

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
HELD ON AUGUST 8, 2023**

The Board of Directors of the Olmos Park Economic Development Corporation met on Tuesday, August 8, 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, Dr. Travis Block, Angela Clark, Councilwoman Dusek, Dr. Kenneth Kirlin, Keri Moses and Tess Harden. Also present were City Manager, Celia DeLeon; City Secretary, Kyndra Munoz; and City Attorney, Megan Santee.

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.

Board training & orientation by City Attorney to discuss duties, responsibilities and procedures.

Board training and orientation was led by City Attorney Megan Santee to discuss duties, responsibilities and procedures.

Review and discuss minutes of July 11, 2023 Board meeting; take possible action.

Councilwoman Dusek moved to approve the minutes of July 11, 2023 Board meeting.

Dr. Kenneth Kirlin seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and possible action on draft work plan for FY2024

Councilwoman Dusek stated I had a meeting with CPS to discuss telephone wires, would this be something handled by the EDC or would this be a City Council project?

Megan Santee stated I would present this to the EDC first to see what the Board feels is reasonable and how much they are willing to commit.

City Manager Celia DeLeon stated I will add this item to both the work plan for FY2024 and next month's agenda.

Dr. Kenneth Kirlin moved to approve to work plan for FY2024 with the amendment to add the telephone poles and wire project.

Tess Harden seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and possible action on draft FY 2024 budget

Celia DeLeon stated I added \$5,000 to the beautification fund that we have been discussing.

Angela Clark asked how is the Knox Box project progressing?

Celia DeLeon stated Fire Chief Michael Goodreau is in the process of finishing this up. He is purchasing the Knox boxes in bulk and will begin installing them after they receive the boxes. We close our fiscal year in September, so I will remind him to provide me an invoice by next month.

Angela Clark asked will all of the Christmas decorations be the same as last year?

Celia DeLeon stated I can add this item to next months agenda so we can assign a holiday decorating individual or committee to take on this project.

Dr. Travis Block stated with respect to the project revenues, I understand being conservative, but we haven't had less than \$12,000 in revenue for a single month this year. Last year we blew past that dramatically.

President Hornberger stated if we are comfortable that we have a long record of averaging \$12,000 a month in revenue for sales tax, perhaps we can raise this estimate.

Keri Moses moved to raise the projected revenue to \$140,000.

Dr. Travis Block seconded the motion.

The vote in favor of the motion was unanimous.

Celia DeLeon stated I will change the projected revenue to \$140,000 and bring the draft FY2024 budget back for review.

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

Dr. Travis Block stated the website is ready to go. I am still waiting on headshots and bios from the Board but I can always silence this portion for now and send the website out for review.

Keri Moses asked when we get ready to launch the website, how do we let businesses know about it?

Celia DeLeon stated we can mail out postcards to the businesses.

Dr. Travis Block stated I have pulled together a list of emails that I could gather off of business websites, and we could also go out door to door.

Dr. Kenneth Kirlin asked how often is the City business list updated?

City Secretary Kyndra Munoz stated the new businesses are entered when they apply for a certificate of occupancy, the difficulty in keeping the list updated is we aren't always notified when a business leaves.

Megan Santee stated regarding possibly advertising for local businesses for revenue, I did look into this and you can legally do it, but we do want to make sure you have a good policy in place.

Councilwoman Dusek stated the question I have is since COVID, there have been a lot of people who office from their home; can we gain more sales tax revenue for those who claim their home as their business?

President Hornberger stated that depends on the business, they need to make sure they are following the state law for sales tax.

Councilwoman Dusek stated this would be to incentivize people to use their home as their business. I don't want to deter Olmos Park because we don't have the brick and mortar space for their business. If we have someone who is moving items from a warehouse that ships directly to the purchaser's home

and they qualify this as their business, this sales tax is going somewhere and I don't want to lose out on that. I wanted to understand what we as an EDC can do to offer incentives for those who use their home as a business and file sales tax.

Tess Harden stated first, City Council would need to have a more clearly defined ordinance to outline a home office before we are able to do anything on our end.

Megan Santee stated that is correct, you would definitely want to start with City Council to get clarification on the ordinance so they don't violate the zoning ordinance by listing their home as their business address.

Dr. Travis Block stated I would be curious as to what category of business brings in the most sales tax; any incentives we may want to do can be targeted towards those businesses. We can also offer and advertise EDC grants for beautification.

Celia DeLeon stated we haven't established the beautification fund as of yet, this is in the budget for future allocations. This item is also on the City Council agenda for next week to discuss removing the beautification fund from City Council responsibility and transferring it over to the EDC.

Councilwoman Dusek stated that is correct. It also brings up the question that once a project is complete, would we maintain it or would it fall back on the City to maintain the beautification project?

Megan Santee stated it would depend on the type of project. If it is just maintaining landscaping or landscaping components, your City Attorney will probably advise that would need to stay with the City as far as responsibility for the property. We spoke about improvements to include park benches, lighting improvements or signage; things of this nature that are tangible are able to be completed by the EDC.

Dr. Kenneth Kirlin stated I have a question regarding projects of businesses improving their site and the required beautification ordinances. They are required to move the curb out and a variety of other beautification standards when the work is more than 50%. If the business just tell us the values, how do we enforce this?

Celia DeLeon stated we have to take their word for it.

Councilwoman Dusek stated this also involves the permit process. We have come into that situation before, and we could not accuse the business of giving incorrect totals.

Dr. Kenneth Kirlin stated my concern is this will continue to keep happening and it will really stall the improvements on McCullough.

Celia DeLeon stated we will check with our City Attorney on this.

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

President Hornberger stated there is no further discussion on this item.

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

Dr. Travis Block stated there are some mistakes in the report and therefore should not be approved. The revenue number is correct. I will make the corrections and resubmit the report.

Councilwoman Dusek moved to approve the invoices received in August for payment.

Dr. Travis Block seconded the motion.

The vote in favor of the motion was unanimous.

Dr. Kenneth Kirlin moved to table the August Financial report and monthly treasurer report to next month's agenda.

Councilwoman Dusek seconded the motion.

The vote in favor of the motion was unanimous.

Discussion on the bidding process for the project 5005-5007 McCullough Lighting Project update

Celia DeLeon stated there is no action needed on this item. I will relay our Attorney's response to the Buy Board question to our consultant, Barry Sturrock.

Discussion and possible action on Approve Armstrong, Vaughan & Associates engagement letter to perform the EDC's annual FY 2023 audit

Councilwoman Dusek moved to approve Armstrong, Vaughan & Associates engagement letter to perform the EDC's annual FY 2023 audit.

Dr. Kenneth Kirlin 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 6:47 p.m.

Ronald Hornberger
President

Kyndra Munoz
City Secretary