



**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, June 15, 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 Kuentler.

**1. Consider, discuss and take action to approve LVEDC Finance Committee Minutes for April 20, 2016.**

City Manager Kuentler offered the LVEDC assistance to complete all past due LVEDC Meeting Minutes and recommended Economic Development Administrative Assistant Ana Federico to assist. Secretary Larry Proffitt agreed to work with Economic Development Administrative Assistant Ana Federico to complete outstanding minutes and suggested for the Finance Work Group to prepare "Meeting Notes" instead of "Meeting Minutes" to be able to present to the entire LVEDC Board for review. President Patricia Manea and Treasurer Michael McCarley agreed.

**2. Review of Accounts Payable for June 2016.**

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

**3. Review and discuss LVEDC May 2016 Financial Reports from Leon Valley Finance Department.**

Secretary Larry Proffitt reviewed May 2016 Financial Reports and indicated everything seemed to be correct, the Finance Work Group agreed to present the report to the rest of the LVEDC Board at the June 22<sup>nd</sup> Meeting.

**4. Discuss and prepare for LVEDC June 22, 2016 Meeting Agenda.**

The Finance Work Group reviewed and revised the DRAFT LVEDC June 22<sup>nd</sup> Board Meeting Agenda. President Patricia Manea asked City/LVEDC Attorney Cotroneo to review for correct language before posting.

**5. Discuss LVEDC Budget FY 2016-2017.**

Secretary Larry Proffitt informed the Work Group about a DRAFT Budget Worksheet FY 2016-2017 he created. He will meet with Director Gayle Monnig to complete the final draft and present to the Board at the July 27, 2016 Board Meeting. President Patricia Manea asked Economic Development Administrative Assistant Ana Federico to include an item on the LVEDC June Board Meeting Agenda to consider and discuss budget for an Economic Development Director. City Manager indicated she would attend the meeting to get direction from the Board in what they wish to do with that position for the next fiscal year.

**6. Review the completed TexPool application and submit per board approval from May 25, 2016 LVEDC Board Meeting.**

This item is still pending. Economic Development Administrative Assistant Ana Federico will get with President Patricia Manea to assist with the application and submit soon.

**7. Announcements**

**A. Reminder: Public Funds Investment Act (PFIA) Training for LVEDC Investment Officers. See attached link for online training.**

President Patricia Manea indicated she will obtain her PFIA Training online and will update the Board once she completes it. Vice President Joseph Nazaroff has been informed of the available dates and locations for training; he agreed to take the course soon. Treasurer Michael McCarley obtained his training in December 2015 and is not due until 2017.

**B. Update on letter to outstanding signage candidates; Ideas Unlimited and Applewhite Automotive have sent in or will be meeting with City Staff to complete projects.**

President Patricia Manea provided information to the Finance Work Group about the submitted paid invoices and photos from Ideas Unlimited. She also asked Economic Development Administrative Assistant Ana Federico to include the reimbursement figure to the Accounts Payable spreadsheet for June 2016 and to have the spreadsheet available for the Board to review and possibly take action on reimbursement at the June 22<sup>nd</sup> meeting.

Community Director Elizabeth Carol, President Patricia Manea and Economic Development Administrative Assistant Ana Federico will meet Applewhite Automotive owner on June 16, 2016 at 9:30 a.m. to discuss the status of his business remodeling project. The outcome of the meeting will get reported to the LVEDC Board at the June 22<sup>nd</sup> Meeting.