



**MINUTES OF THE MEETING OF THE  
LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION**

**April 23, 2014**

The regular meeting of the Leon Valley Economic Development Corporation (LVEDC) convened at 6:34 p.m. on **Wednesday, April 23, 2014**, in the City Council Chambers at 6400 El Verde Road, Leon Valley, Texas.

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

Present were Board Treasurer Mike McCarley, Board Member Rudy Garcia, Board President Stephen Ynostrosa, and Board Member Dr. Georgia Zannaras. Board Vice President Guerra and Board Secretary Gannon were excused. Also present were Steven Peña, Board Attorney, Economic Development Director Claudia Mora, acting as staff support and recording secretary, and Economic Development Assistant Rene' Raynes.

*Due to scheduled presentations, and citizens and interested parties present at the meeting, items were not necessarily taken in chronological order. For the purposes of the minutes, the reporting of the LVEDC Board Meeting and actions taken during the meeting will be in the order of the posted Agenda.*

**II. Citizens to be Heard**

There were no citizens to be heard.

**III. Consider LVEDC Minutes – March 26, 2014**

The minutes of the LVEDC Board of Directors meeting for March 26 were not complete; and, therefore, not considered.

**IV. Financial Report by LVEDC Treasurer and Consideration**

Board Treasurer McCarley reported that as of 3:00 p.m., the LVEDC bank balance was \$593,613.40. The funds were \$578,721.64 in the money market account and \$14,891.76 in the checking account. Mr. McCarley also reported that he would transfer \$15,000 into the checking account to cover any obligations over the current amount in the checking account.

Board Member Garcia inquired as to the status of the banking and financial investment assistance services for the LVEDC. Staff Liaison Mora informed the Board that she would contact Patterson & Associates to begin the process.

Board Member Garcia moved to accept the treasurer's report and transfer of \$15,000 to the checking account. Board Member Zannaras seconded the motion. The motion carried by voice vote.

**V. The Retail Coach Webinar**

Due to the fact that two (2) of the Board members would not be in attendance at the Board meeting and the uncertainty that there would be a quorum present, the webinar was postponed.

**VI. Presentation, Discussion and Possible Action Regarding Adoption of a Conflict of Interest Policy**

Board Attorney Peña led the discussion on the conflict of interest policy. He expressed concern that the template policy provided by the accounting firm hired to complete the LVEDC's IRS Form 990 for 2012, in general, contained language that was in violation of certain elements contained in Chapters 171 and 176 of the Local Government Code, as they pertained to economic development corporations. Mr. Peña recommended

that the Board consider adopting a resolution naming Chapters 171 and 176 of the Local Government Code as the ethics policy of the LVEDC.

Board discussion ensued on this subject. Mr. Peña mentioned that he could set up an ethics training session for the Board to take place at the next Board meeting. Afterward, each member could sign a form or statement indicating that they had participated in an ethics training session.

Board Member Garcia moved that the LVEDC adopt Chapters 171 and 176 of the Local Government Code as the ethics policy for the LVEDC. Board Member McCarley seconded the motion.

**VII. Presentation, Discussion and Possible Action Regarding the Final Tax Return (IRS Form 990 – 2012) for the Fiscal Year Ending September 30, 2013**

Staff Liaison Mora reported to the Board that the draft copy of the final return was provided to the Board as part of their meeting packets. In addition, Ms. Mora reported that Jorge Herrera of Jorge Herrera CPA CIA PC had met with the Finance Committee and reviewed the final IRS Form 990 with the committee. Representatives of the firm were expected to deliver the final return for signature during the meeting. At that point, Ms. Lily Villarreal with the firm arrived with three (3) copies for signature. She indicated that upon the firm's receipt of the signed copies, they would send one to the IRS via certified mail and return one to the LVEDC for the files.

Board Treasurer McCarley informed the Board that he was present at the Finance Committee meeting along with Board Vice President Guerra. He commented that at least five (5) of the six (6) Board members had an opportunity to review the final return. Mr. McCarley then moved that the LVEDC accept the final IRS Form 990 – 2012 for the fiscal year ending September 30, 2013. The motion was seconded by Board Member Garcia. The motion passed by voice vote.

**VIII. Presentation on First Completed Façade and Signage Program Project**

Staff Liaison Mora presented information to the Board on the first business to apply for and receive approval for a grant under the Façade and Signage Program. The Busted Knuckle and owner, Tim Hough, were approved for funding at the February 26 meeting after a public hearing was held. Staff reported that April 23 marked the 60<sup>th</sup> day since the posting of the meeting agenda announcing the consideration of funding for the project. Also, Ms. Mora reported that The Busted Knuckle and Mr. Hough had completed the improvements to the building as outlined in their application and installed new signage for the business. Pictures of the building, before and after the improvements, were shown to the Board. A picture of the business's sign was also provided. Mr. Hough had submitted the receipts for the improvements. The receipts indicated that Mr. Hough had paid for all the improvements. Having met the requirements of the program, Mr. Hough was eligible for reimbursement of \$2,500, as applied for and approved.

The Board congratulated Mr. Hough and thanked him for being the first completed project under the Façade and Signage Program. They complimented him on the improvements and sign.

Mr. Hough thanked the LVEDC and staff for their support of his business and project. He indicated that the business was doing well.

Board Member Zannaras moved to approve the reimbursement of \$2,500 to The Busted Knuckle and Mr. Hough. Board Member Garcia seconded the motion. The motion passed by voice vote.

**IX. Discussion on "Buy Local" for Façade and Signage Program**

Staff Liaison Mora informed the Board that with the success of the first project, the Board may want to consider adding other elements to the program. For example, she mentioned that she and Board President Ynostrosa had discussed encouraging applicants to use local businesses to do the improvements and/or signage for them.

Board President Ynostrosa commented that the LVEDC should encourage businesses to buy local. He recommended that the Board include a "buy local" policy or criteria as part of the Façade and Signage Program.

There was brief discussion on this item. No consensus was reached. The Board could not take action on this item as the agenda only provided for a discussion. Staff stated that the agenda for the next Board meeting would include an item for action on a "buy local" policy or criteria for the Façade and Signage Program.

**X. Discussion and Possible Action on the Appointment of a Strategic Plan Committee**

Staff Liaison reported that at the last meeting it was recommended that Board members volunteer to serve on a strategic plan committee. Board President Ynostrosa asked for a motion to create a strategic plan committee. Board Member McCarley moved to create a strategic plan committee. Board Member Garcia seconded the motion. The motion carried by voice vote.

**XI. Staff Report on Economic Development Activity in Leon Valley**

Economic Development Administrative Assistant Raynes gave the staff report on economic development activity. She provided a listing of the various businesses that applied for certificates of occupancy. Of the 11 businesses, nine (9) would be collecting sales tax. The dates of the businesses openings are not known.

Staff was asked about the Bank of America building on Bandera Road. Staff reported that the bank was scheduled to close that location on June 28, according to a letter sent out to area members. Reasons for the closure were cited as being a low trafficked branch and being part of the consolidation project Bank of America was conducting nationwide. When asked about a future use of the property, staff commented that Bank of America owned the property and no new use or tenant had been identified. Staff informed the Board that they had contacted a retailer about the property. Staff has been pursuing this retailer for two (years) but could not reveal the name due to the retailer wishing to remain anonymous and its current plans remain confidential.

**XII. Future Agenda Items**

A.) Work Session(s) on Strategic Plan – The Board voted to form a strategic plan committee. Volunteers would be taken at the next Board meeting.

B.) FY2014-2015 Budget – Staff informed the Board that a draft budget would be presented at the next Board meeting.

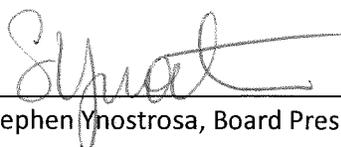
Board Member Garcia asked that at a future Board meeting the Board discuss big project like a downtown Leon Valley or a town center project. It was asked if the City Council had provided any feedback on a town center project. Staff suggested that perhaps that subject be an item for a future Special Joint Meeting of the City Council and the LVEDC. Once that was discussed between the two entities, the LVEDC could put it on a meeting agenda.

**XIII. Announcements**

Staff informed the Board that the appointments for 2013 would take place in June and not May. The Board was reminded that the next Coffee with the Mayor and City Council had been moved to May 17.

**XVIII. Adjourn**

Board Member McCarley moved to adjourn the meeting. Board Member Garcia seconded the motion. The motion passed by voice vote. Board President Ynostrosa adjourned the meeting at 7:51 p.m.

  
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Stephen Ynostrosa, Board President

  
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David J. Gannon, Board Secretary