



**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

**AGENDA**

1. **5:30 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. 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)**
4. 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)**
5. 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)**

6. Consider, Discuss, and Possible Action to Remodel Existing and Construct a New Public Works Service Center. **M&C #2016-08-31-04 (M. Moritz)**
7. 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)**
8. 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)**
9. 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)**
10. 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)**
11. 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)**
12. 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.

13. Citizens to be heard.

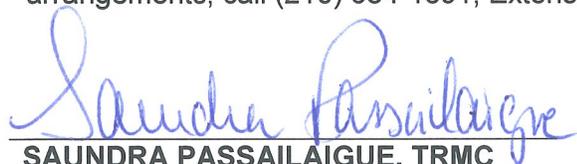
14. Announcements by the Mayor and Council Members. At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday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

15. 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 August 25, 2016 at 11:35 a.m. and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov). This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To make arrangements, call (210) 684-1391, Extension 216.



SAUNDRA PASSAILAIGUE, TRMC  
City Secretary



**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 31, 2016 **M&C # 2016-08-31-01**  
**TO:** Mayor and Council  
**FROM:** Vickie Wallace, Finance Director  
**THROUGH:** Kelly Kuenstler, City Manager  
**SUBJECT:** 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%

**PURPOSE**

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.

**This is the first public hearing to consider that increase. The second public hearing will be held on September 6, 2016, at 7:00 p.m. in the City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238.**

**The vote on the Proposed Tax Rate will be on September 20, 2016, at 7:00 p.m. in the City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238.**

**SEE LEON VALLEY**

Social – A responsible municipal budget strives to allocate taxpayer dollars in an efficient and effective manner that represents all citizens equally. Public Hearings ensure the citizens of Leon Valley transparency in Government.

Economic – Utilizing taxpayer monies to maximize public safety, city administration and city programs/services allows the City to actively pursue Economic Development opportunities.

Environmental – The City’s El Verde by 2020 initiative continues to be supported through careful allocation of budgetary dollars that promotes sustainability. Ad Valorem Taxes are the most stable source of revenue for the General Fund.

**FISCAL IMPACT**

Funds to publish the *Notice of Public Hearing* are included in the City’s fiscal year 2016 budget.

**STRATEGIC GOALS**

N/A

**RECOMMENDATION**

Conduct the Public Hearing.

APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_

APPROVE WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

**SAUNDRA PASSAILAIGUE**  
City Secretary

City of Leon Valley  
2016 Tax Rate  
First Public Hearing  
August 31, 2016

# Overview

- 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 or 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%
  - This is a decrease of \$0.005016 from the 2015 adopted Tax Rate of \$0.561615
  - The 2016 Tax Rate funds the General Fund and Debt Service Fund budgets for FY 2017

# Tax Rate Allocation

	Tax Year		Difference
	2016	2015	
M&O	\$0.474645	\$0.471173	\$ 0.003472
I&S	\$0.081954	\$0.090442	\$ (0.008488)
<b>TOTAL</b>	\$0.556599	\$0.561615	\$ (0.005016)

# Important Dates

- This is the first public hearing to consider that increase
- The second public hearing will be held at 7:00 p.m. on Tuesday, September 6, 2016 at the City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238
- The vote on the Proposed Tax Rate will be held at 7:00 p.m. on Tuesday, September 20, 2016 at the City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238

City of Leon Valley  
2016 Tax Rate  
First Public Hearing  
August 31, 2016

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 31, 2016 **M&C # 2016-08-31-02**

**TO:** Mayor and Council

**FROM:** Patricia Manea, Leon Valley Economic Development Corporation

**THROUGH:** Kelly Kuenstler, City Manager

**SUBJECT:** Authorizing 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.

**PURPOSE**

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.

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.

**SEE LEON VALLEY**

Social – The Kinman House project will be open to the public and may be enjoyed by all locals and visitors; thus, helping the City promote a superior quality of life.

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

Environmental – Rehabilitation of the Kinman House decreases the carbon footprint by re-purposing a building instead of building a new structure.

**FISCAL IMPACT**

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. The LVEDC is a Type B (formerly 4B) economic development corporation which uses the collected sales tax revenues to promote and conduct economic development in and for City of Leon Valley.

**RECOMMENDATION**

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.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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

ORDINANCE No. 16-031

**AUTHORIZING 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; AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN LVEDC AND THE CITY OF LEON VALLEY IN CONNECTION THEREWITH; AMENDING THE FY 2015-2016 GENERAL FUND BUDGET; AND PROVIDING FOR PAYMENT.**

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**WHEREAS**, 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; and

**WHEREAS**, on July 27, 2016 the Board of Directors of LVEDC approved by Resolution No. 16-10R to provide \$86,685.00 to the City of Leon Valley ("City") to renovate and provide equipment to the Kinman House Project; and

**WHEREAS**, in order to receive said funds and manage the project, it is necessary to execute a Memorandum of Understanding between the City and LVEDC; and

**WHEREAS**, it is the desire of City Council to authorize the expenditure by the LVEDC in the amount of \$86,685.00 to the City for equipment and the renovation to the Kinman House Project; and

**WHEREAS**, it is also the desire of City Council to authorize the execution of a Memorandum of Understanding between the City and LVEDC to carry out the management of the Project; and

**WHEREAS**, in order to receive payment, it is necessary to amend the FY 2015-2016 General Fund Budget in the amount of \$86,685.00; **NOW, THEREFORE,**

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

Section 1. The expenditure by the Leon Valley Economic Development Corporation (LVEDC) in the amount of \$86,685 to the City of Leon Valley for renovation and equipment to the Kinman House Project and the Memorandum of Understanding in substantially final form, attached hereto

and incorporated herein for all purposes as Attachment 1, are hereby authorized.

Section 2. The City Manager or in her stead the Assistant City Manager is hereby authorized to execute a Memorandum of Understanding with the LVEDC for the Kinman House Project.

Section 3. The FY 2015-2016 General Fund Budget is hereby amended as provided for in the Budget Adjustment, attached hereto and incorporated herein as Exhibit "A".

Section 4. This Ordinance shall become effective immediately upon passage by four (4) or more 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 31<sup>st</sup> day of August, 2016.

**APPROVED**

**CHRIS RILEY**  
MAYOR

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

Approved as to Form: **DENISE FREDERICK**  
City Attorney

Attachment 1

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF LEON VALLEY AND LEON VALLEY  
ECONOMIC DEVELOPMENT CORPORATION**

**1. Parties.** This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between the City of Leon Valley, a Texas municipal corporation (hereinafter referred to as the “City”), whose address is 6400 El Verde Road, Leon Valley, Texas, and the Leon Valley Economic Development Corporation, a Texas development corporation (hereinafter referred to as “LVEDC”), whose address is 6400 El Verde Road, Leon Valley, Texas.

**2. Purpose.** The purpose of this MOU is to establish the terms and conditions under which LVEDC will provide funding to the City to repair and remodel the Kinman House Project property development, located at 6417 Evers Road, Leon Valley, Texas 78238, for the purpose of promoting new and expanded business development and the creation of new jobs (hereinafter referred to as the “Project”). A more detailed description of said property is attached hereto and incorporated herein as Attachment 1.

**3. Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and the governing bodies of the parties’ and shall remain in full force and effect for not longer than December 16, 2016. This MOU may be terminated, without cause, by either party upon thirty (30) days written notice, which notice shall be delivered by hand or by certified mail to the address listed above.

**4. Responsibilities of City.** City shall agree to remodel the Project, including but not limited to, electrical and plumbing work, install new kitchen equipment, repair the roof, install a new fire alarm system, inspect the chimney and foundation, create open areas to accommodate a restaurant, construct a deck and install exterior doors and ceiling fans (hereinafter referred to as “Improvements”).

**5. Responsibilities of LVEDC.** LVEDC shall agree to provide partial funding for the cost of Improvements and any other expenses associated with the Project not to exceed the amount of an Eighty-six Thousand Six Hundred eighty-five and no/100 Dollar (\$86,685.00).

## 6. General Provisions

**A. Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

**B. Applicable Law.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Texas. The courts of the State of Texas shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the District Court for the County of Bexar, State of Texas.

**D. Entirety of Agreement.** This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

**E. Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

**F. Sovereign Immunity.** The City and LVEDC do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

**G. Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

7. **Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.



Authorizing 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.

City Council Meeting  
August 31, 2016



# Purpose

- Authorize the City Manager to enter into a Memorandum of Understanding with the Leon Valley Economic Development Corporation to contribute LVEDC funds for the Kinman House Project.
- Approval of a budget adjustment for the General Fund in the amount of \$86,685 so the funds can be expended on the project.
- The contribution by the LVEDC is for improvements to be made to the Kinman House.

# Purpose

- The money will be used to purchase some kitchen equipment for the facility.
- Improvements will also include other hard costs involved in finishing out the project (ie. Electrical wiring and plumbing costs to meet code compliance).

# SEE Leon Valley

- *Social* – The Kinman House project will be open to the public and may be enjoyed by all locals and visitors; thus, helping the City promote a superior quality of life.
- *Economic* – To provide a diverse and versatile business environment that supports a healthy economy by attracting viable businesses.
- *Environmental* – Rehabilitation of the Kinman House decreases the carbon footprint by re-purposing a building instead of building a new structure.

# Fiscal Impact

- 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.

# Recommendation

- The LVEDC Board recommends approval.
- Staff recommends approval of the budget adjustment for the General Fund in the amount of \$86,685 so the funds can be expended on the project and authorizing the execution of a MOU with the LVEDC.

Authorizing 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.

City Council Meeting  
August 31, 2016



**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 31, 2016 **M&C # 2016-08-31-04**  
**TO:** Mayor and Council  
**FROM:** Melinda Moritz, Director of Public Works  
**THROUGH:** Kelly Kuenstler, City Manager  
**SUBJECT:** Consider, Discuss, and Possible Action to Remodel Existing and Construct a New Public Works Service Center

**PURPOSE**

To 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)
- 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 architectural firm to perform needs assessment
- Develop cost estimates for various options
- Consider funding mechanisms
- Develop plans and options
- Advertise bids for construction companies

**FISCAL IMPACT**

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.

**STRATEGIC GOALS**

This item meets the City Council Strategic Goal of Capital/Infrastructure Planning.

**RECOMMENDATION**

None, as this would be a City Council decision; however, a suggested method would be:

- Request RFP’s from architectural firms next fiscal year
- Develop cost estimate(s)
- Devise method(s) of funding in future fiscal year

**SEE LEON VALLEY**

*Social Equity* – Remodeled facilities allows access to all citizens.

*Economic Development* – Enhances the City’s professional image.

*Environmental Stewardship* – New facilities incorporate energy saving utilities and sustainable materials, reducing the drain on the environment.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

# Leon Valley Public Works Facility Consideration of New Facility / Remodel

City Council Meeting  
August 31, 2016

# Purpose

- To consider construction of new Public Works Administrative offices and remodel existing facility

# Background

- The Public Works facility was built in 1984
- Personnel increased from 11 to 25
- Operations & equipment have increased
- Facility not open to public due to accessibility regulations and heavy equipment traffic
- Never been remodeled – poles barns and sheds added to property

# Background

- Currently doesn't have:
  - fire alarm system
  - Security system, other than locked gates
  - Reliable internet (phones)
  - ADA accessibility
- Addition of new building & remodel of existing will accommodate current conditions and provide for future expansion
- One of the last City-owned facility to be addressed

# Dedication Plaque



# Current Site Plan

Current entrance



Current Facility

# Proposed New Structure



Remodel existing building for shop & equipment

Proposed location of new Admin Offices

# Next Steps

- Create Request for Proposals (RFP) for architectural firms
- Hire architect to perform needs assessment
- Develop cost estimates for several options
- Consider funding mechanisms
- Develop plans and options
- Advertise bids for construction companies

# Fiscal Impact

- 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.

# Recommendation

- None; however, could:
- Request RFP's from architectural firms next fiscal year
- Develop cost estimate(s)
- Devise method(s) of funding

# S.E.E. Statement

- Social Equity – Remodeled facilities allows access to all citizens
- Economic Development – Enhances the City's professional image
- Environmental Stewardship – New facilities incorporate energy saving utilities and sustainable materials, reducing the drain on the environment

# Leon Valley Public Works Facility Consideration of New Facility / Remodel

City Council Meeting

August 31, 2016

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 31, 2016 **M&C # 2016-08-31-05**

**TO:** Mayor and Council

**FROM:** Crystal Caldera, ACM/HR Director

**THROUGH:** Kelly Kuenstler, City Manager

**SUBJECT:** A request to award the FY 2017 group insurance bid for employee medical, dental and life insurances and to authorize the City Manager to execute the insurance contract(s).

**PURPOSE**

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 the major insurance carriers.

This M&C will authorize the City Manager to execute the contract for the FY 2017 Group Health, Dental & Life Insurances and to continue to provide reputable and comprehensive insurance coverage to the City employees. This contract will be 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.

<b>Product Type</b>	<b>Current Base Plan AETNA (80/60)</b>	<b>Renewal Base Plan AETNA (80/60)</b>	<b>Proposed Base Plan AETNA (80/50)</b>	<b>Current Buy-up Plan AETNA (100/70)</b>	<b>Renewal Buy-up Plan AETNA (100/70)</b>	<b>Proposed Buy-Up Plan AETNA (80/50)</b>
Life Time Max	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
CYD	\$2,000	\$2,000	\$2,500	\$1,000	\$1,000	\$1,000
CY Coinsurance	\$4,000	\$4,000	\$6,600	\$6,250	\$6,250	\$3,000
Other Med	80% after ded	80% after ded	80% after ded	100% after ded	100% after ded	80% after ded
Preventative	100%	100%	100%	100%	100%	100%
Office Copays	\$35PCP/50Spec	\$35PCP/50Spec	\$30PCP/\$50 Spec	\$20PCP/\$20 Spec	\$20PCP/\$20 Spec	\$25 PCP/\$50 Spec
ER	\$150	\$150	80% after \$300	100% after \$100	100% after \$100	80% after \$300
Urgent Care	\$75	\$75	\$75	\$75	\$75	\$75
Prescript	\$15/\$30/\$50	\$15/\$30/\$50	\$3/\$15/\$50/\$90	\$15/\$30/\$50	\$15/\$30/\$50	\$3/\$15/\$50/\$90
			\$150 Pref Spec			\$150 Pref Spec
			\$300 Non pre Spec			\$300 Non pre Spec
<b>Premium</b>						
EE Only	\$585.30	\$696.51	\$579.70	\$650.42	\$774.00	\$644.11
EE & Spouse	\$1,065.26	\$1,267.66	\$1,055.07	\$1,183.77	\$1,408.69	\$1,172.30
EE & Child	\$831.14	\$989.06	\$823.19	\$923.60	\$1,099.08	\$914.66
EE & Family	\$1,556.92	\$1,852.73	\$1,542.03	\$1,730.13	\$2,058.85	\$1,713.37
		19% Inc	-1%		19% Inc	-1%

<b>Product Type</b>	<b>Current Base Plan Met Life</b>	<b>Renewal Base Plan Met Life</b>
CYD	\$50	\$50
Major-Crowns Implants	50%	50%
Basic- ER Exam, Root Canal	80%	80%
Preventative	100%	100%
<b>Premium</b>		
EE Only	\$21.68	\$24.59
EE & Spouse	\$48.58	\$55.11
EE & Child	\$53.97	\$61.22
EE & Family	\$74.76	\$84.81

<b>Product Type</b>	<b>Current Base Plan Met Life</b>	<b>Renewal Base Plan Met Life</b>
Life AD&D	\$2.22	\$2.45

**RECOMMENDATION**

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.

**S.E.E. IMPACT**

**Social Equity** – Benefits are one of the tools utilized by the city to recruit quality employees. These quality employees strive to promote a superior quality of life by responding to citizens in a fair and prompt manner and provide outstanding public safety services.

**Economic Development** – By providing cost effective quality benefits to the city employees, the employees are better equipped to contribute to the diverse and versatile business environment that supports a healthy economy for the City of Leon Valley.

**Environmental** –All carriers provide extensive online tools for members and the plan sponsors, serving to decrease the use of paper resources.

**FISCAL IMPACT**

The total cost for the City’s group insurance benefits for FY 17 is \$753,935. The premium identified in the FY 2017 budget is \$885,675.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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

ATTEST:

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

# Group Benefits

Regular City Council Meeting

August 31, 2016



# Purpose

- Is to review and possibly award a contract for employee group benefits.
  - Medical
  - Dental Life
  - Life



# Medical Renewal

Product Type	Current Base Plan AETNA (80/60)	Renewal Base Plan AETNA (80/60)	Proposed Base Plan AETNA (80/50)	Current Buy-up Plan AETNA (100/70)	Renewal Buy-up Plan AETNA (100/70)	Proposed Buy-Up Plan AETNA (80/50)
Life Time Max	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
CYD	\$2,000	\$2,000	\$2,500	\$1,000	\$1,000	\$1,000
CY Coinsurance	\$4,000	\$4,000	\$6,600	\$6,250	\$6,250	\$3,000
Other Med	80% after ded	80% after ded	80% after ded	100% after ded	100% after ded	80% after ded
Preventative	100%	100%	100%	100%	100%	100%
Office Copays	\$35PCP/50Spec	\$35PCP/50Spec	\$30PCP/\$50 Spec	\$20PCP/\$20 Spec	\$20PCP/\$20 Spec	\$25 PCP/\$50 Spec
ER	\$150	\$150	80% after \$300	100% after \$100	100% after \$100	80% after \$300
Urgent Care	\$75	\$75	\$75	\$75	\$75	\$75
Prescript	\$15/\$30/\$50	\$15/\$30/\$50	\$3/\$15/\$50/\$90	\$15/\$30/\$50	\$15/\$30/\$50	\$3/\$15/\$50/\$90
			\$150 Pref Spec			\$150 Pref Spec
			\$300 Non pre Spec			\$300 Non pre Spec
<b>Premium</b>						
EE Only	\$585.30	\$696.51	\$579.70	\$650.42	\$774.00	\$644.11
EE & Spouse	\$1,065.26	\$1,267.66	\$1,055.07	\$1,183.77	\$1,408.69	\$1,172.30
EE & Child	\$831.14	\$989.06	\$823.19	\$923.60	\$1,099.08	\$914.66
EE & Family	\$1,556.92	\$1,852.73	\$1,542.03	\$1,730.13	\$2,058.85	\$1,713.37
		19% Inc	-1%		19% Inc	-1%



# Comparison of Dependent Care Coverage

AETNA - Base	Current Monthly Premium	Current Cost to Employee Monthly	Proposed Monthly Premium	Proposed Cost to Employee Monthly	Monthly Difference
Employee Only	\$585.30	\$0.00	\$579.70	\$0.00	
Employee + Child	\$831.14	\$245.84	\$823.19	\$243.49	(\$2.35)
Employee + Spouse	\$1,065.26	\$479.96	\$1,055.07	\$475.37	(\$4.59)
Employee + Family	\$1,556.92	\$971.62	\$1,542.03	\$962.33	(\$9.29)



# Dental

Product Type	Current Base Plan Met Life	Renewal Base Plan Met Life	Premium Difference
CYD	\$50	\$50	
Major-Crowns Implants	50%	50%	
Basic- ER Exam, Root Canal	80%	80%	
Preventative	100%	100%	
<b>Premium</b>			
EE Only	\$21.68	\$24.59	\$2.91
EE & Spouse	\$48.58	\$55.11	\$6.53
EE & Child	\$53.97	\$61.22	\$7.25
EE & Family	\$74.76	\$84.81	\$10.05



# Life

- MetLife cost per employee is \$2.45



# Fiscal Impact

- The total cost for the City's group insurance benefits for FY 17 is \$753,935. The premium identified in the FY 2017 budget is \$885,675.



# Recommendations

- Staff recommends awarding the contract to AETNA (8/50) for medical and MetLife for dental & life insurance.



# Group Benefits

Regular City Council Meeting

August 31, 2016



**MAYOR AND COUNCIL COMMUNICATION**

**M&C #2016-08-31-06**

**DATE:** August 31, 2016  
**TO:** Mayor and City Council  
**FROM:** Luis Valdez, Fire Chief  
**THROUGH:** Kelly Kuenstler, City Manager  
**SUBJECT:** An Ordinance 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.

**PURPOSE**

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.

**FISCAL IMPACT**

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.

**RECOMMENDATION**

Authorize the City Manager to enter into an agreement with *Emergicon* Medical Billing Services for EMS Billing Services

**S.E.E. IMPACT STATEMENT**

Social Equity – Providing the citizens with good customer service and quality care adds to the overall quality of life

Economic Development – Providing good customer service and improved emergency services promotes a better image, which may attract businesses and new residents

Environmental Stewardship – NA

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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

ATTEST:

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

**AN ORDINANCE OF THE CITY OF LEON VALLEY TEXAS, CITY COUNCIL 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 IN CONNECTION THEREWITH.**

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**WHEREAS**, the Emergency Medical Services (EMS) Division of the Fire Department uses a Contractor, Intermedix Billing, to perform billing services; and

**WHEREAS**, the contract with Intermedix has expired but the term has been extended by mutual agreement; and

**WHEREAS**, Requests for Proposal (RFP) for EMS Billing Services was advertised beginning June 19, 2016, and six vendors responded by the July 12th, 2016 deadline; and

**WHEREAS**, this Ordinance accepts the lowest responsive bid submitted by Emergicon Medical Billing Service at a rate of 7% commission;

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

Section 1. The lowest responsive bid of Emergicon Medical Billing Service at a rate of 7% commission for EMS Billing Services for the Fire Department Emergency Medical Services program is hereby accepted. All other bids will be considered rejected upon the execution of a contract by the successful bidder and the deposit of all required bonds and insurance certificates or the expiration of ninety (90) days from the effective date hereof, whichever occurs first.

Section 2. A construction contract is hereby awarded to Emergicon Medical Billing Service.

Section 3. This Ordinance shall be effective immediately upon passage by four or more affirmative votes; otherwise, it shall be effective on the tenth day after passage.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 31<sup>st</sup> day of August, 2016.

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

**CHRIS RILEY**  
MAYOR

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

Approved as to Form: **DENISE FREDERICK**  
City Attorney

# **Leon Valley Fire Department /EMS EMS Billing Services**

City of Leon Valley  
City Council Meeting  
August 31, 2016

## Purpose

An Ordinance 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.

# Background

- 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.

# Overview

- In June, the City solicited Request for Proposals (RFP) for EMS billing services
- Six companies submitted a proposal;
  - Amerik
  - Life Quest
  - Intermedix
  - Quick Med Claims
  - Emergicon
  - Sun Knowledge

# Evaluation

- 223 companies were individually contacted.
- Six submissions were received and reviewed by the LVFD Review Board and were scored first individually, and then averaged based on evaluation scoring criteria identified in the RFP.
- The LVFD Review Board is recommending that the City Manager be authorized to enter into an agreement with *Emergicon* Medical Billing Services.

# EMS Billing RFQ July 14, 2016

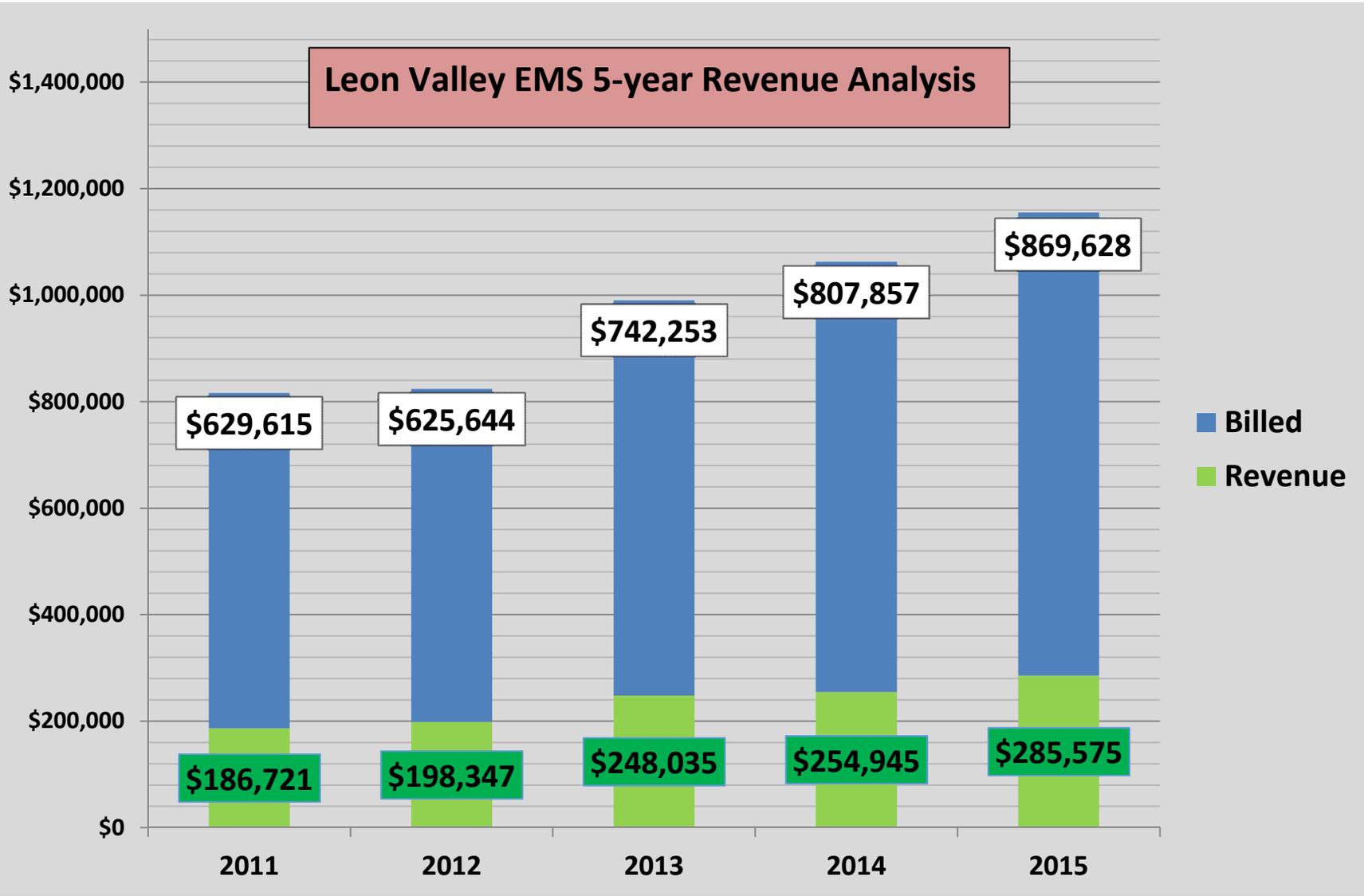
	AMERIK	LIFE QUEST	INTERMEDIX	Quick Med Claims	Emergicon	Sun Knowledge
<b>LOWEST OVERALL COST - 20%</b>						
<ul style="list-style-type: none"> <li>Percentage of gross collections</li> <li>General Cost</li> </ul>	16	14	12	10	15	10
<b>COMPLIANCE WITH TECHNICAL REQUIREMENTS - 35%</b>						
<ul style="list-style-type: none"> <li>Completeness of response</li> <li>Verification of requested technical information</li> <li>Technical capability and financial resources for performance</li> <li>Overall quality of proposal and detail provided</li> </ul>	25	15	28	20	30	10
<b>BILLING AGENCY COMPLETION - 15%</b>						
<ul style="list-style-type: none"> <li>Billing agency provides audited financial reports</li> <li>Proposed deliverables meet expectations</li> </ul>	10	12	10	10	14	5
<b>EXPERIENCE AND REFERENCES - 18%</b>						
<ul style="list-style-type: none"> <li>Verification of 5 required references</li> <li>Record of performance with similar EMS provider</li> <li>Possesses field collection data software</li> <li>Ability to bill and receive ambulance fees and delinquent account collections</li> <li>Staff assigned to project</li> </ul>	12	10	15	10	18	8
<b>BILLING COLLECTIONS &amp; DELINQUENT ACCOUNT METHODOLOGY - 12%</b>						
<ul style="list-style-type: none"> <li>Procedures used in A/R management and delinquent accounts collections</li> </ul>	8	6	10	5	12	0
<b>TOTAL (Possible 100 points)</b>	<b>71</b>	<b>57</b>	<b>75</b>	<b>55</b>	<b>89</b>	<b>33</b>



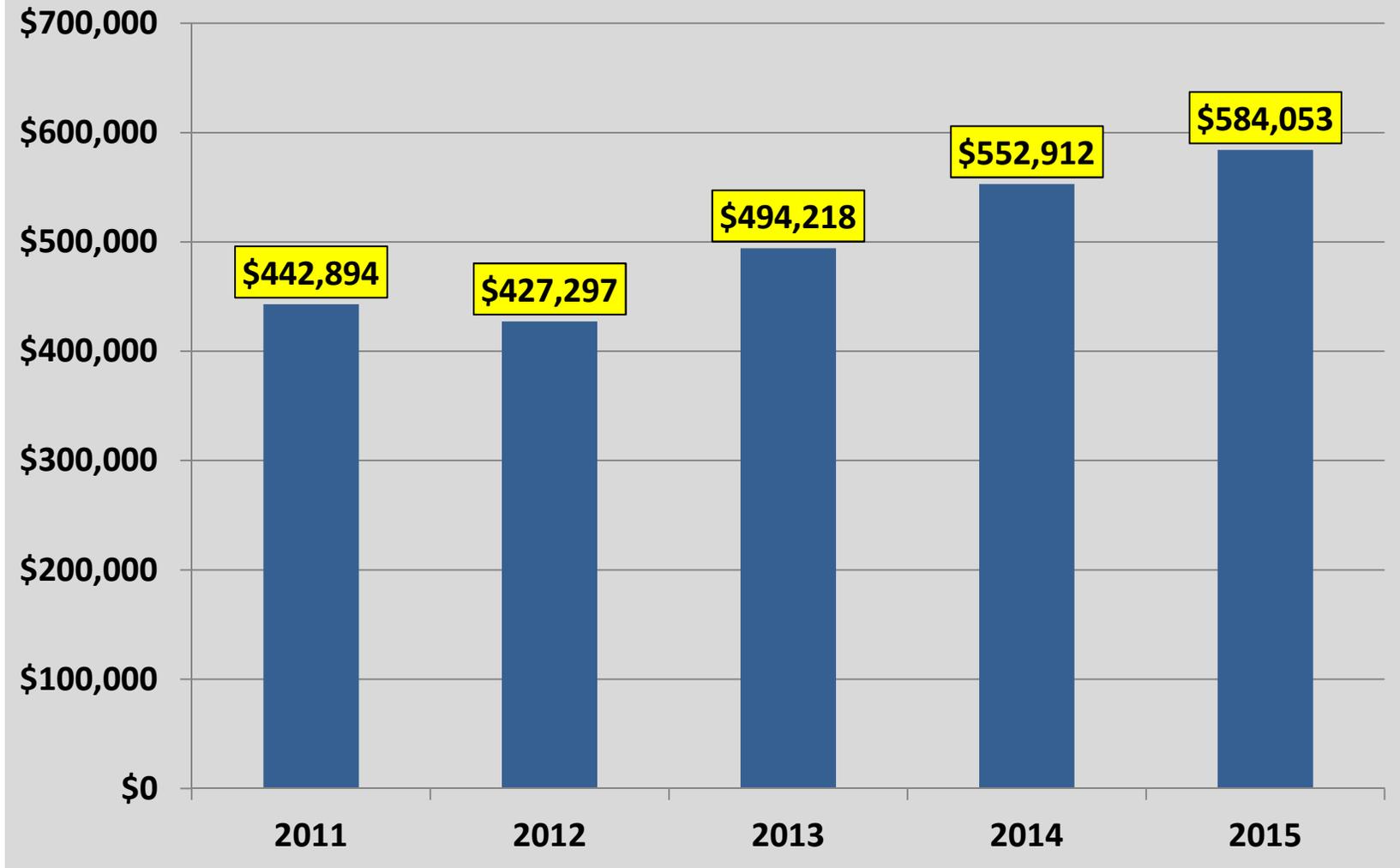
# Background

- **The EMS Division of the Fire Department has experienced an average 31% recovery of EMS fees based on a 5-year analysis.**

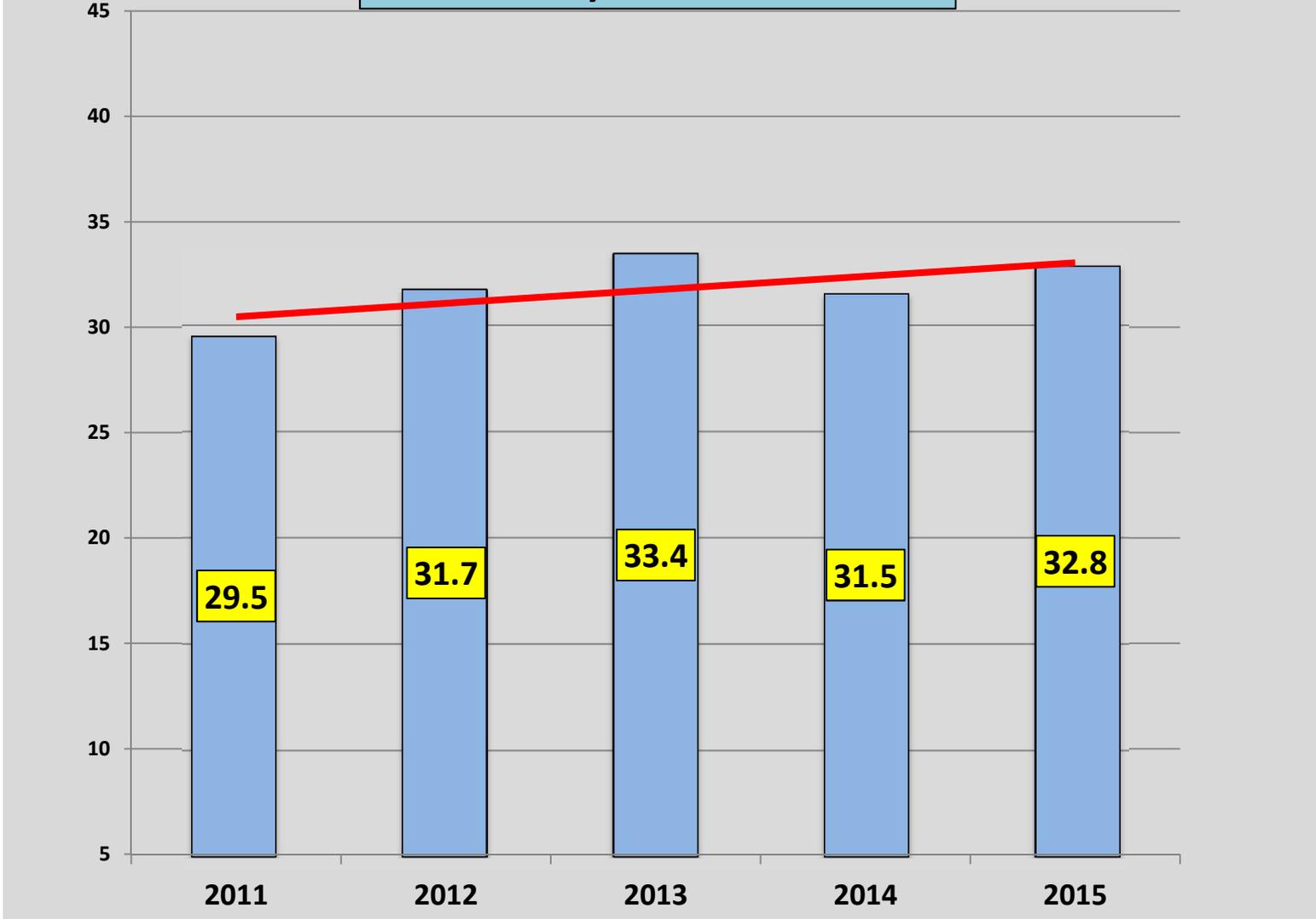
### Leon Valley EMS 5-year Revenue Analysis



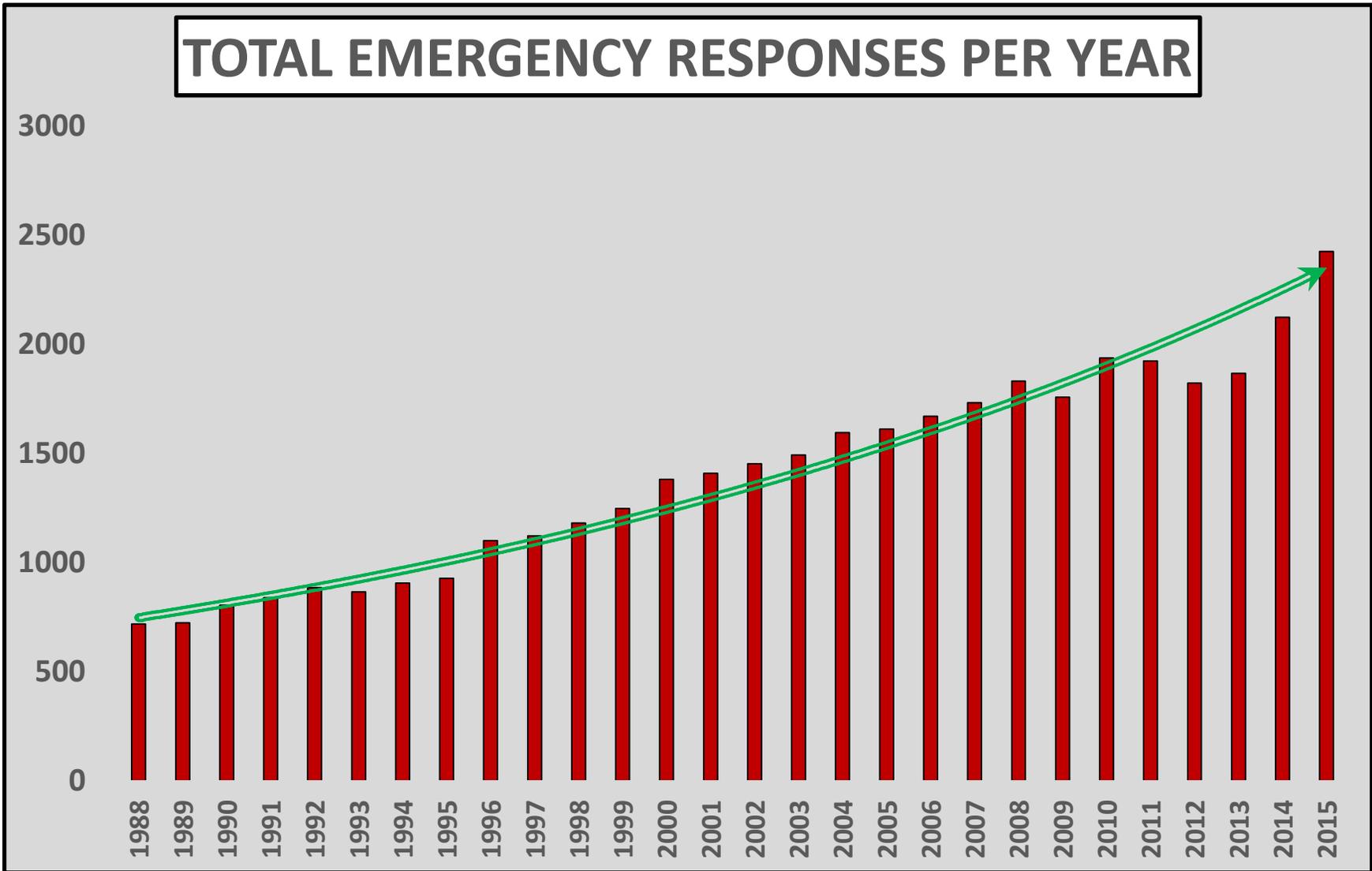
### Unpaid EMS Fees

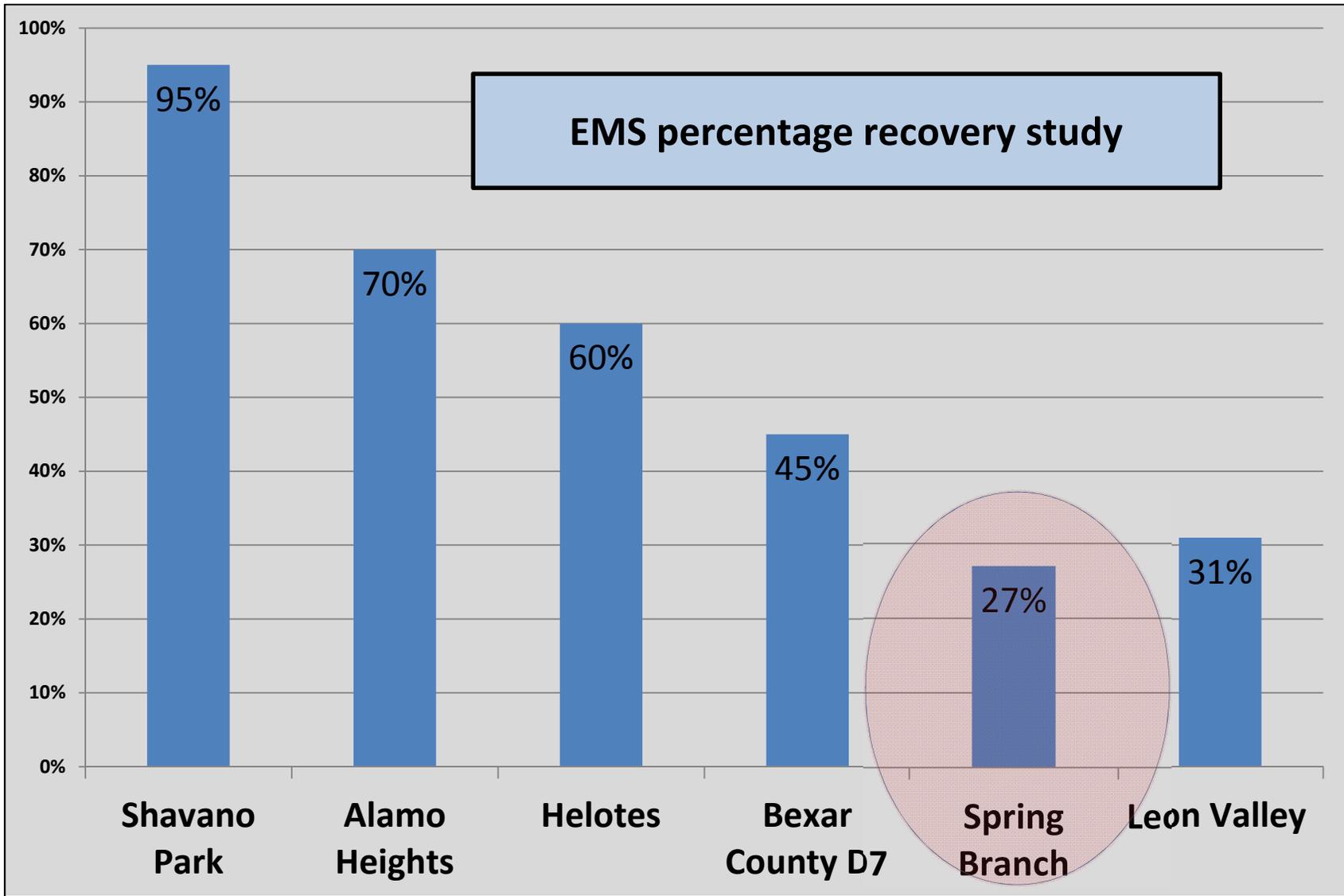


### EMS Service Billing Collection Rate 5-year Trend

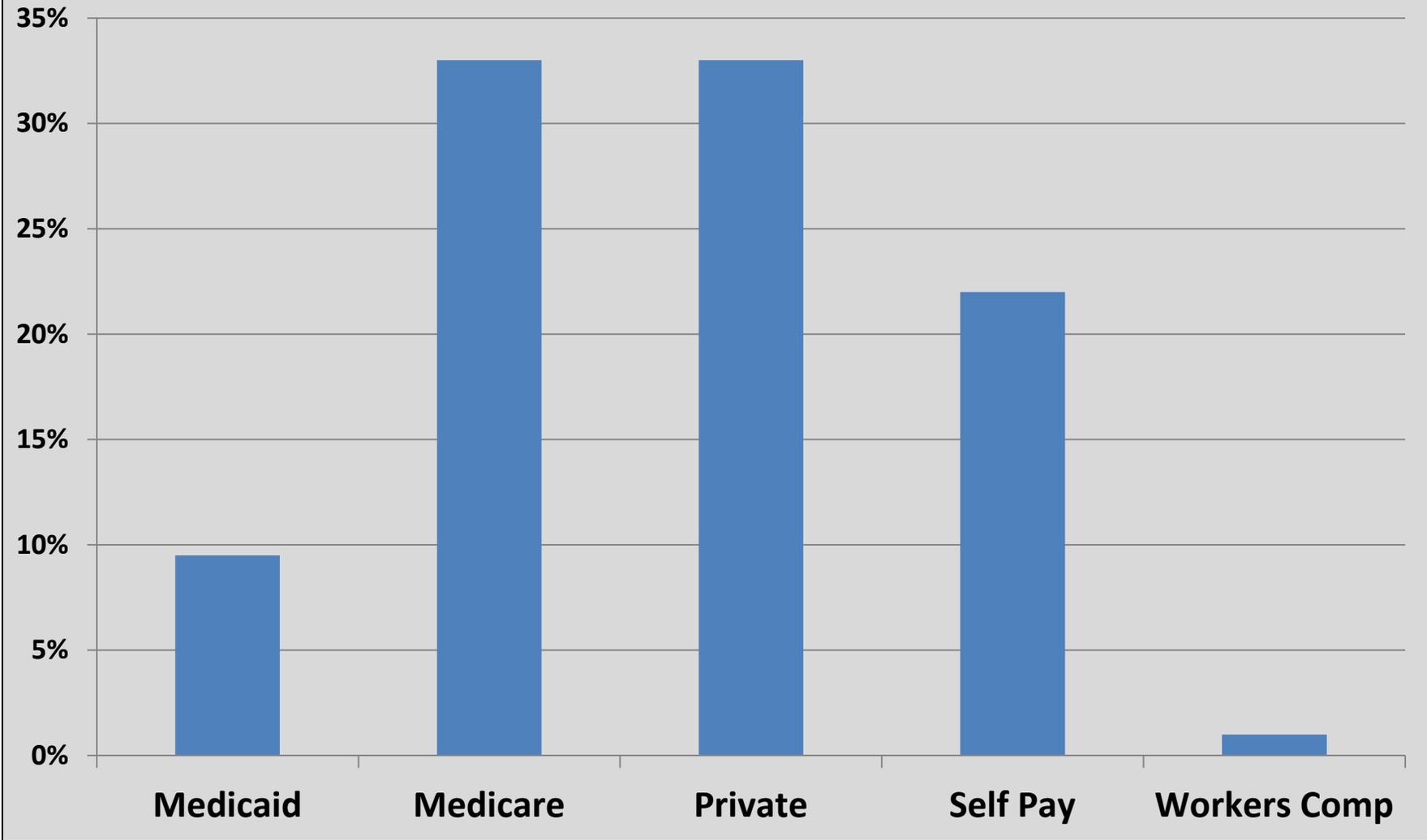


# TOTAL EMERGENCY RESPONSES PER YEAR





### Payer Mix



# EMS Fee Study

Provider	Alamo Hts	Helotes	Shavano Park	Schertz	San Antonio	Leon Valley	Average
Response only	\$0	\$0	\$50	\$0	\$0	\$0	\$0
Response with Aid	\$206	\$116.50	\$100	\$200	\$100	\$125	\$141
Basic Life Support	\$750	\$597	\$450	\$1,210	\$950	\$550	\$751
Advanced Life Support I	\$850	\$676	\$525	\$1,440	\$950	\$650	\$848
Advanced Life Support II	\$1,050	\$839	\$700	\$1,600	\$950	\$750	\$981
Transport fee per mile	\$14.00	\$17.50	\$15	\$20	\$12	\$18	\$16
Non Resident Fee	\$100.00	\$116.50	\$100	\$0	\$100	\$150	\$94

## Update - Collection Services RFP

- *The Fire Department had no responses to RFP for EMS Debt Collection services.*
- *It has been determined that the contract for this service is less than the amount required for an additional RFP, and the department will be moving forward with hiring a service.*
- The service delivery for Emergicon will have improvements;
  - 120 days before sending to collections vs. 90 days
  - Resubmit claim after first denial automatically
  - The transfer of bad debt account will be handled by Emergicon
  - They manage collection payments

## Recommendation

*An Ordinance accepting the lowest responsive bid for Emergency Medical Service billing, and authorizing the City Manager to enter into a service contract for a rate of 7% commission, authorized payable to Emergicon Medical Billing Service, for EMS Billing Services.*

# Fiscal Impact

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.

# SEE Vision Statement

**Social Equity** – Providing the citizens with good customer service and quality care adds to the overall quality of life

**Economic Development** – Providing good customer service and improved emergency services promotes a better image, which may attract businesses and new residents

**Environmental Stewardship** – NA

# **Leon Valley Fire Department /EMS EMS Billing Services**

City of Leon Valley  
City Council Meeting  
August 31, 2016

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 31, 2016 **M&C #2016-08-31-07**  
**TO:** Mayor and City Council  
**FROM:** Luis Valdez, Fire Chief  
**THROUGH:** Kelly Kuenstler, City Manager

**SUBJECT:** 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.

**PURPOSE**

Presentation and proposed adoption of a formal set of emergency management ordinances are needed. The ordinances presented will detail and outline roles and responsibilities, organizational structure, as well as provide penalties and assurances. The ordinances also 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.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Adoption of the proposed ordinances

**S.E.E. IMPACT STATEMENT**

**Social Equity** – Providing all citizens with excellent emergency management services adds to the overall quality of life

**Economic Development** – Providing improved emergency services promotes a better image, which may attract businesses and new residents

**Environmental Stewardship** – Improvements to emergency management has potential savings on disaster impact to the environment

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS CITY COUNCIL 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; PROVIDING FOR PENALTIES FOR ANY VIOLATION OF THIS ORDINANCE; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND ESTABLISHING AN EFFECTIVE DATE.**

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**WHEREAS**, the City Council of the City of Leon Valley, Texas finds that the identification of potential hazards and the prevention or mitigation of their effects must be an ongoing concern of the City if the lives and property of the populace are to be protected; and

**WHEREAS**, the City Council hereby declares that the preparation of a Comprehensive Emergency Management plan, and the means for its implementation, for the protection of lives and property in the City of Leon Valley, Texas from natural or man-caused disasters or threat thereof is immediately essential; and

**WHEREAS**, the City Council further finds that in times of disasters which may imperil the safety of the inhabitants of the City, or their property, it becomes necessary to effectuate and place into operation the preconceived plans and preparations with a minimum of delay; and

**WHEREAS**, the City Council finds, therefore, that the preparation, and implementation of such plans are now imperative;

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT THE FOLLOWING ORDINANCE IS CREATED:**

**5.07            EMERGENCY MANAGEMENT**

**5.07.001 - ORGANIZATION**

There exists the office of Emergency Management Director of the City of Leon Valley, Texas, which shall be held by the Mayor in accordance with State law.

- (a) An Emergency Management Coordinator may be appointed by and serve at the pleasure of the Director;

- (b) The Director shall be responsible for a program of comprehensive emergency management within the City and for carrying out the duties and responsibilities set forth in this ordinance. He/she may delegate authority for execution, but responsibility shall remain with the Director.
- (c) The operational Emergency Management organization of the City of Leon Valley, Texas shall consist of the officers and employees of the City so designated by the Director in the emergency management plan, as well as organized volunteer groups. The functions and duties of this organization shall be distributed among such officers and employees in accordance with the terms of the Emergency Management plan.

#### **5.07.002 - EMERGENCY MANAGEMENT DIRECTOR - POWERS AND DUTIES**

The duties and responsibilities of the Emergency Management Director shall include the following:

- (a) Surveying actual or potential hazards which threaten life and property within the City and identifying and requiring or recommending the implementation of measures which would tend to prevent the occurrence or reduce the impact of such hazards if a disaster did occur.
- (b) Supervision of the development and approval of an emergency management plan for the City of Leon Valley, Texas, and shall recommend for adoption by the City Council all mutual aid arrangements deemed necessary for the implementation of such plan.
- (c) Authority to declare a local state of disaster. The declaration may not be continued or renewed for a period in excess of 7 days except by or with the consent of the City Council. Any order or proclamation declaring, continuing, or terminating a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the City Secretary.
- (d) Issuance of necessary proclamations, regulations, or directives which are necessary for carrying out the purposes of this ordinance. Such proclamations, regulations, or directives shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and, unless circumstances attendant on the disaster prevent or impede, promptly filed with the City Secretary.
- (e) Direction and control of the operations of the City of Leon Valley, Texas Emergency Management organization as well as the training of Emergency Management personnel.
- (f) Determination of all questions of authority and responsibility that may arise within the Emergency Management organization of the City.

- (g) Maintenance of liaison with other municipal, County, District, State, regional or federal Emergency Management organizations.
- (h) Marshaling of all necessary personnel, equipment, or supplies from any department of the City to aid in the carrying out of the provisions of the emergency management plan.
- (i) Supervision of the drafting and execution of mutual aid agreements, in cooperation with the representatives of the State and of other local political subdivisions of the State, and the drafting and execution, if deemed desirable, of an agreement with the county in which said City is located and with other municipalities within the County, for the County-wide coordination of Emergency Management efforts.
- (j) Supervision of, and final authorization for the procurement of all necessary supplies and equipment, including acceptance of private contributions which may be offered for the purpose of improving Emergency Management within the City.
- (k) Authorizing of agreements, after approval by the City Attorney, for use of private property for public shelter and other purposes.
- (l) Surveying the availability of existing personnel, equipment, supplies, and services which could be used during a disaster, as provided for herein.
- (m) Other requirements as specified in the Texas Disaster Act (Chapter 418 of the Government Code).

### **5.07.003 - EMERGENCY MANAGEMENT PLAN**

A comprehensive Emergency Management Plan shall be developed and maintained in a current state. The plan shall set forth the form of the organization; establish and designate divisions and functions; assign responsibilities, tasks, duties, and powers; and designate officers and employees to carry out the provisions of this ordinance. As provided by State law, the plan shall follow the standards and criteria established by the State Division of Emergency Management of the State of Texas. Insofar as possible, the form of organization, titles, and terminology shall conform to the recommendations of the State Division of Emergency Management. When approved, it shall be the duty of all departments and agencies to perform the functions assigned by the plan and to maintain their portion of the plan in a current state of readiness at all times. The emergency management plan shall be considered supplementary to this ordinance and have the effect of law during the time of a disaster.

### **5.07.004 - INTERJURISDICTIONAL PROGRAM**

The Mayor is hereby authorized to join with the County Judge of the County of Bexar and the mayors of the other cities in said County in the formation of an inter-

jurisdictional emergency management program for the County of Bexar, and shall have the authority to cooperate in the preparation of an inter-jurisdictional emergency management plan and in the appointment of a joint Emergency Management Coordinator, as well as all powers necessary to participate in a County-wide program of emergency management insofar as said program may affect the City of Leon Valley, Texas.

#### **5.07.005 - OVERRIDE**

At all times when the orders, rules, and regulations made and promulgated pursuant to this ordinance shall be in effect, they shall supersede and override all existing ordinances, orders, rules, and regulations insofar as the latter may be inconsistent therewith.

#### **5.07.006 - LIABILITY**

This ordinance is an exercise by the City of its governmental functions for the protection of the public peace, health, and safety and neither the City of Leon Valley, Texas, the agents and representatives of said City, nor any individual, receiver, firm, partnership, corporation, association, or trustee, nor any of the agents thereof, in good faith carrying out, complying with or attempting to comply with, any order, rule, or regulation promulgated pursuant to the provisions of this ordinance shall be liable for any damage sustained to persons as the result of said activity. Any person owning or controlling real estate or other premises who voluntarily and without compensation grants to the City of Leon Valley, Texas a license of privilege, or otherwise permits the City to inspect, designate, and use the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an actual, impending, or practice enemy attack or natural or man-made disaster shall, together with his successors in interest, if any, not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission or for loss of, or damage to, the property of such person.

#### **5.07.007 - COMMITMENT OF FUNDS**

No person shall have the right to expend any public funds of the City in carrying out any Emergency Management activity authorized by this ordinance without prior approval by the City Council, nor shall any person have any right to bind the City by contract, agreement, or otherwise without prior and specific approval of the City Council unless during a declared disaster. During a declared disaster, the Mayor may expend and/or commit public funds of the City when deemed prudent and necessary for the protection of health, life, or property.

#### **5.07.008 - OFFENSES; PENALTIES**

- (a) It shall be unlawful for any person willfully to obstruct, hinder, or delay any member of the Emergency Management organization in the enforcement of any rule or regulation issued pursuant to this ordinance.

- (b) It shall likewise be unlawful for any person to wear, carry, or display any emblem, insignia, or any other means of identification as a member of the Emergency Management organization of the City of Leon Valley, Texas, unless authority to do has been granted to such person by the proper officials.

**5.07.009 - SEVERABILITY**

If any portion of this ordinance shall, for any reason, be declared invalid, such invalidity shall not affect the remaining provisions thereof.

**5.07.010 - LIMITATIONS**

This ordinance shall not be construed so as to conflict with any State or Federal statute or with any military or naval order, rule, or regulation.

**5.07.011 - REPEALER**

All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 31<sup>st</sup> day of August, 2016.

**APPROVED**

**CHRIS RILEY**  
MAYOR

Attest:

**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form:

**DENISE FREDERICK**  
City Attorney

# **Ordinances Establishing a Program for Emergency Management**

City of Leon Valley  
City Council Meeting  
August 31, 2016

# Purpose

*SEEKING APPROVAL OF A SET OF ORDINANCES 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.*

# Background

- State law (Texas Government Code 418) requires every political subdivision in Texas to prepare and keep current a local or inter-jurisdictional emergency management plan.
  - City Ordinance Establishing an Emergency Management Plan;
  - City Ordinance adopting the National Incident Management System;
  - A TDEM-147 form appointing an Emergency Management Coordinator;
  - Joint Resolution Establishing an Inter-Jurisdictional Emergency Management Plan (where applicable);
  - Basic Emergency Operations Plan;
  - Annex A - Warning
  - Annex B - Communications
  - Annex C - Shelter and Mass Care
  - Annex E - Evacuation
  - Annex I - Emergency Public Information
  - Annex M - Resource Management
  - Annex N - Direction and Control
  - Annex O - Human Services
  - Annex Q - Hazard Mitigation
  - Annex V - Terrorist Incident Response

## 5.07 – Emergency Management

### 5.07.001 - Organization

- EM Director of the COLV shall be held by the Mayor
- An EM Coordinator may be appointed by Director.
- The Director shall be responsible for a program of comprehensive emergency management within the COLV
- The operational EM organization of the City of Leon Valley, shall consist of the employees of the City so designated by the Director in the EM plan.

## 5.07.002 –

### **EMERGENCY MANAGEMENT DIRECTOR / POWERS AND DUTIES**

- Surveying actual or potential hazards which threaten life and property
- Supervision of the development and approval of an EM plan
- Authority to declare a local state of disaster
- Issuance of necessary proclamations
- Direction and control
- Maintenance of liaison agencies
- Other requirements as specified in the Texas Disaster Act (Chapter 418 of the Govt. Code)

## **5.07.003 - EMERGENCY MANAGEMENT PLAN**

*A comprehensive Emergency Management Plan shall be developed and maintained in a current state. The plan shall set forth the form of the organization; establish and designate divisions and functions; assign responsibilities, tasks, duties, and powers; and designate officers and employees to carry out the provisions of this ordinance.*

## **5.07.004 - INTERJURISDICTIONAL PROGRAM**

*The Mayor is hereby authorized to join with the County Judge of the County of Bexar and the mayors of the other cities in said County in the formation of an inter-jurisdictional emergency management program for the County of Bexar, and shall have the authority to cooperate in the preparation of an inter-jurisdictional emergency management plan and in the appointment of a joint Emergency Management Coordinator, as well as all powers necessary to participate in a County-wide program of emergency management insofar as said program may affect the City of Leon Valley, Texas.*

## **5.07.005 - OVERRIDE**

*At all times when the orders, rules, and regulations made and promulgated pursuant to this ordinance shall be in effect, they shall supersede and override all existing ordinances, orders, rules, and regulations insofar as the latter may be inconsistent therewith*

## **5.07.006 - LIABILITY**

*This ordinance is an exercise by the City of its governmental functions for the protection of the public peace, health, and safety and neither the City of Leon Valley, Texas, the agents and representatives of said City, nor any individual, receiver, firm, partnership, corporation, association, or trustee, nor any of the agents thereof, in good faith carrying out, complying with or attempting to comply with, any order, rule, or regulation promulgated pursuant to the provisions of this ordinance shall be liable for any damage sustained to persons as the result of said activity...*

## **5.07.007 - COMMITMENT OF FUNDS**

*No person shall have the right to expend any public funds of the City in carrying out any Emergency Management activity authorized by this ordinance without prior approval by the City Council, nor shall any person have any right to bind the City by contract, agreement, or otherwise without prior and specific approval of the City Council unless during a declared disaster.*

*–During a declared disaster, the Mayor may expend and/or commit public funds of the City when deemed prudent and necessary for the protection of health, life, or property.*

## 5.07.008 - OFFENSES; PENALTIES

- *It shall be unlawful for any person willfully to obstruct, hinder, or delay any member of the Emergency Management organization in the enforcement of any rule or regulation issued pursuant to this ordinance.*
- *It shall likewise be unlawful for any person to wear, carry, or display any emblem, insignia, or any other means of identification as a member of the Emergency Management organization of the City of Leon Valley, Texas, unless authority to do has been granted to such person by the proper officials.*

## **5.07.009 - SEVERABILITY**

*If any portion of this ordinance shall, for any reason, be declared invalid, such invalidity shall not affect the remaining provisions thereof.*

## **5.07.010 - LIMITATIONS**

*This ordinance shall not be construed so as to conflict with any State or Federal statute or with any military or naval order, rule, or regulation.*

## **5.07.011 - REPEALER**

*All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.*

# Fiscal Impact

None

- *There is an indirect and unknown cost savings associated with time spent in operational management of the emergency plan, and the preparedness and eligibility of disaster funding.*

# SEE Vision Statement

**Social Equity** – Providing all citizens with excellent emergency management services adds to the overall quality of life

**Economic Development** – Providing improved emergency services promotes a better image, which may attract businesses and new residents

**Environmental Stewardship** – Improvements to emergency management has potential savings on disaster impact to the environment

# **Ordinances Establishing a Program for Emergency Management**

City of Leon Valley  
City Council Meeting  
August 31, 2016

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 31, 2016 **M&C #2016-08-31-08**  
**TO:** Mayor and City Council  
**FROM:** Luis Valdez, Fire Chief  
**THROUGH:** Kelly Kuenstler, City Manager  
**SUBJECT:** Seeking 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.

**PURPOSE**

To improve oversight and administrative management of the emergency management plan and program, it is recommended that the City of Leon Valley approve a joint inter-jurisdictional agreement through 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.

Other City’s that have joined the inter-jurisdictional agreement include; The City of Helotes, Castle Hills, Balcones Heights, and Converse.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Approve by Resolution 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.

**S.E.E. IMPACT STATEMENT**

**Social Equity** – Providing all citizens with excellent emergency management services adds to the overall quality of life

**Economic Development** – Providing improved emergency services promotes a better image, which may attract businesses and new residents

**Environmental Stewardship** – Improvements to emergency management has potential

savings on disaster impact to the environment

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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

**A JOINT RESOLUTION**

**WHEREAS**, the City of Leon Valley by City Ordinance No. 16-033, and Bexar County by Commissioners Court Order dated January 21, 1985, have established similar programs of comprehensive emergency management which include the mitigation, preparedness, response, and recovery phases of emergency management; and

**WHEREAS**, the City and County find that vulnerability to many potential hazards is shared by residents of Leon Valley and the unincorporated portions of Bexar County; and

**WHEREAS**, the City and County further find that the common goal of emergency management can best be achieved through an organization which shares the combined resources of the City and the County; and

**WHEREAS**, the contemplated action is specifically authorized by the aforementioned Ordinance and Court Order;

**THEREFORE, BE IT RESOLVED** that there is hereby established the Bexar County Emergency Management program which shall consist of the officers and employees of the City and of the County as designated in an inter-jurisdictional emergency management plan, together with such organized volunteer groups as that plan may specify; and

**BE IT FURTHER RESOLVED** that the Mayor of Leon Valley and the Bexar County Judge shall mutually appoint an Emergency Management Coordinator to coordinate all aspects of the Leon Valley/Bexar County program of comprehensive emergency management, including the preparation and maintenance of an inter-jurisdictional emergency management plan for Leon Valley and Bexar County in accordance with this resolution.

**BE IT FURTHER RESOLVED** that either party to this agreement may withdraw from the combined organization created by this resolution and its related inter-jurisdictional emergency management plan by giving sixty days advance notice in writing to the other signatory to this resolution and to the Texas Division of Emergency Management.

**RESOLVED** this the 31<sup>st</sup> day of August, 2016.

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Chris Riley  
Mayor, City of Leon Valley

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Nelson W. Wolff  
Bexar County Judge

ATTEST:

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Saundra Passailaigue  
City Secretary

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Gerard C. Rickhoff  
Bexar County Clerk

# **Joint Resolution for Inter-jurisdictional Emergency Management**

City of Leon Valley  
City Council Meeting  
August 31, 2016

# Purpose

*SEEKING 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.*

## Interjurisdictional Agreement

- Partner with Bexar County Office of Emergency Management
- Cities of Helotes, Castle Hills, Helotes, Balcones Heights, and more are part of the agreement
- Consistent with County Hazardous Mitigation Plan
- Agreement brings more resources and keeps the City of Leon Valley updated with the most current standards

## Advantages/Strengths

- Meets and exceeds all published state and federal standards/requirements by providing an experienced and fully trained Emergency Management Coordinator and an Advanced Level (Highest Level) Emergency Management Plan to participating Jurisdictions.
- There is no charge
- The Bexar County Inter-jurisdictional Emergency Management Plan is revised and updated by the Bexar County Office of Emergency Management, relieving the Jurisdiction of this responsibility

## No changes

- The City's Mayor remains, by law, the EM Director. This responsibility cannot be delegated.
- The Participating City must continue to provide for the Public Safety of its residents.
- The Participating City must continue to write and revise Standard Operating Procedures (SOPs).
- Assistant Fire Chief to remain Liaison

# Requirements

- Letter from Mayor - request to join
- Signed joint resolution acknowledging inter-jurisdictional agreement

# Fiscal Impact

None

*- There is an indirect and unknown cost savings associated with time spent in operational management of the emergency plan, and the preparedness and eligibility of disaster funding.*

# Recommendation

Approve by Resolution 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.

# SEE Vision Statement

**Social Equity** – Providing all citizens with excellent emergency management services adds to the overall quality of life

**Economic Development** – Providing improved emergency services promotes a better image, which may attract businesses and new residents

**Environmental Stewardship** – Improvements to emergency management has potential savings on disaster impact to the environment

# **Joint Resolution for Inter-jurisdictional Emergency Management**

City of Leon Valley  
City Council Meeting  
August 31, 2016



**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 31, 2016 **M&C #2016-08-31-09**  
**TO:** Mayor and City Council  
**FROM:** Luis Valdez, Fire Chief  
**THROUGH:** Kelly Kuenstler, City Manager  
**SUBJECT:** 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.

**PURPOSE**

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.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Approve 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.

**S.E.E. IMPACT STATEMENT**

**Social Equity** – Providing all citizens with excellent emergency management services adds to the overall quality of life

**Economic Development** – Providing improved emergency services promotes a better image, which may attract businesses and new residents

**Environmental Stewardship** – Improvements to emergency management has potential savings on disaster impact to the environment

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

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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

**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; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND ESTABLISHING AN EFFECTIVE DATE.**

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**WHEREAS**, on February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) - 5 that directed the Department of Homeland Security, in cooperation with representatives of federal, state, and local government, to develop a National Incident Management System (NIMS) to provide a consistent approach to the effective management of situations involving natural disasters, man-made disasters or terrorism; and

**WHEREAS**, the final NIMS was released on March 1, 2004, and

**WHEREAS**, the NIMS contains a practice model for the accomplishment of the significant responsibilities associated with prevention, preparedness, response, recovery, and mitigation of all major and national hazards situations, and

**WHEREAS**, the HSPD-5 requires that state and local governments adopt the NIMS by fiscal year 2005 as a pre-condition to the receipt of federal grants, contract and activities related to the management and preparedness for certain disaster and hazard situations; and

**WHEREAS**, the City Council for the City of Leon Valley, Texas desires to adopt the NIMS as required by HSPD-5.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS;** Hereby adopts the National Incident Management System dated September 20th, 2015.

**Effective Date**

This Ordinance shall become effective immediately upon its passage, approval and publication as provided by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 31<sup>st</sup> day of August, 2016.

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

**CHRIS RILEY**  
MAYOR

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

Approved as to Form: **DENISE FREDERICK**  
City Attorney

# **National Incident Management System (NIMS) Adoption – Emergency Management**

City of Leon Valley  
City Council Meeting  
August 31, 2016

# Purpose

*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.*

## **Homeland Security Presidential Directive 5**

*To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management.*

# NIMS: What It Is / What It's Not

NIMS is...

Core set of

- Doctrine
- Concepts
- Principles
- Terminology
- Organizational processes

Applicable to all hazards

NIMS is not...

- An operational incident management plan
- A resource allocation plan
- A terrorism / WMD-specific plan
- Designed to address international events

# Six NIMS Components

1. Command and Management
2. Preparedness
3. Resource Management
4. Communications and Information Management
5. Supporting Technologies
6. Ongoing Management and Maintenance

# NIMS Compliance Requirements

- Adoption is an eligibility requirement for Federal preparedness assistance to State & local governments.
- FY 2005 – State and local organizations must adopt NIMS to receive Federal preparedness assistance (through grants, contracts, and other activities).

## Impact on Local Agencies

- Personnel will be required to meet national qualification and certification standards to support an incident that transcends interstate jurisdictions.
- State and local jurisdictions will be strongly encouraged to implement mutual aid agreements.

## **Additional information on the NIMS and the NRP**

- [www.dhs.gov](http://www.dhs.gov)
- [www.fema.gov](http://www.fema.gov)
- [www.usfa.fema.gov](http://www.usfa.fema.gov)
- State emergency management agencies
- State fire training agencies
- Local emergency management agencies

# Fiscal Impact

None

- *There is an indirect and unknown cost savings associated with preparedness and eligibility of disaster assistance funding.*

# Recommendation

Approve 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.

# SEE Vision Statement

**Social Equity** – Providing all citizens with excellent emergency management services adds to the overall quality of life

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# **National Incident Management System (NIMS) Adoption – Emergency Management**

City of Leon Valley  
City Council Meeting  
August 31, 2016