



**CITY OF WINDCREST ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS**

Regular Meeting

**September 9, 2020
5:30 P.M.**

Windcrest City Hall

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WINDCREST ECONOMIC DEVELOPMENT CORPORATION (WEDC) WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 9TH DAY OF SEPTEMBER, 2020 STARTING AT 5:30 P.M. DURING THE MEETING, THE BOARD WILL CONSIDER, DELIBERATE AND MAY TAKE ACTION UPON ANY OF THE SUBJECTS LISTED BELOW.

Vision Statement: Nourish and develop a vibrant community that consistently pushes the limits.

Mission Statement: Facilitate interaction between business, city and other community organizations to nourish the economic health and well-being of Windcrest, its citizens and the region.

Request all pagers and cell phones be turned off, except emergency on-call personnel. Citizens are asked to refrain from talking during proceedings unless recognized by the Presiding Officer.

CITIZEN COMMUNICATION: AS A COURTESY TO CITIZENS IN ATTENDANCE, AND AT THE DISCRETION OF THE PRESIDING OFFICER OF THE MEETING, CITIZENS WILL BE GIVEN A REASONABLE OPPORTUNITY TO STATE THEIR COMMENTS OR ASK QUESTIONS REGARDING ANY ITEM ON THE AGENDA, AND PRIOR TO THE BOARD TAKING ACTION ON ANY ACTION ITEMS LISTED. THE BOARD REQUESTS COMMENTS BE BRIEF, TO THE POINT, AND NO LONGER THAN 5 MINUTES. TIME CANNOT BE YIELDED TO ANOTHER SPEAKER. PLEASE NOTE THAT THE BOARD MAY NOT BE PERMITTED TO RESPOND TO QUESTIONS OR COMMENTS.

Items will not necessarily be discussed or considered in the order they are printed on the agenda below. If, during the course of the meeting, discussion of any item on the agenda should be held in an executive or closed session, the Board will convene in such executive or closed session as permitted by and in accordance with Texas Government Code Chapters 551 and 551.

Consistent with Windcrest City Council Resolution No. 292, the WEDC Board elects to audio and video record its meetings. The recordings are preserved electronically as the official minutes of its meetings.

I. Call To Order

1. Determination of a Quorum
2. Pledge of Allegiance
3. Prayer
4. Vote to consider the excuse of absent board member(s), if applicable

II. Visitors/Presentations

1. Executive Directors Report regarding Economic Development Activities.
2. Current Financials ending July, 2020.
3. First Public Quarterly Statement (04/01/2020 to 06/30/2020)

III. Citizens to be Heard

1. Members of the public may sign up to provide public comments to the Board in accordance with Board and City ordinance and policy.

NOTE: Citizens may address the WEDC on topics not on the agenda for no more than three (3) minutes. Only a maximum of four (4) members of the public will be permitted in the City Council Chambers at a time. All attendees will be required to be screened for present signs of COVID-19 prior to entering City Hall. Four (4) hours prior to the meeting, an email to the WEDC Coordinator at knelson@windcrest-tx.gov is required to be added to the attendee list to ensure proper physical distancing seating inside and outside City Council Chambers. An email statement may be sent to the WEDC Coordinator at knelson@windcrest-tx.gov to be read into the meeting to the WEDC Board.

IV. Discuss and Act

1. YMCA Presentation
2. Budget Adjustments for FY2020 and 2021
3. Staff and Consultant Contract Evaluations

V. Executive Session

1. Govt. Code 551.072, 551.071, 551.087 Consultation with Legal Counsel regarding real estate transactions, discussion regarding purchase, lease or exchange of real property within City of Windcrest, and economic development/redevelopment of property.
2. Update on Windcrest Senior Village, Charter School, YMCA and Walmart Building/Goodwill Prospect.
3. Govt. Code 551.074 Personnel Evaluation (Staff and Executive Director)

VI. Resume Open Session: Consider and take possible action on matters discussed in executive session, potential purchase of real property and economic incentives request.

VII. General Announcements and Future Agenda Items Requested

VIII. Adjournment

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Board of Directors of the WEDC is a true and correct copy of said Notice and I posted a true and correct copy of said Notice on the bulletin board at the Windcrest City Hall in a convenient place to the public. Said Notice was posted 72 hours prior to the 9th day of September, 2020.

By: ***DATE & SIGNATURE PENDING***
Rachel Dominguez, City Secretary

13 -ECONOMIC DEVELOPMENT CORP

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
13-1102	CLAIM ON CASH	(46,888.47)	
13-1105	CASH - CHECKING	993,554.25	
13-1106	Savings - TLF Proceeds	0.00	
13-1115	INVESTMENTS-TEXPOOL#15900001	0.00	
13-1116	INVESTMENTS-TEXPOOL#15900003	0.00	
13-1117	EXPENSE CARD	0.00	
13-1118	EDC - Investment First Public	113,891.89	
13-1204	PREPAID SALES TAX	0.26	
13-1315	DUE FROM GENERAL FUND	0.00	
13-1375	DUE FROM HOT FUND	0.00	
13-1510	A/R SALES TAX	(0.02)	
		<u>1,060,557.91</u>	
TOTAL ASSETS			1,060,557.91
			=====
LIABILITIES			
=====			
13-2200	WAGES PAYABLE	0.00	
13-2315	DUE TO GENERAL FUND	0.00	
13-2320	DUE TO TAXING ENTITIES	0.00	
13-2400	A/P PENDING	0.00	
13-2401	ACCOUNTS PAYABLE	0.00	
13-2402	ALAMO TITLE ESCROW FUNDS	0.00	
13-2410	A/P - SALES TAX	0.00	
13-2451	A/P SALES TAX PAYBACK	<u>0.00</u>	
TOTAL LIABILITIES			<u>0.00</u>
EQUITY			
=====			
13-3201	FUND BALANCE	<u>990,310.64</u>	
TOTAL BEGINNING EQUITY			990,310.64
TOTAL REVENUE		464,814.68	
TOTAL EXPENSES		<u>394,567.41</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		70,247.27	
TOTAL EQUITY & FUND BALANCE		<u>1,060,557.91</u>	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			1,060,557.91
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2020

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 83.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	<u>556,000</u>	<u>556,000</u>	<u>71,701.59</u>	<u>464,814.68</u>	<u>406,054.15</u>	<u>0.00</u>	<u>83.60</u>	<u>91,185.32</u>
TOTAL REVENUES	556,000	556,000	71,701.59	464,814.68	406,054.15	0.00	83.60	91,185.32
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	221,064	221,064	14,218.65	121,263.86	84,468.02	0.00	54.85	99,800.14
OTHER EXPENSES	295,100	295,100	5,825.36	50,655.55	119,468.88	0.00	17.17	244,444.45
CAPITAL EXPENSES	0	0	37,648.00	37,648.00	0.00	0.00	0.00 (	37,648.00)
OTHER INCOME/EXPENSES	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL 00-GENERAL EXPENDITURES	516,164	516,164	57,692.01	209,567.41	203,936.90	0.00	40.60	306,596.59
TOTAL EXPENDITURES	516,164	516,164	57,692.01	209,567.41	203,936.90	0.00	40.60	306,596.59
REVENUE OVER/ (UNDER) EXPENDITURES	39,836	39,836	14,009.58	255,247.27	202,117.25	0.00	640.75 (	215,411.27)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2020

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 83.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
13-4105 INCOME - OTHER	0	0	0.00	0.00	20.00	0.00	0.00	0.00
13-4110 INCOME - OTHER (HOT)	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4111 INCOME - OTHER (GEN.FUND)	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4112 INCOME-WALZEM RD GRANT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4113 INCOME-CORPORATE DONATIONS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4115 SALES TAX (.25)	554,000	554,000	71,693.18	458,716.62	394,593.86	0.00	82.80	95,283.38
13-4301 INTEREST	2,000	2,000	8.41	6,098.06	11,440.29	0.00	304.90 (	4,098.06)
13-4900 PROCEEDS FROM CAPITAL LEASE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	556,000	556,000	71,701.59	464,814.68	406,054.15	0.00	83.60	91,185.32

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2020

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>00-GENERAL EXPENDITURES</u>								
=====								
<u>SALARIES & BENEFITS</u>								
13-500-009 SALARIES - EDC	37,000	42,000	4,964.77	33,892.14	19,323.14	0.00	80.70	8,107.86
13-500-010 ADMINISTRATIVE EXPENSES	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
13-500-011 EDC LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-013 STIPEND	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-018 EDC EDUCATION PAY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-020 EDC OVERTIME	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
13-500-030 SOCIAL SECURITY-EDC	4,000	4,000	382.98	2,789.60	1,453.66	0.00	69.74	1,210.40
13-500-040 HEALTH INSURANCE-EDC	9,064	9,064	696.44	6,516.04	7,030.10	0.00	71.89	2,547.96
13-500-050 RETIREMENT-EDC	4,400	4,400	374.46	2,742.42	1,505.02	0.00	62.33	1,657.58
13-500-060 WORKERS COMPENSATION-EDC	1,100	1,100	0.00	1,100.00	1,000.00	0.00	100.00	0.00
13-500-070 UNEMPLOYMENT COMPENSATION	500	500	0.00	123.66	136.10	0.00	24.73	376.34
13-500-080 CONTRACT LABOR	162,000	157,000	7,800.00	74,100.00	54,020.00	0.00	47.20	82,900.00
13-500-095 TERMINATION PAYOUT	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES & BENEFITS	221,064	221,064	14,218.65	121,263.86	84,468.02	0.00	54.85	99,800.14
<u>OTHER EXPENSES</u>								
13-500-100 PUBLIC RELATION FEES-GENERAL	15,000	15,000	0.00	3,993.47	50.21	0.00	26.62	11,006.53
13-500-115 MOBILE TELEPHONE	600	600	41.54	1,733.11	290.78	0.00	288.85 (	1,133.11)
13-500-120 DUES & SUBSCRIPTIONS	500	500	0.00	145.00	192.35	0.00	29.00	355.00
13-500-130 TRAINING	7,000	7,000	0.00	540.00	1,807.62	0.00	7.71	6,460.00
13-500-132 TRAVEL	10,000	10,000	0.00	0.00	5.00	0.00	0.00	10,000.00
13-500-135 MEALS & ENTERTAINMENT	5,000	5,000	53.81	519.79	505.94	0.00	10.40	4,480.21
13-500-150 EMP MED COST ASSIST	0	0	0.00	256.47	0.00	0.00	0.00 (	256.47)
13-500-200 COMPUTER MAINTENANCE	4,000	4,000	16.23	16.23	0.00	0.00	0.41	3,983.77
13-500-201 WEBSITE MAINTENANCE	2,000	2,000	0.00	1,758.75	1,675.00	0.00	87.94	241.25
13-500-205 REPAIRS & MAINT OF BUILDING	1,000	1,000	0.00	0.00	93.24	0.00	0.00	1,000.00
13-500-250 LEGAL EXPENSES	50,000	50,000	1,265.78	21,263.96	30,742.04	0.00	42.53	28,736.04
13-500-290 AUDIT	6,000	6,000	4,430.00	4,430.00	4,300.00	0.00	73.83	1,570.00
13-500-325 SALES TAX COLLECTION SERVICE	1,800	1,800	0.00	0.00	0.00	0.00	0.00	1,800.00
13-500-430 SUPPLIES	4,000	4,000	0.00	1,923.99	2,248.35	0.00	48.10	2,076.01
13-500-440 ELECTION EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-510 VEHICLE EXPENSE-EDC	1,000	1,000	0.00	166.79	57.00	0.00	16.68	833.21
13-500-515 HEALTH EXPENSE ALLOW-DIRECTO	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-520 MOVING EXPENSE-DIRECTOR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-540 VEHICLE FUEL	1,000	1,000	18.00	59.25	57.00	0.00	5.93	940.75
13-500-590 POSTAGE	500	500	0.00	445.10	110.00	0.00	89.02	54.90
13-500-630 LEGAL ADVERTISING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-640 COPIER USAGE	1,200	1,200	0.00	0.00	0.00	0.00	0.00	1,200.00
13-500-650 WALZEM RD GRANT EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-700 CONTINGENCIES	2,500	2,500	0.00	216.08	266.67	0.00	8.64	2,283.92
13-500-750 EDC PROJECTS	111,000	111,000	0.00	10,291.73	2,808.13	0.00	9.27	100,708.27
13-500-751 PROMOTING WINDCREST	71,000	71,000	0.00	2,895.83	14,259.55	0.00	4.08	68,104.17
13-500-752 SERVICES AGREEMENT GEN. FUND	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER EXPENSES	295,100	295,100	5,825.36	50,655.55	119,468.88	0.00	17.17	244,444.45

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2020

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL EXPENSES</u>								
13-500-800 EDC PROJECTS	0	0	37,648.00	37,648.00	0.00	0.00	0.00 (	37,648.00)
13-500-801 PROMOTING WINDCREST	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-810 CAPITAL EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-890 TLF LOAN PAYMENTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-891 RACKER ROAD PROJECT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-892 TLF INTEREST	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL EXPENSES	0	0	37,648.00	37,648.00	0.00	0.00	0.00 (	37,648.00)
<u>OTHER INCOME/EXPENSES</u>								
13-500-900 PRIOR PERIOD ADJUSTMENT	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	516,164	516,164	57,692.01	209,567.41	203,936.90	0.00	40.60	306,596.59
TOTAL EXPENDITURES	516,164	516,164	57,692.01	209,567.41	203,936.90	0.00	40.60	306,596.59
REVENUE OVER/(UNDER) EXPENDITURES	39,836	39,836	14,009.58	255,247.27	202,117.25	0.00	640.75 (	215,411.27)


Participant #: 15309

Lone Star
 Investment Pool

2020 2nd Quarter
Quarterly Statement
Statement Period: 04/01/2020 to 06/30/2020

 Mario Hernandez
 City Of Windcrest Economic Development Corporation
 8601 Midcrown
 Windcrest, Texas 78239


Summary of Portfolio Holdings

Account	Fund	Number of Shares	Price Per Share	Account Book Value (USD)	Account Market Value (USD)	% Port.
General Fund, EDC	Corporate Overnight Fund	114,630.55	1.00	114,630.55	114,675.24	100.00%
Totals:				114,630.55	114,675.24	

Totals

Fund	Number of Shares	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	114,630.55	1.00	114,630.55	100.00 %
Government Overnight Fund	0.00	1.00	0.00	0.00 %
Corporate Overnight Plus Fund	0.00	1.00	0.00	0.00 %
Total Value:			114,630.55	100.00 %

Portfolio Transactions

General Fund, EDC - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2020	Starting Balance	114,399.91			114,399.91
04/30/2020	Interest	114,502.43	102.52	1.00	102.52
05/29/2020	Interest	114,577.89	75.46	1.00	75.46
06/30/2020	Interest	114,630.55	52.66	1.00	52.66
06/30/2020	Ending Balance	114,630.55			114,630.55

Important Information about this statement

Please review this statement carefully, it is the official record of your account with Lone Star Investment Pool and First Public, LLC. If you disagree with any transaction, or if there are any errors or omissions in this statement please notify us promptly in writing, but no later than 10 business days after receipt of this statement. Trades pending settlement will not appear on this statement. All such trades will appear in the next monthly statement. The yield for the period is an annualized rate that reflects the relationship between the average amount of income earned and the average daily balance for the account. Please notify First Public promptly and in writing of any changes of address or phone number. Times of transactions will be furnished upon written request. The Lone Star Investment Pool Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, charges and expenses associated with municipal fund securities before investing. All transactions are no load. No remuneration has, or will be, paid to any entity in connection with this transaction. An investor may obtain an Information Statement by contacting First Public at the address and phone number identified above. An investment in Lone Star investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation ("FDIC") or any other government agency and although Lone Star Investment Pool seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in municipal fund securities.

Karen Nelson

Subject: FW: WEDC street projects / budget adjustments

Importance: High

From: Mario Hernandez [<mailto:marioh@satx.rr.com>]

Sent: Thursday, August 20, 2020 4:08 PM

To: Natalia Witmer

Cc: Donald Hakala; Rafael Castillo; Jennifer Newman; 'Bubba Chapa'; Karen Nelson; Mario Hernandez; marioh@satx.rr.com

Subject: WEDC street projects / budget adjustments

What I propose is an adjustment to the FY Years 2020 and 2021 budgets as follows:

In the Revenue section we add;

For FY 2020: WEDC Reserves \$200,000 and as a new expense line item: Infrastructure/ Streets , to record expenditures.

For FY 2021: WEDC Reserves \$554,000 and the same expense line item : infrastructure/Streets.

Our total commitment was \$754,000 for street projects ; I do not anticipate all of the seven projects we committed to being paid in this (FY 2020) year , so I used \$200,00 in revenue from reserves for this year and the balance (\$554,000) from reserves for next FY Year. If you expect differently we can change the amounts allocated to each year, does not matter to us as long as the project is complete and paid for. Let me know what you think of this suggestion, if you agree this is the correct thing to do to show the expenditures on the street projects , I will take the budget adjustments to the Board on September 9th for approval. Mario

Exhibit A: Interim Director Services

The WEDC agrees to engage the Interim Director, and the Interim Director agrees to perform personally, in a manner satisfactory to the WEDC, the following Service(s):

- ☐ Assisting the WEDC Board of Directors with all aspects of Economic Development to include increasing the positive image and visibility of the City of Windcrest.
- ☐ Serving as liaison with public, private, and nonprofit organizations for business attraction, creation, expansion and retention activities.
- ☐ Building and maintaining community relationships by representing WEDC as liaison, responding, reporting and/or presenting to City officials, residents, constituents and community groups.
- ☐ Providing premier customer service to citizens, WEDC Board Members, current Windcrest businesses, and prospective businesses by responding to requests in a positive, timely, effective and professional manner.
- ☐ Attending WEDC Board Meetings and City Council Meetings as requested.
- ☐ Overseeing and supervising WEDC special projects and assuming responsibility for the development, administration, and promotion of specific projects as required.
- ☐ Ensuring that all internal and external communications present a professional market-driven image for the WEDC and City of Windcrest.
- ☐ Planning and coordinating meetings and events as requested and directed.
- ☐ Communicating effectively with the WEDC Board, City staff and officials, the WEDC Board, prospective business owners, current business owners, and others in order to provide, exchange, or verify information, answer inquiries, address issues, or resolve and/or report problems or complaints.
- ☐ Following WEDC and City policies, ordinances and procedures.
- ☐ Being punctual and in attendance.
- ☐ Maintaining confidentiality with regard to all WEDC business and in accordance with State law.
- ☐ Performing other duties as assigned.

EMPLOYEE: _____

WEDC Executive Director Evaluation

Performance Competencies

Needs

Meets

Exceeds

Improvement

Expectations

Expectations

PLEASE USE NUMERICAL VALUE

Fail= 1 Passable = 2 Expected = 3 Good = 4 Excellent =5

	<u>1-2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Provides general staff support and information to WEDC Board. Weight .5				
Demonstrates skills in decision making and using good judgment. W= 1				
Demonstrates skills in relating to members of WEDC Board and city administration. W= 1				
Demonstrates skills in planning WEDC Board Meetings, Committee Meetings and other WEDC Programs. W=.5				
Keeps WEDC Board Members informed in a timely manner. W.5				
Demonstrates knowledge of economic development trends skill in public relations. W=2.0				
Works cooperatively with developers, real estate brokers and business owners. W= 1.5				
Works cooperatively with city, area, regional, state and federal agencies and organizations W= 1.5				
Works to retain, enhance and expand current city businesses and attract new business. W=1.5				
Provides current status information about all on-going WEDC projects W=.5				
Demonstrates supervisory skills W=.5				

Value X Weight / 11 = Total _____

Comments:

Signature:

WEDC Board Member: _____ Date: _____

Windcrest Economic Development Corporation

Economic Development Coordinator

General Description

Under the Direction of the Windcrest Economic Development Corporation (WEDC) Executive Director and guidance of the Board President, the Coordinator is responsible for managing the activities of the WEDC Office and representing the organization with local businesses, the City and citizens.

Essential Job Functions

The Coordinator is supervised by the WEDC Executive Director and works closely with him or her in carrying out the essential job functions which include but are not limited to:

- Assisting the WEDC Executive Director with all aspects of Economic Development to include increasing the positive image and visibility of Windcrest
- Providing coverage, screening and evaluation of incoming correspondence and inquiries.
- Providing premier customer service to citizens, WEDC Board Members, current Windcrest businesses, and prospective businesses by responding to requests in a positive, timely, effective and professional manner

- Attending WEDC Board Meetings and City Council Meetings as requested
- Assisting with special projects and assuming responsibility for the development, administration, and promotion of specific projects as required
- Assisting with bookkeeping/accounting functions
- Ensuring that all external communications present a professional market-driven image for the WEDC
- Planning and coordinating meetings and events as requested
- Communicating effectively with the WEDC Executive Director, co-workers, the WEDC Board and others in order to provide, exchange, or verify information, answer inquiries, address issues, or resolve and/or report problems or complaints
- Following WEDC and City policies and procedures
- Being punctual and in attendance
- Maintaining confidentiality with regard to all WEDC business
- Providing general staff support in the daily administration and management of the WEDC Office to include maintaining manual and electronic files and records, collateral material etc.
- Performing other duties as assigned
- Develop and maintain WEDC website and social media sites

Job Requirements:

Education and Basic Requirements

- Formal training in office procedures and the use of office and technology equipment

- Ability to work well with others, establish good working relationships and make good, positive impressions on business owners, managers, citizens and leaders in the community
- Experience with office software technology, particularly Microsoft Office and PowerPoint
- Familiarity with Website creation and maintenance as well as Social Media knowledge

Skills

In order to successfully achieve the goals of the WEDC, the Coordinator must possess the following skills, traits or abilities:

- **READING and COMPREHENDING:** memos; office communications; policies and procedures.
- **WRITING:** Ability to communicate effectively in writing and electronically.
- **REASONING:** Analyze, synthesize, troubleshoot, and act on a wide variety of sources and types of information on a daily basis. Skill in organizing resources and establishing priorities. Ability to respond quickly and appropriately. Self-starter and ability to initiate work and ideas
- **SPEAKING:** Effective verbal communication skill required
- **INTERPERSONAL:** Work with staff, the general public, Mayor, Windcrest City Council, WEDC Board of Directors and other agencies, clear verbal communication required, composure **in emergency situations required.**
- **EVENT PLANNING:** Skills in event planning and management
- **OTHER JOB SKILLS:** Skill in the use of computers to create work product for the successful completion of assigned duties. Ability to respond outside of normal working hours on

an as needed basis. Knowledge and ability required to effectively carry out multiple job duties and responsibilities.

EMPLOYEE: _____

WEDC Coordinator Evaluation

Performance Competencies

Needs

Meets

Exceeds

Improvement

Expectations

Expectations

PLEASE USE NUMERICAL VALUE

Fail =1 Passable =2 Expected =3 Good =4 Excellent=5

1-2

3-4

5

Provides general staff support to WEDC Board in daily administration, record keeping, files and overall operations. Weight = 1			
Demonstrates skills in decision making and using good judgment. Initiates ideas and projects that enhance the WEDC's operation and goals W=1.5			
Demonstrates skills in relating to members of WEDC Board and city administration W=.5			
Demonstrates skills in organizing and planning WEDC Board Meetings, Committee Meetings and other WEDC Programs W=1			
Keeps WEDC Board Members and Executive Director informed in a timely manner W= .5			
Performs weekly BRE visits and completes WEDC questionnaire. Demonstrates skill in public relations W=.5			
Demonstrates skills in verbal, written, and electronic communications. Supports the Executive Director in administrative work W= 1.5			
Works cooperatively with city, area, regional, state and federal agencies and organizations W= .5			
Works to retain, enhance and expand current city businesses and attract new business W= .5			
Maintains the status of all on-going WEDC Projects W= 1.5			
Maintains communication with the Board President and Executive Director to keep them updated on all WEDC concerns W=2.0			

Value X weight / 11 Total _____

Comments:

Signature:

WEDC Board Member: _____ Date: _____

