



**NOTICE OF MEETING & AGENDA
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, SEPTEMBER 12, 2023 AT 6:00 PM
KAUFMAN CITY HALL
209 S. WASHINGTON ST.
KAUFMAN, TEXAS 75142**

**ALL ITEMS ARE SUBJECT
TO ACTION BY THE BOARD**

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER Chairman calls the Meeting to order, states the date and time, states members present, and declares a quorum present.**

CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES) Comments about any of the agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the KEDC on any subject but must first complete a Request to Speak Form so that the Chairman may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the KEDC as a whole. **When addressing the KEDC, please step forward to the speaker's podium, state your name and address, and direct your comments to the Chairman and KEDC.**

CONSENT AGENDA

1. Consider and take appropriate action on the monthly Financial Report from the Treasurer of the Corporation.
2. Consider and take appropriate action on the minutes from the July 13, 2023, and the August 8, 2023, Kaufman Economic Development Corporation meeting.

EXECUTIVE DIRECTOR'S REPORT Receive an update and discussion regarding the following: a.) Meetings/Events of Interest; b.) Prospect Activity; c.) Staff Announcements

3. KEDC Executive Director's Report - Discussion Only (No Action Taken)
 - 3.1) Staff Report on monthly Kaufman EDC marketing and prospect activities;
 - 3.2) Staff Report on monthly business retention and expansion (BRE) activities;
 - 3.3) Staff Report on monthly commercial development activities;
 - 3.4) Staff Report on events attended by KEDC Staff

DISCUSSION/ACTION ITEMS

4. Consider and take appropriate action on a site enhancement matching grant for 114 N. Washington St., Kaufman, TX, in an amount not to exceed \$5,500.00.

5. Consider and take appropriate action on the extension of a Downtown Destination Matching Grant in an amount not to exceed \$25,000.00 for Jesse's Fajitas & Ritas, LLC, located at 101 W. Mulberry St., Kaufman, TX.
6. Consider and take appropriate action on a contract for business retention services between the Kaufman Economic Development Corporation and the Kaufman Chamber of Commerce for the FY 2023-2024 fiscal year.
7. Consider and take appropriate action on a contract for professional services between the Kaufman Economic Development Corporation and the City of Kaufman for the 2023-2024 fiscal year.
8. Consider and take appropriate action on a budget amendment for the FY 2022-2023 KEDC budget.

EXECUTIVE SESSION In accordance with Texas Government Code, Section 551.001, et seq., the KEDC will recess into Executive Session (closed meeting) to discuss the following:

9. A. Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING. (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): Projects Elsie, Cowbell, Blue, Orange, Snooze, Razorback, Park, Lego
- B. Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. To deliberate the purchase, exchange, lease, or value of real property regarding: KEDC-Owned Properties; SH 34 Connector Road; Projects Pie, Range, Prairie
- C. Sec. 551.074. PERSONNEL MATTERS; CLOSED MEETING. (1) To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Executive Director Annual Review

RECONVENE INTO OPEN SESSION

10. Consider and take appropriate action, if any, on matters discussed in Executive Session.

ITEMS OF COMMUNITY INTEREST Pursuant to Texas Government Code Sec. 551.0415, a member of the Board or Kaufman EDC Staff may make an announcement about items of community interest during a meeting of the corporation without having given notice of the subject of the announcement. "Items of community interest" includes: (1) expression of thanks, congratulations or condolence; (2) information regarding holiday schedules; (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision; (4) a reminder about an upcoming event organized or sponsored by the corporation; (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the corporation that was attended or is scheduled to be attended

by a board member or employee of the corporation.

BOARD INQUIRY If a member of the Corporation makes a spontaneous inquiry about a subject not on this agenda, then the KEDC or an appropriate staff member may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the KEDC cannot discuss issues raised or make any decisions on that subject at that time. Issues raised may be referred to Staff for research and possible future action.

ADJOURNMENT

I, STEWART McGREGOR, EXECUTIVE DIRECTOR, DO HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE WINDOW AT KAUFMAN MUNICIPAL COMPLEX, 209 S. WASHINGTON, KAUFMAN, TEXAS, A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AT ALL TIMES AND SAID NOTICE WAS POSTED AT THE KAUFMAN MUNICIPAL COMPLEX, 209 S. WASHINGTON, KAUFMAN, TEXAS AT 6:00 P.M. ON FRIDAY, SEPTEMBER 8, 2023, AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULE TIME OF SAID MEETING.

STEWART McGREGOR
EXECUTIVE DIRECTOR

THE KAUFMAN ECONOMIC 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 THE TEXAS GOVERNMENT CODE. SECTION 551.071 (CONSULTATION WITH ATTORNEY).

THE BUILDING IN WHICH THE ABOVE MEETING WILL BE CONDUCTED IS WHEELCHAIR ACCESSIBLE AND PARKING SPACES FOR THE MOBILITY IMPAIRED ARE AVAILABLE. PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED AUXILIARY AIDS OR SERVICES SUCH AS INTERPRETERS FOR PERSONS WHO ARE DEAF OR HEARING IMPAIRED, READERS, OR LARGE PRINT ARE REQUESTED TO CONTACT THE CITY SECRETARY'S OFFICE AT 972-932-2216 AT LEAST TWO (2) WORKING DAYS PRIOR TO THE TIME OF THE MEETING SO THAT APPROPRIATE ARRANGEMENTS CAN BE MADE.

Revenue & Expense Report

Fund: 32 ECONOMIC DEVELOPMENT CORP.

Department: Non departmental

Program:

Period Ending: 9/2023

Account	Description	Current	Current	Encumbrances	Current	Budget	Budget
Prior Year	2 Years Prior	Year	Month		YTD Actual	Balance	Balance
Actual	Actual	Budget	Actual		& Encumbr		Percent
Total							

32-4105-000-0	General Sales & Use	565,830.00-			540,239.04-	25,590.96-	4.523
551,377.00-	486,373.99-						

Subtotal:		565,830.00-			540,239.04-	25,590.96-	4.523
551,377.00-	486,373.99-						

32-4400-000-0	Land Proceeds/Mil Pa						
91,738.63-							

Subtotal:							
91,738.63-							

32-4604-000-0	Interest Income	250.00-			104.86-	145.14-	58.056
104.44-	439.75-						

32-4606-000-0	Miscellaneous Revenu				200.00-	200.00	

32-4608-000-0	Loan Revenue	10,000.00-			10,000.00-		
10,000.00-							

32-4612-000-0	Intergovernmental Re						
75,000.00-	56,704.00-						

Subtotal:		10,250.00-			10,304.86-	54.86	-.535
85,104.44-	57,143.75-						

Program number:		576,080.00-			550,543.90-	25,536.10-	4.433
636,481.44-	635,256.37-						

Department number: Non departmental		576,080.00-			550,543.90-	25,536.10-	4.433
636,481.44-	635,256.37-						

Revenue	Subtotal -----	576,080.00-			550,543.90-	25,536.10-	4.433
636,481.44-	635,256.37-						

City of Kaufman

Revenue & Expense Report

Department: Non departmental Program:

Period Ending: 9/2023

Account	Description	Current	Current	Encumbrances	Current	Budget	Budget
Prior Year	2 Years Prior	Year	Month		YTD Actual	Balance	Balance
Actual	Actual	Budget	Actual		& Encumbr		Percent
Total							
32-5101-000-0	Salaries & Wages	137,574.00			109,646.15	27,927.85	20.300
120,388.10							
32-5177-000-0	Retention Pay	5,000.00				5,000.00	100.000
Subtotal:		142,574.00			109,646.15	32,927.85	23.095
120,388.10							
32-5203-000-0	Operating Supplies	4,500.00			120.59	4,379.41	97.320
6,059.85							
32-5213-000-0	Meetings	9,000.00			4,951.29	4,048.71	44.986
7,585.79	390.43						
32-5214-000-0	Promotional Material	5,400.00			3,007.80	2,392.20	44.300
3,456.21	3,465.00						
32-5220-000-0	Minor Tools & Equipm	7,675.00			6,800.00	875.00	11.401
4,978.44	1,000.00						
Subtotal:		26,575.00			14,879.68	11,695.32	44.009
22,080.29	4,855.43						

32-5302-000-0	Postage & Delivery	500.00	203.81	296.19	59.238
34.87	18.13				
32-5303-000-0	Advertising	15,425.00	11,110.00	4,315.00	27.974
10,208.08	5,164.33				
32-5305-000-0	Licenses, Dues & Sub	3,380.00	3,918.25	538.25-	-15.925
2,290.05	1,175.00				
32-5306-000-W	Utilities-Electric/W	550.00	400.76	149.24	27.135
423.17	461.90				
32-5309-000-0	Insurance & Bonds	1,100.00	1,100.00		
1,100.00					
32-5322-000-0	Tuition & Education	6,275.00	2,025.00	4,250.00	67.729
3,433.68	300.00				
32-5330-000-0	Travel	9,600.00	8,281.58	1,318.42	13.734
3,658.87					
32-5352-000-0	Maintenance-Grounds	12,000.00	6,200.00	5,800.00	48.333
8,000.00	8,000.00				
32-5362-000-0	Professional Svcs-Ad	95,101.00	16,224.05	78,876.95	82.940
99,272.24	57,495.00				
32-5362-000-I	Professional Svcs-Ad				
67,665.50					
32-5363-000-0	Professional Svcs-Te	8,000.00	7,920.17	79.83	.998
10,750.00	23,255.45				
Subtotal:		151,931.00	57,383.62	94,547.38	62.230
139,170.96	163,535.31				
32-5500-000-0	Matching Grants	105,000.00	36,489.48	68,510.52	65.248
17,365.39	38,272.99				
32-5501-000-0	Incentives / Intergo	50,000.00		50,000.00	100.000
454,204.00					
32-5506-000-0	Chapter 380 Funding				
80,000.00					
32-5507-000-0	HWY 34 Bypass Fundin	100,000.00	100,000.00		
100,000.00	100,000.00				
Subtotal:		255,000.00	136,489.48	118,510.52	46.475
117,365.39	672,476.99				
Program number:		576,080.00	318,398.93	257,681.07	44.730
399,004.74	840,867.73				
Department number: Non departmental		576,080.00	318,398.93	257,681.07	44.730
399,004.74	840,867.73				
Expenditure	Subtotal -----	576,080.00	318,398.93	257,681.07	44.730
399,004.74	840,867.73				
Fund number: 32 ECONOMIC DEVELOPMENT CORP.			232,144.97-	232,144.97	
237,476.70-	205,611.36				



MINUTES OF THE
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
THURSDAY, JULY 13, 2023
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER Chairman calls the Meeting to order, states the date and time, states members present, and declares a quorum present.**

President Gillenwater called the KEDC meeting to order at 6:00 PM. Directors present were Barry Ratcliffe, Charles Gillenwater, and Jane Lucas. Directors Ben Brashear and Tommy Henricks were absent. President Gillenwater declared a quorum present. Also present were City Manager Mike Holder, City Secretary Jessie Hanks, and Economic Development Director Stewart McGregor.

CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES) Comments about any of the agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the KEDC on any subject but must first complete a Request to Speak Form so that the Chairman may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the KEDC as a whole. **When addressing the KEDC, please step forward to the speaker's podium, state your name and address, and direct your comments to the Chairman and KEDC.**

No comments were given.

EXECUTIVE DIRECTOR'S REPORT Receive an update and discussion regarding the following: a.) Meetings/Events of Interest; b.) Prospect Activity; c.) Staff Announcements

1. KEDC Executive Director's Report - Discussion Only (No Action Taken)
 - 6.1) Staff Report on monthly Kaufman EDC marketing and prospect activities;
 - 6.2) Staff Report on monthly business retention and expansion (BRE) activities;
 - 6.3) Staff Report on monthly commercial development activities;
 - 6.4) Staff Report on events attended by KEDC Staff

Mr. McGregor presented the KEDC Executive Director's Report about his activities for this month.

DISCUSSION/ACTION ITEMS

2. Consider and take appropriate action on the monthly Financial Reports from the Treasurer of the Corporation for May, June and July 2023.

Director Ratcliffe presented the Financial Reports for May, June, and July.

Director Lucas made a motion to approve the monthly Financial Reports for the Corporation for May, June and July 2023. as presented. The motion was seconded by Director Ratcliffe and passed 3/0.

3. Consider and take appropriate action on the minutes from the April 18, 2023, May 9, 2023 and June 13, 2023 Kaufman Economic Development Corporation meetings.

Director Ratcliffe made a motion to approve the minutes from the April 18, 2023, May 9, 2023 and June 13, 2023 Kaufman Economic Development Corporation meetings, as presented. The motion was seconded by Director Lucas and passed 3/0.

4. Consider and take appropriate action on a budget amendment to the FY 2022-23 Kaufman Economic Development Corporation budget.

Director Lucas made a motion to approve a budget amendment to the FY 2022-23 Kaufman Economic Development Corporation budget, as presented. The motion was seconded by Director Ratcliffe and passed 3/0.

5. Consider and take appropriate action on a contractual time limit for Eleanor's Coffee Shop site enhancement matching grant, located at 303 W. Mulberry St., Kaufman, TX.

Director Lucas made a motion to extend a contractual time limit for Eleanor's Coffee Shop site enhancement matching grant, located at 303 W. Mulberry St., Kaufman, TX. from 6 months to 8 months. The motion was seconded by Director Ratcliffe and passed 3/0.

6. Consider and take appropriate action on a Downtown Destination matching grant contractual extension time limit for Jesse's Fajitas & Rita's, located at 101 W. Mulberry St., Kaufman, TX.

President Gillenwater made a motion to extend the contractual time limit on a Downtown Destination matching grant for Jesse's Fajitas & Rita's, until September 16, 2023. The motion was seconded by Director Ratcliffe and passed 3/0.

7. Consider and discuss FY 2023 KEDC Budget amendments and proposed projects, programs and expenditures for the FY 2024 KEDC Budget.

There was discussion regarding the FY 2023 KEDC Budget amendments and proposed projects, programs, and expenditures for the FY 2024 KEDC Budget.

EXECUTIVE SESSION In accordance with Texas Government Code, Section 551.001, et seq., the KEDC will recess into Executive Session (closed meeting) to discuss the following:

President Gillenwater recessed into Executive Session at 6:32 PM.

8. A. Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING. (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): Projects Elsie, Cowbell, Blue, Orange, Snooze, Razorback, Park, Big Event, Lego

B. Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. To deliberate the purchase, exchange, lease, or value of real property regarding: KEDC-Owned Properties; SH 34 Connector Road; Projects Pie, Range, Prairie, Fast

C. Sec. 551.071. CONSULTATION WITH ATTORNEY; CLOSED MEETING. To seek advice from its attorney regarding (A) Pending or contemplated litigation; or (B) A settlement offer; OR (2) On 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 Texas Open Meetings Act: The KEDC's rights and obligations under professional services agreements for economic development programs.

RECONVENE INTO OPEN SESSION

President Gillenwater reconvened into open session at 7:22 PM.

9. Consider and take appropriate action, if any, on matters discussed in Executive Session.

There were no actions required from items discussed in Executive Session.

ITEMS OF COMMUNITY INTEREST Pursuant to Texas Government Code Sec. 551.0415, a member of the Board or Kaufman EDC Staff may make an announcement about items of community interest during a meeting of the corporation without having given notice of the subject of the announcement. "Items of community interest" includes: (1) expression of thanks, congratulations or condolence; (2) information regarding holiday schedules; (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision; (4) a reminder about an upcoming event organized or sponsored by the corporation; (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the corporation that was attended or is scheduled to be attended by a board member or employee of the corporation.

No comments were given.

BOARD INQUIRY If a member of the Corporation makes a spontaneous inquiry about a subject not on this agenda, then the KEDC or an appropriate staff member may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the KEDC cannot discuss issues raised or make any decisions on that subject at that time. Issues raised may be referred to Staff for research and possible future action.

No comments were given.

ADJOURNMENT

There being no further business, President Gillenwater adjourned the meeting at 7:25 PM.

APPROVED:

ATTEST:

Charles Gillenwater, President

Ben Brashear, Secretary/Treasurer



**MINUTES OF THE
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, AUGUST 8, 2023
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142**

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER Chairman calls the Meeting to order, states the date and time, states members present, and declares a quorum present.**

President Gillenwater called the City Council meeting to order at 6:00 PM. Directors present were Ben Brashear, Gail Godwin-Mason, Charles Gillenwater, and Barry Ratcliffe. Director Jane Lucas was absent. President Gillenwater declared a quorum present. Also present were City Manager Mike Holder, Assistant City Manager Rachel Balthrop Mendoza, Human Resources Coordinator Sharna Ellis, and Economic Development Director Stewart McGregor.

CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES) Comments about any of the agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the KEDC on any subject but must first complete a Request to Speak Form so that the Chairman may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the KEDC as a whole. **When addressing the KEDC, please step forward to the speaker's podium, state your name and address, and direct your comments to the Chairman and KEDC.**

No comments were given.

CONSENT AGENDA

1. Consider and take appropriate action on the monthly Financial Report from the Treasurer of the Corporation.
2. Consider and take appropriate action on the minutes from the July 13, 2023, Kaufman Economic Development Corporation meeting.

Director Ratcliff made a motion to approve consent agenda item 1 and table consent agenda item 2. The motion was seconded by Director Henricks and passed 4/0.

EXECUTIVE DIRECTOR'S REPORT Receive an update and discussion regarding the following: a.) Meetings/Events of Interest; b.) Prospect Activity; c.) Staff Announcements

3. KEDC Executive Director's Report - Discussion Only (No Action Taken)
 - 3.1) Staff Report on monthly Kaufman EDC marketing and prospect activities;
 - 3.2) Staff Report on monthly business retention and expansion (BRE) activities;
 - 3.3) Staff Report on monthly commercial development activities;
 - 3.4) Staff Report on events attended by KEDC Staff

Mr. McGregor presented the KEDC Executive Director's report about his activities for this month.

DISCUSSION/ACTION ITEMS

4. Consider and take appropriate action to approve the FY 2024 KEDC Budget and the annual proposed projects, programs and expenditures of the KEDC with action to request approval of budget and KEDC programs from the Kaufman City Council.

Mr. McGregor presented the proposed FY 24 KEDC Budget to the board. There was a discussion regarding the annual proposed projects, programs, and expenditures.

Director Brashear made a motion to approve the FY 2024 KEDC Budget as presented. The motion was seconded by Director Ratcliff and passed 4/0.

EXECUTIVE SESSION In accordance with Texas Government Code, Section 551.001, et seq., the KEDC will recess into Executive Session (closed meeting) to discuss the following:

President Gillenwater recessed into executive session at 6:28 PM.

5. A. Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING. (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): Projects Elsie, Cowbell, Blue, Orange, Snooze, Razorback, Park, Big Event, Lego

B. Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. To deliberate the purchase, exchange, lease, or value of real property regarding: KEDC-Owned Properties; SH 34 Connector Road; Projects Pie, Range, Prairie

RECONVENE INTO OPEN SESSION

President Gillenwater reconvened into open session at 7:10 PM.

6. Consider and take appropriate action, if any, on matters discussed in Executive Session.

There was no action from matter discussed in Executive Session.

ITEMS OF COMMUNITY INTEREST Pursuant to Texas Government Code Sec. 551.0415, a member of the Board or Kaufman EDC Staff may make an announcement about items of community interest during a meeting of the corporation without having given notice of the subject of the announcement. "Items of community interest" includes: (1) expression of thanks, congratulations or condolence; (2) information regarding holiday schedules; (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision; (4) a reminder about an upcoming event organized or sponsored by the corporation; (5) information regarding a social, ceremonial, or community event organized or

sponsored by an entity other than the corporation that was attended or is scheduled to be attended by a board member or employee of the corporation.

No comments were given.

BOARD INQUIRY If a member of the Corporation makes a spontaneous inquiry about a subject not on this agenda, then the KEDC or an appropriate staff member may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the KEDC cannot discuss issues raised or make any decisions on that subject at that time. Issues raised may be referred to Staff for research and possible future action.

No comments were given.

ADJOURNMENT

There being no further business, President Gillenwater adjourned the meeting at 7:10 PM.

APPROVED:

ATTEST:

Charles Gillenwater, President

Ben Brashear, Secretary/Treasurer

Executive Director's Report September 12, 2023

Calendar

8/10: Kaufman Economic Summit

8/14: Call with Dallas College on Economic Development Administration Biotech Grant

8/15: Tax Value Analysis Kickoff Call with David Pettit Economic Development for Project Range; Development Review Committee meeting with Tony Collins Art

8/16-8/26: KEDC Director on Vacation

8/28: NCTCOG Economic Development District CHIPS Act Webinar; Special City Council Meeting; Trinity Valley Community College Board of Trustees Meeting

8/29: Meeting with FCL Builders

8/31: Call with Bio North Texas

9/1: Meeting with NT Fiber; Released RFEI for Project Pie

9/4: Labor Day Holiday

9/5: Meeting with Alexandra Kelly (Downtown Property Owner)

9/6: Meeting with Matt Corbett; Meeting with KISD Superintendent Dr. Josh Garcia; Call with Skywalker Properties

9/8: Meeting with Fransen Pittman Construction

9/11: Meeting with Trinity Valley Community College

Prospect Lead Responses: N/A

Upcoming Events: TEDC Sales Tax Training (September 22 – 8:00-4:00, Hilton-Richardson); KISD Education Foundation Gala (October 28 – 5:00, Dallas Arts District Mansion)

Next Regular KEDC Board Meeting: Tuesday, October 10th

Economic Development Prospects: Board to receive update on active prospects in Executive Session



Meeting Date: 9-12-2023	Date: 9-8-2023	Item #: 4	Dept.: KEDC
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<small>(Check one)</small>		
<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion

SUBJECT:
 Consider and take appropriate action on a site enhancement matching grant for 114 N. Washington St., Kaufman, TX, in an amount not to exceed \$5,500.00.

BACKGROUND:
 Alexandra Kelly, owner of the Maples Hall building at 114 N. Washington St. plans to invest over \$50,000 to improve the windows and window trim paint on the second floor of her building. Staff recommends approval of 50% of the cost of the windows, up to \$3,000 and 50% cost of the painting, up to \$2,500.

Author: Stewart McGregor, KEDC Executive Director	Reviewed: Stewart McGregor, KEDC Executive Director
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Cost: Up to \$5,500	Funds Available: N/A	Source: KEDC Revenues
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Recommendation:
 Approval

Safe & Secure <input type="checkbox"/>	Business Friendly/Economic Development <input checked="" type="checkbox"/>	Partnership & Community Involvement <input type="checkbox"/>	Healthy & Environmentally Cons. Comm. <input type="checkbox"/>	Financial & OPS Stewardship <input type="checkbox"/>
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Site Enhancement Matching Grant Program

About the Program:

The Kaufman EDC assists businesses and commercial property owners within designated areas of the City of Kaufman with enhancement, aesthetic appeal and general safety of such properties. The Site Enhancement Matching Grant program provides matching funds toward qualified fixed site improvements in compliance with Chapter 501.103 of the Texas Local Government Code. Below are the available matching funds offered by the KEDC, subject to KEDC Board approval.

Qualified Applicants:

Qualified applicants may only apply for projects once per year.

- For-profit business entities with no taxes or debt owed to the City of Kaufman
- Commercial property owners & tenants
- Ineligible Applicants – Tax-exempt organizations and properties

Qualified Development Areas:

- Four sides of Town Square plus one block in each direction
- Washington St. Corridor from Town Square to Houston St.
- Mulberry St. from Town Square to SH 34 Bypass
- US 175 Frontage Roads from Houston St. Bridge to eastern city limits
- Other areas in the city limits as deemed appropriate and approved by the KEDC Board of Directors

Qualifying Improvements & Match Schedule:

Façade

Windows	50% up to \$3,000
Doors	50% up to \$1,500
Paint	50% up to \$2,500
Awnings ¹	50% up to \$2,000
Brick/Stone	50% up to \$5,000
Public Art Murals ²	50% up to \$1,000
Accent Lighting	50% up to \$2,000

¹ For properties within the downtown square area, awnings must reflect historic aesthetic and qualified improvements that are limited to drop front and canvas uses, unless otherwise approved by the City of Kaufman’s Director of Development Services.

² Funds for public art murals are only permissible within the downtown square area facing the public Right of Way and in compliance with the City of Kaufman Mural Ordinance. Applicants for murals must be a business owner or commercial property owner.

Signage

Signage	50% up to \$1,500
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Sidewalks

Sidewalk Addition/Repair	50% up to \$3,000
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Parking & Drives

New Paving/Resurfacing/Striping Removal/Relocation of Existing Drives	50% up to \$4,000
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Additional Improvements

Fixed Patios & Outdoor Venue Space	50% up to \$2,000
Roof Replacement	50% up to \$5,000
Protective Screening ³	50% up to \$1,500
Others deemed qualified by KEDC Board of Directors	Case by Case Basis

Process:

Applicant must fill out an application and cannot begin work until such application is approved by the KEDC Board of Directors. Upon application, KEDC Staff will meet with the applicant and verify all submitted documentation. Application shall in good faith obtain at least two bids for each project. Depending on the proposed improvements and location of the property, KEDC Staff may seek feedback from the City of Kaufman's Development Services Department. Upon verification, the application will be placed on the next agenda for the KEDC Board of Directors meeting (2nd Tuesday of each month). The KEDC Board will vet the application and vote whether to approve, deny or request additional information. It is highly encouraged the applicant attend this meeting to answer any specific questions from the KEDC Board. Upon approval, the applicant will need to sign a performance agreement with the Kaufman EDC. The applicant and their contractor must comply with all City of Kaufman ordinances³ and development standards. This includes obtaining all necessary permits from the City of Kaufman. Work done out of compliance with City of Kaufman requirements may result in breach of contract with the KEDC and forfeiture of funding eligibility. Upon completion of improvements, KEDC and City of Kaufman Staff shall verify compliance and process a reimbursement based on applicant's proof of paid receipt(s). The Site Enhancement Matching Grant Program cannot be combined with the Downtown Destination Matching Grant Program unless otherwise approved by the Kaufman EDC Board of Directors.

Time to Complete:

Applicants will have up to six months upon approval by the KEDC Board to complete updates, unless approved for an amended timeline.

³ Funds for protective screening are only permissible for areas facing a public Right of Way.

Ineligible Expenditures:

- Playground and recreational equipment
- Unlicensed contractor work
- New commercial construction (unless project is expansion of existing property)
- Residential improvements
- Addition of security bars
- Improvements not otherwise permanently fixed to the property
- Professional service fees (outside of contractor services)
- Permit fees
- Interior remodel
- “Sweat equity”

Purpose of Program:

- Promote economic development
- Retention of existing businesses
- Improve town square and central business district
- Revitalize existing commercial areas
- Increase property values
- Support unique architectural style
- Promote and develop new or expanded business enterprises

Grant Program Contact

Stewart McGregor, CECD
Executive Director
Kaufman Economic Development Corporation
209 S. Washington St.
Kaufman City Hall
(972) 932-5332
smcgregor@kaufmantx.org





SITE ENHANCEMENT MATCHING GRANT PROGRAM

INCENTIVE APPLICATION

NOTE: Application must be submitted and approved before any work is done on your project

Please return completed application with necessary attachments and signatures to the Kaufman Economic Development Corporation, 209 S. Washington St., Kaufman, TX 75142. If you have application questions, please contact Kaufman EDC staff at (972) 932-5332.

Applicant name: Alexandra Kelly Date: 8/14/2023

Legal Business Entity Name: Heirise LLC - Series A-ADK Design

Type of Business: Services - Insurance / Photography/ Beauty Site Address: 114 N Washington Street Kaufman Tx 75142 STE B, C, E

Building Owner (if different from applicant): _____

Mailing address: 114 N Washington Street Suite D Kaufman Tx 75142

Phone Number: 972-358-6179 E-mail: Theadkhouse@gmail.com

Project Information

Description of proposed eligible improvements: _____

Window replacement for second floor. Painting of window trim/ jabs and casing

Total Cost of Eligible Improvements: \$ \$56290.48

Requested grant amount: \$ \$5500.00

General or Main Contractor

Name: Douglas Kelly Firm: Heirise LLC Phone: 714-342-3377

Contractor Address: 114 N Washintgon Street Suite D Kaufman Tx 75142

Estimated start date of construction: 10/02/2023

Estimated completion date of construction: 10/23/2023

Description of other improvements planned to property not eligible for grant funding (if applicable):

Interior improvements to suites for energy efficiently. Brick seal, blinds.


Source of matching funds: Owner savings

Attachments

- Photographs of structure showing existing facades, landscaping, drives, parking, etc.
- Project budget
- Written bids for work to be completed (minimum two requested)
- Drawings or renderings that illustrate improvements (if available)
- Other supporting plans or illustrations of improvements (if available)

I have met with Kaufman EDC Staff and have read and fully understand the Site Enhancement Matching Grant Program policies and procedures. I intend to use this grant program for the aforementioned renovation projects to improve my property and business. *I have not received, nor will I receive insurance monies for this redevelopment project.*

I understand that if awarded this grant, any deviation from the approved project may result in the partial or total withdrawal of the grant. Further, I understand that I will have six months to complete my project unless an amended project timeline is approved by the KEDC Board of Directors.

Applicant Signature: 

Applicant Name (printed): Alexandra Kelly

Property Owner Signature (if different): _____

Property Owner Name (printed): Heirise LLC - Series A - ADK Desings

Date: 8/14/2023

KEDC Staff Review: _____ Date: _____



Kirk Windows

(972) 977-7292
 sales@kirkwindows.com
 www.kirkwindows.com

QUOTE

Quote Number: Q-0740
 Quote Date: Jul 31, 2023
 Quote Expires: Aug 31, 2023

Customer

Alexandra Kelly
 114 N Washington St
 Kaufman, TX 75142
 (972) 358-6179
 theadkhouse@gmail.com

Project: KAUFMAN REMODEL

SEE ATTACHED FILES FOR ITEM DETAILS

PAYMENT TERMS: 1/2 DOWN, BALANCE UPON COMPLETION

CLICK [here](#) FOR FINANCING OPTIONS (It will not show up on your credit score).

DESCRIPTION	QTY	COST	PRICE
Product or Service			
Taxable Materials	1 QUA	\$21,151.60	\$21,151.60
Vinyl windows			QTY Cost Per QUA
*****See attachment for item specifics*****			1 X \$21,151.60

<p>Fiberglass Full View 8ft OUTSWING Fiberglass full view entry door 8ft tall, standard insert, forever jamb, unpainted.</p>	1 QUA	\$2,350.00	<p>\$2,350.00</p> <p>QTY Cost Per QUA 1 X \$2,350.00</p>
<p>INSTALLATION - VINYL WINDOWS INSTALLATION WINDOWS</p>	14 QUA	\$350.00	<p>\$4,900.00</p> <p>QTY Cost Per QUA 14 X \$350.00</p>
<p>INSTALL ENTRY DOOR - 1 PNL ENTRY DOOR INSTALLATION OVERSIZED WITH EXTRA TRIM-OUT- 1 PANEL, NO PAINT</p>	1 QUA	\$1,250.00	<p>\$1,250.00</p> <p>QTY Cost Per QUA 1 X \$1,250.00</p>
<p>PAINT ENTRY DOOR - 1 PANEL PAINT SINGLE PANEL ENTRY DOOR</p>	1 QUA	\$500.00	<p>\$500.00</p> <p>QTY Cost Per QUA 1 X \$500.00</p>
<p>Installation - non taxable REPAIR OR REMAKE CUSTOM WINDOW JAMBS</p>	14 QUA	\$1,275.00	<p>\$17,850.00</p> <p>QTY Cost Per QUA 14 X \$1,275.00</p>
<p>PAINT MISC PAINT WINDOW TRIM INSIDE AND OUT</p>	14 QUA	\$250.00	<p>\$3,500.00</p> <p>QTY Cost Per QUA 14 X \$250.00</p>
<p>40" BOOM LIFT WEEK 40' BOOM LIFT PER WEEK</p>	1 QUA	\$2,850.00	<p>\$2,850.00</p> <p>QTY Cost Per QUA 1 X \$2,850.00</p>
Product or Service Total			\$54,351.60
Subtotal			\$54,351.60
Taxable Subtotal			\$23,501.60

Tax 8.25% \$1,938.88

Total \$56,290.48**NOTE:**

Customer is responsible for confirming the QUANTITY, STYLE, AND COLOR of the items being ordered.

SCOPE OF WORK:

Removal of existing windows/doors, and installation of new windows/doors.

All removed items will be hauled away, and the job site will be cleaned.

ALARMS:

Kirk Windows does not re-install alarms sensors.

PERMITS:

Kirk Windows shall not be obligated to obtain permits, unless specified, but is granted the right to obtain such permits in the name of the Client should a permit be initiated.

SIGN:

Kirk Windows will place a sign in the yard at the beginning of the installation unless otherwise stated. We would appreciate being allowed to keep the sign in place for a couple of weeks, but, if not allowed or wanted, we will respectfully remove it. The sign may be discarded by the Client at any time.

ESTIMATED TIME OF ARRIVAL:

Once orders are completed by the factory, Kirk Windows will arrange with the Client an installation date.

Initial time of arrival will typically be mid-morning, depending on pick up time at the warehouse.

TERMS AND CONDITIONS:

By signing below, Customer hereby agrees to be bound by the terms set forth in this Quote, as well as all terms, conditions, and provisions set forth in the attached Terms and Conditions, which is incorporated by reference and made part of the Agreement between Contractor and Customer. Customer further acknowledges that the Terms and Conditions contain certain important provisions such as limitations of liability for Contractor, an agreement to arbitrate all disputes, a waiver of certain consumer protection claims, and a waiver of the right to a jury trial. Customer hereby expressly agrees to these terms and acknowledges and represents that Customer has read and understands, or has had the opportunity to read and understand, all terms and provisions set forth herein and made part of this Agreement.

 [PRINT QUOTE Q-0740](#)

Files

**Kirk Windows -
Contractual Terms and**



**Vinyl Kaufman Product
Only 8992Q.pdf**
Vinyl Kaufman Product Only



Conditions.pdf
Kirk Windows - Contractual Terms
and Conditions.pdf



ACCEPT AND SIGN QUOTE



REQUEST REVISION



REJECT QUOTE

by 



WINDOWS/DOORS

3021 Ridge Rd. #177
 Rockwall, Texas 75032
 coolcasatx@gmail.com
 Office 469-769-1237

DATE: 8/5/23

Customer: Alexandrea Callan Cell 972-358-6179 City/Zip Kaufman, TX 75142
 Address 114 N. Washington St. Email theadkhouse@gmail.com

QTY	DESCRIPTION	EACH	TOTAL	QTY	DESCRIPTION	EACH	TOTAL
WINDOW STYLES				LABOR AND EXTRAS			
31	White (<101UI) SH/PW/SL	\$1070	33,170	32	Add for Wood/Trim Install	\$195	6,240
	White (<101UI) DH	\$1165			Cladding Wood Frame (Coil Stock)	\$95	
	3 Lite SL (<100 UI) WH	\$1373			Obscure/Rain Glass	\$95	
	Casement (<100 UI) WH	\$1385			Tempered Glass (per UI)	\$3.50	
31	Tan/Clay- Add	\$90	2,790	16	Paint brick mould		2,000
	Octagon/Trap/Circle/Shapes (<101UI)	\$1767			Grids - Flat Colonial	\$89	
	Eyebrows, Half/Qtr Round (<101 UI)	\$1219			Custom Grids (Prairie, Perimeter)	\$101	
	Over 100 UI - Add Per UI	\$10/UI			Shape Grids (Sunburst, Spoke)	\$199	
	Tan/Clay for Shapes - Add	\$135			Install New Interior Trim Stop/Casings	\$77	
	Black or Bronze/White Int (<101 UI)	\$1375			Replace Sill or Jamb (no paint)	\$97	
	Black/Blk or Bronze/Brz (<101 UI)	\$1890			R/R Window AC	\$125	
	Add over 100 UI per UI	\$13			Mobile Home Install - Add Per Window	\$75	
	Black/White or Bronze/White Shapes	\$1584			Additional Labor (see notes)		
	Black/Black or Bronze/Bronze Shapes	\$2656					
Warranty				DOORS			
	Low E Glass -Energy Star	Incl			Vinyl Sliding Patio Door - 5' & 6' x 80"	\$2867	
	Argon Gas Fill	Incl			Vinyl Sliding Patio Door - 8' x 80"	\$3270	
	Lifetime Transferrable Frame Warranty (W/T/C)	Incl			Vinyl Sliding Patio Door - 9' x 80"	\$3922	
	Glass Seal Failure Warranty	Incl			Vinyl Sliding Patio Door - 6' x 96"	\$3580	
	Glass Breakage Warranty	Incl			Vinyl Sliding Patio Door - 8' x 96"	\$4296	
	Lifetime Labor Warranty	Incl			Scarfolding		8500
	Double Strength Commercial Glass	Incl			High Window Install Fee		82,720
	Warm Edge Spacer	Incl			Grids	\$175	
	Security Cam Locks (>32" W -double)	Incl			Custom Cladding and/or Trim	\$195	
	Vent Latch (DH only)	Incl			Door Installation Basic Labor	\$495	
	10 Year Frame Warranty (Blk/Brz)	Incl			Entry Door 32" Style:	\$	
					Entry Door 36" Style:	\$	

NOTES (no extra work unless in writing)

Buyer agrees to the terms of payment as follows:

Window color 47,420
Tan (15% price) 7,113
40,307
 (5% disc) 2,016
38,291
 Yard Sign _____ CC Authorization Code _____

Total Amount: \$ 38,291.00
 Deposit (50%): \$ _____
 Check# _____ CC _____
 Balance Upon Completion: \$ _____
 Amount Financed: \$ _____

You, the Buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Notice of Cancellation must be in writing and postmarked no later than midnight of the following third business day. This is a custom order - not for resale.

Sales Consultant _____ Date _____ Buyer _____ Date _____



Meeting Date: 9-12-2023	Date: 9-8-2023	Item #: 5	Dept.: KEDC
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<small>(Check one)</small>		
<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion

SUBJECT:
 Consider and take appropriate action the extension of a Downtown Destination Matching Grant in an amount not to exceed \$25,000.00 for Jesse’s Fajitas & Ritas, LLC, located at 101 W. Mulberry St., Kaufman, TX.

BACKGROUND:
 Jesse’s Fajitas is very close to completion and opening of their new restaurant in Downtown Kaufman. After experiencing delays from utility providers, they are on track to open their doors in early October. Their current contract with the KEDC expires on September 16, 2023. They are requesting a two week extension to complete their project and receive city approvals by September 30, 2023.

Staff recommends approval of the extension to September 30, 2023.

Author: Stewart McGregor, KEDC Executive Director	Reviewed: Stewart McGregor, KEDC Executive Director
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Cost: \$25,000	Funds Available: Current KEDC Budget	Source: KEDC Revenues
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Recommendation:
Approval

Safe & Secure <input type="checkbox"/>	Business Friendly/Economic Development <input checked="" type="checkbox"/>	Partnership & Community Involvement <input type="checkbox"/>	Healthy & Environmentally Cons. Comm. <input type="checkbox"/>	Financial & OPS Stewardship <input type="checkbox"/>
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Meeting Date: 9-12-2023 **Date: 9-8-2023** **Item #: 6** **Dept.: KEDC**

(Check one)
 Consent **Action** **Discussion**

SUBJECT:
 Consider and take appropriate action on a contract for business retention services between the Kaufman Economic Development Corporation and the Kaufman Chamber of Commerce for the 2023-2024 fiscal year.

BACKGROUND:
 The FY 2023-24 budget for the Kaufman EDC includes \$7,800 for contract business retention services. Below is the exhibit of the services provided. Payments will be made in increments of \$650 per month throughout the year. New to this contract is a credit for the mowing of the property within the Prairie Creek Crossing Business Park that the Chamber of Commerce owns.

Staff recommends approval.

Service	Hours	Amount
Community Profile	10	\$ 403.60
Business of the Month	24	\$ 968.64
Quarterly Workforce Roundtable	20	\$ 807.20
Quarterly Industry Roundtable	28	\$1,130.08
Annual Manufacturing Day	30	\$1,210.80
BRE Meetings	24	\$ 968.64
Miscellaneous Support Services	36	\$1,452.96
Monthly Chamber/EDC Meetings	24	\$ 968.64
Postage & Supplies	0	\$ 150.00
	196	
Hourly Rate of Pay	\$ 40.36	
Biz Park Mowing Credit	\$ 260.00	
Total Contracted Amount	\$7,800.00	

Author: Stewart McGregor, KEDC Executive Director **Reviewed:** Stewart McGregor, KEDC Executive Director

Cost: \$7,800 **Funds Available:** N/A **Source:** FY 2024 KEDC Budget

Recommendation:
 Approval

Safe & Secure <input type="checkbox"/>	Business Friendly/Economic Development <input type="checkbox"/>	Partnership & Community Involvement <input type="checkbox"/>	Healthy & Environmentally Cons. Comm. <input type="checkbox"/>	Financial & OPS Stewardship <input checked="" type="checkbox"/>
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**ECONOMIC DEVELOPMENT PROGRAM AGREEMENT
BETWEEN THE KAUFMAN ECONOMIC DEVELOPMENT CORPORATION
AND THE KAUFMAN CHAMBER OF COMMERCE**

This Agreement is made between the City of Kaufman Economic Development Corporation, (“KEDC”), and the City of Kaufman Chamber of Commerce, (“Chamber”), for the purpose of providing for a program to promote economic development and business retention through the joint efforts of the parties hereto, who in consideration of the mutual promises, agree as follows:

- A. Over the term of this Agreement, the Chamber shall provide the following services to the KEDC, in accordance with Exhibit A, attached hereto and incorporated as if set forth fully herein:
- i. **Development of a Revised Kaufman Community Profile.** The Chamber shall provide the KEDC with updated information to be used in the annual community profile for the KEDC.
 - ii. **Business of the Month Coordination.** The Chamber shall promote existing businesses by working with the KEDC on a monthly basis to award a business in the City limits of Kaufman a monthly recognition award.
 - iii. **Quarterly Workforce Roundtables.** The Chamber shall work with major employers, workforce and education partners in hosting a quarterly roundtable meeting to discuss local industry and workforce needs.
 - iv. **Quarterly Industry Roundtables.** The Chamber shall work with the KEDC in hosting a quarterly industry roundtable discussion that targets a specific industry and invites employer stakeholders to discuss issues pertaining to local business and industry.
 - v. **Business Retention & Expansion Meetings.** The Chamber shall coordinate with the KEDC twelve (12) business retention meetings with local employers each year at the KEDC’s discretion. Chamber shall be responsible for scheduling and any follow up at the direction of the KEDC, as necessary.
 - vi. **Annual Manufacturing Day with KISD.** The Chamber shall coordinate with the KEDC, Kaufman ISD and local industry in planning and execution of an annual manufacturing day for Kaufman High School students.
 - vii. **Monthly KEDC/Chamber Meetings.** The KEDC and the Chamber shall conduct monthly staff meetings to review the implementation of this Agreement, including ongoing projects, and any projects associated with this Agreement.
 - viii. **Miscellaneous Support Services.** The Chamber shall provide support services to the KEDC, as necessary, for various economic development services at the discretion of the KEDC.
 - ix. **Postage & Supplies.** For the services rendered on behalf of the KEDC, the Chamber is entitled to a postage and supplies allowance as reflected in Exhibit A.
 - x. **Prairie Creek Crossing Chamber Lot Maintenance Credit.** In exchange for mowing by the KEDC of property owned by the Kaufman Chamber of Commerce in the Prairie Creek Crossing Business Park, the KEDC is entitled to a pro-rata credit toward contracted services as reflected in Exhibit A.

- B. **Compensation.** The total cost of the services identified above shall be \$7,800.00 payable in monthly installments at \$650.00, due to the Chamber the first of each month, as long as this Agreement is in effect. In no event shall the Agreement amount change without mutual written agreement of the parties hereto. The Chamber shall keep current and accurate records of all funds received and expended, as well as deliverables and metrics specified herein, which shall be subject to inspection and audit by the KEDC at all reasonable times. All such records shall be subject to the Texas Public Information Act, Tex. Gov't Code Ch. 552.
- C. **Use of KEDC Funds and Scope of Work.** As a condition of the receipt of KEDC funds, the Chamber hereby agrees to use and expend all funds pursuant to this Agreement, which shall comply with all applicable federal, state, and local laws.
- D. **Reporting Requirements.** The Chamber shall provide written reports to the KEDC as follows:
1. An oral report twice per year evidencing Chamber services performed under this Agreement; and
 2. Other reports, upon request by the KEDC.
- E. **INDEMNITY. THE CHAMBER AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE KEDC, ITS ELECTED OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, AND REPRESENTATIVES FROM ANY AND ALL CLAIMS, SUITS, OR LIABILITIES ARISING FROM OR RELATED TO ANY ACT OR OMISSION OF THE CHAMBER, ITS OFFICERS, DIRECTORS, OFFICIALS, EMPLOYEES, OR REPRESENTATIVES IN THE PERFORMANCE OF THIS AGREEMENT. THIS INCLUDES PROPERTY DAMAGE, PERSONAL INJURY OR DEATH AND ALSO COVERS COSTS OF SUIT AND ATTORNEYS' FEES.**
- F. **Term of Agreement.** This Agreement shall be effective from October 1, 2023, through September 30, 2024.
- G. **Termination.** Either party may terminate this Agreement by giving written notice to the other party thirty (30) days in advance of the termination date, in which case any unexpended funds provided by the KEDC shall be returned to the KEDC within fifteen (15) days from the date the written notice is mailed to the Chamber. If the Chamber fails to meet the deliverables or metrics required under this Agreement, and it results in termination of the Agreement by the KEDC, then the Chamber will not be eligible for any future funding from the KEDC for a one (1) year period.
- H. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any previous agreements, oral or written. This Agreement may only be modified by the subsequent mutual written agreement executed by the KEDC and the Chamber.
- I. **Waiver.** Any waiver by the KEDC of any provision or condition of this Agreement shall not be construed to be a waiver of any other provisions or conditions of this

Agreement.

- J. **Governing Law.** This Agreement shall be governed by the laws of the State of Texas.
- K. **Severability.** Should any provision of this Agreement be adjudged illegal, invalid or unenforceable, such illegality, invalidity or unenforceability shall not affect the legality, validity of enforceability of the Agreement as a whole or any sections, subsections, sentences, or clauses herein.

EXECUTED this the _____ day of _____, 2023.

KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION:

BY: _____
PRESIDENT

APPROVED AS TO LEGAL FORM:
JOSH BROCKMAN-WEBER
KEDC ATTORNEY

By: _____

KAUFMAN CHAMBER OF COMMERCE

By: _____

Its: _____

Exhibit A

Service	Hours	Amount
Community Profile	10	\$ 403.60
Business of the Month	24	\$ 968.64
Quarterly Workforce Roundtable	20	\$ 807.20
Quarterly Industry Roundtable	28	\$1,130.08
Annual Manufacturing Day	30	\$1,210.80
BRE Meetings	24	\$ 968.64
Miscellaneous Support Services	36	\$1,452.96
Monthly Chamber/EDC Meetings	24	\$ 968.64
Postage & Supplies	0	\$ 150.00
	196	
Hourly Rate of Pay	\$ 40.36	
Biz Park Mowing Credit	\$ 260.00	
Total Contracted Amount	\$7,800.00	



Meeting Date: 9-12-2023 **Date: 9-8-2023** **Item #: 7** **Dept.: KEDC**

(Check one)
 Consent **Action** **Discussion**

SUBJECT:
 Consider and take appropriate action on a contract for professional services between the Kaufman Economic Development Corporation and the City of Kaufman for the 2023-2024 fiscal year.

BACKGROUND:
 The FY 2023-24 budget for the Kaufman EDC includes \$145,951 for shared services between the KEDC and the City of Kaufman. A breakout of this amount is provided below. There was an increase in this year’s contract over last year. This increase is attributed to the addition of a shared employ that will concentrate on marketing/communications for both the KEDC and the City. This position includes approximately half of the salary and benefits along with some additional office start-up costs.

Staff recommends approval.

City Administrative Services	
Shared Marketing Coordinator	\$ 34,200.00
Marketing Coordinator Startup Costs	\$ 1,750.00
Finance	\$ 3,000.00
City Secretary	\$ 3,000.00
Avenu Software	\$ 2,800.00
Insurance	\$ 1,100.00
Postage	\$ 100.00
Office Rent	\$ 1.00
TXDOT SH 34 Debt Service	\$100,000.00
TOTAL	\$145,951.00

Author: Stewart McGregor, KEDC Executive Director **Reviewed:** Stewart McGregor, KEDC Executive Director

Cost: \$145,951 **Funds Available:** N/A **Source:** FY 2024 KEDC Budget

Recommendation:
 Approval

Safe & Secure <input type="checkbox"/>	Business Friendly/Economic Development <input type="checkbox"/>	Partnership & Community Involvement <input type="checkbox"/>	Healthy & Environmentally Cons. Comm. <input type="checkbox"/>	Financial & OPS Stewardship <input checked="" type="checkbox"/>
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THE STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF KAUFMAN §

THIS AGREEMENT, effective the 1st day of October, 2023, by and between the CITY OF KAUFMAN, a municipal corporation, situated in Kaufman County, Texas, (hereinafter referred to as "City"), acting by and through its Mayor, and the Kaufman Economic Development Corporation, a Texas Non-Profit Corporation originally organized under Sec. 4A of Article 5190.6, Texas Civil Statutes, now Chapter 504 of the Local Government Code (the "Act"), (hereinafter referred to as "KEDC") acting by and through its President of the Board of Directors (the "Board"):

WITNESSETH:

I. TERM OF AGREEMENT:

This Agreement shall be effective as of October 1, 2023, and shall continue until September 30, 2024, unless sooner terminated in accordance with Section IV. The Agreement may be renewed upon mutual written agreement of the parties hereto.

II. CITY AGREES TO:

1. Provide administrative support, marketing and communications support, support from the City Secretary, records retention, and financial management services, including proprietary sales tax software, as needed, to the KEDC as requested by the KEDC Board or the KEDC's Executive Director; and
2. Serve as KEDC's Investment Officer as required by Texas Government Code Section 2256 and advise the KEDC, as needed, in conformity with Section 2256 and the KEDC's Investment Policy; and
3. Provide office space for the KEDC; and
4. Provide general liability and property insurance coverage for the KEDC's activities and property through its insurance carriers; and
5. Provide for the timely payment of the State Highway 34 Bypass debt service payments, including both parties' previously agreed upon portions of the total outstanding debt.

III. LEGAL ADVISOR:

Any expenses for legal services incurred by the KEDC will be paid by the KEDC. It is agreed and understood that these charges are not a part of this Agreement.

IV. KEDC AGREES TO:

1. Provide to the City, for the purpose of administering an economic development program, all necessary funds for said purposes enumerated in Section II. The total Agreement cost shall not exceed \$145,951.00, as set forth in Exhibit A, attached hereto and incorporated as if set forth fully herein, for the initial term of this Agreement, ending September 30, 2024.
2. Either party may terminate this Agreement upon written Notice of Termination to the other party as provided below. After receipt of a Notice of Termination, the City shall:
 - a) Stop work on the date as specified in the thirty (30) day Notice of Termination to the extent possible; and
 - b) Place no further orders or subcontracts except as may be necessary for completion of the work not terminated; and
 - c) Terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination in so far as possible.
3. After receipt of a Notice of Termination, KEDC shall pay all expenses incurred through the date of termination.

V. OFFICIALS NOT TO BENEFIT:

No public official of the governing body of the City or of KEDC who exercises any functions or responsibilities in the review or the approval of the undertaking or carrying out of any project hereunder, shall participate in any decision relating to the contract which affects his personal interest, nor shall he have any personal or pecuniary interest direct or indirect in this contract or proceeds thereof, without the filing of a Statement or Affidavit required by State Law for full disclosure in the Minutes of KEDC, and the subsequent approval of the Minutes of KEDC by the City Council.

VI. SEVERABILITY:

Should any provision of this Agreement be adjudged illegal, invalid or unenforceable, such illegality, invalidity or unenforceability shall not affect the legality, validity of enforceability of the Agreement as a whole or any sections, subsections, sentences, or clauses herein.

VI. EFFECTIVE DATE:

This Agreement shall be effective as of October 1, 2023.

IN WITNESS WHEREOF, the parties have executed this Agreement in the year and on the day of the acknowledgments below.

KAUFMAN ECONOMIC DEVELOPMENT CORPORATION:

By:

Name:

Title: President

CITY OF KAUFMAN, TEXAS:

By:

Name:

Title: Mayor

ATTEST:

Jessie Hanks, City Secretary

APPROVED:

Josh Brockman-Weber, KEDC Attorney

STATE OF TEXAS §
 §
COUNTY OF KAUFMAN §

This instrument was acknowledged before me on this ___ day of October, 2023,
by _____, President of the Kaufman Economic Development Corporation,
a corporation, on behalf of said agency.

Notary Public, State of Texas

My Commission expires _____

STATE OF TEXAS §
 §
COUNTY OF KAUFMAN §

This instrument was acknowledged before me on this ___ day of October, 2023,
by _____, the Mayor of the City of Kaufman, a municipal corporation
of Kaufman County, Texas.

Notary Public, State of Texas

My Commission expires _____

Exhibit A

City Administrative Services	
Shared Marketing Coordinator	\$ 34,200.00
Marketing Coordinator Startup Costs	\$ 1,750.00
Finance	\$ 3,000.00
City Secretary	\$ 3,000.00
Avenu Software	\$ 2,800.00
Insurance	\$ 1,100.00
Postage	\$ 100.00
Office Rent	\$ 1.00
TXDOT SH 34 Debt Service	\$100,000.00
TOTAL	\$145,951.00



Meeting Date: 9-12-2023	Date: 9-8-2023	Item #: 8	Dept.: KEDC
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(Check one)
 Consent **Action** **Discussion**

SUBJECT:
 Consider and take appropriate action on a budget amendment for the FY 2022-2023 KEDC budget.

BACKGROUND:
 The fiscal year for the FY 2022-23 year ends on September 30, 2023. Due to increases in sales tax revenues over initial projections and internal savings, the KEDC FY 2023 budget needs to be amended in order to comply with financial oversight. A list of the budgetary items amended is attached for review along with the FY 2023 KEDC Budget.

 Staff recommends approval.

Author: Stewart McGregor, KEDC Executive Director	Reviewed: Stewart McGregor, KEDC Executive Director
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Cost: N/A	Funds Available: N/A	Source: FY 2023 KEDC Budget
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Recommendation:
 Approval

Safe & Secure <input type="checkbox"/>	Business Friendly/Economic Development <input type="checkbox"/>	Partnership & Community Involvement <input type="checkbox"/>	Healthy & Environmentally Cons. Comm. <input type="checkbox"/>	Financial & OPS Stewardship <input checked="" type="checkbox"/>
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Summary of KEDC 2023 Budget Amendments

- **FY 2023 Total Budget: \$576,080**
- **FY 2023 Year to Date Expenditures: \$318,398.93**

LINE ITEM	NEW AMOUNT	NOTES
Sales Tax Revenue (4105)	\$587,835	Increased \$22,005
Salary & Benefits (5101)	\$151,048.91	Increased \$13,474.91 (Accounting Error – see spreadsheet)
Meetings (5213)	\$7,000	Decreased \$2,000
Licenses, Dues & Subscriptions (5305)	\$3,918.25	Increased \$538.25
Tuition & Education (5322)	\$3,275	Decreased \$3,000
Maintenance (5352)	\$10,000	Decreased \$2,000
Matching Grants (5500)	\$77,000	Decreased \$28,000
Incentives/Intergovernmental (5501)	\$50,000	Decreased \$50,000 (Galleher Incentive – moved to FY 2024 Budget)
TOTAL NET ADJUSTMENT (EXCLUDING SALES TAX REVENUES)		\$70,986.84

- Options – Move portion or all to fund balance, move to incentives (Project Range) or move to professional services (Project Range).

4/12/2023	51645	4110.57	2883.2	3530.77	392.30	150.00	37.50	333.66	59.35	253.77	555.75	17.65	\$4,997.09	\$	333.66	Health/Life billed 0 SHB 323.62
Billed by City	Inv 241			3530.77	392.30	150.00	37.50	0.00	59.35	253.77	555.75	17.65				
4/26/2023	51727	4110.58	2883.2	3923.08		150.00	37.50	333.66	59.35	253.77	555.75	17.66	\$4,997.10	\$	333.67	Health/Life billed 0 SHB 323.62
Billed by City	Inv 242			3923.08		150.00	37.50	0.00	59.35	253.77	555.75	17.65				
5/10/2023	51811	4110.58	2883.2	3923.08		150.00	37.50	333.66	59.35	253.77	555.75	17.65	\$4,997.10	\$	333.66	Health/Life billed 0 SHB 323.62
Billed by City	Inv 243			3923.08		150.00	37.50	0.00	59.35	253.77	555.75	17.65				
5/24/2023	51893	4110.58	2883.2	3923.08		150.00	37.50	333.66	59.35	253.77	555.75	17.65	\$4,997.10	\$	333.66	Health/Life billed 0 SHB 323.62
Billed by City	Inv 244			3923.08		150.00	37.50	0.00	59.35	253.77	555.75	17.65				
6/7/2023	51978	4110.57	2883.2	3530.77	392.30	150.00	37.50	333.66	59.35	253.77	555.75	17.66	\$4,997.09	\$	333.67	Health/Life billed 0 SHB 323.62
Billed by City	Inv 245			3530.77	392.30	150.00	37.50	0.00	59.35	253.77	555.75	17.65				
6/21/2023	52059	4110.58	2883.21	3530.77	392.31	150.00	37.50	333.66	59.34	253.77	555.75	17.65	\$4,997.09	\$	333.66	Health/Life billed 0 SHB 323.62
Billed by City	Inv 246			3530.77	392.31	150.00	37.50	0.00	59.34	253.77	555.75	17.65				
7/5/2023	2218	4110.58	2883.2	3138.44	784.64	150.00	37.50	333.66	59.35	253.77	555.75	17.66	\$4,997.11	\$	333.66	Health/Life billed 0 SHB 323.62
Billed by City	Inv 247			3138.44	784.64	150.00	37.50	0.00	59.35	253.77	555.75	17.66				
7/19/2023	2302	4110.58	2882.13	3138.44	784.64			333.66	56.63	242.14		17.66	\$4,239.51	\$	333.66	Health/Life billed 0 SHB 323.62
Billed by City	Inv 248			3138.44	784.64			0.00	56.63	242.14		17.66				
8/2/2023	2554	4298.08	3125.47	3548.08		300.00	75.00	333.66	62.07	265.39	581.1	0.19	\$4,831.83	\$	333.66	Health/Life billed 0 SHB 323.62
Billed by City	Inv 249			3548.08		300.00	75.00	0.00	62.07	265.39	581.1	0.19				
													\$0.00	\$	-	
													\$0.00	\$	-	
													\$0.00	\$	-	
													\$0.00	\$	-	
													\$0.00	\$	-	
													\$0.00	\$	-	
													\$0.00	\$	-	
													\$0.00	\$	-	
													\$0.00	\$	-	

\$ 13,474.91

FY 2023 KEDC Board Approved Budget	
INCOME	
Sales Tax	\$ 565,830.00
Interest	\$ 250.00
Loan Payments	\$ 10,000.00
Land Sales	\$ -
Fund Balance	\$ -
TOTAL INCOME	\$ 576,080.00
EXPENSES	
SALARY & BENEFITS (32-5101-000)	
Salary & Benefits	\$ 137,574.00
Item Total - Salary & Benefits	\$ 137,574.00
RETENTION PAYMENT (32-5177-000)	
EDC Board Discretionary Retention Payment	\$ 5,000.00
Item Total - Retention Payment	\$ 5,000.00
MEETINGS (32-5213-000)	
Meetings	\$ 3,500.00
Industry Trade Shows/Broker Events/BRE	\$ 3,500.00
ICSC Dallas (*Increase)	\$ 2,000.00
Item Total - Meetings	\$ 9,000.00
PROFESSIONAL SERVICES (32-5362-000)	
Chamber BRE Contract	\$ 8,500.00
City Administrative Services Contract (*NEW*)	\$ 5,601.00
Retail Strategies	\$ -
Neon Cloud Video	\$ -
Legal Fees (*Increase)	\$ 12,000.00
Business Park Flood Plain Assessment (*NEW*)	\$ 50,000.00
Photography	\$ 2,000.00
Professional & Technical Consulting (*Increase)	\$ 15,000.00
Graphic Design	\$ 2,000.00
Item Total - Professional Services	\$ 95,101.00
PROFESSIONAL/TECHNICAL & AUDITING (32-5363-000)	
Website (*Decrease)	\$ 3,000.00
Audit (*slight increase)	\$ 5,000.00
Item Total - Professional/Technical & Auditing	\$ 8,000.00
PROMOTIONAL MATERIALS (32-5214-000)	
Biz Park Marketing Pieces (*Deleted)	\$ -
Miscellaneous Promotional Items *NEW*	\$ 2,000.00
Trade Show Giveaways	\$ 1,500.00
Printed Maps (*Decrease - Printing)	\$ 1,000.00
Business Retention Monthly Recognition	\$ 900.00
Item Total - Promotional Materials	\$ 5,400.00
MISCELLANEOUS/OFFICE SUPPLIES (32-5203-000)	
Office Furniture	\$ -
Wall Map	\$ -
Trade Show Backdrops *NEW*	\$ 2,500.00

Misc. Office Supplies	\$	1,500.00
Logoed Shirts	\$	500.00
Item Total - Miscellaneous/Office Supplies	\$	4,500.00
POSTAGE (32-5302-000)		
Postage (*Increase)	\$	500.00
Item Total - Postage	\$	500.00
ADVERTISING (32-5303-000)		
Publication/Digital Advertising (*Increase)	\$	10,425.00
Chamber Banquet Sponsorship	\$	800.00
Chamber Golf Tournament Sponsorship	\$	300.00
Chamber Auction Sponsor	\$	400.00
Economic Summit	\$	2,000.00
Texas Health Black Tie Ball (no longer around)	\$	-
Johnny Countryman Memorial Scholarship (*New*)	\$	1,000.00
Kaufman Herald Ads	\$	500.00
Item Total - Advertising	\$	15,425.00
DUES & SUBSCRIPTIONS (32-5305-000)		
TEDC Membership	\$	525.00
Chamber Membership	\$	405.00
KCLC Dues	\$	250.00
ICSC Membership	\$	375.00
IEDC Membership	\$	455.00
Dallas Business Journal	\$	160.00
Kaufman Herald	\$	35.00
North Texas Commercial Association of Realtors (NTCAR)	\$	375.00
Texas Downtown Association (*NEW*)	\$	200.00
Downtown Merchants Association (*NEW*)	\$	200.00
Kaufman Lion's Club (*NEW*)	\$	400.00
Item Total - Dues & Subscriptions	\$	3,380.00
UTILITIES (32-5306-000)		
Business Park Utilities (*increase)	\$	550.00
Item Total - Utilities	\$	550.00
NON-CAPITAL MINOR TOOLS/SOFTWARE (32-5220-000)		
Computer	\$	-
Avenu Subscription	\$	2,750.00
ESRI Business Analyst	\$	1,100.00
CRM System	\$	2,500.00
Retail Lease Trac *NEW*	\$	1,125.00
PDF Suite	\$	200.00
Item Total - Non-Capital Minor Tools/Software	\$	7,675.00
INSURANCE (32-5309-000)		
Insurance	\$	1,100.00
Item Total - Insurance	\$	1,100.00
TUITION & EDUCATION (32-5322-000)		
TEDC Sales Tax Training	\$	600.00
ICSC Registration	\$	550.00
TEDC Annual Conference	\$	550.00

TEDC Legislative Conference	\$	400.00
TEDC Mid-Year Conference	\$	400.00
TEDC Board Retreat	\$	300.00
IEDC Conference/Continuing Education	\$	900.00
Webinars	\$	400.00
Economic Development Finance Professional (EDFP) Course	\$	1,575.00
Kaufman County Day at the Capitol (4 people)	\$	600.00
Item Total - Tuition & Education	\$	6,275.00
TRAVEL (32-5330-000)		
TEDC Annual Conference (San Antonio)	\$	900.00
TEDC Sales Tax Training	\$	-
ICSC - Dallas	\$	100.00
TEDC Legislative Conference (Austin)	\$	800.00
TEDC Mid-Year Conference (Allen)	\$	-
TEDC Board Retreat Hotel & Parking (San Antonio)	\$	750.00
Kaufman County Day at the Capitol (4 people)	\$	2,550.00
Industry Trade Shows/Broker Events/BRE (*Increase)	\$	2,000.00
Long Range Mileage/Transportation (*Increase)	\$	1,500.00
Meals (*Increase)	\$	1,000.00
Item Total - Travel	\$	9,600.00
HIGHWAY 34 BYPASS FUNDING (32-5507-000)		
Highway 34 Bypass Annual Commitment	\$	100,000.00
Item Total - Highway 34 Bypass Funding	\$	100,000.00
MAINTENANCE (32-5352-000)		
Business Park Mowing	\$	12,000.00
Prairie Creek Biz Park Fiber Optics Installation *NEW*	\$	50,000.00
Item Total - Maintenance	\$	62,000.00
MATCHING GRANTS (32-5500-000)		
Matching Grants (*Increase - Façade + Destination)	\$	105,000.00
Item Total - Matching Grants	\$	105,000.00
INCENTIVES/INTERGOVERNMENTAL (32-5501-000)		
	\$	-
Item Total - Incentives/Intergovernmental	\$	-
TOTAL EXPENSES		\$ 576,080.00