

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

Regular Meeting

**August 9, 2012
6:00 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 AUGUST 2012 STARTING APPROXIMATELY 6:00 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.

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

II. Presentations

1. Don McCrary & Associates, Inc. will give an update on Racker Road.
2. Sherry Mosier, EDC Director, will present the Board with a proposed EDC Budget for FY 2012-2013. [Att. 1]

III. Discussion

1. The WEDC Board of Directors may discuss the proposed FY 2012-2013 Budget.

IV. Discuss and Act

1. The WEDC Board of Directors will receive additional information from the Graffiti Subcommittee and the Chief of Police regarding a proposed Graffiti Program and may take action to approve the proposed program.
2. The WEDC Board of Directors will discuss and may take action to split the monthly maintenance fee with the City of Windcrest that will be associated with the implementation of a Smartphone Application to promote the City of Windcrest provided the City Council approves utilization of hotel tax funds for the production and shared maintenance of the Smartphone Application. The annual maintenance fee is estimated to be \$1,800 or \$150 per month at a cost to the EDC of \$900 annually or \$75 per month. [Att. 2]
3. The WEDC Board of Directors will discuss and may take action regarding the purchase of a new 30 foot Christmas tree to be located in front of City Hall in the amount of approximately \$25,000 or other options as the Board feels appropriate for the Windcrest Light Up. [Att. 3]
4. The WEDC Board of Directors will discuss and may take action regarding Treasury Review on EDC investments and banking practices.
5. The WEDC Board of Directors will discuss and may take action on the suggestion of Lisa Pepi, Board Treasurer, for an EDC Sponsored Golf Tournament/Mixer for the benefit of the Windcrest Volunteer Fire Department.
6. The WEDC Board of Directors will discuss and may take action to approve the expenditure of funds for the EDC Director to attend the Basic Economic Development Course in Austin on September 11-14, 2012 sponsored by the Texas Economic Development Council. The cost of the course is \$700 plus accommodations at a block rate of \$119 per night and related travel expenditures. This course qualifies as a professional development training requirement needed to sit for the Certified Economic Developer examination. [Att. 4]

V. General Announcements and Future Agenda Items Requested

VI. 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 of August 2012.

By: 
Michael McAlear, Alternate Interim City Secretary

I certify that the attached notice and agenda of items considered by the WEDC Meeting was removed by me from the City Hall bulletin board on the ____ of August 2012.

By: _____
Kelly Rodriguez, Assistant City Secretary

City of Windcrest
Fiscal Year 2012-2013
Budget Worksheet

13- EDC

00- GENERAL EXPENDITURES

DEPARTMENT EXPENSES

8/6/2012 9:01

	2008-2009 ACTUAL	2009-2010 ACTUAL	2010-11 ACTUAL	(-----) CURRENT BUDGET	2011-2012 -- Y-T-D ACTUAL	(-----) PROJECTED YEAR END	PERCENTAGE OF BUDGET	2012-13 PROPOSED BUDGET
BEGINNING FUND BALANCE								
UNRESERVED, UNDESIGNATED	-	-	-	1,879,340		1,599,996		1,599,996
CAPITAL IMPROVEMENT RESERVE	-	-	-			-		-
UNRESERVED, DESIGNATED	-	-	102,520	1,450,000		244,054		634,103
TOTAL BEGINNING FUND BALANCE	-	-	102,520			1,844,050		2,234,099
REVENUES								
4101 INCOME - SALES TAX		269,454	322,537	367,857	219,186	386,250	105.00%	382,571
4105 INCOME - OTHER		-	1,634,335	1,845,138	1,845,138	1,845,138	0.00%	-
4115 INCOME - INTEREST		361	64	500	81	125	25.00%	250
TRANSFER IN FROM HOT TAX		25,000	-	-	-	-	0.00%	-
TRANSFER IN FROM GENERAL FUND		20,000	-	-	-	-	0.00%	-
TOTAL REVENUES	-	314,815	1,956,936	2,213,495	2,064,405	2,231,513		382,821

Pending EDC Review

SALARIES & BENEFITS

500-009 SALARIES		133,783	37,497	43,149	11,308	43,149	100.00%	70,000
500-010 ADMINISTRATIVE EXPENSE		1,285	133	-	-	-	#DIV/0!	-
500-011 LONGEVITY		985	-	-	-	-	100.00%	-
500-012 Stipend		-	-	-	-	-	0.00%	-
500-018 EDUCATION PAY		761	492	-	-	-	#DIV/0!	-
500-018 TUITION REIMBURSEMENT		-	-	-	-	-	0.00%	-
500-020 OVERTIME		190	63	-	-	-	#DIV/0!	-
500-030 SOCIAL SECURITY		10,694	6,307	3,137	881	3,137	100.00%	5,465
500-040 HEALTH INSURANCE		10,380	1,441	1,231	59	1,231	100.00%	876
500-050 RETIREMENT		10,800	7,803	3,080	748	3,080	100.00%	7,140
500-060 WORKERS' COMPENSATION		637	1,279	278	-	-	0.00%	283
500-070 UNEMPLOYMENT COMPENSATION		628	72	135	261	261	193.33%	135
500-095 CONTRACT LABOR		-	-	35,000	12,500	38,000	108.57%	65,000
500-095 TERMINATION PAYOUT		-	19,963	-	-	-	#DIV/0!	-
TOTAL SALARIES & BENEFITS	-	170,143	75,051	86,010	25,756	88,858	103.31%	148,899

OTHER EXPENSES

500-115 MOBILE TELEPHONE		1,889	-	1,100	233	633	57.55%	1,450
500-120 DUES & SUBSCRIPTIONS		1,305	3,499	700	99	450	64.29%	1,399
500-130 TRAINING		2,454	(1,150)	1,400	175	1,400	100.00%	5,000
500-132 TRAVEL/PROSPECTING		2,231	271	1,300	203	800	61.54%	15,000
500-135 MEALS & ENTERTAINMENT		2,189	36	1,280	644	1,175	91.80%	5,000
500-200 COMPUTER MAINTENANCE		-	42	-	147	147	0.00%	200
500-201 WEBSITE MAINTENANCE		-	440	-	-	-	0.00%	720
500-250 LEGAL EXPENSES		28,299	30,745	30,000	29,450	36,700	122.33%	60,000
500-290 AUDIT		4,000	-	5,500	3,000	5,500	100.00%	5,500
500-430 SUPPLIES		1,952	(1,112)	1,140	581	900	78.95%	1,200
500-515 HEALTH EXPENSE ALLOW-DIRECTOR		3,046	1,968	-	-	-	0.00%	-
500-540 VEHICLE FUEL		246	96	14	-	-	0.00%	-
500-590 POSTAGE		145	-	85	45	85	100.00%	145
500-630 LEGAL ADVERTISING		-	60	-	276	476	0.00%	476
500-640 COPIER USAGE		833	-	1,443	957	957	66.32%	1,443
500-700 CONTINGENCIES		4,874	937	4,620	96	4,620	100.00%	4,620
TOTAL OTHER EXPENSES	-	53,463	35,831	48,582	35,905	53,843	110.83%	102,153

CAPITAL EXPENSES

500-800 EDC PROJECTS		60,127	9,623	46,170	1,755	40,170	87.00%	200,000
Promoting Windcrest (LGC 505.103 max 10%)		-	-	36,080	5,121	36,080		38,282
500-810 CAPITAL EXPENSE		-	18,261	-	-	-	0.00%	-
500-890 TLF LOAN PAYMENTS		-	27,190	134,976	97,113	134,976	100.00%	659,960
500-891 RACKER ROAD PROJECT		-	31,653	3,445,138	1,042,302	1,487,537	43.18%	915,299
500-892 TLF INTEREST		-	17,797	-	4,107	-	#DIV/0!	-
TOTAL CAPITAL EXPENSES	-	60,127	104,524	3,662,364	1,150,398	1,698,763	0.00%	1,813,541

OTHER INCOME / EXPENSES

500-900 PRIOR PERIOD ADJUSTMENTS		-	-	-	-	-	0.00%	-
TOTAL OTHER INCOME/EXPENSES	-	-	-	-	-	-	0.00%	-
FUND 13 TOTALS EDC	-	283,733	215,406	3,796,956	1,212,060	1,841,464	48.50%	2,064,594

ENDING FUND BALANCE

UNRESERVED, UNDESIGNATED	-	-	1,599,996			1,599,996		-
CAPITAL IMPROVEMENT RESERVE	-	-	-			-		-
UNRESERVED, DESIGNATED	-	31,082	244,054			634,103		552,326
TOTAL ENDING FUND BALANCE	-	31,082	1,844,050			2,234,099		552,326



Diverse Media Inc.

MAINTENANCE CONTRACT

. The Purpose of this document is to establish a contract between **DIVERSE MEDIA INC.**, hereinafter referred to as **PRODUCER**, and **The City of Windcrest, Texas** hereinafter referred to as **CLIENT** for the maintenance of two mobile phone apps, a mirror website and a servicing portal known as **PROJECT**.

2. **PRODUCER**: Offers to produce the **PROJECT** for **CLIENT** in exchange for valuable consideration as specified in Paragraph 8 below.

3. **THE PROJECT**: consists of maintaining two smart phone apps (one iPhone one Android based, mirror website and a support portal for **CLIENT**. The **PRODUCER** shall provide the **CLIENT** a final written outline of the type and frequency of the maintenance that will be provided.

4) **OWNERSHIP**: Of all graphics, photography, video or coding is the property of the **CLIENT**. **PRODUCER** also retains the right to use portions of app in future marketing of Diverse Media.

5) **CANCELLATION**: client with or without cause may cancel this contract, at any time. Upon cancellation of the contract by **CLIENT**, any outstanding balances due **PRODUCER** must be settled at that time.

6) **BUDGET**: The production budget for **PROJECT** approved by the **CLIENT** broken down to these elements: A) Iphone app B) Android app C) support website E) mirror website of the apps at a monthly cost of \$150.00

TOTAL: \$1,800.00 annually

7). **APPLICABLE LAW AND VENUE**: This contract shall be interpreted according to the laws of the State of Texas and venue for any legal proceedings hereunder shall be in Bexar County, Texas. There are no other agreements relative to this **PROJECT** between either of the parties hereto either verbally or in writing thus this document constitutes the entirety of the contract. There are no other agreements relative to this **PROJECT** between either of the parties hereto either verbally or in writing thus this document constitutes the entirety of the contract.

I have read, understand and agree with every provision of this contract and by my signature, hereby certify that I accept and agree to abide by them and that I am competent and legally qualified to enter in to such a contract. Executed on this day of _____

In the city of _____

Client Representative: _____

Diverse Media Inc. Representative: _____

Diverse Media Contact Information: Albert Flores (210) 364-2684



Diverse Media Inc.

PRODUCTION CONTRACT

1. The Purpose of this document is to establish a contract between **DIVERSE MEDIA INC.**, hereinafter referred to as **PRODUCER**, and **The City of Windcrest, Texas** hereinafter referred to as **CLIENT** for the creation of two mobile phone apps and a servicing website known as **PROJECT**.
2. **PRODUCER**: Offers to produce the **PROJECT** for **CLIENT** in exchange for valuable consideration as specified in Paragraph 8 below.
3. **THE PROJECT**: consists of producing two smart phone apps (one iPhone one Android based and a support website for **CLIENT**. The **PRODUCER** shall provide the **CLIENT** a final written outline of the apps in a format standard to the production industry, prior to the start of production. Final outline of apps and graphical design will be submitted for approval in writing with a signature block for the **CLIENT**. The **PRODUCER** insures the highest possible standards of production for the specified budget and warrants that the production shall cost no more than the grand total listed in this contract without prior consent of the **CLIENT**.
4. **SCHEDULE AND CHANGES**: The **PRODUCER** shall submit a production schedule to the **CLIENT** for approval. Once said production schedule is approved in writing, any deviation, delay or cancellation within 24 hours of a production that is caused by the **CLIENT**, an additional fee (equal to half of the normal cost for the work being canceled) for said delay shall be charged to the production budget over and above the original grand total. If **CLIENT** agrees to provide content for the production in the form of a script, data, photography, video or other materials, a delivery schedule will be agreed upon. If the **CLIENT** requests a change be made to the script or the overall production after a design has been approved requiring additional graphics, a change order will be filled out and signed by **CLIENT** and an additional fee will be charged based on an hourly rate of \$95.00/per hour to the final invoice.
5. **PRODUCER**: Insures to provide a finished version of the **PROJECT** to the **CLIENT** within a reasonable time frame at the **CLIENT'S** place of business.

6) **OWNERSHIP:** Of all graphics, photography, video or coding is the property of the **CLIENT**. **PRODUCER** also retains the right to use portions of app in future marketing of Diverse Media.

7) **CANCELLATION:** client with or without cause may cancel this contract, at any time. Upon cancellation of the contract by **CLIENT**, any outstanding balances due **PRODUCER** must be settled at that time.

8) **BUDGET:** The production budget for **PROJECT** approved by the **CLIENT** broken down to these elements: A) Iphone app B) Android app C) support website E) mirror website F) location photography and project management

TOTAL: \$13,000.00

9. **APPLICABLE LAW AND VENUE:** This contract shall be interpreted according to the laws of the State of Texas and venue for any legal proceedings hereunder shall be in Bexar County, Texas. There are no other agreements relative to this **PROJECT** between either of the parties hereto either verbally or in writing thus this document constitutes the entirety of the contract.

I have read, understand and agree with every provision of this contract and by my signature, hereby certify that I accept and agree to abide by them and that I am competent and legally qualified to enter in to such a contract.

Executed on this day of _____

In the city of _____

Client Representative: _____

Diverse Media Inc. Representative: _____

Diverse Media Contact Information:
Albert Flores VP of Marketing (210) 858-7176

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- Color-coding makes assembly foolproof
- Bolts come in universal sizes, so parts are interchangeable
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- All branches are identical in size, making them interchangeable.
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Price: \$7,384.00

- 16.5' Giant Sequoia Tower Tree
- Impressive full profile with an 8.25' base width
- 12151 tips made of PVC
- 804 energy saving warm white LED C7 lights
- 768 Watts
- 6' tree top
- 3 x 3.5' tall frame sections
- Indoor and outdoor use

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20' Giant Sequoia Tower Tree LED C7

Fodor's

**Price: \$11,000.00**

- 20' Giant Sequoia Tower Tree
- Impressive full profile with a 10' base width
- 17983 tips made of PVC
- 1,395 energy saving warm white LED C7 lights
- 1,344 Watts
- 6' tree top
- 4 x 3.5' tall frame sections
- Indoor and outdoor use

[Add to Cart](#)**23.5' Giant Sequoia Tower Tree LED C7****Price: \$15,000.00**

- 23.5' Giant Sequoia Tower Tree
- Impressive full profile with an 11.75' base width
- 24691 tips made of PVC
- 2000 energy saving warm white LED C7 lights
- 1,920 Watts
- 6' tree top
- 5 x 3.5' tall frame sections
- Indoor and outdoor use

[Add to Cart](#)**27' Giant Sequoia Tower Tree LED C7****Price: \$20,500.00**

- 27' Giant Sequoia Tower Tree
- Impressive full profile with a 13.5' base width
- 32,671 tips made of PVC
- 2,703 energy saving warm white LED C7 lights
- 2,592 Watts
- 6' tree top
- 6 x 3.5' tall frame sections
- Indoor and outdoor use

[Add to Cart](#)**30.5' Giant Sequoia Tower Tree LED C7****Price: \$26,500.00**

- 30.5' Giant Sequoia Tower Tree
- Impressive full profile with a 15.25' base width
- 41743 tips made of PVC
- 3,485 energy saving warm white LED C7 lights
- 3,360 Watts
- 6' tree top
- 7 x 3.5' tall frame sections
- Indoor and outdoor use

[Add to Cart](#)**34' Giant Sequoia Tower Tree LED C7****Price: \$35,000.00**

- 34' Giant Sequoia Tower Tree
- Impressive full profile with a 17' base width
- 52,111 tips made of PVC



- 4,386 energy saving warm white LED C7 lights
- 4,224 Watts
- 6' tree top
- 8 x 3.5' tall frame sections
- Indoor and outdoor use

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37.5' Giant Sequoia Tower Tree LED C7

Price: \$43,500.00

- 37.5' Giant Sequoia Tower Tree
- Impressive full profile with an 18.75' base width
- 64423 tips made of PVC
- 5,355 energy saving warm white LED C7 lights
- 5,088 Watts
- 6' tree top
- 9 x 3.5' tall frame sections
- Indoor and outdoor use

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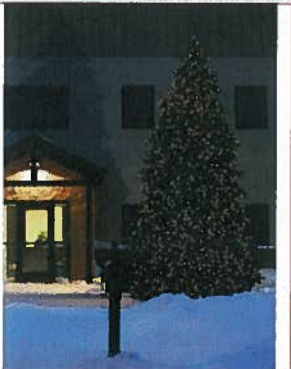


41' Giant Sequoia Tower Tree LED C7

Price: \$53,000.00

- 41' Giant Sequoia Tower Tree
- Impressive full profile with a 20.5' base width
- 78031 tips made of PVC
- 6,426 energy saving warm white LED C7 lights
- 5,952 Watts
- 6' tree top
- 10 x 3.5' tall frame sections
- Indoor and outdoor use

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44.5' Giant Sequoia Tower Tree LED C7

Price: \$65,000.00

- 44.5' Giant Sequoia Tower Tree
- Impressive full profile with a 22.25' base width
- 93151 tips made of PVC
- 7,088 energy saving warm white LED C7 lights
- 6,816 Watts
- 6' tree top
- 11 x 3.5' tall frame sections
- Indoor and outdoor use

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14 ft	Ring 9 Foot	Clear 3,640	10,680	\$3,789.00	Add To Cart
17 ft	Ring 10.5 Foot	5mm Multicolor LED 5,180	15,466	\$6,289.00	Add To Cart
17 ft	Ring 10.5 Foot	5mm White LED 5,180	15,466	\$6,289.00	Add To Cart
17 ft	Ring 10.5 Foot	Clear 5,180	15,466	\$5,589.00	Add To Cart
20 ft	Ring 12 Foot	5mm Multicolor LED 7,140	21,630	\$8,989.00	Add To Cart
20 ft	Ring 12 Foot	5mm White LED 7,140	21,630	\$8,989.00	Add To Cart
20 ft	Ring 12 Foot	Clear 7,140	21,630	\$7,999.00	Add To Cart
23 ft	Ring 13.5 Foot	5mm Multicolor LED 9,520	28,972	\$12,199.00	Add To Cart
23 ft	Ring 13.5 Foot	5mm White LED 9,520	28,972	\$12,199.00	Add To Cart
23 ft	Ring 13.5 Foot	Clear 9,520	28,972	\$10,899.00	Add To Cart
26 ft	Ring 15 Foot	5mm Multicolor LED 12,180	37,166	\$15,989.00	Add To Cart
26 ft	Ring 15 Foot	5mm White LED 12,180	37,166	\$15,989.00	Add To Cart
26 ft	Ring 15 Foot	Clear 12,180	37,166	\$14,389.00	Add To Cart
29 ft	Ring 16.5 Foot	5mm Multicolor LED 15,120	46,212	\$20,189.00	Add To Cart
29 ft	Ring 16.5 Foot	5mm White LED 15,120	46,212	\$20,189.00	Add To Cart
29 ft	Ring 16.5 Foot	Clear 15,120	46,212	\$18,189.00	Add To Cart
32 ft	Ring 18 Foot	5mm Multicolor LED 18,480	56,636	\$25,389.00	Add To Cart
32 ft	Ring 18 Foot	5mm White LED 18,480	56,636	\$25,389.00	Add To Cart
32 ft	Ring 18 Foot	Clear 18,480	56,636	\$22,889.00	Add To Cart
35 ft	Ring 19.5 Foot	5mm Multicolor LED 22,260	68,238	\$30,299.00	Add To Cart
35 ft	Ring 19.5 Foot	5mm White LED 22,260	68,238	\$30,299.00	Add To Cart
35 ft	Ring 19.5 Foot	Clear 22,260	68,238	\$27,099.00	Add To Cart
38 ft	Ring 21 Foot	5mm Multicolor LED 26,320	80,692	\$40,289.00	Add To Cart
38 ft	Ring 21 Foot	5mm White LED 26,320	80,692	\$40,289.00	Add To Cart
38 ft	Ring 21 Foot	Clear 26,320	80,692	\$36,889.00	Add To Cart
44 ft	Ring 24 Foot	5mm White LED 35,700	109,534	\$52,799.00	Add To Cart
44 ft	Ring 24 Foot	Clear 35,700	109,534	\$48,499.00	Add To Cart

47 ft	Ring 25.66 Foot	5mm White LED 40,880	125,396	\$62,789.00	Add To Cart
47 ft	Ring 25.66 Foot	Clear 40,880	125,396	\$57,199.00	Add To Cart
50 ft	Ring 27 Foot	5mm White LED 46,340	142,110	\$75,589.00	Add To Cart
50 ft	Ring 27 Foot	Clear 46,340	142,110	\$69,199.00	Add To Cart



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- [Miscellaneous](#)

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Basic Economic Development Course



[Hotel & Travel](#) | [Accreditation](#) | [Course Information](#) | [Cancellation Policy](#)

[Register for Event](#)

[List of Registrants](#)

[Agenda](#)

Date of Event: September 11-14, 2012

TEDC Member Rate: \$700

TEDC Non-Member Rate: \$700

The Basic Economic Development Course (BEDC) focuses on the fundamental concepts, tools and skills needed to be successful in today's political, economic and business environment. The BEDC will provide the participant with a comprehensive understanding of the keys of successful economic development. For those new to the profession, the BEDC is the first step toward professional certification by the IEDC.

Accreditation:

This course is accredited by the International Economic Development Council (IEDC). The BEDC is a 4-day course and each registrant is required to attend all modules of the course in order to receive a completion certificate. This course qualifies as a professional development training requirement needed to sit for the Certified Economic Developer (CEcD) examination.

DOUBLETREE HOTEL

6505 IH 35 North
Austin, TX 78752
512-454-3737

Overnight Accommodations:

The TEDC block rate is \$119/night. To make room reservations at the Doubletree Hotel please click on the link below or call 512-454-3737. In order to receive the TEDC block rate of \$119, you must book your reservation by August 20, 2012 and reference "TEDC".

»[Link to TEDC room block reservations at Doubletree Hotel](#)

Parking:

Overnight self-parking \$4/day.

COURSE INFORMATION

Dress Code: Business Casual

Meals: Breakfast will be provided (at the meeting space) on Wednesday, Thursday and Friday mornings. Beverages will be provided in the mornings and snacks and beverages will be provided in the afternoon. Lunch is on your own. Course attendees are invited to attend Networking receptions on Wednesday evenings.

Attendance: The BEDC is accredited by the International Economic Development Council; therefore, the course must meet the required number of hours of instructions to meet education standards. All modules of the course must be attended in order to receive a completion certificate for the BEDC. If a portion or an entire module of instruction is missed, it will be at the discretion of the course instructor as to whether completion standards have been met. Emergencies will be handled on a case-by-case basis.

Course Materials: Each BEDC registrant will receive a binder with training materials on-site at the beginning of the course.

Registration and Payment Policy: All registrations are to be made online. Registrations will not be accepted by mail, email, telephone or fax. Payments for registration must be paid prior to the event. Payments may be made in the form of check or online via credit card. Purchase orders will not be accepted as a form of payment.

Cancellation, Refund and No-Show Policy: All cancellations must be received in writing via email to TEDC staff at tedcinfo@texasedc.org. Cancellations received in writing on or before August 27, 2012, and which payment has been received, will be refunded via check following the event. There will be no refunds for cancellations received after August 27, 2012. A registered attendee who does not submit a written cancellation or attend the event, is considered a No-Show and is not eligible for a refund. A registered attendee who does not submit a written notice of cancellation or attend the event is still responsible for the registration fee.

1011 San Jacinto, Suite 650
Austin, Texas 78701
(512) 480.8432 Phone

(512) 472.7907 Fax
www.texasedc.org
tedcinfo@texasedc.org



**Basic Economic Development Course
(BEDC)
Course Schedule
September 11 - 14, 2012**



**Doubletree Hotel
6505 IH 35 North
Austin, TX 78752**

Tuesday, Sept. 11	Wednesday, Sept. 12	Thursday, Sept. 13	Friday, Sept. 14
9:00 – 9:30 a.m. Registration 9:30 – 10:45 a.m. Welcome / Orientation <i>SueAnn Palmore & Bill Lacy</i> 10:45 – 11:00 a.m. Break 11:00 – 12:15 p.m. Introduction to Economic Development <i>Alysia Cook</i>	7:30 – 8:00 a.m. Breakfast Provided – Classroom 8:00 – 10:00 a.m. Business Finance & Capital Market Programs <i>Michael West & Russell Gallahan</i> 10:00 – 10:15 a.m. Break 10:15 – 12:15 p.m. Business Attraction & Marketing <i>Hunter Hilburn</i>	7:30 – 8:00 a.m. Breakfast Provided – Classroom 8:00 – 10:00 a.m. Business Retention & Expansion <i>Tom Long</i> 10:00 – 10:15 a.m. Break 10:15 – 12:15 p.m. Workforce Development <i>Kent Andersen</i>	7:30 – 8:00 a.m. Breakfast Provided – Classroom 8:00 – 10:00 a.m. Managing Economic Dev Organizational <i>Tom Mullins, Rusty Brockman, Joe Newman, Charisse Bodisch, Mark Thomas</i> 10:00 – 10:15 a.m. Break 10:15 – 12:15 p.m. Ethics & Economic Development <i>Michael Meek</i> 12:15 – 1:00 p.m. Course Evaluation, Graduation and Closing
12:15 – 1:30 P.M.	12:15 – 1:30 P.M .	12:15 – 1:30 P.M.	Home Sweet Home!
1:30 – 3:30 p.m. Community Development <i>Alysia Cook</i> 3:30 – 3:45 p.m. Break 3:45 – 5:45 p.m. Analyze & Profile a Community <i>Karen Beard</i> 6:30 Networking dinner for those interested in eating together	1:30 – 3:30 p.m. Strategic Planning <i>Scott Martinez</i> 3:30 – 3:45 p.m. Break 3:45 – 4:30 p.m. ED Trends - Discussion <i>Tom Stellman</i> 4:30 – 5:15 p.m. Tourism & Economic Development <i>David Teel</i> 6:00 – 7:15 TEDC Welcome Reception Dinner on your own	1:30 – 3:30 p.m. Real Estate Dev & Reuse <i>Eric Davis</i> 3:30 – 3:45 p.m. Break 3:45 – 5:45 p.m. Entrepreneur & Small Business Development <i>John Adams</i> Dinner on your own	