.24	880.00	0.00	567.77	0.00	64.52%	312.23
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	101.21	0.00	21.40%	371.79
06-019-51700	Community Relations & Special Progra...	44,750.00	30,719.00	42,750.00	0.00	10,634.00	0.00	24.87%	32,116.00
06-019-51800	Dues and Subscriptions	51,692.00	42,692.33	7,829.00	0.00	510.00	0.00	6.51%	7,319.00
06-019-51810	Employee Training and Travel	7,900.00	13,948.43	17,430.00	0.00	1,720.03	0.00	9.87%	15,709.97
06-019-52000	Vehicle Repairs and Maintenance	1,000.00	523.87	1,000.00	0.00	89.86	0.00	8.99%	910.14
06-019-52040	Software Licensing, Support and Maint...	0.00	0.00	52,020.00	0.00	35,130.78	0.00	67.53%	16,889.22
06-019-53000	Legal/Consulting Fees	10,000.00	25,850.00	20,000.00	0.00	2,250.00	0.00	11.25%	17,750.00
06-019-53002	Professional Services (53003)	73,000.00	10,291.67	70,000.00	0.00	2,677.94	0.00	3.83%	67,322.06
06-019-53060	Printing Services	3,100.00	1,972.25	2,000.00	0.00	0.00	0.00	0.00%	2,000.00
06-019-53220	5th Street District	30,600.00	14,569.21	30,600.00	0.00	2,623.00	0.00	8.57%	27,977.00
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	945.00	9,719.34	0.00	15.99%	51,080.66
06-019-53500	Web Page Services	9,225.00	0.00	2,520.00	0.00	0.00	0.00	0.00%	2,520.00
06-019-53600	Copier Rental & Maintenance	0.00	0.00	945.00	72.00	288.00	576.00	30.48%	657.00
06-019-55000	Operating Transfer Out - General Fund	118,803.00	118,803.00	122,795.00	0.00	30,699.00	0.00	25.00%	92,096.00
06-019-55050	Transfer Out - Capital Projects	0.00	0.00	150,000.00	0.00	37,500.00	0.00	25.00%	112,500.00
	019 - Economic Development Total:	**609,041.00**	**463,867.81**	**909,632.00**	**17,305.47**	**202,573.75**	**576.00**	**22.27%**	**707,058.25**
	Expense Total:	**609,041.00**	**463,867.81**	**909,632.00**	**17,305.47**	**202,573.75**	**576.00**	**22.27%**	**707,058.25**
	Fund 06 Revenue Over/(Under) Expenses	**707,959.00**	**1,203,582.21**	**630,368.00**	**99,595.98**	**339,467.30**	**-576.00**	**53.85%**	**290,900.70**
	Total Revenue Over/(Under) Expenses:	**707,959.00**	**1,203,582.21**	**630,368.00**	**99,595.98**	**339,467.30**	**-576.00**	**53.85%**	**290,900.70**

Sachse Economic Development Corporation
Balance Sheet
1/31/2024

Assets:		
Cash	$150,560.61	
Investments	5,129,752.29	
Accts Receivable-Sales Tax	248,412.34	
Travel Advances	0.00	
Other Receivable-TIF	424,000.00	
Assets Held-Land	1,649,892.68	
Intangible Assets	2,681.84	
Total Assets		**$7,605,299.76**
Liabilities:		
Payables	$20,701.89	
Total Liabilities		**$20,701.89**
Equity:		
Est. Fund Balance 9/30/2023	$7,254,324.65	
Net Position (full accrual)	-$9,194.08	
FY 2024 YTD Surplus	339,467.30	
Total Equity		**$7,584,597.87**
Total Liabilities and Equity		**$7,605,299.76**

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	**3. Approve the Consent Agenda.**
Meeting	Feb 22, 2024 - Economic Development Corporation Meeting
Access	Public
Type	Action (Consent)
Recommended Action	Approve the Consent Agenda.

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.

D. Regular Agenda Items

Subject	**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.**
Meeting	Feb 22, 2024 - Economic Development Corporation Meeting
Access	Public
Type	Discussion, Information
Goals	Make Sachse more prosperous through job creation and quality development that adds community value.

BACKGROUND
Announcements are made at this time for informational purposes only.

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

RECOMMENDATION
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.

D. Regular Agenda Items

Subject	**2. Receive an update on the Sachse Local Business Grant Program.**
Meeting	Feb 22, 2024 - Economic Development Corporation Meeting
Access	Public
Type	Discussion, Information
Goals	Make Sachse more prosperous through job creation and quality development that adds community value.

BACKGROUND
At the August 17, 2023, EDC Board meeting, the Board approved a Local Business Grant Program. During the FY 2024 budget process, $100,000 was allocated to the local business grant account code.

OVERVIEW
The Local Business Grant program is officially live. Staff would like to update the EDC Board on efforts made in preparation of this program launching, as well as discuss future efforts to promote the program.

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

RECOMMENDATION
Receive an update on the Sachse Local Business Grant Program.

File Attachments
Local Business Grant Program - Complete Fillable Packet.pdf (1,450 KB)

SACHSE
ECONOMIC DEVELOPMENT

Local Business Grant Program Guidelines

PURPOSE

The goal of the Sachse Local Business Grant Program is to enhance the Highway 78 commercial corridor by encouraging redevelopment that makes the area an even more desirable place for business to occur in part by improving aesthetics as seen from the roadway.

PROGRAM FRAMEWORK

The Sachse Local Business Grant Program (the "Program") is an administratively-approved matching grant program. Funding authorization for this program comes from approval of the Sachse Economic Development Corporation's (EDC) annual budget by the City Council. Each year, the EDC considers approval of an amount to be included in the Local Business Grant line item within the EDC Budget. The amount within the EDC budget for the Local Business Grant program approved by the City Council is available for authorized projects. The EDC Board will conduct a public hearing as required by law to authorize the expenditure of these funds for authorized projects approved by the EDC Executive Director. An eligible business must apply for Program funding for an eligible project on a form provided by City Economic Development staff ("staff"). If the Program application is approved by the EDC Executive Director, the applicant will be required to execute a Local Business Grant Program Agreement (the "Program Agreement"). No funding may be provided for any work that has commenced prior to approval of the Program application and execution of the Program Agreement. The amount of Program Grant funding available each year is limited to the Program funding approved in the annual EDC budget. The Program is administered on a first come, first served basis, and once the maximum funding amount allocated for a given fiscal year has been awarded, no further applications for Program funding will be considered.

APPLICATION

An eligible commercial business seeking Program funding must submit a completed application on a form provided by City staff. The applicant must also provide all other supplemental forms and documentation required in order to be considered for grant funding. Once submitted, applications will be reviewed by City staff for completeness. The content of these forms and the forms required to constitute a complete submittal may be changed or updated periodically by City staff in order to effectively administer the program.

PROGRAM GRANT LIMITATION

The subject building or site must not have received grant funding from the EDC within one (1) year preceding the date of Program application submittal (using City fiscal year of October 1 – September 30). Commercial centers with multiple tenants and a single owner are eligible for one (1) project per fiscal year. Program Grant approval is discretionary with the EDC Executive Director. The acceptance of an application for review does not mean that Program funding has been approved.

- An application for grant funding **must** be made prior to work beginning.
- The applicant must receive at least two (2) quotes for the proposed improvements and provide each quote to City staff with the submitted the application.

- Applicants are required to conform to all City of Sachse ordinances and regulations.
- Applicant must apply for and obtain all necessary permits from the City of Sachse.
- Applicant must be current in property taxes and pay all applicable City of Sachse fees related to the Project.
- Tenants must provide an executed copy of the lease agreement including written authorization from the landlord under the lease authorizing the proposed improvements to the leased premises.
- If the application is approved, the applicant is required to execute a Program Agreement prepared by EDC legal counsel.
- During construction of the project, City representatives shall have the right, at all reasonable times, to have access to and inspect the work in progress.
- Improvements for which Program Grant funding is approved must be completed in accordance with the Program Agreement and failure to timely commence and complete the Project will forfeit the Grant funding for the Project. Improvements must be completed within a 12-month period or the applicant forfeits the grant.

ELIGIBLE PROJECTS

Projects are limited to buildings or sites located within the boundary of Tax Increment Reinvestment Zone #3, as amended, excluding Woodbridge Corners, but including the Oak Grove Plaza shopping center (the "Program Zone"). Eligible projects for Program funding include infrastructure as defined by Texas Local Government Code Section 501.103, as amended.

The table below provides a non-exhaustive list of projects that would be eligible for funding.

Sachse Local Business Grant Program	
Category	**Examples**
Signage	New signs, replacement of non-conforming and pole signs with legal conforming signs, removal of existing façade signage
Infrastructure	Parking lot improvements, grease traps
Significant façade and site improvements	Façade rehabilitation, exterior treatments such as brick, stone, stucco, wood, or other desirable building materials, painting, patios. window enhancements as well as canopies and window awnings (as part of overall façade improvements), attached gutters/downspouts, visible roof repair only when in conjunction with other improvements, exterior lighting fixtures (attached to structure or other permanent exterior lighting features)
Landscaping, screening, streetscape, and hardscape	Tree plantings, enhanced landscaping, irrigation, hardscape improvements including sidewalks, curb and gutter improvements, pergolas (affixed to the building), permanent street furniture

Sachse Local Business Grant Program	
Category	**Examples**
Demolition	Removal of commercial structures, derelict or dilapidated accessory structures
Interior renovations and remodeling	Can be considered on a case-by-case basis subject to meeting Sec. 501.103, also subject to applicant making a strong business case that the improvements will significantly improve applicant's ability to provide quality/enhanced service delivery and/or generate sales

INELIGIBLE APPLICANTS

The Sachse Local Business Grant Program is **not** open to current elected and/or appointed Sachse officials or relatives of elected and/or appointed Sachse officials as defined by the Sachse Code of Ethics.

INELIGIBLE PROJECTS

The following projects and/or expenditures are **not** eligible for local business grant funding:

- Residential and/or non-commercial projects
- New commercial construction
- Burglar bars
- General / routine maintenance and repairs of buildings, signs, landscaping, etc.
- Explicit signage and/or content
- Work for projects that have already been started, are in progress, or have been completed
- An establishment or location with unresolved code enforcement or property maintenance issues or delinquent property taxes
- Professional fees (design, legal, engineering, or other similar fees) and other soft costs are **not** eligible for reimbursement
- City fees are **not** eligible for reimbursement

FUNDING

Program funding is limited to 75% of the project costs not exceed $25,000. The applicant must pay at least 25% of costs and the EDC portion shall not exceed 75% of the total cost.

The Program Grant will be provided pursuant to the Program Agreement and paid following completion of the project and City verification of the Project work. The criteria below must also be met:

- The business shall provide a written payment request pursuant to the Program Agreement within thirty (30) days after completion of the Project and shall be accompanied by receipts, invoices, and other relevant expenditure documentation.
- Final disbursement shall be for actual eligible costs incurred and paid not to exceed the matching grant.

SACHSE
ECONOMIC DEVELOPMENT

Local Business Grant Program Application

To be considered for a grant from the Sachse Local Business Grant Program, this application must be filled out and completed it its entirety. Once completed, submit to the City of Sachse staff via email (economicdevelopment@cityofsachse.com) or by delivering to:

Sachse Economic Development
3815 Sachse Road, Building B
Sachse, Texas 75048

In addition to this completed application, the applicant must provide all attachments as identified below.

If different than applicant, the landlord and/or property owner is required to sign this application in order to be considered complete.

Incomplete applications, or those with missing attachments or landlord/property owner consent will not be considered.

Sachse Local Business Grant Program Application	
Name of applicant:	
Name of business entity:	
Type of business entity: (non-profit, corporation, limited liability company, etc.)	
Mailing Address:	
Applicant phone:	
Applicant email:	

SACHSE
ECONOMIC DEVELOPMENT

Local Business Grant Program Application

Sachse Local Business Grant Program Application	
Project Information: (Description of proposed improvements. May attach addendum if necessary)	
Attachments: (Must be included with application submittal)	• Two (2) quotes for the proposed improvements; • Executed copy of lease agreement (if applicable); • Project budget; • Photos of the project area as existing at the time of application submittal; and • Exhibits, plans, and/or other renderings or design drawings illustrating the proposed project improvements.

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Local Business Grant Program Application

Affirmations of Applicant
I (We) the undersigned do hereby acknowledge and/or certify, as the case may be, the following: 1. I have read the Local Business Grant Program Guidelines in full and agree to adhere to all program requirements as stated. 2. No work has started for the project in which I am requesting a Local Business Grant. 3. I am not myself an elected and/or appointed City of Sachse official, or a relative of an elected and/or appointed City of Sachse official as defined by the Sachse Code of Ethics. 4. I have not received grant funding within one (1) year preceding the date of this application submittal. 5. Application approval is discretionary with the Executive Director of the Sachse EDC. 6. The acceptance of an application for review by the City of Sachse does not mean that Program funding has or will be approved. 7. Any approved grant is limited to 75% of eligible project costs for a total grant amount not to exceed $25,000 (total City contribution). 8. If approved, during construction of project improvements, City representatives shall have the right, at all reasonable times, to have access to and inspect the project. 9. If approved, I agree that the improvements funded by the Program Grant will be maintained for a period of no less than one (1) year after completion. 10. If approved, a City of Sachse prepared Program Agreement must be executed before grant disbursement.
Name of applicant (print):
Signature of applicant:
Date:

Landlord/property owner information (if different from applicant)	
Name of landlord/property owner (print):	
Landlord/property owner phone:	
Landlord/property owner email:	
Signature of landlord/property owner:	
Date:	

Sachse Local Business Grant Program

Program Boundary includes Commercial businesses within the light blue shaded area

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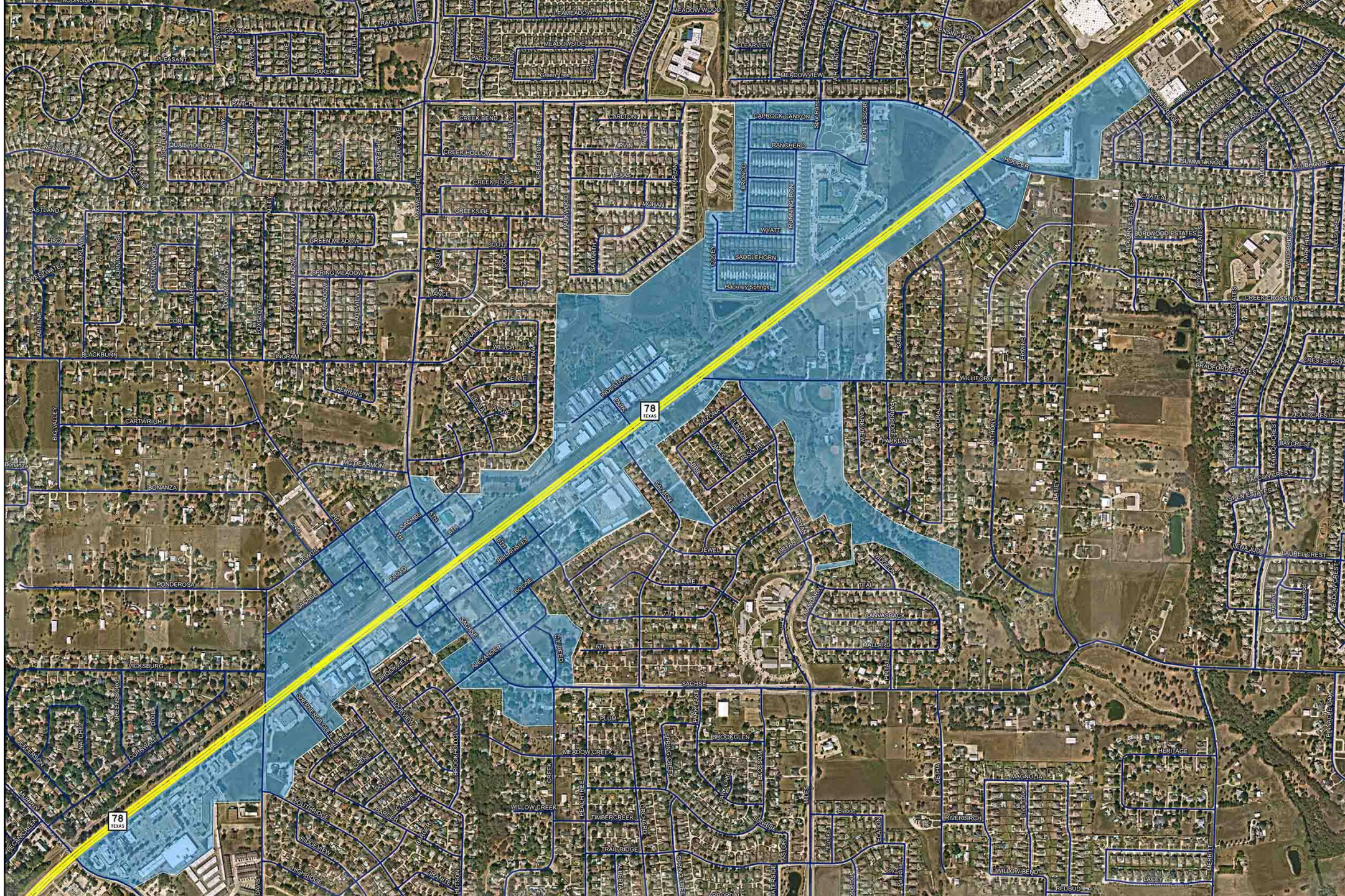
See program guidelines for eligibility

SACHSE
ECONOMIC DEVELOPMENT



D. Regular Agenda Items

Subject	**3. Receive an update on the Sachse Economic Development business visitation program.**
Meeting	Feb 22, 2024 - Economic Development Corporation Meeting
Access	Public
Type	Discussion, Information
Goals	Provide a high quality of life environment for families, individuals, businesses, and other organizations in Sachse.

BACKGROUND
At its meeting on January 18, 2024, the Board held a discussion on the Sachse business visitation program. Staff is returning to the Board this month to provide an update on the program, including some steps that have already been taken based on the feedback previously received.

OVERVIEW
Economic Development staff has primarily been conducting informal business visits since 2021. Staff is now working with the EDC Board to establish a more defined program with identifiable targets.

POLICY CONSIDERATION
There is no policy consideration at this time.

RECOMMENDATION
Receive an update on the Sachse Economic Development business visitation program.

D. Regular Agenda Items

Subject	**4. Discuss pursuing an economic development strategic plan.**
Meeting	Feb 22, 2024 - Economic Development Corporation Meeting
Access	Public
Type	Discussion, Information
Goals	Make Sachse more prosperous through job creation and quality development that adds community value.

BACKGROUND

Beginning in August of 2021, the Sachse Economic Development Corporation began discussing the identification and selection of the City's target business sectors, as was recommended by the goals, objectives, and priorities of the Sachse Economic Development program at that time. Staff had been talking with consulting firms to assist in such a study. The Board directed staff to begin compiling data internally as opposed to starting the effort with a consulting firm.

Staff and the EDC Board worked over several meetings and ultimately identified the target business sectors for Sachse.

OVERVIEW

After discussion at several meetings, the EDC Board approved a revised goals and objectives document at the May 18, 2023, meeting. The newly adopted goals document references the following item:

Re-evaluate target industries and sectors, contemplating a professional services contract for a target industry analysis/cluster analysis.

As the City approaches kicking off the FY25 budget process, staff is bringing this item back to the Board to obtain feedback relative to pursuing a strategic plan update.

In initial discussions internally, staff has contemplated broadening the scope of this effort to include a more robust economic development strategic plan, put together with professional consultants, to guide efforts for the Sachse economic development program over the next few years.

POLICY CONSIDERATION

There are no policy considerations affiliated with this item.

RECOMMENDATION

Discuss pursuing an economic development strategic plan.