



Executive Director's

The following is a general summary of my activity. October

Administration: Continue working from home. Still trying to figure out QuickBooks and continue to look for assistance.

Networking/Meetings: Met with the Owner of Happy Face Daycare. They purchased the Old Dollar General and will be putting a daycare in there. They are interested in what kind of incentives EDC or the city can offer. Met with Brazosport Cares Bulldog Marketplace. They have made some changes to the building and are interested in knowing what the EDC could offer.

Industrial Park: Met with Kaydi and David to discuss the Industrial Park. Ask Trilogy to go ahead and start submitting drawings to get the ball rolling on that. They are working with Stark and his engineer and his drawings. Talked with them about the water tie in, electrical and sewer. Met with Stark about mowing bid.

Business Improvement/Incentive Applications/Block Grant:

Dairy Mart submitted a Block Grant. Hart's Automotive submitted a Block Grant. Equipment Share submitted an Incentive application for the industrial park.

The following is a general summary of my activity. November

Administration: Continue working from home. I have been taking QuickBooks tutorials. Sent all approved up to date EDC minutes to Kaydi to post on the website. Worked on Monday meetings agenda. Worked on end of the month and end of the year files. Sent a welcome letter to Brian and Neal. I started working on their EDC binders. Went to storage to pull Apache and P66 files.

Networking/Meetings: QuickBooks webinar – how to run reports to find errors in your QuickBooks. Keys to cleaning up mistakes.

Industrial Park: I spoke with Stark about progress on his building. He is waiting for electricity. I spoke to TNMP, and I must fill out an application in Power Clerk that requires drawings.

Business Improvement/Incentive Applications/Block Grant:

I spoke with Equipment Share and they want to move forward. He will schedule a meeting with me next week.

Hart's Automotive will move forward and provide a paid invoice for reimbursement when the work is done.

The following is a general summary of my activity. December

Administration: Continue working from home. Brittanie and I have been working on cleaning up QuickBooks. Getting ready for the audit that goes along with the city audit.

Networking/Meetings: Spoke with Stewart's about their performance agreement – they are getting paperwork on sales tax and how many employees together to report to the EDC board. I attended the Bulldog Market Grand Opening. Met with Nina Christie, realtor that will be handling the sale of Stewart's. I met with the students that will be working on the EDC Newsletter. Emails with David Jordan about sewer expansion.

Industrial Park: I spoke with Stark. He has completed mowing and will spray around certain areas to keep grass from growing. I have been speaking with Grant, the utility consultant working with TNMP on the electrical at the industrial park.

Business Improvement/Incentive Applications/Block Grant: