



CITY OF LEON VALLEY
CITY COUNCIL SPECIAL MEETING
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Tuesday, May 17, 2016

AGENDA

1. **6:00 P.M.** Call to order, Determine a Quorum is Present, Pledge of Allegiance.
2. **Citizens to Be Heard and Time for Objections to the Consent Agenda.** “Citizens to be heard” is for the City Council to receive information on issues that may be of concern to the public. The purpose of this provision of the Open Meetings Act is to ensure that the public is always given appropriate notice of the items that will be discussed by the Council. Should a member of the public bring an item to the Council, for which the subject was not posted on the agenda of that meeting, the Council may receive the information but cannot act upon it during the meeting. Council may direct staff to contact the requestor or ask that the issue be placed on a future agenda for discussion by the Council.

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

3. Recognition of Council Member Carmen Sanchez for her years of service to the City of Leon Valley.
4. Administration of the Oath of Office and presentation of the Certificate of Election to Council Member-Elect Benny Martinez Council Place 4; Council Member-Elect Belinda Ealy Council Place 2; and Mayor Chris Riley by Bexar County Judge Nelson W. Wolff.

There will be a short recess for a reception honoring Councilor Carmen Sanchez and newly sworn Leon Valley Councilors in the City Hall Foyer at this time. Following the reception, the City Council will reconvene into open session. The public is cordially invited to attend.

5. Recognition of Peace Officer Henry Lopez for his thirty-three years of service to the City of Leon Valley.
6. Presentation of a proclamation declaring May as National Bike Month and the Walk & Roll Challenge. **(Chief Luis Valdez)**
7. Presentation of a proclamation declaring the week of May 15-21, 2016 Public Works Appreciation Week. **(Mayor Chris Riley)**

8. Presentation of a proclamation recognizing May 15th as Peace Officers Day and the week of May 15-21, 2016 Police Week. **(Mayor Chris Riley)**
9. Presentation of the Tree City USA and Growth Award by Mark Kroeze with the Texas A&M Forest Service.
10. Presentation of Oak Wilt in Bexar County by Mark Kroeze with the Texas A&M Forest Service.
11. Presentation of the Tree Advisory Board (TAB) Annual Report by Chairperson Denise Berger.
12. TxDOT presentation regarding relieving congestion on Bandera Road and suggested options by Clayton Ripps, Advanced Planning Engineer, TxDOT, San Antonio District.

CONSENT AGENDA

13. Approval of City Council Minutes. **(S. Passailaigue)**
 - a) May 03, 2016 Special City Council Meeting
 - b) May 03, 2016 Regular City Council Meeting
 - c) May 07, 2016 Special City Council Workshop
14. Consider, discuss and possible action on Ordinance No. 16 -017 appointing the Municipal Court Judges of the Leon Valley Municipal Court for a term of two (2) years expiring May 2018. **M&C 2016-05-17-01 (S. Passailaigue)**
15. Consider, discuss and possible action on the cancellation of the July 05, 2016 Regular City Council meeting with a caveat to reschedule in an effort to conduct City business. **M&C 2016-05-17-02 (S. Passailaigue)**

REGULAR AGENDA

16. Consider, discuss and possible action on the Proposed Library Policy Manual. **M&C #2016-05-17-03 (S. Underwood).**
17. Consider, discuss and possible action authorizing the City Manager to Enter into a Contract with the Edwards Aquifer Authority (EAA) to Participate in the Aquifer Storage & Recovery (ASR) Program. **M&C #2016-05-17-04 (D. Dimaline).**
18. Consider, discuss and possible action authorizing the City Manager to enter into a Community Development Block Grant (CDBG) Program Agreement to Provide CDBG Program Funds for the Timberhill Dr. and Huebner Drainage Improvement Project, and Approve the Attached Ordinance for a Budget Adjustment in the amount of \$282,000 from the Stormwater Fund Balance to Fund this Improvement. **M&C #2016-05-17-05 (D. Dimaline).**

19. Consider, discuss and possible action on an In Kind Grant request by Cassandra Miranda of Northside Independent School District, for use of the Leon Valley Conference Center at 6427 Evers Road for the annual Northside Education Foundation Planning Retreat. **M&C #2016-05-17-06 (K. Flores).**
20. Consider, discuss and possible action on an action on an Ordinance establishing the authority and rights, structure and membership, duties and responsibilities, and sunset provision for the Police Department Citizens Advisory Committee. **M&C #2016-05-17-07 (K. Kuenstler).**
21. City Manager's Report:
- a) Approved Minutes from Boards, Commissions and Committees
 - b) Future Agenda Items:
 - Sign Ordinance LED
 - Hand Gun Policy
 - c) Upcoming Important Events:
 - Joint Primary Election, City Hall, Early Voting is May 16th through May 20th and Election Day is May 24th.
 - City Council Orientation, Council Chambers, Friday, May 20, 2016, 8:30 a.m. to 11:30 a.m.
 - Neighborhood Renewal Program (NRP), Saturday, May 21, 2016, 7:30 a.m. to Noon.
 - City Offices will be closed Monday, May 30, 2016, in observation of Memorial Day.
22. Citizens to be heard.
23. Announcements by the Mayor and Council Members. At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.
24. Adjournment.

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

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

I hereby certify that the above **NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL** was posted at the Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, on May 12, 2016 at 11:15 a.m. and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at www.leonvalleytexas.gov. This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To make arrangements, call (210) 684-1391, Extension 216.


 SAUNDRA PASSAILAIGUE, TRMC
 City Secretary





CERTIFICATE OF APPRECIATION

WHEREAS, in recognition of outstanding service, this Certificate of Appreciation is awarded to:

Henry Lopez III

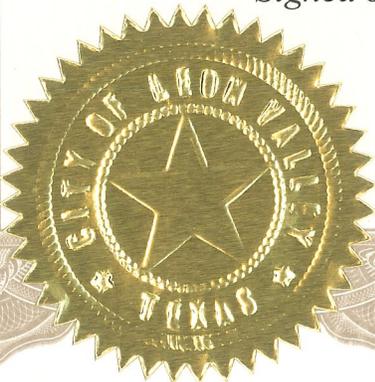
WHEREAS, in recognition of the excellent record you have compiled during your 33 years of service with the City of Leon Valley, it is a pleasure to present this certificate.

WHEREAS, Henry Lopez III has completed 33 years of service with the Leon Valley Police Department serving the City of Leon Valley and its citizens;

WHEREAS, Henry Lopez III has distinguished himself with advancements throughout his years of service first as a Patrol Officer in April of 1983 to a Patrol Corporal in 2013;

NOW, THEREFORE, by the authority vested in me as Mayor, and on behalf of our governing body and all citizens, I do hereby present this Certificate of Appreciation to you as a testimonial to the loyal and dedicated service which you have contributed with our best wishes for continued success and happiness in the future.

Signed by my hand on this the 17th day of May, 2016.



Chris Riley

Mayor Chris Riley



PROCLAMATION

Whereas, during the month of May 2016, the Alamo Area Metropolitan Planning Organization's (MPO) Pedestrian and Bicycle Mobility Advisory Committees will observe National Bike Month and host the 20th Annual Walk & Roll Challenge to draw attention to the link between transportation and air quality, to promote efficient and desirable forms of transportation, exercise and recreation; and

Whereas, today, millions of Americans engage in bicycling and walking as an environmentally-sound form of transportation, regular fitness, and quality family-time activity; and

Whereas, cycling, walking and wheeling are healthier alternatives that can help reduce traffic congestion and improve air quality; and

Whereas, throughout the year, citizens are encouraged to seek alternate forms of transportation and celebrate active transportation.

NOW, THEREFORE, I, Chris Riley, Mayor of the City of Leon Valley, in recognition thereof, do hereby proclaim May 2016, to be

"National Bike Month"
In Leon Valley, Texas.



Signed by my hand on this the 17th day of May, 2016.

Chris Riley

Mayor Chris Riley

2016 Walk & Roll Challenge

City of Leon Valley

May 17, 2016



Purpose

- Each year, the Alamo Area Council of Governments (AACOG) conducts its Walk and Roll Challenge to draw attention to the link between transportation and air quality, to encourage new and healthier transportation habits, and to recognize employers committed to cleaner air and healthier living.

Challenge

- In previous years, the Walk & Roll Challenge decreased the number of vehicle miles traveled in the Alamo area by over 1 million miles and smog-producing emissions were reduced by over 2 tons!
- Throughout May of this year, the City of Leon Valley will be participating in this challenge simply by encouraging employees to travel by means other than driving alone and to record those trips on NuRide.com.

Rewards

- To bring awareness to the connection between transportation and pollution
- Saves money
- Increases Exercise!
- Have fun and win rewards on Nuride.com

Summary

- We encourage everyone to accept the Walk and Roll Challenge.

If you would like to register for the 2016 Walk & Roll Challenge please contact Nic Jones at njones@aacog.com or at 210-918-1299.

More information may be found at www.walkandrollchallenge.com
www.nuride.com

2016 Walk & Roll Challenge

City of Leon Valley

May 17, 2016





PROCLAMATION
PUBLIC WORKS WEEK

May 15-21, 2016

WHEREAS, public works services provided in our community are an integral part of our citizen's everyday lives; and

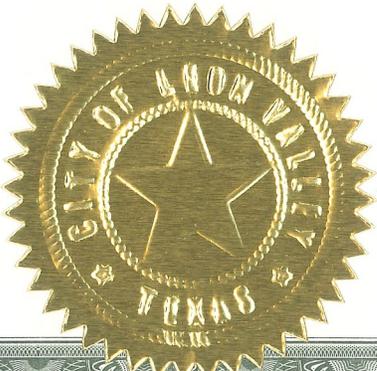
WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, wastewater treatment, streets, public buildings and parks; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials.

NOW THEREFORE, I, Chris Riley, Mayor of the City of Leon Valley, Texas, call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works professionals make every day to our health, safety, comfort and quality of life.

Signed by my hand on this the 17th day of May, 2016.



Chris Riley

Mayor Chris Riley

PUBLIC WORKS ALWAYS THERE



NATIONAL PUBLIC WORKS WEEK
MAY 15 - 21, 2016



PROCLAMATION

WHEREAS, in 1962, President John F. Kennedy signed the first proclamation recognizing May 15th as Peace Officers Memorial Day and the week in which it falls as National Police Week; and

WHEREAS, the members of the Leon Valley Police Department play an essential role in safeguarding the rights and freedoms of the citizens of our community; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards and sacrifices of their law enforcement officers, and that law enforcement officers recognize their duty to serve the people of this community, by protecting them against violence and disorder; and

WHEREAS, National Police Week and May 15, 2016, are opportunities to honor officers who have fallen in the line of duty, and recognize the sacrifices made by the families of those officers and the families of those who continue to protect and serve our community;

NOW, THEREFORE, I, Chris Riley, as Mayor of the City of Leon Valley do hereby declare May 15th through May 21st, 2016 as:

POLICE WEEK

In the City of Leon Valley, Texas, and hereby publicly salute the service of law enforcement officers in our community.

Signed by my hand on this the 17th day of May, 2016.

Chris Riley

Mayor Chris Riley





**PROCLAMATION
LEON VALLEY IS A 2016 TREE CITY USA AND GROWTH AWARD
COMMUNITY**

WHEREAS, the City of Leon Valley was first recognized as a Tree City USA community in 2012 and every year since and once again has met the qualifying criteria of the Tree City USA Program to have a viable tree management plan. The Tree Advisory Board, a tree-care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation; and

WHEREAS, the Growth Award recognizes the City of Leon Valley for its expanding its tree program, through Education and Public Relations Programs, Partnerships within the Community, Planning and Management and Tree Planting and Maintenance in 2015; and

WHEREAS, the Arbor Day Foundation and the National Association of State Foresters has approved and is recognizing the City of Leon Valley as a 2015 Tree City USA and Growth Award Community; and

WHEREAS, the City of Leon Valley is the only City in the State to be designated both as a Tree City USA, Growth Award Community and a Firewise Community; and

WHEREAS, trees play an important part in our everyday lives by lowering our heating and cooling costs, reducing erosion, cleaning the air, producing oxygen and providing a habitat for wildlife; and

WHEREAS, a random 10% sampling of street trees in Leon Valley was valued at over \$850,000 and indicates to the City that trees have monetary value and are important to attracting economic development to the area; and

WHEREAS, the City of Leon Valley has adopted a tree challenge to plant a tree for every citizen in Leon Valley – 10,000 by the year 2020.

NOW, THEREFORE, I, CHRIS RILEY, Mayor of the City of Leon Valley, Texas, do hereby proclaim Leon Valley as a Tree City USA and Growth Award Community and I urge all citizens to celebrate our local urban forest and to support efforts to plant, protect and sustain trees in Leon Valley now and for future generations.

Signed by my hand on this the 17th day of May, 2016.

Chris Riley

Mayor Chris Riley



3/9/14
AK

Mayor Chris Riley
6400 El Verde Road
Leon Valley, TX 78238

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Leon Valley on earning recognition as a 2015 Tree City USA and for receiving a Growth Award. Residents of Leon Valley should be proud to live in a community that makes the planting and care of trees a priority.

Leon Valley is one of more than 3,400 Tree City USAs, with a combined population of 140 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

As a result of your commitment to effective urban forest management, you already know that trees are vital to the public infrastructure of cities and towns throughout the country, providing numerous environmental, social and economic benefits. In fact, trees are the one piece of community infrastructure that actually increases in value over time.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward information about your awards to your state forester's office to coordinate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Leon Valley and thank you for helping to create a healthier planet for all of us.

Best Regards,



Dan Lambe
President

cc: Mark Kroeze

enclosure

For more information, contact:
Danny Cohn, 402-473-9563
dcohn@arborday.org



FOR IMMEDIATE RELEASE:

Arbor Day Foundation Names Leon Valley Tree City USA, Growth Award Winner

Leon Valley, TX was named a 2015 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

The community also received a Tree City USA Growth Award for demonstrating environmental improvement and higher level of tree care.

Leon Valley achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree-care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

“Tree City USA communities see the impact an urban forest has in a community first hand,” said Dan Lambe, President of the Arbor Day Foundation. “Additionally, recognition brings residents together and creates a sense of community pride, whether it’s through volunteer engagement or public education.”

Trees provide multiple benefits to a community when properly planted and maintained. They help to improve the visual appeal of a neighborhood, increase property values, reduce home cooling costs, remove air pollutants and provide wildlife habitat, among many other benefits.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation: The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information can be found at arborday.org.

ITEM 10

MAYOR AND COUNCIL COMMUNICATION

DATE: May 17, 2016
TO: Mayor and Council
FROM: Elizabeth Carol, Community Development Director
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Discussion and presentation from by Mark Kroeze with the Texas A&M Forest Service.

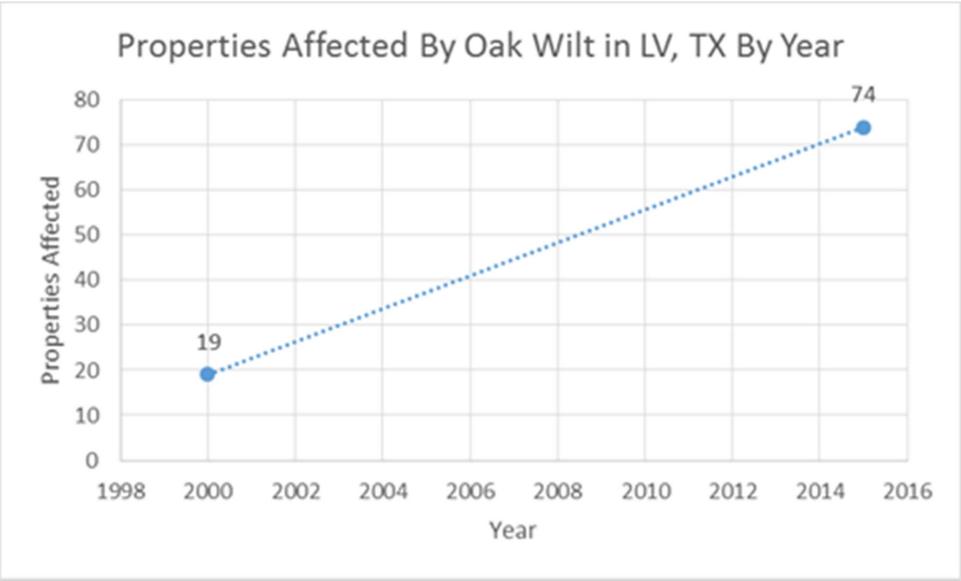
PURPOSE

This item was placed on the City Council agenda to provide an update on Oak Wilt in Bexar County from the Texas A&M Forest Service. The Texas A&M Forest Service has also provided Leon Valley with an updated map, indicating the recent expansion of Oak Wilt in the community.

No action will be taken.

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary



Prepared by:



Oak Wilt In Bexar County

Mark Kroeze
Texas A&M Forest Service



Overview

- **What Is Oak Wilt?**
- **Does It Matter?**
- **Discussion**
- **Works Cited**

What Is Oak Wilt?

Primary Pathogen

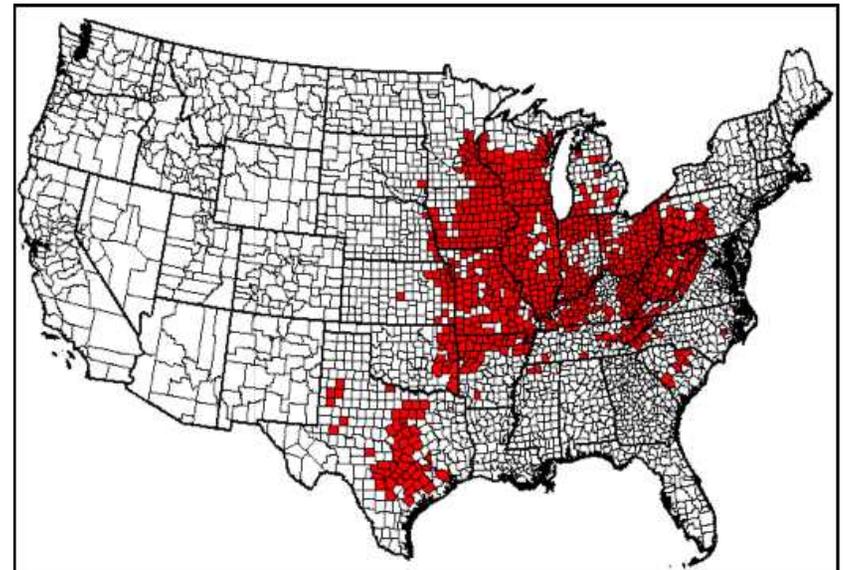
Fungal- Caused by *Ceratocystis fagacearum*

Clogs conductive vessels of infected oak trees, causing tree to die suddenly

A fungus with the potential to be one of the most destructive of all tree pathogens.” (Gibbs and French, 1980).



[Oak Wilt Distribution Map](#)



Trees Affect Urban Areas

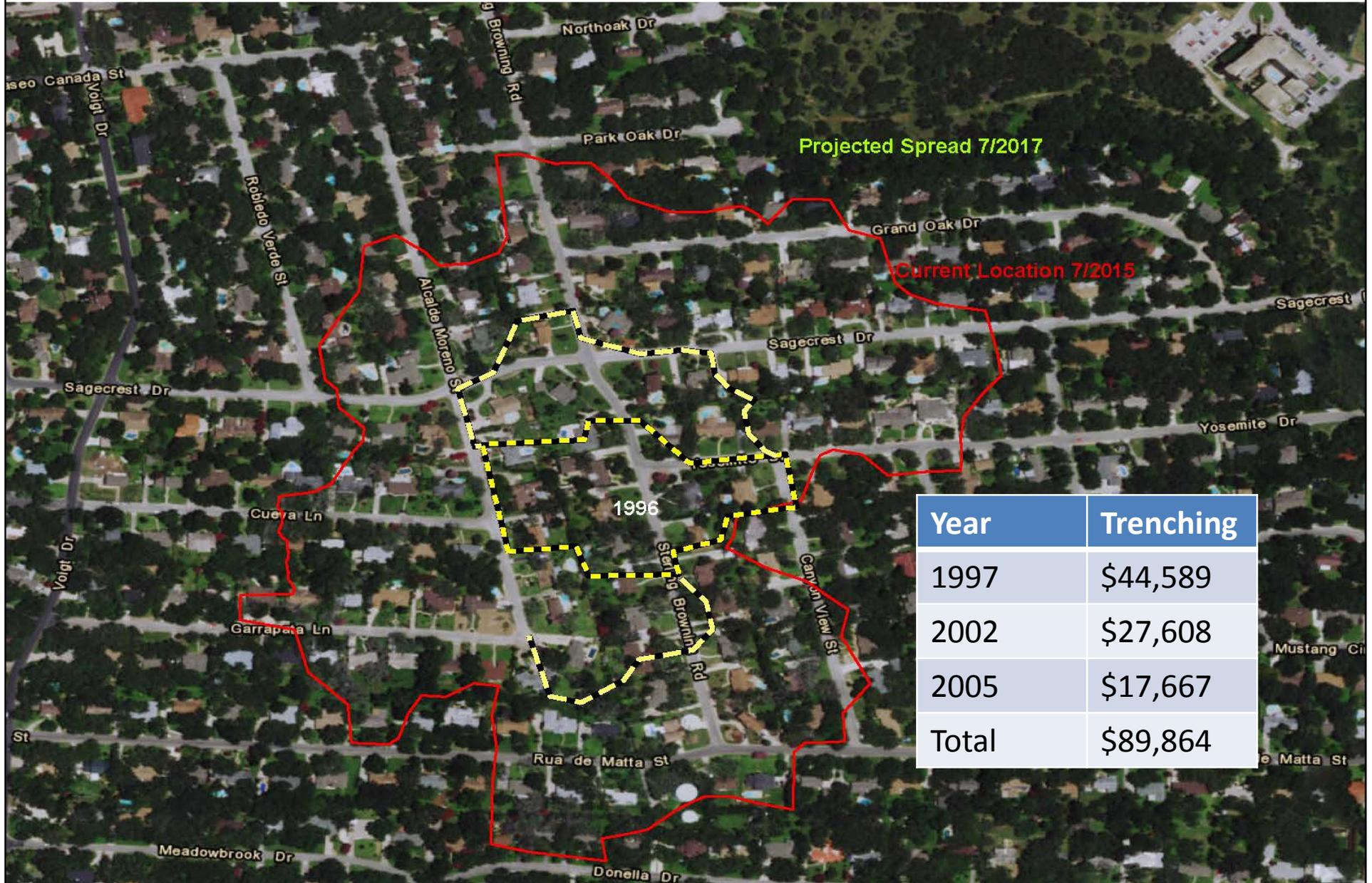
1. Stress increases as canopy cover decreases
2. Crime increases as canopy cover decreases
3. Recreation opportunities decrease as canopy cover decreases
4. **Environmental Services decrease as canopy cover decreases**

Study Name, Author, Date	Property Value Increase
<u>Contribution of Trees To Residential Values.</u> Morales (1980)	6 - 9 %
<u>Contributory Value of Trees To Residential Property Values in Austin, Texas.</u> Martin, Maggion, Appel (1989)	Formula- 13% Predictive- 19%
<u>Values of Six Communities in Cincinnati, Ohio</u> Dimke, Sydnor, Gardner (2013)	\$780 per 1% increase in Canopy Cover
<u>Influence of Trees on Residential Property Values in Athens, Georgia.</u> Anderson and Cordell (1988)	3.5 – 4.5% increase in Sales Price
<u>Guide for Plant Appraisal</u> 9th Edition International Society of Arboriculture (2000)	Provides several formulas & methods to appraise the value of trees in a landscape.

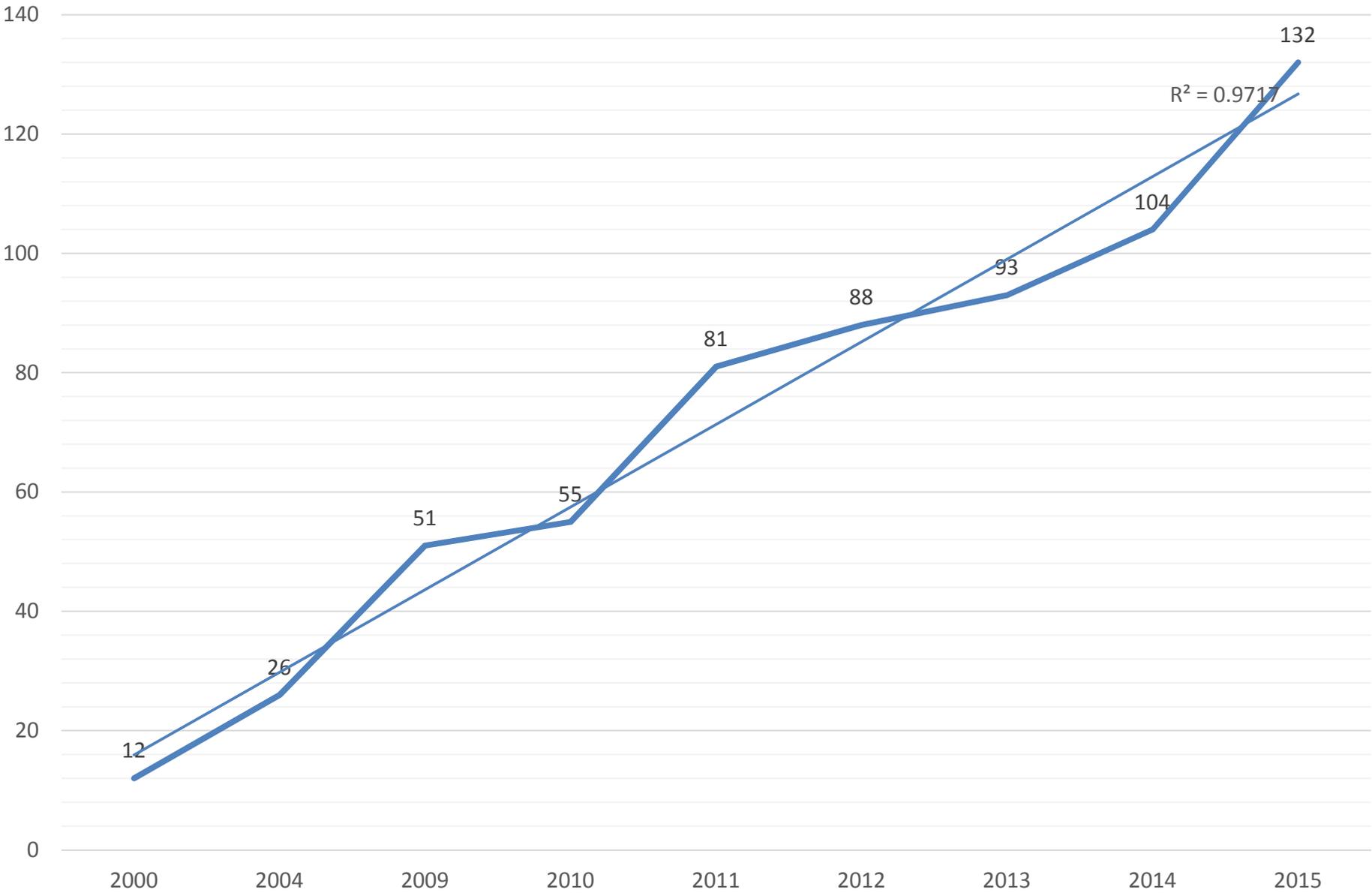
Bexar County Parcels Affected

Jurisdiction	Properties Affected By OW
San Antonio	323
Hollywood Park	132
Helotes	104
Castle Hills	77
Leon Valley	74
Fair Oaks Ranch	16
Grey Forest	2
Shavano Park	1
Alamo Heights	1
State Natural Area	1
County	260
Total	991

Hollywood Park, TX



Properties Affected By Oak Wilt in HP, TX By Year



Conclusion

- Early detection is vital
- Spread and effect increase dramatically
- Oak Wilt appears to be economically significant

- Anderson, L. M., & Cordell, H. K. (1988). Influence of Trees on Residential Property Values in Athens, Georgia (USA): A survey based on actual sales prices. *Landscape and Urban Planning*, 15, 153-164.
- Billings, R. F., Gunter, J. T., Gehring, E. H., & Starkey, D. (1995). *Toward Integrated Management of Oak Wilt In Texas*. College Station: USDA Forest Service and Texas Forest Service.
- Dimke, K. C., Sydnor, T. D., & Gardner, D. S. (2013, March). The Effect of Landscape Trees on Residential Property Values of Six Communities in Cincinnati, Ohio. *Arboriculture & Urban Forestry*, 39(2), 49055.
- Martin, C. W., Maggio, R. C., & Appel, D. N. (1989, March). The Contributory Value of Trees To Residential Property Values In The Austin, Texas Metropolitan Area. *Journal of Arboriculture*, 15(3), 72-76.
- Morales, D. J. (1980, November). The Contribution Of Trees To Residential Property Value. *Journal of Arboriculture*, 6(11), 305-308.
- Wilson, A. D. (1999). Oak Wilt: A potential threat to southern and western oak forests. *Journal of Forestry*, 4-11.

Wilson, A. D. (2005). Recent Advances in the Control of Oak Wilt in the United States. *Plant Pathology Journal*, 4(2), 177-191.

Broshot, N. E. (2011). Mortality and recruitment in an urban forest (Forest Park in Portland, Oregon) between 1993 and 2003. *Urban Ecosystems*, 553-567.

Combs, S. (2008). *Texas in View: A Statewide View of Opportunities- Demographics*. Austin, Texas: State of Texas, Comptroller of Public Accounts.

Drayton, B. R. (1996). Plant Species Lost in an Isolated Conservation Area in Metropolitan Boston from 1894 to 1993. *Conservation Biology*, 30-39.

Fisher, C. (2011, October 11). Nature in the City: Urban Environmental History and Central Park. *Organization of American Historians Magazine of History*, pp. 27-31.

Ikawa, J. O. (2005). *The dispersion and control of domestic biodiversity in Nairobi- A GIS project*. University of Nairobi, Kenya, Department of Geography and Environmental Studies. Nairobi, Kenya: Unpublished MA Thesis.

Martinuzzi, S. W. (2007). Land development, land use, and urban sprawl in Puerto Rico integrating remote sensing and population census data. *Landscape and Urban Planning*, 288-297.

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Njeru, J. (2010). 'Defying' democratization and environmental protection in Kenya: The case of Karura Forest reserve in Nairobi. *Political Geography*, 333-342.

Njeru, J. (2013). 'Donor Driven' neoliberal reform processes and urban environmental change in Kenya: The case of Karura Forest in Nairobi. *Progress in Development Studies*, 13(1), 63-78.

Nowak, D. J. (2006). *Assessing Urban Forests Effects and Values*. Washington D.C.: United States Department of Agriculture- Forest Service.

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Nowak, D. W. (2005). Projected urban growth and its estimated impact on the U.S. Forest resource (2000-2050). *Journal of Forestry*, 103(8), 383-389.

Ramos-Santiago, L. E.-C. (2014). Green area loss in San Juan's inner-ring suburban neighborhoods: a multidisciplinary approach to analyzing green/gray area dynamics. *Ecology and Society*, 102-121.

Roy, S. J. (2012). A systematic quantitative review of urban tree benefits and assessment methods across cities in difference climate zones. *Urban Forestry and Urban Greening*, 351-363.

Soga, M. N. (2013). Patch size determines the strength of edge effects on carabid beetle assemblages in urban remnant forests. *Journal of Insect Conservation*, 421-428.

Warren, P. S. (2011). Social and institutional factors associated with land use and forest conservation along two urban gradients in Massachusetts. *Landscape and Urban Planning*, 82-92.

Wolf, K. (1998). *Urban Nature Benefits: Pshyco-Social Dimension of People and Plants*. Seattle, Washington: University of Washinton- Center for Urban Horticulture.

Wyse, S. V. (2015). Protecting trees at an individual level provides insufficient safeguard for urban forests. *Landscape and Urban Planning*, 112-122.



OAK preservation PROJECT

OAK WILT PREVENTION PROGRAM

What is **Oak Wilt**?

Oak Wilt is a destructive, incurable and deadly fungal tree disease that is a threat to all oak trees, some of our community's most precious natural resources.

Why should **YOU** care?

Oak Wilt not only impacts trees it impacts our community. Trees with Oak Wilt generally do not survive. Oak Wilt can affect aesthetics, decrease your property value, and is expensive to manage. Ignoring this disease can be very costly: Prevention is Key.

How does it **SPREAD**?

Oak Wilt spreads two ways:

ABOVE GROUND through beetles – Diseased red oaks produce fungal mats generally in the spring. These fungal mats attract small beetles and spores become attached to their body. Beetles, which can travel long distances, are then attracted to fresh cuts and other exposed wounds on ALL oak trees.

BELOW GROUND through root connections – Live oaks grow in dense groups with interconnected roots and this is how it is most commonly spread. Although less common, it can spread through interconnected roots of red oaks too.

How to **PREVENT** Oak Wilt

Oak Wilt prevention is fairly simple and should be taken seriously to prevent further spread of the disease. Prevent new infections by following these steps:

AVOID

**pruning oak trees
February 1 – June 30**

This is the time beetles are most active and fungal mats produce spores.

DISINFECT pruning tools

Disinfect tools prior to cutting. Use an all-purpose household disinfectant or denatured methyl/ isopropyl alcohol.

PAINT wounds immediately

Oak tree wounds need to be painted immediately, regardless of the season, with latex or commercial tree wound paint. The paint minimizes exposure to beetles.

ONLY STORE seasoned firewood from known sources.

Oak wilt can be transmitted through unseasoned firewood from diseased red oaks.

How to manage Oak Wilt if your trees are already infected

STOP SPREAD THROUGH ROOTS

Trenching may be an option to break up root connections. To determine if this is the best method, consult with a qualified tree care professional. This type of work can be complex and often requires specific training on Oak Wilt.

FUNGICIDE TREATMENT

Propiconazole (Alamo™) is a treatment injected (by a certified applicator) into the oaks root flare. The treatment is most effective when applied as a preventative; however, may sometimes be applied after symptoms have been developed.

PREVENT NEW INFECTIONS

Cut and dispose of diseased red oaks immediately. When planting new trees, choose species that are resistant or immune to Oak Wilt.

More questions?

or if you suspect your oak trees have Oak Wilt please visit the Texas A&M Forest Service immediately at texasoakwilt.org



OAK preservation project

PROGRAMA DE PREVENCIÓN CONTRA OAK WILT

¿Qué es **Oak Wilt**?

Oak Wilt o Marchitamiento de Encinos, es una enfermedad destructiva, incurable y mortal provocada por un hongo. El marchitamiento amenaza a todos los encinos y robles, que son importantes recursos naturales de nuestra comunidad.

¿Por qué te debe **importar**?

El marchitamiento no sólo afecta a los árboles sino a nuestras comunidades. Los robles afectados generalmente no sobreviven. Los árboles infectados rara vez sobreviven. Es un problema de estética, reduce el valor de propiedades y es costoso de controlar. Ignorar la enfermedad puede salir muy caro: la clave está en la prevención.

¿Cómo se **contagia**?

Oak Wilt se propaga de dos maneras:

EN LA SUPERFICIE por medio de escarabajos – Los robles rojos, comúnmente en primavera, producen mantos fungosos que atraen pequeños escarabajos, al que se les pegan las esporas de los hongos. Los escarabajos pueden viajar grandes distancias y se ven atraídos a las cortadas frescas y otras heridas abiertas en los robles y encinos de todo tipo.

EN EL SUBSUELO por medio de raíces interconectadas – Los encinos crecen en grupos densos con raíces interconectadas y así es como se transmite el hongo normalmente. Lo mismo sucede, aunque no tan comúnmente, con los robles rojos.

Cómo **PREVENIR** Oak Wilt

La prevención del marchitamiento de encinos es bastante sencilla y debe tomarse seriamente para evitar que se propague más la enfermedad. Las siguientes medidas pueden prevenir nuevas infecciones:

EVITA

podar tus encinos o robles del

Febrero 1 – Junio 30

Estas fechas son cuando los escarabajos están más activos y cuando los mantos fungosos producen esporas.

DESINFECTA

herramientas para podar

Antes de podar un árbol, desinfecta las herramientas con un desinfectante multiusos para el hogar o con alcohol metílico o isopropílico desnaturalizado.

PINTA

heridas de inmediato

Las heridas de los encinos deben pintarse de inmediato, no importa qué época del año sea, con pintura látex o pintura comercial para heridas de árboles. La pintura hace que el árbol esté menos expuesto a los escarabajos.

GUARDA

leña de fuentes conocidas

El marchitamiento puede contagiarse por medio de leña sin tratar proveniente de robles rojos infectados.

¿Cómo se puede tratar el marchitamiento en árboles que ya está infectados?

EVITA EL CONTAGIO POR MEDIO DE RAÍCES

Una opción es cavar zanjas para romper las conexiones entre las raíces. Para saber si este es el método que más te conviene en tu caso, consulta con un profesional calificado en el cuidado de árboles. Es un tipo de trabajo complejo que muchas veces requiere capacitación específica para el marchitamiento de encinos.

TRATAMIENTO FUNGICIDA

El Propiconazole (Alamo™) es un tratamiento que debe inyectarlo un profesional certificado en la base de la raíz del encino. Es más efectivo si se aplica como medida preventiva, pero a veces se puede aplicar cuando ya aparecieron los síntomas.

PREVENCIÓN DE NUEVAS INFECCIONES

Corta y deshazte de los robles rojos de inmediato. Al plantar nuevos árboles, elige especies que sean resistentes o inmunes al marchitamiento.

¿Más Preguntas?

Para ésta información visita
sanantonio.gov/parksandrec

City of Leon Valley City Council

Tree Advisory Board Annual Report
By: Chairperson Denise Berger

May 17, 2016

TAB Members

- TAB Members:
 - Denise Berger (Chair)
 - Thomas Benavides (Vice-Chair/Secretary)
 - Irene Baldrige
 - Melinda Dawson
 - Mary Key
 - Diana Sarfin
 - Rich Sarfin
- Leon Valley Staff Liaison: Elizabeth Carol
- TAB Forester: Mark Kroeze, Alamo Region Urban Forester

Awards

Tree City USA

- Tree City USA Signs
 - Huebner and Redbird
 - Bandera and Hodges
- Standards for Tree City USA Recognition
 - Tree Board or Department
 - Tree Care Ordinance
 - Community Forestry Program With an Annual Budget of at Least \$2 Per Capita
 - Arbor Day Observance and Proclamation



Awards

Growth Award

- Recognizes a higher level of tree care
- Highlights innovation
- Growth Awards Projects
 - Creation of Tree Care Web Page
 - Earthwise Living – Promotes trees
 - Building Permits – Discourage Live Oaks
 - LV Wildfire Protection Plan
 - Initiation of an Emergency Plan



Activities

- Developed Goals and Objectives for the Master Plan
 - Plant 10,000 trees in Leon Valley by 2020
 - Huebner Onion Natural Area & Raymond Rimkus Park
 - Explore other planting areas
 - Educate community on the value of Trees
 - Expand tree education at Earthwise Living & Arbor Day
 - Improve and update web page
 - Encourage community participation

Activities

- Leon Valley Arbor Day 2015
- October 31st
 - Adopted 350 trees
 - Trash to Treasure
 - Library Halloween Party



Activities

- Tree Adoptions
Earthwise Living Day
- 250 Trees were adopted
 - Bur Oak
 - Arizona Cypress
 - Mexican Oak
 - Mountain Laurel
 - Eve's Necklace
 - Mexican Plum
 - Texas Ebony



Activities

Repurpose Trees:

- Walked the LC-17 project
- Identified 18 trees:
 - 13 Pecans
 - 3 Shumard Oak
 - 2 Live Oak
- Park benches and plaques



Total Trees Adoption

- Previously 1,850 had been adopted
 - Since 7/14/2009.
- Recent trees adoptions*:
 - Arbor Day 2014: 350
 - Earthwise Living Day 2015: 250

* Trees donated by CPS Energy and the Texas Forest Services
- Adopted To-Date are 2,450.
- Meetings
 - 9 Regular Meetings in 2015
 - 1 joint meeting with the Park Commission
 - 2 meetings cancelled
 - 4 meetings in 2016

12 Month Plan

- Maintain Tree City USA and Growth Award Certification
- Develop Oak Wilt Education Plan
- Arbor Day and Earthwise Living Day
 - Tree-adoptions
- Written Action Plan for increasing rate of plating in progress
- Continue partnership with Park Commission
 - Increase native trees population in Leon Valley Parks

City of Leon Valley City Council

Tree Advisory Board Annual Report
By: Chairperson Denise Berger

May 17, 2016



**CITY OF LEON VALLEY
CITY COUNCIL SPECIAL MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Tuesday, May 03, 2016

MINUTES

The City Council of the City of Leon Valley, Texas met on the 3rd day of May, 2016 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 5:35 p.m.

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

Also in attendance were:

City Manager Kelly Kuentler, City Secretary Sandra Passailaigue, City Attorney Roxann Pais Cotroneo,

Meet in executive session pursuant to Section 551.071 of the Texas Public Information Act, *Consultation with Attorney*, to meet with its attorney on a matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Public Information Act, regarding legal issues and litigation update related to the City of Leon Valley Economic Development Corporation. (Roxann Pais Cotroneo, City Attorney)

The City Council went into Executive Session at 5:36 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 7:07 p.m. No action was taken.

Adjournment.

Mayor Riley announced the meeting adjourned at 7:08 p.m.

These minutes approved by the Leon Valley City Council on the 17th of May, 2016.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

DRAFT



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

Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Tuesday, May 03, 2016

MINUTES

The City Council of the City of Leon Valley, Texas met on the 3rd day of May, 2016 at the Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business.

Call to order, Determine a Quorum is Present.

Mayor Riley called the Regular City Council Meeting to order at 7:08 p.m. Mayor Riley and led the Pledge of Allegiance.

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

Also in attendance were:

City Manager Kelly Kuenstler, City Secretary Sandra Passailaigue, City Attorney Roxann Pais Cotroneo, Fire Chief Luis Valdez, Assistant Police Chief Ray Lacy, Finance Director Vickie Wallace, Assistant Finance Director Wesley Jackson, Library Director Sandy Underwood, Public Works Director Melinda Moritz, and Communications Director Kristie Flores.

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

Mayor Riley asked if any of the Council Members wished to pull any item from the Consent Agenda for discussion. No items were pulled.

Mayor Riley read aloud a letter submitted by Olen Yarnell of Sulky Lane. In the letter Mr. Yarnell expressed his concerns with safety issues at the new Municipal Building. Mr. Yarnell suggests that lighting in four areas be considered as well as the installation of a guardrail at the drop off near where the old steps used to be at the old main entrance of the building.

Presentation and performance evaluation report regarding Helotes Emergency Dispatch Services. M&C #2016-05-03-01 (L. Valdez and R. Lacy).

City Manager Kelly Kuenstler introduced and Helotes City Administrator Rick Schroder and dispatch staff.

Fire Chief Luis Valdez and Assistant Police Chief Ray Lacy presented this item to provide the City Council an update and performance evaluation of Helotes emergency dispatch services. This evaluation includes technology, staffing, training and general service delivery as identified from staff's evaluation and recommendation. This presentation will provide a summary of the evaluation, and include any changes or modifications from the original intent of service delivery. The contract for emergency dispatch services was awarded to the City of Helotes. The cost of the service was \$135,000 and approved in the Fiscal Year 2016 budget.

- Olen Yarnell, Sulky Lane, stressed that the dispatch is not Shavano Park but simply the location of the Regional Emergency Operations Centre.

Mayor Riley said that she would delay the next item related to the July 4th presentation until Communications Director Kristie Flores arrived.

CONSENT AGENDA

Approval of City Council Minutes. (S. Passailaigue)

- a) April 19, 2016 Special City Council Meeting**
- b) April 19, 2016 Regular City Council Meeting**
- c) April 23, 2016 Coffee with the Mayor and City Council**

Approval of Quarterly Investment Report for the quarter ended March 31, 2016. M&C #2016-05-03-03 (V. Wallace).

Discussion and possible action on the appointment of Brigid Cooley as "Alternate" to the Library Board of Trustees, and Catherine Rodriguez to the Community Events Committee. M&C #2016-05-03-04 (S. Passailaigue)

A motion was made by Council Member Monica Alcocer and seconded by Council Member Carmen Sanchez, to approve Consent Agenda Item #9 (April 19, 2016 Special City Council Meeting, April 19, 2016 Regular City Council Meeting, and April 23, 2016 Coffee with the Mayor and City Council), Item #10 (Quarterly Investment Report), and Item #11 (Resolution No. 16-011R) as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

REGULAR AGENDA

Consider, discuss and possible action on a Petition for the Closure of One End of Hodges Street. M&C #2016-05-03-05 (M. Melinda).

Public Works Director Melinda Moritz presented this item for City Council to consider a petition by Mr. and Mrs. Rey Mercado, Jr., and other property owners along Hodges Street, to close one end of their street. Staff received a petition from Mr. and Mrs. Rey Mercado to close one end of Hodges Street. Of the fifteen (15) total properties, the petition has signatures from 10 of

those property owners, along with a notation that one additional verbal agreement was also received, which equates to 66%, or 73% of the property owners, if the verbal agreement is verified. The petition states that the street has become a pass through for vehicles going to and from Bandera and Evers Roads, endangering families and pets. It further states that the vehicles cutting through are exceeding the posted 30 mph speed limit, and that large delivery trucks also use this street as a pass through. The citizens state that they feel these issues have created a critical safety issue for their neighborhood. This street is a part of the S.R. Hodges subdivision, which is comprised of both Hodges and Althea streets, which were platted in 1950's. At that time, this neighborhood was considered to be rural. Both streets are substandard, with limited right-of-way, and not designed for high traffic volume or speed.

Public Works Director Moritz explained that an alternative to closing one end of the street is to install speed humps. A traffic count was conducted that indicates the majority of vehicles on Hodges are traveling between 21 and 25 miles per hour and that averages of 126 vehicles travel down the street one way. If doubled, this only amounts to 252 vehicles per day, which does not meet the minimum requirement for speed humps. The speed hump policy does have a variance provision for traffic counts. The City Council could grant a variance to the policy to allow the installation of speed humps, if the residents are able to obtain signatures from 90% of the total property owners in that subdivision. If City closes one end of Hodges, Althea Drive will most likely become the next cut through street.

Fire Chief Luis Valdez does not recommend closing the street as this action could cause a violation of the Fire Code. The City would have to construct a cul-de-sac and there is probably not enough room. The City Engineer does not agree with closing the street for the same reason.

The fiscal impact to closing the street would cost approximately \$30,000 +/- and would most likely require some arrangements with the City of San Antonio and speed hump assemblies and signage cost approximately \$4500.

Public Works Director Moritz concluded the presentation saying that staff recommends the following options: 1) Deny the request to close one end of the road; a. Ask the petitioners to provide the required 90% property owner signatures as per the Speed Hump Policy. Once received, the City Council could grant a variance to the daily traffic count requirements and install speed humps on Hodges; b. Poll the property owners of Althea for their agreement with granting a variance to the speed hump policy daily traffic count as stated above, to install speed humps on both streets.

- Mr. and Mrs. Rey Mercado and other citizens from Hodges Drive spoke in opposition of speed humps and stood firm on their desire to have Hodges Drive closed.
- Hector Flores, 4928 Hodges Drive, spoke in favor of closing Hodges Drive.
- Ann Flores, 4928 Hodges Drive, spoke regarding "NO THRU TRAFFIC" signage.
- Barbara Connally, 4913 Hodges Drive, spoke in favor of closing Hodges Drive.
- Monica Bustamante, 4908 Hodges Drive, spoke in favor of closing Hodges Drive.
- Iris Guenther Freitag, 4909 Hodges Drive, proposed maybe making Althea and Hodges a gated community.

- Hector Flores, 4929 Hodges Drive, told the City Council that Hodges Drive is only twenty feet (20') wide.
- Barbara Connally, 4913 Hodges Drive, said there are no speed limit signs on Hodges Drive.
- Belinda Ealy, expressed her concern with thoroughfares and suggested having a sticker on the vehicles of the residents of Hodges Drive and Althea and only allow those with the sticker to travel down those streets.
- Rey Mercado, Sr., 4912 Hodges Drive, spoke about other cities that have been successful closing streets.

Chief Valdez said his professional recommendation would be to attempt any traffic calming measure first.

Council Member Benny Martinez suggested making Hodges Drive a one-way street. Public Works Director Melinda Moritz said she would be happy to check with the city engineer. The City will also put the speed trailer facing the opposite direction.

Council Member David Jordan said he understood because *The Ridge* subdivision has the same concerns.

A motion was made by Council Member David Jordan and seconded by Council Member Monica Alcocer, to turn the traffic counter around to get an accurate count, provide signage such as "slow children at play" an "No Thru Traffic", add speed limit signs with flashers like the ones near the library and if the citizens do decide they want speed humps, to ask that they begin gathering the required signatures that the City Council may consider at a later time. Upon a unanimous vote, Mayor Riley announced the motion carried.

Council Member Monica Alcocer asked the city attorney whether or not that motion could be made based on the agenda item being for the consideration of a street closure. City Attorney Roxann Pais Cotroneo said it would be allowed as it was providing direction to staff in response to the request to close the street.

Mayor Riley asked for a friendly amendment to the motion to add the consideration of a "one-way" option and enforcement of the "No Thru Traffic" sign.

Council Member David Jordan accepted the friendly amendment to the motion. Council Member Benny Martinez seconded that motion.

Council Member Monica Alcocer asked for another friendly amendment to the motion that it be added in the petition that the speed limit be reduced to 20 mph and direct staff to see if there was necessary.

City Attorney Cotroneo said she would need bring back an ordinance change to reduce the speed limit. Council Member Jordan said that the minimum speed can only be 25 mph.

Council Member David Jordan accepted Council Member Monica Alcocer's friendly amendment and then seconded it.

City Secretary Sandra Passailaigue read aloud the motion along with friendly amendments and asked for clarification.

Council Member David Jordan withdrew his motion.

A motion was made by Council Member David Jordan and seconded by Council Member Monica Alcocer, to turn the traffic counter around to get an accurate count, provide signage such as "slow children at play", speed limit signs with flashers like the ones near the library and if the citizens do decide they want speed humps, increase law enforcement on Hodges Drive, to have staff consult with the city engineer to discuss the possibility of making Hodges Drive a "one-way" street, to ask that they begin gathering the required signatures that the City Council may consider at a future date, direct staff to do a study and research whether or not an amending ordinance reducing the speed limit to 25mph would be a possibility. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consider, discuss and possible action on approval of a Request by the San Antonio Astronomical Association for a Variance to Article 1.09 Parks and Recreation, Section 1.09.008 Park Resource Usage, to Allow the Use of the Large Parking Lot at Raymond Rimkus Park on Wednesdays, from Dusk to 10:30 PM, For the Purpose of Stargazing, For an Indefinite Period of Time - Mr. Matt Rottman. M&C #2016-05-03-06 (M. Moritz).

Public Works Director Melinda Moritz presented this item for City Council to consider approval of a request by the San Antonio Astronomical Association for a variance to Article 1.09 Parks and Recreation, Section 1.09.008 Park Resource Usage, to allow the use of the large parking lot at Raymond Rimkus Park on Wednesdays, from dusk to 10:30 PM, for the purpose of stargazing, for an indefinite period of time.

Public Works Director Moritz gave a brief background on the request saying in November of 2015, the San Antonio Astronomical Association asked if they could use the large parking lot at Raymond Rimkus Park, each Wednesday evening, from dusk to 10:30 pm. As any activity in the park after sun down is prohibited, this request requires that their organization receive a variance to the Park ordinance, specifically to Article 1.09 Parks and Recreation, Sec. 1.09.008 Park Resource Usage, which states: "(a) All parkland resources, except for specified exemptions, are available on first come, first served basis during authorized operating hours specified as sun up to sun down. Entry or remaining in any parkland, natural area, trails, city-owned Huebner Creek or related drainage areas except during authorized operating hours is specifically prohibited including overnight camping (no exception), erecting a tent, or arranged bedding, or both, for the purpose of, or in such a manner as will permit remaining overnight." The San Antonio Astronomical Association, a 501 c (3) Educational Non-profit Association, has been offering free viewing of the night sky to the general public at McAllister Park in San Antonio. That park has recently installed lighting, which prevents viewing the night sky. After reviewing their options, the Association chose Raymond Rimkus Park, as it has the required

amount of dark sky for their purposes. The Association proposes to use the large parking lot, from just before dusk to 10:30 pm. They have stated that they normally have 20 to 30 attendees, unless there is a special occasion, at which as many as 100 persons would attend. Their outreach includes Boy and Girl Scout Troops, high school and college students, and the general public. At the February Park Commission meeting, the Park Commission recommended the group be allowed their request for a trial period of eight weeks. On February 16, 2016, the City Council approved this request with the trial period to start on March 1, 2016 and with the mandate that the Association report back to the Park Commission at the Regular Park Commission meeting held April 12, 2016.

The San Antonio Astronomical Association does not charge a fee for attendance at their events. There are no City rental fees for the large parking area; however, the athletic fields are rented at a cost of \$5.00 per hour. There is also a cleanup fee of \$50 for groups from 50-100 persons.

Public Works Director Moritz concluded the presentation saying the Park Commission met on April 12, 2016 to hear and make a final recommendation on this request. The Park Commission determined that the use meets the three findings as stated in the variance request procedures and therefore, recommends approval of this request, as follows: 1) That the San Antonio Astronomical Association be allowed to use the large parking lot at Raymond Rimkus Park for the purpose of stargazing, from dusk to 10:30 pm, for an indefinite period of time. Options: Approve the request as recommended by the Park Commission; or 2. Deny the request.

Mayor Riley said that staff will need to add the San Antonio Astronomical Association events to the City of Leon Valley's ENews. Also, that May 9th is a special viewing of a transit of Mercury or Venus in the morning.

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan, to grant the variance to Article 1.09 Parks and Recreation, Section 1.09.008 Park Resource Usage, to allow the use of the large parking lot at Raymond Rimkus Park on Wednesdays, from dusk to 10:30 p.m., for the purpose of stargazing, for an indefinite period of time as requested. Upon a unanimous vote, Mayor Riley announced the motion carried.

Mayor Riley moved Item 18 up to this part of the meeting.

Consider, discuss and take action to adopt a resolution to approve the issuance by the Danbury Higher Education Authority of its education revenue bonds (Riverwalk Education Foundation, Inc.) Series 2016 for purposes of Section 147(f) of the Internal Revenue Code. M&C #2016-05-03-11 (R. Cotroneo).

City Attorney Roxann Pais Cotroneo presented the item saying that the Riverwalk Education Foundation is a qualified 501(c)-3 organization and is eligible to participate in tax-exempt financings. This Foundation has to issue bonds through a state-approved conduit and conduct and publish a public hearing on the financing. This Foundation's state-approved conduit is The Danbury Higher Education Authority. The Riverwalk Education Foundation seeks to obtain up

to \$5 million in bonds. Funds will be used to purchase land and the construction and equipment of existing facilities across the State of Texas. Some of these same funds will be used to finance or refinance certain equipment and renovations to the educational facilities located the School of Science and Technology campus, 5707 Bandera Rd., Leon Valley, Texas 78238. Because one of the benefitted campuses is located in Leon Valley, Section 147(f) of the Internal Revenue Code requires that the “highest elected official” of the City approve the transaction after a public hearing is held. The public hearing was held on March 16, 2016 at 2:00 p.m. at 111 Congress Ave, 17th Floor, Austin, Texas 78701. There is no fiscal impact to the City as the loan is neither a City debt nor liability.

City Attorney Cotroneo concluded the presentation saying that staff recommends that the City Council approve the attached resolution that: Approves the bonds and the facilities to be financed/refinanced with bond proceeds; Ratify and approve actions taken on behalf of the City to appoint a Hearing Officer and appoint a Hearing Officer; and Approve the publication of Notice of the Public Hearing, which was held on March 16, 2016.

Andrews Kurth and Clay Holland, Bond Counsel for Riverwalk Education Foundation was present to provide an answer to any questions.

A motion was made by Council Member Benny Martinez to authorize the Mayor to sign the agreement and sign the resolution.

Council Member Monica Alcocer stated that she would like to discuss the item before a motion is made.

Council Member Benny Martinez immediately withdrew his motion.

There was a brief discussion.

A motion was made by Council Member Benny Martinez and seconded by Council Member Monica Alcocer, to authorize the Mayor to sign the agreement and adopt the resolution.

City Attorney Cotroneo asked that Council read the agenda item language as it's listed. Mayor Riley then withdrew the motion made by Council Member Benny Martinez and seconded by Council Member Monica Alcocer.

A motion was made by Council Member Benny Martinez and seconded by Council Member Monica Alcocer, to adopt a resolution to approve the issuance by the Danbury Higher Education Authority of its education revenue bonds (Riverwalk Education Foundation, Inc.) Series 2016 for purposes of Section 147(f) of the Internal Revenue Code. Upon a unanimous vote, Mayor Riley announced the motion carried.

Presentation of the July 4th Event. M&C #2016-05-03-02 (K. Flores).

Communications Director Kirstie Flores presented the item to update the City Council of the activities and entertainment that have been secured for the 2016 4th of July event. The 4th of

July budget is \$46,000. Anticipated revenues from the event are: sponsorship checks/commitments - \$35,500; booth revenues - \$3,866; and other potential revenues - \$7,000. Anticipated preliminary expenditures are: approximately \$60,307 and personnel Overtime/FICA \$12,445. Council Member Alcocer asked that the flags not be made in China but instead to find flags made in America.

- Olen Yarnell, Sulky Lane, said it was great to have Kristie back and reminded the Council that there is a flag company in Leon Valley.
- Belinda Ealy, spoke about the need for shade.

Consider, discuss and possible action on the final overview which includes the Capital Project Municipal Bond and other funds used for the project. M&C #2016-05-03-07 (V. Wallace).

Finance Director Vickie Wallace presented this item to provide Council with a final overview of the Municipal Complex Project. Total revenues in the Capital Projects Fund is \$7,805,629; Total construction related expenditures \$7,415,874; Total technology expenditures \$399,593, Total revenues \$8,222,837; Total expenditures \$8,232,675.

- Olen Yarnell, Sulky Lane, asked about the funds for the staff parking lot fence and the Fire Department fence.
 - Finance Director Wallace replied that this is funded in the proposed Fiscal Year 2017 Budget.

Consider, discuss and possible action on the Library Strategic Plan 2016 – 2020. M&C #2016-05-03-08 (S. Underwood).

Library Director Sandy Underwood presented the proposed Strategic Plan which was crafted as a foundation for growth and gives direction to the Board, Librarian and staff.

A motion was made by Council Member Monica Alcocer and seconded by Council Member Benny Martinez, to approve the Library Strategic Plan 2016 – 2020 as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consider, discuss and possible action on City Council holding a Business Meeting from 5-7 p.m. M&C #2016-05-03-09 (K. Kuenstler).

City Manager Kelly Kuenstler presented this item saying the purpose of the business meeting, i.e.: work session, is to allow City Council questions and public interaction on business items on the agenda so that a more efficient business meeting is run at the 7 p.m. City Council Meeting. City Manager Kuenstler concluded saying that this request is consistent with the City of Leon Valley's Strategic Plan which outlines goals and objectives. One of the stated goals in this plan is citizen involvement. The work session allows for further City Council discovery and further citizen involvement. The goals and objectives outlined in the Strategic Plan are reached, partially, through interdepartmental and council efforts. A well informed Council, staff and citizenry are essential in addressing a strategic plan and moving a City forward.

The presentation was followed by a lengthy discussion.

City Manager Kelly Kuenstler said she would direct department heads to make themselves available from 3:00 p.m. to 6:30 p.m. so that Council may come to City Hall to meet and get their questions answered. Mayor Riley also suggested re-writing the agenda.

A motion was made by Council Member David Jordan and seconded by Council Member Benny Martinez, to table this item until a future meeting. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consider, discuss and possible action on City Council holding quarterly meetings with the City of Leon Valley Economic Development Corporation (LVEDC), the Leon Valley Area Chamber of Commerce (LVACC) and the Leon Valley Historical Society (LVHS). M&C #2016-05-03-10 (K. Kuenstler).

City Manager Kelly Kuenstler presented this item saying the purpose of the quarterly meetings is to advance coordination and corroboration efforts between the City of Leon Valley and the City of Leon Valley Economic Development Corporation (LVEDC), the Leon Valley Area Chamber of Commerce (LVACC) and the Leon Valley Historical Society (LVHS).

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan, to begin holding quarterly joint meetings between the City of Leon Valley and the City of Leon Valley Economic Development Corporation (LVEDC), the Leon Valley Area Chamber of Commerce (LVACC) and the Leon Valley Historical Society (LVHS) beginning with the first meeting in September 2016.

Council Member Monica Alcocer requested a friendly amendment to the motion to begin these quarterly meeting in October and not in September when the Council is considering the upcoming budget. Council Member Benny Martinez accepted the friendly amendment.

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

City Manager's Report:

a) Approved Minutes from Boards, Commissions and Committees

b) Future Agenda Items:

- Sign Ordinance LED
- Hand Gun Policy

c) Upcoming Important Events:

- Room Dedication Ceremony, Leon Valley Public Library, Saturday, May 7, 2016, 2:30 p.m. to 4:00 p.m.
- Special City Council Workshop on Drainage Study, Council Chambers, Saturday, May 7, 2016, 11:30 a.m. to 1:30 p.m.
- Annual Pet Parade, Saturday, May 14, 2016, 9:00 a.m. to 11:00 a.m.
- City Council Orientation, Council Chambers, Friday, May 20, 2016, 8:30 a.m. to 11:30 a.m.

- **Neighborhood Renewal Program (NRP), Saturday, May 21, 2016, 7:30 a.m. to Noon.**

City Manager Kelly Kuenstler informed the City Council and guests that from tonight moving forward, the City Manager’s Report will be posted to the City’s website. Ms. Kuenstler also said that department heads will make themselves available from 3:00 p.m. to 6:30 p.m. via email, telephone or in person on meeting nights so that Council may ask questions. Lastly, Ms. Kuenstler told everyone that in lieu of court fines, the Municipal Court Judges are now using community service so that Leon Valley gets a benefit that it would not get out of the payment of court fines.

Citizens to be heard.

None

Announcements by the Mayor and Council Members.

Council Member Monica Alcocer wished everyone a “Good morning!”

Council Member Benny Martinez said it was “ice cream time!”

Council Member David Jordan thanked everyone for coming this evening.

Mayor Riley announced that on May 17th, Bexar County Judge Nelson Wolff would be present to administer the Oath of Office to the Council members.

Adjournment.

Mayor Riley announced the meeting adjourned at 10:58 p.m.

These minutes approved by the Leon Valley City Council on the 17th of May, 2016.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



**CITY OF LEON VALLEY
CITY COUNCIL SPECIAL WORKSHOP**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Saturday, May 07, 2016

MINUTES

The City Council of the City of Leon Valley, Texas met on the 3rd day of May, 2016 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 11:33 a.m.

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

Also in attendance were:

City Manager Kelly Kuentler, ACM/HR Director Crystal Caldera, City Secretary Sandra Passailaigue, Public Works Director Melinda Moritz, City Attorney Roxann Pais Cotroneo, Community Development Director Elizabeth Carol and Fire Chief Luis Valdez.

Items Identified for possible discussion:

• **Presentation for Drainage Studies – Public Works Director Melinda Moritz.**

Public Works Director Melinda Moritz and Nefi Garza, P.E. of Kimley Horn and Associates, Inc. gave a presentation on the drainage studies and stormwater program overview. The presentations included background of the City's drainage, changes in FEMA maps and areas of specific concern and options on improvements.

Presentations were followed by a questions and answers session.

Adjournment.

Mayor Riley announced the meeting adjourned at 1:30 p.m.

These minutes approved by the Leon Valley City Council on the 17th of May, 2016.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

DRAFT

MAYOR AND COUNCIL COMMUNICATION

DATE: May 17, 2016 **M&C # 2016-05-17-01**
TO: Mayor and Council
FROM: Sandra Passailaigue, City Secretary
THROUGH: Kelly Kuentler, City Manager
SUBJECT: Consideration of Ordinance No. 16-017 appointing the Municipal Court Judges of the Leon Valley Municipal Court for a term of two (2) years expiring May 2018.

PURPOSE

Every two years coterminous with the election of the Mayor, the Leon Valley Municipal Court Judges must be appointed by ordinance.

FISCAL IMPACT

Fees for the Judges are included in the General Fund Budget.

RECOMMENDATION

Staff recommends the re-appointment of Leon Valley Municipal Court Judges Lawrence Morales and Edmund Phillips.

S. E. E. IMPACT STATEMENT

Social Equity – Municipal Court Judges are appointed officials who conduct court proceedings. Judges must be impartial and strive to properly interpret the law.

Environmental – Not applicable

Economic Development – Not applicable

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS APPOINTING JUDGES FOR THE LEON VALLEY MUNICIPAL COURT.

WHEREAS, the City of Leon Valley Code of Ordinances Section 7.01.003 provides for the appointment and term of municipal judges; and

WHEREAS, pursuant to Texas Government Code Section 29.005 the term of office for a municipal judge is two years; and

WHEREAS, it is necessary to appoint municipal judges to a new two year term; and

WHEREAS, the City Council of the City of Leon Valley finds and determines that the individuals below are qualified to serve as municipal judges for the City of Leon Valley.

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

**SECTION I
APPOINTMENT**

The following individuals are hereby appointed as Judges of the Leon Valley Municipal Court for a term of two years:

Lawrence Morales

Edmund Phillips

**SECTION II
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 III
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 17th day of May, 2016.

APPROVED

CHRIS RILEY
Mayor

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC City Secretary

Approved as to Form: _____
ROXANN PAIS COTRONEO, City Attorney

MAYOR AND COUNCIL COMMUNICATION

DATE: May 17, 2016 **M&C # 2016-05-17-02**

TO: Mayor and Council

FROM: Sandra Passailaigue, City Secretary

THROUGH: Kelly Kuenstler, City Manager

SUBJECT: Consider, discuss and possible action on the cancellation of the July 05, 2016, Regular City Council meeting with a caveat to reschedule in an effort to conduct City business if necessary.

PURPOSE

This item has been placed on this agenda as a follow up to the May 03, 2016, City Council meeting where City Manager Kuenstler asked for City Council consideration of cancelling the July 05, 2016, Regular City Council meeting. This request was made due to staff working all day during the July 4th Festival and the need to clean up on July 5th.

There was a consensus among members of City Council to proceed with cancellation. However, Mayor Riley requested that the cancellation be done with the caveat that if there is a need for City Council to meet on July 5th in order to conduct City business, a meeting will be held.

This item is on the agenda to get formal action on the cancellation.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the City Council cancel the regularly scheduled July 05, 2016, City Council meeting with the caveat that if there is a need for City Council to meet on July 5th in order to conduct City business that it will.

S. E. E. IMPACT STATEMENT

Social Equity – – Not applicable
Environmental – Not applicable
Economic Development – Not applicable

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
 City Secretary

MAYOR AND COUNCIL COMMUNICATION

DATE: May 17, 2016 **M&C #2016-05-17-03**

TO: Mayor and City Council

FROM: Sandy Underwood, Library Director

THROUGH: Kelly Kuenstler, City Manager

SUBJECT: Library Policy Manual

PURPOSE

Written policies establish the framework for what will or will not be done. They are a philosophy, standard, or criterion that helps employees exercise good judgment. A policy manual will:

- Improve quality of work by reducing errors.
- Increase productivity by standardizing processes, creating a consistent way of doing things.
- Serve as training aids.
- Serve as a checklist for complicated or little-used processes.
- Provide a basis for improvement.

FISCAL IMPACT

None

SEE LEON VALLEY

Social Equity – Implementing policies will set standards so that the library responds to citizens in a fair and prompt manner.

RECOMMENDATION

It is recommended that the council approve the Library Strategic Plan for 2016 – 2020.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary



POLICY MANUAL

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Article I: Mission/Vision

Mission Statement:

Our mission is to provide quality resources, information, and programs to the residents of the Greater Leon Valley area.

Vision Statement:

The Leon Valley Public Library is the city's friendly gateway to the worlds of learning, imagination, creativity, and community interaction.

Article II: Circulation Policy

Sec. 2.01 Patron Registration

- 1) City of Leon Valley Residents, Property Owners and Business Owners. Library cards are free to all residents, property owners, and business owners who own a business within the City of Leon Valley. Proof of residency or ownership is required. Post office boxes cannot be used as proof. Proof may include but is not limited to:
 - a) Valid driver's license
 - b) Water or Utility Bill with picture ID
 - c) Personal Check with picture ID
 - d) Lease agreement with picture ID
 - e) Other proof of residence as determined by the Library Director.
- 2) Out of Town Residents. Persons living outside the City of Leon Valley limits may receive a Library card by:
 - a) Presenting a valid form of identification & proof of residence.
 - b) Paying a fee as indicated on Library Schedule of Fees (Attachment 3).
 - c) Paying a fee for a Senior Citizen (60 and up) as indicated on Library Schedule of Fees (Attachment 3).
- 3) Juvenile Registration. Juveniles that can sign their first and last name are eligible for an individual card. A parent or legal guardian must sign their child's registration form (under 18) and provide proof of residency at that time. The child must be present to receive a library card. The adult signing the child's card registration is responsible for all materials checked out with that card, and is responsible for all lost or damaged materials and for any fines incurred.
- 4) City of Leon Valley Employees. Current employees of the City of Leon Valley may receive a Leon Valley Public Library card without fee if they reside outside of the city limits.
- 5) Card Renewal. Library cards are issued for a one-year period.
 - a) To renew a card, all fines and all other debts must be paid in full.
 - b) Children's cards will be renewed without having parent or guardian sign again.
 - c) Patrons must verify registration information. Changes in residency require new proof of residency.
 - d) If out of town, must pay annual fee for card.
- 6) Replacement Cards. Library cardholders are encouraged to keep their Library card secure. Should a Library card become lost or stolen, it is the responsibility of the cardholder to notify the Library immediately. There is a charge for replacement cards of \$1.00 for the replacement.

Sec. 2.02 Patron Responsibilities

All Leon Valley Public Library cardholders agree to comply with Library rules and regulations, to pay all fines, to make good any loss or injury to books incurred by the cardholder, and to give immediate notice of any change of residence. Guardians of juveniles who signed for a child's card assume responsibility for the child's card. Cardholders may not avoid responsibility for overdue fines and other incurred fees or costs by using a family member's card. Habitual or severe abuse of library policies, non-payment of fines, fees and other abuses may result in denial of Library services, as determined by the Library Director.

Sec. 2.03 Circulation of Library Materials

- 1) Card Use: Library materials may not be checked out until a library card is issued.
- 2) Loan periods:
 - a) Generally, circulating library materials are checked out for a 14 day period, the exception being adult fiction movies which are checked out for a 7 day period.
 - b) Materials may be renewed 2 times, providing there is not a waiting list, DVDs may be renewed once.
 - c) Interlibrary loan materials are due by the date indicated on check out slip.
 - d) The Library Director determines all other or special loan periods.
- 3) Circulation Limits:
 - a) Non-circulating Materials. Reference materials, periodicals, archives materials, and other materials as determined by the Library Director are not available for check out.
 - b) Items Per Library Card. An individual may have 25 items at a time checked out on their library card.
 - c) DVDs. A family may have a total of 5 DVDs checked out at a time.
 - d) New Library Card. During the first check out, a patron may check out 2 books. After returning items on time, full circulation privileges are available.
 - e) Other Limits. When determined by the Library staff, specific titles, authors, subjects or special collections may be limited due to high demand or other reasons.
- 4) Renewals. Library materials may be renewed in person, phone, online by logging into your account, or e-mail. Presentation of a Library card is not required for renewal of materials. Items that are on reserve for other patrons may not be renewed.
- 5) Reserves. Materials may be reserved in person, phone, online, or e-mail. Persons will be notified when the item becomes available. Reserves have the same restrictions as limits on circulation (see #3 above).

Sec. 2.04

Overdue and Lost Materials

- 1) Overdue Fines on adult materials: 5¢ per day, per item, with a maximum fine of \$2.00 per overdue item. Overdue Fines on Children's materials: 5¢ per day, per item, with a maximum fine of \$1.00 per overdue item. A phone call may be made 1 week after the material is due. If the material is not returned within 21 days, a second call may be made.
- 2) Lost or Damaged Materials: Library patrons are responsible for all library materials checked out to their account and will be held liable for any losses or damage to library materials while checked out to them. The Library will not charge for normal wear of library materials.
 - a) If the materials are lost, the patron will be charged the cost to replace the materials.
 - b) If materials are damaged so as to be judged by the Library as being unsuitable for the collection, the patron must pay the cost of the item. The item may then become the property of the individual.
 - c) A \$2.00 processing fee will be charged for each library material damaged beyond repair or lost by the patron. This \$2.00 processing is not refundable should the item be returned at a later date.
- 3) Loss of Library Privileges. Patrons with lost or damaged materials or with fines that exceed \$5.00 may not check out materials or use computers until records are cleared.

Article III: Collection Development Policy

Sec. 3.01 Objectives

The primary mission of the Leon Valley Public Library is to provide quality public library services for all residents and businesses of Leon Valley, enriching the entire community.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The Collection Development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights, The Freedom to Read Statement and The Freedom to View Statement are integral parts of the policy. See Attachments 1, 4, and 5.

"Library Bill of Rights", American Library Association, June 30, 2006., "The Freedom to Read Statement", American Library Association, July 26, 2006., "Freedom to View Statement", American Library Association, May 29, 2007.

The Collection Development policy, like all other policies, will be reviewed and/or revised as the need arises.

Sec. 3.02 Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Leon Valley Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

Sec. 3.03 Criteria for Selection

Staff should keep the following in mind when recommending titles for selection. However, an item need not meet all considerations to be acceptable.

- 1) Consider the identified, expressed or anticipated needs and interests of individuals in the general community.
- 2) Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes and bibliographies.
- 3) Include different viewpoints, values, philosophies, cultures and religions whenever possible. Selections will not be made on the basis of any assumed approval or disapproval.
- 4) Select a broad range of materials in all subject areas.

- 5) Attempt to balance the collection with in-demand, current interest titles. (LVPL may purchase multiple copies of specific authors and/or in high demand current interest titles.)
- 6) Assess the significance in relation to library resources already available.
- 7) Utilize standard selection sources recognized by librarians to identify materials to be purchased.
- 8) Utilize specialized knowledge of Library staff.
- 9) Consider the reputation and/or significance of author, publisher and/or producer.
- 10) Select a variety of reading and comprehension levels based on community needs.
- 11) Provide a wide variety of formats to meet differing needs of individual patrons.
- 12) Maximize the effectiveness of the available materials budget.
- 13) Consider other community resources, interlibrary loan, etc. to maximize the Library's resources. Out-of-print, used items, or items that require Library staff to go beyond the scope of its normal purchasing procedures are usually not purchased.
- 14) Strive to develop a collection that complements the curriculum of area educational institutions but does not duplicate curriculum materials in use by educational institutions or home schooled students.
- 15) Consider patron requests within the overarching principles of selection.
- 16) Reviews are a major source of information about new materials. The primary source(s) of reviews are Kirkus Reviews, Library Journal, School Library Journal and Booklist.

Sec. 3.04 Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. The CREW method, as detailed by the Texas State Library and Archives Commission, shall be used to weed the collection. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Sec. 3.05 Potential Problems or Challenges

The Leon Valley Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Reconsideration of Library Resources" form which is available in the library (attachment 5). The challenge will be placed on the agenda of the next regular meeting of the Leon Valley Public Library Board of Trustees (LVPLBoT).

After review of the challenge, the LVPLBoT will schedule a public hearing for library patrons to speak either for or against a book challenge. In making their decision, the LVPLBoT and the Library Director will consider public testimony, professional reviews, selection criteria listed in the Collection Development Policy, the American Library Association's Library Bill of Rights, Freedom to Read Statement, the Freedom to View Statement, The Texas Library Association's Intellectual Freedom Handbook, Art. 1, Sec. 8, Texas Constitution, and Amendment 1, U.S. Constitution.

The Library Director, with the advisement of the Leon Valley Public Library Board of Trustees, will determine the final decision for the challenged material(s).

Article IV: Donation and Gifts Policy

The Leon Valley Public Library appreciates your consideration in finding a home for your items. The library accepts books and other items with the understanding that they are added to the collection only if appropriate and needed. The Library Director will dispose of unneeded items as s/he sees fit, usually by giving to the Friends of Leon Valley Public Library book sale, Better World Books, or any other method deemed appropriate. The same criteria of selection which are applied to purchased materials are applied to gifts.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested.

In regard to used books, publication dates and condition are important. The library accepts books published in recent years that are in good to excellent condition. That means the books should have covers that are intact, not ripped, and the books not be musty or dirty. DVDs in good condition or better will be accepted as long as they are in their original packaging.

We do not accept:

- VHS
- Encyclopedias
- Cassette tapes

Gifts of artwork, equipment, furniture, etc. must be approved by the Library Director.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

The Leon Valley Public Library encourages and appreciates gifts and donations.

Article V: Interlibrary Loan Policy

Sec. 5.01 DEFINITION AND PURPOSE

Interlibrary Loan (ILL) is the process by which a library borrows material from another library. Leon Valley Public Library recognizes that the sharing of material between libraries is an integral element in the provision of library service. Leon Valley Public Library currently is a borrower and lender on the Online Computer Library Center (OCLC) Interlibrary Loan Network with the ID of YU2. LVPL works with the local Navigator Request Engine (NRE) ILL network (Texas Group) and the national Worldshare ILL network (Worldcat).

Sec. 5.02 GOVERNANCE

Interlibrary loan policies of this library are governed by the American Library Association's Interlibrary Loan Code for the United States (2001); the Copyright Law, Title 17, U.S. Code; and by the regulations of lending libraries. Within the limits of the policy set forth here, Leon Valley Public Library will offer to obtain for patrons requested materials not available in the collections of this library. Leon Valley Public Library will consider such factors as geographic proximity, type of library, and any lending fees when determining to which library an interlibrary loan request will be made, when there is a choice.

Sec. 5.03 BORROWING FROM OTHER LIBRARIES

- 1) Eligibility: Patrons must have a valid Leon Valley Public Library borrower's card to request material via ILL. Non-cardholders are encouraged to request ILL service through their local public libraries. All transactions are from library to library.
- 2) Confidentiality: Confidentiality of library users will be maintained in ILL transactions.
 - 3) Type of Material Borrowed: Leon Valley Public Library will generally attempt to borrow any material the patron needs. Patrons are cautioned, however, that other libraries may not lend certain types of materials. These include the following:
 - a) current bestsellers and popular titles published in the last six to twelve months
 - b) reference
 - c) genealogy
 - d) rare or valuable material
 - e) audiovisual material
 - f) bulky or fragile items that are difficult or expensive to ship

Leon Valley Public Library will not borrow material determined to be in violation of copyright law.

Sec. 5.04 RESTRICTIONS ON MATERIALS BORROWED

The lending library may impose restrictions on material lent, including requiring that the material be used only in the borrowing library. The lending library determines the length of time for which the material is lent and whether renewals will be granted, and has the right to recall material before the due date.

Sec. 5.05 CHARGES

Fees for photocopying and occasionally other charges (loan fees, postage, access charges, overdue/late fines, damages, etc.) may be assessed by the lending library. Such charges will be passed on to the patron. Leon Valley Public Library will obtain authorization from the patron before ordering material for which there is a charge. Patrons who fail to claim the material borrowed for them will still be expected to pay any fees incurred.

The lending library will assess repair or replacement charges if materials are returned damaged or are lost.

Sec. 5.07 TURNAROUND TIME AND LOAN PERIOD

Time required to receive requested material can vary considerably, depending on availability of material, location of the lending library, and shipping method. Some materials may arrive in 2 to 3 days, while others may take weeks or months. When making an ILL request, the patron should indicate any deadline for receipt of material and whether material will not be needed after a given date. Requests will be processed in the order in which they are received. The patron should also notify the library if the request is no longer needed after the request has been made so there is a chance to stop the process.

The lending library determines the loan period, which can vary from 2 to 8 weeks. Leon Valley Public Library will set a return date that is five days earlier than the due date, to allow time for the item to be returned to the lending library. Patrons are urged to return materials on time to ensure that lending libraries will continue to share their resources with Leon Valley Public Library.

A renewal period, if any, is determined by the lending library. A patron who desires a renewal must notify Leon Valley Public Library at least two (2) business days before the stated due date to allow time to file a renewal request with the lending library.

Sec. 5.08 PROCEDURE FOR PLACING A REQUEST

To request an interlibrary loan, the patron completes an *Interlibrary Loan Request Form*, which may be obtained at the library or downloaded from the library's web site. The form may be

submitted in person, by fax or by mail. Patrons may e-mail or phone in an ILL request; the staff member taking the request will verify the patron's identity. ILL requests may also be made directly

by the patron through the LVPL website, if the patron's account is clean and up-to-date. The system requires that accounts be in good standing and that the phone number used be the one on file with the account.

Staff will telephone or e-mail the patron when his or her request has arrived. Patrons are expected to pick up the requested item as soon as possible as the loan times vary considerably. Items not picked up after a second attempt at contact (reminder) within a week will be returned to the lending library.

Sec. 5.09 LOANING TO OTHER LIBRARIES

Leon Valley Public Library lends reciprocally to other system libraries both statewide and nationally, except for San Antonio Public Library; this exception is only to prevent confusion in returning ILLs to the proper pickup place and due to the proximity of LVPL to SAPL (patrons needing a San Antonio library book can go to a San Antonio library).

Article VI: Internet Use Policy

Sec. 6.01: General Provisions

The Leon Valley Public Library provides access to the Internet as one means of fulfilling its mission of “providing quality public library services for all residents and businesses of Leon Valley, enriching the entire community.” Internet resources accessible through the library are provided equally to all users, with the understanding that it is the individual user’s responsibility to demonstrate judgment, respect for others, and appropriate conduct while using the library’s resources and facilities. The Library cannot police a global network and each individual user must take responsibility for his or her own activities on the Internet and for the activities of his or her children.

The Leon Valley Public Library seeks to protect the First Amendment rights of its customers and their individual right to privacy. However internet users must be sensitive to the fact that workstations are in a public area, and therefore images on the screen are subject to view by a wide audience. The internet will not be accessed by anyone, including minors, for illegal activity, to access illegal materials, or to access materials that by community standards would be objectionable. Library staff will take prompt and appropriate action to enforce the Internet Use Policy and/or to prohibit use by individuals who fail to comply with the policy. Access, use, or dissemination of information via the internet is the responsibility of the user. In case of minors, it is a joint responsibility of the user, and the parent or guardian.

Parents of children must be present and assume responsibility for their children's use of the library's internet service as we do NOT filter content. If you would like to allow your child to use the internet without your presence (ages 14 through 17) you must sign the Internet Acceptance (attachment 7) form allowing them to do so.

Printing is available, see Library Fee Schedule for pricing (attachment 3).

Sec. 6.02 Responsibility and Use

It is the responsibility of each user to be guided by the following principles:

- Respect for the privacy and sensibilities of other users.
- Attention to the legal protection provided by copyright and license to programs and data.
- Consideration for the integrity of computing systems. For example, users must not intentionally develop programs to harass other users or to infiltrate a computer or computing system, or develop programs that may damage or alter the software components of this or other computing systems.

Further examples of unacceptable use include, but are not limited to, the following:

- Damaging or destroying equipment, software, or data belonging to the Library or to other users, including adding, altering, or deleting files on Library workstation hard drives or other Library computer equipment.
- Unauthorized copying of copyrighted material.
- Violating software license agreements.
- Violating computer system or network integrity, including attempts to bypass network security functions, obtain passwords, or alter the configuration of Library workstations in any way.
- Harassing others.
- Using the Internet for any illegal activity.
- Gambling on the Internet.
- Wasting finite resources (including printing without paying).

While Library staff is happy to assist users in accessing the Internet, each user is nevertheless responsible for his or her own search. Staff cannot provide in-depth personal training in the use of the Internet or of personal computers.

The Library will provide primary access to the Internet through the World Wide Web via the graphical browsers.

Users will not be able to dial into the Library's Internet computers from remote sites.

Patrons should be aware that it is a criminal offense to display harmful material in a public place. See Texas Penal Codes, attachments 8 and 9.

Article VII: Meeting Room Policy

In order to encourage community engagement and the sharing of ideas and experiences, Leon Valley Public Library (LVPL) has a meeting room. The room is available for public use, free of charge, when not in use by the LVPL.

Sec. 7.01 Guidelines for Meeting Room Use

- 1) Meetings must be free and open to the public.
- 2) No products or services may be advertised, solicited, or sold.
- 3) Registration and admission fees are not permitted.
- 4) The room is available on a pre-arranged basis for blocks of time that include set-up, meeting and clean-up time.
- 5) Reservations are on a first-come, first-served basis. Reservations are generally limited to three months in advance.
- 6) Reservations are available the hours the library is open.
- 7) LVPL is unable to provide storage of materials for groups or individuals using the room
- 8) No group shall use the room as a permanent meeting place or as the headquarters of the group.
- 9) All advertisements related to meetings must clearly designate the sponsoring organization and shall not indicate affiliation with or support by the library.
- 10) Facilities shall be left in a clean and orderly condition. Room arrangement shall be the responsibility of the user group and must be left in the same arrangement as found.
- 11) An adult (18 years of age or older) contact person is required for each reservation. This person shall assume responsibility for a group's use of the room.
- 12) In extenuating circumstances, LVPL may ask a group to cancel a scheduled meeting to allow for library use of the room. If such an event occurs, the Library will give as much advance notice as possible.
- 13) Users of the meeting room must adhere to all library policies.
- 14) Any use of the room that disturbs regular library operations is not permitted.
- 15) Food and drink may be consumed in the meeting room. All trash resulting from the serving of refreshments must be removed by the organization using the facility.

Sec. 7.02 Exceptions

Exceptions to these guidelines may be granted by the Library Director for events sponsored by the Friends of the Library, the Library Board of Trustees, or local government agencies; the guidelines do not apply to City use. Priority for use of the room is given to the LVPL for Library and Library-related business.

Sec. 7.03 Discrimination

Library facilities are available on a non-discriminatory basis. The Library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors. Permission to use library facilities does not constitute an endorsement by the Library.

Sec. 7.04 Right to Deny Use

Leon Valley Public Library reserves the right to deny use privileges should any abuse of this policy occur. LVPL may not be held liable for any damage, loss or bodily injury occurring to persons or property affiliated with the scheduled meeting. Meeting room users shall be held liable for any damage to or loss of library property in conjunction with their scheduled meeting.

Article IIX: Patron Conduct Policy

The Leon Valley Public Library is available to residents of all ages. While everyone has an equal right to access library services and facilities, no person has the right to interfere with the ability of others to use and enjoy library resources, services, and facilities.

The Leon Valley Public Library maintains the right to expel from the Library facility any individual who contributes to a disruptive, unsafe, or unwelcoming environment.

Sec. 8.01 Expected Behavior

To create a welcoming environment, patrons are expected to:

- 1) Attend to their personal belongings. The Leon Valley Public Library is not responsible for lost, stolen, or misplaced personal items. By leaving items unattended, you run the risk of theft.
- 2) Wear shoes and appropriate clothing for public health reasons.
- 3) Use public restrooms for intended purpose only.
- 4) Maintain acceptable bodily hygiene. If body odor or perfume is strong enough to constitute a nuisance to others, the customer may be asked to leave the building.
- 5) Stay out of non-public areas, such as offices, workrooms, and storage areas, unless authorized by staff to enter.

Sec. 8.02 Inappropriate Behavior

The following actions and behaviors are considered inappropriate on library property and thus prohibited:

- 1) Disruptive, uncontrolled, or unsafe behavior.
- 2) Possession of weapons.
- 3) Possession of alcohol or any illegal substance.
- 4) Receiving or making cell phone calls inside the Library.
- 5) Intentional physical damage to library property or to the personal property of any other patron.
- 6) Consuming food inside the Library unless authorized by staff. Drinks in covered containers ARE permitted, except at computers.
- 7) Sleeping in the library.
- 8) Smoking in the library.
- 9) Solicitation of business.
- 10) Bringing animals other than service animals into the library.
- 11) Harassment of Library staff or customers.
- 12) Violation of any federal, state, or local laws.

Any person violating the Patron Conduct Policy will:

- 1) Be presented with a copy of the Policy and be asked to stop.
- 2) If the violation continues, the individual will be asked to leave the Library for the rest of the day.
- 3) Failure to comply may result in the arrest or prosecution of a criminal offense.
- 4) Any person who commits repeat violations of the Patron Conduct Policy or a serious violation of any of the prohibited actions, or who poses a threat of public health and safety issues to others in the library may be expelled from the Library, by the City Manager, for up to three years.
- 5) The Library Director shall provide written notice to the person who has been expelled. The notice shall inform the person of their right to a hearing of the Leon Valley Public Library Trustee Board, at which the person shall be allowed to present evidence that they have been wrongly expelled from the Library.
- 6) An appeal may be filed with the City Council within 14 days of the conclusion of the Leon Valley Public Board of Trustee Hearing.
- 7) If a person who has been expelled returns to the Library before the defined time period has expired, the Police will be summoned to have the person removed and prosecuted for the offenses, including but not limited to criminal trespass or disorderly conduct.

Article IX: Reference Policy

The Leon Valley Public Library serves a diverse public with unique individual needs and levels of ability to conduct research independently.

All staff members are to treat each question asked with respect insofar as the level of assistance required and the topic of the question. Names of users and the transactions, which occur between users and the staff, are confidential and not discussed outside a professional context.

Reference service and materials are available to all, regardless of the age, race, sex, social, or economic status of the patron. Reference service and materials are available during all hours the library is open and are provided in response to all forms of inquiry. The reference questions of patrons visiting the library are given the highest priority. All requests for information receive an answer or status report within one working day.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice.

Article X: Unattended Child Policy

Sec. 10.01 Responsibility

The Leon Valley Public Library welcomes and encourages children of all ages to utilize the Library to develop a life-long love of learning and reading. However, the safety and well-being of each child is of utmost importance. The responsibility for the safety and behavior of children in the Library rests with the parent/caregiver and not with the Library personnel.

Sec. 10.02 Care and Behavior Guidelines

- 1) Children under the age of 8 must have a parent/caregiver/sibling in the immediate vicinity of (and in visual contact with) the child. The parent/caregiver/sibling must be at least 14 years old and must carry personal identification. A child attending a program that does not require adult attendance may do so as long as the parent/caregiver/sibling remains in the Library and immediately joins the child at the end of the program.
- 2) All children should have the telephone number of someone who can assist them in an emergency.
- 3) If a child is found to be unattended, Library staff will attempt to locate the parent/caregiver in the Library and inform him/her of the Unattended Child Policy. If the parent/caregiver cannot be located, Library staff will contact the Leon Valley Police Department to assist the child.
- 4) Children ages 8 to 9 must have a parent/caregiver in the Library. Children who exhibit inappropriate behavior may be asked to leave the Library. If a child aged 8 to 9 is not able to leave the Library with an adult or caregiver, a parent will be contacted to pick the child up or, if a parent is unavailable, then the Leon Valley Police Department will be called to assist the child.
- 5) Children ages 10 and up may use the Library unattended, as long as they carry current emergency contact information. However, the parent/caregiver is still responsible for the behavior and the wellbeing of the child.
- 6) If a child is not picked up at closing time, the Library staff will contact the Leon Valley Police to assist the child.
- 7) Homeschoolers, please see Curfew Ordinance below.

Curfew Ordinance and Home Schoolers:

In order to use the library alone during school hours, school aged children that are home schooled will be required to have a letter from their parent/guardian authorizing them to be in the library.

Attachment 1: Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Attachment 2: Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

This page has long held the **incorrect amendment date of June 28, 1997**; the Office for Intellectual Freedom regrets and apologizes for the error.

Attachment 3: Schedule of Library Fees

Copies/prints

Black & White	\$0.10 per sheet
Color	\$0.50 per sheet

Fax

Local and Toll Free	\$0.10 total (covers confirmation page)
Long Distance	\$0.60 total (covers confirmation page and LD Call)
Receive fax	\$0.10 per sheet

Scanning \$0.10 per sheet

Notary Services No Cost

LIBRARY CARD FEES:

City of Leon Valley Residents, Property Owners and Business Owners. Library cards are free to all residents, property owners, and business owners who own a business within the City of Leon Valley. Proof of residency or ownership is required.

Out of Town Residents. Persons living outside the City of Leon Valley limits may receive a Library card by:

- a. Presenting a valid form of identification & proof of residence.
- b. Paying a fee of \$20 per year for the household.
- c. Paying a fee of \$10.00 per year for a Senior Citizen Household (60 and up).

Replacement Membership Card. Library cardholders are encouraged to keep their Library card secure. Should a Library card become lost or stolen, it is the responsibility of the cardholder to notify the Library immediately. There is a charge for replacement cards of \$1.00 for the replacement.

FINES AND FEES FOR MATERIALS:

1. **Overdue Fines** on adult materials: 5¢ per day, per item, with a maximum fine of \$2.00 per overdue item. Overdue Fines on Children's materials: 5¢ per day, per item, with a maximum fine of \$1.00 per overdue item.
2. **Lost or Damaged Materials:** Library patrons are responsible for all library materials checked out to their account and will be held liable for any losses or damage to library

materials while checked out to them. The Library will not charge for normal wear of library materials.

- a. If the materials are lost, the patron will be charged the cost to replace the materials.
 - b. If materials are damaged so as to be judged by the Library as being unsuitable for the collection, the patron must pay the cost of the item. The damaged item then becomes the property of the individual.
 - c. A \$2.00 processing fee will be charged for each library material damaged beyond repair or lost by the patron. This \$2.00 processing is not refundable should the item be returned at a later date.
3. Loss of Borrowing Privileges. Patrons with lost or damaged materials or with fines that exceed \$5.00 may not check out materials until records are cleared.

Attachment 4: The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that

publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to

read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them by sending to the Friends book sale, Better World Books, or any other method deemed appropriate. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Leon Valley Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

Attachment 5: Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Attachment 6: Request for Reconsideration of Library Resources

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____

Library Card Number: _____

Do you represent: Self _____ Organization (Please indicate name) _____

1. Resource on which you are commenting:

____ Book

____ DVD

____ Audio Book

____ Electronic Information

____ Magazine

____ Content of Library Program

____ Newspaper

____ Other

Title of resource _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? Explain.

4. What concerns you about the resource? (Use other side of paper if needed)

5. Are there resources you suggest to provide additional information and/or viewpoints on this topic?

Attachment 7: INTERNET ACCEPTANCE

“I have read and understand the Leon Valley Public Library Internet Use Agreement and acknowledge that I am utilizing the Internet being completely aware of the library’s policies. I agree to waive any claims against the Leon Valley Public Library, which arise or may arise in connection with any materials or graphics I may encounter while utilizing the Internet. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action pursued.”

PRINT YOUR NAME _____ DATE _____

Signature _____

For Users Under 18 Years of Age

As a parent or legal guardian, I have read the Leon Valley Public Library Internet Use Agreement. I will not hold the Leon Valley Public Library responsible for material acquired or problems related to the use of material acquired over the Internet.

I hereby give permission for my child, _____, to use the Internet at the Leon Valley Public Library.

I hereby give permission for my child, _____, DOB _____ to use the Internet at the Leon Valley Public Library when I am not present. (age 14 – 17 only).

PRINT YOUR NAME _____ DATE _____

Signature _____

Attachment 8: TEXAS STATUTES PENAL CODE § 43.22

Title 9. Offenses Against Public Order And Decency

Chapter 43. Public Indecency

Subchapter B. Obscenity

Current with legislation passed during the 2015 Regular Session effective through 1/1/2016

§ 43.22. Obscene Display Or Distribution

(a)

A person commits an offense if he intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene material and is reckless about whether a person is present who will be offended or alarmed by the display or distribution.

(b)

An offense under this section is a Class C misdemeanor.

Cite as Tex. Pen. Code § 43.22

History. Amended by Acts 1993, 73rd Leg., ch. 900, Sec. 1.01, eff. Sept. 1, 1994.

Acts 1973, 63rd Leg., p. 883, ch. 399, Sec. 1, eff. Jan. 1, 1974.

Attachment 9: TEXAS STATUTES PENAL CODE § 43.24

Title 9. Offenses Against Public Order And Decency

Chapter 43. Public Indecency

Subchapter B. Obscenity

Current with legislation passed during the 2015 Regular Session effective through 1/1/2016

§ 43.24. Sale, Distribution, Or Display Of Harmful Material To Minor

(a)

For purposes of this section:

(1)

"Minor" means an individual younger than 18 years.

(2)

"Harmful material" means material whose dominant theme taken as a whole:

(A)

appeals to the prurient interest of a minor, in sex, nudity, or excretion;

(B)

is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and

(C)

is utterly without redeeming social value for minors.

(b)

A person commits an offense if, knowing that the material is harmful:

(1)

and knowing the person is a minor, he sells, distributes, exhibits, or possesses for sale, distribution, or exhibition to a minor harmful material;

(2)

he displays harmful material and is reckless about whether a minor is present who will be offended or alarmed by the display; or

(3)

he hires, employs, or uses a minor to do or accomplish or assist in doing or accomplishing any of the acts prohibited in Subsection (b)(1) or (b)(2).

(c)

It is an affirmative defense to prosecution under this section that the sale, distribution, or exhibition was by a person having scientific, educational, governmental, or other similar justification.

(c-1)

It is a defense to prosecution under this section that the actor was the spouse of the minor at the time of the offense.

(d)

An offense under this section is a Class A misdemeanor unless it is committed under Subsection (b)(3) in which event it is a felony of the third degree.

Cite as Tex. Pen. Code § 43.24

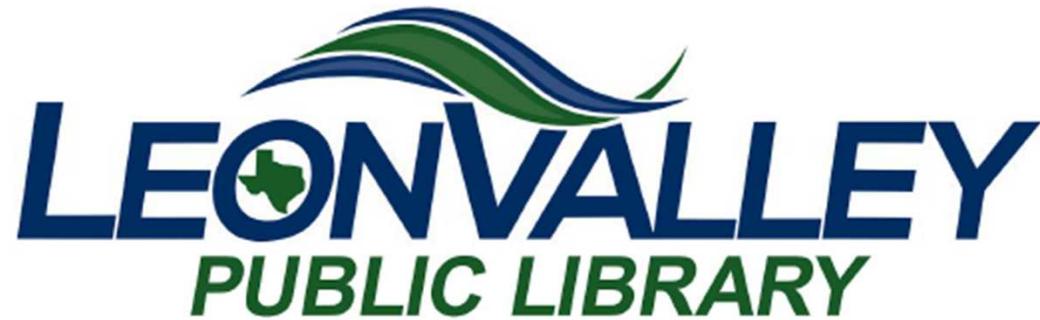
History. Amended By Acts 2011, 82nd Leg., R.S., Ch. 497, Sec. 1, eff. September 1, 2011.

Amended by Acts 1993, 73rd Leg., ch. 900, Sec. 1.01, eff. Sept. 1, 1994.

Acts 1973, 63rd Leg., p. 883, ch. 399, Sec. 1, eff. Jan. 1, 1974

Attachment 10: USA PATRIOT ACT WARNING

Under Section 215 of the federal **USA PATRIOT Act** (Public Law 107-56), records of books and other materials you borrow from this library may be obtained by federal agents. Federal agents may also track your personal Internet usage on library computers. This federal law prohibits librarians from informing you if federal agents have obtained records about you.



Policy Manual

City Council Meeting

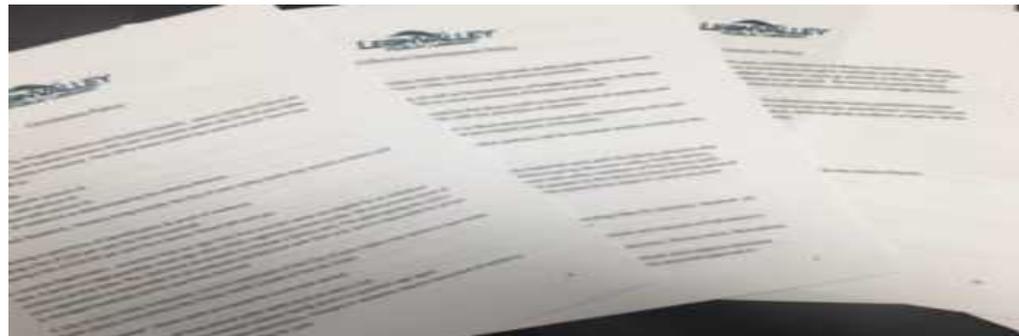
May 17, 2016



Purpose

Written policies establish the framework for what will or will not be done.

They are a philosophy, standard, or criterion that helps employees exercise good judgment.



A policy manual will:

- Improve the quality of work by reducing errors.
- Increase productivity by standardizing processes, creating a consistent way of doing things.
- Serve as a training aid.
- Serve as a checklist for complicated or little-used processes.
- Provide a basis for improvement.

Background

- Current policies were reviewed and updated.
- New policies were created per the TSLAC Trustee Handbook guidelines.

The LVPL Trustee Board has spent the past year working on the Policy Manual, approving a few policies at each monthly meeting and then compiling one manual which is being presented this evening.

FISCAL IMPACT

None

S.E.E. LEON VALLEY

SOCIAL EQUITY

The policy manual will ensure that library employees are responding to citizens in a fair and prompt manner

NEXT STEPS

- Write procedures for each policy.
- Distribute policy manual to Library Staff at special training meeting.
- Policy manual to be kept at Circulation Desk.
- Policies to be added to library website.

RECOMMENDATION

The Leon Valley Public Library
Board of Trustees recommends
that the council approve the
Library Policy Manual.

MAYOR AND COUNCIL COMMUNICATION

M&C #2016-05-17-04

DATE: May 17, 2016
TO: Mayor and City Council
FROM: David Dimaline, Public Works Assistant Director
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Consider Authorizing the City Manager to Enter into a Contract with the Edwards Aquifer Authority (EAA) to Participate in the Aquifer Storage & Recovery (ASR) Program

Purpose

The purpose of this item is to consider authorizing the City Manager to enter into a contract with the EAA to participate in the Aquifer Storage and Recovery (ASR) Program to lease 400 acre feet (AF) of water to the San Antonio Water System (SAWS) for a period not to exceed one year. By participating in the program, the City will realize a reduction in our annual EAA fees.

Background

The City of Leon Valley is authorized to pump 1,907 acre feet (AF) of water per calendar year. The City's water use has consistently averaged 1,167 AF for the past eight years. This leaves the City with approximately 740 AF of water that is unused and unrecoverable. The City used to receive an annual rebate from the EAA for unused water rights; however, the rebate program ended in 2013, due to the implementation of the Habitat Conservation Plan (HCP), as the HCP requires fees be collected from all aquifer users.

The HCP is a required part of an application for an Incidental Take Permit, a permit issued under the United States Endangered Species Act (ESA). The Federal mandate exists to protect endangered species in the San Marcos and Comal Springs.

The EAA is now implementing a program called the Aquifer Storage and Recovery (ASR) Pooling Program. SAWS's Twin Oaks ASR is below ground and located in south Bexar County. The ASR is slowly filled with Edwards Aquifer water. In March, the ASR hit the 100,000 AF milestone, and has kept SAWS customers out of deeper watering restrictions during recent years of drought.

The benefits of the ASR Pooling Program include (1) allowing users of the Edwards Aquifer to lease unused water to SAWS; and (2) reduce fees paid to the EAA for the HCP implementation. Leasing 400 AF to SAWS will reduce the amount paid to the EAA for the HCP, basically "recovering" that water.

Staff manages and monitors the City's water rights very closely, especially during periods of Critical Management. The lease will be reviewed annually to ensure adequate water resources continue to exist for Leon Valley residents.

Fiscal Impact

Current EAA fees:	\$160,219.75
Lease structure (400 AF at \$120 per AF)	\$ 48,000.00
Refund of the Aquifer Management Fee	\$ 33,600.00
Total savings	\$ 81,600.00
Estimated EAA fees due next fiscal year	\$ 78,618.75

EAA fees are currently paid under the Water Utility Budget – Contractual Services and are collected from all water customers.

S.E.E Statement

Social Equity – Storing unused water protects all citizens in times of drought.

Economic Development – Assures businesses, such as restaurants and industry, have an adequate supply of water year round, which ultimately improves economic development in the San Antonio Metropolitan Area, which may attract businesses and new residents.

Environmental Stewardship – Improved drainage and new sidewalks enhance the amenities offered by the City to its residents, which may encourage relocation.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS: _____

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Edwards Aquifer Authority Aquifer Storage & Recovery Program

City Council Meeting
May 17, 2016

Purpose

- To authorize the City Manager to enter into a contract with the Edwards Aquifer Authority (EAA) to participate in the Aquifer Storage & Recovery (ASR) Program
- To lease 400 acre feet of water to the San Antonio Water System (SAWS) for a period not to exceed one year
- By participating in the program, the City will realize a reduction in our annual EAA fees.

Background

- The City of Leon Valley is authorized to pump 1,907 acre feet (AF) of water per calendar year
- Current yearly pumping average is 1,167AF
- This leaves approximately 740 AF of water unused and unrecoverable
- City used to receive a rebate from EAA for unused water
 - Last rebate of \$54,025.37 in 2013

Background

- EAA stopped rebate program due to implementation of Habitat Conservation Plan
 - Federal mandate to protect endangered species in San Marcos and Comal Springs
- Habitat Plan requires fees be collected from all aquifer users
- Now EAA implementing program called Aquifer Storage and Recovery (ASR) Pooling Program

Aquifer Storage & Recovery

- San Antonio's ASR is below ground in south Bexar County, slowly being filled with Edwards Aquifer water
- March 2016 underground "savings account" of water hit the 100,000 acre-feet milestone
- Stored water kept SAWS customers out of deeper watering restrictions during recent years of drought - 100,000 equals about 33 billion gallons, or four Braunig Lakes
- ASR has far exceeded their expectations, according to Donovan Burton, Vice President of Water Resources & Governmental Relations.
 - "This water source is the model for the rest of the state and is the cornerstone of the regional Edwards Aquifer Habitat Conservation Plan."

From SAWS Website

- Twin Oaks ASR reservoir developed to store water during wet or lower demand & tapped during hot Texas summers when other water sources may be limited
- The original goal was to store about 4 billion gallons, but SAWS engaged UTSA School of Science to study the ASR & its capacity
- Study determined site can actually store larger amounts of water than expected

Background

- Benefits of the ASR Pooling Program –
 - Allows other users of Edwards Aquifer to lease unused water to SAWS
 - In exchange for a reduction of Aquifer Mgt. Fees paid to EAA
- We continue to monitor demand closely especially during periods of Critical Management:
 - Stage 1 = 20% reduction in pumping
 - Stage 2 = 30% reduction in pumping
 - Stage 3 = 40% reduction in pumping

Purpose

Continued

- Leasing 400 acre feet to SAWS will reduce the amount paid to the EAA for the Habitat Conservation Program, basically “recovering” that water
- Keeping some water as a reserve provides for:
 - 2016 Water Well Development Project - Flushing activity (25 acre feet)
 - Potential for coming year Critical Management Period water use reduction of potentially 20%
- Lease will be reviewed annually to assure adequate water resources for Leon Valley residents

Fiscal Impact

Recommendation

- Authorize the City Manager to enter into agreement with EAA
- To lease 400 AF of water at \$120.00 per AF
- For a period not to exceed 1 year
- Review program after lease expires

S.E.E. IMPACT STATEMENT

- Social Equity – Storing unused water protects all citizens in times of drought
- Economic Development – Assures businesses, such as restaurants and industry, have an adequate supply of water year round, which ultimately improves economic development in the San Antonio Metropolitan Area, which may attract businesses and new residents
- Environmental Stewardship – Reducing the amount of water pumped from the Edwards Aquifer assures the continued protection of endangered species in the San Marcos and Comal Springs

Edwards Aquifer Authority Aquifer Storage & Recovery Program

City Council Meeting
May 17, 2016

MAYOR AND COUNCIL COMMUNICATION

M&C #2016-05-17-05

DATE: May 17, 2016

TO: Mayor and City Council

FROM: David Dimaline, Public Works Assistant Director

THROUGH: Kelly Kuenstler, City Manager

SUBJECT: Consider Authorizing the City Manager to enter into a Community Development Block Grant (CDBG) Program Agreement to Provide CDBG Program Funds for the Timberhill Dr. and Huebner Drainage Improvement Project, and Approve the Attached Ordinance for a Budget Adjustment in the amount of \$282,000 from the Stormwater Fund Balance to Fund this Improvement

Purpose

The purpose of this item is to consider authorizing the City Manager to enter into a CDBG grant agreement with the Bexar County CDBG Department and approve a budget adjustment. The Agreement is between Bexar County and City of Leon Valley and would provide program funds in the amount of \$175,000 to be used for the Timberhill Dr. and Huebner Drainage Improvement Program. A budget adjustment in the amount of \$282,000 will be required from the Stormwater fund balance to fund this improvement.

Background

In 2015, the City of Leon Valley submitted an application for consideration for the 2015 CDBG program. Individual meetings were held with participating cities to discuss their plans and to identify needs in their ETJ. The City of Leon Valley is in Bexar County Precinct 2. The City Engineer completed design of the Huebner / Timber Hill Drainage Improvement Project to address flooding that occurs during heavy rainfall events at the intersection of Timberhill Dr. and Huebner Rd., and flooding that has occurred at 6818 Timberhill. The project scope includes the installation of curb inlets, inlet extensions, a junction box; 24" drain pipe, new asphalt, curbs and sidewalks.

The estimated project cost is \$282,000. The grant application was evaluated to ensure the project met HUD guidelines. In July 2015, the Bexar County Commissioners made their final selection of projects and recommended funding for this project in the amount of \$175,000.

Fiscal Impact

The estimated project cost is \$282,000. A budget adjustment from the Stormwater Fund will be required to cover the project costs. Once the project is completed, Bexar County CDBG will reimburse the City up to \$175,000.

STRATEGIC GOALS STATEMENT

Item 2 - Continue Work on Capital and Planning Projects

The project will provide drainage improvements, replacement of sidewalks, and new asphalt that will enhance pedestrian mobility within our City and improve overall safety.

S.E.E Statement

Social Equity – Adds to general quality of life for all citizens.

Environmental Stewardship – Reduces the amount of stormwater drainage onto the existing street, and residents can utilize new sidewalks for pedestrian activity.

Economic Development – Improved drainage and new sidewalks enhance the amenities offered by the City to its residents, which may encourage relocation.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS: _____

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

AN ORDINANCE APPROVING AMENDMENTS TO THE GENERAL FUND OF THE CITY OF LEON VALLEY, TEXAS MUNICIPAL BUDGET FOR FISCAL YEAR OF 2015-2016.

Whereas on September 15, 2015 the City Council of the City of Leon Valley adopted the 2015-2016 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 2015-2016 budget as provided for in the attached Exhibit "A", said Exhibit to be incorporated herein as if fully set forth herein.

**SECTION II
SEVERABILITY**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this 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 17th day of May, 2016.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
ROXANN PAIS COTRONEO
City Attorney



Exhibit "A"
Ordinance No. 16-018

**CITY OF LEON VALLEY, TEXAS
BUDGET ADJUSTMENT
FISCAL YEAR 2015-2016**

Request Submitted By: _____	Date: _____
Department Head	
Approved By: _____	Date: _____
Finance Director	
Approved By: _____	Date: _____
City Manager	

TYPE OF TRANSFER:

- Inter-Departmental Transfer
- Intra-Departmental Transfer
- Supplemental Appropriation

DEPARTMENT:

Stormwater

FROM:

FUND	ACCOUNT NO.	DESCRIPTION	AMOUNT
Stormwater	200	Fund Balance	\$282,000

TO:

FUND	ACCOUNT NO.	DESCRIPTION	AMOUNT
Stormwater	200-5336-540.51	Stormwater Capital Outlay	\$282,000

Timberhill Dr. and Huebner Drainage Improvement Project

City Council Meeting

May 17, 2016

Purpose

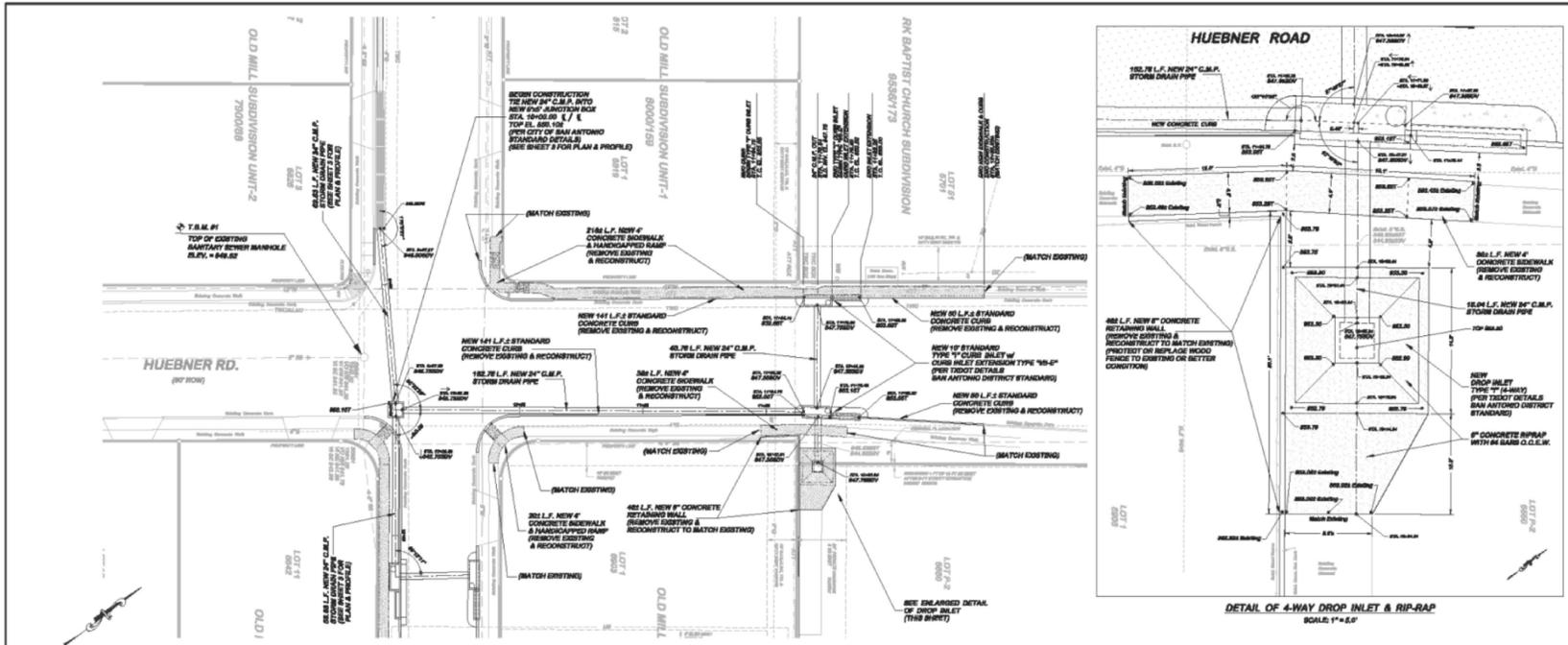
- To consider authorizing the City Manager to enter into a CDBG Agreement to accept a grant for drainage improvements at Timberhill Dr. and Huebner Roads
- To approve a budget adjustment in the amount of \$282,000 from the Stormwater Fund Balance to fund this improvement

Background

- Acting on numerous complaints received by the resident at 6818 Timberhill, regarding stormwater entering her home
- The City of Leon Valley is proposing to construct a drainage improvement project at the intersection of Huebner Rd. and Timber Hill.
- The project has been selected for funding by the Community Development Block Grant program from Bexar County
- The improvements will direct the water into drainage inlets in the road, preventing her home from further flooding

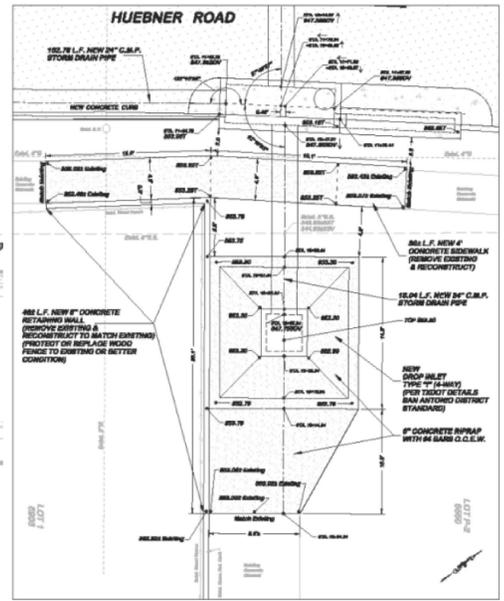
Background





SCALE: 1"=50'
 VERTICAL SCALE 1"=10'
 HORIZONTAL SCALE 1"=50'

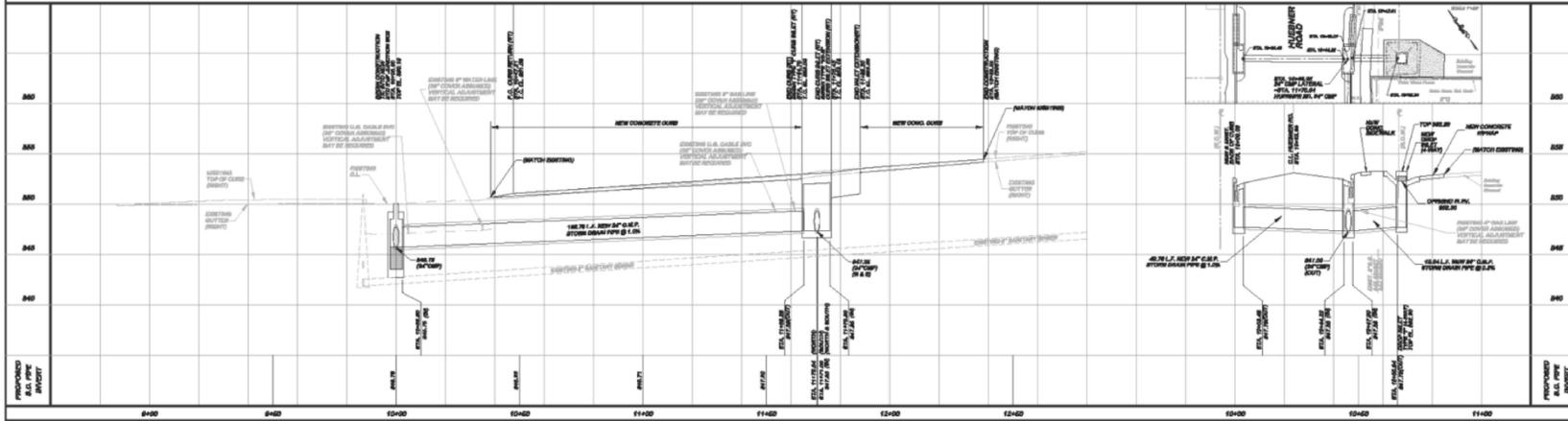
HUEBNER ROAD



DETAIL OF 4-WAY DROP INLET & RIP-RAP
 SCALE 1"=5.0'

PROFILE LEGEND

- EXISTING CENTERLINE
- EXISTING GROUND AT RIGHT TO & G
- PROPOSED GRADE, ETC.
- 20V = Storm Drain Invert
- 20P = Proposed Ground
- 20T = Existing Ground Top of Pipe
- 20S = Existing Storm Drain



F-1892

SIA ENGINEERING, INC.
 8617 SAN PEDRO AVE.
 SAN ANTONIO, TEXAS 78216-6846
 (210) 541-5550 FAX (210) 586-0662

TIMBERHILL & HUEBNER
CITY OF LEON VALLEY
 BEAR COUNTY, TEXAS

DATE: JAN. 21, 2018
 DESIGNED BY: D.A.G.
 DRAWN BY: K.F.A.
 CHECKED BY: D.A.G.
 SCALE: 1"=50'
 SHEET: 8 OF 8

DRAINAGE MODIFICATION
 HUEBNER ROAD
 PLAN & PROFILE
 STA. 10+00.00 TO STA. 12+38.2 ±



Background

Schedule:

- May – City Council Presentation
- June – Utility Coordination (CPS Energy, TWC, AT&T)
- July – Advertise Bids
- August – Award Contract
- September – December: Construction (3-4 mos.)
- January 2017 – Project Completed

Fiscal Impact

- The estimated project cost is \$281,754
- CDBG Grant Funded Amount is \$175,000
- Bexar County CDBG will reimburse the City at project completion in the amount of \$175,000
- Requesting a Budget Adjustment in the amount of \$282,000 from the Stormwater Fund

Recommendation

- Recommend authorizing the City Manager to enter into a CDBG Agreement to accept a grant for drainage improvements at Timberhill Dr. and Huebner Roads
- To approve a budget adjustment in the amount of \$282,000 from the Stormwater Fund Balance to fund this improvement

Strategic Goals Statement

- Item 2 – Continue Work on Capital and Planning Projects
 - Drainage improvements help address stormwater runoff. Repair of asphalt and new sidewalks enhance pedestrian mobility within our City and improve overall safety.

S.E.E. Statement

- Social Equity – Adds to general quality of life for all citizens
- Environmental Stewardship – Reduces the amount of stormwater runoff on the existing street, which helps to protect our environment.
- Economic Development – Drainage and sidewalks enhance the amenities offered by the City to its residents, which may encourage relocation.

Timberhill and Huebner Drainage Improvement Project

City Council Meeting

May 17, 2016

MAYOR AND COUNCIL COMMUNICATION

DATE: May 17, 2016 **M&C # 2016-05-17-06**

TO: Mayor and Council

FROM: Kristie M. Flores, Communications Director

THROUGH: Kelly Kuenstler, City Manager

SUBJECT: Consideration and Action on an In Kind Grant request by the Northside Education Foundation for use of the Leon Valley Conference Center at 6427 Evers Road for the annual Northside Education Foundation (NEF) Planning Retreat.

PURPOSE

The City Council adopted an In Kind Grant process by which organizations and stakeholders can request in kind services from the City. Northside Education Foundation (NEF) is the first to request an in kind grant for their annual Northside Education Foundation Planning Retreat at the Leon Valley Conference Center on June 22, 2016. The request includes the use of the facility, podium and microphone and the waiver of all fees.

Historically, in 2014 and 2015 the City has approved NISD/NEF's use of the Conference Center. The set-up and use of the Center will be during regular City business hours. Additionally, NISD/NEF will bring and set-up their own tables and audio visual system and they will remove their tables and equipment the day after the event. In reviewing the Conference Center calendar and City resources the dates and facility are available for use.

The In Kind Grant Committee consists of representation from Public Works, the Leon Valley Library, the Finance Department and the Communications Department.

The In Kind Grant Committee met and evaluated the request based on the criteria outlined in the grant policy and guidelines. A scoring matrix was created to further evaluate the request. Per the matrix the maximum score is 100. In evaluating the request, a score of 70 or above results in an affirmative recommendation by the committee member to forward to Council for final consideration.

The attached request scored a median average of 75.5 resulting in a recommendation of approval to be forwarded to the City Council for final consideration.

SEE LEON VALLEY

Social Equity – Supports collaborative participation between Northside School District, the

Northside Education Foundation and the City.

Economic Development – Although there is not a direct effect on economic development; indirectly the visitor’s to the City for the retreat will potentially utilize convenience store and other retail services while in the area.

Environmental Stewardship – N/A.

FISCAL IMPACT

If approved, the grant would waive the following fees:

Cleaning Fees	\$145
Podium/Microphone	\$ 30
Rental Fees	\$280
Total Fees Waived	\$455

STRATEGIC GOALS

The request is indirectly related to Strategic Goal 1 “Economic Development” which encourages promoting the City and creating positive branding for the City. By continuing a positive partnership with NISD and NEF the City promotes a positive collaboration and features its available facilities and amenities.

RECOMMENDATION

The In-Kind Grant Committee forwards a recommendation of approval of the grant by means of a score of 75.5. The Committee noted that a more mutual partnership could be fostered for future collaboration between the City, NISD and NEF. The Committee also requested that NISD/NEF consider utilizing a Leon Valley business for their catering needs for other events hosted in the City.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary



IN-KIND ASSISTANCE GRANT

Grant Policy:

The City of Leon Valley has created the “In-Kind Assistance Grant Program” to meet the growing demand of in-kind assistance requests by local community organizations. Under this grant program, in-kind assistance does not include financial resources, but it may include providing City personnel, equipment or other services to:

- Promote Leon Valley as a destination for visiting shopping, and dining;
- Stimulate business and commercial activity in the City; and
- Serve a public purpose.

Applicants eligible to apply are non-profit organizations, charitable organizations, government entities, religious organizations, schools, or other tax-exempt organizations. Proof of organization status is required.

Grant applications are due:

- September 1st for events scheduled October 1 – December 1
- November 1st for events scheduled December 1- February 1
- February 1st for events scheduled March 1 – May 1
- May 1st for events scheduled June 1 – September 1

Application Guidelines:

Applicants must submit a completed application along with supporting documentation. Incomplete applications will not be considered. All applications will be reviewed and scored by the In-Kind Assistance Grant Committee who will make recommendations to the Leon Valley City Council. The Leon Valley City Council will make all final decisions. Scoring is based on the following areas:

- (1) Qualifying organization/entity;
- (2) Outstanding debt with the City of Leon Valley, if any;
- (3) Generation of additional sales and tax revenues in Leon Valley;
- (4) Opportunity for community and visitor participation; and
- (5) Availability of requested City resources.

Applicants are eligible to apply only once from October 1 – September 30 of each year. Applicants applying for in-kind assistance for an annual event that was supported by a previous in-kind City assistance grant must submit a financial report indicating whether the previous event was profitable. All applicants that are awarded in-kind assistance from the City must return a completed “post event report form” within seven calendar days after the event. Delinquent post event reports will disqualify organizations from future in-kind services for one calendar year from date of event.

The In-Kind Assistance Grant Committee will update a list of City services eligible for in-kind assistance on a quarterly basis available at www.leonvalleytexas.gov. This list will also include the fees associated with each in-kind service to help the applicant fill out the budget for the proposed event.



Marketing Guidelines:

Event sponsor signage or any promotional materials (brochures, website, advertisements, etc.) are required to include an approved City of Leon Valley logo with the www.leonvalleytexas.gov website below the logo. Contact the City Communications Office, (210) 684-1391 ext.253 for approval and logo.

In-Kind Assistance Grant Committee:

The In-Kind Assistance Grant Committee will meet within one week after the application deadline to evaluate, score and make a determination for approval or denial of assistance requests. All applicants will be notified in writing of the Committee's recommendations to the Leon Valley City Council. The Leon Valley City Council makes all final decisions.

Application Instructions:

Please complete the attached application form and provide the following documentation:

- (1) Proof of status (i.e. 501c3, non-profit, charitable, government, etc.);
- (2) Description of proposed event;
- (3) Budget for proposed event (must use format provided);
- (4) List of all in-kind assistance being requested; and
- (5) Marketing plan for proposed event, including identification and appropriateness of target audience.



IN KIND ASSISTANCE GRANT APPLICATION

<i>Organization Name</i>			
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Telephone Number</i>		<i>Mobile Number</i>	
<i>Type of Organization (Check all that apply)</i>			
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Government Entity	<input type="checkbox"/> Charitable	
<input type="checkbox"/> Religious	<input type="checkbox"/> Tax-Exempt	<input type="checkbox"/> School	
<input type="checkbox"/> Other (please specify)			

Please answer these questions.

- (1) Event Name, Date and Location
- (2) Event Set-up Date and Time
- (3) Event Breakdown/Clean-Up Date & Time
- (4) If event is a fundraiser, what will fundraising funds be used for?
- (5) List all other sources of funding for this event such as admission fee, donations, grants, etc.
- (6) Will your event allow the sale or consumption of alcohol? If yes, have you already obtained the proper state permits? Please attach copy of permits.
- (7) What benefits will the City of Leon Valley receive from this event?
- (8) Describe the in-kind services that you are requesting such as security, facility usage, electrical, booth set-up, stage set-up, clean-up, transportation, barricades, etc.
- (9) Has this organization or project previously received in-kind City services? If yes, please provide the details, including the monetary value of the resources.
- (10) If this is a second or third request for assistance, please tell us what's new, improved, expanded, or innovative about this year's proposed project compared to previous applications.
- (11) Who is your target audience for this project? Please be as specific as possible regarding your target audience and expected number of participants.
- (12) Please describe your specific plans to market and promote the proposed project.

Please attach the answers to the above-questions, the attached project budget and all other supporting documents and mail or hand-deliver to:

City of Leon Valley, Communications Department
6400 El Verde Rd.
Leon Valley, Texas 78238

(7) What benefits will the City of Leon Valley receive from this event?

The City of Leon Valley, NISD and NEF have a long-standing relationship. This partnership includes highly successful, mutually beneficial event collaboration and community relations. The in-kind assistance will give the requested space exposure to prominent NISD and community and business leaders potentially interested in having activities in Leon Valley.

(8) Describe the in-kind services that you are requesting such as security, facility usage, electrical, booth set-up, stage set-up, clean-up, transportation, barricades, etc.

Facility usage, use of podium and microphone in LV conference center, clean up

(9) Has this organization or project previously received in-kind City services? If yes, please provide the details, including the monetary value of the resources.

NEF held this annual Board meeting at the requested space in 2014 and 2015. Both times, fees were waived, including clean up.

(10) If this is a second or third request for assistance, please tell us what's new, improved, expanded, or innovative about this year's proposed project compared to previous applications.

NA

(11) Who is your target audience for this project? Please be as specific as possible regarding your target audience and expected number of participants.

40 NISD, community and business leaders on the NEF Board of Directors

(12) Please describe your specific plans to market and promote the proposed project.

Board members are invited to attend the meeting via email

PROJECT EXPENDITURES	Applicant Contribution In-Cash	Applicant Contribution In-Kind (value)	City Resources Requested
Personnel Costs: Wages, salaries, fees and fringe benefits			
Contracted Services/Specialist			
Production, exhibition, event, materials & Equipment costs <i>AV, tables</i>	<i>\$500</i>		
Marketing and Promotion Costs			
Licenses, permits and other fees			
Administration and overhead costs <i>Lease/insurance</i>	<i>\$300</i>		
Other Expenditures			
TOTAL EXPENDITURES	<i>\$800</i>	-	-

Earned Income for the project: Sales, memberships, etc.			
Support from other sources:			
Cash Support			
Applicant's contribution			
In-kind support			
TOTAL REVENUE	0	0	0

Amount requested from City of Leon Valley



April 15, 2016

President
Cathy Naiser

President-Elect
Tomas Larraide

Treasurer
Vaughn Bomberger

Secretary
Jeff A. Bourgeois

Elizabeth Carol, AICP, CFM
Community Development Director
City of Leon Valley
6400 El Verde Road
Leon Valley, TX 78238

Board of Directors

George Block
Robb Decker
Wade Cleary
Leticia Estrada
John M. Folks, Ed.D.
Matt Foxhall
Dave Gannon
Amanda Raba Gentis
Kathy Hill
Monty Howard
Frank Humada, Jr.
Jerry Lammers
Billy Laque
Carl McClennan
Rick McLaughlin
Scott Parker
Merry K. Raba
Ed Rawlinson
Arthur Reyna
Priscilla Sanchez-Hurt
Maggie Seay

Dear Ms. Carol and the City of Leon Valley City Council:

In 2013 and 2014, the NISD Education Foundation Board of Directors held its annual leadership retreat at the Leon Valley Conference Center, all fees waived.

The Board has enjoyed the venue and would like to have the retreat there again this year.

These are the dates we'd need to reserve the room partially or all day:

- June 21 from 1 to 5 p.m. (We set up our A/V)
- June 22 from 8 a.m. to 4 pm.
- June 23 from 7 a.m. to 9 a.m. (We break down our A/V)

I'd like to request approval to use the center for this meeting.

Thank you for your time and consideration.

Cassandra Miranda, MBA
Director of Partnerships
Northside Independent School District

Advisory Committee

SUPERINTENDENT
Brian T. Woods, Ed.D.
Trustee Gerald B. Lopez
Principals:
Ada Bohlken
Kevin Kearns
Tesilia Soliz



PROPOSED DATES & FEES WAIVED

Dates

Tuesday, June 21, 2016	1:00p.m. - 5:00p.m.	Set-up for Event	4 hours
Wednesday, June 22, 2016	8:00a.m. – 5:00p.m.	NISD Event	9 hours
Thursday, June 23, 2016	7:00a.m – 10:00a.m.	Event Breakdown	3 hours

Fees

Cleaning Fees	\$145
Set-Up Fees	\$0
Rental Fees	\$280
Podium/Mic	\$30
Total	\$455

ATTACHMENT X

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
- ◆ 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

Fee Category	Weekday		Weekend	
	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 more information or to make a reservation, call Sylvia Gomez, Community Development Department at the above number. Monday-Thursday, 7:30 AM – 5:30 PM; Friday, 7:30 AM – 11:30 AM.

Category	In-Kind Grant Request: Northside ISD - May 2016	
Considerations	maximum points (100)	Circle One (if not circle 0 pts accrued)
Completeness of the Application	5pts	1 2 3 4 (5)
Request Supports the Intent of the Grant	10pts	1 2 3 4 5 6 7 8 9 (10)
Request Promotes LV	15pts	1 2 3 4 5 6 7 8 9 (10) 11 12 13 14 15
Stimulates Business/Commercial Activity	10pts	1 2 (3) 4 5 6 7 8 9 10
Services a Public Purpose	15pts	1 2 3 4 5 6 7 8 9 10 11 12 13 14 (15)
Qualifies as a City Organization/Entity	5pts	1 2 3 4 (5)
Generates Additional Sales/Tax Revenues	10pts	1 2 3 4 5 6 7 8 9 10
Opportunity for Community/Visitor Participation	5pts	1 2 3 4 (5)
Supports the Mission/Vision of the City for Collaborative Participation w/Stakeholders	15pts	1 2 3 4 5 6 7 8 9 10 11 12 13 14 (15)
Is a Reasonable request of City Resources	10pts	1 2 3 4 5 6 7 8 9 (10)
Other Consideration - Applicant has an Outstanding Debt w/City? Y/N	if "yes" deduct 25pts	(-25)
Total Points Required for Affirmative Recommendation	70pts	Total Scored 78
General Comments (Overall Request):		

Category	In-Kind Grant Request: Northside ISD - May 2016	
Considerations	maximum points (100)	Circle One (if not circle 0 pts accrued)
Completeness of the Application	5pts	1 2 3 4 (5)
Request Supports the Intent of the Grant	10pts	1 2 3 4 5 6 7 8 9 (10)
Request Promotes LV	15pts	1 2 3 4 5 6 7 8 9 (10) 11 12 13 14 15
Stimulates Business/Commercial Activity	10pts	1 2 3 4 5 (6) 7 8 9 10
Services a Public Purpose	15pts	1 2 3 4 5 6 7 8 9 10 11 12 13 14 (15)
Qualifies as a City Organization/Entity	5pts	1 2 3 4 (5)
Generates Additional Sales/Tax Revenues	10pts	1 2 3 4 5 6 7 8 9 10
Opportunity for Community/Visitor Participation	5pts	1 2 (3) 4 5
Supports the Mission/Vision of the City for Collaborative Participation w/Stakeholders	15pts	1 2 3 4 5 6 7 8 9 10 11 12 13 14 (15)
Is a Reasonable request of City Resources	10pts	1 2 3 4 5 6 7 8 9 (10)
Other Consideration - Applicant has an Outstanding Debt w/City? Y/N	if "yes" deduct 25pts	(-25)
Total Points Required for Affirmative Recommendation	70pts	Total Scored (79) 79
General Comments (Overall Request):		

Category	In-Kind Grant Request: Northside ISD - May 2016	
Considerations	maximum points (100)	Circle One (if not circle 0 pts accrued)
Completeness of the Application	5pts	1 2 3 4 (5)
Request Supports the Intent of the Grant	10pts	1 2 3 4 5 6 7 8 9 (10)
Request Promotes LV	15pts	1 2 3 4 5 6 (7) 8 9 10 11 12 13 14 15
Stimulates Business/Commercial Activity	10pts	1 2 3 4 5 6 7 (8) 9 10
Services a Public Purpose	15pts	1 2 3 4 5 6 7 8 9 10 11 12 13 14 (15)
Qualifies as a City Organization/Entity	5pts	1 2 3 4 (5)
Generates Additional Sales/Tax Revenues	10pts	1 2 3 4 5 6 7 8 9 10
Opportunity for Community/Visitor Participation	5pts	1 (2) 3 4 5
Supports the Mission/Vision of the City for Collaborative Participation w/Stakeholders	15pts	1 2 3 4 5 6 7 8 9 10 11 12 (13) 14 15
Is a Reasonable request of City Resources	10pts	1 2 3 4 5 6 7 8 9 (10)
Other Consideration - Applicant has an Outstanding Debt w/City? Y/N	if "yes" deduct 25pts	(-25)
Total Points Required for Affirmative Recommendation	70pts	Total Scored 75
General Comments (Overall Request): Use a business in Leon Valley for catering next time, please.		

Category	In-Kind Grant Request: Northside ISD - May 2016	
Considerations	maximum points (100)	Circle One (if not circle 0 pts accrued)
Completeness of the Application	5pts	1 2 3 4 5
Request Supports the Intent of the Grant	10pts	1 2 3 4 5 6 7 8 9 10
Request Promotes LV	15pts	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
Stimulates Business/Commercial Activity	10pts	1 2 3 4 5 6 7 8 9 10
Services a Public Purpose	15pts	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
Qualifies as a City Organization/Entity	5pts	1 2 3 4 5
Generates Additional Sales/Tax Revenues	10pts	1 2 3 4 5 6 7 8 9 10
Opportunity for Community/Visitor Participation	5pts	1 2 3 4 5
Supports the Mission/Vision of the City for Collaborative Participation w/Stakeholders	15pts	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
Is a Reasonable request of City Resources	10pts	1 2 3 4 5 6 7 8 9 10
Total Points Required for Affirmative Recommendation	70pts	Total Scored 70
General Comments (Overall Request): <i>foster a more mutual partnership/relationship</i>		

In-Kind Grant Committee

Wesley Jackson - Finance

NOTES: Use a business in the area for catering.

Tues
6/21 - 1 to 5 (4)
Wed
6/22 - 8 to 5 (9)
Thurs
6/23 - 7 to 10

Consideration & Action on an In Kind
Grant Request by Northside Education
Foundation (NEF)

City Council Meeting

May 17, 2016

Purpose

- February 2016 – In Kind Grant assistance adopted to address growing demand of in kind requests
- Northside Education Foundation – 1st to utilize the grant request program

Background/Request

- Annual Northside Education Foundation Planning Retreat on June 22, 2016
- Request is for use of the Conference Center, podium and microphone, and waiver of all associated fees

Background/Request

- 2014 and 2015 the City has approved NISD's/NEF's use of the Conference Center.
- The set-up and use of the Center will be during regular City business hours.

Background/Request

- NEF/NISD will bring and set-up their own tables and audio visual system and they will remove their tables and equipment the day after the event.
- Available for use on proposed dates and are utilizing very limited City resources.

Background/Request

- The In Kind Grant Committee members - (4).
- Evaluated the request based on the criteria outlined in the grant policy and guidelines.
- A scoring matrix was created to further evaluate the request.
- Per the matrix the maximum score is 100.

Background/Request

- A score of 70 or above results in an affirmative recommendation by the committee member
- Per guidelines forwarded to Council for final consideration.
- Request scored a median average of 75.5 resulting in a recommendation of approval.

Fiscal Impact

- If approved, the grant would waive the following fees:

Cleaning Fees	\$145
Podium/Microphone	\$ 30
Rental Fees	\$280
Total Fees Waived	\$455

S.E.E Statement

- Social Equity – Supports collaborative participation between NISD, NEF and the City.
- Economic Development – economic development via visitor's to the City for the retreat who utilize services in the area.
- Environmental Stewardship – N/A

Strategic Goals

Strategic Goal 1 “Economic Development” which encourages promoting the City and creates positive branding for the City.

*In partnership with NISD & NEF the City promotes a positive collaboration and features its available facilities and amenities.

Recommendation

Approval of the grant by means of a score of 75.5 with comments:

- foster stronger mutual partnership between the City, NEF and NISD
- NEF/NISD consider utilizing a Leon Valley business for their catering needs for future events

Consideration & Action on an In Kind
Grant Request by Northside Education
Foundation (NEF)

City Council Meeting

May 17, 2016

MAYOR AND COUNCIL COMMUNICATION

DATE: May 17, 2016 **M&C # 2016-05-17-07**

TO: Mayor and Council

FROM: Kelly Kuenstler, City Manager

SUBJECT: Consider an action on an Ordinance establishing the authority and rights, structure and membership, duties and responsibilities, and sunset provision for the Police Department Citizens Advisory Committee

PURPOSE

Leon Valley Citizens, during the January 2016 Town Hall Meeting, suggested the development of a Police Department Citizens Advisory Committee. If developed, this committee would serve as an advocate for programs, ideas, and methods to improve the relationship between the police and community and to enhance the quality of life and safety in our community. The Committee will provide an update to the City Council on a quarterly basis, or as requested by the Mayor and City Council.

The Committee will be an independent citizens group that meets monthly with the Police Chief or a representative of the Police Department in the Police Chief's absence. Residents will apply for commission membership and will be appointed by City Council for two (2) year terms with optional extensions for one year upon approval by the Mayor and City Council. The Committee will be responsible to the Mayor and City Council of Leon Valley and to the general public. The Committee shall be comprised of 13 voting members representing geographic areas of Leon Valley and appointed by the Mayor and City Council. The Committee Chair will provide an update to the City Council on a quarterly basis or as requested by the Mayor and City Council.

The committee shall advise and assist the Police Department in the following ways:

- Create dialog and explore the perceptions of the Police Department, and the community concerning the inter-relationship with each other regarding public safety issues within the community
- Receive information concerning the Police Department programs and operations
- Assist in developing new programs that will increase the public safety activities of the Police Department and strengthen the bond between the police and the community.
- Provide input to the Police Department regarding service needs within the community
- Assist the Police Department in assessing the effectiveness of department operations and programs
- Identify gaps in services and/or communication
- Enhance the community understanding of the capabilities of the Police Department in providing services to the community

- Identify potential Police-Community partnerships to address public safety related issues within the community
- Identify community resources and support for public safety activities; and give input concerning perceived effectiveness
- Provide input on assisting Community Policing initiatives to enhance awareness

The authority and rights of the Committee will be set forth in the “City of Leon Valley Police Department Citizens Advisory Committee Charter”.

FISCAL IMPACT

N/A

S.E.E. IMPACT

Social – The committee serves as an advocate for programs, ideas, and methods to improve the relationship between the police and community and to enhance the quality of life in our community.

Economic – The City of Leon Valley could see an economic benefit from the formation of this committee if ideas are developed and eventually implemented in the areas of enforcement. Revenue and community service could come from these ideas. Further economic impacts could be seen in crime reduction, in reduced litigation and in fewer traffic accidents/incidences.

Environmental – N/A

RECOMMENDATION

Approve the Ordinance as presented.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
 City Secretary

CITY OF LEON VALLEY
POLICE DEPARTMENT CITIZENS ADVISORY COMMITTEE CHARTER

Committee's Charge

The committee serves as a liaison between the police department and community. The committee will educate the public to improve the relationship between the police and community and to enhance the quality of life in our community. The Committee shall not have independent authority, but shall work in conjunction with the Police Department. The committee serves as an advocate by educating the public about police programs, ideas, and methods.

Mission Statement

The Committee's mission is to work in partnership with the Leon Valley Police Department to assure it maintains the highest standards of integrity. Furthermore, it is to assist in the quality of life through the delivery of professional, superior, and compassionate police services to the community. Finally, the Committee should apply knowledge, skills, and resources to foster an environment where all people can live safely and without fear. Furthermore it is to assist making recommendations that will enhance the quality of life through delivery of service.

Our mission is accomplished within the framework of the following set of values:

- Accountability
- Protection
- Prevention
- Commitment
- Compassion
- Achievement

Objective

The Committee's objective is to advise and/ assist the Police Department through the engagement of interaction with its citizens through friendly community Police initiatives in preserving the peace in a manner consistent with the freedoms secured by the constitution. In doing so, the role of the Police Department is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of law enforcement authority and the constitutional rights of all persons.

Committee Structure and Membership:

1. The Committee has 13 voting members appointed by the Mayor and City Council. Appointments to the Committee will be for a two year term. Terms may be extended for additional one year term upon approval by the Mayor and City Council. The Committee will consist of a Chairperson, Vice Chairperson, Secretary, and one

City Council liaison. The Committee will geographically represent the Leon Valley area with a representative from Forrest Oaks, Forrest Oaks Estates, Seneca West, The Ridge, Monte Robles, the Althea/Hodges area, Old Mill, Linkwood, Shadow Mist, Pavona Place, the El Verde Road area, Canterfield and the Grass Valley/Sun Valley area.

2. The members of the Committee shall either be permanent residents of the City of Leon Valley, work or maintain a place of business in the City of Leon Valley, or be engaged in the community in a serving capacity. **Diversity of the committee is essential to its success: ie. Youth, millennials, baby boomers etc.**
3. Committee members shall have good reputations for integrity and community service and shall not have been convicted or received a deferred sentence for a felony crime.
4. No appointee to the Committee or any members of the appointee's immediate family shall be currently employed by the City of Leon Valley nor be a former sworn employee of the City of Leon Valley Police Department.
5. No appointee may currently be a party nor be a legal representative in litigation against the City of Leon Valley.
6. Each appointee must be prepared and committed to invest the necessary time in enhancing police community relations in a manner that helps reduce crime and enhances relationships between the police and the community.
7. City Council will appoint a Councilmember who will serve as the Committee's Liaison with the Mayor and City Council. **This position will be a non-voting position but will vote in the event of a tie.**
8. The Chairperson, Vice Chairperson and Secretary will be elected by the Committee members and will take place within 30 days of the initial appointment of the Committee by the Mayor and City Council.
9. All members of the Committee shall be considered to be City of Leon Valley volunteers. The Committee shall function in an advisory capacity only and shall have no authority over City of Leon Valley employees.
10. The Committee members receive no direct or indirect compensation from the City of Leon Valley for their services as members of the Committee.
11. The Committee may not include any employee of the City of Leon Valley, or any vendor or contractor of the City of Leon Valley.

12. A Committee member serves at the pleasure of the Mayor and City Council of Leon Valley. If a Committee member resigns, violates the Ethics Policy contained herein, fails to attend two consecutive Committee meetings without reasonable excuse, or otherwise becomes unable to serve on the Committee, the Chairperson may declare the position on the Committee to be vacant and request that the Mayor and City Council appoint another qualified person to the Committee. Future appointments will follow the process as outlined in this Charter.

Duties and Responsibilities:

The committee advises and assists the Police Department to:

- Create dialog and explore the perceptions of the Police Department, and the community concerning the inter-relationship with each other regarding public safety issues within the community.
- Receive information concerning the Police Department programs and operations
- Assist in developing new programs that will increase the public safety activities of the Police Department and strengthen the bond between the police / community.
- Provide input to the Police Department regarding service needs within the community
- Assist the Police Department in assessing the effectiveness of department operations / programs
- Identify gaps in services and/or communication
- Enhance the community understanding of the capabilities of the Police Department in providing services to the community
- Identify potential Police-Community partnerships to address public safety related issues within the community
- Identify community resources and support for public safety activities; and give input concerning perceived effectiveness
- Provide input on assisting Community Police initiatives to enhance awareness

The committee is also responsible for disseminating information to the community and to the government officials of Leon Valley. The Committee Chair will provide an update to the City Council on a quarterly basis, or as requested by Mayor and City Council.

Committee Meetings:

- a) The Committee shall meet, at the discretion of the Chairperson, to perform the duties as provided herein.
- b) All Committee meetings shall be held within the City of Leon Valley geographic boundaries.

- c) All information received by the Committee will be available to the public under the terms of the Texas Open Records Act and will be retained pursuant to the rules of the Texas State Archives and Library Commission and the City of Leon Valley.
- d) A quorum of the Committee shall consist of fifty percent (50%) of the currently appointed members plus one (1). A quorum must be present to decide on any action items presented to the Committee.
- e) Minutes of the previous meeting and agenda of the upcoming meeting should be sent to the Committee members no later than three business days before the upcoming meeting. Whenever possible, an explanation of agenda items shall accompany the notification. Members who are absent shall receive all materials distributed at missed meetings.
- f) A copy of the agenda must be presented to the City Secretary (3) three business days prior to the 72 hours posting requirements pursuant with Texas Local Government Code Section 551.043.
- g) A copy of the minutes of the previous meeting must be given to the City Secretary within (10) days of the approval of the minutes by the Committee.
- h) The current Rules of Conduct for the Leon Valley City Council shall govern the parliamentary procedures, disciplinary proceedings, and rules for the conduct of meetings, so long as not inconsistent with these Bylaws. No action of the Committee shall be invalidated, or the legality thereof affected, by the failure or omission to observe or follow the Rules of Conduct.

City of Leon Valley Support:

- a) The City of Leon Valley shall provide to the Committee necessary technical and administrative assistance as follows:
 - (1) provision of a meeting room, including any necessary audio/visual equipment;
 - (2) preparation and copies of any documentary meeting materials, such as agendas and reports; and distribution of those materials to the committee in a timely manner.
 - (3) retention of Committee meeting records, and providing public access to such records on an Internet website maintained by the City of Leon Valley

Committee Termination:

The City of Leon Valley Police Department Citizens and Advisory Committee will sunset when a majority of the City Council, by way of voting, believes the Committee's existence shall be terminated.

ORDINANCE No. 16-019

AMENDING CHAPTER 1 "GENERAL PROVISIONS, ARTICLE 1.06 "BOARDS, COMMISSIONS AND COMMITTEES" OF THE LEON VALLEY CITY CODE OF ORDINANCES TO ADD SECTION 1.06.05, "CITIZENS ADVISORY COMMITTEE" AND PROVIDING FOR THE COMMITTEE CREATION AND GRANTING THE AUTHORITY AND RIGHTS AS SET FORTH WITHIN THE COMMITTEE'S CHARTER.

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

1. The Leon Valley City Code, Chapter 1, "General Provisions", Article 1.06 "Boards, Commissions, and Committees" is hereby amended to add and hereafter read as follows;

1.06.05 Police Department Citizen Advisory Committee

Committee's Charge

The committee serves as a liaison between the police department and community. The committee serves as an advocate for programs, ideas, and methods to improve the relationship between the police and community and to enhance the quality of life in our community. The Committee shall not have independent authority, but shall work in conjunction with the Police Department.

Mission Statement

The Committee's mission is to work in partnership with the Leon Valley Police Department to assure it maintains the highest standards of integrity. Furthermore, it is to assist in the quality of life through the delivery of professional, superior, and compassionate Police services to the community. Finally, the Committee should apply knowledge, skills, and resources to foster an environment where all people can live safely and without fear. Furthermore, it is designed to assist making recommendations that will enhance the quality of life through delivery of service.

Our mission is accomplished within the framework of the following set of values:

- Accountability
- Protection
- Prevention
- Commitment
- Compassion
- Achievement

Objective

Our objective is to advise and/or assist the Police Department through the engagement of interaction with its citizens through friendly community Police initiatives in preserving the peace in a manner consistent with the freedoms secured by the constitution. In doing so, the role of the Police Department is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of law enforcement authority and the constitutional rights of all persons.

Committee Structure and Membership:

1. The Committee has 13 voting members appointed by the Mayor and City Council. Appointments to the Committee will be for a two year term. Terms may be extended for an additional one year term upon approval by the Mayor and City Council. The Committee will consist of a Chairperson, Vice Chairperson, Secretary, and one City Council liaison..
2. The members of the Committee shall either be permanent residents of the City of Leon Valley, work or maintain a place of business in the City of Leon Valley, or be engaged in the community in a serving capacity. Diversity of the committee is essential to its success, i.e., youth, millennials, baby boomers, etc.
3. Committee members shall have good reputations for integrity and community service and shall not have been convicted or received a deferred sentence for a felony crime.
4. No nominee to the Committee or any members of the nominee's immediate family shall be currently employed by the City of Leon Valley nor be a former sworn employee of the City of Leon Valley Police Department.
5. No nominee may currently be a party nor be a legal representative in litigation against the City of Leon Valley.
6. Each nominee must be prepared and committed to invest the necessary time in enhancing police community relations in a manner that helps

- reduce crime and enhances relationships between the police and the community.
7. City Council will appoint a Councilmember who will serve as the Committee's Liaisons with the Mayor and City Council. This position will be a non-voting position but will vote in the event of a tie.
 8. The Chairperson, Vice Chairperson and Secretary will be elected by the Committee members and will take place within 30 days of the initial appointment of the Committee by the Mayor and City Council.
 9. All members of the Committee shall be considered to be City of Leon Valley volunteers. The Committee shall function in an advisory capacity only and shall have no authority over City of Leon Valley employees.
 10. The Committee members receive no direct or indirect compensation from the City of Leon Valley for their services as members of the Committee.
 11. The Committee may not include any employee of the City of Leon Valley, or any vendor or contractor of the City of Leon Valley.
 12. A Committee member serves at the pleasure of the Mayor and City Council of Leon Valley. If a Committee member resigns, violates the Ethics Policy contained herein, fails to attend two consecutive Committee meetings without reasonable excuse, or otherwise becomes unable to serve on the Committee, the Chairperson may declare the position on the Committee to be vacant and request that the Mayor and City Council appoint another qualified person to the Committee. Future appointments will follow the process as outlined in this Charter.

Duties and Responsibilities:

The committee advises and assists the Police Department to;

- Create dialog and explore the perceptions of the Police Department, and the community concerning the inter-relationship with each other regarding public safety issues within the community
- Receive information concerning the Police Department programs and operations

- Assist in developing new programs that will increase the public safety activities of the Police Department and strengthen the bond between the police/community.
- Provide input to the Police Department regarding service needs within the community
- Assist the Police Department in assessing the effectiveness of department operations / programs
- Identify gaps in services and/or communication
- Enhance the community understanding of the capabilities of the Police Department in providing services to the community
- Identify potential Police-Community partnerships to address public safety related issues within the community
- Identify community resources and support for public safety activities; and give input concerning perceived effectiveness
- Provide input on assisting Community Police initiatives to enhance awareness

The committee is also responsible for disseminating information to the community and to the government officials of Leon Valley. The Committee Chair will provide an update to the City Council on a quarterly basis or as requested by the Mayor and City Council.

Committee Meetings:

- a) The Committee shall meet, at the discretion of the Chairperson, to perform the duties as provided herein.
- b) All Committee meetings shall be held within the City of Leon Valley geographic boundaries.
- c) All information received the Committee will be available to the public under the terms of the Texas Open Records Act and will be retained pursuant to the rules of the Texas State Archives and Library Commission and the City of Leon Valley.
- d) A quorum of the Committee shall consist of fifty percent (50%) of the currently appointed members plus one (1). A quorum must be present to decide on any action items presented to the Committee.
- e) Minutes of the previous meeting and agenda of the upcoming meeting should be sent to the Committee members no later than three business

days before the upcoming meeting. Whenever possible, an explanation of agenda items shall accompany the notification. Members who are absent shall receive all materials distributed at missed meetings.

- f) A copy of the agenda must be presented to the City Secretary (3) three business days prior to the 72 hours posting requirements pursuant with Texas Local Government Code Section 551.043.
- g) A copy of the minutes of the previous meeting must be given to the City Secretary within (10) days of the approval of the minutes by the Committee.
- h) The current Rules of Conduct for the Leon Valley City Council shall govern the parliamentary procedures, disciplinary proceedings, and rules for the conduct of meetings, so long as not inconsistent with these Bylaws. No action of the Committee shall be invalidated, or the legality thereof affected, by the failure or omission to observe or follow the Rules of Conduct.

City of Leon Valley Support:

- a) The City of Leon Valley shall provide to the Committee necessary technical and administrative assistance as follows:
 - (1) provision of a meeting room, including any necessary audio/visual equipment;
 - (2) preparation and copying of any documentary meeting materials, such as agendas and reports; and distribution of those materials to the committee in a timely manner.
 - (3) retention of Committee meeting records, and providing public access to such records on an Internet website maintained by the City of Leon Valley

Committee Termination:

The City of Leon Valley will sunset when a majority of the City Council, by way of voting, believes the Committee's existence shall be terminated.

Section 1.06.05 of the Leon Valley City Code of Ordinances shall grant the authority and rights to the Police Department Citizens Advisory Committee and this document will be known as the "Police Department Citizens Advisory Committee Charter".

This ordinance shall take effect immediately upon its approval, passage, and the meeting of all publication requirements under law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 17th day of May, 2016.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
ROXANN PAIS COTRONEO
City Attorney

City of Leon Valley

Police Department Citizen Advisory
Committee

Tuesday, May 17, 2016

Committee Creation

- The Leon Valley City Council desires to create a committee that will serve as a liaison between the police department and the community. This request is in response to citizens at the Annual Town Hall Meeting.

Committee Duties

- The Committee shall serve as an advocate for programs, ideas, and methods to improve the relationship between the police and community and to enhance the quality of life in our community.
 - Reports to Mayor, City Council and Citizens of Leon Valley with Chairman to do quarterly reports to City Council or as requested by the Mayor & Council

Committee Members

- The Committee will have 13 voting members
2 Year Terms w/ term extensions of one additional year with approval by Mayor & Council.
Committee will appoint a Chairperson, Vice Chairperson & Secretary
Council will appoint a City Council Liaison
Committee will be geographically represented throughout the Leon Valley Area

Committee Members, Cont.

- Geographic Representation will include a representative from:
 - Forrest Oaks
 - Forrest Oaks Estates
 - Seneca West
 - The Ridge
 - Monte Robles
 - The Althea/Hodges Area
 - Old Mill
 - Linkwood
 - Shadow Mist
 - Pavona Place
 - The El Verde Road Area
 - Canterfield
 - Grass Valley/Sun Valley Area

City Council Liaison

- City Council will appoint a Councilmember who will serve as the Committee's Liaison with the Mayor and City Council
 - This position will be a non-voting member but will vote in the event of a tie

Governance of Committee

- Committee will have a Charter which establishes the following;
 - Charge, Mission Statement, Objectives, Structure and Membership, Duties and Responsibilities, Committee Meetings, City support and Termination of Committee

Action Items

- Determine if the Council desires to create the Charter and Ordinance. If so.....
- Set number of committee members
- Appoint committee members based on applications presented to the Council either at the June or July City Council Meeting
- Name Council Liaison

Recommendation

- Approve the policy as presented.
- Begin to actively engage citizens that desire to represent their respective areas and encourage them to submit volunteer applications with the City Secretary's Office.

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
APRIL 12, 2016 MEETING MINUTES**

The Park Commission of the City of Leon Valley, Texas met on the 12th day of April, 2016, at 7:00 p.m., at 6421 Evers Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

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

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

Chairman Roger Christensen called the Park Commission meeting to order at 7:00 p.m., with the following Park Commissioners in attendance: Jackie Walton, Stephen Parker, Belinda Ealy, Kathy Hill, Dorothy Humphrey, Linda Tarin and Alternate Josue De La Torre. Absent and excused were Commissioners Benay Cacciatore, Carolyn Gabriel, and Danielle Bolton. Also present were Councilmember Monica Alcocer, City Staff member Melinda Moritz and resident Robert Jarzombek.

2. Review and Approval of the March 8, 2016 Regular Park Commission Meeting Minutes.

Commissioner Hill made a motion to approve the minutes from the February 9, 2015 Regular Park Commission meeting, with a correction to a paragraph that stated a motion being made by Commissioner Parker. The line was changed to reflect the motion being made by Commissioner Ealy. The motion was seconded by Commissioner Ealy. The minutes were approved unanimously.

3. Citizens to be Heard

Carol Poss of the Leon Valley Historical Society addressed the Commission, stating that the Joseph Huebner Gravesite was of particular concern to the Society. She handed out a pamphlet on gravesite restoration and explained the Texas Historical Cemetery marker and that the gravesite could not be restored to historical accuracy, but that they could get close, and that the Historical Society had a budget of \$9800 for such repairs. She explained the vandalism and damage that had occurred and their previous attempts to repair. A general discussion was held on the restoration of the gravesite by the City.

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

a. Discussion and Possible Recommendation: Park Variance Requests

1. San Antonio Astronomical Society – Use of Raymond Rimkus Park After Dark

Matthew Rottman of the Association spoke, giving a presentation on their activities at Raymond Rimkus Park, since their beginning on March 1,

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
APRIL 12, 2016 MEETING MINUTES**

2016. He explained that two of the events had been cancelled due to rain, but that they had been able to hold their events the rest of the Wednesday evenings. He noted that they had one scheduled for April 13 and invited the Commissioners to come to the event. He also spoke on their efforts to advertise the event, stating that they had announced it on their website and Facebook page, as well as announcing at schools and at State Parks, Texas Public Radio Community Calendar, NASA Calendar. He stated the event had been well attended and well-liked by the public and that they had not received any complaints.

Chairman Christensen asked about the parking situation. Mr. Rottman explained that they had been asking people to park close by on Peachtree. He noted that they set up in the middle of the large parking lot in a straight line and that people park around them.

Commissioner Ealy mentioned that they needed a sign to warn persons to turn off their headlights. Mr. Rottman agreed and explained that even cell phones were too bright.

Chairman Christensen asked if it was their intention to continue the event for the remainder of the year. Mr. Rottman replied that they would like to stay indefinitely and that they had been at Mc Allister park for eleven years, until they ran into a lighting issue. He told the Commission that the night sky was perfect.

Chairman Christensen asked Staff member Moritz for clarification of the initial request. Ms. Moritz stated that the Commission should make a formal recommendation to be taken to City Council at their May 3rd regular meeting.

A motion was made by Commissioner Parker and seconded by Commissioner Humphrey to recommend the Commission's approval and to continue the variance indefinitely, and the motion passed unanimously.

**2. Memorandum of Understanding between the Leon Valley
Historical Society and the City of Leon Valley – Darby Riley**

Historical Society Member Darby Riley addressed the Commission, giving a presentation on the Historical Society's Memorandum of Understanding (MOU) with the City of Leon Valley.

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
APRIL 12, 2016 MEETING MINUTES**

He explained the Society's plans for the future, which included a restroom facility, parking area, and pavilion. He further explained that by partnering with the City, grants and other funding would be more easily attained. He then went on to note other portions of the MOU which included maintenance of the grounds and facilities by the City's Public Works Department. He noted that the Society was working towards the opening of a Heritage Center. A general discussion was held on the Huebner – Onion Natural Area Park, which ended with the understanding that 630 liner feet of the Bandera Road Triangle Area frontage would remain undeveloped, unless otherwise directed by City Council. Chairman Christensen ended the discussion by asking that the Commission be kept updated as the Historical Society plans are developed.

b. Evers Road Bridge Update

Staff member Moritz gave a brief update on the Evers Road bridge project, stating that the City had been granted the funds to reconstruct the bridge from the MPO and that it would take at least 9 months to prepare and gain approval of the plans. She further explained that the plans would have to be approved by TxDOT and then advertised for 30 days prior to selecting a contractor. She noted that the work would take approximately 9 months to be completed if the bridge was left open to traffic.

5. Commissioner and Staff Comments

Commissioner Tarin reminded the Commission that Easter was the next Saturday and that the park would be full of people.

Commissioner Parker asked when the lights for the Evers Road crosswalk would be installed. He stated that he had walked the trail into the Natural Area and that he observed many people using the trail.

Commissioner Ealy stated that she was grateful for the crosswalk signs at the Evers Road/Canterfield crossing and that she was looking forward to the Historical Society's event at the Huebner-Onion Homestead.

Commissioner Hill stated that the Historical Society event was scheduled for Saturday 16th, from 6:30 pm to 9 pm, and that tickets were \$35 each.

PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
APRIL 12, 2016 MEETING MINUTES

Commissioner Humphrey reminded the Commissioner of the trail behind the Public Works facility and then commented that two loose dogs had approached her while on that trail. She noted that the trees to the Conference Center were looking great, but that she noticed some children were climbing the trees and that a sign should be placed on them prohibiting the climbing.

Commissioner Walton stated that she thought a deer crossing sign should be installed at the library as she had observed deer crossing over into the park at that area and that one had been hit. Staff member Moritz stated that the deer actually use the crossing. Commissioner Parker stated that he noticed a herd of deer at the vacant lot at Seneca and that a sign should also be installed in that area.

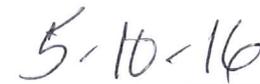
Chairman Christensen stated that the Commissioner had good comments and to keep up the good work. He then reminded the Commission that the next meeting would be held at the Leon Valley Community Pool and would include a review of the 4th of July event particulars. He asked the Commission to review the code and variance procedures. He then presented Commissioner Humphrey with the Golden Snipper Award for being at the Park Commission Workday in the Park and comments on her dedication.

6. **Adjourn.**

Commissioner Hill made the motion, which was seconded by Commissioner Parker, and the meeting was adjourned at 8:28 pm.



Roger Christensen - Chairman



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 Monday, April 4, 2016, in the Leon Valley City Hall Conference Room, at 6400 El Verde Road, Leon Valley, Texas.

I. Poll for Attendance and Determination of a Quorum.

- Staff Liaison: Elizabeth Carol (Present)
- TAB Forester: Mark Kroeze, Alamo Region Urban Forester (Absent)
- Members Present: Irene Baldrige, Thomas Benavides, Denise Berger, Melinda Dawson, and Diana Sarfin
- Members Absent: Mary Key and Rich Sarfin
- Guest: Roger Christensen (Chairman of the Leon Valley Park Commission)

II. Approval of Minutes - March 21, 2016.

- Minutes were approved as written.

III. Review Draft Leon Valley Raymond Rimkus Tree Planting Plan.

- Ms. Carol provided the following document to the TAB:
 - Leon Valley Tree Planting Action Plan for the park developed by Ms. Carol.
- Discussions on the Leon Valley Tree Planting Action Plan are as follows:
 - Correct document with the following:
 - Add names of Park Commission members to plan.
 - Add Montezuma Cypress on pg. 4, 2nd para., "Phase One" section.
 - Add Huebner-Onion Natural Area Park where Raymond Rimkus Park is mentioned on pg. 4, 1st para., "The Next Step Section, and on pg. 5, 1st para., "Raymond Rimkus Park Future Phase" section.
 - Set up future meeting with Park Commission to present plan (they meet 2nd Tuesday of the month at 7:00 PM).
 - Plan defines history of TAB and its goals, phase one for planting in Raymond Rimkus Park, future phases, and two Google aerial shots (in color) with overlays identifying planting scheme for park.
 - Planting scheme includes the following:
 - 2 rows of Hybrid crape myrtles around the ballpark (10' centers and 15' from fence) in pink and white. Approximate cost for trees is \$100.00 and may not require protective fencing if trees are at least 5'.
 - Two high density planting areas with native trees East of ball park and divided by a natural drainage. Will include under story trees and fencing will be required to protect trees from foot traffic and browsing by deer.
 - Public Service will help maintain trees.
 - Plan needs to address removal of dangerous trees (ready to fall) and invasive species.
 - Trees purchased should be native and raised in the area. Among others, possible sources to purchase trees from include Rainbow Gardens, Milberger's Landscape and Nursery, and Fanick's Garden Center.
 - Ms. Carol will look into the cost of fencing and trees.

IV. Future Agenda Items.

- **How to improve tree focus.**
 - This topic will be revisited in 2016.
- **Website updates.**
 - This topic will be revisited in 2016.
- **Neighborwood program.**
 - This topic will be revisited in 2016.

- Strategic Tree planting goals.

-- Ms. Carol provided the following documents to the TAB supporting planting goals:

--- City of Leon Valley Street Tree Inventory (November 2013) accomplished by Mark Kroeze and Oregon State University student Rhonda Wise.

--- A document developed by Mark Kroeze on Contiguous Urban Forests, An International Survey with implications for the future.

- Other Topics.

- N/A

V. Adjourn.

- Meeting adjourned at 7:20 PM.

- The next meeting of the TAB is scheduled for Monday, May 2, 2016, at 6:00 PM, at the Leon Valley City Hall Conference Room.


Chairperson



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

April 26, 2016

The meeting of the Leon Valley Zoning Commission convened at 6:34 p.m. on Tuesday, April 26, 2016, in the Council Chambers at City Hall 6400 El Verde Road, Leon Valley, Texas.

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

Present were Chairman Olen Yarnell, 1st Vice Chair Phyllis McMillan, Commissioner Pedro Esquivel, Larry Proffitt, Alex Jenicek and Alternates Henry Diecker, Richard Blackmore and Jacque Conrad. Absent and excused were 2nd Vice Chair Hal Burnside and Commissioner Greg Price. Also in attendance were Place Three, Councilwomen Ms. Monica Alcocer, and Ms. Elizabeth Carol, Director of Community Development Department, acting as recording secretary.

II. Approval of the February 23, 2016 Zoning Commission Minutes

After a brief discussion, the minutes were updated to reflect that the Mr. Manuel Rubio Sr. was not in attendance at this meeting. Commissioner Pedro Esquivel made a motion to approve the minutes, and the motion was seconded by Commissioner Pedro Esquivel, and passed unanimously.

III. Update and Discussion on the current status/progress of the 2012 Master Plan Updates, Citizen Drainage Issues and Additional Items that were forwarded to the City Council/City Manager for inclusion in the 2016/17 budget discussion.

The Zoning Commission discussed the proposed City Council Special workshop that has been tentatively set for May 7th in the City Council Chambers. Ms. Carol advised the Zoning Commissioners that the meeting would likely start at 9:00, but would follow up with the Commissioners of the final date and time. Ms. Carol, went on to note that the format of the meeting has been designed to encourage citizen participate, and while the meeting focused on the areas previously identified in the 2012 Master Plan Update Public Hearing process; to include the “drainage concerns”, citizens would always have the opportunity to raise new issue.

The Commission also considered the timeline for the draft Master Plan. The items remaining consisted on updating the pictures, a section on behalf each of the Boards

and Commission serving Leon Valley and their Mission Statements and input from TXDOT, VIA, several of the local schools, the Leon Valley Chamber of Commerce and the Leon Valley Economic Development Corporation. The Zoning Commission reached a consensus that we should have a draft form completed and available to forward to the City Council in early October, after the budget process.

IV. Update and Discussion of the Master Plan Amendments

City Staff presented a slide show highlighting the pictures that were taken on behalf of the Master Plan. The Commission recommended that the pictures be retaken highlighting the additional landscaping improvements at City Hall, on a brighter sunny day, and with several different angles. The Commission also made similar recommendations for the pictures of the park, the natural area, and the Business District. The Commission went on to request that, if possible, some of the natural area include deer and other wildlife. The Commission went on to request a new photo, showcasing the Monument on Bandera Road near Grass Hill Drive, looking north. Ms. Carol will be working with Josué De La Torre to provide a list outlining the needed changes.

City Staff walked the Zoning Commission through a presentation of pages 1-49. The Commission noted that it would be nice, if additional pictures could be included in the Master Plan. Ms. Carol suggested that extra pictures could be included in an appendix or perhaps an “enhanced” interactive digital version of the Master Plan. Chairman Olen Yarnell, directed staff to also prepare a digital version of the Plan with additional pictures.

The Commission requested that the picture highlighting the historical marker, near the Huebner-Onion Homestead be large enough to read, or reference the text in the appendix. On page 21, the Commission noted that the descriptions of Raymond Rimkus Park needs to reflect the volleyball court, basketball courts, and the two tennis courts.

The Zoning Commission requested that the segment discussing the Floodplain on page 26 be clarified to note that the Mandatory Detention areas in the Huebner Creek Watershed, and are up stream of Leon Valley. On pages 27 and 28, the Commission requested clarification on the water and sewer numbers, those serviced by SAWS and details associated with the SAWS interconnect. The Commission also requested the Master Plan reflect that Storm Water Fee is also used to educate the public.

Commissioner Esquivel expressed concerns regarding the demographic and ethnic makeup of the Community and how it was reflected in the plan. He requested that staff provide the raw data for the Commission’s review. In addition, he inquired if the City could incorporate unemployment data on into the Leon Valley Master Plan.

The Zoning Commission added a new segment to the Master Plan devoted to the history of school’s in Leon Valley, and there were questions related to original Pioneer

School. The Commission requested that Ms. Carol get with Ms. Poss for additional details. The Commission also requested a brief biography of Teicher name be added and to clarify the location of Pet Neff Middle school.

The Zoning Commission also requested confirmation on the distance between Leon Valley and downtown San Antonio. Previous versions of the Master Plan have noted that as 17 miles, and the Commission wanted to verify the distance.

There were several questions raised regarding the Zoning Description portion of the Master Plan. Provide clarification regarding different housing types, their compatibility with different residential uses, and their respective zoning descriptions. Provide a definition in the Master Plan for Specific Use Permits.

V. Announcements by Commission Members and staff.

Ms. Carol advised the Zoning Commission of the upcoming City Council Orientation session, that will be at 8:30 on May 20h in the City Council Chambers, and that your attendance is encouraged.

Commissioners did express concerns about the lack of lighting at City Hall, in the parking lot adjacent to Bandera Road. Chairman Yarnell noted the need for a bench to be placed on the walkway, outside of City Hall, where the steps were formerly located, and that trash cans should be reinstalled in this area and also on the outside patio when it is fully developed in the future.

VI. Adjourn

Commissioner Henry Diecker made a motion to adjourn, seconded by 1st Vice Chair Phyllis McMillan. The motion passed unanimously and the Zoning Commission meeting was adjourned at 10:05 p.m.

Reviewed by the Chair on 5/11/2016

OSY
Chair

Staff



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

February 23, 2016

The meeting of the Leon Valley Zoning Commission convened at 6:32 p.m. on Tuesday, February 23, 2016, in the Council Chambers at City Hall 6400 El Verde Road, Leon Valley, Texas.

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

Present were Chairman Olen Yarnell, 2nd Vice Chair Hal Burnside, Commissioner Pedro Esquivel, Larry Proffitt, Greg Price, and Alternates Henry Diecker, Richard Blackmore and Jacque Conrad. Absent and excused were 1st Vice Chair Phyllis McMillan and Commissioner Alex Jenicek. In attendance were the City Manager Ms. Kelly Kunstler and Elizabeth Carol, Director of Community Development Department, acting as recording secretary.

II. Approval of the January 26, 2016 Zoning Commission Minutes

After a brief discussion, Chairman Olen Yarnell noted that the minutes should reflect his business and civic relationship with the applicant. Commissioner Greg Price made a motion to approve the minutes, and the motion was seconded by Commissioner Pedro Esquivel, and passed unanimously.

III. Approval of the February 9, 2016 Zoning Commission Minutes

After a brief discussion, Commissioner Hal Burnside noted that a correction was needed related to the time that the meeting reconvened. Commissioner Greg Price made a motion to approve the minutes, and the motion was seconded by Commissioner Pedro Esquivel, and the motion passed unanimously. Chairman Yarnell advised the Zoning Commission that he had recommended to the City Council, at their last meeting, that they be provided draft copies of the Zoning Commission agenda, to ensure that the City Council received a written update of the Zoning Commission's meetings in a more timely fashion. Staff responded that this could be done.

IV. Announcements and Introduction of City Manager

Ms. Kunstler, the new City Manager was introduced the Zoning Commission, and she noted the valuable work that the Zoning Commission performs on behalf of the community. She went on to express her concerns about the existing zoning map,

which is out of date, and that she will be requesting Budget Adjustment from City Council to address this issue. Ms. Kunstler indicated that this would be a public process and that the City would explore hiring a consultant to undertake this project.

V. Update and Discussion of the Master Plan Amendments

City Staff presented a status updated and noted that the Master Plan is progressing. Staff then presented updates related to the Economic Development Component and each of the seven Business Corridors in Leon Valley as identified in the Master Plan and noted that these segments were forwarded to the Leon Valley Economic Development Corporation, the Leon Valley Chamber of Commerce and the Beautification Committee. These items will need to come back to the Zoning Commission after their input has been provided.

The Commission requested staff to reexamine the “Goals, Objectives and Recommended Strategies” in the “Commercial Development Component”. Review of the administrative process should be done, to see if the strategies associated with Goal Two, Objectives and Goal Five as they related to the development process; and if they could be streamlined. The Commission requested that staff emphasis the Zoning, SUP, Building Permits and the Platting process. Staff noted that they will review the development process in its entirety and identify opportunities for improvement and report back to the Zoning Commission.

While reviewing the Bandera Road North Corridor and Bandera Road South Corridor, Commissioner Esquivel noted the relationship between Economic Development and the TXDOT proposal for improvements on Bandera Road and the need to elevate Bandera Road, north towards Guilbeau Road. The Commission wanted assurance that efforts would be made to protect businesses during the design and construction of Bandera Road, as there will likely be opposition from the business community. The Commission was advised that there were on-going discussion; however a decision has not been made regarding how TXDOT will proceed. The Commission requested that the Master Plan reflect that the discussion with TXDOT is currently occurring.

The Commission requested that the portion of the Master plan that noted the ongoing construction of the Fly-over at 410 be removed, as that project has been completed. In addition the Commission requested that the Master Plan reflect “Traffic Efficiencies” in lieu of “Traffic Calming” measures. And lastly Huebner Road should be removed from this section of the Master Plan, as Huebner Road is not located in the Bandera Road/Loop 410 area.

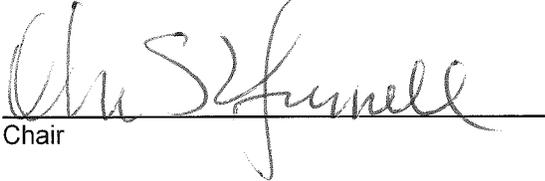
The Commission did not have any recommended changes for the Leon Valley South Corridor, Wurzbach Corridor or the Grissom Road Corridor; however Commissioner Henry Diecker did note that there were some bandit signs and graffiti in that area. Staff did make some recommended changes for the Huebner Road Corridor, reflecting the addition of the DPS Facility and the name change of the Old Mills Shopping Center to the Bandera Heights Shopping Center.

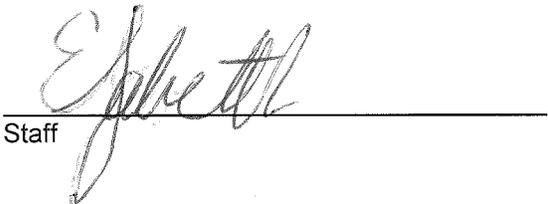
The Commission then discussed the Drainage projects that had been forwarded to City Council and Commission Proffitt mentioned the need to have a joint meeting with the council and the community to prioritize these items.

Commissioner Henry Diecker indicated that he will not be in attendance at the next meeting, as he will be out of town.

VI. Adjourn

Commissioner Greg Price made a motion to adjourn, seconded by 2nd Vice Chair Hal Burnside. The motion passed unanimously and the Zoning Commission meeting was adjourned at 8:14 p.m.


Chair


Staff