



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, Texas 78238  
Monday, October 03, 2016

**AGENDA**

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1. **7:00 P.M.** Call to order, Determine a Quorum is Present, Pledge of Allegiance.
2. **Citizens to Be Heard and Time for Objections to the Consent Agenda.** “Citizens to be heard” is for the City Council to receive information on issues that may be of concern to the public. The purpose of this provision of the Open Meetings Act is to ensure that the public is always given appropriate notice of the items that will be discussed by the Council. Should a member of the public bring an item to the Council, for which the subject was not posted on the agenda of that meeting, the Council may receive the information but cannot act upon it during the meeting. Council may direct staff to contact the requestor or ask that the issue be placed on a future agenda for discussion by the Council.  
  
**Note:** City Council may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however City Council may present any factual response to items brought up by citizens. [Attorney General Opinion – JC 0169]
3. Presentation of a Proclamation of Outstanding Community Service to Michael Robledo and all volunteers of the September 17, 2016 Neighborhood Renewal Program Project. **(Mayor Riley)**
4. Presentation in appreciation for 1 year of service to Ray Lacy, Assistant Chief of Police. **(Mayor Riley)**
5. Presentation of a Proclamation declaring October as Fire Prevention Month in Leon Valley **(L. Valdez)**

**CONSENT AGENDA**

6. Approval of City Council Minutes. **(S. Passailaigue)**
  - a) September 06, 2016 Regular City Council Meeting
  - b) September 20, 2016 Special City Council Meeting
  - c) September 20, 2016 Regular City Council Meeting

7. Consider, discuss and possible action on Resolution No. 16-029R appointing members to various boards/committees/commissions. **M&C #2016-10-03-01 (S. Passailaigue)**

## **REGULAR AGENDA**

8. **POSTPONED UNTIL FURTHER NOTICE.** Conduct a public hearing, consider, discuss and possible action to adopt an Ordinance for Specific Use Permit Case #2016-276, to allow operation of "Entertainment - Outdoor," specifically to amend a condition requiring the use of permeable pavers in parking areas, being approximately 4.10 acres of land, CB 4430, Leon Valley Homesites Subdivision, generally located at 5504 Shadow Mist Drive, in a B-1 (Small Business) zoning district.
9. Consider, discuss and possible action on S. R. Hodges Subdivision traffic calming options. **M&C 2016-10-03-02 (M. Moritz)**
10. Conduct a public hearing, consider, discuss and possible action to adopt an Ordinance for Specific Use Permit Case #2016-277, to allow operation of a "Convenience Store - (24-hour)," being approximately 1.6950 acres of land, CB 9925A, Seneca Estates Subdivision, generally located at 6461 Bandera Road, in a B-2 (Retail) zoning district within the Sustainability Overlay District. **M&C 2016-10-03-03 (K. Flores)** This item has been withdrawn by the applicant.
11. Consider, discuss and possible action to adopt an Ordinance for Sign Variance #2016-001, a request by Stripes Convenience Store to grant variances to allow a monument sign measuring 12-feet tall, with a sign face of 76 square feet, and an overall size structure of 215 square feet, to be generally located at 6461 Bandera Road. **M&C 2016-10-03-04 (K. Flores)** This item has been withdrawn by the applicant.
12. Consider, discuss and possible action for adding agenda items for October 22<sup>nd</sup> Coffee with the Mayor and City Council. **(K. Kuenstler)**
13. City Manager's Report:
  - a) Approved Minutes from Boards, Commissions and Committees
  - b) Upcoming Important Events:
    - 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.
    - October 29, 2016, Ciclovía at Raymond Rimkus Park from 9:00 a.m. to 2:00 p.m.
    - November 05, 2016 Texas Recycles Day from 9:00 a.m. until 1:00 p.m. at Leon Valley Public Works.
    - Special Election – Early Voting October 29<sup>th</sup> – November 4<sup>th</sup>. Election Day November 8<sup>th</sup>
14. Citizens to be heard.

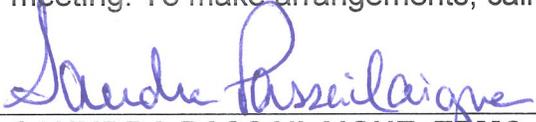
15. Announcements by the Mayor and Council Members. At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday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

16. 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 30, 2016 at 7:12 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





# CERTIFICATE OF APPRECIATION

AWARDED TO

**Michael Robledo**

For your service as a Volunteer for the

City of Leon Valley's

## Neighborhood Renewal Program

Awarded this 3<sup>rd</sup> day of October, 2016

A handwritten signature in blue ink that reads 'Chris Riley'.

Mayor Chris Riley  
City of Leon Valley



# CERTIFICATE OF APPRECIATION

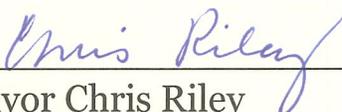
AWARDED TO

**Elizabeth Wechtenhiser**

For your service as a Volunteer for the  
City of Leon Valley's

## Neighborhood Renewal Program

Awarded this 3<sup>rd</sup> day of October, 2016

  
\_\_\_\_\_  
Mayor Chris Riley  
City of Leon Valley





# CERTIFICATE OF APPRECIATION

AWARDED TO

**Joaquin De La Torre**

For your service as a Volunteer for the  
City of Leon Valley's

## Neighborhood Renewal Program

Awarded this 3<sup>rd</sup> day of October, 2016

Mayor Chris Riley  
City of Leon Valley





# CERTIFICATE OF APPRECIATION

AWARDED TO

**Dulce De La Cerda**

For your service as a Volunteer for the  
City of Leon Valley's

## Neighborhood Renewal Program

Awarded this 3<sup>rd</sup> day of October, 2016

Mayor Chris Riley  
City of Leon Valley





# CERTIFICATE OF APPRECIATION

AWARDED TO

**Evelina Beltran**

For your service as a Volunteer for the  
City of Leon Valley's

## Neighborhood Renewal Program

Awarded this 3<sup>rd</sup> day of October, 2016

Mayor Chris Riley  
City of Leon Valley





# CERTIFICATE OF APPRECIATION

AWARDED TO

**Maria Faust**

For your service as a Volunteer for the  
City of Leon Valley's

## Neighborhood Renewal Program

Awarded this 3<sup>rd</sup> day of October, 2016

Mayor Chris Riley  
City of Leon Valley





# CERTIFICATE OF APPRECIATION

AWARDED TO

**Gigi Gonzales**

For your service as a Volunteer for the  
City of Leon Valley's

## Neighborhood Renewal Program

Awarded this 3<sup>rd</sup> day of October, 2016

\_\_\_\_\_  
Mayor Chris Riley  
City of Leon Valley





**PROCLAMATION OF APPRECIATION**

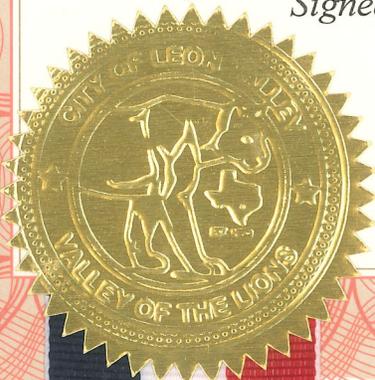
*WHEREAS, Ray Lacy has completed a year and half of service with the Leon Valley Police Department serving as Assistant Police Chief; and*

*WHEREAS, Ray Lacy has served the citizens of Leon Valley as a the Assistant Police Chief and Interim Police Chief; and*

*WHEREAS, he has helped to establish the reputation for excellence that the Leon Valley Police Department has today and because such faithful duty and commitment to excellence are deserving of public recognition.*

*NOW THEREFORE, I, Chris Riley, Mayor of the City of Leon Valley, Texas, together with the entire Leon Valley City Council, do hereby express our heartfelt thanks and sincere appreciation to Ray Lacy of the Leon Valley Police Department for his year and half of dedicated and loyal service to our community.*

*Signed by my hand on this the 3<sup>rd</sup> day of October, 2016.*



*Chris Riley*  
\_\_\_\_\_  
Mayor Chris Riley



### PROCLAMATION

*WHEREAS, the City of Leon Valley, Texas is committed to ensuring the safety and security of all those living in and visiting Leon Valley; and*

*WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are where people are at greatest risk from fire; and*

*WHEREAS, U.S. fire departments responded to 369,500 home fires in 2014, according to the National Fire Protection Association (NFPA); and*

*WHEREAS, U.S. home fires resulted in 2,745 civilian deaths in 2014, representing the majority (84 percent) of all U.S. fire deaths;*

*WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and*

*WHEREAS, many Americans don't know how old the smoke alarms in their homes are, or how often they need to be replaced; and*

*WHEREAS, all smoke alarms should be replaced at least once every ten years; and*

*WHEREAS, Leon Valley's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and*

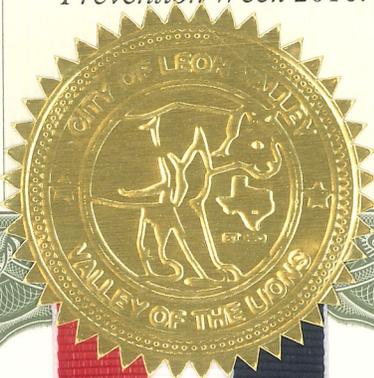
*WHEREAS, the 2016 Fire Prevention Week theme, "Don't Wait – Check the Date! Replace Smoke Alarms Every 10 Years" effectively serves to educate the public about the vital importance of replacing the smoke alarms in their homes at least every ten years, and to determine the age of their smoke alarms by checking the date of manufacture on the back of the alarms.*

*THEREFORE, I Chris Riley Mayor of Leon Valley do hereby proclaim the month of October, 2016, as Fire Prevention Month throughout this city. I urge all the people of Leon Valley to find out how old the smoke alarms in their homes are, to replace them if they're more than 10 years old, and to participate in the many public safety activities and efforts of Leon Valley's fire and emergency services during Fire Prevention Week 2016.*

*Signed by my hand on this the 3<sup>rd</sup> day of October, 2016.*

*Chris Riley*

Mayor Chris Riley





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

**MINUTES**

The City Council of the City of Leon Valley, Texas met on the 6<sup>th</sup> day of September, 2016 at the Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business.

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

Mayor Chris Riley called the Regular City Council Meeting to order at 7:04 p.m. Mayor Riley welcomed and thanked Boy Scout Troop 911 of Northwest Hills Christian Church, Mayor Pro-Tem Jordan, Council Member Martinez and Interim Assistant Police Chief Saucedo for the great interview. Mayor Riley then asked Boy Scout Troop 911 of Northwest Hills Christian Church to lead the Pledge of Allegiance.

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

Also in attendance were:

City Manager Kelly Kuenstler, ACM/Human Resource (ACM/HR) Director Crystal Caldera, City Secretary Sandra Passailaigue, City Attorney Denise Frederick, Public Works Director Melinda Moritz, Fire Chief Luis Valdez, Finance Director Vickie Wallace, Interim Assistant Police Chief Ruben Saucedo.

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

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

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

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

## **CONSENT AGENDA**

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

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

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

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

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

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

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

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

## **REGULAR AGENDA**

**Conduct a Public Hearing on the Proposed 2016 Tax Rate of \$0.556599/\$100 valuation which is \$0.005016 lower than last year's Tax Rate of \$0.561615 and exceeds the Effective Tax Rate of \$0.523870 by 6.247542%. M&C #2016-09-06-02 (V. Wallace)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- **October 02, 2016 National Night Out**
- **October 04, 2016 Regular City Council Meeting has been rescheduled to October 03, 2016 due to the Texas Municipal League Annual Conference.**
- **Coffee with the Mayor and City Council, Saturday, October 22, 2016, 9:00 a.m. to 11:00 a.m. at the Leon Valley Conference Center.**
- **November 05, 2016 Texas Recycles Day from 9:00 a.m. until 1:00 p.m. at Leon Valley Public Works.**

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

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

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

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

Council Members thanked the scouts for coming.

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

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

**Adjournment.**

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

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

APPROVED

**CHRIS RILEY**  
MAYOR

ATTEST:

**SAUNDRA PASSAILAIGUE, TRMC**  
CITY SECRETARY



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

Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, Texas 78238  
Tuesday, September 20, 2016

**MINUTES**

The City Council of the City of Leon Valley, Texas met on the 20<sup>th</sup> day of September, 2016 at the Leon Valley City Council Chambers 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

**SPECIAL CITY COUNCIL MEETING**

Mayor Riley called the Special City Council Meeting to order at 5:37 p.m.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Council Members Monica Alcocer, Belinda Ealy, Benny Martinez and David Jordan. Council Members David Edwards arrived at 6:05 p.m.

Also in attendance were:

City Manager Kelly Kuenstler, ACM/HR Director Crystal Caldera, City Secretary Sandra Passailaigue, City Attorney Denise Frederick and Former City Council Member Carmen Sanchez.

**The City Council shall meet in Executive Session under Texas Local Government Code §551.074 *Personnel Matters* to discuss and conduct an annual performance evaluation of City Manager Kelly Kuenstler as required by the City of Leon Valley's Employment Contract.**

The City Council went into Executive Session at 5:38 p.m.

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

The City Council reconvened into Open Session at 7:10 p.m.

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan to approve the City Manager's evaluation as an outstanding

performance review and continue with her two (2) year contract. Upon a unanimous vote, Mayor Riley announced the motion carried.

**Adjournment**

Mayor Riley announced the meeting adjourned at 7:10 p.m.

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

APPROVED

**CHRIS RILEY**  
MAYOR

ATTEST:

**SAUNDRA PASSAILAIGUE, TRMC**  
CITY SECRETARY

DRAFT



**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

**MINUTES**

The City Council of the City of Leon Valley, Texas met on the 20<sup>th</sup> day of September, 2016 at the Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business.

**Call to order.**

Mayor Chris Riley called the Regular City Council Meeting to order at 7:11 p.m. and asked Chief Joe Salvaggio to lead the Pledge of Allegiance.

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

Also in attendance were:

City Manager Kelly Kuentler, ACM/HR Director Crystal Caldera, City Secretary Sandra Passailaigue, City Attorney Denise Frederick, Public Works Director Melinda Moritz, Assistant Public Works Director David Dimaline, Communication Director Kristie Flores, Fire Chief Luis Valdez, Police Chief Joseph Salvaggio, Assistant Police Chief Ray Lacy, Sergeant Ruben Saucedo, Firefighter/Paramedic Todd Morgan, Finance Director Vickie Wallace, Executive Assistant to the City Manager Angela Trejo, Economic Development Assistant Ana Federico, Purchasing Agent Rhonda Hewitt as well as staff from the Leon Valley Fire and Police Departments.

**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*)**

City Manager Kelly Kuentler introduced and appointed Joseph Salvaggio to the position of Leon Valley Police Chief and asked the Mayor and City Council members to confirm said appointment. Mayor Riley administered the official Oath of Office.

Mayor Riley announced a recess at 7:23 p.m. for a brief reception honoring the new Leon Valley Police Chief, Joseph Salvaggio. Chief Salvaggio said a few words and then Mayor Riley encouraged everyone to come on out on October 2<sup>nd</sup> for National Night Out and meet your new Chief.

At 7:50 p.m. the City Council reconvened into Open Session.

A motion was made by Council Member David Jordan and seconded by Council Member Benny Martinez, to approve Ordinance No. 16-036 as captioned. Upon a unanimous vote, Mayor Riley announced the motion carried.

City Manager Kelly Kuenstler thanked Executive Assistant to the City Manager Angela Trejo, Economic Development Assistant Ana Federico and City Secretary Sandra Passailaigue for putting together and serving during the reception for Chief Salvaggio.

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

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

- Carrie Macias, thanked Code Enforcement Officer Todd Morgan and volunteers for cleaning up the home at 6607 Huebner.
- Nelda Ball, 5912 Grasshill Drive, new business behind her making engine revving sounds late at night.
- Cathy Nelson, 6702 Yellow Rose, spoke about the need for weekend animal control and an “explosion of graffiti”
- Greg McFadden, 5762 Watercress Drive, also spoke about the new business that is making loud sounds late at night and would like the noise ordinance enforced.
- Rosemary Mitchell, 6607 Huebner, thanked the City for being a “village and helping out”.

### **CONSENT AGENDA**

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

##### **a) August 31, 2016 Special City Council Meeting**

**Consideration and possible action appoint Karen Seiffert to the Citizens Police Advisory Committee. M&C #2016-09-20-01 (S. Passailaigue)**

**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)**

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to approve Consent Agenda Item #4 (August 31, 2016 Special City Council Meeting), Item #5 (Resolution No. 16-026R), and Item #6 (Resolution No. 16-027R) as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

### **REGULAR AGENDA**

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

Kristie M. Flores, Communications Director presented the item saying that 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 review 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.

- Viola Magers, 7215 Gumtree Street, spoke about the nuisance her and her family experience due to the flashing of the sign into her home.
- Pastor Price of St. John's Baptist Church, said he was willing to work with Ms. Magers to find ways to reduce including shutting off the sign at 9:00 p.m.

The City Council asked that Pastor Price and Ms. Magers work together to resolve this issue. Mayor Riley asked that City Manager Kuenstler put a place holder on the October City Council agenda to discuss this item.

**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)**

Kristie M. Flores, Communications Director presented the item on behalf of applicant Mr. Patrick L. Harvey, who 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. Mr. Harvey paid \$900.00 for application, processing and consideration of the Specific Use Permit Case. The new business would generate additional property tax.

Communications Director Flores said staff recommends a 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. Lastly, 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 Waggers Dog Day Care.

Applicants Bobby Anderson, Ana Harvey and Lupe Harvey were present to answer any questions.

Mayor Riley opened the public hearing at 8:29 p.m. There being no public comment, Mayor Riley closed the public hearing at 8:29 p.m.

A motion was made by Council Member Benny Martinez and seconded by Council Member Belinda Ealy, 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. Upon a unanimous vote, Mayor Riley announced the motion carried.

**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)**

Council Member Benny Martinez recused himself from the vote due to his involvement with the Leon Valley Area Chamber of Commerce.

Kristie M. Flores, Communications Director presented the item to respond to a request from the Leon Valley Chamber of Commerce for an 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 event will begin in the evening and will end at 11:30 p.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 raise funds 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.

Communications Director Flores reported on behalf of the In Kind Grant Committee whom evaluated the request based on the criteria outlined in the grant policy and guidelines. 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.

- Shirley Owen of the Leon Valley Area Chamber of Commerce thanked the City Council for their consideration.

A motion was made by Council Member Belinda Ealy and seconded by Council Member David Edwards, to approve the In Kind Grant as requested by the Leon Valley Area Chamber of Commerce. Upon a vote of four (4) for and none (0) opposed and Council Member Benny Martinez being recused, Mayor Riley announced the motion carried.

**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)**

Melinda Moritz, Public Works Director presented the item for the purpose of presenting the Bond Oversight Committee's final report on the 2012 Municipal Facilities Bond Project; and to officially dissolve the Committee. Public Works Director Moritz said 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. 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; and additional lighting at City Hall.

Public Works Director Moritz stated that staff recommends City Council accepts the Bond Oversight Committee's final report and dissolve the Committee.

Pedro Esquivel Chairman of the Bond Oversight Committee said there was only one thing they wished they had done and that was to have gone for 10 million to include the Public Works building.

A motion was made by Council Member Monica Alcocer and seconded by Council Member Belinda Ealy, to accept the 2012 Municipal Bond Oversight Committee's Final report and Committee dissolution. Upon a unanimous vote, Mayor Riley announced the motion carried.

**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 4429D, 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)**

Melinda Moritz, Public Works Director presented the item for consideration of 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. 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 cubic yards of silt at a cost of \$7125.00; and re-seed the area at a cost of \$2,000.00; for a total cost of \$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 cubic yards of soil at a cost of \$15,000.00; sandy loam soil 600 cubic yards at a cost of \$18,000.00; and seeding at a cost of \$ 2,000.00; for a total cost of \$35,000.00.

Staff's recommendation is that the City accepts the Hetherington easement parcel donation as is; require the Ridge HOA to perform cleaning, removal of silt in detention pond area; accept the land donations; and plan improvements for future years, with neighborhood input.

- Jesus Deluna, 5601 Poppy Seed Run, member at large the Ridge HOA said he would prefer to pay the City in one lump sum.
- Marcus Lowery, 5233 (*inaudible*) President of the Ridge HOA, questioned the City's timeframe for completion of the park.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Edwards, to accept the four (4) parcels; that we do the deed as soon as possible as presented; and that we put this on the 2<sup>nd</sup> meeting in October for follow up for the budget adjustment and accept the funds prior to that for the City to have it available when its needed at that time. Upon a unanimous vote, Mayor Riley announced the motion carried.

**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)**

Council Member Benny Martinez motioned that the Property Tax Rate be increased by the adoption of a Tax Rate of \$0.556599, which is a 6.247542 increase in the Tax Rate of \$0.523870; Maintenance and Operations Fund at \$0.474645 and the Interest and Sinking Fund at \$0.081954 for a total Tax Rate of \$0.556599 by adopting Ordinance No. 16-037.

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

Upon a unanimous vote, Mayor Riley announced the motion carried.

**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)**

City Manager Kelly Kuenstler was asked by members of City Council to place this item on the agenda for discussion so Ms. Kuenstler turned the item over to Council Member Monica Alcocer. Council Member Alcocer said she felt it was a conflict for City Council members to serve on boards/commissions/committees. Council Member David Edwards announced that the only reason he also requested it was "in the spirit of cooperation and that he doesn't take a

position either way but wanted to hear more about.” Council Member Alcocer read aloud a list of cities in the area and how they allow or do not allow council members to serve on boards/commissions/committees.

There was a brief discussion.

- Olen Yarnell, spoke against the proposed policy.
- Jackie Walton, 6110 Forest Wood, spoke in favor of the proposed policy.
- City Attorney Denise Frederick responded to Ms. Walton at the request of Mayor Riley. City Attorney Frederick stated that the conflict of interest issue only arises when a voting member has a pecuniary interest in one or both, actually on the committee that they are on and then they serve on Council and then vote on it.
- Pedro Esquivel, spoke in favor of members of Council serving as liaisons.

Council Member Monica Alcocer motioned that on city boards, City Council members serve only as liaison and not voting members. Motion failed due to the lack of a second.

**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)**

Kristie Flores, Communications Director presented this item seeking City council authorization to submit an 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 a 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.

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan, to authorize the action as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

**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)**

City Manager Kuenstler presented the item as a “housekeeping item” following a City Council vote on September 6, 2016, that amended the Police Department Citizens Advisory Committee to allow two (2) City Council members to serve on the committee as opposed to the original allowance of one (1) City Council Member. The purpose of tonight’s presentation is to formalize the amendment of the ordinance originally established.

A motion was made by Council Member Belinda Ealy and seconded by Council Member David Edwards, to adopt Ordinance No. 16-038 as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

**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)**

David Dimaline, Assistant Public Works Director and Forest Oaks Community Pool Committee member Larry Proffitt reminded everyone that 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. If the City Council directs 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.

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan, to move forward to transfer the Forest Oaks Community Pool to the City of Leon Valley. Upon a unanimous vote, Mayor Riley announced the motion carried.

City Manager Kuenstler clarified that the City Council is asking for a follow up on the sustainability of both pools. City Council said yes.

**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.**

City Manager Kuenstler spoke about Bibliotech will be hosting a platform to local cities on archives; LVEDC educational outreach for Special Election 4B Sales Tax - volunteers are needed; Assistant Police Chief Ray Lacy has resigned and will now serve as Police Chief of Shavano Park; Elizabeth Carol has resigned and Kristie Flores will be stepping in but serving in both positions and looking for a deputy director; Fire Chief Valdez was informed that we will be receiving a CPS rebate for the fire station of \$7403.17.

Mayor Riley added that on October 29, 2016, the City will have a Ciclovía at Raymond Rimkus Park from 9:00 a.m. to 2:00 p.m.

**Citizens to be heard.**

None

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

Council Member Edwards thanked everyone for coming.

Council Member Alcocer said “ditto”.

Council Member Martinez reminded everyone of the LVACC luncheon tomorrow and their upcoming casino night.

Council Member Jordan thanked the City for co-sponsoring the job fair and the seniors for giving up their space. During this event about fifty people were hired on-site.

Mayor Riley thanked Council Members Jordan and Ealy for filling in for her in her absence.

**Adjournment.**

Mayor Riley announced the meeting adjourned at 10:31p.m.

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

APPROVED

**CHRIS RILEY**  
MAYOR

ATTEST:

**SAUNDRA PASSAILAIGUE, TRMC**  
CITY SECRETARY

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** October 03, 2016 **M&C # 2016-10-03-01**

**TO:** Mayor and Council

**FROM:** Sandra Passailaigue, City Secretary

**THROUGH:** Kelly Kuentler, City Manager

**SUBJECT:** Consider, discuss and possible action on Resolution No. 16-029R appointing members to various boards/committees/commissions.

**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 MEMBERS TO THE ZONING COMMISSION AND EARTHWISE LIVING.**

---

**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:

**ZONING COMMISSION:**

Alternate - Danielle Bolton

**EARTHWISE LIVING:**

Rita Petersen and Karen Seiffert

**ECONOMIC DEVELOPMENT CORPORATION:**

Derrick Thomas, II  
Jed Hefner

**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 3<sup>rd</sup> day of October, 2016.

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

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**CHRIS RILEY**  
MAYOR

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

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** October 3, 2016 **M&C #2016-10-03-02**

**TO:** Mayor and City Council

**THROUGH:** Kelly Kuenstler, City Manager

**FROM:** Melinda Moritz, Public Works Director

**SUBJECT:** Consideration and Possible Action on S. R. Hodges Subdivision Traffic Calming Options.

**PURPOSE**

The purpose of this Communication is to consider possible traffic calming measures for the S. R. Hodges Subdivision, which includes both Hodges and Althea streets.

In May of 2016, the City Council considered a request and petition from the Hodges Street residents to close one end of their street. City staff was directed to perform several items, including the procurement of a formal traffic study of Hodges Drive. In August, the City Council received the traffic study recommendation options, which included converting the street to a one-way street during certain hours, the installation of speed humps (upon receipt of acceptable petition), no through truck traffic signage, and reducing speed limit to 20 mph. The residents requested to have Hodges changed to a one-way street at all times, along with all the other options.

Staff was directed to obtain a revised traffic study to determine whether or not the one way street at all times option was recommended. There was also a concern that if Hodges was addressed, the cut-through traffic would then transfer to Althea Drive.

Staff contacted the engineer and asked to have the study revised to include the Hodges one-way street at all times option and to determine if Althea also qualified for these traffic calming measures. The study was performed and the engineer concluded that all options were suitable for both streets, although at this time, Althea does not meet the 400 vehicles per day criteria for speed humps (362 vehicles per day). According to the speed hump policy, a variance may be given, if first approved by the City Engineer, Fire Chief, and Police Chief.

A meeting was held with the residents from Althea and those in attendance requested that the same measures be applied to their street. Althea Drive is located in both the City of Leon Valley and the City of San Antonio (COSA). The portion of Althea Drive in COSA city limits includes 3 properties. For this reason, the City would have to have an agreement with COSA for conversion of the street to one-way and to prohibit through truck traffic. We can reduce the speed limit to 20 miles per hour and provide speed humps in the Leon Valley city limits without COSA involvement.

The revised recommendation is as follows:

Option 4 – Conversion of both streets to a One-Way street, from Bandera to Evers Road, speed hump installation, reduction of speed limit to 20 mph, and prohibition of through truck traffic.

- Implementation time less than 6 months
  - Hodges only – Althea will take more time

- Highest negative impact to community
- Low cost (signage & maintenance)
- Need to amend traffic ordinance
- Enhanced by prominent law enforcement

**FISCAL IMPACT**

- Speed humps estimated to cost \$4500 per set, which would be taken from the FY 2017 budget
- Signage is approximately \$70 per sign
- All items listed can be funded from the approved FY 2017 Public Works budget

**Recommendation**

- Approve changes to Hodges street, to include speed reduction to 20 mph, speed humps, prohibit through truck traffic, and change street to be one-way at all times, from Bandera to Evers.
- Approve changes to Althea Street to include speed reduction to 20 mph, obtain petition from property owners along Althea for speed humps, prohibit through truck traffic, and work with property owners and City of San Antonio to change street to a one-way at all times, from Bandera to Evers.

**S.E.E Statement**

Social Equity – Providing the citizens with additional safety measures adds to the overall quality of life.

Economic Development – Reducing perceived and potential dangers from traffic situations promotes overall health, safety, and welfare image of City, which may attract businesses and new residents.

Environmental Stewardship – Reducing flow through traffic in this area will protect the existing small stream by reducing the amount of pollutants entering the stream, which is then carried to creeks and rivers, thereby improving water quality.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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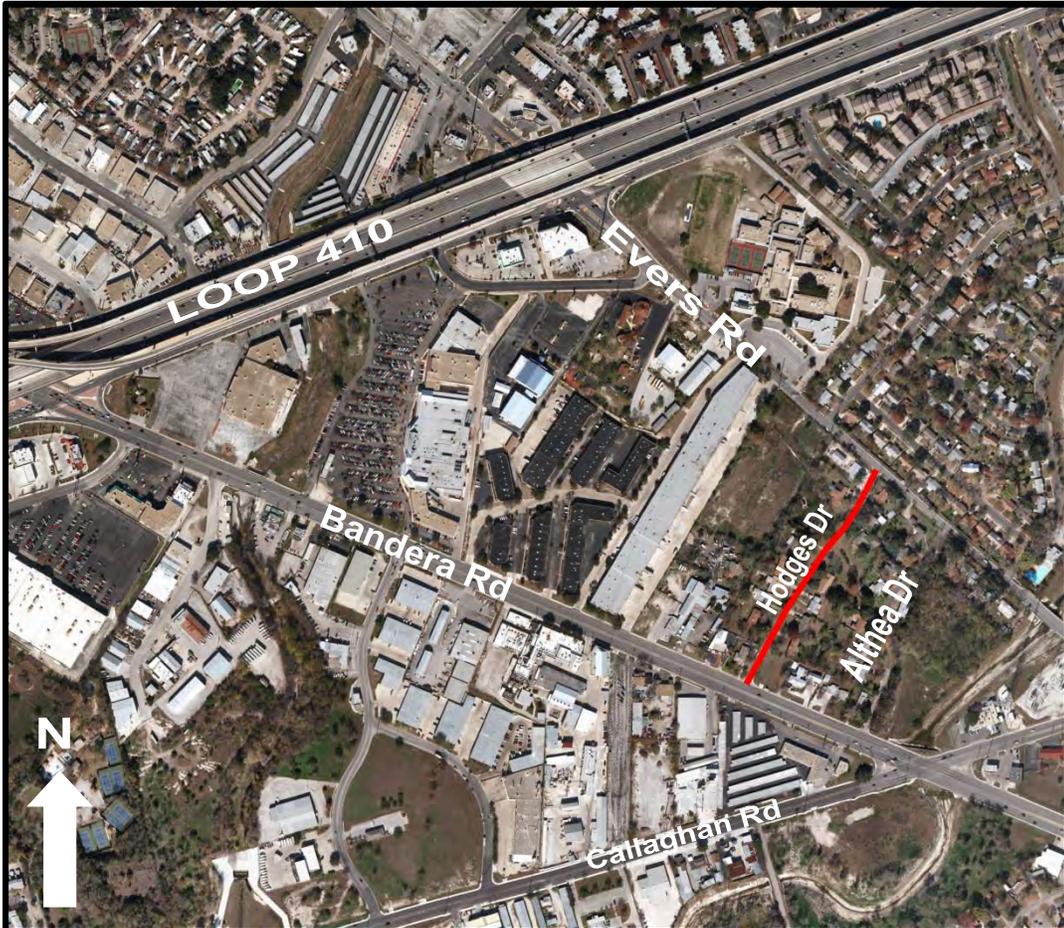
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ATTEST:

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

Attachment: Traffic study, Speed Hump Policy

# Hodges Drive Traffic Study Technical Memorandum



Source: RJ RIVERA Associates, Inc., 2016.

Prepared For:



Prepared By:



September 2016

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## LIST OF APPENDICIES

**APPENDIX A – AUTOMATIC TRAFFIC RECORDER DATA**

**APPENDIX B – CITY OF LEON VALLEY TRAFFIC DATA**

**APPENDIX C – ALTHEA DRIVE ANALYSIS**

## 1.0 INTRODUCTION

### 1.1 Project Overview

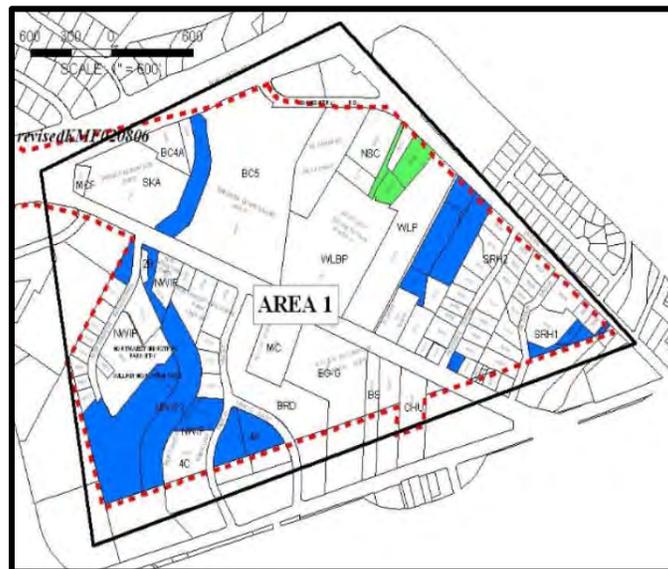
RJ RIVERA Associates, Inc. (RJRA) was contracted by the City of Leon Valley (CoLV) to prepare a traffic study to provide recommendations for traffic calming measures that would alleviate “cut-through” traffic on Hodges Drive as a result of Callaghan Road construction. Within the limits of this project, Hodges Drive is currently configured as a 2-lane undivided roadway. This study evaluated 24-hour traffic counts, vehicle classification counts and speed data. Evaluation of proposed improvements on cross streets or driveways will not be included in the analysis of Hodges Drive.

In the evaluation of Hodges Dr. it was determined that Althea Dr. should also be included in the study. See Appendix C.

#### 1.1.1 Study Area

Hodges Drive is located just southeast of IH “Loop” 410 in the CoLV (see **Figure 2**). Existing land uses surrounding the study area consists of approximately 30 lots and is primarily developed as R-1 (single-family residential) lots. Not all lots are served by the Leon Valley sanitary sewer system and Hodges Dr. does not have any curbs, sidewalks, or streetlights.

There are no recent land developments in the project study area, as it is mainly a residential area. Vacant lots north of Hodges Dr. exist and are shown below in **Figure 1**.



Source: City of Leon Valley, 2004.

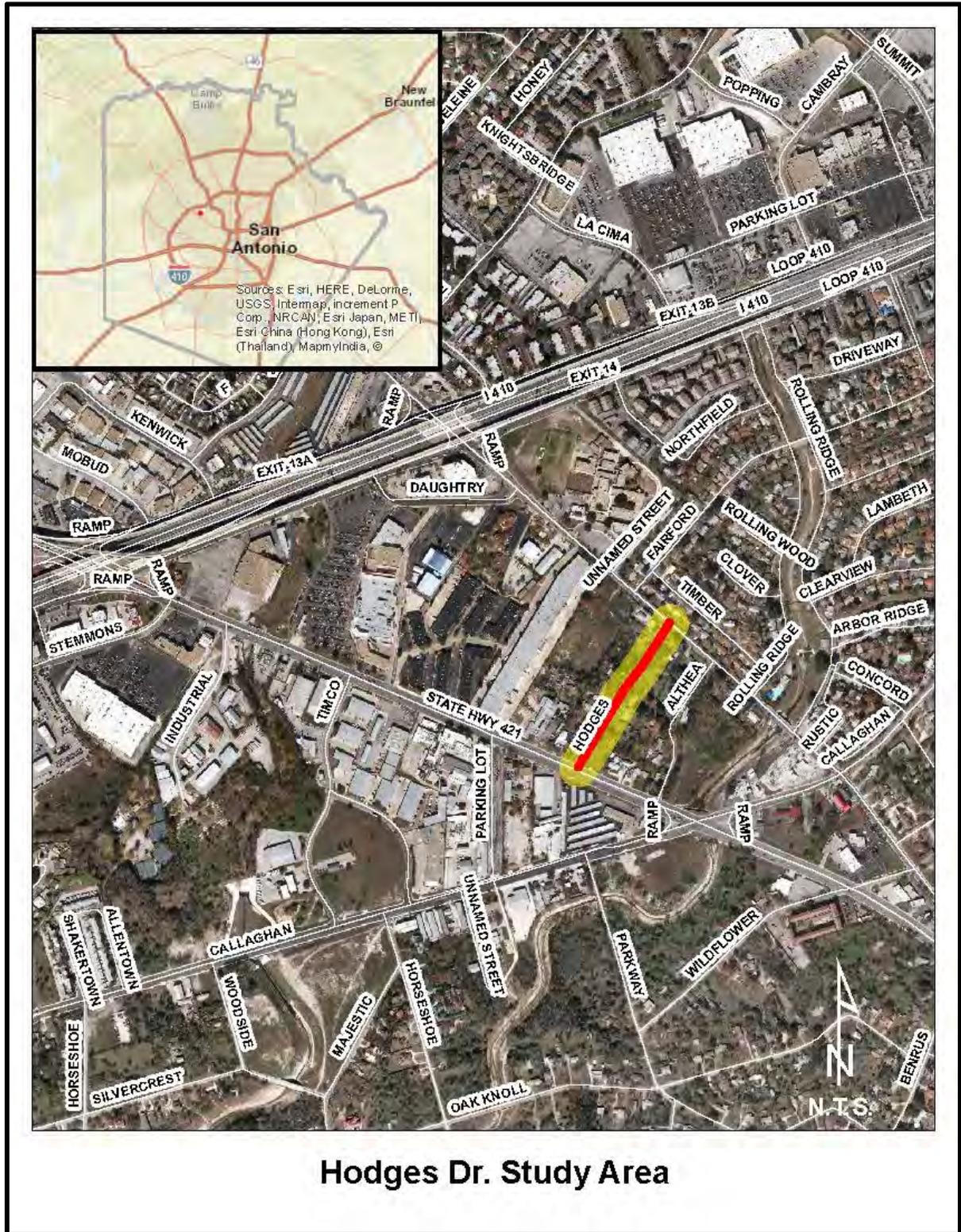
**Figure 1 – Leon Valley Undeveloped Land Map**

#### 1.1.2 Study Approach

This study's process complies with the requirements of the most recent version of the *Texas Manual on Uniform Traffic Control Devices (TMUTCD)*, *Transportation Research*

*Board Highway Capacity Manual (HCM), AASHTO A Policy on Geometric Highway Design of Highways and Streets, ITE Traffic Engineering Handbook* and other standards of traffic engineering practice. Applicable standards and specifications were obtained for use in this traffic study.

The study entailed gathering relevant project information, data from published sources and data collected within the study area (see **Section 2.0** in **Appendix A**). A traffic study of the study area was conducted to collect information such as posted speed limits, geometric configuration, intersection control devices, and existing traffic operations.



Source: RJ RIVERA Associates, Inc., 2016.

Figure 2 – Study Area

### 1.1.3 Report Overview

This report delineates the activities and efforts undertaken as part of a traffic study to evaluate traffic calming measures that could serve as alternatives for alleviating “cut-through” traffic within the study area.

1. Understanding of project – project limits and existing land use (**Section 1.1**)
2. Existing Traffic Conditions – understanding of traffic volumes and speeds (**Section 2.0**)
3. Alternatives – (**Section 3.0**)
4. Recommendations – (**Section 4.0**)

## 2.0 EXISTING CONDITIONS

The following sections define existing traffic characteristics, roadway and access inventory, and current corridor conditions along Hodges Dr.:

### 2.1 Existing Traffic Characteristics

#### 2.1.1 Existing Signalized Intersections

No existing signalized intersections were located within the study limits. Non-signalized, stop sign controlled intersections are listed below:

- Hodges Dr. at Bandera Rd.
- Hodges Dr. at Evers Rd.

#### 2.1.2 Traffic Data Collection

Traffic data was gathered from published sources and from field data collection. The first step of the data collection effort was to request and obtain any available traffic data pertinent to the study area. This included:

- Traffic Counts (**Section 2.1.3**)

The remaining necessary data for analysis was collected in the field and included: data necessary for analysis that included a traffic survey of the area conducted to collect information pertaining to posted speed limits, geometric configuration, intersection control devices and existing traffic operations. This data was used in the evaluation of alternatives for alleviating “cut-through” traffic through the study area.

#### 2.1.3 24-Hour Traffic Counts

Traffic data was collected by CoLV during two different time periods for the Westbound and Eastbound traffic along Hodges Dr. Eastbound data was collected for 11 days with a start date of April 11, 2016 and an end date of April 22, 2016 and Westbound traffic data was collected for 12 days with a start date of May 11, 2016 and an end date of May 23, 2016. See **Table 1 below** and **Appendix B** for data collected by CoLV.

| Traffic Volumes |                                |                                |
|-----------------|--------------------------------|--------------------------------|
|                 | Westbound (12 Days: 5/11-5/23) | Eastbound (11 Days: 4/11-4/22) |
| Hodges Drive    | 5727                           | 1509                           |

Source: City of Leon Valley, 2016.

**Table 1 – CoLV Traffic Data**

In order to validate CoLV data, RJRA collected data from June 23-24, 2016. The RJRA Data Collection Team placed automatic traffic recorders (ATR) and a Vehicle Classification Count (VCC) for vehicular traffic throughout the study area for a period of 24-hours. The ATR data was used to calculate the Average Daily Traffic (ADT) volumes and to verify the occurrence of the AM and PM peak ranges. **Appendix A** shows a summary of the daily volume counts and locations. See **Table 2 below** for daily traffic volumes and **Figure 3** for

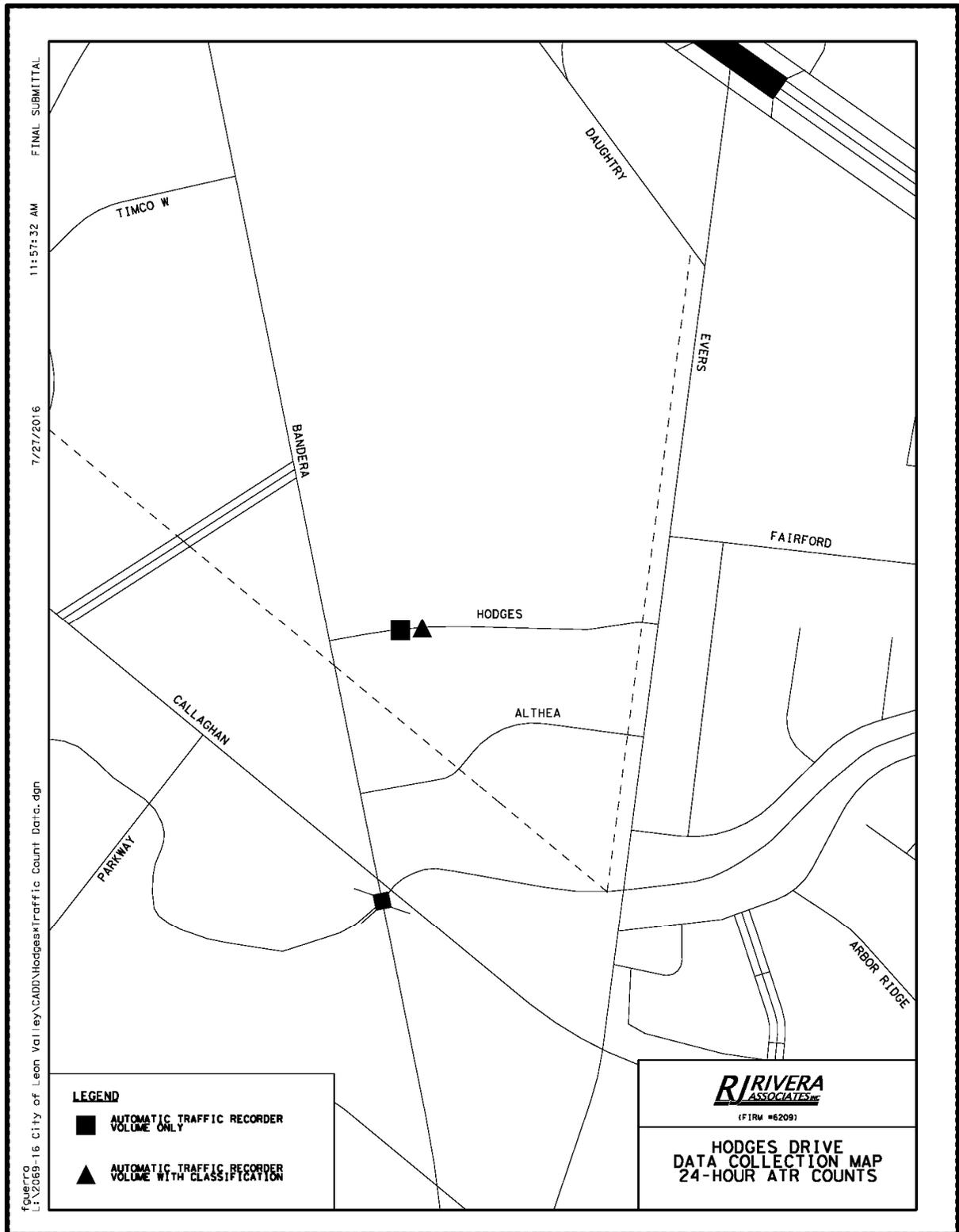
traffic count locations. It is important to note that the data collected by the RJRA Data Collection Team was obtained during the summertime (no school).

| Daily Traffic Volumes         |           |           |     |
|-------------------------------|-----------|-----------|-----|
| Hodges Dr.                    | Westbound | Eastbound | ADT |
| 500' East of Loop Bandera Rd. | 356       | 135       | 491 |

Source: RJ RIVERA Associates, Inc., 2016.

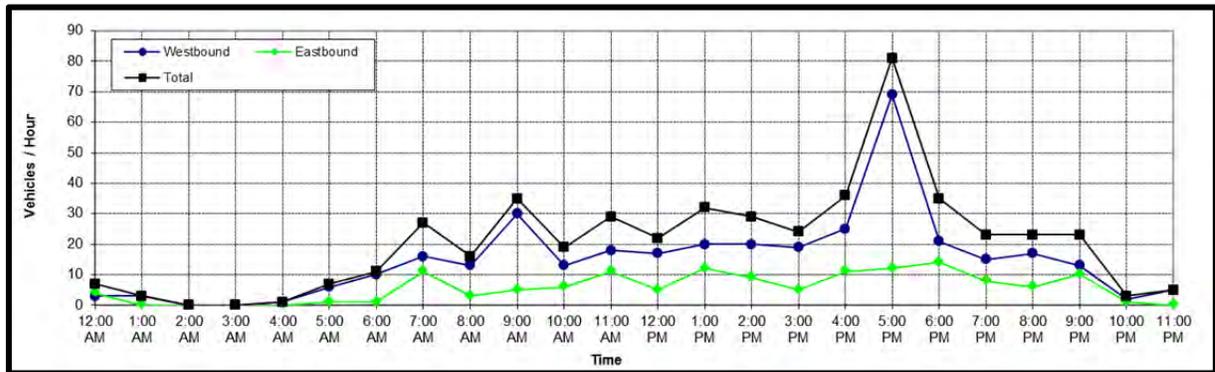
**Table 2 – Daily Traffic Volumes**

Hodges Dr. is classified as a Local Access street, which are typically associated with residential streets. It is a roadway designed to provide direct access to individual homes, shops, abutting land and similar minor traffic destinations, with no provision for through traffic. “Cut-through” traffic is currently using the roadway to gain access to other major arterials. As shown above, the majority of traffic travels westbound towards Bandera Rd. with a peak hour between 5PM and 6PM. See **Figure 4** for a chart of data collected.



Source: RJ RIVERA Associates, Inc., 2016.

Figure 3 – Automatic Traffic Recorder Locations



Source: RJ RIVERA Associates, Inc., 2016.

Figure 4 – 24-Hour ADT Data

2.1.4 Heavy Vehicle Factor

Classification counts were performed during the 24-hour ATR data collection process. See **Figure 3** for location. Passenger vehicles and heavy truck traffic were counted separately at these locations. A summary of truck percentages is provided in **Table 2**.

| Description              | Truck % |
|--------------------------|---------|
| 550' East of Bandera Rd. | 7%      |

Source: RJ RIVERA Associates, Inc., 2016.

Table 3 – Heavy Truck Percentages

A heavy vehicle factor of 7% for a street classified as a local street is on the high end. A street identified as a local street’s main purpose is to provide access to collector streets and minor/major arterials. Access to local streets is largely accessed by residents living in the vicinity of the street and heavy truck traffic should be very minimal. Currently construction in the area on Callaghan Rd. is causing vehicles to find new routes that are quicker, creating “cut-through” traffic along Hodges Dr. as a result.

2.1.5 Speed Data

The CoLV obtained traffic count data that included speed data and can be found in **Appendix B**. This data can be used to determine if humps or reduction in speed is necessary. According to the data obtained by CoLV approximately 162 vehicles of the 1,509 vehicles traveling in the eastbound direction and 679 of the 5,727 vehicles traveling in the westbound direction along Hodges Dr. were exceeding the posted speed limit of 30 MPH.

There are two methods from an engineering approach for setting speed limits according to *Methods and Practices for Setting Speed Limits: An Informational Report* from the FHWA Safety Program. The first is the Operating Speed Method which entails a traffic study and determines the speed limit setting based on the 85<sup>th</sup> percentile speed. It is important to note that setting speed limits lower than the 85<sup>th</sup> percentile speed does not necessarily encourage compliance within the posted speed limit. The second method is the Road Risk Method, which determines the speed limit by the risks associated with the physical design of the road and the expected traffic conditions. The methodology behind this method is to set

the speed based on the classification of the roadway and then adjust the speed limit based on the relative risk introduced by various road and roadside design features. While detailed in the FHWA report this particular method is not utilized in the United States of America (USA) and is mainly utilized in New Zealand and Canada.

## 2.2 Roadway and Access Inventory

A complete functional design system provides a series of distinct travel movements: main, transition, distribution, collection, access, and termination. For example, the main movement of vehicles is generally uninterrupted, high-speed, longer-trip-length flow. When approaching destinations from the freeway, vehicles reduce speed on the ramps, which acts as a transition. Vehicles then enter a moderate-speed arterial, bringing them closer to their destination. Next, they enter collector roads into neighborhoods. Finally, the vehicle enters local access roads that provide direct connections to individual residences or other destinations.

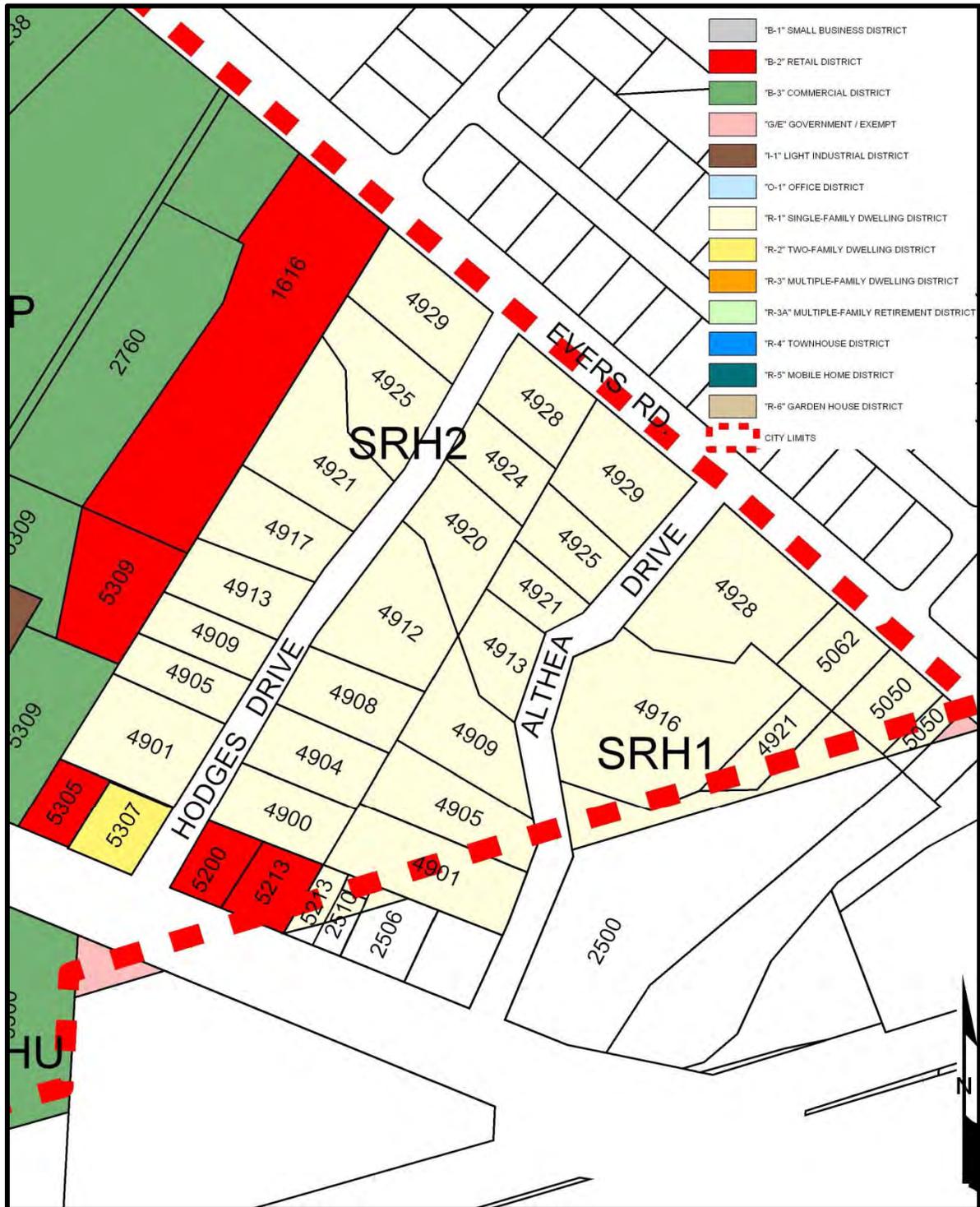
Each of the six stages is handled by a separate facility designed specifically for its function. Additionally, functional classifications are generally identified by surrounding land use forms and degrees of access. For example, urban and rural areas, have fundamentally different characteristics regarding land use types, density, street and highway network density, nature of travel patterns, and the collective relationship of each of these elements.

## 2.3 Current Corridor Conditions

Traffic calming according to the Institute of Transportation Engineering (ITE) "...is the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users." Traffic calming's main goal is to calm traffic. It assists in areas plagued with "cut-through" traffic as a result of congestion (i.e. construction) on parallel streets. Current construction on Callaghan Rd. has resulted in traffic "cutting-through" Hodges Dr. to access Bandera Rd. and Evers Rd. Hodges Dr. is a two-lane facility approximately 22' wide with no sidewalks or curbs. Similar conditions have also been observed along Althea Dr.

Hodges Dr. is in an area that interfaces the commercial corridor of Bandera Rd. and the Leon Valley South Corridor. See **Figure 5** below. Goals for transportation, community service and environment have been established for the Hodges Dr. subdivision area within the CoLV 2009 Comprehensive Master Plan.

The transportation goal must include consideration that Hodges Dr. is in close proximity to Evers and Bandera Roads and that it has the potential to induce undesirable cross traffic in the area. This has become even more apparent due to the construction on Callaghan Rd. The CoLV understands that there is a potential for "cut-through" traffic and has determined that traffic calming measures should be considered and implemented throughout the neighborhood when possible in order to discourage undesirable traffic in the area.



Source: City of Leon Valley, 2009.

Figure 5 – 2009 Comprehensive Master Plan for 12N Hodges Area

### 3.0 ALTERNATIVES

Alternatives for immediate implementation to alleviate “cut-through” traffic along Hodges Dr. were identified and are presented below. A description of the available option is followed by its respective pro/con.

#### Speed Hump

A speed hump is a raised area in the roadway pavement surface extending transversely across the travel way. Speed hump dimensions vary. However, typical speed humps are 3 inches high and 14 feet long, extending to either the curb or the edge of the parking area. The speed hump would be marked with the bold white “v” markings and would have an appropriate sign preceding the hump to warn drivers that they are approaching the measure.

The benefits of a speed hump include the effective reduction of speed, relatively low cost, and minimal impact to roadway operations. However, speed humps are generally unpopular with users of the street. Noise can be a problem on high traffic volume streets, emergency response times can increase and traffic could be diverted to other neighboring streets. Lastly, it could result in increased speeds between humps.

The CoLV currently has a speed hump policy that has certain criteria that must be satisfied in order to be considered eligible for speed hump installation. Current corridor conditions do not meet the operational characteristics required for Hodges Dr. to be considered for speed hump installation, but due to the large support of the local community the possibility to still be considered exists. A petition that documents a minimum of ninety percent of the residential dwellings on the street supporting the installation of speed humps will allow local residents and Hodges Dr. eligible and meeting criteria to be considered for speed hump installation.

It is also important to note the need for continued observation and evaluation of wear and maintenance requirements for speed humps and the pavement sections on which they are installed on.

#### Speed Display

Radar speed display signs post the speed of oncoming vehicles using highly visible LEDs to make motorists aware when they are driving at unsafe speeds. Radar speed signs have been proven to slow traffic down and are ideal for use on local roads or in school zones.

Speed displays can be pole mounted at a fixed location or their location can vary through the use of trailer-mounted displays. Display signs can be powered via power grid or independently by solar panel and a backup battery.

Newer units provide traffic counting capability with built in data collectors and internal memory that save data on passing vehicles to increase feedback on the roadway usage and vehicle speed.

The benefits of a speed display include the relatively inexpensive cost to install and maintain, they are mobile and can cover a wide range of area if needed and can be used as part of a pilot program for the consideration of a permanent vehicle activated sign. However,

these devices may require routine battery replacement/maintenance, are limited to size, weight, power and visibility and need to be mounted/calibrated by qualified personnel.

### Street Closure

Two types of street closures can aid in traffic calming and access management: full closures and partial closures. As a traffic calming measure, partial closures that prohibit traffic in one direction only can help eliminate “cut-through” traffic while maintaining local use for residents. Full closures are particularly helpful as an access management strategy because they help to eliminate access points. Unlike raised medians which reduce conflict points, street closures can eliminate access points to major and minor arterials from local streets forcing drivers to use collectors for access to arterials. Other partial street closures force traffic to turn right or left. This type of partial closure can help reduce conflict points without completely eliminating access. Entrance barriers and diagonal diverters are examples of partial closures.

The benefits of a street closure include: effectively minimize “cut-through” traffic on local streets, can significantly reduce or eliminate conflict points, and can improve sub-area circulation while maintaining free flow of traffic on arterials. However, street closures limit and change access to neighborhoods, increase traffic volumes on adjacent or parallel streets, are unpopular with businesses, and can increase travel times for residents who need to take an alternate route as a result of the street closure. It is also important to note that garbage/recycling services would be affected by this street closure. Maneuvering a large vehicle would be difficult at the ends of the street where a closure would be located.

### Changing Hodges Dr. to a One-Way Street

One-way streets eliminate traffic traveling in a given direction. This strategy calls for the conversion of short segments of street to one-way operations. The purpose of this is to dissuade “cut-through” traffic from turning onto the subject street while maintaining local access for businesses and residents. This strategy does not call for the use of one-way couplets as these can actually increase traffic speeds through an area. One example of this type of strategy is an entrance barrier which converts a street to one-way operations at an intersection preventing “cut-through” traffic from turning onto the street. This strategy can also be applied mid-block to prevent turning traffic access to the local road.

According to CoLV, Code of Ordinances, Chapter 12, Traffic and Vehicles, Article 12.02 Operation of Vehicles – Division 6 for One-Way Streets in this division, vehicular traffic shall move only in the direction indicated where signs indicating the direction of traffic are erected and maintained at such intersections.

Two benefits from this option include keeping traffic volumes low and the reduction of “cut-through” traffic. However, such conversions may be met with some opposition from adjacent property owners. Also, there is some precedence to a potential increase of head-on crashes.

Another option would be to propose Hodges Dr. be designated as a one-way street during specified times (i.e. peak hours). CoLV could implement an ordinance that would designate the hours and use police enforcement to effectively implement the ordinance.

### Reduce Speed Limit/Posted Signs

These include regulatory signs posted along neighborhood streets such as “Speed Limit” and “No Through Truck Traffic” signs. These can work to reduce speeds or prohibit undesired commercial or other heavy truck traffic along neighborhood streets. Other signs such as “Radar Enforced” signs can serve to increase a sense of law enforcement presence in the area effectively reducing traffic speeds. “Traffic Calming” neighborhood signs can work to make drivers aware that they are in a neighborhood in which traffic calming strategies are enforced.

Average speed data was collected by CoLV and it was determined that the average speed was below the speed limit for this facility. Reduction of the speed limit would require the average speed of a vehicle to be in excess of the posted speed limit.

Benefits of using posted signs/reduction of speed include: low cost solution, offers a short-term improvement, has a low impact to surroundings, and does not hinder emergency access. However, they are only effective in the immediate area, and require enforcement in conjunction with signage.

### Police Control/Enforcement

This involves utilization of law enforcement agencies, personnel and equipment for the direct enforcement of vehicular safety laws and regulations including conformance to regulatory signs such as posted speed limits and control signs. This strategy is most successfully implemented through the regular rotation of both manned and unmanned enforcement vehicles at key locations and relies on instilling a sense of presence within the community. As such, this is best achieved by maintaining high visibility within the area as opposed to utilizing a stealth approach.

This option is very quick to implement, and provides a simple approach to the problem while allowing the monitoring of speeds on a roadway. However, the effectiveness is short lived and specific to the area of enforcement.

## 4.0 RECOMMENDATIONS

Alternatives were assessed based on estimated times for implementation, impacts to the residential community, and anticipated costs. Alternatives were then grouped into three options, each comprising of one major and one or more minor traffic calming measures. All three options, presented below, would enhance the safety along Hodges Drive. A fourth option is also presented that groups the three major traffic calming alternatives to provide the most effective option to limit the cut-through, bypass traffic along Hodges Drive.

### 4.1 Option 1: Conversion to One-way Street at Specified Times with Prohibition of Through-Truck Traffic and Enforcement

This option recommends the conversion of Hodges Dr. to one-way operation during the specified hours of 7AM to 9AM (optional) and 4PM to 6PM. One-way operation would follow eastbound to Evers Rd. (to oppose the predominant, existing westbound use). The option also includes the Prohibition of Through-Truck Traffic to limit heavy-truck traffic to only those with destinations or stops along Hodges Dr. This option would be enhanced with CoLV Law Enforcement.

- Implementation Time: less than 6 months
- Negative Impacts to Community: Least
- Cost: Low

Prior to implementation, it is recommended that an Origin-Destination survey be completed with Hodges Dr. residents to determine potential left-turn conflicts and delay at Evers Road during the one-way operation at the specified times.

Affected Code 1: City of Leon Valley, Code of Ordinances, Chapter 12, Traffic and Vehicles, Article 12.02 Operation of Vehicles – Division 6. One-Way Streets

- Append with: One-way Streets at Specified Times
- The following streets are hereby designated as one-way streets at the following specified times:

| Name of Street | Direction | Hours   | Location                          |
|----------------|-----------|---|-----------------------------------|
| Hodges Dr.     | Easterly  | Between 4PM and 6PM<br>Between 7AM and 9AM (optional) | Between Bandera Rd. and Evers Rd. |

Affected Code 2: City of Leon Valley, Code of Ordinances, Chapter 12, Traffic and Vehicles, Article 12.04 Truck Traffic – Division 2. Through Truck Traffic

- Amendment: Section 12.04.032 - Through truck traffic prohibited on certain streets

- Inclusion of Hodges Dr.

Code 3: City of Leon Valley, Code of Ordinances, Chapter 12, Traffic and Vehicles

- Section 12 (multiple) - Enforcement; penalty
- Violations of any of the provisions of this division shall constitute an offense punishable by a fine.

#### **4.2 Option 2: Installation of Speed Humps with Prohibition of Through-Truck Traffic**

The effectiveness of this traffic calming measure would be increased through installation of a series of two or more speed humps along Hodges Dr. This installation would require continued observation and evaluation of wear and maintenance requirements for speed humps and of the pavement sections on which they are installed on.

- Implementation Time: less than 6 months
- Negative Impacts to Community: Medium
- Cost: Med (installation and maintenance)

Installation would require petition following the CoLV speed hump policy.

Affected Code 1: City of Leon Valley, Code of Ordinances, Chapter 12, Traffic and Vehicles, Article 12.04 Truck Traffic – Division 2. Through Truck Traffic

- Amendment: Section 12.04.032 - Through truck traffic prohibited on certain streets
- Inclusion of Hodges Dr.

#### **4.3 Option 3: Speed Reduction to 20-MPH with Prohibition of Through-Truck Traffic and Enforcement**

Speed reduction (with law enforcement) would likely serve as the greatest deterrence to cut-through, by-pass traffic thus enhancing safety; however, it could have the most negative impacts to the mobility of the surrounding residential community.

- Implementation Time: less than 6 months
- Negative Impacts to Community: Highest
- Cost: Low

Affected Code 1: City of Leon Valley, Code of Ordinances, Chapter 12, Traffic and Vehicles, Article 12.02 Operation of Vehicles – Division 7. Speed Limits

- Amendment: Section 12.02.203 - Speed limits on specific streets

- Reduce Hodges Dr. to twenty (20) miles per hour.

Affected Code 2: City of Leon Valley, Code of Ordinances, Chapter 12, Traffic and Vehicles, Article 12.04 Truck Traffic – Division 2. Through Truck Traffic

- Amendment: Section 12.04.032 - Through truck traffic prohibited on certain streets
- Inclusion of Hodges Dr.

Code 3: City of Leon Valley, Code of Ordinances, Chapter 12, Traffic and Vehicles

- Section 12 (multiple) - Enforcement; penalty
- Violations of any of the provisions of this division shall constitute an offense punishable by a fine.

#### **4.4 Option 4: Conversion to One-way Street with Speed Hump Installation and Speed Reduction to 20-MPH**

This option groups the three major traffic calming alternatives to provide an effective option that could provide the most benefits to safety by limiting and discouraging cut-through, bypass traffic along Hodges Drive. The option, however, would potentially have the most impacts to the mobility of the surrounding community. The option includes:

- Conversion of Hodges Dr. to one-way operation at all times - One-way operation would follow eastbound to Evers Rd. (to oppose the predominant, existing westbound use).
- Installation of a series of two or more speed humps along Hodges Dr. - Installation would require continued observation and evaluation of wear and maintenance requirements for speed humps and of the pavement sections on which they are installed on.
- Speed reduction to 20-MPH – Speed reduction could potentially provide the greatest deterrence to cut-through, by-pass traffic.

This option would be enhanced with CoLV Law Enforcement especially at the AM and PM peak hour times.

Affected Code 1: City of Leon Valley, Code of Ordinances, Chapter 12, Traffic and Vehicles, Article 12.02 Operation of Vehicles – Division 6. One-Way Streets

- Amendment: Section 12.02.172 Locations
- Inclusion of Hodges Dr. as shown below:

| Street     | Extent                            | Direction |
|------------|-----------------------------------|-----------|
| Hodges Dr. | Between Bandera Rd. and Evers Rd. | Easterly  |

Speed hump installation would require application of the City of Leon Valley Speed Hump Installation Policy. The policy provides engineering criteria and prohibits installation on streets classified as collector streets or higher. As Hodges Dr. is classified as a Local Street, the street is eligible for consideration. The Policy further requires that the street meet all of the three eligibility requirements listed below.

- 1. Petition. The policy will require documentation that a minimum of ninety percent of the residential dwellings are in support of the installation. Installation could affect other parallel streets operating in a grid pattern (i.e. Althea Dr.). The policy would then require documentation that a minimum of two-thirds of the households along the affected area are in favor of the installation. Action required.
- 2. Location of the Street. The existing land uses of the properties abutting Hodges Dr. are primarily single-family residential dwellings. Condition met.
- 3. Operational Characteristics of the Street
  - A. The street must be used to provide access to collector street (or higher) as indicated above. Condition met.
  - B. There must be no more than one moving lane of traffic in each direction. Condition met.
  - C. Traffic volumes must be more than 400 vehicles per day. Condition met.
  - D. The street must have a speed limit of 30 mph or less as determined in accordance with State Law. Condition met.
  - E. City Engineer, City Fire Chief, and City Police Chief must approve all speed humps and its locations. Action required.
  - F. Paved traveled ways that do not function as a street such as alleys, utility/access easements, parking lot circulation routes, and commercial service drives are not eligible for the installation of speed humps, regardless of any identification signs, due to their operational characteristics. Criterion does not apply as Hodges Dr. is a Local Street.
  - G. Must be a primary by-pass roadway that is connecting two collector/primary streets. Condition met.
- Other Conditions – The policy also provides several other conditions that must be met for speed hump installation including Section D. Geometric Characteristics of

the Street. A Special design may be required to prevent vehicle run-around as there are no curbs present on Hodges Drive. Also, as noted above, speed hump installation may affect Althea Dr. which operates in a grid network, parallel to Hodges Drive. Althea Dr. is within both the City of Leon Valley and City of San Antonio city limits however most abutting properties are residential dwellings. The design characteristics and existing conditions along both local streets are very similar as such this traffic assessment concludes that findings and recommendations of this report could also apply to Althea Drive.

Affected Code 2: City of Leon Valley, Code of Ordinances, Chapter 12, Traffic and Vehicles, Article 12.02 Operation of Vehicles – Division 7. Speed Limits

- Amendment: Section 12.02.203 - Speed limits on specific streets
- Reduce Hodges Dr. to twenty (20) miles per hour.

#### **4.5 Next Steps**

The following provides a brief overview of the anticipated next steps prior to implementation.

- Present findings to City Council - Results and recommendations from the report were presented to the City Council at the August 16, 2016 meeting. Residents from Hodges Dr. were in attendance at the meetings and appeared in support of Option 4
- Follow remaining steps and requirements from the CoLV Speed Hump Installation Policy – petitions and approvals (i.e. petitions may need to extend to include Althea Dr. dwellings)
- Hold public meeting and obtain input - optional
- Obtain Origin-Destination input to assess potential left turn delay at Hodges Dr. / Evers Rd. intersection (if needed for Option 1 only)
- Present to City Council for decision – meeting scheduled for October 3, 2016
- City of Leon Valley to begin adoption / amendment process (legal)
- Begin implementation

## APPENDIX A – AUTOMATIC TRAFFIC RECORDER DATA

**- 24-Hour Traffic Volume**



Section : Hodges Dr.

Date : 6/23/2016

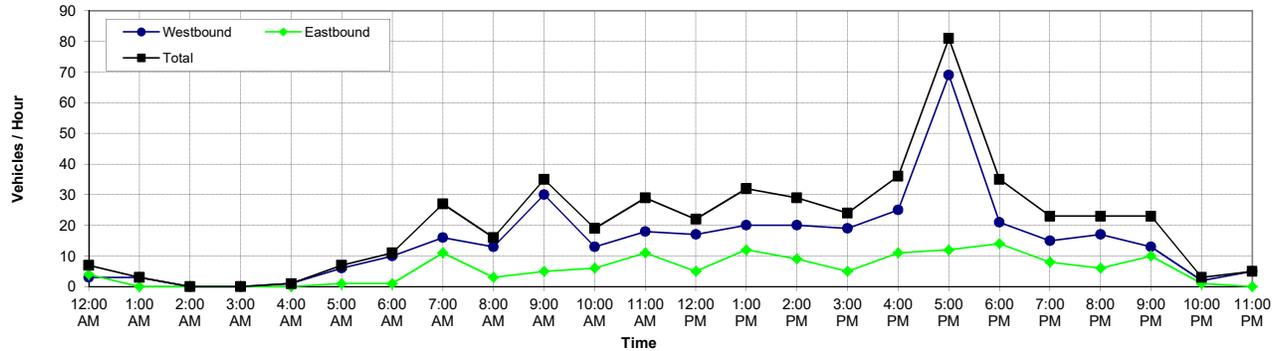
Site : 0

Weather : Sunny

Day : Thursday

Location : 500' East of Bandera Rd.

City, State : San Antonio, TX



| Start Time | Westbound Traffic Volume |    | Eastbound Traffic Volume |    | Peak Hour Volume |    |       |
|------------|--------------------------|----|--------------------------|----|------------------|----|-------|
|            | WB                       | EB | WB                       | EB | WB               | EB | Total |
| 12:00 AM   | 1                        |    | 2                        |    |                  |    |       |
| 12:15 AM   | 1                        |    | 1                        |    |                  |    |       |
| 12:30 AM   | 0                        |    | 0                        |    |                  |    |       |
| 12:45 AM   | 1                        | 3  | 1                        | 4  |                  |    |       |
| 1:00 AM    | 1                        |    | 0                        |    |                  |    |       |
| 1:15 AM    | 0                        |    | 0                        |    |                  |    |       |
| 1:30 AM    | 0                        |    | 0                        |    |                  |    |       |
| 1:45 AM    | 2                        | 3  | 0                        | 0  |                  |    |       |
| 2:00 AM    | 0                        |    | 0                        |    |                  |    |       |
| 2:15 AM    | 0                        |    | 0                        |    |                  |    |       |
| 2:30 AM    | 0                        |    | 0                        |    |                  |    |       |
| 2:45 AM    | 0                        | 0  | 0                        | 0  |                  |    |       |
| 3:00 AM    | 0                        |    | 0                        |    |                  |    |       |
| 3:15 AM    | 0                        |    | 0                        |    |                  |    |       |
| 3:30 AM    | 0                        |    | 0                        |    |                  |    |       |
| 3:45 AM    | 0                        | 0  | 0                        | 0  |                  |    |       |
| 4:00 AM    | 0                        |    | 0                        |    |                  |    |       |
| 4:15 AM    | 0                        |    | 0                        |    |                  |    |       |
| 4:30 AM    | 0                        |    | 0                        |    |                  |    |       |
| 4:45 AM    | 1                        | 1  | 0                        | 0  |                  |    |       |
| 5:00 AM    | 0                        |    | 0                        |    |                  |    |       |
| 5:15 AM    | 2                        |    | 1                        |    |                  |    |       |
| 5:30 AM    | 3                        |    | 0                        |    |                  |    |       |
| 5:45 AM    | 1                        | 6  | 0                        | 1  |                  |    |       |
| 6:00 AM    | 2                        |    | 0                        |    |                  |    |       |
| 6:15 AM    | 0                        |    | 1                        |    |                  |    |       |
| 6:30 AM    | 3                        |    | 0                        |    |                  |    |       |
| 6:45 AM    | 5                        | 10 | 0                        | 1  |                  |    |       |
| 7:00 AM    | 4                        |    | 3                        |    |                  |    |       |
| 7:15 AM    | 6                        |    | 2                        |    |                  |    |       |
| 7:30 AM    | 4                        |    | 2                        |    |                  |    |       |
| 7:45 AM    | 2                        | 16 | 4                        | 11 |                  |    |       |
| 8:00 AM    | 6                        |    | 0                        |    |                  |    |       |
| 8:15 AM    | 4                        |    | 0                        |    |                  |    |       |
| 8:30 AM    | 1                        |    | 2                        |    |                  |    |       |
| 8:45 AM    | 2                        | 13 | 1                        | 3  |                  |    |       |
| 9:00 AM    | 8                        |    | 0                        |    |                  |    |       |
| 9:15 AM    | 14                       |    | 3                        |    |                  |    |       |
| 9:30 AM    | 5                        |    | 1                        |    |                  |    |       |
| 9:45 AM    | 3                        | 30 | 1                        | 5  |                  |    |       |
| 10:00 AM   | 2                        |    | 2                        |    |                  |    |       |
| 10:15 AM   | 4                        |    | 0                        |    |                  |    |       |
| 10:30 AM   | 4                        |    | 1                        |    |                  |    |       |
| 10:45 AM   | 3                        | 13 | 3                        | 6  |                  |    |       |
| 11:00 AM   | 5                        |    | 2                        |    |                  |    |       |
| 11:15 AM   | 5                        |    | 1                        |    |                  |    |       |
| 11:30 AM   | 6                        |    | 4                        |    |                  |    |       |
| 11:45 AM   | 2                        | 18 | 4                        | 11 |                  |    |       |

| Start Time | Westbound Traffic Volume |    | Eastbound Traffic Volume |    | Peak Hour Volume |    |       |
|------------|--------------------------|----|--------------------------|----|------------------|----|-------|
|            | WB                       | EB | WB                       | EB | WB               | EB | Total |
| 12:00 PM   | 3                        |    | 1                        |    |                  |    |       |
| 12:15 PM   | 5                        |    | 2                        |    |                  |    |       |
| 12:30 PM   | 6                        |    | 1                        |    |                  |    |       |
| 12:45 PM   | 3                        | 17 | 1                        | 5  |                  |    |       |
| 1:00 PM    | 6                        |    | 2                        |    |                  |    |       |
| 1:15 PM    | 6                        |    | 5                        |    |                  |    |       |
| 1:30 PM    | 6                        |    | 2                        |    |                  |    |       |
| 1:45 PM    | 2                        | 20 | 3                        | 12 |                  |    |       |
| 2:00 PM    | 11                       |    | 5                        |    |                  |    |       |
| 2:15 PM    | 2                        |    | 1                        |    |                  |    |       |
| 2:30 PM    | 4                        |    | 1                        |    |                  |    |       |
| 2:45 PM    | 3                        | 20 | 2                        | 9  |                  |    |       |
| 3:00 PM    | 8                        |    | 2                        |    |                  |    |       |
| 3:15 PM    | 6                        |    | 0                        |    |                  |    |       |
| 3:30 PM    | 3                        |    | 1                        |    |                  |    |       |
| 3:45 PM    | 2                        | 19 | 2                        | 5  |                  |    |       |
| 4:00 PM    | 5                        |    | 4                        |    |                  |    |       |
| 4:15 PM    | 3                        |    | 3                        |    |                  |    |       |
| 4:30 PM    | 11                       |    | 2                        |    |                  |    |       |
| 4:45 PM    | 6                        | 25 | 2                        | 11 |                  |    |       |
| 5:00 PM    | 13                       |    | 2                        |    |                  |    |       |
| 5:15 PM    | 24                       |    | 5                        |    |                  |    |       |
| 5:30 PM    | 20                       |    | 3                        |    |                  |    |       |
| 5:45 PM    | 12                       | 69 | 2                        | 12 |                  |    |       |
| 6:00 PM    | 6                        |    | 4                        |    | 69               |    |       |
| 6:15 PM    | 9                        |    | 2                        |    |                  |    |       |
| 6:30 PM    | 6                        |    | 6                        |    |                  |    |       |
| 6:45 PM    | 0                        | 21 | 2                        | 14 |                  |    |       |
| 7:00 PM    | 1                        |    | 2                        |    |                  |    |       |
| 7:15 PM    | 4                        |    | 2                        |    |                  |    |       |
| 7:30 PM    | 5                        |    | 2                        |    |                  |    |       |
| 7:45 PM    | 5                        | 15 | 2                        | 8  |                  |    |       |
| 8:00 PM    | 5                        |    | 3                        |    |                  |    |       |
| 8:15 PM    | 6                        |    | 3                        |    |                  |    |       |
| 8:30 PM    | 3                        |    | 0                        |    |                  |    |       |
| 8:45 PM    | 3                        | 17 | 0                        | 6  |                  |    |       |
| 9:00 PM    | 2                        |    | 4                        |    |                  |    |       |
| 9:15 PM    | 6                        |    | 2                        |    |                  |    |       |
| 9:30 PM    | 3                        |    | 2                        |    |                  |    |       |
| 9:45 PM    | 2                        | 13 | 2                        | 10 |                  |    |       |
| 10:00 PM   | 1                        |    | 1                        |    |                  |    |       |
| 10:15 PM   | 0                        |    | 0                        |    |                  |    |       |
| 10:30 PM   | 0                        |    | 0                        |    |                  |    |       |
| 10:45 PM   | 1                        | 2  | 0                        | 1  |                  |    |       |
| 11:00 PM   | 3                        |    | 0                        |    |                  |    |       |
| 11:15 PM   | 1                        |    | 0                        |    |                  |    |       |
| 11:30 PM   | 0                        |    | 0                        |    |                  |    |       |
| 11:45 PM   | 1                        | 5  | 0                        | 0  |                  |    |       |

|                       |     |     |
|-----------------------|-----|-----|
| Daily Directional ADT | 356 | 135 |
| Daily Total ADT       | 491 |     |



## APPENDIX B – CITY OF LEON VALLEY TRAFFIC DATA

## APPENDIX C – ALTHEA DRIVE ANALYSIS

# Althea Drive Traffic Study Technical Memorandum



Source: RJ RIVERA Associates, Inc., 2016.

Prepared For:



Prepared By:



September 2016

## 1.0 INTRODUCTION

### 1.1 Project Overview

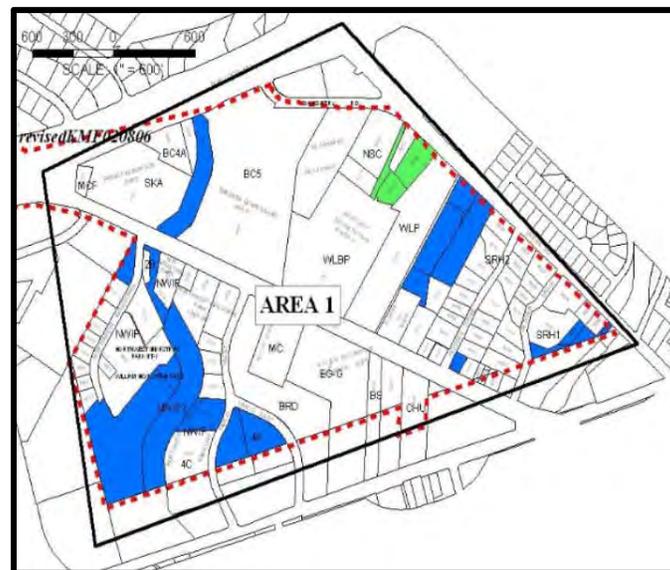
RJ RIVERA Associates, Inc. (RJRA) was contracted by the City of Leon Valley (CoLV) to prepare a traffic study to provide recommendations for traffic calming measures that would alleviate “cut-through” traffic on Hodges Drive as a result of Callaghan Road construction. Within the limits of this project, Hodges Drive is currently configured as a 2-lane undivided roadway. This study evaluated 24-hour traffic counts, vehicle classification counts and speed data. Evaluation of proposed improvements on cross streets or driveways will not be included in the analysis of Hodges Drive.

In the evaluation of Hodges Drive it was determined that Althea Drive should be considered for further analysis. Althea Drive is a road running parallel to Hodges Drive and has the same characteristics as Hodges Drive. Both roads were analyzed for traffic calming measures due to an increase in “cut-through” traffic in the area.

#### 1.1.1 Study Area

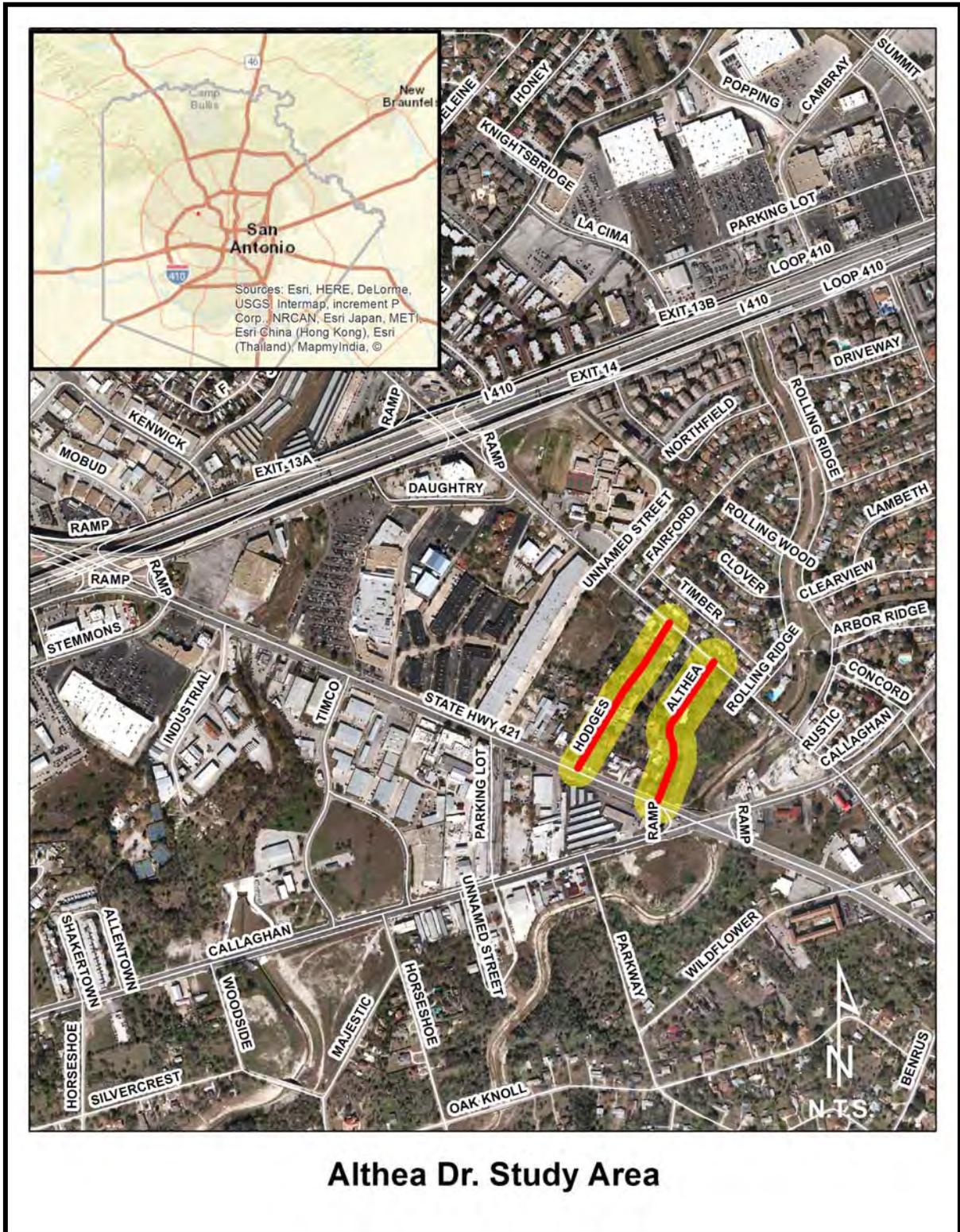
Althea Drive is located just southeast of IH “Loop” 410 within the jurisdictional city limits of CoLV and City of San Antonio (CoSA) (see **Figure 2**). Existing land uses surrounding the study area consists of approximately 30 lots in the Hodges Subdivision area and is primarily developed as R-1 (single-family residential) lots. Not all lots are served by the Leon Valley sanitary sewer system and Althea Dr. does not have any curbs, sidewalks, or streetlights.

There are no recent land developments in the project study area, as it is mainly a residential area. Vacant lots south of Althea Dr. exist and are shown below in **Figure 1**.



Source: City of Leon Valley, 2004.

**Figure 1 – Leon Valley Undeveloped Land Map**



Source: RJ RIVERA Associates, Inc., 2016.

Figure 2 – Study Area

## 2.0 EXISTING CONDITIONS

The following sections define existing traffic characteristics, roadway and access inventory, and current corridor conditions along Althea Dr.:

### 2.1 Existing Traffic Characteristics

#### 2.1.1 Existing Signalized Intersections

No existing signalized intersections were located within the study limits. Non-signalized, stop sign controlled intersections are listed below:

- Althea Dr. at Bandera Rd.
- Althea Dr. at Evers Rd.

#### 2.1.2 Traffic Data Collection

Traffic data was gathered from published sources and from field data collection. The first step of the data collection effort was to request and obtain any available traffic data pertinent to the study area. This included:

- Traffic Counts (**Section 2.1.3**)

The remaining necessary data for analysis was collected in the field and included: data necessary for analysis that included a traffic survey of the area conducted to collect information pertaining to posted speed limits, geometric configuration, intersection control devices and existing traffic operations. This data was used in the evaluation of alternatives for alleviating “cut-through” traffic through the study area.

#### 2.1.3 24-Hour Traffic Counts

The RJRA Data Collection Team collected data from September 21-23, 2016, which included automatic traffic recorders (ATR) for a period of 24-hours. The ATR data was used to calculate the Average Daily Traffic (ADT) volumes and to verify the occurrence of the AM and PM peak ranges. **Figure 4** shows a summary of the daily volume counts and locations. See **Table 1** below for daily traffic volumes and **Figure 3** for traffic count locations. It is important to note that the data collected by the RJRA Data Collection Team for Althea Dr. was obtained during the school year and Hodges Dr. data was obtained during the summertime (no school).

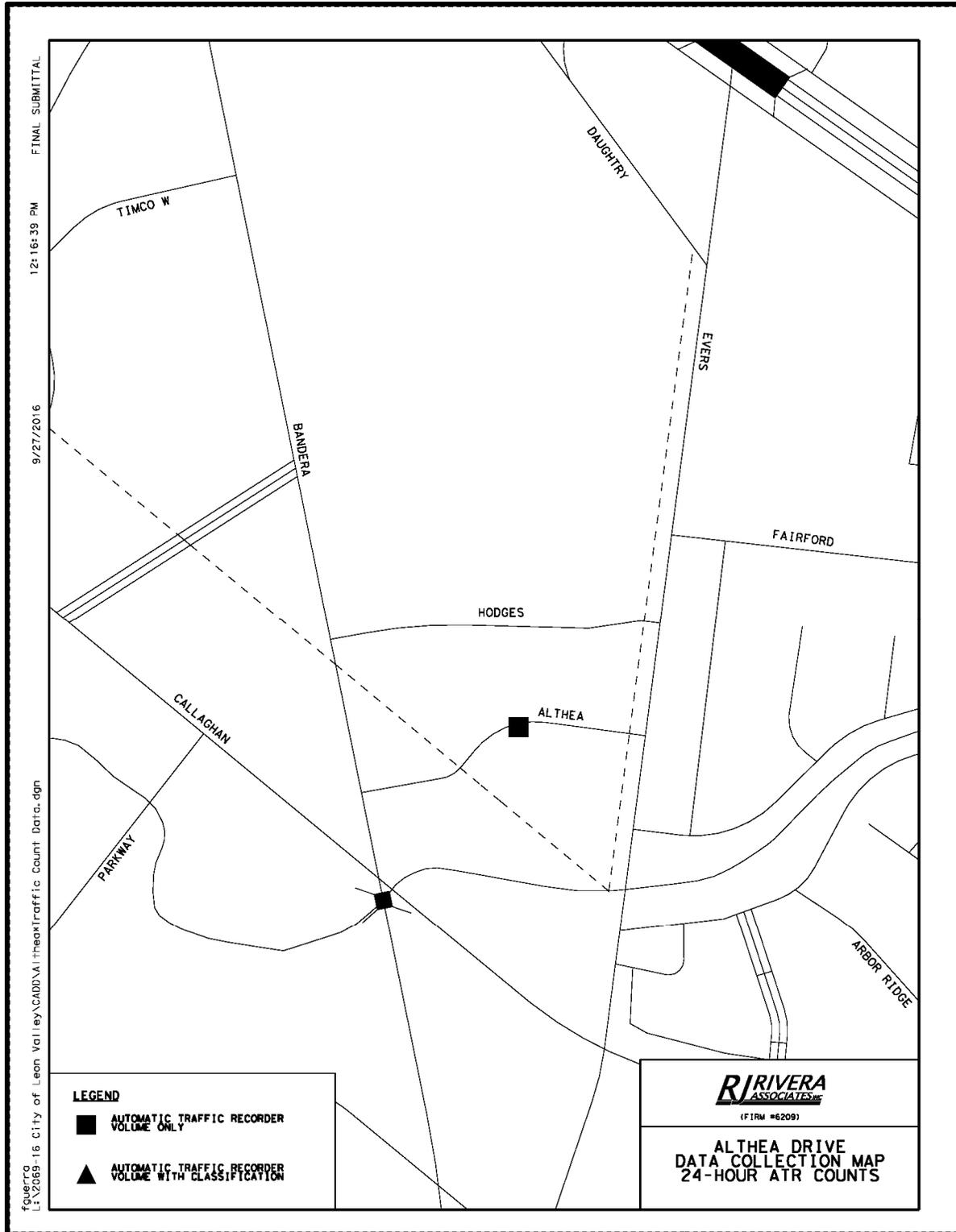
| Daily Traffic Volumes         |           |           |     |
|-------------------------------|-----------|-----------|-----|
| Althea Dr.                    | Westbound | Eastbound | ADT |
| 700' East of Loop Bandera Rd. | 109       | 253       | 362 |

Source: RJ RIVERA Associates, Inc., 2016.

**Table 1 – Daily Traffic Volumes**

Althea Dr. is classified as a Local Access street, which are typically associated with residential streets. It is a roadway designed to provide direct access to individual homes, shops, abutting land and similar minor traffic destinations, with no provision for through traffic. “Cut-through” traffic is currently using the roadway to gain access to other major

arterials. As shown above, the majority of traffic travels eastbound towards Evers Rd. with a peak hour between 4:45PM and 5:45PM. See **Figure 3** for a chart of data collected.



Source: RJ RIVERA Associates, Inc., 2016.

**Figure 3 – Automatic Traffic Recorder Locations**

**- 24-Hour Traffic Volume**

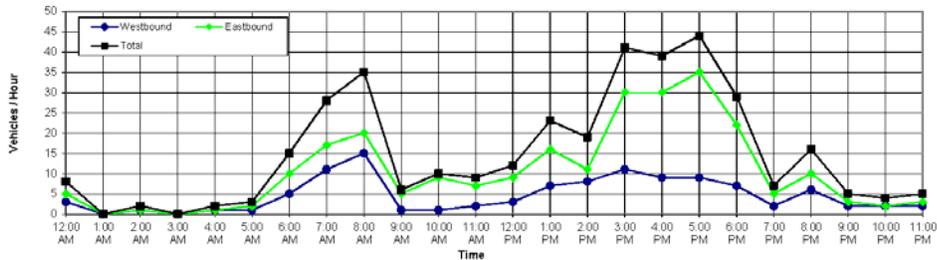


Engineers ● Planners ● Public Involvement

Section : Althea Dr.      Date : 9/21/2016      Site : 0

Weather : Sunny      Day : Wednesday      Location : 700' East of Bandera Rd.

City, State : San Antonio, TX



| Start Time            | Westbound Traffic Volume | Eastbound Traffic Volume | Peak Hour Volume |    |       | Start Time   | Westbound Traffic Volume | Eastbound Traffic Volume | Peak Hour Volume |    |       |
|-----------------------|--------------------------|--------------------------|------------------|----|-------|--------------|--------------------------|--------------------------|------------------|----|-------|
|                       |                          |                          | WB               | EB | Total |              |                          |                          | WB               | EB | Total |
| 12:00 AM              | 1                        | 2                        |                  |    |       | 12:00 PM     | 0                        | 0                        |                  |    |       |
| 12:15 AM              | 2                        | 2                        |                  |    |       | 12:15 PM     | 1                        | 5                        |                  |    |       |
| 12:30 AM              | 0                        | 1                        |                  |    |       | 12:30 PM     | 1                        | 1                        |                  |    |       |
| 12:45 AM              | 0                        | 3                        | 0                | 5  |       | 12:45 PM     | 1                        | 3                        | 3                | 9  |       |
| 1:00 AM               | 0                        | 0                        |                  |    |       | 1:00 PM      | 1                        | 3                        |                  |    |       |
| 1:15 AM               | 0                        | 0                        |                  |    |       | 1:15 PM      | 0                        | 3                        |                  |    |       |
| 1:30 AM               | 0                        | 0                        |                  |    |       | 1:30 PM      | 3                        | 4                        |                  |    |       |
| 1:45 AM               | 0                        | 0                        | 0                | 0  |       | 1:45 PM      | 3                        | 7                        | 6                | 16 |       |
| 2:00 AM               | 0                        | 0                        |                  |    |       | 2:00 PM      | 1                        | 2                        |                  |    |       |
| 2:15 AM               | 0                        | 0                        |                  |    |       | 2:15 PM      | 2                        | 3                        |                  |    |       |
| 2:30 AM               | 1                        | 1                        |                  |    |       | 2:30 PM      | 2                        | 2                        |                  |    |       |
| 2:45 AM               | 0                        | 1                        | 0                | 1  |       | 2:45 PM      | 3                        | 8                        | 4                | 11 |       |
| 3:00 AM               | 0                        | 0                        |                  |    |       | 3:00 PM      | 1                        | 5                        |                  |    |       |
| 3:15 AM               | 0                        | 0                        |                  |    |       | 3:15 PM      | 2                        | 4                        |                  |    |       |
| 3:30 AM               | 0                        | 0                        |                  |    |       | 3:30 PM      | 4                        | 9                        |                  |    |       |
| 3:45 AM               | 0                        | 0                        | 0                | 0  |       | 3:45 PM      | 4                        | 11                       | 12               | 30 |       |
| 4:00 AM               | 0                        | 0                        |                  |    |       | 4:00 PM      | 1                        | 6                        |                  |    |       |
| 4:15 AM               | 1                        | 1                        |                  |    |       | 4:15 PM      | 2                        | 5                        |                  |    |       |
| 4:30 AM               | 0                        | 0                        |                  |    |       | 4:30 PM      | 0                        | 6                        |                  |    |       |
| 4:45 AM               | 0                        | 1                        | 0                | 1  |       | 4:45 PM      | 6                        | 9                        | 13               | 30 |       |
| 5:00 AM               | 1                        | 1                        |                  |    |       | 5:00 PM      | 1                        | 5                        |                  |    |       |
| 5:15 AM               | 0                        | 0                        |                  |    |       | 5:15 PM      | 3                        | 13                       |                  |    |       |
| 5:30 AM               | 0                        | 1                        |                  |    |       | 5:30 PM      | 3                        | 9                        |                  |    |       |
| 5:45 AM               | 0                        | 1                        | 0                | 2  |       | 5:45 PM      | 2                        | 9                        | 8                | 35 |       |
| 6:00 AM               | 2                        | 3                        |                  |    |       | 6:00 PM      | 2                        | 9                        |                  |    |       |
| 6:15 AM               | 2                        | 4                        |                  |    |       | 6:15 PM      | 1                        | 4                        |                  |    |       |
| 6:30 AM               | 1                        | 2                        |                  |    |       | 6:30 PM      | 1                        | 3                        |                  |    |       |
| 6:45 AM               | 0                        | 5                        | 1                | 10 |       | 6:45 PM      | 3                        | 7                        | 6                | 22 |       |
| 7:00 AM               | 1                        | 2                        |                  |    |       | 7:00 PM      | 0                        | 1                        |                  |    |       |
| 7:15 AM               | 1                        | 2                        |                  |    |       | 7:15 PM      | 0                        | 2                        |                  |    |       |
| 7:30 AM               | 5                        | 7                        |                  |    |       | 7:30 PM      | 1                        | 1                        |                  |    |       |
| 7:45 AM               | 4                        | 11                       | 6                | 17 |       | 7:45 PM      | 1                        | 2                        | 1                | 5  |       |
| 8:00 AM               | 9                        | 10                       |                  |    |       | 8:00 PM      | 0                        | 1                        |                  |    |       |
| 8:15 AM               | 6                        | 9                        |                  |    |       | 8:15 PM      | 3                        | 4                        |                  |    |       |
| 8:30 AM               | 0                        | 1                        |                  |    |       | 8:30 PM      | 3                        | 4                        |                  |    |       |
| 8:45 AM               | 0                        | 15                       | 1                | 20 | 24    | 8:45 PM      | 0                        | 6                        | 1                | 10 |       |
| 9:00 AM               | 0                        | 0                        |                  |    |       | 9:00 PM      | 0                        | 1                        |                  |    |       |
| 9:15 AM               | 1                        | 2                        |                  |    |       | 9:15 PM      | 1                        | 1                        |                  |    |       |
| 9:30 AM               | 0                        | 2                        |                  |    |       | 9:30 PM      | 0                        | 0                        |                  |    |       |
| 9:45 AM               | 0                        | 1                        | 1                | 5  |       | 9:45 PM      | 1                        | 2                        | 1                | 3  |       |
| 10:00 AM              | 0                        | 1                        |                  |    |       | 10:00 PM     | 1                        | 1                        |                  |    |       |
| 10:15 AM              | 0                        | 2                        |                  |    |       | 10:15 PM     | 0                        | 0                        |                  |    |       |
| 10:30 AM              | 1                        | 3                        |                  |    |       | 10:30 PM     | 0                        | 0                        |                  |    |       |
| 10:45 AM              | 0                        | 1                        | 3                | 9  |       | 10:45 PM     | 1                        | 2                        | 1                | 2  |       |
| 11:00 AM              | 1                        | 2                        |                  |    |       | 11:00 PM     | 0                        | 1                        |                  |    |       |
| 11:15 AM              | 0                        | 3                        |                  |    |       | 11:15 PM     | 1                        | 1                        |                  |    |       |
| 11:30 AM              | 0                        | 0                        |                  |    |       | 11:30 PM     | 1                        | 1                        |                  |    |       |
| 11:45 AM              | 1                        | 2                        | 2                | 7  |       | 11:45 PM     | 0                        | 2                        | 0                | 3  |       |
| Daily Directional ADT |                          |                          |                  |    |       | 109      253 |                          |                          |                  |    |       |
| Daily Total ADT       |                          |                          |                  |    |       | 362          |                          |                          |                  |    |       |

Source: RJ RIVERA Associates, Inc., 2016.

Figure 4 – 24-Hour ADT Data

## 2.2 Roadway and Access Inventory

A complete functional design system provides a series of distinct travel movements: main, transition, distribution, collection, access, and termination. For example, the main movement of vehicles is generally uninterrupted, high-speed, longer-trip-length flow. When approaching destinations from the freeway, vehicles reduce speed on the ramps, which acts as a transition. Vehicles then enter a moderate-speed arterial, bringing them closer to their destination. Next, they enter collector roads into neighborhoods. Finally, the vehicle enters local access roads that provide direct connections to individual residences or other destinations.

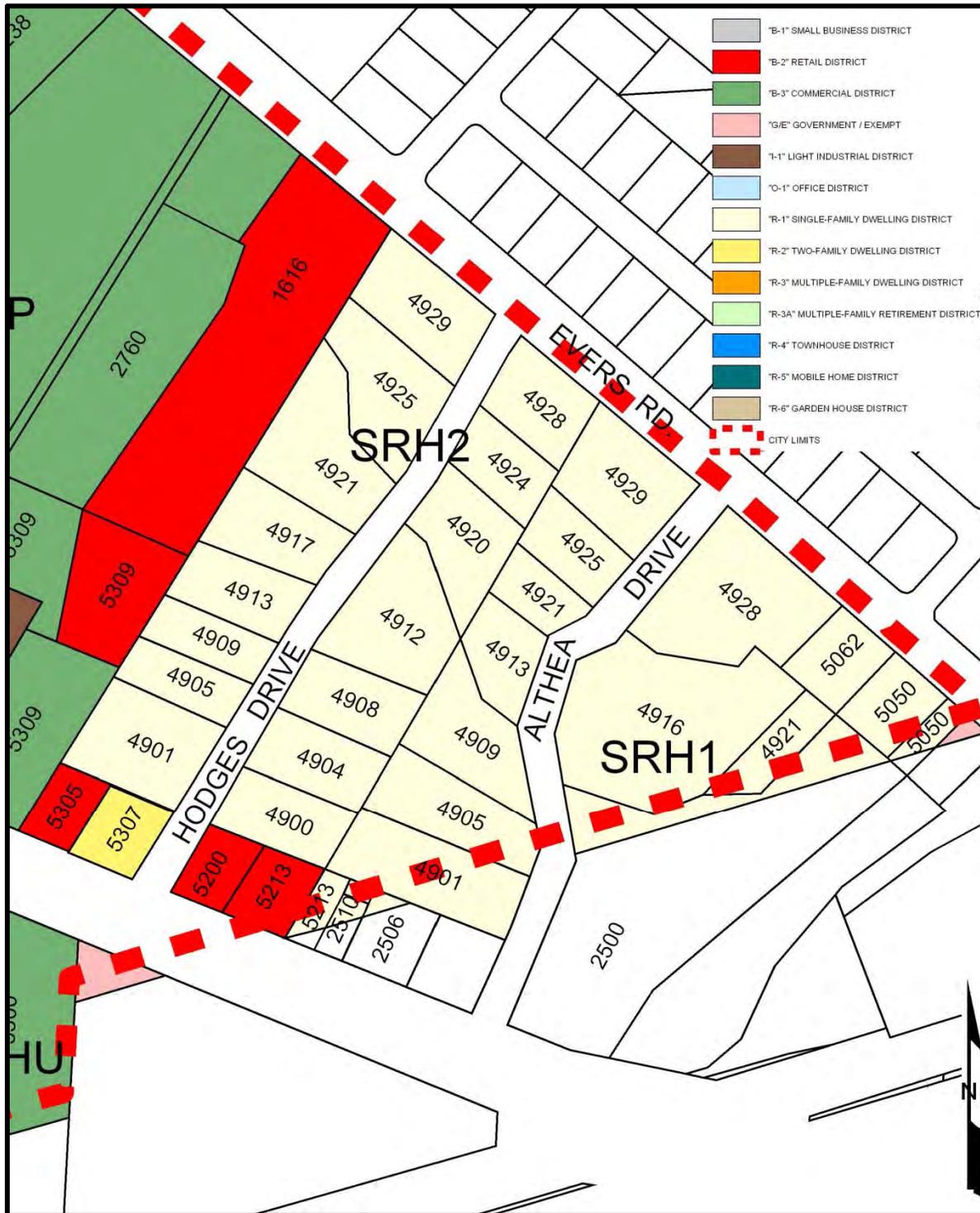
Each of the six stages is handled by a separate facility designed specifically for its function. Additionally, functional classifications are generally identified by surrounding land use forms and degrees of access. For example, urban and rural areas, have fundamentally different characteristics regarding land use types, density, street and highway network density, nature of travel patterns, and the collective relationship of each of these elements.

## 2.3 Current Corridor Conditions

Current construction on Callaghan Rd. has resulted in traffic “cutting-through” Hodges and Althea Dr. to access Bandera Rd. and Evers Rd. Althea Dr. is a two-lane facility approximately 22’ wide with no sidewalks or curbs.

Althea Dr. is in an area that interfaces the commercial corridor of Bandera Rd. and the Leon Valley South Corridor. See **Figure 5** below. Goals for transportation, community service and environment have been established for the Hodges Dr. subdivision area within the CoLV 2009 Comprehensive Master Plan.

The transportation goal must include consideration that Althea Dr. is in close proximity to Evers and Bandera Roads and that it has the potential to induce undesirable cross traffic in the area. This has become even more apparent due to the construction on Callaghan Rd. The CoLV understands that there is a potential for “cut-through” traffic and has determined that traffic calming measures should be considered and implemented throughout the neighborhood when possible in order to discourage undesirable traffic in the area.



Source: City of Leon Valley, 2009.

Figure 5 – 2009 Comprehensive Master Plan for 12N Hodges Area

### 3.0 RECOMMENDATIONS

Althea Drive operates in a grid network, parallel to Hodges Drive. Implementing the alternatives presented for Hodges Drive could have an impact on the existing traffic operations of Althea Drive through a redirection of the bypass, cut-through traffic. Should these impacts occur, it is recommended that the CoLV consider measures along Althea Drive including speed hump installation (see **Option 4** for petition requirements in the *Hodges Drive Traffic Study Technical Memorandum*). Althea Drive is within both the CoLV and City of San Antonio (CoSA) city limits. As such, conversion to one-way and speed reduction may not possible without coordination or concurrence with the CoSA.

## CITY OF LEON VALLEY SPEED HUMPS INSTALLATION POLICY

### A. GENERAL

Speed humps are an effective and appropriate device for safely reducing vehicle speeds on certain types of streets when installed in accordance with the provisions of this policy.

In order for speed hump installations to be effective, they should be located selectively in accordance with defined engineering criteria for the purpose of improving documented speeding problems. Proper installation will also minimize driver frustration and encourage safe driving practices.

Installation of speed humps on streets other than local residential streets could have potentially severe traffic safety consequences, almost certainly affect emergency services and other service consequences, and almost certainly create a diversion of large amounts of through traffic onto local residential streets, which were not intended for that purpose. Therefore, speed humps will not be considered for streets that are classified as collector streets or higher in the City. These streets include:

- Bandera Rd.
- Huebner Rd. – East of Timberhill
- Evers Rd.
- Poss Rd. – West of Evers Rd.
- Grissom Rd.
- Eckhert Rd.
- Wurzbach Rd.
- Seneca – (Bandera Rd. to Evers Rd.)

The purpose of this policy is to establish the circumstances and criteria under which speed humps will be considered for installation on a residential street. This policy also promotes reasonable opportunities for residents and property owners most affected by a proposed speed hump to participate together in the process that leads to its installation.

### B. DEFINITIONS

For the context of this policy only:

*Collector Street* – is a low-to-moderate capacity road which serves to move traffic from local streets to arterial roads.

*Speed Hump* - is a geometric design feature of a roadway, consisting of a raised area in the roadway pavement surface extending transversely across the traveled way, whose primary purpose is to reduce the speed of vehicles traveling along that roadway;

*Traffic Speed Study* - will include the operational characteristics, and geometric characteristics of a typical day for 24hrs.

*Typical Day* - is defined as a weekday

*Speed Criteria* - is the speed that is 5 mph or greater over the legal speed limit (30mph)

*Street* - refers to the street length that must be petitioned. It is a 1000-foot segment generally centered on the proposed location of the humps, or the length of the block, whichever is greater. If the 1000-foot segment extends into any part of an adjacent block, it includes the entire length of the adjacent block, unless separated by an intervening thoroughfare, traffic signal or offset intersection.

### C. ELIGIBILITY REQUIREMENTS

All of the following criteria must be satisfied for a street to be considered eligible for speed hump installation.

1. Petition. A petition that documents a minimum of ninety percent of the residential dwellings on the street that support its installation. In instances where speed humps will affect other roadways i.e. (grid network), the requestor will be required to obtain a petition that documents that a minimum of two-thirds of the household along the total affected area are in favor of the speed hump. Petitions will be made available to requestors. Requester will be responsible for distribution and collection of all petitions.

2. Location of the Street. The land uses of the properties abutting the street where the speed hump is proposed must be composed primarily of single-family residential dwelling.

3. Operational Characteristics of the Street.

- A. The street must be used to provide access to collector street (or higher) as indicated above.
- B. There must be no more than one moving lane of traffic in each direction.
- C. Traffic volumes must be more than 400 vehicles per day.
- D. The street must have a speed limit of 30 mph or less as determined in accordance with State Law.
- E. City Engineer, City Fire Chief, and City Police Chief must approve all speed humps and its locations.
- F. Paved traveled ways that do not function as a street such as alleys, utility/access easements, parking lot circulation routes, and commercial service drives are not eligible for the installation of speed humps, regardless of any identification signs, due to their operational characteristics.
- G. Must be a primary bi-pass roadway that is connecting two collector/primary streets.

D. Geometric Characteristics of the Street.

- 1. The street must have adequate sight distances to accommodate safely the hump as determined by the Department of Public Works.

2. The street must not have curves or grades that prevent safe placement of the humps. Humps may be located on streets that contain curves and/or grades, but the hump itself should not be located within a significant horizontal curve, on a vertical grade greater than eight percent.
3. The street shall be paved. If there are no curbs, a special design must be used to prevent vehicle run-around.
4. Private property in the City Limits is not governed or controlled by this Speed Hump Installation Policy.
5. In the case of areas with grid networks a comprehensive study of all affected roadways will need to be assessed.

#### **E. SPEED HUMP REMOVAL AND ALTERATION**

The process for speed hump removal or alteration by residents will require a petition that documents that a minimum of ninety percent of adjacent property owners on the street support its removal. The City Manager has the right to remove a speed hump if it is deemed necessary.

#### **F. SPEED HUMP LOCATION**

1. A speed hump must not be located in front of a property if the property owner objects to its placement.
2. The exact speed hump location shall be determined by the City Engineer.
3. The speed hump shall be located a minimum of 250' from the nearest intersecting street and at the property line.
4. The speed hump shall not be located or constructed such that it interferes with the proper drainage of the street.
5. Speed hump should not be located within 10' from the nearest driveway.

#### **G. DESIGN STANDARDS AND PROCEDURES**

The City Engineer shall prepare and maintain current design standards and installation procedures for speed humps in accordance with this policy.

#### **PROCEDURES FOR SPEED HUMP INSTALLATION**

1. The initial request for the installation of speed humps must originate from the residents living on the street. A request in writing from a resident or representative must be forwarded to the following address:

Speed Hump Program

Department of Public Works  
6400 El Verde Rd.  
Leon Valley, TX 78238

2. A determination of eligibility based on a traffic engineering study conducted at the subject site will be made in a timely manner.

A. If the street is determined not to be eligible, the applicant(s) will be given written notification of that determination and its reasons within 30 days. An exception to the policy may be considered at this time and may only be granted for traffic count (Operational Characteristic C, listed above); no exceptions for locations not approved by the City Engineer, Fire Chief, and Police Chief, or the location is not determined to be a collector street or a bypass roadway.

B. The decision may be appealed in writing to the City Manager within 15 days of the notification date. The City Manager will review the determination and respond to the applicant(s) within 30 days of the appeal request.

C. If the street is determined to be eligible for consideration, a meeting will be arranged between the applicant(s) and staff to define the petition area and the approximate speed hump location range. The applicant(s) will be instructed to submit a petition indicating that a minimum of ninety percent of the low density dwelling households on the street support the installation of speed humps as provided in the speed hump policy. Only petition forms supplied by the Department of Public Works or exact duplicates may be used for this purpose.

3. After verification of the petitions, the Department of Public Works will conduct the necessary traffic engineering studies and solicit comments and recommendations of other agencies. A determination of the street's eligibility for speed hump installation will be made in a timely manner, based on the speed hump policy.

A. If the street is determined not to be eligible for speed hump installation, the applicant(s) will be notified in writing giving the reason.

B. The decision may be appealed in the same manner as in Section 2.

C. If the street is determined to be eligible; the street will be placed on a list of street eligible for speed hump installation.

4. Based on July 2014 estimates, the cost to install speed cushions and signage is approximately \$6,000 per site. (Per the accepted design of Appendix 1)

5. If funding is not available through regular city resources, residents may assess themselves the fee in order to expedite the installation of speed humps.



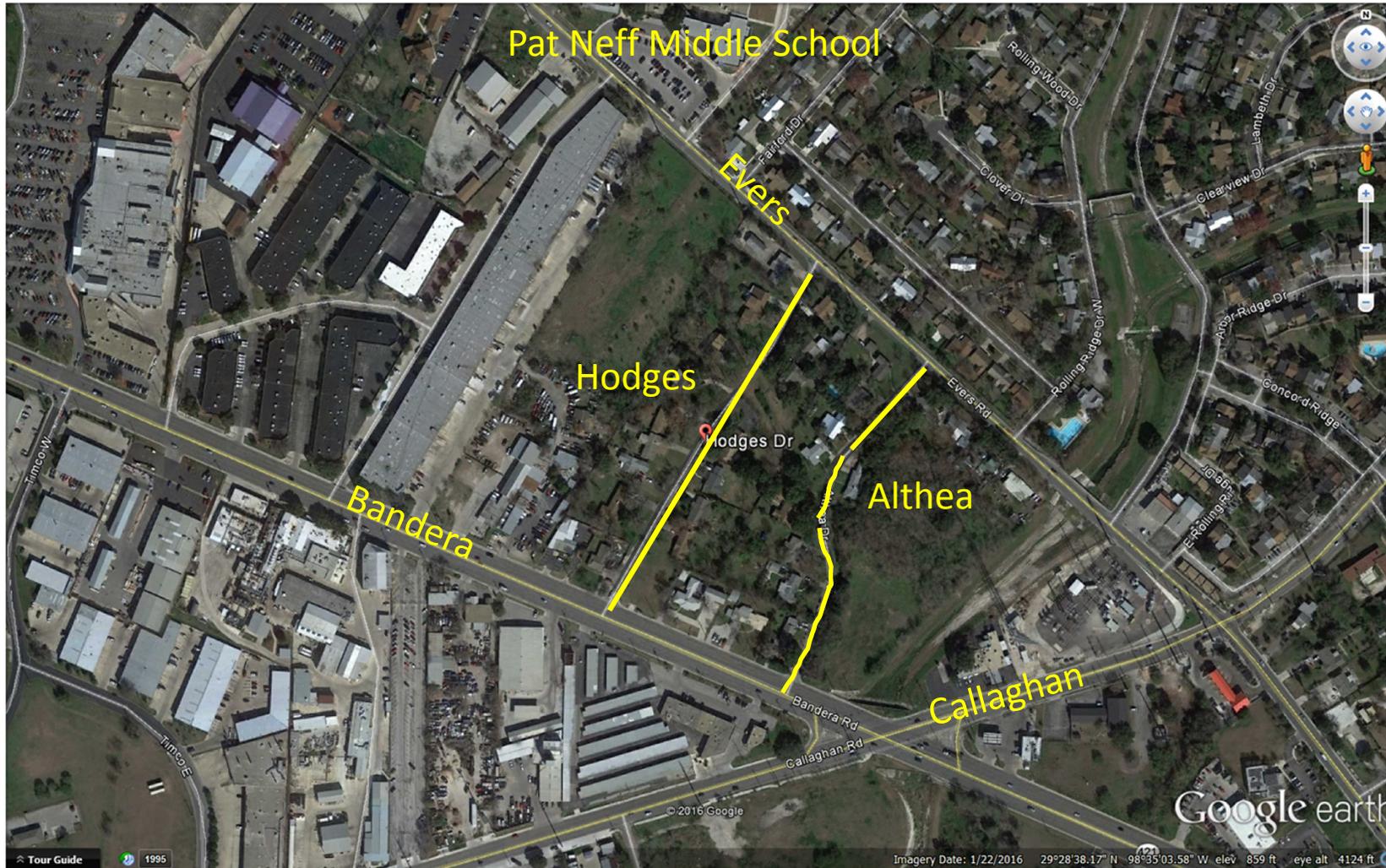
# Consideration and Possible Action S. R. Hodges Subdivision Traffic Calming Options

City Council Meeting  
October 3, 2016

# Purpose

- To consider & possibly take action on street traffic calming measures & recommendations for both Hodges and Althea Streets

# Situs



# Purpose

- May 2016 - City Council considered request & petition from Hodges residents to close one end of the street
- Staff was directed to perform several items, including formal traffic study of Hodges Drive
- August 2016 – City Council received traffic study recommendations, which included one-way during certain hours, speed humps (upon receipt of acceptable petition), and reducing speed limit to 20 mph
- Residents requested to have Hodges changed to a one-way street at all times, along with reduced speed limit & speed humps
- Staff was directed to revise traffic study to get a recommendation from the engineer on converting Hodges to a one-way street at all times

# Purpose

- A revised traffic study was performed, this time including Althea Drive
- The study indicates that both streets are eligible for:
  - Conversion to one-way at all times
  - Installation of speed humps
  - Speed reduction to 20 MPH
  - No through truck traffic law

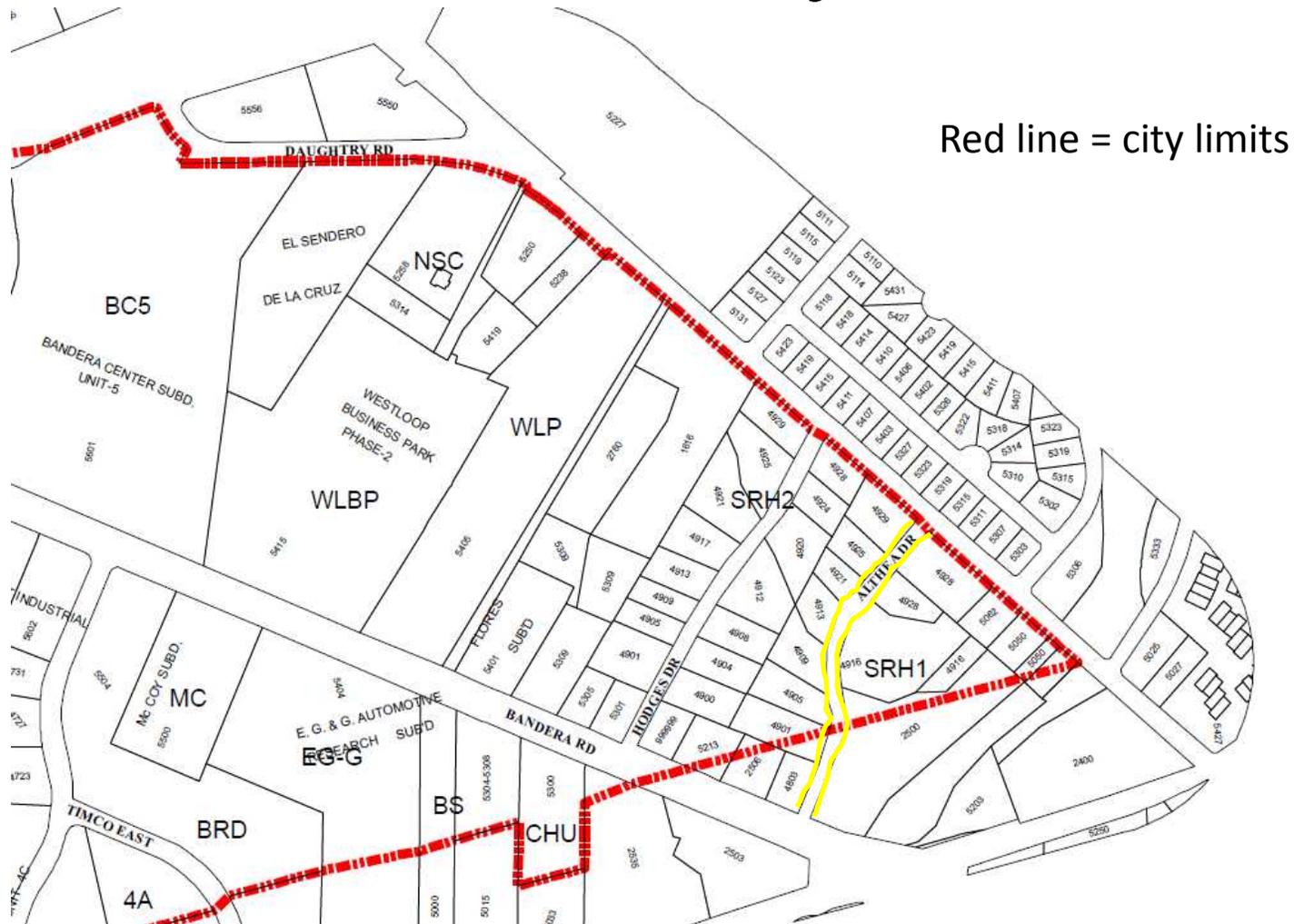
# Purpose

- 9/10/16 - Staff met with residents from Althea Drive
- Traffic study & calming measures for Hodges presented
- Althea Drive residents would also like:
  - Conversion to one-way all the time
  - Installation of speed humps and prohibition of through truck traffic
  - Speed reduction to 20 MPH

# Purpose

- A portion of Althea Drive is in the City of San Antonio (COSA) city limits, which includes 3 properties
- Would need to get permission or agreement from COSA to convert to one-way & prohibit through truck traffic
- Can reduce speed limit & provide speed humps in Leon Valley city limits without permission
- Need to obtain petition from property owners for speed humps

# Althea Drive City Limits



# Recap - Recommendations

- Option 1 – Conversion to one-way at specific times, with prohibition of through truck traffic and enforcement
  - Implementation time – 6 months
  - Least negative impact to community
  - Low cost
  - Recommends an Origin-Destination survey be completed with Hodges residents to determine potential left turn conflicts and delay during one-way operation times
  - Need to amend traffic ordinance

# Recap - Recommendations

- Option 2 – Installation of speed humps and prohibition of through truck traffic
  - Implementation time 6 months
  - Medium negative impact to community
  - Medium cost (installation & maintenance)
  - Would require petition from residents
  - Need to amend traffic ordinance

# Recap - Recommendations

- Option 3 – Speed reduction to 20 mph and prohibition of through truck traffic
  - Implementation time less than 6 months
  - Highest negative impact to community
  - Low cost (signage & maintenance)
  - Need to amend traffic ordinance

# New Recommendation

- Option 4 – Conversion to One-Way street, speed hump installation, reduction to 20 mph, and prohibition of through truck traffic
  - Implementation time less than 6 months
    - Hodges only – Althea will take more time
  - Highest negative impact to community
  - Low cost (signage & maintenance)
  - Need to amend traffic ordinance
  - Need speed hump petition from property owners
  - Enhanced by prominent law enforcement

# Hodges Street View



# Althea Drive Street View



# Fiscal Impact

- Speed humps approximately \$4500 per set
- Signage is approximately \$70 per sign
  - 4 per street
- Ordinance revision no cost
- All items can be funded from the proposed FY 2017 Public Works budget

# Recommendation

- Approve changes to Hodges street, to include:
  - Install speed humps
  - Reduce speed limit to 20 mph
  - Prohibit through truck traffic
  - Change to one-way at all times, from Bandera to Evers
- Approve changes to Althea Street to include:
  - Obtain petition from property owners along Althea for speed humps, then install
  - Reduce speed limit to 20 mph
  - Prohibit through truck traffic
  - Work with property owners and City of San Antonio to change street to one-way, from Bandera to Evers

# S.E.E. IMPACT STATEMENT

- Social Equity – Providing the citizens with additional safety measures adds to the overall quality of life.
- Economic Development – Reducing perceived and potential dangers from traffic situations promotes overall health, safety, and welfare image of City, which may attract businesses and new residents.
- Environmental Stewardship – Reducing cut through traffic in this area will protect the existing small stream by reducing the amount of pollutants entering the stream, which is then carried to creeks and rivers, thereby improving water quality.

# Consideration and Possible Action S. R. Hodges Subdivision Traffic Calming Options

City Council Meeting  
October 3, 2016

**THIS ITEM HAS BEEN WITHDRAWN BY THE APPLICANT**

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** October 3, 2016 **M&C # 2016-10-03-03**

**TO:** Mayor and Council

**FROM:** Kristie M. Flores, Community Development/Communications Director

**THROUGH:** Kelly Kuenstler, City Manager

**SUBJECT:** Conduct a public hearing, consider, discuss and possible action to adopt an Ordinance for Specific Use Permit Case #2016-277, to allow operation of a "Convenience Store - (24-hour)," being approximately 1.6950 acres of land, CB 9925A, Seneca Estates Subdivision Unit #5, generally located at 6461 Bandera Road, in a B-2 (Retail) zoning district within the Sustainability Overlay District.

**PURPOSE**

The purpose of Specific Use Permit application #2016-277 is to allow operation a "Convenience Store – (24-hour)" in a B-2 (Retail) zoning district. Per Chapter 14, of the Leon Valley Code of Ordinances, Zoning Ordinance, Section 14.02.381, "Permitted Use Table," the use "Convenience Store" is allowed by right, however the 24-hour operation and outdoor seating triggers the requirement for a Specific Use Permit (SUP).

Staff comments are as follows regarding Specific Use Permit #2016-277:

- 1) The request is consistent with the Master Plan and the existing and surrounding zoning districts.
- 2) B-2 (Retail) zoning districts are intended to abut residential areas but should also provide adequate and effective buffers and screening.
- 3) Staff recommended that the dumpster be located further away from residential areas and as of the Zoning Meeting on 9/27/16 a revised site plan was submitted with the dumpsters in an alternate location.
- 4) Staff notes that the proposed building color is not consistent with the muted colors required by the zoning overlay. The applicant has applied for a variance to the Board of Adjustment. The City Council can still consider the request despite this deficiency. Approval of the SUP can be made contingent on approval of the building color variance by Board of Adjustment.
- 5) Other than building color requirements this site meets the minimum requirements for development, including but not limited to site design, circulation, landscaping and proposed detention.

- 6) Per the Zoning Ordinance, Chapter 14, Section 14.02.551b, the applicant submitted a Traffic Impact Analysis Worksheet indicating that the proposed will generate 381 peak hour trips.
- 7) The applicant will be required to meet all the requirements for development prior to issuance of a Building Permit and Certificate of Occupancy .

**SEE LEON VALLEY**

Social Equity – the proposed use indirectly supports quality of life by providing convenience store products and fuel to surrounding residents and visitors to the City.

Economic Development – the proposed use brings economic development to the City. The convenience store will provide fresh food, limited grocery products and gas for residents and visitors to the City.

Environmental Stewardship – Stripes is planting trees and shrubbery per Code. There will also be on site detention to address storm water runoff and/or flooding.

**FISCAL IMPACT**

The applicant paid \$500 for consideration of this request.

**STRATEGIC GOALS**

The request is directly related to Strategic Goal 1 “Economic Development” which encourages promoting and recruitment of new businesses to the City.

**RECOMMENDATION**

The Zoning Commission recommended approval of the request on September 27, 2016, noting the request was consistent and compatible with the Master Plan and surrounding zoning, and protected the property rights of all property owners affected by the Specific Use Permit, by a vote of 6-1.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_

ATTEST:

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

**THIS ITEM HAS BEEN WITHDRAWN BY THE APPLICANT**

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** October 3, 2016 **M&C #2016-10-03-04**

**TO:** Mayor and Council

**FROM:** Kristie Flores, Community Development/Communications Director

**THROUGH:** Kelly Kuentler, City Manager

**SUBJECT:** Consider, discuss and possible action on Sign Variance # 2016-001, to grant sign variances to Chapter 14, "Zoning Ordinance," Section 14.02.304, "Regulations for All Districts," Subsection (m) "Overlay Districts," Part G(2)(b). "Monuments Signs," to allow a 12-foot tall monument sign, with a 76 square foot sign face and a total structure size of 215 square feet at 6461 Bandera Road.

**PURPOSE**

Stripes convenience store is requesting variances to monument height; monument sign face area, and overall monument structure size at 6461 Bandera Road.

The variance requests breakdown as follows:

**Monument Sign Height**

The sign overlay requires that monument signs measure 7-feet in height. The proposed monument sign would be 12-feet tall for a variance of 4-feet.

**Sign Face Area**

The sign overlay requires that the maximum sign face area be a maximum of 60 square feet. The applicant is proposing 76 square feet for a sign face variance of 16 square feet.

**Total Structure Size**

The requirement for maximum structure size is 98 square feet. The total sign structure size proposed is 215 square feet this is 117 square feet more than required by Code.

The reason for the variance requests is for visibility and marketing purposes. The larger and taller sign allows them to place all the information customers need to know on the sign.

Staff notes that the proposed monument does reduce sign clutter, by having one large size rather than several small signs. The proposed monument would be located on the corner of Bandera Road and Seneca Drive. Thus, staff notes that it does appear that there could be visibility concerns as the property at this location is on an incline and is at the bottom of Bandera Road at Seneca Drive at the end of the exit of the elevated overpass. If the sign face is too small and too low, it could potentially create hazards for drivers coming off of the flyover. There is also a very tall retaining wall on the east side of the property from the In Town Suites

extended stay motel, which is an added obstruction for onsite signage. Additionally, the sign is not proposed to have bright or distracting features. The proposed monument will simply be stationary signage with the noted gas prices in digital print, common to gas stations in the area.

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

Social Equity – It is equitable for the City to consider Stripes request as it promotes stakeholder participation with the City. It also promotes a positive stakeholder relationship for future City endeavors/events.

Economic Development – Stripes success in Leon Valley will increase sales tax revenue and promote economic development in the City. Their success is contingent on their marketing and visibility through signage and other means.

Environmental Stewardship – The monument sign will be landscaped along the bottom as required by Code.

**FISCAL IMPACT**

A \$200 sign variance consideration fee was paid. If the variances are approved the applicant will need to pay \$150 per sign for their permits. Any other proposed signage on the property will also need to be reviewed, permitted, inspected and applicable fees paid.

**RECOMMENDATION**

Staff reviewers have no objection to the variances. Approval is at the discretion of City Council. Chapter 3, "Signs," of the Code of Ordinances notes that applicants may apply for variances to the Article and that City Council may in turn, consider such variances where strict enforcement due to special conditions or where literal enforcement would result in unnecessary hardship. It does appear that there is a special circumstance for this property as it is on an incline and located near the exit area of a flyover. Additionally, the request does not appear to be excessive or unreasonable.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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

ATTEST:

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



**COFFEE WITH THE MAYOR AND CITY COUNCIL**  
Leon Valley Conference Center  
6421 Evers Road, Leon Valley, Texas 78238  
Saturday, October 22, 2016

**AGENDA**

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1. **9:00 a.m.** Call to order, Determine a Quorum is Present
2. Leon Valley City Council will host a citizens' communication meeting to hear citizen issues and provide general policy and factual information as to issues brought up by citizens. No action will be taken except to place an item on a future agenda as appropriate.
3. Items Identified for possible discussion:
  - a. Special Election
  - b. Other Issues from Citizens
4. **11:00 a.m.** Adjournment

**Attendance by Other Elected or Appointed Officials:**

It is anticipated that members other City boards, commissions and/or committees may attend the 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 on the Bulletin Board at Leon Valley Public Library, 6425 Evers Road, Leon Valley, Texas, on October \_\_, 2016 at \_\_ p.m. and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at [www.leonvalleytexas.gov](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.

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary



**ECONOMIC DEVELOPMENT CORPORATION (LVEDC)  
BOARD OF DIRECTORS REGULAR MEETING**  
Leon Valley City Hall - Council Chamber  
6400 El Verde Road, Leon Valley, Texas 78238  
Wednesday, August 24, 2016 at 6:00 p.m.

**MINUTES**

The Leon Valley Economic Development Corporation met on the 24<sup>th</sup> day of August, 2016 at the Leon Valley City Hall Council Chamber located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

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

The meeting was called to order by Vice President Joseph Nazaroff at 6:04 p.m. on August 24, 2016. A quorum was declared to be in attendance. Those Directors in attendance were: Treasurer Michael McCarley, Secretary Larry Proffitt and Director Monica Alcocer. President Patricia Manea was excused from attending the meeting. Board Directors Gayle Monnig and David Jordan were absent. Alternate Director Marian Slaughter was also absent.

Also in attendance were:

City Manager Kelly Kuenstler, City/Board Attorney Denise Frederick and Economic Development Administrative Assistant Ana Federico.

**2. Citizens to be Heard.**

None

**3. Consider, discuss and take action to approve LVEDC Minutes. (L. Proffitt)**  
**a) July 27, 2016 Special and Regular LVEDC Meeting**

A motion was made by Director Monica Alcocer and seconded by Treasurer Michael McCarley to approve LVEDC Special and Regular Minutes for July 27, 2016. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motioned carried.

**4. Consider, discuss and take possible action to approve expenditures for August 2016 and review update on LVEDC Financial Report (as of July 31, 2016). (Finance Work Group)**

A motion was made by Treasurer Michael McCarley and seconded by Director Monica Alcocer, to approve August 2016 expenditures. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motioned carried.

**5. Consider, discuss and take possible action to authorize the execution of a Memorandum of Understanding (MOU) between the LVEDC and the City of Leon Valley in connection with the Kinman House Economic & Community Development Project. (J. Nazaroff, L. Proffitt)**

A motion was made by Director Monica Alcocer and Seconded by Treasurer Michael McCarley to approve the execution of an MOU between the LVEDC and the City of Leon Valley. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motioned carried.

**7. Consider, discuss and take possible action to approve City Council's changes to the Economic Development Executive Director's Job Description and Contract. (D. Frederick)**

Vice President Joseph Nazaroff, with the Board's approval, moved this item up to follow Item # 5.

The Leon Valley Economic Development Corporation went into Executive Session at 6:28 p.m.

Pursuant to Texas Government Code Section §551.074 *Personnel Matters*, the LVEDC met in Executive Session to discuss with City/Board Attorney Frederick the contract for the Economic Development Director position.

The Board reconvened from Executive Session at 7:24 p.m. A motion was made by Director Monica Alcocer and seconded by Treasurer Michael McCarley to deny City Council's changes to the Economic Development Executive Director's Job Description and Contract presented at the 08-16-2016 Regular City Council Meeting . The Board decided not to do a 1099 Contract but instead instructed City Staff to use and post the contract, which City/Board Attorney Frederick had prepared for the Board.

Upon a vote of three (3) for, none (0) opposed and with Secretary Larry Proffitt abstaining, Vice President Joseph Nazaroff announced the motion carried.

**6. A Special Election in the City of Leon Valley, Texas to rededicate the use of the Section 4B Sales and Use Tax to general revenue at the rate of 1/8 percent for the purpose of economic development and community development. (K. Kuenstler)**

No action taken.

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

A motion was made by Director Monica Alcocer and seconded by Secretary Larry Proffitt to approve the LVEDC's Proposed Fiscal Year 2016-2017 Performance Plan. Upon a unanimous vote, Vice President Joseph Nazaroff announced the motioned carried.

**9. Consider, discuss and take possible action to assign an LVEDC Board Director to take the TEDC Webinar: Tax Incentives Exploring New Reporting & Disclosure Standards for Texas. (J. Nazaroff)**

A motion was made by Director Monica Alcocer and seconded by Secretary Larry Proffitt to assign Vice President Joseph Nazaroff to take the TEDC Webinar. Upon a unanimous voice vote, Vice President Joseph Nazaroff stated the motion was carried.

**10. Announcements**

**a) Update on Larry Little's Case, now in Texas 4<sup>th</sup> Court of Appeal, LVEDC should know something within 60 days (D. Frederick)**

City/Board Attorney Frederick informed the Board that she has not heard anything from the Court of Appeals, and assumes it still hasn't made a decision. Director Monica Alcocer asked that City/Board Attorney Frederick keep the Board informed of any notice she receives.

**b) Update on auditing letter (D. Frederick)**

City/Board Attorney Frederick informed the Board that she spoke to Finance Director Vickie Wallace who explained to her that she will receive a letter from the auditing office; however she does not know what it is about. City/Board Attorney Frederick said she will inform the Board as soon as she receives it.

**c) MANDATORY Special Parliamentary Procedure and Open Meeting Training, Saturday, August 27, 2016 from 9:00 a.m. - 12:00 noon.**

City/Board Attorney Frederick suggested the Board attend the meeting to learn new important information.

**d) A second Mediation between LVEDC and LVACC will occur on Wednesday, October 4, 2016 at 1:00 p.m.****e) LVEDC 08-17-16 Finance Work Group Meeting Notes have been attached to meeting packet for LVEDC Board to review.****f) Next Finance Work Group Meeting will be Wednesday, September 21, 2016 at 10:00 a.m.****g) Next LVEDC Board Meeting will be Wednesday, September 28, 2016 at 6:00 p.m.****h) Other announcements by LVEDC Board members.**

No other announcements were made.

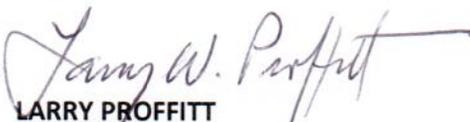
**11. Adjourn**

Director Monica Alcocer made a motion to adjourn the meeting. Her motion was seconded by Secretary Larry Proffitt. The motion was approved by a voice vote, and Vice President Joseph Nazaroff adjourned the meeting at 8:05 p.m.

**These minutes approved by the Leon Valley Economic Development Corporation on the 28<sup>th</sup> of September, 2016.**

APPROVED

ATTEST:



**LARRY PROFFITT**  
LVEDC SECRETARY



**JOSEPH NAZAROFF**  
LVEDC VICE PRESIDENT