LEONVALLEY
ECONOMIC DEVELOPMENT CORPORATION

MINUTES OF THE MEETING OF THE LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION
Wednesday, September 23, 2015

I. Call to Order and Determine If Quorum is Present

Board President Stephen Ynostrosa called the meeting to order at 5:40 p.m. Board Treasurer Mike McCarley, Board Member Rudy Garcia, Board Member Patricia Manea and Board Member Joe Sanchez were present, constituting a quorum. Board Secretary Dave Gannon was excused. Also in attendance were City Manager Kelly Kuenstler, Councilman Jordan and Councilwoman Alcocer, Staff Liaison Claudia Mora and Economic Development Administrative Assistant Ana Federico. Board Attorney Gaines Griffith and Litigation Attorney Dan Pozza were present.

II. Introduction and Welcome of New City of Leon Valley City Manager, Kelly Kuenstler

City Manager Kuenstler introduced herself and shared her professional background. Mr. Ynostrosa welcomed Councilman Jordan.

III. Closed Session in Accordance with 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 convened into closed session at 7:06 p.m. The Board reconvened into open session at 7:55 p.m. No action was taken in closed session.

IV. Citizens to Be Heard

There were none

V. Consideration of LVEDC Minutes

Ms. Mora explained why June 10, 2015 minutes were amended. Mr. Ynostrosa stated it was important to have correct data recorded in the minutes. Board discussed the idea of postponing 30 days to ensure the minutes were correct. Mr. Garcia moved to table the minutes for time to review. Board Tresurer McCarley seconded the motion. The motion carried by voice vote.

VI. Financial Report by LVEDC Treasurer and Consideration

Board Treasurer McCarley reported that as of September 23, 2015, the balance of the combination of accounts was $365,737.22. He reported the Money Market account balance was $324,133.69. The checking account balance was $41,603.53.

VII. Presentation, Discussion and Possible Action on Performance Measures or Goals for the LVEDC FY 2015-2016 Budget

City Manager Kuenstler presented a briefing to the LVEDC that she stated she took from the bylaws and Articles of Incorporation with the goal of how the LVEDC wants to present to the Council.
Ideas included

- Development of an Economic Development Plan (with Timeline)
- Development and Submittal of quarterly and annual LVEDC Status Reports
    - Vacant Property List and Maps
    - List of New Businesses by Quarter

- Development and Submittal of Annual LVEDC Budget to Council
- Monitor Legislation and legislative proposals which could impact economic development and develop a quarterly report
- Invest in Human Capital in Leon Valley
- Build 21st century infrastructure
- Implement smart-land use
- Prepare an educated workforce

City Manager Kuenstler concluded it was important to retain existing businesses and industries by fostering partnerships with local businesses. She also stated another goal was to increase spending in the community.

Discussions continued on the roles and responsibilities between the LVEDC and City of Leon Valley Economic Development Department. To determine the roles President Ynostrosa asked Ms. Mora to present her job description to the Board and determine the differences she carries out in her role as staff to the board.

With the task from the Council to provide metrics on the LVEDC budget, the Board concluded further time (approximately 60 days) was needed to prepare the necessary information. Mr. Garcia moved to request a 60 day extension to create performance metrics for the FY 2015-2016 LVEDC budget. Board Member Sanchez seconded the motion. The motion carried by voice vote.

Mr. Sanchez moved to request a 60 day Continuing Resolution on the FY 2015-2016 LVEDC budget to enable the LVEDC to carry out its duties for the first two months of the FY. Board Member Garcia seconded the motion. The motion carried by voice vote.

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

Mr. Ynostrosa stated the Council should have received our resolution. He stated we are waiting for the outcome of our request. This agenda item was tabled.

Board Member Sanchez moved for the item to be tabled. Board Member Garcia seconded the motion. The motion passed by voice vote.

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

Ms. Mora provided an update to the LVEDC Board on the project deliverables from Retail Coach. Councilman Jordan requested an e-mail indicating what was on contract and deliverables. President Ynostrosa suggested we consider a 9-month contract plan. He also suggested we invite them to the LVEDC meeting in October. Board member Garcia moved for the item to be tabled and to invite Aaron Farmer (Retail Coach) to the next meeting. Board Member Sanchez seconded the motion. The motion passed by voice vote.

X. Discussion and Possible Action Professional Services Contract(s)

City Manager Kuenstler will provide information on the contracts. Ms. Mora stated she gave the information in a presentation to the City Manager and was also presented to the Council.

XI. Discussion and Possible Action on Policies and Procedures for Preparation of Meetings, LVEDC Agendas, Minutes and Related Recordkeeping

The Board discussed the need for job descriptions of Ms. Mora and Ms. Federico to determine proper execution of roles and responsibilities. It was noted the Council is seeking a more active role on the day-to-day operations of the LVEDC. President Ynostrosa stated we could provide more information on a timely basis. No action taken on item.

President Ynostrosa stated he or the new Board Secretary Sanchez should be able to review any information sent to the City Staff or City Council. President Ynostrosa made a motion to not have any minutes or

information shared with staff or council until they are reviewed and approved by the LVEDC. Board Member McCarley seconded the motion. The motion passed by voice vote.

Mr. Sanchez made a motion requesting any official request by City staff or city council should be made to the LVEDC President or LVEDC Secretary. Board Member Garcia seconded the motion. The motion passed by voice vote.

XII. Future Agenda Items

A) Work Session(s) on Strategic Plan – to assist, Ms. Mora will obtain Ms. Kuenstler's presentation.
B) Façade and Signage Program Applications -
C) Update on IRS Refund Request

Announcements – Ms. Mora reminded the Board that some had to complete Tax Training in the very near future.

VIII. Adjourn

Board Member Garcia moved for adjournment. Board Member McCarley seconded the motion. The meeting was adjourned at 9:26 p.m.

Patricia Manea,
Board President

Larry Proffitt,
Board Secretary