



**CITY OF LEON VALLEY
CITY COUNCIL SPECIAL AND REGULAR MEETING**
Leon Valley Conference Center
6421 Evers Road, Leon Valley, Texas 78238
Tuesday, November 17, 2015

AGENDA

SPECIAL CITY COUNCIL MEETING

1. **5:40 P.M.** Call to order, Determine a Quorum is Present.
2. The City Council shall meet in Executive Session under Texas Local Government Code §551.074 *Personnel Matters* to conduct and discuss the following interviews:
 - City of Leon Valley Economic Development Corporation Board:
 - 5:40 p.m. – Manuel Rubio
 - 6:00 p.m. – Michael McCarley
3. Reconvene into Open Session and take action on issues discussed in Executive Session if necessary.
4. Adjournment

REGULAR CITY COUNCIL MEETING

5. **7:00 P.M.** Call to order, Determine a Quorum is Present, Pledge of Allegiance.
6. **Citizens to Be Heard and Time for Objections to the Consent Agenda.** "Citizens to be heard" is for the City Council to receive information on issues that may be of concern to the public. The purpose of this provision of the Open Meetings Act is to ensure that the public is always given appropriate notice of the items that will be discussed by the 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

7. Approval of City Council Minutes. **(S. Passailaigue)**
 - a) September 15, 2015 Special/Joint/Regular City Council Meeting

REGULAR AGENDA

8. Presentation by Jess Swaim, P.E. of IDS Engineering Group on the Evers Road Huebner Creek Bridge.
9. Discussion and possible action on a design for the Evers Road Huebner Creek Bridge and authorize the City Manager to submit an application to the Alamo Area Metropolitan Planning Organization (MPO) for possible funding of the reconstruction of the bridge. **M&C #2015-11-17-01 (M. Moritz)**
10. Discussion on the Proposed Silo Park Development. **M&C #2015-11-17-02 (M. Moritz)**
11. Discussion and possible action on the development of an applicant, or authorized agent, attendance policy for all variances, appeals, and/or exceptions considered by the City Council. **M&C #2015-11-17-03 (E. Carol)**
12. Presentation, discussion and possible action on the City of Leon Valley Economic Development Corporation (LVEDC) Proposed Fiscal Year 2015-2016 Performance Measures. **M&C #2015-11-17-04 (C. Mora)**
13. Presentation, discussion and possible action on the City of Leon Valley Economic Development Corporation (LVEDC) Proposed Fiscal Year 2015-2016 Budget. **M&C #2015-11-17-05 (C. Mora)**
14. Discussion and possible action on a dispatch partnership. **M&C #2015-11-17-06 (K. Kuenstler, L. Valdez and R. Wallace)**
15. Discussion and possible action on the creation of a Public Private Partnership Committee. **M&C #2015-11-17-07 (K. Kuenstler)**
16. Discussion and possible action authorizing the City Manager to develop a draft Memorandum of Understanding (MOU) for a Public Private Partnership between the City and the Leon Valley Historical Society. **M&C #2015-11-17-08 (K. Kuenstler)**
17. Discussion and possible action on a Holiday Festival on December 13th. **M&C #2015-11-17-09 (K. Kuenstler)**
18. Discussion and possible action on the planning of the January 2016 Town Hall Meeting. **M&C #2015-11-17-10 (K. Kuenstler)**
19. City Manager's Report:
 - a) Department Reports
 - b) Approved Minutes from Boards, Commissions and Committees

c) Future Agenda Items:

- Water and Sewer Rate Study
- Evers Road Sidewalk Funding
- Potential Park Ordinance Amendment –Variance Process
- Call of the May 2016 General Election
- Naming of rooms at the Leon Valley Public Library

d) Upcoming Important Events:

- City Closure, November 26th and 27th in observation of the Thanksgiving Holiday
- 27th Annual Breakfast with Santa, Community Center, December 5th from 8:00 a.m. until 10:30 a.m.
- Holiday Tree Lighting Event, Community Center Grounds, December 7th from 6:30 p.m. until 8:30 p.m.
- Beethoven Christmas Concert, Community Center, December 13th at 2:30 p.m.
- Holiday Festival, Library and Community Center, December 13th
- Town Hall Meeting, Conference Center, January 23, 2016 from 8:30 a.m. until 12:30 p.m.

20. Citizens to be Heard.

21. 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.

22. 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 open 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 November 13, 2015 at 11:30 a.m. and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at www.leonvalleytexas.gov. This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To make arrangements, call (210) 684-1391, Extension 216.



SAUNDRA PASSAILAIGUE, TRMC
City Secretary





**CITY OF LEON VALLEY
CITY COUNCIL SPECIAL, JOINT AND REGULAR MEETING**
Leon Valley Conference Center
6421 Evers Road, Leon Valley, Texas 78238
Tuesday, September 15, 2015

AGENDA

The City Council of the City of Leon Valley, Texas met on the 15th day of September, 2015 at the Leon Valley Conference Center located at 6421 Evers Road, Leon Valley, Texas for the purpose of the following business:

SPECIAL CITY COUNCIL MEETING

Mayor Riley called the Regular City Council Meeting to order at 5:36 p.m.

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

Also in attendance were:

Interim City Manager Hank Brummett, ACM/Human Resources Director Crystal Caldera, City Secretary Sandra Passailaigue, City Attorney Patrick Bernal, Police Chief Randall Wallace, Assistant Police Chief Ray Lacy, Economic Development Director Claudia Mora, and Fire Chief Luis Valdez.

The City Council shall meet in Executive Session under Texas Government Code §551.074 *Personnel Matters* to negotiate a contract for the position of city manager. M&C #2015-09-15-01 (C. Caldera)

Mayor Riley read the item caption aloud and then the City Council went into Executive Session at 5:37 p.m.

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

The City Council reconvened into Open Session at 6:07 p.m. No action was taken.

Adjournment.

Mayor Riley announced the meeting adjourned at 6:07 p.m.

SPECIAL JOINT CITY COUNCIL AND CITY OF LEON VALLEY ECONOMIC DEVELOPMENT JOINT MEETING

Mayor Riley called the Special Joint City Council and CoLVEDC Meeting to order at 6:07 p.m.

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

Leon Valley Economic Development Corporation Members present were Board Chairman Stephen Ynostrosa, and Board Members – Mike McCarley, Rudy Garcia, David Gannon, and Patty Manea.

A) Discussion and possible action on the appointment of Council Members to the City of Leon Valley Economic Development Corporation (LVEDC) to include discussion of the parameters for conflicts of interest under State law. M&C #2015-09-15-02 (C. Mora and City Attorney Patrick Bernal)

The purpose of this item is to support a joint meeting of the City Council and the LVEDC Board of Directors. Items of discussion will include the possible action on the appointment of Council Members to the LVEDC.

In addition, an update, timeline and mediation of the lawsuit and appeal in *Larry Little vs. City of Leon Valley Economic Development Corporation*, and related items impacted will be provided.

CoLVEDC Board Chairman Stephen Ynostrosa began the discussion along with other Board Members who expressed their concerns with City Council members serving as members of the CoLVEDC Board.

City Attorney Patrick Bernal informed all in attendance that from a legal standpoint there is no problem with members of City Council serving as CoLVEDC Board members and that there is no conflict of interest in doing so.

There was a lengthy discussion between City of Leon Valley members of City Council and the Economic Development Corporation regarding the CoLVEDC Bylaws, Article of Incorporation and having City Council members serve on the Board.

A motion was made by Council Member Benny Martinez to suspend this item for thirty (30) days and come back at a later meeting for discussion and action. The motion died for lack of a second.

B) Update on timeline of lawsuit.

City Attorney Patrick Bernal gave an update on the Larry Little lawsuit.

A motion was made by Council Member David Jordan and seconded by Council Member Benny Martinez, to appoint one (1) member of City Council to the City of Leon Valley Economic Development Corporation for a one (1) year term. Upon a vote of three (3) for and two (2) against, with Council Member Monica Alcocer and David Edwards casting the negative votes, Mayor Riley announced the motion carried.

A motion was made by Council Member Benny Martinez to appoint Council Member Monica Alcocer to the City of Leon Valley Economic Development Corporation.

Interim City Manager Hank Brummett reminded Council that an item for appointment is in the Regular City Council Agenda. Council Member Benny Martinez withdrew his motion.

Adjournment.

Mayor Riley announced the meeting adjourned at 7:14 p.m. and that there would be a five (5) minute recess before calling the Regular City Council Meeting to order.

REGULAR CITY COUNCIL MEETING

Mayor Riley called the Regular City Council Meeting to order at 7:25 p.m. and asked that Boy Scout Troop 228 of NW Hills United Methodist Church led the Pledge of Allegiance.

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

Also in attendance were:

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

Mayor Riley asked if any of the Council Members wished to pull Items 11, 12, 13, or 14 from the Consent Agenda for discussion.

Council Member Benny Martinez requested that Item #12 be pulled; and Council Member David Edwards requested that Item #13 be pulled. Mayor Riley moved to citizens to be heard.

Citizens to Be Heard

- Gail Tribble, 6003 Forest Bend, spoke about the Leon Valley Chamber of Commerce Ribbon Cutting and Grand Opening to be held on September 16, 2015 at 10:30 a.m. at 6233 Evers Road. Ms. Tribble also discussed the changes to the Chamber's logo.
- Walter Geraghty, 7315 Ellerby Point, September 18th is National POW Day and visit by National Commander Dale Barnett to Leon Valley.

Proclamation declaring October as Diaper Need Awareness Month in the City of Leon Valley, Texas.

Mayor Riley presented a proclamation to Emilio of the Diaper Bank declaring October as Diaper Need Awareness Month in the City of Leon Valley.

Council Member Monica Alcocer requested that Mayor Riley move up Item #15 to be discussed at this time. Mayor Riley obliged.

Consideration and possible action to hire a new city manager.

A motion was made by Council Member Benny Martinez seconded by Council Member Monica Alcocer, accept the Employment Agreement that Mayor Chris Riley and Council Member Carmen Sanchez worked on, to Kelly Kuenstler hiring her as our new city manager; effective September 21, 2015. Upon a unanimous vote, Mayor Riley announced the motion carried.

Mayor Riley thanked Interim City Manager Hank Brummett and Assistant City Manager/HR Director Crystal Caldera, former Mayors Irene Baldrige and Marcus Semmelmann for all their hard work in interviewing all forty (40) applicants. Mayor Riley then introduced Ms. Kelly Kuenstler.

CONSENT AGENDA

Approval of City Council Minutes. (S. Passailaigue)

- a) **August 18, 2015 Special City Council Meeting**
- b) **August 18, 2015 Regular City Council Meeting**
- c) **August 29, 2015 Special City Council Work Session**
- d) **August 31, 2015 Special City Council Meeting**

Consideration and possible action to approval of a budget adjustment and related ordinance in the amount of \$7,500 for the Community Development Department to provide additional funds due to increased production of the Lion's Roar and permitting activity. M&C #2015-09-15-05 (E. Carol)

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to approve Consent Agenda Items #11(August 18th, August 29th and August 31st City Council Minutes) as presented, and Item #14 (Ordinance No.15-018). Upon a unanimous vote, Mayor Riley announced the motion carried.

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 Senator José Menendez for a Move San Antonio Forward Meeting. M&C #2015-09-15-03 (E. Carol)

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan, to extend the use of the Leon Valley Community Center to Senator José

Menendez on October 08, 2015 at no charge as requested. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consideration and possible action of Resolution No. 15-031R appointing members to boards, commissions, and committees. M&C #2015-09-15-04 (S. Passailaigue)

Council Member Benny Martinez withdrew his consideration on serving on the City of Leon Valley Economic Development Corporation Board.

A motion was made by Council Member David Jordan and seconded by Council Member Carmen Sanchez, to appoint one (1) member of City Council for a one (1) year to the City of Leon Valley Economic Development Corporation (CoLVEDC) Board until City Council feels that the City Council and CoLVEDC can work efficiently together. Upon a unanimous vote, Mayor Riley announced the motion carried.

A motion was made by Council Member Monica Alcocer and seconded by Council Member Carmen Sanchez, to Jean Johnson to the Beatification Committee. Upon a unanimous vote, Mayor Riley announced the motion carried.

DISCUSSION AGENDA

Conduct a Public Hearing and consider action on the attached Ordinance approving and adopting Fiscal Year 2015-2016 Budgets and associated Capital Acquisition Plans. M&C #2015-09-15-06 (H. Brummett)

Interim City Manager Hank Brummett presented the Proposed Fiscal Year 2016 Budgets and associated Capital Acquisition Plans for the City of Leon Valley, Texas.

Mayor Riley opened the Public Hearing at 8:57 p.m. There being no public comment, Mayor Riley closed the Public Meeting at 8:58 p.m.

A motion was made by Council Member Monica Alcocer and seconded by Council Member Carmen Sanchez, to approve Ordinance No. 15-019 as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consideration and possible action to ratify the General Fund Fiscal Year 2016 Budget that will raise more total property taxes than last year's budget by \$366,325 or 11.2041% and of that amount \$15,699 is tax revenue to be raised from new property added to the roll this year. M&C #2015-09-15-07 (V. Wallace)

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to approve Ordinance No. 15-020 to ratify the General Fund Fiscal Year 2016 Budget.

Mayor Riley requested a call vote to which the City Council replied: Council Member Edwards – Aye; Council Member Sanchez – Aye; Council Member Alcocer – Aye; Council Member

Martinez – Aye; and Council Member Jordan – Aye. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consideration and possible action on Ordinance No. 15-021 setting the 2015 Tax Rate for the Maintenance and Operations Fund at \$0.471173 and the Interest and Sinking Fund at \$0.090442 for a total Tax Rate of \$0.561615, which is 6.641451 percent higher than the Effective Tax Rate of \$0.526647. M&C #2015-09-15-08 (V. Wallace)

Finance Director Vickie Wallace presented this item saying that the Council must adopt the new fiscal year budget for the General Fund and set the tax rate to support the approved budget. The Ordinance sets the Tax Rate for the Fiscal Year 2016 Budgets for the Maintenance and Operations Fund and the Interest and Sinking Fund. The following tax rate is required to support the General Fund Fiscal Year 2016 Budget for Maintenance and Operations and the Interest and Sinking Fund: Maintenance and Operations \$0.471173, Interest and Sinking \$0.090442 for a total of \$0.561615.

Council Member Benny Martinez moved that the Property Tax Rate be increased by the adoption of a Tax Rate of \$0.561615, which is effectively a 6.641451 percent increase in the Tax Rate. The Maintenance and Operations Tax Rate portion being \$0.471173 and the Interest and Sinking Tax Rate portion being \$0.090442 for a total Tax Rate of \$0.561615. Council Member Carmen Sanchez seconded the motion.

Mayor Riley requested a call vote to which the City Council replied: Council Member Edwards – Aye; Council Member Sanchez – Aye; Council Member Alcocer – Aye; Council Member Martinez – Aye; and Council Member Jordan – Aye. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consideration and possible action regarding the adoption of the City of Leon Valley Economic Development Corporation (LVEDC) Proposed Fiscal Year 2015-2016 Budget. M&C #2015-09-15-09 (C. Mora and Stephen Ynostrosa, LVEDC Board President)

A motion was made by Council Member Carmen Sanchez and seconded by Council Member Monica Alcocer, to table this item to September 29, 2015 after some expectations have been developed. Upon a unanimous vote, Mayor Riley announced the motion carried.

Stephen Ynostrosa, CoLVEDC Board President informed the Council that their next meeting would be held on September 23rd and asked that these expectations be forwarded to him prior to the meeting for the members to discuss.

Council Member Monica Alcocer said that there are many discrepancies in the minutes as well as the expenditures and that she would like those corrected.

City Manager Kelly Kuenstler offered to create some measurable objectives with the CoLVEDC to get these corrections made.

Conduct a public hearing to consider Specific Use Permit #2015-893, to allow operation of a “coffee shop,” generally located at 7050 Bandera Road, in a B-2 (Retail) zoning district within the Sustainability Overlay District. M&C #2015-09-15-10 (E. Carol)

Community Development Director Elizabeth Carol presented the item in response to Specific Use Permit #2015-893 by Fertitta Reality Inc., to operate a “coffee shop” at the above noted location within a B-2 (Retail) zoning district in the Sustainability Overlay District.

Zoning Commission Chairman Olen Yarnell spoke on behalf of the Zoning Commission who is recommending approval of the request.

Mayor Riley opened the Public Hearing at 9:25 p.m.

- Maria Gamboa, 6815 Forest Meadow, voiced her concerns with a drive thru and parking in general.

There being no further comments from the public, Mayor Riley closed the Public Hearing at 9:26 p.m.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to approve Specific Use Permit #2015-893 as requested by Fertitta Reality Inc., to allow operation of a “coffee shop,” generally located at 7050 Bandera Road, in a B-2 (Retail) zoning district within the Sustainability Overlay District; with the addition of the second handicapped parking place as requested of the Zoning Commission. Upon a unanimous vote, Mayor Riley announced the motion carried.

Zoning Commission Chairman Yarnell asked the Council to give the Zoning Commission guidance on how to proceed on improvements to bus pads. Interim City Manager Hank Brummett said staff would find out what needed to be done through TxDOT.

Conduct a public hearing to consider a preliminary Replat #2015-950, to replat Lot 5, 6 and 7, Block 1 CB 4446B out of the Bandera Heights Subdivision generally located at 7050 Bandera Road, and within the Sustainability Overlay District. M&C #2015-09-15-11 (E. Carol)

Community Development Director Elizabeth Carol presented the item in response to a request by Fertitta Reality Inc., on behalf of Starbucks to replat and shift the property lines between lots 5, 6, and 7, Block 1 CB 4446B. The replat is designed to support the development of a “coffee shop” at 7050 Bandera Road. As a courtesy, fifteen notices were mailed to adjacent property owners advising them of the proposed replat.

Mayor Riley opened the Public Hearing at 9:36 p.m.

There being no comments from the public, Mayor Riley closed the Public Hearing at 9:36 p.m.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to grant preliminary approval of Replat #2015-950, to replat Lot 5, 6 and 7, Block 1 CB 4446B out of the Bandera Heights Subdivision generally located at 7050 Bandera

Road, and within the Sustainability Overlay District. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consideration and possible action re-scheduling upcoming Council events. M&C #2015-09-15-12 (S. Passailaigue)

City Secretary Sandra Passailaigue presented City Council with the dates of upcoming Regular City Council meeting dates in an effort for consideration of any changes they would like to make due to upcoming holidays. It was pointed out to the Council that National Night Out is scheduled the same night as a Regular City Council meeting which is October 6th. This is presented in order to give the public advance notice of any date or time changes if the Council chooses to make any such changes.

A motion was made by Council Member Monica Alcocer and seconded by Council Member Benny Martinez, to reschedule the October 6, 2015 Regular Meeting to a Special City Council Meeting to be held on October 5, 2015 at 7:00 p.m.; and cancel the January 5, 2016 Regular City Council Meeting; and keep all of the others as planned. Upon a unanimous vote, Mayor Riley announced the motion carried.

City Manager's Report:

- a) **Department Reports**
- b) **Approved Minutes from Boards, Commissions and Committees**
- c) **Upcoming Important Events:**
 - **Texas Municipal League's 103rd Annual Conference – San Antonio, September 22nd-25th**
 - **National Night Out, October 6th**

Police Chief Randall Wallace informed everyone that Stand for Law Enforcement was an event that occurred on September 4th in honor of Deputy Goforth of Houston. Chief Wallace thanked the City Council and Fire Department for their support.

Fire Chief Luis Valdez updated every one of the September 11th Tower Climb and thanked Mr. Craig Ferrell of 6300 Stirrup Lane for cooking breakfast for both the Fire and Police Departments.

Citizens to be Heard.

None

Announcements by the Mayor and Council Members.

Council Member Carmen Sanchez attended the Patriot's Day Event with the American Legion and reminded everyone of how lucky we are to live in a safe country.

Council Member Monica Alcocer thanked City Manager Kelly Kuenstler for choosing the City of Leon Valley.

Council Member Benny Martinez reminded everyone of the Ribbon Cutting and Grand Opening Ceremony of the Leon Valley Chamber of Commerce to be held on September 16, 2015 at 10:30 a.m. at 6233 Evers Road.

Council Member David Jordan thanked the staff and the City Council for all their hard work on putting together a good budget for Fiscal Year 2016.

Adjournment.

Mayor Riley announced the meeting adjourned at 10:06 p.m.

These minutes approved by the Leon Valley City Council on the 17th of November, 2015.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



CITY OF LEON VALLEY

EVERS ROAD CULVERT CROSSING

Presented By:

Jess Swaim, P.E.

Joe Cantu, P.E.

November 17, 2015

- ❖ Site Inventory
 - Existing plans
 - Surveys
 - Aerials
 - Utility as-builts and block maps
- ❖ Survey
 - Locate existing surface features
- ❖ Drainage Analysis
 - Run hydraulic models for 10 yr and 100 yr storm
- ❖ Alternative Design Concept Analysis
 - Bridge Class Structure
 - Bridge
- ❖ Traffic Control Options
 - Alternate lane closures
 - Complete road closure
- ❖ Opinions Of Probable Construction Cost
- ❖ Recommendations

Project Limits



Existing Crossing



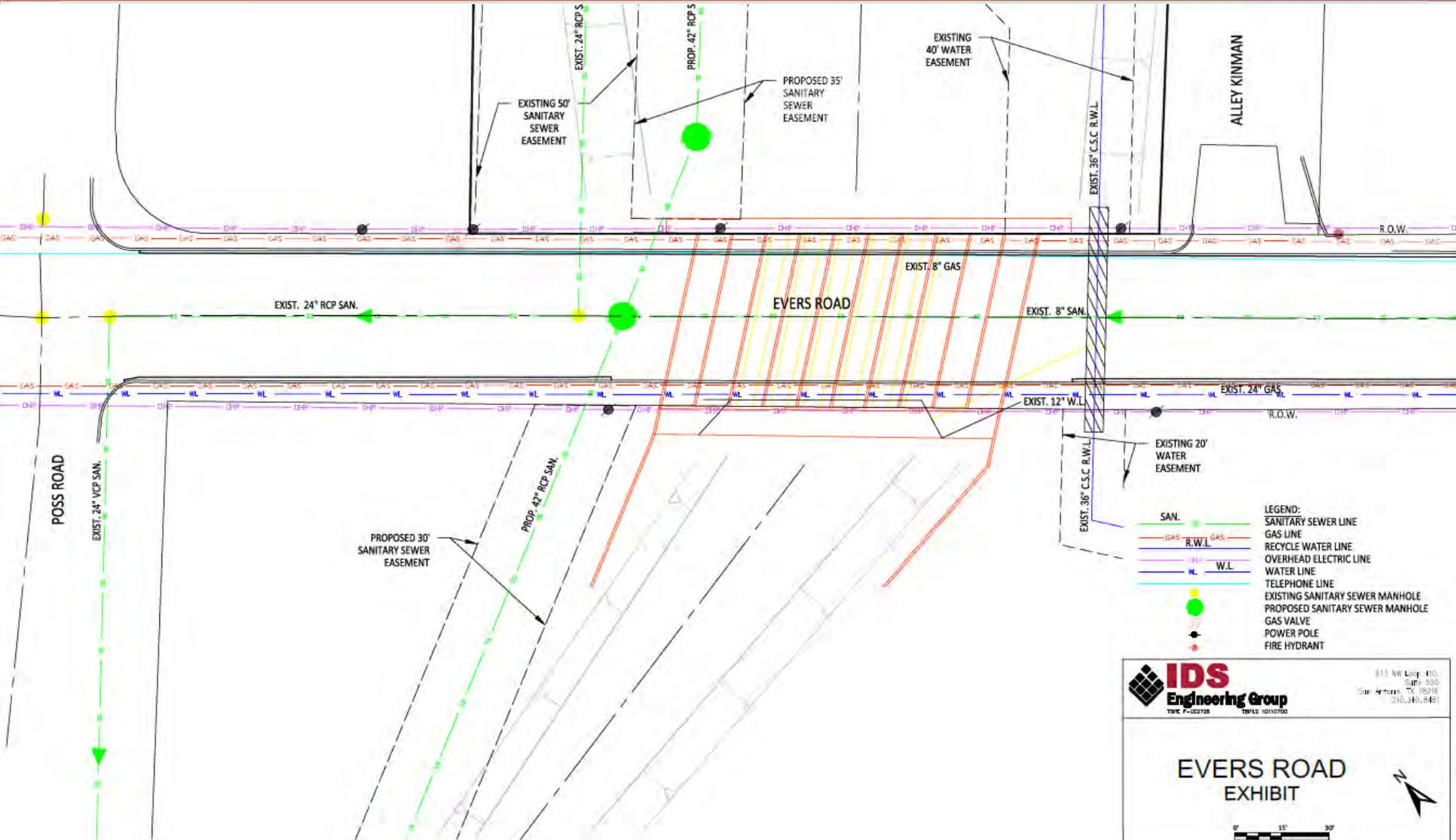
Existing Crossing



Existing Crossing



Base Map

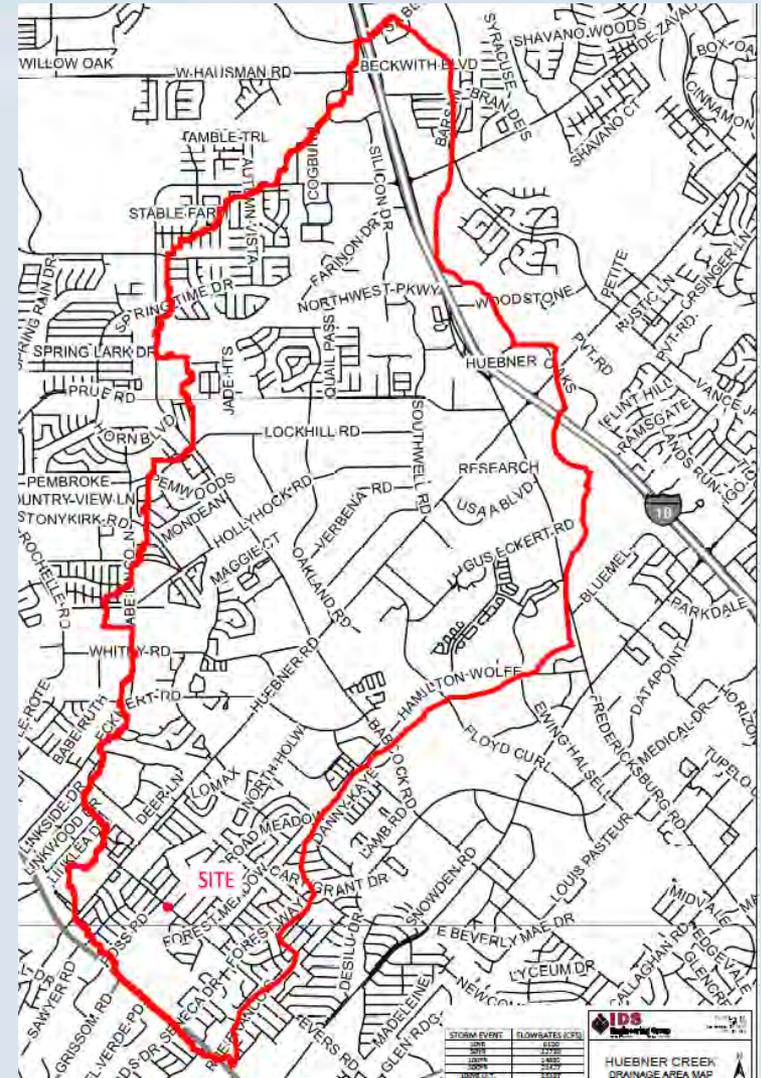


Drainage Analysis

Drainage Area (SQ Mi)	9.5
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Storm Event (YR)	Flow Rate (cfs)
100	14892
50	12793
10	8120
5	6988
2	5434

Existing Culverts	800
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Option 1

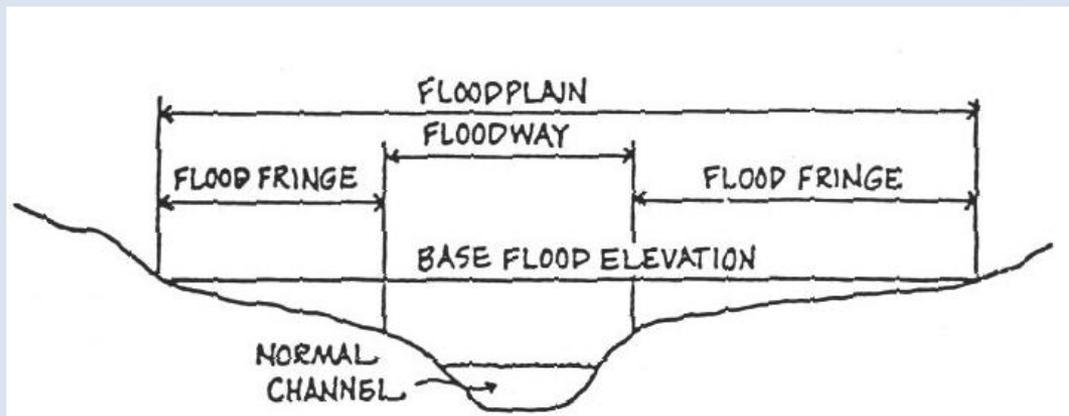


Option 2



Description	Existing Culverts	Option 1 (Boxes)	Option 2 (Bridge)
Passes Flow (cfs)	800	4500	3000
Open Area (Sq Ft)	129	600	480

- ❖ No Rise in surface water elevation for both structures
- ❖ Model indicates that velocities are 6-7 ft/sec
- ❖ Turf Reinforcement matting will be placed to reduce velocity
- ❖ Some trees near the structures will need to be removed







Traffic Control

	Full Road Closure	2 – Lanes Open
Timeline	4-5 Months	10-12 months
Construction Cost	Less Expensive	More Expensive
Safety (pedestrians)	More Safe	Less Safe
Through Traffic/Detour	Seneca/Poss	Evers Road M&O

Cost Comparisons

Description	Option 1 (Boxes)	Option 2 (Bridge)
Construction Cost	\$1,430,000	\$1,597,000
Contingency (20%)	\$286,000	\$320,000
TOTAL CONSTRUCTION	\$1,716,000	\$1,917,000
Engineering Design (10%)	\$171,600	\$191,700
Geotechnical Engineering	\$12,000	\$18,000
Environmental	\$30,000	\$30,000
Construction Inspection	\$185,000	\$220,000
Materials Testing	\$68,000	\$82,000
TOTAL ENGINEERING	\$466,600	\$541,700
Total Project Cost	\$2,182,600	\$2,458,700

Recommendation

- ❖ Replace the existing arched pipes with 10 – 10ft x 6ft boxes (Option 1)
- ❖ Reduce channel bottom construction to avoid potential wetland area
- ❖ Full Road Closure to reduce time and cost

Tentative Schedule

- ❖ MPO Submittal: December 1, 2015
- ❖ Project Selection: April 1, 2016
- ❖ Begin Design: May 1, 2016
- ❖ Finalize Design: October 1, 2016
- ❖ Start Construction: December 2, 2016
- ❖ Construction Completion: June 1, 2017 (6 month)

MAYOR AND COUNCIL COMMUNICATION**M&C #2015-11-17-01**

DATE: November 17, 2015

TO: Mayor and City Council

FROM: Melinda Moritz, Director of Public Works

THROUGH: Kelly Kuenstler, City Manager

SUBJECT: Consider Approval of a Design for the Evers Road Huebner Creek Bridge and Authorize the City Manager to Submit an Application to the Alamo Area Metropolitan Planning Organization (MPO) for Possible Funding of the Reconstruction of the Bridge.

PURPOSE

To consider approval of a design for the Evers Road Huebner Creek bridge and authorize the City Manager to submit an application to the MPO for possible funding of the reconstruction of the bridge. The new design effort establishes a bridge crossing that will allow for greater frequency storm event to pass under Evers Road on Huebner Creek. If approved, this design will be submitted to the MPO by December 1, 2015 for their FY 2017-2020 Surface Transportation Program – Metropolitan Mobility (STP-MM) Call for Projects.

BACKGROUND

In August of 2015, the City Council approved funding for a detailed cost estimate for a new bridge across Huebner Creek on Evers Road, to be submitted to the MPO for possible funding. The preliminary design has been completed and is now being presented by IDS Engineering, Inc. to the City Council for approval, in the form of two options. The application must be submitted to the MPO by the December 1, 2015 deadline. If approved by the MPO, the City would be responsible for paying 100% of the engineering costs and 20% of the construction costs. The MPO expects to announce their approval of projects by April 1, 2016.

If the project is not funded by the MPO, the City will have to consider other funding mechanisms to repair the bridge, as it has deteriorated from the frequent flooding events.

FISCAL IMPACT

The design and preliminary engineering were funded in FY 2015 at \$76,000.

Option	Const. Cost	City Portion	MPO Portion	Eng. Cost
Option #1	\$1,981,000	\$396,200	\$1,584,800	\$201,600
Option #2	\$2,237,000	\$447,400	\$1,789,600	\$221,700
Option #1 City total cost		\$597,800		
Option #2 City total cost		\$669,100		

RECOMMENDATION

Approve Option #1 as the new design of the Evers Road Huebner Creek Bridge and authorize the City Manager to submit an application to the MPO for possible funding the construction of the bridge.

S.E.E. IMPACT STATEMENT

Social Equity – The redesigned bridge will allow for safer travel on Evers Road for all citizens.

Economic Development – Removing flood barriers provides additional incentive for citizens and businesses to relocate or stay in Leon Valley.

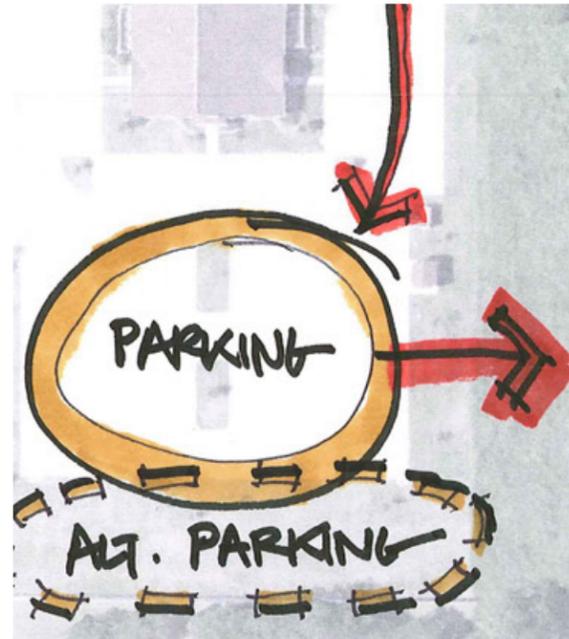
Environmental Stewardship – The redesign of the bridge further promotes the best Stormwater Management practices for the creek.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

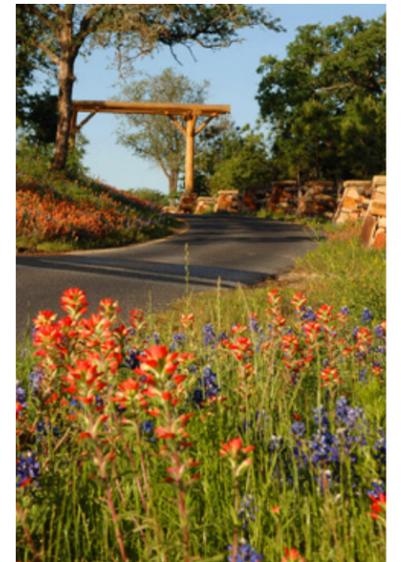
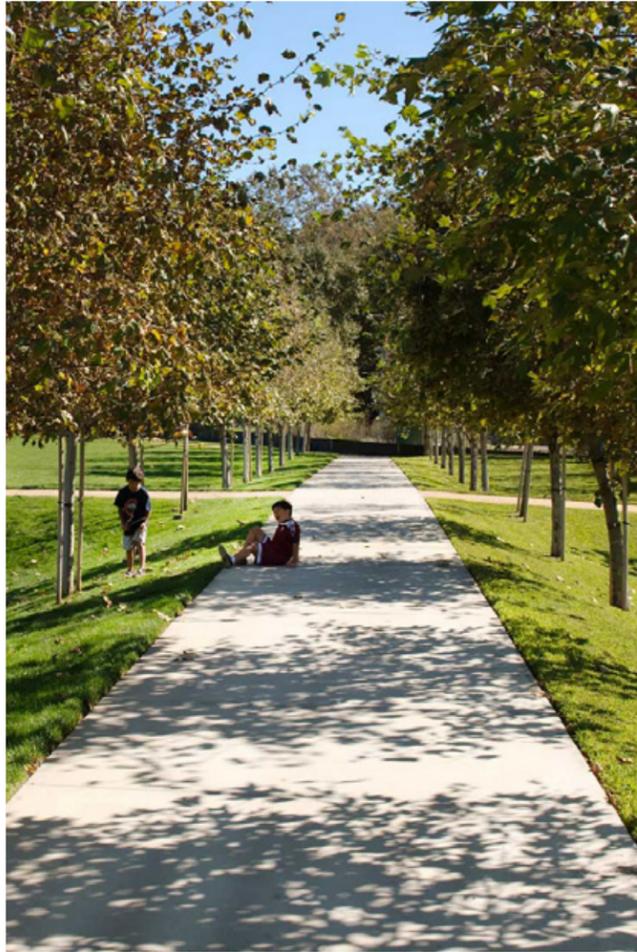
SAUNDRA PASSAILAGUE, TRMC
City Secretary



CITY OF LEON VALLEY

SILO PARK

09 OCTOBER 2014

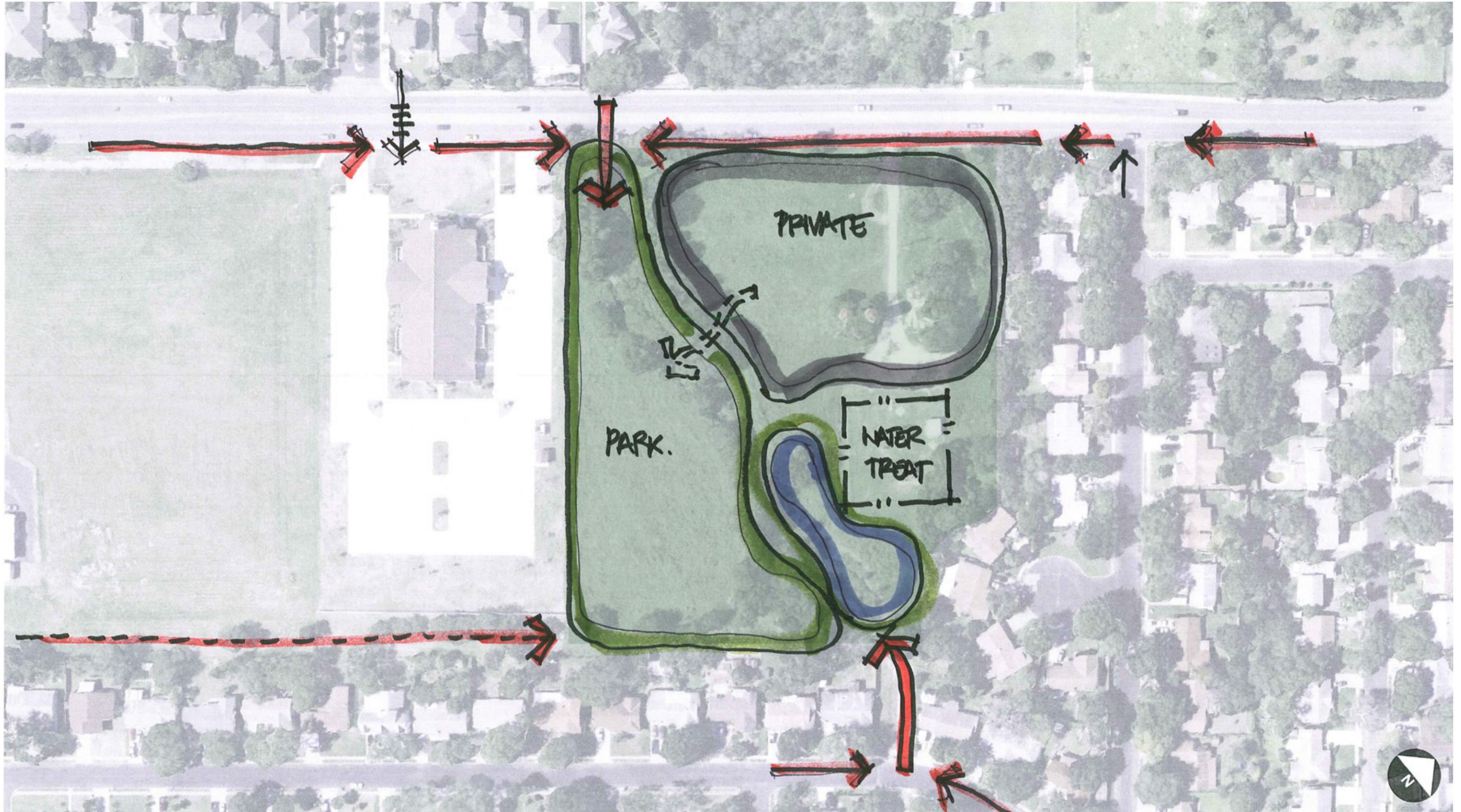




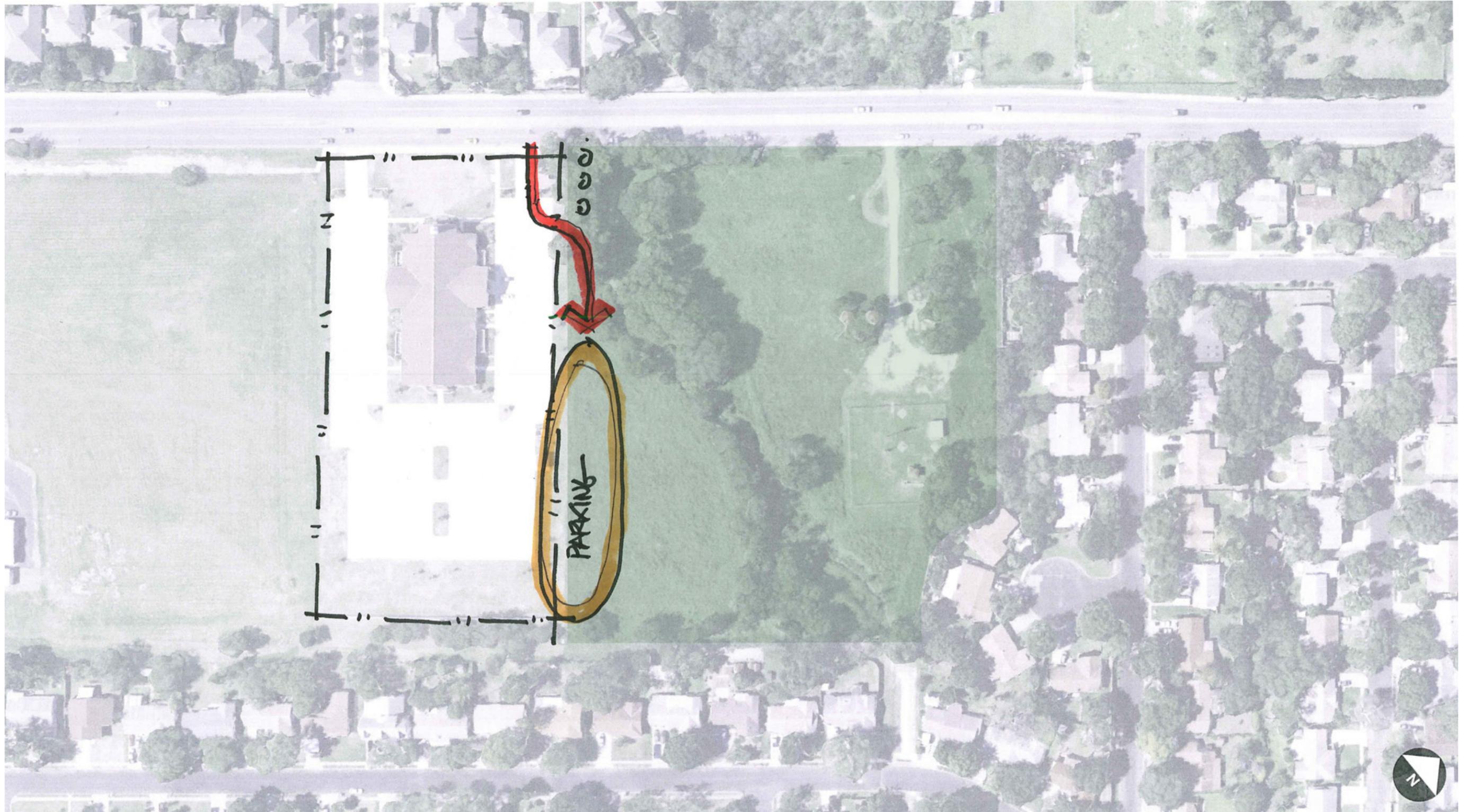
ANALYSIS | SITE WALK-THROUGH





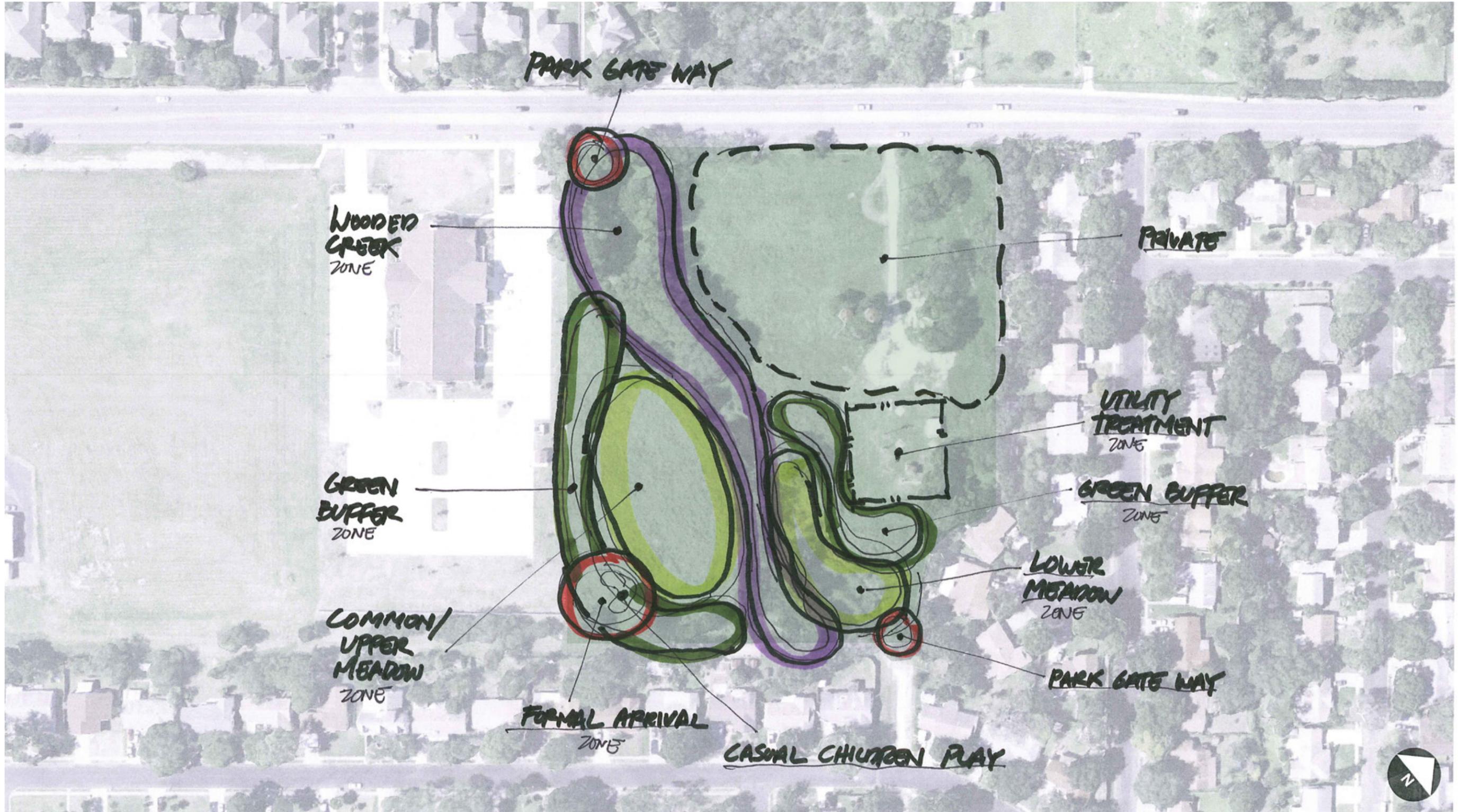




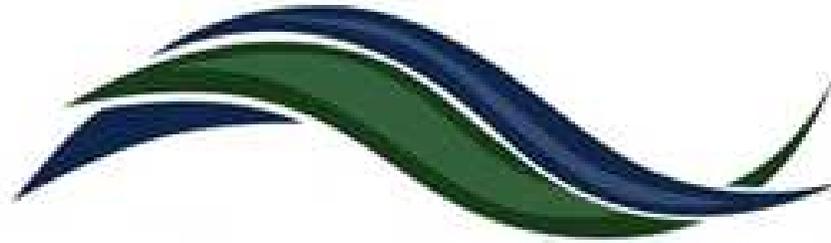












Proposed Silo Park Development

City Council Meeting
November 17, 2015

Silo Park Development

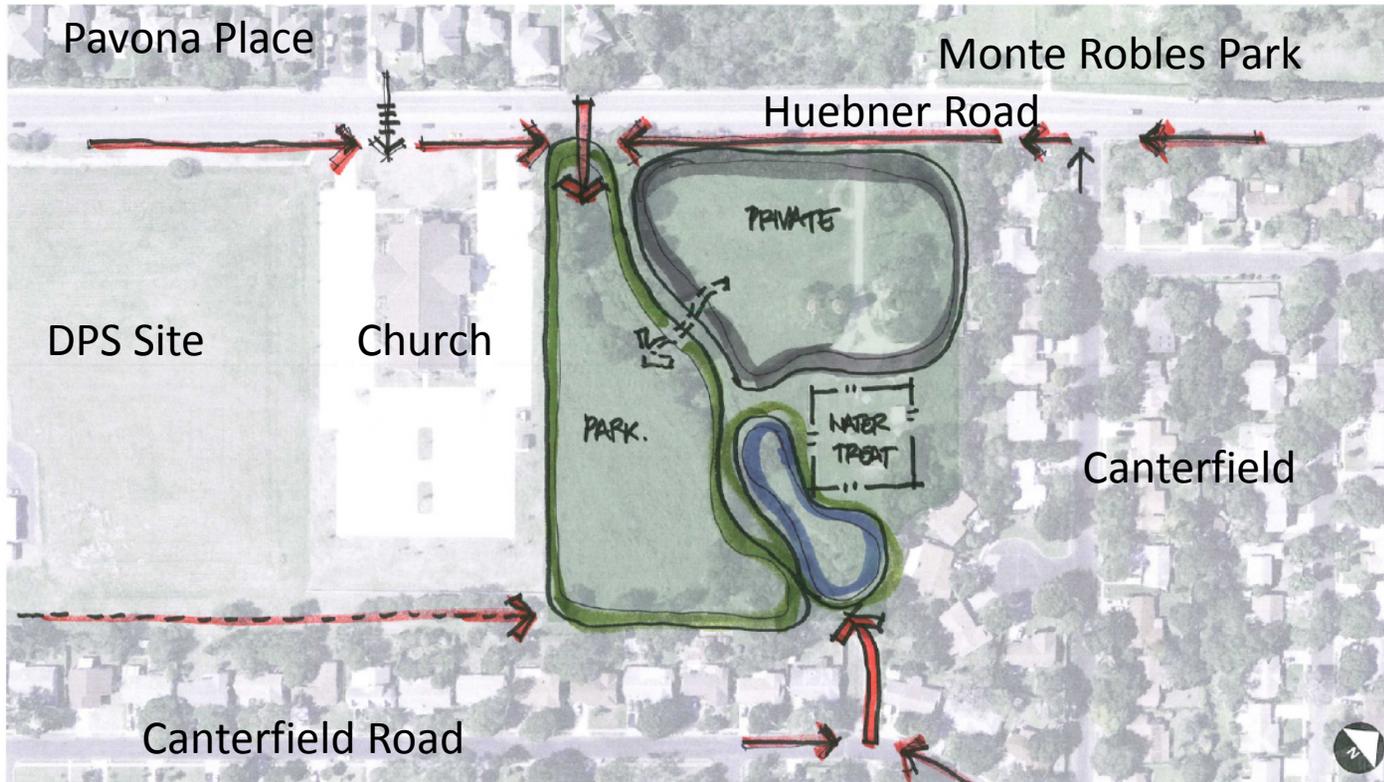
- 2013 - Property was donated by Dirt Dealers, Inc.
- Sept 2014 – Andrew Douglas Architects contacted to create Master Plan
- Dec 2014 - Council directed Park Commission to hold 3 public hearings to gather input
- March 2015 – Revised Master Plan presented to City Council for approval



Proposed Silo Park Aerial Map

Site Map of Proposed Park

SITE ANALYSIS | SITE FORCES



Phase 1

SITE PLAN | PHASE I



MASTER PLAN KEY

- 1 NORTHWEST ACCESS
- 2 CREEK
- 3 VEGETATED BUFFER
- 4 OPEN RECREATION AREA
- 5 BRIDGE
- 6 FITNESS AREA
- 7 WALKING TRAIL
- 8 GAZEBO
- 9 QUIET CONTEMPLATION
- 10 DETENTION POND
- 11 SOUTHEAST ACCESS
- 12 CHILDREN'S PLAYSCAPE

Canterfield Road

CITY OF LEON VALLEY | SILO PARK MAR 04, 2015

DOUGLAS ARCHITECTS

Phase 2

SITE PLAN | PHASE II



MASTER PLAN KEY

- 1 NORTHWEST ACCESS
- 2 CREEK
- 3 VEGETATED BUFFER
- 4 OPEN RECREATION AREA
- 5 BRIDGE
- 6 FITNESS AREA
- 7 WALKING TRAIL
- 8 GAZEBO
- 9 QUIET CONTEMPLATION
- 10 DETENTION POND
- 11 SOUTHEAST ACCESS
- 12 CHILDREN'S PLAYSCAPE

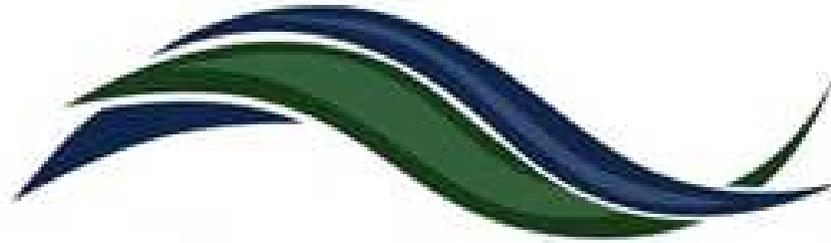
Canterfield Road

CITY OF LEON VALLEY | SILO PARK | MAR 04, 2015

DOUGLAS ARCHITECTS

Council Approved Amenities

- Start with minimal improvements
 - Landscape fence
 - Walking trail, with benches, outdoor fitness stations
 - Open area for free play
 - Picnic tables
 - Gazebo/pavilion
 - Trash cans
- Add more amenities after public uses park for a period of time to gauge use preferences



Proposed Silo Park Development

City Council Meeting
November 17, 2015

MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 2015 **M&C # 2015-11-17-03**

TO: Mayor and Council

FROM: Elizabeth Carol, Community Development Director

THROUGH: Kelly Kuenstler, City Manager

SUBJECT: Discussion and possible action on the development of an applicant, or authorized agent, attendance policy for all variances, appeals, and/or exceptions considered by the City Council.

PURPOSE

To provide open and transparent public hearing process, applicants, or their authorized agent, who have requested a variance, appeal and/or exception from Leon Valley Code of Ordinance, should attend the City Council meeting. This is to ensure that the applicant is available during City Council discussion to respond to any questions or issues regarding their case.

The new policy would state “The applicant, or authorized agent, must be present at the hearing to presents one’s variance, appeal and/or exception. Otherwise, the City Council may deny or postpone the case.”

S.E.E. LEON VALLEY

Social – It is equitable for the City to assist applicant in resolving their concerns.

Economic – Provides a consistent and dependable, public hearing process.

Environmental –N/A

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the City Council adopt a policy requiring applicants, or their agents, attend City Council meetings.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

City of Leon Valley City Council

Develop an applicant attendance policy for all variances, appeals and/or exceptions considered by City Council.

November 17, 2015

Purpose

- To provide an open and transparent public hearing process.
- Require applicants to attend City Council meetings.
- Applicant would be available for questions or issues related to their case

Proposed Policy

The applicant, or authorized, agent must be present at the hearing to present one's variance, appeal and/or exception. Otherwise, the City Council may deny or postpone the case.

Fiscal Impact

None.

S.E.E. Statement

- **Social Equity** – it is equitable for the City to assist applicants in resolving their concerns,
- **Economic Development** – Provides a consistent and dependable, public hearing process
- **Environmental Stewardship** – N/A

City of Leon Valley City Council

Develop an applicant attendance policy for all variances, appeals and/or exceptions considered by City Council.

November 17, 2015

MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 2015 **M&C # 2015-11-17-04**

TO: Mayor and City Council

FROM: Claudia Mora, Economic Development Director

THROUGH: Kelly Kuenstler, City Manager

SUBJECT: Presentation, Discussion and Possible Action on the City of Leon Valley Economic Development Corporation (LVEDC) Proposed Fiscal Year 2015-2016 Performance Measures

PURPOSE

The purpose of this M&C is to provide a presentation to the City Council on and have them discuss and, possibly, take action on the proposed FY 2015-2016 performance measures for the LVEDC.

At the City Council meeting of September 29th, the City Council directed the LVEDC Board of Directors to develop performance measures to coincide with their proposed FY 2015-2016 budget. At their meeting on November 12th, the LVEDC Board of Directors approved the set of performance measures to be presented to City Council for their approval. At future Board meetings, the LVEDC plans to enhance the performance measures with objectives to be carried out during the fiscal year.

Staff and LVEDC Board President, Stephen Ynostrosa, will present the proposed performance measures adopted by the LVEDC at their meeting of November 12th.

FISCAL IMPACT

The performance measures are designed to be implemented with the LVEDC FY 2015-2016 budget of \$XXX,XXX.00.

S.E.E. IMPACT

Social – N/A

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 – N/A

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS: _____

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

APPROVING THE PROPOSED FISCAL YEAR 2015-2016 PERFORMANCE MEASURES FOR THE CITY OF LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION (LVEDC) TO ACCOMPANY THE FISCAL YEAR 2015-2016 BUDGET AND SUPPORT THE LVEDC'S OPERATIONS, PROGRAMS AND PROJECTS.

WHEREAS, the Texas Local Government Code, Chapter 501.051 et. seq., authorized the City of Leon Valley to create a non-profit entity known as an Economic Development Corporation; and

WHEREAS, the City of Leon Valley created the City of Leon Valley Economic Development Corporation in 2009 by filing Articles of Incorporation, as amended thereafter, 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, the citizens of the City of Leon Valley, Texas approved the implementation of a sales tax to fund economic development in the City through the City of Leon Valley Economic Development Corporation ; and

WHEREAS, Texas law authorizes the City Council to approve all programs and expenditures of the City of Leon Valley Economic Development Corporation by approving the annual budget; and

WHEREAS, the City of Leon Valley Economic Development Corporation, at the direction of City Council, developed and presented performance measures to accompany the proposed budget for Fiscal Year 2015-2016 approved by the LVEDC on November 12, 2015, prior to the City Council approving the proposed budget; and

WHEREAS, the fiscal year began October 1st and the LVEDC has financial obligations to meet throughout the fiscal year and will submit a budget for the remainder of the fiscal year to the City Council for approval;

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

The City of Leon Valley Economic Development Corporation Performance Measures for Fiscal Year 2015-2016, attached as Exhibit "A", is hereby approved.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 17th day of November, 2015.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
PATRICK BERNAL
City Attorney



EXHIBIT A

LVEDC FY 2015-2016 PERFORMANCE MEASURES

- 1. Develop, finance and implement an LVEDC economic development plan**
- 2. Develop and submit quarterly and annual LVEDC status reports to the City Council**
- 3. Develop and submit annual LVEDC budget to City Council**
- 4. Monitor legislation and legislative proposals which could impact economic development**
- 5. Recruit new businesses and industries**
- 6. Retain existing businesses and industries**

Leon Valley Economic Development Corporation (LVEDC)

FY2016 Performance Measures

City Council Meeting

November 17, 2015

Purpose

- Develop and implement performance measures to improve LVEDC operations and programs and provide better transparency of the LVEDC to the residents and businesses of Leon Valley

Background

- September 29, 2015 – City Council directed LVEDC to develop performance measures to be implemented with FY 2015-2016 budget
- City Manager made recommendations to the LVEDC
- LVEDC adopted a modified version of the recommended performance measures with the intention of developing objectives to accompany the performance measures

Performance Measure 1

- Develop, finance and implement an LVEDC economic development plan
 - Draft a plan for review and approval by the City Council within 6 months of the approval of the performance measures by the City Council.

Performance Measure 2

- Develop and submit quarterly and annual LVEDC status reports to the City Council
 - Report on LVEDC activity
 - Report on data, trends, property inventory, business and development outreach
 - 3 quarterly reports and 1 annual report to be given January, April, July and September

Performance Measure 3

- Develop and submit annual LVEDC Budget to City Council
 - Submit a budget plan consistent with expenditures in budget and consistent with performance measures
 - Development and submission of budget to coincide with City's general fund budget

Performance Measure 4

- Monitor legislation and legislative proposals which could impact economic development
 - Quarterly report to City Manager and City Council on new or upcoming legislation that affects the City of Leon Valley as part of the quarterly and annual status reports noted in Performance Measure 2

Performance Measure 5

- Recruit new businesses and industries
 - Proactively recruit high quality retailers, restaurants and sales tax generating businesses
 - Proactively recruit quality industry
 - Work with Economic Development staff to contact 75 potential new businesses per year
 - Utilize marketing tools
 - Implement and record results beginning within 6 months of City Council approval of Performance Measures

Performance Measure 6

- Retain existing businesses and industries
 - Foster partnerships with local businesses and business groups/advocates
 - Improve partnerships with the Chambers of Commerce, colleges and universities in the area

Leon Valley Economic Development Corporation (LVEDC)

FY2016 Performance Measures

City Council Meeting

November 17, 2015

RESOLUTION NO. 15-037R

APPROVING A 60-DAY BUDGET FOR THE CITY OF LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION (LVEDC) FOR FISCAL YEAR 2015-2016 TO SUPPORT THE LVEDC'S OPERATIONS, PROGRAMS AND PROJECTS.

WHEREAS, the Texas Local Government Code, Chapter 501.051 et. seq., authorized the City of Leon Valley to create a non-profit entity known as an Economic Development Corporation; and

WHEREAS, the City of Leon Valley created the City of Leon Valley Economic Development Corporation in 2009 by filing Articles of Incorporation, as amended thereafter, 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, the citizens of the City of Leon Valley, Texas approved the implementation of a sales tax to fund economic development in the City through the City of Leon Valley Economic Development Corporation ; and

WHEREAS, Texas law authorizes the City Council to approve all programs and expenditures of the City of Leon Valley Economic Development Corporation by approving the annual budget; and

WHEREAS, the City of Leon Valley Economic Development Corporation, at the direction of City Council, worked with staff to develop performance measures to accompany the final budget for Fiscal Year 2015-2016; and

WHEREAS, the LVEDC requests the Board be allowed time to refine the performance measures approved by the Board at their November 12th meeting, and refine the Fiscal Year 2015-2016 budget; and

WHEREAS, the LVEDC has financial obligations to meet during December 2015 and January 2016, and now submits a 60-day budget to the City Council for approval;

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

The 60-Day City of Leon Valley Economic Development Corporation Budget for Fiscal Year 2015-2016, attached as Exhibit "A", is hereby approved.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 17th day of November, 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 2016 60-Day Budget

EXHIBIT A

DEPARTMENTAL EXPENDITURES	2015-2016 PROPOSED	2015-2016 60 Days PROPOSED
SUPPLIES		
5100-520.01 Office Supplies	300	50
5100-520.02 Operating Supplies	-	-
5100-520.04 Miscellaneous Supplies	200	34
TOTAL SUPPLIES	500	84
CONTRACTUAL SERVICES		
5100-530.01 Professional Services	75,000	12,500
5100-530.02 Contractual Services	46,000	7,666
5100-530.03 Telephone		
5100-530.04 Utilities - Gas, Water, Electricity		
5100-530.05 Printing	-	-
5100-530.06 Advertising	-	-
5100-530.08 Equipment Rental		
5100-530.09 Travel	5,000	350
5100-530.10 Membership	1,500	-
5100-530.15 EDC Project Funding	162,016	62,016
5100-530.XX Miscellaneous	14,800	2,466
TOTAL CONTRACTUAL SERVICES	304,316	84,998
TOTAL BUDGET	304,816	85,082

Leon Valley Economic Development Corporation (LVEDC)

60-Day FY 2015 – 2016 Budget

November 17, 2015

Purpose

- **Allow LVEDC to operate for an additional two (2) months (December and January) of FY 2015-2016**
- **Provide LVEDC with opportunity to refine FY 2015-2016 budget**
- **Enable LVEDC to finalize measureable objectives for performance measures**

Proposed Budget

	2015-2016	2015-2016	2015-2016	2015-2016	%
DEPARTMENTAL EXPENDITURES	PROPOSED	60 Days	December	January	(2 Months)
		PROPOSED	PROPOSED	PROPOSED	
SUPPLIES					
5100-520.01 Office Supplies	300	50	25	25	17%
5100-520.02 Operating Supplies	-	-	-	-	
5100-520.04 Miscellaneous Supplies	200	34	17	17	17%
TOTAL SUPPLIES	500	84	42	42	17%
CONTRACTUAL SERVICES					
5100-530.01 Professional Services	75,000	12,500	6,250	6,250	17%
5100-530.02 Contractual Services	46,000	7,666	3,833	3,833	17%
5100-530.03 Telephone					
5100-530.04 Utilities - Gas, Water, Electricity					
5100-530.05 Printing	-	-	-	-	
5100-530.06 Advertising	-	-	-	-	
5100-530.08 Equipment Rental					
5100-530.09 Travel	5,000	350	350	-	7%
5100-530.10 Membership	1,500	-	-	-	0%
5100-530.15 EDC Project Funding	162,016	62,016	31,008	31,008	38%
5100-530.XX Miscellaneous	14,800	2,466	1,233	1,233	17%
TOTAL CONTRACTUAL SERVICES	304,316	84,998	42,674	42,324	28%
TOTAL BUDGET	304,816	85,082	42,716	42,366	28%

December Expenditures

• Office Supplies =	\$	25.00
• Miscellaneous Supplies =	\$	17.00
• Professional Services =	\$	6,250.00
• Contractual Services =	\$	3,833.00
• Travel =	\$	350.00
• Membership =	\$	0.00
• EDC Project Funding =	\$	31,008.00
• <u>Miscellaneous =</u>	\$	<u>1,233.00</u>
• DECEMBER TOTAL =	\$	42,716.00

December Expenditures - Supplemental

- **Professional Services = \$ 6,250.00**
– General Counsel and Lawsuit Appeal

- **Contractual Services = \$ 3,833.00**
– Services Agreement with City

- **Travel = \$ 350.00**
– 2 LVEDC Board Members to Sales Tax Training

December Expenditures - Supplemental

- **EDC Project Funding = \$31,008.00**
- **Miscellaneous = \$ 1,233.00**
 - **Leon Valley Community Brochure Development**

January Expenditures

• Office Supplies =	\$	25.00
• Miscellaneous Supplies =	\$	17.00
• Professional Services =	\$	6,250.00
• Contractual Services =	\$	3,833.00
• Travel =	\$	0.00
• Membership =	\$	0.00
• EDC Project Funding =	\$	31,008.00
• <u>Miscellaneous =</u>	\$	<u>1,233.00</u>
• JANUARY TOTAL =	\$	42,366.00

January Expenditures

- **Professional Services = \$ 6,250.00**
 - General Counsel and Lawsuit Appeal
- **Contractual Services = \$ 3,833.00**
 - Services Agreement with City
- **EDC Project Funding = \$ 31,008.00**
- **Miscellaneous = \$ 1,233.00**
 - Leon Valley Community Brochure Development

60-Day Budget

Total 60-day FY 2015-2016 Budget =

\$85,082

28% of Total FY 2015-2016 Budget

Leon Valley Economic Development Corporation (LVEDC)

60-Day FY 2015 – 2016 Budget

November 17, 2015

MAYOR AND COUNCIL COMMUNICATION

M&C#: #2015-11-17-06

DATE: November 17, 2015
TO: Mayor and Council
FROM: Luis Valdez, Fire Chief
Randall Wallace, Police Chief
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Presentation, discussion and possible action considering allowing the City Manager to enter into an agreement to provide emergency dispatch operations for Police, Fire and EMS services.

PURPOSE

To improve service delivery for the First Responders and citizens alike, along with budget savings, the City has evaluated agencies that provide emergency dispatch operations. The City Manager, Fire Chief, and Police Chief have met with representatives from the City of Helotes, City of Balcones Heights, and Bexar County as part of this evaluation.

This service delivery would include receiving and dispatching emergency calls for police, fire, and emergency medical services.

Discussions included an overview survey followed by scoring of services by staff to include technology, staffing, training, and other services specific to each jurisdiction.

Using the criteria provided the rankings, in order, were the City of Helotes, Bexar County, and the City of Balcones Heights. This presentation will provide a summary of the evaluation, scoring, and recommendations by staff.

FISCAL IMPACT

Cost ranges from \$135,000 to \$245,000, depending on entity providing service.

STRATEGIC GOALS

N/A

SEE LEON VALLEY

Social – Partnership with dispatch center will work to enhance the life safety of the public.

Economic – NA

Environmental – NA

RECOMMENDATION

Allow the City Manager to enter into an agreement for emergency dispatch operations.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Emergency Dispatch Partnership

City of Leon Valley
November 10, 2015

Purpose

The City Manager, Police Chief and Fire Chief interviewed and rated three different agencies that could provide emergency dispatch services to the City of Leon Valley.

- To improve service delivery for
 - First Responders
 - Citizens
- Budget savings

Entities

- Bexar County
- City of Balcones Heights
- City of Helotes

Evaluation Criteria

1. Staffing

- Number of Dispatchers available per call volume
- Dedicated Fire and Police Dispatchers

2. Technology

- Consoles
- Software Compatibility and Maintenance
- CAD and MDT options

Evaluation Criteria

3. Training

- Certified Training Coordinator
- Emergency Medical Dispatch (EMD)

4. Other

- Cost
- Call volume
- Experience
- ISO rating – Dispatch rating

Evaluation

- All three options demonstrate improvements in service delivery criteria.
- All three options offer a savings to annual budget.
- Top two scoring options were very close and each have advantages for COLV needs.
 - City of Helotes evaluation score 75
 - Bexar County evaluation score 72

Helotes

- Advantages

1. Low Call volume per Dispatcher
2. Tailored response program
3. EMD – Training
4. Dedicated Leon Valley phone answered by person
5. Willing to work with Leon Valley in Training, Exercises (Drills), and field interaction

- Disadvantages

1. No MDT option for Fire
2. Limited Technology (Fire) – extras
3. Radio Service/maintenance

Bexar County

- Advantages

1. Robust Technology / MDT option
2. Larger dispatch center
3. Radio Maintenance/Service

- Disadvantages

1. No Emergency Medical Dispatch (EMD)
2. No dedicated Leon Valley Phone number – non-emergency calls answered by machine
3. Cost
4. Greater Call volume per Dispatcher
5. Non-tailored response program

Evaluation

- Either option are capable of providing excellent service.
- The items important to Leon Valley are;
 - Customer service-both for 1st Responders and citizens
 - Police Officer safety – less call volume per Dispatcher
 - Tailored specific response for Fire Department
 - Willingness to work with Leon Valley to meet our specific needs

Initial Cost estimates

1. Helotes - \$135,000
2. Bexar County - \$144,000
3. Balcones Heights
 - Option 1 - \$245,000
 - Option 2 - \$195,000 + vehicle impound agreement

Recommendation

Allow the City Manager to enter into an agreement for emergency dispatch operations.

Emergency Dispatch Partnership

City of Leon Valley
November 10, 2015

MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 2015 **M&C # 2015-11-17-07**

TO: Mayor and Council

FROM: Kelly Kuenstler, City Manager

THROUGH: Kelly Kuenstler, City Manager

SUBJECT: Discussion and possible action on a dispatch partnership.

PURPOSE: This discussion is placed on the agenda for the possibility of the development of a committee to make suggestions to the City Council for a Public Private Partnership. If developed, the committee would also steer the direction of the Public Private Partnership with Council approval.

FISCAL IMPACT

None

STRATEGIC GOALS

A 2016 Leon Valley Town Hall Meeting is in line with Goal #6, Citizen Involvement in the 2010 Strategic Plan.

SEE LEON VALLEY

Social – To bring residents of Leon Valley together to discuss the Public Private Partnership.

Economic – N/A

Environmental – N/A

RECOMMENDATION

I recommend the formation of a five (5) or seven (7) member, Council appointed committee to study the Public Private Partnership and to assist in an effort to further develop the Public Private Partnership.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 2015 **M&C # 2015-11-17-08**

TO: Mayor and Council

FROM: Kelly Kuenstler, City Manager

THROUGH: Kelly Kuenstler, City Manager

SUBJECT: Discussion and Possible Action on the creation of a Public Private Partnership Committee between the City of Leon Valley and the Leon Valley Historical Society.

PURPOSE: This discussion & possible action was requested at the Community Meeting held on November 7, 2015, regarding the possible development of a Public Private Partnership between the City of Leon Valley and the Leon Valley Historical Society

FISCAL IMPACT

The initial formation of a Memorandum of Understanding between the City of Leon Valley and the Leon Valley Historical Society will not necessarily have a fiscal impact on the City of Leon Valley. The fiscal investment will be in the utilization of the City Manager's time in the drafting and development of a Memorandum of Understanding for presentation to the City Council and for citizen input.

STRATEGIC GOALS

The 2014 Update to the City of Leon Valley's 2010 Strategic Plan identified Economic Development as the first of seven major goals, with specific objectives being promoting business friendly practices; creating, reviewing & enforcing codes that impact economic development; promoting Leon Valley; creating & promoting a City Center and the reauthorization of street maintenance sales tax program. The development of a museum or tourist center at the Huebner Onion House location is in fact economic development and is in line with the 2010 Strategic Plan.

SEE LEON VALLEY

Social – To preserve the integrity of the history and heritage behind the Huebner Onion House.

Economic – Could increase economic activity in Leon Valley through tourists and visitors.

Environmental – If the project is designed and implemented with environmental concern

and integrity, there would be little to no effect on the environment. If the home's condition deteriorates, there is an environmental concern.

RECOMMENDATION

Allow the City Manager to draft a Memorandum of Understanding between the Leon Valley City Council and the Leon Valley Historical Society for purposes of a baseline and discussion.

RECOMMENDATION

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 2015 **M&C # 2015-11-17-09**
TO: Mayor and Council
FROM: Kelly Kuenstler, City Manager
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Discussion and Possible Action on a Holiday Festival to replace the cancelled Fall Festival

PURPOSE: This discussion & possible action is a follow up from the November 3, 2015, City Council meeting. The City Manager has negotiated new terms for the rescheduling of the 2015 Fall Festival that was cancelled due to rain. This is an effort to create a 2015 Holiday Festival in conjunction with the Beethoven Christmas Concert.

FISCAL IMPACT

There should be no fiscal impact as the budget set aside for the 2015 Fall Festival will be used towards the 2015 Holiday Festival.

STRATEGIC GOALS

The 2014 Update to the City of Leon Valley's 2010 Strategic Plan identified Economic Development as the first of seven major goals, with specific objectives being promoting business friendly practices; creating, reviewing & enforcing codes that impact economic development; promoting Leon Valley; creating & promoting a City Center and the reauthorization of street maintenance sales tax program. The creation of a 2015 Holiday Festival is an economic development project in that it is an effort aimed at bringing residents in and outside of Leon Valley together for a festival where entertainment will be utilized as a quality of life enhancement and where goods & services can be purchased.

SEE LEON VALLEY

Social – To bring residents in and out of Leon Valley together for a Holiday Festival.

Economic – Will increase economic activity in Leon Valley.

Environmental – N/A

RECOMMENDATION

Allow the City Manager and Community Development Director to proceed with the development of a 2015 Winter Festival in conjunction with MDLG & Associates.

RECOMMENDATION

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 2015 **M&C # 2015-11-17-10**
TO: Mayor and Council
FROM: Kelly Kuenstler, City Manager
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Discussion and Possible Action on a 2016 Town Hall Meeting

PURPOSE: This discussion & possible action is to determine whether or not the City Council and the public want to have a moderator for the 2016 Town Hall Meeting. If the Council determines that a moderator is warranted then the City Manager recommends Dr. Francine Sanders Romero who is the Associate Dean with the University of Texas at San Antonio and who has acted as the Town Hall moderator for the City of San Antonio. Furthermore, staff would like direction from the Council and the public regarding potential items of discussion for the Town Hall Meeting agenda so that a meaningful and responsive agenda is created.

FISCAL IMPACT

No fiscal impact.

STRATEGIC GOALS

A 2016 Leon Valley Town Hall Meeting is in line with Goal #6, Citizen Involvement in the 2010 Strategic Plan.

SEE LEON VALLEY

Social – To bring residents of Leon Valley together to discuss citizen concerns, priorities & input.

Economic – N/A

Environmental – N/A

RECOMMENDATION

Allow the City Manager to contract with Dr. Francine Sanders Romero to act as a moderator for the 2016 Leon Valley Town Hall Meeting; and gather potential agenda items for the Town Hall meeting.

RECOMMENDATION

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

LEON VALLEY FIRE DEPARTMENT MONTHLY REPORT July 2015

Overall Responses:

The Fire Department responded to 243 incidents this month (2014 – 151 incidents). There was an estimated loss of \$90,000 in fire loss for the month. No injuries were reported related to fire incidents.

Fires and Rescues:

Firefighters responded to Balcones Heights for an apartment fire at 4535 Fredericksburg Rd. The fire was extinguished and the crew returned to Leon Valley without incident.

Leon Valley Firefighters responded 6757 Poss Rd. at Chacho's Mexican Restaurant for a cooking/grease fire. There were no injuries, the fire was extinguished and damage limited to the kitchen.

Firefighters responded to a house fire on Kinman Street and upon arrival found heavy fire and smoke coming from the 2nd floor of the home. Firefighters entered and cleared the home of people and quickly extinguished the fire. No injuries were reported and the home was saved.

Firefighters responded to Raising Cane's for a commercial van fire. The commercial van was carrying compressed flammable cylinders and Firefighters worked to extinguish the fire without incident.

EMS Responses:

EMS responded to a total of 132 incidents. 92 patients were transported to local hospitals.

Other Responses:

Fire crews also responded to 8 false alarms, and 8 service calls this month.

Fire Prevention/Education:

38 Fire inspections were completed (2014 – 90 inspections), which includes 8 certificate of occupancy inspections.

Department News:

Firefighters responded to a house fire on Kinman St.

Firefighters were training at the time of the call and arrived in just two minutes to find heavy fire and smoke coming from the second floor of the home (pictured).

Firefighters entered the front door, cleared the house of occupants and extinguished the fire.

Damage is estimated at \$60,000, and the cause of the fire was determined to be a faulty electrical cord from a table lamp. A family of seven was provided a shelter and assistance through the American Red Cross and their personal insurance company.



4th of July parade and festival

The Honor Guard once again led this year's 4th of July parade, and the department worked to help manage a very large festival and fireworks display. The department reported only minor incidents during the event.



Swift-Water Technician training

Firefighter Sam Nevils and Michael Dizzine spent 40 hours of intense training learning advanced rescue techniques, and earned certification as Swift Water Rescue Technicians.

Firefighters responded to a commercial vehicle fire on Bandera Rd.

A van carrying several compressed cylinders with flammable fuel onboard was discovered on fire and firefighters changed tactics to protect the cylinders. This was a very dangerous scene that was quickly controlled, and an excellent example of why we work to keep people back from fire scenes. The response time was 3 minutes. The scene was captured on video and shared through social media.

https://www.youtube.com/watch?v=KTmy_CtY-7o



Working towards improvements in Health and Wellness

The fire department continued to work towards improvements in Health and Wellness. Additions have included improvements in fitness, nutrition, and behavioral/cultural, such as adding the San Antonio Fire Department Chaplain services as resource contacts for our firefighters.



The department's immediate goal is to become recognized by the American Heart Association as a "Fit-Friendly Worksite". The designation encourages wellness in the workplace, and works to reduce the risk of heart attacks and strokes. More information is available by clicking the following link...

[http://www.heart.org/HEARTORG/GettingHealthy/WorkplaceWellness/Fit-FriendlyWorksites/Fit-Friendly-Worksites UCM 460748 SubHomePage.jsp](http://www.heart.org/HEARTORG/GettingHealthy/WorkplaceWellness/Fit-FriendlyWorksites/Fit-Friendly-Worksites_UCM_460748_SubHomePage.jsp)

Donation of fitness machine to Firefighters

The fire department took delivery of a Step Mill fitness machine donated by Mrs. Sondra Grohman and Shining Star Energy. Mrs. Grohman loved her recent tour of our new fire station and asked if she could donate some fitness equipment to help keep our Firefighters safe and healthy. While this piece of fitness equipment is usually found in large fitness gyms and not a fire station....it's a perfect fit in ours.



This comes as a cost savings of \$5,200 to Taxpayers and supports the fitness of our firefighters. We are sharing a picture of Mrs. Grohman with our new machine.

Big improvement to the City emergency shelter plan!

The department worked through a plan with NISD officials and the American Red Cross to finalize an emergency shelter agreement. The department believes that this new plan works to provide a clearer picture of preparedness to our citizens.



In the event of a large scale evacuation, the primary emergency shelter for the City of Leon Valley is now John Marshall High School. The overflow secondary shelter is Pat Neff Middle School, and we have two churches that serve as shelters for short-term or special needs patients; St. Johns Baptist Church and the Church of Latter Day Saints on Huebner. The American Red Cross and Leon Valley emergency services ran an emergency shelter drill operation to make sure we are ready in case a shelter is needed, and the shelter drill operation went great!

FIRE PREVENTION ACTIVITIES

FIRE DEPARTMENT ACTIVITIES	July 2014	July 2015	TOTAL 2015	TOTAL 2014
SUPERVISED FIRE DRILLS	0	0	13	11
LECTURES/DEMOS NUMBER ATTENDED	2 40	4 46	42 646	42 3397
PLAN REVIEWS	4	4	43	26
CITATIONS ISSUED	0	0	0	1
WARNINGS ISSUED	0	0	0	0
COMPLAINTS INVESTIGATED	0	0	0	10
CERTIFICATE OF OCCUPANCY INSP.	5	8	61	101
FIRE INSPECTIONS	90	38	254	314
PERMITS ISSUED (FY)	2	4	8	22
PERMIT FEES RECEIVED	\$300	\$550	\$1050	\$2175

EMERGENCY INCIDENT RESPONSE DATA

INCIDENT TYPE	July 2014	July 2015	TOTAL 2015	TOTAL 2014
STRUCTURE RESIDENTIAL	0	1	5	6
STRUCTURE COMMERCIAL RESIDENTIAL	1	2	0	6
STRUCTURE COMMERCIAL	0	0	2	3
STRUCTURE FIRE OTHER THAN BUILDING	0	0	0	0
VEHICLE FIRE	0	2	9	11
OUTSIDE RUBBISH FIRE	1	0	6	11
SPECIAL OUTSIDE FIRE	2	0	3	3
NATURAL VEGETATION FIRE	0	0	0	6
FIRE, OTHER	0	0	8	7
FALSE ALARM	13	8	97	121
INVESTIGATION OR SPECIAL INCIDENT	0	0	0	1
SERVICE CALL	6	8	49	93
EMS	96	132	817	1237
EMS ASSIST	29	82	553	570
HAZARDOUS CONDITION	1	1	11	13
RESCUE	1	0	2	7
MUTUAL AID	0	0	0	10
OVERPRESSURE RUPTURE OR EXPLOSION	0	0	0	1
GOOD INTENT CALL	1	7	28	14
TOTAL	151	243	1631	2124



Luis Valdez, Fire Chief

LEON VALLEY FIRE DEPARTMENT MONTHLY REPORT June 2015

Overall Responses:

The Fire Department responded to 233 incidents this month (2014 – 184 incidents). There was an estimated loss of \$10,000 in fire loss for the month. No injuries were reported related to fire incidents.

Fires and Rescues:

Firefighters kept busy this month responding to weather-related emergencies due to large amounts of rainfall; Road closures, 1 rescue, (2) large fallen tree removals, vehicle accidents, and home evacuations (El Verde Rd).

Leon Valley Firefighters responded to the 7200 block of Bandera for a tree on fire. Upon arrival, Firefighters found wires arcing across tree limbs. The area was cleared and CPS called.

Firefighters responded to a dumpster fire in the Vista Del Rey apartment complex, and another dumpster fire on Sally Agee Rd. The fires were extinguished without incident. The causes of the fires are unknown.



EMS Responses:

EMS responded to a total of 115 incidents. 87 patients were transported to local hospitals.

Other Responses:

Fire crews also responded to 21 false alarms, and 5 service calls this month.

Fire Prevention/Education:

42 Fire inspections were completed (2014 – 88 inspections), which includes 9 certificate of occupancy inspections.

Department News:

USAA announced discount to Firewise Communities

Firewise Community is a designation awarded by the National Fire Protection Association to cities who have met best practice benchmarks in management that works to lessen the impact of wildfires in communities. The City of Leon Valley continues to be the only recognized Firewise Community in Bexar County.

The 5% discount will be applied at each policyholder's annual renewal starting today. The amount will vary depending on the value and type of policy. For more information visit www.Firewise.org, contact USAA, or contact the Leon Valley Fire Department at 210-684-3219.



Improvements to website Floodplain/Emergency Flood Response

The Fire Department, Communications Department and Community Development teamed up to overhaul and add Floodplain management and emergency response additions to the City website. This includes additions that meet best practices outlined by FEMA, and also works to earn points in the City's upcoming ISO flood insurance survey. Many of the improvements can be seen by clicking the following link.

http://www.leonvalleytexas.gov/government/community_development/floodplain_management/index.php

Flash Flood caught on video in Rimkus Park

A local resident while walking in the park captured on video a flash flood in Huebner Creek during a time when it was not raining in Leon Valley. The video highlighted the problem of storm water runoff from development North in the City of San Antonio.

The video is posted on Youtube and is used for education purposes. The picture to the right is embedded with the link.



Mandatory Detention

The department teamed up with Public Works and Community Development to begin the process to change the Unified Development Code of the City of San Antonio to require Mandatory Detention in new development, and eliminate the option of paying a fee in lieu of providing onsite detention. The team developed a work plan and immediately began setting meetings to meet the objectives in the work plan.

Retired Leon Valley Firefighter passes away

The fire department was sad to report the news of the passing of retired Leon Valley Firefighter, Johnny James. The James family has been long-time, loved and respected residents of Leon Valley. The Chief ordered the station flag lowered to half-staff out of respect for his life, his family, and his service to our City. The department sent condolences to the James family, and the Honor Guard made the trip to Rockport, Texas to present an American and fire station flag to the family. Click the following link for more information.



http://www.rockportpilot.com/obituaries/article_e8f8142a-1e94-11e5-a1f9-b32ddd09be9d.html

FIRE PREVENTION ACTIVITIES

FIRE DEPARTMENT ACTIVITIES	June 2014	June 2015	TOTAL 2015	TOTAL 2014
SUPERVISED FIRE DRILLS	2	0	13	11
LECTURES/DEMOS NUMBER ATTENDED	2 25	3 40	38 600	42 3397
PLAN REVIEWS	2	2	39	26
CITATIONS ISSUED	0	0	0	1
WARNINGS ISSUED	0	0	0	0
COMPLAINTS INVESTIGATED	0	0	0	10
CERTIFICATE OF OCCUPANCY INSP.	13	9	53	101
FIRE INSPECTIONS	88	42	216	314
PERMITS ISSUED (FY)	4	0	4	22
PERMIT FEES RECEIVED	\$800	0	\$504	\$2175

EMERGENCY INCIDENT RESPONSE DATA

INCIDENT TYPE	June 2014	June 2015	TOTAL 2015	TOTAL 2014
STRUCTURE RESIDENTIAL	0	0	4	6
STRUCTURE COMMERCIAL RESIDENTIAL	1	0	0	6
STRUCTURE COMMERCIAL	0	0	2	3
STRUCTURE FIRE OTHER THAN BUILDING	0	0	0	0
VEHICLE FIRE	1	0	7	11
OUTSIDE RUBBISH FIRE	0	2	6	11
SPECIAL OUTSIDE FIRE	0	0	3	3
NATURAL VEGETATION FIRE	0	0	0	6
FIRE, OTHER	1	0	8	7
FALSE ALARM	8	21	89	121
INVESTIGATION OR SPECIAL INCIDENT	0	0	0	1
SERVICE CALL	8	5	41	93
EMS	109	115	685	1237
EMS ASSIST	53	67	471	570
HAZARDOUS CONDITION	0	4	10	13
RESCUE	2	1	2	7
MUTUAL AID	1	0	0	10
OVERPRESSURE RUPTURE OR EXPLOSION	0	0	0	1
GOOD INTENT CALL	0	18	21	14
TOTAL	184	233	1388	2124



Luis Valdez, Fire Chief

Oct-15

<u>Violations/ Complaints</u>	<u>Number</u>	<u>In Compliance</u>
Environmental/Graffiti	5	5
Right of way Obstructions	6	5
Animal Calls/TNR	29	28
High Grass/Weeds	53	37
Trash & Debris	16	14
Permit Inquiry	14	14
Bandit Signs	17	17
Junked Vehicles	0	0
Vacant Lots	1	1
Alleys	0	0
Zoning Violations	3	3
Address Violation	0	0
Total Violation Report	144	124

Notifications

Door Hangar	52
1st Notice Mailed	17
2nd Notice Mailed	0
Citations Issued	0
Contacts by Phone	2
Contacts in Person	73
Resolved / In Compliance	124
Unresolved Cases	20

FERAL CATS NEUTERED/SPAYED THROUGH TNR PROGRAM

OCT. 2014	4
NOV. 2014	3
DEC. 2014	7
JAN. 2015	8
FEB. 2015	2
MAR. 2015	8
May 2015	2
AUG. 2015	5
SEP. 2015	8
Total:	47

FY 15-16

<u>Violations/ Complaints</u>	<u>Number</u>	<u>In Compliance</u>
Environmental/Graffiti	5	5
Right of way Obstructions	6	5
Animal Calls/TNR	29	28
High Grass/Weeds	53	37
Trash & Debris	16	14
Permit Inquiry	14	14
Bandit Signs	17	17
Junked Vehicles	0	0
Vacant Lots	1	1
Alleys	0	0
Zoning Violations	3	3
Address Violation	0	0
Reinspection	-	0
Total Violation Report	144	124

Notifications

	<u>Number</u>
Door Hangar	52
1st Notice Mailed	17
2nd Notice Mailed	0
Citations Issued	0
Contact by Phone	2
Contacts in Person	73
Resolved / In Compliance	124
Unresolved Cases	20

Unresolved Cases 2014-15 = 70

144

PROJECTS: All
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 10/01/2015 THRU 10/30/2015
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION	PROJ T
151183	10/01/2015	HERRERA, MYRNA	5417 BANDERA RD 608	OWNER	CERTIFICATE OF OCCUPANCY	CO
151190	10/05/2015	BLUE FROG PLUMBING & DRAIN	5417 BANDERA 607	OWNER	CERTIFICATE OF OCCUPANCY	CO
151191	10/06/2015	ACCURATE COUIER SERVICE	5405 BANDERA 114	OWNER	CERTIFICATE OF OCCUPANCY	CO
151202	10/07/2015	EAS GARAGE DOORS SOLUTIONS	7334 REINDEER	OWNER	CERTIFICATE OF OCCUPANCY	CO
151203	10/07/2015	BELLAS XV	7007 BANDERA 13	OWNER	CERTIFICATE OF OCCUPANCY	CO
151222	10/13/2015	KIDCARE LEARNING CENTER	6237 EVERS	OWNER	CERTIFICATE OF OCCUPANCY	CO
151228	10/14/2015	210 ICE CREAM	7126 BANDERA	OWNER	CERTIFICATE OF OCCUPANCY	CO
151247	10/19/2015	POLISH NAILS	6414 BANDERA	OWNER	CERTIFICATE OF OCCUPANCY	CO
151269	10/22/2015	SEAFOOD LA CAPITAL DEL SABO	7101 BANDERA	OWNER	CERTIFICATE OF OCCUPANCY	CO
151303	10/30/2015	ADRIAN DE LOS REYES AGENCY	5724 WURZBACH A	OWNER	CERTIFICATE OF OCCUPANCY	CO
*** TOTALS ***		NUMBER OF PROJECTS:	10	VALUATION:	0.00	FEEES: 640

Minutes
Library Board of Trustees Meeting of
Tuesday, October 13, 2015 at 5:30pm at the Library

The Meeting was called to order by Chairperson, Katie Gwaltney at 5:37pm. Those present were Barbara Owens, Carol Poss, Jill Crane, Katie Gwaltney, Dr. Horace Staph, Brigid Cooley, Teen Representative and Library Director Sandy Underwood. A quorum is present.

A motion was made by Dr. Staph and seconded by Jill Crane, that the minutes for the September 8th 2015 Board of Trustees Meeting be accepted as corrected. Unanimous approval.

New City Manager: Sandy reported on our new City Manager, Kelly Kuenstler, who started on September 21. The board asked she be invited to a Trustee Meeting.

Policy Update: Unattended Child Policy will be presented to council for approval on October 20. Sandy presented policies on: donations, Interlibrary Loans, Circulation, Internet Use and a Fee Schedule. The Board will take this home for review and come prepared next meeting to make recommendations and/or vote.

Naming of Meeting Rooms – Peggy Bissett's family has approved naming the meeting room after Peggy and Joyce Trent is in agreement with the naming of the Joyce Miller Trent Children's Wing. The Friends and Trustees will work in conjunction with the library to plan an event. Council will need to be approached with an M&C for approval in naming the rooms.

Strategic Plan Sessions: Friday November 6th at 5:30 pm was set for the Board's initial meeting to form a strategic plan for the library. Dinner will be ordered in. Sandy will have an initial outline/draft ready for input. We will need to hold two future sessions for the public, one possibly in conjunction with a town hall meeting. Goal is to have plan done and approved by council before end of April.

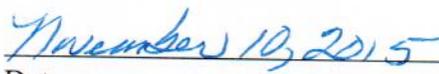
Library Director's Report: Halloween Party coming with presentation of Unattended Child Policy as well as Ident-a-Kid kits to give away. Arbor Day celebration in our parking lot at same time as well as the Trash to Treasures Sale at the Community Center.

Carol Poss reported on Friends of the Library activities. The First Saturday Book Sale Made \$75.00. The Fall Booksale made \$1200. The Salvation Army will be picking up unsold booksale books.

Announcements: Next meeting is November 10 and we will do officer election/appointments. Our Teen Advisory Group member was encouraged to participate in the Trustee Meetings.

There being no further business or announcements, Dr. Staph moved to adjourn the meeting, Jill Crane seconded the motion, motion approved and the meeting adjourned at 6:50 pm.


Approved


Date

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
OCTOBER 13, 2015 MEETING MINUTES**

The Park Commission of the City of Leon Valley, Texas met on the 13th day of October, 2015 at 6:00 p.m. at Raymond Rimkus Park, at 6440 Evers Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

LEON VALLEY PARK COMMISSION MEETING, 7:00 P.M.

1. Call the Meeting to Order and Determine a Quorum is Present.

Chairman Roger Christensen called the Park Commission meeting to order at 6:00 p.m., with the following Park Commissioners in attendance: Commissioners Linda Tarin, Carolyn Gabriel, Steve Parker, Belinda Ealy and Dorothy Humphrey, Jackie Walton, and Alternate Commissioner Josue De La Torre. Absent and excused were Benay Cacciatore and Kathy Hill. Also present was City Council member Monica Alcocer and City Staff member Melinda Moritz.

2. Review and Approval of the September 8, 2015 Regular Park Commission Meeting Minutes.

Commissioner Ealy made a motion to approve the minutes from the September 8, 2015 Regular Park Commission meeting. The motion was seconded by Commissioner Humphrey. The minutes were approved unanimously.

3. Citizens to be Heard

None were in attendance

4. Report on Activities that Impact the Park or Access to the Park

a. Discussion and Possible Recommendation – Silo Park Naming

Staff member Moritz explained that the new Silo park would eventually have to be formally dedicated as a park by the City Council and that the owner of the adjacent property where the silos are actually located may not be able to save the silos. She then explained that the park name would have no meaning to future citizens. She stated that she had researched the deeds to the property back to the 1800's and found that the property owner that built the silos was most probably the Steurethaler family. She recommended that the name be used for the new park. One of the Commissioners added that the name could also include "silo" and recommended that the park be called the Steurethaler – Silo Park. A motion was made by Commissioner Parker to accept the name Steurethaler-Silo Park. The motion was seconded by Commissioner Gabriel and the motion carried unanimously.

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
OCTOBER 13, 2015 MEETING MINUTES**

b. Raymond Rimkus Park – FY '16 Budget

Staff member Moritz explained that the FY 2016 budget had been approved by the City Council and several items had been funded for repairs and for new items at the parks. Chairman Christensen informed the Commission that the budget would be discussed at the next few meetings, as the FY 2017 budget would need to be prepared for review by the City Manager in the spring.

c. Evers Road

Staff member Moritz explained the progress regarding the Evers Road mill & overlay project, noting that the improvements had been completed. She further explained that sidewalks along the west side of Evers Road had been budgeted for FY 2016 and that as soon as that project had been designed and bid, construction would start.

d. Discussion and Possible Recommendation – Forest Oaks Pool

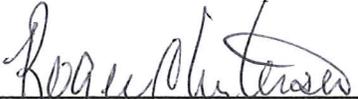
Staff member Moritz explained that the operators of the Forest Oaks pool had approached the City Council about potentially giving the facility to the City Council. City Councilwoman Alcocer stated that she had attended the Forest Oaks Association meeting and that they were not ready to make that commitment, recommending the Commission postpone the discussion until such time as new information became available.

e. Tour of Raymond Rimkus Park to Determine Recommendations for Park Master Plan

Chairman Christensen stated that's he would like to adjourn the meeting and then begin the tour. He assigned each member a certain area of the park and advised them to make recommendations for improvements to each area to be reported at the next meeting.

5. Adjourn.

A motion was made by Commissioner Gabriel to adjourn the meeting, which was seconded by Commissioner Ealy, and the meeting was adjourned at 6:36 pm.



Roger Christensen - Chairman

11-18-15

Date



6400 El Verde Road, Leon Valley, TX 78238

MINUTES OF THE MEETING OF THE LEON VALLEY TREE ADVISORY BOARD

Meeting of the Leon Valley Tree Advisory Board (TAB) at 6:00 PM, on Thursday, September 10, 2015, in the Leon Valley Fire Department Training Room, at 6400 El Verde Road, Leon Valley, Texas.

I. Poll for Attendance and Determination of a Quorum.

- Staff Liaison: Elizabeth Carol (Present)
- TAB Forester: Mark Kroeze, Alamo Region Urban Forester (Present)
- Members Present: Irene Baldrige, Thomas Benavides, Denise Berger, Mary Key, and Diana Sarfin
- Members Absent: Melinda Dawson and Rich Sarfin
- Note: New TAB name tags were provided to members after roll call.

II. Approval of Minutes - August 20, 2015.

- Minutes were approved as written.

III. Discussion and update for upcoming 2015 Arbor Date - November 7, 2015.

- The date of the Leon Valley Arbor Day was changed to October 31, 2015 (9:00AM to 12:00PM).

IV. Discussion on Tree City USA and Tree City Growth Award Application.

- Ms. Carol is currently working on the Tree City USA application.
- Ms. Carol provided members with copies of the Tree City Growth Award criteria with application and resource documentation to help in evaluating the growth award criteria. Members are to evaluate the 4 categories for next meeting.

V. Discussion on the creation of a web page focusing on trees.

- Mr. Kroeze provided a presentation of the Alamo Forest Partnership webpage which is a comprehensive guide on trees. It provides information on planting trees, resources regarding trees, benefits of trees, programs available (e.g. workshops), events, etc. The webpage is located at "<http://www.alamoforestpartnership.org/>".
- Ms. Carol is still working on the TAB webpage. She plans to add a link to the Alamo Forest Partnership webpage ("<http://www.alamoforestpartnership.org/>").
- Ms. Berger provided the following input regarding the webpage section under Education, Resources, Texas Oak Wilt, Pruning Guidelines, First Paragraph, 2nd bullet.
 - The oak wilt fungus may be present on one, many, or all trees on a particular site regardless of the tree species. Someone pruning a tree (oak or other species) with the fungus will contaminate the cutting tool which in turn will contaminate the next tree to be pruned.
 - The statement "Clean all pruning tools with 10% bleach solution or Lysol™ between sites and/or trees" should be changed to "Clean all pruning tools with 10% bleach solution or Lysol™ between trees".
- Mr. Kroeze recommended that the TAB provide a representative to sit on the board of the Alamo Forest Partnership.
 - The TAB is recommending that Ms. Elizabeth Carol be the official representative of the Leon Valley TAB. This will require approval by City Council and City Management.

VI. Discussion on the tree component of the Leon Valley Master Plan.

- Ms. Carol provided members with a copy of the Leon Valley 2009 Comprehensive Master Plan and resource documentation to help develop a new section for trees (Section 7).
- The new section will require defining goals, objectives, and recommended strategies supporting El Verde by 2020, the vision of the Park Commission Master Plan that is applicable to trees as well as the TAB's vision.
- The TAB is tentatively scheduled to meet in a special workshop on September 28, 2015 (6:00PM) to develop the new section. Place of meeting is still to be determined.

VII. Future Agenda Items.

- **How to improve tree focus.** Tree section of Master Plan to be discussed during 28 Sep workshop,
- **Website updates.**
 - To be discussed after Arbor Day.
- **Neighborwood program.** The TAB postponed discussions of this topic to the next fiscal year.
- **Strategic Tree planting goals** Tree section of Master Plan to be discussed during 28 Sep workshop.
- **Other Topics.** TAB review of the Community Wildfire Plan shall be discussed at a future meeting. Ms. Elizabeth Carol shall be consulted with the Fire Chief to determine his timeframe requirement for the review.

VIII. Adjourn.

- Meeting adjourned at 7:35PM.
- The next meeting of the TAB is tentatively scheduled for Thursday, October 8, 2015, at 6:00 PM, at the Leon Valley Fire Department Training Room.


Chairperson



6400 El Verde Road, Leon Valley, TX 78238

MINUTES OF THE MEETING OF THE LEON VALLEY TREE ADVISORY BOARD

Meeting of the Leon Valley Tree Advisory Board (TAB) at 6:00 PM, on Monday, September 28, 2015, in the Leon Valley Conference Center at 6421 Evers Road, Leon Valley, Texas.

I. Poll for Attendance and Determination of a Quorum.

- Staff Liaison: Elizabeth Carol (Present)
- TAB Forester: Mark Kroeze, Alamo Region Urban Forester (Absent)
- Members Present: Irene Baldrige, Thomas Benavides, Denise Berger, Mary Key, Diana Sarfin, and Rich Sarfin
- Members Absent: Melinda Dawson
- Note: This was an out-of-cycle meeting to develop goals, objectives, and strategies for the tree component of the Leon Valley Master Plan.

II. Discussion on establishing Goals, Objectives, and Strategies on behalf of the tree component of the Leon Valley Master Plan.

- Ms. Carol provided a worksheet (Planning Scope) to organize this topic. Meeting discussions yielded the following draft proposed content for Section 7 (Tree Component) of the Leon Valley Master Plan.

Planning Scope

The geographic planning area referenced throughout this document includes the area within the City of Leon Valley. The functional planning areas include water, waste water, solid waste, air, energy, conservation and trees. In many cases, these elements are inter-connected and cannot be clearly separated. Therefore, some redundancy between the functional areas may be noted.

7. TREES

GOAL ONE: To plant 10,000 trees throughout the City of Leon Valley by 2020.

Objectives:

1. Provide a total of 500 live trees per year to City of Leon Valley's citizens and businesses for adoption and planting across the community.
2. Plant 6,000 Texas native understory trees within the natural area of Raymond Rimkus Park.
3. Investigate and identify other potential planting areas in the City of Leon Valley.

Recommended Strategies:

1. Involve community in city tree planting activities.
2. Leverage annual Earthwise Living Day and Arbor Day events for tree adoptions (give-aways).
3. Evaluate the survival rates of understory tree planting in the Raymond Rimkus natural area to determine cost effective planting strategies.
4. Explore alternative revenue sources to acquire trees.
5. Consider the use of a Neighbor Woods program within the City of Leon Valley.

GOAL TWO: To educate the community on the importance and value of trees

Objectives:

1. Make tree information more accessible to the Leon Valley community.
2. Create tree-focused social media avenue.
3. Establish City of Leon Valley representation and participation on the regional Alamo Forest Partnership organization.

Recommended Strategies:

1. Provide tree education at the Earthwise Living and Arbor Day events.
2. Improve and update the City of Leon Valley website with tree-focused information.
3. Investigate use of social media avenues, e.g. Facebook.
4. Community participation in City of Leon Valley organized tree plantings.

III. Future Agenda Items.

- **How to improve tree focus.** Not discussed.

- **Website updates.**

-- Ms Carol provided an update of the Tree Challenge & Tree Preservation section on the Leon Valley webpage. Updates will be provided at future meetings as appropriate.

- **Neighborwood program.** Not discussed.

- **Strategic Tree planting goals.** Not discussed.

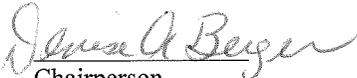
- **Other Topics.**

-- Ms Carol provided a copy of the 2015 Leon Arbor Day Poster Contest invitation and rules. Arbor Day will be discussed at the next scheduled TAB meeting.

IV. Adjourn.

- Meeting adjourned at 7:40PM.

- The next meeting of the TAB is tentatively scheduled for Monday, October 19, 2015, at 6:00 PM, at the Leon Valley Fire Department Training Room.


Chairperson



**MINUTES OF THE MEETING OF THE
LEON VALLEY ZONING COMMISSION**

September 22, 2015

The meeting of the Leon Valley Zoning Commission convened at 7:02 p.m. on Tuesday, September 22, 2015, in the Training Room at the Leon Valley Fire Department at 6300 El Verde Road, Leon Valley, Texas.

I. Poll for Attendance, Determination of a Quorum, Call Meeting to Order

Present were Chairman Olen Yarnell, 1st Vice Chair Phyllis McMillan, Commissioner Tony Westrich, Larry Proffitt, Alex Jenicek. Alternates Greg Price, Henry Diecker, and Richard Blackmore were in attendance. Absent and excused was 2nd Vice Chair Hal Burnside. Absent and unexcused was Commissioner Pedro Esquivel. Also present was Elizabeth Carol, Director of Community Development Department, acting as recording secretary.

The Chairman requested that each Commissioner take a moment and introduce themselves and what it means to them to serve on the Leon Valley Zoning Commission.

II. Approval of the August 25, 2015 Zoning Commission Minutes

After a brief discussion, Commissioner Tony Westrich made a motion to approve the minutes with the attachment of the letter, which had been provided to the Commissioners at the meeting. The motion was seconded by Commissioner Larry Proffitt, and the motion passed unanimously.

III. Update and Discussion of the Master Plan Amendments

City Staff presented an updated to of the Master Plan Amendment process and noted that the Master Plan Amendment process is essentially back on schedule, and staff anticipated that work will continue to progress on time.

Staff provided the Commission with an update regarding: The first item was Forest Oak Area and the proposed "Action Plan" to annex the adjacent cemetery and Community Center property. The Commission requested that the concern be forwarded to the Council for further direction. The second item was to assess the actual need for a turn lane to be added to Huebner Road. Staff noted that the Director of Public Works and the Police Chief indicated that the turn lane was not needed for public safety and recommended that the item be removed from the action plan.

The Commission then received an update regarding the Framework to the Master Plan, the Planning Areas, Historical Background, Zoning Descriptions, the Library and the creation of an

Acknowledgement Page. Staff then indicated that the Tree Advisory Board would develop a recommendation to add Trees to the Functional Planning Area segment of the Master Plan.

The Commission concurred with the recommended changes to the Master Plan, however the Commission requested that the Leon Valley Historical Society review the Historical Background of the Master Plan and report back to the Zoning Commission their assessment of this component. The Commission also noted the need to update the pictures in the Master Plan and the need to add identification signs in front of Leon Valley owned buildings, such as the Kinman House.

IV. Discussion on the development of a policy regarding the installation of sidewalks in Leon Valley.

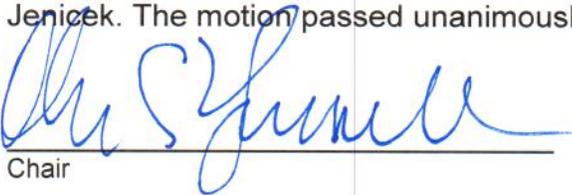
The Commission had a brief discussion on the need for sidewalks and the value of ADA compliant sidewalks on behalf of the entire community. The Commission noted that the installation of future sidewalks would primarily be determined by TXDOT and the possibility of future expansion of Bandera Road. The Commission indicated that they will revisit this issue at a later date.

V. Adjourn

Chairman Yarnell provided the Zoning Commission with an update on the Coffee Shop SUP that the Zoning Commission recently considered. The Chair noted that when the item was presented to the Council, he recommended that the Council consider amending the applicant's request to allow for an outdoor patio. The Chairman also advised the Council that the applicant agreed to provide a second handicapped parking space and noted their support of encouraging VIA to enhance the bus stop at the northwest corner of Bandera and Huebner. The Leon Valley City Council approved the SUP with the recommendations made by the Zoning Commission and the addition of the outdoor patio.

There was a brief discussion related to the Zoning Commission Agenda Notebooks, and how helpful it is to have the information in a notebook format prior to the meeting.

1st Vice Chair Phyllis McMillan made a motion to adjourn, seconded by Commissioner Alex Jenicek. The motion passed unanimously and the meeting was adjourned at 9:46 p.m.


Chair


Staff