

4B DEVELOPMENT CORPORATION

MEETING AGENDA

MAY 28, 2024, 6:00 PM



4B DEVELOPMENT CORPORATION REGULAR MEETING

DEVELOPMENT SERVICES BUILDING - 201 BOLIVAR STREET, SANGER, TEXAS 76266

CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

INVOCATION 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. Consideration and possible action on 4B minutes from 03/26/2024

DISCUSSION ITEMS

2. Discussion on the 4B Fiscal Year 2024-2025 Budget

REPORTS

3. Financial Reports
4. Director's Report

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 that is readily accessible to the general public at all times and was posted on the City of Sanger website on May 22, 2024 at 2:15 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: May 28, 2024

FROM: Shani Bradshaw, Director of Economic Development

AGENDA ITEM: Consideration and possible action on 4B minutes from 03/26/2024

SUMMARY:

- 4B Board Minutes from 03/26/2024.

FISCAL INFORMATION:

Budgeted: NA Amount: NA GL Account: NA

RECOMMENDED MOTION OR ACTION:

Staff recommends approval.

ATTACHMENTS:

4B Minutes from 03/26/2024

4B DEVELOPMENT CORPORATION

MEETING MINUTES

MARCH 26, 2024, 6:00 PM



4B DEVELOPMENT CORPORATION REGULAR MEETING

DEVELOPMENT SERVICES BUILDING - 201 BOLIVAR STREET, SANGER, TEXAS 76266

CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

As there was a quorum John Payne called the meeting to order at 6:01 p.m.

BOARD MEMBERS PRESENT

Board Member, Place 1 Guy Saenz

Board Member, Place 2 John Payne

Board Member, Place 3 Matt Fuller

Board Member, Place 6 Eddie Piercy

BOARD MEMBERS ABSENT

Board Member, Place 4 Beverly Howard- Arrived @ 6:07 p.m.

Board Member, Place 5 Jeff Springer

Board Member, Place 7 Carrie Bilyeu

STAFF MEMBERS PRESENT:

Director of Economic Development Shani Bradshaw, and Secretary Shelley Warner.

INVOCATION AND PLEDGE

Board Member Payne gave the Invocation and led the Pledge of Allegiance.

CITIZENS COMMENTS

No citizens came forward to speak.

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. Consideration and possible action on 4B minutes from 01-23-24.
2. Consideration and possible action on 4B minutes from 02-27-24.
3. Consideration and possible action on 4B minutes from 03-18-24.

Board Member Piercy makes a motion to approve the consent agenda as shown. Board Member Fuller seconded the motion. Voting Yea: Board Member Payne, Board Member Saenz. The motion passes unanimously.

PUBLIC HEARING ITEMS

4. Conduct a Public Hearing on expenditures for conceptual renderings for Porter Sports Park Phase 2 in an amount not to exceed \$80,500.

Board Member Payne opened the Public Hearing at 6:03 p.m.
Director Shani Bradshaw provided a brief overview of the item.
Board Member Payne closed the public hearing at 6:04 p.m.

ACTION ITEMS

5. Consideration and possible action on expenditures for conceptual renderings for Porter Park Phase 2 in an amount not to exceed \$85,000.

Director Shani Bradshaw requested to correct the amount to \$80,500.

Motion to approve the expenditures for conceptual renderings for Porter Park Phase 2 in an amount not to exceed \$80,500 was made by Board Member Piercy. Seconded by Board Member Saenz. Voting Yea: Board Member Payne, Board Member Fuller. The motion passes unanimously.

6. Consideration and possible action on amending the Property Enhancement Incentive application for 204 Bolivar.

Motion to approve amending the Property Enhancement Incentive application for 204 Bolivar was made by Board Member Piercy. Seconded by Board Member Fuller. Voting Yea: Board Member Payne, Board Member Saenz, Board Member Howard. The motion passes unanimously.

7. Consideration and possible action on a strategic plan.

Director Shani Bradshaw discussed the item.

Board Member Saenz recommended beginning RFP process.

Motion for Director Bradshaw to begin the RFP process for a strategic plan was made by Board Member Fuller. Seconded by Board Member Saenz. Voting Yea: Board Member Piercy, Board Member Howard. Board Member Payne abstained. The motion passes 4 to 1.

REPORTS

8. Financial Reports.

Director Bradshaw goes over the financial report.

9. Director's Report.

Director Bradshaw goes over the financial report. Board Member Fuller and Board Member Howard gave updates regarding the City Council workshop.

FUTURE AGENDA ITEMS

There were no future items discussed.

ADJOURN

Board Member Payne adjourned the meeting at 6:50 PM.



4B DEVELOPMENT CORPORATION COMMUNICATION

DATE: May 28, 2024

FROM: Shani Bradshaw, Director of Economic Development

AGENDA ITEM: Discussion on the 4B Fiscal Year 2024-2025 Budget

SUMMARY:

- Discuss the Fiscal Year 2024-2025 Budget.

FISCAL INFORMATION:

Budgeted: NA Amount: NA GL Account: NA

RECOMMENDED MOTION OR ACTION:

NA

ATTACHMENTS:

4B Budget FY 2024-2025 (Draft)
4B Revenue Expenditures Line Items

4B REVENUES

GENERAL LEDGER ACCOUNT		2021-22 ACTUAL	2022-23 ACTUAL	2023-24			2024-25 REQUESTED	VARIANCE	
				BUDGET	Y-T-D	PROJECTED		AMOUNT	%
00-4325	STATE SALES TAX	718,151	784,551	875,000	427,298	879,038	900,000	25,000	2.86%
00-4446	GRANT REVENUE	0	8,080	0	0	0	0	0	#DIV/0!
00-4800	INTEREST INCOME	36,106	37,927	35,000	17,467	41,922	50,000	15,000	42.86%
00-4900	RENTAL INCOME	900	900	0	0	0	0	0	#DIV/0!
00-4910	MISC. INCOME - 4B	0	0	0	0	0		0	#DIV/0!
TOTALS		755,157	831,458	910,000	444,765	920,960	950,000	40,000	4.40%

4B

EXPENDITURES

GENERAL LEDGER ACCOUNT		2021-22	2022-23	2023-24		2024-25	VARIANCE	
		ACTUAL	ACTUAL	BUDGET	Y-T-D	PROJECTED	REQUESTED	AMOUNT %
52-SUPPLIES & MATERIALS								
76-5210	OFFICE SUPPLIES	100	378	500	96	231	700	200 40.00%
76-5213	COMPUTER HARDWARE	0	990	1,000	32	78	2,255	1,255 125.50%
76-5214	COMPUTER SOFTWARE	0	4,000	3,500	0	0	4,000	500 14.29%
76-5215	FOOD	0	0	200	0	0	200	0 0.00%
76-5220	POSTAGE	6	6	50	0	0	50	0 0.00%
76-5226	MARKETING & PROMOTION	11,582	18,828	50,000	4,996	11,991	50,000	0 0.00%
76-5235	DUES & SUBSCRIPTIONS	568	8,173	8,000	4,333	10,399	13,000	5,000 62.50%
76-5240	CONFERENCES & TRAINING	1,197	2,449	10,000	683	1,638	10,000	0 0.00%
76-5285	FURNITURE & FIXTURES	0	0	0	0	0	500	500 #DIV/0!
53 - MAINTENANCE & OPERATIONS								
76-5332	OFFICE MACHINE LEASE	478	794	900	310	744	900	0 0.00%
54-CONTRACT SERVICES								
76-5425	LEGAL SERVICES	0	0	1,000	0	0	10,000	9,000 900.00%
76-5430	PROFESSIONAL SERVICES	350	5,088	163,000	24,902	59,765	50,000	(113,000) -69.33%
76-5450	TECHNICAL SUPPORT	0	0	1,000	0	0	1,000	0 0.00%
76-5452	WEBSITE	6,188	6,080	0	0	0		0 #DIV/0!
56-GRANT EXPENSES								
76-5601	PROMO/COMMUNITY EVENT GRANTS	0	0	0	0	0		0 #DIV/0!
76-5603	PROPERTY ENHANCEMENT INCENTIVE	5,000	33,040	60,000	9,445	22,668	60,000	0 0.00%
TOTALS		25,469.00	79,826.00	299,150.00	44,797.00	107,514.00	202,605.00	(96,545.00) -32.27%

52-SUPPLIES & MATERIALS	13,453.00	34,824.00	73,250.00	10,140.00	24,337.00	80,705.00	7,455	10.18%
------------------------------------	------------------	------------------	------------------	------------------	------------------	------------------	--------------	---------------

EXPLAIN CHANGE IN SUPPLIES & MATERIALS: 10.18%

The increase in Dues & Subscriptions is to allow for the addition of Placier.ai, a marketing and economic development tool. The cost of the service is 15k annually and will be split between the 4A and Marketing. I have increased my computer hardware and software line items to replace one desktop computer, update software, and to accommodate the potential of adding a staff member. If person is not approved, I would request \$878. I have also increased office supplies and furniture to accommodate adding a new staff member. The increase in legal expenses is to accommodate for future legal expenses with a legal firm specializing in economic development. (Note: computer hardware, software, office supplies, furniture expenditures, office machine lease, and salary and benefits are split with 4A.)

53 - MAINTENANCE & OPERATIONS	478.00	794.00	900.00	310.00	744.00	900.00	0	0.00%
--	---------------	---------------	---------------	---------------	---------------	---------------	----------	--------------

EXPLAIN CHANGE IN MAINTENANCE & OPERATIONS: 0.00%

54-CONTRACT SERVICES	6,538.00	11,168.00	165,000.00	24,902.00	59,765.00	61,000.00	(104,000)	-63.03%
-----------------------------	-----------------	------------------	-------------------	------------------	------------------	------------------	------------------	----------------

EXPLAIN CHANGE IN SUPPLIES & MATERIALS: -63.03%

56-GRANT EXPENSES	5,000.00	33,040.00	60,000.00	9,445.00	22,668.00	60,000.00	0	0.00%
--------------------------	-----------------	------------------	------------------	-----------------	------------------	------------------	----------	--------------

EXPLAIN CHANGE IN SUPPLIES & MATERIALS: 0.00%

G



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.

Computer Hardware – Computer hardware and accessories.

Computer Software - Annual content, hosting, and troubleshooting.

Food – Board meetings and prospects.

Postage – Postage expenses for mailings.

Marketing/Promotions – 10% of 4B tax proceeds (allowed by law). Ads for specific publications (DRC Relocation Guide, DRC Economic Development Guide, Go Big Texas, RED Journals Economic Guide, billboards, sponsorships, marketing materials, special events, maps, public and legal notices, photos, promotional and recruitment efforts.

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.

Dues and Subscriptions – Including, but not limited to cost for membership fees for the International Council of Shopping Centers (ICSC), Dallas Chamber, Texas Economic Development Council (TEDC), Southern Economic Development Councils (SBEDC), Team Texas, International Economic Development Council (IEDC); Texas Downtown Association, Sanger Chamber, Denton Chamber, Zoom Prospector, EDOQI (CRM Tool), Zoom, Magazine/Professional Subscriptions, and Biznow

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 includes local and regional conferences that arise.

Travel and related expenses, including airfare, hotel, and per diem or other travel-related cost. This would be for travel related to, but not limited to, conferences, tradeshow, recruitment efforts, and marketing trips.

This item also includes prospect hosting (cost of travel, rental car, lodging, food, and entertainment for prospects).

Furniture and Fixtures – Cost of new or replacement of office furniture

Office Machine Lease – Copier and Printer.

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

Professional Service – The SIDC contracts 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 needed for economic development. (Marketing analysis, trade area and demographic reports, Survey Monkey, maps, charts, current demographics, and projections for brokers and developers.

Technical Support – Maintenance of computer systems and office network.

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

Capital Request –

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



4B DEVELOPMENT CORPORATION COMMUNICATION

DATE: May 28, 2024

FROM: Shani Bradshaw, Director of Economic Development

AGENDA ITEM: Financial Reports

SUMMARY:

- Staff will provide a financial and Sales Tax report.

FISCAL INFORMATION:

Budgeted: NA Amount: NA GL Account: NA

RECOMMENDED MOTION OR ACTION:

NA

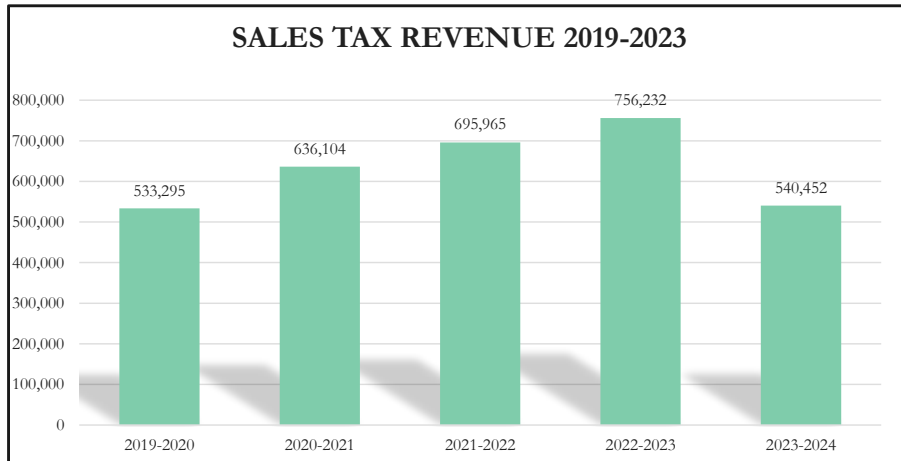
ATTACHMENTS:

Sales Tax Report – May 2024

Economic Development Sales Tax Report

Month	2019-2020	Total	2020-2021	Total	2021-2022	Total	2022-2023	Total	2023-2024	Total
OCT	41,961	41,961	52,602	52,602	50,303	55,222	65,621	65,621	84,045	84,045
NOV	42,075	84,036	50,054	102,656	55,222	105,525	61,751	127,372	72,499	156,544
DEC	44,092	128,128	52,405	155,061	48,145	153,670	72,220	199,591	62,317	218,861
JAN	27,585	155,713	44,941	200,002	56,155	209,825	61,974	261,565	78,147	297,009
FEB	70,059	225,772	62,144	262,146	76,753	286,579	71,749	333,314	69,257	366,266
MAR	40,966	266,738	49,700	311,846	57,471	344,049	52,565	385,879	61,032	427,298
APR	35,736	302,474	48,180	360,026	44,446	388,495	54,627	440,506	45,186	472,483
MAY	41,692	344,166	63,691	423,717	64,395	452,890	67,275	507,780	67,969	540,452
JUN	50,482	394,647	47,099	470,816	65,968	518,858	60,186	567,966		
JUL	49,189	443,837	50,290	521,106	56,987	575,845	61,729	629,695		
AUG	47,386	491,222	62,523	583,629	68,209	644,054	62,807	692,502		
SEP	42,073	553,295	52,474	636,104	51,911	695,965	63,730	756,232		
TOTAL	533,295	533,295	636,104	636,104	695,965	695,965	756,232	756,232	540,452	
BUDGET	385,000	148,295	462,500	173,604	600,000	95,965	800,000	(43,768)	875,000	(875,000)

Sales Tax Collection	May			Year To Date		
	Actual	Actual	%	Actual	Actual	%
	2024	2023	Change	2024	2023	Change
	\$ 67,969	\$ 67,275	1%	\$ 540,452	\$ 507,780	6%





4B DEVELOPMENT CORPORATION COMMUNICATION

DATE: May 28, 2024
FROM: Shani Bradshaw, Director of Economic Development
AGENDA ITEM: Director's Report

SUMMARY:

- Update on economic development activity.

FISCAL INFORMATION:

Budgeted: NA Amount: NA GL Account: NA

RECOMMENDED MOTION OR ACTION:

NA

ATTACHMENTS: