

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION  
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS  
HELD ON AUGUST 13, 2019**

The Board of Directors of the Olmos Park Economic Development Corporation met in regular session on Tuesday, August 13, 2019 at 6:00 p.m. in the City Council Chambers of the City of Olmos Park at 120 West El Prado Drive, Olmos Park, Texas. Members of the Board of Directors present were Mayor Hornberger, Donna McElroy, Pat Meier, Councilwoman Sharon Plant, Barry Sturrock and Richard Wolf. Board members not present were Fedra Chapa. Also present was City Manager, Celia DeLeon.

Call to order and determination of quorum.

The meeting was called to order at 6:00 p.m. by President, Barry Sturrock; roll call was taken, and a quorum was announced.

Citizens to be heard. ("This is the time provided for citizens to address the Board on issues and concerns. No action can or will be taken on issues raised under this portion of the meeting. Please limit remarks to a period not to exceed three minutes). After these 3 minutes have ended, please note that no other comments or questions will be entertained unless an individual is granted permission to speak on the request of the EDC President or other presiding officer. Please state your name and address for the record")

There were no citizens to be heard.

Review and discuss minutes of June 11, 2019 Board Meeting; take possible action.

After reviewing the minutes Councilwoman Plant moved to accept the June 11, 2019 minutes. Donna McElroy seconded the motion. The motion was approved unanimously.

Review and discuss Financial Reports, including EDC expenditures and allocations and monthly treasurer report; take possible action.

Treasurer Wolf stated the report today covers two months because there was not a meeting last month in July. The balance as of the end of May 31, 2019 was \$538,032.77 and the sales tax revenue collected for June was \$12,371.56. The sales tax revenue collected for July was \$10,486.51 and after paying the invoices this month the balance is \$542,153.84.

President Sturrock stated regarding the Bain Medina Bain invoices those are the project invoices that we are working on with them and he has reviewed them and for the progress they have made today they are approved.

Pat Meier asked is there a separate funding for the project? We started with \$420,000 for the project and she added up the expenditures and estimated the project has cost to date \$25,846.60 and that was going back and looking at every month by revenue, the balance, the project cost and pulling those out but the bottom line is if we take the project separate from what we take in revenue and what we pay in house expenses. She stated right now the EDC has \$148,000.44 that is not designated for the project.

President Sturrock stated yes we can keep it separate.

Councilwoman Plant stated we talked about this before and we actually approved this project and we have to have money to operate and to pay invoices. The goal was to go to a certain point but we did not know if we were going to be able to go that far because we knew we needed to keep \$75,000 to \$100,000 in the account.

City Manager DeLeon stated we have separate general ledger account numbers for each.

Pat Meier stated if you could record them separately this would be really helpful.

City Manager DeLeon stated yes and we report it according to the general ledger number and the EDC members get a copy of the quarterly report every quarter.

Pat Meier handed out a document showing each of the properties, the parking on the street that was the aerial view gives the width of each lot, the depth and the feet from the right-of-way to the front of the building and the 2015 costs for sidewalks.

Councilwoman Plant moved to accept May and June 2019 Financial Reports, EDC expenditures, allocations and monthly treasurer report as presented. Mayor Hornberger seconded the motion. The motion was approved unanimously.

Review and discuss Armstrong, Vaughn & Associates engagement letter to perform the City's annual FY2019 Audit; take possible action.

Councilwoman Plant stated Armstrong, Vaughn has done the EDC's audit for many years and some best practices say you should go out for request for qualifications and we have done that several times and no one comes close to their cost and knowing our entire history is beneficial. Donna McElroy moved to accept the Armstrong Vaughn & Associates engagement letter to perform the City's annual audit. Councilwoman Plant seconded the motion. The motion was approved unanimously.

Discussion on the McCullough Corridor Sidewalks and Landscaping Demonstration Project (referred to as the "McCullough Corridor Project") including Task 1 as well as Phases A – G of Task 1 which involve civil & electrical engineering design, surveying and landscaping design services by Bain Medina Bain, Inc. and its subcontractors Bender Wells Clark Design and HM3 Engineering Consultants for sidewalk and landscaping improvements to undertake the McCullough Corridor Project ("Task 1 project") as this Task 1 project will promote new or expanded business/economic development and commercial activity in the City and specifically along the McCullough Business Corridor; possible action involving the McCullough Corridor Project including the Task 1 project and Phases A-G of the Task 1 project.

President Sturrock stated he is going to combine agenda item six and seven and speak about them together. We met with the property owner of Cowboy Kennels and discussed some modifications that would let us bring cars in so that they would drive in to park and they would drive out so that they would not have to back out onto McCullough and they would not have to back across the sidewalk. The owner did not say yes or no and we are looking at what would need to be done. The owner of the property had asked for a variance with regard to our ordinance for parking and at this point they would lose one parking space so we are looking at the mechanics of how that would be addressed by the City.

Pat Meier asked can you get a variance on the ordinance, it is not a hardship?

Mayor Hornberger stated they got a variance to add parking.

Pat Meier stated they did that on the side and the back, we have an ordinance that says you can't back into the street which they do now. If he does the 45 degree he will lose one parking place but he can park on both sides of the side street.

President Sturrock stated this is an example of how we work with a property owner to do something that is good for the City and the Corridor and EDC may need to help pay with re-stripping their property line which would be a huge benefit to not back out on McCullough and not back out on the sidewalk.

Pat Meier stated they are not happy about it but he has plenty of front property.

President Sturrock stated this is similar type of situation we are going to have as we come all the way back down McCullough.

Pat Meier stated he knew that and we had talked about it. She asked what businesses have you talked with?

President Sturrock stated only Cowboy Kennels and we have had preliminary conversation with The Yard. We are not changing anything on The Yard we are modifying the approaches. He did talk to The Yard as they were starting to work on their concrete wall and asked them if they could hold off because maybe we could work together and they declined to discuss it. We are not anticipating changing the curb cuts and not anticipating moving the curb cuts we are changing a little bit just for some alignment things but we are going to leave curb cuts at The Yard where they are.

Pat Meier asked you are not going to extend them the three feet?

President Sturrock stated yes and move forward with our plan and Nixon Piano had an entry into their parking lot and we are going to leave that the way it is and we are trying to have sure progress so we are successful.

President Sturrock stated the wall was on their property, they submitted for a permit and received the permit and they proceeded. He spoke with the owner and she said they have a great contractor and are moving ahead but are very interested to see what the EDC is going to do.

Discussion on the McCullough Corridor Sidewalks and Landscaping Demonstration Project (referred to as the "McCullough Corridor Project") including Task 2 which involves constructing sidewalk and landscaping improvements to undertake the McCullough Corridor Project in an amount not to exceed \$360,000.00 ("Task 2 project") as this Task 2 project will promote new or expanded business/economic development and commercial activity in the City and specifically along the McCullough Business Corridor; possible action involving the McCullough Corridor Project including the Task 2 project.

Discussion and adoption of the FY 2020 Budget; take possible action

This agenda item was discussed with the previous item.

Discussion and adoption of the FY 2020 Budget; take possible action

President Sturrock stated our revenue seems to be running about the same and we are looking at about a 3% increase.

Donna McElroy asked what are we basing the increase on and we should have some general revenue growth?

Richard Wolf stated yes and he had the numbers from last year and previous years and it seemed to be a small increase.

The Board discussed and stated the budget should read FY2020 projected.

Donna McElroy asked are we projecting the same revenue FY2020 as we think we are going to receive for FY2019?

City Manager DeLeon stated yes the same flat amount.

Councilwoman Plant moved to adopt the FY2020 budget with the amendments. Donna McElroy seconded the motion. The motion was approved unanimously.

Discussion on Holiday decorations and budget; take possible action

Pat Meier stated she has negotiated with Temple and they are going to do the street banner for about \$1,000 and they are selling us the brackets and the cording that goes across the street. She is now getting estimates for what it is going to cost to hang the banner.

City Manager DeLeon asked where would this fall under the budget?

Pat Meier asked where did the Christmas decorations come out of last year; we need something for the businesses?

President Sturrock stated we need a separate line item for Holiday Decorations Expenditures.

Pat Meier stated we spent \$5,000 last year and we will recoup about a \$1,000 of that so we need something in this budget that allows for about \$7,000.00.

City Manager DeLeon stated we have a line item general ledger number for Holiday but it was not included in the budget and it needs to be.

President Sturrock stated he thinks \$3,500 is a good number for the Holiday expenditures because we also have some expenses with the roundabout.

City Manager DeLeon stated the \$3,500 is for hanging the angels and the EDC shares the cost with the City so the \$7,000 that Pat Meier mentioned is appropriate.

Pat Meier moved that we allow an item to come out of EDC budget which has at least \$144,000 to set aside a line item called Holiday and to put \$7,000 in it to cover pending Holiday decoration expenses. Councilwoman Plant seconded the motion. The motion was approved unanimously.

President Sturrock stated he will amend the budget and send back to the City Manager.

Discuss liaison issues with businesses and Olmos Park Living Magazine.

Pat Meier stated last year Ginger Diaz with Feliz Modern through the Sip and Shop together with six other businesses. When she was working on the Welcome Committee coupons there were people saying that they did not know about it, so we had a meeting with Steve Kraft of the Living Magazine and said let's promote it. We already have had one article in the magazine and there will be another article to come out in November to remind people. The Olmos Park Youth Commission children and Nicole Greenberg are working with Molly Satel and they are going to serve hot chocolate and they are part of the planning on how we can involve the community. Some businesses decided they wanted to do some printing and everybody will do a minimum of \$100.00. We will have volunteers to set up luminous bags with sand and candles to set up on the dark spots of the street and they will start setting up at 6:30 p.m. and this will be on the first Thursday in December.

Mayor Hornberger stated using LED lights instead of candles will go over a lot better with the Fire Department.

Pat Meier stated we are trying to see if people will volunteer their golf carts for transportation. Wayne Knutson will have two of his convertible old cars so we can have stops for people where they can get picked up and we will take them up and down the street. She also mentioned that Ginger Diaz set up a Facebook platform.

Discuss administrative items and future agenda items.

Pat Meier asked the City Manager if she talked to Fedra Chapa about the Christmas decorations? She

said she sent her an email with all the stuff we did last year and told her to contact the City Manager about the purchase orders.

City Manager DeLeon stated she has not heard from Fedra Chapa and that she will reach out to her.

The meeting adjourned at 6:35 p.m.

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Barry Sturrock, President

ATTEST:

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Diane Gonzales  
City Secretary