



**NOTICE OF A REGULAR MEETING OF THE
CITY OF BUDA 4B CORPORATION
(Buda Economic Development Corporation)
Monday, November 15, 2021 at 6:00 PM
Buda Municipal Complex – Council Chambers
405 East Loop Street, Bldg. 100, Buda, TX 78610**

The Buda Economic Development Corporation will hold a regular board meeting beginning at **6:00 PM, Monday, November 15, 2021** at the **Buda Municipal Complex – Council Chambers**, 405 East Loop Street, Bldg. 100, Buda, Texas 78610.

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENTS / PUBLIC TESTIMONY

Members of the public who wish to participate in Public Comment or offer Public Testimony must complete a sign-in form and turn it into the Executive Director before the period provided for Public Comment and Public Testimony is called for consideration by the presiding officer.

D. CONSENT AGENDA *[estimated discussion time: 5 minutes]*

All matters listed under this item are considered to be routine by the Buda Economic Development Corporation and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Board Member on any item, that item will be removed from the consent agenda and will be considered separately.

1. Approval of the October 18, 2021, regular Board meeting minutes.
2. Approval of the November 3, 2021, joint City Council meeting minutes.

E. PUBLIC HEARING *[estimated discussion time: 10 minutes]*

In accordance with Sections 505.159 and 505.160 of the Texas Local Government Code, the Buda 4B Corporation, a Texas non-profit 4B economic development corporation (the "Buda Economic Development Corporation") will receive public comments related to the following proposed economic development project(s) being considered by the Buda Economic Development Corporation as follows:

1. Financial incentives and performance agreement not to exceed sixteen thousand, six hundred fifteen dollars and 70/100s (\$16,615.70) to Nighthawk Frozen Food, Inc., for economic development purposes including the expansion of existing facilities to include a new engine room, production equipment and freezers; such incentives to be disbursed by the Buda EDC include a one-time cash payment.

F. GENERAL AGENDA ITEMS

1. Discussion and possible action to approve and authorize a Request for Loan Forgiveness and Release of Lien for Buck's Backyard, LLC, under the terms of a performance and loan agreement with the Buda EDC. *[ANDERSON] [estimated discussion time: 5 minutes]*
2. Discussion and possible action to approve and authorize a Request for Loan Forgiveness and Release of Lien for The Budaful Hiker, LLC under the terms of a performance and loan agreement with the Buda EDC. *[ANDERSON] [estimated discussion time: 5 minutes]*
3. Discussion and possible action to approve and authorize a Request for Loan Forgiveness and Release of Lien for Robertsons Family Restaurant II, under the terms of a performance and loan agreement with the Buda EDC. *[ANDERSON] [estimated discussion time: 5 minutes]*
4. Discuss and possible action regarding the hiring of a professional services firm to complete or assist with the creation of a Small Business Incentive Guideline. *[ANDERSON] [estimated discussion time: 15 minutes]*
5. Discussion and possible action regarding the adopted 2021-2026-2036 City of Buda Strategic Plan and 2021 Action Agenda. *[ANDERSON] [estimated discussion time: 20 minutes]*

G. EXECUTIVE SESSION

The Buda Economic Development Corporation Board of Directors will recess its open meeting and adjourn into executive session pursuant to the Texas Government Code, Chapter 551, to deliberate the following:

§ 551.071 – Consultation with Attorney – (1) legal advice regarding Memorandum of Understanding for Administrative & Professional Services between the City of Buda 4B Corporation and the City of Buda; (2) legal advice regarding Operations Policy; (3) legal advice regarding Request for Loan Forgiveness and Release of Lien for: Buck's Backyard, Inc., The Budaful Hiker, LLC, and Robertson's Family Restaurant II; (4) legal advice regarding the Buda Business Development Program; (5) legal advice regarding Garlic Creek Commons; (6) legal advice regarding a Buda EDC Social Media Policy. *[estimated discussion time: 90 minutes]*

§ 551.072. Deliberation regarding real property - A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person. *[estimated discussion time: 30 minutes]*

§ 551.074 – Deliberation on personnel matters including the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: (1) Executive Director. *[estimated discussion time: 15 minutes]*

§ 551.087 – Economic Development Negotiations – to discuss or deliberate 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 for the following projects: (1) Garlic Creek Commons; (2) Pediatric Junction; (3) Nighthawk Frozen Foods, Inc. *[estimated discussion time: 45 minutes]*

RECONVENE INTO OPEN SESSION

The Buda Economic Development Corporation Board of Directors will reconvene into open session to discuss, consider, and/or take any action necessary related to any of the items noticed for discussion during executive session including but not limited to the following:

1. Discussion and possible action regarding review and approval of the Memorandum of Understanding (MOU) for Administrative & Professional Services between the City of Buda 4B Corporation (Buda EDC) and City of Buda. *[ANDERSON] [estimated discussion time: 5 minutes]*
2. Discussion and possible action regarding review and adoption of a City of Buda 4B Corporation (Buda EDC) Social Media Policy. *[ANDERSON] [estimated discussion time: 5 minutes]*
3. Discussion and possible action regarding the Buda Business Development Grant application for Pediatric Junction. *[ANDERSON] [estimated discussion time: 5 minutes]*
4. Discussion and possible action regarding the approval of a Performance Agreement between City of Buda 4B Development Corporation (Buda Economic Development Corporation) and Nighthawk Frozen Foods, Inc. *[ANDERSON] [estimated discussion time: 5 minutes]*

H. UPDATES *[estimated discussion time: 10 minutes]*

1. Buda EDC Staff Report – *ANDERSON*
 1. Project/EDC Activities
 2. BRE Activities
 3. Buda Chamber Activities
 4. Updates:
 - Incentive Policy
 - Existing Land Use Map and Build Out/Available Land Information
 - Downtown land survey
2. Buda EDC Board Report – *BOARD*
 1. Mobile Food Truck Ad Hoc Committee (Davidson)
 2. Finance Committee (Horne-Williams, Otto, Storm)
 3. Buda EDC Incentive Review Committee (Urban, Ture, Storm)
 4. Buda EDC Personnel Committee (Storm, Urban, Martin)
 5. Events Committee (Martin, Otto, Urban)
 6. Small Business Task Force (Storm)
 7. Greater San Marcos Partnership Board (Storm)
 8. City/BEDC Incentive Task Force (Storm)
3. City Activities
 1. Capital Improvement Projects, Road Projects, Finance, Grants, Tourism, Events, Parks & Recreation, Legislative, Library, Development Projects.

I. FUTURE AGENDA ITEMS

1. Discussion and possible action regarding the hiring of a professional services firm to conduct a survey of the land owned by the City of Buda in downtown Buda for the purpose of potential development.

2. Discussion and possible action regarding a mural design for the WWII Memorial and Museum.

J. ADJOURNMENT

Attendance by Other Elected or Appointed Officials:

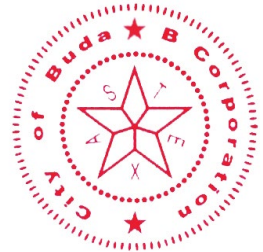
It is anticipated that members of other governmental bodies, and/or city boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that body, board, commission, or committee subject to the Texas Open Meetings Act.

This agenda has been reviewed and approved by Buda Economic Development Corporation's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

The Buda Economic Development Corporation reserves the right to adjourn into Executive Session at any time regarding any issue on this agenda for which it is legally permissible. The meeting venue is wheelchair accessible and accessible parking spaces are available. Requests for accommodations must be made 48 hours prior to the meeting. Please contact the Economic Development Specialist at 512.295.2022 for information or assistance. I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Governing Body of the Buda Economic Development Corporation was posted on the door of the Buda Economic Development Corporation and Buda City Hall, and on the Buda Economic Development Corporation's website which is readily accessible to the public at all times, by 5:00 p.m. on Friday, November 12, 2021.

Traci Anderson

Traci Anderson, Executive Director





Buda EDC Agenda Item Report

November 15, 2021

Agenda Item No. D.1-2.

CONSENT AGENDA

Staff Contact: Traci Anderson

1. Approval of the October 18, 2021, regular Board meeting minutes.
2. Approval of the November 3, 2021, joint City Council meeting minutes.

1. Recommended Actions

Recommend approval of Consent Agenda Item 1-2.

2. Attachments

- October 18 BEDC Regular Meeting Minutes
- November 3 Joint City Council Meeting Minutes

**REGULAR MEETING MINUTES OF THE
CITY OF BUDA 4B CORPORATION
(Buda Economic Development Corporation)
Monday, October 18, 2021, at 6:00 PM
Buda Municipal Complex – Library Classroom #1005
405 East Loop Street, Bldg. 100, Buda, TX 78610**

MINUTES

A. CALL TO ORDER

President Storm called the meeting to order at 6:02 p.m.

B. ROLL CALL

EDC Executive Director Anderson certified a quorum with the following:

Board Members Present:

President Jennifer Storm
Vice President Amy Martin
Treasurer LaVonia Horne-Williams
Secretary Betsy Urban – excused absence
Board Director Monica Davidson – joined at 6:45 p.m.
Board Director Evan Ture
Board Director Tim Otto

Buda EDC Staff/Attorneys Present:

EDC Executive Director Traci Anderson
EDC Attorney Josh Brockman-Weber

C. PUBLIC COMMENTS / PUBLIC TESTIMONY

Members of the public who wish to participate in Public Comment or offer Public Testimony must utilize the “Chat” function in the Zoom meeting application to request they be recognized for Public Comment or Public Testimony when the period provided for Public Comment or Public Testimony is called for consideration by the presiding officer. Those individuals who identify themselves to make public comment or to give public testimony during the meeting will be placed on a list and called in that order during “Public Comments” or “Public Testimony.”

Executive Director Anderson confirmed there were no public comments.

D. CONSENT AGENDA

1. Approval of the September 13, 2021, Regular Board meeting minutes.

RESOLVED, that the Board approved the Consent Agenda as presented. Motioned by Treasurer Horne-Williams, seconded by Member Otto. Motion passed 5-0-0.

E. GENERAL AGENDA ITEMS

- 1. Discussion and possible action regarding the appointment of a Buda EDC Board Member to the Buda EDC Events Committee.**

RESOLVED, that the Board authorized approval to remove Treasurer Horne-Williams from the Events Committee and appoint Member Otto. Motioned by President Storm, seconded by Member Ture. Motioned passed 5-0-0.

- 2. Discussion and possible action regarding the appointment of a Buda EDC Board Member to the Buda EDC Finance Committee.**

Executive Director Anderson stated Member Davidson handed in her resignation from the EDC Finance Committee.

RESOLVED, that the Board authorized the acceptance of Member Davidson resignation letter and to remove Member Davidson from the Finance Committee and appoint Member Otto. Motioned by President Storm, seconded by Treasurer Horne-Williams. Motioned passed 5-0-0.

- 3. Discussion and possible action regarding the appointment of a Buda EDC Board Member to the Buda EDC Incentive Review Committee.**

Executive Director Anderson stated Member Davidson handed in her resignation from the EDC Incentive Review Committee.

RESOLVED, that the Board authorized the acceptance of Member Davidson resignation letter and to remove Member Davidson from the Incentive Review Committee and appoint Member Ture. Motioned by Treasurer Horne-Williams, seconded by President Storm. Motioned passed 5-0-0.

- 4. Discussion and possible action to approve and authorize a Request for Loan Forgiveness and Release of Lien for Buda Country Dancehall, LLC under the terms of a performance and loan agreement with the Buda EDC.**

Postponed until after Executive Session.

RESOLVED, that the Board authorized President Storm to approve loan forgiveness and release of lien for Buda Country Dancehall, LLC Microloan. Motioned by Member Otto, seconded by Member Ture. Motioned passed 6-0-0.

- 5. Discussion and possible action to approve and authorize a Request for Loan Forgiveness and Release of Lien for Cadence Sports, Inc. under the terms of a performance and loan agreement with the Buda EDC.**

Postponed until after Executive Session.

RESOLVED, that the Board authorized President Storm to approve loan forgiveness and release of lien for Cadence Sports, Inc. Microloan. Motioned by Vice President Martin, seconded by Member Otto. Motioned passed 6-0-0.

6. **Discussion and possible action to approve and authorize a Request for Loan Forgiveness and Release of Lien for Veer Hospitality Investments, LLC, dba Candlewood Suites under the terms of a performance and loan agreement with the Buda EDC.**

Postponed until after Executive Session.

RESOLVED, that the Board authorized President Storm to approve loan forgiveness and release of lien for Veer Hospitality Investments, LLC, dba Candlewood Suites Microloan. Motioned by Member Davidson, seconded by Treasurer Horne-Williams. Motioned passed 6-0-0.

7. **Discussion and possible action to approve and authorize a Request for Loan Forgiveness and Release of Lien for Evelyn Edwards, CPA PLLC under the terms of a performance and loan agreement with the Buda EDC.**

Postponed until after Executive Session.

RESOLVED, that the Board authorized President Storm to approve loan forgiveness and release of lien for Evelyn Edwards, CPA PLLC Microloan. Motioned by Treasurer Horne-Williams, seconded by Member Davidson. Motioned passed 6-0-0.

8. **Discussion and possible action to approve and authorize a Request for Loan Forgiveness and Release of Lien for Mud Bugs, A Cajun Joint, LLC under the terms of a performance and loan agreement with the Buda EDC.**

Postponed until after Executive Session.

RESOLVED, that the Board authorized President Storm to approve loan forgiveness and release of lien for Mud Bugs, A Cajun Joint, LLC Microloan. Motioned by Member Ture, seconded by Member Davidson. Motioned passed 6-0-0.

F. EXECUTIVE SESSION

At 6:11 p.m., the Buda Economic Development Corporation Board of Directors will recess its open meeting and adjourn into executive session pursuant to the Texas Government Code, Chapter 551, to deliberate the following:

§ 551.071 – Consultation with Attorney – (1) legal advice regarding Memorandum of Understanding for Administrative & Professional Services between the City of Buda 4B Corporation and the City of Buda; (2) legal advice regarding Operations Policy; (3) legal advice regarding Request for Loan Forgiveness and Release of Lien for: Buda Country Dancehall, LLC; Cadence Sports, Inc; Veer Hospitality Investments, LLC, dba Candlewood Suites; Evelyn Edwards, CPA, PLLC; Mud Bugs, A Cajun Joint, LLC; (4) legal advice regarding the Buda Business Development Program.

RECONVENE INTO OPEN SESSION

At 7:49 p.m., the Buda EDC Board of Directors reconvened into open session to discuss, consider, and/or take any action necessary related to the items noticed for discussion during executive session.

§ 551.087

1. **Discussion and possible action regarding review of the Memorandum of Understanding (MOU) for Administrative & Professional Services between the City of Buda 4B Corporation (Buda EDC) and City of Buda.**

Direction was provided to Staff.

RESOLVED, the Board authorized President Storm to approve the Memorandum of Understanding (MOU) for Administrative & Professional Services between the City of Buda 4B Corporation (Buda EDC) and City of Buda subject to review by EDC Staff with changes directed by legal counsel. Motioned by Member Ture, seconded by Member Davidson. Motioned passed 6-0-0.

(2) legal advice regarding Operations Policy:

No action taken.

(3) legal advice regarding Request for Loan Forgiveness and Release of Lien for: Buda Country Dancehall, LLC; Cadence Sports, Inc; Veer Hospitality Investments, LLC, dba Candlewood Suites; Evelyn Edwards, CPA, PLLC; Mud Bugs, A Cajun Joint, LLC;

Action in Item E: General Agenda Items 4-8.

(4) legal advice regarding the Buda Business Development Program:

No action taken.

Per President Storm, no other action was taken in Executive Session.

G. UPDATES

1. **Buda EDC Staff Report – ANDERSON**

The following items were enclosed in Board Member binders:

- Updated Board Member list to reflect new Member Otto.
- Updated Board Meeting dates to reflect new date for Holiday Dinner, December 9, 2021.
- Summaries of the City's Strategic Plan.
- Executive Director's update was sent out to the Board.

2. **Project/EDC Activities**

-At the IEDC Annual Conference in October, Buda Economic Development Corporation was presented with two (2) separate awards as an International Economic Development Council Excellence in Economic Development Silver and Gold Award. There were 500 applications among 4 countries, only 34 awards were given and BEDC received two of these awards; one for the Online Scavenger Hunt and one for the Still Budaful Stimulus Grant Program with the City of Buda. This has been sent to 50 different news media today and on all social media outlet. -Went on an InterCity visit with the Greater San Marcos Region; 40 people attended from the public and private sector. Phenomenal visit with about 20 Presenters.

-Interviews for the Economic Development Specialist are in progress.

1. **BRE Activities**
2. **Buda Chamber Activities**
3. **Updates:**

-Joe Wargo, CPA is officially on board with the EDC. QuickBooks is now converted to the

online version. Angela has been given access to the online version of QuickBooks.

-Worked on MOU.

-Worked on Operation Policy.

-Holiday Dinner, December 9, 2021, at The Carrington at 6:00 p.m.

-Executive Director Agreement has been signed, sealed, and delivered.

-Working on and reviewing 2021-2022 Fiscal Budget.

-Reviewing the survey, the easements for the City owned property in downtown.

-Member Monica stated she did complete the Sales Tax Class.

-Will look at the 2022 schedule for Member Otto to take the Sales Tax Class.

-EDC to Tour the Stella Hotel in Bryan, Texas, October 21, 2021.

-Angela out of office October 25-29, 2021, taking the Basic Economic Development Course.

-Executive Director handed out a Certificate to each Board Member for Boss's Day.

- **Marketing RFQ**

- **Incentive Policy**

Incentive Policy and Review Committee looking to have a meeting the week of October 25, 2021.

- **Small Business Grant Policy**

- Mural Contest**

- **Existing Land Use Map and Build Out/Available Land Information**

Regarding Land Use, went through the data dump chart and we can now go in and manipulate the data to get it all together.

- **Upcoming Board Meetings**

- Buda EDC and City Council Joint meeting for NAICS codes has now been moved to

- November Board Meeting will be on the 3rd Monday.

- We have Jennifer, Amy, Betsy, and Monica to attend The Greater San Marco Economic Outlook on November 10, 2021 at 11:30 a.m.

3. **Buda EDC Board Report – BOARD**

1. **Mobile Food Truck Ad Hoc Committee (Davidson)**

November 15, 2021, is the last Ordinance Review meeting before going to City Council for final vote

2. **Finance Committee (Storm, Horne-Williams, Otto)**

3. **Buda EDC Incentive Review Committee (Urban, Storm, Ture)**

4. **Buda EDC Personnel Committee (Storm, Urban, Martin)**

5. **Events Committee (Martin, Urban, Otto)**

6. **Small Business Task Force (Storm)**

7. **Greater San Marcos Partnership Board (Storm)**

8. **City/BEDC Incentive Task Force (Storm)**

4. **City Activities**

1. **Capital Improvement Projects, Road Projects, Finance, Grants, Tourism, Events, Parks & Recreation, Legislative, Library, Development Projects.**

Buda Bond Election 2021.

H. FUTURE AGENDA ITEMS

None.

I. ADJOURNMENT

With no further business, President Storm adjourned the meeting at 8:20 p.m.

APPROVAL OF MINUTES:

Betsy Urban, Secretary

ATTEST:

Traci Anderson, Executive Director



NOTICE OF MEETING OF THE
CITY COUNCIL
OF
BUDA, TX

5:30 PM - Wednesday, November 3, 2021

ADDENDUM

Joint Meeting with the Buda Economic Development Corporation
Council Chambers Room 1098
405 E. Loop Street, Building 100
Buda, TX 78610

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **Regular City Council Meeting** of the City of Buda, TX, will be held at which time the following subjects will be discussed and may be acted upon.

A. CALL TO ORDER

Please turn off your cell phone when you approach the podium.

B. INVOCATION

Pastor Cole Phillips of The Connection Church; Buda Ministerial Alliance

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL

E. ITEMS OF COMMUNITY INTEREST

F. RECOGNITION AND PROCLAMATION

F.1. Recognition by Kendra Ralston from Scenic Texas for the 2021 Scenic City Award to the City of Buda for achieving Platinum status.

F.2. Recognition of the Buda Economic Development Corporation (BEDC) Awards from the International Economic Development Council for the Innovation in Economic Development Week for their Online Scavenger Hunt (GOLD Award) and the Business Retention and Expansion award for the Still Budaful Stimulus Grant Program (SILVER Award) in conjunction with the City of Buda.

F.3. Proclamation recognizing Friday, November 5, 2021 as Texas Arbor Day to be received by Parks and Recreation Director Greg Olmer, Deputy City Manager Micah Grau, and members of the Buda Sustainability Commission.

[f3 Arbor Day Proclamation 2021.pdf](#)

F.4. Proclamation recognizing Thursday, November 11, 2021, as Veterans Day, to be accepted by CenTex Alliance Members (formerly VFW Post 12161).

[PROC Veterans Day.pdf](#)

G. PUBLIC COMMENTS / PUBLIC TESTIMONY

Members of the public who wish to participate in Public Comment must complete a form and turn it into the City Clerk before the period provided for Public Comment is called for consideration by the presiding officer. Members of the public who wish to participate during the Public Testimony period provided for any item on the agenda must complete a form and turn it into the City Clerk before the item they wish to participate in is called for consideration by the presiding officer.

H. City Council Agenda Items

I. WORKSHOP

I.1. Joint Workshop discussion with the Buda Economic Development Corporation regarding the Buda Economic Development Corporation (BEDC) Target Industry sectors and possible action to authorize said Target Industry sectors (BEDC Executive Director Tracy Anderson) [PUBLIC TESTIMONY]

[Agenda Item Review F6 Attachment Target Industries and NAICS Codes TA changes 8.30.2021.pdf](#)

BEDC Executive Director Traci Anderson certified a quorum with the following Directors present:

President Jennifer Storm

Treasurer LaVonia Horne-Williams

Secretary Betsy Urban

Director Monica Davidson

Director Evan Ture

Vice President Amy Martin and Director Tim Otto were absent and excused.

Ms. Anderson presented background information. *A copy of the presentation is part of the supplemental minute record.*

General discussion was held on the selection criteria methodology and adding other target industry sectors.

In conclusion, the following additional categories were recommended by Council and BEDC Board of Directors: Broadening the Healthcare categories up to code 62 to encompass Healthcare and Social Assistance, 4452 Specialty Food Store, 512 Motion Picture & Sound Recording, and 45110 Sporting Good Stores.

Motion, to authorize the target industry sectors, as presented, and the recommended additions, was made by Mayor Urbanovsky and seconded by Councilmember Davidson. Motion carried unanimously.

Motion by the BEDC Board of Directors to authorize the target industry sectors as presented, with the recommended additions, was made by President Storm and seconded by Treasurer Horne-Williams. Motion carried unanimously.

City Council Agenda Items

P. ADJOURNMENT

APPROVAL OF MINUTES:

Betsy Urban, Secretary

ATTEST:

Traci Anderson, Executive Director



Buda EDC Agenda Item Report

November 15, 2021

Agenda Item No. E.1.

Financial incentives and performance agreement not to exceed sixteen thousand, six hundred fifteen dollars and 70/100s (\$16,615.70) to Nighthawk Frozen Food, Inc., for economic development purposes including the expansion of existing facilities to include a new engine room, production equipment and freezers; such incentives to be disbursed by the Buda EDC include a one-time cash payment.

Staff Contact: Traci Anderson

1. Background/History

The ITF has recommended action for Nighthawk Frozen Foods and the BEDC Board and Council have reviewed the initial deal sheets.

2. Current Activity

This is a public hearing required by State Law to allow input from anyone regarding the incentives for a project.

3. Financial Impact

\$16,615.70

4. Recommended Actions

This is a public hearing only. No action to be taken on this item.

There will be an option for any action to take place on item G.4.

5. Attachments

None



Buda EDC Agenda Item Report

November 15, 2021

Agenda Item No. F.1. – F.3.

1. Discussion and possible action to approve and authorize a Request for Loan Forgiveness and Release of Lien for Buck's Backyard, LLC, under the terms of a performance and loan agreement with the Buda EDC.
 2. Discussion and possible action to approve and authorize a Request for Loan Forgiveness and Release of Lien for The Budaful Hiker, LLC under the terms of a performance and loan agreement with the Buda EDC.
 3. Discussion and possible action to approve and authorize a Request for Loan Forgiveness and Release of Lien for Robertsons Family Restaurant II, under the terms of a performance and loan agreement with the Buda EDC.
-

Staff Contact: Traci Anderson

1. Background/History

The Board established a Microloan Program to give 10 grants not to exceed \$10,000 each for a total of up to \$100,000.

If the terms are not met prior to the effective date, the loan would be required to be paid back plus interest of 10%. If the terms are met, the loan is forgivable.

Terms to be met:

- Create or retain one full-time job within 90 days of receiving the funds and kept for 6 months from the effective date.
- The money was to be used to the size, enterprise and/or revenue levels experienced prior to COVID-19.

Proof of Performance:

- 2020 ad valorem tax receipt showing Borrower's personal property taxes paid for 2020
- February 2021 Texas Comptroller of Public Accounts sales tax receipts
- Texas Workforce Commission's Unemployment Tax Services Employer's Quarterly Report filed January 2021

2. Current Activity

These three have turned in their documents and in compliance to Release their Liens.

3. Financial Impact

N/A

4. Recommended Actions

1. Recommend approval of the Release of Lien for Buck's Backyard, LLC, and authorize Board President Jennifer Storm to sign the release.

2. Recommend approval of the Release of Lien for The Budaful Hiker, LLC, and authorize Board President Jennifer Storm to sign the release.

3. Recommend approval of the Release of Lien for Robertsons Family Restaurant II, and authorize Board President Jennifer Storm to sign the release.

5. Attachments

None



Buda EDC Agenda Item Report

November 15, 2021

Agenda Item No. F.4.

Discuss and possible action regarding the hiring of a professional services firm to complete or assist with the creation of a Small Business Incentive Guideline.

Staff Contact: Traci Anderson

1. Background/History

In February, the Board approved to hire EDP Best Practices to revise the current Incentive Policy. The Incentive Task Force has been meeting with the consultant and working on the revisions. We are also working on setting a date to do an Incentive Training.

At the April 12, 2021, BEDC Board meeting, EDC Executive Director Anderson explained that the prior approval for services to revise the Incentive Policy was for bigger incentives that typically involve Tax Rebates and going through the Incentive Task Force. This would be for smaller incentives that would involve façade grants, repairs, etc.

RESOLVED, that the Board approved the authorization for the EDC Executive Director to spend up to \$6,500 for the hiring of a professional services firm to complete or assist with the creation of a Small Business Incentive Guideline. Motion by Vice President Davidson, seconded by Member Bryant. Motion passed 7-0-0.

2. Current Activity

After speaking with EDP Best Practices to get started on the Small Business Policy, they have decided not to begin this process. They would like to carry out the large Incentive Policy that is in progress and then end services from there. There have been many edits and back and forth on the policy and they feel money has been lost working with us on this current policy.

Executive Director Anderson is working with a couple other companies to see about quotes to do a Small Business Incentive Policy within what was already approved. This will be brought back to the Board if any further action is needed.

This is an actual agenda item rather than an update so that if the Board wanted further clarification or discussion, they could further discuss.

3. Financial Impact

TBD, but up to \$6,500 without further Board authorization.

4. **Recommended Actions**

No recommended action at this time.

5. **Attachments**

None



Buda EDC Agenda Item Report

November 15, 2021

Agenda Item No. F.5.

Discussion and possible action regarding the adopted 2021-2026-2036 City of Buda Strategic Plan and 2021 Action Agenda.

Staff Contact: Traci Anderson

1. Background/History

On July 20, 2021, the Buda City Council adopted a Strategic Plan. This is a plan that is good for the Buda EDC to be aware of to know the goals and vision of the Council.

2. Current Activity

We will work the action for the Buda EDC into our plans.

This will be distributed to the Board upon completion.

3. Financial Impact

N/A

4. Recommended Actions

Review and make any necessary action.

5. Attachments

None



Buda EDC Agenda Item Report

November 15, 2021

Agenda Item No. G.1.

Discussion and possible action regarding review of the Memorandum of Understanding (MOU) for Administrative & Professional Services between the City of Buda 4B Corporation (Buda EDC) and City of Buda.

Staff Contact: Traci Anderson

1. Background/History

The MOU got a 60-day extension to work out details within the agreement. The 60 days ends at the end of November.

2. Current Activity

This will be reviewed in Executive Session.

This will go before City Council for review on November 16, 2021.

3. Financial Impact

N/A

4. Recommended Actions

Recommend review and approval or approval with changes.

5. Attachments

None



Buda EDC Agenda Item Report

November 15, 2021

Agenda Item No. G.2.

Discussion and possible action regarding review and adoption of a City of Buda 4B Corporation (Buda EDC) Social Media Policy.

Staff Contact: Traci Anderson

1. Background/History

In reviewing all policies, there is no BEDC Policy for social media except a small section within the current Strategic Plan.

BUDA'S ONLINE AND SOCIAL MEDIA PRESENCE. Actively manage and enhance Buda's image as a desirable place to do business through internal and external messages across various online and social media platforms.

1.3.1. Continue using the EDC website and Facebook page to communicate the Buda EDC activities and achievements and to showcase the community's advantages for business growth.

1.3.2. Work jointly with the City and the Chamber to regularly manage and update Buda's entry on Wikipedia to include accurate and positive information, because this is often the first (and sometimes only) source of information people use to learn about a community.

1.3.3. Collaborate with the City, the Chamber, Hays CISD, and other local organizations to communicate positive, up-to-date information on Facebook, Twitter, and other social media channels about local businesses, developments, and upcoming events.

1.3.4. Cultivate relationships with local and regional media (Austin Business Journal, San Antonio Business Journal, Community Impact Newspaper, Austin American-Statesman, and others) to elevate awareness in the Austin-San Antonio corridor of Buda as an up-and-coming business and development location.

2. Current Activity

This will be reviewed in Executive Session for further legal opinion.

Some recommendations would be to have a policy that incorporates the following:

- raises awareness of the general public and local businesses that the Buda EDC shares announcements for local businesses on its social media accounts
- sets non-discriminatory criteria for acceptable announcements and prohibited announcements, e.g. new business openings and job opportunities are acceptable, but announcements for sales promotions or political ads are not acceptable
- solicits and publishes business announcements from local businesses regularly on its social media accounts

3. Financial Impact

N/A

4. Recommended Actions

TBD

5. Attachments

None



Buda EDC Agenda Item Report

November 15, 2021

Agenda Item No. G.3.

Discussion and possible action regarding the Buda Business Development Grant application for Pediatric Junction.

Staff Contact: Traci Anderson

1. Background/History

This item would fall under the Buda Business Development Program that will be discussed further in Executive Session under legal and economic development negotiations.

2. Current Activity

This will be reviewed in Executive Session for further legal opinion.

3. Financial Impact

TBD

4. Recommended Actions

TBD

5. Attachments

None



Buda EDC Agenda Item Report

November 15, 2021

Agenda Item No. G.4.

Discussion and possible action regarding the approval of a Performance Agreement between City of Buda 4B Development Corporation (Buda Economic Development Corporation) and Nighthawk Frozen Foods, Inc.

Staff Contact: Traci Anderson

1. Background/History

This item had a Public Hearing earlier in this meeting. The deal sheet will be reviewed further in Executive Session.

2. Current Activity

This will be reviewed in Executive Session for further legal opinion and under economic negotiations.

3. Financial Impact

TBD

4. Recommended Actions

TBD

5. Attachments

None



Buda EDC Agenda Item Report

November 15, 2021

Agenda Item No. H.

UPDATES

1. Buda EDC Staff Report – *ANDERSON*
 - a. Project/EDC Activities
 - b. BRE Activities
 - c. Buda Chamber Activities
 - d. Updates:
 - Incentive Policy
 - Existing Land Use Map and Build Out/Available Land Information
 - Downtown land survey

2. Buda EDC Board Report – *BOARD*
 - a. Mobile Food Truck Ad Hoc Committee (Davidson)
 - b. Finance Committee (Horne-Williams, Otto, Storm)
 - c. Buda EDC Incentive Review Committee (Urban, Ture, Storm)
 - d. Buda EDC Personnel Committee (Storm, Urban, Martin)
 - e. Events Committee (Martin, Otto, Urban)
 - f. Small Business Task Force (Storm)
 - g. Greater San Marcos Partnership Board (Storm)
 - h. City/BEDC Incentive Task Force (Storm)

3. City Activities
 - a. Capital Improvement Projects, Road Projects, Finance, Grants, Tourism, Events, Parks & Recreation, Legislative, Library, Development Projects.



Buda EDC Agenda Item Report

November 15, 2021

Agenda Item No. I.

Future Agenda Items

1. Discussion and possible action regarding the hiring of a professional services firm to conduct a survey of the land owned by the City of Buda in downtown Buda for the purpose of potential development.
2. Discussion and possible action regarding a mural design for the WWII Memorial and Museum.
3. Others?