



**Thursday, July 16, 2020
Economic Development Corporation Meeting**

This meeting will begin at 6:30 p.m.

MEETING HELD AS A CONFERENCE CALL

Because of the Dallas County, Collin County and City of Sachse disaster declarations we are practicing social distancing in order to prevent the spread of COVID-19.

We encourage members of the public to listen to the conference meeting.

If you have any comments to submit regarding the agenda or other items related to the SEDC, please e-mail those to lblake@cityofsachse.com.

INSTRUCTIONS FOR ACCESSING THE CONFERENCE CALL:

**Dial this Phone Number: 1 346 248 7799
Enter Meeting ID: 840 9155 7042**

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

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, July 16, 2020 at 6:30 p.m. 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.

1. Approve the minutes of the June 18, 2020 regular meeting.
2. Accept the monthly revenue and expenditure report for the period ending May 31, 2020 and the preliminary budget report for June 2020.
3. Approve the Consent Agenda Items as presented.

C. Regular Agenda Items

1. Receive a presentation on the redesign of the SEDC website.
2. Receive an update on the SEDC Small Business Grant Program.
3. Discuss and consider the preliminary 2020-2021 fiscal year Sachse Economic Development Corporation annual budget.
4. 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.

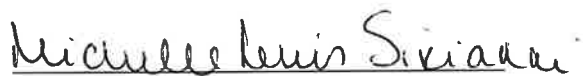
D. Executive Session

1. The Sachse Economic Development Corporation shall convene into Executive Session pursuant to Texas Government Code Section §551.087: Deliberation regarding Economic Development Negotiations: Discussion of Economic Development incentive for retail or commercial business projects seeking to locate within the City of Sachse.
2. The Sachse Economic Development Corporation shall convene into Executive Session pursuant to Texas Government Code Section §551.074 Personnel: Discuss the annual evaluation of the CEO.
3. Take any action as a result of Executive Session.

E. Regular Meeting Closing

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, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

**Agenda Item Details**

| | |
|--------------------|---|
| Meeting | Jul 16, 2020 - 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 June 18, 2020 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 | Jul 16, 2020 - 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. Accept the monthly revenue and expenditure report for the period ending May 31, 2020 and the preliminary budget report for June 2020. |
| Access | Public |
| Type | Action (Consent) |
| Preferred Date | Jul 16, 2020 |
| Fiscal Impact | No |
| Recommended Action | Accept the monthly revenue and expenditure report for the period ending May 31, 2020 and the preliminary budget report for June 2020. |
| Goals | Be a model of financial stewardship through growth management, responsible investment, and financial transparency. |

Public Content

BACKGROUND

The Sachse Economic Development Corporation Treasurer prepares a report each month to update the Board concerning the current year's budgetary progress. The report consists of the most recent summary report presented to City Council and a line item report for the most recent month.

RECOMMENDATION

Accept the monthly revenue and expenditure report for the period ending May 31, 2020 and the preliminary budget report for June 2020.

[SEDC-5-31-20.pdf \(84 KB\)](#)

[SEDC Prelim Budget June 2020.pdf \(98 KB\)](#)

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
 May 31, 2020
 (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 | \$ 775,000 | \$ 95,091 | \$ 654,832 | 84.49% | |
| Other Income | \$ 12,500 | \$ - | \$ 2,166 | 17.33% | |
| Interest Income | 4,000 | 569 | 12,104 | 302.61% | A |
| Total Revenue | \$ 791,500 | \$ 95,660 | \$ 669,102 | 84.54% | |
| Expenditure Summary | | | | | |
| Expenditures | 808,349 | 87,319 | 492,984 | 60.99% | |
| Total Expenditures | \$ 808,349 | \$ 87,319 | \$ 492,984 | 60.99% | |
| Total Revenue Over/Under Expenses | \$ (16,849) | \$ 8,341 | \$ 176,118 | | |

Explanation of Major Variances:

A Allocation of pooled money market better than projected



Budget to Actual Account Summary

For Fiscal: 2019-2020 Period Ending: 06/30/2020

| | Prior Year Budget | Prior Year YTD | 2019-2020 Budget | MTD Activity | YTD Activity | Encumbrances | Percentage | Remaining Balance | |
|---|--------------------------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|-------------------|------------------|
| Fund: 06 - ECONOMIC DEVELOPMENT FUND | | | | | | | | | |
| Revenue | | | | | | | | | |
| 000 - Non-Departmental | | | | | | | | | |
| 06-000-40060 | Sales Tax | 737,500.00 | 621,266.19 | 775,000.00 | 78,272.93 | 733,105.36 | 0.00 | 94.59% | 41,894.64 |
| 06-000-45000 | Interest Income | 2,500.00 | 6,865.66 | 4,000.00 | -230.42 | 11,873.82 | 0.00 | 296.85% | -7,873.82 |
| 06-000-46055 | Concession Income - Food Trucks | 12,550.00 | 9,689.95 | 12,500.00 | 0.00 | 2,165.69 | 0.00 | 17.33% | 10,334.31 |
| | 000 - Non-Departmental Total: | 752,550.00 | 637,821.80 | 791,500.00 | 78,042.51 | 747,144.87 | 0.00 | 94.40% | 44,355.13 |
| | Revenue Total: | 752,550.00 | 637,821.80 | 791,500.00 | 78,042.51 | 747,144.87 | 0.00 | 94.40% | 44,355.13 |

Budget to Actual

For Fiscal: 2019-2020 Period Ending: 06/30/2020

| Expense | Prior Year Budget | Prior Year YTD | 2019-2020 Budget | MTD Activity | YTD Activity | Encumbrances | Percentage | Remaining Balance | |
|--|---------------------------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------------|--------------------|
| 019 - Economic Development Corporation | | | | | | | | | |
| 06-019-50000 | Wages and Salaries | 189,574.00 | 131,346.34 | 190,736.00 | 8,000.00 | 105,928.10 | 0.00 | 55.54% | 84,807.90 |
| 06-019-50005 | Wages and Salaries - Seasonal | 0.00 | 4,944.64 | 6,000.00 | 0.00 | 789.01 | 0.00 | 13.15% | 5,210.99 |
| 06-019-50010 | Overtime | 0.00 | 0.00 | 0.00 | 0.00 | 81.48 | 0.00 | 0.00% | -81.48 |
| 06-019-50030 | Longevity Pay | 378.00 | 224.00 | 356.00 | 0.00 | 356.00 | 0.00 | 100.00% | 0.00 |
| 06-019-50050 | Social Security and Med Fica Contribu | 14,620.00 | 9,781.09 | 15,317.00 | 586.88 | 8,366.74 | 0.00 | 54.62% | 6,950.26 |
| 06-019-50060 | TMRS Contributions | 25,264.00 | 19,219.08 | 25,454.00 | 1,181.60 | 16,321.80 | 0.00 | 64.12% | 9,132.20 |
| 06-019-50070 | Health Insurance | 20,426.00 | 15,319.44 | 20,243.00 | 782.34 | 11,365.20 | 0.00 | 56.14% | 8,877.80 |
| 06-019-50080 | Dental Insurance | 571.00 | 428.40 | 571.00 | 26.16 | 352.08 | 0.00 | 61.66% | 218.92 |
| 06-019-50090 | Life and LTD Insurance | 382.00 | 0.00 | 386.00 | 0.00 | 0.00 | 0.00 | 0.00% | 386.00 |
| 06-019-50100 | Workers Compensation | 483.00 | 331.34 | 493.00 | 0.00 | 314.88 | 0.00 | 63.87% | 178.12 |
| 06-019-50110 | Unemployment Tax | 486.00 | 43.29 | 648.00 | 0.00 | 306.75 | 0.00 | 47.34% | 341.25 |
| 06-019-51020 | Utilities - Water | 0.00 | 16.50 | 0.00 | 0.00 | 98.05 | 0.00 | 0.00% | -98.05 |
| 06-019-51030 | Utilities - Communications | 4,224.00 | 3,132.81 | 2,364.00 | 28.35 | 2,317.18 | 0.00 | 98.02% | 46.82 |
| 06-019-51050 | Office Supplies | 2,400.00 | 3,085.28 | 3,000.00 | -108.13 | 1,402.43 | 0.00 | 46.75% | 1,597.57 |
| 06-019-51070 | Postage | 500.00 | 251.59 | 400.00 | 0.00 | 52.04 | 0.00 | 13.01% | 347.96 |
| 06-019-51230 | Business Retention Efforts | 5,000.00 | 244.26 | 4,000.00 | 0.00 | 12,801.87 | 0.00 | 320.05% | -8,801.87 |
| 06-019-51400 | Special Programming Supplies | 3,000.00 | 1,177.99 | 2,500.00 | 0.00 | 1,150.39 | 0.00 | 46.02% | 1,349.61 |
| 06-019-51510 | Small Tools and Equipment | 700.00 | 559.74 | 700.00 | 0.00 | 1,295.16 | 0.00 | 185.02% | -595.16 |
| 06-019-51800 | Dues and Subscriptions | 7,200.00 | 5,055.80 | 7,200.00 | 3,049.22 | 5,748.79 | 0.00 | 79.84% | 1,451.21 |
| 06-019-51810 | Employee Training | 8,000.00 | 12,330.96 | 10,000.00 | 0.00 | 2,770.85 | 0.00 | 27.71% | 7,229.15 |
| 06-019-52000 | Vehicle Repairs and Maintenance | 500.00 | 433.10 | 500.00 | 0.00 | 111.01 | 0.00 | 22.20% | 388.99 |
| 06-019-53002 | Professional Fees | 62,591.00 | 22,430.21 | 63,000.00 | -780.00 | 174,441.70 | 50,000.00 | 276.89% | -111,441.70 |
| 06-019-53060 | Printing Services | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 905.00 | 0.00 | 90.50% | 95.00 |
| 06-019-53220 | Backyard on 5th | 34,000.00 | 31,705.30 | 34,000.00 | 690.54 | 3,844.22 | 0.00 | 11.31% | 30,155.78 |
| 06-019-53380 | Advertising and Legal Publications | 83,000.00 | 54,076.05 | 83,000.00 | 1,096.50 | 46,828.64 | 0.00 | 56.42% | 36,171.36 |
| 06-019-53500 | Web Page Services | 7,000.00 | 622.29 | 7,000.00 | 0.00 | 3,476.62 | 0.00 | 49.67% | 3,523.38 |
| 06-019-54500 | Local Business Grant Program | 181,055.00 | 27,251.96 | 184,194.00 | 1,172.54 | 10,425.95 | 0.00 | 5.66% | 173,768.05 |
| 06-019-54505 | Small Business Grant Program | 0.00 | 0.00 | 0.00 | 20,400.00 | 20,400.00 | 0.00 | 0.00% | -20,400.00 |
| 06-019-55000 | Operating Transfer Out - General Fund | 113,675.00 | 85,256.64 | 145,287.00 | 12,107.27 | 108,965.43 | 0.00 | 75.00% | 36,321.57 |
| 019 - Economic Development Corporation Total: | | 766,029.00 | 429,268.10 | 808,349.00 | 48,233.27 | 541,217.37 | 50,000.00 | 66.95% | 267,131.63 |
| Expense Total: | | 766,029.00 | 429,268.10 | 808,349.00 | 48,233.27 | 541,217.37 | 50,000.00 | 66.95% | 267,131.63 |
| Fund 06 Revenue Over/(Under) Expenses | | -13,479.00 | 208,553.70 | -16,849.00 | 29,809.24 | 205,927.50 | -50,000.00 | -1,222.19% | -222,776.50 |
| Total Revenue Over/(Under) Expenses: | | -13,479.00 | 208,553.70 | -16,849.00 | 29,809.24 | 205,927.50 | -50,000.00 | -1,222.19% | -222,776.50 |

**Agenda Item Details**

| | |
|----------|--|
| Meeting | Jul 16, 2020 - Economic Development Corporation Meeting |
| Category | C. Regular Agenda Items |
| Subject | 1. Receive a presentation on the redesign of the SEDC website. |
| Access | Public |
| Type | Discussion, Information |

Public Content

Staff has been working with the SEDC marketing agency on design, theme, and content for the new website refresh. The agency will present the design for discussion.

**Agenda Item Details**

| | |
|----------|--|
| Meeting | Jul 16, 2020 - Economic Development Corporation Meeting |
| Category | C. Regular Agenda Items |
| Subject | 2. Receive an update on the SEDC Small Business Grant Program. |
| Access | Public |
| Type | Discussion, Information |

Public Content**BACKGROUND**

As a result of COVID-19, the SEDC created the Small Business Grant Program, offering grants of up to \$5000 to small businesses in Sachse that have suffered considerable losses. The program launched May 8th and continues until June 15th. Staff will update the Board on activity to date with the program.

POLICY CONSIDERATION

There are no policy considerations affiliated with this item.

RECOMMENDATION

None.



Agenda Item Details

| | |
|----------|--|
| Meeting | Jul 16, 2020 - Economic Development Corporation Meeting |
| Category | C. Regular Agenda Items |
| Subject | 3. Discuss and consider the preliminary 2020-2021 fiscal year Sachse Economic Development Corporation annual budget. |
| Access | Public |
| Type | Action, Discussion |

Public Content



City of Sachse

Sachse EDC

| | | 2019-2020 Total Budget | 2020-2021 Dept |
|---|---------------------------------|---------------------------|----------------|
| Fund: 06 - ECONOMIC DEVELOPMENT FUND | | | |
| Revenue | | | |
| 06-000-40060 | Sales Tax | 775000 | 807500 |
| 06-000-45000 | Interest Income | 4000 | 5000 |
| 06-000-46055 | Concession Income - Food Trucks | 12500 | 12500 |
| | Revenue Total: | 791500 | 825000 |
| Expense | | | |
| 06-019-50000 | Wages and Salaries | 190736 | 190736 |
| 06-019-50005 | Wages and Salaries - Seasonal | 6000 | 6000 |
| 06-019-50010 | Overtime | 0 | 0 |
| 06-019-50030 | Longevity Pay | 356 | 320 |
| 06-019-50050 | Social Security and Med Fica | 15317 | 15314 |
| 06-019-50060 | TMRS Contributions | 25454 | 25449 |
| 06-019-50070 | Health Insurance | 20243 | 20937 |
| 06-019-50080 | Dental Insurance | 571 | 1181 |
| 06-019-50090 | Life and LTD Insurance | 386 | 386 |
| 06-019-50100 | Workers Compensation | 493 | 493 |
| 06-019-50110 | Unemployment Tax | 648 | 648 |
| 06-019-51020 | Utilities - Water | 0 | 0 |
| 06-019-51030 | Utilities - Communications | 2364 | 1600 |
| 06-019-51050 | Office Supplies | 3000 | 3000 |
| 06-019-51070 | Postage | 400 | 400 |
| 06-019-51230 | Business Retention Efforts | 4000 | 12000 |
| 06-019-51400 | Special Programming Supplies | 2500 | 2500 |
| 06-019-51510 | Small Tools and Equipment | 700 | 700 |
| 06-019-51800 | Dues and Subcriptions | 7200 | 6500 |
| 06-019-51810 | Employee Training | 10000 | 7000 |
| 06-019-52000 | Vehicle Repairs and Maintenance | 500 | 500 |

| | | | |
|------------------------------|---------------------------------------|---------------|---------------|
| 06-019-53002 | Professional Fees | 63000 | 100000 |
| 06-019-53060 | Printing Services | 1000 | 1000 |
| 06-019-53220 | Backyard on 5th | 34000 | 25000 |
| 06-019-53380 | Advertising and Legal Publications | 83000 | 45000 |
| 06-019-53500 | Web Page Services | 7000 | 2000 |
| 06-019-54500 | Local Business Grant Program | 184194 | 185194 |
| 06-019-54505 | Small Business Grant Program | 0 | 25764 |
| 06-019-55000 | Operating Transfer Out - General Fund | 145287 | 145287 |
| | Expense Total: | 808349 | 824909 |

**Agenda Item Details**

| | |
|--------------------|---|
| Meeting | Jul 16, 2020 - Economic Development Corporation Meeting |
| Category | C. Regular Agenda Items |
| Subject | 4. 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 | Jul 16, 2020 - Economic Development Corporation Meeting |
| Category | D. Executive Session |
| Subject | 1. The Sachse Economic Development Corporation shall convene into Executive Session pursuant to Texas Government Code Section §551.087: Deliberation regarding Economic Development Negotiations: Discussion of Economic Development incentive for retail or commercial business projects seeking to locate within the City of Sachse. |
| Access | Public |
| Type | Closed Session |

Public Content



Agenda Item Details

| | |
|----------|---|
| Meeting | Jul 16, 2020 - Economic Development Corporation Meeting |
| Category | D. Executive Session |
| Subject | 2. The Sachse Economic Development Corporation shall convene into Executive Session pursuant to Texas Government Code Section §551.074 Personnel: Discuss the annual evaluation of the CEO. |
| Access | Public |
| Type | Closed Session |

Public Content