

FY2012 Work Plan

Olmos Park Economic Development Corporation

The goal in this Work Plan is to help the Economic Development Corporation organize and develop a framework and processes that allow overall communication and complete transparency in the identification of project(s). The Olmos Park Economic Development Corporation (EDC) sets forth the following FY2012 Work Plan for the period ending September 30, 2012:

1. Complete required statutory training

The Board President is required to receive special Economic Development Corporation related training. Pursuant to the guidelines adopted by the City Council, all Board members are to take Economic Development Corporation training. Board members also have the responsibility to take specific training related to Open Records and Open Meetings Acts and to become familiar with the contents of the Olmos Park Economic Development Handbook (see <http://olmospark.org/edc11-07-23.pdf> for more details). Complete this training in short order. (Responsible parties: Andres, Board)

2. Mission Statement

Gather community input (including City Council and Stakeholders) and consider feedback related to a Board-developed draft Mission Statement. After consideration of community input, finalize the Mission Statement and seek Council approval. (Responsible parties: Facilitator, Board, Community, Council)

3. Develop Project Selection Process and implement Committee Structure

In its work session, the Board determined that it is essential to develop a Project Selection Process that solicits and considers community input. Develop this process for project consideration and organize the Board into Committees to address specific Projects. Specifically, the Committees will engage the Community* to ascertain interest, viability and execution strategies for the Projects. (Responsible parties: Enzo, Stacey, Board)

4. Community Collaboration

The EDC will develop a proactive collaboration plan to reach out to the Olmos Park Community. The EDC will develop guidelines to exceed communication expectations to the Community to exchange information and develop possible projects. Additionally, the EDC will assign Board members to liaise with Olmos Park stakeholder groups - including but not limited to:

- Residents (Council and EDC Board)
- Business and Property Owners (Jenny)
- City Council (Andres)
- Planning & Zoning (Stacey)
- Board of Adjustment (Enzo)
- City Staff (Mike)
- Streetlight Committee (Diana)
- Communications Committee (Pat)
- Roundabout (Diana)
- Welcome Committee (Pat)
- Friends & Neighbors (FAN) (Deb)
- Other (EDC Board)

5. Contract Services

Consider the engagement of independent contractor services such as Bookkeeper, aimed at facilitating the professional delivery of corporate operational requirements and good business practices.

(Responsible parties: Board)

6. Projects

Identify short-and long-term projects and develop execution plans including studies, design, budget, timeline, operations and maintenance, and funding sources. Present to the Community, gain consensus and submit to Council for approval. Conclude with Project execution.

(Responsible parties: Board)

* To the EDC, Community means Stakeholders and City Council. Stakeholders Groups include Council Committees and Community organizations.