

MEETING CANCELED
AGENDA
BENBROOK ECONOMIC DEVELOPMENT CORPORATION
REGULAR BOARD MEETING
MONDAY, JULY 19, 2021
911 WINSCOTT ROAD, BENBROOK, TEXAS
A quorum of the Benbrook City Council may be in attendance at this meeting.

WORK SESSION - 7 P.M.
CENTRAL CONFERENCE ROOM
The Work Session may continue after the Regular Board Meeting adjourns.

1. 1. Review/Discuss the Regular Board Meeting Agenda.
2. 2. Staff Updates (time permitting):
 - a. Discussion of approved projects may include, but are not limited to, the following: Benbrook Blvd./U.S. 377, N.W. Winscott Addition, Westpark Corner, Russell's Feed & Supply, ACE
 - a. Hardware, and/or American Masonry Supply.
 - c. b. Benbrook development activity.
 - d. c. Benbrook City Council (action items of interest to the Board).
 - e. d. ED Department items/initiatives/contracts/programs/marketing/activities/events.
3. 3. Discuss the 2021-2022 BEDC Strategic Plan.
4. 4. Discuss the BEDC Incentive Guidelines.

REGULAR BOARD MEETING - 7:30 P.M.
COUNCIL CHAMBERS

All Agenda items are subject to final action.

- I. CALL TO ORDER
- II. CITIZEN'S PUBLIC FORUM

Citizen's Public Forum provides the public with the opportunity to address the Board on any BEDC matter or item on the agenda. State Law prohibits any deliberation of or formal action regarding items presented during the citizen's public forum. The Board may only make a statement of specific factual information given in response to the inquiry, recite an existing policy, or request staff place the item on an agenda for a subsequent meeting.
- III. ACTION ITEMS
 - A. Approve the May 17, 2021, Regular Board Meeting Minutes.
 - B. Approve the 2021/2022 BEDC Strategic Plan.
 - C. Approve the BEDC Incentive Guidelines.

Documents:

IV. DIRECTOR'S REPORT

A. Receive Monthly Financial Report for Period Ending May 31, 2021.

B. Receive Monthly Financial Report for Period Ending June 30, 2021.

V. EXECUTIVE SESSION

Pursuant to the Texas Open Meetings Act:

A. Section 551.072 – Deliberations Regarding Real Property.

Deliberate the purchase, exchange, lease, or value of real property, as deliberation in an open session would have a detrimental effect on the position of governmental body negotiations with a third person.

DISCUSS PROPERTY LOCATED SOUTH OF I-20/I-820 LOOP, WEST OF ARROW WOOD ST., NORTH OF LAKESIDE DR., AND EAST OF BENBROOK BLVD./U.S. 377.

B. Section 551.087 – Deliberation Regarding Economic Development Negotiations.

Deliberate the offer of a financial or other incentive to business prospect.

DISCUSS THE N.W. WINSCOTT ADDITION LOCATED AT 610 WINSCOTT RD.

VI. RECONVENE INTO OPEN SESSION

VII. TAKE ANY NECESSARY OR APPROPRIATE ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION

VIII. ADJOURNMENT

The BEDC Board reserves the right to convene in Executive Session on any item on the Agenda pursuant to the provisions of the Open Meetings Law, Chapter 551, Texas Government Code, in accordance with the authority contained in:

Section 551.071, Consultation with City Attorney

Section 551.072, Deliberation regarding real property

Section 551.073, Deliberation regarding gifts and donations

Section 551.087, Deliberation regarding economic development negotiations

This meeting will be recorded, and the recording will be made available to the public in accordance with the Texas Open Meetings Act, upon written request.

THIS FACILITY IS WHEELCHAIR ACCESSIBLE. FOR SPECIAL ACCOMMODATIONS, OR TO INFORM US OF INACCESSIBILITY TO THIS MEETING, PLEASE CONTACT HILLARY CROMER, ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT AND MARKETING, AT 817-249-6091. PLEASE CALL 48 HOURS IN ADVANCE IF YOU REQUIRE INTERPRETATIVE SERVICES.



**BENBROOK ECONOMIC DEVELOPMENT CORPORATION
REGULAR BOARD MEETING MINUTES
MONDAY, MAY 17, 2021
911 WINSCOTT ROAD, BENBROOK, TEXAS**

In the public health effort to help slow the spread of the coronavirus, Board Members were given the option to participate in-person or virtually, telephonically for the Regular Board Meeting and on Zoom for the Work Session and Executive Session. Citizens were invited to participate in the Citizen’s Public Forum in-person or telephonically; both a toll-free and a local phone number were made available.

WORK SESSION: The Benbrook Economic Development Corporation (BEDC) Board of Directors met at 7 p.m. to discuss the agenda items, review staff updates, and conduct a strategic planning session. The Work Session was held in the Benbrook City Hall Central Conference Room; virtual attendees participated on Zoom. The Work Session recessed at approximately 7:18 p.m.

Board Members in Attendance:

Keith Tiner (in-person)	Place 1
Michelle Thomas (virtual)	Secretary, Place 3
Thomas Casey (in-person)	Place 4
Kent Williams (in-person)	President, Place 5
Gary Crowell (in-person)	Vice President, Place 6
Kristina Denapolis West (virtual)	Place 7

Board Members Not in Attendance:

Danyelle Ackall	Place 2
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Staff Present: Jessica James, Director of Economic Development; Hillary Cromer, Assistant Director of Economic Development and recording secretary; Jim Hinderaker, Assistant City Manager; Jeff Morrison, Systems Administrator.

REGULAR SESSION – CONVENED INTO THE COUNCIL CHAMBERS

I. CALL TO ORDER

The BEDC Regular Board Meeting was called to order at 7:30 p.m. on Monday, May 17, 2021, in the Benbrook City Hall Council Chambers, 911 Winscott Road, Benbrook, Texas.

II. CITIZEN’S PUBLIC FORUM

President Williams opened the floor and telephone line for two minutes to allow citizens to comment on any agenda item. There were no citizen comments.

III. ACTION ITEMS

- A. Approve the April 19, 2021, Regular Board Meeting Minutes.
 - a. Mr. Crowell made a motion to approve the April 19, 2021, Regular Board Meeting Minutes with the following corrections:
 - i. Correction to the Call to Order date from May 17 to April 19; and



- ii. Correction to the date in Action Item 'A' from May 17 to March 15.
- b. Mr. Tiner seconded the motion with the corrections mentioned above. There were no further questions or comments. The motion carried, 6-0.

IV. DIRECTOR'S REPORT

Receive Monthly Financial Report for Period Ending April 30, 2021.

Assistant Director, Hillary Cromer, presented this item.

Presentation Highlights:

- Liquid assets as of April 30, 2021:
 - Checking account: \$1,267,888.92.
 - Certificate of Deposit: \$3,811,654.41.
 - Total liquid assets: \$5,079,543.33.
- Total revenue for April 2021: \$106,568.06. This amount includes:
 - Sales tax revenue for April 2021: \$105,213.84.
 - Interest earned on business account: \$219.22.
 - Oil and gas royalties: \$1,135.
- Encumbered funds: \$1,288,722.46. This amount includes:
 - Total current and pending projects: \$1,224,949.30.
 - Total operating expenses for April 2021: \$63,773.16.
- Fund balance as of April 30, 2021: \$3,790,820.87.
- The BEDC does not currently carry any debt.

There were no comments or questions. No action necessary.

V. EXECUTIVE SESSION

The Board convened into Executive Session at approximately 7:43 p.m. to discuss the item below. No action taken.

Pursuant to the Texas Open Meetings Act:

Section 551.072 – Deliberations Regarding Real Property

Deliberate the purchase, exchange, lease, or value of real property, as deliberation in an open session would have a detrimental effect on the position of governmental body negotiations with a third person.

- DISCUSS PROPERTY LOCATED SOUTH OF I-20/I-820 LOOP, WEST OF ARROW WOOD STREET, NORTH OF LAKESIDE DRIVE, AND EAST OF BENBROOK BLVD./U.S. 377.

VI. RECONVENE INTO OPEN SESSION

The BEDC Board reconvened into open session at 8:48 p.m.

VII. TAKE ANY ACTION NECESSARY OR APPROPRIATE AS A RESULT OF CLOSED EXECUTIVE SESSION

No action necessary.



VIII. ADJOURNMENT

The meeting adjourned at approximately 8:48 p.m.

WORK SESSION (CONTINUED): The Board resumed the Work Session at 7:55 p.m. to conduct the Strategic Planning Session. The Work Session ended at 9:58 p.m.

APPROVED:

**KENT WILLIAMS
PRESIDENT**

ATTEST:

**MICHELLE THOMAS
SECRETARY**



Benbrook Economic Development Corporation

DATE: July 19, 2021	REFERENCE NUMBER:	SUBJECT: Approve the 2021-2022 BEDC Strategic Plan	PAGE: 1 of 1
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BACKGROUND

The Benbrook Economic Development Corporation (BEDC) held its Annual Strategic Planning Session on May 17, 2021, during the work session of its regularly scheduled Board meeting. During the planning session, the Board reviewed its previous 2019 Strategic Plan along with the City of Benbrook’s Comprehensive Plan. The Board used these documents to help guide them in establishing their goals and objectives for their 2021-2022 BEDC Strategic Plan. The purpose of the plan is to serve as the guide for Staff and Board Members as they focus on business recruitment and retention efforts for the next two years. These objectives and goals are critical in helping to improve the economic sustainability of Benbrook.

ATTACHMENTS

The BEDC Board Members have received the draft plan prior to the meeting to review and provide any further comments.

Recommendation

Staff recommends the Board make any final needed modifications and approve its 2021-2022 BEDC Strategic Plan.

SUBMITTED BY: Jessica James	DISPOSITION BY BEDC BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
		DATE: July 19, 2021



Benbrook Economic Development Corporation

DATE: July 19, 2021	REFERENCE NUMBER:	SUBJECT: Approve the BEDC Incentive Guidelines	PAGE: 1 of 1
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BACKGROUND

During the Benbrook Economic Development Corporation’s Annual Strategic Planning Session on May 17, 2021, the Board discussed and provided input on establishing Incentive Guidelines for Staff to utilize during their recruitment and retention efforts. The guidelines combine the different types of incentives the Board has offered in the past along with a few new ones into one complete document. This document only serves as a guide, and each project will be evaluated on a case-by-case basis based on its contribution to the community and return on investment.

ATTACHMENTS

The BEDC Board Members have received the draft Incentive Guidelines prior to the meeting to review and provide any further comments.

RECOMMENDATION

Staff recommends the Board make any final needed modifications and approve the BEDC Incentive Guidelines.

SUBMITTED BY: Jessica James	DISPOSITION BY BEDC BOARD: Y APPROVED Y OTHER (DESCRIBE)	PROCESSED BY:
		DATE: July 19, 2021