Regular Aledo Economic Development Corporation Meeting
Aledo Municipal Complex, 200 Old Annetta Road Aledo, TX 76008
Tuesday, March 24, 2026, at 5:30 PM

AGENDA

1. **Call to Order**

2. **Work Session**

   a. **Economic development workshop presented by Carlton Schwab, Texas Economic Development Council President/CEO.**

   b. **Discuss current Aledo Economic Development Corporation incentive programs.**

   c. **Discuss opportunities for economic development incentive programs.**

      - **Marketing Grant Program**
      - **Public Art Matching Program**

3. **Regular Agenda**

   a. **Approval of January 29, 2026, Regular Meeting Minutes.**

   b. **Discuss and consider approval of the Your Personal Chef Incentive Agreement.**

4. **Staff Updates**

   a. **Comprehensive Plan Update**

   b. **First Street Initiative Update**

5. **Executive Session**

   In compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, the City Council may convene in executive session to deliberate regarding the following matters:

   a. **Section 551.087 – Deliberation Regarding Economic Development Negotiations. The City Council may convene in executive session to discuss or deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect described above, including the following items:**

      - **Chapter 380 Agreements**
        - **Jakes Burgers**
        - **Press Café**
        - **Dayne's Craft Barbecue**

6. **Adjourn Executive Session and Reconvene Into Open Session**

7. Action Taken on Items Discussed in Executive Session, if Necessary

8. AEDC Member Comments / Staff Comments

In compliance with the Texas Open Meetings Act, AEDC members may comment on routine matters, ask questions of staff that require only a response consisting of factual information or existing City policy, and request that items be placed on a future agenda, but may not deliberate or discuss non-agenda items. City staff may comment on routine City operations and projects and respond to questions from others only with statements of factual information or existing City policy.

9. Adjourn

This facility is wheelchair accessible and accessible parking spaces are available. In accordance with the Americans with Disabilities Act, persons who need additional accommodations to attend or participate in the meeting should contact the City Secretary's office at (817) 441-7016 at least 48 hours prior to the meeting to request such assistance.

CERTIFICATION

I, Erika Cooper-Bateman, Director of Community Services, do hereby certify that this NOTICE OF MEETING was posted at or before 5:30 p.m. on March 18, 2026 at the City of Aledo City Hall in accordance with the regulations of the Texas Open Meetings Act, in a place convenient and readily accessible to the general public, and was also posted to the City's website, and said notice remained posted for at least two hours after the meeting was convened.

_____

Erika Cooper-Bateman
Director of Community Services

CITY OF
ALEDO

Date: March 24, 2026

To: Aledo Economic Development Corporation

From: Erika Cooper-Bateman, Director of Community Services

Subject: Economic development workshop presented by Carlton Schwab, Texas Economic Development Council President/CEO.

Summary:

This workshop, led by Carlton Schwab, President and CEO of the Texas Economic Development Council (TEDC), provides board members and community leaders with a clear, practical overview of economic development. It covers the core principles of economic development, why it matters to community prosperity, and the traits of successful economic development organizations.

The session also helps EDC board members understand how their economic development funds can be strategically invested to attract businesses, support local employers, and create long-term economic opportunities.

With more than 30 years of experience in statewide policy, strategic planning, and local economic development, Mr. Schwab brings deep expertise and real-world insight.

Recommendation:

Attachments:

None

CITY OF
ALEDO

Date: March 24, 2026

To: Aledo Economic Development Corporation

From: Erika Cooper-Bateman, Director of Community Services

Subject: Discuss current Aledo Economic Development Corporation incentive programs.

Summary:

This discussion will focus on the EDC's current incentive programs which are the Façade Improvement Grant Program, the Sign Matching Grant Program, and the Infrastructure Rebate Program. Staff will discuss the current program structure including eligibility, funding criteria, and the full application-to-reimbursement process. Staff will review opportunities to simplify and consolidate the current incentive program steps, including merging the façade and sign grants into a single, unified application to make the process clearer and more efficient for businesses while streamlining administration for the EDC Board.

Recommendation:

Attachments:

1. EDC BIG Program

ALEDO ECONOMIC DEVELOPMENT CORPORATION INCENTIVE PROGRAMS

The City of Aledo Economic Development Corporation (EDC) offers incentive programs designed to encourage reinvestment, enhance commercial properties, and support economic vitality within the City of Aledo. These incentives are reimbursement-based matching grants available to existing businesses operating within the City.

Separately, the EDC utilizes Chapter 380 agreements to incentivize targeted businesses to invest in the City.

Façade Improvement Grant Program

Purpose
To encourage exterior improvements that enhance the appearance, functionality, and long-term value of existing commercial buildings.

Grant Amount
- 1:1 matching grant (reimbursement-based)
- Up to $10,000 per grant application

Eligible Improvements
- Exterior paint, siding, masonry, brick, or stone
- Windows, doors, trim, and awnings
- Façade-attached signage
- Structural façade improvements

Sign Matching Grant Program

Purpose
To assist businesses with installing or upgrading compliant signage that improves visibility and supports business success.

Grant Amount
- Matching grant (reimbursement-based)
- Up to $1,500 for monument or permanent freestanding signs
- Up to $1,000 for wall-mounted signs

General Program Eligibility Requirements

- Property must be located within the City of Aledo

- Business must be currently operating at the location
- Property must have a valid Certificate of Occupancy
- Applicant must be the property owner or an authorized tenant
- Applicant and property must be in good standing with the City
- All improvements must comply with City codes and regulations

How the Program Works

1. Submit an application with required documentation
2. Application reviewed by City staff and the EDC Board
3. Applicant completes approved improvements
4. City verifies project completion
5. Reimbursement issued upon approval

BUSINESS INCENTIVE GRANT (BIG) PROGRAM APPLICATION

This mock application is intended as a conceptual framework and may be refined further to align with final policy language, legal review, and online application platform requirements.

PROJECT INFORMATION

Business Name: _____

Property Address: _____

Years in Business: _____

Applicant Name: _____

Phone Number: _____

Email Address: _____

Are you the property owner? ☐ **Yes** ☐ **No**

- **Property Owner Name (if different):** _____

  Phone: _____ **Email:** _____

If no, has written owner authorization been provided? ☐ **Yes** ☐ **No**

PROJECT ELIGIBILITY CHECKLIST

☐ Located within City of Aledo limits

☐ Commercial / Non-residential zoning

☐ No delinquent City taxes or fees

☐ No outstanding City liens or code violations

☐ Business currently operating at this location

☐ Certificate of Occupancy on file

PROJECT DESCRIPTION

Provide a detailed description of the proposed improvements.

Proposed Project Start Date: _____

Proposed Project Completion Date: _____

INCENTIVE PROGRAM SELECTION

☐ Façade Improvement Grant Program

☐ Sign Matching Grant Program

☐ Both Programs

COST SUMMARY & REQUESTED FUNDING

Improvement Type	Total Project Cost	Matching Funds Requested
Façade Improvements		
Signage Improvements		
Total		

Private investment must equal or exceed the grant amount requested.

REQUIRED ATTACHMENTS

☐ Proof of ownership or lease agreement

☐ Written owner authorization (if applicable)

☐ Photos of existing conditions

☐ Drawings, renderings, or sign designs

☐ Written scope of work

☐ Itemized cost estimates

By signing below, the applicant certifies that:

- All information provided is true and accurate
- The project complies with all applicable City codes and regulations
- The applicant understands that all grants are reimbursement-based
- Approval of funding is discretionary and subject to EDC Board approval
- Improvements will be maintained for a minimum of three (3) years

Applicant Name (Printed): _____

Applicant Signature: _____ Date: _____

Property Owner Signature (if applicable): _____ Date: _____

Review & Approval (City Use Only)

Application Received Date: _____ Staff Review Completed: _____

EDC Board Action: ☐ Approved ☐ Denied ☐ Modified

Project Completion Verified: ☐ Yes ☐ No

Approved Funding Amount: _____ Reimbursement Issued Date: _____

Date: March 24, 2026

To: Aledo Economic Development Corporation

From: Erika Cooper-Bateman, Director of Community Services

Subject: Discuss opportunities for economic development incentive programs.

- Marketing Grant Program
- Public Art Matching Program

Summary:

The discussion will focus on opportunities to broaden the EDC's existing economic development incentive programs. Staff will share examples from other cities that offer a wider range of eligible improvements, such as lighting and parking upgrades, pedestrian amenities, demolition assistance, and public art enhancements. In addition, staff will show stand-alone programs used in other communities to support business marketing and expand public art initiatives.

Recommendation:

Attachments:

1. City of Saginaw BIG program
2. City of Saginaw BIG (Online Application)
3. Public Art Grant Programs
4. Southlake Public Art Policy
5. Wolfforth Marketing Grant
6. Boost+Harlingen+Matching+Grant+Guidelines

SAGINAW BUSINESS IMPROVEMENT GRANT (BIG) PROGRAM

WHAT IS THE BIG PROGRAM?

This program provides matching grants to reimburse commercial property owners or business operators for Eligible Enhancements made to their properties.

WHO IS THE PROGRAM FOR?

Any commercial business in the City of Aledo that is looking to enhance their existing site visually, or in ways that increase the viability of the property for business use. This includes uses allowed in the zoning classifications: Community Commercial, Neighborhood Commercial, Office Professional, Light Industrial, Heavy Industrial, and within Planned Developments.

WHAT ARE THE ELIGIBLE ENHANCEMENTS?

There are 10 different categories of improvements that are eligible for consideration as part of this grant program. These include –

1. Façade enhancements
    - The replacement or restoration of façade materials, cleaning or power washing exteriors, painting, replacement of windows and doors, installation of new or renovation of existing awnings and canopies, any restoration of historical architecture, roof repairs, and the rehab of gutters and downspouts.
2. Interior building renovations
    - Renovations that enhance the usability of a building.
3. Landscaping
    - The installation of edging boundaries, shrubs and trees, seasonal plantings that provide color and aid beautification efforts, upgrades to or installation of irrigation systems, lawn renovations, and replacement or installation of fencing.
4. Lighting

SAMPLE

- The replacement of interior lighting, lighting in pedestrian areas such as sidewalks, accent lighting, and signage lighting.

5. Parking areas and driveways
    - Reconstruction efforts, including the removal of existing pavement, gravel, curbing, drives, or ramps, resurfacing of asphalt parking areas, and the restriping of parking spots and fire lanes.
6. Pedestrian amenities
    - The paving of areas for customers to congregate, addition of seating areas, shade structures, installation of fixtures to provide music, trash receptacles, and addition of play equipment for public and customer use.
7. Signage
    - Replacement of existing signs with new signs that comply with City Code.
8. Code compliance
    - Reconstruction or new construction for public accessibility requirements and installation or upgrade of fire suppression systems for safety purposes.
9. Demolition
    - Costs associated with demolishing and removing existing structures.
10. Public art installation
    - Addition of murals, sculptures, interactive art, visual art, etc.

WHAT KIND OF FINANCIAL ASSISTANCE IS AVAILABLE?

The potential matching grant for each category of property improvements is EITHER 50% of the total cost of the enhancement, OR $10,000- whichever is the lesser amount of the two.

Examples:

- This means that if Company A submits an application for assistance on a $500 landscape improvement to their property, the most the City will match is 50% of that amount, or $250.

SAMPLE

- If Company B submits an application for assistance on a $25,000 façade improvement to their property, the most the City will match is $10,000, since 50% of $12,500 is over $10,000.
- If Company C submits an application for assistance on BOTH a $500 landscape improvement AND an $15,000 façade improvement, the City can match up to $7,750 (50%). In this scenario, because the landscaping improvements and façade improvements are in different categories of Eligible Enhancements, the two requests can be considered independently.

Please note that grant payments will be provided only as REBATES for improvements. Payments will not be paid up front, prior to construction, and will require invoice and payment verification.

HOW TO APPLY?

First, read over the BIG Program Policy and then apply by completing the BIG application here.

Please provide the following with your application form:

- Proof of ownership of the property OR written approval of the application from the owner and a copy of your signed lease agreement
- Photographs of the existing property (optional)
- Drawings, renderings, or plans of the proposed enhancements (optional)
- Written description of enhancements, including building materials and color schemes to be used
- A construction cost estimate provided by a licensed contractor

WHAT IS THE PROCESS FOR CONSIDERATION AND APPROVAL?

Once the Application (click here) has been received and vetted for completeness, the Economic Development Office will prepare an impact analysis for the improvement(s) to present to City Council. The City Council will meet in Closed Session (private) following their next scheduled Regular Meeting to discuss the request and determine whether they would like to approve a grant or not. The Economic Development Office will contact the applicant to provide a response and to proceed with drafting an agreement for both parties to sign. This process can take an average of 2 – 4 weeks and should be completed prior to the start of any construction or enhancement on the Property.

SAMPLE

All grant applications shall be considered and negotiated on a case-by-case basis. Specific consideration will be given to projects which further the goals and objectives of the community or are located in areas of preferred improvement; namely along major transportation corridors. Nothing within the BIG Program Policy, nor any previously-issued agreement shall imply or suggest that the City is under any obligation to provide financial incentives at any time to any applicant.

SAMPLE

SAGINAW, TX
ECONOMIC DEVELOPMENT

BIG
CITY OF SAGINAW
BUILDING IMPROVEMENT GRANT

BUILDING IMPROVEMENT GRANT

About Us

The Building Improvement Grant Program offers financial assistance to commercial property/business owners for a variety of eligible enhancements.

Services:

Funding
Each category is eligible for up to 50% of the total cost of enhancements OR $10,000, the lesser value.

Categories
Categories include: facade, interiors, landscaping, lighting, pedestrian amenities, signage, code compliance, demolition, & public art installations. Each category is eligible for individual funding.

Applicants
Property owners, or business owners with the property owner's authorization, within the CC, NC, OP, LI, HI, and PD zones are eligible to submit an application.

817-230-0440 svictor@saginawtx.org www.saginawtx.org/BIG

SAGINAW, TX ECONOMIC DEVELOPMENT

BIG CITY OF SAGINAW BUILDING IMPROVEMENT GRANT

Project Information

Property Address: _____

Applicant Name: _____

Applicant E-Mail: _____ Applicant Phone: _____

Date of Application: _____ Years in Business: _____

Application Request:

_____

_____

_____

_____

_____

Project Start Date: _____ Project Completion Date: _____

Project Requirements and Priorities

Project Eligibility		
Within City Limits	Yes ☐	No ☐
Non-Residentially Zoned	Yes ☐	No ☐
Ad-Valorem Property Tax Paying Entity	Yes ☐	No ☐
Good Standing with City (Taxes/Monies)	Yes ☐	No ☐
Good Standing (Business Taxes)	Yes ☐	No ☐
No Existing City Liens	Yes ☐	No ☐
Proof of Ownership	Yes ☐	No ☐
Owner Authorization Granted	Yes ☐	No ☐
No Outstanding Code Violations	Yes ☐	No ☐
Permissible Frequency of Grants *(Sec.3.1.8)*	Yes ☐	No ☐

Application Documentation		
Ownership/Lease Documentation	Yes ☐	No ☐
Photos of Existing Conditions	Yes ☐	No ☐
Drawing, Renderings, & Plans of the Proposed Enhancements	Yes ☐	No ☐
Written Description of the Enhancements *(i.e. building materials and color schemes)*	Yes ☐	No ☐
Construction Cost Estimate	Yes ☐	No ☐
Owner Support of the Grant Application	Yes ☐	No ☐

SAGINAW, TX ECONOMIC DEVELOPMENT

BIG CITY OF SAGINAW BUILDING IMPROVEMENT GRANT

BIG Priorities		
Located On: *(Saginaw Blvd., Bailey Boswell Rd., Old Decatur Rd., Blue Mound Rd., or McLeroy Blvd.)*	Yes ☐	No ☐
Located Within: "Downtown Areas"	Yes ☐	No ☐
Retail Business	Yes ☐	No ☐
Restaurant Business	Yes ☐	No ☐
Professional Office Business	Yes ☐	No ☐
Industrial and Manufacturing Business	Yes ☐	No ☐
Sales-Tax Generating Business	Yes ☐	No ☐

Enhancements

Please fill out the table below to identify enhancements and allocate your requested funding.

Section	Enhancement Type	Cost of Improvements	Policy Max %	Policy Max $	Requested Amount	Approved Amount
4.3	Façade		50%	$10,000.00		
4.4	Interior Renovation		50%	$10,000.00		
4.5	Landscaping		50%	$10,000.00		
4.6	Lighting		50%	$10,000.00		
4.7	Parking & Driveways		50%	$10,000.00		
4.8	Pedestrian Amenities		50%	$10,000.00		
4.9	Signage		50%	$10,000.00		
4.10	Code Compliance		50%	$10,000.00		
4.11	Demolition		50%	$10,000.00		
4.12	Public Art		50%	$10,000.00		
Total Requested Amount:				$		
BIG Approved Amount:				$		

Please identify and describe any additional enhancements not applicable for grant funding:

_____

_____

_____

Contractor Information

Contractor 1:

Company Name: _____

Contractor Name: _____ Contractor Title: _____

Contractor Address: _____

Contractor E-Mail:_____ Contractor Phone:_____

Contractor Cell:_____ Company Website:_____

Contractor 2:

Company Name: _____

Contractor Name: _____ Contractor Title: _____

Contractor Address: _____

Contractor E-Mail:_____ Contractor Phone:_____

Contractor Cell:_____ Company Website:_____

Contractor 3:

Company Name: _____

Contractor Name: _____ Contractor Title: _____

Contractor Address: _____

Contractor E-Mail:_____ Contractor Phone:_____

Contractor Cell:_____ Company Website:_____

Contractor 4:

Company Name: _____

Contractor Name: _____ Contractor Title: _____

Contractor Address: _____

Contractor E-Mail:_____ Contractor Phone:_____

Contractor Cell:_____ Company Website:_____

Applicant/Owner Certification

In accordance with Resolution 2018-23 adopting the Building Improvement Grant Policy, the undersigned do hereby certify the following:

Section 7.1 – Application Accuracy:	The information in the application, and all that may have been affixed thereto, is true and correct, and that the city may rely on all of the information therein contained, and all that may have been affixed thereto, as being true and correct.
Section 7.2 - Compliance	I (we) certify that I am (we are) solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinance and other applicable regulations. Neither approval of an application nor payment of a grant upon completion of the project shall constitute approval of the project by any city department, board member or staff or a waiver by the City of any safety regulation, building code, ordinance or other applicable regulation.
Section 7.3 - Insurance	I (we) certify that I (we) maintain sufficient insurance coverage for property damage and personal injury liability relating to the project.
Section 7.4 - Maintenance	I (we) certify that the enhancements, once approved by the City shall be maintained for a period of three (3) years from the date of payment. No changes shall be made without prior written approval from the City.
Section 7.5 - Discretionary Rights:	I (we) certify that I (we) acknowledge that the City has the absolute right of discretion in deciding whether or not to approve a matching grant relative to the application, whether or not such discretion is deemed arbitrary or without basis in fact, including the right to approve or disapprove a grant on terms and conditions that are contrary to the guidelines of this policy.
Section 7.6 - Policy Promotion:	I (we) authorize the City to use an approved project to promote the merits of this policy, including but not limited to displaying a sign at the property or business during and within thirty (30) days after construction, and using photographs and descriptions of the project in distribution material, press releases, social media and on the city's website.
Section 7.7 - Indemnification:	I (we) certify that I am (we are) solely responsible for overseeing the work, and will not seek to hold the City, the board, and I or their agents, employees, officers, and / or directors liable for any property damage, personal injury, or other loss related in any way to this Policy, and by submission of an application, agree to indemnify the City, the board and I or their agents, employees, officers, and I or directors from any claims or damages resulting from the project, including reasonable attorney fees.

I hereby acknowledge the above information

I do not acknowledge the above information

Owner Name: _____ Applicant Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

PUBLIC ART GRANT PROGRAMS

SOUTHLAKE

The Public Art Program in Southlake is funded through the Public Art Fund. This special revenue fund was established to account for funding that is available for public art promotion, creation, and/or installation throughout the City of Southlake.

The Public Art Matching Funds Policy enables the City to leverage its public art funding to assist with the ongoing advancement of the Public Art Program by implementing recommendations of the Public Art Master Plan.

The purpose of this policy is to provide a process for considering requests by petitioning individuals, organizations, or private developments for Public Art Matching Funds projects. Eligible projects include public art at private developments and public art to be installed on public property.

Proposed Public Art Matching Funds projects will be considered on a project-by-project basis. The City will determine the percentage match up to 100%.

MCKINNEY

Provides financial assistance for the costs associated with the creation and installation of a permanent medium work of art readily accessible to the public for the purposes of viewing and enjoying art. This does not include landscaping or the performing or literary arts such as dance, music, drama, or poetry unless expressed through visual art.

Public Art grant funding assistance is limited to no more than 50% of the applicant's project expenses AND will not exceed $20,000. (Requires 50% match.)

In addition, Public Art Grants must meet the following criteria:

a. Artist will be selected based on their qualifications as demonstrated by past work, appropriateness of the proposal to the project, the probability of successful completion, and practicality of long-term maintenance of the work of art.

b. The art is unique and original and does not infringe upon any copyright. The artist must agree to hold the City harmless against any claims for copyright infringement.

c. Projects of the applicant must be completed within 12 months of grant being awarded.

d. If applicant is presenting fully formed project, they must have 50% of their art project funded when applying for grant.

e. The art or an exact duplicate has not been accepted for sale elsewhere.

f. The art is free and clear of any liens.

City of Southlake
Policies and Procedures

Policy: **Public Art Matching Funds Policy**
Source: **City Council/ Southlake Arts Council**
Category: **Public Art**

I. Statement of Purpose

The Public Art Matching Funds Policy enables the City to leverage its public art funding to assist with the ongoing advancement of the Public Art Program by implementing recommendations of the Public Art Master Plan.

The purpose of this policy is to provide a process for considering requests by petitioning individuals, organizations, or private developments for Public Art Matching Funds projects. Eligible projects include public art at private developments and public art to be installed on public property. The following policy will become effective immediately upon approval of City Council.

Proposed Public Art Matching Funds projects will be considered on a project by project basis. The City will determine the percentage match up to 100%.

A. Strategic Alignment – This policy is linked to the City's Strategy Map related to the Focus Areas of *Quality Development* and *Partnerships and Volunteerism*, and meets the Corporate Objectives to *Invest to Provide and Maintain High Quality Public Assets; Provide Attractive and Unique Spaces for the Enjoyment of Personal Interests;* and to *Promote Opportunities for Partnerships and Volunteer Involvement.*

II. Project Application Procedures

A. Anyone proposing a Public Art Matching Funds project should submit a proposal in writing to the staff liaison to the Southlake Arts Council by March 1st for consideration for the following fiscal year (October 1 – September 30). Other projects may be considered after March 1st as funding is available. A form for this purpose will be available through the Department of Community Services.

B. The proposal should include a complete and detailed description of the project and, to the extent applicable, pictures and/or detailed drawings, estimated budgets, location of the project, mechanism of funding the project, maintenance plan, any stipulations that might go along with the project, and a justification for the project.

C. The City Council, at its discretion, may grant variances to this policy.

III. Project Requirements

A. Artwork must be created by an artist.

B. Artwork should be visible to the public, considering urban design context and surrounding sightlines.

C. Projects should be in locations where there is a high degree of public visibility, accessibility and use.

D. Artwork should respond to recommendations in the Southlake Public Art Master Plan.

E. Artwork can be integrated into architecture, landscape or streetscape.

F. Artwork cannot be commercial expression.

G. Indoor artwork does not qualify, unless installed in a public building.

H. If artwork is one of a limited edition set, no other copy may be installed within a 50 mile geographical boundary of the proposed artwork site.

IV. Project Evaluation Criteria

Proposed projects will be considered on a project by project basis on the following criteria:

A. Is the project consistent with the overall intent of the Public Art Master Plan?

B. Is the project linked to the City's Strategy Map?

C. Is the project linked to the Focus Areas and Objectives of the City's Strategy Map?

D. Does the project benefit Southlake residents?

E. Does the project have a useful life of at least (5) years?

F. Does the project accelerate the completion of an identified Public Art Master Plan project?

The City of Southlake reserves the right to accept or reject any project submitted for approval. The petitioner will receive the City's decision in writing after the decision is made.

V. Project Approval Process

A. The staff liaison to the Southlake Arts Council will review the proposed project for its consistency with the evaluation criteria listed in Section IV.

B. If the staff liaison determines that the project is consistent with the evaluation criteria, he/she will place the proposal on an agenda for the Southlake Arts Council to consider recommending to the City Council.

C. If the staff liaison determines that the project is not consistent with the evaluation

criteria, he/she will inform the petitioning individual or organization in writing of the decision and the reasons for the finding. The petitioning individual or organization may appeal the staff liaison's decision not to consider the project. The Southlake Arts Council will make a recommendation as to whether the project should be considered.

D. The Southlake Arts Council will consider the proposed project and make its recommendation to the City Council. The Southlake Arts Council consideration of the proposed project will be based on the extent to which the project is consistent with the evaluation criteria, the overall benefit of the project to Southlake residents, and the funding available for the project.

E. Following the Southlake Arts Council's consideration of the proposed project, the staff liaison will place the proposed project and the corresponding matching funds request on an agenda for the City Council for final consideration. The decision of the City Council to approve the project and allocate matching funds will be made at its sole discretion and any decision will be final.

F. The petitioner (individual or organization) reserves the right to withdraw the proposed project at any time during the approval process.

VI. Funding

A. Private Developments: If approved, public funds will be allocated to the individual or organization upon completion of the project. Prior to payment, the individual or organization must complete required payment paperwork made available by the Finance Department.

B. Public Property: The petitioner must complete any fundraising requirements, if necessary, and deliver their portion of the matching funds to the City before the City will purchase or install the project. The petitioner must deliver their portion of the matching funds to the City within six (6) months of the final approval date unless additional time is granted at the time of approval. If the petitioner fails to meet this requirement, the petitioner will be required to reapply for matching funds. All approved projects will be managed by the City, will become the property of the City once completed or received, and will be used at the sole discretion of the City.

VII. Ownership and Maintenance

A. Ownership of all artworks incorporated into private developments shall be vested in the property owner who shall retain title of said artwork. As a condition of payment from the City, the property owner must agree by contract to maintain the artwork and prevent its removal from the property. The contract will be considered concurrently with the City Council's approval of the artwork project and allocation of matching funds. The contract will be recorded in the real property records of Tarrant County and shall be deemed a covenant that runs with the land and will be binding on all heirs, successors, assigns, grantees, vendors, trustees, representatives of the property owner and all others holding any interest in the future. After the artwork has been completed and the property is subsequently to be sold, the seller or buyer of

the property, in lieu of honoring the obligations in the contract, may either: (1) transfer ownership of the artwork by donation to the City of Southlake to be maintained as a public artwork on public property; or (2) remove the artwork and reimburse the City for the matching funds value amount, not to exceed the current appraised value of the artwork. The artwork cannot be altered, modified, relocated or removed other than as provided herein without the prior recommendation of the Southlake Arts Council and approval of the Southlake City Council.

B. All contracts described in this policy must be reviewed and approved by the City's legal counsel.

C. In addition to any contractual obligations, property owners will be required to maintain the artwork in good condition in the approved location, as required by law or other applicable guidelines including but not limited to normal code enforcement rules, to ensure that proper maintenance is provided.

D. The owner may request that the artwork be removed from the site due to hardship with the recommendation of the Southlake Arts Council and approval of the Southlake City Council. In addition, in the event there is a condition that occurs outside the reasonable control of the owner, such as an Act of God, then this provision may be implemented with the recommendation of the Southlake Arts Council and approval of the Southlake City Council.

VIII. Recognition of Matching Funds Projects

A. A permanent plaque or equivalent must be designated in recognition of the project to include the name of the project, its contributor(s), date of the project, and reference that the project was completed with funding through the Public Art Matching Funds Program.

IX. Definitions

ARTIST: A practitioner in the visual arts generally recognized by critics and peers as a professional of serious intent and recognized ability who produces artworks. The members of the architectural, engineering, design, or landscaping firms retained for the design and construction of a development project covered by this definition shall not be considered Artists for the purposes of this definition.

ARTWORK: A work of visual art created by or under the direction of one or more artists including a painting, drawing, print, sculpture, photographic image, or multimedia work whether two- or three- dimensional existing in a single copy or in a limited edition of 50 or fewer copies that are consecutively numbered by the artists and bear the signature or other identifying mark of the artist.

GOOD CONDITION: Clean and free from damage.

PUBLIC ART: Works of art in any media that have been planned and executed with the specific intention of being sited or staged in the public domain.

PUBLIC ART MASTER PLAN: The public art planning document endorsed by the Southlake Arts Council and adopted by the City Council as part of the City's comprehensive planning process.

PUBLIC ART POLICY: The public art policy as adopted by the City Council including any future additions, deletions, or revisions thereto.

PUBLIC ART PROJECT: A commission, acquisition, loan or donation of artwork to the City pursuant to this policy including the process by which such event is initiated, developed, evaluated, conducted, and completed.

QUALIFIED APPRAISER: A Qualified Appraiser is an individual who has earned an appraisal designation from a recognized professional appraiser organization or has otherwise met minimum educational and experience requirements set forth in regulations prescribed by the IRS. The minimum education and requirements are met if the appraiser has successfully completed college or professional level course work that is relevant to the property being valued; obtained at least two years of experience in the trade or business of buying, selling or valuing the type of property being valued; regularly performs appraisals for which the individual receives compensation; and meets such other requirements as may be prescribed by the IRS in regulations or other guidance.

SOUTHLAKE ARTS COUNCIL: An advisory board appointed by the City Council to make recommendations to the City Council concerning matters pertaining to public art and art activities including but not limited to visual arts, performing art programs, and art facilities.

PUBLIC ART MATCHING FUNDS PROJECT APPLICATION

Project Name:_____

Project Location:_____

Contact Person:_____

Organization:_____

Mailing Address:_____

City:_____ State:_____ ZIP:_____

Phone:_____ Cell:_____ Email:_____

Additional Contact Person:_____ Phone:_____

Project Description:_____

_____

_____

_____

_____

Project Justification:_____

_____

_____

_____

_____

Proposed Start Date:_____ Proposed Completion Date:_____

Projected Cost:_____ Funds Requested:_____

Check One: Standard Match _____ OR In-Kind Match _____ %Match Proposed:_____

Please attach pictures and/or detailed drawings, a map detailing the location of the project, a maintenance plan, and any stipulations that might go along with the project.

City of Southlake Values:
Integrity ♦ Innovation ♦ Accountability ♦ Commitment to Excellence ♦ Teamwork

4/19/16 City Council Approved 7-0

Wolfforth Economic Development Corporation
302 Main Street Wolfforth, TX 79382
806-855-4120 I dsweat@wolfforthtx.us

WOLFFORTH BUSINESS MARKETING GRANT

A. Purpose

The Wolfforth Business Marketing Grant provides financial assistance to existing businesses within Wolfforth's City Limits. The Grant will support the local businesses by providing funding for innovative and impactful marketing efforts and initiatives aimed at increasing visibility, customer engagement, boosting sales, brand recognition and growth within the community.

B. Target Areas

This Grant is open to all retail and commercial businesses within Wolfforth's City Limits.

Eligible Businesses Must:

- Be a for-profit, brick-and-mortar business physically located within Wolfforth city limits
- Remit sales tax to the City of Wolfforth (proof of sales tax remittance is required with the application)

Ineligible Businesses:

- Any business that does not remit sales tax to the city of Wolfforth is ineligible for this grant.

C. Objective

Grant funds will be made available aimed at increasing marketing efforts and initiatives to boost sales, customer engagement, and brand recognition for local businesses, such as:

- Leveraging digital marketing (social media, TV, radio) for advertisements
- Advertising campaigns (Targeted Ads)
- Photography of products and/or services
- Video Creation

D. Grant Amounts

Each approved business is eligible for a matching grant of up to $1,000. To receive the EDC's portion of the match, the business must first spend at least $1,000 of its own funds on eligible marketing expenses. Proof of this expenditure must be submitted to the EDC before any EDC funds will be applied. Once verified, the EDC will pay the marketing vendor directly, up to $1,000. If the total cost exceeds $1,000, the business is responsible for covering the remaining balance and providing documentation of full payment.

E. Grant Limitation

The Grant monies must be utilized within ninety (90) days of approval. If the business fails to utilize the Grant monies within the given time frame, the business forfeits the Grant, and the marketing project will not be funded by the EDC office. The business can reapply for the Grant every 2 years.

F. Grant Eligibility & Requirements

- Funds cannot be used for payroll, rent, utilities, construction, sponsorships, equipment purchases unrelated to marketing, previous marketing debt or expenses incurred before the grant award date.
- Funds cannot be used for residential properties or vacant commercial buildings
- Funds must be used for marketing-related expenses such as:
  - Branding (ie: logo design, website design)
  - Digital marketing advertisements (ie: social media, TV or radio commercial)
  - Advertising campaigns (ie: targeted ads for social media, TV or radio)
- Businesses must be located within Wolfforth's City Limits.
- Businesses must be a brick-and-mortar that offer taxable services and/or sales, with proof of building ownership and/or a signed lease agreement.

- Businesses must have a valid business license/sales tax ID/Certificate of Occupancy and be in good standing with the City of Wolfforth and the State of Texas.
- Businesses must have an active "Google My Business" listing.
- Businesses of any age are eligible. Start-ups are eligible if they have a formal business plan and active business registration.

G. <u>How to Apply</u>

1. Contact the EDC office to confirm grant funds are available.
2. Fill out the Business Marketing Grant Application and submit it with proof of sales tax remittance to the EDC office, in person or via email.
3. Your application may be reviewed by the Board of Directors. To ensure consideration, please submit your application at least three weeks prior to the scheduled EDC Board of Directors meeting, held on the first Tuesday of each month. Applications submitted after the deadline will be reviewed at the following month's meeting.
4. Contact the marketing entities/agencies of your choice, to discuss the best marketing plan for your business.
5. Submit the marketing quote/contract/plan, from the marketing entity, that outlines the proposed marketing effort, initiative, or campaign and must include the marketing firm's contact information.

H. <u>Important Notes</u>

- The Grant funds are available until the funds are depleted and renewed every fiscal year pending approval by the EDC Board of Directors.
- Submitting an application does not guarantee approval. Processing typically takes 1–2 months once all required documentation is received.
- These funds are intended for new marketing efforts, initiatives, or campaigns and cannot be used for those already in progress.
- Any previous marketing debt or expenses incurred before the grant award date will not be considered.
- Businesses can enhance their chosen marketing effort by contributing additional funds; however, the EDC will only cover a maximum of $1,000 in matching funds.
- The business must reference the City of Wolfforth in the marketing effort (e.g., "Made in Wolfforth," "Proudly Made in Wolfforth", "Wolfforth, TX", "Grown in Wolfforth", etc.). The WEDC logo will be provided for use.

I. <u>Required Documents</u>

With Application Submission:

- Proof of building ownership and/or a signed lease agreement
- Proof of valid business license/sales tax ID/Certificate of Occupancy/sales tax remittance
- Quote/contract/plan that outlines the proposed marketing effort, initiative or campaign
- A detailed performance report, including data analytics from your business website, social media,
- Copy of "Google My Business" page

After Grant Approval:

- Proof of aired advertisements on TV, radio, or social media
- A detailed performance report, including data analytics before and after the marketing campaign
- Receipts and proof of contract with the ad agency (grant payments will be made directly to the ad agency)

Section 1:

Name of Applicant: _____

Applicant Type: (check one) I am the Property Owner | Leasing the Property

How many years is the lease term _____

Property Owner's Name _____

Business Name: _____

Type of Business: _____

Property Address: _____

Mailing Address: _____

Phone: _____ Email: _____

Year Established: _____

# of Employees: Full Time _____ Part Time _____

Have you received any grants or business incentives from the EDC? [ ] No [ ] Yes, date _____

Do you have marketing budget? [ ] Yes [ ]No If yes, how much?_____

Are you a Lubbock chamber member? [ ] Yes [ ]No

Are you currently employed by, serving on, or affiliated with the WEDC? [ ] Yes [ ]No
If affiliated, please specify with whom: _____

Section 2:

Do you have a website?

[ ] Yes: www. _____
[ ] No
[ ] No, but I am interested in learning how to create a website

Do you have social media?

[ ] Yes, check all those that apply and indicate analytics below, for the last month
[ ] No
[ ] No, but I am interested in learning how to create a social media page

Insights:

☐ Facebook
Handle: _____
Likes: _____
Followers: _____

☐ Instagram
Handle: _____
Likes: _____
Followers: _____

☐ TikTok
Handle: _____
Likes: _____
Followers: _____

Section 3:

Provide a detailed description and your goals of how you plan to use the grant funds. Include specific activities such as advertising, website development, social media campaigns, etc. _____

_____

_____

_____

_____

Proposed Start Date: _____ Proposed Completion Date: _____

Chosen Agency: _____ Business Contribution: _____

Additional Comments _____

_____

_____

Signed by Property Owner: _____

Signed by Tenant: _____

Date: _____

BOOST HARLINGEN- PROGRAM GUIDELINES

Small Business 50/50 Matching Grant Program

Boost Harlingen is a small business matching grant program offered by the Harlingen Economic Development Corporation (HEDC) which is designed to assist businesses in expanding their production capabilities through strategic marketing efforts. This initiative aims to enhance business visibility, improve customer engagement, boost sales, strengthen brand recognition, and foster economic growth within Harlingen, Texas.

As a means to stimulate economic activity, this grant program encourages job retention for businesses operating within the City of Harlingen. Eligible businesses may receive up to $1,500 in matching funds per year, subject to fund availability. Please note that funds are not provided upfront. The HEDC has allocated $20,000 for this program. Funding will be provided on a first come first served basis until all funding is exhausted.

Program Details Financial assistance is available for pre-approved marketing efforts completed by August 31, 2026. Grant approval is subject to the discretion of the HEDC Board of Directors and the Harlingen City Commission. Program eligibility is contingent upon available funding and may be discontinued at any time.

Eligibility Requirements To qualify for grant funds, businesses must meet the following criteria:

- Be a for-profit entity occupying a commercial space within Harlingen, Texas, for at least six months prior to application.
- Be classified as a small business. (25 employees or less)
- Hold a valid City of Harlingen Certificate of Occupancy.
- Not be a chain operating three or more stores or a state/ national franchise.
- Own no more than two business locations.
- Only one business per owner may receive funding.

- Must not currently receive or have received another HEDC incentive in the same fiscal year (October–September).
- Must be free of outstanding code enforcement violations or liens (unless related to a change of use).
- Must be current on all rental, mortgage, and tax payments, if applicable.
- Must be a client of the UTRGV Small Business Development Center (SBDC).
- Businesses are encouraged to incorporate "Harlingen" into their marketing efforts to promote local economic identity. Examples include: "Made in Harlingen, TX", "Proudly Serving Harlingen", "Harlingen's Own [Business Name]", "A Product of Harlingen", "Your Trusted Business in Harlingen", etc.

Ineligible Businesses:

- Sexually oriented businesses as defined by Chapter 111 of the Code of Ordinances of the City of Harlingen.
- Gambling establishments, including sweepstakes and internet cafes.
- Businesses involved in the sale of CBD, marijuana, or other drug-related products.
- Businesses operating from residential properties.
- Businesses owned by non-profit entities.
- Businesses deemed a public nuisance by local law enforcement or code enforcement agencies.

Eligible Marketing Expenses Businesses may use grant funds for the following marketing initiatives:

- **Social Media Ads:** Facebook, Instagram, TikTok, and LinkedIn targeted campaigns.
- **Logo Design or Redesign:** Professional branding development.
- **Website Development:** New websites or updates for enhanced user experience.
- **Photography:** High-quality professional images for products, services, or storefronts.
- **Video Marketing:** Commercials, promotional videos, or customer testimonials.
- **TV Commercials:** Local TV advertisements.
- **Radio Advertising:** Promotional spots on local radio stations.
- **Print Ads:** Newspaper or magazine advertising targeting local audiences.

- **Social Media Influencer Marketing:** Hiring an approved social media influencer to promote the business through their platforms. *(A Social Media Influencer is a user on social media who has established credibility in a specific industry. These content creators have access to a large audience and can share information to persuade others and drive social media engagement through their authenticity and reach.)*
- **Billboard Ad:** Local or regional outdoor advertising to increase business visibility and brand awareness.

Ineligible Expenses:

- **Operational Costs:** Payroll, rent, utilities, insurance.
- **Non-Marketing Expenses:** Construction, renovations, office supplies, inventory.
- **Equipment:** equipment purchases, cameras, video equipment, etc.
- **Sponsorships & Donations:** Charitable contributions or sponsorships.
- **Previous Expenses & Debts:** Reimbursement for past marketing expenses or debts incurred before grant approval.
- **Unrelated Services:** Legal, accounting, or general business consulting.

Application Process

Pre-Approval Application Requirements: Applicants must submit the following documentation for review:

- ✓ Detailed explanation and budget of how marketing efforts will contribute to business growth and job retention.
- ✓ Copy of a valid Sales Tax ID or Federal EIN.
- ✓ Copy of City of Harlingen Certificate of Occupancy/ Commercial Permit
- ✓ Proof of current mortgage, property insurance, and property tax payments.
- ✓ Documentation confirming business ownership.
- ✓ Quote or contract from the proposed marketing entity detailing marketing efforts.
- ✓ Current social media performance report.

*All application materials must be uploaded with the Pre-Approval Application Form. Incomplete submissions will not be reviewed. The review process takes about 2-3 weeks after submission.

Funding Request Process: Approved applicants must submit the *Final Funding Request Form* by August 31, 2026, to receive reimbursement. Requests submitted after this date will not be processed.

Additional requirements:

- Proof of aired advertisements (TV, radio, or social media) must be included in the final funding request.
    - Copy of paid receipts.
- The HEDC Committee will review requests and, if eligible, submit them for approval by the HEDC Board of Directors at an official board meeting (last Tuesday of each month).
- Upon approval, grant funds will be disbursed within 60 days following final approval by the Harlingen City Commission.

Post-Approval Obligations: Within 30-60 days of marketing implementation, applicants must submit a detailed performance report analyzing pre- and post-marketing campaign results.

Maximum Award & Reimbursement: The grant provides 50% matching funds, up to $1,500 per fiscal year.

Date: March 24, 2026

To: Aledo Economic Development Corporation

From: Erika Cooper-Bateman, Director of Community Services

Subject: Approval of January 29, 2026, Regular Meeting Minutes.

Summary:
The minutes from the January 29, 2026 Regular Aledo Economic Development Corporation Meeting are presented to the Board for review. Members have the opportunity to examine the recorded actions and discussions from that meeting. The minutes are submitted to the Board for approval.

Recommendation:

Attachments:
1. _2026.1.29 EDC Minutes

ALEDO ECONOMIC DEVELOPMENT CORPORATION MEETING
Thursday, January 29, 2026 at 5:30 p.m.

MINUTES

The Aledo Economic Development Corporation convened on Thursday, January 29,2026 at 5:30 p.m., at the Aledo Municipal Complex, Aledo, Texas, for the purpose of a Regular Meeting, with the meeting being open to the public and notice of said meeting having been posted as prescribed by Chapter 551, Texas Government Code, with the following members being present:

BOARD PRESENT Shane Davis, Mayor
Kimberly Hiebert
Ryan Merrill
Amanda Wimpee
Byron Smith
Spencer Perry

STAFF PRESENT Candice Edmondson, City Manager
Alicia Kreh, City Attorney
Erika Cooper-Bateman, Director of Community Services
Laura Weber, Communications & Events Manager

1. CALL TO ORDER

Mayor Shane Davis, President, called the meeting to order at 5:33 p.m.

Mayor Davis recessed the meeting into Executive Session to consult the City Attorney at 5:34 p.m.

Mayor Davis called the meeting back to regular session at 5:48 p.m.

2. ITEMS FOR DISCUSSION AND/OR CONSIDERATION

a. Approval of November 18, 2025, Regular Meeting Minutes.

MOTION by Kimberly Heibert, second by Ryan Merrill, to approve the minutes as presented. MOTION CARRIED by unanimous vote.

b. Discuss and consider approval of the Bearcat Pack and Ship Sign Matching Grant application.

Erika Cooper-Bateman, Community Services Director, presented the item. She explained that an application had been submitted through the EDC's Sign Matching Grant Program, which provides matching incentive funds for qualifying signage improvements. The application submitted by Bearcat Pack & Ship requested reimbursement of $1,000. All program requirements were satisfied by the business owner.

MOTION by Spencer Perry, second by Amanda Wimpee, to approve reimbursement grant in the amount of $1,000 to Bearcat Pack & Ship. MOTION CARRIED by unanimous

vote.

c. Discuss and consider approval of the Your Personal Chef Infrastructure Rebate Program application.

Mayor Shane Davis requested a motion to table the item until additional information could be obtained.

MOTION by Byron Smith, second by Kimberly Heibert, to table the discussion and approval of the Your Personal Chef Infrastructure Rebate Program application. MOTION CARRIED by unanimous vote.

d. Discuss and consider approval of the Lone Oak Royalty Façade Improvement Grant Program application.

Erika Cooper-Bateman, Community Services Director, presented the item. She noted that the application was previously brought before the Board in November to discuss its eligibility, as the improvements had already been completed. Following that meeting and further discussion with the applicant, staff identified discrepancies between the program overview and the application materials. Staff recommended reviewing the application with awareness of these discrepancies.

MOTION by Spencer Perry, second by Byron Smith, to approve the application for façade improvement grant for Lone Oak Royalty. MOTION CARRIED by unanimous vote.

e. Discuss and consider the grant programs offered through the Economic Development Corporation.

Erika Cooper-Bateman, Director of Community Services, presented the item. She provided an overview of the 2011 Target Business Incentive Policy, noting which grant programs remain active and which are no longer in use. She explained that this item offered an opportunity to evaluate the existing programs and consider potential updates. The primary programs discussed included the Façade Improvement Grant Program, the Sign Matching Grant Program, and the Infrastructure Rebate Program.

Alicia Kreh, City Attorney, recommended reexamining the Infrastructure Cost Rebate Program, noting that it functions as a Chapter 380 agreement and that legal standards have evolved since the program was established. She advised developing stronger policies and guidelines to assist both the Board and applicants in understanding the parameters of potential rebates. She also suggested considering a written agreement or application that includes indemnification provisions to protect the City.

Candice Edmondson, City Manager, agreed with the recommendation to strengthen the parameters of the Infrastructure Cost Rebate Program. She also noted that in several other Metroplex cities, the façade improvement and sign grant programs are combined into a single program to broaden eligible improvements and simplify the process.

Amanda Wimpee expressed support for simplifying and consolidating the programs, stating that doing so would make them more accessible to the community.

The Board discussed the need to provide clearer guidance to applicants regarding available tax incentives and the level of support offered through EDC programs. Members also emphasized the importance of defining program funding caps and clarifying which types of businesses and geographic areas the programs are intended to target.

MOTION by Ryan Merrill, second by Byron Smith, to evaluate and amend the grants offered by the EDC. MOTION CARRIED by unanimous vote.

3. STAFF UPDATES

a. Recap of Christmas Tyme in Aledo

Laura Weber, Communications and Events Manager, provided a recap of the Christmas Tyme in Aledo event. She highlighted several updates and improvements implemented for this year's celebration, including enhanced traffic flow plans, expanded vendor spacing, additional family-friendly activities, and increased coordination with public safety personnel. She also reported that attendance increased significantly compared to prior years, vendors reported strong engagement, and community feedback was overwhelmingly positive. No action taken.

b. TEDC Workshop

Erika Cooper-Bateman, Director of Community Services, provided an update that board members will receive an economic development workshop conducted by the Texas Economic Development Council at the March 24, 2026 meeting. No action was taken.

4. EXECUTIVE SESSION

In compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, the City Council may convene in executive session to deliberate regarding the following matters:

a. Section 551.087 – Deliberation Regarding Economic Development Negotiations. The City Council may convene in executive session to discuss or deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect described above, including the following items**:**

- **Dean Ranch Development**
- **Downtown Development Discussions**

Mayor Shane Davis recessed the regular session and called the meeting to executive session at 6:21 p.m.

5. ADJOURN EXECUTIVE SESSION AND RECONVENE INTO OPEN SESSION

Mayor Shane Davis called the meeting back to regular session at 6:47 p.m.

MOTION by Kimberly Hiebert, second by Spencer Perry, to approve the Kingway Automotive incentive grant application in the amount of $3,500. MOTION CARRIED by unanimous vote.

6. AEDC MEMBER COMMENTS / STAFF COMMENTS

7. ADJOURN

The meeting was adjourned at 6:47 p.m.

_____

Shane Davis, Mayor

ATTEST:

_____

Staci L. King, City Secretary

CITY OF
ALEDO

Date: March 24, 2026

To: Aledo Economic Development Corporation

From: Candice Edmondson, City Manager

Subject: Discuss and consider approval of the Your Personal Chef Incentive Agreement.

Summary:
The Infrastructure Cost Rebate Program is intended to encourage private investment within the City's Targeted Augmentation Zone by supporting projects in designated business categories. Participation in the program requires a public-private agreement executed under Section 380 of the Local Government Code and is limited to eligible infrastructure-related construction costs associated with new development or qualifying expansions.

In December, City staff received an Infrastructure Rebate Program application from Your Personal Chef, requesting a rebate equal to 50% of new sales tax generated over a five-year period. The Board reviewed this request at its January meeting and requested additional information related to the proposed project.

Your Personal Chef is currently expanding its building footprint to increase its sales area and add two new restrooms and office space. These improvements are intended to support expanded daily food offerings and increase overall sales activity.

At the Board's direction, staff has conducted additional analysis, including evaluation of projected financial impacts and alignment with program criteria. This information will be available to support the Board's discussion and consideration of the application.

Recommendation:
Staff recommends that the Board consider approval of the Infrastructure Cost Rebate request, subject to final terms and conditions to be incorporated into a Chapter 380 Agreement.

Attachments:
1. Your Personal Chef Infrastructure Rebate Request

Infrastructure Costs Rebate Application

City of Aledo and Aledo Economic Development Corporation

I. Grant Application for (Check One):

__Façade Improvement (100% match up to $2,500)
__Wall Sign Upgrade (100% match up to $1,000)
__Monument Sign Upgrade (100% match up to $1,500)
✓Infrastructure Rebate (50% of new sales tax generated for five years)

II: Property Description:

1. Address/Location of Property: 213 E. Oak St
2. Name of Business: Your Personal Chef
3. Property Owned by: Chris & Janet Coble
4. Tenant must have sign lease at least three (3) years and must provide a letter from owner approving project.

III. Project Description:

1. Estimate total cost of project: $ 435,773
2. Amount of matching grant requested: $ 50% of new sales tax generated for 5 years
3. Proposes project start date: 8/22/2025
4. Proposed project completion date 5/1/2026
5. Attach to application:
   Written description of project
   Drawings or renderings of project

IV. Applicant Information: The applicant affirms that the information is true and accurate and has read and understands Aledo incentive guidelines.

Applicant's Name (Please Print): Janet Coble Date: 12/12/2025

Mail Address: 213 E. Oak St. Phone: 817-307-3677

City/ ZIP Aledo TX 76008 Email : ccoble@ypccorp.com

Applicant's Signature: Janet Coble

Infrastructure Cost Rebate Program

To provide assistance for projects to stimulate private investment in Targeted Augmentation Zone for Targeted Business Categories. A public/private agreement will be executed under Section 380 of the Local Government Code.

Eligibility:

Expenses eligible for rebate are construction costs associated with public infrastructure such as streets, sewers, utilities, parking and lights.
New construction or expansion or modification of an existing property that increases the property assessed valuation by 50%.
Rebate is capped at 50% of new sales taxes generated for 5 years starting with the issuing of a Certificate of Occupancy.
Project must meet all zoning and City requirements.
Payments will be made from sales tax reimbursements as received by the City from the Comptroller of Public Accounts.
Payments will be made only on paid invoices.

YOUR PERSONAL CHEF - CONSTRUCTION DRAW SHEET

Buyer: Your Personal Chef
Builder: Remington Construction Services
Property Address: **213 E Oak Street, Aledo, TX 76008**
Legal Description

Build Budget **$435,773.00**

Total Draws Received	$37,424.00
Total Funds Remaining	$398,349.00
% Total Build Budget Remain	91.41%

Milestone line items	Build Funds	% of Contract	Left to Draw	% Completed	AMOUNT AVAILABLE	AMOUNT ADVANCED	DATE ADVANCED
Initial Deposit	$37,424.00	10%	0.00	100%	0.00	37,424.00	07/15/25
Startup Costs/Lot	$0.00		0.00		0.00	0.00	01/00/00
Due at Foundation	$56,136.00	15%	56,136.00	100%	56,136.00	0.00	01/00/00
Due at Wall Framing and Partitions	$56,136.00	15%	56,136.00		0.00	0.00	01/00/00
Due at Dry-in	$56,136.00	15%	56,136.00		0.00	0.00	01/00/00
Due at Sheetrock	$56,136.00	15%	56,136.00		0.00	0.00	01/00/00
Due at Interior Flooring Install	$56,136.00	15%	56,136.00		0.00	0.00	01/00/00
Due at Plumbing/Electrical Fixtures	$37,424.00	10%	37,424.00		0.00	0.00	01/00/00
Due at Final	$18,712.00	5%	18,712.00		0.00	0.00	01/00/00
			0.00		0.00		
Optional Items Selected			0.00		0.00		
Existing Area - Parking Lot	$59,733.00		59,733.00		0.00		
Parking Lot - Painting	$1,800.00		1,800.00		0.00		
			0.00		0.00		
			0.00		0.00		
			0.00		0.00		
			0.00		0.00		
			0.00		0.00		
	$435,773.00		398,349.00	Total	56,136.00	37,424.00	

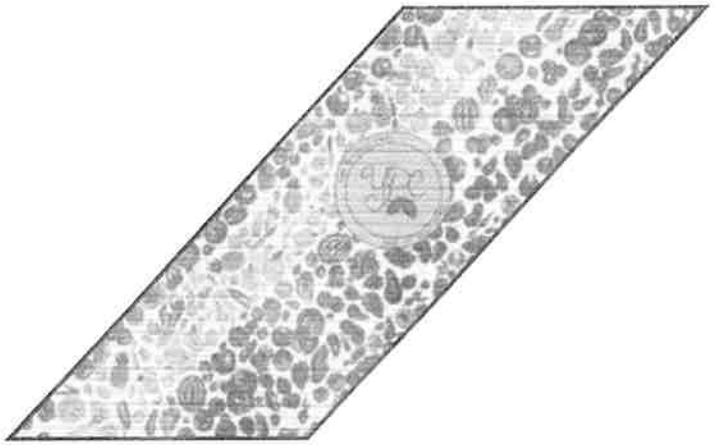
TOTAL DRAW REQUEST
DATE 11/14/25

Directions/Special Instructions:

Your Personal Chef - Draw Form 06-27-2025.xls 11/14/25

RENOVATION AND ADDITIONS TO:

YOUR PERSONAL CHEF
ALEDO, TEXAS



213 EAST OAK STREET
ALEDO, TEXAS 76008

INDEX TO THE DRAWINGS

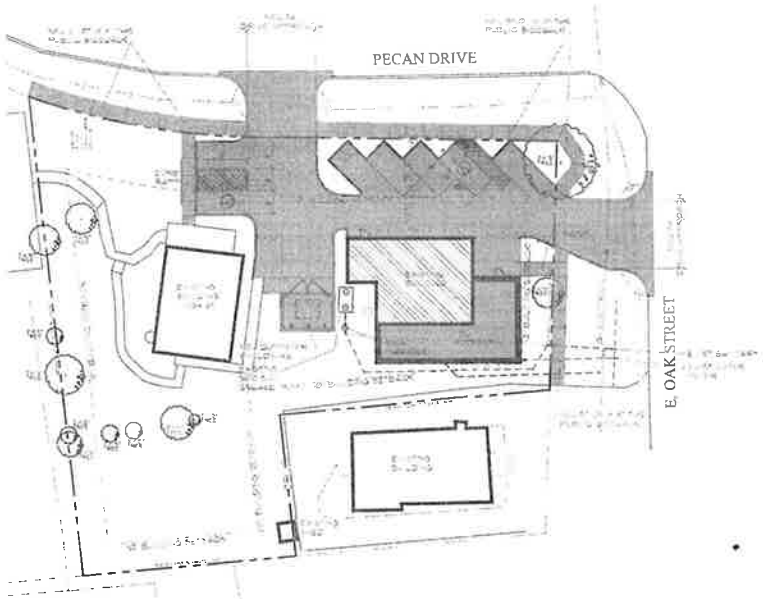
1		COVER
2	G1.1	CODE ANALYSIS
3	G1.3	TAS (HANDICAP) 1 OF 6
4	G1.4	TAS (HANDICAP) 2 OF 6
5	G1.5	TAS (HANDICAP) 3 OF 6
6	G1.6	TAS (HANDICAP) 4 OF 6
7	G1.7	TAS (HANDICAP) 5 OF 6
8	G1.8	TAS (HANDICAP) 6 OF 6
DEMOLITION DESIGN		
9	D1.1	SITE DEMOLITION PLAN
10	D1.2	DEMOLITION FLOOR PLAN
SITE DESIGN		
11	C1.1	ARCHITECTURAL SITE PLAN
12	C1.2	ENLARGED ARCHITECTURAL SITE PLAN
13	C1.3	SITE DETAILS
14	C1.4	SITE DETAILS
15	C2.1	GRADING PLAN
16	C3.1	UTILITY SITE PLAN
ARCHITECTURAL DESIGN		
17	A1.1	FLOOR PLAN
18	A1.2	ENLARGED PLANS
19	A1.3	ENLARGED PLANS
20	A2.1	ELEVATIONS
21	A3.1	BUILDING SECTION
22	A3.2	BUILDING SECTION
23	A4.1	DOOR & WINDOW SCHEDULE
24	A5.1	REFLECTED CEILING PLAN
25	A7.1	ROOF PLAN
STRUCTURAL DESIGN		
26	S1	STRUCTURAL NOTES
27	S2	FOUNDAT & FRAMING PLANS
28	S3	FOUNDATION DETAILS
29	S4	FRAMING DETAILS
MECHANICAL DESIGN		
30	M1	HVAC DIAGRAM
ELECTRICAL DESIGN		
31	E1	LIGHTING DIAGRAM
32	E2	POWER DIAGRAM
PLUMBING DESIGN		
33	PL1	PLUMBING DIAGRAM

STUCKEY ARCHITECTS
ARCHITECTURE PLANNING INTERIORS
508 W. MAIN STREET; SUITE 110
WEATHERFORD, TEXAS 76086
TELEPHONE (817) 341-0751
EMAIL: rastuck@stuckeyarchitects.com

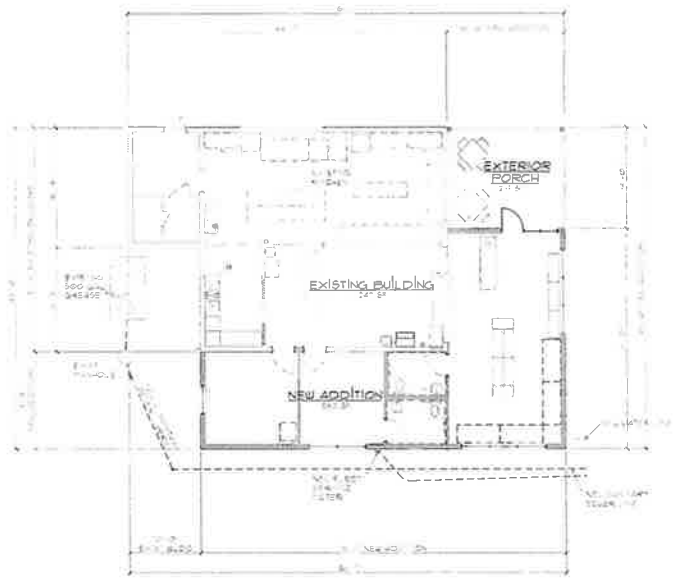
SET NUMBER:

SHEET OF 33 SHEETS

RENOVATION AND ADDITIONS TO YOUR PERSONAL CHEF, ALEDO, TEXAS



1 SITE PLAN - CODE ANALYSIS



2 FLOOR PLAN - CODE ANALYSIS

BUILDING 1: YOUR PERSONAL CHEF

BUILDING CODES

2015 IBC INTERNATIONAL BUILDING CODE
2015 IECC INTERNATIONAL ENERGY CONSERVATION CODE
2015 IPC INTERNATIONAL PLUMBING CODE
2015 IMC INTERNATIONAL MECHANICAL CODE
2014 NEC NATIONAL ELECTRICAL CODE
2015 IFC INTERNATIONAL FIRE CODE
TEXAS ACCESSIBILITY STANDARDS (ADA)

NO FIRE SPRINKLER SYSTEM PROVIDED

Building Areas

EXISTING BUILDING	1,247 SF
NEW ADDITION	983 SF
TOTAL BUILDING	2,230 SF
2ND EXISTING BUILDING	1,084 SF

OCCUPANCY

			AREA		
YOUR PERSONAL CHEF	RETAIL	B	4,120 SF	41.20	OCCUPANTS 100 SF / OCCUPANT
TOTAL OCCUPANCY			4,120 SF	42.00	OCCUPANTS

BUILDING TYPE

TYPE V B

			ALLOWABLE AREA TABLE 503	
B1 OCCUPANCY	4,120	SF BLD AREA	9,000 SF	ALLOWABLE OK

TABLE 601 TYPE V-B CONSTRUCTION TYPE	
STRUCTURAL FRAME	0 HR
BEARING WALLS EXTERIOR	0 HR
INTERIOR	0 HR
FLOOR CONSTRUCTION	0 HR
ROOF CONSTRUCTION	0 HR

PARKING REQUIREMENT

YOUR PERSONAL CHEF BUILDING	2,230 SF	1 PER 400	5.6
2ND OFFICE BUILDING	1,084 SF	1 PER 400	2.7
TOTAL			8.3
REQUIRED PARKING			9 SPACES
PARKING PROVIDED			10 SPACES

STUCKEY ARCHITECTS

YOUR PERSONAL CHEF

EAST OAK STREET

115 EAST OAK STREET
ALEDO TEXAS 76008

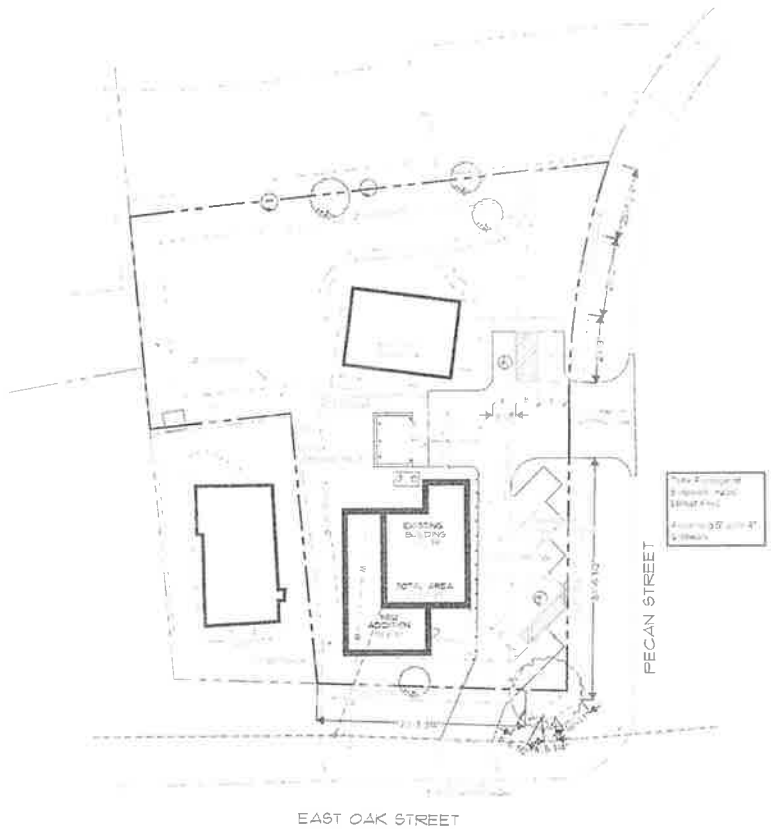
CODE ANALYSIS

REVISIONS

SHEET NO.

G1.1

SHEET
22 OF 22



SITE PLAN

PARKING CALCULATION

BUILDING #1			
RETAIL SALES	[illegible]	[illegible]	[illegible] PARKING SPACES
OFFICE	[illegible]	[illegible]	[illegible] PARKING SPACES
PRODUCT	[illegible]	[illegible]	[illegible] PARKING SPACES
ADDITION	[illegible]	[illegible]	[illegible] PARKING SPACES
		[illegible]	[illegible] PARKING SPACES
BUILDING #2			
OFFICE	[illegible]	[illegible]	[illegible] PARKING SPACES
STORAGE	[illegible]	[illegible]	[illegible]
			9 [illegible] PARKING SPACES
TOTAL REQUIRED			10 PARKING SPACES
PARKING PROVIDED			10 PARKING SPACES

STUCKEY ARCHITECTS

YOUR PERSONAL CHEF

SITE PLAN

REVISIONS

C1.1

Your Personal Chef is expanding and adding additional 900-1000 sf. We are adding space to expand our sells area, add two new bathrooms and office space to our building. This will allow us to expand our daily food items available for sell. We will also be extending our hours daily and add weekend hours as well. We look forward to bringing these new changes to the Aledo community.

CITY OF
ALEDO

Date: March 24, 2026

To: Aledo Economic Development Corporation

From: Erika Cooper-Bateman, Director of Community Services

Subject: Comprehensive Plan Update

Summary:
Staff will provide an overview of the Comprehensive Plan, including the chapters that will be included in the final document. The discussion will also include a recap of the first Steering Committee meeting and a review of key upcoming community engagement dates.

Recommendation:

Attachments:
None

Date: March 24, 2026

To: Aledo Economic Development Corporation

From: Laura Weber, Communications and Events Manager

Subject: First Street Initiative Update

Summary:
Staff will announce that the City of Aledo has been selected to participate in the Texas Historical Commission First Street Initiative, joining 23 other communities across Texas. The discussion will provide an overview of the program, recap the first meeting, and highlight what Aledo can expect as a result of participating.

Recommendation:

Attachments:
None