

BudaTx Economic Development Corp.

**NOTICE OF MEETING OF THE
Buda Economic Development Corporation
Saturday, June 29, 2019 at 9:00 AM
Buda Municipal Complex – Classroom # 1005
405 East Loop Street, Bldg. 100, Buda, TX 78610**

The Buda Economic Development Corporation will hold a special called board meeting at **9:00 AM, Saturday, June 29, 2019** at **Buda Municipal Complex – Classroom # 1005**, 405 East Loop Street, Bldg. 100, Buda, Texas.

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. SPECIAL AGENDA

1. Overview of ALL current Buda EDC Policies & Procedures – *SHAW*
2. Discussion regarding each individual active Buda EDC Policy – *SHAW*
3. Discussion regarding the active Buda EDC Policies & Procedures Manual and the City of Buda Employee Handbook – *SHAW*
4. Discussion regarding FY 2019-2020 Budget – *SHAW*

D. ADJOURNMENT

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of other governmental bodies, and/or city boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that body, board, commission or committee subject to the Texas Open Meetings Act.

This agenda has been reviewed and approved by Buda Economic Development Corporation's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision

has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion. The Buda Economic Development Corporation reserves the right to adjourn into Executive Session at any time regarding any issue on this agenda for which it is legally permissible. The meeting venue is wheelchair accessible and accessible parking spaces are available. Requests for accommodations must be made 48 hours prior to the meeting. Please contact the Operations and Finance Administrator at 512.295.2022 for information or assistance. I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Governing Body of the Buda Economic Development Corporation was posted on the door of the Buda Economic Development Corporation and Buda City Hall, which is readily accessible to the public at all times, by 5:00 p.m. on Tuesday, June 25, 2019.

Mandy Shaw

Mandy Shaw, Operations & Finance Administrator, Buda EDC





Buda Economic Development Corporation Policy Regarding Travel by EDC Staff, Board Members, and Designated Representatives

The Buda Economic Development Corporation participates in a variety of activities that require staff, board members or other designated representatives to travel on behalf of the organization. Since staff, board members and other designated representatives are frequently required to travel, attend local meetings, or otherwise incur expenses in the interest of the Buda Economic Development Corporation, it is necessary to establish standard regulations governing the behavior, expectations, and expenses associated with this travel. To provide uniformity, the following procedures will be followed by all EDC representatives.

Code of Conduct: As a representative of the Buda EDC and a participant in travel sponsored by the Buda EDC, you are expected to commit to the following:

1. Show respect for every representative of the Buda EDC and business associates encountered while traveling by refraining from all forms of intimidation, sexual and physical harassment, and acts of prejudice that infringe on the rights of others.
2. Refrain from causing physical injury to yourself and others. You will be held financially and legally responsible for any and all damage you inflict upon other persons.
3. Refrain from causing damage to real or personal property of others. You will be held financially and legally responsible for any and all damage you inflict upon the property of others.
4. Preserve the quality of facilities that you may visit or reside in during your travels.
5. Respect cultural differences. This includes observing the proper etiquette in business/social settings, e.g. being punctual for appointments, not speaking out of turn, etc.
6. Refrain from irresponsible behavior, including the inappropriate or excessive consumption of alcohol.
7. Refrain from behaving in ways that would be considered unprofessional or tarnish the reputation of the Buda EDC.

Failure to follow the code of conduct could result in reimbursement to the Buda EDC for all expenses, termination of employment, or removal from the Board of Directors.

Travel Arrangements: The Staff of the Buda EDC will handle all travel arrangements for Buda EDC events. The most economical means of travel to destination and return will be utilized, while accounting for the preferences and schedules of EDC representatives.

1. **Commercial Airlines:** The Buda EDC will only pay for air coach tickets. If a representative wish to upgrade their tickets, they must pay for this expense out of pocket.
2. **Personal Vehicles:** The Buda EDC will pay a per mile rate based on the amount authorized by the Internal Revenue Service. Mileage will be limited if a representative chooses to drive when air

travel would have been cheaper/timelier. It is recommended that EDC representatives attempt to carpool if possible.

3. **Taxis and Chauffeured Services:** If an EDC representative is not in possession of or in the same vehicle as a representative with an EDC credit card, the Buda EDC will reimburse a representative's taxi, chauffeured vehicle services, and bus fares for required transportation. Representatives are encouraged to utilize the most economic transportation method and carpool if possible. Receipts must be provided for reimbursement.
4. **Vehicle Rental:** The Buda EDC prefers not to rent vehicles unless otherwise necessary. If necessary, the Buda EDC has a corporate account and staff will take care of making reservations. This account includes vehicle insurance, so the EDC representatives do not need to purchase additional insurance. In accordance with rental company regulations the vehicle rental must be paid for with a credit card in the name of the person renting the vehicle. If an EDC representative is renting a vehicle and does not have an EDC credit card issued in their name, the expenses associated with renting the vehicle will be reimbursed to representative.
5. **Parking:** The Buda EDC will pay for airport parking, in long-term parking lots only, as required while a representative is out of town. If a representative park in a more expensive lot, the Buda EDC will reimburse at the lower parking rate. While at the destination, the Buda EDC will also pay for required parking fees for personal or rented vehicles. EDC representatives shall choose the most economical parking options while at their destination.
6. **Lodging:** The Buda EDC Staff will handle making lodging reservations on behalf of EDC representatives. EDC representatives shall make their lodging accommodation preferences known at the request of EDC staff. The EDC will attempt to pay for lodging on an EDC issued credit card, however if an EDC representative must pay for lodging on their own credit card they will be reimbursed.
7. **Per Diem:** The Buda EDC will provide representatives with a per diem that is in accordance with the U.S. General Services Administration Per Diem Rates for the appropriate fiscal year and destination city. Per Diems will be distributed prior to travel and the representative is to utilize this money for meals and other expenses. EDC representatives are not required to submit receipts, but any meal expenses that exceed the per diem amount are the responsibility of the EDC representative. If an EDC representative charges meals or other expenses to a hotel room or other account paid for by the Buda EDC, the EDC representative will be required to reimburse the Buda EDC.
8. **Registration Fees:** The Buda EDC will pay registration fees associated with EDC related activities. These shall be prepaid in most circumstances.
9. **Other Expenses:** The Buda EDC will not pay for entertainment activities unless it is specifically related to the purpose of the trip and/or event.

Attire: EDC representatives are expected to dress in a professional manner that is in accordance with the activities associated with the trip and/or event. After hours attire is not regulated by the Buda EDC but should be in good taste and if recognized as an EDC representative would not injure the reputation of the organization.

1. **EDC/City of Buda Logo Apparel:** If an EDC representative is provided with or chooses to wear EDC or City of Buda logo apparel while representing the Buda EDC they agree that they will not behave in a way that would injure the reputation of either organization while wearing such

apparel. Additionally, EDC representatives may not consume alcohol while wearing apparel with a visible EDC or City of Buda logo. Representatives are required to cover the logo or change into different clothing before consuming alcohol.

Schedule & Attendance: EDC Representatives shall be provided a schedule of activities and responsibilities prior to travel commencing. If a conflict exists between the representative's personal schedule and the provided schedule, the EDC Executive Director and Board President should be notified immediately.

Representatives of the Buda EDC are granted special leave and expenses to attend EDC related activities, conferences, and events. Failure to attend significant or assigned portions of the sessions could result in reimbursement to the Buda EDC for all expenses, termination of employment, or removal from the Board of Directors. If a representative is unable to attend, they should notify both the EDC Executive Director and Board President immediately.

- 1. Extracurricular & After-Hours Activities:** Buda EDC representatives may be invited to participate in extracurricular and after-hours activities. These activities are optional and not required. Representatives participating in these activities must maintain the code of conduct while in attendance.

Attendance by Non-EDC appointed Representatives: The Buda EDC acknowledges that non-EDC representatives e.g. spouses, significant others, or relatives may travel with EDC representatives. Non-EDC appointed representatives must purchase and pay for all their travel accommodations and associated expenses themselves. If the attendance of Non-EDC appointed representative's increases the cost of travel accommodations for the EDC portion of the trip, these additional costs will need to be reimbursed to the Buda EDC. Non-EDC appointed representatives must not interfere with the schedule of EDC representatives and while they may attend extracurricular and after-hours activities, they must conduct themselves in the same professional manner as the EDC representatives.

Cancellation or Early Return by EDC Representatives: If an EDC representative must cancel their travel prior to leaving, they must notify the EDC Executive Director and Board President as soon as they are aware, they need to cancel their travel. The Buda EDC Board of Directors will consider each situation on a case by case basis, but an EDC representative may be required to reimburse the Buda EDC for any expenses incurred as a result of their cancellation or payment of travel expenses prior to leaving.

If an EDC representative must leave early from an EDC-related travel activity or event, they will be responsible for paying for any additional costs associated with cancelling or changing their travel plans. Additionally, the Buda EDC Board of Directors will consider each situation on a case by case basis, but an EDC representative may be required to reimburse the Buda EDC for any expenses incurred, including but not limited to a pro-rated cost of registration, per diem, and travel accommodations.

Exceptions: Exceptions to the policies outlined above may be made by the Buda EDC Board of Directors only in the event of unique circumstances and only if the best interests of the Buda EDC are served. The Buda EDC Board of Directors shall use reasonable discretion to determine whether or not to approve such exceptions.



Special EDC Fund Allocated for Incentives, Business Projects, and Capital Improvements Policy

In 2015, the Buda Economic Development Corporation Board of Directors approved creating a fund dedicated to Incentives, Business Projects, and Capital Improvements and approved dedicated funding to grow the balance of this fund.

The Buda Economic Development Corporation Board of Directors adopted the following policy regarding expenditures from this fund on September 9, 2015. The guidelines below were adopted to ensure that funds in this account were utilized solely for projects that would have a lasting economic impact on the City of Buda. The Buda Economic Development Corporation Board of Directors may amend, adjust, or eliminate the following guidelines at any time.

1. Funds may be utilized for projects that qualify for traditional incentives in accordance with the Buda Incentive Policy and have a cash incentive greater than the annual Business Projects line item in the Buda EDC Budget.
2. Funds may be utilized by the Buda Economic Development Corporation to purchase land and/or buildings that can be utilized for the recruitment or retention of primary job businesses. Funds may be utilized to pay the purchase price in full, make down payments, loan/bond payments, and or improvements or maintenance associated with the purchase of property.
 - a. Primary job businesses include manufacturing, technology firms, and professional offices and services, but does not include retail or general commercial businesses.
 - b. Property purchased may be utilized for a variety of economic development activities including speculative development, the development of an industrial or commerce park, or for specific business prospects.
 - c. At the time which the Buda Economic Development Corporation chooses to sell any property purchased with these funds, the Buda Economic Development Corporation must deposit the revenue from the sale of property back into this fund.
 - d. At the time which the Buda Economic Development Corporations chooses to lease a building purchased with these funds, the Buda Economic Development Corporation must deposit 50% of the revenue from the lease back into this fund and keep the remaining 50% set aside for maintenance of the building.

3. Funds may be utilized to assist with the creation of an Entrepreneurship Center, either by a private party or the Buda Economic Development Corporation.
 - a. An Entrepreneurship Center may consist of any, all, or any combination of an incubator, commercial kitchen, or co-working space that can be utilized by entrepreneurs who have not reached the company life cycle phase where they own or lease a facility on their own.
4. Funds may be utilized for capital improvement projects to extend infrastructure to key undeveloped tracts located within the City of Buda to enhance speculative development.
 - a. The Buda Economic Development Corporation Board and Staff shall use the City of Buda Capital Improvement Plan to identify potential projects and make recommendations for expenditures under this allowable use. Property owners shall not be allowed to solicit the Buda Economic Development Corporation for funds.
 - b. Capital Improvement projects will provide a substantial financial gain to property owners whose property will be serviced by the infrastructure extensions. Therefore, funds shall only be expended on capital improvement projects if the property owner is willing to provide matching funds equivalent to at least one- third of the total cost for the infrastructure extensions.
 - c. Capital improvement projects shall only be considered once the fund balance has reached \$750,000 and the cost of capital improvement projects shall not exceed 50% of the total value of the fund.
5. Funds may be utilized to meet matching funds requirements for grants that extend infrastructure for a non-speculative project or grants for the redevelopment of Brownfield sites located in the City of Buda.



Sale or Purchase of Land and/or Buildings for Economic Development Purposes Policy

The Buda Economic Development Corporation has the ability to purchase property, land or buildings, for economic development purposes. These purposes may include speculative development or as an incentive for a specific business prospect. The following guidelines dictate how property purchased by the Buda Economic Development Corporation may be utilized. The Buda Economic Development Corporation Board of Directors may amend, adjust, or eliminate these guidelines at any time.

- 1) If land and/or building are purchased for a specific business prospect, the preference of the Buda Economic Development Corporation is to maintain ownership of the property and offer the prospect a long-term lease at a nominal rate, which is tied to job creation and economic impact of the project.
- 2) If land and/or buildings are purchased for a specific business prospect and the project does not allow for the long-term lease described in Item 1, the Buda Economic Development Corporation may sell the property to the prospect at a rate below market value. However, the difference between the sales price and market value will be subject to a zero-percent interest forgivable loan held by the Buda Economic Development Corporation.
 - a. The loan will be forgivable based on the number of jobs created and the economic impact of the project.
 - b. The loan's term must not be shorter than 10 years, unless the difference between the sales price and market value is below \$50,000.
 - c. If the prospect decides to sell the property purchased from the Buda Economic Development Corporation before the end of the term of the loan, the loan must be repaid in full prior to closing and the Buda Economic Development Corporation retains first right of refusal to purchase the property at fair market value.
- 3) If land is purchased for speculative development, the Buda Economic Development Corporation may develop the property or construct buildings in accordance with the City of Buda Comprehensive Plan and Buda Economic Development Strategic Plan.
 - a. The Buda Economic Development Corporation reserves the right to partner with a private developer to develop the property into an industrial, business, or commerce park.
 - b. No portion of land owned by the Buda Economic Development Corporation may be utilized for residential development.

- c. If land or buildings are sold by the Buda Economic Development Corporation in part of an industrial, business, or commerce park, the Buda Economic Development Corporation will have first right of refusal to purchase property at fair market value for a term of 10 years from the date of the original sale of the land and/or buildings.
- 4) If a building(s) is purchased by the Buda Economic Development Corporation for speculative development, the building may be leased to businesses that will have a positive economic impact on the City of Buda.
 - a. The Buda Economic Development Corporation may lease space in a building for below market rate, so long as the amount of rent reduction is subject to job creation and economic impact of the business.
 - b. Businesses leasing from the Buda Economic Development Corporation may not sublease to any other entity without the approval of the Buda Economic Development Corporation Board of Directors.
- 5) If a building is owned by Buda Economic Development Corporation with the intent of creating an Entrepreneurial Center, the Buda Economic Development Corporation may lease space in the building to entrepreneur businesses.
 - a. The maximum length a business may lease a space in the Entrepreneurial Center facility is five years.
 - b. The Buda Economic Development Corporation may lease space in the Entrepreneurial Center at a rate below market value based on the age and/or life cycle of the business, with rental rates increasing with the age and/or life cycle of the business.

Buda Economic Development Corporation Policies and Procedures Manual

- I. General Information**
- II. The Organization**
- III. Personnel Policies**
- IV. Director's Contractual Agreement**
- V. Office Procedures**
- VI. Administrative Policies**
- VII. Job Descriptions**
- VIII. Exhibits**

I. General Information

The Buda Economic Development Corporation Policies and Procedure Manual may be amended from time to time through the approval of the Buda Economic Development Corporation Board of Directors and/or the City of Buda. Much of the personnel policy contained herein is found in the City of Buda Employee Handbook. That handbook may be amended by the City Manager with appropriate approval from Mayor and City Council.

The Buda Economic Development Corporation Policies and Procedure Manual shall serve as a reference guide for organizational and administrative duties. The successful operation of the office of the Buda Economic Development Corporation is directly related to the development and implementation of the policies and procedures contained within this manual.

In areas where the Buda Economic Development Corporation Policies and Procedures Manual conflicts with the City of Buda Employee Handbook, the Buda Economic Development Corporation Policies and Procedures Manual will take preference.

The Executive Director of the Buda Economic Development Corporation is contractually bound to the corporation. In certain areas, this written contract supersedes the City of Buda manual.

II. The Organization

The Buda Economic Development Corporation was formed pursuant to the Development Corporation Act of 1979. In 1991, the Texas Legislature authorized a new type of sales tax, Section 4B. This legislation authorized a one-half cent sales tax to be used by certain cities to promote a wide range of civic and commercial projects. The citizens of Buda voted in favor of the one-half cent sales tax referendum in May, 2001. By-laws of the Corporation are included in this section.

The Buda Economic Development Corporation Board of Directors consists of seven (7) members appointed by the Buda City Council. The Buda Economic Development Corporation Board is an independent advisor that is respectful of and responsive to the community needs and desires. The corporation was created to:

- Improve the tax base and provide for a stable economic environment
- To enhance existing businesses to reach maximum potential
- To accommodate and assist relocation of most desired businesses
- To enhance the quality of life of residents by identifying new opportunities and recommend appropriate strategies
- Responsibly diversify the tax base while maintaining the quality of life
- Become a cohesive communications unit
- Improve infrastructure

The Buda Economic Development Corporation looks to accomplish the stated goals while keeping in mind: a commitment to the community, an ethical use of resources, respect for all citizens, and the integrity of the overall city plan.

III. Personnel Policies

The Buda Economic Development Corporation recognizes the City of Buda Employee Handbook and the general personnel policies contained therein. The City of Buda Employee Handbook is attached in its entirety.

In regards to Sexual and Other Unlawful Harassment, Buda Economic Development Corporation adheres to the policies as outlined in the City of Buda Employee Handbook. Any employee of the Corporation affected by harassment should report the incident as soon as possible to his/her immediate supervisor or Buda Economic Development Corporation Board President or Vice President.

As previously stated, the written contractual agreement between the Buda Economic Development Corporation Board of Directors and the Executive Director shall supersede the City of Buda Employee Handbook.

The Executive Director exercises direct supervision of Buda EDC staff. Hiring/termination of staff is vested in the Executive Director position with Board knowledge and approval.

IV. Director's Contractual Agreement

The Executive Director of the Buda Economic Development Corporation serves at the discretion of the Board of Directors under written contract. The employment contract is a negotiated agreement between the Buda Economic Development Corporation Board of Directors and the Executive Director.

V. Office Procedures

A. Correspondence

Employees are expected to answer all inquiries or requests within three working days. If a delay is expected, the requesting party should be notified immediately. Neatness and accuracy is essential. All correspondence should be proofread and a duplicate filed. Mail should be double checked to ensure the enclosure of reference materials.

When an employee writes a letter over the name of an officer or board member, a copy should be sent to the person of record. Prior permission should be obtained from the appropriate person unless the letter is standard procedure.

B. Mail

All mail will be sent First Class unless otherwise instructed. All mail will be picked up from the corporation post office box by the Executive Director or his/her designee.

All stamps are purchased through the petty cash fund or by office credit card and a receipt shall be obtained. Bulk mailings may require a check request from the Treasurer.

C. Filing

The Buda Economic Development Corporation office maintains an adequate and systematic filing system. All filing is done in accordance with this system to provide for ready access.

D. Leaving the office

All employees should inform the appropriate staff member when performing duties outside the office. This information should include the destination, length of stay and approximate time of return.

E. Reading

The reading of books, magazines, newspapers or other periodicals during office hours is prohibited unless the reading is essential for the performance of an employee's assigned duties.

F. Neatness

The office should be kept neat and orderly at all times. Desks, filing cabinets and bookcases should be clear of unnecessary items. Executive Director and staff attire will be "business attire" and "casual Friday" will be observed. The constitution of "business attire" is vested in the Executive Director.

G. Telephone/Fax

All phone calls shall be answered in three rings. The greeting shall be "Buda Economic Development, this is (employee's name)."

All long distance calls should be work related. All personal calls should be local and limited to employee's break or lunch time.

All faxes should be accompanied by the office cover sheet. The fax machine, along with all other office equipment, is office property and should not be abused by personal use.

H. Purchasing

General purchases of office supplies and equipment should be made from local firms if possible. Any purchase over \$300 requires check signatures of the Treasurer, President or Vice President.

An office credit card will be used for purchasing items not covered by Petty Cash (see item "J" below) and those purchases will be authorized by the Executive Director. The credit card will be in the name of "Buda Economic Development Corporation." The purchase of any item exceeding the purchase limit (see item "H" above) and/or not authorized within the approved fiscal year budget shall require Board knowledge and approval. Monthly statement will be reconciled by the Executive Assistant, approved by the Executive Director and forwarded to the treasurer for payment.

All Request for Proposals (RFP's) or bid requests must be approved by the Director (with Board knowledge) before being submitted to vendors. All purchases over \$1000 must have at least two bids or quotes prior to purchase. The Director shall forward all authorized check requests to the Treasurer.

I. Advance Funds

Advance funds for business related expenses, i.e. travel, must be approved by the Director with Board knowledge. The Treasurer will provide a check for the approved amount to the employee. Employees must account for all expense advances within two working days after returning from business trips.

J. Petty Cash

Minor out of pocket expenditures as well as other small amount items are reimbursed from petty cash. All requests must be accompanied by a receipt and will be handled by the Executive Assistant. Petty cash balance will not exceed \$100. The Treasurer will oversee the petty cash fund.

K. Invoices

Buda Economic Development Corporation seeks to maintain a high level of fiscal responsibility. All invoices will be received and reviewed by the Executive Assistant, forwarded to the Executive Director for approval and delivered in a timely manner to the Treasurer for prompt payment. Invoices will be paid on the 15th and 30th of each month.

L. Minutes

Minutes are required to be kept at each and every meeting associated with the Buda Economic Development Corporation by the Board Secretary or Board directed appointee. This includes board meetings, committee meetings, sub committees, workshops, etc. Minutes should include the date, time, location, names of those present, and a brief summary of all the action taken at said meeting. Minutes should be distributed to all board members for review prior to the next scheduled meeting.

M. Suggestions

The Buda Economic Development Corporation is open to all constructive criticism and suggestions from employees. Staff will consider the input of all employees and make the appropriate response with Board knowledge.

VI. Administrative Policies

A. Confidentiality

No employee shall make known any information concerning ongoing economic development negotiations which have not been made available to the general public, and consistent with the Texas Open Meetings Act, chapter 551 of the Texas Government Code, and the Public Information Act, chapter 552 of the Texas Government Code. An employee shall treat the ongoing economic development negotiations of the Buda EDC as confidential, and shall disseminate information regarding official business only to those for whom it is intended in accordance with any established Buda EDC procedures; Board of Directors approval; and/or consistent with state law. Information concerning ongoing economic development negotiations may be made available to the City Manager, City Council members, and Board of Directors of the Buda EDC without violating this policy.

Further, no employee shall use any confidential information concerning ongoing economic development negotiations for personal gain, in violation of Section 39.06 of the Texas Penal Code.

A first time violation of this policy may lead to disciplinary action up to and including a verbal warning. A second time violation of this policy may lead to disciplinary action up to and including a written warning. A third or subsequent violation of this policy may lead to disciplinary action, from verbal warning up to and including termination of employment.

B. Affiliation with other organizations

Buda Economic Development Corporation will pay membership dues in certain recognized organizations as provided for in the budget and approved by the Board.

C. Publicity

The Executive Director will approve all publicity related to the corporation with Board knowledge. The staff shall release no information to the media without prior authorization.

D. Committees

From time to time, the Board of Directors will create committees. The committee chair calls for the appropriate meetings. The Director or designated staff person will provide all needed support. This includes securing meeting facilities, notifying committee members, public posting if necessary, recording of minutes, compilation of committee reports and advice/counsel when requested.

E. Office use by other organizations

The Buda Economic Development Corporation allows the use of the conference room area by other organizations during normal business hours through advanced scheduling. All uses are authorized by the Executive Director. The Buda Economic Development Corporation has first right to the conference area and can refuse any group or organization usage at any time.

F. Financial Reporting

The Development Corporation Act, Chapter 501 of the Local Government Code states in Section 501.073 that the City of Buda shall annually review the financial records of the corporation. This review takes place during the annual City of Buda financial audit.

An annual one-page financial report is required to be filed with the State Comptroller's Office by February 1 of each year in the form required by the Comptroller.

G. Understanding

The employee signed below acknowledges their reading and understanding of the Buda Economic Development Corporation Policies and Procedures Manual. It is also understood that this manual will be updated from time to time by action of the Buda Economic Development Corporation and/or the City of Buda. These updates will be presented to all employees for their review prior to inclusion in the manual.

Signed: _____ Date: _____

VII. Job Descriptions

A. Executive Director

As Executive Director, performs highly professional management and administrative work in planning, organizing, coordinating, and directing the economic development programs under the control of the Corporation, including active efforts to attract industry and commerce.

Under direct supervision of the Board of Directors, the Executive Director is expected to exercise a high degree of independence, initiative, and professional expertise in the administration of the Corporation's economic development program. The Executive Director is responsible for coordination of the economic development activities in the area with federal, state, city/county departments, divisions, and the Board of Directors of the Corporation.

Provides staff assistance to the Board of Directors.

Responsibilities include retaining, expanding, and attracting new industry, business, and investments in the area.

Buda Economic Development Corporation Director's Goals and Objectives

- Assists in the formulation of economic development policy/procedure
- Directs, coordinates and supervises the research, planning, and implementation efforts designed to achieve the economic development objectives as set forth by the Corporation
- Formulates agendas and provides staff support to the Board of Directors
- Prepares comprehensive technical and administrative reports and studies
- Works with the Board and appropriate committees of the Corporation in soliciting funds for the Corporation
- Organizes, coordinates, and directs the activities of the Corporation's economic development program pursuant to the Board's plan
- Proposes and implements services, programs and policies for effective recruitment of new industry, new business and new investment in the area; proposes and develops policies to stimulate expansion of existing industry, existing businesses, and existing investments in the area
- Meets with other government officials, lenders, Chamber of Commerce, private sector companies, economic development professionals and others to effect change in local/state policies, to encourage industrial and commercial expansion, as well as new development
- Act as a liaison to existing industrial business and building owners, developers, marketing firms, financial, transportation, and utility firms, and federal, state, regional and county agencies regarding loans, grants, data, and educational resources relating to the Corporation's economic development programs
- Prepares, presents and administers the budget in accordance with program goals and objectives. Participates in the development and administration of the economic development budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures in conjunction with the Board of Director's of the Corporation
- Provides technical assistance to businesses in the area as well as the City Manager, Corporation committees, and higher level members of City/County management in matters related to a wide variety of economic development activities and programs

- Meets with outside agencies and the public including local developers, members of the business community, and citizens' groups to explain the Corporation's services, programs, policies, procedures, goals, and objectives related to economic development
- Attends meetings of local industrial, commercial, and civic organizations to increase community contact and develop understanding of the Corporation's economic development program
- Assists new and existing firms with expeditious permit processing and capital needs including packaging of financing from federal, state, and local sources
- Attends Council meetings and workshops to represent the Corporation on economic development matters as directed by the Board of Directors of the Corporation
- Prepares written communication and reports regarding economic development projects and activities
- Coordinates the work of the economic development program with various commissions, boards, Councils, and outside public and private agencies
- Speaks before civic and professional groups on the plans, objectives, policies and programs of the economic development program
- Create a spirit of excitement about, involvement in, and commitment to marketing the Corporation and its program
- Performs related work as required

B. Senior Executive Assistant

Hours of work:

8-hour days, 40-hours per week. Working shift is 8:00 a.m. to 5:00 p.m., Monday thru Friday. Salaried position.

Distinguishing features of work:

Under the administrative direction of the executive director, this individual must have the ability to perform a variety of secretarial and clerical duties that require the knowledge of the daily office operations; perform responsible and confidential secretarial, research, and marketing plans; prepare office time records, create and maintain charges, graphs, spreadsheets and databases on a personal computer; type and proof a variety of materials, assist executive director or designee in the collection of various materials and data for special reports and special projects, such as budget preparation; establish and maintain comprehensive administrative, personnel, and confidential files, and have the initiative and ability to use independent judgment and work efficiently with minimal supervision.

Illustrative examples of work:

- Research, tabulate, and summarize information of routine, periodic, or special reports, performs surveys as needed.
- Prepare a variety of materials including technical data, reports, budget request and related fiscal material, special reports of office activities and programs.
- Establish and maintain office files. Update EDC website.
- Maintain **confidential** records and files including correspondence as detailed by the Public Information Act.
- Perform specialized assignments unique to the office such as: assist Board treasurer with accounts payable, accounts receivable and work closely with CPA for preparation of financial reports and documents, grant documents, development of marketing materials, research related to business prospects, site information, demographic information and facility availability, makes marketing and telemarketing contacts.
- Prepare presentation materials and newsletters.
- Perform a variety of secretarial and clerical duties.

- Screen and place calls, monitor and follow up on messages, refer callers to appropriate parties.
- Receive, welcome and assist the general public or refer to appropriate parties.
- Prepare weekly departmental time records and forward information to City of Buda Finance Dept.
- Assist in the orientation of new employees.
- Compose standard letters in response to routine correspondence.
- Develop spreadsheets to explicate numerical data.
- Coordinate and schedule appointments, meetings, and conferences, and make travel arrangements including reservations.
- Transcribe minutes, dictation, and statements from voice recordings and type documents in final form; serve as Board Secretary during board meetings and/or other special called meetings.
- Proofread and correct errors in documents.
- Sort and distribute mail.
- Handle cash and negotiable instruments; work in conjunction with board treasurer in the handling of monthly bill payments.
- Type labels, letters, envelopes, and other office documents.
- Operate computer, calculator, dictation equipment, copy machine, fax machine, and related office equipment.
- Perform all other duties as assigned.

Requirements:

Education

- Requires knowledge, skill, and mental development equivalent to the completion of four years high school.
- A two year degree in Secretarial Science or a direct related field is desirable.

Experience

- Minimum of two years of responsible secretarial experience, including business English, general clerical skills and computer knowledge. Public office experience is desirable.
- One-on-one experience in dealing with the general public and business professionals.

- Ability to establish and maintain a complex set of confidential files and records.
- Ability to handle multi-tasks and to organize duties and produce results in a timely manner.
- Excellent communication skills, written and verbal
- Strict confidentiality in daily duties.
- Ability to successfully pass a background security check.
- Extensive knowledge of modern office procedures and practices.
- Knowledge of the operation of calculator, computer, dictation equipment, facsimile machine, copier, telephone, and other related office equipment.

Significant Responsibilities:

- Knowledge of the Texas Public Information Act and economic development law for Texas cities.
- Knowledge of proper telephone etiquette and ability to effectively communicate in a courteous, tactful, and diplomatic manner.
- Ability to prepare and compile office data for use in various types of reports.
- Ability to work independently, confidentially, and efficiently without direct or continued supervision.
- Ability to maintain effective working relationships with the general public, fellow employees, ally organizations, and local/state/federal elected officials.
- Ability to type a minimum of 55 (net) words per minute.
- Ability to operate standard office machines accurately and efficiently.
- Requires proficient knowledge of computers, specifically the Windows Operating System, and computer programs such as Microsoft Office Excel, Word, PowerPoint, Outlook, QuickBooks or other accounting software and the Internet.

Physical Requirements:

- Use written sources of information, e.g., read reports, procedural documentation, and reference materials.
- Use non-verbal auditory sources of information, e.g., alarms and beepers.
- Digital dexterity, e.g., using computer keyboard.

- Use oral communication to perform work, e.g., answer telephone, and receive visitors.
- Bending, stooping, reading, sitting, and lifting are also required.

VIII. Exhibits