

MCALLEN DEVELOPMENT CORPORATION, INC.

March 4, 2019

The McAllen Development Corporation convened in a Special Meeting on **Monday, March 4, 2019** at 4:00 p.m. at McAllen City Hall, City Commission room, with the following present:

Present:	Miles Mullin	President
	Joaquin Zamora	Director/Commissioner
	Jim Darling	Director/Mayor
	Olivia Gomez	Director
	Lorena Castillo	Director
Absent:	Tony Sanchez	Director
	Elva Cerda	Vice-President
Staff:	Roy Rodriguez	City Manager
	Michelle Rivera	Assistant City Manager
	Joe Vera	Assistant City Manager
	Yvette Balderas	Grants Director
	Rebecca Olaguibel	Business & Retail Director
	Maria Chavero	Interim Finance Director
	Angie Rodriguez	Budget Director
	Kevin Pagan	City Attorney

President Mullin called the meeting to order at 4:08 p.m.

1. APPROVAL OF MINUTES FOR THE REGULAR MEETING HELD ON MONDAY, JANUARY 21, 2019.

President Mullin referred to the January 21, 2019 minutes and asked if there were any corrections to be made.

President Mullin requested clarification from City Manager Roy Rodriguez about City Attorney Kevin Pagan and his presence at the meetings. He affirmed that the City Attorney is listed on the minutes as such but wanted to confirm that he is actually acting in capacity as Attorney (legal counsel) for the Development Corporation when present at meetings. The City Manager agreed.

Commissioner Zamora moved to approve the minutes for the Regular meeting held on Monday, January 21, 2019. Mayor Jim Darling seconded the motion. The motion carried unanimously by those present.

2. RECEIVE AND FILE FINANCIAL REPORT FOR FOUR MONTHS ENDING JANUARY 31, 2019.

Finance Director Maria Chavero presented the Financial Report for four months ending January 31, 2019. She reported Total Assets at \$16,599,353; Total Fund Balance at \$16,810,894; Total Liabilities & Fund Balances at \$16,599,353; Total Revenues at \$6,683,917; Total Expenditures at \$7,096,056 with Revenues over (Under) Expenditures at (412,139).

President Mullin expressed his concern regarding agency contracts and the time lapse in getting the contracts in final form. He reported that the City Manager had disbursed some funds to agencies but did not have the authority to do so. President Mullin explained that a fully executed contract needs to be in place before any monies can be allotted to the agencies so he was requesting for that action to be ratified.

Mayor Darling moved to ratify the action taken by City Manager Roy Rodriguez in disbursing funds without a written contract (in regards to agencies that get funding from the Development Corporation). Commissioner Zamora seconded the motion. The motion carried unanimously by those present.

At this time, President Mullin referred to an email he sent to the City Manager pointing out errors in the agency contracts. He affirmed that the City Manager had agreed with him regarding the errors. President Mullin requested the City Manager designate a person from his office to read all contracts for accuracy and approve as to form. Mr. Rodriguez explained that the errors were typographical and did not affect the recipients or amounts. The City Manager agreed to the President's request.

At this time President Mullin started a discussion on the holiday parade and Commissioner Zamora pointed out that we needed to adhere to the agenda at present. The City Manager agreed with the Commissioner.

Commissioner Zamora moved to approve the Financial Report for four months ending January 31, 2019. Mayor Darling seconded the motion. The motion carried unanimously by those present.

3. CONSIDERATION AND APPROVAL OF BUDGET AMENDMENT IN THE AMOUNT OF \$12,000.00 FOR LEASE AGREEMENT.

City Manager Roy Rodriguez addressed the board. He informed the board that this item was in regards to Congressman Vicente Gonzalez moving his district office to McAllen. He mentioned that this was a standard lease on a year to year basis. He added that the City would help with the rent payment and the money would come from the Development Corporation pending board's approval.

A brief discussion ensued. President Mullin proposed questions to the City Manager and City Attorney. Both informed him they were not prepared to answer those questions. The City Manager recommended this item be tabled.

Commissioner Zamora moved to table the Consideration and Approval of Budget Amendment in the amount of \$12,000.00 for Lease Agreement. Ms. Castillo seconded the motion. The motion carried unanimously by those present.

4. CONSIDERATION AND APPROVAL OF BUDGET AMENDMENT IN THE AMOUNT OF \$100,000.00 FOR PRIORITY CORRIDOR REVITALIZATION.

City Manager Roy Rodriguez addressed the board. He explained that this item was for improving the city's retail corridors along 10th Street, 23rd Street, and Business 83. He added that they are looking into matching grants to help with the funding. He stated that a policy would be put in place. He reported that the matching grants would be for landscaping and other improvements on commercial buildings. President Mullin asked the City Manager if he wanted to come up with a maximum percentage or amount for the matching grants. The City Manager agreed the idea was good for when the entire policy is in place.

A brief discussion ensued relating to the pros and cons of the funding request. A member was impressed with the concept and goals of the program.

Ms. Olivia Gomez moved to approve the Budget Amendment in the amount of \$100,000.00 for Priority Corridor Revitalization for 10th Street, 23rd Street, and Business 83. Commissioner Zamora seconded the motion. The motion carried unanimously by those present.

5. CONSIDERATION AND APPROVAL OF CHANGES TO THE AGENCY APPLICATION PROCESS TO INCLUDE: (1) INFORMATION REQUIRED TO BE FURNISHED (2) THE FORM IN WHICH THAT INFORMATION IS REQUIRED TO BE FURNISHED (3) FORM OF NEW FUNDING APPLICATION TO BE SUBMITTED BY APPLICANTS INCLUDING BUDGET DETAIL WORKSHEET (4) ADDITIONAL PROCEDURAL STEPS TO BE IMPLEMENTED IN THE APPLICATION PROCESS AS WELL AS IN THE CONSIDERATION OF AGENCY APPLICATIONS (5) CHECK LIST FOR APPLICATIONS (INTERNAL AND FOR BOARD OF DIRECTORS USE).

City Manager Roy Rodriguez addressed the Board and stated that at the previous board meeting, the President and other Board members had requested changes be made to the application process for funding requests.

President Mullin referred to the form in the packet. He explained that the proposed changes are to make the process fairer. He added that certain presentations are accurate while others are lacking in information, therefore, these changes would provide for more full disclosure. The board members agreed.


Mayor Darling moved to approve the changes to the agency application process to include: (1) information required to be furnished (2) the form in which that information is required to be furnished (3) form of new funding application to be submitted by applicants including budget detail worksheet (4) additional procedural steps to be implemented in the application process as well as in the consideration of agency applications (5) check list for applications (internal and for board of directors use). Commissioner Zamora seconded the motion. The motion carried unanimously by those present.

ADJOURNMENT

There being no other business to come before the board, the meeting was unanimously adjourned at 4:45 p.m.



Miles Mullin, President



Virginia Singleterry, TMRC
Board Secretary