



**CITY OF LEON VALLEY  
CITY COUNCIL, LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION  
AND THE LEON VALLEY AREA CHAMBER OF COMMERCE SPECIAL JOINT MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, Texas 78238  
Tuesday, May 05, 2015

**AGENDA**

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**SPECIAL CITY COUNCIL MEETING**

1. **6:00 P.M.** Call to order, Determine a Quorum is Present.
2. Joint Quarterly Meeting of the Leon Valley City Council, the Leon Valley Economic Development Corporation and the Leon Valley Chamber of Commerce to discuss economic initiatives in the area. **M&C #2015-05-05-01 (C. Mora)**
3. Adjournment

**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, Texas 78238  
Tuesday, May 05, 2015

**AGENDA**

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**REGULAR CITY COUNCIL MEETING**

4. **7:00 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 7:15 p.m.**

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

6. City Manager's Report:
  - a) Monthly Departmental Reports
  - b) Approved Minutes from Boards, Commissions and Committees
  - c) Future Agenda Items:
    - o Canvassing of the Leon Valley 2015 General and Special Election, May 19<sup>th</sup>
    - o Proposed ordinance regulating the use of drones in Leon Valley, May 19<sup>th</sup>
    - o Public Gathering Policy Amendment, May 19<sup>th</sup>
    - o Funding Request by the Tree Advisory Committee for repurposing the wood from LC17 Project
    - o LC17 Update (Bobby Mengden, PE, CFM)

### **CONSENT AGENDA**

7. Approval of City Council Minutes. **(ACM C. Caldera/S. Passailaigue)**
  - a) April 13, 2015 Regular City Council Meeting
  - b) April 25, 2015 Coffee with the Mayor and City Council
8. Consider approval of a budget adjustment for grant funds received in the amount of \$5,583 from the Southwest Texas Regional Advisory Council (STRAC) for paramedic training courses. **M&C #2015-05-05-02 (ACM R. Wallace/L. Valdez)**
9. Consider approval for a waiver of related fees for the use of the Leon Valley Conference Center for Northside Independent School District (NISD) to hold their Education Foundation Board Retreat. **M&C #2015-05-05-03 (ACM C. Caldera)**

### **REGULAR AGENDA**

10. Second Public Hearing and Reading to receive comment and to consider action on a resolution to approve the proposed expenditure of Leon Valley Economic Development Corporation (LVEDC) funds in a grant amount of up to \$57,000 to the Leon Valley Area Chamber of Commerce. **M&C #2015-05-05-04 (C. Mora)**
11. Discussion and possible action to amend the Leon Valley Purchase Policy. **M&C #2015-05-05-05 (Councilmembers B. Martinez and C. Sanchez)**

### **DISCUSSION AGENDA**

12. Capital Facilities Project Update. **M&C #2015-05-05-06 (M. Longoria/P. Esquivel)**
13. Presentation on the M. Vidrio Soccer Club – Deer Complex located at 5504 Shadow Mist. **M&C #2015-05-05-07 (ACM R. Wallace/C. Mora)**
14. Upcoming Important Events:
  - a) City Office Closure on Monday, May 25<sup>th</sup> in observance of Memorial Day
  - b) Street dedication to Audie L. Murphy Way on Memorial Day, May 25, 2015 at 2 p.m. over at the LV Conference Center area
  - c) Hog Wild, May 29<sup>th</sup> in San Marcos
  - d) Boards/Commission/Committee Appointments, June 16<sup>th</sup>

15. Citizens to be Heard

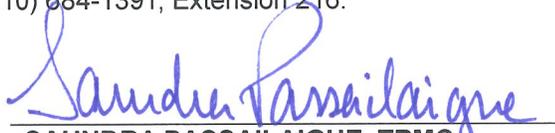
16. Announcements by the Mayor and City Council Members. At this time, reports about items of community interests on which no action will be taken may be given to the public as per Chapter 551.0415 of the Local Government Code, such as: expressions of thanks, congratulations or condolences, information 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.

17. 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 May 01, 2015 at 8:55 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](http://www.leonvalleytexas.gov). This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To make arrangements, call (210) 684-1391, Extension 216.

  
SAUNDRA PASSAILAIGUE, TRMC  
City Secretary



ITEM 2

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** May 5, 2015

**M&C # 2015-05-05-01**

**TO:** Mayor and City Council

**FROM:** Claudia Mora, Economic Development Director

**THROUGH:** Manuel Longoria, Jr., City Manager

**SUBJECT:** Joint Meeting of the City Council, the Leon Valley Economic Development Corporation (LVEDC) Board of Directors, and the Leon Valley Area Chamber of Commerce (LVACC) Board of Directors

**PURPOSE**

The purpose of this M&C is to support a joint meeting of the City Council, the LVEDC Board of Directors and the LVACC Board of Directors. Items of discussion may include information on economic development projects and activities in Leon Valley.

In an effort to continue the development and maintenance of a working relationship among the assembled groups, the City Council, the LVEDC Board of Directors and the LVACC Board of Directors will resume quarterly joint meetings to receive staff reports and informational items.

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

**FISCAL IMPACT**

There is no fiscal impact.

**S.E.E. IMPACT**

**Social** – None.

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

**Environmental** – Not applicable.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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

ATTEST:

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

# LEON VALLEY FIRE DEPARTMENT MONTHLY REPORT February 2015

## **Overall Responses:**

The Fire Department responded to 200 incidents this month (2014 – 176 incidents). There was an estimated loss of \$10,000 in fire loss for the month. No injuries were reported related to fire incidents.

## **Fires and Rescues:**

Leon Valley Firefighters responded to Intertek Automotive Research for an engine fire on a test stand inside a building. The fire was quickly controlled and the damage was limited to the engine itself.

On 2/27, Firefighters responded to Poppy Seed Run for a house fire and found smoke inside a residence. Firefighters narrowed down the cause quickly to a short-circuit inside the furnace, and quickly eliminated the hazard.

On 2/20 Firefighters responded to a vehicle fire on Canterfield Rd. The fire department was on scene in 4 minutes and extinguished the fire before it spread past the engine compartment. The cause of the fire was determined to be electrical short circuit inside the engine bay.

Firefighters also responded to the Hidden Meadow Apartments for a dumpster fire and discovered two sofas on fire, along with the contents of the dumpster. The fire was quickly extinguished and a cause was not determined.

Firefighters responded to Kenwick drive in San Antonio (behind Jim's restaurant) for a vehicle fire and worked with San Antonio FD to extinguish the fire.

## **EMS Responses:**

EMS responded to a total of 112 incidents. 89 patients were transported to local hospitals by Leon Valley EMS, and 66 EMS support responses were made.

## **Other Responses:**

Fire crews also responded to 5 false alarms, 1 Hazardous Condition calls, and 5 service calls this month.

## **Fire Prevention/Education:**

40 Fire inspections were completed (2014 – 75 inspections), which includes 10 certificate of occupancy inspections. Three construction plans were reviewed this month. No fire system construction permits were issued.

## **Personnel & Training News:**

Leon Valley FD – Winners of the 2015 Lone Star Achievement Award for most innovative and progressive fire prevention program.



The Lone Star Achievement Award honors a fire department that has worked to enhance their community's fire and life safety service delivery.

The award is the result of the departments work in improving our fire prevention program through:

- social media (including YouTube videos, Facebook, and Twitter)
- Target hazard outreach (presentations at Christian Village and the Villas of Leon Valley apartments).
- Cooking safe apron program

The program improvements in 2014 are led by Fire Captains Oscar Valdez, Blake Wade, and Wade Clapper and the credit belongs to the entire staff of firefighters.

### **Firefighters continue to show appreciation for generous donations:**

Along with certificates of appreciation, Leon Valley firefighters have invited and prepared meals for families. Pictured below is the Tellez family of Tellez Tamales and Barbacoa. Also, the team from Xgrafx sign company, including company Owner Mark Song. His company donated our lobby sign, the decal on the dining table, and the large pictures in the lobby and training room.



**We have many more to thank!**

**LVFD and SAFD teamwork quickly controls fire off Kenwick Street:** Leon Valley FD responded to assist SAFD with a vehicle fire off of Kenwick (behind Jim's restaurant) just outside Leon Valley. The vehicle was fully involved and up against a building. Leon Valley FD supplied the SAFD Engine 27 and supported the handline, quickly shutting down the fire and keeping it from spreading into the building. A bystander posted a short video clip to our facebook page

<https://www.facebook.com/video.php?v=1528624970760054&set=o.170997333059067&type=2&theater>

**Teaming up with SAFD, Castle Hills FD, and Terrell Hills FD to help the victims of the Wedgewood fire:** Our new fire station was a participant in helping victims of the tragic Wedgewood fire by being one of the furniture donation locations. All of the residents furniture have been condemned due to smoke and asbestos contamination. Approximately 150 residents are without furniture and in need. Area residents helped by:

- Bringing their furniture to the fire station (bay #5)
- Call and request a pick up from a local moving company (free)
- Make a monetary donation to the “San Antonio Furniture Bank”

We are happy to report that this event was successful in bringing hundreds of items collectively to the victims of the tragic fire.

**Promotion in the fire department ranks:**

The Leon Valley Fire Department would like to congratulate Firefighter Rick Sanchez on his promotion to Engineer. Rick has served Leon Valley since 2007, and has been an excellent teammate....always dependable, a hard worker, and a strong leader. Congratulations Engineer Sanchez!



**Leon Valley takes 2<sup>nd</sup> place at the 2015 Tower Climb!!**

Firefighter Ramiro Cano was just seconds from winning it all, and finished a tight race with a strong 2<sup>nd</sup> place finish. Older brother, Leon Valley Firefighter Daniel Cano finished in 5<sup>th</sup> place, and Leon Valley also took 7<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> place! Other than SAFD, we had the largest team, and this event is already on our calendar for next year! Make sure to congratulate Firefighter Ramiro Cano and the entire team for that strong showing.



# FIRE PREVENTION ACTIVITIES

FIRE DEPARTMENT ACTIVITIES	FEB 2015	FEB 2014	TOTAL 2015	TOTAL 2014
SUPERVISED FIRE DRILLS	1	1	13	11
LECTURES/DEMOS NUMBER ATTENDED	5 125	3 50	20 425	42 3397
PLAN REVIEWS	3	2	31	26
CITATIONS ISSUED	0	0	0	1
WARNINGS ISSUED	0	0	0	0
COMPLAINTS INVESTIGATED	0	1	0	10
CERTIFICATE OF OCCUPANCY INSP.	10	9	13	101
FIRE INSPECTIONS	40	75	76	314
PERMITS ISSUED (FY)	0	0	0	22
PERMIT FEES RECEIVED	0	0	\$0	\$2175

# EMERGENCY INCIDENT RESPONSE DATA

INCIDENT TYPE	FEB 2015	FEB 2014	TOTAL 2015	TOTAL 2014
STRUCTURE RESIDENTIAL	1	1	1	6
STRUCTURE COMMERCIAL RESIDENTIAL	0	1	0	6
STRUCTURE COMMERCIAL	1	0	2	3
STRUCTURE FIRE OTHER THAN BUILDING	0	0	0	0
VEHICLE FIRE	2	0	2	11
OUTSIDE RUBBISH FIRE	2	2	2	11
SPECIAL OUTSIDE FIRE	0	0	1	3
NATURAL VEGETATION FIRE	0	1	0	6
FIRE, OTHER	5	0	6	7
FALSE ALARM	5	18	17	121
INVESTIGATION OR SPECIAL INCIDENT	0	0	0	1
SERVICE CALL	5	3	10	93
EMS	112	124	210	1237
EMS ASSIST	66	41	126	570
HAZARDOUS CONDITION	1	0	5	13
RESCUE	0	2	2	7
MUTUAL AID	0	2	0	10
OVERPRESSURE RUPTURE OR EXPLOSION	0	0	0	1
GOOD INTENT CALL	0	0	0	14
<b>TOTAL</b>	<b>200</b>	<b>176</b>	<b>384</b>	<b>2124</b>



Luis Valdez, Fire Chief

# LEON VALLEY FIRE DEPARTMENT MONTHLY REPORT January 2015

## **Overall Responses:**

The Fire Department responded to 184 incidents this month (2014 – 145 incidents). There was an estimated loss of \$5,000 in fire loss for the month. No injuries were reported related to fire incidents.

## **Fires and Rescues:**

Leon Valley Firefighters responded to 7356 Reindeer Trail for a structure fire at an auto repair shop. The fire was quickly controlled and the smoke and all other hazards were removed. The business recovered quickly and was back in service within a few hours.

Firefighters responded to a residence on Huebner man for “a man stuck in a tree”. Firefighters worked to free the man using ground ladders and team work. The man was not injured and did not request EMS transport.

On January 16<sup>th</sup>, Firefighters responded to a motor vehicle accident at Bandera Rd and Wurzbach Rd and used the rescue tools (“Jaws”) to cut the doors off of a vehicle in order to remove the patient, and safely transport them to the nearest hospital.

## **Mutual Aid:**

Leon Valley Fire Department did not have any mutual aid responses for the month of January.

## **EMS Responses:**

EMS responded to a total of 98 incidents. 72 patients were transported to local hospitals by Leon Valley EMS, and 60 EMS support responses were made.

## **Other Responses:**

Fire crews also responded to 12 false alarms, 2 Hazardous Condition calls, and 5 service calls this month.

## **Fire Prevention/Education:**

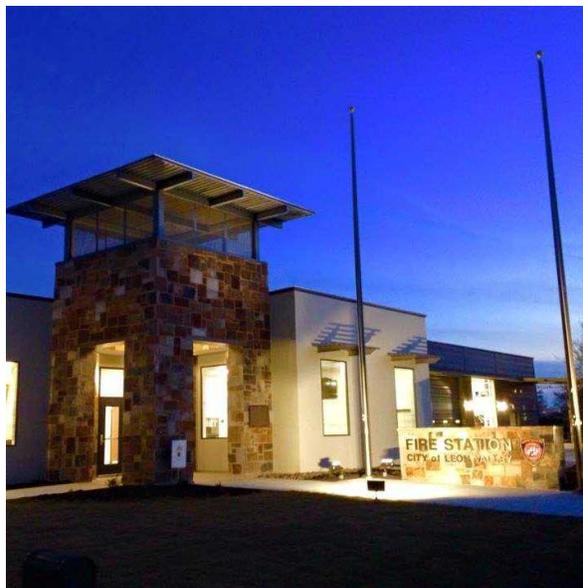
36 Fire inspections were completed (2014 – 89 inspections), which includes 3 certificate of occupancy inspections. Two construction plans were reviewed this month. No fire system construction permits were issued.

## **Personnel & Training News:**

Grand opening of our new fire station was the big focus for January, and it all came together great!

Leon Valley Firefighters are very grateful to be here during this historic time and look forward to the future in this state-of-the-art spacious fire station.

Thank you!



The ceremony opened with playing of bagpipes and raising of flags by the Leon Valley Fire Department Honor Guard. Followed were remarks by Chief Valdez, Mayor Riley, Bond Oversight Committee Chairman, Pedro Esquivel, and former Councilman Murray Hacker. The new fire station was then opened for tours throughout the day. Several media agencies covered the event.



**Firefighters training for the big climb!**

This is the last month to train before the race up the stairwell of the Tower of Americas in February! 13 Firefighters are registered and have been training at our 10-story “Wells Fargo” building at Bandera and Wurzbach Rd. The event goes to raise money for the Cystic Fibrosis Foundation, and works to improve our fitness, morale, teamwork, and station pride. Stay tuned, it’s going to be a good race this year!

**Improvements in outreach through social media:**

The fire department continued to improve public outreach by the use of social media to include alerting residents of impending weather events.

**Leon Valley Fire Department**  
 Posted by l.valdez@leonvalleytexas.gov [?] · January 7 ·

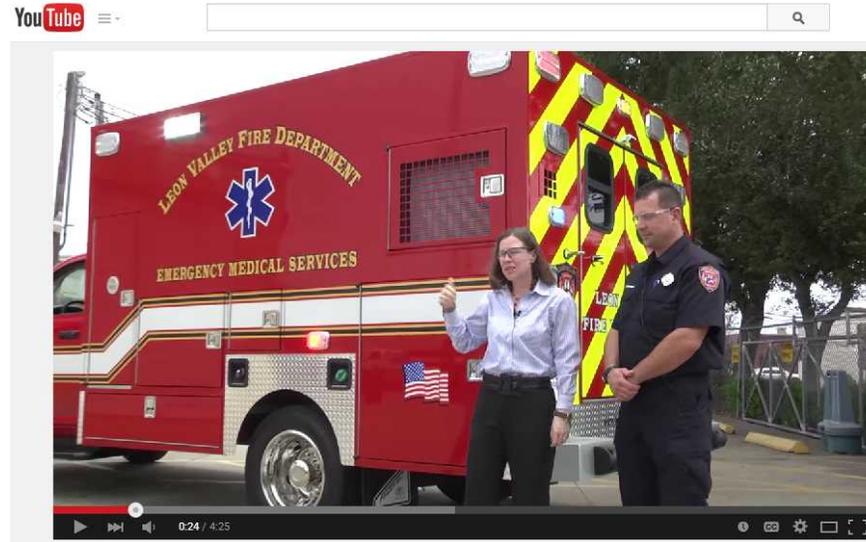
\*\*\*FOR LEON VALLEY\*\*\*  
 A hard freeze is expected tonight across Texas to include our area. Expect temps to bottom out at 28F by midnight. Thankfully no frozen precipitation or ice is expected tonight but... Friday night into Saturday morning is forecast to bring freezing temps WITH rain. ... See More



**Leon Valley's new ambulance featured in ambulance company's YouTube video:**

Frazer Ambulance Company asked if they could use our new ambulance for promotional purposes, due to its innovative and "on-target" design. Click the link or picture below to watch the video and get a virtual tour of the new ambulance.

<https://www.youtube.com/watch?v=q7dOWbmjbPU>



**Thanking donors:**

The fire department made sure to thank all of those who gave generously to support our new fire station. Through social media, letters in the Lion's Roar, Echo, and of course signed certificates of appreciation from the Leon Valley Firefighters.



## FIRE PREVENTION ACTIVITIES

FIRE DEPARTMENT ACTIVITIES	JAN 2015	JAN 2014	TOTAL 2015	TOTAL 2014
SUPERVISED FIRE DRILLS	1	1	12	11
LECTURES/DEMOS NUMBER ATTENDED	15 300	3 50	15 300	42 3397
PLAN REVIEWS	2	2	28	26
CITATIONS ISSUED	0	0	0	1
WARNINGS ISSUED	0	0	0	0
COMPLAINTS INVESTIGATED	0	1	0	10
CERTIFICATE OF OCCUPANCY INSP.	3	9	3	101
FIRE INSPECTIONS	36	89	36	314
PERMITS ISSUED (FY)	0	0	0	22
PERMIT FEES RECEIVED	0	0	\$0	\$2175

## EMERGENCY INCIDENT RESPONSE DATA

INCIDENT TYPE	JAN 2015	JAN 2014	TOTAL 2015	TOTAL 2014
STRUCTURE RESIDENTIAL	0	1	0	6
STRUCTURE COMMERCIAL RESIDENTIAL	0	1	0	6
STRUCTURE COMMERCIAL	1	0	1	3
STRUCTURE FIRE OTHER THAN BUILDING	0	0	0	0
VEHICLE FIRE	0	4	0	11
OUTSIDE RUBBISH FIRE	0	0	0	11
SPECIAL OUTSIDE FIRE	1	0	1	3
NATURAL VEGETATION FIRE	0	0	0	6
FIRE, OTHER	1	1	1	7
FALSE ALARM	12	18	12	121
INVESTIGATION OR SPECIAL INCIDENT	0	0	0	1
SERVICE CALL	5	12	5	93
EMS	98	76	98	1237
EMS ASSIST	60	27	60	570
HAZARDOUS CONDITION	4	3	4	13
RESCUE	2	0	2	7
MUTUAL AID	0	2	0	10
OVERPRESSURE RUPTURE OR EXPLOSION	0	0	0	1
GOOD INTENT CALL	0	2	0	14
<b>TOTAL</b>	<b>184</b>	<b>145</b>	<b>184</b>	<b>2124</b>



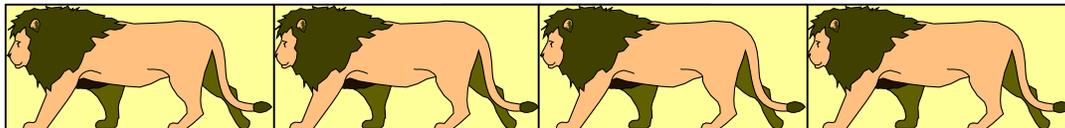
Luis Valdez, Fire Chief

# LEON VALLEY PUBLIC LIBRARY

## STATISTICS

### FEBRUARY 2015

	FEBRUARY 2015	JANUARY 2015	FEBRUARY 2014
Items Loaned	1984	2241	2041
Door Count	5684	? (*no counter)	6014
Days Open/Average Per Day	19/104	22/102	19/107
OneClickAudio Checkouts	6	9	0
Axis 360 Checkouts	2	1	--
Items Added New/Redone	144/108	75/56	253/190
Items Withdrawn	32	274	56
Value of Gift Items	\$704	\$822	\$1313
Library Cards Issued	39	33	33
Volunteer Hours	233	242	210
Reference Questions	446	500	665
Faxes	134	90	75
Kid's Computer Sessions	668	843	--
Internal Internet Sessions	562	652	493
Ext. Wi-Fi LVP Accesses	2053	1632	2422
Facebook Reaches	1412	2706	2186
Library Events Children	196/ 4 programs	72/ 4 programs	--
Library Events Teens	0/ 0 programs	0/ 0 programs	--
Library Events Adults	29/ 6 programs	25/ 7 programs	--
Library Events Family	8/ 1 program	118/ 4 programs	--
Lit. Students/Items Used	3 students/ 6 bks	3 students/ 6 bks	3 students/ 6 bks
ILL Received TexPress	15 pkg/ 15 bks	24 pkg/ 24 bks	6 pkg/ 6 bks
ILL Returned TexPress	14 pkg/ 14 bks	17 pkg/ 17 bks	13 pkg/ 13 bks
ILL Mailed In	6 pkg/ 6 bks	10 pkg/ 10 bks	1 pkg/ 1 bk
ILL Mailed Out	9 pkg/ 9 bks	11 pkg/ 11 bks	2 pkg/ 2 bks
Library Fines	\$56.50	\$111.50	\$61.00
Library Copy	\$177.33	\$223.00	\$134.00
Tax Equivalent	\$136.25	\$212.50	\$150.00
Gifts and Memorials	\$130.00	\$30.00	\$0.00
Member Amount Saved!	\$30,731.55	\$33,313.20	\$31,982.33





# Leon Valley Police Department Monthly Report March 2015

## Calls for Service

	Mar 2014	YTD 2014	Mar 2015	YTD 2015
Calls for Service	877	2,535	817	2,418
Index Crimes	79	203	46	206
Non-Index Crimes	798	2,332	771	2,212

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

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

## Non-Index Crimes

	Mar 2014	YTD 2014	Mar 2015	YTD 2015
Suspicious Vehicle	74	195	66	188
Assist the Public/Other Agency	51	177	53	154
Disturbance	79	192	56	189
Violation of City Ordinance	7	37	15	46
Traffic Offenses	12	80	24	62
Burglar Alarm	83	309	129	358
Accidents	74	199	89	240
Criminal Mischief	12	52	12	51
Other	218	601	169	489
N-Code 10*	5	10	5	35
N-Code 14**	39	101	53	141
N-Codes	144	379	100	259

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

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



## Leon Valley Police Department Monthly Report

### Index Crimes

	Mar 2014	YTD 2014	Mar 2015	YTD 2015
Burglary	8	23	3	15
Burglary – Motor Vehicle	11	37	9	46
Assault	12	22	8	33
Homicide	0	0	0	20
Rape	0	0	1	3
Theft	45	110	18	90
Theft of Service	0	1	1	1
Vehicle Theft	3	8	3	14
Robbery	0	2	3	4

### Citations

	Mar 2014	YTD 2014	Mar 2015	YTD 2015
Citations Issued	382	1,257	365	919

Citations by Selected Categories	Mar 2014	YTD 2014	Mar 2015	YTD 2015
Expired License Plates	23	111	34	78
Expired Inspection Certificate	60	227	48	135
No/Expired/Invalid DL	30	113	34	100
No Insurance	61	208	53	132
Ran Red Light	5	29	9	27
Ran Stop Sign	6	17	24	47
Speeding	24	86	23	38

Hazardous vs. Non-Hazardous	Mar 2014	YTD 2014	Mar 2015	YTD 2015
Hazardous	35	132	56	112
Non-Hazardous	347	1,125	309	807

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



## Leon Valley Police Department Monthly Report

### Arrest

Arrests	Mar 2014	YTD 2014	Mar 2015	YTD 2015
Felony Offense	0	9	11	21
Misdemeanor Offense	24	106	44	136
Warrants	1	12	5	19

### Investigations

	Mar 2014	YTD 2014	Mar 2015	YTD 2015
Assigned	190	546	126	401
Arrest/Charges Filed at Large	14	59	48	102
Suspended	35	182	134	210
Closed by Exception	20	79	52	119

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

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

### Reserve Officers

Our Reserve Officers continue to supplement our Patrol as well as perform functions of security at City events.

	Mar 2014	YTD 2014	Mar 2015	YTD 2015
Hours	145	379	305	615
Calls for Service Handled	28	110	84	192
Citations	9	17	55	67

BEAUTIFICATION COMMITTEE MEETING  
City of Leon Valley

18 March 2015

SUBJECT: Minutes of Meeting

1. OPENING OF MEETING: Co-Chair Lyn Joseph opened the meeting at 5:35 p.m. on 18 March 2015.
2. ATTENDANCE:  
Members Present: Donna Charles, Shirley Jonas, Lyn Joseph, Jerry Perales, Chris Riley  
Members Absent: Lupe Carpio, Carolyn Diaz
3. APPROVAL OF MINUTES: The minutes of last meeting, 18 February 2015, were approved as written.
4. UPDATE ON CITY OF SAN ANTONIO FLOWER POT DONATION:
  - Mayor Riley announced that an agreement has been reached through Lincoln St. George, Parks and Recreation, City of San Antonio, to obtain approximately 30 flower pots which the city is no longer using.
  - The Mayor will sign a formal transfer agreement and then will make arrangements to pick up the pots for storage until they can be cleaned, painted, and distributed.
5. KEEP TEXAS BEAUTIFUL WEBSITE UPDATE:
  - Ms. Charles has been discussing the Leon Valley webpage, which opens when signing on to the Keep Texas Beautiful website, with Melinda Moritz, Director, Public Works Department. Presently, it opens to the Public Works page. She will schedule a meeting with Ms. Moritz with the focus of changing this page to the Leon Valley webpage.
6. BEAUTIFICATION FOCUS UPDATE:
  - During the last meeting, it was decided that targeting small businesses along Bandera and Grissom may result in readily observable beautification changes if the businesses are willing to participate.
  - Ms. Joseph has been working with the tenants of the Leon Valley Café and obtained the owner's name and number of the strip where it is located. She contacted the owner. Although the communication was not as positive as expected, she will continue to work with him in order to obtain his beautification buy-in.
  - Ms. Charles offered to speak with Pilgrim Cleaners, Bring Your Own Parts, and Applewhite Automotive to see what they would be willing to do to beautify the front properties of their businesses. She also announced that the landscaping business along Grissom, which needed much improvement, has replaced an old

building, built a beautiful fence, and landscaped the front of the property. It looks much improved and will be beautiful once the plants mature.

- The members discussed the improvements made at Sunset Square Shopping Strip Center. It was suggested that pots with flowers would additionally add to the improvements. When the pots are ready, the owner will be contacted.
- The Mayor read an email from Ms. Diaz who was unable to attend the meeting. In this email, Ms. Diaz suggested that Lantana be planted along the Bandera medium, which would serve as a continuation of the planting around the monuments. However, it would require removing the grass and weeds, landscaping with weed control and rocks in much of the area and then adding the plants. The cost would be outside the budget at this time.
- Discussed results of the St. Mary's Survey pertaining to lack of property upkeep. Also, discussed the burden that is placed upon one City employee to respond to numerous property-related complaints in addition to responding to animal control violations. Ms. Charles informed the members that the City of San Antonio utilized volunteers in their Code Compliance Program. She offered to contact the Code Compliance Department, City of San Antonio, to schedule a speaker who would be able to provide some insight and guidance, if a program such as this is in the future for the City of Leon Valley.

7. CITY OF LEON VALLEY VOLUNTEER APPRECIATION DINNER:

- The Mayor reminded the members that the City of Leon Valley Volunteer Appreciation Dinner is scheduled for Tuesday, 7 April 2015, at 6 p.m. at the Conference Center.

8. FLOWER POT DISTRIBUTION:

- The members were asked to bring their ideas for distribution of the flower pots to the next meeting.

9. MEMBERS' EMAILS:

Lupe Carpio	<a href="mailto:dcarpio65@att.net">dcarpio65@att.net</a>
Donna Charles	<a href="mailto:donna.charles@sbcglobal.net">donna.charles@sbcglobal.net</a>
Carolyn Diaz	<a href="mailto:CJD44@hotmail.com">CJD44@hotmail.com</a>
Shirley Jonas	<a href="mailto:shirleyjonas1961@yahoo.com">shirleyjonas1961@yahoo.com</a>
Lyn Joseph	<a href="mailto:lynjille@aol.com">lynjille@aol.com</a>
Jerry Perales	<a href="mailto:j.peralies@leonvalleytexas.gov">j.peralies@leonvalleytexas.gov</a>
Chris Riley	<a href="mailto:mayorriley@leonvalleytexas.gov">mayorriley@leonvalleytexas.gov</a>

10. ADJOURNMENT: The meeting adjourned at 6:45 p.m. The next meeting is scheduled for ~~18 March~~ 2015 at 5:30 at City Hall.

15 April 2015 6:00 djc

  
DONNA J. CHARLES  
Secretary

## Minutes

Library Board of Trustees Meeting of  
March 10, 2015 at 5:30pm at the Library

The Meeting was called to order by Chair Katie Gwaltney at 5:33pm. Those present were Katie Gwaltney, Horace Staph, Peggy Proffitt, Barbara Owens, Carol Poss, Jill Crane and Sandy Underwood. Absent: Peggy Bissett. A quorum is present

CITIZENS TO BE HEARD: None

The minutes for the February 10<sup>th</sup>, 2015 Board of Trustees Meeting were presented. It was moved by Jill Crane and seconded by Carol Poss to accept the minutes as presented.

ByLaws Update: Katie has been reading and making notes and will keep the Board posted on suggestions she has and wants input from everyone on the original bylaws. To be readdressed at next meeting.

Board Notebooks: Were presented to each board member. Have Advisory Board Guides, tabs for policies, directory, and current ordinance. These will be kept in library.

Update on Open Meetings and Public Information Act Training. Carol has completed. All board members are welcome to come into library to use computer if needed. Due by May Meeting.

### DIRECTORS REPORT:

Interlibrary Loan Policy was presented for updates as we now lend books and in past have not been able to do so. The board reviewed the old and new policies. It was moved by Dr. Staph and seconded by Barbara Owens, to accept the new Interlibrary Loan Policy as presented. It was unanimously approved.

Statistics for February 2015 as well as Fiscal Year to date were reviewed. Notable is programming numbers are up, mainly due to storytime attendance averaging 60 per week lately. We have added a column to compare last year, same month to the statistics.

State Report is being compiled and first draft will be done at the end of March. Final due end of April.

Assistant Director position has been interviewed and is in waiting period while background check is being conducted.

Inventory is complete and the big revelation is that our cataloging is not consistent and there are adjustments to be made to accurately represent our collection.

Summer Reading is in the planning stages. One well recognized children's musical performer is booked and prizes are being secured. The new Aquarium has supported the library with 20 one day passes.

**FRIENDS:**

The first Saturday sale brought in \$135. The Spring book sale will be Friday April 17 and Saturday April 18 from 10 am – 6 pm each day. There will be a Friends Member Preview on Thursday Night.

**ANNOUNCEMENTS:**

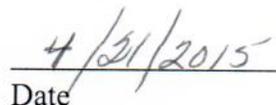
Volunteer appreciation party will be on Saturday April 11 from 2 – 4 pm. Personalized totes are being purchased for \$4.65 each as gifts. Sign up sheet was passed for food commitments of board members and staff will also contribute.

Better World Books is a company that responsibly disposes of books by either sales, redistributing or if all else fails, recycling. The Friends will utilize them when they thin out the unsold books after the Spring Book Sale. We get 5% of any sales.

The Director announced that the flashing light alarm for the Children's Wing Door was installed this morning so that the library is alerted if the door is opened.

There being no further business or announcements, Carol Poss moved to adjourn the meeting at 6:35 pm. It was seconded by Jill Crane. Motion approved.

  
\_\_\_\_\_  
Approved

  
\_\_\_\_\_  
Date



6400 El Verde Road, Leon Valley, TX 78238

## **MINUTES OF THE MEETING OF THE LEON VALLEY TREE ADVISORY BOARD**

Meeting of the Leon Valley Tree Advisory Board (TAB) at 6:00 PM, on Wednesday, February 18, 2015, in the Leon Valley City Hall, at 6400 El Verde Road, Leon Valley, Texas.

### **I. Poll for Attendance and Determination of a Quorum.**

- Staff Liaison(s): Angela Trejo and Crystal Caldera (Both Present)
- TAB Forester: Mark Kroeze, Alamo Region Urban Forester (Absent)
- Members Present: Irene Baldrige, Thomas Benavides, and Melinda Dawson
- Members Absent: Denise Berger, Lyn Joseph, Mary Key, Diana Sarfin, and Rich Sarfin

### **II. Approval of Minutes - October 30, 2014.**

- Minutes approved as written.

### **III. Discussion on Participation of the TAB in the Earthwise Living Day event.**

- The event is scheduled for March 7, starts at 9:00 AM, and ends at 1:00 PM.
- Crystal will e-mail a time schedule so TAB members can sign-up to work the tree adoption.
  - TAB setup will be at 8:00 AM (Angela plans to be there around 7:30 AM).
- CPS Energy donated 200 trees (40 Pecan, 40 Monterrey Oak, 40 Red Oak, 40 Buckeye, and 40 Texas Redbud).
- Two trees will be allowed to be adopted-out to each CPS Energy household.
- Public Works will deliver the trees. The exact location of the tree adoption area is still unknown (it may be next to the Community Center).
- TAB will have 2 Tables and 3 Chairs assigned.
- Leon Valley Staff will provide all materials needed (i.e., tree vouchers, tree brochures, etc.).

### **IV. Discussion on Repurposing of the Wood from the LC-17 Project.**

- The following options for repurposing the wood were discussed:
  - Dimensional lumber which could then be used by Public Works to build park benches and tables.
  - Decorative items for the city buildings with small plaques indicating that the wood used was from the LC-17 Project.
- Considerations discussed:
  - The removal of the trees has been delayed and will not start until the Spring of 2016.
  - TAB will need to present the options to city council. This can be done during the annual report which Angela and Crystal will schedule for April.
  - Green Wood Milling Co. provided a presentation last year (August 20, 2014) describing their products and services. Their costs per hour are \$75.00 for milling and \$55.00 for labor. They can remove trees but would prefer that the County remove them.
  - Per Green Wood Milling Co., it would be best to mill the wood as soon as possible because it gets harder the longer it sits making it difficult to mill.
  - The city may need to identify an alternative storage site for the wood to be repurposed.

**V. Executive Session in Accordance with the Texas Local Government Code.**

- Not required.

**VI. Adjourn**

- The meeting was adjourned at 6:45 PM.

- The next meeting of the TAB is set for Wednesday, March 18, 2015, at 6:00 PM in the Leon Valley City Hall.

A handwritten signature in cursive script that reads "Thomas Benavides". The signature is written in black ink and has a long horizontal flourish extending to the right.

Chairperson



6400 El Verde Road, Leon Valley, TX 78238

**MINUTES OF THE MEETING OF THE  
LEON VALLEY TREE ADVISORY BOARD**

Meeting of the Leon Valley Tree Advisory Board (TAB) at 6:00 PM, on Wednesday, March 18, 2015, at Leon Valley City Hall, at 6400 El Verde Road, Leon Valley, Texas.

**I. Poll for Attendance and Determination of a Quorum.**

- Staff Liaison(s): Crystal Caldera and Elizabeth Carol (Both Present)  
Note: Elizabeth Carol is the new TAB Liaison (she is Kristie Flores' replacement)
- TAB Forester: Mark Kroeze, Alamo Region Urban Forester (Absent)
- Members Present: Thomas Benavides, Denise Berger, and Mary Key
- Members Absent: Irene Baldrige, Lyn Joseph, Melinda Dawson, Diana Sarfin, and Rich Sarfin

**II. Approval of Minutes - February 18, 2015.**

- Minutes approved as written.

**III. Discussion on outcome of Tree Adoption in Collaboration with Earthwise Living Day.**

- All 212 trees were adopted-out.

**IV. Discussion of Annual Report to City Council on April 13, 2015.**

- The following are some of the items that will be part of the report:
  - Overall trees adopted-out since the inception of the TAB.
  - Request for an operating budget for repurposing (milling) some of the trees from the LC-17 project. Ideas on the type of finished products to include pricing information are as follows:
    - Dimensional lumber to be used to build new park benches and tables.
    - Slats to repair existing park benches or to build new ones (would require park bench frame kits).
    - Products made from the wood could be utilized to enhance the public spaces for the citizens such as the park and trails, the Community Center, the Conference Center, and the Library.
    - Small decorative items for the public buildings.
    - Per hour costs are \$75.00 for milling and \$55.00 for labor (pricing obtained from the Green Wood Milling Co. presentation given to the TAB last year).
    - Pricing information for the park bench frame kits will have to be researched and included in the report.
    - Labor for building or repairing park benches and tables could be accomplished by Public Works or contracted-out.
- Other topics associated to this report:
  - Crystal will try to locate the last TAB annual report as well as the Green Wood Milling Co. presentation. Files will then be sent to Denise to help her develop the report.
  - Have the "Tree City USA" signs been posted? If yes, where? (Crystal will check with Public Works and send the information to the TAB).
  - Is it possible to save the largest heritage oak located in the LC-17 area? Crystal reported that a review of this item found that the tree would have to be removed (located too far into the drainage area and it would require extensive engineering to try and save it).

**V. Volunteer Appreciation Dinner - Tuesday, April 7, 2015 at the Leon Valley Conference Center.**

- A reminder was sent to all TAB members along with today's agenda by Elizabeth.

**VI. Executive Session in Accordance with the Texas Local Government Code.**

- Not required.

**VII. Adjourn**

- The meeting was adjourned at 6:55 PM.
- The next meeting of the TAB is set for Thursday, April 16, 2015, at 6:00 PM, at the Leon Valley City Hall.



Chairperson



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

Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, Texas 78238  
Monday, April 13, 2015

**MINUTES**

The City Council of the City of Leon Valley, Texas met on the 13<sup>th</sup> day of April, 2015 at the Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business.

**SPECIAL CITY COUNCIL MEETING**

**Call to order.**

Mayor Riley called the Special City Council Meeting to order at 6:01 p.m.

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

Also in attendance were:

City Manager Manuel Longoria, Jr., City Attorney Clarissa Rodriguez, ACM/Police Chief Randall Wallace, ACM/Human Resources Director Crystal Caldera, City Secretary Sandra Passailaigue, Public Works Director Melinda Moritz, Economic Development Director Claudia Mora, and Project Manager John Krause.

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

- a) ***§551.071 Consultation with Attorney regarding Development Agreement Non-Compliance items between the City of Leon Valley and Alamo Park Properties, LLC; and***
- b) ***§551.072 Deliberation Regarding the Purchase of Real Property located at 6312 El Verde Road.***

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

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

The City Council reconvened into Open Session at 7:00 p.m. No action was taken.

## **Adjournment**

A motion was made by Councilman Paul Bieber, seconded by Councilman Benny Martinez, to adjourn the April 13, 2015 Special City Council meeting at 7:03 p.m.. Upon a unanimous vote, Mayor Riley announced the motion carried.

## **REGULAR CITY COUNCIL MEETING**

### **Call to order, Determine a Quorum is Present.**

Mayor Riley called the Regular City Council Meeting to order at 7:03 p.m. Mayor Riley welcomed everyone and introduced City Attorney Clarissa Rodriguez; and then led the Pledge of Allegiance.

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

Also in attendance were:

City Manager Manuel Longoria, Jr., City Attorney Clarissa Rodriguez, ACM/Police Chief Randall Wallace, ACM/Human Resources Director Crystal Caldera, City Secretary Sandra Passailaigue, Public Works Director Melinda Moritz, Economic Development Director Claudia Mora, Project Manager John Krause, Finance Director Vickie Wallace, Fire Chief Luis Valdez, and Community Development Planning Manager Elizabeth Carol.

### **Presentation of a Certificate of Commendation to Eve Forshay as she celebrates her 100<sup>th</sup> birthday. M&C #2015-04-13-01 (Mayor Riley)**

Mayor Riley presented Eva Forshay a Certificate of Commendation; a Leon Valley Fiesta Medal and then everyone sang "happy birthday".

### **Presentation of Judge Nelson Wolff's Proclamation on the consumption reduction of sugary beverages. M&C #2015-04-13-02 (Mayor Riley)**

Mayor Riley presented Judge Nelson Wolff's Proclamation on the consumption of sugary beverages.

### **Presentation of Earth Day Proclamation. M&C #2015-04-13-03 (Earthwise Living Committee)**

Mayor Riley presented an Earth Day Proclamation to Earthwise Living Committee members Belinda Ealy, Mary Key and Rita Burnside.

### **Committee Report from Tree Advisory Board.**

Tree Advisory Board Vice-Chair Thomas Benavides presented a report which included the Tree City USA designation, Earthwise Living Day, Arbor Day, tree adoption, budget requests and the Tree Advisory Board's twelve-month plan.

### **Tree USA designation and presentation. M&C 2015-04-13-05 (Mark Kroeze, Arbor Day Foundation)**

Mark Kroeze, Arbor Day Foundation, presented the City with the Tree City USA flag, medal and street signs indicating that this is the third year the City of Leon Valley has received this award. Mr. Kroeze then presented Mayor Riley with a ball cap which she proudly wore as she presented the proclamation.

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

Councilman Benny Martinez asked that Item 13a and 13b be pulled.

### **Citizens to Be Heard**

- Shirley Jonas – 6523 Sally Agee – Spoke in favor of children playing soccer but asked why citizens of Shadow Mist were not notified. Ms. Jonas also voiced her concerns with parking at the soccer field, and lastly, about a tent that was used at the ground breaking event.
  - Councilmembers Benny Martinez and Carmen Sanchez both asked that these concerns with the soccer field be placed on the next Council agenda for discussion.
- Belinda Ealy – 7314 Canterfield Road – Spoke about sidewalk accessibility for pedestrians and said that this should be a high priority; move the hike & bike money to the Evers Road project.
- Liz Maloy – 7411 Chenal Point – Spoke about her concerns with the light at Evers/Huebner Rd.; also, to remind everyone of the last Home Rule Charter informational meeting up on April 25<sup>th</sup>.
- Lyn Joseph – 6423 Trotter Lane – Asked for the name of the soccer field; spoke about ADA issues of sidewalks in Canterfield; and about drones flying over Leon Valley taking photos.
  - Public Works Director Melinda Moritz reminded all present that issues with sidewalks can be submitted through the City's website. Ms. Moritz added that four sidewalk repairs have been completed in the last couple of months.
- David Jordan – 5309 Cilantro Place - Passed on speaking at this time.
- Mike Davis – 6002 Forest Oak – Spoke about the Home Rule Charter saying that he is not opposed to the Home Rule Charter but felt it was rushed. "Who is responsible for what?"
- Olen Yarnell - 7230 Sulky Lane – Distributed a letter to Council asking that more information be provided for items 17 and 18 of tonight's agenda, and that staff prepare this information and perhaps delay the process and get the citizens the information.
- Irene Baldrige – 6368 Parsley Hill – Passed on speaking at this time.
- Monica Alcocer – 5985 Aids Drive – Passed on speaking at this time.
- Henry Diecker – 6114 Britania Court – Spoke about accessibility concerns.

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

- a) **Leon Valley Historical Society Lease Agreement Request**
- b) **Update on the Larry Little Case Town Center Case**
- c) **Monthly Departmental Reports**
- d) **Approved Minutes from Boards, Commissions and Committees**
- e) **Future Agenda Items:**
  - **2<sup>nd</sup>. Public Hearing--LVEDC Authorization to expend up to \$57,000 to Leon Valley Chamber of Commerce, May 05, 2015**

City Manager Longoria reported that he received a letter from Mr. Mark Eisenhower who is the President of the Leon Valley Historical Society (LVHS) asking for an early release from the agreement between the LVHS and the City of Leon Valley. The agreement will expire on April 15, 2015 and, therefore, Mr. Longoria wanted to inform the Council that unless they object, he will be releasing them from the agreement. Mr. Longoria asked that if there are objections, he be notified immediately.

City Manager Longoria read aloud a statement from the Leon Valley Economic Development Corporation. There was no discussion.

Mayor Riley asked for bond expenditure report and a list of all the contributions received to date at the next meeting. Mayor Riley also asked to have the bus stop on Bandera Road at the Whataburger be improved. Lastly, Mayor Riley spoke about concerns with brush that was left behind during the recent Spring Cleanup.

### **CONSENT AGENDA**

**Consider action approving the Quarterly Investment Report for the quarter ended March 31, 2015 M&C #2015-04-13-05 (V. Wallace)**

**Consider action approving the updated Alamo Area Emergency Services Mutual Aid Agreement. M&C #2015-04-13-06 (ACM R. Wallace/L. Valdez)**

**Discussion and possible action on a waiver of Community Center fees as requested for the League of Women Voters Candidate Forum. M&C #2015-04-13-07 (Requested by Councilmembers Benny Martinez and Carmen Sanchez)**

A motion was made by Councilman Abraham Diaz, seconded by Councilman Carmen Sanchez, to approve Consent Agenda Items #14 (Quarterly Investment Report), Item #15 (Mutual Aid Agreement), and Item #16 (League of Women Voters Waiver Request) as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

**Approval of City Council Minutes. (ACM C. Caldera/S. Passailaigue)**

- a) February 24, 2015 City Council Sub-Committee on Policy Meeting**
- b) March 09, 2015 Regular City Council Meeting**

Councilman Benny Martinez questioned items on staff direction on Item 13a and on the Uber resolution on Item 13b.

A motion was made by Councilman Paul Biever, seconded by Councilman Benny Martinez, to approve Consent Agenda Items #13a and #13b as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

### **REGULAR AGENDA**

**Discussion and consideration of Ordinance No. 15-003 awarding a contract to Clark Construction for the Evers Road Rehabilitation Project. M&C #2015-04-13-08 (ACM R. Wallace/ M. Moritz)**

Mayor Riley began the discussion by voicing her opposition to the agenda item wording and the bid process; and then requested an overall discussion of the streets and how we are going to take care of them. Mayor Riley urged her colleagues not to take action on this item until they received input from the council and citizens, explore all the options available with cost analysis. Mayor Riley also wanted to revisit the Slurry Seal Policy.

Public Works Director Melinda Moritz began the presentation of the item by saying that the purpose of the presentation was to request that Council accept a bid and award a contract for the FY 2015 Evers Road Rehabilitation Project to Clark Construction, and authorize the City Manager to sign the contract, with contingency. Public Works Director Moritz continued by saying that the lowest responsive bidder was Clark Construction, with the bid amount of \$430,630.93, and an alternate of \$150,139.44, and they meet all qualifications. The alternate is for the construction of bus pads, to be reimbursed by VIA. The estimate from the engineer was \$800,000, with \$153,920 for the bus pads, so the low bid indicates a savings of \$369,369, with a savings of \$3,780 for the bus pads. The amount for the road portion of the project may increase, depending on the amount of base failure found during construction. After negotiation with City Staff, VIA has agreed to pay for the installation of bus pads along Evers Road, by way of reimbursement. They will be forwarding a funding mechanism shortly. VIA has also agreed to repair the Primo bus line pad on Poss Road and another bus pad on Huebner Road.

Clark Construction has indicated that they would be ready to start the project immediately; however, should the City decide to wait, they would not be available again until the late summer or early fall, as they are due to start a project with TxDOT in the summer. Clark Construction stated that they could complete the project within two months. They have requested to work weekends to eliminate start/stop. They will close two lanes at a time, in order to leave two lanes open for traffic. The begin and end times each day would be at the City's discretion.

An engineering report from Young & Associates, Inc. indicates Evers Road can be satisfactorily repaired by using the Mill & Overlay process, with some road base replacement. This will extend the roadway life by approximately ten years. The work would begin at Forest Dell and end at Huebner Road. The remaining cul-de-sac near Pavona Place is in good condition and will be crack sealed and slurried after the road project.

The Evers Road project was approved by City Council during the budget process, and was presented to the Infrastructure Committee at their September 10 and November 4, 2014, and January 28, 2015 meetings, and this met with their concurrence.

Staff contacted City of San Antonio to inquire about possible co-construction of Evers Road, but was told that their portion of the road was not slated for rehabilitation during their 2014-2019 Infrastructure Management Program.

The Street Capital Improvement Plan indicates several streets in need of reconstruction or mill and overlay, with Evers Road being the top priority, as it moves the greatest number of vehicles and is at risk of complete failure. Other streets identified as needing rehabilitation include: Forest Timber (street reconstruction); Linkview at Linkcrest (street reconstruction); and Huebner Road (portion reconstructed and portion chip sealed). Numerous other streets in various residential areas are in need of a wedge type mill and overlay, to reduce the amount of asphalt at the curb line and that can be done with equipment that the City has. These streets should be ranked first, according to priority, during the coming fiscal year.

The Capital Improvements Plan for the water and sewer system calls for replacement of 5000 feet of water mains and 15,000 feet of sewer mains. These mains will be also ranked according to highest priority and any roads over the top of these mains should not be reconstructed until the mains are replaced.

This presentation was followed by discussion.

A motion was made by Councilman Benny Martinez, seconded by Councilman Carmen Sanchez, to table this item until we have a proper public hearing on this can be conducted and accessibility issues addressed and return to consider the possibility of floating a bond to do Evers Road the proper way and create a bridge over it.

Mayor Riley then asked the citizens who signed up to speak to step forward.

- Lyn Joseph – 6423 Trotter Lane – Spoke in opposition to the approval of this item; legacy.
- David Jordan – 5309 Cilantro Place – Spoke in opposition to the approval of this item; transparency.
- Olen Yarnell - 7230 Sulky Lane – Spoke in opposition to the approval of this item; vacuum.
- Monica Alcocer – 5985 Aids Drive – “Do you listen as well as you hear?”
- Irene Baldrige – 6368 Parsley Hill – Asked that the Council take their time and do things when the majority is comfortable.
- Mike Davis – 6002 Forest Oak – Mentioned that this appears to be regular street maintenance that the Council consider the issue at hand and consider other issues at a later date.

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

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

A motion was made by Councilman Benny Martinez that any contracts come before City Council before the City Manager signs it. City Attorney Clarissa Rodriguez reminded everyone that the item is to discuss whether or not to approve the ordinance to award the contract to Clark Construction so that is what needs to be voted on. This new motion could be discussed during the item regarding the Purchase Policy. Councilman Martinez withdrew his motion.

A motion was made by Councilman Abraham Diaz, seconded by Councilman Ricardo Ruiz, to award the contract to Clark Construction for the Evers Road Rehabilitation Project.

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

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

**Discussion and possible action on an explanation of estimated costs for the Hike and Bike Trail. M&C #2015-04-13-09**

Mr. Jess Swaim, P.E., Vice President, IDS Engineering Group was present to answer questions regarding the costs for the Hike and Bike Trail.

Mayor Riley then asked the citizens who signed up to speak to step forward.

- John Miranda – 7903 Stebbins – Spoke in favor of the Hike and Bike Trail.
- Patrick Mora – 6307 Pickering Drive – Spoke in favor of the Hike and Bike Trail, thanked the Council for making all of the information available, and commented on the “low cost” to Leon Valley citizens.
- Belinda Ealy – 7314 Canterfield Road – Spoke in opposition of the Hike and Bike Trail and on accessibility issues on Evers Road.
- Thomas Chippie – 6634 Peachtree – Spoke about transparency and “getting it together”.
- Olen Yarnell - 7230 Sulky Lane – Questioned the list of items for the trail.
- Irene Baldrige – 6368 Parsley Hill – Passed on speaking at this time.
- Lyn Joseph – 6423 Trotter Lane – Questioned the SAWS delay.

No action was taken.

**Discuss and consider Ordinance No. 15-004 approving a budget adjustment to pay for additional street lights as requested by City Public Service (CPS) Energy. M&C #2015-04-13-10 (ACM R. Wallace/D. Dimaline)**

Assistant Public Works Director David Dimaline presented the item to ask Council consideration to transfer funds to the Public Works budget to cover expressway streetlight costs. These expressway streetlights were installed by TxDOT on Bandera Road in the city limits of Leon Valley, as a part of the flyover project. They are maintained by CPS Energy, and are to be paid for by the City of Leon Valley per the terms of an Agreement with TXDOT. CPS installed the lights and Leon Valley was to pay the light bill. A field audit was performed by staff from City of Leon Valley Public Works, TxDOT, and CPS Energy. It was determined that a total of 80 express way lights exist within the Leon Valley city limits; however, the City has only been paying for 13 of these 80 lights. The new billing is scheduled to begin this current fiscal year. Staff recommends the additional 63 lights will cost approximately \$1,540 per month. This additional cost will require a budget adjustment of \$7,700 for the General Fund to cover monthly costs for the remainder of the fiscal year.

A motion was made by Councilman Paul Biever, seconded by Councilman Carmen Sanchez, to approve Ordinance No. 15-004 as presented. The City Council voted four (4) for with Councilman Ricardo Ruiz not being present during the vote. Mayor Riley announced that the motion passed.

**First Public Hearing and Reading to receive comment and to consider action on a resolution to approve the proposed expenditure of Leon Valley Economic Development Corporation (LVEDC) funds in a grant amount of up to \$57,000 to the Leon Valley Area Chamber of Commerce. M&C #2015-04-13-11 (C. Mora)**

Economic Development Director Claudia Mora presented this item which is intended to conduct the first of two public hearings and readings of the resolution approving expenditure of LVEDC funding, and to receive comment from Leon Valley citizens regarding the grant of up to \$57,000 to the Leon Valley Area Chamber of Commerce (LVACC). Article IV Functional Corporate Duties and Requirements, Section 4.5 Expenditure of Corporate Money, Subsection (c) of the Bylaws of the City of Leon Valley Economic Development Corporation (LVEDC) requires that expenditures approved by the LVEDC Board of Directors for project funding in excess of \$10,000 have at least two separate readings of the approving City Council resolution and two public hearings. At the February 26, 2015 meeting, the LVEDC Board of Directors approved the funding of up to \$57,000 in LVEDC funds to LVACC to establish and furnish an office for the LVACC, and to finish out the office space at 6300 Evers Road. If approved by the City Council, the funding will allow LVACC to finish out leased space and establish a chamber office. The funds will enable the LVACC to purchase office furniture, computer equipment and software, and tables and chairs. Currently, the LVEDC Finance Committee and representatives of the LVACC Board of Directors are negotiating the performance agreement that must be signed in order for the LVEDC to grant funds to the LVACC. Part of the terms of the agreement includes the LVEDC releasing approximately \$30,000.00 immediately in order for the LVACC to finish out the leased space and purchase equipment and furniture. At the end of the first six (6) months, with the LVEDC Finance Committee and staff will conduct an audit and review the operations and revenue of the LVACC. In addition, the LVACC must present a work plan for the next six (6) months. The balance of the funding will be provided on a reimbursement basis based on the expenditures made to establish and maintain the chamber offices for the second part of the year. A second public hearing and reading are scheduled for Tuesday, May 5, 2015. Staff is working with the LVEDC attorney, LVEDC Finance Committee and representatives of the LVACC Board of Directors to finalize a performance agreement, as required by state statute. This item supports the approved Strategic Goals; specifically, Goal 1 - Economic Development, Objective B: Promote Business-Friendly Practices.

Mayor Riley opened the Public Hearing at 10:14 p.m.

Councilman Benny Martinez recused himself from the Council dais. There being no public comment, Mayor Riley closed the Public Hearing at 10:15 p.m.

**Consideration of Resolution No. 15-008R in support of S.B. 2029 pertaining to improvements to the Street Maintenance Tax Legislation. M&C #2015-04-13-12 (City Manager Manuel Longoria, Jr.)**

City Manager Manuel Longoria, Jr. presented the item in support of Senator Jose Menendez who has filed S.B. 2029 that pertains to extending the local authorization for the Street Maintenance Tax to a twenty-year (20) period. The purpose of this item is to consider a resolution that supports S.B. 2029 specifying the City of Leon Valley's support of this legislation.

A motion was made by Councilman Benny Martinez, seconded by Councilman Abraham Diaz, to approve Resolution No. 15-008R as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

**Consideration of Resolution No. 15-009R authorizing the City Manager to negotiate and sign a lease agreement with JPV Partners, LTD for temporary office space related to the Municipal Facilities Capital Project. M&C #2015-04-13-13 (ACM R. Wallace/J. Krause)**

ACM/Police Chief Randall Wallace presented the item saying that our Contractor, Bartlett Cocke, has advised that the only way to complete the third phase is for the building to be vacant so it can be addressed in its entirety. With the complete change out of electrical, mechanical (air conditioners), and plumbing systems this phase cannot be piecemeal. After looking at 13 different locations, the Project Manager has identified a location that will both serve the needs of the residents and visitors of Leon Valley, as well as the employees. The location is the Leon Valley Executive Center, located at 6502 Bandera Road. The City would rent 3,334 square feet of office space. The lease for seven months would result in a cost of \$26,138. This includes maintenance, insurance, and janitorial service. This location has 18 office/work spaces along with a public waiting area. The location has a semi-secure area for the cashiers, which will be separated from the customers by a window system similar to what we now have. There will be 24-hour access to this facility if the need arises. Last year during the budget process, the City Council allocated \$30,000 for the relocation of City Hall during the phase three construction work. The lease would be for approximately 7 months with the option to renew month to month, if needed. Staff will transition into the space in late May.

A motion was made by Councilman Paul Biever, seconded by Councilman Ricardo Ruiz, to approve Resolution No. 15-009R as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

#### **Consideration of the adoption of a Purchasing Policy for the City of Leon Valley. M&C #2015-04-13-14 (V. Wallace/M. Longoria)**

Finance Director Vickie Wallace presented the item by reminding everyone that at the last City Council meeting, the Purchasing Policy that was presented to the Policy Sub-Committee was presented to the Council. Council requested a change be made to Section 1.0 Governing Policy, third paragraph which instructed staff to provide a monthly report on purchases in excess of \$10,000 rather than quarterly. That change was made to the policy.

Councilman Martinez and Councilman Sanchez asked that bids for anything over \$50,000 come back to Council in order to give input and get citizen input before staff goes out to bid. Mayor Riley agreed with staff that there is no way they can do everything over \$50,000 but on items like Evers Road they would like to give input. Councilman Sanchez suggested that it be for every item of \$50,000 or more if it relates to infrastructure might work. There was a consensus that the policy be approved tonight with the possibility of amending it in the future. Finance Director Wallace also suggested this be an item of discussion at a future City Council retreat.

A motion was made by Councilman Abraham Diaz, seconded by Councilman Paul Biever, to adopt the Purchasing Policy for the City of Leon Valley as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

#### **DISCUSSION AGENDA**

##### **Upcoming Important Events:**

- a) **Informational Meetings on the Home Rule Charter, April 25<sup>th</sup>—Leon Valley Conference Center**
- b) **Home Rule Charter Information Session, April 25<sup>th</sup>**
- c) **Candidate Forum April 27, 2015, 7:00 p.m. – Leon Valley Conference Center**
- d) **Canvassing of the Leon Valley 2015 General and Special Election, May 19<sup>th</sup>.**

**e) Boards/Commission/Committee Appointments, June 16<sup>th</sup>**

Mayor Riley read aloud the upcoming future events as stated on the agenda with the addition of the Forest Oaks Pool Chili Cook Off scheduled from 2:00 p.m. to 5:00 p.m. on April 19<sup>th</sup>.

**Citizens to be Heard**

- Mayor Riley read aloud a letter that was submitted from Tony and Janice Westrich.

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

Councilman Ricardo Ruiz thanked everyone that attended the soccer groundbreaking ceremony and said it was a huge success.

Councilman Abraham Diaz thanked ACM/Police Chief Randall Wallace for allowing him to go along to the range. He specifically thanked Sgt. Wally and Det. Cuevas and said that the LVPD is fantastic.

City Attorney Rodriguez announced the Hog Wild event that will be held in San Marcos on May 29, 2015. This is free annual training event for all Council and staff of the cities that are represented by Denton, Navarro, Rocha, Bernal, Hyde & Zech.

Councilman Paul Bieber thanked God for all the rain.

Mayor Riley thanked Fire Chief Luis Valdez and Assistant Fire Chief Billy Lawson for the wonderful Emergency Management training they recently provided to staff and Council. They are also developing programs to present to the public. Mayor also spoke about the excitement she saw in the soccer students at the soccer groundbreaking.

**Adjournment**

Mayor Riley announced the meeting adjourned at 10:55 p.m.

**These minutes approved by the Leon Valley City Council on the 5<sup>th</sup> of May, 2015.**

APPROVED

**CHRIS RILEY**  
MAYOR

ATTEST:

**SAUNDRA PASSAILAIGUE, TRMC**  
CITY SECRETARY

**CITY OF LEON VALLEY**



**COFFEE WITH THE MAYOR AND CITY COUNCIL**

Leon Valley Conference Center  
6421 Evers Road, Leon Valley, Texas 78238  
Saturday, April 25, 2015

**MINUTES**

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

The meeting began at approximately 9:00 a.m.

Councilman Abraham Diaz, Councilman Benny Martinez and Councilman Ricardo Ruiz were present at the meeting. City Manager Manuel Longoria, Jr., ACM Crystal Caldera, City Attorney Charles Zech were also in attendance.

A presentation was given by City Attorney Zech on the proposed Home Rule Charter.

No action was taken at the meeting.

The meeting adjourned at approximately 11:05 a.m.

**These minutes approved by the Leon Valley City Council on the 5<sup>th</sup> of May, 2015.**

APPROVED

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

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

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** May 05, 2015 **M&C # 2015-05-05-02**  
**TO:** Mayor and Council  
**FROM:** Luis Valdez, Fire Chief  
**THROUGH:** Manuel Longoria Jr., City Manager  
**SUBJECT:** Consider approval of a budget adjustment and related ordinance for grant funds received in the amount of \$5,583 from the Southwest Texas Regional Advisory Council (STRAC) for paramedic training courses.

**PURPOSE**

This agenda item is intended to amend the current fiscal year budget to allow for the purchase of specialized certification training courses for staff, to include **Pediatric Advanced Life Support (PALS)**, **Advanced Cardiac Life Support (ACLS)**, and CPR. Also, to pay fees associated with the continuing education through *CE Solutions*, an online training provider for Paramedics.

The City of Leon Valley Fire Department received a grant from STRAC in the amount of \$5,583 for fiscal year 2015. In order to expend these funds, a budget adjustment is needed.

The following adjustment is needed:

General Fund/Fire Department: + 5,583

**SEE LEON VALLEY**

**Social Equity** – The training will enhance the medical care and life safety of the public.

**Economic Development** – Use of grant funding conserves City funds for other uses.

**Environmental Stewardship** – No impact.

**FISCAL IMPACT**

Funding for the purchase of specialized EMS training courses for staff from a grant the City of Leon Valley Fire Department received from STRAC.

**STRATEGIC GOALS**

The initiative is specifically listed in the 2013 – 2014 Strategic Goals, (7) “Pursue Revenue Enhancements to Enhance City Operations”.

**RECOMMENDATION**

Staff recommends approval of budget adjustment and allow for the expenditure of specialized and ongoing Paramedic training,

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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

**AN ORDINANCE APPROVING AMENDMENTS TO THE ORIGINAL BUDGET OF THE CITY OF LEON VALLEY, TEXAS, FOR THE FISCAL YEAR OF 2015.**

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

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

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

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

**SECTION I**

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

**SECTION II  
SEVERABILITY**

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

**SECTION III.  
REPEALER CLAUSE**

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

**SECTION IV.  
EFFECTIVE DATE**

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

**SECTION V.  
PROPER NOTICE AND MEETING**

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

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 5<sup>th</sup> day of May, 2015.

**APPROVED**

**CHRIS RILEY  
MAYOR**

Attest:

**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form:

**CHARLES E. ZECH**  
City Attorney



# **Budget Adjustment for Grant Funds received in the Amount of \$5,583**

City of Leon Valley  
City Council Meeting  
May 05, 2015

# Grant Received for Paramedic Training Courses

- Fire Department received \$5,583 from the South Texas Regional Advisory Council on Trauma (STRAC)
  - Purchase specialized training certification courses for staff, to include **P**ediatric **A**dvanced **L**ife **S**upport (PALS), **A**dvanced **C**ardiac **L**ife **S**upport (ACLS), and CPR.
    - \$150 - \$250 per student.
  - Balance to Pay fees associated with the continuing education through *CE Solutions*, an online training provider for Paramedics.
    - \$100 per student (2-year subscription).

# Recommendation

Staff recommends approval of  
Ordinance No. 15-005

# **Budget Adjustment for Grant Funds received in the Amount of \$5,583**

City of Leon Valley  
City Council Meeting  
May 05, 2015

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** May 05, 2015 **M&C # 2015-05-05-03**  
**TO:** Mayor and Council  
**FROM:** Sandra Passailaigue, City Secretary  
**THROUGH:** Manuel Longoria Jr., City Manager  
**SUBJECT:** Consider approval for a waiver of related fees for the use of the Leon Valley Conference Center for the NISD Education Foundation Board Retreat – June 2015.

**PURPOSE**

The City of Leon Valley received a request from Northside Independent School District (NISD) to waive all fees associated with the rental of the Leon Valley Conference Center located at 6427 Evers Road. This would allow NISD to hold their Education Foundation Board Retreat on June 24, 2015.

**FISCAL IMPACT**

The NISD is requesting the following fee waiver:

\$145 – Cleaning Fee

\$400 – Deposit

\$30 – Amenities (podium w/microphone)

\$520 – Actual Rental

\$297 – Security (13.5 hrs. x 3 days to open hall/waived due to staff on site)

\$1,392

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

**RECOMMENDATION**

None

**S.E.E. IMPACT**

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

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

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

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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

*Price List*

# Leon Valley Conference Center

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

## Amenities

- ◆ 3000 square feet of meeting space to
- ◆ Includes 5- 8 x 3 long serving tables & 25- 6 ¾ x 2 long guest tables with 150 chairs
- ◆ One, two and three-room configurations
- ◆ Surrounded with windows
- ◆ Cement floor in meeting rooms
- ◆ Ample free parking
- ◆ Beautifully landscaped grounds with outdoor meeting space
- ◆ Caterer service area
- ◆ Bathrooms, water fountains
- ◆ PA System available

## Available Facilities

### Entire center: 3,000 square feet

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

### One room: 1,000 square feet

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

## Prices

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

**For information, contact Sylvia Irwin , 684-1391 ext. 225**  
**Reservations made at, 6400 El Verde Rd.**  
**Office Hours M-Th 7:30 AM– 5:30 PM, Friday 7:30 AM – 11:30 AM**

**MAYOR AND COUNCIL COMMUNICATION**

**M&C #2015-05-05-04**

**DATE:** May 5, 2015  
**TO:** Mayor and City Council  
**FROM :** Claudia Mora, Economic Development Director  
**THROUGH:** Manuel Longoria, Jr., City Manager  
**SUBJECT:** Conduct the Second of Two Public Hearings, and Readings to Receive Public Comment, and Consider Action on a Resolution Approving the Expenditure of LVEDC Funds in a Grant of Up to \$57,000 to the Leon Valley Area Chamber of Commerce

**PURPOSE**

This agenda item is intended to conduct the second of two public hearings and readings of the resolution approving expenditure of LVEDC funding, and to receive comment from Leon Valley citizens regarding the grant of up to \$57,000 to the Leon Valley Area Chamber of Commerce (LVACC).

Article IV Functional Corporate Duties and Requirements, Section 4.5 Expenditure of Corporate Money, Subsection (c) of the Bylaws of the City of Leon Valley Economic Development Corporation (LVEDC) requires that expenditures approved by the LVEDC Board of Directors for project funding in excess of \$10,000 have at least two separate readings of the approving City Council resolution and two public hearings.

At the February 26, 2015 meeting, the LVEDC Board of Directors approved the funding of up to \$57,000 in LVEDC funds to LVACC to establish and furnish an office for the LVACC, and to finish out the office space at 6300 Evers Road. A signed copy of the LVEDC's approving resolution is attached as Attachment A.

If approved by the City Council, the funding will allow LVACC to finish out leased space and establish a chamber office. The funds will enable the LVACC to purchase office furniture, computer equipment and software, and tables and chairs. Currently, the LVEDC Finance Committee and representatives of the LVACC Board of Directors are negotiating the performance agreement that must be signed in order for the LVEDC to grant funds to the LVACC. Part of the terms of the agreement includes the LVEDC releasing approximately \$30,000.00 immediately in order for the LVACC to finish out the leased space and purchase equipment and furniture. At the end of the first six (6) months, the LVEDC Finance Committee and staff will conduct an audit and review the operations and revenue of the LVACC. In addition, the LVACC must present a work plan for the next six (6) months. The balance of the funding will be provided on a reimbursement basis based on the expenditures made to establish and maintain the chamber offices for the second part of the year.

The first public hearing and reading were held on April 13, 2015.

Staff is working with the LVEDC attorney, LVEDC Finance Committee and representatives of the LVACC Board of Directors to finalize a performance agreement, as required by state statute.

This item supports the approved Strategic Goals; specifically, Goal 1 - Economic Development, Objective B: Promote Business-Friendly Practices.

**FISCAL IMPACT**

The LVEDC grant of up to \$57,000.00 will be paid to LVACC to establish a chamber office.

**RECOMMENDATION**

Staff recommends approval.

**S.E.E. IMPACT**

**Social** – To continue developing a diverse and versatile business environment that will encourage a superior quality of life for residents.

**Economic** – To provide a diverse and versatile business environment that supports a healthy economy by attracting viable businesses and patrons; and to assist an economic development partner better serve the business community.

**Environmental** – N/A

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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

**RESOLUTION #2015-06**

**A RESOLUTION OF THE LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION (LVEDC) APPROVING THE EXPENDITURE OF LVEDC FUNDS TO THE LEON VALLEY AREA CHAMBER OF COMMERCE IN A GRANT AMOUNT OF UP TO \$57,000.00**

**WHEREAS**, the mission of the Leon Valley Economic Development Corporation is to promote businesses within the City or businesses relocating into the City; and

**WHEREAS**, the mission of the Leon Valley Economic Development Corporation also supports improvements to businesses which will improve sales tax generation and attract other businesses to the City; and

**WHEREAS**, the Leon Valley Area Chamber of Commerce (LVACC) has submitted a grant application for \$57,000.00; and

**WHEREAS**, a public hearing was held by the LVEDC to receive public comment regarding the expenditure of LVEDC funds in a grant of up to \$57,000.00 to the LVACC; and

**WHEREAS**, staff has reviewed the application of the Leon Valley Area Chamber of Commerce, and recommended the LVEDC Board consider the funding request; and

**WHEREAS**, LVEDC Board review of the application and approval of the Leon Valley Area Chamber of Commerce request for funding of up to \$57,000.00 supports the mission of the LVEDC and City; and

**NOW THEREFORE, BE IT RESOLVED** that the Leon Valley Economic Development Corporation of the City of Leon Valley, that:

1. The Board approves the expenditure of LVEDC funds of up to \$57,000.00 in a grant to the Leon Valley Area Chamber of Commerce ("Grantee").
2. The expenditure of funds will be made in two disbursements and in the form of a direct grant, as approved by the LVEDC Board ("Board"), with the first disbursement being \$30,000.00 and the second being after the Grantee has submitted photos of and receipts for the completed work and materials, and an evaluation of the first six months of operations of the LVACC by the LVEDC;

**PASSED AND APPROVED** by the Leon Valley Economic Development Corporation this 26<sup>th</sup> day of February 2015.

SIGNED:

  
\_\_\_\_\_  
Stephen Ynostrosa, Board President

ATTEST:

  
\_\_\_\_\_  
David J. Gannon, Board Secretary

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY APPROVING THE LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION (LVEDC) PROJECT FUNDING OF UP TO \$57,000.00 IN A GRANT TO THE LEON VALLEY AREA CHAMBER OF COMMERCE (LVACC) FOR THE ESTABLISHMENT OF A CHAMBER BUSINESS OFFICE IN LEON VALLEY.**

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**WHEREAS**, the City Council is required by Texas State law to approve LVEDC projects in excess of \$10,000.00; and

**WHEREAS**, the City Council has established a Type B (formerly 4B) Economic Development Corporation Board, to review project applications and administer the Type B sales tax receipts specifically earmarked for eligible economic development projects as described in the Official ballot language; and

**WHEREAS**, the LVEDC Board reviewed and approved the project funding February 26, 2015 for the Leon Valley Area Chamber of Commerce project for a grant in the amount of up to \$57,000.00 for the establishment of a Chamber business office at 6233 Evers Road to assist new and existing businesses and members of the LVACC in and around Leon Valley.

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

1. The City Council approves the expenditure of LVEDC funds up to \$57,000.00 in a grant to Leon Valley Area Chamber of Commerce ("Grantee").
2. The expenditure of funds may be made in one or more disbursements and in the form of a direct grant, as approved by the LVEDC Board ("Board"). The Board shall as a condition of the expenditure minimally require a Performance Agreement ("Agreement") setting forth requirements to be determined by the Board. The Agreement shall include claw back provisions. Grantee Leon Valley Area Chamber of Commerce shall be liable for the performance of the Agreement.
3. All final and fully executed documentation related to the approval of the LVEDC Project Funding of up to \$57,000.00 in a grant to Leon Valley Area Chamber of Commerce, for the purposes herein described and authorized, including but not limited to the Leon Valley Economic Development Resolution, the Performance Agreement, as authorized by the Leon Valley City Council at the requisite first and second public hearings, and the first and second readings of this resolution, at both public hearings, as recommended by the Leon Valley Economic Development Corporation and as finally directed by the Leon Valley City Council.
4. The City Council finds that the Resolution is in the public interest and is necessary for the good governance of the City.
5. If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The City Council hereby declares that it would have

passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared void; and that in lieu of each clause or provision of this Resolution that is invalid, illegal, or unenforceable there be added as a part of the Resolution a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

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

**PASSED AND APPROVED** by the Leon Valley City Council on the Second Reading on this 5<sup>th</sup> day of May 2015

**A P P R O V E D**

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

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

Proposed

# **City of Leon Valley**

## **2<sup>nd</sup> Public Hearing**

**Expenditure of up to \$57,000  
in LVEDC Funds for a Grant to  
Leon Valley Area Chamber of  
Commerce**

**Tuesday, May 5, 2015**

## 2<sup>nd</sup> Public Hearing

- 2<sup>nd</sup> Public Hearing – May 5, 2015
  - Second reading of the resolution approving expenditure of up to \$57,000 in LVEDC funds
  - Final approval of resolution
- 1<sup>st</sup> Public Hearing – April 13, 2015
  - First reading of resolution and discussion

## **LVEDC Expenditure of up to \$57,000**

- Type B (4B) sales tax receipts may be used for business retention, expansion and attraction along with beautification and improvement of the quality of life for Leon Valley citizens
- Providing business resources and promoting business development are accepted activities for funding

# Leon Valley Area Chamber of Commerce

- Originally formed in 1981
- Tax-exempt corporation under Section 501(c)(6)
- Seeking assistance for overhead costs associated with establishing an office

# LVACC Project

- Set up LVACC office in Leon Valley
- Lease office space at 6233 Evers Road for 1 year
  - 546 sq. ft.
  - \$750/month
- Start up costs = \$8,755
  - Furniture, equipment, supplies, signage, telephone
- Staffing
  - Receptionist = \$4,800
  - Recruiter = \$4,800
- Total Cost for 6 months = \$22,855

# **LVEDC Expenditure of up to \$57,000**

- 2 Disbursements
  - \$30,000 initial payment
  - Up to \$27,000 on a cost-reimbursement basis and based on expenditure need of LVACC
- Staff to perform audit on \$30,000 expenditure and review of plan for increasing LVACC revenues at the end of 6 months
- Staff to provide report of findings to LVEDC

# LVEDC Expenditure of up to \$57,000

- LVEDC Finance Committee and LVACC representatives to meet
  - Review audit findings
  - Discuss operations plan and goals for next 6 months
  - Consider use, need and eligible use of balance of grant
- After meeting with LVACC representatives, LVEDC Finance Committee to determine need and payment for next phase of project

## **LVEDC Expenditure of up to \$57,000**

- LVEDC Board of Directors approved funding on February 26, 2015
- One (1) public hearing was held by the LVEDC
- Funding is available in the LVEDC FY2014-2015 Budget, EDC Project Funding line item
- LVEDC Board of Directors seeks approval of expenditure of up to \$57,000 in a grant to Leon Valley Area Chamber of Commerce

# **City of Leon Valley**

## **2<sup>nd</sup> Public Hearing**

**Expenditure of up to \$57,000  
in LVEDC Funds for a Grant to  
Leon Valley Area Chamber of  
Commerce**

**Tuesday, May 5, 2015**

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** May 05, 2015 **M&C # 2015-05-05-05**

**TO:** Mayor and Council

**FROM:** Sandra Passailaigue, City Secretary

**THROUGH:** Manuel Longoria Jr., City Manager

**SUBJECT:** Discussion and possible action to amend the Leon Valley Purchase Policy.

**PURPOSE**

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

**SEE LEON VALLEY**

Social – N/A

Economic – N/A

Environmental – N/A

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

None

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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

ATTEST:

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

## Saundra Passailaigue

---

**From:** Benny Martinez <b.martinez@leonvalleytexas.gov>  
**Sent:** Monday, April 27, 2015 1:08 PM  
**To:** Saundra Passailaigue  
**Cc:** Mayor Riley; Carmen Sanchez  
**Subject:** Fwd: Purchasing policy

Please add the following item for discussion and action to the May city council meeting

Amend the purchasing policy .  
See below for zach's. Wording

Benny Martinez  
City Council Place 4  
City of Leon Valley  
[b.martinez@leonvalleytexas.gov](mailto:b.martinez@leonvalleytexas.gov)  
210-681-1944

[www.leonvalley.gov](http://www.leonvalley.gov)

Begin forwarded message:

**From:** Charles Zech <[charles.zech@rampage-sa.com](mailto:charles.zech@rampage-sa.com)>  
**Date:** April 27, 2015 at 12:27:24 PM CDT  
**To:** 'Benny Martinez' <[b.martinez@leonvalleytexas.gov](mailto:b.martinez@leonvalleytexas.gov)>  
**Subject:** RE: Purchasing policy

Councilman Martinez:

Adding the following language to section 5.5 of the City's purchasing policy would achieve your objective:

2. The City Manager shall, prior to City Staff soliciting responses under the competitive bidding process, submit the finalized proposed request to City Council for approval.

Charles E. Zech

2517 N. Main Avenue  
San Antonio, Texas 78212  
[www.rampagelaw.com](http://www.rampagelaw.com)

Fax (210) 225-4481  
Office (210) 227-3243  
[charles.zech@rampage-sa.com](mailto:charles.zech@rampage-sa.com)  
CONFIDENTIALITY NOTICE

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information that is PRIVILEGED & CONFIDENTIAL. If you are not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient and have received this information in error, you are hereby notified that any dissemination, distribution, or copying of this communications is prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer. Thank you.

-----Original Message-----

From: Benny Martinez [<mailto:b.martinez@leonvalleytexas.gov>]

Sent: Friday, April 24, 2015 2:38 PM

To: Charles Zech

Subject: Re: Purchasing policy

The policy is in last council packet

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On Apr 23, 2015, at 11:49 AM, Charles Zech <[charles.zech@rampage-sa.com](mailto:charles.zech@rampage-sa.com)> wrote:

Yes sir. I'll need a copy of the existing policy.

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Sent: Wednesday, April 22, 2015 11:35 PM

To: Charles Zech

Subject: Purchasing policy

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Can you draft the policy for the May meeting

Benny Martinez

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## Saundra Passailaigue

---

**From:** Carmen Sanchez <c.sanchez@leonvalleytexas.gov>  
**Sent:** Monday, April 27, 2015 2:28 PM  
**To:** Benny Martinez; Saundra Passailaigue  
**Cc:** Mayor Riley  
**Subject:** Re: Purchasing policy

Saundra,

I also request this item to amend the purchasing policy be added to the City Council meeting scheduled for May 5th for discussion and action.

Thank You,

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

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*Q*

# **City of Leon Valley**

## **PURCHASING POLICY**

April 13, 2015

## STATEMENT OF GENERAL POLICY

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

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

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

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

**PURCHASING POLICY  
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## CITY OF LEON VALLEY PURCHASING POLICY

### 1.0 GOVERNING AUTHORITY

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

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

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

### 2.0 PURPOSE AND SCOPE

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

### 3.0 OBJECTIVES

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

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

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

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

### **3.1 General Duties of the Purchasing Office**

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

### **4.0 CODE OF ETHICS**

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

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

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

## **5.0 COMPETITIVE PURCHASING REQUIREMENTS**

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

### **5.1 Procedures for Purchases Less than \$3,000**

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

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

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

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

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

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

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

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

## 5.4 HUB'S

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

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

## 5.5 Purchases more than \$50,000

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

### **Texas Local Government Code, Section 252.062, states:**

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

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

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

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

## 5.6 Reciprocity

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

## 5.7 Award of Contract

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

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

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

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

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

### **5.8 Disclosure of Information**

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

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

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

### **5.9 Professional Services**

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

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

### **5.10 Automated Information Systems**

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

Recommendations and comments will include but not be limited to:

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

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

### **5.11 Cooperative Purchases**

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

### **5.12 Emergency Purchases**

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

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

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

### **5.13 Sole Source Purchases**

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

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

## **6.0 LEGAL DEFINITION**

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

source, including:

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

#### **7.0 RECOMMENDATION TO CITY COUNCIL**

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

ITEM 12

# Project Update

## Municipal Facilities Capital Project

May 5, 2015

# Project Oversight

## BOC Committee

- Pedro Esquivel
- Kathy Hill
- Mike Davis Jr.
- Al Uvietta
- Jack Dean
- Olen Yarnell
- Frank Zavala

## City Council

- Abe Diaz
- Carmen Sanchez

## City Staff

- Manuel Longoria
- Randall Wallace
- Luiz Valdez
- Melinda Moritiz
- John Krause

# The Project

- **PHASE I:** Complete
  - Construction of New Fire Station Facility
- **PHASE II:** In Progress
  - Fire Department Moves Into New Facility
  - Interior Demolition and Remodel Existing Fire Station into new Police Station
  - Police Personnel moves into newly renovated area
- **PHASE III:** Starts in Mid-June
  - Remaining City Hall employees relocates out of City Hall
  - Interior Demolition and Remodel Existing Municipal Office
  - Employees move back to newly remodeled offices

**Municipal Facility Capital Project Expense Report  
As of April 30, 2015**

Purpose	Budget	Expenditure	% of Budget
Design Fees	\$ 475,884	\$ 431,709	90.72%
FD Lots	\$ 55,000	\$ 56,545	102.81%
Survey	\$ -	\$ 21,040	
Appraisal	\$ -	\$ 2,700	
Legal	\$ 25,000	\$ 22,283	89.13%
GeoTech	\$ 35,800	\$ 34,421	96.15%
Data/Security Design	\$ 39,000	\$ 33,792	86.65%
Construction	\$ 6,736,460	\$ 4,228,899	62.78%
<b>TOTAL</b>	<b>\$ 7,367,144</b>	<b>\$ 4,831,389</b>	<b>65.58%</b>

<b>Technology</b>			
Premise Cabling Infrastructure	\$ 92,852	\$ 58,217	62.70%
Network and UPS System			
Wireless Local Area Network	\$ 114,918	\$ 104,612.10	
Audio & Video Systems	\$ 159,182	\$ 33,506	
Overhead Paging System	\$ 15,635		
<b>TOTAL TECHNOLOGY</b>	<b>\$ 382,587</b>	<b>\$ 196,335</b>	<b>51.32%</b>

**REVENUES**

Bonds	\$ 7,014,881.03		
Court Technology	\$ 30,000.00		
PD Forfeiture	\$ 50,000.00		
Enterprise Funds	\$ 50,000.00		
Redirect Dedicated Funds	\$ 62,662.00		
CPS CIED Fund	\$ 163,324.00		
<b>TOTAL REVENUES</b>	<b>\$ 7,370,867.03</b>	<b>\$ 3,723.03</b>	

**Technology Revenues**

Technology			
Sales Tax Windfall	\$ 116,997		
Police Seizure	\$ 38,198		
Water and Sewer	\$ 40,000		
Community Center Fund	\$ 40,000		
CIED Fund	\$ 12,575		
General Fund	\$ 134,817		
<b>TOTAL TECHNOLOGY REVENUES</b>	<b>\$ 382,587</b>		

# Transitions

- Leon Valley Executive Center located at 6502 Bandera Road
  - Employees will move the last week in May
    - Over the May 29<sup>th</sup> weekend
- City Council and other Board meetings will be held at the LV Conference Center
  - Beginning in June
- Police personnel will move into new Police Station in mid June

# Location



# Location



# Construction Progress

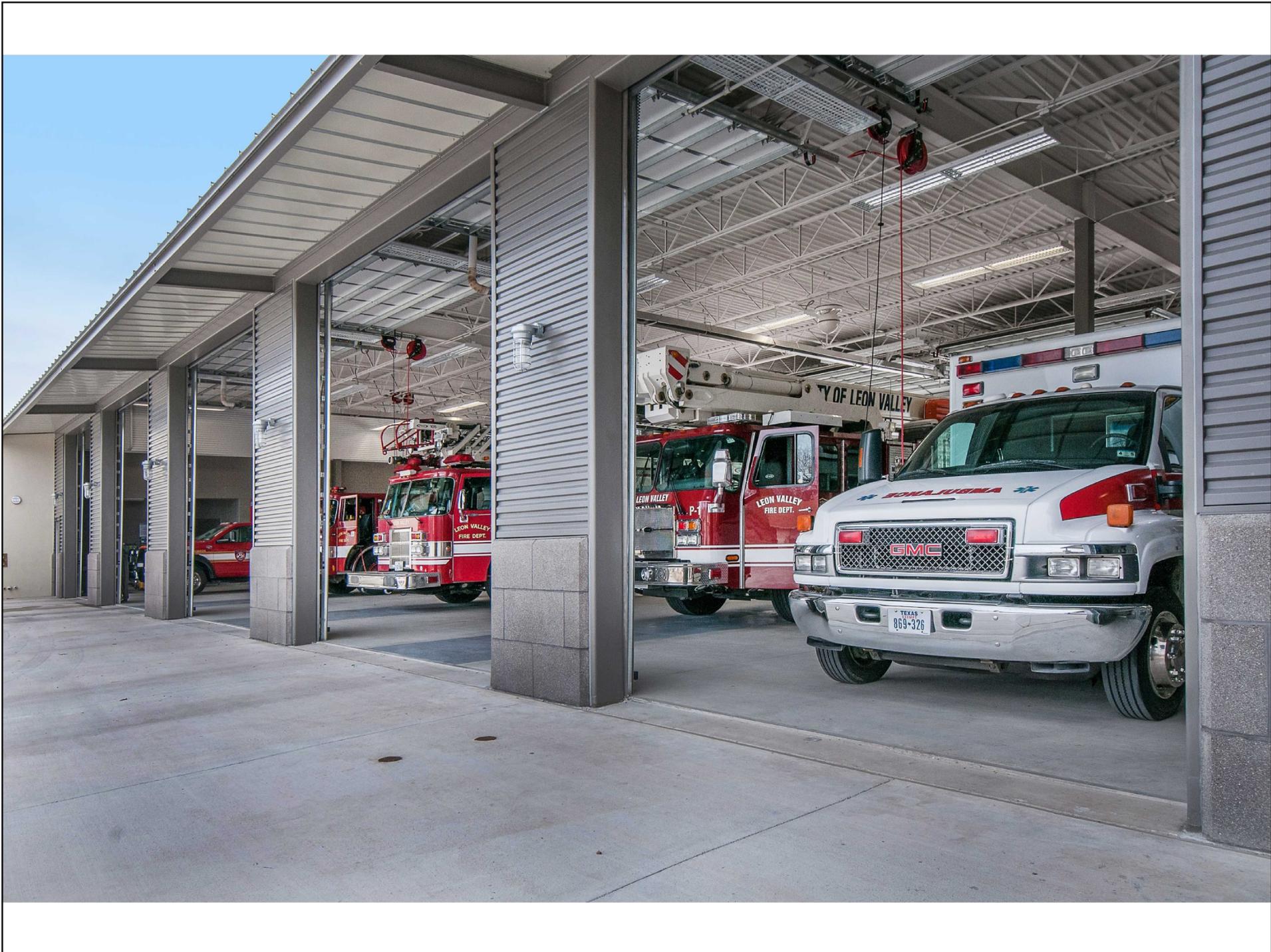
- 66% of project is complete
- No known problems currently exist
- Need to resolve City Council Chambers finish and color scheme
- Power to new Police Station turned-on



**FIRE STATION**  
CITY of **LEON VALLEY**

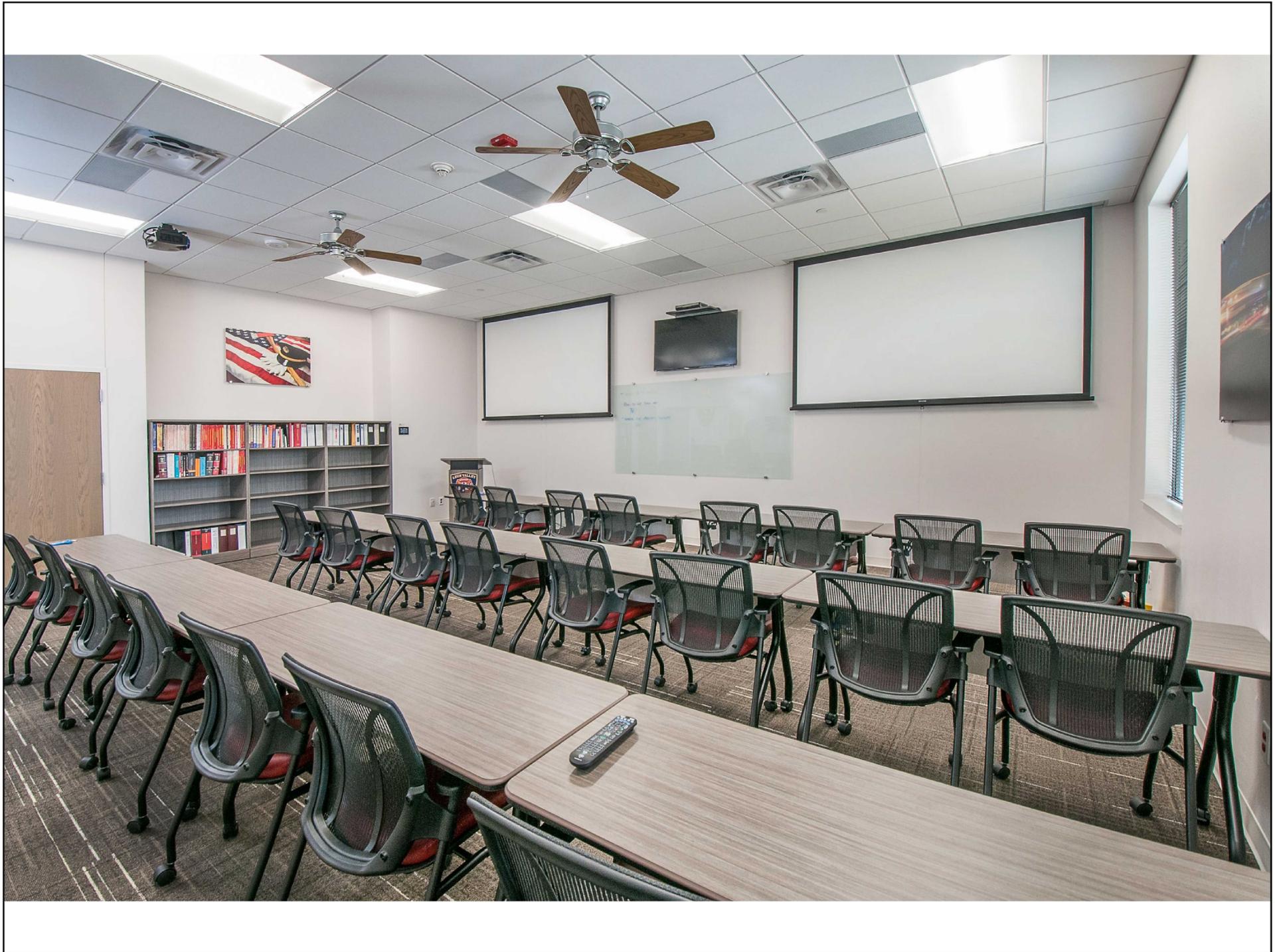
















# QUESTIONS

**MAYOR AND COUNCIL COMMUNICATION**

**M&C #2015-04-13-07**

**DATE:** May 5, 2015  
**TO:** Mayor and City Council  
**FROM :** Claudia Mora, Economic Development Director  
**THROUGH:** Manuel Longoria, Jr., City Manager  
**SUBJECT:** Information Regarding M. Vidrio Soccer Complex

**PURPOSE**

This agenda item is intended to provide information on the M. Vidrio Soccer Complex, including the development plans.

The complex is being developed by former World Cup player and assistant coach, Manuel Vidrio, and his business partner, Arturo Ferrer. Mr. Vidrio has a tremendous reputation and following in the international sports arena and over 23 years of professional soccer experience. He has coached a number of international soccer clubs along with developing the skills of children at various levels. As a coach, Mr. Vidrio was on the coaching staff of the Mexico National Team for the 2010 FIFA World Cup. As a player, Mr. Vidrio was a central defender on Mexico's 1992 Olympic Team. He also was a central defender for the Mexico National Team at the 2002 FIFA World Cup.

The M. Vidrio Soccer Complex will be developed in two phases. The first phase consists of the installation of two natural turf soccer fields, locker rooms, restrooms and spectator seating. The second phase will consist of a canopied field with astro turf.

This project sets up Leon Valley as a regional sports destination for training and diversifies Leon Valley's business community.

**BACKGROUND**

The M. Vidrio Soccer Complex is located at 5504 Shadow Mist on property owned by Guillermo Espinosa. The location is off of Grissom Road and at the far end of Shadow Mist. The property was rezoned from R-1 (Single Family) to B-1 (Small Business) in 2007. In May 2010, the Zoning Commission approved a Specific Use Permit (SUP), which City Council unanimously approved on May 18, 2010. On May 17, 2011, the City Council unanimously approved an extension to the Specific Use Permit (SUP) Case No. 2010-265 for Construction and Operation of a "Soccer Complex". This allowed Mr. Espinosa an indefinite extension before the time limit stipulating building permit application and designated work to begin within one year. Under the SUP and extension, development requirements must be met.

This item supports the approved Strategic Goals; specifically, Goal 1 - Economic Development, Objective B: Promote Business-Friendly Practices and Objective E: Promote Leon Valley.

**FISCAL IMPACT**

The fiscal impact to Leon Valley has not been calculated.

Establishment of this sports venue and business in Leon Valley helps elevate the city as a regional destination for sports and entertainment. Because of the popularity of soccer as a sport locally, regionally and internationally, Leon Valley will become a destination for training at the M. Vidrio Soccer Complex. The indirect impact to sales tax revenues has not been calculated but players

and spectators will be drawn to the area; and, the possibility is strong that they will spend money on food, gas, supplies, etc., while in Leon Valley.

**RECOMMENDATION**

Staff recommends approval.

**S.E.E. IMPACT**

**Social** – To continue developing a diverse and versatile business environment that will encourage a superior quality of life for residents.

**Economic** – To provide a diverse and versatile business environment that supports a healthy economy by attracting viable businesses and patrons; and to assist an economic development partner better serve the business community.

**Environmental** – To provide a best use of land with environmental and developmental limitations.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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

# City of Leon Valley

## M. Vidrio Soccer Complex

### Information and Update



Tuesday, May 5, 2015

# M. Vidrio Soccer Complex: International Sport Promoting Regional Attraction



# Background

- Property zoned B-1 (Small Business)
- In 2011, City Council and Zoning Commission approved a Specific Use Permit (SUP) for Construction and Operation of a “Soccer Complex”

# M. Vidrio Soccer Complex

- Principals of development:
  - Manuel Vidrio and Arturo Ferrer
- 2-Phase Development
  - 2 soccer fields (natural turf), locker rooms, seating
  - Canopied field (astro turf) with seating
  - Walking track
  - Sufficient on-site parking; away from residential areas

## M. Vidrio Soccer Complex

- City of Leon Valley will install signs in the residential area of Shadow Mist directing soccer patrons to parking at the soccer complex
  - Parking for events at the soccer complex will not be available in the Shadow Mist Subdivision at any time
  - Soccer Complex developers have been advised of this
- City will monitor compliance with SUP requirements including field lighting turned off and no loud events after 9:30 p.m.
- City will ensure that property owner and developer adhere to code requirements

## M. Vidrio Soccer Complex

- Phase 1 to be completed by June 2015
- No set date for Phase 2
- Development of Soccer Complex must adhere to SUP, to include:
  - Hooded lighting directed away from residential areas
  - Field lights off by 9:30 p.m.
  - Emergency access for public safety continued from El Verde Road to Shadow Mist Drive

# M. Vidrio Soccer Complex



# M. Vidrio Soccer Complex



# Background on Manuel Vidrio

- International soccer player since 1991
- Mexico Olympic Team in 1992
- Mexico National Team 1993-2002
- Competed in 2002 FIFA World Cup as part of Mexico National Team
- Assistant Coach on Mexico National Team Staff for 2010 FIFA World Cup
- Manager for 3 International Teams and Assistant Manager for 2 International Teams since 2007

# Regional Attraction

- International sport attracts players and fans from the region interested in playing, lessons for children, training
- Establishes Leon Valley as a regional destination and location for outdoor entertainment and international sport
- Indirect impact on local economy
  - Grocery Store and Restaurants
  - Gas Stations
  - Miscellaneous: drugstore, car washes, San Antonio Aquarium

# City of Leon Valley

## M. Vidrio Soccer Complex

### Information and Update



Tuesday, May 5, 2015

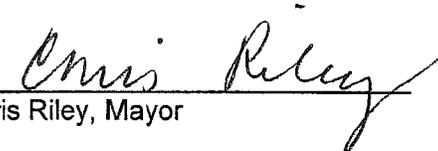
AN ORDINANCE

AMENDING ORDINANCE NO.10-019 TO GRANT AN EXTENSION TO SPECIFIC USE PERMIT CASE NO. 2010-265 TO ALLOW OPERATION OF "OUTDOOR-ENTERTAINMENT," SPECIFICALLY "SOCCER FIELDS," IN A B-1 (SMALL BUSINESS) ZONED PROPERTY, BEING PORTIONS OF LOTS 6 AND 7, CB 4430, LEON VALLEY HOMESITES SUBDIVISION, LOCATED AT THE END OF EL VERDE ROAD AT SHADOW MIST DRIVE, IN THE CITY OF LEON VALLEY

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

1. A Specific Use Permit is granted allowing operation of "outdoor-entertainment," specifically "soccer fields," being Portions of Lot 6 and 7, CB 4430, Leon Valley Homesites Subdivision, a B-1 (Small Business) zoned property, located at the end of El Verde Road at Shadow Mist Drive, particularly described in case file **SUP 2010-265**.
2. The City staff is hereby authorized to issue said Specific Use Permit when all conditions imposed by the City Council and as reflected in the **Specific Use Permit Case No. 2010-265** have been complied with in full.
3. The Conditions set by the City Council on May 17, 2011 for approval of this Specific Use Permit Case No. 2010-265 are as follows:
  - a. All lighting will be hooded and directed away from residential areas,
  - b. Parking areas are to be constructed with permeable surfaces;
  - c. Field lights will be turned off by 9:30 p.m.;
  - d. The approved use will follow all other code requirements;
  - e. The emergency access for public safety will be continued from El Verde Road to Shadow Mist Drive, and
  - f. Parking must be sufficiently addressed and encouraged to be located away from residential areas.
4. That the City Council herein grants the extension of the Specific Use Permit Case No. 2010-265 to be the period of time during which the performance of duties required by the City of Leon Valley are completed without a specified ending date and are extended only to the herein-named applicant.

**PASSED** and **APPROVED** this the 17<sup>th</sup> day of May, 2011.

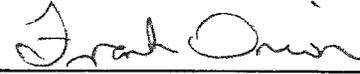
  
Chris Riley, Mayor

ATTEST:

  
Janie Willman, City Secretary



APPROVED AS TO FORM:

A handwritten signature in cursive script, appearing to read "Frank Owen". The signature is written in black ink and is positioned above a horizontal line.

City Attorney