

# 4A INDUSTRIAL DEVELOPMENT BOARD

## MEETING AGENDA

FEBRUARY 07, 2023, 6:00 PM



4A INDUSTRIAL DEVELOPMENT BOARD REGULAR MEETING

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

### CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

### INVOCATION AND PLEDGE

### CITIZENS COMMENTS

*This is an opportunity for citizens to address the Board 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 Board with regard to matters on the agenda will be received at the time the item is considered. The Board 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 4A minutes from 12/06/2022

### REPORTS

*Staff Reports are for discussion only. No action may be taken on items listed under this portion of the agenda.*

2. City update from City Manager, John Noblitt.
- [3.](#) Financial Reports

### DISCUSSION ITEMS

- [4.](#) Discussion on the 2020 Action Plan

### ACTION ITEMS

### 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 Board or at the call of the President.*

## **ADJOURN**

**NOTE:** The Board 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 February 3, 2023, at 9:00 a.m.

*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.



## 4A INDUSTRIAL DEVELOPMENT BOARD COMMUNICATION

**DATE:** February 7, 2023

**FROM:** Shani Bradshaw, Director of Economic Development

**AGENDA ITEM:** Consideration and possible action on 4A minutes from 12/06/2022

**SUMMARY:**

Consideration and possible action on 4A minutes from 12/06/2022.

**FISCAL INFORMATION:**

Budgeted: NA                      Amount: NA                      GL Account: NA

**RECOMMENDED MOTION OR ACTION:**

Staff recommends approval.

**ATTACHMENTS:**

4A minutes from 12/6/2022

# **4A INDUSTRIAL DEVELOPMENT BOARD**

## **MEETING MINUTES**

**DECEMBER 06, 2022, 5:30 PM**



**4A INDUSTRIAL DEVELOPMENT BOARD REGULAR MEETING  
HISTORIC CHURCH BUILDING - 403 N 7TH STREET, SANGER, TEXAS**

### **CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM**

Board Member Kundrock called the meeting to order at 5:30 P.M.

### **BOARD MEMBERS PRESENT**

Board Member, Place 1	Chris Kundrock
Board Member, Place 2	Sue Allison
Board Member, Place 3	Shannon Gann
Board Member, Place 4	Nancy McAlister

### **BOARD MEMBERS ABSENT**

Board Member, Place 5	Drew Hall
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### **STAFF MEMBERS PRESENT:**

Director of Economic Development Shani Bradshaw, and Secretary Stefani Dodson

### **INVOCATION AND PLEDGE**

### **CITIZENS COMMENTS**

### **CONSENT AGENDA**

1. Consideration and possible action on 4A minutes from 10/04/2022.

Motion to approve was made by Board Member Allison, Seconded by Board Member McAlister.

Voting Yea: Board Member Kundrock, Board Member Gann. The motion passes unanimously.

## **ACTION ITEMS**

2. Consideration and possible action on the Sanger Industrial Development Corporation updated By-laws

Director Bradshaw spoke briefly about a couple of changes to the board. The board agreed to have the meetings every other month and the start time for the meetings be at 6:00 P.M.

Motion to approve was made by Board Member Allison, Seconded by Board Member McAlister.

Voting Yea: Board Member Kundrock, Board Member Gann. The motion passes unanimously.

## **EXECUTIVE SESSION**

Pursuant to the Open Meetings Act, Chapter 551, the 4A Sanger Industrial Development Corporation Will Meet in a Closed Executive Session in Accordance with the Texas Government Code:

### **Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY**

For deliberations regarding the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Warehouse - 103 Bolivar

Board Member Kundrock convened the meeting into Executive Session at 5:34 P.M.

## **RECONVENE INTO REGULAR SESSION**

Reconvene into Regular Session and take any action deemed necessary as a result of Executive Session.

Board Member Kundrock reconvened the meeting at 6:32 P.M.

Board Member Kundrock makes a motion that Director Bradshaw can negotiate with the City of Sanger for the property located at 103 Bolivar St. Board Member Allison seconded the motion.

Voting Yea: Board Member Gann, Board Member McAlister. Motion passes unanimously.

## **FUTURE AGENDA ITEMS**

There were no future items discussed.

## **ADJOURN**

There being no further business, Board Member Kundrock adjourned the meeting at 6:33 P.M.



## 4A INDUSTRIAL DEVELOPMENT BOARD COMMUNICATION

**DATE:** February 7, 2023

**FROM:** Shani Bradshaw, Director of Economic Development

**AGENDA ITEM:** Financial Reports

**SUMMARY:**

- Financial report for period ending November 30, 2022.
- Revenues and expenditures reflect activity from October 1, 2022 through November 30, 2022.
- Sales Tax Collections for November 2022.

**FISCAL INFORMATION:**

Budgeted: NA      Amount: NA      GL Account: NA

**RECOMMENDED MOTION OR ACTION:**

NA

**ATTACHMENTS:**

- Monthly Financial Report
- Revenue Expense Report
- Balance Sheet
- Sales Tax Report

**Sanger Texas Industrial Development Corporation**  
**Fund 4A**  
**November 30, 2022**

	<b>Budget</b>	<b>Actual</b>	<b>Percent of Budget</b>
Revenue			
Sales Tax	800,000	127,372	16%
Interest Income	22,000	4,164	19%
Transfer from 4B			
Total Revenue	<u>822,000</u>	<u>131,536</u>	<u>16%</u>
Expenditures			
Salaries & Benefits	60,500	9,012	15%
Supplies & Materials	47,750	7,597	16%
Maintenance & Operations	5,800	69	1%
Contract Services	25,000	6,293	25%
Capital Outlay			
Debt Service			
Total Expenditures	<u>139,050</u>	<u>22,971</u>	<u>17%</u>
Revenues Over Expenditures	<u>682,950</u>	<u>108,564</u>	
Cash in Bank - First United			1,915,222
Cash in Bank - Prosperity			332,153
Money Market			481,651
Certificate of Deposit			<u>95,887</u>
Total Cash			2,824,914

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

Item 3.

41 -4A CORPORATION  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
TAXES	800,000	61,750.54	127,371.84	0.00	672,628.16	15.92
INTEREST	<u>22,000</u>	<u>2,255.15</u>	<u>4,163.61</u>	<u>0.00</u>	<u>17,836.39</u>	<u>18.93</u>
TOTAL REVENUES	822,000	64,005.69	131,535.45	0.00	690,464.55	16.00
<u>EXPENDITURE SUMMARY</u>						
46-ECONOMIC DEVELOPMENT	139,050	10,374.42	22,971.48 (	362.50)	116,441.02	16.26
74-TRANSFERS	15,000	0.00	0.00	0.00	15,000.00	0.00
TOTAL EXPENDITURES	154,050	10,374.42	22,971.48 (	362.50)	131,441.02	14.68
REVENUE OVER/ (UNDER) EXPENDITURES	667,950	53,631.27	108,563.97	362.50	559,023.53	16.31



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

Item 3.

41 -4A CORPORATION  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<hr/>						
<u>TAXES</u>						
00-4325 STATE SALES TAX	<u>800,000</u>	<u>61,750.54</u>	<u>127,371.84</u>	<u>0.00</u>	<u>672,628.16</u>	<u>15.92</u>
TOTAL TAXES	800,000	61,750.54	127,371.84	0.00	672,628.16	15.92
<hr/>						
<u>GRANTS</u>						
<hr/>						
<u>INTEREST</u>						
00-4800 INTEREST INCOME	<u>22,000</u>	<u>2,255.15</u>	<u>4,163.61</u>	<u>0.00</u>	<u>17,836.39</u>	<u>18.93</u>
TOTAL INTEREST	22,000	2,255.15	4,163.61	0.00	17,836.39	18.93
<hr/>						
<u>RENTAL INCOME</u>						
<hr/>						
<u>TRANSFERS</u>						
<hr/>						
TOTAL REVENUE	822,000	64,005.69	131,535.45	0.00	690,464.55	16.00
	=====	=====	=====	=====	=====	=====

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

Item 3.

41 -4A CORPORATION

46-ECONOMIC DEVELOPMENT

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>51-SALARIES AND BENEFITS</u>						
46-5110 REGULAR SALARIES	43,050	3,246.64	6,493.28	0.00	36,556.72	15.08
46-5125 LONGEVITY PAY	350	0.00	0.00	0.00	350.00	0.00
46-5128 AUTO ALLOWANCE	3,000	250.00	500.00	0.00	2,500.00	16.67
46-5129 CELL PHONE ALLOWANCE	300	25.00	50.00	0.00	250.00	16.67
46-5130 FICA	3,600	265.75	531.50	0.00	3,068.50	14.76
46-5140 RETIREMENT	5,600	304.80	609.60	0.00	4,990.40	10.89
46-5150 HEALTH INSURANCE	4,200	352.16	704.32	0.00	3,495.68	16.77
46-5160 WORKER'S COMPENSATION	250	0.00	123.54	0.00	126.46	49.42
46-5170 T W C	<u>150</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150.00</u>	<u>0.00</u>
TOTAL 51-SALARIES AND BENEFITS	60,500	4,444.35	9,012.24	0.00	51,487.76	14.90
<u>52-SUPPLIES AND MATERIALS</u>						
46-5210 OFFICE SUPPLIES	500	0.00	36.80	0.00	463.20	7.36
46-5213 COMPUTER HARDWARE	1,500	0.00	0.00	0.00	1,500.00	0.00
46-5214 COMPUTER SOFTWARE	3,500	0.00	0.00	0.00	3,500.00	0.00
46-5215 FOOD	200	0.00	0.00	0.00	200.00	0.00
46-5220 POSTAGE	50	0.00	0.00	0.00	50.00	0.00
46-5226 MARKETING & PROMOTION	25,000	1,862.50	4,332.62	2,987.50	17,679.88	29.28
46-5235 DUES & SUBSCRIPTIONS	10,000	164.48	3,152.23	0.00	6,847.77	31.52
46-5240 CONFERENCES & TRAINING	<u>7,000</u>	<u>75.00</u>	<u>75.00</u>	<u>0.00</u>	<u>6,925.00</u>	<u>1.07</u>
TOTAL 52-SUPPLIES AND MATERIALS	47,750	2,101.98	7,596.65	2,987.50	37,165.85	22.17
<u>53-MAINTENANCE AND OPERAT</u>						
46-5310 R & M BUILDING	5,000	0.00	0.00	0.00	5,000.00	0.00
46-5332 OFFICE MACHINE LEASE	<u>800</u>	<u>34.76</u>	<u>69.26</u>	<u>0.00</u>	<u>730.74</u>	<u>8.66</u>
TOTAL 53-MAINTENANCE AND OPERAT	5,800	34.76	69.26	0.00	5,730.74	1.19
<u>54-CONTRACT SERVICES</u>						
46-5425 LEGAL SERVICES	1,000	0.00	0.00	0.00	1,000.00	0.00
46-5430 PROFESSIONAL SERVICES	23,000	3,793.33	6,293.33 (	3,350.00)	20,056.67	12.80
46-5450 TECHNICAL SUPPORT	<u>1,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>
TOTAL 54-CONTRACT SERVICES	25,000	3,793.33	6,293.33 (	3,350.00)	22,056.67	11.77
<u>55-UTILITIES</u>						
<u>56-GRANT EXPENSES</u>						
<u>60-CAPITAL OUTLAY &lt; \$5K</u>						

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

Item 3.

41 -4A CORPORATION  
46-ECONOMIC DEVELOPMENT

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>61-CAPITAL OUTLAY</u>	_____	_____	_____	_____	_____	_____
<u>71-DEPRECIATION</u>	_____	_____	_____	_____	_____	_____
<u>70-DEBT PAYMENTS</u>	_____	_____	_____	_____	_____	_____
TOTAL 46-ECONOMIC DEVELOPMENT	139,050	10,374.42	22,971.48 (	362.50)	116,441.02	16.26

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

Item 3.

41 -4A CORPORATION  
74-TRANSFERS

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<hr/>						
<u>74-TRANSFERS</u>						
74-7499      TRANSFER TO I S F	<u>15,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>0.00</u>
TOTAL 74-TRANSFERS	15,000	0.00	0.00	0.00	15,000.00	0.00
<hr/>						
TOTAL 74-TRANSFERS	15,000	0.00	0.00	0.00	15,000.00	0.00
TOTAL EXPENDITURES	154,050	10,374.42	22,971.48 (	362.50)	131,441.02	14.68
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	667,950	53,631.27	108,563.97	362.50	559,023.53	16.31

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

Item 3.

42 -4B CORPORATION  
76-4B FUND

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>65-CAPITAL PROJECTS</u>	_____	_____	_____	_____	_____	_____
<u>70-DEBT PAYMENTS</u>	_____	_____	_____	_____	_____	_____
<u>74-TRANSFERS</u>	_____	_____	_____	_____	_____	_____
TOTAL 76-4B FUND	644,050	7,686.68	20,321.24 (	5,350.00)	629,078.76	2.32
TOTAL EXPENDITURES	871,550	7,686.68	20,321.24 (	5,350.00)	856,578.76	1.72
	=====	=====	=====	=====	=====	=====
REVENUE OVER/ (UNDER) EXPENDITURES	( 41,550)	55,934.73	110,787.40	5,350.00 (	157,687.40)	279.51-

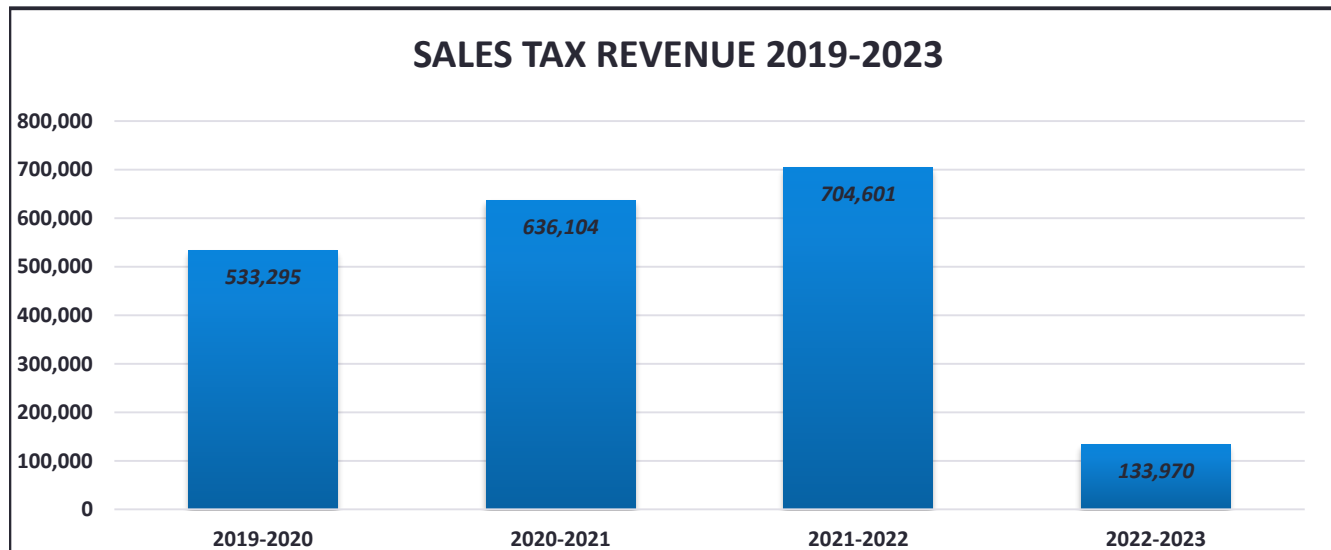
41 -4A CORPORATION

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
41-00-1000	CLAIM ON CASH	1,915,222.14
41-00-1010	CKG-4A CASH (PROSP 90020693)	332,153.49
41-00-1012	MM-4A INV (PROSP 902551273)	481,651.12
41-00-1013	CD - #486639	95,887.45
41-00-1074	BUILDING & IMPROVEMENTS	1,080,797.00
41-00-1076	MACHINERY & EQUIPMENT	40,950.36
41-00-1079	ACCUMULATED DEPRECIATION	( 516,381.96)
41-00-1153	SALES TAX RECEIVABLE	<u>65,621.30</u>
		<u>3,495,900.90</u>
TOTAL ASSETS		3,495,900.90
		=====
LIABILITIES		
=====		
41-00-2000	ACCOUNTS PAYABLE CONTROL	4,618.44
41-00-2403	ACCRUED WAGES PAYABLE	1,623.48
41-00-2900	ENCUMBRANCE	( 13,412.99)
41-00-2910	RESERVE FOR ENCUMBRANCE	<u>13,412.99</u>
TOTAL LIABILITIES		<u>6,241.92</u>
EQUITY		
=====		
41-00-3015	FUND BALANCE - RESTRICTED	<u>3,381,095.01</u>
TOTAL BEGINNING EQUITY		3,381,095.01
TOTAL REVENUE		131,535.45
TOTAL EXPENSES		<u>22,971.48</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		108,563.97
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>3,489,658.98</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		3,495,900.90
		=====

## Economic Development Sales Tax Report

Month	2019-2020	Total	2020-2021	Total	2021-2022	Total	2022-2023	Total
OCT	41,961	41,961	52,602	52,602	50,303	50,303	61,751	61,751
NOV	42,075	84,036	50,054	102,656	55,222	105,525	72,220	133,970
DEC	44,092	128,128	52,405	155,061	48,145	153,670		
JAN	27,585	155,713	44,941	200,002	56,155	209,825		
FEB	70,059	225,772	62,144	262,146	76,753	286,579		
MAR	40,966	266,738	49,700	311,846	57,471	344,049		
APR	35,736	302,474	48,180	360,026	44,446	388,495		
MAY	41,692	344,166	63,691	423,717	64,396	452,891		
JUN	50,482	394,647	47,099	470,816	65,968	518,859		
JUL	49,189	443,837	50,290	521,106	68,209	587,068		
AUG	47,386	491,222	62,523	583,629	51,911	638,979		
SEP	42,073	553,295	52,474	636,104	65,621	704,600		
<b>TOTAL</b>	<b>533,295</b>	<b>533,295</b>	<b>636,104</b>	<b>636,104</b>	<b>704,601</b>	<b>704,601</b>	<b>133,970</b>	
<b>BUDGET</b>	<b>385,000</b>	<b>148,295</b>	<b>462,500</b>	<b>173,604</b>	<b>600,000</b>	<b>104,601</b>	<b>800,000</b>	<b>(800,000)</b>

November			Year To Date		
Actual	Actual	%	Actual	Actual	%
2021	2022	Change	2021	2022	Change
\$ 55,222	\$ 72,220	<b>31%</b>	\$ 105,525	\$ 133,971	<b>27%</b>





## 4A INDUSTRIAL DEVELOPMENT BOARD COMMUNICATION

**DATE:** February 7, 20233

**FROM:** Shani Bradshaw, Director of Economic Development

**AGENDA ITEM:** Discussion on the 2020 Action Plan

**SUMMARY:**

- 2020 Action Plan Update
  - Discuss Opportunities to acquire properties
  - Discuss infrastructure that supports business growth

**FISCAL INFORMATION:**

Budgeted: NA                      Amount: NA                      GL Account: NA

**RECOMMENDED MOTION OR ACTION:**

**ATTACHMENTS:**

2020 Action Plan Progress Report



**Sanger Industrial Development Corporation**  
**Mission - Goals - Objectives (MGO) Progress Report**

*The mission of the Sanger EDC is to retain, strengthen and diversify our local economy  
while capitalizing on our location in north central Texas.*

2020-08-04

Rank	Objective	When	Resp.	%	Notes
1	Enhance Marketing and Promotion Efforts				
A	Engage with Marketing Director to create a Marketing Plan	Jul-22	Staff	100%	Work with Donna on content
B	Review Plan and make changes	Jul-22	Staff	100%	
C	Present to Board	Aug-22	Staff	100%	Presented to Board for review
2	Develop a Sites & Buildings Summary				Will need to be updated periodically
A	Identify available sites and buildings	Apr-19	Staff	100%	Drove area to identify sites
B	Research appraisal distric info and zoning	Apr-19	Staff	100%	Reseachered DCAD and zoning map
C	Identify broker/rep/owner	May-19	Staff	100%	Identified broker/owner information
D	Develop report formate	May-19	Staff	100%	Work with consultant on format
E	Post to Website	Jun-19	Staff	100%	Post to ED website
3	Develop a program to engage builders / brokers / developers				
A	Create outline of desired topis				
B	Determine date/time/schedule				
4	Adopt an Action Plan and implement objectives				
A	Engage with Consultant	Sep-20	Staff/Board	100%	Greg Last, EDP Best Practices
B	Present approved Action Plan to Council	Oct-20	Staff	100%	CC impresses with Action Plan
C	Implement standing agenda item	Oct-20	Staff	100%	Standing agenda item
5	Develop a comprehensive CRM database				
A	May need to engage with consultant	Apr-22	Staff	100%	Engage with consultant. Provided list of CRM databases to research
B	Program evaluation	Jun-22	Staff	100%	Research EDOIQ and Access Custom Design
C	Identify groups/data to document	Oct-22	Staff	50%	Enter Properties, Projects, Etc
5	Identify and fund infrastructure that supports business growth				
A	Identify desired location	Feb-23	Staff/Board		Work with Board to identify locations
B	Cost Estimates				
C	Contract and construction				
7	Implement a comprehensive BRE program				
A	Create contenct for program	Oct-21	Staff	100%	Program overview, goals, objectives
B	Implement Program	Oct-21	Staff	100%	Program has been implemented
7	Develop maps adequate to market location, local and regional assets				
A	Contact for aerial provider	Aug-22	Staff	100%	Dynamic Map Poster w/ Flyer View
B	Establish contents for Community Profile	Oct-22	Staff	100%	
E	Delivery	Dec-22	Staff	100%	Completed
9	Utilize Consultant(s) to increase productivity				
A	Identify projects to be done		Staff	100%	Incentive policy, Marketing & Promotional Plan, Local Regional Data Report, Dashboard, CRM Database,
B	Engage and pursure projects		Staff	80%	Complete Incentive Policy, Local Data Report, Dashboard. Still working on CRM Data Base

Rank	Objective	When	Resp.	%	Notes
9	Emphasize advantages with marketing and website				
A	List of advantages to marketing	Jul-21	Staff	100%	
B	List of advantages to website	Jul-21	Staff	100%	
11	Implement a Local Business Report program				
A	Develop LBR program overview	Oct-22	Staff	20%	Part of BRE
B	Identify businesses to visit				
C	Develop visitation form	Oct-22	Staff	100%	
11	Adopt a comprehensive Incentives Policy				
A	Engage consultant	Apr-21	Staff/Board	100%	Greg Last, EDP Best Practices
B	Identify existing issues/opportunities	May-June 2021	Staff/Board	100%	Work with staff
C	Determine desired incentives	Jul-21	Staff/Board	100%	Work with staff
D	Incentive Training	Sep-21	Board/CC	100%	Training Workshop with Boards and CC
E	Adopt Policy and Application	Mar-22	Staff/Board	100%	CC adopted Policy
F	Post application on website	Apr-22	Staff	100%	
11	Develop a comprehensive and professional Website				
A	Collect up to 3 proposals	May-21	Staff	100%	Budget 2021-2022
B	CoServ grant request	Oct-21	Staff	100%	Sent application to CoServ
C	CoServ Grant Approved	Dec-21	Staff	100%	Rec'd email we've been approved for Grant
D	Kick off Website Design	Jan-22	Staff	100%	
E	Website Completion	Feb-23	Staff	100%	Go live February 3, 2023

Rank	Objective	When	Resp.	%	Notes
14	Establish Board Member roles and responsibilities				
A	Establish Roles and Responsibilities	Dec-20	Staff	100%	Create New Board Member Packet
B	Training, conferences and sub-committees(if needed)	Dec-20	Staff	100%	Include training opportunities in Packet and offer to members when available - Ongoing
14	Develop orientation / on-boarding for new Board members				
A	Develop outline of topics to cover	Dec-20	Staff	100%	Establish a New Board Member Packet
B	Identify Training Providers	Dec-20	Staff	100%	Establish a New Board Member Packet
14	Work with B Board to leverage resources to attract businesses				
A	Joint meeting				
B	Resources to attract businesses & development				
14	Participate in Comprehensive Plan update to support business				
A	Select Board member to be part of CP	Aug-20	Staff	100%	Attend monthly CP meetings
B	Select Board member to be part of Branding	Aug-20	Staff	100%	Attend Monthly Comp Plan meetings and Branding meetings
14	Contract for professional photography as needed for M&P				
A	Quotes from professional	Apr-21	Staff	100%	Received 2 Quotes
B	Establish date for photo session	May-21	Staff	100%	Michael Duran Photography
C	Review Photos	May-21	Staff	100%	
20	Develop a Performance Dashboard for reporting				
A	Develop tracking document	Dec-21	Staff	100%	Excel
B	Evaluate Dashboard periodically		Staff	100%	Ongoing
20	Identify training needed / desired by Board and Staff				
A	Discuss desired/needed training	Apr-21	Staff/Board	100%	Incentive Policy Training
B	Identify training providers	Apr-21	Staff/Board	100%	Greg Last, EDP Best Practices
C	Schedule and take training	Sep-21	Staff/Board	100%	In progress
20	Monitor activities / programs of competing cities for Best Practices				
A	Identify cities to monitor				
B	Assign a Board member to each one				
C	Identify items to monitor				Events, website, newsletter
D	Report at Board Meeting				
20	Evaluate opportunities to acquire EDO properties				
A	Identify & evaluate potential properties	February	Staff/Board		Identify properties to research
B					
24	Identify additional funding sources to assist with projects / programs				
A	Research grants				
B	List of grants available for projects/programs				
24	Establish an Incentive Management Program				
A	Identify outstanding incentives	Jan-21	Staff	100%	
B	Develop Tracking report format	Jan-21	Staff	100%	Excel
C	Enter critical data/dates	Jan-21	Staff	100%	
D	Monitor performance deadlines	Jan-21	Staff	100%	Calendar reminder / Finance Department

Rank	Objective	When	Resp.	%	Notes
24	Attend the NTCAR broker-developer trade show in Dallas				
A	Register and attend Trade Show	May-21	Staff	100%	To be held on September 2 at Gilleys - Dallas

Rank	Objective	When	Resp.	%	Notes
24	Assist in funding acquisition and development of GIS mapping				
A	Purchase GIS software	Sept	Staff	100%	
B	Training on new software	January	Staff	100%	
C	Implement maps on EDC webpage	Janury	Staff	100%	Need to add available properties
28	Take training to understand the City Comp Plan				
A	Determine date/time and schedule	Sep-21	Staff/Board/CC	100%	Comp Plan overview was presented to the Boards, City Council, P&Z and Staff
28	Enhance communication with Citizens / stakeholders				
A	Increase social media presence	Jan-22	Staff	100%	Work with Marketing Director on creating and posting on social media sites.
B	Create an e-newsletter	Sep-22	Staff	100%	Work with Marketing Director on newsletter - need to provide data.
C	Infographics and Video				
D	SEDC LinkedIn Page	Feb-23	Staff		Work w/Marketing Director to create LinkedIn Page
E	Video Series	Sep-22	Staff	100%	
F	Instagram	Feb-23	Staff		Work w/Marketing Director to create Instagram Page
28	Engage the local Workforce Development Staff and Board				
A	Create outline of topics				
B	Determine date/time				
C	Hold meeting				
28	Enhance relationships with County / Chamber				
A	Hold quarterly meetings with Chamber	Jul-21	Staff	100%	Quarterly meeting with Staff, Chamber and Mayor - Ongoing
B	Quarterly luncheons with Denton County, Little Elm, Pilot Point, Celina and Prosper EDC	Dec-22	Staff	50%	Work with other EDCs to organize luncheons.
C	Attend Quarterly luncheons with Denton County		Staff	50%	Attend Denton's quarterly luncheons - great networking opportune - ongoing
28	Develop a Traffic Count Report				
A	Engage consultant	Dec-19	Staff	100%	Greg Last, EDP Best Practices
B	Determine locations	Jan-20	Staff	100%	Identified locations to place markers
	Create document and post on website	Jan-20	Staff	100%	Posted on ED Website
33	Establish a document to record projects and activities of the EDO				
A	Development tracking document	Jan-21	Staff	100%	Excel
33	Take training on Business Retention & Expansion				
A	BREI Courses	Aug-22	Staff	100%	Received Certification
33	Director / Coord. to pursue CEcd certification				
A	Courses completed	May-17	Staff	100%	Graduated from the OU ED Program
B	Courses still needed				Primer to the CEcdExam Process
C	Budget adequately				
D	Schedule participation				
37	Take training on Local incentives				
A	Identify desired training content	Aug-21	Staff	100%	
B	Engage consultant	Aug-21	Staff	100%	

Rank	Objective	When	Resp.	%	Notes
	Determine date/time and schedule	Sep-21	Staff/Boards /CC	100%	Joint training session with boards, CC, and staff
37	Hold a joint meeting with City Council and STDC				
A					
B					
39	Board Members to attend TEDC Sales Tax Training when in DFW				
A	Identify dates offered for training	Jun-22	Staff/Board	100%	Provide dates for board members

Rank	Objective	When	Resp.	%	Notes
39	Develop small (tri-fold) marketing pamphlet				
A	Develop content	Aug-22	staff	50%	Work with Marketing Director
B	Print				
39	Evaluate options for the SIDC building and pursue as appropriate				
A	Identify opportunities	Oct-22	SB/Board	100%	Discuss Warehouse with Board
B	Appraisal for Warehouse	Jan-23	Staff	100%	Appraisal complete and sent to CM office
43	Provide an annual report to City Council				
A	Create Content and establish date				
43	Establish workforce development programs				
A	Create a Business Survey	May-22	Staff/Board	100%	Staff and Board created survey to get a better understanding of our business needs
B	Talent Tuesday	Feb-22	Staff	100%	
45	Better communicate EDO programs / successes				
A	Economic Development Content in City Newsletter		Staff	100%	Work with Marketing Director on ED section in city newsletter - Ongoing
	Develop Website Section		Staff	100%	Include success stories, news, etc.
B	Social Media Outlets		Staff	100%	Work with Marketing Director on scheduled postings
45	Engage the area rail service provider				
A	Create outline of desired topics		Staff		Rail Spur near Industrial Area
B	Determine meeting date				
48	Engage the economic development staff at the Dallas Reg. Chamber				
A	Attend DRC Quarterly luncheons				
B					