

## MINUTES

**Universal City Economic Development Corporation  
Regular Meeting, March 14, 2019  
Council Chambers, City Hall, 2150 Universal City Blvd**

1. **CALL TO ORDER:** President Crow called the meeting to order at 5:00 PM.

2. **QUORUM CHECK:**

Board Members Present

Dick Crow, President

John DiPiero, Vice President

Richard Neville, Treasurer

Lenny Dagg, Secretary (arrived at 5:02 PM)

Gene Carlson, Director

Roland Hinojosa, Director

Board Members Absent

Bear Goolsby, Director

**INTRODUCTION OF GUESTS:**

4. **OLD BUSINESS:**

A. Approval of Minutes for Regular Meeting:

Mr. Neville moved to approve the minutes of 14 February 2019. Mr. Hinojosa seconded the motion. The minutes were unanimously approved.

B. Financial Report:

Mr. Neville outlined the bills to be paid.

**Subject to an audit, Mr. Dagg moved to approve the bills to be paid. Mr. DiPiero seconded the motion; the motion was approved on a 6/0 vote.**

5. **NEW BUSINESS:**

**A. Consider:** The First Amendment to the Performance Agreement for 317 E. Aviation.

Ms. Mueller stated that because the final cost of the project did not meet requirements of the first agreement, it was recommended by legal counsel that the EDC amend the performance agreement language to read "the UCEDC shall reimburse the Contracting Parties the lesser of either 50% of the demolition project costs or \$6,315.00."

**Mr. DiPiero moved to approve the First Amendment to the Performance Agreement for 317 E. Aviation. Mr. Dagg seconded the motion; the motion was approved on a 6/0 vote.**

B. **Consider:** The appointment of Executive Director.

Ms. Turner proclaimed that she will become City Manager on May 1, 2019. In preparation for that transition, she has been training Regina Carmona and Kristin Mueller to assume economic development. In January 2019, the City promoted Ms. Mueller to Director of Economic Development and recommends the UCEDC confirm that decision by voting to appoint her as Executive Director.

The Board questioned who had the authority to appoint an Executive Director and how the salary of the position would be paid. Ms. Turner answered that the EDC Bi-Laws and Articles of Incorporation are silent on the appointment of an Executive Director but that the authority to hire City staff lies with the City Manager. Out of precaution she suggested that the EDC confirms that decision by voting to appoint her. She also stated that the payment of the salary would be structured the same way as it is now; a portion coming from the General Fund and a portion coming from the EDC budget.

**Mr. DiPiero moved to appoint Kristin Mueller as Executive Director of the Universal City Economic Development Corporation. Mr. Dagg seconded the motion; the motion was approved on a 6/0 vote.**

C. **Next Meeting:** Thursday, 11 April 2019 at 5:00 PM, Council Chambers

6. **STAFF REPORT:**

- Status of Projects: Ms. Mueller gave an update on the economic development projects throughout the City.

7. **PUBLIC COMMENT:** No one from the public spoke.

8. **ADJOURNMENT:** The meeting adjourned at 5:27 PM.

---

Dick Crow, President