



# 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, July 7, 2020

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**

[20-3600](#)

Approval of Regular Meeting Minutes for June 2, 2020

**Attachments:** [MeetingMinutes 6-2-2020.pdf](#)

4. **FINANCIALS**

[20-3595](#)

Presentation of Monthly Financial Report for Period Ending 5/31/2020

**Attachments:** [MEDC Cash Report 05-31-2020.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 Regarding Project 20-04, Possible Land Sale of MEDC Owned Property in the Mansfield International Business Park

**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 19-06, Possible MEDC Participation

2. Staff Update and Board Discussion Regarding Project 20-05, Existing Industrial Expansion

**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**

[20-3570](#)

Staff Report, Board Discussion and Possible Action on Approval of MEDC FY20-21 Budget

**Attachments:** [Budget Summary.pdf](#)

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: Thursday, July 2, 2020, 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: 20-3600

**Agenda Date:** 7/7/2020

**Version:** 1

**Status:** Approval of Minutes

**In Control:** Mansfield Economic Development Corporation

**File Type:** Meeting Minutes

### Title

Approval of Regular Meeting Minutes for June 2, 2020

### Requested Action

Approve Regular Meeting Minutes for June 2, 2020

### Recommendation

Approve Regular Meeting Minutes for June 2, 2020

### Description/History

N/A

### Justification

N/A

### Funding Source

N/A

### Prepared By

Natalie Phelps, MEDC



# CITY OF MANSFIELD

Economic Development  
301 South Main Street,  
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## Meeting Minutes

### Mansfield Economic Development Corporation

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Tuesday, June 2, 2020

5:30 PM

Virtual Meeting via Google Meet

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The public may access the meeting via the following link: [meet.google.com/spy-fcbx-ftn](https://meet.google.com/spy-fcbx-ftn)

Join by phone +1 984-212-2475 PIN: 443 460 869#

#### 1. CALL MEETING TO ORDER

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

**Present** 6 - Brian Fuller; Larry Klos; Selim Fiagome; David Godin; William Vivoni and Timothy Schipper

#### 2. APPROVAL OF MINUTES

[20-3542](#)

Approval of Regular Meeting Minutes for April 7, 2020

David Godin made the motion to approve the regular meeting minutes of April 7, 2020. Seconded by Larry Klos. The motion carried by the following vote:

**Aye:** 6 - Brian Fuller; Larry Klos; Selim Fiagome; David Godin; William Vivoni and Timothy Schipper

**Nay:** 0

**Abstain:** 0

#### 3. FINANCIALS

*There were no comments.*

[20-3566](#)

Presentation of Monthly Financial Report For Period Ending 3/31/2020

[20-3568](#)

Presentation of Monthly Financial Report for Period Ending 04/30/2020

#### 4. RECESS INTO EXECUTIVE SESSION

*The meeting did not recess into executive session.*

#### 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

F. CRITICAL INFRASTRUCTURE

5. RECONVENE INTO REGULAR SESSION

6. TAKE ACTION PURSUANT TO EXECUTIVE SESSION

7. OLD BUSINESS

[20-3571](#)

Staff Update on Straumann Manufacturing Project

Richard Nevins informed the Board that the Straumann agreement has been finalized and executed by all parties.

[20-3574](#)

Staff Update on Progress of Infrastructure Construction on MEDC 155 Acres

Richard Nevins informed the Board that construction for MIBP infrastructure is underway and we have not encountered any delays. Construction is scheduled to be complete in November or December. There has been interest in the property.

10. STAFF COMMENTS

Richard Nevins explained to the Board that the annual budget approval for MEDC will be on the July board meeting. The Board agrees to meet in person for the July meeting. David Godin inquired if the open board position would be filled and Richard explained we are not filling the position until notice from Council.

8. NEW BUSINESS

9. BOARD MEMBER COMMENTS

*There were no comments.*

11. **ADJOURNMENT**

*Larry Klos adjourned the meeting at 5:38 pm.*

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**Larry Klos, President**



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## STAFF REPORT

File Number: 20-3595

**Agenda Date:** 7/7/2020

**Version:** 1

**Status:** To Be Presented

**In Control:** Mansfield Economic Development Corporation

**File Type:** Financials

### Title

Presentation of Monthly Financial Report for Period Ending May 31, 2020

### Requested Action

Information only

### Recommendation

Information only

### Description/History

Presentation of Monthly Financial Report for Period Ending May 31, 2020.

### Justification

N/A

### Funding Source

4A

### Prepared By

Richard Nevins, Director Economic Development, 817-728-3652



**Mansfield Economic Development Corporation**  
**Period Ending May 31, 2020**

Beginning Cash Balance 05-01-2020 **\$4,702,459**

**Revenue:**

Sales Tax Revenue \$585,279  
Interest Income \$0  
Total Monthly Revenue **\$585,279**

Adjusted Cash Balance **\$5,287,737**

**Operating Expenses:**

Administration \$37,237  
Promotion \$0  
Retention \$0  
Workforce Development \$0  
Total Operating Expenditures **\$37,237**

**Debt Expense**

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

**Project Expenditures:**

Kimball Property \$190  
**\$190**

Total Monthly Expenditures **\$37,427**

Ending Cash Balance 05-31-2020 **\$5,250,310**

Proceeds From Bond Sale - Remaining Balance \$5,321,677  
MIBP Construction \$254,632  
**Remaining Proceeds From Bond Sale **\$5,067,045****

**Total Cash **\$10,317,355****

**Debt Expense**

**New Annual Total Debt Service - FY20 **\$2,657,375****  
(January and August)

**Remaining Principal Debt Balance **\$26,775,000****



# CITY OF MANSFIELD

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## STAFF REPORT

File Number: 20-3570

**Agenda Date:** 7/7/2020

**Version:** 1

**Status:** New Business

**In Control:** Mansfield Economic Development Corporation

**File Type:** Discussion Item

### Title

Staff Report, Board Discussion and Possible Action on Approval of MEDC FY20-21 Budget

### Requested Action

Consider approval of the MEDC FY20-21 Budget

### Recommendation

Approval of the MEDC FY20-21 Budget

### Description/History

Staff will be presenting the attached MEDC FY20-21 Budget to the Board for approval. The City is in the process of renegotiating employee health care benefits, so the Personnel Budget number may need to be revised. If that is the case, staff will present an amended budget for approval when the new number becomes available. This number is provided to us by the Finance Department.

### Justification

Annual Budget

### Funding Source

4A

### Prepared By

Richard Nevins, Director Economic Development, 817-728-3652

FY20-21 Budget Comparison

Account	Description	FY 19-20 Budget				FY 20-21 Proposed Budget	FY 20-21 Variance	FY 20-21 Variance %
Personnel Budget Totals		\$544,922				\$544,922	\$0	0.00%
Post Employment Benefits		\$38,629				\$38,629	\$0	

OPERATIONS BUDGET (01)

Account	Description	FY 19-20 Budget	FY 19-20 Year to Date Thru 4/20/20	FY 19-20 Remaining Dollars	FY 19-20 Remaining percentage	FY 20-21 Proposed Budget	FY 20-21 Variance	FY 20-21 Variance %
8100-01	Computer Supplies	\$2,232	\$260	\$1,972	88.37%	\$2,232	\$0	0.00%
8101-01	Office Supplies	\$2,000	\$1,562	\$438.39	21.92%	\$2,000	\$0	0.00%
8102-01	Janitorial Supplies	\$250	\$142	\$108	43.17%	\$250	\$0	0.00%
8103-01	Miscellaneous Supplies	\$350	\$0	\$350	100.00%	\$100	-\$250	-71.43%
8110-01	Botanical	\$100	\$73	\$27	0.00%	\$100	\$0	0.00%
8115-01	Postage - Supplies	\$100	\$8	\$92	92.10%	\$100	\$0	0.00%
Supplies Budget Totals		\$5,032	\$2,045	\$2,987	59.37%	\$4,782	-\$250	-4.97%

Account	Description	FY 19-20 Budget	FY 19-20 Year to Date Thru 4/20/20	FY 19-20 Remaining Dollars	FY 19-20 Remaining percentage	FY 20-21 Proposed Budget	FY 20-21 Variance	FY 20-21 Variance %
8301-01	Building & Maint	\$7,000	\$1,311	\$5,689	81.27%	\$7,000	\$0	0.00%
8502-01	Mileage	\$580	\$187	\$393	67.71%	\$580	\$0	0.00%
8506-01	Travel/Training	\$8,950	\$1,795	\$7,155	79.95%	\$7,000	-\$1,950	-21.79%
8507-01	Publications	\$220	\$0	\$220	100.00%	\$220	\$0	0.00%
8510-01	Contractual Services	\$105,040	\$38,941	\$66,099	62.93%	\$79,740	-\$25,300	-24.09%
8511-01	Associations	\$14,801	\$8,365	\$6,436	43.48%	\$14,831	\$30	0.20%
8519-01	Legal Cost	\$31,000	\$22,084	\$8,916	28.76%	\$25,000	-\$6,000	-19.35%
8520-01	Advertising	\$1,000	\$0	\$1,000	100.00%	\$2,600	\$1,600	160.00%
8523-01	Recognition	\$0	\$0	\$0	0.00%	\$0	\$0	0.00%
8525-01	Reproduction	\$1,150	\$8	\$1,142	99.33%	\$1,650	\$500	43.48%
8526-01	TXU Electric	\$6,144	\$640	\$5,504	89.59%	\$6,000	-\$144	-2.34%
8527-01	Atmos Gas	\$600	\$578	\$22	3.72%	\$600	\$0	0.00%
8528-01	AT&T	\$780	\$252	\$528	67.63%	\$780	\$0	0.00%
8530-01	Cellular/Mobile	\$3,384	\$796	\$2,588	76.49%	\$3,384	\$0	-0.01%
8531-01	COM Water & Sewer	\$7,117	\$1,999	\$5,118	71.92%	\$7,117	\$0	0.00%
8535-01	Meeting Expense	\$1,200	\$30	\$1,170	97.50%	\$600	-\$600	-50.00%
8807-01	Audit Fees	\$17,000	\$15,603.79	\$1,396	8.21%	\$17,000	\$0	0.00%
Operations Budget Total		\$205,966	\$92,589	\$118,409	56.12%	\$174,102	-\$31,864	-15.47%
Operations / Supplies Budget Totals		\$210,998				\$178,884		-15.22%

DEBT

Account	Description	FY 19-20 Budget	FY 19-20 Year to Date Thru 4/20/20	FY 19-20 Remaining Dollars	FY 19-20 Remaining percentage	FY 20-21 Proposed Budget	FY 20-21 Variance	FY 20-21 Variance %
8902-01	Principle & Interest Expense	\$2,657,375	\$455,563	\$2,201,812	82.86%	\$2,657,375	\$0	0.00%
Debt Expense Totals		\$2,657,375	\$0	\$2,657,375	100.00%	\$2,657,375	\$0	0.00%

PROJECTS

Account	Description	FY 19-20 Budget	FY 19-20 Year to Date Thru 4/20/20	FY 19-20 Remaining Dollars	FY 19-20 Remaining percentage	FY 20-21 Proposed Budget	FY 20-21 Variance	FY 20-21 Variance %
8903-01	Project Funds*	\$4,711,027	\$0	\$4,711,027	100.00%	\$5,289,650	\$578,623	12.28%
Capital Budget Totals		\$4,711,027	\$0	\$4,711,027	100.00%	\$5,289,650	\$578,623	12.28%

PROMOTIONS BUDGET (02)

Account	Description	FY 19-20 Budget	FY 19-20 Year to Date Thru 4/20/20	FY 19-20 Remaining Dollars	FY 19-20 Remaining percentage	FY 20-21 Proposed Budget	FY 20-21 Variance	FY 20-21 Variance %
8115-02	Postage - Supplies	\$100	\$1	\$99	98.55%	\$100	\$0	0.00%
8506-02	Travel/Training	\$16,900	\$8,423	\$8,477	50.16%	\$16,900	\$0	0.00%
8517-02	Promotions	\$29,000	\$14,935	\$14,065	48.50%	\$23,500	-\$5,500	-18.97%
8520-02	Advertising	\$11,500	\$8,400	\$3,100	26.96%	\$11,500	\$0	0.00%
8535-02	Meeting Expense	\$1,200	\$420	\$780	64.98%	\$1,200	\$0	0.00%
Promotions Budget Totals		\$58,700	\$32,179	\$26,521	45.18%	\$53,200	-\$5,500	-9.37%

RETENTION BUDGET (03)

Account	Description	FY 19-20 Budget	FY 19-20 Year to Date Thru 4/20/20	FY 19-20 Remaining Dollars	FY 19-20 Remaining percentage	FY 20-21 Proposed Budget	FY 20-21 Variance	FY 20-21 Variance %
8115-03	Postage	\$0	\$0	\$0	0.00%	\$0	\$0	0.00%
8510-03	Contractual Services	\$24,000	\$6,950	\$17,050	71.04%	\$24,000	\$0	0.00%
8535-03	Meeting Expense	\$600	\$47	\$553	92.15%	\$600	\$0	0.00%
Retention Budget Totals		\$24,600	\$6,997	\$17,603	71.56%	\$24,600	\$0	0.00%

WORKFORCE DEVELOPMENT BUDGET (04)

Account	Description	FY 19-20 Budget	FY 19-20 Year to Date Thru 4/20/20	FY 19-20 Remaining Dollars	FY 19-20 Remaining percentage	FY 20-21 Proposed Budget	FY 20-21 Variance	FY 20-21 Variance %
8510-04	Contractual Services	\$20,000	\$0	\$20,000	0.00%	\$20,000	\$0	0.00%
8535-04	Meeting Expense	\$2,000	\$0	\$2,000	100.00%	\$2,000	\$0	0.00%
Workforce Develop Budget Totals		\$22,000	\$0	\$22,000	100.00%	\$22,000	\$0	0.00%

Account	Description	FY 19-20 Budget	FY 19-20 Year to Date Thru 4/20/20	FY 19-20 Remaining Dollars	FY 19-20 Remaining percentage	FY 20-21 Proposed Budget	FY 20-21 Variance	FY 20-21 Variance %
Gen Fund	Shops at Broad Drainage Reimbursement	\$241,400				\$241,400	N/A	
Gen Fund	Property / Casualty Insurance	\$17,000				\$17,000	N/A	
Total General Fund Transfers		\$258,400				\$258,400		

TOTAL BUDGET	\$8,229,622	\$133,810	\$8,095,812	98.37%	\$9,067,659	\$541,009	10.18%
Personnel Budget Totals	\$544,922				\$544,922	\$0	0.00%
Operation / Supplies Budget Totals	\$210,998				\$178,884	-\$32,114	-15.22%
Promotions Budget Totals	\$58,700				\$53,200	-\$5,500	-9.37%
Retention Budget Totals	\$24,600				\$24,600	\$0	0.00%
Workforce Development Budget Totals	\$22,000				\$22,000	\$0	0.00%
Project Budget Totals	\$4,711,027				\$5,289,650	\$578,623	12.28%
Debt Expense	\$2,657,375				\$2,657,375	\$0	0.00%
Total Budget	\$8,229,622				\$8,770,631	\$541,009	6.57%
Projected Sales Tax Receipts	\$5,627,944				\$6,548,329		16.35%
Projected Interest Income					\$15,000		
Projected FY 20-21 Unexpended Cash	\$5,776,353				\$6,489,383		
Net + Cash Balance	\$3,174,675				\$4,282,081		

