



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, Texas 78238  
Tuesday, September 20, 2016

**AGENDA**

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1. **7:00 P.M.** Call to order, Determine a Quorum is Present, Pledge of Allegiance.
2. Ordinance No. 16-036, confirming the City Manager's appointment of Joseph Salvaggio as Chief of Police of the City of Leon Valley. (*Brief reception to follow*)
3. **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]

**CONSENT AGENDA**

4. Approval of City Council Minutes. (**S. Passailaigue**)
  - a) August 31, 2016 Special City Council Meeting
5. Consideration and possible action appoint Karen Seiffert to the Citizens Police Advisory Committee. **M&C #2016-09-20-01 (S. Passailaigue)**
6. Presentation, Discussion and Possible Action to approve the addition of the 4B sales tax revenue in the amount of \$305,280 to the City of Leon Valley Economic Development Corporation (LVEDC) Budget for FY 2016-17 to support the LVEDC's operations, programs and projects. **M&C #2016-09-20-02 (L. Proffitt)**

**REGULAR AGENDA**

7. St. John's Baptist Church sign variance ninety (90) day review. **M&C #2016-09-20-03 (K. Flores)**

8. Conduct a public hearing, consider, discuss and possible action to adopt an Ordinance on Specific Use Permit #2016-275 – A Request by Patrick L. Harvey, applicant, to operate a “Kennel” in a B-3 (Commercial) zoning district in the Commercial Industrial Overlay, being Lot 5, Block 1, CB 4428H, generally located at 5407 Bandera Road, Suite 117. **M&C #2016-09-20-04 (K. Flores)**
9. Consider, discuss and possible action on an In Kind Grant request by The Leon Valley Chamber of Commerce for use of the Leon Valley Community Center at 6427 Evers Road for their fundraising gala. **M&C #2016-09-20-05 (K. Flores)**
10. Consider, discuss and possible action on the 2012 Municipal Bond Oversight Committee’s Final report and Committee dissolution. **M&C #2016-09-20-06 (M. Moritz)**
11. Consider, discuss and possible action to accept donations of vacant land to be used as future parks, known as Parcel 20, Abstract 399, CB 4429, 0 Grass Hill Drive, being 0.2317 acres; Lot 53, Block 8, CB 4429D, The Ridge at Leon Valley Subdivision Unit #1, 0 Caraway Bend, being 1.5400 acres; Lot 54, Block 8, CB 44429D, The Ridge at Leon Valley Subdivision Unit #2, Being 0.1355 Acres; and Lot 55, Block 8, CB 4429D, The Ridge at Leon Valley Unit #2, Being 0.5802 acres. **M&C #2016-09-20-07 (D. Dimaline)**
12. Consider, discuss and possible action of Ordinance No. 16-037, an ordinance establishing and adopting for the purpose of taxation; the calendar year; levying a tax of \$0.474645 for maintenance and operations and \$0.081954 for the interest and sinking fund for a total tax rate of \$0.556599 on all property subject to taxation and situated in the City of Leon Valley, Texas, on the first day of January 2016; establishing the rate of said levy; determining due date, delinquent date, interest rates on delinquencies, and for penalties for delinquencies; and determining and enacting other matters pertinent, necessary and incident to the subject; and providing a savings clause. **M&C #2016-09-20-08 (V. Wallace)**
13. Consider, discuss and possible action on a policy to require elected officials to act only in an advisory capacity or as council liaisons on boards and commissions appointed by the City Council. **(Council Members Alcocer and Edwards)**
14. Consider, discuss and possible action on a resolution of the City of Leon Valley City Council authorizing application to Texas Parks & Wildlife for a Small Communities Grant. **M&C #2016-09-20-09 (K. Flores)**
15. Consider, discuss and possible action on Ordinance No. 16-038, authorizing the amendment of Ordinance No. 16-019 to revise Chapter 1 “General Provisions, Article 1.06 “Boards, Commissions and Committees” of the Leon Valley City Code of Ordinances to allow up to two City Council liaisons. **M&C #2016-09-20-10 (K. Kuenstler)**
16. Consider, discuss and possible action on the Forest Oaks Pool Property Presentation by the Forest Oaks Community Pool Committee. **M&C #2016-09-20-11 (D. Dimaline)**

## 17. City Manager's Report:

- a) Approved Minutes from Boards, Commissions and Committees
- b) Future Agenda Items:
  - Sign Ordinance LED
- c) Upcoming Important Events:
- d) 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.

## 18. Citizens to be heard.

19. Announcements by the Mayor and Council Members. At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.

## 20. Adjournment.

**Executive Session.** The City Council of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development).

**Attendance by Other Elected or Appointed Officials:** It is anticipated that members other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or take action on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

I hereby certify that the above **NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL** was posted at the Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, on September 16, 2016 at 9:15 a.m. and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov). This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To make arrangements, call (210) 684-1391, Extension 216.

  
SAUNDRA PASSAILAIGUE, TRMC  
City Secretary



**ORDINANCE No. 16-036**

**CONFIRMING THE APPOINTMENT BY THE CITY MANAGER OF JOSEPH SALVAGGIO AS CHIEF OF POLICE FOR THE CITY OF LEON VALLEY.**

**Whereas**, Section 9.02.032 of the City of Leon Valley Code of Ordinances establishes that the City Manager has authority to appoint the chief of police; and

**Whereas**, Sec. 9.03.003 also provides that said appointment must be confirmed by the city council; and

**Whereas**, Joseph Salvaggio was appointed by the City Manager as Chief of Police for the City of Leon Valley; and

**Whereas**, it is now necessary for the City Council for the City of Leon Valley to confirm said appointment; **NOW, THEREFORE,**

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

Section 1. The appointment by the City Manager of Joseph Salvaggio as Chief of Police of the City of Leon Valley is hereby confirmed.

Section 2. This ordinance is effective immediately upon passage by four (4) affirmative votes; otherwise it is effective on the tenth day after passage hereof.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 20th day of September, 2016.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

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

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



**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 31<sup>st</sup> 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 2015-2016 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 6<sup>th</sup> 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 15<sup>th</sup>. 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 2<sup>nd</sup> 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 6<sup>th</sup> of September, 2016.**

APPROVED

**CHRIS RILEY**  
MAYOR

ATTEST:

**SAUNDRA PASSAILAIGUE, TRMC**  
CITY SECRETARY

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** September 20, 2016 **M&C # 2016-09-10-01**

**TO:** Mayor and Council

**FROM:** Sandra Passailaigue, City Secretary

**THROUGH:** Kelly Kuentler, City Manager

**SUBJECT:** Consideration and possible action on Resolution No. 16-026R appointing Karen Seiffert to the Citizens Police Advisory Committee.

**PURPOSE**

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

**FISCAL IMPACT**

None

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

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

*Environmental* – Not applicable

*Economic Development* – Not applicable

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

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

**A RESOLUTION OF THE CITY OF LEON VALLEY CITY COUNCIL APPOINTING KAREN SEIFFERT TO THE CITIZENS POLICE ADVISORY COMMITTEE.**

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

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

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

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

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

**CITIZENS POLICE ADVISORY COMMITTEE:**

Karen Seiffert

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

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

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 20<sup>th</sup> day of September, 2016.

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

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

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

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** September 20, 2016 **M&C # 2016-09-20-02**  
**TO:** Mayor and Council  
**FROM:** Patricia Manea, Leon Valley Economic Development Corporation  
**THROUGH:** Kelly Kuenstler, City Manager  
**SUBJECT:** Presentation, Discussion and Possible Action to approve the addition of the 4B sales tax revenue in the amount of \$305,280 to the City of Leon Valley Economic Development Corporation (LVEDC) Budget for FY 2016-17 to support the LVEDC's operations, programs and projects.

**PURPOSE**

The presentation of the Fiscal Year 2016-2017 revenue as recommended by the LVEDC Board of Directors will be made by Larry Proffitt, LVEDC Board Secretary.

On August 16, 2016 the City Council approved the LVEDC FY 2017 budget; however, the revenue was not included in the request for approval.

This is simply a house keeping item so that the sales tax revenue for FY 2017 is budgeted for the LVEDC.

**SEE LEON VALLEY**

*Social Equity* – meets the needs of citizens by assessing the needs, partnerships and implementing a plan to provide an improved quality of life.

*Environmental Stewardship* – working within the master plan to meet the goals of being an environmental conscientious city.

*Economic Development* – focus on communication between the city and involved community groups that will enhance or promote new business but also retain existing business to grow the business infrastructure of the city.

**FISCAL IMPACT**

None

**RECOMMENDATION**

The LVEDC Board recommends approval of a revenue budget of \$305,280 as the LVEDC 4B sales tax revenue for FY 2017.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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

ATTEST:

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

**RESOLUTION No. 16-027R**

**APPROVING THE ADDITION OF THE 4B SALES TAX REVENUE IN THE AMOUNT OF \$305,280 TO THE CITY OF LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION (LVEDC) BUDGET FOR FISCAL YEAR 2016-2017 TO SUPPORT THE LVEDC'S OPERATIONS, PROGRAMS AND PROJECTS.**

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**WHEREAS**, the Texas Local Government Code, Chapter 501, 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 City of Leon Valley Economic Development Corporation in 2009; and

**WHEREAS**, the citizens of the City of Leon Valley, Texas by referendum, adopted a 4B sales and revenue tax to fund economic development in the City through the City of Leon Valley Economic Development Corporation; and

**WHEREAS**, Chapter 501 of the Texas Local Government Code requires the City Council to approve all programs, expenditures and budgets of the City of Leon Valley Economic Development Corporation; and

**WHEREAS**, the City Council approved the LVEDC's Fiscal Year 2016-2017 Budget on August 16, 2016; and

**WHEREAS**, it is now necessary for LVEDC to submit the 4B sales tax revenue for FY 2016-2017; and

**WHEREAS**, it is the desire of the City Council to approve the addition of the 4B sales tax revenue to the City of Leon Valley Economic Development Corporation (LVEDC) Budget for the Fiscal Year 2016-2017 to support the LVEDC's operations, programs and projects; **NOW, THEREFORE**

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

Section 1. The addition of the 4B sales tax revenue in the amount of \$305,280 to the City of Leon Valley Economic Development Corporation Budget for Fiscal Year 2016-2017, attached hereto and incorporated herein as Exhibit "A", is hereby approved.

Section 2. This Resolution shall become effective immediately upon passage by four (4) or more affirmative votes of the entire City Council; otherwise, said effective date shall be ten (10) days from the date of passage hereof.

**PASSED** and **APPROVED** this 20<sup>th</sup> day of September 2016.

**APPROVED**

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**Chris Riley**  
Mayor

Attest: \_\_\_\_\_  
**Sandra Passailaigue, TRMC**  
City Secretary

Proposed



**ECONOMIC DEVELOPMENT  
SUMMARY OF REVENUES AND EXPENDITURES**

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	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2014-2015</b>	<b>2015-2016</b>	<b>2015-2016</b>	<b>2016-2017</b>
BEGINNING FUND BALANCE	\$ 651,111	\$ 366,833	\$ 366,833	\$ 295,227
<b>REVENUES</b>				
Sales Tax Revenue	275,029	-	275,029	305,280
<b>TOTAL REVENUES</b>	275,029	-	275,029	305,280
<b>OTHER FUNDING SOURCES</b>				
General Fund Contribution	-	-	-	-
<b>TOTAL OTHER FUNDING SOURCES</b>	-	-	-	-
<b>TOTAL RESOURCES AVAILABLE</b>	926,140	366,833	641,862	600,507
<b>EXPENDITURES</b>				
Personnel Services	-	-	-	-
Supplies	266	313	500	2,500
Contractual Services	559,041	413,923	346,135	411,500
Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	559,307	414,236	346,635	414,000
ENDING FUND BALANCE	\$ 366,833	\$ (47,403)	\$ 295,227	\$ 186,507

Presentation, discussion and possible action to approve the addition of the 4B sales tax revenue in the amount of \$305,280 to be included in the Leon Valley Economic Development Corporation (LVEDC) Budget for Fiscal Year 2017

City Council Meeting  
September 20, 2016



# LVEDC FY 2017 Revenue

- On August 16, 2016 the City Council approved the LVEDC FY 2017 budget, however, the 4B sales tax revenue was not included in the request for approval
- This is simply a house keeping item so that the 4B sales tax revenue for Fiscal Year 2017 is budgeted for the LVEDC

**ECONOMIC DEVELOPMENT  
SUMMARY OF REVENUES AND EXPENDITURES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2014-2015</b>	<b>2015-2016</b>	<b>2015-2016</b>	<b>2016-2017</b>
BEGINNING FUND BALANCE	\$ 651,111	\$ 366,833	\$ 366,833	\$ 295,227
<b>REVENUES</b>				
Sales Tax Revenue	275,029	-	275,029	305,280
<b>TOTAL REVENUES</b>	<b>275,029</b>	<b>-</b>	<b>275,029</b>	<b>305,280</b>
<b>OTHER FUNDING SOURCES</b>				
General Fund Contribution	-	-	-	-
<b>TOTAL OTHER FUNDING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>926,140</b>	<b>366,833</b>	<b>641,862</b>	<b>600,507</b>
<b>EXPENDITURES</b>				
Personnel Services	-	-	-	-
Supplies	266	313	500	2,500
Contractual Services	559,041	413,923	346,135	411,500
Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>559,307</b>	<b>414,236</b>	<b>346,635</b>	<b>414,000</b>
ENDING FUND BALANCE	\$ 366,833	\$ (47,403)	\$ 295,227	\$ 186,507



# Recommendation

- Approve the addition of the 4B sales tax revenue in the amount of \$305,280 to be included in the LVEDC Budget for FY 2017

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** September 20, 2016 **M&C #2016-09-20-03**  
**TO:** Mayor and Council  
**FROM:** Kristie M. Flores, Communications Director  
**THROUGH:** Kelly Kuenstler, City Manager  
**SUBJECT:** 90 Day review of St. John's Baptist Church Digital Sign Variance request and its impact on surrounding properties.

**PURPOSE**

At the February 2, 2016 Council meeting, a variance was approved to allow a digital sign. Part of the motion required that the permit be reviewed after 90 days, in the event that there are multiple complaints, and that the City reserved the right to have the sign turned off between 11:00PM and 6:00AM.

The sign is located near the intersection of Huebner and Evers Road and faces Huebner Road traffic from both directions. An application was submitted on July 14, 2015, and a permit was issued on February 10, 2016 and final inspection was completed on June 27, 2016. The purpose of this item is to discuss the performance of the sign and to make recommendations following citizen and staff feedback.

On June 7, 2016, a citizen complained that the sign was a nuisance and was interfering with quality of life by brightly shining and flashing through the windows of her home throughout the night. Fire Captain Blake Wade investigated the complaint and determined that the complaint was valid, and that the cause was a timer that was not set correctly. St. John's Baptist church responded quickly and repaired the timer.

Future Recommendations: Do not recommend allowing flashing signage along commercial and residential interface. Recommend timing allowances be based on sunset/sunrise, not by hour. The complainant is satisfied with the follow up.

**S.E.E. LEON VALLEY**

Social – It is equitable for the City to have taken a proactive approach in resolving this matter.

Economic – Provides a consistent and dependable, public hearing process

Environmental –N/A

**FISCAL IMPACT**

The applicant paid \$100 for consideration of their variance requests, and \$75.00 for their sign permit.

**RECOMMENDATION**

Use this information for the development of future rules associated with digital signs.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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

**St. John's Baptist Church  
Sign Variance  
90-Day Review**

City of Leon Valley  
City Council Meeting  
September 20, 2016

# Purpose

- On February 2, 2016, the City Council authorized a digital sign permit for St. Johns Baptist Church. The sign is located near the intersection of Huebner and Evers Rd. and faces Huebner Rd. traffic from both directions.
- An application was submitted on July 14, 2015, and a permit was issued on February 10, 2016 and passed final inspection on June 27, 2016

# Purpose

- This purpose of this presentation is to discuss the performance of that sign, and make any recommendations following citizen and staff feedback.
- On June 7, 2016, a citizen complained that the sign was a nuisance and interfering with quality of life by brightly shining and flashing through the windows of her home throughout the night.

# Review

- Fire Captain Blake Wade investigated the complaint and determined that the complaint was valid, and that the cause was a timer that was not set correctly.
- St. John's Baptist church responded quickly and repaired the timer.

## Recommendation

- Do not recommend allowing flashing signage along commercial and residential interface.
- Recommend timing allowances be based on sunset/sunrise, not by hour.

**St. John's Baptist Church  
Sign Variance  
90-day Review**

City of Leon Valley  
City Council Meeting  
September 20, 2016

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** September 20, 2016 **M&C # 2016-9-20-04**  
**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 Specific Use Permit #2016-275 – A Request by Patrick L. Harvey, applicant, to operate a “Kennel” in a B-3 (Commercial) zoning district in the Commercial Industrial Overlay, being Lot 5, Block 1, CB 4428H, generally located at 5407 Bandera Road, Suite 117.

**PURPOSE**

The applicant Mr. Patrick L. Harvey, is requesting a Specific Use Permit to operate a “Kennel” in a B-3 (Commercial) zoning district in the Commercial Industrial Overlay, being Lot 5, Block 1, CB 4428H, generally located at 5407 Bandera Road, Suite 117.

**FISCAL IMPACT**

The applicant paid \$900.00 for application, processing and consideration of the Specific Use Permit Case. The new business would generate additional property tax.

**RECOMMENDATION**

Plan Review, Engineering, Public Works and Community Development have recommended approval, noting that the request was consistent and compatible with the Master Plan, protected the health, safety and welfare of the general public and protected and preserved the rights of property owners affected by the request.

On August 23, 2016, the Zoning Commission recommended, by a vote of 7-0, to approve the applicants request for a Specific Use Permit on behalf of the Tail Waggez Dog Day Care.

**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 Specific Use Permit would allow a new business to start in Leon Valley which will generate new property taxes.

Environmental – Does not apply to interior work.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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



WORKSHEET  
Specific Use Case No. 2016-275

<b>Applicant:</b>	Patrick L. Harvey, applicant
<b>Request:</b>	To allow operation of a “kennel,” in a B-3 (Commercial) zoning district within the Commercial/Industrial Overlay (CIO) District
<b>Site:</b>	Lot 5, Block 1, CB 4428H, West Loop Business Park, Phase II Subdivision, located at 5407 Bandera Road, Suite 117
<b>Surrounding Zoning/Land Use:</b>	<p>Surrounding zoning consists of:</p> <ul style="list-style-type: none"> <li>➤ North, developed B-3 (Commercial) - (West Loop II Business Park)</li> <li>➤ South developed L-1 (Industrial) - (Intertek Automotive Research)</li> <li>➤ East, developed B-3 (Commercial) - (West Loop Distribution Center)</li> <li>➤ West developed B-3 (Commercial) - (West Loop II Business Park)</li> </ul> <p>All properties are within the Commercial/Industrial Overlay in addition to the base zoning district.</p>
<b>History:</b>	<p>The property was originally used as a single-family residence. The property was platted in 1983, by W.M. Eugene Powell creating West Loop Business Park, Phase II. The zoning history of this site indicates that it was rezoned from R-1 (Residential) and eventually to B-3 (Commercial) beginning in 1985. The existing and surrounding zoning in the area is predominantly Commercial. There is a 2001 rezoning case by Don Prado, to rezone from O-1 (Office) and R-1 (Single-Family Dwelling) to B-3 (Commercial). Additionally in 2010, the Commercial/Industrial Overlay was adopted and implemented.</p>
<b>Master Plan:</b>	<p>The 2009 Master Plan, Section 2bCC, Leon Valley South Corridor addresses in this area in general:</p> <ul style="list-style-type: none"> <li>➤ Encourages appropriate and effective buffering of B-3 (Commercial) from nearby residential areas</li> <li>➤ Notes B-3 (Commercial) as existing land uses in the Leon Valley South Corridor</li> </ul>
<b>Staff Comments:</b>	<ul style="list-style-type: none"> <li>➤ Per Code, the use “kennel” is allowed in the B-3 (Commercial) zoning district with a Specific Use Permit (SUP) within the Commercial/Industrial Overlay. This project is an interior finish out; therefore, the overlay requirements are not triggered.</li> <li>➤ Operation of a “kennel” appears to be consistent and compatible surrounding and existing zoning and land uses. The B-3 (Commercial) zoning district is designed to be more intense in nature and can include service facilities such as kennels. The B-3 district also allows outside display and storage of merchandise and limited outside services, such as dog runs.</li> <li>➤ Per the Zoning Ordinance, Chapter 14, Section 14.02.551b, the applicant submitted a Traffic Impact Analysis Worksheet indicating that the proposed use would generate less than 100 peak hour trips.</li> <li>➤ All departmental reviews of the request identified no objections and support a recommendation of approval.</li> </ul>
<b>200-Foot Property Owner Notification:</b>	<p><u>12</u> Letter Mailed  <u>0</u> In Favor  <u>0</u> Opposed  <u>0</u> Returned, unable to deliver  <u>0</u> Total responses received as of <b>September 2, 2016</b></p>
<b>Recommendation</b>	On August 23, 2016 the Zoning Commission recommended approval of the requested Specific Use Permit by a vote of 7-0

**GRANTING SPECIFIC USE PERMIT #2016-275 FOR A “KENNEL” ON CERTAIN PROPERTY ZONED B-3 (COMMERCIAL) AND WITHIN THE COMMERCIAL/ INDUSTRIAL OVERLAY ZONING DISTRICT UPON APPLICATION BY PATRICK L. HARVEY, APPLICANT.**

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**WHEREAS**, Chapter 211 of the Vernon’s Local Government Code empowers a city to enact zoning regulations and provide for their administration, enforcement and amendment; and

**WHEREAS**, the City has previously deemed it necessary and desirable to adopt zoning regulations to provide for the orderly development of property within the City in order to promote the public health, safety, morals and general welfare of the residents of the City, and

**WHEREAS**, the Leon Valley Code of Ordinances Chapter 14 constitutes the City’s Zoning Regulations and requires property to be zoned in accordance with proper designations as defined by the City; and

**WHEREAS**, the Planning and Zoning Commission of the City of Leon Valley provided adequate notice and held a public hearing in accordance with Chapter 14 of the Leon Valley Code of Ordinances; and

**WHEREAS**, the Planning and Zoning Commission of the City of Leon Valley has recommended approval of the Specific Use Permit, a zoning tool, to address the use of the designated property and has confirmed that the Specific Use Permit is uniform and conforms to the plan and design of the City of Leon Valley’s Zoning regulations and Permitted Use Table and the City of Leon Valley Comprehensive Plan; and

**WHEREAS**, the City Council of the City of Leon Valley has also held a public hearing regarding the Specific Use Permit for a “Kennel” use on the affected property and has issued adequate notice to all the affected parties; and

**WHEREAS**, the City Council of the City of Leon Valley believes the granting of a Specific Use Permit will not adversely affect the character of the area of the neighborhood in which it is proposed to rezone; will not substantially depreciate the value of adjacent or nearby properties; will be in keeping with the spirit and intent of the City’s Zoning Ordinance; will comply with applicable standards of the district in which located; and will not adversely affect traffic, public health, public utilities, public safety and the general welfare of the residents of the City of Leon Valley;

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

1. Property being described as Lot 5, Block 1, CB 4428H, West Loop Business Park II Subdivision, generally located at 5407 Bandera Road, Suite 117 and more particularly

described in case file SUP 2016-275, is hereby grant a Specific Use Permit to operate a "Kennel" in a B-3 (Commercial) zoning district within the Commercial/Industrial Overlay.

2. The City staff is hereby authorized to issue said zoning when all conditions imposed by the City Council have been addressed and complied with in full.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 20th day of September, 2016.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

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

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

Proposed

# **City of Leon Valley City Council**

Public Hearing

September 20, 2016



# **Specific Use Permit Case #2016-275**

Requested by  
Mr. Patrick L. Harvey, Applicant

# Request

- Specific Use Permit for a Kennel
- Lease 4,059 Square Feet
- 5407 Bandera Road, Suite 117
- Property 10.895
- Lot 5, Blk 1, CB 4428H, West Loop Business Park, Phase II Subdivision
- B-3 Commercial District, Commercial Industrial Overlay District

# Surrounding Zoning/Land Uses

- North, B-3 (Commercial) - (West Loop II Business Park)
- South, L-1 (Industrial) - (Intertek Automotive Research)
- East, B-3 (Commercial) - (West Loop Distribution Center)
- West, B-3 (Commercial) - (West Loop II Business Park)

All properties are within the Commercial/Industrial Overlay in addition to the base zoning district.

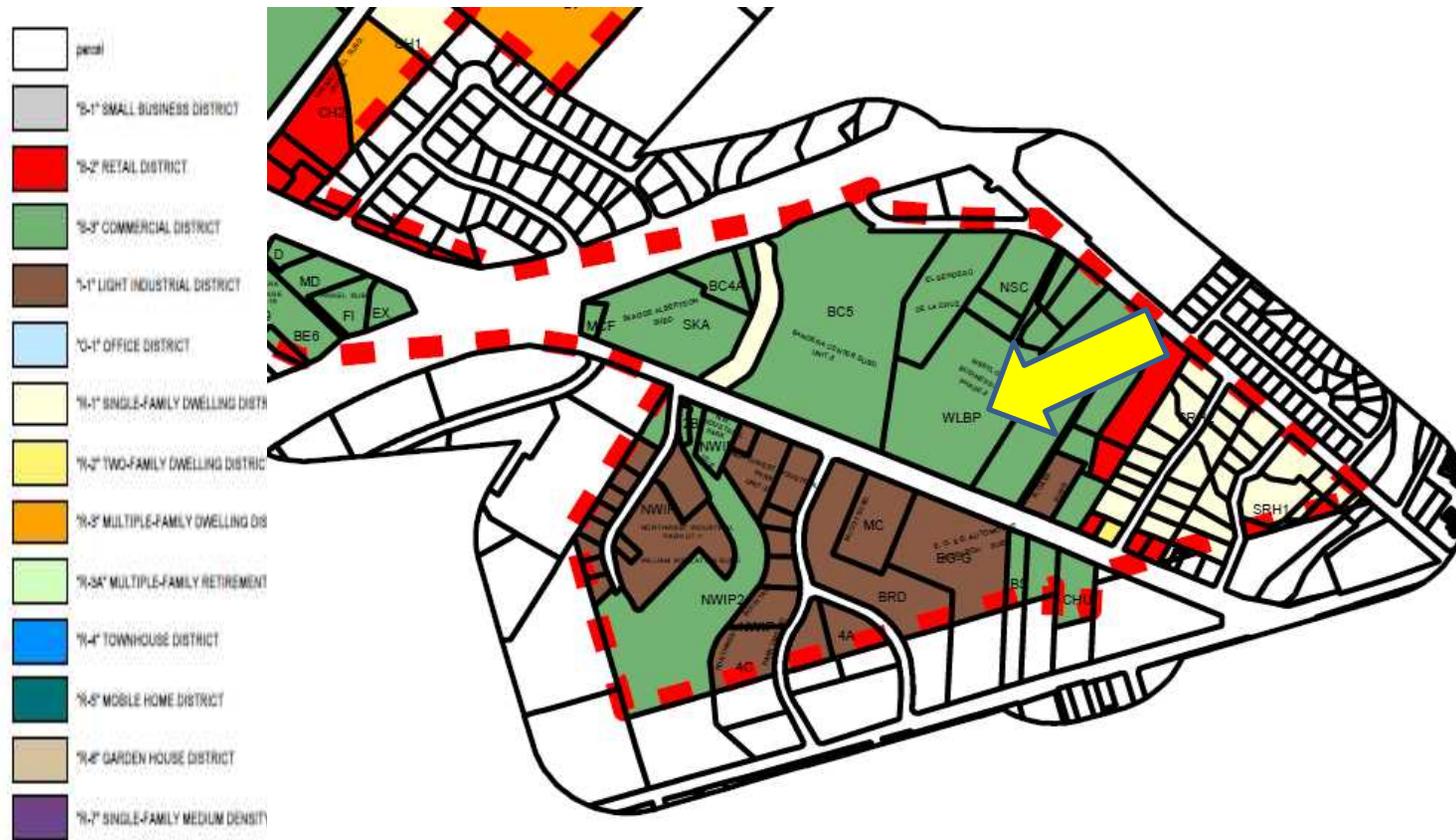
# History

- The property was originally used as a single-family residence.
- 1983, W.M. Eugene Powell creating West Loop Business Park, Phase II.
- The zoning history of this site indicates that it was rezoned from R-1 (Residential) and eventually to B-3 (Commercial) beginning in 1985.

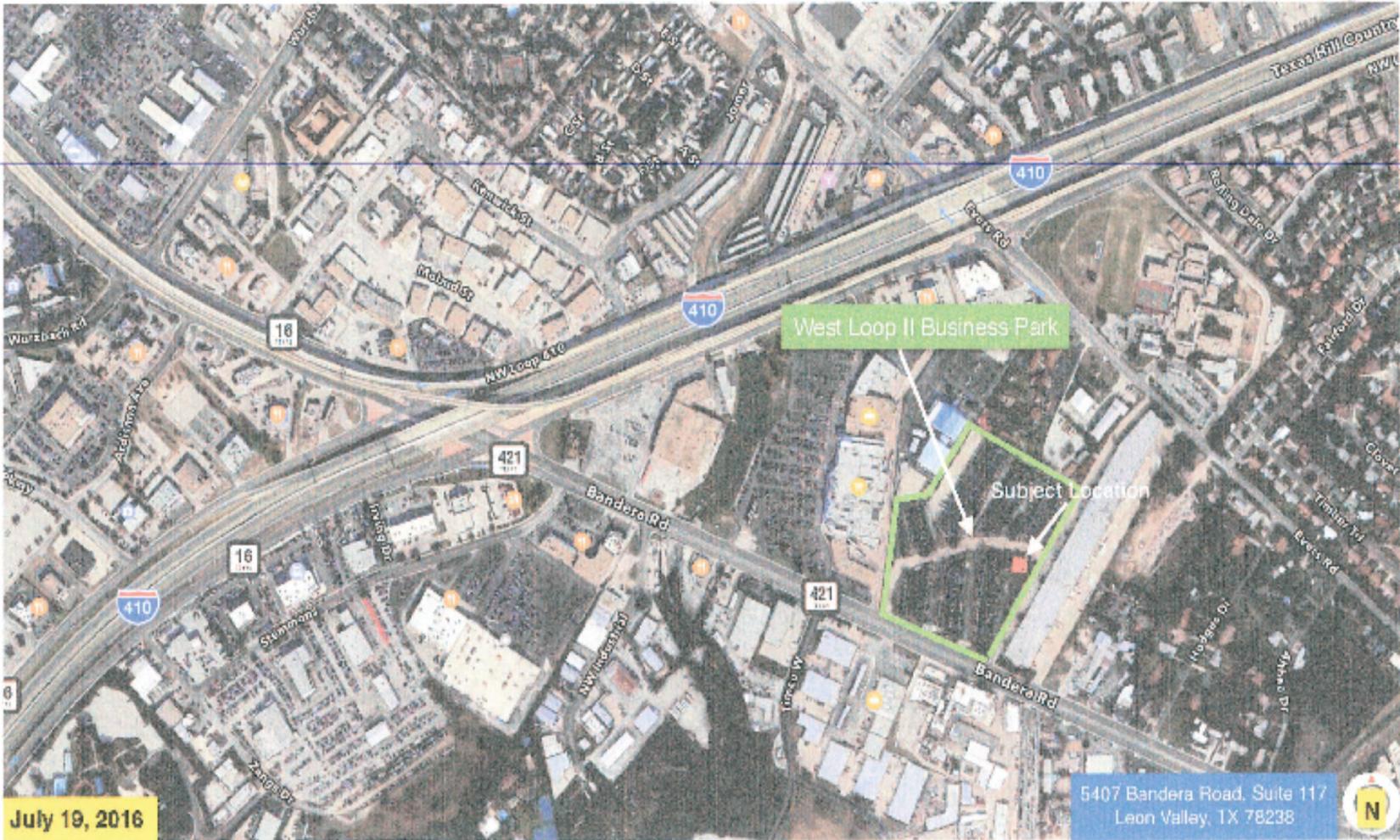
# History

- The existing and surrounding zoning in the area is predominantly Commercial.
- There is a 2001 rezoning case by Don Prado, to rezone from O-1 (Office) and R-1 (Single-Family Dwelling) to B-3 (Commercial).
- Additionally in 2010, the Commercial Industrial Overlay was adopted and implemented.

# Zoning Map



# Aerial View



# Leon Valley Master Plan

- Area is located in the Leon Valley South Corridor.
- Encourages appropriate and effective buffering of B-3 (Commercial) from nearby residential areas.
- Notes B-3 (Commercial) as existing land uses in the Leon Valley South Corridor

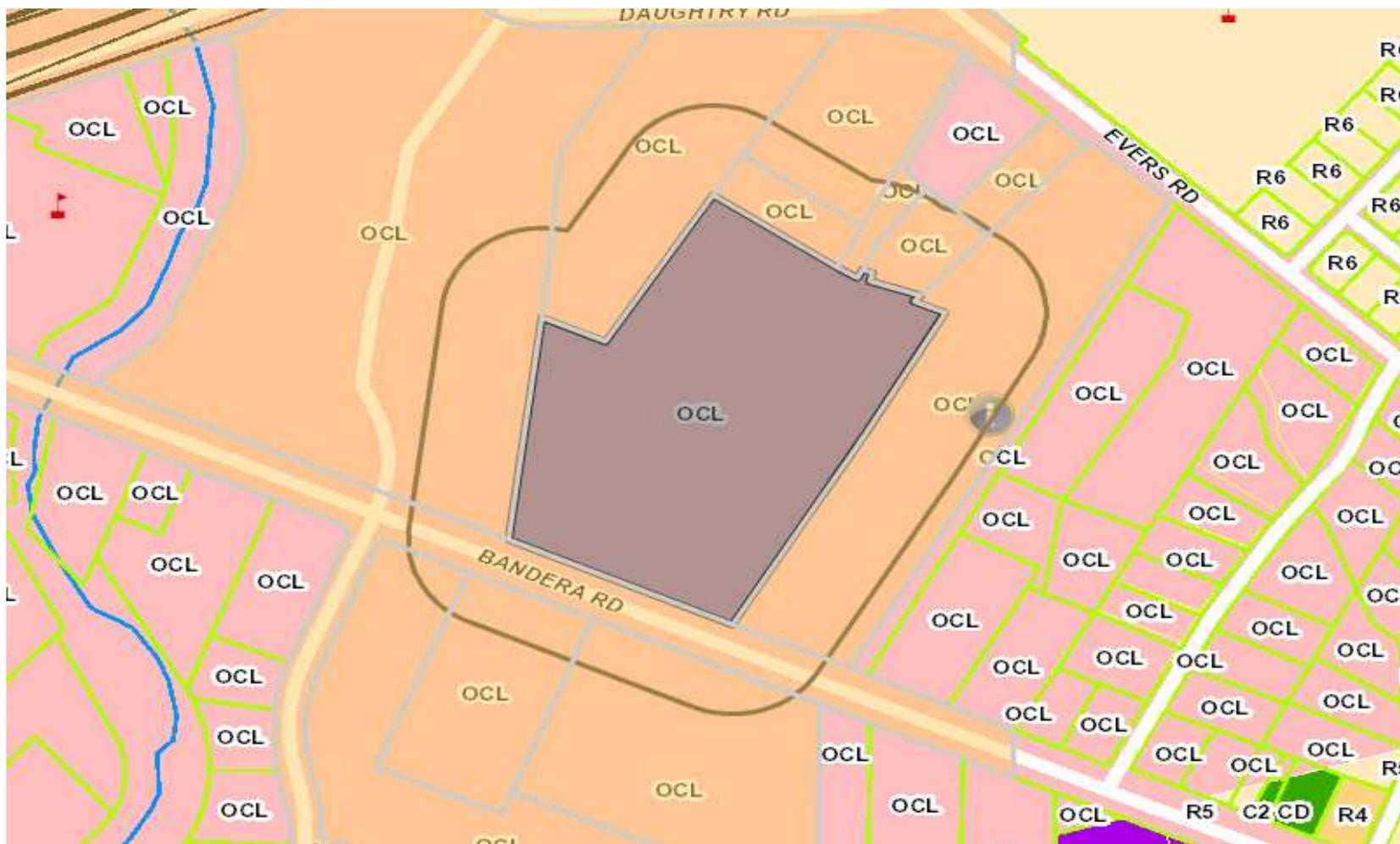
# Staff Comments

- Kennel is allowed in the B-3 (Commercial) zoning district with a Specific Use Permit (SUP) within the Commercial/ Industrial Overlay.
- Kennel appears to be consistent and compatible surrounding and existing zoning and land uses.
- The B-3 (Commercial) zoning district is designed to be more intense in nature and can include service facilities such as kennels.

# Staff Comments

- The B-3 district also allows outside display and storage of merchandise and limited outside services, such as dog runs.
- Per the Zoning Ordinance, Chapter 14, Section 14.02.551b, the applicant submitted a Traffic Impact Analysis Worksheet indicating that the proposed use would generate less than 100 peak hour trips.
- Plan Review, Engineering Public Works and Community Development are recommending approval.

# Notification Area



# Notification Process

- Item was published in the Commercial Recorder.
- 12 Letter Sent
- 0 Letters in Favor
- 0 Letters in Opposition
- 0 Letters Returned Undeliverable

# Questions?

- Mr. Patrick L. Harvey, Applicant
- Zoning Chairman Yarnell
- Staff

# City of Leon Valley City Council

Public Hearing

September 20, 2016



**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** September 20, 2016 **M&C # 2016-09-20-05**

**TO:** Mayor and Council

**FROM:** Kristie M. Flores, Communications Director

**THROUGH:** Kelly Kuenstler, City Manager

**SUBJECT:** Consideration and Action on an In Kind Grant request by the Leon Valley Chamber of Commerce for use of the Leon Valley Community Center at 6427 Evers Road for their fundraising gala.

**PURPOSE**

The City Council adopted an In Kind Grant process by which organizations and stakeholders can request in kind services from the City. The Leon Valley Chamber of Commerce is requesting in kind grant use of the Leon Valley Community Center on Friday, October 7, 2016 for their Chamber fundraising gala. The request includes the use of the facility, security and the waiver of all fees.

The set-up the Center will be during business hours from 3:00p.m.-6:00p.m. on Friday. The event will begin in the evening and will end at 11:30p.m. The Chamber is requesting security for 150 guests and will be providing their own set-up and clean-up. The purpose of the event is to fundraise for the Chamber, support Chamber businesses and recruitment of new businesses. The event promotes stakeholder participation between the Chamber and the City. This is a catered event and alcohol will be served. In reviewing the Community Center calendar and City resources the date and facility are available for use.

The In Kind Grant Committee consists of representation from Public Works, the Leon Valley Library, the Administration/Human Resource Department and the Communications Department.

The In Kind Grant Committee evaluated the request based on the criteria outlined in the grant policy and guidelines. A scoring matrix was created to further evaluate the request. Per the matrix the maximum score is 100. In evaluating the request, a score of 70 or above results in an affirmative recommendation by the committee member, to then forward to Council for final consideration.

The attached request scored a median average of 77 resulting in a recommendation of approval to be forwarded to the City Council for final consideration.

**SEE LEON VALLEY**

Social Equity – Supports collaborative participation between the Leon Valley Chamber of Commerce.

Economic Development – Although there is not a direct effect on economic development; indirectly this event supports Chamber business members and recruitment of new businesses to the City.

Environmental Stewardship – N/A.

**FISCAL IMPACT**

If approved, the grant would waive the following fees:

Security	\$132
Cleaning Fees	\$200
Rental Fees	<u>\$250</u>
<b>Total Fees Waived</b>	<b>\$582</b>

**STRATEGIC GOALS**

The request is indirectly related to Strategic Goal 1 “Economic Development” which encourages promoting the City and creating positive branding for the City. By continuing a positive partnership with Leon Valley Chamber of Commerce the City promotes a positive collaboration and features its available facilities and amenities.

**RECOMMENDATION**

The In-Kind Grant Committee forwards a recommendation of approval with a score of 77. Overall, the Committee noted that although the event would not directly generate sales tax the goals and fundraising by the Chamber support existing Leon Valley businesses and potential new businesses/economic development for the City as a whole. The variation in scoring was a result of looking at the **event** at face value versus the organization as a whole.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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

ATTEST:

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

Category	In-Kind Grant Request: LV Chamber - September 2016	
	maximum points (100)	Circle One (if not circled 0 pts accrued)
Considerations		
Completeness of the Application	5pts	1 2 3 4 (5)
Request Supports the Intent of the Grant	10pts	1 2 3 4 5 6 7 8 (9) 10
Request Promotes LV	15pts	1 2 3 4 5 6 7 8 9 10 11 12 13 14 (15)
Stimulates Business/Commercial Activity	10pts	1 2 3 4 5 6 7 8 9 (10) - can eventually yes
Serves a Public Purpose	15pts	1 2 3 4 5 6 7 8 9 10 11 12 13 (14) 15 overall yes
**Qualifies as a City Organization/Entity	5pts	1 2 3 4 (5)
Generates Additional Sales/Tax Revenues	10pts	1 2 3 4 5 6 7 (8) 9 10 (can that not-ops, coffee long term possible yes)
Opportunity for Community/Visitor Participation	5pts	1 2 3 4 (5)
Supports the Mission/Vision of the City for Collaborative Participation w/Stakeholders	15pts	1 2 3 4 5 6 7 8 9 10 11 12 13 14 (15)
Is a Reasonable request of City Resources	10pts	1 2 3 4 5 6 7 8 9 (10)
Other Consideration - Applicant has an Outstanding Debt w/City? Y/N	if "yes" deduct 25pts	(-25)
<b>Total Points Required for Affirmative Recommendation</b>	<b>70pts</b>	<b>Total Scored</b> (94)
General Comments (Overall Request): Chambers gen'l function is promoting the city + businesses - so yes,		

\*\* - a group or organization directly or indirectly affiliated with the City that promotes economic development, supports the City and residents through educational services and facilities, is generally non-profit and seeks to enhance City buildings, parks or other similar facilities. These groups/organizations may have a Memorandum of Understanding with the City or a Resolution or Ordinance approved by Council which defines their dealings/relationship with the City.

Category	In-Kind Grant Request: LV Chamber - September 2016	
Considerations	maximum points (100)	Circle One (if not circled 0 pts accrued)
<b>Completeness of the Application</b>	5pts	1 2 3 4 (5)
<b>Request Supports the Intent of the Grant</b>	10pts	1 2 3 4 5 6 (7) 8 9 10
<b>Request Promotes LV</b>	15pts	1 2 3 4 5 6 7 8 9 10 11 12 13 14 (15)
<b>Stimulates Business/Commercial Activity</b>	10pts	1 2 3 4 5 6 (7) 8 9 10
<b>Serves a Public Purpose</b> (open to public)	15pts	1 2 3 4 5 6 7 8 9 10 11 12 13 14 (15) *
<b>**Qualifies as a City Organization/Entity</b>	5pts	1 2 3 4 (5)
<b>Generates Additional Sales/Tax Revenues</b>	<del>10pts</del>	1 2 3 4 5 6 7 8 9 10 (# 3 of appl. notes none)
<b>Opportunity for Community/Visitor Participation</b>	5pts	1 2 3 4 (5)
<b>Supports the Mission/Vision of the City for Collaborative Participation w/Stakeholders</b>	15pts	1 2 3 4 5 6 7 8 9 10 11 <del>(12)</del> 13 14 (15)
<b>Is a Reasonable request of City Resources</b>	10pts	1 2 3 4 5 6 (7) 8 9 10
<b>Other Consideration - Applicant has an Outstanding Debt w/City? Y/N</b>	if "yes" deduct 25pts	(-25)
<b>Total Points Required for Affirmative Recommendation</b>	<b>70pts</b>	<b>Total Scored</b> (81)
<b>General Comments (Overall Request):</b> Fundraising event for Chamber - all inclusive. Does support public & collaborative participation between entities. *Chamber fundraising strengthens Chamber to promote Eco Dev for the City.		

\*\* - a group or organization directly or indirectly affiliated with the City that promotes economic development, supports the City and residents through educational services and facilities, is generally non-profit and seeks to enhance City buildings, parks or other similar facilities. These groups/organizations may have a Memorandum of Understanding with the City or a Resolution or Ordinance approved by Council which defines their dealings/relationship with the City.

Category	In-Kind Grant Request: LV Chamber - September 2016															
Considerations	maximum points (100)	Circle One (if not circled 0 pts accrued)														
Completeness of the Application	5pts	1	2	3	4	(5)										
Request Supports the Intent of the Grant	10pts	1	2	3	4	5	6	7	(8)	9	10					
Request Promotes LV	15pts	1	2	3	4	5	6	7	8	9	10	11	12	13	14	(15)
Stimulates Business/Commercial Activity	10pts	1	2	3	4	5	6	7	8	9	(10)					
Serves a Public Purpose	15pts	1	2	3	4	(5)	6	7	8	9	10	11	12	13	14	15
**Qualifies as a City Organization/Entity	5pts	1	2	3	4	(5)										
Generates Additional Sales/Tax Revenues	10pts	1	2	3	4	(5)	6	7	8	9	10					
Opportunity for Community/Visitor Participation	5pts	1	2	(3)	4	5										
Supports the Mission/Vision of the City for Collaborative Participation w/Stakeholders	15pts	1	2	3	4	5	6	7	8	9	10	11	12	13	14	(15)
Is a Reasonable request of City Resources	10pts	1	2	3	4	(5)	6	7	8	9	10					
Other Consideration - Applicant has an Outstanding Debt w/City? Y/N	if "yes" deduct 25pts	(-25)														
Total Points Required for Affirmative Recommendation	70pts	Total Scored 76														
General Comments (Overall Request):																
Levon Valley Chamber of Commerce Event 10/7/16																

\*\* - a group or organization directly or indirectly affiliated with the City that promotes economic development, supports the City and residents through educational services and facilities, is generally non-profit and seeks to enhance City buildings, parks or other similar facilities. These groups/organizations may have a Memorandum of Understanding with the City or a Resolution or Ordinance approved by Council which defines their dealings/relationship with the City.

Category	In-Kind Grant Request: LV Chamber - September 2016	
Considerations	maximum points (100)	Circle One (if not circled 0 pts accrued)
Completeness of the Application	5pts	1 2 3 4 (5)
Request Supports the Intent of the Grant	10pts	1 2 3 4 5 6 (7) 8 9 10
Request Promotes LV	15pts	1 2 3 4 5 6 (7) 8 9 10 11 12 13 14 15
Stimulates Business/Commercial Activity	10pts	1 2 3 4 5 6 (7) 8 9 10
Serves a Public Purpose	15pts	(1) 2 3 4 5 6 7 8 9 10 11 12 13 14 15
**Qualifies as a City Organization/Entity	5pts	1 2 3 4 (5)
Generates Additional Sales/Tax Revenues	10pts	(1) 2 3 4 5 6 7 8 9 10
Opportunity for Community/Visitor Participation	5pts	1 2 3 4 (5)
Supports the Mission/Vision of the City for Collaborative Participation w/Stakeholders	15pts	1 2 3 4 5 6 7 8 9 (10) 11 12 13 14 15
Is a Reasonable request of City Resources	10pts	1 2 3 4 5 6 (7) 8 9 10
Other Consideration - Applicant has an Outstanding Debt w/City? Y/N	if "yes" deduct 25pts	(-25)
Total Points Required for Affirmative Recommendation	70pts	Total Scored 55
General Comments (Overall Request):		

\*\* - a group or organization directly or indirectly affiliated with the City that promotes economic development, supports the City and residents through educational services and facilities, is generally non-profit and seeks to enhance City buildings, parks or other similar facilities. These groups/organizations may have a Memorandum of Understanding with the City or a Resolution or Ordinance approved by Council which defines their dealings/relationship with the City.



**IN KIND ASSISTANCE GRANT APPLICATION**

Organization Name <i>Leon Valley and Surrounding Area Chamber of Commerce</i>			
Address <i>6233 Evans Rd #2</i>		City <i>Leon Valley</i>	State <i>Texas</i>
Telephone Number <i>210 920 5822</i>		Mobile Number <i>210-884-7721</i>	Zip Code <i>78238</i>
Type of Organization (Check all that apply) <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Government Entity <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Tax-Exempt <input type="checkbox"/> School <input type="checkbox"/> Other (please specify)			

Please answer these questions.

- (1) Event Name, Date and Location
- (2) Event Set-up Date and Time
- (3) Event Breakdown/Clean-Up Date & Time
- (4) If event is a fundraiser, what will fundraising funds be used for?
- (5) List all other sources of funding for this event such as admission fee, donations, grants, etc.
- (6) Will your event allow the sale or consumption of alcohol? If yes, have you already obtained the proper state permits? Please attach copy of permits.
- (7) What benefits will the City of Leon Valley receive from this event?
- (8) Describe the in-kind services that you are requesting such as security, facility usage, electrical, booth set-up, stage set-up, clean-up, transportation, barricades, etc.
- (9) Has this organization or project previously received in-kind City services? If yes, please provide the details, including the monetary value of the resources.
- (10) If this is a second or third request for assistance, please tell us what's new, improved, expanded, or innovative about this year's proposed project compared to previous applications.
- (11) Who is your target audience for this project? Please be as specific as possible regarding your target audience and expected number of participants.
- (12) Please describe your specific plans to market and promote the proposed project.

Please attach the answers to the above-questions, the attached project budget and all other supporting documents and mail or hand-deliver to:

City of Leon Valley, Communications Department  
 6400 El Verde Rd.  
 Leon Valley, Texas 78238

## IN Kind Grant Program

### Application Guidelines

- ✓ 1) Qualifying Organization – Leon Valley and surrounding area  
Chamber of Commerce
- ✓ 2) Outstanding debt with the City of Leon Valley - None
- ③ 3) Generation of additional sales and tax revenue in Leon Valley -  
none
- ✓ 4) Opportunity for community and visitor participation – 100% ,  
everyone is invited and welcomed
- ✓ 5) Availability of requested City resources – Leon Valley Community  
Center – spoke with Sylvia Irwin and center is available for use  
after 2 pm.

## Application Instructions –

- 1) Non-profit letter - see attached
- 2) Fundraising Gala, October 7, 2016, Catered event with entertainment and gaming tables
- 3) Budget for proposed event – Income is 150 people at \$45.00 per ticket or \$80.00 per couple \$6000.00, Expenses are caterer at 1350.00 , Gambling tables at 1550.00, prizes and alcohol at 1000.00 Budget form attached
- 4) In kind assistance requested is the use of the Community Center, Police and Fire Department support, Discount rates for flyers and caterer
- 5) Marketing is all chamber members and their friends and family, all members of Leon Valley City Council and Police and Fire Departments, all business owners in Leon Valley

## Application questions –

- 1) Event name – Leon Valley October Gala, October 7, 2016  
at the Leon Valley Community Center
- 2) Set up October 7<sup>th</sup> @ 3pm to 6pm
- 3) Event breakdown and cleanup – October 7<sup>th</sup> and 8<sup>th</sup>, event  
to finish by 11:30pm - 11:30pm to 12:30pm on the 7<sup>th</sup> and  
any remaining cleanup on the 8<sup>th</sup> in the morning.
- 4) Fundraising event for Leon Valley Chamber of Commerce,  
to be used for Chamber expenses
- 5) Funding to include Admission fee (entry ticket), donations,  
purchase of event tickets for gambling tables
- 6) Tickets for Alcohol will be sold and alcohol consumed. One  
day Permit will be supplied with caterer. Permit not  
obtained as of request.
- 7) Benefits to City - inclusion in event, Leon Valley businesses  
in attendance awareness of community center functions,  
comradery of Chamber and City of Leon Valley.
- 8) Requesting security, facility usage, and utilities.
- 9) No in kind assistance received in the past
- 10) N/A
- 11) Targeting Leon Valley and surrounding area business  
owners and their employees, city officials, interested  
parties in Leon Valley Events
- 12) Marketing to include e-mail blasts, newsletter  
mentions, mailed flyers, Leon Valley website, Facebook,  
word of mouth

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 08 2014

THE LEON VALLEY AREA CHAMBER OF  
COMMERCE INC  
PO BOX 380193  
LEON VALLEY, TX 78268-7193

Employer Identification Number:  
74-2179171  
DLN:  
17053141336024  
Contact Person:  
BRAD S FLETCHER ID# 31669  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
May 14, 2014  
Contribution Deductibility:  
No  
Addendum Applies:  
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 948

PROJECT EXPENDITURES	Applicant Contribution In-Cash	Applicant Contribution In-Kind (value)	City Resources Requested
Personnel Costs: Wages, salaries, fees and fringe benefits			
Contracted Services/Specialist			
<i>Caterer</i>	1350.00		
<i>gaming tables</i>	1550.00		
<i>DD. Donated</i>		350.00	
Production, exhibition, event, materials & Equipment costs			
Marketing and Promotion Costs			
<i>donated flyers for book, social media - Chamber web</i>			
Licenses, permits and other fees			
<i>1 day permit for alcohol</i>			
Administration and overhead costs			
Other Expenditures			
<i>MIC Prizes + Expenses + alcohol</i>	1000.00		
<b>TOTAL EXPENDITURES</b>	<b>3900 -00</b>	<b>350 -00</b>	<b>-</b>

Earned Income for the project: Sales, memberships, etc.			
<i>Fickets sales \$45.00 each x 2 for \$80.00</i>	76000.00		
Support from other sources:			
Cash Support			
Applicant's contribution			
<i>all other fees</i>			
In-kind support			
<b>TOTAL REVENUE</b>	<b>1000 -00</b>	<b>-</b>	<b>-</b>

Amount requested from City of Leon Valley

\_\_\_\_\_

Consideration & Action on an In Kind  
Grant Request by  
Leon Valley Chamber of Commerce

City Council Meeting  
September 20, 2016



# Purpose

- The Leon Valley Chamber of Commerce is requesting in kind grant use of the Leon Valley Community Center on Friday, October 7, 2016 for their Fundraising Gala.

# Background/Request

- The request includes the use of the facility, security, and waivers for rental fees and cleaning fees.
- The set-up will be during business hours from 3pm-6pm. The event will occur thereafter and end at 1130pm.

# Background/Request

- The Chamber is requesting security for 150 guests
- Their own set-up and clean-up
- This is a fundraising event
- Community Center calendar is open for the date

# Background/Request

- The In Kind Grant Committee members - (4).
- Evaluated the request based on the criteria outlined in the grant policy and guidelines.
- A scoring matrix was created to further evaluate the request.
- Per the matrix the maximum score is 100.

# Background/Request

- A score of 70 or above results in an affirmative recommendation by the committee member
- Per guidelines Committee findings are forwarded to Council for final consideration.
- Request scored a median average of 77 resulting in a recommendation of approval.

# Fiscal Impact

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

Security	\$132
Cleaning Fees	\$200
Rental Fees	\$250
<b>Total Fees Waived</b>	<b>\$582</b>

# S.E.E Statement

- **Social Equity** – Supports collaborative participation between the LV Chamber and the City.
- **Economic Development** – Although there is not a direct effect on economic development; indirectly this event supports Chamber businesses and recruitment of new businesses to the City.
- **Environmental Stewardship** – N/A.

# Strategic Goals

Strategic Goal 1 “Economic Development” which encourages promoting the City and creates positive branding for the City.

\*Partnership with the Leon Valley Chamber of Commerce promotes a positive stakeholder collaboration and features available City facilities and amenities.

# Recommendation

Recommended for Approval by the In Kind Grant Committee with a score of 77.

Consideration & Action on an In Kind  
Grant Request by  
Leon Valley Chamber of Commerce

City Council Meeting  
September 20, 2016

MAYOR AND COUNCIL COMMUNICATION

**M&C # 2016-09-20-06**

**DATE:** September 20, 2016  
**TO:** Mayor and Council  
**FROM:** Melinda Moritz, Public Works Director  
**THROUGH:** Kelly Kuenstler, City Manager  
**SUBJECT:** Consider, Discuss, and Possible Action to Accept the Bond Oversight Committee's Final Report on the 2012 Municipal Facilities Bond Project; and To Officially Dissolve the Committee.

**Purpose**

The purpose of this M & C is to hear the Bond Oversight Committee's final report on the 2012 Municipal Facilities Bond Project; and to officially dissolve the Committee.

In 2012, the City Council formed the Bond Oversight Committee. The Committee was tasked with monitoring the performance and the spending of funds from the \$7,000,000 2012 Municipal Bond Program. The Committee was to provide total transparency to the voters and would be dissolved once the project was complete.

The project is in substantial completion, with ongoing warranty work. The last invoices have been paid and Chairman Pedro Esquivel of the 2012 Bond Committee is ready to give the final report.

**Fiscal Impact**

All invoices have been paid and the final reconciliation is contained in their report. All outstanding "wish list" items have been budgeted in the FY 2017 budget, which include:

- Fire Station fencing
- Police Department parking lot fencing
- Intercom for meetings at City Hall
- Additional lighting at City Hall.

**Recommendation**

- Accept the Bond Oversight Committee's final report
- Dissolve the Committee

**S.E.E Statement**

- Social Equity – Provides 2012 Municipal Bond Project funding transparency to all taxpayers.
- Economic Development – Public disclosure of excellence in financial responsibility may entice businesses to relocate to Leon Valley.
- Environmental Stewardship – The new facilities are more energy efficient, reducing the waste of resources.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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

Attachment:

2012 Bond Oversight Committee Final Report

# City of Leon Valley

## 2012 Municipal Bond Program

### Summary Report



Submitted by the 2012 Municipal Bond Oversight Committee on the 20<sup>th</sup> day of September, 2016:

*Chairman Pedro Esquivel*  
*Vice Chairman Olen Yarnell*  
*Mike Davis Jr.*  
*Jack Dean*  
*Kathy Hill*  
*Carmen Sanchez*  
*Frank Zavala*  
*Councilmember Monica Alcocer*

*Prepared by:*  
*Melinda Moritz, Public Works Director*

**City of Leon Valley  
2012 Municipal Bond Program  
Summary Report  
Bond Oversight Committee**

**1. Background**

The decision to renovate the City's Municipal Building and construct a new fire station came about as a result of strategic planning on the part of the Mayor, City Council, and citizens of Leon Valley. In 2008, the City Council voted to approve a resolution, setting seven strategic goals for the City, three of which were "Safety and Security", "Infrastructure/Capital Plan", and "Citizen Involvement". This project was undertaken as a result of this resolution.

Since 1972, when the original Municipal Building was built, the City of Leon Valley has grown by over 8,900 residents. Additionally, technology revolutionized the workplace, requiring a more adequate infrastructure for City Administration, Police, and Fire operations. The Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and building codes were created and/or strengthened to ensure accessibility, and to protect the privacy and safety of people in public places. The City of Leon Valley's facilities had not kept pace with those developments. The building housed City Administration, the Police Department, and the Fire Station. The building itself was not energy efficient, was in poor condition, and staff had outgrown the available space.

In July of 2011, a Citizen's Committee was formed to investigate methods for conducting an in-depth assessment of the facilities. The Committee worked with a consultant, Alamo Architects, who developed a "needs assessment", providing technical assistance in evaluating square footage requirements and projecting design and engineering considerations, as well as construction costs.

The outcome of the assessment resulted in the Committee's recommendation to the City Council for the construction of a 15,000 square foot new fire station, and the total renovation of the Municipal Building (19,714 sq. ft.) to facilitate the Police Department and City Administration support services, in order to operate in a modern, efficient, and compliant manner. The cost for this construction was estimated at \$6,700,000. The City Council decided to put forth a Bond Initiative to the citizens of Leon Valley.

In May of 2012, the citizens of Leon Valley voted to approve a \$7,000,000 Bond to pay for improvements.

In June of 2012, the City Council formed the 2012 Bond Oversight Committee (BOC). The BOC was advised that it was an independent citizens committee, responsible to the Mayor, City Council, and the general public, and tasked with monitoring performance and spending, in order to provide total transparency to the voters. The Committee was made up of several citizens that had been on the original citizen's committee and

members of City Staff, including the City Manager, Police and Fire Chiefs, City Purchasing Agent, and Special Projects Manager.

## **2. The Project**

### *The Process*

It was decided that the best value for the City for project construction was to hire an architectural firm and then task them with using the Construction Manager At-Risk process. In this procedure, the chosen general contractor guarantees to perform the work at a stated price. Any funds remaining at the conclusion of the project would be returned to the City; however, if the project exceeded budgeted funds, and barring any unforeseeable risks, the contractor would be responsible for any overages.

### *The Contractors*

Two members of the Bond Oversight Committee were on the selection team for the architectural firm, along with the City Manager, Police Chief, Fire Chief, and City Purchasing Agent. The City advertised Requests for Qualifications and, after review and consideration, the firm OCO, Inc., with Mickey Conrad, AIA, was chosen. This firm later merged with LPA, Inc. The architect and City Staff then collaborated over a period of eight months to develop a design for construction plans.

Construction bids were advertised, with the City receiving a total of four bids. Bartlett Cocke General Contractors came in as the lowest responsive bidder and was selected for the project. Bartlett Cocke then refined the building plans, based on project cost considerations.

A Request for Proposals was advertised for a Technology Consultant firm and the City chose Elert & Associates, who later diversified and became True North Consultants. They prepared a bid package and advertised for technology contractors. After all bids were received, it was decided to split each component of the work according to specialty, eventually choosing Electralink, Inc. for audio/visual; Tero Technologies for premise cabling infrastructure; Artcomm, Inc. for the video surveillance system and electronic access control; and Entech, Inc. for the network and UPS systems.

### *Construction*

The new Fire Station was completed in January of 2015 and is located at 6300 El Verde Road. Following are summaries of the improvements:

#### Fire Department Summary

- New, 15,000 sq. ft. Fire Station (a gain of 6,762 sq. ft.)
- Expanded Apparatus Bays
- Male & Female Sleeping Rooms

- Male & Female Locker Rooms
- Storage for Hazardous Items
- Efficient use of Workspace
- Improved 911, internet, and other technology
- Dedicated space for Emergency Management Operations

The next project was to completely gut and remodel the Municipal Building to house Police and City Administration.

#### Police Department Summary

- Renovate 9,922 sq. ft. of Existing Space (a gain of 5,062 sq. ft.)
- Secured Prisoner Entry Port
- Dedicated Detention for Juveniles
- Dedicated Interview Room
- Expanded Storage for Armory
- Patrol Officer Suit-Out Room
- Dedicated Storage for Evidence
- Dedicated space for Emergency Management Operations
- Upgraded Dispatch Center

#### City Hall & Municipal Court Summary

- Renovate 9,792 sq. ft. of Existing Space (a gain of 3,176 sq. ft.)
- Efficient use of Workspace for Municipal Court and City Staff
- Dedicated Meeting & Waiting Spaces
- Improved Service Windows for Privacy
- Improved internet and other technology

The Police Department space was completed in June of 2015. City Administrative staff were relocated to a lease space until City Administration was completed in February of 2016.

### **3. The Budget**

As previously stated, in May of 2012, the Leon Valley City Council ordered a Special Bond Election, to allow the qualified voters of the City of Leon Valley to vote on the Bond issue in the amount of \$7,000,000. The bond was approved by a margin of 66%.

To pay for the Bond Program, the tax rate for debt service increased by approximately \$0.0497 cents per \$100 valuation. This figure was based on a conservative interest rate assumptions and no growth in the City's Taxable Assessed Valuation.

Table A illustrates the projected annual and monthly tax impact on the homes valued as shown.

**Table A. Monthly Tax Impact**

Projected Home Value (After any Exemptions)	Projected Annual Impact on Leon Valley Tax Payers	Projected Monthly Impact on Leon Valley Tax Payers
\$100,000	\$49.73	\$4.14
\$125,000	\$62.16	\$5.18
\$150,000	\$74.59	\$6.22
\$200,000	\$99.45	\$8.29
\$250,000	\$124.31	\$10.36

The City received a remarkable 2.49% interest on the bond sale and was able to save \$1.2 million dollars in interest charges. Also important is that Standard & Poors (S&P) Investment Services rated the City's municipal bonds at 'AA'. This rating is only one level below 'AA+' which is typically S&P's highest rating for small municipalities.

Although there were many variables associated with the strong credit rating, a major component for the upgrade is Leon Valley's strong management practices and financial conditions. The City's credit rating contributed significantly to the savings generated by the bond financing interest rate.

Construction costs in the San Antonio Metropolitan area increased significantly during the design and planning time period, due to the Eagle Ford Shale boom in South Texas. Because of the high prices on building materials, all parties involved with the final design and plans were asked to value engineer each component to provide the City with the lowest costs, while assuring all needs were being met.

The result of this reduction was to place some items that were initially included onto an "alternates" list. These alternates were items that were not crucial to daily operations of the city services. The intention was to budget for the installation of the items in future fiscal years, as funds allowed. The City Council has included these items in the FY 2017 fiscal year budget.

Other items that were not included in the Bond financing for the project were rental fees, technology, furniture, and fixtures considered to be personal property. These items were paid from all funds of the FY 2015 and FY 2016 budgets from all City Departments.

Following are charts that depict the sources of funding for revenue and expenditures for the project. Table B depicts all revenue sources, including the Bond funds. Table C indicates all expenditures associated with the project. Table D provides a further breakdown of funding for personal property, materials testing, inspections, and rental fees for the relocation of City Hall personnel; and the departments from which those funds were expended.

**Table B. Capital Projects Revenues**

<b>REVENUES PLACED IN THE CAPITAL PROJECTS FUND</b>	
<b>Fund/Source</b>	<b>Amount</b>
Bonds Proceeds/interest	7,017,056
<b>Transfers to Capital Projects for Construction</b>	
General Fund	62,662
General Fund - for contingency	50,000
Enterprise Fund	50,000
Police Forfeiture Fund	50,000
Court Technology Fund	30,000
CIED Fund	163,324
<b>Total Bond Proceeds/Transfers for Construction</b>	<b>\$ 7,423,042</b>
<b>Transfers to Capital Projects for Technology</b>	
General Fund - Sales Tax Windfall	116,997
General Fund	134,817
Enterprise Fund	40,000
Police Seizure Fund	38,198
Community Center Fund	40,000
CIED Fund	12,575
<b>Total Transfers for Technology</b>	<b>\$ 382,587</b>
<b>TOTAL REVENUES IN THE CAPITAL PROJECTS FUND</b>	<b>\$ 7,805,629</b>

**Table C. Capital Projects Expenditures**

<b>EXPENDITURES FUNDED IN THE CAPITAL PROJECT FUND</b>	
<b>Description</b>	<b>Amount</b>
<b>Construction Related Expenditures</b>	
Design Fees	481,820
FD Lots	56,454
Survey	21,040
Appraisal	2,700
Legal	25,000
GeoTech	35,800
Data/Security Design	39,800
Construction	6,753,260
<b>Total Construction Related Expenditures</b>	<b>\$ 7,415,874</b>
<b>Technology Expenditures</b>	
Premise Cabling Infrastructure	92,852
Network and UPS System	
Wireless Local Area Network	114,918
Audio Visual Systems	176,188
City Hall Front Video/Intercom	15,635
<b>Total Technology Expenditures</b>	<b>\$ 399,593</b>
<b>TOTAL CONSTRUCTION/TECHNOLOGY EXPENDITURES</b>	<b>\$ 7,815,467</b>

**Table D. Other Direct Funding**

<b>General Fund</b>	
<b>Department</b>	<b>Amount</b>
<b><u>Fire Department</u></b>	
Furniture	51,068
Video Access Control	24,065
Surveillance	21,412
<b><u>Police Department</u></b>	
Furniture	18,300
Access Control	11,087
<b><u>Manager and Council</u></b>	
City Hall Furniture	120,000
City Hall Access Control	37,503
Temporary Facility Rental Fees	37,341
<b><u>Public Works</u></b>	
Asbestos Removal	30,000
HVCA Testing	10,000
<b>Total General Fund</b>	<b>\$ 360,776</b>
<b>Police Forfeiture Fund</b>	
Police Department Furniture	24,360
Police Department Access Control and Video	32,072
<b>Total Police Forfeiture Fund</b>	<b>\$ 56,432</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 417,208</b>

**4. The Bond Oversight Committee (BOC)**

The BOC was created by the City Council as stated in Ordinance No. 12-008. The establishment of the Committee was to create a mechanism for greater public accountability. The Committee's charge was to monitor the construction projects funded by the 2012 Bond proceeds; and help interested citizens stay informed about the construction and renovation projects and the progress. The Committee is made up of seven (7) voting members, appointed by the Mayor and City Council. The members are volunteers and receive no direct or indirect compensation from the City of Leon Valley for their services. The Committee met on the fourth Thursday of each month, from July

of 2012 to January of 2016, and then met as needed until the last invoice from the project was received and all Bond funds were expended.

At each meeting, the Committee received a financial summary from the City's Finance Director and a construction progress report. Change orders and general construction concerns were discussed. The Committee also toured each facility just before they were opened. At one point, the general contractor discovered major damage to the rear exterior wall of the Municipal Building. As this discovery was deemed an unforeseeable risk, the BOC recommended the City Council approve a budget adjustment for an additional \$50,000 to pay the expenses associated for repairs, which was approved.

After all invoices were received and paid, the City realized a reduction in the contract amount for Bartlett Cocke General Contractors, which left a return of \$15,858.44. This return was used to pay for technology change orders in the design of the City Council Chambers technology package.

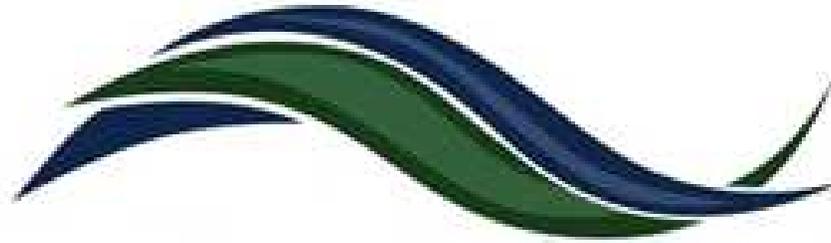
While it is recognized that the BOC has limited, if any, responsibilities beyond project completion, it is felt necessary to point out certain program concerns for City Council consideration. These concerns include the need for more exterior lighting outside the Council Chambers, an intercom system at the exterior of both entrances to City Hall, installation of ceiling fans in the Council Chambers, replacing one railing on the handicap ramp at the front of City Hall, an additional electrical outlet at the City Secretary seat in Council Chambers, and fencing at both the Fire Station and the Police Department, with covered parking spaces at the Police Department parking lot. There remains warranty work to repair certain items, which will be overseen by City Staff for the period of one year. Acknowledgment is given and appreciated to all of the City Staff who assisted in carrying out the BOC responsibilities.

It is the opinion of the Bond Oversight Committee that the entire amount of \$7,000,000 from the 2012 Municipal Bond fund was spent in a manner consistent with, and specifically for, the Bond project and conforms to the original intent of the Special Bond Election. All projects have been successfully completed.

As of the date of this report, the Bond Oversight Committee respectfully requests dissolution of the Committee, as required by Ordinance No. 12-008.

  
\_\_\_\_\_  
Pedro Esquivel, Chairman  
Bond Oversight Committee

09-14-16  
Date



# Final Report and Dissolution of 2012 Bond Oversight Committee

City Council Meeting  
September 20, 2016

# Purpose

- To hear the Bond Oversight Committee's final report on the 2012 Municipal Facilities Bond Project; and
- To officially dissolve the Committee

# Background

- In 2012, City Council formed the Bond Oversight Committee
- Tasked with monitoring performance and spending of monies from the 2012 Municipal Bond Program
- To provide total transparency to the voters
- Committee is to sunset once the project is complete

# Background

- Project is in substantial completion
- Warranty work is ongoing
- Last invoices have been paid
- Bond Committee is ready to give their final report

# Fiscal Impact

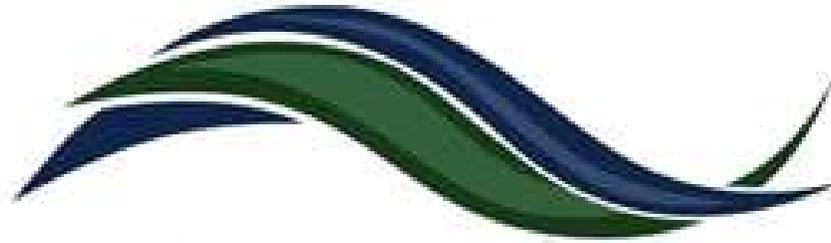
- All invoices have been paid
- Reconciliation contained in report
- Outstanding “wish” list items have been budgeted in the FY 2017 budget
  - Fire Station fencing
  - Police Department parking lot fencing
  - Intercom for meetings at City Hall
  - Additional lighting at City Hall

# Recommendation

- Accept the Bond Oversight Committee's final report
- Dissolve the Committee

# S.E.E. IMPACT STATEMENT

- Social Equity – Provides 2012 Municipal Bond Project funding transparency to all taxpayers.
- Economic Development – Public disclosure of excellence in financial responsibility may entice businesses to relocate to Leon Valley.
- Environmental Stewardship – The new facilities are more energy efficient, reducing the waste of resources.



# Final Report and Dissolution of 2012 Bond Oversight Committee

City Council Meeting  
September 20, 2016

**MAYOR AND COUNCIL COMMUNICATION**

**MC #2016-09-20-07**

**DATE:** September 20, 2016  
**TO:** Mayor and City Council  
**THROUGH:** Kelly Kuenstler, City Manager  
**FROM:** Melinda Moritz, Director of Public Works

**SUBJECT:** To Consider Accepting Several Donations of Vacant Land to be Used as Future Parks, Known as Parcel 20, Abstract 399, CB 4429, 0 Grass Hill Drive, Being 0.2317 acres; Lot 53, Block 8, CB 4429D, The Ridge at Leon Valley Subdivision Unit #1, 0 Caraway Bend, Being 1.5400 acres; Lot 54, Block 8, CB 44429D, The Ridge at Leon Valley Subdivision Unit #2, Being 0.1355 Acres; and Lot 55, Block 8, CB 4429D, The Ridge at Leon Valley Unit #2, Being 0.5802 acres.

**PURPOSE**

To consider accepting several donations of vacant land to be used as future parks. The first is a strip of easement land next to the new detention pond behind 6320 Bandera Road, and owned by Hetherington Family Trust, being known as 0 Grass Hill.

The other three parcels are owned by The Ridge at Leon Valley Home Owner's Association, and are known as 0 Caraway Bend (2) and 0 Wm Rancher, and they are currently being used as a detention pond with an associated drainage easement lot.

**Hetherington Easement Strip**

Mr. Hetherington was the developer of Seneca Estates Unit 3 subdivision and he owned a leftover strip of land, which was a portion of the now-closed Smith Road. The property was placed into Hetherington Family Trust & passed on to heirs after his death. The strip is approximately 20 ft. wide, not developable, and is a total of 0.2317 acres. It is located directly adjacent to the new detention pond behind 6320 Bandera and will provide much needed maintenance access to the detention pond and may also be used as a trail that would lead to the other proposed parkland. The current owner would like the City to take ownership, as they have no use for the land. She has paid the back taxes owed and the land is free and clear of liens or other encumbrances. If accepted by the City, the land would be cleared by Public Works Crews, as a part of maintenance of the detention pond.

**The Ridge at Leon Valley Home Owner's Association (HOA)**

The HOA owns the detention pond that is located on two parcels of property at the end of Samaritan and Grass Hill, and one lot that is designated as a drainage easement to the pond, located off of Caraway Bend. The first parcel is approximately 1.5400 acres, the

second is approximately 0.5802 acres, and the third is approximately 0.1335 acres, for a total of 2.2537 acres of land. The smaller parcels are an attractive nuisance, as this area is frequently used as a cut through and a place to dump refuse without being detected. The Ridge at Leon Valley neighborhood does not have a park, so this land could be used as Pocket Park, as recommended by Parks Plan. The owners are willing to donate land, have paid all taxes, and there are no other encumbrances.

The detention pond does have some silt build up and is overgrown with high grass and weeds. In addition, if the detention pond is to be used as a playing field, the topmost soil should be removed and replaced with a soil that is compatible for use. The area would need to be reseeded.

### **FISCAL IMPACT**

In consideration of these donations, the City would generate title transfers and pay a small document recording fee for each of the four properties. Funding for improvements to these areas could be budgeted in future years, with collaboration from the neighborhoods.

The Hetherington strip of land would be cleared in-house, as this land is only 20 ft. wide and the City will be using this area for detention pond, well site maintenance, and eventual trail.

The Ridge at Leon Valley parcels will need more extensive improvements:

Detention pond cutting, clearing, and silt removal:

- Remove 285 C.Y. of Silt                      \$7125.00
- Re-seed Area                                      \$2,000.00
  - Reseeding not necessary if City takes immediate action as stated below
- Total    \$9,125.00

In order to use the detention pond as a playing field, the top six to eight inches of soil should be replaced with better soils:

- Remove 600 C.Y of soil:                      \$15,000.00
- Sandy Loam Soil 600 C.Y.                      \$18,000.00
- Seeding    \$ 2,000.00
- Total    \$35,000.00

### **RECOMMENDATION**

- Accept Hetherington easement parcel donation as is
- Require the Ridge HOA to perform cleaning, removal of silt in detention pond area
- Accept the land donations

- Plan improvements for future years, with neighborhood input

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

*Social Equity* – Providing parkland in each area of the city assures that all citizens have access to parks and this action supports the goal of providing adequate recreational opportunities, as stated in the Park Master Plan.

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

*Environmental Stewardship* – Parkland is typically left minimally developed, which increases area for stormwater settling versus runoff, which helps to protect the environment and water resources.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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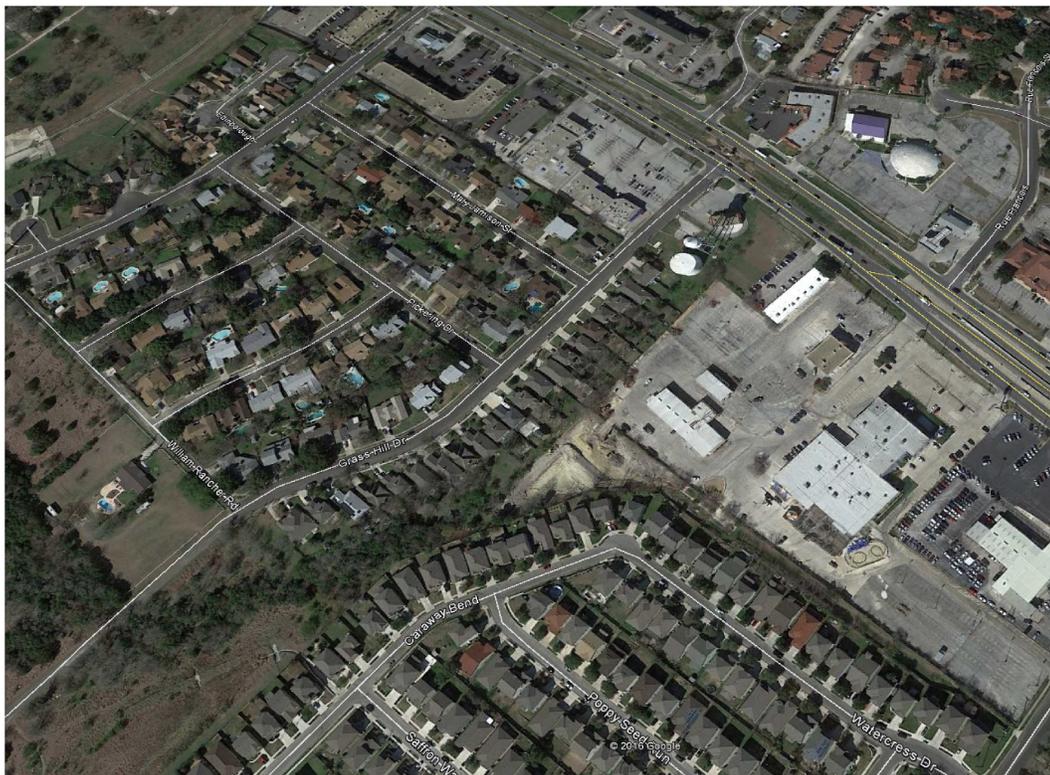
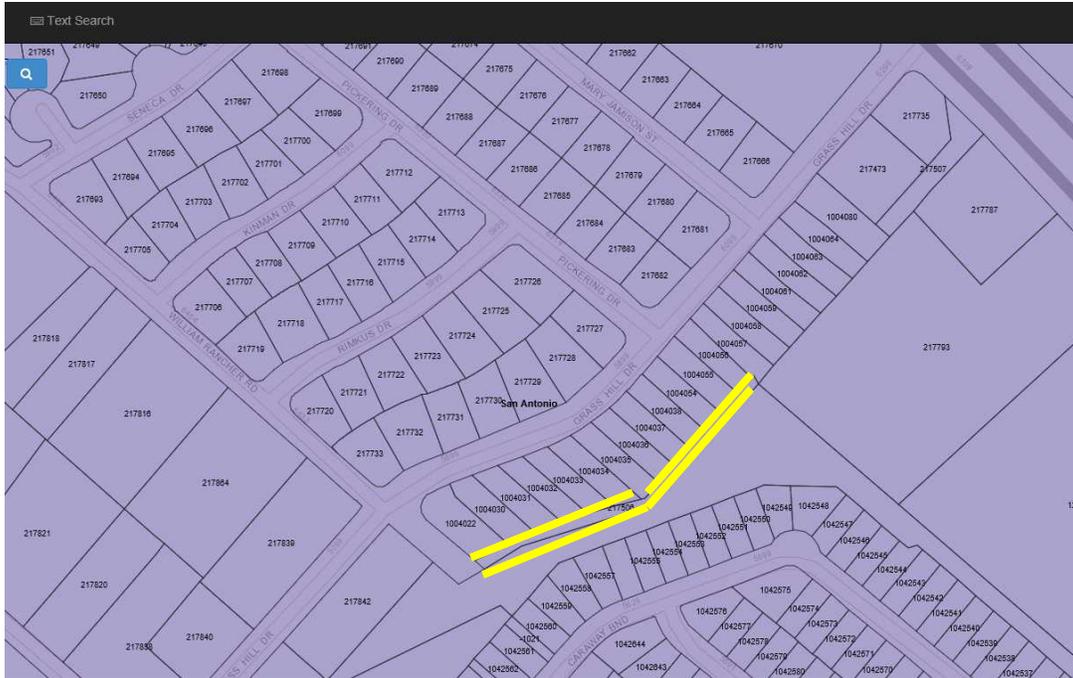
ATTEST:

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

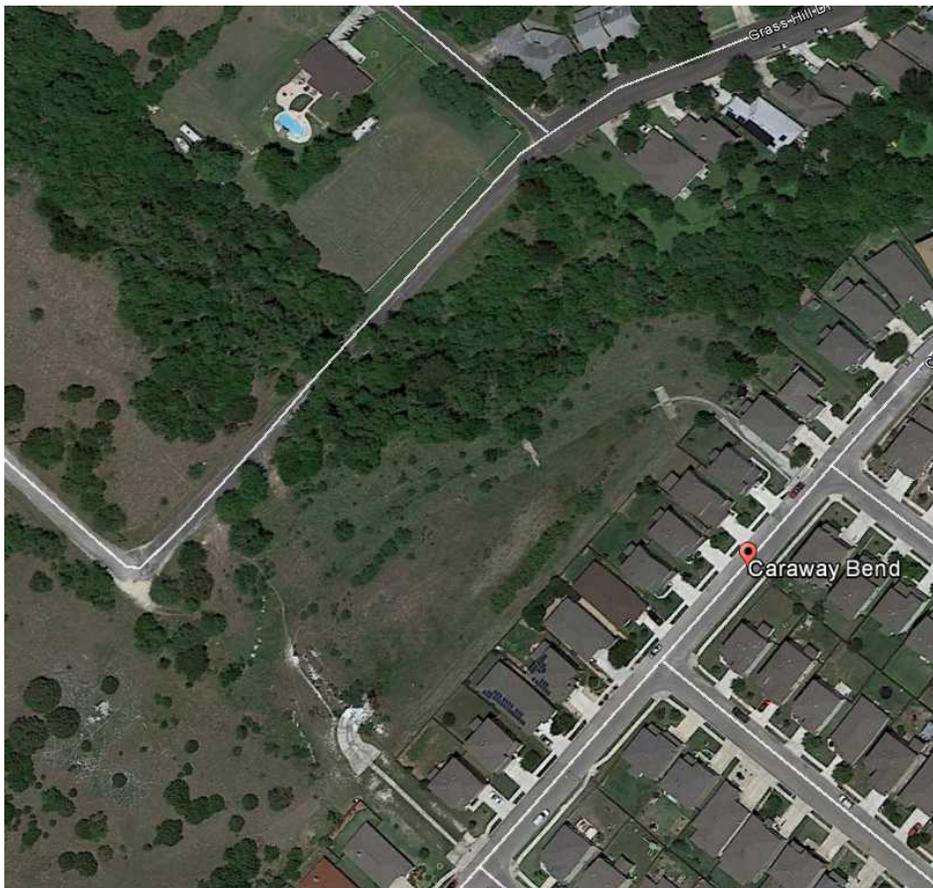
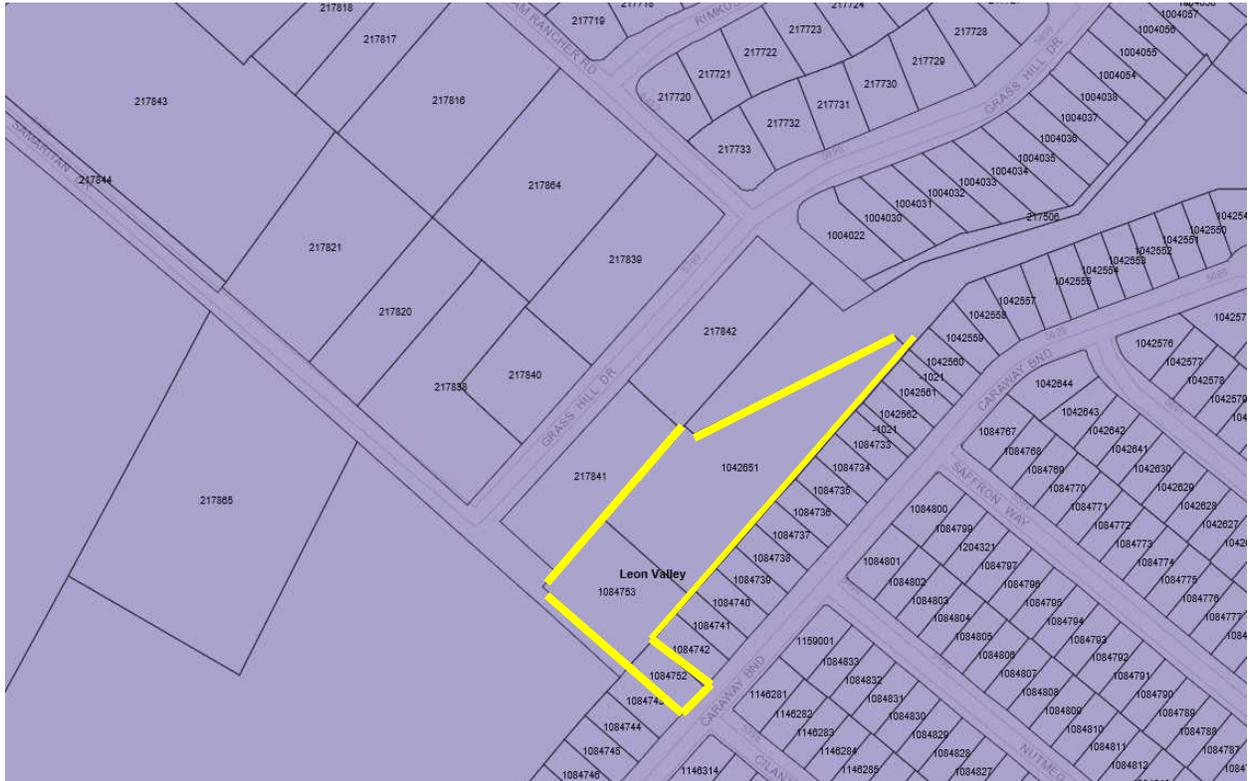
Attachments:

- Exhibit A. - Site Plan: Hetherington Easement Parcel
- Exhibit B. - Site Plan: The Ridge at Leon Valley HOA parcels

# Exhibit A – Site Plan: Hetherington Parcel



# Exhibit B – The Ridge at Leon Valley HOA Parcels



# Consider Possible Acquisition of Vacant Land

Grass Hill, Caraway Bend,  
and William Rancher Roads,  
for Use as Future Parkland

City Council Meeting  
September 20, 2016

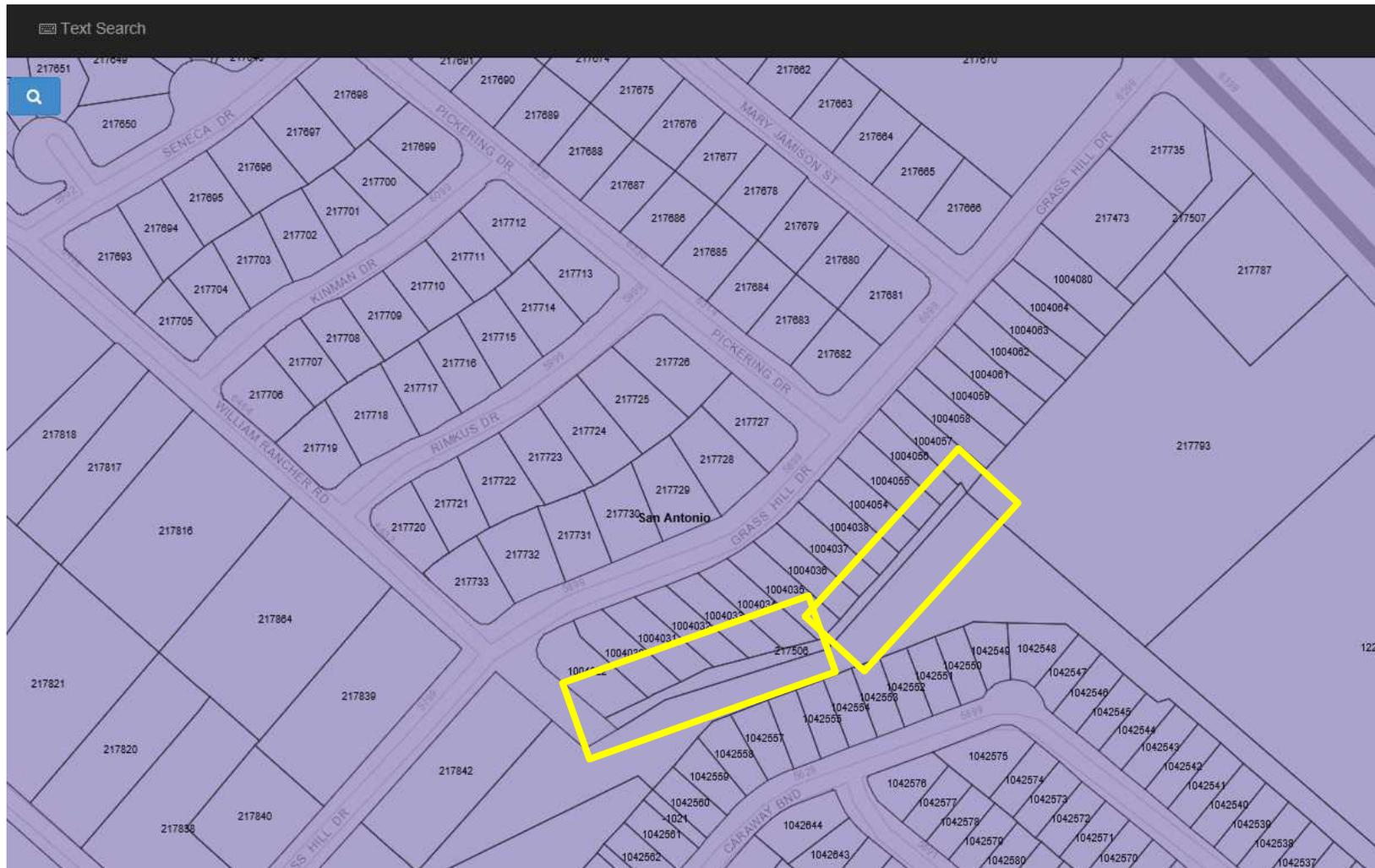
# Purpose

- To consider accepting several donations of vacant land
- To be used as future parks:
  - Strip of easement land next to new detention pond, owned by Hetherington Family Trust, known as 0 Grass Hill
  - 3 parcels owned by The Ridge at Leon Valley Home Owner's Association, known as 0 Caraway Bend & 0 Wm Rancher

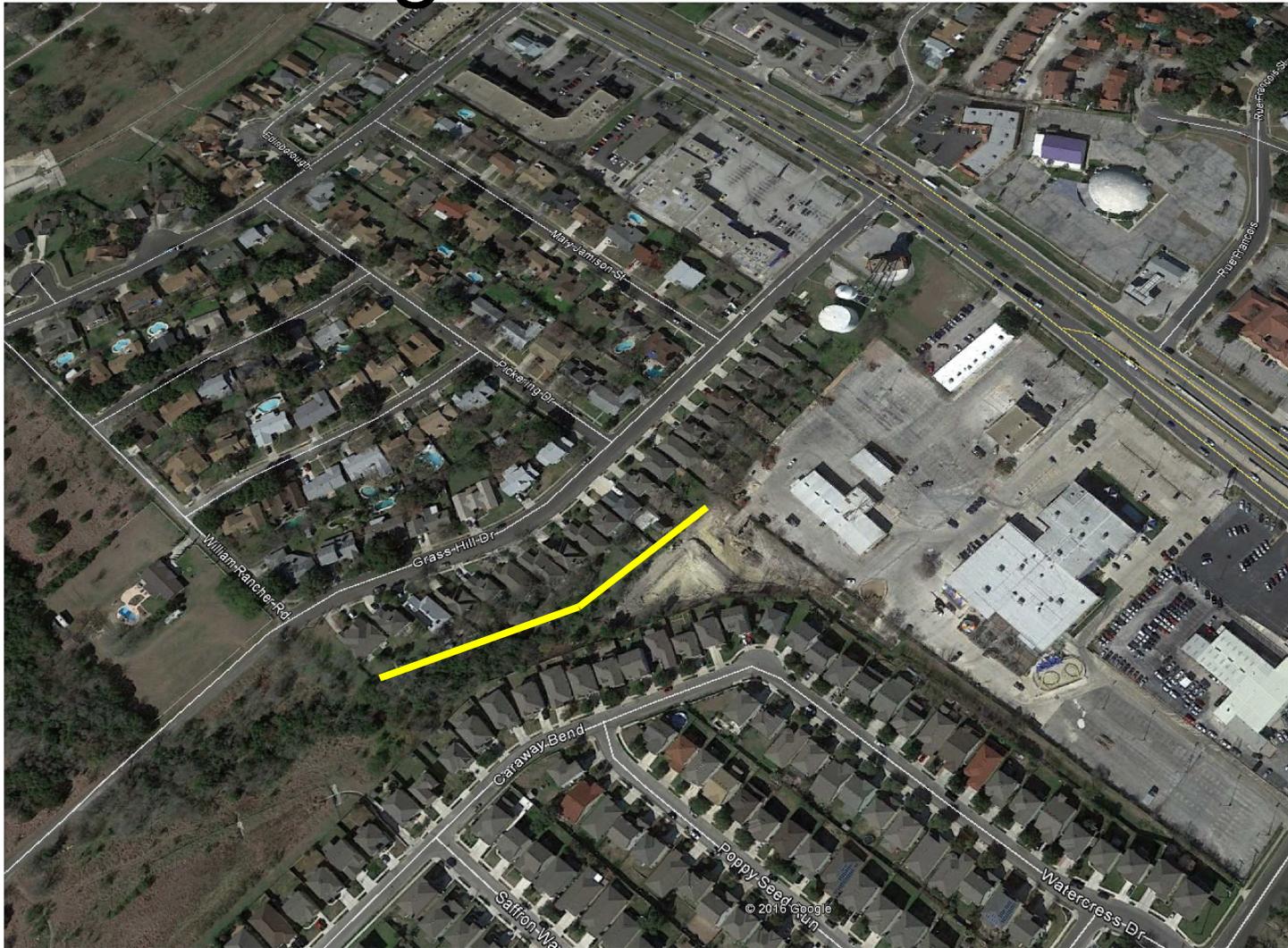
# Hetherington Easement Land

- Mr. Hetherington was the developer of Seneca Estates Unit 3 & owned a leftover strip of land formerly a portion of now-closed Smith Road
- Property was placed into Hetherington Family Trust & passed on to heirs after his death
- Strip is approx. 20 ft. wide, not developable, is a total of approximately 0.2317 acres
- Located directly adjacent to new detention pond behind 6320 Bandera & can be used as access to detention pond & trail

# Hetherington Easement Land



# Hetherington Easement Land



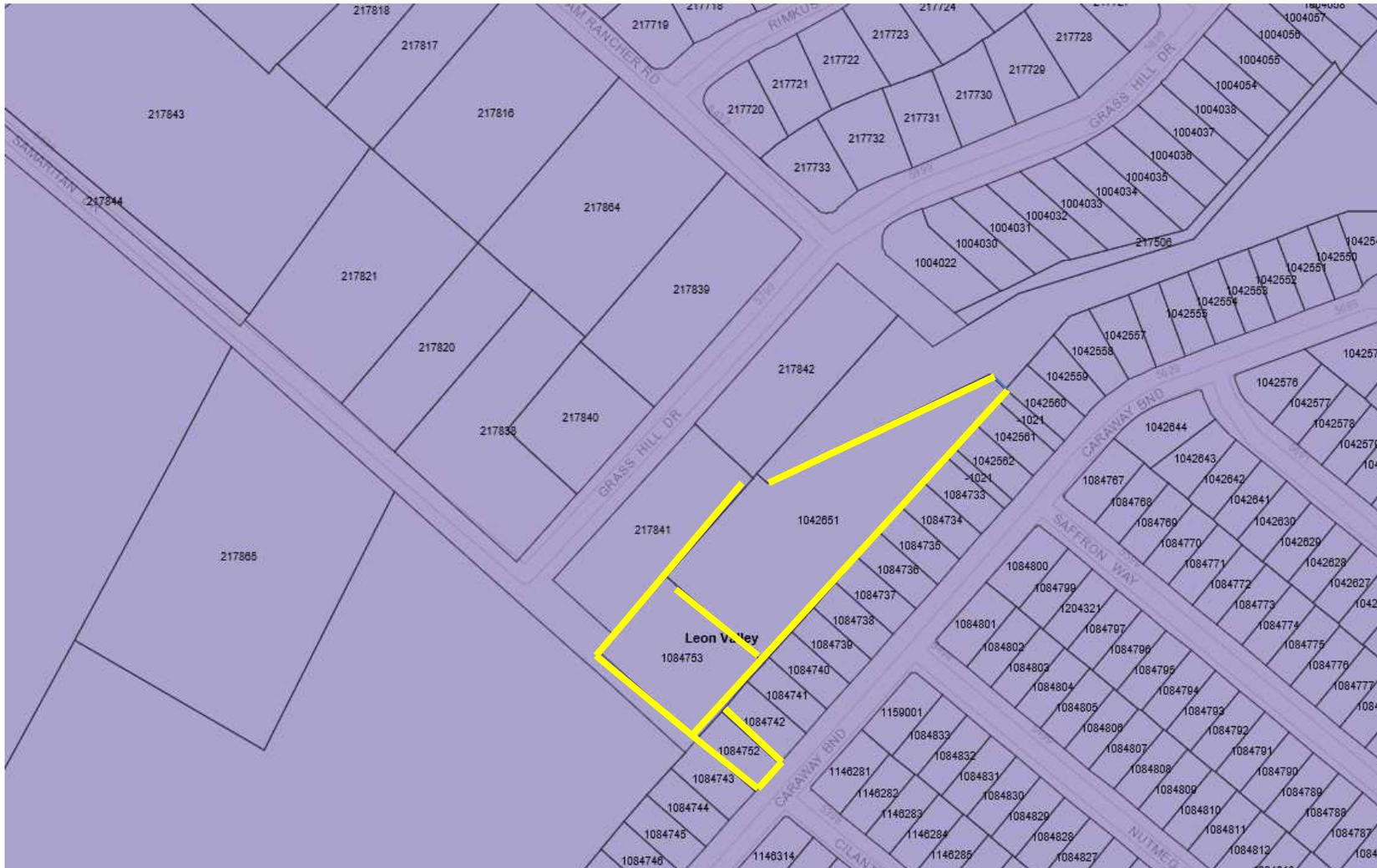
# Hetherington Easement Land

- In trying to gain access to the detention pond & provide area for well project runoff, staff contacted current owner to gauge interest
- Current owner will donate this piece of property to City
- Owner has payed back taxes & land is free of other encumbrances
- Will provide for access to pond, start of new trail system, connects to other proposed parkland

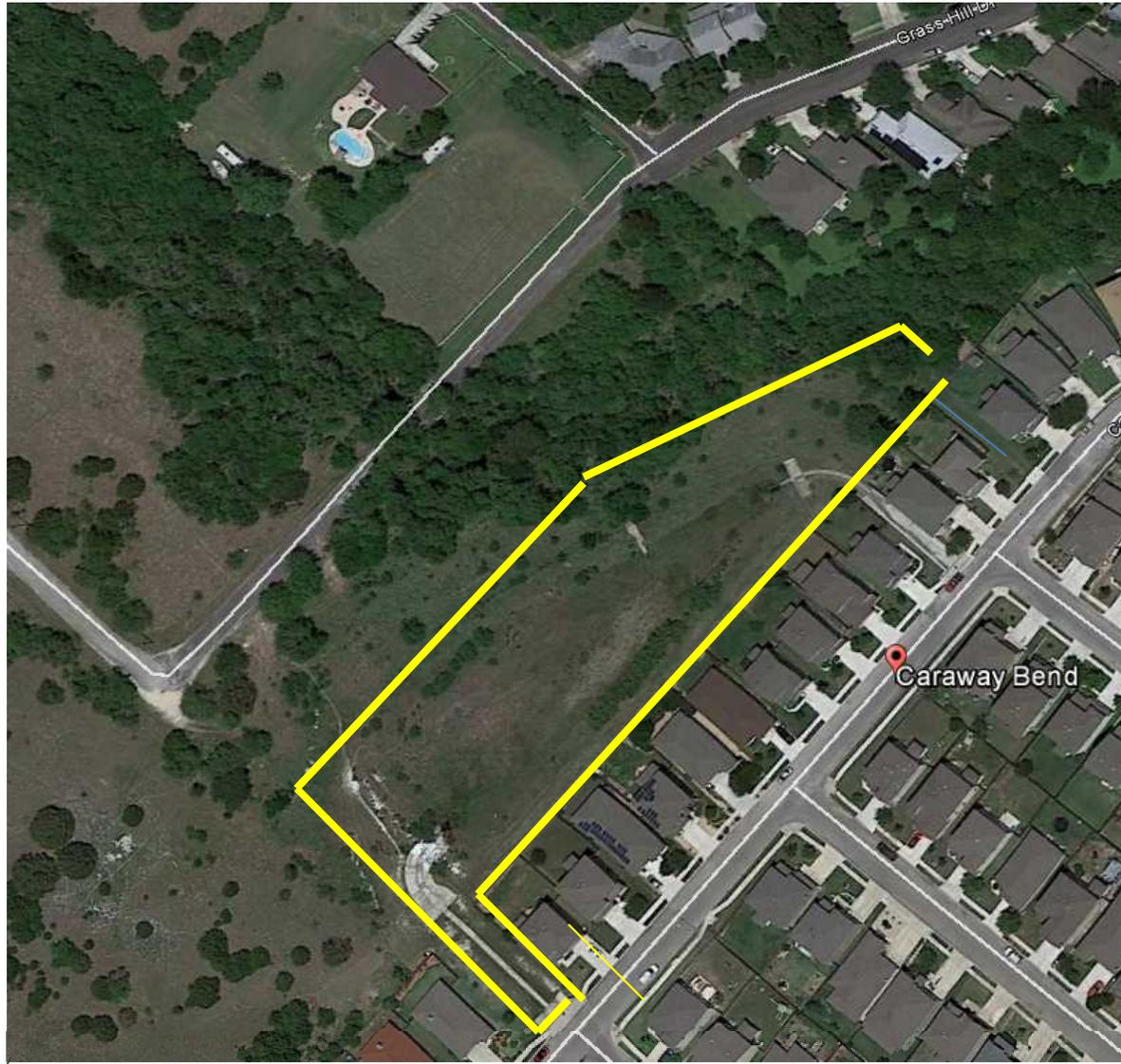
# The Ridge HOA Land

- 2 tracts at end of Samaritan and Grass Hill, the 1<sup>st</sup> being approximately 1.5400 acres & the 2<sup>nd</sup> being approximately 0.5802 acres, & 1 tract off of Caraway Bend
- 1st & 2<sup>nd</sup> are detention pond, & 3rd is vacant drainage easement to pond
- This neighborhood does not have a park, but this land could be used as Pocket Park, as recommended by Parks Plan
- Owner is willing to donate land, has paid back taxes, and no other encumbrances

# The Ridge at Leon Valley Land



# The Ridge at Leon Valley Land



# Fiscal Impact – Hetherington Easement

- In consideration for the donations, the City would generate deeds, title transfers & pay small recording fee
- City would then cause trail to be developed, using in-house labor

# Fiscal Impact – The Ridge HOA

- The property within the detention pond needs to be cut, cleared and some silt removed:
  - Remove 285 C.Y. of Silt \$7125.00
  - Re-seed Area \$2,000.00
    - Reseeding not necessary if City proceeds immediately
  - Total \$9,125.00
- In order to use the detention as a playing field, the topmost portion of soil needs to be replaced with better soils:
  - Remove 600 C.Y of soil: \$15,000.00
  - Sandy Loam Soil 600 C.Y. \$18,000.00
  - Seeding \$2,000.00
  - Total \$35,000.00
- In consideration for the donations, the City would generate deeds, title transfers & pay small recording fee

# Recommendation

- Accept Hetherington easement parcel donation
- Require the Ridge HOA to perform removal of silt in detention pond area, reseed, then City would accept land donation
  - Reseeding not necessary if City takes immediate action to improve topsoil
- Plan improvements for future years, with neighborhood input
- Other

# S.E.E. Statement

- **Social Equity** – Providing parkland in each area of the city assures that all citizens have access to parks and this action supports the goal of providing adequate recreational opportunities
- **Economic Development** – Enhancing the park system increases recreational opportunities, which may appeal to potential residents and businesses
- **Environmental Stewardship** – Parkland is typically left minimally developed, which increases area for stormwater settling, instead of runoff, which helps to protect the environment

# Consider Possible Acquisition of Vacant Land

Grass Hill, Caraway Bend  
and William Rancher Roads,  
for Use as Future Parklands

City Council Meeting  
September 20, 2016

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** September 20, 2016 **M&C # 2016-09-20-08**  
**FROM:** Vickie Wallace, Finance Director  
**THROUGH:** Kelly Kuenstler, City Manager  
**TO:** Mayor and Council  
**SUBJECT:** Ordinance setting the 2016 Tax Rate for the Maintenance and Operations Fund at \$0.474645 and the Interest and Sinking Fund at \$0.081954 for a total Tax Rate of \$0.556599, which is 6.247542 percent higher than the Effective Tax Rate of \$0.523870

**PURPOSE**

Each year the Council must adopt the new fiscal year budget for the General Fund and set the tax rate to support the approved budget. The attached Ordinance sets the Tax Rate for the Fiscal Year 2017 Budgets for the Maintenance and Operations Fund and the Interest and Sinking Fund.

The following tax rate is required to support the General Fund Fiscal Year 2017 Budget for Maintenance and Operations and the Interest and Sinking Fund:

Maintenance and Operations	\$0.474645
Interest and Sinking	<u>\$0.081954</u>
TOTAL	\$0.556599

**SEE LEON VALLEY**

Social – A responsible municipal budget strives to allocate taxpayer dollars in an efficient and effective manner that represents all citizens equally. The adoption a Tax Rate will provide revenue to support City services.

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**

The tax rate is required to support the General Fund Fiscal Year 2017 Budget for Maintenance and Operations and the Interest and Sinking Fund for debt payments.

**STRATEGIC GOALS**

N/A

**RECOMMENDATION**

Adopt the Tax Year 2016 Tax Rate of \$0.556599.

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

APPROVE WITH THE FOLLOWING AMENDMENTS:

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

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE**  
City Secretary

**ESTABLISHING AND ADOPTING FOR THE PURPOSE OF TAXATION; THE CALENDAR YEAR; LEVYING A TAX OF \$0.474645 FOR MAINTENANCE AND OPERATIONS AND \$0.081954 FOR THE INTEREST AND SINKING FUND FOR A TOTAL TAX RATE OF \$0.556599 ON ALL PROPERTY SUBJECT TO TAXATION AND SITUATED IN THE CITY OF LEON VALLEY, TEXAS, ON THE FIRST DAY OF JANUARY 2016; ESTABLISHING THE RATE OF SAID LEVY; DETERMINING DUE DATE, DELINQUENT DATE, INTEREST RATES ON DELINQUENCIES, AND FOR PENALTIES FOR DELINQUENCIES; AND DETERMINING AND ENACTING OTHER MATTERS PERTINENT, NECESSARY AND INCIDENT TO THE SUBJECT; AND PROVIDING A SAVINGS CLAUSE.**

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**WHEREAS**, it is necessary to impose a tax of \$0.474645 for maintenance and operations shall be levied on all persons and property, real and personal within the City; and

**WHEREAS**, it is also necessary to impose a tax of \$0.081954 for the interest and sinking fund shall be levied on all persons and property, real and personal within the City; and

**WHEREAS**, in connection with said taxes, a total tax rate of \$0.556599 shall be levied on all property situated in the City of Leon Valley, shall be subject to taxation on the first day of January 2016; and

**WHEREAS**, also in connection with said taxes, taxes for the calendar year 2016 shall become due and payable October 1, 2016, and shall be delinquent on February 1, 2017; and

**WHEREAS**, it is necessary that all delinquent taxes shall bear interest at the rate of one percent (1%) for each month or part of a month from the date of delinquency; and

**WHEREAS**, it is also necessary to impose a penalty for failure to pay said taxes on or before January 31, 2017 for each successive month said tax remains unpaid; **NOW, THEREFORE,**

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

1. A tax is hereby levied on all persons and property, real and personal, within the City of Leon Valley, Texas, subject to taxation by the laws of this State, and situated within the City on the 1st day of January 2016 and the rate of said tax is hereby fixed and determined to be at

the rate of \$0.556599 per each \$100 dollars of property valuation. The property tax rate is hereby allocated as follows:

- a. \$0.474645 per each \$100 dollars of property valuation for Maintenance and Operations (M&O), said tax being hereby levied for the calendar year beginning January 1, 2016 and ending December 31, 2016 for expenditure during the fiscal year beginning October 1, 2016 and ending September 30, 2017.

This tax rate will raise more taxes for Maintenance and Operations than last year's tax rate. The tax rate will effectively be raised by 7.9998% and will raise taxes for Maintenance and Operations on a \$100,000 home by approximately \$35.16; and,

- b. \$0.081954 per each \$100 dollars of property valuation for the Interest and Sinking Fund (I&S), said tax being hereby levied for the calendar year beginning January 1, 2016 and ending December 31, 2016 for expenditure during the fiscal year beginning October 1, 2016 and ending September 30, 2017.

2. It is hereby determined that the taxes above levied shall become due and payable on October 1, 2016, and all such taxes not paid on or before January 31, 2017, shall be and become delinquent on February 1, 2017.

3. The following penalty and interest is hereby imposed on any person who fails to pay to the City of Leon Valley, Texas, all the taxes levied and imposed by the City upon his or her property for the year 2016 on or before the 31st day of January 2017:

- a. A delinquent tax incurs a penalty of six (6) percent of the amount of the tax for the first calendar month it is delinquent plus one (1) percent for each additional month or portion of a month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent. However, a tax delinquent on July 1 incurs a total penalty of twelve (12) percent of the amount of the delinquent tax without regard to the number of months the tax has been delinquent. A delinquent tax continues to incur the penalty provided by this section as long as the tax remains unpaid, regardless of whether a judgment for the delinquent tax has been rendered.
- b. If a person who exercises the split-payment option provided by Section 31.03 of the Texas Property Tax Code fails to make the second payment before July 1, the second payment is delinquent and incurs a penalty of twelve (12) percent of the amount of the unpaid tax.
- c. A delinquent tax accrues interest at a rate of one (1) percent for each month or portion of a month the tax remains unpaid.

4. That all costs that may be allowed and imposed by law shall be and the same are hereby imposed in addition to penalties and interest accruing under the provisions hereof against any property upon which taxes are delinquent.

5. That on any list prepared showing delinquent taxes for the City of Leon Valley, Texas, it shall not be necessary for the assessor and collector of taxes to show on any such list the penalties, interest and costs accrued against any land, lot and/or property delinquent in taxes, but in each and every instance all such penalties, interest and costs shall be and remain a charge imposed hereby, with the same force and effect as if listed on any such list of delinquent taxes, and the said assessor and collector shall calculate and charge all such penalties, interest and costs on all delinquent tax statements, or delinquent tax reports issued by him.

6. The tax hereby levied is levied for the purpose specified in and authorized by Vernon's Tax Code, Title 3, Chapter 302, Section 302.001(a), and none other, to-wit: For current expenses, and for the construction or purchase of public buildings, water works, sewers, and other permanent improvements within the limits of the City and the construction and improvement of the roads, bridges and streets of the City within its limits.

7. That the provisions of this ordinance are severable in the event any provision hereof shall be declared invalid by a Court of competent jurisdiction of this State, and it is hereby declared that the remaining provisions hereof would have been enacted notwithstanding such judicial determination and all remaining valid provisions hereof shall continue to be and remain in full force and effect.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 20th day of September, 2016.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

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

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

City of Leon Valley  
2016 Tax Rate  
Adoption  
September 20, 2016



# Overview

- Each year the Council must adopt the new fiscal year budget for the General Fund and set the tax rate to support the adopted budget
  - The budget was adopted August 16, 2016
- The following tax rate is required to support the Fiscal Year 2017 General Fund Budget for Maintenance and Operations and the Interest and Sinking Fund Budget:

– Maintenance and Operations	\$0.474645
– Interest and Sinking	<u>\$0.081954</u>
TOTAL	\$0.556599

# Recommendation

- Adopt the tax rate of \$.556599 for the 2016 Tax Year

City of Leon Valley  
2016 Tax Rate  
Adoption  
September 20, 2016





**POLICY REGARDING CITY COUNCIL APPOINTMENTS TO BOARD**

It is the policy of the City of Leon Valley that the Leon Valley City Council requires elected officials to act only in an advisory capacity, as a council liaison or as an ex-officio member on boards and commissions appointed by the City Council.

Members of the Leon Valley City Council cannot act as voting members of a board or commission appointed by the City Council.

Proposed

2001 El Yopa Road  
Leon Valley, Texas 78238  
© 2010 554-7301

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** September 20, 2016 **M&C # 2016-09-20-09**  
**TO:** Mayor and Council  
**FROM:** Kristie M. Flores, Communications Director  
**THROUGH:** Kelly Kuenstler, City Manager  
**SUBJECT:** Consideration and possible Action on a Resolution of the City of Leon Valley City Council authorizing application to Texas Parks & Wildlife for a Small Communities Grant.

**PURPOSE**

To authorize application to Texas Parks & Wildlife (TPW) for a Small Communities Grant. The grant project name is the Leon Valley Huebner Onion Recreation Pavilion.

The proposed pavilion would be on City property. The grant would fund construction of a 1,250 square foot large open-air pavilion (25' x 50') for public park and recreational purposes in perpetuity.

TPW requires a resolution for application, as well as certification that the City is eligible to apply for the grant. The grant if approved will require a 50% match in funding from the City.

**SEE LEON VALLEY**

**Social Equity** – The proposed pavilion supports the City’s mission for superior quality of life for residents of Leon Valley through historical and cultural park amenities with excellent infrastructure. The proposed pavilion also promotes collaborative participation between the City and the Leon Valley Historical Society Homestead site.

**Economic Development** – The development of a pavilion and eventual café promotes economic development for the City. It allows the City to expand off of a historical site to create a tourist stop and destination that will provide park amenities and recreation to visitors of the area.

**Environmental Stewardship** – The creation of a pavilion allows the City to preserve the vegetation and character of the area, while enhancing the Leon Valley Natural Area Park with public park and recreational structures.

**FISCAL IMPACT**

The grant requires a 50% match in funding if approved. This is a match of \$75,000 for the City.

**STRATEGIC GOALS**

The request is directly related to Strategic Goal 7 “Parks, Recreation, Green Space and Cultural Opportunities,” Objective E “Encourage Development of Recreational Space and Programs.” The development of the Leon Valley Huebner Onion Recreation Pavilion meets the direction and intent of this goal to create additional public park area, recreational space and amenities.

**RECOMMENDATION**

Approval of this Resolution for grant application is discretion of City Council. Staff stands ready to submit the grant application if the Resolution is approved.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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

ATTEST:

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

RESOLUTION No. 16-028R

**A RESOLUTION AUTHORIZING THE CITY OF LEON VALLEY TO APPLY FOR THE TEXAS PARKS & WILDLIFE SMALL COMMUNITIES GRANT FOR THE LEON VALLEY HUEBNER ONION RECREATION PAVILION PROJECT IN THE HUEBNER ONION HOMESTEAD NATURAL AREA; DESIGNATING THE CITY MANAGER AND/OR HER DESIGNEE AS THE RESPONSIBLE AGENT OF THE CITY IN ITS APPLICATION AND ADMINISTRATION OF THE GRANT; CERTIFYING THE CITY AS AN ELIGIBLE APPLICANT FOR PROGRAM ASSISTANCE; CERTIFYING THAT THE CITY HAS MATCHING FUNDS AVAILABLE FOR THE LEON VALLEY HUEBNER ONION RECREATION PAVILION PROJECT; AND DEDICATING THE PROJECT FOR PUBLIC PARK AND RECREATIONAL PURPOSES IN PERPETUITY.**

---

**WHEREAS**, the City of Leon Valley (“City”) regularly applies for grant funding; and

**WHEREAS**, it is necessary for City Council to certify that the City is eligible to receive assistance under the Small Communities Grant Program (“Grant”) of Texas Parks and Wildlife Program (“Program”); and

**WHEREAS**, in connection with said Grant, it is necessary for the City Council to designate the City Manager and/or her designee as the responsible agent representing the City in its application and administration of the Grant; and

**WHEREAS**, it is necessary for the City Council to certify that the City has matching funds available for the administration of the Grant; and

**WHEREAS**, it is the City’s intention to utilize said Grant funds for the Leon Valley Huebner Onion Recreation Pavilion Project to construct a recreational pavilion in the Huebner Onion Homestead Natural Area (the “Project”); and

**WHEREAS**, it is necessary for the City Council to dedicate the Project for public park and recreational purposes in perpetuity; and

**WHEREAS**, it is necessary to post a notice to the public of the City’s application for the Grant; and

**WHEREAS**, it is the City Council’s intention to authorize the application for the Texas Parks and Wildlife Program Small Communities Grant for the Leon Valley Huebner Onion Recreation Pavilion Project in the Huebner Onion Homestead Natural Area; designate the City Manager and/or her designee as the responsible agent of the City of Leon Valley in its application and administration of the Grant; certify the City of Leon Valley, Texas as an eligible applicant for Program assistance; certify that the City has matching available funds for the Project; and dedicate the Project for public park and recreational purposes in perpetuity; **NOW, THEREFORE,**

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

Section 1. The application for the Texas Parks and Wildlife Program Small Communities Grant for the Leon Valley Huebner Onion Recreation Pavilion Project in the Huebner Onion Homestead Natural Area is hereby authorized.

Section 2. The City Manager and/or her designee is hereby authorized to be the responsible agent of the City of Leon Valley in its application and administration of the Grant.

Section 3. The governing body of the City of Leon Valley, Texas hereby certifies that the City of Leon Valley, Texas is an eligible applicant to receive Program assistance.

Section 4. The governing body of the City of Leon Valley, Texas hereby certifies that the City of Leon Valley has matching funds available for use in the Leon Valley Huebner Onion Recreation Pavilion Project.

Section 5. The Leon Valley Huebner Onion Recreation Pavilion Project is hereby dedicated for public park and recreational purposes in perpetuity.

Section 6. Notice of the application for the Texas Parks and Wildlife Program Small Communities Grant for the Leon Valley Huebner Onion Recreation Pavilion Project in the Huebner Onion Homestead Natural Area was posted pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

Section 7. This Resolution is effective immediately upon the receipt of four affirmative votes; otherwise, it is effective ten days after passage

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 20<sup>th</sup> day of September, 2016.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**DENISE FREDERICK**  
City Attorney



## Local Park Grant Program Resolution Authorizing Application

A resolution of the City of Leon Valley, Texas as hereinafter referred to as "Applicant," designating certain officials as being responsible for, acting for, and on behalf of the Applicant in dealing with the Texas Parks & Wildlife Department, hereinafter referred to as "Department," for the purpose of participating in the Local Park Grant Program, hereinafter referred to as the "Program"; certifying that the Applicant is eligible to receive program assistance; certifying that the Applicant matching share is readily available; and dedicating the proposed site for permanent (or for the term of the lease for leased property) public park and recreational uses.

**WHEREAS**, the Applicant is fully eligible to receive assistance under the Program; and

**WHEREAS**, the Applicant is desirous of authorizing an official to represent and act for the Applicant in dealing with the Department concerning the Program;

**BE IT RESOLVED BY THE APPLICANT:**

**SECTION 1:** That the Applicant hereby certifies that they are eligible to receive assistance under the Program, and that notice of the application has been posted according to local public hearing requirements.

**SECTION 2:** That the Applicant hereby certifies that the matching share for this application is readily available at this time.

**SECTION 3:** That the Applicant hereby authorizes and directs the Kristie Flores to act for the Applicant in dealing with the Department for the purposes of the Program, and that Kristie Flores is hereby officially designated as the representative in this regard.

**SECTION 4:** The Applicant hereby specifically authorizes the official to make application to the Department concerning the site to be known as Leon Valley Huebner Onion Recreation Pavilion in the Huebner Onion Homestead Natural Area of Leon Valley, Texas or use as a park site and is hereby dedicated (or will be dedicated upon completion of the proposed acquisition) for public park and recreation purposes in perpetuity (or for the lease term, if legal control is through a lease). Projects with federal monies may have differing requirements.

Introduced, read and passed by an affirmative vote of the "Applicant" on this 20 day of September, 2016.

\_\_\_\_\_  
Signature of Local Government Official

Chris Riley, Mayor  
\_\_\_\_\_  
Typed Name and Title

**ATTEST:**

\_\_\_\_\_  
Signature

Sandra Passailaigue, City Secretary

Consideration & Action on a Resolution  
Authorizing Application to  
Texas Parks & Wildlife for a  
Small Communities Grant

City Council Meeting  
September 20, 2016

# Purpose

- To authorize application to Texas Parks & Wildlife for a Small Communities Grant
- The grant project name is Leon Valley Huebner Onion Recreation Pavilion

# Purpose

- The proposed pavilion will be on City property
- The pavilion would be used for public park and recreational purposes in perpetuity



# Purpose

- TPW requires a resolution for application as well as certification that the City is eligible to apply for the grant.
- The grant if approved will require a 50% match in funding from the City.

# Fiscal Impact

- A 50% match of grant funds.
- This equals a City grant contribution of \$75,000.
- Full cost of the pavilion is \$150,000

# S.E.E Statement

- **Social Equity** – Supports a superior quality of life for residents of Leon Valley with historical and cultural park amenities designed with excellent infrastructure. The proposed pavilion also promotes collaborative participation between the City and the Leon Valley Historical Society Homestead site.

# S.E.E Statement

- **Economic Development** – The development of a pavilion and eventual café promotes economic development for the City. It allows the City to expand off of a historical site to create a tourist stop and destination that will provide park amenities and recreation to visitors of the area.

# S.E.E Statement

- **Environmental Stewardship** – The creation of a pavilion allows the City to preserve the vegetation and character of the area, while enhancing the Leon Valley Natural Area Park.

# Strategic Goals

- The request is directly related to Strategic Goal 7 “Parks, Recreation, Green Space and Cultural Opportunities,” Objective E “Encourage Development of Recreational Space and Programs.”

# Strategic Goals

- The development of the Leon Valley Huebner Onion Recreation Pavilion meets the direction and intent of Goal 7 to create additional public park area, recreational space and amenities.

# Recommendation

Approval of this Resolution for grant application is discretion of City Council. Staff stands ready to submit the grant application if the resolution is approved.

Consideration & Action on a Resolution  
Authorizing Application to  
Texas Parks & Wildlife for a  
Small Communities Grant

City Council Meeting  
September 20, 2016

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** September 20, 2016 **M&C # 2016-09-20-10**

**TO:** Mayor and Council

**FROM:** Kelly Kuenstler, City Manager

**SUBJECT:** Consider an action on amending an Ordinance establishing the authority and rights, structure and membership, duties and responsibilities, and sunset provision for the Police Department Citizens Advisory Committee

**PURPOSE**

The Leon Valley City Council voted on September 6, 2016, to amend the Police Department Citizens Advisory Committee to allow two (2) city councilors to serve on the committee as opposed to the original allowance of one (1) city councilor. The purpose of tonight’s presentation is to formalize the amendment of the ordinance originally established.

**FISCAL IMPACT**

N/A

**S.E.E. IMPACT**

**Social** – 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** – The City of Leon Valley could see an economic benefit from the formation of this committee if ideas are developed and eventually implemented in the áreas 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** – N/A

**RECOMMENDATION**

Approve the amended Ordinance as presented.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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

ATTEST:

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

**ORDINANCE No. 16-040**

**AUTHORIZING THE AMENDMENT OF ORDINANCE No. 16-019 TO REVISE CHAPTER 1 "GENERAL PROVISIONS, ARTICLE 1.06 "BOARDS, COMMISSIONS AND COMMITTEES" OF THE LEON VALLEY CITY CODE OF ORDINANCES TO ALLOW UP TO TWO CITY COUNCIL LIAISONS.**

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**WHEREAS,** Ordinance No. 16-019 adding Section 1.06.05, "Citizens Advisory Committee" to the Leon Valley Code of Ordinances was passed and approved on May 17, 2016; and

**WHEREAS,** paragraph 1 of Section 1.06.05 "Committee Structure and Membership" provided for only one (1) City Council Member liaison member; and

**WHEREAS,** it is the desire of City Council to have two (2) City Council Member liaison members; and

**WHEREAS,** it is necessary to amend Ordinance No. 16-019 to provide for two (2) City Council liaison member; **NOW THEREFORE,**

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

**Section 1.** Section 1. Paragraph 1 and paragraph 7 entitled Committee Structure and Membership are hereby amended to read as follows:

**Committee Structure and Membership:**

1. The Committee has 13 voting members appointed by the Mayor and City Council. Appointments to the Committee will be for a two (2) year term. Terms may be extended for an additional one (1) year term upon approval by the Mayor and City Council. The Committee will consist of a Chairperson, Vice Chairperson, Secretary, and two (2) City Council Liaison non-voting members.

...

7. City Council will appoint two (2) Councilmember who will serve as the Committee's Liaisons with the Mayor and City Council. These positions will be non-voting positions but will vote in the event of a tie.

**Section 2.** All ordinances of the City of Leon Valley in conflict with the provisions of this ordinance shall be, and the same are hereby, repealed; provided, however, that all other provisions of said ordinances not in conflict herewith shall remain in full force and effect.

**Section 3.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance, the Code of Ordinances, or of Ordinance No. 16-019, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance or the Code of Ordinances or of Ordinance No. 16-019, as amended hereby, which shall remain in full force and effect

**Section 4.** This ordinance is effective immediately upon passage by four (4) affirmative votes; otherwise it is effective on the tenth day after passage hereof.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 20th day of September, 2016.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

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

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

MAYOR AND COUNCIL COMMUNICATION

**DATE:** September 20, 2016 **M&C #2016-09-20-11**  
**TO:** Mayor and Council  
**FROM:** David Dimaline, Public Works Assistant Director  
**THROUGH:** Kelly Kuenstler, City Manager  
**SUBJECT:** Consider, Discuss and Possible Action on the Forest Oaks Pool Property Presentation by the Forest Oaks Community Pool Committee

**Purpose**

A presentation of the Forest Oaks Pool was provided to the Mayor and City Council on July 19, 2016. Since the meeting, a written Notice of Intent to deed the property to the City of Leon Valley has been provided to the City, and an inspection of the Forest Oaks Pool has been completed.

**Fiscal Impact**

None associated with this briefing. If the Mayor and City Council direct staff to continue, approximately \$2,500 will be needed to prepare documents for the transfer of property (title search, and survey). Based on the report from Clear Blue Water Pool Repair, it is estimated that approximately \$25,000 in repairs is required before opening the pool. In addition, \$60,000 will be needed to fund operations of the Forest Oaks Pool for the 2017 swim season.

**Recommendation**

None, however, if the Mayor and City Council direct staff to proceed with the acquisition of the Forest Oaks Pool, the City will prepare for the transfer of the property. The City of Leon Valley will release a bid package for the management of both the Community Pool and the Forest Oaks Pool. The Public Works Department will ensure that all recommended repairs for the Forest Oaks Pool are completed prior to the Memorial Day opening.

**S.E.E Statement**

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

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

*Environmental Stewardship* – Reduces the amount of automobile emissions, as

residents within that area would not have to drive to find this type of activity.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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

# **Forest Oaks Swimming Pool**

**City Council Meeting  
September 20, 2016**



# Background

- On June 21st, the FOCA Board agreed to spend \$500 for an inspection & evaluation of the Forest Oaks Pool
- The Board contracted Clear Blue Water Pool Repair (CBWPR) to perform the inspection
- The LV Community Pool was inspected and evaluated by CBWPR in 2014
- A summary report of repairs & safety/security improvements was prepared and submitted by CBWPR on August 8<sup>th</sup>

# No Warranties or Guarantees

- **Clear Blue Water Pool Repair and Service, LLC** neither warrants nor guarantees the longevity or internal components of any of the items inspected.
- CLIENT expressly agrees that Clear Blue Water Pool Repair and Service, LLC's inspection report does not contain any warranties and/or guarantees.
- CLIENT expressly agrees that Clear Blue Water Pool Repair and Service, LLC is not responsible for inspecting the diving board.

# F/O Pool Repairs

Repairs Forest Oaks Pool	Qty	U/M	Cost	
			Unit	Extended
3.0 HP Pumps w/Motors	3	ea	\$1,191	\$3,573
36" Sand Filter (Pump #4 too small)	1	ea	\$2,011	\$2,011
Replace Flow Meters	3	ea	\$270	\$811
Electrical Bonding (4)	4	ea	\$200	\$800
Replace pool light bulb & lens gasket	2	ea	\$188	\$375
Backboard, head immobilizer & straps	1	ea	\$373	\$373
Commercial Grade Fiberglass Pool Pole	1	ea	\$288	\$288
Items < \$250 in extended costs (CBW)	1	lot	\$592	\$592
<b>Total</b>				<b>\$8,823</b>



# F/O Pool Repairs

Repair Costs -Forest Oaks Pool	Qty	U/M	Cost	
			Unit	Extended
ADA-Compliant Chair Lift for Pool( Installed)	1	ea	\$5,514	\$5,514
36" Sand Filtes (Broken Laterals)	1	ea	\$2,011	\$2,011
Electrical - GFCI Circuit Breakers (4)	4	ea	\$467	\$1,867
Trenching Cost for Elec. Bonding (estimate)	1	lot	\$800	\$800
Concrete Work (estimate)	1	lot	\$500	\$500
Suction Vacuum Release System (Baby Pool)	1	ea	\$597	\$597
Items with <\$250 in extended costs (FOCA)	1	lot	\$489	\$709
<b>FOCA Quote (assumes no sales tax)</b>				<b>\$11,998</b>



# TOTAL F/O Pool Repairs Cost

Repairs	Extended
CBW Quote (assumes no sales tax)	\$8,823
FOCA Quote (assumes no sales tax)	\$11,998
<b>TOTAL</b>	<b>\$20,822</b>

# Recommendations

## **If the direction is to continue, Staff recommends:**

- COLV proceed with Title Search, Survey and other instruments and services needed to prepare for the transfer of the property
- Cost of instruments and services would be funded by COLV
- COLV causes repairs to be performed
- COLV releases bid package for management of the Forest Oaks Pool
- Increase current FY 2016-17 funding of \$65K for the Community Pool by an additional \$85K for repairs and management of the Forest Oaks Pool for the 2017 season.

# Value Added

- Recreational resource for the community
- Safe haven for families and youth
- Source for swimming lessons and competition
- Location for social events (clubhouse rental, etc.)
- Amenities include clubhouse, large pool, baby pool, diving board, tennis court, shaded seating areas, concessions, picnic tables, and barbeque pits
- Water aerobics and daycare recreation

# Economic Impact

- If the Forest Oaks Pool remains open, it will continue to:
  - Attract homebuyers and businesses
  - Provide income to local lifeguards, coaches, etc.
- If the Forest Oaks Pool closes, it will cause:
  - A community eyesore
  - A possible increase in property crimes
  - A possible decrease in home values
  - Overcrowding at the LV Community Pool

# Picture of a Closed Pool



# S.E.E. Statement

- Social Equity – Adds to general quality of life for all citizens
- Environmental Stewardship – Reduces the amount of automobile pollutants, as residents within that area would not have to drive to find this type of activity
- Economic Development – The pool enhances the amenities offered by the City to its residents, which may encourage relocation

# **Forest Oaks Swimming Pool**

**City Council Meeting  
September 20, 2016**

**Minutes of June 10, 2013**

CITY OF LEON VALLEY PARK COMMISSION

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**1. Call to Order and Determination via Roll Call if Quorum is Present:** The June 10, 2013 meeting was called to order at approximately 7:05 by Chairman Bert Thomas in the City Chambers at the Leon Valley City Hall

**Present:** Bert Thomas, Bill Cooper, Susan Fraser, Tom Fraser, Scott Baird.

**Absent/Excused:** Benay Cacciatore, Rachel Felkner, Linda Tarin and John Stanley.

**City Staff Present:** Byron Vick

**City Council Liaison:** Jack Dean

**2. Review and consideration for Approval of the May 13, 2013 Meeting Minutes:** Motion for approval of the May minutes, as amended, was made by Bill Cooper, seconded by Susan Fraser, and unanimously approved by the commissioners.

**3. Citizens to be heard:** None.

**4. Reports:**

**A. Park Rental Applications:** Bill Cooper asked why we need to focus on these. Tom Fraser, Scott Baird and Susan Fraser all wondered the same thing. Maybe this info simply needs to be available online in password protected section of city website, on a page dedicated to LVPC business?

**5. Discuss:**

**A. Flood Damage and Cleanup of Raymond Rimkus Park.** Public Works did an outstanding job cleaning up the park after all the flooding. We all commend them for their hard work. Fire Department personnel spent time at the park watching out for the safety of our citizens. More has to be done to educate people of the dangers of high water and the contamination it brings. Two teenage boys were seen swimming in the flood waters, near the bend in the creak. Do people know where their children are? Adults tried to have picnics near the flood waters. People removed barricades from the parking lot to gain entry to the park before the cleanup was finished. Young parents with small children were on the washed out playground and others were on the soccer fields.

**B. Repairs Needed to Picnic Tables and Benches Throughout the Park.** Most of our park benches and picnic tables are in need of repair or replacement. If we rebuild them, we must use a good substitute for wood if we want them to last. The City is considering providing funds to repair or replace some of these items.

Byron suggested using some hardi plank type material instead of wood for new benches and tables and for repairing old ones.

**C. Forming a Volunteer Service (Friends of the Park) similar to the one at McAllister Park.**

Scott Baird (as a Friend of McAllister Park) suggested that we discuss permitting/organizing a similar volunteer group for Raymond Rimkus Park to help with upkeep and improvement projects. He pointed out that since everyone was a volunteer, legal issues were not a concern. (i.e. On workdays, SA Runners provide food, bicycle clubs paint or do other work, etc.) Friends of McAllister Park formed after negotiations with the City of San Antonio.

Susan Fraser thought this was an idea worth exploring, especially considering that some citizens who responded to the last survey offered to help out if we needed them.

**D. Citizen Survey and Park Master Plan:** Bert Thomas provided copies of the last Park Survey, and items previous park commissioner wanted to have completed in our park. Byron Vick will provide all of us copies of the proposed 2010 Park Master Plan. With these items we work to finalize a new plan.

We discussed putting all the latest survey information online on a page on the city website dedicated to Raymond Rimkus Park, for ongoing (instant and free!) input from citizens instead of sending only certain questions out by snail mail every five years or so at great financial expense and lots of busy work for Byron Vick and staff.

We also talked about including the survey results with an updated Master Plan.

## **6. Commissioners' and Staff's Comments:**

**A. Group: Establishing guidelines for conducting Park Commission Meetings.** Scott Baird asked Councilman Dean to attend this meeting. When asked how agenda items get on city council agenda, he told us it works like this: If two or more members request an item be placed on the agenda, it must be placed on that month's agenda. Items not covered on a particular Agenda, must be continued the next scheduled meeting.

We all liked this idea and agreed we'd like to adopt it for LVPC, as well. Further discussion included us coming up with other rules and guidelines for park commission meetings since it appears that we've never had any. This lack of rules has been a source of misunderstanding and frustration resulting in little progress on any real issues.

We agreed to place this on next month's agenda. Bill Cooper made a motion and Susan Fraser seconded it.

We discussed possible new methods for recording the meeting minutes. In the absence of our secretary for the second month in a row, we agreed to try distributing the duties among all commission members in attendance at each meeting. This takes the full load off of one person who can't really participate when they are busy recording notes. And then has to compile them on their own time. (It's a big job!) Other ideas might be to make an audio recording or even ask someone else who's not on the commission to record the notes?

**Wilderness Area** - We visited this topic briefly. Councilman Dean reminded us about the currently unsettled legal status and recommended that we follow it; and we agreed that this is not an issue LVPC needs to focus on at this time.

**Board Member on Historical Society** - Scott Baird reminded us that we still have not discussed this request. Bert said that we had not received any formal request. Tom Fraser, Scott Baird and Susan Fraser all agreed that Darby Riley had indeed included the invitation/request to us verbally in his presentation at our April 2013 meeting.

Bert pointed out that one voting member from LVPC would always be outnumbered and didn't see a reason for a token member on the Historical Society board. Scott said that he's attended several of their meetings and reported that they are divided among themselves. He believes we ought to consider this request. Tom and Susan agreed.

**Miscellaneous Issues** We discussed issues that have come up in the park recently, such as whether church services or commercial activities are appropriate and should be permitted. Unanimous view was that NO, these activities do NOT belong at Raymond Rimkus Park. Byron Vick has been disallowing them so far and we agreed.

We briefly mentioned the squeaky swings on the playground. (Yes, they DO need regular oiling because they are very loud!)

We discussed the areas where sprinkler system is already in place for watering trees that are gone. We need to plant more trees in those spaces.

**B. Scott Baird:**

**C. Bill Cooper:**

**D. Susan Fraser:** I really appreciate Councilman Dean attending our meeting and thank him for his valuable input and ideas. I hope he comes to all of our meetings. We accomplished a great deal toward getting "unstuck" with his help and I believe we'll be able to move forward from now on. He cited his many years of experience on city council and his knowledge and presence really boosted morale. Best, most productive meeting in a long time!

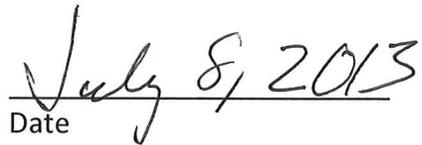
**E. Tom Fraser:**

**7. Announcements:** The next City of Leon Valley Park Commission Meeting will be held in the Leon Valley City Council Chambers, at the Leon Valley City Hall on July 8, 2013.

**8. Adjournment:** A motion to adjourn was made by Bill Cooper, seconded by Tom Fraser, and unanimously approved by the commissioners. The meeting adjourned at approximately 9:00 PM.



Bert H. Thomas, Chairman  
Leon Valley Park Commission



Date

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
JULY 8, 2013**

The Leon Valley Park Commission met on the 8<sup>th</sup> day of July, 2013 at 7 p.m. at the Leon Valley City Council Chambers, at 6400 El Verde Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

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**REGULAR MEETING OF THE LEON VALLEY PARK COMMISSION  
JULY 8, 2013, 7:00 PM**

**1. Call the Leon Valley Park Commission Meeting to Order and Determine a Quorum is Present.**

Chairman Bert Thomas called the Regular Park Commission meeting to order. Present were Chairman Bert Thomas and Members Scott Baird, Bill Cooper, Linda Tarin, Susan Fraser, and Tom Fraser. Also present was City Staff member Melinda Smith. Absent and excused was Member Benay Cacciatore. Absent and not excused were members Rachel Felkner and John Stanley. Let the record show that a quorum was present.

**2. Consider Approval of the June 11, 2013 regular meeting minutes.**

Chairman Thomas introduced City Staff member Smith and explained that Mr. Vick had stepped down as the Director of Public Works for retirement and that as Acting Director of Public Works; Ms. Smith would be the staff liaison to the Park Commission meetings for the next several months.

Commissioner Susan Fraser stated that, due to the length of the previous meeting, the minutes had been through several revisions and would be presented for approval at the next regularly scheduled meeting. She further stated that she would email a copy of the minutes to each member during the next few days and assured that City Secretary Willman also received a copy. City Staff member Smith stated that from this meeting forward, she would be happy to record the meetings and create the minutes for the Commission. A general consensus was reached to have Ms. Smith record and create the minutes at future meetings.

**3. Citizens to be Heard**

No citizens were in attendance, therefore none were heard.

**4. Reports: Activities that Impact the Park or Access to the Park**

**A. Park Rental Applications.**

City Staff member Smith noted that due to the absence of the Public Works Administrative Assistant, the information was unavailable. Chairman Thomas noted that he didn't know why they were receiving the applications. Ms. Smith offered her opinion that the Commission probably wasn't interested in reviewing each application, but would most probably like to have a monthly

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
JULY 8, 2013**

tabulation that specified what areas of the park were being used and by how many. A general consensus was reached that the Commissioners would be provided with a breakdown of park use each month instead of reviewing the applications.

**5. Discuss:**

**A. Repairs needed throughout the Park**

City Staff member Smith addressed the Commission, stating that several citizens and members of the City Council had requested that Raymond Rimkus Park receive some updating and maintenance in the form of replacing worn out barbecue pits, table tops, adding benches in strategic areas, and just generally sprucing up the amenities. She also noted that two parcels of property located next to the park were being investigated for a possible purchase. She stated that before anything could commence, pricing for replacement items and consultation with the engineering firm that would be preparing the plans and specifications for the hike and bike trail would need to occur, to assure uniformity and consistency. She noted that she had received the Commission's park improvement "wish list" and had met with Chairman Thomas and city staff at the park to assure all amenities had been considered. She stated that she would email the list to each Commissioner for their review.

**B. Rules for conducting Leon Valley Park Commission Meetings**

City Staff member Smith presented each Commissioner with a handout from the City Secretary comprised of the City Council resolution that adopted rules for conducting City Council meetings. She explained that the rules also contained the process for submitting items for placement on future agendas. Ms. Smith suggested that the Commission take the rules with them and consider adoption of some or all of the rules at the next regularly scheduled meeting.

Motion was made by Commissioner Baird to review the rules for the next month and make a decision on their revisions/adoption at the next regularly scheduled meeting. The motion was seconded by Commissioner Cooper. The motion passed unanimously.

**C. Review Last Park Survey and items needed for New Park Master Plan**

A general discussion was held by the Commissioners that included topics such as possibly receiving some monetary assistance from VIA for crosswalk improvements at Evers Road, closing the athletic fields one day per week or cordoning off certain areas to allow the fields to recover from heavy usage, creating a fitness area behind the Community Center for the Seniors and near the pool for the teenagers, remodeling the basketball court to the left of the

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
JULY 8, 2013**

tennis court to create a full court, adding a gate to the tennis courts, and whether or not the athletic field area was being watered with the recycled water line at night. Ms. Smith reiterated that she would send the "wish list" to the Commissioners by email during the week.

Commissioner Susan Fraser noted that the baseball diamond pitcher's home plate area had been damaged during the recent flooding and that a dump truck of sand was needed to repair that area for use. She explained that a group was interested in renting the baseball field, but the damage to the home plate area and the fact that one of the dugouts was positioned so that the sun intruded, was off-putting to the interested renter. Ms. Smith noted that a dump truck of sand could be brought in for repairs and that screening materials for the fence surrounding the baseball diamond would be added to the wish list.

**D. Review the proposed 2010 Park Master Plan.**

Chairman Thomas explained that a copy of the 2010 Open Space and Park Master Plan draft document had been placed at each Commissioners chair. Commissioner Baird stated that he wanted to discuss the Raymond Rimkus Park area in Zone 3 and not all the other zones in the City. City staff member Smith explained that the purpose of the Park Master Plan was to examine all areas of the city to assure that all citizens had access to a park or to make a determination that a park was not possible in a certain area, which would then impact Raymond Rimkus Park, and to also determine what improvements could be done to all parks in the city. Commissioner Baird then stated that because Zone 3 was so large he would prefer to start there.

Ms. Smith explained that each meeting could encompass one of the zones and that Zone 3 could be addressed during the next meeting. She further explained that since Zone 3 was so large, it could be broken into smaller sections, as long as the subsections were clearly delineated. The Commission decided that subsectioning Zone 3 would be appropriate. The Commissioners decided that the delineation would be as follows:

- Zone 3 A - Community and Conference centers, and Library complex
- Zone 3 B - The large pavilion and picnic areas, including playground
- Zone 3 C – Athletic fields, tennis and basketball courts, to the walking trail and large parking lot
- Zone 3 D – Quiet area, community garden and small pavilion
- Zone 3 E – Any new property
- Zone 3 F – Natural Area Park

The Commissioners discussed incorporating the Historical Society's Master Plan for the Natural Area Park into the Park and Open Space Master Plan for that area. The Commission noted that the Historical Society had done a great

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
JULY 8, 2013**

job in the planning for that area and they thought most citizens would agree with keeping the area as natural as possible, but adding handicap accessibility.

Motion was made to accept the new Zone 3 designations by Commissioner Baird. The motion was seconded by Commissioner Cooper. The motion passed unanimously in favor.

A discussion was then held regarding the other park zones of the city and what documents would be needed before a concerted evaluation was made, and to consider the creation of an additional Zone 5, to encompass the area along Hodges and Althea Drives. City Staff member Smith volunteered to provide the Commissioners with better maps of each area and a matrix that could be easily completed by each Commissioner. She further noted that each park zone could be considered at its own meeting.

Commissioner Susan Fraser addressed Ms. Smith, clarifying the request to have the baseball mound repaired as soon as possible. City Staff member Smith stated that she would report the problem to Public Works the next day for repair.

**6. Commissioners and Staff Comments**

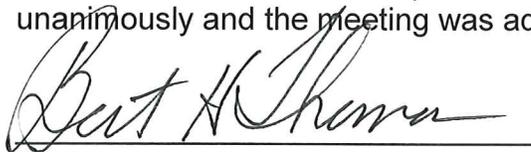
Neither the Commissioners nor the staff had any comments.

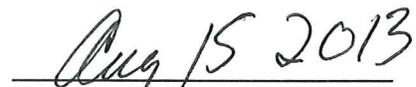
**7. Announcements**

Chairman Thomas stated that the next Park Commission meeting would be held August 12, 2013.

**8. Adjournment**

A motion to adjourn the meeting was made by Commissioner Cooper. The motion was seconded by Commissioner Tarin. The motion passed unanimously and the meeting was adjourned at 8:58 pm.

  
\_\_\_\_\_  
Chairman Bert Thomas

  
\_\_\_\_\_  
Date

Approved by the Park Commission on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
AUGUST 15, 2013**

The Leon Valley Park Commission met on the 15<sup>th</sup> day of August, 2013 at 7 p.m. at the Leon Valley City Council Chambers, at 6400 El Verde Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

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**REGULAR MEETING OF THE LEON VALLEY PARK COMMISSION  
AUGUST 15, 2013, 7:00 PM**

**1. Call the Leon Valley Park Commission Meeting to Order and Determine a Quorum is Present.**

Chairman Bert Thomas called the Regular Park Commission meeting to order. Present were Chairman Bert Thomas and Commissioners Scott Baird, Linda Tarin, Tom Fraser, and Rachel Felkner. Also present was City Staff member Melinda Smith. Absent and excused were Commissioners Benay Cacciatore, Susan Fraser, and Bill Cooper. Absent and excused was Commissioner John Stanley. Let the record show that a quorum was present.

Chairman Thomas stated that he thought the Park Commission needed a parliamentarian and that he had asked Commissioner Baird to take that position and it was accepted. A decision was made to move Item #5 on the Agenda to Item #2.

**2. Discuss:**

**A. Rules for conducting Leon Valley Park Commission meetings**

Commissioner Baird addressed the Commission, stating that he had reviewed the City Council meeting rules and he suggested the Park Commission adopt Rule Numbers 7, 8, 9, and 11, and to renumber them as Rule 1, 2, 3, and 4. He suggested that in Rule Number 7, "Public Hearing" be changed to read "Citizens to be Heard", that in Rule Number 8, the words "Councilmember" be changed to "Commissioner", that in Rule Number 9, the word "Councilmember" be changed to "Commissioner" and "Mayor" be changed to "Chairman", and that the requirement for agenda items being received by the Chair by noon be stricken from the rule, and finally that in Rule Number 11, the word "Councilmember" be changed to Commissioner". He further suggested that Robert's Rules of Conduct would govern all other matters not covered by the adopted rules. Commissioner Baird made a motion to adopt the specific rules as revised, and Commissioner Falkner seconded the motion. The motion carried unanimously.

Commissioner Baird then stated that he had emailed a copy Robert's Rules of Order Simplified version to each of the Commissioners. He further explained that the formal Roberts Rules of Order were too cumbersome and not necessary for the Park Commission purpose, but that he had a simplified version that was more suitable. He noted that the Chairman would set the agenda, but that another member of the Commission needed to concur with the subject matter listed in the agenda, and that the guiding principal was that

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
AUGUST 15, 2013**

all Commissioners had a right to know what is going on at all times during the meetings. He noted that all Commissioners had a right to uninterrupted speech and that only emergency matters should cause an interruption.

**3. Consider Approval of the June 11<sup>th</sup> and July 8th, 2013 regular meeting minutes.**

Commissioner Baird made a motion to approve the June 11, 2013 meeting minutes. The motion was seconded by Commissioner Tarin, and the motion carried unanimously. A motion was made by Commissioner Baird to approve the minutes of the July 8, 2013 meeting. The motion was seconded by Commissioner Falkner, and the motion carried unanimously.

**4. Citizens to be Heard**

No citizens were in attendance, therefore none were heard.

**5. Reports: Activities that Impact the Park or Access to the Park**

None

**B. Discuss: Pocket Parks, Adjoining Trails and Connectivity**

Chairman Thomas noted that he had put this item on the agenda as the Commissioners wanted to address this as a part of the review of each park zone. He asked what the definition of a pocket park was and what items were typical for such a park. Staff member Smith stated that she would investigate and let the Commission know at the next meeting.

Commissioner Baird stated that he thought the question should be where in each zone a pocket park could be located, but that he had some trouble getting adequate maps of the area. He noted that he didn't want to wander around the city without a map. Staff member Smith stated that she had maps of each zone prepared that indicated what was city-owned and what areas could be considered for a pocket type park.

Chairman Thomas explained that maps for insertion into the Master Plan had been included in the meeting packet.

**C. Review: Park Zones as Discussed at last Park Commission Meeting**

Commissioner Baird stated he was looking at Park Zone 2.1 and was wondering what portion was actual parkland. Smith indicated that it was the Shadow Mist parkland, donated by the developer. Chairman Thomas further explained that this property was for use by the residents of Shadow Mist and

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that it abutted San Antonio's proposed Crystal Hills Park. Staff member Smith explained that this area had been earmarked for parking for the proposed Hike & Bike Trail, but was currently being used as a staging area for street projects. Smith stated that the area would be cleaned up and that it could include a pocket park.

Commissioner Fraser asked when the Hike & Bike Trail would be constructed. Smith explained that the tentative timeline was to start construction in 2014.

Commissioner Fraser then asked for an explanation of the map legends, which Ms. Smith did.

**D. Discuss: Findings from Commissioner's Preview of Assigned Parkland Zone**

Chairman Thomas stated that he had worked up the Park Zone limitations, but that he would like to see the assisted living facility on Huebner Road in Zone 4, included in the plan and have it shown on the map.

Commissioner Fraser then asked about the property that has the two silos on Huebner Road. Chairman Thomas noted that it was located in Zone 3. Staff member Smith explained that the City had just acquired a portion of the property that did not include the silos, but that the portion they did own could be used as a pocket park in the future. She further noted that the City planned to construct a detention pond on the site for now.

Commissioner Tarin asked if the silos were to be restored. Staff member Smith again explained that the city did not own that portion of the property and that the owner had not disclosed any future plans.

Chairman Thomas stated that one of these areas near the trail had been noted by the City Council as a potential site for a future pocket park. He further noted that the existing trail needed some work to widen the area. He stated that the area, located in Zone 3, was slated for more wildflower plantings.

Commissioner Fraser asked if the only public portion was notated in green. Staff member Smith replied that other areas in Zone 3 belonged to the City, but they were not designated as parkland, such as the 60' right of way at the end of Evers Road, between the Linkwood Addition and Pavona Place subdivisions. She noted that the area was large enough to support a pocket park, as well as an improved trail. Commissioner Fraser mentioned that there were the beginnings of a trail already there.

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Chairman Thomas stated that one of the areas Commissioner Stanley had suggested, between the church and the silo property in Zone 4, would be ideal for a pocket park.

Commissioner Fraser asked if there were any other areas. Chairman Thomas stated that Commissioner Stanley had mentioned a road south of John Marshall High School that connected to Bluebird Lane and a nice wooded area on Stebbins Road if it was not privately owned. He noted that the City would be better off considering the Bluebird Lane property.

Chairman Thomas asked what the letter "A" on the map designated. Staff member Smith answered that it was John Marshall High School. Chairman Thomas noted that the City definitely needed a park by the silo property, and also in the corner property at the Huebner-Onion homestead, which is known as the triangle area.

Commissioner Baird asked about the area below El Verde and who owned that portion. Staff member Smith explained that the property was currently owned by Bexar County Flood Control and was to be a portion of the Hike & Bike Trail. Chairman Thomas explained that plans had already been made for the development of that area. Staff member Smith noted that maps of that area had been included in their packet.

Chairman Thomas noted that the area had been planned out, that it would be beautiful when completed, and that it would hopefully be connected to the proposed downtown center area.

Commissioner Fraser asked for more information regarding the downtown center area, specifically the wooded area behind Hobby Lobby and asked if that area was all privately owned. Staff member Smith stated that it was privately owned.

Commissioner Thomas asked if there was still a trailer park in that area, as well as private homes. Smith stated that there was and that there were approximately 270 homes in that area. She explained that population statistics would be included in the 2010 Park and Open Space Master Plan.

Commissioner Fraser asked if the area above the planned town center was privately owned and Smith answered that it was.

Chairman Thomas noted that there were a lot of commercial properties in that area, as well as condominiums between Poss and Grissom and then asked if a pocket park could be located in that area. Commissioner Fraser answered that the area south of Sawyer Road has some undeveloped properties.

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Chairman Thomas asked if there was any single family residential housing in that area. Commissioner Fraser stated that there was some, but most of that land seemed undeveloped.

Chairman Thomas asked if Sawyer Road led to any housing developments. Staff member Smith explained that there was some, but that the road dead ended and behind that was housing in the City of San Antonio. Chairman Thomas suggested that the Commission contact Park Commission ex-Vice Chairman Valerie Flynn to get her opinion of that area.

Chairman Thomas noted that he had reviewed Zone 2 and observed that it was very broken up. Commissioner Baird noted that he had consulted with his former son-in-law in the Fire Department who showed him where to look for possible park land. He noted that the only available land that was city owned was the Shadow Mist parkland.

Staff member Smith suggested that she look for hidden city owned property, such as alleys and easements, like the property behind The Ridge at Leon Valley, which runs along a drainage easement. She noted that any trail developed there could eventually tie into the Hike & Bike Trail at Huebner Creek.

Chairman Thomas expressed his concern that money that was given to the City in lieu of parkland by the developers of The Ridge at Leon Valley obligated the City to install some kind of park in the area. He noted that in the Zone 2, in the Seneca III subdivision, there was a five to ten foot drainage area along Pickering that could be used to develop a trail going back to The Ridge at Leon Valley. He asked if that land was privately owned. Staff member Smith answered that it was.

Commissioner Fraser noted that the large vacant tract of land along Samaritan Drive was owned by two elderly sisters who were currently residing in a nursing home and that they might be inclined to sell the land. Staff member Smith noted that at one time, a developer tried to rezone the property for single family residences, with smaller lots than were in the developed portion of that area, but that the zoning request was denied by City Council. She noted that a portion of that land would have been designated as parkland, as required by the subdivisions code. She further noted that the land to be donated would most probably have been located within the 100 year flood hazard area.

Chairman Thomas noted that he had heard that one area to west of Seneca was currently in a lawsuit with city and that it would not be a good idea to get involved with the property owners at this time.

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Staff member Smith offered to create an additional map for the Park Commission, which would show all city-owned property and could indicate potential pocket park and trail locations.

Chairman Thomas indicated his concern that once the new trail was developed, there would be lots of activity and the City should provide some connectivity between the neighborhoods and the trail, and suggested that the Commission review the area between El Verde Road and Seneca III, for potential connection off Pickering Drive. He noted the City was offered the drainage easement behind Shipley Donuts that could be used as a trail.

Chairman Thomas stated that also located in Zone 2, behind the automotive dealerships was what looked like an alley that could potentially connect the two areas. He suggested the Commission carefully review that area.

Commissioner Fraser noted that it would be great to have a potential parkland overlay map. He further noted that it would be a great tool for negotiating with property owners for future land purchases. Staff member Smith reminded the Commission that the reason the developer gave money for parks in lieu of actual parkland was because there was no suitable area for a park in that subdivision for a reasonable cost.

Chairman Thomas then stated that he had been reviewing Zone 3, and that after that review, he realized that Zone 3 was a huge area. He asked staff if the Commission should consider breaking up the zone to reflect just the park as Zone 3 and then create a Zone 5, for other areas around the park.

Staff member Smith replied that the Commission could configure the zones in any manner they thought reasonable; however, the zones were currently broken down by population needs. She noted that the Commission might want to consider configuring certain areas as depicted by the new maps, for instance area 3.1, 3.2, and so on. Commissioner Fraser agreed, noting that there are very distinct areas within Park to be studied.

**E. Discuss: Senior Fitness Center**

Chairman Thomas then stated that at one time, the Commission had permission to create an area in Zone 3 for a senior citizen's exercise area, using the areas between Community Center and library, and then also at the Conference Center, due to the numerous sidewalks, stairs and ramps. He explained that the sidewalks would make a nice walking area away from kids, joggers, bicycles, scooters, and skateboarders. He further explained that they had planned on placing an outdoor fitness equipment area behind Community Center, using bicycle type equipment, and that the Commission could review the area now as a place for seniors to walk at almost no cost. He noted that the porches and patios could be used and that new benches and drinking

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fountains could be installed on each patio, and that it would be a sort of "city center" for senior citizens.

Commissioner Fraser asked if anyone had interviewed the Seniors recently to find out what type of equipment and activities they would like to have installed.

Chairman Thomas explained that his vision was to create a sort of rehabilitation center, by using the stairs and ramps at the Conference Centers as an area for use in rehabilitation of injuries. He noted that he had tried to gain the support of the seniors several years ago, but was met with opposition from a former Commission member that was against having any exercise centers in this area, so the Commission was given permission to use an area that was farther away from the facilities than would be ideal.

Staff member Smith noted that as the subject had been brought up at the previous Park Commission meeting, she had tried to investigate the possibilities of such use, but was told that the seniors had indicated they preferred to exercise indoors in the air conditioning. She further noted that she had asked Development Director Kristie Flores for her opinion of the idea, as Mrs. Flores manages both centers, and that Mrs. Flores had some concerns with people using the stairs and ramps of the Conference Center as an exercise trail while the building was in use for conferences and seminars. Ms. Smith indicated her concern regarding the location of the dumpsters at the back of the Community Center and that it might not be conducive to using outdoor exercise equipment, because of potential odors.

Chairman Thomas stated that he would rather they use this area than the Park, as he was afraid that senior citizens using walkers at Raymond Rimkus Park would have to dodge bicyclists and joggers.

Commissioner Fraser noted that he had not seen any persons using walkers at the park, nor had he seen very many bicyclists in two or three weeks. He noted that he had seen numerous walkers and that he agreed this should be reviewed as an option. He also stated his concern with the crosswalk at Evers Road and that if the area was improved, the two areas could be linked.

Chairman Thomas noted that the Evers Road crosswalk was being impeded by overhanging trees and that the trees should be trimmed to Code to make the crossing safer.

Commissioner Fraser suggested that the Commission meet with the Seniors to get a consensus on what amenities should be provided. Chairman Thomas stated that it would not cost a lot to improve the area for the Seniors.

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Chairman Thomas then mentioned that the basketball courts should be improved to make a full court that could be converted to ½ courts. Commissioner Fraser noted that the Commission should go through the area and make a list of what should now be provided at the park.

Commissioner Baird stated that the Commission should take a closer look at creating a senior area at the Community and Conference Centers for the seniors, as it was a very nice area. He stated that his concern was whether or not the area could be protected and whether or not the senior citizens would use the area.

Chairman Thomas noted that the equipment would be similar to the equipment at the trails by the Medical Center. Commissioner Fraser asked staff if they had asked about the equipment or the general use of the area. Staff member Smith replied that Tai Chi was already being practiced at the Library porch. She suggested that the Commission present a detailed proposal with a map or brochure to each of the factions that use or control the centers. She noted she was in possession of very good site plans of that area.

Chairman Thomas noted that he thought grant possibilities for such equipment had been investigated.

**F. Discuss: What is Needed to Complete the new Park Master Plan**

Chairman Thomas asked staff what the Commission needed to do to next to complete the plan. Staff member Smith explained that the Commission really needed a new map with potential parkland and trails so that they could be incorporated in the plan. She noted that once all the changes had been made from previous Commission suggestions, the Plan could be submitted to the City Council for their approval.

**6. Commissioners and Staff Comments**

Commissioner Fraser asked staff about the proposed land acquisition near the park. Staff member Smith stated that she was in the process of negotiating a price for the 0.396 acre parcel along the curve of Huebner Creek for stormwater purposes. She showed the Commission the portion of the map where the remaining properties around the park were located and which ones would be adjacent to Raymond Rimkus Park. Commissioner Fraser noted that it would be nice to acquire all the remaining properties to incorporate into the park.

Chairman Thomas explained that the walking path could start at the quiet area in Raymond Rimkus Park and then be developed to end at the Little League field, if the City owned all those properties.

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Commissioner Fraser asked if staff knew the layout of the proposed Hike & Bike Trail. Staff member Smith explained that the design engineer for the project had just been selected and that once a contract had been signed, they would be working on the design and layout of the trail. She noted that a conceptual layout had been developed, but the final design would depend upon the topography of the area, citizen input, and Council approval.

Commissioner Fraser stated that he had concerns with bicyclists using the same trail as walkers or joggers and requested that the existing trail in Raymond Rimkus Park not be incorporated into the proposed Hike & Bike Trail. Commissioner Baird noted that he had been walking on the trail by O.P. Schnabel Park and that he had not been bothered by the bicyclists. Commissioner Fraser expressed his concern with that situation. Staff member Smith explained that any trail to be developed would be ADA accessible, which would require that the trail be at least ten (10') feet wide, accommodating both.

Chairman Thomas expressed his concerns with the materials used for surfacing the proposed trail, wanting better access for senior citizens to visit the Huebner gravesite located in the Huebner-Onion Natural Area Park and to get to the rest of the path. Staff member Smith explained that, because the trail would be located in the flood hazard area, the trail surface must be able to withstand flooding, which would result in a more permanent surface being used.

Commissioner Baird expressed his thanks to the Chairman and to staff for explaining the overall Parks and Open Space Master Plan and providing updated maps.

Commissioner Tarin asked if the two properties by Redbird Lane were privately owned. Staff answered that they were. Mrs. Tarin then asked if it was against the code to drive or walk past the barricades during a flood. Staff recommended that she speak with the Chief of Police to get an answer to her question. Mrs. Tarin commented that there were numerous deer in the Monte Robles Park area. Mrs. Tarin stated that with so many activities at the park, she wished the Park Commission could sell water at the park. Staff answered that she would have to investigate the park rules for an answer.

Chairman Thomas stated that the City had the Park Bucks program, which was advertised with the water bills, but that revenue from that program was very slim. He also commented that a pocket park around the Little League field and possibly a bigger pavilion in that area would be great.

Staff member Smith told the Commission that she would be ordering some name plates for future meetings.

Chairman Thomas noted that two members of the Tree Advisory Board should be from the Park Commission and that he thought that rule was in their by-laws. Staff member Smith informed the Commission that the Tree Advisory Board had requested to hold joint meetings with the Park Commission bi-annually.

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Chairman Thomas stated that he would like to get Commissioner Tarin to work with them as she has a background in gardening, as she was the head of the Garden Club in Forest Oaks.

Staff member Smith indicated that there were several improvements that could be accomplished at the park now, such as replacing table tops and barbecue pits, and repairing surfaces that have cracks.

Commissioner Fraser stated that the basketball goals closest to the tennis court had defective rims that could be easily fixed.

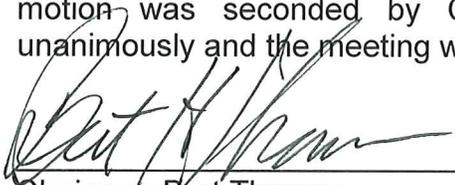
Chairman Thomas mentioned that he would like to see a skateboard park next to the pool area, but that he thought the City would have to increase insurance for that type of facility. Commissioner Fraser noted that there were all sorts of skateboard parks around San Antonio and that Leon Valley could investigate the possibility.

**7. Announcements**

Chairman Thomas stated that the next Park Commission meeting would be held September 9, 2013, at Leon Valley City Hall, instead of Raymond Rimkus Park.

**8. Adjournment**

A motion to adjourn the meeting was made by Commissioner Baird. The motion was seconded by Commissioner Fraser. The motion passed unanimously and the meeting was adjourned at 8:58 pm.

  
\_\_\_\_\_  
Chairman Bert Thomas

  
\_\_\_\_\_  
Date

**Approved by the Park Commission on the 9th day of September, 2013.**

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
SEPTEMBER 9, 2013**

The Leon Valley Park Commission met on the 9<sup>th</sup> day of September, 2013 at 7 p.m. at the Leon Valley City Council Chambers, at 6400 El Verde Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

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**REGULAR MEETING OF THE LEON VALLEY PARK COMMISSION  
SEPTEMBER 9, 2013, 7:00 PM**

**1. Call the Leon Valley Park Commission Meeting to Order and Determine a Quorum is Present.**

Chairman Bert Thomas called the regular Park Commission meeting to order. Present were Chairman Bert Thomas and Commissioners Benay Cacciatore, Scott Baird, Tom Fraser, Susan Fraser, John Stanley, and Bill Cooper. Absent and excused were Commissioners Linda Tarin and Rachel Felkner. Also present were City Council Liaison Jack Dean, City Staff Member Marisa Flores, and Leon Valley resident Al Uvietta. Let the record show that a quorum was present.

**2. Consider Approval of the August 15, 2013 regular meeting minutes.**

Chairman Thomas stated that he had a few corrections to the minutes. He asked that the word "detention" on Page 3, Part D, second paragraph, last sentence, be changed to read "retention", and on Page 4, to note that the church being referred to on Evers Road, known as St. John's Baptist, is in Park Zone 4, with the 60' right of way that leads to the Linkwood Addition subdivision. He stated that the other church is on Huebner Road and is the Mormon Church, which is located in Park Zone 3. He further noted that the property with the two silos is also in Park Zone 3.

Commissioner Baird made a motion to approve the August 15<sup>th</sup>, 2013 meeting minutes as corrected. The motion was seconded by Commissioner Cacciatore, and the motion carried unanimously.

Chairman Thomas addressed the Commission, stating that Commissioner Tarin was absent and that Park Commission Secretary Rachel Felkner had resigned from the Park Commission, due to time constraints.

**3. Citizens to be Heard**

Chairman Thomas asked if anyone in the audience wished to speak to the Commission. City Council member Dean noted that he did not. Leon Valley resident Al Uvietta addressed the Commission, stating that he was pleased to hear the Commission was working on the 2010 Parks and Open Space Master Plan and that, in order to maximize the City's chances of obtaining a grant from the Texas Parks and Wildlife, a current Park Master Plan was essential. He noted that he had brought his records of the previous Park Master Plan and that would be happy to get each Commissioner a copy on CD. He then reminded the

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Commission that the park could not be restricted to Leon Valley citizens as portions of it were built with federal funds.

Mr. Uvietta then stated that he had heard the Commission was considering a recommendation for the development of a trail along the western bank of Huebner Creek on Evers Road. He explained that it had been a Park Commission recommendation in the past, but that it could not be developed in that manner as it contained easements for SAWS, the City of Leon Valley, and City Public Service. He then reiterated that he was pleased to see the Commission was moving ahead. He also noted that he was anxious to see the proposed Hike & Bike Trail developed.

**4. Reports: Activities that Impact the Park or Access to the Park.**

There being no reports on activities, no discussion was held.

**5. Discuss:**

**A. Rules for Conducting Leon Valley Park Meetings**

Commissioner Baird explained that the new rules were taken from City Council meeting rules and that the reason for using Robert's Rules of Order was to assure that everyone was given an equal chance to speak at the meetings. He further explained that the Commissioners now had a method for speaking up and correctly interrupting an agenda item. He also explained how to appeal a motion and how to get an agenda item clarified.

**B. Discuss: Pocket Parks, Adjoining Trails & Connectivity**

Chairman Thomas noted that the Commission had been talking about incorporating pocket parks and connectivity in all zones, but especially in Zones 1, 2, and 4, where there was limited connectivity. He reminded the Commission that they had asked for a definition of pocket parks at their last meeting and that Staff member Melinda Smith had provided one. He then read the definition to the Commission as follows:

*"A pocket park (also known as a parkette, mini-park, vest-pocket park or vesty park) is a small park accessible to the general public. Pocket parks are frequently created on a single vacant building lot or on small, irregular pieces of land. They also may be created as a component of the public space requirement of large building projects.*

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*Pocket parks can be urban, suburban or rural, and can be on public or private land. Although they are too small for physical activities, pocket parks provide greenery, a place to sit outdoors, and sometimes a children's playground. They may be created around a monument, historic marker or art project.*

*In highly urbanized areas, particularly downtowns where land is very expensive, pocket parks are the only option for creating new public spaces without large-scale redevelopment. In inner-city areas, pocket parks are often part of urban regeneration plans and provide areas where wildlife such as birds can establish a foothold. Unlike larger parks, pocket parks are sometimes designed to be fenced and locked when not in use."*

Commissioner Cooper gave his opinion that, at a minimum, a pocket park should be mowed, have a trash can and a picnic table or bench. He stated that the Commission should have Public Works create a list of what areas were currently designated as pocket parks. He explained that in order to better monitor where these parks were being located, they needed to have more control over their placement. He noted that he knew of two; one being just outside of the Public Works facility, and another being located just outside the Huebner-Onion residence on Bandera Road, known as the Triangle area. He explained that the Triangle area was currently limited as there was no place to park and that traffic on Bandera Road would hinder the proposed development of a parking lot at that site.

Commissioner Susan Fraser gave her opinion, stating that considerations for creating a pocket park might include the installation of mulch instead of grass, due to watering restrictions and the availability of Public Works employee's time, and that it should include placement of benches or tables.

Commissioner Baird stated that he thought having a definition of a pocket park and amenities should be included in the Park Master Plan for future reference.

Commissioner Baird explained that because of the previous direction to Staff to provide a definition of a pocket park, the definition was automatically approved. He stated that what the Commission did with the definition was still to be determined. He then told the Commission that he had been researching pocket parks in San Antonio and other small local cities and that he had observed the small parks near hotels in the downtown area of San Antonio being well used. He noted that the Triangle Park's proximity to InTown Suites

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hotel would encourage the patrons of the hotel to use that park, especially if playground equipment was installed at the site. He noted that the site was kept mowed.

Chairman Thomas stated that he thought the Commission should now review each of the Park Zones, and then requested the Commissioners recommendations for the Shadow Mist subdivision. He noted that at present, the parkland was in poor condition due to asphalt and other materials being stored on the site. He explained that the City would be clearing the area and that once cleared, he thought a playground should be installed temporarily at the site, until the Crystal Hills Park was constructed. He further stated the Developer of this Subdivision donated the land for use as Parkland.

Commissioner Stanley stated that the area behind St. John's Baptist Church's parking lot could be designated as a pocket park in Zone 4, but that it should be left in a natural condition, with brush being cleared, and connectivity developed for the area. Commissioner Stanley noted that benches and a trash can would be welcomed in the Linkwood area; however, by the time a person was in that area, they were already close to Raymond Rimkus Park

Commissioner Baird commented that once the 2010 Park Master Plan was in place, the Park Commission could apply for one single grant to develop pocket parks in each of the Zones, assuring a much better chance of being awarded a grant by combining them in the request.

Chairman Thomas asked Commissioner Baird what amenities and/or equipment he envisioned being placed in the proposed pocket park at Shadow Mist. Commissioner Baird noted that trees were already in place, but benches and a trashcan would be nice. Chairman Thomas noted that the children of Shadow Mist should be provided a playground area.

Chairman Thomas then addressed The Ridge and Seneca III areas. City Councilmember Jack Dean noted that there is a proposed trail that runs from behind the automotive dealership on Bandera Road to the Seneca III subdivision, which could eventually connect with Leon Valley Ranches. He further noted that the owner of a big portion of that area was currently involved in litigation with the City, but that there had been talk of granting the City an easement for a trail. Chairman Thomas noted that he would like to see a pocket park at The Ridge, as the developer had donated money in lieu of parkland. Councilmember Jack Dean explained that the reason the

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developer had supplied the funds was that there was no undeveloped land in that development. Chairman Thomas commented that the Park Commission would have to perform a review of the area to see what could be done.

Chairman Thomas noted that the Commission had all the information they needed on most of the proposed pocket parks, including The Ridge and Shadow Mist, and reiterated the recommendation of playground equipment in the Shadow Mist parkland. He stated that in Zone 4, a pocket park with benches, a trash can, and shrubbery would be appropriate. Commissioner Cooper noted that it didn't need a picnic table as it was too close to Raymond Rimkus Park. He noted that the Church might want to have an Easter egg hunt and a plain grassy area would be more appropriate for that activity. He recommended placement of a trash barrel.

**C. Discuss: Commissioner's Requests for Items Needed in Assigned Parkland Zone**

Chairman Thomas noted that if shrubs were placed around benches, they would need to be maintained. He stated that the benches with shrubs at the park were overgrown and needed maintenance. He stated that he'd had a chance to look at each of the Commissioner's Park Zones and that he had made up a matrix of each area for the Commission to review and that they should indicate what they would like placed in each area.

Commissioner Cooper asked in what Park Zone the HEB Grocery store was located. Chairman Thomas stated that it was in Zone 2. Commissioner Cooper asked about the vacant land in that area. Chairman Thomas noted that most of the area was in a floodway. Commissioner Cooper specified that he was talking about the creek in front of the HEB parking lot. Chairman Thomas reiterated it being a floodway. He further explained that the neighborhood area in that Zone was closer to the corner of Bandera and Evers.

Resident Al Uvietta stated The Ridge and Seneca III connected to the Bexar County Flood Control project in Huebner Creek and that they could define an access as a part of their flood control project, and that the County would pay for those improvements. Commissioner Tom Fraser asked if this area would be a part of the Hike & Bike Trail. Mr. Uvietta urged the Park Commission to be involved in the development of the area.

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Chairman Thomas asked if there were any other recommendations for Zone 2. Commissioner Baird said that a six acre undeveloped tract was located across from Pat Neff Middle School on Evers Road that would be ideal for a park, but that it might be privately owned. Mr. Uvietta explained that a dumping area was located on that tract.

Chairman Thomas asked the Commission if there were any other recommendations for Zone 3. Commissioner Tom Fraser stated he would like to reiterate his desire that the crosswalk on Evers Road be improved as quickly as possible. He stated that he had seen a woman with a stroller almost being injured by cross traffic at that spot. Chairman Thomas concurred. Commissioner Tom Fraser noted that he would like to see an electronic crosswalk device installed.

City Councilmember Jack Dean explained that the City Manager was investigating methods for improvement of that crosswalk. Chairman Thomas stated that VIA should be involved in correcting the problem, as their bus station was located at that point. Councilmember Dean again stated that the City Manager was investigating solutions for this problem. Chairman Thomas commented that the tree limbs needed to be cut back in order for vehicular traffic to see the crosswalk signs. He also stated that he would like to see a wider sidewalk at that location.

Commissioner Cooper stated that he would like to see an engineer's report on the easement that went through the area. He noted that every time there is a flood, all the vegetation was stripped and that there might be some type of vegetation that could withstand such flooding.

Chairman Thomas then moved on, stating that last year, the Public Works department removed a loading zone from the small parking area along Poss Road to incorporate compact car parking. He explained that this had created a problem with persons trying to unload their vehicles at the Park entrance. He stated that the compact car parking area should be removed and the loading zone reinstalled.

Commissioner Stanley stated that he would like to see the "No Parking" area just to the west of that location turned into a loading zone. Chairman Thomas advised that it is not close enough to the creek crossover into the Park at that area, and that the better solution would be to return the parking lot back to its original intent and purpose.

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Chairman Thomas then asked if there were any other improvements needed in Zone 3. He stated that recommendations should include sun covers at the playground area, trails through Raymond Rimkus Park resurfaced, the Commission should recommend construction of pocket parks at the area of the two silos, and that the trail should be continued from that area to Forest Ridge at the city limits. Commissioner Cooper agreed.

Mr. Uvietta concurred, stating that he had included that recommendation in a request for a grant, but the property had drainage issues, as well as an incline. He explained that a 12:1 grade for ADA accessibility would be required. He stated he had been told it could not be done, but he didn't necessarily agree with that opinion. Commissioner Cooper commented the recommendation had been in a previous proposal, but that he was unable to locate that proposal.

Chairman Thomas concluded the discussion by listing recommendations such as the construction of a pocket park by the Little League field on Poss Road, along with continuation of the trails in that area. An inventory, along with maintenance, repair, and replacement of equipment and facilities, should be conducted at Raymond Rimkus Park, annually. Commissioner Tom Fraser added that he would like to see more permanent improvements to be installed.

Councilmember Dean mentioned that \$100,000 had been allocated in the next year's budget for repairs to park. He recommended staggering the Commission's recommendations by priority. He stated that the Council had agreed the park needed a facelift.

Commissioner Susan Fraser told the Commission she had been at the park the previous evening and had noticed a small child playing basketball. She said that she asked the child if a lower basketball hoop would be of any help to him and the child said that it would. She recommended the installation of child sized basketball hoops or the creation of a specific area for child sized basketball facilities. The Commission agreed, stating that a child sized basketball court would discourage older children from playing with them, and that they could be installed near the playground area, along the back fence.

Commissioner Baird stated that he just realized that on page 10, second paragraph, of the approved previous meeting minutes, Staff member Smith

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
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had told the Commission that there were several improvements that could be accomplished immediately. He stated that he thought they were in the process of replacing several items at that time, but that he must have misunderstood.

Councilmember Dean stated that, while money had been budgeted for the park improvements, the budget was still in the process of being approved.

Chairman Thomas noted that he would like to use some of that money to acquire more property around the park. Councilmember Dean noted that the prices of land adjacent to the park were exorbitant and that the City had been unable to afford a purchase. He noted that they had been able to purchase the property next to the curve of the creek on Huebner, but it was expensive at the \$20,000 purchase price. He explained the City could not justify spending large amounts of money on land located within a floodway.

Mr. Uvietta noted that at one time, the land was being offered at \$14,000, but that the property owner had inflated the price to \$128,000, after learning of plans to place Public Works buildings at the site. He stated that he told the person that the City could not afford that amount. He then stated that the City had inadvertently fueled property owner expectations of huge profits.

**D. Discuss: Items needing to be changed in the proposed 2010 Park Master Plan we received at our last Park Commission Meeting.**

Chairman Thomas stated that he meant to address the basketball courts at the park and the need to increase their size to full court. He also stated that the courts needed to be resurfaced.

Commissioner Susan Fraser indicated that she wanted the installation of child size courts recommended in the 2010 Park Master Plan.

Chairman Thomas stated that signage along Poss Road at the entrance to the Park also needed to be recommended in the Park Master Plan, as well as a wildlife viewing area, although the previous plan had stated that the platform was to be located in the Natural Area and that was not the proposed location. Mr. Uvietta stated that the platform was recommended to be located in the Park, looking into the Natural Area, and that it was to be ADA compliant.

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
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Chairman Thomas noted the change, and that the Park Plan stated that Shadow Mist was in Zone 1, but was really located in Zone 2, and that the Shadow Mist developer's giving money in lieu of park land was in listed in each of the matrix areas and that might confuse people.

He reminded the Commission that another recommendation from the public was to plant more trees and plants throughout the City. He commented that one of the groups planted wildflowers along the drainage area between Evers Road and Public Works, and that Public Works employees had mowed them down. He mentioned that maybe the two groups could come to a consensus as to when the area should be mowed to prevent this from occurring in the future. Councilmember Dean stated that maybe the plantings were not well thought out. Chairman Thomas responded by saying that the group consisted of Master Gardeners. Councilmember Dean noted that Master Gardeners had planted in the park garden and that the plantings were not acceptable looking. He further noted that some areas were kept mowed for aesthetics and to prevent fires.

Chairman Thomas reiterated the recommendation to plant trees and shrubs around benches and water fountains, crepe myrtles around the ball diamond, and build an ADA accessible path around Raymond Rimkus Park. He further recommended building natural crossovers in the Natural Area, where the drainage channels crossed the trail. He then went on to the Zone 4 recommendation for connectivity in that area. He then asked the Commission if they had any other recommendations to add to the proposed Plan.

Commissioner Cooper stated he had a general comment regarding the trash cans at the Park and the fact that some were missing. He asked if anyone knew where they were, or if they were being stolen. Commissioner Fraser stated that he had been told some were washed away during the recent flooding. Commissioner Stanley said that he walked through the Park each day and that cans he had thrown trash in the previous day came up missing when he went back, and then asked why anyone would steal a trash can. Commissioner Fraser commented that they should have been chained down. Commissioner Baird agreed.

Commissioner Susan Fraser stated that, while on the subject of trash, the Commission should officially commend a Leon Valley couple who make a point to walk the park each day to pick up trash, as they were performing a valued service to their community. She noted that she couldn't remember

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
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their last name, but Commissioner Tom Fraser had their business card. (Harry and Leslie Hendricks, 6516 Adair Drive)

Chairman Thomas stated that the Commission had now reviewed all items in the proposed 2010 Park Master Plan. Commissioner Tom Fraser stated that he thought the Commission should now prioritize each item in order of importance and cost, so when the proposed Plan is submitted to City Council, they would know what items were most important to the Park Commission. Councilmember Dean concurred with the recommendation. Commissioner Tom Fraser noted that costs would probably be of most importance to the Council and Chairman Thomas agreed. Commissioner Tom Fraser suggested that the Commission set priorities at their next regularly scheduled meeting.

Commissioner Baird stated that he had been trying to locate the Master Plan recommendations he had received from Chairman Thomas, entitled "Corrections & Additions to 2010 Master Plan". Chairman Thomas added that he had created the document in an attempt to get the corrections into the first draft of the City's revised 2010 Park Master Plan, and that he inserted those items in his latest draft.

Commissioner Baird stated that he would have liked to have made a motion to adopt the revised Plan, prioritize the recommendations, and apply for a grant to fund the recommendations; however, he thought that not all members had had the opportunity to read the entire document thoroughly, and therefore would not make that motion. He stated that instead, he would make a motion that the Commission accept the corrections to the Plan from the document titled "Corrections and Additions to the 2010 Park Master Plan" as written by Chairman Bert Thomas, and accept the Master Plan at the next meeting. Commissioner Stanley seconded the motion. Chairman Thomas asked if there was any discussion. Commissioner Stanley asked for confirmation of the intent of the motion.

Commissioner Cooper noted that the corrections had already been incorporated by virtue of the motion. Chairman Thomas noted that the previous changes had created a draft document and that the new changes were recommendations for all areas, including individual Park Zones. Commissioner Baird noted that he was speaking against the motion. He then changed his motion to accept the 2010 Park and Open Space Master Plan, with the Corrections and Additions as written by Chairman Thomas. The

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
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motion was seconded by Commissioner Stanley. The motion passed unanimously.

Chairman Thomas recognized Mr. Uvietta from the audience. Mr. Uvietta stated that he had one recommendation in the area of prioritization, and that was to not list the priorities in the 2010 Parks and Open Space Master Plan, but rather state them in future grant proposals to Texas Parks and Wildlife, as grants requests were required to meet specific guidelines and the importance of each priority may change. He suggested that the Commission make a list rating each item's importance and then include that in any future proposals as state funding becomes available.

**6. Commissioner's and Staff Comments**

Chairman Thomas asked if anyone else had any comments. Councilmember Jack Dean reported that the proposed fire break in the Huebner-Onion Natural Area Park had been completed by the Leon Valley Fire Department. He explained that the Texas Forestry Service had assisted them with the work and that the National Forestry Service was sending a representative to review the area and possibly suggest using the Leon Valley fire break as a model for other urban areas, and that the new Fire Chief might be presented an award for his work. He urged the Commission to go take a look at the area. He commented that the area looked great and that it was not as big of a disturbance to the Natural Area Park as had been feared, and it provided the protection of the public's safety by inhibiting fires along the rear fences that abut the Natural Area Park.

Commissioner Baird asked what arrangements had been made to keep the area cleared. Councilmember Dean answered the City would work with the Historical Society to keep the area cleared, and would also work with them on the proposed pocket park, explaining that the City Council had allocated a large amount of money to develop the Triangle area pocket park, and that although the Historical Society still wanted to make that a parking lot, he didn't think it was a viable project according to TXDOT. He noted that he was a strong proponent of assuring the proposed Hike & Bike Trail was ADA compliant, but complimentary to the Natural Area. He reiterated that he wanted everyone to enjoy that area.

A general discussion was held regarding the proposed Hike & Bike Trail and the alignment of that trail through the Natural Area.

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
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**7. Announcements**

None were made.

**8. Adjournment**

Chairman Thomas thanked the guests in the audience for their participation and then asked for a motion to adjourn. Commissioner Stanley motioned to adjourn, and the motion was seconded by Commissioner Susan Fraser. The motion carried unanimously. The meeting was adjourned at 8:35 pm.



Chairman Bert Thomas

10-15-13

Date

**Approved by the Park Commission on the 14th day of October, 2013.**

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
OCTOBER 15, 2013**

The Leon Valley Park Commission met on the 15<sup>th</sup> day of October, 2013 at 7 p.m. at the Leon Valley City Council Chambers, at 6400 El Verde Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

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**REGULAR MEETING OF THE LEON VALLEY PARK COMMISSION  
October 15, 2013, 7:00 PM**

**1. Call the Leon Valley Park Commission Meeting to Order and Determine a Quorum is Present.**

Chairman Bert Thomas called the regular Park Commission meeting to order. Present were Chairman Bert Thomas and Commissioners Bill Cooper, Scott Baird, John Stanley, and Linda Tarin. Absent and excused were Commissioners Benay Cacciatore, Tom and Susan Fraser. Also present were City Council Liaison Jack Dean, City Staff Member Melinda Smith and David Dimaline, and Leon Valley resident Al Uvietta. Let the record show that a quorum was present. The Chairman introduced David Dimaline as the new Assistant Public Works Director and resident Monica Alcocer as a potential new member to the Park Commission.

**2. Consider Approval of the September 9, 2013 regular meeting minutes.**

Commissioner Cooper made a motion to approve the August 15<sup>th</sup>, 2013 meeting minutes. The motion was seconded by Commissioner Tarin, and the motion carried unanimously.

**3. Citizens to be Heard**

Leon Valley resident Al Uvietta addressed the Commission, stating that he just wanted to commend the Park Commissioners for moving forward with the 2010 Parks and Open Space Master Plan and that, in order to maximize the City's chances of obtaining a grant from the Texas Parks and Wildlife, a current Park Master Plan was essential.

Mr. Uvietta then stated that a citizen had commented to him that the walking trail from Forest Pine to Forest Meadow was deteriorating and needed repair. He noted that it had been developed with a grant and that the City had put in a 20% match and therefore needed to assure the trail was kept in useable order.

Chairman Thomas noted the Commissioner Baird had volunteered to work on future grants and that he hoped Mr. Uvietta would work on them with Mr. Baird.

**4. Reports: Activities that Impact the Park or Access to the Park.**

There being no reports on activities, no discussion was held.

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
OCTOBER 15, 2013**

**5. Discuss:**

**A. Changing Park Commission Meetings to the second Tuesday of each month.**

Chairman Thomas stated that only one member of the Commission had mentioned that they were unable to attend meetings on the second Tuesday of each month and that no other exceptions had been returned. He stated that he would accept a motion to change the Park Commission's meeting dates. Commissioner Cooper made a motion to change the Park Commission meeting date to the second Tuesday of each month, so as not to conflict with City Council dates. Commissioner Baird seconded the motion and the motion passed unanimously.

**B. Setting priorities for the new Master Plan Recommendations.**

Chairman Thomas stated that the only item left for consideration in the Master Plan were the actual goals. He stated that the first goal should be safety of the users; the second to provide recreational fitness activities for all people regardless of age and physical condition; the third to be to expand the trails system and connectivity, especially in Park Zone Areas 1 and 2; the fourth would be to strive to beautify parks and parkland; the fifth would be to strive to improve park facilities by repairing and improving equipment and removing dead trees, tree limbs and stumps; and finally to pursue additional land.

Council liaison Dean asked if the Commission had had any input in the Hike & Bike Trail design process and that he felt strongly that they should. Chairman Thomas noted that they had not. Staff member Smith answered stating that the consultant for the project had just recently been contracted and that a design had not yet been presented to anyone. She further noted that a plan was forthcoming and that the Park Commission would be introduced to the consultant at their next meeting. Council Liaison Dean reiterated the need for the Park Commission to be involved in the discussions regarding the Hike & Bike Trail, as it would eventually become a part of the City's park system. Commissioner Baird noted that it had been put into the new Park Master Plan goals.

Commissioner Baird made a motion to accept the goals as written by Chairman Thomas and Commissioner Cooper seconded the motion. The motion passed unanimously in favor.

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
OCTOBER 15, 2013**

Staff member Smith informed the Commission that pedestrian bollards had been ordered for the crosswalk on Evers Road and that they should be installed shortly. Chairman Thomas indicated his desire to leave the recommendations regarding the safety of that area in the Master Plan, so that the situation could be monitored.

**C. Set date for work session in the Park.**

The Commissioners decided to postpone this item to the next regular meeting date.

**D. Make tour of the Park area.**

Chairman Thomas noted that, due to the change in Council and Commission meeting dates, they would have to set a later date for the tour of the park and that it could be done in conjunction with the throwing of wildflower seeds. He noted that the Commissioners could set the date at their next meeting.

**6. Commissioner's and Staff Comments**

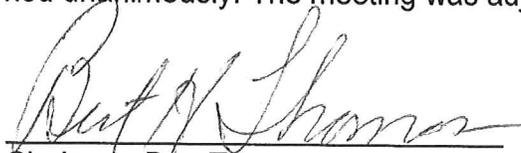
None were made.

**7. Announcements**

None were made.

**8. Adjournment**

Chairman Thomas asked for a motion to adjourn. Commissioner Baird motioned to adjourn, and the motion was seconded by Commissioner Stanley. The motion carried unanimously. The meeting was adjourned at 7:45 pm.

  
Chairman Bert Thomas

  
Date

**Approved by the Park Commission on the 12<sup>th</sup> day of November, 2013.**

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
NOVEMBER 12, 2013**

The Leon Valley Park Commission met on the 12<sup>th</sup> day of November, 2013 at 7 p.m. at the Leon Valley City Council Chambers, at 6400 El Verde Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

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**REGULAR MEETING OF THE LEON VALLEY PARK COMMISSION  
November 12, 2013, 7:00 PM**

**1. Call the Leon Valley Park Commission Meeting to Order and Determine a Quorum is Present.**

Chairman Bert Thomas called the regular Park Commission meeting to order. Present were Commissioners Bill Cooper, Scott Baird, John Stanley, and Benay Cacciatore. Absent and excused was Commissioners Linda Tarin and Tom Fraser. Also present was City Staff Member Melinda Smith, resident Monica Alcocer, and guest Mr. Jess Swaim, P.E. of IDS Engineering Group. Let the record show that a quorum was present.

**2. Consider Approval of the October 15, 2013 regular meeting minutes.**

Commissioner Baird requested that the word "table" be changed to "postponed", and Commissioner Cacciatore made a motion to approve the minutes as amended. Commissioner Baird requested that the minutes be shortened in the future and explained the reasoning behind the request. The motion carried unanimously.

**3. Citizens to be Heard**

There no citizens to be heard

**4. Reports: Activities that Impact the Park or Access to the Park.**

- a. Guest: Mr. Swaim with the IDS Engineering Group contracted with the City of Leon Valley for the Hike & Bike Trail and to scope the work to rehabilitate Raymond Rimkus Park.**

Mr. Swaim introduced himself to the Commission and briefly discussed his company, the proposed timeline for the design of the proposed Hike & Bike Trail, and options for placement of the trail through the natural area. He stated that a tentative plan would be ready for a public meeting the next month.

**5. Discuss:**

- a. Review the current Park Rules.**

Chairman Thomas noted that he had added a prohibition of after-hours lighting to the rules.

**LEON VALLEY PARK COMMISSION MEETING MINUTES  
NOVEMBER 12, 2013**

**b. Grant Programs. Items we want to consider for grants. Volunteer to work with Scott Baird in writing Grants.**

Commissioner Baird discussed grant application deadlines and resident Monica Alcocer volunteered to work on grant applications with the Commission.

**c. Set date for work session in the Park.**

Chairman Thomas noted that the work date is scheduled for 10 am Saturday, November 16<sup>th</sup>. Leon Valley residents, Dr. Wassel and Mrs. Phyllis Beal, have donated wildflower seeds for this project. They have done this for the past 5 years, and because of this, Chairman Thomas stated he would like the City to send them a thank you letter in appreciation.

**6. Commissioners' and Staff's Comments:**

A general discussion was held regarding placement of a loading and unloading area at the park.

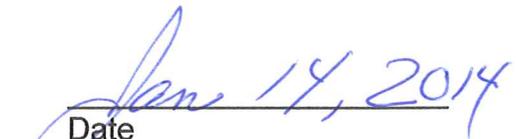
**7. Announcements:**

The next City of Leon Valley Park Commission Meeting will be in the City Council Chambers, at the Leon Valley City Hall on Tuesday, December 3, 2013.

**8. Adjournment**

Commissioner Stanley motioned to adjourn, and the motion was seconded by Commissioner Cooper. The motion carried unanimously. The meeting was adjourned at 7:48 pm.

  
\_\_\_\_\_  
Chairman Bert Thomas

  
\_\_\_\_\_  
Date

**Approved by the Park Commission on the 14th day of January, 2014.**

**PARK COMMISSION MEETING OF THE CITY OF LEON VALLEY, TEXAS  
APRIL 14, 2015**

The Park Commission of the City of Leon Valley, Texas met on the 14<sup>th</sup> day of April, 2015 at 7 p.m. at Leon Valley City Hall, at 6400 El Verde Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

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**REGULAR MEETING OF THE CITY OF LEON VALLEY PARK COMMISSION, 7 P.M.**

**1. Call the City of Leon Valley Regular Park Commission Meeting to Order and Determine a Quorum is Present.** Chairman Bert Thomas called the Regular Park Commission Meeting to order at 7 p.m., with the following Park Commissioners in attendance: Commissioners Roger Christensen, John Stanley, Monica Alcocer, Linda Tarin, Dorothy Humphrey, and Jackie Walton. Absent and excused were Commissioners Benay Cacciatore and Carolyn Gabriel. Also present was City Staff member Melinda Moritz.

**2. Review and Approval of the March 2, 2015 Regular Park Commission Meeting Minutes.**

Commissioner made a motion to approve the minutes from the March 2, 2015 Regular Park Commission meeting. The motion was seconded by Commissioner Christensen. The minutes were approved unanimously.

**3. Discussion and Recommendation: City Council Approved Silo Park Amenities**

Staff Member Moritz informed the Commission of the City Council's decision to authorize the Public Works Department to start construction at the Silo Park, to include the walking trail and any other amenities as listed on the Park Commissions' recommendations, up to \$20,000. She also explained that to date, the property had been staked and a trail alignment been identified, and that the first step would be to remove all dead and dying trees and underbrush. She noted that all work at the site would stop when City Administration is moved to the temporary lease space, as it would take all Public Works employees to accomplish the move, store unnecessary items, and salvage items from City Hall.

**5. Reports: Activities that impact the Park or Access to the Park:**

**A. Melinda Moritz: Update on Community Garden.**

**B. Melinda Moritz: Update on Park Rehabilitation.**

**C. Melinda Moritz: Update on the status of the Hike and Bike Trail.**

**D. Trail Marker Proposal**

Staff member Moritz gave brief reports on all the activities. Citizen Francisco Villafranco gave a presentation on proposed trail markers to replace the existing trail markers in Raymond Rimkus Park. He presented three options, being a post type, a medallion in-pavement type, and a painted marker on the surface of the pavement. Chairman Thomas thanked him for his presentation. After general

**PARK COMMISSION MEETING OF THE CITY OF LEON VALLEY, TEXAS  
APRIL 14, 2015**

discussion, Commissioner Alcocer stated her preference of a painted trail marker, to allow for future changes.

**6. Commissioner's and Staff's comments:**

Chairman Thomas stated that he would like the Tree Advisory Board to meet, possibly at a joint meeting, to discuss the state of the trees in the park. Commissioner Alcocer mentioned that the TAB had spoken at the City Council meeting and that they were looking for places to plant trees in order to meet their goal of 10,000 trees planted by 2020. Chairman Thomas noted that the Park Master Plan recommended the planting of trees at the park, to include Crepe Myrtle trees around the softball field. He noted that the Park Commission typically holds a work day every spring and fall. He indicated his desire to hold the next Park Commission meeting at the park and work on the planting area near baseball field.

Commissioner Christensen requested the baseball field drainage be studied, as water was backing up onto Forest Meadow and the field itself was holding water. He also noted that the main entrance to the Community Garden needed an application of either mulch or gravel, as it was muddy from the recent construction efforts.

Chairman Thomas explained that the City Council was changing their regular meeting days and that the Park Commission would need to change theirs as a consequence. Some confusion was expressed and Staff member Moritz stated she would clarify the Council's days and times to inform the Commission. Chairman Thomas proposed a work meeting, to be held at Raymond Rimkus Park, meet at the pavilion, to perform some planting. He asked if Saturday, May 16<sup>th</sup>, would fit into everyone's schedule. It was decided that the work day would be held Saturday, May 16<sup>th</sup>, at 8:30 am.

**7. Adjourn.** Commissioner Alcocer made a motion to adjourn the meeting. The motion was seconded by Commissioner and the meeting adjourned at 8:01 pm.

  
Interim Chairman Roger Christensen

  
Date

**PARK COMMISSION MEETING OF THE CITY OF LEON VALLEY, TEXAS  
APRIL 14, 2015**

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS  
OCTOBER 13, 2015 MEETING MINUTES**

The Park Commission of the City of Leon Valley, Texas met on the 13<sup>th</sup> day of October, 2015 at 6:00 p.m. at Raymond Rimkus Park, at 6440 Evers Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

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**LEON VALLEY PARK COMMISSION MEETING, 7:00 P.M.**

**1. Call the Meeting to Order and Determine a Quorum is Present.**

Chairman Roger Christensen called the Park Commission meeting to order at 6:00 p.m., with the following Park Commissioners in attendance: Commissioners Linda Tarin, Carolyn Gabriel, Steve Parker, Belinda Ealy and Dorothy Humphrey, Jackie Walton, and Alternate Commissioner Josue De La Torre. Absent and excused were Benay Cacciatore and Kathy Hill. Also present was City Council member Monica Alcocer and City Staff member Melinda Moritz.

**2. Review and Approval of the September 8, 2015 Regular Park Commission Meeting Minutes.**

Commissioner Ealy made a motion to approve the minutes from the September 8, 2015 Regular Park Commission meeting. The motion was seconded by Commissioner Humphrey. The minutes were approved unanimously.

**3. Citizens to be Heard**

None were in attendance

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

**a. Discussion and Possible Recommendation – Silo Park Naming**

Staff member Moritz explained that the new Silo park would eventually have to be formally dedicated as a park by the City Council and that the owner of the adjacent property where the silos are actually located may not be able to save the silos. She then explained that the park name would have no meaning to future citizens. She stated that she had researched the deeds to the property back to the 1800's and found that the property owner that built the silos was most probably the Steurenthaler family. She recommended that the name be used for the new park. One of the Commissioners added that the name could also include "silo" and recommended that the park be called the Steurenthaler – Silo Park. A motion was made by Commissioner Parker to accept the name Steurenthaler-Silo Park. The motion was seconded by Commissioner Gabriel and the motion carried unanimously.

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OCTOBER 13, 2015 MEETING MINUTES**

**b. Raymond Rimkus Park – FY '16 Budget**

Staff member Moritz explained that the FY 2016 budget had been approved by the City Council and several items had been funded for repairs and for new items at the parks. Chairman Christensen informed the Commission that the budget would be discussed at the next few meetings, as the FY 2017 budget would need to be prepared for review by the City Manager in the spring.

**c. Evers Road**

Staff member Moritz explained the progress regarding the Evers Road mill & overlay project, noting that the improvements had been completed. She further explained that sidewalks along the west side of Evers Road had been budgeted for FY 2016 and that as soon as that project had been designed and bid, construction would start.

**d. Discussion and Possible Recommendation – Forest Oaks Pool**

Staff member Moritz explained that the operators of the Forest Oaks pool had approached the City Council about potentially giving the facility to the City Council. City Councilwoman Alcocer stated that she had attended the Forest Oaks Association meeting and that they were not ready to make that commitment, recommending the Commission postpone the discussion until such time as new information became available.

**e. Tour of Raymond Rimkus Park to Determine Recommendations for Park Master Plan**

Chairman Christensen stated that's he would like to adjourn the meeting and then begin the tour. He assigned each member a certain area of the park and advised them to make recommendations for improvements to each area to be reported at the next meeting.

**5. Adjourn.**

A motion was made by Commissioner Gabriel to adjourn the meeting, which was seconded by Commissioner Ealy, and the meeting was adjourned at 6:36 pm.

  
\_\_\_\_\_  
**Roger Christensen - Chairman**

11-10-15  
\_\_\_\_\_  
**Date**

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS  
July 12, 2016 MEETING MINUTES**

The Park Commission of the City of Leon Valley, Texas met on the 12<sup>th</sup> day of July, 2016, at 7:00 p.m., at 6421 Evers Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

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**LEON VALLEY PARK COMMISSION MEETING, 7:00 P.M.**

**1. Call the Meeting to Order and Determine a Quorum is Present.**

Chairman Roger Christensen called the Park Commission meeting to order at 7:00 p.m., with the following Park Commissioners in attendance: Jackie Walton, Belinda Ealy, Benay Cacciatore, Linda Tarin, Stephen Parker, Kathy Hill, Danielle Bolton, and Alternate Josue De La Torre. Absent and excused were Commissioners Dorothy Humphrey and Carolyn Gabriel. Also present were Councilmember Monica Alcocer, City Staff member Melinda Moritz, and resident Robert Jarzombek.

**2. Review and Approval of the June 14, 2016 Regular Park Commission Meeting Minutes.**

Commissioner Parker made a motion to approve the minutes from the June 14, 2016 Regular Park Commission meeting, which was seconded by Commissioner Bolton. The minutes were approved unanimously.

**3. Citizens to be Heard**

There were none.

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

**A. Presentation and Discussion on the Public Private Partnership between the City and the Leon Valley Historical Society – Park Commissioner Kathy Hill**

Park Commissioner and Leon Valley Historical Society Member Kathy Hill gave a presentation on the Memorandum of Understanding (MOU) between the City of Leon Valley and the Leon Valley Historical Society, as well as an overview of the Historical Society's Master Plan for the Huebner-Onion Homestead and Natural Area Park. Ms. Hill explained that the overall goal was not to just develop the Homestead, but to include the Natural Area Park as well, as the land was once a part of the Homestead and would make this future attraction unique in the metro area. She noted that without the land, the Homestead was just another "house museum". She further explained that the house should be used as an early example of life in Bexar County.

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS**  
**July 12, 2016 MEETING MINUTES**

She then stated that the MOU included providing the City with an updated Strategic Plan. She noted that a committee had been formed to work on a plan that will keep the public informed and involved.

Commissioner Ealy stated that she thought the proposed curb cut on Bandera Road for the future parking area was too close to the traffic signal at Bandera and El Verde and that any parking in that area would be too close to the creek, possibly causing hazardous stormwater runoff to enter into Huebner Creek. She then explained that she thought a permeable parking lot on City property near the Little League Park off Poss Road would be more suitable.

Ms. Hill explained that the Master Plan for the Homestead was conceptual at this stage and that the architect had drop off parking in front of the Homestead in mind for school age children and for the mobility impaired.

A discussion was held on parking for the facility, future fund raising events, the need for the committee to keep the public informed, and then Ms. Hill finished by reporting a meeting that was held with County Judge Nelson Wolf and that the LV Historical Society had been invited to participate in the City of San Antonio's 2018 tri-centennial celebration.

**B. Presentation, Discussion, and Possible Action – Addition of New Parkland**

**1. Wat Dhamma Bucha Temple Donation – Being a 2.0785 Acre Parcel at 0 Huebner Road, Accepted by City Council on May 31, 2016**

**2. Hetherington Donation – Being an approximately 0.2317 Acre Easement Parcel, Adjacent to Aquarium Detention Pond, at 0 Grass Hill**

**3. The Ridge at Leon Valley HOA –, Being Two Tracts of Land at End of Samaritan and Grass Hill, of Approximately 1.5400 Acres and 0.5802 acres at 0 William Rancher and 0 Caraway Bend**

City Staff member Moritz addressed the Commission, informing them of the City's intent to accept gifted land at each of the mentioned areas to be used as future parks. She gave a description of each area. She further explained that the acceptance of the land to be used as parks conformed to the City's Parks, Recreation, and Open Space Master Plan, by further striving to provide park land

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in each neighborhood. She went on to explain that once the land had been deeded to the City, the Park Commission could set up surveys in each of the areas to find out what amenities would be desired by the residents in each area. A motion was made by Commissioner Ealy to create a survey to garner citizen input on amenities in each proposed park, which was seconded by Commissioner Hill. The motion passed unanimously.

**C. Discussion and Possible Action – Deer Feeding Policy**

City staff member Moritz addressed the Commission, stating that this was a request by the City Manager to create a deer feeding policy. Commissioner Bolton noted that she noticed a citizen that lives near Raymond Rimkus Park feeding the deer every night. She further noted that the deer were being fed corn, which was not healthy. Commissioner Parker stated that after being told at the previous meeting that this subject would be brought to the Park Commission's attention, he started noticing the deer and had counted over 25 in the park. He stated his concern that the Police Department already had a hard enough time enforcing the speed limit along Evers Road and that the passage of a deer feeding ordinance may not be enforceable, and if enforced, it would be sporadic and only upon specific complaints. He stated that he used to see persons by John Marshall high school putting out feed for the deer.

Commissioner Bolton noted that she would rather educate persons on better feeding choices and not issue citations.

Commissioner Parker stated that the deer population seemed to increase in years of abundant rain and recede in years of drought. He noted that the questions should be how many deer are too many.

Commissioner Hill stated that the Commission should get a sense of how many deer are in Leon Valley. She noted that she saw a documentary on PBS about urban deer and that they do better in urban areas than in the wild, due to the increase in food and water sources, but agreed that the Commission should find out how many is too many.

Councilmember Alcocer noted that now there was very little water and that she did feel empathy for the deer, but that the Commission should consider the subject.

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Commissioner Ealy mentioned seeing a television new report recently on the deer over-population problem in Hollywood Park (actually Garden Ridge), and that the residents there felt the problem stemmed from having too much over-feeding and not enough natural culling when conditions are not favorable for the deer to survive naturally, and that the deer in that area numbered around 1000+.

Commissioner Hill reiterated that the Commission should study how many deer are really present, and then decide what to do about the issue.

Chairman Christensen stated that the Commission should form a subcommittee to study the issue, with input from the Police and Fire Department, then bring this back to the Commission. He also stated they should ask other cities how they regulate deer feeding in their communities, and find out how many deer are in Leon Valley. He asked if there had been any citizen complaints. Staff member Moritz stated that she had not received any complaints at the Public Works Department.

Commissioner Parker asked if the Commission should garner citizen input as the subject may be sensitive to the public.

A general consensus was reached that a subcommittee should be formed, that the number of deer should be calculated, that other cities should be contacted to get their regulations, and then the information reported back to the Park Commission. Chairman Christensen appointed Commissioners Cacciatore, Parker, Bolton, and Tarin to the subcommittee.

**5. Commissioner and Staff Comments**

Commissioner Bolton stated that the 4<sup>th</sup> of July event seemed to go very well. She did express her frustration at not being able to drive down Poss Road and that there were a few other annoying incidents, but that overall, the City outdid themselves. She stated that the music and fireworks were great.

Commissioner Torre stated that he seconded Commissioner Bolton's remarks. He noted some confusion as to where the fireworks were being staged, but that it turned out fine.

Commissioner Hill stated that she agreed with the remarks on the 4<sup>th</sup> of July event. She stated that the LV Historical Society's 5k run also went well and that

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they had 115 – 120 participants this year, which included babies, dogs, and single runners. She noted that having two routes worked better and that she would be giving a debriefing to the City Council later.

Commissioner Cacciatore stated that she was unable to attend the event this year.

Commissioner Parker stated that he enjoyed the event, but that parking and traffic were definitely a concern. He noted that the Police Department would really need to plan on how to handle a potential 20,000 vehicles next year.

Commissioner Bolton stated that she agreed that the traffic and parking were an issue. She noted that the shuttle buses were too big and couldn't be easily driven down Poss Road.

Chairman Christensen stated that he would be asking Communications Director Kristie Flores to give a recap of the event at a future meeting and that the Commission should do this for every variance they approved.

Commissioner Parker agreed, stating that the San Antonio Astronomical Society was a remarkable success. He noted that he had attended four Wednesday evening sessions and had thoroughly enjoyed the events. He encouraged everyone to go at least once.

Commissioner Tarin stated that she had enjoyed the 4<sup>th</sup> of July event and that she had enjoyed the fireworks from her lawn. She noted that she appreciated hearing the information regarding the LV Historical Society and City Memorandum of Understanding, and that she was really concerned about the number of deer in Leon Valley. She stated that, in her opinion, the City did need to gain control of the deer situation, as she had seen an increase in the deer population this year.

Commissioner Ealy stated that the Community Pool management company seemed to be doing very well. She expressed her concern that the baby pool needed a shade covering and that plants should be installed along the fence line to create more shade overall. She then stated that the 4<sup>th</sup> of July event did seem to go well and that the bowling alley had a great turnout and had made over \$1000. She then stated that the lighting in the park for the event was great and that people could see to leave at the end of the event. She noted that there was not as much trash as the previous year, as there were more trash receptacles

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and people could see the bins. She then inquired about the placement of a water fountain by the athletic fields.

Chairman Christensen requested information regarding the Forest Oaks Pool, the Bexar County Flood Control LC-17 project, and the Evers Road Bridge and staff briefed the Commission on the topics. He then complimented City staff on the cleanup after the 4<sup>th</sup> of July event, stating that the park was almost completely clean by 10 am the following day. He then stated that he would have a conversation with the Mayor about Shadow Mist Park and its ultimate development. He informed the Commission that if they wanted to place an item on the agenda, the procedure was to get approval from at least two members of the Commission, then prepare the information the Commissioners would need for insertion into the packet and to include the "who, what, where, when, why, and how" for their use. He stated that the information was then due to Staff member Moritz no later than the Tuesday prior to the meeting date.

Commissioner Hill clarified that the information could also be submitted more than just the week ahead.

**6. Adjourn.**

Commissioner Hill made a motion to adjourn, seconded by Commissioner Parker, and the motion carried unanimously. The meeting adjourned at 8:24 pm.

  
\_\_\_\_\_  
**Roger Christensen - Chairman**

  
\_\_\_\_\_  
**Date**

Leon Valley Public Library Board of Trustees

August 9, 2016

The meeting was called to order at 5:40 pm. Those in attendance were Board President Katie Gwaltney, Secretary Peggy Proffitt, Library Director Sandy Underwood, Brigid Cooley, Barbara Owens and Carol Poss of the Friends of the Library. A quorum was present.

There were no citizens to be heard.

The minutes of the June 14, 2016 were not available. They will be presented for approval at our next meeting.

Brigid reported that local author Camille Di Miao will have a book signing here on September 17, 2016. She has written "The Memory of Us" which is based on the Beatles' song "Eleanor Rigby."

Sandy reported on the August 27, 2016 Parliamentary Procedures workshop. It will take place in the Leon Valley Conference Center from 9:00 am to 12:00 noon. She encouraged us to attend. The information will provide in-depth details of parliamentary procedures. One of the most important segments will discuss what constitutes a quorum.

A donation was made by the Library Board to the Friends of the Library in honor of Dr. Horace Staph. Dr. Staph mentored a young library patron and a donation in his honor was used to purchase "Minecraft" books. Dr. Staph will be remembered for his love of the Leon Valley Library and for his years of service as a Board of Trustees member.

We are very excited to announce that Brigid Cooley has been chosen by the Leon Valley City Council to be a member of the Board of Trustees. We currently have two unfilled alternate positions.

The City Council has approved Board re-appointments.

Katie has worked on our new set of By-Laws. Every time we make a change the city has to approve any changes. She asks that Board members review the draft and bring back any changes and/or revisions.

Sandy gave a report on changes being made to the Teens area of the library. Much of the reference material will be moved elsewhere in the library in order to give the teens a more defined area. Café tables, chess tables, and gaming computers will be available. Comfortable seating and new art work are in the works. The area must still be ADA compliant. The teens have requested to give input on what is in their collection.

Sandy also unveiled a new program the library is starting. "Check-a-Tech" will give patrons help on getting on-line information, setting up e-mail, etc. Patrons will need to set up an appointment time for their one-on-one individual help sessions.

Carol reported that the General Meeting of the Friends of the Library will be here at the library on October 15, 2016 at 1:00 pm. The last First Saturday sale made \$225.00. The Fall Book Sale will be held on Thursday, September 29<sup>th</sup> and Friday, September 30<sup>th</sup> from 10:00 am to 6:00 pm. Saturday, October 1<sup>st</sup> times will be 9:30 am to 1:00 pm. Volunteers are always needed to help at the sale.

Sandy announced that Carol has made a wonderful display about all of the Mayors of Leon Valley. It is on display in the Historical Society room. She has also written a play about a family member who died at the Alamo.

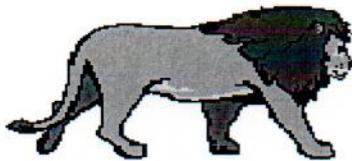
There being no further business, a motion was made by Barbara and seconded by Peggy to adjourn the meeting. The meeting adjourned at 6:40 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Judy Crane". The signature is written in black ink and is positioned below the text "Respectfully Submitted,".

# LEON VALLEY PUBLIC LIBRARY

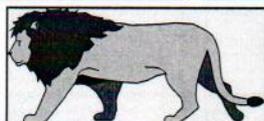
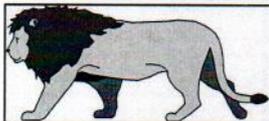
## STATISTICS



### AUGUST 2016



	AUGUST 2016	JULY 2016	AUGUST 2015
Items Loaned	2727	2846	2426
Gate Entries	3925	4427	3624
OneClickAudio Checkouts	n/a	n/a	1
OverDrive	35	44	n/a
Items Added	138	130	114
Value of Gift Items	\$339	\$565	\$562
Library Cards Issued	50	39	52
Volunteer Hours	108	157	125
Library Events Children	220 / 15 programs	548 / 21 programs	320 / 13 programs
Library Events Teens	0 / 0 programs	0 / 0 programs	0 / 0 programs
Library Events Adults	37 / 4 programs	20 / 2 programs	61 / 6 programs
Reference Questions	648	531	551
Internal Internet Sessions	747 <sup>^</sup>	680	711
External Wi-Fi Accesses	3173	3465	3590
Kid's Computer Sessions	1213	1467	683*
Facebook Reaches	7,516	13,715	5,149
Website Hits	690	690	634
Faxes	128	98	92
ILL Requests using TexPress	7	12	7
ILL Loans using TexPress	15	13	11
ILL Requests Mailed In	4	1	1
ILL Loans Mailed Out	8	10	6
Library Fines	\$55.30	\$74.00	\$135.25
Library Copy	\$331.00	\$327.40	\$353.37
Tax Equivalent	\$120.00	\$210.00	\$310.00
Gifts and Memorials	\$29.66	\$100.00	\$30.00



\*Cowardly Lion kid's computer out of order, so no stats from that  
<sup>^</sup>added 2 public computers

Leon Valley Public Library Board of Trustees

June 14, 2016

The meeting was called to order by Board President Katie Gwaltney at 5:35 pm. Members in attendance were Vice President Jill Crane, Secretary Peggy Proffitt, Library Director Sandy Underwood, Barbara Owens, Heather Haskins, Brigid Cooley and Friends of the Library President Carol Poss. A quorum was present.

There were no citizens to be heard.

A motion to approve the previous minutes was made by Barbara, and seconded by Jill. The minutes of the previous meeting were approved.

Our teen advisor Brigid Cooley is on Leave of Absence this month as she is a library employee for this summer. She will give her next report once she leaves this position.

Sandy presented the Library Policy manual to the City Council on May 17, 2016 and it was approved.

A discussion was held about the mandated city meeting regarding parliamentary procedures to be held on Saturday, August 27, 2016. Since all of our board members have done the state required on-line program regarding procedures, some board members questioned the necessity of doing additional training.

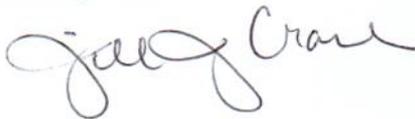
Sandy gave a report on what's happening at the library this summer. A copy of her report and the monthly library statistics is attached to these minutes.

Carol reported that many new donations have been made to their collection. Books that have not sold in the last two book sales have been donated to other organizations.

It was announced that there would be no July meeting.

As there was no other business to discuss, Peggy moved to adjourn the meeting at 6:45 pm. Barbara seconded the motion.

Respectfully Submitted.





**MINUTES OF THE MEETING OF THE  
LEON VALLEY ZONING COMMISSION**

**July 26, 2016**

The meeting of the Leon Valley Zoning Commission convened at 5:30 p.m. on Tuesday, July 26, 2016, in the Council Chambers at City Hall 6400 El Verde Road, Leon Valley, Texas.

**I. Poll for Attendance, Determination of a Quorum, Call Meeting to Order**

Present were Chairman Olen Yarnell, 1st Vice Chair Phyllis McMillan, 2<sup>nd</sup> Vice Chair Hal Burnside, Commissioner, Pedro Esquivel, Larry Proffitt and Alternates Henry Diecker, and Jacque Conrad. Absent were Commissioner Greg Price, Alex Jenicek and Alternate Richard Blackmore. Also in attendance were Councilwomen Monica Alcocer, Place Three, Crystal Caldera, Assistant City Manager. Doug Fifield and Dale Elam representing the owner and Elizabeth Carol, Director of Community Development Department, acting as recording secretary.

**II. Nomination and Election of Zoning Commission Officers**

The Director of Community Development noted that the floor was opened for nomination of the Zoning Commission Chair, and Commissioner Larry Proffitt made a motion to nominate Olen Yarnell, and the motion was seconded by Commissioner Henry Diecker. Chairman Yarnell abstained from voting, and the motion passed.

Chairman Olen Yarnell opened the floor for nomination of 1st Vice-Chair and Commissioner Larry Proffitt made a motion to nominate Commissioner Phyllis McMillan, as 1st Vice-Chair, and the motion was seconded by Commissioner Pedro Esquivel. The motion passed unanimously.

Chairman Olen Yarnell opened the floor for nomination of 2nd Vice-Chair and Commissioner Jacque Conrad made a motion to nominate Commissioner Hal Burnside, as 2nd Vice-Chair, and the motion was seconded by Commissioner Pedro Esquivel. The motion passed unanimously.

**III. Approval of the June 24, 2016 Zoning Commission Minutes**

After a brief discussion, 2<sup>nd</sup> Vice Chair Hal Burnside made a motion to approve the minutes, and the motion was seconded by 1st Vice Chair Phyllis McMillan, and passed unanimously.

**IV. Zoning Case #2016-399 - A request by Jenfield, LLC, owner Kenneth Fifield, applicant, to rezone approximately 1.0 acres from B-3 (Commercial District), Sustainability Zoning Overlay to B-3 (Commercial District) Commercial Industrial District, being Lot 31, CB 5955, Leon Valley Ranches Subdivision.**

Staff presented the Zoning Case #2016-339, a request by Mr. Kenneth Fifield, applicant and property owner to rezone approximately 1.0 acres of land, being lot 31, CB 5955, of the Leon Valley Ranches Subdivision, from B-3 (Commercial) Sustainability Overlay District to B-3 (Commercial) Commercial Industrial Overlay District, located at 6612 Bandera Road. Staff noted the surrounding zoning and the history of the property, which showed that the property had been rezoned from B-2 (Retail) to B-3 (Commercial), in 1973 on behalf of the Applewhite project. Staff also noted that the 2009 Master Plan, Section 1bCC "Bandera Road South Corridor," which discourages more intensive development along Bandera Road. The plan goes on to note a preference for Retail development in the area, and that existing B-3 (Commercial) uses can be maintained, provided they do not expand their footprint. In addition, staff expressed concerns associated with the proximity of the development in relationship to the Historic Huebner Onion House and the 36-acre wilderness area. Engineering, Plan Review Public Works and Community Development have recommended denial. Staff noted that nine (9) letters had been mailed to the adjacent property owners within 200-feet and that one (1) letter was received in opposition from the Leon Valley Historical Society, and concluded their presentation and remained available for questions.

Chairman Yarnell opened the Public Hearing at 5:42 and Donna Charles, Secretary with the Beautification Committee expressed opposition to the project. The goal of the Beautification Committee is to beautify the entire community. Ms. Charles then noted her concerns about the scope of the project and requested additional information related to how the property would change.

Doug Fifield, the applicant's representative passed out Elevation Plans to the Zoning Commission that showed conceptually how the business would look and noted that he wanted to improve the appearance of their existing structure. Then Mr. Dale Elam, the general contractor, offered additional information noting that they were trying to improve the business by removing 1,500 square feet of non-useable space and replace it with 3,000 square feet of usable space, which will involve installing new equipment and two new painting bays, and as part of this effort, they would improve appearance of their street frontage, in accordance to the Sustainability Overlay District.

Commissioner Diecker inquired about the installation of sidewalks along Bandera Road, due to accessibility concerns, and Mr. Elam noted that sidewalks were inexpensive in the context of the entire project and that they would be agreeable to installing sidewalks.

1st Vice Chair Phyllis McMillan inquired about their nonconforming standard, and their options to expand their business. Ms. Carol explained that their under the non-conforming standards, their business could continue operation however; they could not expand their building footprint. Commissioner Esquivel then inquired if the business was in compliance with OSHA requirements and environmental regulations, and then went on to note his support of the sidewalk. Commissioner Esquivel then inquired why the business has not addressed ADA standards.

The applicant's representative Mr. Fifield, responded that ADA improvements have not been required to this point, however they would be willing to explore the improvements. Mr. Elam, went on to note that in addition to the sidewalks, the applicant would need to redo the driveway approach, which is the entry to the property off of Bandera Road. Mr. Fifield noted that the area of their building that needed to be expanded was in the middle of their building, which reduced their overall efficiency.

Commission Hal Burnside then inquired about the possibility of requiring an SUP, in conjunction with changing the Zoning. Ms. Carol noted that would be at the discretion of council, and that would be a separate approval process. The applicant noted that they would be willing to comply with the Sustainability portion of the Overlay; however the only discussion was the use of the property. Commissioner Larry Proffitt then inquired if the ownership of the business had recently changed, and Mr. Fifield noted that they acquired the property a year ago, and that they were trying to make improvements. Commissioner Larry Proffitt, inquired if there was a way to provide a one-time exception, to allow the use and Ms. Carol noted that Zoning related questions regarding exceptions or variances associated with a hard-ship are typically heard by the BOA.

Councilwomen Monica Alcocer, Place Three, inquired about the business whether it is automobile repair or a body shop, because there is frequently a large truck at that location. She went on to remind the Zoning Commission, that the applicant was attempting to change the use of the property and that four City Departments have recommended denial, and that there were other concerns related to the size of their operation in relationship to the size of their property, and their limited street frontage on Bandera Road, which essentially means that the area would be more suitable for retail development.

Ms. Blankenship then got up to speak and she noted that she owns G&R Automotive, which is off Grissom Road, and she has concerns about the ability to expand their business, as they are also located within the Sustainability Overlay District.

Commissioner Jacque Conrad, inquired if the property owner was planning on making any changes in how they operate their business, more specifically, how they would accommodate the additional vehicles based on the proposed expansion of their business. Mr. Elam noted that the customer's cars would be located in front of the building, and he went on to note that this was an auto body and paint shop, and that the site does not have any toxic or hazardous waste, and that the improvements would benefit the environment.

Chairman Yarnell closed the public hearing at 6:45.

Commissioner Pedro Esquivel made a motion to table the item to allow the applicant to submit a site plan, which was seconded by Chairman Olen Yarnell, and the motion failed 5-1.

**In Favor of the Motion**

Pedro Esquivel

**Against the Motion**

Olen Yarnell, Chair  
Phyllis McMillian, 1st Vice Chair  
Hal Burnside, 2nd Vice Chair  
Henry Diecker  
Jacque Conrad

**Abstaining/not Voting**

Larry Proffitt

Commissioner Henry Diecker made a motion to deny the applicant request, which was seconded by Commissioner Larry Proffitt, and the motion passed 7-0.

**V. Update and Discussion on the current status/progress of the 2012 Master Plan Update, Citizens Drainage Issue that were forwarded to the City Council/City Manager for inclusion 2016/17 budget discussions.**

Ms. Carol summarized the update provided by Melinda Moritz's, the Public Works Director and noted that items identified as 1-4 (Monte Robles Park, Seneca West, Huebner at Timberhill and Portions of Forest Oak) have been identified as complete. By complete Ms. Moritz's clarified that the cost estimates have been provided and staff is waiting for direction from the council.

Ms. Carol went on to note that the City Council Drainage Workshop identified three new areas (within Forest Oak, Seneca East, and Sundial) that may have drainage issues, and that the Zoning Commission may want to add these items to the Zoning Commission's list of project. We will have more information when the final report is released. In addition, PW has requested that FEMA update the Flood maps to reflect new information associated with Drain 1A, 2 and 3 in Huebner Creek and Drain 4 along Zarzamora Creek. This information is under review, and will be delivered to Council, once the studies have been completed.

Chairman Olen Yarnell noted that he was pleased with the progress made and has requested that the Zoning Commission be provided quarterly progress reports, regarding the status of these improvements.

The Zoning Commission took a short recess at 7:33.

The Zoning Commission meeting reconvened at 8:03.

## **VI. Update and Discussion of the Master Plan Amendments**

### **i. Update to the Master Plan Timeline**

Ms. Carol provided an update regarding the timeline of the Master Plan. She noted that the Master Plan was substantially complete and that aside from minor editing details the only remaining sections were the portions of the Master Plan are the sections devoted to Commercial/Economic Development, Transportation and the Appendix. The Zoning Commission opted to defer the Appendix to 2017, since they are separate documents. Ms. Carol recommended that a work group be created to provide recommendations for the Commercial/Economic Development Section and 1st Vice Chair Phyllis McMillan, Commissioner Henry Diecker, and Jacque Conrad volunteered. The Zoning Commission recommended that one member from the LVEDC be included in this process. Ms. Carol noted that she would reach out to the volunteers to setup a review process. Meanwhile Ms. Carol would focus on completing the Transportation segment of the plan.

### **ii. Review boundaries to Business Districts and Neighborhood Maps**

The Zoning Commission reviewed the maps that are included in the Master Plan and recommended that the following changes:

#### **1. Change the area names as follows:**

- a. Bandera Road South Corridor to Bandera Road Central Corridor.
- b. Leon Valley South Corridor to Bandera Road South Corridor.
- c. Seneca/Sun Valley to Sun Valley/Seneca.

#### **2. Change the boundaries to reflect the following:**

- a. Expand the Canterfield map to include the area just before Forest Meadow.
- b. Adjust the Sun Valley/Seneca Map to exclude the Castle Estates area and the Forest Meadow area.

- c. The Castle Estates map should not highlight the Forest Meadow area.

While reviewing the maps, Commissioner Henry Diecker inquired if the sidewalks along Evers Road that are located in the City of San Antonio will be extended. Ms. Carol noted that she would have to look into this and report back to the Zoning Commission. In addition, there was some discussion about reconfiguring some of the neighborhoods, and the Commission decided in the interest of time, to defer that discussion until the next update of the Master Plan.

- iii. Review pages: 1-46, 65-82 and 97-144.

The review of the Mater Plan, noted on page two, the addition of Denise Frederick as the new City Attorney, this page will need additional changes to reflect that the Police Chief will be retiring soon. Regarding recognizing the participation of various boards, the Commission opted to provide special thanks to the boards that have assisted in the development of the Master Plan.

On page 8, Ms. Carol noted the addition of web links, which are located throughout the Master Plan, as appropriate, and will provide enhancements to the Master Plan. These links will take our stakeholders right to the information highlighted in the Master Plan. Staff assured the Zoning Commission that they will work to ensure that these links are properly maintained.

The Commission supported staff recommendation for an updated picture of the Code Compliance Vehicle on page 11, the deletion of the table on page 14, and the need for the Zoning Commission to pose for a new picture on page 15.

On page 19, Chairman Yarnell noted that "The Spanish name for lion is Leon...." on page 20 requested an updated picture of the Huebner Onion House, and to add a title to the picture of the Kinman House shown on page 21.

The Commission added the following item to page 24, "The City of Leon Valley is the first city in the State of Texas to install a High Water Mark sign, which reflects FEMA's Best Management Practices, as a tool to support community outreach."

The proposed text changes were accepted on page 22 thorough page 26. Ms. Carol provided supplemental Census data on behalf of pages 31 and 32, which were accepted.

The Commission accepted the proposed changes on page 35 on behalf of the School of Science Technology and Discovery. On page 35, Chairman Olen Yarnell requested the insertion of "via" instead of "along" Bandera and that the new Neighborhood Renewal Program be added to page 38.

The Commission also supported the proposed changes to pages 65, 66 and 68. The Commission requested that language be added to page 67 to reflect that Leon Valley is one of a few small suburban cities in the area that has a library. Ms. Caldera recommended that Ms. Carol coordinate with the City Librarian, Ms. Sandy Underwood for the details.

On page 75, the Commission noted that the population for the region needs to be updated to reflect current data and that the other changes on the page were accepted, as were the changes highlighted on page 76, 77, 79, 80 and 81.

Related to the Neighborhood section of the Master Plan, Commissioner Larry Proffitt expressed concerns about the City, and should we be encouraging or enforcing the Code requirements, as approved by City Council. The Commission noted that that the Master Plan should reflect the need for enforcement. The other changes in the Neighborhood Section were accepted except the following changes were still needed:

1. On page 119, in the Canterfield area, delete the portion about commercial development along Huebner Road
2. Rework the language about traffic calming features in the Forest Oak Area; and delete the request for a stop sign at Forest Meadow and Forest Ridge.
3. On page 123 delete the language about the Community Pool Association and add text reflecting the new Neighborhood Renewal Program.
4. Delete "Hodges" and replace it with Evers Road.
5. Provide additional details about the agreement between the City of Leon Valley and the City of San Antonio regarding the proposed park and parking area that will be at the end of Shadow Mist Road.

**VII.** Discussion related to the on-line digital agenda process

Staff provided an update regarding the City Managers request that all City Boards and Commission should transition to a paperless agenda and how this would save staff time, and reduce city cost. Chairman Yarnell expressed concerns how this would result in the cost of paper and printing would be transferred from the City and would become the responsibility of the Commissioners, which would be unreasonable. Ms. Carol noted that she would advise the City Manager of their concerns, and explore other options.

**VIII.** New Zoning Commissioner Orientation

This item was postponed until the August 23<sup>rd</sup> Zoning Commission meeting.

**IX.** Discussion related to changing the Zoning Commission meeting time to 7:00 PM

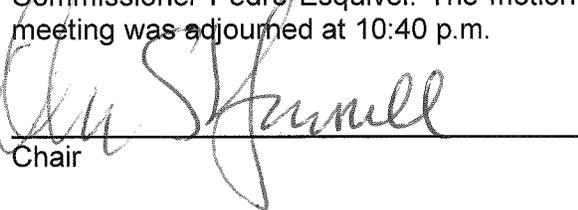
The Zoning Commission decided to move the start time of the Zoning Commission meetings from 6:30 to 7:00 to accommodate the fall schedule, which will begin in September.

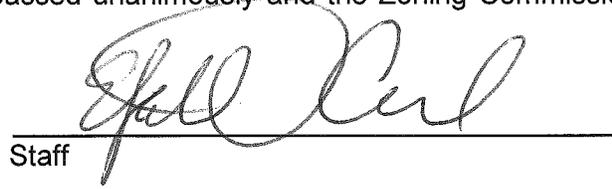
**X.** Announcements by Commission Members and staff.

There were no items for discussion.

**XI.** Adjourn

Commissioner 2<sup>nd</sup> Vice Chair Hal Burnside made a motion to adjourn, seconded by Commissioner Pedro Esquivel. The motion passed unanimously and the Zoning Commission meeting was adjourned at 10:40 p.m.

  
Chair

  
Staff