



9-9-14

MEDC President's Report:

Ladies and Gentlemen, the following is a brief outline of operational issues that are on my radar screen and in the process of being addressed. Again, this is a brief bullet pointed listing and I will be more than happy to answer any questions or go into further detail.

Communication:

- Interim City Manager Muehlenbeck and I have begun weekly meetings first thing each Friday morning schedule permitting. We are also working closely together on pushing the gateway development project forward.
- MCDC Executive Director Schneible and I continue to meet regularly to stay up to date on operational issues as well as ways we can best leverage one another.
- MEDC is having weekly staff meetings to ensure that staff has what they need to succeed and that we remain focused as a TEAM.
- MEDC's Cayti Stein is participating regularly in the Joint Marketing Meeting with Coco Good and other stakeholder organizations.
- I continue to attend all City Council Meetings when in town as well as MCDC Board Meetings, Airport Board Meetings, and McKinney Alliance Board Meetings.

Staffing:

- We have put the comptroller position on hold and plan to re-classify this position to another skillset for several reasons. However, some reasons include: a concern on behalf of CM Muehlenbeck regarding the need to supplement internal finance resources to that level, wanting to give our new Admin. Deb Hass time to get up and running to reassess need and more clearly identify where the greatest need for additional manpower lies. Additionally, our administrative transfer fee increased from \$94,614.00 to \$160,000.00 and we feel we may need additional admin support.
- Administrative Assistant: Deb Hass has hit the ground running and we are looking very forward to the positive impact she will bring to the team. However,

5900 S. Lake Forest Dr. Suite 110
McKinney, TX. 75070

O: 972-547-7651
F: 972-562-1222
Toll Free: 800-839-6259

www.McKinneyedc.com

she gets lunch, vacation, and unfortunately may get sick and we have no back-up. Additionally, after transferring internally from another department, Deb has mentioned that the workload over here for an Administrative Assistant is significantly higher than where she transferred from and one admin position may not be sustainable with the amount of activity that goes on over here. We are looking at options and myself and Cindy Schneible are discussing best options.

- Lastly, all staff reviews are completed (Abby, John, and Cayti) Chad just had a 6 month review which is required at the 6 month mark of employment so he will not be re-reviewed at this time.

Operational:

- **GATEWAY:** CM Muehlenbeck and myself have received a proposal from Lincoln Properties and have met once to discuss. We will be putting together some thoughts for our response (once we update some internal cost numbers which is in process) and re-calling a committee meeting to lay them out.
- **McKinney National:** There has been a committee created between the City Council, MEDC Board, and Airport Board to work together as a strategic planning committee for McKinney National. MEDC's representatives are Darrell Tate, Lance Lindsey, and Robbie Clark. We are awaiting a follow up committee meeting in which staff will be integrated to receive direction on roles and responsibilities of each organization. Additionally, myself, Ken Weigand, Mark Jaraczewski, and Jose Madrigal are working together to renew the TI lease. They are asking for some repairs and updates to the hangar and we are working through those issues.