



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

October 23, 2013

The regular meeting of the Leon Valley Economic Development Corporation (LVEDC) convened at 6:32 p.m. on **Wednesday, October 23, 2013**, 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 President Stephen Ynostrosa, Board Vice President Herman Segovia, Board Treasurer Mike McCarley, Board Secretary Dave Gannon, Board Member Rudy Garcia, Board Member Claude Guerra and Board Member Georgia Zannaras. Also present were Board Attorney Steven Peña, and Economic Development Director Claudia Mora, acting as staff support and recording secretary.

II. Closed Sessions in Accordance with the Texas Government Code

The City of Leon Valley Economic Development Corporation Board convened in Closed Session at 6:33 p.m. for the following:

- A. Pursuant to Tex. Gov't Code Ann. § 551.087, Deliberation Regarding Economic Development Negotiations (1) to Discuss or Deliberate Regarding Commercial or Financial Information that the Governmental Body Seeks to Have Locate, Stay, or Expand in or Near the Territory of the Governmental Body and with Which the Governmental Body is Conducting Economic Development Negotiations; or (2) to Deliberate the Offer of a Financial or Other Incentive to a Business Prospect Described by Subdivision (1), Regarding El Sol Bakery.
- B. Tex. Gov't Code Ann. § 551.071(1),(2) update Little v. Leon Valley EDC;

The City of Leon Valley Economic Development Corporation Board reconvened into Open Session at 7:36 p.m. No action was taken on items A or B during closed session.

III. Citizens to be Heard

There were no citizens to be heard.

IV. Consider LVEDC Minutes – September 25, 2013

Board Member Gannon moved to approve the minutes of September 25. Board Member Guerra seconded the motion. The motion carried by voice vote.

V. Financial Report by LVEDC Treasurer and Consideration

Board Treasurer McCarley reported that as of 4:30 p.m. on October 23, 2013, the LVEDC had \$453,254.35 in the money market account and \$50,639.65 in the public funds (checking) account. The total in the two accounts was \$503,894.00. Mr. McCarley also reported that the October sales tax receipts deposited into the checking account was \$18,401.29. The October expenses were \$9,222.99.

VI. Discussion and Possible Action on El Sol Project

In recognition of the October 1, 2013 letter from LVEDC Board Attorney Peña to attorney John Longoria representing El Sol Bakery, stating that the LVEDC Board intends to conclude consideration of the El Sol Bakery Project unless the LVEDC is notified of meaningful negotiations on their part prior to the LVEDC Board meeting on October 23, and absent any such notification, Board Member Gannon moved to accept Resolution #2014-01, which rescinds the offer of a grant and loan of up to \$37,500. Board Member Garcia seconded the motion. The motion carried by voice vote.

VII. Discussion and Possible Action on Proposal from Patterson and Associates to Provide Investment Advisory Services to the LVEDC

Staff Liaison Mora reported that she had obtained additional information to help clarify some items for the Board regarding the Patterson proposal. The advisory services proposed would include a comprehensive plan on the LVEDC's finances. Some of the services included in the comprehensive plan package include analysis of the current fiscal operations and financial situation of the Board's finances. The fee quoted for this was \$1,000 per month or \$12,000 per year. The \$200 per hour quote was for services performed that individually and not part of the comprehensive plan. She also reported that in her discussions with the City Manager and the City's Finance Director, the consensus was that the quoted fees were high. It was suggested that perhaps there were other firms that could provide the same services at a reduced cost. The Board asked Ms. Mora to research other firms.

The Board asked staff to find out from Ms. Patterson if the money management services would allow the Board to access money at any time to fund additional projects. In addition, the Board asked that clarification regarding compliance reporting be obtained. Ms. Mora offered to present an update and report at the November 13 meeting.

VIII. Discussion and Action on a Resolution Authorizing the City of Leon Valley Economic Development Director and LVEDC Staff Liaison to Sign on the Credit Card Account for the LVEDC

Ms. Mora provided a brief summary of what needed to be done in order for the LVEDC to have a credit card. She asked that this item be moved to the next Board meeting. Board Member Guerra moved to table agenda item VIII until the next regular board meeting. Board Member Segovia seconded the motion. The motion carried by voice vote.

IX. Discussion and Consideration of Action on a Resolution Renewing the Support Services Contract with the City of Leon Valley

Ms. Mora informed the Board that the LVEDC and the City of Leon Valley have an agreement for the City to provide administrative and support services to the LVEDC. The City has provided the services since 2009. Among the services provided to the LVEDC by the City are staff support, photocopies, bookkeeping, etc. In return for services, the LVEDC pays the City an agreed upon amount which is disbursed monthly. For the next contract period of December 1, 2013 through November 30, 2014, the LVEDC will pay the City of Leon Valley \$42,414, or \$3,534.50 monthly. If approved by the LVEDC Board, staff would present the contract to the City Council at their November meeting.

Board Member Gannon moved to approve the contract. Board Member Segovia seconded the motion. The motion carried by voice vote.

X. Discussion on LVEDC Façade and Signage Program

Staff reported that postcards were mailed to sales tax generating Leon Valley businesses. In addition, the proposed draft guidelines were posted on the City's website. To date, no comments had been received by staff. Reminders of the November 13 LVEDC meeting would be posted on the website and through Enews. The Board asked staff to contact the Leon Valley Area Chamber of Commerce to do an email blast to their membership to remind them of the proposed draft guidelines and the November 13 meeting.

XI. Discussion and Action on November and December Dates for Regular LVEDC Board Meetings

Staff reminded the Board that the fourth Wednesday of the month in November was the day before Thanksgiving, and in December it was Christmas Day. The Board reviewed calendars and discussed possible meeting dates for November and December. Board Member McCarley moved to schedule the regular monthly Board meetings for Tuesday, November 19, and Tuesday, December 17. Board Members Garcia and Zannaras seconded the motion. The motion carried by voice vote.

XII. Staff Report on Economic Development Activity in Leon Valley

Ms. Mora presented the first of a regular report on economic development activity in Leon Valley. She reported on the number of Certificate of Occupancy permits applied for in September and through the middle of October. In addition, she provided information on recently opened businesses which included Lisa's Taco Hut on Bandera and Huebner.

XIII. Future Agenda Items

A) Investment Policies, Financial Operations and Information on Banks – As presented earlier in the meeting, staff will collect supplemental information on the Patterson proposal as well as seek out possible other consultants.

B) Work Session(s) on Façade and Signage Program – A special meeting of the LVEDC was scheduled for November 13 to hear comments from the Leon Valley business community on the proposed draft guidelines.

C) Work Session(s) on Strategic Plan – The Board was reminded that the process would begin in January.

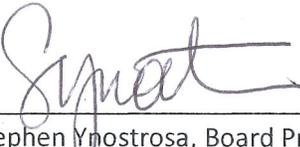
D) ICSC Texas – Board President Ynostrosa and Board Vice President Segovia would be attending the conference along with Ms. Mora and Economic Development Administrative Assistant Rene' Raynes in November.

XIV. Announcements

The Board was reminded of the November and December meeting dates.

XV. Adjourn

Board Member Guerra moved to adjourn the meeting. Board Member Zannaras seconded the motion. The motion passed by voice vote. Board President Ynostrosa adjourned the meeting at 8:46 p.m.



Stephen Ynostrosa, Board President



David J. Gannon, Board Secretary