CITY OF LEON VALLEY

CITY OF LEON VALLEY
CITY COUNCIL SPECIAL AND REGULAR MEETING
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Monday, December 08, 2014

AGENDA

SPECIAL CITY COUNCIL MEETING

1. 7:15 P.M. Call to order, Determine a Quorum is Present.

2. The City Council Will Convene In Executive Session Pursuant To Section 551.087, As Authorized By The Texas Government Code, Deliberations Regarding Economic Development Negotiations About The Second Phase of The Barcelona Lofts, And Reconvene into Open Session to Take Any Necessary Action Arising from the Executive Session.

3. Adjournment

REGULAR CITY COUNCIL MEETING

4. 7:30 P.M. Call to order, Determine a Quorum is Present, Pledge of Allegiance.

5. Citizens to be Heard and Time for Objections to the Consent Agenda. "Citizens to be heard" is for the City Council to receive information on issues that may be of concern to the public. The purpose of this provision of the Open Meetings Act is to ensure that the public is always given appropriate notice of the items that will be discussed by the City Council. Should a member of the public bring an item to the City Council, for which the subject was not posted on the agenda of that meeting, the City Council may receive the information but cannot act upon it during the meeting. City Council may direct staff to contact the requestor or ask that the issue be placed on a future agenda for discussion by the City Council. Citizens must sign the appropriate sign-in sheet by 7:45 p.m.

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

CONSENT AGENDA

6. Approval of City Council Minutes. (S. Passailague)
   a) November 10, 2014 Regular City Council Meeting
   b) November 17, 2014 Special City Council Meeting
   c) November 22, 2014 Coffee with the Mayor & Council
7. Ratification of a two (2) year extension to the City Manager’s employment agreement approved by the City Council on November 17, 2014. M&C #2014-12-08-01


11. Budget Adjustment in the amount of $3,000 from CIED Fund account to provide a budget for the work being conducted by the Beautification Committee. M&C #2014-12-08-05 (V. Wallace)

**DISCUSSION AGENDA**

12. Discussion and consideration designating Evers Road as “Audie L. Murphy Memorial Way”; naming the currently unnamed driveway at 6425 Evers Road, “Veterans Driveway” as requested by Walter Geraghty, Commander Audie L. Murphy Post No. 336. M&C #2014-12-08-06 (M. Longoria/City Council Policy Sub-Committee)

13. Presentation from the City Council Sub-Committee on Infrastructure. M&C #2014-12-08-07 (ACM R. Wallace/M. Moritz)
   a. Proposed Evers Road & Huebner Creek Improvements
   b. Water System Capital Improvements Plan
   c. Options For Bandera Road Traffic System Improvements

14. Presentation and Update on the Hike & Bike Trail. M&C #2014-12-08-08 (ACM R. Wallace/M. Moritz)

15. Staff update on the implementation of the 800 MHz communication dispatch system. M&C #2014-12-08-09 (ACM R. Wallace/L. Valdez)


17. Discussion related to the merging of the Community Events Committee and the City Festival Committee. M&C #2014-12-08-11 (Mayor Riley)
18. Discussion on the proposed agenda for the Annual Town Hall Meeting for 01/24/15 at 8:30 a.m. until noon. **M&C #2014-12-08-12** (M. Longoria/Mayor Riley)

**REGULAR AGENDA**

19. Consider Amending Plat #2014-003, a request by Robert Bretz, Engineer for Manuel Rubio, Sr., to amend the lot line and acreage between Lots 61 and 64, Block 3, CB 5784, Greenway Park Subdivision, to add .078 acres to Lot 64. **M&C #2014-12-08-13** (ACM C. Caldera/K. Flores)

20. A Resolution supporting the Development of the Evers Road Ethnic Food Festival in cooperation and co-sponsorship with the City of San Antonio. **M&C #2014-12-08-14** (M. Longoria/C. Mora)

21. Review, discussion and possible action on the submissions of Request for Proposals (RFPs) for the selection of an Events Project Manager for the 4th of July and the Leon Valley Music Festival Events. **M&C #2014-12-08-15** (ACM C. Caldera/K. Flores)

22. An Item amending Ordinance No. 14-030 related to Public Gatherings by adding a variance procedure. **M&C #2014-12-08-16** (ACM R. Wallace)

23. Consideration and possible action to direct staff to investigate the matter of the "Don't Pave the Natural Area" signs that were removed on May 1, 2014 as requested by Councilman Carmen Sanchez. **M&C #2014-12-08-17** (S. Passailaigue)

24. City Manager’s Report:
   a) Monthly Departmental Reports
   b) Approved Minutes from Boards, Commissions and Committees
   c) Future Agenda Items:
      o Zoning Amendment – Redefining “Family” in the R-1 Zoning Districts
      o Amendments to Public Gatherings Policy

25. Upcoming Important Events:
   a) 12/24/14 – 1/02/15 – City Offices will be closed in observance of the Christmas and New Year’s holidays

26. Citizens to be Heard

27. Announcements by the Mayor and City Council Members. At this time, reports about items of community interests on which no action will be taken may be given to the public as per Chapter 551.0415 of the Local Government Code, such as: expressions of thanks, congratulations or condolences, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City Official.

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

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

I hereby certify that the above NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL was posted on the Bulletin Board at City Hall, 6400 El Verde Road, Leon Valley, Texas, on December 05, 2014 at 11:00 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
MINUTES

The City Council of the City of Leon Valley, Texas met on the 10th day of November, 2014 at 5:45 p.m. at the Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

Call to order, Determine a Quorum is Present.

Mayor Riley called the Regular City Council Meeting to order at 5:50 p.m. Mayor Riley.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Councilmen Ricardo Ruiz, Carmen Sanchez, Abraham Diaz, Benny Martinez and Paul Biever. City Manager Manuel Longoria, Jr., City Secretary Saundra Passailaigue, and ACM/Human Resources Director Crystal Calera were also present.

The City Council shall meet in Executive Session under Texas Local Government Code §551.074 Personnel Matters to conduct and discuss the following Tier I interviews: M&C #2014-11-01 (S. Passailaigue)

- Zoning Board of Adjustment:
  - 5:45 p.m. – Barbara Dean
  - 6:30 p.m. – Tony Westrich
- Zoning Commission:
  - 6:00 p.m. – David Edwards
  - 6:15 p.m. – Larry Proffitt
  - 6:30 p.m. – Tony Westrich

The City Council went into executive Session at 5:50 P.M.

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

The City Council reconvened into Open Session at 7:01 P.M.

A motion was made by Councilman Abraham Diaz, seconded by Councilman Carmen Sanchez, to appoint David Edwards to the Zoning Commission as 1st Alternate; Larry Proffitt to the Zoning Commission as 2nd Alternate; Tony Westrich to the Zoning Commission as 3rd Alternate; and
Barbara Dean to the Board of Adjustment. Upon a unanimous vote, Mayor Riley announced the motion carried.

Adjournment

Mayor Riley adjourned the Special City Council meeting at 7:02 P.M.

REGULAR CITY COUNCIL MEETING

7:00 P.M. Call to order, Determine a Quorum is Present, Pledge of Allegiance.

Mayor Riley called the Regular City Council Meeting to order at 7:02 p.m. Mayor Riley and asked Councilman Ricardo Ruiz to lead the Pledge of Allegiance.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Councilmen Ricardo Ruiz, Carmen Sanchez, Abraham Diaz, Benny Martinez and Paul Biever. City Manager Manuel Longoria, Jr., City Secretary Saundra Passailaigue, ACM/Human Resources Director Crystal Caldera, Economic Development Director Claudia Mora, Assistant Public Works Director David Dimaline, ACM/Police Chief Randall Wallace, Finance Director Vickie Wallace, Fire Chief Luis Valdez and Assistant Fire Chief Billy Lawson were also present.

Presentation on the City’s Participation in the 2014 Walk and Roll Challenge and Recognition of Firefighters Gabriel Nerio and Ryan Jones for coordinating the event.

Mayor Riley introduced Leon Valley Firefighters Gabriel Nerio and Ryan Jones who told everyone present that this was the second year they participated in the challenge. The Walk and Roll Challenge is organized by the Alamo Area Council of Governments (AACOG) in an effort to reduce emissions into the atmosphere. The challenge is to find other means of getting from one place to another by walking, running, riding a bike, taking the bus or carpooling, resulting in cleaner air. In the month of November, Leon Valley was able to make 163 trips thus preventing 219 pounds of dangerous gases from being released into the atmosphere. Leon Valley received the 3rd Place award for their division. The next Walk and Roll Challenge is scheduled for May of 2015 and citizens are invited to participate. Firefighter Nerio showed everyone the certificate.

Certificate of Appreciation for 25 years of service to the Leon Valley Fire Department presentation to Lieutenant Richard Schwarz.

Mayor Riley introduced Leon Valley Fire Lieutenant Richard Schwarz and presented him with a gold watch followed by the reading of a proclamation of appreciation for his 25 years of service to the City of Leon Valley in the Fire Department.

Citizens to be Heard and Time for Objections to the Consent Agenda. “Citizens to be heard” is for the City Council to receive information on issues that may be of concern to the public. The purpose of this provision of the Open Meetings Act is to ensure that the public is always given appropriate notice of the items that will be discussed by the City Council. Should a member of the public bring an item to the City Council, for which the subject was not posted on the agenda of that meeting, the City Council may receive the information but cannot act upon it during the meeting. City Council may direct staff to contact the requestor or ask that the issue be placed on a future agenda for discussion by the City Council. Citizens must sign the appropriate sign-in sheet by 7:15 p.m.
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- David Jordan – 5309 Cilantro Place – Passed on speaking at this time.
- Walter Geraghty – 7315 Ellerby Pt. – Asked that the City Council place an item on the December Council Agenda to discuss the possibility of renaming Evers Road to Audie L. Murphy Drive.
- Vickie Jamvold – 7203 Poss Road – Passed on speaking at this time.
- Lyn Joseph – 6423 Trotter Ln. – Passed on speaking at this time.
- Olen Yarnell – 7230 Sulky Ln. – Passed on speaking at this time.
- Greg Price – 6132 Stirrup Ln. – Asked that the City Council consider amending the ordinance for public gatherings making the permit cost and the cost of police exempt to citizens of Leon Valley.

CONSENT AGENDA

Approval of City Council Minutes. (S. Passailaigue)
  a) October 13, 2014 Regular City Council Meeting
  b) October 25, 2014 Coffee with the Mayor & Council

Consideration of Resolution No. 14-025R appointing members to the Zoning Commission, Zoning Board of Adjustment and Beautification Committee. M&C #2014-11-10-02 (S. Passailaigue)

Consideration of Resolution No. 14-026R amending the roster of the City Council Sub-Committees on Policy and Economic Development. M&C #2014-11-10-03 (S. Passailaigue)

Approval of Quarterly Investment Report for the quarter ending September 30, 2014. M&C #2014-11-10-04 (V. Wallace)

Approval of Annual Investment Report for the fiscal year ending September 30, 2014. M&C #2014-11-10-05 (V. Wallace)

Annual review and adoption of Investment Policy. M&C #2014-11-10-06 (V. Wallace)

Consideration of the annual service agreement between City of Leon Valley and the Leon Valley Economic Development Corporation. M&C #2014-11-10-07 (C. Mora)

Consideration and Action on a Variance Request by Seth Thomas, owner of Diamond Shine Carwash, to Chapter 3.04.013, “Temporary Signs,” to display two (2) temporary banners for six (6) months generally located at 7210 Bandera Road. M&C #2014-11-10-08 (K. Flores)

Approval of the Tax Roll for the City of Leon Valley, Texas, for the 2014 Tax Year and the attached Ordinance No. 14-024. M&C #2014-11-10-09 (V. Wallace)

A motion was made by Councilman Paul Biever, seconded by Councilman Abraham Diaz, to approve Consent Agenda Items #9 (City Council Minutes – 10/13/14, and 10/25/14), #10 (Resolution No. 14-025R), #11 (Resolution No. 14-026R), #12 (Quarterly Report), #13 (Annual
Investment Report), #14 (Adoption of Investment Policy), #15 (LVEDC Service Agreement), #16 (Sign Variance) and #17 (Approval of Tax Roll), as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

DISCUSSION AGENDA

An item to receive, obtain and allow citizen input on the development of the Silo Property that is being considered for open-space recreational use. The property is located on Huebner Road adjacent to the Canterfield Subdivision. M&C #2014-11-10-10 (M. Longoria)

City Manager Longoria gave a brief background on the Silo Property which included how it came to the City to use, how it may be used, benefits to the City, and possible use ideas. Mr. Longoria said that a similar presentation was given during the October Coffee with the Mayor and Council in order to get citizen input on possible uses. Those in attendance gave the following ideas: basketball court, children’s playground area, tennis courts, walking trails that would connect to the Huebner Creek Trails, and a dog park. Mr. Longoria added that with any of these uses, of course, parking would need to be addressed. Mr. Longoria then turned it over for public input.

Mayor Riley asked about drainage with the recent rain which Mr. Longoria and Assistant Public Works Director David Dimaline responded that it was good and drained very well.

Mayor Riley asked if the current silos would be saved or removed. Mr. Longoria responded that it would be nice if they could be saved but that would mean the developer would need to insure them. Architects are working on some ideas for the developer to keep the silos, and this work is being done at no charge.

Mr. Longoria also informed everyone that this item will be going through the Park Commission and back to City Council which will allow for more citizen input. Council suggested that postcards be sent out to Canterfield residents to notify them of the public meetings on this property. Mr. Longoria agreed to do so.

Mayor Riley invited citizens to speak on this item.

- Olen Yarnell – 7230 Sulky Ln. – Expressed his confusion regarding who would be holding the public hearings and asked for clarification.
- Lyn Joseph – 6423 Trotter Ln. – Wanted to know what type of office building was being proposed. Also expressed her interest in the parking and also her support of a dog park.

Councilman Benny Martinez and Councilman Abraham Diaz stated they would like this to go through the Park Commission and hold public meetings, and that the City help notify citizens when these meetings occur. Councilman Diaz added that when the Park Commission comes to City Council are scheduled with their findings, that meeting also include an item to gather public input. Mayor Riley added that a walk to the property will be included in the next Walk with the Mayor.

Presentation and discussion on the City’s policy on Public Gatherings in public spaces in the City of Leon Valley. M&C #2014-11-10-11 (R. Wallace)

ACM/Police Chief Randall Wallace presented the ordinance at the request of Mr. Greg Price.
Councilman Benny Martinez said that the Council needs to take a look at this ordinance and its definitions. Councilman Abraham Diaz questioned the fees involved with demonstrations and parades, and what liabilities were on the City with these types of gatherings. Councilman Carmen Sanchez said Council needs to review the entire ordinance and allow citizens to assemble peacefully and voice their opinions peacefully; and to look at fees for police presence. Councilman Sanchez suggested adding a paragraph allowing for a safe place for people to assemble. Councilman Paul Biever concurred with Councilman Sanchez, and recommended giving directions to City staff to draft revisions based on tonight’s discussion and bring it back to Council for further discussion and action. Councilman Benny Martinez added that he felt the revisions should include a definition of public gathering and to separate public gathering and parade in the definition.

Mayor Riley invited citizens to speak on this item.

- Greg Price – 6132 Stirrup Ln. – Thanked the City Council for their consideration and added that we are talking about the people’s rights and not privileges.
- Olen Yarnell – 7230 Sulky Ln. – Expressed his concern with the definitions in the ordinance and that he liked the idea of separating the definitions as Council discussed.
- Walter Geraghty – 7315 Ellerby Pt. – Spoke on behalf of those “who wore a uniform” and the asked if there was a difference between “freedom of assembly” and “free”.
  - City Attorney Zech that it is constitutionally valid as stated by the United States Supreme Court to require a permit and to charge a fee prior to a public gathering.

**REGULAR AGENDA**


Councilman Paul Biever presented the Festival Committee Report with the Jazz Festival debriefing comments.

Councilman Benny Martinez expressed his disappointment in staff contacting vendors when the City had hired an event manager; his disappointment in Councilman Biever presenting the Festival Committee report saying that the City needs to use the committees properly, and that the report should have come from them. Councilman Martinez added that he fully supports Mr. Anthony Tobias being the event manager next year.

Mayor Riley asked that there be a side-by-side analysis including the cost between Anthony Tobias and Mike DeLaGarza at the next meeting. Councilman Abraham Diaz agreed with Mayor Riley and would also like to see who else is out there that could manage the event or any other venue. Councilman Carmen Sanchez agreed with Councilman Diaz and would like to see who else is out there. Councilman Ricardo Ruiz agreed with all previous comments.

Councilman Biever added that he would not recommend using Mr. Anthony Tobias as he found him to be unprofessional and difficult to work with. Councilman Biever also said it is the job of the City Council to do due diligence and that at one part during the preparation of the festival Mr. Tobias quit and told staff that no one was to contact him. Councilman Biever recommended using Mr. Mike DeLaGarza to manage next year’s event.
Councilman Sanchez agreed that there were difficulties with the Jazz Festival but that she agrees with Councilman Diaz and although she loves the work Mr. DeLaGarza does, she would like to see if there is anyone else out there that could manage the event.

Councilman Ricardo Ruiz added that there are other companies that manage this type of event and that it would be a wise decision to make a comparison in the best interest of the citizens.

Mayor Riley invited citizens to speak on this item.

- Olen Yarnell – 7230 Sulky Ln. – Questioned Mr. Delagarza’s payment for the July 4th Celebration. Mr. Yarnell also said he was in favor of a side-by-side analysis and would like to see the contracts for both Tobias and DeLaGarza included in that comparison.

Consideration of Ordinance No. 14-026 amending regulations regarding yard signs and political signs. M&C #2014-11-10-13 (K. Flores)

Kristie Flores, Community Development Director, presented a proposed amendment to the sign ordinance definition for yard sign and political signs. The amendment included provisions for political signs which are that they may not have a an effective area of greater than thirty-six (36) feet; be greater than eight (8) feet in height; be illuminated; or have any moving elements. A new definition for yard sign was added saying that a yard sign is any sign place on the lawn or yard of a residential property and that there are to be no more than two (2) signs per yard, kept in good condition and shall not be fallen, faded, and/or worn or torn; and that signs advertising contractor services shall be removed five (5) days after completion of the work.

Mayor Riley asked how many days before an election may political signs be placed on a yard. City Attorney Zech said that the City does not have the authority to regulate that. TxDOT still regulates that area. This amendment regulates private property, yard signs only.

Councilman Abraham Diaz asked that the City Council consider extending the time allowed on the contractor signs.

Mayor Riley invited citizens to speak on this item.

- Vickie Jamvold – 7203 Poss Road – Asked if the amendment pertained to “signs you have on your fence like “Private Property” or “Beware of Dog” signs in your front yard?”
  - City Attorney Zech replied (inaudible) but Mayor Riley and Kristie Flores answered that these types of signs are “in addition to”.

- Walter Geraghty – 7315 Ellerby Pt. – Asked for clarification on political signs numbers.
  - City Attorney Zech replied that there is no limitation to political signs a citizens places on their private property.

A motion was made by Councilman Abraham Diaz, seconded by Councilman Paul Biever, to adopt Ordinance No. 14-026 with the amendment to allow for fourteen (14) days for contractor signs. Upon a unanimous vote, Mayor Riley announced the motion carried.

An item to authorize the extension of the agreement between SA Pool Management and the City of Leon Valley for one year to manage the Leon Valley City Pool for the 2015 Summer Season. M&C #2014-11-10-14 (M. Moritz)
David Dimaline, Assistant Public Works Director presented the item. Mr. Dimaline said that at the request of City Council, an additional day was discussed with Tuesday being the selected day to be open from noon to 8:00 p.m. at an additional annual cost of just under $4000. Staff’s recommendation was to extend the existing contract with San Antonio Pool Management, Inc. to manage and operate the community pool for the 2014-2015 swim season in the amount of $40,995.

A motion was made by Councilman Benny Martinez, seconded by Councilman Abraham Diaz, to extend the existing contract with San Antonio Pool Management, Inc. to manage and operate the community pool for the 2014-2015 swim season to include the additional day in the amount of $40,995. Upon a unanimous vote, Mayor Riley announced the motion carried.

Mayor Riley invited citizens to speak on this item.

- Lyn Joseph – 6423 Trotter Ln. – Wanted to know why the City is not charging for visitors outside of Leon Valley.
  - Mr. Dimaline reported that 3% of the visitors were from outside of Leon Valley.

Presentation regarding the traffic impact worksheet for the San Antonio Aquarium at 6320 Bandera Rd. with possible direction for the City Staff to initiate a level 1 traffic impact analysis. M&C #2014-11-10-15 (K. Flores)

Kristie Flores, Community Development Director presented this item at the request of the City Council to review the traffic impact associated with the development of the San Antonio Aquarium at the old Fiesta Dodge property. The City Development Code requires that the developers complete a Traffic Impact Worksheet (TIW) to assess traffic flows and impacts. The developer’s TIW that was reviewed by the City Engineer which indicates that they will have 80 peak hour trips. City Engineer Sia Sayyadi has noted however, that anything over 50 peak hour trips requires a maximum available throat depth to be provided within the property to eliminate traffic backup within Bandera Road. In essence this is vehicle stacking on the property so that traffic on Bandera Road is not adversely impacted. This will be addressed by the developer. If the City Council desires a City sponsored Level 1 Traffic Impact Analysis — we estimate the cost to be approximately $3,000.

Mayor Riley invited citizens to speak on this item.

- David Jordan – 5309 Cilantro Place – The Ridge Subdivision HOA President. Asked that the study be done for future reference.
- Irene Baldridge – 6368 Parsley Hill – Asked that the City check with the developer to see if there are plans to use the exit at Thistle.

Councilman Abraham Diaz expressed his concerns with school buses exiting onto Thistle to which Claudia Mora, Economic Development Director replied that the developer was only going to be used for parking and that the driveway was going to be closed off. Ms. Mora said she would confirm this with the developer.

Councilman Benny Martinez suggested that the City could place traffic signs to keep drivers from going down Thistle.

Councilman Carmen Sanchez recommended that the Council table this item until more information is available.
Direction was given to staff to prepare an analysis on how the Ridge would be affected and bring the information back in December for Council discussion.

Consideration to authorize the City Manager to enter into an installation contract with ElectraLink, Inc., to provide audio visual and overhead paging equipment installation services for the new fire station. M&C #2014-11-10-16 (M. Moritz)

Luis Valdez, Fire Chief presented the item by giving a brief background on the technology infrastructure at the New Fire Station and City Hall. In October 2013, Elert & Associates was contracted to provide Technology Construction Consulting Services to develop plans, specifications, and Requests for Proposals for the construction of the technology infrastructure at the new fire station and for the renovated City Hall complex. The Requests for Proposals were received on April 16, 2014, and were reviewed. The recommendations from this review for infrastructure cabling and internet service installation were presented to the City Council on June 9, 2014. Entech, Inc. was selected to provide the Wireless Local Area Network (WLAN) and Tero Technologies was selected to provide network and UPS systems. The audio visual and overhead paging components cost for the new fire station will be $34,931.50 which is budgeted in the FY 2015 budget. Authorize the City Manager to enter into a contract with Electra Link, Inc. for the installation of the audio visual and overhead paging systems at the new fire station.

Mayor Riley directed staff send her an itemized breakdown of the $174,000.00.

Mayor Riley invited citizens to speak on this item:

- Olen Yarnell – 7230 Sulky Ln. – Wanted to know if this was in line with what was budgeted? Is it above? Is it below? Mr. Yarnell also stated that this had never been presented to the Bond Oversight Committee and wanted to know why it had not.
  - City Manager Longoria responded that this had been presented in one Council meeting and again at a budget work session; in terms of the Bond Oversight Committee, Mr. Longoria said it had been presented when the entire budget package was presented which included the technology package.

A motion was made by Councilman Abraham Diaz, seconded by Councilman Paul Biever, to authorize the City Manager to enter into an installation contract with ElectraLink, Inc. to provide audio visual and overhead paging equipment installation services for the New Fire Station. Upon a unanimous vote, Mayor Riley announced the motion carried.

City Manager’s Report:

a) Reorganization of City Staff
b) Update on DPS Development Agreement and Pending Issues (striping, traffic light & study)
c) Monthly Departmental Reports
d) Approved Minutes from Boards, Commissions and Committees
e) Future Agenda Items:
  - Silo Property – Public Comment – December 8th
  - Zoning Amendment – Redefining “Family” in the R-1 Zoning Districts
  - Amendments to Public Gatherings Policy (December 2014)

City Manager Longoria reported the following: a) the new staff organization will go into effect on November 1st which was implemented in an effort to improve responsiveness to the City Council as
well as the citizens. This would also allow Mr. Longoria to focus more on a strong suit of his which is economic development. Part of the new organization included the appointment of Chief of Police Randall Wallace and Human Resource Director Crystal Caldera as Assistant City Managers pointing out that these are not new positions but more like “super directors”; an appointment was also made to Angela Trejo to Executive Assistant to the City Manager; Code Compliance and Animal Control will go under the direct supervision of Saundra Passailaigue, City Secretary. Both Assistant City Managers are working together to reorganize the police department to improve the operations there. This should be done in the January/February timeframe. b) Mr. Longoria also update Council on the DPS Agreement saying the 90% of the items were completed but that there are three items still pending: 1) traffic lane on Evers Road; 2) the traffic signal system at the intersection was to be reconstructed but has not been done; and 3) a six month traffic analysis. Mr. Longoria is working on addressing this with the City Attorney. Public Works is also working on a contract to do stripping all over the City which should be done by next week. Mr. Longoria concluded his report by announcing the following events. Which Mayor Riley added that the 22nd of November is the Coffee with the Mayor and Council but that there will be no Coffee in the month of December.

Upcoming Important Events:

a) 11/11/14 – City Offices will be closed in observance of Veterans Day
b) 11/27/14 – 11/28/14 – City Offices will be closed in observance of the Thanksgiving holiday
c) 12/8/14 – Christmas Tree Lighting Ceremony at 6:30 p.m.
d) 12/8/14 – Regular City Council Meeting at 7:30 p.m.
e) 01/24/15 at 8:30 a.m. until noon – Annual Town Hall Meeting

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

a) §551.072 Deliberation Regarding the Purchase of Real Property located at 6312 El Verde Road.

No Executive Session held.

Citizens to be Heard

Mayor Riley invited citizens to speak on this item.

- Lyn Joseph – 6423 Trotter Ln. – Voiced her concerns with the letter to Mr. Williamson regarding the DPS situation.
- Vickie Jamvold – 7203 Poss Road – Voiced her concerns with the Leon Valley Public Library’s holiday schedule; asked if dispatch could notify homeowners near flood area of low water situations; thanked everyone for the TNR building; and a pilot pet registration that she is willing to do through the Library.
- Olen Yarnell – 7230 Sulky Ln. – Asked for clarification on the “Don’t Pave the Natural Area” signs.

Announcements by the Mayor and City Council Members. At this time, reports about items of community interests on which no action will be taken may be given to the public as per Chapter 551.0415 of the Local Government Code, such as: expressions of thanks, congratulations or condolences, information regarding holiday schedules, reminders of
social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City Official.

Councilman Carmen Sanchez asked that committee reports be included in the packet in the future in the City Manager’s Report.

Councilman Abraham Diaz asked for an update on the 800M Gh radios is included at the December Council meeting. Councilman Diaz also congratulated Chief Wallace and Ms. Caldera for their promotions. Lastly, he thanked Chief Valdez for the aprons that were donated.

Councilman Benny Martinez stressed that he would like the City to use the committees and also to have them report directly to Council.

Mayor Riley added that she did attempt to get the Festival Committee Chair to present this evening but that was not possible due to an illness with one of the members. Mayor also mentioned Dave Ganon’s recent honored by Northside by the State Board of Education. Mayor also thanked Margaret who is the sister of Walter Geraghty for putting up all the yellow ribbons for Veterans Day.

Adjournment

Mayor Riley announced the meeting adjourned at 9:52 p.m.

These minutes approved by the Leon Valley City Council on the 8th of December, 2014.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY
MINUTES

The City Council of the City of Leon Valley, Texas met on the 17th day of November, 2014 at 5:30 p.m. at the Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business.

Call to order, Determine a Quorum is Present.

Mayor Riley called the Special City Council Meeting to order at 5:32 p.m.

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

City Manager Manuel Longoria, Jr., City Secretary Saundra Passailaigue, Human Resources Director Crystal Caldera was also present.

The City Council shall meet in Executive Session under Texas Local Government Code §551.074 Personnel Matters to discuss and conduct an annual performance evaluation of City Manager Manuel Longoria, Jr. as required by the City of Leon Valley’s Employment Contract. M&C #2014-11-17-01.

The City Council went into Executive Session at 5:32 p.m.

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

The City Council reconvened into Open Session at 8:32 p.m.

A motion was made by Councilman Abraham Diaz, seconded by Councilman Carmen Sanchez, to increase the City Manager’s salary by five percent (5%), effective October 1, 2014 and for the City Council to reconvene on April 6, 2015 at 5:30 p.m. to consider extension of his contract.

Mayor Riley requested a call vote to which the City Council replied: Councilman Ruiz – Nay; Councilman Sanchez – Aye; Councilman Diaz – Nay; Councilman Martinez – Aye; and Councilman Biever – Nay.
The City Council voted two (2) for and three (3) opposed. Mayor Riley announced that the motion failed.

There was a consensus among the members of City Council to reconvene into Executive Session which they did at 8:35 p.m.

The City Council reconvened into Open Session at 9:15 p.m.

A motion was made by Councilman Abraham Diaz, seconded by Councilman Paul Biever, to increase the City Manager’s salary by five percent (5%), effective October 1, 2014 and to grant a two (2) year extension to his contract starting November 17, 2014 and ending November 17, 2016 with an eight (8) month severance package.

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

Upon a unanimous vote, Mayor Riley announced the motion carried.

Adjournment

Mayor Riley announced the meeting adjourned at 9:16 p.m.

These minutes approved by the Leon Valley City Council on the 8th of December, 2014.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY
MINUTES
The Leon Valley City Council hosted a citizen meeting at the City Hall Council Chambers on Saturday, November 22, 2014.

Mayor Chris Riley called the meeting to order at 9:06 a.m.

Mayor Chris Riley, Councilman Carmen Sanchez, Councilman Abraham Diaz, Councilman Benny Martinez were present with Councilman Ricardo Ruiz and Councilman Paul Biever being excused. City Manager Longoria and City Secretary Saundra Passailaigue were also present.

Discussions took place individually with residents on topics of general interest, to include but not limited to:
   a. Sign ordinance and removal of signs.
   b. Possible agenda items for Town Hall meeting on Jan. 24, 2015.
   c. Other Issues from Citizens

No action was taken at the meeting.

Mayor Riley adjourned the meeting at 10:45 a.m.

These minutes approved by the Leon Valley City Council on the 8th of December, 2014.

APPROVED

_______________________
CHRIS RILEY
Mayor

ATTEST:
SAUNDRA PASSAILAIGUE, TRMC
City Secretary
MAYOR AND COUNCIL COMMUNICATION

DATE: December 8, 2014 M&C # 2014-12-08-01

TO: Mayor and Council

FROM: Manuel Longoria Jr., City Manager

SUBJECT: Ratification of the City Council Action of November 17, 2014 Extending the City Manager Employment Agreement by Two (2) Years to November 17, 2016.

PURPOSE

The purpose of this item is to ratify the City Council decision of November 17, 2014 which approved a two (2) year extension of the City Manager employment agreement. City Attorney Charlie Zech suggested ratification of the action taken on November 17, 2014 in order to provide appropriate public notice of the contract extension. Attached are the minutes of the November 17, 2014 Special City Council Meeting and the City Manager Employment agreement with the approved amendments. The contract has been review and approved by the City Manager and the City Attorney.

SEE LEON VALLEY

Social – N/A

Economic – N/A.

Environmental – N/A.

FISCAL IMPACT

There is no fiscal impact associated with this item.

APPROVED: _____________________ DISAPPROVED: _____________________

APPROVED WITH THE FOLLOWING AMENDMENTS:

_______________________________________________________________________

_______________________________________________________________________

ATTEST:

____________________

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
MAYOR AND COUNCIL COMMUNICATION

DATE: December 08, 2014 \hspace{1cm} M&C# 2014-12-08-02

TO: Mayor and City Council

FROM: Saundra Passailaigue, City Secretary

THROUGH: Manuel Longoria, Jr., City Manager

SUBJECT: Official Newspaper Designation.

PURPOSE

Local Government Code Chapter 52, § 52.004 requires municipalities to designate an official newspaper at the beginning of each fiscal year.

The official newspaper is used to publish all notices required to be published by the municipality such as zoning amendments, ordinances, and public hearings.

The City of Leon Valley designated The San Antonio Express News, The Daily Commercial Recorder and The Echo as the City’s Paper of Record.

SEE LEON VALLEY

Social – The use of recognized publications in the greater San Antonio Area will allow residents, business partners, and other interested parties to become informed of the City’s legal publications.

Economic – The City of Leon Valley will ensure it meets its legal publication requirements including many of which involve Economic Development information required to be published and posted in a timely and legal manner.

Environmental – Not applicable

FISCAL IMPACT

Costs for publications are included in the Fiscal Year 2014-2015 Adopted Budget. Staff will endeavor to keep its advertising and publication costs within allowed budgetary constraints.

RECOMMENDATION

Staff recommends the approval of the attached resolution designating the continuation of “The San Antonio Express News”, “The Daily Commercial Recorder”, and “The Echo” as official newspapers of the City of Leon Valley retroactive October 1, 2014.
APPROVED: _____________________  DISAPPROVED: _____________________

APPROVED WITH THE FOLLOWING AMENDMENTS:

_________________________________________________________

_________________________________________________________

_________________________________________________________

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
RESOLUTION No. 14-029R


WHEREAS, The City Council of the City of Leon Valley, Texas designated the San Antonio Express News, The Daily Commercial Recorder and the Helotes Echo as the City of Leon Valley newspapers for posting of public and legal notices for Fiscal Year 2014-2015; and

WHEREAS, the San Antonio Express News, The Daily Commercial Recorder and the Helotes Echo covers all of Leon Valley including zip codes 78238 and 78240 within Leon Valley, Texas;

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

The San Antonio Express News, The Daily Commercial Recorder and the Helotes Echo are hereby designated as the official newspapers of the City of Leon Valley for posting of public and legal notices for the City as may be required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 8th day of December, 2014.

APPROVED

___________________________
CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _________________________

CHARLES E. ZECH
City Attorney
MAYOR AND COUNCIL COMMUNICATION

DATE: December 8, 2014

TO: Mayor and Council

FROM: Luis Valdez, Fire Chief

THROUGH: Manuel Longoria Jr., City Manager

SUBJECT: Revising City Ordinance by Updating the Fire Code, as the International Fire Code, 2015 Edition with Amendments.

PURPOSE
The City of Leon Valley’s current fire code is the International Fire Code, 2006 Edition with amendments. This agenda item proposes the adoption of the International Fire Code, 2015 edition with amendments.

An update to the City Fire Code is due, and the 2015 edition provides an easier to use, more manageable reference, and is an update to safe building construction design standards.

This update also compliments the work to improve the city’s ISO ratings with the Building Code Effectiveness Group (BCEG) and Flood Insurance Programs Community Rating System, or CRS.

SEE LEON VALLEY
Social Equity – Updating fire codes enables the City to provide safe buildings to the public.

Economic Development – Updating fire codes works to improve and maintain insurance rates.

Environmental Stewardship – This update is consistent with modern standards in safe building design.

FISCAL IMPACT
None

STRATEGIC GOALS
The initiative is specifically listed in the 2013 – 2014 Strategic Goals, (5) “Continue to develop pro-business philosophy and practices”.

RECOMMENDATION
Adopt the 2015 International Fire Code with proposed amendments.
APPROVED: ___________________  DISAPPROVED: ___________________

APPROVED WITH THE FOLLOWING AMENDMENTS:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

ATTEST:

__________________________
SAUNDRA PASSAILAIGUE, TRMC
City Secretary
ORDINANCE NO. 14-028


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

1. Chapter 5 of the Leon Valley Code, “FIRE PREVENTION AND PROTECTION”, Article 5.04 Section 5.04.001, “ADOPTED”, is hereby revised as follows:

   “Sec. 5.04.001   ADOPTED

   There is hereby adopted as the fire code of the City the 2015 edition of the International Fire Code as published by the International Code Council, including all its appendices and references, and all its subsequent supplements and changes in and to said 2015 edition and references, save and except such portions as may be inconsistent with or in conflict with any other provisions of the Code, or any statute of the state, [and such code] is hereby adopted and incorporated herein as fully as if set out at length herein.”

2. Chapter 5 of the Leon Valley Code, “FIRE PREVENTION AND PROTECTION”, Article 5.04 Section 5.04.002, “Amendments” is hereby revised as follows:

   “Sec. 5.04.002   Amendments

Chapter 1, Section 101.1, “Title”, shall read:

These regulations shall be known as the Fire Code of City of Leon Valley, hereinafter referred to as “this code.”

Chapter 1, Section 105.4.1, Submittals, shall read:

105.4.1 Submittals

Construction documents and supporting data shall be submitted electronically through email, with each application for a permit and in such form and detail as required by the fire code official. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed.

Exception: The fire code official is authorized to waive the submission of construction documents and supporting data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

Chapter 1, Section 105.6.32, Open Burning, is deleted in its entirety.
Chapter 1, Section 108, Board of Appeals, is deleted in its entirety.

Section 603.5.3 Special day care provision is added and shall read:

603.5.3 Special day care provision

In adult and child day care facilities, unvented fuel burning heaters and portable electric heaters of all types are prohibited.

Delete Appendix A, “Board of Appeals”.

Section C102.2 Additional Distribution is added, and shall read:

C102.2 Additional Distribution

A fire hydrant shall be located not more than 100 feet from an unobstructed and approved route to a fire department connection located at ground level. This distance and route is as approved by the Fire Chief.”

This ordinance shall become effective on and after its passage, approval and publication, as provided by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 12th day of May, 2014.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

CHARLES E. ZECH
City Attorney
Adopting/Updating City Fire Code
International Fire Code, 2015 edition

City of Leon Valley
City Council Meeting
December 8, 2014
Purpose

• This agenda item proposes the adoption of the International Fire Code, 2015 edition with amendments.

• The 2015 edition provides an easier to use, more manageable reference, and is an update to safe building construction design standards.
Background

• The City of Leon Valley’s current fire code is the International Fire Code, 2006 Edition with amendments.

• This update also works to improve the city’s ISO ratings with the Building Code Effectiveness Group (BCEG) and Flood Insurance Programs Community Rating System, or CRS.
Amendments

- Chapter 1, Section 101.1, “Title”, shall read:
  These regulations shall be known as the Fire Code of City of Leon Valley, hereinafter referred to as “this code.”
Amendments

• Chapter 1, Section 105.4.1, Submittals, shall read:

105.4.1 Submittals

Construction documents and supporting data shall be submitted electronically through email, with each application for a permit and in such form and detail as required by the fire code official. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed.
Amendments

• Chapter 1, Section 105.6.32, Open Burning, is deleted in its entirety.
  • Conflict and covered with city ordinance 5.05, Outdoor burning.
• Chapter 1, Section 108, Board of Appeals, is deleted in its entirety.
  • Conflict and covered with city ordinance 5.04.005 Appeals.
Amendments

- **Section 603.5.3 Special day care provision** is added and shall read:

  603.5.3 Special day care provision
  In adult and child day care facilities, unvented fuel burning heaters and portable electric heaters of all types are prohibited.
Amendments

- Delete Appendix A, “Board of Appeals”.
  - Conflict and covered with city ordinance 5.04.005 Appeals.

- **Section C102.2 Additional Distribution** is added, and shall read:

  **C102.2 Additional Distribution**
  A fire hydrant shall be located not more than 100 feet from an unobstructed and approved route to a fire department connection located at ground level. This distance and route is as approved by the Fire Chief.”
Fiscal Impact

• None
• The initiative is specifically listed in the 2013 – 2014 Strategic Goals, (5) “Continue to develop pro-business philosophy and practices”.

Recommendation

Adopt the 2015 International Fire Code with proposed amendments.
S.E. E. Statement

• **SOCIAL EQUITY** — Updating fire codes enables the City to provide safe buildings to the public.

• **ECONOMIC DEVELOPMENT** — Updating fire codes works to improve and maintain insurance rates.

• **ENVIRONMENTAL STEWARDSHIP** — This update is consistent with modern standards in safe building design.
Adopting/Updating City Fire Code
International Fire Code, 2015 edition

City of Leon Valley
City Council Meeting
December 8, 2014
DATE: December 1, 2014

TO: Mayor and Council

FROM: Kristie M. Flores, Director of Community Development

THROUGH: Manuel Longoria Jr., City Manager


PURPOSE

The purpose of this item is to update the Building, Residential, Mechanical, and Plumbing Codes from the 2006 versions to the 2015 International Codes and Standards and the 2003 National Electric Code to the 2014 National Electric Code. The 2015 Existing Building and Energy Conservation Code are also being incorporated into this update. These updates are overdue and will assist the City in receiving a higher ISO (Insurance Service Office) Rating for cost savings for residential and commercial insurance rates/benefits.

Attached is a letter from the City's Building Inspector Bruce Bealor Sr. which outlines the benefits of updating the noted Codes (see attachment). The updates will improve the quality of new construction in the City. The new Codes also incorporate new technology and clarify areas of older Codes that were not completely clear. Additionally, the Code updates will create more uniformity for the City in relation to surrounding cities which have adopted updated Codes. The City of San Antonio is currently in the process of adopting the 2015 Codes.

SEE LEON VALLEY

Social – The City strives to promote a superior quality of life. This ideal is supported by adopting the new Codes which require quality building and infrastructure.

Economic – The costs involved in for builders/developers affected by the Code updates is consistent with construction market costs and is not significantly burdensome.

Environmental – The International Energy Conservation Code (IECC) will address the design of energy-efficient building and installation of energy efficient mechanical, lighting and power
systems through requirements emphasizing performance. The IECC is designed to provide model code regulations that will result in the optimal utilization of fossil fuel and nondepletable resources in all communities, large and small.

**FISCAL IMPACT**

The purchase of the Code books will cost the City approximately $800, which are budgeted for in the operations budget of the Community Development Department.

**STRATEGIC GOALS**

The Code updates are consistent with the 2014 Strategic Goal for “Safety and Security” Objective B, which calls for “Review, Creation and Modification of Ordinances.” The updates also support “Environmental Sustainability,” Objective E, “Encourage Green Building,” to a certain degree by adding the International Energy Conservation Code.

**RECOMMENDATION**

Approve the recommended Code updates.

APPROVED: _____________________  DISAPPROVED: ___________________

APPROVED WITH THE FOLLOWING AMENDMENTS:
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________

ATTEST:

________________________________________

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS ADOPTING CERTAIN 2015 INTERNATIONAL CODES AND STANDARDS, AND 2014 NATIONAL ELECTRIC CODE, AND LOCAL AMENDMENTS THERETO; PROVIDING FOR A VARIANCE PROCESS, REPEALER, SEVERABILITY, CUMULATIVE; AND SAVINGS CLAUSES AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the state of Texas has adopted certain international codes as building codes in all municipalities in the state and authorizes the City of Leon Valley to adopt subsequent versions of those codes as well as local amendments thereto and provide for their administration and enforcement; and

WHEREAS, the City of Leon Valley deems it necessary to update its local commercial and building code regulations; and

WHEREAS, the regulation of building construction by the City of Leon Valley is necessary to protect the public health and welfare.

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

I - AMENDMENTS

The following sections of Chapter 3, Article 3.02, of the City of Leon Valley Code of Ordinances are hereby enacted along with the following local amendments and shall read as follows:

Section 3.02.051.01 International Building Code Adopted

The International Building Code, 2015 Edition, together with all appendices, as published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully, with the exception to Section 113.3 which calls for a Board of Appeals, and all references to such in the IBC. Refer to Section 3.02.053 for appeals and variance processes.

Section 3.02.051.02 International Residential Code Adopted

The International Residential Code, 2015 Edition, as adopted and published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully.

Section 3.02.051.03 International Existing Building Code Adopted

The International Existing Building Code, 2015 Edition, as adopted and published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully.

Section 3.02.053 Appeals and Variances

1) An appeal of the decision of the Building Official will be considered by Development
Director, Fire Chief, and City Engineer and based on the joint recommendation of
said individuals; the appeal may be granted or denied with final discretion by the City
Manager.

2) A variance from the provisions of certain sections of the currently adopted code may
be granted administratively by the Development Director on the joint
recommendation of the Building Inspector, Fire Chief, and Public Works Director, if
alternative requirements are made which will give an equivalent amount of
protection. The variance shall specify the alternative measures.

Section 3.02.054 Conflicts between Adopted Codes and other Regulations

To the extent of a conflict between any Codes adopted herein and any locally adopted
regulations regarding construction requirements, permitting, variances, and appeals
from any code requirements and local administrative decisions, the locally adopted
regulations shall apply.

Section 3.02.131 International Mechanical Code Adopted

The International Mechanical Code, 2015 Edition, as adopted and published by the
International Code Council, is hereby adopted and incorporated by reference as though
it was copied herein fully.

Section 3.02.221 National Electric Code Adopted

Association, is hereby adopted and incorporated by reference as though it was copied
herein fully.

Section 3.02.222 International Commercial Energy Code Adopted

The International Commercial Energy Code, 2015 Edition, as published by the
International Code Council, is hereby adopted and incorporated by reference as though
it was copied herein fully.

Section 3.02.321 International Plumbing Code Adopted

The International Plumbing Code, 2015 Edition, together with all appendices, except A
(permit schedule), B (rates of rainfall) and D (degree day & design temperatures), as
published by the International Code Council, is hereby adopted and incorporated, by
reference as though it was copied herein fully.

II - CUMULATIVE CLAUSE

That this ordinance shall be cumulative of all provisions of the City of Leon Valley,
Texas, except where the provisions of this Ordinance are in direct conflict with the
provisions of such Ordinance, in which event the conflicting provisions of such
Ordinance are hereby repealed.
III - SEVERABILITY

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

IV - SAVINGS

That all rights and privileges of the City of Leon Valley are expressly saved as to any and all violations of the provision of any Ordinances affecting the subject matter, which have accrued at the time of the effective date of this Ordinances; and as to such accrued at the time of the effective date of this Ordinance; and, as to such accrued violation and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

V - PROPER NOTICE AND MEETING

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

VI - EFFECTIVE DATE

This ordinance shall be effective upon passage and publication as required by State law.

ADOPTED AND APPROVED on this 8th day of December, 2014 by a vote of the City Council of the City of Leon Valley, Texas.

Approved:

________________________________________
CHRIS RILEY
Mayor

Attest: ________________________________
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: ________________________________
CHARLES E. ZECH
City Attorney
November 2, 2014

Re: Adoption of current Building Codes

The 2015 Editions of the International Building Codes have been published and we have been able to take a brief look through them this past month. We would like to recommend that the city consider adopting these codes to replace/update the ones currently in place. There are several reasons to adopt the new codes:

The newer codes made some changes that will improve the quality of new construction within the city. The codes have been updated to not only reflect much of the new technology available but to clarify some of the grey areas within the current codes.

The city’s ISO (insurance) scores are based on the code edition year adopted and the older the adoption, the lower the potential score. ISO typically requires a city stay within two code series to be considered current. Adoption of the 2015 Building Codes and 2014 National Electric Codes means we will not have to address this issue for several more years. The International Code Council (ICC) is responsible for updating the codes and does so every three years.

Adoption of the current codes will bring more uniformity to the area relative to surrounding communities. San Antonio is currently on the 2012 series but will move to 2015 shortly.

A review of some information from the Texas Municipal League’s general consul indicates there are only four basic codes we need to adopt:

**2015 International Residential Code (IRC)** – covers all aspects of residential construction including energy conservation and efficiency.

The IRC has updated some of the new materials and manufacturers’ requirements for construction and has increased the minimum energy requirements. The primary financial impact will be from the Energy Code (IECC). All new construction and any substantial remodeling will require upgraded insulation and HVAC ductwork testing. The costs involved should not be noticed in new construction as it is a small percentage of overall construction costs. For remodel work it will add the cost of testing ($300 - $500 on average per job) and the cost of insulation upgrades from current standards ($100 - $300 on average per job).

**2015 International Building Code** – covers construction other than residential (commercial and some multi-family). There should be no significant financial impact from current submittals.

**2015 International Plumbing Code** – covers plumbing requirements for construction other than residential. There should be no significant financial impact from current submittals.

**2014 National Electric Code (NEC)** – covers all phases of electrical requirements. Currently the State of Texas has an “auto adopt” of the most current NEC for unincorporated areas or areas not regulated by local ordinances. Electricians working in the county are supposed to be working under the 2014 NEC however there is no means of enforcement within the county.

The main financial impact to the work we typically see will be in the form of ‘breaker installation’ requirements. There are requirements for additional GFCI protected outlets (protection around water
and damp areas) and additional AFCI protected outlets (protection against arcing within walls and possible fires). The breakers are about $10 - $30 each. New construction will not be significantly impacted. Remodel work will realize additional incurred costs as added wiring will require additional circuits and the installation of the specified breaker. I have no estimated costs associated with remodel work other than ‘a couple of hundred dollars’ per job.

Please contact me with any questions you may have.

Respectfully,

Bruce C. Bealor, Sr.

bbinspections@hotmail.com

210 – 843 – 0970  Cell
210 – 494 – 3050  Office/fax
These are the suggested code books to purchase if the 2015 Codes are adopted:
2015 International Building Code*
2015 International Residential Code*
2015 International Mechanical Code
2015 International Plumbing Code
2015 International Existing Building Code
2015 International Energy Conservation Code

2014 National Electrical Code*

* Must haves. I have the others in my library if needed. There are a lot more but not really relevant to us. They are also available on disc and we may look at getting at least the three must haves. I can order them at any time. We (the city and I) have a membership number that gets a reduced rate.

Bruce C. Bealor, Sr.
BB Inspections, LLC
bbinspections@Hotmail.com
Office/Fax (210) 494-3050

BUILDING INSPECTIONS
   ICC Certified Inspectors
ENERGY TESTING
   HERS/ENERGY STAR Certified
City of Leon Valley
City Council
International Code Updates
December 8, 2014
Purpose

- Update the Building, Residential, Mechanical, and Plumbing Codes from the 2006 versions to the 2015
- Plus 2014 Existing Building and Energy Conservation Code
Purpose

• Updates assist the City in receiving a higher ISO (Insurance Service Office) Rating
• Improve the quality of new construction
• Incorporate new technology and clarify areas of older Codes that were not completely clear
• Create more uniformity for the City in relation to surrounding cities that updated Codes.
Example of Differences

• Electrical - More wiring safety through the increased use of Ground Fault Protection (GFCIs) and Arch Fault Protection (AFCIs).

• Addition of Carbon Monoxide Detectors to homes both new and when remodeling takes place.
Example of Differences

• Framing - New lumber span charts are used due to the use of "new growth" timber.

• Energy - stronger standards concerning energy testing, tightness of new construction, and the need to use higher efficiency rated materials/equipment.
Fiscal

• The purchase of the Code books will cost the City approximately $800, which is budgeted for in the operations budget of the Community Development Department.
Recommendation

• Approve the requested updates with exceptions and Appeals and Variance Processes, with Repealer, Severability, and Cumulative and Savings Causes.
City of Leon Valley
City Council

International Code Updates

December 8, 2014
MAYOR AND COUNCIL COMMUNICATION

DATE: November 8, 2014

FROM: Manuel Longoria, Jr., City Manager

TO: Mayor and Council

SUBJECT: Authorization for the newly formed Beautification Committee for the City of Leon Valley to use $3,000 of CIED Funds for beautification projects.

PURPOSE

The Beautification Committee for the City of Leon Valley was formed in FY 2014 and no funds were appropriated for this Committee during the FY 2015 budget process.

As of September 30, 2014 the CIED Fund has an available balance of $599,738 that is not committed for any projects and is already included in the FY 2015 budget.

Funding in the amount of $3,000 is being requested from the CIED Fund for this Committee to use for Beautification projects in the City of Leon Valley.

SEE LEON VALLEY

Social - Beautification of the City adds to the quality of life for the citizens.

Economic - N/A

Environmental - N/A

FISCAL IMPACT

Funding in the amount of $3,000 for the Beautification Committee will come from the uncommitted funds available in the CIED Fund.

STRATEGIC GOALS

N/A

RECOMMENDATION

Approve funding in the amount of $3,000 from the CIED Fund for the City of Leon Valley Beautification Committee for beautification projects.

APPROVED: ____________________  DISAPPROVED: ____________________
APPROVED WITH THE FOLLOWING AMENDMENTS:

______________________________________________________________
______________________________________________________________
______________________________________________________________

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
City of Leon Valley
Request for Funding
For the
Beautification Committee
November 8, 2014
Overview

- The City of Leon Valley Beautification Committee was formed in FY 2014
- No funds were appropriated during the FY 2015 process
- Requesting $3,000 for this Committee for beautification projects
Overview

Continued

• Funding will come from the uncommitted funds available in the CIED Fund
• As of September 30, 2014, the CIED Fund has an available balance of $599,738 that is not committed for any other projects at this time
City of Leon Valley
November 8, 2014
MAYOR AND COUNCIL COMMUNICATION

DATE: December 8, 2014 M&C # 2014-12-08-06

TO: Mayor and Council

FROM: Manuel Longoria Jr., City Manager

SUBJECT: Discussion and consideration designating Evers Road as “Audie L. Murphy Memorial Way”; naming the currently unnamed driveway at 6425 Evers Road, “Veterans Driveway” as requested by Walter Geraghty, Commander Audie L. Murphy Post No. 336.

PURPOSE

Walter Geraghty, Commander Audie L. Murphy Post No. 336, made a request at the November 10, 2014 City Council Meeting to designate a street as “Audie L. Murphy Memorial Way”. Staff met with Mr. Geraghty and it was determined that dedicating Evers Road as “Audie L. Murphy Memorial Way”; naming the currently unnamed driveway at 6425 Evers Road, “Veterans Driveway” would satisfy his request.

Staff reported the outcome of the meeting with Mr. Geraghty, to the City Council Policy Subcommittee. The Committee is in agreement with dedicating Evers Road as “Audie L. Murphy Memorial Way”; naming the currently unnamed driveway at 6425 Evers Road, “Veterans Driveway”. The Committee also recommended that we place the dedication signs on the street speed limit signs. There are currently six speed limit signs within the City of Leon Valley along Evers Rd. Evers Road name will NOT change it would just be a designation of a memorial pathway in honor of Audie L. Murphy. The dedication would take place during the Memorial Holiday.

FISCAL IMPACT

Six speed limit sign at $30 is $180
One sign for the driveway at $30
Total cost $210

RECOMMENDATION
Staff recommends approval.

APPROVED: _____________________ DISAPPROVED: ____________________

APPROVED WITH THE FOLLOWING AMENDMENTS:

______________________________
ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
City of Leon Valley
City Council

Designating Evers Road as “Audie L. Murphy Memorial Way”; naming the currently unnamed driveway at 6425 Evers Road, “Veterans Driveway”

December 8, 2014
Purpose

• Request from Walter Geraghty, Commander Audie L. Murphy Post No. 336 to designate a street as “Audie L. Murphy Memorial Way”
The Proposal

• To dedicate Evers Road as “Audie L. Murphy Memorial Way” and name the currently unnamed driveway at 6425 Evers Road, “Veterans Driveway”

• Evers Rd. Name will **NOT** Change

• This action would be just designating it as a memorial pathway in honor of Audie L. Murphy
Policy Sub Committee Recommendations

- That we place the dedication signs on the street speed limit signs
- The dedication would take place during the Memorial Holiday
- Some community outreach to inform the public of the designation
Fiscal Impact

• Six speed limit signs at $30 is $180
• One sign for the driveway at $30
• Total cost $210
City of Leon Valley
City Council
Designating Evers Road as “Audie L. Murphy Memorial Way”; naming the currently unnamed driveway at 6425 Evers Road, “Veterans Driveway”

December 8, 2014
City of Leon Valley
Infrastructure Committee Report

City Council Meeting
December 8, 2014
Purpose

• To inform the City Council of the activities of the Infrastructure Committee
History

• In October of 2014, the City Council formed several new committees, using members of the City Council
• Councilmembers Carmen Sanchez and Paul Biever are appointed members
• Staff members include City Manager Manuel Longoria, Assistant City Manager Randall Wallace, and Public Works Director Melinda Moritz
• Three Leon Valley citizens attended the last meeting
Projects Under Consideration

• Evers Road rehabilitation – explained the condition of the roadway to the members and recommended mill and overlay, as opposed to complete reconstruction
  – Recommended by Young & Associates, who performed the original road study
• Water and Sewer Rate Study – explained the state of the water and sewer system to the members, and the rate study, which is underway
  – Need for new well & elevated storage tanks
  – Discussed timeline for completion of study, CIP, and funding sources
Projects Under Consideration

• Bandera Road – exploring alternatives to the TxDOT proposed Super Street, such as feasibility study proposing alternative construction design
  – Request for Proposals from engineers for alternative designs
  – Act as agent for City in TxDOT discussions
Next Meeting Date

• Committee will meet again in January to discuss:
  – Water & Sewer Rate Study recommendations
  – RFP for Bandera Road alternatives
  – Bid process for mill & overlay of Evers Road
MAYOR AND COUNCIL COMMUNICATION

DATE: DECEMBER 8, 2014 M&C # 2014-12-08-08

TO: Mayor and Council

FROM: Melinda Moritz, Director of Public Works

THROUGH: Manuel Longoria Jr., City Manager

SUBJECT: Hike & Bike Trail Update

PURPOSE

To update the City Council on the status of the Hike & Bike Trail and to provide “next steps” information.

In February of 2014, the City Council made a final decision on the trail alignment. From February through May 2014, IDS Engineering prepared the engineered plans for submission to the Texas Department of Transportation (TxDOT). The plans were then submitted to TxDOT, the San Antonio Water System (SAWS), and City Public Service (CPS) for their review. In August of 2014, the City received preliminary approval from CPS & TxDOT, with some minor revisions and in November of 2014, the City received approval with some revisions from SAWS.

Revisions to the trail route include removing one CPS pole along Bandera Road and moving the proposed trail so that it is routed with minimal impact to the SAWS water, sewer, and recycled water line easements. The trail remains as near to the edge of the Huebner-Onion Natural Area as possible.

The next steps for the completion of the Trail project include:

Dec 2014 - Final TxDOT clearance expected in mid December
Dec 2014 - Bids advertised for 30 days
Jan 2015 - Bid results presented to City Council for award & contract approval
Feb 2015 - Construction starts
June 2015 - Construction completed

Once this portion of the trail is complete, staff will investigate grant opportunities for the funding of the second segment of the trail, which will connect the trail to the City of San Antonio’s proposed Crystal Hills trail head at Shadow Mist.

SEE LEON VALLEY

Social Equity – The trail will provide additional outdoor recreation opportunities for all citizens.
Economic Development – Maintaining attractive recreational resources provides additional incentive for citizens and businesses to relocate or stay in Leon Valley.

Environmental Stewardship – A Hike & Bike Trail is a prudent use of natural resources and assures the highest and best use of our floodplain/way properties.

FISCAL IMPACT

The trail is funded by the Federal Highway Administration, through the Texas Department of Transportation, approved by the Metropolitan Planning Organization. This is an 80/20 match, with the City paying the 20%. The construction costs are not known at this time; however, it is estimated to be approximately $1.2 million, with the City portion being paid from the CIED Fund.

STRATEGIC GOALS

The initiative is specifically listed in the 2013 – 2014 Strategic Goals, #2 Continue to Work on Capital and Planning Projects, f. Huebner Creek Hike & Bike Trail.

RECOMMENDATION

None.

APPROVED: _____________________  DISAPPROVED: _____________________

APPROVED WITH THE FOLLOWING AMENDMENTS:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
City of Leon Valley
Hike & Bike Trail Update

City Council Meeting
December 8, 2014
Purpose

• To update the City Council on the status of the proposed Hike & Bike Trail
• To provide “next steps” information
Background

• Feb 2014 - City Council makes final decision on trail alignment
• Feb to May 2014 - IDS Engineering prepares design for submission to TxDOT
• June 2014 – Plans submitted to TxDOT, SAWS, & CPS for review
• Aug 2014 – received preliminary approval from CPS & TxDOT, with minor revisions
• Nov 2014 – received approval with revisions from SAWS
Trail Design Final Approval

- Green – submitted
- Red - approved
Next Steps

• Final TxDOT clearance expected mid December
• Dec 2014 – Bids advertised for 30 days
• Jan 2015 – Contractor bid results presented to City Council for award & contract approval
• Feb 2015 – Construction starts
• June 2015 – Construction completed
• July 2015 – Search for grants for continuation of trail along Huebner Creek in El Verde area, to Crystal Hill Trail
Fiscal Impact

• Trail is funded by the Federal Highway Administration, through the Texas Department of Transportation, approved by the Metropolitan Planning Organization

• 80/20 match

• Construction costs unknown until bids are received (estimated to be $1.2 million)

• City portion paid from the CIED Fund
S.E.E. Statement

• Social Equity – The trail will provide additional outdoor recreation opportunities for all citizens
• Economic Development – Maintaining attractive recreational resources provides additional incentive for citizens and businesses to relocate or stay in Leon Valley
• Environmental Stewardship – A Hike & Bike Trail is a prudent use of natural resources and assures the highest and best use of our floodplain/way properties
City of Leon Valley
Hike & Bike Trail Update

City Council Meeting
December 8, 2014
MAYOR AND COUNCIL COMMUNICATION

DATE: December 8, 2014  M&C # 2014-12-08-09

TO: Mayor and Council

FROM: Luis Valdez, Fire Chief

THROUGH: Randall Wallace, Police Chief/Assistant City Manager

SUBJECT: Staff update on the implementation of the 800 MHz communication dispatch system.

PURPOSE

The purpose of this agenda item is to provide an update and progress on the implementation of the 800 MHz digital radio emergency communication system.

Radio channel licensing and other administrative requirements have been addressed and the city has received a cache of radios from Bexar County for this transition. The city's emergency services are now "Live" on the 800 digital radio systems.

SEE LEON VALLEY

Social Equity – NA

Economic Development – NA

Environmental Stewardship – NA

FISCAL IMPACT

$18,000 annual subscription user fee

STRATEGIC GOALS

The initiative is specifically listed in the 2013 – 2014 Strategic Goals, (2d) "Continue work on Capital and Planning Projects - Fire station, Police and City Hall Administration Facility".

RECOMMENDATION  NA

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
Staff update on implementation of 800 MHz radio system

City of Leon Valley
City Council Meeting
December 8, 2014
Purpose

• This agenda item provides an update to the implementation of the 800 MHz digital radio system.
• Improves capability with emergency communication and resource management with multi-agency response
Background

• Council approved initial start up cost in the FY2015 budget

• Police and Fire had met with Bexar County officials and mutual aid partners prior to proposal

• Performed joint needs assessment and work plan for this transition
Progress

- Administrative permission granted to join the existing Bexar County radio system
- Received cache of 60 loaner radios from Bexar County to use immediately during transition.
- Programmed and installed control modules in dispatch consoles
- Ensured compatibility with Firefighter Alert System (FAS) at new fire station
Progress

- Staff has been issued individual portable radios
- Developing and updating communications procedures
- Further evaluate the needs of the system for future design
- We are currently “Live” and operating on the system
Moving forward

- Time to evaluate during P25 compliant federal rules, expected 2016
- Research and apply for grant funding available towards new communications equipment
Staff update on implementation of 800 MHz radio system

City of Leon Valley
City Council Meeting
December 8, 2014
MAYOR AND COUNCIL COMMUNICATION

DATE: December 3, 2014 M&C # 2014-12-08-10

TO: Mayor and Council

FROM: Kristie M. Flores, Director of Community Development

THROUGH: Manuel Longoria Jr., City Manager

SUBJECT: Follow-up Discussion regarding the Traffic Impact for San Antonio Aquarium at 6320 Bandera Road

PURPOSE

On November 10, 2014 City Council Meeting staff presented information on the traffic impact for the San Antonio Aquarium. San Antonio Aquarium submitted a Traffic Impact Analysis Worksheet, which did not meet the 100 peak hour threshold for a Level 1 Traffic Impact Analysis.

During the meeting the City Council and staff heard concerns from residents of the Ridge at Leon Valley, which noted the following concerns: increased traffic, cut through traffic on Thistle Drive, use of the rear of the building onto Thistle Drive by buses and/or delivery trucks, and potential noise at quiet time hours from outdoor activities or deliveries. The City Council directed that Staff investigate the concerns and present traffic impact alternatives based on the evening’s discussion.

Staff and the City Engineer investigated the Ridge’s concerns and overall traffic affects in the area and the following was determined: 1) the rear of the building will NOT be used for buses and/or delivery trucks, 2) all activities in the evening are confined to the inside of the building and there will be no late deliveries on site at or past 10pm.

Sia Sayyadi, P.E., notes the following regarding traffic impact in the area: 1) based on review of the project, there will not be any significant impact on The Ridge at Leon Valley as the ingress and egress will be via Bandera Road, 2) the percentage of vehicles using Thistle and Watercress Dr. to bypass Bandera-Wurzbach intersection will be insignificant, 3) the impact of this and additional development of the site will be at Bandera Road and Seneca as the vehicles traveling from 410 have to make a turnaround at this intersection, which should be addressed in the future planning for Bandera Road, and 4) the significant impact will be the entrance to the Aquarium site.

Mr. Sayyadi recommends that with any future development to the site, installation of deceleration lane at the entrance to the site and a minimum of 120 feet throat depth within the site to eliminate traffic backup on Bandera Road. This can be accomplished by the City or the next developer of the site. The estimate is approximately $25,000.
SEE LEON VALLEY

Social – The City of Leon Valley strives to provide the community with a superior quality of life and does so by promoting community amenities while evaluating their impact.

Economic – The City supports new and unique businesses that will create a destination location and bring a positive identity and economic growth to the community.

Environmental – There is no impact in terms of natural environmental features such as plants, trees or conservation. There is some impact in terms of vehicular traffic.

FISCAL IMPACT

Should the City install the deceleration lane and the onsite 120-ft throat depth, the fiscal impact is approximately $25,000.

STRATEGIC GOALS

This request may be considered in terms of the Strategic Goal concerning Transportation, Objective A. (4) “Continue to work with TxDot to reduce congestion on Bandera Road.”

RECOMMENDATION

Staff requests direction from City Council as to how to proceed with this item.

APPROVED: _____________________  DISAPPROVED: _____________________

APPROVED WITH THE FOLLOWING AMENDMENTS:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
City of Leon Valley
City Council

Follow-Up Discussion - Traffic Impact
San Antonio Aquarium
6320 Bandera Road

December 8, 2014
Purpose

• Effort to address increased traffic associated with the development of the San Antonio Aquarium

• A Level 1 Traffic Impact Analysis is NOT required from the Developer

• Heard Concerns from Residents of the Ridge at Leon Valley
Purpose

Ridge is concerned with:

– Increased traffic
– Cut through traffic on Thistle Drive
– Use of the rear of the building onto Thistle Drive by buses and/or delivery trucks
– Hours of operation – quiet time noise
Staff Findings

• Rear of the building will NOT be used for buses and/or delivery trucks
• Hours of operation – all activities in the evening are confined to the inside of the bldg.
Engineer Findings

• Based on review of the project, there will not be any significant impact on The Ridge at Leon Valley as the ingress and egress will be via Bandera Road.

• The percentage of vehicles using Thistle and Watercress Dr. to bypass Bandera-Wurzbach intersection will be insignificant.
Engineer Findings

• The impact of this and additional development of the site will be at Bandera Road and Seneca as the vehicles traveling from 410 have to make a turn around at this intersection.

***This item should be addressed in future planning of Bandera Road.
Engineer Findings

• The significant impact will be the entrance to the site.

• Recommendation is the City or Future Site Developer install deceleration lane at the entrance to the site and a minimum of 120 feet throat depth within the site to eliminate traffic backup on Bandera Road.
Cost & Construction

• Approximate cost for deceleration lane $25,000
• TxDot will need to review and approve deceleration lane
City of Leon Valley
City Council

Follow-Up Discussion - Traffic Impact
San Antonio Aquarium
6320 Bandera Road

December 8, 2014
MAYOR AND COUNCIL COMMUNICATION

DATE: December 8, 2014

TO: Mayor and Council

FROM: Mayor, Chris Riley

SUBJECT: Discussion related to the merging of the Community Events Committee and the City Festival Committee

PURPOSE

This item is to discuss the possible merging of two committees with similar functions. The item is in line strategic goal number six, to provide efficient use of City resources.

FISCAL IMPACT

NONE

RECOMMENDATION

Staff recommends approval.

APPROVED: _____________________ DISAPPROVED: ____________________

APPROVED WITH THE FOLLOWING AMENDMENTS:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
MAYOR AND COUNCIL COMMUNICATION

DATE: December 8, 2014 M&C # 2014-12-08-12

TO: Mayor and Council

FROM: Saundra Passailaigue, City Secretary

THROUGH: Manuel Longoria Jr., City Manager

SUBJECT: Discussion on the proposed agenda for the Town Hall Meeting Scheduled for Saturday, January 24, 2014.

PURPOSE

To allow the City Council to determine any additional topics and/or deletions as City Council members may deem necessary to be included to the draft agenda for the Town Hall meeting scheduled for Saturday, January 24, 2015 beginning at 8:30 a.m. and concluding at 12:30 p.m.

Topics proposed for inclusion in the draft agenda:

- An update from the Leon Valley Historical Society
- Emergency Preparedness
- Presentation of the Home Rule Charter

SEE LEON VALLEY

Social – Establishing and maintain a community dialogue with the citizens and business stakeholders will promote and demonstrate a superior quality of life through the continued consideration of providing outstanding public safety services, recreational, historical, and cultural amenities and superb infrastructure. Hosting an annual Town Hall Meeting is the City Council’s commitment to encouraging collaborative participation by its citizens, businesses and stakeholders.

Economic – Part of the ongoing planning that arises out of the community dialogue is how to encourage and provide a diverse and versatile business environment that supports a healthy economy.

Environmental – Healthy, sustainable, and viable cities plan for their future growth including a clear demonstration and commitment to environmental stewardship as part of its annual review and community dialogue in a Town Hall Meeting.

FISCAL IMPACT

Not applicable.
RECOMMENDATION

That the City Council determine any additional topics as City Council members may deem necessary to be added to the draft agenda for the proposed Town Hall Meeting of January 24, 2015.

APPROVED: _____________________  DISAPPROVED: _____________________

APPROVED WITH THE FOLLOWING AMENDMENTS:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
CITY OF LEON VALLEY

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

AGENDA

1. 8:30 A.M. Call to order, Determine a Quorum is Present.

2. Opening Remarks – Mayor Chris Riley

3. Update from the Leon Valley Historical Society – President

4. Emergency Preparedness – Assistant Fire Chief, Billy Lawson

5. Presentation of the Proposed Home Rule Charter

6. Citizen Comments and Questions

7. Adjournment

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

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

I hereby certify that the above NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL was posted on the Bulletin Board at City Hall, 6400 El Verde Road, Leon Valley, Texas, on __________ at ______ 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
MAYOR AND COUNCIL COMMUNICATION

DATE: December 1, 2014

TO: Mayor and Council

FROM: Kristie M. Flores, Director of Community Development

THROUGH: Manuel Longoria Jr., City Manager

SUBJECT: Consider Amending Plat #2014-003, a request by Robert Bretz, Engineer for Manuel Rubio, Sr., to amend the lot line and acreage between Lots 61 and 64, Block 3, CB 5784, Greenway Park Subdivision, to add .078 acres to Lot 64.

PURPOSE

This is a request by Robert Bretz, P.E., on behalf of Manuel Rubio Sr. the purpose of which is to amend a plat to adjust the property line between Lots 61 and 64 with their corresponding acreage. The line amendment incorporates a small piece of property (.078 acres) purchased from Cathy Lim by Mr. Rubio Sr., to expand his business.

SEE LEON VALLEY

Social – The City promotes collaborative participation in government processes by businesses.

Economic – Approval of this amendment supports a local business’s needs.

Environmental – Not applicable.

FISCAL IMPACT

The applicant paid $1,282 for consideration of the amendment.

STRATEGIC GOALS

There is no direct correlation of amending a plat which is specific to the City’s Strategic Goals.

RECOMMENDATION

The City’s contracted engineer Sia Sayyadi, reviewed the plat and supporting documents and found the amending plat to be in substantial conformance to Chapter 10-Subdivisions and the Texas Local Government Code; approval is recommended.
APPROVED: ____________________  DISAPPROVED: ____________________

APPROVED WITH THE FOLLOWING AMENDMENTS:
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:

1. The subdivision amendments are approved to: I.) amend the lot line between Lot and 61 and Lot 64, and II.) to amend the acreage accordingly from 1.000 acre to 1.078 acres, as prepared by Robert Bretz, P.E., on behalf of Manuel Rubio, Sr.

2. The subdivision amendment have been found to be in substantial conformance to Chapter 10, “Subdivisions,” and Local Government Code, Chapter 212 and is approved as particularly described in Amending Plat File No. 2014-003.

3. The City staff is hereby authorized to file said Amending Plat when all actions imposed by the City Council as reflected in Amending Plat File No. 2014-003 have been complied with in full.

ADOPTED AND APPROVED on this 8th day of December, 2014 by a vote of the City Council of the City of Leon Valley, Texas:

Approved:

_______________________________
CHRIS RILEY
Mayor

Attest: ____________________________
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: __________________________
CHARLES E. ZECH
City Attorney
City of Leon Valley
City Council

Amending Plat #2014-003
Manuel Rubio, Sr.

December 8, 2014
Purpose

• The subdivision plat was amended to:
  - adjust the lot line between Lot 61 and Lot 64
  - adjust acreage accordingly
    (1.000 acre to 1.078 acres)
Purpose

• Approval of the Amendment gives Mr. Rubio the opportunity to utilize his property fully for his business development.
Fiscal Impact

• The applicant paid $1,282 for consideration of the request
• No direct Fiscal Impact to the City
AREA BEING AMENDED

BEING LOT 61, BLOCK 3, C.B. 5784, LEON VALLEY ADDITION GREENWAY PARK SUBD., RECORDED IN VOLUME 9556, PAGE 115, DEED AND PLAT RECORDS, BEXAR COUNTY, TEXAS, AND LOT 64, BLOCK 3, C.B. 5784, LEON VALLEY ADDITION GREENWAY PARK SUBD., RECORDED IN VOLUME 9575, PAGE 91, DEED AND PLAT RECORDS, BEXAR COUNTY, TEXAS.
Recommendation

• The amending plat was found to be in substantial conformance to Chapter 10-Subdivisions and the Texas Local Government Code Chapter 212.

• Approval is recommended.
City of Leon Valley
City Council

Amending Plat #2014-003
Manuel Rubio, Sr.

December 8, 2014
MAYOR AND COUNCIL COMMUNICATION

DATE: December 8, 2014

M&C # 2014-12-08-14

TO: Mayor and City Council

FROM: Claudia Mora, Economic Development Director

SUBJECT: Consideration of a Resolution Supporting the Development of the Evers Road Ethnic Food Festival in Cooperation and Co-Sponsorship with the City of San Antonio

PURPOSE
The purpose of this M&C is for City Council's consideration of a resolution which supports the establishment of an Evers Road Ethnic Food Festival in partnership with the City of San Antonio. The resolution was requested by San Antonio City Councilman Cris Medina for his use in gaining support from his San Antonio City Council colleagues.

BACKGROUND
Evers Road is the secondary commercial corridor for Leon Valley. Over the years, Evers Road has developed into a business corridor featuring restaurants specializing in foods from various cultures. There are approximately 15 ethnic restaurants featuring cuisine from Vietnam, Italy, Morocco, Mexico, China, Pakistan, Puerto Rico, Cuba, Peru, India, and Thailand. Of these restaurants, ten (10) are located in San Antonio and five (5) are located in Leon Valley.

By co-sponsoring an ethnic food festival, the City of Leon Valley promotes the Evers Road business corridor as a destination for multi-cultural dining. In time, both the City of Leon Valley and the City of San Antonio can develop their partnership to further develop the area by establishing a community development corporation whose sole focus will be to develop and maintain the corridor for continued economic and community development.

FISCAL IMPACT
There is no fiscal impact for approving the resolution.

RECOMMENDATION
Staff recommends approval.

S.E.E. IMPACT
Social – To promote the diversity of the area.
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
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY SUPPORTING THE DEVELOPMENT OF THE EVERS ROAD ETHNIC FOOD FESTIVAL IN COOPERATION AND CO-SPONSORSHIP WITH THE CITY OF SAN ANTONIO.

WHEREAS, the City Council’s number one strategic goal for Leon Valley concerns economic development; and

WHEREAS, the City Council supports activities and initiatives which promote the city and its businesses; and

WHEREAS, the City Council wishes to promote the identification, attraction and development of business on Evers Road; and

WHEREAS, Evers Road is becoming a destination corridor for patrons interested in food from a variety of cultures; and

WHEREAS, the City of Leon Valley seeks to promote Evers Road as an Ethnic Food Corridor; and

WHEREAS, the City of Leon Valley supports the idea of researching and establishing a development corporation to oversee the future development of the Evers Road Ethnic Food Corridor; and

WHEREAS, the City Council supports the development of the Evers Road Ethnic Food Festival in cooperation and co-sponsorship with the City of San Antonio;

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

1. The City Council supports the development of the Evers Road Ethnic Food Festival in cooperation and co-sponsorship with the City of San Antonio.

2. The City Council supports the City of Leon Valley’s partnership with the City of San Antonio to research and establish a community development corporation (CDC) to oversee economic and community development activities for the Evers Road business corridor.

3. The City of Leon Valley’s co-sponsorship and partnership show support to establish events in the Leon Valley area that will attract Leon Valley residents, businesses, and people from the region, and increase the exposure of Leon Valley and its businesses.

4. This Resolution shall be effective upon approval and signature of the Mayor.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 8th day of December, 2014.

APPROVED

CHRI$ RILEY
MAYOR

Attest: SAUNDRA PASSAILAIGUE, TRMC
City Secretary
City of Leon Valley

Support of Development
Evers Road Ethnic Food Festival
In Cooperation and Co-Sponsorship with
the City of San Antonio

Monday, December 8, 2014
Purpose

• Consider action on resolution supporting development of Evers Road Ethnic Food Festival in cooperation and co-sponsorship with the City of San Antonio
• Requested by San Antonio City Councilman Cris Medina for his use in garnering support for the project
• Bring attention to Evers Road business corridor as a destination for ethnic dining
• Consider concept of developing area through formation of community development corporation (CDC) at a later date
Background

- Evers Road has developed into a business corridor featuring various ethnic restaurants and specialty stores
- There are 14 restaurants representing cuisine from Vietnam, Italy, Morocco, Mexico, China, Pakistan, Puerto Rico, Cuba, Peru, India and Thailand
- 10 restaurants are in San Antonio
- 5 restaurants are in Leon Valley
- 3 ethnic food markets – 1 in San Antonio; 2 in Leon Valley
Restaurant and Store Sample
Restaurant and Store Sample

Asia Market

India Store
Ethnic Food Destination

• Opportunity to promote area as an ethnic food destination

• City of Leon Valley representatives met with City of San Antonio representatives to discuss possible economic development project to promote area

• Consider co-sponsoring an ethnic food festival featuring area restaurants
Recommendation

Staff recommends approval.
City of Leon Valley

Support of Development
Evers Road Ethnic Food Festival
In Cooperation and Co-Sponsorship with the City of San Antonio

Monday, December 8, 2014
DATE: December 8, 2014  M&C # 2014-12-08-15

TO: Mayor and Council
FROM: Kristie M. Flores, Director of Community Development
THROUGH: Manuel Longoria Jr., City Manager
SUBJECT: Review, discussion and possible action on the submissions of Requests for Proposals (RFPs) for the selection of an Events Manager for the 4th of July and the Leon Valley Music Festival Events.

PURPOSE

On November 10, 2014 the City Council directed staff to complete a “side-by-side” comparison (See Attachment A) of the Fall Jazz Festival and the 4th of July Events. Staff was also directed to explore what other alternatives were available for Event Management and bring the item back for City Council consideration in December.

The RFP was completed and included the following point system for scoring the submitted proposals. The point system was as follows:

<table>
<thead>
<tr>
<th>Areas of Consideration</th>
<th>Avg. Staff Scores</th>
<th>Maximum Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience in Event Management</td>
<td>26.25</td>
<td>35</td>
</tr>
<tr>
<td>Fee</td>
<td>18</td>
<td>25</td>
</tr>
<tr>
<td>Reference Checks</td>
<td>19.25</td>
<td>20</td>
</tr>
<tr>
<td>Overall Package &amp; Presentation</td>
<td>9.5</td>
<td>10</td>
</tr>
<tr>
<td>Professional/ Media/ Entertainment Contacts</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

The RFP (See Attached B) was released on November 20, 2014 and was due back by 5:00p.m., on December 1, 2014. The RFP was publicized on the website, HUB vendors were sent invitations as were: Savvy Events, Aguillon and Associates, MDLG+Company, SAS Jazz Festival, David Munoz of Sunday Morning Jazz on KQ102, and KHill PR.

There were two (2) proposals received: Imagine Planning and MDLG+Company. Community Development Director Kristie Flores, Fire Chief Valdez, ACM/Police Chief Wallace, ACM/ HR Director Caldera reviewed both proposals and the following are the average scores for the submittals:

MDLG Inc.
Imagine Planning

<table>
<thead>
<tr>
<th>Areas of Consideration</th>
<th>Avg. Staff Scores</th>
<th>Maximum Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience in Event Management</td>
<td>12.25</td>
<td>35</td>
</tr>
<tr>
<td>Fee</td>
<td>23</td>
<td>25</td>
</tr>
<tr>
<td>Reference Checks</td>
<td>17.75</td>
<td>20</td>
</tr>
<tr>
<td>Overall Package &amp; Presentation</td>
<td>8.5</td>
<td>10</td>
</tr>
<tr>
<td>Professional/ Media/ Entertainment Contacts</td>
<td>6.25</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>67.75</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

The references for each proposal were checked and had excellent reviews.

On December 8, 2014, the City Council is asked to determine whether to proceed with one of the submitted proposals or offer another alternative for staff to follow.

**SEE LEON VALLEY**

Social – The City strives to promote a superior quality of life. This ideal is supported by creating special festivals and amenities for the residents and businesses in Leon Valley.

Economic – The City’s Festivals provide opportunities to market and brand the City for presentation to potential developers and businesses.

Environmental – Not applicable.

**STRATEGIC GOALS**

The follow through of the Festivals is consistent with the 2014 Strategic Goal for “Economic Development” Objective E, “Promote Leon Valley.”

**RECOMMENDATION**

Staff recommends MDGL + Company; however, seeks direction from City Council on how to proceed.

**FISCAL IMPACT**

The City budgeted $35,000 for event management services. The MDLG + Company proposal for event management services was in the amount of $30,000.
APPROVED: _____________________  DISAPPROVED: ____________________

APPROVED WITH THE FOLLOWING AMENDMENTS:

___________________________________________

___________________________________________

___________________________________________

___________________________________________

ATTEST:

____________________  ______________
SAUNDRA PASSAILAIGUE, TRMC
City Secretary
City of Leon Valley
City Council

Consider Requests for Proposals (RFPs) for the selection of Events Manager for the 4th of July and the Leon Valley Music Festival Events

December 8, 2014
Purpose

• Staff was directed by City Council at the November 10, 2014 CC Meeting to:
  – Present “side-by-side” comparison of 2014 4th of July and Fall Jazz Festival
  – Look at what other alternatives were available for Event Management Services
  – Bring the item back in December
## COMPARISON OF SERVICES
### CITY FESTIVALS 2014

<table>
<thead>
<tr>
<th>SAS JAZZ FEST - LV JAZZ FEST October 2014</th>
<th>MDLG+Associates - 4th of July 4th Celebration &amp; Firework Spectacular</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anthony Tobias</strong></td>
<td><strong>Mike De La Garza</strong></td>
</tr>
<tr>
<td>**contract cost *****</td>
<td>**contract cost *****</td>
</tr>
<tr>
<td>$ 25,000.00</td>
<td>$ 15,000.00</td>
</tr>
<tr>
<td><strong>20% of LVEDC Sponsorship</strong></td>
<td><strong>% other fees</strong></td>
</tr>
<tr>
<td>$ 500.00</td>
<td>$ -</td>
</tr>
<tr>
<td><strong># of Event Days</strong></td>
<td><strong># of Event Days</strong></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td><strong>Duration</strong></td>
</tr>
<tr>
<td>20 hours</td>
<td>12 hours</td>
</tr>
<tr>
<td><strong>Event Type</strong></td>
<td><strong>Event Type</strong></td>
</tr>
<tr>
<td>Musicians</td>
<td>Musicians, Fireworks</td>
</tr>
<tr>
<td><strong>Parking Monitored by:</strong></td>
<td><strong>Parking Monitored by:</strong></td>
</tr>
<tr>
<td>volunteers</td>
<td>staff</td>
</tr>
<tr>
<td><strong>attendance estimate</strong></td>
<td><strong>attendance estimate</strong></td>
</tr>
<tr>
<td>500</td>
<td>4000</td>
</tr>
<tr>
<td><strong>booths/vendors</strong></td>
<td><strong>booths/vendors</strong></td>
</tr>
<tr>
<td>18</td>
<td>30</td>
</tr>
<tr>
<td><strong>% profit from vendors</strong></td>
<td><strong>% profit from vendors</strong></td>
</tr>
<tr>
<td>yes ($2,911)</td>
<td>none</td>
</tr>
<tr>
<td><strong>coordinate w/non-profit for parking</strong></td>
<td><strong>coordinate parking</strong></td>
</tr>
<tr>
<td>not completed</td>
<td>completed by staff</td>
</tr>
<tr>
<td><strong>meetings w/staff + committee</strong></td>
<td><strong>meetings w/staff + committee</strong></td>
</tr>
<tr>
<td>approx 7-9</td>
<td>approx 10-12</td>
</tr>
<tr>
<td><strong>posters/flyers/website</strong></td>
<td><strong>Posters/Flyers/Website</strong></td>
</tr>
<tr>
<td>completed</td>
<td>completed</td>
</tr>
<tr>
<td><strong>press conference</strong></td>
<td><strong>Press Conference</strong></td>
</tr>
<tr>
<td>none</td>
<td>completed</td>
</tr>
<tr>
<td><strong>television/radio promotion</strong></td>
<td><strong>television/radio promotion</strong></td>
</tr>
<tr>
<td>radio only</td>
<td>television and radio</td>
</tr>
<tr>
<td><strong>debriefing of event</strong></td>
<td><strong>debriefing of event</strong></td>
</tr>
<tr>
<td>completed</td>
<td>completed</td>
</tr>
<tr>
<td><strong>event audit</strong></td>
<td><strong>event audit</strong></td>
</tr>
<tr>
<td>not completed</td>
<td>completed</td>
</tr>
</tbody>
</table>

### Revenues & Expenses

<table>
<thead>
<tr>
<th>Budget</th>
<th>Sponsorships &amp; Revenues - *not verified</th>
<th>Expenses prepared by Tobias - *not verified</th>
<th>Police &amp; Staff OT by Leon Valley</th>
<th>other City &amp; legal expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 5,000.00</td>
<td></td>
<td></td>
<td>$ (974.00)</td>
<td>$ (1,714.00)</td>
</tr>
<tr>
<td>$ (2,688.00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Submitted unverified/unaudited figures

*** The same contract format only different terms for payment

---

Leon Valley
Request for Proposal (RFP)

• RFP Included:
  - Included Event Descriptions
  - Scope of Work
  - Selection Criteria & Point System
  - Deadline
## Selection Criteria

<table>
<thead>
<tr>
<th>Areas of Consideration</th>
<th>Maximum Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience in Event Management</td>
<td>35</td>
</tr>
<tr>
<td>Fee</td>
<td>25</td>
</tr>
<tr>
<td>Reference Checks</td>
<td>20</td>
</tr>
<tr>
<td>Overall Package &amp; Presentation</td>
<td>10</td>
</tr>
<tr>
<td>Professional/ Media/ Entertainment Contacts</td>
<td>10</td>
</tr>
</tbody>
</table>
RFPs RECEIVED

• Two Proposals were received by the deadline
  - MDLG+Company
  - Imagine Planning LLC.

• Community Development Director Kristie Flores, Fire Chief Valdez, ACM/POLice Chief Wallace, ACM/HR Director Caldera scored the RFPs based on the selection criteria
## Staff Averaged Scores

<table>
<thead>
<tr>
<th>Areas of Consideration</th>
<th>Avg. Staff Scores</th>
<th>Maximum Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDLG + Company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience in Event Management</td>
<td>26.25</td>
<td>35</td>
</tr>
<tr>
<td>Fee</td>
<td>18</td>
<td>25</td>
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<tr>
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<td>10</td>
</tr>
<tr>
<td>Professional/ Media/ Entertainment Contacts</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>82</td>
<td>100</td>
</tr>
</tbody>
</table>

| Imagine Planning                                     |                   |                          |
| Experience in Event Management                      | 12.25             | 35                       |
| Fee                                                  | 23                | 25                       |
| Reference Checks                                     | 17.75             | 20                       |
| Overall Package & Presentation                       | 8.5               | 10                       |
| Professional/ Media/ Entertainment Contacts           | 6.25              | 10                       |
| Total                                                | 67.75             | 100                      |
Recommendation

• MDLG+Company
  - highest score
  - significant experience
  - consummate professional
  - excellent contacts & media relations

• Or Specify Alternative Action(s)
Fiscal Impact

• The City budgeted $35,000 for event management services. MDLG + Company proposal for event management services was in the amount of $30,000
City of Leon Valley
City Council

Consider Requests for Proposals (RFPs) for the selection of Events Manager for the 4th of July and the Leon Valley Music Festival Events

December 8, 2014
### COMPARISON OF SERVICES
### CITY FESTIVALS 2014

#### SAS JAZZ FEST - LV JAZZ FEST October 2014

- **Anthony Tobias**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract cost ***</td>
<td>$25,000.00</td>
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<tr>
<td>20% of LVEDC Sponsorship</td>
<td>$500.00</td>
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<tr>
<td>Duration</td>
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</tr>
<tr>
<td>Event Type</td>
<td>Musicians</td>
</tr>
<tr>
<td>Parking Monitored by:</td>
<td>volunteers</td>
</tr>
<tr>
<td>Attendance estimate</td>
<td>500</td>
</tr>
<tr>
<td>Booths/vendors</td>
<td>18</td>
</tr>
<tr>
<td>% profit from vendors</td>
<td>yes ($2,911)</td>
</tr>
<tr>
<td>Coordinate w/non-profit for parking</td>
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<tr>
<td>Debriefing of event</td>
<td>completed</td>
</tr>
<tr>
<td>Event audit</td>
<td>not completed</td>
</tr>
</tbody>
</table>

#### MDLG+Associates - 4th of July 4th Celebration & Firework Spectacular

- **Mike De La Garza**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract cost ***</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>% other fees</td>
<td>$-</td>
</tr>
<tr>
<td># of Event Days</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 hours</td>
</tr>
<tr>
<td>Event Type</td>
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</tr>
<tr>
<td>Parking Monitored by:</td>
<td>staff</td>
</tr>
<tr>
<td>Attendance estimate</td>
<td>4000</td>
</tr>
<tr>
<td>Booths/vendors</td>
<td>30</td>
</tr>
<tr>
<td>% profit from vendors</td>
<td>none</td>
</tr>
<tr>
<td>Coordinate parking</td>
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<tr>
<td>Budget</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Sponsorships &amp; Revenues - *not verified</td>
<td>$-</td>
</tr>
<tr>
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<td>$-</td>
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<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
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<tr>
<td>Police &amp; Staff OT</td>
<td>$(12,622.00)</td>
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<tr>
<td>Total</td>
<td>$(638.00)</td>
</tr>
</tbody>
</table>

* Submitted unverified/unaudited figures

*** The same contract format only different terms for payment
REQUEST FOR PROPOSALS
EVENT PLANNING AND MANAGEMENT TO PRODUCE AND MANAGE THE
LEON VALLEY 4TH OF JULY PARADE, CELEBRATION AND FIREWORKS
SPECTACULAR AND THE LEON VALLEY FALL MUSIC FESTIVAL

LEON VALLEY
DEEP ROOTS. BIG IDEAS.
# TABLE OF CONTENTS

I. Overview  
II. Organization Information  
III. Event Description  
IV. Understanding of Responsibilities  
V. Applicant Information  
VI. Report To  
VII. Event Management Agreement  
VIII. Scope of Work  
IX. Project Schedule  
X. Qualifications  
XI. Job Location  
XII. Selection Criteria & Point System  
XIII. Send Proposals To
I. OVERVIEW

The Event Manager/Management Company will contract with the City of Leon Valley to plan two (2) large-scale events. The Event Manager/Management Company will execute all aspects of 1) the Leon Valley 4th of July Parade, Celebration, and Fireworks Spectacular, and 2) the Leon Valley Fall Music Festival to include: planning, coordination, overall event management, logistics, marketing and promotion, sponsorships, and working within the City’s Special Event Budget.

II. CITY BACKGROUND

The City was incorporated in 1952. The City is approximately 3.5 square miles. Legend has it that Leon Valley was the location of the first settlers in the 1800’s and was once a Stagecoach Stop between Bandera and San Antonio. The tales say that Leon Valley was considered dangerous for wagons and stagecoaches because of the once continuously running creeks and the harsh life of the Hill Country which was shared with roaming mountain lions and native Tonkawa Indians. Leon Valley is now a City of 10,000+ residents which has rebranded itself as a community of “Deep Roots and Big Ideas.”

III. EVENT DESCRIPTIONS

4TH OF JULY – Saturday, July 4, 2015

The 4th in Leon Valley begins with a Patriotic Parade at 10am that travels from Huebner to Evers Road and concludes at the site of the 4th Celebration at Raymond Rinkus Park (6440 Evers Road). The Parade includes 60–70 entries including City Officials, Dignitaries, and other local participants. The continuous Celebration begins in the Park at 12pm with a welcome and proclamation by the Mayor and continues throughout the day with various entertainment, food/drink booths and vendors. The evening 6pm to 9:30pm features spotlighted musical talent/bands. The fireworks begin promptly at 9:30p.m. and are fired for approximately 15 minutes. The event concludes by 10pm. This will be the 21st year for the 4th Parade and Celebration.
FALL MUSIC FESTIVAL—Saturday, October 3, 2014
This Leon Valley Fall Music Festival celebrates all varieties of music with musical talent and/or bands that generate excitement and musical followers to the Leon Valley area. The event takes place in Raymond Rinkus Park (6440 Evers Road) from 12pm to 10pm, features musical talent, food/drink booths, vendors and exhibitions.

IV. UNDERSTANDING OF RESPONSIBILITIES

By responding to this RFP the Event Manager/Event Management Company agrees to be responsible for fully understanding the requirements of the RFP and will ask any questions to make sure that all requirements of the RFP and Contract are understood. The City of Leon Valley, Texas reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any RFP response deemed to be in the best interest of the City.

Acceptance of any RFP should not be construed as a contract nor shall indicate any commitment on the part of the City for any future action. The RFP does not commit the City of Leon Valley to pay for any costs incurred in the submission of a response to this RFP or for any cost incurred prior to execution of a final contract.

The selected person or company will need to work and collaborate with all City Staff and the Community Events Committee (CEC). Periodic reports should be made to the CEC.

V. APPLICANT INFORMATION

All interested Event Managers or Event Management Companies must submit the following information:

1. Name and Overview: Name and number of employees
2. Services: Description of services offered and proposed fee.
3. Events Managed: List of similar events in the scope and industry.
4. References: Provide a minimum of three (3) references from events managed.
5. **Written Draft of the Event Description** which specifies theme, budget, marketing plan and timeline. The description should define the overall concept of the event and a budget for the event.

6. **Sample Festival/Event Power Point Presentation** from an event that the applicant has planned and executed to concisely demonstrates experience in every facet of event management and coordination (research, design, planning, timeline/calendar, logistical needs, and budget and event evaluation). This presentation should be saved on a labeled USB drive.

VI. **REPORT TO:**
The Event Manager will report to the Leon Valley Community Development Director.

VII. **EVENT MANAGEMENT AGREEMENT:**
By *Contract* between said Event Manager and the City of Leon Valley.

VIII. **SCOPE OF WORK**
1. Develop, manage, and execute master event logistical plan and timeline; assign/delegate tasks to volunteer teams; evaluate, analyze and report results for the event.
2. Secure sponsorships for the events.
3. Create, manage and reconcile event budget, expenses and timelines.
4. Adhere to project timelines and budget guidelines.
5. Oversee the implementation of a marketing campaign.
6. Responsible for leading/managing various events planning teams in the planning and implementation process for all aspects of the event; including attending Leon Valley Committee/Council meetings and meeting follow-up.
7. Complete project deliverable on time, on budget and to the City’s expectations.
8. Direct and manage volunteers pre-event and on site.
9. Manage relationships with event vendors and exhibitors.
10. Direct and manage on site event set-up and break-down.
11. Execute event debriefing including analyzing event commentary, as well as recommend improvements/changes.

12. Coordinate with City Staff (Development, Fire, Police, Public Works, etc...) regarding venue, logistics, set-up, safety plan, security and other similar needs.

IX. PROJECT SCHEDULE:
November 20, 2014: RFP Released
December 1, 2014: RFP Submitted 5pm
December 2, 2014: RFP Reviewed & Evaluated
December 8, 2015: Award Contract

X. JOB QUALIFICATIONS:
1. Education: Bachelor’s degree in Event Management, Communications, Marketing, Hospitality, or other similar field preferred.
2. Experience: 1–2 years’ experience in event planning including outdoor event experience.
3. Experience managing a volunteer team.
4. Experience coordinating and planning logistics with City team.
5. Experience managing events budgets.
6. Excellent organization and project management.
7. Problem-solving skills and results-oriented.
9. Works well under pressure and deadlines.

XI. JOB LOCATION:
6440 Evers Road – Raymond Rinkus Park – City of Leon Valley, Texas
A large 23-acre park centrally located in the City of Leon Valley, with ample space, pavilions, amenities and parking.
XII. SELECTION CRITERIA & POINT SYSTEM

<table>
<thead>
<tr>
<th>SELECTION CRITERIA – 100 points</th>
<th>Maximum Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experience in Event Management</td>
<td>35 points</td>
</tr>
<tr>
<td>2. Fee</td>
<td>25 points</td>
</tr>
<tr>
<td>3. Reference Checks</td>
<td>20 points</td>
</tr>
<tr>
<td>4. Overall Package &amp; Presentation</td>
<td>10 points</td>
</tr>
<tr>
<td>5. Professional/Media/Entertainment Contacts</td>
<td>10 points</td>
</tr>
</tbody>
</table>

XIII. SEND PROPOSALS TO:
Responses to this RFP must be sealed and clearly marked with the following: “RFP RESPONSE – CITY OF LEON VALLEY EVENTS MANAGEMENT.” Submittals must be received no later than 5:00p.m. on Monday, December 1, 2014 and should be delivered to:

KIRSTIE M. FLORES  
Community Development Director  
Leon Valley City Hall  
6400 El Verde Road  
Leon Valley, TX  78238

Any questions or clarifications regarding definitions or interpretations of this RFP must be submitted via email (no phone calls) prior to the submittal deadline to: k.flores@leonvalleytexas.gov
EVENT PLANNING MANAGEMENT PROPOSAL
FOR:
LEON VALLEY CITY HALL
6400 El Verde Rd
Leon Valley, TX 78238

LEON VALLEY
DEEP ROOTS. BIG IDEAS.

1) 4th of July Parade, Celebration & Fireworks Spectacular

2) Leon Valley Fall Music Festival

PREPARED BY:

IMAGINE PLANNING, LLC
Imogene Goodman-Rodriguez
San Antonio, TX 78217
Imogene@ImaginePlanning.com
210-782-8886

IMAGINE PLANNING
event planning services & solutions
Company Overview

I. Summary: Imagine Planning, LLC is an international events management agency. We specialize in the design and delivery of high quality events and solutions. Our approach to Event Management is rooted in the project management methodology developed by the Project Management Institute (PMI). Every event is unique—but that doesn’t mean you need to start from scratch each time. By leveraging industry-standard project management techniques with government protocol standards, we can ensure a comprehensive and calculated approach to every event, regardless of complexity or size.

II. Services: Imagine Planning LLC is a full-service management company with the knowledge and capability to architect and execute any event. Our services fall under 5 major categories: Planning, Operations/Logistics, Event Execution, Event Closure and Strategic Communications. We will also work with you and our trusted suppliers to incorporate any additional services or solutions that you require.

<table>
<thead>
<tr>
<th>Operations</th>
<th>Event</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td>Execution</td>
<td>Closure</td>
</tr>
<tr>
<td>/ Logistics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Strategic Communications

The following are samples of the services we provide:

**PLANNING**
- Cost Comparisons
- Budget Planning
- Area Concept Development
- Operational Planning (timelines)

**OPERATIONS/LOGISTICS**
- Contract Management
- Cost / Sponsorship Management
- Procurement of Materials / Equipment
- Venue / Safety / Security Logistics
- Participant / Staff Coordination

**EVENT EXECUTION**
- Project Management
- Site Set-Up and Management
- Staffing Volunteer Management
- Management Support / VIP Concierge Services
- Participant and Guest Management

**EVENT CLOSURE**
- Event Closure
- Site Break-Down
- Event Evaluation
- Return of Items / Rentals
- Account Close Out

**STRATEGIC COMMUNICATIONS**
- Solidifying of Event Messaging
- Creation of Promotional Materials
- Event Marketing
- Project updates for all stakeholders

- Creation of Event Materials
- Communication Management
- Post-Event Feedback Collection and Evaluation
- Feedback Documentation for Stakeholders
III. Events Managed: Imagine Planning, LLC was formed in 2014 by Imogene Goodman-Rodriguez, an event manager with over 9 years of experience. After serving in the military and civil service, Mrs. Goodman-Rodriguez incorporated Imagine Planning, LLC in order to transition to the private sector.

In the past 5 years alone, Mrs. Goodman-Rodriguez has coordinated, planned, and executed the following events:

**Events in the United States**
- Fiesta at the Quadrangle
  Fort Sam Houston, TX (2014)
- U.S. Army North Change of Command
  Fort Sam Houston, TX (2013)
- U.S. Army South Change of Command
  Fort Sam Houston, TX (2013)
- Panama Exercise (PANAMAX)
  Fort Sam Houston, TX (2011)
- Face-to-Face Event with Defense Ministers

**International Events**
- Beyond the Horizon
  Panama (2013)
- Peacekeeping Exercise Americas
  Chile (2012)
- Beyond the Horizon
  El Salvador (2012)
- Security Planning Workshop
  El Salvador (2009)
- Sub-Regional Planning Conference
  Colombia (2009)

IV. References:

Mr. Mark Stoeltje (current client)
Executive Director
San Antonio Clubhouse
210-798-1611
mark@saclubhouse.org

Lieutenant General Perry L. Wiggins
Commanding General
U.S. Army North
210-221-0156
Perry.l.wiggins2.mil@mail.mil

Brigadier General Manuel Ortiz
Retired
U.S. Army
940-642-7202
New_mortiz@yahoo.com
Written Draft #1
Leon Valley 4th of July
Parade, Celebration &
Fireworks Spectacular
Saturday, July 4, 2015
I. Theme: Leon Valley will host their 21\textsuperscript{st} annual 4th of July Parade and Celebration, which will conclude with a fireworks display. The final theme should be vetted by Leon Valley’s stakeholders, but our initial recommendation is focused on Leon Valley’s rich history – its pioneers! The suggested title/theme: “Leon Valley – Pioneering the future”. This should be a keystone event for the San Antonio metro area—it should solidify Leon Valley as a destination for community events.

II. Budget:

a. Estimated Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
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<td>Port-a-potty</td>
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<td>Bleachers</td>
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<td>Decorations</td>
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<td>Sound equipment</td>
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<tr>
<td>DJ/MC</td>
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<td>Lighting</td>
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<tr>
<td>Misc.</td>
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<td><strong>Publicity</strong></td>
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<td>Marketing (see Marketing budget)</td>
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<td>Event Shirts</td>
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<td>Park Rental Fee</td>
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<td>Clean up Crew</td>
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<td>Trash Cans and Liners</td>
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Estimated Expenses are based on client’s needs – Adjustments can be made after initial client meeting.
b. Estimated Income

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<td>Income</td>
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<td>Total income</td>
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<td>Yankee Doodle Dandy</td>
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| $17,000.00 | $0.00  |

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| $3,240.00 | $0.00  |

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| $3,000.00 | $0.00  |

Estimated Income are based on client’s needs – Adjustments can be made after initial client meeting

c. Estimated Cost

<table>
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<th>Total Estimated Cost for 4th of July Celebration</th>
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<td>Estimated Expenses</td>
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<td>$54,600.00</td>
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</tbody>
</table>

Estimated cost for event is based on client’s needs – Adjustments can be made after initial client meeting
III. Marketing Plan: The marketing plan below outlines the action items and the expectations that surround marketing the Leon Valley 4th of July Parade, Celebration and Fireworks Spectacular Event on Saturday, July 4, 2015.

a. Plan Overview

Name of Campaign: Leon Valley 4th of July Parade, Celebration and Fireworks Spectacular

Practice: Marketing Event to Participants (vendors) and Guests (San Antonio Area Population and its visitors)

Campaign Manager: Imagine Planning, LLC

b. Objective

The objective of the event is to celebrate the United States Independence Day, the 4th of July in a fun and safe atmosphere appropriate for people of all ages.

c. Target Market

The event will market to people of all ages primarily families in the Leon Valley region and its neighboring areas, including residents of the city of San Antonio. Marketing will be conducted to both English and Spanish speaking households.

*Land area: 3.41 square miles
*Population: 10,676
*Population density: 3,129 people per square mile
*Percentage of Families in Leon Valley: 63.4%

* Data gathered from http://www.city-data.com/city/Leon-Valley-Texas.html
d. Marketing Channels
   • Online Media
     o Event Webpage (see Section III.e)
     o Google AdWords
     o Leon Valley website advertisement
     o Local website advertising (i.e. SACurrent)
   • Social Media
     o Twitter
     o Facebook
     o Google+
     o LinkedIn
   • Radio Media
     o KCOR (1350 AM) (Strongest AM station in Leon Valley)
     o KCYY (100.3 FM) (Strongest FM station in Leon Valley)
   • Television Media
     o KENS 5
     o WOAI 4
   • Paper Marketing
     o Newspapers
     o Flyers
     o Direct Mailers
   • Outdoor Marketing
     o Banners
     o Signs
   • Word-of-Mouth
     o City Employees
e. Event Website (See sample at: www.OktoberfestSanAntonio.com)
   • SITE MAP
   • Home
   • About
   • History
   • Parade Information
     o Schedule
     o Location
     o Directions
     o List of Attendees
     o Advice for Visitors
   • Parade Registration
     o Parade Fees (prepared document – available upon contract)
     o Parade Guidelines (prepared document – available upon contract)
     o Draft Parade Line Up (prepared document – available upon contract)
   • Vendor Registration
     o Vendor Fees (prepared document – available upon contract)
     o Vendor Guidelines (prepared document – available upon contract)
     o Health Guidelines (prepared document – available upon contract)
   • Sponsorship Opportunities
     o Sponsorship Costs (prepared document – available upon contract)
   • Volunteer Information
     o Volunteer/Parade Marshal Meetings (prepared document – available upon contract)

f. Estimated Marketing/Advertising Costs

<table>
<thead>
<tr>
<th>Estimated Marketing Costs</th>
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<tbody>
<tr>
<td>Marketing/Public Relations Manager</td>
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<tr>
<td>Marketing Assistant (Social Media and Online Manager)</td>
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<tr>
<td>Photography and Design</td>
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<td>Printing flyers (3500)</td>
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<tr>
<td>Postage (Direct mail to 3100 households)</td>
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<tr>
<td>Signs/banners</td>
</tr>
<tr>
<td>Event Webpage Development</td>
</tr>
<tr>
<td>Television Advertising (PR News story)</td>
</tr>
<tr>
<td>Radio Advertising</td>
</tr>
<tr>
<td>Online/Social Media Advertising</td>
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<tr>
<td>Newspaper Advertising</td>
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<td>TOTAL</td>
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Marketing Costs are based on client's needs – Adjustments can be made after initial client meeting
### IV. Planning and Project Timeline

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<th>Milestone</th>
<th>Date</th>
<th>Event</th>
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<tr>
<td>1</td>
<td>12/10/2014</td>
<td>Initial Meet to discuss event concept and clients need</td>
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<td>2</td>
<td>1/9/2015</td>
<td>Launch Event Website (Sample: <a href="http://www.OktoberfestSA.com">www.OktoberfestSA.com</a>)</td>
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<td>1/12/2015</td>
<td>Art Vendor Application online</td>
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<td>4</td>
<td>1/14/2015</td>
<td>Monthly Client Meeting - Sponsorship</td>
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<td>5</td>
<td>2/18/2015</td>
<td>Monthly Client Meeting - City Resources</td>
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<tr>
<td>6</td>
<td>3/13/2015</td>
<td>Monthly Client Meeting - Marketing</td>
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<td>7</td>
<td>3/16/2015</td>
<td>Marketing Campaign Kicks off</td>
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<td>8</td>
<td>3/23/2015</td>
<td>Event advertised on local event calendars</td>
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<td>9</td>
<td>3/30/2015</td>
<td>Event promotion begins on Facebook and Twitter</td>
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<td>10</td>
<td>4/15/2015</td>
<td>Monthly Client Meeting - Staff and Volunteers</td>
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<td>11</td>
<td>4/28/2015</td>
<td>Art Application due</td>
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<td>12</td>
<td>5/15/2015</td>
<td>Food Vendor Application deadline</td>
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<td>13</td>
<td>5/18/2015</td>
<td>Last Day for Vendors to withdraw and receive full refund</td>
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<td>14</td>
<td>5/19/2015</td>
<td>Monthly Client Meeting - Event set up (diagram)</td>
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<td>15</td>
<td>5/22/2015</td>
<td>Advertising begins on Google</td>
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<td>16</td>
<td>5/31/2015</td>
<td>Vendor Contracts Mailed</td>
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<td>17</td>
<td>6/3/2015</td>
<td>Parade Entry due</td>
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<td>18</td>
<td>6/8/2015</td>
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<td>6/15/2015</td>
<td>Food Vendor Meeting</td>
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<td>6/18/2015</td>
<td>Monthly Client Meeting II - Fireworks Spectacular and Safety</td>
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<td>6/22/2015</td>
<td>News PR campaign starts</td>
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<td>6/22/2015</td>
<td>Radio and TV advertising begin</td>
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<td>23</td>
<td>6/24/2015</td>
<td>Direct mail delivered to 3100 households</td>
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<td>24</td>
<td>7/1/2015</td>
<td>Float/Volunteer/Parade Marshal Meeting</td>
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<td>25</td>
<td>7/2/2015</td>
<td>Monthly Client Meeting - Event Specifics</td>
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<td>Event</td>
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<td>27</td>
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<td>Post Event Meeting</td>
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V. Event TimeLine

Draft Event Timeline:

07:00am — 09:30am  Staging and lining up of participants and volunteers

10:00am  PARADE KICK-OFF

12:00pm  PARADE Concludes

12:00pm — 6:00pm  Celebration begins with various entertainment, food/drink booths and vendors

12:05pm  National Anthem and Posting of the Colors

12:10pm  Welcome Remarks and Proclamation Leon Valley Mayor

12:15pm  Entertainment 1

1:00pm  Entertainment 2

2:00pm  Parade Winner Announcement

2:15pm  Entertainment 3

3:00pm  Entertainment 4

4:00pm  Entertainment 5

5:00pm  Entertainment 6

6:00pm — 9:30pm  Featured Musical Talent (3)

9:30pm — 9:45pm  Fireworks

10:00pm  Event Concludes
Written Draft #2
Leon Valley Fall Music Festival
Saturday, October 3, 2015
I. Theme: The Leon Valley Fall Music Festival celebrates all varieties of music with musical talent and/or bands that generate excitement and bring music fans to the Leon Valley area. The event takes place in Raymond Rimkus Park (6440 Evers Road) from 12pm to 10pm, features musical talent, food/drink booths, vendors and exhibitions.

II. Budget:
   a. Estimated Expenses

<table>
<thead>
<tr>
<th>Event Budget for Leon Valley Fall Music Festival</th>
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<tbody>
<tr>
<td>Expenses</td>
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<tr>
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</tr>
<tr>
<td>Event Needs</td>
</tr>
<tr>
<td>Tents</td>
</tr>
<tr>
<td>Port-a-potty</td>
</tr>
<tr>
<td>Tables and Chairs</td>
</tr>
<tr>
<td>Stage</td>
</tr>
<tr>
<td>Decorations</td>
</tr>
<tr>
<td>Totals</td>
</tr>
</tbody>
</table>

| Entertainment                                |           |        |
| Sound equipment                              | $1,500.00 |         |
| DJ/MC                                        | $1,000.00 |         |
| Lighting                                     | $1,000.00 |         |
| Music                                        | $30,000.00|         |
| Misc                                         | $500.00   |         |
| Totals                                       | $34,000.00| $0.00   |

| Publicity                                    |           |        |
| Marketing (see Marketing budget)             | $15,000.00|         |
| Event Shirts                                 | $800.00   |         |
| Other                                        | $300.00   |         |
| Totals                                       | $16,100.00| $0.00   |

| Miscellaneous                                |           |        |
| Fire Department                              |           |        |
| Medical (ER)                                 | $500.00   |         |
| Road closures                                |           |        |
| Security                                     | $1,000.00 |         |
| Temp Food Lic (A6.001)                       | $200.00   |         |
| Electrician                                  | $1,000.00 |         |
| Park Rental Fee                              | $250.00   |         |
| Clean up Crew                                | $500.00   |         |
| Trash Cans and Liners                       | $500.00   |         |
| Trash/Recycle Disposal                      | $500.00   |         |
| Totals                                       | $4,450.00 | $0.00   |

| Event Management                             |           |        |
| Event Management Agency FLAT FEE             | $6,500.00 |         |
| Totals                                       | $6,500.00 | $0.00   |

Estimated Expenses are based on client's needs – Adjustments can be made after initial client meeting.
b. Estimated Income

### Event Budget for Leon Valley Fall Music Festival

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| $30,250.00 | $0.00 |

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| $6,600.00 | $0.00 |

Estimated Income is based on client’s needs – Adjustments can be made after initial client meeting

c. Total Estimated Cost

### Total Estimated Cost for Leon Valley Fall Music Festival

<table>
<thead>
<tr>
<th>Estimated Expenses</th>
<th>Estimated Income</th>
<th>Total Cost for Event</th>
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<tr>
<td>$64,150.00</td>
<td>$36,850.00</td>
<td>$27,300.00</td>
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Estimated cost for event is based on client’s needs – Adjustments can be made after initial client meeting

VI. Marketing Plan: The marketing plan below outlines the action items and the expectations that surround marketing the Leon Valley Fall Music Festival on Saturday, October 3, 2015.

a. **Plan Overview**

**Name of Campaign:** Leon Valley Fall Music Festival

**Practice:** Marketing Event to Participants (vendors) and Guests (San Antonio Area Population and its visitors)

**Campaign Manager:** Imagine Planning, LLC
b. **Objective**

The objective of the event is to promote the art of music and support local area artists in an encouraging community.

c. **Target Market**

The event will market to people of all ages primarily families in the Leon Valley region and its neighboring areas. Marketing will be conducted to both English and Spanish speaking households.

*Land area: 3.41 square miles
*Population: 10,676
*Population density: 3,129 people per square mile
*Percentage of Families in Leon Valley: 63.4%


d. **Marketing Tools**

- **Online Media**
  - Event Webpage (see Section III.e)
  - Google AdWords
  - Leon Valley website advertisement
  - Local website advertising (i.e. SACurrent)

- **Social Media**
  - Twitter
  - Facebook
  - Google+
  - LinkedIn

- **Radio Media**
  - KCOR (1350 AM) (Strongest AM station in Leon Valley)
  - KCYY (100.3 FM) (Strongest FM station in Leon Valley)

- **Television Media**
  - KENS 5
  - WOAI 4

- **Paper Marketing**
  - Newspapers
  - Flyers
  - Direct Mailers

- **Outdoor Marketing**
  - Banners
  - Signs

- **Word-of-Mouth**
  - City Employees
e. Event Website (See sample at: www.OktoberfestSanAntonio.com)
   - Site Map
   - Home
   - About
   - Event Information
     - Schedule
     - Location
     - Directions
     - Parking
     - Advice for Visitors
   - Vendor Registration
     - Vendor Fees (prepared document – available upon contract)
     - Vendor Guidelines (prepared document – available upon contract)
     - Health Guidelines (prepared document – available upon contract)
   - Sponsorship Opportunities
     - Sponsorship Costs (prepared document – available upon contract)
   - Volunteer Information
     - Click to Volunteer

f. Estimated Marketing/Advertising Costs

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<thead>
<tr>
<th>Estimated Marketing Costs</th>
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<tr>
<td>Marketing/Public Relations Manager</td>
<td>3,800</td>
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<tr>
<td>Marketing Assistant (Social Media and Online Manager)</td>
<td>3,200</td>
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<td>Photography and Design</td>
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<td>Printing flyers (3500)</td>
<td>350</td>
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<tr>
<td>Postage (Direct mail to 3100 households)</td>
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<tr>
<td>Signs/banners</td>
<td>625</td>
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<td>Event Webpage Development</td>
<td>1,800</td>
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<td>Television Advertising (PR News story)</td>
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<td>Radio Advertising</td>
<td>350</td>
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<tr>
<td>Online/Social Media Advertising</td>
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<td>Newspaper Advertising</td>
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<td>TOTAL</td>
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Marketing Costs are based on Client’s Needs – Adjustments can be made after initial Meeting
VII. Planning and Project Timeline

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<th>Milestone</th>
<th>Date</th>
<th>Event</th>
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<tr>
<td>1</td>
<td>12/10/2014</td>
<td>Initial Meet to discuss event concept and clients need</td>
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<tr>
<td>2</td>
<td>3/12/2015</td>
<td>Launch Event Website</td>
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<td>3</td>
<td>3/18/2015</td>
<td>Art Vendor Application online</td>
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<td>4</td>
<td>3/30/2015</td>
<td>Monthly Client Meeting - Sponsorship</td>
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<td>5</td>
<td>4/23/2015</td>
<td>Monthly Client Meeting - City Resources</td>
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<tr>
<td>6</td>
<td>5/20/2015</td>
<td>Monthly Client Meeting - Marketing</td>
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<tr>
<td>7</td>
<td>5/24/2015</td>
<td>Marketing Campaign Kicks-off</td>
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<tr>
<td>8</td>
<td>5/30/2015</td>
<td>Event Advertised on local event calendars</td>
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<tr>
<td>9</td>
<td>6/2/2015</td>
<td>Event Promotion begins on Facebook</td>
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<tr>
<td>10</td>
<td>6/15/2015</td>
<td>Monthly Client Meeting - Staff and Volunteers</td>
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<tr>
<td>11</td>
<td>7/28/2015</td>
<td>Monthly Client Meeting - Event set up (diagram)</td>
</tr>
<tr>
<td>12</td>
<td>7/28/2015</td>
<td>Advertising begins on Google</td>
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<td>13</td>
<td>7/31/2015</td>
<td>Art Application due</td>
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<td>14</td>
<td>8/12/2015</td>
<td>Food Vendor Application deadline</td>
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<td>15</td>
<td>8/18/2015</td>
<td>Last Day for Vendors to withdraw and receive full refund</td>
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<td>16</td>
<td>8/24/2015</td>
<td>Monthly Client Meeting I - Music line-up</td>
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<td>17</td>
<td>8/30/2015</td>
<td>Vendor Contracts Mailed</td>
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<td>18</td>
<td>9/9/2015</td>
<td>Food Vendor Meeting</td>
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<td>19</td>
<td>9/18/2015</td>
<td>Monthly Client Meeting II - Safety and Security</td>
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<td>20</td>
<td>9/20/2015</td>
<td>News PR campaign starts</td>
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<td>9/20/2015</td>
<td>Radio and TV advertising</td>
</tr>
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<td>22</td>
<td>9/24/2015</td>
<td>Direct mail delivered to 3100 households</td>
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<tr>
<td>23</td>
<td>10/1/2015</td>
<td>Monthly Client Meeting - Event Specifics</td>
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<tr>
<td>24</td>
<td>10/3/2015</td>
<td>Event</td>
</tr>
<tr>
<td>25</td>
<td>10/8/2015</td>
<td>Post-Event Meeting</td>
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</table>
VIII. Event TimeLine

Draft Event Timeline:

12:00pm    Welcome Remarks
12:10pm    Entertainment 1
2:00pm     Entertainment 2
3:30pm     Entertainment 3
5:00pm     Entertainment 4
7:00pm     Entertainment 5
8:30pm     Entertainment 6
10:00pm    Event Concludes
1 December 2014

Ms. Kristie M. Flores  
Community Development Director  
City of Leon Valley  
Leon Valley City Hall  
6400 El Verde Road  
Leon Valley, TX 78238

Dear Ms. Flores:

I am formally responding to your Request for Proposal for event planning and management to produce and manage the Leon Valley 4\textsuperscript{th} of July Parade, Celebration and Fireworks Spectacular, and the Leon Valley Fall Music Festival.

Specifically, The Event Manager/Management Company will contract with the City of Leon Valley to plan two (2) large-scale events. The Event Manager/Management Company will execute all aspects of 1) the Leon Valley 4\textsuperscript{th} of July Parade, Celebration, and Fireworks Spectacular, and 2) the Leon Valley Fall Music Festival to include: planning, coordination, overall event management, logistics, marketing and promotion, sponsorships, and working within the City’s Special Event Budget.

It is my pleasure to present to you a response that pertains to both events. Certainly, I have a familiarity with the City and its 4\textsuperscript{th} of July Celebration, since I was responsible for producing and executing the 2014 edition. Given that the event was considered an overwhelming success from every corner of the community, and that it sets the standard for specials events to come in the city of Leon Valley, I am confident that I and my associates offer a combination of unparalleled years of experience and expertise, and uncommon talent to plan and execute special events in an exemplary fashion.

My colleagues and I are thankful to be considered for the work at hand, and our intent in the attached response has been to respond to every question you have posed. Please be assured that whatever the outcome we will be as supportive and helpful in whatever manner or aspect that is possible and appropriate.

Again, thank you for your kind consideration of our proposal.

Sincerely,

Mike De La Garza  
President & Chief Provider  
MDLG + Company
RFP RESPONSE – CITY OF LEON VALLEY EVENTS MANAGEMENT

Event Descriptions

4TH OF JULY – Saturday, July 4, 2015
The 4th in Leon Valley begins with a Patriotic Parade at 10am that travels from Huebner to Evers Road and concludes at the site of the 4th Celebration at Raymond Rinkus Park (6440 Evers Road). The Parade includes 60-70 entries including City Officials, Dignitaries, and other local participants. The continuous Celebration begins in the Park at 12pm with a welcome and proclamation by the Mayor and continues throughout the day with various entertainment, food/drink booths and vendors. The evening 6 pm to 9:30 pm features spotlighted musical talent/bands. The fireworks begin promptly at 9:30 pm and are fired for approximately 15 minutes. The event concludes by 10 pm. This will be the 21st year for the 4th Parade and Celebration.

FALL MUSIC FESTIVAL- Saturday, October 3, 2014
This Leon Valley Fall Music Festival celebrates all varieties of music with musical talent and/or bands that generate excitement and musical followers to the Leon Valley area. The event takes place in Raymond Rinkus Park (6440 Evers Road) from 12pm to 10pm, features musical talent, food/drink booths, vendors and exhibitions.

Applicant Information
MDLG & Associates, doing business since 2002 as MDLG + Company, is a sole proprietorship incorporated company that is owned and operated by Michael De La Garza. As President and Chief Provider, I bring a wealth of experience and expertise from my many years of service for corporate, public and nonprofit entities in and out of San Antonio. My services range from providing marketing and public relations counsel to for-profits, new fund development for nonprofit organizations, and facilitation & strategic services for municipal entities.

In the field of Special Events Design, Management and Execution: I have been responsible for establishing and executing significant events for my past employers and current clients, including:

- The HEB Feasts of Sharing held throughout the State of Texas and in Mexico
- The initial annual Woodlawn Lake 4th of July Celebrations sponsored by H-E-B
- The planning, design and opening of the Toyota Motor Manufacturing Texas Visitor Center
- The San Antonio Housing Authority 15th Annual Golden Gala
- The Bexar County Fire Department District Seven Fire & Rescue Community Open House
- The Leon Valley 4th of July Fun & Fireworks Spectacular Celebration

To support the proposed work I have engaged three individuals and their respective businesses, both familiar with the City event planners. They include:

December 1, 2014   RFP RESPONSE – CITY OF LEON VALLEY EVENTS MANAGEMENT
1) **Mr. Bill Drain** – President, Backstage Attractions. Bill Drain has been in business since 1986. He brings a wealth of knowledge and industry connections that facilitate securing the equipment and services to execute special events flawlessly. His efforts include production of the City of San Antonio’s Jazz’SAlive Celebrations, the Celebrate San Antonio New Year’s Eve Party, the City of San Antonio’s 4th of July Celebration, and the Fiesta Market Square Celebration, to name a few. He also produces the performance of the Trans-Siberian Orchestra in its six-state, ten-show tour annually held in December. Bill has access to a team of professionals and support services that ensure both professional and personal response.

2) **Ms. Monique “Nikki” Young** – President, Prima Donna Productions. Ms. Young has been active in the creative arts community of Greater San Antonio for nearly two decades, and her acting credits are impressive and growing. Nikki serves as emcee for special events, as she did for last year’s Leon Valley 4th of July Celebration. Additionally, Nikki provided support services in securing talent for the Leon Valley 4th of July Celebration that was especially targeted to the youth and young-at-heart in attendance. She and her team also spearheaded stage management duties, keeping entertainment on schedule. She brings a wit and persona all her own, and we are delighted to offer her services once again.

3) **Mr. Jacob Dell** – President, Magic in the Sky, LLC. Mr. Dell’s company was secured as fireworks provider for last year’s Leon Valley’s 4th of July event, primarily because of his reputation for safety, and quality presentations. The audience enthusiastically received his show last year, and we would expect no less from an encore in 2015.

The RFP states the following as the Scope of Work for the contractor chosen to undertake the events planning for the 4th of July Celebration and the Fall Music Festival. They include:

- Develop, manage, and execute master event logistical plan and timeline; assign/delegate tasks to volunteer teams; evaluate, analyze and report results for the event
- Secure sponsorships for the events
- Create, manage and reconcile event budget, expenses and timelines
- Adhere to project timelines and budget guidelines
- Oversee the implementation of a marketing campaign
- Responsible for leading/managing various events planning teams in the planning and implementation process for all aspects of the event; including attending Leon Valley Committee/Council meetings and meeting follow-up
- Complete project deliverable on time, on budget and to the City’s expectations
- Direct and manage volunteers pre-event and on site
- Manage relationships with event vendors and exhibitors
- Direct and manage on site event set-up and breakdown
- Execute event debriefing including analyzing event commentary, as well as recommend improvements/changes
- Coordinate with City Staff (Development, Fire, Police, Public Works, etc.) regarding venue, logistics, set-up, safety plan, security and other needs.

December 1, 2014  RFP RESPONSE – CITY OF LEON VALLEY EVENTS MANAGEMENT
I agree with all the conditions contained within the Scope of Work. My team and I will ensure prompt and complete responsiveness to any and all issues related to managing and executing the events in question.

**Proposed Events Descriptions**

**2015 Leon Valley 4th of July Fun & Fireworks Spectacular Celebration**

Building on the success of the 2014 Leon Valley 4th of July Event we propose to maintain and enhance a theme that accentuates fun for the whole family, through the offering of music, food, beverages, entertainment for all ages, and a patriotic stirring of feeling with a spectacular fireworks display as the climax.

We propose that a carnival be contracted and placed on the grounds, beginning July 1st, and running through July 5th. This carnival will generate income for the city, while providing neighbors and residents with a preview of events to come on the 4th of July.

We would begin the day with the 4th of July Parade. We can determine appropriate Marshalls for the event – and if it can be coordinated this year we would be able to add a troupe of clowns from the Barnum and Bailey Circus, to add to the festivities. And now that we have a better idea as to the nature of the Parade we can work our media sponsor(s) into the event itself, thereby increasing their visibility, and hence ours as well. We would also propose a point along the route where we officially recognize the floats, vehicles and participants through a PA system – to provide additional recognition and visibility.

Similarly, as we did this past year we would contract with various food and crafts vendors, to ensure that we have a plentiful and wide variety of foods offered to all our guests.

We propose the staging for this year’s 4th of July event to be expanded – first, a main stage, which will be larger than last year’s, to accommodate a larger number of performers, accompanied by a sound system that will adequately cover the entirety of the park. A second, smaller stage would be placed in a location that will be kid-friendly and accessible, so as to allow a program of activities and performers geared for them and their families. These stages would be positioned so as to minimize sound interference with each other.

The Main Stage performers would draw upon mainstream performers and talent, and would feature a variety of music, from Tejano to Pop and Rock, featuring local and regional talent. Additionally – to preview the upcoming Leon Valley Music Festival in October, a group scheduled to perform at that time will be featured on the 4th of July stage as well. This will give us the opportunity to publicize and promote the event to the crowd gathered at the 4th of July.

The event would be capped off with a main stage headliner, leading into a musically choreographed fireworks display.

December 1, 2014    RFP RESPONSE – CITY OF LEON VALLEY EVENTS MANAGEMENT
Improvements for the event would include, but not be limited to:

- Additional signage to direct traffic and identify locations/entertainment acts, etc.
- Additional and enhanced signage to recognize sponsors for the event
- Coordination with Park & Ride opportunities, be it VIA or other forms of transportation
- Independent communications system (walkie-talkies) between production team and city personnel to ensure uninterrupted communication
- Possible wireless camera opportunities from remote locales (e.g., the top of the fire truck ladder) to give a bird’s eye view that can be streamed online for the entirety of the event, including the fireworks display
- Possible remote drone to capture additional images for use on website as well as television promotion

2015 Leon Valley Fall Music Festival

We propose an event that offers a variety of acts, ranging from classical symphony quartets, to Latin jazz ensembles, Spanish flamenco performers, and German Oom-pah bands. We would draw on the talent available within and around San Antonio, seeking partnerships with various organizations that offer such talent (e.g., San Antonio Symphony, Wurstfest, etc.) as a method to draw and build an audience of support that would complement the local audience-building efforts. The theme would be one of showcasing the variety and diversity of our musical heritage -- in a manner that is accessible, approachable and inspiring. Performances would be scheduled throughout the day and leading into the headliner act.

As with the 4th of July we would contract with various food and crafts vendors, to ensure that we have a plentiful and wide variety of foods offered to all our guests.

Our stage would be similar in size to the one used at the 2014 4th of July event, along with a similar sized sound system.

A children’s area would be created to allow for activities, ranging from face painting, to simple instrument making, and other activities that are age-appropriate. This could be located in the pavilion area, for example.

As mentioned previously, a headliner would be secured to cap off the performances for the day, and a ground-based pyrotechnics flourish would conclude the evening’s activities, this time from the confines of the baseball field area that would be secured for said purpose.

We would apply similar improvements to the Music Festival as suggested for the 4th of July event, where appropriate and applicable.

Marketing & Promotions Plan

The synergy of marketing and promoting two events allows for more significant impact that can be had with marketing partners. As they did last year, we anticipate that KSAT
television will return as an in-kind sponsor for the 4th of July event. In quantitative terms the monetary value of KSAT’s promotion of the 4th of July was in the $40,000 range. That promotion helped to drive an attendance that was estimated to be in excess of 10,000. This year we would propose that KSAT include the Music Festival as part of its promotional activity. Depending ultimately on the performer mix for the Music Festival, KSAT would be a key player in publicizing our efforts and ensuring good attendance.

Additionally we would also pursue a promotions sponsorship with radio station KRTU Radio (91.7 FM) to support the promotion of the Jazz content of the Music Festival. KRTU has become a recognized jazz outlet for the greater San Antonio area, and they are eager to support such efforts. Their audience would also be receptive to a planned variety of music proposed to be offered at the October event.

The local newspapers and publications offer venues for releasing and publicizing information regarding the event, and they will be included in press releases, press conferences, etc. Additionally, the use of social media, including Facebook and Twitter will be programmed and released on a regular basis to current and prospective event audiences.

The Producer will handle the design and execution of graphic materials to promote the events, including posters, flyers, etc. Additionally, websites to promote each of the events will be secured, developed and maintained by the Producer.

Some monies will be used to purchase targeted radio advertising to enhance our outreach efforts for both events. And robo-calls will be employed to ensure that the local neighborhoods and community of Leon Valley is aware and informed of our efforts.

Finally, special press/media events will be held one to two weeks out prior to each event, so as to publicize and highlight the offerings for each of the events. These events will feature unique aspects of entertainment, serve as an opportunity to showcase our sponsors, and so forth.

Sponsorships
As with the case for marketing and promotions, the ability to seek sponsorships for two related events provides a greater opportunity for possible success. Last year, for the 4th of July celebration alone we were able to secure $40,000 in sponsorship from businesses and the Leon Valley Economic Development Corporation. For a first-time event, that amount is extremely encouraging as we move forth in securing sponsors for 2015. With the Music Festival as an additional opportunity for sponsorship, we would only feel more encouraged.

Certainly, securing sponsorships again from our previous supporters is a primary mission. However, with a successful event under our belts as proof of performance, coupled with the offering of another opportunity for exposure and recognition in a coveted market and venue, we believe that a growing number of businesses would consider financial support.

Timelines

December 1, 2014  RFP RESPONSE – CITY OF LEON VALLEY EVENTS MANAGEMENT
Anticipated timelines for the two events follow:

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December 1, 2014   RFP RESPONSE – CITY OF LEON VALLEY EVENTS MANAGEMENT
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December 1, 2014  RFP RESPONSE – CITY OF LEON VALLEY EVENTS MANAGEMENT
Budgets
The following proposed budgets are based on the description of events as proposed within. Please note that an entertainment budget is not included in the quotation for services, and is largely dependent on music preferences, talent availability, and sponsorships.

4th of July Event Budget
Event Manager Fee $17,500.00
Fireworks Display 15,000.00
40 x 40 Stage with Tom Cat roof (Main Stage) 8,000.00
24 x 20 Children’s Entertainment stage 2,750.00
Sound, Lights & Backline Main Stage 6,500.00
Sound System for Children’s Entertainment stage 4,000.00
Production Management, (Backstage Attractions) 2,500.00
Food Booths -- 30 booths @85.00 each plus plywood flooring 2,550.00
Electrician for electrical hook ups for event, to include two (2) generators 6,000.00
Total: $64,800.00

Fall Music Festival Budget
Event Manager Fee $12,500.00
Fireworks Display 5,000.00
24 x 20 Main Entertainment Stage 2,750.00
Sound, Lights & Backline Main Stage 4,500.00
Production Management, (Backstage Attractions) 1,500.00
Food Booths -- 20 booths @85.00 each plus plywood flooring 1,700.00
Electrician for electrical hook ups for event, to include two (2) generators 4,900.00
Total: $32,850.00

References
Ms. Alejandra Villarreal
Chief Administrative Officer
San Antonio Housing Authority
210-833-7989
(2012 San Antonio Housing Authority 15th Annual Golden Gala – Event Management)

Kevin Clarkson
Fire Chief
District 7 Fire Rescue
210-835-8376
(2013 District 7 Fire Rescue Station 115 Open House – Event Management)

Ms. Kristie Flores
Director, Community Development
City of Leon Valley
210-684-1391

December 1, 2014   RFP RESPONSE – CITY OF LEON VALLEY EVENTS MANAGEMENT
The Request for Proposal describes Job Qualifications, which are listed below:

- Education: Bachelor’s degree in Event Management, Communications, Marketing, Hospitality, or other similar field preferred
- Experience: 1-2 years’ experience in event planning including outdoor Event experience
- Experience managing a volunteer team
- Experience coordinating and planning logistics with City team
- Experience managing events budgets
- Excellent organization and project management
- Problem-solving skills and results-oriented
- Energetic, innovative, and creative self-starter
- Works well under pressure and deadlines
- Prioritize and work in a fast-paced environment

I submit that I, along with my associates, most certainly possess these qualifications. We consider ourselves to be consummate professionals who will endeavor to meet and exceed the expectations of the Leon Valley community. The results of our efforts at last year’s 2014 Leon Valley Fun & Fireworks Spectacular Celebration speaks to our commitment to deliver the finest product possible. Should we be fortunate to be given the responsibility for Leon Valley’s 2015 special events, I can personally assure you that we will do everything in our power to create and execute events that will entertain, excite and inspire the community to consider Big Ideas while celebrating its Deep Roots.

Michael De La Garza

December 1, 2014   RFP RESPONSE – CITY OF LEON VALLEY EVENTS MANAGEMENT
## Selection Criteria & Point System

### MDLG Inc.

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### Imagine Planning

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MAYOR AND COUNCIL COMMUNICATION

DATE: December 8, 2014

TO: Mayor and Council

FROM: Randall Wallace, Chief of Police

THROUGH: Manuel Longoria Jr., City Manager

SUBJECT: Amending Article 1.10 Public Gatherings, Division 2 Parades, Section

PURPOSE

Upon the request of a Citizen, the City Council of Leon Valley asked to review the Code of Ordinance as it pertains to Public Gatherings. This was completed on November 10, 2014.

The current Code of Ordinances defines a parade as any parade, demonstration, march, ceremony, show, exhibition, pageant or procession of any kind or any similar display, in or upon any street, park, or other place in the City.

The Code does require the hiring of police officers due to the inherent risks involved regarding traffic and other safety issues at a number to be determined by the Chief of Police. This number is dependent upon the specific route, number of participants, whether such parade is pedestrian or vehicular and other safety concerns.

A concern brought forth from a resident was the possibility that an undue amount of Officers would be required, at a cost to the applicant, if the parade was one the Police Chief was not in favor of.

In order to provide for an appeal to the section requiring Officers, the Ordinance will be modified to allow for an appeal of the Police Chief's decision to the City Council.

The City Attorney's office is currently reviewing the entire Ordinance, but this is a stop gap measure that will be put into place to address immediate concerns.

SEE LEON VALLEY

Social – Will provide our residents and visitors alike a mechanism to allow for public gatherings while keeping the impact on the rest of the community at a minimum.

Economic – N/A

Environmental – N/A

FISCAL IMPACT

N/A

APPROVED: _____________________ DISAPPROVED: ____________________

APPROVED WITH THE FOLLOWING AMENDMENTS: ________________________________

______________________________

ATTEST:

______________________________

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
WHEREAS, the City of Leon Valley is authorized to adopt ordinances for the purpose of good government, peace, or order of the municipality pursuant to Chapter 51 of the Local Government Code;

WHEREAS, the City Council of the City of Leon Valley, Texas (the “City Council”) recognizes in order to have good government, an appeals process should be in place when possible; and

WHEREAS, the City Council has reviewed the Public Gatherings Ordinance and believes that an applicant should have a mechanism to appeal the number of Officers required at a Parade; and

WHEREAS, it is the belief that this appeals process will be in the interest of public health, safety and general welfare, and will help to attain the foregoing objectives and to diminish the undesirable impact of such conduct on the citizens of the City of Leon Valley;

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

SECTION I. That the statements above are found to be true and correct and are hereby incorporated.

SECTION II. Chapter 1 “General Provisions”, Article 1.10.032 “Police security personnel”, of the City’s Code of Ordinances is hereby amended to read as follows:

Sec. 1.10.032 Police security personnel

Due to the inherent risks involved regarding traffic and other safety issues associated with a Parade, both as to participants and others, all Parade permit holders shall be required to hire city police officers, at a number to be determined by the chief of police, dependent upon the specific route, number of participants, whether such parade be pedestrian and/or vehicular, and other safety concerns determined appropriate by the chief of police.

If an applicant believes the number of officers required is an undue amount, the applicant may appeal the decision of the chief of police to the City Council by filing, within 10 days of being informed of the number of officers required under Section 1.10.032, a written appeal with the City Secretary. Said written appeal shall contain the specific facts and appropriate documentation as to why the number of officers required is an undue amount. The City Council shall act upon this appeal within 30 days after its receipt.
SECTION III. All provisions of the Code of Ordinances of the City of Leon Valley codified or uncodified, in conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the Code of Ordinances of the City of Leon Valley codified or uncodified, not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION IV. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph or section of this Ordinance.

SECTION V. The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

SECTION VI. This Ordinance shall become effective immediately upon its passage and publication as required by law.

ADOPTED AND APPROVED on this 8th day of December, 2014 by a vote of the City Council of the City of Leon Valley, Texas.

Approved:

_______________________________
CHRIS RILEY
Mayor

Attest:

_____________________________
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _______________________________

_______________________________
CHARLES E. ZECH
City Attorney
Background

• A review of the Ordinance was done on November 8, 2014
  – The entire Ordinance is being looked at by City Attorney’s Office
  – An item that requires “immediate” attention is Section 1.10.032 “Police Security Personnel”
Police Security Personnel

- Due to inherent risks regarding traffic and other safety issues associated with a parade, all Parade permit holders shall be required to hire City Police Officers, at a number determined by the Chief of Police
  - Number of Officers is dependant upon
    - Route
    - Number of participants
    - Whether parade is pedestrian or vehicular
    - Other safety concerns
Appeal

• In listening to Citizens concerns, City Council has asked for an appeal process to the number of Officers required

• Within 10 days of receiving the number of Officers to be required under Section 1.10.032, the applicant shall file a written appeal to the City Secretary
Appeal

• Said written appeal shall contain the specific facts and appropriate documentation as to why the number of Officers required is an undue amount.

• City Council shall act upon this written appeal within 30 days after submission.
MAYOR AND COUNCIL COMMUNICATION

DATE: December 8, 2014  M&C # 2014-12-08-17

TO: Mayor and Council

FROM: Saundra Passailaigue, City Secretary

THROUGH: Manuel Longoria Jr., City Manager

SUBJECT: Consideration and possible action to direct staff to investigate the matter of the “Don’t Pave the Natural Area” signs that were removed on May 1, 2014 as requested by Councilman Carmen Sanchez.

PURPOSE

This item was placed on the City Council agenda at the request of Mayor Chris Riley pursuant to Resolution No. 2014R-01-13-01.

APPROVED: _____________________  DISAPPROVED: _____________________

APPROVED WITH THE FOLLOWING AMENDMENTS:

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
## Code Compliance
### Monthly Report - November 2014

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Overall Responses:
The Fire Department responded to 151 incidents this month (2013 – 143 incidents). Fire loss for the month was estimated at $500,000.

Fires:
Firefighters responded to a large fire at Forest Oaks apartments on July 5th. Firefighters arrived at 1AM to find two, 2-story occupied buildings on fire and worked quickly to evacuate 16 people and keep the fire from spreading throughout the complex. One patient sustained fatal injuries caused by what was later determined to be an intentionally set fire. A complete investigation and report immediately followed.

EMS Responses:
EMS responded to a total of 96 incidents (2013 - 93). Seventy-five (75) patients were transported to local hospitals by Leon Valley EMS. Twenty-nine (29) EMS support responses were made.

Other Responses:
Fire crews also responded to 13 false alarms, 1 hazardous condition, and 6 service calls.

Fire Prevention/Education:
Ninety (90) Fire inspections were completed, which includes 5 Certificate of Occupancy inspections. Two (2) fire permits were issued; Fiscal year-to-date fire permit fees received total $1,450. A total of $2,812.50 was collected in fiscal year 2013.

Personnel & Training News:

Fire station update – Steel and roof deck complete!

The new fire station construction progressed with block walls, electrical, plumbing, mechanical components, and roofing.
Fireworks display goes off without any problems: The department supervised the first permitted professional fireworks display in Leon Valley. Several videos were uploaded and shared on the departments Youtube account.

https://www.youtube.com/watch?v=bi5UGo5QzDE&feature=youtu.be

Honor Guard leads the 4th of July parade:
Led by Firefighter Daniel Cano, the team represented well and displayed their new station flag and parade banner.

Leon Valley EMS receives facelift:
The department received its new ambulance along with a new design. The 2015 Frazer ambulance is built on a Dodge, 1-ton diesel chassis. The change to red exterior paint brings consistency to the fleet of fire department vehicles.

Training focus: This month’s training included ground ladder and hose advance operations.

Work plan to improve communications:
The department met with AACOG and Bexar County Representatives this week and have developed a work plan to help move us towards an improvement to our radio system. Expect to hear more about this very important and exciting project in the coming weeks.
Fire department Captain Oscar Valdez wins Gold: Our very own Captain Oscar Valdez competed in Mansfield Texas in this year’s Texas Firefighter Games. He represented Leon Valley FD in the bench press event and won a Gold medal in his division with a bench press of 308 lbs!

Captain Oscar displayed excellent leadership in fitness, and we look forward to seeing him joined by others next year!

Keiser Sled fitness/training tool for new station: Several local businesses were approached to help acquire equipment for the new fire station, including fitness equipment such as a Keiser Sled; a piece of equipment specific to firefighting that helps sharpen techniques for forcible entry, ventilation, and fitness. The sled is priced at $2800, and is now one of only a handful in the region.

*Additional donations and equipment are coming in to support the new fire station and a final tally will be made available.*
## FIRE PREVENTION ACTIVITIES

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Luis Valdez, Fire Chief
LEON VALLEY FIRE DEPARTMENT
MONTHLY REPORT
AUGUST 2014

Overall Responses:
The Fire Department responded to 151 incidents this month (2013 – 143 incidents). Fire loss for the month was estimated at $40,000.

Fires:
Firefighters responded to a structure fire at 7123 Forest Pine that caused an estimated $35,000 in damage. Both occupants had evacuated the single family home and no injuries were sustained during the incident. The cause of the fire was determined to be unattended candles placed too close to combustibles.
Firefighters responded to a vehicle fire in the parking lot behind Baskin-Robbins. The cause of the fire was determined to be mechanical failure within the brake master cylinder.

EMS Responses:
EMS responded to a total of 120 incidents (2013 - 110). Ninety-three (93) patients were transported to local hospitals by Leon Valley EMS. Fifty-seven (57) EMS support responses were made.

Other Responses:
Fire crews also responded to 6 false alarms, 2 hazardous condition, 3 service calls, and one mutual aid structure fire in far West Bexar County.

Fire Prevention/Education:
Eighty-one (81) Fire inspections were completed, which includes 14 Certificate of Occupancy inspections. No fire permits were issued in August.

Personnel & Training News:

Fire station update – Steel and roof deck complete!:
The new fire station construction progressed with wall panels, doors, windows, rock work and stucco. Interior electrical and mechanical work continued.
**Fire-break work day with “A” shift:**
Special thanks to Captain Blake Wade and “A” shift for spending a few hours this month trimming up the fire break in the natural area. Two trees had fallen were removed, the grass cut down, and several limbs were trimmed up.

Leon Valley continues to demonstrate leadership with its Firewise designation.

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**Final proof of new cooking fire prevention campaign:**
The final design of our “cooking safe in Leon Valley” aprons has been completed thanks to the collaborative efforts of our firefighters and input from city staff.

In total, 150 aprons were donated by local insurance agents, and a final design has been selected.

The challenge was to find a way to improve on an already excellent fire prevention program and we believe this is it!

The new aprons are being printed and we expect to kickoff the new campaign with the fire prevention activities in October.

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**Chief Valdez serves as a panelist at a Firewise workshop in Schertz:**
At the completion of a full day lesson on urban-wildland interface, fire service professionals from central Texas (approximately 60) were able to ask an expert panel questions related to urban-wildland interface issues. The panel was made up of representatives from successful Firewise communities and included Leon Valley. The workshop was a big success and the Texas Forest Service has asked to feature Leon Valley’s shaded fuel break again in an upcoming presentation/tour.
Training, training, and more training!: The department training this month focused on hydrant operations, water supply, and gear drills.

The Honor Guard post at San Antonio Missions game: The Guard was invited by the Missions and the Leon Valley Chamber of Commerce to post colors for the August 5th baseball game. This was the first event for this team and they did a great job!

A video was posted to the departments Youtube account, and can be seen by clicking the following link.

https://www.youtube.com/watch?v=tRlY0MsAKbg&feature=youtu.be
## FIRE PREVENTION ACTIVITIES

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Luis Valdez, Fire Chief
MINUTES OF THE MEETING OF THE
LEON VALLEY ZONING COMMISSION

October 28, 2014

The meeting of the Leon Valley Zoning Commission convened at 6:30 p.m. on Tuesday, October 28, 2014, in City Council Chambers at 6400 El Verde Road, Leon Valley, Texas.

I. Roll Call

Present were Chairman Claude Guerra III, 1st Vice-Chair Olen Yarnell, and Members Hal Burnside, Pedro Esquivel and David Jordan. Absent and properly excused were 2nd Vice-Chair Phyllis McMillan and Member Nicole Monsibais. Also present was Kristie Flores, Director of Community Development, acting as recording secretary.

II. Approval of the Minutes – August 26, 2014

Commissioner Hal Burnside noted an administrative amendment to note his attendance at the August 26, 2014 meeting. Commissioner David Jordan made a motion to approve the minutes of August 26, 2014 as amended. 1st Vice Chair Olen Yarnell seconded the motion and the motion passed unanimously by voice vote.

III. Public Hearing and Consideration of a Zoning Amendment to Chapter 14, “Zoning Ordinance” Regarding definitions and permitted uses in general.

Chairman Claude Guerra III, opened the discussion and staff presented the details of the proposed Zoning Amendments. Staff noted that the amendments resulted from discussions by Council regarding complaints in neighborhoods of too many persons living in homes and too many commercial vehicles parking in residential areas. Staff presented the Commission with the same information presented to Council and proceeded to explain the proposed amendments created by the City’s attorneys from Denton-Navarro-Rocha-Bernal-Hyde-Zech, P.C. The Commission discussed the proposed revision to the definition of “family” as proposed. They also reviewed the proposed change to vehicle parking in the R-1, R-2, R-6, and R-7 residential districts.

Chairman Claude Guerra III, opened the public hearing at 7:16 p.m.

Tony Westrich, 6100 Forest Wood, addressed the Commission and noted that the purpose of the amendment was not clearly spelled out. He also noted that he has family that lives with him and contribute rent and asked how the amendment would affect his living situation. Mr. Westrich agreed with the Commission’s discussion that there were too many unanswered questions and variables to be considered.

Being no further discussion, Chairman Guerra III closed the public hearing at 7:18 p.m.

After consideration, discussion regarding the amendments, how they would be enforced, and the public hearing, Commissioner Pedro Esquivel made a motion to table the recommendation regarding family and parking to their next regular meeting of November 18. The motion to table was seconded by 1st Vice-Chair Olen Yarnell, and the motion passed unanimously by voice vote, 5-0.

The Commission requested that staff: publicize the agenda items more (Echo, newsletter, reader boards, enews), obtain quantitative data such as police reports or other supporting information which indicated why the amendments were needed, and asked that Ms. Clarissa Rodriguez, attorney assisting with the amendments be available for questions at the next meeting. The Commission noted that it was unclear why the City was examining how many persons were living in a private
information was needed before a recommendation could be made. They also noted that they were established to investigate and study of matters relating to the protection, enhancement, perpetuation or use of properties and structures, and to submit reports and recommendations to the City Council and they want to do so after they have acquired more information.

IV. Executive Session in Accordance with the Texas Local Government Code

There was neither item, nor action necessary for this session.

V. ADJOURN

Commissioner Pedro Esquivel made a motion to adjourn, seconded by Commissioner Hal Burnside. The motion carried by voice vote and the meeting was adjourned at 7:44 p.m.

[Signatures]
CHAIR

[Signature]
STAFF
MINUTES

The Home Rule Charter Commission of the City of Leon Valley, Texas met on the 5th day of November 2014 at 6:00 p.m. at the Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

Call to order and announcement of a quorum.

Chairman Arthur "Art" Reyna called the meeting to order at 6:09 p.m. and determined that a quorum was present.

The minutes reflect that the following Members of the Home Rule Charter Commission were present: Chairman Arthur "Art" Reyna, Vice Chairman Jack Dean, Rudy Garcia, Kathy Hill, David Jordan, Mike McCarley, Liz Maloy, Victor Rodriguez, and Al Uvietta. Not in attendance and excused were Darby Riley and Manuel Rubio.

City Attorney Charles Zech, City Manager Manuel Longoria, Jr., and Human Resources Director & Commission Staff Liaison Crystal Caldera, Economic Development Director Claudia Mora were also present.

Adopting the minutes of the October 8, 2014 Home Rule Charter Commission Meeting.

Chairman Reyna asked the Commission if they had any changes to the minutes. Commission Member Liz Maloy made a motion to adopt the minutes as written for October 8, 2014. Vice Chairman Jack Dean seconded the motion. The motion passed unanimously.

Discussion, consider and possible action on Article III Mayor and City Council.

City Attorney Zech began with his changes to Section 3.09 Prohibitions Part D which stated the following:

"It shall be unlawful for the Neither the City Council nor any of its members to shall dictate to the City Manager the appointment of any person to office or employment. The No City Council or its members will not shall interfere in any manner with the City Manager in the performance of the duties of that office or prevent the City Manager from exercising the City Manager's own judgment in the appointment of officers and employees whose employment, appointment, and supervision are reserved by this Charter for the City Manager. Except for the purpose of inquiry and investigations, the City Council and its members shall deal with the City Staff solely through the City Manager, and neither the City Council, as a body or any individual member, nor any individual not having administrative or executive functions under this Charter shall give orders to any of the subordinates of the City Manager, either publicly or privately".

There was no discussion the Commission was in unanimous consensus over the recommended changes as presented by Attorney Zech.
The next section that was visited was section 3.11 Ordinances Section Part A Passage, which states the following:

“Except as may otherwise be prescribed in this Charter or other law, all ordinances shall be read in open meeting of the City Council on two (2) separate days provided that all readings of any ordinance may be by descriptive caption only. Any ordinance necessary to protect the public’s peace, health, safety and general welfare, may be passed as an emergency and become effective at once upon one (1) reading of the City Council, upon the approval of a majority vote of the City Council members that it is an emergency at said reading and the finding of an emergency shall be stated within the ordinance”

The Commission had little discussion in regards to this verbiage and agreed to the language as presented by City Attorney Zech.

City Attorney Zech presented Section 3.12 Council Investigation; Hearing; Process Part A. General, which stated the following:

“In addition to any other specific authority of investigation and hearing provided for in this Charter, the City Council shall have the power to inquire into the official conduct of any department, agency, appointed boards, office, officers, [employees] or appointed board members of the City. For the purpose of investigations and hearings, the City Council shall have the power to administer oaths, subpoena witnesses, compel the production of books, papers, and other evidence material to the inquiry. The City Council shall provide, by ordinance, penalties for contempt in failing or refusing to obey any such subpoena or to produce any such books, papers or other evidence. The City Council shall have the power to punish any such contempt in the manner provided by such ordinance.”

Chairman Reyna reviewed the discussion that happened at the last meeting, the main concern was whether to delete the word “employees” from the passage above. Vice Chairman Dean felt the City Manager should have the sole authority to investigate employees; if the City Council did not agree with the City Manager’s actions then the City Council had the authority to reprimand and/or terminate the City Manager. There was a lengthy discussion. The following members were in favor of the language as presented by City Attorney Zech: Chairman Arthur “Art” Reyna, Rudy Garcia, Kathy Hill, David Jordan, Mike McCarley, Liz Maloy, Victor Rodriguez, and Al Uvietta. One opposed Vice Chairman Jack Dean, no abstentions, the motion passed.

Discuss, consider and possible action on Elections.

City Attorney Zech presented Article 4 Elections, stating that the language inserted in this section is standard verbiage. There was question arising from section 4.06 Taking of Office; which state the following:

“Each newly elected person to the City Council shall be inducted into office at the first regular City Council meeting following the canvass of the votes”

There was some discussion and a request to add specific language to state the following: “Newly elected officials shall be inducted into office as the first item of business on the agenda at the first regular City Council Meeting”. All were in favor of the additional language, none opposed, none abstained. The motion passed unanimously.

Discuss, Consider and Possible action on Initiative, Referendum and Recall.

City Attorney began by defining Initiative, referendum and recall. Then he asked the Commission if they wanted Initiative, referendum and recall, all the commission members were in agreement to have initiative, referendum and recall in the City Charter.

City Attorney Zech reviewed different examples from vague to specific language dealing with initiative, referendum and recall. City Attorney Zech recommended to the committee to use a percentage of registered voters to initiate referendum, initiative, and/or recall by petition. It was determined that there were 6868 registered voters.
There was a lengthy discussion and the following comments were made about petition validity:
- The original signatures
- The ordinance should be on the top of the petition
- The signature must be of a registered voter
- The person collecting the signatures should be a registered voter of the city
- The City Secretary would verify the petition
- The City Secretary will verify the petition against the registered voter list

The Commission discussed the percentage of registered voters necessary to initiate referendum by petition. The Commission unanimously agreed on 10 percent.

The Commission discussed the percentage of registered voters necessary to set forth an initiative by petition. The Commission unanimously agreed on 10 percent.

The Commission discussed the percentage of registered voters necessary to initiate a recall by petition. The Commission unanimously agreed on 20 percent.

The Commission then reviewed the process requirements specific to the petition for initiative, referendum and recall. City Attorney Zech asked the commission to consider the following:

- A minimum of 5 qualified voters may commence (petition committee) initiative, referendum and recall proceedings by filing with the City Secretary.
- The signers of the petition should include signature, address, date, registration number etc.
- A time limit after the City Secretary is notified
- A time limit for the City Secretary verify the petition

The Commission was in favor of having a petition committee with a minimum of five members, must be a resident and a registered voter of the City of Leon Valley.

The Commission agreed to have elections for an initiative, referendum and/or recall at the City’s general election for that year.

There was consensus among the Commission to allow the City Secretary 45 days to validate the signatures.

Commission Member Al Uvietta asked the Commission to consider language that would allow the petition committee to gather signatures of 20% of the registered voter. This would require City Council to consider their request and if City Council denies the request, then it would automatically go on the ballot (nicknamed super petition). There was some discussion in favor of the above language, but the commission agreed to pick up here at the next meeting.

Adjournment

Chairman Arthur “Art” Reyna announced the meeting adjourned at 9:11 p.m.

APPROVED:  
Arthur “Art” Reyna  
Chairperson

ATTESTED:  
Crystal Caldera  
Staff Liaison

Leon Valley Home Rule Charter Commission
The Home Rule Charter Commission of the City of Leon Valley, Texas met on the 19th day of November 2014 at 6:00 p.m. at the Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

Call to order and announcement of a quorum.

Chairman Arthur “Art” Reyna called the meeting to order at 6:03 p.m. and determined that a quorum was present.

The minutes reflect that the following Members of the Home Rule Charter Commission were present: Chairman Arthur “Art” Reyna, Rudy García, Kathy Hill, David Jordan, Mike McCarley, Liz Maloy, Victor Rodriguez, Darby Riley, Manuel Rubio and Al Uvietta. Not in attendance and excused was Vice Chairman Jack Dean.

City Attorney Charles Zech, City Manager Manuel Longoria, Jr., and Human Resources Director & Commission Staff Liaison Crystal Caldera, Economic Development Director Claudia Mora were also present.

Adopting the minutes of the November 5, 2014 Home Rule Charter Commission Meeting.

Chairman Reyna asked the Commission if they had any changes to the minutes. Commission Member Liz Maloy made a motion to adopt the minutes as written for November 5, 2014. Commission member David Jordan seconded the motion. The motion passed unanimously.

Discussion, consider and possible action on Article III Mayor and City Council.

The Commission agreed to suspend this item to Item Five on the agenda and take up Item 4 Discuss, Consider and approve Article IV Election.

Discuss, consider and possible action on Elections.

City Attorney Zech presented Article 4 Elections, reviewing language he inserted in Section 4.06 Taking of Office; which now includes “as the first item of business” and reads as follows:

"Each newly elected person to the City Council shall be inducted into office [as the first item of business] at the first regular City Council meeting following the canvass of the votes.

There was some discussion all were in favor of the language, none opposed, none abstained. The motion passed unanimously.

Discuss, Consider and Possible action on Initiative, Referendum and Recall.

City Attorney began by recapping the discussion what took place at the last meeting. Where the Commission agreed to the following:
- A petition committee with a minimum of five members
- 10 percent of registered voters necessary to set forth a referendum
- 10 percent of registered voters necessary to set forth an initiative
- 20 percent of registered voters necessary to set forth an recall

At the last meeting the Commission also looked at the possibility of having the petition committee gather signatures of 20% of the registered voters. This would require City Council to consider their request and if City Council denies the request, then it would automatically go on the ballot (nicknamed super petition).

There was a lengthy discussion and some concern over the “super petition”. The thought was 20% would make it unnecessarily hard for individuals trying to initiate a referendum or initiative.

There was continued discussion and Commission Member Rudy Garcia made a motion to include the following in Article 6:
- A petition committee with a minimum of five members
- 15 percent of registered voters necessary to set forth a referendum
- 15 percent of registered voters necessary to set forth an initiative
- 20 percent of registered voters necessary to set forth a recall
- 90 days to collect signatures
- If City Council still rejects the ordinance (after receiving the required number of signatures), then the ordinance would automatically go on the ballot.
- The election would be held on the next uniform election date.

Commission Member David Jordan seconded the motion.

There was more discussion but all were in favor of the above bullet points, none abstained and none were opposed. The motion passed unanimously.

The Commission was agreement with Article 6 Initiative, Referendum and Recall Section 6.01 General Authority as presented by City Attorney Zech.

The Commission was in agreement with Article 6 Initiative, Referendum and Recall Section 6.02 Commencement of Initiative, Referendum and Recall Petitions; Petitioners’ committee; Affidavit, with the following changes:
- Clarify that anyone can circulate a petition
- The ordinance is on each page of the petition
- Petitions shall be returned to the Office of the City Secretary for filing within 90 days after filing of the affidavit
- Each page of the petition will be notarized
- The City Secretary has 30 calendar days to verify the petition

The Commission was in agreement with Article 6 Initiative, Referendum and Recall Section 6.03 Initiative, Referendum and Recall Petition Process; Certificate of City Secretary; Supplementation; Presentation to Council; Council Review with the following change:
- The City Secretary would send the certificate to the designated address as specified by the petition committee

City Attorney Zech then directed the Commission to Article 6 Initiative, Referendum and Recall Section 6.10 Initiative; Requirements specific to Petition for Initiative; Procedure. The Commission agreed that Part B would read as follows:

_Upon presentation to the City Council they shall, within 45 days after the date the petition was finally determined sufficient, hold a public hearing and vote on the adoption or rejection of said ordinance._
The Commission was in agreement with Article 6 Initiative, Referendum and Recall Section 6.11 Referendum; Requirements specific to Petition for Referendum; Procedure; Effect Prior to Election Part D. to read as follows:

A petition for referendum on the same subject matter may only be submitted once every two (2) years, from the date it was at the ballot box.

The Commission discussed and was in agreement with Article 6 Initiative, Referendum and Recall Section 6.12 Initiative and referendum; Form of Ballots, the ballot will read as follows:

"For the Ordinance" or "Against the Ordinance"

City Attorney Zech then directed the Commission to review Article 6 Section 6.04 Requirements Specific to Petition for Recall. There was some discussion on whether the language to recall an elected official should be "distinct and specific" or "general". The majority of the Commission agreed to "distinct and specific".

Discussion, consider and possible action on Article III Mayor and City Council.
This item was postponed for discussion until the next meeting.

Adjournment

Chairman Arthur “Art” Reyna announced the meeting adjourned at 9:16 p.m.

APPROVED: ____________________________
Arthur “Art” Reyna
Chairperson

ATTESTED: ____________________________
Crystal Caldera
Staff Liaison
City of Leon Valley 2012 Bond Program Oversight Committee Meeting October 23, 2014

Chairman Esquivel called the 2012 Bond Program Oversight Committee meeting to order at 6:00 pm. Committee Members Uvietta, Zavala, Davis, and Dean were present and Committee Members Hill and Yarnell were absent with Yarnell’s absence being excused.

City Manager Manuel Longoria Jr., Fire Chief Luis Valdez, Public Works Director Melinda Moritz and Police Chief Randall Wallace were also present. Councilperson Sanchez joined the meeting at 6:15 p.m. Councilman Diaz was absent and this was excused as well.

A quorum was present.

Approval of Minutes

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

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

Fire Station Dedication Event

Chairman Esquivel recognized the City Manager Manuel Longoria Jr. The City Manager advised that the Architects submitted a proposal for the dedication plaque and that staff had taken this and added to it. The City Manager wanted to put something together that would recognize everyone who had a part in the project. The template for the plaque was shown to the Committee Members. The City Manager advised that the Fire Station would be completed in December but the City was looking at a dedication date in January. Committee Member Davis stated that the recognition of the Bond Oversight Committee was important, but that the original committee needed to be acknowledged as well. Chairman Esquivel questioned on how hard it would be to add those names to the plaque. The City Manager explained that the originally Committee Members now comprise the current committee, but could add the original members to the plaque while listing the dates they served as well. The City Manager said that adding them was important, since they are the ones who helped with the bond election and getting this project started.

The question came up about the several individuals who have served at different capacities during the project. This included Jack Dean, Abraham Diaz, and Kathy Hill who have all served as City Council liaisons as well as has members of the Committee. After a brief discussion, it was decided to list these individuals in each area they served.

Committee Member Zavala then pointed out that his name should be Francisco instead of Frank. Committee Member Davis asked for his name to be put as Mike K. Davis Jr.

The City Manager, in an effort to get direction told the Committee that the original committee would be recognized on the plaque, along with the dates they served, that the persons who served in varied capacities would be listed in each of these roles, and two names would be spelled as requested.

With no further questions or comments, the Chairman moved to the next item on the agenda.
City of Leon Valley 2012 Bond Program Oversight Committee Meeting October 23, 2014

Project Next Steps: Transition to New Fire Station and Planned Work for City Hall Renovations Phase of the Project

Chairman Esquivel recognized the City Manager to present the next item. The City Manager advised that he visited with Manny Valdez our Project Superintendent earlier this week and the schedule has the Fire Department being completed December 17. On December 18th, the team would then change their focus to the existing Fire Department and start the renovation project.

Committee Member Dean asked about the transition to the new Fire Station. The City Manager recognized the Fire Chief who advised that the Fire Department is presently packing items not needed at this point, along with storing any items that are being delivered. On November 3, 2014, the Fire Department will start moving support equipment, including the air compressor, hose rack, boxes and any new furniture delivered. In working with the Contractor, space has been identified in the bay area to store these items.

At the end of November a large load of surplus equipment will be removed from the existing station and just prior to the new move in date, the Fire Department will exist using the bare minimum of item/equipment.

Committee Member Zavala questioned, if by moving items into the new station were we accepting these portions. The Manager advised that a temporary Certificate of Occupancy will be issued and the warranty will start after all the issues identified has been addressed and the Certificate of Occupancy issued.

The City Manager stated that the project in the existing fire station would start on December 18th and this would have minimal impact on our current operation because of the separation between the fire department and police department.

The Manager advised the PD should be able to move into their new facilities the 21st of May and that is when the larger part of the project starts. City Hall will start preparing in the April for this move, with some employee’s going to the Kinman House and others going to leased space.

The City Manager stated that they would like to do the roof as one project and this may be done while City Hall is occupied, but this should have no effect on our operation.

Committee Member Uviutta asked if the construction at City Hall will have any effect on the PD and was advised that it would not.

The Committee then readdressed the plaques issue with the Chairman asking if there was a necessity for three plaques or will one suffice. After a discussion it was asked the price of the plaques. The City Manager advised between $600 - $1,000 and it was decided to do more than one. The City Manager stated he was not worried about the cost, but instead was worried about duplication. It was then agreed, after a discussion, that two plaques would suffice.

Financial Report

The Chairman again recognized the City Manager. The City Manager gave the Committee Members a copy of the "Municipal Facility Capital Project Expense Report as of October 17, 2014". The City Manager pointed out that at last meeting the City was at 32% of the budget and this meeting was at 36% of the budget.
City of Leon Valley 2012 Bond Program Oversight Committee Meeting October 23, 2014

The City Manager further stated the Fire Station was approximately 85% completed and by the next committee meeting this number would be at 98%.

The City Manager explained to the Committee that there was a contingency fund set up for this project, and if this was not needed for the building, it could be used for alternatives.

Committee Member Davis asked if there were any hazardous materials in the existing structures. City Manager Longoria advised that during testing asbestos was found in the oldest part of our building, the area the Police Department is currently in.

The City Manager advised the Committee that he has met with Project Control and that he was going to negotiate with them so they would become our project manager for the remainder of the project. He described Project Controls as being a group of Engineers and Architects who would fight for our side on any issues. During their first meeting, the City Manager was advised that Project Controls would save enough in the project to cover their fees.

Committee Member Zavala asked what the Police Forfeiture Account was and this was explained.

The City Manager advised that the contingency fund was for any unforeseen issues, and at the end of the project, if any of this money was not spend, it would come back to the City. When we get a little closer to the end of the project, the City Manager advised that these monies that were not spent may be used to fund items that were listed as alternatives during the bidding process.

Chairman Esquivel cautioned that we needed to be careful about spending monies on items above the scope of its intended purposes because of the mandates placed on the Committee. The Manager explained that the alternatives were identified during the design phase of the project, but remained unfunded.

The Chairman asked what was the pleasure of the Committee in regards to meetings in November and December due to holidays. After a discussion, a motion was made by Committee Member Dean and seconded by Committee Member Uvietta to have the next meeting on December 11, 2014 at 6 p.m. This would give another opportunity to view the new building prior to the Fire Department moving in.

Adjourn

Hearing no further business a motion was made by Al Uvietta and seconded by Francisco Zavala to adjourn the meeting. The meeting was adjourned at 6:50 p.m.

[Signature]
Pedro Esquivel, Committee Chairman
City of Leon Valley Minutes of the Meeting of the Community Events Committee

August 20, 2014

The meeting of the Community Events Committee convened at 6:35 p.m. on Wednesday at Leon Valley City Hall, 6400 El Verde, Leon Valley, Texas 78238.

I. ROLL CALL

Present were Chairman, Carlos Vera, Committee and Council member Ricardo Ruiz, Committee members Darcy Vera, Bobbie Schaeff and Jackie Walton. Also present was Sylvia T. Gomez, Administrative and Staff Liaison.

II. APPROVAL OF MINUTES

Chairman Carlos Vera motioned for approval of the minutes and Committee member Evelyn Scarborough seconded the motion. The Committee then moved to accept the meeting minutes of July 16, 2014 as read. The motion was passed.

III. NEW BUSINESS

Chairman Carlos Vera opened with discussion on preparing for Grandparents’ Day with usual supplies. The city concert budget will provide for ordering of the flowers, purchase of cookies, some punch items and paper products. Committee member Darcy Vera will purchase items for raffle baskets as prizes and asked for extra money to prepare the gift baskets. She will submit her receipts. Committee members were encouraged to donate items for the gift baskets as well.

Staff Liaison Sylvia Irwin will make sure Grandparents’ Day is announced to the Northwest Senior Club as usual.

Staff Liaison Sylvia Irwin will revise her original guest list to include new senior care centers in the immediate area that have closed or changed names. The Sterling House, The Waterford, Villas of Leon Valley and Christian Village are already on the list but may need updating due to Activity Directors changing employment. Staff Liaison Sylvia Irwin plans to call or personally visit when flyer ready to be distributed.
Staff Liaison Sylvia Irwin printed some current flyers but asked the committee to come up with a new flyer for Grandparents’ Day. Chairman Carlos Vera will attempt to create a new flyer and send it to Staff Liaison Sylvia Irwin for copies and distribution.

Committee Chairman Carlos Vera then proceeded to discuss the Jazz Festival on October 4th and 5th.

Committee and Councilmember Ricardo Ruiz called Anthony Tobias when questions came up on beverage pricing being lower, signage by the stage for a lost and found with performers and times to be listed at the information booth and would a shuttle assist the attendees from the parking areas to the event site? Will City services contact information or a sign-up sheet for the weekly city email distribution list be available? Promoter Mr. Tobias responded with some answers but asked the committee to attend the Thursday, September 18, 2014, Festival Committee meeting to discuss these questions and any others they may have about the event.

IV. OTHER BUSINESS

The Committee will discuss Los Leones at the next committee meeting on September 17, 2014.

V. ADJOURN

A motion to adjourn was made by Chairman Carlos Vera and seconded by Jackie Walton. The meeting adjourned at 7:17 p.m.

CHAIR ___________________________ Date 11/19/2014

Staff ___________________________ Date 11-19-14
GRANDPARENTS DAY ACCOUNTING FOR 2014

Briegler Wholesale Floral (carnations) $ 46.00
Sam’s $ 87.70
Gift Basket Prizes c/o Darcy Vera $ 197.76
Punch supplies & floral Donated by Sylvia $ 30.46

TOTAL $ 361.92
Call to Order and Determine if Quorum is Present
Board President Stephen Ynostrosa called the meeting to order at 6:36 p.m. Board Vice President Claude Guerra, Board Secretary David Gannon, Board Member Rudy Garcia and Board Member Joe Sanchez were present, constituting a quorum. Board Treasurer McCarley and Board Member Georgia Zannaras were excused. Board Attorney Peña was absent. Also in attendance was Staff Liaison Claudia Mora, acting as recording secretary.

Citizens to be Heard
There were none.

Consider LVEDC Minutes – August 27, 2014
Staff Liaison Mora reported that changes had been made earlier in the day as a board member identified a correction needed. Board Member Garcia noted that “Councilman Garcia” should read as “Councilman Diaz”. Board Secretary Gannon moved to approve the minutes for August 27th as changed. Board Member Garcia seconded the motion. The motion carried by voice vote.

Financial Report by LVEDC Treasurer and Consideration
In Board Treasurer McCarley’s absence, Ms. Mora presented the report. She noted that the information reported was gathered and submitted by Mr. McCarley. Since the Board Treasurer’s visit to the bank to get current balances, there were no checks processed. Checking account balance was $61,700.24; this included a $50,000 transfer made on September 9, 2014. The balance in the money market account was $563,879.26. The total in both accounts was $645,578.50. Ms. Mora also reported that there would be a check from the City of Leon Valley in the amount of $55,92. The check was for reimbursement of funds spent by the LVEDC for an LVEDC banner for the 4th of July Celebration. The banner was misplaced and the City reimbursed the LVEDC for its cost.

Board Vice President Guerra moved to accept the financial report. Board Member Garcia seconded the motion. The motion carried by voice vote.

Discussion and Possible Action on Proposals from by The Retail Coach and Drew Advertising to Develop a Website and Trade Show Booth
Staff reported that The Retail Coach (TRC) offered to do the trade show booth at no cost to the LVEDC. Ms. Mora cited Mr. Farmer’s concern that there would not be enough time between a formal decision by the Board and the production of the booth for ICSC Texas Conference and Deal Making in November. As this item seemed to be similar or related to agenda item VI, Board Secretary Gannon suggested tabling this agenda item until the presentation, discussion and action of agenda item VI were made. Board Member Sanchez provided comment that agenda items V and VI were two different items – pointing out that some of the issues and/or facts being discussed could apply to either agenda item. This led to the idea that, perhaps, agenda item VI should be discussed first. Staff commented that agenda item V was to choose a vendor to develop the LVEDC website; whereas, VI was an opportunity for the LVEDC to participate with The Retail Coach in a booth in Las Vegas that was a larger venue that may be more affordable than having our own booth at ICSC RECon. Staff also indicated that more information may be provided in the next agenda item that may clarify some things for the current agenda item.
With no objection, Board President Ynostrosa moved to agenda item VI with the intention of returning to agenda item V.

The discussion after the action taken in agenda item VI:

Since TRC offered to develop the trade show booth at no cost to the LVEDC, the Board needed to decide which agency to contract with to develop a website for the LVEDC. Discussion ensued on the possibilities of engaging either agency for the job.

TRC seemed to have a positive aspect to its proposal because of the links to the TRC proprietary information and databases from which the LVEDC could connect to in the set-up of the webpage.

Board Member suggested tabling the maintenance option of the proposal until staff could get clarification from TRC.

Board Member Garcia moved to select The Retail Coach to develop the LVEDC webpage and table the maintenance option of the proposal until staff could get clarification from TRC. Board Vice President Guerra seconded the motion. The motion carried by voice vote.

**VI. Presentation, Discussion and Possible Action on Joining The Retail Coach Booth at ICSC RECon in Las Vegas and Expend $5,000 for Participation in the Booth**

Staff Liaison Mora informed the Board that TRC invited ten (10) clients to join them in Las Vegas for ICSC RECon and share the TRC booth. Each client would have an area to feature their community, have meetings and, generally, work out of during the conference. The cost of $5,000 would go toward space rental and producing the set up for the trade show. TRC was offering their larger area for the clients to hold meetings with prospects. We could use the materials developed for the LVEDC trade show booth in this space.

Board Secretary Gannon moved to adopt the resolution for the LVEDC to join The Retail Coach Booth at ICSC RECon in Las Vegas and expend $5,000 to participate. Board Member Garcia seconded the motion. The motion carried by voice vote.

The Board went back to agenda item V.

**VII. Presentation, Discussion and Possible Action on Sponsoring the Leon Valley Area Chamber of Commerce October Luncheon and Expend $450 for the Sponsorship**

Board President Ynostrosa reported that he had been approached by the LVACC regarding the Board becoming a corporate member and sponsoring the October luncheon. The cost would be $450. Board Secretary Gannon moved for the LVEDC to become a corporate member of the LVACC, sponsor the October luncheon and expend $450. Board Vice President Guerra seconded the motion. The motion carried by voice vote.

**VIII. Presentation, Discussion and Possible Action on Investment Recommendations by Patterson & Associates**

Staff reported that Patterson & Associates recommended that the money in Frost Bank be divided into three accounts with two being new money market accounts in two separate banks, Crockett National Bank and Discover Bank. They also recommended that the new accounts have balances of $248,000 each; and, that the balance of the funds remain in the Frost Bank accounts. Discussion ensued. Concern was raised over the amounts designated for the new accounts. Board members were concerned that there would not be enough funds left in Frost Bank to take care of the LVEDC monthly operations for the fiscal year. It was discussed that the LVEDC could tailor the amounts in the money market account as it saw fit. The Finance Committee would discuss and come up with suggested amounts.
Board Member Sanchez moved to approve the establishment of two money market accounts as recommended by Patterson & Associates; and to take care of the details of the accounts at a later date. Board Secretary Gannon seconded the motion. The motion carried by voice vote.

IX. **Closed Session in Accordance with the Texas Government Code.**
The City of Leon Valley Economic Development Corporation Board will Convene in Closed Session:

A. Pursuant to Tex. Gov’t Code Ann. § 551.071 (1),(2) update regarding Larry Little v. Leon Valley EDC;

B. The City of Leon Valley Economic Development Corporation Board will Reconvene into Open Session and may take action on the Closed Session Items.

In the absence of the Board Attorney, there was no need for the Board to go into Closed Session on this item.

X. **Presentation, Discussion and Possible Action on Activity Regarding 501(c)(6) Designation Termination**
Staff presented information from Jorge Herrera, CPA CIA PC as to the options the LVEDC had regarding this item. The easiest action to take would be to check off the box on the IRS Form 990 that indicates that the entity is not a 501(c)(6) entity and therefore does not need to file the 990 in the future. This option would probably only give the LVEDC one chance to request a refund of one penalty paid. The second option was for the LVEDC to file an IRS Form 8490 Miscellaneous Determination Request with a $400 fee payment. This form cites reasons for the filing entity, LVEDC, to claim that it is not a 501(c)(6) entity due to the fact that it is part of a comprehensive audit of a local government which is an automatic exemption from filing a Form 990.

Filing the form gives the LVEDC the opportunity to get a refund of all penalties paid. If a determination is not received by the February 15 filing deadline for the 990, Jorge Herrera, CPA CIA PC will file an extension for the 990. This would give the LVEDC until May 15 to file the 990 and for the IRS to provide a response. If a response is not received by May 15, a second extension would be filed.

Discussion ensued. Board Members were concerned that “termination” would have a negative effect on the LVEDC. Staff commented that the designation was being terminated and it would not affect the LVEDC’s charter with the State of Texas. She also commented that it was important that both staff and Board make it clear to inquirers that the designation was for IRS purposes and was not necessary.

Board Member Garcia moved for the LVEDC to terminate the 501(c)(6) designation, file the Form 8490 and pay the $400 fee. Board Member Sanchez seconded the motion. The motion carried by voice vote.

XI. **Presentation, Discussion and Possible Action on Proposal for Accountant Services by Jorge Herrera, CPA CIA PC for the IRS Form 990 for the Fiscal Year Ending September 30, 2014**
Ms. Mora reported that Mr. Herrera recommended that the LVEDC Board not take action on this item. He suggested that the Board wait to see the outcome of the Form 8490 before engaging his firm to complete a Form 990 for the Fiscal Year Ending September 30, 2014.

Board Secretary Gannon moved to table this item. Board Member Garcia seconded the motion. The motion carried by voice vote.

XII. **Report on ICSC RECon 2014**
Board President Ynostrosa asked that this item be moved to October 22.
At this time, Board Member Sanchez asked to go into closed session. The LVEDC Board of Directors adjourned into Closed Session at 8:02 p.m.

The LVEDC Board of Directors reconvened into open session at 8:40 p.m.

No action was taken in closed session

XIII. Future Agenda Items
A.) Work Session(s) on Strategic Plan – Board Secretary Gannon explained that he had been traveling and was unable to meet with the committee. He said he would come back with possible meeting dates.
B.) Proposal from Leon Valley Area Chamber of Commerce – When asked, staff reported that the LVACC had not submitted an application or information as requested by the Board in August. Staff was directed to wait for the Chamber to ask for direction or assistance.

XIV. Announcements
Staff reminded the Board of the regular October meeting scheduled for October 22.

XV. Adjourn
Board Secretary Gannon moved for adjournment. Board Member Garcia seconded the motion. The motion carried by voice vote. The meeting was adjourned at 8:48 p.m.

Signed

Stephen Nostrosa
Board President

David Gannon
Board Secretary
MINUTES

Library Board of Trustees Meeting of
October 14, 2014 at 5:30pm at the Library

The Meeting was called to order by acting Chairperson, Susan Priesand at 5:45pm. Those present were Peggy Bissett, Susan Priesand, Barbara Owens, Carol Poss, Jill Crane and Assistant Library Director Sandy Schultz. Absent: Peggy Proffit, Katie Gwaltney, Dr. Horace Staph, Joyce Trent. A quorum is present.

A motion was made by Carol Poss and seconded, that the minutes for the September 9th 2014 Board of Trustees Meeting be accepted as presented. Unanimous approval.

Library Director’s Report

General update was given on Joyce Trent, Library Director’s condition following her surgery.

Statistical report for September 2014 was presented. Current storyhour attendance continues to increase with numbers approaching 70 people in the children’s section during Tuesday mornings. If this continues and potentially increases, a second storytime will be added on Thursday mornings. New memberships continue to increase as do numbers in programming due to increased numbers of events for teens as well as adults.

The Fire Department Cooking Safety program in partnership with the Library was presented. 10 Aprons will be given away as part of Fire Prevention Month. The Fire Department has also partnered with the library for storytime and will be presenting “Stop, Drop and Roll” as well as bringing their smoke house and leading the kids through the house and under the smoke.

Halloween will be celebrated at the library on Tuesday, October 28 at 10:30 am during storytime and again on Friday, October 31 from 3-6 pm. Staff will be in costume, crafts and games will be available as well as goodies for the kids.

Carol Poss reported on Friends of the Library activities. The First Saturday Book Sale in combination with the Fall Book Sale raised $1047.00.

Carol reminded the Board of the upcoming 26th Annual Breakfast with Santa to be held Saturday, Dec. 6th 8:00am -10:30. The day was reviewed in general. Joyce Cook has agreed to help with the Silent Auction due to Joyce Trent being unavailable due to medical leave. She and Sandy will be working on Silent Auction together. Sandy will be working on the five crafting tables. Now that the book sale is complete, Carol’s concentration will be on the Breakfast.

[Signature]

Horace E. Staph, Chair
It was moved by Barbara, and seconded by Jill that the elections be postponed as many board members were not present at this meeting. The motion passed unanimously.

There being no further business or announcements, Susan Priesend moved to adjourn the meeting. Peggy Bissett seconded the motion, motion approved and the meeting adjourned at 6:25 pm.
# Leon Valley Public Library Statistics

## October 2014 vs. September 2014

<table>
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<tr>
<th>Category</th>
<th>October 2014</th>
<th>vs.</th>
<th>September 2014</th>
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<tbody>
<tr>
<td>Items Loaned</td>
<td>2826</td>
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<td>2955</td>
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<tr>
<td>Door Count</td>
<td>8124</td>
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<td>6669</td>
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<td>Days Open/Average Per Day</td>
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<td>21/141</td>
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<tr>
<td>OneClickAudio Checkouts</td>
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<td></td>
<td>2</td>
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<td>Axis 360 Checkouts</td>
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<td></td>
<td>4</td>
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<tr>
<td>Items Added New/Redone</td>
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<td></td>
<td>70/53</td>
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<tr>
<td>Items Withdrawed</td>
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<td>157</td>
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<tr>
<td>Value of Items Withdrawn</td>
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<td>Value of Gift Items</td>
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<td>Volunteer Hours</td>
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<td>Faxes</td>
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<td>Library Events Children</td>
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<td>217/5 programs</td>
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<td>Library Events Teens</td>
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<td>6/1 program</td>
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<td>Library Events Adults</td>
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<td>40/13 programs</td>
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<td>Library Events Family</td>
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<td>Lit. Students/Items Used</td>
<td>3 students/6 bks</td>
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<td>3 students/6 bks</td>
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<td>ILL Received TexPress</td>
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<td>33 pkg/35 bks</td>
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<td>ILL Mailed In</td>
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<td>4 pkg/4 bks</td>
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