

Minutes-Leon Valley Economic Development Corporation (LVEDC)  
Finance Committee Meeting

Wednesday, January 13th 2016  
Leon Valley Fire Department Training Room  
6300 El Verde Road, Leon Valley Texas 78238

Attendance:

Roxanne Cotroneo - City Attorney, City of Leon Valley  
Claudia Mora - Economic Development Director, City of Leon Valley  
Ana Federico - Administrative Assistant, Leon Valley Economic Development Corporation  
Mike Mccarley- Treasurer, Leon Valley Economic Development Corporation  
Patricia Manea - President, Leon Valley Economic Development Corporation

The meeting was started at 10 a.m.

Patricia Manea arrived at 10:20 a.m. a prior commitment and traffic delayed arrival.

A. Review of Accounts Payable Items (pages 1 through 4 of meeting packet) were reviewed and discussed with the City Attorney, Roxann Cotroneo regarding the past two months change in membership of the LVEDC. Checks for the outstanding amount owed to vendors from September-November of 2015 were reviewed and signed by Ms. Manea and Mike Mccarley. One check to the attorney for legal fees was withheld and the amount will be separated out into a General Counsel amount and fees for the appeals process. The new check for General Counsel will be signed by January 14th and then issued to the law firm.

B. Fiscal Year 2015 - 2016 Budget and Spending Reports reviewed (pages 7 through 9 of meeting packet). Discussion of items listed in the budget -a request by Ms. Manea to have the money market amount added to the bank balances for City Council members, the current balance was noted by Mr. Mccarley to be \$242916.44. It was also noted by City Attorney, Ms. Cotroneo that all items listed on the budget should have detail for the total amount listed (Example: Professional Services, Contractual Services, Advertising, EDC Project Funding should include an explanation for the total amount).. Ms. Manea and Mr. Mccarley both agreed, Claudia Mora will list out the details for the total amount on the budget for presentation to the LVEDC Board at the next meeting in January.

C. Review of Legal Fees (pages 10 through 24 inclusive of packet). Charges from 2014 to present were reviewed with a brief history for City Attorney, Ms. Cotroneo and discussion of changes in the contracts and services retained by the LVEDC were as follows:

1) Once the lawsuit vendor of Davidson Troilo Ream & Garza account balance have been paid in full (pending review of the appeal by Councilwoman/Board Member, Monica Alcocer)

and discussion with the LVEDC Board, services will be terminated-pending a meeting with the City Manager, Kelly Kuentler and Ms. Cotroneo reach an agreement, the LVEDC can utilize the City Attorney, Ms. Cotroneo the City Manager's contract due to the LVEDC being a sub faction of City Council government. If the board is agreeable at the next meeting January 27, 2016 then the services will be terminated at that time.

2) Dan Pozza, the appellate attorney- discussion of review of status of appeals process, potential timeline, pending charges so that the LVEDC may incorporate into budget and relate to City Council for final approval. City Attorney, Ms. Cotroneo will reach out to Mr. Pozza to get an oversight of the latest appeal update and to obtain the possible outcomes of the litigation on behalf of the LVEDC.

**D. Discussion Use of Attorneys (City and Contract) and Contact** (page 25). City Attorney, Ms. Cotroneo relayed her areas of experience and expertise relating to Municipal Law and Economic Development. Ms. Cotroneo expressed interest in providing educational sessions for the LVEDC at meetings. Pending a meeting between City Manager, Ms. Kuentler, City Attorney, Ms. Cotroneo and Ms. Manea- this will be brought forward to the LVEDC Board for discussion and vote at the next meeting.

**E. Review of the letter to Patterson and Associates** (pages 26 to 37 of packet) for their oversight on the money market account, discharging their services - was agreed upon by the LVEDC Finance Committee and will be deferred to City Attorney, Ms. Cotroneo prior to sending out the letter, giving them the contract in 90 days notice.

**F. Discussion of Prospective Consulting Services** no documentation accompany this line item of agenda. Review of the Retail Coach presentation to City Council and retention of nominal services in order to keep Leon Valley active in searches by potential vendors in the Marketplace. Discussion with Aaron, by both Ms. Mora and Ms. Manea- both conveyed the interest by the Retail Coach to continue to provide the services to the LVEDC. This will be conveyed as part of the budget to the board for discussion and or approval at the next LVEDC meeting.

**G. Review and Discuss Audit of Leon Valley Area Chamber of Commerce LVEDC Grant Disbursement of \$30,000** (pages 1-3, 1-2 inclusive of the attached memorandum received by Ms. Mora from the Leon Valley Area Chamber of Commerce-LVACC). After the review of the original contract, expenditures by the LVACC and audit exceptions, it was agreed that this item needed to go before this City Attorney to review the items in question as to whether or not the LVEDC could in fact grant them under the contract. Due to the timeline and need to follow-up on items, this will then be presented to the LVEDC Board at the February meeting for discussion and follow up at that time.

**H. Miscellaneous Items:**

1) Review of the LVEDC January 27, 2016 meeting agenda, Ms. Mora to update and submit for review prior to posting of the meeting. An email was sent to the all LVEDC Board members for them to submit any other additional items for the agenda this will be reviewed and added as received.

2) Performance measures see page 38 and also attachment as submitted by Ms. Manea to Ms. Mora- up for LVEDC Board members to review of a template of performance measures at the January meeting and subsequently presented to City Council at the first meeting in February. Due to budget constrictions, at this time the Board will be focused on current businesses and looking at implementing plans that may help business growth.

3) Discussion with Justin from EDSuite, the developers of the LVEDC website have also started a cloud EDC's to store, edit and provide an interactive site that would be controlled by each individual EDC with security in order to promote on time documents for potential clients without the need to print or be on site in order to move request along in a timely fashion.

4) Website development- Ms. Manea is sending documentation to Justin in order to get the website up and functional with the first few pages and continue to add information as it is received, this would in fact accommodate the email addresses for the board members for interactive documents and independent site from the city's website for developers identifying the LVEDC as a business element of the City. Discussion at the next meeting of business cards brochures and website maintenance will be discussed and also incorporated into the advertising line item in detail for the budget proposal at the January meeting.

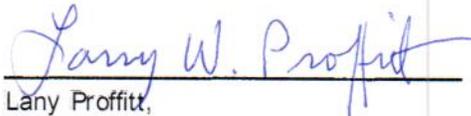
City Attorney, Ms. Cotroneo had to leave at approximately 12:30 p.m. for another commitment with the City.

The meeting was adjourned at 1:19 p.m. motion made by Ms. Manea and seconded by Mr. Mc Carley at this time.

**These minutes approved by the City of Leon Valley Economic Development Corporation-Finance Subcommittee on the 27<sup>th</sup> of April, 2016.**



Patricia Manea,  
Board President



Lany Proffitt,  
Board Secretary