

18-36

INTERLOCAL COOPERATION CONTRACT OR AGREEMENT

Pursuant to provision of Chapter 791, Interlocal Cooperation Contracts, Section 791.011, State of Texas Government code, this contract entered into by and between Wood County, Texas acting herein by and through its duly elected and qualified County Judge, duly hereunto authorized by action of the Commissioners Court of Wood County and the City of Mineola acting through their duly elected and qualified Mayor respectively, duly hereunto authorized by action of their respective City Council of said city, witnesses as follows:

1. Wood County Industrial Commission will provide a county-wide Economic Development and Tourism Plan. *None*
2. Wood County Industrial Commission will employ an Executive Director for the entire county to develop and coordinate the county-wide Economic Development and Tourism Plan as required by Texas Government Code. The Executive director will be an employee of Wood County. *N/A*
3. Wood County shall provide necessary administrative support for the continued development and implementation of the Economic Development and Tourism plan through the activities of the Executive Director. *Limited*
4. The Cities of Wood County shall annually contribute a collective amount of \$19,282.65 for the development and implementation activities of the Wood County Industrial Commission Executive Director. Said Cities' annual contribution shall be divided on a pro-rata basis (\$1.57 per resident), based on the Cities' population. The City's contribution will first be expended in support of administrative operations, after which the County budget monies will provide the bulk of the funds needed.

FY 2018-2019

City of Alba	\$ 1,000.00
City of Hawkins	\$ 2,006.46
City of Mineola	\$ 7,088.55
City of Quitman	\$ 3,187.10
City of Winnsboro	\$ 5,391.38
City of Yantis	\$ 609.16
Total	\$19,282.65

COPY
Reference For Only

Said parties are in agreement to the above terms of this contract or agreement.

Mayor *[Signature]* ***City of Mineola*** Date 8/27/18

Accepted and Agreed Upon By Wood County Judge *[Signature]* Date _____

Pct. 1 Commissioner *[Signature]* Date 11-16-18

Pct. 2 Commissioner *[Signature]* Date 11-16-18

Pct. 3 Commissioner *[Signature]* Date 11-16-18

Pct. 4 Commissioner *[Signature]* Date 11-16-18

WCIC Chairman _____ Date _____

WCIC Exe. Director *[Signature]* Date 11/20/18



P.O. Box 578, Quitman, Texas 75783
311 County Road 2355, Mineola, Texas 75773
Phone: 903-768-2402/ Fax: 903-768-2403



Executive Director: Kiki Bettis
Email: woodcic@peoplescom.net
Website: www.woodcountytexas.com

December 27, 2018

City of Mineola
Mercy Rushing, City Manager
PO Box 179
Mineola, TX 75773

To Ms. Mercy Rushing,

In response to your open records request dated December 26, 2018, for copies of the last four years 2018, 2017, 2016, and 2015 financial information in regards to the following:

1. HOT Funds Grants given to all the Cities and how much to each city organizations and businesses within Wood County;
2. UCC (Unclaimed Capital Credit Funds) that were spent as grants to give to Cities or each city organizations or any businesses within Wood County;
3. Job Description for WCIC's Executive Director;
4. WCIC's current Economic Development Plan and Tourism/Marketing Plan for Wood County that was approved by WCIC or/and County.

Enclosed are the documents that are responsive to your request with the exception of (#4) the Economic Development and Tourism/Marketing Plans. At the December meeting the Board Chair (Gerald Elliott) mentioned preparing a Comprehensive Plan (for Economic Development and Tourism) for the County. It was then decided to put the item on the January agenda for further discussion and any potential decision making. I will provide you with an update following the January meeting.

Also, I have enclosed copies of the meeting minutes reflecting the board's decisions on those particular items.

If you need any additional information or have questions with the documents received, please do not hesitate to contact me as I will be more than happy to assist.

Sincerely,

A handwritten signature in blue ink that reads "Kiki Bettis".

Kiki Bettis
Executive Director Economic Development
Executive Director Marketing & Tourism



Wood County Industrial Commission Executive Director Job Description

2017 SEP -8 AM 10:34
COUNTY CLERK, WOOD CO TX

Title: Executive Director of Economic Development & Tourism
Wood County Industrial Commission (WCIC)

Reports to: Works under the direct supervision of the Wood County Judge and Commissioners Court through established policy and program guidelines set forth by that Court and State of Texas.

Position summary: As Executive Director, perform highly professional management and administrative work in planning, organizing, coordinating and directing the economic development and tourism programs under the control of the WCIC, including active efforts to attract industry, commerce and tourism. In accordance with direction provided by the Board of Directors, the Executive Director is expected to exercise a high degree of independence, initiative and professional expertise in the administration of the WCIC's economic development and tourism programs.

Essential Function Statements- Essential responsibilities and duties may include but are not limited to the following:

Operations- Organize, manage and direct the ongoing operations of the WCIC

1. Serves as the Chief Executive of the Wood County Industrial Commission and is responsible for all day-to-day activities of the organization.
2. Develops and implements goals and objectives and work tasks in accordance with direction provided by the Board of Directors.
3. Develops long-range set of plans, policies and procedures for the Industrial Commission's economic development and tourism programs in accordance with direction provided by the Board of Directors.
4. Prepares, presents and administers the budgets (General Fund & Hotel Occupancy Tax Fund) in accordance with program goals and objectives.
5. Formulates agendas and provides support to the WCIC Board of Directors.
6. Maintains the record of minutes, policies, procedures as well as legal and financial records for the WCIC.
7. Attend workshops, conferences, seminars, conventions and other meetings to represent the Industrial Commission.
8. Actively participate in appropriate professional organizations to maintain awareness of leading edge or best practices in economic development and tourism programs.



Wood County Industrial Commission

Executive Director Job Description

Business Development- Development and implement programs to retain current businesses and attract new business investment and employment in the County.

1. Identify and pursue businesses and services desired by the residents of Wood County.
2. Develop and maintain regional, statewide and national real estate and site location consultant networks.
3. Coordinate prospect visits, meetings, tours, luncheons, etc. as necessary to market the County.
4. Remains current on regional and state incentives and business development and relocation and expansion trends and activities.
5. Negotiates complex business development agreements and incentives for approval by the WCIC Board, Commissioners Court and other governmental agencies as necessary.
6. Assists new and existing firms with financing information from federal, state and local sources.
7. Maintain confidentiality when desired by potential prospects.

Tourism- Plan and oversee the development, implementation and oversight of tourism programs and initiatives; to coordinate assigned activities with other departments and outside agencies.

1. Develop and implement tourism goals, objectives and work tasks.
2. Research, prepare and administer the hotel occupancy tax budget to include cooperation with hotel representatives and other tourism-related constituents.
3. Actively participate in appropriate professional organizations to maintain awareness of leading edge or best practices in tourism programs.
4. Effectively manage time and resources to meet multiple project deadlines.
5. Administrative responsibility related to tourism programs and projects.
6. Provide outside vendor information and assist in maintaining events calendar and prepare related documentation as required.
7. Handle festival related questions from vendors, suppliers, citizens and visitors in a courteous and efficient manner where by phone, email, or in person.
8. Maintain accurate databases and files for festivals and events.
9. Develop promotional materials, pamphlets, giveaways, etc. appropriate for representing the County in a variety of marketing formats.
10. Develop and implement event marketing strategies.

Wood County Industrial Commission

Executive Director Job Description

11. Develop a broad base of vendors, contractors, community volunteers and corporate group volunteers.
12. Develop strong planning and strategic cooperatives with local merchants.
13. Flexible work schedule- must be willing to work irregular hours and have flexible schedule hours for weekends and limited holidays.

Marketing

1. With participation from the Board of Directions and other “partner organizations” develop and implement a targeted marketing plan, where in special effort is made to attract and encourage specific types of businesses to locate or expand, consistent with the overall economic development strategy.
2. Participates in national, regional and local marketing opportunities (i.e. trade shows, conferences, significant events, familiarization tours, and marketing trips to businesses).
3. Creates and prepares news releases, website content, newsletters and other publications
4. Develops and prepares marketing brochures and materials for business development
5. Promotes the general public’s impression of the County and WCIC
6. Work with developers and businesses, and the commercial real estate brokerages to encourage development in the County.
7. Maintains and updates the WCIC website as necessary

Research & Planning- Develop and maintain accurate data and resources necessary to support the goals and objectives of WCIC

1. Assemble, develop and analyze demographic and economic information for internal and external use; prepare and present analytical and statistical reports on operations and activities as needed.
2. Prepare and maintain community profile data to respond to requests for information for economic development purposes.

Community, Regional and Governmental Partnerships- Develop and nurture community relationships and organizational partnerships

1. Establishes and maintains positive relations with City and County departments, outside agencies, regional, state and national economic development organizations
2. Develops and maintains liaison activities with regional, state, federal agencies as appropriate to remain current as well as to provide input on economic and legislative activities affecting WCIC, Wood County and the region.

Wood County Industrial Commission

Executive Director Job Description

3. Represent Wood County at legislative hearings, meetings with governmental agencies and officials and advisory committees as appropriate.
4. Advise the WCIC Board of Directors on matters on legislation affecting the organization.
5. Attends and participates in community functions beneficial to the WCIC.
6. Prepares and delivers professional presentations as needed to civic organizations, business organizations, or other parties interested in the economic development of the County.
7. Establishes and maintains positive relationships with media.

Marginal Functions- Airport Board "Volunteer" contributions

1. Open and prepare the daily use of the Terminal Building
2. Pick up, update, and replace print materials. Post/remove ad and promotional material as necessary.
3. Check cash box and document sales activity (cash accountability). Purchase and resupply beverages, snacks, cleaning supplies, and paper products.
4. Empty trash and clean terminal building as necessary (Every other Sunday alternates with paid service- report cleaning service hours to Airport Board for payment).
5. Issue and accept courtesy car keys.
6. Maintain database for annual Airport Luncheon and send announcements/track RSVPs. Assist with annual luncheon check-in.
7. Respond to questions from Airport visitors- assist as necessary.
8. Receive packages for pilots and Airport board as well as provide copier assistance.
9. Maintain terminal building conference room meeting schedule and reservations.
10. Notify Airport Board of problems or issues requiring action or correction as necessary.

Note: *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 County Judge and Commissioners Court when/or if these changes occur.*