



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

**SPECIAL JOINT MEETING OF THE CITY OF LEON VALLEY CITY COUNCIL AND THE
LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS, 5:30 P.M.**

- 1. Call the City of Leon Valley Special City Council Meeting to Order, and Determine a Quorum is Present.** Mayor Riley called the Special Joint City Council Meeting with the LVEDC to order at 5:30 p.m. with the following City Council members in attendance: Hill, Reyna, Baldrige, and Dean. Councilman Biever's absence was excused due to an out-of-town commitment.

The following staff members were in attendance: City Manager Longoria, City Secretary Willman, and Economic Development Director Mora.

- 2. Call the City of Leon Valley Economic Development Corporation (LVEDC) Board of Directors Special Joint Meeting to Order, and Determine a Quorum is Present.** LVEDC President Abraham Diaz called the Special Joint Meeting LVEDC Meeting to order at 5:30 p.m. with the following LVEDC Board members in attendance: Mr. Claude Guerra, Ms. Nancy Marin, and Mr. Mike McCarley.

- 3. Quarterly Update and Dialogue Between the City of Leon Valley City Council and the City of Leon Valley Economic Development Corporation Board of Directors, M&C# 09-09-12.**

The discussion focused on a number of topics including the revisions to the City of Leon Valley Economic Development Policies and Guidelines for Funding which the LVEDC discussed at its meeting on September 15, 2012. The guidelines were originally developed to establish an administrative review process for making grants and loans using 4b sales tax funds.

LVEDC Board members noted the review process and that City staff would be responsible for applications review based on their expertise (in their respective fields); Economic Development Director Mora and City Manager Longoria, economic development; Vickie Wallace, finance; and Kristie Flores, planning, zoning, and any associated permitting matters. It was noted that upon completion of the process, staff would bring back a recommendation to the LVEDC including all applications meeting and not meeting the program criteria; with the application review process to be completed within 3 weeks including assessment designed to ensure the application is complete before the review is started. The LVEDC noted that at times some financial information is and has been lacking from submitted applications. It was discussed that once the guidelines are streamlined; the process will ensure a people-user friendly guide to applying for loans and grants. It was further noted that the new revised guidelines will require banking or financial institution statements documenting creditworthiness.



The City Council was informed that as a part of the LVEDC's discussion, the question was raised about whether loans or grants should be extended to businesses that do not generate sales and/or property tax. It was indicated that the LVEDC attorney is reviewing the law to advise the LVEDC Board regarding that consideration. A further consideration or suggestion is that the LVEDC not give outright grants. Some LVEDC Board Members don't agree that any kind of funding considerations should be removed. The discussion on funding sources (loans versus grants) was meant to ensure that businesses have at least as much at stake as the LVEDC to discourage dependency on outside sources of funding; that dollars invested seek alignment in terms of the revised guidelines with the economic development strategy of the City of Leon Valley through its City Council and LVEDC Board. It was noted that the LVEDC Board's goal is to get the guideline revisions streamlined and completed by the LVEDC's next regular meeting on September 26, 2012.

A question was raised if a matrix would be provided regarding the guideline revisions and their use on individual application reviews. As this was a process-related question, Economic Development Director Mora pointed out the review process needs to be more subjective once all the respective reviews are completed; financials, Community Development, fire and safety, and all the quality checks required have been completed.

Finally, a question was raised as to how the new guideline revisions would be communicated to new businesses interested in applying for funding. Ms. Mora indicated the new guidelines would be posted to the City's website, pushed out using the City's quarterly newsletter, the Weekly ENews, and using other media outlet opportunities.

There was some brief discussion about future LVEDC projects being considered. It was noted that El Sol will be considered for a combination loan and grant request consisting of \$37,500 in a loan, \$10,000 in a grant total funding.

Mayor Riley announced that the City Council will conduct an Executive Session on Monday, October 1, during a special called meeting for the purpose of interviewing the three applicants for the LVEDC Board Appointments in Places 2, 4, and 6. Economic Development Director Mora is coordinating the interview times to ensure adequate posting to meet the Texas Open Meetings Act.

Also discussed was signage for the City's businesses with the LVEDC participating through the establishment or use of LVEDC funding for sign replacement for existing businesses. The two boards discussed the future installation of monument signs and LVEDC funding.

In closing, some City Council members noted that the LVEDC has a healthy bank balance and that the City Council would like to see the funding is spent to increase economic development in Leon Valley.

4. Adjourn.

- A.** The Leon Valley City Council adjourned its meeting at 6:49 p.m. without objection.



- B. The City of Leon Valley Economic Development Corporation Board of Directors adjourned its meeting at 6:50 p.m. without objection.

A handwritten signature in black ink, appearing to read "Abraham Diaz", written over a horizontal line.

Abraham Diaz
President

A handwritten signature in black ink, appearing to read "Claudia Mora", written over a horizontal line.

Claudia Mora
Staff Liaison