



**AGENDA**  
**SUNNYVALE 4B DEVELOPMENT CORPORATION**  
**BOARD OF DIRECTORS**  
**TUESDAY, JANUARY 12, 2016**  
**TOWN HALL – 127 N. COLLINS RD.**  
**6:30 P.M.**

**CALL MEETING TO ORDER**

President calls meeting to order, state the date and time. State Members present and declare a quorum present.

**PUBLIC FORUM**

Citizens may speak on any matter other than personnel matter or matters under litigation. No actions or discussion will be taken until such matter is placed on the agenda and posted in accordance with law. Please observe the time limit of three (3) minutes.

- 1. DISCUSS AND CONSIDER REGULAR MEETING MINUTES FROM DECEMBER 2015**
- 2. DISCUSS AND CONSIDER THE DECEMBER 2015 FINANCIAL REPORT AND RELATED FINANCIAL ITEMS**
- 3. DISCUSS AND CONSIDER A MEMORANDUM OF UNDERSTANDING BETWEEN THE 4A AND 4B DEVELOPMENT CORPORATION REGARDING THE OWNERSHIP INTEREST AND REIMBURSEMENT REGARDING PROPERTY LOCATED AT U.S. HWY 80 & COLLINS ROAD**
- 4. DISCUSS AND CONSIDER AN UPDATE OF THE RETAIL ECONOMIC DEVELOPMENT PLAN**

**EXECUTIVE SESSION AGENDA:**

**A. SECTION 551.072. DELIBERATIONS ABOUT REAL PROPERTY**

A GOVERNMENTAL BODY MAY CONDUCT A CLOSED MEETING TO DELIBERATE 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.

**PROPERTY LOCATED AT OR ABOUT U.S. HWY 80 & COLLINS ROAD**

**B. SECTION 551.087 – ECONOMIC DEVELOPMENT**

TO DELIBERATE THE OFFER OF A FINANCIAL OR OTHER INCENTIVE TO A BUSINESS PROSPECT.

**PROSPECT AT THE SUNNYVALE CENTER INDUSTRIAL PARK**

**PROSPECT AT OR ABOUT U.S. HWY 80 & JOBSON ROAD  
PROSPECTS AT OR ABOUT U.S. HWY 80 & COLLINS ROAD**

**END OF EXECUTIVE SESSION**

**5. DISCUSS FUTURE AGENDA ITEMS AND EVENTS**

**ADJOURN**

ALL LOCATIONS IDENTIFIED ARE IN THE TOWN OF SUNNYVALE UNLESS OTHERWISE INDICATED. FOR A DETAILED PROPERTY DESCRIPTION, PLEASE CONTACT THE BUILDING OFFICIAL AT TOWN HALL. PLEASE SILENCE ALL CELLULAR PHONES OR OTHER ELECTRONIC DEVICES WHILE IN ATTENDANCE AT THIS MEETING.

THE SUNNYVALE 4B DEVELOPMENT CORPORATION RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME DURING THE COURSE OF THIS MEETING TO DISCUSS ANY OF THE MATTERS LISTED ABOVE, AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTION 551.071 (CONSULTATION WITH ATTORNEY), 551.072 (DELIBERATION ABOUT REAL PROPERTY), 551.073 (DELIBERATIONS ABOUT GIFTS AND DONATIONS), 551.074 (PERSONNEL MATTERS), 551.076 (DELIBERATIONS ABOUT SECURITY DEVICES), AND 551.086 (ECONOMIC DEVELOPMENT).

THE TOWN OF SUNNYVALE IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA). REASONABLE ACCOMMODATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED TO THOSE WHO PROVIDE NOTICE TO THE DIRECTOR OF COMMUNITY SERVICES AT 972-226-7177 AT LEAST 48 HOURS PRIOR TO THE MEETING.

THE FOREGOING NOTICE WAS POSTED IN THE FOLLOWING LOCATIONS:

SUNNYVALE ISD 417 E. TRIPP ROAD  
SUNNYVALE LIBRARY AT 402 TOWER PLACE

**I HEREBY CERTIFY THAT THE FOREGOING NOTICE WAS POSTED ON FRIDAY, JANUARY 8, 2016, IN THE FOLLOWING LOCATION AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING:**

**TOWN HALL AT 127 N. COLLINS ROAD**

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**LESLIE MALONE, TOWN SECRETARY**



**MINUTES  
SUNNYVALE 4B DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS  
TUESDAY, DECEMBER 08, 2015  
TOWN HALL – 127 N. COLLINS RD.  
6:30 P.M.**

	<b>PRESIDENT</b>	<b>MICHAEL GIORDANO</b>
	<b>VICE-PRESIDENT</b>	<b>JAVIER TORRES</b>
	<b>SECRETARY</b>	<b>DEBI LOCKHART</b>
<b>ABSENT</b>	<b>TREASURER</b>	<b>SARAH BRADFORD</b>
	<b>MEMBER</b>	<b>MARK VAN VESSEM</b>
	<b>MEMBER</b>	<b>POLLYE HUNTER</b>
	<b>MEMBER</b>	<b>NIKI ANTHONY</b>

**CALL MEETING TO ORDER**

President Giordano called the meeting to order at 6:53 p.m. Treasurer Bradford was absent.

**PUBLIC FORUM**

Citizens may speak on any matter other than personnel matter or matters under litigation. No actions or discussion will be taken until such matter is placed on the agenda and posted in accordance with law. Please observe the time limit of three (3) minutes.

None.

**DISCUSSION / ACTION ITEMS**

**1. DISCUSS AND CONSIDER THE REGULAR AND SPECIAL MEETING MINUTES FROM NOVEMBER 2015.**

Member Van Vessem made a motion, seconded by Member Anthony, to accept the November regular and special minutes. President Giordano called for a vote, and with all members voting affirmative, the motion passed unanimously.

**2. DISCUSS AND CONSIDER THE UPDATED SEPTEMBER AND OCTOBER 2015 FINANCIAL REPORTS, NOVEMBER 2015 FINANCIAL REPORT, AND RELATED FINANCIAL ITEMS.**

Finance Assistant Phyliss Moore reviewed the updated September and October Financial reports, November 2015 Financial Report Financial Report and related financial items.

Member Lockhart made a motion, seconded by Member Van Vesseem, to approve the updated September and October 2015 and the November 2015 Financial Report. President Giordano called for a vote, and with all members voting affirmative, the motion passed unanimously.

### **3. DISCUSS AND CONSIDER THE 13.92 ACRES LOCATED AT THE SOUTEAST CORNER OF U.S HWY 80 & COLLINS ROAD**

Economic Development Director Randall Heye provided an update on the purchase of the 13.92 acres located at the Southeast corner of U.S. HWY 80 & Collins Road.

Economic Development Director Randall Heye stated that 4A took action with 4B owning the property, but the 4A Development Corporation Board of Directors does want a memo that states with any sale of the property half of the proceeds will go back to 4A.

Economic Development Director Randall Heye stated that it will go to council December 14<sup>th</sup> to finalize.

Economic Development Director Randall Heye commented that the property is estimated to be \$2.75 per foot and we are getting the property at a significant discount.

Member Torres asked when is the earliest we can close on the property?  
Economic Development Director Randall Heye is estimating February 25, 2016.

### **4. DISCUSS AND CONSIDER NEW AMENITIES AND PLAY EQUIPMENT FOR EXISTING TOWN PARKS.**

Economic Development Director Randall Heye, stated that for larger amenities we will continue down the master plan, but asked if 4B wants to do some smaller projects?  
President Giordano explained he has been approached by several moms about getting the expression swing at Town Center Park.

Member Anthony asked if we have an estimated cost for that?  
President Giordano says estimate is \$2,000, however not sure if it will fit where the current swing set is at Town Center Park or if a new swing set would have to be built.

Member Van Vesseem wants to look at batting cages and the expression swing for future purchases and wants to move forward with these.

Member Anthony asked if Disc Golf had been taken off the list?

President Giordano stated that it was put on hold because larger projects have come about. Plus we did not want to spend a lot of money in Samuel Park until the contract was re-negotiated.

Member Anthony thinks anything that parents can be more involved in with the kids, would be a good project.

Economic Development Director Randall Heye stated he will get back in touch with Unnyvale Raider Youth Sports Association (SRYSA) about volunteers, sponsors, or anyone that wants to help out with the batting cages.

Member Torres suggested a dog park, and maybe get in touch with the fencing company located in Sunnyvale, with the possibility for them to donate the fence. as well as calling upon the plumbing company located in Sunnyvale to provide plumbing for the water fountains for both the people and dogs. the only other thing needed would be an area for shade.

Member Hunter wants to make sure that needs are prioritized.

Member Van Vesseem says his vision is like Forney sports complex but a smaller version.

Member Hunter states this is where we can utilize Samuel Farm and is interested in a long term vision.

Economic Development Director Randall Heye asked if the board wants to move forward with a parks planner.

Member Anthony questioned how long until lease with Samuel Farm is nailed down? Economic Development Director Randall Heye stated it should be complete mid-spring of 2016.

Member Hunter wants to talk to other towns about ideas, did they have a park planner, and what can we do without spending lots of money?

Member Van Vesseem does not want to spend a bunch of money until the lease is finalized.

Member Torres states that if we don't get anywhere with City of Dallas could we have a consultant look at other options?

## 5. DISCUSS AND CONSIDER FUTURE AGANEDA ITEMS AND EVENTS

Economic Development Director Randall Heye stated that we will have a branding update early 2016.

Member Van Vesseem said a contact for the batting cages would be Bryan Mears.

Member Torres asked what was the decision on Jobson?

Economic Development Director Randall Heye stated that we are waiting to hear from Sunnyvale Independent School District.

### **ADJOURN**

President Giordano adjourned the meeting at 7:31 p.m.

*The undersigned presiding officer certifies that this is a true and correct record of the proceedings.*

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Michael Giordano, President

Attest:

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Randall Heye, Economic Development Director

# 4B Economic Development Corporation

## Financial Statement

December 31, 2015





## Town of Sunnyvale 4B Monthly Finance Report

### December 31, 2015 (Unaudited)

**Budget:** Net Revenues/Expenses: Budget = (\$ 637,184) Actual = \$ 20,019

**Highlights:**

Revenues:	MTD = \$46,257.30	YTD = \$146,300.53
Expenses:	<u>MTD = \$20,087.02</u>	YTD = <u>\$126,281.32</u>
Net:	MTD = \$26,170.28	YTD = \$ 20,019.21

Revenues: Sales tax recorded YTD is \$146,236.04 (actual - 1 month, accrual – 2 months). Interest income recorded YTD is \$64.49.

Expenses: The YTD expenses total \$126,281.32 and include 50% of the EDC Director position, 33% of the EDC Assistant position and 1.5 Park Maintenance Technician positions. MTD expenses include routine payroll, Landscape Maintenance, Fast Signs (Map markers), Clark Electric (electrical boxes for security cameras at Town Center Park), Training expense reimbursement (Niki Anthony – 4B Development Sales Tax Training), and misc. office supplies.

**Fund Balance:**

09/30/15	Total Fund Balance	\$1,814,149.75 Unaudited
12/31/15	Net Revenues/Expenses	\$ 20,019.21
12/31/15	Total Fund Balance	\$1,834,168.96

92 -4B SALES TAX CORPORATION

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<b>EQUITY</b>		
=====		
92-3117	UNRESERVED FUND BALANCE	1,814,149.75
	TOTAL BEGINNING EQUITY	1,814,149.75
	TOTAL REVENUE	146,300.53
	TOTAL EXPENSES	126,281.32
	TOTAL REVENUE OVER/(UNDER) EXPENSES	20,019.21
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	1,834,168.96
		=====

TOWN OF SUNNYVALE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2015

92 -4B SALES TAX CORPORATION  
 FINANCIAL SUMMARY

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
5100-TAXES	600,000.00	46,236.04	146,236.04	24.37	453,763.96
5500-OTHER REVENUES	300.00	21.26	64.49	21.50	235.51
TOTAL REVENUES	600,300.00	46,257.30	146,300.53	24.37	453,999.47
EXPENDITURE SUMMARY					
92-4B SALES TAX CORPORATI	1,237,484.00	20,087.02	126,281.32	10.20	1,111,202.68
TOTAL EXPENDITURES	1,237,484.00	20,087.02	126,281.32	10.20	1,111,202.68
REVENUES OVER/(UNDER) EXPENDITURES	( 637,184.00)	26,170.28	20,019.21		( 657,203.21)

TOWN OF SUNNYVALE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2015

92 -4B SALES TAX CORPORATION

25.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
5100-TAXES					
92-5140 SALES TAX RECEIPTS	600,000.00	46,236.04	146,236.04	24.37	453,763.96
TOTAL 5100-TAXES	600,000.00	46,236.04	146,236.04	24.37	453,763.96
5500-OTHER REVENUES					
92-5510 INTEREST EARNED	300.00	21.26	64.49	21.50	235.51
TOTAL 5500-OTHER REVENUES	300.00	21.26	64.49	21.50	235.51
TOTAL REVENUES	600,300.00	46,257.30	146,300.53	24.37	453,999.47
	=====	=====	=====	=====	=====

TOWN OF SUNNYVALE  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2015

92 -4B SALES TAX CORPORATION  
 92-4B SALES TAX CORPORATI

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>LABOR AND BENEFITS</b>					
92-692-6000 WAGES & SALARIES	98,458.00	9,613.90	24,653.11	25.04	73,804.89
92-692-6001 OVERTIME	500.00	103.97	279.05	55.81	220.95
92-692-6002 TMRS	12,356.00	1,396.74	3,485.33	28.21	8,870.67
92-692-6003 BUY BACK	600.00	1,076.12	2,002.05	333.68 (	1,402.05)
92-692-6004 PAYROLL TAXES	7,532.00	773.51	1,924.57	25.55	5,607.43
92-692-6005 EMPLOYEE INSURANCE	14,538.00	1,259.41	3,724.45	25.62	10,813.55
TOTAL LABOR AND BENEFITS	133,984.00	14,223.65	36,068.56	26.92	97,915.44
<b>SUPPLIES AND MATERIALS</b>					
<b>CONTRACTUAL SERVICES</b>					
92-692-6370 LANDSCAPE MAINTENANCE CONTRACT	28,000.00	2,700.00	8,100.00	28.93	19,900.00
92-692-6371 PROFESSIONAL SERVICES	80,000.00	0.00	15,301.01	19.13	64,698.99
TOTAL CONTRACTUAL SERVICES	108,000.00	2,700.00	23,401.01	21.67	84,598.99
<b>TRAINING/DUES/SUBSCRIPT</b>					
92-692-6512 GENERAL OFFICE SUPPLIES	500.00	53.65	86.93	17.39	413.07
TOTAL TRAINING/DUES/SUBSCRIPT	500.00	53.65	86.93	17.39	413.07
<b>CAPITAL OUTLAYS &amp; PROJEC</b>					
92-692-6751 LEGAL SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
92-692-6830 OUTSIDE TRAINING EXPENSE	5,000.00	589.86	1,630.71	32.61	3,369.29
92-692-6891 TRANSFERS OUT INDIRECT COSTS	80,000.00	0.00	0.00	0.00	80,000.00
92-692-6912 BUSINESS DEVELOPMENT & MKT	10,000.00	97.89	2,004.14	20.04	7,995.86
TOTAL CAPITAL OUTLAYS & PROJEC	105,000.00	687.75	3,634.85	3.46	101,365.15
<b>CAPITAL-BUILDING IMPROVEM</b>					
<b>CAPITAL-TOWN IMPROVEMENT</b>					
92-692-9210 RETAIL INCENTIVES	100,000.00	0.00	0.00	0.00	100,000.00
92-692-9211 TOWN BEAUTIFICATION	15,000.00	0.00	0.00	0.00	15,000.00
92-692-9212 SURVEILLANCE EQUIPMENT	0.00	518.16	518.16	0.00 (	518.16)
92-692-9213 PARKS AND TRAILS	160,000.00	1,903.81	60,071.81	37.54	99,928.19
TOTAL CAPITAL-TOWN IMPROVEMENT	275,000.00	2,421.97	60,589.97	22.03	214,410.03
<b>CAPITAL IMPROVEMENTS</b>					
92-692-9611 CAPITAL MAINTENANCE EQUIPMENT	15,000.00	0.00	0.00	0.00	15,000.00
TOTAL CAPITAL IMPROVEMENTS	15,000.00	0.00	0.00	0.00	15,000.00
<b>CAPITAL-PARK/REC IMPROVEM</b>					
92-692-9728 PARK ACQUISITION	600,000.00	0.00	2,500.00	0.42	597,500.00
TOTAL CAPITAL-PARK/REC IMPROVEM	600,000.00	0.00	2,500.00	0.42	597,500.00
<b>TOTAL 92-4B SALES TAX CORPORATI</b>	<b>1,237,484.00</b>	<b>20,087.02</b>	<b>126,281.32</b>	<b>10.20</b>	<b>1,111,202.68</b>
<b>TOTAL EXPENDITURES</b>	<b>1,237,484.00</b>	<b>20,087.02</b>	<b>126,281.32</b>	<b>10.20</b>	<b>1,111,202.68</b>

TOWN OF SUNNYVALE  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2015

92 -4B SALES TAX CORPORATION  
92-4B SALES TAX CORPORATI

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES

CURRENT  
BUDGET

CURRENT  
PERIOD

YEAR TO DATE  
ACTUAL

% OF  
BUDGET

BUDGET  
BALANCE

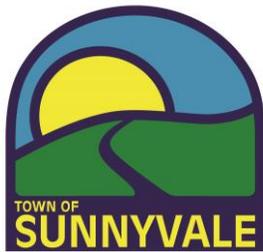
REVENUES OVER/(UNDER) EXPENDITURES

( 637,184.00)

26,170.28

20,019.21

( 657,203.21)



# Town of Sunnyvale

Item: 3

Acquisition of 13.92 acres

January 12, 2016

**Prepared By: Randall Heye; Director of Economic Development**

**Consent**     **Public Hearing**     **Discussion**     **Action**

**Summary:**

**DISCUSS AND CONSIDER A MEMORANDUM OF UNDERSTANDING BETWEEN THE 4A AND 4B DEVELOPMENT CORPORATION REGARDING THE OWNERSHIP INTEREST AND REIMBURSEMENT REGARDING PROPERTY LOCATED AT U.S. HWY 80 & COLLINS ROAD**

**Background:**

Approximately 13.92 acres at the southeast corner of U.S. Highway 80 and Collins Road is currently classified as REO (real estate owned) property by InterBank. Recognizing the unique opportunity to itself own and control a considerable amount of property at the most traveled intersection in the community; the 4A and 4B Development Corporations, and Town Council have approved the purchase of the property for future economic development projects. Owning land is a common tool and incentive that many municipalities and their economic development corporations utilize on a regular basis (e.g. business park, industrial park).

Staff would like to provide the Board an update regarding the future memorandum of understanding between the 4A and 4B Development Corporations.

**Staff Recommendation**

Staff recommends the Board receive the presentation.



# Town of Sunnyvale

Item: 4

Retail Economic Development Plan

January 12, 2016

**Prepared By: Randall Heye; Director of Economic Development**

**Consent**     **Public Hearing**     **Discussion**     **Action**

**Summary:**

**DISCUSS AND CONSIDER AN UPDATE OF THE RETAIL ECONOMIC DEVELOPMENT PLAN**

**Background:**

Earlier this fiscal year, the 4B Development Corporation engaged The Retail Coach to assist with Town staff's economic development work efforts. The intent is that the assistance will increase the Town's internal bandwidth and leverage the existing contacts and relationships of The Retail Coach with brokers, developers, and end users. Now that the first phase is complete, staff would like for the Board to receive an update and continue discussion regarding next steps.

**Staff Recommendation**

Staff recommends the Board receive the presentation.