



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Tuesday, July 19, 2016

AGENDA

1. **7:00 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. Presentation of letter of commendation from the Fire Chief and recognition of Leon Valley Fire Department Engineer, Jaaron Thomas, for earning his Associates in Applied Sciences in Emergency Medical Services from San Antonio College and earning his Master Firefighter certification from the Texas Commission on Fire Protection.
4. Presentation of the street ranking information. **M&C #2016-07-19-02 (M. Moritz)**
5. Presentation of Leak Detection Survey for the City of Leon Valley Water Utility. **M&C #2016-07-19-03 (D. Dimaline)**
6. Presentation by the Leon Valley Historical Society – Update on Strategic Plan and working with Bexar County. - Kathy Hill.

CONSENT AGENDA

7. Approval of City Council Minutes. **(S. Passailaigue)**
 - a) June 21, 2016 Special and Regular City Council Meeting
 - b) June 23, 2016 City Council Emergency Meeting
8. Consider, discuss and possible action on Resolution No. 16-017R re-appointing members to the Library Board of Trustees. **M&C #2016-07-19-04 (S. Passailaigue)**

9. Consider, discuss and possible action to approve the Quarterly Investment Report for the quarter ended June 30, 2016. **M&C #2016-07-19-05 (V. Wallace)**

REGULAR AGENDA

10. Consider, discuss and possible action on the Forest Oaks Pool Property Presentation by the Forest Oaks Community Pool Committee – Larry Proffitt. **M&C #2016-07-19-06 (D. Dimaline)**
11. Consider, discuss and possible action on an In Kind Grant request by American Legion Post #336 for use of the Leon Valley Conference Center at 6427 Evers Road for their 911 Patriot Day Remembrance and Post Installation. **M&C #2016-07-19-07 (K. Flores)**
12. A Public Hearing to consider a preliminary Replat #2016-460, to replat approximately 0.5372 acre tract of land, being Lot 37, Block J CB 4446A to Lots 49 and 50, Block J, CB 4446A out of the Linkwood Additions Subdivision generally located at 7705 Linkview Drive. Attendees include Jesus and Maria Hurtado (property owners) and John DeHan, their Surveyor. **M&C #2016-07-19-08 (E. Carol)**
13. Consider, discuss and possible action accepting a donation from the Homeowners Association of The Ridge at Leon Valley of approximately 2.255 acres to be used as a detention pond and a City Park. **M&C #2016-07-19-09 (E. Carol)**
14. Consider, discuss and possible action on the approval of an Ordinance Repealing and Replacing Leon Valley City Code of Ordinance Appendix A Fee Schedule. **M&C #2016-07-19-10 (E. Carol)**
15. Consider, discuss and possible action to authorize the City Manager to enter into negotiations with IDS Engineering Group for the purpose of design, engineering, and construction management of the Evers Road Bridge. **M&C #2016-07-19-11 (M. Moritz)**
16. Consider, discuss and possible action of the approval of a Budget Adjustment and Related Ordinance in the amount of \$44,674 for Supplemental Appropriation to the Special Events Budget for funds received from booth rentals, wristband sales, beverage sales, and sponsorships. **M&C #2016-07-19-12 (K. Flores)**
17. City Manager's Report:
- a) Approved Minutes from Boards, Commissions and Committees
 - b) Future Agenda Items:
 - Sign Ordinance LED
 - Hand Gun Policy
 - Citizens Police Advisory Committee
 - c) Upcoming Important Events:
 - Coffee with the Mayor and City Council, Saturday, July 23, 2016, 9:00 a.m. to 11:00 a.m. at the Leon Valley Conference Center.
 - Budget Workshops
 - August 31st at 5:30 p.m. – First Tax Public Hearing

- September 6th at 7:00 p.m. – Second Tax Public Hearing
- August 30th – VIA Public Meeting regarding January service changes and to inform citizens of the Primo route and the modification of this route in Leon Valley.

18. Citizens to be heard.

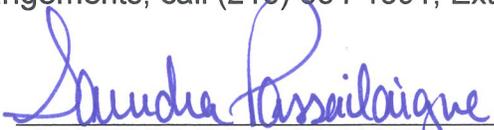
19. Announcements by the Mayor and Council Members. At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday 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.

20. 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 July 14, 2016 at 1:35 p.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





LEON VALLEY

TEXAS
FIRE DEPARTMENT / EMS

6300 El Verde Rd. Leon Valley, Texas 78238 – 210-684-3219

July 19, 2016

Jaaron Thomas
Engineer/Paramedic

LETTER OF COMMENDATION

In July 2016, you completed your Associates in Applied Science Degree in Emergency Medical Services, your Fire Officer 1 certification course, and became a Master Firefighter certified by the Texas Commission on Fire Protection. These recent accomplishments are a compliment to your other work that supports the mission of the fire department. This work includes the review and design of the new fire engine, the daily fire station supplies management, and repair and maintenance management of all apparatus. I am also recognizing the additional steps you have taken to be a leader in training and working to keep our team safe.

While your most recent accomplishments are not required, they are a clear indication of your desire to improve the service that you provide the citizens of Leon Valley, and to set a good example within the ranks of the fire department.

I commend you for your accomplishments, and encourage you to continue to strive for excellence through education and training.

Fire Chief Luis Valdez

Street Ranking Project FY 2015-16

City Council Meeting
July 19, 2016

Purpose

- To explain the 2016 Street Ranking Project and expected results
- To plan and maximize use of limited Street Maintenance Tax Funds
- To assure proper repairs and longevity of city streets

Purpose

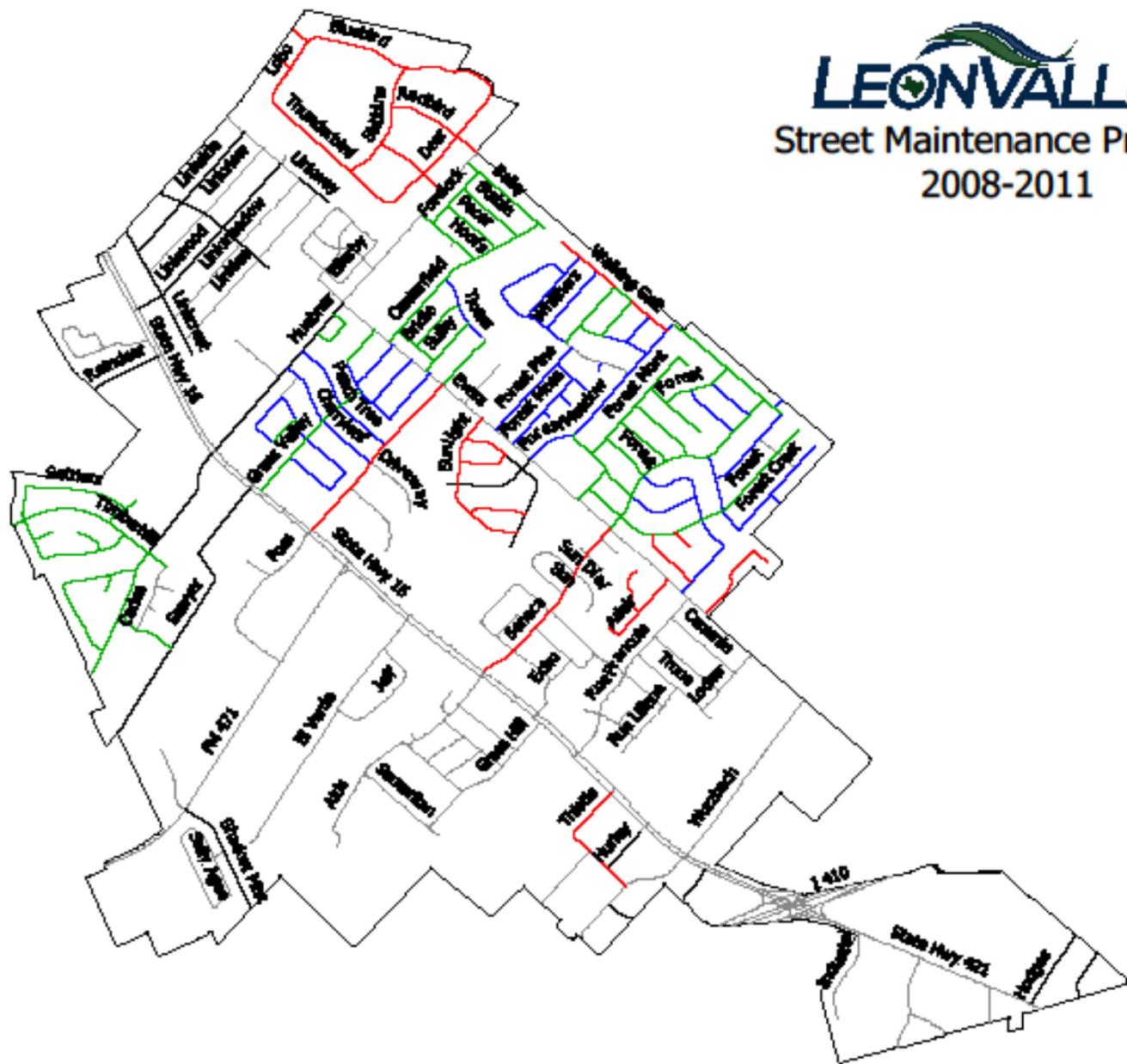
- In October of 2013, City hired new Public Works Director - charged with compiling street inventory for proposed round of street slurry sealing
- No procedural directive in office, only maps of previous slurries, no manual on street conditions
- Director noticed that numerous streets were in need of repairs:
 - Disappearing curbs, low spots, cracking/alligatoring
 - Mill & Overlay & Reconstruction vs slurry seal
- Also received numerous complaints from citizens regarding condition of their streets

Project Summary

- Slurry seal program was reevaluated and found to be haphazard and non-scientific
 - Mapped each year from previous year's map or in response to repeated complaints
- Spoke to several engineers and other cities and found several street ranking programs
- To systematically and intelligently rank each street for condition, length of service, cost
 - Pavement Condition Index (PCI)

LEON VALLEY

Street Maintenance Program
2008-2011



Legend

- 2011 Street Projects
- 2010 Street Projects
- 2009 Street Projects
- 2008 Street Projects
- Streets
- City Limit

Project Summary

- Street ranking consists of software program “Micropaver”, used on laptop computer, & handbook of pavement conditions/scoring
- Staff, with handbook & laptop, drives each street, evaluating street condition every 100 feet
- Measures distresses & calculates PCI
- Provides for long term planning of street conditions & repairs

Project Summary

- Most frequently raised issues:
 - Alligator cracking & rutting
 - Bleeding, with polished aggregate
 - Spalling (further breaking of asphalt or loss of materials around cracks or joints)
 - Cracking severity
 - Distresses within patches
 - Polished aggregate
 - Block cracking
 - Disappearing curbs

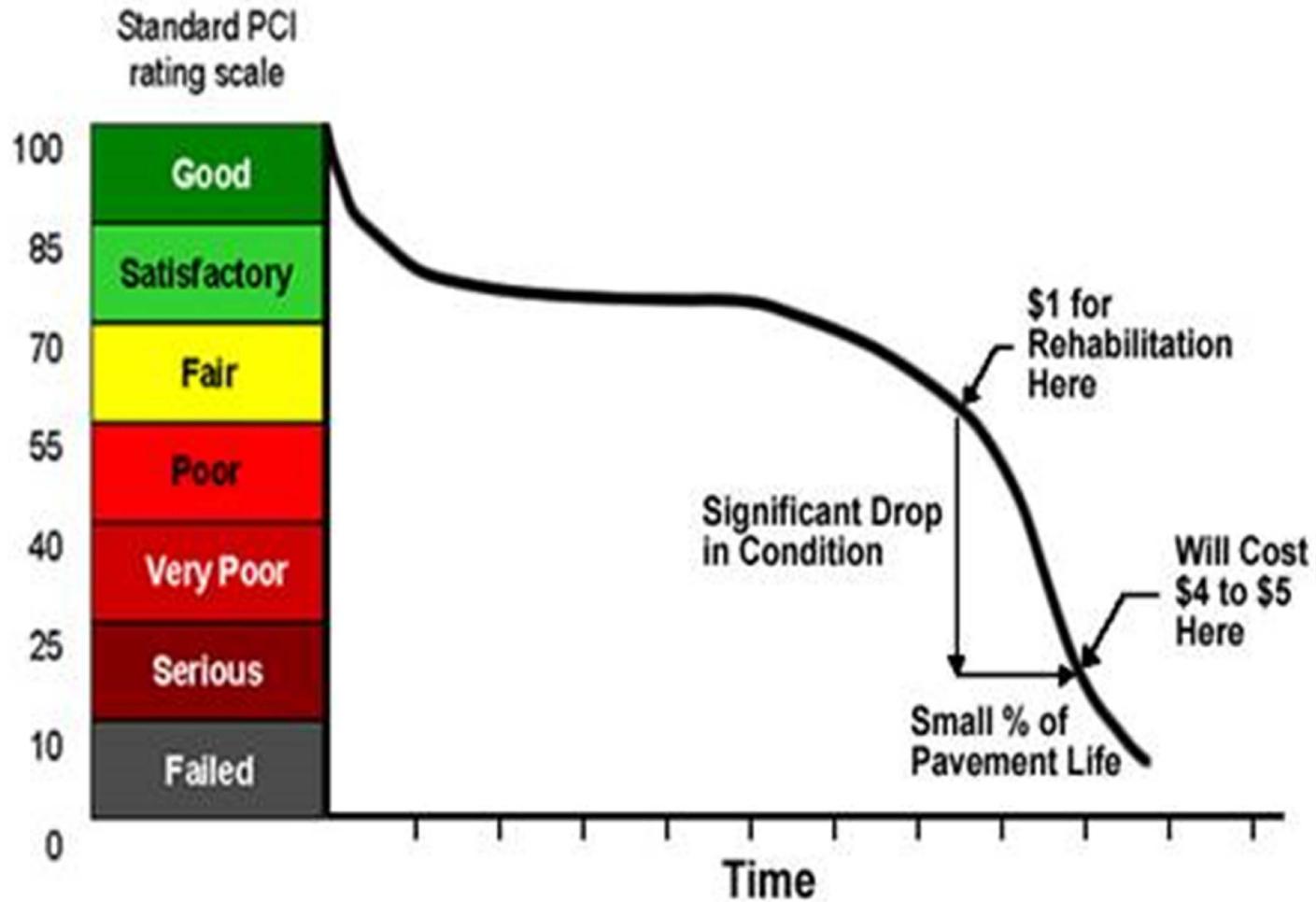
Examples

- Each condition is ranked either as Low, Moderate, or High, then assigned a number:
 - Alligator cracking:
 - Low: fine longitudinal cracking
 - Moderate: further development of light alligator cracks into a pattern or network of cracks that might be lightly spalled
 - High: network or patterned cracking has progressed, so that pieces are well defined and spalled at edges. Some pieces may rock under traffic

Examples

- Bleeding, with polished aggregate
 - Low: only occurred to slight degree & noticeable few days per year - asphalt doesn't stick to shoes or vehicles
 - Medium: asphalt sticks to shoes & vehicles during a few weeks per year
 - High: bleeding is extensive & asphalt sticks to shoes and vehicles more than a few weeks per year

Rating Scale



Slurry Seal

- What is Slurry Seal?
 - Application of a mixture of water, asphalt emulsion, aggregate (very small crushed rock), and additives to an existing asphalt pavement surface - polymer is commonly added to the asphalt emulsion to provide better mixture properties
 - Combined mixture of the emulsion & aggregates represents “slurry.”
 - Placement of this mixture on existing pavement is the “seal” as it is intended to seal the pavement surface
 - Slurry seals are generally used on residential streets
- Why Slurry Seal?
 - To help preserve & protect the underlying pavement structure and provide a new driving surface
 - Roads chosen generally have low to moderate distress and narrow crack width
 - Slurry serves to seal the cracks, restore lost flexibility to the pavement surface, provide a deep, rich black pavement surface color, and help preserve the underlying pavement structure

Slurry Seal

- When to Perform?
 - Typically cyclical basis - location, weather, traffic loading, and pavement conditions are determining factors
 - Selected roads are those which have slight to moderate distress, no rutting, and generally narrow crack widths, and where a slurry seal treatment would help extend the pavement life until resurfacing becomes necessary
 - Roadways chosen typically treated every five to seven years
- How?
 - By a “slurry truck”, containing the slurry
 - Mixture flows out of the rear of the truck & onto the pavement, then distributed over the pavement
 - Workers with squeegees follow behind and assist in spreading the mixture, correcting areas not properly covered, and keeping the mixture off of concrete improvements such as gutters

Slurry Seal



Linkwood Slurry / No Slurry



Mill & Overlay

- What is Mill & Overlay?
 - A “mill & overlay” is a street maintenance technique that requires the removal of the top layer (2 inches) of a street by the grinding action of a large milling machine.
 - After the top layer is removed, a new layer of bituminous pavement is put in its place
- Why?
 - To restore the condition of the asphalt and the original height of the street - milling also allows the underlying base material to be inspected & replaced if necessary
- When to Perform?
 - Thoroughfare roads should be treated every 10 to 15 years, and residential streets after at least 30 years

Mill & Overlay

- How?
 - Two to three inches of the asphalt street are removed, with failed base material areas also removed and replaced
 - After milling is completed, the “overlay” is placed in one to two days depending on the width of the roadway and traffic conditions
 - Before the new pavement is placed, the surface of the newly milled pavement is covered with a liquid asphalt tack coat to bond old & new pavements
 - Then new asphalt overlay is placed at a depth of 1 ½” using a paver machine. The new hot asphalt (350 degrees F) is brought in by trucks

Mill & Overlay



Evers Road Mill & Overlay



Reconstruction

- What?
 - Complete removal of asphalt and base material below curb
- Why?
 - Performed when there are numerous base failures (50% or more)
- When to Perform?
 - Typical street life is 50 years, depending on weather, traffic and other conditions, or a significant amount of base failures

Fiscal Impact

- After streets are ranked, Staff will present list to City Council for prioritization, with cost estimates
- Street Maintenance Tax Fund can be used for slurry seal, mill & overlay, curbs, and replacement sidewalks
 - Fund takes in approximately \$400,000 per year
- Street reconstruction will have to be funded from General Fund or from grants, bonds, or Certificates of Obligation
 - Reconstruction costs depend on length and width of street, but can cost from \$300,000 to \$2,000,000 +/-

Recommendation

- Finish street ranking project
- Hold workshop to determine Capital Projects construction funding and plan
- For streets, drainage, other Capital Projects as defined by Mayor, City Council, & City Manager

S.E.E. Statement

- Social Equity – Provides safe and dependable streets and traffic pathways for all citizens.
- Economic Development – A well maintained city infrastructure further enhances City's image as a strategic planner, with productive and forward thinking, which may promote economic growth.
- Environmental Stewardship – Consistent maintenance of streets reduces the need for reconstruction, thereby reducing the use of raw materials; and millings from an overlay are reused in our walking paths and parks.

Street Ranking Project FY 2015-16

City Council Meeting
July 19, 2016

MAYOR AND COUNCIL COMMUNICATION

DATE: July 19, 2016 **M&C #2016-07-19-03**

TO: Mayor and Council

FROM: David Dimaline, Public Works Assistant Director

THROUGH: Kelly Kuenstler, City Manager

SUBJECT: Presentation of Leak Detection Survey for the City of Leon Valley Water Utility

Purpose

In 2015, the City of Leon Valley was awarded a matching grant to perform a leak detection survey as part of the Edwards Aquifer Authority (EAA) Groundwater Conservation Grant Program. The EAA supports conservation efforts through projects that help reduce water use. Water loss is the difference between the amount of water pumped (metered) in a certain time period versus the amount of water that is sold.

All water systems experience water loss, and, although water loss cannot be eliminated, it can be greatly reduced. Reducing this loss is the fastest, most economical way for a water utility to increase both revenue and the amount of water available, and is considered a Best Management Practice (BMP). A leak detection survey should be performed every 2-3 years, to consistently manage revenues and conservation practices.

The study consisted of an acoustic leak detection survey on thirty-seven linear miles of water distribution piping. A total of 2,250 water service connections, fire hydrants, and distribution valves were inspected and 35 leaks were detected during the evaluation. The leaks were mapped and provided in a final report to the City. City crews then repaired the leaks. An inspection was conducted by the EAA to verify that each leak was repaired before the City received the grant funds. The types of leaks ranged from main line, service line, fire hydrants, meter boxes, and customer side leaks.

A 15% water loss is generally considered acceptable for water utilities. The water loss percentage for Leon Valley during the six month period prior to the survey was 10.76%. After the study was completed and the repairs were made, the average water loss was reduced to 4.78%, during the same six months.

Fiscal Impact

The leak detection survey cost was \$23,050. The City received a grant from the EAA in the amount of \$14,200. The remaining balance of \$8,850 was funded from the FY 16 Water Utility operating budget.

Recommendation

N/A.

S.E.E Statement

Social Equity – Ensuring a clean and reliable source of water adds to general quality of life for all citizens.

Economic – Reducing water loss enables the water utility to increase both revenue and the amount of water available. A reliable source of water could encourage economic development.

Environmental – The leak detection survey assisted with the locating and repairing of existing leaks, which helps to conserve Edwards Aquifer groundwater within the region.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Leak Detection Survey for CoLV Water Utility

City Council Meeting
July 19, 2016

Purpose

- To inform the City Council of the results of a recent water loss detection grant, survey, and resulting corrections
- Reducing the City's overall water loss from 10.76% to 4.78%

Background

- In 2015, the Edwards Aquifer Authority (EAA) awarded the City a matching grant to perform a system wide leak detection survey
- Water loss is the difference between the amount of water pumped versus the amount sold
- All water systems experience water loss
 - Water loss cannot be totally eliminated, but it can be greatly reduced

Background

- Reducing water loss is the fastest, most economical way for a water utility to increase both revenue and amount of water available
- Leak detection is considered a Best Management Practice (BMP)
- This practice should be performed every 2-3 years to reduce losses
- Last survey done in 1993



Background

- The study consisted of an acoustic leak detection survey of 37 linear miles of water mains, service connections, fire hydrants and valves
- A total of 35 leaks were detected during the evaluation
- The leaks were mapped and provided in a final report to the City
- City crews then repaired the leaks and EAA inspected

City of Leon Valley Draft Final Leak Map

Legend

- Customer Side Leaks (6)
- Fire Hydrant Leaks (8)
- Inoperable Meters (2)
- Main Leaks (3)
- Meter Box Leaks (13)
- Damaged Meter (1)
- Unmetered Connection (1)
- ▲ Service Leaks (6)



Texian Geospatial & Asset Solutions, LLC
 857.475.4248
www.texiangeospatial.com
info@texiangeospatial.com

Source: Esri, DeLorme, NAVTEQ, LOGIC, MORGAN, METL, PCL, TomTom

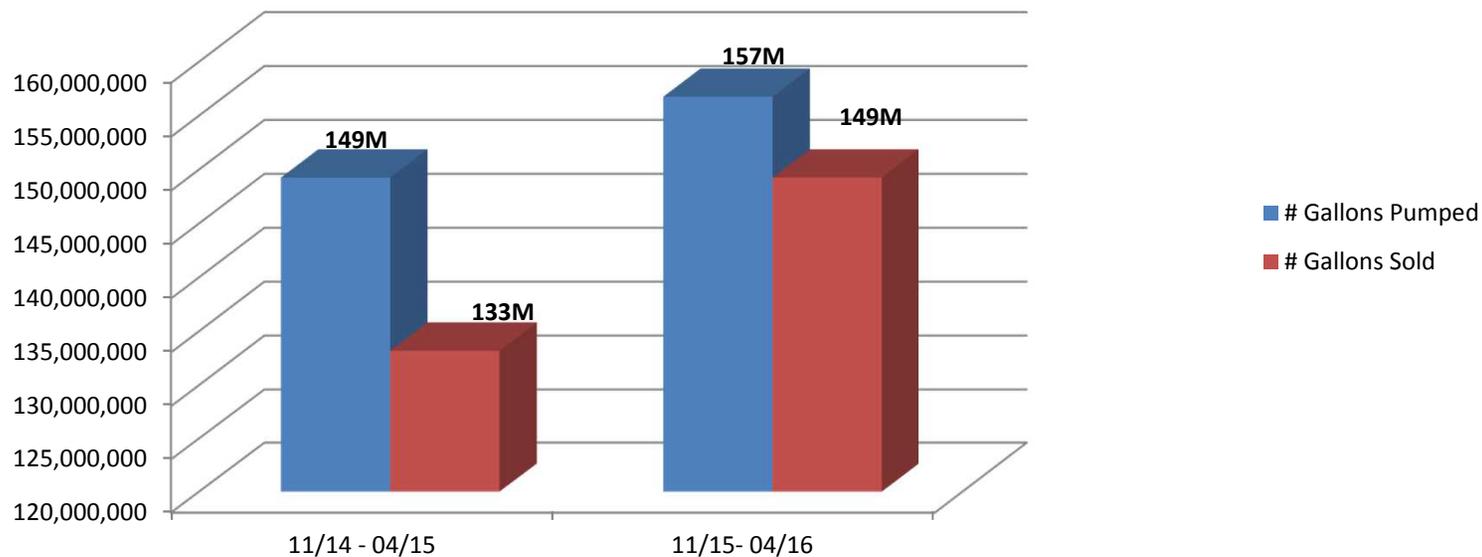
Background

- A 15% water loss is generally considered acceptable for water utilities

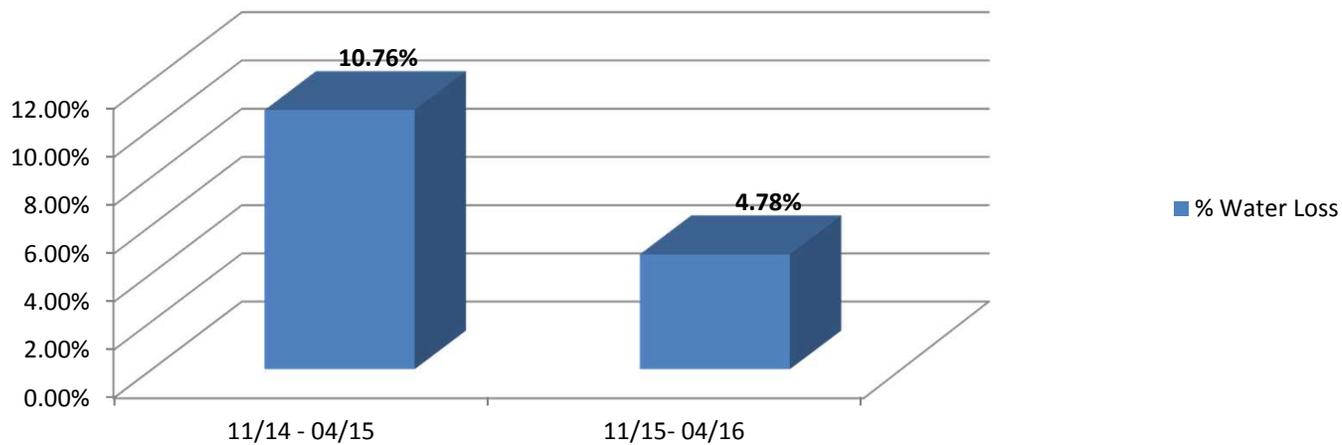


- LV Water Loss Ratio (before study) – 10.76%
- LV Water Loss Ratio (after study) – 4.78%

Gallons Pumped / Sold



% Water Loss



Fiscal Impact

- The cost of the survey was \$23,050
- The City received a grant from the EAA in the amount of \$14,200
- The remaining balance of \$8,850 was funded from the FY 16 Water Utility budget

Recommendation

- None – informational only

S.E.E. Statement

- *Social Equity* – Ensuring a clean and reliable source of water adds to the general quality of life for all citizens.
- *Economic Development* – Reducing water loss enables the water utility to increase both revenue and the amount of water available. A reliable source of water could help encourage economic development, and business retention.
- *Environmental* – The leak detection survey assisted with the locating and repairing of existing leaks, which helps to conserve Edwards Aquifer groundwater within our region.

Leak Detection Survey for CoLV Water Utility

City Council Meeting
July 19, 2016

LEON VALLEY HISTORICAL SOCIETY STRATEGIC PLAN (2016 - 2019)



PATRICK H. BUTLER III, Ph.D.

SUBMITTED MAY 2016

EXECUTIVE SUMMARY

The program of the Leon Valley Historical Society in association with the City of Leon Valley will develop the Huebner-Onion Homestead Complex with the adjacent 36 acre Huebner-Onion Natural Area as an historical destination and resource for the interpretation of Leon Valley's history from early settlement through the growth of ranching and farming to the twentieth century suburbs. Bringing together the Huebner-Onion Homestead with the Huebner-Onion Natural Area, the community will develop the site to support the quality of life in the community, expand the educational opportunities throughout the region, preserve the historic architecture, the artifacts and archival collection, and serve the community for generations to come.

The mission of the Leon Valley Historical Society is to enhance the quality of life in the Leon Valley community through documenting, commemorating, honoring and educating about our history, natural history, and culture.

The Leon Valley Historical Society's immediate objective is the preservation, restoration, and development of the Huebner-Onion Complex and its interpretation of the history of South Texas.

The vision of the Leon Valley Historical Society is to be a welcoming presence to its citizens and visitors, enriching the life of the community by sharing our heritage.

The following are the strategic goals recommended for the next four years to move the mission forward and work towards the vision of the Leon Valley Historical Society:

- Create an **economic and quality of life resource** for the community.
- Develop an **educational resource** for the community.
- **Preserve, maintain, develop, and interpret** the collection.
- **Develop and sustain** the organization to serve coming generations

The plan is to develop the entire complex during the period from 2016 to 2019 in three phases. Running through the development are the existing resources of historic structures, collections, careful planning, the partnership between the City and the Historical Society, support from members and the entire community, recognition as a Texas Historical Landmark and a listing on the National Register of Historic Places. The Historical Society acknowledges and understands the relationship of Leon Valley

with Helotes, San Antonio, Bexar County, and Texas. The Historical Society also recognizes the need to expand public, private, and civic partnerships to support the program for the Huebner-Onion Homestead Complex.

Phase I: Institutional Planning and Positioning: The preliminary budget for administrative costs and planning is \$25,000.

Phase II: Implementation of Restoration and Program Development. The preliminary budget for restoration and program development is \$3,129,227.

Phase III: Completion of Development and Opening of the Site. The preliminary budget for the completion and opening of the site is \$440,625.

The total preliminary budget is \$3,594,852.

Introduction

The Leon Valley Historical Society faces opportunities and challenges as it works with the City of Leon Valley to develop and interpret the Huebner-Onion Homestead, the adjacent Triangle Park, and the thirty-six acre Huebner-Onion Natural Area. The existing public-private partnership will create a resource that will attract visitors to Leon Valley and support economic development, will serve as an educational resource for the community and beyond, will preserve and use all the historic resources collected during the project, and will develop and sustain an organization that will serve Leon Valley for generations to come. Combining existing resources with ones developed over the next three to four years, the Society and the City will create a substantial addition to the Leon Valley, Helotes, San Antonio, Bexar County, and Texas cultural community. Through its programs, the Society will document and interpret the frontier history, the ranching and agricultural growth, and the expansion of the Bexar County community in the twentieth century.

Mission Statement

The mission of the Leon Valley Historical Society is to enhance the quality of life in the Leon Valley community through documenting, commemorating, honoring, and educating about our history, natural history, and culture.

The Society's immediate objective is the preservation, restoration, and development of the Huebner-Onion Complex and its interpretation of the history of South Texas.

Vision

The vision of the Leon Valley Historical Society is to be a welcoming presence to its citizens and visitors, enriching the life of the community by sharing our heritage.

Strategic Goals

1. To create an **economic and quality of life resource** to attract visitors from Bexar County and beyond to Leon Valley to visit the Huebner-Onion Homestead Complex including the Huebner-Onion Natural Area.
2. To develop an **educational resource** for the immediate community and the Bexar County region to serve both the schools and the general public presenting the history and natural history of the region and its place in Leon Valley, San Antonio, Bexar County, and Texas.

3. To **preserve, maintain and interpret** the historic architecture, artifacts, archival collection, and natural history collection documenting the Leon Valley area.
4. To **develop and sustain the organization** for the citizens of Leon Valley, San Antonio, Bexar County, and Texas and serve coming generations.

Existing Resources

- The Huebner-Onion Homestead Complex
- A strong master plan for the restoration of the Huebner-Onion Homestead Complex
- The Kenneth and Esther Alley Repository of historic documents, artifacts and scientific collections
- Materials from a University of Texas archeological dig at the Site, and a Northwest Vista College archeological dig in the Huebner-Onion Natural Area
- Memo of Understanding between the Leon Valley Historical Society and the City of Leon Valley
- Documentation of community support in the report: “Exploring a Possible PPP—City of Leon Valley and the Leon Valley Historical Society,” (November 2015)
- Long-time community residents and families with roots in the area’s history
- A strong foundation of volunteer support in the community specifically dedicated to the Leon Valley Historical Society’s vision
- Designation as a Texas Historic Landmark and listing on the National Register of Historic Places

Sustainability

The Leon Valley Historical Society has a strong commitment to the implementation of its goals and is engaged with the leadership of the City of Leon Valley to develop a Public-Private Partnership (P3) to support the Huebner-Onion Homestead Complex.

Public Partnerships: The Society will expand the existing partnerships with the City of Leon Valley, the Leon Valley Chamber of Commerce and the Leon Valley Economic Development Corporation. Future partnerships will involve Bexar County to develop and market the complex and the Northside Independent School District and others.

Private Partnerships: The Society will partner with local foundations as well as private area businesses and business foundations, as well as the San Antonio Conservation Society and the Texas Historical Commission and develop new relationships with other civic organizations, museums, school districts, scouting groups, preservation, and historical organizations.

Phased Implementation of the Strategic Plan

Phased implementation of the Strategic Plan is recommended to provide formal structure and the establishment of goals to manage the project in a timely manner.

PHASE I (2016-2017) Institutional Planning and Positioning

The Society's activities will focus on developing relationships, expanding the Board and the membership, creating a business plan, and initiating relationships with foundations and potential funding sources

Develop the Relationship between the Historical Society and the City of Leon Valley

- Develop a Security Program for the Site
- Approve, Plan, and Develop the Triangle Park Area
- Review and Develop Maintenance and Utilities for the Physical Plant
- Explore Financial Support from the Hotel Occupancy Tax (HOT) and the Economic Development Corporation
- Complete Negotiations with TXDOT for the Bandera Road Cut

Develop the Board

- As the activities of the Society grow, additional Board Members will be needed
- To support the Board's expansion, a Board Manual and a training program will be developed
- Develop all necessary documents and policies (See Appendix)
- Join the Texas Association of Museums

Develop a Business Plan

- To approach foundations and other funding sources, the Society will develop a business plan

- Include proposals for potential earned income including a small shop, special event rentals and programming, and expansion of membership
- Explore working with the UTSA Small Business Department on this plan

Expand Membership

- Over the coming year, the Board will develop activities to attract and maintain new members
- These will include a newsletter, a regular quarterly meeting combining reports on current activities with historical programming, and special family events at the Huebner-Onion Homestead Complex

Create a Board Committee Structure

- To better manage the new programs, the Board will create four committees chaired by members of the Board with membership drawn from the Society
- The committees will include 1.) Membership, 2.) Restoration and Collection Management, 3.) Partnerships (Civic, Foundations, Business), 4.) Fundraising, Public Relations and Development

Engage the Community in Fundraising

- Focus on developing and expanding existing events: Homestead under the Stars, the Pioneer Firecracker 5 K, and the Pioneer Gala
- Expand the membership to support and develop these activities

Develop Collection Records

- Review and adopt a collection management policy and consider systems for managing the records
- Review existing collections of artifacts and documents and identify the sources for the artifacts

Develop Planning and Grants

- Initiate relationships with local foundations and corporations, and build case statements to inform discussions of future support for specific aspects of the project

Hire Part-Time Staff

- To continue the momentum and implementation of the Strategic Plan, hire a part-time manager/administrator to be responsible to the Board for development and administration of the Strategic Plan

Phase I Preliminary Budget

- Administrative Costs and Planning \$ 25,000
(Includes administrator's contract, supplies, and equipment)

PHASE II (2017-2018)

Restoration of Structures, Funding and Resource Development, Collection Documentation, Program Planning

The Society will implement the restoration of the historic structures of the complex, continue to expand funding and resources, complete documentation of existing artifact and archival collections, and expand program planning for the interpretation and use of the site.

Restoration of the Historic Structures

- Complete review of the master plan for the structures and the site
- Complete raising a minimum of 80% of the funding needed for the beginning of restoration of the structures
- Begin restoration of the structures and the development of the site
- Continue Fund Raising and Develop Additional Sources for Funding

Continue to Develop Relationship with the City of Leon Valley

- Expand programming relating the Huebner-Onion Homestead to the Triangle Park and the Natural Preservation Area
- Continue development of the restrooms, the pavilion, the walkways, parking and the infrastructure for both the Triangle Park and the Huebner-Onion Homestead

Develop College and University Collaborations

- Work with local colleges and universities on both the undergraduate and graduate levels to create internships to support activities associated with the site
- Internships will focus on collections management, research, planning activities, and early interpretive planning under the supervision of the part time administrator/manager and the Board

Site Interpretation

- Based on available documentation and collection development, initiate interpretive planning
- Possible interpretive tools may include planning for exhibits (temporary and long term) in the House, and the Barn; interpretive signage for all the historic structures; development of a possible cell-phone driven tour for the site; creation of a small outdoor amphitheater for interpretive programming; development of a docent program to support school tours and special events

Phase II Preliminary Budget (2017-2018)

This budget is based on figures included in the Master Plan for the Restoration of the Structures and the Site (* denotes from Plan). Additional figures for exhibit development and administrative costs are based on the consultant's experience. These are preliminary and will be developed using appropriate consulting firms bidding on the exhibit.

Restoration of the Huebner-Onion House*	\$ 1,014,054
Restoration of the Barn*	34,621
Restoration of the Pigeonnaire*	22,634
Development of Site-Includes infrastructure, walks, parking*	800,040
Restrooms*	468,956
Pavilion*	488,922
Exhibit Development (See description of program)	200,000
Administrative Costs (Administrator, Interns, Equipment)	<u>100,000</u>
Total	\$ 3,129,227

PHASE III (2018-2019) **Completion of Initial Strategic Plan**

Completion of the Initial Strategic Plan and the End of the Beginning. Includes final restoration activities (from Phase II), Exhibit Installation, Completion of Interpretive Plan, and review and expansion of long term operational plans. Beginning of operational plan

and expansion of endowment. This marks the transition from the end of the beginning to long term operations.

- Completion of Initial Planning Activities
- Completion of Exhibit Installation and Interpretive Programming
- Completion of Initial Fund Raising Goals
- Development of Endowment Program (May start during PHASE II).
- Review and Revise Operational Structure for Day-To-Day Operations
- Update and Create New Strategic Plan for next three to five years.

Phase III Preliminary Budget (Additional costs anticipated)

Exhibit Fabrication and Installation	\$ 250,000
Signage development, Fabrication, Installation	75,000
Outdoor Furnishings (from master plan)	40,625
Administrative Costs (Staffing, Supplies, Equipment)	<u>75,000</u>
Total	\$ 440,625

Conclusion

With the meeting of the goals for each phase, the development of the Huebner-Onion Homestead Complex and the Huebner-Onion Natural Area, the Leon Valley community will have a resource in place that, with careful management, will serve Leon Valley in different ways for generations to come. One additional requirement to be undertaken at that time will be the development of an endowment to support basic operations.

APPENDIX

In the early development of the Society, the Board will draft and approve policies necessary for the operation of the organization. This documentation is also necessary as a part of fund raising documents. As the Historical Society develops, it will plan to seek Accreditation from the American Alliance of Museums (AAM) in the late 2020s after ten years of operation. The first five documents in the Appendix are listed by the AAM as essential.

1. Mission and Vision Statements. (Existing)
2. Institutional Code of Ethics. (To be Prepared)
3. Strategic Institutional Plan. (Current Document)
4. Disaster/Emergency Preparedness Plan. (To be Prepared)
5. Collection Management Policy. (Draft)
6. Charter and By-Laws. (Existing/Possible Revisions)
7. Memo of Understanding with the City of Leon Valley. (Existing)
8. Exploring a Possible PPP-City of Leon Valley and the Leon Valley Historical Society. (Existing)
9. History of Leon Valley Historical Society. (Existing)
10. Brief History of Leon Valley. (Existing)
11. Current Board Biographies. (Existing)
12. Board Matrix for Analysis. (In Progress)
13. Master Plan for the Restoration and Site Development. (Existing)
14. Interpretive Plan. (To be Developed)
15. Budget. (In Progress)



**CITY OF LEON VALLEY
CITY COUNCIL SPECIAL MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Tuesday, June 21, 2016

MINUTES

The City Council of the City of Leon Valley, Texas met on the 21st day of June, 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 5:34 p.m. Mayor Riley asked that the minutes reflect that the following members of City Council were present: Council Members David Edwards, Belinda Ealy, Monica Alcocer, Benny Martinez and David Jordan.

Also in attendance were:
City Manager Kelly Kuentler, ACM/HR Director Crystal Caldera, City Attorney Roxann Pais Cotroneo.

The City Council shall meet in Executive Session under:

A. Texas Local Government Code §551.071 *Consultation with Attorney to discuss: Wm. Rancher Estates Joint Venture et al. v. City of Leon Valley et al, Cause No. 2013-CI-03399* filed in the 225th Judicial District Court, Bexar County, Texas

B. Texas Government Code §551.074 *Personnel Matters* to discuss the following: Six month performance evaluation of City Attorney Roxann Pais Cotroneo.

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 7:18 p.m. no action was taken.

Adjournment.

Mayor Riley announced the meeting adjourned at 7:20 p.m.

CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Tuesday, June 21, 2016

MINUTES

The City Council of the City of Leon Valley, Texas met on the 21st day of June, 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 7:21 p.m. Mayor Riley welcomed everyone and asked Boy Scout Doug Clicker to lead the Pledge of Allegiance.

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

Also in attendance were:

City Manager Kelly Kuenstler, ACM/Human Resource (ACM/HR) Director Crystal Caldera, City Attorney Roxann Pais Cotroneo, Public Works Director Melinda Moritz, Assistant Public Works Director David Dimaline, Communication Director Kristie Flores, Fire Chief Luis Valdez, Finance Director Vickie Wallace, Police Chief Randall Wallace, Community Development Director Elizabeth Carol, Administrative Assistant Ana Federico, Administrative Assistant Angela Trejo, Firefighter/Paramedic Todd Morgan.

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 (s) from the Consent Agenda for discussion. No items were removed from the Consent Agenda. The Mayor then asked if there were any citizens that would like to address the City Council.

- Blake Upton from Bandera Bowl invited everyone to the pre Fourth of July celebration, happening at Bandera Bowl from July 1- 4, 2016. This event is being cohosted with the American Legion Post 336 and some of the funds will be donated to the American Legion Post 336.
- Walter Geraghty Commander of American Legion Post 336 confirmed their participation in the Bandera Bowl event and encouraged attendance. Further, he stated that they now have 921 members and are the largest post in San Antonio.

Presentation of the Texas City Attorney's Association (TCAA) Municipal Certification Program Award to the City of Leon Valley. M&C #2016-06-21-01 (R. Cotroneo).

City Attorney Roxann Pais Cotroneo presented this item, stating the Texas City Attorney's Association (TCAA) Municipal Certification Program recognizes attorneys who demonstrate advanced knowledge and experience in municipal law. The program includes a separate

certification for municipal attorneys and municipal law offices. The TCAA has issued merit certificate to both the City of Leon Valley City Attorney's Office and its City Attorney for distinguished service to the municipal law profession.

Presentation of the Beautification Awards to Residents and Businesses of Leon Valley by Mayor Chris Riley.

Mayor Riley introduced Beautification Committee Secretary, Donna Charles. Ms. Charles explained the process of how the properties were selected to receive the beautification award. Ms. Charles also introduced the committee members Co Chair Lynn Joseph, Committee Treasure Lupita Carpio, Committee Members Belinda Ealy, Jean Johnson, Shirley Jonas, and Carolyn Diaz. Committee Member Caroline Macias was unable to attend.

Mayor Riley stated 15 residents and 1 business received the awards. Mayor Riley then presented the awards to the following home owners.

- James R. Scott 6738 Timberhill in the old mill subdivision
- Gayle Olenick 5705 El Verde Road in the Leon Valley Ranches area
- Emily Flores 7214 Sulky Lane in the Canterfield subdivision
- John and Margarita Felan 6100 Rue Liliane in the Seneca area
- Mell and Lisa Janes 7132 Bandera, Unit 15 in the Manufactured Homes Bandera Latigo Properties
- Palmira Niblett 7319 Belmont Place in the Pavona Place subdivision
- Donna J. Charles 6546 Charles Field in the Shadow Mist subdivision
- Ryan Leyva and Jeffrey Northern 5541 Saffron Way in the Ridge at Leon Valley subdivision

Winners that were not in attendance included the following:

- Mary Sanchez 7006 Northern Lights in the North Valley Mobile Home Park
- Maria Ojeda 7429 Link Meadow Street in the Linkwood area
- Christopher Marcus 7742 Red Bird Lane in the Monte Robles subdivision
- Joseph and Yolanda Smith 6743 Peach Tree in the Grass Valley area
- Otis and Rita Burnside 6938 Forest Way in the Forest Oaks subdivision
- Robbie and Beverly Henwood 6315 Pickering in the Seneca West subdivision
- Jack and Susan Park 4925 Althea at Althea and Hodges
- The Church of Jesus Christ of Latter Day Saints 7420 Huebner Road Bishop Brad Winters Business

Presentation of Good Neighbor Awards to the Forest Oaks Garden Club and the Bexar County Master Gardeners for judging of the Beautification Awards by Mayor Chris Riley.

Mayor Riley presented Sandra Keller from the Forest Oaks Garden Club and Grace Emery from the Bexar County Master Gardeners with a good neighbor award. Both were grateful for the award and expressed gratitude for being invited to judge the beautification applicants.

Presentation of the 2016 Leon Valley 4th of July Festival and Fire Work Spectacular by Communications Director Kristie Flores.

Communications Director Kristie Flores presented a status update on the Fourth of July Festival. She reviewed the pre Fourth of July festivities, happening at Bandera Bowl from July 1- 4, 2016, to include, car show, BBQ, and fashion show. Ms. Flores continued by reviewing the itinerary for the

event, to include:

- Pioneer Firecracker 5K to Kick Off the Event beginning at 8am located at 6828 Poss Rd and sponsored by the Historical Society
- Parade beginning at 10am located at 7420 Huebner Rd and partnering with LDS Church
- Carnival will begin at 12:00 p.m. wristbands are on Pre-Sale for \$10 beginning June 10th and they will be available on-site for \$15
- Various entertainment throughout the day to include Finding Friday, Mingo Fishtrap, Dinosaur George, Fire on the Mountain Cloggers and Leon Valley folklorico dancers.
- Various food, drink and craft vendors will also be available on site and all can be found on the City Website.

Presentation and Discussion on Code Enforcement Policy. M&C #2016-06-21-02 (L. Valdez).

Fire Chief Luis Valdez presented a proposed new code enforcement policy. This policy included the procedure with an organizational process, detailed scope for enforcement, and explanation of Investigator Todd Morgan's special assignment and discussion of a work plan transfer of firefighter/paramedic Heather Rodriguez from the Fire Department to Code Enforcement. Chief Valdez continued by reviewing the qualification of both Mr. Morgan and Ms. Rodriguez.

Special Investigator Todd Morgan is a full-time Firefighter/Paramedic with the Leon Valley Fire Department who is also one of three Texas State Peace Officers within the Fire Department. He has been assigned to special criminal cases within the fire department, including fire and arson investigation, and fire code enforcement. One of the examples provided for his excellent work effort was, Mr. Morgan was the lead investigator which caught the juveniles that set the Historical property on fire.

Firefighter Paramedic Heather Rodriguez has been employed with the City of Leon Valley for eight years and has requested support in transferring careers into Code Enforcement. Mrs. Rodriguez will be attending the Police Academy and Code Enforcement certification schools in order to obtain the necessary credentials needed to complete the transfer. The education will take one year to complete beginning this month, after which the transfer will take place.

Chief Valdez concluded the presentation saying the fiscal impact of these changes for the remainder of Fiscal Year 2016 is a cost of \$8,590 in overtime to Investigator Morgan at 20 hours per week. The City had a total of \$10,536 remaining in Fiscal Year 16 in base salary for Mr. Perales, the former Code Enforcement Officer. Supplies and education are expected to be purchased with the remainder of the funds. No additional cost is expected for Fiscal Year 16.

Mayor Riley asked the Chief about the timeline for the policy. Chief Valdez responded that this is a temporary solution that will be evaluated in 90 days.

Council member Martinez asked to be notified when there is a current investigation; so, that no boundaries are crossed. Chief Valdez replied that the avenue for notification will be in the City Manager's Report. Council Member Martinez also provided a suggestion of having a public service aide that assisted on the weekends with items such as, bandit signs.

Council Member Monica Alcocer expressed that her position was to wait until after the 90 day evaluation was complete to see the success or failure of the program. The Council was in consensus with this strategy.

CONSENT AGENDA**Approval of City Council Minutes. (S. Passailaigue)**

- a) June 07, 2016 Special City Council Meeting
- b) June 07, 2016 Regular City Council Meeting

Consider, discuss and possible action on the appointment of Leslie Bacon-Knopf to the Earthwise Living Committee and the Community Events Committee. M&C #2016-06-21-03 (S. Passailaigue)

Consider, discuss and possible action to authorize the City Manager to enter into a contract for banking services with Frost Bank to serve as the depository for the City of Leon Valley. The term of the contract is October 1, 2016 to September 30, 2021. – Frost Bank’s Jerry Yost Senior Vice President and Van Carter Senior Vice President. M&C #2016-06-21-04 (V. Wallace).

The Mayor then stood in line for a motion to approve the Consent Agenda. Council member Monica Alcocer made a motion to approve the consent agenda. Council member Benny Martinez seconded the motion. The motion passed unanimously.

REGULAR AGENDA

Consider, discuss and possible action on the acceptance of a rebate award from the San Antonio River Authority’s Watershed Wise Rebate Program and authorize a budget adjustment in the amount of \$82,000, for the purpose of funding the construction of a Low Impact Design (LID) parking lot at City Hall. M&C #2016-06-21-05 (M. Moritz).

Public Works Director Melinda Moritz presented this item requesting acceptance of a rebate from the San Antonio River Authority’s Watershed Wise Rebate program and approve a budget adjustment in the amount of \$82,000, to fund the construction of a Low Impact Design (LID) parking lot located at City Hall.

Ms. Moritz explained that the San Antonio River Authority sent out a press release to public, private, and environmental nonprofits to offer rebate funds for the construction of Low Impact Development (LID) Best Management Practices (BMP’s) projects to address stormwater runoff in Bexar, Wilkinson, Karnes, and Goliad counties. In response to the press release, staff sent in an application to reconstruct the City Hall parking lot (across from main entrance) to incorporate LID practices. The City recently received notification that the application for the proposed project was approved.

Ms. Moritz explained that the parking lot is the focal point at the main entrance to City Hall and has very little landscaping and the underlying asphalt is in poor condition. The Rainwater flows directly from the parking lot into the storm drain running under street. She continued by stating that, replacing a portion of the asphalt with pavers would filter the runoff before it enters the drains.

The project would entail the removal of large portions of the impervious surface and replace it with pervious pavers. The parking lot would be surrounded by drought-tolerant native plantings. The pavers and plantings will slow the stormwater from parking area, while allowing drainage. It will also filter oil, gas, and trash from the stormwater as it sinks into the ground before it reaches Huebner Creek and the Edwards Aquifer.

Public Works Director Moritz explained the fiscal impact with the following information:

- Site Construction \$50,000
- Demo of existing Site \$ 9,000
- Landscaping Cost - \$5,000 (Native plants, no irrigation system)
- **Total Construction cost \$64,000**

- Survey \$ 5,000
- Construction Documents \$ 8,000
- Project Admin/Const. \$ 5,000
- **Total engineering \$18,000**

- **TOTAL BUDGET \$82,000**
 - Rebate from SARA <\$50,000>
 - **City portion \$32,000**

Ms. Moritz clarified that we will not know the exact cost for construction until the project is bid. The funds could be transferred from Stormwater Fund balance & rebate received will be returned to the same account. The current Stormwater Fund balance is approximately \$324,445.

A motion was made by Council Member Jordan and seconded by Council Member Edwards to approve the item as presented. There was no discussion; Mayor Riley announced the motion and it carried with a unanimous vote.

Consider, discuss and possible action on Hodges Street and surrounding area traffic mitigation options. M&C #2016-06-21-06 (M. Moritz).

Public Works Director Melinda Moritz presented this item for the purpose of City Council consideration of possible traffic mitigation actions on Hodges Street.

Public Works Director Moritz provided background stating the City received a petition from residents along Hodges Street to close one end of the street. The petition was heard by City Council at their May 3, 2016, meeting and direction was given to staff to:

- Perform a traffic count of vehicles traveling from Evers to Bandera on Hodges
- Install “Slow – Children at Play” signage
- Consider installing an LED speed indicator sign
- Consult with the City Engineer about making Hodges a one-way street
- Perform a traffic study to determine if the street qualifies for a reduction in the 30 mile per hour speed limit to 25 miles per hour
- Encourage the citizens to gather the necessary signatures to install speed humps.

Ms. Moritz had a new traffic count conducted, which indicated that the street meets the daily vehicle requirements for speed hump installation. The Public Works Department will be installing the Children at Play signage, but a budget adjustment will be needed in order to perform a traffic study. The study would consider the one-way option, reducing the speed limit to 25 mph, and other traffic calming measures. The fiscal impact for the traffic study would be approximately \$12,000 and the speed hump assembly and the signage cost would be approximately \$4,500 and is in the proposed Fiscal Year 2017 budget.

Public Works Director Melinda Moritz concluded the presentation saying staff recommends:

- Asking the petitioners to provide the required 90% property owner signatures as per the Speed Hump Policy and Public Works Department will install the speed humps after October 1, 2016
- Approve an ordinance for a budget adjustment in the amount of \$12,000 to fund a traffic study of Hodges Street

Council Member Martinez wanted to clarify that he did not want to turn Hodges Street into a one-way street. Councilman Edwards assisted by providing Summit Roadway in San Antonio as an example, Councilman Martinez agreed.

Resident Leilani Mercado 4904 Hodges asked how many speed humps would be placed along the street. Public Works Director Moritz stated that there would be one. Ms. Mercado expressed her dissatisfaction. Council Member Ealy expressed a clarification on the speed humps stating that they are the larger plated humps. Ms. Mercado was still not satisfied with the one speed hump and also wanted City Council aware of the increased crime in the area due to the increased traffic.

Resident Robert Rocha 4925 Hodges communicated to the City Council that the cost to maintain road must have increased due to the high traffic.

Resident Hector Flores 4920 Hodges stated that he would like a long term solution and requested that the City Council not just piece mil the solution.

A motion was made by Council Member Jordan and seconded by Council Member Edwards to approve the item as presented and the attached budget adjustment. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consider, discuss and possible action on request to accept a bid and award a contract for the 2016 Huebner Road Mill and Overlay Project to San Antonio Constructors in the amount of \$357,817.39, and authorize the City Manager to sign change orders up to \$50,000. M&C #2016-06-21-07 (M. Moritz).

Public Works Director Melinda Moritz presented this item for the purpose of City Council consideration to accept the low bid from San Antonio Construction in the amount of \$357,817.39 to mill and overlay Huebner Road, from Evers to Redbird Lane. Ms. Moritz explained as a part of the street maintenance program, Huebner Road was designated as a roadway in need of base repairs and new asphalt. The improvements will preserve the integrity of the road and prevent major street reconstruction. Public Works Director Moritz continued by stating the bus pads could also be added and reimbursement could be requested from VIA. This project was designed by Sia Engineering. The bid package was developed and advertised for 21 days. The bid advertisement was placed in the Express News on two consecutive Sundays, and the bid document and plans were placed on the City's web site. The bid opening was held on June 7, 2016, and a total of five (5) firms submitted bids.

Staff recommends accepting San Antonio Constructor's bid, and awarding the contract in the amount of \$357,817.39 to mill and overlay Huebner Road, and authorizing the City Manager to sign change orders per LGC Sec. 252.048, which states: "If a change order involves a decrease or an increase of \$50,000 or less, the governing body may grant general authority to an administrative official of the municipality to approve the change orders." City Staff will also request reimbursement from VIA for the bus pads in the amount of \$29,418.00.

Mayor Riley asked what the balance was in the street maintenance fund. Ms. Moritz responded by

stating, estimated \$900,000. She also wanted to know how long this portion of the street was, Ms. Moritz responded about half a mile.

Council Member Martinez wanted to know if it went all the way to Evers. Ms. Moritz stated yes.

Council Member David Jordan asked how long it would take. Ms. Moritz stated that depending on the weather it could take seven days. Council Member Jordan also wanted to know how the streets are selected that need repair. Ms. Moritz replied that the City has a street ranking system.

Council Member Ealy asked if there will be some sort of center area or borderline for traffic. Ms. Moritz explained that there will be concrete islands.

Resident Olen Yarnell 7230 Sulky Lane asked if there will be notification outside of the city limits such as electric signs. Ms. Moritz stated, yes there will be electronic signs place prior to the project being started as a form of notification.

A motion was made by Council Member Edwards and seconded by Council Member Alcocer to approve the item as presented to include the change orders. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consider, discuss and possible action regarding contract terms surrounding the one year lease of permitted Edwards Groundwater Rights to the Edwards Aquifer Authority. M&C #2016-06-21-08 (D. Dimaline).

Assistant Public Works Director David Dimaline presented this item to consider, discuss, and take action regarding contract terms related to the one year lease of permitted Edwards Aquifer groundwater (EAA) rights. Mr. Dimaline provided background in which he stated that on May 17, 2016, City Council approved M & C 2016-05-17-04, which authorized the City Manager to enter into a contract with the EAA to participate in the Aquifer Storage and Recovery (ASR) Program. This would then allow the City to lease 500 acre feet (AF) of water to the San Antonio Water System (SAWS) for a period not to exceed one year, in exchange for a reduction in our annual EAA fees. EAA sent a draft lease agreement to the City for review and execution. The City Attorney reviewed the EAA's Agreement document and requested revisions be made to the Sections 2,4,6,7,8,9,11,12,15,16, 23 and 24, of the agreement. EAA made all the changes with the exception of Item 12. Item 12 states: "Lessee shall have the right to sublease or assign this Lease, and shall give to Lessor prompt written notice of such sublease or assignment".

The City Attorney Cotroneo stated that the proposed language allows the EAA to sublease the water to any entity not just SAWS, as the Council understood when approving the item at the last Council meeting. This gives City Council the option to go ahead with the lease as proposed by the EAA or to cancel the agreement.

Mr. Dimaline stated that EAA has assured Staff that the water is to be used as stated in the original M & C, but the contract must contain the language used, due to the manner in which the water is delivered & stored to the ASR facility. He continued by asking the City Council to approve the revisions to the lease, leaving Item 12 as presented in the draft lease and reaffirm the City Manager's authorization to sign the lease; discussion followed.

A motion was made by Council Member Monica Alcocer and seconded by Council Member Belinda Ealy to approve the item as presented, leaving item 12 as requested by EAA and

reaffirming the City Manager's authorization. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consider, discuss and possible action on an amendment to the Leon Valley Fire Department leave usage. M&C #2016-06-21-09 (C. Caldera).

ACM/HR Director Crystal Caldera presented the item to City Council to amend the Leon Valley Fire Department Leave usage. She stated that this amendment will assist in minimizing the abuse of sick leave, assist with keeping firefighters on duty, assist with preventing call-ins, and assist with reducing overtime pay or comp-time issued.

Ms. Caldera stated that currently their sick leave can be used for personal illness or injury, immediate family illness or injury routine health care appointments, or FMLA qualifying event. Once a firefighter has reached their max hours allowed in their sick leave banks it rolls over into long term leave, which is capped at 1378 hours. Long term leave can only be used for the employee's own illness or injury.

Ms. Caldera proposed removing long-term leave and only allowing the use of sick leave once a firefighter has used 48 hours of their annual leave first. If the employee does not have 48 hours of annual leave, they would go without pay prior to their sick leave being used and changing the term of "Sick" to "Major Medical" Leave. Employees who have accumulated long term leave will keep their balances.

Further, Ms. Caldera stated that the Firefighters have expressed concerned. Due to the fact that they are around ill individuals more often, they felt that they need the added benefit of being able to use their sick whenever they would like, some discussion followed.

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan to approve the item as presented with reducing the 48 hours to 24 hours. Upon a unanimous vote, Mayor Riley announced the motion carried.

Presentation, consider, discuss and possible action on the Leon Valley Pool and the Forest Oaks Pool current and future organizational, operational and finance issues to include the Forest Oaks Pool committee report. (Council Member Benny Martinez and Council Member Belinda Ealy)

This item was presented by Forest Oaks Community Association (FOCA) pool, Committee Member Larry Proffitt. Mr. Proffitt stated that the Committee was formed to determine the feasibility of the City owning, operating and maintaining the Forest Oaks Pool and its other assets. He reviewed the FOCA budget to include expenses and budgeted forecast for the upcoming year. He continued by stating the committee has seven recommendations.

- FOCA approve deeding of property to COLV; property to include clubhouse, pools and tennis court
- COLV hire an inspection team to evaluate and write a report on the condition of the Forest Oaks Pool; report will include a list of recommended repairs and repair costs
- Based on a favorable outcome of independent and in-house inspections, COLV City Attorney and City Engineer (SIA) draft documents and exhibits necessary for transfer; documents to include (but not be limited to) a title search, property survey with markers, and a title transfer
- COLV Staff prepare a bid package for the management of both pools for the 2017 Swim Season and beyond

- FOCA and COLV Staff work together to develop a fee structure that is fair to residents and which can help offset operating costs for both pools
- FOCA and COLV Staff work together to develop an offering of recreational activities that incorporate the amenities of both pools; a plan will be needed that includes staffing requirements, scheduling, etc.
- Forrest Oaks Pool Committee and COLV Staff collaborate to determine feasibility of outsourcing or hiring additional City Staff to coordinate recreation, park and tourism (RPT) activities for our citizens and visitors.

Tom Kelly president of the FOCA stated that the committee was tasked at looking at three options.

- Having the City take over the pool and contracting out with San Antonio pool Management.
- Having the City take over the pool and hiring a person to manage both pools.
- Selling the property

Council Member Jordan asked that an inspection be done to the pool. There was some discussion and the residents that were present were in support of the City taking over the pool.

A motion was made by Council Member Benny Martinez and seconded by Council Member Monica Alcocer to table the item to July 19, 2016. Council Member Jordan requested that inspection be done prior to the item being brought back. Mr. Dimaline assured him it would. 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:

- **2016 Leon Valley 4th of July Festival and Fire Work Spectacular at Raymond Rimkus Park, 10:00 a.m. – dusk**
- **City Offices Closed, Monday, July 4th in observance of Independence Day.**
- **July 5th Regular City Council Meeting has been cancelled. The next meeting will be July 19th.**
- **Coffee with the Mayor and City Council, Saturday, July 23, 2016, 9:00 a.m. to 11:00 a.m. at the Leon Valley Conference Center**

The City Manager presented her report and added that the July 5, 2016, City Council meeting has been cancelled, July 23, 2016, is the Coffee with the Mayor and Council, and that currently staff liaisons are asking their committees to post their packets on line in an effort to go paperless.

Citizens to be heard.

Resident Olen Yarnell 7230 Sulky Lane presented City Council a statement in regards to Agenda item number 18, he wanted to know if there was a way to keep all the pumping rights even though we might not need to pump the entire allotment and use the water as payment.

Resident Viola Magers 7215 Gumtree expressed her concern of the St John's LED sign shining into her back yard. She requested that it be turned off at 10 p.m. to 6:00 a.m. Special Investigator Todd Morgan agreed to assist her.

Announcements by the Mayor and Council Members.

None at this time

Adjournment.

Mayor Riley announced the meeting adjourned at 11:32 p.m.

These minutes approved by the Leon Valley City Council on the 19th day of July, 2016.

APPROVED

**CHRIS RILEY
MAYOR**

ATTEST:

**SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY**

DRAFT



**CITY OF LEON VALLEY
CITY COUNCIL EMERGENCY MEETING**
Leon Valley City Hall
6400 El Verde Road, Leon Valley, Texas 78238
Thursday, June 23, 2016

MINUTES

Pursuant to Section 551.045 of the Texas Local Government, Exception to General Rule: Notice of Emergency Meeting or Emergency Addition to Agenda.

(a) In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added as an item to the agenda for a meeting for which notice has been posted in accordance with this subchapter is sufficient if it is posted for at least two hours before the meeting is convened.

(b) An emergency or an urgent public necessity exists only if immediate action is required of a governmental body because of:
(1) An imminent threat to public health and safety; or
(2) A reasonably unforeseeable situation.

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

Mayor Riley called the Emergency City Council Meeting to order at 7:33 a.m. Mayor Riley welcomed everyone and lead the Pledge of Allegiance.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Council Members David Edwards, Belinda Ealy, Benny Martinez and David Jordan. Council Member Monica Alcocer was excused.

Due to the resignation of the City of Leon Valley City Attorney and City Prosecutor, Roxann Cotroneo, an emergency meeting was called. The meeting was called for discussion and possible action on Resolution No. 16-016R, a resolution of the City of Leon Valley, Texas to appoint Vitra Denise Frederick as the City Attorney and City Prosecutor for the City of Leon Valley, Texas, effective immediately followed by the administration of the Oath of Office by Mayor Riley.

City Manager Kelly Kuenstler explained that Ms. Cotroneo resignation was an unforeseeable event and the City had Municipal Court scheduled that afternoon. City

Manager Kuenstler explained that in order for Ms. Frederick to prosecute this afternoon she needed to be appointed that morning.

Council Member Martinez asked about Ms. Frederick's qualifications. City Manager Kuenstler explained that Ms. Frederick was ranked number two when the City was in the process of city attorney selections six month ago. The reason Ms. Frederick was not selected at that time, was the interview committee felt that Ms. Cotroneo had a more diverse portfolio. She continued by stating that Ms. Frederick had spent the last 20 years with the City of San Antonio, in which the majority of her career was spent in the Community Development Block Grant (CDBG) division.

Ms. Frederick reviewed more in detail her professional career, explaining she initially started her career out on her own and then with the City of San Antonio Municipal Court, and was promoted from Assistant City Attorney II then III before retiring six month ago.

Council Member Benny Martinez made a motion to accept Resolution No. 16-016R and appoint Vitra Denise Frederick as the City Attorney and City Prosecutor for the City of Leon Valley, Texas effective immediately followed by the administration of the Oath of Office by Mayor Riley. Council Member David Jordan seconded the motion. Upon a unanimous vote, Mayor Riley announced the motion carried.

Adjournment.

Mayor Riley announced the meeting adjourned at 7:47 a.m.

These minutes approved by the Leon Valley City Council on the 19th day of July, 2016.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

MAYOR AND COUNCIL COMMUNICATION

DATE: July 19, 2016 **M&C # 2016-07-19-04**

TO: Mayor and Council

FROM: Sandra Passailaigue, City Secretary

THROUGH: Kelly Kuentler, City Manager

SUBJECT: Discussion and possible action to re-appoint members of the Library Board of Directors.

PURPOSE

This agenda item will allow the City Council to consider a resolution appointing members and alternates to the City Council’s boards, committees, and commissions.

FISCAL IMPACT

None

S. E. E. IMPACT STATEMENT

Social Equity – The City will encourage collaborative participation by its residents, businesses and stakeholders. The City’s citizens participate by serving on boards, committees, and commissions. This encourages transparency, communication, and accountability.

Environmental – Not applicable

Economic Development – Not applicable

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION No. 16-017R

A RESOLUTION OF THE CITY OF LEON VALLEY CITY COUNCIL APPOINTING OF MEMBERS TO THE LEON VALLEY PUBLIC LIBRARY-BOARD OF TRUSTEES.

WHEREAS, The City of Leon Valley deemed it necessary to create boards, commissions and committees composed of volunteers from the community to perform specific functions for the City.

WHEREAS, these boards, commissions and committees are invaluable to the City Council for their expertise, insight, and dedication to the City of Leon Valley.

WHEREAS, the City Council of Leon Valley empowers these boards, commissions and committees to make decisions affecting the citizens and the future of the City.

WHEREAS, the individuals currently filling the boards, commissions and committees have performed admirably and honestly for the benefit of the City of Leon Valley and its citizens.

WHEREAS, the City Council formally appoints and sets the term for the following individual to their respected board or commission:

Library Board of Trustees:

**MARY K. GWALTNEY
PEGGY PROFFITT
JILL CRANE
HEATHER HASKIN
BARBARA OWENS**

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

That the appointments of the aforementioned individuals to their respected board, commission or committee and term for each individual become effective immediately.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 19th day of July, 2016.

A P P R O V E D

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

MAYOR AND COUNCIL COMMUNICATION

M&C #2016-07-19-05

DATE: July 19, 2016
TO: Mayor and Council
FROM: Vickie Wallace, Finance Director
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Approval of Quarterly Investment Report for the quarter ended June 30, 2016.

PURPOSE

Approval of the Quarterly Investment Report for the quarter ended June 30, 2016.

SEE LEON VALLEY

Social - To ensure compliance with the Public Funds Investment Act of 1987.

The Public Funds Investment Act of 1987 (PFIA) established rules and regulations for governmental entities to follow for the proper investment of public monies. The City's investment program is conducted to accomplish the following objectives, listed in priority order.

A. Safety

The primary objective of the City's investment program is the preservation and safety of principal in the overall portfolio. Each investment transaction shall seek first to ensure that capital losses are avoided, whether they are from security defaults or erosion of market value.

B. Liquidity

The City's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements; thereby avoiding the need to liquidate investments under adverse market condition. It is the intent of the City to invest its funds to maturity.

C. Diversification

The investment portfolio will be designed to limit risk by avoiding the concentration of assets with a specific maturity, with a specific issuer, or in a specific class of securities.

D. Yield

A fundamental rule of investing is that risk equals return. The City has deliberately established a low risk threshold to protect its financial resources and ensure that cash is available when needed. The City will invest idle cash at the highest possible rate of return, consistent with the objectives and provisions of this policy, and in compliance with state and federal laws governing the investment of public funds.

Economic - N/A

Environmental - N/A

FISCAL IMPACT

None.

STRATEGIC GOALS

N/A

RECOMMENDATION

Approve Quarterly Investment Report for the quarter ended June 30, 2016.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE
City Secretary

**City of Leon Valley, Texas
Quarterly Investment Report
April 1, 2016 – June 30, 2016**

July 19, 2016

Honorable Mayor Riley and City Council Members:

The Quarterly Investment Report for the City of Leon Valley, Texas for the quarter ended June 30, 2016 is hereby submitted.

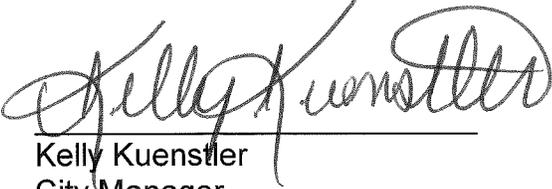
The current depository bank for the City is Frost Bank. Only enough funds to meet current obligations are being maintained at this bank. All excess funds are invested as allowed by the City's Investment Policy.

For the quarter, TexPool's average monthly rate ranged between 3633% and .3380%, compared to the quarter ended March 31, 2016 yield of between .3273% and .2674 %. In comparison, 13-week U.S. Treasury Bills ranged between .088472% and .055611% for the quarter.

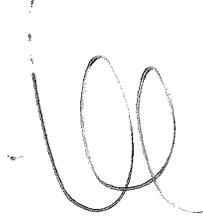
A cash flow analysis is made to determine the cash liquidity needs of the City. The City must have ready access to liquid cash to provide for day-to-day business needs, accounts payable, payroll, and capital projects. Short-term dollars are maintained in checking accounts, investment pools, or certificate of deposits. As of June 30, 2016 the City had \$10,302,566.22 in its investment portfolio.

Bank accounts are insured by a combination of FDIC insurance and pledged securities maintained at the Federal Reserve Bank. U.S. Treasuries and Agencies are guaranteed as to principal and interest by the full faith and credit of the United States of America. TexPool's Liquid Asset Portfolio seeks to maintain a net asset value of \$1.00 per unit invested to preserve the principal of all pool participants.

This report is in full compliance with the investment strategies as established by the City of Leon Valley Investment Policy and the Public Funds Investment Act.



Kelly Kuenstler
City Manager



Vickie Wallace
Finance Director

**CITY OF LEON VALLEY, TEXAS
INVESTMENT PORTFOLIO SUMMARY
FOR THE QUARTER ENDED JUNE 30, 2016**

<i>FUND</i>	<i>VALUE BY TYPE OF INVESTMENT</i>		<i>INTEREST EARNED FOR QUARTER</i>	<i>TOTAL</i>
	<i>INVESTMENT POOL</i>	<i>CERTIFICATE OF DEPOSITS</i>		
GENERAL FUND	\$ 5,256,797.22	\$ -	\$ 4,544.47	\$ 5,256,797.22
ENTERPRISE FUND	\$ 2,462,241.65	\$ -	\$ 2,128.65	\$ 2,462,241.65
COMMUNITY CENTER	\$ 71.28	\$ -	\$ -	\$ 71.28
POLICE FORFEITURE TRUST	\$ 236,987.51	\$ -	\$ 204.83	\$ 236,987.51
STREET SALES TAX	\$ 343,459.69	\$ -	\$ 296.92	\$ 343,459.69
CAPITAL PROJECT FUND	\$ 2,003,008.87	\$ -	\$ 837.49	\$ 2,003,008.87
		\$ -		\$ -
TOTAL INVESTMENT PORTFOLIO AS OF 06/30/16			\$ 8,012.36	\$ 10,302,566.22

**GENERAL FUND
 INVESTMENT PORTFOLIO
 BY TYPE OF INVESTMENT
 FOR THE QUARTER ENDED JUNE 30, 2016**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 3/31/16	151400005			1.000	\$ 5,252,252.75	\$ 5,252,252.75
04/30/2016	151400005	\$ 1,458.92	\$ -	1.000	\$ 5,253,711.67	\$ 5,253,711.67
05/31/2016	151400005	\$ 1,516.47	\$ -	1.000	\$ 5,255,228.14	\$ 5,255,228.14
06/30/2016	151400005	\$ 1,569.08	\$ -	1.000	\$ 5,256,797.22	\$ 5,256,797.22
TOTAL TEXPOOL AS OF 06/30/16						\$ 5,256,797.22

**ENTERPRISE FUND
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED JUNE 30, 2016**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 06/30/15	151400003			1.000	\$ 2,460,113.00	\$ 2,460,113.00
04/30/2016	151400003	\$ 683.36	\$ -	1.000	\$ 2,460,796.36	\$ 2,460,796.36
05/31/2016	151400003	\$ 710.32	\$ -	1.000	\$ 2,461,506.68	\$ 2,461,506.68
06/30/2016	151400003	\$ 734.97	\$ -	1.000	\$ 2,462,241.65	\$ 2,462,241.65
TOTAL TEXPOOL AS OF 06/30/16						\$ 2,462,241.65

**COMMUNITY CENTER
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED JUNE 30, 2016**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 3/31/16	151400001				\$ 71.28	\$ 71.28
04/30/2016	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
05/31/2016	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
06/30/2016	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
TOTAL TEXPOOL AS OF 06/30/16						\$ 71.28
TOTAL COMMUNITY CENTER INVESTMENT PORTFOLIO AS OF 06/30/2016						\$ 71.28

**POLICE FORFEITURE TRUST ACCOUNT
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED JUNE 30, 2016**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 3/31/16	151400008			1.000	\$ 236,782.68	\$ 236,782.68
04/30/2016	151400008	\$ 65.74	\$ -	1.000	\$ 236,848.42	\$ 236,848.42
05/31/2016	151400008	\$ 68.36	\$ -	1.000	\$ 236,916.78	\$ 236,916.78
06/30/2016	151400008	\$ 70.73	\$ -	1.000	\$ 236,987.51	\$ 236,987.51
TOTAL TEXPOOL AS OF 06/30/16						\$ 236,987.51

TOTAL POLICE FORFEITURE INVESTMENT PORTFOLIO AS OF 9/30/15	\$ 236,987.51
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**STREET TAX
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED JUNE 30, 2016**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER ACCOUNT</i>	<i>SHARES PURCHASED SHARES</i>	<i>SHARES REDEEMED SHARES</i>	<i>PRICE PER SHARE PRICE PER</i>	<i>SHARES OWNED SHARES</i>	<i>MARKET VALUE MARKET</i>
AS OF 3/31/16	151400005			1.000	\$ 343,162.77	\$ 343,162.77
04/30/2016	151400005	\$ 95.32	\$ -	1.000	\$ 343,258.09	\$ 343,258.09
05/31/2016	151400005	\$ 99.08	\$ -	1.000	\$ 343,357.17	\$ 343,357.17
06/30/2016	151400005	\$ 102.52	\$ -	1.000	\$ 343,459.69	\$ 343,459.69
TOTAL TEXPOOL AS OF 06/30/16						\$ 343,459.69

TOTAL STREET TAX INVESTMENT PORTFOLIO AS OF 06/30/16	\$343,459.69
---	---------------------

**CAPITAL PROJECT FUND
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED JUNE 30, 2016**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 3/31/16	151400013			1.000	\$ 705.50	\$ 705.50
04/30/2016	151400013	\$ 0.30	\$ -	1.000	\$ 705.80	\$ 705.80
05/31/2016	151400013	\$ 2,002,410.99	\$ 705.80	1.000	2,002,410.99	2,002,410.99
06/30/2016	151400013	\$ 597.88	\$ -	1.000	\$ 2,003,008.87	\$ 2,003,008.87
TOTAL TEXPOOL AS OF 06/30/16						\$ 2,003,008.87
TOTAL CAPITAL PROJECT INVESTMENT PORTFOLIO AS OF 06/30/16						\$ 2,003,008.87

MAYOR AND COUNCIL COMMUNICATION

DATE: July 19, 2016 **M&C #2016-07-19-06**
TO: Mayor and Council
FROM: David Dimaline, Public Works Assistant Director
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Consider, Discuss and Possible Action on the Forest Oaks Pool Property Presentation by the Forest Oaks Community Pool Committee

Purpose

The purpose of this item is to brief the Mayor and City Council on the Forest Oaks Pool and to recommend several items that will need to occur prior to any deed transfer of the Forest Oaks Pool property to the City. The Forest Oaks Pool Committee was created and tasked with determining the feasibility of the City owning, operating, and maintaining the Forest Oaks Pool property. The two main areas of focus are the financial component and the operations of the entire property, to include the pool, tennis courts, and clubhouse.

The Committee consists of eleven members, with representatives appointed by the Mayor and City Council being members from the Park Commission, Leon Valley EDC, and the Beautification Committee. The Chairman of the Committee is Mr. Larry Proffitt. The Committee has reviewed the operations, finances, by-laws, schedule, and fee structure of the property. An operating budget, schedule, and attendance breakdown for the Community Pool from the 2015 season was also provided.

As a follow up to the June 21st briefing, following is a list of recommended action items and a proposed schedule:

1. The Forest Oaks Community Association would need to provide a written Notice of Intent to approve the gift deeding of property to the City.
2. Once the City is in receipt of the Notice of Intent, the City could then schedule an inspection of the premises to take place. Clear Blue Water Pool Repair and Services, LLC provided an evaluation report of the City of Leon Valley Community Pool in 2014, prior to contracting out the management of the pool. It is recommended they provide an inspection and report of the Forest Oaks Pool to the City. (2 weeks; cost: \$500)
3. The City Attorney would then draft the necessary documents for title transfer and deed filing and the City Engineer would prepare the exhibits. Fees will include a title search, property survey, and title transfer. (2-3 weeks; cost: \$1,500)
4. The City has contracted with San Antonio Pool Management to operate the Community Pool. The contract expires this year and will need to be re-bid. The City would prepare a bid package for the Community Pool and include the Forest Oaks pool and related amenities as a bid alternate. (6 weeks)

5. The Forest Oaks Pool Committee will continue to develop a fee schedule to assist in the operations of both pools, and bring this item back the Mayor and City Council for further action. The Committee is also working to identify additional recreation components that could be offered to citizens. Opportunities exist with membership, classes, pool rental, and concessions. Cash handling options will be included in this briefing. (Currently under review)

Fiscal Impact

Costs associated with recommendations #1, and #2 can be funded from the current FY 2016 Public Works General Fund budget. Staff warns that approximately \$60,000 for the proposed FY 2017 Public Works General Fund budget might need to be added if the Council votes to take over the Forest Oaks Pool as a City facility. There will also be a possible revenue addition to the FY 2017 budget based on the committee’s and council’s decisions.

Recommendation

None; however, the proposed FY 2017 budget is currently being developed so expeditious decisions are recommended.

S.E.E Statement

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

Economic Development– The pool enhances the amenities offered by the City to its residents, which may encourage relocation.

Environmental Stewardship – Reduces the amount of automobile emissions, as residents within that area would not have to drive to find this type of activity.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

**Consider, Discuss and Possible
Action on the Forest Oaks Property –
Presentation by the Forest Oaks
Pool Committee**

**City Council Meeting
July 19, 2016**

Purpose

- The purpose of this item is to provide a briefing on the Forest Oaks Pool and to recommend several items that will need to occur prior to any deed transfer of the Forest Oaks Pool property to the City.
- The Forest Oaks Pool Committee was created and tasked with determining the feasibility of the City owning, operating, and maintaining the Forest Oaks Pool property.

Background

- Following is a list of recommended action items:
 1. The Forest Oaks Community Association would need to provide a written Notice of Intent to approve deeding of property to City.
 2. Once City is in Receipt of the Notice of Intent, the City would schedule an inspection. An evaluation report would be completed by Clear Blue Water Pool Repair and Services, LLC.
(2 weeks; cost: \$500)

Background

3. The City Attorney would then draft the necessary documents for title transfer and deed filing. City Engineer would prepare exhibits. Fees will include a title search, property survey, and title transfer. (2-3 weeks; cost: \$1,500)
4. The City contracts w/SA Pool Mgt. to operate the Community Pool. The contract expires this year and will need to be re-bid. The City would prepare a bid package for the Community Pool and include the Forest Oaks pool as a bid alternate. (6 weeks)

Background

5. The Committee will continue to develop a fee schedule to assist in the operations of both pools. Also working to identify additional recreational components that could be offered to citizens.
 - Opportunities exist w/membership, classes, pool rental, and concessions. Cash handling options will be analyzed.
 - This information would be brought back to the Mayor and City Council for further action.

Fiscal Impact

- Costs associated w/recommendations #1, and #2 can be funded from the current FY 2016 Public Works General Fund budget.
- Staff warns that approximately \$60,000 for the proposed FY 2017 Public Works General Fund budget might need to be added if the Council votes to take over the FO Pool as a city facility.
- There will also be a possible revenue addition to the FY 2017 budget based on the committee's and council's decisions.

Recommendation

- None; however, the proposed FY 17 budget is currently being developed so expeditious decisions are recommended.

S.E.E. Statement

- *Social Equity* – Adds to general quality of life for all citizens.
- *Environmental Stewardship* – Reduces the amount of automobile pollutants, as residents within that area typically walk to the pool.
- *Economic Development* – The pool enhances the amenities offered by the City to its residents, which may encourage relocation.

Consider, Discuss and Possible
Action on the Forest Oaks Property –
Presentation by the Forest Oaks
Pool Committee

City Council Meeting
July 19, 2016

MAYOR AND COUNCIL COMMUNICATION

DATE: July 19, 2016 **M&C # 2016-07-19-07**

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 American Legion Post #336 for use of the Leon Valley Conference Center at 6427 Evers Road for their 911 Patriot Day Remembrance and Post Installation.

PURPOSE

The City Council adopted an In Kind Grant process by which organizations and stakeholders can request in kind services from the City. The American Legion Post #336 is requesting in kind grant use of the Leon Valley Conference Center on Sunday, September 11, 2016 for their annual 911 Patriot Day Remembrance and Post Installation. The request includes the use of the facility, podium, microphone, security and the waiver of all fees.

The City has approved waivers for this event in the past. The set-up and use of the Center will be during non-business hours on a Sunday evening. The Post is requesting security for 100 guests and will be providing their own set-up and clean-up. The purpose of the event is to commemorate 911 and have their post installation ceremony and dinner. This is not a fundraising event and provides free food to American Legion members and guests. The Post has indicated that any excess food would be donated to the Leon Valley Fire Department as in years past. In reviewing the Conference Center calendar and City resources the date and facility are available for use.

The In Kind Grant Committee consists of representation from Public Works, the Leon Valley Library, the Administration/Human Resource 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 then forward to Council for final consideration.

The attached request scored a median average of 61.75 resulting in a recommendation of denial to be forwarded to the City Council for final consideration.

SEE LEON VALLEY

Social Equity – Supports collaborative participation between the American Legion Post #336 and the City.

Economic Development – Although there is not a direct effect on economic development; indirectly the visitor’s to the City may utilize local convenience stores and/or other retail services while in the area.

Environmental Stewardship – N/A.

FISCAL IMPACT

If approved, the grant would waive the following fees:

Security	\$110
Cleaning Fees	\$145
Podium/Microphone	\$ 30
Rental Fees	\$288
Total Fees Waived	\$573

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 American Legion Post #336 the City promotes a positive collaboration and features its available facilities and amenities.

RECOMMENDATION

The In-Kind Grant Committee forwards a non-affirmative recommendation of the request by means of a score of 61.75. Overall, the Committee noted that the event would not generate sales tax and would not stimulate economic development in its truest form for the City. The Committee also noted that although the request served the goals of the American Legion and their guests it would not serve a larger public purpose for the whole of the residents and businesses of Leon Valley.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary



IN KIND ASSISTANCE GRANT APPLICATION

Organization Name <i>THE AMERICAN LEGION, AUDIE L. MURPHY POST NO. 336</i>			
Address <i>6553 BANDERA RD</i>		City <i>LEON VALLEY</i>	State <i>TX</i>
Telephone Number <i>210.684.4189</i>		Zip Code <i>78238</i>	
Mobile Number <i>210 508.1959 C</i>			
Type of Organization (Check all that apply)			
<input type="checkbox"/> Non-Profit <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other (please specify) <i>VETERAN ORGANIZATION</i>		<input type="checkbox"/> Government Entity <input type="checkbox"/> Tax-Exempt <input type="checkbox"/> Charitable <input type="checkbox"/> School	

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



The American Legion Post No. 336

DATE: June 15, 2016 (Page 1 of 2)
TO: City of Leon Valley Texas
FROM: The American Legion Post No. 336
RE: a-kind Assistance Grant

- 1) The American Legion, Archie L. Murphy Post No. 336, 9/11 Patriot Day Remembrance and Post Installation, Sunday Sept 11, 2016 in the conference center. Partnering with the City of Leon Valley.
- 2) Set up Sunday Sept 11 at 4 PM
- 3) Clean up Sunday Sept 11 at 9 PM.
- 4) Not a fundraiser
- 5) Post funds for free meal to give to members and guests.
- 6) Non alcoholic event.
- 7) City will benefit by bringing in American Legion members and guests to promote our city and membership. All media outlets will be contacted and invited.
- 8) Security for 100 guests, conference center usage.
- 9) We have successfully partnered with the City of Leon Valley for the past 7 years. Extra food has been always donated to the Fire Dept in the past.
- 10) N.A. 11) Target audience is adults, military and patriotic minded individuals.

(NEXT PAGE)



The American Legion Post No. 336

DATE:

June 15, 2016 (Page 2 of 2)

TO:

City of Leon Valley Texas

FROM:

The American Legion Post No. 336

RE:

ca-kind Assistance Grant

12) This is the main event of our fast growing Post with currently over 920 members. The largest in San Antonio and the 3rd largest in Texas. This is the start of the American Legion year and the 15th Anniversary of an event which changed our lives.

Thank you for your support.

For God and Country
Walter Geraghty, Commander

Date:

Person to Contact:

Mr. Charles E. McLaughlin

Telephone Number:

(202)964-6197

Refer Reply to:

E:EO:O:R

Date:

February 17, 1976

Group Exemption Number:

35-0144250 0925 05 00 19
AMERICAN LEGION NATIONAL HEADQUARTERS
700 NORTH PENNSYLVANIA STREET
INDIANAPOLIS IN 46206

0925

Dear Officer or Trustee:

We are contacting all group central organizations because the 1975 Form 990 and instructions require each central organization and its subordinates to show their group exemption number (GEN) in Part I, item 18(b), of Form 990.

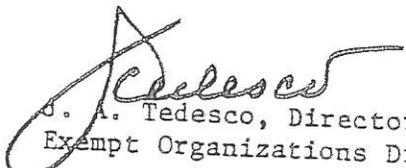
Your group exemption number is shown above. Please advise any of your subordinates that are required to file an annual information return, Form 990, to place your group exemption number on their return.

Church central organizations are not required to file an annual information return. However, any of their subordinates that do not qualify as "integrated auxiliaries" of a church are required to file an information return, Form 990, and should include on that return the appropriate group exemption number. We are preparing a proposed amendment to the Income Tax Regulations which will define an integrated auxiliary of a church. When that amendment is published, we will send an information copy to holders of group exemption rulings under section 501(c)(3) of the Internal Revenue Code. (Organizations exempt under other provisions will not receive a copy.)

If you have any questions, please contact the person whose name and telephone number are shown above.

Thank you for your help in this matter.

Sincerely yours,


J. A. Tedesco, Director
Exempt Organizations Division

CERTIFICATION OF "FRATERNAL OR VETERAN ORGANIZATION"

1. Veteran Organization Fraternal Organization

2. Name of local unit Audie L Murphy American Legion Post 0336

3. Address 6553 Bandera Road
City San Antonio County Bexar State Texas

4. Official name and address of parent, National or State Veteran or Fraternal Organization
(as shown on form 2-93.1)
The American Legion, National Headquarters
PO Box 1055
City Indianapolis County Marion State IN

5. Has the organization in question 2 been in operation for one year prior to this application? Yes

6. The above named local unit is a bona fide member of our organization. The Charter or Certificate Number issued by the parent organization is 0336

7. Give date when local unit shown in question 2 began operating as an establishment. March 30, 1937

ACKNOWLEDGMENT

Signed [Signature] Title Department Adjutant

BEFORE ME, the undersigned authority on this 29th day of March, AD 2012
The person(s) whose name is/are signed to the foregoing document personally appeared, and duly sworn by me, each states under oath that he or she has read this form and that all the facts therein set forth are true and correct.

SEAL



[Signature: Jackie Brown]
Signed
Notary Public in and for the State of TEXAS

INSTRUCTIONS

1. This form must be executed in duplicate and signed by an official of the parent organization.
2. The original must accompany the local unit's original application for a Private Club Exemption Certificate Permit
3. The duplicate copy is for the district office of the Texas Alcoholic Beverage Commission.

Category	In-Kind Grant Request: American Legion - July 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	N/A (-25)																									
Total Points Required for Affirmative Recommendation	70pts	Total Scored 80																									
General Comments (Overall Request):																											

Category	In-Kind Grant Request: American Legion - July 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 61
General Comments (Overall Request):		

Category	In-Kind Grant Request: American Legion - July 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	No (-25)
Total Points Required for Affirmative Recommendation	70pts	Total Scored 55
General Comments (Overall Request):		

Category	In-Kind Grant Request: American Legion - July 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 51
General Comments (Overall Request):		

Consideration & Action on an In Kind
Grant Request by
American Legion Post #336

City Council Meeting
July 19, 2016

Purpose

- February 2016 – In Kind Grant assistance adopted to address growing demand of in kind requests
- The American Legion Post #336 is requesting in kind grant use of the Leon Valley Conference Center on Sunday, September 11, 2016 for their annual 911 Patriot Day Remembrance and Post Installation.

Background/Request

- The request includes the use of the facility, podium, microphone, security and the waiver of all fees.
- The City has approved waivers for this event in the past. The set-up and use of the Center will be during non-business hours on a Sunday evening.

Background/Request

- The Post is requesting security for 100 guests
- Their own set-up and clean-up
- This is not a fundraising event
- Free food to American Legion members and guests
- Conference Center calendar is open for that date

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 Committee findings are forwarded to Council for final consideration.
- Request scored a median average of 61.75 resulting in a recommendation of approval.

Fiscal Impact

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

Security	\$110
Cleaning Fees	\$145
Podium/Microphone	\$ 30
Rental Fees	\$288
Total Fees Waived	\$573

S.E.E Statement

- **Social Equity** – Supports collaborative participation between the American Legion Post #336 and the City.
- **Economic Development** – Although there is not a direct effect on economic development; indirectly the visitor's to the City may utilize local convenience stores and/or other retail services while 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 the American Legion Post #336 promotes a positive collaboration and features available facilities and amenities.

Recommendation

Forwarded with a Committee score of 61.75 resulting in a non-affirmative recommendation:

- the event would not generate sales tax and would not stimulate economic development in the truest form for the City.

- the event serves the goals of the American Legion and their guests but would not serve a larger public purpose for the whole of the residents and businesses of Leon Valley.

Consideration & Action on an In Kind
Grant Request by
American Legion Post #336

City Council Meeting
July 19, 2016

MAYOR AND COUNCIL COMMUNICATION

DATE: July 19, 2016 **M&C #2016-07-19-08**

TO: Mayor and City Council

THROUGH: Kelly Kuenstler, City Manager

FROM: Elizabeth Carol, Community Development Director

SUBJECT: A Public Hearing to consider a preliminary Replat #2016-460, to replat approximately 0.5372 acre tract of land, being Lot 37, Block J CB 4446A to Lots 49 and 50, Block J, CB 4446A out of the Linkwood Additions Subdivision generally located at 7705 Linkview Drive.

PURPOSE

The purpose of this plat is to properly subdivide one (1) lot into two (2) lots. The newly proposed subdivision is Lot 50. The owner intends to sell the property to be developed as a single-family residence.

Thirty notices were mailed to adjacent property owners advising them of the proposed replat.

FISCAL IMPACT

The applicant paid a fee of \$1,117.00 for consideration of this preliminary replat application.

RECOMMENDATION

The City’s contracted engineer Sia Sayyadi, reviewed the preliminary replat and supporting documents and found the replat to be in substantial conformance to Chapter 10 – Subdivision and the Texas Local Government Code; approval is recommended.

S.E.E. LEON VALLEY

Social – replatting encourages collaborative participation by property owner and ensures that the property is properly replatted and recorded.

Economic Development – replatting the property will make it usable for development of a single-family residence which results in additional ad valorem taxes to the City.

Environmental Stewardship – replatting insures that the property is properly delineated and that all water and sewer, drainage and other infrastructure is properly installed.

APPROVED: _____ DISAPPROVED: _____

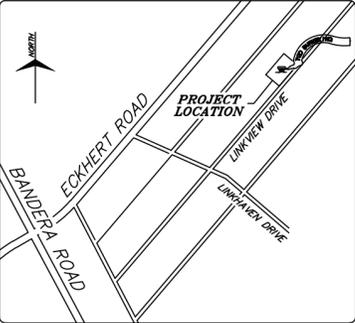
APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

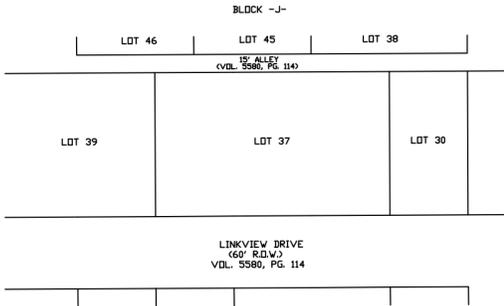
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

BASIS OF BEARINGS
TEXAS STATE PLANE COORDINATE SYSTEM NAD83
SOUTH CENTRAL ZONE (4204)

TGD SURVEYING LLC
27607 Fels Mauer Blvd
New Braunfels, TX 78132
210.683.1131
Firm No. 10193904



LOCATION MAP N.T.S.



AREA BEING REPLATED, BEING LOT 37, BLOCK J, COUNTY BLOCK 4446, PLAT OF LINKWOOD ADDITION, RECORDED IN VOLUME 8800 PAGE 245 OF THE DEED AND PLAT RECORDS OF BEKAR COUNTY, TEXAS.

THE AREA BEING REPLATED HAD BEEN PREVIOUSLY PLATTED ON A SUBDIVISION PLAT, WHICH IS RECORDED IN VOLUME 8800 PAGE 245 OF THE DEED AND PLAT RECORDS OF BEKAR COUNTY, TEXAS.

PRELIMINARY
THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.
3/28/16, MAY 17, 2016

STATE OF TEXAS
COUNTY OF BEKAR

I HEREBY CERTIFY THAT THE ABOVE PLAT CONFORMS TO THE MINIMUM STANDARDS SET FORTH BY THE TEXAS BOARD OF PROFESSIONAL LAND SURVEYING AND ACCORDING TO AN ACTUAL SURVEY MADE ON THE GROUND BY: TGD SURVEYING

JOHN E. DEHAN
TGD SURVEYING
TBL'S FIRM NO.: 10193904
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6042

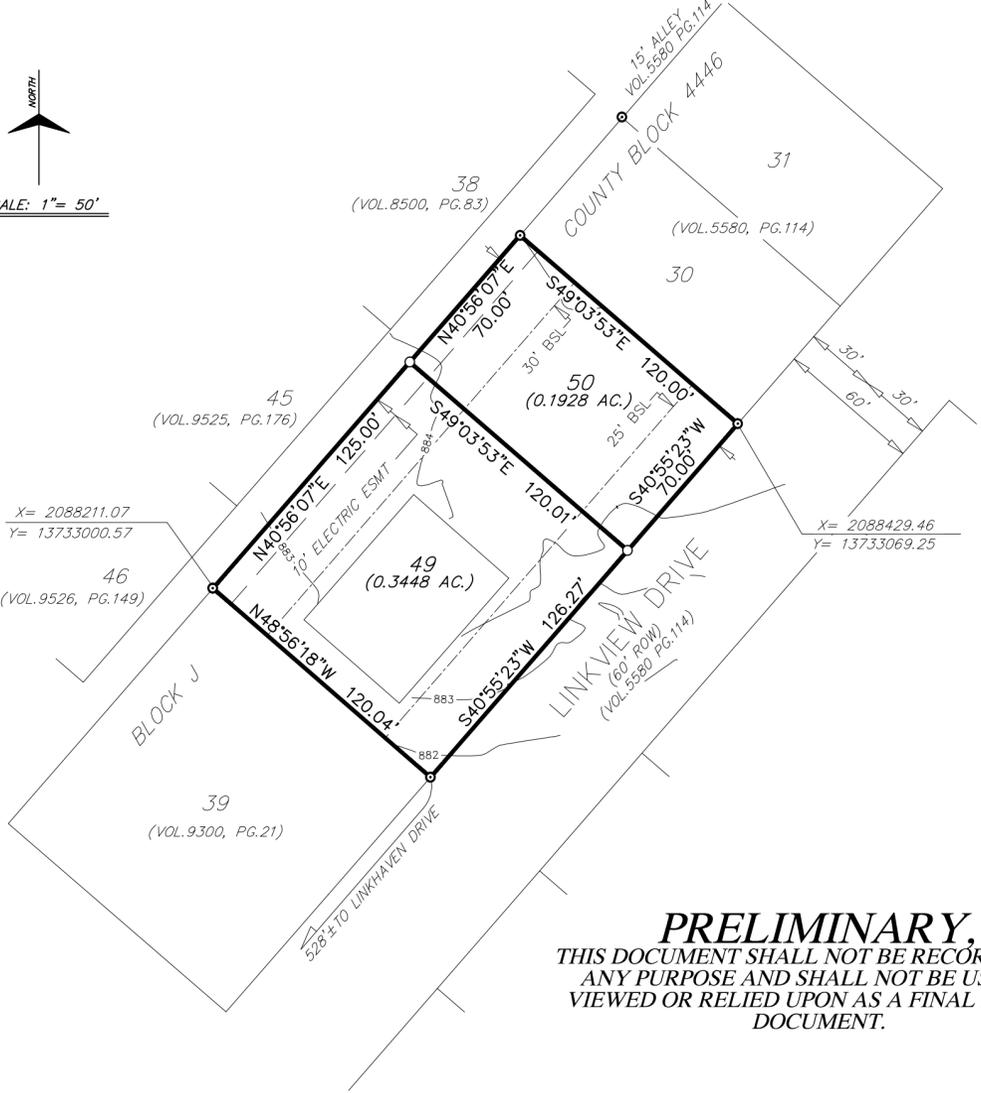
STATE OF TEXAS
COUNTY OF BEKAR

I HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN TO THIS SUBDIVISION REPLAT TO THE MATTERS OF STREETS, LOTS, AND DRAINAGE LAYOUT.

JOHN J. HAAG
HAAG ENGINEERING CONSULTANTS, INC.
FIRM NO.: F-5789 15831 SECRET TRAIL
SAN ANTONIO, TX 78247
REGISTERED PROFESSIONAL ENGINEER NO. 90158



SCALE: 1" = 50'



PRELIMINARY,
THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

LINKWOOD REVISITED
REPLAT

- GENERAL NOTES:
- INDICATES SET 1/2" REBAR WITH CAP STAMPED "TGD SURVEYING" UNLESS OTHERWISE NOTED.
 - ⊙ INDICATES FOUND 1/2" REBAR UNLESS OTHERWISE NOTED.
 - COORDINATES SHOWN ARE BASED UPON THE NORTH AMERICAN DATUM OF 1983 (CORS 1996), TEXAS STATE PLANE, SOUTH CENTRAL ZONE, GRID VALUES.
 - DIMENSIONS ARE SHOWN IN US SURVEY FEET, SURFACE

CPS NOTES

- THE CITY OF SAN ANTONIO AS A PART OF ITS ELECTRIC AND GAS SYSTEM (CITY PUBLIC SERVICE BOARD) IS HEREBY DEDICATED THE EASEMENTS AND RIGHTS-OF-WAY FOR ELECTRIC AND GAS DISTRIBUTION AND SERVICE FACILITIES IN THE AREAS DESIGNATED ON THIS PLAT AS "ELECTRIC EASEMENT", "GAS EASEMENT", "HANDHOOR EASEMENT", "SERVICE EASEMENT", "OVERHANG EASEMENT", "UTILITY EASEMENT", AND "TRANSFORMER EASEMENT" FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, RECONSTRUCTING, MAINTAINING, REMOVING, INSPECTING, PATROLLING, AND ERECTING POLES, HANGING OR BURYING WIRES, CABLES, CONDUITS, PIPELINES OR TRANSFORMERS, EACH WITH ITS NECESSARY APPURTENANCES, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER GRANTORS ADJACENT LAND, THE RIGHT TO RELOCATE SAID FACILITIES WITHIN SAID EASEMENT AND RIGHT-OF-WAY AREAS, AND THE RIGHT TO REMOVE FROM SAID LANDS ALL TREES OR PARTS THEREOF, OR OTHER OBSTRUCTIONS WHICH ENDANGER OR MAY INTERFERE WITH THE EFFICIENCY OF SAID LINES OR APPURTENANCES THERETO. IT IS AGREED AND UNDERSTOOD THAT NO BUILDINGS, CONCRETE SLABS, OR WALLS WILL BE PLACED WITHIN SAID EASEMENT AREAS.
- ANY CPS MONETARY LOSS RESULTING FROM MODIFICATIONS REQUIRED OF CPS EQUIPMENT, LOCATED WITHIN SAID EASEMENT, DUE TO GRADE CHANGES OR GROUND ELEVATION ALTERATIONS SHALL BE CHARGED TO THE PERSON OR PERSONS DEEMED RESPONSIBLE FOR SAID GRADE CHANGES OR GROUND ELEVATION ALTERATION.
- THIS PLAT DOES NOT AMEND, ALTER, RELEASE OR OTHERWISE AFFECT ANY EXISTING ELECTRIC, GAS, WATER, SEWER, DRAINAGE, TELEPHONE, CABLE EASEMENTS OR ANY OTHER EASEMENTS FOR UTILITIES UNLESS THE CHANGES TO SUCH EASEMENTS ARE DESCRIBED BELOW.
- CONCRETE DRIVEWAY APPROACHES ARE ALLOWED WITHIN THE FIVE (5) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN LOTS ARE SERVED ONLY BY REAR LOT UNDERGROUND ELECTRIC AND GAS FACILITIES.
- ROOF OVERHANGS ARE ALLOWED WITHIN THE FIVE (5) FOOT WIDE ELECTRIC, GAS, TELEPHONE AND CABLE T.V. EASEMENTS WHEN ONLY UNDERGROUND ELECTRIC, GAS, TELEPHONE AND CABLE T.V. FACILITIES ARE PROPOSED OR EXISTING WITHIN THOSE FIVE (5) WIDE EASEMENTS.

STATE OF TEXAS
COUNTY OF BEKAR
THE OWNER OF THE LAND SHOWN ON THIS REPLAT, AND WHOSE NAME IS SUBSCRIBED HERETO, AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE CITY OF LEON VALLEY, TEXAS, FOR THE USE OF THE PUBLIC FOREVER, ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS, AND THE WATER AND SEWER LINES IN ALL OF THE AFORESAID PUBLIC PLACES AND ALL OTHER PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

OWNER
OWNER/DEVELOPER

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED MARIA HURTADO, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED, AND IN THE CAPACITY THEREIN STATED, GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS DAY OF
A.D., 20
NOTARY PUBLIC
BEKAR COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF BEKAR
I (WE) THE OWNER(S) OF THE LAND SHOWN ON THIS REPLAT HEREBY CERTIFY THAT THIS REPLAT DOES NOT ATTEMPT TO AMEND OR REMOVE ANY COVENANTS OR RESTRICTIONS.

OWNER
OWNER/DEVELOPER

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY MARIA HURTADO, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED, AND IN THE CAPACITY THEREIN STATED, GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS DAY OF
A.D., 20
NOTARY PUBLIC
BEKAR COUNTY, TEXAS

OWNER: JESUS & MARIA HURTADO
7705 LINKVIEW ST
SAN ANTONIO, TX 78240

STATE OF TEXAS
COUNTY OF BEKAR
THE CITY ENGINEER OF THE CITY OF LEON VALLEY HEREBY CERTIFIES THAT THIS REPLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE CITY AS TO WHICH HIS APPROVAL IS REQUIRED.
CITY ENGINEER

STATE OF TEXAS
COUNTY OF BEKAR
THIS PLAT OF LINKWOOD REVISITED REPLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS AND IS HEREBY APPROVED BY SUCH CITY COUNCIL.
DATED THIS DAY OF A.D., 20
BY :
MAYOR
BY :
SECRETARY

STATE OF TEXAS
COUNTY OF BEKAR
I, COUNTY CLERK OF BEKAR COUNTY, DO HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE.
ON THE DAY OF A.D.,
AT M, AND DULY RECORDED THE DAY OF A.D.,
AT M, IN THE DEED AND PLAT RECORDS
OF BEKAR COUNTY, IN BOOK VOLUME ON PAGE
IN TESTIMONY WHEREOF, WITNESS MY HAND AND OFFICIAL SEAL OF OFFICE, THIS
DAY OF A.D., COUNTY CLERK, BEKAR COUNTY,
TEXAS BY : DEPUTY

City of Leon Valley City Council

Replat #2016-460

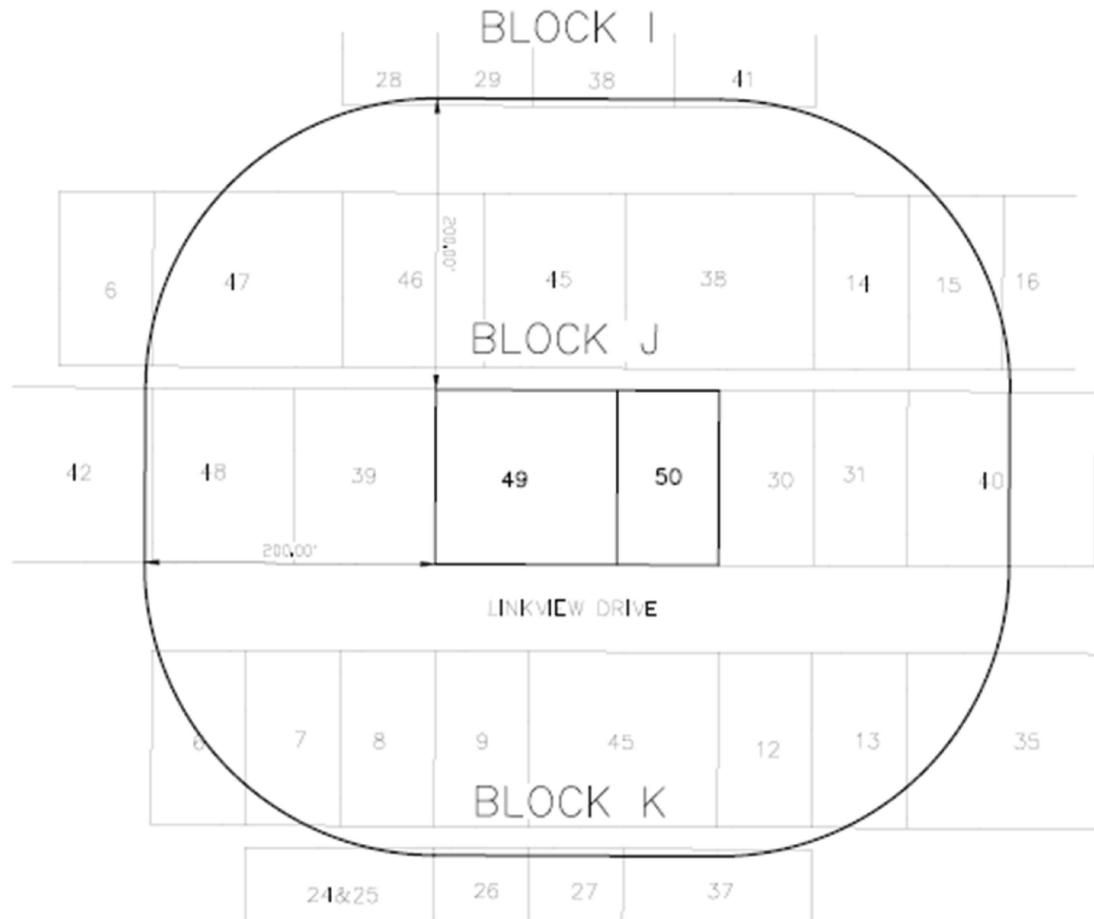
Linkwood Preliminary Replat

July 19, 2016

Purpose

- Approval of the preliminary replat subdivides lot 37 to be developed as a single family lot.
- The subdivision replat:
 - divides Lot 37 into two Lots 49 and 50
 - adjust acreage accordingly
 - add electrical easement

Notification Area



Notification Process

Notice provided per Chapter 212 of the Texas Local Government Code:

- 30 Letters Sent to adjacent property owners
- 0 Letters in Favor
- 0 Letters in Opposition
- 0 Letters Returned Undeliverable

Fiscal Impact

- The applicant paid \$1,117 for consideration of the request

Recommendation

- The preliminary replat was found to be in substantial conformance to Chapter 10-Subdivisions and the Texas Local Government Code Chapter 212.
- This is just a public hearing, and it is anticipated that the final plat will be brought back to City Council on August 2, 2016.

City of Leon Valley City Council

Replat #2016-460

Linkwood Preliminary Replat

July 19, 2016

MAYOR AND COUNCIL COMMUNICATION

DATE: July 19, 2016

M&C #2016-07-19-09

TO: Mayor and City Council

THROUGH: Kelly Kuenstler, City Manager

FROM: Elizabeth Carol, Community Development Director

SUBJECT: Accepting a donation from the Homeowners Association of The Ridge at Leon Valley of approximately 2.255 acres to be used as a detention pond and a City Park.

PURPOSE

The HOA owns the detention pond and the adjacent small parcel of land at the end of Samaritan and Grass Hill, and Caraway Bend, at Cilantro Place which totals approximately 2.255 acres. The smaller parcel is an attractive nuisance, as it is frequently used as a cut through and a place to dump without being detected. The Ridge at Leon Valley neighborhood does not have a park, and this land could be used as a Pocket Park, as recommended by Parks Plan. The HOA, would like to donate land, there are no back taxes, and there are not any other encumbrances.

FISCAL IMPACT

In consideration for the donation, the City would generate title transfers and pay a small document recording fee. Funding for improvements to this area are proposed in next year’s budget. Additional funding will be proposed in the future, in collaboration from the neighborhood.

RECOMMENDATION

To accept the land donation and plan for improvements in future fiscal years, with neighborhood collaboration.

S.E.E. IMPACT STATEMENT

Social Equity – Providing parkland in each area of the city assures that all citizens have access to parks and this action supports the goal of providing adequate recreational opportunities

Economic Development – Enhancing the park system increases recreational opportunities, which may appeal to potential residents and businesses

Environmental Stewardship – Parkland is typically left minimally developed, which increases area for stormwater settling, instead of runoff, which helps to protect the environment

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

FROM: The Board of Directors of The Ridge Home Owners Association

TO: The City Of Leon Valley, Texas

On June 1st, 2016, during a monthly meeting of The Ridge Home Owners Association, the below motion was made and approved by a unanimous vote of the board of directors.

To approve the transfer of property: Private Retention pond - Block 8, Lot 53, CB 4429D account #1042651, R.O.W., Block 8, Lot 54 CB 4429D account #1084752 Variable Width Private Detention Easement, Block 8 Lot 55 CB 4429D account #1084753, owned by The Ridge Home Owners Association, to The City Of Leon Valley for the purpose of the maintenance of the retention pond and the addition of a city park.



President, Martez Lowery

Witness: Marian Slaughter

Consider Donation of Vacant Land
at
The Ridge at Leon Valley

City of Leon Valley
July 19, 2016



Purpose

- To consider accepting several donations of vacant land to be used as a future park
- 3 platted lots owned by The Ridge at Leon Valley Home Owner's Association
 - Caraway Bend at Cilantro Place
 - Samaritan at Grass Hill Drive
- Lots 53, 54 and 55, Block 8 CB 4429D
- Totaling approximately 2.255 acres

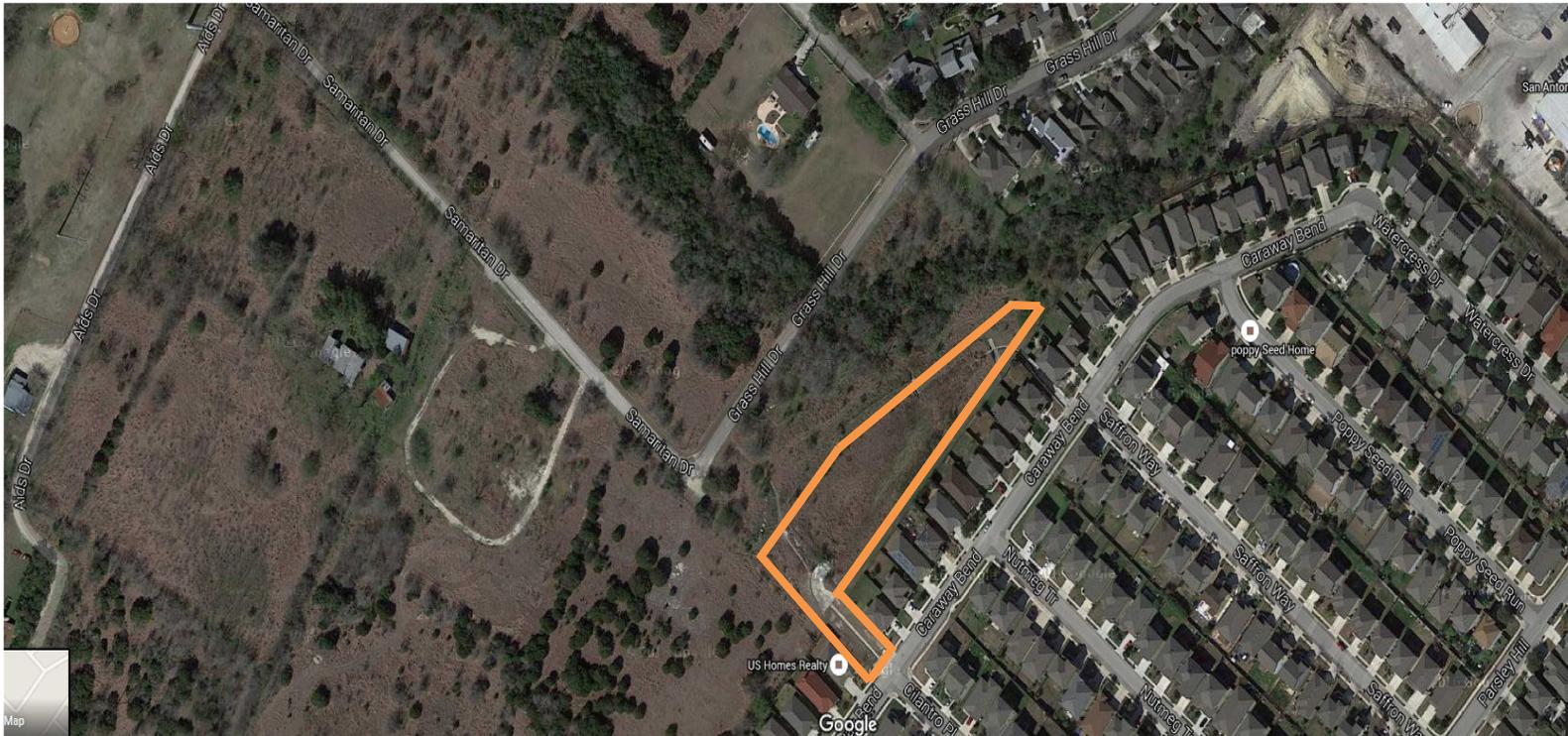
The Ridge HOA Land

- The neighborhood does not have a park, but this land could be used as a Pocket Park, as recommended by Parks Plan.
- The HOA would like to donate the land
 - there are no back taxes
 - no other encumbrances

The Ridge at Leon Valley Land



The Ridge at Leon Valley Land



Fiscal Impact

- In consideration for the donations, the City would pay for title transfers
- Funding for improvements to this area has been included in this years budget.
- Additional funding will be proposed in the future.
 - Get neighborhood input in 2017 for improvements

Recommendation

- Accept donations of land
- Plan improvements for future years, with neighborhood input

S.E.E. Statement

- **Social Equity** – Providing parkland in each area of the city assures that all citizens have access to parks and meets the goals of adequate recreational space
- **Environmental Stewardship** – Parkland is typically left minimally developed, which increases area for stormwater settling, instead of runoff, & controlling stormwater pollution protects the environment
- **Economic Development** – Enhancing the park system increases recreational opportunities, which may appeal to potential residents and businesses

Consider Acquisition of Vacant Land

Caraway Bend, and William Rancher

City of Leon Valley

July 19, 2016

MAYOR AND COUNCIL COMMUNICATION

DATE: July 19, 2016 **M&C #2016-07-19-10**

TO: Mayor and City Council

THROUGH: Kelly Kuenstler, City Manager

FROM: Elizabeth Carol, Community Development Director

SUBJECT: Consider Approval of an Ordinance Repealing and Replacing Development and Related Fee portions of Leon Valley City Code of Ordinance Appendix A Fee Schedule.

PURPOSE

The purpose of this M&C is to consider approval of an amendment to the Leon Valley City Code, Appendix A Fee Schedule.

A6.000	Food Establishments
A8.000	Building Construction and Related Fees
A12.000	Subdivision Administrative Fee
A13.000	Zoning Administrative Fee
A15.000	City Engineer Project Review Fee.

The new rates are designed to allow for cost recovery, compare level of service, and enhance the building permit process.

In 2015 BB Inspection Services, LLC, provided an analysis of permitting fees between the suburban cities, and noted that the Leon Valley Fee structure no longer covers existing operating expenses and limits the ability of the department to expand its services. The fees in Leon Valley have not been raised in five years, and there is room for service enhancements.

There are several new fees that are being proposed to reflect the addition of new applications primarily the additional review process associated the Sustainability Overlay District. Staff is proposing the following new fees: Master Sign Plan, Site Plan Fee, and in the near future will be recommending the addition of a technology fee. Other enhancements include streamlining the application process for the trade permits.

The Food Establishment Permit Fees are being raised to add an education component for restaurants operating in Leon Valley. The Health Inspector will be proactively meeting with each establishment to provide a “hands-on” approach to ensuring that the operators are aware of applicable Local and State Health Codes.

An increase in the Building Permit fees is also being proposed for construction of projects valued at over \$25,000; additionally, the Residential Building Plan Review fee is increasing from 15% to 25% and the Commercial fee from 25% to 35% respectively. In addition to building plans, the Community Development Department also evaluates and ensure conformance to Specific Use Permit, Site Plans, and Master Sign Plans, in addition to providing a comprehensive technical assessment on behalf of Zoning and Board of Adjustment applications. The fee increases proposed for these plans are designed to cover operating expenses and are consistent with the fees in our neighboring communities.

The existing fee structure for each of the trades (electrical, heating and plumbing) is currently a piecemeal process that requires tracking up to 45 different fees that need to be individually entered onto the application and into Incode. In its place, is a proposal for a flat fee, for residential/commercial projects; which will save time.

Other fee increases include raising the Certificate of Occupancy from \$60.00 to \$100.00, this fee includes the cost of an initial inspection. Raising the Fence and Sign Variance Fee from \$100.00 to \$200.00. Also included in the fee increase is a proposal to charge a 5% engineering service/administrator fee, and \$30.00 increase to the Temporary Storage Facility Fee. The proposed fee structure for the Floodplain Development Fee is increasing from \$150.00 to \$200.00 for Homestead Exempt properties, and \$1,500.00 for NonHomestead Exempt properties respectively. These increases are designed to cover the additional cost associated with these reviews.

While comparing fees it is also important to compare resources, the City of Helotes and Alamo Heights are similar in population to Leon Valley, and their Development Department includes a Director, a planner/engineering tech and a permit clerk. The additional staff of a Planner would enable the department to be more pro-active in its delivery of services, which would include a quicker permit turnaround time, and provide new resources to include site visits with proposed developers on behalf of future projects.

FISCAL IMPACT

The proposed fee increases are comparable with the surrounding communities, and is anticipated to raise approximately \$50,000.00 for the General Fund.

RECOMMENDATION

To approve amending the Leon Valley City Code Appendix A, Fee Schedule.

S.E.E. IMPACT STATEMENT

Social Equity – Development fees are competitive with the surrounding community

Economic Development – The fee increases will provide resources needed to process applications in a timelier manner.

Environmental Stewardship – The increase in fees will aid in our attempts to reduce paperwork with a goal of going paperless in plan submittal, review, and field inspections.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

AN ORDINANCE OF THE LEON VALLEY CITY COUNCIL REPEALING AND REPLACING THE CITY CODE OF ORDINANCES, APPENDIX A “FEE SCHEDULE”; PARTICULARLY ARTICLE A6.000 FOOD ESTABLISHMENT, A8.000 BUILDING CONSTRUCTION AND RELATED FEES, ARTICLE A12.000 SUBDIVISION ADMINISTRATIVE FEES, ARTICLE A13.000 ZONING ADMINISTRATIVE FEE, AND A15.000 CITY ENGINEER PROJECT REVIEW FEE; AND PROVIDING FOR A CONFLICTS PROVISION.

WHEREAS, the City Council of the City of Leon Valley (the “City”) adopted the City Code of Ordinances through Ordinance No. 13-011, passed and approved on April 2, 2013; and

WHEREAS, the City desires to repeal and replace Appendix A “Fee Schedule” to allow for cost recovery of the development review process; **NOW THEREFORE:**

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

Section 1: The City hereby repeals and replaces Appendix A “Fee Schedule”; Article A6.000 Food Establishment, A8.000 Building Construction and related fees, Article A12.000 Subdivision Administrative Fees, Article A13.000 Zoning Administrative Fee and A15.000 City Engineer Project Review Fee to hereafter read as follows:

ARTICLE A6.000 FOOD ESTABLISHMENTS

Sec. A6.001 License fees

(a) Food establishment license:

- (1) Minimum fee for establishment in which 1 or 2 persons are employed, operated by not more than 2 persons: ~~\$106.25~~ \$125.00.
- (2) Operated by more than 2 and not more than 6 persons: ~~\$162.50~~ \$175.00.
- (3) Operated by more than 6 and not more than 10 persons: ~~\$312.50~~ \$350.00.
- (4) Operated by more than 10 and not more than 15 persons: ~~\$500.00~~ \$550.00.
- (5) Operated by more than 15 persons: ~~\$750.00~~ \$800.00.
- (6) Initial operating license: ~~\$400.00~~ \$125.00*.

* There shall be an administrative fee of ~~\$400.00~~ \$125.00 for first-year food establishments for training of personnel in proper food handling and storage techniques. This fee may be waived when sufficient knowledge is demonstrated to the health and sanitation officer and no further training is required by the city.

(c) Temporary food license for special events: \$~~30.00~~ ~~20.00~~ per day per stand for temporary food service establishments with an \$80.00 maximum per stand per event, per person, for not over 14 days. (Not renewable.)

ARTICLE A8.000 BUILDING AND CONSTRUCTION RELATED FEES

Sec. A8.001 Building permit:

(a) Site Plan:
Site Plan Application Fee \$250.00
Site Plan Appeal Fee \$250.00

(b) Building Permit Fee:

Total Valuation	Fee
\$1.00 - \$500.00	\$60.00
\$501.00 - \$2,000.00	\$60.00 for the first \$500.00 plus \$2.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 - \$25,000.00	\$90.00 for the first \$2,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 - \$50,000.00	\$ 400.00 300.00 for the first \$25,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 - \$100,000.00	\$ 600.00 450.00 for the first \$50,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$ 800.00 650.00 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 - \$1,000,000.00	\$ 3,000.00 2,500.00 for the first \$500,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and above	\$ 4,500.00 4,000.00 for the first \$1,000,000.00 plus \$2.00 for each additional \$1,000.00 or fraction thereof

Sec. A8.002 Roofing permit

(a) Roofing permit fee: \$~~65.00~~ ~~45.00~~.

(b) Reinspection: \$~~65.00~~ ~~40.00~~.

Sec. A8.003 Floodplain development permit

- (a) Floodplain development permit fee Homestead Exemption: \$200.00 150.00.
- (b) Floodplain development permit fee Non Homestead Case: \$1,500.00

Sec. A8.004 Miscellaneous fees

- (a) Certificate of occupancy.

- (1) Permit fee: \$125.00 60.00.

- (2) Reinspection: \$65.00 30.00.

- (b) Bulk water permit.

- (1) Permit fee: \$65.00 45.00.

- (c) Water well permit.

- (1) Permit fee: \$65.00 45.00.

- (2) Reinspection: \$65.00 40.00.

Sec. A8.005 Curb cut permit

- (a) Permit fee: \$65.00 45.00.

- (b) Reinspection: \$65.00 40.00.

(1972 Code, sec. 32.501)

Sec. A8.007 Electrical permit

- (a) Electrical permit fees:

- (1) Base fee (includes inspection):

- Residential \$100.00.

- Commercial \$200.00.

- (2) Reinspection fee: \$65.00 40.00.

- ~~(3) Extension fee: \$2.00.~~

- ~~(4) Work with permit: \$2.50.~~

- ~~(5) Outlets, first ten: \$0.50 ea.~~

~~All over ten: \$0.25 ea.~~

~~(6) — Motors, fractional hp: \$1.00 ea.~~

~~1 hp and incl. 7-1/2 hp: \$2.00 ea.~~

~~Over 7-1/2 hp and incl. 25 hp: \$3.00 ea.~~

~~Over 25 hp and incl. 50 hp: \$7.50 ea.~~

~~Over 50 hp: \$10.00 ea.~~

~~(7) — Exhaust fans, 24 in. or less: \$2.00 ea.~~

~~(8) — Motor fee over 5 hp: \$2.00 ea.~~

~~(9) — Ceiling fans: \$2.00 ea.~~

~~(10) — Attic fans (motor fees apply if over 5 hp): \$2.00 ea.~~

~~(11) — Blower fans (motor fees apply if over 5 hp): \$2.00 ea.~~

~~(12) — Furnace fans and wiring: \$2.00 ea.~~

~~(13) — Oil burner, wiring motor and controls: \$2.00 ea.~~

~~(14) — Signs: \$2.00 ea.~~

~~(15) — Festoons, light (each job): \$2.00 ea.~~

~~(16) — Fixtures, incl. the first 10: \$0.50 ea.~~

~~All over the first 10: \$0.25 ea.~~

~~(17) — Fluorescent: \$0.50 ea.~~

~~(18) — Mercury vapor or sodium: \$2.00 ea.~~

~~(19) — Neon: \$1.50 ea., plus \$1.00 for ea. trans.~~

~~(20) — Paint spray booth: \$2.00 ea.~~

~~(21) — Motion picture/theater booth: \$8.00 ea.~~

~~(22) — X-ray machine: \$3.00 ea.~~

~~(23) — Service drops overhead to bldg: \$2.00 ea.~~

- ~~(24) — Line poles and conductors: \$2.00 ea.~~
- ~~(25) — Manholes and equipment: \$2.00 ea.~~
- ~~(26) — Ser. feeders st. manhole to bldg.: \$2.00 ea.~~
- ~~(27) — Underground work: \$2.00 ea.~~
- ~~(28) — Meter loop (temp. const.): \$3.00 ea.~~
- ~~(29) — Temp. on perm. set (30 days): \$3.00 ea.~~
- ~~Rated 0–60: \$3.00 ea.~~
- ~~Rated 61–200: \$5.00 ea.~~
- ~~Rated 201–400: \$5.50 ea.~~
- ~~Rated 401–600: \$7.00 ea.~~
- ~~Over 600: \$9.00 ea.~~
- ~~(30) — Safety switch/circuit breaker, 30 amp and up: \$3.00 ea.~~
- ~~(31) — Repair work (comm. for 15 days): \$3.00 ea.~~
- ~~(32) — Repair work (indus. for 15 days): \$3.00 ea.~~
- ~~(33) — Capacitors per unit: \$2.00 ea.~~
- ~~(34) — Resistors and reactors assorted: \$3.00 ea.~~
- ~~(35) — Switchboards first 4 sub-fed brk. assist.: \$3.00 ea.~~
- ~~(36) — Switchboards over 4: \$1.50 ea.~~
- ~~(37) — Panel bds. up to and incl. 24 circuits: \$3.00 ea.~~
- ~~(38) — Over 24 circuits: \$5.00 ea.~~
- ~~(39) — Main feeders: \$3.00 ea.~~
- ~~(40) — Subfeeders: \$3.00 ea.~~
- ~~(41) — Motor gen. motor fees plus: \$1.50 ea.~~
- ~~(42) — Electric range: \$3.50 ea.~~

~~(43) Electric water heaters: \$2.00 ea.~~

~~(44) All appliance outlets: \$2.00 ea.~~

~~(45) Any class 1-2-3-4 of Ar. 500 IEC: \$1.00 ea.~~

~~Note: For any item not specifically included in the preceding schedule, a fee shall be determined accordingly by the building inspector.~~

Sec. A8.008 Fence permit

(a) Fence permit fee: ~~\$65.00~~ 45.00.

(b) Reinspection: ~~\$65.00~~ 40.00.

Sec. A8.009 Fence variance application

(a) Fence variance application fee: ~~\$200.00~~ 100.00. (1972 Code, sec. 32.601)

Sec. A8.010 Heating, ventilation and air conditioning permit

Heating, ventilation, and air conditioning permits:

~~(1) Base fee (includes inspection):~~

~~Residential \$100.00.~~

~~Commercial \$200.00.~~

~~(1) Base fee and reinspection fee:~~

~~(b) Reinspection fee: \$65.00.~~

~~(A) Base permit fee: \$45.00.~~

~~(B) Reinspection fee: \$40.00.~~

~~(2) Refrigeration:~~

~~0 to 5 total compressor horsepower: \$10.00 per unit.~~

~~6-20: \$20.00 per unit.~~

~~21-50: \$30.00 per unit.~~

~~51-100: \$40.00 per unit.~~

~~101 and above: \$50.00 per unit.~~

~~(3) Heating:~~

~~0–100,000 BTU total rated input: \$5.00 per unit.~~

~~101,000–300,000: \$8.00 per unit.~~

~~301,000–750,000: \$11.00 per unit.~~

~~751,000 and up: \$18.00 per unit.~~

~~Commercial dryers: \$7.00 per unit.~~

~~Cooling towers: \$7.00 per unit.~~

~~(4) Ventilation:~~

~~Up to 10 connected fan horsepower: \$10.00 per unit.~~

~~11–50: \$18.00 per unit.~~

~~51 and above: \$33.00 per unit.~~

~~(5) Duct work and/or remote fan coil units:~~

~~1 to 20 supply outlets: \$10.00.~~

~~21–40: \$25.00.~~

~~41–100: \$80.00.~~

~~101–500: \$130.00.~~

~~501 and above: \$275.00.~~

Sec. A8.011 Manufactured home park fees

(c) Manufactured home park space application fee: ~~\$65.00~~ 45.00.

Sec. A8.012 Plumbing, gas, and sewer and trench permits

(a) Plumbing permit fees:

(1) Base fee (includes inspection):

Residential \$100.00.

Commercial \$200.00.

(2) Reinspection fee: \$65.00.

 Sec. A8.013 Sidewalk permit

- (a) Base fee: ~~\$65.00~~ 45.00.
- (b) Reinspection: ~~\$65.00~~ 40.00.

Sec. A8.014 Signs

- (b) Permanent sign permit: ~~\$100.00~~ 75.00 per sign.
- (c) Permit for permanent sign with electric hookup: ~~\$150.00~~ 100.00 per sign.
- (d) Sign variance request: ~~\$200.00~~ \$100.00 per request.
- (e) Annual (billboard) per sign/permit: ~~\$150.00~~ \$120.00 per year.

(h) Master Sign Plan \$100.00

(k) Reinspection: \$65.00, not required for temporary signs.

 Sec. A8.015 Swimming pool permit

- (a) ~~Base fee: Refer to building permit fee. Base fee: \$45.00.~~
- (b) Reinspection: ~~\$65.00~~ 40.00.

Sec. A8.016 Well permit

- (1) Permit for the drilling or construction or deepening of a new well: ~~\$60.00~~ 45.00.
- (2) Permit to repair or correct a defective well: ~~\$60.00~~ 5.00.
- (3) Permit to abandon and/or plug a well: ~~\$60.00~~ 5.00.

Sec. A8.017 Wired unmanned telecommunication box installation fees

- (a) Wired unmanned telecommunication box application fee: ~~\$60.00~~ 45.00.
- (b) Wired unmanned telecommunication box reinspection fee: ~~\$65.00~~ 25.00.

Sec. A8.019 Residential rental registration and inspection fees

- (a) Registration and initial inspection fee: ~~\$65.00~~ 60.00.
- (b) Follow-up inspection: ~~\$65.00~~ 0.00.

Sec. A8.020 Residential temporary portable storage unit fees

Permit fee: \$~~60.00~~ ~~30.00~~.

Sec. A8.021 Tree cutting/pruning contractor fees

Annual registration fee: \$~~60.00~~ ~~30.00~~.

Sec. A8.022 Plan review fee assessment

(a) ~~35~~ ~~25~~% of the commercial building permit fee, with a \$100.00 minimum.

(b) ~~25~~ ~~15~~% of all residential building permit fees ~~with construction values over \$100,000.00,~~
with a \$75.00 minimum.

ARTICLE A12.000 SUBDIVISION ADMINISTRATIVE FEES

(a) Plat administration and filing fee schedule.

(1) Plat administration:

(A) All submittals: \$~~200.00~~ ~~100.00~~

~~\$5.00 lot or \$10.00/acre (min. \$200.00).~~

(2) Plat processing fee:

(A) Residential: \$300.00 + \$5.00 per lot.

(B) Commercial: ~~\$550.00~~ ~~\$500.00~~ + \$50.00 per acre.

(C) Amending plat: \$~~200.00~~ ~~100.00~~.

(D) Variance fee \$150.00

(4) Council hearing/consideration fees:

(A) Vacate and replat "public hearing": ~~\$200.00~~ ~~\$150.00~~.

(B) Plat - council consideration: \$~~100.00~~ ~~25.00~~.

(5) County filing fee (per sheet/mylar): Actual Cost Per per county.

ARTICLE A13.000 ZONING ADMINISTRATIVE FEES

(a) Zoning change requests.

Site Acreage	ZLUC Filing Fee	CC Filing Fee	Total
1.0 acres or less	\$350.00 290.00	\$350.00 290.00	\$650.00 580.00
1.01 - 10 acres	600.00 480.00	6000.00 480.00	1,200.00 960.00
10.01 - 25 acres	750.00 725.00	750.00 725.00	1,500.00 1,450.00
25 acres or more	900.00 850.00	900.00 850.00	1,800.00 1,700.00

(b) Specific use request.

Type of Application	ZLUC Filing Fee	CC Filing Fee	Total
Without construction	\$200.00 150.00	\$200.00 150.00	\$400.00 300.00
With construction	\$300.00 250.00	\$300.00 250.00	\$600.00 500.00

(c) Nonspecified use request: ~~\$200.00~~ 150.00 per public hearing.

(d) Board of adjustment request: ~~\$300.00~~ 150.00 per public hearing.

(e) Request for council variance: ~~\$75.00~~ 25.00 per request.

ARTICLE A15.000 CITY ENGINEER PROJECT REVIEW FEES

(a) ~~Method for determining city~~ Engineer Deposit: per project.

(1) ~~\$1000.00 Residential Deposits~~

(2) ~~\$1500.00 for Commercial Deposits~~

Valuation of Project	Deposit Required
\$0.00 - \$100,000.00	\$600.00
\$100,001.00 - \$250,000.00	\$800.00
\$250,001.00 - \$500,000.00	\$1000.00
\$500,001.00 or more	\$1500.00

(b) Collection of fees. The collection of fees as shown above shall be collected at the time of initial submittal of the project and will be deposited into the deferred revenue account activated by the accounting department prior to city engineer review.

(c) ~~Engineering Rate is actual cost, plus five (5%) percent.~~

(d) Refund of fees.

(1) All city engineer fees collected for review of submitted plans will be debited from the applicant's initial deposit. Upon completion of the review of the project, and payment of all accounts owed, funds remaining will be refunded to the applicant within thirty (30) days of engineer's final billing statement.

(2) If plan review(s) costs should exceed the applicant's deposit, no further review(s) will transpire until an additional minimum deposit of \$~~600.00~~ 1,000.00 has been deposited with the city. This cost recovery method will continue until the proposed project review is completed.

Section 2: All ordinances and resolutions and parts or ordinances and resolutions in conflict with this ordinance are hereby repealed to the extent of the conflict.

Section 3. This ordinance and the fees established in this ordinance shall become effective July 19, 2016 upon passage by five (5) affirmative votes of the entire City Council; otherwise, said effective date shall be ten (10) days from the date of passage hereof.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 19th day of July, 2016.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

VITRA DENISE FREDERICK
City Attorney

Consider Repealing and Replacing the Leon Valley City Code Appendix A, Fee Schedule - Development and Related Fees

City of Leon Valley
July 19, 2016

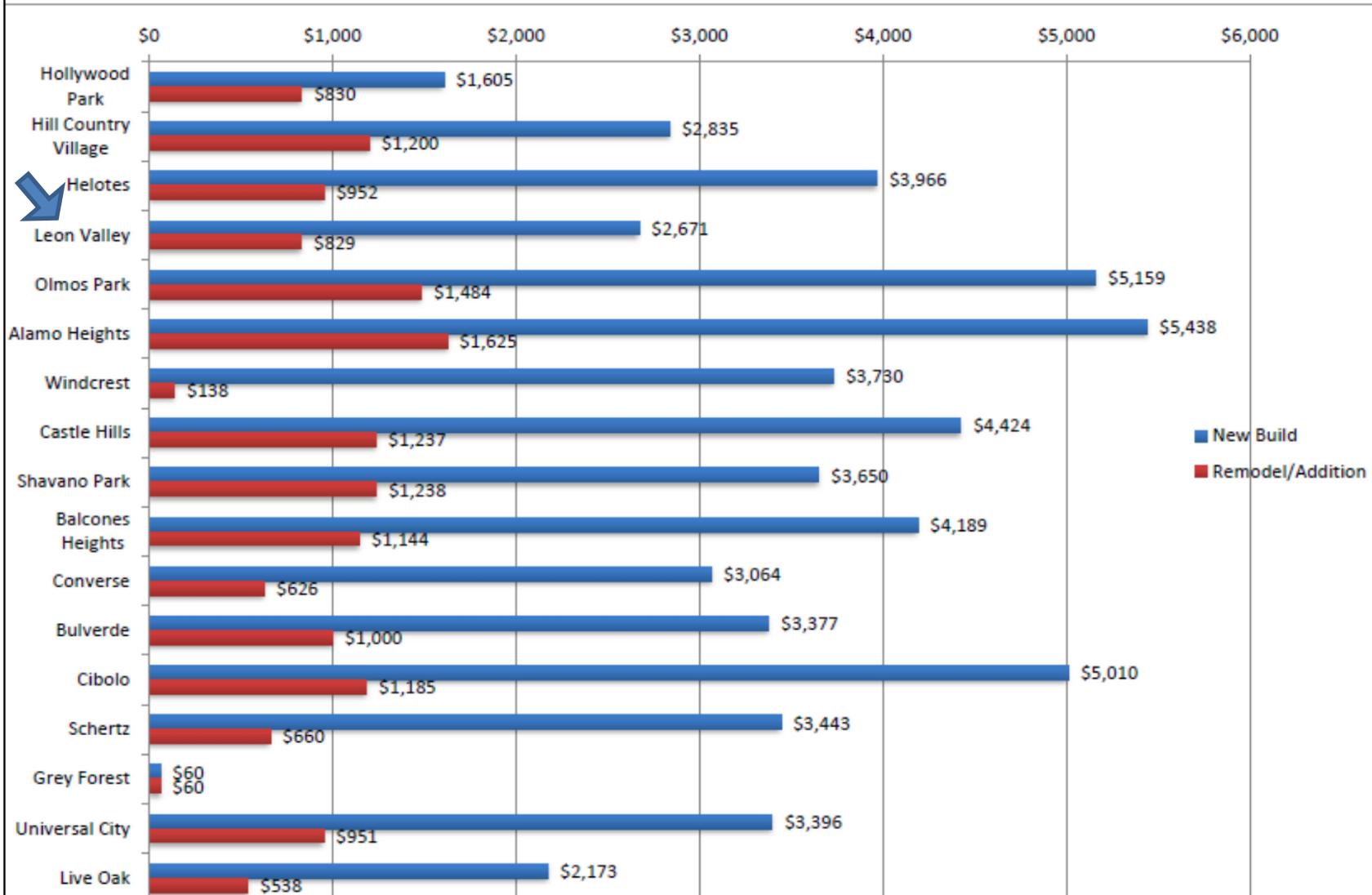
Fee Increases

- A6.000 Food Establishments
- A8.000 Building Construction & Related Fees
- A12.000 Subdivision Administrative Fee
- A13.000 Zoning Administrative Fee
- A15.000 City Engineer Project Review Fee.

Purpose

- To consider approval of an Ordinance repealing and replacing the Leon Valley City Code Appendix A, Fee Schedule - Development Fee.
- Proposed fee structure is designed to promote cost recovery of review process and enhance customer service.
- Compared cost and level of service with other suburban communities.
- The last fee increase was in 2011.

2015 Suburban Cities Development Fees



Highlights

- New Fees
 - Master Sign Plan
 - Site Plan Fee
 - Technology Fee
- Streamline Processing
 - Trade Permits
 - Electrical
 - Mechanical
 - Plumbing

Food Establishments

# of Employees	LV Current	LV Proposed	Helotes*	Alamo Hts*	SA*
1-2	\$106.25	\$125.00	\$159.00	\$100.00	\$370.00
3-6	\$162.50	\$175.00	\$317.00	\$200.00	\$370.00
7-10	\$312.50	\$350.00	\$529.00	\$300.00	\$453.20
10-15	\$500.00	\$550.00	\$741.00	\$400.00	\$679.80
16+	\$750.00	\$800.00	\$741.00	\$500.00	\$908.46
Initial Operating	\$100.00	\$125.00	\$117.00	N/A	\$139.05
Temporary	\$20.00	\$30.00	\$30.00	\$50.00	\$30.90
* # of employees vary					

Building Permit Fee*

2,001-25,000	\$90.00	\$90.00	\$75.00	\$300.00
25,001-50,000	\$300.00	\$400.00	\$430.00	\$300.00
50,001-100,000	\$450.00	\$600.00	\$708.00	\$1,100.00
100,001-500,000	\$650.00	\$800.00	\$1,093.00	\$1,600.00
500,001-1,000,000	\$2,500.00	\$3,000.00	\$3,557.00	\$5,000.00
1,000,001+	\$4,000.00	\$4,500.00	\$6,170.00	\$8,500.00
*based on value				
Plan Review Fee				
Residential/Commercial	15%/25%	25%/35%	35%/65%	25%/50%

Plan Fees

	LV Current	LV Proposed	Helotes	Alamo Hts	SA
BOA	\$150.00	\$250.00	\$358.00	\$250.00	\$400.00
SUP	\$150.00	\$250.00	\$418.00	\$250.00	\$500.00
Site Plan/Appeal	\$0.00	\$250.00	\$418.00	\$250.00	\$700.00
Master Sign Plan	\$0.00	\$100.00	\$169.00	\$100.00	\$300.00
Zoning*	\$290.00	\$350.00	\$358.00	\$300.00	\$785.00

*Leon Valley Zoning Application Fee is based on property size.

Trades and Inspections

	LV Current	LV Proposed	Helotes	Alamo Hts*	SA
Electrical**	\$47.00	\$100/200	\$85.50	\$65.00	\$100.00
Heating**	\$47.00	\$100/200	\$85.50	\$65.00	\$100.00
Plumbing**	\$47.00	\$100/200	\$85.50	\$65.00	\$100.00
Inspection	\$45.00	\$65.00	\$85.50	\$70.50	\$50.00
ReInspection	\$40.00	\$65.00	\$58.50	\$70.50	\$50.00
*Value					
**Streamline LV process					

Miscellaneous

	LV Current	LV Proposed	Helotes	Alamo Hts	SA
CoO	\$60.00	\$125.00	\$116.50	\$150.00	\$200.00
Fence Varinace*	\$100.00	\$200.00	\$358.00	\$250.00	\$400.00
Sign Variance	\$100.00	\$200.00	\$58.50	\$100.00	\$600.00
Technology/Admin	\$0.00	N/A	N/A	\$25.00	6%
Engineering (cost +)	\$0.00	5%	10%	3%	N/A
Floodplain Development	\$150.00	N/A	\$281.00	\$1,500.00	N/A
Residential - homestead		\$200.00			
Non-homestead		\$1,500.00			
Temporary Storage	\$30.00	\$60.00	N/A	N/A	N/A
*BOA in other cities					

Level of Service

- Helotes and Alamo Heights are comparable in population.
- Departments include:
 - Director
 - Planner/Engineer tech
 - Permit Clerk
- Enable quicker permit process

Fiscal Impact

- The proposed fee increases are projected to raise approximately \$50,000.00.
- Funding for a new Planner, that is supported through Development fees.

Recommendation

- Recommend approval of the Ordinance amending the Leon Valley City Code of Appendix A Fee Schedule for:
 - A6.000 Food Establishments
 - A8.000 Building Construction & Related Fees
 - A12.000 Subdivision Administrative Fee
 - A13.000 Zoning Administrative Fee
 - A15.000 City Engineer Project Review Fee

S.E.E. Statement

- **Social Equity** – Development fees are competitive with the surrounding community.
- **Economic Development** – The fee increases will provide resources needed to process applications in a timelier manner.
- **Environmental Stewardship** – The increase in fees will aid in our attempts to reduce paperwork with a goal of going paperless in plan submittal, review, and field inspections.

Consider Amending Leon Valley City Code Appendix A, Fee Schedule - Development and Related Fee

City of Leon Valley
July 19, 2016

MAYOR AND COUNCIL COMMUNICATION

DATE: July 19, 2016 **M&C # 2016-07-19-11**

TO: Mayor and Council

FROM: Melinda Moritz, Public Works Director

THROUGH: Kelly Kuenstler, City Manager

SUBJECT: Authorizing the selection of IDS Engineering Group for the Design, Engineering, and Construction Management for the Reconstruction of the Evers Road Huebner Creek Bridge.

PURPOSE

In September of 2015, the City Council approved an initial study of the Evers Road Huebner Creek bridge reconstruction and directed staff to develop options for such reconstruction. In November of 2015, the City Council approved a bridge design. In December of 2015, the design and application for funding were submitted to the Alamo Area Metropolitan Planning Organization (MPO) for their consideration. The project was approved by the MPO in April of 2016. The engineering and design portion of the project may now begin.

In April of this year, the City Council directed staff to advertise a Request for Qualifications (RFQ) for the project. The RFQ was advertised for a period of 30 days and the City received eleven RFQ's from engineering firms. A Committee was formed to score the firms and the top three firms were interviewed. The firms that submitted an RFQ were:

- | | |
|------------------------|--------------------------------|
| Bain Medina Bain, Inc. | Unitech Consulting Engineers |
| Half & Associates | I.S. Engineers, LLC |
| Poznecki Camarillo Inc | Slay Engineering Company, Inc. |
| Pape Dawson Engineers | Volkert |
| IDS Engineering Group | RPS Klotz Associates |
| LNV Engineers | |

Scores:

Ranking	IDS	Half	BAIN	LVN	Slay	Pape	Poznecki	Unitech	IS	Volkert	RPS	
GRAND TOTAL	85	81	83	82	30	86	84	81	74	77	87	Caldera
	85	70	48	77	15	53	58	30	54	94	73	Sia
	87	83	88	93	76	80	78	77	69	71	91	Flores
	85	82	80	85	71	87	85	85	75	76	80	Jackson
	91	60	91	91	60	86	84	84	70	69	88	Kuenstler
Average	86.60	75.20	78.00	85.60	50.40	78.40	77.80	71.40	68.40	77.40	83.80	

The top three scoring firms were LNV Engineers, RPS Klotz and Associates, and IDS Engineering Group. The Committee chose IDS Engineering Group for the project:

Ranking	RPS Klotz	LVN	IDS	
	2	3	1	Caldera
	1	3	2	Sia
	2	3	1	Flores
	2	3	1	Jackson
	2	3	1	Kuentler

The City Manager will negotiate a contract with recommended firm. If the terms are non-negotiable, she will then negotiate with the second ranked firm, and so on, until an agreement can be reached with another engineering firm. Once an agreement has been reached, Staff will return to the City Council for a budget adjustment.

The estimated timeline for this project is as follows:

- July – Aug 2016 Engineering and design
- Sept – Jan 2017 TxDOT & utility review
- Feb Final design, TxDOT approval
- March Bid advertisement
- April Council approval of bidder, start construction
- Construction complete December/January 2018, weather permitting

FISCAL IMPACT

- Engineering, design, construction management, to start project
 - \$460,000 +/- (City funded)
- Total Construction cost \$1,716,000
- City Portion \$343,200
- MPO portion \$1,372,800
 - Construction costs to be included in the FY 2017 budget process

STRATEGIC GOALS

The initiative falls under the 2013 – 2014 Strategic Goals, (4) Infrastructure – Capital Plan.

RECOMMENDATION

Authorize the City Manager to enter into negotiations with IDS Engineering Group for the purpose of designing, engineering, and construction management of the Evers Road Huebner Creek Bridge; and if non-negotiable, authorize negotiations with the second ranked firm, and so on, until agreement can be reached with an engineering firm. Staff will then return to City Council to request a budget adjustment to fund this portion of the project.

SEE LEON VALLEY

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

Economic Development – Removing repeated travel interruptions provides additional incentive for businesses to relocate or stay in Leon Valley, as potential customers will not be impeded.

Environmental Stewardship – The reconstructed bridge will address current erosion issues at the base of the bridge, reducing sediment downstream.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Selecting IDS Engineering
Group for Engineering, Design,
and Construction Management
Evers Road
Huebner Creek Bridge

City Council Meeting
July 19, 2016

Purpose

- To authorize the City Manager to enter into negotiations & eventual contract with an engineering firm for design, engineering, and construction management for the reconstruction of the Evers Road Huebner Creek bridge

Background

- September 2015 - City Council approved initial study of the Evers Road bridge reconstruction and directed staff to develop options for the reconstruction
- November 2015 - City Council approved a bridge design
- December 2015 - design & application for funding submitted to the Alamo Area Metropolitan Planning Organization (MPO) for their consideration
- April 2016 - project approved for funding
- Engineering and design portion of the project may now begin

Background

- April 2016 - City Council directed staff to advertise an RFQ for the project
- RFQ was advertised for a period of 30 days
- Received 11 RFQ's from engineering firms, scored by Committee
- Top 3 were interviewed by Committee
 - City Manager Kelly Kuenstler, Assistant City Manager Crystal Caldera, Communications Director Kristie Flores, Assistant Finance Director Wes Jackson, City Engineer Sia
- Committee chose IDS Engineering Group for project

RFQ's Received

- Bain Medina Bain, Inc.
- Halff & Associates
- Poznecki Camarillo Inc
- Pape Dawson Engineers
- ***IDS Engineering Group**
- ***LNV Engineers**
- Unintech Consulting Engineers
- I.S. Engineers, LLC
- Slay Engineering Company, Inc.
- Volkert
- ***RPS Klotz Associates**

* Indicates top 3 firms interviewed

RFQ's Received

Ranking of all firms:

Ranking	IDS	Halff	BAIN	LNV	Slay	Pape	Poznecki	Unintech	IS	Volkert	RPS	
GRAND TOTAL	85	81	83	82	30	86	84	81	74	77	87	Caldera
	85	70	48	77	15	53	58	30	54	94	73	Sia
	87	83	88	93	76	80	78	77	69	71	91	Flores
	85	82	80	85	71	87	85	85	75	76	80	Jackson
	91	60	91	91	60	86	84	84	70	69	88	Kuentler
Average	86.60	75.20	78.00	85.60	50.40	78.40	77.80	71.40	68.40	77.40	83.80	

Ranking of top 3, after interviews:

Ranking	RPS Klotz	LNV	IDS
	2	3	1 Caldera
	1	3	2 Sia
	2	3	1 Flores
	2	3	1 Jackson
	2	3	1 Kuentler

Process

- City Manager will negotiate contract with recommended firm
- If non-negotiable, will negotiate with 2nd ranked firm, etc, until agreement can be reached with other engineering firm
- Once agreement has been reached, Staff will return to City Council for budget adjustment

Timeline

- Estimated timeline for this project is as follows:
- July – Aug Engineering and design
- Sept – Jan TxDOT & utility review
- Feb 2017 Final design, TxDOT approval
- March Bid advertisement
- April Council approval of bidder, start construction
- Constr. complete December/January 2018, weather permitting

Fiscal Impact

- Engineering, design, construction management, to start project \$460,000 +/-
 - City funded
- Total Construction cost \$1,716,000
- City Portion \$343,200
- MPO portion \$1,372,800
 - Construction costs to be included in the FY 2017 budget process

Recommendation

- Authorize the City Manager to enter into negotiations with IDS Engineering Group for the design, engineering, and construction management of the Evers Road Huebner Creek Bridge; and
- If non-negotiable, authorize negotiations with 2nd ranked firm, and so on, until agreement can be reached with an engineering firm
- Staff to return to City Council to request budget adjustment for this portion of project

S.E.E. Statement

- Social Equity – The reconstructed bridge will allow for safer travel on Evers Road for all citizens.
- Economic Development – Removing repeated travel interruptions provides additional incentive for businesses to relocate or stay in Leon Valley, as potential customers will not be impeded.
- Environmental Stewardship – The reconstructed bridge will address current erosion issues at the base of the bridge, reducing sediment downstream.

Selecting IDS Engineering Group
for Engineering, Design, and
Construction Management
Evers Road
Huebner Creek Bridge

City Council Meeting
July 19, 2016

MAYOR AND COUNCIL COMMUNICATION

DATE: July 19, 2016 **M&C # 2016-07-19-12**
TO: Mayor and Council
FROM: Kristie M. Flores, Communications Director
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Approval of a Budget Adjustment and Related Ordinance in the amount of \$44,674 for Supplemental Appropriation to the Special Events Budget for funds received from booth rentals, wristband sales, beverage sales, and sponsorships

PURPOSE

From February 2016 through July 2016, the City began receiving Special Event Revenues for the 4th of July in the form of event booth rentals, wristband sales, beverage sales, and sponsorships in the amount of \$44,674. In order for the funds to be expended and expenses paid out a budget adjustment is needed.

The following budget adjustment is requested:

Supplemental Appropriation of funds received from event sponsorships, booth rentals, wristband sales, and beverage sales to the Special Events Budget (100-5750-520.03) in the amount of \$44,674.

SEE LEON VALLEY

Social Equity – the City encourages collaborative participation by stakeholders to support City events.

Environmental Stewardship – not applicable.

Economic Development – The funds received will be used to complete payment of 4th of July expenses.

FISCAL IMPACT

The City received booth rentals, beverage sales and sponsorship for the 4th of July Festival and Fireworks in the amount of \$44,674 to be used for the 4th of July line item in the Special Events Budget.

STRATEGIC GOALS

The initiative is specific to Strategic Goal 1 “Economic Development” which encourages promoting the City and creating positive branding for the City.

RECOMMENDATION

Staff recommends approval of the budget adjustment with the related ordinance to complete the payment of event expenses.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

AN ORDINANCE APPROVING AMENDMENTSTO THE GENERAL FUND OF THE CITY OF LEON VALLEY, TEXAS MUNICIPAL BUDGET FOR FISCAL YEAR 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 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 19th day of July, 2016.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

DENISE FREDERICK
City Attorney

Proposed

Approval of a Budget Adjustment and Related
Ordinance for Supplemental Appropriation
to the Special Events Budget

City Council Meeting
July 19, 2016

Purpose

- From February 2016 through July 2016, the City received Revenues for the 4th of July in the form of:
 - event booth rentals
 - wristband sales
 - beverage sales
 - sponsorships

Purpose

- Close out the 4th of July event and budget
- Pay remaining Vendor balances

<u>EXPENSES</u>	<u>NAME</u>	<u>AMOUNT</u>	<u>REVENUES</u>	
	Fireworks	-15,000.00	2016 BUDGET	46,000.00
	Mingo Fishtrap	-5,500.00		
	Finding Friday	-1,600.00	LVEDC	10,000.00
	Allan Hendrickson	-1,000.00	ANCIRA	2,500.00
	COSA Mobile Stage	-1,325.00	UHL'S STORAGE/LV STORAGE	10,000.00
	Jennifer Felan	-250.00	RBFCU	1,000.00
	Corean Gonzales	-430.00	Miracle Paint & Body	1,000.00
	Fire on the Mountain Cloggers	-100.00	CPS Energy	10,000.00
	Samba Vida	-450.00	Booth Revenue	5,466.25
	Dinosaur George	-150.00	Wristband Revenue	3,125.89
	Portable Restrooms	-2,832.18	Beverage Sales	1,581.60
	Star Shuttles (4)	-4,802.00	SPONSORSHIP TOTAL	44,673.74
	Port O Cool	-950.00		
	Robocall	-110.00	BUDGET + SPONSORSHIPS	90,673.74
	Radio Promo	-1,396.00		
	Wristbands	-187.50	HEB	1,000.00
	Carnival	-14,800.00	Walgreens	300.00 IN KIND
	Street Banners	-963.00		1,300.00 IN KIND
	Advertising/Signs	-1,965.71		
	Traffic Signs	-3,860.00	BUDGET + SPONSORS + IN KIND	91,973.74
	Lights (exit park)	-685.22		
	Generators	-583.81		
	Sound & Lighting	-4,470.00		
	4th of July Flags, Pins, Necklaces	-507.90		
	electrician	-4,500.00		
	Booths	-2,200.00	BUDGET+SPONSORS - LESS EXPENSES	3,558.91
	temp fence	-2,031.04	BUDGET+SPONSORS+IN KIND - LESS EXPENSES	4,858.91
	park electricity upgrade & connection	-5,284.17		
	T-shirts	-267.50		
	EVENT EXPENSES	-78,201.03		
	PERSONNEL OT/FICA	-8,913.80		
	TOTAL EXPENSES	-87,114.83		



Fiscal Impact

- Original Budget Amount \$46,000
- Revenues Received \$44,674

Supplemental Appropriation to Special Events in
the Amount of \$44,674

S.E.E Statement

- *Social Equity* – the City encourages collaborative participation by stakeholders to support City events.
- *Environmental Stewardship* – not applicable.
- *Economic Development* – The funds received will be used to complete payment of 4th of July expenses.

Strategic Goals

- The initiative is specific to Strategic Goal 1 “Economic Development” which encourages promoting the City and creating positive branding for the City.

Recommendation

- Approve the requested Budget Adjustment and attached Ordinance



Approval of a Budget Adjustment and Related
Ordinance for Supplemental Appropriation
to the Special Events Budget

City Council Meeting
July 19, 2016

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 11th day of May, 2016 at 5:30 p.m. at the Leon Valley Public Service Center, at 6427 Evers Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

REGULAR MEETING OF THE CITY OF LEON VALLEY

EARTHWISE LIVING COMMITTEE, 5:30 P.M.

1. Call the City of Leon Valley Regular Earthwise Living Committee Meeting to Order and Determine a Quorum is Present.

An informal discussion was held until a quorum was reached at 5:58 p.m. The meeting was called to order at 5:58pm. Present were Committee members Ealy, Hendricks, Key and Mayor Riley. Absent were Committee members Burnside and Gomez. Also present was Staff member Acuna.

2. Review and Consider Approval of the March 23, 2016 Regular Meeting Minutes.

Member Mayor Riley made a motion to approve the minutes. The motion was seconded by member Hendricks, and the motion passed unanimously.

3. Discussion Regarding Earthwise Living Day 2017

General Discussion: Members discussed what items should be purchased for next year with the \$3000.00 in our budget. All members agreed to purchase an amplifier with a hands free microphone. Mayor Riley to supply information for the purchase. Staff member Acuna presented pricing for a non-insulated grocery tote, an insulated grocery tote and insulated cool bags. Members agreed to purchase 250 insulated cool bags and 750 insulated grocery tote bags. It was stated that the sales tax will need to be included in the purchase price for all items sold by the committee. The 2017 EWL Day will be held Saturday, March 4, 2017. There will be no speakers presenting in the Community Center but we may consider having a few vendors speak at their tables similar to the 2015 EWL Day format. The LV Public Library has many ideas for children's activities. Other ideas included, sending the Sponsor letter out earlier, develop the theme so all forms can be updated and the program will only include the times for the children's activities and the musical presentations. Member Mayor Riley will invite 4 citizens to join the committee.

4. Discussion Regarding 4th of July Celebration

Member Ealy reported that Waste Management will have 2 tents located at each end of the park. A pledge tree will be at each tent. Attendees can pledge to recycle and have their name placed on the tree. At the end of the event, the tree will be given away to one of the attendees who participated in the recycle pledge. There will be 40 recycle blue bins at the park. Volunteers from Marshall High School and St John Baptist Church will help at the event. Individuals required by the Court to perform community service hours will help with trash duties during the event and the next day. She discussed how the "sidewalks", that will be painted with glow in the dark paint, will be utilized for trash collection during the event. A discussion of who will walk in the parade followed. Member Mayor Riley will be in the Mayor's car. Members Ealy and Hendricks will walk with EWL committee. The banner from last year has been lost. If the committee would like to purchase another, wording for the banner will need to be finalized and given to Staff member Acuna. Member Mayor Riley suggested it state that Earthwise Living Committee is the oldest environmental committee in Bexar County. Other suggestions included using "R" words such as Recycle, Reuse, and Rethink. It was discussed that the cool bags and totes could be sold at the event for \$5.00. Staff member Acuna will check to see if a booth is available and if the committee will be permitted

to sell items. It was suggested that it could be staffed with volunteers from the Beautification Committee. Member Mayor Riley suggested we purchase both black and beige aprons and will ask member Burnside where the aprons had been purchased in the past.

5. Discussion Regarding Texas Recycle Day

The Committee will celebrate the Texas Recycle Day on Saturday, November 5, 2016 from 8am-12 noon. One idea was to partner with Arbor Day activities and utilize the Library parking spaces. Social media, a flyer in the Lion's Roar and the LV e news were suggested as ways to spread the word about recycling.

6. Member Mayor Riley moved to adjourn the meeting and the motion was seconded by member Key. The meeting was adjourned without objection at 7:00 p.m. The date of the next meeting will be August 10, 2016 at 5:30 p.m.

Belinda Ealy
Co-Chair

June 28, 2016
Date

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
JUNE 14, 2016 MEETING MINUTES**

The Park Commission of the City of Leon Valley, Texas met on the 14th day of June, 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, Belinda Ealy, Dorothy Humphrey, Linda Tarin, Stephen Parker, Carolyn Gabriel, Kathy Hill, and Alternate Josue De La Torre. Absent and excused were Commissioners Benay Cacciatore and Danielle Bolton. Also present were Councilmember Monica Alcocer, City Staff member Melinda Moritz, Historical Society member Carol Poss, and resident Robert Jarzombek.

2. Review and Approval of the May 10, 2016 Regular Park Commission Meeting Minutes.

Commissioner Hill made a motion to approve the minutes from the May 10, 2016 Regular Park Commission meeting, which was seconded by Commissioner Walton. The minutes were approved unanimously.

3. Citizens to be Heard

There were none.

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

A. Presentation, Discussion and Possible Action on Huebner Onion Gravesite Restoration – Park Commissioner Kathy Hill and Carol Poss, Leon Valley Historical Society

Historical Society member Carol Poss addressed the Commission, giving a short presentation on the Huebner Gravesite, stating that the Society had recently received a Declaration of Dedication for Cemetery Purposes from the Texas Historical Commission for the gravesite, and that the land encompassing the gravesite has now been set aside and dedicated for cemetery purposes, and then discussed the manner in which the grave needed to be restored. She informed the Commission that the Society had approximately \$9,000 to use on the restoration and indicated that she was hoping the City's Public Works department could perform the work.

City Staff member Moritz stated that Public Works could get estimates for the fence installation, but they would not be comfortable reconstructing the grave marker and obelisk, as this needed a specialist in the restoration of historical monuments.

Chairman Christensen recommended that the Commissioners make a motion to have Public Works get estimates on the fence and the restoration of the monument.

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
JUNE 14, 2016 MEETING MINUTES**

Commissioner Parker made a motion to have the Public Works Department get estimates on replacing both the fence and the gravesite monument at the Huebner Gravesite. The motion was seconded by Commissioner Humphrey. The motion passed unanimously.

B. Presentation and Discussion – Addition of New Parkland

- 1. Wat Dhamma Bucha Temple Donation – Being a 2.0785 Acre Parcel at 0 Huebner Road, Accepted by City Council on May 31, 2016**
- 2. Hetherington Donation – Being an approximately 0.2317 Acre Easement Parcel, Adjacent to Aquarium Detention Pond, at 0 Grass Hill**
- 3. The Ridge at Leon Valley HOA –, Being Two Tracts of Land at End of Samaritan and Grass Hill, of Approximately 1.5400 Acres and 0.5802 acres at 0 William Rancher and 0 Caraway Bend**

City Staff member Moritz addressed the Commission, informing them of the City's intent to accept gifted land at each of the mentioned areas to be used as future parks. She gave a description of each area. She further explained that the acceptance of the land to be used as parks conformed to the City's Parks, Recreation, and Open Space Master Plan, by further striving to provide park land in each neighborhood. She went on to explain that once the land had been deeded to the City, the Park Commission could set up surveys in each of the areas to find out what amenities would be desired by the residents in each area. The Commissioner expressed their approval of the actions.

C. Leon Valley Community Pool Users Update

City staff member Moritz gave an overview of Council approved pool operations for the 2016 swim season. She stated that since the opening weekend, City Staff had given out 473 wristbands and that the process seemed to be working well. She also explained that for the first two weekends, residents were accepted into the pool area without a wristband, as the program was new and Staff was afraid that not everyone had had a chance to get their wristbands, but that applications had been handed out at the same time.

Chairman Christensen commented that he had wanted to investigate the planting of trees around the pool in accordance with the Tree Advisory Board's direction for planting 10,000 trees by 2020, but that the trees would have to be planted along the fence line and not near the pool area to comply with pool regulations.

Commissioner Ealy stated that she had visited the pool and asked the pool staff if the wristband program was working, and that they had said the program was working well and they had not experienced any problems. She further noted that there seemed to be a manageable amount of persons using the facility. She then questioned why no one was selling food products at the concession area and that she would like to see fruit being sold at the pool.

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
JUNE 14, 2016 MEETING MINUTES**

D. Update on Silo Park Development Progress

City staff member Moritz gave an update on the progress of the construction of the trail at the Silo Park, noting that it was moving along quite well. She also stated that the trees that had been planted last fall were still alive, with the exception of the pine type trees. She informed the Commission that she was in the process of ordering the fitness station equipment and would then move on to the construction of the proposed pavilion.

E. Presentation and Discussion – Park Bucks Program

Staff member Moritz presented information regarding Park Bucks program, in which citizens could donate a dollar each month to the program through their water bill or as a one-time donation of any amount. She noted that it had been started in 2012, but that little to no publicity had been given to the program in recent time. She gave each Commissioner an updated application form and told them she was putting the information on the City's website and Facebook page to try garnering renewed interest in the program.

Commissioner Ealy asked that the wording be updated to reflect that SAWS customers could also donate to the program.

Councilmember Alcocer asked if a person could donate to an individual park. Staff member Moritz stated that they could not at the present time. She explained that the money collected from the program went into a single account, which was dispersed by City Council action.

F. Evers Road – Sidewalk and Solar Crosswalk Street Light Update

Staff member Moritz told the Commission that the planned solar street lights for the crosswalk in front of the library and for the Evers Road Bridge had finally been received and had been installed. She explained that she and other Public Works Crewmembers monitored the lights for several days after installation and that they seemed to be properly working. She stated that she had ordered one additional light for the end of the bridge closest to Poss Road, as the one light did not reach that far.

G. Flood Activities Update – Road Closures – Evers Road Bridge

Staff member Moritz stated that Evers Road had to be closed several times during the spring due to flooding, but that all debris had been removed. She stated that the reconstruction project was moving along as planned.

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
JUNE 14, 2016 MEETING MINUTES**

5. Commissioner and Staff Comments

Commissioner Ealy stated that she was glad Mr. Jarzombek was in attendance was happy that she was to have her grandchildren over the weekend, and glad that the water fountains in the park were back in operation.

Commissioner Parker noted that the pathways in the Quiet Area at Raymond Rimkus Park were still low. Staff member Moritz explained that Staff was waiting for the millings from the Huebner Road project to correct the pathway condition. Mr. Parker then stated he had seen at least 20 deer in the Natural Area Park and had posted a picture on Google Earth. He noted that 99 people have since viewed the picture.

Commissioner Walton stated that she was excited about the addition of the new parklands. She also informed the Commission of the Community Events Committee meeting to be held the next evening at six o'clock.

Commissioner Humphrey gave her thanks to Carol Poss for the presentation on the Huebner Gravesite.

Commissioner Gabriel stated that the Community Pool looked great. She explained that new toilets and new flooring had been installed, the new fence at the pool pump area looked great, and that she was glad to finally have a source of cold water from the new water fountain. She stated her appreciation for the improvements. She explained that she now had over 50 people signed up for the Marlins swim team and that, with the regulation of five guests per resident, she was able to assure all her team members could swim at the pool. She also expressed her desire to keep holding Park Commission meetings at the Conference Center, as it was easier for her to get there.

Commissioner Hill encouraged everyone to consider walking in the planned Historical Society 5k run on the 4th of July. She stated she would be passing out flyers for the event and that she had been working with Fire Chief Valdez to confirm the route.

Commissioner Del Torre thanked Carol Poss for her presentation, and then expressed his concern about the 4th of July website, stating that he had clicked on the link and it had directed him to the City of Castroville's 4th of July event.

Chairman Christensen explained to the Commission that the July agenda would include a No Deer Feeding policy, as requested by the City Manager. He stated that he would like a site plan of the Huebner – Onion Master Plan for the triangle park area, an update on the Forest Oaks pool possible acquisition, and an update on the Evers Road Bridge project. He then asked Staff about the planned numbering of the picnic sites in Raymond Rimkus Park by the Boy Scout Troop that had painted the tables. He then explained to the Commissioners that Staff had surveyed the Community Garden to find out who was actually participating and what plots seemed to have been abandoned. He further

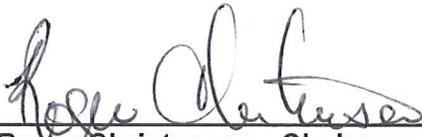
**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
JUNE 14, 2016 MEETING MINUTES**

explained that the planned garden shed had arrived, but that it was the wrong type and had been sent back. He stated that the correct shed had been ordered and that Staff was waiting on the delivery. He noted that Staff had removed all the flood debris from the park grounds.

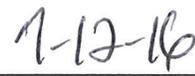
Commissioner Ealy stated that she would find out why the Scout Troup had not finished their plan to number the picnic sites in the park.

6. Adjourn.

Commissioner Parker made a motion to adjourn, seconded by Commissioner Gabriel, and the motion carried unanimously. The meeting adjourned at 8:24 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 6:05 PM, on Monday, June 6, 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 (Present)
- Members Present: Irene Baldrige, Thomas Benavides, Denise Berger, Melinda Dawson, Mary Key, Diana Sarfin, and Rich Sarfin
- Guests: Belinda Ealy (Leon Valley Councilwoman), Roger Christensen (Chairman, Leon Valley Park Commission), and Barbara Black (Leon Valley Citizen)

II. Approval of Minutes - May 2, 2016.

- Minutes were approved as written.

III. Review Draft Leon Valley Tree Planting Action Plan and Develop Proposed Signage.

- The plan was approved with the following exceptions:
 - No trees near the batter's area or large trees near the garden section.
- Other discussions are as follows:
 - If fruit trees are planted in the park, the TAB will have to check into liability issues.
 - There is approximately \$25,000.00 for the project with money coming from mitigation fees collected by the city.
 - Fencing to protect the trees will have to be installed first before planting.
 - A few ideas for the proposed signage for the fencing are as follows:
 - Fence in place to protect future tree plantings.
 - Describe plantings (e.g., A mini-forest, types of trees, etc.).
 - Reference TAB and contact information.
 - State that the fence will be reused.

IV. Discussion and Possible Action of Tree Planting Opportunity along Shadow Mist Row.

- TAB members agreed to plant trees in the Shadow Mist area to help screen the soccer field lights.

V. Discussion on Oak Wilt Education Outreach Program.

- Outreach will be in two phases.
 - Phase 1 -> A brochure on Oak Wilt will be distributed via the Lion's Roar and the Leon Valley webpage.
 - Phase 2 -> Identify citizens in the Seneca Estates neighborhood willing to allow the TAB Forester/members to use their property/oak trees as an educational site (workshop) for the community. The workshop will consist of a briefing to help prevent oak wilt as well as a demonstration of the "fungicide treatment" which requires the installation of the tree injector(s) and injecting the prescribed fungicide.
 - Ms. Carol will check into the need for a "Liability Waiver" for Phase 2.
- Other discussions are as follows:
 - There are currently 76 homes in Leon Valley impacted by oak wilt.
 - The TAB will hold a demonstration of the "fungicide treatment" during Arbor Day 2016.

- VI. **Volunteer Opportunities to perform outreach on "Recycling, Oak Wilt, and Tree Stewardship Education" at the 4th of July festival.**
- Councilwoman Ealy invited the TAB to take part in the Leon Valley 4th of July parade. She also invited the TAB to team up with the Earthwise Living and Beatification committees who will be giving out handouts on recycling, oak wilt, and tree stewardship at the festival after the parade from 12:00 PM to 8:00 PM.
- VII. **Upcoming Event: Parliamentary Procedures and Open Meetings Training on August 27 at the Conference Center.**
- The training is mandatory for all committee and board volunteers.
- VIII. **Future Agenda Items.**
- **How to improve tree focus.**
 - This topic will be revisited in 2016.
 - **Website updates.**
 - Oak Wilt brochure will be included as part of Phase 1 of the Oak Wilt Education Outreach Program.
 - **Neighborwood program.**
 - This topic will be revisited in 2016.
 - **Strategic Tree planting goals.**
 - This topic will be revisited in 2016
 - **Other Topics.**
 - None.
- IX. **Adjourn.**
- Meeting adjourned at 7:10 PM.
 - The next meeting of the TAB is scheduled for Monday, July 11, 2016, at 6:00 PM, at the Leon Valley City Hall Conference Room.



Chairperson



6400 El Verde Road, Leon Valley, TX 78238

MINUTES OF THE MEETING OF THE LEON VALLEY TREE ADVISORY BOARD

Meeting of the Leon Valley Tree Advisory Board (TAB) at 6:10 PM, on Monday, May 2, 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 (Present)
- Leon Valley Student Intern: Stephanie Flores (Present)
- Members Present: Irene Baldrige, Thomas Benavides, Denise Berger, Melinda Dawson, Mary Key, and Diana Sarfin
- Members Absent: Rich Sarfin
- Guests: Suzanne De Leon (Mayor, Balcones Heights), Rita Hoyl (Community Development Director, Balcones Heights), Roger Christensen (Chairman, Leon Valley Park Commission)

II. Approval of Minutes - April 4, 2016.

- Minutes were approved as written.

III. Review Draft Leon Valley Tree Planting Action Plan.

- Ms. Carol provided copies of the plan with corrections from the last meeting.
- TAB members concurred with the plan as written.
- TAB representatives will meet with the Leon Valley Park Commission to present the plan at 7:00 PM, on May 10, 2016, at the Leon Valley Swimming Pool.

IV. Discussion on creating an Oak Wilt Education Outreach Program.

- Mr. Kroeze provided a presentation on "Oak Wilt in Bexar County". It included details about the disease, treatment, and chronological advancement of Oak Wilt within the county.
 - The disease is most prevalent in the Northern and Northwestern part of the county with the most severe infestation in Hollywood Park.
 - Mr. Kroeze cited Seneca Estates as one of the most impacted areas in Leon Valley. He suggested a door-to-door communication program to provide citizens with preventive measures such as the use of the injectors/chemicals.
 - He identified a live oak tree of substantial size on Cammie Way Street where an attempt should be made to halt the disease before it crosses Evers Road. Ms. Berger will try to make contact with the homeowner ASAP.
 - Ms Carol will look into traffic islands within Leon Valley that may have oak trees where preventive care against Oak Wilt will have to be accomplished by the city. One may be on Adair Street next to Seneca Estates.
- Ms. Carol provided flyers on the "Oak Preservation Project". This is a program in San Antonio to prevent Oak Wilt. She will rework the flyer and adapt it for Leon Valley. It will then be sent out to all TAB members for review and comments. In final form, it will then be sent out to the citizens of Leon Valley.

V. Application for Texas Arbor Day in Leon Valley.

- Ms. Carol provided copies of the "Texas Arbor Day" flyer, the "Texas Arbor Day Host City Application" and numerous award applications for "Texas Arbor Day".
 - Taking the TAB's current projects into account, members agreed to apply to serve as "Texas Arbor Day Host City" in 2017 and 2018.

VI. Develop a Storm Mitigation Tree Plan for Leon Valley.

- Ms. Carol provided copies of the Community Forest Storm Mitigation Plan developed by the Texas A&M Forest Service. It's designed to avoid or mitigate damage to trees during a storm or other catastrophic event.
 - TAB members will use this document as a guide to develop a plan for Leon Valley.
- Ms. Carol will coordinate with the Leon Valley Storm Water Committee for input.

VII. Wildfire Protection Plan - Update.

- The Leon Valley Fire Department has incorporated the recommended changes made by the TAB.

VIII. Questions and Discussions about the Leon Valley TAB.

- Mayor De Leon and Ms. Hoyl were very positive about the topics discussed by the TAB.

IX. 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.**
 - Reference Section III for planting goals in Raymond Rimkus Park.
- **Other Topics.**
 - TAB representatives will provide the annual TAB Report to the Leon Valley City Council at 7:00 PM, on May 17, 2016, at Leon Valley City Hall.
 - Ms. Carol provided flyers on an all-day "Tree Disease Identification and Management" workshop that will be held on June 17, 2016. It is sponsored by Texas A&M AgriLife Extension Service and it will be held at Phil Hardberger Park (Urban Ecology Center).

X. Adjourn.

- Meeting adjourned at 7:25 PM.
- The next meeting of the TAB is scheduled for Monday, June 6, 2016, at 6:00 PM, at the Leon Valley City Hall Conference Room.



Chairperson