

# NOTICE OF PUBLIC MEETING

## AGENDA

### LEON VALLEY CITY COUNCIL MEETING

TUESDAY, DECEMBER 6, 2011

LEON VALLEY CITY COUNCIL CHAMBERS

6400 EL VERDE ROAD, LEON VALLEY, TEXAS 78238

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

1. **Call to Order, Determine a Quorum is Present, and Pledge of Allegiance.**
2. **Presentation of Beautification Award to the Parks Commission. (Mayor Riley)**
3. **Citizens to be Heard and Time for Objections to the Consent Agenda.**

*"Citizens to be Heard" is for the City Council to receive information on issues that may be of concern to the public. The purpose of this provision of the Open Meetings Act is to ensure that the public is always given appropriate notice of the items that will be discussed by the Council. Should a member of the public bring an item to the Council for which the subject was not posted on the agenda of that meeting, the Council may receive the information, but cannot act upon it 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.*

4. **Consider Approval of the Meeting Minutes of the November 15, 2011 Regular City Council Meeting. (Willman)**
5. **Consider Action on M&C # 12-01-11, Appointing Members to the City's Boards, Committees, and Commissions: Community Events Committee. This agenda item will allow the City Council to consider making appointments to City Boards, Committees, and Commissions by minute order. (Mayor Riley)**
6. **Consider Action on Attached Resolution Rescheduling City Council Meetings of January 3, 2012 to January 10, 2012, and January 17, 2012 to January 24, 2012, M&C # 12-02-11. This agenda item will allow the City Council to consider re-scheduling the City Council Meetings in January to reflect the City staff's return from the Christmas and New Year holidays. (Willman)**
7. **Consider Action on Attached Resolution Rescheduling City Council Meetings of March 6, 2012 to March 5, 2012, November 6, 2012 to November 5, 2012, and Authorizing the Use of the City of Leon Valley City Facilities for Early Voting by Personal Appearance and Election Day Voting for Bexar County Elections Held in 2012 Including the Anticipated May 22, 2012 Primary Runoff Election, M&C # 12-03-11. This agenda item will allow the City Council to consider re-scheduling the City Council Meetings which will coincide with dates that Bexar County Elections will be holding elections in the City Hall related to the 2012 Presidential Primary Elections in March and the 2012 Presidential Elections in November, and to officially**

*notify the City Council of the Anticipated May 22, 2012 Joint Primary Runoff Election. The agenda item will also allow the City Council to authorize the use of City facilities for Bexar County Elections held in 2012. (Willman)*

8. **Consider Authorizing the City Manager to Enter into an Agreement with Dr. Donald J. Gordon, M.D., for Medical Direction for the Fire Department Emergency Medical Services (EMS) Program, M&C # 12-04-11.** *This agenda item will allow the City Council to consider authorizing the City Manager to enter to an agreement for emergency medical directions services. (Fire Chief Irwin)*
9. **Consider Action on M&C # 12-05-11 with Attached Ordinance Amending the Fiscal Year 2012 Street Maintenance Sales Tax Budget to Allow for a Roll Over of Funds from Fiscal Year 2011 for the Poss Road Reconstruction Project in the Amount of \$106,751.** *This agenda item will allow the City Council to consider adopting an ordinance approving budget adjustments to the Street Maintenance Sales Tax Fund to roll over funding to complete the Poss Road Reconstruction Project. (Vick)*
10. **Consider a Request to Accept the Bid and Award the Contract for the 2011 (Fiscal Year 2012) Bituminous Slurry Seal Project to Viking Construction, Inc. in the Amount of \$313,100.02, and Authorize the City Manager to Sign the Contract and Change Orders Up to an Additional 25 Percent of the Bid Amount, M&C # 12-06-11.** *This agenda item will allow the City Council to consider accepting the bid and awarding the contract for the Slurry Seal Fiscal Year 2012 Project and authorizing change orders up to 25 percent of the bid amount. (Vick)*

#### Regular Agenda

11. **Conduct a Public Hearing and Consider Specific Use Permit Case No. 2011-269 with Attached Ordinance - a Request by Mary Garza, Applicant, to Construct and Operate a "Shopping Center," Adjacent to an R-1 (Single-Family Dwelling) Zoned District, Being Lot 44, Block I, CB 4446A, of the Linkwood Addition Subdivision, at 7600 Eckhert Road, City of Leon Valley, Texas, M&C # 12-07-11.** *On November 17, 2011, the Zoning Commission recommended approval of Specific Use Permit Case # 211-269, by a vote of 6-0. This agenda item will allow the City Council to conduct a public hearing and consider Specific Use Permit Case No. 2011-269, a request by the applicant to construct and operate a shopping center adjacent to a single family dwelling zoned district in the Linkwood Addition. (Flores)*
  - A. **Open Public Hearing.**
  - B. **Close Public Hearing.**
  - C. **Action by City Council.**
12. **Consider Revision to Chapter 3, "Building Regulations," Article 3.04, "Signs," Sections 3.04.013, "Temporary Signs" with Attached Ordinance, M&C # 12-08-11.** *On January 25, 2011, the Ad-Hoc Sign Committee recommended forwarding the proposed temporary sign revisions to the City Council for consideration and action. This agenda item will allow the City Council to consider revisions to the Chapter 3 Article dealing with temporary signs as recommended by an ad-hoc committee of the City Council during its review initiated in 2010. (Flores)*
  - A. **Consideration.**
  - B. **Action by City Council.**
13. **Consider Action on a Resolution of the City of Leon Valley Authorizing the Filing of an Application with the San Antonio – Bexar County Metropolitan Planning Organization (MPO) FY 2013-2016 Transportation Improvement Program (TIP) Funded Through the Surface Transportation Program-Metro Mobility (STP-MM); Authorizing the City Manager**

**to Act on Behalf of the City of Leon Valley in All Matters Related to the Application; and Pledging that if a Grant is Received the City of Leon Valley Will Comply with the Grant Requirements, M&C # 12-09-11.** *This agenda item will allow the City Council to consider authorizing the City Manager to file an application with the San Antonio – Bexar County Metropolitan Planning Organization on behalf of the City of Leon Valley for consideration for grant funding. (Longoria)*

### Discussion Agenda

14. **Update on the Process to Obtain a Provider for Towing Services for the City of Leon Valley, M&C # 12-10-11.** *This agenda item is to allow the City Council to receive an update on the progress of process to obtain a provider for towing services in the City of Leon Valley; previously reported to the City Council on October 18 and November 1, 2011. (Police Chief Wallace)*
15. **Discuss Town Hall Meeting of January 28, 2012, M&C # 12-11-11.** *This agenda item will allow the City Council to discuss and consider details related to the upcoming Town Hall Meeting proposed for Saturday, January 28, 2012. (Mayor Riley)*
16. **Update on Progress of Town Center Project, M&C # 12-12-11.** *This agenda item is to allow the City Council to receive a status report from the City Manager regarding the progress of the work on the Town Center Project. (Longoria)*
17. **City Manager's Report. (Longoria)**
  - A. Informational Issues.
  - B. **Approved Minutes of City-Affiliated Boards, Committees, and Commissions.** *This agenda item is to allow the City Council to review the work of its boards, committees, commissions, and affiliated City boards through the publication of approved meeting minutes on an ongoing basis.*
    - (1) Community Events Committee Meeting, Approved Minutes of the October 19, 2011 Meeting.
    - (2) Earthwise Living Committee Meeting, Approved Minutes of the October 11, 2011 Meeting.
    - (3) Leon Valley Public Library Board of Trustees Meeting, Approved Minutes of the October 10, 2011 Meeting.
    - (4) Leon Valley Zoning Commission Meeting, Approved Minutes of the October 25, 2011 Meeting.
  - C. **Future Agenda Items.**
    - (1) Report Activities to Strengthen the City of Leon Valley's Code of Ordinances, December 2011.
    - (2) Report on Activities to Commemorate the 60<sup>th</sup> Anniversary of the City of Leon Valley and to Commemorate the Sesquicentennial (150<sup>th</sup>) Anniversary of the Huebner-Onion House, December 2011.
    - (3) Consider Appointments to the LVEDC Board, January 2012.
    - (4) Discuss City New Website, January 2012.
    - (5) Consider Ordering the May 12, 2012 General Officers Election, January-March 2012.
    - (6) Presentation of Service Awards to Employees of the City of Leon Valley, January 2012.
    - (7) Consider Ordinance Establishing Library Bucks Program, January, 2012.
18. **Citizens to be Heard.**

**19. 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:**

- 12-11-11**      **Holiday Concert, Sunday, 2:30 p.m. – 4 p.m., Leon Valley Community Center, 6427 Evers Road, Leon Valley.**
- 12-14-11**      **Special City Council Agenda Posting for City Employees Holiday Gathering / Luncheon at City Council Chambers, 11:30 a.m.**
- 01-07-12**      **Quarterly Walk with the Mayor, Meet at City Hall at 8:30 a.m., for a walk through Seneca III.**
- 01-28-12**      **Town Hall Meeting, the exact meeting time is still to be determined.**
- 02-25-12**      **23<sup>rd</sup> Anniversary Earthwise Living Day, 10 a.m. – 2 p.m., Leon Valley Community Center**

**Executive Session**

- 20.** 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).

**21. 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 December 1, 2011 at 5:00 p.m. and remained posted until after the meeting hereby posted concluded. This notice was likewise posted on the City website at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov). This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours ahead of the meeting. To make arrangements call (210) 684-1391, Ext. 216.

  
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Janie Willman, City Secretary



## NOTICE OF PUBLIC MEETING

### AGENDA

#### LEON VALLEY CITY COUNCIL MEETING

TUESDAY, DECEMBER 6, 2011

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

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#### SPECIAL CITY COUNCIL MEETING – 10 A.M.

1. Call to Order, and Determine a Quorum is Present.
2. IPAD Training.
3. 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 December 1, 2011 at 5:00 p.m. and remained posted until after the meeting hereby posted concluded. This notice was likewise posted on the City website at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov). This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours ahead of the meeting. To make arrangements call (210) 684-1391, Ext. 216.

  
\_\_\_\_\_  
Janie Willman, City Secretary



Item 2

## **GOOD NEIGHBOR AWARD**

*Presented  
To the*

*City Park Commission*

*On behalf of the Leon Valley City Council, this award is presented to you in recognition of your hard work and dedication as reflected in the City Park Commission's efforts which greatly enhance Raymond Rimkus Park and add to its beautification.*

*Signed by my hand this 6th day of December 2011.*

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*Mayor Chris Riley*

**CITY COUNCIL MEETING OF THE CITY OF LEON VALLEY, TEXAS  
NOVEMBER 15, 2011**

The City Council of the City of Leon Valley, Texas, met on the 15<sup>th</sup> of November 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:

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**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, Baldrige, Dean, and Biever. Councilman Reyna was excused from the meeting due to a late work commitment.

City Staff in attendance: City Manager Longoria, City Attorney McKamie, City Secretary Willman, Finance Director Wallace, Fire Chief Irwin, and Human Resources Director Caldera.

Boy Scout Jonah Addland, Boy Scout Troop 2407, Leon Springs Baptist Church, led the assembly in the 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.*

Al Baldrige, 6368 Parsley Hill, Leon Valley, addressed the matter of Economic Development as being the future of the City of Leon Valley. He suggested leasing the City’s facilities from the Kinman House is preferred for a number of reasons.

Eloisa Riojas, School of Science and Technology Discovery, 5707 Bandera Road, encouraged the assembly to participate in this year’s Chick-Fil-A Spirit Night.

**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 Councilman Biever to approve Consent Agenda Items 3, 4, and 5. Voting Aye: Hill, Baldrige, Dean and Biever. Voting Nay: None. Absent: Reyna. Mayor Riley announced the motion carried.

Item

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS  
NOVEMBER 15, 2011**

3. **Consider Approval of the Meeting Minutes of the November 1, 2011 Regular City Council Meeting.** (Willman) Approved the Meeting Minutes of the November 1, 2011 Regular City Council Meeting.
4. **Consider Action on M&C # 11-11-11, Appointing Members to the City's Boards, Committees, and Commissions.** (Mayor Riley) Appointed Jacob R. Benavides to the Earthwise Living Committee and the Park Commission.
5. **Consider Approval of the Tax Roll for the City of Leon Valley for the 2011 Tax Year and the Attached Ordinance, M&C # 11-12-11.** (Wallace) Adopted Ordinance 11-028 approving the Tax Roll for the City of Leon Valley for the 2011 Tax Year.

**Regular Agenda**

6. **Consider Action on a Resolution with Attached M&C # 11-13-11 to Canvass the Returns of the November 8, 2011 Special Election for the City of Leon Valley Held for the Purpose of Allowing Voters to Vote For or Against the Reauthorization of the Local Sales and Use Tax in the City of Leon Valley at the Rate of One-Quarter (1/4) of One Percent (0.0025000) to Continue Providing Revenue for Maintenance and Repair of Municipal Streets.** (Willman)

Motion by Councilman Biever and second by Council Member Hill to adopt the resolution canvassing the election returns. Voting Aye: Hill, Baldrige, Dean and Biever. Voting Nay: None. Absent: Reyna. Mayor Riley announced the motion carried.

Adopted Resolution 11-012, "Resolution of the City Council of the City of Leon Valley Canvassing the Returns and Declaring the Results of the November 8, 2011 Special Election of City of Leon Valley Held for the Purpose of Allowing Voters to Vote For or Against the Reauthorization of the Local Sale and Use Tax in the City of Leon Valley, Texas at the Rate of One-Quarter (1/4) of One Percent (0.0025000) to Continue Providing Revenue for Maintenance and Repair of Municipal Streets."

The canvassed returns of the November 8, 2011 Special Election indicated that the proposition passed by a total of 347 votes in favor of the proposition, 61 votes against the proposition, for a total of 408 votes. Mayor Riley expressed gratitude for the citizens reauthorizing the local sales and use tax with 85 percent of the voters approving the renewal of the tax. She noted the available use of the tax money for repairs of sidewalks. It was suggested that information related to the election and the City Council's gratitude be expressed to the citizens for reauthorizing the local sales and use tax be included in the next City quarterly newsletter, *The Lions Roar*.

7. **Consider Action on M&C # 11-14-11 to Authorize the City Manager to Amend the Contract for Fines and Fees Collection with Linebarger Goggan Blair & Sampson (LBG&S), LLP, to Allow for Other Receivables Such as Emergency Medical and Transportation Services Delinquent Accounts for a Period of January 1, 2012 to September 30, 2016.** (Wallace)

**CITY COUNCIL MEETING OF THE CITY OF LEON VALLEY, TEXAS  
NOVEMBER 15, 2011**

Motion by Council Member Hill and second by Council Member Baldrige to adopt the resolution authorizing the City Manager to amend the contract for fines and fees collection with Linebarger Goggan Blair & Sampson to allow for other receivables such as Emergency Medical and Transportation Services Delinquent Accounts for a period of January 1, 2012 to September 30, 2016. Voting Aye: Hill, Baldrige, Dean and Biever. Voting Nay: None. Absent: Reyna. Mayor Riley announced the motion carried.

**8. Consider Action on Resolution with Attached M&C # 11-15-11 Casting a Vote for a Nominee for the Bexar Appraisal District Board of Directors for the 2012-2013 Term.** (Mayor Riley)

Motion by Council Member Baldrige and second by Council Member Hill to adopt the resolution for the City of Leon Valley to cast its total of 9 votes for Mr. Jim Martin. Voting Aye: Hill, Baldrige, Dean and Biever. Voting Nay: None. Absent: Reyna. Mayor Riley announced the motion carried.

Adopted Resolution No. 11-013, "A Resolution of the City Council of the City of Leon Valley Electing Candidates of the Bexar Appraisal District Board of Directors to Serve Two-Year Terms from January 1, 2012 Through December 31, 2013.

Staff was asked to update the City Council with the final election results.

**Discussion Agenda**

**9. Discuss Possible City Council Meeting Re-Scheduling or Cancellations, M&C # 11-16-11.** The City Council discussed the merits of re-scheduling or cancelling upcoming City Council Meetings which occur during the Christmas and New Year Holiday Season. The Council reached a consensus to continue with its December Regular Meetings as scheduled. They asked the City Manager to bring a resolution for consideration rescheduling the January 2012 meetings to January 10 and January 24.

**10. Update on the Progress of the Town Center Project, M&C # 11-17-11.** The City Manager informed the City Council of the results of the mediation meeting with the Town Center Developer. He indicated the mediation efforts did not resolve the issue. He informed the City Council that the City, the City of Leon Valley Economic Development Corporation, and the developer are all assessing their options. The project is proceeding.

**11. City Manager's Report.**

**A. Informational Issues.** Mr. Longoria reported on the status of the work on the City's new website. The team doing the work of the new website development includes: Crystal Caldera, Marisa Flores, Rhonda Hewitt, Luis Valdez, Mayor Riley, and Council Member Hill. There will be social networking components such as Twitter and Facebook. The work is proceeding on a very tight schedule towards the final draft version for the Council's review.

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS  
NOVEMBER 15, 2011**

The work on Poss Road proceeds with the striping to be done as a final step with all of the work done to date looking very good. The Hike and Bike Trail could be included as an enhancement with a grant for beautification. There will be some discussion with CPS about using CIED Fund towards that end. Mr. Longoria indicated the grant for tying a hike and bike system in the City of Leon Valley into the system that is coming from the City of San Antonio.

The Cowboys Football Tickets for two luxury box seats on the Ring of Honor Level are still on the EBay Charity Auction website which will benefit the Friends of the Leon Valley Public Library Children's Wing Expansion Project. Mr. Longoria acknowledged the donation of the two tickets from the City's waste management vendor, Waste Management Services.

The City Council's new iPads have been delivered. Staff is working with personnel from the City of Boerne on the training. The City Council reached a consensus of having the training done on the same date as the City Council's next regularly scheduled meeting of December 6. Staff will confirm an exact time and communicate that to the City Council.

- B. Monthly Departmental Reports.** The City Manager noted that the Monthly Departmental Reports were enclosed in this agenda packet. There were no questions or comments.
- C. Approved Minutes of the City-affiliated Boards, Committees, and Commissions.**
- (1) Community Events Committee, September 28, 2011, Approved Meeting Minutes.
  - (2) City Park Commission, September 12, 2011, Approved Meeting Minutes
  - (3) Leon Valley Public Library Board of Trustees, September 12, 2011, Approved Meeting Minutes
  - (4) Storm Water Advisory Committee, September 12, 2011, Approved Meeting Minutes.
- D. Future Agenda Items.**
- (1) Consider Authorizing the City Manager to Enter into an Agreement for Medical Direction for the Fire Department EMS Program, December 2011.
  - (2) Consider Awarding Bid for the Slurry Seal Project for the Project Year 2012, December 2011.
  - (3) Report Activities to Strengthen the City of Leon Valley's Code of Ordinances, December 2011.
  - (4) Discuss Various Approaches and Consider Continuation and Expanded Use of American Textile Recycling Service (ATRS) Boxes, December 2011.
  - (5) Consider Action on Revisions to Chapter 3, "Signs," Article 3.04.013, "Temporary Signs." December 2011.
  - (6) Report on Activities to Commemorate the 60<sup>th</sup> Anniversary of the City of Leon Valley and to Commemorate the Sesquicentennial (150<sup>th</sup>) Anniversary of the Huebner-Onion House, December 2011.
  - (7) Consider Appointments to the LVEDC Board, January 2012.

**CITY COUNCIL MEETING OF THE CITY OF LEON VALLEY, TEXAS  
NOVEMBER 15, 2011**

- (8) Consider Ordering the May 12, 2012 General Officers Election, January-March 2012.
- (9) Presentation of Service Awards to Employees of the City of Leon Valley, January 2012.
- (10) Consider Ordinance Establishing Library Bucks Program, January, 2012.

Mayor Riley asked the City Manager to put an outline on the Town Hall Meeting on the December 6 City Council Meeting Agenda.

**12. Citizens to be Heard.** There were no citizens to come forward to address the City Council.

**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:**

- 11-11-11**      **“The Waste Management Dallas Cowboys Tickets” Charity Auction on E-Bay begins at 11 a.m. for ten (10) days for two tickets donated by Waste Management to benefit the Friends of the Leon Valley Public Library Children’s Wing Expansion Project. The Friends of the Leon Valley Public Library are a 501(c)(3) non-profit. The auction item will have an opening bid of \$300 for the two tickets on the Ring of Honor Level with proceeds to fund the Friends of the Leon Valley Public Library Children’s Wing Expansion Project. For more information, please see the Friends’ website at [www.friendsoflvpl.org](http://www.friendsoflvpl.org).**
- 11-12-11**      **Annual Leon Valley Arbor Day, Saturday, 9 a.m. – 12 Noon, Leon Valley Public Library and Leon Valley Conference Center Green, 6421 Evers Road, Leon Valley.**
- 11-16-11**      **Special City Council Agenda Posting for City Employees Thanksgiving Luncheon, City Council Chambers, 11:30 a.m.**
- 12-03-11**      **Breakfast with Santa, Saturday, 8:30 a.m. – 10:30 a.m., Leon Valley Community Center, 6427 Evers Road, Leon Valley.**
- 12-05-11**      **Leon Valley Tree Lighting Ceremony, Monday, 6:30 p.m. – 8:30 p.m., Leon Valley Community Center, Leon Valley.**
- 12-11-11**      **Holiday Concert, Sunday, 2:30 p.m. – 4 p.m., Leon Valley Community Center, 6427 Evers Road, Leon Valley.**
- 01-28-12**      **Town Hall Meeting, the exact meeting time is still to be determined.**

Councilman Biever noted the positive increase in sales tax revenues than last year’s revenues. He noted the ad valorem taxes are \$40,000 more than last year’s taxes.

Mayor Riley thanked the staff for a wonderful 3<sup>rd</sup> Annual Arbor Day event. She noted different community participants in this year’s event. She thanked Community

Item

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS  
NOVEMBER 15, 2011**

Development Director Flores and the Tree Advisory Board. It was noted that there was good teamwork by City staff as participating in the Arbor Day event. She wished everyone a Happy Thanksgiving.

**Executive Session**

14. 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.
15. **Adjourn.** Motion by Councilman Dean and second by Councilman Biever to adjourn the meeting at 7:51 p.m. With no other business to come before the City Council, Mayor Riley adjourned the meeting.

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

ATTEST:

\_\_\_\_\_  
Janie Willman, City Secretary

**MAYOR AND COUNCIL COMMUNICATION**

DATE: December 6, 2011  
M&C # **12-01-11**

**TO:** MAYOR AND CITY COUNCIL

**SUBJECT:** TO MAKE BOARD, COMMITTEE, AND COMMISSION APPOINTMENTS BY MINUTE ORDER.

**PURPOSE**

The following application reflects a request to serve on the City of Leon Valley Boards, Committees, and Commissions:

**Community Events Committee**

Margie Bullock

**S.E.E IMPACT**

**Social Equity** – Every resident, business owner/operator, and other stakeholders are encouraged to volunteer and actively participate in the decision-making process that directly affects their community.

**Economic Development** – Citizens whom engage in the decision making process and contribute to the policy making of Leon Valley are spokesmen for the City.

**Environmental Stewardship** – Citizens whom engage in the process understand the City's initiatives and work to improve the quality of life in Leon Valley.

**FISCAL IMPACT**

Not applicable.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_

ATTEST:

\_\_\_\_\_

Janie Willman, City Secretary

# City of Leon Valley - VOLUNTEERS WANTED!

**Volunteers** help to make the City of Leon Valley a great place to live, work and do business! If you are willing to share your time and talents with your community, we would very much be interested in hearing from you. Please consider these opportunities to meet new community members, learn more about your City and help make Leon Valley its best.

- Bandera Road Site - Community Advisory Group:** This Group meets quarterly to listen to updates from the Environmental Protection Agency (EPA) about the contaminate water plume in the City and inform the Council and the community about the EPA's actions and findings and make suggestions in the remediation and investigation process. The water plume is centered at approximately the intersection of Grissom and Bandera Roads. They usually meet quarterly at 5:30 p.m. at the Leon Valley Conference Center.
- Board of Adjustment:** The Board of Adjustment (BOA) has the power to review and approve variances from zoning ordinance requirements and administrative decisions (Zoning Interpretations) that create unnecessary hardships in the development of property because of exceptional or extraordinary conditions. Unlike other boards or commissions, the BOA makes the final decision on items that come before it; variances are not passed on to City Council for final approval. Meetings are held on call and are typically held on Monday evenings at 6:30 p.m. at City Hall. There are five (5) members and four (4) alternates.
- Business Managers' and Owners' Alliance Committee (BOMA):** This committee, formerly the Business Alliance Committee, has taken a new name and a new emphasis to act as a business advisory committee to City Council and local businesses on business-related topics. Additional goals are: to assist in providing business incentive ideas and programs to encourage a robust economy and to retain and attract businesses; to advise on specific efforts that will market the Leon Valley business community; to facilitate business vitality by new and existing business retention, expansion, and beautification projects; and to assist the City in creating a unified theme of development that will promote future business development and redevelopment of existing properties. Meetings are held the second Wednesday of each month, at 1:00 p.m. at the Leon Valley Kinman House, 6417 Evers Road.
- Community Events Committee:** The Community Events Committee (CEC) is committed to providing volunteer support and coordination for the various City-sponsored civic events including the 4<sup>th</sup> of July Celebration, the Beautification Awards Program, the Grandparents' Day Concert, and the Holiday Lighting Program. Monthly meetings are held on the third Wednesday at 6:30 p.m. at the Conference Center or Kinman House.
- Earthwise Living Committee:** The Earthwise Living Committee (EWLC) is dedicated to providing community education that will develop a sustainable way of life in harmony with the natural surroundings. The EWLC sponsors and coordinates the annual Earthwise Living Day held on the last Saturday in February. Monthly meetings are held on the second Tuesday at 6:00 p.m. at the Public Works Service Center off Evers Road.
- Library Board of Trustees:** This Board of seven appointed members serve for terms of 2 years, and meets the second Monday of each month in the Library at 7:00 p.m. to discuss Library projects and plans and to review Library policies.
- Park Commission:** The Park Commission (PC) is an advisory commission, of Leon Valley citizens, which makes recommendations to the City Council regarding park ordinances and policies, as well as serves as a liaison for the City with the public for park matters. Meetings are held on the second Monday of each month at 7:00 p.m. at City Hall. There are nine (9) members on this commission.

- Tree Advisory Board:** This seven member (7) Board with three (3) alternate members will meet to oversee the Leon Valley Tree Challenge and work toward the City's goal to plant 10,000 trees by the year 2020. Board members serve a term co-terminus with the Mayor. This Board began meeting in July 2009 and holds their meetings monthly at 6:30 p.m. in Council Chambers on the 3<sup>rd</sup> Wednesday of the month.
- Zoning Commission:** The Zoning Commission (ZC) acts as an advisory board to the City Council on land use and zoning matters. The Commission holds public meetings on all matters relating to:
  - the creation of zoning districts
  - the enforcement of zoning regulations
  - amendments to all zoning ordinances
  - any other matter within the scope of the zoning power
 Meetings are held on the fourth Tuesday of each month at 6:30 p.m. at City Hall. There are seven (7) members and three (3) alternates.
- Leon Valley Now Volunteers:** These volunteers serve as volunteer code enforcement assistants. They patrol a designated area of the City and report violations of City Code which the Code Enforcement Officer will investigate. There are no formal meetings after the initial training sessions. These volunteers work closely with the Community Development Department and the City's Code Enforcement Officers.
- Volunteer Park Patrol:** This new volunteer group assists the Leon Valley Police Department in to helping to manage our recreational and trail areas within the City. The volunteers will be called upon to assist staff in providing a safe environment for park patrons. The Park Patrol volunteers will receive basic training in various subjects related to the position, including public relations, first aid, CPR, policies and procedures, and special event assistance. Please see the homepage of the City's website at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov) for additional information.
- Other Volunteer Activities:** If you would like to assist with the graffiti abatement reporting, in our library shelving books and etc., or just when there is a special event - consider checking this box. You will be assigned duties on the day of the activity and your help is always welcomed!
- Commemoration Committee:** If you would like to assist with the planning and staging of the commemoration activities celebrating the City of Leon Valley's 60<sup>th</sup> Anniversary and the Huebner-Onion Historic Homestead's (150<sup>th</sup>) Sesquicentennial Anniversary, please check this box. This is an ad-hoc Committee of the City Council.

\*\*\*\*\*

- I would like to serve on the Committee(s) I have checked above.** Please contact me with further information regarding meetings and appointment.
- I'm not able to volunteer at this time, but perhaps in the future.**

<b>Name</b>	<b>Address</b>
<b>Margie Bullock</b>	<b>7130 Tealeaf, 78238</b>
<b>Phone Number</b>	<b>E-mail Address</b>
<b>210-684-3229</b>	
<b>Alternate Phone Number</b>	
<b>210-887-3021 (Cell), 210-397-2467 (Work)</b>	

**Where to return your application:**  
 Mail or drop off your application in care of the Mayor's Office at Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas 78238-2399, or fax your application to (210) 684-4476, or email to [Mayorriley@leonvalleytexas.gov](mailto:Mayorriley@leonvalleytexas.gov).

**Margie Bullock**

Item 6

**MAYOR AND COUNCIL COMMUNICATION**

**DATE: December 6, 2011  
M&C: # 12-02-11**

**TO: MAYOR AND CITY COUNCIL**

**SUBJECT: CONSIDER ACTION ON ATTACHED RESOLUTION RE-SCHEDULING THE CITY COUNCIL MEETINGS OF JANUARY 3, 2012 TO JANUARY 10, 2012, AND JANUARY 17, 2012 TO JANUARY 24, 2012.**

**PURPOSE**

This agenda item is being placed to allow the City Council to consider re-scheduling the City Council Meetings in January from Tuesday, January 3, to Tuesday, January 10, and from Tuesday, January 17, to Tuesday, January 24, to reflect the City staff's return from the Christmas and New Year holidays.

Any other meetings in conflict with the use of the City Council Chambers by the City Council will be accommodated using other City facilities.

Re-scheduling the meeting dates will allow the City Council to conduct City Council business on dates different from its normally published dates in the month. This kind of change can be accomplished by minute order or by resolution. It has been tradition for the City of Leon Valley City Council to affect the change by Resolution. Accordingly, a resolution is submitted for the City Council's consideration.

**S.E.E. IMPACTS**

*Social Equity* – The City Council in allowing the movement of its Regular City Council Meeting from Tuesday, January 3, to Tuesday, January 10, and from Tuesday, January 17, to Tuesday, January 24, allows for full participation of Leon Valley citizens and the City staff in both its governance process and the participation in the two most important and traditional family holidays; thereby supporting a superior quality of life for our citizens and City staff, alike.

*Economic Development* – Not applicable.

*Environmental Stewardship* – Not applicable.

**FISCAL IMPACT**

There is no fiscal impact.

**RECOMMENDATION**

That the City Council approve the resolution, rescheduling the regular City Council Meetings of January 3 to January 10, 2012 and from January 17 to January 24, 2012.

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

APPROVED WITH THE FOLLOWING AMENDMENTS: \_\_\_\_\_

ATTEST:

---

Janie Willman, City Secretary

**Resolution**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY TO RESCHEDULE THE REGULAR COUNCIL MEETINGS OF JANUARY 3, 2012 TO JANUARY 10, 2012, AND FROM JANUARY 17, 2012 TO JANUARY 24, 2012**

**WHEREAS**, the City of Leon Valley's Code of Ordinances, Chapter 2 states that a regular council meeting shall be held on both the first and third Tuesdays of each month beginning at 7:00 o'clock p.m.; and

**WHEREAS**, the first Tuesday in January 2012 is January 3, 2012, which is also the date immediately following the New Year Holiday; and

**WHEREAS**, the Leon Valley City Council desires that its citizens and City staff have the opportunity to fully participate in its governance process and participate in two of the most important and traditional family-related holidays.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, HEREBY APPROVES RESCHEDULING THE REGULAR COUNCIL MEETINGS FOR THE MONTH OF JANUARY 2012 TO TUESDAY, JANUARY 10, 2012 AND TUESDAY, JANUARY 24, 2012, RESPECTIVELY.**

Passed and approved this 6<sup>th</sup> day of December 2011.

\_\_\_\_\_  
Chris Riley, Mayor

ATTEST:

\_\_\_\_\_  
Janie Willman, City Secretary



# Rescheduling January 2012 City Council Meetings

City Council Meeting  
December 6, 2011



# Background

Rescheduling City Council Meetings allows the City Council to conduct City business on dates different from its normally published dates in the month. This kind of change can be accomplished by minute order or resolution. It has been the tradition for the City Council to affect the change by Resolution.



# Purpose

Rescheduling the City Council Meetings will reflect the City staff's return from the Christmas and New Year holidays and allow for adequate time to compile and produce the City Council's agenda documentation



# Purpose

This agenda item will allow the City Council to consider action on the attached resolution re-scheduling the City Council Meetings of January 2012 as follows:

- From January 3, 2012 to January 10, 2012
- From January 17, 2012 to January 24, 2012



# Fiscal Impact

There is no Fiscal Impact.



# Recommendation

That the City Council approve the resolution, rescheduling the Regular City Council Meetings of January 3, 2012 to January 10, 2012 and from January 17, 2012 to January 24, 2012.



# Rescheduling January 2012 City Council Meetings

City Council Meeting  
December 6, 2011

Item 7

## MAYOR AND COUNCIL COMMUNICATION

DATE: December 6, 2011

M&C: # 12-03-11

TO: MAYOR AND CITY COUNCIL

SUBJECT: CONSIDER ACTION ON ATTACHED RESOLUTION RE-SCHEDULING THE CITY COUNCIL MEETINGS OF TUESDAY, MARCH 6, 2012, TO MONDAY, MARCH 5, 2012, FROM TUESDAY, NOVEMBER 6, 2012, TO MONDAY, NOVEMBER 5, 2012, AND AUTHORIZING THE USE OF THE CITY OF LEON VALLEY CITY FACILITIES FOR EARLY VOTING BY PERSONAL APPEARANCE AND ELECTION DAY VOTING FOR BEXAR COUNTY ELECTIONS HELD IN 2012 INCLUDING THE ANTICIPATED MAY 22, 2012 PRIMARY RUNOFF ELECTION.

### **PURPOSE**

This agenda item is being placed to allow the City Council to consider re-scheduling the City Council Meetings in 2012 related to continuing to provide location consistency for Bexar County and City of Leon Valley qualified voters in order to minimize polling site confusion due to the number of upcoming elections in 2012 related to the Presidential Primary Elections and anticipated Primary Runoff Election.

This item will also officially notify the City Council of Bexar County Elections Administration scheduling an election which will use the City Hall facility, amongst others, for voting purposes in the May 22, 2012 Joint Primary Runoff Election on a date which the facility would normally be used by the City's Zoning Commission.

The Zoning Commission Meeting scheduled to occur on the fourth Tuesday of the month can be accommodated by re-scheduling or using other City facilities. This will keep with the City's practice of accommodating City-related meetings using other available facilities when a scheduling conflict occurs.

All of the elections anticipated to be held by Bexar County in 2012 will use City facilities including the Leon Valley Conference Center for Early Voting by Personal Appearance and the City Hall for Election Day voting for the precincts as determined by Bexar County.

Re-scheduling the meeting dates will allow the City Council to conduct City Council business on dates different from its normally published dates in the month. This kind of change can be accomplished by minute order or by resolution. It has been tradition for the City of Leon Valley City Council to affect the change by Resolution. A resolution is submitted for the City Council's consideration.

### **S.E.E. IMPACTS**

*Social Equity* – The City Council in allowing the movement of its Regular City Council Meetings from Tuesday, March 6, to Monday, March 5, and from Tuesday, November 6, to Monday, November 5, allows full participation of Leon Valley qualified voters in county and nationwide elections. And that by doing so, the City Council demonstrates its commitment to the governance process, and thereby supports a superior quality of life.

*Economic Development* – Not applicable.

*Environmental Stewardship* – Not applicable.

**FISCAL IMPACT**

There is no fiscal impact.

**RECOMMENDATION**

That the City Council approve the resolution, rescheduling the regular City Council Meetings of March 6, 2012 to March 5, 2012, from November 6, 2012 to November 5, 2012, and authorizing the use of City of Leon Valley City facilities for Bexar County Elections in 2012 including the Joint Primary Runoff Election on May 22, 2012. The City Council will meet with its stated commitment to continue to host Bexar County Elections in Leon Valley following the presentation by Bexar County Elections Administrator Jacque Callanen in July 2011 through the approval of the attached resolution.

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

APPROVED WITH THE FOLLOWING AMENDMENTS: \_\_\_\_\_

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Janie Willman, City Secretary

## Resolution

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY TO RESCHEDULE THE REGULAR COUNCIL MEETINGS OF MARCH 6, 2012 TO MARCH 5, 2012, FROM NOVEMBER 6, 2012 TO NOVEMBER 5, 2012, AND TO AUTHORIZE THE USE OF THE CITY FACILITIES FOR BEXAR COUNTY ELECTIONS IN 2012 INCLUDING THE JOINT PRIMARY RUNOFF ELECTION ON MAY 22, 2012.**

**WHEREAS**, the City of Leon Valley's Code of Ordinances, Chapter 2 states that a regular council meeting shall be held on both the first and third Tuesdays of each month beginning at 7:00 o'clock p.m.; and

**WHEREAS**, the first Tuesday in March 2012 is March 6, 2012, the date of the Joint Primary Election; and

**WHEREAS**, the fourth Tuesday in May 2012 is May 22, 2012, the anticipated Joint Primary Runoff Election which conflicts with the City Zoning Commission Meeting date; and

**WHEREAS**, the first Tuesday in November 2012 is November 6, 2012, the date of the Joint General Election including the United States Presidential Election; and

**WHEREAS**, the Leon Valley City Council desires that its qualified voters and Bexar County voters enjoy full participation in county and nationwide elections using known City facilities for polling purposes,

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, HEREBY APPROVES RESCHEDULING THE REGULAR COUNCIL MEETINGS OF MARCH 6, 2012 TO MARCH 5, 2012, OF NOVEMBER 6, 2012 TO NOVEMBER 5, 2012, AND AUTHORIZES THE USE OF CITY FACILITIES FOR BEXAR COUNTY ELECTIONS IN THE CITY OF LEON VALLEY IN 2012, INCLUDING THE CITY OF LEON VALLEY CONFERENCE CENTER FOR EARLY VOTING, AND THE CITY OF LEON VALLEY CITY HALL FOR ELECTION DAY VOTING, INCLUDING THE ELECTION ANTICIPATED TO BE HELD ON TUESDAY, MAY 22, 2012.**

Passed and approved this 6<sup>th</sup> day of December 2011.

---

Chris Riley, Mayor

ATTEST:

---

Janie Willman, City Secretary



Rescheduling  
2012  
City Council Meetings  
Related to Elections  
Activity

City Council Meeting  
December 6, 2011



# Background

Rescheduling City Council Meetings allows the City Council to conduct City business on dates different from its normally published dates in the month. This kind of change can be accomplished by minute order or resolution. It has been the tradition for the City Council to affect the change by Resolution.



# Purpose

To consider re-scheduling the City Council Meetings in 2012 to provide location consistency for Bexar County and City of Leon Valley qualified voters and minimize polling site confusion due to the upcoming elections related to the United States Presidential Primary Election, Anticipated Primary Run-off, and the actual Presidential Election.



## Purpose

This agenda item will allow the City Council to consider action on the attached resolution re-scheduling the City Council Meetings of 2012 as follows:

- From Tuesday, March 6, 2012 to Monday, March 5, 2012
- From Tuesday, November 6, 2012 to Monday, November 5, 2012



# Purpose

This agenda item and the attached resolution also document increased 2012 Election Activity in the City of Leon Valley facilities as follows:

- The use of the Leon Valley Conference Center for Early Voting by Personal Appearance in all Countywide elections in 2012
- The use of the Leon Valley City Hall facility for Election Day voting and primary caucuses including
- The anticipated Joint Primary Election Runoff on May 22, 2012 in the City Council Chambers



# Fiscal Impact

There is no Fiscal Impact.



# Recommendation

That the City Council approve the resolution, rescheduling the Regular City Council Meetings of 2012 as follows:

- From Tuesday, March 6, 2012 to Monday, March 5, 2012
- From Tuesday, November 6, 2012 to Monday, November 5, 2012



# Rescheduling 2012 City Council Meetings Related to Elections Activity

City Council Meeting  
December 6, 2011

## MAYOR AND COUNCIL COMMUNICATION

**DATE: December 6, 2011**

**M&C: # 12-04-11**

**TO: MAYOR AND CITY COUNCIL**

**SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH DR. DONALD J. GORDON, M.D. FOR MEDICAL DIRECTION FOR THE FIRE DEPARTMENT EMS PROGRAM**

### **PURPOSE**

The Emergency Medical Services (EMS) Division of the Fire Department is required by state law to retain the services of a physician to provide medical direction and oversight of the EMS program. The current Medical Director is Dr. Donald J. Gordon, M.D., Ph. D. The current four-year contract and extensions expire December 31, 2011. The proposed new agreement is for a period of four years.

The physician provides a wide range of services, including “on-line” medical direction by radio or telephone on a 24/7 basis, monthly continuing education classes at the fire station for EMTs, quality assurance audits of patient care records, written standing orders (protocol) for use in the field until medical control contact is necessary, infection control training with post-exposure follow-up and oversight of the Emergency Medical Dispatch program.

An RFP was issued for the contract. The deadline to submit proposals was October 11, 2011. Two proposals were received, one from Dr. Gordon and the other from the University Of Texas Health Science Center (UTHSC-SA).

Proposals were evaluated based on the scoring criteria published in the RFP. Dr. Gordon received an average of 97.3 points of 100 possible points by the raters, and UTHSC received an average of 91.6 points. Dr. Gordon’s proposed contract price remained in the expected/desired range, while Health Science Center’s proposal exceeded the desired cost in the fourth year of the contract.

Dr. Gordon has been Leon Valley EMS Medical Director since the inception of the EMS program in 1989.

### **FISCAL IMPACT**

The proposal from Dr. Gordon includes a 7.4% decrease, from \$27,000 (current CY) to \$25,000 for CY 2012. The proposed prices for the remaining contract years are \$25,000 for CY 2013, \$26,000 for CY 2014 and \$27,000 for CY 2015.

Item 8

Funds for Medical Direction are currently included in the budget, and costs for subsequent years will be requested in future budgets.

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

APPROVED WITH THE FOLLOWING AMENDMENTS: \_\_\_\_\_

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Janie Willman, City Secretary



# Award of Contract for Medical Direction

City Council Meeting  
December 6, 2011



# Purpose

- The Emergency Medical Services (EMS) Division of the Fire Department is required by state law to retain the services of a physician to provide medical direction and oversight of the EMS program.



# Purpose

- The current Medical Director is Dr. Donald J. Gordon, M.D., Ph.D.
- The current four-year contract expires December 31, 2011.



# Background

- The Medical Director provides a wide range of services, including:
  - “On-line” medical direction by radio or telephone
  - Monthly continuing education classes at the station
  - Quality assurance audits of patient care reports
  - Written standing orders (protocol)



# Background

- The Medical Director services (continued):
  - Infection control training
  - Exposure consultation and follow-up
  - Oversight of the Emergency Medical Dispatch program



# Discussion

- An RFP was issued for the contract
  - Deadline for submissions was October 11, 2011
  - Two proposals were received, one from Dr. Gordon and the other from the University of Texas Health Science Center (UTHSC-SA)



# Discussion

- Proposals were evaluated based on the scoring criteria published in the RFP.
  - Dr. Gordon received an average of 97.3 points of possible 100 points
  - UTHSC-SA received an average of 91.6 points



# Discussion

- Dr. Gordon's proposed contract price remained in the expected/desired range
- UTHSC-SA's proposal exceeded the desired cost in the fourth year of the contract



# Discussion

- Dr. Gordon has been Leon Valley EMS Medical Director since the inception of the EMS program in 1989.



# Fiscal Impact

- The proposal from Dr. Gordon includes a **7.5% decrease**
  - From \$27,000 (current CY) to \$25,000



# Fiscal Impact

- The proposed prices for the remaining contract years are:

2013	\$25,000
2014	\$26,000
2015	\$27,000



# Financial Impact

- Funds for Medical Direction are included in the budget and costs for subsequent years will be requested in future budgets.



# Award of Contract for Medical Direction

City Council Meeting  
December 6, 2011

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** Dec. 6, 2011  
**M&C: # 12-05-11**

**TO:** MAYOR AND CITY COUNCIL

**SUBJECT:** APPROVAL OF AN ORDINANCE TO AMEND THE FISCAL YEAR 2012 STREET MAINTENANCE SALES TAX BUDGET TO ALLOW FOR A ROLL OVER OF FUNDS FROM FISCAL YEAR 2011 FOR THE POSS ROAD RECONSTRUCTION PROJECT IN THE AMOUNT OF \$106,751.

**PURPOSE**

The City awarded the Poss Road Reconstruction Project to San Antonio Constructors in the amount of \$106,751. The project was funded and started in fiscal year 2011. However, it was not completed until fiscal year 2012.

**FISCAL IMPACT**

Funding for this project is coming from the Street Maintenance Sales Tax fund balance.

**RECOMMENDATION**

It is recommended that the City Council approve the attached ordinance that amends the fiscal year 2012 Street Maintenance Sales Tax budget by \$106,751 to fund the Poss Road Reconstruction Project.

**S.E.E Statement**

**Social-** The City of Leon Valley, by providing and maintaining superb infrastructure, promotes a superior quality of life through the response to its citizens who voted in the Street Maintenance Sales Tax in November 2007.

**Economic –** This activity extends the life of the existing infrastructure, reducing the need for major reconstruction.

**Environmental-** By extending the life of the existing streets, the need to reconstruct is reduced minimizing the environmental impact caused by construction.

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

APPROVED WITH THE FOLLOWING AMENDMENTS: \_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Janie Willman, City Secretary

Item 9



**BID #2011-032 - POSS ROAD RECONSTRUCTION  
FRIDAY • AUGUST 12, 2011 • 9:00 A.M.  
TABULATION**

VENDOR	TOTAL
SAN ANTONIO CONSTRUCTORS	\$ 106,750.60
SLACK & CO CONTRACTING	\$ 163,321.00

6400 Ft. Worth Road ★ Leon Valley, TX 78258-2199  
TEL (210) 681-1391 ★ FAX (210) 681-4476  
WWW.LEONVALLEYTX.COM  
Mon - Fri 7:00 am - 5:00 pm ★ Sat 7:00 am - 12:00 pm ★ SUNDAY CLOSED

**AN ORDINANCE**

**APPROVING AMENDMENTS TO THE ORIGINAL BUDGET OF THE CITY OF LEON VALLEY,  
TEXAS, FOR THE FISCAL YEAR OF 2012**

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

1. The attached Mayor and Council Communication # **12-05-11** contains an amendment to the original Budgets for the City of Leon Valley, Texas, for the Fiscal Year 2012 a true copy of which is on file in the office of the City Secretary and made a part hereof by reference, are hereby amended and approved and ordered filed in the office of the City Secretary.

**Street Maintenance Sales Tax**

2. This ordinance shall become effective on and after it's passage, approval and publication, as provided by law.

**PASSED** and **APPROVED** this 6<sup>th</sup> day of December 2011.

\_\_\_\_\_  
Chris Riley, Mayor

ATTEST:

\_\_\_\_\_  
Janie Willman, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



# Leon Valley City Council

APPROVAL OF AN ORDINANCE TO AMEND THE FISCAL YEAR 2012 STREET MAINTENANCE SALES TAX BUDGET TO ALLOW FOR A ROLL OVER OF FUNDS FROM FISCAL YEAR 2011 FOR THE POSS ROAD RECONSTRUCTION PROJECT IN THE AMOUNT OF \$106,751.

December 6, 2011



# Fiscal History & Impact

- **FISCAL HISTORY**

The City awarded the Poss Road Reconstruction Project to San Antonio Constructors in the amount of \$106,751. The project was funded and started in fiscal year 2011. However, it was not completed until fiscal year 2012.

- **FISCAL IMPACT**

Funding for this project is coming from the Street Maintenance Sales Tax fund balance.



## RECOMMENDATION

It is recommended that the City Council approve the attached ordinance that amends the fiscal year 2012 Street Maintenance Sales Tax budget by \$106,751 to fund the Poss Road Reconstruction Project.



# Leon Valley City Council

APPROVAL OF AN ORDINANCE TO AMEND THE FISCAL YEAR 2012 STREET MAINTENANCE SALES TAX BUDGET TO ALLOW FOR A ROLL OVER OF FUNDS FROM FISCAL YEAR 2011 FOR THE POSS ROAD RECONSTRUCTION PROJECT IN THE AMOUNT OF \$106,751.

December 6, 2011

Item 10

**MAYOR AND COUNCIL COMMUNICATION**

**DATE: Dec. 6, 2011  
M&C: # 12-06-11**

**TO: MAYOR AND CITY COUNCIL**

**SUBJECT:** Request to Accept the Bid and Award the Contract for the 2011 (Fiscal Year 2012) Bituminous Slurry Seal Project to Viking Construction in the Amount of \$313,100.02 and Authorize the City Manager to Sign the Contract and Change Orders Up to an Additional 25 Percent of the Bid Amount.

**PURPOSE**

One Bid was received by the deadline date of 2 p.m., November 8, 2011 from Viking Construction.

This agenda item allows the City Council to consider a request awarding the contract for the 2011 (Fiscal Year 2012) Bituminous Slurry Seal Project to Viking Construction in the amount of \$313,100.02 and authorize the City Manager to sign the contract and change orders up to an additional 25 percent of the bid amount.

<b>Company</b>	<b>Bid Amount</b>	<b>Met RFP Qualifications</b>
Viking Construction Georgetown, Texas	\$313,100.02	Yes

**FISCAL IMPACT**

Funding for this project is included in the current 2012 Street Maintenance budget.

**S.E.E Statement**

Social - This effort does not impact social equity.

Economic – This activity extends the life of the existing infrastructure, reducing the need for major reconstruction.

Environmental - By extending the life of the existing streets, the need to reconstruct is reduced minimizing the environmental impact caused by construction.

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

APPROVED WITH THE FOLLOWING AMENDMENTS: \_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Janie Willman, City Secretary



# Leon Valley City Council

Fiscal Year 2012 Slurry Seal Project

Accept Bid & Award Contract to Viking  
Construction, Inc.

December 6, 2011



# Fiscal Year 2012 Slurry Seal Project

Request to Accept the Bid and Award the Contract for the 2011 (Fiscal Year 2012) Bituminous Slurry Seal Project to Viking Construction in the amount of \$313,100.02 and Authorize the City Manager to Sign the Contract and Change Orders Up to an Additional 25 Percent of the Bid Amount.



# Fiscal Year 2012 Slurry Seal Project

- Bid received on November 8, 2011 from
  - Viking Construction



# Fiscal Year 2012 Slurry Seal Project

Results of Bid Opening on November 8,  
2011

Company	Bid Amount	Met RFP Qualifications
Viking Construction Georgetown, Texas	\$313,100.02	Yes



# Fiscal Year 2012 Slurry Seal Project

SUNLIGHT EVENING SUN EVERS  
SUNVIEW EVENING SUN SUNLIGHT  
SETTING SUN SUNLIGHT EVENING SUN  
EVENING SUN FOREST MEADOW END  
SENECA DRIVE BANDERA EVERS  
COUNTESS ADRIA ADAIR END  
ADAIR EVERS END  
FOREST VIEW FOREST GROVE FOREST BEND N.  
FOREST COURT FOREST GROVE END  
FOREST DELL EVERS FOREST COVE  
FOREST COVE FOREST DELL END  
THISTLE WATERCRESS BANDERA  
WATERCRESS THISTLE WURZBACH



# Leon Valley City Council

Fiscal Year 2012 Slurry Seal Project

Accept Bid & Award Contract to Viking  
Construction, Inc.

**MAYOR AND COUNCIL COMMUNICATION**

**DATE: December 6, 2011  
M&C: 12-08-11**

**TO: MAYOR AND CITY COUNCIL**

**SUBJECT: CONDUCT A PUBLIC HEARING AND CONSIDER SPECIFIC USE PERMIT CASE #2011-269, WITH ATTACHED ORDINANCE, A REQUEST BY MARY GARZA, APPLICANT, TO CONSTRUCT AND OPERATE A "SHOPPING CENTER," ADJACENT TO R-1 (SINGLE-FAMILY DWELLING) ZONED DISTRICT, BEING LOT 44, BLOCK I, CB 4446A, OF THE LINKWOOD ADDITION SUBDIVISION, AT 7600 ECKHERT ROAD**

**PURPOSE**

The applicant, Mary Garza, has applied for a Specific Use Permit to construct and operate a "shopping center" adjacent to an existing R-1 (Single-Family Dwelling) district. Per Chapter 14, "Zoning," Section 14.02.662, "Exceptions," Part (a), "where the proposed new construction of freestanding buildings...abuts any residential zoning district, a specific use permit must be obtained prior to the issuance of a building permit."

The site plan meets the minimum requirements for streetscape/landscape, parking, lighting, trash receptacles, privacy fence and other overlay requirements.

This property has a short lot depth so Ms. Garza is also seeking a variance from the Board of Adjustment to locate the building closer to the rear property line within the required twenty-five (25) foot rear yard setback. The Board will consider the case on Thursday, December 15, 2011.

**FISCAL IMPACT**

The applicant paid \$500 for the consideration of the Specific Use Permit Application.

**RECOMMENDATION**

On November 17, 2011 the Zoning Commission recommended approval of SUP #2011-269 noting that the request was consistent and compatible with the Master Plan, protected the health, safety and welfare of the general public and protected and preserved the rights of property owners affected by the request, by a vote of 6-0.

**S.E.E IMPACT STATEMENT**

*Social Equity* – the Specific Use Permit application is allowing the applicant’s request to be considered, as well as allowing for comment from adjacent neighbors affected by the proposed center.

*Environmental Stewardship* – the applicant is adding trees, shrubbery and plants to the area enhancing the environment and promoting carbon neutrality.

*Economic Development* – a new shopping center with a restaurant and retailers will generate sales tax revenues for the City and attract other businesses to the area.

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

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

APPROVED WITH THE FOLLOWING COMMENTS:\_\_\_\_\_

Item 11

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ATTEST:

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Janie Willman, City Secretary



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

**November 17, 2011**

The meeting of the Leon Valley Zoning Commission convened at 6:30 p.m. on Thursday, November 17, 2011, in City Council Chambers at 6400 El Verde Road, Leon Valley, Texas.

**I. ROLL CALL**

Present were Chairman Guerra III, 2<sup>nd</sup> Vice-Chair Olen Yarnell, and Members Rich Braune, Hal Burnside, and Pedro Esquivel and Alternate Member Phyllis McMillan. Absent and properly excused were Vice-Chair Wendy Phelps, Member Mike Davis Jr., and Alternate Members Linda Geraghty and Carmen Sanchez. Also present was Kristie Flores, Director of Community Development, acting as recording secretary.

**II. APPROVAL OF MINUTES – October 25, 2011**

Second Vice-Chair Yarnell made a motion to approve the minutes as written. Commissioner Rich Braune seconded the motion and the motion passed unanimously by voice vote.

**III. Specific Use Permit Request #2011-269 (Mary Garza, Applicant)**

Chairman Guerra III opened the public hearing of Specific Use Permit (SUP) Application #2011-269 at 6:35 p.m. Staff presented the case details and noted that Specific Use Permit Case #2011-269, was a request by Mary Garza, applicant and property owner, to construct and operate a "Shopping Center," adjacent to an existing residential district on a B-2 (Retail) zoned property within the Sustainability Overlay, located at 7600 Eckhert Road, being Lot 44, Block I, CB 4446A, Linkwood Addition Subdivision. Staff noted that per Chapter 14, "Zoning," Section 14.02.662, "Exceptions," Part (a), "where the proposed new construction of freestanding buildings abuts any residential zoning district, a specific use permit must be obtained prior to the issuance of a building permit." Staff noted the history of the property explaining that the property was platted as part of Linkwood Addition Subdivision in 1956. Staff also explained that the property had received variances for rear and side yard encroachments due to irregular lot length. Staff continued the history noting that the property was platted from Lots 1-4 to Lot 44. Staff further noted that an SUP was granted for the construction and operation of a shopping center in 2007 by Emma Bribiescas but the center was never constructed and the SUP lapsed. Staff stated that the 2009 Master Plan, Section 2N Linkwood Addition Area addressed the area in general noting that construction within this block should access and orient from Eckhert Road. Staff noted that the applicant's site plan met the minimum requirements for parking, landscaping, lighting, trash receptacles and would comply with required overlay standards. Staff stated that per Chapter 14, "Zoning," Section 14.02551b, a Traffic Impact Analysis worksheet had been submitted which indicated that the proposed activity would generate less than 100 peak hour trips. Thirteen (13) letters were mailed to property owners within 200-feet of the subject property. As of that evening, no letters were received in favor of the request, one (1) was received in opposition, and no letters were returned undeliverable. Staff presented the site plan and remained available for questions and noted that Ms. Garza was present to answer questions as well.

Chairman Claude Guerra III asked staff if the variances previously granted to the property were still effective. Staff noted that the variances were not applicable to Ms. Garza.

**Mary Garza, applicant and property owner**, addressed the Commission and noted that the Center would be used to house her office, her husband's jewelry store and a café.

Commissioner Rich Braune asked about the hours of operation. Ms. Garza noted that the Center would be open 10:00 a.m to 5:00 p.m. Monday through Saturday and the café would be open 11:00 a.m. to 8:00 p.m.

Commissioner Hal Burnside asked about the placement of the dumpster. Staff pointed out the location of the proposed dumpster. Ms. Garza indicated that Aztec was her trash pick-up provider. Staff noted that it would need to be Waste Management due to the City's agreement with them. Ms. Garza agreed to comply in any way necessary, even relocating the dumpster if needed.

Commissioner Pedro Esquivel asked if alcohol would be served in the restaurant. Ms. Garza indicated that no alcohol would be served at any time.

Chairman Claude Guerra III questioned whether no alcohol could be stipulated in the SUP. Staff noted that they did not think so, but could consult with the attorney. Ms. Garza further clarified that in her history with a previous case in San Antonio requiring no alcohol at a restaurant was not allowed.

Chairman Guerra III noted that it would be nice to have an assurance that alcohol would not be served even if the shopping center was not constructed. Ms. Garza noted that she was completely committed to the development and already had a 30 year mortgage on it.

Commissioner Phyllis McMillan asked the applicant to describe the façade. Ms. Garza noted it was stucco with stone. Staff noted that Ms. Garza would need to follow the requirement overlay standards for building articulation and façade.

Commissioner Rich Braune asked if there would be outdoor dining at the café. Ms. Garza noted that complete outdoor dining was difficult but patrons could take their order and sit outside and drink coffee, read the paper and have their food.

Commissioner Phyllis McMillan asked if there would be a band on the patio. Ms. Garza stated that there would not be a band.

Commissioner Rich Braune asked what type of fence Ms. Garza had planned. Ms. Garza noted that it was an eight (8) foot wooden privacy fence.

Ms. Garza noted to the Commission that she had a location on Huebner Road across from the Methodist Ambulatory Hospital and they were moving from that location to their own building. She noted that the café was called Courtyard Café and the jewelry store was the Jeweler's Workbench.

Commissioner Rich Braune noted that Ms. Garza would have more exposure at the new location.

**Leticia Cardenas, 7603 Linkside, property owner within 200-feet**, addressed the Commission and noted that she did not have a problem with the development as long as her questions were answered and her concerns were alleviated. Ms. Cardenas asked if a fence would be constructed and was informed that there would be an eight (8) foot fence. She asked if she would be required to put in an eight (8) foot fence on her property at 7603 Linkside. Staff noted that residential properties were allowed to construct fences no higher than six (6) feet, but that she could request a variance for an eight (8) foot fence if that was what she desired. Ms. Cardenas asked for confirmation that no alcohol would be served. Ms. Garza reiterated that there would be no alcohol.

Ms. Cardenas noted that Waste Management picked up the trash at Horacio's restaurant in the adjacent shopping center at 4:00 a.m. to 5:00 a.m. She also noted a concern with the upkeep of the adjacent shopping center's fence. Ms. Garza noted that she would request the trash pick up times be later and that she would maintain her fence properly. Chairman Guerra III encouraged Ms. Cardenas

to call the Development Office in the future as well if there were other concerns that came up so that they could be addressed.

2<sup>nd</sup> Vice-Chair Olen Yarnell asked that the Tree Advisory Board be informed of the trees that Ms. Garza was planting on her property for their inventory.

Chairman Guerra III, opened the public hearing at 7:03 p.m. being no discussion, the Chairman closed the public hearing at 7:03 p.m.

2<sup>nd</sup> Vice Chair Olen Yarnell noted that the shopping center would be a nice addition to the area. Commissioner Rich Braune also noted that it would be a nice location.

Commissioner Hal Burnside made a motion recommending approval of Specific Use Permit Case #2011-269, noting that it was consistent and compatible with the Master Plan, protected the health, safety and welfare of the general public and protected and preserved the rights of all property owners affected by the request. Commissioner Pedro Esquivel seconded the motion and the motion passed unanimously by voice vote, 6-0.

**IV. Consider the Cancellation of Rescheduling of the Regular Zoning Meeting of Tuesday, December 27, 2011**

After a brief discussion, the Commission unanimously agreed that if a case was received the meeting it could be rescheduled, like the meeting of November 17. Otherwise, the meeting of Tuesday, December 27, 2011 was to be cancelled.

**V. Executive Session in Accordance with the Texas Local Government Codes**

There was neither item, nor action necessary for this session.

**VI. ADJOURN**

Commissioner Rich Braune made a motion to adjourn, seconded by 2<sup>nd</sup> Vice-Chair Olen Yarnell. The motion carried by voice vote and the meeting was adjourned at 7:25 p.m.

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**CHAIRMAN**

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**STAFF**

AN ORDINANCE

GRANTING A SPECIFIC USE PERMIT TO ALLOW NEW CONSTRUCTION AND OPERATION OF A RETAIL SHOPPING CENTER, TO BE LOCATED AT 7600 ECKHERT ROAD, BEING LOT 44, BLOCK I, CB 4446A, LINKWOOD ADDITION SUBDIVISION, A B-2 (RETAIL) ZONED PROPERTY, ADJACENT TO AN EXISTING R-1 (SINGLE-FAMILY DWELLING) ZONING DISTRICT IN THE CITY OF LEON VALLEY

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

1. A Specific Use Permit is granted allowing new construction a retail shopping center to be located at 7600 Eckhert Road, being Lot 44, Block I, CB 4446A, Linkwood Addition Subdivision, a B-2 (Retail) zoned property, particularly described in case file SUP 2011-269.
2. The City staff is hereby authorized to issue said Specific Use Permit when all conditions imposed by the City Council and as reflected in the Specific Use Permit Case No. 2011-269 have been complied with in full.

PASSED and APPROVED this the 6th day of December 2011.

\_\_\_\_\_  
Chris Riley, Mayor

ATTEST:

\_\_\_\_\_  
Janie Willman, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

# LEON VALLEY

T E X A S

## CASE WORKSHEET Specific Use Permit Case No. 2011-269

Applicant:	Mary Garza, applicant (att.1).
Request:	To allow new construction and operation of a "Shopping Center" in a B-2 (Retail) zoning district, adjacent to an existing R-1 (Single-Family) zoning district. Per Chapter 14, "Zoning," Section 14.02.662, "Exceptions," a Specific Use Permit is required where new retail or commercial construction abuts any residentially zoned property (att.1 & 2).
Site:	Lot 44, Block I, CB 4446A, Linkwood Addition Subdivision, located at 7600 Eckhert Road (att. 3).
Surrounding Zoning/Land Use:	Surrounding zoning consists of : To the north, developed and undeveloped B-2 (Retail) and B-3 (Commercial) <i>City of San Antonio</i> ; to south developed and undeveloped R-1 (Single Family); to the east, developed and undeveloped R-1; and to the west developed and undeveloped B-2 (Retail) zoning (att. 4).
History:	<ul style="list-style-type: none"> <li>➤ 1956 – Platted as a part of the Linkwood Addition Subdivision</li> <li>➤ 2006 – Board of Adjustment grants a variance to encroach 7'6" into the Rear Yard Setback</li> <li>➤ 2007 - Board of Adjustment grants a variance to encroach 5' into the Side Yard Setback</li> <li>➤ 2007 – Lots 1 through 4 are replatted to Lot 44</li> <li>➤ 2007 – In November, Emma Bribiescas receives an SUP for construction of a retail shopping center adjacent to residential. The Center is never constructed and the SUP lapsed.</li> </ul>
Master Plan:	The 2009 Master Plan, Section 2N Linkwood Addition addresses this area, noting that any non-residential zoning along Eckhert Road, in Blocks C & I, is to be oriented towards Eckhert Rd with all access from Eckhert Road.
Vision Statement:	The City of Leon Valley will provide our community with a superior quality of life balancing social equity, environmental stewardship and economic development to achieve sustainability.
Staff Comments:	<ul style="list-style-type: none"> <li>➤ The applicant's site plan meets the minimum requirements for site plan development.</li> <li>➤ Per Chapter 14, "Zoning Ordinance," Section 14.02.551(4b), "Traffic Impact Analysis," the applicant has submitted a Traffic Impact Analysis Worksheet which indicates that the proposed activity will generate less than 100 peak hour trips.</li> </ul>
200-Foot Property Owner Notification	Letters Mailed: <u>13</u> Mailed <u>0</u> In Favor <u>1</u> Opposed <u>0</u> Returned, unable to deliver <u>0</u> Total responses received as of November 21, 2011
<b>Recommendation</b>	<b>On November 17, 2011 the Zoning Commission recommended approval of the requested Specific Use Permit by a vote of 6-0</b>

Attachments: 1) SUP Application 2) Land Use Statement 3) Location Map 4) Zoning Map 5) Site Plan





# **City of Leon Valley City Council**

Public Hearing  
December 6, 2011



# **Specific Use Permit (SUP)#2011-269**

Request by Mary Garza, applicant



## THE CITY OF LEON VALLEY



**Specific Use Permit Case 2011-269**  
**A Request by Mary Garza, applicant,**  
**for construction and operation of a "Shopping Center"**  
**adjacent to a residential zoning district at at 7600 Eckhert Rd**

(Not to Scale)

att.3



# L.V.C.C. Chapter 14 “Zoning”

- Per Section 14.02.662, “Exceptions,” Part (a) where the proposed new construction of freestanding buildings...abuts any residential zoning district, a **specific use permit must be obtained** prior to the issuance of a building permit



# Background

- 1956-platted as part of Linkwood Addition Subdivision
- 2006- Board of adjustment grants a variance to encroach 7'6" into the Rear Yard Setback
- 2007-Board of Adjustment grants a variance to encroach 5' into side yard setback

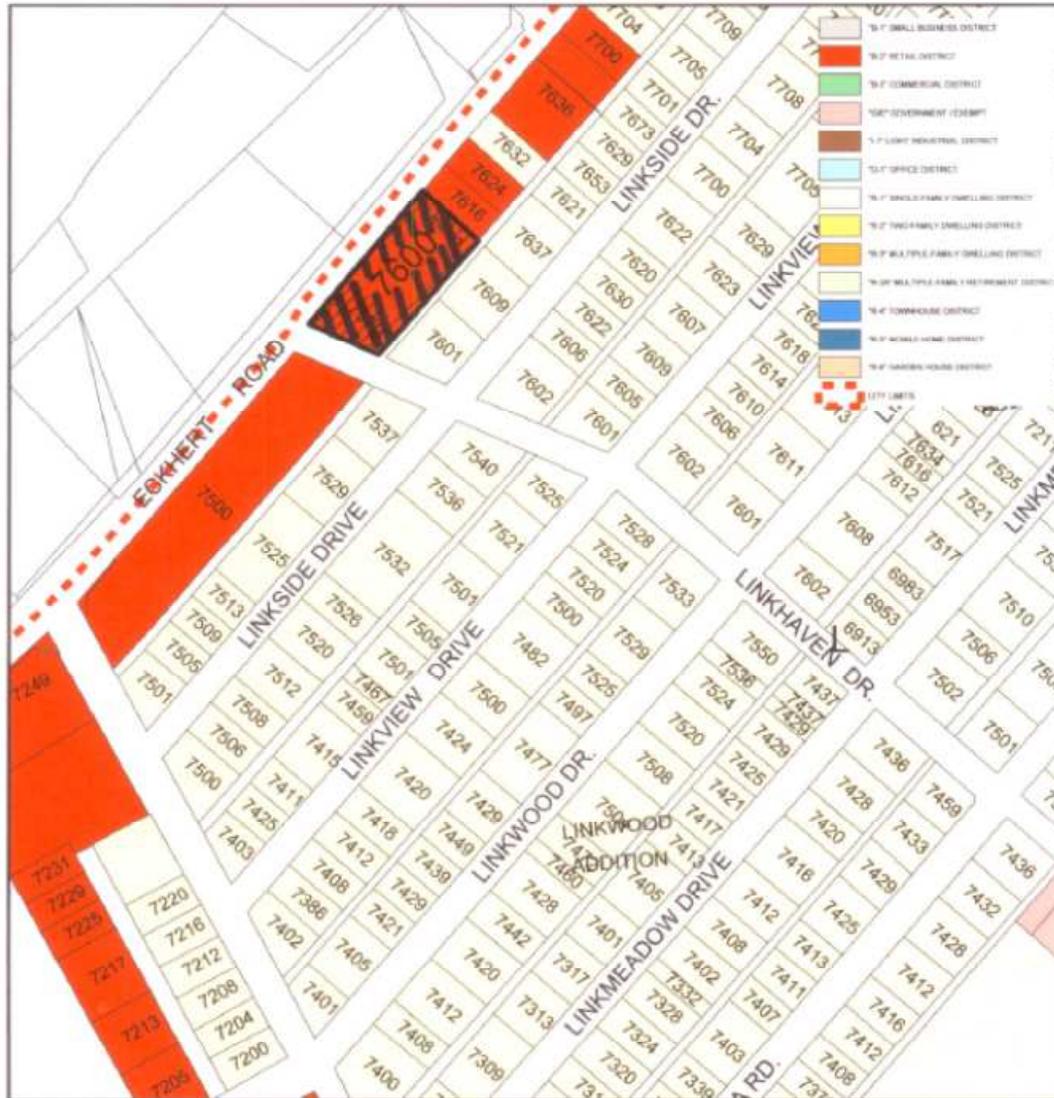


# Background

- 2007-Lots 1-4 are replatted to Lot 44
- 2007-SUP granted for construction and operation of a retail shopping center. Construction does not occur and SUP lapses after 1 year



# CITY OF LEON VALLEY



**Specific Use Permit Case 2011-269**  
**A Request by Mary Garza, applicant,**  
**for construction and operation of a "Shopping Center"**  
**adjacent to a residential zoning district at at 7600 Eckherth Rd**





# Staff Comments

- The applicant's site plan meets the minimum requirements for site plan development for parking, landscaping, lighting, trash receptacles and overlay standards.
- A Traffic Impact Analysis (TIA) worksheet was submitted, indicating that the proposed activity generates less than 100 pht



# Notification

- 13 Letters Sent
- 0 Letter in FAVOR
- 1 Letters OPPOSED
- 0 Letter RETURNED UNDELIVERABLE



# **City of Leon Valley City Council**

Public Hearing  
December 6, 2011

**MAYOR AND COUNCIL COMMUNICATION**

**DATE: December 6, 2011**  
**M&C: 12-08-11**

**TO: MAYOR AND CITY COUNCIL**

**SUBJECT: CONSIDER REVISIONS TO CHAPTER 3, "BUILDING REGULATIONS,"  
ARTICLE 3.04, "SIGNS," SECTION 3.04.013, "TEMPORARY SIGNS"**

**PURPOSE**

In July 2010 the Mayor selected individuals to serve on an Ad-Hoc Committee to review temporary sign regulations. Under the direction of then City Manager Lanny Lambert, the committee began meeting in August of 2010.

The committee is made up of the following individuals: Joey Blackmon-Ancira, Mary Williams-Pinnacle Signs, Jim Carrillo-Halff Associates, Walter Geraghty-Geraghty Tennis, Councilmember Jack Dean, and Councilmember Art Reyna with staff assistance from Edward Tijerina-Code Enforcement and Kristie Flores-Director Community Development.

The committee finalized their proposed revisions in January 2011, but in the transition of losing Manager Lambert, the changes were not submitted to the City Council for consideration and action.

Mr. Longoria, City Manager, has asked that this item be picked up where the committee had left off and the revisions are now being presented to the Council.

On November 1, 2011 the City Council directed staff to return to Council with the recommended Sign Committee revisions and City Council suggested modifications.

**FISCAL IMPACT**

None. The temporary sign permit fees will remain the same \$25 for the permit and \$50 for the deposit.

**RECOMMENDATION**

The Ad-Hoc Sign Committee recommends approval of the proposed temporary sign revisions.

**S.E.E IMPACT STATEMENT**

*Social Equity* – evaluation of these revisions are applicable to all businesses and business owners in Leon Valley.

*Environmental Stewardship* – less temporary signage is less visual clutter to the environment and along the retail/ commercial corridors.

*Economic Development* – in some instances less or no visual clutter is preferred by big name or solidly established businesses because they have marketing campaigns or large lease spaces so they do not like large banners or flags blocking the view of their businesses. For some of the small, less established businesses in the City they rely on banners and flags for visibility and advertisement of their business. They feel that further regulation is a hindrance for their business making the City appear less business friendly.

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

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

Item 12

APPROVED WITH THE FOLLOWING COMMENTS: \_\_\_\_\_

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Janie Willman, City Secretary

## RUBRIC OF PROPOSED CHANGES TO THE SIGN ORDINANCE

PROPOSED	EXISTING
Only one (1) temporary sign is allowed for 30 days per six (6) month period	Two (2) temporary signs are allowed for 30 days per quarter
Add exception for business in the flyover area and Loop 410 area to allow special event temporary signs from Saturday 6:00 a.m. to Sunday 8:00 p.m.	There are currently no exceptions for business under or near the flyover and Loop 410
Temporary weekend signs may be displayed from Saturday 6:00 p.m. to Sunday 8:00 p.m.	Temporary weekend signs may be displayed from Friday 8:00 a.m. to Monday at 12:00 p.m.
Remove language pertaining to when signs are placed and picked up	Signs may not be either placed or picked up between the hours of 6:00 a.m. to 9:00 a.m. or from 4:00 p.m. to 7:00 p.m.
Add clarity stating that no temporary weekend signage shall be permitted on <b>wood-frames</b> or <b>portable frames</b>	No temporary weekend sign shall be permitted on a utility pole, streetlight pole, sign pole, fence, tree or other man-made or natural feature
Add <b>wind-waver flags and figures and portable or vehicle driven digital or LED signs</b> to the signs <u>prohibited</u> section	Not presently listed in sign code
Add <b>state</b> to flag description and remove <b>logo or corporate flags</b>	(4) Flags. The flags, emblems or insignia of any nation, county, city, religious [organization], logo or corporate flags

Note: Changes highlighted in yellow

**Sec. 3.04.013 Temporary signs**

- (a) Permits are required for temporary signs.
- (b) Each business may be allowed a total of ~~two (2) temporary~~ **ONE (1) temporary** sign **per six (6) month period** ~~each quarter of the year~~ for a time period of up to thirty (30) days. ~~The signs must be displayed simultaneously.~~ A permit is required and must be obtained each time a sign is displayed. A seasonal business may apply for a variance to display temporary signs for up to 120 days in lieu of thirty (30) days per quarter.
- (c) A deposit is required for each temporary sign permit issued. The deposit will be returned at the expiration of the permit time period provided that the temporary sign has been moved within 24 hours of permit expiration.
- (d) Special event temporary signs may be allowed **within the flyover area and Loop 410** without a permit for a planned group of temporary signs to advertise special events on a business property. Special event temporary signs shall be installed no earlier than **Friday at 8:00 a.m. 6:00 p.m.** and shall be removed **on Sunday by 8:00 p.m.** ~~no later than 12:00 p.m. a.m. on the following Monday Sunday.~~ If a federal holiday falls on either the Friday or Monday of that weekend, the signs may be installed and removed to include the holiday.
- (e) Maximum size for temporary sign banners is fifty (50) square feet for banner signs placed on the property and one hundred (100) square feet for banner signs attached to the building.
- (f) The following temporary signs are allowed:
  - (1) Banners. Banners must be wall mounted or attached with temporary stakes in the ground on the property. Banners must be kept in good condition and stakes firmly anchored so as to prevent dilapidation.
  - (2) Airborne signs. Hot or cold air balloons may be either attached to the building or placed behind the property line. There are no size restrictions for hot or cold air balloons. Balloons shall be allowed only as a part of a special event temporary sign event and as specified. Balloons must be kept in good condition and firmly anchored so as to prevent dilapidation or from being astray.
  - (3) Grand opening signs. Grand opening signs shall be allowed under this section, except that such permit shall be valid for thirty (30) consecutive days and shall not be renewable. One permit will be issued for each building occupant per certificate of occupancy.
  - (4) Street banners. Nonprofit organizations may erect street banners across collector

PROPOSED REVISIONS per DISCUSSIONS with SIGN COMMITTEE & CITY COUNCIL\_November 2011 v.4

Note: Changes highlighted in yellow

and arterial roadways. The dimensions of the banner will not exceed 4' x 36' (144 square feet).

(5) Temporary weekend signs.

(A) Time period. Temporary weekend signs are permitted from **Friday 6:00 p.m. to Sunday at 8:00 p.m.** ~~Signs may not be either placed or picked up between the hours of 6:00 a.m. to 9:00 a.m. or from 4:00 p.m. to 7:00 p.m.~~ **Temporary signs including banners, airborne/balloon signs, grand opening signs and street banners shall not be displayed simultaneously with temporary weekend signs.**

(i) If a federally recognized holiday falls on a Friday, then the signs are permitted from the preceding Thursday to the following Monday.

(ii) If a federally recognized holiday falls on a Monday, then the signs are permitted from Friday until the following Tuesday.

(B) Size. Signs shall not exceed 24" by 32" in size. Irregular shaped signs shall fit in a 24" by 32" rectangle; the total height shall not exceed 36" in height from ground level. Signs may be two-dimensional only and shall be of a nonreflective surface.

(C) Spacing between signs. A minimum of five feet (5') spacing must be maintained between each temporary weekend sign of different advertisers. The signs of each advertiser must be spaced so that no two (2) signs advertising the same good, service, product, business, political campaign, or particular piece of real property (for sale or lease) are closer than one hundred feet (100') from each other measured in a straight line.

(D) Location. Signs must be self-supporting and placed into the ground by a single stake.

(i) No temporary weekend sign shall be permitted on a utility pole, streetlight pole, sign pole, fence, tree or other man-made ~~or~~ **natural feature, wooden-frame or portable frame.**

(ii) No sign may be placed closer than twenty-five feet (25') from a street intersection or median opening. Any temporary weekend sign determined to be in a location that causes an immediate hazard to public safety will be immediately removed by the city.

(iii) Signs shall be no closer than three feet (3') from the edge of the sign to the street curb or, if no curb is present, to the edge of the pavement. Signs shall not encroach on either sidewalks or streets.

(iv) No signs shall be placed in island medians or esplanades.

Note: Changes highlighted in yellow

(v) Except for political signs, no signs shall be placed further than three (3) miles from the location of the sale of the good, product, service, business or piece of real property being advertised.

(E) Permit.

(i) An annual permit fee, as stated in the schedule of fees in [appendix A](#) of this code, must be paid by the advertiser. Where an advertiser wishes to advertise multiple locations, a permit must be obtained for each location, subdivision location, or service location to be advertised by temporary weekend signs.

(ii) A temporary weekend sign shall not be placed on the right-of-way of a road or highway unless an annual temporary signs permit has been first obtained.

(F) Map of locations; placement on state roads prohibited. In addition to the payment of the appropriate fees, the advertiser shall provide an area map, drawn to scale, and listing the street and block number where the signs shall be placed. No temporary weekend sign shall be placed along the side of any road or highway belonging to the state department of transportation.

(Ordinance 06-034, sec. 1 (5.5), adopted 11/5/06)

### **Sec. 3.04.014 Prohibited signs**

The following signs shall be prohibited in the city:

(1) Any sign constructed or located in such a manner that it is or becomes an immediate hazard or danger to persons or property because of being in an unsafe condition, or which obstructs any window, door, or fire escape of any building.

(2) Illegal signs or any other sign constructed after the enactment of this article which is not in compliance with the terms of this article.

(3) Illuminated, highly reflective signs or spotlights which hamper the vision of motorists or bicyclists.

(4) Any sign, banner or display placed on any public right-of-way, utility pole, traffic-control device, curb, sidewalk, post, pole, hydrant, bridge, tree, or other surface located on, over, or across any public street or right-of-way (other than a government sign or allowed sign as per [section 3.04.011](#)).

(5) Any banner placed on stakes on a property, unless otherwise permitted.

(6) Portable signs. Any sign not permanently attached to the ground or other permanent

Note: Changes highlighted in yellow

structure, including those signs which may be transported to the site on wheels, on skids or on a truck; signs constructed as or converted to a T-frame sign; or umbrellas used for advertising purposes. Such sign, whether or not bolted or cemented to the ground, shall nonetheless be deemed to be a portable sign.

(7) Signs which contain or are an imitation of an official traffic sign or signal, or which are of a size, location, movement, content, coloring, or manner of illumination which may be confused with or construed as a traffic-control device, or which may hide from view any traffic or street sign or signal.

(8) Snipe/parasite signs.

(9) Temporary signage, except as permitted in [section 3.04.013](#).

(10) Vehicle signs. Signs placed on or affixed to vehicles and/or trailers that are parked on a public right-of-way, public property, or private property so as to be visible from a public right-of-way where the apparent purpose is to advertise a product, or direct people to a business or activity located on the same or nearby property, shall be prohibited. However, this is not intended in any way to prohibit signs placed on or affixed to vehicles and trailers where the sign is incidental to the primary use of the vehicle or trailer and where the vehicle is being operated in the normal course of business, is in operable condition, and carries a current and valid license plate and state inspection tag.

(11) Any sign placed on a property without the permission of the property owner.

(Ordinance 06-034, sec. 1 (5.6), adopted 11/5/06)

(12) Light emitting diode (LED) and static electronic digital display signs, except as allowed on-premises for freestanding, multitenant, window and door signs (only one per storefront) and government signs as regulated and defined in this article.

(Ordinance 08-025, sec. 1, adopted 6/17/08)

(13) Wind-waver flags.

(14) Portable or vehicle driven digital or LED signs.

### **Sec. 3.04.015 Address numbers required**

For the purposes of this article, address numbers attached to the front plane of a building face and visible from the adjacent public right-of-way or private ingress/egress for the purpose of identifying the street address of the structure shall be considered a required sign. Such numbers shall be a minimum of four inches (4") in height, shall be of a color in distinct contrast to the color of the background, and shall be plainly visible from the

Note: Changes highlighted in yellow

adjacent public right-of-way or private ingress/egress. (Ordinance 06-034, sec. 1 (5.7), adopted 11/5/06)

### **Sec. 3.04.016 Signs exempt from permit requirements**

The following signs are exempt from permit requirements. In no case shall a sign be placed in a public right-of-way, as per [section 3.04.003\(c\)](#) of this article.

- (1) Required signs.
- (2) Construction signs. One construction sign per construction project, provided that such signs shall not exceed the sign area allowed for a temporary sign under [section 3.04.013](#). Construction signs shall be erected no more than five (5) days prior to the beginning of construction for which a valid building permit has been issued, shall be confined to the site of construction, and shall be removed within ten (10) days after completion or issuance of the certificate of occupancy.
- (3) Directional or instructional signs. Directional signs are designed to provide directions to pedestrian and vehicular traffic. Signs directing to entrances, exits and other non-business elements of a project shall be exempt from this article if they do not exceed four (4) square feet in area.
- (4) Flags. The flags, emblems or insignia of any nation, **state**, county, city, **and** religious [organization], ~~logo or corporate flags.~~
- (5) Garage sale signs. Signs pertaining to garage sales in R-1, R-2, R-4, or R-6 zoned property, not exceeding four (4) square feet, as long as they shall be removed by the agent or owner within twenty-four (24) hours after the sale. Garage sale signs shall not be placed in the right-of-way.
- (6) Governmental signs are exempt, provided that the sign substantially complies with the provisions of this article.
- (7) Residential signage. House numbers, nameplates and residential business signs not exceeding one (1) square foot in area for each residential building. Refer to [article 14.02](#) (zoning ordinance) of the city code for more information about home occupations.
- (8) Interior signs. Signs on the interior of buildings which are not visible from the exterior of the building.
- (9) Memorial plaques or building identification signs when cut into any masonry surface or inlaid so as to be part of the building or when constructed of other noncombustible material, provided that such signs shall not exceed two (2) square feet.

PROPOSED REVISIONS per DISCUSSIONS with SIGN COMMITTEE & CITY COUNCIL\_November 2011 v.4

Note: Changes highlighted in yellow

(10) “No Trespassing” or “No Dumping” signs. “No Trespassing” or “No Dumping” signs not to exceed one and one-half (1-1/2) square feet in area per sign and not to exceed four (4) in number per lot, except that special permission may be obtained from the city for additional signs under proven special circumstances.

(11) Political and campaign signs. Political or campaign signs on behalf of candidates for public office or measures on election ballots provided that said signs are erected not earlier than sixty (60) days prior to said election and shall be removed within fifteen (15) days following said election.

(12) Public notices. Official notices posted by public officers or employees in the performance of their duties.

(13) Public utility signs. Temporary or permanent signs erected by companies or construction companies to warn of danger or hazardous conditions, including signs indicating the presence of underground cables, gas lines and similar devices.

(14) Real estate signs. One real estate “for sale” (including lease or rental) sign (single- or double-faced) on any lot or parcel zoned R-1, R-2, R-4, or R-6, provided such sign is located entirely within the property to which the sign applies, is not illuminated, does not exceed four (4) square feet in area, and is removed within ten (10) days after the sale, rental, or lease has been consummated. One (1) additional sign, as described above, is permitted where a parcel has in excess of three hundred feet (300') of frontage or fronts on two (2) streets.

(15) Permanent menu boards. Menu boards shall not count in the total sign area for the type of sign erected, provided that the menu board is designed specifically for drive-through ordering and does not exceed the sign area requirements for that sign type.

(16) Warning signs. Signs warning the public of the existence of danger, but containing no advertising material, of a size as may be necessary, to be removed upon subsidence of danger.

(17) Works of fine art.

(Ordinance 06-034, sec. 1 (5.8), adopted 11/5/06)

Item

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS  
NOVEMBER 1, 2011**

assessing. It was noted that some administrative fees are described in numbers of dollars. Mr. Longoria noted that the City of Leon Valley is leaving this area open for towing companies to describe how the administrative fees will be assessed. Another area questioned is how the number of points will be assigned based on companies joining together in joint ventures to quantify the number of years of experience. There was discussion about whether amounts for administrative fees should be quantified in dollars versus percentages. Also discussed was the effect of wait versus actual tow or work time.

City Manager Longoria suggested to the Council that staff will do a survey of other cities to see what kind of percentages they have applied to the contracts and report the finding of the survey to the City Council before the RFP scoring matrix is finalized.

The issue of equity was raised, Council inquired about ensuring that historically underutilized businesses be approached to ensure access to the City's procurement. City Manager Longoria assured the Council that the City is using the State-prescribed procurement process. He detailed the complexity of adopting and using a HUB-based policy as requiring very extensive study and cost to assess disparity in treatment as the basis for its need, use, and adoption. Council asked the City Manager to do what he can to ensure small businesses have the opportunity to compete in the procurement process in Leon Valley.

9. **Discussion of Chapter 6, "Health & Sanitation," Article 6.05, "Smoking Regulations." M&C # 11-06-11.** *This agenda item is to allow the City Council to receive a report from the Department of Community Development on a concern from a resident about enforcement of the City's Smoking Ordinance. (Flores)*

Community Development Director Flores reported to the Council that this complaint had been thoroughly checked. She answered the City Council's questions regarding the City's Smoking ordinance and regulations. Ms. Flores reported that smoke fumes and smell were determined to be unfounded during the incident investigation. The property manager, Greenblum Investments, installed a power vent at the expense of \$2,500 and engaged two third party contractors to report back regarding the complaint of smoke or the presence of nicotine in the air. The contractors reported that Bandera Bowling Alley's air quality was found to be acceptable and there was no nicotine present. It was noted that there are nine additional vented charcoal filters installed with regular maintenance. It was further noted that smoking is not allowed during family friendly hours from 8 a.m. to 7 p.m. Staff's recommendation of that the current smoking ordinance appears to be adequate and that no change to the smoking ordinance be made at this time unless so directed by the Council. The Council thanked Ms. Flores and her staff for their thorough work on this complaint. The Council did not direct any changes to the City's current Smoking Ordinance and regulations.

-  10. **Discussion for Future Consideration of Revisions to Chapter 3, "Signs," Article 3.04.013, "Temporary Signs." M&C # 11-07-11.** *This agenda item is to allow the City Council to receive a report and discuss the proposed temporary sign revisions as developed through the work of the ad-hoc Sign Committee. (Flores)*

Item

CITY COUNCIL MEETING OF THE CITY OF LEON VALLEY, TEXAS  
NOVEMBER 1, 2011

\*  
(Continued)

Community Development Director Flores detailed the history of this agenda item and how the revisions were studied and brought forth through the Council's ad-hoc committee. Council discussed the rubric and made some suggestions. Council discussed the need to educate the City's businesses of the proposed changes using the Business Owners and Managers Alliance (BOMA), the City of Leon Valley Economic Development Corporation, and the Leon Valley Area Chamber of Commerce. It was discussed that what is proposed seems to be a reasonable compromise between what was and what is proposed. There was some question about code enforcement of garage sale permits and signs placed too early or left out after the permitted sale time. It was suggested to change the Saturday 6 a.m. start time to Friday evening at 6 p.m. with Sunday at 8 p.m. being fine as the time to remove signs. The Council reached a consensus to leave holiday weekends as suggested. Staff agreed to make the recommended changes and bring the agenda item back to allow the Council to officially consider adopting the changes at a future meeting.

11. **Update on Progress of Town Center Project, M&C # 11-08-11.** *This agenda item is to allow the City Council to receive a status report from the City Manager regarding the progress of the work on the Town Center Project. (Longoria)*

City Manager Longoria reported that there was mediation meeting the week before. There is an Executive Session later this evening to report on the legal issues related to the ongoing Town Center Project work.

12. **City Manager's Report. (Longoria)**

- A. Informational Issues. City Manager Longoria asked the City Secretary to report on the upcoming Elections dates, times, and important events relating through the end of the Special Election for the Street Maintenance Sales Tax. City Secretary Willman noted important facets of the Special Election through the anticipated date of the Election Canvass on November 15.

Mr. Longoria also reported that over 200 pounds of drugs were turned in to the Police Department as part of the U.S. Drug Enforcement Administration's program to collect and dispose of outdated and unused narcotic medications. Mayor Riley noted that there is a program that residents may call for hazardous waste one time per year based on a countywide grant.

The City Manager announced the upcoming VIA-BRT (Bus Rapid Transit) Planning Workshop Meeting on Thursday, November 10 from 1 p.m. to 5 p.m.

Mr. Longoria introduced the next agenda item informing the Council that starting with the September 2011 approved meeting minutes of the Council's different boards, this will be a standing agenda item to encourage linkage between the work the boards do and the City Council. He indicated it is a furtherance of transparency and allows the community to remain current on the meetings of the various City boards and committees.

Mr. Longoria reported that the City Council has set a goal of completing the appointments process to the Economic Development Corporation by the

**AN ORDINANCE**

**AMENDING CHAPTER 3, "BUILDING REGULATIONS," ARTICLE 3.04, "SIGNS," SECTION 3.01.013, "TEMPORARY SIGNS**

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

**1. Chapter 3, "Building Regulations," Article 3.04, "Signs," Section 3.04.013, "Temporary Signs," is hereby amended to read as follows:**

**"Sec. Sec. 3.04.013 Temporary signs**

**Sec. 3.04.013 Temporary signs**

- (a) Permits are required for temporary signs.
- (b) Each business may be allowed a total of one (1) temporary sign per six (6) month period for a time period of up to thirty (30) days. A permit is required and must be obtained each time a sign is displayed. A seasonal business may apply for a variance to display temporary signs for up to 120 days in lieu of thirty (30) days per quarter.
- (c) A deposit is required for each temporary sign permit issued. The deposit will be returned at the expiration of the permit time period provided that the temporary sign has been moved within 24 hours of permit expiration.
- (d) Special event temporary signs may be allowed within the flyover area and Loop 410 without a permit for a planned group of temporary signs to advertise special events on a business property. Special event temporary signs shall be installed no earlier than Friday at 6:00 p.m. and shall be removed on Sunday by 8:00 p.m. If a federal holiday falls on either the Friday or Monday of that weekend, the signs may be installed and removed to include the holiday.
- (e) Maximum size for temporary sign banners is fifty (50) square feet for banner signs placed on the property and one hundred (100) square feet for banner signs attached to the building.
- (f) The following temporary signs are allowed:
  - (1) Banners. Banners must be wall mounted or attached with temporary stakes in the ground on the property. Banners must be kept in good condition and stakes firmly anchored so as to prevent dilapidation.
  - (2) Airborne signs. Hot or cold air balloons may be either attached to the building or

placed behind the property line. There are no size restrictions for hot or cold air balloons. Balloons shall be allowed only as a part of a special event temporary sign event and as specified. Balloons must be kept in good condition and firmly anchored so as to prevent dilapidation or from being astray.

(3) Grand opening signs. Grand opening signs shall be allowed under this section, except that such permit shall be valid for thirty (30) consecutive days and shall not be renewable. One permit will be issued for each building occupant per certificate of occupancy.

(4) Street banners. Nonprofit organizations may erect street banners across collector and arterial roadways. The dimensions of the banner will not exceed 4' x 36' (144 square feet).

(5) Temporary weekend signs.

(A) Time period. Temporary weekend signs are permitted from Friday 6:00 p.m. to Sunday at 8:00 p.m. Temporary signs including banners, airborne/balloon signs, grand opening signs and street banners shall not be displayed simultaneously with temporary weekend signs.

(i) If a federally recognized holiday falls on a Friday, then the signs are permitted from the preceding Thursday to the following Monday.

(ii) If a federally recognized holiday falls on a Monday, then the signs are permitted from Friday until the following Tuesday.

(B) Size. Signs shall not exceed 24" by 32" in size. Irregular shaped signs shall fit in a 24" by 32" rectangle; the total height shall not exceed 36" in height from ground level. Signs may be two-dimensional only and shall be of a nonreflective surface.

(C) Spacing between signs. A minimum of five feet (5') spacing must be maintained between each temporary weekend sign of different advertisers. The signs of each advertiser must be spaced so that no two (2) signs advertising the same good, service, product, business, political campaign, or particular piece of real property (for sale or lease) are closer than one hundred feet (100') from each other measured in a straight line.

(D) Location. Signs must be self-supporting and placed into the ground by a single stake.

(i) No temporary weekend sign shall be permitted on a utility pole, streetlight pole, sign pole, fence, tree or other man-made natural feature, wooden-frame or portable frame.

(ii) No sign may be placed closer than twenty-five feet (25') from a street intersection or median opening. Any temporary weekend sign determined to be in a location that

causes an immediate hazard to public safety will be immediately removed by the city.

(iii) Signs shall be no closer than three feet (3') from the edge of the sign to the street curb or, if no curb is present, to the edge of the pavement. Signs shall not encroach on either sidewalks or streets.

(iv) No signs shall be placed in island medians or esplanades.

(v) Except for political signs, no signs shall be placed further than three (3) miles from the location of the sale of the good, product, service, business or piece of real property being advertised.

(E) Permit.

(i) An annual permit fee, as stated in the schedule of fees in [appendix A](#) of this code, must be paid by the advertiser. Where an advertiser wishes to advertise multiple locations, a permit must be obtained for each location, subdivision location, or service location to be advertised by temporary weekend signs.

(ii) A temporary weekend sign shall not be placed on the right-of-way of a road or highway unless an annual temporary signs permit has been first obtained.

(F) Map of locations; placement on state roads prohibited. In addition to the payment of the appropriate fees, the advertiser shall provide an area map, drawn to scale, and listing the street and block number where the signs shall be placed. No temporary weekend sign shall be placed along the side of any road or highway belonging to the state department of transportation.

(Ordinance 06-034, sec. 1 (5.5), adopted 11/5/06)

#### **Sec. 3.04.014 Prohibited signs**

The following signs shall be prohibited in the city:

(1) Any sign constructed or located in such a manner that it is or becomes an immediate hazard or danger to persons or property because of being in an unsafe condition, or which obstructs any window, door, or fire escape of any building.

(2) Illegal signs or any other sign constructed after the enactment of this article which is not in compliance with the terms of this article.

(3) Illuminated, highly reflective signs or spotlights which hamper the vision of motorists or bicyclists.

(4) Any sign, banner or display placed on any public right-of-way, utility pole, traffic-control device, curb, sidewalk, post, pole, hydrant, bridge, tree, or other surface located

on, over, or across any public street or right-of-way (other than a government sign or allowed sign as per [section 3.04.011](#)).

- (5) Any banner placed on stakes on a property, unless otherwise permitted.
- (6) Portable signs. Any sign not permanently attached to the ground or other permanent structure, including those signs which may be transported to the site on wheels, on skids or on a truck; signs constructed as or converted to a T-frame sign; or umbrellas used for advertising purposes. Such sign, whether or not bolted or cemented to the ground, shall nonetheless be deemed to be a portable sign.
- (7) Signs which contain or are an imitation of an official traffic sign or signal, or which are of a size, location, movement, content, coloring, or manner of illumination which may be confused with or construed as a traffic-control device, or which may hide from view any traffic or street sign or signal.
- (8) Snipe/parasite signs.
- (9) Temporary signage, except as permitted in [section 3.04.013](#).
- (10) Vehicle signs. Signs placed on or affixed to vehicles and/or trailers that are parked on a public right-of-way, public property, or private property so as to be visible from a public right-of-way where the apparent purpose is to advertise a product, or direct people to a business or activity located on the same or nearby property, shall be prohibited. However, this is not intended in any way to prohibit signs placed on or affixed to vehicles and trailers where the sign is incidental to the primary use of the vehicle or trailer and where the vehicle is being operated in the normal course of business, is in operable condition, and carries a current and valid license plate and state inspection tag.
- (11) Any sign placed on a property without the permission of the property owner.

(Ordinance 06-034, sec. 1 (5.6), adopted 11/5/06)

- (12) Light emitting diode (LED) and static electronic digital display signs, except as allowed on-premises for freestanding, multitenant, window and door signs (only one per storefront) and government signs as regulated and defined in this article.

(Ordinance 08-025, sec. 1, adopted 6/17/08)

- (13) Wind-waver flags.
- (14) Portable or vehicle driven digital or LED signs.

### **Sec. 3.04.015 Address numbers required**

For the purposes of this article, address numbers attached to the front plane of a building

face and visible from the adjacent public right-of-way or private ingress/egress for the purpose of identifying the street address of the structure shall be considered a required sign. Such numbers shall be a minimum of four inches (4") in height, shall be of a color in distinct contrast to the color of the background, and shall be plainly visible from the adjacent public right-of-way or private ingress/egress. (Ordinance 06-034, sec. 1 (5.7), adopted 11/5/06)

### **Sec. 3.04.016 Signs exempt from permit requirements**

The following signs are exempt from permit requirements. In no case shall a sign be placed in a public right-of-way, as per [section 3.04.003\(c\)](#) of this article.

- (1) Required signs.
- (2) Construction signs. One construction sign per construction project, provided that such signs shall not exceed the sign area allowed for a temporary sign under [section 3.04.013](#). Construction signs shall be erected no more than five (5) days prior to the beginning of construction for which a valid building permit has been issued, shall be confined to the site of construction, and shall be removed within ten (10) days after completion or issuance of the certificate of occupancy.
- (3) Directional or instructional signs. Directional signs are designed to provide directions to pedestrian and vehicular traffic. Signs directing to entrances, exits and other non-business elements of a project shall be exempt from this article if they do not exceed four (4) square feet in area.
- (4) Flags. The flags, emblems or insignia of any nation, state, county, city, and religious [organization].
- (5) Garage sale signs. Signs pertaining to garage sales in R-1, R-2, R-4, or R-6 zoned property, not exceeding four (4) square feet, as long as they shall be removed by the agent or owner within twenty-four (24) hours after the sale. Garage sale signs shall not be placed in the right-of-way.
- (6) Governmental signs are exempt, provided that the sign substantially complies with the provisions of this article.
- (7) Residential signage. House numbers, nameplates and residential business signs not exceeding one (1) square foot in area for each residential building. Refer to [article 14.02](#) (zoning ordinance) of the city code for more information about home occupations.
- (8) Interior signs. Signs on the interior of buildings which are not visible from the exterior of the building.
- (9) Memorial plaques or building identification signs when cut into any masonry surface or inlaid so as to be part of the building or when constructed of other

noncombustible material, provided that such signs shall not exceed two (2) square feet.

(10) “No Trespassing” or “No Dumping” signs. “No Trespassing” or “No Dumping” signs not to exceed one and one-half (1-1/2) square feet in area per sign and not to exceed four (4) in number per lot, except that special permission may be obtained from the city for additional signs under proven special circumstances.

(11) Political and campaign signs. Political or campaign signs on behalf of candidates for public office or measures on election ballots provided that said signs are erected not earlier than sixty (60) days prior to said election and shall be removed within fifteen (15) days following said election.

(12) Public notices. Official notices posted by public officers or employees in the performance of their duties.

(13) Public utility signs. Temporary or permanent signs erected by companies or construction companies to warn of danger or hazardous conditions, including signs indicating the presence of underground cables, gas lines and similar devices.

(14) Real estate signs. One real estate “for sale” (including lease or rental) sign (single- or double-faced) on any lot or parcel zoned R-1, R-2, R-4, or R-6, provided such sign is located entirely within the property to which the sign applies, is not illuminated, does not exceed four (4) square feet in area, and is removed within ten (10) days after the sale, rental, or lease has been consummated. One (1) additional sign, as described above, is permitted where a parcel has in excess of three hundred feet (300') of frontage or fronts on two (2) streets.

(15) Permanent menu boards. Menu boards shall not count in the total sign area for the type of sign erected, provided that the menu board is designed specifically for drive-through ordering and does not exceed the sign area requirements for that sign type.

(16) Warning signs. Signs warning the public of the existence of danger, but containing no advertising material, of a size as may be necessary, to be removed upon subsidence of danger.

(17) Works of fine art.

**2. This ordinance shall become effective on and after its passage, approval, and publication, as prescribed by law.**

**PASSED and APPROVED** this the 6th day of December, 2011.

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Mayor

ATTEST:

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City Secretary

APPROVED AS TO FORM:

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City Attorney



# City of Leon Valley

Consider Revisions to Chapter 3,  
“Building Regulations,” Article 3.04  
“Signs,” Section 3.04.013,  
“Temporary Signs”

December 6, 2011



# Purpose

- Discuss the Consideration of Temporary Sign regulation revisions as submitted by the Sign Committee
- Recommendations provide for less temporary signage and longer duration between the time a permit is issued



# Comparison Table

## PROPOSED

## EXISTING

<p>Only one (1) temporary sign is allowed for 30 days per six (6) month period</p>	<p>Two (2) temporary signs are allowed for 30 days per quarter</p>
<p>Add exception for business in the flyover area and Loop 410 area to allow special event temporary signs from Saturday 6:00 a.m. to Sunday 8:00 p.m.</p>	<p>There are currently no exceptions for business under or near the flyover and Loop 410</p>



# Comparison Table

## PROPOSED

## EXISTING

<p>Temporary weekend signs may be displayed from Saturday 6:00 p.m. to Sunday 8:00 p.m.</p>	<p>Temporary weekend signs may be displayed from Friday 8:00 a.m. to Monday at 12:00 p.m.</p>
<p>Remove language pertaining to when signs are placed and picked up</p>	<p>Signs may not be either placed or picked up between the hours of 6:00 a.m. to 9:00 a.m. or from 4:00 p.m. to 7:00 p.m.</p>



# Comparison Table

PROPOSED

EXISTING

<p>Add clarity stating that no temporary weekend signage shall be permitted on <b>wood-frames</b> or <b>portable frames</b></p>	<p>No temporary weekend sign shall be permitted on a utility pole, streetlight pole, sign pole, fence, tree or other man-made or natural feature</p>
<p>Add <b>wind-waver flags and figures and portable or vehicle driven digital or LED signs</b> to the signs <u>prohibited</u> section</p>	<p>Not presently listed in sign code</p>



# Comparison Table

PROPOSED

EXISTING

<p>Add <b>state</b> to flag description and remove <b>logo or corporate flags</b></p>	<p>(4) Flags. The flags, emblems or insignia of any nation, county, city, religious [organization], logo or corporate flags</p>
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# Fiscal Impact

- None.
- Temporary Signs Fees Remain the same
  - Permit \$25
  - Deposit \$50



# Recommendation

- The Ad-Hoc Sign Committee recommends approval of the proposed temporary sign revisions.
- November 1<sup>st</sup> the City Council suggested additional revisions.



# City of Leon Valley

Consider Revisions to Chapter 3,  
“Building Regulations,” Article 3.04  
“Signs,” Section 3.04.013,  
“Temporary Signs”

December 6, 2011

**MAYOR AND COUNCIL COMMUNICATION**

DATE: December 6, 2011  
M&C # 12-09-11

**TO:** MAYOR AND CITY COUNCIL

**SUBJECT:** CONSIDER ACTION ON A RESOLUTION OF THE CITY OF LEON VALLEY AUTHORIZING THE FILING OF AN APPLICATION WITH THE SAN ANTONIO – BEXAR COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO) FY 2013-2016 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FUNDED THROUGH THE SURFACE TRANSPORTATION PROGRAM – METRO MOBILITY (STP-MM); AUTHORIZING THE CITY MANAGER TO ACT ON BEHALF OF THE CITY OF LEON VALLEY IN ALL MATTERS RELATED TO THE APPLICATION; AND PLEDGING THAT IF A GRANT IS RECEIVED THE CITY OF LEON VALLEY WILL COMPLY WITH THE GRANT REQUIREMENTS.

**PURPOSE**

To allow the City Council to consider approving a resolution authorizing the City Manager to file on the City's behalf, a grant application by the San Antonio – Bexar County Metropolitan Planning Organization (MPO) Fiscal Year (FY) 2013-2016 Transportation Improvement Program (TIP) funded through the Surface Transportation Program – Metro Mobility (STP-MM) for consideration for funding. The resolution also pledges the City of Leon Valley will comply with grant requirements, if the grant funding is received.

**RECOMMENDATION**

That the City Council approve the resolution as captioned above.

**S.E.E IMPACT**

**Social Equity** – The City of Leon Valley's commitment to social equity is demonstrated through its continued efforts to promote a superior quality of life through the provision of recreational and superb infrastructure. Utilizing public funding for a hike and bike trail linkage would benefit residents and other community members. This will also provide linkage between other infrastructural improvements in the City of Leon Valley and the City of San Antonio's Leon Creek Greenway Trail System.

**Economic Development** – The City of Leon Valley's commitment to exhibiting a distinctive and welcoming identity throughout the community would be greatly enhanced with a hike and bike trail system affording pedestrian friendly and people-powered connectivity.

**Environmental Stewardship** – Healthy, sustainable, and viable cities plan for multiple means of transportation including opportunities for walking and biking. Obtaining and complying with grant funding for recreational, transportation, and linkage to other jurisdictional trail systems is a demonstration of the City of Leon Valley's commitment to environmental stewardship.

**FISCAL IMPACT**

Not applicable.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

\_\_\_\_\_  
Janie Willman, City Secretary

RESOLUTION

**A RESOLUTION OF THE CITY OF LEON VALLEY AUTHORIZING THE FILING OF AN APPLICATION WITH THE SAN ANTONIO-BEXAR COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO) FY 2013-2016 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FUNDED THROUGH THE SURFACE TRANSPORTATION PROGRAM-METRO MOBILITY (STP-MM); AUTHORIZING THE CITY MANAGER TO ACT ON BEHALF OF THE CITY OF LEON VALLEY IN ALL MATTERS RELATED TO THE APPLICATION; AND PLEDGING THAT IF A GRANT IS RECEIVED THE CITY OF LEON VALLEY WILL COMPLY WITH THE GRANT REQUIREMENTS.**

**WHEREAS**, The San Antonio-Bexar County Metropolitan Planning Organization (MPO) has issued a call for projects for the FY 2013-2016 Transportation Improvement Program-Metro Mobility, and

**WHEREAS**, the City of Leon Valley is a city with limited financial resources and desires to construct a hike and bike trail along the Huebner Creek corridor to provide access for recreation and transportation and linkage to San Antonio's Leon Creek Greenway Trail System; and

**WHEREAS**, the City of Leon Valley is determined to support community development projects that leverage state funds with other public and private resources, including coordinated efforts involving other programs targeting community development; and

**WHEREAS**, the City of Leon Valley will commit as it's local match 20% of the overall project cost. In addition, the City of Leon Valley will comply with the grant requirements and other federal and state law:

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

1. The City Manager of the City Leon Valley, Texas is authorized to submit an application with the San Antonio-Bexar County Metropolitan Planning Organization FY 2013-2016 Transportation Improvement Program that is funded through the Surface Transportation Program-Metro Mobility Program.
2. The City of Leon Valley's local match will be 20% of the overall project cost.
3. The City of Leon Valley will continue its commitment toward strategic community development for the citizens of Leon Valley and the region.

**PASSED** and **APPROVED** this 6<sup>th</sup> day of December, 2011.

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

ATTEST:

\_\_\_\_\_  
Janie Willman, City Secretary



San Antonio-Bexar County Metropolitan Planning Organization  
 FY 2013-2016 Transportation Improvement Program  
 Surface Transportation Program - Metro Mobility Funding  
 Project Submittal Form

Please complete the shaded portions only:

Submitting agency:	<b>City of Leon Valley</b>		
Project name:	<b>Huebner Creek Greenway Hike &amp; Bike Trail</b>		
Limits from:	<b>City of San Antonio Proposed Crystal Hills Park</b>		
Limits to:	<b>City of Leon Valley Raymond Rimkus Park--Evers Road</b>		
Description of work:	<b>Construction of a hike and bike trail along the Huebner Creek corridor to provide access for transportation, recreation and linkage to San Antonio's Leon Creek Greenway Trail System.</b>		
Project length:	1.60 Miles	Feet	
Roadway functional classification:	<b>Bicycle/Pedestrian Project</b>		
City of San Antonio Major Thoroughfare Plan Roadway Classification:	<b>n/a</b>		
Project justification:	This project is needed to enhanced linkage between our community's parks/greenways, neighborhoods, schools, retail and other regional destinations. The project will be a vital component of our transportation infrastructure that can provide a transportation option that allows people who live and work in this area to connect housing to jobs, reduce transportation cost and provide safer travel conditions for pedestrians, bicyclists and motorists.		
Agency overall priority:	# 1	Agency category priority:	# 1
Project construction cost from itemized cost estimate (in 2011 dollars):	<b>\$933,000</b>		
Year 2015 Cost		Year 2016 Cost	
Construction:	\$1,091,478	Construction:	\$1,135,137
Federal Amount:	\$873,182	Federal Amount:	\$908,110
Local Match (req'd):	\$218,296	Local Match (req'd):	\$227,027
Over Match:	\$0	Over Match:	\$0
Programmed Amt:	\$1,091,478	Programmed Amt:	\$1,135,137
Max Allowable Cost:	\$1,320,688	Max Allowable Cost:	\$1,373,516
Local match source:	General Fund	Over match source:	n/a
Bicycle component costs:	\$606,450	Traffic count:	n/a
Pedestrian component costs:	\$326,550	Traffic count year:	n/a
Known environmental issues:	<b>There are no environmental issues identified in the area.</b>		
Known drainage issues and requirements:	<b>See Tab Two for description of drainage project within our project boundary.</b>		

Submittal of this form indicates a commitment to let the project in FY 2015 or FY 2016 if funded. Please include a project location map with adjacent land uses shown, a typical cross section, an itemized project cost estimate, and commitment of local match (and over match, if appropriate) with this submittal form.



MAYOR AND COUNCIL COMMUNICATION

DATE: December 6, 2011  
M&C # 12-10-11

**TO:** MAYOR AND CITY COUNCIL

**SUBJECT:** UPDATE ON THE PROCESS TO OBTAIN A PROVIDER FOR TOWING SERVICES FOR THE CITY OF LEON VALLEY

**PURPOSE**

This discussion item is to update the City Council on the progress of the process as it evolves to include the City Council’s input in relation to the administrative fee. Staff is proposing a \$15 per tow administrative fee. This fee will be included in the Request for Proposal (RFP) as a condition of the contract and therefore will not be included in the scoring criteria.

During previous City Council meetings, the Council has been briefed on the details of the process to select a towing provider, the elements and criteria involved in seeking and evaluating the RFP’s, and the scoring criteria that will be used to evaluate the RFP’s received.

**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**

**Towing Proposals Administrative  
Fee**

**Tuesday, December 6, 2011**



# Administrative Fee- Other Cities

<b><i>Alamo Heights</i></b>	10% plus \$20 administrative fee
<b><i>Balcones Heights</i></b>	\$200 for first day, \$20 each subsequent day, all proceeds if vehicle auctioned
<b><i>Castle Hills</i></b>	20% of wrecker bill, 20% of storage bill, and 20% if vehicle sold at auction
<b><i>Converse</i></b>	\$10.00 per vehicle
<b><i>Helotes</i></b>	\$25.00
<b><i>Kirby</i></b>	None
<b><i>Olmos Park</i></b>	\$25.00 per vehicle
<b><i>San Antonio</i></b>	\$6.00
<b><i>Universal City</i></b>	\$10.00 per vehicle
<b><i>Windcrest</i></b>	None
<b><i>Sequin</i></b>	None
<b><i>New Braunfels</i></b>	\$10 if car is sold at auction - no fees collected on wrecker or storage charges

***No Response***

***Live Oak***

***Schertz***

***Terrill Hills***



# Leon Valley Administrative Fee/Contract Duration

- \$15 per vehicle
  - Evaluated annually
    - Increase tied to Consumer Price Index (CPI)
      - Will not decrease
- Contract Duration
  - 5 years with an option to renew for up to 5 additional years



# Proposed Next Steps

- Compile Request for Proposal (RFP)
- 30 day solicitation process for RFP
  - January 9, 2012 to February 9, 2012
- Pre-proposal conference
  - January 17, 2012



# Proposed Next Steps - Continued

- Review and evaluate RFP's
- Present scoring matrix to City Council
  - February 21, 2012
- Contract commencement
  - April 1, 2012



# Discussion

- Comments
- Questions

## CITY OF LEON VALLEY TOWING PROPOSALS

Max. Points	Scoring Criteria - 100 Points	Points awarded			
		Company A	Company B	Company C	Company D
	<b>Company Qualifications - 40 Points</b>				
<b>10</b>	Minimum number of light duty vehicles available to Leon Valley 1 point for every light duty vehicle available to Leon Valley for a maximum of 10 points				
<b>5</b>	Minimum number of medium duty vehicles available to Leon Valley 1 point for every medium duty vehicle available to Leon Valley for a maximum of 5 points				
<b>3</b>	Minimum number of heavy duty vehicles available to Leon Valley 1 point of every heavy duty vehicle available to Leon Valley for a maximum of 3 points				
<b>10</b>	Company Location (proximity to Leon Valley) 10 points-Within Leon Valley 5 points-Within three (3) miles of any point of the City limits of Leon Valley 2 point-Within five (5) miles of any point of the City limits of Leon Valley				
<b>6</b>	Number of governmental entities your company has a contractual relationship with 6 points-Greater than seven (7) 3 points-Three (3) to seven (7) 1 point-Less than three (3)				
<b>6</b>	Number of years your company has been in business (If joint venture only 1 company gets points) 6 points-Greater than ten (10) 3 points-Five (5) to ten (10) 1 point-Less than five (5)				
	<b>TOTAL COMPANY QUALIFICATIONS POINTS AWARDED</b>				

Max. Points	Scoring Criteria - Continued	Points awarded			
		Company A	Company B	Company C	Company D
	<b>Driver Qualifications - 15 Points</b>				
<b>10</b>	Drivers with an IMTP 10 points-At least 90% of drivers with IMTP that are available to Leon Valley 8 points-At least 80% of drivers with IMTP that are available to Leon Valley 4 points-At least 70% of drivers have IMTP that are available to Leon Valley 2 points-At least 50% of drivers have IMTP that are available to Leon Valley				
<b>5</b>	Drivers with additional training specific for vehicle recovery (other than required for IMTP) If at least 50% of the drivers available to Leon Valley have document training in the following: 2 points- First Aid training 3 points-Vehicle Recovery (Other than required by the IMTP)				
	<b>TOTAL DRIVER QUALIFICATIONS POINTS AWARDED</b>				
	<b>Additional Services - 10 Points</b>				
<b>5</b>	No-Charge to tow City vehicles/ChangeTires/Jumpstart Vehicles				
<b>5</b>	Available to respond for road cleanup only (no charge)				
	<b>Other -10 Points</b>				
<b>10</b>	Location of storage facility (proximity to Leon Valley) 10 points-Within Leon Valley 5 points-Within three (3) miles of any point of the City limits of Leon Valley 2 point-Within five (5) miles of any point of the City limits of Leon Valley				
	<b>TOTAL OTHER POINTS AWARDED</b>				

Max. Points	Scoring Criteria - Continued	Points awarded			
		Company A	Company B	Company C	Company D
	<b>Accident Scenarios - 10 Points</b>				
	<i>An 18-wheeler caught fire on Bandera Road, burned the cab portion and most of the support beams for the trailer, and also spilled 15,000 of household goods.</i>				
10	Does your company have the in-house resources to respond and managed the scene? Yes No				
4	If no, does your company have a written agreement(s) with other companies to assist in your response? Yes No				
2	If written agreements are in place, will the company(s) have a 30 minute response time? Yes No				
	<b>TOTAL ACCIDENT SCENARIOS POINTS AWARDED</b>				
	<b>Pricing - 15 Points</b>				
	Pricing will be evaluated only after the company's ability to provide the best overall service to the City has been evaluated. Points will be awarded from a 5 to a 1 with 5 being the lowest price.				
5	<b><u>Light Duty Tow</u> -is defined as including but not limited to the following; passenger vehicles, light pickup trucks, motorcycles, and sport utility vehicles.</b> Based on a Light Duty Flat Tow from Bandera and Wurzbach to the Companies storage facility, what would the price charged be \$				
5	<b><u>Medium Duty Tow</u> -is defined as including but not limited to the following; delivery vehicles, class C motor homes, and towed travel trailers less than 28 feet.</b> Based on a Medium Duty Flat Tow from Bandera and Wurzbach to the Companies storage facility, what would the price charged be \$				
5	<b><u>Heavy Duty Tow</u> -is defined as including but not limited to the following; over the road truck tractor, class A motor homes, and travel trailers more than 28 feet.</b> Based on a Heavy Duty Flat Tow from Bandera and Wurzbach to the Companies storage facility, what would the price charged be \$				
	<b>TOTAL PRICING POINTS AWARDED</b>				
	<b>GRAND TOTAL POINTS</b>				

**MAYOR AND COUNCIL COMMUNICATION**

DATE: December 6, 2011  
M&C # 12-11-11

**TO:** MAYOR AND CITY COUNCIL

**SUBJECT:** DISCUSS AND CONSIDER DETAILS RELATED TO THE UPCOMING TOWN HALL MEETING PROPOSED FOR SATURDAY, JANUARY 28, 2012.

**PURPOSE**

To allow the City Council to determine any additional topics as Council Members may deem necessary to be added to the draft agenda for the proposed Town Hall Meeting of January 28, 2012.

The City Council may also consider whether to have a special meeting the day before the Town Hall Meeting to practice a timetable for the presentations and the length of the event.

Topics recommended for the draft agenda include:

Capital Improvement Project  
Beautification of Bandera Road  
Economic Development

- Planning & Strategy
  - Town Center
  - Fiesta Dodge
  - Layout process for developing Economic Development Plan
- Transportation Issues
- Other Infrastructure
  - Drainage / Hike & Bike Trails
- Other Ideas

**RECOMMENDATION**

That the City Council determine any additional topics as Council Members may deem necessary to be added to the draft agenda for the proposed Town Hall Meeting of January 28, 2012 and set a time for beginning and ending the meeting.

**S.E.E IMPACT**

**Social Equity** – Establishing and maintaining a community dialogue with the resident and business stakeholders will promote and demonstrate a superior quality of life through the continued consideration of providing outstanding public safety services, high quality educational, recreational, historical, and cultural amenities and superb infrastructure. Hosting an annual Town Hall Meeting is the City Council's commitment to encouraging collaborative participation by its residents, businesses, and stakeholders.

**Economic Development** – Part of the ongoing planning that arises out of the community dialogue is how to encourage and provide a diverse and versatile business environment that supports a healthy economy.

**Environmental Stewardship** – Healthy, sustainable, and viable cities plan for their future growth including a clear demonstration and commitment to environmental stewardship as part of its annual review and community dialogue in a Town Hall Meeting.

**FISCAL IMPACT**

Not applicable.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_

ATTEST:

\_\_\_\_\_

Janie Willman, City Secretary

**MAYOR AND COUNCIL COMMUNICATION**

**DATE: December 6, 2011  
M&C: # 12-12-11**

**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

**CITY OF LEON VALLEY  
MINUTES OF THE MEETING OF THE  
COMMUNITY EVENTS COMMITTEE**

**October 19, 2011**

The meeting of the Community Events Committee convened at 6:43p.m. on Wednesday at the Leon Valley City Hall Conference Room, 6400 El Verde Road, Leon Valley, Texas 78238.

**I. ROLL CALL**

Present were Chairman Carlos Vera and members, Celia Ramirez, Larry Schaeff, and Bobbie Schaeff and Darcy Vera. Also present was Sylvia T. Gomez, Administrative and Staff Liaison.

**II. APPROVAL OF MINUTES**

Chairman Carlos Vera made a motion to approve the minutes of September 28, 2011 and member Bobbie Schaeff seconded the motion. The committee then moved to accept the meeting minutes of September 28, 2011 as read.

**III. NEW BUSINESS**

The Leon Valley Community Events Committee discussed the Holiday Events for December, 2011

December 1 – Thursday - 9:00 am – 11:00 am - Holiday Decoration / Community Center

December 5 - Monday - 6:30 pm- 8:30 pm - Holiday Tree Lighting/Chorus and Santa Clause

Sylvia T. Gomez, Staff Liaison will contact the Schools for Music. She will also get in touch with Walter Geraghty for the name of our Santa Clause. Sylvia will look for bigger Candy Canes to buy This year at Sams.

December 11 – Sunday - 2:30 pm-4:00 pm - Holiday Concert

December 29 – Thursday - 9:00 am-10:00am - Take Christmas Decorations down

We will notify Fire Chief – Stan Irwin to run Audio for us. It was suggested that a Police Car drive in With Santa Clause. Need to advertise the Concert in the Lions Roar and at Library Sign.

**OTHER BUSINESS**

We will have the NISD Los Leones Art Show and Sale in March 30 and March 31, 2012.  
Xeriscape/Beautification Event might be replaced with Taste of Leon Valley.

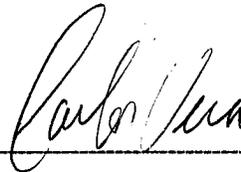
Election of Officers for Community Events Committee will be November 16, 2011. Running for  
Chairman – Carlos Vera, for Secretary – Celia Ramirez.

Next meeting will be November 16, 2011

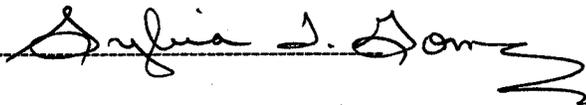
ADJOURN

A motion to adjourn was made by Darcy Vera and seconded by Larry Scheff. The meeting  
adjourned at 7:28 p.m.

CHAIR

Handwritten signature of Carlos Vera in cursive script, written over a horizontal dashed line.

STAFF

Handwritten signature of Celia Ramirez in cursive script, written over a horizontal dashed line.

**Earthwise Living Committee Meeting  
City of Leon Valley**

Date: Tuesday, October 11, 2011  
Time: 6:00 PM  
Location: Leon Valley Public Works, 6427 Evers, Leon Valley, TX 78238  
Staff Liaison: Valerie Siat  
Members Present: Thomas Benavides, Rita Burnside, Jean Johnson, Sandra Keller, Mary Key, Andrea Nocito, Brenda Sarmiento, and Sharon Wyeth (new member)  
Members Absent: Erica Alamarez, Tom Kusiak, Gene Marck, Shirley Owen, Susan Price, Chris Riley, and Marty Tome  
Visitor: Alen Isak

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

- Meeting called to order at 6:00PM and Quorum was met.
- Meeting Minutes from September 13, 2011 accepted.

**2. Status of Storage Shed and Rain Barrel Installation.**

- Storage Shed built behind Public Works and the Rain Barrel has been installed at the Community Garden Shed.

**3. Earthwise Living Day 2012.**

- February 25, 2012

**4. Discuss Budget; purchase of Camel Back display banner.**

- \$4,000.00 beginning budget.
- Valerie provided a specification sheet with prices from Camel Back Displays Inc. She will price out other companies for the small double sided banner (with EWL logo & wording "Earthwise Living Event").

**5. Discuss the draft flyer; Collection Drives.**

- Will include cork, clothing, computer /electronic recycling information and book donations for the L.V. Library.

**6. Review and discuss sponsor/booth list.**

- Reviewed list from last year to evaluate appropriate EWL agenda/theme and made adjustments. Results are as follows:
  - Categorize sponsors/holders of booths (i.e., energy, water, plants, etc.).
  - Reduce EWL committee booth (too many tables).
  - Check with VIA to see if they have a Natural Gas vehicle verses the Diesel.
  - Check with American Textile Recycling (Jonathan Vela) to see if they can move their collection box (located by the Fire Department) to the grounds at EWL Day (just for the day).
  - To make room for new prospective sponsors, eliminate some that do not apply under the theme umbrella.

**7. Appoint groups for Publicity, Door Prizes, Food Vendors, Volunteers, Sheet Murals for students, Speakers, Specialty guests (i.e. Smart Cars, Education Bus).**

- Committee members are signed up as follows:

<u>Speakers</u>	<u>Volunteers</u>	<u>Door Prizes</u>	<u>Sheet Murals</u>	<u>Publicity</u>	<u>Specialty Guests</u>
Andrea	Jean	Mary	N/A	Will ask Chris	
Sharon		Tom			
Rita (Stage Managing)		Sandra			

Food Vendors  
Will ask Gene

**8. Discuss Perspective Speakers.**

- Andrea recommended that we might ask our primary sponsors if they would be interested to provide a speaker, or do a presentation.

**9. Lions Roar Article due for next meeting, November 8<sup>th</sup> for December release.**

- Valerie, Brenda and Andrea have Christmas tips available to submit for review at our next meeting and due 11/28.

**Earthwise Living Committee Meeting  
City of Leon Valley**

**10. Volunteers for November 12<sup>th</sup> Arbor Day/Texas Recycles Day sign up.**

- Rita and Andrea did two educational outreach programs during the summer at the Great Northwest Garden Club during the summer months. They were very well received and did an Outstanding Job!

- Volunteers & time available for November 12<sup>th</sup> Texas Recycles Day are as follows:

- Valerie (all day)
- Rita (8:30-9:30)
- Jean (8:30-9:30)
- Sharon (10:00-12:00)
- Brenda (anytime)

**11. Adjourn.**

- Meeting adjourned at 7:20PM

- Next meeting will be on Tuesday, November 8, 2011 (6:00PM), at Leon Valley Public Works, 6427 Evers, Leon Valley, TX 78238.

  
\_\_\_\_\_  
Chairwomen or Secretary

  
\_\_\_\_\_  
Staff Liaison

## Approved Minutes

### Leon Valley Public Library Board of Trustees

Meeting October 10, 2011 7:00pm at the Library

The meeting was called to order by Chairman Bellows at 7:04pm. Those present were: Chairman Bellows, Carol Poss, Barbara Owens, Shirley Loban, Dr. Horace Staph, Peggy Proffitt, and Library Director Joyce M. Trent. A quorum is present.

Minutes of the meeting of September 12, 2011 were read and corrected to read "The event raised \$1323.00 after expenses." (the middle of the page) Minutes were approved as corrected.

### Discussion Agenda

#### Children's Wing Expansion Status

Librarian Trent reported that during the City Council meeting of October 3, 2011 the contract for design services with the Architect of record for the Children's Wing, Richard Mogas & Associates was presented for Council approval by Trent. After some discussion the signing of the contract was approved following review by City Attorney McKamie. Librarian Trent will be advised when the contract has been signed by the City Manager.

#### Library Director's Report

Librarian Trent reported that upcoming vacations by two full time staff members (not at the same time) will present a logistical nightmare for remaining staff and volunteers. It will be difficult to cover all public service hours, but with the help of dedicated volunteers and part-time workers the schedule will be covered.

September 2011 Statistical Report was made available to Board members. It was noted that September is the final month of the fiscal year and a yearly statistical report will be available next month.

National Night Out 2011, October 4<sup>th</sup>, was celebrated at the Library with an emphasis on overdue materials and the fact that keeping of library materials beyond their due date is in fact, theft of City Property and may be prosecuted as such. Posters and information about the numbers of items overdue, their value and the importance of their retrieval were visible in the Library. The months of November and December are designated, with City Council authorization as "Food for Fines" months at LVPL. Letters will be mailed to all users with significantly overdue items requesting the immediate return of the items, along with canned food items in lieu of fine money. Healthy snacks were served from 5:00pm – 8:00pm.

#### Friends of the Library Report

Friends President Carol Poss reported that the First Saturday Book Sale for October raised approximately \$80.00. It was also reported that the correct amount for the Fundraising Dinner was \$1323.00. It was announced that Waste Management gave Mayor Riley 2 Dallas Cowboy "Ring of Honor" suite tickets for the New York Giants vs Dallas Cowboys game on December 12, 2011. Mayor Riley decided the Friend's Children's Wing Project was a worthy beneficiary of any funds the sale/raffle of the tickets might raise. It is to be decided how best to market these tickets in order to raise the most possible amount for the Building Fund. There was some discussion on the possibility of using online sales/bidding/raffle to reach the widest possible audience. Friends efforts to sell collectible/unique books on E-Bay was not successful due to the time, research

and effort that this mode of commerce involves. It was agreed that on-line may be the best method to reach a wider audience for the football tickets. Librarian Trent and Carol Poss will investigate this further. The Cowboys tickets are unique and quite valuable; thus it is hoped their sale will generate a nice sum for the building fund.

Upcoming Agenda items were discussed with the Children's Wing Project and Breakfast with Santa, primary items on the horizon for next month's Board Agenda.

Announcements: Board members are reminded to plan for Breakfast with Santa on Saturday Dec. 3<sup>rd</sup>. Items are still needed for the Silent Auction and members should plan to attend the event.

There being no further business, Shirley Loban moved to adjourn the meeting, Barbara Owens seconded the motion. Motion passed, meeting adjourned at 8:05pm.



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

**October 25, 2011**

The regular meeting of the Leon Valley Zoning Commission convened at 6:30 p.m. on Tuesday, October 25, 2011, in City Council Chambers at 6400 El Verde Road, Leon Valley, Texas.

**I. ROLL CALL**

Present were Chairman Guerra III, Vice-Chair Wendy Phelps, 2<sup>nd</sup> Vice-Chair Olen Yarnell, and Members Hal Burnside, Pedro Esquivel and Mike Davis Jr., and Alternate Members Linda Geraghty, and Phyllis McMillan. Absent and properly excused were Member Rich Braune and Alternate Member Carmen Sanchez. Also present was Kristie Flores, Director of Community Development, acting as recording secretary.

**II. APPROVAL OF MINUTES – September 27, 2011**

Second Vice-Chair Yarnell made a motion to approve the minutes as written. Commissioner Pedro Esquivel seconded the motion and the motion passed unanimously by voice vote.

**III. Zoning Commission Workshop**

Staff presented a 45-minute presentation of the: *Basic Roles and Responsibilities of the Zoning Commission, Meeting Protocol and Process, Zoning Applications and Zoning Tools.*

City Attorney Mick McKamie addressed the Commission for a *Question and Answer* session. Mr. McKamie elaborated on conflict of interest, walking quorums, and cautioned regarding emails between Commission members.

**IV. Summary Discussion of the Master Plan Revisions to Begin in January 2012**

Staff addressed the Zoning Commission and noted the Master Plan revision would consist of review internal staff revisions, individual neighborhood considerations with public hearing and invitations for each neighborhood, and review and amendments of the commercial corridors.

Staff noted that the Master Plan Matrix assignments would be given to the Zoning Commission at the next available meeting.

**V. Executive Session in Accordance with the Texas Local Government Codes**

There was neither item, nor action necessary for this session.

**VI. ADJOURN**

Member Pedro Esquivel made a motion to adjourn, seconded by Hal Burnside. The motion carried by voice vote and the meeting was adjourned at 7:35 p.m.

A handwritten signature in blue ink, appearing to read "Guerra III", is written over a horizontal line.

**CHAIRMAN**

A handwritten signature in blue ink, appearing to read "Kristie Flores", is written over a horizontal line.

**STAFF**