



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley Conference Center
6421 Evers Road, Leon Valley, Texas 78238
Tuesday, January 19, 2016

AGENDA

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

Note: City Council may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however City Council may present any factual response to items brought up by citizens. [Attorney General Opinion – JC 0169]

CONSENT AGENDA

3. Approval of City Council Minutes. (**S. Passailaigue**)
 - a) October 20, 2015 Special and Regular City Council Meeting
 - b) December 15, 2015 Regular City Council Meeting
 - c) December 21, 2015 Special City Council Meeting
4. Approval of Quarterly Investment Report for the quarter ended December 31, 2015. **M&C #2016-01-19-02 (K. Kuentler)**
5. Approval of Final Draft Town Hall Meeting Agenda with the addition of the "City Manager's Report"

REGULAR AGENDA

6. Discussion and possible action on Resolution No. 16-001R, a resolution of the City of Leon Valley, Texas to appoint Roxann Pais Cotroneo as the city attorney and city prosecutor for the City of Leon Valley, Texas effective immediately followed by the administration of the Oath of Office by Mayor Riley.

7. Discussion and possible action regarding new laws effective on January 1, 2016 regulating a citizen's right to carry a handgun and the City's option to regulate handguns in city facilities. **M&C #2016-01-19-03 (R. Cotroneo).**
8. Discussion and possible action to consider approval of a budget adjustment, with related Ordinance No. 16-001, from the Communications Department to the Fire and Public Works Departments, to fund one part-time employee at the Fire Department and two new employees in the Public Works Department. **M&C #2016-01-19-04 (M. Moritz)**
9. Discussion and possible action to consider a date for the re-dedication of the Leon Valley City Hall and Police Station. **M&C #2016-01-19-05 (M. Moritz)**
10. Presentation and discussion on the savings from the Community Center Solar Panels. **M&C #2016-01-19-06 (E. Carol)**
11. Discussion and possible action on the Proposed Communication Policy. **M&C #2016-01-19-07 (D. Green)**
12. Discussion and possible action authorizing the City Manager to remodel the Kinman House for use as a restaurant. **M&C #2016-01-19-08 (K. Kuenstler)**
13. Discussion and possible action on Resolution No. 16-002R, supporting specific 2016 San Antonio Chamber of Commerce federal legislative efforts relating to aerospace. **M&C #2016-01-19-09 (K. Kuenstler)**
14. Discussion and possible action on Resolution No. 16-003R, supporting specific 2016 San Antonio Chamber of Commerce federal legislative efforts relating to transportation. **M&C #2016-01-19-10 (K. Kuenstler)**
15. Discussion and possible action on Resolution No. 16-004R, supporting specific 2016 San Antonio Chamber of Commerce federal legislative efforts relating to water and environment. **M&C #2016-01-19-11 (K. Kuenstler)**
16. Discussion and possible action regarding the Contribution and Content Policy for the Lion's Roar. **M&C #2016-01-19-12 (K. Kuenstler)**
17. Discussion to form a Home Rule Charter Commission and begin the process to move Leon Valley from General Law to a Home Rule city. **M&C #2016-01-19-13 (Council Members Benny Martinez and Carmen Sanchez)**
18. Discussion and possible action on Ordinance No. 16-002, an ordinance approving amendments to the General Fund of the City Of Leon Valley, Texas Municipal Budget for Fiscal Year of 2015-2016. **M&C #2016-01-19-14 (C. Caldera)**

19. City Manager's Report:

- a) Approved Minutes from Boards, Commissions and Committees
- b) Future Agenda Items:
 - Call of the May 2016 General Election , February 2, 2016
- c) Upcoming Important Events:
 - Town Hall Meeting, Conference Center, January 23, 2016 from 8:30 a.m. until 12:30 p.m.
 - General Election Application Filing Period, January 20, 2016 until 5:00 p.m. February 19, 2016
 - Volunteer Appreciation Dinner, Wednesday, April 6, 2016 at 6:00 p.m.
 - Annual Pet Parade, Saturday, April 30, 2016, 10:00 a.m. – noon.

20. Citizens to be heard.

21. 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.

22. 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 Public Library, 6425 Evers Road, Leon Valley, Texas, on January 15, 2016 at 9:00 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. 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) 684-1301, Extension 216.


SAUNDRA PASSAILAIGUE, TRMC
City Secretary





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

Leon Valley Conference Center
6421 Evers Road, Leon Valley, Texas 78238
Tuesday, October 20, 2015

MINUTES

The City Council of the City of Leon Valley, Texas met on the 20th day of October, 2015 at the Leon Valley Conference Center located at 6421 Evers Road, Leon Valley, Texas for the purpose of the following business:

SPECIAL CITY COUNCIL MEETING

Mayor Riley called the Special City Council Meeting to order at 5:30 p.m.

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

Also in attendance were:

City Manager Kelly Kuentler, ACM/HR Director Crystal Caldera, City Secretary Sandra Passailaigue, City Attorney Patrick Bernal, Public Works Director Melinda Moritz, and Assistant Police Chief Ray Lacy.

The City Council shall meet in Executive Session under Texas Government Code to discuss the following:

- A. §551.072 *Real Property* - Discussion and possible action on acquisition of property located at 6908 Poss Road.**
- B. §551.074 *Personnel Matters* - Review, discussion and possible action on the City Attorney contract.**
- C. §551.071 *Consultation with Attorney* – Update on pending litigation, Larry Little v. City of Leon Valley Economic Development Corporation Civil Cause No. 2011-C1-17823.**

The City Council went into Executive Session at 5:31 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 7:00 p.m.

Item A: A motion was made by Council Member Monica Alcocer and seconded by Council Member Carmen Sanchez, to authorize the City Manager to enter into negotiations for the purchase of property at 6908 Poss Road. Upon a vote of four (4) for and zero (0) against, with Council Member David Jordan being excused, Mayor Riley announced the motion carried.

Item B: No action was taken.

Item C: No action was taken.

Adjournment

Mayor Riley announced the meeting adjourned at 7:03 p.m.

CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING
Leon Valley Conference Center
6421 Evers Road, Leon Valley, Texas 78238
Tuesday, October 20, 2015

MINUTES

Mayor Riley called the Regular City Council Meeting to order at 7:10 p.m. and led the Pledge of Allegiance.

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

Also in attendance were:

City Manager Kelly Kuenstler, ACM/HR Director Crystal Caldera, City Secretary Sandra Passailaigue, City Attorney Patrick Bernal, Public Works Director Melinda Moritz, Assistant Police Chief Ray Lacy, Police Chief Randall Wallace, Fire Chief Luis Valdez, Community Development Director Elizabeth Carol, Library Director Sandy Underwood and Finance Director Vickie Wallace.

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. There being no item pulled the Mayor proceeded to citizens to be heard.

- Walter Geraghty, 7315 Ellerby Point, spoke about the Evers corners and the difficulty in navigation around them. Mr. Geraghty also spoke about the American Legion Commander choosing Raymond Rimkus Park for an event on October 31st at 9:00 a.m.

Presentation honoring Don Burgess contributions and thirty (30) years of service to the City of Leon Valley.

Mayor Riley presented a clock honoring Don Burgess' contributions and thirty years of service to the City of Leon Valley.

Presentation honoring Detective Jimmie Wells contributions and thirty (30) years of service to the City of Leon Valley.

Mayor Riley presented a clock honoring Detective Jimmie Wells' contributions and thirty years of service to the City of Leon Valley.

CONSENT AGENDA

Approval of City Council Minutes. (S. Passailaigue)

a) September 08, 2015 Special City Council Meeting

Approval of Quarterly Investment Report for the quarter ended September 30, 2015. M&C #2015-10-20-01 (V. Wallace)

Approval of Annual Investment Report for the fiscal year ended September 30, 2015. M&C #2015-10-20-02 (V. Wallace)

Consideration Amending Plat #2015-943 for David Smith, to amend the properties and relocate the lot lines between the remaining portion of lot 25 and all of lot 26 and 27, and assign new legal descriptions being lot 34 and 35, Block E, CB 4446 Linkwood Additions Subdivision. M&C #2015-10-20-03 (E. Carol)

A motion was made by Council Member Benny Martinez and seconded by Council Member Monica Alcocer, to approve Consent Agenda Item #9 (September 08, 2015 City Council Minutes), Item #10 (Quarterly Investment Report), Item #11 (Annual Investment Report) and Item #12 (Amending Plat #2015-943) as presented. Upon a vote of four (4) for and zero (0) against, with Council Member David Jordan being excused, Mayor Riley announced the motion carried.

REGULAR AGENDA

Conduct a public hearing to consider a Final Replat #2015-950, to replat Lot 5, 6 and 7, Block 1 CB 4446B out of the Bandera Heights Subdivision generally located at 7050 Bandera Road, and within the Sustainability Overlay District. M&C #2015-10-20-04 (E. Carol)

Community Development Director Elizabeth Carol presented the item at the request of Fertitta Reality Inc., on behalf of Starbucks to replat and shift the property lines between lots 5, 6 and 7, Block 1, CB 4446B. The replat is designed to support the development of a "coffee shop" at 7050 Bandera Road. Community Development Director Carol informed the City Council that as a courtesy, fifteen notices were mailed to adjacent property owners advising them of the replat. The City's contracted engineer Sia Sayyadi, reviewed the replat and supporting documents and found the replat to be in substantial conformance to Chapter 10 – Subdivision and the Texas Local Government Code; approval is recommended.

Mayor Riley opened the Public Hearing at 7:19 p.m.

There being no public comments, Mayor Riley closed the Public Hearing at 7:20 p.m.

A motion was made by Council Member Monica Alcocer and seconded by Council Member Carmen Sanchez, to grant final approval of Plat # 2015-950 as presented. Upon a vote of four (4) for and zero (0) against, with Council Member David Jordan being excused, Mayor Riley announced the motion carried.

Discussion and possible action on a presentation from MDLG & Company's update on the Leon Valley Fall Festival. M&C #2015-10-20-05 (E. Carol)

Mike DeLaGarza gave a presentation on the Leon Valley Fall Festival.

Approval of Unattended Child Policy for Library as recommended by Board of Trustees of the LVPL. M&C #2015-10-20-06 (Library Board Trustee, Chair Katie Gwaltney)

Library Director Sandy Underwood along with Library Board of Directors Katie Gwaltney and Carol Poss presented this item by first saying that the Leon Valley Public Library welcomes and encourages children of all ages to utilize the Library to develop a life-long love of learning and reading. All of the speakers stressed that the safety and well-being of each child is of utmost importance. The responsibility for the safety and behavior of children in the Library rests with the parent/caregiver and not with the Library personnel.

The policy directly relates to the Strategic Plan Goal #2 of Safety and Security. As a library, we want to provide our services to the community in a safe atmosphere. Establishing guidelines for the presence of children in the library will aid in keeping Leon Valley safe. The policy also relates to Strategic Plan Goal #6 of Citizen Involvement. Children are citizens and as a Library, we wish to involve them in literacy and programming of all types from a young age. Doing so in a safe manner is of utmost importance. Lastly, the policy also relates to Strategic Plan Goal #7, "promoting recreational/cultural activities to enhance the quality of life and wellness of the community." The library continually provides programs for the community, children in particular. These programs range from pure entertainment value, to literacy, cultural, educational and historical. Again, bringing children into a location must be done in a safe manner for the child.

The Leon Valley Public Library Trustee Board recommends that the Council approve the Unattended Child Policy so the Library has parameters to act upon in the event of an unattended child in the library, in attempting to keep the child safe.

A motion was made by Council Member Benny Martinez and seconded by Council Member Monica Alcocer, to approve the Unattended Child Policy as presented. Upon a vote of four (4) for and zero (0) against, with Council Member David Jordan being excused, Mayor Riley announced the motion carried.

Discussion and possible action on the visit of the National Commander for the American Legion. M&C #2015-10-20-07 (Council Member Jordan and Council Member Martinez)

Council Member Benny Martinez requests that Mayor Riley present a proclamation during this event.

Mr. Walter Geraghty requests that police and EMS services be available for the event.

City Manager Kelly Kuenstler stated that she would like to meet with Mr. Geraghty to discuss the details of the event.

A motion was made by Council Member Carmen Sanchez and seconded by Council Member Benny Martinez, that the City of Leon Valley co-sponsor the Walk with the American Legion on October 31, 2015. Upon a vote of four (4) for and zero (0) against, with Council Member David Jordan being excused, Mayor Riley announced the motion carried.

Discussion and possible action on a request by the American Legion to place signage on City entrance posts. M&C #2015-10-20-08 (M. Moritz)

Public Works Director Melinda Moritz presented the item for City Council consideration allowing the American Legion to place their signs on Leon Valley city limit sign posts along Wurzbach, Evers, Grissom, and Timberhill roads.

Mr. Walter Geraghty, Commander of American Legion Post #336, is requesting that his organization be allowed to place "American Legion" signage on the City's entrance sign posts at various locations in the City. The signs would be positioned under existing city limit signs at entrances to the City on Wurzbach, Evers, Grissom, and Timberhill roads. The signs would be posted in advance of his upcoming event, to be held at Raymond Rimkus Park.

A motion was made by Council Member Monica Alcocer and seconded by Council Member Carmen Sanchez, to table the item until the City has a policy or application for a variance. Upon a vote of three (3) for and one (1) against with Council Member Benny Martinez casting the negative vote, and with Council Member David Jordan being excused, Mayor Riley announced the motion carried.

Annual review and adoption of Ordinance No. 15-027 approving the Investment Policy for the City of Leon Valley. M&C #2015-10-20-09 (V. Wallace)

A motion was made by Council Member Benny Martinez and seconded by Council Member Monica Alcocer, to adopt Ordinance No. 15-027 as presented. Upon a vote of four (4) for and zero (0) against, with Council Member David Jordan being excused, Mayor Riley announced the motion carried.

Approval of a Interlocal Agreement ("ILA") between Bexar County and the City of Leon Valley that will facilitate procurement of goods and services needed by the City through a cooperative purchasing program. M&C #2015-10-20-10 (K. Kuenstler)

City Manager Kelly Kuenstler presented this item stating the purpose for the Interlocal Agreement (ILA) is to set forth an agreement between the City and Bexar County regarding: 1) the provision of purchasing services provided by the County to the City, and 2) the City's participation, pursuant to Local Government Code Section 271.101, in cooperative purchasing program with the County wherein the City is allowed to ride contracts with participating vendors. The City is not obligated to use only the County for the purchasing of goods and services. It will serve as an additional tool to help the City secure the best possible price for goods and services. The fee that will be charged if the City makes a purchase through the Bexar County purchasing program is 1% of each Invoice. If the City chooses to ride a contract with a vendor there will be an administrative cost of \$100.00.

City Manager Kuenstler concluded her presentation saying that it is her recommendation that the City Council authorize the Mayor to enter into an Interlocal Agreement with Bexar County to facilitate procurement of goods and services needed by the City when it is in the best interest of the City and citizens.

A motion was made by Council Member Carmen Sanchez and seconded by Council Member Monica Alcocer, to authorize the City Manager to enter into an Interlocal Agreement between Bexar County and the City of Leon Valley procurement of goods and services needed by the City through a cooperative purchasing program. Upon a vote of four (4) for and none (0) opposed and with Council Member Sanchez absent, Mayor Riley announced the motion carried.

Discussion of an amendment to the City Code of Ordinances to allow an increase in the maximum number of animals allowed within the City of Leon Valley. M&C #2015-10-20-11 (K. Kuenstler)

Council Member Carmen Sanchez asked that more research be done to find out how much of a need to increase the number of allowable animals was really needed.

- Kim Crawford, 7007 Forest Mont, spoke in favor of increasing the number of animals.

There was a consensus among member of City Council to take no action on this item at this time.

Presentation and update of the designation of the Huebner Creek Watershed to Mandatory Detention. M&C #2015-10-20-12 (L. Valdez)

Fire Chief Luis Valdez presented the item along with input from Public Works Director Melinda Moritz, Assistant Public Works Director David Dimaline, Community Development Director Elizabeth Carol and Mayor Chris Riley.

This agenda item is intended to provide an update to the City of Leon Valley's petition to the City of San Antonio to extend the designated *Mandatory Detention* area to include the entire Huebner Creek Watershed upstream of the City of Leon Valley. Designation of Mandatory Detention works to lessen the impact of storm water runoff from future development or re-development by eliminating the option previously offered to Developers that allowed them to pay a fee into a regional flood control fund in lieu of providing onsite detention. The designation as mandatory detention also officially designates and recognizes that the City of Leon Valley is an *area prone to flooding*, in accordance with the City of San Antonio's Unified Development Code.

City Manager's Report:

a) Approved Minutes from Boards, Commissions and Committees

b) Upcoming Important Events:

- **Early Voting (Constitutional Amendment) - in the Library Meeting Room from October 19 through end of the month.**
- **Fall Festival, October 24th at Raymond Rimkus Park from 3:00 p.m. – 9:00 p.m.**
- **Coffee with the Mayor & Council, October 24th – Possible items for discussion**
- **Arbor Day, October 31st from 9:00 a.m. – noon at the Library parking lot.**
- **Bexar County Incident Command System Training at the Leon Valley Fire Department Training Room – November 2nd from 5:30 p.m. – 7:30 p.m.**

City Manager Kuenstler reminded everyone of the upcoming agenda items as well as upcoming City events.

Citizens to be Heard.

- Kim Crawford, 7007 Forest Mont, spoke more about animals.
- Henry Diecker, 6114 Britania Ct, spoke against increasing the number of allowed animals.
- Maria Gamboa, 6815 Forest Meadow, spoke about a dog that keeps “messing” in her yard.
- Belinda Ealy, 7314 Canterfield, asked about the City’s ordinance on littering; and about Waste Management’s initiative at the Fall Festival.

Announcements by the Mayor and Council Members.

Council Member David Edwards announced that he is a “Grandpa Again.”

Council Member Carmen Sanchez said she was glad to be back.

Council Member Monica Alcocer informed everyone that they can take their shredded paper to be recycled at the schools (NISD).

Council Member Benny Martinez reminded everyone that the next Leon Valley Area Chamber of Commerce meeting would be held at King’s Buffet.

Mayor Chris Riley announced the Walk to Action to be held November 7th at the San Antonio Zoo. Mayor Riley also announced that through the Beautification Committee, the Leon Valley Area Chamber of Commerce has new potted plants.

Adjournment.

Mayor Riley announced the meeting adjourned at 9:50 p.m.

These minutes approved by the Leon Valley City Council on the 19th of January, 2016.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC

CITY SECRETARY



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

Leon Valley Conference Center
6421 Evers Road, Leon Valley, Texas 78238
Tuesday, December 15, 2015

MINUTES

The City Council of the City of Leon Valley, Texas met on the 15th day of December, 2015 at the Leon Valley Conference Center located at 6421 Evers Road, Leon Valley, Texas for the purpose of the following business:

SPECIAL CITY COUNCIL MEETING

Mayor Pro-Tem Carmen Sanchez called the Special City Council Meeting to order at 6:00 p.m.

Mayor Pro-Tem Carmen Sanchez asked that the minutes reflect that the following members of City Council were present: Council Members David Edwards, Monica Alcocer, and David Jordan. Council Member Benny Martinez arrived at 6:50 p.m. and Mayor Chris Riley was excused.

Also in attendance were:

City Manager Kelly Kuenstler, City Attorney Patrick Bernal, ACM/HR Director Crystal Caldera, City Secretary Sandra Passailaigue, Communication Director Darrick Green, Community Development Director Elizabeth Carol, Public Works Director Melinda Moritz, Assistant Public Works Director David Dimaline, Fire Chief Luis Valdez, Finance Director Vickie Wallace, Police Chief Randall Wallace and Assistant Police Chief Ray Lacy.

The City Council shall meet in Executive Session under Texas Government Code §551.074 *Personnel Matters* to discuss the following:

- A. Review of City Attorney applications.**
- B. Review compensation of Finance Director.**

The City Council went into Executive Session at 6:01 p.m.

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

The City Council reconvened into Open Session at 7:09 p.m.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to allow the city manager to enter into employment negotiations with Roxanne Pais Cotroneo for the position of city attorney for the City of Leon Valley. Upon a unanimous vote, Mayor Pro-Tem Sanchez announced the motion carried.

No action was taken was taken on B.

Adjournment

Mayor Pro-Tem Sanchez announced the meeting adjourned at 7:14 p.m.

REGULAR CITY COUNCIL MEETING

Mayor Pro-Tem Carmen Sanchez called the Regular City Council Meeting to order at 7:14 p.m. and led the Pledge of Allegiance.

Mayor Pro-Tem Carmen Sanchez asked that the minutes reflect that the following members of City Council were present: Council Members David Edwards, Monica Alcocer, Benny Martinez and David Jordan. Mayor Chris Riley was excused.

Also in attendance were:

City Manager Kelly Kuenstler, City Attorney Patrick Bernal, ACM/HR Director Crystal Caldera, City Secretary Saundra Passailaigue, Communication Director Darrick Green, Community Development Director Elizabeth Carol, Public Works Director Melinda Moritz, Assistant Public Works Director David Dimaline, Fire Chief Luis Valdez, Finance Director Vickie Wallace, Police Chief Randall Wallace and Assistant Police Chief Ray Lacy.

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

Mayor Pro-Tem Sanchez asked if any of the Council Members wished to pull any item from the Consent Agenda for discussion. There being no item pulled Mayor Pro-Tem Sanchez proceeded to citizens to be heard.

City Manager Kelly Kuenstler announced retirement of Finance Director Vickie Wallace and asked that everyone applaud Mrs. Wallace for her years of service to the City of Leon Valley. Mrs. Wallace's last day will be December 31, 2015.

CONSENT AGENDA

Approval of City Council Minutes.

a) December 01, 2015 Special and Regular City Council Meeting

Consideration and approval of Resolution No. 15-040R in support of the Vision Zero Initiative in the City of Leon Valley. M&C 2015-12-15-01 (S. Passailaigue)

Consideration and approval of Ordinance No. 15-032, a budget adjustment in the amount of \$665,057 for the CIED Fund. The budget adjustment will allow staff to close the CIED Fund and transfer the funds to the General Fund. M&C 2015-12-15-02 (V. Wallace)

Consideration and approval of Ordinance No. 15-033, approving of the Tax Roll for the City of Leon Valley, Texas, for the 2015 Tax Year. M&C 2015-12-15-03 (V. Wallace)

Consideration of Resolution No. 15-041R, a resolution of the City of Leon Valley City Council appointing members to the Board of Adjustment, Park Commission and Zoning Commission. M&C 2015-12-15-04 (S. Passailaigue)

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to approve Consent Agenda Item #7 (December 01, 2015 City Council Minutes), Item #8 (Resolution No. 15-040R), Item #9 (Ordinance No. 15-032), Item #10 (Ordinance No. 15-033) and Item #11 (Resolution No. 15-041R) as presented. Upon a unanimous vote, Mayor Pro-Tem Sanchez announced the motion carried.

REGULAR AGENDA

Presentation of the Annual Pool Report.

Assistant Public Works Director David Dimaline presented the Annual Pool Report which included discussion on a possible wrist band for citizens to have access to the pool in an effort to limit large groups of non-citizens from using the pool. During the past twelve months 95% of the pool users were citizens of Leon Valley but there were daycare centers using the pool for field trips. For this reason, staff is recommending the wrist band. Other staff recommendations were to continue to operate the pool at no cost to Leon Valley citizens and to continue the contract with San Antonio Pool Management. The total cost to operate the pool for the 2015 season was \$57,495.

- Carrie Macias, 6602 Huebner Road, wanted to know why wrist bands would be needed.
- Olen Yarnell, 7230 Sulky, also spoke about his concerns with the wrist bands.

Discussion and possible action on Water and Sewer Rate Study by Nelisa Heddin of NH Consulting, LLC.

Nelisa Heddin of NH Consulting, LLC gave a presentation on the Water and Sewer Rate Study which incorporated the rate increase by SAWS. NH Consulting, LLC is recommending the Council consider the following item which includes ordinances that would raise the wastewater and water rates for the City of Leon Valley.

Discussion and possible action on an Amendment to Chapter 13 Utilities and Article A11.000 Water and Sewer Fees. M&C #2015-12-15-05 (M. Moritz)

Public Works Director Melinda Moritz presented the item seeking City Council consideration and approval of amendments, additional fees, and the adoption of the Texas Public Utility Commission's rules and regulations to both Chapter 13 Utilities and Appendix A, Fee Schedule, in the water and sewer fees sections. Public Works Director Moritz gave a brief

background on the item by saying that the City hired NH Consulting to perform a cost of service and rate design study for the City's water and wastewater utility. The goal was to achieve a water and wastewater rate structure that will assure equitable and adequate revenues for operations, debt service retirement, capital improvements and bond covenant requirements. Staff identified necessary Capital Improvements for the water utility that include new water wells and associated improvements. The need for two additional water wells and associated improvements was presented to the City Council in July. At the same time, NH Consulting conducted a cost of service and rate design study for the water utility and included the cost of these improvements in their model, with the assumption that new debt would be issued in 2016, with the first payment due in 2017. The final rate study was presented to City Council in October. There were two revisions recommended by City Council and those have been incorporated. Public Works Director Moritz continued to say that in addition to the rate study, a revision to Chapter 13 Utilities was performed to include regulations that had been inadvertently taken or left out over a period of years of revisions to the ordinance. The sections have been added back to the ordinance. This item requires consideration of two ordinances one of the outlines the revised fee schedule under Article A11.000 Water and Sewer Fees. The revised water rates will become effective the first day of the water billing cycle for October 2016, and revised wastewater rates will become effective the first day of the wastewater billing cycle for March 2016.

- A. Ordinance No. 15-034, prohibiting new water wells, repealing and replacing Article 13.03 Private Water Wells, Article 13.04 Water Service, and Article 13.05 Sewer Service and replacing with new Articles 13.03, 13.04, and 13.05.**
- B. Ordinance No. 15-035, an ordinance amending the City of Leon Valley Code of Ordinances Appendix A, Fee Schedule, Article A11.000 Water and Sewer Fees Section A11.001 (A), (C), (D), (G), (H), (J), (L 1,4) and adding (M) Connection/Disconnection Fee; Section (N) Late Fee; Section (O) Returned Check Fee; Section (P) Meter Plug and Removal Fee; (Q) Texas Commission on Environmental Quality Public Health Service Fee, (R) adopting the Texas Administrative Code, Title 16, Part li, Chapter 24, providing an effective date of the first day of the billing cycle for October 2016 for water rates, and an effective date of the first day of the water billing cycle for January 2016 for wastewater rates with publication, as required by law, and providing a conflicts provision.**

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan, to adopt Ordinance No. 15-034 and Ordinance No. 15-035 as captioned. Upon a unanimous vote, Mayor Pro-Tem Sanchez announced the motion carried.

Discussion – Linkwood Addition Sidewalks. M&C #2015-12-15-06 (M. Moritz)

Public Works Director Melinda Moritz presented the item to discuss the completion of sidewalks in the Linkwood Addition subdivision. The Linkwood Addition subdivision was platted in 1956. At that time, there was no City provision that sidewalks be installed by the owners of each property. When the Subdivision Code was changed in 1972 to include this requirement, the Code specifically exempted all properties that were platted before July of 1968. In 2006,

the Code was changed to require that all conditions of the Subdivision Code would be met by owners of the developed lots, once a certain building permit cumulative valuation was reached, as follows: "(h) Permits for existing buildings or properties that exist in a platted subdivision lot not fully conforming to the standards and requirements of this section 10.02.151, may be issued until the cumulative value of the permitted work reaches \$5,000.00; then the prohibition regarding the issuance of permits provided for in section 10.02.151(b) of this code shall apply. (Ordinance 06-046, sec. 1, adopted 10/3/06)" Public Works Director Moritz said this would mean that while property owners of the rest of the vacant properties will be required to install sidewalks upon development of their lots, the owners of developed lots that seek building permits will eventually be required to install them as well. This could take years and keep in mind that Linkwood is approximately $\frac{3}{4}$ built out. The areas that have not been addressed that are the responsibility of the City are the alley crossings. Each alley crossing is unique due to slope and obstacles; therefore construction plans will have to be developed for each individual area, in order to develop accurate cost estimates. There are 20 approximately alley crossings and several sections of sidewalks that need to be reconfigured. Staff is recommending that City Council consider this project as a Capital Improvement in the FY 2018 budget.

Mayor Pro-Tem Sanchez asked that when this item comes back to Council that it include an analysis on security.

Presentation, discussion and possible action on the Reserve Officer Body Armor Purchase Policy from the Police Department; and approval of Ordinance No. 15-036, a Budget Adjustment related to purchase Body Armor in accordance with our policy. M&C #2015-12-15-07 (R. Wallace)

Police Chief Randall Wallace presented the item at the request of City Council that the purchase of body armor for Police Officers be extended to our Reserve Officers. Chief Wallace said the Reserves will follow the same policy for wearing the vest as the Regular Officers. In order to assist our Reserve Officers, the City of Leon Valley will establish a procedure to either reimburse the Reserve Officer for the purchase of the vest, over a five year period, or will purchase the vest outright for the Reserve Officers. A Reserve Officer shall have one year of appointment to his position to purchase body armor. Upon completion of each and every year of satisfactory service, up to five years, the Reserve will be reimbursed $\frac{1}{5}$ of the purchase price of the vest, minus sales tax. Chief Wallace added that if, after the purchase price of the initial vest purchase, the Reserve Officer is still a volunteer for the City of Leon Valley, and each and every subsequent vest will be purchased by the City of Leon Valley.

Chief Wallace concluded his presentation by informing the City Council that to purchase body armor for 3 Reserves who have completed 5+years of service would cost \$2,367 from this fiscal year. The funding will come from the Police Forfeiture Fund

A motion was made by Council Member Monica Alcocer and seconded by Council Member Benny Martinez, to approve the Reserve Officer Body Armor Purchase Policy as presented and to adopt Ordinance No. 15-036 as captioned. Upon a unanimous vote, Mayor Pro-Tem Sanchez announced the motion carried.

Presentation, discussion and possible action on a Proposed Police Physical Fitness Policy. M&C #2015-12-15-08 (R. Wallace)

Police Chief Randall Wallace presented the item at the request of City Council to develop Police Officer Physical Ability Examination. Only those skills that do not require training to become proficient are assessed. Police Chief Wallace said that officers must complete all events in order to pass the examination. Although proctors may be on hand to tell officers if they made a wrong turn it is ultimately the candidate's responsibility to make sure he/she understands what is required. Upon completion of the tests, officers will be told their time and informed of their pass/fail status.

All sworn personnel, at all ranks shall take the department's Physical Ability Examination on an annual basis. Sworn personnel who have failed to pass the department's Physical Ability Examination on their second attempt, or have been on "light" duty for 180 days or longer, and others so deemed by the designated Physician appointed by the City Manager, may be required to pass the examination before being considered "fit for duty." Failure to obtain physician approval, or failure to pass the subsequent Physical Ability Examination, will result in possible termination. Police Chief Wallace concluded the presentation saying that the department will perform the examinations on a quarterly basis.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to approve the Police Physical Fitness Policy as presented. Upon a unanimous vote, Mayor Pro-Tem Sanchez announced the motion carried.

Presentation, discussion and possible action on a Marketing and Advertising Program for new or renovating businesses in the City of Leon Valley M&C #2015-12-15-09 (D. Green)

Communications Director Darrick Green presented the item saying the new and existing business owner's in Leon Valley represent a vital part of the City's tax base. As such, it is in the City's best interest to assist in the promotion and marketing of existing and new businesses making a substantial investment in their properties. The proposal is for the Communications Department to create a joint collaboration with the LVEDC, LVACC, the Department of Community Development and possibly H.E.B. to help market and promote Leon Valley businesses. Businesses investing more than \$10,000.00 to improve an existing or new business physical site in Leon Valley would receive free advertising via the City's Facebook Page. The free advertising would be through a **"Where's Waldo?"** like search for the location of the new/renovating business. Instead, it would be **"Where's Leon the Lion?"** Each week, for 4 consecutive weeks, the Communications Department will post pictures of "Leon the Lion" on the cities Facebook Page along with the general location of the business in question, with progressively more specific detail, until someone correctly identifies the location of the business being promoted. The first person to correctly identify the location of the business being featured will win a \$30/\$40.00 gift card to H.E.B. Communications Director Green concluded saying that the proposal would be jointly funded through a \$10.00 contribution from each of the sponsoring entities (LVEDC, LVACC, the Department of Community Development and possibly H.E.B.) The hope is that when approached with the gift card promotion program,

H.E.B. will see the inherent benefit and also contribute \$10.00 for each gift card awarded.

A motion was made by Council Member David Jordan and seconded by Council Member Monica Alcocer, to approve of the Marketing and Advertising Program as presented and after presentation has been made to the Leon Valley Area Chamber of Commerce (LVACC) and the City of Leon Valley Economic Development Corporation (CoLVEDC). Upon a unanimous vote, Mayor Pro-Tem Sanchez announced the motion carried.

City Manager's Report:

- a) **Department Reports**
- b) **Approved Minutes from Boards, Commissions and Committees**
- c) **Air Quality Checklist**
- d) **Future Agenda Items:**
 - **Call of the May 2016 General Election**
- e) **Upcoming Important Events:**
 - **Town Hall Meeting, Conference Center, January 23, 2016 from 8:30 a.m. until 12:30 p.m.**
 - **City Closure, December 24th through January 1st in observation of the holidays (except for emergency personnel).**
 - **Holiday Library hours of operation:**
 - **December 24th -25th – Closed**
 - **December 26th – Open 10am-2pm**
 - **December 27th-28th – Closed**
 - **December 29th – Open 10am-8pm**
 - **December 30th – Open 10am-6pm**
 - **December 31st – Open 10am-5pm**
 - **January 1st - Closed**
 - **January 2nd – Open 10am-2pm**

City Manager Kuenstler reminded everyone of the upcoming agenda items as well as upcoming City events and holiday closures.

Citizens to be heard.

None

Announcements by the Mayor and Council Members.

Council Member David Edwards wished everyone a Merry Christmas.

Council Member Monica Edwards wished everyone a Merry Christmas and thanked everyone for “sticking with us.”

Council Member Benny Martinez wished everyone a Merry Christmas and a happy New Year.

Council Member David Jordan said he learned a lot at the Interlocal Agreement Meeting (ILA) he attended with City Manager Kuenstler. Council Member Jordan also wished everyone a Merry Christmas.

Mayor Pro-Tem Carmen Sanchez mentioned that the ILA will be very helpful in 2016 when the City begins negotiating employee health benefits. Mayor Pro-Tem Sanchez also wished everyone a Merry Christmas and a happy New Year

City Manager Kelly Kuenstler wished everyone a Merry Christmas and a happy New Year.

City Attorney Patrick Bernal thanked the City Manager and City Council for allowing his firm, Denton/Navarro/Rocha/Bernal/Hyde & Zech to represent the City for the past few years.

City Secretary Sandra Passailaigue announced that the first draft of the City Code had arrived and that she and the City Manager would be reviewing the 946 page document over the next few weeks and that this would be followed by two legal reviews before coming to City Council for consideration.

Adjournment.

Mayor Pro-Tem Sanchez announced the meeting adjourned at 9:03 p.m.

These minutes approved by the Leon Valley City Council on the 19th of January, 2016.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



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

Leon Valley Fire Department Training Room
6300 El Verde Road, Leon Valley, Texas 78238
Monday, December 21, 2015

MINUTES

The City Council of the City of Leon Valley, Texas met on the 21st day of December, 2015 at the Leon Valley Fire Department Training Room located at 6300 El Verde Road, Leon Valley, Texas for the purpose of the following business.

SPECIAL CITY COUNCIL MEETING

Mayor Pro-Tem Carmen Sanchez called the Special City Council Meeting to order at 11:38 a.m.

Mayor Pro-Tem Carmen Sanchez asked that the minutes reflect that the following members of City Council were present: Council Member David Jordan and Council Member Benny Martinez. Council Member Monica Alcocer was present via telephone. Mayor Chris Riley and Council Member David Edwards were excused.

Also in attendance were:

City Manager Kelly Kuenstler and ACM/HR Director Crystal Caldera,

The City Council shall meet in Executive Session under Texas Government Code §551.074 *Personnel Matters* to discuss the following:

A. City Attorney Applicant – Some Council Members will be appearing by audio only via conference call.

The City Council went into Executive Session at 11:40 a.m.

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

The City Council reconvened into Open Session at 12:04 p.m.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to ratify that the City Manager enter into an employment

agreement with Roxanne Pais Cotroneo for the position of city attorney for the City of Leon Valley and to include a six (6) month evaluation. Upon a unanimous vote, Mayor Pro-Tem Sanchez announced the motion carried.

Adjournment.

Mayor Pro-Tem Sanchez announced the meeting adjourned at 12:06 p.m.

These minutes approved by the Leon Valley City Council on the 19th of January, 2016.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

DRAFT

MAYOR AND COUNCIL COMMUNICATION

DATE: January 19, 2016 **M&C #2016-01-19-02**

TO: Mayor and Council

FROM: Kelly Kuenstler, City Manager

SUBJECT: Approval of Quarterly Investment Report for the quarter ended December 31, 2015.

PURPOSE

Approval of the Quarterly Investment Report for the quarter ended December 31, 2015.

SEE LEON VALLEY

Social - To ensure compliance with the Public Funds Investment Act of 1987. The Public Funds Investment Act of 1987 (PFIA) established rules and regulations for governmental entities to follow for the proper investment of public monies. The City's investment program is conducted to accomplish the following objectives, listed in priority order.

A. Safety

The primary objective of the City's investment program is the preservation and safety of principal in the overall portfolio. Each investment transaction shall seek first to ensure that capital losses are avoided, whether they are from security defaults or erosion of market value.

B. Liquidity

The City's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements; thereby avoiding the need to liquidate investments under adverse market condition. It is the intent of the City to invest its funds to maturity.

C. Diversification

The investment portfolio will be designed to limit risk by avoiding the concentration of assets with a specific maturity, with a specific issuer, or in a specific class of securities.

D. Yield

A fundamental rule of investing is that risk equals return. The City has deliberately established a low risk threshold to protect its financial resources and ensure that cash is available when needed. The City will invest idle cash at the highest possible rate of return, consistent with the objectives and provisions of this policy, and in compliance with state and federal laws governing the investment of public funds.

Economic – The Quarterly Investment Report contains the information necessary to ensure that Leon Valley is investing in an efficient and responsible manner. The economic impact is ensuring that citizen’s investments are safe and that the investment portfolio remains liquid so that operating requirements can be anticipated and services can be provided with economic certainty.

Environmental - N/A

FISCAL IMPACT

None.

STRATEGIC GOALS

N/A

RECOMMENDATION

Approve Quarterly Investment Report for the quarter ended December 31, 2015.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

City of Leon Valley, Texas
Quarterly Investment Report
October 1, 2015 - December 31, 2015

January 19, 2016

Honorable Mayor Riley and City Council Members:

The Quarterly Investment Report for the City of Leon Valley, Texas for the quarter ended December 31, 2015 is hereby submitted.

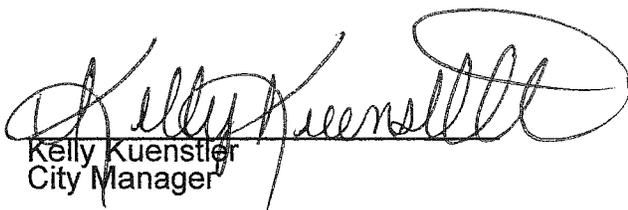
The current depository bank for the City is Frost National Bank. Only enough funds to meet current obligations are being maintained at this bank. All excess funds are invested as allowed by the City's Investment Policy.

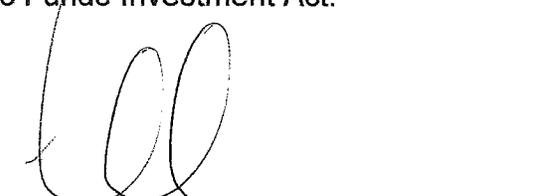
For the quarter, TexPool's average monthly rate ranged between .0966% and .1863%, compared to the quarter ended September 30, 2015 yield of between .0827% and .0606%. In comparison, 13-week U.S. Treasury Bills ranged between .080% and .010% for the quarter.

A cash flow analysis is made to determine the cash liquidity needs of the City. The City must have ready access to liquid cash to provide for day-to-day business needs, accounts payable, payroll, and capital projects. Short-term dollars are maintained in checking accounts, investment pools, or certificate of deposits. As of December 31, 2015 the City had \$6,506,961.61 in its investment portfolio.

Bank accounts are insured by a combination of FDIC insurance and pledged securities maintained at the Federal Reserve Bank. U.S. Treasuries and Agencies are guaranteed as to principal and interest by the full faith and credit of the United States of America. TexPool's Liquid Asset Portfolio seeks to maintain a net asset value of \$1.00 per unit invested to preserve the principal of all pool participants.

This report is in full compliance with the investment strategies as established by the City of Leon Valley Investment Policy and the Public Funds Investment Act.


Kelly Kuenstler
City Manager


Vickie Wallace
Finance Director

**CITY OF LEON VALLEY, TEXAS
INVESTMENT PORTFOLIO SUMMARY
FOR THE QUARTER ENDED DECEMBER 31, 2015**

<i>FUND</i>	<i>VALUE BY TYPE OF INVESTMENT</i>		<i>INTEREST EARNED FOR QUARTER</i>	<i>TOTAL</i>
	<i>INVESTMENT POOL</i>	<i>CERTIFICATE OF DEPOSITS</i>		
GENERAL FUND	\$ 4,048,146.31	\$ -	\$ 1,176.37	\$ 4,048,146.31
ENTERPRISE FUND	\$ 2,458,282.96	\$ -	\$ 813.82	\$ 2,458,282.96
COMMUNITY CENTER	\$ 71.28	\$ -	\$ -	\$ 71.28
POLICE FORFEITURE TRUST	\$ 236,606.53	\$ -	\$ 78.29	\$ 76.45
STREET SALES TAX	\$ 342,907.50	\$ -	\$ 113.52	\$ 237.12
CAPITAL PROJECT FUND	\$ 1,162,216.96	\$ -	\$ 384.71	\$ 147.49
CIED FUND	\$ 0.00	\$ -	\$ 138.38	\$ 0.00
TOTAL INVESTMENT PORTFOLIO AS OF 12/31/15			\$ 2,705.09	\$ 6,506,961.61

**GENERAL FUND
 INVESTMENT PORTFOLIO
 BY TYPE OF INVESTMENT
 FOR THE QUARTER ENDED DECEMBER 31, 2015**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 9/30/15	151400005			1.000	\$ 3,446,969.98	\$ 3,446,969.98
10/31/2015	151400005	\$ 282.85	\$ -	1.000	\$ 3,447,252.83	\$ 3,447,252.83
11/30/2015	151400005	\$ 313.00	\$ -	1.000	\$ 3,447,565.83	\$ 3,447,565.83
12/31/2015	151400005	\$ 600,580.48	\$ -	1.000	\$ 4,048,146.31	\$ 4,048,146.31
TOTAL TEXPOOL AS OF 12/31/15						\$ 4,048,146.31

CERTIFICATES OF DEPOSIT						
<i>PURCHASE DATE</i>	<i>INVESTMENT</i>	<i>TERM</i>	<i>MATURITY DATE</i>	<i>YIELD AT PURCHASE</i>	<i>FACE VALUE</i>	<i>MARKET VALUE</i>
TOTAL CERTIFICATES OF DEPOSIT AS OF 12/31/15						\$ -

TOTAL GENERAL FUND INVESTMENT PORTFOLIO AS OF 12/31/15	\$ 4,048,146.31
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**ENTERPRISE FUND
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED DECEMBER 31, 2015**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 06/30/15	151400003			1.000	\$ 2,457,469.14	\$ 2,457,469.14
10/31/2015	151400003	\$ 201.69	\$ -	1.000	\$ 2,457,670.83	\$ 2,457,670.83
11/30/2015	151400003	\$ 223.12	\$ -	1.000	\$ 2,457,893.95	\$ 2,457,893.95
12/31/2015	151400003	\$ 389.01	\$ -	1.000	\$ 2,458,282.96	\$ 2,458,282.96
TOTAL TEXPOOL AS OF 12/31/15						\$ 2,458,282.96

CERTIFICATES OF DEPOSIT						
<i>PURCHASE DATE</i>	<i>INVESTMENT</i>	<i>TERM</i>	<i>MATURITY DATE</i>	<i>VALUE AT PURCHASE</i>	<i>FACE VALUE</i>	<i>MARKET VALUE</i>
TOTAL CERTIFICATES OF DEPOSIT AS OF 12/31/15						\$ -

TOTAL ENTERPRISE FUND INVESTMENT PORTFOLIO AS OF 12/31/15	\$ 2,458,282.96
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**COMMUNITY CENTER
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED DECEMBER 31, 2015**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 9/30/15	151400001				\$ 71.28	\$ 71.28
10/31/2015	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
11/30/2015	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
12/31/2015	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
TOTAL TEXPOOL AS OF 12/31/15						\$ 71.28
TOTAL COMMUNITY CENTER INVESTMENT PORTFOLIO AS OF 9/30/15						\$ 71.28

**POLICE FORFEITURE TRUST ACCOUNT
 INVESTMENT PORTFOLIO
 BY TYPE OF INVESTMENT
 FOR THE QUARTER ENDED DECEMBER 31, 2015**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 9/30/15	151400008			1.000	\$ 236,528.24	\$ 236,528.24
10/31/2015	151400008	\$ 19.39	\$ -	1.000	\$ 236,547.63	\$ 236,547.63
11/30/2015	151400008	\$ 21.49	\$ -	1.000	\$ 236,569.12	\$ 236,569.12
12/31/2015	151400008	\$ 37.41	\$ -	1.000	\$ 236,606.53	\$ 236,606.53
TOTAL TEXPOOL AS OF 12/31/15						\$ 236,606.53

TOTAL POLICE FORFEITURE INVESTMENT PORTFOLIO AS OF 9/30/15	\$ 236,606.53
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**STREET TAX
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED DECEMBER 31, 2015**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER ACCOUNT</i>	<i>SHARES PURCHASED SHARES</i>	<i>SHARES REDEEMED SHARES</i>	<i>PRICE PER SHARE PRICE PER</i>	<i>SHARES OWNED SHARES</i>	<i>MARKET VALUE MARKET</i>
AS OF 9/30/15	151400005			1.000	\$ 342,793.98	\$ 342,793.98
10/31/2015	151400005	\$ 28.16	\$ -	1.000	\$ 342,822.14	\$ 342,822.14
11/30/2015	151400005	\$ 31.11	\$ -	1.000	\$ 342,853.25	\$ 342,853.25
12/31/2015	151400005	\$ 54.25	\$ -	1.000	\$ 342,907.50	\$ 342,907.50
TOTAL TEXPOOL AS OF 12/31/15						\$ 342,907.50

TOTAL STREET TAX INVESTMENT PORTFOLIO AS OF 12/31/15	\$342,907.50
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**CAPITAL PROJECT FUND
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED DECEMBER 31, 2015**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 9/30/15	151400013			1.000	\$ 1,161,832.25	\$ 1,161,832.25
10/31/2015	151400013	\$ 95.32	\$ -	1.000	\$ 1,161,927.57	\$ 1,161,927.57
11/30/2015	151400013	\$ 105.49	\$ -	1.000	1,162,033.06	1,162,033.06
12/31/2015	151400013	\$ 183.90	\$ -	1.000	\$ 1,162,216.96	\$ 1,162,216.96
TOTAL TEXPOOL AS OF 12/31/15						\$ 1,162,216.96
TOTAL CAPITAL PROJECT INVESTMENT PORTFOLIO AS OF 12/31/15						\$ 1,162,216.96

**CIED FUND
 INVESTMENT PORTFOLIO
 BY TYPE OF INVESTMENT
 FOR THE QUARTER ENDED DECEMBER 31, 2015**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 9/30/15	151400013			1.000	\$ 800,444.23	\$ 800,444.23
10/31/2015	151400013	\$ 65.70	\$ -	1.000	\$ 800,509.93	\$ 800,509.93
11/30/2015	151400013	\$ 72.68	\$ -	1.000	\$ 800,582.61	\$ 800,582.61
12/31/2015	151400013	\$ -	\$ 800,582.61	1.000	\$ 0.00	\$ 0.00
TOTAL TEXPOOL AS OF 12/31/15						\$ 0.00



**CITY OF LEON VALLEY
ANNUAL TOWN HALL MEETING**
Leon Valley Conference Center
6421 Evers Road, Leon Valley, Texas 78238
Saturday, January 23, 2016 - 8:30 a.m. to 12:30 p.m.

AGENDA

1. **8:30 A.M.** Call to order, Determine a Quorum is Present.
2. Leon Valley City Manager's Report for 2015
3. Update on Emergency Preparedness – Assistant Fire Chief Billy Lawson, Leon Valley Fire Department
4. Public Private Partnership – Present draft Memorandum of Understanding (MOU) between the City of Leon Valley and the Leon Valley Historical Society (LVHS) for citizen input. – City Manager Kelly Kuenstler and LVHS President Mark Eisenhauer
5. Leon Valley Police Enforcement & Presence – Chief of Police Randall Wallace
6. Forest Oaks Pool – City Manager Kelly Kuenstler and Larry Proffitt
7. Hike & Bike Trail – Public Works Director Melinda Moritz
8. 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 open 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 Public Library, 6425 Evers Road, Leon Valley, Texas, on December __, 2015 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. 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

RESOLUTION No. 16-001R

A RESOLUTION OF THE CITY OF LEON VALLEY, TEXAS TO APPOINT ROXANN PAIS COTRONEO AS THE CITY ATTORNEY AND CITY PROSECUTOR FOR THE CITY OF LEON VALLEY, TEXAS EFFECTIVE IMMEDIATELY.

WHEREAS, the City of Leon Valley, Texas is a Type A general law municipality under the State of Texas laws;

WHEREAS, pursuant to Texas Local Government Code Section 22.071, the City Council shall provide for the appointment or election of the City Attorney;

WHEREAS, pursuant to Texas Code of Criminal Procedure Art. 45.201(a), Texas law requires that all municipal court prosecutions shall be conducted by the city attorney or a deputy city attorney;

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

The City Council of Leon Valley hereby appoints Roxann Pais Cotroneo to serve as its City Attorney and City Prosecutor effective immediately upon passage of this resolution.

PASSED, ADOPTED AND APPROVED 19th day of January, 2016, at a regular meeting of the Elective City Council of Leon Valley, Texas at which a quorum was present and which was held in accordance with TEXAS GOVERNMENT CODE, TITLE 5, SUBTITLE A, CHAPTER 551.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
ROXANN PAIS COTRONEO
City Attorney

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334



OATH OF OFFICE

Filing Fee: None

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, ROXANN PAIS COTRONEO, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of CITY ATTORNEY FOR THE CITY OF LEON VALLEY of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

.....
State of TEXAS)
County of BEXAR)

Sworn to and subscribed before me
this _____ day of JANUARY, 2016.

(seal)

Signature of Notary Public or Other Officer
Administering Oath

Printed or Typed Name

ITEM 7

MAYOR AND COUNCIL COMMUNICATION

DATE: January 19, 2016

M&C: #2016-01-19-03

TO: Mayor and City Council

SUBJECT: CITIES AND HANDGUNS

PURPOSE

To discuss new laws effective on January 1, 2016 regulating a citizen’s right to carry a handgun and the City’s option to regulate handguns in city facilities.

A City has very limited authority to prohibit a *license holder* from carrying in city facilities to which the general public has access. State law prohibits a license holder from carrying a handgun on the premises:

- (1) Of a polling place on the day of election or while voting is in progress; and
- (2) Any government court or offices utilized by the court, unless pursuant to written regulation or written authorization from the court; and

In addition, a city has the option of posting a specific notice to prohibit a license holder from carrying in the room or rooms where a meeting of the governmental entity is held and if the meeting is an open meeting subject to the Open Meetings Act.

FISCAL IMPACT

Cost of signs & installation.

RECOMMENDATION

Prepare a City Council Resolution to:

- (1) Designate offices essential to court operations;
- (2) Prohibit handguns during government open meetings;
- (3) Post notice signs in accordance with state law and City Council actions.

S.E.E. IMPACT STATEMENT

APPROVED: _____

DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE
City Secretary

Activity/Location:	Allowed?	Legal Basis:
Government meeting	Yes, unless 30.07 sign posted	Penal Code 30.07; 46.035(c)&(i)
Anytime the handgun is not holstered or the license holder is intoxicated	No	Penal Code 46.035(a)&(d)
Premises of a TABC-licensed business that derives 51 percent from the sale of alcohol	No, sign should be posted	Penal Code 46.035(b)(1); Gov't Code 411.204(a)
Premises of a high school, collegiate, or professional sporting event (unless sport shooting event)	No	Penal Code 46.035(b)(2)
Premises of a correctional facility	No	Penal Code 46.035(b)(3)
Hospital or nursing home	No, unless written authorization from administrator to license holder; sign should be posted	Penal Code 46.035(b)(3); Gov't Code 411.204(b)
Amusement park or premises of an established place of worship	Yes, unless 30.07 sign posted	Penal Code 46.035(b)(5)&(6) & (i); 30.07
Physical premises of a school or educational institution.	No, unless pursuant to written regulations or written authorization of the institution	Penal Code 46.03(a)(1)
Grounds or building on which an activity sponsored by a school or educational institution is being conducted	No, unless pursuant to written regulations or written authorization of the institution	Penal Code 46.03(a)(1)
A passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private	No, unless pursuant to written regulations or written authorization of the institution	Penal Code 46.03(a)(1)
Premises of a polling place on the day of an election or while early voting is in progress (i.e., "premises" means a building or a portion of a building. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.)	No	Penal Code 46.03(2)
Premises that house court or court offices	No, unless authorized by court rules	Penal Code 46.03(a)(3)&(f). (No sign required but 30.07 sign recommended)
Premises of a racetrack	No	Penal Code 46.03(4)
A secured area of an airport (i.e., an area of an airport terminal building to which access is controlled by the inspection of persons and property under federal law)	No	Penal Code 46.03(5)
Within 1,000 feet of a place of execution on a day that a sentence of death is set to be imposed on the designated premises	No, so long as the person received notice that doing so is prohibited (unless the person is on a public road and going to or from his home or business)	Penal Code 46.03(6) & 46.03(i)
Premises of employment	Yes, unless the public or private employer prohibits as to employees only, but allowed in locked car in parking lot	Gov't Code 411.203; Labor Code 52.061 et seq.
Rifle/shotgun carry		
Generally in public place (e.g., sidewalks, public square, etc.)	Yes, subject to disorderly conduct	Tex Const Art. I, Sec. 8; Penal Code 42.01
Any place a 30.05 "No firearms" allowed posted by owner, including city-owned facility	No (Note: a "no firearms" sign would have no effect as to a <i>handgun</i> carried openly or concealed by a license holder. Only a 30.06 and/or 30.07 sign is effective as to that.)	Penal Code 30.05
Public or private facility where "No Firearms" or similar notice given	No	Penal Code 30.05
Physical premises of a school or educational institution	No, unless pursuant to written regulations or written authorization of the institution	Penal Code 46.03(1)
Grounds or building on which an activity sponsored by a school or educational institution is being conducted	No, unless pursuant to written regulations or written authorization of the institution	Penal Code 46.03(1)
Passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private	No, unless pursuant to written regulations or written authorization of the institution	Penal Code 46.03(1)
Premises of a polling place on the day of an election or while early voting is in progress (i.e., "premises" means a building or a portion of a building. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.)	No	Penal Code 46.03(2)

Activity/Location:	Allowed?	Legal Basis:
Premises that house court or court offices	No, unless authorized by court rules	Penal Code 46.03(a)(3)&(f) (No sign required but 30.06 and 30.07 sign recommended to give license holder notice that court or court office is in building)
Premises of a racetrack	No	Penal Code 46.03(4)
Secured area of an airport (i.e., an area of an airport terminal building to which access is controlled by the inspection of persons and property under federal law)	No	Penal Code 46.03(5)
Within 1,000 feet of a place of execution on a day that a sentence of death is set to be imposed on the designated premises	No, so long as the person received notice that doing so is prohibited (unless the person is on a public road and going to or from his or her home or business.)	Penal Code 46.03(6) & 46.03(i)

Cities and Handguns

City Council Meeting

January 19, 2016



Purpose

- To discuss news laws effective January 1, 2016 regulating a citizen's right to carry a handgun and the City's options to prohibit handguns in city facilities.

Background

HISTORY

- On ***January 1, 2016*** new laws took effect regulating a citizen's right to carry a handgun.
- New law eliminates concealed/open carry distinction, and it creates a "license to carry handgun".
- New law allows a person with current concealed handgun license or a person who obtains the new "license to carry a handgun" to carry in a concealed or ***open*** manner. Open carry must be in a holster that is worn on a belt or shoulder harness.



Background *(continued)*

Cities have limited authority to prohibit a license holder from carrying in city facilities that have general public access.

Background *(continued)*

State law prohibits a license holder from carrying a handgun at:

- (1) POLLING PLACE** on election day or while voting is in progress;
- (2) COURTROOM & OFFICES CENTRAL TO COURT BUSINESS** while court is in session or court offices are open for business. For a court located in a multi-use building, the City must designate essential court areas, not entire building. City cannot exclude public drive, street, sidewalk, parking lot, or other parking area.

Background *(continued)*

CITY OPTION

Cities may prohibit handguns ***during*** any government meeting that is subject to Texas Open Meetings Act, but prohibitive signs must be posted. This applies only when meetings are in session.

Background *(continued)*

ENFORCEMENT

Texas Attorney General may take enforcement action against a political subdivision for wrongful exclusion of a person carrying a handgun.

Notice must be given to entity to cure the violation.

1st Violation Penalty: \$1,000 - \$1,500

2nd Violation Penalty: \$10,000 - \$10,500



Fiscal Impact

- Cost of signs & installation

Next Steps

1. Consult with Judge regarding areas essential to conduct court business.
2. Determine whether to prohibit handguns during open meetings.
3. Prepare and pass resolution stating City Council decisions.
4. Post & install signs.

Cities and Handguns

City Council Meeting

January 19, 2016



MAYOR AND COUNCIL COMMUNICATION

M&C #2016-01-19-04

DATE: January 19, 2016
TO: Mayor and City Council
FROM: Melinda Moritz, Director of Public Works
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Consider Approval of a Budget Adjustment, with Related Ordinance, From the Communications Department to the Fire and Public Works Departments, to Fund One Part-time Employee at the Fire Department and Two New Employees in the Public Works Department.

PURPOSE

To approve a request to add a part-time Administrative Assistant position for the Fire Department and to add two full-time positions to the Public Works Department, with the related budget adjustment ordinance.

Fire Department

Currently, the Fire Station has one part-time receptionist that works from 8 am to 12 noon. The reception desk is left unstaffed in afternoons. If firefighters are out on a call, the phones are not answered and the public must leave a message for the Administrative Assistant, who returns the call the next business day. If the phones are being answered by firefighters, it interrupts their training and other tasks. The new stand-alone building needs a full-time receptionist. Two part-time positions will cover the full day and using part-time staff reduces the cost to the City, as the City would not have to pay any benefits to either person.

Public Works

In Public Works, the two new positions would be split between the Construction Crew (streets, sidewalks, curbs) and the Maintenance Crew (buildings, parks, grounds). The Public Works Department has not added any personnel since 1991. In addition, one employee was removed from Public Works and reassigned to the Library. The City has grown from a 1990 population of 9,581 to a 2010 population of 10,151. The City has also added additional duties for the Stormwater Program. The City owns more property, facilities, streets, and sidewalks since 1991 and will add more:

- Conference Center, Kinman House, Records Storage Facility, Fire Station, Library Children’s Wing; and Huebner-Onion Natural Area, Shadow Mist, and Silo parks; LC-17 Phase III 36 acres to be deeded to City in 2017
- Streets/sidewalks in Pavona Place, The Ridge at Leon Valley, Shadow Mist, Brisa Estates, Linkwood Addition

The Construction Crew has 4 employees and the Maintenance crew has 8 persons, which is

RECOMMENDATION

Approve the request to add a part-time Administrative Assistant position for the Fire Department and to add two full-time positions to the Public Works Department, with related budget adjustment ordinance, using the savings from the Communications Department to pay the new salaries.

S.E.E. IMPACT STATEMENT

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

Economic Development – Providing good customer service and improved city facility and grounds management promotes a better image, which may attract businesses and new residents

Environmental Stewardship – Improving the cleanliness of the city reduces the amount of pollutants being carried to creeks, streams, and rivers, which improves water quality

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAGUE, TRMC
City Secretary

AN ORDINANCE APPROVING AMENDMENTS THE COMMUNITY CENTER AND POLICE FORFEITURE FUNDS OF THE CITY OF LEON VALLEY, TEXAS MUNICIPAL BUDGET FOR FISCAL YEAR OF 2015-2016.

Whereas on September 15, 2015 the City Council of the City of Leon Valley adopted the 2015-2016 fiscal year budget: and

Whereas Texas Local Government Code Section 102.010 provides that a municipality is not prohibited from making changes to a budget for municipal purposes: and

Whereas the Leon Valley City Council hereby finds and determines, that the amendments adopted under this ordinance are for a municipal purpose.

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

SECTION I

That the City Council of the City of Leon Valley hereby amends the fiscal year 2015-2016 budget as provided for in the attached Exhibit "A", said Exhibit to incorporated herein as if fully set forth herein.

**SECTION II
SEVERABILITY**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION III.
REPEALER CLAUSE**

Any provisions of any prior ordinance of the City which are in conflict with any provision of the Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

**SECTION IV.
EFFECTIVE DATE**

This Ordinance shall become effective and shall be in full force and effect on and after its passage and publication as required by state law.

**SECTION V.
PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, of the Texas Government Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 19th day of January 2016.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

ROXANN PAIS COTRONEO
City Attorney



Exhibit "A"
Ordinance No. 16-001

**CITY OF LEON VALLEY, TEXAS
BUDGET ADJUSTMENT
FISCAL YEAR 2015-2016**

Request Submitted By: Luis Valdez, Fire Chief & Melinda Moritz, Public Works Director **Date:** 01/19/2016

Approved By: Rosalinda Nurlock Department Head **Date:** 1-5-16

Approved By: Kelley Kuenstle Assistant Finance Director **Date:** 1-5-16

Approved By: Kelley Kuenstle City Manager **Date:** 1-5-16

TYPE OF TRANSFER: **DEPARTMENT:**

Inter-Departmental Transfer From Communications Department

Intra-Departmental Transfer To Fire and Public Works Department

Supplemental Appropriation

FROM:

FUND	ACCOUNT NO.	DESCRIPTION	AMOUNT
Communications	100-5430		\$43,230

TO:

FUND	ACCOUNT NO.	DESCRIPTION	AMOUNT
Fire	100-5500		\$6,352
Public Works	100-5600		\$36,878

Fire and Public Works Additional Staffing Request

City Council Meeting
January 19, 2016

Overview

- Request to add a part-time Administrative Assistant position for the Fire Department
 - Currently receptionist works from 8 am to 12 noon
 - New stand-alone building needs full-time receptionist
- Request to add two full-time positions for the Public Works Department
 - Construction Crew (streets, sidewalks, curbs)
 - Maintenance Crew (buildings, parks, grounds)

Overview

Continued

- The Fire Department currently has a part-time Administrative Assistant position
 - Station left unstaffed in afternoons, if firefighters are out on call no phones are answered
 - The public must leave a message for Administrative Assistant to return the call the next business day
 - If phones are answered by firefighters, it interrupts training and other tasks
- Two part-time positions will cover full day
 - Utilizing part-time staff reduces the cost to the City
 - No benefits

Overview

- Public Works Department has not added any personnel since 1991
 - One employee was removed from Public Works
- City has grown from a 1990 population of 9,581 to a 2010 population of 10,151
- Added additional duties for the Stormwater Program

Overview

- City owns more property, facilities, streets, and sidewalks since that time and will add more
 - Conference Center, Kinman House, Records Storage Facility, Fire Station, Library Children's Wing; and Huebner-Onion Natural Area, Shadow Mist, and Silo parks; LC-17 Phase III 36 acres to be deeded to City in 2017
 - Streets/sidewalks in Pavona Place, The Ridge at Leon Valley, Shadow Mist, Brisa Estates, Linkwood Addition
- Current crews are not sufficient to complete all tasks assigned, nor able to respond promptly to citizen service requests

Overview

- Currently have contract to mow and clean right of way along Bandera Road
 - \$28,000 per year
- If one new Crewmember is added to Maintenance Crew, could terminate contract and perform work in-house
- Could dedicate Crew to mowing, trimming, and trash removal in right of ways and parks

Overview

- Add one new Crewmember to the Construction Crew to assist in street and sidewalk projects
- Fund these positions in current fiscal year from dispatch savings in Communications Department (General Fund)
- Next year, split Public Works new employee salaries with Water Department (Enterprise Fund)

Fire Department Fiscal Impact

	Annual 104-1	16.6 PP 104-1
Salary	14,095.89	5,900.59
FICA	1,078.34	451.40
Retirement	-	-
Health	-	-
CAF	-	-
EAP	-	-
	15,174.23	6,351.99

Public Works

Fiscal Impact-FY 2016 (16.6PP)

	Person 1 104-1	Person 2 104-1	TOTAL	
Salary	18,738.08	18,738.08	37,476.16	
FICA	1,433.46	1,433.46	2,866.93	
Retirement (14.17%)	2,655.19	2,655.19	5,310.37	
Health (609.20)	4,873.60	4,873.60	9,747.20	
CAF	44.00	44.00	88.00	
EAP	28.00	28.00	56.00	
	27,772.33	27,772.33	55,544.66	Savings Mowing Contract
				(18,666.72) 36,877.94

Public Works

Estimated Fiscal Impact-FY 2017

	Person 1 104-1	Person 2 104-1	TOTAL
Salary	29,574.56	29,574.56	59,149.12
FICA	2,262.45	2,262.45	4,524.91
Retirement (14.17%)	4,190.72	4,190.72	8,381.43
Health (\$609.20)	7,310.40	7,310.40	14,620.80
CAF	66.00	66.00	132.00
EAP	42.00	42.00	84.00
	43,446.13	43,446.13	86,892.26

Communications (Dispatch) Estimated Fiscal Impact Savings

EXPENDITURES	BUDGET 2015-2016	ESTIMATED EXPENDITURES 2015-2016	ESTIMATED BALANCE AVAILABLE 2016-2017
Personnel Services	424,190	227,000	197,190
Supplies	7,300	101	7,199
*Contractual Services	35,000	114,100	(79,100)
Capital Outlay	23,440	-	23,440
TOTAL Department Budget	489,930	341,201	148,729

* includes Helotes Dispatch
contract (\$135,000 annual 1st year)
FY 2016 actual \$106,875
9 months at \$11,250=\$101,250
1 month at \$5,625=\$5,625

Recommendation For FY 2016

- Add a part-time Administrative Assistant for Fire Department
- Add two Crewmembers to the Public Works Department
- Use savings from the Communications Department to pay salaries
 - Estimated savings of \$148,729
 - Fire FY 2016 \$ 6,352
 - Public Work FY 2016 \$ 36,878
 - Estimated Remaining Savings \$105,499

S.E.E. IMPACT STATEMENT

- Social Equity – Providing the citizens with good customer service and prompt services adds to the overall quality of life
- Economic Development – Providing good customer service and improved city facility and grounds management promotes a better image, which may attract businesses and new residents
- Environmental Stewardship – Improving the cleanliness of the city reduces the amount of pollutants being carried to creeks, streams, and rivers, which improves water quality

Fire and Public Works Additional Staffing Request

City Council Meeting
January 19, 2015

MAYOR AND COUNCIL COMMUNICATION

M&C #2016-01-19-05

DATE: January 19, 2016
TO: Mayor and City Council
FROM: Melinda Moritz, Director of Public Works
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Consider Date for Re-dedication of City Hall and Police Station

PURPOSE

To ask the City Council to finalize a date for the re-dedication of City Hall and the Police Station. The 2012 Municipal Bond Project is coming to completion and City staff will be moving back into City Hall the weekend of February 5, 2016. The Police Department has already moved in. In order to showcase the efforts of the City Council, the Bond Oversight Committee, City Staff, and the citizens, a re-dedication ceremony and Open House should be held. After speaking with the Construction Supervisor from Bartlett Cocke and the architect from LPA, Inc., any date after February 18th was deemed acceptable to all. By that date, all punch list items, and the testing and balancing of HVAC and other systems should be completed, and the building ready for an open house.

FISCAL IMPACT

With the exception of some light refreshments, decorations, and invitations, there is no fiscal impact – the dedication plaque is included in the Bond project.

RECOMMENDATION

It is recommended the City Council approve a date after February 18, 2016, for the rededication of City Hall.

S.E.E. IMPACT STATEMENT

Social Equity – Allows all citizens the opportunity to enjoy the remodeling efforts of both City Hall and the new Police Station.

Economic Development – Showcasing improved City facilities lets the business community know that the City is dedicated to improving services and promotes a better image, which may attract businesses and new residents

Environmental Stewardship – The building was built to modern code standards, which improves its effect on the environment.

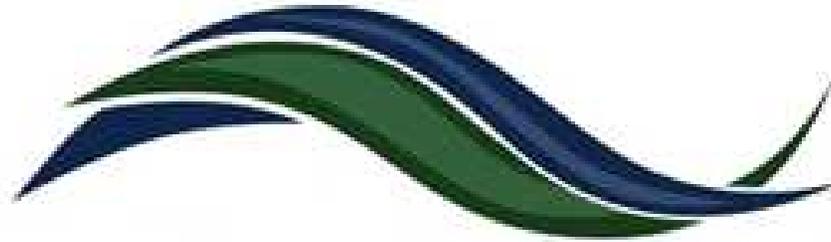
APPROVED: _____

DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAGUE, TRMC
City Secretary



City Hall / Police Department Dedication Date

City Council Meeting
January 19, 2016

Purpose

- To have the City Council finalize a date for the re-dedication of City Hall and the Police Station
- The 2012 Municipal Bond Project is coming to completion and City staff will be moving back into City Hall the weekend of February 5, 2016
- Police Department has already moved in
- Suggested date is after February 18, 2016

Background

- In order to showcase the efforts of the City Council, the Bond Oversight Committee, City Staff, and the citizens, a re-dedication ceremony and Open House should be held
- After consultation with Bartlett Cocke General Contractors and LPA, Inc., Architects, any time after the date of February 18th was deemed acceptable
- All punch list items and testing of systems should be completed, and the building ready for an open house

Fiscal Impact

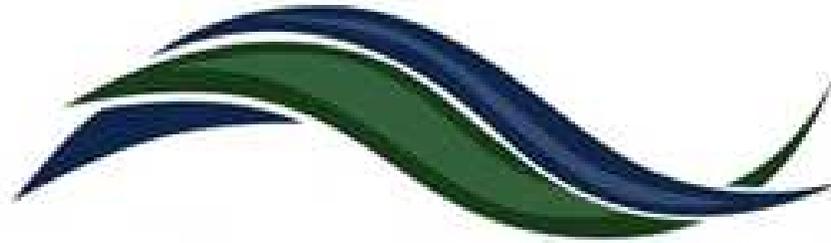
- With the exception of some light refreshments, decorations, and invitations, there is no fiscal impact
- Dedication plaque is included in the Bond project and should be ready by that date

Recommendation

- None
- City Council may wish to hold dedication at later date
- City Council should direct staff on invitees and time for ceremonies

S.E.E. IMPACT STATEMENT

- Social Equity – Allows all citizens the opportunity to enjoy the remodeling efforts of both City Hall and the new Police Station.
- Economic Development – Showcasing improved City facilities lets the business community know that the City is dedicated to improving services and promotes a better image, which may attract businesses and new residents
- Environmental Stewardship – The building was built to modern code standards, which improves its effect on the environment



City Hall / Police Department Dedication Date

City Council Meeting
January 19, 2016

MAYOR AND COUNCIL COMMUNICATION

DATE: January 19, 2016 **M&C # 2016-1-19-06**

TO: Mayor and Council

FROM: Elizabeth Carol, Community Development Director

THROUGH: Kelly Kuenstler, City Manager

SUBJECT: Presentation and discussion on the savings from the Community Center Solar Panels

PURPOSE

In 2007 The City adopted a Strategic Plan that focused on three initiatives: Social Equity, Economic Development and Environmental Sustainability. The Strategic Plan led to the development of our S.E.E. values.

As part of the Environmental Sustainability component, the City was able to install solar panels on the Community Center with a Department of Energy Efficiency and Conservation Block Grant. The City did not contribute financially to this program.

The City compared the kilowatt consumption 3 years before and after the installation. There was an average savings of 31,135 kilowatt per year, which means our electrical consumption dropped by 33%. This has resulted in an annual average savings of \$2,365. Since the implementation there have been two rate increases by CPS Energy. In 2010, CPS Energy raised their rates by 7.5% and again in 2013 by 4.25%. CPS Energy has projected a future rate increase of 5.25% in 2016, and 4.25% in 2018.

S.E.E. LEON VALLEY

Social – Assures general quality of life for all citizens.

Economic – The programs has reduced our CPS Energy bill.

Environmental – Program provided an annual energy savings of 33%.

FISCAL IMPACT

The solar panels were donated.

RECOMMENDATION

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

City of Leon Valley
City Council

**Community Center
Solar Savings**

M&C#2016-1-19-06

January 19, 2016

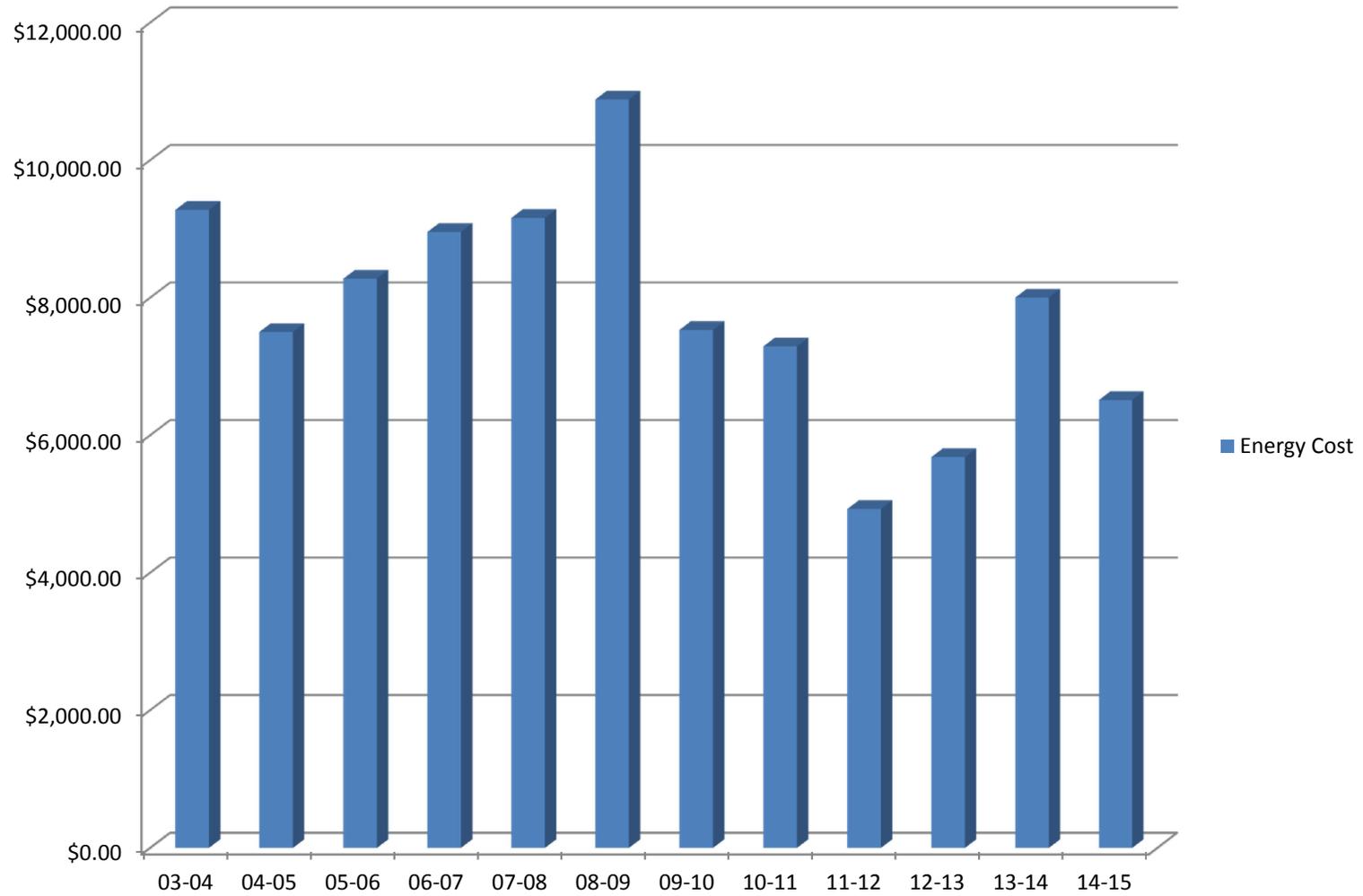
Background

- In 2007 City adopted a Strategic Plan with three initiatives
 - Social Equity
 - Economic Development
 - Environmental Sustainability
- The program emphasis the S.E.E. values

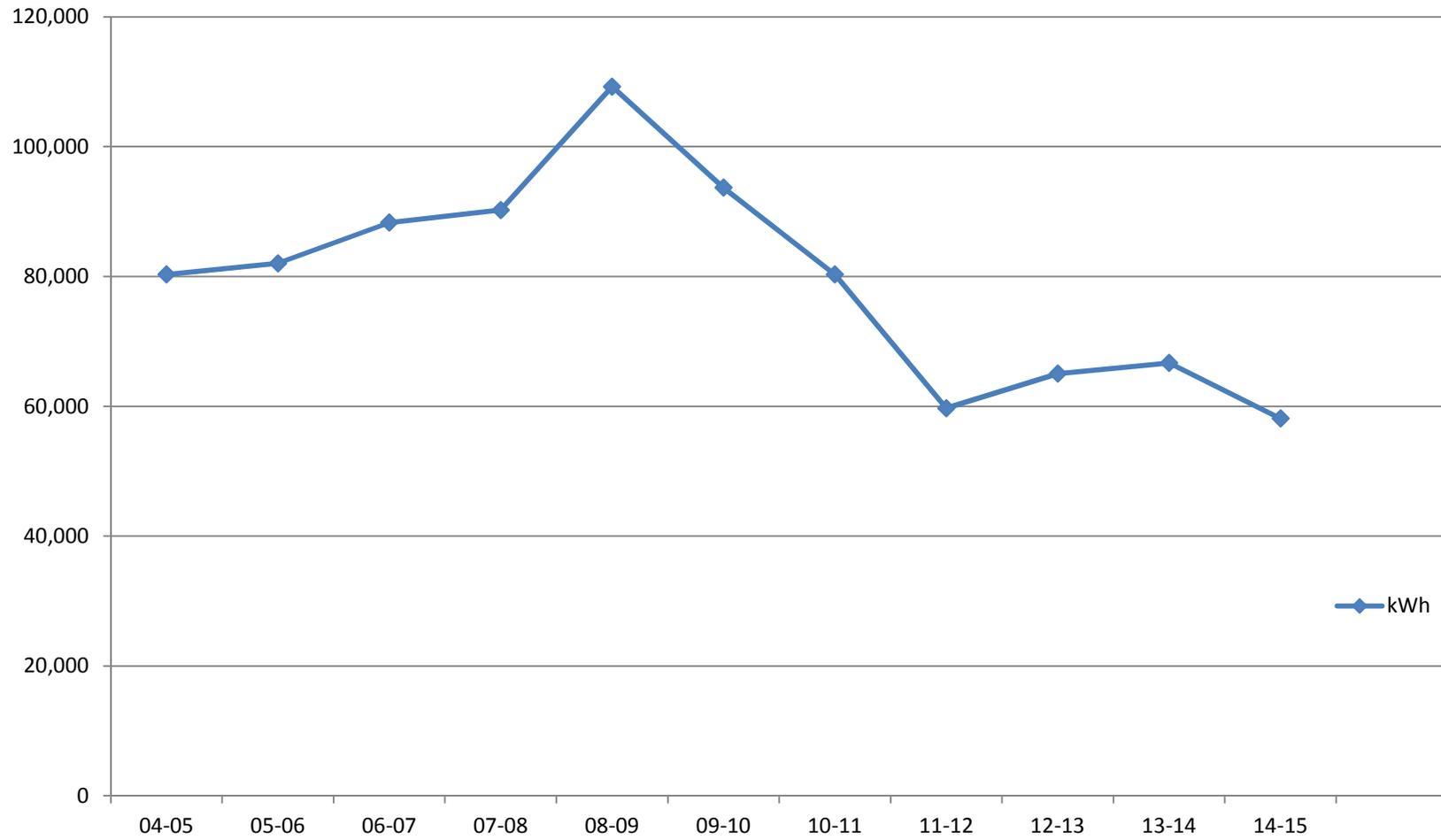
Background

- Environmental Sustainability Component
 - Energy Conservation
 - Solar Panels Installed 2011 – Community Center
 - Funded through Department of Energy's Efficiency and Conservation Black Grant
 - City Funds were not used

Community Center - Annual Energy Cost



Community Center - kWh Used (Solar Panels Installed in 2011)



Analysis

- Kilowatt usage
 - Compared 3 years before and after installation
 - Average savings of 31,135 kilowatt per year
 - Electrical consumption dropped 33%
 - Average Annual Savings \$2,365
- Recent rate increases
 - 2010 7.5%
 - 2013 4.25%
- Projected rate increases
 - 2016 5.25%
 - 2018 4.25%

S.E.E. Statement

- **Social Equity** – assures general quality of life for all citizens.
- **Economic Development** – the program has successfully reduced our CPS Energy bill.
- **Environmental Stewardship** – Program provided an energy savings of 33%.

City of Leon Valley
City Council

**Community Center
Solar Savings**

M&C#2016-1-19-06

January 19, 2016

MAYOR AND COUNCIL COMMUNICATION

DATE: January 19, 2016 **M&C # 2016-01-19-07**
TO: Mayor and Council
FROM: Darrick Green, Communications Director
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Discussion and possible action on the Proposed Communication Policy.

PURPOSE

This policy sets forth the process for communication consistency within the City of Leon Valley (CoLV) organizational structure in order for staff and City Council to effectively and efficiently communicate with one another and the public. In addition, this policy establishes the framework with which staff and City Council will collect and disseminate information in a timely and proactive manner so that all citizens as well as CoLV employees and City Council remain knowledgeable on all information pertaining to the City.

SEE LEON VALLEY

Social – To better communicate important information pertaining to the CoLV to residents and the media.

Economic – The creation of a Communication Policy should aid in the Comprehensive Branding Strategy for Leon Valley. Thus, the public perception of the CoLV should be one that invites shoppers and businesses into Leon Valley!

Environmental – N/A

FISCAL IMPACT

N/A

STRATEGIC GOALS

- 1) Increase public awareness and understanding of the City, the services that we provide our community, and our future prospects for growth.
- 2) Promote a positive public image of the City and the work we do to the audiences that are important to the City, which includes existing and prospective residents, employees and vendors, as well as government officials.

- 3) To be open and responsive to information requests from the media because they are among the many ways our residents and business partners build individual perceptions of the City of Leon Valley.
- 4) To prevent the improper use of social media platforms by employees that may negatively impact the CoLV's reputation or departmental operations.

RECOMMENDATION

Adopt the proposed Communication Policy for (Internal, External and Social Media)

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

City of Leon Valley

Communications Policy

Internal

Purpose

This policy sets forth the process for communication consistency within the City of Leon Valley (CoLV) organizational structure in order for staff and City Council to effectively and efficiently communicate with one another and the public. In addition, this policy establishes the framework with which staff and City Council will collect and disseminate information in a timely and proactive manner so that all citizens as well as CoLV employees and City Council remain knowledgeable on all information pertaining to the City. This policy is in addition to and applicable in relation to the City's Personnel Policy manual for employees.

Scope

This internal communications policy applies to all employees of the City, as well as members of the City Council. This policy covers all internal communications resources including meetings, branding, social media, newsletters, correspondence, reports and presentations.

Policy

The CoLV internal communications policy is to communicate clear consistent messages to all employees and City Council members regarding the business and issues that affect the City of Leon Valley; and, to inform employees about the CoLV activities first, before being informed by external audiences. Internal communication should be open and appropriate – the right information delivered in the right way in the appropriate language for the target audience; and two-way – allowing for full involvement with feedback channels.

The City Manager, as the Chief Administrative Officer and City Spokesperson or his or her designee, will enforce the policy and ensure that it is implemented.

Procedures

It is the responsibility of the City Manager to ensure that information is disseminated to staff and City Council timely and appropriately.

- Ensure staff and City Council awareness of:
 - Vision and mission
 - Objectives
 - Structure
 - Policies and procedures
 - Alerts, risks or changes
- Maintain and monitor formalized methods of communication such as:
 - Staff meetings between the City Manager and department heads
 - Regular staff meetings within each department
 - In-service training and induction
 - Staff performance reviews
 - Newsletters
 - Direct email to staff

- Staff events
- Improve communication within and between departments, City management, and City Council
 - Regular updates to the City Council from the City Manager
 - Regular reports to the City Manager from department heads for use in City Manager's reports/updates to City Council
 - Updates on individual department bulletin boards for staff
 - Central source for information dissemination

Types of Information

In order for the internal communication plan to be effective, staff and City Council must have an understanding of what is confidential and may not be communicated.

The types of communication disseminated internally will cover a comprehensive range of topics. This will include appointment notices (new hires, promotions), retirements, organizational changes, success or news stories (awards, grants, etc.), new initiatives, status on capital construction, physical moves, technology breakdown, weather and safety alerts, and CoLV-sponsored events.

Negative situations such as crime (vandalism, theft, assaults, and deaths) or emergency service events such as fires, will be communicated factually and compassionately as soon information is available. Anything that impacts staff and CoLV operations should be communicated by the appropriate supervisors to their staff.

In the event of a death or violent crimes the name of the victim or any identifiers are not to be released without the approval of the City Manager or their designee.

Weather alerts will originate with the CoLV Emergency Management Team and be disseminated according to the City of Leon Valley Emergency Management Plan.

Confidential Information

There may be circumstances when information should not be released internally (and externally) because such release may compromise individuals or the City of Leon Valley. This may include but not be limited to: personal and personnel issues, grievances, legal proceedings, discrimination issues, and non-factual or unproven information. In cases where the distinction may be unclear, the City Manager will make the final decision on what may be released, with advice from key personnel such as the Director of Communications, Fire Chief, Police Chief, Public Works Director and/or City Attorney. This policy does not supersede any statutory federal or state law requiring mandatory disclosure of information.

External

Media Relations Policy and Procedures

Overview

We have a responsibility to be open and responsive to information requests from the media because they are among the many ways our residents and business partners build individual perceptions of the City of Leon Valley.

Scope

This media policy applies to all employees of the City, as well as members of the City Council, and is concurrent with the City's Disclosure Policy. This policy covers all external news media including broadcast, electronic and print.

Policy

The City Spokesperson will convey the official position on issues of significance or situations that are particularly controversial or sensitive in nature. All requests for information will be properly handled in accordance with Government Code Title 5, Open Government §552.001. The statutory requirements that apply to governmental bodies that have received requests for public information can be found in the Public Information Act, which is codified at chapters 552 of the Government Code.

Among such responsibilities:

- Increase public awareness and understanding of the City, the services that we provide our community, and our future prospects for growth.
- Promote a positive public image of the City and the work we do to the audiences that are important to the City, which includes existing and prospective residents, employees and vendors, as well as government officials. The primary City Spokesperson is the City Manager (210-684-1391). In the City Manager's absence, or discretion, the Mayor will serve in that capacity.
- The **CoLV Spokesperson** will provide general information in responses to CoLV inquiries. However, for matters that require more detailed information, Directors may be consulted to assist in formulating a response.

Guidelines for Talking with the Media

A reporter, producer or other news media may contact you for a number of reasons, for example:

- To get information about the City.
- To get information about a recent unexpected event such as natural disasters, thefts or arrests, accidents or injuries; customer or employee complaints, federal, state or local regulatory actions, etc.
- To get information or comment about an action or event that could impact our City, changes in government or City policies.
- To get general information on a topical story in our community such as changes in local governmental officials or policies, problems or issues specific to the community we serve, etc.

Refer all media calls to the City Spokesperson. Please do not say you are not allowed to talk to a reporter or have to get permission to do so. Instead, tell the reporter: "The City's policy is to refer all media inquiries to the City Spokesperson. You can reach them at 210-684-1391 Ext. 219."

Whenever taking a call from the media, the same courtesy and professionalism in which we approach customers should be displayed toward the media. In order to promote our customer service image, it is important to respond quickly, courteously and professionally to all media calls. Please remember to contact the City Manager if and when you have been approached by the media. Even though you have referred the media, the Spokesperson may need your help to prepare a response. **Do not let a reporter compel you to answer questions on the spot.** It is always beneficial to prepare in advance in order to provide accurate and relevant information.

Responses to Inquiries from the Media

1. Directors and staff will not respond to inquiries from the media concerning matters such as personnel issues, crisis management, emergencies, City policies and fiscal operations. Instead, such inquiries should *immediately* be directed to the Spokesperson, who will respond accordingly. As the City Spokesperson, the decision to notify the Mayor and City Council will be at his/her discretion.
2. Directors and staff may respond directly to media inquiries on ordinary, day-to-day matters such as hours of operation or special events. However, all contacts should be reported immediately to the City Spokesperson.
3. Fire and Police Chief may respond to media at the scene of an incident as they deem necessary. They should notify the City Spokesperson as soon as possible about the incident and about their communication with the media.

The City Spokesperson will:

- Be informed promptly when any member of the City receives inquiries from the media
- Consult with the Mayor to prepare statements for the Mayor to release to the media
- Distribute all City news releases, review and approve those prepared by other members of the City and check with relevant personnel, Mayor, Council, Directors and/or designated contact person(s) to ensure news releases are accurate and consistent
- Keep the Mayor, Council and Directors informed of all relevant media situations and inquiries by direct communication

The Communication Department will:

- Retain and file copies of all news releases
- Ensure copies of all CoLV news releases are distributed for posting on the City's website and Social Media Platforms

Emergency Response Statement

In the event of an emergency, the City Spokesperson will work with members of the Emergency Operations Staff (see [City of Leon Valley Emergency Operations Plan](#)) to gather information and coordinate distribution to the Mayor, City Council, staff, and the local community.

- Prepare and issue official statements regarding City operations to the media
- Compose and distribute email notifications to the City Staff
- Work with the Communications Director to provide emergency updates on the CoLV web page and social media accounts (Facebook, Twitter, etc.)

Following initial notifications of emergency, the City Spokesperson will prepare update notifications as needed.

City Sponsored Social Media Policy

Social media provides a new and potentially valuable means of assisting the CoLV and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. Because the improper use of social media platforms by employees may impact department operations, the department provides information of a precautionary nature as well as prohibitions on the use of social media by department personnel. These policies and procedures apply to all personnel, including sworn and non-sworn employees, and any volunteers working with the CoLV.

Purpose

This policy establishes guidance on the management, administration and oversight of social media. This policy is not meant to address one particular form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

Requirements for Department-Sponsored Public Social Media Sites

- Each department shall designate person(s) who are responsible for the management, posting, and monitoring of the CoLV's public social media network sites. Other members of the department may post and monitor specific social media sites as approved by each department Director.
 - The City Manager, with input from department Directors, will determine the extent of the City's official use of social media platforms. No social media platform will be utilized without the express approval of the City Manager.
 - Where possible, the page(s) should link to the CoLV's official website.
 - Social media pages shall clearly indicate they are maintained by the CoLV department or CoLV and shall have contact information prominently displayed. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
 - Content is subject to open government laws. Relevant records retention schedules apply to social media content. Content must be managed, stored, and retrieved to comply with open government laws, records retention laws, and e-discovery laws and policies.
 - Social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department or the CoLV.
 - Pages shall clearly indicate that posted comments will be monitored and that the CoLV reserves the right to remove any posting.
 - Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

Operation of Department-Sponsored Public Social Media Sites

- CoLV personnel, approved by the City Manager, to post to social media outlets shall do the following:
 - Conduct themselves at all times as representatives of the CoLV and, accordingly, shall adhere to all CoLV standards of conduct, and observe conventionally accepted protocols and proper decorum.
 - Identify themselves as a member of the CoLV.
 - Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written permission of the CoLV Manager.
 - Not conduct political activities or private business.
 - CoLV personnel use of personally-owned devices to manage the department's social media activities or in the course of official duties is prohibited without express written permission of the City Manager.
 - Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

Use of Covert Social Media Sites for Investigative Operations

- Covert or undercover social media sites are exempt from the requirements of sections 1, 2, and 3 above.

- Only the Chief of Police may approve the use of any covert or undercover social media site or postings to other social media sites for undercover investigative operations. A Supervisor may be assigned to monitor the operation of the investigation.
- Prior to operating any covert or investigative social media site, or posting to other social media sites for purposes of a covert or undercover investigation, the supervisor shall make contact with the prosecuting attorney to determine the admissibility and requirements of the law regarding preservation of information for both prosecution and open government and records retention requirements.

Personal Use of Social Media

Precautions and Prohibitions

- Barring state law, department personnel shall abide by the following when using social media:
 - CoLV employees may not access social networking or social media sites through the use of City provided information systems--unless authorized to do so or during the course of an investigation.
 - While on duty, employees may only use personal communications devices to access social networking sites **strictly during authorized breaks**, provided such usage does not in any way interfere with the performance of job duties. Employees are prohibited from authoring posts on a social networking site at any time while on-duty.
 - Due to concerns for employee safety and to preserve tactical advantage, the posting of information related to any police response by any employee or assisting agency is absolutely prohibited without the approval of the City Manager.
 - All matters of, by, within, and about department details regarding calls for emergency service, and the customers we interact with, are generally considered confidential information which may not be released, blogged about, posted, or otherwise shared outside the City without prior authorization, without it having been obtained through an official open records request, or without the information already being in the public realm [already otherwise released officially].
 - Inappropriate display of the CoLV logos, uniforms, uniform patch, or departmental badge on their own or other's social media sites is prohibited. Use of these items for personal use must be with written approval of the department Directors or City Manager.
 - As public employees, City personnel are cautioned that speech on or off-duty, made pursuant to their official duties-- that is, that owes its existence to the employee's professional duties and responsibilities— may not be protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department.
 - City personnel should assume that their speech and related activity on social media sites will reflect upon their office and the CoLV.
 - For safety and security reasons, CoLV personnel are cautioned not to disclose their employment with this CoLV nor shall they post information pertaining to any other member of the CoLV without their permission.
 - Employees are encouraged not to post any information that could be used to identify the employee's residence, vehicle or family members.
 - Employees must follow all copyright laws, public record laws, retention laws, fair use, financial disclosure laws and any other laws that might apply to the City or your functional area.
 - When participating in social networking sites not related to City business, an employee shall: be mindful that their speech becomes part of the worldwide electronic domain.
 - Employees are required to be credible witnesses in criminal prosecutions and that credibility can be attacked using inappropriate posts on social media sites.
 - Employees shall adhere to the following guidelines when using personal social media:

- Employees shall not use obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals. Avoid comments or topics that may be considered objectionable, disruptive or inflammatory.
- Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
- CoLV employees should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- Activities which are considered disruptive include, but are not limited to, harassing, demeaning, or creating a hostile working environment for any official or employee; Sending, receiving, or accessing pornographic materials, disrupting the smooth and orderly flow of work within the City; or disrupting working relationships. In addition, employees are subject to discipline for inappropriate activities, on or off duty.
- **CoLV personnel are reminded that the City policies and Code of Conduct apply to on-line activities. There should be no expectation of privacy for items or activities conducted on-line.**

Monitoring of Social Media and Discipline

- Supervisors within the department may make random investigations into the postings of employees for purposes of protecting the integrity and reputation of the CoLV, protecting the integrity of investigations, and ensuring privacy and security of city records and information.
- Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.
- Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

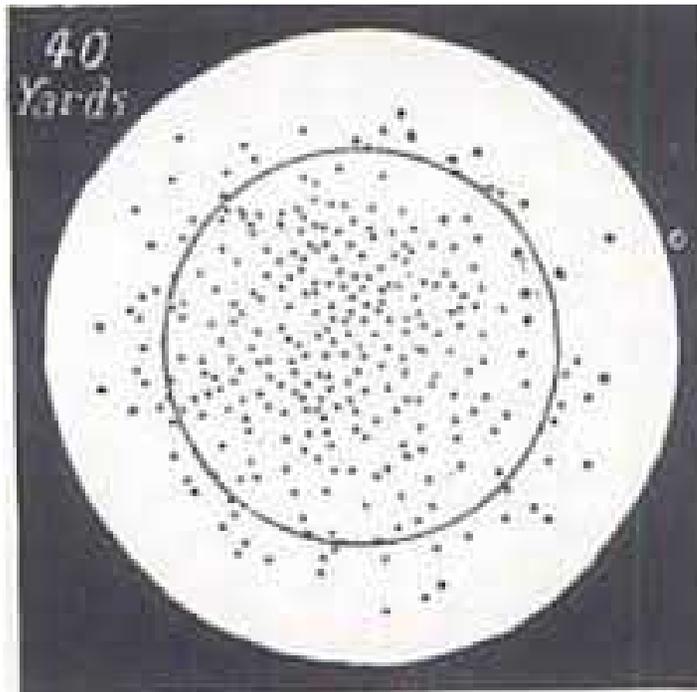
Approved by City Manager, Kelly Kuenstler, *signature on file*

City of Leon Valley Communication Policy

City Council Meeting
1-19-16

Splatter Vs Precision

Without a
Communication Policy



With a Communication
Policy



Program Overview

This policy sets forth the process for communication consistency within the City of Leon Valley (CoLV) organizational structure in order for staff and City Council to effectively and efficiently communicate with one another and the public.

Program Overview

In addition, this policy establishes the framework with which staff and City Council will collect and disseminate information in a timely and proactive manner so that all citizens as well as CoLV employees and City Council remain knowledgeable on all information Pertaining to the City.

3 Main Areas

- Internal Communication Policy
- Media/External Communication Policy
- Social Media Policy

Fiscal Impact

- The creation of a Communication Policy should aid in the Comprehensive Branding Strategy for Leon Valley. Thus, the public perception of the CoLV should be one that invites shoppers, homeowners and businesses into Leon Valley!

SEE & STRATEGIC GOALS

- Social – We have a responsibility to be open and responsive to information requests from the media because they are among the many ways our residents and business partners build individual perceptions of the City of Leon Valley.

STRATEGIC GOALS

*The City Spokesperson will convey the official position on issues of significance or situations that are particularly controversial or sensitive in nature.

*All requests for information will be properly handled in accordance with Government Code Title 5. Open Government §552.001.

STRATEGIC GOALS

- Increase public awareness and understanding of the City, the services that we provide our community, and our future prospects for growth.
- Promote a positive public image of the City and the work we do to the audiences that are important to the City, which includes existing and prospective residents, employees and vendors, as well as government officials.

STRATEGIC GOALS

- To be open and responsive to information requests from the media because they are among the many ways our residents and business partners build individual perceptions of the City of Leon Valley.
- To prevent the improper use of social media platforms by employees that may negatively impact the CoLV's reputation or departmental operations.

Economic – N/A

Environmental – N/A

Next Steps

- Approve the creation of an official Communications Policy.

Questions?

MAYOR AND COUNCIL COMMUNICATION

M&C #2016-01-19-08

DATE: January 19, 2016
TO: Mayor and City Council
FROM: Kelly Kuenstler, City Manager
SUBJECT: Consider Authorizing the City Manager to Remodel the Kinman House for Use as a Restaurant.

PURPOSE

This M & C is to consider authorizing a remodel of the Kinman House to accommodate a restaurant, and approve a related budget adjustment.

The Kinman property was purchased in 1998 and the home was renovated in 2007 to house the Economic Development Department. The Economic Development Department moved out of the house in November of 2015. Since that time, it has been used for City Council coffees, temporary offices, and as an event dressing area. The bakery "El Sol" considered using the facility for their restaurant activities, but they were unable to secure financing. The building is currently vacant.

The Leon Valley Café is currently located next to City Hall on Bandera Road in a space that is rapidly becoming too small. They have expressed an interest in renting the Kinman House for use as a restaurant. Patrons would come from their existing customer base, catering for the renters of the Community and Conference Center, Park rentals, and the general public

The conversion of the home would be accomplished through the use of a few contractors and in-house Public Works labor. Outside services would be sought for foundation repair, the fire alarm system, electrical, gas relocation, and equipment purchase. In-house labor would be used for the construction and the installation of equipment. If the Leon Valley Café is not successful at this location and moves out, the building could be rented to another restaurant.

A portion of the work was already budgeted in FY 2016, namely the fire alarm and roof repair at \$13,000. Other work to be performed includes minor interior reconfiguration, deck construction, and the purchase of commercial kitchen equipment such as a range/oven, ansul venthood system, 3 compartment sink, walk-in cooler and freezer, fryer, griddle, heat lamp, planetary mixer, etc.

FISCAL IMPACT

Funding for this project could be taken from the General Fund or CIED funds. Furthermore, a request could be made from the LV Economic Development Council for funds associated with this project. The work would take approximately 2 ½ months to complete. The cost for remodeling and equipment purchase would be:

- Construction \$34,000
- Equipment \$40,000
- Contingency 15% \$11,100
- Total \$85,100
- Less budgeted amount -\$13,000
- **Net total \$72,100**

RECOMMENDATION

It is recommended the City Council authorize the City Manager to pursue this project and approve the associated budget adjustments and/or request a portion of this project from the LV Economic Development Council.

S.E.E. IMPACT STATEMENT

Social Equity – Provides an opportunity for a small business to grow.

Economic Development – This project is compatible with the City Council’s goal of business retention and economic growth.

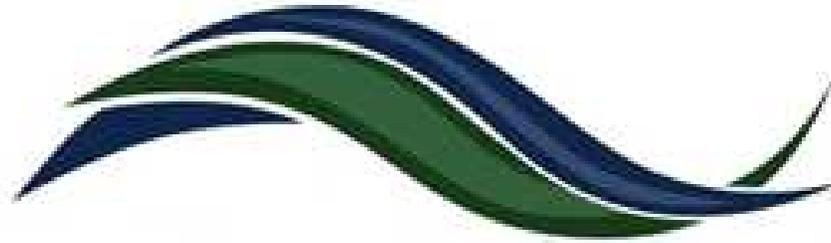
Environmental Stewardship – Provides for the reuse/recycling of an existing structure.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAGUE, TRMC
City Secretary



Economic Development Kinman House Remodel

City Council Meeting
January 19, 2016

Purpose

- To consider authorizing a remodel of the Kinman House to accommodate a restaurant.

Background

- The Kinman property was purchased in 1998 and the home was renovated in 2007 to house the Economic Development Department
- Economic Development moved out of the house in November 2015
- Since that time, it has been used for City Council coffees, temporary offices, and as an event dressing area
- The bakery “El Sol” considered using the facility for their restaurant activities, but they were unable to secure financing
- The building is currently vacant

Background

- The Leon Valley Café is currently located next to City Hall on Bandera Road in a space that is rapidly becoming too small
- They have expressed an interest in renting the Kinman House for use as a restaurant
- Patrons would come from their existing customer base, catering for the renters of the Community and Conference Center, Park rentals, and the general public

Background

- The conversion of the home would be accomplished through the use of a few contractors and in-house Public Works labor
 - Outside service for foundation repair, fire alarm system, electrical, gas relocation, equipment purchase
 - In-house labor for construction, installation of equipment
- If the Leon Valley Café is not successful at this location and moves out, the building could be rented to another restaurant

Fiscal Impact

- A portion of the work was already budgeted in FY 2016
 - Fire alarm and roof repair \$13,000
- Other work to be performed includes minor interior reconfiguration, deck construction, and the purchase of commercial kitchen equipment
 - Range/oven, ansul venthood system, 3 compartment sink, walk-in cooler and freezer, fryer, griddle, heat lamp, planetary mixer, etc.

Fiscal Impact

- Funds could be taken from the General Fund, CIED and/or LVEDC
- The work would take approximately 2 ½ months to complete
- Cost for remodeling and equipment purchase would be:

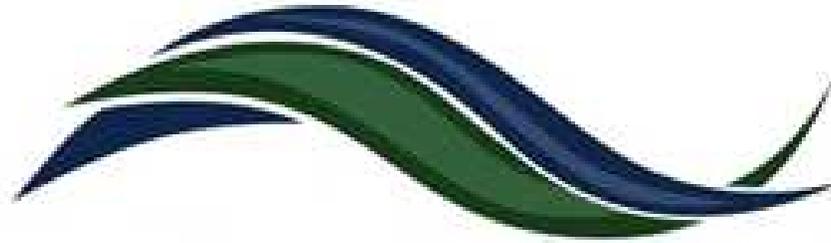
– Construction	\$34,000
– Equipment	\$40,000
– Contingency 15%	\$11,100
– Total	\$85,100
– Less budgeted amount	-\$13,000
– Net total	\$72,100

Recommendation

- To authorize the City Manager to pursue this project and approve the associated budget adjustment.

S.E.E. IMPACT STATEMENT

- Social Equity – Provides an opportunity for small business growth.
- Economic Development – Compatible with Council goal of business retention and economic growth
- Environmental Stewardship – Provides for the reuse/recycling of an existing structure



Economic Development Kinman House Remodel

City Council Meeting
January 19, 2016

MAYOR AND COUNCIL COMMUNICATION

M&C #2016-01-19-09

DATE: January 19, 2016
TO: Mayor and City Council
FROM: Kelly Kuenstler, City Manager
SUBJECT: Approval of Resolution No. 16-002R supporting specific 2016 San Antonio Chamber of Commerce federal legislative efforts relating to aerospace.

PURPOSE

Approve Resolution No. 16-002R for submission to the San Antonio Chamber of Commerce and the San Antonio Suburban Cities Coalition. This approval is sought in an effort to support the federal legislative efforts of the San Antonio Chamber of Commerce in conjunction with the San Antonio Suburban Cities Coalition. Coalition members joined the San Antonio Chamber of Commerce in an effort to corroborate federal, state and local initiatives and to demonstrate a regional approach to problem solving in the area. The support of a Resolution regarding aerospace supports an increase in non-stop service from the San Antonio International Airport to key cities and it supports long term reauthorization of the Federal Aviation Authority (FAA) including increased funding and flexibility for the Airport Improvement Program (AIP) and an increase in the cap of the Passenger Facility Charge.

SEE LEON VALLEY

Social – N/A

Economic – The approval of the Resolution shows regional support for airport improvements which will modernize our airport and should improve and increase travel in and out of the San Antonio area. More personal and business travel will increase spending in the area which should have a positive impact on the entire economy.

Environmental – Increased routes in and out of the San Antonio area could have a negative impact on the air quality in the area.

FISCAL IMPACT

None.

STRATEGIC GOALS

N/A

RECOMMENDATION

Approve Resolution No.16-002R supporting specific 2016 San Antonio Chamber of Commerce federal legislative efforts relating to aerospace and forward the approved Resolution to the San Antonio Chamber of Commerce and the representative of the San Antonio Suburban Cities Coalition.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION No. 16-002R

A RESOLUTION OF THE CITY OF LEON VALLEY CITY COUNCIL SUPPORTING SPECIFIC 2016 SAN ANTONIO CHAMBER OF COMMERCE FEDERAL LEGISLATIVE EFFORTS RELATING TO AEROSPACE.

WHEREAS, the City of Leon Valley, Texas (City) is a General Law Type A municipality created under the laws of the State of Texas;

WHEREAS, the City is an active member of the San Antonio Chamber of Commerce;

WHEREAS, the Leon Valley City Council supports these 2016 San Antonio Chamber of Commerce federal legislative efforts relating to aerospace.

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

That the City Council of Leon Valley supports these 2016 San Antonio Chamber of Commerce federal legislative efforts pertaining to aerospace:

1. Increase non-stop airline service from the San Antonio International Airport (SAT) to key cities, including those without current non-stop service such as Washington D.C. and Boston, MA.
2. Enable more non-stop service from the San Antonio International Airport to those of other major cities, such as Reagan National Airport, by:
 - Creating additional slots available to airports beyond the 1,250 mile perimeter; and/or
 - Extending the perimeter to 1,400 miles to include San Antonio.
3. Support long-term reauthorization of the Federal Aviation Authority (FAA), including:
 - Increased funding and flexibility for the Airport Improvement Program (AIP); and
 - An increase in the cap of the Passenger Facility Charge.
4. Support Airport Infrastructure-Citywide Initiatives including the increase of PFC charges (Passenger Facility Charge) to remodel and continue to improve airports at the national level. The PFC has not been changed in over 10 years and it still remains in San Antonio at \$4.50 when it needs to adjust to \$8.50 per passenger. This is a national effort to modernize our Airports.

5. Support the increase of non-stop Airline Service to Reagan Airport in Washington D.C. and support this as a citywide initiative.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 19th of January, 2016.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
ROXANN PAIS COTRONEO
City Attorney

MAYOR AND COUNCIL COMMUNICATION

M&C #2016-01-19-10

DATE: January 19, 2016
TO: Mayor and City Council
FROM: Kelly Kuenstler, City Manager
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Approval of Resolution No. 16-003R supporting specific 2016 San Antonio Chamber of Commerce federal legislative efforts relating to transportation.

PURPOSE

Approve Resolution No. 16-003R for submission to the San Antonio Chamber of Commerce and the San Antonio Suburban Cities Coalition. This approval is sought in an effort to support the federal legislative efforts of the San Antonio Chamber of Commerce in conjunction with the San Antonio Suburban Cities Coalition. Coalition members joined the San Antonio Chamber of Commerce in an effort to corroborate federal, state and local initiatives and to demonstrate a regional approach to problem solving in the area. The passage of a Resolution regarding transportation supports the Corridors of National Significance Program for the Loan Star Rail District, VIA Metropolitan Transit projects, the Congestion Mitigation & Air Quality (CMAQ) Program, the Surface Transportation Program, the National Highway Performance Program (NHPP) and the Transportation Alternatives Program (TAP).

SEE LEON VALLEY

Social –Socially, the community sees that leaders are concerned with their health & welfare through the progress of responsible transportation initiatives which reduce emissions and add to their overall quality of life.

Economic – The approval of the Resolution shows regional support for transportation improvements in and around the San Antonio and surrounding area. The positive economic impacts of increased public transportation and improvement in air quality are individual as well as governmental. Positive individual economic impacts might mean cheaper transportation for residents; reduced parking fees for residents and improved health (improve air quality which leads to less time and money spent in medical facilities). Positive government economic impacts should mean the government having to spend less tax dollars to clean up air quality and reduced construction of new roads if public transportation is utilized.

Environmental – Furthering the development of public transportation, multi modal projects and mitigating congestion in and around the San Antonio area should have a positive impact on the air quality and the traffic congestion in the area.

FISCAL IMPACT

None.

STRATEGIC GOALS

N/A

RECOMMENDATION

Approve Resolution No. 16-003R supporting specific 2016 San Antonio Chamber of Commerce federal legislative efforts relating to transportation and forward the approved Resolution to the San Antonio Chamber of Commerce and the representative of the San Antonio Suburban Cities Coalition.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

A RESOLUTION OF THE CITY OF LEON VALLEY CITY COUNCIL SUPPORTING SPECIFIC 2016 SAN ANTONIO CHAMBER OF COMMERCE FEDERAL LEGISLATIVE EFFORTS RELATING TO TRANSPORTATION.

WHEREAS, the City of Leon Valley, Texas (City) is a General Law Type A municipality created under the laws of the State of Texas.

WHEREAS, the City is an active member of the San Antonio Chamber of Commerce;

WHEREAS, the Leon Valley City Council supports these 2016 San Antonio Chamber of Commerce federal legislative efforts relating to transportation.

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

That the City Council of Leon Valley supports these 2016 San Antonio Chamber of Commerce federal legislative efforts pertaining to transportation:

1. Support grant and loan opportunities, including a proposed Corridors of National Significance Program for the Loan Star Rail District and other potential passenger rail projects impacting our region.
2. Support VIA Metropolitan Transit projects that may be eligible for TIGER 2016, Small Starts/New Starts, and other federal funding grant opportunities that can further the development of public transportation and other multi-modal projects.
3. Support continuation of flexible funding for state and local governments as part of the Congestion Mitigation and Air Quality (CMAQ) Program, the Surface Transportation Program (STP), the National Highway Performance Program (NHPP) and the Transportation Alternatives Program (TAP).
4. Support increases in federal funding over the next few years to reduce congestion on our roads and meet the increasing demands of our transportation system.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 19th of January, 2016.

APPROVED

CHRIS RILEY, MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC, City Secretary

Approved as to Form: _____
ROXANN PAIS COTRONEO, City Attorney

MAYOR AND COUNCIL COMMUNICATION

M&C #2016-01-19-11

DATE: January 19, 2016
TO: Mayor and City Council
FROM: Kelly Kuenstler, City Manager
THROUGH: Kelly Kuenstler, City Manager
SUBJECT: Approval of Resolution No. 16-004R supporting specific 2016 San Antonio Chamber of Commerce federal legislative efforts relating to water and the environment.

PURPOSE

Approve Resolution No. 16-004R for submission to the San Antonio Chamber of Commerce and the San Antonio Suburban Cities Coalition. This approval is sought in an effort to support the federal legislative efforts of the San Antonio Chamber of Commerce in conjunction with the San Antonio Suburban Cities Coalition. Coalition members joined the San Antonio Chamber of Commerce in an effort to corroborate federal, state and local initiatives and to demonstrate a regional approach to problem solving in the area. The passage of a Resolution regarding water and the environment seeks to secure funding for FY 16 and FY 17 with the US Army Corp of Engineers for reimbursing Bexar County for advancing \$61.3 million of the federal share of the San Antonio Channel Improvement Project and to monitor legislative initiatives regarding the Environmental Protection Agency (EPA) and US Army Corps of Engineers implementation of the proposed rule entitled "Waters of the United States" under the Clean Water Act.

SEE LEON VALLEY

Social –Socially, the community sees that leaders are concerned with their health & welfare through the progress of responsible water and environmental initiatives which reduce environmental hazards, improve water quality and add to their overall quality of life.

Economic – The approval of the Resolution shows regional support for water and environmental improvements in and around the San Antonio and surrounding area. The positive economic impacts of clean water are associated with health and the positive economic impacts of stewardship to the environment revolve around health and the overall quality of life. Furthermore, if SAWS is adversely affected under the Clean Water Act then the expense will be passed on to the user.

Environmental – Failure to support initiatives relating to clean water and a cleaner environment result in an unhealthy environment and water that is substandard.

FISCAL IMPACT

None.

STRATEGIC GOALS

N/A

RECOMMENDATION

Approve Resolution No. 16-004R supporting specific 2016 San Antonio Chamber of Commerce federal legislative efforts relating to water and the environment and forward the approved Resolution to the San Antonio Chamber of Commerce and the representative of the San Antonio Suburban Cities Coalition.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION No. 16-004R

A RESOLUTION OF THE CITY OF LEON VALLEY CITY COUNCIL SUPPORTING SPECIFIC 2016 SAN ANTONIO CHAMBER OF COMMERCE FEDERAL LEGISLATIVE EFFORTS RELATING TO WATER AND ENVIRONMENT.

WHEREAS, the City of Leon Valley, Texas (City) is a General Law Type A municipality created under the laws of the State of Texas.

WHEREAS, the City is an active member of the San Antonio Chamber of Commerce;

WHEREAS, the Leon Valley City Council supports these 2016 San Antonio Chamber of Commerce federal legislative efforts relating to water and environment.

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

That the City Council of Leon Valley supports these 2016 San Antonio Chamber of Commerce federal legislative efforts relating to to water and environment:

1. Secure funding in each of the FY16 and FY17 U.S. Army Corp of Engineers Work Plans from within U.S. Army Corps of Engineers Construction General Account for reimbursing Bexar County for advancing \$61.3 million of the federal share of the San Antonio Channel Improvement Project (Mission Reach Ecosystem Restoration and Recreation Project).
2. Monitor legislative initiatives regarding the Environmental Protection Agency (EPA) and U.S. Army Corps of Engineers implementation of the proposed rule entitled, "Definition of 'Waters of the United States' Under the Clean Water Act; and ensure that SAWS operations are not adversely affected.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 19th of January, 2016.

APPROVED

CHRIS RILEY, MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC, City Secretary

Approved as to Form: _____
ROXANN PAIS COTRONEO, City Attorney

MAYOR AND COUNCIL COMMUNICATION

DATE: January 19, 2016 **M&C #2016-01-19-12**

TO: Mayor and Council

FROM: Kelly Kuenstler, City Manager

SUBJECT: Lions Roar Newsletter Content Policy

PURPOSE

To update the Newsletter Content Policy dated March 1, 2011 and amendment dated January 12, 2015 and to discuss the removal of number 8 on the content policy.

The updated policy makes inconsequential changes as follows: Changes Neighborhood News to Publisher, publisher content policy removed (our current publisher does not have a content policy), and submittal to IT Specialist instead of the Community Development Department.

Number eight on the content policy reads as follows: "Newsletter article contributions by any elected official may not be submitted within 120-days prior to the election". Some inquiries have been made to 1) remove the item all together 2) amend the number to allow only those that are running for office or reelection 3) Reducing the number to 90 days instead of 120 days.

The law continuously prohibits the use of public funds and internal mail system for the purpose of political advertising, unless the communication factually describes the purposes of a measure and if the communication does not advocate passage or defeat of a measure (*Election Code Title 15 Chapter 255*).

FISCAL IMPACT

NONE

RECOMMENDATION

My recommendation is to update the content policy with the inconsequential changes and to delete number 8 from the content policy.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

LION'S ROAR NEWSLETTER CONTRIBUTION AND CONTENT POLICY

The Policy shall have the following regulations for the Lion's Roar Newsletter herein referred to as "the newsletter":

- 1) The newsletter content must be informative and not self-promotional.
- 2) The newsletter may not include derogatory or unfavorable comments regarding any public officials or city staff.
- 3) The newsletter shall not contain any reference to political parties or political affiliations. It may contain factual information about elections, including names of candidates and the text of measures. Express or implied support or opposition to candidates or measures shall be prohibited.
- 4) Per the City's contract with the publisher of the newsletter, they retain all advertising rights within the newsletter with the understanding that there is no lewd or lascivious businesses solicited. Additionally, the publisher prohibits promotion or recommendation of specific businesses in the newsletter. Reference can be made, however, to businesses for donating or sponsoring an event, but no contact information may be included.
- 5) If the publisher has a content policy it must be followed at all times.
- 6) Editorial contribution to the newsletter may be submitted by the Mayor, City Council, City Manager, City Secretary and Leon Valley Staff Members as long as the content only pertains to City related business, programs, ordinances, events, news, surveys, informational alerts and safety practices, the City mission and vision and all other relevant City related or sponsored business.
- 7) Due to limited space in the newsletter the contribution word count is as follows:
 - Mayor no more than 1,000 words
 - City Councilmember no more than 500 words
 - LV Staff no more than 400 words
- 8) ~~Newsletter article contributions by elected official running for office or re-election may not be submitted within 120 days prior to the election. (Councilman Martinez is requesting the removal of number 8.)~~
- 9) An author's by-line shall be noted for each article contributed in the newsletter.
- 10) Photographs included in the newsletter should portray City events and activities, except where contributors are pictured as part of the by-line.
- 11) All newsletter articles are to be submitted by the close of business bi-monthly on the 4th Monday of each odd numbered month via electronic media to the IT Specialist.
- 12) Final discretion regarding newsletter article contributions and content shall be by the City Manager.

MAYOR AND COUNCIL COMMUNICATION

DATE: January 19, 2016 **M&C # 2016-01-19-13**

TO: Mayor and Council

FROM: Sandra Passailaigue, City Secretary

THROUGH: Kelly Kuentler, City Manager

SUBJECT: Discussion and action on possible amendments to Resolution No. 14-017R City Council Rules of Conduct.

PURPOSE

This item was placed on the City Council agenda at the request of Council Member Benny Martinez and Council Member Carmen Sanchez pursuant to Resolution No. 14-017R.

The intent of the item is to discuss and possibly take action to form a Home Rule Charter Commission and begin the process to move Leon Valley from General Law to a Home Rule city.

SEE LEON VALLEY

Social – N/A
Economic – N/A
Environmental – N/A

FISCAL IMPACT

N/A

RECOMMENDATION

None

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Saundra Passailaigue

From: Benny Martinez <b.martinez@leonvalleytexas.gov>
Sent: Monday, January 11, 2016 8:00 AM
To: Saundra Passailaigue
Cc: Mayor Riley
Subject: Topic for council meeting

Please put up for discussion and action on a home rule charter committee

Benny Martinez
City Council Place 4
[6400 El Verde Rd](#)
[Leon Valley, Texas 78238](#)
Tele:[210-684-1391](#)
City of Leon Valley
b.martinez@leonvalleytexas.gov

Saundra Passailaigue

From: Carmen Sanchez <c.sanchez@leonvalleytexas.gov>
Sent: Tuesday, January 12, 2016 5:32 PM
To: Saundra Passailaigue
Cc: Kelly Kuentler; Mayor Riley
Subject: Home Rule

Saundra,

Please add an item on the agenda for the next City Council meeting for discussion and possible action to form a Home Rule Commission and begin the process to move our city from General Law to Home Rule.

Thank You,

Carmen Sanchez
Council Place 2
City of Leon Valley

Ethics:

-is knowing the difference between
What you have a right to do and

What is right to do. Potter Stewart

MAYOR AND COUNCIL COMMUNICATION

DATE: January 19, 2016 **M&C #2015-01-19-14**

TO: Mayor and City Council

FROM: Crystal Caldera, Human Resources Director

THROUGH: Kelly Kuenstler, City Manager

SUBJECT: Consideration and Action of an ordinance authorizing a budget adjustment to the General Fund in order for the City to have adequate funds to cover the cost of unemployment benefits for Janie Willman and Manuel Longoria, Jr.

PURPOSE

The City of Leon Valley is a reimbursing employer. Taxed employers pay taxes every quarter. Reimbursing employers, which include certain non-profit and government employers, pay no taxes but must repay Texas Workforce Commission for unemployment benefits paid to eligible former employees. For the quarter covering July August and September 2015 the City owes \$5,818.53 to the Texas Workforces Commission for benefits issued to Manuel Longoria, Jr. and Janie Willman.

Janie Willman - \$238.53
 Manuel Longoria Jr. - \$5,580.00

This was not an expected expenditure for Fiscal Year 2016 budget; therefore, a budget adjustment is needed to cover the cost of the unemployment benefits.

It is important to note that in August 4, 2015 the City Council approved the budget adjustment in the amount of \$3,600 to cover April, May, June 2015 quarter.

FISCAL IMPACT

Funding for the \$5,818.53 will come from the from General Fund reserve.

RECOMMENDATION

Staff recommends approval.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
 City Secretary

AN ORDINANCE APPROVING AMENDMENTS TO THE GENERAL FUND OF THE CITY OF LEON VALLEY, TEXAS MUNICIPAL BUDGET FOR FISCAL YEAR OF 2015-2016.

Whereas in September 2015 the City Council of the City of Leon Valley adopted the 2015-2016 fiscal year budget: and

Whereas Texas Local Government Code Section 102.010 provides that a municipality is not prohibited from making changes to a budget for municipal purposes: and

Whereas the Leon Valley City Council hereby finds and determines, that the amendments adopted under this ordinance are for a municipal purpose.

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

SECTION I

That the City Council of the City of Leon Valley hereby amends the fiscal year 2015-2016 budget as provided for in the attached Exhibit "A", said Exhibit to incorporated herein as if fully set forth herein.

**SECTION II
SEVERABILITY**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION III.
REPEALER CLAUSE**

Any provisions of any prior ordinance of the City which are in conflict with any provision of the Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

**SECTION IV.
EFFECTIVE DATE**

This Ordinance shall become effective and shall be in full force and effect on and after its passage and publication as required by state law.

**SECTION V.
PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, of the Texas Government Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 19th day of January, 2016.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

Roxann Cotroneo
City Attorney



Exhibit "A"
Ordinance No. 16-002

**CITY OF LEON VALLEY, TEXAS
BUDGET ADJUSTMENT
FISCAL YEAR 2015-2016**

Request Submitted By: _____ Date: 1/14/2016
 _____ Department Head

Approved By: _____ Date: 1-14-16
 _____ Assistant Finance Director

Approved By: _____ Date: 1-14-16
 _____ City Manager

TYPE OF TRANSFER: **DEPARTMENT:**

_____ Inter-Departmental Transfer
 _____ Intra-Departmental Transfer
 X Supplemental Appropriation

FROM:

FUND	ACCOUNT NO.	DESCRIPTION	AMOUNT
General	100	Fund Balance	5,818

TO:

FUND	ACCOUNT NO.	DESCRIPTION	AMOUNT
General	100-300	Unemployment Benefits	\$5818

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 9th day of December, 2015 at 5:30 p.m. at the Leon Valley Public Service Center, at 6427 Evers Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

**REGULAR MEETING OF THE CITY OF LEON VALLEY
EARTHWISE LIVING COMMITTEE, 5:30 P.M.**

1. Call the City of Leon Valley Regular Earthwise Living Committee Meeting to Order and Determine a Quorum is Present.

An informal discussion was held from 5:30pm until 5:52pm when a quorum was reached.

The meeting was called to order at 5:52 p.m. Present were Committee members Key, Hendricks, Burnside, Ealy, and Gomez. Absent were Committee members Ramirez, Mayor Riley and Koger. Also present was Staff member Acuna.

2. Review and Consider Approval of the November 9, 2015 Regular Meeting Minutes.

Revisions to minutes were made by member Ealy. The last sentence of agenda item #8 should read as--After the grant application is complete, it would be decided if EWL or the Beautification Committee will facilitate this project. Member Ealy made a motion to approve the minutes with the revision. The motion was seconded by member Hendricks, and the motion passed unanimously.

3. Discussion Regarding Monarch Butterflies

Staff member Acuna led the discussion and it was agreed that we could complete items #1,2,3,6,8 and 15 on the pledge. We can also perform other items on the pledge. Our suggestion to the City will go before City Council. The banning of Round Up was discussed. Seed distribution was discussed and Member Ealy will check with the Texas Highway Department and Member Burnside suggested Lone Star Seed Co. Member Ealy suggested we develop a Facebook account. Some members stated they do not utilize Facebook. Staff member Acuna stated the EWL Committee can use the City's Facebook and Web site page. Items may be sent to her.

4. Review of 2014 Ordinance and Discussion of Active and Inactive Membership

Member Hendricks reviewed a portion of the Ordinance. It was discussed that it was difficult to have a quorum present for the meeting with 3 members not attending the meetings. Member Ealy stated she had contacted members Koger and Ramirez regarding their absences. They will be deleted from the Committee after this meeting. All past members are invited to contribute to EWL Day as volunteers. Member Hendricks made a motion to delete members Koger, Ramirez and Stein from the EWL Committee. Motion was seconded by member Key and passed unanimously. The question was raised as to how many members we should have on the committee and staff member Acuna stated that it was 10 members.

5. Discussion Regarding the March 5, 2016 Earthwise Living Day Event

Member Burnside reviewed the list of potential vendors she had sent to members. She discussed the dyes one vendor works with and it was suggested that this could

tie in with natural Easter egg dying. It was discussed and decided that each member would be responsible to send any required forms to potential sponsors, vendors, food vendors or door prize donors. Staff member Acuna has sent sponsor forms to last year's sponsors. She will send vendor forms to last year's vendors.

Member Gomez stated he has 6 potential solar company vendors and discussed what each could demo. He also had contact with an aquaponics company utilizing a solar water pump. Member Ealy suggested he speak with the vendors and develop a list of what each company could bring to the event such as solar backpacks and cell phone chargers.

Member Burnside updated members on the approval from City Council to install 3 clothing collection bins in the city. Staff member Acuna stated one would be located at Public Works at their new recycle site. Public Works was concerned that a sofa may be dropped off and it was suggested a sign be placed on the bin stating no dumping. Member Burnside has contacted Jerry Trevino to speak on the topic of eating correctly. She will contact the Alamo Breast Cancer Coalition. She has information on the Electric Car Show and will contact them.

Member Ealy has spoken to or will contact the Vegan society, possible meditation, and possible massages, Sweet Yams, Vegeria, LV Café (plans to participate) and the Mayor of Marshall. She suggested we ask Evy Ramos to be in the style show and asked for ideas for other models. Member Key stated that her grandchildren model and will ask them.

Member Hendricks spoke to 3 vendors at the farmers market and one agreed to attend. The vendor who sells jelly has not been at the market recently. She will contact him when he returns.

Staff member Acuna has contacted a honey vendor. She stated that the EWL name tags have been reordered. She presented the insert for the SAWS newsletter.

6. Discussion Regarding Christmas Gift Shopping and Wrapping Ideas

Member Burnside led the discussion regarding an eco-friendly approach to Christmas gift shopping and wrapping. She suggested we post information on Next Door

Neighbor, E-News and Facebook. At the Winter Festival in L.V. on Sunday, she suggested we pass out brochures. Staff member Acuna stated we would need to ask Elizabeth Carol for approval.

7. Adjourn

It was discussed and agreed that the January meeting would be a potluck dinner/working meeting. Member Key moved to adjourn the meeting and the motion was seconded by member Gomez. The meeting was adjourned without objection at 6:56 p.m.

Belinda Ealy
Co-Chair

January 12, 2016
Date

BEAUTIFICATION COMMITTEE MEETING
City of Leon Valley

18 November 2015

SUBJECT: Minutes of Meeting

1. **OPENING OF MEETING:** The Chair, Mayor Riley, opened the meeting at 5:42 p.m. on 18 November 2015 at the Leon Valley Fire Department. She announced the passing of Lyn Joseph's mother and her father several months earlier.
2. **ATTENDANCE:**
Members Present: Donna Charles, Carolyn Diaz, Belinda Ealy, Jean Johnson, Shirley Jonas, Jerry Perales, Chris Riley
Members Absent: Lupe Carpio, Lyn Joseph, Carrie Macias
Guests Present: None
3. **APPROVAL OF MINUTES:** The minutes of last meeting, 21 October 2015, were approved as written.
4. **FOLLOWUP ON PREVIOUS AGENDA TOPICS:**
 - **Purchase of holiday wreaths for monuments** - The Mayor reported that Travis Wholesale has beautiful natural cactus wreaths. Although the members agreed that this type of wreath would fit nicely with Leon Valley's heritage, they were concerned about price and longevity. If the price is within reason, the cactus wreaths will be considered along with other types. The Mayor will continue to work on this issue and assure that wreaths are purchased soon.
 - **Beautification Award Criteria and Selection Timeframe** – Ms. Charles emailed a draft criteria form to be reviewed by all members. There were suggestions for clarification and, once made, the form will be used. Discussion took place as to how the program will be managed. It was agreed that each neighborhood, 19 in number, and businesses surrounding the neighborhoods will be reviewed once annually in May. An article announcing the Beautification Award Program will be submitted for publication in the Lion's Roar in February. The signs will be posted in the yards and on business properties for the year. Ms. Johnson offered to ask the Gardening Volunteers of South Texas or members of the Master Gardeners to be the un-biased judges.
 - **Clean Up-Fix Up Day** – The proposal for Leon Valley to participate in a Clean Up-Fix Up Day will be presented at the Town Hall Meeting on 23 January 2016. It is imperative to gain the support of the City Council, City Committees, residents and businesses in order to be successful. The Mayor stated that she would ask Ms. Jordan Matney, Assistant City Manager, City of Live Oak, to provide a brief overview of the program.
5. **GENERAL DISCUSSION:**
 - Ms. Casias presented materials pertaining the City of San Antonio's Adopt-A-Spot Program, Specifically, groups or individual volunteers adopt a City public area to clean approximately three times per year and more, if necessary. The volunteers

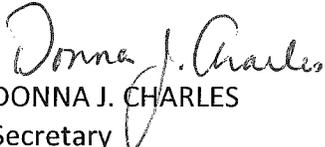
pick up litter and perform some beautification tasks such as flower or tree planting, graffiti removal, watering, and trimming. They receive recognition through installed street signs with their names printed at the right-of-way they maintain but, more importantly, they help create neighborhoods and communities that are vibrant, clean, green, and beautiful. She also shared a sample small plastic bag printed with *Reuse, Recycle, Reduce, and Rethink* and a logo which may be used to hand out materials at various functions and inspire environmental stewardship.

- Mr. Perales, City Liaison, shared a letter from City Manager, Kelly Kuenstler, pertaining to the process to be followed when purchasing anything from City funds.
- The Mayor and Mrs. Ealy reported that Texas Recycles Day held at Public Works was a success.
- Ms. Johnson announced that the Forest Oaks Garden Club has offered to plant the planter in front on the Chamber of Commerce on Evers after repairs are done. She will contact Public Works or the owner of the strip where the Chamber is located about repairing the box.
- The Mayor announced that a Stakeholders Meeting pertaining to Bandera Road is scheduled with TXDOT for Thursday, 28 January 2016 at 6 p.m. at the Community Center.

6. MEMBERS' EMAILS:

Lupe Carpio	dcarpio65@att.net
Donna Charles	donna.charles@sbcglobal.net
Carolyn Diaz	CJD44@hotmail.com
Belinda Ealy	msg8111@msn.com
Jean Johnson	satjean@earthlink.net
Shirley Jonas	shirleyjonas1961@yahoo.com
Lyn Joseph	lynjille@aol.com
Carolina Macias	macias.robert@yahoo.com
Jerry Perales	j.perales@leonvalleytexas.gov
Chris Riley	mayorriley@leonvalleytexas.gov

7. ADJOURNMENT: The meeting adjourned at 6:24 p.m. The next meeting is scheduled for 16 December 2015 at 5:30 p.m. at the Leon Valley Fire Department.


DONNA J. CHARLES
Secretary

Leon Valley Board of Trustees Minutes

December 9, 2015

Those present at this meeting were Library Director Sandy Underwood, Board President Katie Gwaltney, Dr. Horace Staph, Heather Haskin, Jill Crane, Bridid Cooley and Secretary Peggy Proffitt.

The meeting was called to order by President Katie Gwaltney at 5:40 pm. The main item on the agenda was the discussion of the library's current fee schedule. Sandy noted that the fee schedule has remained the same for several years. A copy of the recommended fee schedule is attached. After discussion, the Board approved the new fee schedule. Dr. Staph moved to approve the new fee schedule. Heather Haskin seconded the motion. Motion was passed.

The meeting was adjourned at 7:30 pm. The next board meeting will be January 12, 2016 at 5:30 pm.


Chair

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
DECEMBER 8, 2015 MEETING MINUTES**

The Park Commission of the City of Leon Valley, Texas met on the 8th day of December, 2015 at 7:00 p.m. at 6421 Evers Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

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

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

Chairman Roger Christensen asked Commissioner Parker to lead the Commission in the Pledge of Allegiance, in honor of the recent Paris attacks. He then called the Park Commission meeting to order at 7:00 p.m., with the following Park Commissioners in attendance: Commissioners Linda Tarin, Carolyn Gabriel, Steve Parker, Belinda Ealy, Benay Cacciatore, Dorothy Humphrey, Jackie Walton, Kathy Hill, and Josue De La Torre. Also present was Community Development Director Elizabeth Carol, City Staff member Melinda Moritz, and Citizens Tom Benavides and Al Uvietta.

2. Review and Approval of the November 10, 2015 Regular Park Commission Meeting Minutes.

Commissioner Hill made a motion to approve the minutes from the November 10, 2015 Regular Park Commission meeting. The motion was seconded by Commissioner Parker. The minutes were approved unanimously.

3. Citizens to be Heard

Director Elizabeth Carol of the City's Community Development Department and Mr. Tom Benavides of the Tree Advisory Board came forward and gave a brief statement about the Tree Advisory Board's commitment to planting over 1000 trees in Raymond Rimkus and the Natural Area Park. She stated that the TAB would like to hold a joint meeting with the Park Commission at a later date to discuss their plan. Chairman Christensen asked what the tree planting schedule was and Ms. Carol stated that a schedule had not yet been developed. After general discussion, the Chairman thanked them and asked if there was anyone else to be heard.

Al Uvietta spoke, addressing the condition of the trees in the Natural Area Park, stating that an arborist had been consulted about the state of the trees and was told that they are naturally dying from age, and that the water and sewer easement areas had been denuded of trees by the San Antonio Water System. He stated that the arborist had recommended removal of the dead trees and underbrush. He then cautioned the group to water any trees that were planted.

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
DECEMBER 8, 2015 MEETING MINUTES**

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

a. Add Variance Procedure to Park Ordinance – Council Action

Staff member Moritz addressed the Commission explaining that the City Council had approved adding a variance provision to the Park ordinance. Chairman Christensen asked if the Council had discussed adding a fee for requesting a variance. Ms. Moritz answered that they had and that an appropriate fee would be added to the city code. Mr. Christensen suggested that any City-sponsored organization be exempted from paying a fee.

b. Park Budget

1. Review of Park Planned Improvements for FY 2016 Budget

Staff member Moritz gave each member a copy of the current park budget.

2. Discussion and Recommendations for Park FY 2017 Budget

Staff member Moritz gave each member a copy of the recommendations from the Park Master Plan and also gave a short presentation. She explained that these recommendations should be reviewed at the January meeting so as to assure their placement in the next fiscal year budget. A general discussion was held on what type of amenities should be placed at each park.

c. Silo Park – Status of Development

Staff member Moritz gave the Commission an update on the Silo Park, stating that the Public Works crew had planted over 50 trees and had started construction on the trail.

d. Discussion and Possible Action and Recommendations- Handicap Access to the Natural Area Park

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
DECEMBER 8, 2015 MEETING MINUTES**

Commissioner Parker inquired as to the petition that had been received by the City, requesting that the Natural Area Park not be paved. He also noted that an ordinance existed that prohibited any development in the Natural Area. He explained that there were two troublesome areas, being the creek crossing and a severely eroded area. He mentioned that at a minimum, a bridge should be installed like the bridge behind the Public Works facility, which would preserve the Natural Area, and to improve the pathway over the eroded area, remove any tree stumps and dead brush, and use gravel or fill to smooth out the rough spots in the trail.

Staff member Moritz responded by stating that a petition had been received, but she was unsure how many signatures were on the petition. She then explained that the ordinance concerning the Natural Area Park did prohibit most development, but not trails. She stated that the ordinance allows the City to develop trails at that location.

Commissioner Ealy stated that she had gone in the Natural Area Park and that, although it was wet, it was still passable in her wheelchair. She stated that she would not like to see a man-made look, as the people that use this park want it left as natural as possible.

Commissioner Gabriel noted that the trail could be moved to the left where the severe erosion is occurring. She expressed her opinion that the trail doesn't need to accommodate two persons walking side by side. She also stated that she would like to see the trail moved around the creek and that the City should fix the erosion.

Chairman Christensen stated that a bridge over the creek could be considered as a part of the FY 2017 budget. He also noted that there were other ways to fix the erosion without having to lose the natural look of the trail.

Commissioner Parker stated that most of the trail was wide enough and that only about 100' needed widening. He stated that the focus should be on leveling the trail and removing tree roots. He stated that he would like to have an engineer take a look to see what could be done. He mentioned that the Boy Scouts has done a lot of the projects in that area.

Citizen Al Uvietta spoke, stating that the Natural Area Park must meet accessibility standards and that he had filed a complaint with the

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
DECEMBER 8, 2015 MEETING MINUTES**

Department of Justice about the lack of accessibility at that park. He also mentioned that the Public Works Department had built the bridge behind that facility and could probably build the bridge in the Natural Area Park.

d. Silo Park – Status of Water Well and Update, and Detention Pond Functionality

Staff member Moritz gave a brief update on the Silo Park, stating that a location for the new water well had not yet been determined, but that the project should be bid soon and expected completion was in the late spring.

5. Commissioner and Staff Comments

Commissioner Ealy stated that she was looking forward to the completion of the Silo Park.

Commissioner Gabriel stated that she would like to have everyone quit calling the Leon Valley Community Swimming Pool the Grass Valley pool, and that she was glad the City Council had budgeted for operations of the pool for another year.

Commissioner Walton gave her thanks to the staff for their hard work.

Chairman Tarin noted that she was also looking forward to the completion of the Silo Park.

Chairman Christensen stated that he would like to draw attention to the Parks ordinance, specifically the section addressing the removal of fossils, artifacts or other items of any kind from any of the City parks, including the Natural Area Park, and that any group removing these fossils should apply for a variance from the ordinance. He also stated that future agendas would include plans for the next year, a briefing on the LC-17 Phase III project, a tour of the Leon Valley Swimming Pool, and a meeting with the Tree Advisory Board in the May/June time frame.

Commissioner Ealy asked if there were any plans to incorporate the Forest Oaks pool.

Chairman Christensen stated that there were no plans to incorporate that pool at the moment.

PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
DECEMBER 8, 2015 MEETING MINUTES

A citizen stated that the Forest Oaks pool was in good condition, and that the membership was solid, but that the Leon Valley pool was in direct competition as it was offered to the citizens free of charge. He noted that this was a critical issue for their members.

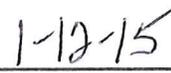
Chairman Christensen asked the gentleman to bring the issue forward at the next Park Commission "Citizen's to be Heard" portion of the meeting. He then stated that the next Regular Park Commission meeting was to be held on January 12, 2016, at 7:00 pm, at the Leon Valley Conference Center, 6421 Evers Road.

6. **Adjourn.**

A motion was made by Commissioner Gabriel to adjourn the meeting, which was seconded by Commissioner Parker, and the meeting was adjourned at 8:41 pm.



Roger Christensen - Chairman



Date

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 9th day of November, 2015 at 5:30 p.m. at the Leon Valley Public Service Center, at 6427 Evers Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

**REGULAR MEETING OF THE CITY OF LEON VALLEY
EARTHWISE LIVING COMMITTEE, 5:30 P.M.**

1. Call the City of Leon Valley Regular Earthwise Living Committee Meeting to Order and Determine a Quorum is Present.

An informal discussion was held from 5:30pm until 5:52pm until a quorum was reached.

Attendance of members was discussed and member Hendricks cited the Ordinance in the EWL packet. Due to absent members, some meetings may not have a quorum. Members agreed to discuss this at the next meeting. Member Ealy told members about the Mayor of Marshall Texas. The city has a similar event as our EWL Day and has expanded it into a 3 day event. She felt we could possibly expand our event as well. Guest Wagner suggested having a presentation on how to use ends of food such as green bean ends. Member Hendricks suggested having an egg dying booth for children since the event is near Easter. Vegetables would be utilized to make the dye for the eggs. Staff member Acuna asked for ideas for the SAWS insert. She will send the finished flyer to members by email for approval.

The meeting was called to order at 5:52 p.m. Present were Committee members Key, Hendricks, Burnside, Ealy, and Mayor Riley. Absent were Committee members Ramirez, Gomez and Koger. Also present was Staff member Acuna, City Manager Kuentler and guest Sandra Wagner.

2. Review and Consider Approval of the October 14, 2015 Regular Earthwise Living Committee Meeting Minutes.

Revisions to minutes under additional discussion regarding EWL Day: Member Burnside-suggested breast cancer awareness and will provide outreach and recycle. Member Ealy duties will be sponsorship and volunteers. Mayor Riley made a motion to approve the minutes with revisions. The motion was seconded by Committee member Key, and the motion passed unanimously. Members discussed speakers for EWL day and will bring ideas to next meeting.

3. Discussion Regarding the October 30th 2015 Tour of the Waste Management Facility

Mayor Riley discussed contamination of the recycled items. Member Hendricks discussed the conveyor belts of recycled items with employees pulling non-recyclable items out by hand, such as Styrofoam, hoses etc. WM also says dirty diapers, syringes with needles and dead animals are sometimes placed in recycle bins. WM has a video online for use in schools. One idea was to have a recycle bin at EWL Day with recycle and non-recyclable items in it. Children could dump it out and separate the items.

Emphasis would be on teaching children the correct way to recycle, who will in turn teach their parents. Additional ideas for EWL was to invite 10000 Villages and have pet items. Member Burnside recycles T shirts into scarfs. Member Hendricks suggested we have a booth for scarf making and an instruction sheet. The EWL flyer could also state to bring your own t shirt to make a scarf. WM will have insert in the January bill. To allow for more information to be included in the Lion's Roar, City Manager Kuenstler suggested possible changes to Lion's Roar such as expanding the number of pages, increasing publication to monthly or decreasing items on back page to allow for additional space for topics. Guest Wagner stated she likes small post cards since they are easy to post on the refrigerator. Also mentioned, the LV Fire Department can take needles and medications.

4. Discussion Regarding the Status of the Cloth Recycling Bin Placement Facilities

Item will be on the November 17, 2015 City Council Meeting agenda. Locations will be in parking lot across from City Hall, at the Library and at Public Works. The bins will follow the same rules as for dumpsters. One suggestion was to move the library bin to the swimming pool lot. City Manager Kuenstler suggested City Council should decide bin locations. Member Burnside stated that the bins will accept purses, shoes, clothing, and textiles such as sheets, blankets etc. Member Ealy will send information regarding a recycle organization for carpet and drapery from showrooms. It is held at the end of the year and open to the public.

5. Discussion Regarding Monarch Butterflies

Member Hendricks stated previous email from staff member Acuna had information on a Mayor's pledge, backyard habitats, and school programs. National Wildlife federation had milk weed information and a webinar. She had 2 handouts which will be sent to members along with Monarch butterfly websites. City Manager suggested to table discussion and bring to City Council on December 15, 2015 meeting for review of pledge and public discussion. All members to review monarch butterfly email. For EWL Day, it was suggested to find a speaker on the topic and to find a source for milk weed seed. The seed could be passed out to the public for planting. Member Ealy suggested giving the City Council members an article on Roundup. She stated it should be banished due to damage to our food and the environment. She would also ask City Council to provide a seed benefit with purchase. Banning plastic bags and the need to utilize reusable bags was discussed.

6. Discussion Regarding the March 5, 2016 Earthwise Living Day Event

Green Star is a possible \$3000 sponsor. Craig Overmiller with Cam Solar pledged \$250. Member Hendricks and staff member Acuna updated all forms. Forms were passed out for review. Mayor Riley suggested the review start with sponsor letter. Send any changes to Member Hendricks. She will email forms to members. City website to be updated. Member Ealy suggested if we increase the length of EWL in the future, City Manager and City Council should review meetings spaces in any future

hotels in the city. Leon Valley Café plans to serve breakfast and lunch options. Power House should be invited.

7. Discussion Regarding Texas Recycles Day on November 15, 2015

The flyer was reviewed. Member Ealy stated all batteries will be accepted except alkaline. No hazardous materials will be accepted. She will ask WM for inserts. Posters will be located at the driveway and down the road. It was suggested to utilize the EWL signs. Due to an event at the Community Center, Public Works will now be open and staffed. The yard will be utilized for the event. Member Burnside suggested to advertise day on the Marque. Staff member Acuna will send an email. The Fire Department will collect medication, which may be in bags instead of the bottles. Guest Wagner suggested posting recycle flyer at the Library and to share flyer with the Chamber of Commerce. Member Ealy to ask Beautification Committee.

8. Discussion Regarding the Application for Keep Texas and America Beautiful Award

City Manager Kuenstler stated the application will be made by staff. At present there is no grant writer on staff but may explore working with a local university to find an intern who would write the grant for the city. After the grant application is complete, it would be decided if EWL or the Beautification Committee will facilitate this project.

7. Adjourn.

The meeting was adjourned without objection at 7:15 p.m.

Belinda Ealy

Co-Chair
Earthwise Living Committee

Dec. 11, 2015

Date



6400 El Verde Road, Leon Valley, TX 78238

MINUTES OF THE MEETING OF THE LEON VALLEY TREE ADVISORY BOARD

Meeting of the Leon Valley Tree Advisory Board (TAB) at 6:00 PM, on Monday, October 19, 2015, in the Leon Valley Fire Department Training Room, at 6400 El Verde Road, Leon Valley, Texas.

I. Poll for Attendance and Determination of a Quorum.

- Staff Liaison: Elizabeth Carol (Present)
- TAB Forester: Mark Kroeze, Alamo Region Urban Forester (Absent)
- Members Present: Irene Baldrige, Thomas Benavides, Denise Berger, Melinda Dawson, Mary Key, Diana Sarfin, and Rich Sarfin

II. Approval of Minutes - September 10, 2015 and September 28, 2015.

- Minutes were approved as written.

III. Discussion and update for upcoming 2015 Arbor Day - October 31, 2015

- Ms. Carol passed out copies of the 2015 Arbor Day flyer as well as the Arbor Day schedule.
- Event will run from 9:00 AM to 12:00 PM.
- TAB members will meet at 8:30 AM to setup for the event (LV Library side-parking lot).
- TAB made adjustments to the Arbor Day schedule. New schedule is as follows:
 - 9:00 AM to 9:15 AM -> Mayor's Welcome and Reading of the Proclamation.
 - 9:15 AM to 10:00 AM -> "Trees of Interest" Workshop by Mark Kroeze.
 - 10:00 AM to 11:30 AM -> Tree Adoptions.
 - 11:30 AM to 12:00 PM -> Poster Contest and Closing remarks.
- 350 1 gallon trees will be available for adoption.
- CPS Energy and Texas A&M donated 250 and 100 trees respectively.
- Each household can adopt 2 trees.
- Proclamation is still in draft.
- Ms. Carol has not heard from the schools invited to participate in the Poster Contest.
- Below is listed two other events that will take place during the Arbor Day event.
 - LV Library Halloween Party (LV Library).
 - Northwest Seniors Trash & Treasure Sale (LV Community Center).
- Posters will be made to advertise the Arbor Day tree adoption and will be placed in the LV Library and Community Center.
- Ms. Carol has already purchased the supplies needed by the TAB to include water. She is also preparing the following:
 - Pledge Forms.
 - Flyers on the trees to be adopted out (once she confirms the types).
 - Flyers on "how to plant trees".

IV. Discussion on Tree City USA and Tree City Growth Award Application.

- One of the requirements for Tree City USA is for the city to spend \$2.00 per capita. The 2013 census indicates a population of 10,808 in LV. This number will be used for the computation.
- Other factors will include the cost of the trees adopted out and the hours put in by Public Works, City Hall, Fire Department and its Firewise efforts, the site evaluation of the LC-17 site (repurposing of trees), TAB and other volunteers, etc.

V. Discussion on request to plant a Tree at the Leon Valley Library in honor of Lynne King.

- The TAB will provide the funding for the tree(s) requested by the LV Library.

VI. Discussion on Leon Valley Tree Web page.

- Ms. Carol provided an update on the web page. Once completed and approved, it can be pushed onto Facebook and Twitter.

VII. Future Agenda Items.

- **How to improve tree focus.**
 - To be discussed at the next TAB meeting: Arbor Day and aspects of the City Master Plan.
- **Website updates.**
 - Will be discussed at the next TAB meeting.
- **Neighborwood program.**
 - This topic will be revisited in 2016.
- **Strategic Tree planting goals.**
 - The draft Tree portion of the City Master Plan shall be discussed with the Park Commission at a future meeting.
- **Other Topics.**
 - There is an upcoming meeting between the Park Commission and the TAB to review a "Joint-plan" to plant trees in the park. It will be attended by Ms. Carol, Ms. Berger, and Mr. Benavides. Ms. Carol will confirm the date and time and contact the others.

VIII. Adjourn.

- Meeting adjourned at 7:05 PM.
- The next meeting of the TAB is tentatively scheduled for Monday, December 7, 2015, at 6:00 PM, at the Leon Valley Fire Department Training Room.


Chairperson