

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
HELD ON JULY 11, 2023**

The Board of Directors of the Olmos Park Economic Development Corporation met on Tuesday, July 11, 2023, at 6:00 p.m. at City Hall in the City of Olmos Park at 120 West El Prado Drive, Olmos Park, Texas for considering the following agenda. Members of the Board of Directors present were President Ronald Hornberger, Angela Clark, Councilwoman Dusek, and Keri Moses. Members not present were Dr. Travis Block, Dr. Kenneth Kirlin and Tess Harden. Also present were City Manager, Celia DeLeon; City Secretary, Kyndra Munoz; City Attorney, Megan Santee; Barry Sturrock, 210 Stanford; and Pat Meier, 140 Stanford.

Call meeting to order and determination of quorum.

The meeting was called to order at 6:05 p.m. by President Hornberger; 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. Please state your name and address for the record.) 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 13, 2023 Board meeting; take possible action.

Keri Moses moved to approve the minutes of June 13, 2023 Board meeting.

Angela Clark seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and possible action on the shoplocal.com website, and possibly advertising for local businesses for revenue

City Manager Celia DeLeon stated Dr. Block was not able to attend, but he sent an email stating he has incorporated all of the changes to the website that were requested at the last meeting. He will send this out in a separate email for Board Members to review. Items Dr. Block is still missing are headshots and bios from the Board Members, so please send those over.

Councilwoman Dusek stated I have a possibility of advertising for local business for revenue. We discussed the idea of people advertising for vacant spaces or opportunities to come in and wanted to ask if we can do this and get paid for the advertising of their vacant space.

City Attorney Megan Santee stated I have not finished looking at this, but I can definitely get a response out if you can go in this direction. If this is something you are interested in doing, we would definitely want to create a policy to follow.

Keri Moses stated I think this is a great idea. If we are able to establish the website and get a good following, we can figure out the best way to communicate and advertise these spaces.

Celia DeLeon stated I received an email this afternoon from the City of San Antonio Economic Development Corporation who sent out information regarding grant opportunities for the City of San Antonio businesses, I think this is a great idea. I will forward this email for you to review. We do not have the funds for grants, but we can think of something for us to send out to businesses.

President Hornberger stated we will place this back on the agenda for a final review.

Discussion and possible action on incentives to attract new businesses to Olmos Park

Celia DeLeon stated going back the previous topic, we can advertise for businesses if this allowed, promote the website and send out emails to attract new businesses.

Keri Moses stated this will be a great start since we do not have the monetary budget for incentives.

Councilwoman Dusek asked if you have a home office, are you able to claim your residence as a business address?

Megan Santee stated I will have to take a look at your City ordinances. I am not aware that you have anything currently in your ordinance that prohibits this.

President Hornberger stated we have taken a look at this before. The biggest problem we had in the past was a resident had a home office where there was heavy vehicle traffic parked outside. City Council received questions on this topic in which we took a look at the issue, but never came to any conclusions. This issue did not continue and we did not receive any further complaints. There is very little the EDC can do about this, it would have to be an ordinance from City Council.

Discussion and possible action on EDC beautification fund and policy.

President Hornberger asked can the EDC establish a beautification fund and fund this from the sales taxes that come in to the EDC?

Megan Santee stated under 505, there are provisions that allow for community enhancements. These can include sidewalk improvements, pedestrian improvements and all of these types of beautification components that would fall under the community enhancement section in 505. It would depend on the type of project it is, but you can allocate funds to beautify the main thoroughfare or to extend further into trails or pathways that reduce traffic congestion and allow for more pedestrian and bicycle connectivity to get to retail.

President Hornberger stated I am in favor of doing whatever we can to beautify the commercial area of Olmos Park. We do have an ordinance that address this along the business area of McCullough but businesses are grandfathered in unless they trigger the ordinance for beautification.

Celia DeLeon stated we did also discuss the idea of possibly accepting donations for the beautification fund.

Megan Santee stated you are a non-profit corporation and you are able to accept donations for this. I would also recommend we establish a policy for the beautification fund.

Councilwoman Dusek asked would we need permission from the City Council to transfer this over to the EDC? We have had residents who are interested in planting flowers and donating for beautification. We also discussed if this is EDC money, we are able to plant in the neighborhood as well and it doesn't have to stay on McCullough.

Celia DeLeon stated I will place this item on the August City Council agenda.

Megan Santee stated that is correct, you are able to extend into the neighborhood. The EDC can do projects that have components that go into the residential area because you are improving the life quality and order to do this, you have pathways or trails that have connectivity.

Councilwoman Dusek stated for example, we had a project completed by an Eagle Scout who planted a flower box at the entrance of Olmos Park. Could maintenance of this project be considered part of the beautification fund?

Megan Santee stated I think this could be part of the beautification fund, it would just be a matter of how we structure it with the City.

President Hornberger stated if the EDC has a beautification fund, we could accept donations, but also can designate an amount for this fund out of our budget.

Megan Santee stated that is correct.

President Hornberger stated we can discuss a draft beautification fund policy at our next meeting.

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

Councilwoman Dusek moved to approve the financial reports including EDC expenditures, invoices and allocations.

Keri Moses seconded the motion.

The vote in favor of the motion was unanimous.

Receive update and possible action on the 5005-5007 McCullough Lighting Project update

Barry Sturrock 210 Stanford, stated I am here to ask for approval of the proposal from Bain Medina Bain to complete the drawings for the project to install lights between Joy and Zilla. With this proposal, this will stay within the project budget of \$85,000 and allow us to publicly bid the project. The cost of their proposal is \$12,542 for professional engineering services. There are some items that were excluded from the proposal that I or staff could assist with to include pre-bid conference, recommendation to award, pre-construction meeting, visit construction site, and progress meetings. I am recommending approval of this proposal.

President Hornberger asked have we gone through the process of Council approval to spend this money?

Celia DeLeon stated yes we have.

Barry Sturrock stated since you are a public corporation, I am not sure if the method of procurement has to be approved by this body. Methods of procurement that are available for public entities in Texas would include competitive bidding, competitive sealed proposals for contracting or a series of methods that have been approved by the state of Texas. The most labor intensive would be competitive bidding because you must follow all of the rules of bidding. If we could do a job order contract, we could use someone who has been pre-approved by a purchasing agency such as Buy Board.

Celia DeLeon stated the City of Olmos Park is a member of Buy Board, but I am not sure if the EDC would qualify as a member under the City.

Megan Santee stated I will look into this and see if the EDC can participate in this. I will also research if the City does this, is there a better way to arrange it so we receive that benefit of having the membership and not go through the additional bidding steps.

Councilwoman Dusek moved to approve Bain Medina Bain's proposal in the amount of \$12,542 for the design work of the 5005-5007 McCullough Lighting Project.

Angela Clark seconded the motion.

The vote in favor of the motion was unanimous.

Discuss liaison issues with businesses take possible action

There were no other liaison issues with businesses to discuss.

Discuss administrative items and future agenda items.

There were no other administrative items or future agenda items to discuss.

There was no other business and the meeting adjourned at 6:50 p.m.

Ronald Hornberger
President

Kyndra Munoz
City Secretary