

CITY OF LEON VALLEY



CITY COUNCIL REGULAR MEETING

Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Monday, March 09, 2015

AGENDA

REGULAR CITY COUNCIL MEETING

1. **7:00 P.M.** Call to order, Determine a Quorum is Present, Pledge of Allegiance.
2. Presentation honoring Benjamin Castro's contributions and 30 years of service to the City of Leon Valley.
3. Presentation honoring Robert Garcia's contributions and 30 years of service to the City of Leon Valley.
4. Presentation honoring Henry Lopez' contributions and 30 years of service to the City of Leon Valley.
5. Proclamation to The Leon Valley Fire Department for being awarded the "Lone Star Achievement Award" by the Texas Fire Chiefs Association.
6. **Citizens to be Heard and Time for Objections to the Consent Agenda.** "Citizens to be heard" is for the City Council to receive information on issues that may be of concern to the public. The purpose of this provision of the Open Meetings Act is to ensure that the public is always given appropriate notice of the items that will be discussed by the City Council. Should a member of the public bring an item to the City Council, for which the subject was not posted on the agenda of that meeting, the City Council may receive the information but cannot act upon it during the meeting. City Council may direct staff to contact the requestor or ask that the issue be placed on a future agenda for discussion by the City Council. **Citizens must sign the appropriate sign-in sheet by 7:15 p.m.**

Note: City Council may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however City Council may present any factual response to items brought up by citizens. [Attorney General Opinion – JC 0169]

7. City Manager's Report:
 - a) Home Rule Charter Outreach and City Council Preference on Town Hall Meeting Dates
 - b) Ridesharing Transportation-Network Companies Uber & Lyft
 - c) DPS Development Agreement Update
 - d) Code Compliance/Animal Control Report
 - e) Monthly Departmental Reports

- f) Approved Minutes from Boards, Commissions and Committees
- g) Future Agenda Items:
 - o Amendments to Public Gatherings Policy – City Attorney
 - o 1st. Public Hearing--LVEDC Authorization to expend up to \$57,000 to Leon Valley Chamber of Commerce, April 13, 2015
 - o 2nd. Public Hearing--LVEDC Authorization to expend up to \$57,000 to Leon Valley Chamber of Commerce, May 05, 2015

CONSENT AGENDA

- 8. Approval of City Council Minutes. **(S. Passailaigue)**
 - a) January 12, 2015 City Council and LVEDC Special Joint Meeting
 - b) January 24, 2015 Annual Town Hall Meeting
 - c) February 09, 2015 Special and Regular City Council Meeting
 - d) February 26, 2015 City Council and LVEDC Special Joint Meeting
 - e) February 28, 2015 Coffee with the Mayor and City Council
- 9. Consideration of Ordinance No. 15-001, approving a budget adjustment in the amount of \$12,100 to support the Hotel Development feasibility studies being conducted for projects planned for Leon Valley. **M&C #2015-03-09-01 (V. Wallace)**
- 10. Consider approval for a waiver of related fees for the use of the Leon Valley Conference Center for the League of Women Voters of the San Antonio Area and the Chamber of Commerce to host the 2015 candidate forum. **M&C #2015-03-09-02 (ACM C. Caldera)**

REGULAR AGENDA

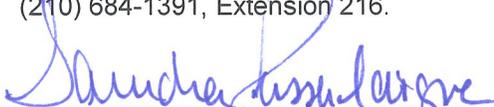
- 11. Discussion and possible action on an explanation of the estimated costs for the hike & bike trail. **M&C #2015-03-09-03 (Councilmembers Benny Martinez and Carmen Sanchez)**
- 12. Consideration of Ordinance No. 15-002 amending Chapter 1, Article 1.04, Section 1.04.001 entitled "Meetings" modifying the schedule of Regular City Council meetings to two per month; and making those changes consistent with the open meetings act. **M&C #2015-03-09-04 (S. Passailaigue)**
- 13. A Resolution specifying the City of Leon Valley's opposition to S.B. 182 Property Tax Revenue Cap - State of Texas Legislation to lower the property tax rollback rate from eight percent to four percent. **M&C #2015-03-09-05 (M. Longoria/V. Wallace)**
- 14. Park Commission Citizen presentation of the Participation Report on Proposed Silo Park. **M&C #2015-03-09-06 (B. Thomas/M. Moritz)** *This M&C is for Agenda Items 14-16*
- 15. A public meeting to obtain citizen input on the development of the Silo Property; potential use may include a community park. The property is located on Huebner Road adjacent to the Canterfield Subdivision.
- 16. A Resolution approving the development of Silo Park, being a 1.43 acre parcel of land located in the 7500 block of Huebner Road.

17. Discussion and possible action regarding the City Council Sub-Committees. **M&C #2015-03-09-07 (Mayor Chris Riley)**
18. Discussion and possible action concerning securing professional services from Powell Strategic Communications, to improve and address organizational interpersonal communications issues. **M&C #2015-03-09-08 (City Council Sub-Committee on Policy)**
19. Discussion on Customer Services training proposals for the City of Leon Valley staff. **M&C #2015-03-09-09 (City Council Policy Sub-Committee)**
20. Discussion on a Resolution adopting a Purchasing Policy for the City of Leon Valley. **M&C #2015-03-09-10 (City Council Sub-Committee on Policy)**
21. Upcoming Important Events:
 - a) Volunteer Appreciation Dinner, April 7, 2015
 - b) Spring Clean-up, March 9-13, 2015
 - c) Fire Station Open House scheduled for March 14th from 9AM-3PM.
 - d) Coffee with the Mayor & City Council, March 28, 2015.
22. Citizens to be Heard
23. Announcements by the Mayor and City Council Members. At this time, reports about items of community interests on which no action will be taken may be given to the public as per Chapter 551.0415 of the Local Government Code, such as: expressions of thanks, congratulations or condolences, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City Official.
24. Adjournment

Executive Session. The City Council of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development).

Attendance by Other Elected or Appointed Officials: It is anticipated that members other City boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or take action on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

I hereby certify that the above **NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL** was posted on the Bulletin Board at City Hall, 6400 El Verde Road, Leon Valley, Texas, on March 6, 2015 at 11:40 a.m. and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at www.leonvalleytexas.gov. This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To make arrangements, call (210) 684-1391, Extension 216.


SAUNDRA PASSAILAIGUE, TRMC
City Secretary





Certificate of Appreciation

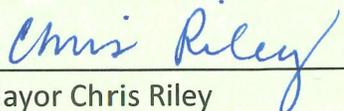
***WHEREAS,** Benjamin Castro has completed thirty years of service with the Leon Valley Police Department serving the City of Leon Valley and its citizens first as a Dispatcher in October 1983 and then transferred to Patrol Officer Position in September 1985;*

***WHEREAS,** Benjamin Castro has distinguished himself with advancements throughout these thirty years, and was recently promoted to Patrol Sergeant in 2013;*

***WHEREAS,** the City of Leon Valley appreciates the value of an employee who has provided years of dedicated service to its citizens and feels that such an anniversary is deserving of public recognition; and*

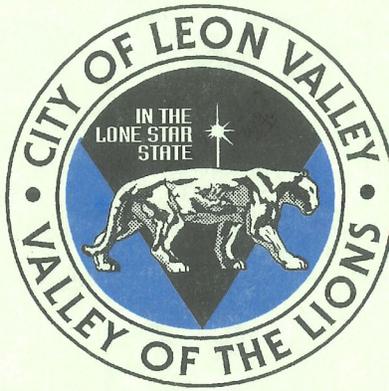
***NOW THEREFORE,** I, Chris Riley, Mayor of the City of Leon Valley, Texas, together with the entire Leon Valley City Council, do hereby express our heartfelt thanks and sincere appreciation to Benjamin Castro of the Leon Valley Police Department for his thirty years of dedicated and loyal service to our community.*

Signed by my hand on this the 9th day of March 2015.



Mayor Chris Riley





Certificate of Appreciation

***WHEREAS,** Robert Garcia has completed thirty years of service with the Leon Valley Public Works Department serving the City of Leon Valley and its citizens first as a Maintenance Worker in October 1983;*

***WHEREAS,** Robert Garcia has distinguished himself with advancements throughout these thirty years as a Maintenance Worker, Crew Leader, and in 1987 was named the Maintenance Foreman;*

***WHEREAS,** the City of Leon Valley appreciates the value of an employee who has provided years of dedicated service to its citizens and feels that such an anniversary is deserving of public recognition; and*

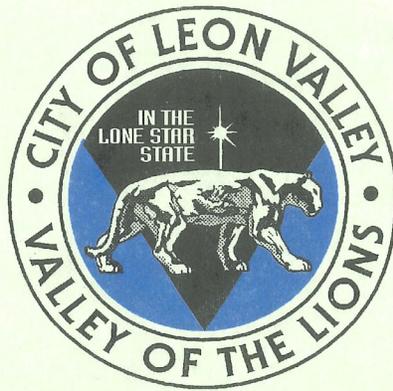
***NOW THEREFORE,** I, Chris Riley, Mayor of the City of Leon Valley, Texas, together with the entire Leon Valley City Council, do hereby express our heartfelt thanks and sincere appreciation to Robert Garcia of the Leon Valley Public Works Department for his thirty years of dedicated and loyal service to our community.*

Signed by my hand on this the 9th day of March 2015.

Chris Riley

Mayor Chris Riley





Certificate of Appreciation

WHEREAS, Henry Lopez has completed thirty years of service with the Leon Valley Police Department serving the City of Leon Valley and its citizens first as a Patrol Officer April 1983;

WHEREAS, Henry Lopez has distinguished himself with advancements throughout these thirty years, and was recently promoted to Patrol Corporal in 2013;

WHEREAS, the City of Leon Valley appreciates the value of an employee who has provided years of dedicated service to its citizens and feels that such an anniversary is deserving of public recognition; and

NOW THEREFORE, I, Chris Riley, Mayor of the City of Leon Valley, Texas, together with the entire Leon Valley City Council, do hereby express our heartfelt thanks and sincere appreciation to Henry Lopez of the Leon Valley Police Department for his thirty years of dedicated and loyal service to our community.

Signed by my hand on this the 9th day of March 2015.



Chris Riley

Mayor Chris Riley



PROCLAMATION

WHEREAS, the City of Leon Valley is committed to ensuring the safety and security of all those living in and visiting our city; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, cooking is the leading cause of home fires and home fire injuries; and

WHEREAS, the Leon Valley Fire Department has experienced a reduction in cooking related emergencies in 2014; and

WHEREAS, the Leon Valley Firefighters worked through 2014 to expand on an already excellent program by; improving outreach through social media, expanding fire prevention education to senior citizens, and the addition of the cooking safe aprons which serve as reminders to stay in the kitchen and be safe when cooking.

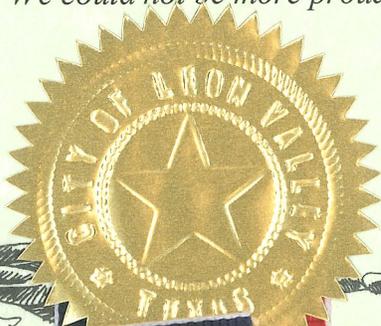
WHEREAS, the Leon Valley Fire Department was recognized by the Texas Fire Chiefs Association and the Texas State Fire Marshal for their work in fire prevention.

THEREFORE, I Chris Riley Mayor of The City of Leon Valley do hereby proclaim that myself, the City Council and the citizens of Leon Valley are proud to report that the Leon Valley Fire Department is this year's recipient of the "Lone Star Achievement Award" presented by the Texas Fire Chiefs Association. This award is presented to the most innovative and progressive fire prevention program in Texas. We could not be more proud of this department's hard work and dedication.

Signed by my hand on this the 9th day of March , 2015.

Chris Riley

Mayor Chris Riley



Code Compliance
February 2015

February

<u>Violations/ Complaints</u>	<u>Number</u>	<u>In Compliance</u>
Environmental/Graffiti	19	19
Right of way Obstructions	2	2
Animal Calls/TNR	39	35
High Grass/Weeds	3	3
Trash & Debris	12	8
Permit Inquiry	6	6
Bandit Signs	26	26
Junked Vehicles	2	1
Vacant Lots	0	0
Alleys	0	0
Zoning Violations	0	0
Total Violation Report	109	100

Notifications

Door Hangar	12
1st Notice Mailed	2
2nd Notice Mailed	0
Citations Issued	0
Contacts by Phone	3
Contacts in Person	92
Resolved / In Compliance	100
Unresolved Cases	9

FY 14-15

<u>Violations/ Complaints</u>	<u>Number</u>	<u>In Compliance</u>
Environmental/Graffiti	52	42
Right of way Obstructions	54	29
Animal Calls/TNR	177	171
High Grass/Weeds	76	53
Trash & Debris	60	35
Permit Inquiry	36	28
Bandit Signs	161	161
Junked Vehicles	29	18
Vacant Lots	10	0
Alleys	4	1
Zoning Violations	6	4
Reinspection	-	50
Total Violation Report	665	592

Notifications

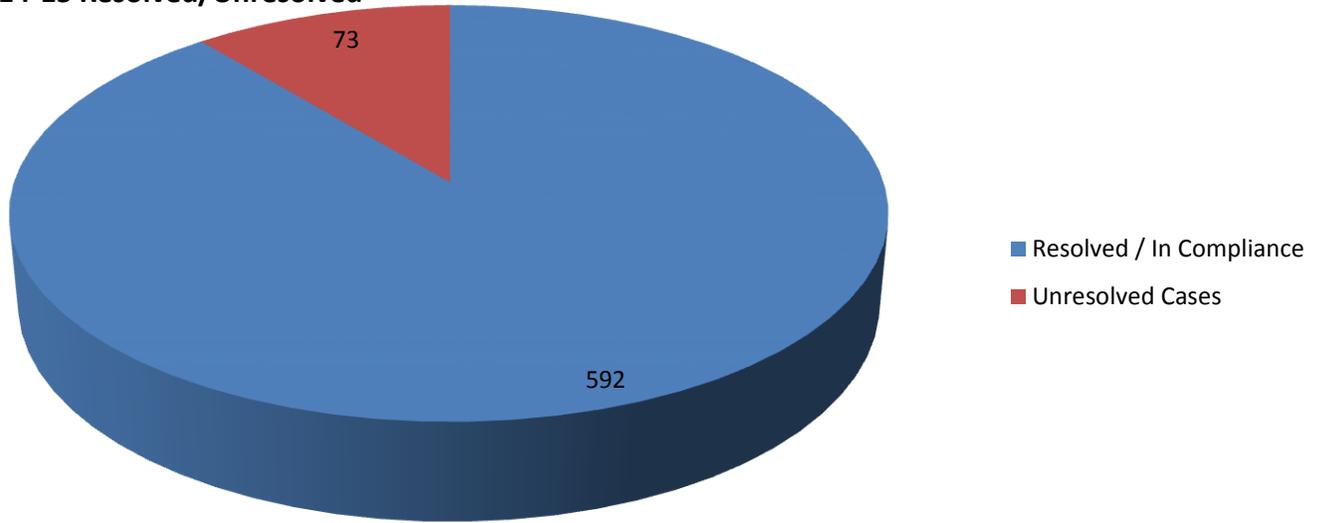
	<u>Number</u>
Door Hangar	114
1st Notice Mailed	10
2nd Notice Mailed	0
Citations Issued	0
Contact by Phone	42
Contacts in Person	382
Resolved / In Compliance	592
Unresolved Cases	73

FERAL CATS NEUTERED/SPAYED THROUGH TNR PROGRAM

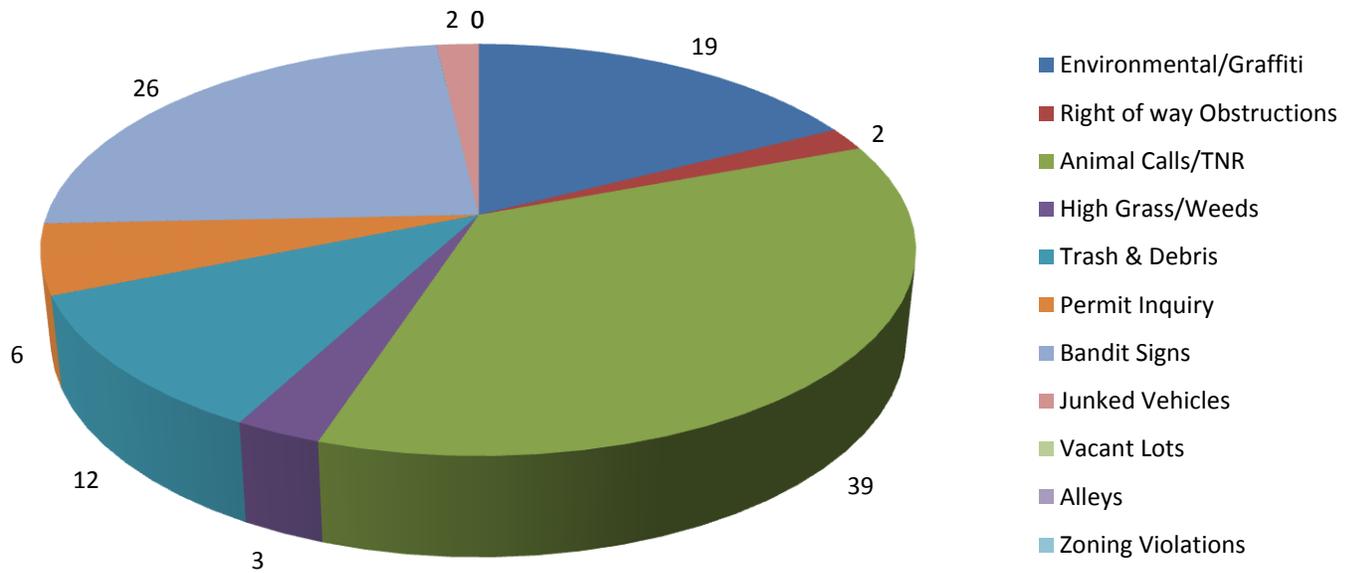
OCT. 2014	4
NOV. 2014	3
DEC. 2014	7
JAN. 2015	8
FEB. 2015	2
FISCAL YTD	24

Code Compliance
February 2015

FY 14-15 Resolved/Unresolved



February 2015



Code Compliance Activity Report

Monthly Report -February 2015

<u>Violations/ Complaints</u>	<u>Number</u>	<u>In Compliance</u>
Environmental/Graffiti	19	19
ROW Obstructions	2	2
Animal Calls/TNR	39	35
High Grass/Weeds	3	3
Trash/Debris	12	8
Permit Inquiry	6	6
Bandit Signs	26	26
Junked Vehicles	2	1
vacant Lots	0	0
Alleys	0	0
Zoning Violations	0	0
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Total Violation Report	109	100
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<u>Notifications</u>		
Door Hangar	12	
Inventory	0	
1st Violation Letters Sent	2	
2nd Violation Letters Sent	0	
Citations Issued	0	
Contact by Phone	3	
Personal Contact	92	
<hr/>		
Resolved / In Compliance	100	
Pending Cases	9	

Code Compliance Activity Report

Date	Type of Violation/Activity	Address	Contact	Status	Outcome
2/2/2015	Bandit Sign	Industrial/Bandera	personal	disposed	closed
2/2/2015	Bandit Sign	Timco/Bandera	personal	disposed	closed
2/2/2015	Bandit Sign	5504 Bandera	personal	disposed	closed
2/2/2015	Bandit Sign	5608 Bandera	personal	disposed	closed
2/2/2015	Animal call	City park	personal	Set trap @ park for stray dogs.	Closed
2/2/2015	Animal Call	6213 Grissom	personal	person arrested by PD, p/u cat in vehicle.	closed
2/3/2015	Animal Call	6811 cloverbend	tag	dog barking excessively.	pending
2/4/2015	Environmental/graffiti	6743 Timberhill	personal	Fence in need of repair.	Closed
2/4/2015	Junk Vehicle	Tealeaf/Strawflower	personal	Car is not junk, a little rough looking Tags up to date.	closed
2/4/2015	Environmental/graffiti	Ellerly point	personal	Nothing found	closed
2/5/2015	Trash/Debris	exchanged pkwy/wurzbach	phone	construction site without dumpster Called contractor	pending

Code Compliance Activity Report

2/5/2015	Trash/Debris	6118 Evers	Tag	Duplex with trash/debris in front of garage.	closed
2/5/2015	Trash/Debris	6110 Evers	Tag	Duplex with trash/debris in front of garage.	closed
2/5/2015	Permit Inquiry	7015 Forest Meadow	personal	HVAC work, ck permit. Permit Ok	closed
2/5/2015	Permit Inquiry	6237 Forest Way	Phone	HVAC work, ck permit. Permit Ok	Closed
2/5/2015	Permit Inquiry	7050 Forest Meadow	Personal	Roof work. Ck Permit. No Permit Contractor obtained permit.	closed
2/5/2015	Animal Call	7335 Whithers	Personal	Got call for loose dogs, got to location, none found.	closed
2/5/2015	Trash/ Debris	6115 Stirrup Ln.	Personal	Trash on side of house.	Pending
2/5/2015	Trash/Debris	6819 Forest Meadow	Personal	Construction material in front yard, spoke with H.O. for removal	Pending
2/5/2015	Animal Call	7102 tealeaf	Personal	Dog running @ large, spoke with H.O.	closed
2/6/2015	Animal Call	Pavona Ridge/Huebner	Personal	P/U dead dog. Disposed	closed
2/6/2015	Animal Call	P.W. Yard	Personal	Fed and walked dogs kept at P.W.	closed

Code Compliance Activity Report

2/6/2015 Animal Call	City Park	Personal	Set trap @ City Park for dogs running at large. Dogs moved on.	closed
2/6/2015 Animal Call	6504 Bandera	Pesonal	P/u dead skunk. Disposed	closed
2/6/2015 Animal Call	5770 Watercress	Personal	Drop off trap for wild animal	Closed
2nd Week				
2/9/2015 Animal Call	6400 El Verde	Personal	Dogs @ P.W. claimed by owner	Closed
2/9/2015 Animal Call	6812 Poss	Personal	Animal Creulty, Dogs had been in van for 4-hours due to owner mioving to another apt. No cruelty.	Closed
2/9/2015 Bandit Sign	6533 Bandera	personal	Disposed	Closed
2/9/2015 Animal Call	5770 Watercress	Personal	Set trap for resident.	Closed
2/9/2015 Animal Call	5922 Forest Ledge	Personal	P/U Trap	Closed
2/9/2015 Animal Call	6368 Parsley Hill	personal	P/U Trap	Closed
2/9/2015 Animal Call	6115 Forset View	Personal	P/U Trap	Closed

Code Compliance Activity Report

2/9/2015	Environmental/Graffiti	Evers/Forest Leaf	Personal	Painted over	closed
2/9/2015	Bandit Sign	Bandera/Industrial	Personal	Disposed	closed
2/9/2015	Bandit Sign	410/daugherty	Personal	Disposed	closed
2/9/2015	Environmental/Graffiti	Evers/Forest Way	Personal	Painted over	closed
2/11/2015	High grass/weeds	7415 Horsetail	Tag	Left tag for high weeds	Closed
2/11/2015	Animal Call	7301 linklea	Personal	p/u dead cat. Disposed	Closed
2/11/2015	Animal Call	6107 Forest Crest	Personal	Dog @ large, none found.	closed
2/11/2015	Environmental/Graffiti	Bet Huebner & 410	Personal	With the assistance of personnel from P. W. we painted graffiti for 5-hours between 410 & Huebner	Closed
2/12/2015	High grass/weeds	6790 BANDERA	Personal	Spoke to business owner about weeds	Closed
2/12/2015	Trash/Debris	6108 Evers	Tag	Left tag for trash accumulation. Cleaned!	Closed
2/12/2015	Environmental/graffiti	6304 Locker Ln.	Tag	Vehicle parked on lawn. removed	Blosed

Code Compliance Activity Report

2/12/2015	ROW Obstructions	7214 Forest meadow	Personal	vehicles parked on driveway blocking sidewalk.	Closed
2/12/2015	Permit Inquiry	6010 Forest Crest	Personal	HVAC work ck permit. Permit OK	Closed
2/12/2015	Bandit Sign	7702 Eckhert	Personal	Disposed	Closed
2/12/2015	Bandit Sign	7724 Eckhert	Personal	Disposed	Closed
2/12/2015	Permit Inquiry	6518 Forest Grove	Personal	HVAC work, ck permit None needed	Closed
2/13/2015	Animal Call	6828 Poss	Personal	Disposed	Closed
2/13/2015	Environmental/graffiti	7022 Forest Way	Personal	Resident called about foul odor coming from vacant home, Called realtor for complaint. No foul odor found.	Closed
2/13/2015	Trash/Debris	6828 Poss Little League Field	Personal	Trash pile found behind little league field. Called for removal. Removed.	Closed
2/13/2015	Bandit Sign	Bandera/Huebner	Personal	Disposed	Closed
2/13/2015	Trash/Debris	7006 Autumn Chase	Tag	TV on sidewalk, left tag for removal Removed	Closed
2/13/2015	Trash/Debris	6718 Timberhill	Tag	mattress on side of home	Closed

Code Compliance Activity Report

2/13/2015	High grass/weeds	6907 Timberhill	Tag	Left tag for high weeds.	Closed
3rd WEEK					
2/17/2015	Animal Call	5629 Caraway Bend	Personal	Got call for loose dog, none found	Closed
2/17/2015	ROW Obstruction	7634 Deer Ln.	Personal	Help resident remove part of bush to clear view of stop sign.	Closed
2/17/2015	Animal Call	7114 Tealeaf	personal	Got call for excessive dog barking, Left tag.	Closed
2/17/2015	Bandit Sign	Bandera/Seneca	Personal	Disposed	Closed
2/17/2015	Animal Call	5770 Watercress	Personal	Relocated racoon, reset trap	Closed
2/18/2015	Animal Call	8563 Abe lincoln	Phone	Lady called about abandoned dogs at location, told her address was in San Antonio, but that I would make the call to Animal Services.	Closed
2/18/2015	Bandit Sign	5309 Wurzbach	Personal	Disposed	Closed
2/18/2015	Animal Call	6400 El Verde	Personal	Resident registered 3-dogs	Closed
2/18/2015	Bandit Sign	Linkhaven/Linkside	Personal	Disposed	Closed

Code Compliance Activity Report

2/18/2015	Bandit Sign	Linkhaven/Linkview	Personal	Disposed	Closed
2/18/2015	Bandit Sign	7712 Huebner	Personal	Disposed	Closed
2/18/2015	Bandit Sign	Huebner/Bandera	Personal	Disposed	Closed
2/18/2015	Environmental/graffiti	Evers/Forest Way	Personal	Painted Over	Closed
2/18/2015	Environmental/graffiti	Evers/seneca	Personal	Painted Over	Closed
2/18/2015	Animal Call	6208 Locker Ln.	Personal	Left tag for excessive barking	Pending
2/18/2015	Environmental/graffiti	6112 Evers	Personal	Painted Over	Closed
2/18/2015	Environmental/graffiti	Rue Francios/Evers	Personal	Painted Over	Closed
2/18/2015	Environmental/graffiti	6617 Evers	Personal	Painted Over	Closed
2/19/2015	Animal Call	6005 Forest Shadow	Personal	Excessive barking, left tag	pending

Code Compliance Activity Report

2/19/2015	Junk Vehicle	6802 Bandera	Personal	Junk vehicle @ Planet Fitness parking lot left sticker for removal.	pending
2/19/2015	Environmental/graffiti	Evers/Rue Francois	Personal	Painted Over	Closed
2/19/2015	Environmental/graffiti	Evers/Adair	Personal	Painted Over	Closed
2/19/2015	Environmental/graffiti	Evers/Poss	Personal	Painted Over	Closed
2/19/2015	Environmental/graffiti	Evers/Canterfield	Personal	Painted Over	Closed
2/19/2015	Environmental/graffiti	6321 Bandera	Personal	Painted Over	Closed
2/19/2015	Animal Call	6897 Bandera	Personal	Bat floating in poll @ pool co. Removed	Closed
2/20/2015	Bandit Sign	Bandera/Timco	Personal	Disposed	Closed
2/20/2015	Bandit Sign	5407 Bandera	Personal	Disposed	Closed
2/20/2015	Bandit Sign	Bandera/410	Personal	Disposed	Closed
2/20/2015	Bandit Sign	Bandera/Wurzbach	Personal	Disposed	Closed

Code Compliance Activity Report

2/20/2015	Bandit Sign	410/Bandera	Personal	Disposed	Closed
2/20/2015	Bandit Sign	6009 Bandera	Personal	Disposed	Closed
2/20/2015	Animal Call	6114 Forest Ct.	Tag	left tag for excessive barking	Pending
2/20/2015	Trash/Debris	6919 Timberhill	Personal	Backdoor neighbor with several items in backyard left tag for cleaning.	Pending
4TH WEEK					
2/23/2015	Animal Call	7215 Bridle Path	Personal	Racoon in trap Released in Nat area.	Closed
2/23/2015	Animal Call	6546 Charels Field	Personal	Loan Trap	Closed
2/23/2015	Animal Call	6122 Forest View	Personal	Loan Trap	Closed
2/23/2015	Bandit Sign	Evers/ Poss	Personal	Disposed	Closed
2/23/2015	Bandit Sign	Evers/Poss	Personal	Disposed	Closed
2/23/2015	Bandit Sign	Bandera/Huebner	Personal	Disposed	Closed

Code Compliance Activity Report

2/23/2015	Animal Call	6306 Echo Hill	Personal	Resident registered pet.	Closed
2/24/2015	Environmental/graffiti	Forest Meadow/Evers	Personal	Painted over	Closed
2/24/2015	Permit Inquiry	7059 Forest Meadow	Personal	Ck on roof permit, no permit stopped work contractor obtained permit.	Closed
2/24/2015	Environmental/graffiti	6320 Bandera	Personal	S.A. Aquarium wasting water, spoke with them about stage 2 restrictions.	Closed
2/24/2015	Bandit Sign	Wurzbach/Evers	Personal	Disposed	Closed
2/24/2015	Animal Call	6005 Forest Shadow	Tag	Neighbors complaint on dog barking at this address	Closed
2/24/2015	Trash/Debris	7704 Linkside	Personal	Brush set out for collection, let them know that it was too early.	Closed
2/24/2015	Trash/Debris	7501 Linklea	Tag	Brush set out for collection, let them know that it was too early.	Closed
2/25/2015	Animal Call/TNR	6427 Evers	Personal	Took 2 cats to Humane Society for surgery Part of TNR program	Closed
2/25/2015	Animal Call	6604 Strawflower	Personal	Trap drop off	Closed
2/25/2015	Animal Call	Evers/Wurzbach	Personal	Dead cat p/u	Closed
2/25/2015	Animal Call	5770 Watercress	Personal	Trap p/u	Closed

Code Compliance Activity Report

2/25/2015 Animal Call	7063 Autumn Chase	Personal	Trap Drop Off	Closed
2/25/2015 Animal Call	4804 Fredericksburg	Personal	P/u cats at Humane Society after surgery.	Closed



**CITY OF LEON VALLEY
FINANCIAL STATEMENT
FEBRUARY 2015**



General Fund

	FY 2014-2015 BUDGET		FY 2014-2015 Y-T-D ACTUAL		FY 2013-2014 Y-T-D	
REVENUE						
Ad Valorem	\$ 3,316,280	42.0%	\$3,018,829	91.0%	\$2,851,397	88.1%
Sales Taxes	2,124,190	42.0%	577,215	27.2%	532,482	28.7%
Franchise Taxes	840,098	42.0%	405,567	48.3%	360,508	51.0%
Licenses,Permits,Fees,Fines	997,375	42.0%	351,430	35.2%	395,774	39.1%
Miscellaneous	160,637	42.0%	53,279	33.2%	75,273	54.4%
TOTAL REVENUE	\$ 7,438,580	42.0%	\$ 4,406,320	59.2%	\$ 4,215,434	60.7%
EXPENDITURES						
Business Office	\$ 165,153	42.0%	\$ 60,134	36.4%	\$ 57,802	37.5%
Finance	220,127	42.0%	79,336	36.0%	87,744	39.6%
Council & Manager	489,272	42.0%	186,396	38.1%	165,868	39.2%
Police	2,344,069	42.0%	901,038	39.0%	945,557	42.0%
Fire	2,231,419	42.0%	1,017,270	46.0%	1,046,135	46.0%
Public Works	1,177,650	42.0%	501,574	42.6%	532,047	43.9%
Community Development	212,660	42.0%	91,922	43.2%	76,872	37.5%
Economic Development	145,775	42.0%	45,559	31.3%	82,330	51.1%
Special Events	97,568	42.0%	16,112	16.5%	2,339	3.1%
Parks & Recreation	183,736	42.0%	47,483	25.8%	59,933	28.1%
Library	359,193	42.0%	122,362	34.1%	104,833	36.5%
Other Sources/Uses	207,479				-	
TOTAL EXPENDITURES	\$ 7,834,101	42.0%	\$ 3,069,186	40.2%	\$ 3,161,462	41.8%



Water and Sewer Fund

	FY 2014-2015 BUDGET		FY 2014-2015 Y-T-D ACTUAL		FY 2013-2014 Y-T-D	
<u>REVENUE</u>						
Water Sales	\$ 1,594,000	42.0%	\$ 538,208	33.8%	\$ 500,708	33.4%
Sewer Sales	1,880,369	42.0%	683,436	36.4%	629,380	38.2%
Connection & Platting	2,500	42.0%	300	12.0%	300	12.0%
Customer Fees	43,300	42.0%	15,153	35.0%	20,790	48.0%
Tapping Fees	16,000	42.0%	10,455	65.4%	4,141	25.9%
Miscellaneous	46,000	42.0%	298	0.7%	86,002	176.2%
TOTAL REVENUE	\$ 3,582,169	42.0%	\$ 1,247,849	34.8%	\$ 1,241,320	38.1%
<u>EXPENDITURES</u>						
Business Office	717,963	42.0%	256,142	35.7%	243,785	36.8%
Water System	1,645,181	42.0%	532,388	32.4%	809,316	61.2%
Sewer System	1,449,990	42.0%	510,920	35.2%	498,692	39.4%
Storm Water	466,574	42.0%	150,869	32.3%	119,652	31.4%
Other Sources/Uses	70,000					
TOTAL EXPENDITURES	\$ 4,349,708	42.0%	\$ 1,450,320	33.9%	\$ 1,671,445	46.0%



Community Center Fund

	FY 2014-2015 BUDGET		FY 2014-2015 Y-T-D ACTUAL		FY 2013-2014 Y-T-D	
<u>REVENUE</u>						
Hotel/Motel Taxes	85,000	42.0%	21,797	25.6%	22,065	26.6%
RENTAL FEES:						
Community Center	45,000	42.0%	13,532	30.1%	16,908	34.7%
Conference Center	30,470	42.0%	8,179	26.8%	9,879	28.4%
Miscellaneous:						
CDBG Grant	-		-		-	
CPS Energy Rebate	-		-		-	
TOTAL REVENUE	\$ 160,470	42.0%	\$ 43,508	27.1%	\$ 48,852	29.3%
<u>EXPENDITURES</u>						
Community Center Operations	\$ 151,063	42.0%	\$ 63,347	41.9%	\$ 74,816	39.7%
Other Sources/Uses	\$ 20,000		\$ -			
TOTAL EXPENDITURES	\$ 171,063	42.0%	\$ 63,347	41.9%	\$ 74,816	39.7%



Street Maintenance Sales Tax

	Actual FY 2013	Actual FY 2014	Budget FY 2015	Actual FY 2015
Revenues	475,884	554,015	523,472	142,171
Transfers In	-	-	-	-
TOTAL REVENUES	475,884	554,015	523,472	142,171
Expenditures	10,720	403,791	1,393,806	149,282
TOTAL EXPENDITURES	10,720	403,791	1,393,806	149,282
FUND BALANCE	866,862	1,017,087	146,753	1,009,976

FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 28TH, 2015

100-General Fund
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							

AD VALOREM TAXES	3,316,280.00	664,848.15	0.00	3,018,828.51	0.00	297,451.49	91.03
SALES TAXES	2,124,190.00	228,278.52	0.00	577,214.98	0.00	1,546,975.02	27.17
FRANCHISE FEES	840,098.00	197,222.86	0.00	405,567.14	0.00	434,530.86	48.28
LICENSE, PERMITS, FEES, FINE	997,375.00	83,542.10	0.00	351,430.08	0.00	645,944.92	35.24
MISCELLANEOUS	<u>160,637.00</u>	<u>8,147.51</u>	<u>0.00</u>	<u>53,278.88</u>	<u>0.00</u>	<u>107,358.12</u>	<u>33.17</u>
TOTAL REVENUE	7,438,580.00	1,182,039.14	0.00	4,406,319.59	0.00	3,032,260.41	59.24
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							

Business Office							

PERSONNEL SERVICES	79,471.00	6,108.16	0.00	33,694.12	0.00	45,776.88	42.40
SUPPLIES	9,130.00	51.09	0.00	3,555.55	0.00	5,574.45	38.94
CONTRACTUAL SERVICES	<u>76,552.00</u>	<u>4,678.80</u>	<u>0.00</u>	<u>22,884.48</u>	<u>0.00</u>	<u>53,667.52</u>	<u>29.89</u>
TOTAL Business Office	165,153.00	10,838.05	0.00	60,134.15	0.00	105,018.85	36.41
Finance							

PERSONNEL SERVICES	142,822.00	10,893.38	0.00	61,757.64	0.00	81,064.36	43.24
SUPPLIES	5,600.00	525.21	0.00	2,264.00	0.00	3,336.00	40.43
CONTRACTUAL SERVICES	<u>71,705.00</u>	<u>1,470.02</u>	<u>0.00</u>	<u>15,314.36</u>	<u>0.00</u>	<u>56,390.64</u>	<u>21.36</u>
TOTAL Finance	220,127.00	12,888.61	0.00	79,336.00	0.00	140,791.00	36.04
City Manager & Council							

PERSONNEL SERVICES	255,684.00	17,630.47	0.00	102,493.23	0.00	153,190.77	40.09
SUPPLIES	42,440.00	1,489.69	0.00	18,740.54	5.91	23,693.55	44.17
CONTRACTUAL SERVICES	<u>191,148.00</u>	<u>20,055.45</u>	<u>0.00</u>	<u>65,156.54</u>	<u>0.00</u>	<u>125,991.46</u>	<u>34.09</u>
TOTAL City Manager & Council	489,272.00	39,175.61	0.00	186,390.31	5.91	302,875.78	38.10
Police Administration							

PERSONNEL SERVICES	331,812.00	20,631.44	0.00	122,277.47	0.00	209,534.53	36.85
SUPPLIES	7,250.00	408.13	0.00	2,802.94	0.00	4,447.06	38.66
CONTRACTUAL SERVICES	69,228.00	5,580.37	0.00	26,827.98	0.00	42,400.02	38.75
CAPITAL OUTLAY	<u>18,300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,300.00</u>	<u>0.00</u>
TOTAL Police Administration	426,590.00	26,619.94	0.00	151,908.39	0.00	274,681.61	35.61

FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 28TH, 2015

100-General Fund
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
Police Crime Prevention							

TOTAL Police Crime Prevention	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Patrol							

PERSONNEL SERVICES	1,193,154.00	87,714.25	0.00	505,789.81	1,819.79	685,544.40	42.54
SUPPLIES	84,000.00	1,519.05	0.00	18,726.75	230.00	65,043.25	22.57
CONTRACTUAL SERVICES	29,400.00	2,862.95	0.00	6,475.64	0.00	22,924.36	22.03
TOTAL Police Patrol	1,306,554.00	92,096.25	0.00	530,992.20	2,049.79	773,512.01	40.80
Police Communications							

PERSONNEL SERVICES	288,019.00	19,665.99	0.00	102,642.29	0.00	185,376.71	35.64
SUPPLIES	2,200.00	0.00	0.00	303.71	0.00	1,896.29	13.81
CONTRACTUAL SERVICES	3,300.00	121.00	0.00	1,115.50	0.00	2,184.50	33.80
TOTAL Police Communications	293,519.00	19,786.99	0.00	104,061.50	0.00	189,457.50	35.45
Police Investigations							

PERSONNEL SERVICES	231,246.00	12,633.52	0.00	72,847.41	128.73	158,269.86	31.56
SUPPLIES	2,700.00	67.30	0.00	556.71	0.00	2,143.29	20.62
CONTRACTUAL SERVICES	5,350.00	25.00	0.00	83.00	0.00	5,267.00	1.55
TOTAL Police Investigations	239,296.00	12,725.82	0.00	73,487.12	128.73	165,680.15	30.76
Police Narcotics TF							

PERSONNEL SERVICES	77,974.00	4,536.14	0.00	38,373.69	0.00	39,600.31	49.21
CONTRACTUAL SERVICES	136.00	12.50	0.00	36.50	0.00	99.50	26.84
TOTAL Police Narcotics TF	78,110.00	4,548.64	0.00	38,410.19	0.00	39,699.81	49.17
Police Reserves							

TOTAL Police Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Administration							

PERSONNEL SERVICES	224,354.00	16,234.70	0.00	91,265.86	0.00	133,088.14	40.68
SUPPLIES	4,914.00	1,458.38	0.00	3,154.27	0.00	1,759.73	64.19
CONTRACTUAL SERVICES	36,223.00	3,549.70	0.00	12,442.87	0.00	23,780.13	34.35
CAPITAL OUTLAY	51,300.00	0.00	0.00	37,118.71	13,949.50	231.79	99.55
TOTAL Fire Administration	316,791.00	21,242.78	0.00	143,981.71	13,949.50	158,859.79	49.85

FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 28TH, 2015

100-General Fund
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
Fire Reserves							

TOTAL Fire Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Operations							

PERSONNEL SERVICES	1,694,975.00	122,293.38	0.00	747,928.31	0.00	947,046.69	44.13
SUPPLIES	31,237.00	3,541.29	0.00	9,279.97	4,564.65	17,392.38	44.32
CONTRACTUAL SERVICES	70,830.00	22,562.27	0.00	47,495.88	0.00	23,334.12	67.06
CAPITAL OUTLAY	9,400.00	0.00	0.00	0.00	0.00	9,400.00	0.00
TOTAL Fire Operations	1,806,442.00	148,396.94	0.00	804,704.16	4,564.65	997,173.19	44.80
Fire Prevention							

TOTAL Fire Prevention	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire EMS							

SUPPLIES	39,610.00	4,252.36	0.00	20,087.94	0.00	19,522.06	50.71
CONTRACTUAL SERVICES	68,576.00	1,249.70	0.00	29,982.12	0.00	38,593.88	43.72
TOTAL Fire EMS	108,186.00	5,502.06	0.00	50,070.06	0.00	58,115.94	46.28
Public Works M&O							

PERSONNEL SERVICES	742,935.00	52,126.13	0.00	328,559.36	0.00	414,375.64	44.22
SUPPLIES	145,500.00	9,796.62	0.00	65,030.07	33.00	80,436.93	44.72
CONTRACTUAL SERVICES	269,215.00	19,812.92	0.00	88,487.72	18,814.70	161,912.58	39.86
CAPITAL OUTLAY	20,000.00	57.50	0.00	648.81	0.00	19,351.19	3.24
TOTAL Public Works M&O	1,177,650.00	81,793.17	0.00	482,725.96	18,847.70	676,076.34	42.59
Public Works Construction							

TOTAL Public Works Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Development							

PERSONNEL SERVICES	110,882.00	2,817.32	0.00	38,158.84	0.00	72,723.16	34.41
SUPPLIES	5,400.00	56.66	0.00	3,288.46	0.00	2,111.54	60.90
CONTRACTUAL SERVICES	96,378.00	6,976.12	0.00	50,474.55	0.00	45,903.45	52.37
TOTAL Community Development	212,660.00	9,850.10	0.00	91,921.85	0.00	120,738.15	43.22

FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 28TH, 2015

100-General Fund
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
Economic Development							
PERSONNEL SERVICES	127,082.00	9,867.70	0.00	40,963.38	0.00	86,118.62	32.23
SUPPLIES	4,700.00	208.64	0.00	819.82	0.00	3,880.18	17.44
CONTRACTUAL SERVICES	<u>13,993.00</u>	<u>127.65</u>	<u>0.00</u>	<u>3,775.90</u>	<u>0.00</u>	<u>10,217.10</u>	<u>26.98</u>
TOTAL Economic Development	145,775.00	10,203.99	0.00	45,559.10	0.00	100,215.90	31.25
Special Events							
PERSONNEL SERVICES	12,118.00	0.00	0.00	0.00	0.00	12,118.00	0.00
SUPPLIES	50,450.00	(1,347.85)	0.00	8,611.86	0.00	41,838.14	17.07
CONTRACTUAL SERVICES	<u>35,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>0.00</u>	<u>27,500.00</u>	<u>21.43</u>
TOTAL Special Events	97,568.00	(1,347.85)	0.00	16,111.86	0.00	81,456.14	16.51
Parks & Recreation							
PERSONNEL SERVICES	88,146.00	4,767.11	0.00	32,142.89	0.00	56,003.11	36.47
SUPPLIES	15,000.00	1,443.95	0.00	6,089.54	0.00	8,910.46	40.60
CONTRACTUAL SERVICES	60,590.00	1,674.97	0.00	5,115.19	0.00	55,474.81	8.44
CAPITAL OUTLAY	<u>20,000.00</u>	<u>4,135.74</u>	<u>0.00</u>	<u>4,135.74</u>	<u>0.00</u>	<u>15,864.26</u>	<u>20.68</u>
TOTAL Parks & Recreation	183,736.00	12,021.77	0.00	47,483.36	0.00	136,252.64	25.84
Library							
PERSONNEL SERVICES	268,630.00	15,130.92	0.00	101,629.69	0.00	167,000.31	37.83
SUPPLIES	24,314.00	973.08	0.00	2,276.88	0.00	22,037.12	9.36
CONTRACTUAL SERVICES	46,249.00	4,420.11	0.00	12,552.67	45.00	33,651.33	27.24
CAPITAL OUTLAY	<u>20,000.00</u>	<u>96.73</u>	<u>0.00</u>	<u>5,857.98</u>	<u>0.00</u>	<u>14,142.02</u>	<u>29.29</u>
TOTAL Library	359,193.00	20,620.84	0.00	122,317.22	45.00	236,830.78	34.07
Communications							
TOTAL Communications	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
*** TOTAL EXPENDITURES ***	7,626,622.00	526,963.71	0.00	3,029,595.14	39,591.28	4,557,435.58	40.24
** REVENUE OVER (UNDER) EXPENDITURES *	(188,042.00)	655,075.43	0.00	1,376,724.45	(39,591.28)	(1,525,175.17)	811.08

OTHER FINANCING SOURCES (USES)

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FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 28TH, 2015

100-General Fund
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
OTHER SOURCES/USES	(207,479.00)	0.00	0.00	0.00	0.00	(207,479.00)	0.00
TOTAL OTHER SOURCES/USES	(207,479.00)	0.00	0.00	0.00	0.00	(207,479.00)	0.00
NET GAIN OR (LOSS)	(395,521.00)	655,075.43	0.00	1,376,724.45	(39,591.28)	(1,732,654.17)	
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*** END OF REPORT ***

FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 28TH, 2015

200-Water & Sewer
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							

MISCELLANEOUS	46,000.00	0.00	0.00	297.58	0.00	45,702.42	0.65
WATER SALES	1,594,000.00	117,097.39	0.00	538,207.95	0.00	1,055,792.05	33.76
SEWER SALES	1,880,369.00	162,387.43	0.00	683,435.53	0.00	1,196,933.47	36.35
CONNECTION & PLATTING	2,500.00	75.00	0.00	300.00	0.00	2,200.00	12.00
CUSTOMER FEES	43,300.00	2,172.35	0.00	15,152.73	0.00	28,147.27	34.99
TAPPING FEES	16,000.00	1,942.80	0.00	10,455.20	0.00	5,544.80	65.35
TOTAL REVENUE	3,582,169.00	283,674.97	0.00	1,247,848.99	0.00	2,334,320.01	34.84
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							

Business Office							

PERSONNEL SERVICES	596,861.00	41,020.53	0.00	233,565.97	0.00	363,295.03	39.13
SUPPLIES	33,750.00	0.00	0.00	1,709.62	0.00	32,040.38	5.07
CONTRACTUAL SERVICES	87,352.00	11,920.65	0.00	20,866.35	0.00	66,485.65	23.89
TOTAL Business Office	717,963.00	52,941.18	0.00	256,141.94	0.00	461,821.06	35.68
Water System							

PERSONNEL SERVICES	346,752.00	25,810.45	0.00	161,727.13	0.00	185,024.87	46.64
SUPPLIES	77,500.00	2,333.28	0.00	33,056.34	0.00	44,443.66	42.65
CONTRACTUAL SERVICES	525,130.00	30,347.87	0.00	329,709.40	0.00	195,420.60	62.79
CAPITAL OUTLAY	695,799.00	0.00	0.00	7,895.30	0.00	687,903.70	1.13
TOTAL Water System	1,645,181.00	58,491.60	0.00	532,388.17	0.00	1,112,792.83	32.36
Sewer System							

PERSONNEL SERVICES	133,811.00	8,675.39	0.00	62,580.84	0.00	71,230.16	46.77
SUPPLIES	4,700.00	0.00	0.00	0.00	0.00	4,700.00	0.00
CONTRACTUAL SERVICES	1,311,479.00	112,439.48	0.00	448,339.57	0.00	863,139.43	34.19
TOTAL Sewer System	1,449,990.00	121,114.87	0.00	510,920.41	0.00	939,069.59	35.24

FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 28TH, 2015

200-Water & Sewer
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<hr/>							
Construction							

TOTAL Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Storm Water							

PERSONNEL SERVICES	144,994.00	11,915.16	0.00	58,114.08	0.00	86,879.92	40.08
SUPPLIES	21,000.00	4,480.00	0.00	7,520.36	0.00	13,479.64	35.81
CONTRACTUAL SERVICES	175,580.00	9,047.49	0.00	85,235.04	0.00	90,344.96	48.54
CAPITAL OUTLAY	125,000.00	0.00	0.00	0.00	0.00	125,000.00	0.00
TOTAL Storm Water	466,574.00	25,442.65	0.00	150,869.48	0.00	315,704.52	32.34
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*** TOTAL EXPENDITURES ***	4,279,708.00	257,990.30	0.00	1,450,320.00	0.00	2,829,388.00	33.89
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** REVENUE OVER (UNDER) EXPENDITURES *	(697,539.00)	25,684.67	0.00	(202,471.01)	0.00	(495,067.99)	70.97
	=====	=====	=====	=====	=====	=====	=====
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OTHER FINANCING SOURCES (USES)							
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OTHER SOURCES/USES	(70,000.00)	0.00	0.00	0.00	0.00	(70,000.00)	0.00
TOTAL OTHER SOURCES/USES	(70,000.00)	0.00	0.00	0.00	0.00	(70,000.00)	0.00
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NET GAIN OR (LOSS)	(767,539.00)	25,684.67	0.00	(202,471.01)	0.00	(565,067.99)	
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*** END OF REPORT ***

FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 28TH, 2015

710-Community Center
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							

TAXES	85,000.00	3,903.90	0.00	21,796.82	0.00	63,203.18	25.64
FEEES	<u>75,470.00</u>	<u>6,636.00</u>	<u>0.00</u>	<u>21,711.00</u>	<u>0.00</u>	<u>53,759.00</u>	<u>28.77</u>
TOTAL REVENUE	160,470.00	10,539.90	0.00	43,507.82	0.00	116,962.18	27.11
	=====	=====	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY							

Community Center Operations							

PERSONNEL SERVICES	92,133.00	5,491.13	0.00	37,834.49	0.00	54,298.51	41.07
SUPPLIES	7,400.00	75.70	0.00	1,540.48	0.00	5,859.52	20.82
CONTRACTUAL SERVICES	<u>51,530.00</u>	<u>10,887.94</u>	<u>0.00</u>	<u>23,971.71</u>	<u>0.00</u>	<u>27,558.29</u>	<u>46.52</u>
TOTAL Community Center Operations	151,063.00	16,454.77	0.00	63,346.68	0.00	87,716.32	41.93
Visitor Services							

TOTAL Visitor Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
*** TOTAL EXPENDITURES ***							
	151,063.00	16,454.77	0.00	63,346.68	0.00	87,716.32	41.93
	=====	=====	=====	=====	=====	=====	=====
** REVENUE OVER (UNDER) EXPENDITURES **	9,407.00	(5,914.87)	0.00	(19,838.86)	0.00	29,245.86	310.89
	=====	=====	=====	=====	=====	=====	=====
OTHER FINANCING SOURCES (USES)							
=====							
OTHER SOURCES/USES	(20,000.00)	0.00	0.00	0.00	0.00	(20,000.00)	0.00
TOTAL OTHER SOURCES/USES	(20,000.00)	0.00	0.00	0.00	0.00	(20,000.00)	0.00
NET GAIN OR (LOSS)							
	(10,593.00)	(5,914.87)	0.00	(19,838.86)	0.00	9,245.86	
	=====	=====	=====	=====	=====	=====	

*** END OF REPORT ***

FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 28TH, 2015

720-Street Maintenance Tax
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
Revenues	523,472.00	57,061.78	0.00	142,170.99	0.00	381,301.01	27.16
TOTAL REVENUE	523,472.00	57,061.78	0.00	142,170.99	0.00	381,301.01	27.16
EXPENDITURE SUMMARY							
Street Maintenance Tax							
CONTRACTUAL SERVICES	1,393,806.00	23,916.40	0.00	149,282.05	0.00	1,244,523.95	10.71
TOTAL Street Maintenance Tax	1,393,806.00	23,916.40	0.00	149,282.05	0.00	1,244,523.95	10.71
*** TOTAL EXPENDITURES ***	1,393,806.00	23,916.40	0.00	149,282.05	0.00	1,244,523.95	10.71
** REVENUE OVER (UNDER) EXPENDITURES *	(870,334.00)	33,145.38	0.00	(7,111.06)	0.00	(863,222.94)	99.18
OTHER FINANCING SOURCES (USES)							
TOTAL OTHER SOURCES/USES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET GAIN OR (LOSS)	(870,334.00)	33,145.38	0.00	(7,111.06)	0.00	(863,222.94)	

*** END OF REPORT ***



Leon Valley Police Department Monthly Report January 2015

Calls for Service

	Jan 2014	YTD 2014	Jan 2015	YTD 2015
Calls for Service	879	879	848	848
Index Crimes	71	71	84	84
Non-Index Crimes	808	808	764	764

Non-index calls are contacts with citizens and/or visitors that are either non-criminal in nature, or are criminal in nature but are not categorized as an index crime.

An index crime is defined as murder, rape, robbery, theft, theft of a motor vehicle, assault, burglary, or burglary of a motor vehicle. These are the crimes that are reported to the Federal Bureau of Investigations on a monthly basis.

Non-Index Crimes

	Jan 2014	YTD 2014	Jan 2015	YTD 2015
Suspicious Vehicle	65	65	66	66
Assist the Public/Other Agency	67	67	57	57
Disturbance	40	40	66	66
Violation of City Ordinance	18	18	20	20
Traffic Offenses	36	36	21	21
Burglar Alarm	166	166	125	125
Accidents	64	64	75	75
Criminal Mischief	25	25	16	16
Other	168	168	154	154
N-Code 10*	2	2	25	25
N-Code 14**	31	31	57	57
N-Codes	126	126	82	82

* N-Code 10 – Private property accident where blue forms issued

** N-Code 14 – Accident which occurred on the roadway where a blue form was issued



Leon Valley Police Department Monthly Report

Index Crimes

	Jan 2014	YTD 2014	Jan 2015	YTD 2015
Burglary	3	3	10	10
Burglary – Motor Vehicle	15	15	22	22
Assault	5	5	14	14
Homicide				
Rape			1	1
Theft	42	42	30	30
Theft of Service	1	1		
Vehicle Theft	3	3	6	6
Robbery	2	2	1	1

Citations

	Jan 2014	YTD 2014	Jan 2015	YTD 2015
Citations Issued	499	499	248	248

Citations by Selected Categories	Jan 2014	YTD 2014	Jan 2015	YTD 2015
Expired License Plates	52	52	24	24
Expired Inspection Certificate	100	100	43	43
No/Expired/Invalid DL	50	50	24	24
No Insurance	87	87	34	34
Ran Red Light	9	9	9	9
Ran Stop Sign	6	6	4	4
Speeding	40	40	4	4

Hazardous vs. Non-Hazardous	Jan 2014	YTD 2014	Jan 2015	YTD 2015
Hazardous	55	55	17	17
Non-Hazardous	444	444	231	231

Hazardous citations are for actions that could cause accidents. Examples include speeding, ran red light, and ran stop sign. Non-hazardous citations are for violations of either the Traffic Code or City Ordinance, which would not result in the potential for an accident. These include expired license plates, no liability insurance, expired motor vehicle inspection certificate, no drivers license, expired drivers license, etc.



Leon Valley Police Department Monthly Report

Arrest

Arrests	Jan 2014	YTD 2014	Jan 2015	YTD 2015
Felony Offense	1	1	4	4
Misdemeanor Offense	38	38	54	54
Warrants	4	4	12	12

Investigations

	Jan 2014	YTD 2014	Jan 2015	YTD 2015
Assigned	188	188	137	137
Arrest/Charges Filed at Large	27	27	28	28
Suspended	74	74	57	57
Closed by Exception	29	29	38	38

A suspended case is one where no leads are available or what leads were available did not lead to an arrest

A case closed by exception is one where either the Complainant did not wish to pursue charges, the Defendant died, or for some other reason a known Defendant was not prosecuted.

Reserve Officers

Our Reserve Officers continue to supplement our Patrol as well as perform functions of security at City events. We have three of the Reserve Officers provide for security as well as clerical support for our Thursday Municipal Court sessions.

	Jan 2014	YTD 2014	Jan 2015	YTD 2015
Hours	90	90	173	173
Calls for Service Handled	45	45	77	77
Citations	5	5	5	5

City of Leon Valley 2012 Bond Program Oversight Committee Meeting January 22, 2015

Chairman Esquivel called the 2012 Bond Program Oversight Committee meeting to order at 6:00 pm. Committee Members Uvietta, Zavala, and Dean were present.

Councilperson Sanchez, Councilman Diaz, City Manager Manuel Longoria Jr., Fire Chief Luis Valdez, and Police Chief Randall Wallace were also present.

Committee Members Davis, Hill, Yarnell and Public Works Director Melinda Moritz were all absent.

A quorum was present.

Approval of Minutes

Chairman Esquivel asked for the minutes to be reviewed and approved.

A motion was made by Committee Member Zavala and seconded by Committee Member Uvietta to approve the minutes. This passed unanimously.

Follow-up Discussion on Fire Station Dedication Event

Chairman Esquivel thanked the Committee for all their efforts in getting the Fire Station completed, and also thanked Staff and Council for their assistance to the Committee in this effort.

Chairman Esquivel was especially thankful to the City Manager for his expertise in managing the project, making sure we stayed within budget, and for making the process easier for the Committee.

The City Manager informed the Committee that we were working with our architect and contractor in getting the plans for the Police Department/City Hall in a program that would enable 3D modeling of the project. The City Manager advised by looking at the plans prior to construction we should avoid some of the mistakes that were made at the Fire Department. The City Manager explained to the Committee that the Audio Visual Consultant had this program and it was beneficial when looking at the placement of equipment.

The City Manager further stated that there was an outpouring of help from the community on this project and while they were recognized at the dedication event, we may want to put an item on the City Council Agenda to further recognize the contributors.

Chairman Esquivel stated that the City needed to make sure good records were kept and if, in the future, a bid comes up and one of the contributors submits a proposal, the City must be careful.

Fire Chief Valdez advised that they did have these records; however some of the donors wanted to be anonymous.

The Chairman cautioned the Fire Chief that he needed to be careful because if you do not list the people who wanted to remain anonymous those are going to be the first ones to raise a problem.

Committee Member Uvietta stated that this was not a concern of the Committee to which Chairman Esquivel stated it was, due to any possible perceptions.

Committee Member Zavala pointed out that in dealing with construction companies, the general rule is if it appears wrong, don't do it. Chairman Esquivel advised that we needed to avoid the conflict or

to be

City of Leon Valley 2012 Bond Program Oversight Committee Meeting January 22, 2015

event the appearance of one.

The Fire Chief was asked what the largest contribution was and he advised \$6,000 for the mattresses. He further stated that Louis Shank's has a program to donate these items and Leon Valley was in the running with three other entities.

Councilperson Sanchez advised that we should keep good records and this should help if an issue arises.

Committee Member Dean advised that we should keep good records, and if one of the donors does bid on a project in Leon Valley the donation should be made aware at the time the bids are received.

Chairman Esquivel pointed out that the City could not reject a bid because a donation was made, but the City must be careful during the process.

Committee Member Uvietta commended all involved in the dedication and advised that he had heard a lot of good comments about the event and fire station.

Financial Report

The Chairman again recognized the City Manager. The City Manager gave the Committee Members a copy of the "Municipal Facility Capital Project Expense Report as of January 23, 2015".

The City Manager pointed out that the City was at 50% of the budget and at about 50% of completion for the entire project.

Committee Member Uvietta asked if there had been any concerns uncovered at the old fire station and the City Manager advised the only issue was the foundation. The City Manager advised this has been a concern since the start of the project and has received extensive engineering work both before and during our project.

The City Manager stated that the architect has a plan to help remedy this issue.

Chairman Esquivel asked if there was going to be a system to irrigate the foundation. The City Manager advised that the issue will be addressed.

Chairman Esquivel then asked the City Manager to address any questions brought up by Committee Members who are not present because these did not need to be addressed to the whole Committee since the Committee had already discussed the issue.

Project Transition

The City Manager advised that the PD was on schedule to move in June and that City Hall was going to be moved off-site at that time. The City Manager advised that our personnel were starting to box items and prepare for the move, much like the Fire Department did. The City Manager advised the Committee that the Administration would move into the Kinman House, and this was almost ready, except for the internet.

City of Leon Valley 2012 Bond Program Oversight Committee Meeting January 22, 2015

The City of Leon Valley's IT employee is working on the solution to get a better internet system in place before the move.

Chairman Esquivel asked if there were any upgrades that needed to be made to the Kinman House to get it ready. The Chairman was advised that the house was remodeled several years ago, and should be ready for occupancy when needed.

The City Manager stated that we are in the process of looking at shopping centers for the business office to move in to, and are working with AT&T and Time Warner to address the internet problems.

The Chairman asked then there was a bonus for early completion as well as a penalty for being late. The City Manager advised there was no bonus, only the penalty.

The Committee asked about a dedication at the new Police Department and the City Manager advised we were looking at doing an open house type event since there was ~~no~~ plaque to dedicate.

W. H. Sz

Adjourn

Hearing no further business a motion was made by Francisco Zavala and seconded by Al Uvietta to adjourn the meeting. The meeting was adjourned at 6:42 p.m.


Pedro Esquivel, Committee Chairman

Library Board of Trustees Meeting of
January 13, 2015 at 5:30pm at the Library

The Meeting was called to order by ~~acting~~ Chair, Katie Gwaltney at 5:35 pm. Those present were Peggy Bissett, Peggy Proffitt, Barbara Owens, Carol Poss, Horace Staph, Katie Gwaltney, and Sandy Underwood. A quorum is present

The minutes for the September 9th 2014 Board of Trustees Meeting were read and one correction of the spelling of Peggy Proffitt's last name was made. Dr. Staph moved that the minutes be accepted as corrected. Carol Poss seconded the motion. Unanimous approval.

The retirement of Library Director Joyce Trent was discussed and her circulation letter circulated. It was agreed that the Friends, the Trustee Board, and the Library would all like to recognize Joyce with a party in her honor. The event will be Saturday, February 21 or Saturday, February 28, whichever Joyce prefers. The Friends will pay for the food to be catered. Theme to be Jane Austen. It was suggested a gift for Joyce be purchased. We will also need a guest book and flowers/decorations. Sherry Watson to be approached about Decorations.

Library Director's Report

Sandy Underwood has been appointed Library Director by the City Manager.

The volunteer appreciation party is usually around Superbowl or Valentine's day. In lieu of the party for Joyce, which takes precedence, Volunteer Appreciation needs to be postponed. National Volunteer Appreciation week is April 12 - 18 and it was decided that Saturday, April 11 will be our event. Gift selection will be postponed until the next meeting, but it will be something other than the calendars that have been passed out annually.

November and December Statistics were presented, two items pointed out. Our door counter is not working properly, so the stats are skewed on that number. Our fines are low due to our "food for fines" promotion. The board was asked to think about what they want on the report, which stats are pertinent.

Vallance security has been contacted regarding an alarm on the children's area door. We are also considering putting the security cameras back into action as funds are secured from other areas.

Carol Poss reported on Friends of the Library activities. The First Saturday Book Sale for January reports a total sales of \$130. Breakfast with Santa Silent Auction raised approximately \$1300. Amy Watson has created a facebook page for the Friends.

ByLaws from 1980's are all that can be found. They were passed out and the Trustees were asked to read them and come next meeting with possible edits and revisions.

There being no further business or announcements, Dr. Staph moved to adjourn the meeting, Barbara Owens seconded the motion, motion approved and the meeting adjourned at 7:02 pm.


Approved

2/10/2015
Date

CITY OF LEON VALLEY



CITY COUNCIL AND LVEDC SPECIAL JOINT MEETING

Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Monday, January 12, 2015

AGENDA

The City Council of the City of Leon Valley, Texas met on the 12th day of January, 2015 at the Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

Call to order.

Mayor Riley called the Special City Council Meeting to order at 5:30 p.m.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Councilmembers Ricardo Ruiz, Carmen Sanchez, Abraham Diaz, Benny Martinez and Paul Bieber.

Also in attendance were:

Leon Valley Economic Development Corporation Board Vice-Chairman Claude Guerra, III and Board Members – Dr. Georgia Zannaras, Mike McCarley, Rudy Garcia, David Gannon and Joe Sanchez.

City Manager Manuel Longoria, Jr., ACM Crystal Caldera, ACM Randall Wallace, Economic Development Director Claudia Mora, and City Secretary Sandra Passailaigue were also present.

Joint Meeting of the Leon Valley City Council, the Leon Valley Economic Development Corporation and the Leon Valley Chamber of Commerce to discuss economic initiatives in the area. M&C #2015-01-12-01 (C. Mora)

Items of discussion were: Facade and Signage Program; Ethnic Food Corridor, Strategic Plan, The Retail Coach, and the San Antonio Aquarium.

Joe Maldonado of the Leon Valley Chamber of Commerce updated the group on the following: Chamber Gala, the need for a new commercial for Leon Valley on PBS, September's Tri-Chamber Mixer, Market Days; November's Backpack/Toy Drive with Home Depot, Health Fair and more workshops.

Mayor Riley said she would like to hold another Joint Meeting of the City Council, LVEDC and Chamber in April of 2015.

Adjournment

Mayor Riley announced the meeting adjourned at 6:29 p.m.

These minutes approved by the Leon Valley City Council on the 9th of March, 2015.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

DRAFT



CITY OF LEON VALLEY TOWN HALL MEETING

Leon Valley Conference Center
6421 Evers Road, Leon Valley, Texas 78238
Saturday, January 24, 2015
8:30 A.M. – 12:30 P.M.

MINUTES

The City Council of the City of Leon Valley, Texas met on the 24th day of January, 2015 at the Leon Valley City Conference Center located at 6421 Evers Road, Leon Valley, Texas for the purpose of the following business: Annual Town Hall Meeting

Call to order.

Mayor Riley called the Town Hall Meeting to order at 8:30 a.m.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Councilmembers Ricardo Ruiz, Carmen Sanchez, Abraham Diaz, Benny Martinez and Paul Bieber.

Also in attendance were:

City Manager Manuel Longoria, Jr., ACM Crystal Caldera, ACM Randall Wallace, City Secretary Sandra Passailaigue, Finance Director Vickie Wallace, Public Works Assistant Director David Dimaline, Fire Chief Luis Valdez, Assistant Fire Chief Billy Lawson, Economic Development Director Claudia Mora, Executive Secretary Angela Trejo and City Attorney Charles Zech were also present.

Presenters Included: Mike De Le Garza of Mike De La Garza & Company, Leon Valley Historical Society President, Mark Eisenhauer, Leon Valley Historical Society Board Member Kathy Hill.

Town Hall Facilitator Mike De La Garza distributed clickers which would enable the audience and opportunity to "vote" on answers to questions throughout the meeting.

What's next with the Huebner Onion Homestead – Historical Society President Mark Eisenhauer and Board Member Kathy Hill.

Historical Society President Mark Eisenhauer and Board Member Kathy Hill gave a presentation on the Onion Homestead and what to expect in the future.

Preparing for an Emergency in Our Community – Assistant Fire Chief Billy Lawson.

Leon Valley Fire Department Assistant Fire Chief Billy Lawson gave a presentation on how to prepare for an emergency within the community. All present broke out into groups to answer questions and prioritize their concerns and "what should be done in an emergency".

Presentation of the Home Rule Charter as Approved by the Home Rule Charter Commission – City Attorney, Charles Zech.

City Attorney, Charles E. Zech gave a presentation on the proposed Home Rule Charter.

Open Forum to Hear Issues from Citizens.

- Olen Yarnell – 7230 Sulky Lane – Thanked the members of the Home Rule Charter Commission.
- Mike Davis – 6002 Forest Shadow – Spoke about Council terms and thanked the members of the Home Rule Charter Commission.
- Kim Crawford – 7007 Forest Mont – Thanked the members of the Home Rule Charter Commission and suggested that perhaps the City purchase their own clickers for future use.
- James Wolfshohl – 7414 Canterfield Rd. – Spoke about Council recalls. Why?
- Kathy Larksen – Address unknown – Expressed her concerns with the Hike and Bike trail and was in support of transferring the funds to the Evers Road Project.
- Vickie Jamvold – 7203 Poss Road – Offered optional locations for posting the Audie L. Murphy signage previously approved by City Council; and spoke about sidewalks that are in need of repair; and of fixing Evers Road.

Mayor Riley thanked the staff and Mr. De La Garza as well as citizens.

Adjournment

Mayor Riley announced the meeting adjourned at 12:39 p.m.

These minutes approved by the Leon Valley City Council on the 9th of March, 2015.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



**CITY OF LEON VALLEY
CITY COUNCIL SPECIAL AND REGULAR MEETING**

Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Monday, February 09, 2015

MINUTES

The City Council of the City of Leon Valley, Texas met on the 9th day of February, 2015 at the Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business.

SPECIAL CITY COUNCIL MEETING

Call to order, Determine a Quorum is Present.

Mayor Riley called the Special City Council Meeting to order at 6:00 p.m.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Councilmen Ricardo Ruiz, Carmen Sanchez, Abraham Diaz, Benny Martinez and Paul Bieber.

Also in attendance were:

City Manager Manuel Longoria, Jr., ACM/Police Chief Randall Wallace, ACM/Human Resources Director Crystal Caldera, City Secretary Sandra Passailaigue, Finance Director Vickie Wallace, Public Works Director Melinda Moritz, Fire Chief Luis Valdez, Economic Development Director Claudia Mora, Assistant Public Works Director David Dimaline, and Library Director Sandy Underwood.

The City Council shall meet in Executive Session under Texas Local Government Code to discuss the following:

- a) **§551.071 Consultation with Attorney Consultation with Attorney regarding the Town Center Project, and Pending Litigation, Larry Little v. City of Leon Valley Economic Development Corporation Civil Cause No. 2011-C1-17823; and**
- b) **§551.072 Deliberation Regarding the Purchase of Real Property located at 6312 El Verde Road; and**
- c) **§551.087 Economic Development, Deliberation and Negotiations Regarding a Hotel Development Project located at 6324 Bandera Road, Leon Valley, TX 78238**

Economic Development Director Claudia Mora informed the City Council that the Leon Valley Economic Development Corporation (LVEDC) attorney would not be available for discussion this evening and therefore, Item 2a) would not be discussed in Executive Session this evening.

The City Council went into Executive Session at 6:02 p.m.

Reconvene into Regular session and take action on issues discussed in executive session if necessary.

The City Council reconvened into Open Session at 6:45 p.m. No action was taken.

Adjournment.

Mayor Riley announced the meeting adjourned at 6:46 p.m.

REGULAR CITY COUNCIL MEETING

Call to order, Determine a Quorum is Present.

Mayor Riley called the Special City Council Meeting to order at 7:00 p.m. and Councilman Abraham Diaz led the Pledge of Allegiance.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Councilmen Ricardo Ruiz, Carmen Sanchez, Abraham Diaz, Benny Martinez and Paul Bieber.

Also in attendance were:

City Manager Manuel Longoria, Jr., City Attorney Charles Zech, ACM/Police Chief Randall Wallace, ACM/Human Resources Director Crystal Caldera, City Secretary Sandra Passailaigue, Finance Director Vickie Wallace, Public Works Director Melinda Moritz, Fire Chief Luis Valdez, Economic Development Director Claudia Mora, Assistant Public Works Director David Dimaline, and Library Director Sandy Underwood.

Mayor Riley asked if any of the Councilmembers wished to pull Items from the Consent Agenda for discussion.

Councilman Benny Martinez asked that Item 12 be pulled.

Mayor Riley reminded everyone that they could sign up for Citizens to be Heard until 7:15 p.m. and that she would move on to Item 9 at this time.

City Manager's Report:

- a) **2015 Waste Management Garbage Rate Increase**
- b) **TxDOT Planning Process for Bandera Road**
- c) **DPS Development Agreement Update**
- d) **Monthly Departmental Reports**
- e) **Approved Minutes from Boards, Commissions and Committees**
- f) **Future Agenda Items:**
 - o **Amendments to Public Gatherings Policy**
 - o **Amendments to the Newsletter Policy**

City Manager Longoria reported that the 2015 CPI increased about 1.5% for the full calendar year and that as a result the residential garbage collection fee will be going up 1.5% this year. Waste Management had been charging residential customers \$14.16 a month and that fee will now be \$14.37 per month. This increase was effective January 1, 2015. Mr. Longoria then reported on an item that staff and the City Council Sub-Committee on Policy have been working on with TxDOT, to

improve traffic on Bandera Road. TxDOT had originally planned to do a “Super Street” along Bandera Road but the community has not been supportive of this idea. The Policy Sub-Committee started a process where they would go out and do a planning study and bring in a consultant to look at options that would then be evaluated, have a public process and then evaluate and select something that would be desirable for this community. As a part of that, Mr. Longoria and Mayor Riley met with TxDOT executive staff for this region to let them know what process the City would be undertaking. This meeting resulted in TxDOT agreeing to do the planning study with the City’s assistance. This dialogue would also include the City of San Antonio. The study will be paid by TxDOT. This process would take about one year and then a plan would be presented with completion of the planning project being in calendar year 2016. Lastly, Mr. Longoria reported that the Department of Public Safety (DPS) Center at Evers and Huebner was sent a non-compliance letter in December 2014 reminding them of the three items that still require attention from them. Those items are: a traffic lane was to be put in on Evers at Huebner; a traffic signal was to be placed at the same intersection; and a traffic study was to be done to show what traffic in this location was there before the center went in and how it is today. DPS has responded, an engineer to do the traffic study has already been hired and is working on the traffic study (results should be in 30 days and brought to Council). The City has also sent them a proposal for the design of the traffic signal synchronization on Evers. All in all, we are seeing some progress and plan to brief City Council monthly from here on out.

Mayor Riley added that in regards to the TxDOT update, State Representative Justin Rodriguez has also contacted the City and the Mayor saying that he would like to conduct this public hearing that would relate to what we do on Bandera Road. San Antonio Councilman Chris Medina would probably want to join in as well since it is a joint effort.

Mayor Riley then said that she would now like to go to Item 7.

Presentation of the Texas Municipal League Directors Association’s (TMLDA) Library Excellence Award. M&C #2015-02-09-01 (ACM C. Caldera/S. Underwood)

Mayor Riley presented the TMLDA Library Excellence Award to former Leon Valley Library Director Joyce Trent and the current Leon Valley Library Director Sandy Underwood.

Presentation by Earthwise Living Committee on 26th Annual Earthwise Living (EWL) Day scheduled for Saturday, March 7, 2015; and activity performed by the EWL Committee. M&C #2015-02-09-02 (Mayor Riley)

Earthwise Living Committee Member Belinda Ealy presented this item first by inviting everyone to the 26th Annual Earth Day Event to be held March 7, 2015. This year’s theme is “Sustainability 101”. There will be entertainment, presentations on solar energy, electric bike energy, recycling, healthy food demonstrations, and rain barrel catchment. There will also be food vendors and door prizes. The event is free and all are invited.

Mayor Riley added that there will also be free trees to give away.

Citizens to Be Heard

- Al Uvietta – 6923 Sunlight Drive – Spoke about the superstreet and the intended use of the Lion’s Roar Newsletter for non-political purpose.

- Mike Davis – 6002 Forest Oak – Spoke on the proposed Home Rule Charter; and asked to see the current City organizational chart.
- Roy Ramirez – 5549 Saffron Way – Spoke on his concerns with the Waste Management rates in the Ridge subdivision; and on how government funds are spent.
- Walter Geraghty – 7315 Ellerby Point – Expressed his desire to work with the committee that would review the Super Street as a Leon Valley business owner and resident; and invited everyone to attend The Four Chaplains Ceremony hosted by the American Legion Post 336 on February 17th at 7:00 p.m. The event will be held at 7111 Huebner Road.
- Lyn Joseph – 6423 Trotter Lane – Asked City Manager Longoria for a cost breakdown on the Hike and Bike Trail expenditures.
 - Mr. Longoria replied that his presentation later on the agenda would answer the question.
- Tony Westrich – 6100 Forest Wood – Spoke on turnover within the City staff; organization and agendas; modification of Evers Road.

CONSENT AGENDA

Approval of City Council Minutes. (S. Passailaigue)

a) January 12, 2015 Regular City Council Meeting

Approval of Quarterly Investment Report for the quarter ending December 31, 2014. M&C # 2015-02-09-03 (V. Wallace)

Consideration of Resolution No. 15-003R appointing Kristina Koger and Annette Ramirez to the Earthwise Living Committee. M&C #2015-02-09-05 (ACM C. Caldera/S. Passailaigue)

Consideration of Resolution No. 15-004R authorizing the filing of a grant application to the Bexar County Community Development Block Grant Program Office for Fiscal Year 2015. M&C #2015-02-09-06 (ACM R. Wallace/M. Moritz)

A motion was made by Councilman Abraham Diaz, seconded by Councilman Ricardo Ruiz, to approve Consent Agenda Items #10 (City Council Minutes – 1/12/2015), Item #11 (Quarterly Investment Report – 12/31/2014), Item #13 (Resolution No. 15-003R) and #14 (Resolution No. 15-004R) as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consideration of Resolution No. 15-002R consideration of a budget adjustment in the amount of \$190,000 into the Water and Sewer Fund to 1) appropriate funding for a detention pond project in the 6300 block of Bandera Road in a sum of \$125,000, and 2) the sum of \$65,000 to purchase water rights for Fiscal Year 2015 for the Leon Valley Water System. M&C #2015-02-09-04 (ACM R. Wallace/M. Moritz)

Public Works Director Melinda Moritz presented the item by saying that the owners of the property located at 6320 Bandera Road paid the City \$125,000 to construct a detention pond behind their property in 2013. These funds were placed in the Water and Sewer Fund Reserve. The City is now ready to construct the detention pond, but the funds to construct the pond are not included in the FY 2015 budget. Therefore, a budget adjustment is needed in order for the funds to be expended. The Public Works Department will first have the area surveyed, then develop construction plans, and finally bid the project. Next, Ms. Moritz discussed water rights saying that each year, the City searches for water rights to buy, to replace water leases that are coming to an end. The agency we use has located a 40 acre foot lease that is being offered for purchase for approximately \$225,000.

The City has \$160,000 budgeted for water rights in the FY 2015 Water and Sewer Fund, from previous year's water billing, but an additional \$65,000 is needed to make this purchase. This money is available in the current year revenue fund.

A motion was made by Councilman Benny Martinez, seconded by Councilman Carmen Sanchez, to approve Resolution No. 15-002R as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

REGULAR AGENDA

Approval of Comprehensive Annual Financial Report for Fiscal Year 2014. M&C #2015-02-09-07 (V. Wallace)

Janet Pittman of Alonzo, Bacarisse Irving + Palmer, P.C. presented the Comprehensive Annual Financial Report for Fiscal Year 2014.

A motion was made by Councilman Paul Biever, seconded by Councilman Benny Martinez, to approve the Comprehensive Annual Financial Report for Fiscal Year 2014 as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

Discussion and possible action regarding the transfer of \$933,000 MPO Grant Funds from the Huebner Creek Hike & Bike Project to the Evers Road Street Rehabilitation Project. M&C #2015-02-09-08 (ACM R. Wallace/M. Moritz)

City Manager Longoria presented the following update from January 12, 2015 meeting when City Council directed staff to confer with the Metropolitan Planning Office (MPO) on a potential revision to the Huebner Creek Hike and Bike Trail grant awarded to the City of Leon Valley. Mr. Longoria went on to say that staff recommendation is against transfer of the funds for the following reasons: 1) The Evers Road Rehabilitation Project is already funded and scheduled for completion in July of this year. Funds for the project are allocated in the Street Maintenance Fund approved as a part of the FY 2015 City Budget. If the project is transferred to MPO Grant Status, it becomes a federalized project. This means we would be required to follow federal regulations and standards for review, design, environmental impact, bidding and other federal requirements. We expect that this will result in an increase project cost and will delay actual construction until the 2016/2017 time-frame. The public has identified the Evers Road project as a priority and expect it to be completed in 2015. Mr. Longoria added that the Evers Road Project is not an appropriate project for MPO funding but if City Council wants to do another project other than Evers Road then the direction would be that we find some other project that would be eligible for federal funding. 2) We need to be fiscally prudent in the use of City funds. Since the City Council committed to the Hike & Bike project in 2011, funds exceeding \$180,000 have been expended on the project. This money cannot be used as the 20% construction match for the Evers Road Project; 3) There is no guarantee that the MPO TPB will approve the City's request; and 4) The Hike & Bike project is ready to go. All the federal requirements have been met and the TXDOT staff has indicated that the final Letter of Approval (LOA) will be issued once City Council takes action on their postponement decision.

Director of the Alamo Area MPO, Sid Martinez was present for questions and there was a lengthy discussion.

Mayor Riley asked that citizens that would like to speak on this item to step forward.

- Al Uvietta – 6923 Sunlight Drive – Announced that he was asked by Mayor Riley to do the conceptual plan for the hike and bike trail as well as the Historical Society’s piece of the plan.
 - City Manager Longoria clarified that conceptual plan was developed by the City engineer.
- Belinda Ealy – 7314 Canterfield Road – Spoke in opposition of the trail.
- David Jordan – 5309 Cilantro Place – Spoke in opposition of the trail and asked that the money be transferred to the Evers Road Project.
- Monica Alcocer – 5985 Aids Drive – Spoke in opposition of the trail.
- Olen Yarnell – 7230 Sulky Lane – Spoke in opposition of the trail going through the natural area.
- Walter Geraghty – 7315 Ellerby Point – Expressed his concern with the maintenance cost of the trail.
- Lyn Joseph – 6423 Trotter Lane – Spoke in favor of dissolving the sub-committees; and in opposition of the trail.
- Tony Westrich – 6100 Forest Wood – Spoke about community groups.
- Cynthia Koger – 6727 Sunlight – Thanked Councilman Ruiz for being willing to listen; and wanted everyone to know that no matter what side the Mayor is on, she would still be opposed and asking for the funds to be transferred to the Evers Road Project.
- Kim Crawford – 7007 Forest Mont – Spoke in opposition of the trail.

A motion was made by Councilman Abraham Diaz, seconded by Councilman Paul Biever, that it is re-affirmed by the City of Leon Valley that the MPO Grant Funds are committed to the Huebner Creek Hike and Bike Trail, that the MPO and TxDOT staff be notified in writing immediately to prevent any further delays and that City staff continue the process to complete this project.

Mayor Riley called for a roll call vote to which the City Council replied: Councilman Ruiz – Aye; Councilman Sanchez – Nay; Councilman Diaz – Aye; Councilman Martinez – Nay; and Councilman Biever – Aye.

The City Council voted three (3) for and two (2) opposed with Councilman Martinez and Councilman Sanchez casting the negative votes. Mayor Riley announced that the motion carried.

A motion was made by Councilman Benny Martinez, seconded by Councilman Carmen Sanchez, to delay this project until after the May election.

Mayor Riley called for a roll call vote to which the City Council replied: Councilman Ruiz – Nay; Councilman Sanchez – Aye; Councilman Diaz – Nay; Councilman Martinez –Aye; and Councilman Biever – Nay.

The City Council voted two (2) for and three (3) opposed with Councilman Ruiz, Councilman Diaz and Councilman Biever casting the negative votes. Mayor Riley announced that the motion failed.

Presentation, discussion and possible action on a request for a sign variance submitted by New Friends Learning Center located at 7500 Eckert Road, Leon Valley, Texas 78240 to leave their fence painted with their 6’x138’ logo. M&C #2015-02-09-09 (ACM Caldera/C. Mora)

Economic Development Director Claudia Mora presented this item for the purpose of considering a variance to Chapter 3.04 Signs of the Code of Ordinances for the City of Leon Valley which would allow New Friends Learning Center (NFLC) to maintain their painted fence with their 6'x138' or 828 square foot logo. In addition to the nonconformance of the sign, New Friends Learning Center does not have a Permanent Sign Permit Application on file with the Community Development Department. This was followed by discussion.

Mayor Riley asked that citizens that would like to speak on this item to step forward.

- Olen Yarnell – 7230 Sulky Lane – asked about the legality of the fence.
 - ACM Caldera responded that no fence permit has been located at this time. City Attorney Zech said that the item is on the sign, not the fence.

A motion was made by Councilman Paul Biever, seconded by Councilman Benny Martinez, to table this item and turn it back over to staff to resolve and bring back in ninety (90) days to Council for an update. Upon a unanimous vote, Mayor Riley announced the motion carried.

Presentation of the Proposed Home Rule Charter as adopted by the City of Leon Valley Home Rule Commission. M&C #2015-02-09-10 (City Attorney Charles Zech)

City Attorney Charles Zech gave a condensed presentation of the Proposed Home Rule Charter.

Mayor Riley asked that citizens that would like to speak on this item to step forward.

- Liz Maloy – 7411 Chenal Point – Expressed her pleasure in serving on the Home Rule Charter Committee and said that the members were delightful to work with.
- Olen Yarnell – 7230 Sulky Lane – Voiced his concern with the City Manager having the authority to hire and fire without cause; “what happens after 2024?” and the appointment of the City Secretary.
 - City Attorney Zech clarified that the document transitions the Council terms up to 2024 after that it should be fine. Mr. Zech also responded that the appointment of City Secretaries varies from city to city. This commission felt that the appropriate manner would be that the City Manager appoints and then Council affirms that appointment of the City Secretary which is what Leon Valley already does.

Consideration of Resolution No. 15-005R of the City Council of the City of Leon Valley ordering and establishing procedures for a General Election in the City of Leon Valley, Texas to elect three Council Members (Places 1, 3 and 5) and a Special Election to be held on the question of the Adoption of a Home Rule Charter by the qualified voters of the City of Leon Valley; authorizing the City Manager to sign a Joint Election Agreement with the Bexar County Elections Administrator for the conduct of said election, and providing details relating to the conduct of holding the election, authorizing the use of the Leon Valley City Council chambers on the 9th day of May, 2015, for Election Day voting, and the use of the Leon Valley Conference Center, located at 6421 Evers Road, Leon Valley, Texas, 78238, for early voting (April 27, 2015 through May 05, 2015). M&C #2015-02-09-11 (ACM C. Caldera/S. Passailaigue)

Una Resolución del consejo municipal de la ciudad de León Valley que ordena y establece los procedimientos para una Elección General en la ciudad de León Valley, Texas, para elegir a tres miembros del consejo (lugares 1, 3, y 5) y una Elección Especial para someter

a votación la pregunta de la adopción de una carta orgánica de gobierno autónomo de la ciudad de León Valley ante los votantes habilitados de la ciudad de León Valley; autorizando al administrador de la ciudad a firmar un convenio de elecciones conjuntas con la administradora de elecciones del condado de Bexar para la conducción de dicha elección y disponiendo los detalles relativos a la celebración de la elección, autorizando el uso de las cámaras del consejo municipal de la ciudad de León Valley el día 9 de Mayo de 2015 para votar el día de elección, y el uso del centro de conferencias de León Valley ubicado en 6421 Evers Road, León Valley, Texas, 78238, para la votación anticipada (27 de Abril de 2015 hasta el 5 de Mayo de 2015, inclusive).

City Secretary Sandra Passailaigue presented the item with the recommendation of approving Resolution No. 15-005R ordering a General and Special Election in the City of Leon Valley, Texas, to be held on May 9, 2015 for the election of a three Council Members for Places 1, 3, and 5 and a Special Election to be held on the question of the Adoption of a Home Rule Charter for the City of Leon Valley; and designating Jacquelyn F. Callanen, Bexar County Elections Administrator, as the Election Administrator to conduct such election.

A motion was made by Councilman Paul Biever, seconded by Councilman Benny Martinez, to approve Resolution No. 15-005R calling for a General and Special Election; and designating Jacquelyn F. Callanen, Bexar County Elections Administrator, as the Election Administrator to conduct such election as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

Discussion and possible action on amendment of Ordinance No. 2013-09-17-10 regarding returning to two (2) City Council Business Meetings per month. M&C #2015-02-09-12 (Requested by Councilmembers A. Diaz and C. Sanchez)

Councilman Abraham Diaz presented this item asking that the City Council consider returning to two (2) meetings per month. Councilman Carmen Sanchez added that this would allow citizens to attend meetings and not have to be out so late. Councilman Ricardo Ruiz agreed with the previous comments.

Mayor Riley asked that citizens that would like to speak on this item to step forward.

- Olen Yarnell – 7230 Sulky Lane – Asked if the meetings would go back to Tuesdays or remain on Mondays.
- Lyn Joseph – 6423 Trotter Lane – Also asked that the meetings go back to Tuesdays and was in support of two (2) meetings per month.

Councilman Diaz suggested that the meetings be held on the 2nd and 4th Monday and hold the Coffee with the Mayor and Council quarterly.

A motion was made by Councilman Benny Martinez, seconded by Councilman Ricardo Ruiz, to return to two (2) City Council Business Meetings per month on the 1st and 3rd Tuesday of each month effective April 30, 2015. Upon a unanimous vote, Mayor Riley announced the motion carried.

Mayor Riley asked that the Council Sub-Committees be placed on the next Council agenda for discussion.

Staff was given direction to bring back on ordinance amending this policy with an effective date of April 30, 2015.

Discussion and follow-up action on Annual Town Hall Meeting held on January 24, 2015 and staff's response to identified questions. M&C #2015-02-09-15 (Mayor Chris Riley)

Mayor said that she felt this was a really great meeting and wanted to be sure Council followed up on what was discussed. Mayor Riley said that she would like to list items discussed and hand those lists out during National Night Out; Chief Luis Valdez would hold safety/emergency training for citizens and lastly that the Home Rule Charter Commission would hold two (2) more public hearing and that every registered voter within the City would receive a copy of the Proposed Home Rule Charter in the mail. Mayor Riley asked if any of the Council had any comments on the creation of the Leon Valley Historical Society's (LVHS) Public Private Partnership with the City. Councilman Paul Biever suggested the Council wait for the LVHS President Mark Eisenhower or ask him to make a presentation on the LVHS' idea on what it would look like. Mayor Riley said that is a good idea.

City Manager Longoria answered six (6) questions that were raised at the Town Hall Meeting and provided answers to each

Councilman Benny Martinez asked that maybe some temporary lights be placed in the parking lot for safety.

Upcoming Important Events:

- a) **02/16/2015 – City Offices will be closed in observance of Presidents' Day**
- b) **02/24/2015 – Policy Sub-Committee Meeting**
- c) **02/28/2015 – Coffee with the Mayor and Council**
- d) **03/07/2015 – Earthwise Living Day**
- e) **03/09/2015-03/13/2015 – Spring Clean-up**
- f) **04/07/2015 – Volunteer Appreciation Dinner at 6:00 p.m.**

Citizens to be Heard

- Lyn Joseph – 6423 Trotter Lane – Asked for a “full disclosure” of the expenses for the trail. Ms. Joseph also questioned the recent concrete work done at the park near the community garden.
 - City Manager Longoria responded that he would have Finance Director Wallace send that information on to Ms. Joseph. Assistant Public Works Director Dimaline responded to the question about the concrete work recently done in the park was part of the budgeted park improvement plan.
- Olen Yarnell – 7230 Sulky Lane – Asked for a cost per section that had been developed at this point of the Hike and Bike Trail as well as the RFP information for the visual alert system in the new fire station. Mr. Yarnell then asked when the City Manager's Report would be updated on the City's website.
 - ACM Caldera responded that she would have the reports updated as soon as possible.
- Belinda Ealy – 7314 Canterfield Road – Spoke in regard to security lighting in the inner areas of Leon Valley and the use of solar panel type lighting fixtures.

Announcements by the Mayor and City Council Members.

Councilman Carmen Sanchez congratulated the Leon Valley Firefighters who participated in the Tower Climb. One of our firefighters came in 2nd place taking close to 100 steps per minute.

Councilman Abraham Diaz added to Councilman Sanchez' comment saying that Firefighter Ramiro Cano came in 2nd and the City placed 2nd, 5th, 7th, 9th, and 10th in the climb. Councilman Diaz went on to say that the Leon Valley Whataburger will be hosting a "Boots and Badges" event from 5:00 p.m. – 7:00 p.m. on February 19th to showcase both the Leon Valley Fire Department and Police Department. Every child that is present during that time will receive a free kid's meal and all on duty Fire and Police personnel will be fed for free. Whataburger has also invited the Mayor and Council to attend. Councilman Diaz requests that Mayor Riley present a proclamation to Whataburger at that time.

Councilman Benny Martinez requests that staff look into providing a wireless microphone for the Mayor at Council meetings when she is in need of presenting proclamations or speaking away from the main microphones. Councilman Martinez added that it would also be beneficial to citizens like Ms. Ealy. Councilman Martinez concluded his comments by inviting everyone to the Chamber Mixer on February 26th at 5:30 p.m. at Native Wings.

Mayor Riley read aloud a letter she received from the Texas Municipal Clerks Association congratulating City Secretary Saundra Passailaigue for her recertification as a Texas Registered Municipal Clerk. Mayor Riley also asked that if there were any items to be considered for the February 28th Coffee with the Mayor and City Council that they email the City Secretary or herself.

Adjournment

Mayor Riley announced the meeting adjourned at 11:01 p.m.

These minutes approved by the Leon Valley City Council on the 9th of March, 2015.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

CITY OF LEON VALLEY



CITY COUNCIL AND LVEDC SPECIAL JOINT MEETING

Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Thursday, February 26, 2015

AGENDA

The City Council of the City of Leon Valley, Texas met on the 26th day of February, 2015 at the Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

Call to order.

Mayor Riley called the Special City Council Meeting to order at 7:19 p.m.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Councilmembers Ricardo Ruiz, Carmen Sanchez, Abraham Diaz, Benny Martinez and Paul Bieber.

Also in attendance were:

Leon Valley Economic Development Corporation Board Members Stephen Ynostrosa, Claude Guerra, III, Dr. Georgia Zannaras, Mike McCarley, Rudy Garcia, Joe Sanchez and Board Attorneys Gains Griffin and Devi Kumar.

City Manager Manuel Longoria, Jr., and Economic Development Director Claudia Mora were also present.

The City Council shall meet in Executive Session under Texas Government Code §551.071 Consultation with Attorney to discuss the following:

- a) **Consultation with Attorney regarding the Town Center Project, and Pending Litigation, Larry Little v. City of Leon Valley Economic Development Corporation Civil Cause No. 2011-C1-17823.**

The City Council went into Executive Session at 7:19 p.m.

Reconvene into Regular Session and take action on issues discussed in Executive Session if necessary.

The City Council reconvened into Open Session at 8:16 p.m.

A motion was made by Councilman Paul Bieber, seconded by Councilman Abraham Diaz, to authorize the LVEDC Attorney continue negotiations with Mr. Larry Little. Upon a unanimous vote, Mayor Riley announced the motion carried.

Adjournment

Mayor Riley announced the meeting adjourned at 8:17 p.m.

These minutes approved by the Leon Valley City Council on the 9th of March, 2015.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

DRAFT

CITY OF LEON VALLEY



COFFEE WITH THE MAYOR AND CITY COUNCIL
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Saturday, February 28, 2015

MINUTES

The Leon Valley City Council hosted a citizen meeting at the City Hall Council Chambers on Saturday, February 28, 2015.

Mayor Chris Riley called the meeting to order at approximately 9:00 a.m.

Mayor Chris Riley, Councilman Carmen Sanchez, Councilman Abraham Diaz, Councilman Benny Martinez and Councilman Paul Biever were present with Councilman Ricardo Ruiz being absent. City Manager Manuel Longoria, Jr., ACM Crystal Caldera, City Secretary Sandra Passailaigue and Code Compliance/Animal Control Officer Jerry Perales were also present.

Discussions took place individually with residents on topics of general interest, to include but not limited to:

- a. Code Complaint Process.
- b. Other Issues from Citizens

No action was taken at the meeting.

Mayor Riley adjourned the meeting at approximately 10:55 a.m.

These minutes approved by the Leon Valley City Council on the 9th of March, 2015.

APPROVED

CHRIS RILEY
Mayor

ATTEST: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

MAYOR AND COUNCIL COMMUNICATION

DATE: February 9, 2015 **M&C # 2015-02-09-01**

TO: Mayor and Council

FROM: Manuel Longoria Jr., City Manager

SUBJECT: Approval of a budget adjustment in the amount of \$12,100 from the Community Center Fund for the Hotel Development feasibility studies being conducted for projects planned for Leon Valley.

PURPOSE

At the last City Council meeting Council was briefed during an Executive Session on the Hotel Development feasibility studies being conducted for Leon Valley projects. Council was also advised that a budget adjustment would be needed. Funding in the amount of \$12,100 for the studies will come from the Community Center Fund Reserve. This is the fund which currently receives revenue from hotel tax and Community and Conference Center rental fees.

S.E.E. LEON VALLEY

Social – N/A

Economic – Additional hotel resources in Leon Valley will impact hotel and sales tax revenues as well as additional revenue from rental of current City facilities.

Environmental – N/A

FISCAL IMPACT

Funding in the amount of \$12,100 for the hotel studies is coming from the Community Center Fund Reserve.

STRATEGIC GOALS

N/A

RECOMMENDATION

Approve a budget adjustment in the amount of \$12,100 for the Community Center Fund.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

AN ORDINANCE APPROVING AMENDMENTS TO THE COMMUNITY CENTER FUND OF THE CITY OF LEON VALLEY, TEXAS MUNICIPAL BUDGET FOR FISCAL YEAR OF 2014-2015.

Whereas on September 22, 2014 the City Council of the City of Leon Valley adopted the 2014-2015 fiscal year budget: and

Whereas Texas Local Government Code Section 102.010 provides that a municipality is not prohibited from making changes to a budget for municipal purposes: and

Whereas the Leon Valley City Council hereby finds and determines that the amendments adopted under this ordinance are for a municipal purpose.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:

SECTION I

That the City Council of the City of Leon Valley hereby amends the fiscal year 2014-2015 budget as provided for in the attached Exhibit "A", said Exhibit to be incorporated herein as if fully set forth herein.

**SECTION II
SEVERABILITY**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION III
REPEALER CLAUSE**

Any provisions of any prior ordinance of the City which are in conflict with any provision of the Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

**SECTION IV
EFFECTIVE DATE**

This Ordinance shall become effective and shall be in full force and effect on and after its passage and publication as required by state law.

**SECTION V
PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, of the Texas Government Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 9th day of March, 2015.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

CHARLES E. ZECH
City Attorney

City of Leon Valley
Budget Adjustment Request
For the
Hotel Development Feasibility Studies
March 9, 2015

Overview

- At the last City Council meeting Council was briefed during Executive Session on the Hotel Development feasibility studies being conducted for Leon Valley projects
- Council was also advised that a budget adjustment would be needed to fund the studies
- Funding in the amount of \$12,100 for the studies will come from the Community Center Fund Reserve, the fund which currently receives revenue from hotel tax and Community and Conference Center rental fees

Recommendation

- Approve the budget adjustment in the amount of \$12,100 for the Community Center Fund

City of Leon Valley
Budget Adjustment Request
For the
Hotel Development Feasibility Studies
March 9, 2015

MAYOR AND COUNCIL COMMUNICATION

DATE: March 09, 2015 **M&C # 2015-03-09-02**

TO: Mayor and Council

FROM: Sandra Passailaigue, City Secretary

THROUGH: Manuel Longoria Jr., City Manager

SUBJECT: Consider approval for a waiver of related fees for the use of the Leon Valley Conference Center for the League of Woman Voters and the Leon Valley Area Chamber of Commerce.

PURPOSE

The City of Leon Valley received a request from the League of Women Voters San Antonio Area and the Leon Valley Area Chamber of Commerce to waive all fees associated with the rental of the Leon Valley Conference Center located at 6427 Evers Road. This would allow the League and the Chamber to host a Leon Valley Candidate Forum to be held on April 27, 2015.

The League is a nonpartisan political organization that encourages the informed and active participation in government.

FISCAL IMPACT

The League of Women Voters San Antonio Area and the Leon Valley Area Chamber of Commerce members are requesting the following fee waiver:

\$145 – Cleaning Fee
\$400 – Deposit
\$320 – Actual Rental
\$110 – Security (\$22 per hour x 5)
\$975

**The City's pricing list for the Leon Valley Community Center is attached for the Council's reference.*

RECOMMENDATION

City staff recommends that the following charges be paid:

\$145 – Cleaning
\$110 – Security (\$22 per hour x5)
\$255

The City would waive the following fees:

\$400 – Deposit
\$320 – Actual Rental
\$720

S.E.E. IMPACT

Social – To promote a superior quality of life by providing events and amenities with commercial significance.

Economic – To provide a diverse and versatile business environment that supports a healthy economy by attracting viable businesses and patrons.

Environmental – To promote responsible environmental stewardship by providing and encouraging the use of recycling containers.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ATTACHMENT X

Price List

Leon Valley Conference Center

6421 Evers Road Phone: 210-684-1391 x225 – Fax: 210-509-8288

Amenities

- ♦ 3000 square feet of meeting space
- ♦ One, two and three-room configurations
- ♦ Surrounded with windows
- ♦ Cement floor in meeting rooms
- ♦ Ample free parking
- ♦ Beautifully landscaped grounds with outdoor meeting space
- ♦ Caterer service area
- ♦ Bathrooms, water fountains
- ♦ PA System available

Available Facilities

Entire center: 3,000 square feet

- 200 person capacity w/o tables
- 150 person capacity w/ tables

One room: 1,000 square feet

- 75 person capacity w/o tables
- 50 people w/ tables

Prices

Fee Category	Weekday		Weekend	
	3000 sq ft	1000 sq ft	3000 sq ft	1000 sq ft
Cleaning Fee	\$145.00/day	\$145.00/day	\$145.00/day	\$145.00/day
Deposit	\$400.00	\$200.00	\$400.00	\$200.00
Security	\$22.00/hour	\$22.00/hour	\$22.00/hour	\$22.00/hour
Rent:				
Full day (6-10) hrs	\$520.00	\$280.00	\$696.00	\$456.00
Half day (5 hrs)	\$320.00	\$200.00	\$504.00	\$288.00
Each additional hour	\$ 64.00	\$ 48.00	\$ 84.00	\$ 68.00
Hourly rate/first initial hour	\$160.00	\$ 80.00	\$180.00	\$100.00

For more information or to make a reservation, call Sylvia Gomez, Community Development Department at the above number. Monday-Thursday, 7:30 AM – 5:30 PM; Friday, 7:30 AM – 11:30 AM.

Saundra Passailaigue

From: Phyllis Ingram <pingram1@satx.rr.com>
Sent: Wednesday, March 04, 2015 3:22 PM
To: Crystal Caldera; Saundra Passailaigue; 'Chris Riley'
Cc: joe@solmediagroups.com
Subject: Agenda Item Request

The League of Women Voters San Antonio Area and the Leon Valley Chamber of Commerce would like to be placed on the March 9 council agenda in order to request a waiver of fees for the community center for an April 27 informational forum. Thank you for your assistance.

Phyllis

Phyllis M. Ingram
President, LWVSAA
106 Auditorium Circle, Ste. 120
San Antonio, TX 78205
210-657-2206

Making Democracy Work!

MAYOR AND COUNCIL COMMUNICATION

DATE: March 09, 2015 **M&C # 2015-03-09-03**
TO: Mayor and Council
FROM: Sandra Passailaigue, City Secretary
THROUGH: Manuel Longoria Jr., City Manager
SUBJECT: Discussion and possible action on an explanation of the estimated costs for the hike & bike trail.

PURPOSE

This item was placed on the City Council agenda at the request of Councilmembers Benny Martinez and Carmen Sanchez Riley pursuant to Resolution No. 14-017R.

FISCAL IMPACT

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Saundra Passailaigue

From: Benny Martinez <b.martinez@leonvalleytexas.gov>
Sent: Monday, March 02, 2015 10:09 PM
To: Saundra Passailaigue
Subject: Please the following on the agenda for March council meeting

Please place this item on the agenda for discussion and possible action
Request a explanation of the estimated costs for the hike & bike trail. This is listed on the dec 2, 14 opinion of probable construction cost.

Also I would like to have Mr. Swain present to answer questions.

Benny Martinez
City Council Place 4
City of Leon Valley
b.martinez@leonvalleytexas.gov
210-681-1944

www.leonvalley.gov

Saundra Passailaigue

From: Manny Longoria
Sent: Wednesday, March 04, 2015 9:51 AM
To: Crystal Caldera; Saundra Passailaigue
Subject: FW: Detailed Costs - Hike & Bike Trail

Place on the agenda. First item on regular agenda.

From: Carmen Sanchez [<mailto:c.sanchez@leonvalleytexas.gov>]
Sent: Tuesday, March 03, 2015 7:40 PM
To: Manny Longoria; Mayor Riley
Cc: Benny Martinez
Subject: Detailed Costs - Hike & Bike Trail

Mr. Longoria and Mayor,

Councilman Martinez and I request a report showing details on costs calculated for the Hike and Bike Trail project. This is to be an agenda item for discussion and possible action for the upcoming City Council meeting on Monday, March 9, 2015.

Please also have Mr. Swain and anyone involved in projecting these costs available to answer questions.

Thank You,

Carmen Sanchez
Council Place 2
City of Leon Valley
"Laws control the lesser man.
Right conduct controls the greater one."
-Proverb (author unknown)

Opinion of Probable Construction Cost

Project Name:

Huebner Creek Hike and Bike Trail

Date of Preparation:

December 2, 2014

Submittal:

100% Phase 1 - 10' Wide Concrete Trail: From Evers Rd to Undercrossing of Bandera Rd

ROADWAY					
Spec Item	Description	Unit	Quantity	Unit Price	Cost
0100 2002	PREP ROW	STA	45	\$ 400.00	\$ 18,000.00
0104 2009	REM CONC (RIP RAP)	SY	392	\$ 17.00	\$ 6,664.00
0104 2036	REM CONC (SIDEWALK OR RAMP)	SY	15	\$ 17.00	\$ 255.00
0105 2011	REM STAB BASE AND ASPH PAV (2"-6")	SY	2190	\$ 10.00	\$ 21,900.00
0110 2001	EXCAVATION (ROADWAY)	CY	1700	\$ 17.00	\$ 28,900.00
0110 2002	EXCAVATION (CHANNEL)	CY	90	\$ 30.00	\$ 2,700.00
0132 2001	EMBANKMENT (FINAL) (ORD COMP) (TY A)	CY	270	\$ 17.00	\$ 4,590.00
0161 2008	EROSION CONTROL COMPOST (2")	SY	3072	\$ 5.00	\$ 15,360.00
0247 2334	FL BS (CMP INPLC) (TY A OR B GR4) (3")	SY	4513	\$ 10.00	\$ 45,130.00
0420 2001	CL A CONCRETE (MISC)	CY	30	\$ 360.00	\$ 10,800.00
0500 2001	MOBILIZATION	LS	1	\$ 24,000.00	\$ 24,000.00
0502 2001	BARRICADES, SIGNS, AND TRAFFIC HANDLING	MO	7	\$ 1,500.00	\$ 10,500.00
1122 2001	ROCK FILTER DAMS (INSTALL) (TY1)	LF	140	\$ 30.00	\$ 4,200.00
1122 2009	ROCK FILTER DAMS (REMOVE) (TY1)	LF	140	\$ 7.00	\$ 980.00
1122 2037	TEMP SEDIMENT CONTROL FENCE INSTALL	LF	4250	\$ 2.50	\$ 10,625.00
1122 2057	TEMP SEDIMENT CONTROL FENCE REMOVE	LF	4250	\$ 1.00	\$ 4,250.00
0531 2004	CONC SIDEWALKS (6")	SY	6183	\$ 60.00	\$ 370,980.00
SS 2001	FLAGSTONE VENEER	SF	1810	\$ 6.00	\$ 10,860.00
SS 5530	REMOVABLE BOLLARDS	EA	2	\$ 350.00	\$ 700.00
				ROADWAY SUBTOTAL	\$ 591,394
STRUCTURE					
1.	Bandera Rd Under-bridge Trail From 101+90 to 104+7.75				
0420 2013	CL C CONC (MISC)	CY	120	\$290	\$34,800
0420 2005	CL C CONC (FOOTINGS)	CY	5	\$475	\$2,375
0420 2256	CL S CONC (APPR SLAB) (HPC)	CY	9	\$450	\$4,050
0420 2029	CL S CONC (SLAB)	CY	15	\$690	\$10,350
0529 2011	CONC CURB & GUTTER (SAWTOOTH)	LF	283	\$14	\$3,962
0420 2001	CL A CONC (MISC)	CY	25	\$290	\$7,250
				Subtotal	\$62,787
2.	Retaining Wall From 104+07.75 to 104+73.19				
0420 2011	CL C CONC (RETAINING WALL)	CY	8	\$500	\$4,000
0420 2005	CL C CONC (FOOTINGS)	CY	8	\$450	\$3,600
0420 2013	CL C CONC (MISC)	CY	14	\$290	\$4,060
				Subtotal	\$11,660
3.	Retaining Walls From 109+69.86 to 111+41.60				
0420 2011	CL C CONC (RETAINING WALL)	CY	26	\$500	\$13,000
0420 2005	CL C CONC (FOOTINGS)	CY	31	\$450	\$13,950
				Subtotal	\$26,950

4.	Elev. Low Water Crossing From 111+41.60 to 111+68.59				
0416 2002	DRILL SHAFT (24IN)	LF	180	\$170	\$30,600
0420 2256	CL S CONC (APPR SLAB) (HPC)	CY	9	\$450	\$4,050
0420 2029	CL S CONC (SLAB)	CY	11	\$690	\$7,590
0420 2011	CL C CONC (RETAINING WALL)	CY	14	\$500	\$7,000
0420 2005	CL C CONC (FOOTINGS)	CY	12	\$450	\$5,400
0529 2011	CONC CURB & GUTTER (SAWTOOTH)	LF	62	\$14	\$868
				Subtotal	\$55,508
5.	Retaining Walls From 111+68.59 to 112+65				
0420 2011	CL C CONC (RETAINING WALL)	CY	15	\$500	\$7,500
0420 2005	CL C CONC (FOOTINGS)	CY	18	\$450	\$8,100
				Subtotal	\$15,600
6.	Monument Foundation				
0420 2013	CL C CONC (MISC)	CY	1.5	\$290	\$435
				STRUCTURE SUBTOTAL	\$172,940
	TREE PRESERVATION, LANDSCAPE, SIGNAGE				
	A. TREE PRESERVATION				
1020 2001	TREE PROTECTION	EA	50	\$ 20.00	\$ 1,000.00
1020 2002	TREE PROTECTION (PROTECT FENCE)(PLASTIC)	LF	2,500	\$ 15.00	\$ 37,500.00
1020 2005	TREE PROTECTION (MULCH)	SY	3,000	\$ 1.50	\$ 4,500.00
				Subtotal	\$ 43,000.00
	B. LANDSCAPE				
SS2002	Bike Rack	EA	1	\$ 1,250.00	\$ 1,250.00
SS2003	Drinking Fountain	EA	3	\$ 7,500.00	\$ 22,500.00
SS2004	Trash Receptacles	EA	2	\$ 1,250.00	\$ 2,500.00
SS2005	Shade Structure	EA	1	\$ 15,000.00	\$ 15,000.00
SS2006	Seating Boulders	EA	6	\$ 500.00	\$ 3,000.00
0160 2005	Furnishing and Placing Topsoil (4")	CY	385	\$ 40.00	\$ 15,400.00
SS2007	Steel Handrail	LF	90	\$ 125.00	\$ 11,250.00
SS2008	Cedar Split-Rail Fence	LF	650	\$ 75.00	\$ 48,750.00
SS2009	Park Bench	EA	2	\$ 1,200.00	\$ 2,400.00
0168 2001	Vegetative Watering	MG	420	\$ 20.00	\$ 8,400.00
SS2010	Cellulose Fiber Mulch Seeding (Perm)	AC	1	\$ 5,000.00	\$ 5,000.00
				Subtotal	\$ 135,450.00
	C. SIGNAGE				
SS1000	Trail Signage	EA	10	\$ 1,000.00	\$ 10,000.00
SS1001	Roadway Sign	EA	2	\$ 500.00	\$ 1,000.00
SS1002	Trailhead Sign	EA	1	\$ 10,000.00	\$ 10,000.00
SS1003	Trail Medallion	EA	1	\$ 2,500.00	\$ 2,500.00
SS1004	1/4 Mile Marker	EA	3	\$ 2,500.00	\$ 7,500.00
SS1005	Creek Crossing Marker	EA	2	\$ 5,000.00	\$ 10,000.00
SS1006	Kiosk	EA	4	\$ 10,000.00	\$ 40,000.00
				Subtotal	\$ 81,000.00
	TREE PRESERVATION, LANDSCAPE, SIGNAGE SUBTOTAL				
					\$259,450.00
				GRAND TOTAL	\$1,023,784.00

Cost estimates were prepared on the basis of experience and judgment, utilizing historical bid costs for similar work if available. Actual bids and ultimate construction costs may vary based on market conditions, inflation, and unforeseen field conditions. The final determination of construction cost is made through the bidding process with contractor(s).

MAYOR AND COUNCIL COMMUNICATION

DATE: March 09, 2015 **M&C # 2015-03-09-04**
TO: Mayor and Council
FROM: Sandra Passailaigue, City Secretary
THROUGH: Manuel Longoria Jr., City Manager
SUBJECT: Consideration of Ordinance No. 15-002 amending Chapter 1, Article 1.04, Section 1.04.001 entitled "Meetings" modifying the schedule of Regular City Council meetings to two per month; and making those changes consistent with the Open Meetings Act.

PURPOSE

This item was placed on the City Council agenda at the direction of City Council following an agenda item at the February 9, 2015 City Council meeting.

At this meeting a motion was made by Councilman Benny Martinez, seconded by Councilman Ricardo Ruiz, to return to two (2) City Council Business Meetings per month on the 1st and 3rd Tuesday of each month effective April 30, 2015. The vote was unanimous and staff was given direction to bring back on ordinance amending this policy with an effective date of April 30, 2015.

FISCAL IMPACT

This will increase the City Attorney fees by approximately \$875.00 per month for an annual cost of \$10,500.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE NO. 15-002

AMENDING CHAPTER 1, ARTICLE 1.04, SECTION 1.04.001 ENTITLED "MEETINGS" MODIFYING THE SCHEDULE OF REGULAR CITY COUNCIL MEETINGS TO TWO PER MONTH; AND MAKING THOSE CHANGES CONSISTENT WITH THE OPEN MEETINGS ACT.

WHEREAS, the City of Leon Valley's current Code of Ordinances specifies that a regular meeting of the City Council shall be held on the second Monday of each month; and

WHEREAS, the City Council of Leon Valley finds it in the best interest of the City to hold two meetings per month as opposed to one.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:

1. Chapter 1, Article 1.04, Section 1.04.001, entitled Meetings shall be amended to read as follows:

"A regular Council meeting are to be held on both the 1st and 3rd Tuesday of each month beginning at 7:00 p.m. Regular City Council meetings may be cancelled or rescheduled and the meeting time adjusted upon a majority vote by City Council. Special meetings may be called as provided by law. Meetings of the Council shall always be open to the general public except as may be specifically provided by state law, and no vote or action of any kind shall ever be taken by the Council except at a regular meeting or at a lawfully called Special meeting. In the event that the meeting date falls on a holiday, the meeting will be rescheduled to the following Tuesday.

This Ordinance shall become effective April 30, 2015.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 9th day of March, 2015.

APPROVED

CHRIS RILEY

Mayor

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

CHARLES E. ZECH
City Attorney

MAYOR AND COUNCIL COMMUNICATION

DATE: March 9, 2015 **M&C # 2015-03-09-05**

FROM: Manuel Longoria, Jr., City Manager

TO: Mayor and Council

SUBJECT: Approve a Resolution in OPPOSITION to a Property Tax Revenue Cap and State of Texas Legislative Interference with Local Services.

PURPOSE

Senate Bill (S.B.) 182 has been introduced in the Texas Senate that (1) would cap the property tax rollback rate from eight percent (8%) to four percent (4%); and (2) provide that a city must hold a ratification election to adopt a tax rate that exceeds the four percent threshold. The current law, has an 8% threshold and only requires an election if a petition is received from the citizens.

The Texas Municipal League (TML) has encouraged cities throughout the State to pass a resolution specifying opposition to S.B. 182. The primary reason to oppose this legislation is that it places restrictions on the City's primary revenue source and it reduces the City's flexibility to consider appropriated revenue increases.

The City of Leon Valley has never increased the property tax beyond the existing 8% threshold. However, in the past ten budget fiscal years, the City exceeded the proposed 4% threshold two (2) times (FY 2005 & FY 2007). If S.B. 182 were in place at that time, the City would have to either reduce the tax rate below 4% or call an election to let the voters decide.

This bill has the potential to be very detrimental to cities and affects the ability for the City to provide basic services to our residents in an appropriate manner.

If the resolution is approved, it will be sent to all members of the San Antonio area legislative delegation.

SEE LEON VALLEY

Social – A responsible municipal budget strives to allocate taxpayer dollars in an efficient and effective manner that represents all citizens equally. The adoption a Tax Rate will provide revenue to support City services.

Economic – Utilizing taxpayer monies to maximize public safety, City administration and City programs/services allows the City to actively pursue Economic Development opportunities.

Environmental – The City's El Verde by 2020 initiative continues to be supported through careful allocation of budgetary dollars that promotes sustainability. Ad Valorem Taxes are the most stable source of revenue for the General Fund.

STRATEGIC GOALS

N/A

RECOMMENDATION

It is recommended that the City Council approve the Resolution.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION No. 15-006R

A RESOLUTION OF THE CITY OF LEON VALLEY, TEXAS, IN OPPOSITION TO A REVENUE CAP AND LEGISLATIVE INTERFERENCE WITH LOCAL SERVICES.

WHEREAS, bills have been introduced to cap the amount of property tax revenue cities can collect each year in a misguided effort to reduce the property tax burden on homeowners and businesses; and

WHEREAS, currently, if a Texas city increases property tax collections by more than eight percent over the previous year, voters can petition for an election to rollback the increase; and

WHEREAS, bills have been introduced to replace that eight percent "rollback rate" with a hard cap of four percent and require mandatory elections on an increase over four percent - all with the false claim that this would provide property tax relief; and

WHEREAS, according to the state comptroller's latest survey of property tax rates in 1,002 cities in Texas, 67 percent of cities raised their property taxes by less than four percent from 2012 to 2013 and 37 percent of cities actually reduced their property taxes; and

WHEREAS, that means property owners in at least 669 Texas cities would have seen no reduction in their city property taxes if the four percent cap had been in effect; and

WHEREAS, while the savings to individuals taxpayers are very small or even non-existent, a four percent cap could represent a loss in vital city services; and

WHEREAS, cities collect just 16 percent of the property taxes levied in Texas, and most of the property taxes paid by Texans (55 percent) go to school districts; and

WHEREAS, according to the comptroller's report, the total amount of property taxes collected by cities rose 3.61 percent between 2012 and 2013, while school district tax collections rose by more than twice that rate or 7.72 percent;

WHEREAS, school property taxes have been rising because the legislature continues to reduce the state's share of funding for schools which force districts to get more revenue from property taxes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS:

1. That all of the above recitals are true and correct;
2. That the City Council of Leon Valley, Texas is OPPOSED to the legislative imposition of a revenue cap and legislative interference with local services; and

3. That imposing a revenue cap on cities: (a) does not provide meaningful tax relief; (B) robs cities of the ability to meet local needs; and ©) diverts attention from the real cause of higher property taxes, which is the legislature's failure to address the problem of school funding.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 9th day of March, 2015.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
CHARLES E. ZECH
City Attorney

Approve a Resolution in OPPOSITION to a
Property Tax Revenue Cap and State of
Texas Legislative Interference with Local
Services.

March 9, 2015

Purpose

- Senate Bill (S.B.) 182 has been introduced in the Texas Senate that
 - (1) would cap the property tax rollback rate from eight percent (8%) to four percent (4%); and
 - (2) provide that a city must hold a ratification election to adopt a tax rate that exceeds the four percent threshold.

Overview

- The current law, has an 8% threshold and only requires an election if a petition is received from the citizens.
- The Texas Municipal League (TML) has encouraged cities throughout the State to pass a resolution specifying opposition to S.B. 182.
- The primary reason to oppose this legislation is that it places restrictions on the City's primary revenue source and it reduces the City's flexibility to consider appropriated revenue increases.

Overview

- The City of Leon Valley has never increased the property tax beyond the existing 8% threshold.
- In the past ten budget fiscal years, the City exceeded the proposed 4% threshold two (2) times (FY 2005 & FY 2007).
- If S.B. 182 were in place at that time, the City would have to either reduce the tax rate below 4% or call an election to let the voters decide.

Recommendation

- This bill has the potential to be very detrimental to cities and affects the ability for the City to provide basic services to our residents in an appropriate manner.
- It is recommended that the City Council approve the Resolution.

Approve a Resolution in OPPOSITION to a
Property Tax Revenue Cap and State of
Texas Legislative Interference with Local
Services.

March 9, 2015

MAYOR AND COUNCIL COMMUNICATION

DATE: March 9, 2015 **M&C #2015-03-09-06**

TO: Mayor and City Council

FROM: Melinda Moritz, Public Works Director

THROUGH: Manuel Longoria, Jr., City Manager
Randall Wallace, Assistant City Manager

SUBJECT: Present results of proposed Silo Park Public Hearings, Survey, and the Park Commission recommendations for the development of the proposed Silo Park, with following Resolution.

Purpose

The City Council directed the Park Commission to hold Public Hearings to gain citizen input on the proposed development of a park in the 7500 block of Huebner Road, also known as the Silo Park. The Commission has held their public hearings and is now ready to present their findings and recommendations for the development of this proposed park.

Background

Public hearings were held on December 9, 2014, and on January 13 and February 10, 2015, to garner citizen input on the development of this park. In addition to the Public Hearings, 340 surveys were sent to persons in the Pavona Place, Canterfield, and a portion of the Grass Valley neighborhoods (see Att. 1). Below is a summary of the results of the surveys:

- Surveys sent: 340
- Received to date: 50 (14.7%)

Responses Received:

- Gender: most of the respondents were female
- Age: most of the respondents were 66 yrs or older
- Park visits per week: most visited a park one to two times per week
- Proximity to this land: most were within ¼ of mile from park
- Method of accessing park: Walk, jog, or use bicycle

Summary of Amenities Desired by Citizens

Most of the respondents completed this section; however, several did not. Eleven amenities were listed and citizens were asked to rate each proposed amenity by deciding if it was a “Good”, “Ok”, or “Bad Idea”. Below is the summary of those results:

- A walking trail 43 good/ok, 0 against
- Onsite parking: 23 good/ok, 18 against
- Athletic fields:
 - Soccer 16 good/ok, 24 against
 - Basketball court 21 good/ok, 20 against
 - Tennis court 23 good/ok, 19 against
 - Volleyball court 25 good/ok, 17 against
- Children’s playscape 27 good/ok, 13 against
- Children’s play area 31 good/ok, 9 against
- Picnic tables 27 good/ok, 16 against
- Outdoor fitness area 31 good/ok, 10 against
- Pavilion 27 good/ok, 15 against

Almost half of the respondents did not want onsite parking, crowded conditions, or a duplication of the amenities already offered at Raymond Rimkus Park. The LDS Church was contacted and stated they would like a landscape fence along the side portion of their parking lot to disguise/discourage parking in their lot, but they liked the idea of having a small park next door, and offered to volunteer for building or landscaping projects at the park.

Other Amenities and General Comments

Two areas were left open at the bottom of the survey: 1) to list other desired amenities and 2) to list general comments about the idea overall. Listed below are the responses:

Other Amenities:

Dog park:	8	Bike trail:	1
Community garden:	3	Botanical garden:	1
Exhibit garden, drought:	1	Mini- rock wall:	1
Open field:	1	Duck pond:	1
Natural area:	6	Boulders:	1
Skateboard park:	1	Benches:	5
Hammocks:	1	Water fountain:	3
Trash cans:	1	Bikes/bike racks:	1
Restrooms	2	Older adult activities:	3
Lighted walking trail:	1	Workout session area:	1
Putting green:	2	Keep simple, small scale:	4

Pavilion with a/c:	1	Pavilion with A/C	1
Picnic tables:	1		

General comments:

Parking:

- Park vehicles near Silos – that property will already have parking
- Keep parking away from homes (several persons said they don't want any parking or access off of Huebner Road)
- Adding parking will tempt "outsiders" to hog picnic areas in such a small park
- Please keep vehicles away from alley – privacy and safety issue
- People can park at church – no new paving as it will increase potential flooding

Concerns:

- Worried about security
- Worry about noise to homeowners, additional traffic
- Worried about additional parking on Canterfield

Dog Park:

- Nearest dog park is Hardberger Park – would be great if Leon Valley had one too
- A doggy area with jumps, etc.
- Do something different like off-leash dog park and make it membership based with annual fees to help with upkeep

Minimal Development:

- Keep it small and simple
- Leave it natural
- Green areas provide for ideal environment and hopefully area will be valued and cared for
- Any new development violates the privacy – please keep everything minimal
- Leave it alone – it's full of deer
- Keep it clean and natural

Miscellaneous:

- Great idea – lives closer to this park than Rimkus and walks daily
- Happy to see land is going to be park rather than apartments or DPS office
- Provide sufficient trash cans and signs about picking up – great idea for our community
- Put boulders to lounge on – adds beauty
- Do not allow apartments to be built next to it
- Make it different than Rimkus – it's nice, but same old vanilla park

- Please keep older adults and seniors in mind – would love to have a place that doesn't have too many people - neighborhood doesn't have too many children, would love to have park that caters to neighborhood rather than children
- Visit Bonnie Conner Park – good ideas
- Please make it accessible to Canterfield, like a bridge over the drainage way

Fiscal Impact

\$20,000 was budgeted for improvements to this park. Depending on Council decision, more money would need to be budgeted for the construction and installation of amenities. A design and budget could be prepared and presented to City Council for possible inclusion in next year's budget.

Park Commission Recommendation

At their March 6, 2015 meeting, the Park Commission recommended the City start with minimal improvements, to include:

- Phase 1
 - Landscape fencing along the church and alley side
 - Construct a walking trail, with benches
 - Construct bridge across creek
 - Place 3 or 4 outdoor fitness stations along the trail
 - Leave the middle of the field open for a general play area
 - Install trash cans
- Phase 2
 - Install picnic tables
 - Install a gazebo or pavilion
 - Install children's playscape
 - Construct meditation area rock seating
 - Add more amenities after the public uses park for a period of time to gauge the use preferences.

STRATEGIC GOALS STATEMENT

Meets the City Council Strategic Goal of:

- #2. Continue Work on Capital and Planning Projects
 - b. Examine Parks System to Incorporate LC-17 and Silo Property Conveyance

S.E.E Statement

Social Equity – Adds to general quality of life for all citizens.

Environmental Stewardship – A portion of this parcel is the newly constructed detention pond, which conforms to the City’s Stormwater Best Management Practices by reducing pollutants draining into Huebner Creek. In addition, the proposed park will provide further protection for the adjacent Huebner well site.

Economic Development – This proposed park is located next to a vacant parcel of property that is zoned for office and small business, and the addition of a park at this location may make the vacant parcel more valuable to an investor.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS: _____

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Attachments:

- 1) Silo Park Survey Results

Attachment # 1

Proposed Silo Park Survey Responses

Surveys sent: 340
Received to date: 50 (14.7%)

Survey Questions and Responses

1. Gender: Male: 12 Female: 23 No answer: 15

2. Age: 5-15: 0 16-25: 0 26-35: 7 36-50: 11
51-65: 10 66+: 21 No answer: 1

3. Park visits per week:

1-2: 24 3-4: 10 4+: 13 No answer: 7 Not visit: 6

4. Proximity to this land:

¼: 43 ½: 4 1mile: 0 1 or more: 2

5. Most likely method to access this area:

Walk/jog: 43 Bike: 5 Vehicle: 5 Wheelchair: 1 Not going: 2

6. Amenities: Great idea-3 Ok idea-2 Bad idea-1

Simple trail system:	35	8	0
Parking to south & rear:	6	17	18
Junior soccer fields:	6	10	24
Basketball court:	10	11	20
Tennis court:	10	13	19
Volleyball court:	13	12	17
Children's playscape:	17	10	13
Open play area:	20	11	9
Picnic area, w/BBQ:	22	5	16
Outdoor fitness:	24	7	10
Pavilion(s):	19	8	15

7. Other Desired Amenities:

Dog park:	8	Skateboard park:	1
Community garden:	3	Trash cans:	1
Exhibit garden, drought:	1	Restrooms	2
Open field:	1	Lighted walking trail:	1
Natural area:	6	Putting green:	2

Bike trail:	1	Benches:	5
Botanical garden:	1	Water fountain:	3
Mini- rock wall:	1	Older adult activities:	2
Duck pond:	1	Bikes/bike racks:	1
Boulders:	1		

8. General Comments

a. Parking:

Park vehicles near Silos – that property will already have parking
 Keep parking away from homes (several persons said they don't want any parking or access off of Huebner Road)
 Adding parking will tempt "outsiders" to hog picnic areas in such a small park
 Please keep vehicles away from alley – privacy and safety issue
 People can park at church – no new paving as it will increase potential flooding

b. Concerns:

Worried about security
 Worry about noise to homeowners, additional traffic
 Worried about additional parking on Canterfield

c. Dog Park:

Nearest dog park is Hardberger Park – would be great if Leon Valley had one too
 A doggy area with jumps, etc.
 Do something different like off-leash dog park and make it membership based with annual fees to help with upkeep

d. Minimal Development:

Keep it small and simple
 Leave it natural
 Green areas provide for ideal environment and hopefully area will be valued and cared for
 Any new development violates the privacy – please keep everything minimal
 Leave it alone – it's full of deer
 Keep it clean and natural

e. Miscellaneous:

Great idea – lives closer to this park than Rimkus and walks daily
 Happy to see land is going to be park rather than apartments or DPS office
 Provide sufficient trash cans and signs about picking up – great idea for our community
 Put boulders to lounge on – adds beauty

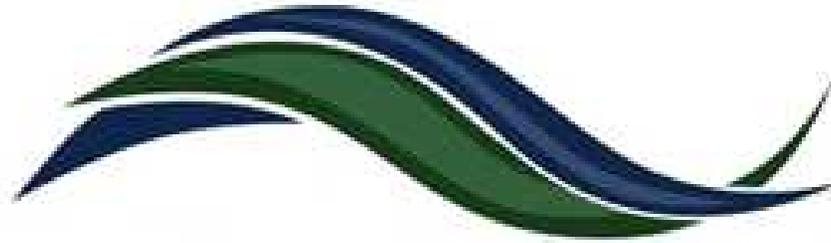
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Please keep older adults and seniors in mind – would love to have a place that doesn't have too many people - neighborhood doesn't have too many children, would love to have park that caters to neighborhood rather than children

Visit Bonnie Conner Park – good ideas

Please make it accessible to Canterfield, like a bridge over the drainage way



Public Hearing Proposed Silo Park

City Council Meeting
March 9, 2015

Purpose

- The City Council directed the Park Commission to hold Public Hearings to gain citizen input on the proposed development of a park in the 7500 block of Huebner Road, also known as the Silo Park
- The Park Commission has held the public hearings and is now ready to present their findings and recommendations for the development of this proposed park



Proposed Silo Park Site Map

Background

- Surveys were sent to residents of Pavona Place, Canterfield, and portion of Grass Valley neighborhoods, flyers were placed at City Hall and library, posted on website, published in paper
- Public Hearings were held on Dec 9th, Jan 13th, and Feb 10th, to gain public input

Survey Results

- Surveys sent: 340
- Received to date: 50 (14.7%)
- Questions in survey included:
 - Gender & age
 - Park visits per week
 - Proximity to this land
 - Most likely method to access this area
 - Rating amenities listed or suggesting their own

Survey Results

- Responses:
 - Gender:
 - Male: 12 Female: 23 No answer: 15
 - Age:
 - 5-15: 0 16-25: 0 26-35: 7 36-50: 11
 - 51-65: 10 66>: 21 No answer: 1
 - Park visits per week:
 - 1-2: 24 3-4: 10 4>: 13 No answer: 7 Not visit: 6
 - Proximity to this land:
 - ¼: 43 ½: 4 1mile: 0 1 or more: 2
 - Most likely method to access this area:
 - Walk/jog: 43 Bike: 5 Vehicle: 5 Wheelchair: 1 Not going: 2

Survey Results

• Amenities:	Great-3	Ok-2	Bad idea-1
– Simple trail system:	35	8	0
– Parking to south & rear:	6	17	18
– Junior soccer fields:	6	10	24
– Basketball court:	10	11	20
– Tennis court:	10	13	19
– Volleyball court:	13	12	17

Survey Results

• Amenities	Great-3	Ok-2	Bad idea-1
– Children’s playscape:	17	10	13
– Open play area:	20	11	9
– Picnic area, w/BBQ:	22	5	16
– Outdoor fitness:	24	7	10
– Pavilion(s):	19	8	15

Other Amenities

Item	#	Item	#
• Dog park:	8	• Lighted walking trail:	1
• Community garden:	3	• Putting green:	2
• Exhibit garden, drought:	1	• Bike trail:	1
• Open field:	1	• Botanical garden:	1
• Natural area:	6	• Mini- rock wall:	1
• Skateboard park:	1	• Duck pond:	1
• Hammocks:	1	• Boulders:	1
• Trash cans:	1	• Benches:	5
• Restrooms	2	• Water fountain:	3
		• Older adult activities:	2
		• Bikes/bike racks:	1

General Comments

- Parking:
 - Park vehicles near Silos – that property will already have parking
 - Keep parking away from homes (several persons said they don't want any parking or access off of Huebner Road)
 - Adding parking will tempt “outsiders” to hog picnic areas in such a small park
 - Please keep vehicles away from alley – privacy and safety issue
 - People can park at church – no new paving as it will increase potential flooding

General Comments

- Concerns:
 - Worried about security
 - Worry about noise to homeowners, additional traffic
 - Worried about additional parking on Canterfield
- Dog Park:
 - Nearest dog park is Hardberger Park – would be great if Leon Valley had one too
 - A doggy area with jumps, etc.
 - Do something different like off-leash dog park and make it membership based with annual fees to help with upkeep

General Comments

- Minimal Development:
 - Keep it small and simple
 - Leave it natural
 - Green areas provide for ideal environment and hopefully area will be valued and cared for
 - Any new development violates the privacy – please keep everything minimal
 - Leave it alone – it's full of deer
 - Keep it clean and natural

General Comments

- **Miscellaneous:**
 - Great idea – lives closer to this park than Rimkus and walks daily
 - Happy to see land is going to be park rather than apartments or DPS office
 - Provide sufficient trash cans and signs about picking up – great idea for our community
 - Put boulders to lounge on – adds beauty
 - Do not allow apartments to be built next to it

General Comments

- Miscellaneous:
 - Make it different than Rimkus – it's nice, but same old vanilla park
 - Please keep older adults and seniors in mind – would love to have a place that doesn't have too many people - neighborhood doesn't have too many children, would love to have park that caters to neighborhood rather than children
 - Visit Bonnie Conner Park – good ideas
 - Please make it accessible to Canterfield, like a bridge over the drainage way

Summary of Amenities

- A walking trail 43 good/ok, 0 against
- Onsite parking: 23 good/ok, 18 against
- Athletic fields:
 - Soccer 16 good/ok, 24 against
 - Basketball court 21 good/ok, 20 against
 - Tennis court 23 good/ok, 19 against
 - Volleyball court 25 good/ok, 17 against

Summary of Amenities

- Children's playscape 27 good/ok, 13 against
 - Children's play area 31 good/ok, 9 against
 - Picnic tables 27 good/ok, 16 against
 - Outdoor fitness area 31 good/ok, 10 against
 - Pavilion 27 good/ok, 15 against
- Almost half of respondents did not want onsite parking, crowded conditions, or a duplication of amenities already at Raymond Rimkus Park
 - LDS Church stated they would like a landscape fence along the side portion of their parking lot to disguise/discourage parking in their lot, but liked idea of having small park next door
 - offered to volunteer for building or landscaping projects at the park



North to Huebner Road from Church parking



Creek/drainage off Huebner Road



View from Huebner Road south



View from Church parking south



View from middle to Church



View towards Church parking area



View towards alley



View towards detention pond
(proposed quiet area)



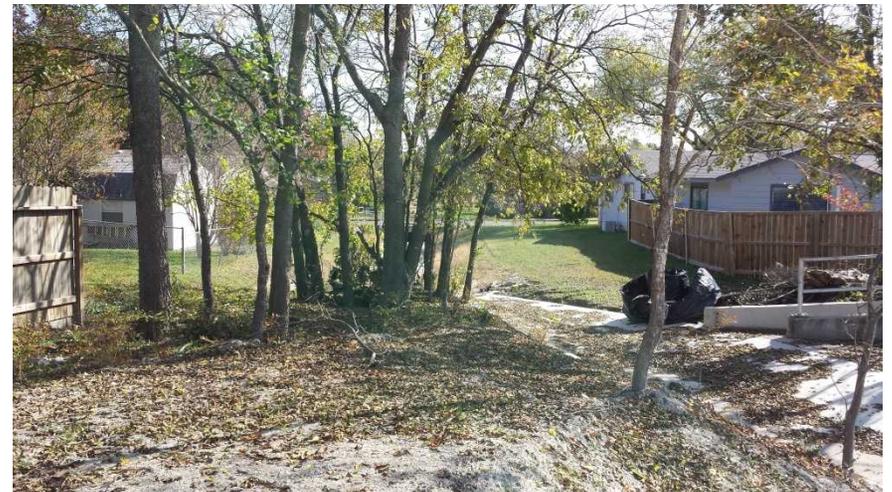
Utility road to detention pond



Detention pond & Silos



Drainage structure to Canterfield



Drainage structure to Canterfield

Fiscal Impact

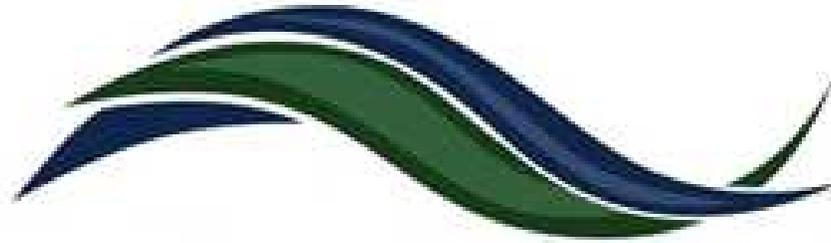
- \$20,000 budgeted for improvements to this park this fiscal year
- Depending on Council decision, more money would need to be budgeted for the construction and installation of proposed amenities
- Design and budget could be prepared this year with current funds
- Present to City Council for possible inclusion in next fiscal year budget

City Council Strategic Goals

- Meets City Council Strategic Goal:
 - #2. Continue Work on Capital and Planning Projects
 - b. Examine Parks System to Incorporate LC-17 and Silo Property Conveyance

S.E.E. Statement

- *Social Equity* – Adds to general quality of life for all citizens.
- *Environmental Stewardship* – A portion of this parcel is the newly constructed detention pond, which conforms to the City's Stormwater Best Management Practices by reducing pollutants draining into Huebner Creek. In addition, the proposed park will provide further protection for the adjacent Huebner well site.
- *Economic Development* – This proposed park is located next to a vacant parcel of property that is zoned for office and small business, and the addition of a park at this location may make the vacant parcel more valuable to an investor.

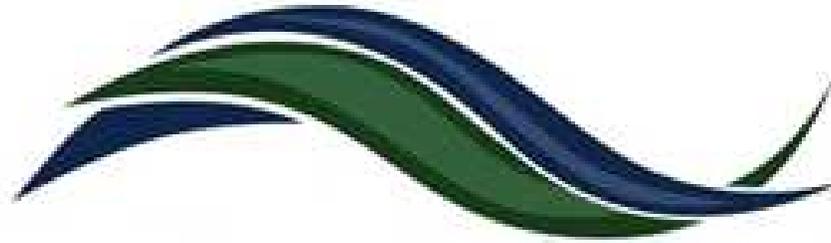


Park Commission Recommendation

Chairman Bert Thomas

Proposed Amenities

- Start with minimal improvements
 - Phase 1
 - Landscape fence
 - Walking trail, bridge across drainage way
 - Benches, outdoor fitness stations
 - Open area for free play
 - Picnic tables & trash cans
 - Estimated \$50,000
 - Phase 2
 - Gazebo/pavilion
 - Children's playscape
- Add more amenities after public uses park for a period of time to gauge use preferences



Public Hearing Proposed Silo Park

City Council Meeting
March 9, 2015

RESOLUTION NO. 15-007R

A RESOLUTION APPROVING THE DEVELOPMENT OF SILO PARK, BEING A 1.43 ACRE PARCEL OF LAND, LOCATED IN THE 7500 BLOCK OF HUEBNER ROAD.

WHEREAS, the City acquired a 3.839 acre parcel of land in the 7500 block of Huebner Road and developed a detention pond thereon, leaving approximately 1.6 acres of land undeveloped; and

WHEREAS, a City water well is also located in this area and it is in the City's best interest to provide protection for this water source from potential development; and

WHEREAS, the addition of this land to the City's Park System assures prudent use of natural resources and provides increased recreational opportunities for all its citizens; and

WHEREAS, the Park Commission has recommended that this parcel be developed into a park, with amenities; and

WHEREAS, the City Council voted their approval of these recommendations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS: to develop this land as a park and to adopt the Leon Valley Park Commission's proposed Silo Park development recommendations attached hereto as Exhibit "A".

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 9th day of February, 2015.

A P P R O V E D

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

CHARLES ZECH
City Attorney

Attachment A

City of Leon Valley Park Commission Silo Park Recommendations

Park Commission Recommendation

At their March 6, 2015 meeting, the Park Commission recommended the City develop the proposed Silo Park as follows:

- Phase 1
 - Landscape fencing
 - Construct a walking trail, with benches at various points along the trail
 - Construct the proposed bridge across creek
 - Place 3 or 4 outdoor fitness stations along the trail, instead of in one spot
 - Leave the middle of the field open for a general play area
 - Install trash cans

- Phase 2
 - Install picnic tables
 - Install a gazebo or pavilion
 - Install a children's playscape
 - Construct quiet meditation area rock seating
 - Add more amenities after the public uses park for a period of time to gauge the use preferences.

STRATEGIC GOALS STATEMENT

Meets the City Council Strategic Goal of:

- #2. Continue Work on Capital and Planning Projects
 - b. Examine Parks System to Incorporate LC-17 and Silo Property Conveyance

MAYOR AND COUNCIL COMMUNICATION

DATE: March 09, 2015 **M&C # 2015-03-09-07**

TO: Mayor and Council

FROM: Sandra Passailaigue, City Secretary

THROUGH: Manuel Longoria Jr., City Manager

SUBJECT: Discussion and possible action regarding the City Council Sub-Committees.

PURPOSE

This item was placed on the City Council agenda at the request of Mayor Chris Riley pursuant to Resolution No. 14-017R.

BACKGROUND

At the July 14, 2014 City Council meeting City Manager Longoria gave a presentation on establishing City Council Sub-Committees to implement City Council goals and objectives. The purpose was to establish formal City Council Sub-Committees to implement the Goals & Objectives identified in the City Council/City Manager Retreat. The focus areas included: Economic Development/Re-development; Customer Service/Communications; and Infrastructure; and additional issues were relegated to a "Parking Lot" or Policy Area.

The City Manager suggested that the Branding Committee be dissolved since the group has completed the task they were given and that this committee evolves into an Economic Development/Redevelopment Committee. Mr. Longoria then suggested that the current Communications Committee evolve into the Customer Service/Communications Committee. Lastly, Mr. Longoria suggested that the Festival Committee evolve into the existing Community Events Committee.

The following Sub-Committees are in place.

Sub-Committee on Infrastructure: Councilmembers Sanchez and Bieber

Sub-Committee on Customer Service/Communication: Councilmembers Ruiz and Martinez

Sub-Committee on Policy: Councilmembers, Sanchez, Bieber and the Mayor

Sub-Committee on Economic Development: Councilmembers Diaz, Martinez and the Mayor

Then at the February 9, 2015 City Council meeting Mayor Riley asked that the Council Sub-Committees be placed on the next Council agenda for discussion.

FISCAL IMPACT

None

S.E.E. IMPACT

Social – N/A

Economic – N/A

Environmental – N/A

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION No. 14-021R

A RESOLUTION OF THE CITY OF LEON VALLEY CITY COUNCIL APPOINTING COUNCIL MEMBERS TO THE LEON VALLEY CITY PARK INFRASTRUCTURE SUB-COMMITTEE, CUSTOMER SERVICE/COMMUNICATION SUB-COMMITTEE, POLICY SUB-COMMITTEE AND THE ECONOMIC DEVELOPMENT SUB-COMMITTEE.

WHEREAS, The City of Leon Valley deemed it necessary to create sub-committees composed of City Council Members and volunteers from the community to perform specific functions for the City.

WHEREAS, these sub-committees are invaluable to the City Council for their expertise, insight, and dedication to the City of Leon Valley.

WHEREAS, the City Council of Leon Valley empowers these sub-committees to make decisions affecting the citizens and the future of the City.

WHEREAS, the City Council formally appoints and sets the term for the following individuals to their respected sub-committees:

- a. Infrastructure Sub-Committee:
 - i. Councilwoman Carmen Sanchez
 - ii. Councilman Paul Biever
- b. Customer Service/Communication Sub-Committee:
 - i. Councilman Ricardo Ruiz
 - ii. Councilman Benny Martinez
- c. Policy Sub-Committee:
 - i. Mayor Chris Riley
 - ii. Councilman Abraham Diaz
 - iii. Councilwoman Carmen Sanchez
 - iv. Councilman Paul Biever
- d. Economic Development Sub-Committee:
 - i. Mayor Chris Riley
 - ii. Councilman Ricardo Ruiz
 - iii. Councilwoman Carmen Sanchez
 - iv. Councilman Benny Martinez

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS:

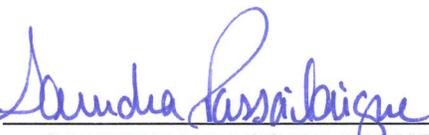
That the appointments of the aforementioned individuals to their respected sub-committee each individual become effective immediately.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 18th day of August, 2014.

A P P R O V E D



CHRIS RILEY
MAYOR

Attest: 

SAUNDRA PASSAILAIGUE, TRMC
City Secretary



RESOLUTION No. 14-026R

A RESOLUTION OF THE CITY OF LEON VALLEY CITY COUNCIL AMENDING THE APPOINTMENT OF COUNCIL MEMBERS TO THE LEON VALLEY CITY PARK POLICY SUB-COMMITTEE AND THE ECONOMIC DEVELOPMENT SUB-COMMITTEE.

WHEREAS, The City of Leon Valley deemed it necessary to create sub-committees composed of City Council Members and volunteers from the community to perform specific functions for the City.

WHEREAS, these sub-committees are invaluable to the City Council for their expertise, insight, and dedication to the City of Leon Valley.

WHEREAS, the City Council of Leon Valley empowers these sub-committees to make decisions affecting the citizens and the future of the City.

WHEREAS, the City Council formally appoints and sets the term for the following individuals to their respected sub-committees:

- a. Policy Sub-Committee:
 - i. Mayor Chris Riley
 - ii. Councilwoman Carmen Sanchez
 - iii. Councilman Paul Biever
- b. Economic Development Sub-Committee:
 - i. Mayor Chris Riley
 - ii. Councilman Benny Martinez
 - iii. Councilman Abraham Diaz

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS:

That the appointments of the aforementioned individuals to their respected sub-committee each individual become effective immediately.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 10th day of November, 2014.

A P P R O V E D

Chris Riley

CHRIS RILEY
MAYOR

Attest: *Saundra Passailaigue*

SAUNDRA PASSAILAIGUE,
City Secretary



MAYOR AND COUNCIL COMMUNICATION

DATE: March 9, 2015 **M&C # YEAR-MONTH-DAY-08**

TO: Mayor and Council

FROM: Manuel Longoria Jr., City Manager

SUBJECT: Discussion and possible action concerning securing professional services from Powell Strategic Communications, to improve and address organizational interpersonal communications issues.

PURPOSE

City Council directed the City Manager to locate professional services to improve and address organizational interpersonal communications issues. City staff contacted a few professional service providers that included:

- Steven Vacek, Mediator
- National Institute of Mediators
- The Management Connection; and
- Powell Strategic Communications, LLC

The mediators that were contacted did not have direct experience with municipal workplace conflicts. Management Connection and Powell Strategic Communications did have municipal experience; however, Powell Strategic Communications was a little more reasonable in price. Further, while the Human Resources Director and the Police Chief were at City Management training they saw a presentation completed by Mayor Matt Powell the owner of Powell Strategic Communications. Both staff members felt that Mr. Powell being the Mayor of Cedar Park, as well as, a past Councilmember brought a level of direct experience that may aid in this endeavor and recommended him for this project.

The City Council Policy Subcommittee was briefed on this item on February 24th and the subcommittee suggested that this item be brought forward for consideration by the full City Council. Following is the estimated cost for the services:

- The Management Connection
 - Estimated \$500 for travel and \$1500 - \$2000 per session estimated 3 sessions
- Powell Strategic Communications, LLC
 - Estimated \$500 for travel and \$1500 - \$2,250 (\$125 hour) total estimated four sessions

FISCAL IMPACT

Maximum amount to be spent on this project is \$3,000. This item is not a budgeted item for this fiscal year.

RECOMMENDATION

Since this item is not budgeted, City staff is seeking direction form from City Council on preference of the City Council on how to proceed.

The options for City Council consideration are:

- 1) Have city staff identify funds in the current FY 15 budget; complete a budget adjustment; and contract with Powell Strategic Communications to complete the task immediately; or
- 2) Identify funds in the FY 16 budget and defer the project and contract with Powell Strategic Communications in October 2015.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

City of Leon Valley City Council

Discussion and possible action concerning securing professional services from Powell strategic communications, to improve and address organizational interpersonal communications issues.

March 9, 2015

Purpose

- City Council directed the City Manager to locate professional services to improve and address organizational interpersonal communications issues.
- City Staff contacted several companies
 - Steven Vacek, Mediator
 - National Institute of mediators
 - The Management Connection
 - Powell Strategic Communications, LLC

Purpose

- Management Connection and Powell Strategic Communications have municipal experience; however, Powell Strategic Communications was a little more reasonable in price
- The Management Connection
 - Estimated \$500 for travel and \$1500 - \$2000 per session estimated 3 sessions
- Powell Strategic Communications, LLC
 - Estimated \$500 for travel and \$1500 - \$2,250 (\$125 hour) total estimated four sessions

Fiscal Impact

- Maximum amount to be spent on this project is \$3,000. This item is not a budgeted item for this fiscal year.

Recommendation

- Since this item is not budgeted, City staff is seeking direction from City Council on preference of the City Council on how to proceed.
- The options for City Council consideration are:
 - 1) Have city staff identify funds in the current FY 15 budget; complete a budget adjustment; and contract with Powell Strategic Communications to complete the task immediately; or
 - 2) Identify funds in the FY 16 budget and defer the project and contract with Powell Strategic Communications in October 2015.

City of Leon Valley City Council

Discussion and possible action concerning securing professional services from Powell strategic communications, to improve and address organizational interpersonal communications issues.

March 9, 2015

MAYOR AND COUNCIL COMMUNICATION

DATE: March 9, 2015 **M&C # YEAR-MONTH-DAY-09**

TO: Mayor and Council

FROM: Manuel Longoria Jr., City Manager

SUBJECT: Discussion on Customer Service training proposals for the City of Leon Valley staff

PURPOSE

City Council directed the City Manager to locate a customer service training program for the Leon Valley Staff. The City Council was specific in that they requested the customer service program encompass the staff's individualized duties in dealing with customers.

Staff divided the customer services training as followed:

- Frontline staff that have direct contact with the public on a daily bases.
 - Cashiers/Court
 - Code Enforcement/ Animal Control
 - Dispatchers/ Communication
 - Police
 - Fire
 - Utility Billing
 - Fire Admin
 - School Crossing Guards
 - Community Dev
 - Library
- Administration staff that have less contact with the general public
 - Finance
 - IT Specialist
 - PD Admin
 - Executive Admin
 - Project Manager
 - Public Works
 - ED Admin
- Supervisor staff that is responsible for encouraging good customer service
 - Department Heads
 - Assistant Department Heads

City of Leon Valley does hold regular customer service training programs. The last session was held in 2013 and was put on by our Human Resources Director. In prior years Tony Bosman (2006/2007,

2009/2010) from the City of San Antonio 3-1-1- system, held the training sessions on Customer service.

Holding any training session that requires all of the City Staff to attend can be difficult due to various shifts and scheduled vacations. When a class training session is mandatory and a shift has to come in on one of their days off, overtime may have to be paid. Therefore, several classes are necessary in order to get everyone through the training.

City Staff contacted several companies to see if they were able to develop a customer service class that dealt with various customer services capacities as broken out above, the following is a summary of what we received:

- Tony Bosman
 - Declined to submit a proposal
- Dr. Marian Suarez, Sr. Manager of Training and Development at NuStar Energy
 - Dr. Suarez only offered two different types of customer service training, not related specifically to municipal government or departments
 - Each class \$1,300
- Strategic Government Resources
 - Is willing to amend any of their courses to fit our needs,
 - Onetime fee of \$299
 - Each class estimated \$2,500 X 4 classes is \$10,000
- Alamo Colleges Workforce Center of Excellence
 - Is willing to amend any of their courses to fit our needs
 - Each class is \$2,090 X 4 classes is \$8,360

There was \$300 dollars budget for a city-wide training session this year. Each Department budgets for their own training as it relates to their work field.

FISCAL IMPACT

Four Classes \$8,360. This item was not budgeted this year.

RECOMMENDATION

Since this item is not a budgeted item staff is seeking direction form from City Council on how to proceed.

The options for City Council are:

- 1) Identify funds in the FY 15 budget and complete a budget adjustment.
- 2) Identify funds in the FY 16 budget.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

City of Leon Valley City Council

Discussion on Customer Service
training proposals for the City of Leon
Valley Staff

March 9, 2015

Purpose

- City Council directed staff to locate a customer service training program for the Leon Valley Staff
- City Council wanted Customer service that was specific to departmental needs

Purpose

- Staff divided training as follows
 - Frontline most contact with the general public
 - Administration minimal contact with general public
 - Supervisor how to encourage good customer service
- Due to scheduling issues there needs to be a minimum of four classes

Companies Contacted

- Tony Bosman
 - Declined to submit a proposal
- Dr. Marian Suarez, Sr. Manager of Training and Development at NuStar Energy
 - Dr. Suarez only offered two different types of customer service training, not related specifically to municipal governments
 - Each class \$1,300
- Strategic Government Resources
 - Is willing to amend any of their courses to fit our needs,
 - Onetime fee of \$299
 - Each class estimated \$2,500 X 4 classes is \$10,000
- Alamo Colleges Workforce Center of Excellence
 - Is willing to amend any of their courses to fit our needs
 - Each class is \$2,090 X 4 classes is \$8,360

Fiscal Impact

- Four classes with Alamo Community College is \$8,360
- This item was not budgeted for this fiscal year

Recommendation

- Since this item is not a budgeted item staff is seeking direction from City Council on how to proceed.
 - The options for City Council are:
 - Identify funds in the FY 15 budget and complete a budget adjustment.
 - Identify funds in the FY 16 budget.

City of Leon Valley City Council

Discussion on Customer Service
training proposals for the City of Leon
Valley Staff

March 9, 2015

MAYOR AND COUNCIL COMMUNICATION

DATE: March 9, 2015 **M&C # 2015-03-09-10**
FROM: Policy Sub-Committee
THROUGH: Manuel Longoria, Jr., City Manager
TO: Mayor and Council
SUBJECT: A Resolution Adopting a Purchasing Policy for the City of Leon Valley

PURPOSE

The City Manager presented the Policy Sub-Committee the proposed City of Leon Valley Purchasing Policy (See Attached Policy).

The Purchasing Policy as presented to the Policy Sub-Committee encompasses the City's internal controls and purchasing as prescribed by the Texas Local Government Code Chapter 252 Purchasing and Contracting Authority of Municipalities.

The City has always followed state purchasing laws for municipalities. Two changes to the internal controls that should be noted are:

Requires the City Manager or his designee to approve a Requisition prior to issuing the Purchase Order that is \$25,000 to under \$50,000

To ensure proper oversight, all purchases in excess of \$10,000 will be reported to Council quarterly. The report will include the vendor, purpose, amount, and source of funds for the expenditure.

The Policy Sub-Committee recommended that the presented purchasing policy be approved by the City Council.

SEE LEON VALLEY

Social - The Purchasing Policy provides uniform transparency for City purchases.

Economic - N/A

Environmental - N/A

FISCAL IMPACT

None.

STRATEGIC GOALS

N/A

RECOMMENDATION

Approve resolution adopting the purchasing policy for the City of Leon Valley.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

City of Leon Valley

**PURCHASING
POLICY**

February 24, 2015

STATEMENT OF GENERAL POLICY

It is the policy of the City of Leon Valley that all purchasing shall be conducted strictly on the basis of economic and business merit. This policy is intended to promote the best interest of the citizens of the City of Leon Valley, Texas.

It is important to remember that city purchasing operates in full view of the public. In order to ensure an open purchasing process and economy in purchasing, the Leon Valley City Council has determined that competitive bidding will be used as much as possible in the purchase of goods and services for the City.

The City of Leon Valley intends to maintain a cost effective purchasing system conforming to good management practices. To be successful, the system must be backed by proper attitudes and cooperation of not only every department head and official, but also every supervisor and employee of the City of Leon Valley. The establishment and maintenance of a good purchasing system is possible only through cooperative effort.

The purchasing process is not instantaneous. Time is required to complete the steps required by State law. In order to accomplish timely purchasing of products and services at the best value to the City of Leon Valley, all departments must cooperate fully. Prior planning and the timely submission of requisitions are essential to expedite the purchasing process and to assure that the process is orderly and lawful.

**PURCHASING POLICY
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CITY OF LEON VALLEY PURCHASING POLICY

1.0 GOVERNING AUTHORITY

The primary governing authority for the City of Leon Valley's Purchasing Policy shall be the Local Government Code Chapter 252, "*Purchasing and Contracting Authority of Municipalities.*" All procurement activity shall be governed by the Purchasing Policy, in accordance with applicable state and local government codes.

All powers of the City vest in the City Council. Authority for purchasing of goods and services is delegated to the City Manager provided the purchase does not exceed \$50,000. The City Manager's authority is delegated to the Purchasing Agent, subject to the requirements of this policy and adopted purchasing procedures.

To ensure proper oversight, all purchases in excess of \$10,000 will be reported to Council quarterly. The report will include the vendor, purpose, amount, and source of funds for the expenditure.

2.0 PURPOSE AND SCOPE

The Purchasing Policy applies to the procurement activities of the City of Leon Valley. All procurement activities for the City shall be administered in accordance with the provisions of this policy, with the express intent to promote open and fair conduct in all aspects of the procurement process.

3.0 OBJECTIVES

The Purchasing Office is responsible for ensuring that City departments comply with federal, state and local statutes regulating competitive sealed bids, competitive sealed proposals, professional services, high technology purchases, cooperative purchases, and emergency and sole-source purchases. The Purchasing Office solicits all competitive procurements required by law and with the user department evaluates bids and proposals and makes recommendations to the City Council for awarding of contracts.

The Purchasing Office is a functional support division and should be included in all states of acquisition, through planning, ordering and receiving. Purchasing Agent issues purchase orders (PO's) and processes bids, and/or negotiates and executes contracts to deliver goods and services in a timely manner. Ensure compliance with State of Texas purchasing statutes and the City's purchasing policies.

The Purchasing Office is committed to providing quality service through effective teamwork and communication with City departments and vendors alike, in order to fulfill the purchasing needs of the City in a professional, responsive and timely manner in compliance with all City policies and applicable federal, State, county and local purchasing laws. Public purchasing has the responsibility to obtain the best value for the tax dollar in a fair, efficient and equitable manner. To achieve this objective the Purchasing Office seeks to foster as much competition as possible. In doing so, we adopt the goal of fairness by ensuring all who wish to compete for the opportunity to sell to the City of Leon Valley can do so. Our policy is intended to:

1. Give all suppliers full, fair, prompt and courteous consideration;
2. Encourage open and fair competition;
3. Solicit supplier suggestions in the determination of clear and adequate specifications and standards;
4. Cooperate with suppliers and consider possible difficulties they may encounter; and
5. Observe strict truthfulness and highest ethics in all transactions and correspondence.

3.1 General Duties of the Purchasing Office

1. Observe and enforce the policies and procedures outlined in the City of Leon Valley Internal Purchasing Controls or as directed by the City Manager or his/her designee;
2. Advise and assist in the formulation of policies and procedures connected with the purchasing activities of the City, and keep the Director of Finance advised of such policies and procedures.
3. Investigate and analyze research done in the field of purchasing by other governmental agencies and by private industry, in an effort to keep abreast of current developments in the fields of purchasing, prices, market conditions and new products;
4. Coordinate, organize, and assist departments in the specification writing process to ensure that specifications are written concisely and are not written in an exclusive manner;
5. Join with other governmental agencies in cooperative purchasing plans when it is in the best interest of the City;
6. Receive, open, and evaluate competitive solicitations;
7. Act in an advisory role as a non-voting member on evaluation committees;
8. Assist departments in preparing recommendations for competitive solicitations for City Council approval;
9. Combine purchases of similar items whenever possible and practical, to allow for better pricing and establish a more competitive atmosphere;
12. Dispose of surplus City property;
13. Conduct regular training sessions for employees involved in the purchasing process

4.0 CODE OF ETHICS

By participating in the procurement process, employees of the City of Leon Valley agree to:

- Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
- Demonstrate loyalty to the City of Leon Valley by diligently following the lawful instructions of the employer, using reasonable care, and only authority granted.
- Refrain from any private business or professional activity that would create a conflict between personal interests and the interest of the City of Leon Valley.
- Refrain from soliciting or accepting money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence purchasing decisions.

- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether as payment for services or not; and never accept for himself or herself or for family members, favors or benefits under circumstance which might be construed by reasonable persons as influencing the performance of Governmental duties.
- Engage in no business with the City of Leon Valley, directly or indirectly, which is inconsistent with the conscientious performance of Governmental duties.
- Handle confidential or proprietary information belonging to employer or suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.
- Never use any information gained confidentially in the performance of Governmental duties as a means of making private profit.
- Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
- Know and obey the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.
- Expose corruption and fraud wherever discovered.
- Uphold these principles, ever conscious that public office is a public trust.

5.0 COMPETITIVE PURCHASING REQUIREMENTS

Under no circumstances shall multiple requisitions be used to circumvent other applicable bidding requirements or City Council approval.

5.1 Procedures for Purchases Less than \$3,000

The ordering Department with the assistance of the Purchasing Office selects the vendor and enters a requisition. Once a purchase order is issued the ordering department places the order and/or picks up the materials.

Purchases under \$3,000 may be made through a purchase order (PO) or requisitions process.

- Items not subject to this process may include utility bills, lease payments, membership dues, employee reimbursements, travel fees, fuel, etc. A DO will be issued by the Department Head for these purchases. All exceptions to the PO or DO process must be approved by the Finance Director.

In special cases, purchase can be made through a credit card maintained by the Director of Finance and the City Secretary.

5.2 Procedures for Purchases of \$3,000 to \$25,000

All purchases greater than \$3,000 but less than \$25,000 must be processed in accordance with the following procedure:

- Purchases totaling \$3,000 to \$25,000 will require three or more quotes, when available. Two no quotes returned equal one quote.
- All quotations received must be provided in writing, by electronic mail or by facsimile from the vendor and available for review by the Purchasing Agent.

- All requisitions \$25,000 and over will require approval by City Manager prior to purchase order being issued.

5.4 HUB'S

Local Government Code Chapter 252.0215 Competitive bidding in relations to Historically Underutilized Business vendors, states that a municipality, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two HUBs on a rotating basis. If the list fails to identify a disadvantaged business in the county in which the City is situated, the City is exempt from this section.

HUB – Certified businesses that are at least 51% owned, operated, and controlled by the qualifying groups which include Asian Pacific Americans, Black Americans, Hispanic Americans, Native Americans and American Women.

5.5 Purchases more than \$50,000

1. Except as otherwise exempted by applicable State law, requisitions for item(s) whose aggregate total cost is more than \$50,000 must be processed as a competitive solicitations (**e.g. sealed bids, request for proposals, and request for offers.**) Texas Local Government Code, Subchapter B, Section 252.021 defines the requirements for competitive bids.

Texas Local Government Code, Section 252.062, states:

A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B Misdemeanor.

A municipal officer or employee commits an offense if the officer or employee intentional or knowingly violates Section 252.021, other than by conduct described in subsection (a). An offense under this subsection is a Class B Misdemeanor.

A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described by subsection (a) or (b). An offense under this subsection is a Class C Misdemeanor.

Conviction for any of these offenses may result in immediate removal from office or employment.

5.6 Reciprocity

The State of Texas Reciprocity Law provides that the State or political subdivision cannot award contracts or purchases to non-resident bidders having local preference laws in their resident states unless their bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

5.7 Award of Contract

The City of Leon Valley shall award contracts based on criteria deemed in the best interest of the City.

Texas Local Government Code, Section 252.043, states, in part:

- (a) *if the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the lowest responsible bidder or to the bidder*

who provides goods or services at the best value for the municipality.

- (b) *Before awarding a contract under this section, a municipality must indicate in the bid specifications and requirements that the contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality.*

5.8 Disclosure of Information

Access to bidder-declared trade secrets or confidential information shall be in accordance with the Texas Government Code Chapter 552, the Public Information Act, and applicable City policies implementing this chapter.

Texas Local Government Code Chapter 252.049(b) states, in part:

If provided in a RFP, proposals shall be opened in a manner that avoids disclosure of the contents to competing offerers and keeps the proposals secret during negotiations. All proposals are open for public inspection after the contract is awarded, but trade secrets and confidential information in the proposals are not open for public inspection.

5.9 Professional Services

Personal and professional services are exempted from the competitive bidding process and are procured through the use of Request for Qualifications (RFQ) documents. The Purchasing Office is available to consult with departments regarding the preparation of information; however, the presentation of technical and qualifications aspects of personal and/or professional services included in the RFQ documents is the sole responsibility of the requesting department.

1. Texas Government Code, Chapter 2254, Subchapter A, Professional Services, states that contracts for the procurement of defined professional services may not be awarded on the basis of competitive bids. Instead, they must be awarded on the basis:
 - (a) *Of demonstrated competence and qualifications to perform the services;*
 - (b) *For a fair and reasonable price;*
2. Professional Services for the purposes of Government Code Chapter 2254 are defined as those “services within the scope of the practice, as defined by state law, of accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, or professional nursing, or provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant, an architect, a landscape architect, a land surveyor, a physician, including a surgeon, an optometrist, a professional engineer, a state certified or state licensed real estate appraiser, or a registered nurse.

5.10 Automated Information Systems

All requests for computer equipment, software, telecommunications and related services or supplies should be submitted to the Communications Department (CD) for review and technical evaluation. CD will review each request for compatibility with other hardware and software and will investigate alternatives.

Recommendations and comments will include but not be limited to:

- Additional costs incurred because of the purchase;
- Compatibility considerations;
- Cost effectiveness of the request; and
- Alternatives that would effectively meet the users' needs.

No purchases for computer related equipment or supplies are allowed without CD approval.

5.11 Cooperative Purchases

Cooperative purchasing occurs when two or more governmental entities coordinate some or all purchasing efforts to reduce administrative costs, take advantage of quantity discounts, share specifications, and create a heightened awareness of legal requirements. Cooperative purchasing can occur through inter-local agreements, state contracts, piggybacking, and joint purchases and should be used when deemed in the City's best interest.

5.12 Emergency Purchases

Valid emergencies are those that occur as a result of the breakdown of equipment which must be kept in operation to maintain the public's safety or health, or whose breakdown would result in the disruption of City operations. When this situation occurs, the department shall contact the Purchasing Office and procure supplies and services in accordance with the Purchasing Manual.

The Legislature exempted certain items from sealed bidding in the Texas Local Government Code Section 252.022(a), including but not limited to:

1. *A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality.*
2. *A procurement necessary to preserve or protect the public health or safety of the municipality's residents;*
3. *A procurement necessary because of unforeseen damage to public machinery, equipment or other property.*

5.13 Sole Source Purchases

Sole-source purchases are items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies as defined by local government code.

When a department has identified a specific item with unique features or characteristics essential and necessary to the requesting department and no alternate products are available, a detailed written justification must be provided to the Purchasing Office in advance for review and approval.

6.0 LEGAL DEFINITION

The legislature exempted certain items from sealed bidding in the Vernon's Texas Codes Annotated-Local Government Code Section 252.022 (a) 7, in part: Procurement of items available from only one

source, including:

1. Items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;
2. films, manuscripts, or books
3. gas, water and other utility services;
4. captive replacement parts or components for equipment;
5. books, papers, and other library materials for a public library that are available only from the person holding exclusive distribution rights to the materials; and
6. management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits.

7.0 RECOMMENDATION TO CITY COUNCIL

The Purchasing Office and the user department make final recommendations to the City Council for awarding of contracts, in accordance **with approval thresholds**, for all solicitations in the stated areas of responsibility.

City of Leon Valley
Policy Sub-Committee
City of Leon Valley Purchasing Policy
March 9, 2015

Overview

- The City Manager presented the Policy Sub-Committee the proposed City of Leon Valley Purchasing Policy
- The Sub-Committee recommended that City Council approve the policy
- The Purchasing Policy encompasses the City's internal controls and purchasing as prescribed by the Texas Local Government Code Chapter 252 Purchasing and Contracting Authority of Municipalities

Overview

Continued

- The City has always followed state purchasing laws for municipalities. Two changes to the internal controls that should be noted are:
 - Requires the City Manager or his designee to approve a Requisition prior to issuing the Purchase Order that is \$25,000 to under \$50,000
 - To ensure proper oversight, all purchases in excess of \$10,000 will be reported to Council quarterly. The report will include the vendor, purpose, amount, and source of funds for the expenditure

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