



**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

AGENDA

1. **7:00 P.M.** Call to order, Determine a Quorum is Present, Pledge of Allegiance.
2. **Citizens to Be Heard and Time for Objections to the Consent Agenda.** "Citizens to be heard" is for the City Council to receive information on issues that may be of concern to the public. The purpose of this provision of the Open Meetings Act is to ensure that the public is always given appropriate notice of the items that will be discussed by the Council. Should a member of the public bring an item to the Council, for which the subject was not posted on the agenda of that meeting, the Council may receive the information but cannot act upon it during the meeting. Council may direct staff to contact the requestor or ask that the issue be placed on a future agenda for discussion by the Council.

Note: City Council may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however City Council may present any factual response to items brought up by citizens. [Attorney General Opinion – JC 0169]
3. Proclamation declaring September 11, 2016, Patriots Day in the City of Leon Valley, Texas.
4. 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)**

CONSENT AGENDA

5. 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
6. Presentation, discussion and possible approval of the Leon Valley Economic Development Corporation (LVEDC) Quarterly Investment Report. **M&C #2016-09-06-01 (Patricia Manea)**

REGULAR AGENDA

7. 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)**
8. 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)**
9. 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)**
10. 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)**
11. 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. Kuentler)**
12. 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)**
13. 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)**
14. 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.

15. Citizens to be heard.

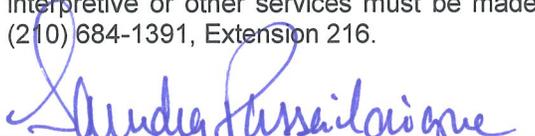
16. Announcements by the Mayor and Council Members. At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday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

17. 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 September 01, 2016 at 5:00 p.m. and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at www.leonvalleytexas.gov. This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To make arrangements, call (210) 684-1391, Extension 216.


SAUNDRA PASSAILAIGUE, TRMC
City Secretary





PROCLAMATION

WHEREAS, Patriot Day is observed on September 11 of each year, designated in memory of the 2,993 persons killed in the September 11, 2001 attacks; and,

WHEREAS, on September 11, 2001, courageous first responders risked and gave their lives to protect others. Incredible men and women did everything from thwarting hijackers to gathering aid for victims and their families. And countless individuals enlisted in the armed forces to keep our homeland safe. Ultimately, the plot of the terrorists failed; Americans chose to rebuild and not to live in fear; and,

WHEREAS, on Patriots Day, we remember all those who were taken from us in an instant and seek their lasting memorial in a safer and more hopeful world; and,

WHEREAS, with the passing of time, we can now look at September 11 as the demonstration of our nation's strength, heroism and unity.

NOW, THEREFORE, I, CHRIS RILEY, Mayor on behalf of the Leon Valley City Council, do hereby proclaim September 11, 2016 as Patriots Day in the City of Leon Valley and, call upon the people of Leon Valley to participate in community service in honor of those our Nation lost, to observe this day with other ceremonies and activities, including remembrance services.

Signed by my hand on this the 6th day of September, 2016.

Chris Riley

Mayor Chris Riley





National Payroll Week Proclamation

Whereas the American Payroll Association and its 21,000 members have launched a nationwide public awareness campaign that pays tribute to the more than 156 million people who work in the United States and the payroll professionals who support the American system by paying wages, reporting worker earnings and withholding federal employment taxes; and

Whereas payroll professionals in the City of Leon Valley play a key role in maintaining the economic health of Leon Valley, carrying out such diverse tasks as paying into the unemployment insurance system, providing information for child support enforcement, and carrying out tax withholding, reporting and depositing; and

Whereas payroll departments collectively spend more than \$15 billion annually complying with myriad federal and state wage and tax laws; and Whereas payroll professionals play an increasingly important role ensuring the economic security of American families by helping to identify noncustodial parents and making sure they comply with their child support mandates; and

Whereas payroll professionals have become increasingly proactive in educating both the business community and the public at large about the payroll tax withholding systems; and

Whereas payroll professionals meet regularly with federal and state tax officials to discuss both improving compliance with government procedures and how compliance can be achieved at less cost to both government and businesses; and

Whereas the week in which Labor Day falls has been proclaimed National Payroll Week, I hereby give additional support to the efforts of the people who work in Leon Valley, Texas and of the payroll profession by proclaiming the first full week of September Payroll Week for this Leon Valley, Texas.

Signed by my hand on this the 6th day of September, 2016.

Chris Riley

Mayor Chris Riley





**CITY OF LEON VALLEY
CITY COUNCIL AND LVEDC SPECIAL JOINT MEETING**

Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Tuesday, August 16, 2016

MINUTES

The City Council of the City of Leon Valley, Texas met on the 16th day of August, 2016 at the Leon Valley City Council Chambers 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

SPECIAL CITY COUNCIL MEETING

Mayor Riley called the Special City Council Meeting to order at 6:15 p.m.

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

Leon Valley Economic Development Corporation Members present were Board President, Place 3 Patricia Manea, Board Secretary, Place 6 Larry Proffitt, Board Treasurer Mike McCarley and Economic Development Administrative Assistant Ana Federico.

Also in attendance were:

City Manager Kelly Kuenstler, City Secretary Sandra Passailaigue, and City Attorney Denise Frederick.

The City Council shall meet in Executive Session under Texas Government Code §551.071 *Consultation with Attorney* to discuss the Leon Valley Economic Development Corporation.

The City Council went into Executive Session at 6:16 p.m.

Reconvene into Regular Session and take action on issues discussed in Executive Session if necessary.

The City Council reconvened into Open Session at 7:04 p.m. No action was taken.

Adjournment

Mayor Riley announced the meeting adjourned at 7:05 p.m.

These minutes approved by the Leon Valley City Council on the 6th of September, 2016.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

DRAFT



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Tuesday, August 16, 2016

MINUTES

The City Council of the City of Leon Valley, Texas met on the 16th day of August, 2016 at the Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business.

Call to order, Determine a Quorum is Present, Pledge of Allegiance.

Mayor Chris Riley called the Regular City Council Meeting to order at 7:15 p.m. Mayor Riley welcomed everyone then led the Pledge of Allegiance.

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

Also in attendance were:

City Manager Kelly Kuenstler, ACM/Human Resource (ACM/HR) Director Crystal Caldera, City Secretary Sandra Passailaigue, Public Works Director Melinda Moritz, Fire Chief Luis Valdez, Finance Director Vickie Wallace, Economic Development Administrative Assistant Ana Federico, Interim Police Chief Ray Lacy and Interim Assistant Police Chief Ruben Saucedo.

Presentation in appreciation for 32 years of service to Randall Wallace, Chief of Police, Reception to Follow.

Mayor Riley presented Randall Wallace a Certificate of Appreciation and a clock for his 32 years of service. Each member of City Council thanked Mr. Wallace for his service.

Mayor Riley called for a recess at 7:23 p.m. for a reception honoring Mr. Wallace.

Mayor Riley reconvened the meeting at 7:39 p.m.

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

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

- Adrian Hockett, 7207 Poss Road, ask specific questions about his neighbor Vickie Jamvold and various court cases and complaints. Mr. Hockett spoke on behalf of “EIL”, Rosie Schaeffer, and Kevin and Stephanie Harris.
- Richard Blackmore, 6639 Forest Haven, responded to Mr. Hockett in support of Ms. Jamvold.
- Rosie Schaeffer, 7211 Poss Road, asked that Mr. Blackmore try to understand the situation from she and her neighbors view point.

CONSENT AGENDA

Approval of City Council Minutes. (S. Passailaigue)

a) August 02, 2016 Regular City Council Meeting

Consideration and possible action on Resolution No. 16-018R re-appointing members to the Zoning Commission and appointing members to the Citizens Police Advisory Committee and the Hike & Bike Trail Committee. M&C #2016-08-16-02 (S. Passailaigue)

Consideration and possible action to authorize the City Manager to Grant a Permanent Water Easement to the San Antonio Water System for the Leon Valley Emergency Connection Project. M&C #2016-08-16-03 (D. Dimaline)

A motion was made by Council Member David Jordan and seconded by Council Member Belinda Ealy, to approve Consent Agenda Item #4 (August 02, 2016 Regular City Council Meeting), Item #5 (Resolution No. 16-018R), and Item #6 (Water Easement) as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

REGULAR AGENDA

Consider, discuss and possible action – Hodges Street Traffic Study Recommendation(s). M&C #2016-08-16-04 (M. Moritz).

Public Works Director Melinda Moritz presented the item for the purpose of providing the City Council possible traffic mitigation actions on Hodges Street. Public Works Director Moritz reminded everyone that the City received a petition from residents along Hodges Street to close one end of the street. The petition was heard by City Council at the May 3, 2016 meeting and direction was given to staff to 1) perform a traffic count of vehicles traveling from Evers to Bandera on Hodges, 2) install “Slow – Children at Play” signage, 3) consider installing an LED speed indicator sign, 4) consult with the City Engineer about making Hodges a one-way street, 5) perform a traffic study, 6) determine if the street qualifies for a reduction in the 30 mile per hour speed limit to 25 miles per hour, and 7) encourage the citizens to gather the necessary signatures to install speed humps. “Children-at-Play” signage was installed and residents were encouraged to gather the necessary signatures on the petition. The City Engineer was consulted about placing a barricade to make it a one-way street, but he recommended that the City not take any action without a proper traffic study being conducted. A new

traffic study was performed, which gave a list of recommendations and the impact to the community to include a conversion to one-way, the installation of speed humps and prohibition of through truck traffic, and a speed reduction to 20 MPH. The following options were recommended by the traffic engineers: Option 1 – Conversion to one-way at specific times, with prohibition of through truck traffic and enforcement - implementation time – 6 months; least negative impact to community; low cost; recommends an Origin-Destination survey be completed with Hodges residents to determine potential left turn conflicts and delay during one-way operation times; and need to amend traffic ordinance. Option 2 – Installation of speed humps and prohibition of through truck traffic - implementation time 6 months; medium negative impact to community; medium cost (installation & maintenance); would require petition from residents; and need to amend traffic ordinance. Lastly, Option 3 – Speed reduction to 20 mph and prohibition of through truck traffic - implementation time less than 6 months; highest negative impact to community; low cost (signage & maintenance); and need to amend traffic ordinance. The fiscal impact would be as follows: traffic study previously approved was \$11,894; speed humps cost \$4500 per set, which would be taken from the FY 2017 budget; signage is approximately \$70 per sign; and all items listed in Options could be funded from the proposed FY 2017 Public Works budget.

Public Works Director Moritz concluded the presentation saying that staff recommends that the City hold public meeting to obtain input; obtain Origin-Destination input to assess potential left turn delay at Hodges Drive and Evers Rd (if Option 1 is chosen); present to City Council for final decision; and begin implementation.

The presentation was followed by a discussion.

- Lelani Mercado, 4904 Hodges Drive, said she and her neighbors were in favor of all of the options presented except that they would like to have Option 1 changed to a one-way all the time.
- Hector Flores, 4929 Hodges Drive, said that if signs were put up, they would be ignored. Mr. Flores said that his biggest fear is to place “hours” on the traffic. He said he fears collisions if this were done.

City Attorney Denise Frederick cautioned the City Council to obtain an engineer study on the road before making it a “one-way” street as it could be a liability to the City.

A motion was made by Council Member Belinda Ealy and seconded by Council Member David Jordan, to conduct a new traffic study done by the city engineer which would encompass the recommendations which have already been made with a conversion of a “one-way” 24/7 with a barrier to prevent traffic from crossing over, speed humps and lowering the speed limit to 20 mph. Upon a unanimous vote, Mayor Riley announced the motion carried.

Presentation, discussion and possible action to approve the LVEDC Funds in the amount of the \$86,684 for the Kinman House project. M&C # 2016-08-16-06 (L. Proffitt)

Leon Valley Economic Development Corporation (LVEDC) Board Secretary, Larry Proffitt presented the item for 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 City 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. 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.

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan, to approve the LVEDC Funds in the amount of the \$86,685 for the Kinman House project. Upon a unanimous vote, Mayor Riley announced the motion carried.

Presentation, discussion and possible action to approve the LVEDC's proposed Fiscal Year 2016-2017 Budget and the renewal of the support services contract with the City of Leon Valley. M&C #2016-08-16-05 (L. Proffitt)

Leon Valley Economic Development Corporation (LVEDC) Board Secretary, Larry Proffitt presented the LVEDC proposed Fiscal Year 2016-2017 budget as recommended and approved by the LVEDC Board of Directors at their meeting of July 27, 2016. The LVEDC Board would like for City Council to consider approving the Fiscal Year 2016-2017 budget so that the LVEDC can have an Executive Director, continue services with the Retail Coach, have EDsuite assist with the development of the LVEDC's website, have Proposal Suite develop a data base of current land, building and lease availability within the City of Leon Valley. Approving the Fiscal Year 2016-2017 budget will also contribute to the City Attorney's services as well as funding for LVEDC projects and grants.

A motion was made by Council Member Belinda Ealy to authorize the city manager to enter into an agreement for support services between the City of Leon Valley and Leon Valley Economic Development Corporation and that we recommend approval with the LVEDC Board to give \$48,000 for contractual services. Council Member Ealy then withdrew the motion.

A motion was made by Council Member Belinda Ealy and seconded by Council Member Benny Martinez, to approve the LVEDC's proposed Fiscal Year 2016-2017 Budget and the renewal of the support services contract with the City of Leon Valley. Upon a unanimous vote, Mayor Riley announced the motion carried.

Conduct a Public Hearing and consider action on the attached Ordinance approving and adopting Fiscal Year 2016-2017 Budgets and associated Capital Acquisition Plans. M&C #2016-08-16-07 (K. Kuenstler).

City Manager Kelly Kuenstler updated the City Council on items that had changed since the last presentation of the proposed budget.

Mayor Riley opened the public hearing at 9:40 p.m.

There being no public comment, Mayor Riley closed the public hearing at 9:41 p.m.

A motion was made by Council Member David Jordan and seconded by Council Member David Edwards, to adopt Ordinance No. 16-029 approving the budgets and associated capital acquisition plans for the City of Leon Valley, Texas for the Fiscal Year 2017.

Mayor Riley requested a call vote to which the City Council replied: Council Member Edwards – Aye; Council Member Alcocer – Aye; Council Member Martinez – Aye; Council Member Jordan – Aye; and Council Member Ealy – Aye. Upon a unanimous vote, Mayor Riley announced the motion carried.

Vote to Ratify the General Fund Fiscal Year 2017 Budget that increases total property taxes over last year's budget by \$164,095 or 4.4459% and of that amount \$56,826 is tax revenue to be raised from new property added to the roll this year. M&C #2016-08-16-08 (V. Wallace).

A motion was made by Council Member Benny Martinez and seconded by Council Member David Edwards, to adopt Ordinance No. 16-030 ratifying the Fiscal Year 2017 budget that will raise more total property taxes than last year's budget by \$164,095 or 4.4459% and of that amount \$56,826 is tax revenue to be raised from new property added to the roll this year.

Mayor Riley requested a call vote to which the City Council replied: Council Member Edwards – Aye; Council Member Alcocer – Aye; Council Member Martinez – Aye; Council Member Jordan – Aye; and Council Member Ealy – Aye. Upon a unanimous vote, Mayor Riley announced the motion carried.

Vote for the placement of a proposal to adopt the City's 2016 Tax Rate on the agenda of September 20, 2016, Council meeting at a rate of \$0.556599/\$100 valuation, which is \$0.005016 lower than last year's tax rate of \$0.561615,

6.247542% higher than the effective tax rate of \$0.523870 and is equal to the rollback tax rate. M&C #2016-08-16-09 (V. Wallace).

A motion was made by Council Member David Jordan and seconded by Council Member Benny Martinez, to adopt the City's 2016 Tax Rate on the agenda of September 20, 2016, Council meeting at a rate of \$0.556599/\$100 valuation, which is \$0.005016 lower than last year's tax rate of \$0.561615, 6.247542% higher than the effective tax rate of \$0.523870 and is equal to the rollback tax rate.

Mayor Riley requested a call vote to which the City Council replied: Council Member Edwards – Aye; Council Member Alcocer – Aye; Council Member Martinez – Aye; Council Member Jordan – Aye; and Council Member Ealy – Aye. Upon a unanimous vote, Mayor Riley announced the motion carried.

A call for two public hearings on the Proposed 2016 Tax Rate of \$0.556599 per \$100 valuation, which is \$0.005016 lower than last year's tax rate of \$0.561615, 6.247542% higher than the effective tax rate of \$0.523870 and is equal to the rollback tax rate. The first public hearing will be on Wednesday, August 31, 2016, at 5:30 p.m. in the City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238 and the second public hearing will be on Tuesday, September 6, 2016, at 7:00 p.m. in the City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238. M&C #2016-08-16-10 (V. Wallace).

A motion was made by Council Member Benny Martinez and seconded by Council Member David Edwards, to adopt Ordinance No. 16-030 ratifying the Fiscal Year 2017 budget that will raise more total property taxes than last year's budget by \$164,095 or 4.4459% and of that amount \$56,826 is tax revenue to be raised from new property added to the roll this year.

Mayor Riley requested a call vote to which the City Council replied: Council Member Edwards – Aye; Council Member Alcocer – Aye; Council Member Martinez – Aye; Council Member Jordan – Aye; and Council Member Ealy – Aye. Upon a unanimous vote, Mayor Riley announced the motion carried.

Consideration of Resolution No. 16-021R of the City Council of the City of Leon Valley ordering and establishing procedures for a Special Election in the City of Leon Valley, Texas to rededicate the use of the Section 4B Sales and Use Tax to general revenue at the rate of 1/8 percent for the purpose of economic development and other uses at the city council's discretion by the qualified voters of the City of Leon Valley; authorizing the City Manager to sign a joint election Agreement with the Bexar County Elections Administrator for the conduct of said election, and providing details relating to the conduct of holding the Election, authorizing the use of the Leon Valley Conference Center for Early Voting (October 24, 2016 through November 04, 2016) and the Leon Valley City Hall on the 8th day of November, 2016, for Election Day voting. M&C #2016-08-16-11 (S. Passailaigue).

Una resolución del consejo municipal de la ciudad de la ciudad de Leon Valley para ordenar y establecer los procedimientos para una elección especial en la ciudad de Leon Valley, Texas, con el fin de rededicar el uso del impuesto de ventas y uso de la sección 4b para ingresos generales a una tasa del 1/8 por ciento con el propósito de Desarrollo Económico y otros usos a la discreción del consejo de la ciudad por los votantes calificados de la ciudad de Leon Valley; autorizar al administrador de la ciudad para firmar un convenio de elección conjunta con el administrador de elecciones del condado de Bexar para la celebración de dicha elección, y proveer detalles relacionados con la celebración de la elección, autorizando el uso del Leon Valley Conference Center para la votación anticipada (24 de octubre al 4 de noviembre de 2016) y el City Hall de Leon Valley el día 8 de Noviembre de 2016 para la votación el día de la elección.

City Manager Kelly Kuenstler presented the item with a resolution ordering a Special Election in the City of Leon Valley, Texas, to be held on November 08, 2016 to rededicate the use of the Section 4B Sales and Use Tax to general revenue at the rate of 1/8 percent for the purpose of economic development and other uses at the city council's discretion, to be held for the City of Leon Valley; and designating Jacquelyn F. Callanen, Bexar County Elections Administrator, as the Election Administrator to conduct such election.

A motion was made by Council Member David Edwards and seconded by Council Member David Jordan, to adopt Resolution No. 16-021R with the amendment that the wording be changed from "...to rededicate the use of the Section 4B Sales and Use Tax to general revenue at the rate of 1/8 percent for the purpose of economic development and other uses at the city council's discretion by the qualified voters of the City of Leon Valley." to read "...to rededicate the use of the Section 4B Sales and Use Tax to general revenue at the rate of 1/8 percent for the purpose of economic and community development." Upon a vote of four (4) for and one (1) opposed with Council Member Benny Martinez casting the negative vote, Mayor Riley announced the motion carried.

City Manager's Report:

- a) **Approved Minutes from Boards, Commissions and Committees**
- b) **Future Agenda Items:**
 - **Sign Ordinance LED**
- c) **Upcoming Important Events:**
 - **Budget Workshops**
 - **August 27th from 9:00 a.m. – 12:00 p.m. at the Leon Valley Conference Center – Parliamentary Procedure & Open Meetings Training for all directors, board liaisons, City Council Members, Boards, Commissions and Committee Members.**
 - **August 31st at 5:30 p.m. – First Tax Public Hearing**
 - **September 6th at 7:00 p.m. – Second Tax Public Hearing**
 - **August 30th from 5:00 p.m. – 7:00 p.m. at the Leon Valley Conference Center – VIA Public Meeting regarding January service changes and to**

inform citizens of the Primo route and the modification of this route in Leon Valley.

City Manager Kelly Kuenstler announced a Job Fair at the Community Center from 9:00 a.m. to 3:00 p.m. on September 13th; the handgun policy has been drafted but placed on the backburner until the new police chief is hired so he has input into the decision; the committee has completed the 22 interviews for police chief of which 3 finalist have been selected. Ms. Kuenstler proposed August 25th at 5:30 p.m. as the day the Council would interview the 3 candidates; the Forest Oaks Pool inspections is not yet complete and that is why you haven't seen that yet; asked if the City Council would be interested in developing a City of Leon Valley flag.

Citizens to be heard.

None.

Announcements by the Mayor and Council Members.

Council Member Benny Martinez reminded everyone that the Chamber of Commerce will be meeting at Bandera Bowl on August 17th.

Mayor Riley thanked Mayor Pro-Tem Jordan for filling in for her while she was out of town.

Adjournment.

Mayor Riley announced the meeting adjourned at 10:43 p.m.

These minutes approved by the Leon Valley City Council on the 6th of September, 2016.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



**CITY OF LEON VALLEY
CITY COUNCIL SPECIAL MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Thursday, August 25, 2016

MINUTES

The City Council of the City of Leon Valley, Texas met on the 25th day of August, 2016 at the Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business.

SPECIAL CITY COUNCIL MEETING

Call to order.

Mayor Riley called the Special City Council Meeting to order at 5:43 p.m.

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

Also in attendance was:

City Manager Kelly Kuenstler

The City Council shall meet in Executive Session under Texas Government Code §551.074 *Personnel Matters* to conduct interviews for the position of police chief.

The City Council reconvened into Open Session at 5:45 p.m.

Reconvene into Regular Session and take action on issues discussed in Executive Session if necessary.

The City Council reconvened into Open Session at 10:40 p.m.

There was a consensus amongst the members of City Council to give the City Manager authority to conduct a background check and references on the City Council and Manager's unanimous choice for Police Chief and to enter into negotiations for hire. Upon a unanimous vote, Mayor Riley announced the motion carried.

Adjournment.

Mayor Riley announced the meeting adjourned at 10:42 p.m.

These minutes approved by the Leon Valley City Council on the 6th day of September, 2016.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

Draft



**CITY OF LEON VALLEY
CITY COUNCIL SPECIAL MEETING**

Leon Valley Conference Center
6421 Evers Road, Leon Valley, Texas 78238
Saturday, August 27, 2016

MINUTES

The City Council of the City of Leon Valley, Texas met on the 27th day of August, 2016 at the Leon Valley Conference Center located at 6421 Evers Road, Leon Valley, Texas for the purpose of the following business.

SPECIAL CITY COUNCIL MEETING

Call to order.

Mayor Riley called the Special City Council Meeting to order at 8:08 a.m.

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

Also in attendance were:

City Manager Kelly Kuenstler, City Secretary Sandra Passailaigue, City Attorney Denise Frederick.

The City Council shall meet in Executive Session under Texas Government Code §551.071 *Consultation with Attorney* to discuss attorney-client matters.

The City Council reconvened into Open Session at 8:09 a.m.

Reconvene into Regular Session to discuss and take possible action on ballot language relating to Section 4B sales and use tax for the November 8, 2016, Special Election.

The City Council reconvened into Open Session at 8:52 a.m. No action was taken at this time.

Consideration of Resolution No. 16-022R of the City Council of the City of Leon Valley ordering and establishing procedures for a Special Election in the City of Leon Valley, Texas to decrease the section 4b sales and use tax by 1/8th percent; and adopting a general revenue sales and use tax at the rate of 1/8th percent for the purpose of

economic and community development by the qualified voters of the City of Leon Valley; authorizing the City Manager to sign a joint election Agreement with the Bexar County Elections Administrator for the conduct of said election, and providing details relating to the conduct of holding the Election, authorizing the use of the Leon Valley Conference Center for Early Voting (October 24, 2016 through November 04, 2016) and the Leon Valley City Hall on the 8th day of November, 2016, for Election Day voting.

Una resolución y consideracion No. 16-022R del consejo municipal de la ciudad de la ciudad de Leon Valley, establecen que el 8 de noviembre del 2016 se debe de llevar acabo un voto para determinar si los votantes eligen disminuir la sección 4b de ventas y consumo de impuestos por un porciento de 1/8; y aprobar los impuestos de ingresos generales de ventas y consumo a la tarifa de 1/8 de porciento con el propósito de desarrollo económico y comunitario; autorizar al administrador de la ciudad para firmar un convenio de elección conjunta con el administrador de elecciones del condado de Bexar para la celebración de dicha elección, y proveer detalles relacionados con la celebración de la elección, autorizando el uso del Leon Valley Conference Center para la votación anticipada (24 de octubre al 4 de noviembre de 2016) y el City Hall de Leon Valley el día 8 de Noviembre de 2016 para la votación el día de la elección.

A motion was made by Council Member Benny Martinez and seconded by Council Member Monica Alcocer, to approve Resolution No. 16-022R as captioned. Upon a unanimous vote, Mayor Riley announced the motion carried.

Adjournment.

Mayor Riley announced the meeting adjourned at 8:53 a.m.

These minutes approved by the Leon Valley City Council on the 6th day of September, 2016.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



**CITY OF LEON VALLEY
CITY COUNCIL SPECIAL MEETING/TRAINING**
Leon Valley Conference Center
6421 Evers Road, Leon Valley, Texas 78238
Saturday, August 27, 2016

MINUTES

The City Council of the City of Leon Valley, Texas met on the 27th day of August, 2016 at the Leon Valley Conference Center located at 6421 Evers Road, Leon Valley, Texas for the purpose of the following business.

SPECIAL CITY COUNCIL MEETING

Call to order.

Mayor Riley called the Special City Council Meeting to order at 9:10 a.m.

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

Also in attendance were:

Staff: City Manager Kelly Kuenstler, ACM/HR Director Crystal Caldera, City Secretary Sandra Passailaigue, City Attorney Denise Frederick, Assistant Fire Chief Billy Lawson, Library Director Sandy Underwood, Fire Chief Luis Valdez, Assistant Public Works Director David Dimaline, Public Works Director Melinda Moritz, Communications Director Kristie Flores, Leasing and Community Events Manager Sylvia Irwin, Interim Police Chief Ray Lacy, Interim Assistant Police Chief Ruben Saucedo, Assistant Library Director Therese Brader, Finance Director Vickie Wallace, Utility Billing Clerk Yvonne Acuna, and Community Development Director Elizabeth Carol.

Board/Commission/Committee Members: Jackie Walton, Jill Crane, Danielle Bolton, Darcy Vera, Carlos Vera, Catherine Rodriguez, Thomas Benavides, Pedro Esquivel, Greg Price, Richard Sarfin, Phyllis McMillan, Richard Blackmore, Hal Burnside, Mary E. Key, Carol Poss, Irene Baldridge, Peggy Proffitt, Larry Proffitt, Olan Yarnell, Pat Martinez, Rita Burnside, Kathy Hill and Patricia Manea.

Presentations presented by Sherry Mashburn, TRMC, MMC, City of College Station.

A) The Texas Open Meetings Act 101

B) Parliamentary Procedure: Being Aware of the Key Rules

Mayor Riley introduced speaker Sherry Mashburn, TRMC, MMC and read her bio aloud. Mrs. Mashburn began the presentations which including a question and answer period.

Mayor Riley presented Mrs. Mashburn with a token of our appreciation for taking the time out of her schedule to present this valuable information.

Adjournment.

Mayor Riley announced the meeting adjourned at 12:21 p.m.

These minutes approved by the Leon Valley City Council on the 6th day of September, 2016.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



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

MINUTES

The City Council of the City of Leon Valley, Texas met on the 31st day of August, 2016 at the Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business.

Call to order, Determine a Quorum is Present, Pledge of Allegiance.

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

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

Also in attendance were:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

insurance plans.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

City Manager's Report:

a) Approved Minutes from Boards, Commissions and Committees

b) Upcoming Important Events:

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

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

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

Citizens to be heard.

None

Announcements by the Mayor and Council Members

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

Adjournment.

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

These minutes approved by the Leon Valley City Council on the 6th of September, 2016.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

MAYOR AND COUNCIL COMMUNICATION

DATE: September 06, 2016 **M&C # 2016-09-06-01**
TO: Mayor and Council
FROM: Patricia Manea, Leon Valley Economic Development Corporation
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Presentation, discussion and possible approval of the Leon Valley Economic Development Corporation (LVEDC) Quarterly Investment Report

PURPOSE

The presentation of the LVEDC’s Quarterly Investment Report will be made by Patricia Manea, LVEDC Board President.

The LVEDC Board would like for City Council to consider approving the LVEDC’s Quarterly Investment Report which will summarize recent market conditions, economic developments and anticipated investment conditions.

This item supports the LVEDC’s Investment Policy and Strategy

SEE LEON VALLEY

Social Equity – N/A

Environmental Stewardship – N/A

Economic Development – To provide a diverse and versatile business environment that supports a healthy economy by engaging open dialogue on issues and matters which affect the conduct of economic development in Leon Valley.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

The LVEDC Board recommends approval of the Quarterly Investment Report.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS APPROVING THE INVESTMENT REPORT FOR QUARTER ENDED JULY 31, 2016.

WHEREAS, Chapter 2256 of the Texas Government Code, commonly known as the "Public Funds Investment Act," requires the Investment Officer/s of the Leon Valley Economic Development Corporation (LVEDC) to present not less than quarterly a written report of investment transactions for all funds covered for the preceding reporting period to the governing body; and

WHEREAS, this quarterly investment report must be approved quarterly; and

WHEREAS, this reporting is authorized by the Public Funds Investment Act; and

WHEREAS, the Public Funds Investment Act requires the quarterly investment report to be presented to the governing body; and

WHEREAS, the attached quarterly investment report complies with the Public Funds Investment Act;
NOW, THEREFORE,

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

Section 1. That the LVEDC has complied with the requirements of the Public Funds Investment Act, and the Quarterly Investment Report for quarter ended in July 31, 2016 attached hereto as "Exhibit A" is hereby approved as the quarterly investment report for quarter ended July 31, 2016 of the LVEDC effective September 06, 2016.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 6th day of September, 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



Fourth Quarter LVEDC Investment Policy Report

Fiscal Year 2015 – 2016

Quarterly, the Investment Officer(s) shall prepare and submit to the Leon Valley Economic Development Corporation (LVEDC) Board of Directors, an investment report that describes in detail the investment position of the LVEDC as of the date of the report. These reports will be prepared to allow the LVEDC Board of Directors to ascertain whether investment activities have conformed to the LVEDC's investment policy in accordance with law.

On August 24, 2016 the LVEDC Board of Directors received, reviewed and accepted the Quarterly Investment Report. A copy has been provided to the City of Leon Valley City Council for the September 6, 2016 meeting. This report is in full compliance with the Investment Strategies as established by the LVEDC's Investment Policy and the Public Funds Investment Act.

The Quarterly Investment Reports will summarize recent market conditions, economic developments and anticipated investment conditions if applicable.

In the fiscal year 2015-2016 the investment funds were maintained, reviewed and signed by the investment officers in Money Market Account which collected interest on the average daily balance at _____%.

Quarterly reports submitted to the LVEDC Board of Directors will include the following in 2016 - 2017:

1. A summary statement of investment activity for each pooled fund group prepared in compliance with Generally Accepted Accounting Principles (GAAP) to include fully accrued interest for the reporting period.
FY 2015 - 2016 the LVEDC does not possess assets, therefore a report is not provided.

The summary shall also state the following:

- a. Beginning market and amortized book value for the reporting period.
 - b. Additions and changes to the market value during the period.
 - c. Ending market and amortized book value for the reporting period.
 - d. Accrued interest and total earnings for the period.
 - e. Period yield for the portfolio compared to the portfolio's benchmark.
2. State the book value and market value of each separately invested asset at the beginning and end of the reporting period by fund type.
Currently the LVEDC does not possess assets, therefore a report is not provided.

3. State the maturity date of each separately invested asset that has a maturity date.
Currently the LVEDC does not possess assets, therefore a report is not provided.

FROST Bank

P.O. Box 1600 San Antonio, Texas 78296 Member FDIC

LVEDC - Summary Report of Quarterly Balance in the Money Market Account / Investment Account for Fiscal Year 2015 – 2016

DATE	BALANCE	DEPOSITS	WITHDRAWAL	ENDING BALANCE
October 31,2015	\$ 324,141.53	\$ 19,606.23	\$ 100,000.00	\$ 243,747.76
November 30, 2015	\$ 243,747.76	\$ 27,716.32	\$ 50,018.89	\$ 221,445.19
December 31, 2015	\$ 221,445.19	\$ 21,483.21	\$ 11.96	\$ 242,916.44
January 31, 2016	\$ 242,916.44	\$ 21,429.84	\$ 0.00	\$ 264,346.28
February 29, 2016	\$ 264,346.28	\$ 26,082.70	\$ 35,000.00	\$ 255,428.98
March 31, 2016	\$ 255,428.98	\$ 21,487.08	\$ 0.00	\$ 276,916.06
April 30, 2016	\$ 276,916.06	\$ 21,146.94	\$ 0.00	\$ 298,063.00
May 31 , 2016	\$ 298,063.00	\$ 30,231.61	\$ 0.00	\$ 328,294.61
June 30, 2016	\$ 328,294.61	\$ 21,759.77	\$ 0.00	\$350,054.38
July 31, 2016	\$ 350,054.38	\$ 22,429.66	\$ 0.00	\$372,484.04
August 31, 2016				
September 30, 2016				

Presentation, discussion and possible
action on the City of Leon Valley
Economic Development Corporation
(LVEDC) Quarterly Investment Report.

City Council Meeting
September 06, 2016

Purpose

The LVEDC Board would like for City Council to consider approving the LVEDC's Quarterly Investment Report which will summarize recent market conditions, economic developments and anticipated investment conditions.

This item supports the LVEDC's Investment Policy and Strategy

Fourth Quarter LVEDC Investment Policy Report

Fiscal Year 2015 – 2016

Quarterly, the Investment Officer(s) shall prepare and submit to the Leon Valley Economic Development Corporation (LVEDC) Board of Directors, an investment report that describes in detail the investment position of the LVEDC as of the date of the report. These reports will be prepared to allow the LVEDC Board of Directors to ascertain whether investment activities have conformed to the LVEDC's investment policy in accordance with law.

On August 24, 2016 the LVEDC Board of Directors received, reviewed and accepted the Quarterly Investment Report. A copy has been provided to the City of Leon Valley City Council for the September 6, 2016 meeting. This report is in full compliance with the Investment Strategies as established by the LVEDC's Investment Policy and the Public Funds Investment Act.

The Quarterly Investment Reports will summarize recent market conditions, economic developments and anticipated investment conditions if applicable.

In the fiscal year 2015-2016 the investment funds were maintained, reviewed and signed by the investment officers in Money Market Account which collected interest on the average daily balance at _____%.

Quarterly reports submitted to the LVEDC Board of Directors will include the following in 2016 - 2017:

1. A summary statement of investment activity for each pooled fund group prepared in compliance with Generally Accepted Accounting Principles (GAAP) to include fully accrued interest for the reporting period.

FY 2015 - 2016 the LVEDC does not possess assets, therefore a report is not provided.

The summary shall also state the following:

- a. Beginning market and amortized book value for the reporting period.
 - b. Additions and changes to the market value during the period.
 - c. Ending market and amortized book value for the reporting period.
 - d. Accrued interest and total earnings for the period.
 - e. Period yield for the portfolio compared to the portfolio's benchmark.
2. State the book value and market value of each separately invested asset at the beginning and end of the reporting period by fund type.

Currently the LVEDC does not possess assets, therefore a report is not provided.

3. State the maturity date of each separately invested asset that has a maturity date.
Currently the LVEDC does not possess assets, therefore a report is not provided.

FROST Bank

P.O. Box 1600 San Antonio, Texas 78296 Member FDIC

LVEDC - Summary Report of Quarterly Balance in the Money Market Account /

Investment Account for Fiscal Year 2015 – 2016

DATE	BALANCE	DEPOSITS	WITHDRAWAL	ENDING BALANCE
October 31, 2015	\$ 324,141.53	\$ 19,606.23	\$ 100,000.00	\$ 243,747.76
November 30, 2015	\$ 243,747.76	\$ 27,716.32	\$ 50,018.89	\$ 221,445.19
December 31, 2015	\$ 221,445.19	\$ 21,483.21	\$ 11.96	\$ 242,916.44
January 31, 2016	\$ 242,916.44	\$ 21,429.84	\$ 0.00	\$ 264,346.28
February 29, 2016	\$ 264,346.28	\$ 26,082.70	\$ 35,000.00	\$ 255,428.98
March 31, 2016	\$ 255,428.98	\$ 21,487.08	\$ 0.00	\$ 276,916.06
April 30, 2016	\$ 276,916.06	\$ 21,146.94	\$ 0.00	\$ 298,063.00
May 31, 2016	\$ 298,063.00	\$ 30,231.61	\$ 0.00	\$ 328,294.61
June 30, 2016	\$ 328,294.61	\$ 21,759.77	\$ 0.00	\$350,054.38
July 31, 2016	\$ 350,054.38	\$ 22,429.66	\$ 0.00	\$372,484.04
August 31, 2016				
September 30, 2016				



S.E.E. Statement

- *Social Equity* – N/A
- *Environmental Stewardship* – N/A
- *Economic Development* – To provide a diverse and versatile business environment that supports a healthy economy by engaging in open dialogue on issues and matters which affect the conduct of economic development in Leon Valley.

Recommendation

The LVEDC Board recommends approval of the Quarterly Investment Report.

Presentation, discussion and possible
action on the City of Leon Valley
Economic Development Corporation
(LVEDC) Quarterly Investment Report.

City Council Meeting
September 06, 2016

MAYOR AND COUNCIL COMMUNICATION

DATE: September 6, 2016 **M&C # 2016-09-06-02**
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 second and final public hearing to consider that increase.

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, and 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:

ATTEST:

SAUNDRA PASSAILAIGUE
City Secretary

City of Leon Valley
2016 Tax Rate
Second Public Hearing
September 6, 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)
TOTAL	\$0.556599	\$0.561615	\$ (0.005016)

Important Dates

- This is the second and final public hearing to consider that increase
- 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
Second Public Hearing
September 6, 2016



MAYOR AND COUNCIL COMMUNICATION

DATE: September 6, 2016 **M&C #2016-09-06-03**
TO: Mayor and Council
FROM: Elizabeth Carol, Community Development, Planning Manager
THROUGH: Kelly Kuenstler, City Manager

SUBJECT: 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. ****ITEM HAS BEEN PULLED BY APPLICANT****

PURPOSE

The applicant Jenfield, LLC, which is represented by Kenneth Fifield., is requesting to rezone lot 31, CB 5955 of the Leon Valley Ranches Subdivision, located 6612 Bandera Road. The proposed change is from B-3 (Commercial) Sustainability Overlay District to B-3 (Commercial) Commercial Industrial Overlay District to expand his existing Automotive Facility.

FISCAL IMPACT

The applicant paid \$900.00 for application, processing and consideration of the Zoning Case. Improvements to the building would generate additional property tax.

RECOMMENDATION

Plan Review, Engineering, Public Works and Community Development have recommended denial, because the use of on Automobile repair/paint and body facility is inconsistent with the Sustainability Overlay Zoning. Staff recommendation is based on the 2009 Leon Valley Master Plan which discourages more intensive zoning along Bandera Road between Rue Francois to Poss Road, and the desire to have more retail development along Bander Road.

In addition, Community Development Staff noted that the area abuts the Historic Huebner-Onion House and the 36 acre wilderness area. The applicant can maintain their existing B-3 (Commercial) use, due to Non-conforming Rights in accordance with the Zoning Ordinance. The site has additional challenges related to the number of parking spaces, parking screening, trees, landscape, on-site storage of vehicles and architectural regulations.

On July 26, 2016, the Zoning Commission recommended, by a vote of 7-0, to DENY the applicants request to rezone the property from B-3 (Commercial) Sustainability Overlay District to B-3 (Commercial) Commercial Industrial Overlay District noting they wanted to preserve the integrity of the Sustainability Overlay District. The Zoning Commission advised the applicant that their case may be more suitable for the Board of Adjustment to consider a one-time exception.

S.E.E. LEON VALLEY

Social Equity – it is equitable to consider the request of a property owner and the proposed use of their property.

Economic Development – The rezoning would allow an existing business to expand in Leon Valley which will generate new property taxes.

Environmental – Landscaping and streetscaping will be added to enhance the property.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

MAYOR AND COUNCIL COMMUNICATION

DATE: September 06, 2016 **M&C # 2016-09-06-04**
TO: Mayor and Council
FROM: Patricia Manea, Leon Valley Economic Development Corporation
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Presentation, discussion and possible action on the City of Leon Valley Economic Development Corporation (LVEDC) Proposed Fiscal Year 2016-2017 Performance Plan.

PURPOSE

The purpose of this M&C is to provide a presentation to the City Council, have them discuss and possibly, take action on the proposed FY 2016-2017 Performance Plan for the 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 FY 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, Patricia Manea presented the proposed Performance Plan adopted by the LVEDC at their regular board meeting on August 24, 2016.

SEE LEON VALLEY

Social Equity – N/A

Environmental Stewardship – N/A

Economic Development – To provide a diverse and versatile business environment that supports a healthy economy by engaging in open dialogue on issues and matters which affect the conduct of economic development in Leon Valley.

FISCAL IMPACT

The Performance Plan is designed to be implemented with the LVEDC FY 2016-2017 budget of \$414,000

RECOMMENDATION

The LVEDC Board recommends approval of the Performance Plan.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION NO. 16-025R

APPROVING THE PROPOSED FISCAL YEAR 2016-2017 PERFORMANCE PLAN FOR THE LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION (LVEDC) TO ACCOMPANY THE FISCAL YEAR 2016-2017 BUDGET AND SUPPORT THE LVEDC'S OPERATIONS, PROGRAMS AND PROJECTS.

WHEREAS, the Texas Local Government Code, Chapter 501.051 et. seq., authorized the City of Leon Valley to create a non-profit entity known as an Economic Development Corporation; and

WHEREAS, the City of Leon Valley created the Leon Valley Economic Development Corporation in 2009 by filing Articles of Incorporation, as amended thereafter, to receive economic development funds and to prepare a plan and budget for the effective and efficient expenditure thereof in furtherance of the purposes of the Corporation; and

WHEREAS, the citizens of the City of Leon Valley, Texas approved the implementation of a sales tax to fund economic development in the City through the Leon Valley Economic Development Corporation; and

WHEREAS, Texas law authorizes the City Council to approve all programs and expenditures of the Leon Valley Economic Development Corporation by approving the annual budget; and

WHEREAS, the Leon Valley Economic Development Corporation, at the direction of City Council, developed and presented a performance plan to accompany the proposed budget for Fiscal Year 2016-2017 approved by the LVEDC on July 27, 2016, prior to the City Council approving the proposed budget;
NOW, THEREFORE,

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

The Leon Valley Economic Development Corporation Performance Plan for Fiscal Year 2016-2017, attached as Exhibit "A", is hereby approved.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 6th day of September, 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



The City Of Leon Valley Economic Development Corporation (LVEDC)

STRATEGIC PLAN

FY 2016 - 2017

ADMINISTERED BY:

BOARD OF DIRECTORS

Patricia Manea, President

Joseph Nazaroff, Vice President

Larry Proffitt, Secretary

Michael McCarley, Treasurer

Monica Alcocer, Board Director

David Jordan, Board Director

Gayle Monnig, Board Director

Manuel Rubio, Alternate Director 1

Marian Slaughter, Alternate Director 2

TECHNICAL SUPPORT

Ana Federico, Economic Development Administrative Assistant

Approved: August 24, 2016

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EXECUTIVE SUMMARY

THE STRATEGIC PLAN

This is a living document created by the Leon Valley Economic Development Corporation (LVEDC) to guide future decisions. Each year, the LVEDC Board of Directors revisits this document to remind themselves of the Corporation's Vision, Mission, and Goals. A review of the previous year's progress is completed. Document updates and revisions may follow anytime during the year as the circumstances warrant realizing that economics is not a static process but changing in relation to the needs of Leon Valley.

MISSION STATEMENT

The Leon Valley Economic Development Corporation's (LVEDC) mission is to promote, encourage, and enhance the creation of jobs, the expansion of the local tax base, and our quality of life through projects that assist in the retention and expansion of existing employers and which attract new employers and aid in their development and growth within the boundaries of Leon Valley. Consideration of civic, commercial and industrial projects that will add to the development of the business community in and around Leon Valley area. Partnership with Leon Valley Area Chamber of Commerce, City government with the LVEDC can provide business educational seminars, networking, special events, governmental awareness and involvement in the community.

VISION STATEMENT

The Leon Valley Economic Development Corporation (LVEDC) vision includes a balance of sales and property tax that takes into account our town's historic roots, unique environment and limits within the City, resulting in an improved quality of life for all Leon Valley citizens.

HISTORY

The Leon Valley Economic Development Corporation (LVEDC) assists business located in or relocating to our city. The LVEDC receives funding from the 1/8 of a penny sales tax, the "4B Economic Development Sales Tax," passed by our voters on November 4, 2008. The funds are distributed through a project application submitted to the LVEDC. Please note that application to the LVEDC does not guarantee funding approval.

WORK PLAN

GOAL 1 | CAPITAL IMPROVEMENTS

Fund infrastructure improvement projects - two (2) projects for FY 2016-2017.

Work with industry consultants to prepare a competitive package and locate funding for projects that improve/expand public infrastructure.

Retail Coach - teleconference bimonthly, report to the board updates, projects and future opportunities to represent Leon Valley to future retailers.

Support community enhancement projects

Advance a pedestrian-friendly environment to facilitate growth in business, entertainment, recreation and community events by improving multi-modal transportation, public gathering places, parking and green space.

- 1) Work to improve safe and pleasant pedestrian and bicycle access
- (2) Encourage development of outdoor plazas and improved public spaces
- (3) Support the creation of cultural and entertainment facilities and events
- (4) Find alternate funding in partnership with the city of Leon Valley in development of infrastructure through local and state resources which would supplement the economic development funding available.

WORK PLAN

GOAL 2 | BUSINESS DEVELOPMENT

Partnership with City of Leon Valley in potentials Kinman House project FY 2016

Partnership with City Departments - Communications, Community Development, Police, Fire and volunteer committees in which a partnership would achieve the goals for both parties within the guidelines of economic development.

Recruit new jobs/businesses and aid in their development -

Develop attraction efforts with a focus on developments that provide a primary employer(s) and new retail opportunities that fill a unique service niche.

- (1) Recruit a primary employer
- (2) Conduct business expansion strategies; Support retail prospecting
- (3) Continue developing assistive resources and incentive plans.

Support existing businesses and aid in their expansion by quality-working relationships with existing business owners/developers and help them stay competitive by finding local and state funding opportunities that meet the Master Plan Overlay for the business district.

- (1) Make face-to-face contacts via a systematic visitation/call program - Proposal Suite to track all encounters with retail/business to build a database that is current, interactive and will provide a means of tracking trends in Leon Valley.
- (2) Continue to develop assistive resources and incentive plans - attend TEDC workshops, seminars, webinars to develop a registry of programs that are available.
- (3) Maintain/Improve Leon Valley registry/database of undeveloped land, vacant buildings in the industrial area and strip mall vacancies that will give a current profile to prospective retailers.
- (4) Create a forum for round table discussion with business leaders, volunteer committees and City officials to provide ongoing communication on current or future needs of the City.

BUSINESS INCENTIVES

- Tax abatement available for improvements
- 380 Agreements available for projects
- Business Improvement Grant (BIG) for Small Businesses (active)

- Other assistance that supports City/EDC resolution to obtain a Primary Employer (proposed)

Support existing businesses and aid in their expansion by quality-working relationships with existing business owners/developers and help them stay competitive by finding local and state funding opportunities that meet the Master Plan Overlay for the business district.

WORK PLAN

GOAL 3 | EFFECTIVE COMMUNICATION

Consistency across all communication channels;

Implement a targeted communications campaign linking Leon Valley City Council, Leon Valley Chamber of Commerce and other potential business related groups to facilitate a unified plan, goals and business focused image for potential investors.

Establish clear, concise communications with City Council that enhances business expectations of city government support in innovative business projects.

Quarterly reports on status of Leon Valley activity as required by bylaws.

Consolidate and enhance the Leon Valley message and identity throughout all City promotional efforts for a greater return on additional media tactics.

(1) Communicate and present a distilled and differentiated, compelling Leon Valley brand promise, message and identity across all media.

(2) Implement brand synchronization adjustments and enhancements for all City and EDC promotions and digital communications, including websites, newsletters, advertisements, press releases and public relations efforts.

Focus on a communications/marketing campaign, including tactics that build and drive digital traffic from B2C targets, while implementing a targeted B2B marketing initiative that stir leads for economic development.

(1) Implement a B2B (business-to-business) communications campaign that targets: Primary employer's); Corporate site selection consultants; New business prospects.

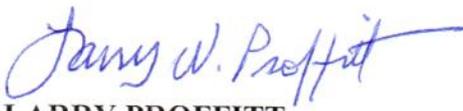
(2) Implement a B2C (business-to-consumer) communications campaign that targets new consumers: Day-trippers; Event-goers; Resident participants.

(3) Produce hard copy and digital information packets highlighting Leon Valley business opportunities, reaching the above targets.

Previous Projects by the Leon Valley Economic Development Corporation

<u>BUSINESS NAME</u>	<u>DESCRIPTION</u>
Farmers Insurance	Retail center
Bring Your Own Parts	Auto repair
Tellez Tamales & Barbacoa Retail	Food sales
Ideas Unlimited Property	CPA
Jenfield, LLC	Auto repair
S. A. West Loop Investors, Ltd.	Industrial and business park
Sari Sari Oriental Market, Bakery and Cuisine	Retail market and restaurant
National Outdoors	Retail sales for clothing and equipment
Leon Valley Area Chamber of Commerce	Local association
Sunset Plaza Retail Center Management	Small business operations
Leon Valley Storage	Storage facility
Ideas Unlimited	Printing and sign company
The Busted Knuckle	Automotive repair
Leon Valley Historical Society	Historical Place
Bush's Chicken	Fast Food
LOQ Bandera Holdings, LLC	San Antonio Aquarium
Porky J'S BBQ	Fast Food
Water Works Landscaping	Lawn Sprinkler System
Contractor Town Center Project	Retail Development
Taste of Leon Valley	Community Event
Event Rockwell's Grill	Restaurant
Town Hall Meeting / Branding Consultant	Consultant Fees 2013
City of Leon Valley	Co-Sponsor 2014 2015, 2016
4th of July Celebration	
Buxton Report Consultant Study/Report AIA/SDAT	Return Visit Consultant
Study/Report EPA/Fiesta Dodge Workshop	
Contribution to Monuments Leon Valley	Bandera Road Monuments

This Performance Plan approved by the Leon Valley Economic Development Corporation on the 24th of August, 2016.

ATTEST: 
LARRY PROFFITT
LVEDC SECRETARY

APPROVED

PATRICIA MANEA
LVEDC PRESIDENT

Presentation, discussion and possible action
on the City of Leon Valley Economic
Development Corporation (LVEDC) Proposed
Fiscal Year 2016-2017 Performance Plan.

City Council Meeting
September 06, 2016

Vision Statement

- The LVEDC's vision for The City of Leon Valley includes a balance of sales and property tax that takes into account our town's historic roots, unique environment and limits within the City, resulting in an improved quality of life for all Leon Valley citizens.

Goal 1- Capital Improvements

- Fund infrastructure improvement projects – 2 to 4 projects for FY 2016-2017 Kinman House / Precinct Day Care / Pancho Bigotes.
- Retail Coach to prepare a competitive package and locate projects that improve/expand public infrastructure. Bi-monthly reports to LVEDC Board and quarterly reports to city council via ED and Retail Coach.
- Support community enhancement projects, creation of cultural and entertainment facilities and events: July 4th celebration / City Park projects / Ciclovía.
- Encourage development of outdoor plazas and improved public spaces partner with the Leon Valley Historical Society, an example of a project could be to work on applicable projects in the process of rehabbing the historical site.

Goal 2- Business Development

- Partnership with City Departments: Community Development, Communications, Code Compliance, Fire and Police.
- Develop attraction efforts with a focus on developments that fill a unique service niche.
- Support existing businesses and aid in their expansion through programs in conjunction with the Small Business Development Center / UTSA, San Antonio Business Alliance with existing business owners/developers and help them stay competitive.

Goal 3- Effective Communication

- Consistency across all communication channels.
- Develop a consistent process for notification of all committees, corporations and City departments.
- Retail Coach will provide statistical data that will enable ED to Implement a B2C (business-to-consumer) communications campaign that targets new consumers: Day-trippers; Event-goers; Resident participants.

S.E.E. Statement

- *Social Equity* – N/A
- *Environmental Stewardship* – N/A
- *Economic Development* – To provide a diverse and versatile business environment that supports a healthy economy by engaging in open dialogue on issues and matters which affect the conduct of economic development in Leon Valley.

Fiscal Impact

The Performance Plan is designed to be implemented with the LVEDC FY 2016-2017 budget of \$414,000.

Recommendation

The LVEDC Board recommends approval of the Performance Plan.

Presentation, discussion and possible action
on the City of Leon Valley Economic
Development Corporation (LVEDC) Proposed
Fiscal Year 2016-2017 Performance Plan.

City Council Meeting
September 06, 2016

MAYOR AND COUNCIL COMMUNICATION

DATE: September 06, 2016 **M&C # 2016-09-06-05**
TO: Mayor and Council
FROM: Patricia Manea, Leon Valley Economic Development Corporation
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Presentation, discussion and possible approval of the Leon Valley Economic Development Corporation (LVEDC) Status Report on current board activity

PURPOSE

The LVEDC will provide 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.

SEE LEON VALLEY

Social Equity – To continue developing a diverse and versatile business environment that will encourage a superior quality of life for residents.

Environmental Stewardship – N/A

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

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

The LVEDC Board recommends approval of the Status Report on current board activity.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary



Status Report on Current Board Activity

- The Economic Development Department began operating without a Director from February 2016.

- The LVEDC evaluated outstanding items and developed a plan to get the new/current LVEDC Board updated by prioritizing immediate/urgent items.

- Amendments to Bylaws and Articles of Incorporation: LVEDC approved on 02-24-2016 and City Council passed, adopted and approved on 03-01-2016. LVEDC filed with State.

- Reviewed outstanding signage candidates (Façade and Signage), updated and informed requirements to complete each project.

- TTI- participated in a study evaluating the needs and barriers that transportation poses to smaller cities in Texas.

- Budget for Fiscal Year 15-2016 not completed. New/current board updated and presented a final detailed budget to City Council. The budget got approved in March 2016.

- The LVEDC filed for a Periodic Report of a Non-profit Corporation to the Texas Secretary of State-February 04, 2016.

- Strategic Plan- was incomplete for Fiscal Year 15-2016 and new/current board updated the outline provided by City Manager Kelly Kuenstler which got approved by the end of the Fiscal Year (15-2016).

- A new application for grants/signage program got developed by the Board to meet requirements issuing public funds.

- The Board developed new guidelines and performance agreement to provide clear deadlines, details of projects and responsibility of the involved parties.

- LVEDC's website got designed in October 2015 and social media (Twitter/Facebook) accounts became active by March 2016.

- In June 2016, with the Finance Director's assistance, the IRS removed a penalty charge which the LVEDC had from incorrect filing. The Board was able to recuperate \$14, 209.27 through a refund check from the IRS.

- A membership list got updated with files to ensure all Board Members were/are in compliance.

- Sales tax training in progress with all current Board Members.

- The Board developed and created an Economic Development Director position. A motion got passed to hire a qualified applicant after the approval of the LVEDC's Budget for Fiscal Year 2016-2017.

- All minutes from LVEDC's Board Meetings (including Finance meetings) got up-to-date effective May 2016 Regular Meeting.

- NEW signage projects.

- Marketing - Retail Coach retained to provide representation and broker relationships with potential investors.

- Proposal Suite – Data-base purchased in order to have a mechanism to track metrics of staff, ED and board activities when reporting.

- Education - webinars/local conferences and two major ICSC events planned throughout the year to provide up-to-date information.

- Legislative Watch - follow any bills or potential bills at the state level which could impact the activities of the LVEDC.

This report presented to the Leon Valley City Council on this 06th day of September 2016.

Presentation, discussion and possible action
on the City of Leon Valley Economic
Development Corporation (LVEDC) Status
Report on current board activity.

City Council Meeting
September 06, 2016

Purpose

The LVEDC will provide information to the City Council on the work being conducted by the LVEDC during the last six (6) months (January-June 2016).

This item supports the *Performance Plan* approved by the LVEDC Board at their August 24, 2016 Regular Meeting.

Activities January 2016-June 2016

- The Economic Development Department began operating without a Director from February 2016.
- The LVEDC evaluated outstanding items and developed a plan to get the new/current LVEDC Board updated by prioritizing immediate/urgent items.
- Amendments to Bylaws and Articles of Incorporation: LVEDC approved on 02-24-2016 and City Council passed, adopted and approved on 03-01-2016. LVEDC filed with State.

Activities CONTINUED...

- Reviewed outstanding signage candidates (Façade and Signage), updated and informed requirements to complete each project.
- TTI- participated in a study evaluating the needs and barriers that transportation poses to smaller cities in Texas.
- Budget for Fiscal Year 15-2016 not completed. New/current board updated and presented a final detailed budget to City Council. The budget got approved in March 2016.

Activities CONTINUED...

- The LVEDC filed for a Periodic Report of a Non-profit Corporation to the Texas Secretary of State-February 04, 2016.
- Strategic Plan- was incomplete for Fiscal Year 15-2016 and new/current board updated the outline provided by City Manager Kelly Kuenstler which got approved by the end of the Fiscal Year (15-2016).
- A new application for grants/signage program got developed by the Board to meet requirements issuing public funds.

Activities CONTINUED...

- The Board developed new guidelines and performance agreement to provide clear deadlines, details of projects and responsibility of the involved parties.
- LVEDC's website got designed in October 2015 and social media (Twitter/Facebook) accounts became active by March 2016.

Activities CONTINUED...

- In June 2016, with the Finance Director's assistance, the IRS removed a penalty charge which the LVEDC had from incorrect filing. The Board was able to recuperate \$14, 209.27 through a refund check from the IRS.
- A membership list got updated with files to ensure all Board Members were/are in compliance.
- Sales tax training in progress with all current Board Members.

Activities CONTINUED...

- The Board developed and created an Economic Development Director position. A motion got passed to hire a qualified applicant after the approval of the LVEDC's Budget for Fiscal Year 2016-2017.
- All minutes from LVEDC's Board Meetings (including Finance meetings) got up-to-date effective May 2016 Regular Meeting.
- NEW signage projects.

Activities CONTINUED...

- Marketing - Retail Coach retained to provide representation and broker relationships with potential investors.
- Proposal Suite – Data-base purchased in order to have a mechanism to track metrics of staff, ED and board activities when reporting.
- Education - webinars/local conferences and two major ICSC events planned throughout the year to provide up-to-date information.
- Legislative Watch - follow any bills or potential bills at the state level which could impact the activities of the LVEDC.

S.E.E. Statement

- *Social Equity* – N/A
- *Environmental Stewardship* – N/A
- *Economic Development* – To provide a diverse and versatile business environment that supports a healthy economy by engaging in open dialogue on issues and matters which affect the conduct of economic development in Leon Valley.

Recommendation

The LVEDC Board recommends approval of the Status Report on current board activity.

Presentation, discussion and possible
action on the City of Leon Valley
Economic Development Corporation
(LVEDC) Status Report on current board
activity.

City Council Meeting
September 06, 2016

MAYOR AND COUNCIL COMMUNICATION

DATE: September 6, 2016 **M&C # 2016-09-06-06**
TO: Mayor and Council
FROM: Kelly Kuenstler, City Manager
SUBJECT: Consider, discuss and possible action on the appointment of a member of the Leon Valley City Council to serve as liaison to the Citizens Police Advisory Committee

PURPOSE

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.

FISCAL IMPACT

None at this time.

STRATEGIC GOALS

This item meets the City Council Strategic Goal of Citizen Involvement.

RECOMMENDATION

It is recommended that the Mayor and City Council appoint a council member to the Police Advisory Committee.

SEE LEON VALLEY

Social Equity – The committee serves as an advocate for programs, ideas, and

methods to improve the relationship between the police and community and to enhance the quality of life in our community

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

Environmental Stewardship –

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

MAYOR AND COUNCIL COMMUNICATION

DATE: September 6, 2016 **M&C # 2016-09-06-07**
TO: Mayor and Council
FROM: Melinda Moritz, Director of Public Works
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Consider, Discuss, and Possible Action to Appoint Members to the Capital Facilities Committee for the Purpose of Assessing a Need for a New Public Works Service Center.

PURPOSE

To consider, discuss and possibly take action 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 M & C 2016-08-31-04, 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.

FISCAL IMPACT

None at this time.

STRATEGIC GOALS

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

RECOMMENDATION

It is recommended that the Mayor and each City Council member appoint a member to the Capital Facilities Committee.

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:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Appointment of Members
Capital Facilities Committee
Needs Assessment for New Facility /
Remodel of the Public Works Service
Center

City Council Meeting
September 6, 2016

Purpose

- Consider, discuss & possibly take action
- Appointment of members to a new Capital Facilities Committee
- To assess needs for a new/remodeled Public Service Center

Background

- August 31 - City Council heard M & C 2016-08-31-04, request to consider remodeling the existing Public Works Service Center & build new building for Public Works administrative staff
- Council decision was to:
 - Form a Capital Facilities Committee
 - Appoint Mr. Olen Yarnell as Acting Chairman, & have new committee prepare needs assessment
 - Bring to City Council at the January 2017 Town Hall meeting

Fiscal Impact

- None

:

Recommendation

- It is recommended that the Mayor and each City Council member appoint a member to the Capital Facilities Committee.

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

Appointment of Members
Capital Facilities Committee
Needs Assessment for New Facility /
Remodel of the Public Works Service
Center

City Council Meeting
September 6, 2016

MAYOR AND COUNCIL COMMUNICATION

M&C #2016-09-06-08

DATE: September 6, 2016

TO: Mayor and City Council

FROM: Luis Valdez, Fire Chief

THROUGH: Kelly Kuenstler, City Manager

SUBJECT: Authorizing the City Manager to enter into negotiations and execute a service contract not to exceed 30% on primary accounts and 50% on secondary accounts payable to Credit Systems International for Emergency Medical Services for debt collection services.

PURPOSE

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.

Staff contacted five (5) vendors, and Credit Systems International was selected on the basis of their overall collection process, qualifications, references, experience, and that it is more compatible with EMS and Fire Department systems for collection and our EMS billing company.

The City manager needs approval to enter into negotiations and execute a service contract for debt collection services with Credit Systems International.

FISCAL IMPACT

None

- The fee for services is limited to 30% commission on primary accounts and 50% on transferred (secondary) accounts.

RECOMMENDATION

Authorize the City Manager to enter into negotiations and execute 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.

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

AWARDING A SERVICE CONTRACT AND AUTHORIZING THE CITY MANAGER TO ENTER INTO NEGOTIATIONS AND EXECUTE 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.

WHEREAS, 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; and

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

WHEREAS, staff contacted five (5) vendors, and Credit Systems International was selected on the basis of their overall collection process, qualifications, references, and experience; and

WHEREAS, it is necessary to authorize the City Manager to enter into negotiations and execute a service contract for emergency medical services, debt collection services payable to Credit Systems International; **NOW, THEREFORE**,

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

Section 1. The City Manager is hereby authorized to enter into negotiations and execute 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.

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 6th day of September, 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 Debt Collection Services

City of Leon Valley
City Council Meeting
September 6, 2016

Purpose

Authorizing the City Manager to enter into negotiations and execute a service contract not to exceed 30% on primary accounts and 50% on secondary accounts payable to Credit Systems International for Emergency Medical Services for debt collection services.

Background

- The Emergency Medical Services (EMS) Division of the Fire Department uses Linebarger and Associates, to perform debt collection services.

FY16 Debt Collection Performance

- 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.

Update – Debt Collection Services RFP

- Staff contacted five (5) vendors, and Credit Systems International was selected on the basis of their overall collection process, qualifications, references, experience, and that it is more compatible with EMS and Fire Department systems for collection and our EMS billing company.
- The City manager needs approval to enter into negotiations and execute a service contract for debt collection services with Credit Systems International.
Credit Systems International

Purpose

Authorizing the City Manager to enter into negotiations and execute a service contract not to exceed 30% on primary accounts and 50% on secondary accounts payable to Credit Systems International for Emergency Medical Services for debt collection services.

Fiscal Impact

None

- The fee for services is limited to 30% commission on primary accounts and 50% on transferred (secondary) accounts.

SEE Vision Statement

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

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

Environmental Stewardship – NA

Leon Valley Fire Department /EMS Debt Collection Services

City of Leon Valley
City Council Meeting
September 6, 2016





CITY OF LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION (LVEDC)
BOARD OF DIRECTORS REGULAR MEETING
Leon Valley City Hall - Council Chamber
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, July 27, 2016 at 6:00 p.m.

MINUTES

The Leon Valley Economic Development Corporation met on the 27th day of July, 2016 at the Leon Valley City Hall Council Chamber located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

1. Call to Order and Determine if Quorum is Present.

The meeting was called to order by President Patricia Manea at 7:26 p.m. on July 27, 2016. A quorum was declared to be in attendance. Those Directors in attendance were: Vice President Joseph Nazaroff, Treasurer Michael McCarley, Secretary Larry Proffitt, Director Monica Alcocer, Director Gayle Monnig and Director David Jordan. Alternate Director Manuel Rubio was excused from attending the meeting. Alternate Director Marian Slaughter was absent.

Also in attendance were:

Council Member Belinda Ealy, Council Member Benny Martinez, City Manager Kelly Kuenstler, City Secretary Sandra Passailaigue, Retail Strategy Director from The Retail Coach, Bryce London and Economic Development Administrative Assistant Ana Federico.

2. Citizens to be Heard.

None at 7:28 pm.

3. Consider, discuss and take possible action to fund Kinman House project. (K. Kuenstler)

City Manager Kuenstler introduced the Kinman House project by informing the Board that on January 19th of the present year, the Leon Valley City Council approved \$20K for the Public Works Department to begin remodeling the Kinman House located on Evers Road. According to City Manager Kuenstler, the intention of the remodeling is to accommodate a restaurant. The structural components of the remodeling are almost complete; however, in order to complete the project, electrical and plumbing work needs to be done, and kitchen equipment needs to be purchased. The Public Works Department has received quotes for these items

Projects completed include: roof repair, critter control, fire alarm system installation, chimney replacement, foundation inspection, and refurbishment inside the structure to make the home suitable for a restaurant. Exterior deck materials and exterior ceiling fans have been ordered, and installation of these items is in process. City Manager Kuenstler proposed that the LVEDC share in the final finish out costs of the project by contributing LVEDC funds for the project. City Manager Kuenstler indicated the project has approximately \$86,685 left in expenditures. She recommended the LVEDC provide \$60K, which is about the cost of the kitchen equipment.

A motion was made by Secretary Larry Proffitt and seconded by Director Monica Alcocer to contribute up to \$60K to the Kinman House project.

Before the vote, President Patricia Manea had asked the Board if there was any final discussion Secretary Larry Proffitt withdrew his motion and amended it to approve \$86,685 instead of \$60K. Director Monica Alcocer also withdrew her seconding motion and seconded the amendment. Upon a unanimous vote, President Patricia Manea announced the motioned carried.

4. Presentation, discussion and possible action on the Retail Economic Development Plan, Phase 1 and 2 by The Retail Coach, Senior Vice President Aaron Farmer. (A. Farmer and P. Manea)

Bryce London, Retail Strategy Director with The Retail Coach, presented Phases 1 and 2 of the Economic Development Plan to the LVEDC Board. Questions were posed by several Board Members prior to a motion being made on this contract.

A motion was made by Secretary Larry Proffitt and seconded by Director David Jordan to pay Phases 1 and 2 of the Economic Development Plan and not to exceed \$3K in extra charges. Upon a vote of four (4) Ayes and three (3) Nay's, with Vice President Joseph Nazaroff, Directors Monica Alcocer and Gayle Monnig casting negative votes, President Patricia Manea announced the motion carried 4-3.

5. Consider, discuss and take action to approve LVEDC Board Meeting Minutes for June 22, 2016. (L. Proffitt)

A motion was made by Director Gayle Monnig and Seconded by Director David Jordan to approve LVEDC Board Meeting Minutes for June 22, 2016. Upon a unanimous vote, President Patricia Manea announced the motioned carried.

7. Consider, discuss and take possible action to approve LVEDC Budget for Fiscal Year 2016-17. (L. Proffitt)

This item was moved up to follow item # 5 by President Patricia Manea with the Board's approval.

A motion was made by Director Gayle Monnig and seconded by Vice President Joseph Nazaroff to approve the proposed budget for FY 2016-2017 for \$414,000. Upon a unanimous vote, President Patricia Manea announced the motioned carried.

6. Consider, discuss and take possible action to approve expenditures for July 2016 and review update on LVEDC Financial Report (as of June 30, 2016). (Finance Work Group)

A motion was made by Director Monica Alcocer and seconded by Director David Jordan, to approve July 2016 expenditures. Upon a unanimous vote, President Patricia Manea announced the motioned carried.

8. Consider, discuss and take possible action to approve the Economic Development Executive Director's Job Description and Contract. (P. Manea)

A motion was made by Director Monica Alcocer and seconded by Secretary Larry Proffitt to approve the Economic Development Executive Director's job description and contract as presented. The motion was approved by a roll call vote: Aye's – Monica Alcocer, David Jordan, Gayle Monnig, Michael McCarley, Joseph Nazaroff (left meeting after this vote) and Larry Proffitt. Nay's – none.

- 9. Consider, discuss and take possible action to assign sub-committee to proceed with interviewing of potential candidates for the position of Economic Development Director and present to the LVEDC Board at the August 24, 2016 regular meeting. (P. Manea)**

LVEDC Board Members wish to be part of the interviewing process once City Council approves the position and salary at the August 16, 2016 City Council Regular Meeting. Staff was asked to post for position after Board Attorney Frederick reviews the wording for the Economic Development Director (ED) position, then Human Resources Director Crystal Caldera will be asked to assist with the posting through INDEED.com, Monster.com, and GlassDoor.com. Once applications are received, then the LVEDC Board will meet in Executive Session to proceed with the interviews of potential candidates for the ED position.

A motion was made by Director David Jordan and seconded by Director Monica Alcocer to do the following after City Council's approval: have Board Attorney Frederick approve wording that will get posted, post for the position online and have staff organize the interview process including, posting agenda for Executive Session interviews and arranging desirable dates with LVEDC Board Members. Upon a unanimous voice vote, President Patricia Manea stated the motion was carried.

10. CLOSED/EXECUTIVE SESSION; Meet in executive session;

- A. Pursuant to Section 551.071 of the Texas Public Information Act to meet with its attorney on a matter in which the duty of the attorney to the LVEDC under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Public Information Act, to seek legal advice regarding approving and amending meeting minutes. (D. Frederick)**
- B. Pursuant to Section 551.071 of the Texas Public Information Act to meet with its attorney on a matter in which the duty of the attorney to the LVEDC under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Public Information Act, to seek legal advice regarding mediation between the LVEDC and the Leon Valley Area Chamber of Commerce (LVACC). (P. Manea and D. Frederick)**

The LVEDC Board did not go into Closed Executive Session, there was no action taken.

11. Reconvene into Regular Session and take action on issues discussed in Executive Session if necessary. (P. Manea)

Executive Session items had been closed per verbal instruction from Board Attorney Frederick.

No action taken.

12. Announcements

- a) Update on Façade and Signage applicants who did not meet the January 1st, 2016 deadline (P. Manea)

Economic Development Administrative Assistant Ana Federico read an email which Community Development Director Elizabeth Carol sent to Mr. Fifield regarding his meeting with the Zoning Commission. The email was attached to the meeting packet. Business sustainability, B3 Zones will be future items in which the LVEDC will have to be involved per President Patricia Manea and Secretary Larry Proffitt.

- b) Mediation between the LVEDC and the LVACC Wednesday, August 03, 2016 at 1:00 p.m. (P. Manea)

This will be considered a closed session during the mediation process.

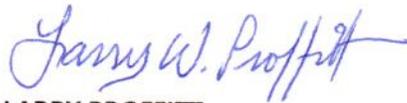
- c) LVEDC 07-20-16 Finance Work Group Meeting Notes have been attached to meeting packet for LVEDC Board to review.
- d) Next Finance Work Group Meeting Wednesday, August 17, 2016 at 10:00 a.m.
- e) Next LVEDC Board Meeting Wednesday, August 24, 2016 at 6:00 p.m.
- f) There were no other announcements by LVEDC Board members.

13. Adjourn

Upon a unanimous voice vote, President Patricia Manea announced the meeting adjourned at 10:32 p.m.

These minutes approved by the Leon Valley Economic Development Corporation on the 24th of August, 2016.

ATTEST:



LARRY PROFFITT
LVEDC SECRETARY

APPROVED



PATRICIA MANEA
LVEDC PRESIDENT



**CITY OF LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION (LVEDC)
BOARD OF DIRECTORS SPECIAL MEETING**

Leon Valley City Council Chamber
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, July 27, 2016 at 5:15 p.m.

MINUTES

The Leon Valley Economic Development Corporation met on the 27th day of July, 2016 at the Leon Valley City Council Chamber located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

Call to Order and Determine if Quorum is Present.

The meeting was called to order by President Patricia Manea at 5:15 p.m. on July 27, 2016. A quorum was declared to be in attendance. Those Directors in attendance were Vice President Joseph Nazaroff, Treasurer Michael McCarley, Secretary Larry Proffitt, Director Monica Alcocer, Director Gayle Monnig and Director David Jordan. Alternate Director Manuel Rubio was excused from attending the meeting. Alternate Director Marian Slaughter was absent.

The following members of City Council were present: Mayor Chris Riley, Council Members David Edwards, Monica Alcocer, Belinda Ealy, Benny Martinez and David Jordan.

Also in attendance were:

City Manager Kelly Kuentler, City Secretary Sandra Passailaigue, City Attorney Denise Frederick and Economic Development Administrative Assistant Ana Federico.

The City Council and the LVEDC shall meet in Executive Session under Texas Government Code § 551.071 Consultation with Attorney to discuss the Leon Valley Economic Development Corporation.

The Leon Valley Economic Development Corporation went into Executive Session at 5:18 p.m.

Reconvene into Regular Session and take action on issues discussed in Executive Session if necessary.

The Leon Valley Economic Development Corporation reconvened into Open Session at 7:15 p.m. No action was taken.

Adjournment

Upon a unanimous voice vote, President Patricia Manea announced the meeting adjourned at 7:15 p.m.

These minutes approved by the Leon Valley Economic Development Corporation on the 24th of August, 2016.

ATTEST:


LARRY PROFFITT
LVEDC SECRETARY

APPROVED


PATRICIA MANEA
LVEDC PRESIDENT