

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
HELD ON JANUARY 14, 2014**

The Board of Directors of the Olmos Park Economic Development Corporation met in regular session on Tuesday, January 14, 2014, at 5:00 p.m. in the City Council Chambers of the City of Olmos Park at 120 West El Prado Drive, Olmos Park, Texas. Members present were President Debbie Prost, Secretary Diana Durbin, and Members Mayor Kenneth Farrimond, Debbie Serot, Katherine White, and Ayon Wen-Waldron. Treasurer Susan Porr was not present. City Manager Celia DeLeon and Blakely Fernandez, general counsel, were also present.

Prior to calling the meeting to order, City Manager Celia DeLeon administered the oath of office to new Member Ayon Wen-Waldron.

Call to order and determination of quorum

The meeting was called to order at 5:03 pm by President Prost; roll call was taken, and a quorum was announced. New Board Member Ayon Wen-Waldron was introduced and welcomed.

Review and discuss minutes of December 10, 2013 Board meeting; take possible action

After reviewing the minutes as presented, Secretary Durbin moved to accept the minutes for the December 10, 2013 Board meeting as submitted. Mayor Farrimond seconded the motion, and the motion was approved unanimously.

Citizens to be heard

President Prost opened the floor for citizens to be heard at 5:04. No citizens participated. No action was taken.

Review and discuss Treasurer's Report, including Corporation expenditures and Audit; take possible action

President Prost presented the financial report, including a December sales tax deposit of \$10,369.07, and an ending balance for the EDC of \$233,434.08. Expenditures in the amount of \$314.54 were presented for approval. Member Serot moved for approval of the Treasurer's Report, including expenditures. Member Wen-Waldron seconded the motion; and the motion was approved unanimously.

Review and discuss the draft of the Armstrong Vaughan Audit and recommendations; take possible action

President Prost presented the draft audit report. Mayor Farrimond moved to accept the draft report and request a final report from the auditors. Member White seconded the motion and it passed unanimously.

President Prost also presented the auditor's suggestion that the EDC's annual audit be incorporated as part of the City's audit. Discussion ensued on asking the City to manage the EDC's accounting and the benefits to the EDC and the City of having continuity in this area. City Manager DeLeon indicated that City staff could undertake this responsibility. Secretary Diana Durbin moved that the EDC support the idea of asking the City to manage the accounting for the EDC. Member Serot seconded the motion and the motion passed unanimously.

Update the status of the CPS upgrade and Signage Grant Program; including the matching program; take possible action

President Prost gave a report on the sign program, including an overview of Olmos Park City Ordinance 2013-21 for Utility Facilities and correspondence from the City to AT&T regarding proposed municipal improvements to improve safety, provide accessibility and straighten McCullough. President Prost reviewed the projects where signage grant applications and building permits were complete and stated that the goal was to begin replacing signs in February. No action was taken.

Discuss the EDC website development and business templates; take possible action

Member Serot reported on the status of the website and described some of the anticipated features, including the opportunity for local businesses to be listed in a business directory. UTSA will make contact with local businesses regarding these listings. She reminded the Board that since the New Olmos Park website has been launched, the link to the EDC site is no longer active. The committee is working with the website vendor to upgrade this link via the new EDC site. Mayor Farrimond asked the committee to consider including Olmos Park commercial real estate listings on the EDC website. No action was taken.

Update the status of the Business District Data Base Project with UTSA; take possible action

President Prost reported that she continues to work with the Texas Comptroller to gather the basic information for the UTSA project. The EDC has been issued an official email, which should expedite the release of information by the state. UTSA is waiting on this data to proceed with their work. No action was taken.

Discuss potential board vacancies; take possible action

Secretary Durbin indicated her intention to resign from the Board. The City will announce the board vacancy and accept resumes from interested parties in February. No action was taken.

Discuss the Engineering and Landscape Project for long term improvements along McCullough Business Corridor; take possible action

President Prost reported that the City approved the project requests and that January 21, 2014 would conclude the 60 day waiting period before funds may be expended.

The Board discussed the composition of the Streetscape Committee. In order to include certain subject matter experts, the Board decided to permit the committee to add additional members from the community. Mayor Farrimond moved that the Streetscape Committee have the authority to add up to five additional members, provided that at least one of the additional members be a business person from the McCullough Business District; and further, if Treasurer Porr desires not to continue to serve on the Streetscape Committee, that she be replaced with Member Wen-Waldron. The motion was seconded by Member Wen-Waldron and passed unanimously.

President Prost further reported that during the EDC's recent City Council presentation a request was made for a study on the impact of including a turn lane on McCullough. The consultants are aware of this and other questions and will provide additional information to the City and the EDC. No additional action was taken.

Discuss new funding application format; take possible action

Member White presented the revised funding application. Member White made a motion that the new format be approved; Member Serot seconded the motion and it passed unanimously. Member White agreed to forward the form to Member Serot to include on the website.

Discuss administrative minutes process for EDC; take possible action

The Board requested that legal counsel continue to take minutes the meetings. No action was taken.

Discuss other potential projects and funding requests for the Corporation; take possible action

No additional projects or funding requests were presented. No action was taken.

Receive and discuss reports from liaisons as needed – Welcome Committee, Roundabout, any other committees; take possible action

No reports were made, but the Board did undertake a discussion on the roundabout. No action was taken.

Announce date and time of next Board meeting; take possible action

The Board discussed meeting times and agreed that the second Tuesday was generally convenient for the Members. The next meeting will be held on February 11, 2014 at 5:30 p.m.

The meeting adjourned at 6:07 p.m.

Deb Prost
President