



City of Sachse, Texas

Meeting Agenda

Economic Development Corporation

Thursday, August 16, 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, August 16, 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.

[18-4369](#) Approve the minutes of the July 19, 2018 regular meeting.

[18-4371](#) Accept the monthly revenue and expenditure report for the period ending June 30, 2018 and preliminary budget report for July 2018.

Attachments: [SEDC 6-30-18](#)
[EDC Preliminary July 2018](#)

3. Regular Agenda Items

[18-4370](#) Discuss and consider action on rental terms for Backyard on 5th property.

[18-4366](#) Discuss and consider action on the final FY 2018-2019 Sachse Economic Development Corporation Annual Budget.

Attachments: [Final](#)

[18-4365](#) Discuss and consider action on Marketing Report.

[18-4364](#) 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.

[18-4363](#) Discuss possible future agenda items.

4. Executive Session

[18-4362](#) 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.

Take any necessary 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: August 13, 2018; 5:00 p.m.

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.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4369 **Version:** 1 **Name:** SEDC meeting minutes of July 19, 2018
Type: Agenda Item **Status:** Agenda Ready
File created: 8/8/2018 **In control:** Economic Development Corporation
On agenda: 8/16/2018 **Final action:**
Title: Approve the minutes of the July 19, 2018 regular meeting.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Consider and take action on Minutes of the Sachse Economic Development Corporation regular meeting of July 19, 2018

Background

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

Policy Considerations

Robert's Rules of Order.

Budgetary Considerations

None.

Staff Recommendations

Approve the meeting minutes for July 19, 2018 as a consent item.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4371 **Version:** 1 **Name:** EDC budget reports August 2018
Type: Agenda Item **Status:** Agenda Ready
File created: 8/13/2018 **In control:** Economic Development Corporation
On agenda: 8/16/2018 **Final action:**
Title: Accept the monthly revenue and expenditure report for the period ending June 30, 2018 and preliminary budget report for July 2018.
Sponsors:
Indexes:
Code sections:
Attachments: [SEDC 6-30-18](#)
[EDC Preliminary July 2018](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Monthly revenue and expenditure report for the period ending June 30, 2018 and preliminary budget report for July 2018.

Background

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

Policy Considerations

There are no policy considerations affiliated with this item.

Budgetary Considerations

There are no budgetary considerations affiliated with this item.

Staff Recommendations

Accept the monthly revenue and expenditure report for the period ending June 30, 2018 and preliminary budget report for July 2018.

City of Sachse

Monthly Revenue and Expenditure Report

June 20, 2018

(Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

67% 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	\$ 63,647	\$ 624,312	89.19%	
Other Income	\$ -	\$ 1,220	\$ 12,216		A
Interest Income	1,500	465	3,685	245.69%	
Total Revenue	\$ 701,500	\$ 65,333	\$ 640,213	91.26%	
Expenditure Summary					
Expenditures	701,609	53,463	367,580	52.39%	
Total Expenditures	\$ 701,609	\$ 53,463	\$ 367,580	52.39%	
Total Revenue Over/Under Expenses	\$ (109)	\$ 11,870	\$ 272,633		

Explanation of Major Variances:

A Rental income on EDC property



Budget to Actual Account Summary

For Fiscal: 2017-2018 Period Ending: 07/31/2018

		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	620,112.69	700,000.00	68,917.39	693,229.06	0.00	99.03 %	6,770.94
<u>06-000-45000</u>	Interest Income	3,000.00	2,765.01	1,500.00	0.00	3,685.28	0.00	245.69 %	-2,185.28
<u>06-000-45060</u>	Rental Income - EDC Property	0.00	0.00	0.00	2,175.00	13,275.00	0.00	0.00 %	-13,275.00
<u>06-000-46055</u>	Concession Income - Food Trucks	0.00	0.00	0.00	2,460.96	3,581.06	0.00	0.00 %	-3,581.06
<u>06-000-46120</u>	Misc Grants and Donations	0.00	0.00	0.00	0.00	-4.31	0.00	0.00 %	4.31
	000 - Non-Departmental Total:	694,944.00	622,877.70	701,500.00	73,553.35	713,766.09	0.00	101.75 %	-12,266.09
	Revenue Total:	694,944.00	622,877.70	701,500.00	73,553.35	713,766.09	0.00	101.75 %	-12,266.09

Budget to Actual

For Fiscal: 2017-2018 Period Ending: 07/31/2018

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	86,863.48	187,817.00	13,127.79	120,709.97	0.00	64.27 %	67,107.03
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	6,202.87	14,388.00	935.69	8,668.83	0.00	60.25 %	5,719.17
06-019-50060	TMRS Contributions	12,577.00	10,752.03	24,357.00	1,826.88	16,320.65	0.00	67.01 %	8,036.35
06-019-50070	Health Insurance	6,411.00	5,566.94	17,766.00	1,702.16	8,944.22	0.00	50.34 %	8,821.78
06-019-50080	Dental Insurance	127.00	148.60	734.00	47.60	345.10	0.00	47.02 %	388.90
06-019-50090	Life and LTD Insurance	248.00	0.00	472.00	0.00	472.00	0.00	100.00 %	0.00
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	15.85	513.00	12.00	420.09	0.00	81.89 %	92.91
06-019-51030	Utilities - Communications	1,560.00	1,092.95	2,060.00	437.72	2,284.69	0.00	110.91 %	-224.69
06-019-51050	Office Supplies	2,400.00	1,208.92	2,400.00	495.22	2,539.63	0.00	105.82 %	-139.63
06-019-51070	Postage	500.00	121.05	500.00	0.00	336.97	0.00	67.39 %	163.03
06-019-51230	Business Retention Efforts	7,000.00	3,695.09	7,000.00	0.00	3,725.49	0.00	53.22 %	3,274.51
06-019-51400	Special Programming Supplies	3,500.00	2,278.88	3,500.00	93.03	1,727.04	0.00	49.34 %	1,772.96
06-019-51510	Small Tools and Equipment	700.00	0.00	700.00	0.00	1,584.93	0.00	226.42 %	-884.93
06-019-51800	Dues and Subscriptions	6,000.00	2,550.65	6,000.00	3,071.46	7,389.39	0.00	123.16 %	-1,389.39
06-019-51810	Employee Training	9,000.00	10,629.71	9,000.00	235.40	4,033.24	0.00	44.81 %	4,966.76
06-019-52000	Vehicle Repairs and Maintenance	300.00	613.90	300.00	52.19	619.39	0.00	206.46 %	-319.39
06-019-53002	Professional Fees	90,000.00	41,559.48	63,267.00	1,018.75	59,039.85	0.00	93.32 %	4,227.15
06-019-53060	Printing Services	2,600.00	817.04	2,000.00	0.00	0.00	0.00	0.00 %	2,000.00
06-019-53380	Advertising and Legal Publications	114,500.00	31,463.51	85,868.00	4,024.23	47,767.49	0.00	55.63 %	38,100.51
06-019-53500	Web Page Services	7,000.00	1,914.94	7,000.00	105.00	1,094.40	0.00	15.63 %	5,905.60
06-019-54500	Local Business Grant Program	246,000.00	12,600.00	200,000.00	43,152.91	100,294.98	0.00	50.15 %	99,705.02
06-019-55000	Operating Transfer Out - General Fund	61,218.00	51,015.00	65,109.00	0.00	48,831.75	0.00	75.00 %	16,277.25
019 - Economic Development Corporation Total:		688,809.00	271,585.89	701,609.00	70,338.03	437,918.10	0.00	62.42 %	263,690.90
Expense Total:		688,809.00	271,585.89	701,609.00	70,338.03	437,918.10	0.00	62.42 %	263,690.90
Fund 06 Revenue Over/(Under) Expenses		6,135.00	351,291.81	-109.00	3,215.32	275,847.99	0.00	-253,071.55 %	-275,956.99
Total Revenue Over/(Under) Expenses:		6,135.00	351,291.81	-109.00	3,215.32	275,847.99	0.00	-253,071.55 %	-275,956.99



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4370	Version:	1	Name:	Rental Terms for Backyard on 5th Property
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	8/13/2018	In control:		In control:	Economic Development Corporation
On agenda:	8/16/2018	Final action:		Final action:	
Title:	Discuss and consider action on rental terms for Backyard on 5th property.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Discuss and consider action on rental terms for Backyard on 5th property

Background

The Sachse EDC has received several inquiries regarding renting the Backyard on 5th facility for private events. Staff presented a draft rental agreement with a proposed rental deposit and fee structure for the Board’s consideration during the July 2018 meeting. The Board requested several changes. Staff will present new draft policy incorporating those changes.

Policy Considerations

There are no policy considerations affiliated with this item.

Budgetary Considerations

Rental fees will provide an additional revenue stream for the SEDC.

Staff Recommendation

Discuss and consider draft proposal.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4366 **Version:** 1 **Name:** 2018-2019 Preliminary SEDC Annual Budget
Type: Agenda Item **Status:** Agenda Ready
File created: 8/8/2018 **In control:** Economic Development Corporation
On agenda: 8/16/2018 **Final action:**
Title: Discuss and consider action on the final FY 2018-2019 Sachse Economic Development Corporation Annual Budget.

Sponsors:

Indexes:

Code sections:

Attachments: [Final](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Discuss and consider action on the final FY 2018-2019 Sachse Economic Development Corporation 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

There are no policy considerations affiliated with this item.

Budgetary Considerations

2018-2019 Annual Budget discussion

Staff Recommendations

Staff recommends approval.

DRAFT BUDGET			
FISCAL YEAR 2018-2019			
SACHSE ECONOMIC DEVELOPMENT CORPORATION			
		Budget	Proposed Budget
		FY 2017/18	FY 2018/19
CODE	PERSONNEL COSTS		
5000	Personnel	\$ 246,905	\$ 253,705
	TOTAL PERSONNEL COSTS	\$ 246,905	\$ 253,705
	SUPPLIES & MATERIALS		
5103	Utilities - Communications	\$ 2,060	\$ 4,224
5105	Office Supplies	2,400	2,400
5107	Postage	500	500
5123	Business Retention Efforts	7,000	5,000
5140	Special Programming Supplies	3,500	3,000
5151	Small Tools & Equipment	700	700
5180	Dues & Subscriptions	6,000	7,200
5181	Employee Training	9,000	8,000
	TOTAL SUPPLIES & MATERIALS	\$ 31,160	\$ 31,024
	BACKYARD ON 5TH (OCT-NOV; MARCH-SEPT)		34,000
	MAINTENANCE & REPAIRS		
5200	Vehicle Repairs & Maintenance	\$ 300	\$ 500
	TOTAL MAINTENANCE & REPAIRS	\$ 300	\$ 500
	CONTRACTUAL SERVICES		
5300	Professional Fees	\$ 63,267	\$ 62,591
5306	Printer Services	2,000	1,000
5338	Advertising & Legal Publications	85,868	83,000
5350	Web Page Services	7,000	7,000
	TOTAL CONTRACTUAL SERVICES	\$ 158,135	\$ 153,591
	CAPITAL OUTLAY		
5450	Local Business Grant Program	\$ 200,000	\$ 181,055
	TOTAL CAPITAL OUTLAY	\$ 200,000	\$ 181,055
	TRANSFERS & CONTINGENCIES		
5500	Operating Transfers Out - General Fund	\$ 63,500	\$ 113,675
	TOTAL TRANSFERS & CONTINGENCIES	\$ 63,500	\$ 113,675
	TOTAL EXPENDITURES	\$ 700,000	\$ 767,550



City of Sachse, Texas

Legislation Details (With Text)

File #:	18-4365	Version:	1	Name:	Marketing Report
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	8/8/2018	In control:		In control:	Economic Development Corporation
On agenda:	8/16/2018	Final action:		Final action:	
Title:	Discuss and consider action on Marketing Report.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title
Discuss and consider action on Marketing Report

Background
The SEDC Marketing Specialist position was created in February 2018 to produce an annual strategic marketing plan and accomplish the tasks within the plan. Each month, the Marketing Specialist will present a report to the Board on activity for the 30 days prior as well as highlight any notable upcoming campaigns. From time to time, it is expected that the Board will be asked for direction or approval on any given marketing strategy tactic/campaign.

Policy Considerations
There are no policy considerations affiliated with this item.

Budgetary Considerations
The SEDC annual budget dedicates monies to accomplish the marketing goals of the Corporation.

Staff Recommendation
Staff recommends the Board receive and discuss the report.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4364 **Version:** 1 **Name:** Reports and Presentations.
Type: Agenda Item **Status:** Agenda Ready
File created: 8/8/2018 **In control:** Economic Development Corporation
On agenda: 8/16/2018 **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
------	------	-----------	--------	--------

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 #: 18-4363 **Version:** 1 **Name:** Future agenda items.
Type: Agenda Item **Status:** Agenda Ready
File created: 8/8/2018 **In control:** Economic Development Corporation
On agenda: 8/16/2018 **Final action:**
Title: Discuss possible future agenda items.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

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 Recommendation

None.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4362 **Version:** 1 **Name:** Executive Session pursuant to Texas Gov Code Section 551.087

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

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

On agenda: 8/16/2018 **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.

Take any necessary action as a result of Executive Session.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

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.

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.