



**CITY OF LEON VALLEY  
CITY COUNCIL SPECIAL MEETING**  
Leon Valley Conference Center  
6421 Evers Road, Leon Valley, Texas 78238  
Tuesday, August 4, 2015

**AGENDA**

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1. **5:30 P.M.** Call to order, Determine a Quorum is Present, Pledge of Allegiance.
2. A workshop will be conducted on the Proposed Fiscal Year 2016 Budgets. During the workshop the Interim City Manager will present a PowerPoint Presentation on the following Proposed Fiscal Year 2016 Budgets: **M&C #2015-08-04-01 (H. Brummett)**
  - a) Administration
  - b) Police
  - c) Fire
  - d) Public Works
  - e) Development Services
  - f) Economic Development
  - g) Special Events
  - h) Parks
  - i) Library
3. **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 Council. Should a member of the public bring an item to the Council, for which the subject was not posted on the agenda of that meeting, the Council may receive the information but cannot act upon it during the meeting. Council may direct staff to contact the requestor or ask that the issue be placed on a future agenda for discussion by the Council.

**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]

**CONSENT AGENDA**

4. Approval of City Council Minutes. **(S. Passailaigue)**
  - a) July 21, 2015 Regular City Council Meeting
  - b) July 25, 2015 Coffee with the Mayor and Council
  - c) July 29, 2015 Special City Council Meeting

5. Consideration and possible action of Resolution No. 15-024R appointing members to boards, commissions, and committees. **M&C 2015-08-04-02 (S. Passailaigue)**
6. Consideration and possible action of Ordinance No. 15-010 authorizing a budget adjustment to the general, water, and stormwater funds, in order for the City to have adequate funds to cover the cost of the unemployment benefits for Manuel Longoria Jr. and Janie Willman. **M&C #2015-08-04-03 (ACM C. Caldera)**
7. Consideration and possible action of a request for partnership with the City of Leon Valley and approval of a waiver for related fees for the use of the Leon Valley Community Center by the American Legion Post No. 336 as requested by Mr. Walter Geraghty. **M&C #2015-08-04-04 (E. Carol)**
8. Consideration and approval of a waiver for the deposit and rental fees related to the use of the Leon Valley Community Center as requested by Congressman Joaquin Castro for a town hall meeting. **M&C #2015-08-04-05 (E. Carol)**
9. Consideration and possible action of Resolution No. 15-025R creating a potted plant beautification program for the City of Leon Valley and authorizing expenditures therefor. **M&C #2015-08-04-06 (S. Passailaigue)**
10. City Manager's Report:
  - a) Stage I Water Restrictions
  - b) Emergency Shelter Exercise
  - c) Department Reports
  - d) Approved Minutes from Boards, Commissions and Committees
  - e) Future Agenda Items:

## **DISCUSSION AGENDA**

11. Discussion and possible action on a vote for the placement of a proposal to adopt the City's 2015 tax rate on the agenda of September 15, 2015, Council meeting at a rate of \$0.561624/\$100 valuation, which is \$0.013883 lower than last year's tax rate of \$0.575507, 6.641451% higher than the effective tax rate of \$0.526647 and is equal to the rollback tax rate. **M&C #2015-08-04-07 (V. Wallace)**
12. Discussion and possible action to call for two public hearings on the Proposed 2015 tax rate of \$0.561624 per \$100 valuation, which is \$0.013883 lower than last year's tax rate of \$0.575507, 6.641451% higher than the effective tax rate of \$0.526647 and is equal to the rollback tax rate. The first public hearing will be on Tuesday, September 1, 2015, at 7:00 p.m. at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78238 and the second public hearing will be on Tuesday, September 8, 2015, at 7:00 p.m. at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78238. **M&C #2015-08-04-08 (V. Wallace)**
13. Discussion and possible action on Leon Valley Economic Development Corporation (LVEDC) FY 2015 Budget Adjustment to add \$160,000 of Previously Unbudgeted LVEDC Funds from the LVEDC's Fund Balance to the Contractual Services Budget of the Current Fiscal Year Budget. **M&C #2015-08-04-09 (Stephen Ynostrosa, LVEDC Board President)**

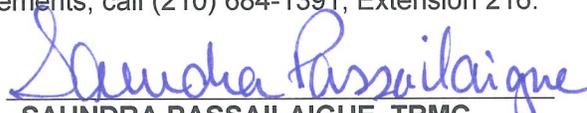
- 14. Discussion and possible action on two (2) variance requests by Alpaben Gajena, owner of New Friends Learning Center, to maintain their existing sign and an existing fence that are located at 7500 Eckhert Road, Suite. 140. **M&C #2015-08-04-10 (E. Carol)**
- 15. Discussion and possible action authorizing the Interim City Manager to negotiate a contract with an engineering firm to provide services for the engineering and design of the 2015 well project. **M&C #2015-08-04-11 (M. Moritz)**
- 16. Upcoming Important Events:
  - a) Texas Municipal League’s Newly Elected City Officials Orientation – Round Rock, August 13<sup>th</sup>-14<sup>th</sup>
  - b) Legislative Update – San Marcos, August 20<sup>th</sup>-21<sup>st</sup>
  - c) Texas Municipal League’s 103<sup>rd</sup> Annual Conference – San Antonio, September 22<sup>nd</sup>-25<sup>th</sup>
- 17. Citizens to be Heard.
- 18. Announcements by the Mayor and Council Members. At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, 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.

19. 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 at the Leon Valley Public Library, 6425 Evers Road, Leon Valley, Texas, on July 30, 2015 at 2:30 p.m. and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at [www.leonvalleytexas.gov](http://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



**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 4, 2015 **M&C # 2015-08-04-01**  
**FROM:** Hank Brummett, City Manager  
**TO:** Mayor and Council  
**SUBJECT:** Conduct a workshop on the Proposed Fiscal Year 2016 Budgets and associated Capital Plans.

**PURPOSE**

Conduct a workshop on the Proposed Fiscal Year 2016 Budgets and associated Capital Plans. During the workshop the City Manager will present a PowerPoint Presentation on the following Proposed Fiscal Year 2016 Budgets:

- General Fund
- Water and Sewer (Enterprise) Fund
- Grant Fund
- Crime Control and Prevention District
- Building Security Fund
- Child Safety Fund
- Municipal Court Technology Fund
- Debt Service Fund
- Community Center Fund
- Street Maintenance Tax Fund
- Capital Project Fund
- Police Forfeiture Fund

**SEE LEON VALLEY**

Social - The budget serves as the foundation of the City's financial planning and control. It addresses the goals of the City, establishes priorities, determines the level of funding commitment, and serves as a day-to-day operations guide. The City establishes a budget for twelve separate funds. Activities of the General Fund, Water and Sewer (Enterprise) Fund, Grant Fund, Crime Control and Prevention District, Building Security Fund, Child Safety Fund, Municipal Court Technology Fund, Debt Service Fund, Community Center Fund, Street Maintenance Fund, Capital Projects Fund and Police Forfeiture are included in the annual budget.

Economic - Utilizing taxpayer monies to maximize public safety, City administration and City programs/services allow 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.

**FISCAL IMPACT**

The Proposed Budget presented provides the funding mechanism for City operations.

**STRATEGIC GOALS**

N/A

**RECOMMENDATION**

Conduct a workshop the Proposed Budgets listed above.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

# FY 2016 Proposed Budget Workshop

August 4, 2015

# General Fund

# General Fund Budget Overview

- Budget is balanced
- City remains in good financial condition
- For FY 2016, we are projecting approximately a capital reserve of
  - \$2,353,062
  - Includes \$599,000 that is estimated to be coming from the CIED Fund
- An Emergency Reserve of
  - \$900,000
    - 6 weeks operating income
    - We need to add \$300,000 to make it 2 months

# General Fund Proposed Ad Valorem Tax Rates

	Tax Year		Difference
	2015	2014	
M&O	\$0.471173	\$0.476752	\$(0.005579)
I&S	\$0.090442	\$0.098755	\$(0.008313)
<b>TOTAL</b>	<b>\$0.561615</b>	<b>\$0.575507</b>	<b>\$(0.013892)</b>

# General Fund Ad Valorem Taxes Average Home

<b><i>Average Home Value Increase</i></b>		
FY 2015	FY 2016	Increase
\$129,686	\$138,750	\$9,064
<b>Average Tax Increase Due to Appraised Value increase</b>		
FY 2015	FY 2016	Increase
\$746.35	\$779.24	\$32.89

# General Fund Budget Overview

Continued

- Highlights
  - Operating Revenues - \$7,805,394
    - Ad Valorem Tax Rate decreased by \$0.013892
    - Increased Ad Valorem Tax revenue by \$366,325
      - Higher property values
  - Operating Expenditures - \$7,768,209
  - Capital Expenditures - \$457,320
  - One-Time Expenditures - \$64,015
    - \$30,000 for rental for the relocation of City staff
    - \$10,000 for Affordable Care Reporting
    - \$24,015 for redirecting the trail for the LC-17 Project to save a 39 inch Heritage Red Oak

# General Fund Budget Overview

Continued

- Unknowns
  - Health insurance
    - 17% increase budgeted
      - \$92,888
      - May go to 15%
- Knowns
  - Workers' Compensation
    - 14% increased budgeted
      - \$10,973
  - Property and Liability
    - 24.2261% decrease
      - \$24,108

# General Fund Expenditures by Category

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$5,339,869	\$ 5,885,280	\$ 6,009,031	\$ 123,751
Supplies	529,236	474,445	491,980	17,535
Contractual Services	915,704	1,197,156	1,332,213	135,057
Capital	344,042	139,000	457,320	318,320
<b>TOTAL</b>	<b>\$7,128,851</b>	<b>\$ 7,695,881</b>	<b>\$ 8,290,544</b>	<b>\$ 594,663</b>

# General Fund Operating Revenue by Category

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Property Taxes	\$ 3,286,957	\$ 3,316,280	\$ 3,690,905	\$ 374,625
Sales Tax	2,245,559	2,124,190	2,207,190	83,000
Franchise Fees	857,932	840,098	959,929	119,831
Licenses, Permits, Fees and Fines	966,174	997,375	810,150	(187,225)
Other and Grants	201,579	160,637	137,220	(23,417)
<b>TOTAL REVENUES</b>	<b>\$ 7,558,201</b>	<b>\$ 7,438,580</b>	<b>\$ 7,805,394</b>	<b>\$ 366,814</b>

# General Government Department Expenditures

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 418,862	\$ 493,953	\$ 561,310	\$ 67,357
Supplies	27,100	57,170	37,780	(19,390)
Contractual Services	297,702	379,405	376,830	(2,575)
Capital	-	-	187,503	187,503
<b>TOTAL</b>	<b>\$ 743,664</b>	<b>\$ 930,528</b>	<b>\$ 1,163,423</b>	<b>\$ 232,895</b>

# General Government Department Business Office Contractual Category Expenditures

Business Office Contractual Services	
<b>Professional services</b>	
Jury Trials	4,600
Judges Fees	23,400
Prosecutor for Court and Appeals to Bexar County	31,900
Linebarger Fines and Fees Collection/Court	5,000
Software Updates	3,000
Bank Courier Fees	1,000
EAP and Cafeteria Plan	230
Cintas	500
	<b>\$ 69,630</b>
<b>Utilities - Telephone</b>	102
<b>Utilities - Gas, Water, Electric</b>	2,300
<b>Printing</b>	1,000
<b>Travel - Training</b>	3,120
<b>TOTAL</b>	<b>\$ 76,152</b>

# General Government Department Finance Contractual Category Expenditures

Finance Contractual Services	
<b>Professional Services</b>	
External Audit Fees (General Fund)	7,375
Bexar Appraisal District Dues	22,480
Ad Valorem Tax Collection Fee (Bexar County)	7,000
SEC Rule Reporting	1,500
Employee Public Bond	350
Bank analysis Fees (General Fund Portion)	5,900
Software Updates	15,000
Remote back-up	800
EAP and Cafeteria Plan	300
Bank Courier Fees	1,000
	<b>\$ 61,705</b>
<b>Utilities - Telephone</b>	200
<b>Utilities - Gas, Water, Electric</b>	2,300
<b>Printing</b>	1,500
<b>Advertising</b>	4,000
<b>Travel - Training</b>	2,000
<b>TOTAL</b>	<b>\$ 71,705</b>

# General Government Department Manager and Council Contractual Category Expenditures

<b>City Manager and Council Contractual Services</b>	
<b>Professional Services</b>	
City Attorney (non-retainer requests & projects) TML-IRP If City is sued, \$5000 payment due	5,000
City Attorney - \$3869 per month x 12 months	46,428
Spanish Translator for Election Documents	1,300
Re-codification Project (including legal review)	17,600
Annual Codification for City Web	375
EAP for 4 employees and Cafeteria Plan	425
DPS Agency	48
Record Destruction	1,400
COBRA	1,500
Paws Ranch Rescue & Animal Sanctuary	2,400
Veterinary Services (St. Francis & Dr. Meir)	4,125
Fire Inspection of City Hall Extinguishers	200
	<b>\$ 80,801</b>

# General Government Manager and Council Contractual Category Expenditures Continued

<b>Contractual</b>	
Bexar County Elections	15,000
Social Security Contract	35
Pest Control (quarterly treatment) * Annual termite treatment =- \$800 * Earthwise Organic Treatment = \$780	1,580
City Hall Office Cleaning Services	15,600
IKON Office Solutions	4,200
BEA Innovations	1,800
Pitney Bowes - Maintenance for mailing base	812
Maintenance on platform	238
Weighing scale	700
Administration Office Space Rental	30,000
ACA (Affordable Care Act) Reporting	10,000
Bonds - City Manager, Assistant City Manager, and City Secretary	1,580
	<b>\$ 81,545</b>

# General Government Manager and Council Contractual Category Expenditures

Continued

Utilities - Telephone	18,412
Utilities - Gas, Water, Electric	2,490
Printing	6,700
Advertising	8,750
Repairs and Maintenance - External	1,500
Equipment Rental	500
Travel - Training	23,150
Membership, Dues, Licenses	4,550
Subscription to Publications	575
<b>TOTAL</b>	<b>\$ 228,973</b>

# General Government Department

- Major items included
  - Agenda Paperless System - \$15,000
  - City Hall furnishings - \$120,000
  - Access control (City Hall) - \$37,503
  - Fitness equipment - \$10,000
  - Ice maker, stove, vent hood and refrigerator - \$5,000
  - Rental payments for administrative relocation - \$30,000

# Police Department Expenditures

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 1,764,081	\$ 1,834,186	\$ 1,716,820	\$ (117,366)
Supplies	77,900	93,950	91,650	(2,300)
Contractual Services	70,834	104,114	83,414	(20,700)
Capital	-	18,300	-	(18,300)
<b>TOTAL</b>	<b>\$ 1,912,815</b>	<b>\$ 2,050,550</b>	<b>\$ 1,891,884</b>	<b>\$ (158,666)</b>

# Police Department Contractual Category Expenditures

Police Contractual Services	
<b>Professional</b>	
EAP and Cafeteria Plan	2,442
New hire expenses (polygraph & psychological)	6,694
	<b>\$ 9,136</b>
<b>Contractual</b>	
Copier maintenance	1,000
Computer maintenance	400
Records Management System service	3,200
Leads online	900
Crimes Reports	500
800 mhz Radios Airtime Fee	16,000
Defensive Driving Membership	700
	<b>\$ 22,700</b>
<b>Utilities - Telephone</b>	17,000
<b>Utilities - Gas, Water, Electric</b>	13,200
<b>Printing</b>	4,500
<b>Repairs and Maintenance - External</b>	10,900
<b>Travel - Training</b>	3,000
<b>Membership, Dues, and Licenses</b>	1,836
<b>Subscriptions to Publications</b>	1,142
<b>TOTAL</b>	<b>\$ 83,414</b>

# Police Department

- Major items included
  - Three patrol vehicles - \$140,100 (Seizure Fund)

# Fire Department Expenditures

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 1,757,236	\$ 1,919,329	\$ 1,945,255	\$ 25,926
Supplies	119,229	75,761	76,761	1,000
Contractual Services	117,663	181,212	179,129	(2,083)
Capital	170,737	60,700	54,877	(5,823)
<b>TOTAL</b>	<b>\$ 2,164,865</b>	<b>\$ 2,237,002</b>	<b>\$ 2,256,022</b>	<b>\$ 19,020</b>

# Fire Department Contractual Category Expenditures

Fire Contractual Services	
<b>Professional Services</b>	
EAP and Cafeteria Plan	1,286
Earthwise Pest Control	600
Stericycle medical waste disposal	1,000
Cardinal Tracking - dispatch technology	1,295
Medical Control - Dr. Gordon	25,000
Physio-Control - 12-lead ECG service	6,970
Intermedix EMS Billing Services	11,000
Linebarger Legal Services (EMS Collections)	4,200
	<b>\$ 51,351</b>
<b>Contractual</b>	
Xerox Firehouse incident reporting software	2,316
Professional Tech services	772
	<b>\$ 3,088</b>
<b>Utilities - Telephone</b>	10,000
<b>Utilities - Gas, Water, Electric</b>	17,541
<b>Printing</b>	319
<b>Advertising</b>	750
<b>Repairs and Maintenance - External</b>	78,372
<b>Travel - Training</b>	8,166
<b>Membership, Dues and License</b>	5,100
<b>Subscriptions to Publications</b>	4,442
<b>TOTAL</b>	<b>\$ 179,129</b>

# Fire Department

- Major items included
  - Hoses , adapters & nozzles - \$4,000
  - Bunker gear - \$5,400
  - Access control and video surveillance - \$45,477

# Public Works Department Expenditures

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 659,706	\$ 742,935	\$ 744,783	\$ 1,848
Supplies	140,811	145,500	172,300	26,800
Contractual Services	258,439	276,915	283,415	6,500
Capital	102,876	20,000	120,000	100,000
<b>TOTAL</b>	<b>\$ 1,161,832</b>	<b>\$ 1,185,350</b>	<b>\$ 1,320,498</b>	<b>\$ 135,148</b>

# Public Works Department Contractual Category Expenditures

Public Works Contractual Services	
<b>Professional Services</b>	
EAP and Cafeteria Plan	2,724
Street ranking project	26,000
Sidewalk engineering	9,276
	<b>\$ 38,000</b>
<b>Contractual</b>	
Debris haul off	25,000
Copier service agreement	2,500
Uniforms	7,500
Computer servicing	5,000
School zone light maintenance	120
ACS shop software	300
Tire disposal	1,000
PubWorks software	2,800
Map updates	5,000
Fire extinguisher servicing	1,100
Bandera Rd ROW mowing	28,000
A/C test & balance at City Hall	3,830
Slurry seal Executive Center	4,000
Other contractual services	14,850
	<b>\$ 101,000</b>

# Public Works Department Contractual Category Expenditures

Continued

Utilities - Telephone	3,615
Utilities - Gas, Water, Electric	94,300
Printing	2,000
Advertising	2,000
Repairs and Maintenance - External	33,000
Equipment rental	5,000
Travel - Training	1,000
Memberships, dues, licenses	3,500
<b>TOTAL</b>	<b>\$ 283,415</b>

# Public Works Department Overview

- Major items included
  - Sidewalks - \$120,000

# Community Development Department Expenditures

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 102,514	\$ 110,882	\$ 110,414	\$ (468)
Supplies	2,869	5,400	5,400	-
Contractual Services	95,878	96,378	104,243	7,865
Capital	-	-	-	-
<b>TOTAL</b>	<b>\$ 201,261</b>	<b>\$ 212,660</b>	<b>\$ 220,057</b>	<b>\$ 7,397</b>

# Community Development Department Contractual Category Expenditures

Community Development Contractual Services	
<b>Professional</b>	
EAP and Cafeteria Plan	125
Building & Plumbing Inspections	42,120
Engineering Services	5,000
Health Inspections	11,368
Arborist	2,500
	<b>\$ 61,113</b>
<b>Contractual</b>	
Incode Software Maintenance	3,591
ESRI Mapping	400
Online Building Permit Payment Fee	1,200
Techlead Annual Email	7,972
LC-17	24,015
	<b>\$ 37,178</b>
<b>Utilities - Telephone</b>	462
<b>Utilities - Gas, Water, Electric</b>	2,100
<b>Printing</b>	250
<b>Advertising</b>	850
<b>Repairs and Maintenance - External</b>	300
<b>Travel - Training</b>	800
<b>Memberships, Dues &amp; License</b>	540
<b>Subscription to Publication</b>	650
<b>TOTAL</b>	<b>\$ 104,243</b>

# Economic Development Department Expenditures

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 110,632	\$ 127,082	\$ 129,677	\$ 2,595
Supplies	2,228	4,700	5,025	325
Contractual Services	10,654	13,993	112,243	98,250
Capital	24,049	-	-	-
<b>TOTAL</b>	<b>\$ 147,563</b>	<b>\$ 145,775</b>	<b>\$ 246,945</b>	<b>\$ 101,170</b>

# Economic Development Department Contractual Category

<b>Economic Development Contractual Services</b>	
<b>Professional</b>	
Attorney review of incentive agreements	3,000
	<b>\$ 3,000</b>
<b>Contractual</b>	
Incentive Rebate	80,000
Consultant to develop community brochure	1,600
Notary application, bond, supplies	500
Software Updates	500
EAP and Cafeteria Plan	400
	<b>\$ 83,000</b>
<b>Utilities - Telephone</b>	780
<b>Utilities - Gas, Water, Electric</b>	278
<b>Advertising</b>	500
<b>Travel -Training</b>	6,600
<b>Memberships, Dues, Licenses</b>	1,085
<b>Ad Valorem Tax Rebate</b>	17,000
<b>TOTAL</b>	<b>\$ 112,243</b>

# Special Events Department Expenditures

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 10,188	\$ 12,118	\$ 12,445	327
Supplies	62,888	50,450	52,450	2,000
Contractual Services	-	35,000	35,000	-
Capital	-	-	-	-
<b>TOTAL</b>	<b>\$ 73,076</b>	<b>\$ 97,568</b>	<b>\$ 99,895</b>	<b>\$ 2,327</b>

# Special Events Department

- Major items included
  - July 4<sup>th</sup> Celebration - \$75,945
  - Earthwise Living Event - \$3,000
  - Arbor Day - \$2,500
  - Various concerts - \$950

# Special Events July 4th FY 2014 Report

## July 4th E&R Report - FY14

### ACTUAL EXPENSES

#### **Vendors:**

	Amount
Monte Montgomery/Conway Entertainment	\$5,491.29
Finding Friday	\$1,200.00
Banners Allied	\$1,453.00
Radio Ads Dave Munoz	\$1,065.00
Backstage Productions	\$9,800.00
Oriental trade - 4th of July Flags, Pins, Fans	\$1,207.25
Fireworks	\$13,000.00
Aztec Events & Tents	\$563.50
Signs Now Corp	\$770.22
United - Port O Potties	\$1,524.15
MDLG Consultant Fees	\$15,000.00
Entertainment Stipends	\$2,200.00
Ace Screen Graphics Volunteer t-shirts	\$125.00
SAM'S - Candy	\$214.31
Claudia Mora	63.96
citi bank	101.82
Personnel Expenses	\$12,622.00
Electricity Rental	\$4,900.00
Booths	\$1,440.00
Port O Cool	\$558.50
Phone blast	\$300.00
<b>TOTAL EXPENSE</b>	<b>\$73,600.00</b>

<b>Budget Expenses</b>	<b>\$62,510.00</b>
<b>Difference</b>	<b>-\$11,090.00</b>

### ACTUAL REVENUES

#### **Donors:**

	Amount
LVEDC 4th	\$10,000.00
LVEDC 4th Advertising	\$2,500.00
ANCIRA	\$15,000.00
UHL'S STORAGE/LV STORAGE	\$10,000.00
RBFCU	\$1,000.00
Miracle Paint & Body	\$1,000.00
Tellez Tamales	\$500.00
Booth Revenue	\$1,235.00
<b>TOTAL REVENUE</b>	<b>\$41,235.00</b>

<b>Budget Revenue</b>	<b>0.00</b>
<b>Difference</b>	<b>\$41,235.00</b>

<b>Leon Valley Direct Expenses</b>	
<b>FINAL E&amp;R</b>	<b>\$32,365.00</b>



# Special Events July 4<sup>th</sup> FY 2015 Report

## July 4th E&R Report FY15

### ACTUAL EXPENSES

	<u>AMOUNT</u>
Vendors:	
Signs Now Corp	\$385.11
Fireworks - Magic in the Sky	\$12,500.00
Port O Cool - Great Rental	\$900.00
Decorations - Pavilion - Hobby Lobby	\$191.39
Texas Radio - Richport Enterprises	\$2,500.00
Entertainment Stipends	\$2,625.00
Blue Brothers Revue	\$1,200.00
John Robert Kuehl - printer	\$40.00
Oriental trade - 4th of July Flags, Pins, Fans	\$1,337.99
Allied Advertising	\$342.00
Melinda Moritz	\$23.88
ARV Enterprises	\$423.00
Candy	\$88.52
Decorations - big stage - Party City	\$57.64
Radio Ads Dave Munoz	\$1,065.00
Backstage Productions - Bill Drain	\$25,605.00
Gulf Coast Paper Co. Inc.	\$524.52
Port O Potties	\$1,552.38
MDLG Consulting Fees	\$17,500.00
Temporary Staff	\$272.00
Personnel Expense	\$12,622.00
<b>TOTAL EXPENSE</b>	<b>\$81,755.43</b>
<b>Budget Expenses</b>	<b>\$75,618.00</b>
<b>Differences</b>	<b>-\$6,137.43</b>

### ACTUAL REVENUES

	<u>AMOUNT</u>
Donors:	
LVEDC 4th	\$15,000.00
UHL'S STORAGE/LV STORAGE	10,000.00
Miracle Paint & Body	\$1,000.00
Tellez Tamales	\$500.00
Booth Revenue	\$2,715.00
Beverage Concessions	\$2,870.43
<b>TOTAL REVENUE</b>	<b>\$32,085.43</b>
<b>Budget Revenue</b>	<b>\$49,400.00</b>
<b>Difference</b>	<b>-\$17,314.57</b>
<b>Leon Valley Direct Expenses</b>	
<b>FINAL E&amp;R</b>	<b>\$49,670.00</b>

# Parks Department Expenditures

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 78,277	\$ 88,146	\$ 94,153	\$ 6,007
Supplies	62,314	15,000	19,000	4,000
Contractual Services	17,052	60,590	76,690	16,100
Capital	46,380	20,000	51,500	31,500
<b>TOTAL</b>	<b>\$ 204,023</b>	<b>\$ 183,736</b>	<b>\$ 241,343</b>	<b>\$ 57,607</b>

# Parks Department Contractual Category Expenditures

Parks Contractual Services	
<b>Professional Services</b>	
EAP and Cafeteria Plan	700
	<b>\$ 700</b>
<b>Contractual</b>	
Tree removal	1,800
Pool contract	40,000
Large parking lot slurry seal	4,000
Pool repairs	5,000
	<b>\$ 50,800</b>
<b>Utilities - Telephone</b>	480
<b>Utilities - Gas, Water, Electric</b>	13,500
<b>Printing</b>	510
<b>Repairs and Maintenance - External</b>	10,700
<b>TOTAL</b>	<b>\$ 76,690</b>

# Parks Department

- Major items included
  - Park Improvements - \$51,500
    - Replacement of engineered mulch in play areas - \$21,500
    - Walking path materials for Silo Park - \$7,405
    - Silo Park benches - \$5,000
    - Solar panel repairs for restrooms - \$5,000
    - Playground amenities - \$12,595
  - Pool Contract - \$40,000

# Library Department Expenditures

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 210,324	\$ 268,630	\$ 271,366	\$ 2,736
Supplies	32,641	24,314	24,314	-
Contractual Services	45,906	46,249	46,249	-
Capital	-	20,000	20,000	-
<b>TOTAL</b>	<b>\$ 288,871</b>	<b>\$ 359,193</b>	<b>\$ 361,929</b>	<b>\$ 2,736</b>

# Library Department Contractual Category Expenditures

Library Contractual Services	
<b>Professional Services</b>	
Presenters Fees	800
Program Fees	550
	<b>\$ 1,350</b>
<b>Contractual Services</b>	
Apollo/Biblionix Library System	2,300
Biblionix Overdue Calls	500
Vallance Security	1,140
Techlead Backup	640
Amigos Texpress Courier ILL	2,200
Website maintenance	754
Fortres Grand Software Updates	200
CINTAS AED defibrillator	708
Copier service agreement	700
Ebook content platform	1,000
	<b>\$ 10,142</b>

# Library Department Contractual Category Expenditures

Continued

<b>Utilities - Telephone</b>	6,500
<b>Utilities - Gas, Water, Electric</b>	13,406
<b>Printing</b>	642
<b>Advertising</b>	250
<b>Repairs and Maintenance - External</b>	4,400
<b>Travel - Training</b>	2,000
<b>Membership, Dues, Licenses</b>	1,600
<b>Subscriptions to Publications</b>	5,959
<b>TOTAL</b>	<b>\$ 46,249</b>

# Library Department

- Major items included
  - Books - \$20,000

# Communications Department Expenditures

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 228,049	\$ 288,019	\$ 422,808	\$ 134,789
Supplies	1,256	2,200	7,300	5,100
Contractual Services	1,576	3,300	35,000	31,700
Capital	-	-	23,440	23,440
<b>TOTAL</b>	<b>\$ 230,881</b>	<b>\$ 293,519</b>	<b>\$ 488,548</b>	<b>\$ 195,029</b>

# Communications Department Contractual Category Expenditures

Communications Contractual Services	
<b>Professional</b>	
CAD Annual Agreement	6,600
	<b>\$ 6,600</b>
<b>Contractual</b>	
City Website Update with App	6,500
	<b>\$ 6,500</b>
<b>Printing</b>	14,700
<b>Repairs and Maintenance - External</b>	1,200
<b>Travel - Training</b>	6,000
<b>TOTAL</b>	<b>\$ 35,000</b>

# Communications Department

- Major items included
  - 311 Call System - \$8,440
  - Server Recording System - \$15,000

# Water and Sewer Fund (Enterprise Fund)

# Water and Sewer Fund Budget Overview

- Budget is balanced
  - Revenues - \$3,613,800
  - Operating Expenditures - \$3,475,686
  - Capital - \$284,500
- At this time the budget does not include any rate increases
  - Rate increase will be determined at a later date based on need

# Water and Sewer Fund Expenditures by Category

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 1,101,559	\$ 1,238,392	\$ 1,226,303	\$ (12,089)
Supplies	90,332	136,950	134,850	(2,100)
Contractual Services	2,003,021	2,139,541	2,114,533	(25,008)
<b>TOTAL</b>	<b>\$ 3,194,912</b>	<b>\$ 3,514,883</b>	<b>\$ 3,475,686</b>	<b>\$ (39,197)</b>

# Water and Sewer Fund Operating Revenue

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Water Sales	\$ 1,058,168	\$ 1,210,000	\$ 1,210,000	\$ -
Sewer Sales	1,747,193	1,880,369	1,912,000	\$ 31,631
Storm Water	388,019	384,000	384,000	\$ -
Other	60,360	107,800	107,800	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 3,253,740</b>	<b>\$ 3,582,169</b>	<b>\$ 3,613,800</b>	<b>\$ 31,631</b>

# Water General Administrative Department Expenditures

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 501,126	\$ 611,238	\$ 586,164	\$ (25,074)
Supplies	18,364	33,750	30,150	(3,600)
Contractual Services	78,326	123,352	81,752	(41,600)
Capital	-	-	-	-
<b>TOTAL</b>	<b>597,816</b>	<b>768,340</b>	<b>698,066</b>	<b>(70,274)</b>

# Water General Administrative Department Contractual Category Expenditures

General Administrative Contractual Services	
<b>Professional Services</b>	
External Audit Fees (Water)	7,375
Annual Software Updates Incode Billing	15,000
Online Utility Billing Payments Fees	2,000
City Attorney Fees (Water Allocation)	21,800
Neopost Envelope Stuffer Maintenance	4,000
Sensus Hand Held Meter Reader Support	5,700
Software Program (Sewer Average Report)	3,200
Miscellaneous	5,000
Credit Card Processing Fees	1,600
Bank Courier Service	1,000
Equipment Rental (Possible)	3,400
Bank analysis Fees (Water Allocation)	2,000
Postage Meter Permit	980
Employee Public Bond	350
EAP and Cafeteria Plan	957
	<b>\$ 74,362</b>
<b>Utilities - Gas, Water, Electric</b>	2,390
<b>Printing</b>	4,000
<b>Advertising</b>	1,000
<b>TOTAL</b>	<b>\$ 81,752</b>

# Water Department Expenditures

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 333,115	\$ 346,752	\$ 357,280	\$ 10,528
Supplies	59,756	77,500	79,000	1,500
Contractual Services	495,480	525,130	522,380	(2,750)
Capital	-	695,799	63,500	(632,299)
<b>TOTAL</b>	<b>888,351</b>	<b>1,645,181</b>	<b>1,022,160</b>	<b>(623,021)</b>

# Water Department Contractual Category Expenditures

Water Contractual Services	
<b>Professional Services</b>	
EAP and Cafeteria Plan	555
Engineering service	26,445
	<b>\$ 27,000</b>
<b>Contractual Services</b>	
Uniforms	6,000
H2O samples	3,000
Meter reading maintenance	10,000
EAA program and management fees	194,000
TCEQ sampling	10,700
Cathodic protection	670
SAWS interconnect	3,545
Water system fee	5,500
Water lease payment	82,395
Annual meter replacement program	10,000
Tank inspections	1,500
Neopost machine	17,040
SCADA system	500
Incode	450
	<b>\$ 345,300</b>

# Water Department

## Contractual Category Expenditures

Continued

<b>Utilities - Telephone</b>	8,880
<b>Utilities - Gas, Water, Electric</b>	75,000
<b>Printing</b>	2,000
<b>Advertising</b>	1,000
<b>Repairs and Maintenance - External</b>	60,000
<b>Equipment Rental</b>	500
<b>Travel - Training</b>	2,000
<b>Membership, Dues, Licenses</b>	700
<b>TOTAL</b>	<b>\$ 522,380</b>

# Water Department

- Major items included
  - Pick-up - \$35,000
  - Meters for production wells (2) - \$15,000
  - Replace Hand Held Meter Readers - \$13,500

# Sewer Department Expenditures

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 118,196	\$ 133,811	\$ 138,618	\$ 4,807
Supplies	156	4,700	4,700	-
Contractual Services	1,328,640	1,311,479	1,376,321	64,842
Capital	-	-	206,000	206,000
<b>TOTAL</b>	<b>1,446,992</b>	<b>1,449,990</b>	<b>1,725,639</b>	<b>275,649</b>

# Sewer Department Contractual Category Expenditures

Sewer Contractual Services	
<b>Professional Services</b>	
EAP and Cafeteria Plan	555
Engineering service	34,445
	<b>\$ 35,000</b>
<b>Contractual</b>	
SAWS sewer service	1,313,621
	<b>\$ 1,313,621</b>
<b>Repairs and Maintenance - External</b>	15,000
<b>Equipment Rental</b>	500
<b>Sewer Surcharge</b>	12,200
<b>TOTAL</b>	<b>\$ 1,376,321</b>

# Sewer Department

- Major items included
  - Sewer Jet Machine - \$56,000
  - Replace sewer mains city wide - \$150,000

# Storm Water Department Expenditures

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 15-16 BUDGET	Increase (Decrease)
Personnel Services	\$ 149,122	\$ 146,591	\$ 144,241	\$ (2,350)
Supplies	12,056	21,000	21,000	-
Contractual Services	100,577	179,580	134,080	(45,500)
Capital	-	125,000	15,000	(110,000)
<b>TOTAL</b>	<b>\$ 261,754</b>	<b>\$ 472,171</b>	<b>\$ 314,321</b>	<b>\$ (157,850)</b>

# Storm Water Department Contractual Category Expenditures

Storm Water Contractual Services	
<b>Professional Services</b>	
EAP and Cafeteria Plan	800
Engineering service	94,200
	<b>\$ 95,000</b>
<b>Contractual</b>	
Street sweeping	16,000
Uniforms	1,500
Mapping	5,000
Grissom Road mowing	12,500
	<b>\$ 35,000</b>
<b>Printing</b>	2,000
<b>Travel - Training</b>	2,000
<b>Memberships, Dues, Subscriptions</b>	80
<b>TOTAL</b>	<b>\$ 134,080</b>

# Storm Water Department

- Major items included
  - Mowers - \$15,000

# Community Center Fund

# Community Center Budget Summary

- Budget is balanced
  - Operating Revenues - \$185,000
  - Operating Expenditures - \$170,564
  - Capital - \$24,472
- Major items included for upgrades to the Community Center
  - Portable stage - \$18,472
  - New Ice Maker - \$4,500
  - New Oven - \$1,500

# Community Center Contractual Category Expenditures

Community Center Contractual Services	
<b>Professional</b>	
Security Monitoring & Additional Services	6,700
	<b>\$ 6,700</b>
<b>Contractual</b>	
Cable/Internet Services	8,000
	<b>\$ 8,000</b>
<b>Utilities - Telephone</b>	10,080
<b>Utilities - Gas, Water, Electric</b>	15,800
<b>Printing</b>	250
<b>Advertising</b>	7,200
<b>Repairs and Maintenance - External</b>	3,500
<b>TOTAL</b>	<b>\$ 51,530</b>

# Crime Control and Prevention

# Crime Control and Prevention Budget Overview

- Budget is balanced
  - Funds one new Police Officer
  - Funds overtime for selective traffic enforcement

# Crime Control and Prevention Budget Summary

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 14-15 ESTIMATE	FY 15-16 BUDGET	Increase (Decrease)
BEGINNING FUND BALANCE	\$ -	\$ 114,512	\$ 114,512	\$ 229,565	
<b>REVENUES</b>					
Sales Tax	\$ 114,512	\$ 261,866	\$ 230,000	\$ 230,000	\$ (31,866)
<b>TOTAL REVENUES</b>	<b>114,512</b>	<b>261,866</b>	<b>230,000</b>	<b>230,000</b>	<b>(31,866)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer In	-	-	-	-	-
Fund Balance	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>114,512</b>	<b>376,378</b>	<b>344,512</b>	<b>459,565</b>	<b>(31,866)</b>
<b>EXPENDITURES</b>					
Operations		180,653	114,947	247,040	66,387
Capital					
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>180,653</b>	<b>114,947</b>	<b>247,040</b>	<b>66,387</b>
Ending Fund Balance	<b>\$ 114,512</b>	<b>\$ 195,725</b>	<b>\$ 229,565</b>	<b>\$ 212,525</b>	

# Street Maintenance Budget Summary

SOURCE	FY 13-14 ACTUAL	FY 14-15 BUDGET	FY 14-15 ESTIMATE	FY 15-16 BUDGET	Increase (Decrease)
Beginning Fund Balance	\$ 866,862	\$ 1,017,086	\$ 1,017,086	\$ 675,502	
<b>REVENUES</b>					
Sales Tax	\$ 554,015	\$ 523,472	\$ 609,416	\$ 609,416	\$ 85,944
<b>TOTAL REVENUES</b>	<b>554,015</b>	<b>523,472</b>	<b>609,416</b>	<b>609,416</b>	<b>85,944</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>1,420,877</b>	<b>1,540,558</b>	<b>1,626,502</b>	<b>1,284,918</b>	<b>85,944</b>
<b>EXPENDITURES</b>					
Street Maintenance	403,791	1,393,806	951,000	1,284,918	(108,888)
<b>TOTAL EXPENDITURES</b>	<b>403,791</b>	<b>1,393,806</b>	<b>951,000</b>	<b>1,284,918</b>	<b>(108,888)</b>
Ending Fund Balance	\$ 1,017,086	\$ 146,752	\$ 675,502	\$ -	

# Special Revenue Funds

- Grant Fund - \$2,718
  - State funds for police training
- Building Security Fund – \$24,036
  - Court fees received from citations used for Court Security
- Child Safety Fund - \$14,714
  - Court fees received from citations and vehicle registration used to fund crossing guards

# Special Revenue Funds

Continued

- Municipal Court Technology – \$11,500
  - Court fees received from citations for the purchase of court technology
- Debt Service Fund - \$680,621
- Capital Projects - \$1,681,128
- Police Forfeiture - \$160,100

# Personnel

- Funds the Merit Pay System, which allows each employee a 2% merit increase on their date of hire, if they qualify
- Funds the continuation of longevity pay
  - \$4 per month for each year of service to the City
- Funds the retirement system
  - Rate reduces effective January 1, 2016 from 15.88% to 14.17%
    - \$128,386 savings
- Funds the City's Medical Insurance Program

# Personnel

Continued

- Christmas Holidays
  - December 24 to January 1
  - Employees will have to use 27 hours of their Personal Leave

# Issues

- COLA is not included in budget
  - \$48,800 for General Fund
- Need funding for Beautification Committee
- Do we leave the 2.5% vacancies savings in the FY 2016 budget
  - Would need \$59,264 more if removed from General Fund

## Next Steps

- Budget Public Hearing
  - August 18, 2015
- 1<sup>st</sup> Public Hearing on Proposed Tax Rate
  - September 1, 2015
- 2<sup>nd</sup> Public Hearing on the Proposed Tax Rate
  - September 8, 2015
- Public Hearing and formal adoption of the Budget and formal adoption of the tax
  - September 15, 2015

# FY 2016 Proposed Budget Workshop

August 4, 2015



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

Leon Valley Conference Center  
6421 Evers Road, Leon Valley, Texas 78238  
Tuesday, July 21, 2015

**MINUTES**

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The City Council of the City of Leon Valley, Texas met on the 7<sup>th</sup> day of July, 2015 at the Leon Valley Conference Center located at 6421 Evers Road, Leon Valley, Texas for the purpose of the following business:

**REGULAR CITY COUNCIL MEETING**

Mayor Riley called the Regular City Council Meeting to order at 7:05p.m. and asked Council Member David Jordan to lead the Pledge of Allegiance.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Council Members Carmen Sanchez, Benny Martinez; David Jordan; and David Edwards. Council Member Monica Alcocer was excused due to vacation.

Also in attendance were:

Interim City Manager Hank Brummett, ACM/Human Resources Director Crystal Caldera, City Secretary Sandra Passailaigue, City Attorney Patrick Bernal, Fire Chief Luis Valdez, Public Works Director Melinda Moritz, Police Chief Randall Wallace, Assistant Police Chief Ray Lacy, Economic Development Director Claudia Mora, Finance Director Vickie Wallace and Communications Director Darrick Green.

Mayor Riley asked if any of the Council Members wished to pull Items 3, 4, or 5 from the Consent Agenda for discussion. No items were pulled.

**Citizens to Be Heard and Time for Objections to the Consent Agenda.**

- Lawrence Orozco, 6758 Timberhill, spoke about traffic concerns he has with drivers not observing the STOP sign at Timberhill and Autumn Chase.
- Marsha Blackmore, 6639 S. Forest Haven, asked that the City look into a shed that her neighbor is building to see if it was permitted and compliant with City Code.
- Richard Blackmore, 6639 S. Forest Haven, asked the City to look into a boat that is parked in the driveway of 6703 Forest Haven to see if it was compliant with City Code. Mr. Blackmore also said that the renters at this same address have a tendency to not cut their lawn.

## **CONSENT AGENDA**

### **Approval of City Council Minutes. (S. Passailaigue)**

- a) **June 20, 2015 Special City Council Meeting/Retreat**
- b) **July 07, 2015 Regular City Council Meeting**

### **Approval of the Quarterly Investment Report for the quarter ended June 30, 2015. M&C #2015-07-21-01 (V. Wallace)**

### **Discussion and possible action on the appointment of Belinda Ealy to the Beautification Committee, Park Commission and Community Events Committee. M&C #2015-07-21-02 (S. Passailaigue)**

A motion was made by Council Member Benny Martinez seconded by Council Member David Jordan, to approve Consent Agenda Items #3 (June 20<sup>th</sup> and July 7<sup>th</sup> City Council Minutes) as presented, #4 (Quarterly Investment Report), and #5 (Resolution No. 15-023R Committee Appointment). Upon a vote of four (4) for and zero (0) against, with Council Member Alcocer being excused, Mayor Riley announced the motion carried.

### **City Manager's Report:**

- a) **Community Development Block Grant Program (CDBG)**
- b) **Department Reports**
- c) **Approved Minutes from Boards, Commissions and Committees**
- d) **Future Agenda Items:**
  - o **Funding Request by the Tree Advisory Committee for repurposing the wood from LC17 Project**
  - o **Huebner Well Project Request for Proposals (RFP)**

Interim City Manager Hank Brummett informed the City Council and guests that the City has received a Community Development Block Grant (CDBG) in the amount of \$175,000. The City plans to use this grant for a Timberhill Drive and Huebner Road drainage improvement project.

## **REGULAR AGENDA**

### **Beautification Committee Report.**

Beautification Committee Secretary Donna Charles presented a report on behalf of the committee. Secretary Charles discussed the top ten code violations as well as a beautification program where businesses may apply for assistance for potted plants in an effort to beautify Bandera Road.

City Attorney Patrick Bernal offered to draft a policy as well as an application for City Council consideration at the next Council meeting.

**Presentation by James Lee on the revised distribution policy of the Echo.**

James Lee and Steven Whittaker of the Helotes Echo gave a presentation on the revised distribution policy of the Echo. Mr. Lee said that the Echo reaches 24,000 people and their Facebook page has approximately 1000 views a day. Citizens may either subscribe for delivery of the paper or subscribe for online delivery.

**DISCUSSION AGENDA****San Antonio Water System (SAWS) Recycled Water and Sewer Easements and Property Requests. M&C #2015-07-21-03 (M. Moritz)**

Public Works Director Melinda Moritz presented the item as a part of two SAWS projects: Huebner Creek, LC-17, Phase III & W-2 Huebner Creek sewer and recycled water main replacement project. SAWS is requesting the City grant several permanent and temporary easements for replacement and relocation of sewer and recycled water mains. These easements are to be located in Huebner Creek, from NW Little League, down Poss Rd, and then in the creek bed to the city limits. SAWS is willing to pay the City for the easements in the amount of \$82,274. The proposed easements along Huebner Creek would not hinder future development or flood remediation, as they are to be bored underground and run under the small pavilion on Poss Road, and under the bleachers in Raymond Rimkus Park, then cross over Evers Road to run in the creek bed to the city limits. SAWS would draft an agreement reflecting the fact that there are existing encroachments and that the City would have the right to rebuild these improvements if they were to be destroyed. The document would also state that any future flood remediation of Huebner Creek would be allowed with coordination between the City, SAWS, San Antonio River Authority, and Bexar County Flood Control. In order to complete their portion of the Bexar County Flood Control LC-17 Phase III project, SAWS needs an easement in Lot 101 in 6500 block of Bandera Rd., owned by Jester Investments, Inc, located adjacent to an existing SAWS property. The lot fronts Bandera Road on the southwest side of the Bandera Road bridge and is 1.002 acres in size. The property owner has refused to grant an easement to SAWS and has stated that SAWS would have to purchase the entire property.

The list price is \$216,053 and the assessed value is \$49,800. SAWS has no use for the property, other than the easement and staff had mentioned that we might want an easement for the purpose of the Hike & Bike Trail. If SAWS purchases the whole property and then wants to sell it, they will have to request permission from City of San Antonio ("COSA"), and if COSA has no use for the property, then SAWS would be required to offer it for sale to the general public in a sealed bid process, which can take upwards of 6 months or longer. The LC-17 project is scheduled to start in the fall of this year. SAWS is offering to let the City purchase the property, using funds that would have been paid for the Huebner Creek easements. This would increase the payment for savings in time and potential litigation costs; then, both parties would pay the difference. In addition to this property, SAWS would also deed their existing Lot 100 property to the City (0.293 acres), which would bring the total acreage to 1.295 acres. Ms. Moritz concluded her presentation saying that the City's plan was to obtain an easement for the proposed Hike & Bike Trail through both of these lots, in order to bring the trail out from

under the Bandera Road bridge at an acceptable ADA slope; however, the property owner of Lot 101 has refused to grant such easement. The engineer for the Hike & Bike Trail project had put this segment of trail on hold, until such time as Bexar County Flood Control finalized their plans, to determine the second best alternative for trail placement. Both properties are located within the floodplain and are not suitable for development.

Patrick O'Connor and Corey Lime of San Antonio Water System were present to answer any questions or concerns.

- Henry Diecker, 6114 Britania Court, questioned parking in the area.
- Olen Yarnell, 7230 Sulky Lane, questioned the pavilion replacement.

There was a consensus among members of City Council to bring back the item for possible action on August 4<sup>th</sup>.

**Discussion and possible action on the approval to waive penalty and interest on property taxes for Tax Account 04429-100-0040 located at 6401 Bandera Road, Leon Valley, Texas owned by CJC Global Ministries. M&C #2015-07-21-04 (V. Wallace)**

Finance Director Vickie Wallace presented this item requesting that the City Council authorize the City Manager to waive the penalty in the amount of \$15,960.50 and interest in the amount of \$18,593.81 on Tax Account: 04429-100-0040 located at 6401 Bandera Road, Leon Valley Texas owned by CJC Global Ministries for property tax years 2008 - 2013. The requesting party applied for a refund of penalty and interest under Section 33.011 (a) (2) of the Texas Property Tax Code. In accordance with the Tax Code, the governing body may waive the penalties and may provide for the waiver of interest if: (1) the property is acquired by a religious organization; (2) the total tax, including late fees, are paid within one year after acquisition; and (3) the religious organization qualifies for an exemption pursuant to Section 11.20 of the Tax Code. According to the Bexar County Tax Assessor-Collector, each of the three requirements stated above were timely satisfied (see attached documents); therefore, it is the recommendation of the Bexar County Tax Assessor-Collector that penalty and interest be refunded. It has been verified that all the other taxing entities did waive the penalty and interest. Finance Director Wallace concluded the presentation saying that the waiver of penalty and interest is discretionary and Council may waive all or part of the penalty and interest.

A motion was made by Council Member David Jordan, seconded by Council Member Carmen Sanchez, to waive the penalty and interest on tax account: 04429-100-0040 located at 6401 Bandera Road, Leon Valley Texas owned by CJC Global Ministries for property tax years 2008 – 2013. Upon a vote of four (4) for and zero (0) against, with Council Member Alcocer being excused, Mayor Riley announced the motion carried.

**Discussion and possible action on an amendment to the Leon Valley Economic Development Corporation (LVEDC) Articles of Incorporation to allow members of City Council to serve on the LVEDC Board. M&C #2015-07-21-05 (C. Mora)**

Economic Development Director Claudia Mora presented the item for the purpose of City Council consideration and possible approval of a resolution that would amend the City of Leon

Valley Economic Development Corporation (LVEDC) Articles of Incorporation. The amendment would allow for the appointment of up to two (2) City Council members to the LVEDC Board of Directors. The resolution would also authorize the City Manager to file the Certificate of Amendment, including the amendment, with the Texas Secretary of State. Director Mora gave a brief background on the item saying that on March 3, 2009, the City Council approved and adopted articles of incorporation for the LVEDC under Resolution No. 09-006. The articles were amended by the LVEDC Board and, then, approved by the City Council on August 4, 2009 under Resolution No. 09-017. *Article Ten – Board of Directors; Officers* of the Articles of Incorporation provides for the appointment of a board of directors for the LVEDC. Currently, the LVEDC Board is composed of seven (7) directors who are residents of Bexar County. *Article Ten* requires that at least five (5) directors be residents of the city. Currently, six (6) of the directors are residents. In addition, the article specifically states that no director may be an employee or officer of the city or member of the Council. Section 501.302 gives the City Council the authority to amend the LVEDC Articles of Incorporation and provides the direction on filing amendments with the Texas Secretary of State. Once the Secretary of State's Office has issued a certificate evidencing the filing of the certificate of amendment, the amendment becomes effective and the certificate of formation or articles of incorporation is amended accordingly.

A motion was made by Council Member Benny Martinez, seconded by Council Member Carmen Sanchez, to accept the modifications to the Leon Valley Economic Development Corporation (LVEDC) Articles of Incorporation to allow up to two (2) City Council members to serve on the board. Upon a vote of four (4) for and zero (0) against, with Council Member Alcocer being excused, Mayor Riley announced the motion carried.

**Discussion and possible action on LVEDC FY 2015 Budget Adjustment to add \$160,000 of Previously Unbudgeted LVEDC Funds from the LVEDC's Fund Balance to the Contractual Services Budget of the Current Fiscal Year Budget. M&C #2015-07-21-06 (C. Mora)**

Economic Development Director Claudia Mora presented the item with the purpose seeking City Council approval to add \$160,000 of previously unbudgeted Leon Valley Economic Development Corporation (LVEDC) funds from the LVEDC's fund balance to the Contractual Services budget of the FY 2015 budget.

A motion was made by Council Member Carmen Sanchez, seconded by Council Member David Jordan, to postpone this item to the August 4<sup>th</sup> Council meeting with a more detailed analysis showing the correlation between the \$160,000 and the LVEDC net worth. Upon a vote of four (4) for and zero (0) against, with Council Member Alcocer being excused, Mayor Riley announced the motion carried.

**Upcoming Important Events:**

- a) **Coffee with the Mayor and City Council, July 25, 2015 from 9:00 a.m. – 11:00 a.m. at the Leon Valley Conference Center. Topic: CPS Energy Discussion of a Community Solar Program.**

**b) Texas Municipal League’s Newly Elected City Officials Orientation – Round Rock, August 13<sup>th</sup>-14<sup>th</sup>**

Mayor Riley reminded everyone that the next Coffee with the Mayor and City Council will be held on Saturday, July 25<sup>th</sup> at the Conference Center. Mr. Raiford Smith from City Public Service (CPS) will be giving a presentation on solar energy.

**Citizens to be Heard.**

None

**Announcements by the Mayor and Council Members.**

Council Member David Edwards informed the members of City Council that he would not be able to attend the next Council meeting.

Mayor Riley asked for volunteers and directed them to the Office of the City Secretary for applications.

Mayor Riley also informed everyone that the next brush pick up is scheduled for September.

**Adjournment**

Mayor Riley announced the meeting adjourned at 8:55 p.m.

**These minutes approved by the Leon Valley City Council on the 4<sup>th</sup> of August, 2015.**

APPROVED

\_\_\_\_\_  
**CHRIS RILEY**  
Mayor

ATTEST: \_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary



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

Leon Valley Fire Department – Training Room  
6300 El Verde Road, Leon Valley, Texas 78238  
Wednesday, July 29, 2015

**MINUTES**

The City Council of the City of Leon Valley, Texas met on the 29<sup>th</sup> day of July, 2015 at the Leon Valley Fire Department Training Room located at 6300 El Verde Road, Leon Valley, Texas for the purpose of the following business.

Mayor Riley called the meeting to order at 6:01 p.m.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Council Members Monica Alcocer, Carmen Sanchez, Benny Martinez, and David Jordan. Council Member David Edwards joined the meeting via Skype.

Interim City Manager Hank Brummett and ACM/HR Director Crystal Caldera were also in attendance.

**Budget Update.**

No update was given.

**The City Council shall meet in Executive Session under Texas Government Code §551.074 *Personnel Matters* to discuss the following: A. Review of applications for the position of city manager.**

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 7:55 p.m. No action was taken.

**Adjournment.**

Mayor Riley announced the meeting adjourned at 7:55 p.m.

**These minutes approved by the Leon Valley City Council on the 4<sup>th</sup> of August, 2015.**

APPROVED

\_\_\_\_\_  
**CHRIS RILEY**  
Mayor

ATTEST: \_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**, City Secretary



**COFFEE WITH THE MAYOR AND CITY COUNCIL**  
Leon Valley Conference Center  
6421 Evers Road, Leon Valley, Texas 78238  
Saturday, July 25, 2015

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**AGENDA**

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The Leon Valley City Council hosted a citizen meeting at the Leon Valley Conference Center on Saturday, July 25, 2015.

The meeting began at approximately 9:03 a.m.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Council Members David Edwards, Carmen Sanchez, Benny Martinez, and David Jordan. Council Member Monica Alcocer was excused.

Interim City Manager Hank Brummett, ACM/HR Director Crystal Caldera, City Secretary Sandra Passailaigue, Code Compliance Officer Jerry Perales and Assistant Police Chief Ray Lacy were also in attendance.

A presentation was given by Raiford Smith, Vice-President of Corporate Development Planning on CPS Energy's Community Solar Program.

No action was taken at the meeting.

The meeting adjourned at approximately 10:40 a.m.

**These minutes approved by the Leon Valley City Council on the 4<sup>th</sup> of August, 2015.**

APPROVED

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**CHRIS RILEY**  
Mayor

ATTEST: \_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 04, 2015 **M&C # 2015-08-04-02**  
**TO:** Mayor and Council  
**FROM:** Sandra Passailaigue, City Secretary  
**THROUGH:** Hank Brummett, Interim City Manager  
**SUBJECT:** Consideration and possible action of Resolution No. 15-024R appointing members to boards, commissions, and committees.

**PURPOSE**

This item was placed on the City Council agenda at the request of Mayor Chris Riley pursuant to Resolution No. 15-012R.

**FISCAL IMPACT**

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**A RESOLUTION OF THE CITY OF LEON VALLEY CITY COUNCIL APPOINTING MEMBERS TO THE BEAUTIFICATION COMMITTEE, ZONING COMMISSION, BOARD OF ADJUSTMENT, AND THE PARK COMMISSION .**

**WHEREAS**, The City of Leon Valley deemed it necessary to create boards, commissions and committees composed of volunteers from the community to perform specific functions for the City.

**WHEREAS**, these boards, commissions and 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 boards, commissions and committees to make decisions affecting the citizens and the future of the City.

**WHEREAS**, the individuals currently filling the boards, commissions and committees have performed admirably and honestly for the benefit of the City of Leon Valley and its citizens.

**WHEREAS**, the City Council formally appoints and sets the term for the following individual to their respected board or commission:

- Beautification Committee – Caroline Macias**
- Zoning Commission – Alternate 1-Greg Price, Alternate 2-Henry Diecker, Alternate 3-Richard Blackmore**
- Board of Adjustment – Pat Martinez**
- Park Commission – Kathy Hill**

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

That the appointments of the aforementioned individual to their respected board, commission or committee and term for each individual become effective immediately.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 4<sup>th</sup> day of August, 2015.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

Attest: \_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form: \_\_\_\_\_  
**PATRICK BERNAL**  
City Attorney

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 4, 2015 **M&C #2015-08-04-03**

**TO:** Mayor and City Council

**FROM:** Crystal Caldera, Human Resources Director

**THROUGH:** Hank Brummett, City Manager

**SUBJECT:** Consideration and Action of an ordinance authorizing a budget adjustment to the General Fund in order for the City to have adequate funds to cover the cost of unemployment benefits for Janie Willman and Manuel Longoria, Jr.

**PURPOSE**

The City of Leon Valley is a reimbursing employer. Taxed employers pay taxes every quarter. Reimbursing employers, which include certain non-profit and government employers, pay no taxes but must repay Texas Workforce Commission for unemployment benefits paid to eligible former employees. For the quarter ending July 31, 2015 the City owes \$3,600 to the Texas Workforces Commission for benefits issued to Manuel Longoria, Jr. and Janie Willman.

This was not an expected expenditure for Fiscal Year 2015 budget; therefore, a budget adjustment is needed to cover the cost of the unemployment benefits.

**FISCAL IMPACT**

Funding for the \$3,600 will come from the from General Fund reserve.

**RECOMMENDATION**

Staff recommends approval.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

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

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**Whereas** in September 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 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 4<sup>th</sup> day of August, 2015.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

Attest:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form:

\_\_\_\_\_  
**PATRICK BERNAL**  
City Attorney



Exhibit "A"  
Ordinance No. 15-010

**CITY OF LEON VALLEY, TEXAS  
BUDGET ADJUSTMENT  
FISCAL YEAR 2014-2015**

Request Submitted By: Crystal Caldera Date: 7/29/2015  
 Department Head

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Finance Director

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
 City Manager

**TYPE OF TRANSFER:** **DEPARTMENT:**

\_\_\_\_ Inter-Departmental Transfer  
 \_\_\_\_ Intra-Departmental Transfer  
X Supplemental Appropriation

**FROM:**

FUND	ACCOUNT NO.	DESCRIPTION	AMOUNT
General	100	Fund Balance	\$3,600

**TO:**

FUND	ACCOUNT NO.	DESCRIPTION	AMOUNT
General	100-300	Unemployment Benefits	\$3,600

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 04, 2015 **M&C #2015-08-04-04**  
**TO:** Mayor and City Council  
**FROM:** Elizabeth Carol, Community Development Director  
**THROUGH:** Hank Brummett, Interim City Manager  
**SUBJECT:** Consideration in the approval of a waiver for related fees for the use of the Leon Valley Community Center by the American Legion Post No. 336 as requested by Mr. Walter Geraghty.

**PURPOSE**

American Legion Post No. 336 submitted a written request (*attached*) to the Mayor and City Council for their consideration to co-sponsor a Patriot Day Remembrance Ceremony on September 13, 2015 at the Leon Valley Community Center and to waive any applicable City Facility Use Fees.

The event is open to the public at no charge. The City Council approved co-sponsorship in 2009 through 2014. American Legion Post No. 336 Commander Walter Geraghty has reserved the Leon Valley Community Center on September 13, 2015 from 5:00 p.m. to 9:00 p.m. Mr. Geraghty has requested the use of the Leon Valley Community Center based on a much larger anticipated attendance at this year's event.

Mr. Geraghty is requesting that the following charges be waived:

\$145 – Cleaning Fee  
\$400 – Deposit  
\$696 – Actual Rental  
\$88 – Security (\$22 per hour x 4)  
\$1,319

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

**FISCAL IMPACT**

The fiscal impact is dependent on the City Council's action on this request. If authorized, the fiscal impact will be on the Conference Center Fund to the extent to be determined by the City Council.

**RECOMMENDATION**

The recommendation is that the City Council authorizes the co-sponsorship with American Legion Post No. 336 of the Patriot Day Remembrance Ceremony on Sunday, September 13, 2015 from 5:00 p.m. to 9:00 p.m. with the City of Leon Valley and waive fees to the extent to be determined by the City Council.

**S.E.E. STATEMENT**

**Social Equity** – *The City of Leon Valley will promote a superior quality of life by providing events and amenities with historical and cultural significance. City co-sponsorship of the Patriot Day Remembrance Event on September 13, 2015 reflects on the American historical event that occurred on September 11, 2001 and seeks to honor those who gave their lives on that date.*

**Economic Development – Not applicable.**

**Environmental Stewardship** – *The City of Leon Valley and the American Legion Post No. 336 will demonstrate environmental stewardship at the Patriot Day Remembrance Ceremony on September 13, 2015 at the Leon Valley Community Center through the provision and use of recycling containers for reducing the amount of solid waste that gets in the waste stream and landfills.*

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary



## The American Legion Post No. 336

DATE: July 14, 2015  
TO: City of Leon Valley Mayor and City Council  
FROM: Walter Doughty, Commander  
RE: Special 9-11 event and installation

The American Legion Audie L. Murphy Post No 336 located in Leon Valley is currently the largest Post in South Texas, Also the fourth largest Post in the entire State of Texas, with well over 850 members. Starting in Sept. 2008 with only 12 members we began serving veterans and the community. Each year we have partnered with the City of Leon Valley for a special 9/11 Remembrance Event. Once again, we would ask for the City of Leon Valley to co-sponsor this event open to the community. We would like this event to be held Sunday September 13, - 5pm - 9pm in the Conference Center. The Date, time and location is already on the Sept calendar. We are asking for the same financial consideration which have been approved each of the past 6 years. I will be available for the next City Council meeting to speak in behalf of our Post. All local media will be invited as is customary with an event of this importance.

For God and Country,  
Walter Doughty, Commander

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 4, 2015 **M&C # 2015-08-04-05**  
**TO:** Mayor and Council  
**FROM:** Elizabeth Carol, Community Development Director  
**THROUGH:** Hank Brummett, Interim City Manager  
**SUBJECT:** Consideration and approval of a waiver for the deposit and rental fees related to the use of the Leon Valley Community Center as requested by Congressman Joaquin Castro for a town hall meeting.

**PURPOSE**

Congressman Castro has submitted a written request (*attached*) to the Mayor and Council for their consideration to work with the City of Leon Valley to host a Town Hall meeting on August 20, 2015 at the Leon Valley Community Center and to waive the Deposit and Rental Fees for the use of City Facilities.

The event is open to the public at no charge, and is specifically targeting residents in the greater Leon Valley area. Congressman Castro has reserved the Leon Valley Community Center on August 20, 2015 from 6:00 to 9:00 pm. Congressman Castro has requested the use of the Leon Valley Community Center based on providing easy access and participation for the surrounding constituents.

Congressman Castro is requesting that the following charges be waived:

\$400.00	Deposit
<u>\$450.00</u>	Rental Fee
\$850.00	

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

**FISCAL IMPACT**

The fiscal impact is dependent on the City Council's action on this request. If authorized, the final impact will be on the Community Center Fund to the extent to be determined by the City Council.

**RECOMMENDATION**

The recommendation is that the City Council authorizes the City of Leon Valley to work with Congressman Castro request to host a Town Hall meeting on August 20, 2015 from 6:00 to 9:00 pm. with the City of Leon Valley.

**S.E.E. LEON VALLEY**

Social Equity – To promote a superior quality of life by providing events and amenities that encourage a sense of community.

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

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

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Congress of the United States  
House of Representatives  
Washington, DC 20515-4320

July 28, 2015

Ms. Elizabeth Carol  
Planning Manager  
City of Leon Valley  
6400 El Verde Road  
Leon Valley, Texas, TX 78238

Dear Ms. Carol:

This is to request the use of the Community Center of the City of Leon Valley for my next town hall meeting on August 20, 2015 from 7:00 pm to 8:00 pm. I am eager to bring my next town hall to the Leon Valley area to provide easy access for participation to the surrounding constituents. I look forward to providing a legislative update on the most pressing issues in Congress, and hearing from my constituents.

I also ask that the same facility use policy extended to other elected officials be considered in this request. Please contact Toni Serna, my District Director at (210)348-8216 or [toni.serna@mail.house.gov](mailto:toni.serna@mail.house.gov), should you have any questions.

Sincerely,



Joaquin Castro  
United States Congressman

JC/ts

MAYOR AND COUNCIL COMMUNICATION

**DATE:** August 04, 2015 **M&C #2015-08-04-06**

**TO:** Mayor and City Council

**FROM:** Sandra Passailaigue, City Secretary

**THROUGH:** Hank Brummett, Interim City Manager

**SUBJECT:** Consideration of Resolution No. 15-025R creating a potted plant beautification program for the City of Leon Valley and authorizing expenditures therefor.

**PURPOSE**

Beautification Committee Secretary Donna Charles presented a report on behalf of the committee. Secretary Charles discussed the top ten code violations as well as a Beautification Program where business may apply for assistance for potted plants in an effort to beautify Bandera Road.

City Attorney Patrick Bernal offered to draft a policy as well as an application for City Council consideration at the next Council meeting.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

The recommendation is that the City Council approves Resolution No. 15-025R creating a potted plant beautification program.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**A RESOLUTION OF THE CITY OF LEON VALLEY CREATING A POTTED PLANT BEAUTIFICATION PROGRAM FOR THE CITY OF LEON VALLEY AND AUTHORIZING EXPENDITURES THEREFOR.**

**WHEREAS**, the aesthetics, cleanliness, appearance, and landscaping of the City of Leon Valley and its commercial corridors is a material and significant factor in the quality of life of the citizens of the City; and

**WHEREAS**, creating and maintaining high levels of quality of life in the City of Leon Valley requires partnerships between the City, its citizens and businesses for the promotion, care and conservation of the City's beauty; and

**WHEREAS**, the City Council of the City of Leon Valley desires to promote, enhance and maintain the beauty of the City and its commercial corridors; and

**WHEREAS**, the City has previously budgeted funds for the promotion, enhancement and maintenance of the cleanliness, appearance and beauty of the City; and

**WHEREAS**, the City Council of the City of Leon Valley desires to create a program to enhance the appearance and beauty of business fronts in the City.

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

**SECTION 1. CREATION OF PROGRAM**

The City Council of the City of Leon Valley hereby establishes the Potted Plant Beautification Program. The City will provide at its sole discretion a potted plant to the owner or lessee of a commercial business or building fronting a public street along a commercial corridor upon the completion and execution of an application agreeing to the terms of the program as provided for in the attached Exhibit A.

**SECTION 2 FUNDING**

City Council hereby authorizes a funding level not to exceed three thousand dollars (\$3,000.00).

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 4<sup>th</sup> day of August, 2015.

APPROVED

\_\_\_\_\_  
**CHRIS RILEY**  
Mayor

Attest: \_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC** City Secretary

Approved as to Form: \_\_\_\_\_  
**PATRICK BERNAL** City Attorney

**CITY OF LEON VALLEY**  
**POTTED PLANT BEAUTIFICATION PROGRAM**  
**APPLICATION**

I, the undersigned, hereby request to participate in the City of Leon Valley Potted Plant Beautification Program. By signing and submitting this City of Leon Valley Potted Plant Beautification Program Application I hereby attest and agree to the following guidelines.

1. Acceptance of a potted plant provided at the City's discretion.
2. Agreements to, at my expense, properly maintain and care for the plant and pot.
3. Agreement to, at my expense, replace the plant upon its death or disease or when requested by the City.
4. Agreement to place the potted plant in a place visible to the public from the street and/or approved by the City.
5. Agreement to return the potted plant at any time at my discretion or upon the request of the City.
6. Acknowledgement that I am the owner or lessee of the property where the potted plant will be located and my agreement to hold the City of Leon Valley, its officers and employees harmless from any claim or cause of action brought related to the program or use of the potted plant.

Name: \_\_\_\_\_

Phone and email address \_\_\_\_\_

Address and Legal Description of Property (applicant may attach maps and other illustrations)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

ITEM 10a

The once generous level of the J-17 well has dropped. The 10-day average has dropped to 659.5 ft. Interim City Manager Henry Brummett has declared that **Stage 1 Water Restrictions will be in effect as of July 31<sup>st</sup>**. Per City ordinance, the following rules apply:

- Landscape watering with an irrigation system or sprinkler is permitted one day per week before 10:00 a.m. or after 8:00 p.m. in accordance with the last digit of the property address as follows:

Last Digit of Address	Day of Week
0-1	Monday
2-3	Tuesday
4-5	Wednesday
6-7	Thursday
8-9	Friday

All businesses and apartment complexes will use Wednesday as their watering day. No person may use groundwater for an ornamental outdoor fountain or similar feature unless a variance has been obtained for 100 percent (100%) nonpotable water use. Operators of athletic fields must submit a conservation plan to the city. Athletic fields may not irrigate between 10:00 a.m. and 8:00 p.m.

Residential washing of vehicles or other equipment is allowed only on assigned watering days and times. A hose with an automatic shut off nozzle or bucket of five gallons or less may be used. Water should not be allowed to run into the street.

Washing of impervious cover such as parking lots, driveways, streets or sidewalks is prohibited.

Hand watering with a handheld hose, soaker hose, drip irrigation, bucket or watering can is permitted any time and any day.

All nonpublic swimming pools must have a minimum of 25 percent of the surface area covered with evaporation screens when not in use. Inflatable pool toys or floating decorations may be used for this purpose.

The use of commercial car wash facilities is allowed any day.

Watering days begin and end at midnight; overnight watering is not allowed.

Water waste, such as water running down the street, is prohibited year-round; however, watering with a handheld hose is still allowed any day, any time.

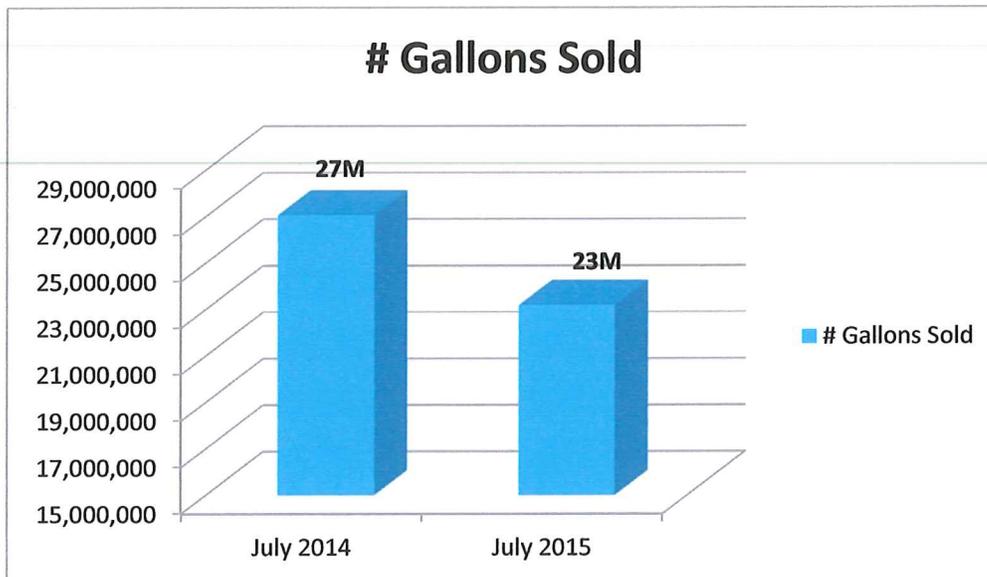


**Summary of Activity**

- Total of 19 Service Requests Received
- Selected for an EAA grant to perform a \$15,000 leak detection survey of the water system
- Received a CDBG grant to address flooding at Timberhill and Huebner. The grant amount for the project is \$175,000
- Provided support for the Municipal Bond Program in assisting with PD move in
- Working with SAWS on Requests for Easements and land purchase
- Completed the Edinborough Drainage Improvement Project.
- Replaced the diving board at the City Pool
- Mowed the Park and grounds preparing for 4th of July
- Mowed ROW throughout City, including drainage areas
- Sprayed City Sectors for mosquito control
- Trimmed trees and brush in ROW and away from Stop Signs throughout the City
- Completed the clearing phase for the Aquarium Detention Pond Project
- Performed a sewer main repair along Bandera Rd.

Water Utility Sales	July	FY
# of Gallons Sold	23,175,901	
Water Revenue	\$63,630.54	\$634,763.02
Wastewater Revenue	\$97,600.34	\$989,359.01
Stormwater Revenue	\$23,583.43	\$235,800.63

**Comparison**



City of Leon Valley Minutes of the Meeting of the  
Community Events Committee

March 25, 2015

The meeting of the Community Events Committee convened on Wednesday at 6:37 p.m. at the Leon Valley City Hall, Conference Room, 6400 El Verde Road, Leon Valley, Texas 78238.

**I. ROLL CALL**

Present were Chairman Carlos Vera, Darcy Vera, Bobbie Schaeff, Jackie Walton and Staff Liaison Sylvia T. Irwin.

**II. APPROVAL OF MINUTES**

Chairman Carlos Vera moved to accept the minutes of the February 25, 2015 meeting as read and Committee Member Darcy Vera seconded the motion. The committee then moved to accept the meeting minutes as read. The motion was passed.

**III. NEW BUSINESS**

Chairman Carlos Vera began by thanking our guest, new hire, Community Development Director Elizabeth Carol. Director Elizabeth Carol had been introduced to each Community Events Committee member as they arrived.

Staff Liaison Sylvia Irwin advised that Director Elizabeth Carol had a meeting with 4<sup>th</sup> of July Promoter Mike De La Garza and asked that Director Elizabeth Carol to please give the committee an up-date from that meeting.

Director Elizabeth Carol stated that Tellez Tamales would like to sponsor a tamale eating contest with both Adult and child categories.

There is a possibility of two stages but that is still to be determined along the checklist of items that former Community Development Director Kristie Flores indicated for the event.

Chairman Carlos Vera asked about carnival rides and mentioned that Alamo Heights had had carnival rides and would like to be involved in that discussion. Further, Chairman Carlos Vera mentioned that he assisted in obtaining a carnival for Leon Valley Days with the first \$3,000.00 going to the Carnival promoters and remaining funds would be split 50/50. The rides included a bounce and wall climb.

Director Elizabeth Carol mentioned that Promoter Mike De La Garza liked the idea of a carnival which would bring in teens and small children.

Director Elizabeth Carol discussed the possibility of a VIA shuttle. Committee member Jackie Walton mentioned a shuttle route could be difficult due to the parade.

In regard to vendor booths, fees were not sufficient last year and will be increased to \$75.00 or \$100.00 to \$125.00 range. Per Promoter Mike De La Garza, the number of booths is still unknown.

Director Elizabeth Carol asked if water was sold last year and members Darcy Vera and Jackie Walton discussed it was sold for \$3.00 a bottle by a designated vendor for the event with the promise that no one else would sell water and a percentage of the profit would go to the city. This was undercut by the American Legion vendor who sold their unauthorized water for \$1.00 during the event.

Chairman Carlos Vera mentioned how successful the live KSAT broadcast had been and that there was some interest in KSAT getting involved in the parade.

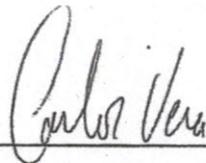
#### **V OTHER BUSINESS**

The next Community Events Committee will be held April 22, 2015.

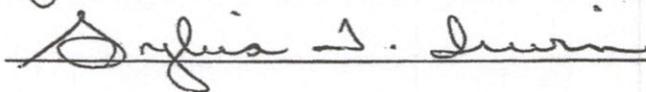
#### **V. ADJOURN**

A motion to adjourn was made by Chairman Carlos Vera and seconded by Jackie Walton. The meeting was adjourned at 7:12 p.m.

Chair



Staff



City of Leon Valley Minutes of the Meeting of the  
Community Events Committee

May 27, 2015

The meeting of the Community Events Committee convened on Wednesday at 6:39 p.m. at the Leon Valley City Hall, Conference Room, 6400 El Verde Road, Leon Valley, Texas 78238.

**I. ROLL CALL**

Present were Chairman Carlos Vera, Committee Secretary Darcy Vera, Committee and Councilman Ricardo Ruiz and Committee Members Jackie Walton and Staff Liaison Sylvia T. Irwin.

**II. APPROVAL OF MINUTES**

Chairman Carlos Vera moved to accept the minutes of the April 22, 2015. Committee Member Jackie Walton seconded the motion. The committee then moved to accept the meeting minutes with one correction. The motion was passed.

**III. NEW BUSINESS**

Chairman Vera then began with the first item on the Agenda, the Volunteer Appreciation Dinner on April 7th. Chairman Vera commented that he felt attendance was less than last year and Committee Secretary Darcy Vera said the event was appreciated.

Chairman Carlos Vera, Committee Secretary Darcy Vera, Committee and Councilman Ricardo Ruiz and Committee Member Jackie Walton were in agreement that there should be more business accessibility and visibility. Commenting that we should reach out to businesses like Liza's Taco House or Bandera Bowl, who did not participate in last year's celebration.

The next item for discussion was preparation for the 4<sup>th</sup> of July. Chairman Carlos Vera, attended a meeting with Director Elizabeth Carole and Promoter Mike De La Garza at Raymond Rimkus Park. The performance stage will now be closer to the parking lot facing Evers Road and the large pavilion is for performances for children.

Chairman Carlos Vera then brought up a Grand Marshal suggestion of Ancira's Ernesto Ancira or the Spur's Coyote. Council member and Committee Member Ricardo Ruiz brought up Miracle Paint & Body's Manuel Rubio, local Jose Melendez or Soccer Star Manuel Vidios who is proposing a soccer field in Leon Valley. Chairman Carlos Vera said Fire Chief Luiz Valdez suggested former TV Star, Michael Nesmith, who has a street named after him but this committee agreed Michael Nesmith has never been a local Leon Valley citizen.

Following up on the Carnival, which is still an option in the play area, it will require a four day operating agreement.

KSAT will still be our media promoter and will begin promotional announcements five to six days prior or perhaps sooner.

Committee Member Jackie Walton brought up improving the lighting for the event.

Councilman and Committee Member Ricardo Ruiz inquired about a vendor from Earthwise Living Day and Staff Liaison Sylvia Irwin will follow up on all vendors.

Leon Valley Elementary was again considered for the parade lineup with comments on whether it was a good area for the parade but we will work with whatever area is designated.

When water for volunteers and Police was mentioned, Staff Liaison Sylvia Irwin advised there was an aid station located in the main parking lot with plenty of water available last year.

The need for Volunteers and placement of volunteers came up. Special Groups such as a school Spanish Club or a church group was suggested for community hours. Informative signs were also noted as important for parade participants, dignitaries and guest parking.

Chairman Carlos Vera would like to invite Promoter Mike De La Garza to our next meeting and Committee Member Jackie Walton who on the Park Commission will look into the possibility of closing the park before the 4<sup>th</sup> of July event.

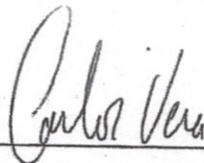
#### IV. NEW BUSINESS

None.

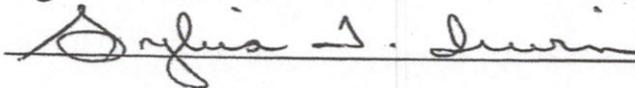
#### V. ADJOURN

A motion to adjourn was made by Chairman Carlos Vera and seconded by Ricardo Ruiz. The meeting adjourned at 7:28 p.m. The next meeting is May 27, 2015.

Chair



Staff



City of Leon Valley Minutes of the Meeting of the  
Community Events Committee

June 24, 2015

The meeting of the Community Events Committee convened on Wednesday at 6:39 p.m. at the Leon Valley, Conference Center, 6421 Evers Road, Leon Valley, Texas 78238.

**I. ROLL CALL**

Present were Chairman Carlos Vera, Committee Secretary Darcy Vera, Committee Member, Evelyn Scarborough and Staff Liaison Sylvia T. Irwin. Guests were 4<sup>th</sup> of July Promoter Mike De La Garza and Community Development Zoning Manager Elizabeth Carol.

**II. APPROVAL OF MINUTES**

Chairman Carlos Vera moved to accept the minutes of the May 27, 2015. Committee Member Evelyn Scarborough seconded the motion. The committee then moved to accept the meeting minutes. The motion was passed.

**III. NEW BUSINESS**

Chairman Vera then began by thanking both our guests for joining us and asked Promoter Mike De La Garza to give us an update on the 4<sup>th</sup> of July event.

Promoter Mike De La Garza spoke to Kathy Hill of the Leon Valley Historical Society who announced they will sponsor the Pioneer Firecracker 5K Fun Run/Walk. Promoter De La Garza was aware that there were some issues last year between the Homestead starting point and the run and he will talk to them about changing their route. Chairman Carlos Vera mentioned that perhaps the Historical Society could end the run at the Homestead. Further, there is an official website on-line for entry payments and a new membership allows you to run. Community Development Zoning Manager Elizabeth Carol mentioned that there are seven other runs scheduled outside the city that day.

The Carnival is not going to happen but there was some discussion about the Doodle Train that charged \$3.00 per ride.

Regarding booths, KSAT will bring in addition equipment with a game called "the Human Crane." Light and Sound will begin setup at 7:00 a.m. the day of the event. The VIP area will consist of tables setup behind the stage and all vendors are expected to be up and running by 12:00 noon.

Chairman Carlos Vera, Committee members Darcy Vera and Evelyn Scarborough brought up suggestions of a picture booth, lowering the cost of water from \$3.00 to \$2.00, better selection of music for fireworks portion of the program, a VIP tent to keep cool, parking for handicap, inquiry into volunteers as parking attendants from USAA or Valero Corp., asking for a Leon Valley Police Officer at the new parade location to assist with crowd control and looking into 4<sup>th</sup> of July fence décor like the schools have to promote more event visibility.

Promoter De La Garza discussed plans for a Tamale Eating Contest at 2:00 p.m. sponsored by Tellez Tamales as a school supply fundraiser, KSAT SA Live participation, asking Nadler's Bakery family to judge an Apple Pie baking contest, karaoke was suggested by the committee and will be considered, announced that Ancira declined sponsoring the fireworks this year which was \$12,500.00 in lost sponsorship assistance, attempted to recruit sponsors 7-11 and Wal-Mart but reply, music headliners are SA Blues Brothers Revue and Texas Radio, there is no rain day, the use of Port-o-Cool toilets, more volunteers needed, publicity of WOAI and upcoming Press Conference at Raymond Rimkus park at 10:00 a.m. on Wednesday, June 24<sup>th</sup>.

Chairman Carlos Vera wanted to extend the committee's thanks to Mike De La Garza in his efforts to make our 4<sup>th</sup> of July Spectacular Celebration a success.

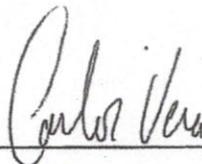
#### IV. NEW BUSINESS

Chairman Carlos Vera would like to invite Chief Wallace to our next meeting.

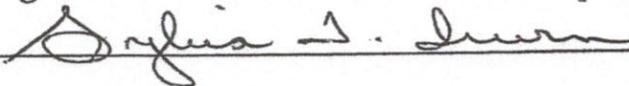
#### V. ADJOURN

A motion to adjourn was made by Chairman Carlos Vera and seconded by Darcy Vera. The meeting adjourned at 8:18 p.m. The next meeting is July 22, 2015.

Chair



Staff



**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 4, 2015 **M&C# 2015-08-04-07**  
**FROM:** Vickie Wallace, Finance Director  
**THROUGH:** Hank Brummett, City Manager  
**TO:** Mayor and Council  
**SUBJECT:** Vote for the placement of a proposal to adopt the City's 2015 tax rate on the agenda of September 15, 2015, Council meeting at a rate of \$0.561615/\$100 valuation, which is \$0.013892 lower than last year's tax rate of \$0.575507, 6.641451% higher than the effective tax rate of \$0.526647 and is equal to the rollback tax rate.

**PURPOSE**

The City is proposing to adopt a tax rate of \$0.561615 per \$100 of property valuation for the tax year 2015, which is \$0.013892 lower than last year's tax rate of \$0.575507. When a proposed tax rate exceeds the rollback tax rate or the effective tax rate, whichever is lower, Chapter 26 of the Texas Property Tax Code requires the City Council to vote to place a proposal to adopt the tax rate on the agenda of a future meeting as an action item.

For the 2015 tax year, the proposed tax rate of \$0.561615 exceeds the effective tax rate of \$0.526647 by 6.641451% and is equal to the rollback tax rate.

**A record vote must be taken.**

**SEE LEON VALLEY**

Social – A responsible municipal budget strives to allocate taxpayer dollars in an efficient and effective manner that represents all citizens equally.

Economic – Utilizing taxpayer monies to maximize public safety, city administration and city programs/services allow 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.

**FISCAL IMPACT**

Property taxes fund the activities in the General Fund and Debt Service Fund budgets for FY 2016.

**STRATEGIC GOALS**

N/A

**RECOMMENDATION**

Vote for the placement of a proposal to adopt the City's 2015 tax rate on the Agenda of September 15, 2015.

APPROVE: \_\_\_\_\_

DISAPPROVE: \_\_\_\_\_

APPROVE WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**City of Leon Valley**  
**Vote to Place a Proposal to**  
**Adopt the Proposed 2015 Tax Rate of**  
**\$0.561615**  
**Fiscal Year 2016**  
**August 4, 2015**

# Overview

- When a proposed tax rate exceeds the rollback tax rate or the effective tax rate, whichever is lower, Chapter 26 of the Texas Property Tax Code requires the City to vote to place a proposal to adopt the tax rate on the agenda of a future meeting as an action item
- For the 2015 tax year the proposed tax rate of \$0.561615 exceeds the effective tax rate of \$0.526647 by 6.641451%
  - Is a decrease of \$0.013892 from the 2014 adopted tax rate of \$0.575507
  - Is equal to the rollback tax rate
  - Funds the General and Debt Service Fund budgets for FY 2016

# Overview

Continued

- Tax rate allocation

	Tax Year		Difference
	2015	2014	
M&O	\$0.471173	\$0.476752	\$(0.005579)
I&S	\$0.090442	\$0.098755	\$(0.008313)
<b>TOTAL</b>	<b>\$0.561615</b>	<b>\$0.575507</b>	<b>\$(0.013892)</b>

# Next Step

- Vote to place a proposal to adopt the 2015 tax rate of \$0.561615 on the agenda of
  - September 15, 2015
- The vote must be recorded

City of Leon Valley  
August 4, 2015

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 4, 2015 **M&C #2015-08-04-08**

**TO:** Mayor and Council

**FROM:** Vickie Wallace, Finance Director

**THROUGH:** Hank Brummett, City Manager

**SUBJECT:** A call for two public hearings on the proposed 2015 tax rate of \$0.561615 per \$100 valuation, which is \$0.013892 lower than last year's tax rate of \$0.575507, 6.641451% higher than the effective tax rate of \$0.526647 and is equal to the rollback tax rate. The first public hearing will be on Tuesday, September 1, 2015, at 7:00 p.m. at The Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78238 and the second public hearing will be on Tuesday, September 8, 2015, at 7:00 p.m. at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78238.

**PURPOSE**

The City is proposing to adopt a tax rate of \$0.561615 per \$100 property valuation for the tax year 2015, which is \$0.013892 lower than last year's tax rate of \$0.575507. Chapter 26 of the Texas Property Tax Code requires the City to hold two public hearings on the proposed 2015 tax rate if the proposed tax rate exceeds the rollback tax rate or effective tax rate, whichever is lower. For the 2015 tax year, the proposed tax rate of \$0.561615 exceeds the effective tax rate of \$0.526647 by 6.641451% and is equal to the rollback tax rate.

**SEE LEON VALLEY**

**Social** – A responsible municipal budget strives to allocate taxpayer dollars in an efficient and effective manner that represents all citizens equally. Public Hearings ensure the citizens of Leon Valley transparency in Government.

**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.

**FISCAL IMPACT**

Property taxes fund the activities in the General Fund and Debt Service Fund budgets for FY 2016.

**STRATEGIC GOALS**

N/A

**RECOMMENDATION**

Call for two public hearings on the proposed 2015 tax rate of \$.561615 as follows:  
First Public Hearing - Tuesday, September 1, 2015, at 7:00 p.m. at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78238

Second Public Hearing - Tuesday, September 8, 2015, 7:00 p.m. at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78238

APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_

APPROVE WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**City of Leon Valley  
Call for Public Hearings  
on the  
Proposal to Adopt the 2015 Tax Rate  
of \$0.561615  
August 4, 2015**

# Overview

- Chapter 26 of the Texas Property Tax Code requires the City to conduct two public hearings on the proposed 2015 tax rate if the proposed tax rate exceeds the rollback tax rate or effective tax rate, whichever is lower
- For the 2015 tax year the proposed tax rate of \$0.561615 exceeds the effective tax rate of \$0.526647 by 6.641451%
  - Is a decrease of \$0.013892 from the 2014 adopted tax rate of \$0.575507
  - Is equal to the rollback tax rate
  - Funds the General and Debt Service Fund budgets for FY 2016

# Overview

- The City will conduct the following public hearings on the proposed 2015 tax rate of \$0.561615
- First public hearing
  - Tuesday, September 1, 2015 at 7:00 p.m. at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78238
- Second public hearing
  - Tuesday, September 8, 2015 at 7:00 p.m. at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78238

# Next Step

- Vote to conduct two public hearings on the proposed 2015 tax of \$0.561624 on
  - Tuesday, September 1, 2015 at 7:00 p.m. at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78238
  - Tuesday, September 8, 2015 at 7:00 p.m. at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78238

City of Leon Valley  
August 4, 2015

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 4, 2015 **M&C # 2015-08-04-09**

**TO:** Mayor and City Council

**FROM:** Stephen Ynostrosa, LVEDC Board President

**THROUGH:** Henry Brummett, Interim City Manager

**SUBJECT:** LVEDC FY 2015 Budget Adjustment to add \$117,136.00 of Previously Unbudgeted LVEDC Funds from the LVEDC's Fund Balance to the Contractual Services Budget of the Current Fiscal Year Budget

**PURPOSE**

The purpose of this M&C is to approve a budget adjustment to the LVEDC Fiscal Year 2015 budget. The Leon Valley Economic Development Corporation seeks City Council approval to add \$117,136.00 of previously unbudgeted LVEDC funds from the LVEDC's fund balance to the Contractual Services budget of the FY 2015 budget.

**BACKGROUND**

The LVEDC is currently involved in a lawsuit verdict appeal and has existing consultant obligations for the remainder of the fiscal year. In the meantime, the LVEDC wants to have funds budgeted to pay the increasing legal fees, court costs, and any costs associated with the lawsuit appeal, in addition to consultant services to continue with the promotion of economic development for Leon Valley.

Earlier in the fiscal year, the LVEDC reallocated \$118,680.00 from the EDC Project Fund line item to the Professional Services line item. This increased the Professional Services line item to \$168,680.00 and reduced the EDC Project Fund line item to \$184,628.00. Adding \$117,136.00 would increase the total LVEDC FY 2015 budget to \$557,136.00. The funds would be allocated as follows: Professional Services \$101,254.00 and Advertising \$15,882.00.

This item supports the approved 2014 Strategic Plan Update goal for economic development.

**FISCAL IMPACT**

There is no fiscal impact to the General Fund. The LVEDC's fund balance will be reduced by \$117,136.00. Approximately \$326,143.00 will remain in the LVEDC fund balance.

**S.E.E. IMPACT**

**Social** – None.

**Economic** – To provide a diverse and versatile business environment that supports a healthy economy by engaging in open dialogue on issues and matters which affect the conduct of economic development in Leon Valley.

**Environmental** – Not applicable.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS: \_\_\_\_\_

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**A RESOLUTION APPROVING THE AMENDMENT TO ADD \$117,136.00 OF PREVIOUSLY UNBUDGETED FUNDS FROM THE CITY OF LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION (LVEDC) FUND BALANCE TO THE LVEDC BUDGET FOR FISCAL YEAR 2014-2015**

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**Whereas** City of Leon Valley City Council approved the Articles of Incorporation that formed the City of Leon Valley Economic Development Corporation to receive economic development funds and to prepare a plan and budget for the effective and efficient expenditure thereof in furtherance of the purposes of the Corporation; and

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

**Whereas** the City of Leon Valley Economic Development Corporation seeks to add \$117,136.00 of previously unbudgeted LVEDC funds from the LVEDC Fund Balance to the Contractual Services budget of the current fiscal year budget; and

**Whereas** the City Council of the City of Leon Valley hereby finds and determines that the amendment adopted under this resolution are for an economic development purpose.

**NOW, THEREFORE, BE IT RESOLVED 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 resolution are severable, and if any phrase, clause sentence, paragraph or section of this resolution 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 resolution, since the same would have been enacted by the City Council without the incorporation in this resolution of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION III.  
REPEALER CLAUSE**

Any provisions of any prior resolution of the City which are in conflict with any provision of the Resolution, are hereby repealed to the extent of the conflict, but all other provisions of the

resolutions of the City which are not in conflict with the provisions of this Resolution, shall remain in full force and effect.

**SECTION IV.  
EFFECTIVE DATE**

This Resolution 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 Resolution 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 4<sup>th</sup> day of August, 2015.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

Attest:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form:

\_\_\_\_\_  
**PATRICK BERNAL**  
City Attorney

**LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION (LVEDC)**  
**Fiscal Year 2015 Budget Adjustment**

Exhibit A

<b>DEPARTMENTAL EXPENDITURES</b>	<b>2015 ADOPTED</b>	<b>2015 ADJUSTED BY LVEDC</b>	<b>2015 PROPOSED ADJUSTMENT</b>
<b><u>SUPPLIES</u></b>			
5100-520.01 Office Supplies	300	300	300
5100-520.02 Operating Supplies	0	0	0
5100-520.04 Miscellaneous Supplies	200	200	200
<b><u>TOTAL SUPPLIES</u></b>			
<b><u>CONTRACTUAL SERVICES</u></b>			
5100-530.01 Professional Services	50,000	168,680	269,934
5100-530.02 Contractual Services	45,417	45,417	45,417
5100-530.03 Telephone			
5100-530.04 Utilities - Gas, Water, Electricity			
5100-530.05 Printing	500	500	500
5100-530.06 Advertising	24,000	24,000	39,882
5100-530.08 Equipment Rental	-	-	-
5100-530.09 Travel	15,000	15,000	15,000
5100-530.10 Membership	1,275	1,275	1,275
5100-530.15 EDC Project Funding	303,308	184,628	184,628
<b><u>TOTAL CONTRACTUAL SERVICES</u></b>	<b>440,000</b>	<b>440,000</b>	<b>556,636</b>
<b><u>TOTAL BUDGET</u></b>	<b>440,000</b>	<b>440,000</b>	<b>557,136</b>



# **LVEDC**

## **Proposed FY 2015 Budget Adjustment**

**August 4, 2015**

# Request

- Budget adjustment to LVEDC FY2015 budget
- \$117,136 of unallocated money from LVEDC fund balance
- Added to Contractual Services Budget
  - Professional Services
  - Advertising

# Professional Services

- Current Budget Amount = \$168,680
- Bills Paid to Date = \$167,672
- Balance = \$11,008
- Bills to be Paid for July = \$63,262
- Projected Bills to be Paid for August and September = \$49,000
- Amount Needed = \$101,254

# Advertising

- Current Budget Amount = \$24,000
- Bills Paid to Date = \$33,882
- Balance = -\$9,882
- Projected Bills to be Paid for August and September = \$6,000
- Amount Needed = \$15,882

# Professional Services: Legal Fees

- FY 2015 to date = \$190,224 (billed for lawsuit only)
- Project to spend \$45,000 through the end of FY 2015 (August and September) on lawsuit
  - Including attorney, paralegals, clerks
  - Court costs

# Budget Adjustment

- Funds to be allocated to:
  - Professional Services line item = \$101,254
  - Advertising = \$15,882
- Total LVEDC FY 2015 Budget = \$557,136
- LVEDC approved budget adjustment on April 29, 2015 and revised adjustment on July 27, 2015

# Summary

- Professional Services = \$101,254
- Advertising = \$15,882
- **TOTAL = \$117,136**

## **LVEDC Net Worth**

- As of June 30, 2015
- Assets: Cash in Bank = \$522,435
- Liabilities: \$364, 185
  - Grant Programs Funds Payable = \$147,989
  - Sales Tax Overpayment to be Refunded to State of Texas = \$61,196
  - Estimate Professional Fees on Larry Little Lawsuit = \$155,000
  - Contingent Liability on Larry Little Lawsuit = ?
- Net Worth = \$158,250



# **LVEDC**

## **Proposed FY 2015 Budget Adjustment**

**August 4, 2015**

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 4, 2015 **M&C # 2015-08-04-10**

**TO:** Mayor and Council

**FROM:** Elizabeth Carol, Community Development Director

**THROUGH:** Hank Brummett, Interim City Manager

**SUBJECT:** Consideration and action on two variance requests by Alpaben Gajena, owner of New Friends Learning Center, to maintain their existing sign and an existing fence that are located at 7500 Eckhert Road, Suite 140.

**PURPOSE**

To consider a variance which would allow New Friends Learning Center (NFLC) to maintain their existing sign which is on an unpermitted six (6) foot privacy fence that is located in the front yard of their storefront and provides an enclosure for the children's play area at 7500 Eckhert Road, Suite 140. The fence and sign are 6'x138' which is an 828 square foot logo.

Chapter 3.04 of the Leon Valley Code of Ordinances, regarding signs, does not include painted fences on its list of allowable signs. The largest single tenant sign allowed in the code is 375 feet, which was designed for locations abutting the highway.

Section. 3.05 of the Leon Valley Code of Ordinances, state that no fence shall hereafter be erected within the city unless the person erecting the fence obtains a permit for construction of the fence.

April 20, 1999, the Leon Valley City Council approved a variance allowing the previous applicant, Enrichment Academy, to install a four (4) foot fence in the front yard to accommodate an outdoor play area.

NFLC opened August 2014. In October 2014, the City received a complaint from another childcare owner/operator in the area who requested that other facilities in Leon Valley have their existing sign's reviewed. A second request was received in January 2015, and a citation was issued to the NFLC.

The applicant was cited in January and submitted a variance request for their sign which was considered at the February 8, 2015 City Council meeting. During the discussion it was noted that the applicant did not have an updated permit on behalf of their six (6) foot fence. Their existing fence permit allows for a four (4) foot fence in the front yard. City Council requested staff to resolve the issues of the sign and fence and bring them back for consideration.

April 22, 2015, Code Compliance followed up and issued a warning to the NFLC for the installation of a sign on an unpermitted six (6) foot privacy fence. The applicant was notified that their sign and fence were not in compliance and they were given until April 30, 2015 to modify their sign, and fence, submit a sign and/or fence permit or request a variance to these requirements.

On May 5, 2015 the applicant was formally cited by Code Compliance for the installation of a sign and fence that are not in compliance, and were installed without a permit. On May 21, 2015 the applicant submitted a variance request to the Leon Valley Code of Ordinances (LVCO) fence standards. The applicant has indicated that the six (6) foot tall fence was installed to protect the privacy and safety of their children.

May 21, 2015, the applicant met with the prosecutor who recommended that they proceed with the permitting process and advise the Court of any action.

The Leon Valley Economic Development Corporation (LVEDC) Board has considered and approved the NFLC request for a grant to install a sign provided it is in conformance with the code.

### **S.E.E. LEON VALLEY**

Social – It is equitable for the City to assist the applicant in resolving this matter.

Economic – N/A

Environmental –The fence height and sign size will not have an adverse impact on the environment.

### **FISCAL IMPACT**

The applicant paid \$100 for consideration of each of their variance requests. If the requests are approved the applicant will pay \$75.00 for their sign permit and \$45 for the fence permit.

### **RECOMMENDATION**

Staff recommends that the sign be removed and the fence restored to four (4) feet. Variances are at the discretion of the City Council, and Staff has noted several alternatives:

1. Grant a temporary variance, not to exceed 60 days, to allow the applicant to submit a sign permit that complies with the existing Leon Valley Code of Ordinances; or
2. Approve the sign and/or fence variance as requested; or
3. Be consistent with the variance approved by City Council in 1999, and allowance for the continuous usage of the four feet high fence, without the sign.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

## ARTICLE 3.04 SIGNS

### Sec. 3.04.008 Variances and appeals

(a) Persons wishing to erect signs not in conformance with this article or any person aggrieved by any decision of the city in the administration of this article may appeal such decision to the city council. The city council shall only hear and decide the following:

- (1) An appeal that alleges error in an order, requirement, decision, or determination made by an administrative official in the enforcement of this article; or
- (2) A request for variance(s) from the strict enforcement of the requirements of this article due to special conditions wherein a literal enforcement of this article would result in unnecessary hardship, and so that the spirit of this article is observed and substantial justice is done.

(b) The application must be accompanied by a drawing or other artistic representation to accurate scale showing the exact sign proposed, its size and message (textural or pictorial), color, shape, whether lighted or unlighted, location on said property or business, materials of which it is to be made, how it is to be made and how it is to be fastened. Granting of the variance requires approval from the designated city official(s), who shall determine whether the proposed sign is acceptable under the conditions established in this article and applicable building codes. Upon approval from the designated city official(s), the variance request will be heard by the city council.

(c) The city manager or designee is authorized to approve a variance to three specific types of regulations in this article: sign area, sign height, and distance between signs. This authorization shall be restricted to variance of one

- (1) of type of regulation not to exceed 10% of the specified dimension for one (1) existing nonconforming sign per platted property. This staff variance provision does not apply to any of the properties required to file a master sign plan.

(Ordinance 06-034, sec. 1 (5.13), adopted 9/5/06)

### Allowable signage generally

Any sign not specifically listed as being allowed herein is expressly prohibited. (Ordinance 06-034, sec. 1 (5.2), adopted 9/5/06)

### Sec. 3.04.011 On-premises signs

(a) General provisions.

- (1) Single-tenant businesses shall be allowed up to a total of four (4) signs per storefront from the types of signs listed in this section, provided that all applicable requirements have been met.

- (2) Tenants of properties with four (4) or more tenants shall follow the multi-tenant guidelines in this section.
  - (3) The following signs shall be allowed under the provisions of this article with an approved sign permit.
- (b) Building-mounted signs.
- (1) Wall signs.
    - (A) Design. Wall signs shall not obscure windows, grillwork or pilasters of the building.
    - (B) Location. Wall signs shall be mounted flush and fixed securely to a building wall, projecting no more than 18 inches from the face of the wall, and not extending sideways from the building face or above the roofline of a building.
    - (C) Total sign area.
      - (i) The maximum total wall sign area for each building occupant may not exceed 25% of the total square footage of the exterior wall, not to exceed 200 square feet per occupancy.
      - (ii) Signs cannot be longer than 80% of the sign band length where the sign is to be located.
  - (2) Marquee signs.
    - (A) Design. See the city design guidelines.
    - (B) Number and location. Marquee signs shall be allowed in conjunction with wall signs.
    - (C) Total sign area.
      - (i) Marquee signs shall be allowed up to 25% of total marquee area, not to exceed 200 square feet for each occupancy.
      - (ii) Marquee signs shall not be longer than 80% of sign band length where the sign is to be located.
  - (3) Awning signs.
    - (A) Number and location.
      - (i) Awnings shall permanently attached to buildings.
      - (ii) Sign lettering and any graphics shall be comprised of no more than 80% of awning surface area.
    - (B) Sign height. Minimum height of awnings shall be eight (8) feet as measured from ground level.
  - (4) Roof signs.
    - (A) Number and location.
      - (i) Roof signs shall be limited to one sign per street frontage up to three (3) signs total.
      - (ii) A roof sign will be allowed in place of a wall sign.
    - (B) Total sign area. Roof signs shall not exceed 80% of roof sign area, not to exceed 100 square feet.

- (C) Sign height. No roof sign will be permitted which extends beyond the highest point of a pitched roof, a mansard roof or a parapet line of a building.
- (c) Freestanding signs.
- (1) Number and location.
    - (A) No freestanding on-premises sign shall be constructed within 100 feet of any existing freestanding on-premises or multi-tenant sign on the same site, or within forty (40) feet of a freestanding or multi-tenant sign on a neighboring site.
    - (B) No freestanding sign, other than a multi-tenant sign, shall occupy the same frontage as a projecting sign.
    - (C) Electronic message centers will be allowed on freestanding signs, and will be included in the calculation of the area of freestanding signs.
    - (D) One freestanding sign shall be permitted on each street frontage, as follows:
      - (i) Less than 250 feet of frontage: One (1) sign.
      - (ii) 250 feet or more of frontage: One (1) sign per 250 feet of frontage when approved by a master sign plan.
  - (2) Total sign area.
    - (A) Each face of a freestanding sign may not exceed:
      - (i) 50 square feet if the sign pole is 32 feet tall;
      - (ii) 240 square feet if the pole is 50 feet high;
      - (iii) 375 square feet if the pole is 60 feet high.
    - (B) In the case of irregularly shaped signs, refer to the definition of "sign area" for method of calculation.
  - (3) Sign height. Sign height shall be restricted to:
    - (A) 32 feet on collector roadways;
    - (B) 50 feet on arterial roadways;
    - (C) 60 feet on a state highway;
    - (D) 60 feet on expressway frontage roads.
  - (4) Landscape buffer. Unless an alternate method of providing traffic and pedestrian safety is approved through the master sign plan, each freestanding sign shall be placed within a landscaped area extending a minimum four (4) feet from the sign in each direction. Such measurements shall begin at the sign base or at the edge of any overhang within 20 feet of the ground, whichever requires the greater barrier. Xeriscaping is encouraged.
- (d) Multi-tenant signs.
- (1) Use. Multi-tenant signs shall be required as part of a master sign plan for properties with four (4) or more tenants and must display the address of the multi-tenant property as per section 3.04.015 of this code.
  - (2) Number and location.

(A) No freestanding multi-tenant sign shall be constructed within 100 feet of any existing multi-tenant or freestanding sign on the same site, or within 40 feet of a multi-tenant or freestanding sign on a neighboring site.

(Ordinance 06-034, sec. 1 (5.3), adopted 9/5/06)

(B) A tenant may have one (1) building-mounted sign (such as a wall, awning, marquee, projecting or roof sign) and one (1) identification sign on a directory sign for the shopping center, unless the tenant is leasing an end lease space, then the tenant shall be allowed two (2) signs, one (1) on each storefront, as defined by this article. (Ordinance 07-028, sec. 1, adopted 6/19/07)

(3) Total sign area.

(A) Multi-tenant signs shall be limited to not more than:

- (i) 250 square feet if on a 32-foot-tall pole;
- (ii) 500 square feet if on a 50-foot-tall pole;
- (iii) 650 square feet if on a 60-foot-tall pole.

(Ordinance 06-034, sec. 1 (5.3), adopted 9/5/06)

(B) The area of each tenant's building-mounted wall sign shall not exceed 25% of total wall area of each storefront, not to exceed a maximum of 200 square feet. (Ordinance 07-028, sec. 2, adopted 6/19/07)

(4) Sign height. Multi-tenant sign height shall be restricted to:

- (A) 32 feet on collector roadways;
- (B) 50 feet on arterial roadways;
- (C) 60 feet on state highways; and
- (D) 60 feet on expressway frontage roads.

## **ARTICLE 3.05 FENCES**

### **Sec. 3.05.002 Permit required**

No fence shall hereafter be erected within the city unless the person erecting the fence obtains a permit for construction of the fence. The cost of the permit is prescribed in appendix A of this code. Such permit shall specify the approved height, length, material or materials, style and location of the fence.

### **Sec. 3.05.007 Variances**

- (a) The city council may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance. In granting a variance, the council shall prescribe only conditions that it deems necessary to or desirable in the public interest. In making the findings below required, the council shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the probable effect of such variance on surrounding property, and the probable effect of such variance on the public health, safety, convenience and welfare in the vicinity. No variance shall be granted unless the council finds:
- (1) There are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this article would deprive the applicant of the reasonable use of this land;
  - (2) The variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;  
and
  - (3) The granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area.
- (b) Such findings of the council, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the council meeting at which such variance is granted. Variances may be granted only when in harmony with the general purpose and intent of this article so that the public health, safety and welfare may be secured and substantial justice done. Pecuniary hardship to the applicant, standing alone, shall not be deemed to constitute undue hardship.



# CITY OF LEON VALLEY

6400 EL VERDE ROAD • LEON VALLEY, TEXAS 78238

TELEPHONE 210-684-1391 • FAX 210-684-6988

**MAILED**  
5-10-99

May 5, 1999

Ms. Carole Minton  
The Enrichment Academy  
9055 Hetherington  
San Antonio, TX 78240

Re: Variance to Chapter 14, Section 14.203 "Dimension"

Dear Ms. Minton:

On April 20, 1999, Leon Valley City Council approved M&C No. 990408, a request for a variance to Chapter 14, "Lots, Yards, and Fences", Section 14.203 "Dimensions." The request was for a variance to the maximum three-foot fence height allowable in a front yard area, permitting placement of a four-foot fence in the front yard area across 7500 Eckhert Road, Suite 140, being Lot 22, Block C, CB 4446A, Linkwood Addition Subdivision.

Should you require further information, please contact me at 684-1391 ext. 226.

Sincerely,

Catherine Moreno  
Development Assistant

enclosure

ATTACHMENT A

New Friends Learning Center  
Alpabent Gajera-Owner  
7500 Eckhert Road #140  
San Antonio Texas 78240  
(210) 272-0376

Mayor/Council  
6400 El Verde RD  
Leon Valley TX 78238

January 29, 2015

Dear Mayor/Council,

I am writing this letter to inform the Leon Valley Mayor/Council of a recent complaint towards our business in regards to the art that is on our fence. At this time our fence expresses the highlights of our business, such as the name, phone number and hours of operations along with beautiful children's handprints art. Our main goal is to create a child centered welcoming entrance by the painted fence. We wanted our children to arrive and relate the outside art on our building to a place where they know they will be happy and safe. The fence was painted seven months ago and it has never been an issue before until recently. We have even gotten compliments about the art as it was painted by a professional.

In effort to keep our center a welcoming home away from home setting for our children we would like to request that the owner of New Friends Learning Center be allowed to keep its art on the fence.

Enclose you will also find some of the center's tour log and pictures of the fence. The tour logs are signed by parents and indicate that the fence was what got their attention to this loving caring center.

We appreciate your prompt attention to this matter. Thank-You for your service to our community

Sincerely,

  
Aneyda Mejia- Director

New Friends Learning Center  
7500 Eckhert Rd Ste.140  
210-272-0376

May 4, 2015

City of Leon on Valley

Dear Mayor and council,

This letter is to request the permission to keep the 6ft fence that we currently have up at our business. This fence was build and installed for the safety of our children while they play. In order to have children grow healthy and be able to accomplish large motor gross skills it is required that children have outdoor play time daily. Unfortunately we are located in a very busy environment where there is a huge traffic flow. Both motor vehicles and a variety of people (high school students, other business customers, people riding the bus etc.) pass by our daycare on a daily basis. Having a four foot fence would allow all these stranger to view the children at which the safety of our children becomes compromised. Also with the fence being four feet this will also be an easier access for an upset child to jump the fence running into the oncoming traffic.

Here are a few accidents that have occurred due to improper fencing:

In Raleigh, NC, November 12, 2002 two 3 year olds climbed a 5-foot fence and escaped from a major child care center. They were found 35 minutes after being reported missing — after they crossed a four-lane road. Supervision was not the problem. Lack of proper fencing was.

MEMPHIS, TN (WMC) - *Posted: Apr 22, 2015 4:33 PM CDT*

A car crashed into a fence surrounding a day care playground on Wednesday afternoon.

The crash happened at a day care in the 2700 block of North Highland Street.

No children were hurt when the car hit the fence. Picture has been attach.

In January 1, 2011 a descriptive study was carried among 1,871 child care centers regarding the study of incidence and the environment around the building of child care centers. The study showed that in 2010 the incidence of injury in children was 7.17 per 100 persons. The places mostly reported for the accidents were outside the building and the playground instruments. Most of these childcare centers were located on the street side and little or no fence near water sources and trees. The conclusion of the study stated "Environment around the child care centers building may be the cause of many accidents. If the child care centers comply the convention instructions, children will be safe during their stay."

The list goes on and on....

We hope that you will take into consideration all these points and as you review allow the approval of our six foot fence. It is not harming anyone in fact it's there to save and protect the lives of the children in our very own community that hold our future.

Thank you,

A handwritten signature in black ink, appearing to read 'Alpa Gajera', is written over a horizontal line. The signature is stylized and cursive.

Alpa Gajera

New Friends Learning Center  
7500 Eckhert Rd Ste.140  
210-272-0376

May 4, 2015

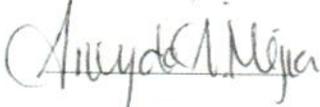
City of Leon on Valley

Dear Mayor and Council,

This letter is to inform you that we have brought the matter of our fence to our licensing rep as well. She also had concerns for the children's safety as well as our staff. Her concerns were easy access to children from strangers that were walking out in the street. Also the privacy of the staff that would be outdoors with the children. She asked for us to try our best to keep the fence at 6ft high for the safety ness of the children.

If you have questions you may contact our licensing representation Guadalupe McWilliams (210)748-1070 or email: [Guadalupe.Mcwilliams@dfps.state.tx.us](mailto:Guadalupe.Mcwilliams@dfps.state.tx.us)

Thank You,



Aneyda Mejia

7502 Farm-To-Market Rd 1517  
San Antonio, Texas  
Street View - Oct 2014



## Division 2, Outdoor Space Requirements

### §746.4301 How many square feet of outdoor activity space must I have?

Subchapter T, Physical Facilities  
Division 2, Outdoor Space Requirements  
September 2003

- Medium (a) You must have 80 square feet of outdoor activity space for each child using the outdoor activity area at one time, unless you are licensed to provide only:
- (1) An alternate care program; or
  - (2) A get-well care program.
- Medium (b) You must have enough square footage in the outdoor activity space to equal at least 25% of your licensed indoor capacity.
- Low (c) If you were licensed before September 1, 2003, you do not have to comply with the outdoor activity space requirements specified in subsection (b) of this section unless the permit issued prior to September 1, 2003, is no longer valid.

- *The National Association for the Education of Young Children affirms that adequate outdoor space for play is necessary for the development of gross motor (large muscle) skills and to provide children with fresh air and sunshine.*
- *Exposure to sun is needed, but children should be protected from excessive exposure so shaded areas should be provided by means of open space and tree plantings or other cover in outdoor spaces.*

### §746.4305 Must I fence the outdoor activity space?

Subchapter T, Physical Facilities  
Division 2, Outdoor Space Requirements  
September 2003

- Medium-High Yes. A fence or wall at least four feet high must enclose the outdoor activity space unless you meet one of the following:
- (1) You are licensed to provide only an after-school care program in a classroom facility owned, operated, and administered by and located in a public school as defined by the Texas Education Agency;
  - (2) You are licensed to provide only an alternate care program;
  - (3) You are licensed to provide only a get-well care program; or
  - ✓ (4) The only children using the outdoor activity space are five years old or older.

*Enclosed outdoor areas keep pre-kindergarten age and younger children in a controlled area for their safety and ease of supervision.*

we have kids in daycare more than 10 hours and they are ~~over~~ over five years.....  
we have kids play outside, there are all 2 years, 3 years, 4 years, 5 years and 8 and 9 years too..

PubMed

Abstract

J Med Assoc Thai. 2012 Aug;95(8):1098-104.

## **The incidence of accidents in child care centers of the local government organizations.**

Intraratsamee J<sup>1</sup>, Ratanasiri A, Kanato M.

### **Author information**

Abstract

**OBJECTIVE:** To study the incidence of accidents and the environment around the building of child care centers of the local government organizations under the Health Promoting Center 6.

**MATERIAL AND METHOD:** This was a descriptive study carried out among 1,871 child care centers of the local government organizations under the Health Promoting Center 6 within eight Northeastern provinces. The self administered questionnaires were handed out in the process of this study and data were collected between January 1 and February 28, 2011.

**RESULTS:** One thousand eight hundred seventy one child care centers answered the questionnaires. The ratio of children per caregiver was found to be 17:1. In 2010 the incidence of injury in children was 7.17 per 100 persons. Ratio of injury between boys and girls was 1.9:1. The places mostly reported for the accidents were outside the building, the playground instruments, and inside the classrooms. Most child care centers were located on the street side and had no fence near the water sources (pool, pond) and trees. Only 22.9% had children water closets and those with adult water closet provided no support for holding. Most (93.3%) of the toilets had water containers inside.

**CONCLUSION:** Environment around the child care center building may be the cause of many accidents. If the child care centers comply the convention instructions, children will be safe during they stay.

PMID: 23061316 [PubMed - indexed for MEDLINE]

**Publication Types, MeSH Terms**

**LinkOut - more resources**

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play ground

The privacy of our staff is unsafe.



← play ground

This is 2 different size of children in our 3-5 year classroom the child in green is 4ft tall. Outside strangers can call children up to the fence and pull them out.



← play ground

This child is in the 3-5 year classroom and he measures 4ft tall. So it would be unsafe from him to jump out the fence and run into traffic.

Daycare Center in Memphis, TN



# **City of Leon Valley City Council**

Sign & Fence Variance Requests

M&C #2015-8-04-10

August 4, 2015

# Leon Valley Code of Ordinances

- 03.04 Signs Permit of the Leon Valley Code of Ordinances
  - Sign painted on Fence
  - Non-conforming sign
  - Installed without a permit
- Variances and Appeals
  - Applicant must demonstrate a hardship
  - Written Request must be submitted

# Leon Valley Code of Ordinances

- 03.05.02 Fence Permit
  - Installed without a permit
  - Application
  - Fee \$45.00
  - Site inspection
- Variances and Appeals
  - Applicant must demonstrate a hardship
  - Written Request must be submitted

# Project History

- City Council approved fence May 20, 1999
  - Requested by previous owner
  - Accommodate an outdoor play area
  - Allowed a four (4) foot fence
- Sign complaint was filed with City Hall
  - October 2014 and January 2015
- Code Compliance Cited in January
- Applicant applied for a sign variance
- Council Considered February 2015
  - Item postponed due to fence violation

# Project History

- Code Compliance:
  - Warning April 2015
  - Citation May 2015
- Prosecutor deferred to permitting process
- July City Council postponed item
- Existing Conditions
  - Installed six (6) foot fence without permit
  - Installed 828 sq. ft. sign on fence without a permit
  - Sign exceeds largest allowable single tenant sign
    - Largest single tenant sign is 375 sq. ft.
    - Designed for signs abutting expressway

## **Applicant's Request:**

- Applicant/Owner: Alpaben Gajena
- Location: 7500 Eckhert Road, Suite 140
- Allow a sign and six foot unpermitted fence to remain
- Hardship: Safety of the children



# Existing Conditions



# Fiscal Impact

- Sign Variance
  - \$100 variance consideration
  - \$75/ sign permit if variance is approved
- Fence Variance
  - \$100 variance consideration
  - \$45/ fence permit if variance is approved

# Recommendation

- LVEDC Board has approved a grant for the installation of sign that conforms to the code.
- Staff recommends that the sign be removed and the fence be restored to four (4) feet.
- Other options:
  - Grant a temporary variance to allow permits
  - Approve variance(s)
- Fence and sign variances are at the discretion of City Council.

# **City of Leon Valley City Council**

Sign & Fence Variance Requests

M&C #2015-8-04-10

August 4, 2015

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 4, 2015 **M&C # 2015-08-04-11**

**TO:** Mayor and City Council

**FROM:** Melinda Moritz, Director of Public Works

**THROUGH:** Henry Brummett, Interim City Manager

**SUBJECT:** Consider authorizing the City Manager to negotiate a contract with an engineering firm to provide engineering and design services for the 2015 Water Well Project.

**PURPOSE**

To consider authorizing the City Manager to negotiate a contract with an engineering firm for the engineering and design of new water well, the lining of two existing wells, an interconnection with the San Antonio Water System, and all related equipment and materials, hereafter referred to as the 2015 Water Well Project.

In June of 2015, the City Council authorized the City Manager to solicit Requests for Proposals (RFP's) for an engineering firm to provide engineering and design services. RFP's for engineering and design services were solicited, and seven (7) responses were received:

- LNV Engineering
- Young Professional Resources
- KCI
- Apex Geoscience
- Bleyl & Associates Engineering
- Pape-Dawson Engineers
- Southwest Engineers

A committee was formed to evaluate the responses and selected the highest scoring firms. The firms were interviewed on Thursday and Friday, July 30<sup>th</sup> and 31<sup>st</sup>. The Committee then scored the finalists and presented their recommendation to the City Manager.

After City Council approval, the City Manager will enter into negotiations with the selected firm. If an agreement cannot be reached, the City Manager would then enter into negotiations with the next scored firm, and so on until an agreement can be reached.

**FISCAL IMPACT**

The cost for engineering the project is expected to be approximately \$200,000, which is 12% of the expected total cost of the project (\$1,650,000). The funds will be taken from the Capital Improvements line in the Enterprise Fund. The fund balance is \$462,903, which was to be used for rehabilitating the above ground storage tank. A decision had been made to delay the tank painting until the water well project was completed.

**RECOMMENDATION**

- 1) Authorize the City Manager to enter into negotiations with the selected firm for engineering and design services for the 2015 Water Well Project, and subsequent top scoring firms, if a negotiation cannot be reached with the selected firm.
- 2) Authorize the use of a portion of funds from the Capital line item to pay for these services.

**S.E.E. IMPACT STATEMENT**

**Social Equity** – Provides the opportunity for more than one firm to compete for City related projects & funds, and will provide all citizens with an adequate water supply.

**Environmental Stewardship** – The project provides clean water for all its citizens.

**Economic Development** – A superior water supply is essential to businesses, as well as residents.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

# 2015 Water Well Project Request for Proposals (RFP's)

City Council Meeting  
August 4, 2015

# Purpose

- To consider authorizing the City Manager to negotiate a contract with an engineering firm
- For engineering and design of:
  - New water well
  - Lining two existing wells
  - An interconnection with the San Antonio Water System
  - And all related equipment and materials

# Background

- June 2015 - City Council authorized City Manager to solicit RFP's for an engineering firm to provide engineering and design services for Water Well Project
- Seven (7) responses received:
  - LNV Engineering
  - Young Professional Resources
  - KCI
  - Apex Geoscience
  - Bleyl & Associates Engineering
  - Pape-Dawson Engineers
  - Southwest Engineers

# Background

- Committee was formed to evaluate the responses and selected the highest scoring firms
- Firms were interviewed on Thursday and Friday, July 30th and 31<sup>st</sup>
- Committee scored finalists and presented recommendation to City Manager
- After City Council approval, City Manager will enter into negotiations with the selected firm
- If an agreement cannot be reached, City Manager would then enter into negotiations with the next scored firm, and so on until an agreement can be reached

# Fiscal Impact

- Cost for engineering & design approx. \$200,000
  - 12% of expected cost of project (\$1,650,000)
- Funds taken from Capital Improvements line in Enterprise Fund, with balance of \$462,903
  - Was to be used for rehabilitating the above ground water storage tank
  - Decision was made to delay tank rehab until water well project completed

# Recommendation

- 1) Authorize City Manager to enter into negotiations with selected firm for engineering and design services for the 2015 Water Well Project, and subsequent top scoring firms, if a negotiation cannot be reached with the selected firm
- 2) Authorize use of a portion of funds from the Enterprise Fund Capital line item to pay for these services

# S.E.E. Statement

- Social Equity – Provides the opportunity for more than one firm to compete for City related projects & funds, and will provide all citizens with an adequate water supply
- Environmental Stewardship – The project provides safe, clean water for all its citizens
- Economic Development – A superior water supply is essential to businesses, as well as residents

# 2015 Water Well Project Requests for Proposals

City Council Meeting  
August 4, 2015