

# NOTICE OF PUBLIC MEETINGS

## AGENDA

### LEON VALLEY CITY COUNCIL MEETINGS

TUESDAY, MAY 1, 2012, 6:00 P.M.

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

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

1. **Call the City of Leon Valley Special City Council Meeting to Order and Determine a Quorum is Present. (Mayor Riley)**
  2. **Executive Session in Accordance with the Texas Government Code**
    - A. The City Council of the City of Leon Valley will Convene in Executive Session, Pursuant to Section 551.071(2), Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Regarding the proposed Development Agreement with Property Owner Alamo Properties, LLC, and the Specific Use Permit Case # 2012-270, with Attached Ordinance, a Request by Barry Williamson, Applicant and Property Owner, for a Specific Use Permit to Construct and Operate an "Office" Specifically a Department of Public Safety Driver's License Mega-Center Adjacent to an R-1 (Single-Family Dwelling) Zoning District," on a B-2 (Retail) Zoned Property, in the 7400 Block of Huebner Road, Being 3.4 Acres of a 5.3 Acre Tract in the Sustainability Overlay, **M&C # 05-01-12.**
    - B. The City Council of the City of Leon Valley will Reconvene into Open Session.
    - C. The City Council of the City of Leon Valley will Consider Any Possible Actions Resulting from the Executive Session.
  3. **Adjourn.**
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#### REGULAR MEETING OF THE CITY OF LEON VALLEY CITY COUNCIL, 7 P.M.

1. **Call the City of Leon Valley Regular City Council Meeting to Order, Determine a Quorum is Present, and Pledge of Allegiance. (Mayor Riley)**
2. **Taste of Leon Valley Proclamation. (Mayor Riley)**
3. **Be Kind to Animals Week Proclamation. (Mayor Riley)**
4. **Update from Richard Mogas, A.I.A. Architect, on the Progress of the Design Work for the Leon Valley Public Library Children's Wing Expansion, M&C # 05-02-12.**  
*This agenda item will allow the City Council to receive an update on the progress of the design work for the Leon Valley Public Library Children's Wing Expansion. (Trent/Richard Mogas)*

5. **Consider Action on Development Agreement with Property Owner Alamo Properties, LLC, Regarding the Development, Construction and Use of an "Office" Specifically a Department of Public Safety Driver's License Mega-Center in the 7400 Block of Huebner Road, Being 3.4 Acres of a 5.3 Acre Tract in the Sustainability Overlay, M&C # 05-03-12.** *This agenda item will allow the City Council to consider approval of specific provisions related to the development, construction and use of the office project, specifically a Department of Public Safety Driver's License Mega-Center in the 7400 Block of Huebner Road, Being 3.4 Acres of a 5.3 Acre Tract in the Sustainability Overlay. (Longoria/Flores)*
6. **Consider Action on Specific Use Permit Case # 2012-270, with Development Agreement and with Attached Ordinance, a Request by Barry Williamson, Applicant and Property Owner, for a Specific Use Permit to Construct and Operate an "Office" Specifically a Department of Public Safety Driver's License Mega-Center Adjacent to an R-1 (Single-Family Dwelling) Zoning District," on a B-2 (Retail) Zoned Property, in the 7400 Block of Huebner Road, Being 3.4 Acres of a 5.3 Acre Tract in the Sustainability Overlay, M&C # 05-04-12.** *On March 27, 2012, the Zoning Commission recommended approval of the request by a vote of 4 to 3. This agenda item will allow the City Council to consider approval of Specific Use Permit Case # 2012-270, with attached Ordinance and Development Agreement, a request by Barry Williamson, Applicant and Property Owner, for a Specific Use Permit to construct and operate an "office" specifically a Department of Public Safety Driver's License Mega-Center adjacent to an R-1 (Single-Family Dwelling) Zoning District, on a B-2 (Retail) Zoned Property, in the 7400 Block of Huebner Road, Being 3.4 Acres of a 5.3 Acre Tract in the Sustainability Overlay. On March 27, 2012, the Zoning Commission recommended approval of the request by a vote of 4 to 3. The City Council conducted a Public Hearing on April 3, 2012. (Flores)*
7. **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.*

8. **Consider Approval of Corrected Meeting Minutes of the February 21, 2012 Leon Valley Regular City Council Meeting.** *This agenda item will allow the City Council to*

consider approval of the previously adopted minutes of the Leon Valley Regular City Council Meeting of February 21, 2012 to include a speaker's remarks left off the Citizens to be Heard at the beginning of the City Council Meeting and other changes, pages 1 and 5. (Willman)

9. **Consider Approval of the Meeting Minutes of the April 14, 2012 Leon Valley Special City Council Meeting.** *This agenda item will allow the City Council to consider approval of the draft minutes of the Leon Valley Regular City Council Meeting of April 14, 2012. (Willman)*
10. **Consider Approval of the Meeting Minutes of the April 17, 2012 Leon Valley Regular City Council Meeting.** *This agenda item will allow the City Council to consider approval of the draft minutes of the Leon Valley Regular City Council Meeting of April 17, 2012. (Willman)*
11. **Consider Action on M&C # 05-05-12, Appointing a Member to the City's Boards, Committees, and Commissions: the Storm Water Committee.** *This agenda item will allow the City Council to consider making appointments to the City's Boards, Committees, and Commissions by minute order. (Mayor Riley)*

#### Discussion Agenda

12. **Staff Presentation of Upcoming City Contracts for City Attorney Services, Engineering Services, Solid Waste Services, and any other services as may be required, and to Provide Staff with Direction, M&C # 05-06-12.** *This agenda item will allow the City Council to engage in discussion on a number of its upcoming contracts for renewal including those contracts for City Attorney Services, Engineering Services, Solid Waste Services, and any other services as may be required, and to provide staff with direction as to how to proceed. (Longoria)*
13. **City Manager's Report. (Longoria)**
  - A. **Informational updates, as may be required**
  - B. **City Council/City Manager Retreat/Work Session, May 18, 2012 at 9 a.m., immediately following the Canvass of the Elections Results, at the Kinman House, 6417 Evers Road, Leon Valley, 78238.**
  - C. **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) **Bandera Road Site Community Advisory Group Meeting Minutes of January 19, 2012.**
  - D. **Future Agenda Items.**
    - (1) **Canvass the Results of the May 12, 2012 General and Bond Elections, Friday, May 18, 2012, 8:30 a.m. Special City Council Meeting, The Kinman House, 6417 Evers Road, Leon Valley, 78238.**
    - (2) **Update on the Plan for the Operation of the City Swimming Pool for the 2012 Summer Season, May 15 City Council Meeting.**
14. **Citizens to be Heard.**
15. **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:**

**May 19:** Annual Pet Parade, 10 a.m. – 12 Noon, Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78238.

**May 20:** Taste of Leon Valley, 2 p.m. - 6 p.m., Leon Valley Community & Conference Centers, 6421 & 6427 Evers Road, Leon Valley, Texas 78238.

**Executive Session**

16. 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).
17. **Adjourn.**

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I hereby certify that the above NOTICE OF PUBLIC MEETINGS AND AGENDA OF THE LEON VALLEY CITY COUNCIL were posted on the Bulletin Board at City Hall, 6400 El Verde Road, Leon Valley, Texas, on April 26, 2012 by 5:30 p.m. and remained posted until after the meetings hereby posted concluded. This notice was likewise posted on the City website at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov). This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours ahead of the meeting. To make arrangements call (210) 684-1391, Ext. 216.



  
Janie Willman, City Secretary

**Agenda Item 2.A. Special Meeting**

**MAYOR AND COUNCIL COMMUNICATION**

DATE: May 1, 2012  
M&C #: **05-01-12**

**TO:** MAYOR AND CITY COUNCIL

**SUBJECT:**

The City Council of the City of Leon Valley will Convene in Executive Session Pursuant to Section 551.071(2), Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Regarding the proposed Development Agreement with Property Owner Alamo Properties, LLC, and the Specific Use Permit Case # 2012-270, with Attached Ordinance, a Request by Barry Williamson, Applicant and Property Owner, for a Specific Use Permit to Construct and Operate an "Office" Specifically a Department of Public Safety Driver's License Mega-Center Adjacent to an R-1 (Single-Family Dwelling) Zoning District," on a B-2 (Retail) Zoned Property, in the 7400 Block of Huebner Road, Being 3.4 Acres of a 5.3 Acre Tract in the Sustainability Overlay.

**PURPOSE**

The City Council will be briefed in Executive Session by Assistant City Attorney Adolfo Ruiz, of McKamie-Krueger, L.L.P.

**S.E.E IMPACT**

**Social Equity** – The attorney consultation contract is an integral part of how citizens are equally represented in the municipal government process.

**Economic Development** – Responsible city governments that uphold the tradition of good governance will and do attract community and economic development.

**Environmental Stewardship** – Not applicable

**FISCAL IMPACT**

None at this time.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_

ATTEST:

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



A PROCLAMATION

**WHEREAS**, The City of Leon Valley is hosting it's 2<sup>nd</sup> Annual Taste of Leon Valley, a City tradition which began in May 2011; and

**WHEREAS**, the Taste fosters a sense of community and camaraderie for residents and businesses alike; and

**WHEREAS**, the Taste is a multi-generational festival that pleases our palates, delights our ears with music, entertains our children with fun and games, and provides educational opportunities to all; and

**WHEREAS**, the Taste features local restaurants, artisans, artists and schools; and

**WHEREAS**, the Taste is a time of community togetherness and celebration for the City and the City of Leon Valley encourages sponsorship and participation in the festival.

**NOW THEREFORE**, I Chris Riley, Mayor of the City of Leon Valley, Texas, do hereby proclaim May 20, 2012, to be the 2<sup>nd</sup> Annual Taste of Leon Valley.

Signed by my hand on this the 1<sup>st</sup> day of May 2012.

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Chris Riley, Mayor



**A PROCLAMATION**

***WHEREAS,** we have been endowed not only with the blessings and benefits of our animal friends, who give us companionship and great pleasures in our daily lives, but also with a firm responsibility to protect these fellow creatures with whom we share the earth from need, pain, fear and suffering; and*

***WHEREAS,** we recognize that instilling attitudes of kindness, consideration, and respect for all living things through humane education in the schools and the community helps provide the basic values on which a humane and civilized society is built; and*

***WHEREAS,** the people in the City of Leon Valley are deeply grateful to their animal care and control agencies for their invaluable contribution in caring for lost and unwanted animals, and promoting a true spirit of kindness and consideration for animals in the minds and hearts of all people; and*

***WHEREAS,** the first full week in May has been established for 98 years as the annual celebration of the philosophy of kindness to animals.*

***NOW THEREFORE,** I, Chris Riley, Mayor of the City of Leon Valley, Texas, do hereby proclaim the week of May 6<sup>th</sup> through the 12<sup>th</sup>, 2012, as "Be Kind To Animals Week," and do heartily commend to all our citizens a full participation in all the events related thereto in this community.*

*Signed by my hand on this the 1st day of May 2012.*

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*Chris Riley, Mayor*

**Agenda Item 4**

**MAYOR AND COUNCIL COMMUNICATION**

**DATE: May 1, 2012**  
**M&C: # 05-02-12**

**TO: MAYOR AND CITY COUNCIL**

**SUBJECT: UPDATE FROM RICHARD MOGAS, A.I.A. ARCHITECT-OF-RECORD,  
ON THE PROGRESS OF THE DESIGN WORK FOR THE LEON VALLEY  
PUBLIC LIBRARY CHILDREN'S WING EXPANSION**

**PURPOSE**

Richard Mogas, A.I.A. Architect-of-Record for the Leon Valley Public Library, completed the first phase of the design plan funded by the Kronkosky Planning Grant awarded to the Friends of the Leon Valley Public Library. Final architectural plans are necessary to proceed with the project and are essential to grant writing and fundraising for the project.

On October 3, 2011, the City Council authorized a professional services contract with Richard Mogas & Associates, Architect A.I.A. Inc., for the architectural design of the Leon Valley Public Library Children's Wing in an amount not to exceed \$46,980 from the Library Reserve Fund for the purpose of completing the design work of the Children's Wing Expansion.

Since then, staff has met with Mr. Mogas on a variety of dates monitoring the design work as it progresses. Although the presentation will feature design elements with some specificity, the final plans are still subject to approval. The purpose of the presentation is inform the City Council on the progress of the design work and to preview the plans as presented.

**FISCAL IMPACT**

None at this time.

**RECOMMENDATION**

None at this time.

**S.E.E IMPACT STATEMENT**

*Social Equity* – This project equally impacts all citizens of Leon Valley by improving greatly needed public library services, lifelong educational, recreational and cultural opportunities for all ages. The project is a collaborative community project benefitting the City's residents, children, and all community stakeholders.

*Economic Development* – Public libraries serve as a catalyst for economic development, in part because of reputation as an inviting and safe community asset. Library programs and services aid local economies by providing valuable information to entrepreneurs, supporting education and early literacy, and helping job-seekers to improve their skills and find employment.

*Environmental Stewardship* – Construction will result in improved building efficiency. The architect's use of sustainable elements in construction including cisterns for water reuse and conservation, will demonstrate the City's commitment to sound environmental practices.

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

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

**Agenda Item 4**

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

\_\_\_\_\_

ATTEST:

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

# LEON VALLEY LIBRARY ADDITION

6425 EVERS RD. LEON VALLEY, TX 78238

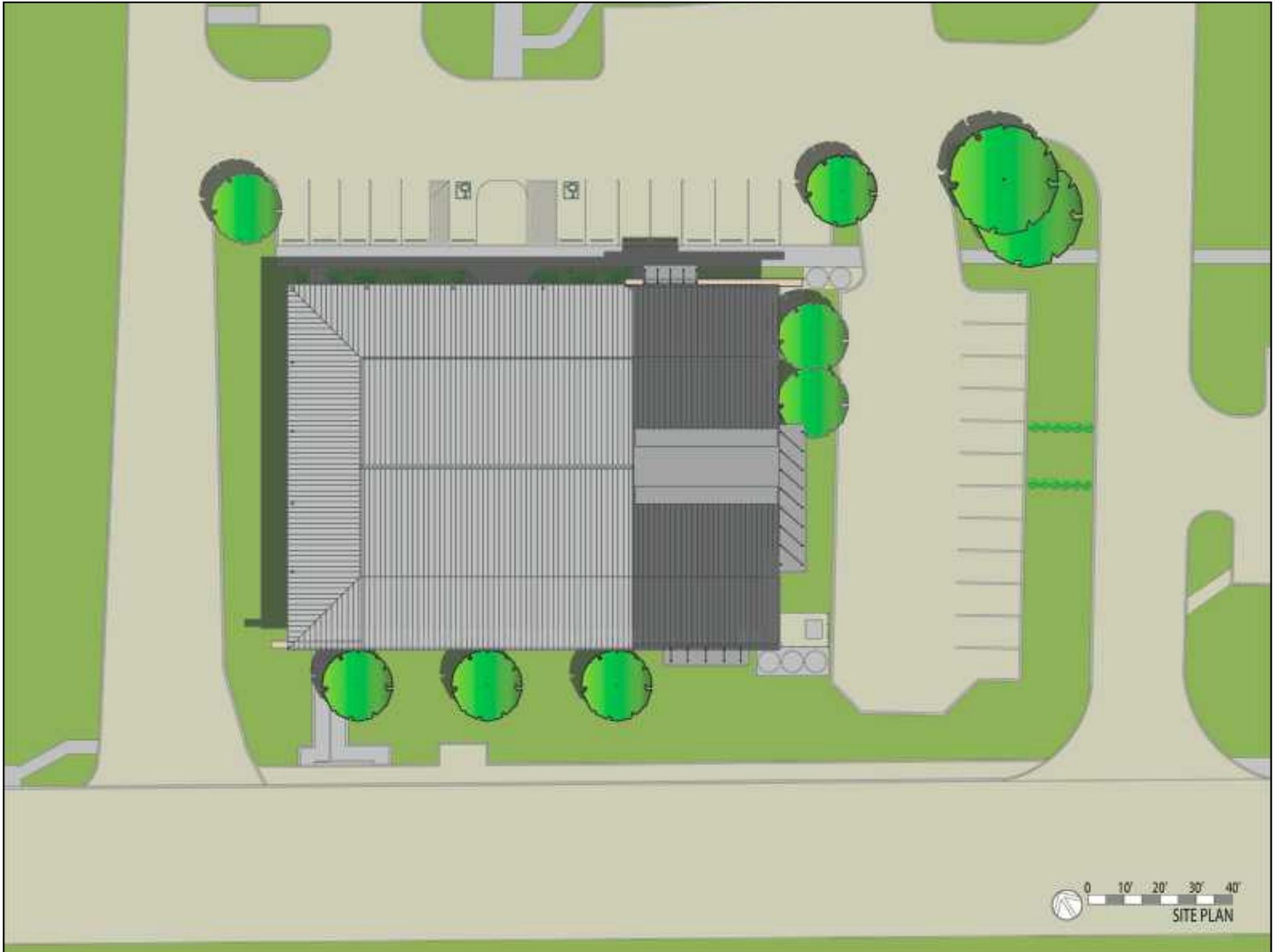
## CITY OF LEON VALLEY

6400 EL VERDE RD.  
SAN ANTONIO, TX 78238  
[WWW.LEONVALLEYTEXAS.GOV](http://WWW.LEONVALLEYTEXAS.GOV)

## RICHARD MOGAS ARCHITECTURE AIA

317 LEXINGTON AVENUE SUITE 4 SAN ANTONIO, TEXAS 78215  
T 210.226.2220 F 210.226.1846 [WWW.RICHARDMOGAS.COM](http://WWW.RICHARDMOGAS.COM)  
[RMOGAS@RICHARDMOGAS.COM](mailto:RMOGAS@RICHARDMOGAS.COM) - RESIDENTIAL - COMMERCIAL

















CHILDREN'S WING



**MAYOR AND COUNCIL COMMUNICATION**

**DATE: May 1, 2012**  
**M&C: # 05-03-12**

**TO: MAYOR AND CITY COUNCIL**

**SUBJECT: CONSIDER ACTION ON DEVELOPMENT AGREEMENT WITH PROPERTY OWNER ALAMO PROPERTIES, LLC, REGARDING THE DEVELOPMENT, CONSTRUCTION AND USE OF AN "OFFICE," SPECIFICALLY A DEPARTMENT OF PUBLIC SAFETY DRIVER'S (DPS) LICENSE MEGA-CENTER, IN THE 7400 BLOCK OF HUEBNER ROAD, BEING 3.4 ACRES OF A 5.3 ACRE TRACT IN THE SUSTAINABILITY OVERLAY**

**PURPOSE**

This Mayor and Council Communication provides a timeline of the activities related to the above noted request and will allow the City Council to consider the applicant's request. The timeline is as follows:

- **October 2011** – preliminary plat received from Roy Rosin, engineer for Alamo Park Properties
- **November 2011** – pre-application meeting with developer and staff
- **January 2012** – developer begins site work without completing city processes and Code Enforcement, Police Department and City Manager stop the preliminary site work. This is the same time the surrounding neighborhoods begin calling and emailing inquiries/complaints.
- **February 2012** – a Specific Use Permit application is received from the developer. The case was scheduled for public hearing to be heard at the February 28, 2012, Zoning Commission Meeting but items remained to be sufficiently addressed and the meeting was postponed to the March 27, 2012, Zoning Commission Meeting. The recommended approval of the requested SUP with the following conditions: regular hours of operation (Monday through Friday from 8 a.m. to 5 p.m.), Route #3 for driving tests which took testing drivers out of Leon Valley neighborhoods, and 3) traffic be sufficiently addressed and accepted by Council.
- **April 2012** - The City Council conducts a public hearing (04/03/12) of the SUP and is ready to consider the request when the developer's attorney challenges whether the properties truly abut one another and questions the need for an SUP. The City Council tables the consideration of the SUP and requests that the Developer's attorney and the City Attorney investigate the case law that the developer's attorney has cited as reason to discontinue the SUP process and consideration and sets a public meeting regarding the case for May 1, 2012. The City Council meets with the City Attorney in Executive Session (04/17/12) and when reconvening into open session directed the City Manager with the assistance of the City Attorney and Staff to design a Development Agreement with the Developer by the May 1, 2012.
- **May 2012** – Executive Session regarding the completed Development Agreement and Public Meeting to continue SUP consideration or discontinuation of the SUP based findings

**If the SUP is continued on May 1, 2012, the following remains the same: The site plan meets the minimum requirements for streetscape/landscape, parking, lighting,**

**Agenda Item 5**

**trash receptacles, 8-foot vision proof fence with landscape buffering, traffic circulation and impact, and other overlay design requirements.**

**OTHER INFORMATION**

At the time of posting of the City Council Agenda and packet production, City Staff is still in final negotiations of the Development Agreement. Staff anticipates the final negotiated document to be completed on Monday, April 30. The final document and related PowerPoint Presentation will be forwarded to the City Council on Tuesday, May 1.

**FISCAL IMPACT**

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

**RECOMMENDATION**

On March 27, 2011 the Zoning Commission recommended approval of SUP #2012-270 noting that the request was consistent and compatible with the Master Plan, protected the health, safety and welfare of the general public and protected and preserved the rights of property owners affected by the request, by a vote of 4-3.

**S.E.E IMPACT STATEMENT**

*Social Equity* –The Specific Use Permit application is allowing the applicant’s request to be considered, as well as allowing for comment from adjacent neighbors affected by the proposed center. The DPS Office will provide licensing, driver’s records, and address change services to the Leon Valley community and the northwest area. In addition to this the DPS Office provides law enforcement support and regulatory services which could be a helpful partnership between the Leon Valley Police Department and the State.

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

*Economic Development* – The DPS Office will not generate sales tax; the property on which the building would be constructed however, will generate ad valorem taxes. The building is estimated to be valued at \$2.5 million which translates to approximately \$13,300 in property tax revenue to the City. The State presence within the City of Leon Valley is also an attractive element to potential developers that may be interested in bringing their business to Leon Valley.

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

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

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

\_\_\_\_\_

ATTEST:

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

**MAYOR AND COUNCIL COMMUNICATION**

**DATE: May 1, 2012**  
**M&C: # 05-04-12**

**TO: MAYOR AND CITY COUNCIL**

**SUBJECT: CONSIDER ACTION ON SPECIFIC USE PERMIT (SUP) CASE #2012-270, WITH DEVELOPMENT AGREEMENT AND WITH ATTACHED ORDINANCE, A REQUEST BY BARRY WILLIAMSON, APPLICANT AND PROPERTY OWNER, FOR A SPECIFIC USE PERMIT TO CONSTRUCT AND OPERATE AN "OFFICE," SPECIFICALLY A DEPARTMENT OF PUBLIC SAFETY (DPS) DRIVER'S LICENSE MEGA-CENTER, ADJACENT TO AN R-1 (SINGLE-FAMILY DWELLING) ZONING DISTRICT, ON A B-2 (RETAIL) ZONED PROPERTY, IN THE 7400 BLOCK OF HUEBNER ROAD, BEING 3.4 ACRES OF A 5.3 ACRE TRACT IN THE SUSTAINABILITY OVERLAY**

**PURPOSE**

This Mayor and Council Communication provides a timeline of the activities related to the above noted request and will allow the City Council to consider the applicant's request. The timeline is as follows:

- **October 2011** – preliminary plat received from Roy Rosin, engineer for Alamo Park Properties
- **November 2011** – pre-application meeting with developer and staff
- **January 2012** – developer begins site work without completing city processes and Code Enforcement, Police Department and City Manager stop the preliminary site work. This is the same time the surrounding neighborhoods begin calling and emailing inquiries/complaints.
- **February 2012** – a Specific Use Permit application is received from the developer. The case was scheduled for public hearing to be heard at the February 28, 2012, Zoning Commission Meeting but items remained to be sufficiently addressed and the meeting was postponed to the March 27, 2012, Zoning Commission Meeting. The recommended approval of the requested SUP with the following conditions: regular hours of operation (Monday through Friday from 8 a.m. to 5 p.m.), Route #3 for driving tests which took testing drivers out of Leon Valley neighborhoods, and 3) traffic be sufficiently addressed and accepted by Council.
- **April 2012** - The City Council conducts a public hearing (04/03/12) of the SUP and is ready to consider the request when the developer's attorney challenges whether the properties truly abut one another and questions the need for an SUP. The City Council tables the consideration of the SUP and requests that the Developer's attorney and the City Attorney investigate the case law that the developer's attorney has cited as reason to discontinue the SUP process and consideration and sets a public meeting regarding the case for May 1, 2012. The City Council meets with the City Attorney in Executive Session (04/17/12) and when reconvening into open session directed the City Manager with the assistance of the City Attorney and Staff to design a Development Agreement with the Developer by the May 1, 2012.
- **May 2012** – Executive Session regarding the completed Development Agreement and Public Meeting to continue SUP consideration or discontinuation of the SUP based findings

**Agenda Item 6**

**If the SUP is continued on May 1, 2012, the following remains the same: The site plan meets the minimum requirements for streetscape/landscape, parking, lighting, trash receptacles, 8-foot vision proof fence with landscape buffering, traffic circulation and impact, and other overlay design requirements.**

**FISCAL IMPACT**

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

**RECOMMENDATION**

On March 27, 2011 the Zoning Commission recommended approval of SUP #2012-270 noting that the request was consistent and compatible with the Master Plan, protected the health, safety and welfare of the general public and protected and preserved the rights of property owners affected by the request, by a vote of 4-3.

**S.E.E IMPACT STATEMENT**

*Social Equity* –The Specific Use Permit application is allowing the applicant’s request to be considered, as well as allowing for comment from adjacent neighbors affected by the proposed center. The DPS Office will provide licensing, driver’s records, and address change services to the Leon Valley community and the northwest area. In addition to this the DPS Office provides law enforcement support and regulatory services which could be a helpful partnership between the Leon Valley Police Department and the State.

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

*Economic Development* – The DPS Office will not generate sales tax; the property on which the building would be constructed however, will generate ad valorem taxes. The building is estimated to be valued at \$2.5 million which translates to approximately \$13,300 in property tax revenue to the City. The State presence within the City of Leon Valley is also an attractive element to potential developers that may be interested in bringing their business to Leon Valley.

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

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

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

\_\_\_\_\_

ATTEST:

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



# City of Leon Valley

Consider Specific Use Permit

#2012-270

Barry Williamson – Property Owner

Department of Public Safety Center



# Purpose

- To provide a timeline of the activities related to the request and allow the City Council to further consider the applicant's request.



# Purpose

- **October 2011** – preliminary plat received from Roy Rosin, engineer for Alamo Park Properties
- **November 2011** – pre-application meeting with developer and staff



# Purpose

- **January 2012** – developer begins site work without completing city processes and Code Enforcement, Police Department and City Manager stop the preliminary site work. This is the same time the surrounding neighborhoods begin calling and emailing inquiries/complaints.



# Purpose

- **February 2012** – a Specific Use Permit application is received from the developer. The case was scheduled for public hearing to be heard at the February 28, 2012, Zoning Commission Meeting but items remained to be sufficiently addressed.



# Purpose

- **February 2012** –The meeting was postponed to the March 27, 2012, Commission Meeting where the Commission recommended approval of the requested SUP with the following conditions: regular hours of operation (Monday through Friday from 8 a.m. to 5 p.m.), Route #3 for driving tests which took testing drivers out of Leon Valley neighborhoods, and traffic be sufficiently addressed and accepted by Council.



# Purpose

- **April 2012** - The City Council conducts a public hearing (04/03/12) of the SUP and is ready to consider the request when the developer's attorney challenges whether the properties truly "abut" one another and questions the need for an SUP.



# Purpose

- **April 2012** - The City Council tables the consideration of the SUP and requests that the Developer's attorney and the city attorney investigate the case law that the developer's attorney has cited as reason to discontinue the SUP process and consideration and sets a public meeting regarding the case for May 1, 2012.



# Purpose

- **April 2012** - The City Council meets with the City Attorney in Executive Session (04/17/12) and when reconvening into open session directed the City Manager with the assistance of the City Attorney and Staff to design a Development Agreement with the Developer by the May 1, 2012.



# Purpose

- **May 2012** - Executive Session regarding the completed Development Agreement and Public Meeting to continue SUP consideration or discontinuation of the SUP based findings.



# Purpose

- The following remains the same: The applicant's site plan meets the minimum requirements for streetscape/landscape, parking, lighting, trash receptacles, 8-foot vision proof fence with landscape buffering, traffic circulation and impact, and other overlay design requirements.



# City of Leon Valley

Consider Specific Use Permit

#2012-270

Barry Williamson – Property Owner

Department of Public Safety Center

**Agenda Item 8**

**CITY COUNCIL MEETING OF THE CITY OF LEON VALLEY, TEXAS  
FEBRUARY 21, 2012**

The City Council of the City of Leon Valley, Texas, met on the 21<sup>st</sup> day of February 2012 at 7:00 p.m. at the Leon Valley City Council Chambers, at 6400 El Verde Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

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

- 1. Call to Order, Determine a Quorum is Present, and Pledge of Allegiance.** Mayor Riley called the Regular City Council Meeting to order at 7 p.m. with all City Council Members in attendance: Hill, Reyna, Baldrige, Dean, and Bieber.

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

Mayor Riley led the assembly in the Pledge of Allegiance.

- 2. Good Neighbor Award to Dave Gannon Recognizing His Mentoring Service to School Age Youth.** Mayor Riley presented Mr. Gannon with a Good Neighbor Award. Mr. Gannon was recognized for mentoring students at Leon Valley Elementary School for 22 years.
- 3. Citizens to be Heard and Time for Objections to the Consent Agenda.**

**Liz Maloy, 7411 Chenal Point, addressed the City Council and noted concerns with: ensuring the City makes zoning changes which are compatible with the Master Plan; the very busy traffic on Huebner Road; maintaining property values where they are; extending the notification to all citizens in an extended area for both the Planning and Zoning Commission Meeting and the City Council Meeting at which the DPS Mega Center and Specific Use Permit will be discussed. Ms. Maloy thanked the City Council for having an item to consider extending the notification area on the agenda and asked for the Council's favorable vote on the item.**

Motion by Councilman Dean and second by Council Member Baldrige to adopt Consent Agenda Item 4. 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**

- 4. Consider Approval of the Meeting Minutes of the February 7, 2012 Special and Regular City Council Meetings. (Willman)** The City Council approved of the draft minutes of the special and regular City Council Meetings of February 7, 2012.

**Regular Agenda**

- 5. Consider Action on M&C # 02-06-12, a Request to Consider Extending the 200**

**CITY COUNCIL MEETING OF THE CITY OF LEON VALLEY, TEXAS  
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**Foot Notification Requirement Circle for a Specific Use Permit Application for a Department of Public Safety (DPS) License Mega Center Proposed for a Location at or Near the 7400 Block of Huebner Road to a Notification Distance to Include All Pavona Place Residents.** This agenda item will allow the City Council to consider extending the notification requirements as stipulated in Chapter 14: Zoning, Division 12. Specific Use Permits and in the Local Government Code, §211.007(c) to include all Pavona Place residents. **(Flores)**

Community Development Director Flores briefed the City Council on this agenda item. She noted that this request came forward through the Mayor's office and other City Council Members. Ms. Flores indicated staff met the notification notice requirements for property owners within 200 feet as required by law.

Council Member Dean recused himself as he retired from working for the State of Texas.

A question was raised if there is a possibility of expanding the notice radius by neighborhood or subdivision. City Attorney McKamie clarified that for purposes of protest, only those properties within the 200 foot radius qualify to be counted in the protest to the proposed change.

Following City Council discussion, the City Council directed staff with a list of streets surrounding the 200 foot radius circle. The streets to be included are Barneywood, Gumtree, Fruitwood, Timberleaf, Grass Valley, Tealef, Larksong, Strawflower, Halter, Canterfield specified range, Bridle Path, Sulky Lane, Walter Road, Poss Road specified range, Trotter Lane, Hoofs Lane, and Evers Road specified range, Pavona Place, Fontana Point, Ellerby Point, Chenal Point, Pavona Ridge, Pecan Acres, and Belmont Place.

Motion by Councilman Bieber and second by Councilman Reyna to direct to staff to extend the notification circle to include those streets and neighborhoods detailed during the City Council discussion for both the Zoning Commission Meeting and the City Council Meeting. Voting in Favor: Hill, Reyna, Baldrige, and Bieber. Voting Nay: None. Abstaining: Dean. Mayor Riley announced the motion carried by a vote of 4 to 0, with one abstention.

**Public Workshop**

- 6.A. Conduct a Public Workshop to Receive Citizen Input on the Capital Facilities Needs Assessment Report and Proposed Public Safety & Support Services Facility, M&C # 02-07-12. Time Certain: 7:30 p.m.** This agenda item allowed the City Council to continue receiving public input on the Capital Facilities Needs Assessment Report and Proposed Public Safety and Support Services Facility issued by the City Council ad-hoc Capital Facilities Committee regarding improvements to the City Fire, Police, and Support Services facilities. The City Council conducted a public workshop during its Regular Meeting on February 7, 2012 and during its Special Meeting on February 15, 2012 to receive citizen input. **(Yarnell, Dean, Hill, Lanford, First Southwest)**

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Mayor Pro Tem Dean introduced Capital Facilities Committee Chairman Olen Yarnell. Councilman Dean detailed the history of this initiative. Mr. Yarnell addressed the City Council and the assembly about the process used to develop the Needs Assessment Report.

Architect Mike Lanford presented the PowerPoint Presentation briefing the City Council and the assembly on the Needs Assessment Report and Proposed Public Safety & Support Services Facility. Randy Moshier, Analyst of First Southwest, addressed the City Council. He briefed the City Council using the Market Update and Summary of Financing Scenarios Presentation.

Dr. Tom Kusiak, 6727 Cherryleaf Drive, Leon Valley, asked about the effect of the financial problems related to the European Financial Markets and the euro on the City's bond rating. He asked what happens if the euro ceases to exist. Mr. Moshier indicated that the City's AA credit rating is based on the City's sound financial practices. He indicated that once the bonds are sold at market, the City will pay the published interest rate for the life of the bonds, as issued.

City Council also inquired about the lots being proposed for use for a new fire station. The query was if the persons who no longer live in Leon Valley were informed the lots would be used for a green park and now the City proposes to use the land for a public purpose may be considered misrepresentation. City Manager Longoria noted that the four lots proposed for use were not part of the eminent domain involved in the Leon Creek-17 Project.

Motion by Council Member Hill and second by Council Member Dean to continue with the City Council's meeting proposed for Monday, February 27, with updated results on the City's sampling survey. The motion carried on unanimous vote of the City Council. There were no votes against and no abstentions. Mayor Riley announced the motion carried.

**6.B. Discussion Regarding Calling a Special Bond Election, Review of Ballot Language, and Direction to Staff, M&C # 02-08-12.** This agenda item allowed the City Council to discuss whether to call or order a Special Bond Election, to discuss the requirements involved in a Special Bond Election including the review of the ballot language, and to provide direction to staff. **(Carey Troell, Senior Counsel, Fulbright & Jaworski, L.L.P., Bond Counsel)**

Carey Troell, Senior Bond Counsel, Fulbright & Jaworski, L.L.P., briefed the City Council on the legal aspects of calling and holding a special Bond Election. With the City Council having determined to meet in a Special Meeting on February 27, 2012, at 7 p.m., no further action was taken. See Agenda Item 6.A.

**Discussion Agenda**

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

**A. Informational Issues.** City Manager Longoria briefly updated the City Council on the slower than expected work on El Verde Road. He informed the City Council that

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City Staff met with the contractor earlier in the day. Mr. Longoria shared that the contractor was slowed by the rainy weather but that improved progress has been made and is expected to continue, weather permitting. City Council inquired if City Staff are keeping our business neighbors informed. Mr. Longoria assured the City Council that is the case.

**B. Financial Statement of January 2012.** Finance Director Wallace briefed the City Council on the City's Financial Statement for the period of January 2012.

**C. Monthly Financial Report.** There were no questions about the Monthly Financial Report presented in the City Council packet.

**D. Future Agenda Items and City Manager Announcements.**

- (1) Special City Council Meeting on Monday, February 27, 2012 to Consider Ordering the May 12, 2012 General Election, and to Consider Ordering a Special Bond Election to be Held on May 12, 2012.
- (2) Special Joint Meeting of the City of Leon Valley City Council and the City of Leon Valley Economic Development Corporation Board of Directors on Tuesday, March 6.
- (3) Municipal Facilities Open House, Saturday, February 25 from 9 a.m.-1 p.m. Tour the Municipal Facilities located at 6400 El Verde Road, Leon Valley, 78238. This is an opportunity to tour the Municipal Facilities in anticipation of a plan to expand and renovate the Leon Valley Police, Fire/EMS, and Support Services facilities. Open House Tours are also scheduled for Saturday, March 24 and Saturday, April 28, both from 9 a.m. to 1 p.m.
- (4) Waste Management has a Spring Brush Pickup scheduled for April 23 through May 4. Collections of materials to be disposed of are limited to 8 cubic yards. This represents a pile six foot high, side foot wide and six foot deep. The Fall collection is scheduled for September 10 through September 21.

**8. Citizens to be Heard. Liz Maloy, 7411 Chenal Point, Leon Valley,** addressed the City Council and thanked them for considering enlarging the required 200 foot radius circle.

**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.*

City Attorney McKamie introduced Brian Smith, the new Assistant City Attorney, who will be helping with the City's legal affairs.

Council Member Hill invited everyone to attend the City Hall Tour on Saturday, February 25 as well as the Earthwise Living Day event.

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Councilman Reyna noted that Mayor Riley and he attended a Texas Municipal League Conference for Elected Officials. Councilman Reyna moderated on a panel on Ethics in Public Service. He asked that the City's new website feature a location where links for information learned at TML Conferences can be viewed and shared with the public.

Council Member Hill announced the Commemoration Committee is meeting on a regular basis and is seeking volunteers. On October 19, there will be a fundraising dinner for the Huebner Onion House. On October 20, there will be a day of family activities. The Commemoration Committee will be meeting every third Saturday of every month at 10 a.m. in the Library Conference Room.

Mayor Riley announced that The Taste of Leon Valley will occur on May 20.

Mayor Riley announced she would like for the City Council to have a Special Joint Meeting with the Leon Valley Economic Development Corporation (**LVEDC**) on March 6 at an early time to introduce the new Board Member, Mr. Herman Segovia, and meet the new Staff Member. This will be the first of the quarterly meetings with the LVEDC to improve communications. This is a tentative date for now.

**Community Events:**

- 02-25-12**      **23<sup>rd</sup> Anniversary Earthwise Living Day, 10 a.m. – 2 p.m., Leon Valley Community Center, 6427 Evers Road, Leon Valley, 78238.**
- 03-10-12**      **Breakfast with the Police Department, Saturday, March 10 from 8:30 a.m. to 12:30 p.m. RSVP before March 6 to [r.wallace@leonvalleytexas.gov](mailto:r.wallace@leonvalleytexas.gov) to call 684-3215 and ask for Chief Randall Wallace.**

**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).

There was no Executive Session held under this agenda item.

- 11. Adjourn.** There being no further business to come before the City Council, Mayor Riley adjourned the meeting at 9:25 p.m.

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Mayor Chris Riley

ATTEST:

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Janie Willman, City Secretary

Agenda Item 9

**CITY COUNCIL MEETING OF THE CITY OF LEON VALLEY, TEXAS  
APRIL 14, 2012**

The City Council of the City of Leon Valley, Texas, met on the 14<sup>th</sup> of April, 2012 at 9:00 a.m. at the Leon Valley City Council Chambers, at 6400 El Verde Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

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**SPECIAL MEETING OF THE CITY OF LEON VALLEY CITY COUNCIL, 9:00 A.M.**

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

Mayor Riley called the Special City Council Meeting to order at 9:05 a.m. with the following City Council Members in attendance: Hill, Baldrige, and Dean.

City Staff in attendance: City Manager Longoria, City Secretary Willman, Economic Development Director Mora, Fire Chief Irwin, and Police Chief Wallace.

Also in attendance: Capital Facilities Committee Members Olen Yarnell, Chair, and Al Uvietta.

**2. Citizens to be Heard.** No citizens came forward to address the City Council.

**Town Hall Agenda**

**3. Conduct a Town Hall Meeting on the Proposed Public Safety & Support Services Facility, and Special Bond Election scheduled for May 12, 2012, M&C # 03-09-12.** *This agenda item will allow the City Council to conduct a Town Hall Meeting to present information on the Proposed Public Safety & Support Services Facility and the Special Bond Election on May 12, 2012, regarding proposed improvements to the City Fire, Police, and Support Services facilities. (Yarnell, Dean, Hill, Chief Wallace, Chief Irwin, and City Manager Longoria)*

There was one resident present that had seen the Town Hall Meeting presentations on both the Proposed Public Safety & Support Services Facility and the Special Bond Election scheduled for May 12, 2012. He indicated he came to tour the City facilities.

**4. Adjourn.** There being no other residents present, Mayor Riley made a motion to adjourn without objection at 9:07 a.m. to allow the facilities tour to begin.

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Mayor Chris Riley

ATTEST:

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Janie Willman, City Secretary

**Agenda Item 10**

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS  
APRIL 17, 2012**

The City Council of the City of Leon Valley, Texas, met on the 17<sup>th</sup> of April, 2012 at 5:30 p.m. at the Leon Valley City Council Chambers, at 6400 El Verde Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

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**SPECIAL MEETING OF THE CITY OF LEON VALLEY CITY COUNCIL, 5:30 P.M.**

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

Mayor Riley called the Special City Council Meeting to order at 5:30 p.m. with all City Council Members in attendance: Hill, Reyna, Baldrige, Dean, and Bieber.

City Staff in attendance: City Manager Longoria, City Attorney McKamie, City Secretary Willman, Community Development Director Flores, Finance Director Wallace, and Police Chief Wallace.

Also in attendance were: Attorney Lowell Denton of Denton, Navarro, Rocha & Bernal, P.C., and City Engineer Sia Sayyadi.

**2. Executive Sessions in Accordance with the Texas Government Code**

**A.** The City Council of the City of Leon Valley convened in Executive Session at 5:32 p.m. pursuant to Section 551.071(1)(A)&(B), Consultation with Attorney, Regarding Pending or Contemplated Litigation, The Elijah Group v. the City of Leon Valley, Civil Action # SA-08-CV-0907 OG NN, M&C # **04-01-12**, and

**B.** The City Council of the City of Leon Valley convened in Executive Session at 5:32 p.m. immediately following the conclusion of Executive Session Item 2.A., pursuant to Section 551.071(2), Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Regarding the Specific Use Permit Case # 2012-270, a Request by Barry Williamson, Applicant and Property Owner, for a Specific Use Permit to Construct and Operate an "Office" Specifically a Department of Public Safety Driver's License Mega-Center Adjacent to an R-1 (Single-Family Dwelling) Zoning District," on a B-2 (Retail) Zoned Property, in the 7400 Block of Huebner Road, Being 3.4 Acres of a 5.3 Acre Tract in the Sustainability Overlay, M&C # **04-02-12**.

**C.** The City Council of the City of Leon Valley reconvened into Open Session at 7:10 p.m.

**D.** The City Council considered the following actions resulting from the Executive Sessions:

**Executive Session 2.A.** Motion by Councilman Reyna and second by Council Member Hill to direct and authorize City Manager Longoria to execute the mediated settlement on behalf of the City of Leon Valley and negotiate any remaining terms that might need to be settled and to implement the mediated settlement in the matter of The Elijah Group v. the City of Leon Valley [Civil Action # SA-08-CV-0907 OG NN]. The motion carried on unanimous vote of the City Council. There were no votes against and no abstentions. Mayor Riley announced the motion carried.

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**Executive Session 2.B.** Motion by Councilman Reyna and second by Councilman Biever to direct and authorize the City Manager or his designee to negotiate an agreement to address any and all of the concerns of the City and citizens that might have been raised throughout the process of dealing with the project known as the DPS Mega Center, based on the fact that there remain some unanswered questions based on the City Council's consultation with its attorney, the matters of which are to be addressed and reduced to writing to shared publicly for the May 1 City Council Meeting, not including any matters subject to Attorney-Client privilege.

Voting Aye: Hill, Reyna, Baldrige, and Biever. Voting Nay: None. Abstention due to recusal: Dean. Mayor Riley announced the motion carried.

The assembly was reminded that the City Council will take up the matter of the Specific Use Permit for discussion and action at the Regular City Council Meeting on May 1.

**Adjourn.** Motion to adjourn without objection at 7:14 p.m. by Mayor Riley.

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

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

Mayor Riley called the Regular City Council Meeting to order at 7:14 p.m. with all City Council Members in attendance: Hill, Reyna, Baldrige, Dean, and Biever.

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

Councilman Dean led the assembly in the Pledge of Allegiance.

**2. Motorcycle Safety and Awareness Month Proclamation.** Mayor Riley presented a Motorcycle Safety and Awareness Month Proclamation to Mr. John Caillouette, Safety and Awareness Coordinator for the San Antonio Region of the Texas Confederation of Clubs & Independent Riders. Mr. Caillouette introduced a couple of representatives who attended the City Council Meeting with him.

**3. Briefing by Alamo Area Council of Governments (AACOG) Executive Director Dean J. Danos Regarding Programs and Activities Administered by the AACOG.**

Dean J. Danos, Executive Director since October 27, 2011, introduced Michael Quinn, Deputy Executive Director, and Timothy J. Treviño, Senior Director of Strategic Planning and Agency Communications. Mr. Danos presented the City Council with notebooks containing presentations of the many services offered by the Alamo Area Council of Governments. Mr. Danos drew the City Council's attention to a slide that contained the City of Leon Valley's Return on Investment for its annual dues of \$710.57 including funding through various programs focused on services to the aging population of Bexar County area, criminal justice, the Alamo Local Authority for assistance to individuals with

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**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS  
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intellectual and developmental disabilities, weatherization assistance, government resource training, and resources recovery programs. Mr. Danos thanked the City Council for its continuing participation and support. The City Council asked for clarification of the Return on Investment for its annual dues. Mr. Danos indicated that it was more than \$20 million in just the services he highlighted for the City Council.

4. **Commemoration of the Sesquicentennial (150<sup>th</sup>) Anniversary of the Historic Huebner Homestead and the 60<sup>th</sup> Anniversary of the City of Leon Valley Proclamation.** Mayor Riley invited the entire City Council, including Council Members Hill and Baldrige, who serve as respective members on the Commemoration Committee, and the Members of the Leon Valley Historical Society to come forward and receive the proclamation of Leon Valley, "History in the Making." Mayor Baldrige introduced Darby Riley, LVHS President, Irene Baldrige, LVHS Vice President, Carol Poss, LVHS Memorial Trust Officer, Shirley Owen, Archivist, and Ed Conroy, Consultant.
5. **Employee Presentation Award for 25 Years of Service to Greg Linsten.** Mayor Riley presented a gold watch to Detective Greg Linsten and thanked him for 25 years of service to the City of Leon Valley. Mr. Linsten introduced his son, Levi, who attended the City Council Meeting.
6. **Presentation of the Annual Report by the Historical Society of Leon Valley, Darby Riley, President.** The City Council received an annual report from the Leon Valley Historical Society (LVHS) by Darby Riley, LVHS President.

Darby Riley, LVHS, President delivered an Annual Report for the Year 2011-2012 to the City Council for the Leon Valley Historical Society on the Leon Valley Huebner-Onion Natural Area. Mr. Riley detailed a number of accomplishments, including: frontage beautification, clean-up, and improvements, a Library tour of the Natural Area and homestead, and the work with other community groups and stakeholders to clean-up and promote the area.

Mr. Riley discussed the LVHS' request for consideration of these matters as presented in the transmittal letter for the City Council to consider extending the ten year lease on the property to the Leon Valley Historical Society for another ten years to 2025, which if approved would form an integral part of the Society's restoration plan by demonstrating a stable and long-term commitment by the City of Leon Valley to the Leon Valley Huebner-Onion Natural Area and Historic Huebner-Onion Homestead. Mr. Riley further indicated that the deed granting an additional 1/2 acre would allow the LVHS to have the farmstead property as a complete unit for beautification purposes and allow for the installation of new more attractive fencing to encompass the enlarged boundary. Mr. Riley concluded the LVHS' request for help with architectural fees with a \$2,400 one-time amount as part of a matching grant by the LVHS through the San Antonio Conservation Society to complete the clean-up, stabilization, and beautification of the Natural Area and the Homestead along Bandera Road. Mr. Riley also asked for the City's partnership in the Founders Day celebrations scheduled on Friday, October 19 and Saturday, October 20, as part of the commemoration events for the sesquicentennial anniversary of the Homestead and the 60<sup>th</sup> anniversary of the City's incorporation.

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Sue Ann Pemberton of Mainstreet Architects and Allison Chambers of Ford, Powell & Carson, addressed the City Council confirming the need to keep the property as a whole which included expanding the lease and expanding the land around the homestead as a means of protecting the property and keeping the buildings together.

Ed Conroy addressed the City Council indicating that the LVHS needs to be able to create a gathering place for the public; so that the property can become economically self-sustaining. There was discussion of providing a gazebo and a catering place that could support weddings, storytelling, and a manner of keeping the flora and fauna together.

Council Member Baldrige asked if Mr. Riley could clarify that the LVHS has the \$67,000 on-hand to pursue the Master Plan.

Mr. Riley confirmed that the LVHS has \$67,000 on-hand dedicated for the development of the Master Plan and that the Society is working with the architects to accomplish that objective. He noted raising the funds took a long time and the Society is grateful to the City for its assistance. He concluded his remarks noting the Society has moved on to the next phase of fixing up the place.

7. **Citizens to be Heard and Time for Objections to the Consent Agenda.** Walter Geraghty, 7315 Ellerby Point, addressed the City Council regarding assistance in mowing the high weeds and sunflowers that he indicated are four feet high in front and around the Seneca Plaza sidewalks at the corner of Bandera and Seneca. He also invited the City Council to a fundraiser sponsored by the Audie L. Murphy American Legion Post No. 336 of traveling to a gambling casino at Eagle Pass. A portion of the funds will be used to send two boys to Boys State this year.

City Manager Longoria informed the City Council that the City is in negotiations with the Texas Department of Transportation (TXDoT). He indicated that the City is working on the details about cost of maintaining the Bandera Road medians. Mr. Longoria further noted that part of the negotiations include finalizing an agreement with TXDoT detailing responsibilities, applicable plantings, etc., as this effort will work in concert with the beautification along Bandera Road and the installation of monuments at both the north and south boundaries of the City on Bandera Road. A more in-depth report will be brought to the Council when the negotiations are completed.

**Consent Agenda**

8. **Consider Approval of the Meeting Minutes of the April 3, 2012 Leon Valley Regular City Council Meeting.** The City Council approved the draft minutes of the Leon Valley Regular City Council Meeting of April 3, 2012.
9. **Consider Approval of Final Acceptance of Public Improvements, a Request by Diamond Shine, LLC, Property Owner, for an 8" Sanitary Sewer Main Extension, Being Along the Frontage of Lot 6, Block 2, North Valley Ryan Subdivision and of the Bandera Retail Subdivision, Being Lot 2, CB4446, at 7212 Bandera Road, M&C # 04-03-12.** The City Council made final approval of the public improvements described as an 8 inch sanitary sewer main extension across easements along frontage of Lot 6,

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Block 2, North Valley Ryan Subdivision & Lot 2, Bandera Retail Subdivision, being Lot 2, CB4446, at the Diamond Shine Car Wash located at 7212 Bandera Road, by Diamond Shine, LLC, Applicant.

10. **Consider Action on M&C # 04-04-12, Approving Quarterly Investment Report for January 1, 2012 through March 31, 2012.** The City Council received and approved the Quarterly Investment Report for the Period of January 1 through March 31, 2012.
11. **Consider Action on M&C # 04-05-12, Appointing a Member to the City's Boards, Committees, and Commissions: the Zoning Commission.** The City Council appointed Ms. Nicole Monsibais as third alternate on the City's Zoning Commission by minute order.

Motion by Council Member Baldrige and second by Council Member Hill to adopt Consent Agenda Items 8, 9,10, and 11. 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**

12. **Consider Action on M&C # 04-06-12, Authorizing the City Manager to Negotiate and Enter into an Agreement with CPS Energy to Terminate the Community Infrastructure & Economic Development (CIED) Fund Program and Transfer Funds in the Amount of \$1,519,671.61 to the City of Leon Valley.** The City Council authorized the City Manager to negotiate and enter into an agreement with CPS Energy to terminate the Community Infrastructure & Economic Development (CIED) Fund Program and transfer funds in the amount of \$1,519,671.61 to the City of Leon Valley.

City Manager Longoria briefed the City Council on this agenda Item. Mr. Longoria reported that on January 30, 2012, the CPS Energy Board of Trustees voted to terminate the CIED Fund Program effective February 1, 2012 and to allow CPS Energy staff to work with the City of Leon Valley on a method to transfer the outstanding CIED Fund program balance in the amount of \$1,519,671.61 to the City. Mr. Longoria noted that transfer of the funds is the result of several years of negotiations with CPS Energy by Mayor Riley, City Council Member Baldrige and City Manager Longoria. The primary issue pertained to the City's inability to use the CIED fund for City of Leon Valley economic development projects. Mr. Longoria reported a separate fund will be created to account for the CIED funds received. Approval for expenditures from the fund will be done during the annual budget process. It was also reported that discussions continue with CPS and the Suburban Cities to renegotiate a better rate for the renewal of the Franchise Fee Agreement.

Motion by Councilman Biever and second by Councilman Dean to authorize the City Manager to negotiate and enter into an agreement between CPS Energy and the City of Leon Valley to terminate the CIED Program and transfer CIED funds to the City of Leon Valley in the amount of \$1,519,671.61. The motion carried on unanimous vote of the City Council. There were no votes against and no abstentions. Mayor Riley announced the motion carried.

13. **Discuss and Consider Action on M&C # 04-07-12, Authorizing the City Manager to Renew Gallagher Benefit Services' Contract for Insurance Agent of Record for the City's Employee Group Insurance Plans.** This agenda item allowed the City Council

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**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS  
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to consider authorizing the City Manager to renew the contract with the City's current Insurance Agent of Record, Gallagher Benefit Services, for the City's Employee Group Insurance Plans.

Human Resources Director Caldera briefed the City Council on this agenda item. Ms. Caldera introduced Matt Stedman as being present in the Council Chambers to speak to the City's new fiscal year projected rates. Mr. Stedman indicated that based on current utilization that it is plausible to end up with a single digit renewal or possibly with a zero increase. Ms. Caldera indicated that she surveyed City staff regarding their satisfaction with Gallagher Benefit Services as an Insurance Agent of Record. Employees seem unhappy with a \$3,000 deductible in order to keep the rates steady. Ms. Caldera explained how the deductible level is factored and determined. Council asked that the City survey staff on an annual basis to determine if employees are satisfied with the service provider.

Motion by Councilman Bieber and second by Councilman Dean to authorize the City Manager to renew Gallagher Benefit Services' Contract for Insurance Agent of Record for the City's Employee Group Insurance Plans for one year for the insurance for FY 2013. The motion carried on unanimous vote of the City Council. There were no votes against and no abstentions. Mayor Riley announced the motion carried.

- 14. Consider Action on M&C # 04-08-12, Authorizing the City Manager to Negotiate and Execute an Engagement Contract with Thompson, Williams, Biediger, Kastor & Young, an External Independent Certified Public Accounting Firm to Provide Audit Services to the City of Leon Valley on an Annual Basis for Five Years Starting with the Fiscal Year that Ends on September 30, 2012.** This agenda item allowed the City Council to authorize the City Manager to negotiate and execute an Engagement Contract with Thompson, Williams, Biediger, Kastor & Young, an External Independent Certified Public Accounting Firm to Provide Audit Services to the City of Leon Valley on an annual basis for a five year period starting with the audit for the Fiscal Year ending on September 30, 2012.

Finance Director Vickie Wallace briefed the City Council on this agenda item. She also introduced two members of the firm as being present for questions; Janet Pittman and Michael Del Toro. Ms. Wallace thanked the ad-hoc Committee Members which included Councilman Reyna and Councilman Bieber for their suggestions for improvement in the next round of the RFP process.

Motion by Councilman Dean and second by Council Member Hill to authorize the City Manager to negotiate and execute an engagement contract with Thompson, Williams, Biediger, Kastor & Young, an external independent Certified Public Accounting Firm to provide Audit Services to the City of Leon Valley on an Annual Basis for a five year period starting with the audit for the Fiscal Year ending on September 30, 2012. The motion carried on unanimous vote of the City Council. There were no votes against and no abstentions. Mayor Riley announced the motion carried.

It was clarified that the contract is a one year contract with four renewals to allow staff the opportunity to assess satisfaction with the new audit regarding meeting its contractual

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS  
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obligations.

**Discussion Agenda**

15. **Discuss the Plan for the Operation of the City Swimming Pool for the 2012 Summer Season, M&C # 04-09-12.** This agenda allowed the City Council to receive an updated report and discuss the plan for the operation of the City Swimming Pool, located on Grass Valley, for the 2012 Summer Season.

Public Works Director Vick briefed the City Council on the progress of acquiring a certified pool owner to operate the City Swimming Pool for the 2012 Summer Season. He detailed efforts to meet with two different interested parties; one, an individual, and the other, a group interested in operating the City's pool. If a certified pool operator cannot be found, an option left to the City is to hire a pool manager and front the hiring cost. Staff indicated efforts will continue to be made to obtain a certified pool owner. It was noted there need to be some changes in a future contract for improve and clarify contractual terms. The City Council asked about the opportunity to get the leftover funds reported for the start-up of the 2012 Summer Season. Staff indicated that although dialogue continues that indications are that leftover funds belong to the Leon Valley Community Association and will not be returned.

Mr. Vick reported that City Engineer Sia Sayyadi contributed a brand new hydraulic wheelchair lift to the City of Leon Valley cost free. It was further noted that the contribution includes two new outdoor showers. The City Council asked that if both showers are not needed by the City if one outdoor shower could be donated to the Forest Oaks Community Association for its community pool. It was reported that Public Works will install the new equipment to bring the City's pool into compliance with the newly mandated ADA requirements. It was also suggested that signs be installed on the Pool fencing to alert the community that membership is open.

16. **City Manager's Report. (Longoria)**
- A. **Informational updates, as may be required**
  - B. **Monthly Departmental Reports.** Economic Development Director Claudia Mora made a detailed presentation entitled 'Leon Valley is Open for Business' on the status of Economic Development in Leon Valley.

The City Council thanked her for a very thorough report. It was suggested that every two weeks or monthly, Ms. Mora email the City Council with a list of new businesses so that Council Members may visit, patronize, and introduce themselves. The Council suggested that it be included in the ENews. Ms. Mora informed the City Council that the City Manager tasked her with preparing a welcome message for the website as well. The City Council also noted that there is a rule that the City cannot promote businesses in the Lion's Roar due to the sponsoring business using advertisements as a source of income. Staff was asked to clarify if at a minimum, a list of new businesses can be provided in the Lion's Roar.

- C. **Financial Statement for the Month of March 2012.** Finance Director Wallace covered the highlights of the Monthly Financial Statement for March 2012.

Agenda Item 10

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS  
APRIL 17, 2012**

- D. City Council/City Manager Retreat/Work Session, May 18, 2012 at 9 a.m. at the Kinman House, 6417 Evers Road, Leon Valley, 78238. Mr. Longoria reported that efforts are underway to develop an agenda for the City Council/City Manager Work Session on May 18.
  - E. Town Hall Meeting, April 28, 2012 at 9 a.m. at City Hall, 6400 El Verde Road, Leon Valley, 78238, with City Hall Tours immediately following.
  - F. **Approved Minutes of City-Affiliated Boards, Committees, and Commissions.** This agenda item allows 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 of March 13, 2012 Meeting.
  - G. **Future Agenda Items.**
    - (1) Update and Presentation on Architectural Design of the Children's Wing Expansion of the Leon Valley Public Library. (Richard Mogas, Architect), May 1. Mr. Longoria reported that the Architect is about 80 percent done and Mr. Mogas wants to show the design to City Council.
    - (2) Canvass the Results of the May 12, 2012 General and Bond Elections, Friday, May 18, 2012, 9 a.m. Special City Council Meeting. Mr. Longoria informed the City Council that to save an extra meeting the week after May 18, a decision had been reached to canvass the May 12 Election Results during the first part of the Special City Council Meeting.
17. **Citizens to be Heard.** Olen Yarnell, 7230 Sulky Lane, addressed the City Council thanking two Departments; [Public Works] for the wonderful job that was done on the [Raymond Rimkus] Park in preparation for Easter; it was beautiful and cleaned up, and the Leon Valley Public Library for Librarian Joyce Trent's efforts in obtaining a book through the Interloan Library process from Erie, Pennsylvania, and then delivering it to Mr. Yarnell's home.
18. **Announcements by the Mayor and Council Members.**  
Mayor Riley announced there was an Earthwise Living Day Event at the Leon Valley Villas, the Senior Citizen Complex on Huebner Road. She noted these observations and request for assistance with starting up or expanding a recycling program at the Villas and with getting someone to deliver the Lion's Roar to the Villas. She thanked the staff again for the wonderful Leon Valley Volunteer Appreciation Dinner. Mayor Riley invited the assembly to visit the City's website to view the Volunteer Appreciation Dinner photos. She reported that Police Chief Wallace confirmed savings achieved by having Police Reserves; \$8,500 per month. Mayor Riley read a note from Carol Poss expressing thanks for the Volunteer Appreciation Dinner including the opportunity to meet and greet the volunteers and one's neighbors in Leon Valley 'with a spirit of sharing and caring this wonderful City and its heritage.'

**Community Events:**

May 19: Annual Pet Parade, 10 a.m. – 12 Noon, Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78238.

**Agenda Item 10**

**CITY COUNCIL MEETINGS OF THE CITY OF LEON VALLEY, TEXAS  
APRIL 17, 2012**

May 20: Taste of Leon Valley, 2 p.m. - 6 p.m., Leon Valley Community & Conference Centers, 6421 & 6427 Evers Road, Leon Valley, Texas 78238.

**Executive Session**

- 19.** 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.

- 20. Adjourn.** Motion to adjourn without objection at 9:15 p.m. by Mayor Riley.

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Mayor Chris Riley

ATTEST:

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Janie Willman, City Secretary

**Agenda Item 11**

**MAYOR AND COUNCIL COMMUNICATION**

DATE: May 1, 2012  
M&C # **05-05-12**

**TO:** MAYOR AND CITY COUNCIL

**SUBJECT:** TO APPOINT A MEMBER TO THE CITY'S BOARDS, COMMITTEES, AND COMMISSIONS: THE STORMWATER COMMITTEE

**PURPOSE**

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

**Stormwater Committee:**

John R. Hoyt

John R. Hoyt, P.G., is the Assistant General Manager - Aquifer Management, of the Edwards Aquifer Authority, and also serves on the Bandera Road Site Community Advisory Group.

**S.E.E IMPACT**

**Social Equity** – Residents, business owner/operators, and other stakeholders volunteer to actively participate in the decision-making processes affecting City services.

**Economic Development** – Not applicable.

**Environmental Stewardship** – Residents, professionals, and community stakeholders who participate in the Stormwater Committee assist in evaluating the overall effectiveness of the City's Stormwater Management Program, and to develop or amend policy and ordinances related to best management practices. With the appointment of Mr. John Hoyt, the preference that committee members possess a level of expertise in stormwater management will be met.

**FISCAL IMPACT**

Not applicable.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_

ATTEST:

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

# City of Leon Valley - VOLUNTEERS WANTED!

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

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

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

\*\*\*\*\*

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

Name	Address
John Hoyt	7035 Forest Mont, SATX 78240
Phone Number	E-mail Address
(210) 249-6020 (cell)	(home)
Alternate Phone Number	
(210) 523-0767 (house phone)	

MAYOR AND COUNCIL COMMUNICATION

DATE: May 1, 2012  
M&C: # 05-06-12

TO: MAYOR AND CITY COUNCIL

SUBJECT: STAFF PRESENTATION OF UPCOMING CITY CONTRACTS FOR CITY ATTORNEY SERVICES, ENGINEERING SERVICES, SOLID WASTE SERVICES, AND ANY OTHER SERVICES AS MAY BE REQUIRED, AND TO ALLOW THE CITY COUNCIL TO PROVIDE STAFF WITH DIRECTION

**PURPOSE**

City staff will brief the City Council on upcoming contract renewals with end dates in 2012.

**FISCAL IMPACT**

None at this time.

**RECOMMENDATION**

That the City Council provide the City Manager with direction as to how to proceed on the contracting renewals and processes due in 2012.

**S.E.E IMPACT STATEMENT**

*Social Equity* – Superb infrastructure and City services are provided through a variety of service providers; some work is accomplished with internal staffing and other services require specialized, professional level contracting to complete larger projects. By providing prudent management and oversight of taxpayer funds in payment to professional contractors, the City’s governing body and administration ensure the delivery of professional level services and the best possible return on investment for the City’s tax dollars.

*Environmental Stewardship* – The City of Leon Valley will, through its acquisition of vendors and professional services, endeavor to obtain and work with professionals who use best service practices with a focus on environmentally friendly delivery of said services.

*Economic Development* – The City of Leon Valley will encourage and attract economic development through the acquisition of a high level of professional level servicing contractors and vendors; providing Leon Valley with business opportunities where possible in the procurement procedure.

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

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

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

\_\_\_\_\_

ATTEST:

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

**MEETING MINUTES**

**BANDERA ROAD SITE COMMUNITY ADVISORY GROUP**

**January 19, 2012**

The Bandera Road Site Community Advisory Group (CAG) met on Thursday, January 19, 2012 at 5:30 p.m. in the Leon Conference Center, 6421 Evers Road, Leon Valley, Texas. The CAG met for the purpose of the following business:

**1. Call to order and Roll Call**

Chairman John Hoyt called the meeting to order at 5:35 p.m. and welcomed all in attendance.

CAG members in attendance:

<b><u>NAME:</u></b>	<b><u>REPRESENTING:</u></b>
Georgia Zannaras, Ph.D	Alamo Area Council of Governments
Andrew Winter	Bexar County
John Hoyt	Edwards Aquifer Authority
Frank Zavala	Leon Valley resident
Darby Riley	Leon Valley resident
Scott Baird	Leon Valley resident
Kyle Cunningham	San Antonio Metro Health District
Kirk Nixon	San Antonio Water System
Danielle Sattman	Texas Commission on Environmental Quality (TCEQ)

9 of the 19 members were present; a quorum of the CAG was present.

CAG Resource/Support members in attendance:

<b><u>NAME:</u></b>	<b><u>REPRESENTING:</u></b>
Byron Vick	City of Leon Valley - City/CAG Liaison
Chris Villarreal, Project Manager	U.S. Environmental Protection Agency (EPA)
Donn Walters	EPA
Eric Marsh	Skeo Solutions (TASC Contractor)
Terri Boguski	Skeo Solutions
Stephanie Smith	Office of U.S. Congressman Gonzalez

**2. Public Comment:**

No public comment was received.

## MEETING MINUTES

### BANDERA ROAD SITE COMMUNITY ADVISORY GROUP

January 19, 2012

#### **3. Approval of Minutes for the October 20, 2011 CAG Meeting:**

Chairman Hoyt asked members if they had any corrections or additions to the draft minutes. CAG member Scott Baird requested the minutes reflect the CAG Chairman provided the annual CAG report to the City Council on December 20, 2011. No other corrections or additions were requested and the minutes were approved as amended.

#### **4. Receive report from Mr. Chris Villarreal, EPA Project Manager, regarding site investigations and the status of the Record of Decision.**

Mr. Villarreal made a presentation and answered related questions regarding the following:

- Quarterly sampling of City wells – no change, normally no VOCs detected, trace detections occasionally depending on lab, never detections approaching drinking water standards;
- Status of bioremediation experiments at DW-404 – results look very promising; plan to test same technique at Savings Square Shopping Center.
- Soil vapor extraction pilot test performed at Savings Square Shopping Center indicates 21.5 feet radius of influence in pilot test extraction well; and
- Status of ROD – plan to have ROD signed in summer 2012.

#### **5. Receive report from Mr. John Hoyt, Edwards Aquifer Authority, regarding the search for historic wells in the project area.**

Mr. Hoyt made a presentation and answered related questions regarding the following:

- Several historic wells are indicated on old Texas Department of Transportation right-of-way maps;
- EAA plans to use a surface geophysics contractor to attempt to locate the wells; and
- Field work is expected to be completed in the next month.

#### **6. Election of CAG Chair and CAG Secretary for 2012.**

John Hoyt was elected CAG Chair for 2012. No nominations were received for CAG Secretary.

#### **7. Discuss items for future CAG meetings.**

For the next CAG meeting, CAG members and CAG resource members requested the following:

- Usual EPA quarterly update;
- Update on the search for historic wells; and
- A report on the TASC program

MEETING MINUTES

BANDERA ROAD SITE COMMUNITY ADVISORY GROUP

January 19, 2012

The group discussed having the next CAG meeting on April 19, 2012; however, due to USEPA staff availability, the next CAG meeting will be on April 12, 2012.

**6. Adjourn.**

Chairman Hoyt asked if there was any further business; hearing none, the meeting was adjourned.

**CAG Subcommittee Activities since the January 19, 2012 CAG Meeting:**

No subcommittee activities were conducted between January 19, 2012 and April 12, 2012.

Minutes Prepared by:



John Hoyt  
CAG Chair