



# CITY OF MANSFIELD

Economic Development  
301 South Main Street,  
Suite 100  
Mansfield, TX 76063  
[www.mansfield-texas.com](http://www.mansfield-texas.com)

## Meeting Agenda

### Mansfield Economic Development Corporation

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Tuesday, June 6, 2017

5:30 PM

City Hall - Council Chambers

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1. **CALL MEETING TO ORDER**

2. **PUBLIC COMMENTS**

*Citizens wishing to address the Board on non-public hearing agenda items and items not on the agenda may do so at this time. Once the business portion of the meeting begins, only comments related to public hearings will be heard. All comments are limited to 5 minutes. Please refrain from "personal criticisms."*

*In order to be recognized during the citizens comments or during a public hearing (applicants included), please complete a blue or yellow "appearance card" located at the entry to the city council chambers and present it to the board president.*

3. **APPROVAL OF MINUTES**

[17-2313](#)

Approval of the May 2, 2017 Regular Meeting Minutes.

**Attachments:** [Meeting Minutes May 2, 2017.pdf](#)

4. **FINANCIALS**

[17-2260](#)

Presentation of Monthly Financial Report For Period Ending 4/30/2017

**Attachments:** [MEDC Cash Report 4-30-2017.xlsx](#)

5. **RECESS INTO EXECUTIVE SESSION**

*Pursuant to Section 551.071, Texas Government Code, the Board reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item, to receive advice from its attorney as permitted by law.*

A. **ADVICE FROM ITS ATTORNEY**

*Pursuant to Sec. 551.071 of the Texas Government code, the Board reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item, to receive advice from its attorney as permitted by law. In addition the Board may convene in executive session to discuss the following:*

1. Pending or contemplated litigation or a settlement offer including:

2. A matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the chapter.

**B. REAL ESTATE DELIBERATION**

*Pursuant to Sec. 551.072, deliberation regarding the purchase, exchange, lease or value of real property.*

1. Staff Update and Board Discussion on Project 17-07, Possible Purchase of Real Property.

**C. PERSONNEL MATTERS**

*Pursuant to Sec. 551.074, deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.*

**D. SECURITY DEVICES**

*Pursuant to Sec. 551.076, deliberation regarding security personnel or devices.*

**E. ECONOMIC DEVELOPMENT**

*Pursuant to Sec. 551.087, deliberation regarding Economic Development Negotiations including (1) discussion or deliberation regarding 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 negotiations; OR (2) deliberation of a financial or other incentive to a business prospect described in (1) above.*

1. Staff Update and Board Discussion on Project 16-08, New Grocery Anchored Retail Shopping Center.

**F. CRITICAL INFRASTRUCTURE**

*Pursuant to Sec. 418.183(f) of the Texas Government Code (Texas Disaster Act) regarding critical infrastructure.*

**6. RECONVENE INTO REGULAR SESSION**

**7. TAKE ACTION PURSUANT TO EXECUTIVE SESSION**

**8. OLD BUSINESS**

**9. NEW BUSINESS**

[17-2286](#)

Board Discussion and Possible Action on Request to Approve MEDC FY2017-2018 Budget

**Attachments:** [Budget Summary and Comparison FY 2017-2018.xlsx](#)

**10. BOARD MEMBER COMMENTS**

**11. STAFF COMMENTS**

12. ADJOURNMENT

CERTIFICATION

I certify that the above agenda was posted on the bulletin board next to the main entrance of the City Hall building, 1200 East Broad Street, of the City of Mansfield, Texas, in a place convenient and readily accessible to the general public at all times and said Agenda was posted on the following date and time: Friday, June 2, 2017, and remained so posted continuously for at least 72 hours preceding the schedule time of said meeting, in accordance with the Chapter 551 of the Texas Government Code.

\_\_\_\_\_  
MEDC Staff

Approved as to form



# CITY OF MANSFIELD

1200 East. Broad St.  
Mansfield, TX 76063  
mansfieldtexas.gov

## STAFF REPORT

File Number: 17-2313

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**Agenda Date:** 6/6/2017

**Version:** 1

**Status:** Approval of Minutes

**In Control:** Mansfield Economic Development Corporation

**File Type:** Meeting Minutes

**Title**

Approval of the May 2, 2017 Regular Meeting Minutes.

**Requested Action**

N/A

**Recommendation**

N/A

**Description/History**

N/A

**Justification**

N/A

**Funding Source**

N/A

**Prepared By**

Natalie Phelps, MEDC

## Meeting Minutes

### Mansfield Economic Development Corporation

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Tuesday, May 2, 2017

5:30 PM

City Hall - Council Chambers

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1. **CALL MEETING TO ORDER**

*The meeting was called to order by Larry Klos at 5:30 p.m.*

**Absent** 1 - John Phillips

**Present** 6 - Brian Fuller; Larry Klos; Robert Putman; Randy Hamilton; Selim Fiagome and David Godin

2. **PUBLIC COMMENTS**

*There were no comments.*

3. **APPROVAL OF MINUTES**

[17-2268](#)

Approval of the April 4, 2017 Regular Meeting Minutes.

**A motion was made by Brian Fuller to approve the regular meeting minutes of April 4, 2017. Seconded by Larry Klos. The motion carried by the following vote:**

**Aye:** 6 - Brian Fuller; Larry Klos; Robert Putman; Randy Hamilton; Selim Fiagome and David Godin

**Nay:** 0

**Absent:** 1 - John Phillips

**Abstain:** 0

4. **FINANCIALS**

[17-2283](#)

Presentation of Monthly Financial Report for Period Ending 3/31/2017

*There were no comments.*

5. **RECESS INTO EXECUTIVE SESSION**

*The meeting recessed into executive session at 5:31 p.m.*

A. **ADVICE FROM ITS ATTORNEY**

1. Pending or contemplated litigation or a settlement offer including:

2. A matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the chapter.

B. REAL ESTATE DELIBERATION

C. PERSONNEL MATTERS

D. SECURITY DEVICES

E. ECONOMIC DEVELOPMENT

1. Staff Update and Board Discussion on Project 17-08, Manufacturing Company Considering Construction of a New Facility.

2. Staff Update and Board Discussion on Project 14-06, Proposed Industrial Building on South Main.

F. CRITICAL INFRASTRUCTURE

6. RECONVENE INTO REGULAR SESSION

*The meeting reconvened into regular session at 5:49 p.m.*

**Absent** 2 - Robert Putman and John Phillips

**Present** 5 - Brian Fuller; Larry Klos; Randy Hamilton; Selim Fiagome and David Godin

7. TAKE ACTION PURSUANT TO EXECUTIVE SESSION

*No action taken.*

8. OLD BUSINESS

9. NEW BUSINESS

10. BOARD MEMBER COMMENTS

*There were no comments.*

11. **STAFF COMMENTS**

[17-2287](#)

Board Appointments; Mansfield Economic Development Corporation

*Scott Welmaker informed which board members were up for reappointment.*

12. **ADJOURNMENT**

*Larry Klos adjourned the meeting at 5:50 p.m.*

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**Attest: Larry Klos, President**



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## STAFF REPORT

File Number: 17-2260

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**Agenda Date:** 6/6/2017

**Version:** 1

**Status:** To Be Presented

**In Control:** Mansfield Economic Development Corporation

**File Type:** Financials

**Agenda Number:**

**Title**

Presentation of Monthly Financial Report For Period Ending 4/30/2017

**Requested Action**

Information only

**Recommendation**

Information only

**Description/History**

Presentation of Monthly Financial Report For Period Ending 4/30/2017

**Justification**

N/A

**Funding Source**

4A

**Prepared By**

Richard Nevins, Assistant Director, 817-728-3652



**Mansfield Economic Development Corporation**  
**Period Ending April 30, 2017**

Beginning Cash Balance 04-01-2017 **\$8,874,015**

**Revenue:**

Sales Tax Revenue	\$522,685
Oil and Gas Royalties	\$0
Interest Income	\$2,747
Misc Income	\$11,645
<b>Total Monthly Revenue</b>	<b>\$537,078</b>

Adjusted Cash Balance **\$9,411,093**

**Operating Expenses:**

Administration	\$73,823
Promotion	\$4,548
Retention	\$300
Workforce Development	\$136
<b>Total Operating Expenditures</b>	<b>\$78,807</b>

**Debt Expense**

**Debt Service Payment (Principal & Interest)** **\$0**

**Project Expenditures:**

Antler Drive Construction	\$309,534
GKA Estate Holdings	\$101,000
Kimball Property Updates	\$216
<b>Total Project Expenditures</b>	<b>\$410,750</b>

Total Monthly Expenditures **\$489,557**

Ending Cash Balance 04-30-2017 **\$8,921,535**

	Projected FY16-17 Expenditure	Future Years Expenditure
<b>Mouser Electronics</b>	\$0	\$325,000
<i>Project under construction</i>		
<b>SJJH Mansfield, LLC (Mansfield Market Centre)</b>	\$86,494	
<i>Project under construction</i>		
<b>Antler Drive Engineering</b>	\$3,194	
<i>In progress</i>		
<b>American National Bank</b>	\$71,659	
<i>Project complete - pending remaining payment</i>		
<b>PCX Expansion</b>	\$0	\$150,000
<i>Project complete</i>		
<b>GKA Estate Holdings</b>	\$0	
<i>Project under construction</i>		
<b>Nationwide Construction</b>	\$150,000	
<i>Project under construction</i>		
<b>Southern Champion Tray</b>	\$260,000	\$650,000
<i>Project pending</i>		
<b>Mouser Way</b>	\$82,930	
<i>Project underway</i>		
<b>Shops at Broad Street Drainage</b>	\$82,120	
<i>Project pending</i>		
<b>Hightower Salons</b>	\$50,000	

<i>Project under construction</i>		
<b>MR Development / Downtown Restaurants</b>	\$143,000	
<i>Project under construction</i>		
<b>NT Window</b>		\$1,200,000
<i>Project delayed</i>		
<b>Peyco 102 Sentry Drive</b>	\$100,000	
<i>Project pending tenant</i>		
<b>John T. Evans</b>	\$215,000	
<i>Under Construction</i>		
<b>AMC Warehouse</b>	\$650,000	\$1,000,000
<i>Project pending</i>		
<b>Heritage Parkway Partners</b>	\$400,000	
<i>Project pending</i>		
<b>Antler Drive Construction</b>	\$1,138,789	
<i>Project under construction</i>		
<b>Bway Expansion</b>	\$220,000	
<i>Project under construction</i>		
<b>FTI / Wika</b>		\$300,000
<i>Project pending</i>		
<b>Midwest Fastener, Inc.</b>	\$250,000	
<i>Project pending</i>		
<b>Regency Parkway Engineering / Design</b>	\$100,000	
<i>Project underway</i>		
<b>Broad Street Improvements Design</b>	\$477,005	
<i>Project underway</i>		
<b>Sewer Design MEDC 14 Acres On Easy Drive</b>	\$25,500	
<i>In progress</i>		
<b>Project Remy Due Diligence</b>	\$68,000	
<i>In progress</i>		
<b>Klein Tools Infrastructure</b>	\$491,730	
<i>Project under construction</i>		
<b>Klein Tools Impact Fees</b>		\$517,878
<i>In progress</i>		
<b>Klein Tools Incentive Payment</b>	<u>\$500,000</u>	<u>\$500,000</u>
Total Outstanding Project Commitments	\$5,565,421	\$4,642,878

Adjusted Cash Balance After Outstanding Project  
Commitments for FY16-17

**\$3,356,114**

#### Debt Expense

**New Annual Total Debt Service** **\$2,198,573**  
(January and August)

**Remaining Debt Balance** **\$23,585,000**



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## STAFF REPORT

File Number: 17-2286

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**Agenda Date:** 6/6/2017

**Version:** 1

**Status:** New Business

**In Control:** Mansfield Economic Development Corporation

**File Type:** Discussion Item

**Agenda Number:**

**Title**

Board Discussion and Possible Action on Request to Approve MEDC FY2017-2018 Budget

**Requested Action**

Staff requests approval of the MEDC FY2017-2018 Budget as presented

**Recommendation**

Staff requests approval of the MEDC FY2017-2018 Budget as presented

**Description/History**

Staff is presenting the attached MEDC FY2017-2018 Budget for approval

**Justification**

N/A

**Funding Source**

4A

**Prepared By**

Scott Welmaker, Director, 817-728-3651

### FY17-18 Budget Comparison

Account	Description	FY 16-17 Budget	FY 16-17 Year to Date Thru 3/10/17	FY 16 -17 Remaining Dollars	FY 16-17 Remaining percentage	FY 17-18 Proposed Budget	FY 17-18 Variance	FY 17 -18 Variance %
<b>Personnel Budget Totals</b>		<b>\$592,770</b>	<b>\$0</b>			<b>\$642,685</b>	<b>\$49,915</b>	8.42%

#### OPERATIONS BUDGET (01)

Account	Description	FY 16-17 Budget	FY 16-17 Year to Date Thru 3/10/17	FY 16 Remaining Dollars	FY 16 Remaining percentage	FY 17-18 Proposed Budget	FY 17-18 Variance	FY 17 -18 Variance %
8100-01	Computer Supplies	\$2,100	\$0	\$2,100	100.00%	\$1,992	-\$108	-5.14%
8101-01	Office Supplies	\$2,890	\$1,497	\$1,426	49.34%	\$2,890	\$0	0.00%
8102-01	Janitorial Supplies	\$250	\$125	\$125	49.84%	\$250	\$0	0.00%
8103-01	Miscellaneous Supplies	\$100	\$0	\$100	100.00%	\$100	\$0	0.00%
8110-01	Botanical	\$500	\$0	\$500	100.00%	\$250	-\$250	-50.00%
8115-01	Postage - Supplies	\$250	\$148	\$102	40.96%	\$250	\$0	0.00%
<b>Supplies Budget Totals</b>		<b>\$6,090</b>	<b>\$1,770</b>	<b>\$4,320</b>	<b>70.94%</b>	<b>\$5,732</b>	<b>-\$358</b>	<b>-5.88%</b>

Account	Description	FY 16-17 Budget	FY 16-17 Year to Date Thru 3/10/17	FY 16 Remaining Dollars	FY 16 Remaining percentage	FY 17-18 Proposed Budget	FY 17-18 Variance	FY 17 -18 Variance %
8301-01	Building & Maint	\$7,000	\$4,200	\$2,800	40.00%	\$7,000	\$0	0.00%
8502-01	Mileage	\$3,500	\$1,254	\$2,246	64.17%	\$2,675	-\$825	-23.57%
8506-01	Travel/Training	\$13,200	\$8,746	\$4,454	33.74%	\$13,950	\$750	5.68%
8507-01	Publications	\$600	\$0	\$600	100.00%	\$250	-\$350	-58.33%
8510-01	Contractual Services	\$80,831	\$39,283	\$41,548	51.40%	\$193,583	\$112,752	139.49%
8511-01	Associations	\$21,185	\$7,863	\$13,322	62.88%	\$21,265	\$80	0.38%
8519-01	Legal Cost	\$37,000	\$0	\$37,000	100.00%	\$50,000	\$13,000	35.14%
8520-01	Advertising	\$1,000	\$0	\$1,000	100.00%	\$1,000	\$0	0.00%
8523-01	Recognition	\$500	\$0	\$500	100.00%	\$500	\$0	0.00%
8525-01	Reproduction	\$3,740	\$0	\$3,740	100.00%	\$3,740	\$0	0.00%
8526-01	TXU Electric	\$11,260	\$2,533	\$8,727	77.51%	\$11,260	\$0	0.00%
8527-01	Atmos Gas	\$1,200	\$351	\$849	70.77%	\$1,200	\$0	0.00%
8528-01	AT&T	\$4,500	\$209	\$4,291	95.36%	\$900	-\$3,600	-80.00%
8530-01	Cellular/Mobile	\$5,376	\$1,308	\$4,068	75.67%	\$4,980	-\$396	-7.37%
8531-01	COM Water & Sewer	\$6,504	\$0	\$6,504	100.00%	\$6,504	\$0	0.00%
8535-01	Meeting Expense	\$6,000	\$916	\$5,084	84.73%	\$3,580	-\$2,420	-40.33%
8807-01	Audit Fees	\$12,304	\$0	\$12,304	100.00%	\$16,000	\$3,696	30.04%
<b>Operations Budget Total</b>		<b>\$215,700</b>	<b>\$66,663</b>	<b>\$155,127</b>	<b>69.94%</b>	<b>\$338,387</b>	<b>\$122,687</b>	<b>56.88%</b>
<b>Operations / Supplies BudgetTotal</b>		<b>\$221,790</b>				<b>\$344,119</b>		<b>55.16%</b>

#### DEBT

Account	Description	FY 16-17 Budget	FY 16-17 Year to Date Thru 3/10/17	FY 16 Remaining Dollars	FY 16 Remaining percentage	FY 17-18 Proposed Budget	FY 17-18 Variance	FY 17 -18 Variance %
8902-01	Principle & Interest Expense	\$2,198,573	\$0	\$2,198,573	100.00%	\$2,201,040	\$2,467	0.11%
<b>Debt Expense Totals</b>		<b>\$2,198,573</b>	<b>\$0</b>	<b>\$2,198,573</b>	<b>100.00%</b>	<b>\$2,201,040</b>	<b>\$2,467</b>	<b>0.11%</b>

#### PROJECTS

Account	Description	FY 16-17 Budget	FY 16-17 Year to Date Thru 3/10/17	FY 16 Remaining Dollars	FY 16 Remaining percentage	FY 17-18 Proposed Budget	FY 17-18 Variance	FY 17 -18 Variance %
8903-01	Project Funds*	\$4,983,241	\$0	\$4,983,241	100.00%	\$4,596,810	-\$386,431	-7.75%
<b>Capital Budget Totals</b>		<b>\$4,983,241</b>	<b>\$0</b>	<b>\$4,983,241</b>	<b>100.00%</b>	<b>\$4,596,810</b>	<b>-\$386,431</b>	<b>-7.75%</b>

#### PROMOTIONS BUDGET (02)

Account	Description	FY 16-17 Budget	FY 16-17 Year to Date Thru 3/10/17	FY 16 Remaining Dollars	FY 16 Remaining percentage	FY 17-18 Proposed Budget	FY 17-18 Variance	FY 17 -18 Variance %
8115-02	Postage - Supplies	\$200	\$0	\$200	100.00%	\$200	\$0	0.00%
8506-02	Travel/Training	\$27,500	\$13,652	\$13,848	50.36%	\$22,900	-\$4,600	-16.73%
8517-02	Promotions	\$71,900	\$19,757	\$52,143	72.52%	\$58,500	-\$13,400	-18.64%
8520-02	Advertising	\$10,000	\$13,118	-\$3,118	-31.18%	\$17,495	\$7,495	74.95%
8535-02	Meeting Expense	\$2,400	\$391	\$2,009	83.70%	\$1,800	-\$600	-25.00%

## Promotions Budget Totals

<b>\$112,000</b>	<b>\$46,918</b>	<b>\$65,082</b>	<b>58.11%</b>	<b>\$100,895</b>	<b>-\$11,105</b>	<b>-9.92%</b>
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## RETENTION BUDGET (03)

Account	Description	FY 16-17 Budget	FY 16-17 Year to Date Thru 3/10/17	FY 16 Remaining Dollars	FY 16 Remaining percentage	FY 17-18 Proposed Budget	FY 17-18 Variance	FY 17 -18 Variance %
8115-03	Postage	\$0	\$0	\$0	0.00%	\$0	\$0	0.00%
8510-03	Contractual Services	\$20,000	\$4,669	\$15,331	76.66%	\$24,000	\$4,000	20.00%
8535-03	Meeting Expense	\$1,000	\$58	\$942	0.00%	\$600	-\$400	-40.00%
Retention Budget Totals		<b>\$21,000</b>	<b>\$4,727</b>	<b>\$16,273</b>	<b>77.49%</b>	<b>\$24,600</b>	<b>\$3,600</b>	<b>17.14%</b>

## WORKFORCE DEVELOPMENT BUDGET (04)

Account	Description	FY 16-17 Budget	FY 16-17 Year to Date Thru 3/10/17	FY 16 Remaining Dollars	FY 16 Remaining percentage	FY 17-18 Proposed Budget	FY 17-18 Variance	FY 17 -18 Variance %
8510-04	Contractual Services	\$15,000	\$0	\$15,000	NA	\$10,000	-\$5,000	-33.33%
8535-04	Meeting Expense	\$6,000	\$1,089	\$4,911	81.84%	\$5,000	-\$1,000	-16.67%
Workforce Develop Budget Totals		<b>\$21,000</b>	<b>\$1,089</b>	<b>\$19,911</b>	<b>94.81%</b>	<b>\$15,000</b>	<b>-\$6,000</b>	<b>-28.57%</b>

## TOTAL BUDGET

<b>\$8,150,374</b>	<b>\$121,167</b>	<b>\$8,029,206</b>	<b>98.51%</b>	<b>\$7,925,149</b>	<b>-\$225,224</b>	<b>-2.76%</b>
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Personnel Budget Totals	\$592,770			\$642,685	\$49,915	8.42%
Operation / Supplies Budget Totals	\$221,790			\$344,119	\$122,329	55.16%
Promotions Budget Totals	\$112,000			\$100,895	-\$11,105	-9.92%
Retention Budget Totals	\$21,000			\$24,600	\$3,600	17.14%
Workforce Development Budget Totals	\$21,000			\$15,000	-\$6,000	-28.57%
Project Budget Totals	\$4,983,241			\$4,596,810	-\$386,431	-7.75%
Debt Expense	\$2,198,573			\$2,201,040	\$2,467	0.11%
Total Budget	<b>\$8,150,374</b>			<b>\$7,925,149</b>	<b>-\$225,224</b>	<b>-2.76%</b>
Projected Sales Tax Receipts	<b>\$4,777,457</b>			<b>\$5,326,806</b>		<b>11.50%</b>
MISD Lease Income				<b>\$73,048</b>		
Projected Interest Income				<b>\$2,000</b>		
Projected FY 17 Unexpended Cash	<b>\$5,776,353</b>			<b>\$6,489,383</b>		
Net + Cash Balance	<b>\$2,403,436</b>			<b>\$3,966,088</b>		