MEETING AGENDA
ANNA COMMUNITY DEVELOPMENT CORPORATION
AND
ANNA ECONOMIC DEVELOPMENT CORPORATION

Thursday, August 1, 2024 @ 6:00 PM

The EDC/CDC of the City of Anna will meet on 8/1/2024, 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 July 18, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (CDC)
   b. Approve minutes from the July 18, 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. Event Updates & Upcoming Events
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.

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.

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, 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 7/26/2024.

Bernie Parker, 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: 8/1/2024
Staff Contact:

AGENDA ITEM:
Neighbor Comments.

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 4.a.

EDC/CDC Agenda
Staff Report

Meeting Date: 8/1/2024
Staff Contact:

AGENDA ITEM:
Approve minutes from the July 18, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (CDC)

SUMMARY:
Review & approve the meeting minutes from the July 18, 2024, Joint CDC/EDC Meeting.

STAFF RECOMMENDATION:
Staff recommends approval.

ATTACHMENTS:
1. July 18_2024 CDC EDC Joint Meeting Minutes_Draft

Officers:
Bruce Norwood, President
Nate Pike, Vice-President
Michelle Hawkins, Secretary

Staff:
Bernie Parker, Director of Economic Development
Salena Tittle, Economic Development Manager

Anna Community Development Corporation and Anna Economic Development Corporation Meeting Minutes

Thursday, July 18, 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, July 18, 2024, at the Anna Municipal Complex in 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, Nate Pike, Allison Inesta, Michelle Hawkins, Kylee Kelley, Manny Singh, and Lamarr Dillingham. **Others Present:** Bernie Parker (Director of Economic Development), Pete Cain (Mayor), & Jody Bills (Council Member).

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 Board President Bruce Norwood.

3. **Neighbor Comments.**

   None.

4. **Consent Agenda.**

   a. Approve minutes from the June 6, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (CDC)

   b. Approve minutes from the June 6, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (EDC)

c. Approve minutes from the June 20, 2024, Special Called Joint Community Development Corporation and Economic Development Corporation Meeting. (CDC)

d. Approve minutes from the June 20, 2024, Special Called Joint Community Development Corporation and Economic Development Corporation Meeting. (EDC)

Bruce Norwood made a motion on behalf of the CDC and EDC to approve the consent agenda. Allison Inesta seconded the motion. All were in favor. Motion passed.

5. **Individual Consideration.**

a. Conduct a Public Hearing and Consider/Discuss/Action on a Resolution approving the Fiscal Year 2024-2025 Anna CDC budget and authorizing publication of the adopted budget. (CDC)

Bruce Norwood opened the Public Hearing at 6:03 p.m.

Bernie Parker gave a brief presentation of the 2024-2025 Fiscal Year CDC budget and discussed changes that have taken place from the previous fiscal year to now.

Bruce Norwood closed the Public Hearing at 6:15 p.m.

Michelle Hawkins made a motion to approve the 2024-2025 Fiscal Year CDC budget and authorize publication of the adopted budget. Lamarr Dillingham seconded the motion. All were in favor. Motion passed.

b. Consider/Discuss/Action on a Resolution approving the Fiscal Year 2024-2025 Anna EDC budget. (EDC)

Allison Inesta made a motion to approve the 2024-2025 Fiscal Year EDC budget. Kylee Kelley seconded the motion. All were in favor. Motion passed.

c. Consider/Discuss/Action on a Resolution approving an amendment to the agreement with Toole Design and authorizing the amended expenditure of funds for the Interurban Pedestrian Corridor Project and Downtown Plan Consulting. (CDC)

Bernie Parker explained to the Board that after their approval of the $150,000 contract with Toole Design back in May, staff had been advised by the contractor that the scope of work would only include 10% of the construction drawings. When staff asked for the scope of work to be updated to include 100% of the construction drawings, the projected fee increased. Mr. Parker recommended that the Board approve the amended contract and expenditure not to exceed $180,000.

Nate Pike made a motion to approve the amended contract with Toole Design and the amended expenditure not exceed $180,000. Bruce Norwood seconded the motion. All were in favor. Motion passed.

6. **Director's Report.**

   a. Strategic Plan Update

   Bernie Parker updated the Board on staff's recent accomplishments, attended events, and completed trainings. Mr. Parker also added that developer / real estate broker meetings are up as well as the number of subscribers and followers to our LinkedIn page and monthly Newsletter.

   b. Financial Report/Sales Tax Update

   Bernie Parker presented updated information on increased sales tax and that the city is already up 18% higher than where we were last year.

   c. Event Updates & Upcoming Events

   Bernie Parker updated the Board on last month's Multi-Employer Hiring Event for Anna neighbors. This event was a collaborative effort between EDC, the Neighborhood Services Division, and Texas Workforce Solutions. Mr. Parker also advised the Board that the State of Downtown Business Breakfast was a positive and successful event.

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.

Alison Inesta made a motion to enter into closed session. Nate Pike seconded the motion. All were in favor. Motion passed. The EDC/CDC Board entered into closed session at 6:27 p.m.

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

Bruce Norwood called the EDC/CDC Board meeting back into open session at 7:04 p.m.

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

Allison Inesta and Bruce Norwood informed the Board about the Back to School Bash that will be held at Slayter Creek Middle School from 11:00 a.m. to 1:00 p.m. on Saturday, July 20th.

10. **Adjourn.**

Nate Pike made a motion that the Board adjourn the meeting. Lamarr Dillingham seconded the motion. All were in favor. Motion passed. The meeting was adjourned at 7:06 p.m.

APPROVED:

_____

Bruce Norwood

President of CDC/EDC

ATTESTED:

_____

Michelle Hawkins

Secretary of CDC/EDC

Item No. 4.b.

EDC/CDC Agenda
Staff Report

Meeting Date: 8/1/2024
Staff Contact:

AGENDA ITEM:
Approve minutes from the July 18, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (EDC)

SUMMARY:
Review & approve the meeting minutes from the July 18, 2024, Joint CDC/EDC Meeting.

STAFF RECOMMENDATION:
Staff recommends approval.

ATTACHMENTS:
1. July 18_2024 CDC EDC Joint Meeting Minutes_Draft

Officers:
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Nate Pike, Vice-President
Michelle Hawkins, Secretary

Staff:
Bernie Parker, Director of Economic Development
Salena Tittle, Economic Development Manager

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CDC and EDC Board Members Present: Bruce Norwood, Nate Pike, Allison Inesta, Michelle Hawkins, Kylee Kelley, Manny Singh, and Lamarr Dillingham. **Others Present:** Bernie Parker (Director of Economic Development), Pete Cain (Mayor), & Jody Bills (Council Member).

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 Board President Bruce Norwood.

3. **Neighbor Comments.**

   None.

4. **Consent Agenda.**

   a. Approve minutes from the June 6, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (CDC)

   b. Approve minutes from the June 6, 2024, Joint Community Development Corporation and Economic Development Corporation Meeting. (EDC)

c. Approve minutes from the June 20, 2024, Special Called Joint Community Development Corporation and Economic Development Corporation Meeting. (CDC)

d. Approve minutes from the June 20, 2024, Special Called Joint Community Development Corporation and Economic Development Corporation Meeting. (EDC)

Bruce Norwood made a motion on behalf of the CDC and EDC to approve the consent agenda. Allison Inesta seconded the motion. All were in favor. Motion passed.

5. **Individual Consideration.**

a. Conduct a Public Hearing and Consider/Discuss/Action on a Resolution approving the Fiscal Year 2024-2025 Anna CDC budget and authorizing publication of the adopted budget. (CDC)

Bruce Norwood opened the Public Hearing at 6:03 p.m.

Bernie Parker gave a brief presentation of the 2024-2025 Fiscal Year CDC budget and discussed changes that have taken place from the previous fiscal year to now.

Bruce Norwood closed the Public Hearing at 6:15 p.m.

Michelle Hawkins made a motion to approve the 2024-2025 Fiscal Year CDC budget and authorize publication of the adopted budget. Lamarr Dillingham seconded the motion. All were in favor. Motion passed.

b. Consider/Discuss/Action on a Resolution approving the Fiscal Year 2024-2025 Anna EDC budget. (EDC)

Allison Inesta made a motion to approve the 2024-2025 Fiscal Year EDC budget. Kylee Kelley seconded the motion. All were in favor. Motion passed.

c. Consider/Discuss/Action on a Resolution approving an amendment to the agreement with Toole Design and authorizing the amended expenditure of funds for the Interurban Pedestrian Corridor Project and Downtown Plan Consulting. (CDC)

Bernie Parker explained to the Board that after their approval of the $150,000 contract with Toole Design back in May, staff had been advised by the contractor that the scope of work would only include 10% of the construction drawings. When staff asked for the scope of work to be updated to include 100% of the construction drawings, the projected fee increased. Mr. Parker recommended that the Board approve the amended contract and expenditure not to exceed $180,000.

Nate Pike made a motion to approve the amended contract with Toole Design and the amended expenditure not exceed $180,000. Bruce Norwood seconded the motion. All were in favor. Motion passed.

6. **Director's Report.**

   a. Strategic Plan Update

   Bernie Parker updated the Board on staff's recent accomplishments, attended events, and completed trainings. Mr. Parker also added that developer / real estate broker meetings are up as well as the number of subscribers and followers to our LinkedIn page and monthly Newsletter.

   b. Financial Report/Sales Tax Update

   Bernie Parker presented updated information on increased sales tax and that the city is already up 18% higher than where we were last year.

   c. Event Updates & Upcoming Events

   Bernie Parker updated the Board on last month's Multi-Employer Hiring Event for Anna neighbors. This event was a collaborative effort between EDC, the Neighborhood Services Division, and Texas Workforce Solutions. Mr. Parker also advised the Board that the State of Downtown Business Breakfast was a positive and successful event.

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.

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Alison Inesta made a motion to enter into closed session. Nate Pike seconded the motion. All were in favor. Motion passed. The EDC/CDC Board entered into closed session at 6:27 p.m.

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

Bruce Norwood called the EDC/CDC Board meeting back into open session at 7:04 p.m.

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

Allison Inesta and Bruce Norwood informed the Board about the Back to School Bash that will be held at Slayter Creek Middle School from 11:00 a.m. to 1:00 p.m. on Saturday, July 20th.

10. **Adjourn.**

Nate Pike made a motion that the Board adjourn the meeting. Lamarr Dillingham seconded the motion. All were in favor. Motion passed. The meeting was adjourned at 7:06 p.m.

APPROVED:

_____

Bruce Norwood

President of CDC/EDC

ATTESTED:

_____

Michelle Hawkins

Secretary of CDC/EDC

Item No. 5.

EDC/CDC Agenda
Staff Report

Meeting Date: 8/1/2024
Staff Contact:

AGENDA ITEM:
Individual Consideration.

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 6.

EDC/CDC Agenda
Staff Report

Meeting Date: 8/1/2024
Staff Contact:

AGENDA ITEM:
Director's Report.

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 6.a.

EDC/CDC Agenda
Staff Report

Meeting Date: 8/1/2024
Staff Contact:

AGENDA ITEM:
Strategic Plan Update

SUMMARY:
Bernie Parker, Director of Economic Development, to give a brief overview of what staff has been working on and future initiatives.

STAFF RECOMMENDATION:
N/A

ATTACHMENTS:
1. July 2024 Strategic Plan Update

Economic Development Strategic Plan Highlights July 2024

- EDC staff attended the Country Charm Coffee ribbon cutting ceremony.

- Director of Economic Development, Bernie Parker, had the pleasure of speaking to the Hurricane Creek Rotary Club regarding Economic Development and exciting new developments that are on the horizon here in Anna.

- EDC staff had the honor of speaking with Anna's seniors at the Parks & Rec's Senior Program, regarding the importance of Economic Development and provided project updates within the city.

Measureables

July 2024

- Real Estate Broker / Developer Meetings: 8
- Business Retention Expansion Contacts: 7
- Construction / Architectural Meetings: 2
- New Newsletter Subscribers: 4 (2,137 total)
- New LinkedIn Followers: 7 (1,482 total)

Item No. 6.b.

EDC/CDC Agenda
Staff Report

Meeting Date: 8/1/2024
Staff Contact:

AGENDA ITEM:
Financial Report / Sales Tax Update

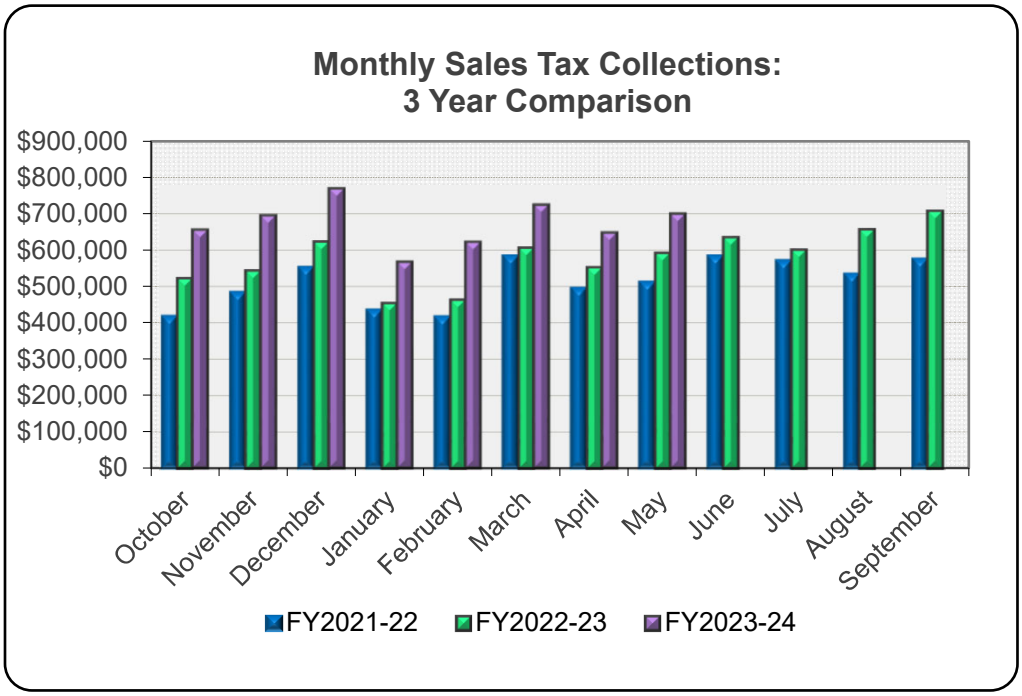
SUMMARY:
Bernie Parker, Director of Economic Development, to advise the Board that the last update on sales tax received was for the month of May 2024, which is up roughly 18% from May 2023. New Sales Tax figures reflecting the month of June should be out within the next two weeks.

STAFF RECOMMENDATION:
N/A

ATTACHMENTS:
1. 2024 Monthly Sales Tax Report

CITY OF ANNA
Schedule of Sales Tax Collections
For the month May 31, 2024

	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	566,981	24.8%	454,358
February	621,381	34.2%	463,016
March	723,838	19.5%	605,483
April	647,636	17.4%	551,653
May	699,251	18.1%	591,858
June			634,824
July			600,214
August			656,241
September			707,590
	$ 5,378,308		**$ 6,952,884**
Budget:	6,753,000	79.6%	6,753,100



Item No. 6.c.

EDC/CDC Agenda
Staff Report

Meeting Date: 8/1/2024
Staff Contact:

AGENDA ITEM:
Event Updates & Upcoming Events

SUMMARY:
2024 Anna Economic Development Forum:
This will be the 4th annual Development Forum for the Anna EDC, and it is scheduled for August 29th from 8:00 a.m. to 12:00 p.m. here at the Municipal Complex. Breakfast will be provided in the entry foyer area, followed by presentations in Council Chambers. Staff will provide all further information to the Board as invitations and details are finalized.

STAFF RECOMMENDATION:
N/A

ATTACHMENTS:

Item No. 7.

EDC/CDC Agenda
Staff Report

Meeting Date: 8/1/2024
Staff Contact:

AGENDA ITEM:
Closed Session.

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 8.

EDC/CDC Agenda
Staff Report

Meeting Date: 8/1/2024
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: 8/1/2024
Staff Contact:

AGENDA ITEM:
Adjourn.

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS: