



# City of Sachse, Texas

## Meeting Agenda

### Economic Development Corporation

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Thursday, July 20, 2017

6:30 PM

Council Chambers

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The Board of Directors of the Economic Development Corporation of the City of Sachse will hold a Regular Meeting on Thursday, July 20, 2017, 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.*

[17-3898](#) Approve the minutes of the Sachse Economic Development Corporation regular meeting of June 15, 2017.

[17-3904](#) Accept the monthly revenue and expenditure report for the period ending May 31, 2017 and preliminary summary budget report for June 2017.

**Attachments:** [SEDC 05-31-17](#)

[EDC summary budget June 2017](#)

3. Regular Agenda Items.

[17-3899](#) Consider and take action on a report by the SEDC Business Retention and Expansion Committee Chair-Mike VanBuskirk.

[17-3903](#) Discuss and consider action on a request from Sachse Chamber of Commerce to sponsor their business education program.

[17-3900](#) Discuss and consider a new full-time Economic Development staff support position.

[17-3901](#) Discuss and consider the preliminary FY 2017-2018 Sachse Economic Development Corporation Annual Budget.

4. Executive Session.

[17-3902](#) Executive Session pursuant to the provisions of the Texas Government Code, Section 551.074 Personnel: To discuss the annual evaluation of CEO.

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: July 17, 2017; 5:00 p.m.

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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 #:** 17-3898      **Version:** 1      **Name:** SEDC meeting minutes of May 15, 2017  
**Type:** Agenda Item      **Status:** Agenda Ready  
**File created:** 7/16/2017      **In control:** Economic Development Corporation  
**On agenda:** 7/20/2017      **Final action:**  
**Title:** Approve the minutes of the Sachse Economic Development Corporation regular meeting of June 15, 2017.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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### Title

Approve the minutes of the Sachse Economic Development Corporation regular meeting of June 15, 2017.

### 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 June 15, 2017 as a consent item.



# City of Sachse, Texas

## Legislation Details (With Text)

<b>File #:</b>	17-3904	<b>Version:</b>	1	<b>Name:</b>	EDC Monthly Budget Report July 2017
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Agenda Ready
<b>File created:</b>	7/17/2017	<b>In control:</b>		<b>In control:</b>	Economic Development Corporation
<b>On agenda:</b>	7/20/2017	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Accept the monthly revenue and expenditure report for the period ending May 31, 2017 and preliminary summary budget report for June 2017.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">SEDC 05-31-17</a> <a href="#">EDC summary budget June 2017</a>				

Date	Ver.	Action By	Action	Result
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### Title

Monthly revenue and expenditure report for the period ending May 31, 2017 and preliminary summary budget report for June 2017.

### 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 report includes the revenue and expenditure report 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 as "preliminary" because the financial period has not been closed.

### Budgetary Considerations

None.

### Staff Recommendations

Accept the monthly revenue and expenditure report for the period ending May 31, 2017 and preliminary summary budget report for June 2017.

**City of Sachse**  
 Monthly Revenue and Expenditure Report  
 May 31, 2017  
 (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 67%
<b>Revenue Summary</b>					
Sales Tax	\$ 691,944	\$ 71,007	\$ 509,594	73.65%	
Other Income	\$ -	\$ -	\$ 502,845		<b>A</b>
Interest Income	3,000	243	1,657	55.23%	
<b>Total Revenue</b>	<b>\$ 694,944</b>	<b>\$ 71,250</b>	<b>\$ 1,014,095</b>	<b>145.92%</b>	
<b>Expenditure Summary</b>					
Expenditures	688,809	27,123	197,565	28.68%	
<b>Total Expenditures</b>	<b>\$ 688,809</b>	<b>\$ 27,123</b>	<b>\$ 197,565</b>	<b>28.68%</b>	
<b>Total Revenue Over/Under Expenses</b>	<b>\$ 6,135</b>	<b>\$ 44,128</b>	<b>\$ 816,530</b>		

**Explanation of Major Variances:**

**A** Proceeds from sale of land



City of Sachse

# Budget to Actual Account Summary

For Fiscal: 2016-2017 Period Ending: 06/30/2017

	Prior Year Budget	Prior Year YTD	2016-2017 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance	
<b>Fund: 06 - ECONOMIC DEVELOPMENT FUND</b>									
Revenue									
<b>000 - Non-Departmental</b>									
06-000 40060	Sales Tax	609,759.00	518,318.14	691,944.00	54,381.12	563,974.75	0.00	81.51 %	127,969.25
06-000-45000	Interest Income	8,000.00	3,500.69	3,000.00	0.00	1,656.78	0.00	55.23 %	1,343.22
06-000 49031	Other Financing Sources-Gains/Losses	0.00	0.00	0.00	0.00	502,844.54	0.00	0.00 %	-502,844.54
	<b>000 - Non-Departmental Total:</b>	<b>617,759.00</b>	<b>521,818.83</b>	<b>694,944.00</b>	<b>54,381.12</b>	<b>1,068,476.07</b>	<b>0.00</b>	<b>153.75 %</b>	<b>-373,532.07</b>
	<b>Revenue Total:</b>	<b>617,759.00</b>	<b>521,818.83</b>	<b>694,944.00</b>	<b>54,381.12</b>	<b>1,068,476.07</b>	<b>0.00</b>	<b>153.75 %</b>	<b>-373,532.07</b>

Budget to Actual

For Fiscal: 2016-2017 Period Ending: 06/30/2017

Expense	Prior Year Budget	Prior Year YTD	2016-2017 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
<b>019 - Economic Development Services</b>								
06-019-50000 Wages and Salaries	109,304.00	81,813.16	107,807.00	11,506.78	79,475.88	0.00	73.72 %	28,331.12
06-019-50030 Longevity Pay	122.00	80.00	194.00	0.00	128.00	0.00	65.98 %	66.00
06-019-50050 Social Security and Med Fica Contribut	8,371.00	5,850.56	8,455.00	833.48	5,686.34	0.00	67.25 %	2,768.66
06-019-50060 TMRS Contributions	11,844.00	9,337.56	12,577.00	1,484.13	9,762.61	0.00	77.62 %	2,814.39
06-019-50070 Health Insurance	5,592.00	4,459.05	6,411.00	609.04	4,957.90	0.00	77.33 %	1,453.10
06-019-50080 Dental Insurance	268.00	179.80	127.00	21.90	118.00	0.00	92.91 %	9.00
06-019-50090 Life and LTD Insurance	246.00	0.00	248.00	0.00	0.00	0.00	0.00 %	248.00
06-019-50100 Workers Compensation	370.00	256.30	370.00	0.00	347.00	0.00	93.78 %	23.00
06-019-50110 Unemployment Tax	414.00	319.04	342.00	1.04	31.51	0.00	9.21 %	310.49
06-019-51030 Utilities - Communications	1,560.00	1,236.09	1,560.00	230.71	863.95	0.00	55.38 %	696.05
06-019-51050 Office Supplies	2,000.00	1,957.75	2,400.00	120.14	1,208.92	0.00	50.37 %	1,191.08
06-019-51070 Postage	1,000.00	186.93	500.00	0.00	121.05	0.00	24.21 %	378.95
06-019-51230 Business Retention Efforts	7,000.00	1,618.89	7,000.00	34.95	3,695.09	0.00	52.79 %	3,304.91
06-019-51400 Special Programming Supplies	3,500.00	4,190.82	3,500.00	21.08	1,843.90	0.00	52.68 %	1,656.10
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	3,580.00	4,295.67	6,000.00	0.00	2,540.00	0.00	42.33 %	3,460.00
06-019-51810 Employee Training	9,000.00	7,771.83	9,000.00	2,515.17	10,824.10	0.00	120.27 %	-1,824.10
06-019-52000 Vehicle Repairs and Maintenance	300.00	-2,482.56	300.00	2.31	545.88	0.00	181.96 %	-245.88
06-019-53002 Professional Fees	190,000.00	7,006.43	90,000.00	8,138.75	38,874.48	0.00	43.19 %	51,125.52
06-019-53060 Printing Services	2,600.00	0.00	2,600.00	0.00	439.36	0.00	16.90 %	2,160.64
06-019-53380 Advertising and Legal Publications	114,500.00	45,460.97	114,500.00	10,257.50	29,151.01	0.00	25.46 %	85,348.99
06-019-53500 Web Page Services	7,000.00	1,823.76	7,000.00	0.00	1,914.94	0.00	27.36 %	5,085.06
06-019-54500 Local Business Grant Program	164,000.00	12,000.00	246,000.00	0.00	0.00	0.00	0.00 %	246,000.00
06-019-55000 Operating Transfer Out - General Fund	56,540.00	42,405.12	61,218.00	0.00	40,812.00	0.00	66.67 %	20,406.00
<b>019 - Economic Development Services Total:</b>	<b>699,811.00</b>	<b>229,767.17</b>	<b>688,809.00</b>	<b>35,776.98</b>	<b>233,341.92</b>	<b>0.00</b>	<b>33.88 %</b>	<b>455,467.08</b>
<b>Expense Total:</b>	<b>699,811.00</b>	<b>229,767.17</b>	<b>688,809.00</b>	<b>35,776.98</b>	<b>233,341.92</b>	<b>0.00</b>	<b>33.88 %</b>	<b>455,467.08</b>
<b>Fund 06 Revenue Over/(Under) Expenses</b>	<b>-82,052.00</b>	<b>292,051.66</b>	<b>6,135.00</b>	<b>18,604.14</b>	<b>835,134.15</b>	<b>0.00</b>	<b>13,612.62 %</b>	<b>-828,999.15</b>
<b>Total Revenue Over/(Under) Expenses:</b>	<b>-82,052.00</b>	<b>292,051.66</b>	<b>6,135.00</b>	<b>18,604.14</b>	<b>835,134.15</b>	<b>0.00</b>	<b>13,612.62 %</b>	<b>-828,999.15</b>



# City of Sachse, Texas

## Legislation Details (With Text)

**File #:** 17-3899      **Version:** 1      **Name:** BR&E Committee  
**Type:** Agenda Item      **Status:** Agenda Ready  
**File created:** 7/16/2017      **In control:** Economic Development Corporation  
**On agenda:** 7/20/2017      **Final action:**  
**Title:** Consider and take action on a report by the SEDC Business Retention and Expansion Committee Chair-Mike VanBuskirk.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### Title

Consider and take action on a report by the SEDC Business Retention and Expansion (BR&E) Committee Chair-Mike VanBuskirk.

### Background

During the March 2017 SEDC Board Meeting, board member Lyndsey Rhode presented an agenda item to discuss how the SEDC could better serve and support small businesses in Sachse. As a result of the discussion, the board decided to initiate a Small Business Committee focused on business retention and expansion. Mike VanBuskirk volunteered to Chair the Committee and Lyndsey Rhode and Marcia Harris-Daniel volunteered to serve as well. The Committee will meet on a monthly basis and provide a report on their activity on a regular basis.

### Policy Considerations

None.

### Budgetary Considerations

There is a line item dedicated to Business Retention Efforts in the approved SEDC budget.

### Staff Recommendations

Receive the Committee report and take action as necessary.





# City of Sachse, Texas

## Legislation Details (With Text)

<b>File #:</b>	17-3903	<b>Version:</b>	1	<b>Name:</b>	Sachse Chamber Sponsorship Request
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Agenda Ready
<b>File created:</b>	7/16/2017	<b>In control:</b>		<b>In control:</b>	Economic Development Corporation
<b>On agenda:</b>	7/20/2017	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Discuss and consider action on a request from Sachse Chamber of Commerce to sponsor their business education program.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>					

Date	Ver.	Action By	Action	Result
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### Title

Discuss and consider action on a request from Sachse Chamber of Commerce to sponsor their business education program.

### Background

As a result of recent discussions regarding the Sachse Chamber of Commerce and the Sachse Economic Development Corporation partnering together to help small businesses in the community, the Chamber President approached the EDC requesting sponsorship of quarterly business education programs to the business community in Sachse. This aligns with the Chamber mission to “support and promote business” as well as the EDC mission of “supporting economic development activities to retain, expand and attract businesses.”

The Chamber would invite Sachse business owners and representatives to attend, eat breakfast, and listen to a guest speaker who will inform, coach, and/or inspire the local business community. An effort would be made to get dynamic speakers to make it worth the business owners’ time to attend. The event would serve two purposes to our business owners: they are given an opportunity to learn and grow and at the same time are shown they are appreciated by the Chamber and EDC.

The Chamber is requesting \$1300 from the Sachse Economic Development Corporation to sponsor the first event. The cost for future seminars may vary, so the Chamber plans to create another proposal at a later date for the later events. The Sachse Economic Development Corporation logo will be listed on all advertising for this event as well as signage at the event. The Chamber of Commerce staff will handle the planning and execution of the event, so no time is requested of the EDC staff.

### Policy Considerations

None.

### Budgetary Considerations

Funds for business outreach and support are included in the annual SEDC operating budget in the Business Retention Efforts line item.

Staff Recommendations

None.



# City of Sachse, Texas

## Legislation Details (With Text)

<b>File #:</b>	17-3900	<b>Version:</b>	1	<b>Name:</b>	New Staff position
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Agenda Ready
<b>File created:</b>	7/16/2017	<b>In control:</b>		<b>In control:</b>	Economic Development Corporation
<b>On agenda:</b>	7/20/2017	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Discuss and consider a new full-time Economic Development staff support position.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>					

Date	Ver.	Action By	Action	Result
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### Title

Discuss and consider a new full-time Economic Development staff support position.

### Background

The Sachse Economic Development Corporation is experiencing a transition/growth period and it has become necessary to hire additional staff in order to carry out the Corporation's goals successfully.

### Policy Considerations

None.

### Budgetary Considerations

The salary for this position for FY '16-'17 can be absorbed in approved operating budget. The position has been added to the draft FY '17-'18 budget.

### Staff Recommendations

Discuss and take action as necessary.



# City of Sachse, Texas

## Legislation Details (With Text)

**File #:** 17-3901      **Version:** 1      **Name:** Fiscal Year 2017-2018 Draft Budget for SEDC  
**Type:** Agenda Item      **Status:** Agenda Ready  
**File created:** 7/16/2017      **In control:** Economic Development Corporation  
**On agenda:** 7/20/2017      **Final action:**  
**Title:** Discuss and consider the preliminary FY 2017-2018 Sachse Economic Development Corporation Annual Budget.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### Title

Discuss and consider the preliminary FY 2017-2018 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

None.

### Budgetary Considerations

2017-2018 Annual Budget discussion.

### Staff Recommendations

Review budget as Regular Agenda item.



# City of Sachse, Texas

## Legislation Details (With Text)

**File #:** 17-3902      **Version:** 1      **Name:** Convene Executive Session  
**Type:** Agenda Item      **Status:** Agenda Ready  
**File created:** 7/16/2017      **In control:** Economic Development Corporation  
**On agenda:** 7/20/2017      **Final action:**  
**Title:** Executive Session pursuant to the provisions of the Texas Government Code, Section 551.074  
Personnel: To discuss the annual evaluation of CEO.

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 the provisions of the Texas Government Code Section 551.074: To discuss the annual evaluation of CEO.

Consider any action necessary 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

None.

Staff Recommendations

None.