

4A INDUSTRIAL DEVELOPMENT BOARD

MEETING AGENDA

OCTOBER 04, 2022, 1:00 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 08/23/2022.

REPORTS

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

Director of Economic Development

- [2.](#) Financial Reports
- [3.](#) Economic Development Update.

DISCUSSION ITEMS

- [4.](#) Discussion on board meeting schedule and new meeting time.
- [5.](#) Discussion on the 2020 Action Plan.

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 is readily accessible to the general public at all times and posted on the City of Sanger website on September 30, 2022, at 9:30 A.M.

/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.



4A INDUSTRIAL DEVELOPMENT BOARD COMMUNICATION

DATE: 10/04/2022
FROM: Director of Economic Development Shani Bradshaw
AGENDA ITEM: 4A Minutes from 08/23/2022

SUMMARY:

Consideration and possible action on 4A minutes from 08/23/2022.

FISCAL INFORMATION:

Budgeted: N/A Amount: N/A GL Account: N/A

RECOMMENDED MOTION OR ACTION:

Staff recommends approval.

ATTACHMENTS:

4A Minutes from 08/23/2022

4A INDUSTRIAL DEVELOPMENT BOARD

MEETING MINUTES

AUGUST 23, 2022, 1:00 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

Sue Allison called the meeting to order at 1:00 P.M.

BOARD MEMBERS PRESENT

Board Member, Place 2	Sue Allison
Board Member, Place 4	Nancy McAlister
Board Member, Place 5	Drew Hall

BOARD MEMBERS ABSENT

Place 1	Chris Kundrock
Place 3	Shannon Gann

STAFF MEMBERS PRESENT:

Director of Economic Development Shani Bradshaw, and Secretary Stefani Dodson

INVOCATION AND PLEDGE

Sue Allison gave the invocation and led the Pledge of Allegiance.

CITIZENS COMMENTS

No one addressed the board.

REPORTS

1. Financial Reports.

Director of Economic Development Shani Bradshaw reviewed the financial report with the board.

Director of Economic Development

2. Marketing Plan.

Director of Economic Development Shani Bradshaw provided an overview of the marketing plan with the board. She also provided a timeline for the plan.

3. Conferences, Training and Tradeshow.

Director of Economic Development Shani Bradshaw reviewed the dates of the conferences and training she will be attending.

CONSENT AGENDA

4. Consideration and possible action on the minutes from the July 5, 2022, meeting.

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

Voting Yea: Board Member Sue Allison, Board Member Nancy McAlister, Board Member Drew Hall. Motion passes unanimously.

ACTION ITEMS

5. Consideration and possible action electing officers for the Sanger Industrial Development Corporation.

Board Member Sue Allison makes a nomination for President as Chris Kundrock. Board Member Nancy McAlister makes a nomination for Drew Hall as Vice President.

Voting Yea: Board Member Sue Allison, Board Member Nancy McAlister, Board Member Drew Hall. Motion passes unanimously.

6. Consideration and possible action on amending the Economic Development Incentive Policy.

Motion to approve was made by Board Member Drew Hall, Seconded by Board Member Nancy McAlister.

Voting Yea: Board Member Sue Allison, Board Member Nancy McAlister, Board Member Drew Hall. Motion passes unanimously.

7. Consideration and possible action on revising the board meeting schedule.

Board Member Sue Allison makes a motion to table the item until the next meeting. Board Member Nancy McAlister seconded the motion.

Voting Yea: Board Member Sue Allison, Board Member Nancy McAlister, Board Member Drew Hall. Motion passes unanimously.

EXECUTIVE SESSION

Pursuant to the Open Meetings Act, Chapter 551, the 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.

1. Warehouse - 103 Bolivar

Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS. This chapter does not require a governmental body to conduct an open meeting:

Deliberate and discuss commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect.

1. Project Cats

Board Member Sue Allison convened the meeting into Executive Session at 1:31 P.M.

RECONVENE EXECUTIVE SESSION

Board Member Sue Allison reconvened the meeting at 2:23 P.M.

Board Member Sue Allison makes a motion that the Economic Development Director Shani Bradshaw can go ahead and hire an appraiser for the warehouse. Board Member Drew Hall seconded the motion.

Voting Yea: Board Member Sue Allison, Board Member Nancy McAlister, Board Member Drew Hall. Motion passes unanimously.

ADJOURN

There being no further business, Board Member Sue Allison adjourned the meeting at 2:25 P.M.

Sue Allison, Board President

Stefani Dodson, Secretary



4A INDUSTRIAL DEVELOPMENT BOARD COMMUNICATION

DATE: August 23, 2022

FROM: Shani Bradshaw, Director of Economic Development

AGENDA ITEM: Financial Reports

SUMMARY:

- Financial Reports for the period ending August 31, 2022.
- Revenues and expenditures reflect activity from October 1, 2021 through August 31, 2022.
- Sales Tax Collections for August 2022.

FISCAL INFORMATION:

Budgeted: NA Amount: NA GL Account: NA

RECOMMENDED MOTION OR ACTION:

NA

ATTACHMENTS:

Balance Sheet – August 2022
Revenue Expense Report – August 2022
Financial Report – August 2022
Sales Tax Report – August 2022

41 -4A CORPORATION

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
41-00-1000	CLAIM ON CASH	1,758,407.89	
41-00-1010	CKG-4A CASH (PROSP 90020693)	332,052.95	
41-00-1012	MM-4A INV (PROSP 902551273)	480,395.90	
41-00-1013	CD - #486639	95,842.93	
41-00-1074	BUILDING & IMPROVEMENTS	1,080,797.00	
41-00-1076	MACHINERY & EQUIPMENT	40,950.36	
41-00-1079	ACCUMULATED DEPRECIATION	(474,688.15)	
41-00-1153	SALES TAX RECEIVABLE	<u>101,507.68</u>	
		<u>3,415,266.56</u>	
TOTAL ASSETS			3,415,266.56
			=====
LIABILITIES			
=====			
41-00-2000	ACCOUNTS PAYABLE CONTROL	6,638.28	
41-00-2403	ACCRUED WAGES PAYABLE	1,434.20	
41-00-2900	ENCUMBRANCE	(7,397.37)	
41-00-2910	RESERVE FOR ENCUMBRANCE	7,397.37	
41-00-2950	DUE TO GENERAL FUND	<u>67,407.55</u>	
TOTAL LIABILITIES			<u>75,480.03</u>
EQUITY			
=====			
41-00-3015	FUND BALANCE - RESTRICTED	<u>2,757,846.71</u>	
TOTAL BEGINNING EQUITY		2,757,846.71	
TOTAL REVENUE		672,196.18	
TOTAL EXPENSES		<u>90,256.36</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		581,939.82	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>3,339,786.53</u>	
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			3,415,266.56
			=====

CITY OF SANGER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2022

Item 2.

41 -4A CORPORATION
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
TAXES	600,000	68,209.15	644,054.61	0.00 (44,054.61)	107.34
GRANTS	0	0.00	5,000.00	0.00 (5,000.00)	0.00
INTEREST	<u>10,000</u>	<u>174.87</u>	<u>23,141.57</u>	<u>0.00 (</u>	<u>13,141.57)</u>	<u>231.42</u>
TOTAL REVENUES	610,000	68,384.02	672,196.18	0.00 (62,196.18)	110.20
<u>EXPENDITURE SUMMARY</u>						
46-ECONOMIC DEVELOPMENT	133,476	13,929.32	90,256.36	7,397.37	35,822.27	73.16
TOTAL EXPENDITURES	133,476	13,929.32	90,256.36	7,397.37	35,822.27	73.16
REVENUE OVER/(UNDER) EXPENDITURES	476,524	54,454.70	581,939.82 (7,397.37) (98,018.45)	120.57

CITY OF SANGER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2022

Item 2.

41 -4A CORPORATION
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>TAXES</u>						
00-4325 STATE SALES TAX	<u>600,000</u>	<u>68,209.15</u>	<u>644,054.61</u>	<u>0.00</u>	<u>(44,054.61)</u>	<u>107.34</u>
TOTAL TAXES	600,000	68,209.15	644,054.61	0.00	(44,054.61)	107.34
<u>GRANTS</u>						
00-4446 GRANT REVENUE	<u>0</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>	<u>(5,000.00)</u>	<u>0.00</u>
TOTAL GRANTS	0	0.00	5,000.00	0.00	(5,000.00)	0.00
<u>INTEREST</u>						
00-4800 INTEREST INCOME	<u>10,000</u>	<u>174.87</u>	<u>23,141.57</u>	<u>0.00</u>	<u>(13,141.57)</u>	<u>231.42</u>
TOTAL INTEREST	10,000	174.87	23,141.57	0.00	(13,141.57)	231.42
RENTAL INCOME						
TRANSFERS						
TOTAL REVENUE	610,000	68,384.02	672,196.18	0.00	(62,196.18)	110.20
	=====	=====	=====	=====	=====	=====

41 -4A CORPORATION

46-ECONOMIC DEVELOPMENT

% OF YEAR COMPLETED: 91.67

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	41,400	3,152.08	37,824.96	0.00	3,575.04	91.36
46-5125 LONGEVITY PAY	100	0.00	78.00	0.00	22.00	78.00
46-5128 AUTO ALLOWANCE	3,000	250.00	2,750.00	0.00	250.00	91.67
46-5129 CELL PHONE ALLOWANCE	300	25.00	425.00	0.00 (125.00)	141.67
46-5130 FICA	3,450	252.78	3,069.74	0.00	380.26	88.98
46-5140 RETIREMENT	3,900	296.62	3,563.60	0.00	336.40	91.37
46-5150 HEALTH INSURANCE	4,200	352.16	3,886.63	0.00	313.37	92.54
46-5160 WORKER'S COMPENSATION	250	0.00	0.00	0.00	250.00	0.00
46-5170 T W C	<u>100</u>	<u>0.00</u>	<u>29.50</u>	<u>0.00</u>	<u>70.50</u>	<u>29.50</u>
TOTAL 51-SALARIES AND BENEFITS	56,700	4,328.64	51,627.43	0.00	5,072.57	91.05
<u>52-SUPPLIES AND MATERIALS</u>						
46-5210 OFFICE SUPPLIES	500	32.83	345.47	0.00	154.53	69.09
46-5213 COMPUTER HARDWARE	250	0.00	0.00	0.00	250.00	0.00
46-5214 COMPUTER SOFTWARE	3,375	0.00	0.00	0.00	3,375.00	0.00
46-5215 FOOD	200	0.00	0.00	0.00	200.00	0.00
46-5220 POSTAGE	50	0.00	6.10	0.00	43.90	12.20
46-5226 MARKETING & PROMOTION	25,000	5,001.59	14,000.74	0.00	10,999.26	56.00
46-5235 DUES & SUBSCRIPTIONS	2,000	57.50	2,129.88	925.00 (1,054.88)	152.74
46-5240 CONFERENCES & TRAINING	<u>5,000</u>	<u>474.26</u>	<u>3,228.77</u>	<u>0.00</u>	<u>1,771.23</u>	<u>64.58</u>
TOTAL 52-SUPPLIES AND MATERIALS	36,375	5,566.18	19,710.96	925.00	15,739.04	56.73
<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>601</u>	<u>34.50</u>	<u>730.34</u>	<u>0.00</u> (<u>129.34</u>)	<u>121.52</u>
TOTAL 53-MAINTENANCE AND OPERAT	5,601	34.50	730.34	0.00	4,870.66	13.04
<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	20,000	4,000.00	12,000.00	500.00	7,500.00	62.50
46-5450 TECHNICAL SUPPORT	1,000	0.00	0.00	0.00	1,000.00	0.00
46-5452 WEBSITE	<u>12,800</u>	<u>0.00</u>	<u>6,187.63</u>	<u>5,972.37</u>	<u>640.00</u>	<u>95.00</u>
TOTAL 54-CONTRACT SERVICES	34,800	4,000.00	18,187.63	6,472.37	10,140.00	70.86
<u>55-UTILITIES</u>						
<u>56-GRANT EXPENSES</u>						
<u>60-CAPITAL OUTLAY < \$5K</u>						

CITY OF SANGER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2022

Item 2.

41 -4A CORPORATION
46-ECONOMIC DEVELOPMENT

% OF YEAR COMPLETED: 91.67

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	133,476	13,929.32	90,256.36	7,397.37	35,822.27	73.16

CITY OF SANGER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2022

Item 2.

41 -4A CORPORATION
74-TRANSFERS

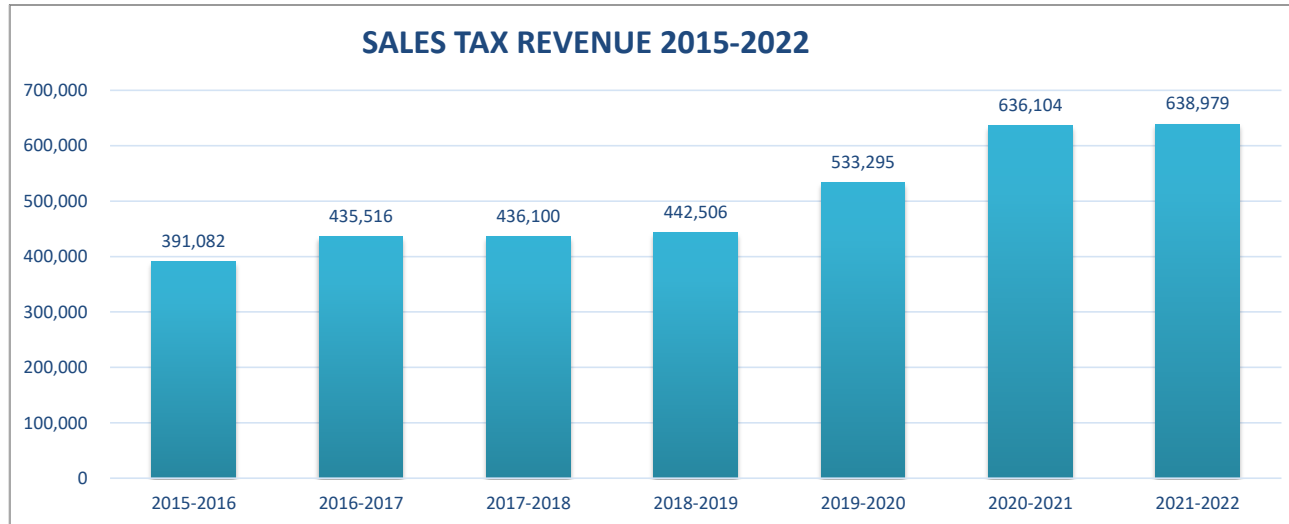
% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<hr/>						
<u>74-TRANSFERS</u>						
<hr/>						
TOTAL EXPENDITURES	133,476	13,929.32	90,256.36	7,397.37	35,822.27	73.16
	=====	=====	=====	=====	=====	=====
REVENUE OVER/ (UNDER) EXPENDITURES	476,524	54,454.70	581,939.82 (7,397.37) (98,018.45)	120.57

Economic Development Sales Tax 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	65,968	518,859
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	68,209	587,068
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	51,911	638,979
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	638,979	
BUDGET		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)

AUGUST			Year to Date		
Actual 2020-2021	Actual 2021-2022	% Change	Actual 2020-2021	Actual 2021-2022	% Change
62,523	51,911	-17%	583,629	638,979	9%



Sanger Texas Industrial Development Corporation
Fund 4A
August 31, 2022

	Budget	Actual	Percent of Budget
Revenue			
Sales Tax	600,000	644,055	107%
Interest Income	10,000	23,142	231%
AEP Energy Partners		5,000	
Transfer from 4B			
Total Revenue	<u>610,000</u>	<u>672,196</u>	<u>110%</u>
Expenditures			
Salaries & Benefits	56,700	51,627	91%
Supplies & Materials	36,375	19,711	54%
Maintenance & Operations	5,601	730	13%
Contract Services	34,800	18,188	52%
Utilities			
Capital Outlay			
Debt Service			
Total Expenditures	<u>133,476</u>	<u>90,256</u>	<u>68%</u>
Revenues Over Expenditures	<u>476,524</u>	<u>581,940</u>	
Cash in Bank - First United			1,758,408
Cash in Bank - Prosperity			332,053
Money Market			480,396
Certificate of Deposit			<u>95,843</u>
Total Cash			2,666,700



4A INDUSTRIAL DEVELOPMENT BOARD COMMUNICATION

DATE: October 4, 2022

FROM: Shani Bradshaw, Director of Economic Development

AGENDA ITEM: Economic Development Update.

SUMMARY:

- Project Cats
- Project Green Acres
- Economic Development Newsletter
- NTCAR
- Economic Development Website
- Business Retention and Expansion International (BREI)
 - Business Retention Expansion Coordinator Certification (BREC)
 - Business Retention Expansion Professional (BREP)
- Workforce Survey

FISCAL INFORMATION:

Budgeted: NA Amount: NA GL Account: NA

RECOMMENDED MOTION OR ACTION:

NA

ATTACHMENTS:

NA



4A INDUSTRIAL DEVELOPMENT BOARD COMMUNICATION

DATE: October 4, 2022

FROM: Shani Bradshaw, Director of Economic Development

AGENDA ITEM: Discussion on board meeting schedule and new meeting time.

SUMMARY:

- Current meetings are held quarterly on the first Tuesday of the month at 1pm.
- Consider changing the meeting schedule to every other month due to the amount of economic development activity.
- Consider a new time for meeting.

FISCAL INFORMATION:

Budgeted: NA Amount: NA GL Account: NA

RECOMMENDED MOTION OR ACTION:

NA

ATTACHMENTS:

NA

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%	
B	Review Plan and make changes	Jul-22	Staff	100%	
C	Present to Board	Aug-22	Staff	100%	
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	SB/Board	100%	Greg Last, EDP Best Practices
B	Present approved Action Plan to Council	Oct-20	Staff	100%	
C	Implement standing agenda item	Oct-20	Staff	100%	
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		Staff has meeting scheduled with EDOIQ the first of October for training and data entry
5	Identify and fund infrastructure that supports business growth				
A	Identify desired location				
B	Cost Estimates				
C	Contract and construction				
7	Implement a comprehensive BRE program				
A	Create contentct 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	Jan-22	Staff	100%	Dynamic Map Poster w/ Flyer View
B	Establish contents for Community Profile	May-22	Staff	100%	
E	Delivery	Sep-22	Staff	100%	
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			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-21	Staff	50%	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		Staff/Board	100%	Work with staff
C	Determine desired incentives		Staff/Board	100%	Work with staff
D	Adopt Policy and Application	Mar-22	Staff/Board	100%	CC adopted Policy
E	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	Dec-21	Staff	100%	
E	Website Completion	Sep-22		90%	Website should be 100% by the first part of October 2022

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	Take training to understand the responsibilities of other City Boards				
A	Identify desired training content				Planning & Zoning Process
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	SB/Board	100%	Incentive Policy Training
B	Identify training providers	Apr-21	SB/Board	100%	Greg Last, EDP Best Practices
C	Schedule and take training	Sep-21	SB/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	Jun-22	SB	10%	Researching sites
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%	

Rank	Objective	When	Resp.	%	Notes
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
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	TBD			
C	Implement maps on EDC webpage	TBD			
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	50%	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				
E	Video Series	Sep-22	Staff	100%	
F	Instagram				
28	Engage the local Workforce Development Staff and Board				
A	Create outline of topics				
B	Determine date/time				
	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				
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	Provide training on local incentives	Sep-21	SB/Board	100%	
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				
33	Identify and engage allies and stakeholders				
A	Identify allies and stakeholders				
B	Schedule meetings				
37	Take training on Local incentives				

Rank	Objective	When	Resp.	%	Notes
A	Identify desired training content	Aug-21	Staff	100%	
B	Engage consultant	Aug-21	Staff	100%	
	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	Jul-22	SB/Board	10%	Discuss Warehouse with Board
B	Appraisal for Warehouse				
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	80%	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		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					