



**NOTICE OF MEETING & AGENDA
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, AUGUST 12, 2025 AT 6:00 PM
KAUFMAN CITY HALL
EXECUTIVE CONFERENCE ROOM
209 S. WASHINGTON ST.
KAUFMAN, TEXAS 75142**

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

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 8, 2025 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

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:

4. A. Section 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

B. Section 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 Pie, Blue, Snooze, Jetson, AC/DC, Kettle, Reflection, Waco, Jersey, Spring Garden, Kaleidoscope, Flashlight, Thomas, Sandstone, Hanover

RECONVENE INTO OPEN SESSION

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

DISCUSSION/ACTION ITEMS

6. Consider and take appropriate action to approve the FY 2026 KEDC Budget and the annual proposed projects, programs and expenditures of the KEDC with action to request approval of the budget and KEDC programs from the Kaufman City Council.
7. Consider and take appropriate action regarding authorizing the Executive Director of the KEDC to solicit a Request for Qualifications and retain general legal counsel services on behalf of the Corporation starting October 1, 2025.

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, AUGUST 8, 2025 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.

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City of Kaufman

09:48 08/08/25

Revenue & Expense Report

Fund: 32 ECONOMIC DEVELOPMENT CORP.

Department:

Non departmental

Program:

Period Ending: 8/2025

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	640,000.00-			542,904.68-	97,095.32-	15.171	632,608.46-
593,426.04-								
Subtotal:		640,000.00-			542,904.68-	97,095.32-	15.171	632,608.46-
593,426.04-								
32-4604-000-0	Interest Income	40,000.00-			41,797.06-	1,797.06	-4.493	43,852.63-
128.12-								
32-4606-000-0	Miscellaneous Revenu				4,500.00-	4,500.00		3,685.72-
200.00-								
32-4608-000-0	Loan Revenue	10,000.00-			10,000.00-			
32-4612-000-0	Intergovernmental Re							80.09-
42,500.00-								
32-4631-000-0	Other Fin Sources-No							2,791,250.00-
Subtotal:		50,000.00-			56,297.06-	6,297.06	-12.594	2,838,868.44-
42,828.12-								
Program number:		690,000.00-			599,201.74-	90,798.26-	13.159	3,471,476.90-
636,254.16-								
Department number: Non departmental		690,000.00-			599,201.74-	90,798.26-	13.159	3,471,476.90-
636,254.16-								
Revenue	Subtotal -----	690,000.00-			599,201.74-	90,798.26-	13.159	3,471,476.90-
636,254.16-								

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09:48 08/08/25

Fund: 32 ECONOMIC DEVELOPMENT CORP.

City of Kaufman

Revenue & Expense Report

Non departmental

Program:

Period Ending: 8/2025

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	153,235.00			120,475.85	32,759.15	21.378	143,942.11
152,322.50								
32-5177-000-0	Retention Pay	6,095.70				6,095.70	100.000	6,085.95
Subtotal:		159,330.70			120,475.85	38,854.85	24.386	150,028.06
152,322.50								
32-5203-000-0	Operating Supplies	2,000.00			733.16-	2,733.16	136.658	4,779.18
39.41-								
32-5213-000-0	Meetings	17,000.00			16,172.39	827.61	4.868	6,919.93
5,446.37								
32-5214-000-0	Promotional Material	4,804.34			903.95-	5,708.29	118.815	10,488.40
3,078.00								
32-5220-000-0	Minor Tools & Equipm	8,550.00			4,286.98	4,263.02	49.860	7,442.16
6,800.00								
Subtotal:		32,354.34			18,822.26	13,532.08	41.825	29,629.67
15,284.96								
32-5302-000-0	Postage & Delivery	500.00			22.32	477.68	95.536	355.00
203.81								
32-5303-000-0	Advertising	16,210.00			10,725.85	5,484.15	33.832	23,255.00
10,960.00								
32-5305-000-0	Licenses, Dues & Sub	7,625.00			3,193.95	4,431.05	58.112	6,151.93
3,918.25								
32-5306-000-W	Utilities-Electric/W	550.00			482.60	67.40	12.255	500.36
542.22								
32-5309-000-0	Insurance & Bonds	600.00				600.00	100.000	511.00
1,100.00								
32-5322-000-0	Tuition & Education	6,325.00			3,234.59	3,090.41	48.860	4,585.42
2,174.00								
32-5330-000-0	Travel	11,350.00			7,438.94	3,911.06	34.459	6,429.10
8,281.58								

32-5352-000-0	Maintenance-Grounds	8,000.00	3,862.35	4,137.65	51.721	8,000.00
8,200.00						
32-5362-000-0	Professional Svcs-Ad	84,457.43	94,956.32	10,498.89-	-12.431	103,083.62
69,859.88						
32-5363-000-0	Professional Svcs-Te	10,700.00	12,275.00	1,575.00-	-14.720	9,500.00
7,920.17						
Subtotal:		146,317.43	136,191.92	10,125.51	6.920	162,371.43
113,159.91						
32-5487-000-0	Land Purchase					2,745,759.10
Subtotal:						2,745,759.10
32-5500-000-0	Matching Grants	100,000.00	50,000.00	50,000.00	50.000	82,519.11
86,772.10						
32-5501-000-0	Incentives / Intergo					50,000.00
32-5507-000-0	HWY 34 Bypass Fundin	100,000.00	100,000.00			100,000.00
100,000.00						
Subtotal:		200,000.00	150,000.00	50,000.00	25.000	232,519.11
186,772.10						
32-5607-000-0	Note - Principal	3,374.41	3,374.41			38,929.59
32-5608-000-0	Note - Interest	178,625.59	178,625.59			11,070.41
32-5651-000-0	Note - Issuance Cost					41,250.00
Subtotal:		182,000.00	182,000.00			91,250.00
Program number:		720,002.47	607,490.03	112,512.44	15.627	3,411,557.37
467,539.47						

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 09:48 08/08/25
 Fund: 32 ECONOMIC DEVELOPMENT CORP.

City of Kaufman
 Revenue & Expense Report
 Non departmental
 Period Ending: 8/2025
 Program:

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								
Department number:	Non departmental	720,002.47			607,490.03	112,512.44	15.627	3,411,557.37
467,539.47								
Expenditure	Subtotal -----	720,002.47			607,490.03	112,512.44	15.627	3,411,557.37
467,539.47								
Fund number:	32 ECONOMIC DEVELOPMENT CORP.	30,002.47			8,288.29	21,714.18	72.375	59,919.53-
168,714.69-								

***** End of Report *****



**MINUTES OF THE
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, JULY 8, 2025
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142**

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 6:01 p.m. Directors present were Charles Gillenwater, Barry Ratcliffe, Ben Brashear, Jane Lucas, and Tommy Henricks. President Gillenwater declared a quorum present. Also present were Assistant City Manager Rachel Balthrop Mendoza, 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.

CONSENT AGENDA

1. Consider and take appropriate action on the monthly Financial Report from the Treasurer of the Corporation.

Director Brashear presented the monthly Financial Report for the KEDC.

Director Brashear made a motion to approve the monthly Financial Report. The motion was seconded by President Gillenwater and passed 5/0.

2. Consider and take appropriate action on the minutes from the June 10, 2025 Kaufman Economic Development Corporation meeting.

Director Brashear made a motion to approve the minutes from the June 10, 2025, Kaufman Economic Development Corporation meeting as presented. The motion was seconded by Vice President Ractliffe and passed 5/0.

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 the previous month.

DISCUSSION/ACTION ITEMS

- 4. Consider and discuss an Opinion of Probable Construction Costs (OPCC) report from Kimley-Horn for water, wastewater and road infrastructure at the Kaufman Commerce Park.

Mr. McGregor presented to Opinion of Probable Construction Costs report from Kimley-Horn Engineering for water, wastewater, and road infrastructure at the Kaufman Commerce Park.

- 5. Consider and discuss the Fiscal Year 2025-2026 Kaufman Economic Development Corporation budget.

Mr. McGregor gave the corporation an overview of various potential projects for the KEDC's 2025-2026 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 6:23 p.m.

- 6. A. Section 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 Pie, Blue, Snooze, Jetson, AC/DC, Kettle, Reflection, Waco, Jersey, Cupboard, Spring Garden, Kaleidoscope, Flashlight, Sandstone, Hanover

RECONVENE INTO OPEN SESSION

President Gillenwater reconvened into open session at 7:51 p.m.

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

There was no action required 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.

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 6:52 p.m.

APPROVED:

ATTEST:

Charles Gillenwater, President

Ben Brashear, Secretary/Treasurer

Executive Director's Report August 12, 2025

Calendar

- **7/9:** Meeting w/ Alston Construction
- **7/10:** Monthly KEDC-Chamber Meeting; Lowe's Groundbreaking Planning Meeting
- **7/16:** Employee Cybersecurity Training Session; Lowe's Groundbreaking Ceremony
- **7/17:** Emily at TAMIO Regional Meeting
- **7/22:** Meeting w/ County on mixed-use development near Kaufman; Meeting w/ Charles Gillenwater
- **7/23:** Meeting w/ Corban Realty
- **7/24:** Celina Mixed-Use Development Tour
- **7/25:** American National Bank Customer Appreciation Event; Meeting w/ Sandstone Investments (115 acres behind Kaufman Commerce Park)
- **7/30:** Open Enrollment Meeting; Meeting w/ SLS Consultants
- **7/31:** Zipline Drone Delivery Demo & Filming
- **8/1:** Meeting w/ Charles Gillenwater & Mike Holder; Call w/ Sen. Cruz's Office (re: Community Project Funding)
- **8/4:** North Central Texas Economic Development District Board Meeting; Meeting w/ TVCC on Kaufman Campus Renovations; City Council Budget Meeting
- **8/7:** Kaufman Economic Summit
- **8/8:** Meeting w/ Falcon Realty
- **8/12:** Stewart's Birthday!; Quarterly Kaufman County Leadership Council (KCLC) Meeting

Prospect Lead Responses: Dallas Chamber Distribution Lead, Projects Cherry Blossom & Cape Cod

Upcoming Events: Monthly City Council Meeting (8/18); KEDC Director on Vacation (8/13-27); Labor Day Holiday (9/1)

Next Regular KEDC Board Meeting: Tuesday, September 9th

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



Meeting Date: 8-12-2025	Date: 8-8-2025	Item #: 6	Dept.: KEDC
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(Check one)

Consent

 Action

 Discussion

SUBJECT:
 Consider and take appropriate action to approve the FY 2026 KEDC Budget and the annual proposed projects, programs and expenditures of the KEDC with action to request approval of the budget and KEDC programs from the Kaufman City Council.

BACKGROUND:
 The KEDC budget is provided for FY 2026. Revenues are anticipated to remain somewhat flat over this year with projected income at \$690,000. The budget breakdown is as follows:

Debt Service: \$287,000
 Staffing & Contracted Staff: \$230,635
 General Operations: \$137,365
 Matching Grants: \$75,000
TOTAL BUDGET: \$730,000

The budget slightly dips into fund balance revenues, which is similar to the FY 2025 budget. However, some items within the budget fluctuate based on demand (i.e., matching grants). For Fiscal Year 2025, revenues were anticipated at \$690,000 with expenditures at \$720,000. Based on current projections, staff does not anticipate expenses exceeding revenues at the close of FY 2025 with revenues ticking slightly above projections currently.

Major adjustments within the FY 2026 budget include a one time expense for a new KEDC website (\$10,000), a reduction in matching grants as recent years have not depleted funds (\$75,000) and additional costs for staffing (primarily based on a 2-step increase for employees based on the City’s step compensation plan).

Author: Stewart McGregor, KEDC Executive Director	Reviewed: Stewart McGregor, KEDC Executive Director
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Cost: \$730,000	Funds Available: KEDC Budget	Source: KEDC Revenues
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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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FY 2026 KEDC Budget		Notes
INCOME		
Sales Tax	\$ 640,000.00	
Interest	\$ 40,000.00	
Loan Payments	\$ 10,000.00	
Land Sales	\$ -	
Fund Balance	\$ -	
TOTAL INCOME	\$ 690,000.00	
EXPENSES		
SALARY & BENEFITS (32-5101-000)		
Salary & Benefits	\$ 162,485.00	
Item Total - Salary & Benefits	\$ 162,485.00	
RETENTION PAYMENT (32-5177-000)		
EDC Board Discretionary Retention Payment	\$ 10,370.00	
Item Total - Retention Payment	\$ 10,370.00	
MEETINGS (32-5213-000)		
Meetings	\$ 5,000.00	
Governor's Small Business Summit	\$ -	
DBJ Best Real Estate Deals	\$ -	
Industry Trade Shows/Broker Events/BRE	\$ 6,000.00	Decrease
ICSC Red River	\$ 2,000.00	
Item Total - Meetings	\$ 13,000.00	
PROFESSIONAL SERVICES (32-5362-000)		
Chamber BRE Contract	\$ 7,200.00	
City Administrative Services Contract	\$ 50,580.00	
Legal Fees	\$ 10,000.00	
New KEDC Website	\$ 10,000.00	New / One Time
Photography	\$ 1,000.00	
Professional & Technical Consulting	\$ 26,675.00	
Graphic Design	\$ 1,000.00	
Item Total - Professional Services	\$ 106,455.00	
PROFESSIONAL/TECHNICAL & AUDITING (32-5363-000)		
Website	\$ 3,000.00	
Audit	\$ 7,500.00	Slight Decrease
Item Total - Professional/Technical & Auditing	\$ 10,500.00	
PROMOTIONAL MATERIALS (32-5214-000)		
Miscellaneous Promotional Items	\$ 2,500.00	Slight Increase
Aerial Map Service Subscription	\$ 2,500.00	
Printed Maps (*biennial expense)	\$ -	
Business Retention Monthly Recognition	\$ 900.00	
Item Total - Promotional Materials	\$ 5,900.00	
MISCELLANEOUS/OFFICE SUPPLIES (32-5203-000)		
Office Furniture	\$ -	
Wall Map (*biennial expense)	\$ -	

Misc. Office Supplies	\$	1,500.00	Slight Increase
Logoed Shirts	\$	500.00	Slight Decrease
Item Total - Miscellaneous/Office Supplies	\$	2,000.00	
POSTAGE (32-5302-000)			
Postage	\$	500.00	
Item Total - Postage	\$	500.00	
ADVERTISING (32-5303-000)			
Publication/Digital Advertising	\$	8,000.00	Decrease
Chamber Banquet Sponsorship	\$	1,000.00	Slight Increase
Chamber Golf Tournament Sponsorship	\$	300.00	
Chamber Auction Sponsor	\$	360.00	
Economic Summit	\$	2,000.00	
KISD Education Foundation Gala Table Sponsorship	\$	1,500.00	Slight Increase
Johnny Countryman Memorial Scholarship	\$	-	Decrease
Kaufman Herald Ads	\$	500.00	
Item Total - Advertising	\$	13,660.00	
DUES & SUBSCRIPTIONS (32-5305-000)			
TEDC Membership	\$	1,200.00	Slight Increase
Chamber Membership	\$	450.00	
KCLC Dues	\$	725.00	Increase
ICSC Membership (up to 3 memberships)	\$	525.00	Slight Increase
IEDC Membership	\$	275.00	Decrease
Dallas Morning News	\$	400.00	
Dallas Business Journal	\$	210.00	
Kaufman Herald	\$	35.00	
North Texas Commercial Association of Realtors (NTCAR)	\$	-	
Texas Downtown Association	\$	-	
Downtown Merchants Association	\$	-	
Kaufman Lion's Club	\$	400.00	
Team Texas	\$	3,500.00	
Item Total - Dues & Subscriptions	\$	7,720.00	
UTILITIES (32-5306-000)			
Business Park Utilities	\$	550.00	
Item Total - Utilities	\$	550.00	
NON-CAPITAL MINOR TOOLS/SOFTWARE (32-5220-000)			
Computer	\$	-	
Avenu Subscription	\$	2,750.00	
ESRI Business Analyst	\$	-	
CRM System	\$	-	
Resimplifi Website Real Estate Tool	\$	3,500.00	Slight Increase
Retail Lease Trac	\$	900.00	
PDF Suite	\$	-	
Item Total - Non-Capital Minor Tools/Software	\$	7,150.00	
INSURANCE (32-5309-000)			

Insurance	\$	560.00	
Item Total - Insurance	\$	560.00	
TUITION & EDUCATION (32-5322-000)			
TEDC Sales Tax Training (4 registrants)	\$	900.00	4 People
ICSC Registration (2 registrants)	\$	1,250.00	Increase
TEDC Annual Conference (San Antonio)	\$	675.00	Decrease
TEDC Winter Conference	\$	-	Not Attending
TEDC Mid-Year Conference (2 registrants)	\$	1,150.00	Slight Increase
TEDC Board Retreat	\$	-	
TEDC Basic Economic Development Course	\$	800.00	
IEDC CEcD Continuing Education	\$	600.00	
Webinars	\$	300.00	
Kaufman County Day at the Capitol (3 people)	\$	525.00	
Item Total - Tuition & Education	\$	6,200.00	
TRAVEL (32-5330-000)			
TEDC Annual Conference (San Antonio)	\$	900.00	
TEDC Sales Tax Training (Richardson)	\$	750.00	Hotel - 4 people
ICSC Red River (San Antonio)	\$	1,700.00	Moved to SA
TEDC Winter Conference (El Paso)	\$	-	Not Attending
TEDC Mid-Year Conference (Plano)	\$	1,300.00	2 people
TEDC Board Retreat Hotel & Parking (Austin)	\$	-	
TEDC Basic Economic Development Course (Frisco)	\$	800.00	
Kaufman County Day at the Capitol (3 people)	\$	3,000.00	
Industry Trade Shows/Broker Events/BRE	\$	2,500.00	Decrease
Long Range Mileage/Transportation	\$	1,500.00	Decrease
Meals & Incidentals	\$	500.00	
Item Total - Travel	\$	12,950.00	
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	\$	8,000.00	
Item Total - Maintenance	\$	8,000.00	
MATCHING GRANTS (32-5500-000)			
Matching Grants (Façade + Destination)	\$	75,000.00	Decrease
Item Total - Matching Grants	\$	75,000.00	
INCENTIVES/INTERGOVERNMENTAL (32-5501-000)			
	\$	-	
Item Total - Incentives/Intergovernmental			
PRINCIPAL & INTEREST			
KEDC 175 Land Debt Service Payment	\$	187,000.00	
Item Total - Principal & Interest	\$	187,000.00	
TOTAL EXPENSES		\$ 730,000.00	



Meeting Date: 8-12-2025	Date: 8-8-2025	Item #: 7	Dept.: KEDC
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(Check one)

Consent

 Action

 Discussion

SUBJECT:
 Consider and take appropriate action regarding authorizing the Executive Director of the KEDC to solicit a Request for Qualifications and retain general legal counsel services on behalf of the Corporation starting October 1, 2025.

BACKGROUND:
 For several years, the KEDC has utilized legal services from the City of Kaufman’s law firm (Messer Fort). There have been several changes in the last 4 years with 5 attorneys assigned to serve as legal counsel to the KEDC. Further, the KEDC has a growing pipeline of major projects that will require additional attention to legal agreements in the near future. In an effort to provide consistent and efficient representation, staff recommends engaging a firm specializing in economic development law that can work on behalf of the KEDC with economic development agreements. In conversations with city management and the current firm, it is intended the KEDC’s counsel will be engaged with the City Attorney as projects begin negotiations in order to maintain a collaborative effort as many larger projects involve incentive agreements from City funds (380, 312, etc.). There are several firms in North Texas that specialize in economic development law. A Request for Qualifications (RFQ) process has been identified as a way of assessing and selecting a firm. A draft of that RFQ is attached to this packet with responses due by September 12, 2025. The selected firm will begin work on behalf of the KEDC on October 1, 2025.

Author: Stewart McGregor, KEDC Executive Director	Reviewed: Stewart McGregor, KEDC Executive Director
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Cost: N/A	Funds Available: N/A	Source: N/A
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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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Kaufman Economic Development Corporation Request for Qualifications Economic Development Corporation Legal Services

The Kaufman Economic Development Corporation (KEDC) is a Type A economic development corporation funded via ¼-cent of the local sales tax in the City of Kaufman, Texas. The KEDC provides support to expand the commercial tax base, attract new primary jobs and retain existing industry in the City of Kaufman. It is governed by a 5-member board appointed by the Kaufman City Council and is staffed by a full-time Executive Director and a half-time Marketing Manager with additional contractual professional services provided by the City of Kaufman and Kaufman Chamber of Commerce. The Corporation's annual revenue is approximately \$700,000. The City of Kaufman is located 35 minutes southeast of Dallas and is the county seat of Kaufman County, the fastest growing county by percentage growth in the State of Texas.

The Kaufman EDC is soliciting qualifications for general economic development legal services. The selected firm will have experience in all facets of Texas economic development law (industrial, retail, redevelopment and related uses) along with understanding of the Texas Local Government Code. The selected law firm will work collaboratively with the City of Kaufman's City Attorney in the drafting of economic development agreements and related organizational oversight that requires City Council approval.

The general scope of services includes the following:

- Advise on legal and risk matters related to KEDC projects and operations
- Drafting performance agreements (including Type A, 380 and 312 Agreements)
- Ensure compliance and enforcement regarding existing contracts
- Ability to attend board or council meetings, as needed (in person or via phone)

The minimum qualifications of the selected firm include:

- Licensed to practice law in the State of Texas
- Experience with a variety of economic development agreements representing various development asset classes
- Ability to engage with KEDC Staff in a timely manner with processing requests, providing status updates and related duties

- Stays updated on legal changes within economic development and municipal law, including attendance/instruction at CLE, sales tax training and related activities
- Strong customer service focus in working with the KEDC, business prospects and City of Kaufman representatives

The following items for submission are requested:

- Expression of Interest & Firm Overview
 - Please provide information related to your firm's interest in representing the KEDC along with an overview of the firm and the firm's approach in working with economic development clients
- Relevant Experience
 - Please provide information related to economic development corporation clients represented and experience with a variety of economic development projects (industrial, commercial, etc.)
 - Demonstrate experience with a variety of economic development programs such as 380, 312 and EDC performance agreements
- Key Personnel
 - Please provide the name and bio of the lead attorney and legal staff that will be assigned work, if selected
- Fee Structure & Billing Policies
 - Provide information related to hourly fees, retainers or related fee structures as part of your services. Further, please detail your firm's billing cycle and related policies
- References
 - Provide at least three references of economic development clients within the State of Texas (at least one reference shall be a sales tax economic development corporation)

Submission:

Interested firms shall submit responses to the Kaufman Economic Development Corporation by close of business, Friday, September 12, 2025. Any questions can be submitted electronically or via phone to the KEDC Executive Director prior to submission deadline. The selected firm will commence work on behalf of the KEDC starting October 1, 2025. The KEDC Executive Director reserves the right to request additional information or schedule a brief call to visit with a firm prior to final selection. The KEDC reserves the right to accept or reject any responses received.

Stewart McGregor, CEcD
Executive Director
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