



MEMO

To: Mayor and City Council Members
From: Scott Jones, Economic Development Director
Date: April 20, 2022
RE: **February 28th to March 12, 2022**

Onboarding, staff and IT familiarization;
New equipment and training/setup; new employee orientation;
Attended Chamber of Commerce Board Meeting and City Staff Meeting;
Set and attended 3 developer meetings and 2 city real estate tours;
Planned future advertising with Mayor and Interim City Manager;
Researched Economic Development Organizations, rules, structures and funding mechanisms;
Attended City Council Meeting 4/6;
Performed 1 city broker/developer real estate tour;
Researched and procured property database subscription, requested training on same;
Responded to multiple inbound property calls;
Meetings/calls with 3 "Manor EDC" partners;
Joined Austin Chamber Regional Partnership and placed on project/RFP list, call with their SVP of Economic Development, Charisse Bodish;
Researching area ED strategic plans, seeking meetings with regional ED Directors.