

4A INDUSTRIAL DEVELOPMENT BOARD

MEETING AGENDA

MAY 02, 2023, 6:00 PM



4A INDUSTRIAL DEVELOPMENT BOARD 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 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 04-04-2023

REPORTS

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

2. Financial Reports
3. 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 Board or at the call of the President.

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.

Discuss the purchase of real property.

RECONVENE INTO REGULAR SESSION

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

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 April 28, 2023 at 10:00 A.M.

Stefani Dodson
Stefani Dodson, Secretary



4A INDUSTRIAL DEVELOPMENT BOARD COMMUNICATION

DATE: May 2, 2023

FROM: Shani Bradshaw, Director of Economic Development

AGENDA ITEM: Consideration and possible action on 4A minutes from 04-04-2023

SUMMARY:

Consideration and possible action on 4A minutes from 04-04-2023

FISCAL INFORMATION:

Budgeted: NA Amount: NA GL Account: NA

RECOMMENDED MOTION OR ACTION:

Staff recommends approval.

ATTACHMENTS:

4A minutes from 04-04-2023

4A INDUSTRIAL DEVELOPMENT BOARD

MEETING MINUTES

APRIL 04, 2023, 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 Hall called the meeting to order at 5:30 P.M.

BOARD MEMBERS PRESENT

Board Member, Place 2	Sue Allison
Board Member, Place 3	Shannon Gann
Board Member, Place 4	Nancy McAlister
Board Member, Place 5	Drew Hall

BOARD MEMBERS ABSENT

Board Member, Place 1	Chris Kundrock
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STAFF MEMBERS PRESENT:

Director of Economic Development Shani Bradshaw, and Secretary Stefani Dodson

CITIZENS COMMENTS

No citizens came forward to speak

REPORTS

1. Financial Reports

Director Bradshaw gives a brief update on the financial report.

2. New Economic Development Website Overview

Director Bradshaw gives a brief update on the new website.

CONSENT AGENDA

3. Consideration and possible action on 4A minutes from 02-07-2023.

4. Consideration and possible action on 4A minutes from 02-28-2023.

Motion to approve the consent agenda was made by Board Member Allison with the work "future" added to the minutes on 02-07-23, Seconded by Board Member McAlister.

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

DISCUSSION ITEMS

5. Discussion on the 4A Fiscal Year 2023-2024 Budget.

Director Bradshaw goes over a few changes for the next year's budget.

FUTURE AGENDA ITEMS

There were no future items discussed.

EXECUTIVE SESSION

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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.

Discuss the purchase of real properties

Board Member Hall convened the meeting into Executive Session at 6:29 p.m.

RECONVENE INTO REGULAR SESSION

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

Board Member Hall reconvened the meeting at 7:08 p.m.

ADJOURN

There being no further business, Board Member Hall adjourned the meeting at 7:08 p.m.



4A INDUSTRIAL DEVELOPMENT BOARD COMMUNICATION

DATE: May 2, 2023
FROM: Shani Bradshaw, Director of Economic Development
AGENDA ITEM: Financial Reports

SUMMARY:

- Financial report for period ending March 31, 2023.
- Revenues and expenditures reflect activity from October 1, 2022, through March 31, 2023
- Sales Tax Collections for January 31, 2023.

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
March 31, 2023

	Budget	Actual	Percent of Budget
Revenue			
Sales Tax	800,000	385,879	48%
Interest Income	22,000	19,057	87%
Transfer from 4B			
Total Revenue	<u>822,000</u>	<u>404,935</u>	<u>49%</u>
Expenditures			
Salaries & Benefits	60,500	29,511	49%
Supplies & Materials	47,750	19,568	41%
Maintenance & Operations	5,800	281	5%
Contract Services	25,000	14,293	57%
Capital Outlay			
Debt Service			
Total Expenditures	<u>139,050</u>	<u>63,653</u>	<u>46%</u>
Revenues Over Expenditures	<u>682,950</u>	<u>341,282</u>	
Cash in Bank - First United			2,130,779
Cash in Bank - Prosperity			332,238
Money Market			483,213
Certificate of Deposit			<u>95,972</u>
Total Cash			3,042,202

CITY OF SANGER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

Item 2.

41 -4A CORPORATION

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
TAXES	800,000	52,564.82	385,878.81	0.00	414,121.19	48.23
INTEREST	<u>22,000</u>	<u>3,318.37</u>	<u>19,056.64</u>	<u>0.00</u>	<u>2,943.36</u>	<u>86.62</u>
TOTAL REVENUES	822,000	55,883.19	404,935.45	0.00	417,064.55	49.26
<u>EXPENDITURE SUMMARY</u>						
46-ECONOMIC DEVELOPMENT	139,050	8,135.32	63,652.98 (12,873.18)	88,270.20	36.52
74-TRANSFERS	15,000	0.00	15,000.00	0.00	0.00	100.00
TOTAL EXPENDITURES	154,050	8,135.32	78,652.98 (12,873.18)	88,270.20	42.70
REVENUE OVER/(UNDER) EXPENDITURES	667,950	47,747.87	326,282.47	12,873.18	328,794.35	50.78

CITY OF SANGER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

Item 2.

41 -4A CORPORATION
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	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>52,564.82</u>	<u>385,878.81</u>	<u>0.00</u>	<u>414,121.19</u>	<u>48.23</u>
TOTAL TAXES	800,000	52,564.82	385,878.81	0.00	414,121.19	48.23
<hr/>						
<u>GRANTS</u>						
<hr/>						
<u>INTEREST</u>						
00-4800 INTEREST INCOME	<u>22,000</u>	<u>3,318.37</u>	<u>19,056.64</u>	<u>0.00</u>	<u>2,943.36</u>	<u>86.62</u>
TOTAL INTEREST	22,000	3,318.37	19,056.64	0.00	2,943.36	86.62
<hr/>						
<u>RENTAL INCOME</u>						
<hr/>						
<u>TRANSFERS</u>						
<hr/>						
TOTAL REVENUE	822,000	55,883.19	404,935.45	0.00	417,064.55	49.26
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CITY OF SANGER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

Item 2.

41 -4A CORPORATION

46-ECONOMIC DEVELOPMENT

% OF YEAR COMPLETED: 50.00

		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
DEPARTMENTAL EXPENDITURES							
<u>51-SALARIES AND BENEFITS</u>							
46-5110	REGULAR SALARIES	43,050	3,246.64	21,103.16	0.00	21,946.84	49.02
46-5125	LONGEVITY PAY	350	0.00	306.00	0.00	44.00	87.43
46-5128	AUTO ALLOWANCE	3,000	250.00	1,500.00	0.00	1,500.00	50.00
46-5129	CELL PHONE ALLOWANCE	300	25.00	150.00	0.00	150.00	50.00
46-5130	FICA	3,600	265.75	1,742.33	0.00	1,857.67	48.40
46-5140	RETIREMENT	5,600	460.01	2,461.39	0.00	3,138.61	43.95
46-5150	HEALTH INSURANCE	4,200	353.76	2,124.19	0.00	2,075.81	50.58
46-5160	WORKER'S COMPENSATION	250	0.00	123.67	0.00	126.33	49.47
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	4,601.16	29,510.74	0.00	30,989.26	48.78
<u>52-SUPPLIES AND MATERIALS</u>							
46-5210	OFFICE SUPPLIES	500	18.39	386.69	0.00	113.31	77.34
46-5213	COMPUTER HARDWARE	1,500	764.86	764.86	902.31 (167.17)	111.14
46-5214	COMPUTER SOFTWARE	3,500	0.00	2,000.00 (2,000.00)	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	2,500.00	11,284.48 (2,453.12)	16,168.64	35.33
46-5235	DUES & SUBSCRIPTIONS	10,000	58.00	4,495.17	0.00	5,504.83	44.95
46-5240	CONFERENCES & TRAINING	<u>7,000</u>	<u>158.41</u>	<u>637.10</u>	<u>0.00</u>	<u>6,362.90</u>	<u>9.10</u>
TOTAL 52-SUPPLIES AND MATERIALS		47,750	3,499.66	19,568.30 (3,550.81)	31,732.51	33.54
<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>34.50</u>	<u>280.61</u>	<u>0.00</u>	<u>519.39</u>	<u>35.08</u>
TOTAL 53-MAINTENANCE AND OPERAT		5,800	34.50	280.61	0.00	5,519.39	4.84
<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	0.00	8,213.33 (3,350.00)	18,136.67	21.14
46-5450	TECHNICAL SUPPORT	1,000	0.00	0.00	0.00	1,000.00	0.00
46-5452	WEBSITE	<u>0</u>	<u>0.00</u>	<u>6,080.00</u> (<u>5,972.37)</u> (<u>107.63)</u>	<u>0.00</u>
TOTAL 54-CONTRACT SERVICES		25,000	0.00	14,293.33 (9,322.37)	20,029.04	19.88
<u>55-UTILITIES</u>							
<u>56-GRANT EXPENSES</u>							
<u>60-CAPITAL OUTLAY < \$5K</u>							

CITY OF SANGER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

Item 2.

41 -4A CORPORATION

46-ECONOMIC DEVELOPMENT

% OF YEAR COMPLETED: 50.00

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	8,135.32	63,652.98 (12,873.18)	88,270.20	36.52

CITY OF SANGER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

Item 2.

41 -4A CORPORATION

74-TRANSFERS % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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<u>74-TRANSFERS</u>						
74-7499 TRANSFER TO I S F	<u>15,000</u>	<u>0.00</u>	<u>15,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL 74-TRANSFERS	15,000	0.00	15,000.00	0.00	0.00	100.00
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TOTAL 74-TRANSFERS	15,000	0.00	15,000.00	0.00	0.00	100.00
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TOTAL EXPENDITURES	154,050	8,135.32	78,652.98 (12,873.18)	88,270.20	42.70
	=====	=====	=====	=====	=====	=====
REVENUE OVER/ (UNDER) EXPENDITURES	667,950	47,747.87	326,282.47	12,873.18	328,794.35	50.78

CITY OF SANGER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

Item 2.

42 -4B CORPORATION
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
TAXES	800,000	52,564.82	385,878.81	0.00	414,121.19	48.23
INTEREST	<u>30,000</u>	<u>3,046.99</u>	<u>17,076.11</u>	<u>0.00</u>	<u>12,923.89</u>	<u>56.92</u>
TOTAL REVENUES	830,000	55,611.81	402,954.92	0.00	427,045.08	48.55
<u>EXPENDITURE SUMMARY</u>						
74-TRANSFERS	227,500	0.00	227,500.00	0.00	0.00	100.00
76-4B FUND	644,050	158,653.71	297,942.94	104,583.60	241,523.46	62.50
TOTAL EXPENDITURES	871,550	158,653.71	525,442.94	104,583.60	241,523.46	72.29
REVENUE OVER/(UNDER) EXPENDITURES	(41,550)	(103,041.90)	(122,488.02)	(104,583.60)	185,521.62	546.50

CITY OF SANGER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

Item 2.

42 -4B CORPORATION

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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<u>TAXES</u>							
00-4325	STATE SALES TAX	<u>800,000</u>	<u>52,564.82</u>	<u>385,878.81</u>	<u>0.00</u>	<u>414,121.19</u>	<u>48.23</u>
	TOTAL TAXES	800,000	52,564.82	385,878.81	0.00	414,121.19	48.23
 <u>INTEREST</u>							
00-4800	INTEREST INCOME	<u>30,000</u>	<u>3,046.99</u>	<u>17,076.11</u>	<u>0.00</u>	<u>12,923.89</u>	<u>56.92</u>
	TOTAL INTEREST	30,000	3,046.99	17,076.11	0.00	12,923.89	56.92
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TOTAL REVENUE		830,000	55,611.81	402,954.92	0.00	427,045.08	48.55
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4A INDUSTRIAL DEVELOPMENT BOARD COMMUNICATION

DATE: May 4, 2023
FROM: Shani Bradshaw, Director of Economic Development
AGENDA ITEM: Director's Report

SUMMARY:

- Director will provide an update on Economic Development projects, activities, and events.

FISCAL INFORMATION:

Budgeted: NA Amount: NA GL Account: NA

RECOMMENDED MOTION OR ACTION:

NA

ATTACHMENTS:



DIRECTOR'S REPORT APRIL 2023

1. **Business Growth and Development Updates:**

- Quicktrip grand opening has been moved to July 2023.
- Starbucks is scheduled for July or August 2023.

2. **New Businesses:** no updates

3. **Marketing/Networking:**

- Quarterly Economic Development Newsletter
- Zoom Prospector and ED Website
- Business Spotlight Video

4. **Grant Updates:**

- 4B has approved three Property Enhancement Grant application
 - 311 N. 4th Street
 - 1106 Stemmons
 - 1108-1114 Stemmons

5. **Sanger ED Updates:**

- Presented Economic Development Update to City Council on April 17.
- Meeting with NCTC on April 25 to discuss programs and grant opportunities for workforce development.
- 2022 Economic Development Excellence Award – Sanger ED recognized by the Denton County Commissioners Court on May 2.
- The Sale of the Warehouse has been completed.
- FY 2023-2024 Budget update.

6. **Other Updates:**

Attended

- Monthly Ambassador Meeting
- Monthly Chamber Luncheon
- College/Trade/Career Fair

2023 Important Dates

- May 1, 2023 – City Council Meeting
- May 8-9, 2023 – SEDC Meet the Consultants
- May 8-12, 2023 – Economic Development Week
- May 10, 2023 – Business Over Breakfast
- May 15, 2023 – City Council Meeting
- May 22, 2023 – Monthly Ambassador Meeting
- May 23, 2023 – 4B Board Meeting
- May 25, 2023 – Chamber Luncheon
- May 29, 2023 – Holiday