

AGENDA

BENBROOK ECONOMIC DEVELOPMENT CORPORATION

**BEDC REGULAR MONTHLY MEETING
MONDAY, MAY 17, 2010**

**PRE-MEETING WILL BE CONDUCTED AT 6:30 P.M., FORMAL MEETING AT 7:00 P.M.
MUNICIPAL COMPLEX, 911 WINSOTT ROAD, BENBROOK, TEXAS**

ALL ITEMS ARE SUBJECT TO FINAL ACTION

- I. CALL TO ORDER**
- II. MINUTES**
 - A. Consider April 19, 2010 Meeting Minutes
- III. FINANCIALS**
 - A. Consider Financial Report Ending April 30, 2010
 - B. Consider Fiscal Year 2008-09 BEDC Audit
 - C. Consider Public Investment Act Requirements
- IV. DIRECTOR'S REPORT**
 - A. Business Improvement District/Public Improvement District
- V. NEW BUSINESS**
 - A. Consider Bellaire Bridge Construction Participation
- VI. UNFINISHED BUSINESS**
 - A. Consider Marketing Firm Engagement
 - 1. Retail Connection
 - 2. The Buxton Group
 - B. Consider Engagement of Web Page Design Firm
 - 1. Marketing Alliance, Inc.
 - 2. Ralph Bissey
 - 3. The Orasi Group
 - 4. ED Suites
 - C. Consider WebQA, Inc. Benbrook Business Marketing Proposal
 - D. Consider Revised Bylaws
- VII. BOARD OF DIRECTORS COMMENTS** – Members of the BEDC Board of Directors may request future discussion items be placed on BEDC agendas.
- VIII. INFORMAL CITIZEN COMMENTS** - State Law prohibits any deliberation of or formal action regarding items presented in informal citizens comments. The BEDC Board of Directors may only make a statement of specific factual information given in response to the inquiry, recite an existing policy, or request staff place the item on an agenda for a subsequent meeting
- IX. ADJOURNMENT**

CERTIFICATE

I certify that the above agenda giving notice of meeting was posted on the bulletin board at the City Hall of the City of Benbrook, Texas, on the _____ day of _____, 2010 at _____ o'clock.

Executive Director
Benbrook Economic
Development Corporation.

THIS FACILITY IS WHEELCHAIR ACCESSIBLE. FOR ACCOMMODATIONS, OR TO INFORM US OF INACCESSIBILITY TO THIS MEETING, PLEASE CONTACT RON RAINEY, EXECUTIVE DIRECTOR OF ECONOMIC DEVELOPMENT, AT 817-249-6990. CALL 48 HOURS IN ADVANCE FOR SIGN INTERPRETATIVE SERVICES.

MINUTES
BENBROOK ECONOMIC DEVELOPMENT CORPORATION
Board of Directors
Regular Meeting
Benbrook City Hall
April 19, 2010

I. CALL TO ORDER

The regular meeting of the Benbrook Economic Development Corporation Board of Directors was called to order at 7:01 p.m. Monday, April 19, 2010, in the Council Chambers in City Hall at 911 Winscott Road. The presiding officer was President William Higgins. A quorum was present, including the following:

William Higgins, President
Dennis Wood, Secretary
John Castro, Treasurer
Ron Sauma
Tony Rutigliano
Jim Wilson
Rickie Allison

Staff Present: Ron Rainey, Executive Director
Patricia L. Taber, Marketing and Financial Director

Also Present: Kyle Carr, Citizen
Mark Weilenman, Marketing Director, Marketing Alliance, Inc.
John Abbate, President, Marketing Alliance, Inc.
Chas Stoker, Territory Business Manager CommunityID® Division,
Buxton Company
Bryan Spain, President, Development Division, Buxton Company

II. MINUTES

a. Minutes of Regular Meeting March 15, 2010 –

Mr. Rickie Allison made a motion to approve the Minutes of the Regular Meeting of March 15, 2010, as presented. Mr. Ron Sauma seconded the motion. President William Higgins called the vote. The motion carried with six ayes and one abstention by Mr. Dennis Wood.

III. FINANCIALS

a. Financial Report for Period Ending March 31, 2010 –

Mr. Rickie Allison made a motion to approve the Financial Report for the period ending March 31, 2010, as presented, with the suggestion that more detailed information on items be provided to the Board in future reports. Mr. John Castro seconded the motion. President William Higgins called the vote. All voted aye and the motion carried.

b. Consider BEDC Audit of Fiscal Year 2008 – 2009 - Executive Director Ron Rainey reported the BEDC staff was contacted by the auditor, Weaver, and a draft of the audit for the Fiscal Year 2008-09 should be received within the next week. No action necessary.

IV. DIRECTOR'S REPORT – No report.

V. NEW BUSINESS –

- a. **Consider WebQA, Inc. Go To Meeting Presentation – Chris Musielak** – Mr. Musielak gave a brief presentation by conference call and internet projection, with a short question and answer period following. No action taken.

VI. UNFINISHED BUSINESS

- a. **Consider Marketing Firm Engagement Presentations**
 - i. **Retail Connection – Joey Grisham** – Mr. Grisham was unable to attend.
 - ii. **The Buxton Group – Chas Stoker** – Mr. Stoker and Mr. Bryan Spain gave a brief re-cap of the previous presentation by the Buxton Group, with a brief question and answer period following.
 - iii. **Marketing Alliance, Inc. – Mark Weilenman** – Mr. Weilenman and Mr. Abbate conducted a 3-D presentation of services provided by their company, together with background on website construction.
No action taken.
- b. **Consider Web Page Design Firm**
 - i. **Ralph Bissey**
 - ii. **The Orasi Group**
 - iii. **EDSuites**
No action taken.
- c. **Consider Revised Bylaws** – Mr. Rickie Allison proposed the BEDC Board postpone any action on this matter and recommended a Work Session to be scheduled on Thursday, May 13, 2010, at 6:00 p.m., North Conference Room, City Hall, to discuss changes and revisions to the Bylaws.

VII. BOARD OF DIRECTORS' COMMENTS – Members of the BEDC Board of Directors may request future discussion items be placed on BEDC Agendas.

- a. Mr. Tony Rutigliano requested discussion of the item “PID” (Public Improvement District) be included on the Agenda for the Regular Meeting to be held on Monday, May 17, 2010, with the BEDC staff researching said item prior to the meeting.

VIII. INFORMAL CITIZEN COMMENTS – None

IX. ADJOURNMENT

There being no further business, the meeting adjourned at approximately 9:00 p.m.

Attesting Officer

Presiding Officer

11:00 AM
 05/10/10
 Cash Basis

Benbrook Economic Devt. Corp.
Profit & Loss
 October 2009 through April 2010

	<u>Oct '09 - Apr 10</u>
Ordinary Income/Expense	
Income	
4101 · EDC Sales Tax	468,044.60
4121 · Interest Earned	4,211.34
4122 · Pinnacle CD interest earned	876.71
4131 · Sign Rental Fees	1,050.00
4181 · Land Sales	6,069.50
4191 · Lease/Note Payments	126,429.31
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Total Income	606,681.46
Expense	
5000 · Personnel Expenses	
5001 · Salaries	81,967.79
5003 · Stability Pay	4,681.73
5006 · FICA/Medicare	5,726.85
5007 · Insurance	9,057.39
5008 · Retirement	11,439.41
5009 · Workmen's Compensation	9.19
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Total 5000 · Personnel Expenses	112,882.36
5100 · Supplies & Materials	
5111 · Office Supplies	1,520.19
5112 · Postage	105.49
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Total 5100 · Supplies & Materials	1,625.68
5200 · Contractual Services	
5211 · Professional Services	420.00
5213 · Legal Services	9,872.00
5216 · Accounting Services (Accounting Services)	3,107.00
5217 · Planning Services	2,735.19
5222 · Auto/Travel/Entertainment	
5222B · Travel	75.72
5222C · Meals	271.33
5222 · Auto/Travel/Entertainment - Other	33.09
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Total 5222 · Auto/Travel/Entertainment	380.14
5252 · Utilities - Electricity (Electricity - Monument S...	187.87
5254 · Telephone	1,972.69
5281 · Dues & Memberships	2,095.00
5283 · Training	670.00
5288 · City Contract (Office Lease)	2,062.50
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Total 5200 · Contractual Services	23,502.39
5300 · Repair & Maintenance	
5311 · Auto Maintenance (2004 Expedition)	4,156.29
5300 · Repair & Maintenance - Other	0.00
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Total 5300 · Repair & Maintenance	4,156.29
5400 · Capital Outlay	
5410 · Land Acquisition	126,429.31
5434 · CO - Office Supplies	3,404.53
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Total 5400 · Capital Outlay	129,833.84
5700 · Other Professional Services	
5705 · Industrial Park Sign	0.00
5709 · Marketing Tools	8,900.64
5714 · Marketing Venues	0.00
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Total 5700 · Other Professional Services	8,900.64
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Total Expense	280,901.20
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Net Ordinary Income	325,780.26
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Net Income	325,780.26