

AGENDA
4A ECONOMIC DEVELOPMENT COMMISSION
CITY OF FERRIS
MUNICIPAL CORPORATION OF THE
STATE OF TEXAS, ELLIS COUNTY
AT THE
COUNCIL CHAMBERS
215 W. SIXTH STREET, FERRIS, TEXAS 75125
1:00 P.M. THURSDAY OCTOBER 13, 2016

NOTICE IS HEREBY GIVEN THAT THE FERRIS 4A ECONOMIC DEVELOPMENT COMMISSION OF THE CITY OF FERRIS WILL MEET IN REGULAR SESSION AT 1:00 P.M. ON THE 13TH DAY OF OCTOBER, 2016 AT THE COUNCIL CHAMBERS LOCATED AT 215 W. SIXTH STREET, FERRIS, TEXAS 75125 FOR THE PURPOSE OF CONSIDERING:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
<u>COMMISSION BUSINESS</u>		
1.	Call to order.	Ø
2.	Roll call to determine the presence of a quorum.	1
3.	Presentation of EDC Finances.	2
<u>APPROVAL OF MINUTES</u>		
4.	Consider approval of 4A meeting minutes of September 8, 2016	5
<u>DISCUSSION</u>		
5.	Discussion, consideration, and action as may be appropriate regarding the scope of work to be included in the contractual agreement with Stantec for FY 2016-17.	8
6.	Discuss items to be placed on next meeting's agenda.	Ø
<u>CLOSING</u>		
7.	Adjourn.	Ø

Executive Session Reservation

The Ferris 4A Economic Development Commission reserves the right to convene into an Executive Session (closed to the public) as authorized by Sec. 551.087. **DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS:** Closed session is allowed (1) to discuss or deliberate 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 development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

Disability Assistance and Accommodation

Persons with disabilities who plan to attend this meeting and who may need assistance should contact the City Secretary at (972) 544-2110 two working days prior to the meeting so that appropriate arrangements can be made.

**I, CALLIE GREEN, HEREBY CERTIFY
THAT THE FOREGOING NOTICE WAS
POSTED ON OR BEFORE THE 7TH DAY
OF OCTOBER, 2016 BY 1:00 P.M.**

**CALLIE GREEN,
CITY SECRETARY**



4A E.D.C. MEETING ATTENDANCE RECORD 2016-2017

4A E.D.C. Commission			Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Place	Name	Title	8	13	10	8	12	9	9	13	11	8	13	10
Place 1	James Harrison	Chair	P											
Place 2	Bill Pardue	Commissioner	P											
Place 3	Michael Martinez	Commissioner	P											
Place 4	Charles Hatfield	Secretary	A											
Place 5	Chad Newsom	Vice Chair	P											

Total Present: 4

A quorum of the commission is 3 members.

City Staff		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Title	Name	8	13	10	8	12	9	9	13	11	8	13	10
City Manager													
City Secretary	Callie Green	P											
Chief Bldg. Official	Bill Jordan	P											
E.D. Consultant	Brian Guenzel	A											
Total Present:		2											

Chairman- "Will the Secretary please call the roll."
 The Secretary calls each member's position and name.
 They respond if they are present.
 Secretary- "A quorum is present."

-	Cancelled
P	Present
A	Absent
R	Resigned
D	Deceased
E	End of Term

**4A EDC FINANCIAL OVERVIEW
(FUND 60)**

Month	Fiscal Year 2015-2016	Beginning Bank Balance	.5% Sales Tax Revenue	Bank Interest/ Other Revenue	Admin/Salary Expense Transfer	Other Expenses	Ending Bank Balance
October	2015	\$ 559,431.93	\$ 8,847.14	\$ 91.96	\$ 2,041.67	\$ -	\$ 566,329.36
*November	2015	\$ 566,329.36	\$ -	\$ 95.11	\$ -	\$ 7,923.42	\$ 558,501.05
*December	2015	\$ 558,501.05	\$ 20,496.44	\$ 95.93	\$ 4,083.34	\$ 656.56	\$ 574,353.52
January	2016	\$ 574,353.52	\$ 5,711.38	\$ 91.57	\$ 2,041.67	\$ -	\$ 578,114.80
February	2016	\$ 578,114.80	\$ 11,395.80	\$ 98.40	\$ 2,041.67	\$ -	\$ 587,567.33
*March	2016	\$ 587,567.33	\$ 6,785.69	\$ 100.10	\$ -	\$ -	\$ 594,453.12
*April	2016	\$ 594,453.12	\$ 7,422.00	\$ 94.19	\$ 4,083.34	\$ 3,653.19	\$ 594,232.78
May	2016	\$ 594,232.78	\$ 12,459.18	\$ 103.95	\$ 2,041.67	\$ -	\$ 604,754.24
June	2016	\$ 604,754.24	\$ 8,001.24	\$ 99.49	\$ 2,041.67	\$ 83.89	\$ 610,729.41
July	2016	\$ 610,729.41	\$ 7,838.24	\$ 97.49	\$ 2,041.67	\$ -	\$ 616,623.47
August	2016	\$ 616,623.47	\$ 10,938.27	\$ 112.14	\$ 2,041.67	\$ -	\$ 625,632.21
September	2016	\$ 625,632.21	\$ 7,174.22	\$ 103.13	\$ 2,041.67	\$ 400.00	\$ 630,467.89
Total			\$ 107,069.60	\$ 1,183.46	\$ 24,500.04	\$ 12,717.06	

Comments:

*Nov 2015-\$7,923.42 expenses paid from 2014-2015 Fiscal Year (11/4/15 AP-Catalyst Commercial)

*Dec 2015- \$12,896.95 November Tax Receipts & November \$2,041.67 Admin/Salary was transferred in December 2015.

*March 2016-\$2,041.67 Admin/Salary was not transferred until April 2016.

*April 2016- \$3,653.19 Total= Payment to Pizza Hut of America for \$3,536.53 & Michael Martinez for \$116.66

*June 2016-\$83.89 Expenses=\$42.76 for Ellis County Taxes for 4A Properties & \$41.13 for Subway Platters for Retreat

*Sept 2016- \$400 Expense=User Fee to US Treasury to Request Exemption for Form 990 Filing Requirements

City of Ferris General Ledger

4A Economic Development (60)
For the Fiscal Period 2016-12 Ending September 30, 2016

September 2016

Trans action	Src	Typ	Date	Document Number	PO/Ref Number	Payor/ Vendor	Description	Debit	Credit	
								Ending Balance	107,069.60	
								Debit	Credit	
60-00-3070	Transfer from General Fund									
								Beginning Balance	0.00	
								Ending Balance	0.00	
								Debit	Credit	
60-00-3840	Interest Income									
								Beginning Balance	1,080.33	
								Ending Balance	1,080.33	
								Debit	Credit	
60-65-4201	Retention Expense									
								Beginning Balance	0.00	
								Ending Balance	0.00	
								Debit	Credit	
60-65-4221	General Office Supplies									
								Beginning Balance	0.00	
								Ending Balance	0.00	
								Debit	Credit	
60-65-4227	Books & Pamphlets									
								Beginning Balance	0.00	
								Ending Balance	0.00	
								Debit	Credit	
60-65-4360	Consultant Service									
								Beginning Balance	0.00	
								Ending Balance	0.00	
								Debit	Credit	
60-65-4363	Other Professional Service									
								Beginning Balance	0.00	
78548	AP	IN	09/16/16	09162016		3211-United States Treasury	User Fee to Request for Determination Regarding Exemption from Form 990 Filing Requirements	400.00	0.00	
								Ending Balance	400.00	
								Debit	Credit	
60-65-4364	Engineering Service									
								Beginning Balance	0.00	
								Ending Balance	0.00	
								Debit	Credit	
60-65-4365	Advertisement & Notices									
								Beginning Balance	0.00	
								Ending Balance	0.00	
								Debit	Credit	
60-65-4378	Banking Admin Expense									
								Beginning Balance	0.00	
								Ending Balance	0.00	
								Debit	Credit	
60-65-4381	Dues & Memberships									
								Beginning Balance	0.00	
								Ending Balance	0.00	
								Debit	Credit	
60-65-4382	Professional Training									
								Beginning Balance	0.00	
								Ending Balance	0.00	
								Debit	Credit	
60-65-4383	Travel Expense									
								Beginning Balance	773.22	
								Ending Balance	773.22	
								Debit	Credit	
60-65-4390	Marketing/Promotional Activities									
								Beginning Balance	41.13	
								Ending Balance	41.13	
								Debit	Credit	
60-65-4391	Adm Cost Share to General Fund									
								Beginning Balance	22,458.37	
78570	GL	GJ	09/19/16				Budget Monthly Transfers-September 2016	2,041.67	0.00	
								Ending Balance	24,500.04	



COMMERCIAL STATE BANK

"Your Community Bank"

P.O. BOX 820 • PALMER, TEXAS 75152

www.csbpalmer.com

STATEMENT OF ACCOUNT

Direct Inquiries To:

COMMERCIAL STATE BANK
(972) 449-2283 • FAX (972) 845-3001
METRO (972) 845-3000 • TeleBank (972) 449-2399

FERRIS
(972) 544-3000 • FAX (972) 544-2533

WILMER
(972) 525-3160 • FAX (972) 525-6323

FERRIS 4A EDC
4A EDC FUNDS
* HOLD STATEMENT - FERRIS *

Table with columns: INTEREST RECEIVED TO DATE, CUSTOMER NUMBER (C37176), INTEREST PAID TO DATE, STATEMENT PERIOD (FROM 08/31 TO 09/30/2016), SOC. SEC. NUMBER, PAGE NUMBER (1)

MEMBER F.D.I.C.

Please examine at once. Check your statement and vouchers and report any discrepancy within thirty days. Please direct any phone inquiries regarding your account to (972) 449-2283 or written inquiries regarding your account to the above address.

See reverse side for additional codes and other important information.

Transaction table with columns: Date, Debits / Credits, Description, FROM DDA, TO DDA, IB DEPOSIT, IB DEBIT. Includes entries for 09/19 and 09/20.

DAILY BALANCE INFORMATION

Table with columns: Date, Balance. Shows balances for 09/19 (630,764.76), 09/20 (630,364.76), and 09/30 (630,467.89).

INTEREST EARNED \$103.13
DAYS IN PERIOD 30
ANNUAL PERCENTAGE YIELD EARNED 20%

REMEMBER - WE NOW HAVE THE ABILITY TO LINK MULTIPLE ACCOUNTS TO YOUR DEBIT CARD!! YOU WILL HAVE ACCESS TO ALL LINKED ACCOUNTS AT OUR ATM OR OTHER STAR ATMS! ASK TODAY!!

Summary table with columns: ACCOUNT, PREVIOUS BALANCE, TOTAL DEBITS (NUMBER, AMOUNT), TOTAL CREDITS (NUMBER, AMOUNT), FEE, CLOSING BALANCE, ENCLOSURES. Row for CHECKING account.

**STATE OF TEXAS
COUNTY OF ELLIS**

**THE FERRIS 4A ECONOMIC DEVELOPMENT COMMISSION MET
IN REGULAR SESSION SEPTEMBER 8, 2016 AT 1:00 P.M. IN THE
COUNCIL CHAMBERS LOCATED AT 215 W. SIXTH STREET,
FERRIS, TEXAS 75125.**

MEMBERS PRESENT

James Harrison, Place 1
Bill Pardue, Place 2
Michael Martinez, Place 3
Chad Newsom, Place 5

STAFF PRESENT

Callie Green, City Secretary
Bill Jordan, Chief Building Official
Trudy Lewis, HR/Budget Director

MEMBERS ABSENT

Charles Hatfield, Place 4

COMMISSION BUSINESS

1. Call to order.

Chad Newsom, called the meeting to order at 1:04 PM.

2. Roll call to determine the presence of a quorum.

The roll was called and a quorum was determined to be present.

3. Presentation of EDC Finances.

The board reviewed the financial report.

APPROVAL OF MINUTES

4. Consider approval of 4A meeting minutes of August 11, 2016.

Bill Pardue moved to approve the minutes. Seconded by Chad Newsom. For:
Unanimous. Motion carried 4-0-0.

DISCUSSION

**5. Discussion, consideration, and action as may be appropriate regarding water
and sewer line location for infrastructure.**

09-08-2016 4A E.D.C. MINUTES

No action taken. Discussion only. Bill Jordan, Chief Building Official presented to board that the 12 inch water line is not an immediate need right now and the six inch water line will accommodate future development.

6. Discussion, consideration, and action as may be appropriate regarding allowing up to \$140,000 for the construction of a 12 inch waterline under I-45 from East of I-45 to West of I-45.

Bill Jordan, Chief Building Official presented to board. The waterline is not an immediate need at this time. The six inch waterline in place will accommodate future development. Mr. Jordan recommends to use the funds for different location. Bill Pardue makes a motion to rescind the \$140,000.00 and pay \$7,000 engineering fee out of this year 2016 budget under consultant. Second by Chad Newsom. For. Unanimous. Motion carried 4-0-0.

7. Discussion, consideration, and action as may be appropriate regarding the fiscal year 2017 budget.

Trudy Lewis, Interim City Manager/HR/Budget Director presented to the board. The 4A E.D.C board approved their budget and to fund SJR but to look into hiring a full-time E.D.C Director. Bill Pardue makes a motion to approve the budget. Second by Chad Newsom. For. Unanimous. Motion carried 4-0-0.

8. Discuss items to be placed on next meeting's agenda.

- Hiring a full-time E.D.C Director.
- Update on response from the 4B E.D.C on a possible E.D.C Director.
- Invite the Developer of the Cancun restaurant.

CLOSING

9. Adjourn.

With no further business to come before the board, Chad Newsom moved to adjourn the meeting at 2:08 p.m. Seconded by Michael Martinez. For: Unanimous. Motion carried 4-0-0. *Meeting adjourned.

APPROVED THIS THE 13TH DAY OF OCTOBER, 2016.

ATTEST:

Callie Green
City Secretary

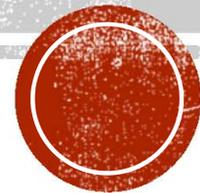
James Harrison
Chair, 4A EDC

09-08-2016 4A E.D.C. MINUTES



ECONOMIC DEVELOPMENT CONTRACTUAL AGREEMENT

Fiscal Year 2016-2017



CONTRACT LOGISTICS

- This agreement is between the City of Ferris and Stantec (formerly SJR Consultants)
- Includes priorities that cross Main Street, 4A, 4B, and the City as a whole
- Total cost of \$50,000
- 4A has approved funding $\frac{1}{2}$ of the total project cost (\$25,000) as part of the FY2016-17 budget approval
- Contract term is for one year (Oct 2016 – Sept 2017)



PREVIOUS CONTRACT CONCERNS

- Scope of work was not understood by boards and Council prior to execution
- Objectives did not include deliverables
- Role was split in attention between boards/commissions with conflicting direction
- The same project was being handled by different groups
- Inconsistent direction given to consultant throughout the contract



OVERALL GOAL FOR THE AGREEMENT

- Create mechanisms for each board to determine priorities and goals
- Develop work plans for each board relative to economic development
- Outline deadlines for projects
- Regular project reporting to boards, City Manager, and



4 CATEGORIES OF PROJECTS

- Conduct a Strategic Forecasting Session
- Create Economic Development Incentives Guidelines
- Create a Development Strategy for Downtown
- Create a Development Strategy for the I-45 Corridor
- Stantec will be paid based on each of these items being completed within the deadline established in the agreement for a total of \$12,500 for each item.



CONDUCT A STRATEGIC FORECASTING SESSION

- Due by November 30, 2016
- To include the members of City Council, 4A Economic Development Board, 4B Economic Development Board, Main Street Board, and city staff as designated by the City Manager.
- Establish economic development work plans for each board that are aligned to the collective vision of the City of Ferris and compliment one another's efforts.
- Total cost \$12,500



CREATE ECONOMIC DEVELOPMENT INCENTIVES GUIDELINES

- Due by January 30, 2017
- To include:
 - Goals and Objectives
 - Eligibility Criteria
 - Recommended type of incentives
 - Application template
 - Workflow for processing applications from intake to final award
 - Template for recipient reporting for each recommended incentive
- Total Cost \$12,500



CREATE A DEVELOPMENT STRATEGY FOR DOWNTOWN

- Due by March 30, 2017
- To include:
 - Creation of a marketing strategy with implementation steps.
 - Redesign of the Façade Improvement Grant Program to align with targeted development in the downtown area.
- Total Cost \$12,500



CREATE A DEVELOPMENT STRATEGY FOR THE I-45 CORRIDOR

- Due by May 31, 2017
- To include:
 - Establishment of the corridor boundaries.
 - Asset inventory for all property within the corridor.
 - Determination of target markets and industries.
 - Creation of a marketing strategy with implementation steps for the corridor.
- Total Cost \$12,500



QUESTIONS

