

**MEETING OF THE BOARD OF DIRECTORS  
OF THE  
ARLINGTON ECONOMIC DEVELOPMENT CORPORATION**

**Agenda  
September 20, 2022 AT 4:30 p.m.  
ARLINGTON CITY HALL  
COUNCIL BRIEFING ROOM  
3<sup>RD</sup> FLOOR  
101 W. ABRAM STREET  
ARLINGTON, TX 76010**

Members of the public who wish to speak on a listed agenda item for action will be asked for their comments at the appropriate time.

- I. Call to Order
- II. Consideration of Minutes
  - 1. August 16, 2022 Meeting
- III. Financial Report
- IV. Items for Action:
  - Consideration of a resolution adopting FY23 Budget for the Arlington Economic Development Corporation
- V. Executive Session
  - Discussion of matters permitted by the following sections of V.T.C.A, Government Code, Chapter 551:
    - A. Section 551.072, Deliberation Regarding Real Property
      - 1. Discussion of the potential purchase, exchange, lease or value of real property in-conjunction with projects related to the creation or retention of primary jobs and/or for the purpose of projects related to recreational or community facilities.
- VI. Executive Director's Report
  - 1. Staffing Update
  - 2. EDC Logo
  - 3. Area Development Executive Summit summary
  - 4. Sales Tax Workshop
  - 5. Upcoming events
- VII. Industry Sector Report – Commercial/Retail
- VIII. Jobs EQ Report – Logistics/Distribution

IX. Future Agenda Items

X. Adjourn

**MEETING OF THE BOARD OF DIRECTORS  
OF THE  
ARLINGTON ECONOMIC DEVELOPMENT CORPORATION**

**MINUTES OF THE  
ARLINGTON ECONOMIC DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS  
August 16, 2022**

The Board of Directors of the Arlington Economic Development Corporation convened in Regular Session on August 16, 2022, at 4:30 p.m., in Arlington City Hall, Council Briefing Room, 3<sup>rd</sup> Floor, 101 W. Abram Street, Arlington, Texas, with the meeting being open to the public and notice of said meeting, giving the date, place and subject thereof, having been posted as prescribed by V.T.C.A., Government Code, Chapter 551, with the following members present, to-wit:

Board Members:

Michael Jacobson	§	President
Mojoy Haddad	§	Vice President
Jollyn Mwisongo	§	Secretary
John Whiteley	§	Treasurer
Gerald Alley	§	Board Member
Carmenza Moreno	§	Board Member

Absent:

Jim Vaszauskas	§	Board Member
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And

Trey Yelverton	City Manager
Broderick Green	Executive Director
Josh Humphreys	Senior Attorney
Bruce Payne	Director of Economic Development
Lyndsay Mitchell	Strategic Planning Manager
Alex Agnor	Public Funds Administrator
Marcus Young	Economic Development Specialist
Renee MacQuaid	Communications Coordinator
Erica Yingling	Economic Development Corporation Coordinator

I. Call to Order

President M. Jacobson called the meeting to order at 4:33 p.m.

II. Consideration of Minutes

A. June 21, 2022 Meeting

Board Member G. Alley made a motion to approve the minutes of the June 21, 2022 Board meeting. Seconded by Vice President M. Haddad, the motion carried with 4 ayes and 0 nays.

APPROVED

### III. Financial Report

Alex Agnor, Public Funds Administrator, reviewed current financials for the board.

### IV. Draft FY23 Budget

Broderick Green, Executive Director, provided the board with the draft budget for the Economic Development Corporation.

### V. Executive Session

At 4:57 p.m., President M. Jacobson announced that the Board would convene in Executive Session.

Discussion of matters permitted by the following sections of V.T.C.A, Government Code, Chapter 551:

#### A. Section 551.072, Deliberation Regarding Real Property

1. Discussion of the potential purchase, exchange, lease or value of real property in-conjunction with projects related to the creation or retention of primary jobs and/or for the purpose of projects related to recreational or community facilities.

At 5:45 p.m., President M. Jacobson announced the Executive Session was adjourned, and the Board immediately reconvened in Open Session.

### VI. Executive Director's Report

Broderick Green, Executive Director, provided the board with updates and activities of the Economic Development Corporation.

### VII. Industry Sector Report – Industrial

Bruce Payne, Director of Economic Development, provided the board with the Industrial Sector Report.

### VIII. Jobs EQ Report – Manufacturing

Broderick Green, Executive Director, provided the board with the Jobs EQ Report.

IX. Future Agenda Items

Board Member G. Alley requested an analysis to attract businesses.

X. Adjourn

There being no further business, the meeting was adjourned at 6:02 p.m.

# **ECONOMIC DEVELOPMENT CORPORATION FINANCIAL REPORT**

August 16, 2022



**COA Expenditures by Cost Center Budget - Economic Development Corporation**

From Budget Date 10/1/2021

To Budget Date 9/30/2022

Period FY22 - Jul  
Time Period Current Period YTD

Cost Center	Budget Appropriation	July Expenditures	Expenditures to Date	Encumbrances	Actuals + Encumbrances	Unexpended Balance	%Exp
CC973005 Economic Development Corporation Projects	16,278,954.00	0.00	0.00	0.00	0.00	16,278,954.00	0.00%
CC973010 Economic Development Corporation Operations	1,836,810.00	70,602.65	436,340.49	7,867.00	444,207.81	1,392,602.19	24.18%
50000:Salaries and Wages	493,034.00	20,455.40	176,566.35	0.00	176,566.35	316,467.65	35.81%
55000:Benefits	130,529.00	5,867.69	56,837.73	0.00	56,837.73	73,691.27	43.54%
60000:Supplies	54,000.00	0.00	35,219.81	0.00	35,219.81	18,780.19	65.22%
61000:Purchase/Contract (Special Services)	329,247.00	2,139.25	11,154.66	0.00	11,154.66	318,092.34	3.39%
62000:Utilities	20,000.00	0.00	0.00	0.00	0.00	20,000.00	0.00%
63000:Maintenance & Repair (Tenant Improvements)	350,000.00	3,385.95	3,385.95	2,336.00	5,721.95	344,278.05	1.63%
65000:Misc. Expense & Advertising/Marketing	390,000.00	36,413.81	111,758.97	0.00	111,758.97	278,241.03	28.66%
66000:Travel and Training	70,000.00	2,340.55	36,238.83	5,531.00	41,770.15	28,229.85	59.67%
67000:Interdepartmental Expense	0.00	0.00	5,178.19	0.00	5,178.19	(5,178.19)	0.00%

**EDC Sales Tax Revenue**

October 2021	\$ 1,773,234	Payment received in December 2021
November 2021	\$ 1,818,637	Payment received in January 2022
December 2021	\$ 2,315,010	Payment received in February 2022
January 2022	\$ 1,804,565	Payment received in March 2022
February 2022	\$ 1,559,276	Payment received in April 2022
March 2022	\$ 2,239,767	Payment received in May 2022
April 2022	\$ 2,057,248	Payment received in June 2022
May 2022	\$ 2,022,250	Payment received in July 2022
June 2022	\$ 2,455,189	Payment received in August 2022
July 2022	\$ 1,959,767	Payment received in September 2022
<b>FY 2022 EDC Revenues</b>	<b>\$ 20,004,943</b>	



**QUESTIONS?**



# Staff Report

<b>Arlington Economic Development Corporation Budget</b>	
Economic Development Corporation Board Meeting Date: 09-20-2022	Document Being Considered: Resolution

## **RECOMMENDATION**

Approve a resolution approving the FY2023 budget for the Arlington Economic Development Corporation.

## **ANALYSIS**

The proposed FY2023 budget is intended to cover the costs associated with the upcoming fiscal year's operation of the Corporation. The budget reflects the anticipated revenues to be received through the .25 sales tax in fiscal year 2023 and covers personnel costs, supplies, internal services like legal and finance expenses to support the EDC. The budget also provides funding for potential project investments that could be considered by the Corporation in fiscal year 2023.

## **FINANCIAL IMPACT**

The budget is funded through the .25 sales tax approved in the 2020 election by Arlington residents.

## **ADDITIONAL INFORMATION**

Attached:

Resolution

Under Separate Cover:

None

Available in the City Secretary's Office:

None

## **STAFF CONTACT(S)**

Broderick Green

Executive Director

[Broderick.Green@arlingtontx.gov](mailto:Broderick.Green@arlingtontx.gov)

**ARLINGTON ECONOMIC DEVELOPMENT CORPORATION**  
**Resolution No. \_\_\_\_\_**

**A resolution of the Board of Directors approving and adopting the FY 2023 Budget for the Arlington Economic Development Corporation.**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ARLINGTON ECONOMIC DEVELOPMENT CORPORATION:

I.

That the Board of Directors of the Arlington Economic Development Corporation hereby approves and adopts the FY 2023 Budget for the Arlington Economic Development Corporation.

II.

A substantial copy of the FY2023 Budget for the Arlington Economic Development Corporation is attached hereto and incorporated herein for all intents and purposes.

III.

In accordance with Section 501.073 of the Texas Local Government Code, the FY 2023 Budget for the Arlington Economic Development Corporation shall be presented to the Arlington City Council for approval.

PRESENTED AND PASSED on this the \_\_\_\_ day of \_\_\_\_\_, 2022, by a vote of \_\_\_\_ ayes and \_\_\_\_ nays at a regular meeting of the Board of Directors of the Arlington Economic Development Corporation.

\_\_\_\_\_  
Michael Jacobson, President

ATTEST:

\_\_\_\_\_  
Alex Busken, Assistant Secretary

APPROVED AS TO FORM:  
MOLLY SHORTALL, Counsel for the  
Arlington Economic Development  
Corporation

BY \_\_\_\_\_

**Arlington Economic Development Corporation FY23 Budget**

	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>
<b><u>973010 EDC Operations</u></b>		
Salaries: Supervision		
Executive Director	250,000	214,120
Salaries: Operations		
Administrative Coordinator	65,440	70,574
ED Specialist	88,797	82,559
ED Specialist	88,797	82,559
Real Estate Specialist	-	95,030
Business Intelligence	-	95,030
Workforce Specialist	-	95,030
Benefits: Workers Comp	740	1,102
Benefits: EE Retirement	50,092	73,876
Benefits: Disability Income Plan	1,085	1,617
Benefits: EE Insurance	36,580	64,018
Benefits: Medicare	7,149	10,656
Benefits: Thrift Plan	27,291	34,571
Benefits: Car Allowance	5,200	5,200
Benefits: Phone Allowance	2,392	2,392
Office Supplies	8,000	10,000
Cost of Food & Beverage	25,000	25,000
Supplies/Computer Hardware (start-up)	14,000	18,000
Office Furniture/Fixtures/Equipment	-	60,000
Office Utilities	20,000	20,000
Printer	4,000	4,000
Signage	3,000	3,000
Interdepartmental Expenses General Services Charges (SC0633)	-	6,000
<b>Special Services</b>		
Tenant Improvements	350,000	450,000
ED Strategy Implementation	150,000	250,000
ED Financial Models/Subscriptions	50,000	134,000
Appraisals and consulting	50,000	50,000
Chargeback for ED	25,000	25,000
Chargeback for .5 Communications/Marketing Coordinator	54,247	57,502
<b>Advertising &amp; Marketing</b>		
Marketing and Promotion	350,000	250,000
Advertising	40,000	50,000
Employee Reimbursement Non-Travel/Training	-	5,000

**Arlington Economic Development Corporation FY23 Budget**

	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>
Mileage	11,000	11,000
Travel/Training Non Metroplex	40,000	60,000
Travel/Training Metroplex	4,000	6,000
Targeted Industry Recruitment Travel	-	20,000
Memberships	15,000	21,000
<b>973010 Total</b>	<b>1,836,809</b>	<b>2,463,835</b>
 <b><u>Interfund Transfers (General Fund)</u></b>		
Sr. Attorney	124,035	129,256
Economic Development Compliance Administrator	103,328	124,976
<b>Transfer Total</b>	<b>227,363</b>	<b>254,232</b>
 <b><u>973005 EDC Projects</u></b>		
Professional Services/Projects	16,278,954	20,099,653
<b>973005 Total</b>	<b>16,278,954</b>	<b>20,099,653</b>
 <b>EDC Total All</b>	 <b>18,343,126</b>	 <b>22,817,720</b>
 <b>EDC Current Year Sales Tax Revenues</b>	 <b>18,343,126</b>	 <b>22,817,720</b>