

NOTICE OF PUBLIC MEETING
AGENDA
LEON VALLEY CITY COUNCIL MEETING
TUESDAY, MARCH 20, 2012, 7 P.M.
LEON VALLEY CITY COUNCIL CHAMBERS
6400 EL VERDE ROAD, LEON VALLEY, TEXAS 78238

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)**
- 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

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

- 3. Consider Approval of the Meeting Minutes of the March 6, 2012 Special Joint Leon Valley City Council and City of Leon Valley Economic Development Corporation Board Meeting. (Willman)** *This agenda item will allow the City Council to consider approval of the draft minutes of the Special Joint Leon Valley City Council and City of Leon Valley Economic Development Corporation Board Meeting of March 6, 2012.*

Regular Agenda

- 4. Consider a Request by the Los Leones Student Arts Festival Planning Team for a Fee Waiver Allowing Participants to Pay Only Half the Amount Required for Temporary Food Permits, M&C # 03-06-12.** *This agenda item will allow the City Council to consider approving a request by minute order waiving the cost of the*

temporary food permits for participants of Los Leones to pay only half of the cost of the current fees at \$20 per permit. (Flores)

5. **Consider Authorizing the City Manager to Enter into a Contract with for Incident Management and Consent Tows, along with Towing for the City of Leon Valley's Vehicle Fleet with Banis Towing, M&C # 03-07-12.** *This agenda item will allow the City Council to consider authorizing the City Manager to enter into a contract with Banis Towing for private consent tows as well as towing for the City of Leon Valley's vehicle fleet. (Police Chief Wallace)*
6. **Consider an Ordinance Repealing and Replacing Appendix A Fee Schedule Article A11.000 Water and Sewer Fees, Section A11.001, Subsection (g) Edwards Aquifer Authority Fee, of Ordinance No. 11-018, and Providing a Conflicts Provision to Increase the Edwards Aquifer Authority (EAA) Fee from \$.1637 per 1,000 gallons to \$.2578 per 1,000 gallons as mandated by the EAA, M&C # 03-08-12.** *This agenda item will allow the City Council to consider an ordinance amending and replacing Ordinance No. 11-018, adopted August 16, 2011, repealing and replacing Appendix A Fee Schedule Article A11.000 Water and Sewer Fees Section A11.001, Subsectin (g) Edwards Aquifer Authority Fee, and Providing a Conflicts Provision to increase the Edwards Aquifer Authority (EAA) Fee from \$.1637 per 1,000 gallons to \$.2578 per 1,000 gallons as mandated by the Edwards Aquifer Authority. (Stolz)*

Discussion Agenda

7. **City Manager's Report. (Longoria)**
 - A. **Informational updates, as may be required**
 - B. **Monthly Departmental Reports.**
 - C. **Financial Statement for the Month of February 2012. (V. Wallace)**
 - 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) BOMA, Leon Valley Business Owners' and Managers' Association Meeting Minutes, September 13, 2011, and January 10, 2012 Meeting Minutes
 - (2) Earthwise Living Committee, January 31, 2012, February 7, 15, and February 21, 2012 Meeting Minutes.
 - (3) Park Commission, October 10 and November 14, 2011 Meeting Minutes. Park Commission, January 9, 2012 Meeting Minutes.
 - E. **Future Agenda Items.**
 - (1) Agreement with CPS Energy regarding use of the Community Improvement Economic Development (CIED) Funds.
8. **Citizens to be Heard.**
9. **Announcements by the Mayor and Council Members.**

At this time, reports about items of community interest regarding which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or

sponsored by the governing body or that was or will be attended by a member of the Leon Valley Council or a City official.

Community Events:

- March 24:** Public Safety and Support Services Open House Tour, 6400 El Verde Road, Leon Valley, 78238, 9:00 a.m.-1:00 p.m.
- March 31:** 16th Annual Los Leones Student Arts Festival, Leon Valley Community & Conference Centers, 6421 & 6427 Evers Road, Leon Valley, 78238, 8:30 a.m.-2:00 p.m.
- April 7:** Next Quarterly Walk with the Mayor, re-scheduled from March 31 due to conflict with Los Leones. Meet at Tellez, 6501 Bandera Road, at 8:30 a.m. The walk will wind through Seneca Estates (Seneca I).
- April 14:** Pet Vaccination Clinic, 10 a.m. – 12 Noon, Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78238.

Executive Session

10. 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).
11. **Adjourn.**

I hereby certify that the above NOTICE OF PUBLIC MEETING 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 March 15, 2012 by 5:30 p.m. and remained posted until after the meeting hereby posted concluded. This notice was likewise posted on the City website at www.leonvalleytexas.gov. 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 Item 3

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
MARCH 6, 2012**

The City Council of the City of Leon Valley, Texas, met on the 6th of March, 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 JOINT MEETING OF THE CITY OF LEON VALLEY CITY COUNCIL AND
THE CITY OF LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION BOARD
AT 6 P.M.**

1. **Call the City of Leon Valley City Council Special Joint Meeting to Order, and Determine a Quorum is Present.** Mayor Riley called the Special Joint City Council Meeting to order at 6:04 p.m. with all City Council Members in attendance: Hill, Reyna, Baldrige, Dean, and Biever. It was noted that the Leon Valley Economic Development Corporation (LVEDC) Board did not have a quorum. Mayor Riley announced the City Council was in recess at 6:05 p.m. The City Council reconvened at 6:07 p.m. when the LVEDC obtained a quorum of its Board of Directors.
2. **Call the City of Leon Valley Economic Development Corporation (LVEDC) Board of Directors Special Joint Meeting to Order, and Determine a Quorum is Present.** Abraham Diaz, LVEDC Board Vice-President, called the LVEDC Special Joint Meeting to order at 6:07 p.m.
4. **A. Introduction of New LVEDC Board Members and City Staff.** Mayor Riley introduced the newest LVEDC Board Director Herman Segovia. Mr. Segovia made a few remarks expressing his gratitude for being appointed to the LVEDC Board of Directors. City Manager Longoria introduced Ms. Claudia Mora, the City's Economic Development Director. Mr. Longoria also thanked Kristie Flores for serving as Interim Economic Development Director and doing a wonderful job in this capacity. Ms. Mora made a few remarks expressing her appreciation for the opportunity to be of service to the City of Leon Valley.
B. Discussion on Joint Initiatives Between the City of Leon Valley and the LVEDC. There was some general discussion of examples of what could comprise a joint initiative between the City of Leon Valley and the LVEDC.
3. **Joint Executive Session in Accordance with the Texas Government Code Regarding the Town Center Project, and Pending Litigation, Larry Little v. City of Leon Valley Economic Development Corporation, Civil Cause No. 2011-CI-17823, M&C # 03-01-12.**
 - A. The City Council of the City of Leon Valley and the City of Leon Valley Economic Development Corporation Board convened in Joint Executive Session at 6:33 p.m., Pursuant to Section 551.071 (1)(A), Consultation with Attorneys, McKamie-Krueger, and Steven Peña, Davidson Troilo Ream & Garza, on Pending Litigation. (Mayor Riley; Abraham Diaz)
 - B. The City Council of the City of Leon Valley reconvened into Joint Open Session at 7:11 p.m. No actions were taken resulting from the Executive Session.
 - C. The City of Leon Valley Economic Development Corporation Board of Directors reconvened into Joint Open Session at 7:11 p.m. No actions were taken resulting from the Executive Session.

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**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
MARCH 6, 2012**

5. Adjourn.

- A. LVEDC Board Vice-President Abraham Diaz adjourned the LVEDC meeting at 7:12 p.m.
 - B. Mayor Riley adjourned the City Council meeting at 7:12 p.m.
-

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 7:25 p.m. with all City Council Members in attendance: Hill, Reyna, Baldrige, Dean, and Bieber.

City Staff in attendance: City Manager Longoria, Assistant City Attorney Adolfo Ruiz, City Secretary Willman, Community Development Director Flores, Economic Development Director Mora, Fire Chief Irwin, Human Resources Director Caldera, Police Chief Wallace, and Public Works Director Vick.

Councilman Reyna led the assembly in the Pledge of Allegiance.

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

Al Uvietta, 6923 Sunlight Drive, Leon Valley, complimented the City's new website. He indicated it is great; really super. He said he hopes everything else goes in the right direction as it has.

Motion by Councilman Dean and second by Councilman Reyna to approve Consent Agenda Items 3, 4, and 5. The motion carried on unanimous vote of the City Council. There were no votes against and no abstentions. Mayor Riley announced the motion carried.

Consent Agenda

- 3. Consider Approval of the Meeting Minutes of the February 15, 2012 Special City Council Meeting.** The City Council approved the draft minutes of the Special City Council Meeting of February 15, 2012.
- 4. Consider Approval of the Meeting Minutes of the February 21, 2012 Regular City Council Meeting.** The City Council approved the draft minutes of the Regular City Council Meeting of February 21, 2012.
- 5. Consider Approval of the Meeting Minutes of the February 27, 2012 Special City Council Meeting.** The City Council approved the draft minutes of the Special City Council Meeting of February 27, 2012.

Public Hearing Agenda

- 6. Conduct a Public Hearing to Consider Replat #2011-120 – with Attached M&C # 03-02-12, a Request by Michelle Debs of Crossbranch Surveying on Behalf of Manuel Rubio, Applicant, to Replat Approximately 58.04 Feet of Lot 65, Being Added to Lot 63, Block 3, CB 5784, Leon Valley-Greenway Park Subdivision at the Corner of Grissom Road and Poss Road. (Flores)**

Agenda Item 3

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
MARCH 6, 2012**

Community Development Director Flores briefed the City Council on this agenda item.

- A.** Discussion by the City Council. There were no questions raised by the City Council.
- B.** Open Public Hearing. Mayor Riley opened the Public Hearing at 7:29 p.m. There were no speakers to come forward during the Public Hearing.
- C.** Close Public Hearing. Mayor Riley closed the Public Hearing at 7:29 p.m.
- D.** City Council to Consider Action.

Motion by Councilman Reyna and second by Council Member Baldrige to approve the Replat Request of approximately 58.04 feet of Lot 65, being added to Lot 63, Block 3, CB 5784, Leon Valley-Greenway Park Subdivision at the corner of Grissom Road and Poss Road. The motion carried on unanimous vote of the City Council. There were no votes against and no abstentions. Mayor Riley announced the motion carried.

Regular Agenda

- 7. Discuss The Taste of Leon Valley and Provide Staff with Any Required Input, M&C 03-03-12.** The City Council received a Staff Report on the progress of The Taste of Leon Valley scheduled for Sunday, May 20, 2012 at the Leon Valley Community and Conference Centers, 6421 & 6427 Evers Road, Leon Valley, 78238.

Community Development Director Flores briefed the City Council on this agenda item. Ms. Flores introduced an updated logo for the event. Ms. Flores previewed one of the performing groups for the City Council via YouTube. The City Council asked questions about the budget for this year's event as well as the progress of obtaining vendor participants. It was noted that the budget for this year's event is \$5,000 not including a monetary sponsorship by Ancira Dealership. The \$5,000 budget will be adhered to and will reflect the monetary sponsorship by the Ancira Dealership. Questions were raised about the cost for admission. In keeping with the initial set-up, participants are admitted for free with the only cost being for the food sampling. City staff and the Community Events Committee will be involved in staging the event.

- 8. Discuss the Proposed 2012 Street Maintenance Program funded by the Sales and Use Tax and Provide Staff with Any Required Input, M&C 03-04-12.** The City Council received a Staff Report on the Street Maintenance Sales and Use Tax reauthorized by City of Leon Valley voters on the November 8, 2011 General Election Ballot and reviewed the plan of work using the revenues generated by the re-authorized sales and use tax for street and sidewalk maintenance.

Public Works Director Vick briefed the City Council on this agenda item. After speaking about the general program of street maintenance, Mr. Vick emphasized the need to completely resurface Evers Road from Forest Dell to Huebner within the next couple of years. A question was raised about traffic calming devices on Evers Road. It was noted that one suggestion included reducing the traffic to one lane each way. Mr. Vick indicated that VIA will continue to run its bus routes on Evers Road as long as there are two open active traffic lanes for use each way because two traffic lanes in each direction minimize traffic back-ups and accidents.

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**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
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Staff discussions have noted the need to incorporate a traffic survey for data comparisons in the event that the Department of Public Safety location is approved for installation. Questions were raised about the use of the Street Maintenance and Sales Tax Use Funds. Staff responded that the funds can be used for street maintenance, sidewalk maintenance, and replacement of traffic signs that are in the right-of-way. It was noted that if the DPS location is approved, the DPS will take care of any needs related to the project on a priority basis at no cost to the City of Leon Valley.

A question arose regarding water runoff because of the street conditions. It was noted that the funding for those repairs come from the Stormwater Fund and some funding comes from the Street Maintenance Sales Tax and Use Fund depending on the actual impact of the work to either the streets or funneling water back into the Huebner Creek.

- 9. Discuss the Plan for the Operation of the City Swimming Pool for the 2012 Summer Season and Provide Staff with Any Required Input, M&C 03-05-12.** The City Council received a Staff Report on the Grass Valley (City) Community Pool for the operation year of 2012-2013.

Mr. Vick discussed the maintenance preparation of the City's swimming pool located on Grass Valley. City Council was informed that the City met with a group of persons who are interested in operating the swimming pool for the next swim season operational cycle. City Manager Longoria noted that staff has had difficulty in making contact with the prospective operators for the City's pool on Grass Valley Drive. There was some discussion about the potential interested parties. The City Manager indicated a need to communicate with the Mayor to ensure staff is making contact with the correct persons who have expressed an interest in operating the pool. Staff was asked if the City Council will receive a copy of the written report on last year's income and expenditures from the current pool operators, the Leon Valley Community Association. The report will be provided along with a contract for the City Council's consideration.

Discussion Agenda

- 10. City Manager's Report. (Longoria)**
- A. Informational Issues, including:**
- (1) Virtual Open House Tour of City Hall Facilities. The City Manager indicated that the City's website was launched the day before. Positive feedback has been received along with changes which are a part of the launch process. He informed the City Council that a virtual open house has been placed on the City's website including a tab for Bond Election information. He noted that in the coming days, a fact sheet will be loaded onto the website so voters may inform themselves of issues pertinent to the Bond Election. He indicated that the City's new website has a Facebook and Twitter component on the City's new website.
 - (2) Change in Date for Conduct of Spring Clean-Up to March 26 – April 6. Collection starts on March 26. Residents can start setting out items on March 19. Based on residential feedback, Mr. Longoria spoke with Albert Perez of Waste Management who worked to move the date to an earlier start time for the Spring Clean-up.

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
MARCH 6, 2012**

- (3) Los Leones, March 31. Mr. Longoria spoke about the partnership with Northside Independent School District (NISD) via the Los Leones Student Arts Festival. Mayor Riley asked the City Council if they think there should be some recognition of Dr. Folks for his support during his tenure as part of the NISD partnership with the City of Leon Valley. There were some favorable remarks about the suggestion.
- (4) City of Leon Valley Fire Department Participation in the Tower Run. Mr. Longoria noted that the City of Leon Valley does not have a wellness program. However, the City Manager noted that the City's firefighters engage in maintaining physical fitness. He informed that the City Council that five firefighters participated in a fundraising event in San Antonio that benefits the Cystic Fibrosis Foundation. The five firefighters were: Luis Valdez, Andy Patterson, Will Ripps, Rick Lopez, and Kory Paulini. The five firefighters raised \$425 as part of the requirement to participate.

Councilman Biever asked if the City of Leon Valley has received or developed a wellness program resulting from the new benefits program offered to City employees in 2011. It was noted that there were some wellness programs explored but there was going to be an associated cost. It was further noted that City employees can purchase physical fitness memberships at cost from local fitness clubs. However, the City cannot reimburse employees nor can it sponsor employees working out due to risk management issues arising from injuries being recognized as workman compensation claims. Councilman Biever indicated that employees could be encouraged to walk for free. The Assistant City Attorney was asked if waivers served to minimize the City's liability. Mr. Ruiz indicated that waivers were not considered to be useful in minimizing the City's liability. Mr. Ruiz indicated that if discounted rates are offered to the City and as long as there is not a defined program, there should not be a liability to the City as long as each employee pays for their own membership.

- (5) Discuss Possibility of Partnering with Campus Life Students from John Marshall High School and Pat Neff Middle School to help clean-up or fix-up homes in Leon Valley. The City has been approached by a Campus Life representative. The program presents a possibility of having volunteers help persons who may not be able to maintain the upkeep of their home based on disability or income factors.
- (6) Other informational updates, as may be required. No other updates were provided.

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

- (1) Leon Valley Economic Development Corporation Board Meeting Minutes of November 30, 2011.
- (2) Leon Valley Park Commission Meeting Minutes of September 12, 2011.
- (3) Earthwise Living Committee Meeting Minutes of January 11, 2012.

C. Future Agenda Items.

Agenda Item 3

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
MARCH 6, 2012**

- (1) Agreement with CPS Energy regarding use of the Community Improvement Economic Development (CIED) Funds. Mr. Longoria indicated that the City is in negotiations with CPS Energy. He briefly detailed the history of the franchise agreement with the City of Leon Valley and three other cities. He detailed the history of the development of the CIED Funds and the limiting criteria for the use of the CIED Funds. The City's balance has grown and because of the strict use of the funds, the CIED Funds use has become a point of contention. Through negotiations, it has been decided that CPS Energy will convey the CIED Fund monies back to the City. He noted that Mayor Riley was instrumental in helping that to happen. The transfer of the CIED Fund monies will not affect the City's franchise fees. The City Manager indicated the target to have the CPS Energy CIED Funds Transfer come to the City Council may be the first meeting in April based on the need to allow thorough attorney review of the funding mechanism through CPS Energy. The franchise agreement continues as the negotiations continue through the number of cities growing that are involved.
- (2) **Towing Contract.** Mr. Longoria indicated that staff has completed its work and the item will be brought to the City Council with a recommendation.

11. **Citizens to be Heard.** Walter Geraghty, 7315 Ellerby Point, Leon Valley, addressed the City Council regarding a number of topics including a suggestion that Dr. John Folks be made an honorary citizen of Leon Valley, announcing that American Legion Post No. 336 is Posting the Colors at a San Antonio Spurs game on March 21, as part of a ceremony welcoming home Persian Gulf War Veterans. He invited the City Council to participate. Mr. Geraghty mentioned a mailer he received from the San Antonio Board of Realtors and that he didn't like it. Mr. Geraghty noted there is a problem with the street light on El Verde and Bandera Road; it is out. He asked that the light at City Hall erected to light the American Flag be replaced.

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

Community Events:

- March 10: Breakfast with the Leon Valley Police Department, 8:30 a.m. - 12:30 p.m.
Contact is Police Chief Randall Wallace, (210) 684-3215.
- March 15: Forest Oaks Garden Club, 6222 Forest Grove (FOCA Clubhouse), Leon Valley, 78240, 8:30 a.m.-4:00 p.m.

Council Member Baldrige mentioned that there are many good items for sale.

- March 24: Public Safety and Support Services Open House Tour, 6400 El Verde Road, Leon Valley, 78238, 9:00 a.m.-1:00 p.m.
- March 31: 17th Annual Los Leones Student Arts Festival, Leon Valley Community & Conference Centers, 6427 Evers Road, Leon Valley, 78238, 8:30 a.m.-2:00 p.m.
- April 7: Next Quarterly Walk with the Mayor, re-scheduled from March 31 due to conflict with Los Leones. Meet at Tellez, 6501 Bandera Road, at 8:30 a.m. The walk will wind through Seneca Estates (Seneca I).

Agenda Item 3

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS
MARCH 6, 2012**

April 14: Pet Vaccination Clinic, 10 a.m. – 12 Noon, Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78238.

Councilman Bieber expressed his thanks to Community Development Director Flores for all the extra work she was asked to do while acting in the capacity of Interim Economic Development Director.

Executive Session

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

There was no Executive Session held under this agenda item.

- 14. Adjourn.** Motion for adjournment at 8:26 p.m. by Councilman Dean and second by Councilman Reyna. There being no other business to come before the City Council, Mayor Riley adjourned the meeting.

Mayor Chris Riley

ATTEST:

Janie Willman, City Secretary

Agenda Item 4

MAYOR AND COUNCIL COMMUNICATION

DATE: March 20, 2012
M&C: # 03-06-12

TO: MAYOR AND CITY COUNCIL

SUBJECT: CONSIDER A REQUEST BY LOS LEONES STUDENT ARTS FESTIVAL PLANNING TEAM FOR A FEE WAIVER TO PAY ONLY HALF THE AMOUNT REQUIRED FOR TEMPORARY FOOD PERMITS

PURPOSE

The Los Leones Student Arts Festival is in its 16th year and has traditionally been held at the Leon Valley Community and Conference Centers and on the grounds. This festival is a partnership between Northside Independent School District (NISD), the Northside Education Foundation and the City of Leon Valley.

The Festival participants have historically paid a \$10 temporary food license fee, however the fee increased in August 2011 to \$20.

There are approximately ten (10) food vendors anticipated for this year's Los Leones Art Festival. See the attached email for the details regarding the request.

FISCAL IMPACT

Temporary Food Permit Fee \$20 x 10= \$200
Temporary Food Permit Fee \$10 X10= \$100

Net Difference \$100

RECOMMENDATION

Approval of this request is at the discretion of City Council.

S.E.E. IMPACT

Social Equity – this request fosters collaborative participation between Northside Independent School District (NISD) and the City of Leon Valley.

Economic Development – the Los Leones festivities brings thousands of people to the Leon Valley area showcasing the Community and Conference Center and encourages patronage in the City.

Environmental Sustainability – n/a

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS: _____

ATTEST:

Janie Willman, City Secretary

Agenda Item 4

Kristie Flores

From: Bonnie Ellison <Bonnie.Ellison@nisd.net>
Sent: Thursday, March 01, 2012 3:35 PM
To: Kristie Flores
Cc: smbecker@gmail.com; Dave Gannon; Mary Lustri
Subject: request to continue Los Leones agreement (fees)

Ms. Flores,

As per our conversation, I am requesting on behalf of the 16th Annual Los Leones Student Arts Festival Planning Team the continuation of the \$10 per food booth temporary city license fee.

As you know, the event is a partnership between the City of Leon Valley, Northside Independent School District, and Northside Education Foundation. The purpose is to "teach the business of art" to students so that they won't disappoint their parents by "growing up to be starving artists who don't have a 'real' job." The inspiration of former Leon Valley Mayor Marcy Meffert, the idea tapped into a. Northside's emphasis on Fine Arts education, and b. Leon Valley's interest in encouraging tourism to its City.

Any funds raised at the event go either directly to the student artists (learning the business of art by selling limited edition prints, for example) or to fund campus clubs and organizations whose food booths are fundraisers for their area of interest (art club, debate club, national honor society, etc.). Until now, the Festival has assessed these food booths \$25, \$15 of which went to festival expenses and \$10 of which went to the Leon Valley Temporary Food Establishment License Fee. Needless to say, giving L.V. \$20 per booth will leave \$5 for the Festival's continuation.

If City Council presentation, discussion, and action is required to exempt this partnership from the \$20 license fee, please use this email.

Dave Gannon, NEF Vice President for Programs (including Los Leones Student Arts Festival) is a Leon Valley resident and is happy to speak to this item on the 3/20 Leon Valley City Council Agenda if that is required (as you suggest). I am copying him on this message.

Doubtless, there are a number of other (in-kind) contributions by the City to make this event a success, which we appreciate. But as with all partnerships agreements NISD enters into, it is mutually-beneficial, with 50% being born by NISD and 50% being born by the partner and an understanding that the benefits also accrue 50/50. I hope we can continue to work together for another 16 years, for sure.

Bonnie Ellison
NISD Partnerships
210/397-8599



Agenda Item 4

City of Leon Valley

Consider A Request by Los
Leones Arts Festival Planning
Team For a Fee Waiver

March 20, 2012



Purpose

- The Festival participants have historically paid a \$10 temporary food license fee, however the fee increased in August 2011 to \$20.
- There are approximately ten (10) food vendors anticipated for this year's Los Leones Art Festival.



Fiscal Impact

- Temporary Food Permit Fee $\$20 \times 10 = \200
- Temporary Food Permit Fee $\$10 \times 10 = \100

Net Difference \$100



City of Leon Valley

Consider A Request by Los
Leones Arts Festival Planning
Team For a Fee Waiver

March 20, 2012

Agenda Item 5

MAYOR AND COUNCIL COMMUNICATION

DATE: MARCH 20, 2012
M&C # 03-07-12

TO: MAYOR AND CITY COUNCIL

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT FOR INCIDENT MANAGEMENT AND CONSENT TOWS, ALONG WITH TOWING FOR THE CITY OF LEON VALLEY VEHICLE FLEET WITH BANIS TOWING

PURPOSE

On January 9, 2012, the City of Leon Valley requested proposals for towing services. This request for proposals ended on February 13, 2012. The City of Leon Valley received proposals from two companies Armada Towing and Banis Towing.

Along with the proposal packet, each company received a copy of the scoring criteria to be used to evaluate the proposals. The proposals were evaluated on company qualifications, driver qualifications, additional services, accident scenario, other, and pricing with 100 being a perfect score.

Public Works Director Vick, Fire Chief Irwin and Police Chief Wallace met on March 2, 2012 and scored the proposals. Utilizing the scoring criteria, Banis Towing scored 83 points and Armada Towing scored 55 points.

Please note that additional information is available for review in the Police Chief's office pertaining to licensing for equipment and personnel which is protected under the Texas Public Information Act. City Council Members who are interested in reviewing the information may do so by contacting Police Chief Randall Wallace.

RECOMMENDATION

Authorize the City Manager to enter into a contract with Banis Towing to provide incident management and consent tows for the City of Leon Valley for a five year period, with an option to renew for up to five additional years.

S.E.E. IMPACT

Social – To ensure that the City of Leon Valley is acting with the best interest of persons whose vehicles must be towed
Economic Development – N/A
Environmental – N/A

Agenda Item 5

FISCAL IMPACT

Banis Towing will pay a \$15 Administrative Fee to the City of Leon Valley for each tow provided.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:

Janie Willman, City Secretary

Armada Towing

Received by
PURCHASING AGENT
Date: <u>02/13/12</u>
Time: <u>7:55 AM</u>

REQUEST FOR PROPOSALS TOWING SERVICES

The City of Leon Valley is currently accepting sealed proposals for **TOWING SERVICES** for incident management tows, consent tows, and towing of City of Leon Valley fleet vehicles. **SEALED** proposals will be accepted until **Monday, February 13, 2012 at 10:00 a.m.** central time, in the office of the Purchasing Agent at the City of Leon Valley, TX, 6400 El Verde Road, Leon Valley, TX 78238. A public opening will not be held for this RFP.

A **pre-proposal conference** is scheduled on **Tuesday, January 24, 2012 at 1:00 p.m.** at 6400 El Verde Road, Leon Valley, Texas 78238 to address any questions. Questions after this time are to be submitted, in writing, to Rhonda Hewitt, Purchasing Agent. If you wish to submit your question(s) via email (r.hewitt@leonvalleytexas.gov), "Towing RFP" must be in the subject line. A read receipt will be given for all incoming email. If you do not receive a read receipt, your email has not been read. It is the responsibility of the sender to verify receipt of email. Any questions regarding email receipts may be direct to Rhonda Hewitt at (210) 684-1391 ext. 222.

Please complete and return all pages marked **PROPOSAL FORM**. Additional information is to be provided either by paper copies or on the **EXPLANATIONS** page and submitted with the proposal. The Hazard Communications Acknowledgement form does not need to be completed and returned with the packet as it is provided for information at this time. The form will need to be completed upon acceptance of a vendor.

These proposals will be ranked using the attached scoring matrix.

SECTION ONE – COMPANY QUALIFICATIONS

#	Description	Yes	No
1.1	Does your company meet the requirements set forth in Chapter 2308 of the Texas Occupations Code? If yes, please submit documented proof from Texas Department of Licensing and Regulation (TXDLR).	X	
1.2	Do your vehicles comply with the requirements of having an "Incident Management Towing Permit"? If yes, please submit documentation from TXDLR noting the number of Light Duty, Medium Duty, and Heavy Duty vehicles that will be available to Leon Valley.	X	
1.3	The City of Leon Valley requires a thirty (30) minute response time. Will your company be able to provide a wrecker within this time?	X	
1.4	Does your company have any contractual relationship(s) with other governmental agencies to provide towing services? If yes, please list the agencies along with providing a copy of the documentation for each relationship.		X
1.5	How long has your company been providing towing services? (if a joint venture, only one company receives points)	15 YEARS	
1.6	What is the address of your business office? 5940 ZANGS SAN ANTONIO, TX 78238		

SECTION TWO – DRIVER QUALIFICATION

#	Description	Yes	No
2.1	Do your drivers have “Incident Management Towing Operators License”? Please submit a list of total drivers and copies of their Incident Management Towing Operators License.	X	
2.2	Do your company’s drivers receive any additional training that is in addition to any training required for the Incident Management Towing Operators License? Please list all drivers and copies of any certificates obtained for specialized training in first aid and/or vehicle recovery (other than required for an Incident Management Towing Operators License).	X	

SECTION THREE – ADDITIONAL SERVICES

#	Description	Yes	No
3.1	Will your company provide towing services for the City of Leon Valley fleet vehicles at no-charge?	X	
3.2	Will your company provide towing services for seized vehicles and vehicles subject to seizure at no-charge?	X	
3.3	Will your company respond to scenes requiring “road cleanup only” at no-charge?	X	

SECTION FOUR – OTHER

#	Description	Yes	No
4.1	Does your storage facility meeting the requirements set forth in Chapter 2302 of the Texas Occupations Code? If yes, please submit documented proof from TXDLR.	X	
4.2	Do you have a “Facility License”? If yes, please submit documented proof from TXDLR.	X	
4.3	What is the address of your storage facility? 5940 ZANGS DR. SAN ANTONIO, TX 78238		

LEON VALLEY

T E X A S

SMALL TOWN HOSPITALITY. BIG CITY ADVANTAGES.

ADDENDUM #1

January 30, 2012

Section 4, Item 4.1 should read Chapter 2303.

SECTION FOUR – OTHER

#	Description	Yes	No
4.1	Does your storage facility meeting the requirements set forth in Chapter 2302 2303 of the Texas Occupations Code? If yes, please submit documented proof from TXDLR.	X	
4.2	Do you have a "Facility License"? If yes, please submit documented proof from TXDLR.	X	
4.3	What is the address of your storage facility? 5940 ZANGS DR. SAN ANTONIO, TX 78238		

This addendum must be acknowledged and submitted with your proposal.



Signature

2/12/2012
Date

SECTION FIVE – ACCIDENT SCENARIO

An 18-wheeler caught fire on Bandera Road, burning the cab portion and most of the support beams for the trailer resulting in the spillage of 15,000 of household goods onto the roadway.

#	Description	Yes	No
5.1	Does your company have the in-house resources to respond and manage this scene? Please describe the response, including any equipment utilized.	X	
5.2	If your company does not have the in-houses resources to respond to and manage this scene, do you have any written agreement(s) with other companies to assist in your response? If yes, please provide a copy of the agreements.		
5.3	If a written agreement(s) is in place, will the company (ies) have a 30-minute response time?		

SECTION SIX – PRICING SCENARIO

The following scenario is based on a stalled vehicle on the roadway at Bandera and Wurzbach. The price should not include any specialized equipment, such as dollies, unless the specialized equipment is a necessity in this type of tow. If specialized equipment is needed, please describe the resources needed along with any additional fees.

#	Description	
6.1	Based on a light duty flat tow from Bandera and Wurzbach to the Companies storage facility, what would be the price?	\$ 95 ⁰⁰
6.2	Based on a medium duty flat tow from Bandera and Wurzbach to the Companies storage facility, what would be the price?	\$ 150 ⁰⁰
6.3	Based on a heavy-duty flat tow from Bandera and Wurzbach to the Companies storage facility, what would be the price?	\$ 195 ⁰⁰

Light Duty Tow-is defined as, including but not limited to, the following; passenger vehicles, light pickup trucks, motorcycles, and sport utility vehicles.

Medium Duty Tow-is defined as, including but not limited to, the following; delivery vehicles, class C motor homes, and towed travel trailers less than 28 feet.

Heavy Duty Tow-is defined as, including but not limited to, the following; over the road truck tractor, class A motor homes, and travel trailers more than 28 feet.

SECTION SEVEN – ADMINISTRATIVE FEE

#	Description	Yes	No
7.1	The City of Leon Valley will require a \$15 per vehicle administrative fee, due monthly. Is payment of this fee acceptable to your company?	X	

**REQUEST FOR PROPOSALS
TOWING SERVICES**

I understand that the City of Leon Valley reserves the unqualified right to reject any or all proposals or to negotiate with the contractors and to otherwise award in its best interest. The City of Leon Valley further reserves the right to reissue this RFP. In addition, the City of Leon Valley does not guarantee that a contract will be awarded as a result of this RFP.

SUBMITTED BY:

Avery Zepeda
Signature

Avery Zepeda
Printed Name

Manager
Title

2/12/2012
Date

License No. (if applicable)

Armada Towing
Company

5940 Zangs Dr
Address

San Antonio, TX 78238
City, State, and Zip Code

210-509-7400/210-509-7408
Telephone Number /Fax Number

sanantonioarmada@hotmail.com
Web Address / Email Address (if applicable)


Attest

**REQUEST FOR PROPOSALS
TOWING SERVICES
EXPLANATIONS**

Please reference a section and/or item number

#	Explanation	(duplicate as needed)
6.1	Tow with Dolly	\$25 ⁰⁰ per incident
	Wait time	\$30 ⁰⁰ per hour
	Work time	\$50 ⁰⁰ per hour
	Winch/Recovery	\$65 ⁰⁰ per incident
6.2	Tow with Dolly	N/A
	Wait time	\$50 ⁰⁰ per hour
	Work time	\$50 ⁰⁰ per hour
	Winch/Recovery	\$195 ⁰⁰ per incident
6.3	Tow with Dolly	N/A
	Wait time	\$50 ⁰⁰ per hour
	Work time	\$65 ⁰⁰ per hour
	Winch/Recovery	\$225 ⁰⁰ per incident

**REQUEST FOR PROPOSALS
TOWING SERVICES
EXPLANATIONS**

Please reference a section and/or item number

#	Explanation	(duplicate as needed)
	Fuel Delivery - Unleaded	\$45 ⁰⁰
	Fuel Delivery - Diesel	\$45 ⁰⁰
	Light Duty Consent	\$65 ⁰⁰ Hook-up
		\$3 ⁵⁰ per mile
	Impoundment Fee	\$20 ⁰⁰
	Daily Storage	\$20 ⁰⁰
	Notification Fee	\$50 ⁰⁰
	Publication Fee	\$50 ⁰⁰
	Environmental Hazard Fee	Max.
	Law Enforcement Notification	\$10 ⁰⁰

TERMS & CONDITIONS

THE CONTRACTOR SHALL MAINTAIN THE FOLLOWING INSURANCE:

The following amounts are the minimum required by the City of Leon Valley. If State regulations require greater coverage, the State requirements would prevail.

1. Workers' Compensation Insurance Coverage.

The insurance carrier shall be an admitted carrier in the State of Texas.

A. Definitions:

Certificate of coverage ("certificate") - A copy of a certificate of insurance, a Certificate of authority to self insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project - includes the time from the beginning of the work on The project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Person's providing services on the project ("subcontractor" in section 406.096) -includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project.

"Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project.

"Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

- B. The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011 (44) for all employees of the contractor providing services on the project, for the duration of the project.
- C. The contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.

- D. If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.
- E. The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
- (1) a certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage for all persons providing services on the project; and
 - (2) no later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
- F. The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.
- G. The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.
- H. The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.
- I. The contractor shall contractually require each person with whom it contracts to provide services on a project, to:
- (1) provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011 (44) for all of its employees providing services on the project, for the duration of the project;
 - (2) provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided services on the project for the duration of the project;

- (3) provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
- (4) obtain from each other person with whom it contracts, and provide to the contractor:
 - (a) a certificate of coverage, prior to the other person beginning work on the project; and
 - (b) a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current coverage ends during the duration of the project;
- (5) retain all required certificates of coverage on file for the duration of the project and for one year thereafter;
- (6) notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
- (7) contractually require each person with whom it contracts, to perform as required by paragraphs (1) - (7), with the certificates of coverage to be provided to the person for whom they are providing services.

J. By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting or classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or civil actions.

K. The contractor's failure to comply with any of these provisions is a breach of Contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten days after receipt of the notice of breach from the governmental entity.

2. Comprehensive General Liability Insurance

This insurance shall:

- A. Be in an amount not less than \$1,000,000 per occurrence, with a deductible of Not more than \$2,500;
- B. Include coverage for the liability assumed by the Contractor under Item F. (Indemnity);
- C. Include completed operation coverage which is to be kept in force by the Contractor for a period of not less than one year after the completion of the work provided for or performed under these specifications;
- D. Not be subject to any of the special property damage liability exclusions Commonly referred to as the XCU exclusions pertaining to blasting or explosion, collapse, or structural damage and underground property;
- E. Not be subject to any exclusion of property used by the insured or property in the case, custody or control of the insured or property as to which the insured for any purpose is exercising physical control;
- F. In naming the City of Leon Valley as an additional insured on your Comprehensive General Liability Insurance, the following words apply:

“Contractor shall defend, indemnify and hold harmless the City of Leon Valley, its agents and employees from and against any liability, loss, cost and expense (“Liability”) claimed by a third party (including reasonable attorney’s fees and cost of defense) resulting from Contractor’s performance of the Work to the extent that such Liability:

- (1) is attributable to bodily injury, sickness, disease or death, or to the injury to or destruction of tangible personal property; and,
- (2) is caused or contributed to by any neglect or fault of Contractor, its subcontractors, or their respective employees.

Where liability is attributable to the joint negligence or fault of Contractor and Any other person (including Owner), Contractor’s duty of indemnification shall be limited to Contractor’s allocable share of such joint negligence or fault.”

- G. The insurance company must have as a minimum a current A.M. Best rating of A.

3. Comprehensive Automobile Liability in the following amounts:

Bodily Injury \$ 1,000,000 per person
\$ 3,000,000 per accident
Property Damage \$ 300,000 per accident
Cargo \$ 50,000 per vehicle

4. General Requirements for Insurance Coverage

- A. The Certificate of Insurance furnished by the Contractor shall show by specific Reference that each of the foregoing items have been provided for;
- B. Certificates of Insurance required for each copy of the agreement which specifically set forth evidence of all required coverage will be filed with the City prior to the City's execution of the contract. Worker's Compensation Insurance coverage must be provided to the City prior to the City's award of the contract.
- C. The Certificates of Insurance furnished by the contractor as evidence of the Insurance maintained by the contractor will include a clause obligating the Insurer to give the City of Leon Valley ten (10) days prior written notice of cancellation or any material Change in the insurance coverage.
- D. Waiver of Subrogation: The City of Leon Valley and the Contractor waive all rights and the rights of their respective insurance companies against each other for damages caused by fire or other perils to the extent such damages are covered by property insurance purchased by either party.

5. Anti-Discrimination in Employment

- A. The contractor (successful bidder) and/or any subcontractor(s), if permitted, certifies complete compliance with the Federal Civil Rights Law and the Americans with Disabilities Act, agreeing to non-discrimination based on race, age, color, religion, disability, gender, ancestry, national origin, or place of birth in employment practices, programs and services shall include but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or terminate on, rates of pay or other compensation; and selection for training, including apprenticeship.
- B. The contractor shall in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, age, color, religion, disability, gender, ancestry, national origin, or place of birth.
- C. Upon request by the City of Leon Valley, the contractor shall furnish all information or reports required to investigate his/her payrolls and personnel records which pertain to current contract(s) with the City for purposes of ascertaining compliance with this nondiscrimination certification.

6. General Independent Contractor Clause

This agreement does not create an employer relationship between the parties. It is the parties' intention that the contractor will be an independent contractor and not the City of Leon Valley employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Texas workers' compensation law and Texas unemployment insurance law. The contractor will retain sole and absolute discretion in the judgment of the manner and means of carrying out the contractor's activities and responsibilities hereunder. The contractor agrees that it is a separate and independent enterprise from the City of Leon Valley, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This agreement shall not be construed as creating any joint employment relationship between the contractor and the City of Leon Valley and the City of Leon Valley will not be liable for any obligation incurred by the contractor, including but not limited to unpaid minimum wages and/or overtime premiums.

7. Hot Goods Clause

The bidder hereby agrees that in the execution of the work he or she will comply with all applicable provisions of Sections 6, 7, and 12 of the Fair Labor Standards Act of 1938, as amended, and that there will be no violations of the "hot goods" or "hot cargo" provisions of the Act involving restrictions on the use of underage employees.

8. Fire Safety

The contractor shall comply with all City regulations including those regarding Fire Safety. In this regard he shall comply with all instructions of the City Fire Marshall during the course of the work.

9. Prohibited Contact

No Bidder, team member or consulting organization is to discuss any part of this RFP with any member or employee of the City of Leon Valley;

1. Except during the pre-proposal conference scheduled for January 24, 2012 or
2. Questions placed in writing and sent to the Purchasing Agent (After January 24, 2012).

9. Hazard Communications Act

In compliance with Article 5182b, Texas Revised Civil Statutes, all employers are required to train and educate employees on the safe use and handling of hazardous materials that employees may be exposed to in the work place. The City of Leon Valley's Fire Chief is designated as the City's HazComm Officer. Contractors of the City are also required to comply with the requirements of this Act. Contractors are entitled to a copy of the City's workplace chemical list to which the contractor, its employees and agents may be exposed to in the workplace. Contractors are also entitled to a copy of all MSDS sheets for any hazardous chemicals which the City may have in the work place. Contractors have the obligation to inform its employees and agents of all of these requirements. Contractor shall furnish the City with the MSDS sheets for any hazardous chemical brought into the City workplace that City employees will have exposure to. Contractors shall sign the "Hazard Communications Contractor Acknowledgment" certifying receipt of this information.

HAZARD COMMUNICATIONS
CONTRACTOR ACKNOWLEDGMENT

IT IS HEREBY UNDERSTOOD AND AGREED THAT _____,
a

Contractor under Contract dated the _____ day of _____, 2012, with
the City of Leon Valley has received from the City notice of the Contractor's rights under the
Texas Hazards Communications Act, the chemical list and material safety data sheets for
hazardous chemicals that will be present in the City work area.

_____, Contractor with the City of Leon Valley, understands
our obligation to inform our employees and agents of the information provided. Material safety
data sheets have been received for the following chemicals.

CONTRACTOR NAME: _____

NAME OF AUTHORIZED AGENT: _____

TITLE OF AUTHORIZED AGENT: _____

SIGNATURE OF AUTHORIZED AGENT: _____

DATE: _____

CITY OF LEON VALLEY

TOWING PROPOSAL SCORING MATRIX • 100 POSSIBLE POINTS

COMPANY QUALIFICATIONS - 40 Points	
10	Minimum number of light duty vehicles available to Leon Valley
	1 point for every light duty vehicle available to Leon Valley for a maximum of 10 points
5	Minimum number of medium duty vehicles available to Leon Valley
	1 point for every medium duty vehicle available to Leon Valley for a maximum of 5 points
3	Minimum number of heavy duty vehicles available to Leon Valley
	1 point of every heavy duty vehicle available to Leon Valley for a maximum of 3 points
10	Company Location (proximity to Leon Valley)
	10 points-Within Leon Valley
	5 points-Within three (3) miles of any point of the City limits of Leon Valley
	2 point-Within five (5) miles of any point of the City limits of Leon Valley
6	Number of governmental entities your company has a contractual relationship with
	6 points-Greater than seven (7)
	3 points-Three (3) to seven (7)
	1 point-Less than three (3)
6	Number of years your company has been in business (If joint venture only 1 company gets points)
	6 points-Greater than ten (10)
	3 points-Five (5) to ten (10)
	1 point-Less than five (5)
DRIVER QUALIFICATIONS - 15 Points	
10	Drivers with an IMTP
	10 points-At least 90% of drivers with IMTP that are available to Leon Valley
	8 points-At least 80% of drivers with IMTP that are available to Leon Valley
	4 points-At least 70% of drivers have IMTP that are available to Leon Valley
	2 points-At least 50% of drivers have IMTP that are available to Leon Valley
5	Drivers with additional training specific for vehicle recovery (other than required for IMTP). If at least 50% of the drivers available to Leon Valley have document training in the following:
	2 points- First Aid training
	3 points-Vehicle Recovery (Other than required by the IMTP)
ADDITIONAL SERVICES - 10 Points	
5	No-Charge to tow City vehicles/ChangeTires/Jumpstart Vehicles
5	Available to respond for road cleanup only (no charge)
OTHER -10 Points	
10	Location of storage facility (proximity to Leon Valley)
	10 points-Within Leon Valley
	5 points-Within three (3) miles of any point of the City limits of Leon Valley
	2 point-Within five (5) miles of any point of the City limits of Leon Valley
ACCIDENT SCENARIO - 10 Points	
10	An 18-wheeler caught fire on Bandera Road, burned the cab portion and most of the support beams for the trailer, and also spilled 15,000 of household goods.
	10 points-Does your company have the in-house resources to respond and managed the scene? Yes No
	4 points-If no, does your company have a written agreement(s) with other companies to assist in your response? Yes No
	2-points-If written agreements are in place, will the company(s) have a 30 minute response time? Yes No
PRICING - 15 Points	
Pricing will be evaluated only after the company's ability to provide the best overall service to the City has been evaluated. Points will be awarded from a 5 to a 1 with 5 being the lowest price.	
5	<u>Light Duty Tow</u> -is defined as, including but not limited to, the following; passenger vehicles, light pickup trucks, motorcycles, and sport utility vehicles.
	Based on a Light Duty Flat Tow from Bandera and Wurzbach to the Companies storage facility, what would be the price charged? \$
5	<u>Medium Duty Tow</u> -is defined as, including but not limited to, the following; delivery vehicles, class C motor homes, and towed travel trailers less than 28 feet.
	Based on a Medium Duty Flat Tow from Bandera and Wurzbach to the Companies storage facility, what would be the price charged? \$
5	<u>Heavy Duty Tow</u> -is defined as, including but not limited to, the following; over the road truck tractor, class A motor homes, and travel trailers more than 28 feet.
	Based on a Heavy Duty Flat Tow from Bandera and Wurzbach to the Companies storage facility, what would be the price charged? \$

Austin Towing Service Inc.
Armada Towing
5940 Zangs Dr
San Antonio TX 78238

February 10, 2012

City of Leon Valley
6400 El Verde Road
Leon Valley TX 78238

1. What awards has your company received?

1999 to 2010 Service Pro Awards quarterly from the Automobile Club of Southern California
2001 5 Diamond Club Award (AAA) to 2010 5-Diamond Club Award, Annually awarded
2003 Silver Award – Service Provider of the Year Western States (AAA, CAA)
2002 Service Provider of the Year (AAA)
2003 Top Gun Tower Award
2009-2010 Service Provider of the Year AAA Texas
2009-2010 Battery Service Provider of the Year AAA Texas
2010 Service Provider of Excellence Award AAA Texas
2009 Humanitarian Award to Mike Hassan from International Foot-printers Award Inc.
2010 City of Highland Community Spirit Award

2. Please list any requirements needed to obtain your Incident Management Towing Permit.

For Trucks:

- A) Each of our tow trucks is equipped to tow light duty, medium-duty vehicles, and heavy-duty vehicles according to the manufactures towing guidelines.
- B) We have more than \$500,000 of liability insurance for each of our tow trucks.
- C) We have more than \$50,000 of cargo insurance for each of our tow trucks.

For Drivers:

- A) Drivers are to hold a valid Texas drivers license
- B) Drivers are to be certified by a program approved by the TDLR. (AAA Texas offers this program free for contract stations (our station is a AAA Contract station) that are affiliated with them.

3. Please list any training received by your drivers so they could obtain an Incident Management Towing Operators License (please list each individual employee along with their training).

Each of our drivers has gone through one of the following programs in order to obtain his incident management Towing operator license:

OPLD Class- 8 Hour class provided by AAA Texas

IM Training- 8 Hour class provided by Southwest Tow Operators Agency

Michael Ulmer-OPLD AAA Texas

Yasin Thalji- OPLD AAA Texas

Gilbert Martinez- OPLD AAA Texas

Ruben Aguirre- OPLD AAA Texas

Hilario Ruiz-OPLD AAA Texas

Angel Torres-OPLD AAA Texas

Edward Rathmann-OPLD AAA Texas

Yousri Zunni- OPLD AAA Texas

Wisam Azzu- OPLD AAA Texas

Bassam Zaben-OPLD AAA Texas

Richard Henry- OPLD AAA Texas

Juan Ortega-OPLD AAA Texas

Jorge Salgado-OPLD AAA Texas

Firas Hattar-OPLD AAA Texas

Ahmed Aly-OPLD AAA Texas

Juan Rodriguez-OPLD AAA Texas

Juan Torres-OPLD AAA Texas

Ray Uribe-OPLD AAA Texas

Daniel Salgado-OPLD AAA Texas

Duraid Alawi-OPLD AAA Texas

Brian Collins-OPLD AAA Texas

Saeb Othman-OPLD AAA Texas

4. Please list any additional training provided by your company for Tow Operators (please list each individual employee along with their training).

Each driver we have goes through a number of training sessions for: Lockout, Customer Satisfaction approach, Cleaning Accident scene and Radio Codes. We call it Armada Orientation.

Michael Ulmer-Armada Orientation

Yasin Thalji- Armada Orientation

Gilbert Martinez- Armada Orientation

Ruben Aguirre- Armada Orientation

Hilario Ruiz-Armada Orientation

Angel Torres-Armada Orientation

Edward Rathmann-Armada Orientation

Yousri Zunni- Armada Orientation

Wisam Azzu- Armada Orientation
Bassam Zaben-Armada Orientation
Richard Henry- Armada Orientation
Juan Ortega-Armada Orientation
Jorge Salgado-Armada Orientation
Firas Hattar-Armada Orientation
Ahmed Aly-Armada Orientation
Juan Rodriguez-Armada Orientation
Juan Torres-Armada Orientation
Ray Uribe-Armada Orientation
Daniel Salgado-Armada Orientation
Duraid Alawi-Armada Orientation
Brian Collins-Armada Orientation
Saeb Othman-Armada Orientation

5. Please list any additional training completed by your Tow Operators (please list each individual employee along with their training).

All our drivers have gone through the following training with AAA Texas:

BSP (Battery testing & Replacement)
PSPA (Trouble shooting disabled vehicle aka on the go program)
Highway Heroes by AAA Texas (Highway Skills & Safety)

Michael Ulmer- BSP+PSPA+ Highway Heroes
Yasin Thalji- BSP+PSPA+ Highway Heroes
Gilbert Martinez- BSP+PSPA+ Highway Heroes
Ruben Aguirre- BSP+PSPA+ Highway Heroes
Hilario Ruiz- BSP+PSPA+ Highway Heroes
Angel Torres- BSP+PSPA+ Highway Heroes
Edward Rathmann- BSP+PSPA+ Highway Heroes
Yousri Zunni- BSP+PSPA+ Highway Heroes
Wisam Azzu- BSP+PSPA+ Highway Heroes
Bassam Zaben- BSP+PSPA+ Highway Heroes
Richard Henry- BSP+PSPA+ Highway Heroes
Juan Ortega- BSP+PSPA+ Highway Heroes
Jorge Salgado- BSP+PSPA+ Highway Heroes
Firas Hattar- BSP+PSPA+ Highway Heroes
Ahmed Aly- BSP+PSPA+ Highway Heroes
Juan Rodriguez- BSP+PSPA+ Highway Heroes
Juan Torres- BSP+PSPA+ Highway Heroes
Ray Uribe- BSP+PSPA+ Highway Heroes
Daniel Salgado- BSP+PSPA+ Highway Heroes
Duraid Alawi- BSP+PSPA+ Highway Heroes

Brian Collins- BSP+PSPA+ Highway Heroes
Saeb Othman- BSP+PSPA+ Highway Heroes

6. Please list any additional skills possessed by your Tow Operators that will be beneficial to the removal of wrecked, disabled, vehicles towed by consent, or impounded vehicles (please list each individual employee along with their training).

In addition to the above mentioned courses all our drivers are also required to attend a monthly safety meeting that illustrates the details of driver safety, vehicle removal from a scene of accident, instruction on debris removal, and they are updated on new procedures and requirements for vehicle towing for consent and impounded vehicles. We also include in the monthly safety meetings instruction by our Management Team that assist in customer service, driver appearance, and courtesy procedures when dealing with customers, and emergency personnel. We encourage safety and team protocol for all our tows and services provided, full cooperation, safety and customer satisfaction is our main goals.

7. Please list any courses completed by your Tow Operators to satisfy the requirements of Section 2308.157 of the Texas Occupations Code (please list each individual employee along with their training).

Each of our drivers has gone through one of the following programs in order to obtain his incident management Towing operator license:

Highway Heroes- Provided by AAA Texas (4 hour class, for renewing an incident management license after the 2nd year)

OPLD Class- Provided by AAA Texas (8 hour class, for renewing an incident management license after the 1st year only)

IM Training – Provided by Southwest Tow Operators Agency (8 hour class, for renewing an incident management license after the 1st year only)

CE Training- Provided by Southwest Tow Operators Agency (4 hour class, for renewing an incident management license after the 2nd year)

Michael Ulmer-OPLD AAA Texas
Yasin Thalji- OPLD AAA Texas
Gilbert Martinez- OPLD AAA Texas
Ruben Aguirre- OPLD AAA Texas
Hilario Ruiz-OPLD AAA Texas
Angel Torres-OPLD AAA Texas
Edward Rathmann-OPLD AAA Texas
Yousri Zunni- OPLD AAA Texas
Wisam Azzu- OPLD AAA Texas
Bassam Zaben-OPLD AAA Texas
Richard Henry- OPLD AAA Texas

Juan Ortega-OPLD AAA Texas
Jorge Salgado-OPLD AAA Texas
Firas Hattar-OPLD AAA Texas
Ahmed Aly-OPLD AAA Texas
Juan Rodriguez-OPLD AAA Texas
Juan Torres-OPLD AAA Texas
Ray Uribe-OPLD AAA Texas
Daniel Salgado-OPLD AAA Texas
Duraid Alawi-OPLD AAA Texas
Brian Collins-OPLD AAA Texas
Saeb Othman-OPLD AAA Texas

8. Will your company comply with Section 600.001 of the Texas Transportation Code, which advises, "a person who removes a wrecked or damaged vehicle from a highway shall remove glass or another injurious substance dropped on the highway from the vehicle"?

YES

9. Can the City of Leon Valley call your company to remove any debris described in Section 600.001 of the Transportation Code even though a vehicle may not be towed?

YES

10. How many total wreckers will be available for the City of Leon Valley?

- A. How many wreckers for light duty? 15 and 20 additional that can be sent to San Antonio
- B. How many wreckers for medium duty? 1
- C. How many wreckers for heavy-duty? 1

11. In each category, what is the minimum number of wreckers that will be available for the City of Leon Valley?

5, 1, 1 accordingly

12. Is your company willing to train with the Leon Valley Police and Fire Departments in order to ensure a harmonious working environment?

YES

13. If available, is your company willing to provide vehicles to our Fire Department for training our personnel on the usage of the heavy-duty hydraulic rescue tools?

YES

14. Please provide a minimum of five governmental entity references. You are welcome to include additional references. References need to have the entity's name, a contact name, a telephone number, and a mailing address.

California:

Fontana Police Department: Bonnie Edwards (909)350-7740
17005 Upland Ave. Fontana CA 92335
Fontana Sheriff's Department: Mike Newcomb (909)356-6767
17780 Arrow Blvd. Fontana CA 92335
Yucaipa Sheriff's Department: Captain Lee Hamblin (909)790-3105
34282 Yucaipa Blvd. Yucaipa CA 92399
San Bernardino Sheriff's Department: Central, Christine Barros (909)884-0156
655 East Third Street San Bernardino CA 92415
Rancho Sheriff's Department: (909)477-2800
10510 Civic Center Drive Rancho Cucamonga CA 91730
California Highway Patrol, San Bernardino: (909)383-4247
2211 Western Ave. San Bernardino CA 92411
California Highway Patrol, Rancho: (909)980-3994
9530 Pittsburgh Ave. Rancho Cucamonga CA 91730
Highlands Sheriff's Department: Sgt. Bill Freund (909)425-9793
26985 Base Line Highland CA 92346
Automobile of Southern California, Chino District Office
Manager: David Goodman (909)364-1500
5402 Philadelphia St Suite A Chino CA 91710

Texas:

Automobile Club of Texas, San Antonio Texas Office Manager:
Manager: Troy Poe (210)403-5003
13415 San Pedro Ave. San Antonio TX 78216
Round Rock Police Department: (512)218-5500
2701 N Mays Round Rock TX 78665
Austin Police Department, Wrecker Enforcement Unit: (512)974-5764
PO Box 1088 Austin TX 78767
Williamson County Sheriff's Department: (512)943-3372
350 Discovery Blvd. #202 Cedar Park TX 78613

New Mexico:

Automobile Club New Mexico, Dallas Texas Office:
Manager Tim Phillips (469)221-7759
3001 Knox Street Suite 102 Dallas TX 75205

Thank you if you need any further information please feel free to contact our office at:

Email: Armadatow@msn.com

Mikearmada@msn.com

Sanantonioarmada@hotmail.com

Regards,

Armada Towing Management Team

Mike Hassan



Texas Department of Licensing and Regulation
Result Listing

Name and Location	Other Information
SALGADO, JORGE City: AUSTIN County: TRAVIS	Tow Operator - Incident Management License #: 13450 Expiration Date: 10/14/2012 Type: IM Phone:

[Search Again](#) | [Back](#)

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[Texas Online](#) | [TRAIL Search](#) | [Texas Homeland Security](#) | [Links](#) | [Where the Money Goes](#)



Cab Card for Certificate #:

006403985C

ARMADA TOWING
AUSTIN TOWING SERVICE
PO BOX 80212
AUSTIN TX 78708

ARMADA TOWING
AUSTIN TOWING SERVICE
3590 ROCKING J RD
ROUND ROCK TX 78665

Seq #	Unit #	Make	Model YR	VIN	Expires
1	201	UD	2007	JNAMC50H67AG60128	04/30/2012
	Permit #:	TDLR0006403985001IM	Purpose:	Incident Management	Type: Light Duty
2	202	UD	2007	JNAMC50H77AG60168	04/30/2012
	Permit #:	TDLR0006403985002IM	Purpose:	Incident Management	Type: Light Duty
3	203	UD	2007	JNAMC50H77AG60199	04/30/2012
	Permit #:	TDLR0006403985003IM	Purpose:	Incident Management	Type: Light Duty
4	204	UD	2007	JNAMC50HX7AG60228	04/30/2012
	Permit #:	TDLR0006403985004IM	Purpose:	Incident Management	Type: Light Duty
5	205	HINO	2008	5PVNJ8JP982S50334	04/30/2012
	Permit #:	TDLR0006403985005IM	Purpose:	Incident Management	Type: Light Duty
6	206	HINO	2008	5PVNJ8JN282S50061	04/30/2012
	Permit #:	TDLR0006403985006IM	Purpose:	Incident Management	Type: Light Duty
7	209	UD	2004	1JNAMCU2H04AD75220	04/30/2012
	Permit #:	TDLR0006403985007IM	Purpose:	Incident Management	Type: Light Duty
8	210	HINO	2009	5PVNJ8JP294S50410	04/30/2012
	Permit #:	TDLR0006403985014IM	Purpose:	Incident Management	Type: Light Duty
9	213	GMC	2009	1GDE5C1979F405638	04/30/2012
	Permit #:	TDLR0006403985019IM	Purpose:	Incident Management	Type: Light Duty
10	215	DODGE	2009	3D6WG46L79G510122	04/30/2012
	Permit #:	TDLR0006403985025IM	Purpose:	Incident Management	Type: Light Duty
11	216	DODGE	2010	3D6WC6EL8AG131241	04/30/2012
	Permit #:	TDLR0006403985026IM	Purpose:	Incident Management	Type: Light Duty
12	217	HINO	2009	5PVND8JP092S50697	04/30/2012
	Permit #:	TDLR0006403985027IM	Purpose:	Incident Management	Type: Light Duty
13	218	HINO	2009	5PVND8JV194S50176	04/30/2012
	Permit #:	TDLR0006403985028IM	Purpose:	Incident Management	Type: Light Duty
14	221	ISUZU	2007	JALE5B16377905645	04/30/2012
	Permit #:	TDLR0006403985008CT	Purpose:	Consent Tow	Type: Light Duty
15	222	UD	2007	JNAMC50H47AG60127	04/30/2012
	Permit #:	TDLR0006403985020IM	Purpose:	Incident Management	Type: Light Duty
16	223	UD	2004	JNAMCU2H04AD75251	04/30/2012
	Permit #:	TDLR0006403985010CT	Purpose:	Consent Tow	Type: Light Duty

(VOID IF ALTERED)

This card signifies that the Tow Truck Company has fulfilled the registration requirements of Chapter 86 as of the date this cab card was issued. To receive the current status of registration or insurance coverage, please call TDLR Customer Service at 1-800-803-9202.

The original Cab Card must be retained in the Tow Truck Company principle place of business. A copy of the page that identifies (by highlighting) the vehicle being operated must be placed in the cab of the identified tow truck.



Cab Card for Certificate #:

006403985C

ARMADA TOWING
AUSTIN TOWING SERVICE
PO BOX 80212
AUSTIN TX 78708

ARMADA TOWING
AUSTIN TOWING SERVICE
3590 ROCKING J RD
ROUND ROCK TX 78665

Seq #	Unit #	Make	Model YR	VIN	Expires
17	225	HINO	2009	5PVNJ8JN292S50174	04/30/2012
	Permit #:	TDLR0006403985012IM	Purpose:	Incident Management	Type: Light Duty
18	226	CHEVROLET	2008	1GBJC346X8E196754	04/30/2012
	Permit #:	TDLR0006403985017IM	Purpose:	Incident Management	Type: Light Duty
19	227	HINO	2010	5PVNJ8JN2A4S50250	04/30/2012
	Permit #:	TDLR0006403985015IM	Purpose:	Incident Management	Type: Light Duty
20	228	GMC	2009	1GDE5C19X9F406251	04/30/2012
	Permit #:	TDLR0006403985016IM	Purpose:	Incident Management	Type: Light Duty
21	229	NISSAN	2007	JNAMC50H57AF60182	04/30/2012
	Permit #:	TDLR0006403985037IM	Purpose:	Incident Management	Type: Light Duty
22	230	GMC	2009	1GDE5C1969F406067	04/30/2012
	Permit #:	TDLR0006403985018IM	Purpose:	Incident Management	Type: Light Duty
23	232	HINO	2009	5PVND8JN894S50174	04/30/2012
	Permit #:	TDLR0006403985021IM	Purpose:	Incident Management	Type: Light Duty
24	233	FORD	2008	1FDAF5GR2AEA04412	04/30/2012
	Permit #:	TDLR0006403985022IM	Purpose:	Incident Management	Type: Light Duty
25	234	CHEVROLET	2008	J8BE5W16187301948	04/30/2012
	Permit #:	TDLR0006403985023IM	Purpose:	Incident Management	Type: Light Duty
26	235	HINO	2010	5PVNJ8JV2A4S52404	04/30/2012
	Permit #:	TDLR0006403985024IM	Purpose:	Incident Management	Type: Light Duty
27	239	GMC	2009	1GD6C3B61AF103698	04/30/2012
	Permit #:	TDLR0006403985030IM	Purpose:	Incident Management	Type: Light Duty
28	242	UD	2007	JNAMC50H27AF60172	04/30/2012
	Permit #:	TDLR0006403985038IM	Purpose:	Incident Management	Type: Light Duty
29	261	GMC	2009	1GDJC846X9F170073	04/30/2012
	Permit #:	TDLR0006403985031IM	Purpose:	Incident Management	Type: Light Duty
30	264	KENWORTH	1997	3NKM77X6VF728306	04/30/2012
	Permit #:	TDLR0006403985032IM	Purpose:	Incident Management	Type: Heavy Duty
31	267	DODGE	2009	3D6WC66L39G522999	04/30/2012
	Permit #:	TDLR0006403985033IM	Purpose:	Incident Management	Type: Light Duty
32	268	HINO	2010	5PVNJ8JV8A4S52472	04/30/2012
	Permit #:	TDLR0006403985034IM	Purpose:	Incident Management	Type: Light Duty

(VOID IF ALTERED)

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The original Cab Card must be retained in the Tow Truck Company principle place of business. A copy of the page that identifies (by highlighting) the vehicle being operated must be placed in the cab of the identified tow truck.



Cab Card for Certificate #:

006403985C

ARMADA TOWING
AUSTIN TOWING SERVICE
PO BOX 80212
AUSTIN TX 78708

ARMADA TOWING
AUSTIN TOWING SERVICE
3590 ROCKING J RD
ROUND ROCK TX 78665

Seq #	Unit #	Make	Model YR	VIN	Expires
33	269	FORD	2003	3FDNF65YX3MB01064	04/30/2012
	Permit #:	TDLR0006403985035IM	Purpose:	Incident Management	Type: Light Duty
34	270	FORD	2002	3FDNF65Y52MA18382	04/30/2012
	Permit #:	TDLR0006403985036IM	Purpose:	Incident Management	Type: Light Duty
35	273	HINO	2011	5PVNJ8JNXB4S50627	04/30/2012
	Permit #:	TDLR0006403985040IM	Purpose:	Incident Management	Type: Light Duty
36	280	DODGE	2010	3D6WC6EL1AG129492	04/30/2012
	Permit #:	TDLR0006403985039IM	Purpose:	Incident Management	Type: Light Duty
37	282	HINO	2011	5PVNJ8JP2B4S50560	04/30/2012
	Permit #:	TDLR0006403985041IM	Purpose:	Incident Management	Type: Light Duty
38	283	FORD	2011	3FRWX6FC8BV422573	04/30/2012
	Permit #:	TDLR0006403985042IM	Purpose:	Incident Management	Type: Light Duty
39	286	DODGE	2011	3D6WA6EL8BG610847	04/30/2012
	Permit #:	TDLR0006403985043IM	Purpose:	Incident Management	Type: Light Duty

(VOID IF ALTERED)

This card signifies that the Tow Truck Company has fulfilled the registration requirements of Chapter 86 as of the date this cab card was issued. To receive the current status of registration or insurance coverage, please call TDLR Customer Service at 1-800-803-9202.

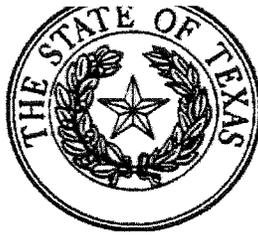
The original Cab Card must be retained in the Tow Truck Company principle place of business. A copy of the page that identifies (by highlighting) the vehicle being operated must be placed in the cab of the identified tow truck.

SAN ANTONIO ARMADA (31608)

TRUCK #	TYPE	YEAR	MAKE	MODEL	VIN #	LICENSE	REG EXP	INSP EXP
221	W/L	07	ISUZU	NQR	JALE5B16377905645		05/2012	07/2012
222	W/L	07	UD	1800	JNAMC50H47AG60197		05/2012	07/2012
223	W/L	04	UD	1800	JNAMCU2H04AD75251		05/2012	07/2012
224	SERVICE	05	DODGE	RAM	1D7HA18D15S354950		07/2012	10/2012
225	FLATBED	09	HINO	258	5PVNJ8JN292S50174		06/2012	09/2012
226	W/L	08	CHEVROLET	3500	1GBJC346X8E196754		11/2012	12/2012
227	FLATBED	10	HINO	258	5PVNJ8JN2A4S50250		07/2012	09/2012
228	FLAT BED	09	GMC	5500	1GDE5C19X9F406251		07/2012	12/2012
229	W/L	07	UD	1800	JNAMC50H57AF60182		06/2012	07/2012
230	FLATBED	09	GMC	5500	1GDE5C1969F406067		11/2012	12/2012
231	SERVICE	03	DODGE	RAM	1D7HA18N43S165067		04/2012	01/2012
232	FLAT BED	09	HINO	258	5PVND8JN894S50174		05/2012	07/2012
233	W/L	10	FORD	F550	1FDAF5GR2AEA04412		06/2012	07/2012
235	FLATBED	10	HINO	258	5PVNJ8JV2A4S52404		11/2012	07/2012
236	SERVICE	10	TOYOTA	PRIUS	JTDKN3DU2A5150589		06/2012	05/2012
238	SERVICE	10	TOYOTA	TACOMA	5TENX4CN6AZ736717		07/2012	02/2012
239	W/L	10	GMC	3500HD	1GD6C3B61AF103698		09/2012	08/2012
241	SERVICE	05	CHEVROLET	2500	1GBHC24U25E282319		02/2013	05/2012
242	W/L	07	UD	1800	JNAMC50H27AF60172		06/2012	07/2012
243	SERVICE	11	TOYOTA	TUNDRA	5TFRM5F19BX030696		07/2012	02/2013
244	SERVICE	12	TOYOTA	TACOMA	5TFNX4CN7CX010276		12/2012	11/2013
245	SERVICE	12	TOYOTA	TACOMA	5TFNX4CN3CX011344		12/2012	12/2013
246	SERVICE	00	NISSAN	FRONTIER	1N6ED27T04C358549		02/2013	04/2012

Austin Truck List

	Truck #	Type	Make & Model	Vin #	LP#	Reg Exp	Insp Exp	PD Exp	TX Tag
1	202	Wheel Lift	07 UD 1800 CS	JNAMC50H77AG60168		05/12	02/12	01/12	00681316
2	203	Wheel Lift	07 UD 1800 CS	JNAMC50H77AG60199		05/12	12/12	01/12	00681306
3	204	Wheel Lift	07 UD 1800 CS	JNAMC50H67AG60128		05/12	12/12	01/12	00900240
4	205	Flatbed	08 HINO 258	5PVNJ8JP98CS50334		05/12	12/12	01/12	00681308
5	206	Flatbed	08 HINO 258	5PVNJ8JN282S50061		05/12	12/12	01/12	00972782
6	207	Service Unit	01 TOYOTA TUNDRA	5TBRT38101S157774		02/12	07/12	-----	00685004
7	210	Flatbed	09 HINO 258	5PVNJ85P294550410		07/12	12/12	12/12	01074018
8	213	Flatbed	09 GMC 5500	1GDE5C1979F405638		12/12	12/12	07/12	00807728
9	214	Service Unit	05 CHEVY EXPRESS	1GCGG25V651259622		04/12	06/12	-----	01199214
10	216	Self-Loader	10 DODGE RAM4500	3D6WC6EL6AG131240		06/12	09/12	10/12	01346932
11	217	Flatbed	09 HINO 258	5PVND8JP092S50697		05/12	07/12	10/12	01273267
12	219	Service Unit	10 TOYOTA PRIUS	JTDKN3DU3A0178494		06/12	06/12	-----	01356327
13	220	Service Unit	10 TOYOTA TACOMA	5TENX4CH2AZ736326		07/12	02/12	-----	01300478
14	261	Self-Loader	10 GMC 3500	1GDJC846X9F170073		08/12	10/12	10/12	01356308
15	262	Service Unit	05 CHEVY 2500	1GBHC24U95E326770		01/13	02/12	-----	01405461
16	264	Med. Duty	97 KENWORTH WK	3NKMH77X6VF728306		01/13	01/12	03/12	01368971
17	280	Self-Loader	10 DODGE RAM 4500	3D6WC6EL1AG129492		07/12	07/12	08/12	01471811
18	282	Flatbed	11 HINO 258	5PVNJ8JP2B4S50560		07/12	08/12	10/12	01466637
19	283	Flatbed	11 FORD F-650	3FRWX6FC8BV422573		09/12	08/12	10/12	01540742
20	284	Service Unit	2001 CHEVY SUBURBAN	3GNEC16T11G259590		08/12	09/12	-----	01500575
21	285	Service Unit	2007 TOYOTA TACOMA	5TENX22N87Z419293		04/12	03/12	-----	01538243
22	286	Self-Loader	2011 DODGE RAM 4500	3D6WA6EL8BG610847		11/12	12/12	12/12	01555291
23	287	Service Unit	2012 TOYOTA TACOMA	5TFNX4CN7CX010418			11/13	-----	
24	288	Service Unit	2012 TOYOTA TACOMA	5TFNX4CN4CX011210			11/13	-----	
25	289	Service Unit	2012 TOYOTA TACOMA	5TFNX4CN4CX011420			12/13	-----	
		Uhaul Truck	GMC TOPKICK	1GDE6H1P5PJ511301		04/12	04/11	-----	-----



**TEXAS DEPARTMENT OF LICENSING AND REGULATION
VEHICLE STORAGE FACILITY LICENSE**

0644049VSF

ARMADA TOWING
AUSTIN TOWING SERVICE
P O BOX 80212
AUSTIN TX 78708

Be It Known That :

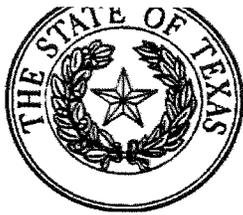
**ARMADA TOWING
AUSTIN TOWING SERVICE**

Located at:

5940 ZANGS DRIVE
SAN ANTONIO TX 78238-

Has paid the required fee, satisfied the prerequisites for a license as a TEXAS VEHICLE STORAGE FACILITY under the Vehicle Storage Facility Act, and has agreed to comply with its provisions. This license is issued on January 18, 2012 and shall expire on January 18, 2013.

This license is NON-TRANSFERABLE and NON-ASSIGNABLE



TOW TRUCK CERTIFICATE OF REGISTRATION

Certificate of
Registration No: **006403985C**

Expiration Date: **4/30/2012**

ARMADA TOWING
AUSTIN TOWING SERVICE
PO BOX 80212
AUSTIN TX 78708

Having fulfilled the application requirements of the Texas Department of Licensing and Regulation (TDLR) relating to the registration of tow trucks, this Certificate of Registration is hereby granted to:

**ARMADA TOWING
AUSTIN TOWING SERVICE
3590 ROCKING J RD
ROUND ROCK, TX 78665**

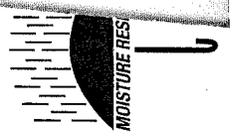
**This Certificate of Registration is not transferable.
VOID IF ALTERED**

BANKS TOWING
6213 GRISSOM RD
SA TX #606
78238

Leon Valley
RFP Paperwork for
Towing contract for
The City Leon Valley

REC'D BY 02/13/12
000AM
RHEWITT

Handle with Care



BANIS TOWING SERVICES

**RFP PAPERWORK FOR
TOWING CONTRACT FOR
THE CITY OF LEON VALLEY**

**SUBMITTED:
MONDAY, FEBRUARY 13, 2012**

BANIS TOWING SERVICES

Binder Sections:

I) RFP Scoring Matrix Papers

- 5 Pages

II) RFP Explanation Papers

- 5 Pages

III) Section One – Company Qualifications

- 1.1 – 4 Pages

- 1.2 – 2 Pages

- 1.4 – 4 Pages

IV) Section Two – Driver Qualification

- 2.1 – 4 Pages

- 2.2 – 5 Pages

V) Section Four – Other

- 4.1 – 6 Pages

- 4.2 – 1 Page

VI) Additional Information that has been requested by members of the Leon Valley City Council during past meetings. This includes:

- Letters of Recommendation
- Verbal Non-Governmental Towing Agreements
- Thank-you letter from a Customer
- Total of 8 Pages

Section I

RFP Scoring Matrix Papers

– 5 Pages

REQUEST FOR PROPOSALS TOWING SERVICES

The City of Leon Valley is currently accepting sealed proposals for **TOWING SERVICES** for incident management tows, consent tows, and towing of City of Leon Valley fleet vehicles. **SEALED** proposals will be accepted until **Monday, February 13, 2012 at 10:00 a.m.** central time, in the office of the Purchasing Agent at the City of Leon Valley, TX, 6400 El Verde Road, Leon Valley, TX 78238. A public opening will not be held for this RFP.

A **pre-proposal conference** is scheduled on **Tuesday, January 24, 2012 at 1:00 p.m.** at 6400 El Verde Road, Leon Valley, Texas 78238 to address any questions. Questions after this time are to be submitted, in writing, to Rhonda Hewitt, Purchasing Agent. If you wish to submit your question(s) via email (r.hewitt@leonvalleytexas.gov), "Towing RFP" must be in the subject line. A read receipt will be given for all incoming email. If you do not receive a read receipt, your email has not been read. It is the responsibility of the sender to verify receipt of email. Any questions regarding email receipts may be direct to Rhonda Hewitt at (210) 684-1391 ext. 222.

Please complete and return all pages marked **PROPOSAL FORM**. Additional information is to be provided either by paper copies or on the **EXPLANATIONS** page and submitted with the proposal. The Hazard Communications Acknowledgement form does not need to be completed and returned with the packet as it is provided for information at this time. The form will need to be completed upon acceptance of a vendor.

These proposals will be ranked using the attached scoring matrix.

SECTION ONE – COMPANY QUALIFICATIONS

#	Description	Yes	No
1.1	Does your company meet the requirements set forth in Chapter 2308 of the Texas Occupations Code? If yes, please submit documented proof from Texas Department of Licensing and Regulation (TXDLR).	✓	
1.2	Do your vehicles comply with the requirements of having an "Incident Management Towing Permit"? If yes, please submit documentation from TXDLR noting the number of Light Duty, Medium Duty, and Heavy Duty vehicles that will be available to Leon Valley.	✓	
1.3	The City of Leon Valley requires a thirty (30) minute response time. Will your company be able to provide a wrecker within this time?	✓	
1.4	Does your company have any contractual relationship(s) with other governmental agencies to provide towing services? If yes, please list the agencies along with providing a copy of the documentation for each relationship.	✓	
1.5	How long has your company been providing towing services? (if a joint venture, only one company receives points)	31 Years	
1.6	What is the address of your business office? 6213 Grissom Road, #606 Leon Valley, Texas 78238		

SECTION TWO – DRIVER QUALIFICATION

#	Description	Yes	No
2.1	Do your drivers have “Incident Management Towing Operators License”? Please submit a list of total drivers and copies of their Incident Management Towing Operators License.	✓	
2.2	Do your company’s drivers receive any additional training that is in addition to any training required for the Incident Management Towing Operators License? Please list all drivers and copies of any certificates obtained for specialized training in first aid and/or vehicle recovery (other than required for an Incident Management Towing Operators License).	✓	

SECTION THREE – ADDITIONAL SERVICES

#	Description	Yes	No
3.1	Will your company provide towing services for the City of Leon Valley fleet vehicles at no-charge?	✓	
3.2	Will your company provide towing services for seized vehicles and vehicles subject to seizure at no-charge?	✓	
3.3	Will your company respond to scenes requiring “road cleanup only” at no-charge?	✓	

SECTION FOUR – OTHER

#	Description	Yes	No
4.1	Does your storage facility meeting the requirements set forth in Chapter 2302 of the Texas Occupations Code? If yes, please submit documented proof from TXDLR.		
4.2	Do you have a “Facility License”? If yes, please submit documented proof from TXDLR.	✓	
4.3	What is the address of your storage facility? 6500 Grissom Road Leon Valley, Texas 78238		

See Addendum # 1

SECTION FIVE – ACCIDENT SCENARIO

An 18-wheeler caught fire on Bandera Road, burning the cab portion and most of the support beams for the trailer resulting in the spillage of 15,000[^] pounds of household goods onto the roadway.

#	Description	Yes	No
5.1	Does your company have the in-house resources to respond and manage this scene? Please describe the response, including any equipment utilized.	✓	
5.2	If your company does not have the in-houses resources to respond to and manage this scene, do you have any written agreement(s) with other companies to assist in your response? If yes, please provide a copy of the agreements.	N/A	
5.3	If a written agreement(s) is in place, will the company (ies) have a 30-minute response time?	N/A	

SECTION SIX – PRICING SCENARIO

The following scenario is based on a stalled vehicle on the roadway at Bandera and Wurzbach. The price should not include any specialized equipment, such as dollies, unless the specialized equipment is a necessity in this type of tow. If specialized equipment is needed, please describe the resources needed along with any additional fees.

#	Description	
6.1	Based on a light duty flat tow from Bandera and Wurzbach to the Companies storage facility, what would be the price?	\$85.00
6.2	Based on a medium duty flat tow from Bandera and Wurzbach to the Companies storage facility, what would be the price?	\$120.00
6.3	Based on a heavy-duty flat tow from Bandera and Wurzbach to the Companies storage facility, what would be the price?	\$145.00

Light Duty Tow-is defined as, including but not limited to, the following; passenger vehicles, light pickup trucks, motorcycles, and sport utility vehicles.

Medium Duty Tow-is defined as, including but not limited to, the following; delivery vehicles, class C motor homes, and towed travel trailers less than 28 feet.

Heavy Duty Tow-is defined as, including but not limited to, the following; over the road truck tractor, class A motor homes, and travel trailers more than 28 feet.

SECTION SEVEN – ADMINISTRATIVE FEE

#	Description	Yes	No
7.1	The City of Leon Valley will require a \$15 per vehicle administrative fee, due monthly. Is payment of this fee acceptable to your company?	✓	

**REQUEST FOR PROPOSALS
TOWING SERVICES**

I understand that the City of Leon Valley reserves the unqualified right to reject any or all proposals or to negotiate with the contractors and to otherwise award in its best interest. The City of Leon Valley further reserves the right to reissue this RFP. In addition, the City of Leon Valley does not guarantee that a contract will be awarded as a result of this RFP.

SUBMITTED BY:

Donald Banis
Signature

DONALD BANIS
Printed Name

OWNER
Title

FEB 13, 2012
Date

005024709-C
License No. (if applicable)

BANIS TOWING SERVICE
Company

8213 GRISSOM RD # 606
Address

SAW ANTONIO TX 78238
City, State, and Zip Code

210-647-3994/FAX 210 256-2146
Telephone Number /Fax Number

BANISTOWING@SBCGLOBAL.NET
Web Address / Email Address (if applicable)

Attest

LEON VALLEY

T E X A S

SMALL TOWN HOSPITALITY. BIG CITY ADVANTAGES.

ADDENDUM #1

January 30, 2012

Section 4, Item 4.1 should read Chapter 2303.

SECTION FOUR – OTHER

#	Description	Yes	No
4.1	Does your storage facility meeting the requirements set forth in Chapter 2302 2303 of the Texas Occupations Code? If yes, please submit documented proof from TXDLR.	✓	
4.2	Do you have a "Facility License"? If yes, please submit documented proof from TXDLR.	✓	
4.3	What is the address of your storage facility? 6500 Grissom Road Leon Valley, Texas 78238		

This addendum must be acknowledged and submitted with your proposal.



Signature

FEB 13, 2012

Date

Section II

RFP Explanation Papers

5 Pages

**REQUEST FOR PROPOSALS
TOWING SERVICES
EXPLANATIONS**

1 of 5

Please reference a section and/or item number

#	Explanation (duplicate as needed)
1.1	-Tow Truck Certificate of Registration - Attached
	- Insurance Policies - Attached
1.2	-Tow Truck Certificate of Registration - Attached
	- Cab Card Certificate - Attached
1.4	- City of Balcones Heights - Letter Attached
	- City of Shavano Park - Letter Attached
	- Northside Independent School District ^{Letter} Attached
	- The University of Texas at San Antonio - Letter Attached
2.1	- We have Six (6) drivers with a total of
	over 71 years of experience:
	Donald Banis; Jason Banis; William Kimble, Sr;
	Christopher Inclan; Gary Russell; Hector Saavedra
	- License copies attached
2.2	See Next Page

**REQUEST FOR PROPOSALS
TOWING SERVICES
EXPLANATIONS**

2 of 5

Please reference a section and/or item number

#	Explanation (duplicate as needed)
2.2	Jason Bonis : Hybrid Safety Awareness ;
	Is a Trainer for South West Tow Operators ;
	Adult-Child-Infant CPR/Automatic Defibrillator /
	Basic First Aid Training
	Donald Bonis : Adult-Child-Infant CPR /
	Automatic Defibrillator / Basic First Aid Training
	William Kimble : Adult-Child-Infant CPR /
	Automatic Defibrillator / Basic First Aid Training
3.1	Yes, we will. We do respectfully request
	that you consider this request for the
	city limits of Low Valley, and not for
	outside the city.
4.1	See Next Page

**REQUEST FOR PROPOSALS
TOWING SERVICES
EXPLANATIONS**

3 of 5

Please reference a section and/or item number

#	Explanation (duplicate as needed)
4.1	Addendum # 1: Items Attached (6 Pages):
	1) Tow Truck Certificate of Registration
	2) Cab Card Certificate
	3-6) TDLR Licenses for Six (6) Drivers
4.2	Vehicle Storage Facility License - Attached
N/A	"Additional Information" requested by
Other	the Leon Valley City Council - see next page

**REQUEST FOR PROPOSALS
TOWING SERVICES
EXPLANATIONS**

5 of 5

Please reference a section and/or item number

#	Explanation (duplicate as needed)
N/A	Additional Information Attached:
	1) Letter from Red McCombs Superior
	2) Letter from Northside Ford
	3) 2-Page Letter from City of Balcones Heights
	4) Letter from City of Helotes
	5) Letter from Southwest Tow Operators
	6) Letter from Mr. + Mrs. Robert Meincke
	7) Letter from Low Valley Fire Department
	N/A Between 01-01-12 and 02-09-12,
	Bonis Towing Services responded to
	59 calls from the Low Valley Police
	Department with an average response
	time of 10 1/2 minutes.

Section III

Section One – Company Qualifications

- 1.1 – 4 Pages**
- 1.2 – 2 Pages**
- 1.4 – 4 Pages**



* SECTION 1.1

TOW TRUCK CERTIFICATE OF REGISTRATION

Certificate of
Registration No: **005024709C**

Expiration Date: **10/31/2012**

**BANIS TOWING SERVICE
PO BOX 681329
SAN ANTONIO TX 78268**

Having fulfilled the application requirements of the Texas Department of Licensing and Regulation (TDLR) relating to the registration of tow trucks, this Certificate of Registration is hereby granted to:

**BANIS TOWING SERVICE
6213 GRISSOM ROAD SUITE 606
SAN ANTONIO, TX 78238**

**This Certificate of Registration is not transferable.
VOID IF ALTERED**

★ SECTION 1.1



Policy Number: 082898300

Date Entered: 10/20/2011

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/19/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Transwestern Corporation DEA: San Antonio Insurance Agency 1100 NE Loop 410, Ste. 650 San Antonio TX 78209	CONTACT NAME: Rosie PHONE (AG. No. Ext): (210) 822-2590 FAX (AG. No): (210) 824-2885 E-MAIL ADDRESS: rcdagency@sbcglobal.net													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Progressive County Mutual</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Progressive County Mutual		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A: Progressive County Mutual														
INSURER B:														
INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
INSURED BANIS TOWING SERVICE Mr. DONALD BANIS PO BOX 681325 (6500 GRISSOM RD.) SAN ANTONIO, TX 78238														

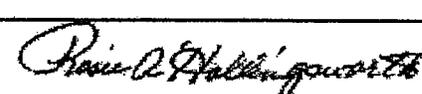
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL	SUMR	INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY								EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY								DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						10/20/2011	10/20/2012	MED EXP (Any one person) \$5,000
									PERSONAL & ADV INJURY \$1,000,000
									GENERAL AGGREGATE \$2,000,000
									PRODUCTS - COMP/OP AGG \$2,000,000
									\$
A	AUTOMOBILE LIABILITY								COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
	<input type="checkbox"/> ANY AUTO								BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						10/20/2011	10/20/2012	BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS								PROPERTY DAMAGE (Per accident) \$
									\$
	UMBRELLA LIAB								EACH OCCURRENCE \$
	EXCESS LIAB								AGGREGATE \$
	DED								\$
	RETENTION \$								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY								WC STATUS- OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)								E.L. EACH ACCIDENT \$
	(If yes, describe under DESCRIPTION OF OPERATIONS below)								E.L. DISEASE - EA EMPLOYEE \$
									E.L. DISEASE - POLICY LIMIT \$
A	GARAGE KEEPERS LIAB						10/20/2011	10/20/2012	Ded \$500 \$100,000
A	CARGO						10/20/2011	10/20/2012	Ded \$500 \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 2010 Dodge #3257 \$70,000/Ded: \$1,000; 2008 Pet #3503 \$70,000/Ded: \$1,000; 2007 Ford #3481 \$25,000/Ded: \$1,000
 2012 Pet #2659 \$200,000/Ded: \$1,000; 2009 Ken #1249 \$73,000/Ded: \$1,000; 2002 Int #6990 \$10,000/Ded: \$1,000

POLICY HAS A 30 DAYS NOTICE OF CANCELLATION PROVISION

CERTIFICATE HOLDER City of Leon Valley Police Dept 6400 El Verde Rd Leon Valley, TX 78238	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

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* Section 1.1

SIS

August 11, 2011

JOLENA BANIS
BANIS TOWING SERVICE
PO BOX 681329
SAN ANTONIO TX 78268-1329

RE: Occupational Accident Coverage
Renewal Date: November 3, 2011

Dear Policyholder:

We have completed our annual review of your policy and are pleased to advise you that it is being renewed at the same rates as expiring for another 12 month term. Enclosed, please find a renewal amendment, reporting forms, employee status change forms, and a privacy notice.

We like to remind our policyholders who have become non-subscribers to Texas Workers Compensation, that there are certain state filing obligations that must be met annually. If you are currently a non-subscriber, you might want to take this opportunity to be sure you have taken the necessary steps to ensure that your program is qualified. This includes filing of forms DWC-5, DWC-7, and DWC-205. Although we are providing you with this reminder, please note we are not responsible to qualify your program. Should you wish to inquire further, please contact the DWC at <http://www.tdi.state.tx.us/wc/indexwc.html>, or for publications, call (512) 804-4240.

We appreciate the opportunity of providing this coverage and look forward to continuing coverage for the forthcoming policy term. If you have any questions, please contact your agent.

With kind regards,

Emily Puyear
Underwriter

cc: Agent #1749-BYERS, ROGER KENT

SPECIAL INSURANCE SERVICES, INC.

6509 Windcrest Drive, Suite 200 • Plano, Texas 75024 • (972) 788-0699 • Fax (972) 960-0377

SPECIFIC CASE ENDORSEMENT

Policyholder: Banis Towing Service

Policy Number: _____

The policy to which this endorsement is attached is hereby changed as stated below. It is effective on the date shown below. It terminates on the date the master policy terminates unless a specific termination date is stated herein.

- 1) It is hereby understood and agreed that this Policy is renewed for the period commencing November 3, 2011 and ending November 3, 2012.

EFFECTIVE DATE OF ENDORSEMENT: November 3, 2011

Other than the changes shown above, all other terms and provisions of the policy remain the same.

FIDELITY SECURITY LIFE INSURANCE COMPANY



Secretary



President

★ SECTION 1.2



TOW TRUCK CERTIFICATE OF REGISTRATION

Certificate of
Registration No: **005024709C**

Expiration Date: **10/31/2012**

**BANIS TOWING SERVICE
PO BOX 681329
SAN ANTONIO TX 78268**

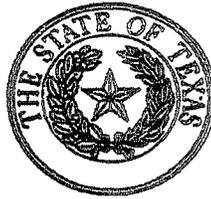
Having fulfilled the application requirements of the Texas Department of Licensing and Regulation (TDLR) relating to the registration of tow trucks, this Certificate of Registration is hereby granted to:

**BANIS TOWING SERVICE
6213 GRISSOM ROAD SUITE 606
SAN ANTONIO, TX 78238**

This Certificate of Registration is not transferable.

VOID IF ALTERED

* Section 1.2



Cab Card for Certificate #:

005024709C

BANIS TOWING SERVICE
PO BOX 681329
SAN ANTONIO TX 78268

BANIS TOWING SERVICE
6213 GRISSOM ROAD SUITE 606
SAN ANTONIO TX 78238

Seq #	Unit #	Make	Model YR	VIN	Expires
1	200	DODGE	2010	3D6WG4GGL7AG103257	10/31/2012
	Permit #:	TDLR0005024709007IM	Purpose:	Incident Management	Type: Light Duty
2	201	PETERBILT	2008	2NPLHM6X28M763503	10/31/2012
	Permit #:	TDLR0005024709003IM	Purpose:	Incident Management	Type: Light Duty
3	210	FORD	2007	3FRWF65F07V423481	10/31/2012
	Permit #:	TDLR0005024709001IM	Purpose:	Incident Management	Type: Light Duty
4	211	PETERBILT	2012	2NP2HN7X1CM152659	10/31/2012
	Permit #:	TDLR0005024709008IM	Purpose:	Incident Management	Type: Heavy Duty
5	213	KENWORTH	2009	2NKHHM6XX9M231249	10/31/2012
	Permit #:	TDLR0005024709006IM	Purpose:	Incident Management	Type: Light Duty
6	215	INTERNATIONAL	2002	1HTMMAAM02H526990	10/31/2012
	Permit #:	TDLR0005024709005IM	Purpose:	Incident Management	Type: Light Duty
7	216	INTERNATIONAL	2004	1HTMMAAM74H665260	10/31/2011
	Permit #:	TDLR0005024709002IM	Purpose:	Incident Management	Type: Light Duty

And medium Duty

(VOID IF ALTERED)

This card signifies that the Tow Truck Company has fulfilled the registration requirements of Chapter 86 as of the date this cab card was issued. To receive the current status of registration or insurance coverage, please call TDLR Customer Service at 1-800-803-9202.

The original Cab Card must be retained in the Tow Truck Company principle place of business. A copy of the page that identifies (by highlighting) the vehicle being operated must be placed in the cab of the identified tow truck.



Police Department

City Of Balcones Heights

Robert de la Garza
Assistant Chief of Police

05/02/2011

To: The Honorable Mayor Chris Riley
From: Robert de la Garza
Assistant Chief of Police
Re: Letter of Confidence

Honorable Mayor Riley:

Please let me introduce myself at this time; my name is Robert de la Garza, I am the Assistant Chief of Police with the Balcones Heights Police Department here in San Antonio.

This letter is to share with you and the City Council of Leon Valley some information concerning our city's Wrecker service, Banis Towing. We have been using Banis Towing exclusively for some five (5) years. In the just recent few years back starting in March 2006 we here at the Balcones Heights Police Department created a first of its kind in the Bexar County area, auto "Impound" facility.

Our towing needs more than doubled and even tripled at that time with more vehicles being impounded more than ever before with the implementation of an Impound facility, its location being local within our city limits. I can say without a doubt, that during the time period Banis Towing has been our towing company, that there have been no detrimental issues or complainants of any major proportion of any kind and that the running of the towing company, Banis Towing by the long-time owner, Donald Banis and his son, Jason, is with the utmost professionalism and dedication one could expect. It has been and still is a "family owned" and run business by Mr. Banis and his son Jason. By merely looking at their dress attire uniforms and especially the fleet of wrecker-vehicles Banis has to offer, you need not look further. They are the best!

I can say in closing, that Banis wrecker service is and will continue to be the best choice for service in the Bexar County area for wrecker service here at Balcones Heights, you will not be disappointed should you select Banis Wrecker Service as your city towing service.

Respectfully;
Robert de la Garza/Assistant Chief of Police



City of Shavano Park POLICE

CURTIS STEWART
CHIEF OF POLICE

From: City of Shavano Park Police Department
Curtis Stewart, Chief of Police
900 Saddletree Court
Shavano Park, TX 78231
(210) 492-9248

Reference: Letter of Reference

Date: April 29, 2011

To Whom It May Concern:

I am pleased to recommend Banis Towing Service to your company. Over the past ten years, I have worked directly with Don Banis, owner of Banis Towing Service, and his staff, on numerous occasions. Their services are top-notch, and we have been very pleased with the work they've done for us.

Banis Towing Service has gone above and beyond to assist our department. Not only do they assist us with towing violator's and citizen's vehicles, but they also assist us with our police vehicles as well. We have no complaints with the services provided by Mr. Banis and his company nor have we received any from an owner whose vehicle was towed.

I recommend them without hesitation and will continue to use them in the future.

Sincerely,

Curtis Stewart,
Chief of Police

Section 1.4



**NORTHSIDE INDEPENDENT SCHOOL DISTRICT
POLICE DEPARTMENT**

5619 Grissom Road
San Antonio, Texas 78238-2220
Tel: (210) 397-5650 • Fax: (210) 706-7610
www.nisd.net



Brian Woods
Deputy Superintendent

John M. Folks, Ed.D.
Superintendent

John W. Page
Chief of Police

May 2, 2011

Letter of Reference

To Whom It May Concern,

I am pleased to provide this letter that may serve as a Letter of Reference concerning Banis Towing. Banis Towing has provided towing services to this department for 20 years. The service provided has been professionally delivered in a timely manner. Both Don Banis and Jason Banis are very responsive to any call for service. They are quick to resolve any conflicts that have occurred to the satisfaction of the department when a concern has been voiced to them.

Sincerely,

Captain Bradley L. Mills



**THE UNIVERSITY OF TEXAS AT SAN ANTONIO
POLICE DEPARTMENT**

MEMORANDUM

TO: Whom It May Concern

FROM: Douglas Sonego *DS*
Patrol Captain

DATE: May 2, 2011

SUBJECT: Recommendation Letter for Banis Towing Service

Banis Towing Service, owned by Don Banis, has been serving the UTSA Community and the UTSA Police Department for more than twenty years. My staff clearly relies on their prompt service more than any other towing company in San Antonio. They are consistently the quickest to arrive and from my dealings with them they appear to charge the fairest rate to the customer concerning in towing and storage.

In addition, Banis has never charged UTSAPD for towing of a police vehicle. I am not aware of any service or employee issues with Banis Towing. They consistently arrive in less than thirty minutes from when they are called, which is impressive considering their operation and storage area is close to ten miles away.

I have been a Police Officer in various ranks at UTSAPD since 1989 and Banis Towing has always been a reliable and trustworthy partner of the department. I think I can speak for the vast majority of UTSA Police Officers and Telecommunicators that if UTSAPD did not have a towing rotation, Banis would be the towing company of choice.

Without any hesitation or concern, I strongly recommend Banis Towing.

Section IV

Section Two – Driver Qualification

- 2.1 – 4 Pages

- 2.2 – 5 Pages

Certificate of Completion

CONTINUING



EDUCATION

This Certificate is Presented to

Jason W Banis

for the successful completion of the 4-Hour Continuing Education course #6989, Hybrid Safety Awareness, required by Texas Statute and TDLR Rules and Regulations as instructed by Southwest Tow Operators, TDLR Continuing Education Provider # 1616.


Jess Horton - Executive Director

May 14, 2010

Date



811 South Central Expressway
Suite # 200
Dallas, TX 75080
(972) 247-9454
(972) 247-1605 (FAX)
mail@swtowop.org

April 29, 2011

To Whom It May Concern,

My name is Jess Horton, Executive Director for Southwest Tow Operators. Southwest Tow Operators is a professional trade association for the towing and vehicle storage industries in the great State of Texas. We are the largest towing association in the state as well as the nation. Representing over 7500 tow operators, we rely on a strong core of volunteers and true patrons to our cause to strengthen the professional and community atmosphere needed to attain such large numbers and constant growth in the association. Each member brings his/her unique contribution to the table to make this happen, but there are a few individual members and companies that have gone far beyond that expectation.

Banis Towing Service has been one of those companies that have contributed considerable leadership and time to the building of this great association, and have done so since its inception. They are recognized on both the State and National level of accomplishments that make us very proud to be associated with them. Jason Banis is one of those individuals that have been an irreplaceable element to our success. He currently serves as a Regional Board Member for Region 3, one of the largest regions in the state, as it includes metropolitan areas such as Austin, San Antonio, Temple/Killeen, and Waco. Jason also holds the unique title of Trainer. Trainers in Southwest Tow Operators are held to a very high standard and hold great responsibilities to the thousands of tow operators they must train each year. These trainers are trained by Nationally and World recognized elite trainers, that have also contributed to developing our training programs. Jason is but 1 of 6 trainers in Texas, out of almost 18, 000 licensed tow operators.

In May 2010, Jason Banis was presented with the highly prized "Inspiration Award", of which is chosen by his fellow professional tow operators from all over Texas. His leadership, quick response to assist those tow operators and families in time of need, his tremendous energy to the advancement of bettering our industry, and his shared vision that has led to many other individuals to step to the plate and participate beyond expectations, is what makes his reception of this cherished award deserved.

I would like to thank you for your time in this brief recognition of Banis Towing Service and the Banis Family, and highly recommend their extensive experience and leadership to assist you in all of your needs for towing & recovery services. I am confident that by the end of such service contributed by them, you may be writing me back in agreement of everything I have mentioned in this letter and have your own contribution to their great deeds.

Sincerely,

A handwritten signature in black ink, appearing to read "Jess Horton".

Jess Horton
Executive Director
Southwest Tow Operators

Created with



nitro PDF professional

"Towers Helping Towers"

download the free trial online at nitropdf.com/professional

PROFESSIONAL TRAINING
INSTITUTE

1-888-667-9557

Certificate of Completion

This Certifies That
Jason Banis
has successfully completed

Adult-Child-Infant CPR - Automatic Defibrillator - Basic First Aid

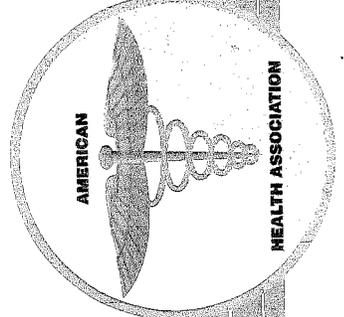
Successful completion indicates card holder has met the required elements of the curriculum. Successful completion does not guarantee future performance. The curriculum meets or exceeds 2010 ECC Guidelines and follows recommended guidelines of the following organizations: American Heart Association, OSHA, U.S. Dept. of Labor, U.S. Dept. of Health Services, American Medical Assoc., JCAHO, Heart and Stroke Foundation of Canada, American Dental Assoc., U.S. Dept. of Education. For more info about curriculum and accreditation contact American Health Association at www.americanhealthassoc.org

2012-02-12

CERTIFICATION DATE

2014-02-12

EXPIRATION DATE



Section 2.2

PROFESSIONAL TRAINING
INSTITUTE

1-888-667-9557

Certificate of Completion

This Certifies That

Donald Banis

has successfully completed

Adult-Child-Infant CPR - Automatic Defibrillator - Basic First Aid

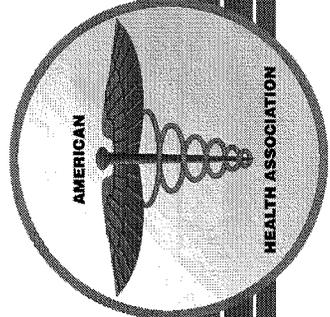
Successful completion indicates card holder has met the required elements of the curriculum. Successful completion does not guarantee future performance. The curriculum meets or exceeds 2010 ECC Guidelines and follows recommended guidelines of the following organizations: American Heart Association, OSHA, U.S. Dept. of Labor, U.S. Dept. of Health Services, American Medical Assoc., JCAHO, Heart and Stroke Foundation of Canada, American Dental Assoc., U.S. Dept. of Education. For more info about curriculum and accreditation contact American Health Association at www.americanhealthassoc.org

2012-01-19

CERTIFICATION DATE

2014-01-19

EXPIRATION DATE



Section 2.2

PROFESSIONAL TRAINING
INSTITUTE

1-888-667-9557

Certificate of Completion

This Certifies That

William Kimble

has successfully completed

Adult-Child-Infant CPR - Automatic Defibrillator - Basic First Aid

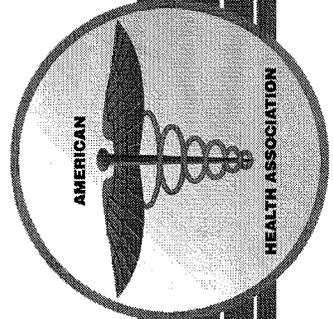
Successful completion indicates card holder has met the required elements of the curriculum. Successful completion does not guarantee future performance. The curriculum meets or exceeds 2010 ECC Guidelines and follows recommended guidelines of the following organizations: American Heart Association, OSHA, U.S. Dept. of Labor, U.S. Dept. of Health Services, American Medical Assoc., JCAHO, Heart and Stroke Foundation of Canada, American Dental Assoc., U.S. Dept. of Education. For more info about curriculum and accreditation contact American Health Association at www.americanhealthassoc.org

2012-02-12

CERTIFICATION DATE

2014-02-12

EXPIRATION DATE



Section V

Section Four – Other

- 4.1 – 6 Pages

- 4.2 – 1 Page



★ Section 4.1

TOW TRUCK CERTIFICATE OF REGISTRATION

Certificate of
Registration No: **005024709C**

Expiration Date: **10/31/2012**

**BANIS TOWING SERVICE
PO BOX 681329
SAN ANTONIO TX 78268**

Having fulfilled the application requirements of the Texas Department of Licensing and Regulation (TDLR) relating to the registration of tow trucks, this Certificate of Registration is hereby granted to:

**BANIS TOWING SERVICE
6213 GRISSOM ROAD SUITE 606
SAN ANTONIO, TX 78238**

**This Certificate of Registration is not transferable.
VOID IF ALTERED**



Cab Card for Certificate #:

005024709C

BANIS TOWING SERVICE
PO BOX 681329
SAN ANTONIO TX 78268

BANIS TOWING SERVICE
6213 GRISSOM ROAD SUITE 606
SAN ANTONIO TX 78238

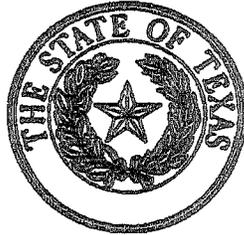
Seq #	Unit #	Make	Model YR	VIN	Expires
1	200	DODGE	2010	3D6WG4GGL7AG103257	10/31/2012
	Permit #:	TDLR0005024709007IM	Purpose:	Incident Management	Type: Light Duty
2	201	PETERBILT	2008	2NPLHM6X28M763503	10/31/2012
	Permit #:	TDLR0005024709003IM	Purpose:	Incident Management	Type: Light Duty
3	210	FORD	2007	3FRWF65F07V423481	10/31/2012
	Permit #:	TDLR0005024709001IM	Purpose:	Incident Management	Type: Light Duty
4	211	PETERBILT	2012	2NP2HN7X1CM152659	10/31/2012
	Permit #:	TDLR0005024709008IM	Purpose:	Incident Management	Type: Heavy Duty
5	213	KENWORTH	2009	2NKHMM6XX9M231249	10/31/2012
	Permit #:	TDLR0005024709006IM	Purpose:	Incident Management	Type: Light Duty
6	215	INTERNATIONAL	2002	1HTMMAAM02H526990	10/31/2012
	Permit #:	TDLR0005024709005IM	Purpose:	Incident Management	Type: Light Duty
7	216	INTERNATIONAL	2004	1HTMMAAM74H665260	10/31/2011
	Permit #:	TDLR0005024709002IM	Purpose:	Incident Management	Type: Light Duty

And medium Duty

(VOID IF ALTERED)

This card signifies that the Tow Truck Company has fulfilled the registration requirements of Chapter 86 as of the date this cab card was issued. To receive the current status of registration or insurance coverage, please call TDLR Customer Service at 1-800-803-9202.

The original Cab Card must be retained in the Tow Truck Company principle place of business. A copy of the page that identifies (by highlighting) the vehicle being operated must be placed in the cab of the identified tow truck.



**TEXAS DEPARTMENT OF LICENSING AND REGULATION
VEHICLE STORAGE FACILITY LICENSE**

0642349VSF

**BANIS TOWING SERVICE
P O BOX 681329
SAN ANTONIO TX 78268**

Be It Known That :

BANIS TOWING SERVICE

**Located at:
6500 GRISSOM ROAD
SAN ANTONIO TX 78238-**

Has paid the required fee, satisfied the prerequisites for a license as a TEXAS VEHICLE STORAGE FACILITY under the Vehicle Storage Facility Act, and has agreed to comply with its provisions. This license is issued on October 07, 2011 and shall expire on October 27, 2012.

This license is NON-TRANSFERABLE and NON-ASSIGNABLE

Section VI

Additional Information that has been requested by members of the Leon Valley City Council during past meetings. This includes:

- **Letters of Recommendation**
- **Verbal Non-Governmental Towing Agreements**
- **Thank-you letter from a Customer**
- **Total of 8 Pages**



Superior Body Shop
4800 N.W. Loop 410
San Antonio, Tx. 78229

RE: Banis Towing Service

To Whom it May Concern:

I am writing this letter to recommend Banis Towing Service for any Towing or Service needs you may have. We have used Banis Towing Service for over 15 years for all our towing needs in the body shop and dealership service center.

In the 15+ years we have been using Banis Towing, they have never been tardy, and they are always prompt, efficient and provide the best customer service we have had. Every aspect of their company, from the training their drivers receive, to the trucks they drive and equipment they use, is the best in San Antonio. In addition to their outstanding service and equipment, they have an impeccable accident record with Zero incidents and/or damage reported while towing for us or at our dealership.

Using Banis Towing Service has been a very valuable asset to the Superior Body Shop. They constantly strive to provide us the highest standard of service. They move disabled vehicles from our lot into our shop, and when asked for a bill for services rendered, their response is "No Charge". Banis Towing Service is the best in the business and I would recommend them for any of your Towing or Service needs.

Please feel free to contact me with any questions!

Billy Paul,

Superior Body Shop Director



Others promise. . . We deliver.

Leon Valley City Council

6400 El Verde Road

San Antonio, TX 78238

To Whom It May Concern:

I am writing this letter to recommend the services of Banis Towing. We have used Banis for towing in both our collision center and service department for many years, and we have been using them almost exclusively for towing service for over five years.

In all those years, I have never had one customer complaint about their services. They are prompt, and their vehicles are well maintained. Their personnel, in an industry that seems to attract a variety of characters, are professional and honest. In addition, their office personnel are organized and helpful. Banis Towing, as an organization, is trained to tow all types of vehicles, and have never damaged any vehicle they towed here. In addition, they concentrate on safety and have never had an accident reported while towing vehicles to our dealership. They have 24 hour towing every day, including holidays, with the owners personally handling our towing needs on major holidays.

Their prices are a minute amount higher than their competition. However, we consistently pick Banis due to their quality of service. In addition, we count as long term savings customers not lost and accidents avoided by their excellent personnel and high standards. In today's world, you simply do not find vendors like Banis.

Please feel free to call me with any questions.

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

Jim Thompson

General Manager



CITY OF BALCONES HEIGHTS

04/28/2011

To: The Honorable Mayor Chris Riley
From: Henry Dominguez
Chief of Police
Re: Letter of Confidence

Honorable Mayor Riley;

I would like to first introduce myself to you and the esteemed members of the Leon Valley City Council. My name is Henry Dominguez, I am the Chief of Police of the City of Balcones Heights Police Department.

I am sending this written correspondence to offer my personal perspective of the efforts extended by Banis Towing, our city's exclusive towing service since 2006.

On my arrival at Balcones Heights in October of 2009 as the newly appointed Chief of Police, Banis Towing was in place as the city's towing service. Prior to the summer of 2009, Banis's sole service to the city of Balcones Heights was responding to all calls that necessitated the towing of a vehicle involved in a Police matter. Should any driver be involved in something as minor as a traffic violator being stopped on a traffic violation or a driver be involved in a traffic accident and their respective vehicle be incapacitated and deemed unsafe to drive off from the scene of the accident, Banis Towing would be summoned to remove the incapacitated and unsafe vehicle and tow it to either their towing yard or the body shop of the driver's choice.

Banis Towing's services were elevated by the then Chief of Police to include as a result of the City of Balcones Heights in an effort to streamline the impounding of Police oriented tows, by opening within the city limits and borders of Balcones Heights, the first of it's kind "Impound Facility"

This action was initiated in early March, 2009 and voted on unanimously by the City Council and put into place with its first tow entry for storage on March, 9th 2009.



CITY OF BALCONES HEIGHTS

CONTINUED:

PAGE/2

With a traffic division of four (4) fully suited Traffic Safety Police Officers working traffic enforcement to ensure traffic flowing within the city and thru the city on Interstate Highway IH-10 and Fredericksburg Rd., traffic enforcement has enhanced the numbers of the early tows prior to March of 2009 some three to four fold.

Banis Towing's responses to Dispatch requests for wreckers have been historically during my tenure here at Balcones Heights been without any major issues and I am now and have been in the past been pleased with Banis Towing as our Towing service.

Respectfully;

Henry Dominguez
Chief of Police

Additional Information
#4

CITY OF HELOTES, TEXAS
POLICE DEPARTMENT



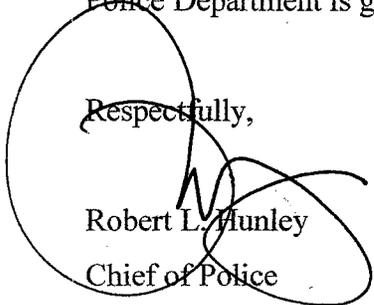
May 2, 2011

To whom it may concern:

Over the past twenty years that I have known Don Banis, he has epitomized honesty, integrity and a truly hardworking entrepreneur who built his business with superior service standards and a great level of trust from the communities he serves. Don has proven to provide exemplary service to the City of Helotes in the many years that he provided towing services for our police department. He has always treated the needs of the Helotes Police Department with the highest level of urgency and refused to sacrifice a heightened degree of service for competing priorities.

With any growing municipality, there are often issues that arise unexpectedly and the City has requested assistance from Banis Towing Service. Don and his crew often arrived on the scene quickly with professional attitudes and positive demeanors. His "whatever it takes attitude" has benefitted the police department on multiple occasions. Frequently Don would drive out to our location in weather conditions that most would not attempt. This in part could be credited to the fact that Banis Towing maintains licensing in all areas of towing which allows them to tackle any towing issue. His quality of work was never in question as he has never had any incidents involving his trucks in the entire relationship with the City of Helotes. The Helotes Police Department is grateful for the service that Don Banis has provided.

Respectfully,



Robert L. Hunley
Chief of Police



811 South Central Expressway #5
Suite # 200
Dallas, TX 75080
(972) 247-9454
(972) 247-1605 (FAX)
mail@swtowop.org

April 29, 2011

To Whom It May Concern,

My name is Jess Horton, Executive Director for Southwest Tow Operators. Southwest Tow Operators is a professional trade association for the towing and vehicle storage industries in the great State of Texas. We are the largest towing association in the state as well as the nation. Representing over 7500 tow operators, we rely on a strong core of volunteers and true patrons to our cause to strengthen the professional and community atmosphere needed to attain such large numbers and constant growth in the association. Each member brings his/her unique contribution to the table to make this happen, but there are a few individual members and companies that have gone far beyond that expectation.

Banis Towing Service has been one of those companies that have contributed considerable leadership and time to the building of this great association, and have done so since its inception. They are recognized on both the State and National level of accomplishments that make us very proud to be associated with them. Jason Banis is one of those individuals that have been an irreplaceable element to our success. He currently serves as a Regional Board Member for Region 3, one of the largest regions in the state, as it includes metropolitan areas such as Austin, San Antonio, Temple/Killeen, and Waco. Jason also holds the unique title of Trainer. Trainers in Southwest Tow Operators are held to a very high standard and hold great responsibilities to the thousands of tow operators they must train each year. These trainers are trained by Nationally and World recognized elite trainers, that have also contributed to developing our training programs. Jason is but 1 of 6 trainers in Texas, out of almost 18, 000 licensed tow operators.

In May 2010, Jason Banis was presented with the highly prized "Inspiration Award", of which is chosen by his fellow professional tow operators from all over Texas. His leadership, quick response to assist those tow operators and families in time of need, his tremendous energy to the advancement of bettering our industry, and his shared vision that has led to many other individuals to step to the plate and participate beyond expectations, is what makes his reception of this cherished award deserved.

I would like to thank you for your time in this brief recognition of Banis Towing Service and the Banis Family, and highly recommend their extensive experience and leadership to assist you in all of your needs for towing & recovery services. I am confident that by the end of such service contributed by them, you may be writing me back in agreement of everything I have mentioned in this letter and have your own contribution to their great deeds.

Sincerely,

A handwritten signature in black ink, appearing to read "Jess Horton".

Jess Horton
Executive Director
Southwest Tow Operators

Created with

 nitroPDF professional

"Towers Helping Towers"

download the free trial online at nitropdf.com/professional

Additional Information
#6

Mr. & Mrs. Robert Meineke
1701 Willits Drive
Pearland, Texas 77581

October 5, 2011

Mr. Jason Banis
Banis Towing Service
6213 Grissom Road., Suite 606
San Antonio, Texas 78238

Dear Jason:

We've returned home from our trip to Kerrville and Fredericksburg yesterday. It was a nice trip except for our scare of breaking down. You were so professional, kind and considerate to help us when you were called by Coachnet to help rescue us from our breakdown. You towed us to Ironhorse RV and they were closed. You immediately went into help mode to see if we could stay in our RV overnight where your Dad parked his RV. That didn't work so you called Coachnet to get them to authorize you to keep our RV overnight and haul it back to Ironhorse RV the next morning. You went out of your way to do so much for us and to help us. We will never forget your kindness and consideration. Thank you so much.

The 29th we were back to San Antonio from Kerrville to pick up our RV and return to Kerrville to visit with our friends.

Everything would not have happened the way it did if you had not been our wrecker service driver. Our sincere thanks to you young man for all your help. Just wanted you to know how very much your goodness meant to us.

With sincere appreciation,

Bob & Barbara Meineke

Bob & Barbara Meineke

Bob, wanted to remind you if your ever Blue remember the Buffalo (smile).

*Additional Information
#1

LEON VALLEY

T E X A S

SMALL TOWN HOSPITALITY. BIG CITY ADVANTAGES.

FIRE DEPARTMENT

March 7, 2011

To Whom It May Concern:

I am pleased to write this letter of recommendation in support of Banis Towing Service.

Banis Towing has responded swiftly to traffic collisions and other situations requiring wrecker services in Leon Valley for many years. The Banis crews have performed in an efficient, consistent and professional manner.

The Banis staff is friendly and has been highly responsive to our needs, including assisting us with traffic collision clean ups, and understanding our need to provide good quality field patient care, despite the delay it sometimes causes their wrecker operators.

In addition to the great working relationship in the field, Banis Towing has also helped us with our training mission. Banis has delivered vehicles to the fire station for use in extrication training - practice with our heavy hydraulic rescue tools. Not only have they delivered the vehicles at no cost, they have also removed the dismembered vehicles and taken them to salvage at no cost!

Because of their track record of consistent good performance, friendly service, and their willingness to "go the extra mile" to help us, I recommend Banis Towing as a wise choice for any City seeking a contractor for towing services.

Sincerely,



Stan Irwin
Fire Chief
Leon Valley Fire Department
(210) 684-3219

FIRE DEPARTMENT

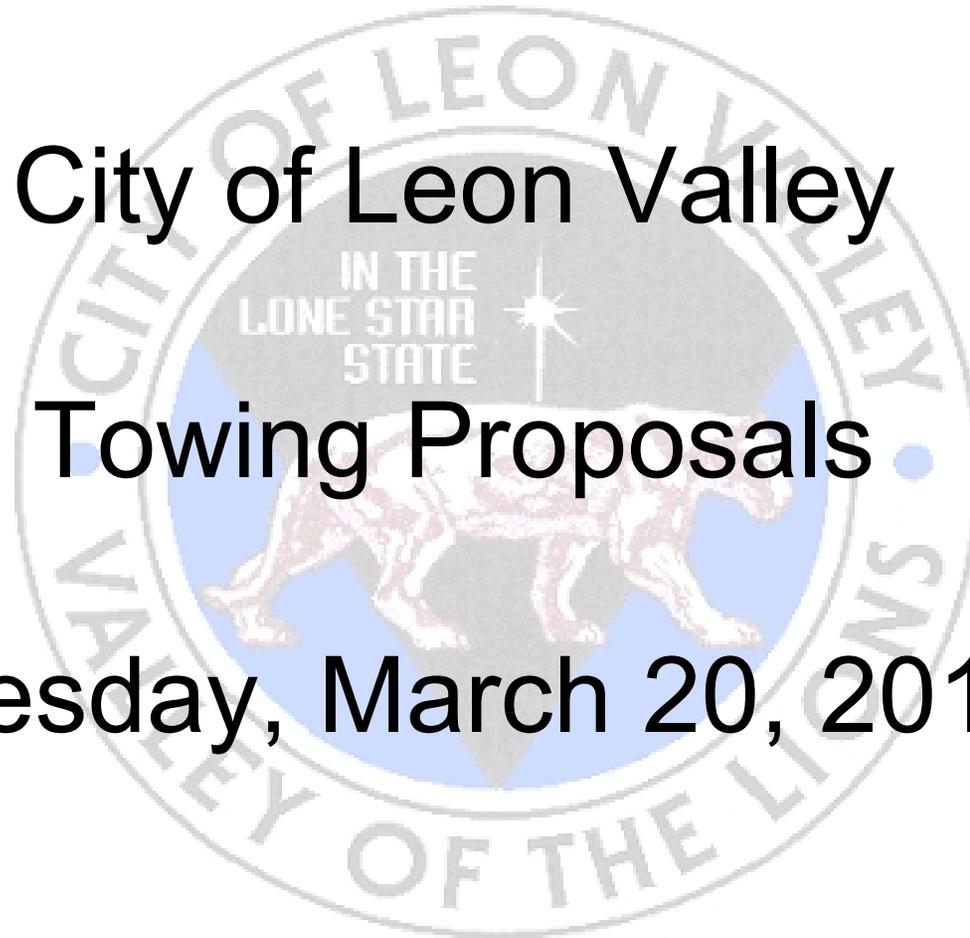
6400 EL VERDE ROAD ★ LEON VALLEY, TX 78238
TEL (210) 684-3219 ★ FAX (210) 521-5612

Agenda Item 5

City of Leon Valley

Towing Proposals

Tuesday, March 20, 2012





History

- The City of Leon Valley solicited proposals for a towing company to provide incident management towing, consent towing, and towing for Leon Valley fleet vehicles



Response

- The City of Leon Valley received proposals from two companies
 - Armada Towing
 - Banis Towing



Scoring Criteria

Max. Points	Scoring Criteria - 100 Points	Points awarded	
		Armada	Banis
	Company Qualifications - 40 Points		
10	Minimum number of light duty vehicles available to Leon Valley 1 point for every light duty vehicle available to Leon Valley for a maximum of 10 points	5	5
5	Minimum number of medium duty vehicles available to Leon Valley 1 point for every medium duty vehicle available to Leon Valley for a maximum of 5 points	1	1
3	Minimum number of heavy duty vehicles available to Leon Valley 1 point of every heavy duty vehicle available to Leon Valley for a maximum of 3 points	1	1
10	Company Location (proximity to Leon Valley) 10 points-Within Leon Valley 5 points-Within three (3) miles of any point of the City limits of Leon Valley 2 point-Within five (5) miles of any point of the City limits of Leon Valley	5	10
6	Number of governmental entities your company has a contractual relationship with 6 points-Greater than seven (7) 3 points-Three (3) to seven (7) 1 point-Less than three (3)	0	3
6	Number of years your company has been in business (If joint venture only 1 company gets points) 6 points-Greater than ten (10) 3 points-Five (5) to ten (10) 1 point-Less than five (5)	6	6
	TOTAL COMPANY QUALIFICATIONS POINTS AWARDED	18	26



Scoring Criteria

Max. Points	Scoring Criteria - Continued	Points awarded	
		Armada	Banis
Driver Qualifications - 15 Points			
10	Drivers with an IMTP 10 points-At least 90% of drivers with IMTP that are available to Leon Valley 8 points-At least 80% of drivers with IMTP that are available to Leon Valley 4 points-At least 70% of drivers have IMTP that are available to Leon Valley 2 points-At least 50% of drivers have IMTP that are available to Leon Valley	0	10
5	Drivers with additional training specific for vehicle recovery (other than required for IMTP) If at least 50% of the drivers available to Leon Valley have document training in the following: 2 points- First Aid training 3 points-Vehicle Recovery (Other than required by the IMTP)	0	2
TOTAL DRIVER QUALIFICATIONS POINTS AWARDED		0	12
Additional Services - 10 Points			
5	No-Charge to tow City vehicles/ChangeTires/Jumpstart Vehicles	5	5
5	Available to respond for road cleanup only (no charge)	5	5
Other -10 Points			
10	Location of storage facility (proximity to Leon Valley) 10 points-Within Leon Valley 5 points-Within three (3) miles of any point of the City limits of Leon Valley 2 point-Within five (5) miles of any point of the City limits of Leon Valley	5	10
TOTAL OTHER POINTS AWARDED		15	20



Scoring Criteria

Max. Points	Scoring Criteria - Continued	Points awarded	
		Armada	Banis
Accident Scenarios - 10 Points			
10	<p>An 18-wheeler caught fire on Bandera Road, burned the cab portion and most of the support beams for the trailer, and also spilled 15,000 of household goods.</p> <p>10 points -Does your company have the in-house resources to respond and managed the scene? Yes No 4 points-If no, does your company have a written agreement(s) with other companies to assist in your response? Yes No 2 points-If written agreements are in place, will the company(s) have a 30 minute response time? Yes No</p>	10	10
TOTAL ACCIDENT SCENARIOS POINTS AWARDED		10	10
Pricing - 15 Points			
Pricing will be evaluated only after the company's ability to provide the best overall service to the City has been evaluated. Points will be awarded from a 5 to a 1 with 5 being the lowest price.			
5	<p>Light Duty Tow-Is defined as including but not limited to the following; passenger vehicles, light pickup trucks, motorcycles, and sport utility vehicles.</p> <p>Based on a Light Duty Flat Tow from Bandera and Wurzbach to the Companies storage facility, what would the price charged be \$</p>	4	5
5	<p>Medium Duty Tow-is defined as including but not limited to the following; delivery vehicles, class C motor homes, and towed travel trailers less than 28 feet.</p> <p>Based on a Medium Duty Flat Tow from Bandera and Wurzbach to the Companies storage facility, what would the price charged be \$</p>	4	5
5	<p>Heavy Duty Tow-is defined as including but not limited to the following; over the road truck tractor, class A motor homes, and travel trailers more than 28 feet.</p> <p>Based on a Heavy Duty Flat Tow from Bandera and Wurzbach to the Companies storage facility, what would the price charged be \$</p>	4	5
TOTAL PRICING POINTS AWARDED		12	15
GRAND TOTAL POINTS		55	83



Action

- Authorize the City Manager to enter into a contract with Banis Towing to provide incident management and consent tows for the City of Leon Valley for a five year period, with an option to renew for up to five additional years.

MAYOR AND COUNCIL COMMUNICATION

**DATE: March 20, 2012
M&C # 03-08-12**

SUBJECT: CONSIDER AN ORDINANCE REPEALING AND REPLACING APPENDIX A FEE SCHEDULE ARTICLE A 11.000 WATER AND SEWER FEES, SECTION A11.001, SUBSECTION (g) EDWARDS AQUIFER FEE, OF ORDINANCE NO. 11-018, AND PROVIDING A CONFLICTS PROVISION TO INCREASE THE EDWARDS AQUIFER AUTHORITY (EAA) FEE FROM \$.1637 PER 1,000 GALLONS TO \$.2578 PER 1,000 GALLONS AS MANDATED BY THE EAA.

PURPOSE

The purpose of this Mayor and Council Communication is to increase rates charged for water and sanitary sewer usage to accommodate the mandated fee increase imposed by the Edwards Aquifer Authority (EAA). The City's Water & Sewer Enterprise Fund is the funding vehicle for water and sanitary sewer operations for Leon Valley. Leon Valley provides sanitary sewer transportation and treatment services for the entire City and water service for approximately 2/3 of the City. Presently there are about 3,000 sewer connections and 2,200 water connections.

EAA has completed a four year scientific study that was required by the U.S. Fish and Wildlife Department to prove that measures are implemented to protect the San Marcos and New Braunfels springs and the Edwards Aquifer. This study developed a habitat conservation program to protect various endangered species. The EAA Board of Directors adopted a Habitat Conservation program that includes a very complicated Edwards Aquifer recovery and improvement plan that will cost around \$20 million dollars per year to implement. The following link <http://edwardsaquifer.org/> provides a complete description of this program. The first phase of the program will add an additional \$37 per acre foot to the fee we will be assessed. The total of the EAA fees will be \$84 per acre foot compared to \$39 per acre foot we paid last year.

The resulting fee is mandatory and Leon Valley will need to obtain this from the water user as a pass through to EAA.

FISCAL IMPACT

We will need to increase our EAA rate from \$0.1637 per 1,000 gallons to \$0.2578 per 1,000 gallons. EAA intends to further increase the fee for the HCP an additional \$17 per acre foot in Fiscal Year 2013.

RECOMMENDATION

Approve the Ordinance to be effective with the April 2012 water utility billings.

Agenda Item 6

S.E.E. Impact Statement

Social Equity – The City of Leon Valley will promote a superior quality of life to all citizens and businesses by providing a superior water system ensuring the delivery of safe, potable water, in sufficient quantity at equitable pricing to ensure the continued maintenance and operations of the City of Leon Valley’s Water and Sanitary Sewer System.

Economic Development – Cities which ensure a superior quality of life to its citizens and businesses ensure business attraction and retention, the basis of Economic Development. Key to a superior quality of life is the maintenance and operation of a superior water system.

Environmental Stewardship – This action allows Leon Valley as an Edwards Aquifer user to be in compliance with the Endangered Species Act.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS:

ATTEST:

Janie Willman, City Secretary

Agenda Item 6

ORD. NO. _____

AN ORDINANCE

REPEALING AND REPLACING APPENDIX A FEE SCHEDULE ARTICLE A11.000 WATER AND SEWER FEES SECTION A11.001 AND PROVIDING A CONFLICTS PROVISION.

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

Section A11.001 Generally.

(a). Water Rates and Charges, all customers residential or non-residential. The rates set forth below are hereby established and shall be charged for water provided effective for all billings after April 15, 2012 and after publication as required by law:

(1)	<u>Meter Size</u>	<u>Residential Meter Charge</u>	<u>Non-Residential Meter Charge</u>
	5/8" Res	\$ 9.09	\$ 11.94
	3/4"	\$13.00	\$ 14.64
	1"	\$18.50	\$ 18.50
	1 1/2"		\$ 29.83
	2"		\$ 43.96
	3"		\$ 72.25
	4"		\$142.97
	6"		\$284.41

(2) Residential service Water Rates:

1st 7,481 Gallons	\$1.05/1,000 Gallons
Next 5,236 Gallons	\$1.94/1,000 Gallons
Next 4,488 Gallons	\$2.86/1,000 Gallons
Over 17,205 Gallons	\$3.66/1,000 Gallons

(3) Non-residential service Water Rates:

1st 748,100 Gallons	\$1.63/1,000 Gallons
Over 748,100 Gallons	\$1.91/1,000 Gallons

(b) Water service fees.

- (1) Impact fees: See article A16.000 (Impact Fees)
- (2) Tapping fee:
 - (A) By Public Works or
 - (B) By Public Works or owner (site specific)

(c) Residential Sewer Service Rates:

Agenda Item 6

(1) Sewer service rates, residential

- 0 to 4,488 gallons of water minimum charge of \$13.16 per month
- Over 4,488 gallons of water \$2.27/1,000 gallons
- Over 4,488 gallons of water (SAWS trans. & treatment) \$2.43/1,000 gallons

(2) Methods for adjusting Monthly Residential Sewer Charges

(A) Final Billings: As to all final billings, either the “winter average” monthly sanitary sewer service charge, or the “interim average” monthly sanitary sewer service charge, or the “unmetered residential charge”, whichever is in effect at the termination of service for residential customers, will be the basis for final charge at a pro-rated amount of the total charges in excess of the monthly minimum divided by 30 days for each day connected to the system, plus the minimum monthly charge.

(B) New customers who have not established a monthly sanitary service charge within the service area during the preceding six months:

- (i) New Customers that move into the service area who have not established a winter average shall be charged the system sewer system average.
- (ii) New customers that move into the service area after the first day of a billing period and before the last day of the billing period will be billed for the system winter average volume at a pro-rated amount of the total charges in excess of the monthly minimum divided by 30 days for each day connected to the system, plus the minimum monthly charge.

(d) Non-residential Sewer Service Rates:

- 0 to 2,244 gallons of water minimum charge of..... \$13.16 per month
- Over 2,244 gallons of water.....\$ 2.27/1,000 gallons
- Over 2,244 gallons of water (SAWS trans. & treatment).....\$ 2.43/1,000 gallons

(e) Public entity. Use residential rates applied to 70% of water meter volume.

(f) Excess Volume Charge

(1) All residential customers shall be charged the following surcharge for all metered water consumption when the Excess Volume charge is in effect. This surcharge shall be in addition to subsection (a) of this section.

EXCESS VOLUME CHARGE

STEP IN GALLONS

SURCHARGE PER 1,000 GALLONS

Agenda Item 6

First 7,481 gallons	\$0.00
Next 9,725 gallons	\$0.17
All in excess of 17,205 gallons	\$0.51

(2) The Excess Volume Charge rate shall be in effect during periods specified by City Council action.

(g) Edwards Aquifer Authority Fee – All customers shall be charged the following additional fee based on the meter consumption per month: ~~\$0.1637/1,000 gallons~~ \$0.2578/1,000 gallons

(h) Water Supply Fee – All customers shall be charged the following additional fee based on their meter consumption per month: \$0.4164/1,000 gallons.

(i) Connection to privately funded line: **As per refund contract #.....**

(j) Service deposit (refundable): 10% of impact fees

(k) Other

(l) Sewer service impact fees:

- (1) Fee for sewer trench permit: \$30.00 /conn.
- (2) Impact fees: See article A16.000 (Impact Fees)
- (3) Tapping fee: Determined by Public Works
- (4) Connection fee: \$75.00/connection all sizes
- (5) S.A. Ord 56261 – collection by Leon Valley: \$866.00/residential lot or as determined by SAWS.
- (6) Connection to privately funded line: As per refund contract #.....**
- (7) Other (.....)

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed to the extent of the conflict.

This ordinance shall become effective upon adoption for the **first day of the water billing cycle for April 2012, and with publication as required by law.**

PASSED and APPROVED this the 20th day of March 2012.

Chris Riley, Mayor

ATTEST:

Janie Willman, City Secretary

APPROVED AS TO FORM:

Agenda Item 6

City Attorney



Proposed EAA Fee Increase

City of Leon Valley

March 20, 2012



EAA Fee Increase

- The Edwards Aquifer Authority (EAA) is mandating an increase in the fee they currently assess to all cities.
 - This is a pass through fee that will be billed monthly on City of Leon Valley water and sewer customer bills.



EAA Fee Increase

- EAA has completed a four year scientific study that was required by the U.S. Fish and Wildlife Department to ensure that measures are implemented to protect the San Marcos and New Braunfels springs and the Edwards Aquifer.
- As a result of the study
 - The EAA developed a habitat conservation program to protect various endangered species that will cost \$20 million per year to implement.
- The following link provides a complete description of the program. <http://edwardsaquifer.org/>



EAA Fee Increase

- Currently the pass through fee is \$47 dollars per acre foot of water.
- The increase in the fee will be phased in
 - Phase one – April 2012
 - Additional \$37 dollars per acre foot of water for a total fee of \$84 dollars per acre foot of water.
 - Phase two – October 2012
 - Additional \$17 dollars per acre foot of water for a total fee of \$101 dollars per acre foot of water.



EAA Fee Increase

- Average monthly increase for customers
 - Phase One 12,000 gallons x .0941 (.1637-.2578)
 - \$1.13 monthly increase
 - Phase Two 12,000 gallons x .0521 (.2578-.3099)
 - \$0.63 monthly increase



EAA Fee Increase

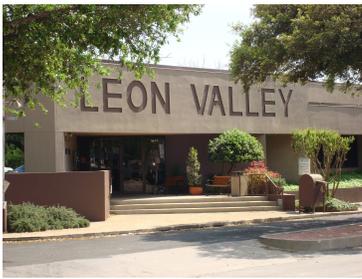
City of Leon Valley

March 20, 2012

JANUARY 2012

COMMUNITY DEVELOPMENT & ECONOMIC DEVELOPMENT MONTHLY REPORT

Page 1 of 3



BUILDING PERMIT ACTIVITY

There were three (3) residential building permits issued in January 2012 for new homes, which generated \$3,591 in revenue and cumulatively were valued at \$534,997. There were no commercial projects this month.

The overall permits (fence, roof, HVAC, electrical, plumbing, etc...) issued in January 2012 totaled 115. The revenue generated was \$32,703.

Food licenses were renewed this month accounting for a large part of the monthly revenues (\$9,478).

Application was made for a Certificate of Occupancy by the following:

SAN ANTONIO FIT BODY CAMP	5405 BANDERA 110
LA CAPITAL DEL SABOR	6526 BANDERA
LITTLE LAMBS CHRISTIAN LEARNIN	5409 HURLEY
TEXAS SEAFOOD GRILL	6820 HUEBNER
C. K. BICYCLE MECHANIC	5900 NW INDUSTRIAL
THE DOOR CHRISTIAN FELLOWSHIP	6854 BANDERA
JOAQUIN CASTRO OFFICE	6100 BANDERA 130
THE DOOR CHRISTIAN FELLOWSHIP	6890 BANDERA
FIVE STARS BARBER SHOP	6526 BANDERA 3
MACIAS AUTOMOTIVE	5504 BANDERA 506
SUSAN'S SEA CREATURES	7500 ECKHERT 310
BANDERA BOWLING CENTER	6700 HUEBNER
A&J ELECTRIC	5504 BANDERA 609

The revenue was \$780.

ZONING & LAND USE PROJECTS

There were no zoning cases received in January 2012.

INSPECTIONS/REVIEWS

BUILDING

There were 68 inspections conducted in January 2012 at a fee of \$2,040.

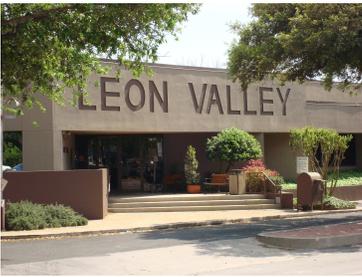
HEALTH

There were 17 health inspections at a fee of \$1,127.

- 11 food service establishments
- 03 complaints
- 02 retail food store
- 01 Daycare

OTHER COMMUNITY & ECONOMIC DEVELOPMENT ACTIVITIES

- **BOMA Meeting** – January 10
- **Tree Advisory Meeting** – January 18
- **Alamo Forest Partnership** – January 18
- **1st Property Maintenance Code Public Hearing** – January 24
- **LV Economic Development Corp. Meeting** – January 25



JANUARY 2012

**COMMUNITY DEVELOPMENT &
ECONOMIC DEVELOPMENT
MONTHLY REPORT**

Page 2 of 3

**CODE ENFORCEMENT
ACTIVITY**

Water Leaks	1
Overgrown Premises	29
No Permit	8
Brush Accumulation (alley)	2
Vendors (no permit)	2
Illegal Dumping	1
Low Hanging Tree Limbs	1
Fence Inspection	1
Front Yard Parking	1
Snipe Signs	73
Outside Storage	2
Accumulation Trash & Debris	13
Sidewalk Obstruction	1
Dilapidated Fence	1
Illegal Business Signs	10
Graffiti Abated	15
Animal Control Assist	7
TOTAL CODE ENFORCEMENT ACTIVITIES	168
COMPLIED W/CODE VIOLATION NOTICE	71

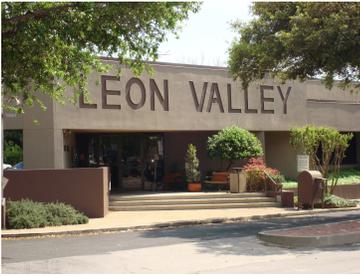
**ANIMAL CONTROL
ACTIVITY**

Dogs Running at Large	11
Cats Running at Large	9
Barking Dogs	5
Leash Law Violation	1
Dead Animals	3
Wild Animals Relocated	7
Horse	1
Excessive Animals in Dwelling	0
Requests for Traps	7
Animals Reported Lost	4
Animals Found	0
Assistance w/ Snipe Sign Removal	22
Assistance w/Graffiti Abatement	1
TOTAL ANIMAL CONTROL ACTIVITIES	71

JANUARY 2012

**COMMUNITY DEVELOPMENT &
ECONOMIC DEVELOPMENT
MONTHLY REPORT**

Page 3 of 3



ECONOMIC DEVELOPMENT

**Sales Tax Generated in January 2012
Totalled: \$16,470**

*The Sales Tax Generated this time last year
was: \$15,827

**Economic Development Corporation
Expenses Totalled: \$7,050**

**Staff kept Contact with the following
business interested in locating or
relocating into Leon Valley:**

- El Sol Bakery
- Old West Burgers
- Pet Shop
- Massage Therapy School

**Staff also met with Scott Butcher of
Greenblum Investments who hired a
Management Company to take over
Bandera Bowl daily operations. The
bowling alley will also be undergoing
an internal facelift.**

**COMMUNITY & CONFERENCE
CENTER RENTALS**

COMMUNITY CENTER RENTALS

- Jan 2012 - Five (5)
- * Jan 2011 – Five (5)

REVENUE - \$5,371

CONFERENCE CENTER RENTALS

- Jan 2012 - Two (2)
- * Jan 2011 – Three (3)

REVENUE - \$1,864

Other Events Held:

- The American Backflow Workshop –
January 12
- Community Events Committee –
January 18
- The CAG Meeting – January 19
- Town Hall Meeting – January 28

HOTEL/MOTEL REVENUE - \$10,801

* Previous Jan 2011 - \$7,427

Monthly Report

Finance

February 2012

Sales Tax Revenue

- ❖ Sales tax revenue of \$181,979 was received from the State Comptroller's office in February. After consideration of the February sales tax payment, year-to-date sales tax revenues are 3.34% lower than this time last year.

Street Maintenance Sales Tax Revenue

- ❖ Street Maintenance Sales tax revenue of \$45,488 was received from the State Comptroller's office in February.

Ad Valorem Taxes

- ❖ Ad valorem tax collections of \$253,558 were received from the Tax Assessor/Collector's office in February. Collections for February 2011 were \$263,855.

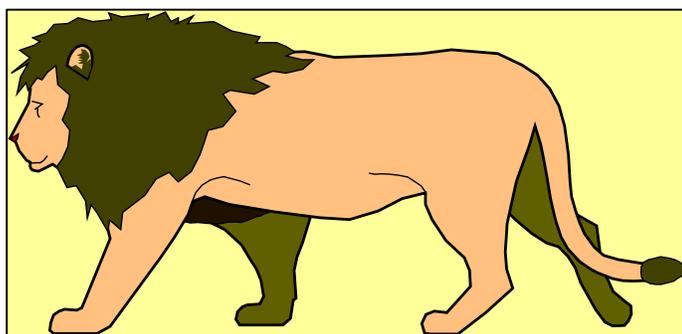
CPS Franchise Fee

- ❖ CPS Energy franchise fees of \$88,544 were received in February. This payment represents franchise fees earned for the period ended January 31, 2012 and is 5.953% higher than last year's payment of \$83,569.

LEON VALLEY PUBLIC LIBRARY STATISTICS

FEBRUARY 2012

	FEBRUARY 2012	<i>Compared to</i>	JANUARY 2012
Items Loaned	3226		3201
EBSCOHost Sessions	5		8
OneClickAudio Sessions	0		0
Days Open/Average Per Day	20/161		20/160
Door Count	8279		8195
Volunteer Hours	310		238
Items Added New/Redo	227/170		308/231
Value of Gift Items	\$1306		\$843
Reference Questions	484		453
Items Withdrawn	60		163
Library Cards Issued	40		44
Internal Internet Sessions	505		483
External Wi-Fi Accesses	1411		1650
Faxes Sent	76		70
Lit. Students/Items Used	3stu/6bks		3stu/6bks
ILL Received TexPress	18pkg/18bks		11pkg/11bks
ILL Returned TexPress	14pkg/14bks		13pkg/13bks
ILL Mailed	2 in/3 out		12 in/10 out
Library Fines	\$75.00		\$65.00
Library Copy	\$79.50		\$91.00
Tax Equivalent	\$148.75		\$122.50
Gifts and Memorials	\$20.00		\$25.00





Leon Valley Police Department Monthly Report February 2012

Calls for Service

	FEB 2012	YTD 2012	FEB 2011	YTD 2011
Calls for Service	704	1,367	720	1,496
Index Crimes	60	122	55	129
Non-Index Crimes	644	1,245	665	1,367

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

	FEB 2012	YTD 2012	FEB 2011	YTD 2011
Suspicious Vehicle	39	103	58	115
Assist the Public/Other Agency	71	140	70	145
Disturbance	52	97	52	108
Violation of City Ordinance	10	25	4	13
Traffic Offenses	29	63	32	59
Burglar Alarm	90	181	98	194
Accidents	38	77	29	72
Criminal Mischief	22	41	12	47
Other	186	325	193	380
N-Code 10*	10	13	11	19
N-Code 14**	23	49	21	54
N-Codes	74	131	85	161

* 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



Leon Valley Police Department Monthly Report

Index Crimes

	FEB 2012	YTD 2012	FEB 2011	YTD 2011
Burglary	5	13	10	30
Burglary – Motor Vehicle	23	35	18	37
Assault	3	10	4	9
Homicide	0	0	0	0
Rape	0	0	0	0
Theft	27	58	23	48
Theft of Service	1	4	0	1
Vehicle Theft	1	2	0	3
Robbery	0	0	0	1

Citations

	FEB 2012	YTD 2012	FEB 2011	YTD 2011
Citations Issued	779	1,783	1,114	2,437

Citations by Selected Categories	FEB 2012	YTD 2012	FEB 2011	YTD 2011
Expired License Plates	88	198	160	330
Expired Inspection Certificate	166	353	249	522
No/Expired/Invalid DL	65	141	86	161
No Insurance	159	342	223	472
Ran Red Light	14	25	16	41
Ran Stop Sign	55	129	73	145
Speeding	57	130	97	212

Hazardous vs. Non-Hazardous	FEB 2012	YTD 2012	FEB 2011	YTD 2011
Hazardous	126	284	186	398
Non-Hazardous	653	1,499	928	2,039

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	FEB 2012	YTD 2012	FEB 2011	YTD 2011
Felony Offense	0	3	7	14
Misdemeanor Offense	61	115	64	133
Warrants	19	31	7	28
LV Municipal Court Warrant	8	8	0	5

Investigations

	FEB 2012	YTD 2012	FEB 2011	YTD 2011
Assigned	104	213	95	251
Arrest/Charges Filed at Large	19	56	20	42
Suspended	102	187	43	188
Closed by Exception	12	29	16	35

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	FEB 2012	YTD 2012	FEB 2011	YTD 2011
Total	*		903	1,841
Business			61	149
Residential			53	118
Coin			7	14
Cellular			752	1,511
Voice over Internet Protocol			30	48
Unknown			0	4

* 9-1-1 Data not available for February 2012



Leon Valley Police Department Monthly Report

Community Resource Officer

	FEB 2012	YTD 2012	FEB 2011	YTD 2011
Violations of City Ordinance	25	43	62	109

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.

	FEB 2012	YTD 2012	FEB 2011	YTD 2011
Hours	311	679	356	729
Calls for Service Handled	48	121	62	123
Citations	23	85	45	136

Public Works Monthly Report

February 2012



Director's Report

- Attended all normal Staff meetings, Park Commission and CAG
- Met with Auto Zone
- Met with SIA and Mary Garza, Development
- Met with LC17 project
- Met with SIA and Kristi, Developments on several projects in progress
- Met with SIA, El Verde Road repair



Assistant Director's Report

- Storm Water committee support.
- Mary Garza Development
- Drainage concerns 7115 Forest Brook
- Met with Al Uvietta – Wilderness Trail erosion repair
- LC17 Flood Control coordination meeting



Construction Crew Activities

- 02- 01 Community Center.: Laid down and compacted 15 tons of hot mix asphalt.
- 02-02 Hauled in 24” pipe for Storm water job.
- 02-03 Conference Center: Spread and compacted 4 tons of hot mix asphalt on patch.
- 02-06 Evers Rd. & Poss Rd.: Cleaned up flooding debris from streets.
- 02-07 Seneca Dr. & Salazar Dr.: Cleaned up debris and added base material along sides of Salazar Dr.
- 02-08 P.S.C.: Hauled in fresh base material for storage.
- 02-09,10 Salazar Dr.: Added base material to gutters and compacted.
- 02-13 Community Center: Opened large patch to prepare for asphalt.
- 02-14 Community Center: Spread and compacted 20 tons of asphalt on patch.
- 02-15 Community Center: Opened large patch to be asphalted.
- 02-16 Community Center: Spread and compacted 18 tons of asphalt on patch.
- 02-17 P.S.C.: Washed and serviced equipment.
- 02-21 Forest Knoll @ Forest Brook: Spread and compacted 6 tons of asphalt to level street.
- 02-22 Community Center: Spread and compacted 6 tons of asphalt on patch.
- 02-23 Library Parking Lot: Spread and compacted 6 tons of asphalt on patch.
- 02-24 Evening Sun @ Sun Light: Filled large cracks in street with flowable fill material.
- 02-27 P.S.C.: Washed and serviced equipment.
- 02-28 Grass Hill Dr.: Cleared and hauled away debris from drainage pipes.
- 02-29 Grass Valley Dr. Cut grass and began to level alley with fill material.



Water Crew Activities

Water Samples for S.A. Health District	11 water samples for analysis
Disconnect Notices	121
Disconnect Water Service	19
Flush dead-end water mains	26 Flushed
Meter Reading	3 Days
Meter Re-reads	18 Re-reads
Meter Changed Out Program	36 Meters changed out
Temporary Meters Installed	3 Installed
Move Outs	3 Closed
Move INS	9 Activated
Locates	6 Completed

Wells\Tower Sites
City Wide

Cut grass and trim
Fire hydrant list

Location

Work done.

City Hall	ran temporary water service line to City Hall replaced 1.5 Inch ball valve
7011 Evening Sun	repaired 4" sewer line, damaged by telephone contactor.
6119 Walking Gait	replaced broken curb stop and replaced a damaged hand valve that occurred while changing out meters
7712 Eckhert	checked water leak, change gasket
7706 Linkview	checked water leak, change gasket
6803 Cherry leaf	checked water leak, change gasket
7011 Evening Sun	dug up sewer line
City Wide	cleaned/replaced meter boxes and installed touch reads
Poss & Bandera	ran sewer jet
Grissom & Bandera	ran sewer jet
Wells	repaired water lines and spread weed & feed
Stirrup	ran sewer jet
7055 Autumn Chase	ran sewer camera
William Rancher	ran sewer jet



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



Agenda Item 7.C.

**CITY OF LEON VALLEY
FINANCIAL STATEMENT
FEBRUARY 2012**



General Fund

	FY 2011-2012 <u>BUDGET</u>		FY 2011-2012 <u>Y-T-D ACTUAL</u>		FY 2010-2011 <u>Y-T-D</u>	
REVENUE						
Ad Valorem	\$ 3,057,097	41.7%	\$ 2,670,838	87.4%	\$ 2,647,623	87.0%
Sales Taxes	1,795,645	41.7%	439,853	24.5%	454,801	27.4%
Franchise Taxes	706,236	41.7%	357,649	50.6%	355,760	50.7%
Licenses, Permits, Fees, Fines	1,190,346	41.7%	444,703	37.4%	531,967	44.4%
Miscellaneous	156,084	41.7%	45,531	29.2%	79,298	31.5%
TOTAL REVENUE	\$ 6,905,408	41.7%	\$ 3,958,574	57.3%	\$ 4,069,449	59.4%
EXPENDITURES						
Business Office	\$ 189,985	41.7%	\$ 54,793	28.8%	\$ 66,652	33.9%
Finance	227,277	41.7%	86,732	38.2%	85,810	39.8%
Council & Manager	366,125	41.7%	139,501	38.1%	165,738	36.2%
Police	2,146,262	41.7%	857,899	39.0%	885,277	41.0%
Fire	2,138,627	41.7%	844,684	39.0%	842,789	40.0%
Public Works	1,120,835	41.7%	415,760	37.1%	429,237	36.0%
Community Development	380,160	41.7%	144,532	38.0%	135,348	38.4%
Economic Development	129,282	41.7%	20,744	16.1%	47,570	36.0%
Special Events	13,750	41.7%	2,113	15.4%	2,716	9.1%
Parks & Recreation	116,559	41.7%	37,177	31.9%	47,732	42.0%
Library	427,827	41.7%	108,024	25.3%	109,112	40.4%
Other Sources/Uses	18,000	41.7%	-		-	
TOTAL EXPENDITURES	\$ 7,274,689	41.7%	\$ 2,711,961	37.4%	\$ 2,817,981	39.3%



Water and Sewer Fund

	FY 2011-2012 BUDGET		FY 2011-2012 Y-T-D ACTUAL		FY 2010-2011 Y-T-D	
REVENUE						
Water Sales	\$ 1,475,894	41.7%	\$ 464,257	31.5%	\$ 480,403	33.2%
Sewer Sales	1,541,447	41.7%	570,402	37.0%	542,976	30.6%
Connection & Platting	2,500	41.7%	375	15.0%	1,200	60.0%
Customer Fees	43,300	41.7%	19,738	45.6%	18,359	46.8%
Tapping Fees	21,000	41.7%	1,050	5.0%	6,660	25.8%
Miscellaneous	16,000	41.7%	1,154	7.2%	6,365	16.7%
TOTAL REVENUE	\$ 3,100,141	41.7%	\$ 1,056,977	34.1%	\$ 1,055,963	31.7%
EXPENDITURES						
Business Office	592,998	41.7%	197,799	33.4%	198,872	36.8%
Water System	942,368	41.7%	393,572	41.8%	411,782	26.2%
Sewer System	1,424,716	41.7%	387,184	27.2%	469,704	32.0%
Storm Water	343,073	41.7%	132,617	38.7%	68,696	18.0%
TOTAL EXPENDITURES	\$ 3,303,155	41.7%	\$ 1,111,172	33.6%	\$ 1,149,054	29.0%



Community Center Fund

	FY 2011-2012 <u>BUDGET</u>		FY 2011-2012 <u>Y-T-D ACTUAL</u>		FY 2010-2011 <u>Y-T-D</u>	
<u>REVENUE</u>						
Hotel/Motel Taxes	66,701	41.7%	21,873	32.8%	13,825	27.7%
RENTAL FEES:						
Community Center	48,000	41.7%	13,400	27.9%	12,790	27.8%
Conference Center	26,000	41.7%	10,401	40.0%	8,358	19.9%
Miscellaneous:						
CDBG Grant	-	0.0%	-		-	
CPS Energy Rebate	-	0.0%	-		-	
TOTAL REVENUE	\$ 140,701	41.7%	\$ 45,674	32.5%	\$ 34,973	21.5%
TOTAL EXPENDITURES	\$ 134,881	41.7%	\$ 46,231	34.3%	\$ 80,980	26.3%



Street Maintenance Sales Tax

	Actual FY 2010	Actual FY 2011	Budget FY 2012	Actual FY 2012
Revenues	422,653	429,403	439,560	108,640
Transfers In	-			
TOTAL REVENUES	422,653	429,403	439,560	108,640
Expenditures	402,824	500,431	546,311	137,264
TOTAL EXPENDITURES	402,824	500,431	546,311	137,264
FUND BALANCE	575,300	504,272	397,521	475,648

FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 29TH, 2012

100-General Fund
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							

AD VALOREM TAXES	3,057,097.00	423,570.10	0.00	2,670,838.04	0.00	386,258.96	87.37
SALES TAXES	1,795,645.00	181,978.96	0.00	439,853.18	0.00	1,355,791.82	24.50
FRANCHISE FEES	706,236.00	121,141.20	0.00	357,649.11	0.00	348,586.89	50.64
LICENSE, PERMITS, FEES, FINE	1,190,346.00	130,464.90	0.00	444,702.62	0.00	745,643.38	37.36
MISCELLANEOUS	<u>156,084.00</u>	<u>11,254.39</u>	<u>0.00</u>	<u>45,530.64</u>	<u>0.00</u>	<u>110,553.36</u>	<u>29.17</u>
TOTAL REVENUE	6,905,408.00	868,409.55	0.00	3,958,573.59	0.00	2,946,834.41	57.33
=====							
EXPENDITURE SUMMARY							

Business Office							

PERSONNEL SERVICES	79,221.00	3,933.88	0.00	22,210.73	0.00	57,010.27	28.04
SUPPLIES	9,600.00	2,783.76	0.00	3,267.18	13.87	6,318.95	34.18
CONTRACTUAL SERVICES	<u>101,164.00</u>	<u>5,934.72</u>	<u>0.00</u>	<u>29,301.59</u>	<u>0.00</u>	<u>71,862.41</u>	<u>28.96</u>
TOTAL Business Office	189,985.00	12,652.36	0.00	54,779.50	13.87	135,191.63	28.84
Finance							

PERSONNEL SERVICES	140,036.00	10,465.23	0.00	55,742.63	0.00	84,293.37	39.81
SUPPLIES	8,517.00	262.83	0.00	4,087.76	49.85	4,379.39	48.58
CONTRACTUAL SERVICES	73,724.00	6,216.05	0.00	26,851.60	0.00	46,872.40	36.42
CAPITAL OUTLAY	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
TOTAL Finance	227,277.00	16,944.11	0.00	86,681.99	49.85	140,545.16	38.16
City Manager & Council							

PERSONNEL SERVICES	191,638.00	14,335.89	0.00	74,295.33	0.00	117,342.67	38.77
SUPPLIES	17,150.00	894.19	0.00	2,349.68	13.85	14,786.47	13.78
CONTRACTUAL SERVICES	117,337.00	10,219.06	0.00	62,842.58	0.00	54,494.42	53.56
CAPITAL OUTLAY	<u>40,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>0.00</u>
TOTAL City Manager & Council	366,125.00	25,449.14	0.00	139,487.59	13.85	226,623.56	38.10

FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 29TH, 2012

100-General Fund
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
Police Administration							
PERSONNEL SERVICES	217,555.00	16,253.01	0.00	86,481.08	0.00	131,073.92	39.75
SUPPLIES	1,900.00	563.50	0.00	1,040.44	13.85	845.71	55.49
CONTRACTUAL SERVICES	<u>28,472.00</u>	<u>2,445.36</u>	<u>0.00</u>	<u>10,203.37</u>	<u>0.00</u>	<u>18,268.63</u>	<u>35.84</u>
TOTAL Police Administration	247,927.00	19,261.87	0.00	97,724.89	13.85	150,188.26	39.42
Police Crime Prevention							
TOTAL Police Crime Prevention	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Patrol							
PERSONNEL SERVICES	1,178,888.00	88,356.15	0.00	477,483.26	296.05	701,108.69	40.53
SUPPLIES	67,900.00	6,553.28	0.00	23,044.84	446.24	44,408.92	34.60
CONTRACTUAL SERVICES	<u>9,700.00</u>	<u>621.67</u>	<u>0.00</u>	<u>6,459.20</u>	<u>0.00</u>	<u>3,240.80</u>	<u>66.59</u>
TOTAL Police Patrol	1,256,488.00	95,531.10	0.00	506,987.30	742.29	748,758.41	40.41
Police Communications							
PERSONNEL SERVICES	276,015.00	19,538.65	0.00	101,508.42	0.00	174,506.58	36.78
SUPPLIES	1,025.00	51.29	0.00	518.49	0.00	506.51	50.58
CONTRACTUAL SERVICES	<u>5,125.00</u>	<u>75.00</u>	<u>0.00</u>	<u>2,922.25</u>	<u>0.00</u>	<u>2,202.75</u>	<u>57.02</u>
TOTAL Police Communications	282,165.00	19,664.94	0.00	104,949.16	0.00	177,215.84	37.19
Police Investigations							
PERSONNEL SERVICES	283,127.00	20,632.05	0.00	114,612.26	0.00	168,514.74	40.48
SUPPLIES	2,100.00	79.95	0.00	329.32	0.00	1,770.68	15.68
CONTRACTUAL SERVICES	<u>5,200.00</u>	<u>505.36</u>	<u>0.00</u>	<u>981.36</u>	<u>0.00</u>	<u>4,218.64</u>	<u>18.87</u>
TOTAL Police Investigations	290,427.00	21,217.36	0.00	115,922.94	0.00	174,504.06	39.91
Police Narcotics TF							
PERSONNEL SERVICES	69,119.00	6,074.88	0.00	31,559.06	0.00	37,559.94	45.66
CONTRACTUAL SERVICES	<u>136.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>136.00</u>	<u>0.00</u>
TOTAL Police Narcotics TF	69,255.00	6,074.88	0.00	31,559.06	0.00	37,695.94	45.57

FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 29TH, 2012

100-General Fund
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
Police Reserves							

TOTAL Police Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Administration							

PERSONNEL SERVICES	213,852.00	15,297.22	0.00	90,504.91	0.00	123,347.09	42.32
SUPPLIES	4,940.00	226.01	0.00	2,309.48	24.25	2,606.27	47.24
CONTRACTUAL SERVICES	36,639.00	3,532.16	0.00	20,385.32	0.00	16,253.68	55.64
CAPITAL OUTLAY	15,000.00	0.00	0.00	0.00	14,927.00	73.00	99.51
TOTAL Fire Administration	270,431.00	19,055.39	0.00	113,199.71	14,951.25	142,280.04	47.39
Fire Reserves							

TOTAL Fire Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Operations							

PERSONNEL SERVICES	1,588,452.00	106,033.65	0.00	584,649.82	395.99	1,003,406.19	36.83
SUPPLIES	33,738.00	2,048.36	0.00	5,345.70	347.25	28,045.05	16.87
CONTRACTUAL SERVICES	50,986.00	906.08	0.00	19,739.98	4,019.50	27,226.52	46.60
CAPITAL OUTLAY	62,980.00	0.00	0.00	26,518.45	0.00	36,461.55	42.11
TOTAL Fire Operations	1,736,156.00	108,988.09	0.00	636,253.95	4,762.74	1,095,139.31	36.92
Fire Prevention							

TOTAL Fire Prevention	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire EMS							

SUPPLIES	34,447.00	2,908.80	0.00	12,144.00	4,764.72	17,538.28	49.09
CONTRACTUAL SERVICES	67,791.00	4,192.40	0.00	31,637.96	0.00	36,153.04	46.67
CAPITAL OUTLAY	29,802.00	0.00	0.00	26,970.02	0.00	2,831.98	90.50
TOTAL Fire EMS	132,040.00	7,101.20	0.00	70,751.98	4,764.72	56,523.30	57.19
Public Works M&O							

PERSONNEL SERVICES	717,235.00	51,883.37	0.00	295,631.05	0.00	421,603.95	41.22
SUPPLIES	164,800.00	10,705.85	0.00	41,034.58	13.85	123,751.57	24.91
CONTRACTUAL SERVICES	193,300.00	15,102.94	0.00	71,700.70	0.00	121,599.30	37.09
CAPITAL OUTLAY	45,500.00	0.00	0.00	0.00	7,380.00	38,120.00	16.22
TOTAL Public Works M&O	1,120,835.00	77,692.16	0.00	408,366.33	7,393.85	705,074.82	37.09

FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 29TH, 2012

100-General Fund
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
Public Works Construction							

TOTAL Public Works Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Development							

PERSONNEL SERVICES	207,512.00	15,235.08	0.00	75,269.65	0.00	132,242.35	36.27
SUPPLIES	9,200.00	1,394.33	0.00	5,150.11	1.32	4,048.57	55.99
CONTRACTUAL SERVICES	147,448.00	11,120.37	0.00	64,111.09	0.00	83,336.91	43.48
CAPITAL OUTLAY	16,000.00	0.00	0.00	0.00	0.00	16,000.00	0.00
TOTAL Community Development	380,160.00	27,749.78	0.00	144,530.85	1.32	235,627.83	38.02
Economic Development							

PERSONNEL SERVICES	111,647.00	28.24	0.00	20,200.46	0.00	91,446.54	18.09
SUPPLIES	4,500.00	66.10	0.00	111.06	13.85	4,375.09	2.78
CONTRACTUAL SERVICES	13,135.00	28.50	0.00	418.80	0.00	12,716.20	3.19
TOTAL Economic Development	129,282.00	66.36	0.00	20,730.32	13.85	108,537.83	16.05
Special Events							

SUPPLIES	13,750.00	852.87	0.00	2,013.28	99.35	11,637.37	15.36
TOTAL Special Events	13,750.00	852.87	0.00	2,013.28	99.35	11,637.37	15.36
Parks & Recreation							

PERSONNEL SERVICES	70,559.00	5,620.78	0.00	29,387.15	0.00	41,171.85	41.65
SUPPLIES	26,000.00	80.00	0.00	1,013.28	3,427.60	21,559.12	17.08
CONTRACTUAL SERVICES	20,000.00	533.88	0.00	3,349.02	0.00	16,650.98	16.75
TOTAL Parks & Recreation	116,559.00	6,234.66	0.00	33,749.45	3,427.60	79,381.95	31.90
Library							

PERSONNEL SERVICES	194,880.00	14,138.32	0.00	76,822.35	0.00	118,057.65	39.42
SUPPLIES	21,133.00	541.97	0.00	2,293.71	13.85	18,825.44	10.92
CONTRACTUAL SERVICES	41,814.00	3,181.52	0.00	12,483.98	0.00	29,330.02	29.86
CAPITAL OUTLAY	170,000.00	3,828.00	0.00	16,410.53	0.00	153,589.47	9.65
TOTAL Library	427,827.00	21,689.81	0.00	108,010.57	13.85	319,802.58	25.25
*** TOTAL EXPENDITURES ***							
=====	7,256,689.00	486,226.08	0.00	2,675,698.87	36,262.24	4,544,727.89	37.37
** REVENUE OVER (UNDER) EXPENDITURES *(
=====	351,281.00)	382,183.47	0.00	1,282,874.72 (36,262.24 (1,597,893.48)	454.88
=====							

FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 29TH, 2012

100-General Fund
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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OTHER FINANCING SOURCES (USES)							
=====							
OTHER SOURCES/USES	(18,000.00)	0.00	0.00	0.00	0.00	(18,000.00)	0.00
TOTAL OTHER SOURCES/USES	(18,000.00)	0.00	0.00	0.00	0.00	(18,000.00)	0.00
<hr/>							
NET GAIN OR (LOSS)	(369,281.00)	382,183.47	0.00	1,282,874.72	(36,262.24)	(1,615,893.48)	
=====							

*** END OF REPORT ***

FINANCIAL STATEMENT - UNAUDITED

AS OF: FEBRUARY 29TH, 2012

200-Water & Sewer
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
MISCELLANEOUS	16,000.00	498.63	0.00	1,154.42	0.00	14,845.58	7.22
WATER SALES	1,475,894.00	97,584.16	0.00	464,257.43	0.00	1,011,636.57	31.46
SEWER SALES	1,541,447.00	126,918.26	0.00	570,401.67	0.00	971,045.33	37.00
CONNECTION & PLATTING	2,500.00	75.00	0.00	375.00	0.00	2,125.00	15.00
CUSTOMER FEES	43,300.00	4,206.72	0.00	19,738.36	0.00	23,561.64	45.59
MAPPING FEES	21,000.00	210.00	0.00	1,050.00	0.00	19,950.00	5.00
TOTAL REVENUE	3,100,141.00	229,492.77	0.00	1,056,976.88	0.00	2,043,164.12	34.09
EXPENDITURE SUMMARY							
Business Office							
PERSONNEL SERVICES	448,365.00	32,184.74	0.00	167,447.23	0.00	280,917.77	37.35
SUPPLIES	33,000.00	1,342.90	0.00	5,514.65	0.00	27,485.35	16.71
CONTRACTUAL SERVICES	91,633.00	3,449.65	0.00	24,836.62	0.00	66,796.38	27.10
CAPITAL OUTLAY	20,000.00	0.00	0.00	0.00	0.00	20,000.00	0.00
TOTAL Business Office	592,998.00	36,977.29	0.00	197,798.50	0.00	395,199.50	33.36
Water System							
PERSONNEL SERVICES	283,893.00	21,239.47	0.00	121,676.84	0.00	162,216.16	42.86
SUPPLIES	82,000.00	16,248.59	0.00	21,673.13	13.85	60,313.02	26.45
CONTRACTUAL SERVICES	378,475.00	15,254.27	0.00	250,208.50	0.00	128,266.50	66.11
CAPITAL OUTLAY	198,000.00	0.00	0.00	0.00	0.00	198,000.00	0.00
TOTAL Water System	942,368.00	52,742.33	0.00	393,558.47	13.85	548,795.68	41.76
Sewer System							
PERSONNEL SERVICES	91,566.00	5,014.30	0.00	40,574.04	0.00	50,991.96	44.31
SUPPLIES	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
CONTRACTUAL SERVICES	1,318,150.00	89,040.21	0.00	346,610.21	0.00	971,539.79	26.30
TOTAL Sewer System	1,424,716.00	94,054.51	0.00	387,184.25	0.00	1,037,531.75	27.18

CITY OF LEON VALLEY
 FINANCIAL STATEMENT - UNAUDITED
 AS OF: FEBRUARY 29TH, 2012

200-Water & Sewer
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<hr/>							
Construction							

TOTAL Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Storm Water							

PERSONNEL SERVICES	154,073.00	12,106.80	0.00	59,326.83	0.00	94,746.17	38.51
SUPPLIES	23,500.00	591.50	0.00	645.11	20,342.00	2,512.89	89.31
CONTRACTUAL SERVICES	165,500.00	16,068.49	0.00	52,303.05	0.00	113,196.95	31.60
TOTAL Storm Water	343,073.00	28,766.79	0.00	112,274.99	20,342.00	210,456.01	38.66
<hr/>							
*** TOTAL EXPENDITURES ***	3,303,155.00	212,540.92	0.00	1,090,816.21	20,355.85	2,191,982.94	33.64
	=====	=====	=====	=====	=====	=====	=====
** REVENUE OVER (UNDER) EXPENDITURES *(203,014.00)	16,951.85	0.00 (33,839.33 (20,355.85 (148,818.82)	73.30
	=====	=====	=====	=====	=====	=====	=====
OTHER FINANCING SOURCES (USES)							
=====							
TOTAL OTHER SOURCES/USES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<hr/>							
NET GAIN OR (LOSS)	(203,014.00)	16,951.85	0.00 (33,839.33 (20,355.85 (148,818.82)	
	=====	=====	=====	=====	=====	=====	

*** END OF REPORT ***

CITY OF LEON VALLEY
 FINANCIAL STATEMENT - UNAUDITED
 AS OF: FEBRUARY 29TH, 2012

710-Community Center
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							

TAXES	66,701.00	0.00	0.00	21,872.90	0.00	44,828.10	32.79
FEES	<u>74,000.00</u>	<u>4,907.00</u>	<u>0.00</u>	<u>23,801.00</u>	<u>0.00</u>	<u>50,199.00</u>	<u>32.16</u>
TOTAL REVENUE	<u>140,701.00</u>	<u>4,907.00</u>	<u>0.00</u>	<u>45,673.90</u>	<u>0.00</u>	<u>95,027.10</u>	<u>32.46</u>
=====							
EXPENDITURE SUMMARY							

Community Center Operations							

PERSONNEL SERVICES	81,381.00	5,517.34	0.00	30,194.54	0.00	51,186.46	37.10
SUPPLIES	6,900.00	0.00	0.00	356.90	0.00	6,543.10	5.17
CONTRACTUAL SERVICES	41,600.00	3,861.10	0.00	15,680.01	0.00	25,919.99	37.69
CAPITAL OUTLAY	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
TOTAL Community Center Operations	<u>134,881.00</u>	<u>9,378.44</u>	<u>0.00</u>	<u>46,231.45</u>	<u>0.00</u>	<u>88,649.55</u>	<u>34.28</u>
Visitor Services							

TOTAL Visitor Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

*** TOTAL EXPENDITURES ***	<u>134,881.00</u>	<u>9,378.44</u>	<u>0.00</u>	<u>46,231.45</u>	<u>0.00</u>	<u>88,649.55</u>	<u>34.28</u>
=====							
** REVENUE OVER (UNDER) EXPENDITURES **	<u>5,820.00</u>	<u>(4,471.44)</u>	<u>0.00</u>	<u>(557.55)</u>	<u>0.00</u>	<u>6,377.55</u>	<u>109.58</u>
=====							
OTHER FINANCING SOURCES (USES)							

TOTAL OTHER SOURCES/USES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

NET GAIN OR (LOSS)	<u>5,820.00</u>	<u>(4,471.44)</u>	<u>0.00</u>	<u>(557.55)</u>	<u>0.00</u>	<u>6,377.55</u>	
=====							

*** END OF REPORT ***

**LEON VALLEY BUSINESS OWNERS'
AND MANAGERS' ASSOCIATION
MEETING MINUTES**

Tuesday, September 13, 2011

CALL TO ORDER & ROLL CALL: The meeting was called to order at 1:10 p.m. by Chairman Al Baldrige. In attendance were: Chairman, Al Baldrige; BOMA Members: Carmen G. Sanchez, Walter Geraghty, Juan A. DeHoyos; Mike McCarley; Committee Members: George Herrera, and City Liaison Rose Ryan.

MINUTES: A motion was made by Walter Geraghty to accept the Minutes of August 9, 2011, and was seconded by Carmen G. Sanchez. Discussion was called by the Chair Al Baldrige, none took place, so a vote to approve the Minutes was taken. The motion passed and the Minutes were approved by a unanimous vote.

CHAIRPERSON'S REPORT: The BOMA Chair, Al Baldrige, updated the committee on a meeting conducted between the City of Leon Valley and the Economic Development Corporation (EDC) and commended the committee for their continued work.

MOTION: A motion was made by Walter Geraghty to have a letter prepared in support of the Economic Development Corporation (EDC) for the good work that they do and for support of the existing seven (7) members. The motion was seconded by Mike McCarley.

OLD BUSINESS: None.

ITEMS FOR NEXT MEETING: "Shop Local Program" continued discussion; Address the issue of weeds on Bandera; Invitation to the City of Leon Valley Police Chief to attend the next meeting to address questions regarding image and traffic solutions.

NEXT MEETING: The next meeting was set for Tuesday, October 11, 2011, 1:00 p.m.

ADJOURNMENT: A motion was made to adjourn the meeting by Member Walter Geraghty, and seconded by Member Carmen G. Sanchez.

Signed:


Al Baldrige, BOMA Chair


Staff Liaison

**LEON VALLEY BUSINESS OWNERS'
AND MANAGERS' ASSOCIATION
MEETING MINUTES**

Tuesday, January 10, 2012

I. CALL TO ORDER & ROLL CALL: The meeting was called to order at 1:15 p.m. by Chairman Al Baldrige. In attendance were: Chairman, Al Baldrige; BOMA Members: Mike McCarley and Adam Valenzuela. Also present was City Liaison Kristie Flores.

II. APPROVAL OF MINUTES: A motion was made by Adam Valenzuela to approve the Minutes of September 13, 2011 as written, and was seconded by Michael McCarley. Discussion was called by the Chair Al Baldrige. Being no discussion, the motion to approve the minutes carried and the minutes were approved by a unanimous vote.

III. GOALS & OBJECTIVES OF BOMA: Staff noted that the BOMA member that had requested the BOMA goals and objectives revisited was not in attendance and simply noted that the BOMA was: 1) a business advisory committee, 2) promoted economic vitality, business expertise and assistance, 3) provided business incentive ideas and programs, 4) and supported the Economic Development Corporation among other things.

No action was necessary on this discussion.

IV. SHOP LOCAL PROGRAM: Staff presented information regarding "shop local" programs and campaigns and pointed to examples of Austin, Texas and Northern Colorado. The discussion included initial steps including: SWOT analysis, workshops, creation of a theme, promotional products, communication plan, combined efforts of the Chamber and other associations, and social media and resources. Staff noted that some specific examples/vendors of "shop local" marketing would be presented at the next meeting.

No action was necessary on this discussion.

V. OTHER BUSINESS: Members discussed Police Department concerns regarding ticket issuance on Bandera and Wurzbach and police presence in Sunset Center which intimidated the liquor store and patrons.

Staff noted that Chief Wallace could be invited to a future BOMA meeting to address concerns.

NEXT MEETING: The next meeting was set for Tuesday, February 14, 2012, 1:00 p.m.

VI. ADJOURNMENT: A motion was made to adjourn the meeting by Member Michael McCarley and seconded by Member Adam Valenzuela and the meeting was adjourned at 1:50 p.m.

Signed:


Al Baldrige, BOMA Chair


Staff Liaison

Earthwise Living Committee Meeting City of Leon Valley

Date: Tuesday, January 31, 2012
Time: 6:00 PM
Location: Leon Valley Public Works, 6427 Evers, Leon Valley, TX 78238
Staff Liaison: Valerie Siat
Members Present: Erica Alamarez, Thomas Benavides, Rita Burnside, Jean Johnson, Andrea Nocito, Shirley Owen, Brenda Sarmiento, and Chris Riley
Members Absent: Sandra Keller, Mary Key, Tom Kusiak, Gene Marck, Susan Price, Marty Tome, and Sharon Wyeth

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

- Meeting called to order at 6:00PM and Quorum was met.

2. Approval of minutes for January 11, 2012.

- Minutes approved.

3. Review and determine if anyone needs help with Sponsorship/Vendors call list.

- Valerie provided an updated list of sponsors and vendor booths that have already responded with donations and/or signed up to attend.

- List was reviewed by members and asked to follow up per original assignment as listed below.

- Sponsorships -> Rita
- Vendor Booths -> Tom B.
- Vendor Booths Previously in Conference Center -> Andrea
- Porch -> Mary & Jean
- Outdoors -> Chris
- New Potential Attendees -> Erica & Sandra

4. Bank contact update/door prize list, collection/budget

- Bank Contact.

- Wells Fargo and Compass Bank have not responded.
- Committee decided to provide the three \$50.00 prizes for the poetry contest.
- Shirley will contact Frost Bank to see if they can sponsor the contest.

- Door Prize List.

- Valerie provided an updated list of door prizes collected so far (we have enough at this point).

- Budget.

- Valerie provided an updated expenditure budget.
- Starting budget balance was \$4,000.00 and the remaining balance after expenditures is \$1,608.56.

- Other discussions:

- Jean has developed a volunteer assignment sheet.
 - Jean was contacted by Tracy Gatica (Bank of America); Only 5 volunteers will be available.
 - Garden Club will help with the Bag Swap and Sales Table.
- Committee voted on the Express & News Ad proposal to have a 1 time Ad on the Weekender for \$330.00. The Ad size is 2in. by 2in and will be placed the weekend before the event.
- Committee voted for new camelback banner to be posted outside.
- There are a total of 5 banners that will be placed outside (3 street, 1 in front of the library, and 1 on the Onion House fence).
 - Approval to place banner at the Onion House fence is pending (Chris working this request).
- EWL Aprons will be delivered on February 10.

5. Speakers, entertainment and Emcee(s) in writing. Obtain resumes, background information for introductions at event.

- Andrea forwarded Bios (Dan Kahn, Rufus Lopez, Michael Hartfield, Marjory Wildcraft, and Chef Lauren Moore) to Chris & Rita.

- Mr. Flores' Bio will be obtained from his webpage.

6. Finalize program flyer, speakers, sponsors to distribute.

- Valerie passed out Flyers for distribution. Future Flyers will be updated as required.

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

7. PA system, police, projection screen, easels, registration table.

- PA systems in the Community & Conference Center will be used.
- Valerie has already contacted Chief Irwin who will help out with the PAs.
- Projection screen position determined to be opposite side of windows in Conference Center.

8. Food/Drink contributors: coffee, muffins, lemonade, tea group.

- Brenda will continue to work to obtain additional food vendors.
- Chris will check on available coffee makers and will make lemonade.
 - Subcommittee will be formed to help Chris.

9. Parking and shuttle service/directional and information signs.

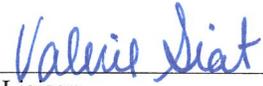
- Additional parking will be at St. John's Baptist Church on the corner of Evers and Huebner.

10. Adjourn.

- Meeting adjourned at 7:30PM
- Next meeting will be on Tuesday, February 7, 2012 (6:00PM), at Leon Valley Public Works, 6427 Evers, Leon Valley, TX 78238.



Chairwomen or Secretary



Staff Liaison

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

Date: Tuesday, February 7, 2012
Time: 6:00 PM
Location: Leon Valley Public Works, 6427 Evers, Leon Valley, TX 78238
Staff Liaison: Valerie Siat
Members Present: Erica Alamarez, Jean Johnson, Brenda Sarmiento, and Mary Key
Members Absent: Chris Riley, Rita Burnside, Thomas Benavides, Andrea Nocito, and Shirley Owen

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

- Meeting called to order at 6:00PM and Quorum was met.

2. Approval of minutes for January 31, 2012.

- Minutes approved.

3. Sponsorship/Vendors.

Invitational list was review and edited.

4. Door prize collection/budget

Door Prize Donors Poster completed and approved. Committee voted that SPURS Mission Baseball tickets to be drawn at 11:00 and 1:00.

Budget reviewed

5. Live plants borrowed from Rainbow Gardens.

Committee voted not to borrow live plants and to use the silk plants provided and in place at the Conference Center.

6. Special tools for presentations

Must be readdressed on next agenda, Speaker coordinator absent from meeting.

7. PA system, police.

Both confirmed.

8. Food/Drink contributors: coffee, muffins, lemonade, tea group.

Brenda will research coffee brewers to rent. Both Igloos to hold the lemonade at both centers.

Breakfast snack is undetermined.

9. Parking and shuttle service/directional and information signs.

Additional signs must be made

10. Announcement.

Meeting will be rescheduled to **Wednesday, February 15** due to Valentine's Day

10. Adjourn.

- Meeting adjourned at 7:30PM

- Next meeting will be on Wednesday, February 15, 2012 (6:00PM), at Leon Valley Public Works, 6427 Evers, Leon Valley, TX 78238.



Chairwomen or Secretary



Staff Liaison

Earthwise Living Committee Meeting City of Leon Valley

Date: Wednesday, February 15, 2012
Time: 6:00 PM
Location: Leon Valley Public Works, 6427 Evers, Leon Valley, TX 78238
Staff Liaison: Valerie Siat
Members Present: Erica Alamarez, Thomas Benavides, Rita Burnside, Jean Johnson, Sandra Keller, Mary Key, Tom Kusiak, Andrea Nocito, and Brenda Sarmiento
Members Absent: Gene Marck, Shirley Owen, Susan Price, Chris Riley, Marty Tome, and Sharon Wyeth

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

- Meeting called to order at 6:00PM and Quorum was met.

2. Approval of minutes for February 7, 2012.

- Minutes approved.

3. Review Sponsorship/Vendors for no response or payment not received.

- Valerie provided an updated status list of sponsors with and without booths, vendor booths, and food vendors.
- The list of those who have not yet responded was divided up and final calls will be made by Valerie, Sandra, Brenda, Erica, Rita, and Jean.

4. Bring all door prizes to office.

- Valerie created a "Thank You" poster for all companies/organizations who provided door prizes. She will continue to update the poster as required.

5. Review Budget.

- Valerie provided an up-to-date budget report with all expenditures.
- The current available balance is \$1,482.69.
- Notes affecting budget:

- Chris reported that the Express & News will be providing EWL with one Free Ad.
- Rita confirmed that there will be free taxi rides to and from the additional parking location (St. John's Baptist Church).

6. Confirm if laptop or special tools are needed for speakers.

- Andrea reported that the speakers from 911 Landscaping and Rubbish Works will require a laptop, projector/with screen, and power cords. Valerie will work with Public Works/City to get the equipment ready.
- Rubbish Works will replace Michael Hartfield with a different speaker per Andrea.

7. Food/Drink contributors: coffee, muffins, lemonade, tea group.

- Brenda will look into renting two 60 cup coffee makers. Approximate cost will be about \$22.00.
- Valerie will check with Public Works to see if they can donate the coffee.
- Mary will provide the coffee stirrers.
- Marty will be providing the creamer, sugar, and orange juice. We need to ask Marty if she will also be providing artificial sugar.
- Brenda/Andrea will look into the purchase of 1000 coffee cups, 1000 forks, and 1000 napkins.
- Brenda will check on the price of 10 banana loaf breads from one of the Event's food vendor (The Naked Banana). If the price is reasonable, the banana loaf bread will replace the muffins.
- Chris will be making the lemonade.

8. Permission to hang street banner on Library.

- Per Valerie, Joyce Trent approved the placement of one street banner in front of the library.

9. Funding for Poetry Contest winners.

- Valerie will ask Chris to see if City Hall can administer the payments to the winners of the Poetry Contest.

10. Determine if any additional signs must be made: booths, tables, recycle bins, etc.

- Need a sign for the CPS Energy tree give-away.

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

11. Adjourn.

- Meeting adjourned at 7:30PM

- Next meeting will be on Tuesday, February 21, 2012 (6:00PM), at Leon Valley Public Works, 6427 Evers, Leon Valley, TX 78238.



Chairwomen or Secretary



Staff Liaison

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

Date: Tuesday, February 21, 2012
Time: 6:00 PM
Location: Leon Valley Public Works, 6427 Evers, Leon Valley, TX 78238
Staff Liaison: Valerie Siat
Members Present: Erica Alamarez, Thomas Benavides, Rita Burnside, Sandra Keller, Mary Key, Tom Kusiak, Shirley Owen, and Brenda Sarmiento
Members Absent: Jean Johnson, Gene Marck, Andrea Nocito, Susan Price, Chris Riley, Marty Tome, and Sharon Wyeth

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

- Meeting called to order at 6:00PM and Quorum was met.

2. Approval of minutes for February 15, 2012.

- Minutes approved.

3. Review Sponsorship/Vendors for no response or payment not received.

- Valerie provided an updated status list of sponsors with and without booths, vendor booths, and food vendors.
-- Valerie, Brenda, and Rita will work the last 9 that are pending and no response.

4. Review Budget.

- Valerie provided an up-to-date budget report with all expenditures. The current available balance is \$1,362.34.

5. Prepare all aspects for event: support/placement.

- EWL committee members need to be present at 7:30AM on Saturday. Also, all members need to be at the Conference Center for the Event Opening Remarks at 10:00AM.
- Valerie provided a list of support/placement assignments for committee members and volunteers.
- Support Setup (Friday, 2/24, 9:00AM to 7:00PM):
-- Cover tabletops/tape vendor name on cover -> Andrea & Brenda.
-- Confirm floor plan layout -> Valerie & Brenda.
-- Bring out T-Shirts/Aprons for sale table, Re-useable bags for bag swap, Cork donation container, and flyers -> Public Works & available EWL committee members.
-- Kitchen-setup to include snack area and setup beverage stations (coffee, cream, sugar, stirrers, filters, orange juice, lemonade, cups, napkins, forks, and coffee brewers) -> Marty, Chris, & Shirley.
-- Put out signs (Taxi, direction signs, and banners) -> Alen Isak.
-- Recycle bins -> Public Works & EWL committee members as needed.
-- Easels/posters/door prizes -> Public Works & Mary.
-- Poetry certificates/script/Bio's/Pins -> Chris, Rita, Valerie, and Joyce Trent.
- Placement for Greeters (Saturday 2/25, 7:30AM):
-- Community Center -> Front Door: Valerie, Tom, & Brenda & Back Door: Tom K.
-- Conference Center -> Mary, Sandra, Sharon, & Erica.
-- Beverage setup for both centers -> Marty, Chris, & Shirley.
-- Volunteers (9:30AM) -> Tom
-- Registration Table -> Bank of America.
-- Earthwise Sales Table/Bag exchange -> Garden Club.
-- Trash Recycling -> Discovery School.
- Misc.: Laptop, extension cords, projector, & screen -> Andrea.

6. Adjourn.

- Meeting adjourned at 7:20PM
- Next meeting will be on Tuesday, March 13, 2012 (6:00PM), at Leon Valley Public Works, 6427 Evers, Leon Valley, TX 78238.



Chairwomen or Secretary



Staff Liaison

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

Date: Tuesday, February 21, 2012
Time: 6:00 PM
Location: Leon Valley Public Works, 6427 Evers, Leon Valley, TX 78238
Staff Liaison: Valerie Siat
Members Present: Erica Alamarez, Thomas Benavides, Rita Burnside, Sandra Keller, Mary Key, Tom Kusiak, Shirley Owen, and Brenda Sarmiento
Members Absent: Jean Johnson, Gene Marck, Andrea Nocito, Susan Price, Chris Riley, Marty Tome, and Sharon Wyeth

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

- Meeting called to order at 6:00PM and Quorum was met.

2. Approval of minutes for February 15, 2012.

- Minutes approved.

3. Review Sponsorship/Vendors for no response or payment not received.

- Valerie provided an updated status list of sponsors with and without booths, vendor booths, and food vendors.
-- Valerie, Brenda, and Rita will work the last 9 that are pending and no response.

4. Review Budget.

- Valerie provided an up-to-date budget report with all expenditures. The current available balance is \$1,362.34.

5. Prepare all aspects for event: support/placement.

- EWL committee members need to be present at 7:30AM on Saturday. Also, all members need to be at the Conference Center for the Event Opening Remarks at 10:00AM.
- Valerie provided a list of support/placement assignments for committee members and volunteers.
- Support Setup (Friday, 2/24, 9:00AM to 7:00PM):
-- Cover tabletops/tape vendor name on cover -> Andrea & Brenda.
-- Confirm floor plan layout -> Valerie & Brenda.
-- Bring out T-Shirts/Aprons for sale table, Re-useable bags for bag swap, Cork donation container, and flyers -> Public Works & available EWL committee members.
-- Kitchen-setup to include snack area and setup beverage stations (coffee, cream, sugar, stirrers, filters, orange juice, lemonade, cups, napkins, forks, and coffee brewers) -> Marty, Chris, & Shirley.
-- Put out signs (Taxi, direction signs, and banners) -> Alen Isak.
-- Recycle bins -> Public Works & EWL committee members as needed.
-- Easels/posters/door prizes -> Public Works & Mary.
-- Poetry certificates/script/Bio's/Pins -> Chris, Rita, Valerie, and Joyce Trent.
- Placement for Greeters (Saturday 2/25, 7:30AM):
-- Community Center -> Front Door: Valerie, Tom, & Brenda & Back Door: Tom K.
-- Conference Center -> Mary, Sandra, Sharon, & Erica.
-- Beverage setup for both centers -> Marty, Chris, & Shirley.
-- Volunteers (9:30AM) -> Tom
-- Registration Table -> Bank of America.
-- Earthwise Sales Table/Bag exchange -> Garden Club.
-- Trash Recycling -> Discovery School.
- Misc.: Laptop, extension cords, projector, & screen -> Andrea.

6. Adjourn.

- Meeting adjourned at 7:20PM
- Next meeting will be on Tuesday, March 13, 2012 (6:00PM), at Leon Valley Public Works, 6427 Evers, Leon Valley, TX 78238.



Chairwomen or Secretary



Staff Liaison

MINUTES OF OCTOBER 10, 2011

CITY OF LEON VALLEY PARK COMMISSION

1. Call to Order and Determination via Roll Call if Quorum is Present: The October 10, 2011 meeting was called to order at approximately 7:10 PM by Chairman Bert Thomas in the Leon Valley City Council Chambers at the City Hall.

Present: Bert Thomas, Byron Vick, Rachel Felkner, Linda Tarin, Bill Cooper, Benay Cacciatore

Absent: Susan Fraser, Tom Fraser.

City Staff Present: Byron Vick.

City Council Liaison: None.

Citizens to be heard: None.

2. Review and Approval of Minutes: The September 12, 2011 minutes were submitted for approval. Two corrections were made and then a motion to approve the Minutes, as corrected, was made by Bill Cooper, and seconded by Benay Cacciatore. All members approved the corrected minutes.

3. Reports:

- A. Raymond Rimkus Park Spreadsheet (concerning reservations, fees and deposits for the park facilities):** We agreed this is a good report to review concerning the usage of the park, but only one copy needs to be printed and passed around to the commissioners.
- B. Minutes for the Leon Valley Park Commission meetings:** We are trying to change the format for our Agenda and Minutes to conform to those of other city commissions and committees. Byron Vick explained that approved minutes will be placed in folders for each City Councilman keeping them informed of the action and activities of all city commissions and committees. They are for information and review, not for discussion in the City Council meetings. If we want the Council to take specific actions on a matter, we must write a position letter to them to indicate our idea/concern.
- C. Review of our walk in the park at the September meeting:** The nets for the basketball hoops are due to replace this month. The repairs to the tarmac (trails) will occur after the City roads are repaired. Bert also mentioned the water fountain by the tennis court is rusting out and needs to be repaired or replaced.

4. Discussion:

- A. Plans for our work day in the Park on Saturday, October 22nd (Flower/tree suggestions for planting in the park):**

(1). **Bill Cooper suggested a garden be planted under the park sign on the east side of the victory garden.** He further suggested we use draught tolerant flowers, a palm tree, cactus, and bird of paradise etc... Bert Thomas suggested we plant a couple wisteria vines along the garden fence and Mountain Laurels in the butterfly garden, in front of the covered water fountain, and a couple adjacent to the small gardens near the baseball diamond. Linda Taren also suggested Crape Myrtle.

(2). Bert Thomas asked Benay Cacciatore if she would make a list of wildflowers and plants that we would like to see in the park and email that list to Byron.

5. Commissioners' and Staff's Comments: Discussion:

A. Benay Cacciatore suggested we look into a fundraising activity. She suggested doing a type of food/festival day where we would shut down a road (Poss Road) near the park and have people from the community come and bike/walk down the street and eat food or buy various items from vendors. We will need more research concerning vendors in the park and blocking off Poss Road.

B. Bert Thomas asked the Commissioners to Look over Leon Valley Park Rules: each commissioner was assigned a section to correct. Corrections are to be emailed to Bert and discussed at the next meeting.

6. Announcements:

A. Next month we will be reviewing the surveys the community completed and start making suggestions for our Master Plan.

B. Our Work Day will be held on Saturday October 22, 2011 at 9:00 AM where we will be planting wildflowers and cleaning up the park.

C. The next meeting will be held on November 14, 2011 at 7:00 PM in the City Council Chambers in the City Hall.

7. Adjournment:

A. Meeting adjourned at 8:30 pm

*Bert H Thomas, Chairman
Leon Valley Park Commission*

MINUTES OF NOVEMBER 14, 2011
CITY OF LEON VALLEY PARK COMMISSION

1. Call to Order and Determination via Roll Call if Quorum is Present: The November 14, 2011 meeting was called to order at approximately 7:07 PM by Chairman Bert Thomas in the Leon Valley City Council Chambers at City Hall.

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

City Staff Present: Byron Vick (Unable to attend because of injury.)

City Council Liaison:

Citizens to be Heard: None

2. Review and Approval of Minutes: The October 10th, 2011 minutes were submitted for approval. A motion to approve the minutes was made by Benay Cacciatore to approve the minutes, and seconded by Linda Tarin. All members approved the minutes as read.

3. Election of New Park Commission Secretary: Rachal Felkner was willing to accept the Park Commission Secretary position and was unanimously approved by the Park Commissioners.

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

A. Park Rental Applications were reviewed.

B. Status Dead Tree and Limb Removal. No Report. Still more to complete.

C. Status of Leon Valley Park Survey and Park Bucks Program. No Reports available.

D. Status of Tarmac Repair (near main pavilion.) No Report. Still no headway.

E. Status of basketball net replacements: No Report.

5. Discuss:

A. Commissioners Work Session last month: Five Commissioners worked cutting and clearing the Wildflower Garden adjacent to the Community Garden. Then we planted a bag of wildflower seeds provided us by Dr. Wassel Beal. (Dr. Beal has provided us with wildflower seeds for the past several years, and we recommend he be sent a letter of thanks from the City of Leon Valley). Our needs list sent to Public Works did not arrive in time for them to place the order and have it available for our work session. The items Public Works ordered will be stored until

after the New Year for our planting. It was suggested that other agencies working with trees, plants etc. be asked to help us throw the seeds and plant the flowers and trees.

B. Rewrite of the Park Rules: The Park Rules were rewritten to provide Clarity and Organization. The rewritten Park Rules received unanimous approval from the Commissioners and they requested the City of Leon Valley adapt them ASAP.

C. Review of Park Surveys: This had to be tabled until our January 2012 meeting.

6. Commissioners and Staff Comments:

A. Bert Thomas said that Councilman Paul Biever went to a work session concerning fitness centers in the communities. He asked me if I had any information we compiled concerning them, and would I make them available to him? I provided him with all the information we collected in the past 2 or 3 years. After his review, he asked me if this could be shared with the new City Manager. Hopefully, this might put this program back on track.

7. Announcements:

A. Our Next Park Commission Meeting will February 13, 2012, 7:00 PM, at the Leon Valley City Council Chambers.

8. Adjournment:

A. The meeting adjourned at approximately, 7:40 PM at City Hall.

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



CITY OF LEON VALLEY

RAYMOND RIMKUS PARK

Hours of Operation:

Raymond Rimkus Park is open from Sunrise to Sunset 7 days per week. In the event of inclement weather, the Park may be closed for all activities for an indefinite period of time for clean-up. No recreational or athletic fields will be used until they are dry.

Park Reservations:

Entire Park: Will not be reserved for a group, or individual.

Picnic Pavilions and Athletic Fields: May be reserved (**rented**) in advance of your projected outing. All other areas are on a first come first served basis.

Athletic and Multi-Purpose Fields: Must be made for a 1 hour minimum and a 3 hour maximum. Exceptions made for team, league, or tournament games. Hourly rates apply.

Fees: Must be paid at time of reservation.

Signage: Renters of the pavilions may place 2 signs to identify their event, and they must be removed by the time the Park closes. No other signage is permissible in the park.

Renters (and users) of Park Facilities are Responsible for:

Picking up their trash, BBQ ashes etc. and depositing them in the appropriate containers.

Maintain noise level (music etc.) of their group to a respectable level.

Ensure the proper conduct of their guests.

Large Groups: Should hire police security at their expense. Call 684-3215 for further information.

Severe Weather Interfering with the Pavilion Reservation: The applicant may reschedule, at no cost, or request a refund (less the application fee).

Park Closed by City Officials: All rental fees and deposits may be refunded, or the applicant may reschedule the event.

For Further Information on Park Facility Rental Call: (210) 684-1391 X 200:

Leon Valley City Hall

6400 El Verde Rd.,

Leon Valley TX 78238-2399.

Park Rules

Alcohol Consumption:

Alcohol to be consumed in the park will be limited to beer, wine, or ale products bottled in containers other than glass. Auxiliary alcohol consumption devices are not permitted.

Animals and Pets:

Pets (dogs) must be properly leashed at all times and their litter picked up. Doggie litter bags are available throughout the Park. Violation of the leash law could subject the pet to be impounded and/or the owner fined up to \$1,000

Conduct Unacceptable:

Damaging, defacing or destroying park property.

Disorderly conduct in the Park or natural Areas.

Conduct, or participation, in an assembly or public demonstration without written permission from the City of Leon Valley.

Canopies and Portable Tables of Reasonable Size: May be used in conjunction with pavilions, games but may not interfere with or be used on sporting fields, parking lots, the natural area, or park trails.

Carnival Rides/Games, Water Rides/Games: Are prohibited.

Moonwalks: Allowed only in conjunction with rental of the large pavilion and a permit is required at time of reservation. It must be transported by hand from the designed parking lot (no motorized vehicle). Cannot block Sports Fields, Restrooms, Walkways or Trails. Must use own power source.

Parking: Parking is restricted to the large parking Lot on Poss Rd., the limited parking on Poss Rd. near the main pavilion, and the parking lot on Evers Road next the Leon Valley Library.

Renters and Users of Park Facilities are Responsible For:

Picking up their trash, BBQ ashes etc. and depositing them in the appropriate containers.

Maintain noise level (music etc.) of their guests to a respectable level.

Ensure the proper conduct of their guests.

Recreational and Athletic Facilities: These all have an intended purpose. Park users must avoid interfering with other park activities. Activities from one activity should not extend to another. Picnic tables from the playground need to stay in the playground and be used by the parents and children using the playground. They are not to be moved to another picnic area.

Skate Boarding and Roller Skating: Will not be done in the pavilions, parking lots or tennis and basketball courts.

Spectators: People watching baseball, football, or soccer games (practice) etc. should not be standing on the trails and interfering with those who are walking or jogging. Park users must avoid interfering with other park activities.

Prohibited

Explosives, Fireworks, or Devises: Capable of igniting are prohibited.

Golf: Hitting golf balls in the park is prohibited.

Horse Shoes: Horse shoe pit is available in the park. Playing horse shoes anywhere else is prohibited.

Motorized Vehicles: Are prohibited except for official government vehicles and those used to assist disabled individuals.

MUSIC Noise Levels: Exceeding City of Leon Valley's NOISE CODES are prohibited.

Pets: Not allowed in playground and natural areas except for animals trained to assist disabled individuals. All domestic animals/pets must be leashed and picked up after. Ponies, horses, dangerous reptiles and animals: and ALL UNLEASHED CANINES.

Signage Posting: Not permitted unless with reservation of large pavilion. (See Reservation Rules)

Tennis: Player will limit themselves to one set, or a 1 hour time limit when others are waiting. They are also encouraged to play doubles to speed up their play. Players must wear soft soled shoes while on the court. Bicycle riding, skate boarding, roller skating and roller blading are prohibited on the courts.

Trash: Keep the Park clean by discarding all trash in appropriate containers.

Trees, Shrubs and Plants: Do not mutilate, or remove trees, shrubs, or plants (or their limbs) within Leon Valley's Parklands. (Parents should remind their children not to climb the trees in the park.)

Vending or Soliciting on Park grounds: Is prohibited unless specifically authorized by the City of Leon Valley. Those authorized to vend food items must have a Health Inspection Permit from the Community Development Department

CITY OF LEON VALLEY

RAYMOND RIMKUS PARK

Hours of Operation:

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Park Reservations:

Entire Park: Will not be reserved for a group, or individual.

Picnic Pavilions and Athletic Fields: May be reserved (**rented**) in advance of your projected outing. All other areas are on a first come first served basis.

Athletic and Multi-Purpose Fields: Must be made for a 1 hour minimum and a 3 hour maximum. Exceptions made for team, league, or tournament games. Hourly rates apply.

Fees: Must be paid at time of reservation.

Signage: Renters of the pavilions may place 2 signs to identify their event, and they must be removed by the time the Park closes. No other signage is permissible in the park.

Renters (and users) of Park Facilities are Responsible for:

Picking up their trash, BBQ ashes etc. and depositing them in the appropriate containers.

Maintain noise level (music etc.) of their group to a respectable level.

Ensure the proper conduct of their guests.

Large Groups: Should hire police security at their expense. Call 684-3215 for further information.

Severe Weather Interfering with the Pavilion Reservation: The applicant may reschedule, at no cost, or request a refund (less the application fee).

Park Closed by City Officials: All rental fees and deposits may be refunded, or the applicant may reschedule their event.

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Alcohol Consumption:

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Animals and Pets: Pets (dogs) must be properly leashed at all times and their litter picked up. Doggie litter bags are available throughout the Park. Violation of the leash law could subject the pet to be impounded and/or the owner fined up to \$1,000

Conduct Unacceptable:

Damaging, defacing or destroying park property.

Disorderly conduct in the Park or natural Areas.

Conduct or participation in: an assembly or public demonstration without written permission from the City of Leon Valley.

Canopies and Portable Tables of Reasonable

Size: May be used in conjunction with pavilions, but may not interfere with or be used on sporting fields, parking lots, the natural area, or park trails.

Carnival Rides/Games, Water Rides/Games:

Are prohibited.

Park Rules (continued)

Moonwalks: Allowed only in conjunction with rental of the large pavilion. Ask for a permit at time of reservation. It must be transported by hand from the designed parking lot (no motorized vehicle). Do not interfere with: Sports Fields, Restrooms, Walkways or Trails. Must use own power source.

Parking: Parking is restricted to the large parking Lot on Poss Rd., the limited parking on Poss Rd. near the main pavilion, and the parking lot on Evers Road next the Leon Valley Library.

Renters and Users of Park Facilities are Responsible For:

Picking up their trash, BBQ ashes etc. and depositing them in the appropriate containers.

Maintain noise level (music etc.) of their guests to a respectable level.

Ensure the proper conduct of their guests.

Recreational and Athletic Facilities: These all have an intended purpose. Park users must avoid interfering with other park activities. Activities from one activity should not extend to another. Picnic tables from the playground need to stay in the playground and be used by the parents and children using the playground. They are not to be moved to another picnic area.

Skate Boarding and Roller Skating: Will not be done in the pavilions, parking lots or tennis and basketball courts.

Spectators: People watching baseball, football, or soccer games (practice) etc. should not be standing on the trails and interfering with those who are walking or jogging. Park users must avoid interfering with other park activities.

Prohibited

Explosives, Fireworks, or Devises: Capable of igniting are prohibited.

Golf: Hitting golf balls in the park is prohibited.

Horse Shoes: Horse shoe pit is available in the park. Playing horse shoes anywhere else is prohibited.

Motorized Vehicles: Are prohibited except for official government vehicles and those used to assist disabled individuals.

MUSIC Noise Levels: Exceeding City of Leon Valley's NOISE CODES are prohibited.

Pets: Not allowed in playground and natural areas except for animals trained to assist disabled individuals. All domestic animals/pets must be leashed and picked up after. Ponies, horses, dangerous reptiles and animals: and ALL UNLEASHED CANINES.

Signage Posting: Not permitted unless with reservation of large pavilion. (See Reservation Rules)

Tennis: Player will limit themselves to one set, or a 1 hour time limit when others are waiting. They are also encouraged to play doubles to speed up their play. Players must wear soft soled shoes while on the court. Bicycle riding, skate boarding, roller skating and roller blading are prohibited on the courts.

Trash: Keep the Park clean by discarding all trash in appropriate containers.

Trees, Shrubs and Plants: Destroying or removing trees, shrubs, or plants (breaking limbs) within Leon Valley Parklands is prohibited. (Parents should remind their children not to climb the trees in the park.)

Vending or Soliciting on Park grounds: Is prohibited unless specifically authorized by the City of Leon Valley. Those authorized to vend food items must have a Health Inspection permit from the Community Development Department

MINUTES OF JANUARY 9, 2012

CITY OF LEON VALLEY PARK COMMISSION

1. Call to Order and Determination via Roll Call if Quorum is Present: The January 9, 2012 meeting was called to order at approximately 7:00 PM by Chairman Bert Thomas in the Leon Valley City Council Chambers at City Hall.

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

City Staff Present: Byron Vick

City Council Liaison:

Citizens to be Heard: None

1. Review and Approval of Minutes: The November 14, 2011 minutes were submitted for approval. A motion to approve the minutes was made by Benay Cacciatore, and seconded by Linda Tarin. All members approved the minutes as read.

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

A. Park Rental Applications were reviewed.

B. Status of Park Bucks Program: Program is doing poorly receiving approximately \$17.00 in the four previous months.

C. Status of Leon Valley Park Survey: Surveys were still unavailable to the Park Commissioners. Byron Vick said he will try to have them at our next meeting for our review.

D. Status of Tarmac Repair (near main pavilion). Byron Vick reported the tarmac is torn up and waiting for a sunny for his workers to complete the project.

E. Status of basketball net replacements: Tom Fraser reported that one basketball court has new nets and really looks good. Byron Vick stated the second court nets are still on order.

F. Water fountain, near tennis courts: The old fountain has been replaced and looks real good.

3. Discuss: We were to review the Park Surveys for inclusion in the Master Plan, but they were not available.

4. Commissioners and Staff Comments:

A. Byron Vick stated he had 2 lbs. of wildflower seeds, and 30 plants and trees for us to seed and plant. Bert Thomas, Bill Cooper, Benay Cacciatore, and Linda Tarin agreed to have a work session on Saturday, January 14th to spread the seed and plant the plants/trees.

B. The new park rules will be submitted to the City Council along with our approved November 14, 2011 minutes.

5. Announcements:

A. Our Next Park Commission Meeting will February 13, 2012, 7:00 PM, at the Leon Valley City Council Chambers.

6. Adjournment:

A. The meeting adjourned at approximately, 7:30 PM..

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

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