

**ORDINANCE No. 2022-4**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TX., AMENDING THE CITY OF LEON VALLEY CODE OF ORDINANCES, CHAPTER 1, ARTICLE 1.06, ADDING SECTION §1.06.008 ECONOMIC AND COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

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**WHEREAS**, City Council created the Economic and Community Development Advisory Committee on April 18, 2017, after a Town Hall Meeting held in January of 2017, where 80% of citizens present favored the creation of said Committee; and

**WHEREAS**, the Advisory Committee is used to vet projects proposed by staff prior to the specific economic and community development project being placed on the City Council agenda; and

**WHEREAS**, this Advisory Committee shall advise and make recommendations to the City Council on matters related to economic and community development, which include but are not limited to economic development incentives, current business climate, business attraction and retention, marketing opportunities, and other issues that may promote economic and community development; and

**WHEREAS**, the Advisory Committee shall assist with providing input and expertise on ways to encourage and support businesses and individuals to invest in the City, create jobs, and increase the tax base, which ultimately leads to a better quality of life for all Leon Valley residents.

**WHEREAS**, the Advisory Committee provides oversight on the expenditures allocated to the applicable portion of the 1/8% sales and use tax which is now being directed to the General Fund to ensure that staff is utilizing funds in the intended manner; and

**WHEREAS**, City Council now desires to amend Article 1.06 Boards, Commissions and Committees and add Sec. 1.06.008 Economic and Community Development Advisory Committee with the following amendments as recommended by and after a thorough review of the Economic and Community Development Advisory Committee.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS:**

**Chapter 1 General Provisions.**

**Article 1.06 Boards, Commissions and Committees.**

Sec. 1.06.008 Economic and Community Development Advisory Committee (ECDAC)

a) Membership.

(1) The Committee shall consist of seven (7) voting members; two (2) alternate members, which shall all be appointed by City Council.

- (2) Committee members and alternates shall be appointed to serve staggered, two (2) year terms to be coterminous with the mayor's term to balance continuity with new perspective.
- (3) A member or alternate who is absent for three consecutive meetings except for illness or disability, or without first being excused in advance, shall be deemed to have vacated their position, and the City Council may appoint a new member to fill the unexpired term.
- (4) Where practical, Committee members shall consist of both Leon Valley residents or Leon Valley business owners who live and/or work in Leon Valley and have knowledge in the area of economic and community development.
- (5) Committee members may be removed by the majority vote of the City Council.
- (6) Committee members and alternates shall appoint the committee chair and vice-chair.
- (7) The Economic Development Director or his/her designee shall serve as support to the Economic and Community Development Advisory Committee. This position is a non-voting member.

b) Meetings.

- (1) Committee meetings shall be held each month at Leon Valley City Hall - 6400 El Verde, Leon Valley, Texas 78238. Nothing shall prevent the Committee from meeting at another location as it deems necessary.
- (2) A quorum of the Committee shall consist of fifty percent (50%) of the currently appointed voting members plus one (1). A quorum must be present to call a meeting to order or to decide on any action items presented to the Committee.
- (3) The Chair shall preside over all meetings.
- (4) The Vice-Chair shall preside over all meetings in the absence of the chair.
- (5) The Committee may hold ad hoc meetings as it deems necessary.
- (6) The Economic Development Director, or his/her designee, will record and submit meeting minutes detailing the Committee's activities to the City Council.
- (7) Anyone wishing to approach the Committee may do so in person during the public comment section of each meeting after being recognized by the presiding officer. Individuals can also send written material to the

Economic Development Director, who will present the items to the Committee.

(8) All information received by the Committee will be available to the public under the terms of the Texas Open Meetings Act.

c) Duties and Responsibilities.

The Advisory Committee serves with the following duties and responsibilities:

- (1) Work in a coordinated fashion, respect all points-of-view and, in carrying out its duties and tasks, shall adhere to the city's comprehensive plan as well as the values and mission of the City of Leon Valley;
- (2) Individuals should be knowledgeable about local business, financial, or development-related activities and have unique insights and strategies to promote Leon Valley;
- (3) Serve as ambassadors and promote Leon Valley in a positive manner;
- (4) Understand the City's current economic development objectives.
- (5) Thoroughly vet projects prior to being placed on city council agenda for consideration;
- (6) Provide business leads and contacts to City staff where appropriate;
- (7) Adhere to Leon Valley Economic and Community Development Policies and Guidelines for Funding; and
- (8) Keep discussions of possible incentives to promote economic development that are not discussed on an open floor, confidential.

In addition to the above, staff liaison shall have the following duties and responsibilities:

- (1) Vet funding proposals and ensure projects are ethical, safe, and legal prior to Economic and Community Development Advisory Committee consideration;
- (b) Ensure applicant submits a completed Leon Valley Economic and Community Development Funding Application and supporting document;
- (c) Provide the applicant a copy of the Leon Valley Economic and Community Development Policies and Guidelines for Funding;

- (d) Provide preliminary vetting of project proposal in accordance with the Policies and Guidelines for Funding;
- (e) Provide professional recommendations and fund balance for each project proposal; and
- (f) Ensure the project has been satisfactorily completed as proposed prior to issuing funds.

d) Subcommittee Organization.

- (1) The Committee may appoint any and all subcommittees as deemed necessary to carry out the duties and responsibilities of the Committee.
- (2) Each subcommittee shall appoint their own chair.
- (3) All subcommittees shall report to the Committee as frequently as requested.
- (4) Duties of each subcommittee shall be those implied by the name of the subcommittee and any additional functions assigned to them by the Committee.

e) Bylaws.

- (1) The Leon Valley Economic and Community Development Policies and Procedures for Funding can be found online at [www.LeonValleyTexas.gov/](http://www.LeonValleyTexas.gov/)
- (2) Application for Economic and Community Development Funds can be found online at [www.LeonValleyTexas.gov/](http://www.LeonValleyTexas.gov/)
- (3) Economic and Community Development projects shall be directly associated and categorized as one or more of the following:
  - (a) Land Use
  - (b) Housing
  - (c) Transportation
  - (d) Economic
  - (e) Utilities
  - (f) Public Health
  - (g) Recreation
  - (h) Culture
  - (i) Environmental
  - (j) Other
- (4) The Economic and Community Development Advisory Committee will attempt to seek economic and community development through:
  - (a) Retention of primary jobs
  - (b) Redevelopment of retail or commercial property

- (c) Demolition of existing substandard structures
- (d) Tourism related ventures
- (e) Projects that demonstrate environmental initiatives
- (f) Business mission to create workforce diversity reflective of the community
- (g) Encouragement of entrepreneurship
- (h) Valuing businesses that demonstrate multiple income streams
- (i) Business models that include social enterprise

f) Severability.


- (1) Economic and Community Development Advisory Committee Bylaws will be reviewed by the Committee biennially. These rules shall not be repealed, amended, or modified except by majority action of City Council at a properly noticed Council meeting.
- (2) In the event that any portion of these bylaws is found to be invalid, the remaining portion shall stand.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 15th day of February 2022.

**APPROVED**


  
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**CHRIS RILEY**  
MAYOR

Attest :

  
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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary



Approved as to Form: City Attorney

  
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**ROXANA PEREZ STEVENS**  
City Attorney