



**CITY OF LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION (LVEDC)
BOARD OF DIRECTORS REGULAR MEETING
Leon Valley City Hall-Council Chamber
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, August 24, 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 action to approve LVEDC Minutes. **(L. Proffitt)**
 - a) July 27, 2016 Special and Regular LVEDC Meeting
4. Consider, discuss and take possible action to approve expenditures for August 2016 and review update on LVEDC Financial Report (as of July 31, 2016). **(Finance Work Group)**
5. Consider, discuss and take possible action to authorize the execution of a Memorandum of Understanding (MOU) between the LVEDC and the City of Leon Valley in connection with the Kinman House Economic & Community Development Project. **(J. Nazaroff, L. Proffitt)**
6. A Special Election in the City of Leon Valley, Texas to rededicate the use of the Section 4B Sales and Use Tax to general revenue at the rate of 1/8 percent for the purpose of economic development and community development. **(K. Kuenstler)**
7. Consider, discuss and take possible action to approve City Council's changes to the Economic Development Executive Director's Job Description and Contract. **(D. Frederick)**
8. Presentation, discussion and possible action on the City of Leon Valley Economic Development Corporation (LVEDC) Proposed Fiscal Year 2016-2017 Performance Plan. **(L. Proffitt, J. Nazaroff)**
9. Consider, discuss and take possible action to assign an LVEDC Board Director to take the TEDC Webinar: Tax Incentives Exploring New Reporting & Disclosure Standards for Texas. **(J. Nazaroff)**
10. Announcements

- a) Update on Larry Little's Case Texas 4th Court of Appeal, LVEDC should know something within 60days (D. Frederick)
- b) Update on auditing letter (D. Frederick)
- c) MANDATORY Special Parliamentary Procedure and Open Meeting Training, Saturday, August 27, 2016 from 9:00 a.m. - 12:00 noon.
- d) Mediation between the LVEDC and the LVACC Wednesday, October 04, 2016 at 1:00 p.m.
- e) LVEDC 08-17-16 Finance Work Group Meeting Notes have been attached to meeting packet for LVEDC Board to review.
- f) Next Finance Work Group Meeting Wednesday, September 21, 2016 at 10:00 a.m.
- g) Next LVEDC Board Meeting Wednesday, September 28, 2016 at 6:00 p.m.
- h) Other announcements by LVEDC Board members.

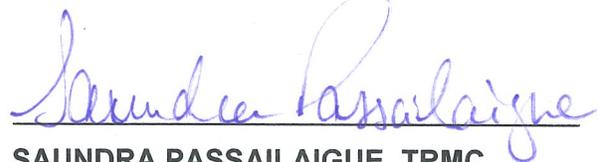
11. Adjourn

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 19th of August 2016 at 10:58 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





**ECONOMIC DEVELOPMENT CORPORATION (LVEDC)
BOARD OF DIRECTORS REGULAR MEETING**

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

MINUTES

The Leon Valley Economic Development Corporation met on the 27th day of July, 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:

1. Call to Order and Determine if Quorum is Present.

The meeting was called to order by President Patricia Manea at 7:26 p.m. on July 27, 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 Monica Alcocer, Director Gayle Monnig and Director David Jordan. Alternate Director Manuel Rubio was excused from attending the meeting. Alternate Director Marian Slaughter was absent.

Also in attendance were:

Council Member Belinda Ealy, Council Member Benny Martinez, City Manager Kelly Kuenstler, City Secretary Sandra Passailaigue, Retail Strategy Director from The Retail Coach, Bryce London and Economic Development Administrative Assistant Ana Federico.

2. Citizens to be Heard.

None at 7:28 pm.

3. Consider, discuss and take possible action to fund Kinman House project. (K. Kuenstler)

City Manager Kuenstler introduced the Kinman House project by informing the Board that on January 19th of the present year, the Leon Valley City Council approved \$20K for the Public Works Department to begin remodeling the Kinman House located on Evers Road. According to City Manager Kuenstler, the intention of the remodeling is to accommodate a restaurant. The structural components of the remodeling are almost complete; however, in order to complete the project, electrical and plumbing work needs to be done, and kitchen equipment needs to be purchased. The Public Works Department has received quotes for these items

Projects completed include: roof repair, critter control, fire alarm system installation, chimney replacement, foundation inspection, and refurbishment inside the structure to make the home suitable for a restaurant. Exterior deck materials and exterior ceiling fans have been ordered, and installation of these items is in process. City Manager Kuenstler proposed that the LVEDC share in the final finish out costs of the project by contributing LVEDC funds for the project. City Manager Kuenstler indicated the project has approximately \$86,685 left in expenditures. She recommended the LVEDC provide \$60K, which is about the cost of the kitchen equipment.

A motion was made by Secretary Larry Proffitt and seconded by Director Monica Alcocer to contribute up to \$60K to the Kinman House project.

Before the vote, President Patricia Manea had asked the Board if there was any final discussion Secretary Larry Proffitt withdrew his motion and amended it to approve \$86,685 instead of \$60K. Director Monica Alcocer also withdrew her seconding motion and seconded the amendment. Upon a unanimous vote, President Patricia Manea announced the motioned carried.

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)

Bryce London, Retail Strategy Director with The Retail Coach, presented Phases 1 and 2 of the Economic Development Plan to the LVEDC Board. Questions were posed by several Board Members prior to a motion being made on this contract.

A motion was made by Secretary Larry Proffitt and seconded by Director David Jordan to pay Phases 1 and 2 of the Economic Development Plan and not to exceed \$3K in extra charges. Upon a vote of four (4) Ayes and three (3) Nay's, with Vice President Joseph Nazaroff, Directors Monica Alcocer and Gayle Monnig casting negative votes, President Patricia Manea announced the motion carried 4-3.

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

A motion was made by Director Gayle Monnig and Seconded by Director David Jordan to approve LVEDC Board Meeting Minutes for June 22, 2016. Upon a unanimous vote, President Patricia Manea announced the motioned carried.

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

This item was moved up to follow item # 5 by President Patricia Manea with the Board's approval.

A motion was made by Director Gayle Monnig and seconded by Vice President Joseph Nazaroff to approve the proposed budget for FY 2016-2017 for \$414,000. Upon a unanimous vote, President Patricia Manea announced the motioned carried.

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)

A motion was made by Director Monica Alcocer and seconded by Director David Jordan, to approve July 2016 expenditures. Upon a unanimous vote, President Patricia Manea announced the motioned carried.

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

A motion was made by Director Monica Alcocer and seconded by Secretary Larry Proffitt to approve the Economic Development Executive Director's job description and contract as presented. The motion was approved by a roll call vote: Aye's – Monica Alcocer, David Jordan, Gayle Monnig, Michael McCarley, Joseph Nazaroff (left meeting after this vote) and Larry Proffitt. Nay's – none.

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)

LVEDC Board Members wish to be part of the interviewing process once City Council approves the position and salary at the August 16, 2016 City Council Regular Meeting. Staff was asked to post for position after Board Attorney Frederick reviews the wording for the Economic Development Director (ED) position, then Human Resources Director Crystal Caldera will be asked to assist with the posting through INDEED.com, Monster.com, and GlassDoor.com. Once applications are received, then the LVEDC Board will meet in Executive Session to proceed with the interviews of potential candidates for the ED position.

A motion was made by Director David Jordan and seconded by Director Monica Alcocer to do the following after City Council's approval: have Board Attorney Frederick approve wording that will get posted, post for the position online and have staff organize the interview process including, posting agenda for Executive Session interviews and arranging desirable dates with LVEDC Board Members. Upon a unanimous voice vote, President Patricia Manea stated the motion was carried.

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)**

The LVEDC Board did not go into Closed Executive Session, there was no action taken.

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

Executive Session items had been closed per verbal instruction from Board Attorney Frederick.

No action taken.

12. Announcements

- a) Update on Façade and Signage applicants who did not meet the January 1st, 2016 deadline (P. Manea)

Economic Development Administrative Assistant Ana Federico read an email which Community Development Director Elizabeth Carol sent to Mr. Fifield regarding his meeting with the Zoning Commission. The email was attached to the meeting packet. Business sustainability, B3 Zones will be future items in which the LVEDC will have to be involved per President Patricia Manea and Secretary Larry Proffitt.

- b) Mediation between the LVEDC and the LVACC Wednesday, August 03, 2016 at 1:00 p.m. (P. Manea)

This will be considered a closed session during the mediation process.

- 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) There were no other announcements by LVEDC Board members.

13. Adjourn

President Patricia Manea made a motion and announced the meeting adjourned at 10:32 p.m.

These minutes approved by the Leon Valley Economic Development Corporation on the 24th of August, 2016.

APPROVED

PATRICIA MANEA
LVEDC PRESIDENT

ATTEST:

LARRY PROFFITT
LVEDC SECRETARY



**CITY OF LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION (LVEDC)
BOARD OF DIRECTORS SPECIAL MEETING**

Leon Valley City Council Chamber
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, July 27, 2016 at 5:15 p.m.

MINUTES

The Leon Valley Economic Development Corporation met on the 27th day of July, 2016 at the Leon Valley City 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 5:15 p.m. on July 27, 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 Monica Alcocer, Director Gayle Monnig and Director David Jordan. Alternate Director Manuel Rubio was excused from attending the meeting. Alternate Director Marian Slaughter was absent.

The following members of City Council were present: Mayor Chris Riley, Council Members David Edwards, Monica Alcocer, Belinda Ealy, Benny Martinez and David Jordan.

Also in attendance were:

City Manager Kelly Kuenstler, City Secretary Sandra Passailaigue, City Attorney Denise Frederick and Economic Development Administrative Assistant Ana Federico.

The City Council and the LVEDC shall meet in Executive Session under Texas Government Code § 551.071 Consultation with Attorney to discuss the Leon Valley Economic Development Corporation.

The Leon Valley Economic Development Corporation went into Executive Session at 5:18 p.m.

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

The Leon Valley Economic Development Corporation reconvened into Open Session at 7:15 p.m. No action was taken.

Adjournment

President Patricia Manea announced the meeting adjourned at 7:15 p.m.

These minutes approved by the Leon Valley Economic Development Corporation on the 24th of August, 2016.

APPROVED

ATTEST:

LARRY PROFFITT
LVEDC SECRETARY

PATRICIA MANEA
LVEDC PRESIDENT

August 2016 EXPENSES

INVOICE DATE	VENDOR	FEE	SERVICE
N/A	City of Leon Valley	\$ 3,833.00	August 2016 Services Agreement
7/7/2016	Pozza & Whyte	\$ 9,210.00	Leon Valley EDC Invoice for June 2016
N/A	The Retail Coach	\$ 15,000.00	Data Plan and Recruitment (Phase 1 and 2)
8/15/2016	TEDC	\$ 350.00	2016 Houston-EDST Workshop Larry Proffitt and Joseph Nazaroff
8/15/2016	TEDC	\$ 175.00	2016 Austin-EDST Workshop for Gayle Monnig
N/A	Texas Municipal League	\$ 215.00	San Antonio-Investment Training for Joseph Nazaroff
		TOTAL \$ 28,783.00	

NOTES:

TML Investment Training for Nazaroff will not be \$275 but \$215

C I T Y O F L E O N V A L L E Y
 FINANCIAL STATEMENT - UNAUDITED
 AS OF: JULY 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	22,538.74	0.00	186,935.38	0.00 (186,935.38)	0.00
*** TOTAL REVENUES ***	<u>0.00</u>	<u>22,538.74</u>	<u>0.00</u>	<u>186,935.38</u>	<u>0.00 (</u>	<u>186,935.38)</u>	<u>0.00</u>
=====							
EXPENDITURE SUMMARY							

LVEDC	414,236.00	4,608.00	0.00	202,360.26	0.00	211,875.74	48.85
*** TOTAL EXPENDITURES ***	<u>414,236.00</u>	<u>4,608.00</u>	<u>0.00</u>	<u>202,360.26</u>	<u>0.00</u>	<u>211,875.74</u>	<u>48.85</u>
=====							
** REVENUE OVER (UNDER) EXPENDITURES *	<u>(414,236.00)</u>	<u>17,930.74</u>	<u>0.00</u>	<u>(15,424.88)</u>	<u>0.00 (</u>	<u>398,811.12)</u>	<u>96.28</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>17,930.74</u>	<u>0.00</u>	<u>(15,424.88)</u>	<u>0.00 (</u>	<u>398,811.12)</u>	<u>3.72</u>
=====							

C I T Y O F L E O N V A L L E Y
 FINANCIAL STATEMENT - UNAUDITED
 AS OF: JULY 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
Revenues							
41010 Sales Tax	0.00	22,517.09	0.00	186,812.61	0.00 (186,812.61)	0.00
41011 Interest Income	0.00	21.65	0.00	122.77	0.00 (122.77)	0.00
TOTAL Revenues	<u>0.00</u>	<u>22,538.74</u>	<u>0.00</u>	<u>186,935.38</u>	<u>0.00 (</u>	<u>186,935.38)</u>	<u>0.00</u>
TOTAL ????	0.00	22,538.74	0.00	186,935.38	0.00 (186,935.38)	0.00

CITY OF LEON VALLEY
 FINANCIAL STATEMENT - UNAUDITED
 AS OF: JULY 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
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	0.00	0.00	44,578.33	0.00	16,681.67	72.77
5100-530.02 Contractual Services	46,000.00	3,833.00	0.00	38,330.00	0.00	7,670.00	83.33
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	500.00	0.00	500.00	0.00 (500.00)	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	275.00	0.00	1,150.00	0.00	3,350.00	25.56
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	106,199.87	0.00	179,831.13	37.13
5100-530.16 Miscellaneous	14,932.00	0.00	0.00	10,201.84	0.00	4,730.16	68.32
TOTAL CONTRACTUAL SERVICES	<u>413,923.00</u>	<u>4,608.00</u>	<u>0.00</u>	<u>201,835.04</u>	<u>0.00</u>	<u>212,087.96</u>	<u>48.76</u>
TOTAL LVEDC	<u>414,236.00</u>	<u>4,608.00</u>	<u>0.00</u>	<u>202,360.26</u>	<u>0.00</u>	<u>211,875.74</u>	<u>48.85</u>
*** TOTAL EXPENDITURES ***	<u>414,236.00</u>	<u>4,608.00</u>	<u>0.00</u>	<u>202,360.26</u>	<u>0.00</u>	<u>211,875.74</u>	<u>48.85</u>
** REVENUE OVER (UNDER) EXPENDITURES *	<u>(414,236.00)</u>	<u>17,930.74</u>	<u>0.00</u>	<u>(15,424.88)</u>	<u>0.00</u>	<u>(398,811.12)</u>	<u>96.28</u>
NET GAIN OR (LOSS)	<u>(414,236.00)</u>	<u>17,930.74</u>	<u>0.00</u>	<u>(15,424.88)</u>	<u>0.00</u>	<u>(398,811.12)</u>	<u>3.72</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	179,288.77	44,816.03	22,408.01	246,512.81
Aug-16				-
Sep-16				-
Oct-16				-
Nov-16				-
TOTALS	1,487,724.99	371,880.10	185,940.05	2,045,545.14



**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF LEON VALLEY AND LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION**

1. Parties. This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between the City of Leon Valley, a Texas municipal corporation (hereinafter referred to as the “City”), whose address is 6400 El Verde Road, Leon Valley, Texas, and the Leon Valley Economic Development Corporation, a Texas development corporation (hereinafter referred to as “LVEDC”), whose address is 6400 El Verde Road, Leon Valley, Texas.

2. Purpose. The purpose of this MOU is to establish the terms and conditions under which LVEDC will provide funding to the City to repair and remodel the Kinman House Project property development, located at 6417 Evers Road, Leon Valley, Texas 78238, for the purpose of promoting new and expanded business development and the creation of new jobs (hereinafter referred to as the “Project”). A more detailed description of said property is attached hereto and incorporated herein as Attachment 1.

3. Term of MOU. This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and the governing bodies of the parties’ and shall remain in full force and effect for not longer than December 16, 2016. This MOU may be terminated, without cause, by either party upon thirty (30) days written notice, which notice shall be delivered by hand or by certified mail to the address listed above.

4. Responsibilities of City. City shall agree to remodel the Project, including but not limited to, electrical and plumbing work, install new kitchen equipment, repair the roof, install a new fire alarm system, inspect the chimney and foundation, create open areas to accommodate a restaurant, construct a deck and install exterior doors and ceiling fans (hereinafter referred to as “Improvements”).

5. Responsibilities of LVEDC. LVEDC shall agree to provide funding for the cost of Improvements and all other Improvement expenses associated with the Project

not to exceed the amount of an Eighty-six Thousand Six Hundred eighty-five and no/100 Dollar (\$86,685.00).

6. General Provisions

A. Amendments. Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

B. Applicable Law. The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Texas. The courts of the State of Texas shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the District Court for the County of Bexar, State of Texas.

D. Entirety of Agreement. This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

E. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

F. Sovereign Immunity. The City and LVEDC do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

G. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

7. Signatures. In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out

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:

The City Of Leon Valley Economic Development Corporation (LVEDC)

STRATEGIC PLAN

FYE 2016-2017

ADMINISTERED BY:

BOARD OF DIRECTORS

Patricia Manea, President

Joseph Nazaroff, Vice President

Larry Proffit, Secretary

Mike McCarley, Treasurer

Monica Alcocer

David Jordan

Gayle Monnig

TECHNICAL SUPPORT

, Executive Director

Ana Federico, Administrative Assistant

Approved: _____, 2016

TABLE OF CONTENTS

2016 Leon Valley Economic Development Corporation | Strategic Plan

PAGE 3 | EXECUTIVE SUMMARY

Mission Statement

Vision Statement

History

WORK PLAN

PAGE 4 | GOAL 1: Capital Improvements

PAGE 5 | GOAL 2: Business Development

PAGE 6 | GOAL 3: Effective Communication

PAGE 7 | BACKGROUND Completed Projects

Proposed

EXECUTIVE SUMMARY

THE STRATEGIC PLAN

This is a living document created by the Leon Valley Economic Development Corporation (LVEDC) to guide future decisions. Each year, the LVEDC Board of Directors revisits this document to remind themselves of the corporation's vision, mission, and goals. A review of the previous year's progress is completed. Document updates and revisions may follow anytime during the year as the circumstances warrant realizing that economics is not a static process but changing in relation to the needs of Leon Valley.

MISSION STATEMENT

The Leon Valley Economic Development Corporation's mission is to promote, encourage, and enhance the creation of jobs, the expansion of the local tax base, and our quality of life through projects that assist in the retention and expansion of existing employers and which attract new employers and aid in their development and growth within the boundaries of Leon Valley. Consideration of civic, commercial and industrial projects that will add to the development of the business community in and around Leon Valley area. Partnership with Leon Valley Area Chamber of Commerce, City government with the Leon Valley Economic Development Corporation can provide business educational seminars, networking, special events, governmental awareness and involvement in the community.

VISION STATEMENT

LVEDC vision for Leon Valley includes a balance of sales and property tax that takes into account our town's historic roots, unique environment and limits within the city, resulting in an improved quality of life for all Leon Valley citizens.

HISTORY

The Leon Valley Economic Development Corporation (LVEDC) assists business located in or relocating to our city. The LVEDC receives funding from the 1/8 of a penny sales tax, the "4B Economic Development Sales Tax," passed by our voters on November 4, 2008. The funds are distributed through a project application submitted to the LVEDC. Please note that application to the LVEDC does not guarantee funding approval.

WORK PLAN

GOAL 1 | CAPITAL IMPROVEMENTS

- Fund infrastructure improvement projects - two (4) projects for FY 2016
Kinman House / Precinct Day Care / Pancho Bigote
- Work with Retail Coach to prepare a competitive package and locate funding for projects that improve/expand public infrastructure. Bi-monthly reports to LVEDC board and quarterly reports to city council via ED and Retail Coach.
- Support community enhancement projects:
July 4th celebration / City Park projects / Ciclovía
- Advance a pedestrian-friendly environment to facilitate growth in business, entertainment, recreation and community events by improving multi-modal transportation, public gathering places, parking and green space
- Encourage development of outdoor plazas and improved public spaces
Partner with the Leon Valley Historical Society on applicable projects in the process of rehabbing the historical site.
- Support the creation of cultural and entertainment facilities and events
July 4th celebration / City Park projects / Ciclovía

GOAL 2 | BUSINESS DEVELOPMENT

- Submit a budget plan consistent with expenditures in budget and consistent with performance measures prior to the cities fiscal year end of September 30 of each year general fund budget.
- Partnership with City Departments – Community Development, Communications, Code Compliance, Fire and Police Departments.
- Recruit new jobs/businesses and aid in their development using the Retail Coach to broker relationships and start the process of attracting new business.
- Develop attraction efforts with a focus on developments that provide a primary employer(s) and new retail opportunities that fill a unique service niche.
- Recruit a primary employer once a data base has been updated in Proposal Suite which will identify the type of business Leon Valley can support. Once identified then work on a recruitment plan using survey data of citizens, Retail Coach, website, Facebook to establish a priority of the citizens.
- Conduct business expansion strategies; Support retail prospecting in conjunction with Retail Coach, attending TEDC, ICSC and other networking opportunities in San Antonio.
- Continue developing assistive resources and incentive plans by states or federal organizations that assist smaller cities in identifying resources.
- Support existing businesses and aid in their expansion through programs in conjunction with the Small Business Development Center / UTSA, San Antonio Business Alliance with existing business owners/developers and help them stay competitive.
- Make face-to-face contacts via a systematic visitation/call program Proposal Suite to track metrics in performance of EDC daily activities.
- Assist the Leon Valley Chamber of Commerce in maintaining the current business directory and improve Leon Valley business registry/database.
- Create a forum for round table discussion with business leaders, volunteer committee chairs, city council, LVEDC and other parties of interest annually at a minimum after the January town hall meetings to coordinate projects, resources, identify needs and determine in a six (6) month meeting beneficial to all parties.

BUSINESS INCENTIVES

- Tax abatement available for improvements
- 380 Agreements available for projects
- Business Improvement Grant (BIG) for Small Businesses (active)
- Other assistance that supports City/EDC resolution to obtain a Primary Employer (proposed)

Proposed

GOAL 3 | EFFECTIVE COMMUNICATION

- Consistency across all communication channels – develop a consistent process for notification of all committees, corporations and city departments.
- Implement a targeted communications campaign linking Leon Valley City Council, Leon Valley Chamber of Commerce and other potential business related groups to facilitate a unified plan, goals and business focused image for potential investors. “City of Choice” is an example of consistent message in social media.
- Establish clear, concise communications with City Council that enhances business expectations of city government support in innovative business projects.
- Develop a user friendly business directory for website that is interactive for potential vendors through Proposal Suite and current maps of existing business.
- Develop a user friendly vacant property directory for website that is interactive and current within most recent data.
- Consolidate and enhance the Leon Valley message and identity throughout all City promotional efforts for a greater return on additional media tactics.
- Implement brand synchronization adjustments and enhancements for all City and EDC promotions and digital communications, including websites, newsletters, advertisements, press releases and public relations efforts.
- Focus on a communications/marketing campaign, including tactics that build and drive digital traffic from B2C targets, while implementing a targeted B2B marketing initiative that stir leads for economic development.
- Retail Coach to provide statistical data that will enable ED to Implement a B2C (business-to-consumer) communications campaign that targets new consumers: Day-trippers; Event-goers; Resident participants.
- Report on LVEDC activity to the Leon Valley City Council – Three (3) quarterly reports and 1 annual report to be given January, April, July and September.
Report on data, trends, property inventory, business and development outreach using Proposal Suite as the main data base.
Provide the LVEDC Board meeting minutes within 30 days of the Board meeting; and submit copies to the City Council immediately after Board approval.

Previous Projects by the Leon Valley Economic Development Corporation

Farmers Insurance	Retail center
Bring Your Own Parts	Auto repair
Tellez Tamales & Barbacoa Retail	Food sales
Ideas Unlimited Property	CPA
Jenfield, LLC	Auto repair
S. A. West Loop Investors, Ltd.	Industrial and business park
Sari Sari Oriental Market, Bakery and Cuisine	Retail market and restaurant
National Outdoors	Retail sales for clothing and equipment
Leon Valley Area Chamber of Commerce	Local association
Sunset Plaza Retail Center Management	Small business operations
Leon Valley Storage	Storage facility
Ideas Unlimited	Printing and sign company
The Busted Knuckle	Automotive repair
Leon Valley Historical Society	Historical Place
Bush's Chicken	Fast Food
LOQ Bandera Holdings, LLC	San Antonio Aquarium
Porky J'S BBQ	Fast Food
Water Works Landscaping	Lawn Sprinkler System
Contractor Town Center Project	Retail Development
Taste of Leon Valley	Community Event
Event Rockwell's Grill	Restaurant
Town Hall Meeting / Branding Consultant	Fees 2013
City of Leon Valley	Co-Sponsor 2014 - 4th of July Celebration
Buxton Report Consultant Study/Report AIA/SDAT	Return Visit Consultant Study/Report
EPA/Fiesta Dodge Workshop	Contribution to Monuments Leon Valley Bandera Road Monuments



in p



[Register for Event](#)

[1]

Date of Event: Thursday, September 8, 2016

Time of Event: 10:00 AM to 11:30 AM (CST)

Registration Rate: \$79/Individual \$295/Group of 5 or more

Incentive use has increased dramatically over the past decade and become a more prominent, challenging and controversial part of economic development work. Economic development incentives can help communities attract, retain and develop business and industry, but they are also used to finance neighborhood revitalization, redevelop brownfields, provide workforce training and accomplish other important community objectives.

For many years, Texas has ranked very high in site selection and use of tax incentives. As such, Texas communities should understand the impact of new regulations that require significantly increased disclosure of the cost of incentives.

Last year, the Governmental Accounting Standards Board (GASB) approved Statement No. 77 on Tax Abatement Disclosures that puts new reporting requirements on communities that grant incentives. Statement 77 takes effect in 2016, which means that reports issued in 2017 must follow the new rules. Statement 77 significantly expands the record-keeping and reporting requirements, and could potentially lead the way to more disclosure requirements in the future. The Texas Financing Roundtable in partnership with the Texas Economic

Development Council, through this webinar, will explore these new guidelines and what they mean for the increased role of government finance departments, how communities should prepare to meet these new rules, and how they could change the role of the economic development professionals.

Webinar Presenters:

Ellen Harpel, President, Business Development Advisors, LLC and Founder, Smart Incentives
Pam Dolan, Project Manager, Government Accounting Standards Board
Tony Kaai, CEcD, President, Denison Development Alliance
Danny Booth, President, Terrell Economic Development Corporation
Dan Breen, EVP-Business & Economic Incentives, Jones Lang LaSalle

This webinar is presented through a partnership with the Council of Development Finance Agencies as part of the Texas Financing Roundtable.

Registration and Payment Policy: All registrations are to be made online. Registrations will not be accepted by mail, email, telephone or fax. Payments in advance are encouraged, unless specified to be paid prior to the event. Invoices are required to be paid within 30 days following the event. Payments may be made in the form of check or online via credit card. Purchase orders will not be accepted as a form of payment.

Cancellation, Refund and No-Show Policy: All cancellations must be received in writing via email to TEDC staff at tedcinfo@texasedc.org [2]. Cancellations received in writing on or before July 14, 2016, and which payment has been received, will be refunded via check following the event. There will be no refunds for cancellations received after September 1, 2016. A registered attendee who does not submit a written cancellation or attend the event, is considered a No-Show and is not eligible for a refund. A registered attendee who does not submit a written notice of cancellation or attend the event is still responsible for the registration fee.

Source URL: <https://www.texasedc.org/webinar-tax-incentives-exploring-new-reporting-disclosure-standards-texas>

Links:

[1] https://tedc.memberclicks.net/index.php?option=com_mc&view=mc&mcid=form_221996

[2] <mailto:tedcinfo@texasedc.org>



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

Leon Valley City Hall - Large Conference Room
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, August 17, 2016 at 10:00 a.m.

MEETING NOTES

In attendance: President Patricia Manea, Secretary Larry Proffitt and Economic Development Administrative Assistant Ana Federico. Vice President Joseph Nazaroff and Treasurer Michael McCarley were absent.

1. Consider, discuss and take possible action to approve Accounts Payable for August 2016 and confirm funds available in checking accounts for payables.

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

2. Consider, discuss and take possible action to approve the LVEDC July 2016 Financial Report from the Leon Valley Finance Department.

Secretary Larry Proffitt reviewed July 2016 Financial Reports and asked Economic Development Administrative Assistant Federico to check with Finance Director Wallace about the \$500.00 petty cash check, which got charged to the advertising account instead of the miscellaneous account. Secretary Larry Proffitt said everything else seemed normal. The Finance Work Group agreed to present the report to the rest of the LVEDC Board at the August 24th Meeting.

3. Consider, discuss and take possible action on Investment Account (TexPool) for third quarter presentation to City Council in September.

President Patricia Manea informed the Finance Work Group that she will get in touch with Ms. Elaine from Frost Bank to request copy of the quarterly reports for the LVEDC to present to City Council at the regular meeting on September 6, 2016.

4. Consider, discuss and take possible action to approve any recommendations made by City Council on LVEDC Budget for Fiscal Year 2016-2017.

The Finance Work Group discussed all comments made by City Council at their 08-16-2016 regular meeting. No changes were made to the proposed budget; instead it was approved as presented.

5. Consider, discuss and take possible action to approve LVEDC Performance Plan for Fiscal Year 2016-2017 and to present to City Council at the September 6, 2016 regular meeting.

President Patricia Manea informed the Finance Work Group that she will tweak the Performance Plan to be ready to present to the LVEDC Board at the regular meeting on 08-24-2016. Ms. Manea will incorporate the Board's changes and present the Plan to City Council at their regular meeting on 09-06-2016.

6. Consider, discuss and take possible action to approve the 08-24-2016 LVEDC Meeting Agenda.

Economic Development Administrative Assistant Ana Federico introduced the draft agenda to the 08-24-2016 LVEDC Board Meeting. The Finance Work Group tweaked some items and agreed to post the agenda.

7. Consider, discuss and take possible action on status for potential signage candidates: Apple White, Bring Your Own Parts, Pancho Bigotes.

Economic Development Administrative Assistant Ana Federico informed the group that she had not received any emails or correspondence from any of the pending signage candidates. She will inform Ms. Manea of any correspondence received.

8. Announcements by the President and Work Group Members.

Economic Development Administrative Assistant Ana Federico reminded the group that President Patricia Manea asked to be excused from the regular LVEDC board meeting on 08-24-2016. Ana Federico will remind Vice President Joseph Nazaroff about her absence, which will require him, as Vice President, to run the meeting. Economic Development Administrative Assistant Ana Federico also reminded the group about the mandatory training coming up on the 27th of this month. The reminder will also be announced at the 08-24-2016 regular board meeting.