



CITY OF MANSFIELD

Economic Development
301 South Main Street,
Suite 100
Mansfield, TX 76063
www.mansfield-texas.com

Meeting Agenda

Mansfield Economic Development Corporation

Tuesday, July 10, 2018

5:30 PM

MEDC Conference Room - 301 S. Main St.

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**

[18-2762](#)

Approval of Regular Meeting Minutes for June 5, 2018

Attachments: [MeetingMinutes 6-5-18.pdf](#)

4. **FINANCIALS**

[18-2776](#)

Presentation of Monthly Financial Report for Period Ending 05/31/2018

Attachments: [Copy of MEDC Cash Report 5-31-2018.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.

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 Regarding Project 18-06, Proposed Office/Warehouse Prospect

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

[18-2741](#)

Board Discussion and Possible Action on Request To Approve MEDC FY2018-2019 Budget

Attachments: [Budget Summary and Comparison FY 2018-2019.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, July 6, 2018, 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 E. Broad St.
Mansfield, TX 76063
mansfieldtexas.gov

STAFF REPORT

File Number: 18-2762

Agenda Date: 7/10/2018

Version: 1

Status: Approval of Minutes

In Control: Mansfield Economic Development Corporation

File Type: Meeting Minutes

Title

Approval of Regular Meeting Minutes for June 5, 2018

Requested Action

Approve Regular Meeting Minutes for June 5, 2018

Recommendation

Approve Regular Meeting Minutes for June 5, 2018

Description/History

N/A

Justification

N/A

Funding Source

N/A

Prepared By

Natalie Phelps, MEDC



CITY OF MANSFIELD

Meeting Minutes

Economic Development
301 South Main Street,
Suite 100
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www.mansfield-texas.com

Mansfield Economic Development Corporation

Tuesday, June 5, 2018

5:30 PM

City Hall - Council Chambers

1. CALL MEETING TO ORDER

The meeting was called to order by Larry Klos at 5:30 pm.

Absent 2 - Brian Fuller and Randy Hamilton

Present 5 - Larry Klos; Robert Putman; John Phillips; Selim Fiagome and David Godin

2. PUBLIC COMMENTS

There were no comments.

3. APPROVAL OF MINUTES

[18-2735](#)

Approval of Regular Meeting Minutes for May 1, 2018

David Godin made the motion to approve the regular meeting minutes of May 1, 2018. Seconded by Larry Klos. The motion carried by the following vote:

Aye: 5 - Larry Klos; Robert Putman; John Phillips; Selim Fiagome and David Godin

Nay: 0

Absent: 2 - Brian Fuller and Randy Hamilton

Abstain: 0

4. FINANCIALS

[18-2742](#)

Presentation of MEDC Financial Report for Period Ending 4/30/2018

There were no comments.

5. RECESS INTO EXECUTIVE SESSION

The meeting recessed into executive session at 5:31 pm.

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 Regarding Project 18-05, Hospitality Prospect

2. Staff Update and Board Discussion Regarding Project 18-06, Proposed Office/Warehouse Prospect

3. Staff Update and Board Discussion Regarding Project 18-11, Proposed Expansion of Existing Industrial Business

F. CRITICAL INFRASTRUCTURE

6. RECONVENE INTO REGULAR SESSION

The meeting reconvened into regular session at 5:55 pm.

7. TAKE ACTION PURSUANT TO EXECUTIVE SESSION

Larry Klos made the motion to deny the request for incentives for Project 18-05.

Seconded by John Phillips. The motion carried by the following vote:

Aye: 5 - Larry Klos; Robert Putman; John Phillips; Selim Fiagome and David Godin

Nay: 0

Absent: 2 - Brian Fuller and Randy Hamilton

Abstain: 0

Larry Klos made the motion to authorize funding for Project 18-11 not to exceed \$114,000 for fire protection, fire lanes, and storm drainage. Seconded by David Godin. The motion carried by the following vote:

Aye: 5 - Larry Klos; Robert Putman; John Phillips; Selim Fiagome and David Godin

Nay: 0

Absent: 2 - Brian Fuller and Randy Hamilton

Abstain: 0

8. OLD BUSINESS

[18-2751](#)

Staff Update and Board Discussion on MEDC Owned Property on Easy Drive

Scott Welmaker updated the Board on the Council's decision to rescind the contract with United Properties Southwest. MEDC is currently exploring other development opportunities and is looking to work with a new engineering firm for the infrastructure. Scott Welmaker also stated the MPFDC was interested in purchasing a portion of the land but Council would like MEDC to develop the full tract of land.

No action was taken.

9. NEW BUSINESS

10. BOARD MEMBER COMMENTS

Larry Klos congratulated Scott Welmaker on his retirement and thanked him for his years of service and all he has done for MEDC and the Board.

11. STAFF COMMENTS

Scott Welmaker announced his retirement and that it has been an honor working with the Board. Scott Welmaker stated during his ten years with Mansfield Economic Development, there have been \$450 million in new capital investments, 2,600 new jobs created, 300 acres of industrial land absorbed with \$13 million in MEDC investments.

[18-2752](#)

Mansfield Economic Development Corporation 2018 Board Appointments

No action was taken.

Scott Welmaker advised the next board meeting was scheduled for July 3, 2018 and may cause conflict with the Rocking Fourth Event held the same day.

**Larry Klos made the motion to move the July 3, 2018 meeting to July 10, 2018.
Seconded by John Phillips. The motion carried by the following vote:**

Aye: 5 - Larry Klos; Robert Putman; John Phillips; Selim Fiagome and David Godin

Nay: 0

Absent: 2 - Brian Fuller and Randy Hamilton

Abstain: 0

12. **ADJOURNMENT**

Larry Klos adjourned the meeting at 6:01 pm.

Larry Klos, President



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STAFF REPORT

File Number: 18-2776

Agenda Date: 7/10/2018

Version: 1

Status: To Be Presented

In Control: Mansfield Economic Development Corporation

File Type: Financials

Title

Presentation of Monthly Financial Report for Period Ending 05/31/2018

Requested Action

Information only.

Recommendation

Information only.

Description/History

Presentation of Monthly Financial Report for Period Ending 05/31/2018

Justification

N/A

Funding Source

4A

Prepared By

Richard Nevins, Interim Director, 817-728-3652

Mansfield Economic Development Corporation
Period Ending May 31, 2018

Beginning Cash Balance 05-01-2018 **\$1,784,469**

Revenue:

Sales Tax Revenue	\$579,427
Oil and Gas Royalties	\$0
Interest Income	\$2,093
Misc Income	\$0
Total Monthly Revenue	<u>\$581,520</u>

Adjusted Cash Balance **\$2,365,988**

Operating Expenses:

Administration	\$69,921
Promotion	\$1,450
Retention	\$0
Workforce Development	\$0
Total Operating Expenditures	<u>\$71,371</u>

Debt Expense

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

Project Expenditures:

	<u>\$0</u>
Total Project Expenditures	\$0

Total Monthly Expenditures **\$71,371**

Ending Cash Balance 05-31-2018 **\$2,294,618**

Proceeds From Bond Sale **\$6,000,000**

Total Cash **\$8,294,618**

Debt Expense

New Annual Total Debt Service - FY18 **\$2,201,040**

(January and August)

Remaining Principal Debt Balance **\$28,230,000**



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STAFF REPORT

File Number: 18-2741

Agenda Date: 7/10/2018

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 FY2018-2019 Budget

Requested Action

Staff requests approval of the MEDC FY2018-2019 Budget as presented.

Recommendation

Staff requests approval of the MEDC FY2018-2019 Budget as presented.

Description/History

Staff is presenting the attached MEDC FY2018-2019 Budget for approval.

Justification

N/A

Funding Source

4A

Prepared By

Richard Nevins, Interim Director, 817-728-3652

FY18-19 Budget Comparison

Account	Description	FY 17-18 Budget	FY 17-18 Year to Date Thru 4/24/18	FY 17-18 Remaining Dollars	FY 17-18 Remaining percentage	FY 18-19 Proposed Budget	FY 18-19 Variance	FY 18-19 Variance %
Personnel Budget Totals		\$592,770	\$0			\$572,837	-\$19,933	-3.36%
Post Employment Benefits						\$27,099	\$27,099	

OPERATIONS BUDGET (01)

Account	Description	FY 17-18 Budget	FY 17-18 Year to Date Thru 4/24/18	FY 17 Remaining Dollars	FY 17 Remaining percentage	FY 18-19 Proposed Budget	FY 18-19 Variance	FY 18-19 Variance %
8100-01	Computer Supplies	\$1,992	\$558	\$1,434	71.99%	\$1,992	\$0	0.00%
8101-01	Office Supplies	\$2,890	\$690	\$2,200.02	76.13%	\$2,000	-\$890	-30.80%
8102-01	Janitorial Supplies	\$250	\$48	\$202	80.76%	\$250	\$0	0.00%
8103-01	Miscellaneous Supplies	\$100	\$28	\$72	72.02%	\$350	\$250	250.00%
8110-01	Botanical	\$250	\$165	\$85	33.92%	\$0	-\$250	-100.00%
8115-01	Postage - Supplies	\$250	\$203	\$47	18.94%	\$100	-\$150	-60.00%
Supplies Budget Totals		\$5,732	\$1,692	\$4,040	70.48%	\$4,692	-\$1,040	-18.14%

Account	Description	FY 17-18 Budget	FY 17-18 Year to Date Thru 4/24/18	FY 17 Remaining Dollars	FY 17 Remaining percentage	FY 18-19 Proposed Budget	FY 18-19 Variance	FY 18-19 Variance %
8301-01	Building & Maint	\$7,000	\$1,590	\$5,410	77.29%	\$7,000	\$0	0.00%
8502-01	Mileage	\$2,675	\$835	\$1,840	68.80%	\$1,200	-\$1,475	-55.14%
8506-01	Travel/Training	\$13,950	\$10,259	\$3,691	26.46%	\$12,150	-\$1,800	-12.90%
8507-01	Publications	\$250	\$125	\$125	50.00%	\$220	-\$30	-12.00%
8510-01	Contractual Services	\$193,583	\$40,282	\$153,301	79.19%	\$109,810	-\$83,773	-43.27%
8511-01	Associations	\$21,265	\$13,273	\$7,992	37.58%	\$15,586	-\$5,679	-26.71%
8519-01	Legal Cost	\$50,000	\$16,071	\$33,929	67.86%	\$62,000	\$12,000	24.00%
8520-01	Advertising	\$1,000	\$0	\$1,000	100.00%	\$1,000	\$0	0.00%
8523-01	Recognition	\$500	\$0	\$500	100.00%	\$0	-\$500	-100.00%
8525-01	Reproduction	\$3,740	\$0	\$3,740	100.00%	\$3,740	\$0	0.00%
8526-01	TXU Electric	\$11,260	\$2,318	\$8,942	79.42%	\$6,000	-\$5,260	-46.71%
8527-01	Atmos Gas	\$1,200	\$354	\$846	70.51%	\$600	-\$600	-50.00%
8528-01	AT&T	\$900	\$254	\$646	71.75%	\$900	\$0	0.00%
8530-01	Cellular/Mobile	\$4,980	\$1,057	\$3,923	78.78%	\$4,524	-\$456	-9.17%
8531-01	COM Water & Sewer	\$6,504	\$85	\$6,419	98.69%	\$6,504	\$0	0.00%
8535-01	Meeting Expense	\$3,580	\$1,179	\$2,401	67.08%	\$1,200	-\$2,380	-66.48%
8807-01	Audit Fees	\$16,000	\$0	\$16,000	100.00%	\$16,000	\$0	0.00%
Operations Budget Total		\$338,387	\$87,681	\$256,438	74.52%	\$248,434	-\$89,953	-26.58%
Operations / Supplies Budget Totals		\$344,119				\$253,126		-26.44%

DEBT

Account	Description	FY 17-18 Budget	FY 17-18 Year to Date Thru 4/24/18	FY 17 Remaining Dollars	FY 17 Remaining percentage	FY 18-19 Proposed Budget	FY 18-19 Variance	FY 18-19 Variance %
8902-01	Principle & Interest Expense	\$2,198,573	\$0	\$2,198,573	100.00%	\$2,657,375	\$458,802	20.87%
Debt Expense Totals		\$2,198,573	\$0	\$2,198,573	100.00%	\$2,657,375	\$458,802	20.87%

PROJECTS

Account	Description	FY 17-18 Budget	FY 17-18 Year to Date Thru 4/24/18	FY 17 Remaining Dollars	FY 17 Remaining percentage	FY 18-19 Proposed Budget	FY 18-19 Variance	FY 18-19 Variance %
8903-01	Project Funds*	\$4,983,241	\$0	\$4,983,241	100.00%	\$4,711,027	-\$272,214	-5.46%
Capital Budget Totals		\$4,983,241	\$0	\$4,983,241	100.00%	\$4,833,027	-\$150,214	-3.01%

PROMOTIONS BUDGET (02)

Account	Description	FY 17-18 Budget	FY 17-18 Year to Date Thru 4/24/18	FY 17 Remaining Dollars	FY 17 Remaining percentage	FY 18-19 Proposed Budget	FY 18-19 Variance	FY 18-19 Variance %
8115-02	Postage - Supplies	\$200	\$17	\$183	91.34%	\$100	-\$100	-50.00%
8506-02	Travel/Training	\$22,900	\$6,451	\$16,449	71.83%	\$21,800	-\$1,100	-4.80%
8517-02	Promotions	\$58,500	\$27,008	\$31,492	53.83%	\$27,000	-\$31,500	-53.85%
8520-02	Advertising	\$17,495	\$7,931	\$9,565	54.67%	\$12,000	-\$5,495	-31.41%
8535-02	Meeting Expense	\$1,800	\$893	\$907	50.39%	\$1,800	\$0	0.00%
Promotions Budget Totals		\$100,895	\$42,299	\$58,596	58.08%	\$62,700	-\$38,195	-37.86%

RETENTION BUDGET (03)

Account	Description	FY 17-18 Budget	FY 17-18 Year to Date Thru 4/24/18	FY 17 Remaining Dollars	FY 17 Remaining percentage	FY 18-19 Proposed Budget	FY 18-19 Variance	FY 18-19 Variance %
8115-03	Postage	\$0	\$0	\$0	0.00%	\$0	\$0	0.00%
8510-03	Contractual Services	\$24,000	\$12,596	\$11,404	47.52%	\$24,000	\$0	0.00%
8535-03	Meeting Expense	\$600	\$17	\$583	0.00%	\$600	\$0	0.00%
Retention Budget Totals		\$24,600	\$12,612	\$11,988	48.73%	\$24,600	\$0	0.00%

WORKFORCE DEVELOPMENT BUDGET (04)

Account	Description	FY 17-18 Budget	FY 17-18 Year to Date Thru 4/24/18	FY 17 Remaining Dollars	FY 17 Remaining percentage	FY 18-19 Proposed Budget	FY 18-19 Variance	FY 18-19 Variance %
8510-04	Contractual Services	\$10,000	\$87	\$9,913	NA	\$20,000	\$10,000	100.00%
8535-04	Meeting Expense	\$5,000	\$0	\$5,000	100.00%	\$2,000	-\$3,000	-60.00%
Workforce Develop Budget Totals		\$15,000	\$87	\$14,913	99.42%	\$22,000	\$7,000	46.67%

Account	General Fund Transfers	FY 17-18 Budget	FY 17-18 Year to Date Thru 4/24/18	FY 17 Remaining Dollars	FY 17 Remaining percentage	FY 18-19 Proposed Budget	FY 18-19 Variance	FY 18-19 Variance %
Gen Fund	Shops at Broad Drainage Reimbursement					\$241,400	N/A	
Gen Fund	Property / Casualty Insurance					\$17,000	N/A	
Total General Fund Transfers						\$258,400		

TOTAL BUDGET		\$8,259,198	\$144,371	\$8,114,827	98.25%	\$8,684,065	\$166,467	5.14%
Personnel Budget Totals	\$592,770					\$572,837	-\$19,933	-3.36%
Operation / Supplies Budget Totals	\$344,119					\$253,126	-\$90,993	-26.44%
Promotions Budget Totals	\$100,895					\$62,700	-\$38,195	-37.86%
Retention Budget Totals	\$24,600					\$24,600	\$0	0.00%
Workforce Development Budget Totals	\$15,000					\$22,000	\$7,000	46.67%
Project Budget Totals	\$4,983,241					\$4,711,027	-\$272,214	-5.46%
Debt Expense	\$2,198,573					\$2,657,375	\$458,802	20.87%
Total Budget	\$8,259,198					\$8,303,665	\$44,467	0.54%
Projected Sales Tax Receipts	\$5,627,944					\$6,061,890		7.71%
Projected Interest Income						\$2,000		
Projected FY 18-19 Unexpended Cash	\$5,776,353					\$6,489,383		
Net + Cash Balance	\$3,145,099					\$4,249,608		