



**CITY OF LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION (LVEDC)
BOARD OF DIRECTORS MEETING
Leon Valley City Hall-Council Chamber
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, June 22, 2016 at 6:00 p.m.**

AGENDA

1. 6:00 p.m. - Call to Order and Determine if Quorum is Present.
2. **Citizens to be Heard** "Citizens to be heard" is for the LVEDC to receive information on issues that may be of concern to the public. The purpose of this provision of the Open Meetings Act is to ensure that the public is always given appropriate notice of the items that will be discussed by the LVEDC. Should a member of the public bring an item to the LVEDC, for which the subject was not posted on the agenda of that meeting, the LVEDC may receive the information but cannot act upon it during the meeting. LVEDC may direct staff to contact the requestor or ask that the issue be placed on a future agenda for discussion by the LVEDC.

Note: The LVEDC may not debate any non-agenda issue, not may any action be taken on any non-agenda issue at this time; however the LVEDC may present any factual response to items brought up by citizens. [Attorney General Opinion- JC 01691].
3. Consider, discuss and take possible action to budget for an Economic Development Director FY 2016-2017. **(P. Manea)**
4. CLOSED/EXECUTIVE SESSION; Meet in executive session;
 - A. Pursuant to Section 551.071 of the Texas Public Information Act to meet with its attorney on a matter in which the duty of the attorney to the LVEDC under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Public Information Act, to seek legal advice regarding approving and amending meeting minutes. **(R. Cotroneo)**
 - B. Pursuant to Section 551.071 of the Texas Public Information Act to meet with its attorney on a matter in which the duty of the attorney to the LVEDC under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Public Information Act, to seek legal advice regarding the June 10, 2015 performance agreement signed between the LVEDC and the Leon Valley Area Chamber of Commerce and its performance status. **(R. Cotroneo)**
 - C. Pursuant to Section 551.071 of the Texas Public Information Act to meet with its attorney on a matter in which the duty of the attorney to the LVEDC under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Public Information Act, to seek legal advice regarding the *City of Leon Valley Economic Development Corporation vs. Larry Little* in the Fourth Court of Appeals, District of Texas, San Antonio Division, Case No. 04-15-00488-CV. **(R. Cotroneo)**
5. **OPEN SESSION:** Consider, discuss and take action, if any, on any item discussed in Executive Session. **(P. Manea)**

6. Consider, discuss and take action to rescind the 9/23/15 LVEDC Amended Minutes approved on 04/27/16. **(R. Cotroneo, P. Manea)**
7. Consider, discuss and take action regarding Item I of the 9/23/2015 LVEDC Minutes, "Call to Order." **(R. Cotroneo)**
8. Consider, discuss and take action to approve LVEDC Board Meeting Minutes for February 24, 2016, March 23, 2016, April 27, 2016 and May 25, 2016 and *Special LVEDC Board Meeting* June 8, 2016. **(L. Proffitt, A. Federico)**
9. Consider and discuss update on LVEDC Financial Report and take action on expenditures for June 2016. **(Finance Work Group)**
10. Consider and discuss update on letter to outstanding signage candidates. Ideas Unlimited and Applewhite Automotive have sent in or will be meeting with City Staff to complete projects. **(P. Manea)**
11. Consider, discuss and take action to approve a paperless system and begin posting meeting packets online instead of printing them out. **(A. Federico)**
12. Announcements
 - a) LVEDC 04-20-16 and 06-15-16 Finance Work Group Meeting Notes have been attached to meeting packet for LVEDC Board to review (*May 2016 Finance Work Group Meeting got cancelled*).
 - b) Next Finance Work Group Meeting Wednesday, July 20, 2016 at 10:00 a.m.
 - c) Next LVEDC Board Meeting Wednesday, July 27, 2016 at 6:00 p.m.
 - d) Other announcements by LVEDC Board members.

13. Adjourn

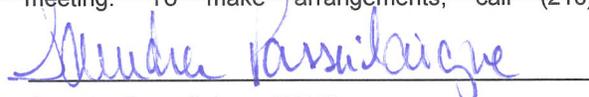
The public is hereby notified that notices for all regular and special meetings of the City of Leon Valley Economic Development Corporation ("LVEDC") will no longer distinguish between matters to be discussed in open or closed session of the meeting. The practice in accordance with rulings of the Texas Attorney General allows the LVEDC to convene in closed session to discuss any matter listed on the agenda so authorized by the Texas Government Code Sections 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding prospective gift), 551.074 (personnel matters), 551.076 (deliberation regarding security devices), 551.087 (economic development), and 551.088 (deliberation regarding test item). **THE LVEDC MAY TAKE APPROPRIATE OFFICIAL ACTION ON ANY AGENDA ITEM.**

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of City Council or any other City boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of City Council and any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These City Council members and members of other City boards, commissions, and/or committees may not deliberate or take action on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

I hereby certify that the above NOTICE OF PUBLIC MEETING(S) AND AGENDA OF CITY OF LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION was posted on the Bulletin Board, at the Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, on the 17th day of June 2016 at 9:35 a.m. and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at www.leonvalleytexas.gov. This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To make arrangements, call (210) 684-1391.




Sandra Passailaigue, TRMC
City Secretary



**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 Treasurer 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
 - o Vacant Property List and Maps
 - o 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. Kuentler’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.

A handwritten signature in cursive script that reads "Patricia Manea".

Patricia Manea,
Board President

A handwritten signature in cursive script that reads "Larry W. Proffitt".

Larry Proffitt,
Board Secretary



**CITY OF LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION**
Leon Valley Fire Department Training Room
6300 El Verde Road, Leon Valley, Texas 78238
Wednesday, September 23, 2015

MINUTES

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, Board Member Joe Sanchez, Board Member Monica Alcocer and Board Member David Jordan were present, constituting a quorum. Board Secretary Dave Gannon was excused. Also in attendance were City Manager Kelly Kuenstler, Staff Liaison Claudia Mora and Economic Development Administrative Assistant Ana Federico. Board Attorney Gaines Griffin and Litigation Attorney Dan Pozza were present.

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VIII. Adjourn

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

These minutes amended and approved by the City of Leon Valley Economic Development Corporation on the 27th of April, 2016.

ATTEST:

LARRY PROFFITT
LVEDC SECRETARY

APPROVED

PATRICIA MANEA
LVEDC PRESIDENT



**CITY OF LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING**

Leon Valley City Hall--Council Chamber
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, February 24, 2016 at 6:00 p.m.

MINUTES

The Leon Valley Economic Development Corporation met on the 24th day of February, 2016 at the Leon Valley City Hall Council Chamber located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

Call to Order and Determine if Quorum is Present.

President Patricia Manea called the meeting to order at 5:08 p.m. A quorum was declared to be in attendance. Those Directors in attendance were Vice President Joseph Nazaroff, Director Monica Alcocer, Treasurer Mike McCarley, Secretary Larry Proffitt, Director Gayle Monnig and Alternate Director Manuel Rubio. Director David Jordan and Alternate Director Marian Slaughter were excused from the Board Meeting.

Also in attendance were:

City Manager Kelly Kuenstler (via phone call), Board/City Attorney Roxann Pais Cotroneo, and Economic Development Administrative Assistant Ana Federico.

Citizens to Be Heard.

Gail Tribble, Treasurer from the Leon Valley Area Chamber of Commerce, was present as a citizen to be heard. She briefly discussed the interest the Chamber has in meeting with the Leon Valley Economic Development Corporation's (LVEDC) Finance Committee to determine the status of the Chamber's grant. President Patricia Manea will schedule a meeting with the Chamber prior to the LVEDC's monthly meeting in March.

Presentation and Discussion on Texas Open Meetings Act. (Roxann Pais Cotroneo, LVEDC Attorney)

Board/City Attorney Cotroneo gave a short presentation to the board about the Texas Open Meetings Act. She indicated that a certificate of course completion can be obtained at texasattorneygeneral.gov after viewing a one-hour video listed on the same website.

Consider, Discuss and Take Action to Approve LVEDC Minutes – December 17, 2015.

LVEDC Board Meeting Minutes for December 17, 2015 were tabled until the LVEDC meeting scheduled March 23, 2016.

Discuss Financial Report by LVEDC Treasurer (M. McCarley).

Treasurer Mike McCarley stated that as of this date, the two accounts at Frost Bank total \$310,102.43. Of this amount, \$255,422.80 is in the money market account, while the checking's account has \$54,679.63. Sufficient moneys have been transferred into the checking account to prepare for the accounts payable for February and other past due amounts. Sales tax revenues for the last five months (Oct-Feb) have averaged \$23,257.54 per month.

Presentation, Discussion and Action on the LVEDC FY2015-2016 Budget. (L. Proffitt)

The board reviewed an Excel spreadsheet, which was created by Secretary Larry Proffitt, and asked that the budget, as adjusted during the meeting, be presented to the Leon Valley City Council for approval as Resolution 2016-03.

A motion was made by Vice President Joseph Nazaroff and seconded by Director Monica Alcocer, to approve the proposed budget (\$143,047) for the last eight months of the fiscal year 2015-2016 (February 2016-September 2016), and to seek final approval for the proposed budget (Resolution 2016-03) from the Leon Valley City Council. The motion carried unanimously by roll call vote.

Presentation, Discussion and Action on Amendments to the City of Leon Valley Economic Development Corporation Certificate of Formation (Articles of Incorporation) and Bylaws. (P. Manea)

Board/City Attorney Cotroneo worked prior to this meeting with Director Monica Alcocer and President Patricia Manea to draft a 3rd Amendment to the Certificate of Formation (Articles of Incorporation) and a 2nd Amendment to the Bylaws. Copies of these amendments were included in the packet for this meeting. Board/City Attorney Cotroneo also prepared Resolution 2016-04 and an Application for Acceptance of Amendment, both to be presented to the Leon Valley City Council at its meeting scheduled March 1, 2016. The Leon Valley City Council will be asked to pass an ordinance approving the language of the amendments. If the ordinance passes, the Application will be forwarded by the LVEDC to the Secretary of State.

A motion was made by Director Gayle Monnig and seconded by Director Monica Alcocer, to approve and adopt said amendments as presented to the LVEDC and to submit application to Texas Secretary of State to amend the Articles of Incorporation, seeking approval from the City Council first. The motion carried unanimously by roll call vote.

Discuss and Take Action to nominate a Board Member to participate on the Forest Oaks Committee--Town Hall Meeting Action Item. (P. Manea/K. Kuenstler via phone)

A motion was made by Director Monica Alcocer and seconded by Director Gayle Monnig, to nominate Vice President Joseph Nazaroff as the LVEDC Director who will participate in the Forest Oaks Pool Committee. Upon voice vote, President Patricia Manea announced the motion carried.

Presentation, Discussion and Take Action on Professional Services to store LVEDC Files on cloud and update website. (P. Manea)

President Patricia Manea gave on a presentation on the benefits of using a system like EDSuite (edsuite.com) to optimize the storage of LVEDC files and to streamline links to and from the LVEDC website. No action was taken.

Discuss and Consider LVEDC Sponsorship for the City of Leon Valley July 4th celebration. (D. Green)

A motion was made by Director Monica Alcocer and seconded by Vice President Joseph Nazaroff, to consider \$10,000 in sponsorship for the City of Leon Valley July 4th celebration. Upon voice vote, President Patricia Manea announced the motion carried.

Discuss and Consider outstanding contracts for signage program. (P. Manea)

President Patricia Manea informed the board about outstanding Façade and Signage grants. She mentioned that she personally followed up with Adrian De Los Reyes with "Farmers Insurance" and Brenda Tellez with "Tellez Tamales and Barbacoa". She also stated that both businesses are aware that the LVEDC is currently reviewing paperwork to make sure everything is in order and that the appropriate documentation has been submitted to the board prior to any reimbursements.

Discuss and Take Action on plan to contact vendors regarding new LVEDC contact representative. (P. Manea)

President Patricia Manea asked for the board's participation in following up on the rest of the outstanding Façade and Signage grants. She asked to assist in any way possible. The board was assigned vendors as follows:

- The Leon Valley Area Chamber of Commerce: Director Monica Alcocer, President Patricia Manea and Secretary Larry Proffitt
- National Outdoors: Secretary Mike McCarley
- Jenfield: Secretary Larry Proffitt
- Bring Your Own Parts: President Patricia Manea and Director Gayle Monnig

President Patricia Manea asked Economic Development Administrative Assistant Federico to send profiles of grantees to board members via email, so members can learn about the grantees' businesses before calling on them. Board members were asked to give follow-up reports the next time the board meets.

No action was taken, therefore no motion was required.

CLOSED/EXECUTIVE SESSION:

The LVEDC Board (with City Manager Kuenstler via phone call) went into closed session at 7:20 p.m. to discuss the Board's Chapter 380 agreement with the San Antonio Aquarium.

No action was taken during closed session.

The board reconvened into open session at 7:44 p.m.

Announcements

- President Patricia Manea announced that the 27th Annual Earthwise Living Day Event is March 5th from 9:00 a.m. to 2:00 p.m. at the Leon Valley Community Center and Conference Center.
- President Patricia Manea informed the Board about the re-dedication of the Leon Valley City Hall and Police Station, which will take place April 2nd at 10 a.m.
- President Patricia Manea reminded the Finance Committee that the next meeting will be March 16th.
- President Patricia Manea announced the next LVEDC Board Meeting will be at 5:00 p.m. on March 23rd.

Adjournment

President Patricia Manea announced the meeting adjourned at 8:09 p.m. based on a unanimous vote of those present.

These minutes approved by the Leon Valley Economic Development Corporation on the 22nd of June, 2016.

APPROVED

PATRICIA MANEA
LVEDC PRESIDENT

ATTEST:

LARRY PROFFITT
LVEDC SECRETARY



**CITY OF LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING**
Leon Valley City Hall - Council Chamber
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, March 23, 2016 at 6:00 p.m.

MINUTES

The Leon Valley Economic Development Corporation met on the 23rd day of March, 2016 at the Leon Valley City Hall Council Chamber located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

Call to Order and Determine if Quorum is Present.

The meeting was called to order by Vice President Joseph Nazaroff at 6:01 p.m. on March 23, 2016. A quorum was declared to be in attendance. Those Directors in attendance were Director David Jordan, Director Monica Alcocer, Treasurer Mike McCarley, Secretary Larry Proffitt, Director Gayle Monnig, Alternate Manuel Rubio, and Alternate Marian Slaughter. President, Patricia Manea was excused from the Board Meeting.

Also in attendance were:

Board/City Attorney Roxann Pais Cotroneo and Economic Development Administrative Assistant Ana Federico.

Citizens to be Heard.

None

Consider, Discuss and Take Action to Approve LVEDC Minutes for September 23, 2015 (amended) and December 17, 2015 and Finance Committee Minutes for January 13, 2016 and February 6, 2016.

A motion was made by Director Monica Alcocer and seconded by Director David Jordan to table the LVEDC Minutes for December 17, 2015. The motion was approved by a voice vote. Director Alcocer moved to table the remaining three meeting Minutes to possibly correct the content of the Agenda item itself and to allow more time to thoroughly review these Minutes before approving them. Director David Jordan seconded the motion. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motion carried.

Consider, discuss and take action to purchase desktop software called Nitro Pro for administrative use. (P. Manea)

This item was moved up to follow item #3 by Vice President Joseph Nazaroff.

A motion was made by Director David Jordan and seconded by Treasurer Mike McCarley, to approve the expenditure to purchase the desktop software, Nitro Pro. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motion carried.

Discuss and take action on financial report and expenditures for February 2016. (M. McCarley and P. Manea)

The LVEDC financial report and expenditures for February 2016 were presented by Economic Development Administrative Assistant Federico with help from Treasurer Mike McCarley. The data presented can be found on Pages 13-20 of the meeting's packet. This data was collected by Finance Director Wallace using the City's automated finance system. She discussed the data in detail at the February 2016 Finance Committee Meeting, and agreement was reached by the Finance Committee to use this type of data for reporting LVEDC financials in the future.

A motion was made by Director Monica Alcocer, and seconded by Director Gayle Monnig, to approve February 2016 expenditures totaling \$43,362.73, less the \$1,520 in charges (Page 23 of the packet) from law firm *Davidson Troilo Ream and Garza*, with direction being given to Board/City Attorney Cotroneo to research those charges and provide

the Board an update at the next Board Meeting. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motion carried.

Consider, discuss and take action to approve LVEDC Articles of Incorporation as amended and approved by the Leon Valley City Council on March 1, 2016, and instruct LVEDC Attorney to file with Texas Secretary of State. (P. Manea)

Board/City Attorney Cotroneo informed the Board that the amended and approved LVEDC Articles of Incorporation received their final approval by the Leon Valley City Council on March 1, 2016 and explained that the next step was to file with Texas Secretary of State by completing an application.

A motion was made by Director Monica Alcocer and seconded by Director David Jordan, to approve and instruct City Attorney Cotroneo to file the completed application with the Texas Secretary of State. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motion carried.

Consider, discuss and take action to approve LVEDC Bylaws as amended and approved by the Leon Valley City Council on March 1, 2016, and instruct LVEDC Attorney to file with Texas Secretary of State. (P. Manea)

Board/City Attorney Cotroneo informed the Board that the amended and approved LVEDC Bylaws received the final approval by the Leon Valley City Council on March 1, 2016 and explained that the next step was to file with Texas Secretary of State.

A motion was made by Secretary Larry Proffitt and seconded by Director Monica Alcocer, to approve and instruct Board/City Attorney Cotroneo to file with Texas Secretary of State. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motion carried.

Update and discussion on Texas Secretary of State's receipt of LVEDC Nonprofit Periodic Report on February 29, 2016. (Roxann Pais Cotroneo, LVEDC Attorney)

Board/City Attorney Cotroneo updated the Board on the LVEDC Nonprofit Periodic Report which got filed with the Texas Secretary of State and announced the Board had received a "stamped received receipt" from the State.

No action was taken.

Update and discussion on contract termination between LVEDC and Patterson & Associates. (Roxann Pais Cotroneo, LVEDC Attorney)

Board/City Attorney Cotroneo presented a letter from Ms. Linda T. Patterson in response to the contract termination request between the LVEDC and Patterson & Associates. Ms. Patterson agreed to terminate services and offered her assistance if the Board ever wishes to discuss investments in the future.

No action was taken.

Presentation and discussion on state-mandated Performance Agreement requirements. (Roxann Pais Cotroneo, LVEDC Attorney)

City Attorney Cotroneo presented state-mandated Performance Agreement requirements to improve future performance agreement files for new applicants.

No action was taken.

CLOSED/EXECUTIVE SESSION:

Meet in executive session pursuant to Section 551.071 of the Texas Public Information Act to meet with its attorney on a matter in which the duty of the attorney to the City of Leon Valley Economic Development Corporation under the Texas Disciplinary Rules of Professional Conduct of the State Bar

of Texas clearly conflicts with the Public Information Act, regarding a performance agreement with the Leon Valley Area Chamber of Commerce. (Roxann Pais Cotroneo, LVEDC Attorney)

The City of Leon Valley Economic Development Corporation Board of Directors went into closed session at 6:55 p.m.

OPEN SESSION: Consider, discuss and take action, if any, on any item discussed in Executive Session.

The City of Leon Valley Economic Development Corporation Board of Directors reconvened into open session at 8:20 p.m.

A motion was made by Director David Jordan, and seconded by Director Gayle Monnig, to wait for a response to the LVEDC letter sent to the LVACC, and if no response received within one week, President Manea to follow up with President Bill Gerlt of the LVACC. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motion carried.

Consider, discuss and take action to adopt Resolution #2016-05 and approve a contract with EDSuite (edsuite.com) to provide a Proposal Suite account which includes cloud storage, proposal tracking, notifications, team accounts and PDF conversions. (P. Manea)

A motion was made by Director Monica Alcocer, and seconded by Director David Jordan, to table the adoption of Resolution #2016-05 and approval of the contract with ED Suite to provide a Proposal Suite account which includes cloud storage, proposal tracking, notifications, team accounts and PDF conversions and bring back the agenda item to the next LVEDC Board Meeting (April 27, 2016). Upon a unanimous vote, Vice President Joseph Nazaroff announced the motion carried.

Report from LVEDC Board members on Façade and Signage follow-up with approved vendors. (P. Manea)

Economic Development Administrative Assistant Federico asked the assigned Board members to report to the rest of the Board the project status from each Façade and Signage approved vendor. Director Gayle Monnig mentioned she and President Patricia Manea were in charge of applicant *Bring Your Own Parts*; she stated President Patricia Manea was supposed to provide her some information about the company but never did. Treasurer Mike McCarley reported on applicant *National Outdoors* by stating he gave them a phone call but they never responded. Secretary Larry Proffitt reported on *Jenfield LLC* by stating he made a visit to the business and found out *Jenfield LLC* has a new owner and at the moment the owner does not know what the new owner will do to renovate the business. No action was taken.

Announcements

Economic Development Administrative Assistant Federico took a head-count on how many Board members and guests were planning to attend the Volunteer Appreciation Dinner on Wednesday, April, 6, 2016 at 6:00 p.m.

Next LVEDC Finance Committee meeting will be April 20, 2016 at 10:00 a.m.

Next LVEDC Board meeting will be April 27, 2016 at 6:00 p.m.

Economic Development Administrative Assistant Federico announced per President Patricia Manea's request that the Board might have a special LVEDC Meeting to review the 2016 Comprehensive Master Plan -- Date TBD.

Adjournment

Vice President Joseph Nazaroff announced the meeting adjourned at 8:37 p.m.

These minutes approved by the Leon Valley Economic Development Corporation on the 22nd of June, 2016.

APPROVED

ATTEST:

LARRY PROFFITT
LVEDC SECRETARY

PATRICIA MANEA
LVEDC PRESIDENT



**CITY OF LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING**

Leon Valley City Hall -- Council Chamber
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, April 27, 2016 at 6:00 p.m.

MINUTES

The Leon Valley Economic Development Corporation met on the 27th day of April, 2016 at the Leon Valley City Hall Council Chamber located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

Call to Order and Determine if Quorum is Present.

The meeting was called to order by President Patricia Manea at 6:04 p.m. on April 27, 2016. A quorum was declared to be in attendance. Those Directors in attendance were Director Monica Alcocer, Director Gayle Monnig, Treasurer Michael McCarley, Vice President Joseph Nazaroff, and Secretary Larry Proffitt. Director David Jordan was excused from the Board Meeting.

Also in attendance were:

City Manager Kelly Kuenstler, Mayor Chris Riley, City Attorney Roxann Pais Cotroneo, Finance Director Vickie Wallace, Community Development Director Elizabeth Carol, and Economic Development Administrative Assistant Ana Federico.

Citizens to be Heard.

None

Presentation and discussion of Financial Report to the LVEDC Board from the City of Leon Valley Finance Department. (V. Wallace)

Finance Director Wallace presented documents used by the Finance Department to track and report revenue, expenses and bank balances of the LVEDC. Director Monica Alcocer asked if all bank balances are covered by pledged securities. Finance Director Wallace indicated they were, but added that the LVEDC has the chance to use the City's relationship with TexPool to better protect funds not insured by the FDIC. Her recommendation was to move all Frost Bank funds not protected by the FDIC to TexPool.

No action was required and none was taken.

Presentation, discussion and possible action on Façade and Signage Program funding up to a certain amount to the Precinct Academy & Daycare (Daycare) and adopting Resolution #2016-06. (P. Manea)

Sydney Onuagu, Co-owner of the *Precinct Academy & Daycare*, gave a presentation on the proposed sign. Much discussion ensued, most of it involving the timeframe for the project, whether the Daycare was complying with all codes, and whether the project would be a good use of public funds.

Director Monica Alcocer, with help from Board/City Attorney Cotroneo, made a motion to approve the Daycare's application for funds provided: (1) The Daycare could show proof that its permits were up to date; (2) The Daycare's five-year lease was signed and in effect; (3) The project would be completed not later than November 1, 2016; (4) An executed performance agreement was put in place that would improve or expand job opportunities in Leon Valley; The performance agreement would include provisions for what happens if the Daycare does not meet its goals; and (5) Proof of ~\$10K spent by the Daycare on a van, paint, carpet and other improvements. Included in the motion was the Daycare's commitment to retain or hire seven full-time and two part-time employees. Secretary Larry Proffitt seconded the motion, and the motion was approved by a voice vote.

A second motion was made by Director Monica Alcocer to amend Resolution 2016-06 based on the provisions in the paragraph above. Director Gayle Monnig seconded this motion, and the motion was approved by a voice vote.

Consider, Discuss and Take Action to approve and make the final payment of \$1,250 to Mr. Jorge Herrera CPA CIA for the work related to Form 8940. (P. Manea)

President Patricia Manea explained the LVEDC's contract with CPA Jorge Herrera. Board/City Attorney Cotroneo affirmed that CPA Herrera is billing for work he did perform.

Director Monica Alcocer made a motion to approve payment of CPA Herrera's invoice, and Vice President Joseph Nazaroff seconded the motion. The motion was approved by a voice vote.

Review, Discuss and Possible Action to approve Attorney's invoice from Davidson Troilo Ream & Garza for the months of February and March 2016. (R. Cotroneo)

Director Gayle Monnig made a motion to deny payment of the invoice, based on the LVEDC's Minutes for its January 27, 2016 meeting (01/27/16 LVEDC Minutes were approved in Item #9 below). Her motion was seconded by Vice President Joseph Nazaroff, and the motion was approved by a roll call vote.

Treasurer Michael McCarley voted not to withhold payment of the invoice.

Discuss and Take Action to approve Accounts Payable for April 2016. (A. Federico)

Economic Development Administrative Assistant Federico explains the \$6,708 in accounts payable on Page 32 of the Board's packet. Listed is \$1,600 payable to *Davidson Troilo Ream & Garza*, which was denied earlier. The balance to be paid is \$5,108.

Director Monica Alcocer made a motion to pay the balance of \$5,108, and Treasurer Michael McCarley seconded her motion. The motion was approved by a voice vote.

Review and Discuss Texas Municipal League (TML) guidelines for future meeting minutes to be prepared and adopted. (P. Manea)

President Patricia Manea summarized the TML guidelines and explained the difference between detailed minutes and action minutes. She closed by recommending the LVEDC follow the TML guidelines in the future.

Consider, Discuss and Take Action to Approve LVEDC Board Meeting Minutes for September 23, 2015 (amended), December 17, 2015, and January 27, 2016. (L. Proffitt)

Director Monica Alcocer made a motion to approve the Minutes as presented for September 23, 2015 (amended) and for December 17, 2015. Director Gayle Monnig seconded the motion, and the motion was approved by a voice vote.

Vice President Joseph Nazaroff then made a motion to approve the Minutes as presented for January 27, 2016. Treasurer Michael McCarley seconded the motion, and the motion was approved by a voice vote.

Review and Take Action to allow the LVEDC Finance Committee to approve LVEDC Finance Committee Minutes.

Secretary Larry Proffitt made a motion to allow the LVEDC Finance Committee to approve its own Minutes. Treasurer Michael McCarley seconded the motion, and the motion was approved by a voice vote.

Presentation and discussion on draft form of LVEDC grant application. (R. Cotroneo)

Board/City Attorney Cotroneo explained the new application she created and asked the Board for input. A discussion ensued in which many good changes were identified. President Patricia Manea asked Board/City Attorney Cotroneo to input these changes and present a revised application at the next Board meeting.

Board/City Attorney Cotroneo reiterated that the application would evolve over time and was being designed to be flexible. President Patricia Manea asked to add to a future agenda a discussion and possible action for the LVEDC to issue letters to business owners who had applied for a grant, were approved, but have yet to submit invoices.

Consider, Discuss and Take Action to adopt Resolution #2016-05 and approve a contract with ED Suite to provide a Proposal Suite account which includes cloud storage, proposal tracking, notifications, team accounts and PDF conversions. Location: <http://app.proposalsuite.com>. (P. Manea)

President Patricia Manea summarized the pro's and con's of using a Proposal Suite account and these were discussed at length by the Board.

Director Monica Alcocer made a motion in two parts: (1) To approve five months of use at \$99.00 per month and (2) To allow Board/City Attorney Cotroneo to approve/sign the contract. Treasurer Michael McCarley seconded the motion, and the motion was approved by a voice vote.

Vice President Joseph Nazaroff was not in favor of the motion.

Consider, Discuss and Take Action to approve the Finance Committee to move forward with paperwork for submission to TexPool funds in order to cover monetary amount not protected by the FDIC. Amount to transfer from Frost Bank to TexPool will be determined after submission of the paperwork. Mrs. Vickie Wallace will assist committee in filing documentation. (P. Manea and M. McCarley)

Finance Director Wallace explained that TexPool is an investment organization and that the City considers it an approved investment. Pledged securities are not required. Board/City Attorney Cotroneo suggested that approval of transfer be delayed until the LVEDC's Investment Policy can be reviewed to ensure it says the LVEDC can participate in an "investment pool."

President Patricia Manea recommended the Board move forward with paperwork for submission to TexPool at the same time Board/City Attorney Cotroneo is determining if the wording in the policy is acceptable. Finance Director Wallace reiterated that if/when the Investment Policy wording is acceptable, the LVEDC draft a resolution for approval of transferring the funds.

Director Monica Alcocer made a motion to approve the Finance Committee to move forward with the paperwork while the Investment Policy research is being conducted. Vice President Joseph Nazaroff seconded the motion, and the motion was approved by voice vote.

Announcements

- Next Finance Committee Meeting May 18, 2016 at 10:00 a.m.
- Next LVEDC Meeting May 25, 2016 at 6:00 p.m.
- Vice President Joseph Nazaroff will chair the meeting in President Patricia Manea's absence
- City Council Orientation Friday, May 20, 2016 from 8:30 a.m. until 11:30 a.m.

Adjournment

President Patricia Manea requested the Board's approval for adjournment at 9:14 p.m. The Board's approval was given by voice vote immediately.

These minutes approved by the Leon Valley Economic Development Corporation on the 22nd of June, 2016.

APPROVED

ATTEST:

LARRY PROFFITT
LVEDC SECRETARY

PATRICIA MANEA
LVEDC PRESIDENT



**CITY OF LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS SPECIAL MEETING**
Leon Valley City Hall- Council Chamber
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, June 08, 2016 at 6:00 p.m.

MINUTES

The Leon Valley Economic Development Corporation had a Special Meeting on the 08th day of June, 2016 at the Leon Valley City Hall- Council Chamber located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

Call to Order and Determine if Quorum is Present.

The meeting was called to order by President Patricia Manea at 6:05 p.m. on June 08, 2016. A quorum was declared to be in attendance. Those Directors in attendance were Director David Jordan, Director Monica Alcocer, Director Gayle Monnig, Treasurer Michael McCarley, Vice President Joseph Nazarovff, Secretary Larry Proffitt, and Alternate Director Manuel Rubio. Alternate Director Marian Slaughter was absent.

Also in attendance were:
City Attorney Roxann Pais Cotroneo, and Economic Development Administrative Assistant Ana Federico.

The Leon Valley Economic Development Corporation (LVEDC) met in executive session pursuant to Section 551.071 of the Texas Public Information Act to consult with its attorney on a matter in which the duty of the attorney to the LVEDC under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Public Information Act, to seek legal advice regarding the June 10, 2015 performance agreement signed between the LVEDC and the Leon Valley Area Chamber of Commerce and its performance status. (R. Cotroneo)

A Closed/Executive Session was called to order by President Patricia Manea at 6:08 p.m.

This Closed/Executive Session was adjourned at 7:25 p.m.

Reconvene into Open Session and take action on issues discussed in Executive Session, if necessary.

At 7:26 p.m., the LVEDC reconvened into open session to take action on the Leon Valley Area Chamber of Commerce (LVACC) issues discussed in executive session.

Board/City Attorney Cotroneo got instructed to update the letter with all the changes from the Board. President Patricia Manea will then sign the letter on June 9, 2016, and she will immediately send an email to the LVACC notifying them that a letter is being sent. No follow up meeting is needed at this time between the LVEDC and LVACC. The LVEDC Board will be notified by email, once the letter is sent.

Director Monica Alcocer made a motion and Director Gayle Monnig seconded, to send the (LVEDC-to-LVACC) letter discussed in the Executive Session after corrections have been made by regular and certified mail as soon as possible. The motion carried by a roll call vote. No Board member voted against sending the letter.

Adjournment

Director Monica Alcocer made a motion and Director Gayle Monnig seconded, to adjourn the meeting. The motion carried by a roll call vote. President Patricia Manea announced the meeting adjourned at 7:28 p.m.

These minutes approved by the City of Leon Valley Economic Development Corporation on the 22nd of June, 2016.

APPROVED

ATTEST:

LARRY PROFFITT
LVEDC SECRETARY

PATRICIA MANEA
LVEDC PRESIDENT

JUNE 2016 EXPENSES

INVOICE DATE	VENDOR	FEE	SERVICE
N/A	City of Leon Valley	\$ 3,833.00	June 2016 Services Agreement
N/A	City of Leon Valley	\$ 10,000.00	4th of July Festival Sponsorship (2016)
N/A	Joseph F. Nazaroff	\$ 567.50	Façade and Signage Program Reimbursement
		TOTAL \$	14,400.50

NOTES: Approved by Board-ED Suite Check #1368 for \$396.00 went out this month-For Proposal Suite.

CITY OF LEON VALLEY
 FINANCIAL STATEMENT - UNAUDITED
 AS OF: MAY 31ST, 2016

500-LVEDC
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
Revenues	0.00	30,340.69	0.00	142,527.79	0.00 (142,527.79)	0.00
*** TOTAL REVENUES ***	0.00	30,340.69	0.00	142,527.79	0.00 (142,527.79)	0.00
EXPENDITURE SUMMARY							
LVEDC	414,236.00	3,889.91	0.00	182,938.94	0.00	231,297.06	44.16
*** TOTAL EXPENDITURES ***	414,236.00	3,889.91	0.00	182,938.94	0.00	231,297.06	44.16
** REVENUE OVER (UNDER) EXPENDITURES *	(414,236.00)	26,450.78	0.00	(40,411.15)	0.00 (373,824.85)	90.24
TOTAL OTHER SOURCES/USES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET GAIN OR (LOSS)	(414,236.00)	26,450.78	0.00	(40,411.15)	0.00 (373,824.85)	9.76

CITY OF LEON VALLEY
 FINANCIAL STATEMENT - UNAUDITED
 AS OF: MAY 31ST, 2016

500-LVEDC
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>Revenues</u>							
41010 Sales Tax	0.00	30,322.15	0.00	142,446.17	0.00 (142,446.17)	0.00
41011 Interest Income	0.00	18.54	0.00	81.62	0.00 (81.62)	0.00
TOTAL Revenues	0.00	30,340.69	0.00	142,527.79	0.00 (142,527.79)	0.00
TOTAL ????	0.00	30,340.69	0.00	142,527.79	0.00 (142,527.79)	0.00

CITY OF LEON VALLEY
 FINANCIAL STATEMENT - UNAUDITED
 AS OF: MAY 31ST, 2016

500-LVEDC
 LVEDC
 DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>SUPPLIES</u>							
5100-520.01 Office Supplies	100.00	0.00	0.00	0.00	0.00	100.00	0.00
5100-520.02 Operating Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5100-520.04 Miscellaneous Supplies	213.00	0.00	0.00	525.22	0.00	(312.22)	246.58
TOTAL SUPPLIES	313.00	0.00	0.00	525.22	0.00	(212.22)	167.80
<u>CONTRACTUAL SERVICES</u>							
5100-530.01 Professional Services	61,260.00	15.06	0.00	44,165.51	0.00	17,094.49	72.10
5100-530.02 Contractual Services	46,000.00	3,833.00	0.00	30,664.00	0.00	15,336.00	66.66
5100-530.03 Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5100-530.04 Utilities-Gas, Water, Elec	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5100-530.05 Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5100-530.06 Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5100-530.08 Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5100-530.09 Travel	4,500.00	0.00	0.00	875.00	0.00	3,625.00	19.44
5100-530.10 Membership	1,200.00	0.00	0.00	875.00	0.00	325.00	72.92
5100-530.15 EDC Project Funding	286,031.00	0.00	0.00	105,632.37	0.00	180,398.63	36.93
5100-530.16 Miscellaneous	14,932.00	41.85	0.00	201.84	0.00	14,730.16	1.35
TOTAL CONTRACTUAL SERVICES	413,923.00	3,889.91	0.00	182,413.72	0.00	231,509.28	44.07
TOTAL LVEDC	414,236.00	3,889.91	0.00	182,938.94	0.00	231,297.06	44.16
*** TOTAL EXPENDITURES ***	414,236.00	3,889.91	0.00	182,938.94	0.00	231,297.06	44.16
** REVENUE OVER (UNDER) EXPENDITURES *	(414,236.00)	26,450.78	0.00	(40,411.15)	0.00	(373,824.85)	90.24
NET GAIN OR (LOSS)	(414,236.00)	26,450.78	0.00	(40,411.15)	0.00	(373,824.85)	9.76

**COMBINED SALES TAX REPORT
FY 2016**

	City Sales	Street	Economic Development	TOTALS
Dec-15	171,841.65	42,954.50	21,477.25	236,273.40
Jan-16	171,410.51	42,846.74	21,423.37	235,680.62
Feb-16	208,640.82	52,153.03	26,076.52	286,870.37
Mar-16	171,793.85	42,942.56	21,471.28	236,207.69
Apr-16	169,065.50	42,260.56	21,130.28	232,456.34
May-16	241,737.84	60,426.15	30,213.07	332,377.06
Jun-16				-
Jul-16				-
Aug-16				-
Sep-16				-
Oct-16				-
Nov-16				-
TOTALS	1,134,490.17	283,583.54	141,791.77	1,559,865.48

Investment Portfolio Pledged Securities

Frost Bank
San Antonio, TX

InTrader (pledged)
Last : 05/30/2016
As-of: 05/31/2016
001

Sec ID	Ticket	Security Description Line 1	Security Description Line 2	Safekeeping Agent	Rate	Maturity	Grp	Original Face S & P	Par/Curr Face Moody	Priced Pledged	Book Value Market Value
PLEGGED TO: W48 LEON VALLEY ECON DEVEL											
912828G95		U.S. Treasury Notes		Fed Home Loan Bk	1.625	12/31/2019	ipa 14	748,000.00	748,000.00	05/31/2016	756,937.53
fh1	160094139	Pledge Description:	pledge s/d 2/26/16							02/26/2016	760,184.17
TOTAL FOR PLEDGE ID W48		Pledged: 1		Orig Face: 748,000.00		Current Face: 748,000.00		Market: 760,184.17		Book: 756,937.53	

**ECONOMIC DEVELOPMENT CORPORATION
PLEGGED SECURITIES ANALYSIS**

	Frost #02-0213888 LVEDC Money Market	Frost #02-0213896 LVEDC Business Checking	Total Frost Bank Balances	Frost Pledged Securities	FDIC Coverage	{Excess} Deficiency in Coverage
OCT 2015	\$ 243,747.76	\$ 100,192.50	\$ 343,940.26	\$ 752,197.78	\$ 250,000	\$ (658,257.52)
NOV 2015	\$ 221,445.19	\$ 150,156.82	\$ 371,602.01	\$ 750,337.50	\$ 250,000	\$ (628,735.49)
DEC 2015	\$ 242,916.44	\$ 44,824.79	\$ 287,741.23	\$ 749,577.53	\$ 250,000	\$ (711,836.30)
JAN 2016	\$ 264,346.28	\$ 20,485.81	\$ 284,832.09	\$ 750,220.81	\$ 250,000	\$ (715,388.72)
FEB 2016	\$ 225,428.98	\$ 54,674.63	\$ 280,103.61	\$ 762,025.00	\$ 250,000	\$ (731,921.39)
MAR 2016	\$ 276,916.06	\$ 19,097.92	\$ 296,013.98	\$ 762,609.19	\$ 250,000	\$ (716,595.21)
APR 2016	\$ 298,063.00	\$ 9,340.92	\$ 307,403.92	\$ 762,025.00	\$ 250,000	\$ (704,621.08)
MAY 2016	\$ 328,294.61	\$ 7,699.86	\$ 335,994.47	\$ 760,184.17	\$ 250,000	\$ (674,189.70)
JUN 2016					\$ 250,000	\$ (250,000.00)
JUL 2016					\$ 250,000	\$ (250,000.00)
AUG 2016					\$ 250,000	\$ (250,000.00)
SEP 2016					\$ 250,000	\$ (250,000.00)



**4103 FACTORY HILL
SAN ANTONIO, TX 78219**

Invoice

Date	Invoice #
3/17/2016	8793

Bill To
IDEAS UNLIMITED 5213 BANDERA RD. SAN ANTONIO, TX 78238

Ship To

P.O. Number	Terms	Rep
TAX SERVICES		

Project

Quantity	Item Code	Description	Price Each	Amount
1	CHANNEL LETT...	1) 32" X 64" X 5" S/F CHANNEL LETTER STYLE BOX SIGN W/ 5" BLACK RETURNS, 1" BLACK TRIM CAP, WHITE PLEX W/ VINYL, WHITE SAMSUNG LEDs MAKE SELF-CONTAINED NEEDS CUSTOM ANGLE MOUNTING BRACKETS ON THE SIDE SEE PETER OUTDOOR SIGN DON'T UL VINYL 3630-33 RED 3630-157 SULTAN BLUE Sales Tax	700.00	700.00
			8.25%	0.00

*Rec'd
clerk # 3607
\$700-*

Thank you for your business.

Phone #
210 479 2919

Total	\$700.00
Payments/Credits	\$0.00
Balance Due	\$700.00

PROFESSIONAL ELECTRICIAN ED ZAMORA

407 Saratoga
San Antonio, TX 78213

210-341-4821
State Lic. 6936



NAME	IDEAS UNLIMITED	DATE	5/31/14
CONTACT		PH	
ADDRESS	APT.	DATE COMPLETED:	
CITY			5/31/14

QTY	PART NO.	DESCRIPTION	PRICE	AMOUNT
		INSTALLED SIGNAGE		
		LABOR & MATERIAL		
SERVICE PERFORMED			Total Material	
PAID IN FULL			Service Time	
CC# 3672			Tax (0.0825%)	
[Signature]			TOTAL	200.00

By signing, I hereby accept the performed services as being satisfactory and acknowledge that the equipment has been left in good condition.

Thank You!

Customer Signature:

Guarantee: We are pleased to guarantee all parts installed by us against normal service failure for a period of 90 days.

PLEASE NOTE: The above charges cover this specific repair job only. Our guarantee does not, of course, apply to any portion of your equipment on which we have not performed service at this time. If new repairs become necessary in the future, they will be subject to our regular rates. TERMS NET CASH upon Completion of Work.



STATE OF TEXAS

§
§
§
§
§

**GRANT AGREEMENT
BETWEEN LEON VALLEY
ECONOMIC DEVELOPMENT
AND JOSEPH F. NAZAROFF**

COUNTY OF BEXAR

This Grant Agreement (hereinafter referred to as the "Agreement") is made and entered into by and between the **LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION** ("LVEDC") and **JOSEPH F. NAZAROFF**, owner and sole proprietor of **IDEAS UNLIMITED PRINTING & GRAPHICS**, ("Grantee")(LVEDC and Grantee collectively referred to herein as the "Parties").

WHEREAS, the Grantee plans to make certain building façade and related improvements on its property located at 5213 Bandera Road, Building B (the "Property") in the exclusive manner specified herein; and

WHEREAS, Article III, Section 52-a of the Texas Constitution gives the Texas Legislature the authority to provide for Grants of public money for the development and diversification of the State's economy and the elimination of unemployment or underemployment; and

WHEREAS, pursuant to the Development Corporation Act, Article 5190.6 Tex. Rev. Civ. Stat. (the "Act"), the City has created the LVEDC to implement its programs for promoting economic development within the municipality; and

WHEREAS, the LVEDC's mission is to promote, encourage, and enhance the creation of jobs, the expansion of the local tax base, and the quality of life for Leon Valley's residents through projects that assist in the retention and expansion of existing employers, and which attract new employers and aid in local economic development and growth; and

WHEREAS, the LVEDC intends, and in connection with such intention, has approved the proposed façade Project to the Property, which has been described in an application from the Grantee, attached and incorporated herein by reference as Exhibit A (the "Project"); and

WHEREAS, has agreed to provide a Five-Hundred-Sixty-Seven and 50/100 dollar (\$567.50) "Grant" to the Grantee for Hard Costs, as defined herein, associated with the Project for the purpose of promoting new or expanded development and for the creation of new jobs in the City;

NOW THEREFORE, the Parties hereto severally and collectively agree, and by the execution hereof are bound, to the mutual obligations herein contained and to the performance and accomplishment of the tasks hereinafter described:

SECTION 1. AGREEMENT PURPOSE

- A. **Recitals.** The recitals to this Agreement are incorporated herein for all purposes.
- B. **Purpose.** The specific purpose of this Agreement is to provide a grant of funds to Grantee for the building façade improvements included in the Project through a one-time reimbursement payment in an amount of up to \$567.50. This action will be a significant contribution toward a broader purpose to promote, encourage, and enhance the creation of jobs, the expansion of the local tax base, and the quality of life for Leon Valley's residents.
- C. **Term.** The term of this Agreement shall begin on the Effective Date and automatically expire upon the date the Grant is provided or unless sooner terminated as provided herein.

SECTION 2. CONDITIONS TO GRANTS

- A. **Conditions.** The obligation for LVEDC to pay any and all of the Grants hereunder shall be conditioned upon compliance with and satisfaction of each of the conditions set forth below:
1. This is a reimbursement grant program. Grantee must first spend its own funds for constructing the Project improvements.
 2. To receive the Grant, Grantee must submit to LVEDC documentation substantiating Grantee's Eligible Costs in constructing the Project. Such documentation may include construction contracts, paid invoices(s) from contractors retained for construction of the Project improvements and/or sign development and installation, cancelled checks and such other proof as may be reasonably required by LVEDC to verify Grantee's Eligible Costs and to confirm Grantee's compliance with the terms and conditions of this Agreement.
 3. LVEDC will issue the Grant monies to Grantee with 60 days of its review and approval of the Grantee's documentation of Eligible Costs.
 4. Grantee shall have Forty-Five (45) days from the Effective Date to complete the Project and submit its documentation to LVEDC. Grantee may be granted an additional thirty (30) days by LVEDC upon a showing of hardship to meeting the 45-day deadline. LVEDC shall have sole authority and discretion to grant such an extension.
 5. **Prohibition on Default.** The Grantee shall not receive any Grant funds in the event of Grantee's uncured breach or default of this Agreement.

SECTION 3. USE OF GRANT FUNDS

- A. Eligible Costs for reimbursement by the Grant include the costs of construction, labor and equipment used in constructing the façade improvements and/or development and installation of the signage included in the Project.
- B. The funds to be awarded to Grantee under this Agreement are in the amount of FIVE HUNDRED SIXTY SEVEN AND 50/100 DOLLARS (\$567.50) ("Grant"). Grantee acknowledges and agrees that LVEDC's obligation and agreement to pay the Grant under this Agreement is subject to the approval and appropriation of funds by the City of Leon Valley ("City"). In the event City does not authorize the funds for the Grant, then LVEDC will not be obligated to pay Grantee from any other source of funds. Grantee acknowledges and agrees that City is not a party to this Agreement and in no event does the City have any obligations to Grantee under this Agreement.
- C. LVEDC shall not be obligated to pay any monies beyond the amount of the Grant and is only obligated to make Grants from approved sources budgeted and approved by the LVEDC. Grantee represents that it understands that any expenditures by the Grantee in anticipation of reimbursement from Grant funds shall never be obligations of any LVEDC fund and is subject to the extent and availability of LVEDC's actual grant funds to reimburse Grantee.

SECTION 4 TERMINATION

- A. **Termination.** This Agreement shall terminate upon the occurrence of anyone or more of the following:
 - 1. Construction of the Project is completed and Grantee's Eligible Costs have been reviewed, approved and reimbursed by LVEDC up to the amount of the Grant;
 - 2. the execution by all Parties of a written agreement terminating this Agreement;In addition, LVEDC will have the sole discretion and option to terminate this Agreement in the event:
 - 1. Grantee breaches any of the terms or conditions of this Agreement and such breach is not cured within thirty (30) days after written notice thereof;
 - 2. Grantee has ceased its business operations at the Property;
 - 3. Grantee is a party to voluntary or involuntary bankruptcy proceeding;
- B. **Repayment of the Grant.** In the event the Agreement is terminated, then Grantee shall immediately refund to LVEDC an amount equal to the sum of the Grant monies paid by LVEDC to Grantee pursuant to this Agreement. Notwithstanding the foregoing, Grantee will not be required to repay the Grant if the Agreement is terminated under Section 4A(1).

SECTION 5 INDEMNIFICATION

THE GRANTEE COVENANTS AND AGREES TO FULLY INDEMNIFY AND HOLD HARMLESS THE LVEDC AND THE OFFICIALS, EMPLOYEES, OFFICERS, DIRECTORS, VOLUNTEERS AND REPRESENTATIVES OF THE LVEDC, INDIVIDUALLY OR COLLECTIVELY, FROM AND AGAINST ANY AND ALL COSTS CLAIMS, LIENS, DAMAGES, LOSSES, EXPENSES, FEES, FINES, PENALTIES, PROCEEDINGS, ACTIONS, DEMANDS, CAUSES OF ACTION, LIABILITY AND SUITS OF ANY KIND AND NATURE, INCLUDING BUT NOT LIMITED TO, PERSONAL OR BODILY INJURY, DEATH AND PROPERTY DAMAGE, MADE UPON THE LVEDC, DIRECTLY OR INDIRECTLY ARISING OUT OF, RESULTING FROM OR RELATED TO THE GRANTEE'S ACTIVITIES UNDER THIS CONTRACT, INCLUDING ANY ACTS OR OMISSIONS OF THE GRANTEE, ANY AGENT, OFFICER, DIRECTOR, REPRESENTATIVE, EMPLOYEE, CONSULTANT, CONTRACTOR OR SUBCONTRACTOR OF THE GRANTEE, AND THEIR RESPECTIVE OFFICERS, AGENTS, EMPLOYEES, DIRECTORS AND REPRESENTATIVES WHILE IN THE EXERCISE OR PERFORMANCE OF THE RIGHTS OR DUTIES UNDER THIS CONTRACT, ALL WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE LVEDC UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW. THE PROVISIONS OF THIS INDEMNIFICATION ARE SOLELY FOR THE BENEFIT OF THE LVEDC AND NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY. THE GRANTEE SHALL PROMPTLY ADVISE THE LVEDC IN WRITING OF ANY CLAIM OR DEMAND AGAINST THE LVEDC OR THE GRANTEE KNOWN TO THE GRANTEE RELATED TO OR ARISING OUT OF THE GRANTEE'S ACTIVITIES UNDER THIS AGREEMENT AND SHALL SEE TO THE INVESTIGATION AND DEFENSE OF SUCH CLAIM OR DEMAND AT THE GRANTEE'S COST. THE LVEDC SHALL HAVE THE RIGHT, AT ITS OPTION AND AT ITS OWN EXPENSE, TO PARTICIPATE IN SUCH DEFENSE WITHOUT RELIEVING THE GRANTEE OF ANY OF ITS OBLIGATIONS UNDER THIS PARAGRAPH.

IT IS THE EXPRESS INTENT OF THE PARTIES TO THIS AGREEMENT, THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH, IS AN INDEMNITY EXTENDED BY GRANTEE TO INDEMNIFY, PROTECT AND HOLD HARMLESS LVEDC FROM THE CONSEQUENCES OF ITS OWN NEGLIGENCE; PROVIDED HOWEVER, THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL APPLY ONLY WHEN THE NEGLIGENT ACT OF LVEDC IS A CONTRIBUTORY CAUSE OF THE RESULTANT INJURY, DEATH, OR DAMAGE, AND IT SHALL HAVE NO APPLICATION WHEN THE NEGLIGENT ACT OF LVEDC IS THE SOLE CAUSE OF THE RESULTANT INJURY, DEATH, OR DAMAGE. GRANTEE FURTHER AGREES TO DEFEND, AT ITS OWN EXPENSE

AND ON BEHALF OF AND IN THE NAME OF LVEDC ANY CLAIM OR LITIGATION BROUGHT AGAINST LVEDC AND ITS OFFICIALS, EMPLOYEES, OFFICERS, DIRECTORS AND REPRESENTATIVES, IN CONNECTION WITH ANY SUCH INJURY, DEATH, OR PROPERTY DAMAGE FOR WHICH THIS INDEMNITY SHALL APPLY, AS SET FORTH ABOVE.

GRANTEE SHALL ALSO INDEMNIFY, SAVE AND HOLD HARMLESS LVEDC AND ITS RESPECTIVE OFFICIALS AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTIONS, SUITS AND LIABILITIES ARISING OUT OF GRANTEE AND GRANTEE'S GENERAL CONTRACTOR'S ACTIONS RELATED TO THE CONSTRUCTION OF THE PROJECT.

IT IS THE EXPRESS INTENT OF THIS SECTION THAT THE INDEMNITY PROVIDED TO THE LVEDC SHALL SURVIVE THE TERMINATION AND/OR EXPIRATION OF THIS AGREEMENT FOR THE APPLICABLE PERIOD OF LIMITATION AND SHALL BE BROADLY INTERPRETED AT ALL TIMES TO PROVIDE THE MAXIMUM INDEMNIFICATION OF THE LVEDC PERMITTED BY LAW.

SECTION 5 MISCELLANEOUS

A. Grantee shall comply with all applicable federal, state and City laws and regulations, as amended. Grantee agrees to obtain or cause to be obtained, all necessary permits and approvals from City and/or all other governmental agencies having jurisdiction over the construction of the Project. At its sole cost and expense, Grantee shall be responsible for paying, or causing to be paid, to City and all other governmental agencies the cost of all applicable permit fees and licenses required for construction of the Project.

B. Grantee represents, warrants, assures and guarantees that it possesses the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into this Agreement and to perform the responsibilities herein required.

C. In no event shall LVEDC be liable for any expenses of Grantee not eligible or allowable for reimbursement by the Grant.

D. Grantee represents and warrants that the documentation verifying the Eligible Costs submitted to LVEDC for reimbursement by Grant funds are true and correct. Grantee's submission of falsified information or the failure to timely submit all information by Grantee as requested by LVEDC is breach of this Agreement and grounds for termination of this Agreement.

E. Grantee shall use generally accepted accounting principles and establish and use internal administrative controls to preclude theft, embezzlement, improper inducement and obstruction of investigation or other criminal action and to prevent fraud and program abuse.

F. LVEDC will not be liable to Grantee or any other entity for any additional costs incurred by Grantee.

G. It is expressly understood and agreed by the Parties hereto that LVEDC is contracting with Grantee as an Independent Contractor, and that Grantee, its employees and subcontractors are not employees of the LVEDC.

H. Except as specifically provided in this Agreement, any alterations, additions, or deletions to the terms of this Agreement shall be by amendment hereto in writing and executed by both Parties to this Agreement upon LVEDC approval and authorization of Grantee.

I. This Agreement is not assignable. Notwithstanding any attempt to assign the Agreement, Grantee shall remain fully liable on this Agreement and shall not be released from performing any of the terms, covenants and conditions herein. Grantee shall be held responsible for all funds received under this Agreement.

J. If any clause or provision of this Agreement is held invalid, illegal or unenforceable under present or future federal, state or local laws, then and in that event it is the intention of the Parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this Agreement shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein; it is also the intention of the Parties hereto that in lieu of each clause or provision of this Agreement that is invalid, illegal or unenforceable, there be added as a part of the Agreement a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

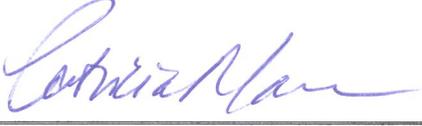
K. Grantee shall maintain, at its own cost and expense, such usual, customary, and appropriate insurance protecting Grantee and LVEDC from all claims for damages to persons and to property which may arise from any operations under this Agreement, or any of its amendments. All policies shall name the LVEDC as an additional insured and include a blanket waiver of subrogation as to the LVEDC. The failure of the Grantee at any time to provide the insurance required herein shall be considered a material breach of this Agreement under which LVEDC shall be entitled to damages, including termination of the Agreement for an uncured breach.

L. This Agreement shall be construed under the laws of the State of Texas and all obligations of the parties created hereunder are performable in Bexar County, Texas.

****REMAINDER OF PAGE INTENTIONALLY LEFT BLANK****
SIGNATURE ON NEXT PAGE

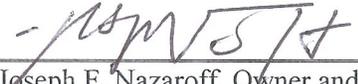
WITNESS OUR HANDS, EFFECTIVE as of February 9, 2016 (the "Effective Date").

GRANTOR:
**LEON VALLEY ECONOMIC
DEVELOPMENT CORPORATION**



Patricia Manea, LVEDC President

GRANTEE:
IDEAS UNLIMITED PRINTING & GRAPHICS



Joseph F. Nazaroff, Owner and Sole Proprietor

EXHIBIT A
PROJECT DESCRIPTION

[ATTACH GRANT APPLICATION HERE]

RECEIVED
CITY OF LEON VALLEY
2015 JUL -8 AM 10:59

Leon Valley Economic Development Corporation (LVEDC)

Facade & Signage Program Grant Application

6400 El Verde Road

Leon Valley, Texas 78238

Phone: (210) 684-1391

c.mora@leonvalleytexas.gov

CITY SECRETARY

1. Name of Applicant: JOSEPH F NAZAROFF
Project Address: 5213 BANDERA RD, Bldg B 78238
Mailing Address: 5213 BANDERA Rd, Bldg A 78238
Email Address: ideason@aol.com
Phone Number: (210) 647 - 7502 Fax: () SAME - _____

2. Name of Property Owner (if different from #1)
Name: _____
Address: _____
Phone Number: () _____ - _____
Email Address of Property Owner: _____

*Tenants are eligible to apply but must attach written permission of the property owner.

3. Total Estimated Cost of Project: \$ 1,135⁰⁰

4. Requested Program Reimbursement Amount: \$ 567.50

5. Is this part of a multi-property project? YES NO (Circle One)

6. Have you ever received a LVEDC grant for this property? YES NO

7. Attach a written description and cost estimate of the work to be done and a photo of the building or sign.

[Signature]
Applicant's Signature

LVEDC
Recommended ___ Not Recommended ___

Date Submitted: 7-08-15

Date: _____

PROPOSED LOCATION FOR AN BACK-LIGHT EXTERIOR SIGN

5213 BANDERA ROAD - BUILDING B - LEON VALLEY, TEXAS 78238



PROPOSED SIGN LOCATION

- ◆ BETWEEN THE TWO WINDOWS LOCATED ON THE FRONT SIDE OF BUILDING— IT WILL REPLACE THE BANNER
- ◆ AFFIXED ONTO THE EXISTING BURGULAR BARS
- ◆ SIGN FACES BANDERA ROAD
- ◆ TRAFFIC COUNT IS MORE THAN 40,500 DAILY *

VIEW OF LOCATION OF PROPOSED

BACK LIGHT SIGN - ENTRANCE TO BUILDING B

Single Sided Signature Series 32" X 64"

3M Vinyl Translucent Lettering / Image

Back Light LED Light Source

Frame: Extruded Aluminum Sign Cabinet

Black Enamel Finish

Exterior Grade—Wall Mount



PROPOSED BUDGET

- 32" X 64" Single Sided Box
- 3/16" Lexan Face & 3M Vinyl Image
- Cost: \$ 925
- LICENSED ELECTICIAN + \$ 150
- Permit \$ 60
- Graphic Design N/C
- Installation N/C

TOTAL COST: \$ 1,135

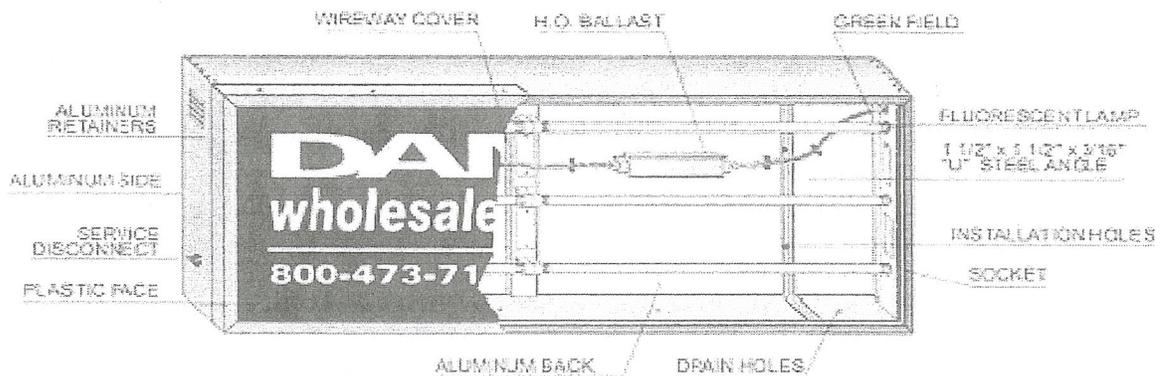
Submitted By: Joseph F. Nazaroff, Property Owner / Business Owner - Ideas Unlimited Printing & Graphics

Member of the Leon Valley Business Community for Over 15 Years

LED LIGHT SOURCE VS FLORESCENT TUBE LIGHT

- Long-lasting LEDs have a useful lifetime of 50,000 hours or more without the hassle of changing a bulb.
- Manufacturing LEDs has an overall lower environmental impact compared to the manufacture of fluorescent bulbs.
- LEDs are mercury free. Using LEDs avoids environmental contamination of mercury from accidental breakage or improper disposal of fluorescent bulbs.
- Using LEDs reduces the number of fluorescent lamps that need to be recycled. Recycling and reclaiming the mercury contained within the fluorescent lamp consumes a considerable amount of energy compared to the recycling of an LED. **

VIEW / DIAGRAM OF A TYPICAL SINGLE SIDE BACK LIGHT SIGN BOX – MANUFACTURED IN SAN ANTONIO, TX



23M™ Envision™ Flexible Substrate FS-1 and 3M™ Envision™ Translucent and Diffuser Films make it easy and practical to use LED Light Source. Benefits Include:

Improved light transmission*

Use fewer light sources

Use less energy

Reduced maintenance cost

These energy-saving premium products are backed by the industry-leading 3M™ MCS™ Warranty. So, your customers won't just look good — they'll feel good, too. You win. They win. The environment wins.

Sources: * City of San Antonio Development Office / Traffic Count / ** U.S. Department of Energy



MEETING REPORT

In attendance-Staff: Community Development Director Elizabeth Carol and Economic Development Administrative Assistant Ana Federico.

Also in attendance:

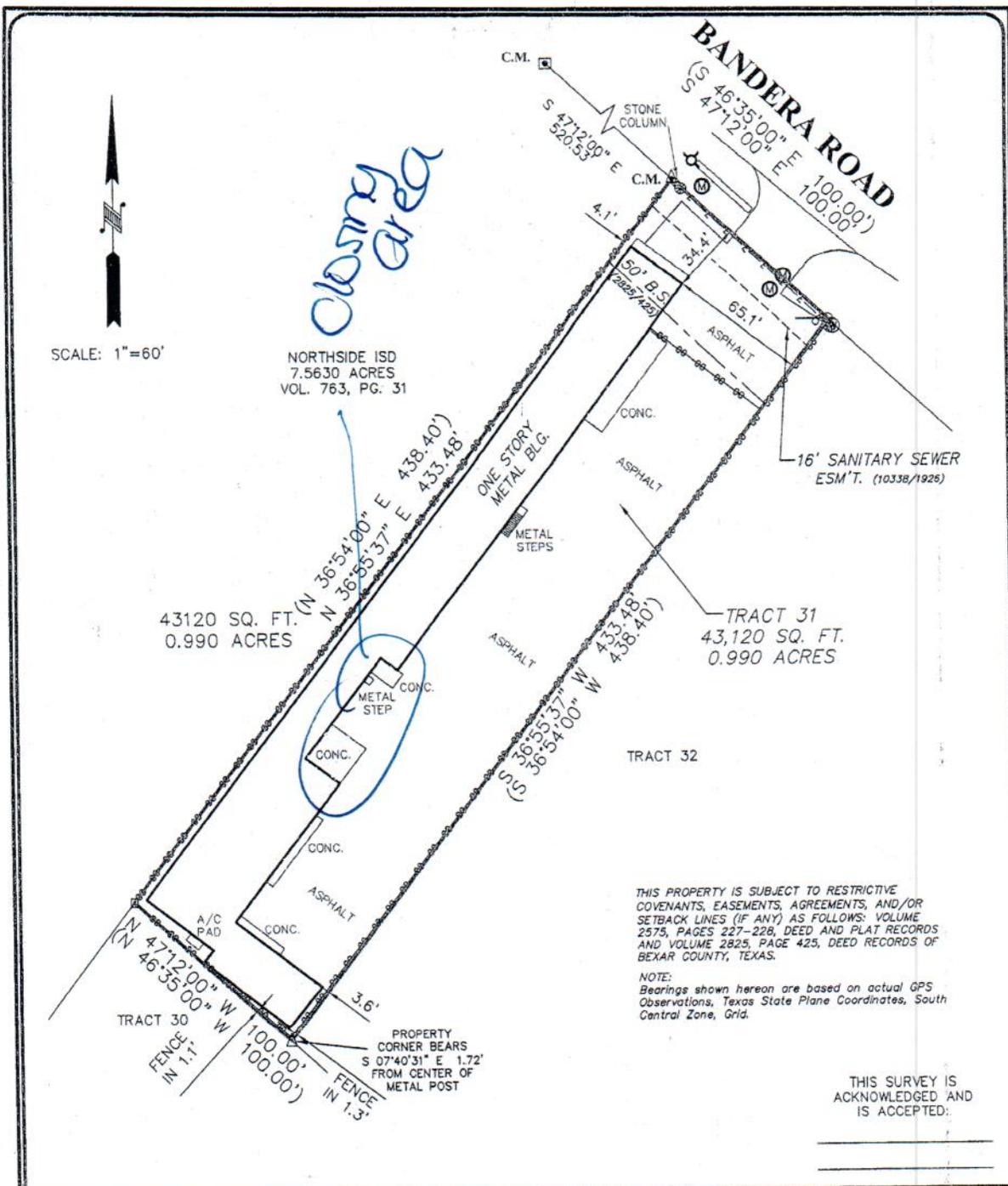
Joe Hudson's Collision Center Owner Kenneth Fifield, business partner and Development Planner Specialist.

Date, time and location: Wednesday, June 16, 2016 at 9:30 a.m. in the small conference room, City Hall.

Topic: Mr. Fifield wished to discuss his plans for remodeling his business. He received the letter from the Leon Valley Economic Development Corporation and has asked what options the Board can give him now that he has submitted project plans.

In reference to his remodeling plans, Community Development Director Elizabeth Carol gave him three suggested options:

1. Go to the Board of Adjustments and ask for an exception for zoning criteria. However, she strongly suggested changing zoning therefore:
2. His second option is to take his project to the zoning commission.
OR
3. Maintain his business as it is.



SCALE: 1"=60'

NORTHSIDE ISD
7.5630 ACRES
VOL. 763, PG. 31

43120 SQ. FT.
0.990 ACRES

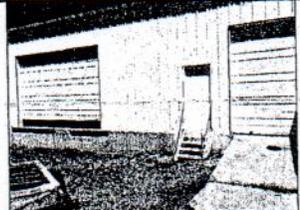
TRACT 31
43,120 SQ. FT.
0.990 ACRES

THIS PROPERTY IS SUBJECT TO RESTRICTIVE COVENANTS, EASEMENTS, AGREEMENTS, AND/OR SETBACK LINES (IF ANY) AS FOLLOWS: VOLUME 2575, PAGES 227-228, DEED AND PLAT RECORDS AND VOLUME 2825, PAGE 425, DEED RECORDS OF BEXAR COUNTY, TEXAS.

NOTE:
Bearings shown hereon are based on actual GPS Observations, Texas State Plane Coordinates, South Central Zone, Grid.

THIS SURVEY IS ACKNOWLEDGED AND IS ACCEPTED:

FLOOD ZONE INTERPRETATION: IT IS THE RESPONSIBILITY OF ANY INTERESTED PERSONS TO VERIFY THE ACCURACY OF FEMA FLOOD ZONE DESIGNATION OF THIS PROPERTY WITH FEMA AND STATE AND LOCAL OFFICIALS, AND TO DETERMINE THE EFFECT THAT SUCH DESIGNATION MAY HAVE REGARDING THE INTENDED USE OF THE PROPERTY. The property made the subject of this survey appears that all or a portion of the property may be in Flood Zone(s) X(Shaded). Because this is a boundary survey, the survey did not take any actions to determine the Flood Zone status of the surveyed property other than to interpret the information set out on FEMA's FIRM, as described above. THIS SURVEYOR DOES NOT CERTIFY THE ACCURACY OF THIS INTERPRETATION OF THE FLOOD ZONES, which may not agree with the interpretations of FEMA or state or local officials, and which may not agree with the tract's actual conditions. More information concerning FEMA's Special Flood Hazard Areas and Zones may be found at <http://www.fema.gov/index.shtml>.



Property Address:
6612 E. BANDERA ROAD
Property Description:
TRACT 31, LEON VALLEY RANCHES, CITY OF LEON VALLEY, BEXAR COUNTY, TEXAS, ACCORDING TO PLAT THEREOF RECORDED IN VOLUME 2575, PAGES 227-228, DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS.

Owner:
COLLISION CENTRAL OF SAN ANTONIO

FIRM REGISTRATION NO. 10111700

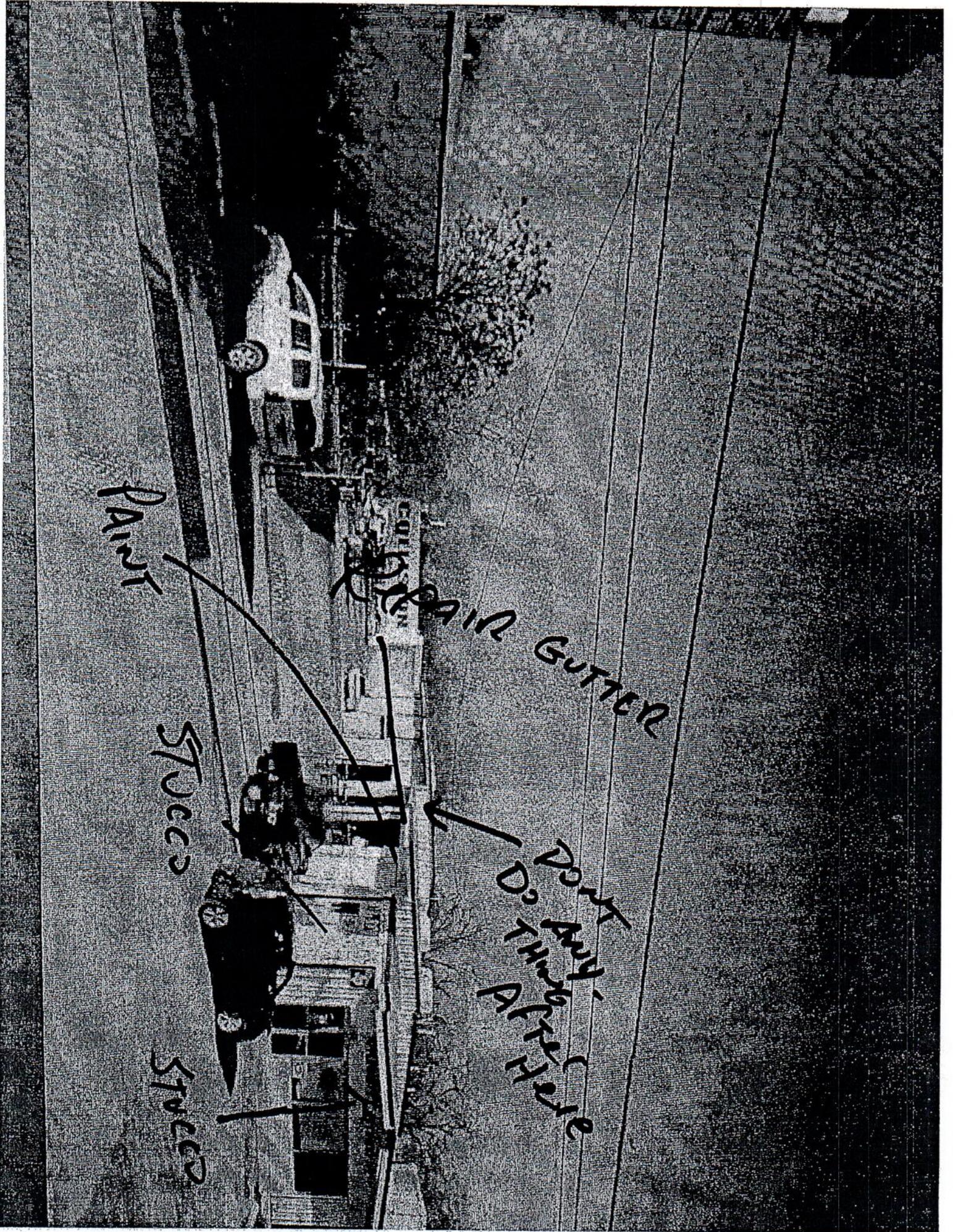
Westar Alamo
LAND SURVEYORS, LLC.
P.O. BOX 1036 HELOTES, TEXAS 78023-1036
PHONE (210) 372-9500 FAX (210) 372-9999

- LEGEND**
- 1/2" IRON ROD TO BE SET
 - FND 1/2" IRON ROD
 - RECORD INFORMATION
 - BUILDING SETBACK
 - CONTROLLING MONUMENT
 - CALCULATED POINT
 - FND PK NAIL
 - FND MONUMENT
 - POWER POLE
 - FENCE POST AT CORNER
 - SEWER MANHOLE
 - WATER METER
 - OVERHEAD ELECTRIC
 - CHAIN LINK FENCE
 - FIRE HYDRANT
- DRAWN BY: PD

STATE OF TEXAS
REGISTERED
MARK J. EWALD
5095
PROFESSIONAL
LAND SURVEYOR

I, MARK J. EWALD, Registered Professional Land Surveyor, State of Texas, do hereby certify that the above plat represents an actual survey made on the ground under my supervision, and there are no discrepancies, conflicts, shortages in area or boundary lines, or any encroachment or overlapping of improvements, to the best of my knowledge and belief, except as shown herein.

MARK J. EWALD
Registered Professional Land Surveyor
Texas Registration No. 5095



PAINT

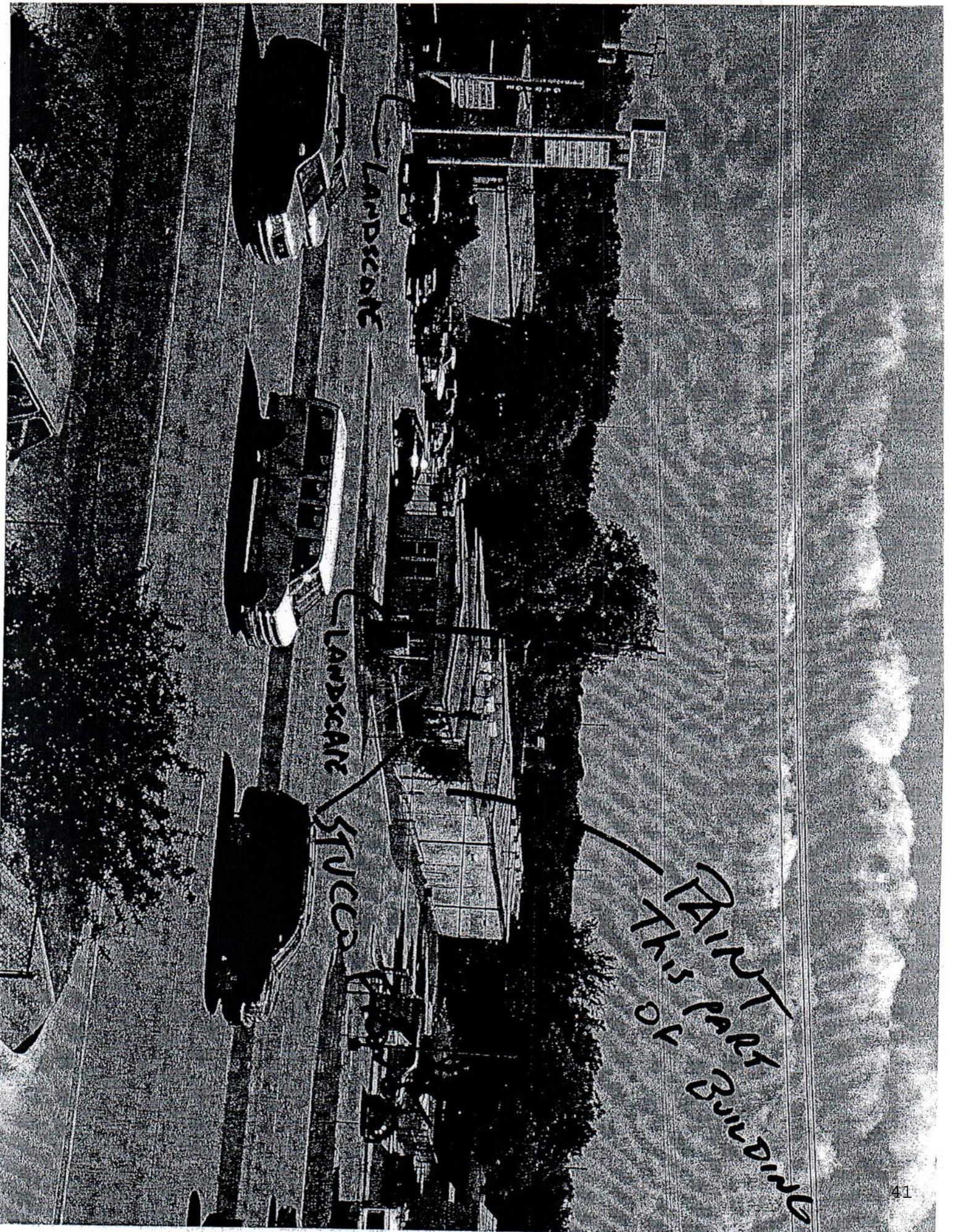
STUCCO

STUCCO

REPAIR GUTTER

DON'T DO ANYTHING HERE

COULDS



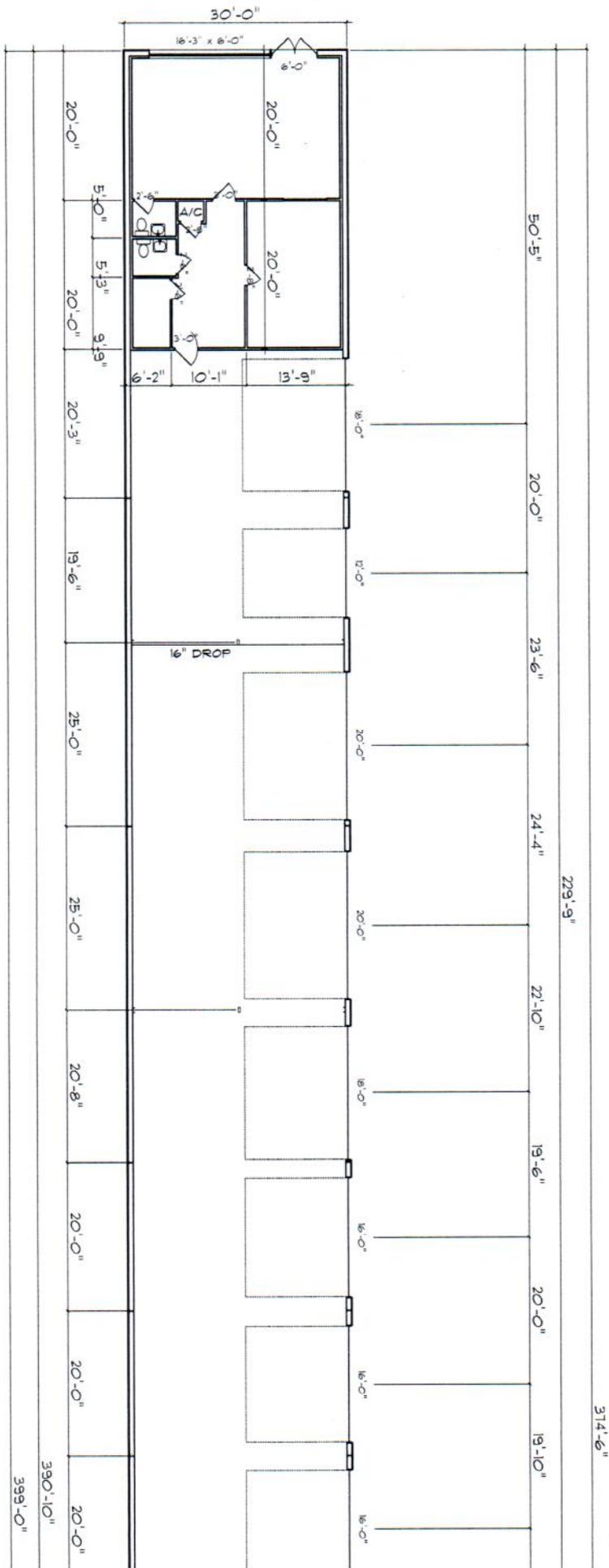
LANDSCAPE

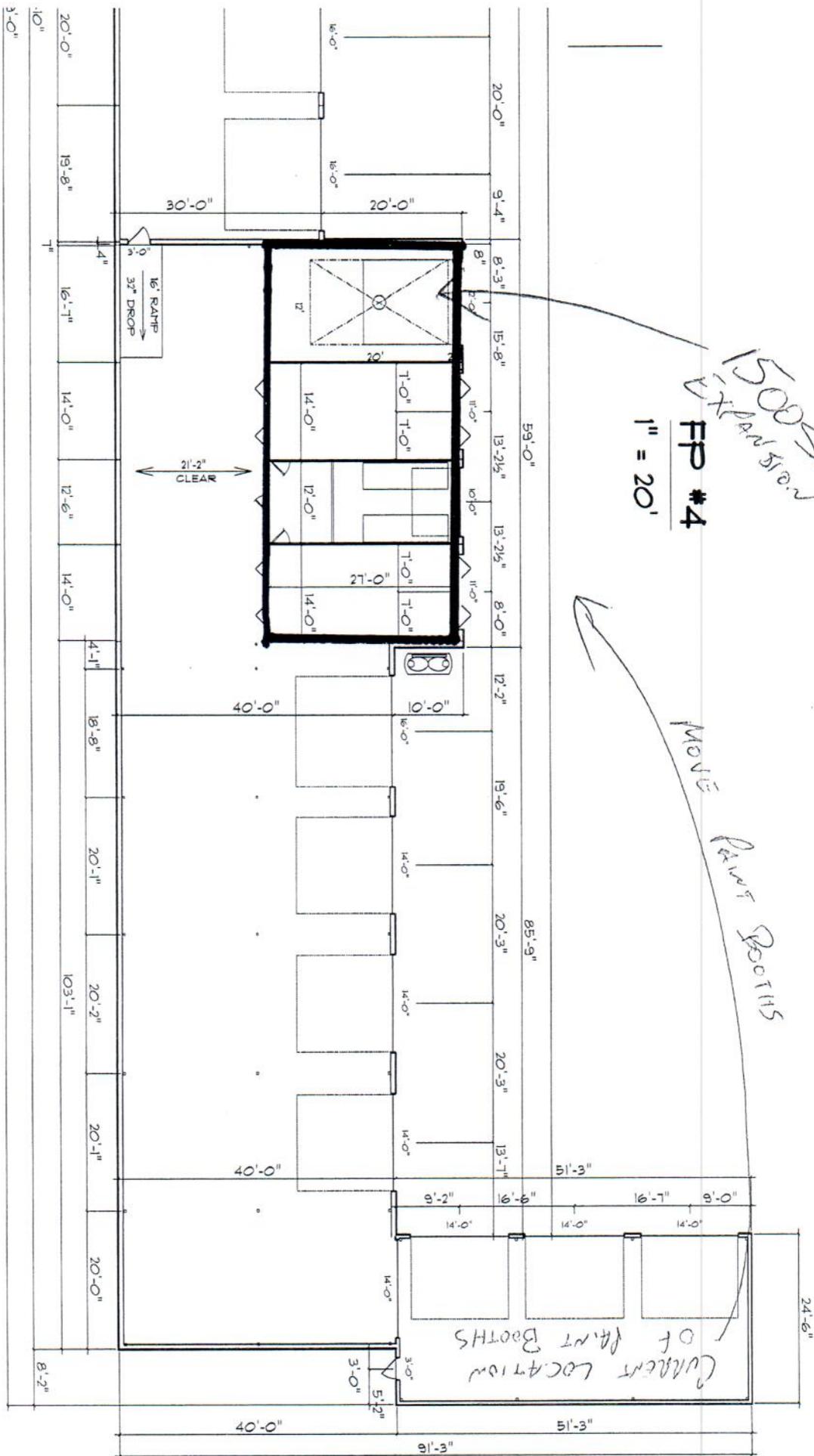
LANDSCAPE

LANDSCAPE

PAINT THIS PART OF BUILDING

FP #4
 1" = 20'

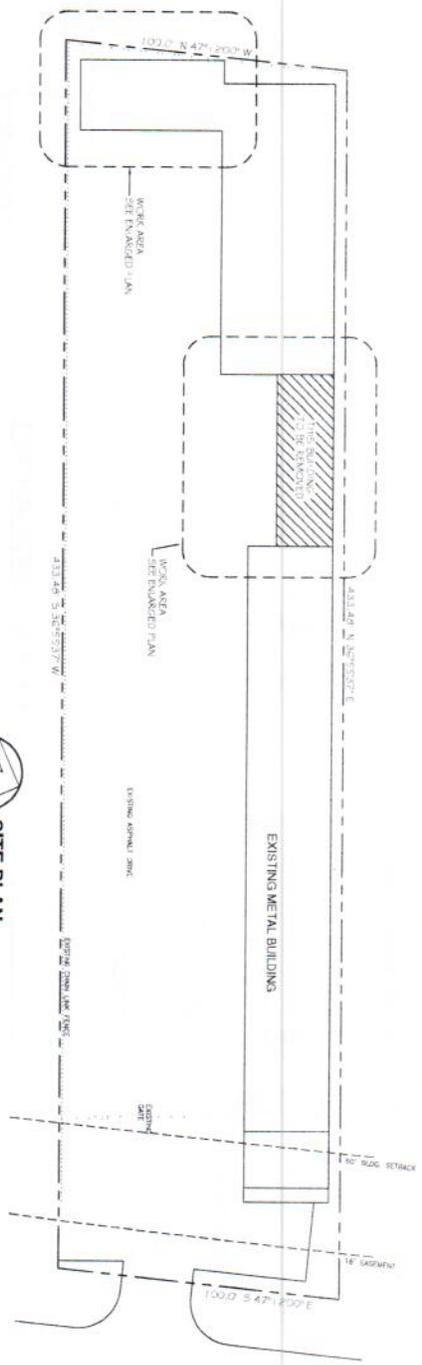




1500 SF
EXPANSION
FP #4
1" = 20'

MOVE PAINT BOOTHS

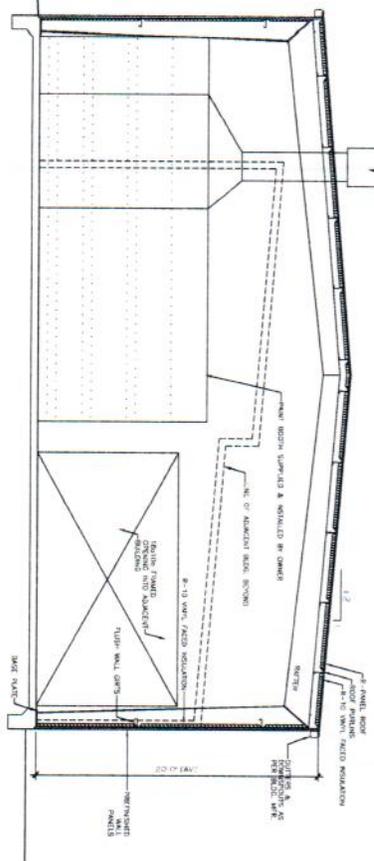
CURRENT LOCATION OF PAINT BOOTHS



SITE PLAN



SIDE ELEVATION



BUILDING SECTION



BACK SIDE ELEVATION

BUILDING REPLACEMENT
APPLEWHITE AUTOMOTIVE
 0612 BANDERA RD.
 LEON VALLEY, TEXAS

ELAM INDUSTRIES
 210-241-0121
 210-656-0646 fax

6612 BANDERA RD

ASPHALT PARKING

16' EASEMENT

UTILITIES

2"-4" TX BEND GRAVEL

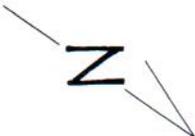
OVERHEAD POWER LINES

STEEL EXPOS. BROWN

POWER POLE

LEGEND

COMMON NAME	SIZE	QTY	BOTANICAL NAME
YUCCA, RED	5 GAL.	7	HEPHERALDE PARVIFLORA
YUCCA, SOFT OR CURVE LEAVED	5 GAL.	6	YUCCA PENDULA



Business: Jenfield LLC
Address: 6612 Bandera Road
Business Owner: Kenneth Fifield
Property Owner:

Business Description: Automotive/Collision

Amount Requested: \$10,000.00

Façade Amount:

Signage Amount: \$10,000.00

Application Documents: Signed Application
 Written Statement from Property Owner
 Description of Project
 Photos
 Rendering(s) of Sign(s)
 Rendering(s) of Improvements
 Estimates for Sign(s)
 Estimates for Improvements
 Compliance with Sign Ordinance/Codes/Requirements
 Compliance with City Development Codes/Requirements
 Staff Review
 Staff Recommendation

Leon Valley Economic Development Corporation (LVEDC)
Facade & Signage Program Grant Application
6502 Bandera Road Suite 112
Leon Valley, Texas 78238
Phone: (210) 684-1391
c.mora@leonvalleytexas.gov

1. Name of Applicant: JENFIELD LLC (KENNETH FIFIELD)
Project Address: 6612 BANDERA ROAD
Mailing Address: 646 EAST I-30, GARLAND TX 75043
Email Address: Kenneth@collisioncentral.com
Phone Number: 972-880-8930 Fax: 972-203-3081
2. Name of Property Owner (if different from #1)
Name: _____
Address: _____
Phone Number: () - _____
Email Address of Property Owner: _____
*Tenants are eligible to apply but must attach written permission of the property owner.
3. Total Estimated Cost of Project: \$40,000⁰⁰
4. Requested Program Reimbursement Amount: \$10,000⁰⁰
5. Is this part of a multi-property project? YES (Circle One)
6. Have you ever received an LVEDC grant for this property? YES NO
7. Attach a written description and cost estimate of the work to be done and a photo of the building or sign.


Applicant's Signature

LVEDC
Recommended ___ Not Recommended ___

Date Submitted: 7-14-15

Date: _____

Jenfield LLC former Applewhite's Automotive/Collision

6612 Bandera Road, Leon Valley

Jenfield LLC will re face the front of the building with either a masonry product or refurbish the current façade. Additionally add new landscaping, new gate, and new signage, replace front two overhead doors, improve customer parking by re asphalt or concrete, paint building, replace or repair awnings on building.

The above is a brief description of what will be upgraded on the building. We would like to get bids to possibly stucco or brick the front of the building and then make a determination as to what is economically feasible. We would like to move the front gate back to expose the front two bay doors to create more customer parking and better curb appeal. The bay doors will be replaced with either aluminum or steel full window style doors. There are currently three bay doors in this area and one will be removed and enclosed at the time we redo the building façade. I would estimate at a minimum this is \$40,000 of improvements.

Jenfield LLC

Kenneth Fifield-President





From: Kelly Kuenstler
Sent: Tuesday, June 14, 2016 6:16 PM
To: Melinda Moritz; David Dimaline; Ana Federico; Roxann Cotroneo; Vickie Wallace; Kristie Flores; Elizabeth Carol; Elsa Dominguez; Yvonne Acuna
Subject: Committees

Good Evening,

In an effort to head towards a paperless system, I would like for each of you to place as an agenda item on your respective boards for packet posting online. Please let me know how this goes and how it progresses.

Thanks,
KK

Kelly Kuenstler, MPA
Leon Valley City Manager

6400 El Verde Road
Leon Valley, TX 78238
(210) 684-1391 ext. 219
(575) 496-0939 (cell)

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**CITY OF LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION
FINANCE WORK GROUP MEETING**

Leon Valley City Hall- Council Chamber
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, April 20, 2016 at 10:00 a.m.

MEETING NOTES

In attendance: President Patricia Manea, Treasurer Michael McCarley, Secretary Larry Proffitt, Economic Development Administrative Assistant Ana Federico, Board/City Attorney Roxann Pais Cotroneo, City Manager Kelly Kuentler, Finance Director Vickie Wallace and Assistant Finance Director Wesley Jackson.

1. Review of accounts payable for April 2016.

Economic Development Administrative Assistant Ana Federico presented the accounts payable for the month of April 2016 (see attached document in the packet).

2. Review and discuss invoice from CPA Jorge Herrera.

Economic Development Administrative Assistant Ana Federico provided copies of documents/invoice for the services rendered per the contract from 2015. After review of forms, the members present decided to recommend to the Board that the last installment be paid as per the contract agreement.

3. Update on the February 2016 Attorney's invoice from Davidson Troilo Ream and Garza.

Board/City Attorney Cotroneo and members in attendance discussed the submitted charges from the law firm for services rendered; a decision to protest charges was made by Board/City Attorney Cotroneo per the January LVEDC meeting in which the Board formally discharged their services. Discussion regarding the lack of notification by the firm to approve the amount invoiced by the LVEDC was also a factor in the decision. Board will be updated at the April 27, 2016 meeting.

4. Review and discuss LVEDC March Financial Reports from Leon Valley Finance Department.

Finance Director Wallace and Assistant Finance Director Jackson reviewed the attached reports with Finance Group. Agreement was reached on the set of documents to be provided each month, and the documents will also be presented to the Board for review/discussion at the next meeting on April 27, 2016.

5. Consider and discuss LVEDC Finance Committee Minutes for March 16, 2016 -- Seek final approval from the LVEDC Board at the April 27th Board Meeting.

There was a discussion of need for Board to approve minutes of meeting for which they are not in attendance. Finance Group of LVEDC will approve its own monthly meeting minutes and submit those minutes to the Board for information only. Board/City Attorney Cotroneo advised that this would be a good process to adopt to streamline information at meetings.

6. Review and discuss presentation for Precinct Daycare Academy regarding their Facade and Signage Application.

President Patricia Manea and Economic Development Administrative Assistant Ana Federico gave the members an update on the application, visit to the site, attached documentation provided by the business owner along with history on the property of the daycare. Board/City Attorney Cotroneo will provide a performance agreement for the Board to review. Members will recommend to the Board that the project move forward as presented to the group.

7. Review and discuss presentation for Bring Your Own Parts regarding their Facade and Signage Application.

President Patricia Manea provided timeline on this application from 2015. Contact made by President Patricia Manea to owner in January 2016 and March 2016. Owner both times inquired if funds still available, Economic Development Administrative Assistant Ana Federico and President Patricia Manea met with owner at new location a couple of weeks ago, but owner had no invoices, and there has been no follow up by owner at this time. Ms. Manea will recommend to the Board that a letter be sent out to outstanding signage applicants from 2015 to submit paperwork/pictures for completed projects by July 1, 2016. This will allow the finance work group to move forward with the budget process for FY2016-2017. Members in attendance agreed that this was good way to ensure an accurate budget.

8. Miscellaneous

1. Discuss and prepare for LVEDC April 27, 2016 Meeting Agenda.
President Patricia Manea reviewed the draft and requested to meet with Economic Development Administrative Assistant Federico after the meeting to add information.
2. Review and discuss TML guidelines for future meeting minutes to be prepared and adopted.
Agreement by members that this would help with getting minutes done in a timely fashion for review by Board and submission to the Leon Valley City Council.
3. Review and discuss project spreadsheet with approved/outstanding applicants for Facade and Signage Program.
Proposed letter to outstanding applicants to be presented to Board at next Board Meeting.

9. Announcements by members of the LVEDC Finance Committee.

No other announcements were made by the Finance Work Group at this time.