



**MINUTES OF THE MEETING OF THE  
LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION  
Thursday, November 12, 2015, 6:30 P.M.**

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**I. Call to Order and Determine if Quorum is Present**

Board Treasurer Mike McCarley called the meeting to order at 6:39 p.m. Councilman/Board Member David Jordan, Board Member Patricia Manea. Councilwoman/Board Member Monica Alcocer were present, constituting a quorum. Board President Stephen Ynostrosa was running late and Board Secretary Joe Sanchez and Economic Development Administrative Assistant Ana Federico were excused. City Manager, Kelly Kuenstler will be present at a later time. Also in attendance was Staff Liaison Claudia Mora, acting as recording secretary.

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

Ms. Mora gave presentation on specific performance measure goals that she believed the LVEDC Board will probably be doing this fiscal year. Ms. Mora informed the board that Ms. Kuenstler went over the LVEDC Bylaws and that is how she came up with the Performance Measures for the board.

Presentation Topics:

- a) Develop, finance and implement an LVEDC Economic Development Plan-draft and present to City Council.
- b) Develop and submit quarterly and annual LVEDC status reports to City Council.
- c) Develop and submit annual LVEDC Budget to City Council.
- d) Monitor legislation and legislative proposals which could impact economic development.
- e) Recruit new businesses and industries.
- f) Retain existing businesses and industries.

Purpose: Develop and implement performance measures to improve LVEDC operations and programs and provide better transparency of the LVEDC to the residents and businesses of Leon Valley.

Mr. Ynostrosa shared the goal of the LVEDC and that is to submit the performance measures to City Council. He informed the board about having emailed everyone a strategic plan for everyone to review.

Councilman/Board Member Jordan moved to approve the performance measures. Ms. Manea seconded the motion. The motion carried by voice vote.

**III. Presentation, Discussion and Possible Action on FY 2015-2016 Budget for the LVEDC**

Ms. Mora informed the LVEDC Board about having no changes to the budget FY 2015-2016. Ms. Mora reminded the board that there was a proposed budget of \$304,816.00 FY 2015-2016. She also reminded the board that they were currently working from a 60-day budget of \$186,107.00 which will take care of October and November. Ms. Mora informed/reminded the board about the \$100,000.00 grant which got paid October 1<sup>st</sup> to Bandera Road Holdings and which will go under the EDC Project Funding line item. Ms. Mora provided the board a brief description of all expenses/bills for each month (October and what it is expected to come in for November). Ms. Mora informed the LVEDC Board that adding all expenses for October and November- the LVEDC will be under the budget which was given for the 60 days (October and November).

Councilwoman/ Board Member Alcocer asked Ms. Mora why were October expenses so high and Ms. Mora explained and demonstrated in a spreadsheet that the LVEDC still had pending payments to make from September, those checks were written out and paid in October. Ms. Mora also explained the attorney's fees came in higher than projected (attorney's fees included: attorney reviewing performance agreement, attending meetings, having phone call conversations with City Attorney, Mr. Bernal). Ms. Mora will email Councilwoman/ Board Member Alcocer the attorney's invoice for her review. Mr. Ynostrosa suggested to Ms. Mora that the LVEDC should present December and January budget to City Council, using the same budget which was used for October November.

Councilwoman/Board Member Alcocer moved to add another 60-day budget which will cover December and January FY 2015-2016. Mr. McCarley seconded the motion. The motion carried by voice vote.

**IV. Discussion and Possible Action Regarding the Contractual Services Contract/Services Agreement with the City of Leon Valley for 2015-2016**

Ms. Mora introduced to the LVEDC Board the Agreement which was passed last year (2014) by City Council. Ms. Mora informed the LVEDC Board that many things have changed and that City Council as well as the LVEDC Board have asked questions regarding what type of work is being done for what the LVEDC is paying under the Contractual Services Contract/Services Agreement. Ms. Mora explained how the line item is paying the Admin position (administrative services). She suggested the board to add specifics (what work is being done) and present to City Council. Mr. Ynostrosa suggested extending the budget for this line item for December and January.

Mr. Ynostrosa moved to table item IV. Councilwoman/Board Member Alcocer seconded the motion. The motion carried by voice vote.

**V. Discussion and Action on Rescheduling December Meeting**

Ms. Mora proposed a possible December LVEDC Board meeting for Wednesday, December 16<sup>th</sup> or Thursday, December 17<sup>th</sup>. The LVEDC Board agreed to have a working lunch Thursday, December 17<sup>th</sup> at 11:00a.m.

**VI. Announcements**

- Board appointments will be coming up.
- Extension of 60-day budget using the same figures from October and November to be used for December and January.
- Sales tax training coming up in Austin-December 2015.

**VII. Adjourn**

Councilwoman/Board Member Alcocer moved to adjourn the meeting. Ms. Manea seconded the motion. The motion carried by voice vote. The meeting was adjourned at 8:09 p.m.

  
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Patricia Manea,  
Board President

  
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Larry Proffitt,  
Board Secretary