



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, Texas 78238  
Tuesday, September 06, 2016

**MINUTES**

The City Council of the City of Leon Valley, Texas met on the 6<sup>th</sup> day of September, 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 7:04 p.m. Mayor Riley welcomed and thanked Boy Scout Troop 911 of Northwest Hills Christian Church, Mayor Pro-Tem Jordan, Council Member Martinez and Interim Assistant Police Chief Saucedo for the great interview. Mayor Riley then asked Boy Scout Troop 911 of Northwest Hills Christian Church to lead the Pledge of Allegiance.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Council Members David Edwards, 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 Assistant Police Chief Ruben Saucedo.

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

Mayor Riley asked if any of the Council Members wished to pull any item from the Consent Agenda for discussion. City Secretary Sandra Passailaigue asked that the minutes from the August 31, 2016 City Council meeting that were inadvertently placed in the packet were pulled from consideration as they were not listed on the agenda. City Secretary Passailaigue informed the City Council and guests that these minutes will be placed on the September 20<sup>th</sup> City Council agenda for consideration.

- Alex Jenicek, 6423 Pacer Trail, spoke about the increase in traffic on Huebner Road near the DMV. Mr. Jenicek expressed his concern with the safety of children

crossing and asked that City Council consider creating a school zone or crosswalk in this area.

### **CONSENT AGENDA**

#### **Approval of City Council Minutes. (S. Passailaigue)**

- a) August 16, 2016 Special City Council and LVEDC Joint Meeting**
- b) August 16, 2016 Regular City Council Meeting**
- c) August 25, 2016 Special City Council Meeting**
- d) August 27, 2016 Special City Council Meeting**
- e) August 27, 2016 Special City Council Meeting/Training**

#### **Presentation, discussion and possible approval of the Leon Valley Economic Development Corporation (LVEDC) Quarterly Investment Report. M&C #2016-09-06-01 (Patricia Manea)**

A motion was made by Council Member Monica Alcocer and seconded by Council Member Benny Martinez, to approve Consent Agenda Item #5 (August 16, 2016 Special City Council and LVEDC Joint Meeting, August 16, 2016 Regular City Council Meeting, August 25, 2016 Special City Council Meeting, August 27, 2016 Special City Council Meeting, August 27, 2016 Special City Council Meeting/Training), and Item #6 (LVEDC Quarterly Report as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

#### **Proclamation declaring September 11, 2016, Patriots Day in the City of Leon Valley, Texas.**

Mayor Riley presented a Proclamation declaring September 11, 2016 Patriots Day in the City of Leon Valley to Council Members David Jordan and Benny Martinez. Both Council Members are members of the American Legion.

#### **Proclamation declaring the first full week in September, National Payroll Week in the City of Leon Valley, Texas. (Emma Chapman of the Alamo Chapter, APA)**

Mayor Riley presented a proclamation declaring the first full week in September National Payroll Week in the City of Leon Valley. The proclamation was presented to Emma Jackson of the Alamo Chapter, APA and Christie Whitted, Chapter Membership Officer.

### **REGULAR AGENDA**

**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 #2016-09-06-02 (V. Wallace)**

Vickie Wallace, Finance Director presented the item saying 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 Fiscal Year 2017.

Mayor Riley opened the public hearing at 7:24 p.m. There being no public comment, Mayor Riley closed the public hearing at 7:25 p.m.

**Conduct a public hearing, consider, discuss and possible action to adopt an Ordinance on Zoning Case #2016-399, to rezone approximately 1.00 acres of land, from B-3 (Commercial) Sustainability Overlay District to B-3 (Commercial) Commercial Industrial Overlay District being Lot 31, CB 5955, Leon Valley Ranches, located 6612 Bandera Road. M&C #2016-09-06-03 (E. Carol)**

Kelly Kuenstler, City Manager announced that the applicant has withdrawn the request. No action was taken.

**Presentation, discussion and possible action on the City of Leon Valley Economic Development Corporation (LVEDC) Proposed Fiscal Year 2016-2017 Performance Plan. M&C #2016-09-06-04 (Patricia Manea)**

Patricia Manea, LVEDC Board President presented the proposed Fiscal Year 2016-2017 Performance Plan for the Leon Valley Economic Development Corporation (LVEDC). On September 29, 2015, the Leon Valley City Council met and directed the LVEDC Board of Directors to develop a Performance Plan to coincide with their proposed budget. The new current LVEDC Board is keeping up with this responsibility and approved their new proposed Performance Plan Fiscal Year 2016-2017 at their regular meeting on August 24, 2016. The LVEDC plans to enhance the Performance Plan with objectives to be carried out during the fiscal year.

Board President, Manea presented the proposed Performance Plan adopted by the LVEDC at their regular board meeting on August 24, 2016. The Performance Plan is designed to be implemented with the LVEDC Fiscal Year 2016-2017 budget of \$414,000. Board President, Manea concluded the presentation saying the LVEDC Board recommends approval of the Performance Plan.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to approve the City of Leon Valley Economic Development Corporation (LVEDC) Proposed Fiscal Year 2016-2017 Budget and the LVEDC Performance Plan.

Council Member Monica Alcocer withdrew her motion and Council Member David Jordan withdrew his second.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to approve the City of Leon Valley Economic Development Corporation (LVEDC) Proposed Fiscal Year 2016-2017 Performance Plan. Upon a unanimous vote, Mayor Riley announced the motion carried.

**Presentation, discussion and possible approval of the Leon Valley Economic Development Corporation (LVEDC) Status Report on current board activity. M&C #2016-09-06-05 (Patricia Manea)**

Patricia Manea, LVEDC Board President presented the LVEDC Status Report which provided information to the City Council on the work being conducted by the LVEDC during the last six months (January-June 2016). This item supports the Performance Plan approved by the LVEDC Board at their August 24, 2016 Regular Meeting.

Board President, Manea concluded the presentation saying the LVEDC Board recommends approval of the Status Report on current board activity.

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan, to approve the Leon Valley Economic Development Corporation (LVEDC) Status Report as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

**Discuss and consider possible action on the appointing a member of City Council as liaison to the Citizens Police Advisory Committee. M&C #2016-09-06-06 (K. Kuenstler)**

Kelly Kuenstler, City Manager presented the item for City Council to consider, discuss and possibly take action on the appointment of a City Councilor to serve as the liaison to the Citizens Police Advisory Committee. The ordinance which was passed in April of 2016 that added the Citizens Advisory Committee states that "the City Council will appoint a Councilmember who will serve as the Committee's Liaison with the Mayor and City Council. This position will be a non -voting position but will vote in the event of a tie." At the August 16, 2016, City Council meeting, the City Council appointed a Citizens Police Advisory Committee via Resolution No. 16-018R. During this meeting, the Council tabled the appointment of a City Council liaison to this committee for a future meeting. The first committee meeting will be scheduled for October of 2016 after arrival of the new Police Chief so the purpose of this item is to complete the committee assignments.

Council Member Benny Martinez stated that he would like to be considered. Council Member David Jordan asked if there could possibly be two council members serving. Mayor Riley said she would entertain that idea knowing that the ordinance would need to be amended to allow two council members to serve on the Citizens Police Advisory Committee.

A motion was made by Council Member David Jordan and seconded by Council Member David Edwards, to direct the City Manager to amend the Citizens Police Advisory Committee Policy appoint Council Members to appoint up to two (2) city council members to serve as liaisons on the Citizens Police Advisory Committee. Upon a unanimous vote, Mayor Riley announced the motion carried.

A motion was made by Council Member Belinda Ealy and seconded by Council Member David Edwards, that with the approval of the amended policy, that Council Member David Jordan and Council Member Benny Martinez to serve as liaisons on the Citizens Police Advisory Committee. Upon a unanimous vote, Mayor Riley announced the motion carried.

**Discuss and consider possible action on the creation of a Capital Facility Committee for the Purpose of Assessing a Need for a New Public Works Service Center. M&C #2016-09-06-07 (M. Moritz)**

Melinda Moritz, Public Works Director presented the item for City Council consideration on the appointment of members to a new Capital Facilities Committee for the purpose of assessing the needs for a new Public Service Center. At the August 31, 2016 City Council meeting, the City Council heard a request to consider remodeling the existing Public Works Service Center and building a new building for Public Works administrative staff. The Council's decision was to form a Capital Facilities Committee, appoint Mr. Olen Yarnell as Acting Chairman, and have the new committee prepare an assessment, to be brought to City Council at the January 2017 Town Hall meeting.

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan, to table the item indefinitely and bring it up at the next Town Hall meeting for discussion.

At the advice of Denise Frederick, City Attorney, Council Member Benny Martinez amended his previous motion. Upon a unanimous vote, Mayor Riley announced the motion carried.

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

- Olen Yarnell asked about the timeline for bringing the item back.

**Discuss and consider possible action authorizing the City Manager to enter into negotiations and a service contract not to exceed 30% on primary accounts and 50% on secondary accounts, for Emergency Medical Services, debt collection services payable to Credit Systems International. M&C #2016-09-06-08 (L. Valdez)**

Luis Valdez, Fire Chief presented the item saying the Emergency Medical Services

(EMS) Division of the Fire Department uses a Contractor, Linebarger, Goggan, Blair & Sampson LLP, Attorneys at Law, provide EMS debt collection services. The EMS Division of the Fire Department has experienced an average 3% recovery of debt collection, based on a 5-year analysis. A Requests for Proposal (RFP) for EMS Debt Collection Services was advertised beginning June 19, 2016. One hundred and thirty-seven (137) vendors were contacted and no vendors responded by the July 12th, 2016 deadline. Chief Valdez added that the fire department seeks approval to enter into negotiations and a service contract for debt collection services with Credit Systems International. The fee for services is limited to 30% commission on primary accounts and 50% on transferred (secondary) accounts. Chief Valdez concluded the presentation saying staff is recommending that City Council authorize the City Manager to enter into negotiations and a service contract not to exceed 30% on primary accounts and 50% on secondary accounts, for Emergency Medical Services, debt collection services payable to Credit Systems International.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to authorize the City Manager to enter into negotiations and a service contract not to exceed 30% on primary accounts and 50% on secondary accounts, for Emergency Medical Services, debt collection services payable to Credit Systems International as proposed by Chief Valdez. Upon a unanimous vote, Mayor Riley announced the motion carried.

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

##### **a) Approved Minutes from Boards, Commissions and Committees**

##### **b) Upcoming Important Events:**

- **October 02, 2016 National Night Out**
- **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 Kuentler announced that the City received an ambulance supplemental reimbursement payment award of \$108,471.70 which is \$70,000 more than last year. Ms. Kuentler also announced that the City Council moved National Night Out to October 2<sup>nd</sup> this year because City Council members will be attending the TML Annual Conference during the week of the 4<sup>th</sup>.

#### **Citizens to be heard.**

Forest Campbell, Troop Leader thanked the City Council, Mayor and Interim Assistant Police Chief Ruben Saucedo for a great visit.

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

Council Members thanked the scouts for coming.

Council Member Belinda Ealy reminded everyone of the Grandparents celebration this coming weekend.

Mayor Riley announced that October 11<sup>th</sup> is the last day to register to vote for the November Elections.

**Adjournment.**

Mayor Riley announced the meeting adjourned at 8:36 p.m.

**These minutes approved by the Leon Valley City Council on the 3<sup>rd</sup> of October, 2016.**

APPROVED



**CHRIS RILEY  
MAYOR**

ATTEST:   
**SAUNDRA PASSAILAIGUE, TRMC  
CITY SECRETARY**

