MEETING AGENDA
ANNA COMMUNITY DEVELOPMENT CORPORATION
AND
ANNA ECONOMIC DEVELOPMENT CORPORATION

Thursday, March 7, 2024 @ 6:00 PM

The EDC/CDC of the City of Anna will meet on 3/07/2024, at 6:00 PM in the Anna Municipal Complex-Council Chambers, located at 120 W. 7th Street, to consider the following items.

1. **Call to Order, Roll Call, and Establishment of Quorum.**
2. **Invocation and Pledge of Allegiance.**
3. **Neighbor Comments.**
   Persons may address the Board of Directors on items not on the agenda; please observe the time limit of three (3) minutes. Members of the Board cannot comment on or deliberate statements of the public except as authorized by Section 551.042 of the Texas Government Code.
4. **Consent Agenda.**
   a. Approve minutes from the February 8, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (CDC)
   b. Approve minutes from the February 8, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (EDC)
5. **Individual Consideration.**
6. **Director's Report.**
   a. Strategic Plan Update
   b. Financial Report/Sales Tax Update
   c. 2024 Great Anna Chamber of Commerce Banquet Update
   d. ICSC - Las Vegas
   e. RFQ Downtown Update
   f. 2024 Easter Eggstravaganza
   g. 2024 Greater Anna Chamber of Commerce Golf Tournament

IMPORTANT LEGAL NOTICE: The Corporation may vote and/or act upon each of the items listed in this agenda. The Corporation reserves the right to retire into executive session concerning any of the items listed on this agenda, whenever it is considered necessary and legally justified under the Open Meetings Act. Disabled persons who want to attend this meeting and who may need assistance should contact the City Secretary at 972-924-3325 two working days prior to the meeting so that appropriate arrangements can be made.

h. 2024 Dallas Business Journal - Best Real Estate Deals Awards

i. 2024 Boards and Commission Orientation

j. May CDC/EDC Meeting Date

7. **Closed Session.**

a. Deliberate regarding the purchase, exchange, lease or value of real property. (Tex. Gov't Code §551.072) possible property acquisition; possible land sale/purchase.

b. Consult with legal counsel on matters 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 Chapter 551 of the Government Code (Tex. Gov't Code §551.071); Grant program; Lease agreement and professional services contract. Pending Contracts.

c. Discuss or deliberate Economic Development Negotiations: (1) To discuss or deliberate regarding commercial or financial information that the Board of Directors has received from a business prospect that the Board of Directors seeks to have locate, stay, or expand in or near the territory of the City of Anna and with which the Board 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). (Tex. Gov't Code §551.087); potential retail and medical projects.

8. **Reconvene into open session and take any action on closed session items.**

9. **Receive reports from staff or Board Members about items of community interest.**

10. **Adjourn.**

This is to certify that I, Bernie Parker, Interim Director of Economic Development, posted this Agenda on the City's website (www.annatexas.gov) and at the Anna Municipal Complex bulletin board at or before 5:00 p.m. on 3/01/2024.

Bernie Parker, Interim Director of Economic Development

IMPORTANT LEGAL NOTICE: The Corporation may vote and/or act upon each of the items listed in this agenda. The Corporation reserves the right to retire into executive session concerning any of the items listed on this agenda, whenever it is considered necessary and legally justified under the Open Meetings Act. Disabled persons who want to attend this meeting and who may need assistance should contact the City Secretary at 972-924-3325 two working days prior to the meeting so that appropriate arrangements can be made.

Item No. 3.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
Neighbor Comments.

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 4.a.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
Approve minutes from the February 8, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (CDC)

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:
1. February 8_2024 CDC EDC Joint Meeting Minutes_Draft

Officers:
Bruce Norwood, President
Jody Bills, Vice-President
Rocio Gonzalez, Secretary

Staff:
Bernie Parker, Interim Director of Economic Development
Salena Tittle, Interim Economic Development Analyst

Anna Community Development Corporation and Anna Economic Development Corporation Meeting Minutes

Thursday, February 8, 2024, at 6:00 pm
Anna Municipal Complex, City Council Chambers
120 W. 7th Street, Anna, Texas 75409

The Anna Community Development Corporation and the Anna Economic Development Corporation conducted a meeting at 6:00 p.m. on Thursday, February 8, 2024, at the Anna Municipal Complex City Council City Council Chambers, located at 120 W. 7th Street Anna, Texas 75409.

A video recording of the open session portions of the meeting may be viewed online at the City of Anna's website: https://www.annatexas.gov/962/AgendasMinutes

CDC and EDC Board Members Present: Bruce Norwood, Rocio Gonzalez, Jody Bills, Allison Inesta, and Kylee Kelley. **CDC and EDC Board Members Absent:** Michelle Hawkins and Ronnie Kerr. **Others Present:** Bernie Parker (Interim Director of Economic Development), Salena Tittle (Interim Economic Development Analyst), Lee Miller (Council Member), Pete Cain (Council Member), Kevin Toten (Council Member), and Clark McCoy (Attorney).

1. **Call to Order, Roll Call, and Establishment of Quorum.**
   The meeting was called to order by Board President Bruce Norwood at 6:00 p.m.
2. **Invocation and Pledge of Allegiance.**
   Invocation and Pledge of Allegiance was led by Bruce Norwood.
3. **Neighbor Comments.**
   None.

4. **Consent Agenda.**
   a. Approve minutes from the January 4, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (CDC)
   b. Approve minutes from the January 4, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (EDC)

Officers:
Bruce Norwood, President
Jody Bills, Vice-President
Rocio Gonzalez, Secretary

Staff:
Bernie Parker, Interim Director of Economic Development
Salena Tittle, Interim Economic Development Analyst

Jody Bills made a motion on behalf of the CDC and EDC to approve the consent agenda. Rocio Gonzalez seconded the motion. All were in favor. Motion passed.

5. **Individual Consideration.**

There were no individual consideration items.

6. **Director's Report.**

a. Strategic Plan Update

Bernie Parker took the opportunity to introduce and welcome Mrs. Salena Tittle as the new Economic Development Analyst. Mr. Parker then presented to the board some new and exciting items that staff have been working on. Bernie Parker presented to Slayter Creek Middle School students and Anna High School students regarding Economic Development. Salena Tittle attended a kickoff meeting for the first ever Hiring Event in collaboration with Anna ISD, DFW Jobs, and the Texas Workforce Commission.

b. Financial Report/Sales Tax Update

Bernie Parker presented updated information on increased sales tax and that the city is already up 28% higher than where we were last year. Bernie contributed the increase to a great council and to a great board and all of the new businesses that have opened like Texas Roadhouse, 3 Nations, and all of the new businesses that have opened their doors here in Anna.

c. ICSC Red River Update

Bernie Parker updated the board on the positive turnout that the EDC received at the ICSC Conference. A couple of Council Members and Board Members were also in attendance and feel the conference was a successful one. Bernie explained that Anna is definitely on the map and people are interested in Anna.

d. 2024 Greater Anna Chamber of Commerce Banquet / Golf Tournament

Salena Tittle reminded Board Members about the upcoming Greater Anna Chamber of Commerce Awards Banquet. The event will be held at Anna High School on Saturday, February 24th at 6:00 p.m. Salena asked Board Members to notify staff if they are interested in attending the event.

Salena also asked the board to mark their calendars for the 2024 Greater Anna Chamber of Commerce Golf Tournament which will be held on Monday, April 15th. Staff will provide more information as it is given and encouraged Board Members to notify staff if they are interested in attending.

e. 2024 Boards and Commissions Orientation

Salena Tittle asked the board to mark their calendars for the 2024 Boards and Commission Orientation which will take place on Saturday, June 1st from 9:00 a.m. – 12:00 p.m. If any changes are made to the date and/or time, staff will let the board know.

7. **Closed Session.**

a. Deliberate regarding the purchase, exchange, lease or value of real property. (Tex. Gov't Code §551.072) possible property acquisition; possible land sale/purchase.

b. Consult with legal counsel on matters 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 Chapter 551 of the Government Code (Tex. Gov't Code §551.071); Grant program; Lease agreement and professional services contract.

c. Discuss or deliberate Economic Development Negotiations: (1) To discuss or deliberate regarding commercial or financial information that the Board of Directors has received from a business prospect that the Board of Directors seeks to have locate, stay, or expand in or near the territory of the City of Anna and with which the Board 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). (Tex. Gov't Code §551.087); potential retail and medical projects.

Bruce Norwood made a motion to enter closed session. Kylee Kelley seconded the motion. All were in favor. Motion passed. EDC/CDC Board entered closed session at 6:10 p.m.

8. **Reconvene into open session and take any action on closed session items.**

Bruce Norwood reconvened the EDC/CDC meeting back into open session at 6:37 p.m.

Bruce Norwood asked the board if there were any closed session items that the board would need to take action on.

Jody Bills made a motion and moved that the Anna Community Development Corporation Board of Directors authorize the President and Vice President of said corporation to execute a Business Loan Agreement as borrower with Lamar National Bank as lender in the amount of $1,981,000 (as well as associated notes, deeds of trust, and other associated instruments and documents) for the partial financing of the purchase of real properties in the downtown area of the City of Anna and to pay on behalf of the CDC a cash amount at closing on said properties in the approximate amount of $245,000 dollars.
Allison Inesta seconded the motion. All were in favor. Motion passed.

Officers:
Bruce Norwood, President
Jody Bills, Vice-President
Rocio Gonzalez, Secretary

Staff:
Bernie Parker, Interim Director of Economic Development
Salena Tittle, Interim Economic Development Analyst

9. **Receive reports from staff or Board Members about items of community interest.**

Bernie Parker advised the board that staff placed the new EDC marketing brochure at each of their seats for them to look over. Bernie also advised the board that the picture used on the cover was the one used at the ISCS Conference as our display and staff received a lot of positive feedback from it.

10. **Adjourn.**

Bruce Norwood made a motion to adjourn the meeting at 7:48 p.m. Jody Bills seconded the motion. All were in favor. Motion passed.

APPROVED:

_____

Bruce Norwood

President of CDC/EDC

ATTESTED:

_____

Rocio Gonzalez

Secretary of CDC/EDC

Item No. 4.b.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
Approve minutes from the February 8, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (EDC)

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:
1. February 8_2024 CDC EDC Joint Meeting Minutes_Draft

Officers:
Bruce Norwood, President
Jody Bills, Vice-President
Rocio Gonzalez, Secretary

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Anna Community Development Corporation and Anna Economic Development Corporation Meeting Minutes

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CDC and EDC Board Members Present: Bruce Norwood, Rocio Gonzalez, Jody Bills, Allison Inesta, and Kylee Kelley. **CDC and EDC Board Members Absent:** Michelle Hawkins and Ronnie Kerr. **Others Present:** Bernie Parker (Interim Director of Economic Development), Salena Tittle (Interim Economic Development Analyst), Lee Miller (Council Member), Pete Cain (Council Member), Kevin Toten (Council Member), and Clark McCoy (Attorney).

1. **Call to Order, Roll Call, and Establishment of Quorum.**
   The meeting was called to order by Board President Bruce Norwood at 6:00 p.m.
2. **Invocation and Pledge of Allegiance.**
   Invocation and Pledge of Allegiance was led by Bruce Norwood.
3. **Neighbor Comments.**
   None.

4. **Consent Agenda.**
   a. Approve minutes from the January 4, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (CDC)
   b. Approve minutes from the January 4, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (EDC)

Officers:
Bruce Norwood, President
Jody Bills, Vice-President
Rocio Gonzalez, Secretary

Staff:
Bernie Parker, Interim Director of Economic Development
Salena Tittle, Interim Economic Development Analyst

Jody Bills made a motion on behalf of the CDC and EDC to approve the consent agenda. Rocio Gonzalez seconded the motion. All were in favor. Motion passed.

5. **Individual Consideration.**

There were no individual consideration items.

6. **Director's Report.**

a. Strategic Plan Update

Bernie Parker took the opportunity to introduce and welcome Mrs. Salena Tittle as the new Economic Development Analyst. Mr. Parker then presented to the board some new and exciting items that staff have been working on. Bernie Parker presented to Slayter Creek Middle School students and Anna High School students regarding Economic Development. Salena Tittle attended a kickoff meeting for the first ever Hiring Event in collaboration with Anna ISD, DFW Jobs, and the Texas Workforce Commission.

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c. ICSC Red River Update

Bernie Parker updated the board on the positive turnout that the EDC received at the ICSC Conference. A couple of Council Members and Board Members were also in attendance and feel the conference was a successful one. Bernie explained that Anna is definitely on the map and people are interested in Anna.

d. 2024 Greater Anna Chamber of Commerce Banquet / Golf Tournament

Salena Tittle reminded Board Members about the upcoming Greater Anna Chamber of Commerce Awards Banquet. The event will be held at Anna High School on Saturday, February 24th at 6:00 p.m. Salena asked Board Members to notify staff if they are interested in attending the event.

Salena also asked the board to mark their calendars for the 2024 Greater Anna Chamber of Commerce Golf Tournament which will be held on Monday, April 15th. Staff will provide more information as it is given and encouraged Board Members to notify staff if they are interested in attending.

e. 2024 Boards and Commissions Orientation

Salena Tittle asked the board to mark their calendars for the 2024 Boards and Commission Orientation which will take place on Saturday, June 1st from 9:00 a.m. – 12:00 p.m. If any changes are made to the date and/or time, staff will let the board know.

7. **Closed Session.**

a. Deliberate regarding the purchase, exchange, lease or value of real property. (Tex. Gov't Code §551.072) possible property acquisition; possible land sale/purchase.

b. Consult with legal counsel on matters 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 Chapter 551 of the Government Code (Tex. Gov't Code §551.071); Grant program; Lease agreement and professional services contract.

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Bruce Norwood made a motion to enter closed session. Kylee Kelley seconded the motion. All were in favor. Motion passed. EDC/CDC Board entered closed session at 6:10 p.m.

8. **Reconvene into open session and take any action on closed session items.**

Bruce Norwood reconvened the EDC/CDC meeting back into open session at 6:37 p.m.

Bruce Norwood asked the board if there were any closed session items that the board would need to take action on.

Jody Bills made a motion and moved that the Anna Community Development Corporation Board of Directors authorize the President and Vice President of said corporation to execute a Business Loan Agreement as borrower with Lamar National Bank as lender in the amount of $1,981,000 (as well as associated notes, deeds of trust, and other associated instruments and documents) for the partial financing of the purchase of real properties in the downtown area of the City of Anna and to pay on behalf of the CDC a cash amount at closing on said properties in the approximate amount of $245,000 dollars.
Allison Inesta seconded the motion. All were in favor. Motion passed.

Officers:
Bruce Norwood, President
Jody Bills, Vice-President
Rocio Gonzalez, Secretary

Staff:
Bernie Parker, Interim Director of Economic Development
Salena Tittle, Interim Economic Development Analyst

9. **Receive reports from staff or Board Members about items of community interest.**

Bernie Parker advised the board that staff placed the new EDC marketing brochure at each of their seats for them to look over. Bernie also advised the board that the picture used on the cover was the one used at the ISCS Conference as our display and staff received a lot of positive feedback from it.

10. **Adjourn.**

Bruce Norwood made a motion to adjourn the meeting at 7:48 p.m. Jody Bills seconded the motion. All were in favor. Motion passed.

APPROVED:

_____

Bruce Norwood

President of CDC/EDC

ATTESTED:

_____

Rocio Gonzalez

Secretary of CDC/EDC

Item No. 5.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
Individual Consideration.

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 6.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
Director's Report.

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 6.a.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
Strategic Plan Update

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:
1. February 2024 Strategic Plan Update (1)

Economic Development Strategic Plan Highlights February 2024

- EDC staff completed the 2024 “Building Momentum” Recruitment Brochure.
- The Quinn has been selected as a finalist by the Dallas Business Journal for one of the Best Deals in Real Estate Awards and by D CEO for one of their Commercial Real Estate Awards.
- EDC staff attended ICSC - Red River in Dallas.
- The EDC marketing team won the 2024 Gold Level AVA Digital Award for the City of Anna Economic Development Corporation “2023 Building Momentum” Annual Report/Digital Marketing/Content Marketing/E-Annual Report.
- The Villages of Hurricane Creek was featured in the Dallas Morning News in an article discussing the additional two phases of the single-family development and the explosive growth the City of Anna has seen over the past few years.
- EDC staff attended a GIS Tech Guru webinar and training for new tips and tools on how to advance website data and connections.
- Economic Development Analyst Salena Tittle attended the Grand Opening for Country Charm Coffee.
- The EDC/CDC held its regular scheduled meeting in February.

Measureables

February 2024

- Real Estate Broker / Developer Meetings: 19
- Business Retention Expansion Contacts: 8
- Construction / Architectural Meetings: 5
- New Newsletter Subscribers: 15 (2,116 total)
- New LinkedIn Followers: 16 (1,374 total)

Item No. 6.b.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
Financial Report/Sales Tax Update

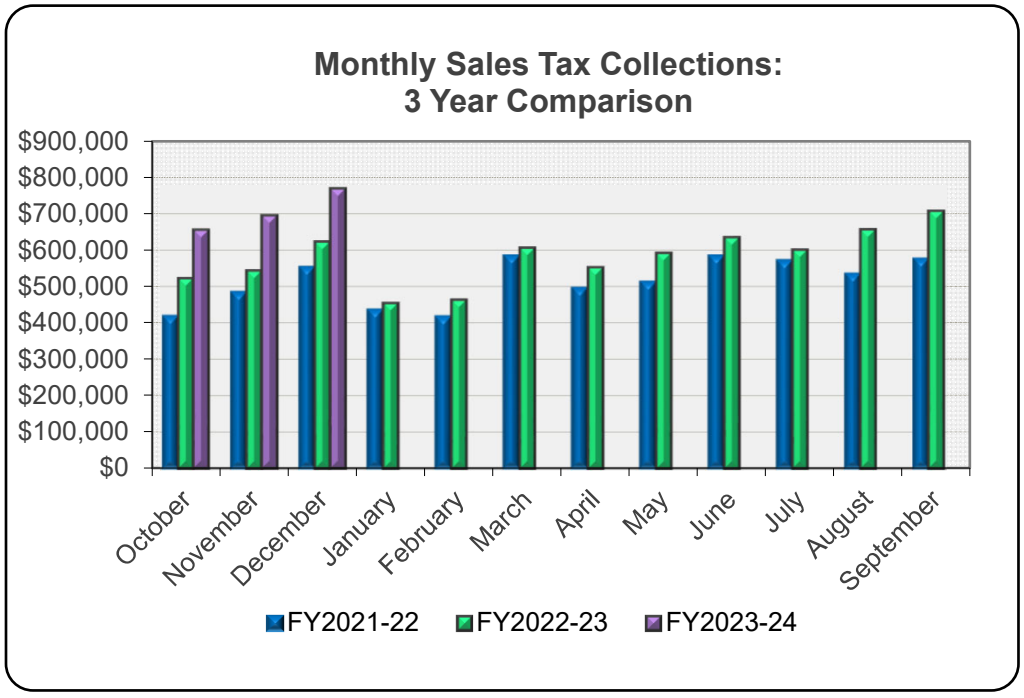
SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:
1. 2024 Monthly Sales Tax Report

CITY OF ANNA
Schedule of Sales Tax Collections
For the month December 31, 2023

	2023-24 Collections Monthly	% Change from Prior Year	2022-23 Collections Monthly
October	$ 655,358	25.5%	$ 522,386
November	695,026	28.0%	542,873
December	768,837	23.5%	622,388
January			454,358
February			463,016
March			605,483
April			551,653
May			591,858
June			634,824
July			600,214
August			656,241
September			707,590
	$ 2,119,221		**$ 6,952,884**
Budget:	6,753,000	31.4%	6,753,100



Item No. 6.c.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
2024 Great Anna Chamber of Commerce Banquet Update

SUMMARY:
The 2024 Greater Anna Chamber of Commerce Awards Banquet was a great success with over 300 in attendance. The City of Anna took home the Chamber Partner of the Year Award and our very own Board President, Bruce Norwood, took home the Business Person of the Year Award. Congratulations!

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 6.d.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
ICSC - Las Vegas

SUMMARY:
The ICSC - Las Vegas Trade Show will be held May 19, 2024 - May 21, 2024 at the Las Vegas Convention Center.

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 6.e.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
RFQ Downtown Update

SUMMARY:
Staff received Statement of Qualification packages from three separate companies for two future downtown projects. These two future projects will reflect the vision that the City and the EDC have for the downtown area.

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 6.f.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
2024 Easter Eggstravaganza

SUMMARY:
This year's Easter Eggstravaganza will be held on Saturday, March 23, 2024, at Slayter Creek Park. The event will be from 10:00 a.m. to 12:30 p.m. Registration is requested.

The event will include:

- Selfie opportunities with the Easter Bunny
- Petting Zoo;
- Bounce Houses;
- Bubble Bus; and
- Food Vendors

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 6.g.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
2024 Greater Anna Chamber of Commerce Golf Tournament

SUMMARY:
The Greater Anna Chamber of Commerce Golf Tournament is scheduled for Monday, April 15, 2024, at The Bridges Golf Club in Gunter. Staff will be sending out more information on this event as it is updated. Please notify staff if you would like to attend.

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 6.h.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
2024 Dallas Business Journal - Best Real Estate Deals Awards

SUMMARY:
Staff will be attending The Dallas Business Journal - Best Real Estate Deals Awards which will be held on April 18, 2024, at the Ritz-Carlton in Dallas.

This event is to recognize stakeholders and dealmakers of the most noteworthy commercial real estate projects in Dallas-Fort Worth that were initiated, active, or completed during 2023. The City of Anna's urban multifamily project, The Quinn, has been selected as a finalist for the Dallas Best Real Estate Deals Award. Mayor Pike will be in attendance as the guest speaker for the event.

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 6.i.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
2024 Boards and Commission Orientation

SUMMARY:
The 2024 Boards and Commission Orientation is tentatively scheduled for June 1st in Council Chambers from 9:00 a.m. to 12:00 p.m.

STAFF RECOMMENDATION:
This is a mandatory orientation and training. If, for any reason, you are unable to attend, please notify staff as soon as possible.

ATTACHMENTS:

Item No. 6.j.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
May CDC/EDC Meeting Date

SUMMARY:
The May CDC/EDC Joint Meeting is currently scheduled for Thursday, May 2nd. Staff is suggesting that the meeting be moved to Thursday, May 9th due to some scheduling conflicts.

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 7.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
Closed Session.

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 8.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
Reconvene into open session and take any action on closed session items.

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 10.

EDC/CDC Agenda
Staff Report

Meeting Date: 3/7/2024
Staff Contact:

AGENDA ITEM:
Adjourn.

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS: