

NOTICE OF PUBLIC MEETING

AGENDA

LEON VALLEY CITY COUNCIL MEETING

TUESDAY, OCTOBER 18, 2011

LEON VALLEY CITY COUNCIL CHAMBERS
6400 EL VERDE ROAD, LEON VALLEY, TEXAS 78238

REGULAR CITY COUNCIL MEETING – 7:00 P.M.

1. **Call to Order, Determine a Quorum is Present, and 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 at that meeting. They may direct staff to contact the requestor or request that the issue be placed on a future agenda for discussion by the Council.

Consent Agenda

All of the following items on the Consent Agenda are considered to be self-explanatory by the Council or have been previously discussed in Open Session and will be enacted with one motion. There will be no separate discussion of these items unless a Council Member so requests.

3. **Consider Approval of the Meeting Minutes of the September 27, 2011 Special City Council Meeting. (Willman)**
4. **Consider Approval of the Meeting Minutes of the October 3, 2011 Regular City Council Meeting. (Willman)**
5. **Consider Approval of the Meeting Minutes of the October 4, 2011 Special City Council Meeting (National Night Out). (Willman)**
6. **Consider Approval of the Quarterly Investment Report for the Quarter Ended September 30, 2011, M&C # 10-08-11. (Wallace)**
7. **Consider Approval of the Annual Investment Report, M&C # 10-09-11 (Wallace)**
8. **Conduct Annual Review and Consider Adoption of the City of Leon Valley’s Amended Investment Policy with Ordinance, M&C # 10-10-11. (Wallace)**

Regular Agenda

9. **Conduct a Public Hearing on Taxing Tangible Personal Property in Transit Which Would Otherwise Be Exempt Pursuant to Texas Tax Code Section 11.253 and Consider Adoption of an Ordinance That Authorizes The City To Continue To Tax These Goods, M&C # 10-11-11. (Wallace)**

- A. Open Public Hearing.
- B. Close Public Hearing.
- C. Action by City Council.

Discussion Agenda

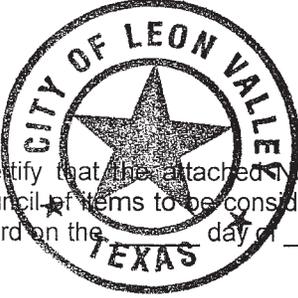
- 10. Report on Initiation of the Process to Obtain a Provider for Towing Services for the City of Leon Valley, M&C # 10-12-11. (Chief Randall Wallace)
- 11. Report on Elections Legislation-Mandated Changes Regarding Senate Bill (SB) 100, M&C # 10-13-11. (Willman)
- 12. Update on Progress of Town Center Project, M&C # 10-14-11. (Longoria)
- 13. City Manager's Report. (Longoria)
 - A. Informational Issues.
 - B. Monthly Departmental Reports.
 - C. Approved Minutes of City-Affiliated Boards, Committees, and Commissions.
 - D. Financial Statement for the Month of September 2011.
 - E. **Future Agenda Items.**
 - (1) Appointments to the LVEDC Board.
 - (2) Report Activities to Strengthen the City of Leon Valley's Code of Ordinances, November 2011.
 - (3) Smoking Ordinance Report, November, 2011.
 - (4) Report on Activities to Commemorate the 60th Anniversary of the City of Leon Valley and to Commemorate the Sesquicentennial (150th) Anniversary of the Huebner-Onion House, November, 2011.
- 14. Citizens to be Heard.
- 15. **Announcements by the Mayor and Council Members.**
At this time, reports about items of community interest regarding 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 Council or a City official.
Community Events:
 - 10 - 24 – 11 Street Maintenance Sales Tax Election Early Voting Begins at the Leon Valley Conference Center and continues through 10 – 28 from 8 a.m. to 6 p.m., 10 – 29 from 10 a.m. to 6 p.m., 10 – 30 from 12 p.m. to 6 p.m., 10 – 31 through 11 – 04 from 8 a.m. to 8 p.m., Election Day, 11 – 08, 7 a.m. – 7 p.m.
 - 10 – 28 – 11 Leon Valley Historical Society Annual Fund Raising Dinner

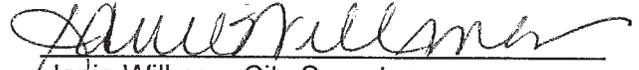
Executive Session

- 16. 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).

17. Adjourn.

I hereby certify that the above NOTICE OF PUBLIC MEETING AND AGENDA OF THE LEON VALLEY CITY COUNCIL MEETING was posted on the Bulletin Board at City Hall, 6400 El Verde Road, Leon Valley, Texas, on October 11, 2011 at 9:45 a.m. and remained posted until after the meeting hereby posted concluded. This notice was likewise 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 ahead of the meeting. To make arrangements call (210) 684-1391, Ext. 216.




Janie Willman, City Secretary

I certify that the attached Notice of the Public Meeting and Meeting Agenda of the Leon Valley Regular City Council of items to be considered by the Leon Valley City Council was removed by me from the City Hall Bulletin Board on the _____ day of _____, _____ at _____.

Title: _____

Item #3

The City Council of the City of Leon Valley, Texas, met on the 27TH of September 2011 at 7:00 p.m. at the Leon Valley City Council Conference Room, at 6400 El Verde Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

REGULAR CITY COUNCIL MEETING – 7:00 P.M.

1. **Call to Order, and Determine a Quorum is Present.**
Mayor Riley called the Special City Council Meeting to order at 7:00 p.m. Mayor Riley asked that the minutes reflect that the following City Council Members were present: Hill, Reyna, Baldrige, Dean, and Bieber.

City Staff in attendance: City Manager Longoria, City Attorney McKamie, City Attorney Onion, and City Secretary Willman.
2. **Executive Session in Accordance with the Texas Government Code.** The City Council of the City of Leon Valley convened in Executive Session at 7:00 p.m. regarding the Town Center Project, M&C 09-15-11.
 - A. Pursuant to Section 551.071, Consultation with Attorney, McKamie Krueger, L.L.P., Regarding Litigation – Demand Letter from Larry Little Counsel.
 - B. Pursuant to Section 551.072, Deliberations about Real Property, to Deliberate the Purchase, Exchange, Lease, or Value of Real Property Regarding the Leon Valley Town Center Project, to Receive, Review, Discuss Information Regarding the Town Center Project Agreement Negotiations.
3. The City Council of the City of Leon Valley reconvened into Open Session at 8:35 p.m. and took no action resulting from the Executive Sessions.
4. **Adjourn.** There being no other business to come before the Council, motion for adjournment by Councilman Dean and second by Council Member Baldrige. Mayor Riley adjourned the meeting.

Mayor Chris Riley

ATTEST:

Janie Willman, City Secretary

Item #4

The City Council of the City of Leon Valley, Texas, met on the 3RD of October 2011 at 7:00 p.m. at the Leon Valley City Council Chambers, at 6400 El Verde Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

REGULAR CITY COUNCIL MEETING – 7:00 P.M.

1. Call to Order, Determine a Quorum is Present, and Pledge of Allegiance.

Mayor Riley called the Regular City Council Meeting to order at 7:00 p.m. Mayor Riley asked that the minutes reflect that the following City Council Members were present: Hill, Reyna, Baldrige, Dean, and Biever.

City Staff in attendance: City Manager Longoria, City Attorney Mick McKamie, City Secretary Willman, Community Development Director Flores, Economic Development Director Ryan, Fire Chief Irwin, Human Resources Director Caldera, Librarian Trent-Miller, Police Chief Wallace, and Assistant Public Works Director Stolz.

Guest Speakers in attendance: Marty Christafaro, Bexar County Flood Control, and Bob Tome, Stormwater Manager.

Councilman Paul Biever led the assembly in the Pledge of Allegiance.

2. Proclamation Declaring October 9 – 15, 2011 Fire Prevention Week. (Chief Stan Irwin) Mayor Riley presented Fire Chief Irwin with a proclamation for Fire Prevention Week. Chief Irwin encouraged the assembly to have working smoke detectors with fresh batteries in the household bedrooms, to practice safety in the kitchen, and to practice exit drills from the home.

3. Presentation: Leon Creek (LC) – 17 Project Update. (Bob Tome, Stormwater Manager, Marty Christafaro, AECOM)

Mr. Christafaro presented an updated presentation to the City Council regarding proposed changes to the LC-17 Project. Mr. Christafaro introduced Dave Wegman as the Engineering Services Manager for Bexar County and with the restructuring of the Bexar County department with oversight for the project, Flood Control is under purview of Mr. Wegman. Mayor Riley confirmed that AECOM is the program manager that oversees the project on a contractual basis for Bexar County Flood Control. He announced a public meeting scheduled for Thursday, November 3, 2011 at 6:30 p.m. at the Leon Valley Conference Center to inform the community of the proposed changes, their impact, and the anticipated timeline for the completion of the project. The Council asked if fencing would be temporary versus permanent. Mr. Christafaro answered that the fencing would be temporary by its very nature as an interim safeguard during the construction work anticipated for the Spring of 2013. There was some discussion about the need for easement acquisition of 40 feet.

4. 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

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
OCTOBER 3, 2011**

receive the information, but cannot act upon it at that meeting. They may direct staff to contact the requestor or request that the issue be placed on a future agenda for discussion by the Council.

The following persons spoke during the Citizens to be Heard expressing support for Economic Development Director Rose Ryan:

Walter Geraghty, 735 Ellerby Point, Leon Valley.
Elena Guajardo, former City Council Person for the City of San Antonio.
Rosa Rosales, LULAC Texas District 12.
Mehmet Beyer, Principal, The School of Science and Technology, Discovery School.
Al Baldrige, 6368 Parsley Hill, Leon Valley.
Delicia Herrera former City Council Person for the City of San Antonio. ,
Nancy Marin, 7222 Forest Meadow, Leon Valley.
Nora Perez, Secretary for the Leon Valley Area Chamber of Commerce.
Olen Yarnell, 7230 Sulky Lane, Leon Valley.
Al Uvietta, 6923 Sunlight Drive, Leon Valley.
Rose Ryan, Leon Valley Economic Development Corporation Staff Liaison, and Economic Development Director.

Nita Lange, 6018 Forest Bend, Leon Valley, questioned the lack of bookings at the Leon Valley Conference Center as reflected on the City's web calendar in relation to the former Trade and Market Days events.

Consent Agenda

All of the following items on the Consent Agenda are considered to be self-explanatory by the Council or have been previously discussed in Open Session and will be enacted with one motion. There will be no separate discussion of these items unless a Council Member so requests.

Motion by Councilman Dean and second by Council Member Baldrige to approve Consent Agenda Items 5 and 6. Voting Aye: Hill, Reyna, Baldrige, Dean, and Biever. Voting Nay: None. Mayor Riley announced the motion carried.

5. **Consider Approval of the Meeting Minutes of the September 20, 2011 Special and Regular City Council Meeting Workshop. (Willman)**
6. **Consider Action on M&C # 10-11-01 Authorizing the Continuation of an Agreement with the San Antonio Police Department for Participation in the High Intensity Drug Trafficking Area (HIDTA) Program for One Year and Authorizing the Chief of Police to Execute the Agreement. (Chief Randall Wallace)** This agenda item concerns a cooperative agreement with the San Antonio Police Department and the placement of Leon Valley Police Officer in the HIDTA Program to assist in responding to complaint of and with combating illegal narcotic operations and sales in the community.

Regular Agenda

7. **Conduct a Public Hearing and Consider and Act Upon M&C # 10-02-11 with**

Item #4

Attached Ordinance Re-adopting and Continuing Provisions of Article 8.02, “Minors,” Division 2. “Curfew” of Chapter 8, “Offenses and Nuisances”, Establishing a Fine Not to Exceed \$500 for Violations of the Juvenile Curfew Ordinance. (Chief Randall Wallace)

Police Chief Randall Wallace introduced this agenda item as being predicated by the Local Government Code Section 370.002 mandating a three year review of the Juvenile Curfew Ordinance along with a public hearing. Under review is Ordinance No. 99-034, originally passed and approved on August 24, 1999 and is applicable for minors under 17 years of age with the curfew hours being between 12 midnight and 6 a.m. It contains provisions for juveniles that need to be out with parents, or are out with their parents’ approval, are on school, religious, or government sponsored activities, and includes lawful employment provisions. Chief Wallace informed the Council that the since 2008, 46 juveniles have been issued Municipal Court Summons for violations of the curfew ordinance.

- A. Open Public Hearing.** Mayor Riley opened the public hearing at 8:11 p.m. Al Uvietta, 6923 Sunlight Drive, Leon Valley, encouraged the re-authorization of the Juvenile Curfew Ordinance.
- B. Close Public Hearing.** Mayor Riley closed the public hearing at 8:14 p.m.
- C. Action by City Council.** Motion by Councilman Reyna and second by Councilman Dean for the re-authorization / continuance of the Juvenile Curfew Ordinance (with no modifications). Voting Aye: Hill, Reyna, Baldrige, and Bieber. Voting Nay: None. Absent from the Council Chambers during the vote: Councilman Dean from 8:14 p.m. to 8:15 p.m. Mayor Riley announced the motion carried.

8. Consider Action on M&C # 10-03-11, with Attached Ordinance, Conduct Public Hearing and Consider Zoning Case # 2011-387, a Request by Benito Gomez, Applicant and Property Owner, to Rezone Approximately 3.578 acres of land, from R-3 (Multiple Family Dwelling) to B-3 (Commercial), Being Lot 103, Block 101, CB 4433, Vaughn-Watson Subdivision, in the 5500 Block of Grissom Road. Voting of the Zoning Commission of 7 to 0, in favor. (Flores)

Community Development Director Flores introduced this agenda item by presenting the Zoning Case details noting that Benito Gomez is the applicant and property owner. Ms. Flores explained that the request is to rezone approximately 3.578 acres of land from R-3 (Multiple Family Dwelling) to B-3 (Commercial), being Lot 103, Block 101, CB4433, Vaughn-Watson Subdivision, located in the 5500 block of Grissom Road. Ms. Flores presented the surrounding zoning and the history of the area noting that the property was rezoned from R-1 (Single-Family) to B-3 (Commercial) in 1975, was platted in 1984, and was rezoned again in 2007 from B-3 (Commercial) to R-3 (Multiple-Family Dwelling). She noted that the 2009 Master Plan, Section 4CC Grissom Road Corridor, addressed the area in general stating that Land Use in the area encouraged B-3 (Commercial) zoning and consolidation of properties in the area. Staff noted that the applicant’s request is consistent and compatible with the Master Plan and surrounding zoning. Staff also noted that the applicant had submitted a preliminary site layout which indicated the use of the property would be a business park, but urged the Commission to look at the request in terms of zoning, and not use, as prescribed by Code. The applicant submitted a Traffic Impact Analysis Worksheet which indicated that the proposed activity would generate less than 100 peak hour trips. Flores informed the Council that five letters had been mailed to property owners within 200-feet and as of October 3 no letters had been received in favor, only one letter was received in

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
OCTOBER 3, 2011**

opposition, and none were returned as undeliverable.

Zoning Chair Claude Guerra was present to answer the City Council's questions. Mr. Guerra indicated no issues were raised during the zoning meeting. The only question raised involved a blind spot at the only entrance to the property. Ms. Flores informed the City Council that the issue would be addressed during the site plan review, if the Council approves the Ordinance and change.

- A. Open Public Hearing.** Mayor Riley opened the Public Hearing at 8:20 p.m. There were no speakers to come forward.
- B. Close Public Hearing.** Mayor Riley closed the Public Hearing at 8:21 p.m.
- C. Action by City Council.** Motion by Councilman Dean and second by Councilman Bieber to approve the Ordinance authorizing the requested changes. Voting Aye: Hill, Reyna, Baldridge, Dean, and Bieber. Voting Nay: None. Mayor Riley announced the motion carried.

9. Consider Action on M&C # 10-04-11, with Attached Contract Authorizing a Professional Services Contract with the City of Leon Valley's Public Library Architect of Record, Richard Mogas & Associates, Architect A.I.A. Inc., for the Design of the Children's Library Wing at the City of Leon Valley Public Library (Library Architecture Design Service Contract), and Authorizing the City Manager to Execute the Contract Document in the Amount Not to Exceed \$46,980. (Trent)

Director of Library Services Trent introduced this agenda item as being key to continuing the process of obtaining grant funds. By entering into a design agreement with the Leon Valley Public Library's Architect of Record, Richard Mogas, architectural plans can be developed in order to allow the project to proceed. Ms. Trent informed the City Council that fundraising and grant writing continues on an ongoing basis in an effort to raise the additional funding to complete the work involved in constructing a 4,000 square foot Children's Wing expansion.

The Council asked questions regarding if any other architects were sought. City Manager Longoria explained the process in obtaining professional services contracts. With the amount of the professional services contract being less than the \$50,000 threshold for professional services contracts and dealing with the Public Library's Architect of Record, Mr. Longoria explained that the City staff had complied with purchasing requirements. As staff noted that Firm had previously worked with the Public Library, a question was raised as to whether or not the Architect had done work for free with the City for services in an earlier phase of the Library Project.

City Attorney McKamie indicated that there is a presumption that the applicant did not give free service in exchange for the job. Councilman Reyna said the City should not cross the line in the law. Mr. McKamie said he is willing to look and there has to be proof that occurred in order to disqualify the applicant. Mr. McKamie continued that there is no requirement that other professional providers be sought on a contract like the one before the City Council. Staff provided clarification with Ms. Trent noting that Mr. Mogas had been paid for the work previously done on the conceptual design of the Children's Wing. Mr. McKamie said that until he reviews the records that the presumption is the Firm did not cross the illegal threshold. Mr. McKamie indicated that

Item #4

typically these facts arise when a firm is involved in developing an RFQ.

Motion by Councilman Reyna and second by Council Member Baldrige to authorize the professional services contract with City of Leon Valley's Public Library Architect of Record, Richard Mogas & Associates, Architect, A.I.A. Inc., for the design of the Children's Wing and authorize the City Manager to execute the contract document in an amount not to exceed \$46,980 on the condition that the City Attorney advises that the City has not crossed the legal threshold during the process. Voting Aye: Hill, Reyna, Baldrige, Dean, and Biever. Voting Nay: None. Mayor Riley announced the motion carried.

Discussion Agenda

- 10. Update on Progress of Town Center Project, M&C # 09-14-11. (Longoria)** City Manager Longoria reported the continuation on the progress on the Town Center Project. The business points have been completed on the Development Agreement and are under review and evaluated. The business points have been provided to both the City Council and the Leon Valley EDC and the Developer's Attorney. There is an executive session scheduled to review legal issues related to the Town Center Project.

11. City Manager's Report. (Longoria)

A. (1) Informational Issues.

Poss Road Street Construction Update. Mr. Longoria indicated that the Public Works staff expects to the street construction to be completed by the end of the month.

The City Manager and some of the City Council are attending the TML Conference in Houston. This is an opportunity to attend a premiere function of this kind and visit with other Councils and professionals regarding governance and business practices regarding very complex issues.

The City Manager announced a job offer had been extended to a former long-time City employee to fill the Community Development open position starting on October 17.

B. Future Agenda Items.

(1) Appointments to the LVEDC Board. There are four positions that need to be appointed and this will be coming back at a future meeting.

(2) Report Activities to Strengthen the City of Leon Valley's Code of Ordinances, October, 2011. The Report needs to be re-scheduled to November.

(3) Elections Legislation-Mandated Update, October 18, 2011. The City Secretary will bring an update to the Council following legislative changes and Bexar County Elections Administrator Jacque Callanen's presentation from earlier this year.

(4) Towing Contract, November, 2011. Chief Wallace will be bringing a report on the selection and scoring criteria and process related to bringing back a towing contract on October 18. This will inform the Council of staff's direction in completing this work effort.

(5) Smoking Ordinance Report, October 3, 2011. Community Development Director Flores is working on the report to be presented in November.

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
OCTOBER 3, 2011**

(6) Report on Activities to Commemorate the 60th Anniversary of the City of Leon Valley and to Commemorate the Sesquicentennial (150th) Anniversary of the Huebner-Onion House, November, 2011.

12. **Citizens to be Heard.** Olen Yarnell, 7230 Sulky Lane, suggested that funding for the Parks be added to the water bill per the Council's authorization for that policy as well as an opportunity to contribute the fund for the Children's Wing Expansion at the Public Library. He indicated the information is not on his water bill to contribute to the Parks (Bucks Program.) The City Manager indicated he will check with staff and report back to the City Council.

Al Baldrige, 6368 Parsley Hill, returned with specific suggestions regarding a compromise position which would allow the Leon Valley Economic Development Corporation Board to hire Rose Ryan as an employee.

Al Uvietta, 6923 Sunlight Drive, stepped forward to inform the Council and assembly about the Parks Bucks Program and where to find the information on the City's website.

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

At this time, reports about items of community interest regarding 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 Council or a City official.

Community Events:

National Night Out, Tuesday, October 4, 2011, City Council Members Meet at City Hall at 6:45 p.m.

Next Quarterly Walk with the Mayor, Saturday, October 8, 2011, Shadow Mist Addition. Gathering at 8:30 a.m. at Shadow Mist and Avedisian. Mayor Riley announced that she is hopeful to walk the Seneca III neighborhood on her next quarterly walk after October 8.

Council Member Baldrige announced the Leon Valley Historical Society's 11th Annual Fund Raising Event, the Huebner-Onion Italian Dinner & Silent Auction, benefiting the Historic Huebner-Onion Homestead, on Friday, October 28th at the Leon Valley Community Center. Mrs. Baldrige indicated tickets are available at \$35 per person.

It was announced that Councilman Biever will be absent the October 18, 2011 City Council Meeting.

Executive Session

14. **Executive Session in Accordance with the Texas Government Code.**

A. The City Council of the City of Leon Valley convened in Executive Session at 8:55 p.m. Pursuant to Section 551.072, Deliberations about Real Property Regarding the Leon Valley Town Center Project, To Receive,

Item #4

Review, Discuss Information Regarding the Leon Valley Town Center Project Agreement Negotiations, M&C # 10-06-11.

- B.** The City Council of the City of Leon Valley will Convene in Executive Session Pursuant to Section 551.071, Consultation with Attorney, McKamie Krueger, L.L.P., Regarding Litigation – Demand Letter from Larry Little Counsel, M&C # 10-07-11.
 - C.** The City Council of the City of Leon Valley reconvened into Open Session at 9:48 p.m. with no action taken resulting from the Executive Sessions.
- 15.** 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).

There was no Executive Session held under this agenda item.

- 16. Adjourn.** Motion for approval at 9:48 p.m. by Councilman Dean and second by Councilman Biever. There being no other business to come before the City Council, Mayor Riley adjourned the meeting.

Mayor Chris Riley

ATTEST:

Janie Willman, City Secretary

Item #5

The City Council of the City of Leon Valley, Texas, met on the 4th of October 2011 at 6:30 p.m. at the Leon Valley City Hall, at 6400 El Verde Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

**SPECIAL CITY COUNCIL MEETING
IN OBSERVANCE OF NATIONAL NIGHT OUT– 6:30 P.M.**

- 1. Call to Order, and Determine a Quorum is Present.**
Mayor Riley called the Special City Council Meeting to order at 6:56 p.m. Mayor Riley asked that the minutes reflect that the following City Council Members were present: Hill, Reyna, Baldrige, and Dean. Mayor Riley announced that Councilman Biever would be attending the National Night event in his neighborhood.

City Staff in attendance: City Manager Longoria, City Secretary Willman, and Police Chief Wallace.
- 2. Discuss Neighborhood Crime Watch Programs & Neighborhood Safety.** The City Council discussed neighborhood Crime Watch Programs and neighborhood safety as they visited the different National Night Out parties and events throughout the City of Leon Valley.
- 3. Provide Information Regarding City of Leon Valley City Services.** The City Council provided information regarding City of Leon Valley City Services to participants attending the different National Night Out parties and events including information on the City's Mission, City Board and Committee Meetings, contact information for different City services as well as a summary of the City's budget.
- 4. Adjourn.** The City Council have concluded its round of National Night Out visits and with no other business to come before the City Council, Mayor Riley adjourned the meeting at 9:30 p.m.

Mayor Chris Riley

ATTEST:

Janie Willman, City Secretary

Item #6

MAYOR AND COUNCIL COMMUNICATION

DATE: October 18, 2011
M&C # 10-08-11

TO: MAYOR AND COUNCIL

SUBJECT: APPROVAL OF QUARTERLY INVESTMENT REPORT FOR THE
QUARTER ENDED SEPTEMBER 30, 2011

PURPOSE

Approval of the Quarterly Investment Report for the quarter ended September 30, 2011.

FISCAL IMPACT

None.

RECOMMENDATION

Approve Quarterly Investment Report for the quarter ended September 30, 2011.

S.E.E IMPACT

Social Equity - 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

Item #6

matching investment maturities with forecasted cash flow requirements; thereby avoiding the need to liquidate investments under adverse market conditions. 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 Development - N/A

Environmental Stewardship - N/A

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:

Janie Willman, City Secretary

City of Leon Valley, Texas
Quarterly Investment Report
July 1, 2011 - September 30, 2011

October 18, 2011

Honorable Mayor Riley and City Council Members:

The Quarterly Investment Report for the City of Leon Valley, Texas for the quarter ended September 30, 2011 is hereby submitted.

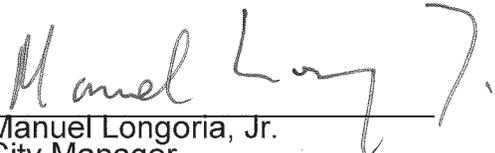
The current depository bank for the City is Frost National Bank. Only enough funds to meet current obligations are being maintained at this bank. All excess funds are invested as allowed by the City's Investment Policy.

For the quarter, TexPool's yield ranged between .1587% and .0665%, compared to the quarter ended June 30, 2011 yield of between .1122% and .0793%. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .117% and .010% for the quarter. The City had three certificate of deposits with an interest rate of .20%

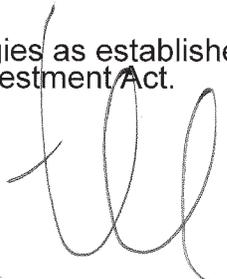
A cash flow analysis is made to determine the cash liquidity needs of the City. The City must have ready access to liquid cash to provide for day-to-day business needs, accounts payable, payroll, and capital projects. Short-term dollars are maintained in checking accounts, investment pools, or certificate of deposits. As of September 30, 2011, the City had \$6,122,842.72 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.



Manuel Longoria, Jr.
City Manager



Vickie Wallace
Finance Director

CITY OF LEON VALLEY, TEXAS
INVESTMENT PORTFOLIO SUMMARY
FOR THE QUARTER ENDED SEPTEMBER 30, 2011

<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	\$ 1,935,758.73	\$ 1,000,000.00	\$ 2,068.24	\$ 2,935,758.73
**ENTERPRISE FUND	\$ 2,000,011.52	\$ 500,000.00	\$ 1,158.23	\$ 2,500,011.52
COMMUNITY CENTER	\$ 71.28	\$ -	\$ -	\$ 71.28
POLICE FORFEITURE TRUST	\$ 435,397.23	\$ -	\$ 109.19	\$ 435,397.23
STREET SALES TAX	\$ 251,603.96	\$ -	\$ 51.49	\$ 251,603.96
TOTAL INVESTMENT PORTFOLIO AS OF 09/30/11			\$ 3,387.15	\$ 6,122,842.72

* Includes Certificate of Deposit interest of \$1,495.90

** Includes Certificate of Deposit interest of \$747.95

**GENERAL FUND
 INVESTMENT PORTFOLIO
 BY TYPE OF INVESTMENT
 FOR THE QUARTER ENDED SEPTEMBER 30, 2011**

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 06/30/11	151400005			1.000	\$ 3,135,186.39	\$ 3,135,186.39
7/31/2011	151400005	\$ 169.87	\$ 400,000.00	1.000	\$ 2,735,356.26	\$ 2,735,356.26
8/31/2011	151400005	\$ 197.76	\$ -	1.000	\$ 2,735,554.02	\$ 2,735,554.02
9/30/2011	151400005	\$ 204.71	\$ 800,000.00	1.000	\$ 1,935,758.73	\$ 1,935,758.73
TOTAL TEXPOOL AS OF 09/30/11						\$ 1,935,758.73

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>
8/8/2011	CD	182 days	2/6/2012	0.20%	\$ 500,000.00	\$ 500,000.00
8/8/2011	CD	182 days	2/6/2012	0.20%	\$ 500,000.00	\$ 500,000.00
TOTAL CERTIFICATES OF DEPOSIT AS OF 09/30/11						\$ 1,000,000.00

TOTAL GENERAL FUND INVESTMENT PORTFOLIO AS OF 09/30/11	\$ 2,935,758.73
---	------------------------

**ENTERPRISE FUND
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2011**

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 06/30/11	151400003			1.000	\$ 1,999,601.24	\$ 1,999,601.24
7/31/2011	151400003	\$ 112.94	\$ -	1.000	\$ 1,999,714.18	\$ 1,999,714.18
8/31/2011	151400003	\$ 144.62	\$ -	1.000	\$ 1,999,858.80	\$ 1,999,858.80
9/30/2011	151400003	\$ 152.72	\$ -	1.000	\$ 2,000,011.52	\$ 2,000,011.52
TOTAL TEXPOOL AS OF 09/30/11						\$ 2,000,011.52

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>
8/8/2011	CD	182 days	2/6/2012	0.20%	\$ 500,000.00	\$ 500,000.00
TOTAL CERTIFICATES OF DEPOSIT AS OF 09/30/11						\$ 500,000.00

TOTAL ENTERPRISE FUND INVESTMENT PORTFOLIO AS OF 09/30/11	\$ 2,500,011.52
--	------------------------

**COMMUNITY CENTER
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2011**

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 06/30/11	151400001				\$ 71.28	\$ 71.28
7/31/2001	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
8/31/2011	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
9/30/2011	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
TOTAL TEXPOOL AS OF 09/30/11						\$ 71.28
TOTAL COMMUNITY CENTER INVESTMENT PORTFOLIO AS OF 09/30/11						\$ 71.28

**POLICE FORFEITURE TRUST ACCOUNT
 INVESTMENT PORTFOLIO
 BY TYPE OF INVESTMENT
 FOR THE QUARTER ENDED SEPTEMBER 30, 2011**

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 06/30/11	151400008			1.000	\$ 535,288.04	\$ 535,288.04
7/31/2011	151400008	\$ 30.26	\$ -	1.000	\$ 535,318.30	\$ 535,318.30
8/31/2011	151400008	\$ 38.71	\$ -	1.000	\$ 535,357.01	\$ 535,357.01
9/30/2011	151400008	\$ 40.22	\$ 100,000.00	1.000	\$ 435,397.23	\$ 435,397.23
TOTAL TEXPOOL AS OF 09/30/11						\$ 435,397.23
TOTAL POLICE FORFEITURE INVESTMENT PORTFOLIO AS OF 09/30/11						\$ 435,397.23

**STREET TAX
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2011**

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 06/30/11	151400005			1.000	\$ 251,552.47	\$ 251,552.47
7/31/2011	151400005	\$ 14.17	\$ -	1.000	\$ 251,566.64	\$ 251,566.64
8/31/2011	151400005	\$ 18.16	\$ -	1.000	\$ 251,584.80	\$ 251,584.80
9/30/2011	151400005	\$ 19.16	\$ -	1.000	\$ 251,603.96	\$ 251,603.96
TOTAL TEXPOOL AS OF 09/30/11						\$ 251,603.96

TOTAL STREET TAX INVESTMENT PORTFOLIO AS OF 09/30/11	\$251,603.96
---	---------------------

Item #7

MAYOR AND COUNCIL COMMUNICATION

DATE: October 18, 2011
M&C # 10-09-11

TO: MAYOR AND COUNCIL

SUBJECT: APPROVAL OF ANNUAL INVESTMENT REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2011

PURPOSE

Approval of the Annual Investment Report for the fiscal year ended September 30, 2011.

FISCAL IMPACT

None.

RECOMMENDATION

Approve Annual Investment Report for the fiscal year ended September 30, 2011.

S.E.E IMPACT

Social Equity - 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

Item #7

matching investment maturities with forecasted cash flow requirements; thereby avoiding the need to liquidate investments under adverse market conditions. 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 Development - N/A

Environmental Stewardship - N/A

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:

Janie Willman, City Secretary

MEMORANDUM TO COUNCIL

To: Mayor Riley and Council Members

Date: October 18, 2011

Subject: Annual Investment Report for the Period of October 1, 2010- September 30, 2011

For the fiscal year ended September 30, 2011, the City's investment portfolio consisted of one investment pool and three certificates of deposits for a total investment portfolio of \$6,122,842.72. Only enough funds to meet current obligations were maintained at Frost National Bank. All excess funds were invested as allowed by the City's Investment Policy. For the fiscal year, TexPool's yield ranged between .2036% and .0665%. In comparison, interest rates for the 13-week U.S. Treasury Bills ranged between .2279% and .010 % for the fiscal year.

The following are the investment highlights by quarter:

Fiscal Year 2011 First Quarter Investment Highlights October 1, 2010 - December 31, 2010

For the quarter that ended December 31, 2010, the City's investment portfolio contained one investment pool and three certificates fo deposit.

For the quarter, TexPool's yield ranged between .2036% and .1677%, compared to the quarter ended September 30, 2010 yield of between .2279% and .2165%. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .183% and .127% for the quarter. The City had three certificate of deposits with an interest rate of .24%.

As of December 31, 2010, the City had \$6,318,216.16 in its investment portfolio.

Fiscal Year 2011 Second Quarter Investment Highlights January 1, 2011 - March 31, 2011

For the quarter that ended March 31, 2011, the City's investment portfolio contained one investment pool and three certificate of deposits.

For the quarter, TexPool's yield ranged between .1587% and .1461%, compared to the

Item # 7

quarter ended September 30, 2010 yield of between .2036% and .1677%. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .155% and .090% for the quarter. The City had three certificate of deposits with an interest rate of .30%.

As of March 31, 2011, the City had \$7,720,319.79 in its investment portfolio.

**Fiscal Year 2011 Third Quarter Investment Highlights
April 1, 2011 - June 30, 2011**

For the quarter that ended June 30, 2011, the City's investment portfolio contained one investment pool and three certificate of deposits

For the quarter, TexPool's yield ranged between .1122% and .0793%, compared to the quarter ended March 31, 2011 yield of between .1587% and .1461 %. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .065% and .035% for the quarter. The City had three certificate of deposits with an interest rate of .30%.

As of June 30, 2011, the City had \$7,421,699.42 in its investment portfolio.

**Fiscal Year 2011 Fourth Quarter Investment Highlights
July 1, 2011 - September 30, 2011**

For the quarter that ended September 30, 2011, the City's investment portfolio contained one investment pool and three certificate of deposits.

For the quarter, TexPool's yield ranged between .1587% and .0665%, compared to the quarter ended June 30, 2011 yield of between .1122% and .0793 %. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .117% and .010% for the quarter. The City had three certificate of deposits with an interest rate of .20%

As of September 30, 2011, the City had \$6,122,842.72 in its investment portfolio.

MAYOR AND COUNCIL COMMUNICATION

DATE: October 18, 2011
M&C # 10-10-11

TO: MAYOR AND CITY COUNCIL

SUBJECT: CONDUCT ANNUAL REVIEW AND CONSIDER ADOPTION OF THE CITY OF LEON VALLEY AMENDED INVESTMENT POLICY WITH ATTACHED ORDINANCE

PURPOSE

The Public Funds Investment Act of 1987 (PFIA) established rules and regulations for governmental entities to follow for the proper investment of public monies.

Based on the annual review and changes in the PFIA the following revisions are recommended:

Page 3 **Training**

Added

A training session not less than once in a two-year period that begins on the first day of the City of Leon Valley's fiscal year and consists of the two consecutive years after that date; each training session shall contain not less than 10 hours of training.

Deleted

~~At least once every two years, Investment Officers shall receive a minimum of 10 hours of training designed to ensure the continued proper performance of their duties under this policy and the Public Funds Investment Act.~~

Page 5 Added

The Investment Officer will monitor rating changes in Investment acquired with public funds that require a minimum rating and shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating thereby making that investment an unauthorized investment.

FISCAL IMPACT

None

RECOMMENDATION

Adopt the City of Leon Valley Investment Policy with revisions.

S.E.E. IMPACT

Social Equity - 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.

Item # 8

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 conditions. 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 Development - N/A

Environmental Stewardship - N/A

Approved _____ Disapproved _____

APPROVED WITH THE FOLLOWING AMENDMENTS: _____

ATTEST:

Janie Willman, City Secretary

Item # 8

AN ORDINANCE
AMENDING CITY OF LEON VALLEY
INVESTMENT POLICY

WHEREAS, the City is required to review the City’s investment policy annually; and

WHEREAS, the attached investment policy and incorporated revisions comply with the Public Funds Investment Act, as amended, and authorize the investment of City funds in safe and prudent investments.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Leon Valley:

That the City of Leon Valley Investment Policy, attached hereto as “Exhibit A” is hereby adopted as the investment policy of the City of Leon Valley effective October 18, 2011.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 18TH day of October 2011.

APPROVED:

Attest:

Chris Riley, Mayor

Janie Willman, City Secretary

Approved as to Form:

City Attorney

Item # 8

City of Leon Valley Investment Policy

Table of Contents

I.	Purpose	1
	A. Introduction	
	B. Statutory Authority	
	C. Scope	
II.	Objectives	1
	A. Safety	
	B. Liquidity	
	C. Diversification	
	D. Yield	
III.	Standards of Care	2
	A. Prudence	
	B. Ethics and Conflicts of Interest	
	C. Delegation of Authority	
	D. Training	
	E. Indemnity	
IV.	Authorized and Suitable Investments	4
	A. Investment Types	
	B. Prohibited Investments	
	C. Length of Investments	
	D. Measuring Market Value	
V.	Selection of Banks and Dealers	6
	A. Depository	
	B. Investment Dealers	
VI.	Safekeeping and Custody	7
	A. Insurance or Collateral	
	B. Types of Collateral	
	C. Audit	
	D. Delivery vs. Payment	
VII.	Reporting Requirements	8
	A. Quarterly Reports	
	B. Annual Report	

Item # 8

VIII. Internal Controls and Annual Review	9
A. Internal Controls	
B. Annual Review	
Appendix A: Certification Form	11
Glossary	12

I. PURPOSE

A. Introduction

This investment policy documents policies and procedures to be followed by the City of Leon Valley, Texas (City), to ensure the proper investment of public funds. This policy will be reviewed by the City Council annually. At such time, the City Council will adopt by ordinance a policy that (1) states that the investment policy has been reviewed and (2) enumerates the changes to be made to the policy.

B. Statutory Authority

This policy serves to satisfy the statutory requirements of defining and adopting a formal investment policy in accordance with the Public Funds Investment Act, Article 342a-2 V.T.C.S.

C. Scope

This investment policy applies to all financial assets of the City, held in all funds.

II. OBJECTIVES

The City's investment program will be 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.

Item # 8

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.

III. STANDARDS OF CARE

A. Prudence

The standard of care used by the City shall be the "prudent person" standard which shall be applied in the context of managing the overall portfolio within the applicable legal constraints. The Public Funds Investment Act states:

"Investments shall be made with judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transactions that might impair public confidence in the City's ability to govern effectively. The City Council recognizes that in maintaining a diversified portfolio, occasional measured losses due to market volatility are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

B. Ethics and Conflicts of Interest

Investment officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or that which could impair their ability to make impartial investment decisions. Investment Officers and subordinate employees shall disclose any material interests in financial institutions or broker/dealer firms with which they conduct business. They shall further disclose any personal investment positions that could be related to the performance of the investment portfolio. Investment Officers

Item # 8

and subordinate employees shall refrain from undertaking personal investment transactions with the same individual(s) with whom business is conducted on behalf of the City.

C. Delegation of Authority

Management responsibility for the investment program is delegated to the City Manager and the Finance Director. As Investment Officers for the City, the City Manager and Finance Director are responsible for the day-to-day administration of the investment program and shall supervise the activities of subordinate employees. No person may engage in investment transactions except as provided under the terms of this policy.

D. Training

Investment Officers shall attend at least one training session related to their duties as Investment Officers within 12 months of assuming office or duties; **a training session not less than once in a two-year period that begins on the first day of the City of Leon Valley's fiscal year and consists of the two consecutive years after that date; each training session shall contain not less than 10 hours of training.** This training must include education in investment controls, security risks, strategy risks, market risks and compliance with the Public Funds Investment Act. ~~At least once every two years, Investment Officers shall receive a minimum of 10 hours of training designed to ensure the continued proper performance of their duties under this policy and the Public Funds Investment Act.~~

The training provider must be an independent provider approved by City Council. The City Council hereby authorizes the following entities to serve as qualified training providers for the City:

1. The Texas Municipal League, or any of its affiliate organizations;
2. The Government Treasurers Organization of Texas;
3. The Government Finance Officers Association;
4. The State of Texas, Comptroller's Office, or any other department/division of the State of Texas;
5. The University of Texas at Austin, or any other public University or College of higher education in Texas;
6. Investment pool administrators to include LOGIC, Texpool and Lone Star Investment Pool; and
7. Other training providers as approved by the City Council.

Item # 8

E. Indemnity

Investment Officers and subordinate employees, acting in accordance with the provisions of this investment policy, shall not be held personally liable for a specific security's credit risk or market price change, provided that any unexpected deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

IV. AUTHORIZED AND SUITABLE INVESTMENTS

A. Investment Types

The following investments are permitted under this policy, in compliance with the Public Funds Investment Act:

1. Certificates of Deposit. Fully insured or collateralized certificates issued by state and national banks, a savings bank, or a state and federal credit union domiciled in the State of Texas.
2. U.S. Treasuries and Agencies. Securities issued by the United States Treasury or its Governmental Agencies. U. S. Treasuries and Agencies are guaranteed as to principal and interest by the full faith and credit of the United States of America.
3. Obligations of the States, agencies thereof, Counties, Cities, and other political subdivisions of any state having been rated as investment quality by a nationally recognized investment rating firm, and having received a rating of not less than "A" or its equivalent.
4. Repurchase Agreements. Repurchase agreements that are fully collateralized by U.S. Treasuries or Agencies guaranteed as to principal and interest by the full faith and credit of the United States of America.
5. Investment Pools. Investment pools that meet the following criteria:
 - a. An investment pool must provide an offering circular or other similar disclosure instrument and provide monthly transaction reporting.
 - b. A public funds investment pool created to function as a money market mutual fund must (1) mark its portfolio to market daily, (2) include in its investment objectives the maintenance of a stable net asset value of \$1 for each share and (3) be continuously rated no lower than "AAA" or "AAA-m" or at an equivalent rating by at least one nationally recognized rating service.
 - c. An investment pool must invest solely in (1) obligations of the United States or its agencies and instrumentalities, (2) repurchase agreements involving those same

Item # 8

obligations and (3) SEC regulated AAA no-load money market mutual funds with a weighted average of maturity of 60 days or less and an investment objective of a \$1.00 stable net asset value.

6. **Money Market Mutual Funds.** No-load money market mutual funds if the fund:
 - a. Is registered with and regulated by the Securities and Exchange Commission (SEC);
 - b. Provides a prospectus and other information required by federal law.
 - c. Invests exclusively in U.S. Treasuries or Agencies and/or repurchase agreements fully collateralized by such obligations;
 - d. Has a dollar-weighted average stated maturity of 90 days or less; and
 - e. Includes in its investment objectives the maintenance of a stable net asset value of \$1 per share.
7. **Other Investments.** Other as approved by the City Council and not prohibited by law.

B. Prohibited Investments

City Investment Officers and employees have no authority to invest in any of the following instruments which are strictly prohibited by the Public Funds Investment Act:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
4. Collateralized mortgage obligations whereby the interest rate is determined by an index that adjusts opposite to the changes in a market index.

C. Length of Investments

The City intends to match the holding period of investment funds with liquidity needs of the City. In no case will the average maturity of investments of the City's operating funds exceed one year. The maximum final stated maturity of any investment shall not exceed five years.

Item # 8

The Investment Officer will monitor rating changes in Investment acquired with public funds that require a minimum rating and shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating thereby making that investment an unauthorized investment.

D. Measuring Market Value

The City's investment portfolio will be designed with the objective of using the 13-week U.S. Treasury Bill as a basis to determine whether market yields are being achieved.

V. SELECTION OF BANKS AND DEALERS

The City will only purchase investments from financial institutions and broker/dealer firms as approved by the City Council. All institutions and brokers/dealers are required to supply a Certification Form signed by a qualified representative of the firm stating that the City's investment policy has been reviewed and that reasonable procedures and controls are in place to preclude unauthorized investment transactions (Appendix A). Transactions are unauthorized unless this certification is on file with the City.

A. Depository

1. **Bidding Process.** Depositories shall be selected through the City's banking service procurement process, which shall include a formal request for proposals at least every five years. In selecting depositories, the City shall evaluate the credit worthiness of the institution and shall thoroughly review the institution's financial history and financial statements.
2. **Insurability.** Depositories shall provide evidence that deposits are insured by the Federal Deposit Insurance Corporation (FDIC).

B. Investment Dealers

A broker/dealer may be used by the City only if the broker/dealer is:

1. Included on the Federal Reserve Bank of New York's list of primary government securities dealers, or is licensed by the State of Texas and is recommended in writing by at least three Texas cities.
2. Regulated by the Securities and Exchange Commission (SEC).

Item # 8

3. A member in good standing of the National Association of Securities Dealers, Inc. (NASD).
4. Able to provide immediate disclosure to the City whenever the broker/dealer's capital position falls short of the capital adequacy standard.
5. Able to provide independent certification by an outside auditor or similar agency that the broker/dealer complied with the capital adequacy standard on its most recent year-end balance sheet date.

VI. SAFEKEEPING AND CUSTODY

A. Insurance or Collateral

All deposits and investments of City funds other than direct purchases of U.S. Treasuries or U.S. Agencies shall be (1) guaranteed or insured by the FDIC or (2) be fully collateralized as required by the Texas Public Funds Collateral Act. Pledged collateral must maintain a market value equal to at least 102 percent of total deposits and investments, less an amount insured by the FDIC. Repurchase agreements shall be documented by a specific agreement noting the collateral pledged in each agreement.

Securities pledged as collateral must be held by an independent third party in the State of Texas. Evidence of pledged collateral shall be provided to the City and reviewed monthly to ensure the market value of the securities pledged equals or exceeds the value of total deposits and investments.

B. Types of Collateral

The City of Leon Valley shall accept only the following as collateral:

1. FDIC insurance coverage.
2. United States Treasuries and Agencies.
3. Texas State, City, County, School or Road District bonds with a remaining maturity of ten (10) years or less with an investment grade bond rating of not less than "A" or its equivalent from a nationally recognized investment rating firm.

C. Audit

Item # 8

All collateral shall be subject to inspection and audit by the City.

D. Delivery vs. Payment

With the exception of investment pools and mutual funds, all investment transactions will be executed using the delivery versus payment method. That is, City funds shall not be released until verification has been made that the purchased security or collateral has been received by a third party/safekeeping agent (Trustee). The security or collateral shall be held in the name of or held on behalf of the City. The Trustee's records shall evidence the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

VII. REPORTING REQUIREMENTS

A. Quarterly Reports

Not less than quarterly, the Investment Officers shall prepare and submit to the City Council, an investment report that describes in detail the investment position of the City as of the date of the report. These reports will be prepared to allow the City Council to ascertain whether investment activities have conformed to the City's investment policy.

Quarterly investment reports will summarize recent market conditions, economic developments and anticipated investment conditions. Reports must be signed and dated by both the City Manager and the Finance Director and must contain the following statement: "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."

At a minimum, quarterly reports submitted to the City Council will include the following:

1. A summary statement of investment activity for each pooled fund group prepared in compliance with Generally Accepted Accounting Principles to include fully accrued interest for the reporting period. The summary shall also state the:
 - a. Beginning market value for the reporting period.
 - b. Additions and changes to the market value during the period.
 - c. Ending market value for the period.
2. State the book value and market value of each separately invested asset at the beginning and end of the reporting period by fund type.

Item # 8

3. State the maturity date of each separately invested asset that has a maturity date.

B. Annual Report

Within sixty (60) days of the end of the fiscal year, the Investment Officers shall prepare a comprehensive annual report on the investment program and investment activity. This annual report will be presented to the City Council and will include investment activities for the entire fiscal year and shall suggest policy revisions and improvements that might enhance the investment program. At such time, the City Council shall pass an ordinance to document its review of the City's investment policies and strategies. This ordinance shall also document whether changes or revisions to investment policies and/or strategies are required.

VIII. INTERNAL CONTROLS AND ANNUAL REVIEW

A. Internal Controls

The City strives to effectively prevent the loss of public funds caused by fraud, misrepresentation by third parties, unanticipated changes in financial markets, employee error or imprudent actions by City employees. Internal controls have been designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management. The following guidelines establish a system of internal controls over investment procedures for the City of Leon Valley.

1. **Separation of Duties.** A separation of custodial, accounting and record keeping systems shall be maintained to the extent possible.
2. **Clear Delegation of Authority.** The City Manager and City Accountant are charged with management responsibility for the investment program.
3. **Adequate Training and Development of Investment Officials.** All Investment Officials are to be educated in the area of investment management in order to make informed decisions.
4. **Control of Collusion.** All investment transactions must be approved by two duly authorized Investment Officers or subordinate employees. Subordinate employees are designated by the City Manager.

Item # 8

5. **Documentation of Investments.** Purchase and sales transactions, including telephone transactions, must be documented in writing and evidenced by the signatures of two duly authorized Investment Officers or subordinate employees. A copy of such documentation shall be placed in an investment transaction file to be maintained in the City's Finance department.
6. **Verification of all Interest Income and Security Purchase and Sell Computations.** All investment interest income, fees, gains and/or losses shall be recalculated monthly by the Finance department.
7. **Reconcilement of Security Receipts with Subsidiary Records.** All security safekeeping receipts shall be reconciled to the general ledger monthly by the Finance department.
8. **Custodial Safekeeping.** Securities purchased from any bank or dealer including appropriate collateral shall be placed with an independent third party for custodial safekeeping.
9. **Avoidance of Bearer-Form Securities.** Negotiable securities are more susceptible to misappropriation than book entry only securities and must be properly safeguarded against loss, destruction or fraud.

B. Annual Review

The City shall engage an external independent auditor to conduct an annual review of the City's investment policies, investment procedures, and quarterly and annual investment reports to ensure compliance with the Public Funds Investment Act. This audit is to be performed by a Certified Public Accountant in conjunction with the City's annual financial audit and shall be reported to the City Council during the same meeting at which the City's Comprehensive Annual Financial Report is presented.

The Public Funds Investment Act states that if the City's investment portfolio is limited to money market mutual funds, investment pools, or depository bank investments such as certificates of deposit or money market accounts, the City is not subject to this formal annual review.

APPENDIX A
CERTIFICATION

I hereby certify that I have personally read and understand the investment policy of the City of Leon Valley and have implemented reasonable procedures and controls designed to fulfill these objectives and conditions. Transactions between this firm and the City of Leon Valley will be directed toward precluding imprudent investment activities and protecting the City from credit and market risk.

This firm pledges due diligence in informing the City of Leon Valley of foreseeable risks associated with financial transactions connected to this firm.

I attest that I am a qualified representative of this firm, authorized to sign on its behalf.

Firm

Signature

Item # 8

Name

Title

Date

GLOSSARY

AGENCIES: Federal agency securities.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.)
See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the

Item # 8

City of Leon Valley.

COUPON: (a) The annual rate of interest that bond issuers promises to pay the bondholder on the bond's face value. (B) A certificate attached to a bond evidencing due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling from his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT: There are two (2) methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES. Agencies of the Federal government set up to supply credit to various classes of agencies.

MAYOR AND COUNCIL COMMUNICATION

DATE: October 18, 2011
M&C # 10-11-11

TO: MAYOR AND CITY COUNCIL

SUBJECT: CONDUCT A PUBLIC HEARING ON TAXING TANGIBLE PERSONAL PROPERTY IN TRANSIT WHICH WOULD OTHERWISE BE EXEMPT PURSUANT TO TEXAS TAX CODE SECTION 11.253 AND ADOPTION OF ORDINANCE THAT AUTHORIZES THE CITY TO CONTINUE TO TAX THESE GOODS.

PURPOSE

During the 2007 session, the Texas Legislature passed Tex. Tax Code section 11.253. The law exempts from property taxation certain tangible personal property or goods-in-transit, thereby implementing a constitutional provision that was adopted a few years ago. This legislation was very similar to the “Freeport Exemption” passed many years ago, but it had a potentially larger impact as time passed.

In October 2007, the City of Leon Valley exercised it’s local option to tax “Goods-in-Transit.”

During the 2011 special session, the Legislature updated section 11.253 to require a taxing unit to take action after October 1, 2011, but before December 31, 2011, if they want to continue to tax these goods.

RECOMMENDATION

It is recommended that the City Council conduct a Public Hearing on the taxation of tangible personal property in transit which would otherwise be exempt pursuant to Texas Tax Code Section 11.253 and adopt an ordinance to tax these goods.

S.E.E. IMPACT STATEMENT

Social Equity – A responsible municipal budget strives to allocate tax payer’s dollars in an efficient and effective manner that represents all citizens equally.

Economic Development – Utilizing taxpayer monies to maximize public safety, City administration and City programs/services allows the City to actively pursue Economic Development opportunities.

Environmental Stewardship – The City’s El Verde by 2020 initiative continues to be supported through careful allocation of budgetary dollars that promotes sustainability. Ad Valorem Taxes are the most stable source of revenue for the General Fund.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS: _____

Item # 9

ATTEST:

Janie Willman, City Secretary

Item # 9

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF LEON VALLEY TO TAX TANGIBLE PERSONAL PROPERTY IN TRANSIT WHICH WOULD OTHERWISE BE EXEMPT PURSUANT TO TEXAS TAX CODE, SECTION 11.253

WHEREAS, the 82th Texas Legislature in Special Session, enacted Senate Bill 1 to take effect September 1, 2011, which would require a taxing unit to take action, in the required manner, after October 1, 2011, to provide for taxation of goods-in-transit; and

WHEREAS, Tex. Tax Code § 11.253(j-1) as amended allows the governing body of a taxing unit, after conducting a public hearing, to provide for continued taxation of such goods-in-transit; and

WHEREAS, the City Council of the City of Leon Valley, having conducted a public hearing as required by Section 1-n (d), Article VIII, Texas Constitution, and Tex. Tax Code §11.253(j-1) is of the opinion that it is in the best interests of the City to continue to tax such goods-in-transit;

NOW THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY THAT: The goods-in-transit, as defined Tex. Tax Code Section 11.253 (a)(2), as amended by Senate Bill 1, enacted by the 82th Texas Legislature in Special Session, shall remain subject to taxation by the City of Leon Valley, Texas.

Dated this 18TH day of October, 2011.

Chris Riley, Mayor

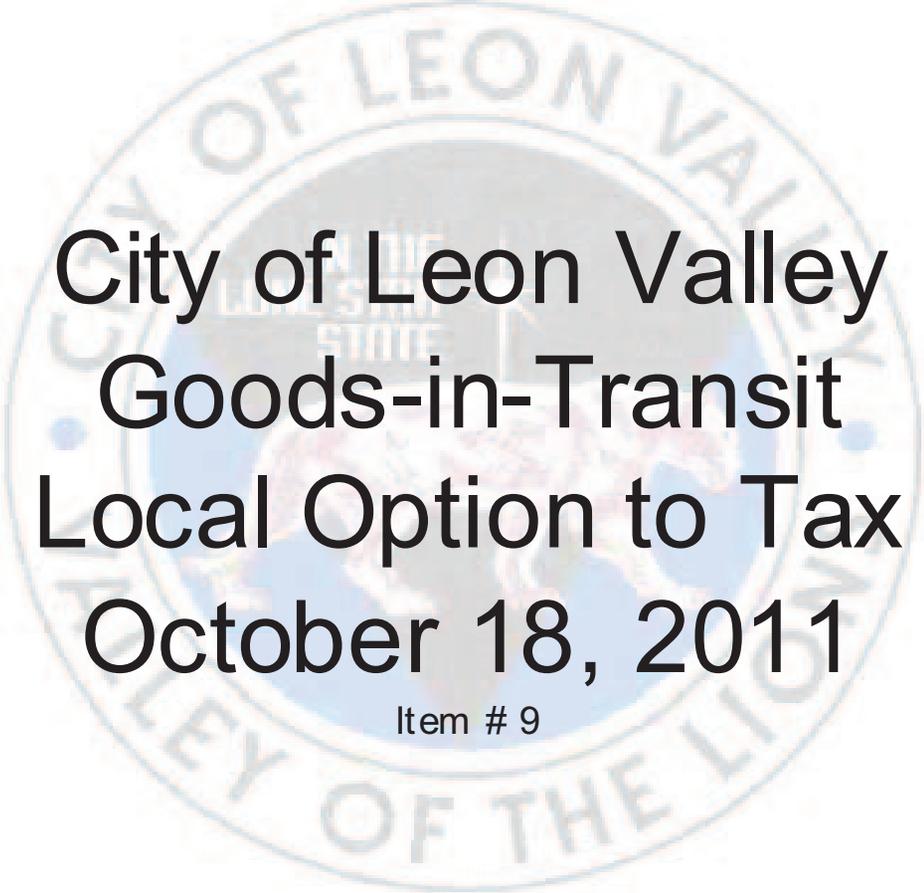
Attested:

Janie Willman, City Secretary

APPROVED AS TO FORM:

City Attorney

Item # 9



**City of Leon Valley
Goods-in-Transit
Local Option to Tax
October 18, 2011**

Item # 9



Goods-in-Transit

- During the 2007 regular session, the Texas Legislature enacted House Bill 621, which added Tex. Tax Code Section 11.253
 - The law exempted goods (mainly inventory) that was stored in places that was not owned by the owners of the goods and that was moved within 175 days and was in a location for assembling, storing, manufacturing, processing, or fabrication
- Unless
 - At the local level the taxing unit authorized by ordinance the taxing of these goods



Goods-in-Transit

- In October 2007, the City of Leon Valley adopted Ordinance 07-048, which authorized the taxation of these goods



Goods-in-Transit

- During the 2011 special session, the Texas Legislature updated Tex. Tax Code Section 11.253 to require a taxing unit to take action after October 1, 2011, but before December 31, 2011, if they want to continue to tax these goods



City of Leon Valley
Goods-in-Transit
Local Option to Tax
October 18, 2011

MAYOR AND COUNCIL COMMUNICATION

DATE: OCTOBER 18, 2011
M&C # 10-12-11

TO: MAYOR AND CITY COUNCIL

SUBJECT: INITIATION OF THE PROCESS TO OBTAIN A PROVIDER FOR TOWING SERVICES FOR THE CITY OF LEON VALLEY

PURPOSE

The City of Leon Valley is proposing to advertise for Requests for Proposals (RFP) for a company to provide towing services for the City of Leon Valley.

The advertisement will feature scoring criteria that will be used to evaluate the RFP's received. The criteria will consist of company qualifications, driver qualifications, pricing, additional services, revenue, and storage facility with points awarded within each category.

S.E.E. IMPACT

Social Equity – To ensure that the City of Leon Valley is acting with the best interest of persons whose vehicles must be towed

Economic Development – N/A

Environmental Stewardship – N/A

FISCAL IMPACT

N/A

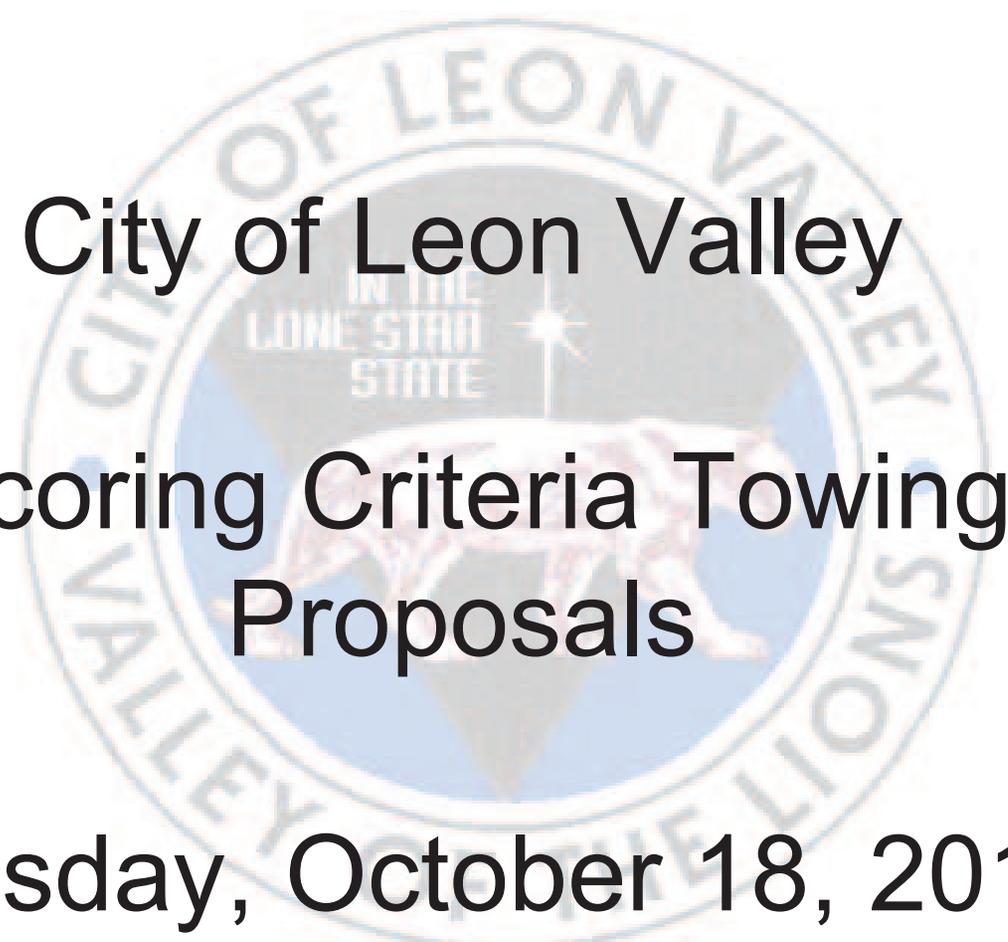
APPROVED: _____

DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:

Janie Willman, City Secretary



City of Leon Valley

**Scoring Criteria Towing
Proposals**

Tuesday, October 18, 2011

Item # 10



Purpose

- To solicit City Council input on proposed scoring criteria that will be used to evaluate towing proposals



Process

- Request for Proposals (RFP) to be advertised the first week of November
- RFP's will be advertised for a minimum of two weeks
- Projected to have a recommendation to Council on December 6, 2011



Proposed Scoring Criteria

- Company qualifications – 20 points
- Driver qualifications – 20 points
- Pricing – 20 points
- Additional services – 10 points
- Revenue – 20 points
- Storage facility – 10 points



Proposed Scoring Criteria (continued)

- Company qualifications
 - Meet requirement of Chapter 2308, Texas Government Code
 - Have Incident Management Towing Permit
 - References
 - Number of light duty vehicles
 - Minimum number of light duty vehicles available for Leon Valley



Proposed Scoring Criteria (continued)

- Company qualifications (continued)
 - Number of medium duty vehicles
 - Minimum number of medium duty vehicles available for Leon Valley
 - Number of heavy duty vehicles
 - Minimum number of heavy duty vehicles available for Leon Valley
 - Have a 30 minute response time to Leon Valley



Proposed Scoring Criteria (continued)

- Company qualifications (continued)
 - Location (proximity to Leon Valley)



Proposed Scoring Criteria (continued)

- Driver Qualifications –
 - Have Incident Management Towing Permit
 - Additional training received by drivers (above and beyond requirements for Incident Management Towing Permit)
 - Any additional skills possessed by Tow Operators that will be beneficial to service requested



Proposed Scoring Criteria (continued)

- Pricing –
 - Light duty vehicle
 - Flat tow
 - Tow with dolly
 - Wait time
 - Work time
 - Winch/recovery
 - Other



Proposed Scoring Criteria (continued)

- Pricing (continued)
 - Medium Duty Vehicle
 - Flat tow
 - Tow with dolly
 - Wait time
 - Work time
 - Winch/recovery
 - Other



Proposed Scoring Criteria (continued)

- Pricing (continued)
 - Heavy duty vehicle
 - Flat tow
 - Tow with dolly
 - Wait time
 - Work time
 - Winch/recovery
 - Other



Proposed Scoring Criteria (continued)

- Additional Services
 - Response for City of Leon Valley
 - Flat tire, jumpstart, etc.
 - Towing of Leon Valley vehicles
 - Availability to respond for road cleanup only
 - Willing to train with City Departments
 - Willing to provide vehicles for Fire Departments training



Proposed Scoring Criteria (continued)

- Revenue
 - What portion or amount to be paid to Leon Valley



Proposed Scoring Criteria (continued)

- Storage Facility
 - Meet the requirements of Chapter 2303 of the Government Code
 - Have a facility license
 - Daily rate for storage
 - Impoundment fee
 - Additional fees collected
 - Location (proximity to Leon Valley)



Discussion

- Comments
- Questions

Item # 11

MAYOR AND COUNCIL COMMUNICATION

**DATE: October 18, 2011
M&C: # 10-13-11**

TO: MAYOR AND CITY COUNCIL
SUBJECT: REPORT ON ELECTIONS LEGISLATION-MANDATED CHANGES REGARDING SENATE BILL (SB) 100

PURPOSE

The purpose of this agenda item is to update the City Council as to the effect of Elections legislation-mandated changes arising out of Senate Bill 100.

FISCAL IMPACT

None at this time.

RECOMMENDATION

Not applicable.

S.E.E. IMPACT STATEMENT

Social Equity: The City of Leon Valley City Administration affirms its commitment to a superior quality of life by responding to the governing body, citizens, and businesses in fair, prompt, and consistent manner. Maintaining open communication regarding the effects of legislated-mandated changes regarding Elections is an ongoing demonstration of the City Council's commitment to excellence, social equity, and transparency in governance.

Economic Development: Not applicable.

Environmental Stewardship: Not applicable.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:

Janie Willman, City Secretary



City of Leon Valley
City Council Meeting
October 18, 2011

**Report on Elections
Legislation-Mandated
Changes Regarding
Senate Bill (SB) 100**

Item # 11



Background

- SB 100 was Texas' effort to implement federal legislation designed to help overseas military personnel participate in elections.
- Among other things, it moved the date for primary runoffs from April to May of even-numbered years.
- This ***change*** causes primary runoffs to ***overlap*** with local government elections.



Background

- The bill also gives counties the authority to ***refuse*** to administer local government elections in May of even-numbered years based on factors such as equipment or personnel limitations
- **Bexar County Elections Administration has agreed to continue conducting local government elections with a cost-sharing of the estimated additional \$20,000 needed to hire the needed personnel during the overlap of presidential primary elections and local government elections. Our cost is estimated to be approximately 10 percent or about \$2,000**



Background

- For those counties in which county administrators are refusing to handle municipal elections, ***this is a problem.***
- ***Why?*** *Because the Help America Vote Act (HAVA), enacted in 2006 in response to what happened in the State of Florida regarding the Presidential elections, requires most cities - even small cities in large counties) to use **Electronic Voting Machines.***
- Few cities own this kind of equipment because it is very expensive. Further there are continuing obligations regarding storage, maintenance, and programming when this kind of equipment is used.



Fiscal Impact

- As previously noted, the impact of the changes is mitigated based on Bexar County's agreement to continue conducting local government elections
- An additional 10% of the estimate additional \$20,000 needed to hire extra personnel during the overlap period of conducting presidential primaries and local government elections. Our additional cost will be about \$2,000.



Needed City Changes

- No elections related changes are needed to be done by the City of Leon Valley
- The uniform Election Date in May 2012 is Saturday, May 12, 2012.



City of Leon Valley
City Council Meeting
October 18, 2011

**Report on Elections
Legislation-Mandated
Changes Regarding
Senate Bill (SB) 100**

Item #12

MAYOR AND COUNCIL COMMUNICATION

**DATE: October 18, 2011
M&C: # 10-14-11**

TO: MAYOR AND CITY COUNCIL

SUBJECT: UPDATE ON PROGRESS OF TOWN CENTER PROJECT

PURPOSE

The purpose of this agenda item is to update the City Council on the ongoing progress of the Town Center Project as many of the processes related to establishing the Town Center Project transpire on a continuum. This agenda item will be placed on the City Council's Discussion Agendas until the Project is completed.

FISCAL IMPACT

None at this time.

RECOMMENDATION

Not applicable.

S.E.E. IMPACT STATEMENT

Social Equity: The City of Leon Valley City Administration affirms its commitment to a superior quality of life by responding to the governing body, citizens, and businesses in fair, prompt, and consistent manner. Maintaining open communication regarding the progress of ongoing community projects is a further demonstration of the City Council's commitment to social equity.

Economic Development: The City of Leon Valley through its ongoing commitment to the Town Center Project is establishing a physical identity and promotes economic development opportunities through a mixed-use development in a town-centered design including pedestrian friendly connections.

Environmental Stewardship: The City of Leon Valley demonstrates its commitment to becoming carbon-neutral by conserving and preserving natural resources and enhancing the environment through its defined town-centered design for community and business gatherings and therein reducing the need to drive from location to location for a variety of retail and social opportunities.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:

Janie Willman, City Secretary

Monthly Report

Finance

September 2011

Sales Tax Revenue

- ❖ \$111,429.29 was received from the State Comptroller's office in September.
- ❖ After consideration of the September sales tax payment, year-to-date sales tax revenues are 1.58% higher than this time last year.

Street Maintenance Sales Tax Revenue

- ❖ \$27,853.49 was received from the State Comptroller's office in September.

Ad Valorem Taxes

- ❖ \$36,953 was received from the Tax Assessor/Collector's office in September.
- ❖ Collections for September 2010 were \$11,664.

Fiscal Year 2011 Revenue Charge Backs

- ❖ Revenue earned for the period ending September 30, 2011 from the following sources is expected to be received in October and November and charged back to the fiscal year 2011 income statement: City Sales Tax, Liquor Sales Tax, Waste Management, Time Warner Cable, San Antonio Water System, Child Safety Fees, Hotel/Motel Tax.

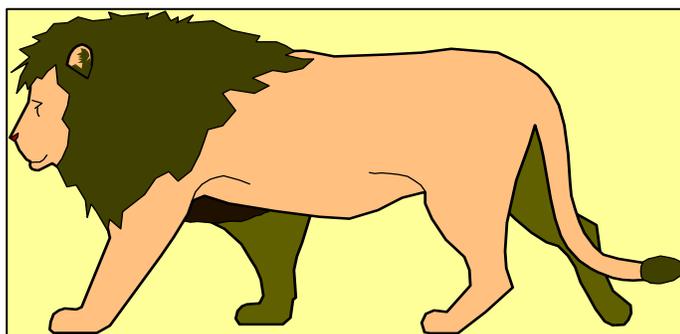
Fiscal Year 2011 Audit

- ❖ The Finance department is currently working on end-of-year calculations and is preparing for the fiscal year 2011 external audit that will begin the first week of November.

LEON VALLEY PUBLIC LIBRARY STATISTICS

SEPTEMBER 2011

	2011	Compared to	AUGUST 2011
Items Loaned	3431		3734
EBSCOHost Accesses	15		39
Days Open/Average Per Day	21/163		22/170
Door Count	8650		9403
Volunteer Hours	255		247
Items Added New/Redo	246/185		210/158
EBSCOHOST Titles Added	0		0
Value of Gift Items	\$1804		\$1957
Reference Questions	556		509
Items Withdrawn	93		47
Library Cards Issued	41		61
Internal Internet Sessions	562		587
External Wi-Fi Accesses	389		?
Faxes Sent	48		85
Lit. Students/Items Used	3stu/6bks		3stu/6bks
ILL Received	20pkg/22bks		25pkg/28bks
ILL Returned	21pkg/23bks		31pkg/35bks
Library Fines	\$80.00		\$67.00
Library Copy	\$76.10		\$102.00
Tax Equivalent	\$98.75		\$140.00
Gifts and Memorials	\$0.00		\$25.00





Leon Valley Police Department Monthly Report September 2011

Calls for Service

	Sept 2011	YTD 2011	Sept 2010	YTD 2010
Calls for Service	660	6,961	767	7,827
Index Crimes	65	692	89	725
Non-Index Crimes	595	6,443	679	7,102

Non-index calls are contacts with citizens and/or visitors that are either non-criminal in nature, or are criminal in nature but are not categorized as an index crime.

An index crime is defined as murder, rape, robbery, theft, theft of a motor vehicle, assault, burglary, or burglary of a motor vehicle. These are the crimes that are reported to the Federal Bureau of Investigations on a monthly basis.

Non-Index Crimes

	Sept 2011	YTD 2011	Sept 2010	YTD 2010
Suspicious Vehicle	48	527	53	512
Assist the Public/Other Agency	50	618	76	998
Disturbance	50	582	61	546
Violation of City Ordinance	4	106	6	84
Traffic Offenses	19	288	22	352
Burglar Alarm	84	886	95	1,023
Accidents	51	432	53	551
Criminal Mischief	8	188	17	185
Other	156	1,583	172	1,560
N-Code 10*	6	104	9	71
N-Code 14**	49	273	31	123
N-Codes	70	769	83	1,130

* N-Code 10 – Private property accident where blue forms issued

** N-Code 14 – Accident which occurred on the roadway where a blue form was issued

***Became separate categories in Sept 2010



Leon Valley Police Department Monthly Report

Index Crimes

	Sept 2011	YTD 2011	Sept 2010	YTD 2010
Burglary	6	115	20	111
Burglary – Motor Vehicle	12	175	20	195
Assault	8	72	8	91
Homicide	0	0	0	0
Rape	0	3	0	2
Theft	35	281	29	272
Theft of Service	1	16	8	21
Vehicle Theft	3	23	3	19
Robbery	0	7	1	14

Citations

	Sept 2011	YTD 2011	Sept 2010	YTD 2010
Citations Issued	319	7,133	1,101	9,783

Citations by Selected Categories	Sept 2011	YTD 2011	Sept 2010	YTD 2010
Expired License Plates	39	921	152	1,427
Expired Inspection Certificate	41	1,380	202	2,029
No/Expired/Invalid DL	34	559	62	671
No Insurance	53	1,301	197	1,708
Ran Red Light	15	130	21	133
Ran Stop Sign	6	297	76	470
Speeding	20	645	96	875

Hazardous vs. Non-Hazardous	Sept 2011	YTD 2011	Sept 2010	YTD 2010
Hazardous	41	1,072	193	1,478
Non-Hazardous	278	6,041	908	8,285

Hazardous citations are for actions that could cause accidents. Examples include speeding, ran red light, and ran stop sign. Non-hazardous citations are for violations of either the Traffic Code or City Ordinance, which would not result in the potential for an accident. These include expired license plates, no liability insurance, expired motor vehicle inspection certificate, no drivers license, expired drivers license, etc.



Leon Valley Police Department Monthly Report

Arrest

Arrests	Sept 2011	YTD 2011	Sept 2010	YTD 2010
Felony Offense	4	62	6	59
Misdemeanor Offense	41	585	67	582
Warrants	16	89	45	282
LV Municipal Court Warrant			9	107

Investigations

	Sept 2011	YTD 2011	Sept 2010	YTD 2010
Assigned	134	1,168	130	1,159
Arrest/Charges Filed at Large	27	233	39	225
Suspended	89	809	77	848
Closed by Exception	16	154	15	187

A suspended case is one where no leads are available or what leads were available did not lead to an arrest

A case closed by exception is one where either the Complainant did not wish to pursue charges, the Defendant died, or for some other reason a known Defendant was not prosecuted.

Communications

Total 911 Calls/ by Source	Sept 2011	YTD 2011	Sept 2010	YTD 2010
Total	N/A		1091	9,830
Business			98	959
Residential			81	927
Coin			10	54
Cellular			887	7,790
Voice over Internet Protocol			14	86
Unknown			1	14

9-1-1 calls unavailable as of 10-07-2011



Leon Valley Police Department Monthly Report

Community Resource Officer

	Sept 2011	YTD 2011	Sept 2010	YTD 2010
Violations of City Ordinance	34	470	55	378

Reserve Officers

Our Reserve Officers continue to supplement our Patrol as well as perform functions of security at City events. We have three of the Reserve Officers provide for security as well as clerical support for our Thursday Municipal Court sessions.

	Sept 2011	YTD 2011	Sept 2010	YTD 2010
Hours	352	3,132	428	4,526
Calls for Service Handled	84	693	45	793
Citations	42	371	47	534

Public Works Monthly Report

August 2011



Director's Report

- Attended all normal Staff meetings, Park Commission and CAG
- 2011 sewer and water improvements - Progress inspections Zumwalt Construction
- Met with Kristi Flores, Backflow inspections
- Met for Fiesta Dodge Revitalization
- Met with City Manager, Darby Riley, Nunez Co. to clear land at Onion House property
- Met with CMM for Poss Road project update
- Met with resident Mrs. Larkin, William Rancher high water
- Met with GDA, Eddie Dela Garza, for Slurry Project
- Met with GDA, Eddie Dela Garza, for Seneca Project
- Met with resident Ms. Crutchfield, Drainage issue
- Met with James Green, Etech Oil Separator
- Met with SIA Engineering
- Handled various calls for Public Works service requests



Assistant Director's Report

- Storm Water committee support.
- Met with Eddie De La Garza and San Antonio Constructors - Poss Road construction.
- 2011 sewer and water improvements - Progress inspections Zumwalt Construction.
- Cato drilling, piers for radio antenna.
- ETech construction – oil/water separator
- Ransor Tower Communication



Construction Crew

09-01 thru 09 Seneca Dr.: Crack Seal.
 09-12 Setting Sun: Crack Seal.
 9-13 PSC: Prepared steel and sonotube for installation with preparation to install radio tower anchors.
 9-14&15 PSC: Assisted contractors with preparations for installing radio tower anchors.
 09-16 PSC: Cleaned up brush and spoils from drillers.
 09-19 PSC: Removed forms and sonotubes from anchor piers. Also cleaned up debris from streets on Seneca Dr, Grass Hill and on Salazar Dr.
 09-20 Sun View: Completed crack sealing of street.
 09-21 Seneca Dr.: Removed and replaced large patch at 6415 Seneca.
 09-22 Sun Light: Crack Seal.
 09-23 Sun Light: Continued and completed crack sealing of street.
 09-26,27&28 Evening Sun: Continued and completed crack sealing street.
 09-29 Sun Light: Completed crack sealing street.
 09-30 Forest Court: Crack sealed street and dressed up around man hole with cold mix asphalt.



Water Crew Activities

Water Samples for S.A. Health District	11 water samples for analysis
Disconnect Notices	148
Disconnect Water Service	38
Flush dead-end water mains	26 Flushed
Meter Reading	3 Days
Meter Re-reads	20 Re-reads
Meter Changed Out Program	36 Meters changed out
Temporary Meters Installed	4 Installed
Move Outs	3 Closed
Move INS	12 Activated
Locates	6 Completed
Wells\Tower Sites	Cut grass and trim
City Wide	Fire hydrant list

<u>Location</u>	<u>Work done.</u>
7320 Link Meadow	replaced meter box

6503 Sun Creek
 7329 Link Meadow
 Walking Gait area
 Grass Valley @ Clover Bend
 6622 Clover Bend
 Timber Leaf @ Evers
 6618 Peachtree
 7216 Bandera
 7019 Wagon Spoke
 5603 El Verde
 6414, 6422 Handsome Lake
 7606 Centerfield
 6701 Huebner

covered hole after main break over weekend
 replaced leaking curb stop
 installed T.R.meters and replaced meter boxes
 repaired 6"water main break
 repaired 6"water main break
 repaired 6"water main break
 repaired 6"water main break
 new water service, made 2" water tap
 ran sewer jet and camera in 4"customer line
 replaced leaking 6"water valve
 spread top soil and level soil
 replaced leaking curb stop
 replaced leaking curb stop



Maintenance Crew

Park: Cut grass and trim
 Park: Delivered BBQ pit key and instructions on use for large pavilion
 Park: Cleaned Park and opened restrooms Monday thru Sunday @7:00am
 Park: Repaired toilets leaking faucets
 Park: Removed fallen trees and branches
 Park: Picked up trash
 Park: Cut and trimmed at playground, added fluff fall zone material
 Park: Maintain restrooms
 Park: Remove graffiti
 Park: Maintain picnic tables and pavilions

Public Works: Cleaned Trucks, checked equipment
 Public Works: Cleaned and removed brush from Walking Trail behind PW
 Public Works: Cleaned shop, water cage, welding area, repairs as needed

Conference Center: Set ups and clean ups for events held there
 Conference Center: Mowed complex, repairs as needed

Community Center: Grounds cut and trimmed, repairs as needed
 Community Center: Wednesday set up for bingo & Thursday cleaned up for seniors
 Community Center: Set up for events

Library: Grounds cut and trimmed, pick up recyclables
 Library: Repairs as needed

Library Annex: Clean, mow and trim, repairs as needed

City Hall: Grounds cut and trimmed, Mondays only, repairs as needed
 City Hall: Pick up recyclables
 City Hall: Completed remodel of restroom

LVPD:	Repairs as needed
LVFD:	Repairs as needed
Citywide:	Removed graffiti throughout the city
Citywide:	Reinstall fallen stop/street signs
Citywide:	Check surveillance camera and maintain
Citywide:	Removed fallen trees
Marquee	Marquee update as they come in
Service requests:	Various requests completed as they come in