

AGENDA
SUNNYVALE 4A DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
WEDNESDAY, OCTOBER 12, 2016
TOWN HALL – 127 N. COLLINS RD.
6:00 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.

DISCUSSION / ACTION ITEMS

- 1. DISCUSS AND CONSIDER REGULAR MEETING MINUTES FROM AUGUST 2016**
- 2. DISCUSS AND CONSIDER THE AUGUST 2016 FINANCIAL REPORT, SEPTEMBER 2016 FINANCIAL REPORT, AND RELATED FINANCIAL ITEMS**
- 3. DISCUSS AND CONSIDER THE UPCOMING CHAMBER OF COMMERCE – BUSINESS EXPO NOVEMBER 7, 2016**
- 4. DISCUSS AND CONSIDER THE NEW ECONOMIC DEVELOPMENT WEBSITE**
- 5. DISCUSS AND CONSIDER REPLACING COSTAR CONTRACT TO XCELLIGENT FOR WEBSITE LINK**
- 6. DISCUSS BUSINESS UPDATES**

EXECUTIVE SESSION

Recess into executive session pursuant to Chapter 551, Subchapter D of the Texas Government Code:

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
THE LAKE RAY HUBBARD SES RAIL SPUR**

B. SECTION 551.087 – ECONOMIC DEVELOPMENT

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

PROSPECT AT OR ABOUT U.S. HWY 80 & WATHA DRIVE

END OF EXECUTIVE SESSION

Reconvene into open session and take any action necessary as a result of the Executive Session.

7. 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 4A 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.

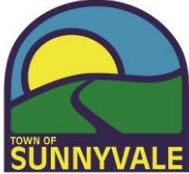
THE FOREGOING NOTICE WAS POSTED IN THE FOLLOWING LOCATIONS:

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

I HEREBY CERTIFY THAT THE FOREGOING NOTICE WAS POSTED ON FRIDAY, OCTOBER 7, 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

LESLIE BLACK, TOWN SECRETARY



**MINUTES
SUNNYVALE 4A DEVELOPMENT CORPORATION
REGULAR MEETING
WEDNESDAY, August 10, 2016
6:00 P.M.**

	PRESIDENT	TERRI SHATTER
	VICE PRESIDENT	FRANKLIN WEEKS
ABSENT	TREASURER	HARI PILLAI
	SECRETARY	TJ TRECEK
ABSENT	MEMBER	K. PAUL CASH

CALL MEETING TO ORDER

President Shatter called the meeting to order at 6:07 P.M. Treasurer Pillai & Member Cash were 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.

DISCUSSION /ACTION ITEMS

1. DISCUSS AND CONSIDER REGULAR MEETING MINUTES FROM JUNE 2016

Vice President Weeks made a motion, seconded, by Secretary Trecek to accept the previous minutes. President Shatter called for a vote, and with all members voting affirmative, the motion passed unanimously. Treasurer Pillai & Member Cash were absent.

2. DISCUSS AND CONSIDER THE JUNE & JULY, 2016 FINANCIAL REPORTS, AND RELATED FINANCIAL ITEMS

The financial reporting for June & July 2016 were presented for discussion and consideration by Phyllis Moore, Finance Assistant. Members reviewed the financials for the 4A Development Corporation and had no discussion

Secretary Trecek made a motion, seconded by Vice President Weeks, to approve the financial reports as presented. President Shatter called for a vote and with all members voting affirmative, the motion passed unanimously. Treasurer Pillai & Member Cash were absent

3. DISCUSS AND CONSIDER THE FISCAL YEAR 2017 ANNUAL BUDGET

Phyllis Moore, Finance Assistant presented the 2017 Budget for review and acceptance of the 4A Development Corporation. .

Vice President Weeks made a motion to accept as presented the 2017 Annual Budget. Secretary Trecek seconded. President Shatter called for a vote, and with all members voting affirmative, the motion passed unanimously. Treasurer Pillai & Member Cash were absent.

EXECUTIVE SESSION

Recess into Executive Session pursuant to Chapter 551, Subchapter D of the Texas Government Code:

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

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

President Shatter recessed the 4A Economic Development Corporation into Executive Session at 6:18 P.M.

END OF EXECUTIVE SESSION

Reconvene into open session and take any action necessary as a result of the Executive Session at 6:53 P.M. No action was taken.

4. DISCUSS FUTURE AGENDA ITEMS AND EVENTS

There was discussion on the status of the waterline at the Industrial Park. Economic Development Director Heye indicated that the loop system was in place and was being tested for Bac2 at this time. He anticipated that all would clear and the dedication to the Town would be soon.

ADJOURN

President Shatter adjourned the meeting at 6:55 P.M.

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

President Terri Shatter

Attest:

Randall Heye
Economic Development Director

*4A Economic Development Corporation
Financial Statement
September 30, 2016*



91 -4A SALES TAX CORPORATION

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
91-1112 4A - COMPASS BANK ACCOUNT		813,154.60	
91-1441 SALES TAX ACCRUAL		50,000.00	
			863,154.60
	TOTAL ASSETS		863,154.60
			=====
LIABILITIES			
=====			
91-2110 TRADE PAYABLES		224,999.28	
	TOTAL LIABILITIES		224,999.28
EQUITY			
=====			
91-3117 UNRESERVED FUND BALANCE		1,089,056.18	
91-4407 ASSIGNED INDUSTRIAL PARK		55,040.63	
	TOTAL BEGINNING EQUITY	1,144,096.81	
	TOTAL REVENUE	1,292,273.31	
	TOTAL EXPENSES	1,798,214.80	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	(505,941.49)	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		638,155.32
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		863,154.60
			=====

TOWN OF SUNNYVALE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2016

91 -4A SALES TAX CORPORATION
 FINANCIAL SUMMARY

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
5100-TAXES	300,000.00	27,552.46	326,875.98	108.96 (26,875.98)
5300-PERMITS, FEES & FINE	0.00	963,124.00	963,124.00	0.00 (963,124.00)
5500-OTHER REVENUES	1,209.00	98.40	2,273.33	188.03 (1,064.33)
TOTAL REVENUES	301,209.00	990,774.86	1,292,273.31	429.03 (991,064.31)
EXPENDITURE SUMMARY					
91-4A SALES TAX CORPORATI	2,000,799.00	232,211.49	1,798,214.80	89.87	202,584.20
TOTAL EXPENDITURES	2,000,799.00	232,211.49	1,798,214.80	89.87	202,584.20
REVENUES OVER/(UNDER) EXPENDITURES	(1,699,590.00)	758,563.37	(505,941.49)		(1,193,648.51)

TOWN OF SUNNYVALE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2016

91 -4A SALES TAX CORPORATION

100.00% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
5100-TAXES					
91-5140 SALES TAX RECEIPTS	300,000.00	27,552.46	326,875.98	108.96 (26,875.98)
TOTAL 5100-TAXES	300,000.00	27,552.46	326,875.98	108.96 (26,875.98)
5300-PERMITS, FEES & FINE					
91-5399 TRANSFER IN ASSIGNED FUND BAL	0.00	963,124.00	963,124.00	0.00 (963,124.00)
TOTAL 5300-PERMITS, FEES & FINE	0.00	963,124.00	963,124.00	0.00 (963,124.00)
5500-OTHER REVENUES					
91-5510 INTEREST EARNED	1,209.00	98.40	2,273.33	188.03 (1,064.33)
TOTAL 5500-OTHER REVENUES	1,209.00	98.40	2,273.33	188.03 (1,064.33)
<hr/>					
TOTAL REVENUES	301,209.00	990,774.86	1,292,273.31	429.03 (991,064.31)
	=====	=====	=====	=====	=====

TOWN OF SUNNYVALE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2016

91 -4A SALES TAX CORPORATION
 91-4A SALES TAX CORPORATI

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
LABOR AND BENEFITS					
91-691-6000 WAGES & SALARIES	52,039.00	4,428.66	50,390.78	96.83	1,648.22
91-691-6001 OVERTIME	130.00	0.00	128.87	99.13	1.13
91-691-6002 TMRS	6,787.00	546.93	6,522.80	96.11	264.20
91-691-6003 BUY BACK	1,915.00	0.00	1,646.97	86.00	268.03
91-691-6004 PAYROLL TAXES	4,041.00	318.46	3,726.38	92.21	314.62
91-691-6005 EMPLOYEE INSURANCE	5,563.00	395.54	4,671.04	83.97	891.96
TOTAL LABOR AND BENEFITS	70,475.00	5,689.59	67,086.84	95.19	3,388.16
SUPPLIES AND MATERIALS					
91-691-6113 ADMINSTRATIVE SERVICES	12,000.00	0.00	12,000.00	100.00	0.00
TOTAL SUPPLIES AND MATERIALS	12,000.00	0.00	12,000.00	100.00	0.00
CONTRACTUAL SERVICES					
TRAINING/DUES/SUBSCRIPT					
91-691-6512 GENERAL OFFICE SUPPLIES	500.00	0.00	355.06	71.01	144.94
TOTAL TRAINING/DUES/SUBSCRIPT	500.00	0.00	355.06	71.01	144.94
CAPITAL OUTLAYS & PROJEC					
91-691-6718 SUNNVALE INDUSTRIAL PARK	1,018,165.00	224,999.28	963,124.00	94.59	55,041.00
91-691-6751 LEGAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
91-691-6752 BROCHURE/PUBLICATIONS	10,000.00	0.00	531.67	5.32	9,468.33
91-691-6753 WEBSITE MAINTENANCE	20,000.00	0.00	10,657.45	53.29	9,342.55
91-691-6755 BOND BRIDGE PAYMENTS	45,909.00	0.00	45,908.76	100.00	0.24
91-691-6820 DUES AND MEMBERSHIPS	7,500.00	625.03	6,607.36	88.10	892.64
91-691-6830 OUTSIDE TRAINING EXPENSE	5,000.00	147.50	913.35	18.27	4,086.65
91-691-6831 LOCAL BUSINESS EDC LUNCHEON	750.00	0.00	675.00	90.00	75.00
91-691-6890 OTHER MISCELLANEOUS EXPENSE	2,000.00	0.00	293.80	14.69	1,706.20
91-691-6912 TRAVEL/PROSPECTING	10,000.00	750.09	2,845.22	28.45	7,154.78
TOTAL CAPITAL OUTLAYS & PROJEC	1,124,324.00	226,521.90	1,031,556.61	91.75	92,767.39
MARKETING & INCENTIVES					
91-691-9423 MARKETING	5,000.00	0.00	0.00	0.00	5,000.00
91-691-9424 INCENTIVES	100,000.00	0.00	0.00	0.00	100,000.00
91-691-9425 SUNNYVALE CHAMBER SUPPORT/MEMB	1,000.00	0.00	847.04	84.70	152.96
TOTAL MARKETING & INCENTIVES	106,000.00	0.00	847.04	0.80	105,152.96
CAPITAL-PARK/REC IMPROVEM					
91-691-9729 TRANSFER OUT - LAND	687,500.00	0.00	686,369.25	99.84	1,130.75
TOTAL CAPITAL-PARK/REC IMPROVEM	687,500.00	0.00	686,369.25	99.84	1,130.75
TOTAL 91-4A SALES TAX CORPORATI	2,000,799.00	232,211.49	1,798,214.80	89.87	202,584.20
TOTAL EXPENDITURES	2,000,799.00	232,211.49	1,798,214.80	89.87	202,584.20
REVENUES OVER/(UNDER) EXPENDITURES	(1,699,590.00)	758,563.37	(505,941.49)		(1,193,648.51)



Town of Sunnyvale

Item: 3

Chamber of Commerce Business Expo

October 11, 2016

Prepared By: Cheri Dolan, Economic Development

Consent Public Hearing Discussion Action

Summary:

DISCUSS AND CONSIDER CHAMBER OF COMMERCE BUSINESS EXPO ON NOVEMBER 7, 2016

Background

The Boards of 4A & 4B have been Title Sponsors for the Chamber of Commerce EXPO the last two years. The 3rd Business Expo will be held on Monday, November 7th at the ISD Auditorium.

Staff Recommendation

Staff recommends participating and supporting



Sunnyvale Chamber 3rd Annual Business Expo

**Title Sponsor: The Sunnyvale Economic
Development Corporations**



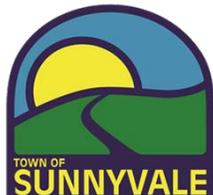
Monday, November 7th
5:30pm to 8:00pm

Sunnyvale ISD
High School Cafetorium

**FREE
Admission!**

Business/Vendor Booths
Door Prizes - Giveaways
Sunnyvale's own *Shorty's BBQ*
BBQ Sliders & Banana Pudding (While they Last!)
Entertainment by Sunnyvale ISD Students

For more information contact Terri Shatter at 972-226-2028



Chamber of Commerce

3rd Annual Sunnyvale Business Expo

Monday, November 7th from 5:30 to 8 p.m.

Location – Sunnyvale ISD High School Cafetorium

Space is Limited – First Come!!!!

Vendor Application & Sponsorship Form

Sponsors forms must be received by October 21st to be on the banner!

Title Sponsor: Sunnyvale Economic Development Corporations

_____ Gold Sponsor \$500- includes booth space, signage at event, & event announcements

_____ Silver Sponsor \$250- includes booth space and signage at event

Business/ Organization Name _____

Contact Person _____ Email _____

Mailing Address _____ City/Zip _____

Telephone # _____

Description of Booth Activity _____

Vendor Booth Request (check the applicable status below)

_____ Chamber Members - \$50 _____ Non-Chamber Member \$125 _____ Non-Profit Organization \$25

Full payment must be received prior to set up (table and two chairs provided). Booth set up starts 3:30pm and must be completed before 5:30pm when doors open. Tear down is at 8pm. **(YOU CAN NOT TEAR DOWN UNTIL 8PM!!)**

I do hereby release and discharge the Sunnyvale Chamber of Commerce, the Town of Sunnyvale and the Sunnyvale ISD, their officers, agents, servants and employees from any and all claim from injuries, damages or loss that I or anyone working in my booth may incur because of my participation in the Sunnyvale Chamber Business Expo.

Signature _____ Date _____

**Please Make Check Payable to: Sunnyvale Chamber of Commerce
Mail to: 2515 Belt Line Rd., Sunnyvale, TX 75182**

For More Information Please Contact Terri Shatter 972-226-2028



Town of Sunnyvale

Item:4 Economic Development New Website October 11, 2016

Prepared By: Cheri Dolan, Economic Development

Consent Public Hearing Discussion Action

Summary:

DISCUSS AND CONSIDER THE NEW ECONOMIC DEVELOPMENT WEBSITE

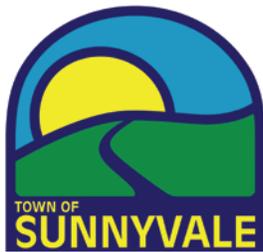
Background

As a project and initiative in 2016, the Economic Development website was redesigned, updated and redesigned. That website is now activated

Staff Recommendation

Staff recommends the Board reviews

Weblink: <http://townofsunnyvale.us/>



Town of Sunnyvale

Item: 5 Economic Development Costar

October 11, 2016

Prepared By: Cheri Dolan, Economic Development

Consent Public Hearing Discussion Action

Summary:

DISCUSS AND CONSIDER REPLACING THE COSTAR PRODUCT WITH XCELLIGENT FOR WEBSITE AND PROPERTY LISTING INFORMATION

Background

The Economic Development has maintained a service contract with Costar since 2011 for referencing available properties, comps and other analytical research in the Sunnyvale & DFW markets. This contract is a yearly, auto-renew service.

In our revamping of the EDC website other service options were identified.

Staff Recommendation

Staff recommends the Board receive the presentation and provide feedback.