



**AGENDA
CITY OF CONVERSE
ECONOMIC DEVELOPMENT CORPORATION (EDC)
BOARD MEETING
SEPTEMBER 12th - 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 September 12th, 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 Vice President Alexander
4. CITIZENS TO BE HEARD:
Limit your remarks to three (3) minutes and state your name and address for the record.
5. CONSENT AGENDA:
 - A. Approval of Minutes July 11th Meeting
 - B. Approval of Financial Report Through August
 - C. Approval of Investment Report Through August
 - D. Approval of Greater: SATX Partnership Agreement
 - E. Approval of Resolution #109 Adopting FY 2023-2024 Purchasing Policy
6. OLD BUSINESS:
 - A. Presentation, Discussion, and Possible Action of Resolution #110 Adoption of 2023-2024 Corporation Plan
7. NEW BUSINESS:
 - A. Discussion of Board Seat Vacancy
 - B. Discussion of Hilltop Properties Platting and Right of Way
 - C. Discussion of Entitlements of other EDC owned Properties
 - D. Discussion and Action on Approval of Resolution #111 Update to Articles of Incorporation

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.

- E. Discussion and Action on Approval of Resolution #112 Changes to Officer Training Requirements in Bylaws and Board Meeting Location

8. EXECUTIVE SESSION:

- A. 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 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).

9. RECONVENE FROM EXECUTIVE SESSION:

- A. 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 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).

10. DIRECTOR'S REPORT

- Project Updates
- Future agenda items from the board

11. CALL TO THE BOARD

12. NEXT BOARD MEETING


- A. November 14th, 6:30 p.m., 402 S. Seguin

13. 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> 5 A-C,E
MEETING DATE: September 12 th , 2023 STAFF PRESENTER: Elan Vallender SUBJECT: Consent – Minutes and Financial Reports		<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 items A-E of consent agenda.

BACKGROUND/DISCUSSION:

Item A - Attached are the Minutes from our last board meeting on July 11th.

Item B - Attached is the current budget and sales tax reports produced by Adelina Mardegain, Finance Director.

Item C - Attached is the current Investment Report produced by Adelina Mardegain, Finance Director.

Item E -This resolution is to adopt the purchasing policy for the EDC for FY 23/24. There have been no changes to the policy. This adoption is done annually and follows the City of Converse's purchasing policy.

ATTACHMENTS:

CurrentBudget.pdf

SalesTaxAug.pdf

InvestmentReport.pdf

Resolution 109 Adopting 2023-2024 Purchasing Policy.pdf

Purchasing Policy 09122023.pdf



AGENDA
CITY OF CONVERSE
ECONOMIC DEVELOPMENT CORPORATION (EDC)
BOARD MEETING
JULY 11th - 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 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 President Castellanos calls meeting to order 6:31PM

2. ROLL CALL, ESTABLISHMENT OF QUORUM

Present:

Daniel Castellanos, Director
Kentreal Alexander, Director
Juan Rodriguez, Director
Ethel Willard, Director
Veronika Rosin, Director
Elan Vallender, Executive Director
Ray Ortiz, Corporate Attorney
Danny Lee, Staff
Kat Lallo, Staff

Absent:

Rashawn Samuel, Director (excused)
Vacant Seat, Director

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

4. RECOGNITION OF BREI AWARD OF EXCELLENCE

A presentation by Kat Lallo for award given by BREI for collaborative partnership started by Converse (Kat).

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

Motion to approve by: Ethel Willard Second by Kentreal Vote: Unanimous to approve

7. OLD BUSINESS:

- A. Discussion and Appropriate Action Regarding Resolution #106 Adoption of FY 2023/2024 Budget

Elan gave an overview of the budget highlights. He kept the sales tax revenues at the same level our actual revenues were this year. There was a slight increase to board expenses for training opportunities and some branding elements. Payroll for staff was increased for the realignment of positions and the possible addition of 1 part-time employee. Other increases include SizeUp – a tool to help with BRE efforts, Comprehensive Plan- to match the city effort, Trade Shows and Conferences / Travel – to support the effort of business recruitment, ED Projects – to support possible projects for the upcoming year, Professional services – for potential services needed for studies or assessments. Most of the rest of the budget stayed the same.

Motion to Approve: Veronika Rosin Second by: Ethel Willard Vote: Unanimous to approve.

- B. Discussion and Direction to Staff on Vision Statement

Elan presented the new mission and vision statement to the board based on the visioning retreat and feedback from the board in previous meetings. President Castellanos stated he really loved what staff came up with.

Motion to approve: Ethel Willard Second by Kentreal Alexander Vote; Unanimous to approve.

8. NEW BUSINESS:

- A. Introduction and Discussion of EDC Board Applicants

Danny introduced the board applicants: Mychel Jordan, K.K. LaCombe, and Kaden Schaat. Each applicant went to the board to introduce themselves and the board asked questions of them. The decision will be made in executive session.

- B. Presentation and Discussion of EDC First Draft Strategic Work Plan

Elan presented an outline for the Strategic Work plan for EDC staff. The high-level topics for the work plan are Quality Jobs, Converse as a destination, Land Development, Business Retention and Expansion, and Marketing/Communications. Elan went into some detail on some items, but the full list was provided in the packet. President Castellanos appreciated the very high-level look at the work plan Elan presented.

- C. Discussion and Direction to Staff Regarding Virtual Attendance Policy for Directors at Economic Development Board Meetings

Kat presented a policy for the Board Members regarding virtual attendance for meetings. Ray Ortiz commented that the board doesn't need to adopt a policy separate from the state but it does at a minimum need to follow the state laws.

Kentreal stated that if there is knowledge of missing a meeting ahead of time then there should be an allowance for virtual. Ethel echoed that saying if you are in town

and can make it then we should be in person. If there is advanced knowledge of being out of town, then there should be an allowance for virtual. Daniel would like to see all members present and make virtual attendance a rare exception. Elan asked if Daniel should be the person to decide if virtual attendance is allowed. Ray said that it makes sense to follow that directive since he allows for excused absences. It was mentioned that it should be amended in the bylaws.

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

There was discussion from the whole board about making it mandatory for all members, not just officers. The board as whole wanted sales tax training to be mandatory for all members. Director Rodriguez was the only present member to not want it mandatory. There was no motion to be made, but general agreeance, that this should come back to the board as an amendment to the Bylaws.

- E. Discussion and Direction to Staff Regarding Establishment of Internal Remote Working Policy

Director Alexander posed the question to the board about implementing an internal remote work policy for EDC staff. Elan stated that the City of Converse does have a base remote work policy for staff. President Castellanos asked about having Elan direct and manage the staff as needed and maybe the necessity of having a written policy. Kentreal clarified that he wanted this to be transparent to the board and public and trusts Elan to direct the staff in the most efficient manner. There was general agreement that that is how the staff will be directed moving forward.

9. EXECUTIVE SESSION: Entered into Executive Session at 8:32PM

- 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 **Reconvene at 11:03PM**

- 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) **Motion to proceed as discussed in Executive Session by Kentreal Alexander. Seconded by Ethel Willard. Vote Unanimous in approve.**
- 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.
Motion to proceed as discussed in Executive Session by Kentreal Alexander. Seconded by Ethel Willard. Vote Unanimous in approve.
- 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).
Motion to proceed as discussed in Executive Session by Kentreal Alexander. Seconded by Ethel Willard. Vote Unanimous in approve.
- 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)
Motion to proceed as discussed in Executive Session by Kentreal Alexander. Seconded by Ethel Willard. Vote Unanimous in approve.

11. DIRECTOR'S REPORT

No Report or discussion

12. CALL TO THE BOARD

No discussion

13. NEXT BOARD MEETING

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

14. ADJOURNMENT

Motion to adjourn by Ethel. Seconded by Kentreal. Vote Unanimous. Meeting ended at 11:07PM

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



City of Converse, TX

Budget Report Account Summary

For Fiscal: 2022-2023 Period Ending: 08/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 210 - ECONOMIC DEVELOPMENT FUND							
Revenue							
Department: 00 - Revenue							
Program: 00 - Revenue							
210-00-00-41200	Sales Tax	950,000.00	950,000.00	545.58	788,475.31	-161,524.69	17.00 %
210-00-00-47000	Interest Income	5,000.00	5,000.00	0.00	141,408.62	136,408.62	2,828.17 %
210-00-00-48900	Miscellaneous Income	8,000.00	8,000.00	0.00	0.00	-8,000.00	100.00 %
Program: 00 - Revenue Total:		963,000.00	963,000.00	545.58	929,883.93	-33,116.07	3.44 %
Department: 00 - Revenue Total:		963,000.00	963,000.00	545.58	929,883.93	-33,116.07	3.44 %
Revenue Total:		963,000.00	963,000.00	545.58	929,883.93	-33,116.07	3.44 %
Expense							
Department: 16 - Economic Development							
Program: 01 - Council/Board of Commission							
210-16-01-54106	Annual Audit	3,000.00	3,000.00	0.00	2,950.00	50.00	1.67 %
210-16-01-54430	Education & Training	1,000.00	1,000.00	1,200.00	1,200.00	-200.00	-20.00 %
210-16-01-54470	Travel	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
210-16-01-54482	Board Expenses	1,500.00	1,500.00	272.72	1,267.36	232.64	15.51 %
Program: 01 - Council/Board of Commission Total:		6,500.00	6,500.00	1,472.72	5,417.36	1,082.64	16.66 %
Program: 10 - Administration							
210-16-10-51000	Salaries - Full Time	232,346.32	232,346.32	17,873.60	206,767.48	25,578.84	11.01 %
210-16-10-51071	Salaries - Longevity	440.00	440.00	53.09	517.25	-77.25	-17.56 %
210-16-10-51072	Salaries - Holiday Appreciation	225.00	225.00	0.00	150.00	75.00	33.33 %
210-16-10-51075	Salaries - Safety Incentive	75.00	75.00	0.00	50.00	25.00	33.33 %
210-16-10-51100	Medical Insurance	17,250.00	17,250.00	1,037.52	11,703.54	5,546.46	32.15 %
210-16-10-51150	Retirement	32,530.00	32,530.00	2,599.37	29,803.80	2,726.20	8.38 %
210-16-10-51160	Life & Disability Insurance	500.00	500.00	13.54	165.91	334.09	66.82 %
210-16-10-51210	Payroll Taxes	3,500.00	3,500.00	255.89	2,964.09	535.91	15.31 %
210-16-10-52000	Office Supplies	1,200.00	1,200.00	26.79	973.15	226.85	18.90 %
210-16-10-52010	Postage	500.00	500.00	0.00	0.00	500.00	100.00 %
210-16-10-52015	Printing	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
210-16-10-52810	Food	5,000.00	5,000.00	24.02	1,571.48	3,428.52	68.57 %
210-16-10-54000	Legal Services-In House	35,000.00	35,000.00	2,222.50	13,667.50	21,332.50	60.95 %
210-16-10-54105	Professional Services	30,000.00	30,000.00	3,766.50	21,549.00	8,451.00	28.17 %
210-16-10-54107	Master Plan	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
210-16-10-54120	Pre-Employment Expense	100.00	100.00	0.00	0.00	100.00	100.00 %
210-16-10-54200	Financial Services	17,000.00	17,000.00	0.00	11,333.36	5,666.64	33.33 %
210-16-10-54250	Technology Services	8,000.00	8,000.00	0.00	5,333.36	2,666.64	33.33 %
210-16-10-54430	Education & Training	6,000.00	6,000.00	25.98	1,820.95	4,179.05	69.65 %
210-16-10-54435	Dues & Subscriptions	35,000.00	35,000.00	8,673.81	31,933.38	3,066.62	8.76 %
210-16-10-54460	Equipment Rental	4,000.00	4,000.00	0.00	2,700.80	1,299.20	32.48 %
210-16-10-54470	Travel	10,000.00	10,000.00	5.00	6,896.26	3,103.74	31.04 %
210-16-10-54475	Mileage	2,000.00	2,000.00	309.42	1,415.91	584.09	29.20 %
210-16-10-54481	Business Retention & Expansion	8,000.00	8,000.00	7,829.02	8,000.00	0.00	0.00 %
210-16-10-54483	Director Expenses	1,500.00	1,500.00	0.00	812.52	687.48	45.83 %
210-16-10-54531	Newsletter	12,000.00	14,625.00	0.00	13,219.00	1,406.00	9.61 %
210-16-10-54763	Website	14,000.00	14,000.00	0.00	12,995.42	1,004.58	7.18 %
210-16-10-54764	Trade Shows & Conferences	10,000.00	10,000.00	0.00	5,915.00	4,085.00	40.85 %
210-16-10-54900	Contingency/ Misc	36,730.42	29,957.90	5,450.65	5,450.65	24,507.25	81.81 %
210-16-10-56700	Minor Capital Outlay - Computer H	5,000.00	5,000.00	0.00	4,643.94	356.06	7.12 %
210-16-10-56710	Minor Capital Outlay - Computer S	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
Program: 10 - Administration Total:		581,396.74	577,249.22	50,166.70	402,353.75	174,895.47	30.30 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 08/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Program: 12 - Marketing							
210-16-12-54486	Promotional Items	5,000.00	9,147.52	0.00	9,147.52	0.00	0.00 %
210-16-12-54760	Advertising & Sponsorships	90,000.00	90,000.00	7,394.08	36,310.63	53,689.37	59.65 %
210-16-12-54766	Economic Development Projects &	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00 %
Program: 12 - Marketing Total:		245,000.00	249,147.52	7,394.08	45,458.15	203,689.37	81.75 %
Program: 90 - Facility Maintenance							
210-16-90-53010	Facility Maintenance	8,000.00	8,000.00	289.34	3,687.75	4,312.25	53.90 %
210-16-90-53020	Grounds Maintenance	8,000.00	8,000.00	180.00	7,678.50	321.50	4.02 %
210-16-90-54310	Property & Liability Insurance	3,672.00	3,672.00	0.00	1,669.36	2,002.64	54.54 %
210-16-90-54578	Alarm System	800.00	800.00	63.35	666.22	133.78	16.72 %
210-16-90-54800	Utilities - Phone/Internet/Email	8,000.00	8,000.00	366.68	6,619.91	1,380.09	17.25 %
210-16-90-54810	Utilities - Electric	1,800.00	1,800.00	445.54	1,023.81	776.19	43.12 %
210-16-90-54820	Utilities - Gas	1,000.00	1,000.00	57.90	747.66	252.34	25.23 %
210-16-90-54830	Utilities - Water/Sewer/Garbage	1,500.00	1,500.00	0.00	325.76	1,174.24	78.28 %
210-16-90-56540	Minor Capital Outlay - Equipment	2,500.00	2,500.00	0.00	147.12	2,352.88	94.12 %
210-16-90-57000	Major Cap Outlay - Projects	12,000.00	12,000.00	1,850.00	6,335.00	5,665.00	47.21 %
Program: 90 - Facility Maintenance Total:		47,272.00	47,272.00	3,252.81	28,901.09	18,370.91	38.86 %
Program: 99 - Non-Departmental							
210-16-99-55016	Principal 2014 Tax Notes	55,000.00	55,000.00	0.00	55,000.00	0.00	0.00 %
210-16-99-55017	Interest 2014 Tax Notes	27,631.26	27,631.26	0.00	14,228.13	13,403.13	48.51 %
210-16-99-55018	Paying Agent Fees	200.00	200.00	0.00	100.00	100.00	50.00 %
Program: 99 - Non-Departmental Total:		82,831.26	82,831.26	0.00	69,328.13	13,503.13	16.30 %
Department: 16 - Economic Development Total:		963,000.00	963,000.00	62,286.31	551,458.48	411,541.52	42.74 %
Expense Total:		963,000.00	963,000.00	62,286.31	551,458.48	411,541.52	42.74 %
Fund: 210 - ECONOMIC DEVELOPMENT FUND Surplus (Deficit):		0.00	0.00	-61,740.73	378,425.45	378,425.45	0.00 %
Report Surplus (Deficit):		0.00	0.00	-61,740.73	378,425.45	378,425.45	0.00 %

Group Summary

Program	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 210 - ECONOMIC DEVELOPMENT FUND						
Revenue						
Department: 00 - Revenue						
00 - Revenue	963,000.00	963,000.00	545.58	929,883.93	-33,116.07	3.44 %
Department: 00 - Revenue Total:	963,000.00	963,000.00	545.58	929,883.93	-33,116.07	3.44 %
Revenue Total:	963,000.00	963,000.00	545.58	929,883.93	-33,116.07	3.44 %
Expense						
Department: 16 - Economic Development						
01 - Council/Board of Commission	6,500.00	6,500.00	1,472.72	5,417.36	1,082.64	16.66 %
10 - Administration	581,396.74	577,249.22	50,166.70	402,353.75	174,895.47	30.30 %
12 - Marketing	245,000.00	249,147.52	7,394.08	45,458.15	203,689.37	81.75 %
90 - Facility Maintenance	47,272.00	47,272.00	3,252.81	28,901.09	18,370.91	38.86 %
99 - Non-Departmental	82,831.26	82,831.26	0.00	69,328.13	13,503.13	16.30 %
Department: 16 - Economic Development Total:	963,000.00	963,000.00	62,286.31	551,458.48	411,541.52	42.74 %
Expense Total:	963,000.00	963,000.00	62,286.31	551,458.48	411,541.52	42.74 %
Fund: 210 - ECONOMIC DEVELOPMENT FUND Surplus (Deficit):	0.00	0.00	-61,740.73	378,425.45	378,425.45	0.00 %
Report Surplus (Deficit):	0.00	0.00	-61,740.73	378,425.45	378,425.45	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	-61,740.73	378,425.45	378,425.45
Report Surplus (Deficit):	0.00	0.00	-61,740.73	378,425.45	378,425.45

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	\$ 22,079	\$ 5,520	\$ 5,520	\$ 33,118	10.79%	\$ 309,808	\$ 77,452	\$ 77,452	\$ 464,712	\$ 287,729	\$ 71,932	\$ 71,932	\$ 431,594	270,411	\$ 67,603	\$ 67,603	405,616
Jul	\$ 44,873	\$ 11,218	\$ 11,218	\$ 67,309	22.84%	\$ 340,511	\$ 85,127	\$ 85,127	\$ 510,767	\$ 295,639	\$ 73,910	\$ 73,910	\$ 443,458	256,767	\$ 64,192	\$ 64,192	385,150
Aug	\$ 16,746	\$ 4,186	\$ 4,186	\$ 25,118	6.92%	\$ 416,166	\$ 104,041	\$ 104,041	\$ 624,250	\$ 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	\$ 394,782	\$ 98,692	\$ 98,692	\$ 592,173		\$ 3,885,981	\$ 971,492	\$ 971,492	\$ 5,828,965	\$ 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
Interest	5/31/2023	\$ 15,384.05		\$ 3,494,753.72
Interest	6/30/2023	\$ 15,160.53		\$ 3,509,914.25
Interest	7/31/2023	\$ 15,905.95		\$ 3,525,820.20
Interest	8/31/2023	\$ 16,431.81		\$ 3,545,456.12
 TOTAL FUNDS INVESTED				 \$ 3,545,456.12

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

RESOLUTION #109

STATE OF TEXAS XXX

COUNTY OF BEXAR XXX

**A RESOLUTION OF THE CITY OF CONVERSE ECONOMIC DEVELOPMENT
CORPORATION APPROVING THE
PURCHASING POLICY 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 Purchasing Policy for consideration and approval by the Converse City Council; and

WHEREAS, the Converse EDC prepared the attached Purchasing Policy for FY 2023-2024 (“ATTACHMENT A”);

NOW, THEREFORE, BE IT RESOLVED, that on the date shown below, the City of Converse EDC Board of Directors hereby approved the proposed Purchasing Policy for the City of Converse EDC to be presented to the Converse City Council for consideration and approval and if approved, to be effective October 1, 2023.

Adopted on this the 12th day of September, 2023.

Kentreal Alexander, Vice President

ATTEST:

Ethel Willard, Secretary

Economic Development Corporation

Purchase Policy

October 1, 2023

PURPOSE: To establish internal controls that deter fraud, waste, and abuse of public funds, and ensure that every expenditure is justified by a public purpose and in accordance with established priorities as required by the City of Converse Ordinance #212 as amended May 4, 2010, creating the Economic Development Corporation, the Corporation By-Laws, and its Articles of Incorporation.

RESPONSIBILITY: The Executive Director of the Corporation is responsible for all public resources and is held accountable to the Board of Directors, City Council and the citizens of Converse for employing public resources directed toward quality economic development programs and initiatives. Staff personnel subordinate to the Executive Director are responsible for compliance with established policies and for the efficient use of public funds to the extent of their delegated authority.

PROCEDURES:

The Executive Director is delegated the authority to make and/or approve all contracts and purchases with a cost of up to \$50,000.00. The Executive Director is authorized to acquire legal and professional services contracts, providing one-time services at a cost of \$50,000.00 or less. Board approval is required on all contracts for goods and services with a cost of \$50,001.00 or more. For goods or services with a cost of \$50,001.00 or more, the Executive Director will prepare bid specifications, prepare public notice, conduct bidders' conferences as necessary, receive bids, and prepare a recommendation to the Board of Directors. The Board of Directors then may honor the recommendation, choose an alternative, or reject all bids. A letter will be used to award contracts or make purchases with a cost of \$50,001.00 or more.

When required by the Texas Local Government Code under Chapters 501 and/or 505, the EDC will seek approval by the City Council for declaring a Project.

Travel, meals and entertainment for members of the Board of Directors, may have a quarterly allowance of up to \$300.00, in the aggregate, to be used in a discretionary manner for travel, business meal and entertainment expenses incurred in promoting the programs of the Economic Development Corporation. Original receipts per the City Purchase Policy, in sufficient detail-to warrant the expenditure (including what, where, when, why, and who), shall be presented to the Executive Assistant for Executive Director approval and payment processing. The receipts shall become the property and record of the Economic Development Corporation.

The Executive Director is authorized to delegate to the remaining corporate support staff the authority to sign purchase orders, approve purchases of goods and services with a cost of \$500.00 or less and approve budget transfers not to exceed \$1,250.00.

ACCOUNTABILITY:


The corporate support staff is accountable to the Executive Director for their purchasing decisions. The Executive Director compares invoices to purchase orders when accounts are paid to ensure the products delivered and billed match the order, and that the order was reasonable and necessary in view of ongoing project work. The person signing the purchase order is held accountable for ensuring purchases are free from fraud, waste and abuse and are in support of established priorities.

The Executive Director is accountable to the Board of Directors for all purchases. The Executive Director shall keep the Board of Directors informed of work in progress and major purchases, and stand ready to explain purchasing actions during review and approval of the monthly financial statements. The Board approved monthly financial statements shall be presented to the City Council for their review.

PASSED AND APPROVED this 12th day of September, 2023.

Kentreal Alexander, Vice President

Ethel Willard, Board Secretary

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 5D
MEETING DATE: September 12, 2023 STAFF PRESENTER: Elan Vallender SUBJECT: greaterSATX Partnership Agreement		<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 contract between Greater SATX and the Converse Economic Development Corporation.

BACKGROUND/DISCUSSION:

Greater SATX provides marketing, promotion, data, and research to partners under this partnership agreement. The purpose of the partnership is collaboration with the purpose of enhancing the economic growth of the eight-county San Antonio-New Braunfels MSA through ongoing collaboration, communication, and regional marketing. Contracted amount is \$5,000.00.

ATTACHMENTS:

23-24 Regional Partnership Agreement.pdf
 23-24 Regional Partnership One-Pager.pdf

Purpose: Marketing & Business Attraction for the greater San Antonio region

Base Partnership Fee: \$5,000

Key Marketing Activations *(Work in Progress; Subject to Change)*

November 8-10, 2023	Regional Marketing Mission	Atlanta, GA
April 7-10, 2024	Location Consultant FAM Tour <i>(Sponsorships will be made available.)</i>	San Antonio Region
TBD 2024	Regional Marketing Mission	TBD

Regional Promotions:

- Regional Narrative Implementation
- greaterSATX.com Community Profile
- Sites and Buildings Listings
- Social Media Engagement
- Earned Media Support

Data & Research:

- RFI / RFP Support
- Monthly Data Digest

Active Projects:

- Project Management Support
- RFI / RFP Distribution
- RFI / RFP Regional Response Coordination
- Site Visit Coordination

Additional Opportunities Beyond the Base Agreement (Details to come.)

- FAM Tour Sponsorships (April 2024)
- ICSC ReCON (May 2024)
- Regional Retail Study
- Enhanced Research & Data Projects

SAN ANTONIO-NEW BRAUNFELS METROPOLITAN STATISTICAL AREA (MSA) REGIONAL ECONOMIC PARTNERSHIP

BACKGROUND

The communities of the San Antonio-New Braunfels MSA are in an era of partnership to create economic development opportunities for the region. This approach brings together the private and public sector to enhance the scale and impact of promoting the MSA as a single economic region. The entities and respective geographies that make up the **REGIONAL ECONOMIC PARTNERSHIP** (Collectively referred to as the PARTNERSHIP or PARTNERS) are **greater:SATX** (greater:SATX) and **participating cities and counties** (individually referred to as REGIONAL PARTNER or PARTNER).

This document represents the standards that individual PARTNERS will uphold and encourage in their routine business conduct.

PURPOSE OF THE REGIONAL PARTNERSHIP

The Regional Economic Partnership commits to collaborating to enhance the economic growth of the eight-county San Antonio-New Braunfels MSA through ongoing collaboration, communications, and regional marketing. The goal of the PARTNERSHIP is to increase the number of new corporate location leads and projects to the region – resulting in increased job creation and capital investment.

The PARTNERSHIP will be staffed by greater:SATX. Staff resource allocation is at the sole discretion of greater:SATX. Together, the staff and PARTNERS lead two important workstreams: 1) Marketing to attract job-producing investment in our region, and 2) Project Management on mutually agreed-upon opportunities.

MEASURING SUCCESS

PARTNERSHIP success will be measured by increased employment in primary jobs, increased investment, and a rise in per capita income for the San Antonio-New Braunfels MSA. Employment will be measured by total job creation in the MSA in primary jobs (private sector job creation that excludes farm, government, education, medical services in healthcare, and retail jobs). Operationally, each stakeholder seeks to realize cost savings and/or enhanced value for its marketing, data, and/or operational spend.

PARTNER DEFINITION

PARTNERS ARE defined as cities and counties within the 8-county MSA investing in greater:SATX at a minimum of \$5,000 over the term of this agreement. Commitments are due by October 1, 2023, upon which an invoice will follow. Each PARTNER community may designate up to two (2) representatives; one primary and one secondary representative.

TERMS OF AGREEMENT

The PARTNERSHIP will annually review this document and align terms with mutually agreed-upon marketing plans. This document is valid for the twelve calendar months from October 1, 2023, through September 30, 2024.

REGIONAL MARKETING

PARTNERS agree to the cooperative marketing strategies outlined below:

A. MARKETING & PROMOTION ACKNOWLEDGEMENTS

1. The PARTNERS acknowledge:
 - a. When representing the PARTNERSHIP, each PARTNER will sell the Region first and individual communities and projects second.
 - b. Official Regional Market Efforts ("RME" or "RMEs") are efforts specifically and exclusively dedicated to the PARTNERSHIP, are managed by greater:SATX, and are highlighted as RMEs within the greater:SATX Marketing Calendar as available but with reasonable advanced notice.
 - c. Any PARTNER participating in joint outbound Regional Marketing Efforts shall be responsible for their individual expenses.
 - d. All leads generated through RMEs (missions, trade shows, and special events) will be shared with the PARTNERS via an email synopsis within one month of the event's last day, as controllable, and in discussions at PARTNERSHIP Meetings.
 - e. Leads generated through independent marketing (activities initiated and carried out by one of the PARTNER communities OR received as a direct contact to one of the PARTNER communities) may be shared with the PARTNERSHIP at the discretion of the generating Partner.
 - f. greater:SATX is responsible for monthly reporting to the PARTNERSHIP on RME activities, action items, performance, and active project highlights.
 - g. PARTNERS are responsible for communicating updates that impact PARTNER performance metrics to gSATX.

B. MARKETING AND COMMUNICATIONS ACTIVITIES

The PARTNERSHIP, led by greater:SATX, will execute marketing services including, but not limited to, the following:

1. Promotional Regional Marketing Activations and Outreach

- a. greater:SATX, working with the PARTNERS, will develop a marketing activation outreach plan and budget for review each year as contracts are disseminated.
- b. The PARTNERSHIP will develop the Marketing Calendar, shared with PARTNERS at

each meeting, and will be subject to change as the year advances based on budget, priority opportunities, and upon reflection of PARTNERS. The Marketing Calendar is a working document and may be subject to change with reasonable advance written notice.

- c. All planned marketing and promotion activities and the performance of the recent PARTNERSHIP activations shall be communicated to the PARTNERS during regular monthly meetings.
- d. Barring unforeseen circumstances and permitting sufficient levels of PARTNER participation, the Calendar will generally include the following opportunities for PARTNERS:
 - i. Co-host during a monthly meeting no fewer than two (2) meetings or presentations by industry decision-makers, including consultants, brokers, allies, etc.
 - ii. No fewer than two (2) regional outbound marketing missions organized by greater:SATX and exclusive to PARTNERS; not to include trips led by Texas Economic Development Corporation, Team Texas, and other individual economic development organizations' marketing efforts; PARTNERS are responsible for their own travel arrangements and expenses associated with the trip.
 - iii. Host one (1) Regional Familiarization (FAM) Tour highlighting the region's assets and incorporating information and representation from PARTNERS throughout the MSA; and,
 - iv. Host two (2) events in conjunction with various professional associations, including but not limited to, Certified Commercial Investment Members (CCIM), Commercial Real Estate Women (CREW), and/or Society of Industrial and Office Realtors (SIOR) members to provide an opportunity for those professionals to learn more about the region and PARTNERS.
- e. Additional marketing activation opportunities may become available to the PARTNERS at an expense added to the minimum partnership fee.

2. Branding Assets

greater:SATX will lead the region's brand and marketing asset development, including graphics and collateral.

- a. PARTNERS shall have equitable access to materials that cover regional branding and industry-specific messaging.
- b. PARTNERS may include a community profile on the greater:SATX website, including a brief overview, a link to a website, and contact information for the economic development leader.
- c. PARTNER land sites and industrial or office properties with relevant PARTNER contact information to be included on the greater:SATX website in accordance with greater:SATX Sites Database 2.0 investor benefit, given each PARTNER one

access point to directly add and manage site listings for their top sites.

3. Communications & Media

greater:SATX will lead regional communications and media, offering PARTNERS the following services:

- a. Engage in publicity regarding the Region's marketing and promotional activities;
- b. Assist in the development and dissemination of press releases announcing new projects, expansions, or other economic development related news; and,
- c. Acknowledge and celebrate regional successes via owned channels (social media, newsletters, website, etc.).

4. Data & Research

greater:SATX will lead the development of regional data and research that can be leveraged by PARTNERS:

- a. greater:SATX will share data and research resources with PARTNERS as relevant, able, and permitted by vendor contracts to support business attraction and retention, specifically:
 - a. Data requested as a part of in RFI / RFP responses; and
 - b. Monthly Insights Data Digest email.
- b. Provide PARTNERS individualized research to support marketing activities, as requested and within the scope of greater:SATX Research and Insights team for an additional fee to be determined upon project scoping with relevant PARTNER. greater:SATX and PARTNER will develop a scope of work and timeline for these requests.

PARTNERSHIP PROJECT MANAGEMENT

1. Confidentiality

The PARTNERS acknowledge:

- a. All will honor the confidentiality expected by other PARTNERS and corporate location prospects. Information shared among the PARTNERS in confidence shall remain in confidence.
- b. To protect each of the PARTNERS, greater:SATX will disseminate a non-disclosure agreement to protect information shared during PARTNERSHIP meetings, leads derived from regional marketing efforts, and related communications.
- c. When a lead becomes an active project, PARTNERS will sign NDAs as relevant to the project specifications as dictated by the client or its representatives. Any information shared during PARTNERSHIP meetings or other engagements will be covered according to the PARTNERSHIP NDA. PARTNER(S) under a client-specific NDA will abide by the terms of both NDAs. If conflicting, the PARTNER(S) will abide by the client NDA.

2. Project Management

The PARTNERSHIP is committed to building and maintaining trust and a strong working relationship in economic development across the region. PARTNERS will meet monthly and embrace a culture of open communication and collective success.

- a. During monthly meetings, the PARTNERS, will confidentially discuss greater:SATX's active project report of opportunities looking at the region and how the PARTNERSHIP can help enhance the region's competitive position.
- b. For prospects secured directly through regional marketing efforts, greater:SATX will submit all qualified location options to the client or its advisor. Each PARTNER remains responsible for the content and quality of its' community response.
- c. If any one PARTNER secures a lead/prospect through independent marketing and determines they cannot meet the needs of a particular prospect, the PARTNER will work with greater:SATX to meet the company's needs elsewhere in the Region.

3. Requests For Information (RFI) / Request For Proposal (RFP) Responses

greater:SATX and the PARTNERS will coordinate initial responses to prospect inquiries for the region, as outlined below:

- a. PARTNERS are responsible for the content and quality of its' community responses for initial RFIs/RFPs from consultants, brokers, the State of Texas or directly from companies.
 - b. When a Regional Prospect Inquiry originates from greater:SATX, communities will provide information to greater:SATX for a unified, regional response to the inquiry. PARTNERS shall be notified of all outgoing RFI responses.
 - c. When a Prospect Inquiry originates directly with a PARTNER, greater:SATX shall provide PARTNER data support and response assistance, as requested and within the gSATX scope. The PARTNER remains responsible for the response. When an RFI/RFP received by a PARTNER will not work in the PARTNER community, the PARTNER will redirect the inquiry to greater:SATX to coordinate a regional response to the inquiry.
 - d. All PARTNERS may continue to receive leads from the State of Texas Office of Economic Development & Tourism RFI/RFP notifications. Each PARTNER shall determine whether to respond to the RFI/RFP, and thus be responsible for submitting a response. In some cases, when the scope of the project requires a regional response, greater:SATX will request PARTNERS to collaborate to ensure the region is most competitive.
-

4. Site Visits

greater:SATX will coordinate regional site visits and is responsible for logistics and hosting the prospect while in the region.-

- a. Each PARTNER is responsible for managing its community's portion of a regional site visit. greater:SATX may support the PARTNER in planning and execution, when requested.
- b. If the project has narrowed down to a single site, greater:SATX will support the PARTNER, as requested, in site visit support. In this case, and unless requested otherwise or as outlined in these terms, the PARTNER will be responsible for project management and execution. A project will remain a regional project until the prospect has notified greater:SATX project managers that a finalist site or community within the regional has been selected.
- c. greater:SATX will facilitate follow-up activities with all active prospects in conjunction with the PARTNERS under consideration. All follow-up activities will be shared among the communities under consideration so that the activities appear to the client as a coordinated effort and message. In those instances where prospects are dealing with an individual community, information will only be shared by greater:SATX and PARTNER(s) involved.
- d. In instances where a prospect wishes to remain completely confidential with greater:SATX and/or an individual community, the remaining PARTNERS will honor that confidentiality and shall in no way attempt to intervene in the relationship. The prospect will remain confidential until the prospect chooses otherwise.
- e. When a Prospect makes a request for additional information on local incentives, or a request is made by a Prospect to negotiate local incentives, greater:SATX will not engage in negotiation and will direct the Prospect to engage with the representative for the Partner community, unless alternative arrangements are made between the PARTNER and greater:SATX in writing.

5. Recruitment Within Regional Partner Communities

While some businesses will choose, for their own reasons, to relocate within the region, the focus of the PARTNERS should be to encourage investments from outside of the region, and not to be focused on encouraging companies to move from one community to another within the region. PARTNERS also acknowledge and accept that retaining a company in the region when an individual community is no longer a fit is critical to the success of the entire PARTNERSHIP.

- a. In keeping with the above principle, PARTNERS commit to not actively pursue a business to encourage it to relocate.
 - a. "Actively pursue" means to initiate contact with the business directly with the intent of luring the business, whether that be through any means of

proactive outreach including but not limited to cold calls, visits, mail solicitations, or marketing directed specifically at that business.

- b. This does not limit a PARTNER from general marketing as a good place to do business, or from general advisement to residents about the benefits of locating businesses in their home communities.
- b. PARTNERS may engage a business if the company initiates communications with clear intentions to move from its current location. When feasible, the PARTNER being approached will notify the affected PARTNER directly and/or notify greater:SATX to communicate with the affected PARTNER confidentially on behalf of the approached PARTNER.

IN WITNESS WHEREOF, each of the parties committing to the above principles and protocols has caused this Agreement to be executed by its duly authorized representative and is effective for twelve months October 1, 2023, through September 30, 2024.

Confirmed and agreed to on this ____ day of _____, 2023 on behalf of:

City / Community / EDC: _____

By: _____

Printed Name: _____


Title: _____

Address:

2023-2024 greater:SATX Marketing Activation Calendar*

November 8-10, 2023	Regional Marketing Mission	Atlanta, GA
April 7-10, 2024	Location Consultant FAM Tour <i>(Sponsorships will be made available.)</i>	San Antonio Region
May 2024	ICSC ReCON <i>(Additional Expenses Required; Amount TBD)</i>	Las Vegas, NV

*WORK IN PROGRESS AND SUBJECT TO CHANGE

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 6A
MEETING DATE: September 12, 2023 STAFF PRESENTER: Elan Vallender SUBJECT: Corporation Plan		<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 Resolution #110 Resolution of The City of Converse Economic Development Corporation Approving the EDC Corporation Plan for FY 2023-2024.

BACKGROUND/DISCUSSION:

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 led by Hickey Global in February of 2023. Attached you will find action items for each strategic priority that will be undertaken during FY 23/24.

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. That 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:

Resolution #110 Corporation Plan FY 2023-2024.pdf



CORPORATION PLAN

FY 2023 - 2024

Vision

We are 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 innovative solutions that develop deeper community connections, catalyze job creation, and increase tax revenues.

Core Value	Guiding Principle
Ethics & Integrity	We strive to be honest, transparent, and accountable for our actions, no matter the challenges or obstacles present.
Servant Leadership	We choose to think of others first and make decisions that best serve the community. We are committed to helping, and if we cannot do it ourselves, we will find someone who can.
Professionalism	We positively and passionately utilize our expertise and talents to move the work forward. We rise above the politics of our environment.
Community Focus	We are dedicated to improving our community.
Innovative	We strive to be a catalyst for change, knowing that the path to success is paved with failures. We do not seek failure, but when we encounter it we learn from it and we pivot.
Collaborative Leadership	Our organization is built upon the principles of collaboration. The future of our work is not dependent upon one person; therefore, we convene, connect, facilitate, and catalyze.
Results Oriented	We are driven to have an impact in our community and will do so by setting goals and adopting strategies that are trackable and measurable.


Operational Priorities

1. **Personnel Development** Ongoing
Personnel are the backbone of any organization. They drive productivity, innovation, customer satisfaction, and overall organizational success. It is the goal of this organization to create an environment that supports the professional growth of its team members.
2. **Efficiency** Ongoing
The team consistently seeks opportunities to improve the efficiency and effectiveness of organizational activities.
3. **Community Partnership** Ongoing
The organization exists specifically to support economic development for the City of Converse. As such, partnership with the City of Converse, Converse businesses, and other organizations is not only beneficial, but necessary for success.

Strategic Priorities


Quality Jobs

Regular activities under this priority include business/development recruitment, marketing, and project management.

1. **Target Industry Analysis** Target Completion – FY 23/24
Identify target industries for recruitment using a data driven approach.
2. **Employment Corridors**  Target Completion – FY 23/24
Identify potential future employment corridors based on target industry needs and existing land use/development patterns.


Destination

Regular activities under this priority include business recruitment of retail and service businesses through networking and digital marketing.

1. **Retail Leakage** Target Completion – FY 23/24
Undertake a retail leakage analysis.
2. **Entertainment Assessments**  Target Completion – FY 23/24
Engage with key stakeholders and Converse residents to assess the community's appetite for entertainment options.
3. **Entertainment Plan** Target Completion – FY 24/25
Evaluate, develop, and implement a plan to recruit/add entertainment opportunities within the city limits.
4. **Retail Recruitment Plan** Target Completion – FY 24/25
Develop and implement a retail recruitment plan.

Land Development

Activities under this priority are associated with land owned by the organization and in partnership with city staff to develop and implement ordinances in support of quality development in Converse.

1. **EDC Land Inventory** Target Completion – FY 23/24
Create an inventory of all land owned by the corporation.
2. **Land Entitlements & Disposition** Target Completion – FY 24/25
Develop and implement a land entitlement and disposition plan for parcels owned by the corporation. The plan should include parcel specific goals (dates, uses, etc).
3. **Comprehensive Plan**  Target Completion – FY 24/25
Support city staff in the development of an inaugural comprehensive plan.

Business Retention and Expansion



Regular activities under this priority are focused on identifying obstacles to growth of existing businesses and sharing resource opportunities available to local businesses to support continued growth.

1. **BR&E Strategy** Target Completion – FY 23/24
Work with a consultant to develop a strategic plan for business retention and expansion that builds on the organization's current successes and identifies new opportunities to serve Converse businesses.
2. **BR&E Communication Plan** Target Completion – FY 24/25
Research, develop, and implement a stakeholder communication plan for business retention and expansion.
3. **SizeUp** Target Completion – FY 23/24
Onboard this business intelligence tool and implement a business engagement plan.
4. **Business Trainings** Target Completion – FY 23/24
Develop and implement a plan to host entrepreneur and business workshops for local and regional businesses.
5. **Annual Business Luncheon** Target Completion – FY 23/24
Reinstate the annual business recognition luncheon.

Marketing and Communications

Regular activities under this priority include marketing and communication with residents and target audiences. Activities include sponsorships, digital marketing, advertising, networking, events, focus groups, and other similar activities that support organizational success.

1. **Portfolio** Target Completion – FY 23/24
Create a portfolio of marketing materials to be used in social media and marketing campaigns.
2. **Social Media Guide** Target Completion – FY 23/24
Evaluate and create social media best practices and purpose guide.
3. **Brand Enhancement** Target Completion – FY 23/24
Develop strategy for enhancing the City of Converse brand.
4. **Annual Networking Luncheon** Target Completion – FY 23/24
Organize and host annual commercial real estate professionals networking luncheon.

- | | |
|--|------------------------------|
| 5. Annual Survey | Target Completion – FY 23/24 |
| Engage residents with annual survey. | |
| 6. Citizen Leadership Academy  | Target Completion – FY 24/25 |
| Assist with the development of a Citizen Leadership Academy | |
| 7. Converse Business Council  | Target Completion – FY 24/25 |
| Evaluate the feasibility of creating a Converse specific business council or chamber | |
| 8. Local Promotion | Target Completion – FY 23/24 |
| Continue to work with BR&E and City of Converse to promote local events and resources. | |

STATE OF TEXAS XXX

COUNTY OF BEXAR XXX

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

WHEREAS, the Bylaws for the City of Converse Economic Development Corporation (“Converse EDC”) require the preparation of an annual Corporation Plan for consideration and approval by the Converse City Council; and

WHEREAS, the Converse EDC has prepared the attached Corporation Plan 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 approved the annual Corporation Plan for the City of Converse EDC to be presented to the Converse City Council for consideration and approval and if approved, to be effective October 1, 2023.

Adopted on this the 12th day of September 2023.

Kentreal Alexander, Vice President

ATTEST:

Ethel Willard, Board Secretary

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 7A
MEETING DATE: September 12, 2023 STAFF PRESENTER: Danny Lee SUBJECT: Board Seat Vacancy		<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 action.

BACKGROUND/DISCUSSION:

This item is to discuss a potential board seat vacancy left by Ethel Willard. At the August 15th City Council Meeting, the Council voted to appoint Ethel to serve in Place 2 on City Council. She will serve in that seat until the term ends in November 2024. Mayor Al Suarez and Councilman Gilbert stated that in the past, someone appointed to Council can serve in both capacities until the board fills the position. Ethel has stated that she wishes to remain on the EDC Board. This discussion is to get more clarity on what Ethel intends to do and direction to staff on possibly filling her seat, if needed.

ATTACHMENTS:

None

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 7B
MEETING DATE: September 12, 2023 STAFF PRESENTER: Elan Vallender SUBJECT: EDC Properties – Platting and ROW		<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 motion necessary.


BACKGROUND/DISCUSSION:

The City of Converse and the EDC undertook land acquisition to secure right of way for the expansion of Hilltop. In 2022 the City began preparation for this road expansion, undertook construction activities, and began utility relocations.

Due to a series of events, the EDC team has become aware that there has been no platting or ROW dedications made to the City for the expansion of the Hilltop. These activities should have been completed before the work began in 2022. The team has met with city staff to discuss an appropriate path forward and will, in the near future, begin platting and rights of way dedication needed to have this project done correctly. There will be an unanticipated cost to the FY 23/24 budget. These cost estimates will be provided to the Board through weekly reports.

ATTACHMENTS:

None

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 7C
MEETING DATE: September 12, 2023 STAFF PRESENTER: Elan Vallender SUBJECT: Entitlements & Disposition of EDC Owned Properties		<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Other

RECOMMENDED MOTION/ACTION:

Discussion and direction to staff.

BACKGROUND/DISCUSSION:


The EDC owns several properties along Hilltop, Toepperwein, and S Seguin. While working on entitlements for the properties on Hilltop, the team plans to properly entitle the remaining properties in preparation to move these to market.

In addition the team will be requesting the following information from all prospective buyers:

- 1.) Proof of funds,
- 2.) Project description,
- 3.) Timeframe for development,
- 4.) Name of developer,
- 5.) List of previous projects,
- 6.) Do they plan to:
 - a. Buy and hold
 - b. Construct and sell
 - c. Construct and occupy
 - d. Construct and lease
- 7.) Why did they choose Converse?

ATTACHMENTS:

none

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 7D
MEETING DATE: September 12, 2023 STAFF PRESENTER: Danny Lee SUBJECT: Changes to Articles of Incorporation		<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 Resolution # 111 A Resolution of the City of Converse Economic Development Corporation to Approving the Articles of Incorporation as Amended.

BACKGROUND/DISCUSSION:

The Articles of Incorporation need to be updated with the names of our current board members.

ATTACHMENTS:

EDC Articles of Incorporation revised 09122023.pdf

Resolution # 111 Adopting Updated Articles of Incorporation 2023.pdf

RESTATED ARTICLES OF INCORPORATION FOR
CITY OF CONVERSE ECONOMIC DEVELOPMENT CORPORATION

AS AMENDED ON September 12th, 2023

STATE OF TEXAS §

COUNTY OF BEXAR §

CITY OF CONVERSE §

WE, THE UNDERSIGNED natural persons, not less than three in number, each of whom is at least 18 years of age, and each of whom is a qualified elector of the City of Converse, Texas (which is a duly established home rule municipality under the Texas Constitution and the City's Home Rule Charter), acting as incorporators of a public instrumentality and nonprofit development corporation (the "*Corporation*") under the "Development Corporation Act of 1979", as amended, with the approval of the City Council (the "*Council*") of the City of Converse, Texas (the "*City*") as evidenced by the Ordinance attached as Attachment "A" and made a part of these Articles for all purposes, do hereby adopt the following Amended Articles of Incorporation for the Corporation:

ARTICLE ONE
NAME

The name of the Corporation is the "City of Converse Economic Development Corporation."

ARTICLE TWO
AUTHORIZATION

The Corporation is a nonprofit corporation, and is an industrial development corporation under the Development Corporation Act of 1979, Texas Revised Civil Statutes Annotated Article 5190.6, now codified at Chapter 505, Tex. Local Gov't Code, (the "*Act*"), and shall be governed by Section 4B of said Act, as now existing or as may be amended.

ARTICLE THREE
DURATION

Subject to the provisions of Article Fourteen hereof; the period of duration of the Corporation is perpetual.

ARTICLE FOUR
PURPOSE AND LIMITATIONS

- A. The corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or any future tax code. The Corporation is organized exclusively for the purposes of benefitting and accomplishing the public purposes of, and to act on behalf of, the City, and the specific purposes for which the Corporation is organized, and may issue bonds, notes, and other forms of debt instruments, and to acquire, maintain, lease, and sell property, and interests

therein, on behalf of the City as authorized by Section 4B of the Act to promote economic development with the City and the State of Texas in order to eliminate unemployment and under employment and to promote and encourage employment and the public welfare of, for, and on behalf of the City. The Corporation may finance and undertake any such project, subject to the regulations and limitations set forth in Section 4B of the Act and an election held in the City on January 15, 2000. The Corporation is authorized to issue bonds as permitted by the Act, provided, however, no bonds may be issued by the Corporation and no project may be financed with bond proceeds or other revenues of the Corporation unless such bonds or projects are first approved by the City Council. The Corporation is a constituted authority and a public instrumentality within the meaning of the regulations of the Act, the United States Treasury Department, the rulings of the Internal Revenue Service prescribed and promulgated pursuant to Sections 103 and 141 of the Internal Revenue Code of 1986, as amended, and the Corporation is authorized to act on behalf of the City as provided in these Articles of Incorporation.

- B. In the fulfillment of its corporate purpose, the Corporation shall have and may exercise the powers described in paragraph A. of this Article, together with all of the other powers granted to the corporations that are incorporated under the Act and that are governed by Section 4B thereof, and to the extent not in conflict with the Act, the Corporation shall additionally have and may exercise all of the rights, powers, privileges, authorities, and functions given by the general laws of the State of Texas to nonprofit corporations under the Texas Non-Profit Corporation Act, as amended, Texas Rules of Civil Statutes Annotated Article 1396-101, et seq.
- C. The Corporation shall have the purposes and powers permitted by the Act pursuant to the authority granted in Article III, Section 52a of the Texas Constitution, but the Corporation does not have, and shall not exercise the powers of sovereignty of the City, including the power to tax (except for the power to receive and use the sales and use taxes specified in Section 4B of the Act) and the police power, except that the Corporation shall have and may exercise the power of eminent domain when the exercise thereof is approved by the City Council. However, for the purposes of the Texas Tort Claims Act (Subchapter A., Chapter 101, Texas Civil Practice and Remedies Code), the Corporation is a governmental unit and its actions are governmental functions.
- D. No bonds, notes or other debt instruments or other obligations, contracts, or agreements of the Corporation are or shall ever be deemed to be or constitute the contracts, agreements bonds, notes, or other debt instruments or other obligations or the lending of credit, or a grant of the public money or things of value, of; belonging to, or by the State of Texas, the City, or any other political corporation, subdivision or agency of the State of Texas, or a pledge of the faith and credit of any of them. Any and all of such contracts, agreements, bonds, notes, and other debt instruments and other obligations, contracts and agreements shall be payable solely and exclusively from the revenues and funds received by the Corporation from the sources authorized by Section 4B of the Act and from such other sources as may be otherwise lawfully available and belonging to the Corporation from time to time.

ARTICLE FIVE FINANCING

- A. Before the consummation of the sale and delivery of any bonds, notes, or other forms of debt instruments, the Corporation shall obtain approval by the City Council.
- B. In the exercise of the powers of the Corporation, the Corporation may enter into loan, lease, trust, or other agreements as authorized by the Act that are necessary and appropriate to the fulfillment of the public purpose of the Corporation, all of which agreements, and the specific uses, and the methods of withdrawal and expenditure of the proceeds of the bonds, notes, or other debt instruments, and must be included as a part of the approval process of the Council required by paragraph A above.
- C. In the exercise of the powers of the Corporation, the Corporation may not enter into any loan, lease, trust, or other agreement the effect of which would grant, convey, transfer, mortgage, encumber, pledge or assign a security interest or any interest in any property owned by the City. Any agreement entered into by the Corporation shall contain language substantially to the effect that any grant, conveyance, transfer, mortgage, encumbrance, pledge or assignment of property owned by the City is prohibited.

ARTICLE SIX MEMBERS

The Corporation has no members and is a non stock corporation.

ARTICLE SEVEN SALES TAX

Upon receipt from the City of the proceeds of the sales and use tax imposed under Section 4B of the Act, the Corporation may use the proceeds as permitted by the Act as now existing or as may be amended and these Articles of Incorporation.

ARTICLE EIGHT AMENDMENT

These Articles of Incorporation may be amended at any time as provided in the Act, to make any changes and add any provisions which might have been included in the Articles of Incorporation in the first instance. Any amendment may be accomplished in either of the following manners:

- A. The Board of Directors of the Corporation may, by majority vote at a meeting, approve proposed amendments to be forwarded to the City Council for consideration. The Executive Director shall then file with the Council a written application requesting approval of the amendments to the Articles of Incorporation, specifying in such application the amendments proposed to be made. The Council shall consider such application and, if it shall find and determine that it is advisable that the proposed amendments be made, it shall approve the form of the proposed amendments by ordinance. The Board of Directors of the Corporation may then amend the Articles of Incorporation by delivering such amendments to the Secretary of State; or,
- B. The Council may, at its sole discretion, and at any time, amend these Articles of

Incorporation and alter or change the structure, organization, programs or activities of the Corporation, or terminate or dissolve the Corporation (subject to the provisions of the Act, and subject to any limitation provided by the constitutions and laws of the impairment of contract entered into by the Corporation) by ordinance adopting the amendment to the Articles of Incorporation of the Corporation or articles of dissolution at a meeting of the Council, and delivering articles of amendment or dissolution to the Secretary of State, as provided in the Act. Restated Articles of Incorporation may be filed with the Secretary of State as provided in the Act.

ARTICLE NINE ADDRESS

The physical street address of the registered office of the Corporation is 110 W. Legion Drive, Converse, Texas. The mailing address of the registered office of the Corporation is 110 W. Legion Drive, Converse, Texas 78109, and the name of its registered agent at that address is Elan Vallender, Executive Director.

ARTICLE TEN BOARD OF DIRECTORS

- A. The affairs of the Corporation shall be managed by a board of directors which shall be composed of seven persons appointed by the Council. The terms of the board of directors shall be as follows: Three (3) of the directors shall be appointed to terms expiring May 31, of odd numbered years and four (4) of the directors shall be appointed to terms expiring May 31, of even numbered years. Thereafter, the terms of directors shall be two (2) years, expiring on May 31 of odd numbered and even numbered years, respectively. Directors may be appointed to succeed themselves. Each director must be a resident of the city. Preference may be given to individuals who are business owners. No more than two (2) of the directors may be employees or officers of the City, or members of the Council. At least five (5) directors must not be employed or officers of the City, or members of the Council. Any director who is a member of the Council shall cease to be a director at the time he or she ceases to be a member of the Council, but is eligible for reappointment. A majority of the entire membership of the board, including any vacancies, is a quorum. The board shall conduct all meetings within the boundaries of the City.
- B. The names and street addresses of the current directors are as follows:

<u>NAMES</u>	<u>ADDRESSES</u>
Mr. Daniel Castellanos, President	110 W. Legion Dr., Converse, Texas 78109
Mr. Kentreal Alexander, Vice President	110 W. Legion Dr., Converse, Texas 78109
Ms. Ethel Willard, Corporate Secretary	110 W. Legion Dr., Converse, Texas, 78109
Ms. Mychel Jordan, Director	110 W. Legion Dr., Converse, Texas 78109
Mr. Rashawn Samuel, Director	110 W. Legion Dr., Converse, Texas 78109
Ms. Veronika Rosin, Director	110 W. Legion Dr., Converse, Texas 78109
Mr. Juan Rodriguez, Director	110 W. Legion Dr., Converse, Texas 78109

- C. Each director must be a resident of the City. Each director, including the initial directors, shall be eligible for reappointment. Each director shall serve until a successor is appointed. All Directors shall be appointed by the City Council and any Director may be removed by the City Council at any time with or without cause. Any vacancy occurring on the board of directors (by reason of death, resignation, or otherwise) shall be filled by appointment by the City Council of a person who shall hold office until the expiration of the term.
- D. The directors shall serve without compensation, but they shall be reimbursed for their actual expenses incurred in the performance of their duties as directors.
- E. The Board of Directors shall appoint the President and Secretary of the Board of Directors. The Board of Directors shall appoint a Vice President, and any other officers that the Corporation considers necessary, to serve as executive officers of the Corporation. The term of each officer's office shall expire on May 31 of each year. The board of directors shall appoint an Executive Director of the Corporation to serve as Chief Fiscal and Financial Officer to provide administrative support services and financial management for the Corporation. With approval of the City Council, the City Manager, or his designee, may be appointed and serve as the Executive Director for the Corporation. The Executive Director shall not be a member of the board of directors.
- F. Meetings of the board of directors are subject to the Texas Open Meetings Act, Texas Government Code, Chapter 551, and the Corporation is subject to the Texas Public Information Act, Texas Government Code, Chapter 552.

ARTICLE ELEVEN BYLAWS

The Bylaws of the Corporation have been approved by the Council and shall be adopted by the Corporation's Board of Directors and shall, together with these Articles of Incorporation, govern the affairs of the Corporation. The Bylaws may be amended in accordance with the provisions of the Act and the through the procedures specified for amending these Articles of Incorporation.

ARTICLE TWELVE INCORPORATORS

The names and street addresses of the original incorporators were:

NAMES

Mr. Carlton Degenhardt
Mr. Bob Karre
Mr. James Sherman

ADDRESSES

P.O. Box 36, Converse, Texas 78109
P.O. Box 36, Converse, Texas 78109
P.O. Box 36, Converse, Texas 78109

Each incorporator was an individual resident of Texas and a qualified elector of the City.

**ARTICLE THIRTEEN
COUNCIL APPROVAL**

The City has specifically authorized the Corporation by ordinance to act on its behalf to further the public purposes stated in said Ordinance and these Articles of Incorporation, and the City has by said Ordinance, dated _____, approved these Articles of Incorporation. A copy of this Ordinance is on file among the permanent public records of the City and the Corporation.

**ARTICLE FOURTEEN
DISSOLUTION**

- A. The Corporation shall not be dissolved, and its business shall not be terminated, by act of the City Council or otherwise, so long as the Corporation shall be obligated to pay any bonds, notes, or other obligations and unless the collection of the sales and use tax authorized by Section 4B of the Act is eligible for termination in accordance with the provisions of Section 4B(i) of the Act.
- B. No action shall be taken pursuant to paragraph A. of this Article or pursuant to paragraph B. of Article Sixteen of these Articles, in any manner or at any time that would impair any contract, lease, right, or other obligation previously executed, granted, or incurred by the Corporation.

**ARTICLE FIFTEEN
NOT A PRIVATE FOUNDATION**

If the Corporation is ever determined to be a private foundation within the meaning of Section 5.09(a) of the Internal Revenue Code of 1986, as amended (the "*Code*"), the Corporation shall:

- A. Distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Code.
- B. Not engage in any act of self-dealing as defined in Section 4941(d) of the Code.
- C. Not retain any excess business holdings as defined in Section 4943(c) of the Code.
- D. Not make any investments in such manner as to subject it to tax under Section 4944 of the Code.
- E. Not make any taxable expenditures as defined in Section 4945(d) of the Code

**ARTICLE SIXTEEN
MISCELLANEOUS**

- A. No dividends shall ever be paid by the Corporation and no part of its net earnings remaining after payment of its expenses and other obligations shall be distributed to or inure to the benefit of its directors or officers, or any individual, private firm, or private corporation or association, except in reasonable amounts for services rendered.
- B. If, after the close of any fiscal year, the Board of Directors shall determine that sufficient provision has been made for the full payment of all current expenses, together with all

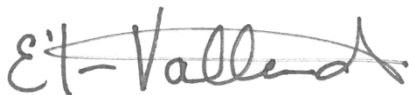
amounts payable on the contracts, agreements, bonds, notes, and other obligations of the Corporation, and that all of the terms, provisions, and covenants therein have been met, then any net earnings derived from sources other than the sales and use taxes collected for the account of Corporation pursuant to Section 4B of the Act thereafter accruing in connection with projects financed pursuant to Section 4B of the Act, and lease payments received in connection with projects financed pursuant to Section 4B of the Act shall be used solely for the purposes permitted by Section 4B of the Act and Article 4A. of these Articles.

- C. If the Corporation ever should be dissolved when it has, or is entitled to, any interests in any funds or property of any kind, real, personal, mixed, such funds or property or rights thereto shall not be transferred to private ownership, but shall be transferred and delivered to the City after satisfaction of debts and claims of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes of such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.
- D. No part of the Corporation's activities shall consist of the carrying on of propaganda or otherwise attempting to influence legislation and the Corporation shall not participate in any political campaign of or in opposition to any candidate for public office.
- E. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding provisions of any future tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or the corresponding provision of any future federal tax code.

Date Approved by EDC Board: September 12th, 2023

Date Passed and Approved by City Council: _____

ATTEST:



Elan Vallender
Executive Director

STATE OF TEXAS XXX

COUNTY OF BEXAR XXX

**A RESOLUTION OF THE CITY OF CONVERSE ECONOMIC DEVELOPMENT
CORPORATION APPROVING THE CITY OF CONVERSE EDC AMENDED
ARTICLES OF INCORPORATION**

WHEREAS, the Restated Articles of Incorporation for the City of Converse Economic Development Corporation (“Converse EDC”) as amended on September 5, 2017, permit the Board of Directors for the EDC to consider and approve amendments to the Articles of Incorporation to be forwarded to the Converse City Council for consideration and approval; and

WHEREAS, Section 501.301, Texas Local Government Code, authorizes an EDC Board of Directors to file with the governing body of the corporation’s authorizing unit a written request that the authorizing unit approve amendments to the Articles of Incorporation; and

WHEREAS, the Converse EDC has determined certain amendments to the Articles of Incorporation are necessary and in the best interest of the EDC as set forth in the attached Amended Articles of Incorporation (“ATTACHMENT A”);


NOW, THEREFORE, BE IT RESOLVED, that on the date shown below, the City of Converse EDC Board of Directors hereby approves the proposed amended Articles of Incorporation for the City of Converse EDC (“ATTACHMENT A”) to be presented to the Converse City Council for consideration and approval and if approved, to be effective September 12th, 2023.

Adopted on this the 12th day of September, 2023.

Kentreal Alexander, Vice President

ATTEST:

Ethel Willard, Secretary

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 7E
MEETING DATE: September 12, 2023 STAFF PRESENTER: Elan Vallender SUBJECT: Changes to Officer Training Requirements in Bylaws		<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 Resolution # 112 A Resolution of the City of Converse Economic Development Corporation to Approving the Bylaws as Amended.

BACKGROUND/DISCUSSION:

In the July 11th Board Meeting, a consensus of the board gave direction to staff to require the board officers attend the Texas Economic Development Council Sales Tax training. The sales tax training, offered annually, is specifically designed for EDC boards and staff. It will give our board the knowledge to make better decisions on how to use the sales tax dollar appropriately. The training also includes information on Open Meetings Act and Public Information.

Another change made in the bylaws was language where the regular board meetings are located. It now states that our meetings are held at 402 South Seguin Rd Converse Council Chambers. Previously, the bylaws stated that our meetings were held at our 'principal office' which is 110 Legion Dr W.

ATTACHMENTS:

Amended Bylaws-Revised 2023.pdf
 Resolution 112 Adopting Updated Bylaws 2023.pdf

BYLAWS
OF THE
CITY OF CONVERSE ECONOMIC DEVELOPMENT CORPORATION

ARTICLE I
PURPOSE AND POWERS

- A. Purpose. The Corporation is incorporated for the purposes set forth in Article Four of its Articles of Incorporation, the same to be accomplished on behalf of the City of Converse, Texas (the "City") as its duly constituted authority and instrumentality in accordance with the Development Corporation Act of 1979, as amended, Texas Revised Civil Statutes Annotated Article 5190.6, now codified at Chapter 505, Tex. Local Gov't Code (the "Act"), and other applicable laws.
- B. Powers. In the fulfillment of its corporate purpose, the Corporation shall be governed by Section 4B of the Act and an election held in the City on January 15, 2000 (the "Election"), and shall have all the powers set forth and conferred in its Articles of Incorporation, in the Act, and in other applicable law, subject to the limitations prescribed therein and herein and to the provisions thereof and hereof.

ARTICLE II
BOARD OF DIRECTORS

- A. Powers: The property and affairs of the Corporation shall be managed and controlled by a Board of Directors (the "Board") under the guidance and direction of the City Council of the City (the "Council") and, subject to the restrictions imposed by law, by the Articles of Incorporation, and by these Bylaws, the Board shall exercise all of the powers of the Corporation. The Board shall retain legal counsel and financial advisors for the Corporation.
- B. Number: The Board shall consist of seven (7) directors, each of whom shall be appointed by the Council. No more than two (2) of the seven (7) directors may be employees or officers of the City, or members of the City Council. A vacancy on the Board shall be filled by a vote of a majority of the City Council.
- C. Term of Office: The directors constituting the first Board shall be those directors named in the Articles of Incorporation. Successor directors shall have the qualifications, shall be of the classes of directors, and shall be appointed to the terms set forth in the Articles of Incorporation.
- D. Removal from Office: Any director may be removed from office by a majority vote of City Council at any time with or without cause.

E. Meetings of Directors:

1. The directors may hold their meetings at such place or places in the City as the Board may from time to time determine; provided, however, in the absence of any such determination by the Board, the meetings shall be held at Converse Council Chambers 402 South Seguin Rd. Regular meetings of the Board shall be held with the agenda serving as the only necessity of notice to directors at such times and places as shall be designated from time to time by the Board. Special meetings of the Board shall be held whenever called by the President, by a majority of the directors, by the Mayor of the City, or by a majority of the Council.
2. The notice of the meetings shall include an agenda listing any and all matters pertaining to the purposes of the Corporation that may be considered and acted upon at the special meeting. Matters pertaining to the purpose of the Corporation may be considered and acted upon only after proper notice and an agenda as required by the Texas Open Meetings Act.
3. Whenever any notice is required to be given to the Board, said notice shall be deemed to be sufficient if given by email to each Board Member's EDC secure mailbox or if requested, depositing the same in a post office box in a sealed postpaid wrapper addressed to the person entitled thereto at his or her post office address as it appears on the books of the Corporation, and such notice shall be deemed to have been given on the day of such mailing. Attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except attendance of a director at a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened. A waiver of notice in writing, signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.
4. Board members are expected to attend and participate in all meetings. Absences may be excused before the meeting by the President of the Board; absences after a meeting may only be excused by majority vote of the Board. Failure to attend three of any five consecutive meetings, without being excused shall be considered a resignation and the City Council will be asked to appoint a replacement for the remainder of the term.

F. Open Meetings Act. All meetings and deliberations of the Board shall be called, convened, held, and conducted, and notice shall be given to the public, in accordance with the Texas Open Meetings Act, as amended, Chapter 551, Texas Government Code.

G. Quorum. A majority of the entire membership of the board, including any vacancies, constitutes a quorum to conduct official business of the Corporation. The act of a majority of the Board of Directors present at a meeting at which a quorum is in attendance shall constitute the act of the Board and of the Corporation, unless the act of a

greater number is required by law.

H. Conduct of Business:

1. At all meetings of the Board, matters pertaining to the business of the Corporation shall be considered in accordance with Robert's Rules of Order (latest edition).
2. At all meetings of the Board, the President shall preside. In the absence of the President, the Vice President shall preside.
3. The President shall be a voting member of the Board.

I. Committees of the Board. The Board may designate two (2) or more directors to constitute an official committee of the Board to exercise such authority, as approved by resolution, motion or order duly adopted by the Board. It is provided, however, that all final, official actions of the Corporation may be exercised only by majority vote of the Board. Each committee so designated shall keep regular minutes of the transactions of its meetings and shall cause such minutes to be recorded in books kept for that purpose in the principal office of the Corporation and any such meetings must be conducted in accordance with the provisions of the Texas Open Meetings Act, as amended, Chapter 551, Texas Government Code, if applicable.

J. Compensation of Directors. Directors shall not receive any salary or compensation for their services as directors. However, they shall be reimbursed for their actual expenses incurred in the performance of their official duties as directors. Officers who are not on the Board of Directors such as the Executive Director and his/her staff, the Secretary if not a member of the Board, and the Treasurer if not a member of the Board shall receive salary or compensation for their services as agreed between the Board and the Officers and employees.

ARTICLE III OFFICERS

A. Titles and Terms of Office.

1. The officers of the Corporation shall be a President, a Vice President, a Secretary and such other officers as the Board may from time to time elect to fill a vacancy or as appointed by the Council. The President and Secretary shall be appointed by the Board of Directors. All other officers of the Corporation shall be elected from the Board by majority vote of the Board. One person may hold more than one office. Terms of office for officers shall be for one (1) year with the term of office expiring on May 31 of each year. Upon the expiration of the terms, each officer shall have the right to be re-appointed or re-elected.
2. Upon appointment by the Board of Directors, all officers must have previously attended or register to attend the next "Economic Development Sales Tax Workshop" session hosted in San Antonio or virtually. The "Economic Development Sales Tax Workshop" is offered by the Texas Economic Development Council annually in most multiple locations across Texas as well as virtually.

3. All officers shall be subject to removal from office at any time by a vote of a majority of the Board of Directors with or without cause.
 4. A vacancy in an officer position on the Board shall be filled by a vote of a majority of the directors.
- B. Powers and Duties of the President. The President shall be the chief executive officer of the Corporation, and subject to the authority of the Board, the President shall be in general charge of the properties and affairs of the Corporation. The President shall preside over the meetings of the Corporation.
- C. Vice President. The Vice President shall have such powers and duties as may be prescribed by the Board and shall exercise the powers of the President during that officer's absence or inability to act, in their respective order. Any action taken by the Vice President in the performance of the duties of the President shall be conclusive evidence of the absence or inability to act of the President at the time such action was taken.
- D. Executive Director. The Executive Director of the Corporation shall be appointed by a majority vote of the Board of Directors to provide administrative support services and financial management for the Corporation. With approval of the City Council, the City Manager, or his designee, may be appointed and serve as the Executive Director for the Corporation. The Executive Director shall not be a member of the board of directors, and the City Manager shall be ineligible to serve on the Board of Directors while performing the duties of Executive Director. The Executive Director is also the Chief Fiscal Officer and the Chief Financial Officer as those terms are referred to in the Articles of Incorporation, these Bylaws and the Investment Policy.
1. The Executive Director shall perform duties as prescribed by the Board and execute all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments in the name of the Corporation in accordance with all applicable City and EDC Purchasing Policy concerning authorizations, signatures and disbursements. The Executive Director shall hire staff as approved by the Board to effectively and efficiently fulfill the responsibilities of the office. With approval of the City Manager and the City Council, employees of the City may serve as a part, or all of the Executive Directors staff.
 2. The Executive Director shall be the Chief Fiscal Officer of the Corporation, and shall have the responsibility to see to the handling, custody, and security of all funds and securities of the Corporation in accordance with these Bylaws. The Executive Director shall prepare the annual operating budget for the Corporation and shall submit it for review and approval by the Board and City Council. When necessary or proper, the Executive Director may endorse and sign, on behalf of the Corporation, for collection or issuance, checks, notes, and other obligations in or drawn upon such bank, banks or depositories as shall be designated by the Board consistent with these Bylaws. The Executive Director shall see to the entry in the books of the Corporation full and accurate accounts of all money received and paid out on account of the Corporation. The Executive Director shall, at the expense of the Corporation, give such bond for the faithful discharge of his/her duties in such form, and amount as the Board or the Council may require. All

purchasing, contracting, and check writing authority will follow all applicable City and EDC Purchasing Policy concerning authorizations, signatures and disbursements.

3. The Board of Directors shall appoint a Corporate Secretary who shall in general perform all duties incident to the office of Corporate Secretary, subject to the control of the Board. The Corporate Secretary is also the Corporate Treasurer and the Assistant Chief Financial Officer as those terms are referred to in these Articles of Incorporation, the Bylaws and the Investment Policy.

- a. The Corporate Secretary shall keep the minutes of all meetings of the Board and books provided for that purpose, and shall give and serve all notices. The Corporate Secretary may attest the signature thereto for all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments of the Corporation. The Corporate Secretary shall act as Secretary of all meetings of the Board, but in the absence of the Corporate Secretary, the Executive Director may appoint any person to act as secretary of the meeting.

- b. The Corporate Secretary or contracted provider as approved by the EDC Board of Directors, shall have charge of the corporate books, records, documents and instruments, to include the books of account and financial records and securities, and such other books and papers as the Board may direct.

- c. The Corporate Secretary or contracted provider as approved by the EDC Board of Directors, shall maintain all of the above records open to public inspection at all reasonable times in accordance with the Texas Public Information Act.

4. The Executive Director may also appoint an Administrative Secretary who shall in general perform all duties as assigned by the Executive Director or the Corporate Secretary.

- E. Compensation. Officers who are members of the Board shall not receive any salary or compensation for their services, except that they shall be reimbursed for the actual expenses incurred in the performance of their official duties as Officers. Officers who are not on the Board of Directors such as the Executive Director and his staff shall receive salary or compensation for their services as agreed between the Board and the Officers and employees.

ARTICLE IV FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS

- A. City of Converse Economic Development Corporation Plan.

1. It shall be the duty and obligation of the Board to develop, finance, and implement the City of Converse Economic Development Corporation Plan subject to approval by the City Council.
 2. In carrying out its obligations, the Corporation shall be authorized to exercise all

rights, and powers granted under the Act, including, but not limited to Section 4B.

3. The Executive Director shall periodically submit reports to the Council as to the status of its activities in carrying out its obligations under this Section.
 4. Any and all agreements between the Corporation and other parties shall be authorized, executed, and approved, and delivered in accordance with applicable law, City and EDC Purchasing policies.
- B. Annual Corporate Budget. Prior to the commencement of each fiscal year of the Corporation, the Board shall adopt a proposed budget of expected revenues and proposed expenditures for the next ensuing fiscal year. The budget shall contain such classifications and shall be in such form as may be prescribed from time to time by the City Council. The budget shall not be effective until the same has been approved by the City Council.
- C. Books, Records, Audits.
1. The Corporation or contracted provider as approved by the EDC Board of Directors, shall keep and properly maintain in accordance with generally accepted accounting principles, complete books, records, accounts, and financial statements pertaining to its corporate funds, activities, and affairs.
 2. At the direction of the City Council, the books, records, accounts, and financial statements of the Corporation may be maintained for the Corporation by the Executive Director, his/her staff, or contracted provider as approved by the EDC Board of Directors,
 3. The Corporation shall cause its books, records, accounts, and financial statements to be studied at least once each fiscal year by an outside, independent auditing and accounting firm selected by the Board and approved by the City Council. Such an audit shall be at the expense of the Corporation.
 4. The Corporation or contracted provider as approved by the EDC Board of Directors, shall submit to the Texas Comptroller annually, a report that includes the Corporation's primary economic development objectives, total revenues and expenditures for the preceding fiscal year, types of revenues and expenditures, and a list of the corporation's capital assets.
- D. Deposit and Investment of Corporation Funds.
1. All proceeds from loans or from the issuance of bonds, notes, or other debt instruments ("Obligations") issued by the Corporation shall be deposited and invested as provided in the resolution, order, indenture, or other documents authorizing or relating to their execution or issuance.
 2. Subject to the requirements of contracts, loan agreements, indentures or other agreements securing Obligations, all other money of the Corporation, if any, shall be deposited, secured, and/or invested in the manner provided for the deposit, security, and/or investment of the public funds of the City. The Board, with City

Council approval, shall designate the accounts and depositories to be created and designated for such purposes, and the methods of withdrawal of funds therefrom for use by and for the purposes of the Corporation upon the signature of its Executive Director and such other persons as the Board designates. The accounts, reconciliation, and investment of such funds and accounts shall be performed by the Executive Director, or their designated representative.

- E. Expenditure of Corporate Money. The sales and use taxes collected pursuant to Section 4B of the Act and the proceeds from the investment of funds of the Corporation, the proceeds from the sale of property, revenues generated by any Projects as defined in Section 4B of the Act and payable to the Corporation or any other source of revenues that are payable to the Corporation, and the proceeds derived from the sale of Obligations, may be expended by the Corporation for any of the purposes authorized by the Act, subject to the following limitations:
 - 1. Expenditures that may be made from a fund created with the proceeds of Obligations, and expenditures of money derived from sources other than the proceeds of Obligations may be used for the purpose of financing or otherwise providing one or more Projects, as defined in Section 4B of the Act.
 - 2. All other proposed expenditures shall be made in accordance with and shall be set forth in the annual budget or in contracts meeting the requirements of paragraph A. 4. of these Bylaws.
- F. Issuance of Obligations. No Obligations, including refunding Obligations shall be authorized or sold and delivered by the Corporation unless the City Council approves such Obligations by actions taken prior to the date of initial delivery of the Obligations to the initial purchasers thereof.

ARTICLE V MISCELLANEOUS PROVISIONS

- A. Principal Office.
 - 1. The principal office of the Corporation shall be located at 110 W. Legion Street, Converse, Texas. The registered office of the Corporation shall be the registered office of the Corporation specified in the Articles of Incorporation.
 - 2. The Corporation shall have and shall continually designate a registered agent at its office, as required by the Act.
- B. Fiscal Year. The fiscal year of the Corporation shall be the same as the fiscal year of the City.
- C. Seal. The seal of the Corporation shall be determined by the Board.
- D. Resignations. Any director or officer may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein, or, if no time is specified, at the time of its receipt by the President or Secretary. The acceptance of resignation shall not be necessary to make it effective, unless expressly so provided in the resignation. When members of the Board propose to resign, if reasonably feasible, they

shall give notice of their intent to the President; making the date of resignation effective in such a manner as to allow time for appointment of replacement.

- E. Approval or Advice and Consent of the Council. To the extent that these Bylaws refer to any approval by the City or refer to advice and consent by the Council, such advice and consent shall be evidenced by a certified copy of a resolution, order or motion duly adopted by the City Council.
- F. Services of City Staff and Officers. The Corporation may request the services and the assistance of staff employees of the City as provided in the Management Services Agreement. All requests for staff time or inquiries of staff will be requested through the City Manager. The Corporation shall pay reasonable compensation to the City for such services, and the performance of such services shall not materially interfere with the other duties of such personnel of the City.
- G. Indemnification of Directors, Officers and Employees.
 - 1. As provided in the Act, the Corporation is, for the purposes of the Texas Tort Claims Act (Subchapter A, Chapter 101, Texas Civil Practices and Remedies Code), a governmental unit and its actions are governmental functions.
 - 2. The Corporation shall indemnify each and every member of the Board, its officers and its employees and each member of the Council and each employee of the City, to the fullest extent permitted by law, against any and all liability or expense, including attorney's fees, incurred by any of such persons by reason of any actions or omissions that may arise out of the sanctions and activities of the Corporation. The legal counsel for the Corporation is authorized to provide a defense for members of the Board, officers, and employees of the Corporation.

ARTICLE VI EFFECTIVE DATE, AMENDMENTS

- A. Effective Date. These bylaws shall become effective upon the occurrence of the following events:
 - 1. the approval of these bylaws by the Council; and,
 - 2. the adoption of the bylaws by the Board.
- B. Amendments to Articles of Incorporation and Bylaws. The Articles of Incorporation of the Corporation and these Bylaws may be amended only in the manner provided in the Articles of Incorporation and the Act.

Date Approved by EDC Board: September 12th, 2023

Date Passed and Approved by City Council: _____

ATTEST:

Elan Vallender, Executive Director

STATE OF TEXAS XXX

COUNTY OF BEXAR XXX

**A RESOLUTION OF THE CITY OF CONVERSE ECONOMIC DEVELOPMENT
CORPORATION APPROVING AMENDMENTS TO THE EDC BYLAWS**

WHEREAS, the Bylaws for the City of Converse Economic Development Corporation (“Converse EDC”) allow for amendments to be made in accordance with applicable state statutes; and

WHEREAS, Section 501.064, Texas Local Government Code, states that amendments to Bylaws must be consistent with state law, consistent with the Articles of Incorporation and be approved by resolution of the governing body of the corporations’ authorizing unit; and

WHEREAS, the Converse EDC has prepared amendments to the Bylaws (“**ATTACHMENT A**”) consistent with state law and the Articles of Incorporation;


NOW, THEREFORE, BE IT RESOLVED, that on the date shown below, the City of Converse EDC Board of Directors hereby approved amendments to the Bylaws for the City of Converse EDC and authorized the submission of the amended Bylaws to the Converse City Council for consideration and approval and, if approved by the City Council, to be effective October 1, 2023.

Adopted on this the 12th day of September 2023.

Kentreal Alexander, Vice President

ATTEST:

Ethel Willard, Secretary

	CONVERSE EDC BOARD ACTION FORM	<u>AGENDA ITEM</u> 10
MEETING DATE: September 12, 2023 STAFF PRESENTER: Elan Vallender SUBJECT: Director's Report		<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:

Information Only

BACKGROUND/DISCUSSION:

Project Updates

1. Santa Monica
2. Workforce employer
3. Sante 51

Board Agenda Requests

Night in Ole Converse Parade

ATTACHMENTS:

None