

4B DEVELOPMENT CORPORATION

MEETING AGENDA

JUNE 28, 2022, 6:00 PM



4B DEVELOPMENT CORPORATION REGULAR MEETING

HISTORIC CHURCH BUILDING - 403 N 7TH STREET, SANGER, TEXAS

CALL THE REGULAR MEETING TO ORDER, ESTABLISH A QUORUM, AND PLEDGE

CITIZENS COMMENTS

This is an opportunity for citizens to address the Corporation on any matter. Comments related to public hearings will be heard when the specific hearing begins. Citizens are allowed 3 minutes to speak. Each speaker must complete the Speaker's Form and include the topic(s) to be presented. Citizens who wish to address the Corporation with regard to matters on the agenda will be received at the time the item is considered. The Corporation is not allowed to converse, deliberate or take action on any matter presented during citizen input.

CONSENT AGENDA

All items on the Consent Agenda will be acted upon by one vote without being discussed separately unless requested by a Board member to remove the item(s) for additional discussion. Any items removed from the Consent Agenda will be taken up for individual consideration.

- [1.](#) Approval of the minutes from the May 24, 2022 meeting.

REPORTS

Director of Economic Development

- [2.](#) Miracle Field Park Project
- [3.](#) 4B Monthly Sales Tax Report - May 31, 2022

ACTION ITEMS

- [4.](#) Consideration and possible action on changes to the Property Enhancement Grant program.
- [5.](#) Consider and possible action on transferring \$25,000 from Promotional and Community Events to the Property Enhancement Grant Program.
- [6.](#) Consideration and possible action on the 4B Fiscal Year 2022-2023 budget.

FUTURE AGENDA ITEMS

The purpose of this item is to allow the President and Board members to bring forward items they wish to discuss at a future meeting, A Board member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting. Items may be placed on a future meeting agenda with a consensus of the Corporation or at the call of the President.

ADJOURN

NOTE: The Corporation reserves the right to adjourn into Executive Session as authorized by Texas Government Code, Section 551.001, et seq. (The Texas Open Meetings Act) on any item on its open meeting agenda in accordance with the Texas Open Meetings Act, including, without limitation Sections 551.071-551.087 of the Texas Open Meetings Act.

CERTIFICATION

I certify that a copy of this meeting notice was posted on the bulletin board at City Hall is readily accessible to the general public at all times and posted on the City of Sanger website on June 23, 2022 at 3:00 PM.

/s/ **Stefani Dodson**
Stefani Dodson, Secretary

The Historical Church is wheelchair accessible. Request for additional accommodations or sign interpretation or other special assistance for disabled attendees must be requested 48 hours prior to the meeting by contacting the City Secretary's Office at 940.458.7930.



4B DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 26, 2022

FROM: Shani Bradshaw, Director of Economic Development

AGENDA ITEM: Approval of the minutes from the May 24, 2022 meeting.

SUMMARY:

NA

FISCAL INFORMATION:

Budgeted: NA

Amount: \$0.00

GL Account: XXX.XX.XXXX

NA

RECOMMENDED MOTION OR ACTION:

Approve the May 24, 2022 minutes as presented.

ATTACHMENTS:

May 24, 2022 4B Board Meeting Minutes



MINUTES
4B ECONOMIC DEVELOPMENT BOARD
TUESDAY, MAY 24, 2022
6:00 PM
HISTORIC CHURCH BUILDING - 403 NORTH 7TH STREET
SANGER, TEXAS

BOARD MEMBERS PRESENT:

John Payne, Beverly Howard, Eddie Piercy, Stephanie Wood, Jeff Springer

BOARD MEMBERS ABSENT:

Carrie Bilyeu, William Lester

STAFF MEMBERS PRESENT:

Director of Economic Development Shani Bradshaw, Secretary Stefani Dodson

1. Call Meeting to Order, Establish a Quorum (Roll Call), Invocation.

With there being a quorum John Payne called the meeting to order at 6:00 p.m. John Payne led the invocation and pledge.

2. CITIZEN INPUT:

No citizens came forward to speak.

3. CONSENT AGENDA:

Jeff Springer made a motion to accept the consent agenda. Eddie Piercy seconded the motion. Motion passes unanimously.

a. Approval of Minutes

1. MINUTES FROM 03-22-2022

4. Consider Any Items Removed from Consent Agenda.

No items were discussed.

REGULAR AGENDA

5. PROPERTY ENHANCEMENT GRANT

Discuss, consider, and possible action on Property Enhancement Improvement Grant for 302 Bolivar Street.

Director of Economic Development Shani Bradshaw explained to the board that Bolivar St. Revival has applied for the grant. They are wanting it for lighting and multiple electrical outlets. She let the board know about the application along with the bids that were received.

John Payne made a motion to approve \$5000.00 grant for Bolivar Street Revival. Beverly Howard seconded the motion. Jeff Springer and Eddie Piercy had to recuse themselves from the vote. Passes with a 3-0 vote.

6. INFORMATION ITEMS:

a. PORTER PARK RENOVATIONS UPDATE

Director of Economic Development Shani Bradshaw gave an update on the park renovations.

b. FINANCIAL REPORTS

Director of Economic Development Shani Bradshaw gave an update.

c. DIRECTOR'S REPORT

Director of Economic Development Shani Bradshaw gave an update.

7. FUTURE AGENDA ITEMS:

No items were discussed.

8. ADJOURN.

No further items on the agenda John Payne adjourned the meeting at 6:57 pm.



4B DEVELOPMENT CORPORATION COMMUNICATION

DATE: June 26, 2022

FROM: Shani Bradshaw, Director of Economic Development

AGENDA ITEM: Miracle Field Park Project

SUMMARY:

- Baseball Field designed for children with disabilities
- Pa
- Park land east of 35

FISCAL INFORMATION:

Budgeted: YES/NO

Amount: \$0.00

GL Account: XXX.XX.XXXX

NA

RECOMMENDED MOTION OR ACTION:

NA

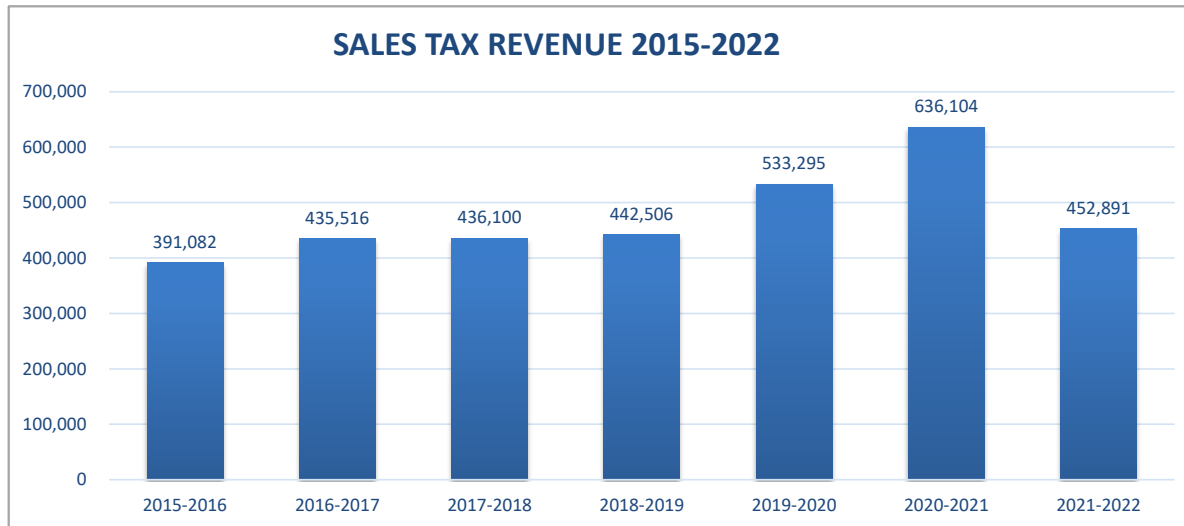
ATTACHMENTS:

NA

SALES TAX REVENUE REPORT

Month	Total	2015-2016	Total	2016-2017	Total	2017-2018	Total	2018-2019	Total	2019-2020	Total	2020-2021	Total	2021-2022	Total
OCT	26,843	29,528	29,528	33,532	33,532	36,117	36,117	35,425	35,425	41,961	41,961	52,602	52,602	50,303	50,303
NOV	58,740	36,744	66,272	36,725	70,257	38,951	75,068	36,853	72,278	42,075	84,036	50,054	102,656	55,222	105,525
DEC	87,526	30,055	96,327	37,133	107,390	32,669	107,737	36,420	108,698	44,092	128,128	52,405	155,061	48,145	153,670
JAN	129,336	28,916	125,243	32,386	139,776	34,264	142,001	33,403	142,102	27,585	155,713	44,941	200,002	56,155	209,825
FEB	168,245	35,203	160,446	42,385	182,161	48,966	190,967	36,966	179,068	70,059	225,772	62,144	262,146	76,753	286,579
MAR	198,086	30,091	190,537	34,273	216,434	32,712	223,679	32,428	211,496	40,966	266,738	49,700	311,846	57,471	344,049
APR	227,415	31,321	221,858	29,088	245,522	28,440	252,119	32,984	244,481	35,736	302,474	48,180	360,026	44,446	388,495
MAY	261,056	34,401	256,259	42,345	287,867	39,427	291,546	43,134	287,615	41,692	344,166	63,691	423,717	64,396	452,891
JUN	290,086	32,746	289,005	30,853	318,720	31,811	323,357	36,456	324,071	50,482	394,647	47,099	470,816		
JUL	317,886	32,803	321,808	35,710	354,430	34,802	358,159	36,977	361,048	49,189	443,837	50,290	521,106		
AUG	353,373	37,628	359,436	42,725	397,155	39,661	397,820	42,598	403,646	47,386	491,222	62,523	583,629		
SEP	386,739	31,646	391,082	38,361	435,516	38,280	436,100	38,860	442,506	42,073	553,295	52,474	636,104		
TOTAL	386,739	391,082	391,082	435,516	435,516	436,100	436,100	442,506	442,506	533,295	533,295	636,104	636,104	452,891	
BUDGET	66,739	362,500	28,582	362,500	73,016	385,000	51,100	385,000	57,506	385,000	148,295	462,500	173,604	600,000	(600,000)

May			Year to Date		
Actual 2020-2021	Actual 2021-2022	% Change	Actual 2020-2021	Actual 2021-2022	% Change
63,691	64,396	1%	423,717	452,891	9%





4B DEVELOPMENT CORPORATION COMMUNICATION

DATE: July 26, 2022

FROM: Shani Bradshaw, Director of Economic Development

AGENDA ITEM: Consideration and possible action on the matching funds grant program changes

SUMMARY:

- City Council approved the Property Enhancement Program on 02-01-2020
- Current program provides a maximum matching grant of \$5,000 for eligible improvements
- Staff researched the possibility of increasing the amount and scope of the grant program
- Increase matching grant program to \$10,000
- Remove eligibility period
- Increase sign grant category

FISCAL INFORMATION:

Budgeted: YES

Amount: \$20,000

GL Account: 76-5603

RECOMMENDED MOTION OR ACTION:

Staff recommends approval.

ATTACHMENTS:

Prepared policy and application



Property Enhancement Incentives Program

Sanger, Texas
Property Enhancement Incentives Policy

WHEREAS, the City Council of the City of Sanger, Texas (Council) desires to implement a matching grant program to encourage the development, retention, or expansion of business enterprises in the City; and

WHEREAS, Chapter 380 of the Texas Local Government Code authorizes municipalities to establish and provide for the administration of programs that promote economic development and stimulate business and commercial activity in the City; and

WHEREAS, the Sanger Texas Development Corporation on November 24, 2020 considered and recommended the City Council approve this Property Enhancement Incentives Policy (Policy); and

WHEREAS, the City Council on February 01, 2021 considered and approved Resolution 11-14-20 approving the Policy.

BE IT KNOWN THAT, the terms and conditions of the Policy, having been reviewed by the Council and found to be acceptable and in the best interest of the City and its citizens and businesses, are hereby approved.

Section 1.
Introduction & Goals

This program is a matching grant program that reimburses commercial property owners or business operators for Eligible Enhancements made to the Property. The goals of this Policy are to:

- 1.1. Enhance the commercial viability and sustainability of commercial properties in the City;
- 1.2. Improve the physical appearance of businesses and visibly enhance the City's commercial corridors;
- 1.3. Increase the marketability and occupancy rate of commercial buildings hindered by an outdated appearance;
- 1.4. Increase the safety of a commercial area and stimulate more public interaction; and
- 1.5. Provide incentives in areas and to businesses most likely to stimulate similar enhancements by other private entities.

Section 2.
Definitions

The following definitions shall apply to the terms used in this Policy:

Agreement: A written performance agreement between the Board and the Applicant.

Applicant: Shall mean the Property owner or business occupant signing the Application for a Property Enhancement Grant.

Application: Shall mean the Application for Property Enhancement Incentives as maintained by Staff.

Board: Shall mean the Board of Directors of the Sanger Texas Development Corporation of the City (STDC).

City: The City of Sanger, Texas.

City Council: The City Council of the City.

Code Violations: Shall be any violation of the City's code of ordinances.

Construction Costs: The cost of permits, fees, construction materials, and installation labor. All other associated costs are deemed excluded, including, but not exclusively, the following costs: design, construction document preparation, bidding, sweat equity and construction financing.

Eligible Enhancements: Shall mean the Enhancements identified as eligible in Section 4 herein.

Enhancements: Shall be as defined in Section 4 herein.

Façade: Shall mean the exterior of a building.

Notice to Proceed: A written notice authorizing the Applicant to begin construction as approved.

Policy: Shall mean this Property Enhancements Incentives Policy (PEIP).

Property: Shall mean the physical lot and / or building to which Enhancements are being made.

Property Enhancement Grant: Shall mean the financial support to make designated Property Enhancements as approved, and sometimes referred to as "Grant."

Staff: Shall mean the City Manager or their designee.

Section 3. **Eligibility**

The following Properties and Businesses are eligible to receive Grants.

- 3.1. Properties: Only properties meeting the following requirements at the time an Application is submitted shall be eligible to receive Grants as outlined by this Policy:
 - 3.1.1. Within the City: Property must be located within the City's municipal boundaries.
 - 3.1.2. Non-Residentially Zoned: Property must be zoned for uses other than residential uses and the current use of the Property may not be residential.
 - 3.1.3. Tax-Paying Entity: The Property must be subject to the City's Ad Valorem property tax.
 - 3.1.4. Financial Standing: Property shall be in good standing as it relates to taxes or any monies due to the City or the STDC.
 - 3.1.5. City Liens: Property shall be in good standing as it relates to any liens held by the City.
 - 3.1.6. Ownership: Property owners must provide sufficient proof of ownership.
 - 3.1.7. Code Violations: Property must not have any outstanding code violations.
 - 3.1.8. Frequency: Property must not have received a Grant for the same category of Enhancement (e.g. Façade, Landscaping) in a twelve (12) month period.
- 3.2. Businesses: Only businesses meeting the following requirements shall be eligible to receive benefits outlined by this Policy:
 - 3.2.1. Financial Standing: The business shall be in good standing as it relates to taxes or any monies due to the City.
 - 3.2.2. Tax-Paying Entity: The business must be a tax-paying entity.
 - ~~3.2.3. Operations in City: The business must have maintained continuous operations in the City for a minimum of six (6) months.~~
 - 3.2.4. Property Owner Approval: Businesses, if not the owner of the property to be occupied, must provide a copy of their lease agreement and support of the Application from the Property owner prior to approval of the Application.

Section 4. Enhancements

- 4.1. Aspirations: As with any policy or regulation, it is difficult to precisely regulate factors that are not easily defined. With that in mind, the following are to be considered aspirations for contemplated Enhancements:
- Enhancements should be compatible with the character and architecture of the individual building and those in proximity;
 - Where appropriate, Enhancements may act as a catalyst to create a unique environment;
 - Enhancements should make the Property more inviting to the public; and
 - Enhancements should be functional as well as visually appealing.
- 4.2. General Enhancement Eligibility: Property Enhancements shall be deemed as eligible or ineligible for the benefits of this Policy as defined below. In general, the following Enhancements, though not exclusively, are ineligible for all Grants:
- Any Enhancement that does not comply with existing ordinances of the City;
 - Any Enhancements made prior to the Notice to Proceed;
 - Sweat equity or “in-kind” services;
 - New construction which is not specifically listed in this Policy as an Eligible Enhancement;
 - Any Enhancements to eliminate Code Violations of a Property or Business;
 - Fees for designing, engineering, surveying, legal services, financing, etc.; or
 - Any Enhancements not identified as eligible below. A potential applicant may discuss an enhancement not identified below with City staff to ascertain whether or not the enhancement meets the Purpose and Intent of this Policy. If so, an amendment to this Policy may be placed before the Board to make a recommendation to the City Council who shall determine the merits of including a new eligible enhancement.
- 4.3. Façade Enhancements: The following are Eligible Enhancements except as noted otherwise:
- 4.3.1. Façade Materials: Replacing deteriorated or unsafe façade materials with brick, stone, tile, wood, or siding meeting the City’s masonry requirements or architectural standards, if any. Removal of “slip” coverings of prior façade materials and re-establishment of historic façade details. Repointing of mortared joints, replacement or repair of damaged masonry.
- 4.3.2. Cleaning: Pressure washing or sand blasting existing facades, cleaning of tiles.
- 4.3.3. Painting: Scraping, priming and otherwise preparing the surface and painting.
- 4.3.4. Window / Doors: Replacement of or improvements to existing windows or doors that are visible from a public street. New windows and doors matching replaced windows or doors. Replacement of broken glass panes.
- 4.3.5. Awnings / Canopies: Replacement of or improvements to existing awnings or canopies. New awnings or canopies.
- 4.3.6. Historical Restoration: Restoration of architectural details of historic significance and / or removal of elements covering such details.
- 4.3.7. Roof Repair: Replacement or repair of all or portions of the roof.
- 4.3.8. Gutters and Downspouts: Replacement or repair of existing gutters and / or downspouts.

- 4.3.9. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: burglar bars, painting a new building.
- 4.4. Interior Renovation: The following are Eligible Enhancements except as noted otherwise:
- 4.4.1. Renovations: Renovations that enhance the commercial usability of the building.
- 4.4.2. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: painting, wallpaper, aesthetic treatments, and lighting.
- 4.5. Landscaping: The following are Eligible Enhancements except as noted otherwise:
- 4.5.1. Edging: Providing a perimeter to shrub beds with materials deemed to be of a long life, e.g. brick, stone, concrete, steel.
- 4.5.2. Shrubs and Trees: Shrubs and / or trees of a variety that are sustainable in the area when combined with removal of existing shrubs and / or trees that are either overgrown or of poor quality.
- 4.5.3. Seasonal Color: Providing one-time planting of annual or perennial flowers in critical areas adequate to provide an appealing impact.
- 4.5.4. Irrigation: Automatic irrigation system complying with all code requirements. Irrigation may be required with any other Landscaping Grant.
- 4.5.5. Lawn Renovation: Removal or re-establishment of an existing lawn with a desirable type of lawn. (An automatic irrigation system is required with this Enhancement.)
- 4.5.6. Fencing: Replacement of fencing or installation of new fencing that is visually appealing.
- 4.5.7. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: landscape pruning, mowing and / or maintenance.
- 4.6. Lighting: The following are Eligible Enhancements:
- 4.6.1. Pedestrian: Increases in lighting in pedestrian areas on or adjacent to the Property, e.g. sidewalks, parking lots.
- 4.6.2. Accents: Lighting that accentuates features of the building or Property creating a pleasant ambience on the Property.
- 4.6.3. Signage: Lighting that illuminates signage identifying the business.
- 4.7. Parking / Driveways: The following are Eligible Enhancements except as noted otherwise:
- 4.7.1. Reconstruction: Removal of existing pavement, gravel, curbing, drives, accessibility ramps, etc. and replacement with reconstruction meeting City requirements.
- 4.7.2. Resurfacing: Re-topping asphalt parking areas.
- 4.7.3. Restriping: Repainting of parking stall stripes and / or fire lane graphics meeting the City's requirements.
- 4.7.4. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: Installation, repair or replacement of any surface that is not an all-weather hard surface as required by the City's code of ordinances.
- 4.8. Pedestrian Amenities: The following are Eligible Enhancements:
- 4.8.1. Paving: Paving of a unique nature in areas that allow customers to congregate.
- 4.8.2. Seating Areas: Provisions for seating in areas where customers may congregate before, during or after supporting the business.

- 4.8.3. Shade: Provisions for shading pedestrian areas to include permanent or temporary canopies, awnings, umbrellas or similar shade structures.
- 4.8.4. Music: Provisions for permanent installation of fixtures to accommodate providing music in areas where customers congregate.
- 4.8.5. Trash Receptacles: Trash receptacles establishing or matching a design theme utilized throughout the pedestrian areas.
- 4.8.6. Play Equipment: Recreational equipment intended for the entertainment of children when placed on private property in close proximity to the primary building.
- 4.9. Signage: The following are Eligible Enhancements. The replacement of signs that do not conform to current City requirements is a priority for the City.
 - 4.9.1. Replacing Signs: Replacing existing signs, with new signage that complies with all City requirements.
 - 4.9.2. New Signs: New signs for existing or new businesses.
- 4.10. Utilities: The following are Eligible Enhancements:
 - 4.10.1. Franchise Utilities: The upgrading or installation of new franchise utilities (e.g. electric, phone, Internet) that increase the commercial capacity or functionality of a building.
 - 4.10.2. Public Utilities: The upgrading or installation of new public utilities (e.g. water, sanitary sewer, gas) that increase the commercial capacity or functionality of a building.
 - 4.10.3. Private Utilities: The upgrading or installation of new private utilities (e.g. septic systems) that increase the commercial capacity or functionality of a building.
 - 4.10.4. Placement Underground: The placement of existing or new utilities underground.
- 4.11. Code Compliance: The following are Eligible Enhancements:
 - 4.11.1. Public Accessibility: Reconstruction or new construction to comply with public accessibility requirements.
 - 4.11.2. Fire Suppression Systems: Replacement, upgrade, or installation of fire suppression systems in compliance with current codes.
- 4.12. Demolition: The costs of demolishing and removing existing structures on a Property may be considered for Property Enhancements.
- 4.13. Participation Limitations: The potential matching Grant for each type of Enhancement would be the lesser of the Maximum Percentage or Maximum Per Enhancement Category Amount. The Applicant is responsible for the remaining costs of the Enhancement and must complete the full Enhancement to be eligible for the matching Grant.
 - 4.13.1. Maximum Percentage: A Maximum Percentage of fifty percent (50%) shall be the maximum percentage of the total cost of any Enhancement that the City will grant the Applicant.
 - 4.13.2. Maximum Per Enhancement Category: A Maximum Amount of ~~five~~ ten thousand dollars ~~(\$5,000)~~ (\$10,000) is the maximum dollar amount to be granted for any category of Enhancement. ~~other than Signage which shall have a Maximum Amount of one thousand dollars (\$1,000).~~
 - 4.13.3. Accumulative Maximum Grant: Notwithstanding the Maximum Percentage and Maximum Per Enhancement Category limitations for each type of Enhancement, no Property or Business may receive more than ~~five~~ ten thousand dollars ~~(\$5,000)~~ (\$10,000) in matching Grants during one 12-month period. The following examples are provided to clarify different application scenarios:

- A. Example 1: Applicant desires to do \$24,000 in eligible Landscape Enhancements. By Policy, the maximum Grant allowed by the Max Percentage (50%) would be \$12,000, but the maximum Grant allowed by the Max Per Category would be \$10,000. The lesser of the two is \$10,000 which would be the maximum matching Grant for the \$24,000 landscaping project. Further, within a 12-month period the Applicant cannot receive additional grants for any Enhancements (per Section 4.13.3).
- B. Example 2: Applicant desires to do \$18,000 in eligible Landscape Enhancements. By Policy, the maximum Grant allowed by the Max Percentage (50%) would be \$9,000, and the maximum Grant allowed by the Max Per Category would be \$10,000. The lesser of the two is \$9,000 which would be the maximum matching Grant for the \$18,000 landscaping project. Further, within a twelve-month period the Applicant cannot receive more grants for Landscape Enhancements (per Section 3.1.8), but may apply and receive a second matching Grant, not to exceed \$1,000 (\$10,000 max - \$9,000 Grant) for any Enhancement category *other than* Landscaping.

Section 5.

Grant Priorities

The City has determined that the following are priorities for the benefits of this Policy. The evaluation of the merits of any Application shall take into consideration whether or not the Application also meets these priorities.

- 5.1. Preferred Areas: The following areas of the City are areas of priority for implementation of this Policy:
 - 5.1.1. Downtown Sanger; and
 - 5.1.2. Areas where greatest benefit may be obtained.
- 5.2. Preferred Businesses: The following types of businesses are a priority for implementation of this Policy:
 - 5.2.1. Retail;
 - 5.2.2. Restaurants;
 - 5.2.3. Professional Office; and
 - 5.2.4. Any sales-tax generating business.

Section 6.

Administrative Procedures

Following are the Administrative Procedures regarding the Application for and approval of Property Enhancement Grants:

- 6.1. Pre-Submittal: All Applicants are encouraged to meet with Staff prior to preparation of an Application. Applicants should contact the following to set up a meeting.
 Executive Director
 Department of Economic Development
 Address: 201 Bolivar Street, Sanger, TX 76266
 PH: (940) 458-2059
 EM: sbradshaw@sangertexas.org
- 6.2. Application: The submittal of an Application is required prior to any evaluation of the request for Property Enhancement Grants. The Application shall be on a form prepared by Staff and available on the City's website or at the location noted in 6.1.

- 6.2.1. Required Information: The following shall be included with the Application:
- A. Proof of ownership of the Property;
 - B. Photographs of the existing Property;
 - C. Drawings, renderings, plans of the proposed Enhancements;
 - D. Written description of the Enhancements including building materials and color schemes to be used;
 - E. Construction Cost estimates from at least two (2) different contractors; and
 - F. If Applicant is not the Property owner:
 - i. Written approval of the Application from the owner; and
 - ii. Copy of the signed lease agreement.
- 6.2.2. Amendments: Staff may amend the form of the Application as needed to more efficiently evaluate the merits of requested Enhancements.
- 6.3. Review & Evaluation: Following are criteria to review and evaluate the Application:
- 6.3.1. Review Criteria:
- A. Completeness of Application: Completeness of the Application; including all required attachments.
 - B. Grant Priorities: Whether the Application includes a targeted business classification or whether it is located in a targeted improvement area as defined in Section 5.
 - C. Impact: An estimation of the impact that the Enhancements might have, particularly as a catalyst for continued private investment.
 - D. Non-funded Improvements: Are the improvements associated with the Grant part of a larger effort to enhance the Property.
 - E. Elimination of a Non-Conformity: Do the Enhancements eliminate a legal non-conforming aspect of the Property.
- 6.3.2. Staff Evaluation and Recommendation: The coordinating Staff member shall convene a team of the appropriate persons to evaluate the Application. Upon review, such team shall prepare a recommendation to forward to the Board.
- A. Site Visit: Prior to formal evaluation of the Application, the Applicant shall allow Staff the opportunity to visit the Property to verify its status prior to any Enhancements.
- 6.4. Approval: The Board shall make the final decision regarding the merits of the Application and the appropriate Property Enhancement Grant to be given, if any, if funds are available as pre-approved by the Council for the funding period. If approval of the Application requires funds not pre-approved by the Council, the board will prepare a recommendation to forward to the Council for final approval. Upon approval of a matching Grant, the Board shall enter into an Agreement with the Applicant on a form acceptable to the City Attorney. The Agreement, at a minimum, must contain the following:
- 6.4.1. Enhancements: List the specifications of the proposed Enhancements on the Property.
- 6.4.2. Access: Provide the City and Staff access to the Property to ensure that the Enhancements or repairs are made according to the specifications and conditions in the Agreement.
- 6.4.3. Grant: Provide for the procedures of the matching Grant payment.

- 6.4.4. Recapture Provisions: Provide for the repayment of a Grant if the Applicant or the condition of the Property do not fulfill all obligations required under the Agreement. The City may take any remedy necessary to recover the funds, including filing a lien on the Property.
- 6.5. Pre-Construction Meeting: If the matching Grant is approved as noted above, and if deemed necessary by Staff, the Applicant must attend a pre-construction meeting with Staff to coordinate any required permits, execute Grant documents, and resolve any questions either party might have.
- 6.6. Notice to Proceed: Upon approval as noted above, Staff shall prepare and issue a written Notice to Proceed authorizing the Applicant to begin work on the Enhancements. The Notice to Proceed shall in no event be regarded as the issuance or approval of a building permit or any other construction permits.
 - 6.6.1. Required: All Grant documents, including the Agreement with the Board, must be executed and all required permits must be received prior to issuance of the Notice to Proceed.
 - 6.6.2. Beginning of Work: All work must begin within sixty (60) days of the issuance of the Notice to Proceed.
 - 6.6.3. Completion of Work: All work for approved projects must be complete within ninety (90) days of the Notice to Proceed unless an Applicant's written request for extension is granted in writing by the Board.
- 6.7. Construction: All construction shall be in accordance with all requirements for permitting and inspection required by the City.
- 6.8. Verification: Upon completion and approval of the work by the City, Staff shall verify that the work has been performed as authorized in the approval action.
 - 6.8.1. Documentation: The Applicant shall provide Staff with documentation necessary to determine the Construction Costs of the Enhancements as approved, e.g. copies of paid contractor invoices, receipts or processed checks. Construction Costs not supported by adequate documentation shall not be eligible for reimbursement.
- 6.9. Payment: Upon verification of compliance with the approval action, Staff shall cause a check to be issued to the Applicant in the approved amount.
 - 6.9.1. Cost Overruns: Any costs above and beyond the amounts approved shall be the responsibility of the Applicant.

Section 7.

Applicant / Owner Certifications

The Application shall include the following certifications which shall be affirmed by the Applicant / Owner by signing the Application.

- 7.1. Application Accuracy: The information provided in the Application, and all that may have been affixed thereto, is true and correct, and that the City may rely on all of the information therein contained, and all that may have been affixed thereto, as being true and correct.
- 7.2. Compliance: I (we) certify that I am (we are) solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinance and other applicable regulations. Neither approval of an Application nor payment of a Property Enhancement Grant upon completion of the project shall constitute approval of the project by any City department, Board Member or Staff or a waiver by the City of any safety regulation, building code, ordinance or other applicable regulation.
- 7.3. Insurance: I (we) certify that I (we) maintain sufficient insurance coverage for property damage and personal injury liability relating to the project.

- 7.4. Maintenance: I (we) certify that the Enhancements, once approved by the City shall be maintained for a period of three (3) years from the date of payment. No changes shall be made without prior written approval from the Board.
- 7.5. Discretionary Rights: I (we) certify that I (we) acknowledge that the Board has the absolute right of discretion in deciding whether or not to approve a matching Grant relative to the Application, whether or not such discretion is deemed arbitrary or without basis in fact, including the right to approve or disapprove a Grant on terms and conditions that are contrary to the guidelines of this Policy.
- 7.6. Policy Promotion: I (we) authorize the Board to use an approved project to promote the merits of this Policy, including but not limited to displaying a sign at the Property or Business during and within thirty (30) days after construction, and using photographs and descriptions of the project in distribution material, press releases, social media and on the City's website.
- 7.7. Indemnification: I (we) certify that I am (we are) solely responsible for overseeing the work, and will not seek to hold the City, the Board, and / or their agents, employees, officers, and / or directors liable for any property damage, personal injury, or other loss related in any way to this Policy, and by submission of an Application, agree to indemnify the City, the Board and / or their agents, employees, officers, and / or directors from any claims or damages resulting from the project, including reasonable attorney fees.

Section 8.

General Provisions

- 8.1. Termination: The City and / or the Board has the right to terminate any agreement under this Policy for any reason.
- 8.2. Changes During Construction: If an Applicant seeks to change the scope of their project after a Grant has been approved, the Applicant shall meet with Staff to discuss the desired change. Staff has the authorization to approve minor modifications during construction. Any other desired modification shall be placed before the approving body for reconsideration.
- 8.3. Flexibility: The terms and conditions of this Policy are a guideline for the Board and / or City Council during their deliberation and evaluation. The Board and / or City Council reserves the right to modify the terms and conditions herein at any time, including for any pending application, and may approve a Grant on terms and conditions contrary to the guidelines set forth in this Policy.
- 8.4. Section or Other Headings: Section or other headings contained in this Policy are for reference purposes only and shall not affect in any way the meaning or interpretation of this Policy.
- 8.5. Severability: In the event that any provision of this Policy is determined to be illegal, invalid, or unenforceable, then, and in that event, it is the intention that the remainder of this Policy shall not be affected thereby.

-- The remainder of this page purposefully left blank. --

Sanger, Texas

Application for Property Enhancement Incentives

Contact: Shani Bradshaw, Executive Director - (940) 458-2059 - sbradshaw@sangertexas.org

1	PROJECT INFORMATION						
A	Property Address:						
B	Estimated Begin Work Date:				Estimated Completion Date:		
C	Years in business at this location:						
D	Reason for requesting grant:						
2	ELIGIBILITY OF PROPERTY						
	Yes	No	Item	Notes			
A			Within the City?	•			
B			Commercially zoned?	•			
C			Tax Paying entity?	•			
D			City taxes in good standing?	•			
E			No City liens existing?	•			
F			Proof of ownership provided?	•			
G			Outstanding code violations?	•			
H			Frequency of Grants OK?	• In accordance with Section 3.1.8			
3	ELIGIBILITY OF BUSINESS						
	Yes	No	Item	Notes			
A			Business taxes in good standing?	•			
B			Tax Paying entity?	•			
C			Continuous operations of 6 months?	• (within the City)			
D			If not owner, authorization provided?	•			
4	Enhancements		Total Cost	Policy Max	Policy Max \$	Amount Requested	Amount Approved
A	<u>Façade:</u> (Section 4.3) •		\$	50%	\$10,000	\$	\$
B	<u>Interior Renovation:</u> (Section 4.4) •		\$	50%	\$10,000	\$	\$
C	<u>Landscaping:</u> (Section 4.5) •		\$	50%	\$10,000	\$	\$
D	<u>Lighting:</u> (Section 4.6) •		\$	50%	\$10,000	\$	\$
E	<u>Parking / Driveways:</u> (Section 4.7) •		\$	50%	\$10,000	\$	\$
F	<u>Pedestrian Amenities:</u> (Section 4.8) •		\$	50%	\$10,000	\$	\$
G	<u>Signage:</u> (Section 4.9) •		\$	50%	\$10,000	\$	\$
H	<u>Utilities:</u> (Section 4.10) •		\$	50%	\$10,000	\$	\$
I	<u>Code Compliance:</u> (Section 4.11) •		\$	50%	\$10,000	\$	\$
J	<u>Demolition:</u> (Section 4.12) •		\$	50%	\$10,000	\$	\$
K	(Max. Grant Per Policy = \$5,000 \$10,000) TOTAL PROPERTY ENHANCEMENT GRANT						
L	Describe any planned Non-Grant Enhancements:						

5	GRANT PRIORITIES (Section 5.0)			
	Yes	No	Preferred Area?	Notes
A			Downtown Sanger	•
B			Areas where greatest benefit obtained	•
	Yes	No	Preferred Business?	Notes
C			Retail	•
D			Restaurant	•
E			Professional Office	•
F			Sales tax generating business	•
6	ATTACHMENTS / EXHIBITS			
	Yes	No	Item	Notes
A			Ownership documentation	•
B			Photos of existing conditions	•
C			Drawing, renderings, plans of the proposed enhancements	•
D			Written description of the enhancements including building materials and color schemes	•
E			Construction cost estimates from two contractors	•
F			Copy of the signed lease agreement	• If Applicant is not property owner
G			Written support of the grant application from the owner	• If Applicant is not property owner
7	CONTRACTOR INFORMATION			
A	Contractor for:			
	Company Name:			
	Contact Person:		Title:	
	Address:			
	Wk Phone:		Cell:	Fax:
	Email:		Website:	
B	Contractor for:			
	Company Name:			
	Contact Person:		Title:	
	Address:			
	Wk Phone:		Cell:	Fax:
	Email:		Website:	
C	Contractor for:			
	Company Name:			
	Contact Person:		Title:	
	Address:			
	Wk Phone:		Cell:	Fax:
	Email:		Website:	
D	Contractor for:			
	Company Name:			
	Contact Person:		Title:	
	Address:			
	Wk Phone:		Cell:	Fax:
	Email:		Website:	

8	Applicant / Owner Certifications: In accordance with Resolution 11-14-20 adopting the Property Enhancement Incentives Policy, the undersigned do hereby certify the following:																																	
A	Section 7.1 - Application Accuracy: The information provided in the Application, and all that may have been affixed thereto, is true and correct, and that the City / Board may rely on all of the information therein contained, and all that may have been affixed thereto, as being true and correct.																																	
B	Section 7.2 - Compliance: I (we) certify that I am (we are) solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinance and other applicable regulations. Neither approval of an Application nor payment of a Property Enhancement Grant upon completion of the project shall constitute approval of the project by any City department, Board Member or Staff or a waiver by the City of any safety regulation, building code, ordinance or other applicable regulation.																																	
C	Section 7.3 - Insurance: I (we) certify that I (we) maintain sufficient insurance coverage for property damage and personal injury liability relating to the project.																																	
D	Section 7.4 - Maintenance: I (we) certify that the Enhancements, once approved by the City shall be maintained for a period of three (3) years from the date of payment. No changes shall be made without prior written approval from the City.																																	
E	Section 7.5 - Discretionary Rights: I (we) certify that I (we) acknowledge that the City has the absolute right of discretion in deciding whether or not to approve a matching Grant relative to the Application, whether or not such discretion is deemed arbitrary or without basis in fact, including the right to approve or disapprove a Grant on terms and conditions that are contrary to the guidelines of this Policy.																																	
F	Section 7.6 - Policy Promotion: I (we) authorize the City to use an approved project to promote the merits of this Policy, including but not limited to displaying a sign at the Property or Business during and within thirty (30) days after construction, and using photographs and descriptions of the project in distribution material, press releases, social media and on the City's website.																																	
G	Section 7.7 - Indemnification: I (we) certify that I am (we are) solely responsible for overseeing the work, and will not seek to hold the City, the Board, and / or their agents, employees, officers, and / or directors liable for any property damage, personal injury, or other loss related in any way to this Policy, and by submission of an Application, agree to indemnify the City, the Board and / or their agents, employees, officers, and / or directors from any claims or damages resulting from the project, including reasonable attorney fees.																																	
9	I (we) hereby affirm the Certifications noted above and approve this Application for Property Enhancement incentives and the Enhancements identified herein.																																	
<table border="1"> <thead> <tr> <th colspan="2">Property Owner</th> <th colspan="2">Applicant / Business Representative</th> </tr> </thead> <tbody> <tr> <td colspan="2">Company:</td> <td colspan="2">Company:</td> </tr> <tr> <td colspan="2">Signed:</td> <td colspan="2">Signed:</td> </tr> <tr> <td colspan="2">Name:</td> <td colspan="2">Name:</td> </tr> <tr> <td colspan="2">Title:</td> <td colspan="2">Title:</td> </tr> <tr> <td>W:</td> <td>C:</td> <td>W:</td> <td>C:</td> </tr> <tr> <td colspan="2">EM:</td> <td colspan="2">EM:</td> </tr> <tr> <td colspan="2">Address:</td> <td colspan="2">Address:</td> </tr> </tbody> </table>			Property Owner		Applicant / Business Representative		Company:		Company:		Signed:		Signed:		Name:		Name:		Title:		Title:		W:	C:	W:	C:	EM:		EM:		Address:		Address:	
Property Owner		Applicant / Business Representative																																
Company:		Company:																																
Signed:		Signed:																																
Name:		Name:																																
Title:		Title:																																
W:	C:	W:	C:																															
EM:		EM:																																
Address:		Address:																																



4B DEVELOPMENT CORPORATION COMMUNICATION

DATE: July 26, 2022

FROM: Shani Bradshaw, Director of Economic Development

AGENDA ITEM: Consider and possible action on transferring \$25,000 from Promotional and Community Events to the Property Enhancement Grant Program.

SUMMARY:

- Promotional and Community Events Program was created in 2018 by staff.
- No record of a Resolution to adopt grant program.
- Budget is \$25,000.
- Transfer \$25,000 from this program to the Property Enhancement Grant Program.

FISCAL INFORMATION:

Budgeted: YES Amount: \$25,000 GL Account: 42-76-5601

Transfer from G/L Account:	42-76-5601	Promo/Community Event	\$25,000
Transfer to G/L Account:	42-76-5603	Property Enhancement	\$25,000

RECOMMENDED MOTION OR ACTION:

Staff recommends approval.

ATTACHMENTS:

Revenue & Expense Report
Budget Transfer Request



BUDGET TRANSFER REQUEST

Budget Transfers are used only to transfer appropriations between line items within a department, not to increase the departmental budget or transfer appropriations between departments.

Requesting Department: 4B

Reason for budget transfer request: Per request of 4B board, transfer funds for the Property Enhancement Incentives Program

G/L Account: <u>42-76-5603</u>	Amount: <u>25,000</u>	Increase: <input checked="" type="checkbox"/>	Decrease: <input type="checkbox"/>
G/L Account: <u>42-76-5601</u>	Amount: <u>25,000</u>	Increase: <input type="checkbox"/>	Decrease: <input checked="" type="checkbox"/>
G/L Account: _____	Amount: _____	Increase: <input type="checkbox"/>	Decrease: <input type="checkbox"/>
G/L Account: _____	Amount: _____	Increase: <input type="checkbox"/>	Decrease: <input type="checkbox"/>
G/L Account: _____	Amount: _____	Increase: <input type="checkbox"/>	Decrease: <input type="checkbox"/>
G/L Account: _____	Amount: _____	Increase: <input type="checkbox"/>	Decrease: <input type="checkbox"/>
G/L Account: _____	Amount: _____	Increase: <input type="checkbox"/>	Decrease: <input type="checkbox"/>
G/L Account: _____	Amount: _____	Increase: <input type="checkbox"/>	Decrease: <input type="checkbox"/>
G/L Account: _____	Amount: _____	Increase: <input type="checkbox"/>	Decrease: <input type="checkbox"/>

Requested by: Shani Bradshaw 06/28/2022
 Department Head Date

Approved by: _____
 City Manager Date

Transfer made by: _____
 Finance Director Date

CITY OF SANGER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

Item 5.

42 -4B CORPORATION
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TAXES	600,000.00	0.00	0.00	452,890.48	0.00	147,109.52	75.48
INTEREST	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>19,534.74</u>	<u>0.00</u>	(<u>9,534.74</u>)	<u>195.35</u>
TOTAL REVENUES	610,000.00	0.00	0.00	472,425.22	0.00	137,574.78	77.45
<u>EXPENDITURE SUMMARY</u>							
74-TRANSFERS	212,500.00	0.00	0.00	0.00	0.00	212,500.00	0.00
76-4B FUND	352,875.00	1,888.92	0.00	56,478.36	38,080.00	258,316.64	26.80
TOTAL EXPENDITURES	565,375.00	1,888.92	0.00	56,478.36	38,080.00	470,816.64	16.72
REVENUE OVER/ (UNDER) EXPENDITURES	44,625.00	(1,888.92)	0.00	415,946.86	(38,080.00)	(333,241.86)	846.76

CITY OF SANGER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

Item 5.

42 -4B CORPORATION
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<hr/>							
<u>TAXES</u>							
00-4325 STATE SALES TAX	<u>600,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>452,890.48</u>	<u>0.00</u>	<u>147,109.52</u>	<u>75.48</u>
TOTAL TAXES	600,000.00	0.00	0.00	452,890.48	0.00	147,109.52	75.48
<u>INTEREST</u>							
00-4800 INTEREST INCOME	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>19,534.74</u>	<u>0.00</u> (<u>9,534.74)</u>	<u>195.35</u>
TOTAL INTEREST	10,000.00	0.00	0.00	19,534.74	0.00 (9,534.74)	195.35
<hr/>							
TOTAL REVENUES	610,000.00	0.00	0.00	472,425.22	0.00	137,574.78	77.45
	=====	=====	=====	=====	=====	=====	=====

Item 5.

42 -4B CORPORATION
74-TRANSFERS

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<hr/>							
<u>74-TRANSFERS</u>							
74-7403 TRANSFER TO DSF	<u>212,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>212,500.00</u>	<u>0.00</u>
TOTAL 74-TRANSFERS	212,500.00	0.00	0.00	0.00	0.00	212,500.00	0.00
<hr/>							
TOTAL 74-TRANSFERS	212,500.00	0.00	0.00	0.00	0.00	212,500.00	0.00

42 -4B CORPORATION

76-4B FUND

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>51-SALARIES AND BENEFITS</u>							
76-5110 REGULAR SALARIES	41,400.00	1,576.05	0.00	28,368.90	0.00	13,031.10	68.52
76-5125 LONGEVITY PAY	100.00	0.00	0.00	78.00	0.00	22.00	78.00
76-5128 AUTO ALLOWANCE	3,000.00	125.00	0.00	2,125.00	0.00	875.00	70.83
76-5129 CELL PHONE ALLOWANCE	300.00	25.00	0.00	75.00	0.00	225.00	25.00
76-5130 FICA	3,450.00	127.34	0.00	2,293.51	0.00	1,156.49	66.48
76-5140 RETIREMENT	3,900.00	0.00	0.00	2,509.19	0.00	1,390.81	64.34
76-5150 HEALTH INSURANCE	4,200.00	35.53	0.00	2,551.58	0.00	1,648.42	60.75
76-5160 WORKER'S COMPENSATION	250.00	0.00	0.00	0.00	0.00	250.00	0.00
76-5170 T W C	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>
TOTAL 51-SALARIES AND BENEFITS	56,700.00	1,888.92	0.00	38,001.18	0.00	18,698.82	67.02
<u>52-SUPPLIES AND MATERIALS</u>							
76-5210 OFFICE SUPPLIES	500.00	0.00	0.00	99.62	0.00	400.38	19.92
76-5213 COMPUTER HARDWARE	250.00	0.00	0.00	0.00	0.00	250.00	0.00
76-5214 COMPUTER SOFTWARE	3,375.00	0.00	0.00	0.00	0.00	3,375.00	0.00
76-5215 FOOD	200.00	0.00	0.00	0.00	0.00	200.00	0.00
76-5220 POSTAGE	50.00	0.00	0.00	6.10	0.00	43.90	12.20
76-5226 MARKETING & PROMOTION	15,000.00	0.00	0.00	5,743.88	0.00	9,256.12	38.29
76-5235 DUES & SUBSCRIPTIONS	600.00	0.00	0.00	400.00	0.00	200.00	66.67
76-5240 CONFERENCES & TRAINING	<u>800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>867.50</u>	<u>0.00</u>	<u>(67.50)</u>	<u>108.44</u>
TOTAL 52-SUPPLIES AND MATERIALS	20,775.00	0.00	0.00	7,117.10	0.00	13,657.90	34.26
<u>53-MAINTENANCE AND OPERAT</u>							
76-5332 OFFICE MACHINE LEASE	<u>600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>280.08</u>	<u>0.00</u>	<u>319.92</u>	<u>46.68</u>
TOTAL 53-MAINTENANCE AND OPERAT	600.00	0.00	0.00	280.08	0.00	319.92	46.68
<u>54-CONTRACT SERVICES</u>							
76-5425 LEGAL SERVICES	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
76-5430 PROFESSIONAL SERVICES	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
76-5450 TECHNICAL SUPPORT	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
76-5452 WEBSITE	<u>12,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,080.00</u>	<u>6,080.00</u>	<u>640.00</u>	<u>95.00</u>
TOTAL 54-CONTRACT SERVICES	24,800.00	0.00	0.00	6,080.00	6,080.00	12,640.00	49.03
<u>56-GRANT EXPENSES</u>							
76-5601 PROMO/COMMUNITY EVENT	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00
76-5603 PROPERTY ENHANCEMENTS	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>	<u>20,000.00</u>	<u>20.00</u>
TOTAL 56-GRANT EXPENSES	50,000.00	0.00	0.00	5,000.00	0.00	45,000.00	10.00
<u>61-CAPITAL OUTLAY</u>							
76-6116 PORTER PARK UPDATES	<u>200,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>32,000.00</u>	<u>168,000.00</u>	<u>16.00</u>
TOTAL 61-CAPITAL OUTLAY	200,000.00	0.00	0.00	0.00	32,000.00	168,000.00	16.00

CITY OF SANGER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

Item 5.

42 -4B CORPORATION
76-4B FUND

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
65-CAPITAL PROJECTS							
70-DEBT PAYMENTS							
74-TRANSFERS							
TOTAL 76-4B FUND	352,875.00	1,888.92	0.00	56,478.36	38,080.00	258,316.64	26.80
TOTAL EXPENDITURES	565,375.00	1,888.92	0.00	56,478.36	38,080.00	470,816.64	16.72
	=====	=====	=====	=====	=====	=====	=====
** REVENUE OVER(UNDER) EXPENDITURES **	44,625.00 (1,888.92)	0.00	415,946.86 (38,080.00) (333,241.86)	846.76



4B DEVELOPMENT CORPORATION COMMUNICATION

DATE: July 26, 2022

FROM: Shani Bradshaw, Director of Economic Development

AGENDA ITEM: Consideration and possible action on the 4B Fiscal Year 2022-2023 budget.

SUMMARY:

- Proposed budget is for the upcoming fiscal year beginning October 1, 2022, through September 30, 2023.
- Increase in Marketing & Promotions for recruitment efforts, marketing material and administration cost for Marketing Director.
- Increase in Dues and Subscriptions for a property database and a CRM software system.
- Increase in Professional Services for conceptual plans for the new downtown park, conceptual plans for a miracle field, and administration services for Stefani Dodson.
- Increase in Computer Hardware.

FISCAL INFORMATION:

Budgeted: YES/NO

Amount: \$0.00

GL Account: XXX.XX.XXXX

NA

RECOMMENDED MOTION OR ACTION:

Staff recommends approval of the 4B Fiscal Year 2022-2023 budget.

ATTACHMENTS:

4B Budget
4B Expenditure Line Item
4A/4B Shared Expenses

GENERAL LEDGER ACCOUNT		2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 YEAR TO DATE	2021-2022 PROJECTED	2022-2023 REQUESTED	\$ VARIANCE	% VARIANCE
00-4325	STATE SALES TAX	549,145.00	641,438.00	600,000.00	344,049.00	688,099.00	700,000.00	\$ 100,000	16.67%
00-4800	INTEREST INCOME	5,179.00	3,918.00	10,000.00	13,599.00	27,199.00	20,000.00	\$ 10,000	100.00%
TOTALS		554,324.00	645,356.00	610,000.00	357,648.00	715,298.00	720,000.00	110,000.00	18.03%

GENERAL LEDGER ACCOUNT		2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 YEAR TO DATE	2021-2022 PROJECTED	2022-2023 REQUESTED	\$ VARIANCE	% VARIANCE
76-5210	OFFICE SUPPLIES	-	303	500	100	199	500	-	0.00%
76-5214	COMPUTER HARDWARE	-	-	-	-	-	1,500	1,500	0.00%
76-5215	COMPUTER SOFTWARE	-	-	-	-	-	3,500	3,500	0.00%
76-5215	FOOD	-	-	200	-	-	200	-	0.00%
76-5220	POSTAGE	-	-	50	-	-	50	-	0.00%
76-5226	MARKETING & PROMOTION	-	5,095	15,000	3,052	5,565	35,000	20,000	133.33%
76-5235	DUES & SUBSCRIPTIONS	-	510	600	65	129	8,000	7,400	1233.33%
76-5240	CONFERENCES & TRAINING	-	150	800	868	1,735	5,000	4,200	525.00%
76-5280	COMPUTER SUPPLIES	-	-	250	-	-		(250)	-100.00%
76-5332	OFFICE MACHINE LEASE	-	-	600	165	329	800	200	33.33%
76-5420	CONTRACTUAL SERVICES	-	-	-	-	-	-	-	0.00%
76-5425	LEGAL EXPENSE	185	-	1,000	-	-	1,000	-	0.00%
76-5430	PROFESSIONAL SERVICE	-	8,615	10,000	-	-	143,000	133,000	1330.00%
76-5450	TECHNICAL SUPPORT	-	937	1,000	-	-	1,000	-	0.00%
76-5451	ANNUAL SOFTWARE SUPPORT	-	1,350	3,375	-	-		(3,375)	-100.00%
76-5452	WEBSITE	-	-	12,800	6,080	12,160	-	(12,800)	-100.00%
76-5455	COMPREHENSIVE PLAN UPDATE	1,993	40,595	-	-	-	-	-	0.00%
76-5499	OTHER EXPENSE	-	-	-	-	-	-	-	0.00%
76-5601	PROMO/COMMUNITY EVENT GRANTS	-	-	25,000	-	-	50,000	25,000	100.00%
76-5602	BUSINESS RELIEF PROGRAM	10,000	-	-	-	-	-	-	0.00%
76-5603	PROPERTY ENHANCEMENTS INCENTIV	-	-	25,000	5,000	10,000		(25,000)	-100.00%
76-6116	PORTER PARK UPDATES	-	-	200,000	-	-			
CAPITAL REQUEST #1							-		
CAPITAL REQUEST #2							-		
CAPITAL REQUEST #3							-		
CAPITAL REQUEST #4							-		
CAPITAL REQUEST #5							-		
TOTALS		12,178	57,555	296,175	15,330	30,117	249,550	153,375	-15.74%



Sanger Texas Development Corporation (4B) - Revenue and Expenditure Line Items

Estimated Revenues

4B Sales Tax – Projected income from sales tax for twelve (12) months

Interest Income.

Funds Available – Funds available from Checking and Money Markets

Expenditures

*Salaries and Benefits – Salaries, Vacation Compensation, Longevity Pay, Auto Allowance, Cell Phone Allowance, Retirement, Health Insurance, Workers Comp, Unemployment

Office Supplies – Copier paper, laser cartridges, and other general supplies.

Food – Board meetings and prospects.

Postage – Postage expenses for mailings.

Marketing/Promotions – 10% of 4B tax proceeds (allowed by law). Ads for specific publications, billboards, sponsorships, marketing materials, special events, maps, photos, promotional items for trade shows, recruitment efforts with organizations such as the International Council of Shopping Centers (ICSC); Austin Retail Live, Team Texas, Texas ED Connection, the State of Texas, North Texas Commercial Association of Realtors (NTCAR), and others. This would also include recruitment efforts made by the Sanger EDC on their own outside of an organization. Also include prospect hosting (cost of travel, rental car, lodging, food and entertainment for prospects). Marketing Director Expenses related to economic development.

Dues and Subscriptions – Including, but not limited to: cost for membership fees for International Council of Shopping Centers (ICSC), North Texas Commercial Association of Realtors (NTCAR), Dallas Chamber, Texas Economic Development Council (TEDC), Texas Downtown Association, Sanger Chamber, Denton Chamber of Commerce, Zoom Prospector (property database and EDOQI (CRM Tool).

Conferences and Training – Conferences and tradeshow registration and attendance with organizations such as, but not limited to, the following: the Texas Economic Development Council (TEDC); International Economic Development Council (IEDC); Southern Economic Development Council (SBEDC); Texas Downtown Association; Society of Industrial and Office Realtors (SIOR); Industrial Asset Management Council; also include local and regional conferences that arise. Sales Tax Workshops.

Computer Hardware – Supplies needed for computers.

Computer Software - Annual content, hosting, and troubleshooting.

Office Machine Lease – Copier and Printer.

Legal Expenses – Legal consultation services, research, opinions, agreements, etc.

Professional Service – The SIDC contracts for various services with professionals and firms for specific projects and tasks, such as strategic planning, engineering, research, study for prospects, utility studies, or other studies that may arise that are needed for economic development. (Marketing analysis, trade area and demographic reports, survey monkey, maps, charts, current demographics and projections needed for brokers and developers. Also includes administrative services.

Technical Support – Maintenance of computer systems and office network.

Comprehensive Plan Update – Support for Comprehensive Plan.

Promo/Community Event Grants – Promotional and Community Events Grants

Property Enhancement Incentives Program – Funds for \$10,000 Matching Grant Program

Other Expenses –

Community Projects –

Capital Request –

*CO Debt Payment – Debt Services for Porter Park and Splash Pad

Economic Development Shared Expenses - FY2022-2023

Item 6.

Account Name	4A	Shared Expenses	4B	Notes
Personnel - Salaries & Benefits				
Check Charges				
Office Supplies	\$ 500	\$ 1,000	\$ 500	
Food	\$ 200		\$ 200	
Postage	\$ 50		\$ 50	
Dues & Subscriptions	\$ 12,000		\$ 8,000	
Marketing & Promotion	\$ 40,000		\$ 35,000	
Conferences & Training	\$ 7,000		\$ 5,000	
Computer Hardware	\$ 1,500	\$ 3,000	\$ 1,500	
Computer Software	\$ 3,500	\$ 7,000	\$ 3,500	
Contractual Services				
Furniture & Fixtures				
R&M Building	\$ 5,000			
Office Machine Lease	\$ 800	\$ 1,600	\$ 800	
Legal Expense	\$ 1,000		\$ 1,000	
Professional Services	\$ 23,000		\$ 143,000	
Technical Support	\$ 1,000	\$ 2,000	\$ 1,000	
Comprehensive Plan Update				
Business Relief Program				
Property Enhancement Incentiv			\$ 50,000	
Promo/Community Event Grants				
Other Expenses				
Community Projects				
Debt Services			\$ 212,500	
Capital Request #1				
Capital Request #2				
Capital Request #3				
Total	\$ 95,550	\$ 14,600	\$ 462,050	