



**AGENDA
CITY OF CONVERSE
ECONOMIC DEVELOPMENT CORPORATION (EDC)
BOARD MEETING
JULY 11th - 6:30 PM**

Be it known that the City of Converse EDC Board of Directors will meet for a Board Meeting at the City Council Chambers at 402 S. Seguin Street on July 11th, 6:30 PM, to discuss and act on the agenda below. A quorum of the following commissions may be present: City Council, Building & Standards, Ethics Review Board, Parks & Recreation, and Planning & Zoning Commission.

1. CALL TO ORDER
2. ROLL CALL, ESTABLISHMENT OF QUORUM
3. PLEDGE OF ALLEGIANCE: To the U.S. Flag and the Texas Flag led by President Castellanos
4. RECOGNITION OF BREI AWARD OF EXCELLENCE
5. CITIZENS TO BE HEARD:
Limit your remarks to three (3) minutes and state your name and address for the record.
6. CONSENT AGENDA:
 - A. Approval of Minutes May 9th Meeting
 - B. Approval of Financial Report Through June
 - C. Approval of Investment Report
7. OLD BUSINESS:
 - A. Discussion and Appropriate Action Regarding Resolution #106 Adoption of FY 2023/2024 Budget
 - B. Discussion and Direction to Staff on Vision Statement
8. NEW BUSINESS:
 - A. Introduction and Discussion of EDC Board Applicants
 - B. Presentation and Discussion of EDC First Draft Strategic Work Plan
 - C. Discussion and Direction to Staff Regarding Virtual Attendance Policy for

This facility is accessible in accordance with the American with Disabilities Act. Handicapped parking spaces are available. If you require special assistance or have a request for other services, please call 210-658-5356 at least 24 hours in advance of meeting.

Directors at Economic Development Board Meetings

- D. Discussion and Direction to Staff Regarding Policy Requiring EDC Board Officers to Attend Sales Tax Training as Part of Officer Eligibility Requirements
- E. Discussion and Direction to Staff Regarding Establishment of Internal Remote Working Policy

9. EXECUTIVE SESSION:

- A. In Accordance with 551.074, Texas Open Meetings Act, CLOSED MEETING, PERSONNEL MATTERS; (A) (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; OR (2) to hear a complaint or charge against an officer or employee. (B) Subsection (a) does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. (Board Applicants)
- B. In Accordance with 551.072, Texas Open Meetings Act, CLOSED MEETING, REAL PROPERTY; A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
- C. In Accordance with 551.087, Texas Open Meetings Act, CLOSED MEETING, ECONOMIC DEVELOPMENT NEGOTIATIONS; (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; OR (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).
- D. In Accordance with 551.074, Texas Open Meetings Act, CLOSED MEETING, PERSONNEL MATTERS; (A) (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; OR (2) to hear a complaint or charge against an officer or employee. (B) Subsection (a) does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. (Corporate Attorney)

10. EXECUTIVE SESSION RECONVENE

- A. Discussion and Appropriate Action Regarding 551.074, Texas Open Meetings Act, CLOSED MEETING, PERSONNEL MATTERS; (A) (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; OR (2) to hear a complaint or charge against an officer or employee. (B) Subsection (a) does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. (Board Applicants)
- B. Discussion And Appropriate Action Regarding 551.072, Texas Open Meetings Act, CLOSED MEETING, REAL PROPERTY; A governmental body may conduct a

closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

- C. Discussion and Appropriate Action Regarding 551.087, Texas Open Meetings Act, CLOSED MEETING, ECONOMIC DEVELOPMENT NEGOTIATIONS; (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; OR (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).
- D. Discussion and Appropriate Action Regarding 551.074, Texas Open Meetings Act, CLOSED MEETING, PERSONNEL MATTERS; (A) (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; OR (2) to hear a complaint or charge against an officer or employee. (B) Subsection (a) does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing.
(Corporate Attorney)

11. DIRECTOR'S REPORT

12. CALL TO THE BOARD

13. NEXT BOARD MEETING


A. September 12th, 6:30 p.m., 402 S. Seguin

14. ADJOURNMENT

CERTIFICATION

I, ELAN VALLENDER, OF THE CONVERSE EDC DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS AT 110 W. LEGION AND 406 S. SEGUIN ON THIS THE _____ DAY OF _____ AT _____ AM/PM, WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

ELAN VALLENDER

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 6 A, B, & C
MEETING DATE: July 11 th 2023 STAFF PRESENTER: Elan Vallender SUBJECT: Consent Items Including Minutes, Financial, & Investment Reports		<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Other

BACKGROUND/DISCUSSION: Items A, B, and C of this consent agenda are routine and are not subject to discussion. If any director would like to discuss a particular item, they have the authority to pull that item from consent and have an open discussion on the floor. The items and applicable notes are as follows:

- A. **Approval of Minutes from May 9th Meeting** – No additional comments
- B. **Approval of Financial Report through June** – After the May 9th meeting, Staff discovered an error made by the City of Converse Finance Team in which the sales tax numbers provided in the report were incorrectly input for the month of April. The report provided in this packet has corrected that error.
- C. **Approval of Investment Report** – No additional comments

ATTACHMENTS:

Minutes May 9th.pdf
 Current EDC Budget.pdf
 Current Sales Tax Report.pdf
 Current Investment Report.pdf



AGENDA
CITY OF CONVERSE
ECONOMIC DEVELOPMENT CORPORATION (EDC)
BOARD MEETING
MAY 9th, 2023 - 6:30 PM
Minutes

Be it known that the City of Converse EDC Board of Directors will meet for a Board Meeting at the City Council Chambers at 402 S. Seguin Street on May 9th, 2023, 6:30 PM, to discuss and act on the agenda below. A quorum of the following commissions may be present: City Council, Building & Standards, Ethics Review Board, Parks & Recreation, and Planning & Zoning Commission.

1. CALL TO ORDER President Castellanos called the meeting to order at 6:35PM.

2. ROLL CALL, ESTABLISHMENT OF QUORUM

Present:

Daniel Castellanos, Board Present

Ethel Willard, Board Secretary

Veronika Rosin, Director

Lars Nielsen, Director

Kentreal Alexander, Vice President Via Virtual Attendance

Rashawn Samuel, Director Via Virtual Attendance

Elan Vallender, Executive Director

Absent:

Juan Rodriguez, Director

3. PLEDGE OF ALLEGIANCE: To the U.S. Flag and the Texas Flag led by President Castellanos

4. CITIZENS TO BE HEARD:

Limit your remarks to three (3) minutes and state your name and address for the record.

None

5. Presentation of Plaque by President Castellanos to Lars Nielsen for Board Member Service

6. CONSENT AGENDA:

- A. Approval of Minutes of March 30th Board Meeting
- B. Approval of Minutes of April 25th Work Session
- C. Approval of Financial Report Through April 2023
- D. Approval of Investment Report Through April 2023

This facility is accessible in accordance with the American with Disabilities Act. Handicapped parking spaces are available. If you require special assistance or have a request for other services, please call 210-658-5356 at least 24 hours in advance of meeting.

Motion to approve by Veronika Rosin. Seconded by Ethel Willard. Unanimously voted to approve 6-0.

7. OLD BUSINESS:

A. Discussion and Instructions to Board on Ordering EDC Branded Clothing for Use at Appropriate Events

Danny presented to the Board some options from Lands' End. Got general approval from the board that the options were acceptable. Danny noted that colors chosen should not clash with the logo. Direction to proceed with purchases for each board member (two shirts and a nametag).

8. NEW BUSINESS:

A. Presentation, Discussion, and Approval of Economic Development Corporation FY 21/22 Annual Audit

Jacob from Armstrong, Vaughan, and Associates presented to the board the FY21/22 audit. He noted that the EDC passed and is in great financial position. Daniel asked about how our fund balance compares to other EDC's in the area. Jacob didn't have comparisons off hand but did say that generally governments should have six months of operating expenditures and the EDC has eight years of operating expenditures.

B. Discussion and Appropriate Action on Election of Board Officers Beginning June 2023 and Ending May 2024

The board opened a discussion for appointing officers. Daniel opened with stating that he would like to continue being Board President. No other discussion so Ethel Willard made a motion to reappoint Daniel Castellanos as Board President. Seconded by Veronika Rosin. The vote was unanimous for approval 6-0. The board then opened a discussion for Vice President position. Veronika stated that she likes our current vice president Kentreal Alexander and motioned that he be reappointed as Vice President. Kentreal then wanted to state how positive Daniel has been in his leadership role and that he would like to continue in his role. Ethel Willard seconded the motion. The vote was unanimous for approval 6-0. The discussion then opened for Corporate Secretary. Ethel stated that she's honored to be in her current role and would continue if selected. Kentreal gave some positive remarks about Ethel and her commitment to the organization. Daniel gave more positive remarks about Ethel and made a motion to reappoint Ethel Willard as Corporate Secretary. Seconded by Kentreal. The vote was unanimous for approval 6-0.

C. Discussion and Appropriate Action on Vision Statement

Elan opened the discussion about a vision statement by recalling some of the verbiage taken from the Visioning session in February. Daniel had some thoughts as it pertains to some of the goals that we have for ourselves and gravitated towards the first option "make Converse a prosperous and thriving city that connects community and business". Rashawn thoughts centered around growth from today to ten years from now. Ethel stated that she gravitated towards statement four "strongly generate economic opportunities that create quality jobs, where businesses and citizens succeed, resulting in nationally recognized growth". She liked the part about being nationally recognized with the types of companies that choose to come here. Daniel

asked the board if the vision should be more specific or higher-level thoughts. Veronika likes the second and fourth statements and would like a blend of those two. Lars stated that he liked all of them and that a mashup of all of them would be preferable. Kentreal thoughts centered around economic growth of the city. He finds it important that our businesses grow and liked the first statement. The general consensus was that there should be a mashup of the statements provided but be centered on businesses and growth and the connection to the community.

D. Presentation and Discussion on FY 23/24 Preliminary Budget

Elan presented a preliminary budget to get feedback from the board. Highlights included a rise in sales tax revenue of about 20%. Salaries increase to align with position re-alignments and possibility of additional fourth part-time position. Inclusion of Comprehensive plan to go along with City. Increase in Projects budget based on potential upcoming projects. Increase in professional services for work associated with quality jobs and land development. Daniel asked about costs associated with land and where that would come from. Elan stated that Professional Services takes care of that. Veronika asked if our budget has anything to do with the property taxes and Elan says does not. Rashawn asked about financial authority of sales tax funds and Elan gave a lengthy response outlining the City's rules. Elan stated that our workplans will support activities in the budget.

9. DIRECTOR'S REPORT

A. Vacant board Seat

Elan stated that we will be doing some outreach to fill the vacant board seat.

B. Monthly Board of Director Report (Live)

Elan showed the new reporting available to the board and gave a quick demo.

10. EXECUTIVE SESSION: Entered session at 8:00

- A. In Accordance with 551.074, Texas Open Meetings Act, CLOSED MEETING, PERSONNEL MATTERS; (1) to deliberate appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officers or employee; or, (2) to hear a complaint or charge against an officer or employee. (Elan Vallender, Kat Lallo, Danny Lee)

11. RETURN TO OPEN SESSION Returned to executive session at 9:20

- A. In Accordance with 551.074, Texas Open Meetings Act, CLOSED MEETING, PERSONNEL MATTERS; (1) to deliberate appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or, (2) to hear a complaint or charge against an officer or employee. (Elan Vallender, Kat Lallo, Danny Lee) Ethel Willard motion to proceed as discussed in Executive Session. Veronika seconded the motion. Vote was unanimously approved 4-0 with Kentreal and Rashawn not being in the executive session are recused.

12. CALL TO THE BOARD

Ethel noted that Charter Review was meeting later this week.

13. NEXT BOARD MEETING

A. July 11th, 2023, 6:30 p.m., 402 S. Seguin

14. ADJOURNMENT

Lars made a motion to adjourn. Seconded by Ethel. Vote was unanimously approved 6-0 at 9:25PM.

CERTIFICATION

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ELAN VALLENDER



Budget Report

Account Summary

For Fiscal: 2022-2023 Period Ending: 06/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 210 - ECONOMIC DEVELOPMENT FUND							
Revenue							
210-00-00-41200	Sales Tax	950,000.00	950,000.00	77,996.79	848,889.90	-101,110.10	89.36 %
210-00-00-47000	Interest Income	5,000.00	5,000.00	0.00	94,958.09	89,958.09	1,899.16 %
210-00-00-48900	Miscellaneous Income	8,000.00	8,000.00	0.00	0.00	-8,000.00	0.00 %
	Revenue Total:	963,000.00	963,000.00	77,996.79	943,847.99	-19,152.01	98.01 %
Expense							
210-16-01-54106	Annual Audit	3,000.00	3,000.00	0.00	2,950.00	50.00	98.33 %
210-16-01-54430	Education & Training	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
210-16-01-54470	Travel	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
210-16-01-54482	Board Expenses	1,500.00	1,500.00	57.32	592.96	907.04	39.53 %
210-16-10-51000	Salaries - Full Time	232,346.32	232,346.32	26,810.41	171,020.28	61,326.04	73.61 %
210-16-10-51071	Salaries - Longevity	440.00	440.00	69.24	418.00	22.00	95.00 %
210-16-10-51072	Salaries - Holiday Appreciation	225.00	225.00	0.00	150.00	75.00	66.67 %
210-16-10-51075	Salaries - Safety Incentive	75.00	75.00	0.00	50.00	25.00	66.67 %
210-16-10-51100	Medical Insurance	17,250.00	17,250.00	1,571.61	9,618.28	7,631.72	55.76 %
210-16-10-51150	Retirement	32,530.00	32,530.00	3,897.54	24,606.07	7,923.93	75.64 %
210-16-10-51160	Life & Disability Insurance	500.00	500.00	20.31	138.83	361.17	27.77 %
210-16-10-51210	Payroll Taxes	3,500.00	3,500.00	383.67	2,452.42	1,047.58	70.07 %
210-16-10-52000	Office Supplies	1,200.00	1,200.00	24.01	854.03	345.97	71.17 %
210-16-10-52010	Postage	500.00	500.00	0.00	0.00	500.00	0.00 %
210-16-10-52015	Printing	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
210-16-10-52810	Food	5,000.00	5,000.00	222.22	1,547.46	3,452.54	30.95 %
210-16-10-54000	Legal Services-In House	35,000.00	35,000.00	0.00	10,657.50	24,342.50	30.45 %
210-16-10-54105	Professional Services	30,000.00	30,000.00	1,162.50	17,782.50	12,217.50	59.28 %
210-16-10-54107	Master Plan	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
210-16-10-54120	Pre-Employment Expense	100.00	100.00	0.00	0.00	100.00	0.00 %
210-16-10-54200	Financial Services	17,000.00	17,000.00	0.00	9,916.69	7,083.31	58.33 %
210-16-10-54250	Technology Services	8,000.00	8,000.00	0.00	4,666.69	3,333.31	58.33 %
210-16-10-54430	Education & Training	6,000.00	6,000.00	95.00	1,296.97	4,703.03	21.62 %
210-16-10-54435	Dues & Subscriptions	35,000.00	35,000.00	1,716.03	21,121.94	13,878.06	60.35 %
210-16-10-54460	Equipment Rental	4,000.00	4,000.00	215.95	2,468.58	1,531.42	61.71 %
210-16-10-54470	Travel	10,000.00	10,000.00	953.45	6,891.26	3,108.74	68.91 %
210-16-10-54475	Mileage	2,000.00	2,000.00	0.00	1,015.25	984.75	50.76 %
210-16-10-54481	Business Retention & Expansion	8,000.00	8,000.00	0.00	170.98	7,829.02	2.14 %
210-16-10-54483	Director Expenses	1,500.00	1,500.00	99.99	666.37	833.63	44.42 %
210-16-10-54531	Newsletter	12,000.00	14,625.00	0.00	10,500.00	4,125.00	71.79 %
210-16-10-54763	Website	14,000.00	14,000.00	0.00	12,995.42	1,004.58	92.82 %
210-16-10-54764	Trade Shows & Conferences	10,000.00	10,000.00	20.00	5,915.00	4,085.00	59.15 %
210-16-10-54900	Contingency/ Misc	36,730.42	29,957.90	0.00	0.00	29,957.90	0.00 %
210-16-10-56700	Minor Capital Outlay - Computer H	5,000.00	5,000.00	0.00	4,643.94	356.06	92.88 %
210-16-10-56710	Minor Capital Outlay - Computer S	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
210-16-12-54486	Promotional Items	5,000.00	9,147.52	0.00	9,147.52	0.00	100.00 %
210-16-12-54760	Advertising & Sponsorships	90,000.00	90,000.00	0.00	24,091.47	65,908.53	26.77 %
210-16-12-54766	Economic Development Projects &	150,000.00	150,000.00	0.00	0.00	150,000.00	0.00 %
210-16-90-53010	Facility Maintenance	8,000.00	8,000.00	289.84	3,108.57	4,891.43	38.86 %
210-16-90-53020	Grounds Maintenance	8,000.00	8,000.00	40.00	2,404.50	5,595.50	30.06 %
210-16-90-54310	Property & Liability Insurance	3,672.00	3,672.00	0.00	1,460.69	2,211.31	39.78 %
210-16-90-54578	Alarm System	800.00	800.00	63.35	539.52	260.48	67.44 %
210-16-90-54800	Utilities - Phone/Internet/Email	8,000.00	8,000.00	682.97	5,664.66	2,335.34	70.81 %
210-16-90-54810	Utilities - Electric	1,800.00	1,800.00	127.09	578.27	1,221.73	32.13 %
210-16-90-54820	Utilities - Gas	1,000.00	1,000.00	58.93	633.14	366.86	63.31 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 06/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
210-16-90-54830	Utilities - Water/Sewer/Garbage	1,500.00	1,500.00	0.00	325.76	1,174.24	21.72 %
210-16-90-56540	Minor Capital Outlay - Equipment	2,500.00	2,500.00	0.00	147.12	2,352.88	5.88 %
210-16-90-57000	Major Cap Outlay - Projects	12,000.00	12,000.00	0.00	4,485.00	7,515.00	37.38 %
210-16-99-55016	Principal 2014 Tax Notes	55,000.00	55,000.00	0.00	55,000.00	0.00	100.00 %
210-16-99-55017	Interest 2014 Tax Notes	27,631.26	27,631.26	0.00	14,228.13	13,403.13	51.49 %
210-16-99-55018	Paying Agent Fees	200.00	200.00	0.00	100.00	100.00	50.00 %
	Expense Total:	963,000.00	963,000.00	38,581.43	447,021.77	515,978.23	46.42 %
Fund: 210 - ECONOMIC DEVELOPMENT FUND Surplus (Deficit):		0.00	0.00	39,415.36	496,826.22	496,826.22	0.00 %
Report Surplus (Deficit):		0.00	0.00	39,415.36	496,826.22	496,826.22	0.00 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 210 - ECONOMIC DEVELOPMENT FUND						
Revenue	963,000.00	963,000.00	77,996.79	943,847.99	-19,152.01	98.01 %
Expense	963,000.00	963,000.00	38,581.43	447,021.77	515,978.23	46.42 %
Fund: 210 - ECONOMIC DEVELOPMENT FUND Surplus (Deficit):	0.00	0.00	39,415.36	496,826.22	496,826.22	0.00 %
Report Surplus (Deficit):	0.00	0.00	39,415.36	496,826.22	496,826.22	0.00 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
210 - ECONOMIC DEVELOPMENT	0.00	0.00	39,415.36	496,826.22	496,826.22
Report Surplus (Deficit):	0.00	0.00	39,415.36	496,826.22	496,826.22

CITY OF CONVERSE
HISTORICAL SALES TAX COMPARISON
CURRENT AND LAST TWO FISCAL YEARS

	INCREASE (DECREASE) FROM PRIOR YEAR					FY 2022-23				FY 2021-22				FY 2020-21			
	GENERAL	STREET	EDC	TOTAL	%	GENERAL	STREET	EDC	TOTAL	GENERAL	STREET	EDC	TOTAL	GENERAL	STREET	EDC	TOTAL
	FUND	MAINT				FUND	FUND			FUND	FUND			FUND	FUND		
	2/3	1/6	1/6			2/3	1/6	1/6		2/3	1/6	1/6		2/3	1/6	1/6	
Oct	\$ 49,195	\$ 12,298	\$ 12,298	\$ 73,792	22.94%	\$ 316,881	\$ 79,220	\$ 79,220	\$ 475,322	\$ 267,686	\$ 66,922	\$ 66,922	\$ 401,530	\$ 236,075	\$ 59,019	\$ 59,019	\$ 354,113
Nov	\$ 48,621	\$ 12,155	\$ 12,155	\$ 72,932	18.35%	\$ 400,942	\$ 100,235	\$ 100,235	\$ 601,412	\$ 352,320	\$ 88,080	\$ 88,080	\$ 528,481	321,615	\$ 80,404	\$ 80,404	482,423
Dec	\$ 36,790	\$ 9,197	\$ 9,197	\$ 55,185	20.00%	\$ 318,761	\$ 79,690	\$ 79,690	\$ 478,142	\$ 281,971	\$ 70,493	\$ 70,493	\$ 422,957	233,808	\$ 58,452	\$ 58,452	350,712
Jan	\$ 38,822	\$ 9,705	\$ 9,705	\$ 58,233	21.51%	\$ 326,345	\$ 81,586	\$ 81,586	\$ 489,518	\$ 287,523	\$ 71,881	\$ 71,881	\$ 431,285	232,904	\$ 58,226	\$ 58,226	349,356
Feb	\$ 54,075	\$ 13,518	\$ 13,518	\$ 81,112	21.08%	\$ 440,714	\$ 110,178	\$ 110,178	\$ 661,071	\$ 386,639	\$ 96,660	\$ 96,660	\$ 579,959	325,233	\$ 81,308	\$ 81,308	487,850
Mar	\$ 36,257	\$ 9,064	\$ 9,064	\$ 54,386	20.19%	\$ 312,450	\$ 78,112	\$ 78,112	\$ 468,675	\$ 276,193	\$ 69,048	\$ 69,048	\$ 414,289	235,295	\$ 58,824	\$ 58,824	352,943
Apr	\$ 40,335	\$ 10,083	\$ 10,083	\$ 60,502	22.06%	\$ 306,721	\$ 76,680	\$ 76,680	\$ 460,081	\$ 266,386	\$ 66,597	\$ 66,597	\$ 399,579	199,344	\$ 49,836	\$ 49,836	299,016
May	\$ 6,990	\$ 1,747	\$ 1,747	\$ 10,484	2.74%	\$ 396,681	\$ 99,170	\$ 99,170	\$ 595,021	\$ 389,691	\$ 97,423	\$ 97,423	\$ 584,537	347,119	\$ 86,780	\$ 86,780	520,679
Jun	\$ 9,251	\$ 2,312	\$ 2,312	\$ 13,876	4.52%	\$ 296,980	\$ 74,245	\$ 74,245	\$ 445,470	\$ 287,729	\$ 71,932	\$ 71,932	\$ 431,594	270,411	\$ 67,603	\$ 67,603	405,616
Jul					0.00%					\$ 295,639	\$ 73,910	\$ 73,910	\$ 443,458	256,767	\$ 64,192	\$ 64,192	385,150
Aug					0.00%					\$ 399,421	\$ 99,855	\$ 99,855	599,131	326,803	\$ 81,701	\$ 81,701	490,205
Sep					0.00%					\$ 302,087	\$ 75,522	\$ 75,522	453,131	261,236	\$ 65,309	\$ 65,309	391,855
TOTAL	\$ 320,336	\$ 80,081	\$ 80,081	\$ 480,503		\$ 3,116,475	\$ 779,116	\$ 779,116	\$ 4,674,708	\$ 3,793,286	\$ 948,322	\$ 948,322	\$ 5,689,930	\$ 3,246,611	\$ 811,653	\$ 811,653	\$ 4,869,916

**CITY OF CONVERSE
ECONOMIC DEVELOPMENT CORPORATION
INVESTMENT REPORT
Fiscal Year 2022-2023**

	DATE	DEPOSITS	TRANSFERS OUT	BALANCE
BALANCE FORWARD	10/1/2022			\$ 3,392,174.75
Interest	10/31/2021	\$ 9,313.98		\$ 3,401,488.73
Interest	11/30/2022	\$ 10,792.43		\$ 3,412,281.16
Interest	12/31/2022	\$ 12,532.47		\$ 3,424,813.63
Interest	1/31/2023	\$ 13,329.04		\$ 3,438,142.67
Interest	2/28/2023	\$ 12,569.22		\$ 3,450,711.89
Interest	3/31/2023	\$ 14,270.20		\$ 3,464,982.09
Interest	4/30/2023	\$ 14,387.58		\$ 3,479,369.67
 TOTAL FUNDS INVESTED				 \$ 3,479,369.67


I certify that the above financial statement is true to the best of my knowledge.

Ronnie Guest Jr.

Ronnie Guest Jr.
City Manager

Adelina Mardegain

Adelina Mardegain
Finance Director

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 7A
MEETING DATE: July 11, 2023 STAFF PRESENTER: Elan Vallender SUBJECT: FY 23/24 Budget		<input type="checkbox"/> Action <input type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other

RECOMMENDED MOTION/ACTION:

Motion to approve Resolution #106 and adopt the 2023/2024 Fiscal Year Budget as presented.

BACKGROUND/DISCUSSION:

FY 22/23 Budget

- 1.) Revenues are exceeding budget by approximately 20%
- 2.) With the exception of the following accounts, budget expenditures are aligned with the adopted budget.
 - a. Promotional Items – A time delay in credit card expenditures vs accounting procedures about \$4k expended in FY 21/22 was charged to FY 22/23. Accounting transfer made to correct overage.
 - b. Newsletter – City staff failed to make a payment on an invoice in FY 21/22 and paid the late invoice in FY 22/23. This oversight caused the account to be overdrawn. Accounting transfer made to correct overage.
- 3.) Late Payments – The EDC has been working with City staff to correct several issues with late payments to utility accounts, but the issue continues to crop up.

FY 23/24 Budget

We anticipate that revenues will stabilize as the economy (specifically the CRE sector) is facing headwinds (interest rate increase, bank closures, continued softening of office sector, etc). To be conservative, this budget is based on current revenues remaining the same with no increase year-over-year.

Major Changes

1. **Salaries** - Salary increases tied to position re-alignments for team members and possible part-time administrative position.
2. **Comprehensive Plan (\$25k)** – City manager intends to include a line item in the budget for a comprehensive plan, but it seems unlikely that the city will advance this item during FY23/24.
3. **ED Projects & Grants (\$135k)** – Unused in FY 22/23, but large amount planned based on potential projects on horizon.
4. **Professional Services (\$45k)** – Based on expected workplans services will likely be utilized for items like Quality Jobs & Land Development.

Minor Changes

1. **BR&E (\$8.5k)*** – Blend of events and communications as identified by Anderson Marketing.
2. **Travel & Conferences (\$10k)** – Tentatively planning for additional conferences and associated travel costs.
3. **Dues & Subscriptions (\$5.5k)*** – GSLI removed and replaced with Resquared.
4. **Website (\$9k)** – Addition of SizeUp.*

*These notes changed from the draft budget presented on May 9th.

ATTACHMENTS:

FY 23-24 7-11-2023.pdf

Resolution106



City of Converse, TX

Budget Comparison

FY 22/23 - FY 23/24

		2022-2023	2023-2024
		Total Budget	Total Budget
Category: 42 - Franchise & Local Taxes			
Department: 00 - Revenue			
Program: 00 - Revenue			
210-00-00-41200	Sales Tax	\$ 950,000.00	\$ 1,140,000.00
Category: 42 - Franchise & Local Taxes Total:		\$ 950,000.00	\$ 1,140,000.00
Category: 48 - Miscellaneous Income			
Department: 00 - Revenue			
Program: 00 - Revenue			
210-00-00-47000	Interest Income	\$ 5,000.00	\$ 75,000.00
210-00-00-48900	Miscellaneous Income	\$ 8,000.00	\$ -
Category: 48 - Miscellaneous Income Total:		\$ 13,000.00	\$ 75,000.00
Category: 51 - Personnel			
Department: 16 - Economic Development			
Program: 10 - Administration			
210-16-10-51000	Salaries - Full Time	\$ 232,346.32	\$ 292,500.00
210-16-10-51071	Salaries - Longevity	\$ 440.00	\$ 875.00
210-16-10-51072	Salaries - Holiday Appreciation	\$ 225.00	\$ 225.00
210-16-10-51075	Salaries - Safety Incentive	\$ 75.00	\$ 75.00
210-16-10-51100	Medical Insurance	\$ 17,250.00	\$ 17,000.00
210-16-10-51150	Retirement	\$ 32,530.00	\$ 37,250.00
210-16-10-51160	Life & Disability Insurance	\$ 500.00	\$ 500.00
210-16-10-51210	Payroll Taxes	\$ 3,500.00	\$ 4,250.00
Category: 51 - Personnel Total:		\$ 286,866.32	\$ 352,675.00
Category: 52 - Supplies			
Department: 16 - Economic Development			
Program: 10 - Administration			
210-16-10-52000	Office Supplies	\$ 1,200.00	\$ 1,500.00
210-16-10-52010	Postage	\$ 500.00	\$ 500.00
210-16-10-52015	Printing	\$ 1,500.00	\$ 1,500.00
210-16-10-52810	Food	\$ 5,000.00	\$ 5,000.00
Category: 52 - Supplies Total:		\$ 8,200.00	\$ 8,500.00

Category: 53 - Repair and Maintenance**Department: 16 - Economic Development****Program: 90 - Facility Maintenance**

210-16-90-53010	Facility Maintenance	\$	8,000.00	\$	8,000.00
210-16-90-53020	Grounds Maintenance	\$	8,000.00	\$	8,000.00
Program: 90 - Facility Maintenance Total:		\$	16,000.00	\$	16,000.00
Department: 16 - Economic Development Total:		\$	16,000.00	\$	16,000.00
Category: 53 - Repair and Maintenance Total:		\$	16,000.00	\$	16,000.00

Category: 54 - Contracted Services**Department: 16 - Economic Development****Program: 01 - Council/Board of Commission**

210-16-01-54106	Annual Audit	\$	3,000.00	\$	3,000.00
210-16-01-54430	Education & Training	\$	1,000.00	\$	1,500.00
210-16-01-54470	Travel	\$	1,000.00	\$	1,000.00
210-16-01-54482	Board Expenses	\$	1,500.00	\$	2,000.00
Program: 01 - Council/Board of Commission Total:		\$	6,500.00	\$	7,500.00

Program: 10 - Administration

210-16-10-54000	Legal Services-In House	\$	35,000.00	\$	33,750.00
210-16-10-54105	Professional Services	\$	30,000.00	\$	75,000.00
210-16-10-54107	Master Plan	\$	50,000.00	\$	75,000.00
210-16-10-54120	Pre-Employment Expense	\$	100.00	\$	100.00
210-16-10-54200	Financial Services	\$	17,000.00	\$	17,000.00
210-16-10-54250	Technology Services	\$	8,000.00	\$	8,000.00
210-16-10-54430	Education & Training	\$	6,000.00	\$	6,000.00
210-16-10-54435	Dues & Subscriptions	\$	35,000.00	\$	35,500.00
210-16-10-54460	Equipment Rental	\$	4,000.00	\$	3,000.00
210-16-10-54470	Travel	\$	10,000.00	\$	15,000.00
210-16-10-54475	Mileage	\$	2,000.00	\$	2,500.00
210-16-10-54481	Business Retention & Expansion	\$	8,000.00	\$	17,500.00
210-16-10-54483	Director Expenses	\$	1,500.00	\$	1,500.00
210-16-10-54531	Newsletter	\$	14,625.00	\$	12,000.00
210-16-10-54763	Website	\$	14,000.00	\$	25,000.00
210-16-10-54764	Trade Shows & Conferences	\$	10,000.00	\$	15,000.00
210-16-10-54765	CAP Investment Grants	\$	-	\$	-
210-16-10-54900	Contingency/ Misc	\$	29,957.90	\$	-
Program: 10 - Administration Total:		\$	275,182.90	\$	341,850.00

Program: 12 - Marketing

210-16-12-54486	Promotional Items	\$	9,147.52	\$	-
210-16-12-54760	Advertising & Sponsorships	\$	90,000.00	\$	90,000.00

210-16-12-54766	Economic Development Projects	\$	150,000.00	\$	285,000.00
	Program: 12 - Marketing Total:	\$	249,147.52	\$	375,000.00
Program: 90 - Facility Maintenance					
210-16-90-54310	Property & Liability Insurance	\$	3,672.00	\$	3,675.00
210-16-90-54578	Alarm System	\$	800.00	\$	800.00
210-16-90-54800	Utilities - Phone/Internet/Email	\$	8,000.00	\$	8,000.00
210-16-90-54810	Utilities - Electric	\$	1,800.00	\$	1,800.00
210-16-90-54820	Utilities - Gas	\$	1,000.00	\$	1,000.00
210-16-90-54830	Utilities - Water/Sewer/Garbage	\$	1,500.00	\$	1,500.00
	Program: 90 - Facility Maintenance Total:	\$	16,772.00	\$	16,775.00
Category: 55 - Debt Service					
Department: 16 - Economic Development					
Program: 99 - Non-Departmental					
210-16-99-55016	Principal 2014 Tax Notes	\$	55,000.00	\$	55,000.00
210-16-99-55017	Interest 2014 Tax Notes	\$	27,631.26	\$	27,000.00
210-16-99-55018	Paying Agent Fees	\$	200.00	\$	200.00
	Category: 55 - Debt Service Total:	\$	82,831.26	\$	82,200.00
Category: 56 - Capital Outlay Minor					
Department: 16 - Economic Development					
Program: 10 - Administration					
210-16-10-56700	Minor Capital Outlay - Computer	\$	5,000.00	\$	2,500.00
210-16-10-56710	Minor Capital Outlay - Computer	\$	2,000.00	\$	-
	Program: 10 - Administration Total:	\$	7,000.00	\$	2,500.00
Program: 90 - Facility Maintenance					
210-16-90-56540	Minor Capital Outlay - Equipment	\$	2,500.00	\$	-
	Program: 90 - Facility Maintenance Total:	\$	2,500.00	\$	-
	Category: 56 - Capital Outlay Minor Total:	\$	9,500.00	\$	2,500.00
Category: 57 - Capital Outlay Major					
Department: 16 - Economic Development					
210-16-10-57000	Major Cap Outlay - Projects	\$	-	\$	-
210-16-10-57200	Major Cap Outlay - Land/ROW	\$	-	\$	-
	Program: 10 - Administration Total:	\$	-	\$	-
Program: 90 - Facility Maintenance					
210-16-90-57000	Major Cap Outlay - Projects	\$	12,000.00	\$	12,000.00
	Program: 90 - Facility Maintenance Total:	\$	12,000.00	\$	12,000.00
	Department: 16 - Economic Development Total:	\$	12,000.00	\$	12,000.00
	Category: 57 - Capital Outlay Major Total:	\$	12,000.00	\$	12,000.00
	Report Surplus (Deficit):	\$	-	\$	-

RESOLUTION #106

STATE OF TEXAS X
COUNTY OF BEXAR X
CITY OF CONVERSE X

**A RESOLUTION OF THE CITY OF CONVERSE ECONOMIC DEVELOPMENT CORPORATION
APPROVING THE CITY OF CONVERSE EDC BUDGET FOR
FY 2023-2024**

WHEREAS, the Bylaws and Articles of Incorporation for the City of Converse Economic Development Corporation ("Converse EDC") require the preparation of an annual Budget for consideration and appropriate action by City Council; and

WHEREAS, the Converse EDC has prepared the attached Budget for FY 2023-2024 ("ATTACHMENT A"); and


NOW, THEREFORE, BE IT RESOLVED, that on the date shown below, the City of Converse EDC Board of Directors hereby approves and adopts the annual Budget for FY 2023-2024 to be presented to the Converse City Council for consideration and approval and if approved, to be effective October 1, 2023.

Adopted on this _____ day of _____, 2023.

Daniel Castellanos, President

ATTEST:

Ethel Willard, Secretary

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 7B
MEETING DATE: July 11, 2023 STAFF PRESENTER: Elan Vallender SUBJECT: Vision Statement		<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Other

RECOMMENDED MOTION/ACTION:

Motion to approve the use of XXX as the new vision statement for the Converse Economic Development Corporation.

BACKGROUND/DISCUSSION:

The closing session of the February 2023 Visioning Retreat focused on creating a vision statement for the organization. The board broke into teams and created the following four statements:

- 1.) Make our city a prosperous and thriving city that connects community and business.
- 2.) Make Converse a place that our community and businesses seek, engage with and enjoy.
- 3.) Proactively engage current strategies and incorporate new techniques to capitalize on job creation, tax revenue generation for the advancement of quality of life for Converse and its citizens.
- 4.) Strongly generate economic opportunities that create quality jobs, where businesses and citizens succeed, resulting in a nationally recognized growth.

During the May 9th Board Meeting the Directors reviewed and discussed these statements. Based on the discussion our team has blended elements from these statements and created the following Vision and Mission Statements for the Board's consideration.

Vision


To be an organization that continually aspires to be a recognized economic development leader in Texas by focusing on actions that connect community and commerce, promote business growth, and improve quality of life for Converse citizens.

Mission

We seek and implement cutting edge *ideas/strategies* that develop deeper community connections, catalyze job creation, and increase tax revenues.

ATTACHMENTS:

None

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 7A
MEETING DATE: July 11 th 2023 STAFF PRESENTER: Danny Lee SUBJECT: Discussion of Board Applicants		<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Other

BACKGROUND/DISCUSSION:

On May 31st, 2023, Lars Nielsen chose to let his term expire and not return to the Board, thus creating a vacancy on the Board. During the previous meeting, it was discussed that the EDC Staff and Board Directors should do some outreach to get some applications for the July meeting. The following Converse residents submitted a completed application before the deadline and have been vetted by the City Secretary and approved to serve. They have also been contacted by Staff and have committed to introducing themselves to the Board.

- Kaden Schaat
- Cornelle Carney
- Mychel Jordan
- Kara Kay LaCombe

Please review the applications and associated documents for each individual and come prepared with any questions that you may have for them. Please keep questions on the subject of the City of Converse and the Converse EDC. Each applicant will introduce themselves and then you will be able to ask them questions.

ATTACHMENTS:

KadenSchaatApplication.pdf
 CornelleCarneyApplication/Resume.pdf
 MychelJordanApplication.pdf
 KaraKayLaCombeApplication.pdf

Elan Vallender

From: Lisa Hernandez <lhernandez@conversetx.onmicrosoft.com>
Sent: Wednesday, September 28, 2022 8:22 AM
To: Mark Daniel Lee; Elan Vallender
Subject: FW: Online Form Submittal: Board & Commission Volunteer Application/(Reappointment)

We received this application.
I believe you have a full board, so you may keep this for your records.

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Tuesday, September 27, 2022 9:23 PM
To: Lisa Hernandez <citysecretary@conversetx.net>; Samantha Lee <slee@conversetx.net>
Subject: Online Form Submittal: Board & Commission Volunteer Application/(Reappointment)

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board & Commission Volunteer Application/(Reappointment)

Please complete the online form below. Applications will be retained for the Retention Period of 2-Years from the date of submission, unless appointed. This form shall also be used for commission members wishing to the reappointed to a board.

Select the Board, Commission, or Committee you would like to serve on, or be reappointed to:

<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Ethics Review Board
<input type="checkbox"/> Building and Standards Commission	<input checked="" type="checkbox"/> Economic Development Corporation Commission
<input type="checkbox"/> Parks and Recreation Commission	

If your application is for consideration of Reappointment, when does your term expire:

Personal Information

Name:* Kaden J Schaat
Mailing Address:* 8047 Cantura MLS
Physical Address (if different than mailing):
Personal Phone Number:* 2089701912
Email Address:* Kschaat96@gmail.com
Business Phone Number:
Business Address:
Occupation: Director of Sales
Are you a registered voter:* (X) Yes () No
Date of Birth (For Voter Verification Purposes) Month/Date/Year:* 11/29/1996

Length of Residency in the City of Converse:* October 2021

Are you Delinquent in Property Taxes?* () Yes (X) No

Have you served on a City of Converse Board, Commission, or Committee before?* () Yes (X) No

If yes, which:
Are you related by blood or marriage to any elected member of the City Council, or any appointed member of a Commission?* () Yes (X) No

If yes, Name of Member and
Commission:

Tell us a little about yourself: education, training, hobbies, memberships, or interests.

Brief Summary:

I'm a 25 year old father who works hard and loves life. I am an Eagle Scout. I am the director of sales for a new solar company. I am literally building the company as we speak. I am also the founder of a home services company as well. I have loved anything and everything in economics for as long as I can remember. I am passionate about anything I put my mind to. My family and I love converse and want to make it even better. That's why I decided to apply for this position. I know this is volunteer work and that's what makes me even more excited about it. I know I can provide a ton of value.

You may attach any additional information you'd like to share with us for consideration.

14D99ED0-4003-49F9-9F87-0DF74FD37274.jpeg

By clicking "Submit" you agree that you have read the applicable City Ordinances for the Commission you are applying for, and fully understand and accept the Duties and Responsibilities as a Member of the Commission, should you be appointed.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://conversetx.net/Admin/FormHistory.aspx?SID=11707>

The following form was submitted via your website: Board & Commission Volunteer Application/(Reappointment)

Select the Board, Commission, or Committee you would like to serve on, or be reappointed to:: Economic Development Corporation Commission

If your application is for consideration of Reappointment, when does your term expire::

Name:: Kaden J Schaat

Mailing Address:: 8047 Cantura MLS

Physical Address (if different than mailing)::

Personal Phone Number:: 2089701912

Email Address:: Kschaat96@gmail.com

Business Phone Number::

Business Address::

Occupation:: Director of Sales

Are you a registered voter:: Yes

Date of Birth (For Voter Verification Purposes) Month/Date/Year:: 11/29/1996

Length of Residency in the City of Converse:: October 2021

Are you Delinquent in Property Taxes?: No

Have you served on a City of Converse Board, Commission, or Committee before?: No

If yes, which::

Are you related by blood or marriage to any elected member of the City Council, or any appointed member of a Commission?: No

If yes, Name of Member and Commission::

Brief Summary:: I'm a 25 year old father who works hard and loves life. I am an Eagle Scout. I am the director of sales for a new solar company. I am literally building the company as we speak. I am also the founder of a home services company as well. I have loved anything and everything in economics for as long as I can remember. I am passionate about anything I put my mind to. My family and I love converse and want to make it even better. That's why I decided to apply for this position. I know this is volunteer work and that's what makes me even more excited about it. I know I can provide a ton of value.

You may attach any additional information you'd like to share with us for consideration.: 14D99ED0-4003-49F9-9F87-0DF74FD37274.jpeg

Additional Information:

Form submitted on: 9/27/2022 9:23:29 PM

Submitted from IP Address: 67.10.159.51

Referrer Page: http://conversetx.net/94/Boards-Commissions?fbclid=IwAR3q3ge_8pUbJ-4e8QV7YmUnwGVp0PGy8gJATDp51MOuuR-fd9gL8AWHrcw

Form Address: <http://conversetx.net/Forms.aspx?FID=103>

Board & Commission Volunteer Application/(Reappointment)

Please complete the online form below. Applications will be retained for the Retention Period of 2-Years from the date of submission, unless appointed. This form shall also be used for commission members wishing to be reappointed to a board.

Select the Board, Commission, or Committee you would like to serve on, or be reappointed to:

☐ Planning & Zoning Commission
☐ Building and Standards Commission
☐ Parks and Recreation Commission

☐ Ethics Review Board
☒ Economic Development Corporation Commission

If your application is for consideration of Reappointment, when does your term expire:

Personal Information

Name:* Cornelle Dwight Carney
Mailing Address:* 6555 Runaway Row
Physical Address (if different than mailing):
Personal Phone Number:* 2108950733
Email Address:* cornelle.carney@gmail.com
Business Phone Number:
Business Address:
Occupation:
Are you a registered voter:* (X) Yes () No
Date of Birth (For Voter Verification Purposes) Month/Date/Year:* 04/11/1990

Length of Residency in the City of Converse: 1

Are you Delinquent in Property Taxes? () Yes (X) No
Have you served on a City of Converse Board, Commission, or Committee before? () Yes (X) No
If yes, which:
Are you related by blood or marriage to any elected member of the City Council, or any appointed member of a Commission? () Yes (X) No
If yes, Name of Member and Commission:

Tell us a little about yourself: education, training, hobbies, memberships, or interests.

Brief Summary:

You may attach any additional information you'd like to share with us for consideration.

[CCarney Resume 2023.pdf](#)

By clicking "Submit" you agree that you have read the applicable City Ordinances for the Commission you are applying for, and fully understand and accept the Duties and Responsibilities as a Member of the Commission, should you be appointed.

*** indicates required fields.**

Application/(Reappointment)

Select the Board, Commission, or Committee you would like to serve on, or be reappointed to::

Economic Development Corporation Commission

If your application is for consideration of Reappointment, when does your term expire::

Name:: Cornelle Dwight Carney

Mailing Address:: 6555 Runaway Row

Physical Address (if different than mailing)::

Personal Phone Number:: 2108950733

Email Address:: cornelle.carney@gmail.com

Business Phone Number::

Business Address::

Occupation::

Are you a registered voter:: Yes

Date of Birth (For Voter Verification Purposes) Month/Date/Year:: 04/11/1990

Length of Residency in the City of Converse:: 1

Are you Delinquent in Property Taxes?: No

Have you served on a City of Converse Board, Commission, or Committee before?: No

If yes, which::

Are you related by blood or marriage to any elected member of the City Council, or any appointed member of a Commission?: No

If yes, Name of Member and Commission::

Brief Summary::

You may attach any additional information you'd like to share with us for consideration.: CCarney
Resume 2023.pdf

Additional Information:

Form submitted on: 5/21/2023 11:47:25 PM

Submitted from IP Address: 71.143.86.41

Referrer Page: <http://conversetx.net/94/Boards-Commissions>
Form Address: <http://conversetx.net/Forms.aspx?FID=103>

Cornelle Dwight Carney
Converse, Texas 78109
210-895-0733
cornelle.carney@gmail.com

PROFESSIONAL SUMMARY

A passionate and results-driven professional currently pursuing an Ed.M. in Curriculum and Instruction, with a Graduate Certification in Digital Marketing, B.A. in Interdisciplinary Studies, and Undergraduate Certification in Management. Possess a noteworthy track record of success in educational administration, program management and evaluation, budget management, staff/faculty supervision, and data analytics. Skilled in the implementation of innovative teaching methods, collaboration with stakeholders to better support learner needs, and technology-based instruction. Committed to staying up to date on best practices and continuously pursuing professional development opportunities.

PROFESSIONAL EXPERIENCE

Judson Independent School District

San Antonio, TX

Middle School Teacher

2022 – present

- 95 percent of students enrolled in high school level course are on-track to earn credits.
- Designs curriculum and implements lesson plans that aligns with state standards and meets the needs of all learners.
- Teacher students in the areas of business, marketing, finance, and information technology.
- Evaluates student progress and provides feedback to help improve skills.
- Collaborates with teachers, administrators, and the school community to maintain a positive learning environment for all students.
- Maintains accurate records of student attendance and achievement data.

Interscholastic Coach (Cheerleading)

2023 – present

- Participates in budget planning for team expenses such as uniforms, travel, and equipment.
- Communicates regularly with administrators, athletes, parents, and team personnel.
- Develops and implements practice schedules to maximize athlete performance.
- Assesses the skill level of student-athletes and modifies training as needed.
- Monitors academic achievement of student-athletes to ensure eligibility requirements are met.
- Coordinates team travel arrangements and coordinates with other school and district departments.
- Develops a team culture that promotes sportsmanship and respect for teammates and opponents.

Self-Employed

New Orleans, LA

Independent Contractor

2017 – present

- Supports the transformation of organizations through coaching executives, leaders, and managers.
- Proficient in using data-driven assessment tools to track progress and measure results.
- Adept in leading workshops and retreats to build trust, hone communication strategies, strengthen team dynamic, and promote collaboration.
- Demonstrated success in designing and delivering training workshops for a variety of audiences.

Akili Academy of New Orleans

New Orleans, LA

Chief of Staff

2018 – 2019

- Managed the school's executive leadership team; directly supporting the school's principal and community; and, staff recruitment, retention, and hiring.
- Supported the principal with administrative tasks related to the implementation of the mission of the school; managed the principal's calendar and scheduled all appointments; provided counsel and worked as a thought-partners regarding the implementation of school priorities.
- Participated in school leadership team meeting; identified as a member of the executive leadership team; and supported the directors in the management of their departments.
- Served as a floating leader for whole-school routines and procedures.
- Attended staff recruitment events; planned candidate interviews; screened applicants; conducted and evaluated interviews; and managed recordkeeping.
- Coordinated annual offer letters and worked to retain 92% of staff who were asked to return.
- Communicated about the school; coordinated logistics and materials for meetings and conferences; served as a liaison between the charter management organization (CMO) central office and the school principal; managed parent outreach and student retention.

VAYLA New Orleans

New Orleans, LA

Program Manager

2018

- Collaborated with the leadership team in monitoring and evaluating programs and activities including engaging staff and youth members in assessing the programs successes, issues, campaigns, training modules, and leadership activities.
- Developed strategy to market and promote programs and services throughout the community.
- Designed and implemented program evaluation tools, conduct data analytics on program activities and outcomes, facilitated inter-stakeholder discussions to evaluate programs and devise new program strategies.

Tulane University School of Social Work

New Orleans, LA

Administrator

2015 – 2017

- Served as the chief administrative officer of the school and provided support to the dean in all aspects of operations.
- Managed the budget and financial affairs of the school. Increased revenue by more than 200% within two years.
- Oversaw school construction projects.
- Supervised staff and adjunct faculty including hiring, evaluations, and performance improvement.
- Developed and implemented policies and procedures to ensure efficient, student-centered operations.
- Coordinated activities of the various offices within the school.
- Served on committees and taskforces as needed.

O. Perry Walker High School

New Orleans, LA

Paraprofessional

2011 – 2015

- Completed long-term substitute teaching positions in social studies and language arts.
- Implemented innovative teaching methods to engage student learning and foster an encouraging classroom environment.
- Developed instructional plans that aligned with state and local standards and addressed a variety of learning styles.
- Collaborated with teachers, administrators, and parents to support the individual needs of each student.
- Utilized technology to engage learning experiences and differentiate instruction.
- Assessed students to identify gaps in understanding and develop individualized learning plans.
- Actively sought opportunities for professional development and stay up to date on best practices.

United States Army

New Orleans, LA

Automated Tactical Data Systems Specialist

2008 – 2013

- Operated and maintained classified computer systems.
- Entered and retrieved data from computer systems to make tactical decisions.
- Monitored the status of the systems and troubleshoot any problems that arose.
- Trained soldiers in the operations of the systems.
- Coordinated with members of the unit to ensure systems are used effectively in support of the mission.
- Maintained accurate records of systems maintenance and repairs.

EDUCATION**Southern New Hampshire University**

Manchester, NH

Master of Education (Ed.M.) in Curriculum and Instruction
Concentration: Education Leadership
GPA: 4.0
Completion Date: 2/2024 (Expected)

Cornell University

Ithaca, NY

Graduate Certification in Digital Marketing
Concentrations: Analytics, AI, SEO, Content, Social Media, Growth
Completion Date: 10/2022

Southern New Hampshire University

Manchester, NH

Bachelor of Arts (B.A.) in Interdisciplinary Studies
Concentration: Business Administration and Management
GPA: 3.0
Completion Date: 9/2021

Tulane University

New Orleans, LA

Undergraduate Certification in Management
Concentration: General
GPA: 3.0
Completion Date: 5/2017

O. Perry Walker High School

New Orleans, LA

High School Diploma with Honors
GPA: 3.7
Completion Date: 5/2008

Board & Commission Volunteer Application/(Reappointment)

Please complete the online form below. Applications will be retained for the Retention Period of 2-Years from the date of submission, unless appointed. This form shall also be used for commission members wishing to the reappointed to a board.

Select the Board, Commission, or Committee you would like to serve on, or be reappointed to:

☐ Planning & Zoning Commission
☐ Building and Standards Commission
☐ Parks and Recreation Commission

☐ Ethics Review Board
☒ Economic Development Corporation Commission

If your application is for consideration of Reappointment, when does your term expire:

Personal Information

Name:* Mychel Jordan
Mailing Address:* 805 Meadow Stone, Converse, TX 78109
Physical Address (if different than mailing):
Personal Phone Number:* 210-215-8422
Email Address:* Mychel521@gmail.com
Business Phone Number: 210-496-3849
Business Address: 211 N Loop 1604 East, Ste. 211, San Antonio, TX 78232
Occupation: Property Manager
Are you a registered voter:* (X) Yes () No
Date of Birth (For Voter Verification Purposes) Month/Date/Year:* 05/21/1965

Length of Residency in the City of Converse:* 10+

Are you Delinquent in Property Taxes?* () Yes (X) No

Have you served on a City of Converse Board, Commission, or Committee before?* () Yes (X) No

If yes, which:

Are you related by blood or marriage to any elected member of the City Council, or any appointed member of a Commission?*

If yes, Name of Member and Commission:

Tell us a little about yourself: education, training, hobbies, memberships, or interests.

Brief Summary: My name is Mychel, and I am a native Texan, born and raised in Mason. I moved to the San Antonio area when I was nine and enjoy everything Bexar County has to offer. I am currently a Property Manager for Sirell Properties. I have been in Commercial Real Estate for 34 years. I have a Bachelor of Arts from Hardin-Simmons University in Journalism. I have been a member of Commercial Real Estate Women-San Antonio (CREW SA) and Building Owners and Managers Association San Antonio (BOMA SA) since 1999. I served on the CREW SA Board and am a Past President of BOMA SA. I am involved in several extra-curricular activities including Tai Chi, Women's Sorority, and Bible Study. I look forward to experiencing new opportunities and to help shape Converse for the future.

You may attach any additional information you'd like to share with us for consideration.

[]
Convert to PDF?[]
(DOC, DOCX, XLS, XLSX, TXT)

By clicking "Submit" you agree that you have read the applicable City Ordinances for the Commission you are applying for, and fully understand and accept the Duties and Responsibilities as a Member of the Commission, should you be appointed.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://conversetx.net/Admin/FormHistory.aspx?SID=12486>

The following form was submitted via your website: Board & Commission Volunteer Application/(Reappointment)

Select the Board, Commission, or Committee you would like to serve on, or be reappointed to::
Economic Development Corporation Commission

If your application is for consideration of Reappointment, when does your term expire::

Name:: Mychel Jordan

Mailing Address:: 805 Meadow Stone, Converse, TX 78109

Physical Address (if different than mailing)::

Personal Phone Number:: 210-215-8422

Email Address:: Mychel521@gmail.com

Business Phone Number:: 210-496-3849

Business Address:: 211 N Loop 1604 East, Ste. 211, San Antonio, TX 78232

Occupation:: Property Manager

Are you a registered voter:: Yes

Date of Birth (For Voter Verification Purposes) Month/Date/Year:: 05/21/1965

Length of Residency in the City of Converse:: 10+

Are you Delinquent in Property Taxes?: No

Have you served on a City of Converse Board, Commission, or Committee before?: No

If yes, which::

Are you related by blood or marriage to any elected member of the City Council, or any appointed member of a Commission?: No

If yes, Name of Member and Commission::

Brief Summary:: My name is Mychel, and I am a native Texan, born and raised in Mason. I moved to the San Antonio area when I was nine and enjoy everything Bexar County has to offer. I am currently a Property Manager for Sirell Properties. I have been in Commercial Real Estate for 34 years. I have a Bachelor of Arts from Hardin-Simmons University in Journalism. I have been a member of Commercial Real Estate Women-San Antonio (CREW SA) and Building Owners and Managers Association San Antonio (BOMA SA) since 1999. I served on the CREW SA Board and am a Past President of BOMA SA. I am involved in several extra-curricular activities including Tai Chi, Women's Sorority, and Bible Study. I look forward to experiencing new opportunities and to help shape Converse for the future.

You may attach any additional information you'd like to share with us for consideration.: No file was uploaded

Additional Information:

Form submitted on: 6/29/2023 3:44:09 PM

Submitted from IP Address: 50.84.126.250

Referrer Page: No Referrer - Direct Link

Form Address: <http://conversetx.net/Forms.aspx?FID=103>



OFFICE USE ONLY:

Office Verification: _____

Board Review: _____

City Council Action: _____

Commission/Board Volunteer Application or Reappointment

Are you applying as a new volunteer or reappointment:

☒ New

☐ Re-Appointment

Initial date of Appointment: _____ Term Expiration Date: _____

Which Board or Commission would you like to serve or be reappointed to:
(New Applicants may check more than one for consideration.)

☐ Building & Standards

☐ Planning & Zoning

☐ Economic Development

☐ Parks & Recreation

☐ Ethics Review Board

Name: Kara Kay LeCombe Title: marketing manager

Physical & Mailing Address: _____ Home Phone: work# 210-658-7054

7306 Coers Blvd Cell Phone: 210-440-2520

City, Zip Code: Converse, TX 78109 Email: Topbuyreality@gmail.com

Company Business: Custom Pools, LLC Business Phone: 210-658-7054

Are you a Resident within Converse City Limits: ☒ Yes ☐ No Length of Residency? 5+ years

Are you Delinquent in Property Taxes? ☐ Yes ☒ No

Are you a registered voter within Converse City Limits? ☒ Yes ☐ No

Date of Birth (For voter verification) Month/Date/Year: 08/08/1965

Are you related by blood or marriage to any appointed or elected member of a City of Converse Board, Commission, or City Council? ☐ Yes ☒ No

If yes, which Board/Commission: _____


Name of Person(s): _____

I, Kara Kay LeCombe have read the applicable City Ordinances for the Commission I am applying for, and I fully understand and accept the Duties and Responsibilities as a Member of the Commission.

Signed: Kara Kay LeCombe Date: 6/30/23

PLEASE RETURN TO: CITY SECRETARY AT 406 S. SEGUIN OR CITYSECRETARY@CONVERSETX.NET

GR1000-54: Applications will be retained for the Retention Period of 2-Years from submission date, unless appointed.

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 8B
MEETING DATE: July 11, 2023 STAFF PRESENTER: Elan Vallender SUBJECT: Strategic Workplan - Draft		<input checked="" type="checkbox"/> Action <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Other

RECOMMENDED MOTION/ACTION:

Discussion and direction to staff regarding outline of strategic workplan and identified priorities for 2023-2028.

BACKGROUND/DISCUSSION:

With support from the Board of Directors the EDC contracted with Hickey Global to undertake an organizational visioning activity, with a retreat held February 25, 2023. Preceding the retreat the EDC held two focus group meetings, hosted a survey of external stakeholders, and interviewed members of City Council, the EDC Board of Directors, the EDC Staff, and the City of Converse City Management. The information was compiled and reviewed by the consultant and members of the EDC team. The data collected formed the foundation upon which the retreat agenda and topics for discussion were based.

After the retreat was held, the EDC team met to review the retreat and organize the day's discussions into major themes. The themes as identified by EDC staff were as follows:

Major Themes

1. Destination
2. Land Holding and Development
3. Quality Jobs
4. Business Retention and Expansion
5. Marketing and Communications

The consultant undertook a similar exercise independently and identified the following major themes:

1. Citizen Participation
2. Improved EDC and City Council Communication
3. Converse as a Destination
4. Land Development
5. Business Retention, Expansion, and Attraction

The EDC team believes the themes identified by both teams are conceptually similar and differ if only slightly in the organization of the content.

The EDC team has individually and collectively been working to create workplans for the five major themes or Strategic Priorities identified during the recent visioning session. Attached you will find a draft outline of each strategic priority with a set of associated objectives and actions.

Ultimately, the objectives and strategic actions, in conjunction with the Vision/Mission/Core Values, will be compiled into a strategic workplan that will span a period of 5 years. The document will be a living breathing document that will include strategic actions that are subject to revision. Additionally, future strategic actions may be added as identified over the course of operations.

ATTACHMENTS:

StrategicPrioritiesOutline.pdf

Quality Jobs

Vision:

Converse residents have access to quality jobs with wage levels that, minimally, meet living wage standards.

Objectives/Actions:

- 1.) Increase number of quality, living wage jobs in Converse.
 - a. Target Industry Analysis
 - b. Identify Employment Corridors
 - c. Site Assessments
 - d. Incentive Analysis and Policy Development
 - e. Development and implementation of Targeted Industry marketing plan
- 2.) Strengthen the qualifications of the Converse workforce.
 - a. Workforce Assessment & Analysis
 - b. Workforce Partner Identification
 - c. Development and implementation of Workforce improvement plans as identified by assessments and studies

Destination

Vision:

Converse provides shopping, entertainment, and recreation options for which both residents and visitors travel to engage.

Objectives/Actions:

- 1.) Assess retail & service leakage. Develop and implement a plan to recapture.
 - a. Medical
 - b. Big Box
 - c. Power Center
- 2.) Develop and implement an Entertainment recruitment plan.
 - a. Restaurants
 - b. Unique/Boutique Businesses
 - c. Family Entertainment
- 3.) Assess the opportunity for an Entertainment District
- 4.) Assess the community's appetite for more Live Events and develop a plan of action
 - a. Music
 - b. Community
 - c. Food
 - d. Festivals

Land Development

Vision:

The Corporation works in partnership with the City of Converse Planning Department in the creation and maintenance of a developer friendly environment resulting in commercial development beneficial to the City and its residents. The corporation is following established policies regarding organizational land acquisition, development, and disposition.

Objectives/Actions:

- 1.) Develop and implement land acquisition, disposition, and development plans to govern future opportunities and decisions.
- 2.) Inventory land owned by the corporation
- 3.) Implement a disposition plan based on parcel specific goals as identified
 - a. Explore best practices related to deed restrictions
 - b. Entitlements
- 4.) Inform/Support the development of a Land Use Plan by the City of Converse
- 5.) Inform/Support a Zoning Ordinance update as identified by the 2040 Study completed in 2017
- 6.) Identify and analyze opportunity for a P3 development of the corporation owned 4+ acres located at Hilltop and FM1976.

Business Retention and Expansion

Vision:

The corporation has created an environment of goodwill and care towards small businesses. The community's ecosystem is in the *Nascent*¹ stage but is steadily moving into its *Development* stage.

Objectives/Actions:

- 1.) Increase business communication to identify opportunities for growth, retention, and expansion in a timely manner. (BC)
 - a. Develop processes for standardized communications to businesses using value added models to address business needs.
 - b. Research and evaluate best practices for communication to improve value and response rates.
 - c. Strengthen relationships with key stakeholders.
 - d. Remain proactive to expand resources.
- 2.) Develop a comprehensive assessment of available business resources with an implementation plan so businesses get maximum value. (CA)
 - a. Clarify essential steps to implement a plan of action.
 - b. Research and evaluate best practices.
- 3.) Assess opportunities for building a stronger ecosystem of business interaction. (EB)
 - a. Evaluate best practices for ecosystem building.
 - b. Create programming to include industries and organizations missing from our current ecosystems.

¹ Stages as identified by Chris Heivly in "Build the Fort"


Marketing and Communications

Vision:

To be a leading voice for economic development in our community, using marketing and communications to attract new businesses, retain existing businesses, and create jobs that enhance the City of Converse.

Objectives/Actions:

- 1.) Implementation of Anderson Marketing Plan
 - a. Gather Marketing Materials
 - b. Create Social Media Practices and Purposes
 - c. Converse Branding
 - d. Advertising
- 2.) Building Positive Relationships with Area Commercial Real Estate Agents and Developers
 - a. Sponsorships with Area Commercial Real Estate Organizations
 - b. Annual Converse Update (Networking Luncheon for brokers)
 - c. Email Marketing (Quarterly Newsletter)
- 3.) Communicate and Engage Converse Residents
 - a. Quarterly Converse Connection Newsletter
 - b. Continue with information geared towards Converse residents in the City's quarterly newsletter.
 - c. Annual Survey of Residents
 - d. Citizen Leadership Academy
 - e. Converse Business Council
 - f. Monthly E-Blast
 - g. Youth Leadership Council
 - h. Unrestrictive Forums (townhalls, meet the mayor, fun events)

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 7C
MEETING DATE: July 11, 2023 STAFF PRESENTER: Kat Lallo SUBJECT: Policy of Virtual Attendance to EDC Board Meetings by Directors		<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Other

RECOMMENDED MOTION/ACTION:

No recommended motion.

BACKGROUND/DISCUSSION:

The EDC initially allowed virtual attendance at board meetings to accommodate/facilitate full attendance at the “Visioning Retreat.” Since the retreat, we have accommodated virtual attendance at 2 additional board meetings.

Staff are requesting the board discuss whether virtual meeting attendance should be continued and if so, adopt a set of requirements/procedures for Directors and EDC staff to follow.

Minimal virtual meeting requirements can be found in §551.127. In addition to technological requirements, the following minimum requirements must be met for meetings with virtual board participation.

1.) Audio and Video of physically present members and virtual members are live and appropriate quality. (551.127 a-1 & h)


2.) Quorum of members physically present must be established. (551.127 b)

For additional information on open meetings, see Texas Government Code, Section 551, Open Meetings: [State Statute Chapter 551.127](#)

[Article II Section E from the Bylaws](#) addresses meetings and meeting attendance.

ATTACHMENTS:

none

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 8D
MEETING DATE: July 11, 2023 STAFF PRESENTER: Kat Lallo SUBJECT: Policy requiring the EDC Officers to attend TML Sales Tax training		<input checked="" type="checkbox"/> Action <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Other

RECOMMENDED MOTION/ACTION:

No recommended motion.


BACKGROUND/DISCUSSION:

Staff are requesting the board discuss whether the board should require the TML Sales Tax Training for its executive officers (President, Vice President, Secretary) and if so, adopt a set of requirements/procedures for Directors and EDC staff to follow.

Currently, the ED Sales Tax Workshop is the required training for the EDC administrator under the Development Corporation Act within 90 days of taking office and must be repeated every two years.

The Economic Development Sales Tax Workshops are designed specifically for Economic Development Corporation Board Members. The workshops include information about economic and community development, permissible projects under the law and any recent changes to the Economic Development Sales Tax Law. Attendees also receive Open Meetings Act and Public Information Act Certification.

More information on this EDC Sales Tax Workshop can be obtained from the [Texas Economic Development Council](#).

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 8 E
MEETING DATE: July 11, 2023 STAFF PRESENTER: Kentreal Alexander SUBJECT: Discussion of Internal Policy of Remote Work for EDC Staff		<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Other

BACKGROUND/DISCUSSION:

At previous meetings, the topic of remote work was mentioned but not thoroughly discussed as a policy for EDC Staff. Vice President Alexander would like clarification and a discussion of creating an internal policy of remote work for EDC Staff. V.P. Alexander has further added in his communications to add this item that he believes that working remotely can enhance effectiveness and provide a positive work-life balance when implemented.

ATTACHMENTS:

none