

City of Leon Valley 2012 Bond Program Oversight Committee Meeting September 26, 2013

Chairman Pedro Esquivel called the 2012 Bond Program Oversight Committee Meeting to order at 5:32 pm. Vice Chairman Yarnell and Committee members Al Uvietta, Kathy Hill, Frank Zavala John Cervantes were present. Mike Davis Jr. was absent.

Councilman Jack Dean, Councilman Abraham Diaz, City Manager Manuel Longoria Jr., Fire Chief Luiz Valdez, Police Chief Wallace, and Special Projects Manager/Interim Public Works Director Melinda Smith were also present.

A quorum was present.

Approval of Minutes

Chairman Esquivel asked for approval of the minutes from the August 28, 2013 meeting. Committee Member Hill made a motion to approve the minutes and Vice Chairman Yarnell seconded the motion.

Chairman Esquivel asked for a vote and this motion passed unanimously.

Project Update

Chairman Esquivel introduced the City Manager who in turn introduced the Committee's newest member, John Cervantes.

The City Manager briefed the Committee on the status of the purchase of the lots from Bexar County. Mr. Longoria advised that the County has asked to switch lot 53 with lot 58. The only documentation necessary on the Cities part, right now, was for the City to prepare an offer letter. The County is not going to require a appraisal, but maybe at a later date this will be a requirement. Mr. Longoria advised that they timeline has the County Commissioner's Court looking at this item in November and, depending on the date in November, the Leon Valley City Council, would address this issue in either November or December.

Vice Chairman Yarnell asked about the design of the drainage ditch that will be adjacent to the new Fire Department location and was told that the ditch would be constructed of earthen material and would blend into the general area. Vice Chairman Yarnell was concerned about the Cities ability to maintain this property.

Presentation by Project Architect and Construction Manager on Preliminary Construction Estimates and Project Design Update

Chairman Esquivel recognized the City Manager who in turn recognized Mickey Conrad with OCO Architects. Mickey Conrad briefed the Committee on the project and presented a slide show. Mickey Conrad started with the Fire Department and showed different site plans for the facility, along with briefing the Committee on the exterior of the building, which will consist of stucco for the admin office, stone/metal for the apparatus bays, and stone towers.

Mr. Conrad's presentation then showed the area that will become the Police Department and once this area was complete and occupied advised that City Hall should move to the Community Center to facilitate remodeling the existing structures. Mr. Conrad also pointed out that the parking lot on the east side would be removed and that after meeting with staff the pedestrian plaza was approved and placed into the project.

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Mickey Conrad then introduced John Colbert and James Anderson from Bartlett Cocke Construction. James Anderson advised that since the last meeting, where the project was \$188,000 over budget, Bartlett Cocke has been tweaking the process, getting better numbers for different items and has a result has come up with a overage of only \$23,000. James Anderson advised that OCO was at 30% design development and that Bartlett Cocke would continue to refine and work with sub-contractors to continue tightening up these numbers.

John Colbert was introduced and gave a briefing on the Cost/Value Options Log. In reference to the foundations repairs having a \$15,000 estimated value Committee Member Zavala asked what happened to the \$75,000 originally budgeted. Mickey Conrad advised that Arias and Associates has looked at the issue and feels that the problem could be controlled for \$15,000 and that maybe even that was too much. Mickey Conrad explained that Arias and Associates believed the problem was caused due to trees affecting the water content of the soils in this area, and the cracking was caused by the fluctuation of this water content. Committee Member Zavala asked if the anyone could guarantee the building would not crack and was advised no.

John Colbert went line by line on the Cost/Value Options Log and advised that after meeting with City staff, the project was \$221,806 over budget.

James Anderson briefed the Committee on his tentative schedule. Mr. Anderson believes the project would be ready for bidding on December 6th with the bid opening scheduled for Jan 15th. Between December 6 and January 15, Bartlett Cocke would work with subcontractors in order to get the most people to bid. Mr. Anderson also advised the project would be bid as one project and not multiples.

The construction on the Fire Station would begin the 1st of February 2014 and finish in November 2014. The current Fire Station remodel would occur from November 2014 through May 2015 with the moving of the Police Department into the remodeled space. The City Hall project would begin May 2015 and would end October 2015 with a projected occupancy date of January 2016.

Internal and External Communications by Bond Program Oversight Committee Members

Chairman Esquivel started the discussion by thanking the City Manager for the presentation in the previous meeting that covered the responsibilities of the Committee Members. Chairman Esquivel apologized for not being at the meeting, but this topic was brought up at his request.

Chairman Esquivel then advised the Committee Members that their roles were to insure the expenditure of funds as they relate to this project, was done in an ethical fashion. The Committee Members were not to concern themselves with the colors of walls etc.

Chairman Esquivel advised the Committee that in reference to communications he would be insure transparency and would not withhold information and that if a document was shared with him by a Committee Member, this document would be shared with all Committee Members. Chairman Esquivel did advise the Committee Members that he would receive information and share this information, but this must not be done in a manner that would give the appearance of a meeting.

The City Manager then addressed the Committee and advised each one of them about their responsibilities under the Texas Open Meeting Act and cautioned that responding to all in an email could create a meeting environment which would be illegal.

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After a discussion it was decided that if a Committee Member had any correspondence for the Committee, this would be sent to either the City Manager or Project Director Melinda Smith who would then pass the information on to the remainder of the Committee.

Chairman Esquivel then cautioned the Committee Members about comments to the press and ensuring that the Reporter understands that those are your personal comments and are not a reflection of the Committee.

Vice Chairman Yarnell then stated that the his comments were made during the Citizens to be heard portion of a Council meeting and that he did not represent himself as a member of the Committee. The Committee then discussed their roles and responsibilities as set forth in the charter, and this discussion lead to the question of the Chairman about the relinquishment of Committee Members rights.

Chairman Esquivel stated that the concern is clear and that no one has to waive their rights to speak in public, but did advised the Committee Members that they have a responsibility to identify and preface any comments made to reflect the fact that they are speaking as a private citizen not a member of any committee.

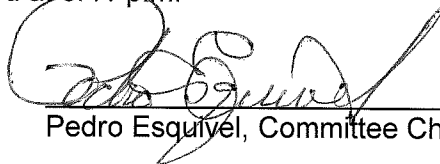
A discussion then took place about any questions that a Committee Member may have and who should address these. The City Manager advised that any questions should be addressed to either him or Melinda Smith and these will be addressed.

Committee Member Hill asked how the Committee is planning on getting the public up to date on the project. Chairman Esquivel suggested the City Manager plan an article in the Lions Roar, and with the Committee making a regular report to City Council.

Councilman Dean suggested that with this project, the library, and the monument signs, that a regular article be incorporated in the E-News about these projects.

Adjourn

Hearing no further business a motion was made by Olen Yarnell and seconded by Frank Zavala to adjourn the meeting. The meeting was adjourned at 6:41 p.m.


Pedro Esquivel, Committee Chairman