#### FARMERSVILLE ECONOMIC DEVELOPMENT CORPORATION

Regular Agenda 6:30 January 21, 2021 City Hall Council Chambers

205 S. Main

Farmersville, Tx 75442

#### WATCH THE LIVE BROADCAST

This meeting will be broadcast live through the City's website and by telephone. Members of the public who wish to watch this meeting, and not speak or participate in the discussion, may watch the live broadcast by

- 1. Going to the City's website;
- 2. Clicking on "GOVERNMENT";
- 3. Clicking on "AGENDAS AND MINUTES";
- 4. Clicking on the "click here" link that is located to the right of "LIVE STREAMING."

#### **SPEAKING DURING PUBLIC COMMENTS**

Members of the public wishing to speak during Public Comments or a public hearing may join the meeting by going online to <a href="www.blizz.com">www.blizz.com</a>, and following the online prompts to input the "Dial-in Phone Number" and the "Meeting ID."

Members of the public wishing to speak during Public Comments or a public hearing may also join the meeting by calling-in to the telephone number listed below, and inserting the Meeting ID listed below: Those members of the public calling in will not be able to participate through video and will only have an audio feed of the meeting on their telephone.

- 1. Dial-in Phone Number: (646) 769-9101

  Please note that if you dial a toll number, your carrier rates will apply.
- 2. You will be prompted to enter the Meeting ID.

The Meeting ID for this meeting is: 565-134-89

Please listen closely to the directions and follow the directions to gain access to the Blizz meeting.

- I. Call to Order
- II. Recognition of Citizens and Visitors
- III. Public Comment

(For Non-Public Hearing Agenda Items)

If you wish to address the Farmersville Economic Development Board 4A on a posted item on this agenda, please fill out a "Speaker Sign-Up" card and present it to the City Staff before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, any person wishing to address the Farmersville Economic Development Board 4A for items listed as public hearings will be recognized when the public hearing is opened. Speakers wishing to address the Farmersville Economic Development Board 4A regarding any non-public hearing item on this agenda shall have a time limit of three (3) minutes per speaker, per agenda item. The Chair may reduce the speaker time limit uniformly to accommodate the number of speakers or improve

#### **Business Items for Discussion and Possible Action**

- A. Receive report regarding COVID 19.
- **B.** Consider, discuss and act upon business/order of future agendas.
- **C.** Consider, discuss and act upon financial statements for November and December 2020 and budget amendments.
- **D.** Consider, discuss and act upon meeting minutes for November 19<sup>th</sup>, 2020
- IV. EDC Director Workshop
- V. Requests to be Placed on Future Agendas
- VI. Adjournment
- No action may be taken on comments received under "Recognition of Visitors".
- The Board may vote and/or act upon each of the items listed in the Agenda.

The Farmersville Economic Development Board (4A) reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property),551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.175-183 (Deliberations about Homeland Security Issues,) and as authorized by the Texas Tax Code, including, but not limited to, Section 321.3022 (Sales Tax Information)

Persons with disabilities who plan to attend this meeting and who may need assistance should contact the City Secretary at 972-782-6151 or Fax 972-782-6604 at least two (2) working days prior to the meeting so that appropriate arrangements can be made. Handicap Parking is available in the front and rear parking lot of the building.

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted in the regular posting place of the City Hall building for Farmersville, Texas, in a place and manner convenient and readily accessible to the general public at all times, and said notice was posted January 15th, 2021, by 5:00 P.M. and remained so posted continuously at least 72 hours proceeding the scheduled time of said meeting.

Daphne Hamlin 4A EDC Liaison

Agenda Section	Business Items for Discussion and Possible Action
Section Number	A.)
Subject	Receive report regarding COVID 19
То	Farmersville Economic Development Board 4A
From	Daphne Hamlin
Date	January 21, 2021
Attachment(s)	COVID 19 report
Related Link(s)	
Consideration and Discussion	Not Action required discussion only
Action	<ul> <li>Motion/second/vote</li> <li>□ Approve</li> <li>□ Approve with Updates</li> <li>□ Disapprove</li> <li>• Motion/second/vote to continue to a later date.</li> <li>□ Approve</li> <li>□ Disapprove</li> <li>• Move item to another agenda.</li> <li>• No motion, no action</li> </ul>

#### **CARES ACT FUND REPORT**

Funds received from CARES	S ACT:	\$168,644.68
Received 07-10-2020		
	Description	Cost
Police Department	Hazardous Pay	\$ 26,068.0
Fire Department	Hazardous Pay	\$ 7,616.0
PPE	Mask/Gloves/Thermometers	\$ 352.8
Datamax	Technology Consultant	\$ 6,000.0
Sweet Water Sound	Technology Consultant	\$ 11,041.7
The Fulcrum Group	Technology Consultant	\$ 77,566.0
	Farmersville Small Business	
	Grant	
Name	Check Number	Cost
Pinkeys Unlimited	32830	\$ 2,105.2
Catrachos Tire	32831	\$ 2,105.2
Carrie's Floral Creations	32832	\$ 2,105.2
Donna Williams	32833	\$ 2,105.2
Main Street Antiques	32834	\$ 2,105.2
RSVP Farmersville LLC	32835	\$ 2,105.2
Julia Larsen PLCC	32836	\$ 2,105.2
Strand of Three	32837	\$ 2,105.2
Stacy Acevedo	32838	\$ 2,105.2
Mary Berry	32839	\$ 2,105.20
Amber Bynum	32840	\$ 2,105.2
The Corner Spot	32841	\$ 2,105.2
Phllip VO	32842	\$ 2,105.2
Trang Nguyen	32843	\$ 2,105.2
inda Willis	32844	\$ 2,105.2
Celly Hendrex	32845	\$ 2,105.2
ICG Restaurant Group	32846	\$ 2,105.2
Sheila Holland	32849	\$ 2,105.20
Taylor Holland	32850	\$ 2,105.20
Fotal expenditures to date:		\$ 168,645

(\$0.00)

Total Funds Available as of 12-30-2020:

Agenda Section	Business Items for Discussion and Possible Action
Section Number	B.)
Subject	Consider, discuss and act upon business/order of future agendas
То	Farmersville Economic Development Board 4A
From	Daphne Hamlin
Date	January 21, 2021
Attachment(s)	
Related Link(s)	
Consideration and Discussion	EDC Board possible action
Action	<ul> <li>Motion/second/vote</li> <li>Approve</li> <li>Approve with Updates</li> <li>Disapprove</li> <li>Motion/second/vote to continue to a later date.</li> <li>Approve</li> <li>Disapprove</li> <li>Move item to another agenda.</li> <li>No motion, no action</li> </ul>

Agenda Section	Business Items for Discussion and Possible Action
Section Number	c.)
Subject	Consider, discuss and act upon financial statements for November and December 2020
То	Farmersville Economic Development Board 4A
From	Daphne Hamlin
Date	January 21, 2021
Attachment(s)	Financial Statements
Related Link(s)	
Consideration and Discussion	EDC Board motion to approve or deny
Action	<ul> <li>Motion/second/vote</li> <li>□ Approve</li> <li>□ Approve with Updates</li> <li>□ Disapprove</li> <li>• Motion/second/vote to continue to a later date.</li> <li>□ Approve</li> <li>□ Disapprove</li> <li>• Move item to another agenda.</li> <li>• No motion, no action</li> </ul>

# FARMERSVILLE ECONOMIC DEVELOPMENT CORP 4A NOVEMBER 2020 FINANCIAL BUDGET REPORT

## Farmersville Economic Development Corp 4A November 2020

Statement Balance 11-01-2020

\$279,537.72

Deposits:

Sales Tax: \$23,952.55

Cking Int .30% \$71.08

**CD Interest** 

Loan repayment \$2,622.04

Cleared Checks 1326-1330 \$(31,554.80)

Statement balance 11-30-2020 \$274,628.59

#### **Outstanding Transactions**

Sales Tax

**Transfer to Texpool** 

**CD Interest** 

**Oustanding checks** 

Balance 12-15-2020

\$274,628.59

	FY 2019													
	Budget	October	November	December	January	February	March	April	May	June	July	August	Seotember	Y.
Beginning Bank Balance		\$253,314.84	\$276,467.67											
Sales Tax Collections	\$250,000.00	\$23,155.40	\$23,952,55											20 200 000
Interest income cking	\$100.00	\$68.39	\$71.08											54,107,95
Now Account Interest	\$1,200.00	\$65.60	\$63.51											6120.41
Loan Repayment	\$31,464.00	\$2,622.04	\$2,622.04											\$5 244 08
Transfer to Texpool														
Transfer From Texpool														
Texpool Interest	\$1,200.00	\$121.50	\$108.42											\$229.92
CD Investment		\$377.08												\$377.08
Total Revenue	\$283,964.00	\$ 279,537.75	\$ 303,113.34										s	53 227 61
Expenses:														1
Administration Expenses														
Administration	\$1,000.00													64
Meeting Expenses	\$1,000.00	\$570.08												\$570.08
Dues/School/Travel	\$5,200.00													€ 4
TEX 21	\$2,500.00	\$2,500.00												\$2 500 00
Office Supplies	\$200.00		\$194.72											\$194.72
Legal Service	\$2,500.00													
Total Administration	\$12,400.00													, di
Marketing/promotion Expenses	enses													» ⊌ <sup>4</sup>
Marketing/Promotion Expenses/Advertising	\$8,000,00													
Website update	\$6,000,00													à e
EDC Round Table	\$1 500 00													<i>h</i> •
Rotary Sponsorship	\$500.00													<del>∳</del> 6
Chamber Sponsorship	\$1,000.00													ė vi
Small Business	0000													
Collin College Sponsorship	\$7,500,00													eh e
Total Expenditures	\$37,400.00	\$3,070.08	\$194.72	sh.					J	J		J	J	62 264 80
Directive Business Incentives	I											•		90.04.04
Edc Action Plan	\$20,000.00													y d
Collin College Road	\$244,000.00													· sh
Façade Grant Program	\$50,000.00		\$25,000.00											\$25,000.00
Expense Prior Year			\$3,290.00											\$3,290.00
Total Development Cost	\$314,000.00													\$28,290.00
Total Expenditures	\$351,400.00	\$3,070.08	\$28,290.00	-5		٨	4		٠	*	J,	3	35	\$31,554.80
Revenue vs Expenditures From Reserves	(\$67,436)													
Total Expenditures		\$3,070.08	\$28,484.72	S.		٠	3		٨	4	٨	۵		\$31,554.80
Ending Bank Balance		\$276,467.67	\$274,628.62											
Now Account		\$257,551.52	\$257,615.03											
CD Investment		\$250,000.00	\$250,000.00											
Texpool Balance		51,072,099.77	\$1,072,208.19											
Total Available Funds		\$1,856,118.96	\$1,596,836.81	4		·\$	۵	ŵ	*	\$	À	٠.		

# FARMERSVILLE ECONOMIC DEVELOPMENT CORP 4A DECEMBER 2020 FINANCIAL BUDGET REPORT

## Farmersville Economic Development Corp 4A December 2020

Statement Balance 12-01-2020

\$274,628.59

**Deposits:** 

Sales Tax: \$21,670.69

Cking Int .30% \$73.16

**CD Interest** 

Loan repayment \$2,622.04

**Cleared Checks** 

Statement balance 12-31-2020 \$298,994.48

#### **Outstanding Transactions**

Sales Tax

**Transfer to Texpool** 

**CD Interest** 

**Oustanding checks** 

**Balance 1-15-2021** 

\$298,994.48

	FY 2020													
	Budget	October	November	December	January	February	March	April	May	June	July	August	September	YTD
Beginning Bank Balance		\$253,314.84	\$276.467.67	\$274.628.59							/			2
Deposits		A CONTRACTOR OF THE PARTY OF TH												
Sales Tax Collections	\$250,000.00	\$23,155.40	\$23,952.55	\$21,670.69										CEP 779 64
Interest Income cking	\$100.00	\$68.39	\$71.08	\$73.16										\$212.63 \$212.63
Now Account Interest	\$1,200.00	\$65.60	\$63.51	\$65.64										\$104.75
Loan Repayment	\$31,464.00	\$2,622.04	\$2,622,04	\$2,622.04										\$7 866 12
Transfer to Texpool														
Transfer From Texpool														
Texpool interest	\$1,200,00	\$121,50	\$108.42	\$82.78										5312 70
CD Investment		\$377.08												\$377.08
Total Revenue	\$283,964.00	\$ 279,537.75	\$ 303,113.34	\$ 298,994.48 \$								· ·	s	\$ 77.741.92
Expenses:														
Administration Expenses														
Administration			5											uh
Meeting Expenses	\$1,000,00	\$570,08												\$570.08
Dues/School/Travel	\$5,200.00													vh
TEX 21	\$2,500,00	\$2,500.00												\$2,500.00
Office Supplies	\$200.00		\$194.72											\$194.72
Legal Service	\$2,500.00													uh
Total Administration	\$12,400.00													ь
Marketing/promotion Expenses Marketing/Promotion	enses													₩
Expenses/Advertising	\$8,000,00													Ŋ
Website update	\$6,000.00													υ'n
EDC Round Table	\$1,500.00													Ь
Rotary Sponsorship	\$500.00													ф
Chamber Sponsorship	\$1,000,00													하
Small Business Entrepreneurship Conf	\$500,00													6 <sup>1</sup>
Collin College Sponsorship	\$7,500.00													÷ 64
Total Expenditures	\$37,400.00	\$3,070.08	\$194.72	ů.					si,	۵		٠	٠	\$3,264.80
Directive Business Incentives	ives													ф
Edc. Action Plan	\$20,000.00													69
Collin College Road	\$244,000.00													ф
Façade Grant Program	\$50,000.00		\$25,000.00											\$25,000.00
Expense Prior Year			\$3,290.00											\$3,290.00
Total Development Cost	\$314,000.00													\$28,290.00
Total Expenditures	\$351,400.00	\$3,070.08	\$28,290.00	3		y	4		Y	3	ند	d.	J.	\$31,554.80
Revenue vs Expenditures	(\$67,436)													
From Reserves	\$214,710.00													
Total Expenditures		\$3,070.08	\$28,484.72	J.		À	'n		3	-\$	\$	4	4	\$31,554.80
Ending Bank Balance		\$276,467.67	\$274,628.62	\$298,994.48										
Now Account		\$257,551.52	\$257,615.03	\$257,680.67										
CD investment		\$250,000.00	\$250,000.00	\$250,000.00										
Texpool Balance		\$1,072,099.77	\$1,072,208.19	\$1,072,290.97										
Total Available Funds		\$1,856,118.96	\$1,596,836.81	\$1,621,285.45	ò	۵	÷	٠	3	3	è	٠	3	

Agenda Section	Business Items for Discussion and Possible Action
Section Number	D.)
Subject	Consider, discuss and act upon meeting minutes
То	Farmersville Economic Development Board 4A
From	Daphne Hamlin
Date	January 21, 2021
Attachment(s)	City Council & EDC joint special session minutes and EDC meeting minutes for November 19 <sup>th</sup> , 2020
Related Link(s)	
Consideration and Discussion	EDC Board motion to approve or deny
Action	<ul> <li>Motion/second/vote</li> <li>☐ Approve</li> <li>☐ Approve with Updates</li> <li>☐ Disapprove</li> <li>Motion/second/vote to continue to a later date.</li> <li>☐ Approve</li> <li>☐ Disapprove</li> <li>Move item to another agenda.</li> <li>No motion, no action</li> </ul>



# CITY OF FARMERSVILLE FARMERSVILLE ECONOMIC DEVELOPMENT CORPORATION MINUTES November 19th, 2020, 6:30 P.M. COUNCIL CHAMBERS, CITY HALL 205 S. Main Street Farmersville, TX 75442

#### CALLTO ORDER

The Farmersville EDC met in regular session on November 19th, 2020 at 6:30 p.m. in the City Hall Council Chambers with the following board members present: Robbie Tedford, Matt Crowder, Jason Lane, Elise Bobitt. and Randy Rice.

#### **RECOGNITION OF CITIZENS AND VISITORS**

Special guest recognized Randy Smith and Daphne Hamlin City Accountant.

#### **PUBLIC COMMENT**

No Comment

#### **BUSINESS ITEMS FOR DISCUSSION AND POSSIBLE ACTION:**

## <u>CONSIDER, DISCUSS AND ACT UPON FAÇADE GRANT/FIRE SUPPRESSION RE-</u>WRITE

- Mr. Lane stated before we start discussion I wanted to thank Mr. Crowder for his time on the façade grant/fire suppression re-write
- Mr. Lane asked if the board had any comments regarding the façade/fire suppression grant re-write.
- Mr. Crowder said one thing we learned just thru conversation we can't oversee or approve a fire suppression system as it goes into a building, it is beyond the boards control.
- Mr. Crowder stated as it relates to fire suppression systems the EDC Board cannot place in a façade grant once it passes the walls and goes into the interior building we cannot place in façade grant.
- Mr. Lane asked to pass on to Mr. White saw an article this week that the City of College Station or City of Bryan are doing live safety grants. In the article stated money budgeted by the council.

- Mr. Lane asked if any further discussion or comments.
- Mr. Tedford motioned to approve the re-write as submitted last meeting. Mr. Rice second the motion. Motion passed unanimously.

## CONSIDER DISCUSS AND ACT UPON REIMBURSEMENT OF FAÇADE GRANT FOR KEVIN MEGUIRE

- Mr. Lane stated that Mr. Crowder walked around and inspected the Meguire Property.
- Mr. Crowder stated the Meguire Building installed new doors, New drainage, new downspouts and the color scheme is very nice. They are waiting on one more door. Could not find anything wrong. Looks beautiful.
- Mr. Lane stated that he appreciated Mr. Crowder's time reviewing the Meguire building. Mr. Lane asked if the board had any other questions
- Motion made by Mr. Crowder to approve the Meguire façade grant reimbursement.
   Second by Mr. Tedford. Motion passed unanimously.

#### **RECEIVE REPORT FORM ELISE BOBITT REGARDING COVID 19**

- Ms. Bobitt stated ordinance approved last night by City Council. Cap set at \$2,500.
   Amount available for grant is 40K. Program should be wrapped up by 12-15-2020
   The way the program is set they must sign an agreement.
- Mr. Lane asked the deadline for application .
- Ms. Bobitt stated form must be in the City Hall office by December 7<sup>th</sup>.
- Mr. Lane asked what if there are more than 40k in applicants.
- Ms. Bobitt stated they would then go by percentage.
- Ms. Bobitt stated that 15 businesses applied for the Collin County Grant...
- Mr. Crowder thanked Ms. Bobitt, but how do people find out about this grant.
- Ms. Bobitt stated that the documents were finalized yesterday. A lot of word of mouth and visiting businesses. Hoping Facebook, and the chamber will help push the word.
- Mr. Lane stated that there are discussions at DC for additional funding.
- Ms. Bobitt stated there is a cap in Collin County no one can receive more than 25k.
   We are getting a list from Collin County.
- Mr. Lane asked some cross reference for ppe. Ms. Bobitt stated the only data we
  have is from Collin County. There are applications in Collin County that have not
  gone through the process.

#### CONSIDER, DISCUSS AND ACT UPON ITEMS FOR PAYMENTS

Mr. Rice motioned to approve items for payment (Kimley Horn, \$14,160.00, Chamber of Commerce, \$1,000.00), second by Mr. Crowder, motion passed unanimously.

## CONSIDER, DISCUSS AND ACT UPON FINANCIAL STATEMENTS FOR SEPTEMBER AND OCTOBER 2020 AND BUDGET AMENDMENTS.

Mr. Tedford motioned to approve financial statements for September 2020 and October 2020 as presented, second by Ms. Bobitt, motion passed unanimously

CONSIDER, DISCUSS AND ACT UPON MEETING MINUTES FOR SEPTEMBER 17<sup>TH</sup>, 2020 AND FARMERSVILLE CITY COUNCIL AND FARMERSVILLE ECONOMIC DEVELOPMENT CORP JOINT SPECIAL SESSION MINTUES FOR SEPTEMBER 17<sup>TH</sup>, 2029.

Mr. Rice motioned to approve meeting minutes as amended for September 17<sup>th</sup>, 2020, second by Mr. Tedford , motion passed unanimously. Remove last sentence in first paragraph.

Mr. Lane discussed the joint meeting to discuss the position for EDC in the next meeting in executive session . Thought the meeting had a lot of good discussion things we can do as a board to fill in gaps possibly some training. We are in agreement the City needs a EDC Director. Scheduled next meeting.

#### REQUESTS TO BE PLACED ON FUTURE AGENDAS

Edc Director/executive session

Final numbers on cares act money

Discuss Order of business/ order of agenda so we can review or previous meeting

#### **ADJOURNMENT**

Mr. Tedford adjourned the meeting at 7:00 p.m.. Second by Mr. Crowder.

ATTEST:	APPROVE:	
Randy Rice, Secretary	Jason Lane, Chairman	ç

Agenda Section	Business Items for Discussion and Possible Action
Section Number	EDC Director Workshop
Subject	EDC Director
То	Farmersville Economic Development Board 4A
From	Daphne Hamlin
Date	January 21, 2021
Attachment(s)	
Related Link(s)	
Consideration and Discussion	EDC Board possible action
Action	<ul> <li>Motion/second/vote</li> <li>Approve</li> <li>Approve with Updates</li> <li>Disapprove</li> <li>Motion/second/vote to continue to a later date.</li> <li>Approve</li> <li>Disapprove</li> <li>Move item to another agenda.</li> <li>No motion, no action</li> </ul>

#### **CITY OF YOUR TOWN**

#### DIRECTOR OF ECONOMIC DEVELOPMENT

**Exempt Status** 

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

#### **DEFINITION**

To plan, direct, manage and oversee the activities and operations of the Economic Development Department including the development, implementation, and oversight of economic development programs and initiatives; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and the Assistant City Manager.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager and the Assistant City Manager.

Exercises supervision over supervisory, professional, technical, clerical staff, and volunteers.

**ESSENTIAL FUNCTION STATEMENTS** -- Essential responsibilities and duties may include, but are not limited to, the following:

#### **Essential Functions:**

- 1. Organize, manage and direct the ongoing operations of the Department of Economic Development.
  - a. Develop and implement department goals, objectives and work tasks in accordance with direction provided by City Council and the City Manager's Office.
  - b. Establish and maintain appropriate communications with the City Manager's Office as well as elected and appointed City officials.
  - c. Research, prepare and administer a comprehensive budget for the Department.
  - d. Serve as technical advisor to City Council and Management regarding Economic Development issues.
  - e. Select, supervise, train, and evaluate professional, technical, and clerical subordinates.
  - f. Attend City Council and other meetings as needed.
  - g. Actively participate in appropriate professional organizations to maintain awareness of leading edge or best practices in economic development programs.
  - h. Insure Department and staff member's compliance with all City policies.
- 2. Develop and implement programs to retain and support existing businesses in the City.
  - a. Identify and maintain a database of all businesses in the City.
  - b. Implement systems utilizing the business database to facilitate customer identification of and accessibility to City businesses.
  - c. Develop and implement events intended to increase patronage of City businesses (e.g. Citywide Sidewalk Sale)

- 3. Identify and implement programs attracting new business investment and employment in the City.
  - a. Identify and pursue businesses and services desired by residents of the City.
  - b. Develop promotional materials, pamphlets, giveaways, etc. appropriate for representing the City in a variety of marketing formats.
  - c. Participate in national, regional or local marketing opportunities (e.g. trade shows, conferences, significant events, familiarization tours, marketing trips to businesses).
  - d. Coordinate prospect visits, meetings, tours, luncheons, etc. as necessary to market the City.
  - e. Establish and maintain relationships with prospects from initial contact throughout their establishment in the City.
  - f. Promote the general public's impression of the City.
  - g. Manage the incentive negotiation process and present proposals to management and City Council in a logical and efficient manner.
  - h. Maintain confidentiality when desired by potential prospects.
- 4. Develop and nurture community relationships and organizational partnerships.
  - a. Prepare and deliver professional presentations as needed to civic organizations, business organizations, or other parties interested in various aspects of the City.
  - b. Coordinate economic development activities with other City departments and with outside agencies, particularly the Chamber of Commerce, and area regional, state, and national economic development organizations.
  - c. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
  - d. Implement communication systems allowing immediate correspondence with critical commercial groups in the City (e.g. Your Town Broker-Net, Business communications)
  - e. Organize and facilitate meetings of commercial groups (e.g. Commercial Developer's, Retail Merchants) to disseminate information and enhance their relationship with the City.
  - f. Establish and maintain positive relationships with agencies such as the North Central Texas Council of Governments, Texas Dept. of Transportation, Tarrant County, etc.
  - g. Actively participate in community organizations such as the Your Town Chamber of Commerce, Metroport Cities Partnership, and the Your Town Executive Forum.
  - h. Establish and maintain positive relationships with the media through frequent interaction, attentiveness and accuracy of information and responses.
- 5. Develop and maintain accurate data and resources necessary to support the goals and objectives of the Economic Development Department and for utilization by other City representatives.
  - a. Assemble, develop, distribute, and analyze demographic and economic information for internal and external use; prepare and present analytical and statistical reports on operations and activities as needed.
  - b. Implement systems allowing developers, brokers or potential prospects to easily identify land, buildings, and commercial lease availabilities in the City.
  - c. Develop analytical tools capable of evaluating various aspects of proposed commercial developments.
  - d. Annually update a concise summary of basic facts on the City and distribute to all parties utilizing or referencing City information.
  - e. Identify and develop resources to address issues raised by potential prospects (e.g. Residential Relocation Report)

- 6. Encourage, develop and nurture an environment receptive to appropriate business development.
  - a. Confer with and advise management staff and City Council regarding impediments to the improvement and enhancement of the City's non-residential tax base.
  - b. Evaluate plans, budgets, capital improvements, and proposed ordinances and develop comprehensive recommendations for management's use.
- 7. Develop and implement programs utilizing the Hotel Occupancy Tax to promote tourism in the City.
  - a. Research, prepare and administer a comprehensive budget for appropriate utilization of the tax revenue.
  - b. Cooperate and coordinate with hotel representatives regarding appropriate utilization of occupancy tax revenues.
- 8. Manage the development, maintenance and oversight of the City's web site.
  - a. Through subordinate staff, coordinate the City's web site committee; implement training programs decentralizing basic web maintenance and update functions.
  - b. Negotiate and manage the relationships of third-party consultants involved in the establishment of ongoing maintenance of the City's web site.

#### **Marginal Functions:**

- 1. Perform related duties and responsibilities as required.
- 2. Conduct research and complete special projects as assigned.

#### QUALIFICATIONS

#### Knowledge of:

Operations, services, and activities of a comprehensive municipal economic development program.

Principles and practices of program development and administration.

Methods and techniques of statistical data and analysis.

Principles and practices of negotiating sensitive issues related to economic development.

Local government operations, rules, and regulations.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Principles and practices of collecting, reviewing, and analyzing technical and statistical data.

Methods and techniques of report preparation.

Principles and practices of business management and administration.

Principles of supervision, training and performance evaluation.

City personnel policies and procedures.

Principles and procedures for developing goals, objectives, and management plans.

Computer application programs including: word processing (e.g. Microsoft Word), spreadsheets (e.g. Excel), databases (e.g. Access), presentation programs (e.g. PowerPoint), graphic design (e.g. Photo Editor, Photo Shop, Adobe Acrobat), desktop publishing (e.g. Quark Xpress), website development (e.g. Front Page), and digital scanners.

Pertinent Federal, State and local laws, codes and regulations.

Standard business English, spelling and grammar.

#### Ability to

Manage and direct a comprehensive municipal economic development program.

Develop and administer departmental goals, objectives and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Analyze data and information; draw conclusions; propose responsive actions.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of assigned staff.

Delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Interpret and apply applicable Federal, State, and local policies, laws, and regulations.

Communicate clearly and concisely, both orally and in writing.

Operate a computer and other office equipment; develop graphic presentations.

Maintain confidentiality of certain City information.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate assigned vehicle to travel to various meetings and events in the City.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations;
- Communicating with others;
- Reading and writing; and
- Operating assigned equipment.

#### Maintain mental capacity, which permits:

- Making sound decisions;
- Using good judgment; and
- Demonstrating intellectual capabilities.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Sitting for extended periods of time;
- Standing for extended periods of time during marketing events;
- Working closely with others; and
- Operating assigned equipment.

#### **Experience and Training Guidelines**

Any combination of experience that would likely provide the required knowledge is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Five (5) years responsible experience in Economic Development, with two (2) years of administrative and supervisory experience.

#### Training

Equivalent to a Bachelors degree in Economic Development, Business, Public Relations, or a related field from an accredited college or university. Masters degree in related field preferred. Completion of the Basic Economic Development Course (BEDC) and the Economic Development Institute (EDI).

#### **License or Certification**

Possession of an appropriate, valid Texas driver's license. Certification as a Certified Economic Developer (CED / CEcD) preferred.

#### WORKING CONDITIONS

#### **Environmental Conditions:**

Office environment; exposure to computer screens; some travel within the City and nationally required; frequent contact with the public, City Council members, other city departments and boards, commissions and advisory committees.

#### **Physical Conditions:**

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; may be required to operate assigned vehicle.

#### **Economic Development Director Position**

The Citys	seeks an experienced, energetic and creative Economic Development
Director to come to	a quickly growing community with a diverse population, vibrant planned
growth and develop	ment, and a stimulating and ever-changing work environment. Strong
candidates will have	a portfolio of successful economic development initiatives, be
entrepreneurial, tech	n-savvy, and creative in using strategies that promote the City's assets while
looking for ways to d	overcome challenges.

#### **MAJOR DUTIES:**

- Organizes, implements, and administers economic development goals and objectives.
- Cultivates and sustains multi-level stakeholder relationships.
- Negotiates and develops economic incentives, agreements, and programs.
- Manages the day-to-day operations of the department.
- Coordinates the work of the \_\_\_\_\_\_ Economic Development Corporation.
- Represents the City of \_\_\_\_\_ and \_\_\_\_ County locally, regionally and state-wide.
- Manages internal and external marketing research and information efforts.
- Communicates plans, policies and procedures to employees, the City Council, and the public; makes presentations as required.
- Develops department operating budgets and monitors expenditures under the current budget.
- Supervises subordinate employees; trains, evaluates and disciplines as needed.
- Responds to business and community inquiries.
- Works collaboratively with regional and local community organizations.
- Develops business and community enrichment programs.
- Assists with development-related public information and media relations.
- Performs related duties.

#### JOB REQUIREMENTS:

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of economic development best practices.
- Knowledge of industry trends, growth patterns and market projections.
- Knowledge of economic and community development principles.
- Knowledge of management concepts and principles.
- Knowledge of budget management principles.
- Knowledge of supervisory principles and practices.
- Skill in cultivating professional relationships with a variety of stakeholders.
- Skill in managing municipal processes.
- Skill in the development and implementation of collaborative economic development strategies.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in operating computers and job-related software programs.
- Skill in interpersonal relations.
- · Skill in oral and written communication.

SUPERVISORY CONTROLS: The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include Supervisor instruction, Type A/B Sales Tax Laws, strategic objectives established by the City Council, and economic development best practices. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

COMPLEXITY: The work consists of varied administrative, supervisory, and management duties. The variety of tasks to be managed contributes to the complexity of the work. SCOPE AND EFFECT: The purpose of this position is to direct the city's economic development functions. Successful performance contributes to the successful implementation of the city's strategic plan for economic development and the positive growth of the City of \_\_\_\_\_. PERSONAL CONTACTS: Contacts are typically with coworkers, other city employees, elected and appointed officials, developers, real estate brokers and agents, business owners, vendors, representatives of special interest groups, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Economic Development Specialist (1) and Administrative Assistant (1).

#### MINIMUM QUALIFICATIONS:

- Bachelor's degree in business, office management, public administration, or a related field;
   Master's Degree preferred
- A minimum of ten (10) years of progressively responsible experience in a related field with at least five (5) years at the Director level.
- Certified Economic Developer Designation (CEcD), through the International Economic Development Council (IEDC), preferred.
- Possession of or ability to readily obtain a valid Class C Driver's License issued by the State of Texas.
- An equivalent combination of experience, education, and training providing the required knowledge, skills, and abilities may be considered.

#### JOB DESCRIPTION

Title: President/CEO

Reports to: Board of Directors of the Bastrop Economic Development Corporation (BEDC).

**Position summary:** Serves as the Chief Executive Officer of the organization. Provides the ultimate administrative and management function to the organization. Areas of primary focus include design and implementation of the strategic plan; formation, approval and management of the annual budget and other funding sources; and interaction with the Board, staff, City Council and Chamber of Commerce within the boundaries of BEDC, and the public. Serves at the direction of the Board of Directors of BEDC.

**Training/Experience Level:** Successful completion of Economic Development Institute and/or Institute for Organization Management. Educational background at the collegiate level with course work in communications, marketing, and/or business administration preferred. Sufficient years of practical experience to demonstrate a successful track record in economic development management.

**Certification:** Certified Economic Developer (CEcD) as designated by the International Economic Development Council is preferred.

**Hours/Days of Work:** This is an exempt position that will require the need to work beyond what is considered a normal workday/week. This position sometimes requires extensive weekend and "after hours" work to successfully implement the planned programs. This position sometimes required extensive travel, both in and out of the boundaries of BEDC, for varying periods of time.

#### Special Skills/Abilities/Knowledge:

- Communications Demonstrates the skills to communicate effectively with internal and external audiences including prospects, Board of Directors, City Council and Chamber of Commerce within the BEDC boundaries, staff, and the public.
- Demonstrates the ability to develop and make effective presentations.
- Interpersonal Demonstrates the ability to interact with individuals and groups in a cooperative and collaborative manner.
- Demonstrates the ability to develop consensus and handle adversity.
- Financial Demonstrates the ability and knowledge to effectively manage and provide accurate reports on the budget and financial transactions of the organization.
- Technical Expertise Demonstrates the skills and knowledge to utilize the available technological capabilities to enhance the effectiveness of the organization.
- Planning Demonstrates the ability to effectively develop and implement the short and long range, multiple goals of the organization.

#### Responsibilities include but are not limited to:

- Administration and management of the organization
- Long-range and immediate planning
- Development and implementation of strategic plan including the mission, goals, and objectives of the organization
- Budgeting and management of all financial components of BEDC
- Serves as the official spokesperson of the BEDC and is responsible for communications with City Council and Chamber of Commerce within the boundaries of BEDC, the BEDC Board of Directors, BEDC staff, and the public
- All research, assessment of existing programs, and reporting
- Maintains overall responsibility, accountability, and authority for the economic development and tourism efforts for BEDC
- Management of all BEDC staff and contractors for BEDC programs
- Performing other duties and tasks as assigned by the Board of Directors

<u>Note</u>: Job descriptions may be altered or adjusted from time to time as the needs and goals of the organization change. Every effort will be made to consult with the team member when/or if these changes occur.

## Scope of Work - Farmersville EDC Director

Created 17 November 2020

## **Position Scope**

Farmersville seeks to expand and diversify our tax bases. A new business opening or an existing business expanding are beneficial to the local economy. These events bring additional tax revenue and provide citizens with new employment opportunities. Economic development directors work to strengthen their local economy and diversify their city's tax bases. They recruit new businesses, retain existing ones, and assist businesses when they expand operations locally.

Farmersville EDC has determined that it is necessary to hire and maintain an EDC Director on behalf of the 4A board. This resource will report directly to the City Manager but have oversight from the 4A board.

## **Hiring Process**

Economic development directors are hired through the normal government hiring process. The interview process will be managed by the City Manager one member of the 4A board participating in each interview. 4A board will assign a member to represent the 4A board in the interview process through majority vote. The EDC Director will be selected through a joint effort between the City Manager and a majority vote of the 4A board. The 4A board will be responsible for making the final decision to hire a specific candidate.

## **Education and Experience**

- Bachelor's degree in economic development, urban planning, marketing, business administration or public administration
- 10 years of economic development experience
- Experience working with City Managers, Council, and similar governmental entities
- Supervisory experience in previous positions
- Experience with private sector business
- Experience with comprehensive plans, thoroughfare plans, and land use plans
- Experience with incentives/abatements/grants that attract businesses and benefit existing businesses
- Ability to maintain a macro-level perspective on the City's economy
- Experience with conducting market studies such as demographic studies, traffic studies, and other relevant studies
- Ability to use expert judgement to identify strengths and weaknesses and develop strategies to enhance strengths and address weaknesses
- Willing to relocate to within 10 miles of City of Farmersville

## Knowledge of:

- Operations, services, and activities of a comprehensive economic development program
- Advanced principles and practices of economic development, and long range planning
- Advanced principles and practices of program development and administration
- Methods and techniques of public affairs and public relations
- Principles and practices of municipal budget preparation and administration
- Principles of supervision, training, and performance evaluation
- Statistical and financial research methodology
- Practices and techniques for the development and implementation of economic development, marketing and communication techniques

## Responsibilities

- Advises the city manager and 4A on emerging and existing economic development issues
- Responsible for writing city policy governing how tax and other incentives will be awarded to businesses. These policies dictate what sort of economic impact must be reasonably expected for businesses to qualify for incentives. Economic development policies are ultimately approved by the 4A board and ultimately the city council. Deviations from policy are also brought to the 4A board and city council for approval.
- Responsible for working with existing businesses to strengthen them and expand operations when appropriate.
- Represent the Economic Development Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations as directed by City Manager and 4A.
- Develops plans for improved communications with the public.
- Negotiates development agreements related to economic development activities.
- Develops and maintains municipal marketing plan.
- Assists in the planning and coordination of community development projects, assisting business and residential applicants with local and State permitting processes, and provides research for city sponsored projects.
- Provides assistance in the development of short and long term economic and community
  development plans, as well as the gathering of information and preparation of studies,
  reports, and recommendations to achieve such goals. This will involve the preparation
  and maintenance of information on utilities, taxes, zoning, transportation, community
  services, financing tools, and incentives, in order to respond to requests for information
  for economic development purposes, and the coordination with other departments and
  agencies as needed.
- Provides professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals as established by the Town.
- Works closely with the Farmersville Chamber of Commerce to identify areas of concern in the promotion of business location and expansion within the Town.

- Maintains a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate, i.e. Dallas Area Development corporations, Department of Economic and Community Development, and other local entities as appropriate.
- Provides information and/or makes presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.
- Becomes familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land areas.
- Prepares grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.
- Maintains budget for current activities and provides a monthly financial report to City Manager and 4A board
- Coordinate information activities on City programs and oversee a centralized public information program including but not limited to news releases, newsletters and other publications on various city programs.

## **Accountability**

- Accountability is managed by the City Manager and the 4A board. The EDC Director is
  expected to deliver at least 1.5X annual base salary in revenue each year through sales tax
  or other measurable revenue.
- Provides monthly reports to City Manager and 4A board related to revenue generated, achievements, and planned activities. These reports will be presented in each month's 4A meeting.
- The 4A board is responsible for hiring through majority vote and also has the authority to remove the EDC Director with a majority vote.

## **Expected Salary and Benefits**

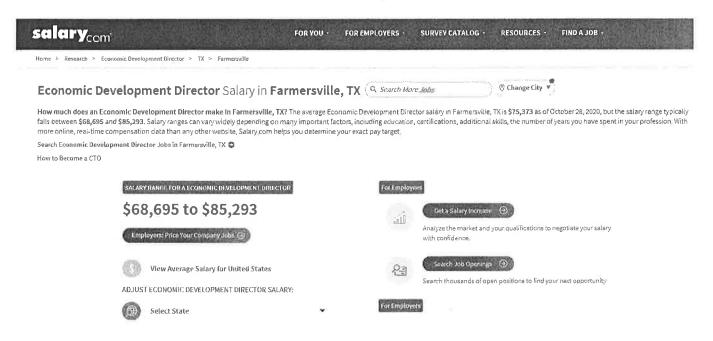
- Salary for this position is dependent upon experience.
- Position includes benefits as offered by the City of Farmersville.

### Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

#### Attachment A:

Data collected from salary.com is the theoretical salary for an EDC Director for Farmersville, Texas. The table below the salary.com picture is a sample of the theoretical salaries and known salaries for more than 100 cities within Texas. The ones highlighted in yellow are cities near Farmersville or cities with similar sized populations.



Location	Avg. Salary EDC Director
Location Abbott, TX	\$ 69,044.00
Location Abernathy, TX	\$ 68,602.00
Location Abilene, TX	\$ 69,751.00
Location Ace, TX	\$ 73,568.00
Location Ackerly, TX	\$ 68,275.00
Location Addison, TX	\$ 75,904.00
Location Adkins, TX	\$ 74,168.00
Location Adrian, TX	\$ 69,522.00
Location Afton, TX	\$ 68,275.00
Location Agua Dulce, TX	\$ 71,174.00
Location Aiken, TX	\$ 67,615.00
Location Alamo, TX	\$ 65,138.00
Location Alanreed, TX	\$ 68,849.00
Location Alba, TX	\$ 68,548.00
Location Albany, TX	\$ 68,470.00
Location Aledo, TX	\$ 73,561.00
Location Alice, TX	\$ 70,485.00
Location Alief, TX	\$ 77,594.00

Location Allen, TX	\$ 74,486.00
Location Alleyton, TX	\$ 77,029.00
Location Allison, TX	\$ 63,547.00
Location Alpine, TX	\$ 65,643.00
Location Altair, TX	\$ 77,029.00
Location Alto, TX	\$ 68,548.00
Location Alvarado, TX	\$ 73,740.00
Location Alvin, TX	\$ 75,473.00
Location Alvord, TX	\$ 73,198.00
Location Amarillo, TX	\$ 69,455.00
Location Amherst, TX	\$ 67,615.00
Location Anahuac, TX	\$ 73,650.00
Location Anderson, TX	\$ 77,029.00
Location Andrews, TX	\$ 67,615.00
Location Angleton, TX	\$ 75,029.00
Location Anna, TX	\$ 74,643.00
Location Annona, TX	\$ 68,548.00
Location Anson, TX	\$ 68,511.00
Location Anthony, TX	\$ 65,966.00
Location Anton, TX	\$ 67,655.00
Location Apple Springs,	
TX	\$ 68,548.00
Location Aquilla, TX	\$ 68,457.00
Location Aransas Pass, TX	\$ 70,768.00
Location Archer City, TX	\$ 68,635.00
Location Argyle, TX	\$ 73,837.00
Location Arlington, TX	\$ 73,682.00
Location Armstrong, TX	\$ 65,782.00
Location Arp, TX	\$ 68,548.00
Location Art, TX	\$ 70,998.00
Location Artesia Wells,	
TX	\$ 73,045.00
Location Arthur City, TX	\$ 71,596.00
Location Asherton, TX	\$ 73,045.00
Location Aspermont, TX	\$ 68,470.00
Location Atascosa, TX	\$ 73,329.00
Location Athens, TX	\$ 71,596.00
Location Atlanta, TX	\$ 69,031.00
Location Aubrey, TX	\$ 74,137.00
Location Austin, TX	\$ 74,492.00
Location Austwell, TX	\$ 70,485.00
Location Avalon, TX	\$ 74,255.00
Location Avery, TX	\$ 68,548.00

Location Avinger, TX	\$ 68,548.00
Location Avoca, TX	\$ 68,470.00
Location Axtell, TX	\$ 68,820.00
Location Azle, TX	\$ 73,602.00
Location Bacliff, TX	\$ 74,025.00
Location Bagwell, TX	\$ 68,548.00
Location Bailey, TX	\$ 74,643.00
Location Baird, TX	\$ 68,673.00
Location Balch Springs,	
TX	\$ 75,169.00
Location Ballinger, TX	\$ 68,470.00
Location Balmorhea, TX	\$ 66,035.00
Location Bandera, TX	\$ 73,045.00
Location Bangs, TX	\$ 68,470.00
Location Banquete, TX	\$ 70,525.00
Location Bardwell, TX	\$ 74,643.00
Location Barker, TX	\$ 77,110.00
Location Barksdale, TX	\$ 73,045.00
Location Barnhart, TX	\$ 68,470.00
Location Barry, TX	\$ 70,411.00
Location Barstow, TX	\$ 66,561.00
Location Bartlett, TX	\$ 68,914.00
Location Bastrop, TX	\$ 73,886.00
Location Batesville, TX	\$ 73,045.00
Location Batson, TX	\$ 72,856.00
Location Bay City, TX	\$ 77,029.00
Location Bayside, TX	\$ 70,565.00
Location Baytown, TX	\$ 75,633.00
Location Beasley, TX	\$ 77,029.00
Location Beaumont, TX	\$ 73,462.00
Location Beckville, TX	\$ 68,631.00
Location Bedford, TX	\$ 73,682.00
Location Bedias, TX	\$ 77,029.00
Location Beeville, TX	\$ 70,485.00
Location Bellaire, TX	\$ 77,635.00
Location Bellevue, TX	\$ 68,554.00
Location Bells, TX	\$ 74,643.00
Location Bellville, TX	\$ 77,029.00
Location Belmont, TX	\$ 73,045.00
Location Belton, TX	\$ 68,425.00
Location Ben Bolt, TX	\$ 70,485.00
Location Ben Franklin, TX	\$ 74,643.00
Caddo Mills, TX	\$ 76,643.00

Burleson, TX	\$ 73,561.00	
Campbell, TX	\$ 74,643.00	
Celeste, TX	\$ 74,643.00	
Cooper, TX	\$ 71,596.00	
Denison, TX	\$ 74,643.00	1.7
Farmersville, TX	\$ 74,643.00	
Greenville, TX	\$ 74,643.00	

## The Role of an Economic Development Director

https://www.thebalancecareers.com/government-job-profile-economic-development-director-1669678

Updated January 03, 2020

Cities always seek to expand and diversify their tax bases. A new business opening or an existing business expanding are beneficial to the local economy. These events bring additional tax revenue and provide citizens with new employment opportunities.

When a city has only one major employer in town, and that employer's industry is struggling, that has major implications for the city government. To avoid such a situation, economic development directors work to strengthen their local economy and diversify their city's tax bases. They recruit new businesses, retain existing ones, and assist businesses when they can expand operations locally.

## **Hiring Process**

Economic development directors are hired through the normal government hiring process. Depending on a city's size, the economic development director may report to the city manager or an assistant city manager. Other city directors and local business leaders may serve on an interview panel when the city fills a vacancy.

### **Qualifications**

Cities generally require economic development directors to hold a bachelor's degree in economic development, urban planning, marketing, business administration or public administration. Economic development experience is also required. An individual cannot realistically expect to hold a director-level position without significant experience in that directorship's field. Supervisory experience is likely required if the position supervises staff, but even if the position does not, supervisory experience is helpful when relating to business owners and upper-level managers.

Private sector experience is also useful because so much of the job revolves around building relationships with business leaders. Being able to swap stories about past business experiences can go a long way in developing those relationships. Private sector experience will also help win the trust of business leaders who have little tolerance for bureaucrats.

### Roles and Responsibilities

Economic development directors have a strategic focus. They administer economic development programs for a city. While they deal with individual businesses in individual situations, they

maintain a macro-level perspective on the city's economy. Economic development directors study market trends and apply their expert judgment to opportunities and threats facing the local economy.

The economic development director advises the city manager and <u>council</u> on emerging and existing economic development issues. The director may also present to local civic and business groups on proposed economic development agreements.

To ensure that businesses are treated fairly, economic development directors write city policy governing how tax and other incentives will be awarded to businesses. These policies dictate what sort of economic impact must be reasonably expected in order for businesses to qualify for particular incentives. Economic development policies are ultimately approved by the city council. Deviations from policy are also brought to the city council for approval.

#### **Economic Growth**

Cities are proud of their mom-and-pop businesses, but when it comes to economic development, cities mostly concern themselves with established corporations that can provide substantial job opportunities to existing and new residents. Hundreds of new jobs mean new housing construction, more retail establishments, and more city revenue. Economic development directors must focus their time on businesses that provide significant economic impact.

Economic development directors maintain an inventory of available properties for businesses to occupy including retail space, industrial space, and open land. They try to match businesses to available space so that business owners can picture their businesses opening in, moving to or expanding in that city.

In addition to bringing in new businesses, economic development directors look to strengthen the businesses already located in the city. They persuade businesses to remain where they are and expand operations when appropriate. Losing an existing business is worse than having a new business choose to locate elsewhere. Missing out on a new business means no economic impact. Losing an existing business means an adverse economic impact.

## **Earning Potential**

Like other city director positions, the salary for an economic development director depends on the size of the city and the size of the economic development department staff. The bigger the city, the larger the economic development director's salary. Similarly, the more people a director has under their line of supervision, the higher that director's salary tends to be.

Sample Job Description 1 – Bucksport, Maine:

#### **Job Description-Economic Development Director**

**Nature of Work:** Performs a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans, programs, and services.

This full time position is responsible for working closely with the Economic Development Committee and other town staff in promoting the business and economic development interests within the community. This position will include working with all noted departments in providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community. The position will include assistance in the planning and coordination of community development projects, assisting business and residential applicants with local and State permitting processes, and providing research for Town sponsored projects. This position is a direct report to the Town Manager.

**Essential Duties and Responsibilities:** Directs economic development initiatives to achieve the goals and objectives outlined by the Economic Development Plan and guided by the Economic Development Committee.

Provides assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.

Provides professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals as established by the Town.

Promotes the Buckstown Industrial Park and Heritage Business Park, promoting the sale of lots, and the orderly development of projects within the parks.

Works closely with the Bucksport Chamber of Commence to identify areas of concern in the promotion of business location and expansion within the Town.

Maintains a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate, i.e. DHA, HUD, Eastern Maine Development Corporation,

Department of Economic and Community Development, Maine State Planning Office, Regional Planning Commission, and the Maine State Housing Authority.

Provides information and/or make presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.

Becomes familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land areas.

Prepares grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.

## **Economic Development Director**

## **Job Details**

Job Function: Economic Development Director

• Salary: \$50,000 - \$127,404.

Annually

Population: 25,682

Website: <a href="http://www.ci.sandusky.oh.us">http://www.ci.sandusky.oh.us</a>
 Form of Government: Council-Manager

#### **HOW TO APPLY**

Post Date: Nov 6 2020

Deadline: Nov 20 2020

Email resume to: <a href="mailto:cnicholson@ci.sandus">cnicholson@ci.sandus</a>ky.oh.us

## **Summary**

The City of Sandusky is looking for an experienced Director of Community and Economic Development to join our Department of Economic Development and Planning. This individual will provide oversight and executive leadership of city activities pertaining to economic development, community development, and municipal real estate. Is ultimately responsible for managing employee performance, annual budgeting, review and approval of all department expenses, and ensure the successful performance of the department and its furtherance of objectives outlined in current strategic plans and masterplans. To improve the quality of life for all residents and to ensure a culture of investment within Sandusky that creates economic opportunities for residents and increases the city's tax base. This will be accomplished by working with the City Manager and other stakeholders to develop revitalization strategies for Sandusky and its neighborhoods and by managing certain respective divisions of the City that provide critical resources to stakeholders, including but

not limited to real estate, development resources, and other incentives. Through management of other development and real estate staff, this position will advance quality of life opportunities and outcomes for various stakeholder groups within the City including visitors, youth, property owners and investors/developers. Additionally, this position will manage the City of Sandusky's own real estate transactions. Requirements include: At least a Bachelor's Degree in business administration, accounting, public administration, development, planning, urban development, construction, real estate marketing, or similar discipline with experience in housing development, grantsmanship, or equivalent combination of education and experience.

Download Application and complete job announcement from the City of Sandusky Human Resources Department at <a href="https://www.ci.sandusky.oh.us">www.ci.sandusky.oh.us</a>.

Sample Job Description 3 - Boone, Iowa

https://www.boonegov.com/egov/apps/document/center.egov?view=item;id=221

## **Job Details**

Job Function: Economic Development Director

• Salary: DOQ

Position Type: Full TimePopulation: 12,661

Website: <a href="http://boonegov.com">http://boonegov.com</a>

• Form of Government: Council-Manager

### **HOW TO APPLY**

Post Date: Oct 5 2020

Email <u>clerk@city.boone.ia.us</u> or mail paper copy to PO Box 550, 923 8th St. Boone, Iowa 500 36– Attention: City Clerk.

# Summary

The city of Boone, Iowa is accepting applications for the position of Economic Development Manager. Under the general direction of the City Administrator, the Economic Development Manager serves as a central point of contact for businesses, developers and contractors who use City economic development services including financial assistance, site selection assistance, urban renewal, and other municipal actions and services related to a specific project. The Economic Development Manager oversees the development and maintenance of an economic development plan. In coordination with Boone City Staff, the Economic Development Manager assists in the preparation of the capital improvement program with a primary focus of public infrastructure (water, sanitary sewer, storm sewer, streets) to serve future development.

Salary Range: DOQ and excellent benefit package.

Education and Experience Requirements:

Bachelor's Degree in related field preferred. Considerable experience in Economic Development, Real Estate or a related field. Any equivalent combination of education and

experience which provides the knowledge, skills, and abilities to perform the essential job duties listed above.

Application and a complete job description can be found at <a href="www.boonegov.com">www.boonegov.com</a>. Applicants must include a cover letter, resume, professional references, and the City of Boone employment application.

#### https://www.masc.sc/Pages/resources/A-Day-in-the-Life-of-an-Economic-Development-Director.aspx

#### A Day in the Life of an economic development director

The "Day in the Life" series gives an insider's look at the professions that make South Carolina cities and towns great places to live, work and play. Municipal employees from around the state explain their role, discuss challenges they face and share interesting stories from the unique world of municipal government service.

As part of a series of articles on the duties and responsibilities of municipal employees, we spoke with four different economic development directors. These professionals are responsible for attracting and retaining businesses, community development, and planning.

Wade Luther has been with the <u>City of Camden</u> for four years - the first year as downtown manager, the next three as economic development director. Before his work in Camden, he was a planning consultant in the private sector and a land development planner for the City of North Myrtle Beach.

The duties of an economic development director vary greatly from day to day, Luther said.

"One minute you are managing an engineering project, the next working with various tourism agencies on marketing plans or assisting a potential small business in finding a location downtown," Luther said. "The job responsibilities cover a wide spectrum of duties from project management to policy development and implementation, to marketing, tourism, business retention, recruitment and expansion."

"It is not a profession you can go into with tunnel vision. You must be aware of how the economy applies to all aspects of your community and others, and be a little bit of an expert on everything," he said.

Nancy Whitworth agrees. She has been in economic development with the City of Greenville for more than 30 years, serving as director since 1992. During her tenure, Whitworth has seen the demands and expectations of an economic development professional in a municipal setting increase.

"There is pressure from all constituencies – elected officials, neighborhood groups, businesses, developers – to get it right! The skill set of a successful local economic developer must adapt and change as the demands and expectations change," Whitworth said. "Keeping the process transparent, while maintaining appropriate

confidentiality, can test even the most seasoned professional. It's also about maintaining a sense of urgency along with a healthy dose of patience."

Others may not realize that interpersonal skills play such a large role in business development, Luther said.

"The most important part of business development in our small city is building relationships," Luther said. "Without those key relationships and partnerships in place, the rest of your economic development strategies will remain idle."

Indeed, relationships are vital to the job of economic development, Whitworth said. "One often assumes it is important to understand the technical aspects of the profession, but the ability to work with others, communicate effectively and employ the gentle art of persuasion have much more to do with success," she said.

For Whitworth, a day at the office could involve her working on a major downtown development project, responding to a request for information from a prospect, helping solve a variety of business concerns, or holding a neighborhood meeting to discuss a redevelopment project. Her role also includes planning, community development, and building and environmental codes.

Whitworth thinks most people do not realize that everyone in local government is in the business of economic development.

"Greenville's effectiveness in economic development is a result of providing superior levels of service and ensuring that Greenville is a great place to live and do business. It is a 'can do' spirit that permeates throughout the departments and allows us, who are charged with economic development, to be able to tap into a depth of resources," she said. "We in economic development might be the face, but it is all of our city departments that make it work. I also think that the link back to the city also ensures that we evaluate incentives not just from the standpoint of making the deal but also as to the long-term impact of a particular project – it gives that added level of accountability."

Luther said he did not expect there to be so much collaboration between communities on developing economic development programs, policies and projects. In fact, staff members in surrounding communities are very eager to share their experiences and give advice to help further each city's economic development goals, he said.

Although new business recruiting tends to get the most public attention, others may be surprised to learn that business retention is one of the most important functions of the job, said Reno Deaton, who has been the executive director of the Greer Development Corporation since 2007. Before that, he served as executive director of the Carroll County Community Development Corporation in Kentucky.

"We spend a great deal of time and effort working with existing businesses and industries to understand the nature of their business, the challenges that they face, and the strategies that are available to help them to eliminate and overcome those challenges," he said.

Deaton said his work at the <u>Greer Development Corporation</u> includes four areas of focus: business retention, new business recruiting, marketing and product development. Most of his days include work in each of these focus areas and usually involve a series of meetings, phone calls and emails with internal and external partners including consultants, industry professionals, industrial and commercial prospects, staff from the county and state economic development agencies, real estate brokers, bankers, utility providers, and staff of the <u>City of Greer and Greer Commission of Public Works</u>.

Deaton's organization provides staff support for the Partnership for Tomorrow, a community-based, public-private partnership that maintains an independent program of work that includes economic development, quality of life initiatives, and community master planning. They also assist the Greer Station Association, the historic downtown merchants' association.

Donna Smith started working for the <u>City of West Columbia</u> as the director of economic development in August 2005. Before that, she held a similar role with the Town of Lexington, in conjunction with being the executive director of the Lexington Economic Development Association. Prior to moving to South Carolina, she was the director of business services for the Virginia Peninsula Economic Development Council.

For Smith, a day at work may consist of administering and inspecting ongoing grant projects; meeting with contractors, engineers and SCDOT representatives; talking to various business owners and potential owners; researching property information for commercial realtors and/or businesses – including zoning information and water and sewer availability; talking to businesses and homeowners groups about annexation; and attending ribbon cuttings and grand openings.

The most significant factor on business development over the last decade, Smith said, is the change in banking standards. "Loans once fairly easily obtained for most businesses are now at a premium," explained Smith.

Smith said that when she started working for the City of West Columbia, her biggest surprise was her level of involvement in the grants she secured. At other jobs, she wrote and secured grants, but the administration was done by someone else. In West Columbia, Smith not only writes the grant application, but she also administers the grant and is the on-site project manager.

"I've worked directly with engineers and contractors and am responsible for the design aspects of the project. I have been involved with such details as selecting the brick and granite for signs

and water features, and selecting flowers, trees and shrubs, paint colors for façade renovations, and streetlight fixtures," she said.

Despite the challenges, these economic development professionals say they feel rewarded by their contributions to the community.

Smith relishes seeing a project come to fruition.

"In economic development, there is no 'instant gratification.' Many months and years can go into preparing for the project, so whether it's landing a new business or completing a business façade renovations project, when the ribbon is finally cut, you know you've put in a lot of hard work and it's finally paid off," she said.

Deaton said he enjoys being part of a team of partners in the Greer community, at the state and county level, and the private sector, who work together well to facilitate new job creation and the attraction of new capital investment. For Whitworth, the most rewarding part of the job is seeing how her contributions have led to positive changes in the lives of others, whether through new jobs created or retained or through the public and private investments that have created wonderful public spaces.

Luther said he takes pride in a completed project.

"Not only can I look back and say I took part in that, but a whole cast of people can make that same claim," Luther said. "We can all look back and take satisfaction in the fact that we worked together and we left behind something that will make this community a better place."

#### Sample Job Description 4 - Antioch, CA

http://www.antiochca.gov/fc/human-resources/document-warehouse/IEDA223 ECONOMIC%20DEVELOPMENT%20DIR.pdf

#### **ECONOMIC DEVELOPMENT DIRECTOR**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

#### SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Economic Development Department including programs and projects designed to promote community vitality and encourage efforts to expand the local economy; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

#### REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- 1. Assume full management responsibility for all Economic Development Department services and activities including community vitality and efforts to expand the local economy; plan, organize, direct and coordinate the City's economic development activities.
- 2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
- 3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- 4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- 5. Plan, direct, coordinate, and implement, through subordinate level staff, the Economic Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- 6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures as allowed by City MOUs and rules.
- 7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary; prepare cost estimates on special projects.
- 8. Act as liaison to the Chamber of Commerce and other community groups as directed by the City Manager.
- 9. Act as a catalyst to introduce new business to Antioch.

CITY OF ANTIOCH

ECONOMIC DEVELOPMENT DIRECTOR (CONTINUED)

Page 2 of 4

- 10. Coordinate the efforts of other departments relative to the City's economic development activities.
- 11. Coordinate information activities on City programs and oversee a centralized public information program including but not limited to news releases, newsletters and other publications on various City programs.
- 12. Develop plans for improved communications with the public.
- 13. Negotiate development agreements related to economic development activities.

14. Develop a municipal marketing plan.

15. Coordinate consultants and City staff in securing funding for transportation and other economic development projects and activities.

16. Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.

17. Represent the Economic Development Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.

18. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.

19. Participate on a variety of boards, commissions, and committees.

20. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of redevelopment and economic development; incorporate new developments as appropriate.

21. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

22. Perform related duties as required.

#### QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### Knowledge of:

- Operations, services, and activities of a comprehensive economic development program.
- Advanced principles and practices of economic development, and long range planning.
- · Advanced principles and practices of program development and administration.
- · Methods and techniques of public affairs and public relations.
- · Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- · Statistical and financial research methodology.
- Practices and techniques for the development and implementation of economic development, marketing and communication techniques.

**CITY OF ANTIOCH** 

ECONOMIC DEVELOPMENT DIRECTOR (CONTINUED)

Page 3 of 4

- · Practices of private sector developers, lenders and financial institutions as they relate to economic development projects and activities.
- · Pertinent federal, state, and local laws, codes, and regulations.

#### Ability to:

- · Manage and direct a comprehensive economic development program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- · Identify and respond to sensitive community and organizational issues, concerns, and needs.

- · Plan, organize, direct, and coordinate the work of lower level staff.
- · Delegate authority and responsibility.
- · Select, supervise, train, and evaluate staff.
- · Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- · Research, analyze, and evaluate new service delivery methods and techniques.
- · Direct the preparation of designs and plans, field studies, inspection, contract documents and economic analyses.
- Negotiate and administer a variety of agreements and contracts.
- · Provide leadership and direction to staff.
- · Prepare clear and concise administrative and financial reports.
- · Prepare and administer large and complex budgets.
- · Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- · Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **Education and Experience Guidelines**

#### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, economics, or a related field.

#### **Experience:**

Six years of increasingly responsible economic development experience including three years of management and administrative responsibility.

#### License or Certificate:

Possession of, an appropriate, valid driver's license.

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

#### CITY OF ANTIOCH

**ECONOMIC DEVELOPMENT DIRECTOR (CONTINUED)** 

Page 4 of 4

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

What does an Economic Development Director do? Economic Development Director

Plans and implements short and medium range goals, objectives and strategies for the department, projects and programs to ensure efficient organization and completion of work.

March 24, 2020

Actively monitor and evaluate the efficiency and effectiveness of the department's service delivery processes and procedures to ensure that the Planning and Economic Development Department is sensitive and responsive to the needs of a wide variety of stakeholders and interest groups.

March 25, 2020

Developing and deploying necessary research, analysis and marketing programs to enhance economic development and job growth within the County with an awareness and concern for promoting key industry clusters, STEM-related job growth and providing support to previously underserve MWBe business owners.

March 30, 2020

Manage and develop Regional Economic Development Directors within the Business and Community Development Team who are responsible for the growth and expansion of Wisconsin companies and communities through effective deployment of WEDC resources and technical assistance to encourage investment and job creation and retention throughout Wisconsin.

April 05, 2020

Communicate regularly and deliver frequent presentations of project plans to the Port Commission, senior management team, other government officials, and community stakeholders to build understanding and gain project support.

April 19, 2020

Provide overall leadership, strategic direction and functional expertise in directing and managing the planning and economic development work at the Port, including a large multi-disciplinary group of consultants, development partners, jurisdictional partners, and internal project management and technical staff.

April 24, 2020

Represents the department at various board and committee meetings and provides liaison with other departments on related activities.

May 05, 2020

Prepares and monitors annual budget for the Economic Development Department by coordinating with the Town Managers office on facilitating the overall economic development, objectives and goals.

May 06, 2020

Demonstrates keen marketing instincts and is skilled at working with and enhancing efforts and plans that attract interested parties while maintaining true to the County vision and ethics.

June 27, 2020

Review and approve site plans, subdivision plans, and other developments, and provide information that will assist developers, contractors, and the general public to understand planning and zoning related issues and processes.

Home > Research > Economic Development Director > TX > Farmersville

#### Economic Development Director Salary in Farmersville, TX (9. Search Maire Jobs



How much does an Economic Development Director make in Farmersville, TX? The average Economic Development Director salary in Farmersville, TX is \$75,373 as of October 28, 2020, but the salary range typically falls between \$68,695 and \$85,293. Salary ranges can vary widely depending on many important factors, including education, certifications, additional skills, the number of years you have spent in your profession. With more online, real-time compensation data than any other website, Salary com helps you determine your exact pay target

Search Economic Development Director Jobs in Farmersville, TX 😂

How to Become a CTO

SALARYRANGE FOR A ECONOMIC DEVELOPMENT DIRECTOR

\$68,695 to \$85,293

Employers: Price Your Company Jobs 🗿

View Average Salary for United States

ADJUST ECONOMIC DEVELOPMENT DIRECTOR SALARY:



Select State

For Employees



Analyze the market and your qualifications to negotiate your salary with confidence.



Search Job Optinings 🔞

Search thousands of open positions to find your next opportunity.

Location	Avg. Sal	ary EDC Director	
Location Abbott, TX	\$	69,044.00	
Location Abernathy, TX	\$	68,602.00	
Location Abilene, TX	\$	69,751.00	
Location Ace, TX	\$	73,568.00	
Location Ackerly, TX	\$	68,275.00	-
Location Addison, TX	\$	75,904.00	
Location Adkins, TX	\$	74,168.00	
Location Adrian, TX	\$	69,522.00	
Location Afton, TX	\$	68,275.00	
Location Agua Dulce, TX	\$	71,174.00	
Location Aiken, TX	\$	67,615.00	
Location Alamo, TX	\$	65,138.00	
Location Alanreed, TX	\$	68,849.00	
Location Alba, TX	\$	68,548.00	
Location Albany, TX	\$	68,470.00	
Location Aledo, TX	\$	73,561.00	
Location Alice, TX	\$	70,485.00	
Location Alief, TX	\$	77,594.00	
Location Allen, TX	\$	74,486.00	
Location Alleyton, TX	\$	77,029.00	
Location Allison, TX	\$	63,547.00	
Location Alpine, TX	\$	65,643.00	
Location Altair, TX	\$	77,029.00	
Location Alto, TX	\$	68,548.00	

Location Alvarado, TX	\$ 73,740.00	
Location Alvin, TX	\$ 75,473.00	
Location Alvord, TX	\$ 73,198.00	
Location Amarillo, TX	\$ 69,455.00	
Location Amherst, TX	\$ 67,615.00	
Location Anahuac, TX	\$ 73,650.00	
Location Anderson, TX	\$ 77,029.00	
Location Andrews, TX	\$ 67,615.00	
Location Angleton, TX	\$ 75,029.00	
Location Anna, TX	\$ 74,643.00	
Location Annona, TX	\$ 68,548.00	
Location Anson, TX	\$ 68,511.00	
Location Anthony, TX	\$ 65,966.00	
Location Anton, TX	\$ 67,655.00	
Location Apple Springs,		
TX	\$ 68,548.00	
Location Aquilla, TX	\$ 68,457.00	
Location Aransas Pass, TX	\$ 70,768.00	
Location Archer City, TX	\$ 68,635.00	
Location Argyle, TX	\$ 73,837.00	
Location Arlington, TX	\$ 73,682.00	
Location Armstrong, TX	\$ 65,782.00	
Location Arp, TX	\$ 68,548.00	
Location Art, TX	\$ 70,998.00	
Location Artesia Wells,		
TX	\$ 73,045.00	
Location Arthur City, TX	\$ 71,596.00	
Location Asherton, TX	\$ 73,045.00	
Location Aspermont, TX	\$ 68,470.00	
Location Atascosa, TX	\$ 73,329.00	
Location Athens, TX	\$ 71,596.00	
Location Atlanta, TX	\$ 69,031.00	
Location Aubrey, TX	\$ 74,137.00	
Location Austin, TX	\$ 74,492.00	
Location Austwell, TX	\$ 70,485.00	
Location Avalon, TX	\$ 74,255.00	
Location Avery, TX	\$ 68,548.00	
Location Avinger, TX	\$ 68,548.00	
Location Avoca, TX	\$ 68,470.00	
Location Axtell, TX	\$ 68,820.00	
Location Azle, TX	\$ 73,602.00	
Location Bacliff, TX	\$ 74,025.00	
Location Bagwell, TX	\$ 68,548.00	

Location Bailey, TX	\$ 74,643.00
Location Baird, TX	\$ 68,673.00
Location Balch Springs,	
TX	\$ 75,169.00
Location Ballinger, TX	\$ 68,470.00
Location Balmorhea, TX	\$ 66,035.00
Location Bandera, TX	\$ 73,045.00
Location Bangs, TX	\$ 68,470.00
Location Banquete, TX	\$ 70,525.00
Location Bardwell, TX	\$ 74,643.00
Location Barker, TX	\$ 77,110.00
Location Barksdale, TX	\$ 73,045.00
Location Barnhart, TX	\$ 68,470.00
Location Barry, TX	\$ 70,411.00
Location Barstow, TX	\$ 66,561.00
Location Bartlett, TX	\$ 68,914.00
Location Bastrop, TX	\$ 73,886.00
Location Batesville, TX	\$ 73,045.00
Location Batson, TX	\$ 72,856.00
Location Bay City, TX	\$ 77,029.00
Location Bayside, TX	\$ 70,565.00
Location Baytown, TX	\$ 75,633.00
Location Beasley, TX	\$ 77,029.00
Location Beaumont, TX	\$ 73,462.00
Location Beckville, TX	\$ 68,631.00
Location Bedford, TX	\$ 73,682.00
Location Bedias, TX	\$ 77,029.00
Location Beeville, TX	\$ 70,485.00
Location Bellaire, TX	\$ 77,635.00
Location Bellevue, TX	\$ 68,554.00
Location Bells, TX	\$ 74,643.00
Location Bellville, TX	\$ 77,029.00
Location Belmont, TX	\$ 73,045.00
Location Belton, TX	\$ 68,425.00
Location Ben Bolt, TX	\$ 70,485.00
Location Ben Franklin, TX	\$ 74,643.00
Caddo Mills, TX	\$ 76,643.00
Burleson, TX	\$ 73,561.00
Campbell, TX	\$ 74,643.00
Celeste, TX	\$ 74,643.00
Cooper, TX	\$ 71,596.00
Denison, TX	\$ 74,643.00
Farmersville, TX	\$ 74,643.00