



**Thursday, March 21, 2019  
Economic Development Corporation Meeting**

**Council Chambers  
3815 Sachse Road, Building B  
6:30 p.m.**

**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.**

**A. Regular Meeting Opening**

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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, March 21, 2019 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:
2. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.

**B. 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.**

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1. Approve the minutes of the February 21, 2019 regular meeting.
2. Approve the minutes of the March 1, 2019 special meeting.
3. Approve the February 2019 SEDC Financial Report.
4. Accept the monthly revenue and expenditure report for the period ending January 31, 2019 and preliminary budget report for February 2019.
5. Approve the Consent Agenda Items as presented.

**C. Regular Agenda Items**

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1. 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.
2. 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.
3. Discuss design of light pole banners on State Highway 78.

**D. Regular Meeting Closing**

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1. Adjournment.

I, the undersigned authority, do hereby certify that this notice of 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.

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](mailto:lrose@cityofsachse.com), or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

**Agenda Item Details**

Meeting	Mar 21, 2019 - Economic Development Corporation Meeting
Category	B. 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 minutes of the February 21, 2019 regular meeting.
Access	Public
Type	Action (Consent), Minutes
Recommended Action	Motion to approve minutes as attached.

**Public Content**

*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.*

**Agenda Item Details**

Meeting	Mar 21, 2019 - Economic Development Corporation Meeting
Category	B. 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. Approve the minutes of the March 1, 2019 special meeting.
Access	Public
Type	Action (Consent), Minutes
Recommended Action	Motion to approve minutes as attached.

**Public Content**

*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.*

**Agenda Item Details**

Meeting	Mar 21, 2019 - Economic Development Corporation Meeting
Category	B. 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 February 2019 SEDC Financial Report.
Access	Public
Type	Action (Consent), Minutes
Recommended Action	Motion to approve minutes as attached.

**Public Content**

*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.*

**Agenda Item Details**

Meeting	Mar 21, 2019 - Economic Development Corporation Meeting
Category	B. 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	4. Accept the monthly revenue and expenditure report for the period ending January 31, 2019 and preliminary budget report for February 2019.
Access	Public
Type	Action (Consent)
Preferred Date	Mar 21, 2019
Fiscal Impact	No
Recommended Action	Accept the monthly revenue and expenditure report for the period ending January 31, 2019 and preliminary budget report for February 2019.

**Public Content****BACKGROUND**

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

**RECOMMENDATION**

Accept the monthly revenue and expenditure report for the period ending January 31, 2019 and preliminary budget report for February 2019.

[SEDC 1-31-19.pdf \(81 KB\)](#)[EDC Prelim Feb 2019.pdf \(100 KB\)](#)

*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  
 January 31, 2019  
 (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 0%
<b>Revenue Summary</b>					
Sales Tax	\$ 737,500	\$ 65,845	\$ 271,663	36.84%	
Other Income	\$ 27,550	\$ 243	\$ 9,759	35.42%	
Interest Income	2,500	760	2,720	108.82%	
<b>Total Revenue</b>	<b>\$ 767,550</b>	<b>\$ 66,848</b>	<b>\$ 284,142</b>	<b>37.02%</b>	
<b>Expenditure Summary</b>					
Expenditures	767,183	46,873	188,967	24.63%	
<b>Total Expenditures</b>	<b>\$ 767,183</b>	<b>\$ 46,873</b>	<b>\$ 188,967</b>	<b>24.63%</b>	
<b>Total Revenue Over/Under Expenses</b>	<b>\$ 367</b>	<b>\$ 19,975</b>	<b>\$ 95,175</b>		

**Explanation of Major Variances:**



City of Sachse

# Budget to Actual Account Summary

For Fiscal: 2018-2019 Period Ending: 02/28/2019

	Prior Year Budget	Prior Year YTD	2018-2019 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
<b>Fund: 06 - ECONOMIC DEVELOPMENT FUND</b>								
<b>Revenue</b>								
<b>000 - Non-Departmental</b>								
06-000-40060 Sales Tax	700,000.00	378,912.42	737,500.00	96,342.46	368,005.59	0.00	49.90 %	369,494.41
06-000-45000 Interest Income	1,500.00	1,944.16	2,500.00	161.86	2,882.28	0.00	115.29 %	-382.28
06-000-45060 Rental Income - EDC Property	0.00	6,000.00	15,000.00	214.67	4,839.85	0.00	32.27 %	10,160.15
06-000-46055 Concession Income - Food Trucks	0.00	0.00	12,550.00	0.00	5,133.60	0.00	40.91 %	7,416.40
<b>000 - Non-Departmental Total:</b>	<b>701,500.00</b>	<b>386,856.58</b>	<b>767,550.00</b>	<b>96,718.99</b>	<b>380,861.32</b>	<b>0.00</b>	<b>49.62 %</b>	<b>386,688.68</b>
<b>Revenue Total:</b>	<b>701,500.00</b>	<b>386,856.58</b>	<b>767,550.00</b>	<b>96,718.99</b>	<b>380,861.32</b>	<b>0.00</b>	<b>49.62 %</b>	<b>386,688.68</b>



Expense	Prior Year Budget	Prior Year YTD	2018-2019 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
<b>019 - Economic Development Corporation</b>								
06-019-50000 Wages and Salaries	187,817.00	47,815.24	189,574.00	12,999.13	72,133.54	0.00	38.05 %	117,440.46
06-019-50020 Other Pay	0.00	0.00	1,154.00	0.00	0.00	0.00	0.00 %	1,154.00
06-019-50030 Longevity Pay	266.00	176.00	378.00	0.00	224.00	0.00	59.26 %	154.00
06-019-50050 Social Security and Med Fica Contribu	14,388.00	3,428.74	14,620.00	918.16	5,177.56	0.00	35.41 %	9,442.44
06-019-50060 TMRS Contributions	24,357.00	6,272.81	25,264.00	1,929.06	10,483.11	0.00	41.49 %	14,780.89
06-019-50070 Health Insurance	17,766.00	3,045.20	20,426.00	1,702.16	8,510.80	0.00	41.67 %	11,915.20
06-019-50080 Dental Insurance	734.00	153.00	571.00	47.60	238.00	0.00	41.68 %	333.00
06-019-50090 Life and LTD Insurance	472.00	0.00	382.00	0.00	0.00	0.00	0.00 %	382.00
06-019-50100 Workers Compensation	592.00	592.00	483.00	45.00	331.34	0.00	68.60 %	151.66
06-019-50110 Unemployment Tax	513.00	12.35	486.00	93.16	348.19	0.00	71.64 %	137.81
06-019-51030 Utilities - Communications	2,060.00	1,197.67	4,224.00	580.69	1,700.93	0.00	40.27 %	2,523.07
06-019-51050 Office Supplies	2,400.00	1,347.84	2,400.00	641.02	2,708.09	0.00	112.84 %	-308.09
06-019-51070 Postage	500.00	301.87	500.00	0.00	251.59	0.00	50.32 %	248.41
06-019-51400 Business Retention Efforts	7,000.00	1,890.05	5,000.00	0.00	108.48	0.00	2.17 %	4,891.52
06-019-51400 Special Programming Supplies	3,500.00	1,126.05	3,000.00	5,027.05	6,238.94	0.00	207.96 %	-3,238.94
06-019-51510 Small Tools and Equipment	700.00	160.27	700.00	445.80	559.74	0.00	79.96 %	140.26
06-019-51800 Dues and Subscriptions	6,000.00	2,081.99	7,200.00	10.81	2,206.65	0.00	30.65 %	4,993.35
06-019-51810 Employee Training	9,000.00	685.00	8,000.00	358.83	7,980.98	0.00	99.76 %	19.02
06-019-52000 Vehicle Repairs and Maintenance	300.00	140.20	500.00	72.35	243.58	0.00	48.72 %	256.42
06-019-53002 Professional Fees	63,267.00	8,274.52	62,591.00	779.21	14,566.71	0.00	23.27 %	48,024.29
06-019-53060 Printing Services	2,000.00	0.00	1,000.00	0.00	4,001.00	0.00	400.10 %	-3,001.00
06-019-53220 Special Events	0.00	0.00	34,000.00	0.00	0.00	0.00	0.00 %	34,000.00
06-019-53380 Advertising and Legal Publications	85,868.00	24,306.69	83,000.00	3,609.78	30,381.07	0.00	36.60 %	52,618.93
06-019-53500 Web Page Services	7,000.00	0.00	7,000.00	0.00	75.00	0.00	1.07 %	6,925.00
06-019-54500 Local Business Grant Program	200,000.00	0.00	181,055.00	39.17	11,905.32	0.00	6.58 %	169,149.68
06-019-55000 Operating Transfer Out - General Fund	65,109.00	27,128.75	113,675.00	9,472.96	47,364.80	0.00	41.67 %	66,310.20
<b>019 - Economic Development Corporation Total:</b>	<b>701,609.00</b>	<b>130,136.24</b>	<b>767,183.00</b>	<b>38,771.94</b>	<b>227,739.42</b>	<b>0.00</b>	<b>29.69 %</b>	<b>539,443.58</b>
<b>Expense Total:</b>	<b>701,609.00</b>	<b>130,136.24</b>	<b>767,183.00</b>	<b>38,771.94</b>	<b>227,739.42</b>	<b>0.00</b>	<b>29.69 %</b>	<b>539,443.58</b>
<b>Fund 06 Revenue Over/(Under) Expenses</b>	<b>-109.00</b>	<b>256,720.34</b>	<b>367.00</b>	<b>57,947.05</b>	<b>153,121.90</b>	<b>0.00</b>	<b>41,722.59 %</b>	<b>-152,754.90</b>
<b>Total Revenue Over/(Under) Expenses:</b>	<b>-109.00</b>	<b>256,720.34</b>	<b>367.00</b>	<b>57,947.05</b>	<b>153,121.90</b>	<b>0.00</b>	<b>41,722.59 %</b>	<b>-152,754.90</b>

**Agenda Item Details**

Meeting	Mar 21, 2019 - Economic Development Corporation Meeting
Category	C. Regular Agenda Items
Subject	1. 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.
Access	Public
Type	Action, Discussion, Information
Recommended Action	Approve any 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.

**Public Content****BACKGROUND**

Announcements are made at this time only for information purposes.

**POLICY CONSIDERATION**

There are no policy considerations affiliated with this item.

**RECOMMENDATION**

Approve any 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.



**Agenda Item Details**

Meeting	Mar 21, 2019 - Economic Development Corporation Meeting
Category	C. Regular Agenda Items
Subject	2. 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.
Access	Public
Type	Action, Discussion

**Public Content**

Red White Blue Blast Grant Application .pdf (238 KB)



# Grant Application

(Please type or print clearly)

Date of application: 1/31/2019

**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?

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**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

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Project completion date: July 3, 2019

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

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

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. \_\_\_\_\_

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**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: W. Lance Whitworth DATE: 1/31/2019

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](mailto:lblake@cityofsachse.com)  
469-429-4764

VERIFICATION

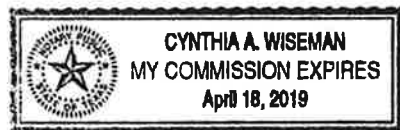
State of Texas  
County of Dallas

Before me, a notary public, on this day personally appeared W. 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 31st day of January 2019.

Cynthia A. Wiseman  
Notary Public's Signature

(Personalized Seal)



(SEDC Grant Application revised February, 2011)

**Agenda Item Details**

Meeting	Mar 21, 2019 - Economic Development Corporation Meeting
Category	C. Regular Agenda Items
Subject	3. Discuss design of light pole banners on State Highway 78.
Access	Public
Type	Action, Discussion

**Public Content**

As part of the approved 2019 Marketing Plan, the SEDC has been working in conjunction with the City of Sachse to implement the design and hanging of street pole banners on State Highway 78. Options will be presented to the SEDC Board of Directors.