

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
JANUARY 22, 2013**

The City Council of the City of Leon Valley, Texas, met on the 22nd of January, 2013, at 5:30 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 JOINT MEETING OF THE CITY OF LEON VALLEY CITY COUNCIL AND THE
LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION (LVEDC) BOARD, 5:30 P.M.**

1. **Call the Special Joint Meeting of the City of Leon Valley City Council and the Leon Valley Economic Development Corporation Board to Order, and Determine a Quorum is Present.** Mayor Riley called the Special Joint Meeting to order at 5:30 p.m. with the following City Council Members in attendance: Hill, Reyna, Baldrige, Dean, and Bieber.

The following staff members were in attendance: City Manager Longoria, City Secretary Willman, Economic Development Director Mora, Human Resources Director Caldera, and Assistant to the Public Works Director Marisa Flores.

2. **Call the Special Joint Meeting of the City of the Leon Valley City Council and the Leon Valley Economic Development Corporation Board to Order, and Determine a Quorum is Present.** LVEDC President Diaz called the LVEDC Meeting to order and announced a quorum of the LVEDC Board was present. The following Leon Valley Economic Development Corporation Board Members in attendance: Abraham Diaz, Dave Gannon, Claude Guerra, and Mike McCarley.
3. **Quarterly Update and Dialogue Between the City Council and the LVEDC Board of Directors, M&C # 01-03-13.**

The quarterly update and dialogue between the City Council and the LVEDC Board of Directors included the following:

- The status of the project authorized for a bakery/bistro at the Kinman House including building-related improvements and collateralization matters.
- A financial report for the LVEDC.
- The status of the development of LVEDC grant and loan application guidelines.
- The addition of a Façade Program Application to the new LVEDC guidelines.
- Upcoming Town Hall Meeting Agenda consideration of branding and community identity, what it means and how that might be defined.
- Clean-up of the Bandera Road business corridor including the status of the new monuments and types of revenue sources for funding improvements and maintenance, such as TIRZs and TIFs.
- LVEDC Strategic Planning Goals.
- Status of the former Fiesta Dodge Property including any development plans proposed for the site by Bandera Road Holdings, LLC and the status of the Development Agreement.
- The status of Bayseas and other new City of Leon Valley businesses, and how the City can work to support new businesses opening in Leon Valley including the need for any new policies which may need to be considered by the City Council to help businesses transition through their first six months of operation until they become known and established in the community.

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- The date for the next quarterly dialogue was proposed for the month of April.
4. **Adjourn.**
- A. LVEDC Board President Diaz adjourned the LVEDC Meeting at 6:45 p.m. without objection.
 - B. Mayor Riley adjourned the Special City Council Meeting at 6:45 p.m. without objection.
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REGULAR MEETING OF THE CITY OF LEON VALLEY CITY COUNCIL, 7 P.M.

1. **Call the City of Leon Valley Regular 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 7:05 p.m. with the following City Council Members in attendance: Hill, Reyna, Baldrige, Dean, and Biever.

The following staff members were in attendance: City Manager Longoria, City Attorney Zech, City Secretary Willman, Community Development Director Kristie Flores, Economic Development Director Mora, Finance Director Vickie Wallace, Fire Chief Irwin, Human Resources Director Caldera, Police Chief Randall Wallace, Public Works Director Vick, and Assistant to the Public Works Director Marisa Flores.
Also present: Ms. Valerie Mason, UTSA Intern, and Mike Del Toro, City Auditor.

Councilman Art Reyna led the assembly in the Pledge of Allegiance.

2. **Presentation on Feral Cats: Trap-Neuter-Return, M&C # 01-04-12.** Raymond Diaz, 6429 Longhouse Court, introduced two guest presenters from the San Antonio Cat Coalition. Mr. Diaz informed the City Council that during care for a relative who lives in San Antonio, he and his wife became aware of the problem of feral cats in San Antonio. He investigated and found out about the San Antonio Feral Cat Coalition which offers training for volunteers in the trap-neuter-return (TNR) program which is grant-funded in some San Antonio neighborhoods. Mr. Diaz introduced two guest presenters; Kay Keane and Jenny Burgess. The speakers made a presentation on the benefits of a TNR program including planning requirements and a list of local communities which have adopted similar programs. A video on what to do about community feral cat concerns was shown.

Anne Gramling, 6113 Rue Sophie, and Vickie Jamvold, 7203 Poss Road, spoke in favor of the TNR Program, their experience with it, its benefits, and identified Leon Valley community advocates who favor the program.

The City Council noted that a TNR Program had previously been presented to the City Council including a request for financial support. The presenters at the time were not willing to provide the information to the City of Leon Valley which the City Council requested for appropriate accountability. Due to the lack of response by the presenters to a request for further information, the matter was postponed indefinitely.

After City Council discussion of the TNR Program, City Manager Longoria was asked to provide the City Council with a report as to the need for such a program in Leon Valley.

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3. **Citizens to be Heard and Time for Objections to the Consent Agenda.** No one stepped forward to speak during the Citizens to be Heard. There were no items pulled for separate consideration on the Consent Agenda.

Consent Agenda

Motion by Councilman Reyna and second by Councilwoman/Mayor Pro Tem Hill for the approval of Consent Agenda Items 4, 5, and 6, as presented. Voting Aye: Hill, Reyna, Baldrige, Dean, and Biever. Voting Nay: None. Mayor Riley announced the motion carried.

4. **Consider Approval of the Meeting Minutes of the Regular City Council Meeting of January 8, 2013.** Approved the Meeting Minutes of the January 8, 2013 Regular City Council Meeting.
5. **Consider Approval of the Quarterly Investment Report for October – December, 2012, M&C # 01-05-13.** Approved the Quarterly Investment Report for the period of October – December, 2012, by minute order.
6. **Consider Action on an Ordinance Approving a Police Department Budget Adjustment from the Police Forfeiture Fund, M&C # 01-06-13.** Approved an ordinance related to a budget adjustment from the Police Forfeiture Fund for the replacement of an outdated computer server, an increase in the number of police patrol rifles available for each shift with training ammunition and associated supplies, and an identification badge system complete with the required supplies.

Adopted Ordinance No. 13-002 – Approving Amendments to the Original Budget of the City of Leon Valley, Texas, for the Fiscal Year of 2013

Regular Agenda

7. **Consider Approval of the Comprehensive Annual Financial Report for Fiscal Year 2012, M&C # 01-07-13.** Finance Director Vickie Wallace introduced Mike Del Toro of the City's new auditing firm of Thompson, Williams, Biediger, Castor & Young. Mr. Del Toro informed the City Council that the firm had been merged with Alonzo, Bacarisse Irvine & Palmer, P.C., effective January 1, 2013. He noted that the City would have the same audit team and work with the same audit staff with no changes beyond the name of the firm.

Mr. Del Toro informed the City Council that the Independent Auditor's Report documented the auditing firm's opinion on the City's financial statements and audit as being 'unqualified.' He explained that is the best opinion that can be given for an independent audit; meaning there were no qualifying statements in the opinion letter. He presented the management discussion and analysis. Briefly discussed were the various financial statements and other sections audited. He concluded the presentation stating there were no internal control deficiencies over financial reporting and no instances of noncompliance.

The City Council asked if there were any recommendations based on the previous auditing firm recommending a fraud policy. None were noted.

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Discussion Agenda

- 8. Presentation and Discussion of the Huebner and Grass Hill Water Well Conditions, M&C # 01-08-13.** Public Works Director Vick made a presentation related to the City's Water Well conditions. Due to the lateness of the hour, the City Council viewed a video on one of the wells only. Staff was invited to return at some future meeting to provide additional information, if the need is determined.

- 9. Presentation and Discussion on the City's Tree Preservation Policy M&C # 01-09-13.** Community Development Director Flores made a presentation on the City's Tree Preservation Policy. It was noted that some community calls had been received when trees were cut on a property on Huebner Road which is being prepared for sale. The staff presentation included the administrative processes in place for reviewing requests to remove trees before permitting is issued. Mayor Riley asked to be informed when such requests are presented to the City.

- 10. City Manager's Report. (Longoria)**
 - A. Proposed Spring Brush Collection Schedule.** Mr. Longoria reported that a proposed Spring Brush Collection schedule had been provided to him for consensus on the dates for the 2013 Spring Clean-up. The dates proposed are beginning March 18 through March 29. All materials would have to be set-out at the curb by the week of March 11 through March 17. Collection would begin the morning of March 18 through March 29. The City Council asked the City Manager to work on an appropriate schedule and on a campaign to provide timely advance notice to the City's residents. Mr. Longoria noted that a new service enhancement the City proposes to try are neighborhood sweeps as are done in the City of San Antonio. This would mean that Leon Valley Public Works and Code Enforcement Officers would work with neighborhood associations to clean-up the City.

 - B. Pilot Solid Waste Program at the Ridge Subdivision.** Mr. Longoria reported that Mayor Riley, Council Member Baldrige, a resident of the Ridge, Waste Management Chief Marketing Officer Albert Perez, and he met with The Ridge Homeowners Association Board of Directors. March 1 was set as the target date for the start of the pilot program. Door hangers will be placed on each residence to inform residents of the pilot program. A satisfaction survey will be conducted at the end of the pilot program to assess its effectiveness in The Ridge. Mr. Longoria asked UTSA intern Valerie Mason to introduce herself to the City Council. He noted Ms. Mason is working on a neighborhood survey.

 - C. Update on City Council/City Manager 2012-2013 Goals.** Mr. Longoria updated the City Council on the progress on the 2012-2013 Goals set at the May Retreat Work Session. Mr. Longoria reported that Code Compliance had been restructured under the Police Department to leverage resources in addressing code issues with better results to date. This is a brick and mortar year with numerous projects. He stated the position previously held by the Assistant Public Works Director who retired to a Special Projects Manager and Melinda Smith who previously worked for the City had accepted the position of Special Projects Manager. Ms. Smith reports for work on January 28. She will office at

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the Department of Public Works. Halff Associates have developed a schematic design of the new monuments which are scheduled to start construction in August 2013. The plans will be presented at the January 26 Town Hall Meeting. Landscaping and lighting will be part of the monuments. Triangle Park has been cleaned up. Public Works cleans the pocket park with a contract position working in the Public Works Department. The \$7 million bond was issued at significant savings. The bond work is in the needs assessment phase. The Library Children's Wing expansion project will be returned to the City Council in the next two City Council meetings to obtain direction on who to proceed. It is an ongoing process with the updated plans to be presented at the Town Hall Meeting during the discussion of capital projects. Regarding communications with the City Council, the City Manager noted he sends weekly reports for most weeks. He further noted that the City is improving communications with residents through ongoing enhancements to the City's website including the use of social applications, Facebook and Twitter. In terms of customer service improvements, Mr. Longoria noted that the City's customer service approach reflects organizational cultural issues. Online customer service training is set to begin within the next two weeks. There was some brief discussion about the possibility of hiring an employee to answer the telephone and direct callers throughout the City's departments.

The City is seeking a sustained street maintenance sales tax. The legislative bill has been drafted with modifications to address some of the structural concerns which will provide voters the ability to repeal. It is ready to be filed soon. The City has been recognized for its Low Impact Development strategy as reflected on Evers Road, primarily designed to deal with stormwater issues.

- D. **Monthly Departmental Reports.** There were no questions raised nor comments on the Monthly Departmental Reports presented.
- E. **Financial Statement for the Month of December, 2012.** Finance Director Vickie Wallace presented the Financial Statement for the period of December 1-31, 2012.
- F. **Future Agenda Items**
 - (1) Consider Action on a Resolution Authorizing the City Manager to Execute a Lease with Mauricio Romero for the Kinman House at 6417 Evers Road, Leon Valley, TX., February.
 - (2) Consider Renewal of Support Services Contract with Leon Valley Economic Development Corporation (LVEDC). February.
 - (3) Introduction of Special Project Manager, February 5.
 - (4) Consider Approving Memorandum of Understanding with Bexar County Elections Department to Conduct the Joint, General, and Special Elections of May 11, 2013, February.
 - (5) Call the May 11, 2013 General Election, February – March 1.
 - (6) Consideration of a Service Provider for Construction Manager at Risk for the Municipal Facilities Improvement Project.
 - (7) Texas Department of Transportation Presentation on Super Street Model.

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11. Citizens to be Heard. No one stepped forward to speak during the Citizens to be Heard.

12. Announcements by the Mayor and Council Members.

Annual Town Hall Meeting, Saturday, January 26, 2013

Earthwise Living Day, Saturday, February 23, 2013

Councilman Biever noted kudos were due Council Member Hill for her positive representation of the City of Leon Valley at the Texas Department of Public Safety recent opening.

Councilman Dean noted kudos were due Councilman Reyna for his work on the City's legislative initiative to obtain a street maintenance sales tax election suspension which will allow the City, if voters approve, to leverage long term financing for the work on the City's arterial roads.

Councilman Reyna thanked Councilman Dean for his support and teamwork with the Governor's Office on the street maintenance sales tax election suspension legislation.

Councilwoman/Mayor Pro Tem Hill invited the assembly to bring their neighbors to the Town Hall Meeting on Saturday, January 26. Ms. Hill noted the technological advances available at the new DPS Center in Leon Valley.

Executive Session

13. The City Council convened in Executive Session at 9:39 p.m., Pursuant to Section 551.072, Deliberations about Real Property, to Deliberate the Purchase, Exchange, Lease, or Value of Real Property, M&C # 01-10-13. The City Council reconvened into open session at 10:15 p.m. with no action taken arising out of the Executive Session.

14. The City Council of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations, 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development).

There was no Executive Session conducted under this Agenda Item.

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15. **Adjourn.** Motion by Councilman Biever and second by Councilwoman Baldrige to adjourn the meeting at 10:15 p.m. Mayor Riley adjourned the meeting without objection.

Chris Riley
Mayor Chris Riley

ATTEST:

Janie Willman

Janie Willman, City Secretary

