

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.

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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 Uvietta 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.

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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.

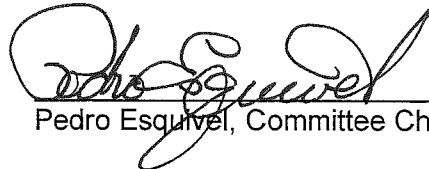
The City Manager advised that the contingency fund was for any unforeseen issues, and at the end of the project, if any of this money was not spent, it would come back to the City. When we get a little closer to the end of the project, the City Manager advised that these monies that were not spent may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


Pedro Esquivel, Committee Chairman