



**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, July 27, 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, nor 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 fund Kinman House project. **(K. Kuenstler)**

4. Presentation, discussion and possible action on the Retail Economic Development Plan, Phase 1 and 2 by The Retail Coach, Senior Vice President Aaron Farmer. **(A. Farmer and P. Manea)**

5. Consider, discuss and take action to approve LVEDC Board Meeting Minutes for June 22, 2016. **(L. Proffitt)**

6. Consider, discuss and take possible action to approve expenditures for July 2016 and review update on LVEDC Financial Report (as of June 30, 2016). **(Finance Work Group)**

7. Consider, discuss and take possible action to approve LVEDC Budget for Fiscal Year 2016-17. **(L. Proffitt)**

8. Consider, discuss and take possible action to approve the Economic Development Executive Director's Job Description and Contract. **(P. Manea)**

9. Consider, discuss and take possible action to assign sub-committee to proceed with interviewing of potential candidates for the position of Economic Development Director and present to the LVEDC Board at the August 24, 2016 regular meeting. **(P. Manea)**

10. 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. **(D. Frederick)**

- 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 mediation between the LVEDC and the Leon Valley Area Chamber of Commerce (LVACC). **(P. Manea and D. Frederick)**

11. Reconvene into Regular Session and take action on issues discussed in Executive Session if necessary. **(P. Manea)**

12. Announcements

- a) Update on Façade and Signage applicants who did not meet the January 1st, 2016 deadline **(P. Manea)**
- b) Mediation between the LVEDC and the LVACC Wednesday, August 03, 2016 at 1:00 p.m. **(P. Manea)**
- c) LVEDC 07-20-16 Finance Work Group Meeting Notes have been attached to meeting packet for LVEDC Board to review.
- d) Next Finance Work Group Meeting Wednesday, August 17, 2016 at 10:00 a.m.
- e) Next LVEDC Board Meeting Wednesday, August 24, 2016 at 6:00 p.m.
- f) 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 22nd day of July 2016 at 9:50 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.



SAUNDRA PASSAILAIGUE, TRMC
City Secretary



RESOLUTION No. 16-09R

A RESOLUTION OF THE LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION (LVEDC) TO ENTER IN AN AGREEMENT WITH THE RETAIL COACH FOR THE CONTINUATION OF SERVICES FOR ONE (1) YEAR WITH THE SERVICES OUTLINED IN OPTION ___; AND TO EXPEND \$_____ IN LVEDC FUNDS FOR THE AGREEMENT

WHEREAS, the mission of the Leon Valley Economic Development Corporation is to promote businesses within the City or businesses relocating into the City; and

WHEREAS, the mission of the Leon Valley Economic Development Corporation also supports improvements to businesses which will improve sales tax generation and attract other businesses to the City; and

WHEREAS, the Leon Valley Economic Development Corporation entered into an agreement with The Retail Coach to develop and economic development retail plan for Leon Valley in 2013, and continued services for one (1) year, which ended June 2015; and

WHEREAS, the Leon Valley Economic Development Corporation wishes to continue using The Retail Coach for data gathering and analysis, reporting and marketing; and

WHEREAS, the Leon Valley Economic Development Corporation agrees to expend \$_____ in LVEDC funds for the services outlined in Option ___.

NOW THEREFORE, BE IT RESOLVED that the Leon Valley Economic Development Corporation of the City of Leon Valley, that:

1. The LVEDC Board approves the agreement with The Retail Coach for the services outlined in Option __. This agreement is hereby incorporated for all purposes and is attached as Exhibit "A".
2. The LVEDC Board approves the expenditure of \$_____ of LVEDC funds for the services.

PASSED, ADOPTED AND APPROVED by the Leon Valley Economic Development Corporation this the 27th day of July, 2016.

APPROVED

Attest: _____
Larry Proffitt
Board Secretary

Patricia Manea
Board President

Approved as to Form: _____
Denise Frederick
LVEDC Attorney

Retail Economic Development Plan (Update)

Leon Valley Economic Development Corporation

March 2016

Prepared by C. Kelly Cofer, CCIM and Aaron Farmer



The Retail Coach, LLC
P.O. Box 7272
Tupelo, MS 38802-7272
Tel 662.844.2155
Fax 662.844.2738
info@theretailcoach.net

THIS AGREEMENT is made and entered into as of the ____ day of _____, _____ by and between a limited liability entity, The Retail Coach, L.L.C. (hereinafter “TRC”) and The Leon Valley Economic Development Corporation (hereinafter “LVEDC”).

WITNESSETH:

WHEREAS, The LVEDC is seeking to attract retail and retail development to Leon Valley;

WHEREAS, TRC desires to provide assistance to LVEDC with market research services and the assessment, development and execution of a targeted retail recruitment and development strategy for Leon Valley;

WHEREAS, the parties hereto desire to set forth their mutual understandings and agreements regarding the services to be performed by TRC.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

Phase 1

Extensive research will be performed to provide a clear picture of the factors shaping the retail environment in Leon Valley including demographic, socioeconomic and psychographic profiles; the workplace population; and consumer spending patterns. An assessment of Leon Valley's primary retail corridors will reveal new development and redevelopment opportunities. The findings of this research combined with a Retail Gap/Opportunity Analysis calculating estimated potential sales (demand) will support the development of specific recommendations for positioning Leon Valley to achieve its retail expansion and development goals.

Demographic Profile

The Retail Coach will create comprehensive 2010 Census, 2016, and 2021 demographic profiles for the Retail Trade Area and Leon Valley Community. The profile includes the following characteristics:

- Population and Population Growth
- Population Trends
- Average Annual Population Growth
- Ethnicity
- Income
- Age
- Households and Household Growth
- Educational Attainment

Psychographic Profile

- We conduct a psychographic analysis of the households in Leon Valley's Retail Trade Area using socioeconomic and demographic data to measure consumer attitudes, values, lifestyles and purchasing behaviors to gain an understanding of the types of retailers that may be interested in Leon Valley.
- We create a bar graph of the 66 lifestyle classifications, highlight the dominant lifestyle segments in Leon Valley and provide comprehensive lifestyle segment definitions.
- We rank lifestyle segments and categorize them by summary group, segment code and segment name.

Retail Gap/Opportunity Analysis

The Retail Coach will perform a Retail Gap Analysis that estimates potential retail sales (demand) for the Retail Trade Area and compare these figures to estimated sales figures (supply) to calculate approximate retail dollars “coming in” or “flowing out” of Leon Valley. The Retail Gap Analysis will:

- Identify retail sales surpluses and leakages for different retail categories.
- Distinguish the retail categories that have the highest prospect for success and quantify their retail potential.
- Develop and provide summary tables and graphs of each retail category illustrating potential sales versus estimated actual sales.

Phase 2

With unparalleled access to national and regional retailers, we cross-reference preferred customer and site selection criteria with the findings from Leon Valley's area market analysis and Retail Gap/Opportunity Analysis. Customized community marketing tools and site profiles are developed to position for targeted recruitment of the retailers who are most likely to be successful in Leon Valley.

Retailer Matching

We will identify regional and national retailers whose essential location factors match the sites identified in Leon Valley.

- We provide a preliminary list retailers based on the matching of their site selection criteria to our findings from the area market analysis, competition assessment, Retail Trade Area determination, demographic and psychographic profiles, and Retail Gap/Opportunity Analysis.
- We review the preliminary target list with Leon Valley staff and work together to prepare a final target list of retailers for recruitment.

Retail Expansion Positioning

We use the market insight gathered through our research in Leon Valley to establish the strongest position for successful retail recruitment. The first and most critical step in reaching out to targeted retailers is providing the information corporate real estate directors and site selectors need to make initial decisions about locating in Leon Valley.

We produce a comprehensive Retail Feasibility Package that includes: § Community Overview

- Location Map
- Retail Trade Area Map
- Retail Trade Area Demographic Profile Summary
- Existing Community Retailers
- Retail Gap/Opportunity Analysis Summary Table
- Retail Trade Area Psychographic Profile
- Retail Trade Area Demographic Profile
- Community Demographic Profile
- Area Traffic Generators
- Web link to Retail Site Profiles

- The content of the Leon Valley Retail Feasibility Package is placed on The Retail Coach's online community portal at www.theretailcoach.net. Leon Valley will have a custom landing page and visual, user-friendly presentation of the content.
- The content of the Leon Valley Retail Feasibility Package will be used to develop an engaging email campaign. The customized email will include a link to the community portal at www.theretailcoach.net. The link may also be placed on Leon Valley' city and economic development websites.
- We will send the Retail Feasibility Package email to targeted retailers during the recruitment phase. Emails and phone calls will be made during this phase to determine the level of interest each retailer has in Leon Valley.
- We provide a Retailer Recruitment Status Report that includes each retailer's complete contact information and any comments resulting from our outreach activities.

B. TIMELINE AND PRICING

1 | PROJECT TIMELINE & PRICING

The term of the project is 12 months. A project timeline will be submitted to staff at the Kick-Off Meeting, indicating trip details and delivery dates.

Please circle desired option:

Option 1: Data Plan - \$5,000 - Includes Phase 1 - One payment of \$5,000 due at execution

Option 2: Data Plan and Recruitment \$15,000 - Includes Phases 1-2 – 2 Payments – Execution and 90 Business Days

Project fees are payable within thirty (30) days after receipt of the invoice.

Should LVEDC request a special assignment or additional work not specifically referenced in the contract, The Retail Coach will prepare a written authorization to be signed by LVEDC in advance of commencing any additional work.

Reimbursable Project Expenses: Reimbursable expenses will not exceed \$1,000. Reimbursable expenses include:

- Travel costs
- Cost of special renderings and maps, if any
- Cost of copies for reports and maps/drawings
- Cost of shipping expenses, if any Project expenses are payable within 15 days after receipt of the expense invoice.

2 | Deliverables

The Retail Coach will provide the following deliverables at the end of the project period electronically.

The Retail Coach has found that communities must have accurate, current information at their fingertips and be able to respond to retail site selector, broker, and developer requests instantaneously. To enable communities to better meet these demands, we provide select reports in a package format, which includes cover page, appropriate logo and contact information, and sourcing.

Phase 1

- Retail Trade Area Map
- Community demographic profile (historical/current/projected)
- Retail Trade Area Map with Demographic Profile (Historical/Current/Projected)
- Retail Gap Analysis, including a summary table showing surpluses and/or leakages
- Psychographic Profile

Phase 2

- Retailer Match List
- Retailer Feasibility Packages
- Retail Recruitment Tracking Spreadsheet
- Retail Trade Area Map with Demographic Profile (Historical/Current/Projected)

IN WITNESS WHEREOF, the parties have executed this agreement as of the ____ day of _____, 2016.

The Retail Coach, L.L.C.

By: _____

C. Kelly Cofer, President/CEO

Leon Valley Economic Development Corporation

By: _____



EXHIBIT "A" ADDENDUM

THIS ADDENDUM is attached and made a part hereof of that certain Agreement from The Retail Coach, L.L.C. ("TRC"), and the Leon Valley Economic Development Corporation (LVEDC), a Texas Economic Development Corporation dated the _____ day of _____ 2016 ("Agreement"). This Addendum amends the Agreement by and between the LVEDC and TRC for national retail expansion and development consulting. In the event of a conflict between the Addendum and the Agreement, the Addendum shall exclusively control.

OWNERSHIP OF DOCUMENTS

As part of the total compensation which LVEDC has agreed to pay TRC for the professional services to be rendered under this Agreement, and upon such payment, TRC agrees that all finished and unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports which are produced by TRC are and will remain the property of the LVEDC. TRC shall have the right to use such work products for TRC's purposes. Notwithstanding the foregoing, TRC shall retain all rights in its standard databases, computer software and any other proprietary information provided pursuant to this agreement, whether or not such proprietary information was modified during the course of providing the services under this Agreement.

INSURANCE

TRC shall purchase and maintain typical and appropriate insurance including professional liability insurance (errors & omissions), comprehensive general liability, workers compensation and automobile liability insurance for the work to be performed under the Agreement, and for any and all insurable claims which may arise out of, or result from, TRC's performance under the Agreement, whether it is to be performed or furnished by TRC, by any subcontractor, by anyone directly or indirectly employed by any of them, to perform or furnish any of the work as proposed, or by anyone for whose acts, errors and/or omissions any of them including TRC may be liable.

INDEMNITY

SUBJECT TO THE LIMITATIONS SPECIFIED IN THIS INDEMNITY PROVISION, TRC, ON ITS BEHALF AND ON BEHALF OF ANY AGENT, OFFICER, DIRECTOR, REPRESENTATIVE, EMPLOYEE, OR SUBCONTRACTOR OF THE TRC, AND THEIR RESPECTIVE OFFICERS, AGENTS, EMPLOYEES, DIRECTORS, AND REPRESENTATIVES WHILE IN THEIR EXERCISE OF PERFORMANCE OF WORK REQUIRED UNDER THE AGREEMENT, COVENANTS AND AGREES TO FULLY INDEMNIFY AND HOLD HARMLESS LVEDC, INCLUDING ITS AGENTS, OFFICERS

AND ASSIGNS, AND ALL ELECTED OFFICIALS, EMPLOYEES, OFFICERS, DIRECTORS, VOLUNTEERS, AND REPRESENTATIVES OF LVEDC WHO ARE ENTITLED TO RELY ON ANY OF THE WORK PERFORMED BY TRC UNDER THE AGREEMENT, INDIVIDUALLY OR COLLECTIVELY, (“INDEMNIFIED PARTY”) FROM AND AGAINST ANY AND ALL COSTS, ATTORNEYS’ FEES, DAMAGES, LOSSES, EXPENSES, FEES, FINES, OR MONETARY PENALTIES WHICH ARISE WHICH, DIRECTLY OR INDIRECTLY, ARISE OUT OF, OR RESULT FROM, TRC’S NEGLIGENT ACTS OR OMISSIONS OR OTHER ACTS INCLUDING INTENTIONAL AND WILFUL MISCONDUCT ARISING FROM TRC’S WORK UNDER THIS AGREEMENT.

LIMITATIONS ON INDEMNITY:

- A. NOTHING IN THIS INDEMNITY WAIVES ANY GOVERNMENTAL IMMUNITY AVAILABLE TO LVEDC UNDER TEXAS LAW OR ANY DEFENSE OF THE PARTIES UNDER TEXAS LAW THE RIGHTS TO WHICH ARE EXPRESSLY RESERVED HEREIN TO THE FULLEST EXTENT AUTHORIZED BY LAW AND MINIMALLY TO THE EXTENT THEN AND THERE EXISTING PRIOR TO THE EXECUTION HEREOF.**
- B. THE PROVISIONS OF THIS INDEMNITY ARE SOLELY FOR THE BENEFIT OF THE PARTIES HERETO AND NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, EITHER EXPRESS OR IMPLIED, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY.**
- C. THE MONETARY AMOUNTS FOR WHICH TRC IS LIABLE UNDER THIS INDEMNITY ARE STRICTLY LIMITED TO: (1) IN ALL EVENTS, THE AMOUNT FOR WHICH TRC WOULD BE LIABLE UNDER THE LAWS OF THE STATE OF TEXAS FOR ITS NEGLIGENT PERFORMANCE OR INTENTIONAL DISREGARD OF ANY LAW, RULE OR REGULATION, AND IN NO EVENT SHALL COVER ANY SPECIAL OR CONSEQUENTIAL DAMAGES OF ANY PERSON; AND (2) IF THE CLAIM IS COVERED BY ANY INSURANCE CARRIED BY TRC, THE TOTAL PER OCCURRENCE LIMIT OF INSURANCE COVERAGE STATED IN SUCH INSURANCE POLICY OR POLICIES FOR THE DAMAGES SPECIFIED IN THIS ADDENDUM.**
- D. EACH INDEMNIFIED PARTY SHALL ADVISE TRC, IN WRITING OF ANY CLAIM ASSERTED UNDER THIS INDEMNITY PROVISION AND SHALL INCLUDE A COPY OF ANY DOCUMENT OR INSTRUMENT ASSERTING THE CLAIM.**
- E. TRC SHALL ADVISE LVEDC IN WRITING WITHIN 24 HOURS OF ANY CLAIM OR DEMAND OF WHICH TRC HAS KNOWLEDGE AGAINST LVEDC, OR TRC RELATED TO OR ARISING OUT OF THE TRC’S ACTIVITIES UNDER THIS AGREEMENT AND SHALL SEE TO THE INVESTIGATION AND DEFENSE OF SUCH CLAIM(S) OR DEMAND(S) AT THE TRC’S COST. LVEDC SHALL HAVE THE RIGHT, AT ITS OPTION AND AT ITS OWN EXPENSE, TO PARTICIPATE IN SUCH DEFENSE(S) WITHOUT RELIEVING THE TRC OF ANY OF ITS OBLIGATIONS UNDER THIS PARAGRAPH. THE INDEMNITY PROVIDED**

HEREIN SHALL SURVIVE TERMINATION OF THE AGREEMENT FOR THE APPLICABLE LIMITATIONS PERIOD.

F. TRC SHALL PROVIDE CERTIFICATES OF COVERAGE NAMING LVEDC AS AN ADDITIONAL INSURED ON ALL POLICIES OF INSURANCE REQUIRED HEREIN OTHER THAN WORKER'S COMPENSATION AND PROFESSIONAL LIABILITY INSURANCE. ALL POLICIES PROVIDED FOR HEREIN SHALL INCLUDE BLANKET WAIVERS OF SUBROGATION.

ENTIRE AGREEMENT & SEVERABILITY

The Agreement and Addendum shall be construed with and under the laws of the State of Texas, and all obligations of the PARTIES created hereunder are performable by TRC in Bexar County, Texas wherein exclusive venue shall lie for any and all matters related to the enforcement, performance, or interpretation hereof. The document including the Addendum may be executed in multiple originals and counterparts and shall comprise the entire Agreement of the PARTIES which may not be in anywise modified or amended except by a separate writing mutually signed and approved by the PARTIES.

In the event one or more of the provisions contained in the Agreement or this Addendum shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and the Agreement and the Addendum shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein. If any action at law or in equity is necessary to enforce or interpret the terms of the Agreement or this Addendum, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements as permitted by law, in addition to any other relief to which such party may be entitled.

Leon Valley Economic Development Corporation

Patricia Manea, President

Date: _____

APPROVED AS TO FORM:

**Denise Frederick
LVEDC Attorney**

The Retail Coach, L.L.C.

Date: _____

C. Kelly Cofer, President/CEO

Date: _____



**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.

MINUTES

The Leon Valley Economic Development Corporation met on the 22nd 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 PM on June 22, 2016. A quorum was declared to be in attendance. Those Directors in attendance were Vice President Joseph Nazaroff, Treasurer Michael McCarley, Secretary Larry Proffitt, Director Gayle Monnig and Director David Jordan. Director Monica Alcocer and Alternate Director Manuel Rubio were excused from attending the meeting. Alternate Director Marian Slaughter was absent.

Also in attendance were:

City Manager Kelly Kuenstler and Economic Development Administrative Assistant Ana Federico.

Citizens to be Heard.

At 6:07 p.m. City Manager Kuenstler thanked the Leon Valley Economic Development Corporation (LVEDC) Board for its sponsorship of the 4th of July Spectacular and provided a complementary packet for each board member.

Consider, discuss and take possible action to budget for an Economic Development Director FY 2016-2017. (P. Manea)

For consideration of the Board, President Patricia Manea and City Manager Kuenstler presented the following information, which will impact the FY 2016-17 budgets of both the City and the LVEDC:

1. The City has a position funded for an Economic Development Director in 2016.
2. The LVEDC is currently paying for City Staff services to support the LVEDC as needed.
3. A suggestion was made to consider a contract for a 1099 position to cover the hiring of an Executive Director for the LVEDC. The contract would specify, at a minimum, the scope of work to be performed, incentives, hours worked and salary to be paid. Final determination of these items will require approval of the Board and City Council.

A motion was made by Vice President Joseph Nazaroff, and seconded by Director David Jordan, for the LVEDC to fund this position FY 2016-17. Upon a unanimous vote, President Patricia Manea announced the motion carried.

CLOSED/EXECUTIVE SESSION; Meet in executive session;

- A. Executive Session in Accordance with the Texas Government Code: The Leon Valley Economic Development Corporation will convene in Executive Session Pursuant to Section 551.074, Personnel Matters, to Deliberate, Discuss the unforeseeable resignation of City Attorney Roxann Cotroneo and possible appointment of a new City Attorney. (K. Kuenstler)**

Pursuant to section 551.045 EXCEPTION TO GENERAL RULE: NOTICE OF EMERGENCY MEETING OR EMERGENCY ADDITION TO AGENDA. (a) In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added as an item to the agenda for a meeting for which notice has been posted in accordance with this subchapter is sufficient if it is posted for at least two hours before the meeting is convened.

(b) An emergency or an urgent public necessity exists only if immediate action is required of a governmental body because of:

(2) a reasonably unforeseeable situation.

- 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 approving and amending meeting minutes. (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 June 10, 2015 performance agreement signed between the LVEDC and the Leon Valley Area Chamber of Commerce and its performance status. (R. Cotroneo)**
- D. 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)**

The LVEDC Board went into Executive Session at 6:37 p.m. No action was taken on any of the items.

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

The LVEDC Board reconvened into Open Session at 7:21 p.m.

- A. A motion was made by Secretary Larry Proffitt and seconded by Treasurer Michael McCarley, to have Denise Frederick, the new City Attorney, take office as Attorney for the LVEDC effective 06-23-16. Upon a unanimous vote, President Patricia Manea announced the motion carried.
- C. A motion was made by Director David Jordan and seconded by Vice President Joseph Nazaroff, to have City Manager Kuenstler serve as the mediator of a group composed of Board members from both the Leon Valley Area Chamber of Commerce (LVACC) and the LVEDC. Purpose of the mediator will be to assist in making both groups more effective and efficient. The motion passed by a roll call vote.

Director Gayle Monnig abstained.

Consider, discuss and take action to rescind the 9/23/15 LVEDC Amended Minutes approved on 04/27/16. (R. Cotroneo, P. Manea)

Economic Development Administrative Assistant Federico informed the Board that according to the Open Meetings Act, an original set of minutes cannot be amended; therefore, the Board must rescind the second set which the Board approved on 04-27-16 and keep the originals instead. President Patricia Manea asked for the current minutes to reflect that Ms. Monica Alcocer and Mr. David Jordan be referred as Board Directors instead of Council Members when serving the LVEDC.

A motion was made by Director David Jordan and seconded by Director Gayle Monnig to rescind the 09-23-15 LVEDC Amended Minutes approved on 04-27-16 and to keep the originals. Upon a unanimous vote, President Patricia Manea announced the motion carried.

Consider, discuss and take action regarding Item I of the 9/23/2015 LVEDC Minutes, "Call to Order." (R. Cotroneo)

No action taken.

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)

A motion was made by Vice President Joseph Nazaroff and seconded by Director David Jordan, to accept all five sets of minutes as presented. Upon a unanimous vote, President Patricia Manea announced the motion carried.

On a side note, City Manager Kuenstler approved Economic Development Administrative Assistant Federico to assume the duty of transcribing the LVEDC minutes as an original draft that will go to Secretary Larry Proffitt for review/editing.

Consider and discuss update on LVEDC Financial Report and take action on expenditures for June 2016. (Finance Work Group)

Economic Development Administrative Assistant Federico reviewed Accounts Payable of \$14,400.05 for June 2016.

A motion was made by Secretary Larry Proffitt and seconded by Treasurer Michael McCarley, to pay the Accounts Payable amounts as presented. Upon a unanimous vote, President Patricia Manea announced the motion carried.

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)

President Patricia Manea reported to the Board the submitted, paid in-full invoices and the project pictures from Ideas Unlimited, as well as the current status of Applewhite Automotive (new name: Joe Hudson's Collision Center).

No action taken.

Consider, discuss and take action to approve a paperless system and begin posting meeting packets online instead of printing them out. (A. Federico)

Economic Development Administrative Assistant Federico presented a letter from City Manager Kuenstler requesting all City departments, including the LVEDC make every attempt possible to go "paperless". Discussed in particular were the "packets" that get printed out and given to Directors for each board meeting, such as the LVEDC Board Minutes.

Secretary Larry Proffitt endorsed "paperless" efforts, but suggested there may be special circumstances in which particular documents such as drawings, financial reports, etc. may be needed in "hardcopy".

Secretary Larry Proffitt made a motion to that effect, and Director David Jordan seconded the motion. Upon a unanimous vote, President Patricia Manea announced the motion carried.

Announcements

- a) **Next Finance Work Group Meeting will be Wednesday, July 20, 2016 at 10:00 a.m.**
- b) **Next LVEDC Board Meeting will be Wednesday, July 27, 2016 at 6:00 p.m.**

Adjourn

Treasurer Michael McCarley made a motion, and Vice President Joseph Nazaroff seconded his motion, to adjourn the meeting. President Patricia Manea announced the meeting adjourned at 7:59 p.m.

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

ATTEST:

LARRY PROFFITT
LVEDC SECRETARY

APPROVED

PATRICIA MANEA
LVEDC PRESIDENT

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JULY 2016 EXPENSES

INVOICE DATE	VENDOR	FEE	SERVICE
N/A	City of Leon Valley	\$ 3,833.00	July 2016 Services Agreement
N/A	The Retail Coach	\$ 15,000.00	12 Month Continuation of Services
N/A	Ana Federico	\$ 500.00	Petty Cash for LVEDC Operating Supplies
N/A	Virtual Learning Concepts	\$ 275.00	PFIA-Online Training Course for Patricia Manea
N/A	TEDC	\$ 500.00	2016 Annual Conference in San Antonio, TX (October 19-21, 2016)
N/A	ICSC	\$ 295.00	Texas Conference (October 5- 7, 2016) Dallas, TX-- (fee per person)
N/A	TRC	\$ 295.00	Retail Live Austin 2016--(fee per person)
7-Jul-16	Pozza & Whyte	\$ 9,210.00	Leon Valley EDC Invoice for June 2016
		TOTAL \$ 20,698.00	

NOTES:

Fee will vary depending on the number of Directors attending a conference
TOTAL amount excludes Pozza & Whyte's legal bill

VIRTUAL LEARNING CONCEPTS

[Home](#)[Contact Us](#)[Course Registration](#)[Course Login](#)

Public Funds Investment Act Online Training



Texas Public Funds Investment Act Online Training - 10 Hour CPE

Our signature course, 10 Hour Continuing Education Credit training that satisfies the Texas Public Funds Investment Act for Investment Officers. We have partnered with Linda Patterson (Patterson & Associates) the Co-Author of the Texas Public Funds Investment Act to bring this CPE credited training that is 100% available online with no additional materials needed. All training material is located within the training course server and includes a detailed (downloadable) study guide to use with your training.

Once you have purchased your training and self-registered within our secure course server you will have 90 days (accessible 24/7) to complete the training. We understand that there are competing priorities and can (upon request) grant an additional 90 days of access if circumstance warrant.

We have also partnered with the Texas Municipal League (TML) to offer their members an exclusive discount coupon that can be obtained from TML via your TML member login at TML's website.

Payment is easy and painless as we accept all major credit cards and check payments. When purchasing your training you will be asked what payment method you would like to use in the shopping cart.

PRICE \$275.00

[Add to basket](#)

2016 Annual Conference



[Location & Accommodations](#) | [Networking Opportunities](#) | [Golf Tournament](#) | [Award Luncheon](#) | [Sponsorship & Exhibitor Opportunities](#)

[Register for Event](#)

[List of Registrants](#)

DRAFT AGENDA TO BE POSTED SOON!

Dates of Event: October 19-21, 2016

Time of Event: Wednesday 11 am - Friday 12 pm

Registration Deadline: October 7, 2016

Registration Rate TEDC Member: \$500

Registration Rate Non-Member: \$550

The TEDC's 2016 Annual Conference theme is **Adapting to an Ever Changing Economic Development Landscape**. The Annual Conference will be held at the Hyatt Regency Riverwalk Hotel in San Antonio, Texas. The two and one-half day event will feature numerous general and breakout sessions on economic development topics and trends, three Peer Group Roundtables, the Community Economic Development Award luncheon, two networking receptions, numerous networking breaks, a new member orientation, a golf tournament and an auction to support the TED's PAC. The conference will kick-off Wednesday morning with a golf tournament and will conclude on Friday with the TEDC's board of director's meeting.

The TEDC's 2016 Annual Conference is recognized by the International Economic Development Council (IEDC) as a professional development training that counts toward the recertification for Certified Economic Developers (CEcD).

Hyatt Regency San Antonio Riverwalk

123 Losoya Street
San Antonio, TX 78205
(210) 222-1234

OVERNIGHT ACCOMMODATIONS:

The TEDC's discounted room block rate at the Hyatt Regency is currently \$199.00/night+tax. There are **limited number** of rooms available in the TEDC's room block. The room block rate will expire on **September 28th**, 2016.

To book your reservation by phone: 1-800-233-1234

To book your reservation online: [Room Reservation Link](#)

Parking:

The TEDC group discount for self-parking is \$14.00 per day (regularly \$25.00).

Networking Opportunities

NEW MEMBER WELCOME & ORIENTATION:

The New Member Orientation will be held Wednesday, October 19th. Attending the New Member Welcome & Orientation is a great way to meet members of the TEDC leadership, learn how to access valuable resources and get the maximum benefit from your TEDC membership. The New Member Welcome & Orientation is open to all new members and anyone interested any learning more about the TEDC.

Award Luncheon

The 2016 Community Economic Development nominees and recipients will be honored at the TEDC Award Luncheon Thursday, October 20th. The Award Luncheon is included in your conference registration.

Golf Tournament

[Breakerside Park Golf Course](#)

October 5, 2016 - October 7, 2016 - Dallas, TX United States



REGISTER ▶

RETAILER CENTRAL REGISTRATION ▶

ATTENDEES ▶

EXHIBITORS ▶

RETAILER CENTRAL EXHIBITORS ▶

PRICING

	<i>through</i> 28 Sep 2016	<i>after</i> 28 Sep 2016
Non-Member:	\$525.00	\$645.00
Member:	\$295.00	\$365.00
ICSC Student Member:	\$50.00	N/A
Retailer Member: **	\$0.00	N/A

**ICSC Retailer Members are required to register in advance to receive complimentary registration - no complimentary registration on-site. Third party retail representatives do not qualify for complimentary registration.

EVENT DETAILS

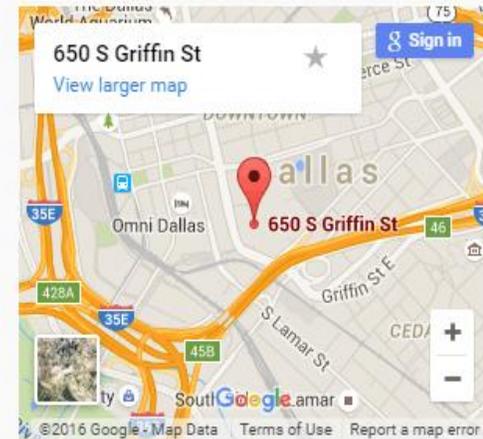


Held annually these deal making events are a great opportunity for owners, developers, retailers, brokers, lenders, municipalities, property asset managers and product and service providers to gather under one roof to exhibit, make deals and form successful business partnerships.

Join the Conversation on Twitter: Tweet using the hashtag [#TexConf](#) and follow [@ICSC](#) for the latest news and updates on the event.

[ICSC mobile](#) app enables you to connect with attendees before, during and after ICSC events. ICSC members have access to over 70,000 industry contacts to keep you connected 365 days a year. Download now for your

When & Where



Kay Bailey Hutchison Convention Center
650 S. Griffin St.
Dallas, TX 75202
United States

October 5, 2016 - October 7, 2016

[Add to Calendar](#)



Event Contact

Austin

Event Details

[REGISTER NOW](#)

Retail Live Austin 2016

DATES & PRICING

August 18 2016 at the JW Marriott Downtown Austin

General Registration: \$295

Late Registration after August 1: \$325

Retail Live! Event Program

11:00 AM – 1:00 PM Onsite Registration and Pre Registered Badge Pickup

1:00 PM – 5:00 PM Retail Live! Trade Show

5:00 PM – 8:00 PM Reception and Live! Entertainment

WHAT'S INCLUDED:

Registration Fee includes Trade Show entry, Retail Live! Trade book, Great Food and Reception which includes 2 drink tickets per registrant and Live! entertainment!

ABOUT RETAIL LIVE! AUSTIN 2016

Retail Live! is similar to many regional networking events; there is an exhibit part of the program as well as a reception. The key difference is that ONLY retailers are allowed to have an exhibit at the Retail Live! trade show other than a few VIP sponsors. This allows the brokers, landlords, developers, and other related industry professionals who attend the program to present their projects or services to only these retailers. The reason this is important is that it drives the attendance; when people know they are getting in front of hundreds of retailers, they attend. In less than a day, participants get a chance to network directly with retailers actively expanding in Texas, Oklahoma, Colorado, Louisiana, New Mexico, Mississippi, and Arkansas. In many ways, this is the opposite of a typical industry event; it is laid back, attire is casual, meetings are impromptu, and the ambiance is festive. For more info visit our website www.retaillive.com.

WHAT TO EXPECT

At registration, each registrant receives a Retail Live! Trade Book with each participating retailer's site specifications, areas of expansion in the Southwest and Gulf South regions, and real estate contact information (and broker when applicable). This is where it benefits the retailers and their real estate partners- they get a chance to get their contact information out together with their client's site criteria to hundreds of people in less than a full day's work. It is much more productive than cold calling and email blasts, or 30 minute meeting blocks. Such is the case at more traditional event programs where you can only fit in 20 meetings, assuming your schedule is completely full. At Retail Live!, registrants get the chance to speak to at least 5 times that amount at a 3 or 4 hour trade show. The trade show is immediately followed by a reception with great food, cocktails and Live! entertainment for additional opportunities to network with all the retailers and industry professionals.

REGISTER EARLY; SPACE IS LIMITED

Retail Live! is a great excuse for people to visit Austin, network with people from all over the Southwest and Gulf South region with minimal time commitment, and experience Live! entertainment. And who isn't looking for an excuse to come to Austin?

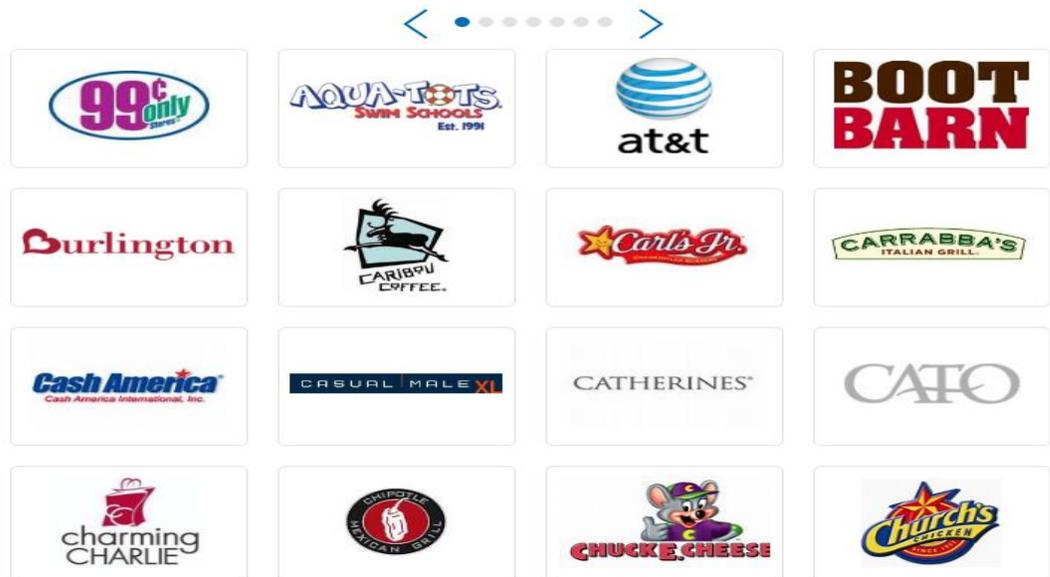
We look forward to seeing you at Retail Live Austin!

Check out the Retail Live Austin 2015 Retailers below!

Retailers

ARE YOU A RETAILER INTERESTED IN PARTICIPATING IN THIS RETAIL LIVE! EVENT?

Join these retailers at this exciting networking event. Submit your request using our [online form](#) or contact us at michael@retailliveusa.com.





239 E. Commerce St.
 San Antonio, Texas 78205
 Tel: 210-226-8888
 Fax: 210-224-6373
 www.pozzaandwhyte.com

DAN POZZA
 danpozza@pozaandwhyte.com
 Board Certified Civil Appellate Law
 Civil Trial Law and Personal Injury Trial Law
 Texas Board of Legal Specialization

LORIEN WHYTE
 lorienswhyte@pozaandwhyte.com
 Board Certified Civil Appellate Law
 Texas Board of Legal Specialization

July 7, 2016

Kelly Kuentler, MPA
 Leon Valley City Manager
 6400 El Verde Road
 Leon Valley, TX 78238

Leon Valley EDC Invoice for June 2016

<u>Date</u>	<u>Description</u>	<u>Time</u>
6/16/16	Evaluate Larry Little brief, arguments on immunity, contract and damages	3.5
6/17/16	Preparation of Reply Brief—outline brief, research	4.7
6/18/16	Preparation of Reply Brief (initial draft)	8.5
6/19/16	Preparation of second and final draft of brief	9.0
6/20/16	Final edit and filing	5.0

Total Hours: 30.7 x \$300.00 = \$9,210.00

TOTAL: \$9,210.00

C I T Y O F L E O N V A L L E Y
 FINANCIAL STATEMENT - UNAUDITED
 AS OF: JUNE 30TH, 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	21,849.35	0.00	164,377.14	0.00 (164,377.14)	0.00
*** TOTAL REVENUES ***	<u>0.00</u>	<u>21,849.35</u>	<u>0.00</u>	<u>164,377.14</u>	<u>0.00 (</u>	<u>164,377.14)</u>	<u>0.00</u>
=====							
EXPENDITURE SUMMARY							

LVEDC	414,236.00	14,796.50	0.00	197,735.44	0.00	216,500.56	47.73
*** TOTAL EXPENDITURES ***	<u>414,236.00</u>	<u>14,796.50</u>	<u>0.00</u>	<u>197,735.44</u>	<u>0.00</u>	<u>216,500.56</u>	<u>47.73</u>
=====							
** REVENUE OVER (UNDER) EXPENDITURES *	<u>(414,236.00)</u>	<u>7,052.85</u>	<u>0.00</u>	<u>(33,358.30)</u>	<u>0.00 (</u>	<u>380,877.70)</u>	<u>91.95</u>
=====							
TOTAL OTHER SOURCES/USES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
=====							
NET GAIN OR (LOSS)	<u>(414,236.00)</u>	<u>7,052.85</u>	<u>0.00</u>	<u>(33,358.30)</u>	<u>0.00 (</u>	<u>380,877.70)</u>	<u>8.05</u>
=====							

C I T Y O F L E O N V A L L E Y
 FINANCIAL STATEMENT - UNAUDITED
 AS OF: JUNE 30TH, 2016

500-LVEDC
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
Revenues							
41010 Sales Tax	0.00	21,849.35	0.00	164,295.52	0.00 (164,295.52)	0.00
41011 Interest Income	0.00	0.00	0.00	81.62	0.00 (81.62)	0.00
TOTAL Revenues	<u>0.00</u>	<u>21,849.35</u>	<u>0.00</u>	<u>164,377.14</u>	<u>0.00 (</u>	<u>164,377.14)</u>	<u>0.00</u>
TOTAL ????	0.00	21,849.35	0.00	164,377.14	0.00 (164,377.14)	0.00

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
SUPPLIES							
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	<u>313.00</u>	<u>0.00</u>	<u>0.00</u>	<u>525.22</u>	<u>0.00 (</u>	<u>212.22)</u>	<u>167.80</u>
CONTRACTUAL SERVICES							
5100-530.01 Professional Services	61,260.00	396.00	0.00	44,561.51	0.00	16,698.49	72.74
5100-530.02 Contractual Services	46,000.00	3,833.00	0.00	34,497.00	0.00	11,503.00	74.99
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	567.50	0.00	106,199.87	0.00	179,831.13	37.13
5100-530.16 Miscellaneous	14,932.00	10,000.00	0.00	10,201.84	0.00	4,730.16	68.32
TOTAL CONTRACTUAL SERVICES	<u>413,923.00</u>	<u>14,796.50</u>	<u>0.00</u>	<u>197,210.22</u>	<u>0.00</u>	<u>216,712.78</u>	<u>47.64</u>
TOTAL LVEDC	<u>414,236.00</u>	<u>14,796.50</u>	<u>0.00</u>	<u>197,735.44</u>	<u>0.00</u>	<u>216,500.56</u>	<u>47.73</u>
*** TOTAL EXPENDITURES ***	<u>414,236.00</u>	<u>14,796.50</u>	<u>0.00</u>	<u>197,735.44</u>	<u>0.00</u>	<u>216,500.56</u>	<u>47.73</u>
** REVENUE OVER (UNDER) EXPENDITURES *	<u>(414,236.00)</u>	<u>7,052.85</u>	<u>0.00</u>	<u>(33,358.30)</u>	<u>0.00</u>	<u>(380,877.70)</u>	<u>91.95</u>
NET GAIN OR (LOSS)	<u>(414,236.00)</u>	<u>7,052.85</u>	<u>0.00</u>	<u>(33,358.30)</u>	<u>0.00</u>	<u>(380,877.70)</u>	<u>8.05</u>

**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	173,946.05	43,480.53	21,740.27	239,166.85
Jul-16				-
Aug-16				-
Sep-16				-
Oct-16				-
Nov-16				-
TOTALS	1,308,436.22	327,064.07	163,532.04	1,799,032.33

	Crime District
Dec-15	20,829.10
Jan-16	20,648.46
Feb-16	29,358.60
Mar-16	20,951.31
Apr-16	20,549.41
May-16	29,082.06
Jun-16	21,193.74
Jul-16	
Aug-16	
Sep-16	
Oct-16	
Nov-16	
TOTALS	162,612.68

**Leon Valley Economic Development Corporation (LVEDC)
Fiscal Year 2016-2017 Budget/Spending**

LVEDC EXPENDITURES	2016-2017 12-Month Budget												12-month Total
	1	2	3	4	5	6	7	8	9	10	11	12	
	Oct'16	Nov'16	Dec'16	Jan'17	Feb'17	Mar'17	Apr'17	May'17	Jun'17	Jul'17	Aug'17	Sep'17	
SUPPLIES													
5100-520.01 Office Supplies	70	55	45	70	70	70	70	70	45	45	45	45	700
5100-520.02 Operating Supplies	35	25	15	35	25	15	35	25	15	35	25	15	300
5100-520.04 Misc. Supplies and Postage	170	100	30	170	170	170	170	170	80	80	80	110	1,500
Subtotal Supplies	275	180	90	275	265	255	275	265	140	160	150	170	2,500
CONTRACTUAL SERVICES													
5100-530.01 Professional Services													
Pozza, et. al.	8,182	7,364	6,545	5,727	4,909	4,091	3,273	2,455	1,636	818	0	0	45,000
Retail Coach											17,500		17,500
5100-530.02 Contractual Services													
City Attorney	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
City of Leon Valley (LVEDC Admin. 40 hr.)	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	48,000
Exec Dir (30-hr. 1099 thru 3rd Party)	4,500	3,600	3,600	4,500	3,600	3,600	4,500	3,600	3,600	4,500	3,600	3,600	46,800
Executive Director (Bonus at NTE 15%)											3,240	3,240	6,480
5100-530.03 Telephone													LVACC
5100-530.04 Utilities - Gas, Water, Electricity													LVACC
5100-530.05 Printing	200	120	50	160	160	160	160	160	70	70	70	120	1,500
5100-530.06 Advertising	109	218	545	2,182	982	436	1,909	1,091	909	727	0	0	9,109
5100-530.08 Equipment Rental (Bldg. Lease)	750	750	750	750	750	750	750	750	750	750	750	750	9,000
5100-530.09 Travel (Includes Workshop Fees)													
Registrations:													
TEDC (Sales Tax Training)		1,225											1,225
TEDC (Basic EDC Course)	700												700
TEDC (2016 Annual Texas Conf)												500	500
TML (Investment Trng. On-Line)	275		180										455
ICSC (Texas Conference)												1,475	1,475
Retail Live! (Austin)											295		295
Misc. Webinars, mini-Conf's, etc.			500			500			500			500	2,000
Travel:													
TEDC (Sales Tax Training)			1,623										1,623

**Leon Valley Economic Development Corporation (LVEDC)
Fiscal Year 2016-2017 Budget/Spending**

LVEDC EXPENDITURES	2016-2017 12-Month Budget												12-month Total
	1	2	3	4	5	6	7	8	9	10	11	12	
	Oct'16	Nov'16	Dec'16	Jan'17	Feb'17	Mar'17	Apr'17	May'17	Jun'17	Jul'17	Aug'17	Sep'17	
TEDC (Basic EDC Course)	356												356
ICSC (Texas Conference)												2,436	2,436
Retail Live! (Austin)											419		419
5100-530.10 Membership													
TEDC (1 yr.)	1,250			750		125							2,125
ICSC (1 yr.)												250	250
IEDC (1 yr.)			385										385
5100-530.15 EDC Project Funding (New)	22,800	11,400	5,700	28,500	19,000	19,000	19,000	19,000	11,400	11,400	11,400	11,400	190,000
5100-530.XX Miscellaneous													
4th of July Sponsorship								10,078					10,078
Edsuite	99	99	99	99	99	99	99	99	99	99	99	99	1,188
Website						600							600
Subtotal Contractual Services	44,221	29,776	24,978	47,668	34,500	34,361	34,691	42,232	23,964	23,364	42,373	29,370	411,500
Total Supplies and Contractual Services	44,496	29,956	25,068	47,943	34,765	34,616	34,966	42,497	24,104	23,524	42,523	29,540	414,000



LVEDC FY 2016-17 Budget Lines
Travel & Membership Expense Estimates

Planned Expenses	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-16	Nov-16	Dec-16	Total	
Registration														
TEDC (Sales Tax Training)											\$1,225	< Austin, TX	\$1,225	
TEDC (Basic EDC Course)										\$700	< Frisco, TX		\$700	
TEDC (2016 Annual Texas Conf)									\$500	< San Antonio			\$500	
ICSC (Texas Conference)									\$1,475	< Dallas, TX			\$1,475	
Retail Live! (Austin)								\$295	< Austin, TX				\$295	
TML (Public Funds Investment Act Training-ONLINE)										\$275		\$180	\$455	
Misc. Webinars, mini-Conf's, etc.			\$500			\$500			\$500			\$500	\$2,000	
Registration Subtotal	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$295	\$2,475	\$975	\$1,225	\$680	\$6,650	
Travel														
TEDC (Sales Tax Training)												Austin, TX >	\$1,623	\$1,623
TEDC (Basic EDC Course)										356	< Frisco, TX		\$356	
ICSC (Texas Conference)									\$2,436	< Dallas, TX			\$2,436	
Retail Live! (Austin)									\$419	< Austin, TX			\$419	
Travel Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$419	\$2,436	\$356	\$0	\$1,623	\$4,835	
Membership Subtotal														
TEDC (1 Year)	\$750		\$125							\$1,250			\$2,125	
ICSC (1 Year)									\$250				\$250	
IEDC (1 Year)												\$385	\$385	
Membership Subtotal	\$750	\$0	\$125	\$0	\$0	\$0	\$0	\$0	\$250	\$1,250	\$0	\$385	\$2,760	
Totals														
Monthly Planned Expenses	\$750	\$0	\$625	\$0	\$0	\$500	\$0	\$714	\$5,161	\$2,581	\$1,225	\$2,688	\$14,245	
TOTAL Planned Expenses	\$750	\$750	\$1,375	\$1,375	\$1,375	\$1,875	\$1,875	\$2,589	\$7,750	\$10,332	\$11,557	\$14,245		

- Notes:**
- **New and Renewal Memberhsip payments are arranged in such a way that Board Directors/Staff can attend training and conferences with a "membership" fee.
 - **International Council of Shopping Centers (ICSC) happens every year around Oct-Nov. Payment is required at least one month before conference. FY 2015-2016's budget will be used to pay for conference in FY 2016-17. FY 2016-2017's budget will pay for FY 2017-2018 confrence and so on.
 - **Memberships must be renewed yearly
 - **Sales Tax Training is good for 2 years
 - **Public Funds Investment Act training is good for 2 years
 - **Basic Economic Development Course is optional
 - **TEDC Membership renewal of \$500 for Ana will be paid by COLV.

Economic Development Director

Leon Valley Texas Economic Development Corporation

SALARY

\$22.50 per hour working 30 hours per week

\$3, 900 per month

\$46,800 Annually

Overtime incurred with special events or projects outside of the contracted 30 hours per week will be paid at \$30 per hour until weekly maximum of 40 hours is reached. Hours incurred past the 40 hours per week will then be paid at \$40 per hour (LVEDC approval prior to the event will be obtained).

GENERAL DESCRIPTION:

This is a contracted position under the general direction of the Leon Valley Economic Development Corporation. An economic development director assists in supporting the City's economic development program and redevelopment activities, including efforts focused on the retention or expansion of existing business with efforts to bring in specific targeted businesses to the Leon Valley. Coordinates with City staff and developers to include the preparation of development agreements, develops and executes marketing and business development efforts, coordinates with other County and City agencies, and follows-up on business leads/interested parties. Reporting to the LVEDC at the monthly meetings.

ESSENTIAL FUNCTIONS:

- Works effectively with stakeholder groups (e.g., special interest groups, workforce development, community colleges, universities, hospitals, research institutions, citizen groups, etc.).
- Demonstrates strong personal commitment to the organization and its long-term success.
- Demonstrates the importance of confidentiality with all stakeholders.
- Possesses a strong sense of personal integrity, duty, and responsibility. Upholds ethical practices.
- Has a high level of personal energy.

ESSENTIAL FUNCTIONS Continued:

- Manages time effectively and in relation to priorities.
- Engages in continuous learning.
- Conveys confidence, passion, and poise
- Strong Values—integrity, strong service orientation, confident yet modest, and assumes responsibility.
- Fully engaged to insure that marketing initiatives generate documented results
With regard to job growth and economic development.
- Demonstrated experience as a visionary—the ability to see beyond today.
- Demonstrated creative drive—the ability to identify new solutions and “think outside the box.”
- Experience selling concepts and generating the excitement necessary to propel
Successful accomplishments.
- Expert listener.
- Proven political skills.
- Strong understanding of public finance, public incentive programs, and capital
investment considerations.
- Strong written and verbal communication skills, particularly public speaking.
- Develops effective relationships and open channels of communication with each
stakeholder group, owners of potential projects, resource groups, media, etc.
- Understands the needs, goals, and motivations of external stakeholder groups
(i.e., the community) as well as internal supervisors, peers, and direct reports.
- Recognizes, articulates, and resolves conflicts and differences of opinion among
stakeholder groups.
- Manages own emotions and responds effectively to strong emotional reactions of
Others.
- Builds an effective executive team within the organization.
- Conduct site visits and monitor business results
- Develop a registry of vacant land, buildings and retail space to provide a database
for potential investors
- Develop a Community Economic Development Web site
- Works in an office environment 30% and 70% in the field, some travel expected.

MANAGEMENT SKILLS:

- Develops and uses a “system” to track, document, shepherd, and guide economic development projects from inquiry to completion. Keeps the “system” current.
- Attracts, retains, and develops top talent.
- Establishes clear performance expectations, including results to accomplish, metrics to achieve, and processes to follow.
- Develops direct reports and ensures ongoing development of others in the organization.
- Manages meetings effectively, including provision of agenda, supporting material, and meeting notes.
- Provides direct and, at times, tough messages to stakeholder groups and does so respectfully without “burning bridges.”

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities

- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Manage own time and the time of others.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, organization rules, and the democratic political process.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to prepare written and graphic materials; to compose clear and concise reports; to prepare and make presentations; and to communicate effectively, orally and in writing, with citizens, professional peers and elected officials.
- Basic proficiency in word processing and knowledge of spreadsheet computer applications required.
- Ability to operate a motor vehicle.

MINIMUM QUALIFICATIONS Continued:

Education and Experience

- Four year degree in business, public administration, urban planning or a directly related field
- Direct experience associated with business development in one or more areas such as commercial, manufacturing and industrial development, and/or
- Direct experience in community planning and development in a municipal

- environment; or
- Any equivalent combination of experience and additional education or training that provides the knowledge, skills, and abilities to perform this work.
- Experience with Leon Valley projects is preferred.

- Candidates with direct experience will be considered if ICSC certification is achieved within the first year of employment.
- Candidates that possess a degree in other areas and has a majority of the job requirements will be considered ICSC certification is achieved within the first year.

Licenses, Certifications, and Registrations

- Must possess and maintain a valid Texas Driver's license
- A Motor Vehicle Record (MVR) check will be made to determine acceptance of past driving record.
- Membership in good standing with TEDC, ICSC (other professional memberships will be considered towards professionalism in the community)

Economic Development Director
Leon Valley Economic Development Corporation

Years In Field/Career	Minimum 1 year prefer 4 years. Consideration based on applicant for the position
Salary (Annual)	\$46, 800
Overtime Rate	Hours up to 40 hours paid at \$30 per hour, hours in excess of 40 hours paid at \$40 per hour on approved projects by the board.
Job Location	Texas, United States, 78238
Salary Type	Contracted 30 hours per week
Overtime Hours	Per Project Deadline approved by LVEDC
Employer Type	Government - State & Local
Employer's Product/Business	City Government Economic Development Director
Vacation Weeks	Per the City of Leon Valley Government approved holiday schedule.
Health Benefit	None. Contracted position, candidate assumes responsibility.
Bonus	On completion of projects two bonuses will be paid out at the sum of \$3,240 x 2 = \$6,480 total for the year.

Signature of Contracted Individual:

**Signature of Leon Valley Economic
Development President**

Date:

Date:
