



**MINUTES OF THE MEETING OF THE
LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION
Wednesday, April 29, 2015**

I. Call to Order and Determine If Quorum is Present

Board President Stephen Ynostrosa called the meeting to order at 6:32 p.m. Board Vice President Claude Guerra, Board Treasurer Mike McCarley, Board Member Rudy Garcia, Board Member Georgia Zannaras and Board Member Joe Sanchez were present, constituting a quorum. Board Secretary Dave Gannon was absent. Also in attendance was Staff Liaison Claudia Mora, acting as recording secretary. The Board Attorney was not present but was excused.

II. Budget Work Session to Discuss FY 2016 Budget to include All Items Related to Contractual Services and Personnel Expenses

Staff Liaison Mora presented information regarding the proposed amounts for the Contractual Services budget. This section includes Professional Services, Contractual Services (a separate line item and not the within the budget section of the same name), Utilities, Advertising, Travel, Membership Dues, and EDC Project Funding. Ms. Mora also provided information on the LVEDC's personnel expenses with regard to the amount to be designated for the administrative services agreement between the City of Leon Valley and the LVEDC. Staff reminded the Board that the amount for the Contractual Services line item funded the Economic Development Administrative Assistant position. Staff also clarified that the Board attorney's fees were paid for under the Professional Services line item in the budget. In addition, consultant contract fees like those for Patterson & Associates and The Retail Coach are paid from the Professional Services Line item.

Discussion ensued regarding the status of consultant contracts and projected payments for those contracts. In addition, the Board discussed pending project funding.

III. Presentation, Discussion and Possible Action on a Budget Adjustment to add up to \$200,000 of Previously Unbudgeted LVEDC Funds from the LVEDC's Money Market Account to the Professional Services Line Item of the Current Fiscal Year Budget

Staff reported that the current Fiscal Year budget is \$440,000. Approximately 80% of the budget is made up of funding for Professional Services and EDC Project Funding. Staff estimated that the Professional Services line item would be short approximately \$69,000 by the end of the current fiscal year.

Staff projected that some expenses could be covered by moving money from other line items but that amount would not meet the projected figure. Ms. Mora provided an explanation of how she arrived at \$200,000 -- \$20,000 per month for six months on legal fees, payments to consultants approximately \$24,000 over the next six months, and the possible influx of applications for the Façade and Signage Program at approximately \$50,000. Staff rounded the figure up to \$200,000.

Discussion ensued regarding the estimate on the budget adjustment. Feeling comfortable with proposed amount, the Board decided to support the budget adjustment for Professional Services and/or Contractual Services. Board Member Sanchez moved to accept the budget adjustment. Board Member Garcia seconded the motion. The motion carried by voice vote.



IV. Discussion and Possible Action on Issuing Requests for Proposal for Any and All Contractual Services

Staff presented a draft request for proposal (RFP) borrowed from the City of Leon Valley. Discussion ensued on the uses for the RFP. Also discussed was a request for qualifications (RFQ) process. Staff explained that the modifications to the document would include asking for specific qualifications from firms. Staff was asked whether an RFP or RFQ process has to be done for all contractual services. Ms. Mora did not know the answer but said she would contact Mr. Russell Gallahan at the Comptroller's Office. Staff was also asked to check on special certification needs for firms providing services to the LVEDC.

No action was taking on this agenda item.

The Board asked for a Special Meeting be set up in May for a closed session to get an update from the attorneys on the lawsuit.

V. Adjournment

Board Vice President Guerra moved to adjourn the meeting. Board Member Zannaras seconded the motion. The motion carried by voice vote. The meeting was adjourned at 9:27 p.m.

A handwritten signature in blue ink, appearing to read "Synat", is written above a horizontal line.

Stephen Ynostrosa
Board President

A handwritten signature in blue ink, appearing to read "DG", is written above a horizontal line.

David Gannon
Board Secretary