



**Thursday, November 17, 2022
Economic Development Corporation Meeting**

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

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 workshop or regular meeting 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 at 6 p.m. on Thursday, November 17, 2022, to consider the following items of business:
2. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.
3. Sachse Business Spotlight.

B. Public Comment

1. Public Comment: The public is invited at this time to address the Board. Please come to the microphone and state your name and address for the record. However, if your remarks pertain to a specific agenda item, please hold them until that item, at which time the presiding officer will solicit your comments. The time limit is 3 minutes per speaker. The Board is prohibited by state law from discussing any item not posted on the agenda according to the Texas Open Meetings Act, but may take comments under advisement. Issues raised may be referred to City staff for research and possible future action.

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 minutes of the October 27, 2022, meeting.
2. Accept the monthly revenue and expenditure report for the period ending September 30, 2022.

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, retail, business retention, and marketing projects.
2. Hold a discussion regarding small business grants and local business grants.

E. Regular Items / 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.


Leah K Granger, City Secretary

Posted: 11/14/2022 by 5pm _____ Removed: _____

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Amanda Chi, ADA Coordinator, via phone at 975.429.4770, via email at achi@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

A. Regular Meeting Opening

Subject	3. Sachse Business Spotlight.
Meeting	Nov 17, 2022 - Economic Development Corporation Meeting
Access	Public
Type	Information

BACKGROUND

In an effort to bolster business retention and expansion efforts, local Sachse businesses are selected and invited to attend EDC meetings. The goal for the Sachse Business Spotlight is to build and grow relationships between staff, the EDC, and the local business community.

OVERVIEW

Local businesses in Sachse are invited to present during the Sachse Business Spotlight.

POLICY CONSIDERATION

There are no policy considerations affiliated with this item.

RECOMMENDATION

Receive a brief introduction and update from a local Sachse business as part of the Sachse Business Spotlight.

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 minutes of the October 27, 2022, meeting.

Meeting Nov 17, 2022 - Economic Development Corporation Meeting

Access Public

Type Action (Consent), Minutes

Preferred Date Nov 17, 2022

Absolute Date Nov 17, 2022

Recommended Action Approve the minutes as presented.

BACKGROUND

Minutes of the October 27, 2022, meeting.

POLICY CONSIDERATION

There are no policy considerations affiliated with this item.

RECOMMENDATION

Approve the minutes as presented.

File Attachments
[10.27.22 EDC Minutes.pdf \(180 KB\)](#)

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.



The City of
SACHSE
Economic Development
Corporation

**Sachse Economic Development Corporation
Meeting Minutes
October 27, 2022**

The Board of Directors of the Sachse Economic Development Corporation (EDC) convened in a public meeting at 6:00 p.m. on Thursday, October 27, 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: Vice-President Marcia Harris-Daniel; Board members Teddy Kinzer, Mark Potter, Scott McMurdie, Richard Chandler, Jim Mason, and Chinelo Nwanze; Councilmember Michelle Howarth; Economic Development Manager Jerod Potts; Finance Director David Baldwin; and City Secretary Leah Granger.

Regular Meeting Opening:

1. Call to Order.

Ms. Harris-Daniel called the meeting to order at 6:05 p.m.

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

Mr. McMurdie gave the invocation and led the Board in the pledges.

3. Sachse Business Spotlight – Lavenders Floral Boutique.

Mr. Potts introduced Ashley Longoria, owner of Lavenders Floral Boutique at The Station, to give the Sachse Business Spotlight. Ms. Longoria mentioned she started the business five years ago and opened the storefront in April 2022. She designs arrangements for over 200 weddings per year, and her business does anything flowers and gifts related. Lavenders delivers Monday through Saturday within 10-miles. She explained that workshops are hosted roughly every six-weeks in the store. Ms. Longoria mentioned that she located her business in Sachse because she loves the area and wanted to be part of the community.

Public Comment:

No comments at this time.

Consent Agenda:

- 1. Approve the minutes of the September 22, 2022, regular meeting.**
- 2. Accept the monthly revenue and expenditure report for the period ending September 30, 2022.**
- 3. Approve the Consent Agenda as presented.**

Mr. Potter made a motion to approve all consent agenda items as presented. Mr. Chandler seconded the motion, and it carried unanimously.

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

Mr. Potts introduced new EDC Board member, Chinelo Nwanze. Ms. Nwanze gave a brief background about herself.

Mr. Potts gave an update on Sachse Fallfest, and the three platinum booth sponsorships that were provided by the EDC to Fit Body Boot Camp, Ted's Floor and Decor, and TNT Family Entertainment. He provided information about upcoming events, and an update on the Business Development Analyst position the City is seeking to fill. Mr. Potts mentioned the EDC logo update project will start soon in conjunction with the update to the EDC website. He mentioned staff has started to plan for the EDC Christmas gift, which will be delivered to various community partners and stakeholders. Mr. Potts presented a draft version of the new business guide currently in development. Councilmember Howarth suggested placing a link in the brochure where people can find additional information on the website. The Board suggested including contact information for electrical and other utility providers, and a list of frequently asked questions. Mr. Potts showed the Board the September Monthly Development Report.

- 2. Receive a presentation regarding the Distributive Education Clubs of America (DECA) program at Sachse High School.**

Chris Fleming, marketing teacher, and DECA advisor at Sachse High School introduced himself and explained the Sachse DECA chapter to the Board. In Sachse, DECA participants are marketing and business students. The local chapter has 55 members in 2022-2023, with a goal to grow the program and be active in the community. Mr. Fleming mentioned students go to conferences to participate in competitive events, go on field trips, and take part in campus social events.

Mr. Fleming talked about the ways DECA students can help businesses in the community, mentioning he hopes to launch an intern/job shadowing program in the fall. Talking about how the EDC and DECA can work together, he mentioned sponsorship programs, student recognition, scholarships, judging events at conferences, a school-based enterprise launch, in classroom experiences and mentorships.

Mr. Potts explained that Mr. Fleming was invited to speak to the EDC about opportunities for the Board to support the DECA program possibly utilizing the GISD Education Foundation grant received annually. The Board mentioned this being a perfect way to help students and businesses. The Board asked how DECA fits in with the Gilbreath-Reed Career and Technical Center (GRCTC), and Mr. Fleming responded that GRCTC has marketing classes and each high school in GISD has DECA. One of the Board members suggested having a competition to see how the students would market Sachse. The Board asked about how the EDC could support the program. Mr. Potts said he will continue to work with Mr. Fleming to come up with ideas for how we can partner, and would bring a participation framework to the Board.

3. Discuss and consider approval of the proposed EDC sponsorship policy.

Mr. Potts mentioned that the agenda item is the action to approve the sponsorship policy. He walked the Board through the proposed request process, noting the staff approval limit was revised as requested, from \$1,000 to \$5,000. The Board talked about how some opportunities for sponsorships would not necessarily be community relations, and would thus not apply to this policy. The Board talked through the proposed dollar threshold for items to be staff approved versus needing to come back to the Board for approval. The Board asked if there was an audit process, and Mr. Potts mentioned the Board would be updated through a periodic update. The Board talked about how the policy can be changed if something needs to be tweaked. The Board mentioned the policy helps prevent the approval process from being slowed down if there is not a meeting prior to requested funds being needed.

Mr. McMurdie made a motion to approve the EDC sponsorship policy as presented. Mr. Potter seconded the motion. There was then discussion about the motion.

Mr. McMurdie amended the motion to approve the proposed EDC sponsorship policy as presented removing items #3 and #4 from page 2 of the sponsorship form. Mr. Potter seconded the motion, and it carried 6-1 with Mr. Kinzer voting no.

Note: items #3 and #4 are still part of the adopted policy but removed from the document.

4. Consider and elect a President and Vice-President of the Economic Development Corporation Board of Directors.

The Board separated this action into two separate motions, rather than electing the President and Vice-President with one motion.

Ms. Harris-Daniel made a motion to elect Ms. Harris-Daniel as the President of the Economic Development Corporation Board of Directors. Ms. Nwanze seconded the motion, and it carried unanimously.

Ms. Harris-Daniel made a motion to elect Mr. McMurdie as Vice-President of the Economic Development Corporation Board of Directors. Mr. Potter seconded the motion, and it carried unanimously.

Ms. Harris-Daniel adjourned the meeting to Executive Session at 8:05 p.m.

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 incentives for retail or commercial business projects seeking to locate within the City of Sachse in the 5th Street District, generally located near State Highway (SH) 78 and 5th Street.**

Mr. Chandler left the meeting at 8:29 p.m.

The Board reconvened to regular session at 8:43 p.m.

Regular Items / Meeting Closing:

1. Adjournment

Ms. Harris-Daniel adjourned the meeting at 8:43 p.m.

APPROVE:

Marcia Harris-Daniel, 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 September 30, 2022.
Meeting	Nov 17, 2022 - Economic Development Corporation Meeting
Access	Public
Type	Action (Consent)
Recommended Action	Accept the monthly revenue and expenditure report for the period ending September 30, 2022.
Goals	Be a model of financial stewardship through growth management, responsible investment, and financial transparency.

BACKGROUND

The Sachse Economic Development Corporations Treasurer prepares a report each month to update the Board concerning the current year's budgetary process. This month's report consists of the summary financial report presented to City Council covering September 2022. Also included is a preliminary line-item budget report and balance sheet for October 2022.

RECOMMENDATION

Accept the monthly revenue and expenditure report for the period ending September 30, 2022.

File Attachments
EDC 9-30-22.pdf (87 KB)
EDC Budget Report 10-31-22 Preliminary.pdf (131 KB)
EDC Balance Sheet 10-31-22.pdf (77 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
 September 30, 2022
 (Unaudited)

SACHSE ECONOMIC DEVELOPMENT CORPORATION

100% of Year Completed

	Annual Budget	Current Month Actual	Actual YTD	YTD Actual as a Percent of Budget	Note Reference
Revenue Summary					
Sales Tax	\$ 975,000	\$ 115,912	\$ 1,336,648	137.1%	A
Other Income	10,000	-	10,000	100.0%	B
Interest Income	5,000	2,139	12,868	257.4%	C
Total Revenue	\$ 990,000	\$ 118,051	\$ 1,359,517	137.3%	
Expenditure Summary					
Expenditures	\$ 626,424	\$ 55,082	\$ 608,495	97.1%	D
Total Expenditures	\$ 626,424	\$ 55,082	\$ 608,495	97.1%	
Total Revenue Over/(Under) Expenses	\$ 363,576	\$ 62,969	\$ 751,022		

Explanation of Major Variances:

- A** Sales Tax collections exceed conservative budget projection
- B** Garland ISD grant received in December
- C** Interest income exceeds conservative budget projection
- D** Includes asbestos abatement and demolition (\$156K)



City of Sachse

Budget to Actual Account Summary

For Fiscal: 2022-2023 Period Ending: 10/31/2022

		Prior Year Budget	Prior Year Actual	2022-2023 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
Fund: 06 - ECONOMIC DEVELOPMENT FUND									
Revenue									
000 - Non-Departmental									
06-000-40060	Sales Tax	975,000.00	1,336,648.04	1,300,000.00	112,301.47	112,301.47	0.00	8.64%	1,187,698.53
06-000-45000	Interest Income	5,000.00	12,868.48	7,000.00	0.00	0.00	0.00	0.00%	7,000.00
06-000-46120	Misc Grants and Donations	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	100.00%	0.00
	000 - Non-Departmental Total:	990,000.00	1,359,516.52	1,317,000.00	122,301.47	122,301.47	0.00	9.29%	1,194,698.53
	Revenue Total:	990,000.00	1,359,516.52	1,317,000.00	122,301.47	122,301.47	0.00	9.29%	1,194,698.53

Budget to Actual

For Fiscal: 2022-2023 Period Ending: 10/31/2022

Expense	Prior Year Budget	Prior Year Actual	2022-2023 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
019 - Economic Development Corporation								
06-019-50000 Wages and Salaries	114,039.00	84,644.16	156,152.00	6,923.20	6,923.20	0.00	4.43%	149,228.80
06-019-50030 Longevity Pay	48.00	0.00	68.00	0.00	0.00	0.00	0.00%	68.00
06-019-50050 Social Security and Med Fica Contributio...	9,176.00	6,524.25	12,027.00	507.98	507.98	0.00	4.22%	11,519.02
06-019-50060 TMRS Contributions	16,575.00	12,747.42	22,906.00	1,008.72	1,008.72	0.00	4.40%	21,897.28
06-019-50070 Vacation/Sick Leave Buy Back	0.00	1,279.20	991.00	0.00	0.00	0.00	0.00%	991.00
06-019-50100 Workers Compensation	280.00	189.37	211.00	0.00	0.00	0.00	0.00%	211.00
06-019-50110 Unemployment Tax	630.00	9.00	504.00	0.00	0.00	0.00	0.00%	504.00
06-019-50575 Employee Insurance Transfer Out	0.00	18,647.00	27,316.00	0.00	0.00	0.00	0.00%	27,316.00
06-019-51030 Utilities - Communications	1,440.00	785.53	1,008.00	0.00	0.00	0.00	0.00%	1,008.00
06-019-51050 Office Supplies	3,000.00	477.73	5,750.00	0.00	0.00	0.00	0.00%	5,750.00
06-019-51070 Postage	400.00	0.00	400.00	0.00	0.00	0.00	0.00%	400.00
06-019-51230 Business Retention Efforts	10,000.00	4,660.12	10,000.00	0.00	0.00	0.00	0.00%	10,000.00
06-019-51500 Uniforms and Accessories	450.00	408.30	880.00	0.00	0.00	0.00	0.00%	880.00
06-019-51510 Small Tools and Equipment	1,000.00	473.20	1,000.00	0.00	0.00	0.00	0.00%	1,000.00
06-019-51550 Fuel and Lubricants	3,250.00	299.97	574.00	0.00	0.00	0.00	0.00%	574.00
06-019-51700 Community Relations	47,275.00	25,057.87	44,750.00	0.00	0.00	0.00	0.00%	44,750.00
06-019-51800 Dues and Subcriptions	20,446.88	49,308.37	51,692.00	0.00	0.00	0.00	0.00%	51,692.00
06-019-51810 Employee Training	7,715.50	7,252.76	7,900.00	1,845.00	1,845.00	0.00	23.35%	6,055.00
06-019-52000 Vehicle Repairs and Maintenance	1,000.00	1,097.26	1,000.00	0.00	0.00	0.00	0.00%	1,000.00
06-019-53000 Legal/Consulting Fees	0.00	370.00	10,000.00	0.00	0.00	0.00	0.00%	10,000.00
06-019-53002 Professional Fees	125,000.00	19,529.43	73,000.00	0.00	0.00	0.00	0.00%	73,000.00
06-019-53060 Printing Services	6,000.00	1,885.00	3,100.00	0.00	0.00	0.00	0.00%	3,100.00
06-019-53220 5th Street District	25,000.00	867.91	30,600.00	0.00	0.00	0.00	0.00%	30,600.00
06-019-53380 Advertising and Legal Publications	21,400.00	22,028.83	46,500.00	0.00	0.00	0.00	0.00%	46,500.00
06-019-53500 Web Page Services	5,000.00	7,098.00	9,225.00	0.00	0.00	0.00	0.00%	9,225.00
06-019-55000 Operating Transfer Out - General Fund	177,576.00	177,577.48	118,803.00	0.00	0.00	0.00	0.00%	118,803.00
019 - Economic Development Corporation Total:	596,701.38	443,218.16	636,357.00	10,284.90	10,284.90	0.00	1.62%	626,072.10
Expense Total:	596,701.38	443,218.16	636,357.00	10,284.90	10,284.90	0.00	1.62%	626,072.10
Fund 06 Revenue Over/(Under) Expenses	393,298.62	916,298.36	680,643.00	112,016.57	112,016.57	0.00	16.46%	568,626.43
Total Revenue Over/(Under) Expenses:	393,298.62	916,298.36	680,643.00	112,016.57	112,016.57	0.00	16.46%	568,626.43

Sachse Economic Development Corporation
Balance Sheet
10/31/2022

Assets:

Cash	\$1,034,266.40
Investments	2,754,197.60
Accts Receivable-Sales Tax	205,150.26
Other Receivable-TIF	504,000.00
Assets Held-Land	<u>2,197,981.68</u>

Total Assets **\$6,695,595.94**

Liabilities:

Payables	<u>\$11,375.37</u>
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Total Liabilities **\$11,375.37**

Equity:

Est. Fund Balance 9/30/2022	\$6,572,204.00
FY 2022 YTD Surplus	<u>112,016.57</u>

Total Equity **\$6,684,220.57**

Total Liabilities and Equity **\$6,695,595.94**

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, retail, business retention, and marketing projects.
Meeting	Nov 17, 2022 - 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, retail, business retention, and marketing projects.

D. Regular Agenda Items

Subject	2. Hold a discussion regarding small business grants and local business grants.
Meeting	Nov 17, 2022 - 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

The Sachse Economic Development Corporation budget contains account codes for a Small Business Grant Program and a Local Business Grant Program. The purpose of this agenda item is to have a preliminary policy discussion about these programs.

OVERVIEW

During the FY 2023 budget planning and approval process money was not specifically allocated to these account codes as staff wanted first to receive policy direction from the Economic Development Corporation.

POLICY CONSIDERATION

The EDC follows statutory requirements relative to economic development projects. There is not currently an active grant distribution policy for small business grants and local business grants.

RECOMMENDATION

Hold a discussion regarding small business grants and local business grants.