

AGENDA
BENBROOK ECONOMIC DEVELOPMENT CORPORATION
REGULAR BOARD MEETING
MONDAY, SEPTEMBER 20, 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. Review/Discuss the Regular Board Meeting Agenda.
2. Staff Updates (time permitting):
 - a. Discussion of approved projects may include, but are not limited to, the following: Benbrook Blvd./U.S. Hwy. 377, N.W. Winscott Addition, Westpark Corner, Russell's Feed & Supply, ACE Hardware, and/or American Masonry Supply.
 - b. Benbrook development activity.
 - c. Benbrook City Council (action items of interest to the Board).
 - d. ED Department items/initiatives/contracts/programs/marketing/activities/events.

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

Approve the August 16, 2021, Regular Board Meeting Minutes.

Documents:

[BEDC AUGUST 16, 2021, BOARD MEETING MINUTES.PDF](#)

IV. DIRECTOR'S REPORT

Receive Monthly Financial Report for Period Ending August 31, 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. HWY. 377.

DISCUSS BEDC-OWNED PROPERTY COMMONLY REFERRED TO AS WESTPARK CORNER.

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, AUGUST 16, 2021
911 WINSCOTT ROAD, BENBROOK, TEXAS**

WORK SESSION: The Benbrook Economic Development Corporation (BEDC) Board of Directors met at 7 p.m. to discuss the agenda items, to discuss the 2021-2022 Strategic Plan and Incentive Guidelines, and to review staff updates. The Work Session was held in the Benbrook City Hall Central Conference Room. The Work Session recessed at approximately 7:27 p.m.

Board Members in Attendance:

Keith Tiner	Place 1
Danyelle Ackall	Place 2
Thomas Casey	Place 4
Kent Williams	President, Place 5
Gary Crowell	Vice President, Place 6
Kristina Denapolis West	Place 7

Board Members Not in Attendance:

Michelle Thomas	Secretary, Place 3
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Staff Present: Jessica James, Director of Economic Development; Cynthia Williams, Marketing & Communications Specialist (recording secretary); and Beth Fischer, Deputy City Secretary.

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, August 16, 2021, in the Benbrook City Hall Council Chambers, 911 Winscott Rd., Benbrook, Texas.

II. CITIZEN’S PUBLIC FORUM

President Williams opened the floor to allow citizens to comment on any agenda item. There were no citizen comments.

III. ACTION ITEMS

- A. Approve the May 17, 2021, Regular Board Meeting Minutes.
 - a. Mr. Tiner made a motion to approve the May 17, 2021, Regular Board Meeting Minutes, as written.
 - b. Mr. Casey seconded the motion. There were no further questions or comments. The motion carried, 5-0, with Ms. Ackall abstaining.
- B. Approve the 2021-2022 BEDC Strategic Plan.
 - a. Ms. James provided a brief presentation. Key highlights are below:
 - i. On May 17, 2021, the BEDC Board established their 2021-2022 goals and objectives at their Strategic Planning Session.



- ii. The purpose of the Strategic 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.
 - iii. Recommendation: Staff recommends the BEDC Board of Directors make any final needed modifications and approve the 2021-2022 BEDC Strategic Plan.
 - b. Mr. Crowell made a motion to approve the 2021-2022 BEDC Strategic Plan.
 - c. Mr. Casey seconded the motion. There were no further comments or questions. The motion carried, 6-0.
- C. Approve the BEDC Incentive Guidelines.
- a. Ms. James provided a brief presentation. Key highlights are below:
 - i. On May 17, 2021, the BEDC Board established Incentive Guidelines at their 2021-2022 Planning Session.
 - ii. The guidelines combine the different types of incentives the Board has offered in the past along with other new options. This document only serves as a guide, and each project will be evaluated on a case-by-case basis.
 - iii. Staff recommends the BEDC Board of Directors make any final needed modifications and approve the BEDC Incentive Guidelines.
 - b. Ms. West made a motion to approve the BEDC Incentive Guidelines.
 - c. Mr. Tiner seconded the motion. There were no further comments or questions. The motion carried, 6-0.
- D. Conduct a Public Hearing to Receive Comments on the Proposed Fiscal Year 2021-2022 BEDC Budget.
- In accordance with the Texas Local Government Code Section 505.159, a public hearing is required to be held by the Benbrook Economic Development Corporation to expend funds on Type B projects. The public hearing offers an opportunity for the public to provide input on project expenditures.*
- a. President Williams opened the public hearing at 7:35 p.m. to any citizen wishing to speak about this item. There were no citizen comments. President Williams closed the public hearing at 7:37 p.m.
- E. Consider and Approve Proposed Fiscal Year 2021-2022 BEDC Budget.
- a. Ms. James provided a brief presentation. Key highlights are below:
 - i. The proposed fiscal year 2021-2022 BEDC Budget totals \$2,117,926.
 - ii. City departments submit budgets to be reviewed by the City Manager and Finance Department. While administrative costs are approved through the normal City budget review process, the BEDC Board is asked to consider and approve EDC projects as generally described in the 5700 accounts.
 - iii. A summary of proposed BEDC projects is below:

PROJECTS	
5705 STOREFRONT IMPROVEMENT GRANTS (ONGOING)	\$200,000
5706 NW WINSOTT (MAINTENANCE, ETC.)	\$50,000
5707 WESTPARK CORNER (DEMO, ETC.)	\$75,000
5722 BENBROOK BLVD. (INFRASTRUCTURE/BEAUTIFICATION)	\$332,279
5730 VISTA WAY EXPANSION (INFRASTRUCTURE)	\$930,000
5700 TOTAL PROJECTS	\$1,587,279
TOTAL FY 2021-2022 BEDC BUDGET	\$2,117,926

- iv. On October 1, 2021, liquid assets are projected to be \$4,078,258.62.



- v. Projected sales tax revenue for fiscal year 2021-2022 is projected to be \$1,500,000.00.
 - vi. Therefore, if the budget is approved, the projected fiscal year 2021-2022 year-end fund balance is projected to be \$3,460,332.62.
 - vii. Recommendation: Staff recommends the BEDC Board of Directors approve the Fiscal Year 2021-2022 BEDC Budget and recommend that the Benbrook City Council ratify the budget.
 - viii. President Williams asked Ms. James which meeting City Council would be considering the BEDC budget. Ms. James responded that it would be considered at the first City Council meeting in September.
 - ix. Mr. Crowell made a motion to approve the 2021-2022 BEDC Budget.
 - x. Mr. Casey asked Ms. James what would happen to remaining funds if any of the proposed projects were to be completed under budget. Ms. James explained that the remaining project funds would be wrapped back into the fund balance, available for future use.
 - xi. Ms. West seconded the motion. The motion carried, 6-0.
- F. Conduct a Public Hearing to Receive Comments on the Proposed Expenditure of \$70,000 for the Acquisition of .45 Acres of Benbrook Water Authority's Right-of-Way and Easement Property Located on the Corner of U.S. Hwy. 377 and Old Benbrook Rd. and Amend the Budget Accordingly.
- In accordance with the Texas Local Government Code Section 505.159, a public hearing is required to be held by the Benbrook Economic Development Corporation to expend funds on Type B projects. The public hearing offers an opportunity for the public to provide input on project expenditures.*
- a. President Williams opened the public hearing at 7:43 p.m. to any citizen wishing to speak. There were no citizen comments. President Williams closed the public hearing at 7:45 p.m.
- G. Consider and Approve the Expenditure of \$70,000 for the Acquisition of .45 Acres of Benbrook Water Authority's Right-of-Way and Easement Property Located on the Corner of U.S. Hwy. 377 and Old Benbrook Rd. and Amend the Budget Accordingly.
- a. Ms. James provided a brief presentation summarizing the project. Here are the highlights:
 - i. In 2019, City Council approved the extension of Vista Way (Aledo Rd.) to Benbrook Blvd./U.S. Hwy. 377 north of I-20.
 - ii. The project will provide another north/south connection under I-20/I-820 and include the two-way conversion of the existing I-20 Service Rd. and the realignment/signalization of the Vista Way/Old Benbrook Rd. intersection at Benbrook Blvd./U.S. Hwy. 377.
 - iii. The BEDC agreed to fund up to \$1 million of the estimated \$2.2 million total project cost.
 - iv. The acquisition of .31 acres of right-of-way and .14 acres of slope easement (totaling .45 acres) from the Benbrook Water Authority (BWA) is required to relocate the existing sanitary sewer line for the Vista Way extension.
 - v. The property is located on the east side of Benbrook Boulevard/U.S. Hwy. 377 and north of Old Benbrook Rd.
 - vi. The City's appraisal valued the property at \$65,000, while BWA's appraisal valued the property at \$74,579.
 - vii. Recommendation: Staff recommends the City offer \$70,000 to BWA for the property.



- viii. If the expenditure is approved by the BEDC Board, then the Benbrook City Council will consider signing an Interlocal Agreement (ILA) on August 19, 2021, with BWA to purchase the necessary property and relocate the existing sanitary sewer line.
- ix. Recommendation: Staff recommends the BEDC Board of Directors consider and approve the expenditure of \$70,000 for the acquisition of .45 acres of Benbrook Water Authority's right-of-way and easement property located on the corner of U.S. Hwy. 377 and Old Benbrook Rd. and amend the budget accordingly.
- x. Mr. Casey made a motion to approve the expenditure of \$70,000 for the acquisition of .45 acres of Benbrook Water Authority's right-of-way and easement property located on the corner of U.S. Hwy. 377 and Old Benbrook Rd. and amend the budget accordingly.
- xi. Mr. Tiner seconded the motion. There were no further comments or question. The motion carried, 6-0.

IV. DIRECTOR'S REPORT

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

Director, Jessica James, presented this item.

Presentation Highlights:

- Liquid assets as of May 31, 2021:
 - Checking account: \$1,381,008.53.
 - Certificate of Deposit: \$3,811,654.41.
 - Total liquid assets: \$5,192,662.94.
- Total revenue for May 2021: \$175,757.77. This amount includes:
 - Sales tax revenue for May 2021: \$175,538.08.
 - Interest earned on business account: \$219.69.
- Encumbered funds: \$1,264,509.29. This amount includes:
 - Total current and pending projects: \$1,162,605.21.
 - Total operating expenses for May 2021: \$101,904.08.
- Fund balance as of May 31, 2021: \$3,928,153.65.

There were no comments or questions. No action necessary.

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

Director, Jessica James, presented this item.

Presentation Highlights:

- Liquid assets as of June 30, 2021:
 - Checking account: \$1,417,328.07.
 - Certificate of Deposit: \$3,816,824.93.
 - Total liquid assets: \$5,234,153.00.
- Total revenue for June 2021: \$142,140.99. This amount includes:
 - Sales tax revenue for June 2021: \$137,964.78.



- Interest earned on business account: \$4,176.21.
- Encumbered funds: \$1,190,151.25. This amount includes:
 - Total current and pending projects: \$1,152,541.87.
 - Total operating expenses for June 2021: \$37,609.38.
- Fund balance as of June 30, 2021: \$4,044,001.75.

There were no comments or questions. No action necessary.

C. Receive Financial Report for Period Ending July 31, 2021.

Director, Jessica James, presented this item.

Presentation Highlights:

- Liquid assets as of July 31, 2021:
 - Checking account: \$1,504,353.50.
 - Certificate of Deposit: \$3,816,824.93.
 - Total liquid assets: \$5,321,178.43.
- Total revenue for July 2021: \$124,634.81. This amount includes:
 - Sales tax revenue for July 2021: \$122,778.62.
 - Interest earned on business account: \$266.54.
 - Oil and gas royalties: \$1,589.65.
- Encumbered funds: \$1,182,919.81. This amount includes:
 - Total current and pending projects: \$1,152,071.57.
 - Total operating expenses for July 2021: \$30,848.24.
- Fund balance as of July 31, 2021: \$4,138,258.62.
- Mr. Crowell asked if the BEDC has changed its process for receiving Industrial Park monument sign rental payments. Ms. James explained that payments were received in early 2021, and that there has been no change in the way BEDC has received sign rental payments. Mr. Crowell mentioned that he was under the impression that the process may have changed. Ms. James explained that it is possible that payments were previously received on a monthly basis in the past, but that they are now received on an annual basis.

There were no comments or questions. No action necessary.

V. EXECUTIVE SESSION

The Board convened into Executive Session at approximately 8:01 p.m. to discuss the item below. No action was taken.

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. Hwy. 377.



- B. Section 551.087 – Deliberations 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

The BEDC Board reconvened into open session at 8:44 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 8:45 p.m.

APPROVED:

**KENT WILLIAMS
PRESIDENT**

ATTEST:

**GARY CROWELL
VICE PRESIDENT**