

NOTICE OF PUBLIC MEETINGS

AGENDA

LEON VALLEY CITY COUNCIL MEETINGS

TUESDAY, OCTOBER 16, 2012, 4:00 P.M.
LEON VALLEY CITY HALL, CITY COUNCIL CHAMBERS
6400 EL VERDE ROAD, LEON VALLEY, TEXAS 78238

SPECIAL MEETING OF THE CITY OF LEON VALLEY CITY COUNCIL, 4:00 P.M.

1. Call the City of Leon Valley Special City Council Meeting to Order, and Determine a Quorum is Present. (Mayor Riley)
 2. Executive Session in Accordance with the Texas Government Code.
 - A. The City Council of the City of Leon Valley Will Convene in Executive Session, Pursuant to Section 551.074, Personnel Matters, to Deliberate the Duties and Responsibilities of Public Officers and to Conduct Interviews with Prospective City Attorney Candidates Related to Awarding the Contract for City Attorney and Legal Services, M&C # 10-07-12.
 - 1) Akers & Bouleware-Wells, LLP, Attorneys at Law
 - 2) Denton, Navarro, Rocha & Bernal, P.C.
 - 3) McKamie-Krueger, LLP.
 - B. The City Council of the City of Leon Valley Will Reconvene into Open Session and Take Any Possible Actions Resulting from the Executive Sessions Including Providing Direction to the City Manager Based on the City Council's Findings in and arising out of Executive Session.
 3. Adjourn.
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REGULAR MEETING OF THE CITY OF LEON VALLEY CITY COUNCIL, 7 P.M.

1. Call the City of Leon Valley Special City Council Meeting to Order, Determine a Quorum is Present, and Pledge of Allegiance. (Mayor Riley)
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.

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

Consent Agenda

3. **Consider Approval of the Meeting Minutes of the following City Council Meetings:**
 - A. **Special City Council Meeting of September 27, 2012**
 - B. **Special and Regular City Council Meetings of October 1, 2012**
 - C. **Special City Council Meeting of October 2, 2012 (National Night Out Events)**

This agenda item will allow the City Council to consider the draft minutes of the above enumerated meetings.
4. **Consider Approval of Annual Investment Report for the Fiscal Year Ended September 30, 2012, M&C # 10-08-12.** *This agenda item will allow the City Council to formally receive and approve the Annual Investment Report for the Fiscal Year Ended September 30, 2012 in keeping with City of Leon Valley's currently adopted Investment Policy. (Vickie Wallace)*
5. **Consider Approval of the Annual Review and Adoption of the City of Leon Valley's Investment Policy, as Presented, Without Revisions to the Current Policy, M&C # 10-09-12.** *This agenda item will allow the City Council to review and adopt the City of Leon Valley's Investment Policy which is being presented without revisions as there have been no legislative or investment strategy changes and is in keeping with the Public Funds Investment Act of 1987 (PFIA), which established the rules and regulations for governmental entities to follow for the proper investment of public monies. (Vickie Wallace)*
6. **Consider Action on M&C # 10-10-12, Approving Quarterly Investment Report for the Period of July 1, 2012 through September 30, 2012.** *This agenda item will allow the City Council to formally receive and approve the Quarterly Investment Report for the period of July 1, 2012 through September 30, 2012. (Vickie Wallace)*
7. **Consider Action on an Ordinance Amending the Leon Valley Code of Ordinances, Appendix A, "Fee Schedule," Article A2.000, "Administrative Fees," Section A2.004(c), "Community Center Fees-Cleaning Fee," and Section A2.005(a), "Conference Center Rental Fees-Rental, Cleaning and Security Service Fees Chart," to Amend the Cleaning Fee for Both Centers, M&C # 10-11-12.** *This agenda item will allow the City Council to consider action on an ordinance which would amend the Leon Valley Code of Ordinances by amending the fee schedule reflecting the increases for cleaning and security services related to rentals of the Conference and Community Centers to allow the City of Leon Valley to pass along increases required and formulated into the adopted current fiscal year budget. (Flores)*

Regular Agenda

8. **Consider Authorizing the City Manager, by Ordinance, to Select and to Negotiate the Municipal Facility Design Service Contract with the Architecture Firm of O'Neill Conrad Oppelt Architects, Inc. (OCO Architects), to Provide Services for Projects Identified in the May 2012 Bond Election, M&C # 10-12-12.** *This agenda item will allow the City Council to consider taking action on an ordinance authorizing the City Manager to select and to negotiate the municipal facility design service contract with an architecture firm, O'Neill Conrad Oppelt Architects, Inc. (OCO Architects), to provide services for the projects identified in the May 2012 Bond Election in ranking order as recommended by the Selection Review Committee, dependent on the outcome of optimal services offered at most advantageous pricing as determined during the negotiation process. (Longoria)*

9. **Consider Authorizing the City Manager, by Ordinance, to Enter into a Development Agreement with SRS Real Estate Partners for the Development of Approximately 13.3 Acres Located at 6300 and 6320 Bandera Road, the Former Fiesta Dodge Property, M&C # 10-13-12.** *This agenda item will allow the City Council to consider taking action on an ordinance authorizing the City Manager to enter into a development agreement with SRS Real Estate Partners for approximately 13.3 acres located at 6300 and 6320 Bandera Road, the former Fiesta Dodge Property. (Mora)*
10. **Consider Authorizing the City Manager, by Ordinance, to Amend the Contract for Services with Halff Associates Related to the Enhancement of the Bandera Road Corridor to Include Additional Funding Not to Exceed \$49,850 from the Community Infrastructure and Economic Development (CIED) Funds Awarded to the City of Leon Valley by CPS Energy, M&C # 10-14-12.** *This agenda item will allow the City Council to consider taking action on an ordinance authorizing the City Manager to amend the contract for services with Halff Associates related to the enhancement of the Bandera Road Corridor in the City of Leon Valley to include additional funding not to exceed \$49,850 from the CIED Funds awarded to the City of Leon Valley by CPS Energy. (Flores & Longoria)*

Discussion Agenda

11. **City Manager's Report. (Longoria)**
 - A. **Informational updates, as may be required.**
 - B. **Attorney General Opinion No. GA-0957 (2012), discussion and update.** *This agenda item will allow the City Council to discuss and receive an update based on the recently-issued Attorney General's Opinion about city council and other city board, commissions, and/or committees attending meetings in numbers that may constitute quorums without a separate or duplicate agenda posting subject to the Texas Open Meetings Act.*
 - C. **Monthly Departmental Reports.**
 - D. **Approved Minutes of City-Affiliated Boards, Committees, and Commissions.** *This agenda item will allow the City Council to review the work of City-affiliated boards, committees, and commissions through the publication of approved meeting minutes on an ongoing basis.*
 - (1) **Leon Valley 2012 Bond Oversight Committee Meeting Minutes** of July 26, 2012, August 30, 2012 and September 13, 2012.
 - (2) **Leon Valley Park Commission Meeting Minutes** of May 14, 2012, June 11, 2012, July 9, 2012, and August 13, 2012.
 - E. **Future Agenda Items**
 - (1) Special Joint City Council / Leon Valley Historical Society Meeting, Discussion of City Policy Regarding the Natural Area, Friday, November 2, 2012, at 9:00 a.m., City Council Chambers.
 - (2) Consideration of Bid Award to Crownhill Builders for the Leon Valley Public Library Children's Wing, November 5, 2012.
 - (3) Consider Resolution to Reschedule City Council Meetings in January 2013 from 1st and 3rd Tuesdays to 2nd and 4th Tuesdays due to New Year Holiday and holiday transition, November 5, 2012.

- (4) Consider Approval of Solid Waste Contract as Authorized by the City Council, December, 2012.
- (5) Executive Session Interviews and Possible Appointment of LVEDC Board Member in Place 6, November - December, 2012.
- (6) Consideration of a Service Provider for Construction Manager at Risk for the Municipal Facilities Improvement Project, January, 2013.
- (7) Texas Department of Transportation Presentation on Super Street Model.
- (8) Staff Update / Presentation on the Progress of the Sun Setting Process for the City of Leon Valley's Boards, Committees, and Commissions.
- (9) Economic Development Project Related to El Sol & The Kinman House; Lease Agreement and Consideration of Approving Financial Incentives in Excess of \$10,000.

12. Citizens to be Heard.

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.

October 19, 2012, 6 – 10 p.m., Leon Valley Historical Society 2012 Pioneer Gala, Leon Valley Community Center, General Admission Charged. Call 210-684-8586 or 210-595-8099 for information on ticketing, tables and sponsorships.

October 20, 2012, 2-7 p.m., Founders Day Family Festival, Raymond Rimkus Park and Huebner-Onion Homestead & Stagecoach Stop. Visit www.LeonValleyDays.com for more information.

October 31, 2012, 10-11 a.m. Ceremony dedicating a plaque that tells the story of the Evers Road School Well; the well that was relocated and restored from the first school in Leon Valley. Refreshments will be provided following the plaque dedication at Leon Valley Conference Center.

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).
- 15. Adjourn.**

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of other city board, commissions and/or committees may attend

the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the other boards, commissions and/or committees may not participate in discussions on the items listed on the agenda, which occur at the meeting, and no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act. [Attorney General Opinion – No. GA-0957 (2012)]

I hereby certify that the above NOTICE OF PUBLIC MEETINGS AND AGENDA OF THE LEON VALLEY CITY COUNCIL were posted on the Bulletin Board at City Hall, 6400 El Verde Road, Leon Valley, Texas, on Friday, October 12, 2012, by 1:30 p.m. and remained posted until after the meetings hereby posted concluded. This notice was likewise posted on the City website at www.leonvalleytexas.gov. This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours ahead of the meeting. To make arrangements call (210) 684-1391, Ext. 216.




Janie Willman, City Secretary

Agenda Items 2.A. & 2.B.
Special Meeting, Executive Session

MAYOR AND COUNCIL COMMUNICATION

DATE: October 16, 2012
M&C # 10-07-12

TO: MAYOR AND CITY COUNCIL

SUBJECT: THE CITY COUNCIL OF THE CITY OF LEON VALLEY WILL CONVENE IN EXECUTIVE SESSION, PURSUANT TO SECTION 551.074, PERSONNEL MATTERS, TO DELIBERATE THE DUTIES AND RESPONSIBILITIES OF PUBLIC OFFICERS AND TO CONDUCT INTERVIEWS WITH PROSPECTIVE CITY ATTORNEY CANDIDATES RELATED TO THE AWARDING OF THE CONTRACT FOR CITY ATTORNEY AND LEGAL SERVICES

PURPOSE

The City Council will interview principals from three legal firms that responded to the Request for Proposals in Executive Session:

4 p.m.	Akers & Bouleware-Wells, LLP, Attorneys at Law
5 p.m.	Denton, Navarro, Rocha & Bernal, P.C.
6 p.m.	McKamie-Krueger, LLP

The proposals are attached for the Mayor and City Council's review and study. A copy of the City's original proposal document is attached for reference.

FISCAL IMPACT

As authorized in the current fiscal year budget.

RECOMMENDATION

Motion by Council Member _____ and second by Council Member _____ to award the contract for City Attorney services to the firm of _____.

S.E.E. IMPACT

Social Equity – The process of open and responsive governance is inherent to the City of Leon Valley and its Mayor and City Council. In order to provide for the best city attorney, legal services and support, the City Council through an ad-hoc committee of

**Agenda Items 2.A. & 2.B.
Special Meeting, Executive Session**

its own members reviewed the Request for Proposals. The purpose of the city attorney contract is to ensure the practice of due diligence and compliance with the law in all of the City of Leon Valley's municipal governance processes and documentation. The discharge of the ministerial duty in obtaining a qualified city attorney ensures optimal social equity for the City's residents, businesses, and community stakeholders.

Economic Development – Responsible city governments that uphold the tradition of good governance do and will provide a diverse and versatile business environment that supports a healthy economy by attracting viable businesses.

Environmental Stewardship – N/A

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:

Janie Willman, City Secretary

**CITY OF LEON VALLEY
REQUEST FOR PROPOSALS**

CITY ATTORNEY SERVICES

The City of Leon Valley is soliciting sealed proposals from law firms to provide City Attorney services. Law firms are invited to submit qualifications and sealed proposals for the provision of these services. In order to be considered, proposals must address each of the requests for information included herewith. In addition, information regarding rates and fees must be submitted on the sheet provided.

Any questions regarding this RFP should be addressed to Manuel Longoria Jr., City Manager, (210) 684-1391, ext. 219. Sealed proposals will be accepted by Rhonda Hewitt, Purchasing Agent, 6400 El Verde Road, Leon Valley, TX 78238, until 1:00 p.m., Wednesday, July 25, 2012. Proposals received after this time will be returned unopened. The City Attorney Services contract will be awarded by Council on Tuesday, September 4, 2012. The City of Leon Valley reserves the right to reject any and all proposals.

The scope of services for which fees and rates are requested is divided into three categories: general representation, special projects, and litigation. These categories are more fully described for your clarification. The firm will be required to provide a detailed, itemized billing for each category (including general representation), on a monthly basis.

I. General Representation

- A. Attendance of all City Council meetings, generally two per month - 1st and 3rd Tuesdays.
- B. Consultation with City staff via telephone during normal business hours.
- C. Preparation and review of Ordinances and Resolutions as required.
- D. Preparation and review of Contracts and other documents prior to City Council action.

II. Special Projects

This category includes any unusually large projects defined as ones that will require 20 hours or more of attorney time to handle. Examples of these special projects may include assistance in development of special purpose agreements or legal assistance to a City Council appointed committee.

III. Litigation

This category includes both preparation for trial and actual courtroom time for all litigation filed by or against the City, Zoning Commission hearings, and condemnation proceedings.

Statement of Qualifications

Please attach responses to the following requests for information:

1. Name of firm and year organized (include address and telephone number).
2. Attach a list of Principals in the firm; include a biographical sketch of each. Include education, years of legal experience, years of municipal legal experience, and any areas of specialty within the field of municipal law.
3. Provide the name of the principal in the firm who will have responsibility for Leon Valley's dealings.
4. Attach a list of attorneys who will provide service to Leon Valley. Include a description of these attorneys' education, years of legal experience, years of municipal legal experience, and information on any areas of specialty within the field of municipal law.
5. Provide a list of current municipal clients, a contact person for each, and a telephone number for the contact person.
6. If your firm has represented a City during the last five years that it no longer serves, please provide the following information:
 1. Name of City,
 2. Name of contact person, and
 3. Reason that you no longer represent the City
7. Provide information regarding the number of City-related Civil District Court cases actually tried to verdict or judgment during the past five years. This data should be provided for the firm, and for each attorney in the firm that will provide a significant level of service to Leon Valley. Information should also include the percentage of these cases "won".
8. Provide the information requested in Number 7 above or the appeals court cases in which the firm represented the condemning agency.

9. Provide the information requested in Number 7 above for eminent domain cases in which the firm represented the condemning agency.
10. Please list any clients that you currently represent that could cause a conflict of interest with your responsibilities with the City of Leon Valley. Describe how you would be willing to resolve these or any future conflicts of interest.
11. If your firm has filed any litigation in the past five years in which either the City of Leon Valley or one of its employees was named as a defendant, please describe the case(s).
12. If you have filed any litigation in the past five years in which a municipality was a defendant, please describe the case(s).

CITY OF LEON VALLEY

**Proposed Fees
City Attorney Services**

The following rates are proposed by the firm of _____ for City Attorney services to the City of Leon Valley.

1. General Representation

Monthly Retainer \$ _____

2. Special Projects

Hourly Rate \$ _____

3. Litigation

Preparation Time - Hourly Rate \$ _____

Court Room Time - Hourly Rate \$ _____

I, _____ acting on behalf of the firm of _____ certify that I have reviewed and fully understand the City of Leon Valley's Request for Proposals for City Attorney services. I further certify and swear that the information submitted in response to the Request for Proposals is true, correct and fully shows all information required to be reported.

By: _____

State of Texas)
) ss.
County of _____)

This instrument was acknowledged before me on _____ (date)

by _____ (Name of signer[s]).

_____ (Signature of Notary)

(Seal of Notary)

Agenda Item 3.A.

**CITY COUNCIL MEETING OF THE CITY OF LEON VALLEY, TEXAS
SEPTEMBER 27, 2012**

The City Council of the City of Leon Valley, Texas, met on the 27th of September, 2012 at 6:00 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:

SPECIAL MEETING OF THE CITY OF LEON VALLEY CITY COUNCIL, 6 P.M.

- 1. Call the City of Leon Valley Special City Council Meeting to Order, and Determine a Quorum is Present.**

Mayor Riley arrived at the Leon Valley 2012 Bond Program Oversight Committee Meeting at 6:04 p.m. and with the presence of Councilwoman Hill and Councilman Dean serving on the Bond Program Oversight Committee, and Councilman Biever, a quorum was established. Mayor Riley called the meeting to order at 6:04 p.m.

Staff members in attendance: City Manager Longoria, Assistant Fire Chief Lee, Police Chief Wallace, and Purchasing Agent Rhonda Hewitt.

- 2. Hear Interviews Conducted by the Leon Valley 2012 Bond Program Oversight Committee with Architectural Firms Being Considered to Provide Services to the City of Leon Valley and Participate in Any Public Discussions in Relation to the Interviews.**

The Mayor and City Council Members listened to a presentation by OCO Architects.

- 3. Adjourn.** Mayor Riley adjourned the Special City Council Meeting without objection at 7:25 p.m. with Councilman Dean making the motion and second by Councilman Biever.

Mayor Chris Riley

ATTEST:

Janie Willman, City Secretary

Agenda Item 3.B.

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
OCTOBER 1, 2012**

The City Council of the City of Leon Valley, Texas, met on the 1st of October, 2012 at 5:00 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:

SPECIAL MEETING OF THE CITY OF LEON VALLEY CITY COUNCIL, 5:00 P.M.

1. **Call the City of Leon Valley Special City Council Meeting to Order, and Determine a Quorum is Present.** Mayor Riley called the Special City Council Meeting to order at 5:09 p.m. with the following City Council members in attendance: Hill, Dean, and Bieber. Absent and excused: Councilwoman Baldrige and Councilman Reyna due to family commitments.

The following staff members were in attendance: City Manager Longoria, City Secretary Willman, and Police Chief Wallace.

LVEDC Board of Director candidates arrived in the order of their respective interview appointments: Abraham Diaz, Dave Gannon, Nancy Marin.

2. **Executive Session in Accordance with the Texas Government Code.**
 - A. The City Council of the City of Leon Valley convened in Executive Session at 5:10 p.m., Pursuant to Section 551.074, Personnel Matters, to Deliberate the Duties and Responsibilities of Public Officers and to Conduct Interviews with Prospective Board Applicants/Candidates, the City of Leon Valley Economic Development Corporation Board Members, Related to the Upcoming Appointments to the Board of the City of Leon Valley Economic Development Corporation, M&C # 10-01-12.
 - B. The City Council of the City of Leon Valley reconvened into Open Session at 7:05 p.m. and considered possible actions arising from the Executive Session.
 - C. Consider Action on Ordinance of the Council of the City of Leon Valley Providing for the Appointment of Members to the Board of Directors of the Leon Valley Economic Development Corporation (LVEDC), M&C # 10-02-12.

Motion by Councilman Bieber and second by Councilman Dean to approve and adopt the ordinance [as amended] (re)appointing Abraham Diaz in LVEDC Board of Director Place 2 and appointing David (Dave) Gannon in LVEDC Board of Director Place 4, and no appointment in LVEDC Board of Director Place 6. Voting Aye: Hill, Dean, Bieber. Voting Nay: None. Absent: Reyna and Baldrige. Mayor Riley announced the motion carried.

Adopted Ordinance No. 12-029 – An Ordinance of the City Council of the City of Leon Valley providing for the appointment of members to the Board of Directors of the Leon Valley Economic Development Corporation (LVEDC) [...that the terms of office of the Members herein appointed who shall serve in Place Number 2, 4, and 6, by place number, shall expire on September 30, 2014, are: in Place 2 – Abraham Diaz, in Place 4 – David J. Gannon, and in Place 6 – no appointment at this time.]

3. **Adjourn.** Motion to adjourn by Councilwoman Hill and second by Councilman Dean at 7:06 p.m. without objection. Mayor Riley adjourned the meeting at 7:06 p.m.

Agenda Item 3.B.

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
OCTOBER 1, 2012**

REGULAR MEETING OF THE CITY OF LEON VALLEY CITY COUNCIL, 7 P.M.

1. **Call the City of Leon Valley Special City Council Meeting to Order, Determine a Quorum is Present, and Pledge of Allegiance.** Mayor Riley called the Regular City Council Meeting to order at 7:07 p.m. with the following City Council members in attendance: Hill, Dean, and Bieber. Absent and excused: Councilwoman Baldrige and Councilman Reyna due to family commitments.

The following staff members were in attendance: City Manager Longoria, Assistant City Attorney Ruiz, City Secretary Willman, Community Development Director Kristie Flores, Assistant Fire Chief Robert Lee, Deputy Fire Marshal Luis Valdez, Police Chief Wallace, Public Works Director Vick, and Assistant to the Public Works Director Marisa Flores.

Mayor Chris Riley led the assembly in the Pledge of Allegiance.

2. **Proclamation: Fire Prevention Week, October 7 – 13, 2012.** (Assistant Fire Chief Robert Lee / Deputy Fire Marshall Luis Valdez). Deputy Fire Marshall Valdez informed the City Council about the support programs the Fire Department does in schools to educate and further fire prevention within the City of Leon Valley.

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

Al Uvietta, 6923 Sunlight Drive, addressed the City Council about rocks that have been moved along the trails in the Natural Area. He indicated the erosion is reaching levels of a dangerous situation. He mentioned that with Public Works' assistance CPS is removing two cement blocks which will take care of the flooding that impacts the trails.

Nancy Marin, 7222 Forest Meadow, thanked the City Council for the opportunity to have served the City of Leon Valley in various capacities for almost six years. She voiced confidence that she brought 200 percent value [to the Leon Valley Economic Development Board of Directors] and indicated she looks forward to the anticipated economic development growth in Leon Valley in the coming years.

Pedro Esquivel, 7207 Forest Meadow, addressed the City Council about his concern with the paths along the Natural Trails because the recent rains have widened the creek. He noted there is erosion on both sides of the creek possibly causing the loss of some trees and land along the Onion House and the creek banks. He noted that we need to take care of our park so that it can remain attractive.

Consent Agenda

Motion by Councilman Dean and second by Councilman Bieber to approve the Consent Agenda Items 4A, 4B, 5, and 6, as presented. Voting Aye: Hill, Dean, Bieber. Voting Nay: None. Absent: Reyna and Baldrige. Mayor Riley announced the motion carried.

4. **Consider Approval of the Meeting Minutes of the following City Council Meetings:**
 - A. **Special City Council Meeting of September 13, 2012**
 - B. **Special and Regular City Council Meetings of September 18, 2012**

Agenda Item 3.B.

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
OCTOBER 1, 2012**

5. **Consider Action on M&C # 10-03-12 with Attached Ordinance, a Request to Amend the Leon Valley Code of Ordinances, Chapter 2, "General Provisions," Section 2.401 "Official Newspaper" by Designating the Daily Commercial Recorder and the San Antonio Express News as the Official Newspapers to Publish Required Legal Notices for the City of Leon Valley for Fiscal Year 2013 Pursuant to Local Government Code §52.04.**

Adopted Ordinance No. 12-030 – An Ordinance of the City Council of the City of Leon Valley amending the Leon Valley Code of Ordinances, Chapter 2, "General Provisions," Section 2.401 "Official Newspaper" by Designating the Daily Commercial Recorder and the San Antonio Express News as the Official Newspapers to Publish Required Legal Notices for the City of Leon Valley for Fiscal Year 2013 Pursuant to Local Government Code §52.04.

6. **Consider Action on M&C # 10-04-12, board, committee, and commission appointments.** The City Council appointed Selena Gaitan to the Community Events Committee by minute order.

Regular Agenda

7. **Consider Adopting by Attached Resolution, the NeighborWoods Program as Designed by the Tree Advisory Board for the City of Leon Valley to Further the Goal of Being *El Verde* by 2020 and the Leon Valley Tree Challenge of Planting 10,000 trees by 2020, M&C # 10-05-12.**

Following Community Development Director Kristie Flores' briefing on this agenda item, the City Council considered action on a resolution. It was noted that Melinda Dawson, TAB Board Member, was in the City Council Chambers, in support of the NeighborWoods Program.

The City Council noted areas in the City which might benefit from the NeighborWoods Program: The School of Science and Technology, and the trees along the drainage ditch along the perimeter along Raymond Rimkus Park.

Motion by Councilwoman Hill and second by Councilman Dean to adopt and approve the resolution adopting the Leon Valley Tree Advisory Board NeighborWoods Program. Voting Aye: Hill, Dean, Biever. Voting Nay: None. Absent: Reyna and Baldrige. Mayor Riley announced the motion carried.

Adopted Resolution No. 12-015 - Adopting The Leon Valley Tree Advisory Board NeighborWoods Program

8. **Consider Action Granting Waivers for the City of Leon Valley Related to Vendors in the City of Leon Valley Raymond Rimkus Park for the City of Leon Valley's 60th Anniversary Commemoration Events on October 19-20, 2012, M&C # 10-06-12.**

Agenda Item 3.B.

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
OCTOBER 1, 2012**

Following a briefing by the Assistant to the Public Works Director Marisa Flores, the City Council took action by minute order.

Motion by Councilman Dean and second by Councilman Bieber to grant waivers for the City of Leon Valley related to vendors in the City of Leon Valley Raymond Rimkus Park for the City of Leon Valley's 60th Anniversary Commemoration Events on October 19-20, 2012. Voting Aye: Hill, Dean, Bieber. Voting Nay: None. Absent: Reyna and Baldrige. Mayor Riley announced the motion carried.

Discussion Agenda

9. City Manager's Report. (Longoria)

A. Informational updates, as may be required.

City Manager Longoria reported that the staff has been working on finalizing a development agreement that will be brought back for the City Council's consideration on October 16 with SRS Real Estate Partners for the former Fiesta Dodge Property. He noted that the changes were predicated on recommendations by the Zoning Commission as documented and supported in a memorandum by Jim Carrillo of Halff Associates.

Mr. Longoria reported on the progress of the Library Children Wing Expansion. He noted that Public Works Director Vick has been helping to determine value engineering. Richard Mogas, architect, took the plans back to see if adjustments can be made under the existing bid. If the changes are too drastic to be done under the current bid, the City may have to re-bid the project. The hope is to bring this matter before the City Council at the first meeting in November so the expansion can be moved forward.

Mr. Longoria announced that the City Council should meet in front of City Hall on Tuesday evening, October 2, at 6:45 p.m. for the start of the National Night Out events.

B. Approved Minutes of City-Affiliated Boards, Committees, and Commissions.

- (1) Tree Advisory Board Meeting Minutes of March 21, 2012. The Tree Advisory Board did not meet in May, June, or July 2012. The August Meeting Minutes are pending completion and approval.

C. Future Agenda Items

- (1) City Council Conducts Executive Session to Interview Prospective City Attorney Candidates and Considers Awarding City Attorney Contract, October 16, 2012.
- (2) Municipal Facility Design Services Contract to Provide Architectural Services for Projects Identified in the May 2012 Bond Election, October 16, 2012.
- (3) SRS Approval of Development Agreement, October 16, 2012.
- (4) Consider Ordinance Amending the Leon Valley Code of Ordinances, Appendix A, "Fee Schedule," Article A2.000, "Administrative Fees,"

Agenda Item 3.B.

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
OCTOBER 1, 2012**

Section A2.004(c), "Community Center Fees-Cleaning Fee," and Section A2.005(a), "Conference Center Rental Fees-Rental, Cleaning and Security Service Fees Chart," to Amend the Cleaning Fee for Both Centers, October 16, 2012.

- (5) Staff Update/Presentation on the Progress of the Sunsetting Process for the City of Leon Valley's Boards, Committees, and Commissions, October 16, 2012.
- (6) Consideration of Bid Award to Crownhill Builders for the Leon Valley Public Library Children's Wing.
- (7) Texas Department of Transportation Presentation on Super Street Model.

10. Citizens to be Heard. No one came forward to address the City Council.

11. Announcements by the Mayor and Council Members.

Councilwoman Hill invited the assembly to come to Leon Valley Now Days on October 19 and 20.

Mayor Riley announced the next Quarterly Walk and Talk with the Mayor on Saturday, October 6, at 8:30 a.m. The meeting location is the Community Garden in Raymond Rimkus Park. She also announced that Tuesday, October 9, is the deadline for registering to vote in the November 6 General Election. The City Council meets on Monday, November 5 because of the voting in the City Council Chambers on Tuesday, November 6 for the General Election.

October 2, 2012, 6:45 p.m., City Council gathers on the City Hall Steps to be assigned vehicles by the Leon Valley Police Department to attend the various National Night Out events as posted on the National Night Out Meeting Agenda with an anticipated return time to City Hall by 10 p.m.

October 19, 2012, 6 – 10 p.m., Leon Valley Historical Society 2012 Pioneer Gala, Leon Valley Community Center, General Admission Charged. Call 210-684-8586 or 210-595-8099 for information on ticketing, tables and sponsorships.

October 20, 2012, 2-7 p.m., Founders Day Family Festival, Raymond Rimkus Park and Huebner-Onion Homestead & Stagecoach Stop. Visit www.LeonValleyDays.com for more information.

Executive Session

12. 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).

Agenda Item 3.B.

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
OCTOBER 1, 2012**

No Executive Session was conducted under this agenda item.

- 13. Adjourn.** Motion for adjournment by Councilman Dean and second by Councilman Bieber without objection. Mayor Riley adjourned the meeting at 7:43 p.m.

Mayor Chris Riley

ATTEST:

Janie Willman, City Secretary

Agenda Item 3.C.

**CITY COUNCIL MEETING OF THE CITY OF LEON VALLEY, TEXAS
OCTOBER 2, 2012**

The City Council of the City of Leon Valley, Texas, met on the 2nd of October, 2012 at 6:45 p.m. at the Leon Valley City Hall, at 6400 El Verde Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

**SPECIAL MEETING OF THE
CITY OF LEON VALLEY CITY COUNCIL – NATIONAL NIGHT OUT, 6:45 P.M.**

- 1. Call the City of Leon Valley Special City Council Meeting to Order, and Determine a Quorum is Present.**

City Councilman Reyna called the Special City Council Meeting to Order at 6:55 p.m. with Council Members Dean and Biever present.

Staff member in attendance: City Secretary Willman.

It was announced that Mayor Riley, City Manager Longoria, and Police Chief Randall Wallace left to attend a very early National Night Out event at the Christian Village Complex. It was further noted that Councilwoman Hill would join the City Council at the Britania Court National Night Out event.

- 2. Discuss Neighborhood Crime Watch Programs & Neighborhood Safety.** The Mayor, City Council Members, and Police personnel discussed various neighborhood crime watch programs and neighborhood safety.
- 3. Provide Information Regarding City of Leon Valley City Services.** Information related to various City of Leon Valley services was distributed.
- 4. Adjourn.** Mayor Riley adjourned the Special City Council Meeting without objection at 10 p.m.

Mayor Chris Riley

ATTEST:

Janie Willman, City Secretary

Agenda Item 4

MAYOR AND COUNCIL COMMUNICATION

DATE: October 16, 2012
M&C # 10-08-12

TO: MAYOR AND COUNCIL

SUBJECT: APPROVAL OF ANNUAL INVESTMENT REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012

PURPOSE

Approval of the Annual Investment Report for the fiscal year ended September 30, 2012.

FISCAL IMPACT

None.

RECOMMENDATION

Approve Annual Investment Report for the fiscal year ended September 30, 2012.

S.E.E IMPACT

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

A. Safety

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

B. Liquidity

The City's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements; thereby avoiding

Agenda Item 4

the need to liquidate investments under adverse market condition. It is the intent of the City to invest its funds to maturity.

C. Diversification

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

D. Yield

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

Economic Development - N/A

Environmental Stewardship - N/A

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:

Janie Willman, City Secretary

MEMORANDUM TO COUNCIL

To: Mayor Riley and Council Members

Date: October 16, 2012

Subject: Annual Investment Report for the Period of October 1, 2011- September 30, 2012

For the fiscal year ended September 30, 2012, the City's investment portfolio consisted of one investment pool for a total investment portfolio of \$13,611,840.27 Only enough funds to meet current obligations were maintained at Frost National Bank. All excess funds were invested as allowed by the City's Investment Policy. For the fiscal year, TexPool's yield ranged between .1587% and .0665%. In comparison, interest rates for the 13-week U.S. Treasury Bills ranged between .115% and .005 % for the fiscal year.

The following are the investment highlights by quarter:

Fiscal Year 2012 First Quarter Investment Highlights October 1, 2011 - December 31, 2011

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

For the quarter, TexPool's yield ranged between .1080% and .0810%, compared to the quarter ended September 30, 2011 yield of between .1587% and .0665 %. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .031% and .005% for the quarter. The City had three certificate of deposits with an interest rate of .20%

As of December 31, 2011, the City had \$7,123,921.78 in its investment portfolio.

Fiscal Year 2012 Second Quarter Investment Highlights January 1, 2012 - March 31, 2012

For the quarter that ended March 31, 2012, the City's investment portfolio contained one investment pool and three certificate of deposits.

For the quarter, TexPool's yield ranged between .1150% and .0875%, compared to the quarter ended December 31, 2011 yield of between .1080% and .0810 %. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .115% and .010% for the

quarter. The City had three certificate of deposits with an interest rate of .10%

As of March 31, 2012 the City had \$8,225,504.92 in its investment portfolio.

**Fiscal Year 2012 Third Quarter Investment Highlights
April 1, 2012 - June 30, 2012**

For the quarter that ended June 30, 2012, the City's investment portfolio contained one investment pool.

For the quarter, TexPool's yield ranged between .1395% and .1110%, compared to the quarter ended March 31, 2012 yield of between .1150% and .0875 %. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .096% and .076% for the quarter. The City had three certificate of deposits with an interest rate of .10%, which matured on June 5, 2012 and were not renewed due to the low interest rate offered.

As of June 30, 2012 the City had \$7,427,554.08 in its investment portfolio.

**Fiscal Year 2012 Fourth Quarter Investment Highlights
July 1, 2012 - September 30, 2012**

For the quarter that ended September 30, 2012, the City's investment portfolio contained one investment pool.

For the quarter, TexPool's yield ranged between .1572% and .1313%, compared to the quarter ended June 30, 2012 yield of between .1395% and .1110 %. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .091% and .106% for the quarter.

As of September 30, 2012 the City had \$13,611,840.27 in its investment portfolio.

Agenda Item 5

MAYOR AND COUNCIL COMMUNICATION

DATE: October 16, 2012
M&C # 10-09-12

TO: MAYOR AND CITY COUNCIL

SUBJECT: ANNUAL REVIEW AND ADOPTION OF INVESTMENT POLICY

PURPOSE

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

Since there have been no legislative or investment strategy changes that would require us to change our policy, no proposed changes to the current policy are being recommended.

FISCAL IMPACT

None

RECOMMENDATION

Adopt the City of Leon Valley Investment Policy, as presented, without revisions to the current policy.

S.E.E. IMPACT

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

A. Safety

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

B. Liquidity

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

C. Diversification

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

Agenda Item 5

D. Yield

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

Economic Development - N/A

Environmental Stewardship - N/A

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:

Janie Willman, City Secretary

AN ORDINANCE
ADOPTING THE CITY OF LEON VALLEY
INVESTMENT POLICY

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

WHEREAS, the attached investment policy complies with the Public Funds Investment Act and authorizes the investment of City funds in safe and prudent investments.

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

That the City of Leon Valley Investment Policy, attached hereto is hereby adopted as the investment policy of the City of Leon Valley effective October 16, 2012.

DULY PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 16th day of October 2012.

ATTEST:

APPROVED:

Janie Willman, City Secretary

Chris Riley, Mayor

APPROVED AS TO FORM:

Mick McKamie, City Attorney

**City of Leon Valley
Investment Policy**

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I. PURPOSE

A. Introduction

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

B. Statutory Authority

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

C. Scope

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

II. OBJECTIVES

The City's investment program will be conducted to accomplish the following objectives, listed in priority order:

A. Safety

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

B. Liquidity

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

C. Diversification

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

D. Yield

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

III. STANDARDS OF CARE

A. Prudence

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

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

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

B. Ethics and Conflicts of Interest

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

C. Delegation of Authority

Management responsibility for the investment program is delegated to the City Manager and the Finance Director. As Investment Officers for the City, the City Manager and Finance Director are responsible for the day-to-day administration of the investment program and shall supervise

the activities of subordinate employees. No person may engage in investment transactions except as provided under the terms of this policy.

D. Training

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

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

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

E. Indemnity

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

IV. AUTHORIZED AND SUITABLE INVESTMENTS

A. Investment Types

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

1. **Certificates of Deposit.** Fully insured or collateralized certificates issued by state and national banks, a savings bank, or a state and federal credit union domiciled in the State of Texas.
2. **U.S. Treasuries and Agencies.** Securities issued by the United States Treasury or its Governmental Agencies. U. S. Treasuries and Agencies are guaranteed as to principal and interest by the full faith and credit of the United States of America.
3. **Obligations of the States, agencies thereof, Counties, Cities, and other political subdivisions of any state** having been rated as investment quality by a nationally recognized investment rating firm, and having received a rating of not less than “A” or its equivalent.
4. **Repurchase Agreements.** Repurchase agreements that are fully collateralized by U.S. Treasuries or Agencies guaranteed as to principal and interest by the full faith and credit of the United States of America.
5. **Investment Pools.** Investment pools that meet the following criteria:
 - a. An investment pool must provide an offering circular or other similar disclosure instrument and provide monthly transaction reporting.
 - b. A public funds investment pool created to function as a money market mutual fund must (1) mark its portfolio to market daily, (2) include in its investment objectives the maintenance of a stable net asset value of \$1 for each share and (3) be continuously rated no lower than "AAA" or "AAA-m" or at an equivalent rating by at least one nationally recognized rating service.
 - c. An investment pool must invest solely in (1) obligations of the United States or its agencies and instrumentalities, (2) repurchase agreements involving those same obligations and (3) SEC regulated AAA no-load money market mutual funds with a weighted average of maturity of 60 days or less and an investment objective of a \$1.00 stable net asset value.
6. **Money Market Mutual Funds.** No-load money market mutual funds if the fund:
 - a. Is registered with and regulated by the Securities and Exchange Commission (SEC);

- b. Provides a prospectus and other information required by federal law.
 - c. Invests exclusively in U.S. Treasuries or Agencies and/or repurchase agreements fully collateralized by such obligations;
 - d. Has a dollar-weighted average stated maturity of 90 days or less; and
 - e. Includes in its investment objectives the maintenance of a stable net asset value of \$1 per share.
7. Other Investments. Other as approved by the City Council and not prohibited by law.

B. Prohibited Investments

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

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

C. Length of Investments

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

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

D. Measuring Market Value

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

V. SELECTION OF BANKS AND DEALERS

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

A. Depository

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

B. Investment Dealers

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

1. Included on the Federal Reserve Bank of New York's list of primary government securities dealers, or is licensed by the State of Texas and is recommended in writing by at least three Texas cities.
2. Regulated by the Securities and Exchange Commission (SEC).
3. A member in good standing of the National Association of Securities Dealers, Inc. (NASD).
4. Able to provide immediate disclosure to the City whenever the broker/dealer's capital position falls short of the capital adequacy standard.
5. Able to provide independent certification by an outside auditor or similar agency that the broker/dealer complied with the capital adequacy standard on its most recent year-end balance sheet date.

VI. SAFEKEEPING AND CUSTODY

A. Insurance or Collateral

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

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

B. Types of Collateral

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

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

C. Audit

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

D. Delivery vs. Payment

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

VII. REPORTING REQUIREMENTS

A. Quarterly Reports

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

Quarterly investment reports will summarize recent market conditions, economic developments and anticipated investment conditions. Reports must be signed and dated by both the City Manager and the Finance Director and must contain the following statement: "This report is in full compliance with the investment strategies as established by the City of Leon Valley Investment Policy and the Public Funds Investment Act."

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

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

B. Annual Report

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

VIII. INTERNAL CONTROLS AND ANNUAL REVIEW

A. Internal Controls

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

1. **Separation of Duties.** A separation of custodial, accounting and record keeping systems shall be maintained to the extent possible.
2. **Clear Delegation of Authority.** The City Manager and City Accountant are charged with management responsibility for the investment program.
3. **Adequate Training and Development of Investment Officials.** All Investment Officials are to be educated in the area of investment management in order to make informed decisions.
4. **Control of Collusion.** All investment transactions must be approved by two duly authorized Investment Officers or subordinate employees. Subordinate employees are designated by the City Manager.
5. **Documentation of Investments.** Purchase and sales transactions, including telephone transactions, must be documented in writing and evidenced by the signatures of two duly authorized Investment Officers or subordinate employees. A copy of such documentation shall be placed in an investment transaction file to be maintained in the City's Finance department.
6. **Verification of all Interest Income and Security Purchase and Sell Computations.** All investment interest income, fees, gains and/or losses shall be recalculated monthly by the Finance department.
7. **Reconcilement of Security Receipts with Subsidiary Records.** All security safekeeping receipts shall be reconciled to the general ledger monthly by the Finance department.
8. **Custodial Safekeeping.** Securities purchased from any bank or dealer including

appropriate collateral shall be placed with an independent third party for custodial safekeeping.

9. **Avoidance of Bearer-Form Securities.** Negotiable securities are more susceptible to misappropriation than book entry only securities and must be properly safeguarded against loss, destruction or fraud.

B. Annual Review

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

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

APPENDIX A
CERTIFICATION

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

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

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

Firm

Signature

Name

Title

Date

GLOSSARY

AGENCIES: Federal agency securities.

ASKED: The price at which securities are offered.

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

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

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

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

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

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the City of Leon Valley.

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

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

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

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

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

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

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

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

Agenda Item 6

MAYOR AND COUNCIL COMMUNICATION

DATE: **October 16, 2012**
M&C **# 10-10-12**

TO: MAYOR AND COUNCIL

SUBJECT: APPROVAL OF QUARTERLY INVESTMENT REPORT FOR THE
 QUARTER ENDED SEPTEMBER 30, 2012

PURPOSE

Approval of the Quarterly Investment Report for the quarter ended September 30, 2012

FISCAL IMPACT

None.

RECOMMENDATION

Approve Quarterly Investment Report for the quarter ended September 30, 2012.

S.E.E IMPACT

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

A. **Safety**

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

B. **Liquidity**

The City's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by

Agenda Item 6

matching investment maturities with forecasted cash flow requirements; thereby avoiding the need to liquidate investments under adverse market condition. It is the intent of the City to invest its funds to maturity.

C. Diversification

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

D. Yield

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

Economic Development - N/A

Environmental Stewardship - N/A

APPROVED:_____ DISAPPROVED:_____

APPROVED WITH THE FOLLOWING COMMENTS:_____

ATTEST:

Janie Willman, City Secretary

City of Leon Valley, Texas
Quarterly Investment Report
July 1, 2012 - September 30, 2012

October 16, 2012

Honorable Mayor Riley and City Council Members:

The Quarterly Investment Report for the City of Leon Valley, Texas for the quarter ended September 30, 2012 is hereby submitted.

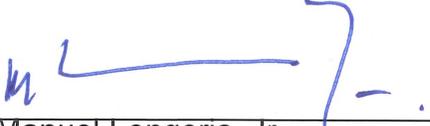
The current depository bank for the City is Frost National Bank. Only enough funds to meet current obligations are being maintained at this bank. All excess funds are invested as allowed by the City's Investment Policy.

For the quarter, TexPool's yield ranged between .1572% and .1313%, compared to the quarter ended June 30, 2012 yield of between .1395% and .1110%. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .091% and .106% for the quarter.

A cash flow analysis is made to determine the cash liquidity needs of the City. The City must have ready access to liquid cash to provide for day-to-day business needs, accounts payable, payroll, and capital projects. Short-term dollars are maintained in checking accounts, investment pools, or certificate of deposits. As of September 30, 2012 the City had \$13,611,840.27 in its investment portfolio.

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

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



Manuel Longoria, Jr.
City Manager



Vickie Wallace
Finance Director

CITY OF LEON VALLEY, TEXAS
INVESTMENT PORTFOLIO SUMMARY
FOR THE QUARTER ENDED SEPTEMBER 30, 2012

<i>FUND</i>	<i>VALUE BY TYPE OF INVESTMENT</i>		<i>INTEREST EARNED FOR QUARTER</i>	<i>TOTAL</i>
	<i>INVESTMENT POOL</i>	<i>CERTIFICATE OF DEPOSITS</i>		
GENERAL FUND	\$ 2,939,443.25	\$ -	\$ 1,299.68	\$ 2,939,443.25
ENTERPRISE FUND	\$ 2,652,730.47	\$ -	\$ 969.04	\$ 2,652,730.47
COMMUNITY CENTER	\$ 71.28	\$ -	\$ -	\$ 71.28
POLICE FORFEITURE TRUST	\$ 435,892.40	\$ -	\$ 153.61	\$ 435,892.40
STREET SALES TAX	\$ 201,910.22	\$ -	\$ 71.21	\$ 201,910.22
CAPITAL PROJECT FUND	\$ 7,001,828.43	\$ -	\$ 1,828.43	\$ 7,001,828.43
CIED FUND	\$ 379,964.22	\$ -	\$ 64.22	\$ 379,964.22
TOTAL INVESTMENT PORTFOLIO AS OF 09/30/12			\$ 4,386.19	\$ 13,611,840.27

**GENERAL FUND
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2012**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 06/30/12	151400005			1.000	\$ 4,038,143.57	\$ 4,038,143.57
07/31/2012	151400005	\$ 451.46	\$ -	1.000	\$ 4,038,595.03	\$ 4,038,595.03
08/31/2012	151400005	\$ 398.43	\$ 500,000.00	1.000	\$ 3,538,993.46	\$ 3,538,993.46
09/30/2012	151400005	\$ 449.79	\$ 600,000.00	1.000	\$ 2,939,443.25	\$ 2,939,443.25
TOTAL TEXPOOL AS OF 09/30/12						\$ 2,939,443.25

CERTIFICATES OF DEPOSIT						
<i>PURCHASE DATE</i>	<i>INVESTMENT</i>	<i>TERM</i>	<i>MATURITY DATE</i>	<i>YIELD AT PURCHASE</i>	<i>FACE VALUE</i>	<i>MARKET VALUE</i>
TOTAL CERTIFICATES OF DEPOSIT AS OF 09/30/12						\$ -

TOTAL GENERAL FUND INVESTMENT PORTFOLIO AS OF 09/30/12	\$ 2,939,443.25
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**ENTERPRISE FUND
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2012**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 06/30/12	151400003			1.000	\$ 2,751,761.43	\$ 2,751,761.43
07/31/2012	151400003	\$ 307.68	\$ -	1.000	\$ 2,752,069.11	\$ 2,752,069.11
08/31/2012	151400003	\$ 307.00	\$ -	1.000	\$ 2,752,376.11	\$ 2,752,376.11
09/30/2012	151400003	\$ 354.36	\$ 100,000.00	1.000	\$ 2,652,730.47	\$ 2,652,730.47
TOTAL TEXPOOL AS OF 09/30/12						\$ 2,652,730.47

CERTIFICATES OF DEPOSIT						
<i>PURCHASE DATE</i>	<i>INVESTMENT</i>	<i>TERM</i>	<i>MATURITY DATE</i>	<i>VALUE AT PURCHASE</i>	<i>FACE VALUE</i>	<i>MARKET VALUE</i>
TOTAL CERTIFICATES OF DEPOSIT AS OF 09/30/12						\$ -

TOTAL ENTERPRISE FUND INVESTMENT PORTFOLIO AS OF 09/30/12	\$ 2,652,730.47
--	------------------------

**COMMUNITY CENTER
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2012**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 06/30/12	151400001				\$ 71.28	\$ 71.28
07/31/2012	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
08/31/2012	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
09/30/2012	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
TOTAL TEXPOOL AS OF 09/30/12						\$ 71.28
TOTAL COMMUNITY CENTER INVESTMENT PORTFOLIO AS OF 09/30/12						\$ 71.28

**POLICE FORFEITURE TRUST ACCOUNT
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2012**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 06/30/12	151400008			1.000	\$ 435,738.79	\$ 435,738.79
07/31/2012	151400008	\$ 48.69	\$ -	1.000	\$ 435,787.48	\$ 435,787.48
08/31/2012	151400008	\$ 48.60	\$ -	1.000	\$ 435,836.08	\$ 435,836.08
09/30/2012	151400008	\$ 56.32	\$ -	1.000	\$ 435,892.40	\$ 435,892.40
TOTAL TEXPOOL AS OF 09/30/12						\$ 435,892.40
TOTAL POLICE FORFEITURE INVESTMENT PORTFOLIO AS OF 09/30/12						\$ 435,892.40

**STREET TAX
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2012**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER ACCOUNT</i>	<i>SHARES PURCHASED SHARES</i>	<i>SHARES REDEEMED SHARES</i>	<i>PRICE PER SHARE PRICE PER</i>	<i>SHARES OWNED SHARES</i>	<i>MARKET VALUE MARKET</i>
AS OF 06/30/12	151400005			1.000	\$ 201,839.01	\$ 201,839.01
07/31/2012	151400005	\$ 22.58	\$ -	1.000	\$ 201,861.59	\$ 201,861.59
08/31/2012	151400005	\$ 22.54	\$ -	1.000	\$ 201,884.13	\$ 201,884.13
09/30/2012	151400005	\$ 26.09	\$ -	1.000	\$ 201,910.22	\$ 201,910.22
TOTAL TEXPOOL AS OF 09/30/12						\$ 201,910.22

TOTAL STREET TAX INVESTMENT PORTFOLIO AS OF 09/30/12	\$201,910.22
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**CAPITAL PROJECT FUND
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2012**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 06/30/12	151400013			1.000	\$ -	\$ -
07/31/2012	151400013	\$ 7,000,143.22		1.000	\$ 7,000,143.22	\$ 7,000,143.22
08/31/2012	151400013	\$ 780.84	\$ -	1.000	7,000,924.06	7,000,924.06
09/30/2012	151400013	\$ 904.37	\$ -	1.000	\$ 7,001,828.43	\$ 7,001,828.43
TOTAL TEXPOOL AS OF 09/30/12						\$ 7,001,828.43
TOTAL 2009 PFCO INVESTMENT PORTFOLIO AS OF 09/30/12						\$ 7,001,828.43

**CIED FUND
 INVESTMENT PORTFOLIO
 BY TYPE OF INVESTMENT
 FOR THE QUARTER ENDED SEPTEMBER 30, 2012**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 06/30/12	151400013			1.000	\$ -	\$ -
07/31/2012	151400013	\$ -	\$ -	1.000	\$ -	\$ -
08/31/2012	151400013	\$ 397,913.03	\$ -	1.000	\$ 397,913.03	\$ 397,913.03
09/30/2012	151400013	\$ 51.19	\$ 18,000.00	1.000	\$ 379,964.22	\$ 379,964.22
TOTAL TEXPOOL AS OF 09/30/12						\$ 379,964.22

Agenda Item 7

MAYOR AND COUNCIL COMMUNICATION

DATE: October 16, 2012
M&C: # 10-11-12

TO: MAYOR AND CITY COUNCIL

SUBJECT: CONSIDER ACTION ON AN ORDINANCE AMENDING THE LEON VALLEY CODE OF ORDINANCES APPENDIX A, "FEE SCHEDULE," ARTICLE A2.000, "ADMINISTRATIVE FEES," SECTION A2.004(c), "COMMUNITY CENTER FEES-CLEANING FEE," AND SECTION A2.005(a), "CONFERENCE CENTER RENTAL FEES-RENTAL, CLEANING AND SECURITY SERVICES FEES CHART," TO AMEND THE CLEANING FEE FOR BOTH CENTERS

PURPOSE

The proposed rate increase in cleaning fees for the Community and Conference Centers is in direct correlation with the amount needed to continue to pay Public Works crews to clean the centers.

The cleaning fees were last increased in August of 2008. The increase in fees is an effort to remain up-to-date with current payroll requirements and the Community and Conference Center budgets.

FISCAL IMPACT

Community Center – current fee \$160 (\$200)
Net Increase = \$40/rental

Conference Center - \$115 (\$145)
Net Increase = \$30/rental

RECOMMENDATION

It is recommended that the proposed cleaning fee be approved by City Council in order to accurately maintain the community and conference center budgets and pass through fees.

S.E.E IMPACT STATEMENT

Social Equity – allows the City to continue to provide the best services to all patrons of the Community and Conference Centers.

Environmental Stewardship – the environment outside the Centers is regularly maintained by Public Works as part of their regular responsibilities. The inside cleaning of the Centers is an added responsibility for which proper compensation should be given.

Economic Development – keeping the Centers in a presentable, clean state will generate additional users of the facilities.

APPROVED:_____

DISAPPROVED:_____

APPROVED WITH THE FOLLOWING COMMENTS:_____

Agenda Item 7

ATTEST:

Janie Willman, City Secretary

AN ORDINANCE

AMENDING APPENDIX A “FEE SCHEDULE,” ARTICLE A2.000, “ADMINISTRATIVE FEES,” TO AMEND SECTION A2.004(c), “COMMUNITY CENTER RENTAL FEES – CLEANING FEE,” AND SECTION A2.005(a), “CONFERENCE CENTER RENTAL FEES – RENTAL, CLEANING AND SECURITY SERVICES FEES CHART”

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

1. Appendix A, “Fee Schedule,” Article A2.000, “Administrative Fees,” is hereby amended regarding cleaning fees to read:

“Sec. A2.004 Community center rental fees

(c) Cleaning Fee. \$200.00 per cleaning. The cleaning fee is waived for all city official uses; and

Sec. A2.005 Conference center rental trees

(a) Rental, cleaning and security services fees chart.

	3,000 sq. feet	1,000 sq. ft.
Cleaning	\$145.00/cleaning	\$145.00/cleaning

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

PASSED and APPROVED this the 16th day of October, 2012.

Mayor Chris Riley

ATTEST:

Janie Willman, City Secretary

APPROVED AS TO FORM:

William McKamie, City Attorney



City of Leon Valley

Consider Amending the Leon Valley Code of Ordinances, Appendix A, "Fee Schedule," Article A.2, "Administrative Fees," to amend fees pertaining to Community and Conference Center cleaning

October 16, 2012



Purpose

- Update Cleaning Fees
- Last updated in August 2008
- Fee increase will pay for continued cleaning of Centers by Public Works



Purpose

- This is a direct pass through fee
- The increase is needed to maintain the Community and Conference Center budget



Fiscal Impact

- Community Center \$160 (proposed \$200)
Net Difference \$40
- Conference Center \$115 (proposed \$145)
Net Difference \$30



Recommendation

- Approve the proposed fee increase for the Community and Conference Center cleaning to maintain budget and pass through fees.



City of Leon Valley

Consider Amending the Leon Valley Code of Ordinances, Appendix A, "Fee Schedule," Article A.2, "Administrative Fees," to amend fees pertaining to Community and Conference Center cleaning

October 16, 2012

Agenda Item 8

MAYOR AND COUNCIL COMMUNICATION

**DATE: October 16, 2012
M&C: # 10-12-12**

TO: MAYOR AND CITY COUNCIL

SUBJECT: CONSIDER AUTHORIZING THE CITY MANAGER, BY ORDINANCE, TO SELECT AND TO NEGOTIATE THE MUNICIPAL FACILITY DESIGN SERVICE CONTRACT WITH THE ARCHITECTURE FIRM OF O'NEILL CONRAD OPPELT ARCHITECTS, INC. (OCO ARCHITECTS), TO PROVIDE SERVICES FOR PROJECTS IDENTIFIED IN THE MAY 2012 BOND ELECTION

PURPOSE

This item authorizes the City Manager to negotiate a contract service agreement with O'Neill Conrad Oppelt Architects, Inc. (OCO Architects) for architectural design services related to the Municipal Facilities Capital Improvement Project.

The process for the selection of this recommendation is as follows:

A Request for Qualifications (RFQ) for Professional Services was released on June 24, 2012, and a pre-submittal conference was held on July 17, 2012. Eighteen (18) firms responded and submitted their qualifications for the project. A Selection Review Committee (SRC) made up of City staff from the City Manager's Office, Fire Department, Police Department, the Purchasing Office, plus two members from the Bond Oversight Committee evaluated and scored the RFQs. The evaluations were based on the published evaluation criteria which included qualifications and experience, team composition, previous project performance and responsiveness to the RFQ. After an extensive review process, the SRC developed a short-list consisting of six (6) firms that were interviewed by the committee. Five (5) firms were selected as finalists and were interviewed by the Bond Oversight Committee (BOC) on September 13, 2012 and September 27, 2012. The BOC meetings were officially posted meetings that were open to the public. After these public interviews, the SRC reconvened and completed the final evaluations. This resulted in a recommendation that OCO be selected to perform the project. The SRC recommendation was presented to the BOC on October 11, 2012 and they concurred with the recommendation. OCO will present their proposal to City Council at this Council Meeting, October 16, 2012.

FISCAL IMPACT

Funds are appropriated in the Capital Project Fund from the proceeds of the General Obligation Bonds for the Municipal Facilities Improvement Project. The contractor's fee will be determined as part of the contract negotiations and will be presented to the City Council for final approval.

Agenda Item 8

RECOMMENDATION

It is recommended that the City select OCO Architects to perform architectural design services related to the Municipal Facilities Capital Improvement Project and authorize the City Manager to negotiate a contract service agreement with this firm. In addition, it is recommended that the City Manager be authorized to negotiate with the # 2 rated firm-Alamo Architects and the # 3 rated firm - Kell Munoz Architects, should negotiations with OCO Architects fail to produce an acceptable agreement for the City.

S.E.E. IMPACT

Social Equity – *The City of Leon Valley’s commitment to a superior quality of life by responding to citizens in a fair and prompt manner, by providing outstanding public safety services, and superb infrastructure is clearly identified and met with the authorization of the City’s qualified voters in the May 2012 Bond Election for the issuance of \$7 million in bonds to complete the work and projects required for the projects identified in the May 2012 Bond Election. This architectural contract forms the basis for the work authorized by the City’s qualified voters and underscores the City Council’s commitment to Social Equity.*

Economic Development – *By providing superb infrastructure and commitment to cost effective quality projects, the City of Leon Valley will attract and retain quality economic development businesses.*

Environmental Stewardship – *All materials and processes will use environmentally friendly practices where possible demonstrating the City’s and the City Council’s commitment to environmental stewardship in a cost effective manner.*

FISCAL IMPACT

The fiscal impact will be _____

Approve: _____ Disapprove: _____

Approved with the following amendments:

ATTEST:

Janie Willman, City Secretary

AN ORDINANCE

AUTHORIZING THE CITY MANAGER TO SELECT AND TO NEGOTIATE A MUNICIPAL FACILITY DESIGN SERVICE CONTRACT WITH O'NEILL CONRAD OPPELT ARCHITECTS, INC. TO PROVIDE ARCHITECTURE DESIGN SERVICES FOR PROJECTS IDENTIFIED IN THE MAY 2012 BOND ELECTION

WHEREAS, the City of Leon Valley's qualified voters authorized the issuance of General Obligation Bonds in the amount of \$7 million in the May 2012 Bond Election for projects related to Municipal Facilities Capital Improvement Project; and,

WHEREAS, the City of Leon Valley's City Council authorized the Leon Valley 2012 Bond Program Oversight Committee on June 19, 2012; and,

WHEREAS, a Request for Qualifications for Professional Services was released on June 24, 2012 with the entire selection process completed on October 11, 2012 through an ad-hoc committee authorized by the Leon Valley 2012 Bond Program Oversight Committee known as the Selection Review Committee with the concurrence of the Leon Valley 2012 Bond Program Oversight Committee; and,

WHEREAS, the findings and recommendation of the Selection Review Committee and the Leon Valley 2012 Bond Program Oversight Committee are to seek authorization for the City Manager to select and negotiate the Municipal Facility Design Service Contract with O'Neill Conrad Oppelt Architects to provide architecture design services for the projects identified in the May 2012 Bond Election;

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

1. That the City Manager be authorized to negotiate the Municipal Facility Design Service Contract with O'Neill Conrad Oppelt Architects for the projects identified in the May 2012 Bond Election.
2. The City Manager is also authorized to negotiate a service agreement with Alamo Architects and Kell Muñoz Architects should negotiations with OCO Architects fail to produce an acceptable agreement for the City of Leon Valley.

3. The authority herein granted be effective as of the date of adoption of this ordinance and publication as may be required by law.

PASSED and APPROVED this the 16th day of October 2012.

Chris Riley, Mayor

ATTEST:

Janie Willman, City Secretary

APPROVED AS TO FORM:

William McKamie, City Attorney



Architect Selection Municipal Facilities Capital Improvement Project

City Council Meeting
October 16, 2012



Architectural Design Team Focus

- Experience in Designing Technically Challenging Facilities
 - City Hall, Police & Fire
 - Best Practice Techniques
 - Adequate Resources
- Design Ability in the Essential Elements
 - Spatial, Circulatory, and Technical
 - Future (20-30 year) Needs
 - Reasonable Cost



Process

1. Develop/Write Request for Qualifications (RFQ)
2. Solicit RFQs
3. Appoint Selection Review Committee (SRC)
4. SRC Evaluates & Reviews RFQ Submissions
5. Develop Shortlist for Interviews by SRC
6. SRC Interviews Shortlist & Develops Finalist
7. Bond Oversight Committee (BOC) Interviews Finalist
 - BOC Members Submits Comments to City Manager
8. SRC Reviews and Develops Final Recommendation
 - SRC Ranks Finalist
 - SRC Final Recommendation Presented to BOC
 - City Council Reviews SRC's Final Recommendation
 - Authorize City Manager to Negotiate Services Contract with the Finalist
 - Also authorize CM to enter in agreement with Firm # 2 & 3 should negotiations with Firm # 1 fail
9. City Manger Issues Notice to Proceed
10. Architect Commences Work



Selection Review Committee

- City Manager, Manuel Longoria, Jr.
- Asst. Fire Chief, Robert Lee
- Police Chief, Randall Wallace
- Purchasing Agent, Rhonda Hewitt
- Al Uvietta, Bond Oversight Committee
- Olen Yarnell, Bond Oversight Committee



Request For Qualifications Solicitation

- Solicitation Period
 - June 24 through July 25
- Advertised on our Website
- Used Internal Vendors List (35 Invitations)
- Pre-Submission Conference
- 18 RFQs submitted for consideration



Scoring Criteria

A. Company Qualifications

- City Hall Projects
- Fire Station Projects
- Police Station Projects
- Lead Architect Experience
- LEED Certification
- Renovation Experience
- Available Resources

B. Location of Firm

- Bexar County
- AACOG Area
- Austin Area

C. Team Composition

- Subs Experience
 - City Hall
 - Fire Stations
 - Police Stations
- Previous Partnerships

D. Previous Project Performance

- Reference Check
 - Within Budget
 - Within Time Limits
 - Change Orders
 - Quality
 - Team Mgmt.
 - Pricing (fee)



RFQ Submissions

1. **Alamo Architects**

2. **Brinkley Sargent**

3. Dailey & Spears

4. Debra Dockery

5. Durand & Hollis

6. **KA Hickman**

7. **Kell Munoz**

8. Madeline Anz Slay

9. McCall Architects

10. **OCO Architects**

11. Office 4 Architects

12. Perkins & Will

13. **Pfluger Wiginton**

14. Robey Architects

15. Brown Reynold

16. RPGA Design Group

17. West East Design

18. Killis Almond



Evaluations

- SRC met on August 6th.
 - Reviewed & Evaluated all RFQs
 - All Day Meeting
- Developed Shortlist for Interviews
 - KA Hickman
 - Kell Munoz
 - Alamo Architects
 - Brinkley Sargent
 - OCO Architects
 - Pfluger Wiginton
- SRC Conducted Interviews on August 27th and August 28th.
 - SRC Develops Finalist List



FINALIST

- **KA Hickman**
- **Alamo Architects**
 - **Kell-Munoz**
- **Pfluger-Wiginton**
- **OCO Architects**



BOC Interviews

- Thursday, September 13th.
 - KA Hickman
 - Pfluger-Wiginton
 - Kell-Munoz
 - Alamo Architects
- Thursday, September 27th.
 - OCO Architects



Reference/Vetting

- City Staff Contacted & Toured Referenced Projects submitted by the Architects
- SRC met October 4th to assign final 30 Points
- SRC Reviews Information from Reference & Vetting Process
- Assigns final 30 Points of the Evaluation Criteria



OCO ARCHITECTS

- **The SRC voted unanimously to recommend this firm for our project**
- **THE BOC met on October 11th and concurred with the SRC recommendation**
- Based in San Antonio
- Excellent Reference Check
- Have Completed Projects For:
 - City of Terrell Hills
 - City Hall, Police Station & Fire Station
 - Very complex project with satisfactory results
 - City of Seguin Police Station
 - Built in 2006 and Staff is extremely satisfied with facility
 - Property/Evidence Room is considered “best-practice”



OCO Architects (cont.)

- City of San Antonio
 - Fire Fighting Training Academy
 - Fire Station # 45
 - Fire Department Logistics/Service Facility
- Other Municipal Projects
 - City of San Antonio Police Department
 - Renovation of Police Headquarters
 - City of Boerne Public Library
 - City of Alamo Heights (Needs Assessment)



Project Team

- Alpha Consulting Engineers
 - Structural Engineering Services
- CDSMuery
 - Engineer-Surveyors
 - Kenneth Rothe (worked on LV Needs Assessment)
- DBR Engineering Consultants
 - MEP Engineering
- COMBS Consulting Group
 - Technology & Security
- K & W Landscape Architecture



Action Item

- Authorizes City Manager to negotiate Services Contract with the OCO Architects
- Also gives authority to CM to negotiate with Alamo Architects and Kell-Munoz should negotiations with OCO Architects fail
- Final Contract with OCO will be presented to City Council for approval.



Staff Recommends Approval

Agenda Item 9

MAYOR AND COUNCIL COMMUNICATION

**DATE: October 16, 2012
M&C # 10-13-12**

TO: MAYOR AND CITY COUNCIL

SUBJECT: CONSIDER AUTHORIZING THE CITY MANAGER, BY ORDINANCE, TO ENTER INTO A DEVELOPMENT AGREEMENT WITH SRS REAL ESTATE PARTNERS FOR THE DEVELOPMENT OF APPROXIMATELY 13.3 ACRES LOCATED AT 6300 AND 6320 BANDERA ROAD, THE FORMER FIESTA DODGE PROPERTY

PURPOSE

This agenda item is intended to provide information to the Mayor and City Council on, and authorize the City Manager to enter into a development agreement between the City of Leon Valley and SRS Real Estate Partners for a public/private development opportunity on 13.3 acres of land, which is known as the former Fiesta Dodge Property.

BACKGROUND

In July 2012, the City of Leon Valley was approached by principals with SRS Real Estate Partners ("SRS") regarding the vacant property at 6300 and 6320 Bandera Road ("Property"), the former Fiesta Dodge property. SRS represents a national company looking to expand their commercial fleet sales operations to the San Antonio area. The Property was identified as an ideal location for the client.

On July 17, 2012, during an Executive Session, staff presented the project to the City Council.

During its August 28 meeting, the Zoning Commission considered and approved the City staff's request to change the Overlay District designation for the Property from Sustainability Overlay District to Commercial/Industrial Overlay District, by a vote of 6 to 1. The zoning of the Property is B-3, and the proposed use of the Property for the SRS client was not allowable under the Sustainability Overlay District. The change in the Overlay District to Commercial/Industrial Overlay would allow the proposed use under the B-3 zoning.

On September 4, 2012, the City Council conducted a public hearing to consider an amendment to Chapter 14, "Zoning," Appendix 2, "Overlay Boundaries" to move 6300 and 6320 Bandera Road from the Sustainability Overlay to the Commercial/Industrial Overlay. The City Council approved the ordinance to amend Chapter 14, "Zoning".

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OTHER INFORMATION

SRS has purchased the Property and plans to have a three-phase development project. The first phase will consist of the national car fleet sales operations locating and developing its operations on the Property. The second phase would involve the attraction and location of a regional car dealership. The third phase would be for the attraction and location of a family-themed restaurant. The development of the Property, in general, would be a “destination development”. In other words, the businesses locating to the Property would be establishments that customers specifically travel to for purchases or business.

As part of the development project, SRS proposes to make sustainable improvements to the Property, including landscaping by adding trees, shrubbery and plants which would also create a buffer between the Property and residential area. In addition, a regional detention pond will be constructed on the Property. SRS will contribute \$125,000 to go toward the connection of the Property and The Ridge to the proposed Huebner Creek Hike and Bike Trail. Also, the contribution will aid in the construction of the regional detention pond.

City staff and SRS have negotiated a development agreement whereby certain standards and criteria must be met by the proposed development project; and certain amenities are met or provided by the City for the development project.

SRS has requested vesting rights under Chapter 245 of the Texas Local Government Code as a result of the development agreement. Vesting rights would allow the Property owner and/or developer to improve the Property under the existing B-3 zoning uses permitted at the time the agreement is signed; vesting rights secures the zoning currently in place. Under this request, SRS would like for the agreement to serve as the first permit in the series of permits required for developing the Property. The City would consider approval, disapproval, or conditional approval of an application for a subsequent permit solely on the basis of the development agreement and any orders, regulations, ordinances, rules, expiration dates, or other adopted requirements in effect at the time the agreement goes into effect. The vesting rights provision is a policy issue which needs City Council approval.

FISCAL IMPACT

By doing the development agreement, the City of Leon Valley retains the property taxes on the value of the property, which for 2012 are \$36,495.62. The proposed new investment would generate approximately \$22,971 in property taxes.

S.E.E. IMPACT

Social – The development project will help promote a superior quality of life.

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Economic – The development project will provide a diverse and versatile business environment that supports a healthy economy by attracting viable businesses.

Environmental – The development project will landscape by adding trees, shrubbery and plants to the Property, enhancing the environment and promoting carbon neutrality.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:

Janie Willman, City Secretary

AN ORDINANCE

AUTHORIZING THE CITY MANAGER TO ENTER INTO A DEVELOPMENT AGREEMENT WITH SRS REAL ESTATE PARTNERS FOR THE DEVELOPMENT OF APPROXIMATELY 13.3 ACRES LOCATED AT 6300 AND 6320 BANDERA ROAD, THE FORMER FIESTA DODGE PROPERTY

WHEREAS, the City of Leon Valley seeks to provide a diverse and versatile business environment that supports a healthy economy; and,

WHEREAS, the City of Leon Valley encourages the attraction, expansion and retention of viable businesses to the City; and,

WHEREAS, the City of Leon Valley promotes economic development and redevelopment of existing commercial properties within its boundaries; and,

WHEREAS, the City of Leon Valley supports the development of property along a major commercial corridor.

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

1. That the City Manager be authorized to enter into a Development Agreement with SRS Real Estate Partners for the development of approximately 13.3 acres located at 6300 and 6320 Bandera Road, being Lot 5 and NW IRR 285 feet of Lot 6, Block 1, Lincoln Mercury Subdivision, CB 4429H and Lot 2 and NE 25.10 feet of SE 387.74 feet of Lot 6, Block 1, CB 4429H, B-3 (Commercial) Zoned Properties No. 74, section 5, CB 4445).
2. The Development Agreement is hereby effective as of the date of adoption of this ordinance and the compliance by the owner of all conditions imposed by the City Council.

PASSED and APPROVED this the 16th day of October 2012.

Chris Riley, Mayor

ATTEST:

Janie Willman, City Secretary

APPROVED AS TO FORM:

William McKamie, City Attorney

DEVELOPMENT AGREEMENT

STATE OF TEXAS

COUNTY OF BEXAR

CITY OF LEON VALLEY

This **AGREEMENT** is entered into by and between the **CITY OF LEON VALLEY, TEXAS**, (hereinafter referred to as “CITY”), and **SRS Real Estate Partners**, a Texas Limited Liability Company, its successors or assigns (hereinafter referred to as “DEVELOPER”), for the purpose of setting forth the terms and obligations between CITY and DEVELOPER (hereinafter referred to collectively as the “Parties”) with respect to the development of approximately 13.3 acres of land (hereinafter the “PROJECT property”) as follows:

WHEREAS, the DEVELOPER has requested the City Council of the City of Leon Valley to agree to allow for the development of approximately 13.3 acres of land for an automotive retail and general retail PROJECT; and

WHEREAS, the DEVELOPER has in no way been enticed to enter into this Agreement by the prospect of the CITY rezoning or zoning approvals of any kind for the PROJECT property; and

WHEREAS, the DEVELOPER is desirous of establishing certainty in certain aspects of the design, construction, and operation of the PROJECT that will be required and requested by the CITY in connection with the proposed development; and

WHEREAS, the Parties now seek to memorialize all agreements reached with respect to the development in order to clarify the Parties’ respective intentions, expectations and obligations concerning the PROJECT; and

WHEREAS, the Parties desire to establish an Agreement in accordance with the terms and conditions of Chapter 212. Subchapter G, Texas Local Government Code; and

WHEREAS, the CITY and DEVELOPER, in mutual consideration for this Agreement, have agreed to specific terms for the development, construction and maintenance of the PROJECT property in order to promote the Development of the PROJECT in such manner that provides for the orderly development of the CITY and the creation of a commercial PROJECT desirous location for service to the public and the community;

NOW THEREFORE:

Without waiving any rights or entitlements that are owned by the DEVELOPER, or relinquishing any rights of enforcement thereof in the event of any default of this Agreement by CITY, the Parties agree as follows:

1. **Terms and Conditions**

A. Description of the Project Property.

DEVELOPER's "Project Property" is approximately 13.3 acres of land being Lot 5 and NW IRR 285 feet of Lot 6, Block 1, Lincoln Mercury Subdivision, CB 4429 H and Lot 2 and NE 25.10 feet of SE 387.74 feet of Lot 6, Block 1, CB 4429 H, B-3 (Commercial) Zoned, located at 6300 and 6320 Bandera Road in the City of Leon Valley, Bexar County, Texas as more fully depicted on the map attached hereto as Exhibit __. The boundaries of the PROJECT property are described in the legal description attached hereto as Exhibit A.

B. Project.

An automotive retail and general retail development within the boundaries of the PROJECT property.

C. Project Owner.

The owner of the PROJECT property is the DEVELOPER.

D. Term.

The term of this Agreement shall be five (5) years, or until such time as all obligations and requirements of the DEVELOPER under this Agreement shall have been fully performed and completed, and accepted by the CITY, whichever first occurs.

E. General Requirements.

1. The PROJECT property shall be developed, constructed and maintained in full compliance with all open space, set back, lot coverage maximum and other such requirements set for in the City of Leon Valley zoning regulations. The DEVELOPER shall apply for all necessary building permits. In addition, the DEVELOPER shall take all necessary and reasonable steps during the life of this Agreement to insure that the Project Property shall be maintained in conformance with the City of Leon Valley's Property Management Code, as now or hereafter amended.

F. Long Term Development Strategies Landscaping

The DEVELOPER and the CITY have jointly developed a plan that sets forth the Long Term Development Strategies for the PROJECT and the Project Property. Said plan is attached hereto as Exhibit C. This plan shall serve as a development guide for all parties. This provision and the plan for Long Term Development Strategies shall survive the termination of this Agreement.

G. Commercial Overlay District Requirements.

The DEVELOPER shall construct and maintain the PROJECT property in conformance with the requirements and regulations of the current City of Leon Valley Commercial and Industrial Overlay District ordinances and Overlay Districts – General Standards as applicable, except as specifically modified by the terms of this Agreement.

H. Drainage.

DEVELOPER shall take all reasonable and necessary steps to repair and maintain current surface water flows across the PROJECT property so as not to adversely affect surrounding public and private lands. In this regard

2. DEVELOPER agrees to provide copies of engineering design and flow calculations to the City of Leon Valley prior to commencement of construction of any permanent structure upon PROJECT property;
3. DEVELOPER agrees to (1) acknowledge the engineering efforts that would result in no increase in surface water runoff attributable to the PROJECT that would adversely affect the surrounding public and private properties; (2) not to undertake activities or construction that would create an increased surface water runoff that would adversely affect the surrounding properties; (3) reasonably restrict (i) the installation of above-ground storage facilities, and/or (ii) the accumulation or storage of trash, debris, or unsightly items; and
4. DEVELOPER agrees to conserve water and prevent PROJECT pollution from storm water runoff by including the use of water conservation and storm water pollution prevention devices to the extent required by law and the extent economically practicable. The DEVELOPER will provide the costs analysis to demonstrate the economic feasibility of these features, in the event that these features are not provided in the PROJECT.

I. Landscaping.

The landscaping plan shall be as prepared by the DEVELOPER and approved by the CITY. Said plan is attached hereto as Exhibit B.

J. Other provisions.

1. Buffer from Residential Areas

DEVELOPER shall cause to be constructed and maintained a buffer that conforms to City of Leon Valley requirements and Commercial Overlay District Standards and Overlay Districts – General Standards as outlined in City of Leon Valley Ordinance No. 10-049 approved November 16, 2010, to buffer and separate the PROJECT property from surrounding residential areas.

2. Buffer from Residential Area

DEVELOPER shall cause to be constructed and maintained a buffer that conforms to City of Leon Valley requirements and Commercial Overlay District Standards and Overlay Districts – General Standards as outlined in

City of Leon Valley Ordinance No. 10-049 approved November 16, 2010, to buffer and separate the PROJECT property from surrounding residential areas.

3. Existing Buildings

DEVELOPER is not required to make aesthetic treatment improvements outlined in the Commercial and Industrial Overlay District Standards and Overlay Districts – General Standards in City of Leon Valley Ordinance No. 10-049 to the exterior of existing structures on the PROJECT property, unless DEVELOPER significantly alters the exterior of an existing structure. DEVELOPER agrees that interior improvements for such structures will include cleaning, beautifying and maintaining the exterior as well.

4. Aesthetic Treatments

The DEVELOPER shall comply with the regulations of the, however, Article IV, Section B, “Building Standards” shall not apply. The DEVELOPER agrees that all improvements made on the PROJECT property shall be designed and constructed to an aesthetic standard of equal quality and character to that described in the Commercial and Industrial Overlay District Standards and Overlay Districts- General Standards in Ordinance No. 10-049. All aesthetic improvements shall be subject to approval by the CITY’s Director, as defined in the above-referenced overlay ordinance.

5. Contribution

DEVELOPER will make a contribution of \$125,000.00 to the City of Leon Valley within ninety (90) days of purchase of the PROPERTY. The contribution will be used by the CITY to build a portion of the hike and bike trail connecting to Crystal Hills Park and Rimkus Park, and construction of a regional water detention pond.

K. Energy Efficiency.

The DEVELOPER will make good faith effortsto provide energy efficiency features to the PROJECT to reduce the PROJECT’s energy demand for a more sustainable City of Leon Valley.

L. PROJECT Timeline.

On or before DATE, DEVELOPER shall complete development and construction of the PROJECT, as depicted on Exhibit C. DEVELOPER shall submit applications for all building permits for the PROJECT on the property no later than DATE, and shall continuously pursue construction until a certificate of occupancy is issued by CITY for the PROJECT.

M. City Administrative Review.

Upon submission of complete applications for required permits, including building permits, the CITY agrees to expedite the review and process the applications in an expedited timeframe and without unnecessary or inordinate delays so that the PROJECT can be developed and constructed according to the DEVELOPER’s construction plan/timeframe.

2. General Provisions

A. Severability.

This Agreement is severable.

B. Modification and Notification

Any modification to this Agreement must be in writing and signed by each party hereto, or its successors, or such modification shall not be binding upon any of the parties hereto.

C. Assignment

This Agreement is not assignable.

D. Successors and Assigns

The terms of this Agreement shall be binding upon and inure to the benefits of the parties and their respective successors, assigns, and legal representatives. The parties agree that upon execution, this Agreement shall be promptly filed in the Deed Records of Bexar County, Texas. This Agreement, when recorded, shall be a covenant running with the land and binding upon the PROJECT Property, the Parties, their grantees, successors, trustees, and assigns and all other holding any interest in the Property now or in the future.

E. Vested Rights

The CITY herein acknowledges that this AGREEMENT may be used to establish vesting of development rights associated with the PROJECT. For purposes of vesting, this AGREEMENT shall constitute a “permit” as defined in Chapter 245, Texas Local Government Code. DEVELOPER DOES NOT WAIVE ANY STATUTORY CLAIM UNDER CHAPTER 245 OF THE TEXAS LOCAL GOVERNMENT CODE. THIS SECTION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

F. No Partnership or Joint Venture

Neither this Agreement nor any part thereof shall be construed as creating a partnership, joint venture, or other business affiliation among the parties or otherwise.

G. No Third Party Beneficiaries

This Agreement inures only to the benefit of, and may only be enforced by, the Parties. No other person or entity shall have any right, title, or interest under this Agreement or otherwise be deemed to be a third-party beneficiary of this Agreement.

H. Default.

If either the CITY or the DEVELOPER should default in the performance of any obligations of this Agreement, the other party shall provide such defaulting party written notice of the default, and minimum period of thirty (30) days to cure such

The signatories to this Agreement represent a warrant that they have the full authority and legal capacity to execute this Agreement on behalf of CITY and DEVELOPER, respectively.

CITY OF LEON VALLEY, TEXAS

By: _____
Manual Longoria, Jr.
City Manager

SRS Real Estate Partners

By: _____
Todd Wallace
Executive Vice President

DRAFT

STATE OF TEXAS

COUNTY OF BEXAR

This instrument was acknowledged before me on the _____ day of _____, 2012, by Manuel Longoria, Jr., City Manager, on behalf of the City of Leon Valley, Texas.

Notary Public, State of Texas
My commission expires: _____

STATE OF TEXAS

COUNTY OF BEXAR

This instrument was acknowledged before me on the _____ day of _____, 2012, by Todd Wallace, Executive Vice President, on behalf of SRS Real Estate Partners.

Notary Public, State of Texas

My commission expires: _____

DRAFT



City of Leon Valley

**Development Agreement with
SRS Real Estate Partners**

Tuesday, October 16, 2012



Background

- SRS Real Estate Partners has acquired the property at 6300 and 6320 Bandera Road, known as the Fiesta Dodge Property
- SRS represents a national company looking to locate a commercial car fleet sales operations in the San Antonio area
- SRS feels the newly acquired property is ideal for location of the operations



Background

- SRS plans a three-phase development project:
 - National company commercial fleet sales
 - Regional dealership for new car sales
 - Family-themed restaurant
- This project will be a destination development – customers travel to the establishments for the specific goods and services



Background

- The Property was moved from the Sustainability Overlay District to the Commercial/Industrial Overlay District to allow for the permitted uses under the B-3 zoning designation in August 2012 by the Zoning Commission
- The City Council approved the change in September 2012



Proposed Elements of Project and Agreement

- SRS proposes to make sustainable improvements – landscaping to create a buffer between Property and residential area
- SRS will contribute \$125,000
 - Contribution to connect their Property and The Ridge to Huebner Creek Hike and Bike Trail
 - Contribution for construction of a regional detention pond on property adjacent to their development



Proposed Elements of Project and Development Agreement

- SRS has requested vesting rights under Chapter 245 of the Texas Local Government Code
 - Would allow Property owner/developer to make improvements under the existing B-3 Zoning uses permitted at time development agreement signed
 - Could be considered the first permit of the development process
 - Requires a policy action and approval by City Council



Fiscal Impact

- Approval of the development agreement would allow the City to maintain current property tax revenue:
 - \$36,496 (2012 taxes)

- Proposed investment and improvements would generate new property taxes:
 - \$22,971 (estimate using new Leon Valley property tax rate)



SRS Real Estate Partners

- 1986 – Roger Staubach and Chris Maguire created Staubach Retail Services
- 2009 – evolved into SRS Real Estate Partners
- Largest real estate firm exclusively dedicated to retail services



SRS Real Estate Partners

- 23 locations throughout the United States and offshore
- San Antonio location opened in 2012
- Provide brokerage services, corporate services, development services, investment services, management services
- Over 500 clients represented



SRS: Blue Chip Client Base

- AMC Theatres
- Best Buy
- CVS/pharmacy
- Disney Store
- DSW
- GAP
- HEB
- Macy's
- Michaels
- Old Navy
- Panera
- Sears
- Starbucks
- Target
- Walgreen's
- Whole Foods Market



Recommendation

Staff recommends approval



City of Leon Valley

**Development Agreement with
SRS Real Estate Partners**

Tuesday, October 16, 2012

Agenda Item 10

MAYOR AND COUNCIL COMMUNICATION

DATE: October 16, 2012

M&C: # 10-14-12

TO: MAYOR AND CITY COUNCIL

SUBJECT: CONSIDER AUTHORIZING THE CITY MANAGER, BY ORDINANCE, TO AMEND THE CONTRACT FOR SERVICES WITH HALFF ASSOCIATES RELATED TO THE ENHANCEMENT OF THE BANDERA ROAD CORRIDOR TO INCLUDE ADDITIONAL FUNDING IN THE AMOUNT OF \$49,850 FROM THE COMMUNITY INFRASTRUCTURE AND ECONOMIC DEVELOPMENT (CIED) FUNDS AWARDED TO THE CITY BY CPS ENERGY

PURPOSE

The purpose of this item is to provide additional funds for Halff Associates to continue with the design and construction plans for Bandera Road Enhancement which includes but is not limited to: two (2) monument sign designs and plans, landscaping and irrigation plans, a lighting plan, drainage plans, traffic control plans, and other required specifications for approval by the Texas Department of Transportation (TxDot) and construction phase services and related expenses (see attached memo and scope of services).

The original contract for services with Halff Associates began three (3) years ago in August 2009. This additional funding will move the Bandera Road Enhancement Project forward. Halff Associates, Jim Carrillo, has completed the preliminary work associated with this project and the originally approved amount of \$7,500 has been utilized. The initial fees have been used to design an overall concept for Bandera Road which was used to apply for grant funding, resulted in the initial design of the monuments and landscape alternatives, numerous meetings with TxDot and several revisions of the preliminarily accepted designs by TxDot. The Bandera Road Enhancement Project is now ready to move to the next level of development and eventual construction after final approval by City Council and TxDot.

FISCAL IMPACT

\$49,850 in CIED Funds. See Attachment "A" that describes identified CIED Fund Projects.

RECOMMENDATION

Authorization to the City Manager is recommended.

S.E.E IMPACT STATEMENT

Social Equity – the progress and eventual completion of this project will create an identity for Leon Valley and will create a sense of place. Visitors, residents and businesses will be able to truly *SEE* Leon Valley.

Environmental Stewardship – the landscaping plantings will be drought tolerant and easily manageable

Economic Development – the enhancement of Bandera Road will result in beautification of the Bandera Road Corridor which has the potential to attract and retain business and spur the Leon Valley economy.

Agenda Item 10

APPROVED: _____

DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:

Janie Willman, City Secretary

Attachment "A"

Suggested CIED Fund Projects	Expenditure	Totals by Project	Grand Totals
Bandera Road Gateway-Grass Hill & IH 410			
Entry Feature	\$ 95,000		
Landscape and Irrigation	\$ 55,000		
Lighting	\$ 20,000		
Survey, Permitting, Design, Administration, and 10% Contingency	\$ 65,000		
TOTAL Grass Hill & IH 410		\$ 235,000	
Bandera Road Gateway-Eckhert Road			
Entry Feature	\$ 85,000		
Landscape and Irrigation	\$ 51,000		
Median and Drainage	\$ 64,000		
Lighting	\$ 20,000		
Survey, Permitting, Design, Administration, and 10% Contingency	\$ 65,000		
TOTAL Eckhert Road		\$ 285,000	
LESS LVEDC CONTRIBUTION		\$ (27,216)	
TOTAL BANDERA ROAD GATEWAY BEAUTIFICATION			\$ 492,784
Library Expansion	\$ 200,000		
TOTAL LIBRARY EXPANSION		\$ 200,000	\$ 200,000
Bandera Road Triangle Park	\$ 10,000		
TOTAL BANDERA ROAD TRIANGLE PARK		\$ 10,000	\$ 10,000
20% Hike and Bike Trails Grant Cash Match	\$ 186,600		
TOTAL 20% HIKE AND BIKE TRAILS GRANT CASH MATCH		\$ 186,600	\$ 186,600
TOTAL SUGGESTED PROJECTS			\$ 889,384
TOTAL FUNDS AVAILABLE			\$ 1,519,671
BALANCE AVAILABLE			\$ 630,287

AN ORDINANCE

AUTHORIZING THE CITY MANAGER TO AMEND THE CONTRACT FOR SERVICES WITH HALFF ASSOCIATES RELATED TO THE ENHANCEMENTS OF THE BANDERA ROAD CORRIDOR TO INCLUDE ADDITIONAL FUNDING NOT TO EXCEED \$49,850 FROM THE COMMUNITY INFRASTRUCTURE AND ECONOMIC DEVELOPMENT (CIED) FUND

WHEREAS, the City of Leon Valley seeks to provide an inviting and enhanced business community and environment to attract and retain diverse and versatile businesses in support of growing a robust and healthy business community; and,

WHEREAS, the City of Leon Valley seeks to identify its boundaries as a community, thereby further marketing itself as a community of choice; and,

WHEREAS, the City of Leon Valley promotes economic development and redevelopment of existing commercial properties within its boundaries; and,

WHEREAS, the City of Leon Valley supports the development of property along Bandera Road, its major commercial corridor.

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

1. That the City Manager be authorized to enter into an amended contract for services with Halff Associates related to the enhancements, herein identified in the Scope of Work, Exhibit A, of the Bandera Road corridor to include additional funding not to exceed \$49,850 from the Community Infrastructure and Economic Development (CIED) Fund.
2. The amended contract is hereby effective as of the date of adoption of this ordinance.

PASSED and APPROVED this the 16th day of October 2012.

Chris Riley, Mayor

ATTEST:

Janie Willman, City Secretary

APPROVED AS TO FORM:

William McKamie, City Attorney



September 20, 2012 (Revised October 1, 2012)
Halff Project Number 1008-12-8708

Mr. Manny Longoria
City Manager, City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78758

RE: Scope of Work – Design and Engineering for Leon Valley Entrance Monuments

Dear Mr. Longoria;

Halff Associates Inc. is pleased to submit this scope of services for the design of two entrance monuments for the City of Leon Valley. The monuments will be designed for permanence and longevity, will address TxDOT's very stringent concerns and requirements, and will also create a "standard" look that can be replicated elsewhere in the City in the future.

We would appreciate your review, and will address any comments or modifications that you suggest. We estimate that this effort will take approximately two to three months, excluding TxDOT review and approval.

We appreciate the opportunity to be of service to the City of Leon Valley, and, upon receipt of a signed original of this proposal (signature block on last page), stand ready to begin this effort immediately.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in black ink that reads "Jim Carrillo".

Jim Carrillo, ASLA, AICP
Vice President



EXHIBIT “A” - SCOPE OF WORK

Entrance Monument Design

Leon Valley, Texas

The scope of work for this project includes the preparation of design plans for two (2) entrance major entrance monuments for the City of Leon Valley, Texas. Services provided will include formal submittals to the Texas Department of Transportation (TxDOT), schematic sign design, final construction plan design, including survey, sign design, lighting plans, landscape plans, irrigation plans, structural engineering for the signs, and drainage improvements to maintain drainage flow.

PROJECT ASSUMPTIONS

The scope of services for this proposal uses the following assumptions as a basis for its preparation:

1. Two monuments will be designed as part of this scope of work. One will be located in the median of Bandera Road in the vicinity of Grass Hill Road, and the second will be located in the median of Bandera Road northeast of the intersection of Bandera and Eckert Roads.
2. This scope is based on using preliminary design concepts previously developed and reviewed informally by TxDOT staff. Preliminary cost estimate targets are \$216,000 for the monument at Grass Hill Road and \$165,000 for the monument at Bandera and Eckert Road. The design and fee effort included in this scope of work is intended to not exceed those levels.
3. The scope will include the preparation of a formal submittal to TxDOT seeking authorization to place the monuments in the median of Bandera Road.
4. Consideration will be given to minimizing the impact of the signs on the possible future conversion of Bandera Road into a “super street.”
5. Because the monuments are in the median of Bandera Road (a TxDOT roadway), the monuments and associated landscaping will be designed to meet TxDOT requirements, which may conflict with Leon Valley desires.
6. To ensure that the monuments meet TxDOT requirements, design and construction plan preparation to address structural, lighting, landscaping, irrigation and drainage needs will be prepared will be required to address TxDOT concerns.
7. Monuments will be designed for long term durability, and not for short term cost savings.
8. Along the median, a minimum area of 100’ on either side of Grass Hill monument location and 75’ on either side of the Eckert Road location will be included in the survey for each site.
9. For structural purposes, a geotechnical engineering report on footing or foundation requirements is included in this scope of services. The geotechnical engineer will contract directly with the City of Leon Valley and provide recommendations directly to the City.
10. One public meeting to review the final sign design is included in this scope of services. It is anticipated that this review will take place as part of a City Council session or workshop.
11. Construction observation services on the part of the engineer are included in this scope of services, and include review of shop drawings and contractor submittals, addressing contractor requests for information (rfi’s), review of contractor invoices, and periodic site observation visits. Day to day construction site observation and inspection is assumed to be provided by City of Leon Valley staff and is not included in this scope of services, but can be provided if requested.



SCOPE OF WORK

TASK 1 – SCHEMATIC DESIGN

Upon receipt of a Notice to Proceed from the City, we will begin collection of data and preparation of 30% Schematic level plans.

1. **Design Effort Kickoff with City Staff** - Conduct an initial meeting with city staff and key design team members to review work plan, establish key dates, discuss any necessary public input, TxDOT submittal timeline, materials to be used, and other design parameters.
2. **Coordinate Survey for Design** – assist City of Leon Valley with acquiring an existing conditions survey of the two areas selected for monuments. Survey will include median areas, adjacent street curb lines, street crown and gutters for drainage flow. Existing surface utilities, storm drainage features, light poles, signs, trees and other features located in the medians will be included in the survey. Curb and gutters along the parkway edge of Bandera will be surveyed as well, but other surface features such as sidewalks, vegetation and signs in the parkway are not deemed necessary for the sign design and will not be included. Survey will be conducted by a registered professional surveyor and is not included in this scope of work.
3. **Schematic Design** – prepare schematic level design for both monument locations. Include monument elevations, cross sections, plan view drawings for monument and area surrounding it. Illustrate sign type and City logos to be used. Prepare initial drainage area calculations and illustrate drainage flow in the vicinity of the monuments. These drawings will be prepared in a CAD format.
4. **Review and formal submittal to TxDOT** – the schematic level plans will be reviewed with City staff, and comments and questions will be addressed as necessary. The monument schematics will be presented to the citizens of Leon Valley and the City Council in a council workshop for review and comment. Once approved by City Council, a formal submittal package meeting TxDOT requirements will be prepared and submitted to TxDOT for review and approval.

TASK 2 – CONSTRUCTION PLAN PREPARATION

Once formal approval for both sign locations has been received from TxDOT, detailed construction plans for both monuments will be prepared.

1. **Geotechnical Investigation** – Halff will coordinate with a geotechnical engineering firm approved by the City of Leon Valley to conduct one boring at each monument's location. The Geotechnical investigation will develop foundation recommendations for each sign location.
2. **Monument feature design** – construction plans at a sufficient level of detail for construction will be prepared. These will be prepared in plan, section and elevation views along with required details illustrating construction requirements.
3. **Monument structural design** – based on the geotechnical recommendations, structural and foundation designs for each location will be prepared.
4. **Monument and median drainage features** – adjustments to the existing grass swale gradients, new culverts and storm drainage piping, flumes and other required features will be detailed sufficient for City and TxDOT approval and construction of these improvements.



5. **Monument area landscape and irrigation** – landscaping and irrigation plans for the area around each monument will be prepared and included in the construction plans and specifications.
6. **Lighting Plans** – monument lighting features (internal or uplighting, and subject to meeting TxDOT requirements for shielding), relocation of existing light poles (if necessary) and extensions of electric service to the monuments will be detailed and included in the plan set.
7. **Traffic control plan** – provide contract guidance on traffic control as necessary during construction.
8. **Project Specifications** - Include any necessary specifications on plan sheets as necessary.
9. **Prepare updated estimate of probable construction cost** – Halff will confirm quantities and update the previously prepared cost estimate using latest industry prices and standard bid item pricing.
10. **Submittal of final construction plans to the City of Leon Valley and TxDOT** – Halff will submit a 95% plan set to the City of Leon Valley for review and comment. Submit electronically and hardcopy (one full size set and three 11" x 17" sets). We will conduct a meeting with the City of Leon Valley staff to review the plan set, and prepare summary of comments and items discussed at the meeting. A 100% plan set will be submitted to TxDOT staff for final review and comment.

TASK 3 – BIDDING AND AWARD

1. **Provide plan sets to the City of Leon Valley for advertising** – Halff will provide bidding materials to local bid shops for plan review. Charges by local bid shops to print plans for contractors will be considered a reimbursable charge. Up to five (5) sets of plans will also be provided to the City for distribution to interested bidders. Two printed bid packages will be provided to the City of Leon Valley for internal use during the bid process, and are included in this scope of services
2. **Provide clarifications as needed during the bid process** - Respond to contractor questions and provide clarifications as needed during bid advertisement. No bid analysis or recommendation letters are included in this proposal.
3. **Bid reviews and recommendations** – Halff will assist the City of Leon Valley in reviewing bids received. City of Leon Valley staff or its engineer will be responsible for reviewing bidder recommendations, necessary bonding agreements and other bidder certifications.

TASK 4 – CONSTRUCTION ADMINISTRATION

General construction management services will be provided by the City of Odessa and area TxDOT staff. The Engineer's specific budgeted efforts during Construction Administration are as follows:

A. Meetings

Attend one (1) pre-construction meeting scheduled by the City of Leon Valley which includes meeting preparation and post-meeting clarifications.

Attend two (2) site meetings at the construction location as scheduled by the City of Leon Valley during the construction process.

Attend one (1) final walk through review meeting with the Contractor and City staff.

B. RFI's & Shop Drawings

Review and respond to Request's for Information (RFI's) provided by the contractor. A maximum of three (3) RFI's are proposed to be reviewed.

Review and approve shop drawings submitted by contractor during construction. A maximum of three (3) shop drawing submittals are proposed for review.



EXHIBIT “B” - BASIS OF COMPENSATION
Entrance Monument Design
Leon Valley, Texas

Survey for Design (2 sites) – not included, by contractor to be selected by City

Task 1 – Schematic Design and TxDOT Approval **\$ 9,750.00**
TxDOT Submittal and Approval

Geotechnical Investigation (2 sites, 1 boring each)
Note, this cost is shown for reference only in this scope of work. Will be contracted directly by the City of Leon Valley.

Task 2 – Construction Plan Preparation **\$ 29,650.00**
Monument design plan(s)
Structural plan
Lighting plan
Landscape and irrigation plans
Monument and median drainage features
Traffic control plan
Specifications
Updated Statement of Probable Cost

Task 3 – Bidding and Project Award (hourly basis) **\$ 2,550.00**

Task 4 – Construction Phase Services (hourly basis) **\$ 4,500.00**

Reimbursable Expenses (printing, equipment, mileage, advertising, photography, etc.) **\$ 3,400.00**

Total Basis of Compensation (excludes Survey and Geotechnical Investigation) **\$ 49,850.00**

The fees for Survey and Tasks 1 and 2 shown above will be billed on a **lump sum** basis, otherwise noted. Tasks 3 and 4 will be billed on an **hourly basis** with a not to exceed limit as shown above unless authorized by the City of Leon Valley. Services will be invoiced monthly based on the percentage of work completed.



EXHIBIT "C" - ESTIMATED PROJECT SCHEDULE*
Entrance Monument Design
Leon Valley, Texas

Survey for Design (2 sites)	2 weeks
Task 1 – Schematic Design and TxDOT Approval TxDOT review and approval)	3 weeks (excluding
Geotechnical Investigation (2 sites, 1 boring each)	3 weeks
Task 2 – Construction Plan Preparation	8 weeks
Task 3 – Bidding and Project Award	4 weeks
Task 4 – Construction Time Frame	Up to 6 months

*Projected Schedule, may vary based on City and TxDOT reviews and comments



IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated below.

OWNER:

CITY OF LEON VALLEY, TEXAS

Name: _____
(Printed or Typed)

Signature: _____

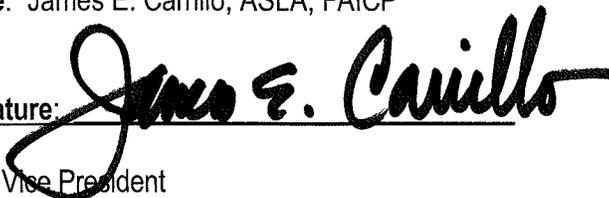
Title: _____

Date Signed: _____

ENGINEER:

HALFF ASSOCIATES, INC.

Name: James E. Carrillo, ASLA, FAICP

Signature:  _____

Title: Vice President

Date Signed: September 20, 2012



City of Leon Valley

Consider Authorizing the City Manager
to Amend the Contract for Services
with Halff Associates Related to the
Enhancement of Bandera Road

October 16, 2012



Purpose

- Provide additional funds for Halff Associates to continue the Bandera Road Enhancement Project
 - monument design
 - landscaping & irrigation design
 - drainage plans
 - lighting plans
 - traffic control



Purpose

- Original Funds Expended
 - General Design
 - Exhibits for TxDot Grant Application
 - Preliminary design and review documents to TxDot
 - Numerous Revisions and Meetings on Preliminary documents with TxDot



Fiscal Impact

- \$49,850 CIED funds



Recommendation

- Authorization to the City Manager to Amend the Contract for additional funding supports the further progress of this project



City of Leon Valley

Consider Authorizing the City Manager
to Amend the Contract for Services
with Halff Associates Related to the
Enhancement of Bandera Road

October 16, 2012

Monthly Report

Finance

September 2012

Sales Tax Revenue

- ❖ \$134,985.55 was received from the State Comptroller's office in September.
- ❖ After consideration of the September sales tax payment, year-to-date sales tax revenues are 3.51% higher than this time last year.

Street Maintenance Sales Tax Revenue

- ❖ \$33,741.75 was received from the State Comptroller's office in September.

Ad Valorem Taxes

- ❖ \$7,153 was received from the Tax Assessor/Collector's office in September.
- ❖ Collections for September 2011 were \$36,953.

Fiscal Year 2012 Revenue Charge Backs

- ❖ Revenue earned for the period ending September 30, 2012 from the following sources is expected to be received in October and November and charged back to the fiscal year 2012 income statement: City Sales Tax, Liquor Sales Tax, Waste Management, Time Warner Cable, San Antonio Water System, Child Safety Fees, Hotel/Motel Tax.

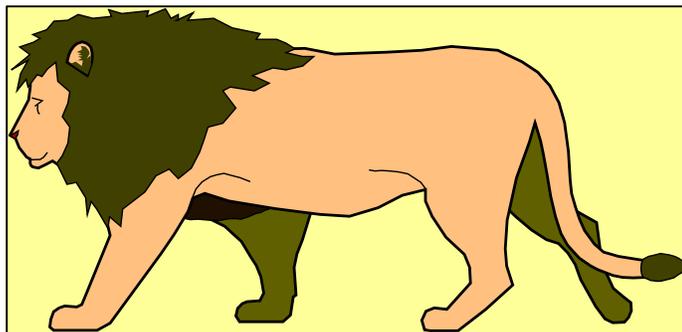
Fiscal Year 2012 Audit

- ❖ The Finance department is currently working on end-of-year calculations and is preparing for the fiscal year 2012 external audit that will begin October 24.

LEON VALLEY PUBLIC LIBRARY STATISTICS

SEPTEMBER 2012

	SEPTEMBER 2012	<i>Compared to</i>	AUGUST 2012
Items Loaned	3115		3473
OneClickAudio Sessions	1		4
Days Open/Average Per Day	20/156		23/151
Door Count	8169		10272
Volunteer Hours	283		279
Items Added New/Redo	171/128		221/166
Value of Gift Items	\$1144		\$2120
Reference Questions	503		495
Items Withdrawn	75		242
Library Cards Issued	47		54
Internal Internet Sessions	369		569
External Wi-Fi LVP Accesses	692		1300
Faxes Sent	79		59
Lit. Students/Items Used	3stu/6bks		3stu/6bks
ILL Received TexPress	27pkg/29bks		10pkg/10bks
ILL Returned TexPress	17pkg/19bks		15pkg/15bks
ILL Mailed	0 in/ 2 out		3 in/ 2 out
Library Fines	\$46.00		\$67.00
Library Copy	\$79.00		\$100.50
Tax Equivalent	\$175.00		\$161.25
Gifts and Memorials	\$0.00		\$25.00
Member Amount Saved	\$46,816.91		\$52,404.17





Leon Valley Police Department

Monthly Report

September 2012

Calls for Service

	Sept 2012	YTD 2012	Sept 2011	YTD 2011
Calls for Service	766	6,942	660	6,961
Index Crimes	67	662	65	692
Non-Index Crimes	702	6,283	595	6,443

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

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

Non-Index Crimes

	Sept 2012	YTD 2012	Sept 2011	YTD 2011
Suspicious Vehicle	74	517	48	527
Assist the Public/Other Agency	78	638	50	618
Disturbance	89	662	50	582
Violation of City Ordinance	14	108	4	106
Traffic Offenses	22	245	19	288
Burglar Alarm	95	868	84	886
Accidents	62	474	51	432
Criminal Mischief	25	153	8	188
Other	119	1,518	156	1,583
N-Code 10*	8	71	6	104
N-Code 14**	32	246	49	273
N-Codes	84	783	70	769

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

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

***Became separate categories in Sept 2011



Leon Valley Police Department Monthly Report

Index Crimes

	Sept 2012	YTD 2012	Sept 2011	YTD 2011
Burglary	4	88	6	115
Burglary – Motor Vehicle	22	154	12	175
Assault	6	76	8	72
Homicide	0	0	0	0
Rape	0	2	0	3
Theft	30	297	35	281
Theft of Service	1	20	1	16
Vehicle Theft	1	15	3	23
Robbery	0	7	0	7

Citations

	Sept 2012	YTD 2012	Sept 2011	YTD 2011
Citations Issued	295	5,769	319	7,133

Citations by Selected Categories	Sept 2012	YTD 2012	Sept 2011	YTD 2011
Expired License Plates	30	647	39	921
Expired Inspection Certificate	36	1,008	41	1,380
No/Expired/Invalid DL	29	487	34	559
No Insurance	54	1,092	53	1,301
Ran Red Light	8	104	15	130
Ran Stop Sign	11	365	6	297
Speeding	20	389	20	645

Hazardous vs. Non-Hazardous	Sept 2012	YTD 2012	Sept 2011	YTD 2011
Hazardous	39	858	41	1,072
Non-Hazardous	256	4,911	2378	6,041

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



Leon Valley Police Department Monthly Report

Arrest

Arrests	Sept 2012	YTD 2012	Sept 2011	YTD 2011
Felony Offense	4	39	4	62
Misdemeanor Offense	49	488	41	585
Warrants	14	106	16	89

Investigations

	Sept 2012	YTD 2012	Sept 2011	YTD 2011
Assigned	118	1,062	134	1,168
Arrest/Charges Filed at Large	21	258	27	233
Suspended	45	726	89	809
Closed by Exception	12	120	16	154

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

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

Communications

Total 911 Calls/ by Source	Sept 2012	YTD 2012	Sept 2011	YTD 2011
Total	1,046	9,523	872	8,911
Business	54	489	33	674
Residential	32	314	27	367
Coin	6	51	13	82
Cellular	794	6,940	763	6858
Voice over Internet Protocol	50	277	36	355
Unknown/Abandoned	110	1,562	174	344



Leon Valley Police Department Monthly Report

Community Resource Officer

	Sept 2012	YTD 2012	Sept 2011	YTD 2011
Violations of City Ordinance	16	263	34	470

Reserve Officers

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

	Sept 2012	YTD 2012	Sept 2011	YTD 2011
Hours	88	2,144	352	3,132
Calls for Service Handled	38	588	84	693
Citations	7	256	42	371

Public Works Monthly Report

September 2012



Director's Report

- Attended all normal Staff meetings, Park Commission and CAG
- Met with MC Fonseca, sanitary sewer, water lines, concrete and asphalt contract inspections for completion
- Met with SIA Engineer for various projects in progress
- Met with Albert Perez, Waste Management
- Met with JR Ramos, WM for Clean Up Collections



Assistant Director's Report

- Met with MC Fonseca, sanitary sewer, water lines, concrete and asphalt contract inspections for completion
- Met with Albert Perez, Waste Management
- Met with JR Ramos, WM for Clean Up Collections
- Retired on September 12, 2012



Construction Crew Activities

- 09/04-05 6825-6930 Huebner Rd.: Removed forms and spread top soil over area.
- 09/06-07-10 Huebner Well Site to Hoofs Ln.: Excavated and hauled away composition side walk.(520')
- 09/11 7520 Huebner Rd.: Began to set forms.
- 09-12-13-14 7520 Huebner Rd.: Continued and completed setting forms and adding base material.
- 09/17 7520 Huebner Rd.: Set re-bar and chairs.
- 09/18 7520 Huebner Rd.: Poured and finished 18cu.yd. of concrete.(255')
- 09/19 7520 Huebner Rd.: Removed, cleaned and stored metal forms.
- 09/20-21 7230-34 Grass Valley: Milled and began to excavate material from damaged street.
- 09/24-25-26 7030-34 Grass Valley: Completed excavating milled material and began to add and grade in fresh base material.



Water/Sewer Department

Water Samples for S.A. Health District	11 Water Samples for Analysis
Disconnect Notices	159
Disconnect Water Service	29
Flush Dead-End Water Mains	26 Flushed
Meter Reading	3 Days
Meter Re-reads	2 Re-reads
Meter Change Out Program	7 Meters changed out
Temporary Meters Installed	0 Installed
Move Outs	5 Closed
Move Ins	5 Activated
Locates	1 Completed

Wells/Tower Sites
City Wide

Cut Grass and Trim
Fire Hydrant List

Location

Leon Valley

Leon Valley

6130 Forest Timber

Leon Creek

7211 Forest Meadow

7438-7442 High Stepper

6737 Poss

6600 Strawflower

6737 Poss

6763 Timberhill

6763 Timberhill

Work Completed

Distributed Notices for residents asking them to maintain new sod that was installed on their work areas

Valve and Hydrant inspections

Ran sewer camera

Sewer Locates

Repaired main break

Replaced U-branch and Curb Stops

Called for locates

Replaced hand valves and meter box

Repaired main break (3 day repair)

Cut apron and removed/excavated to expose main

Replaced 30 ft. section of main and covered



Maintenance Crew

Park:

Cut grass and trim

Park:

Delivered BBQ pit key and instructions on use for large pavilion

Park:

Cleaned Park and opened restrooms Monday thru Sunday @7:00am

Park:

Repaired toilets leaking faucets

Park:

Removed fallen trees and branches

Park:

Picked up trash

Park:

Cut and trimmed at playground, added fluff fall zone material

Park:

Maintain restrooms

Park:

Remove graffiti

Park:

Maintain picnic tables and pavilions

Public Works:

Cleaned Trucks, checked equipment

Public Works:

Cleaned and removed brush from Walking Trail behind PW

Public Works:

Cleaned shop, water cage, welding area, repairs as needed

Conference Center:

Set ups and clean ups for events held there

Conference Center:

Mowed complex, repairs as needed

Community Center:

Grounds cut and trimmed, repairs as needed

Community Center:

Wednesday set up for bingo & Thursday cleaned up for seniors

Community Center:

Set up for events

Library:

Grounds cut and trimmed, pick up recyclables

Library:

Repairs as needed

Library Annex:

Clean, mow and trim, repairs as needed

City Hall:	Grounds cut and trimmed, Mondays only, repairs as needed
City Hall:	Pick up recyclables
City Hall:	Completed remodel of restroom
LVPD:	Repairs as needed
LVFD:	Repairs as needed
Citywide:	Removed graffiti throughout the city
Citywide:	Reinstall fallen stop/street signs
Citywide:	Check surveillance camera and maintain
Citywide:	Removed fallen trees
Marquee	Marquee update as they come in
Service requests:	Various requests completed as they come in

City of Leon Valley 2012 Bond Program Oversight Committee Meeting, July 26, 2012,

City Manager Longoria called the 2012 Bond Program Oversight Committee Meeting to order at 6:00 p.m. Mayor Pro-Tem Kathy Hill, Councilman Jack Dean, City Manager Manuel Longoria, Police Chief Wallace, Fire Chief Irwin, City Secretary Janie Willman, and committee members Mike Davis Jr., Abraham Diaz, Pedro Esquivel, Christopher Gover, Bob Tome, Al Uvietta, and Olen Yarnell were present

Installation of Committee Members

City Secretary installed Mike Davis Jr., Abraham Diaz, Pedro Esquivel, Christopher Gover, Bob Tome, Al Uvietta, and Olen Yarnell in as members of the committee. Abraham Diaz was installed as Chairman and assumed this role.

Public Information Training

City Secretary Janie Willman addressed the Committee and gave a training session on the Public Information and Open Meeting training. During this training, the City Secretary advised the Committee Members about the laws pertaining to open meetings and retention of records.

Discussion of Ordinance Establishing the Authority and Rights, Structure and Membership, Duties and Responsibilities, and Sunset Provision for a Committee to Oversee the 2012 Bond Project and the Charter Requirements

City Manager Longoria addressed the Committee members and advised them of their roles and responsibilities and also the Council's intent for the Committee. The Committee was advised that it was an independent citizens Committee that is responsible to the Mayor and City Council of Leon Valley and to the general public. Its purpose is to monitor performance in order to confirm that the City of Leon Valley implements the 2012 Bond Program work in conformance with the program approved by the voters. The Committee counsels and provides input to the Mayor and City Council, but it does not have management or policy-setting responsibilities.

Project Status Report

Manager Longoria addressed the Committee and gave an update on the projects status. The Committee was advised that in response to the request for proposals, the City of Leon Valley had received 18 responses from architectural firms.

Overview of Architect Selection Process

City Manager Longoria addressed the Committee and gave a timeline on the hiring of an architectural firm. The proposal was to have two Committee members placed on a Selection Review Committee, along with the City Manager, Fire Chief, Police Chief, and City Purchasing Agent. After discussion, Al Uvietta and Olen Yarnell both agreed to sever on the Selection Review Committee.

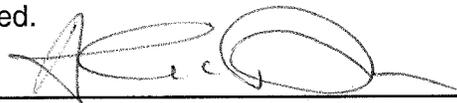
City of Leon Valley 2012 Bond Program Oversight Committee Meeting, July 26, 2012,

Discussion and possible action regarding the election of the Vice Chair and Secretary as required by the Committee's Charter

Chairman Diaz opened the discussion regarding the selection of the Vice Chair and Secretary of the Committee. After this discussion, Olen Yarnell was nominated as the Vice Chairman and Mike Davis Jr. was nominated as the Secretary. Both of the nominees agreed to serve in these capacities and Chairman Diaz polled the Committee members about these nominations and both were approved unanimously.

Adjourn.

Hearing no further business the meeting was adjourned.


Abraham Diaz, Committee Chairman

City of Leon Valley 2012 Bond Program Oversight Committee Meeting, August 30, 2012

Chairman Abraham Diaz called the 2012 Bond Program Oversight Committee Meeting to order at 6:00 p.m. Mayor Pro-Tem Kathy Hill, Councilman Jack Dean, City Manager Manuel Longoria, Police Chief Wallace, Fire Chief Irwin, City Secretary Janie Willman, and committee members Abraham Diaz, Pedro Esquivel, Christopher Gover, Bob Tome, Al Uvietta, and Olen Yarnell were present. Committee Member Mike Davis Jr. was absent.

Approval of Minutes

Chairman Abraham Diaz asked for approval of the minutes from the July 26, 2012 meeting. A motion was made by Al Uvietta and was seconded by Olen Yarnell approving the minutes from the July 26, 2012 meeting. After no discussion this item was approved unanimously.

Project Update: Architect Selection Process

Chairman Diaz recognized the City Manager, Manuel Longoria, who gave an update on the Architect selection process. City Manager Longoria reviewed that steps that have occurred so far in the selection of an Architect. This review included the Request for Qualifications process, the appointment of a Selection Review Committee, an overview of the work performed so far by the Selection Review Committee, and an outline of the process to come. City Manager Longoria advised that the next steps would be interviews, by the full Committee, of the four firms identified by the Selection Review Committee. This interview will take place on September 13, 2012. The full Committee will give their comments/concerns to the City Manager by September 17, 2012 and the Selection Review Committee will meet on September 25, 2012 to rank the four firms. The full Committee will be briefed on the finalist on September 27, 2012 and the City Manager will appear before City Council on October 1, 2012 seeking authorization to enter into a Services Contract with the finalist. The authorization will include a provision for the Manager to enter into a Services Contract with the next highest ranking firm if negotiations with the highest ranking firm fail and so on until an agreement is reached.

Presentation on Construction Delivery Methods

Chairman Diaz recognized the City Manager, Manuel Longoria, who gave a presentation on construction delivery methods. City Manager Longoria outlined the four types of construction delivery, Design-Bid-Build, Competitive Sealed Proposals, Design-Build, and Construction Manager at Risk, giving the benefits and drawbacks to each one. After a discussion amongst the Committee members, Al Uvietta made a motion directing the City Manager to continue to explore the Construction Manager at Risk scenario. This motion was seconded by Olen Yarnell. After a brief discussion this motion passed unanimously.

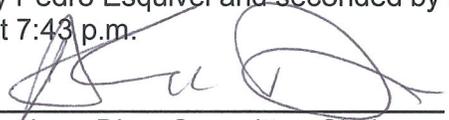
Future Meeting Schedule

Chairman Diaz advised the Committee on the upcoming meetings scheduled. This included a meeting of the full Committee on September 13, 2012 to interview the final candidates for Architectural Services and a meeting of the Selection Review Committee on September 27, 2012 for recommendation of a firm for Architectural Services and the selection of a Project Construction Delivery Method.

City of Leon Valley 2012 Bond Program Oversight Committee Meeting, August 30, 2012

Adjourn

Hearing no further business the a motion was made by Pedro Esquivel and seconded by Bob Tome to adjourn the meeting. The meeting was adjourned at 7:43 p.m.



Abraham Diaz, Committee Chairman

ATTEST:



Mike Davis Jr. Committee Secretary

City of Leon Valley 2012 Bond Program Oversight Committee Meeting, September 13, 2012

Chairman Abraham Diaz called the 2012 Bond Program Oversight Committee Meeting to order at 5:04 p.m... Committee members Abraham Diaz, Bob Tome, and Al Uvietta were present. Committee Member Mike Davis Jr., Pedro Esquivel, and Christopher Gover were absent. Mayor Pro-Tem Kathy Hill, Councilman Jack Dean, City Manager Manuel Longoria Jr., Police Chief Wallace, and Assistant Fire Chief Lee were also present.

A quorum was not present.

Conduct Interviews with Architectural Firms being considered to provide Architectural Services to the City of Leon Valley for Projects identified in the May 2012 Bond Election

Chairman Diaz introduced the City Manager, Manuel Longoria Jr., who facilitated the interview process. The four firms interviewed were

KA Hickman
Pfluger, Wiginton, and Hooker
Kell Munoz
Alamo Architects

After an introduction of the Committee members to each Architectural firm, the Architectural firms were able to introduce their team members, give a thirty minute presentation and this was followed by a question and answer session by the Committee.

Olen Yarnell arrived at the location and Chairman Diaz noted that a quorum was present at 542 p.m..

Project Status Report

City Manager Longoria was recognized by Chairman Diaz to present the status report of the project. City Manager Longoria advised that comments from tonight's interviews should be given to him by September 17, 2012. The Architect Selection Review committee is scheduled to meet on September 25, 2012 to rank the applicants. The 2012 Bond Oversight Committee is scheduled to meet on September 27, 2012 to discuss ranking as presented by the Architect Selection Review committee.

City Manager Longoria advised that on October 1, 2012 City Council was going to decide on which Architectural firm will provide the requested services to the City of Leon Valley.

Adjourn

Hearing no further business the a motion was made by Olen Yarnell and seconded by Bob Tome to adjourn the meeting. The meeting was adjourned at 9:36 p.m.


Abraham Diaz, Committee Chairman

MINUTES OF MAY 14, 2012

CITY OF LEON VALLEY PARK COMMISSION

1. Call to Order and Determination via Roll Call if Quorum is Present: The May 14, 2012 meeting was called to order at approximately 6:36 PM by Chairman Bert Thomas in the large pavilion at the Leon Valley Raymond Rimkus Park.

Present: Bert Thomas, Bill Cooper, Rachel Felkner, Susan Fraser, and Tom Fraser.

Absent/Excused: Benay Cacciatore, Linda Tarin.

City Staff Present: Byron Vick

City Council Liaison:

Citizens to be heard: None

1. Review and Approval of Minutes: The March 12, 2012 minutes were submitted for approval. A motion to approve the minutes was made by Bill Cooper, and seconded by Suzan Fraser. All members approved the minutes as read. (The **April 9, 2012 Leon Valley Park Commission meeting was cancelled** at 7:20 PM because we did not have a quorum available to conduct that meeting. Bert Thomas, Bill Cooper, Linda Tarin and Susan Frazer were present. Benay Cacciatore, Rachael Felkner were excused, and Tom Fraser could not make the meeting until later.)

2. Reports: Activities that Impact the Park or Access to the Park.

A. Park Rental. Applications were reviewed.

3. Discussion:

A. Leon Valley Park Survey: Surveys were available to the Park Commissioners to review.

(1.) Many favorable comments were made concerning the outstanding work provided by Public Works personnel. They not only maintain the Park exceptionally well, they were very courteous to those walking the trails or working in their garden plots.

(2.) Hike and bike trails were important to nearly 79% of those surveyed. They want connectivity within Leon Valley, the new greenway, and other trails throughout

the county. They want wider trails with a surface such as those at O.P. Schnabel Park. Some are asking for pocket parks and fitness centers added along our trails. Many want our trails free of dogs (dog poop) and bikes. Many complained, especially seniors, about the surface of our trails because it is easy for them to stumble (or can't manipulate walkers) on the broken tarmac or loose gravel.

(3) Complaints were also made about the park being over-crowded on weekends and Holidays. Too many non-Leon Valley people use the Park and our own citizens can't get picnic tables. Too many parents camp out on the trails watching their children participate in sports. (New Park Rules need to be published and enforced.)

4. Commissioners and Staff Comments:

A. Susan Frazer said that not all the surveys submitted were in the file we reviewed. She hand-carried her survey to City Hall and it was missing from the 157 surveys we reviewed. She was certain most surveys were in place, however; others might be missing as well.

B. Tom and Susan Frazer suggested a special thanks to Public Works for the repairs to the tarmac, and merry-go-round, and for placement of the new nets for the basketball courts. Also the softball field has been repaired and is really showing a lot more use.

C. Bill Cooper stated that children need to be stopped from throwing rocks into the water/creek area (especially between the park trail and Poss Rd.).

D. Commissioners made a walking tour of Raymond Rimkus Park.

5. Announcements:

A. Our Next Park Commission Meeting will be on June 11, 2012, 7:00 PM, at the Leon Valley City Council Chambers.

6. Adjournment:

A. The motion to adjourn was made by Bill Cooper, seconded by Rachel Felkner and unanimously approved by the Commissioners. The meeting adjourned at approximately, 8:20 PM.

Approved by Bert Thomas, Chairman, Leon Valley Park Commission.

*Bert Thomas, Chairman
Leon Valley Park Commission*

Minutes of June 11, 2012

CITY OF LEON VALLEY PARK COMMISSION

1. Call to Order and Determination via Roll Call if Quorum is Present: The June 11, 2012 meeting was called to order at approximately 7 PM by Chairman Bert Thomas in the Leon Valley City Hall Board room.

Present: Bert Thomas, Bill Cooper, Susan Fraser, Tom Fraser, Benay Cacciatore, and Linda Tarin.

Absent/Excused: Rachel Felker

City Staff Present: Byron Vick

City Council Liason: none

2. Review and consider Approval of the May 14, 2012 Meeting Minutes was approved by Bill Cooper and seconded by Tom Fraser.

3. Citizens to be heard: none

4. Reports: Activities that impact the Park or Access to the Park.

A. Park Rental Applications: not available tonight.

5. Discuss:

A. Justin Bustos presented to the Commission, a power point presentation his Eagle Scout project to upgrade the picnic tables, and relocate the horseshoe pit in Raymond Rimkus Park. The presentation was overwhelmingly received by all the commissioners and Byron Vick. Byron endorsed him and stated that he and his staff will provide some of the equipment for Justin and his team members need to complete the job. Byron also stated he would use part of his budget to buy the materials.

Suggestions and comments: Bert suggested that in the future that there would be a second horseshoe pit for tournaments. Bert also stated he would send a letter to Mayor Riley and City Council regarding the commissioners acceptance of the project.

B. Commissioners compiled a list of items and goals we would like to complete within the next two years, and those that need to be included in the next Master Plan. These items included what was not completed this past year suggestions per recent park survey.

1. Beautify trees and plants and continue plantings.
2. Senior fitness centers
3. Continue trails so all are 10 feet wide for city completion goal of 2014.
4. Add another basketball court
5. Nature Viewing stand
6. Additional Tennis Court
7. Teen Fitness Center
8. Provide a third picnic pavillion in park area
9. Sun covering for bleachers and possibly shield for sun in childrens play area.
10. Crystal Hills doggy park and frisbee golf.
11. Replacing some of old dead trees with older large trees including playground area.
12. Purchase surrounding areas to increase park area.

6. Commissioner's and Staff's comments:

Bill Cooper brought up a complaint from a lady regarding profanity on the basketball courts. Bert brought up that kids were throwing rocks in creek and built a dam. It was noted that wilderness area is separate from park and we can offer suggestions.

7. Announcements: The next City of Leon Valley Park Commission Meeting will be at the City Council Chambers, Leon Valley, Texas at 7:00PM on July 9, 2012.

Bert reminded us that it is time for reelection of officers.

8. Adjournment:

A. The motion to adjourn was made by Bill Cooper, seconded by Tom Fraser unanimously approved by the Commissioners. The meeting adjourned at approximately at 08:10 PM.

*Bert H. Thomas, Chairman
Leon Valley Park Commission*

Minutes of the July 9, 2012

CITY OF LEON VALLEY PARK COMMISSION

1. Call to Order and Determination via Roll Call if Quorum is Present: The July 9, 2012 meeting was called to order at approximately 7:15 by Chairman Bert Thomas in the City Chambers at the Leon Valley City Hall

Present: Bert Thomas, Bill Cooper, Susan Fraser, Tom Fraser, and Linda Tarin.

Absent/Excused: Rachel Felker and Benay Cacciatore

City Staff Present: Byron Vick

City Council Liaison: None

2. Review and consideration for Approval of the June 11, 2012 Meeting Minutes: Motion for approval was made by Tom Fraser, seconded by Bill Cooper and unanimously approved by the commissioners.

3. Citizens to be heard: None.

4. Reports: Activities that impact the Park or Access to the Park.

A. Park Rental Applications: Reviewed.

B. Justin Bustos's Eagle Scout Project: Project to be the 17th, 18th, 19th of July (weather permitting). They will install one horse pit and leave room for expansion at a later time. They are repairing and painting a number of picnic tables.

5. Discuss:

A. Election of Officers: This was postponed until the next meeting. The new park commission has not been appointed.

6. Commissioner's and Staff's Comments:

A. General discussion: The Park Bucks Program, established to generate money for the park, has not worked very well because contributions are made only by our residents who are billed by the City of Leon Valley for their water service. Many of our residents are not billed for water service through the City; therefore, they make no donation to park bucks. Money collected is not set aside as park funds, but placed into the General Fund. Most projects will require monetary grants to build, and this can be difficult to obtain. Some of the

Commissioners asked: how we might raise money on our own? We are limited by funds for doing any improvements in the park. We need special approval from the City before we can sell anything in the park to raise funds.

B. Byron Vick: Announced that Public Works will remove the 120 watt circuit from the main pavilion as it is being abused by the users (i.e. The park rules state that moonwalks may be used in conjunction with rental of the large pavilion; however, the renter needs a permit from the City, and they must furnish their own power source. Many renting the moonwalk connect it with an extension cord(s) from the pavilion.) It has also been observed that a moonwalk was used near the corner of Poss and Evers with multiple cords connected to the circuit at the main pavilion.

C. Susan Fraser: The new basketball nets installed on our basketball courts are the best we have ever had.

D. Tom Fraser: Made a comment about two trees in the backside of the park pose as a danger to those walking the trails.

7. Announcements: The next City of Leon Valley Park Commission Meeting will be at the City Council Chambers, Leon Valley, TX at 7:00 PM on August 13, 2012.

8. Adjournment: A motion to adjourn was made by Bill Cooper, seconded by Tom Fraser, and unanimously approved by the commissioners. The meeting adjourned at approximately 8:30 PM.

*Beet Thomas, Chairman
Leon Valley Park Commission*

Minutes of the August 13, 2012

CITY OF LEON VALLEY PARK COMMISSION

1. Call to Order and Determination via Roll Call if Quorum is Present: The August 13, 2012 meeting was called to order at approximately 7 PM by Chairman Bert Thomas in the City Chambers at the Leon Valley City Hall.

Present: Bert Thomas, Rachel Felkner, Susan Fraser, Tom Fraser, Linda Tarin, Benay Cacciatore, John Stanley, and Scott Baird.

Absent/Excused: Bill Cooper and Carol-Anne Randolph-Oviedo.

City Staff Present: Byron Vick (Absent).

City Council Liaison: None.

2. Review and consideration for Approval of the July 9, 2012 Meeting Minutes: Motion for approval was made by Tom Fraser, seconded by Benay Cacciatore and unanimously approved by the commissioners.

3. Citizens to be heard: None.

4. Reports: Activities that impact the Park or Access to the Park.

A. Park Rental Applications: Reviewed.

B. Justin Bustos's Eagle Scout Project: The horse shoe pit was moved, and a number of picnic tables have been painted. He did a wonderful job with his project and we appreciate all he accomplished.

5. Discuss:

A. Introduction of new Commissioners: Scott Baird, and John Stanley were introduced and welcomed as new Commissioners. Each said a few comments about their backgrounds. Bert Thomas gave each new commissioner a folder with: (1). the names, addresses etc. of all our other Park Commissioners. (2). A copy of the new Park Rules. (3). A copy of the summation of the latest Park Survey. And (4). A listing of the future projects the Commission is pursuing.

B. Election of new Officers: Bert Thomas was nominated for Chairman, Bill Cooper for Vice Chairman and Rachel Felkner for Secretary. Each was approved unanimously by the

commissioners by acclamation. Tom Fraser agreed to assist Bill Cooper as the Leon Valley representative to the Bexar County Hike and Bike Trails Committee.

6. Commissioner's Comments:

Tom Fraser: Holes in the soccer fields need to be filled in to prevent possible injuries. He also suggested trees be planted along the back strip between tennis courts and the fence.

Susan Fraser: She is pleased with how well the new basketball nets are holding up. She offered to review the past surveys and compile a list of the names of those who want to volunteer to help out in the Park. When people or companies donate money or items to the Park, we should send them a simple thank you note. (Other comments suggested it be on City of Leon Valley stationary and signed by a city official). Re: Justin Bustos's Eagle Scout project, possibly publishing an article in the Lion's Roar. She also noted that there is not much funds available in the budget for our projects this coming year.

John Stanley: The trail surface in the back area of the park needs some improvements.

Scott Baird: Impressed with all the improvements made in the park, and is excited to now be on the Park Commission.

Benay Cacciatore: We need to set a date for planting our wildflowers. Suggest that people donate their bucks received from shopping at Rainbow gardens. Susan Fraser suggested we have the work session during the week rather than on a weekend.

Rachel Felkner: Asked about the health of the trees and plants we planted this Spring. (Most of them were very small and few of them survived.) She also suggested doing some sort of fundraising event to help purchase plants. Walk/run day, sell water, sports/field day.

Linda Tarin: Suggested that when we plant trees, it be done in the fall. Trees will survive better when planted in the fall.

Bert Thomas:

A. Asked the commissioners to be more proactive in providing topics they would like to discuss at our commission meetings. Everyone should participate in making up the Agenda each month.

B. The cross walk between the Library and the walkway to the playground can be very dangerous. He recently stopped to let a young mother and her children cross the street and a car went around him on his left side, and another car came through the crossing from the opposite direction. He said he understood the budget restraints, but a life is much more important than the cost of a crossing light. In his opinion, more people use this crossing, than

the one on Poss Road and Evers. Other citizens of Leon Valley have made comments to the danger of this crossing. The parking lot next to the Library is used as an overflow lot for Raymond Rimkus Park.

7. Announcements: The next City of Leon Valley Park Commission Meeting will be held in the main pavilion at Raymond Rimkus Park, 6440 Evers Rd. Leon Valley, TX. at 6:30 PM on September 10, 2012. Commissioners may bring a picnic dinner.

8. Adjournment: A motion to adjourn was made by Benay Cacciatore, seconded by Tom Fraser, and unanimously approved by the commissioners. The meeting adjourned at approximately 8:10 PM.

Ben W. Thomas
Chairman
Leon Valley Park Commission