



**MINUTES OF THE MEETING
OF THE
LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION
Wednesday, August 26, 2015**

Prior to the commencement of the meeting, new Board Member Patricia Manea was welcomed by the Board. Board President Stephen Ynostrosa swore in Board Member Manea.

I. Call to Order and Determine If Quorum is Present

Board President Stephen Ynostrosa called the meeting to order at 6:50 p.m. Board Treasurer Mike McCarley, Board Member Rudy Garcia, Board Member Georgia Zannaras, Board Member Joe Sanchez and Board Member Patricia Manea were present, constituting a quorum. Also in attendance were Staff Liaison Claudia Mora, acting as recording secretary, and Economic Development Administrative Assistant Ana Federico. Board Attorney Jessie Lopez was present. Interim City Manager Hank Brummett was also in attendance.

Some of the agenda items for this meeting were taken up by the Board out of agenda order. For the purposes of the minutes, the agenda items will be reported in their numerical order.

II. Closed Session in Accordance with the Texas Government Code.

The City of Leon Valley Economic Development Corporation Board will Convene in Closed Session:

- A. Pursuant to Tex. Gov't Code Ann. § 551.071 (1),(2) consultation with attorney regarding *Larry Little v. Leon Valley EDC*;
- B. The City of Leon Valley Economic Development Corporation Board will Reconvene into Open Session and may take action on the Closed Session Items

The LVEDC and City Council went into closed session at 9:19 p.m.

The LVEDC and City Council returned to open session at 10:01 p.m. No action was taken in closed session

III. 7:00 p.m. – Public Hearing, Presentation, discussion and Possible Action on Façade and Signage Program Funding: Up to \$10,000.00 to Marcario De Alba and Bring Your Own Parts; Up to \$5,222.36 Adrian De Los Reyes – Farmers Insurance

The Public Hearing was opened at 7:08 p.m. Staff presented the application of Marcario De Alba and Bring Your Own Parts requesting \$10,000.00 to make repairs to the exterior of the building including window framework, overhang and eaves repairs, painting, and repairs to the garage doors in front of the building facing Bandera Road. Discussion ensued regarding the garage doors and painting of the building.

Staff presented the application from Adrian De Los Reyes and Farmers Insurance for \$5,222.36. The application was for signage, exterior and interior. The Board expressed concern for the interior signage; signage should be for the exterior to attract business.

The Board asked that there be language in the performance agreements that certain milestones would need to be met by the grantees. The Board asked that staff be clear with the applicants regarding the guidelines of the program and the acceptable façade and signage improvements. Also, the Board discussed doing a review of the guidelines and draft agreements to make changes that would clarify some things. A suggestion was made to include language in the guidelines and agreements that each applicant and grantee must be in compliance with all codes and requirements of the City of Leon Valley.



Staff informed the Board that the businesses would not be reimbursed until they provided proof of payment for their improvements and signs.

Board Secretary Gannon moved to approve the Façade and Signage grant application for Marcario De Alba and Bring Your Own Parts for up to \$10,000.00, provided that Mr. De Alba present paid receipts for \$20,000.00, the total project cost. Board Member Manea seconded the motion. The motion carried by voice vote.

Board Member Zannaras moved to approve the Façade and Signage grant application for Adrian De Los Reyes and Farmers Insurance for up to \$5,222.36 and that the grant project not include the sign for the interior of the building. Board Member Garcia seconded the motion. The motion carried by voice vote.

The public hearing was closed at 7:39 p.m.

IV. Citizens to be Heard

There were none.

V. Consideration of LVEDC Minutes – June 3, June 10 (amended), June 24, July 2 and July 28, 2015

Board President Ynostrosa mentioned that more information needed to be included in the June 10th minutes which are material to the lawsuit. He felt it was important to include comments made by LVEDC Litigation Attorney Gaines Griffin and comments made by the Mayor. He asked that the June 10th minutes be tabled until those comments and information were added.

Board Secretary Gannon moved to approve the minutes of June 3rd, June 24th, July 2nd and July 28th, and to table the minutes of June 10th until amended. Board Member Garcia seconded the motion. The motion carried by voice vote.

VI. Financial Report by LVEDC Treasurer and Consideration

Board Treasurer McCarley reported that as of August 26, 2015 the balance in the checking account was \$95,272.37. He reported that the money market account balance was \$311,398.43. The total in the bank was \$406,670.80.

VII. Presentation, discussion and Possible Action on Amendments to the City of Leon Valley Economic Development Corporation Bylaws

Board Secretary Gannon moved to table this agenda item. Board Treasurer McCarley seconded the motion. The motion carried by voice vote.

VIII. Presentation, Discussion and Possible Action on the FY2015-2016 Budget

Staff Liaison Mora presented a draft budget, based on previous comments from the Board.

Discussion ensued. The Board discussed cutting advertising and professional services. The Board provided direction for staff to prepare a “bare bones” budget by reducing legal fees, eliminating services from Patterson & Associates, reducing The Retail Coach Services, eliminating printing, and eliminating EDC project funding for the coming fiscal year. Staff was asked to prepare three options for the budget – one that would include staff (executive director and administrative assistant), one that would represent a mid-level budget, and a “bare bones” budget with only the necessities to function during the next fiscal year. A special meeting will be set for the Board to review the budget options and select one to be presented to the City Council on September 8, 2015.



IX. Presentation, Discussion and Possible Action on a One-Year Contract with The Retail Coach

Staff Liaison Mora presented information on the type of information that The Retail Coach (TRC) has provided to the LVEDC in the past and how that information has been used. In addition, staff highlighted how the information is used to target certain retailers.

Ms. Mora presented the two options proposed by TRC. Option One includes a full service contract for \$15,000.00 to include new reports, marketing and representation. Option Two includes a contract to do reports for \$5,000.00.

The Board discussed whether TRC can pursue specific retailers identified by the LVEDC and whether it would be under a different Option. Staff indicated that they would have to ask TRC. Also, the Board asked which milestones of the current contract had been met. Ms. Mora indicated that a license plate survey had not been completed. Follow up with TRC would be done.

The Board asked for timelines to be added for all milestones (reports) be added.

This item was tabled until the next meeting or when the follow-up was completed and responses provided.

X. Election of Board Officers

The LVEDC Board elected new officers as follows:

- Board President – Stephen Ynostrosa
- Board Vice President – Rudy Garcia
- Board Secretary – Joe Sanchez
- Board Treasurer – Mike McCarley

XI. Future Agenda Items

The Board opted to table this agenda item. Board Secretary Gannon moved to table this item. Board Member Sanchez seconded the motion. The motion carried by voice vote.

XII. Announcements

Staff informed the Board of the Texas Municipal League Economic Development Conference in Bastrop from October 16th through 17th. Staff also reminded the Board of the TEDC Sales Tax Training in San Antonio on October 30th. All Board members needed to attend that training.

XIII. Adjourn

Board Secretary Gannon moved for adjournment. Board Member Sanchez seconded the motion. The meeting was adjourned at 10:10 p.m.

A handwritten signature in cursive script, reading "Patricia Manea", written over a horizontal line.

Patricia Manea,
Board President

A handwritten signature in cursive script, reading "Larry W. Proffitt", written over a horizontal line.

Larry Proffitt,
Board Secretary