



**CITY OF LEON VALLEY  
ECONOMIC DEVELOPMENT CORPORATION  
FINANCE WORK GROUP MEETING**

Leon Valley City Hall- Council Chamber  
6400 El Verde Road, Leon Valley, Texas 78238  
Wednesday, April 20, 2016 at 10:00 a.m.

**MEETING NOTES**

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In attendance: President Patricia Manea, Treasurer Michael McCarley, Secretary Larry Proffitt, Economic Development Administrative Assistant Ana Federico, Board/City Attorney Roxann Pais Cotroneo, City Manager Kelly Kuenstler, Finance Director Vickie Wallace and Assistant Finance Director Wesley Jackson.

**1. Review of accounts payable for April 2016.**

Economic Development Administrative Assistant Ana Federico presented the accounts payable for the month of April 2016 (see attached document in the packet).

**2. Review and discuss invoice from CPA Jorge Herrera.**

Economic Development Administrative Assistant Ana Federico provided copies of documents/invoice for the services rendered per the contract from 2015. After review of forms, the members present decided to recommend to the Board that the last installment be paid as per the contract agreement.

**3. Update on the February 2016 Attorney's invoice from Davidson Troilo Ream and Garza.**

Board/City Attorney Cotroneo and members in attendance discussed the submitted charges from the law firm for services rendered; a decision to protest charges was made by Board/City Attorney Cotroneo per the January LVEDC meeting in which the Board formally discharged their services. Discussion regarding the lack of notification by the firm to approve the amount invoiced by the LVEDC was also a factor in the decision. Board will be updated at the April 27, 2016 meeting.

**4. Review and discuss LVEDC March Financial Reports from Leon Valley Finance Department.**

Finance Director Wallace and Assistant Finance Director Jackson reviewed the attached reports with Finance Group. Agreement was reached on the set of documents to be provided each month, and the documents will also be presented to the Board for review/discussion at the next meeting on April 27, 2016.

**5. Consider and discuss LVEDC Finance Committee Minutes for March 16, 2016 -- Seek final approval from the LVEDC Board at the April 27<sup>th</sup> Board Meeting.**

There was a discussion of need for Board to approve minutes of meeting for which they are not in attendance. Finance Group of LVEDC will approve its own monthly meeting minutes and submit those minutes to the Board for information only. Board/City Attorney Cotroneo advised that this would be a good process to adopt to streamline information at meetings.

**6. Review and discuss presentation for Precinct Daycare Academy regarding their Facade and Signage Application.**

President Patricia Manea and Economic Development Administrative Assistant Ana Federico gave the members an update on the application, visit to the site, attached documentation provided by the business owner along with history on the property of the daycare. Board/City Attorney Cotroneo will provide a performance agreement for the Board to review. Members will recommend to the Board that the project move forward as presented to the group.

**7. Review and discuss presentation for Bring Your Own Parts regarding their Facade and Signage Application.**

President Patricia Manea provided timeline on this application from 2015. Contact made by President Patricia Manea to owner in January 2016 and March 2016. Owner both times inquired if funds still available, Economic Development Administrative Assistant Ana Federico and President Patricia Manea met with owner at new location a couple of weeks ago, but owner had no invoices, and there has been no follow up by owner at this time. Ms. Manea will recommend to the Board that a letter be sent out to outstanding signage applicants from 2015 to submit paperwork/pictures for completed projects by July 1, 2016. This will allow the finance work group to move forward with the budget process for FY2016-2017. Members in attendance agreed that this was good way to ensure an accurate budget.

## **8. Miscellaneous**

1. Discuss and prepare for LVEDC April 27, 2016 Meeting Agenda.  
*President Patricia Manea reviewed the draft and requested to meet with Economic Development Administrative Assistant Federico after the meeting to add information.*
2. Review and discuss TML guidelines for future meeting minutes to be prepared and adopted.  
*Agreement by members that this would help with getting minutes done in a timely fashion for review by Board and submission to the Leon Valley City Council.*
3. Review and discuss project spreadsheet with approved/outstanding applicants for Facade and Signage Program.  
*Proposed letter to outstanding applicants to be presented to Board at next Board Meeting.*

## **9. Announcements by members of the LVEDC Finance Committee.**

No other announcements were made by the Finance Work Group at this time.