



**CITY OF LEON VALLEY
CITY COUNCIL SPECIAL MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, August 31, 2016

MINUTES

The City Council of the City of Leon Valley, Texas met on the 31st day of August, 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, Pledge of Allegiance.

Mayor Chris Riley called the Regular City Council Meeting to order at 5:38 p.m. Mayor Riley welcomed everyone then led the Pledge of Allegiance.

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

Also in attendance were:

City Manager Kelly Kuentler, ACM/Human Resource (ACM/HR) Director Crystal Caldera, City Secretary Sandra Passailaigue, City Attorney Denise Frederick, Public Works Director Melinda Moritz, Fire Chief Luis Valdez, Finance Director Vickie Wallace, Interim Police Chief Ray Lacy and Fire Department/Code Enforcement Todd Morgan .

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

- Adrian Hockett, 7207 Poss Road, spoke about the red curb in front of 7203 Poss Road and recent harassment complaints against him.
- Olen Yarnell, 7230 Sulky Lane, spoke about the need for an ADA button that is needed at City Hall.
- Carrie Macias, 6602 Huebner, spoke about a vacant home at 6607 Huebner that is in violation of City Code.
 - Code Enforcement Officer Todd Morgan responded to Ms. Macias' concerns that the situation has been addressed and that the property owner has thirty (30) days to rectify the violations.

Conduct a Public Hearing on the Proposed 2016 Tax Rate of \$0.556599/\$100 valuation which is \$0.005016 lower than last year's Tax Rate of \$0.561615 and exceeds the Effective Tax Rate of \$0.523870 by 6.247542%. M&C #2016-08-31-01 (V. Wallace)

Finance Director Vickie Wallace presented the item reminding City Council members and guest that last year the City of Leon Valley Property Tax Rate was \$0.561615. This year the City of Leon Valley is proposing a Property Tax Rate of \$0.556599 which is \$0.005016 lower than last year's tax rate. The Property Tax Code, Chapter 26 requires a governing body to conduct two public hearings if the proposed tax rate exceeds the lower of the rollback tax rate or the effective tax rate, whichever is lower. The 2016 proposed Tax Rate of \$0.556599 exceeds the Effective Tax Rate of \$0.523870 by 6.247542%. The 2016 Tax Rate is for the calendar year 2016 and is based on property values as of January 1, 2016. It funds the General Fund and Debt Service Fund budgets for FY 2017.

Mayor Riley opened the public hearing at 5:50 p.m.

There being no further comments from the public, Mayor Riley closed the public hearing at 5:50 p.m.

Presentation, discussion and possible action to authorize the expenditure by the Leon Valley Economic Development Corporation (LVEDC) in the amount of \$86,685.00 to the City of Leon Valley for renovation and equipment to the Kinman House project; and authorizing the execution of a Memorandum of Understanding with the LVEDC in connection therewith; amending the FY 2015-2016 General Fund Budget; and providing for payment. M&C #2016-08-31-02 (K. Kuenstler)

City Manager Kelly Kuenstler presented this item for the consideration and authorization of \$86,685 to the City of Leon Valley for the Kinman House Project. Article IV Functional Corporate Duties and Requirements, Section 4.5 Expenditure of Corporate Money, Subsection (c) of the Bylaws of the Leon Valley Economic Development Corporation (LVEDC) requires that projects approved by the LVEDC Board of Directors for project funding in excess of \$10,000.00 be approved by a resolution of the City Council. Additionally, a budget adjustment must be approved by the City Council for the General Fund in the amount of \$86,685 so the funds can be expended for the project.

City Manager Kuenstler said that on July 27, 2016, the LVEDC held their regular meeting and approved by resolution the contribution to the Kinman House project. The contribution by the LVEDC is for improvements to be made to the Kinman House. The money will be used to purchase some kitchen equipment for the facility. Improvements will include other hard costs involved in finishing out the facility (e.g. electrical wiring and plumbing costs to meet code compliance). The contribution will enable the project to move forward. The repairs and improvements to the Kinman House will provide the City with more economic development opportunities in Leon Valley by adding to the sales tax base, creating jobs and adding to the quality of life of the residents which is part of the S.E.E. statement for the City of Leon Valley. The contribution would be funded by the FY 2016-2017 LVEDC Budget line item "Project Funding". Money for the project will

be identified in the LVEDC Budget resulting from the revenue from the collection of 1/8 of one-cent in sales tax for economic development purposes as authorized by law.

City Manager Kuenstler concluded the presentation saying the LVEDC Board recommends approval and staff recommends approval of the budget adjustment for the General Fund in the amount of \$86,685 and authorizing the execution of a MOU with the LVEDC.

Olen Yarnell asked about the fence and the privacy of neighbors. Public Works Director Melinda Moritz said that the fence height would be increased from six feet to an eight foot fence.

A motion was made by Council Member Belinda Ealy and seconded by Council Member David Jordan, to authorize the expenditure by the Leon Valley Economic Development Corporation (LVEDC) in the amount of \$86,685.00 to the City of Leon Valley for renovation and equipment to the Kinman House project; and authorizing the execution of a Memorandum of Understanding with the LVEDC in connection therewith; amending the FY 2015-2016 General Fund Budget; and providing for payment. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consider, discuss, and possible action to authorize the City Manager to enter into a contract with Powerfin Solarmundo, LLC to participate in City Public Service's (CPS) Simply Solar and SolarHost SA Program and to allow the installation of solar panels at the Fire Station and the Municipal Building. M&C #2016-08-31-03 (M. Moritz)

A motion was made by Council Member David Jordan and seconded by Council Member David Edwards, to postpone this item to a date uncertain. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consider, Discuss, and Possible Action to Remodel Existing and Construct a New Public Works Service Center. M&C #2016-08-31-04 (M. Moritz)

Public Works Director Melinda Moritz presented this item to ask that City Council consider remodeling the existing Public Works Service Center building and construct new administrative offices at the Service Center. The Public Works facility was built in 1984. Public Works personnel have increased from 11 to 25 in that time period. The operations and number of equipment being housed at the facility have grown. This facility is the only City facility not open to the general public, due to accessibility regulations and heavy equipment traffic. The facility has never been remodeled, as each time a need for new storage has arisen, pole barns and sheds were added to the property. The facility is currently lacking: fire alarm system; security system, other than locked gates; reliable internet (phones); and ADA accessibility. The addition of a new building and the remodel of the existing building will accommodate current conditions and provide for future expansion. This is one of the last City-owned facilities to be addressed. If the City Council chooses to move forward with this project, the next steps

would be: create Request for Proposals (RFP) from architectural firms; hire an architectural firm to perform needs assessment; develop cost estimates for various options; consider funding mechanisms; develop plans and options; and advertise bids for construction companies.

Public Works Director Moritz said the fiscal impact of this project if we received a scope and fee from LNV, Inc. Architect that provided cost estimates: architectural services for initial needs assessment \$7,500; constructing new facility/remodel existing facility \$3,139,000 +/-; architectural fees were not included; however: \$400,000 (approximate). Funding for project could come from Bonds or from the General and Enterprise Funds over a period of time.

- Olen Yarnell referred to a July 2011 Citizens Capital Facilities Committee was formed for the Municipal Building and Fire Station. Mr. Yarnell said that the same should be created for the Public Works Building as well.

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan, that this item be placed on the January 2017 Town Hall agenda and appoint a Capital Facilities Committee; and appoint Mr. Olen Yarnell to chair the committee and prepare an assessment study. Upon a unanimous vote, Mayor Riley announced the motion carried.

There was a very brief discussion on the manner in which to form the Capital Facilities Committee. It was decided to place the formation of the committee as an item to be discussed at the September 6th Regular City Council meeting.

Consider, discuss and possible action to award the Fiscal Year 2016-2017 Group Health Insurance Bid for Employee Medical, Dental and Life Insurances and to authorize the City Manager to execute the insurance contract(s). M&C #2016-08-31-05 (C. Caldera)

ACM/HR Director Crystal Caldera presented the item to identify health plans that would better serve the needs of the City and its employee's and to control City costs, while continuing to provide quality benefits to employees. The City currently pays 100% of the employee-only premium under AETNA base health, MET LIFE base dental and Life insurances. Gallagher Benefits Services, the City's Insurance Broker, solicited bids from all of the major insurance carriers. If approved, this item will authorize the City Manager to execute the contract for the Fiscal Year 2017 Group Health, Dental & Life Insurances and to continue to provide reputable and comprehensive insurance coverage to the City employees. This contract is for the period October 1, 2016 to September 30, 2017. The City's insurance broker, Gallagher Benefit Services, Inc. will serve as the City's liaison with the insurer selected by Council.

ACM/HR Director Caldera concluded the presentation saying that staff recommends that the City Council authorize the City Manager to execute a contract with AETNA for their PPO Base plan (80/50) for medical coverage and MetLife for the life and dental

insurance plans.

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan, to approve the Group Health Insurance Bid for Employee Medical, Dental and Life Insurances for Fiscal Year 2016-2017 as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Edwards, to authorize the City Manager to execute the insurance contract for Employee Medical, Dental and Life Insurances for Fiscal Year 2016-2017. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consider, discuss and possible action on Ordinance No. 16-032 accepting the lowest responsive bid for Emergency Medical Service billing at a rate of 7% commission, payable to Emergicon Medical Billing Service, for EMS Billing Services; and authorizing the City Manager to enter into a service contract". M&C #2016-08-31-06 (L. Valdez)

Fire Chief Luis Valdez presented saying that the Emergency Medical Services (EMS) Division of the Fire Department uses a Contractor, Intermedix Billing, to perform billing services. The contract with Intermedix has expired but the term has been extended by mutual agreement. The EMS Division of the Fire Department has experienced an average 30% recovery of EMS fees, based on a 5-year analysis. A Requests for Proposal (RFP) for EMS Billing Services was advertised beginning June 19, 2016, and six vendors responded by the July 12th, 2016 deadline. Six submissions were reviewed by the LVFD Review Board and were scored based on evaluation scoring criteria identified in the RFP. The LVFD Review Board is recommending authorizing the City Manager to enter into a contractual agreement with *Emergicon* Medical Billing Services for EMS Billing services. Leon Valley EMS has maintained a contract with Intermedix for billing services since 2010.

Fire Chief Valdez added that the service would be a reduction in commissions charge from 11% to 7%, but would be an increase to 22% commissions charged to existing transferred accounts in the interim. Staff is recommending that the City Council authorize the City Manager to enter into an agreement with *Emergicon* Medical Billing Services for EMS Billing Services.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Edwards, to accept the lowest responsive bid for Emergency Medical Service billing at a rate of 7% commission, payable to Emergicon Medical Billing Service, for EMS Billing Services; and authorizing the City Manager to enter into a service contract. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consider, discuss and possible action of Ordinance No. 16-033, An ordinance establishing a program for response and recovery phases of comprehensive Emergency Management; acknowledging the Office of Emergency Management Director; authorizing the appointment of an Emergency Management Coordinator;

and providing for the duties and responsibilities of those offices; identifying an operational organization; granting necessary powers to cope with all phases of emergency management which threaten life and property in the City of Leon Valley, Texas; authorizing cooperative and mutual aid agreements for relief work between this and other cities or counties and for related purposes; and providing for penalties for any violation of this ordinance. M&C #2016-08-31-07 (L. Valdez)

Fire Chief Valdez presented this item with a proposed formal set of emergency management ordinances that are needed. The ordinances presented detail and outline roles and responsibilities, organizational structure, as well as provide penalties and assurances. The ordinances allow for an interjurisdictional operation agreement, and broad approach to emergency management through partnerships with local resources. The proposed set of ordinances updates the City of Leon Valley's emergency management program, is consistent with other municipalities in the region, as well as the Bexar County Hazardous Mitigation Plan that is currently under construction.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to adopt Ordinance No. 16-033 as captioned. Upon a unanimous vote, Mayor Riley announced the motion carried

Consider, discuss and possible action on the approval by resolution to join the Bexar County Inter-Jurisdictional Emergency Management Plan and Program, and that the Bexar County Emergency Management Coordinator be appointed as the City of Leon Valley Emergency Management Coordinator. M&C #2016-08-31-08 (L. Valdez)

Fire Chief Valdez presented this item seeking City Council approval of a joint inter-jurisdictional agreement through a resolution with Bexar County Office of Emergency Management. This inter-jurisdictional agreement benefits the City of Leon Valley by adding resources at the highest administrative level (Advanced) of maintenance and updates the City of Leon Valley's plan to the most modern edition, at no cost, and is consistent with the next tier in emergency/disaster response for resources.

Chief Valdez said that staff recommends approval through Resolution No. 16-023R to join the Bexar County Inter-Jurisdictional Emergency Management plan and program, and appoint the Bexar County Emergency Management Coordinator as the City of Leon Valley Emergency Management Coordinator.

A motion was made by Council Member David Edwards and seconded by Council Member Monica Alcocer, to approve by Resolution No. 16-023R to join the Bexar County Inter-Jurisdictional Emergency Management plan and program, and appoint the Bexar County Emergency Management Coordinator as the City of Leon Valley Emergency Management Coordinator. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consider, discuss and possible action on Ordinance No. 16-034, an ordinance of the City Council of The City of Leon Valley, Texas, adopting the National Incident Management System (NIMS) as the standard for incident management by the City of Leon Valley, Texas. M&C #2016-08-31-09 (L. Valdez)

Lastly, Fire Chief and Assistant Fire Chief Billy Lawson presented this item saying the National Incident Management System (NIMS) is a standardized approach to incident management developed by the Department of Homeland Security. The program is intended to facilitate coordination between all responders (including all levels of government with public, private, and nongovernmental organizations). To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government has established a single, comprehensive approach to domestic incident management. This ordinance is intended to officially adopt the National Incident Management System (NIMS) as the standard for incident management.

Staff is recommending the approval of Ordinance No. 16-034 of the City Council of the City of Leon Valley, Texas, adopting the National Incident Management System (NIMS) as the standard for incident management by the City of Leon Valley, Texas.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to adopt Ordinance No. 16-034 as captioned. Upon a unanimous vote, Mayor Riley announced the motion carried.

Both Chiefs requested that the City Council place an item on the next City Council agenda to discuss EMS debt collections. Mayor Riley and the City Council members agreed to allow this additional item.

City Manager's Report:

a) Approved Minutes from Boards, Commissions and Committees

b) Upcoming Important Events:

- **October 04, 2016 Regular City Council Meeting has been rescheduled to October 03, 2016 due to the Texas Municipal League Annual Conference.**
- **Coffee with the Mayor and City Council, Saturday, October 22, 2016, 9:00 a.m. to 11:00 a.m. at the Leon Valley Conference Center.**
- **November 05, 2016 Texas Recycles Day from 9:00 a.m. until 1:00 p.m. at Leon Valley Public Works.**

City Manager Kelly Kuenstler reported that she has hired Joseph Salvaggio as the new Leon Valley Police Chief. Captain Salvaggio (SAPD) will begin his service to Leon Valley on September 15th. Ms. Kuenstler thanked ACM/HR Director Crystal Calder, Chief Luis Valdez and Councilor David Jordan for thoroughly interviewing 22 applicants with her. Ms. Kuenstler also thanked Interim Police Chief Ray Lacy and Interim Deputy Police Chief Ruben Saucedo for being so responsive, accommodating and helpful during this process. Ms. Kuenstler also spoke to the City Council about the TML Board of Trustee Ballot and with the Council's consent will submit the ballot on behalf of the

City of Leon Valley City Council. Lastly, Ms. Kuenstler spoke to the City Council regarding National Night Out which will now be held on October 2nd to accommodate the City Council meeting and TML Annual Conference.

Citizens to be heard.

None

Announcements by the Mayor and Council Members

Mayor Riley thanked City Secretary Sandra Passailaigue for organizing a Parliamentary Procedure & Open Meetings Training Event that all members of City Council, boards, committees, commissions as well as liaisons and department directors attended this past Saturday.

Adjournment.

Mayor Riley announced the meeting adjourned at 7:48 p.m.

These minutes approved by the Leon Valley City Council on the 20th of September, 2016.

APPROVED


CHRIS RILEY
MAYOR

ATTEST: 
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

