

4A INDUSTRIAL DEVELOPMENT BOARD

MEETING AGENDA

FEBRUARY 06, 2024, 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 11/28/2023.

DISCUSSION ITEMS

- [2.](#) Discussion regarding the development of a Strategic Plan.

REPORTS

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

- [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 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 January 31, 2024, at 9 A.M.

Stefani Dodson
Stefani Dodson, Secretary

The building 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 6, 2024
FROM: Shani Bradshaw, Director of Economic Development
AGENDA ITEM: Consideration and possible action on 4A minutes from 11/28/2023.

SUMMARY:
Consideration and possible action on 4A minutes from 11/28/2023.

FISCAL INFORMATION:
Budgeted: NA Amount: NA GL Account: NA

RECOMMENDED MOTION OR ACTION:
Staff recommends approval.

ATTACHMENTS:
4A minutes from 11-28/2023

4A INDUSTRIAL DEVELOPMENT BOARD

MEETING MINUTES

NOVEMBER 28, 2023, 6:00 PM



4A INDUSTRIAL DEVELOPMENT BOARD SPECIAL MEETING

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

CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

Board Member Kundrock called the meeting to order at 6:00 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 Member, Place 5	Drew Hall

BOARD MEMBERS ABSENT

STAFF MEMBERS PRESENT

Director of Economic Development Shani Bradshaw, and Secretary Stefani Dodson.

CITIZENS COMMENTS

No citizens came forward to speak

DISCUSSION ITEMS

1. Discussion regarding the development of a Strategic Plan.

Director Bradshaw provided an overview of an economic development strategic plan.

CONSENT AGENDA

2. Consideration and possible action on 4A minutes from 10-3-2023.

Motion to approve the consent agenda was made by Board Member McAlister, Seconded by Board Member Gann.

Voting Yea: Board Member Kundrock, Board Member Hall, Board Member Allison. The motion passed unanimously.

FUTURE AGENDA ITEMS

No items were discussed.

ADJOURN

Board Member Kundrock adjourned the meeting at 6:47 PM



4A INDUSTRIAL DEVELOPMENT BOARD COMMUNICATION

DATE: February 6, 2024
FROM: Shani Bradshaw, Director of Economic Development
AGENDA ITEM: Discussion regarding the development of a Strategic Plan.

SUMMARY:

- Discussion on implementing an Economic Development Strategic Plan.

FISCAL INFORMATION:

Budgeted: NA Amount: Na GL Account: NA

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS:

NA



4A INDUSTRIAL DEVELOPMENT BOARD COMMUNICATION

DATE: February 6, 2024
FROM: Shani Bradshaw, Director of Economic Development
AGENDA ITEM: Financial Reports.

SUMMARY:

- Financial Reports for the period ending December 31, 2023.
- Revenues and expenditures reflect activity from October 1, 2022, through December 31, 2023.
- Sales Tax Collections for December 31, 2023..

FISCAL INFORMATION:

Budgeted: NA Amount: NA GL Account: NA

RECOMMENDED MOTION OR ACTION:

NA

ATTACHMENTS:

- Monthly Financial Report – December 2023
- Revenue Expense Report – December 2023
- Sales Tax Report – December 2023

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

Item 3.

41 -4A CORPORATION
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
TAXES	875,000	62,316.99	218,861.23	0.00	656,138.77	25.01
MISCELLANEOUS INCOME	40,000	9,305.76	26,237.82	0.00	13,762.18	65.59
TRANSFERS	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	915,000	71,622.75	245,099.05	0.00	669,900.95	26.79
<u>EXPENDITURE SUMMARY</u>						
46-ECONOMIC DEVELOPMENT	174,625	8,761.45	22,684.08 (1,375.00)	153,315.92	12.20
74-TRANSFERS	15,000	0.00	0.00	0.00	15,000.00	0.00
TOTAL EXPENDITURES	189,625	8,761.45	22,684.08 (1,375.00)	168,315.92	11.24
REVENUE OVER/ (UNDER) EXPENDITURES	725,375	62,861.30	222,414.97	1,375.00	501,585.03	30.85

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

Item 3.

41 -4A CORPORATION
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
00-4325 STATE SALES TAX	875,000	62,316.99	218,861.23	0.00	656,138.77	25.01
TOTAL TAXES	875,000	62,316.99	218,861.23	0.00	656,138.77	25.01
MISCELLANEOUS INCOME						
00-4446 GRANT REVENUE	0	0.00	0.00	0.00	0.00	0.00
00-4800 INTEREST INCOME	40,000	9,305.76	26,237.82	0.00	13,762.18	65.59
00-4910 MISC. INCOME - 4A	0	0.00	0.00	0.00	0.00	0.00
00-4940 DONATIONS	0	0.00	0.00	0.00	0.00	0.00
00-4945 SALE OF CAPITAL ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS INCOME	40,000	9,305.76	26,237.82	0.00	13,762.18	65.59
TRANSFERS						
00-4980 TRANSFER FROM ENTERPRISE	0	0.00	0.00	0.00	0.00	0.00
00-4986 TRANSFER FROM 4B	0	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	915,000	71,622.75	245,099.05	0.00	669,900.95	26.79

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

Item 3.

41 -4A CORPORATION
 46-ECONOMIC DEVELOPMENT

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
51-SALARIES AND BENEFITS						
46-5110 REGULAR SALARIES	44,335	5,066.73	11,823.67	0.00	32,511.33	26.67
46-5117 VACATION COMPENSATION	1,000	0.00	0.00	0.00	1,000.00	0.00
46-5125 LONGEVITY PAY	385	378.00	378.00	0.00	7.00	98.18
46-5128 AUTO ALLOWANCE	3,000	250.00	750.00	0.00	2,250.00	25.00
46-5129 CELL PHONE ALLOWANCE	300	25.01	75.03	0.00	224.97	25.01
46-5130 FICA	3,675	438.12	997.74	0.00	2,677.26	27.15
46-5140 RETIREMENT	6,215	746.80	1,700.72	0.00	4,514.28	27.36
46-5150 HEALTH INSURANCE	4,200	351.79	1,055.37	0.00	3,144.63	25.13
46-5160 WORKER'S COMPENSATION	235	15.89	130.10	0.00	104.90	55.36
46-5170 T W C	130	0.00	0.00	0.00	130.00	0.00
TOTAL 51-SALARIES AND BENEFITS	63,475	7,272.34	16,910.63	0.00	46,564.37	26.64
52-SUPPLIES AND MATERIALS						
46-5210 OFFICE SUPPLIES	500	52.11	52.11	0.00	447.89	10.42
46-5213 COMPUTER HARDWARE	1,000	0.00	32.50	0.00	967.50	3.25
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	50,000	1,375.00	1,500.00	(1,375.00)	49,875.00	0.25
46-5227 BUSIENSS RETENTION EXPAN	10,000	0.00	0.00	0.00	10,000.00	0.00
46-5235 DUES & SUBSCRIPTIONS	10,000	0.00	3,737.50	0.00	6,262.50	37.38
46-5240 CONFERENCES & TRAINING	10,000	0.00	265.34	0.00	9,734.66	2.65
46-5285 FURNITURE & FIXTURES	0	0.00	0.00	0.00	0.00	0.00
TOTAL 52-SUPPLIES AND MATERIALS	85,250	1,427.11	5,587.45	(1,375.00)	81,037.55	4.94
53-MAINTENANCE AND OPERAT						
46-5310 R & M BUILDING	0	0.00	0.00	0.00	0.00	0.00
46-5332 OFFICE MACHINE LEASE	900	62.00	186.00	0.00	714.00	20.67
TOTAL 53-MAINTENANCE AND OPERAT	900	62.00	186.00	0.00	714.00	20.67
54-CONTRACT SERVICES						
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	0.00	0.00	23,000.00	0.00
46-5450 TECHNICAL SUPPORT	1,000	0.00	0.00	0.00	1,000.00	0.00
46-5452 WEBSITE	0	0.00	0.00	0.00	0.00	0.00
TOTAL 54-CONTRACT SERVICES	25,000	0.00	0.00	0.00	25,000.00	0.00
56-GRANT EXPENSES						
46-5610 GRANT EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL 56-GRANT EXPENSES	0	0.00	0.00	0.00	0.00	0.00

Item 3.

41 -4A CORPORATION
 46-ECONOMIC DEVELOPMENT

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>60-CAPITAL OUTLAY < \$5K</u>						
46-6025 COMPUTER HARDWARE	0	0.00	0.00	0.00	0.00	0.00
46-6026 COMPUTER SOFTWARE	0	0.00	0.00	0.00	0.00	0.00
46-6040 FURNITURE & FIXTURES	0	0.00	0.00	0.00	0.00	0.00
TOTAL 60-CAPITAL OUTLAY < \$5K	0	0.00	0.00	0.00	0.00	0.00
<u>61-CAPITAL OUTLAY</u>						
46-6120 BUILDING IMPROVEMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL 61-CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
<u>71-DEPRECIATION</u>						
46-7100 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL 71-DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
<u>70-DEBT PAYMENTS</u>						
46-7099 INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL 70-DEBT PAYMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL 46-ECONOMIC DEVELOPMENT	174,625	8,761.45	22,684.08 (1,375.00)	153,315.92	12.20

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

Item 3.

41 -4A CORPORATION
 74-TRANSFERS

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>74-TRANSFERS</u>						
74-7401 TRANSFER TO GF	0	0.00	0.00	0.00	0.00	0.00
74-7404 TRANSFERS TO CIP	0	0.00	0.00	0.00	0.00	0.00
74-7408 TRANSFER TO ENTERPRISE F	0	0.00	0.00	0.00	0.00	0.00
74-7484 TRANSFER TO ENT CIP	0	0.00	0.00	0.00	0.00	0.00
74-7499 TRANSFER TO I S F	15,000	0.00	0.00	0.00	15,000.00	0.00
TOTAL 74-TRANSFERS	15,000	0.00	0.00	0.00	15,000.00	0.00
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TOTAL 74-TRANSFERS	15,000	0.00	0.00	0.00	15,000.00	0.00
TOTAL EXPENDITURES	189,625	8,761.45	22,684.08	(1,375.00)	168,315.92	11.24
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REVENUE OVER/(UNDER) EXPENDITURES	725,375	62,861.30	222,414.97	1,375.00	501,585.03	30.85

Item 3.

41 -4A CORPORATION

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
41-00-1000	CLAIM ON CASH	2,693,401.87	
41-00-1010	CKG-4A CASH (PROSP 90020693)	332,694.45	
41-00-1012	MM-4A INV (PROSP 902551273)	2,024,807.59	
41-00-1013	CD - #486639	97,472.06	
41-00-1054	INTEREST RECEIVABLE	0.00	
41-00-1055	AR CONTROL ACCOUNT	0.00	
41-00-1060	DUE FROM GENERAL FUND	0.00	
41-00-1074	BUILDING & IMPROVEMENTS	0.00	
41-00-1076	MACHINERY & EQUIPMENT	40,950.36	
41-00-1079	ACCUMULATED DEPRECIATION	(558,075.78)	
41-00-1105	AR CONTROL	0.00	
41-00-1153	SALES TAX RECEIVABLE	<u>84,045.01</u>	
			<u>4,715,295.56</u>
TOTAL ASSETS			<u>4,715,295.56</u>
=====			
LIABILITIES			
=====			
41-00-2000	ACCOUNTS PAYABLE CONTROL	2,565.89	
41-00-2001	ACCOUNTS PAYABLE	0.00	
41-00-2102	A/P-FIT WITHHOLDING	0.00	
41-00-2103	A/P-FICA	0.00	
41-00-2104	A/P-MEDICARE	0.00	
41-00-2105	A/P-SALARIES & BENEFITS	0.00	
41-00-2150	A/P - DENTAL INSURANCE	0.00	
41-00-2160	A/P - HEALTH INSURANCE	0.00	
41-00-2170	A/P - VISION INSURANCE	0.00	
41-00-2183	A/P-TASC FLEX	0.00	
41-00-2401	DUE TO GENERAL FUND	0.00	
41-00-2403	ACCRUED WAGES PAYABLE	1,823.10	
41-00-2404	ACCRUED FICA PAYABLE	0.00	
41-00-2500	NOTE PAYABLE	0.00	
41-00-2801	ACC COMPENSATED ABSENCES	0.00	
41-00-2900	ENCUMBRANCE	(1,359.81)	
41-00-2910	RESERVE FOR ENCUMBRANCE	1,359.81	
41-00-2950	DUE TO GENERAL FUND	<u>9,335.71</u>	
TOTAL LIABILITIES			<u>13,724.70</u>
=====			
EQUITY			
=====			
41-00-3015	FUND BALANCE - RESTRICTED	<u>4,479,155.89</u>	
TOTAL BEGINNING EQUITY			<u>4,479,155.89</u>
TOTAL REVENUE		245,099.05	
TOTAL EXPENSES		<u>22,684.08</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		222,414.97	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>4,701,570.86</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			<u>4,715,295.56</u>
=====			

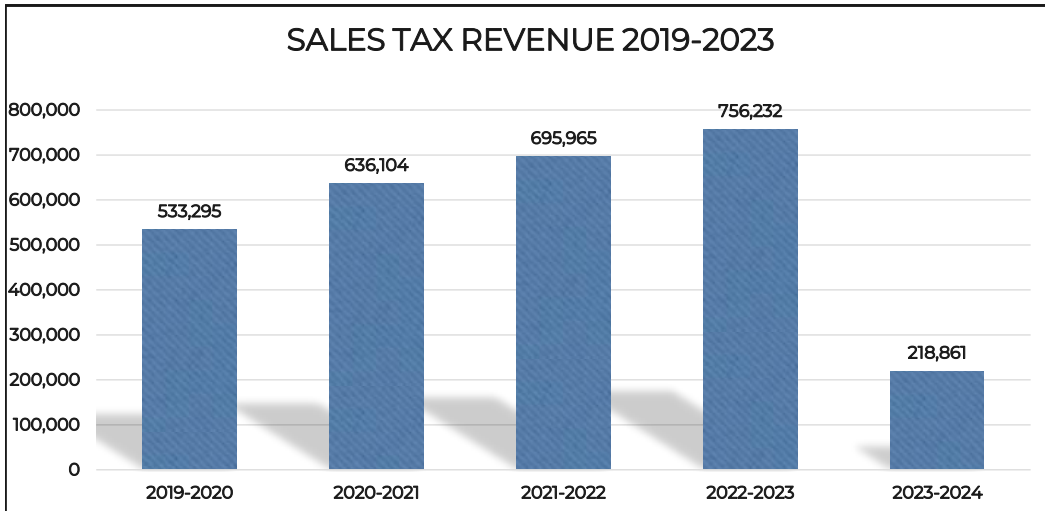
Sanger Texas Industrial Development Corporation
Fund 4A
December 31, 2023

	Budget	Actual	Percent of Budget
Revenue			
Sales Tax	875,000	218,861	25%
Interest Income	40,000	26,238	66%
Grants			
Total Revenue	<u>915,000</u>	<u>245,099</u>	<u>27%</u>
Expenditures			
Salaries & Benefits	63,475	16,911	27%
Supplies & Materials	85,250	5,587	7%
Maintenance & Operations	900	186	21%
Contract Services	25,000	-	0%
Capital Outlay			
Debt Service			
Total Expenditures	<u>174,625</u>	<u>22,684</u>	<u>13%</u>
Revenues Over Expenditures	<u>740,375</u>	<u>222,415</u>	
Cash in Bank - First United			2,693,402
Cash in Bank - Prosperity			332,694
Money Market			2,024,808
Certificate of Deposit			<u>97,472</u>
Total Cash			5,148,376

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		
FEB	70,059	225,772	62,144	262,146	76,753	286,579	71,749	333,314		
MAR	40,966	266,738	49,700	311,846	57,471	344,049	52,565	385,879		
APR	35,736	302,474	48,180	360,026	44,446	388,495	54,627	440,506		
MAY	41,692	344,166	63,691	423,717	64,395	452,890	67,275	507,780		
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	218,861	
BUDGE.	385,000	148,295	462,500	173,604	600,000	95,965	800,000	(43,768)	875,000	(875,000)

December			Year To Date		
Actual	Actual	%	Actual	Actual	%
2023	2022	Change	2023	2022	Change
\$ 62,317	\$ 72,220	-14%	\$ 218,861	\$ 199,591	10%





4A INDUSTRIAL DEVELOPMENT BOARD COMMUNICATION

DATE: February 6, 2024
FROM: Shani Bradshaw, Director of Economic Development
AGENDA ITEM: Director’s Report.

SUMMARY:

- Business Growth
- ICSC
- DFW N. Central TX Industrial
- Downtown Park Project
- Board Updates
- Important Dates and Events

FISCAL INFORMATION:

Budgeted: NA Amount: NA GL Account: NA

RECOMMENDED MOTION OR ACTION:

NA

ATTACHMENTS: