



City of Sachse, Texas

Meeting Agenda

Economic Development Corporation

Thursday, February 15, 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, February 15, 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.

[18-4154](#) Approve the minutes of the January 18, 2018 regular meeting.

[18-4160](#) Accept the monthly revenue and expenditure report for the period ending December 31, 2017 and preliminary budget report for January 2018.

Attachments: [SEDC 12-31-17](#)

[Preliminary SEDC January 2018](#)

3. Regular Meeting Items.

[18-4155](#) Introduce New SEDC Staff Member - Brad Weber, SEDC Marketing Specialist

[18-4153](#) Discuss and consider action on a funding request for a project for the purchase of fireworks for the City of Sachse for Red, White and Blue Blast festivities at Heritage Park, in an amount not to exceed \$20,800.00

Attachments: [Red White Blue Blast](#)

[18-4151](#) 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.

[18-4152](#) Discuss possible future agenda items.

4. Executive Session.

[18-4150](#) 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: February 12, 2018; 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 #:	18-4154	Version:	1	Name:	SEDC meeting minutes of January 18, 2018
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	2/8/2018	In control:		In control:	Economic Development Corporation
On agenda:	2/15/2018	Final action:		Final action:	
Title:	Approve the minutes of the January 18, 2018 regular meeting.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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Title
Minutes of the Sachse Economic Development Corporation regular meeting of January 18, 2018.

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

Policy Considerations
Robert's Rules of Order.

Budgetary Considerations
There are no budgetary considerations affiliated with this item.

Staff Recommendations
Approve the meeting minutes for January 18, 2018 as a consent item.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4160 **Version:** 1 **Name:** SEDC Budget Reports Feb 2018
Type: Agenda Item **Status:** Agenda Ready
File created: 2/12/2018 **In control:** Economic Development Corporation
On agenda: 2/15/2018 **Final action:**
Title: Accept the monthly revenue and expenditure report for the period ending December 31, 2017 and preliminary budget report for January 2018.
Sponsors:
Indexes:
Code sections:
Attachments: [SEDC 12-31-17](#)
[Preliminary SEDC January 2018](#)

Date	Ver.	Action By	Action	Result
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Title

Monthly revenue and expenditure report for the period ending December 31, 2017 and preliminary budget report for January 2018.

Background

The Sachse Economic Development Corporation Treasurer will prepare 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 summary presented at the most recent City Council meeting, as well as a preliminary line item report for the most recent month. The report is labeled “preliminary” because the accounting period has not been closed.

Budgetary Considerations

None.

Staff Recommendations

Accept the monthly revenue and expenditure report for the period ending December 31, 2017 and preliminary budget report for January 2018.

City of Sachse

Monthly Revenue and Expenditure Report

December 31, 2017

(Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

25% 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	\$ 55,033	\$ 229,643	32.81%	
Other Income	\$ -	\$ 1,000	\$ 1,500		A
Interest Income	1,500	201	1,008	67.17%	
Total Revenue	\$ 701,500	\$ 56,234	\$ 232,150	33.09%	
Expenditure Summary					
Expenditures	701,609	33,791	77,625	11.06%	
Total Expenditures	\$ 701,609	\$ 33,791	\$ 77,625	11.06%	
Total Revenue Over/Under Expenses	\$ (109)	\$ 22,443	\$ 154,525		

Explanation of Major Variances:

A Rental income on EDC property



Budget to Actual Account Summary

For Fiscal: 2017-2018 Period Ending: 01/31/2018

	Prior Year Budget	Prior Year YTD	2017-2018 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	691,944.00	247,861.23	700,000.00	59,561.42	289,204.18	0.00	41.31 %	410,795.82
<u>06-000-45000</u> Interest Income	3,000.00	1,420.08	1,500.00	0.00	1,007.55	0.00	67.17 %	492.45
<u>06-000-45060</u> Rental Income - EDC Property	0.00	0.00	0.00	2,000.00	3,500.00	0.00	0.00 %	-3,500.00
000 - Non-Departmental Total:	694,944.00	249,281.31	701,500.00	61,561.42	293,711.73	0.00	41.87 %	407,788.27
Revenue Total:	694,944.00	249,281.31	701,500.00	61,561.42	293,711.73	0.00	41.87 %	407,788.27

Budget to Actual

For Fiscal: 2017-2018 Period Ending: 01/31/2018

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	35,734.20	187,817.00	8,112.55	38,438.62	0.00	20.47 %	149,378.38
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	2,566.80	14,388.00	571.99	2,759.84	0.00	19.18 %	11,628.16
06-019-50060	TMRS Contributions	12,577.00	4,320.80	24,357.00	1,127.70	4,970.32	0.00	20.41 %	19,386.68
06-019-50070	Health Insurance	6,411.00	2,137.04	17,766.00	609.04	2,436.16	0.00	13.71 %	15,329.84
06-019-50080	Dental Insurance	127.00	42.40	734.00	30.60	122.40	0.00	16.68 %	611.60
06-019-50090	Life and LTD Insurance	248.00	0.00	472.00	0.00	0.00	0.00	0.00 %	472.00
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	141.15	513.00	8.12	9.36	0.00	1.82 %	503.64
06-019-51030	Utilities - Communications	1,560.00	172.97	2,060.00	0.00	776.00	0.00	37.67 %	1,284.00
06-019-51050	Office Supplies	2,400.00	499.24	2,400.00	0.00	1,254.88	0.00	52.29 %	1,145.12
06-019-51070	Postage	500.00	82.05	500.00	251.27	301.87	0.00	60.37 %	198.13
06-019-51230	Business Retention Efforts	7,000.00	1,414.92	7,000.00	0.00	1,826.97	0.00	26.10 %	5,173.03
06-019-51400	Special Programming Supplies	3,500.00	1,599.62	3,500.00	0.00	984.25	0.00	28.12 %	2,515.75
06-019-51510	Small Tools and Equipment	700.00	0.00	700.00	0.00	0.00	0.00	0.00 %	700.00
06-019-51800	Dues and Subscriptions	6,000.00	1,940.00	6,000.00	0.00	2,036.95	0.00	33.95 %	3,963.05
06-019-51810	Employee Training	9,000.00	71.92	9,000.00	0.00	205.00	0.00	2.28 %	8,795.00
06-019-52000	Vehicle Repairs and Maintenance	300.00	34.66	300.00	0.00	128.10	0.00	42.70 %	171.90
06-019-53002	Professional Fees	90,000.00	10,218.39	63,267.00	2,065.00	8,154.52	0.00	12.89 %	55,112.48
06-019-53060	Printing Services	2,600.00	34.00	2,000.00	0.00	0.00	0.00	0.00 %	2,000.00
06-019-53380	Advertising and Legal Publications	114,500.00	9,599.86	85,868.00	8,184.00	17,134.81	0.00	19.95 %	68,733.19
06-019-53500	Web Page Services	7,000.00	1,914.94	7,000.00	0.00	0.00	0.00	0.00 %	7,000.00
06-019-54500	Local Business Grant Program	246,000.00	0.00	200,000.00	0.00	0.00	0.00	0.00 %	200,000.00
06-019-55000	Operating Transfer Out - General Fund	61,218.00	20,406.00	65,109.00	5,425.75	21,703.00	0.00	33.33 %	43,406.00
019 - Economic Development Corporation Total:		688,809.00	93,405.96	701,609.00	26,386.02	104,011.05	0.00	14.82 %	597,597.95
Expense Total:		688,809.00	93,405.96	701,609.00	26,386.02	104,011.05	0.00	14.82 %	597,597.95
Fund 06 Revenue Over/(Under) Expenses		6,135.00	155,875.35	-109.00	35,175.40	189,700.68	0.00	-174,037.32 %	-189,809.68
Total Revenue Over/(Under) Expenses:		6,135.00	155,875.35	-109.00	35,175.40	189,700.68	0.00	-174,037.32 %	-189,809.68



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4155 **Version:** 1 **Name:** Introduce New SEDC Staff Member Brad Weber
Type: Agenda Item **Status:** Agenda Ready
File created: 2/8/2018 **In control:** Economic Development Corporation
On agenda: 2/15/2018 **Final action:**
Title: Introduce New SEDC Staff Member - Brad Weber, SEDC Marketing Specialist
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

Introduce New SEDC Staff Member-Brad Weber, SEDC Marketing Specialist

Background

Policy Considerations

There are no policy considerations affiliated with this item.

Budgetary Considerations

Staff Recommendations



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4153	Version:	1	Name:	Red, White and Blue Blast Funding Request
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	2/8/2018	In control:		In control:	Economic Development Corporation
On agenda:	2/15/2018	Final action:		Final action:	
Title:	Discuss and consider action on a funding request for a project for the purchase of fireworks for the City of Sachse for Red, White and Blue Blast festivities at Heritage Park, in an amount not to exceed \$20,800.00				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Red White Blue Blast				

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider action on a funding request for a project for the purchase of fireworks for the City of Sachse for Red, White and Blue Blast festivities at Heritage Park, in an amount not to exceed \$20,800.

Background

The SEDC has been a proud sponsor of the event for several years. The SEDC grant assists in purchasing the fireworks.

Policy Considerations

Sachse EDC to discuss and consider action

Budgetary Considerations

An amount not to exceed \$20,800.

Staff Recommendations

Staff recommends approval



Grant Application

(Please type or print clearly)

Date of application: 2/8/2018

Contact Information:

Company Name: City of Sachse
Applicant Name: W. Lance Whitworth
Contact Person: W. Lance Whitworth
Position: Parks & Recreation Director

Phone: 469.429.0276 Fax: 469.429.0274
E-mail: lwhitworth@cityofsachse.com Web site address: www.cityofsachse.com

Mailing Address: 3815 Sachse Road, Building B
Sachse, TX 75048

Physical Address: Same as above

Business Information:

Legal entity name (DBA) City of Sachse
State ID Number: 1-75-1330279
Date Business was started _____

Location of project: Heritage Park, 4408 Hudson Drive, Sachse, TX 75048

Do you own or lease building, land or site for which the grant is being requested?
 Own Lease Property Owner

Project Contractor Name : _____

Address: _____

Phone No. _____ e-mail: _____

Project Engineer Name: _____

Address: _____

Phone No. _____ e-mail: _____

Business Activities:

NAICS Code _____

Company's principal business _____

Description of proposed project : _____

Provide copy of business plan _____

For consideration are you willing to provide financial information on the company?

Proposed Project/Development:

Amount of Grant Request \$ 20,800
Is the Company expanding its existing local operations or relocating its operations from somewhere else to Sachse? _____ Expansion _____ Relocation
Does the Company plan to lease or own the facility? _____ Lease _____ Own
Will the facility be new or existing? _____ New _____ Existing
What is the address of the existing facility or main office? _____
What is the estimated total cost of the project? (include supporting information such as estimates or written bids) \$ 44,300

Project completion date: July 3, 2018

Description of benefits from project, intended uses and users, and other information (with documentation) that demonstrates the need for this project.

Capital/Financial

Number of jobs to be created: _____ Average salary: _____
Increased value to City, site or surrounding parcels: _____
Provide a cost benefit analysis of project with requested funding: _____

	Project Cost
1. Land Acquisition	\$ _____
2. Site Preparation	\$ _____
3. Professional Services	\$ 20,800 (fireworks)
4. Personnel/Labor/Admin	\$ _____
5. Contracting Services	\$ 10,200 (band, stage, radio station)
6. Materials/Supplies	\$ 4,300 (printing of flyers, signage, advertisement)
7. Equipment/Furnishings	\$ 9,000 (rental of games, golf carts, lighting, and other materials)
8. Other (describe)	\$ _____
TOTAL PROJECT COST	\$ 44,300
Other funds to be used	\$ City budgeted funds and sponsorships will be used to pay for project costs.

Return on Investment (maximum 3 years) _____

Has the company filed any bankruptcies in the past? _____ Yes _____ No

Which type _____ Has anyone every initiated bankruptcy on the company, business or individual owner?

_____ Yes _____ No Why? _____

Has the business status with the State Comptroller changed in any manner?

_____ Yes _____ No How? _____

_____ When _____

Attach business plan for confidential review. _____

Sales

Will there be taxable sales for the City of Sachse? Yes No
Amount _____ Type _____

Will the company make taxable purchases in the City of Sachse? Yes No
What percentage of purchases will be executed with suppliers outside of Sachse?

Will Sachse be designated as the "point of deliver" of the "point of first use" for the purpose of collecting sales/use taxes of purchases? Yes No

Employment

How many individuals will the company employ in Sachse? _____
_____ Full Time _____ Part Time _____ Temporary

Average wage of new employees in Sachse: _____

What percentage of the employees will receive employment benefits? _____

Provide information on additional employee benefits: _____

Utilities

Monthly electric utility consumption \$ _____

Monthly water use \$ _____

Monthly waste water \$ _____

Monthly telephone service \$ _____

Monthly gas service \$ _____

Is the facility of the business LEED Certified? Yes No

Are there plans to obtain any LEED Certifications Yes No

Will there be any energy reduction features, operations or programs at the place of business? Yes No What are they? _____

Other Economic Impact Considerations

Member of the Sachse Chamber of Commerce? X Yes _____ No

Past involvement in local community: _____

Company sponsorships _____

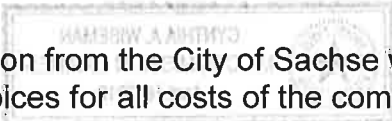
Future Community Involvement _____

Attach photos of designated improvement area.

Attach drawing of planned improvements.

A *Letter of Acceptance* of the project completion from the City of Sachse will be required upon completion of the project along with invoices for all costs of the completed project before disbursement of funds by the SEDC for any approved funding.

The Sachse Economic Development Corporation reserves the right to request, receive and evaluate additional information from the applicant before a decision is made on this request.



I DECLARE THAT THE INFORMATION IN THIS DOCUMENT AND ANY ATTACHMENTS IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANT: *[Signature]* DATE: 2/8/2018

Title: Director, Parks & Recreation Department

This application received by: _____

On _____

A complete application may be delivered or mailed to:

Leslyn Blake, Executive Director
Sachse Economic Development Corporation
3815 Sachse Road, Building B
Sachse, Texas 75048
lblake@cityofsachse.com
469-429-4764

VERIFICATION

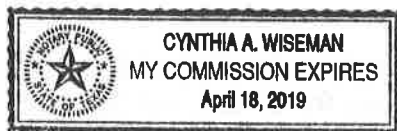
State of Texas
County of Dallas

Before me, a notary public, on this day personally appeared Lance Whitworth, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

Today, the 8th day of February 2018.

Cynthia A. Wiseman
Notary Public's Signature

(Personalized Seal)



(SEDC Grant Application revised February, 2011)



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4151 **Version:** 1 **Name:** Reports and Presentations.
Type: Agenda Item **Status:** Agenda Ready
File created: 2/8/2018 **In control:** Economic Development Corporation
On agenda: 2/15/2018 **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 #: 18-4152 **Version:** 1 **Name:** Future agenda items.
Type: Agenda Item **Status:** Agenda Ready
File created: 2/8/2018 **In control:** Economic Development Corporation
On agenda: 2/15/2018 **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 Recommendations
There are no staff recommendations affiliated with this item.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4150 **Version:** 1 **Name:** Executive Session pursuant to Texas Gov Code Section 551.087

Type: Agenda Item **Status:** Agenda Ready

File created: 2/8/2018 **In control:** Economic Development Corporation

On agenda: 2/15/2018 **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.