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CITY OF LEON VALLEY

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CITY SECRETARY

NOTICE OF PUBLIC MEETING

**LEON VALLEY CITY COUNCIL
SPECIAL MEETING -5:30 P.M.**

&

REGULAR MEETING -7:00 P.M.

MONDAY, OCTOBER 14, 2013

LEON VALLEY CITY COUNCIL CHAMBERS

6400 EL VERDE ROAD, LEON VALLEY, TEXAS 78238

AGENDA

1. **5:30 – EXECUTIVE SESSION:** In Accordance with the Texas Government Code, Section 551.071, Consultation with Attorney, the City of Leon Valley City Council will convene in Executive Session for the following matters:
 - a. Pursuant to Tex. Gov't Code Ann. Section 551.071 (1)(2), pending litigation consultation with attorney Larry Little v. LVEDC; Tex. Gov't Code Ann. Section 551.072 Deliberations Regarding Real Property. (Civil Cause No. 2011-CI-17823)
 - b. Pursuant to Tex. Gov't Code Ann. Section 551.071, Consultation with Attorney, in Accordance with the Texas Government Code, regarding litigation, Case No. 2013-CI-03399 WM RANCHER ESTATES JOINT VENTURE Et Al vs. City of Leon Valley Et Al.

Regular City Council Meeting Agenda

1. **7:00 P.M.** Call to order, Determine a Quorum is Present, Pledge of Allegiance.
2. **Ceremonial Items**
 - a. Proclamation Declaring October, 2013, as "Fire Prevention Month" In Leon Valley
 - b. Proclamation in Recognition of Arbor Day—2013
 - c. Proclamation in Appreciation of Service for Pamela Kroyer, Retired Library Employee
3. **Presentation**—Air Quality Update. Peter Bella, Natural Resources Director, Alamo Area Council of Governments (AACOG)
4. **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. Council 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

5. Consider the approval of the September 17, 2013 Regular City Council Meeting Minutes.
(Callanen)
6. Consideration of the appointment of Ms. Monica Alcocer to the Parks Commission, an advisory commission, effective immediately. **M&C 2013-10-14 -6**(Callanen)
7. Consideration of a resolution adopting Local Agency Management Procedures (LAM) for the Hike and Bike Project. **M&C 2013-10-14-7**(Smith)
8. Consideration of the purchase of property purchase of property known as P-7D, Abstract 432, CB 4430, in 6800 block of Poss Rd, for the purpose of future Huebner Creek bank stabilization. **M&C 2013-10-14-8** (Smith)
9. Approval of Quarterly Investment Report for the Quarter, which ended September 30, 2013. **M&C 2013-10-14-9** (V. Wallace)
10. Approval of Annual Investment Report for the Fiscal Year, which ended September 30, 2013. **M&C 2013-10-14-10** (V. Wallace)
11. Consideration of the Annual Review and Adoption of the Investment Policy. **M&C 2013-10-14-11** (V. Wallace)
12. Consideration of a Memorandum of Understanding (MOU) with the City of San Antonio Police Department for continuation of the High Intensity Drug Trafficking areas program. **M&C 2013-10-14-12** (R. Wallace)

REGULAR AGENDA

13. Consideration of an ordinance Amending The Leon Valley Code Of Ordinances Chapter 1, "General Provisions," Article 1.01, "Code Of Ordinances," To Add Section 1.11, "Memorial Naming/Renaming Of City Streets And Facilities," And Amending Appendix A, "Fee Schedule," And To Amend Article A.2.000, "Administrative Fees," To Add Sec. A2.012, "Memorial Naming/Renaming Application And Consideration Fee" To Establish A Policy And Procedure For Requesting Memorialization of City Streets and/or Facilities. **M&C 2013-10-14-13** (Longoria)
14. City Manager's Report
 - a. Staff Announcements
 - b. 2010 Strategic Plan Update -November 16, 2013
 - c. Annual Town Hall Meeting -January 25, 2013
 - d. Monthly Departmental Reports (Finance, Fire, Library, Police, Public Works)
 - e. Other announcements: City Council Agenda Format Changes
 - f. Future Agenda Items:
 - Code Amendment related to Panhandling/Solicitation
 - Canvass Votes for November 5th Special Election
 - Payday and other lending institutions process change (SUP)
 - Recycling Survey Update
 - Resolution Nominating Candidates for the Election of Bexar Appraisal District Board of Directors for 2013-2014
 - MPO Resolution
 - Grant for Earthwise Activities
15. Citizens to be Heard.
16. Announcements by the Mayor and Council Members. At this time, reports about items of community interest, 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 City Council or a City official.
17. Executive Session. 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).

18. Adjourn.

Attendance by Other Elected or Appointed Officials:

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

I hereby certify that the above NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL was posted on the Bulletin Board at City Hall, 6400 El Verde Road, Leon Valley, Texas, and remained posted until after the meeting(s) hereby posted concluded. This notice was likewise posted on the City website at www.leonvalleytexas.gov. This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To make arrangements, call (210) 684-1391, Extension 216.


Leticia Callanen, Interim City
Secretary



MAYOR AND COUNCIL COMMUNICATION

M&C #2013-10-14-2a

DATE: OCTOBER 14, 2013
TO: MAYOR AND CITY COUNCIL
SUBJECT: PROCLAMATION DECLARING OCTOBER, 2013, AS "FIRE PREVENTION MONTH" IN LEON VALLEY

PURPOSE

In cooperation with the National Fire Protection Association (NFPA), the 2nd week of October is historically proclaimed Fire Prevention Week. Fire safety education is promoted in remembrance of the lives and property lost in the Great Chicago Fire of 1911.

Fire Prevention activities extend throughout the Month of October in Leon Valley and include visits at every school and daycare within the City limits; tours of the fire station; and, an annual fire prevention poster contest. In order to improve information flow to residents, this year's activities also include a fire prevention video posted on Youtube and fire prevention information posted on Facebook.

An emphasis on kitchen fire safety will be placed during all activities to coincide with the 2013 NFPA Fire Prevention Week theme, "Prevent Kitchen Fires". The theme was selected because kitchen fires account for the most common cause of residential fires in America.

Support of this proclamation to promote Fire Prevention Week by City Council serves to address the approved Strategic Goals for 2013-2014; specifically item 3, "Strengthen Communication to the Community".

FISCAL IMPACT

None.

RECOMMENDATION

No official action by City Council is required.

S.E.E. IMPACT STATEMENT

SOCIAL EQUITY — *The 2013 Fire Prevention Month enhances the City's goal to promote a superior quality of life by providing outstanding public safety services, high quality educational amenities, and improved communication flow to all citizens.*

ECONOMIC DEVELOPMENT— *The 2013 Fire Prevention Month promotes the City's desire to promote safety, property preservation, and lessen economic impact caused by loss from fire.*

ENVIRONMENTAL STEWARDSHIP— *2013 Fire Prevention Month promotes awareness of fire prevention activities that may result in the reduction of pollutants caused by fire.*

MAYOR AND COUNCIL COMMUNICATION

M&C #2013-10-14-2b

DATE: OCTOBER 14, 2013

TO: MAYOR AND CITY COUNCIL

SUBJECT: A PROCLAMATION TO PROCLAIM SATURDAY, NOVEMBER 9, 2013 AS ARBOR DAY IN THE CITY OF LEON VALLEY

PURPOSE

To proclaim **Saturday, November 9, 2013 as Arbor Day in the City of Leon Valley** and to present information regarding Arbor Day Events and location at the Community and Conference Center Grounds at 6427 Evers Road.

Arbor Day FunFest 5K Walk/Jog/Run – 8am-10am

Arbor Day Festivities including tree adoptions (while supplies last) – 10am to noon

FISCAL IMPACT

Proceeds from the 5K registrations will go to a Tree Fund for purchase of trees, tree planting materials, projects and subsequent maintenance.

Registration Fee for 5K

Adults \$25

Kids 12+older \$15

RECOMMENDATION

Proclaim November 9, 2013 as Arbor Day in Leon Valley.

S.E.E. IMPACT

Social Equity – this request fosters collaborative participation between the community, community partners and various committees/groups in the City.

Economic Development – Arbor Day is a great way to showcase the City of Leon Valley and its initiatives to visitors and developers interested in the City.

Environmental Sustainability – Arbor Day encourages and supports a sustainable environment filled with healthy trees which have the capacity to: produce food/fruit, provide a habitat for wildlife, provide shelter, shade and assist in energy conservation, reduce noise in urban environments, prevent soil erosion, filter and absorb gases (carbon monoxide), provide oxygen, reduce mental fatigue and illness, and improve the local economy through beautification.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS: _____

ATTEST:

Leticia Callanen, Interim City Secretary

MAYOR AND COUNCIL COMMUNICATION

M&C# 2013-10-14-2c

DATE: October 14, 2013
TO: MAYOR AND CITY COUNCIL
SUBJECT: PROCLAMATION OF APPRECIATION FOR YEARS OF SERVICE TO PAM KROYER

PURPOSE

The Purpose of this proclamation is to express our heartfelt thanks and sincere appreciation to Library Clerk Pam Kroyer. Ms. Kroyer spent countless volunteer hours working at the library prior to being hired Full-Time in 1995 as Library Clerk. She has aided in the progressive growth of the library, watching the library grow from the library annex to the children's wing expansion.

The City of Leon Valley appreciates Pam Kroyer for the value and service she has provided to its citizens and feels she is deserving of public recognition.

No action is required by City Council.

MAYOR AND COUNCIL COMMUNICATION

M&C #2013-10-14-03

DATE: October 14, 2013
TO: MAYOR AND CITY COUNCIL
SUBJECT: Air Quality Presentation

PURPOSE

At the request of Mayor Riley, a presentation at City Council will be provided by Mr. Peter Bella, Natural Resources Director for the Alamo Area Council of Governments (AACOG)

Attached to this memo is a copy of the PowerPoint presentation that Mr. Bella will be discussing that will update the Council and citizens on air quality and ozone conditions and provide information on what the City as individuals and as an organization can do promote air quality.

S.E.E. IMPACT STATEMENT

This presentation addresses overall S.E.E. impact statements.

SOCIAL EQUITY

The City will promote a superior quality of life by responding to citizens in a fair and prompt manner, by providing outstanding public safety services, high quality educational, recreational, historical and cultural amenities and superb infrastructure. The City will encourage collaborative participation by its residents, businesses and stakeholders.

ECONOMIC DEVELOPMENT

The City will provide a diverse and versatile business environment that supports a healthy economy. The City will exhibit a distinctive and welcoming identity at its boundaries and throughout the community. The City will attract, expand and retain viable businesses to promote development and redevelopment, including a town-centered design, pedestrian friendly connections and world class public transit.

ENVIRONMENTAL STEWARDSHIP

The City will become carbon-neutral by conserving and preserving natural resources and by expanding recycling initiatives and enhancing our environment with earth-friendly practices.

No action by City Council is required.

Air Quality Status Update: Ozone Challenge

Leon Valley City Council

Peter Bella, Natural Resources Director

Alamo Area Council of Governments

October 14, 2013



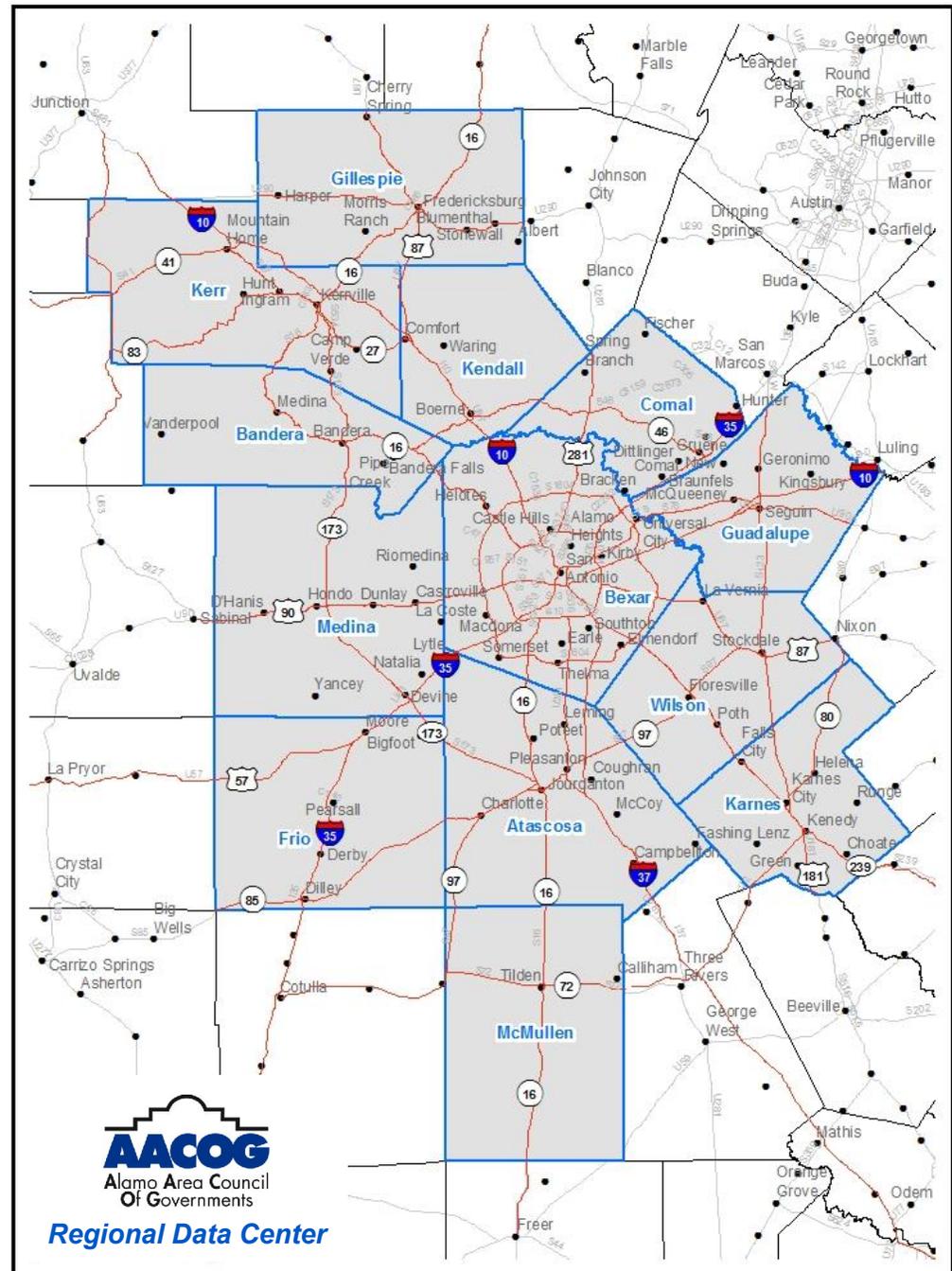
The Alamo Area Council of Governments

- AACOG provides direct services & planning supporting communities and local governments in a 13 county area of south central Texas
- Contains the 8 county San Antonio – New Braunfels Metropolitan Statistical Area (MSA):

Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, McMullen, Medina, and Wilson Counties

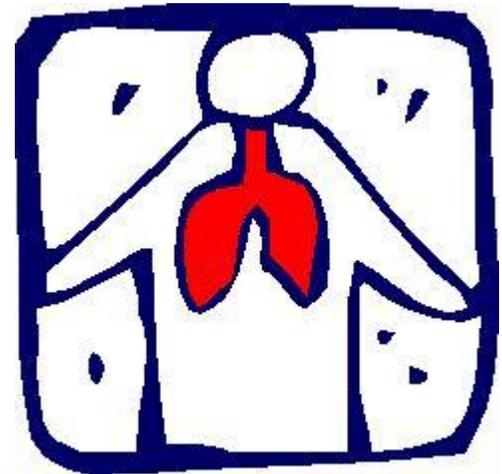


<http://www.aacog.com/>



What is ozone?

- Ozone is an odorless, colorless gas.
- Ground-level ozone can cause:
 - shortness of breath
 - coughing or wheezing
 - headaches nausea
 - throat and lung irritation
- Ground-level ozone's effects are most profound on children, the elderly, and those with reduced lung capacity.



National Ambient Air Quality Standards (NAAQS)

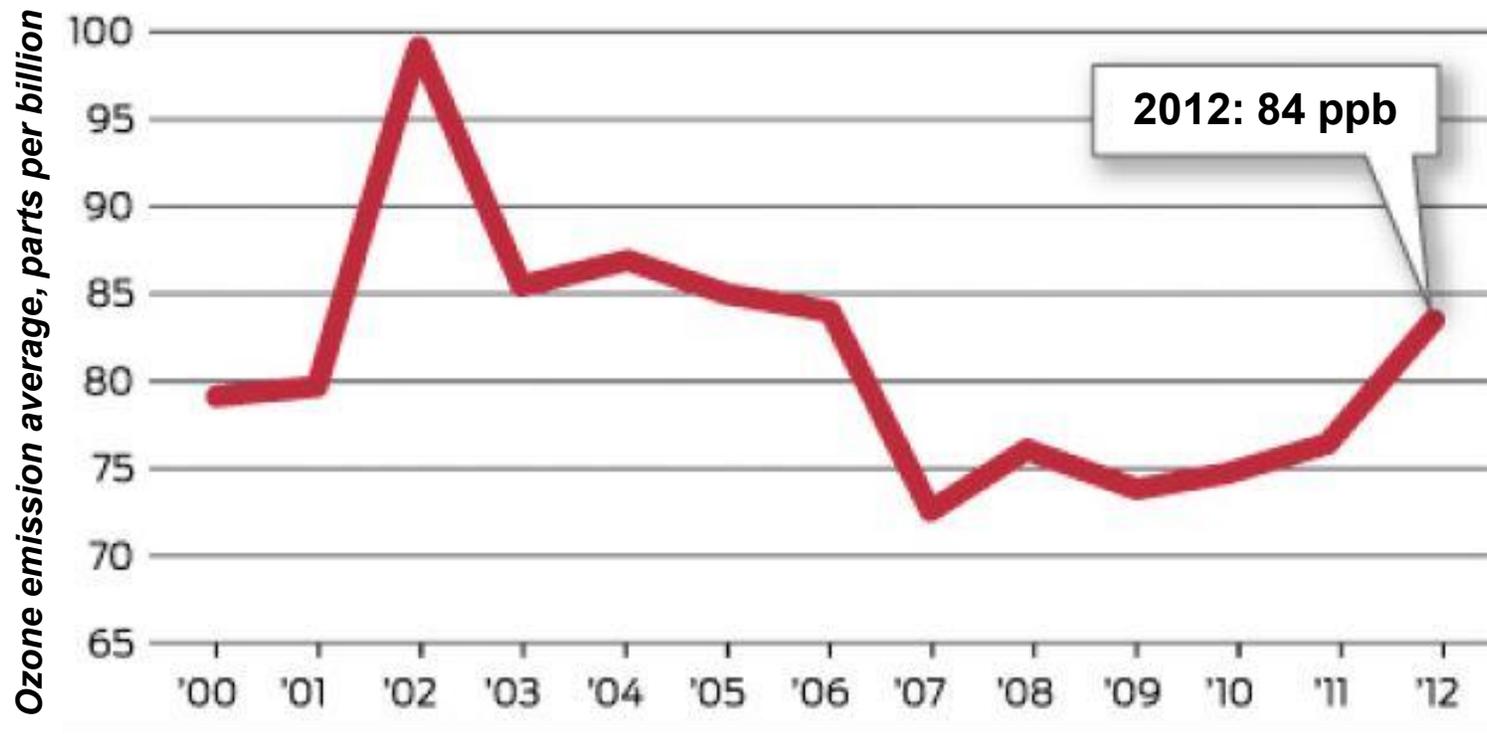
- Clean Air Act requires the U.S. Environmental Protection Agency (EPA) to set NAAQS for pollutants harmful to health
- Standards include six pollutants: Carbon Monoxide, Lead, Nitrogen Dioxide, **Ozone**, Particulate Matter, and Sulfur Dioxide
- Ongoing violation of standards results in designation as a nonattainment area, leading to enforced actions to improve pollution

Air Improvement Resources (AIR) Committee

- **Mission:**
 - Develop AQ studies and planning for attainment under the 8-hour ozone NAAQS;
 - A comprehensive emission reduction plan to guide actions to attain the 8-hr ozone NAAQS
- **Goals:**
 - Provide a list of clean air strategies and combinations which will achieve attainment;
 - Work w/ TCEQ on technical analysis and control strategy development.

Ozone levels in Bexar County up since 2007

This graphic, which depicts the average of two of the three ozone monitoring stations in Bexar County, shows how ozone levels have increased in recent years.



Source: Alamo Area Council of Governments

San Antonio Express-News

San Antonio Express-News graphic used in news article:

"Bexar's air flunks again," San Antonio Express-News: April 24, 2013, Colin McDonald

<http://www.mysanantonio.com/news/environment/article/Bexar-s-air-flunks-again-4460395.php>

Ozone Compliance Status, AACOG

- Local ozone monitors: 24 / 7 / 365
- Fed regs require 3 full calendar years data
- Data from 3 years is averaged together
 - Compliance: three-year average of the annual fourth highest daily maximum eight-hour ozone concentration measured at each monitoring site is less than 76 parts per billion
- **Violations** of the federal ozone standard:
 - Certified in 2012 (3-year average 2010-2012)
 - Ongoing in 2013 (3-year average 2011-2013*)

* Federal regulations require 3 full calendar years data



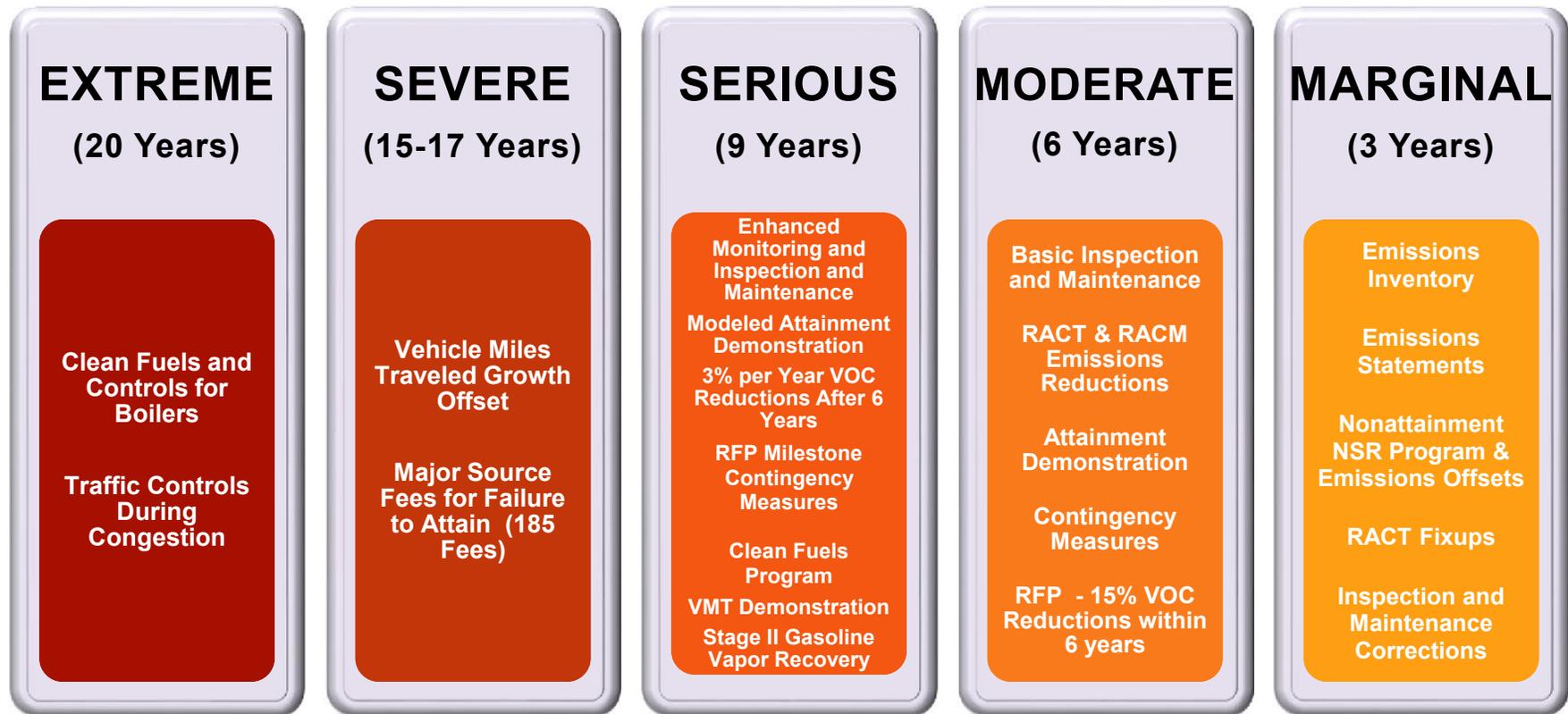
Cost of Nonattainment

- If a region fails to comply with NAAQS
 - Nonattainment New Source Review
 - Transportation Conformity
 - The region might become less attractive to business growth.
 - In their search for a location for a new assembly plant, “Toyota eliminated any area that violated federal health standards for ozone, which includes Fort Worth-Dallas, Houston and El Paso.”
- Mitchell Schnurman, *Star-Telegram Commentary**

* “Dirty air chokes off Toyota facility,” Commentary, Mitchell Schnurman; Wed, Feb. 12, 2003; Dallas/Fort Worth Star-Telegram



EPA Requirements for Ozone Nonattainment Areas



Major Source Threshold (TPY)
NSR Offset Ratios



Houston-Galveston-Brazoria: Marginal NA for 2008 O3 std. (12/31/15), Severe NA for 1997 O3 std. (6/15/19)
Dallas-Fort Worth: Moderate NA for 2008 O3 standard (12/31/18), Serious NA for 1997 O3 standard (6/15/13)

Nonattainment Consequences

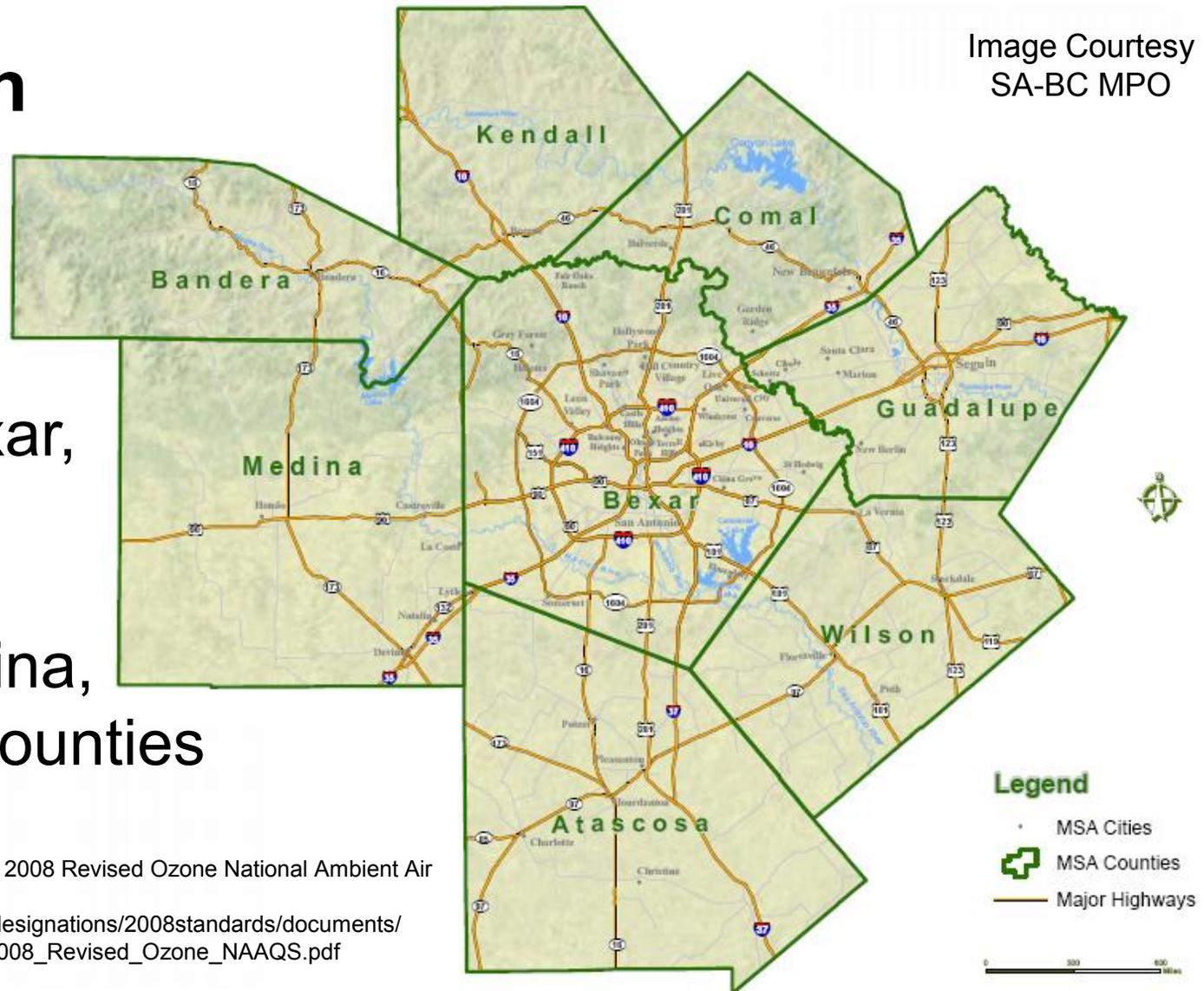
- **New Source Review**
 - EPA permit required for new facilities that increase pollution
 - Implementation of costly emissions controls and technologies
- **Conformity**
 - Added capacity transportation projects must demonstrate no pollution impact.
 - Nonconforming projects not eligible for Federal funding
- **State Implementation Plan (SIP)**
 - Provides for implementation of control measures to reach attainment as soon as practicable
 - Establishes improvement increments
 - May implement vehicle inspection / maintenance program

EPA Default Boundary: MSA

Metropolitan Statistical Area

Atascosa,
Bandera, Bexar,
Comal,
Guadalupe,
Kendall, Medina,
and Wilson Counties

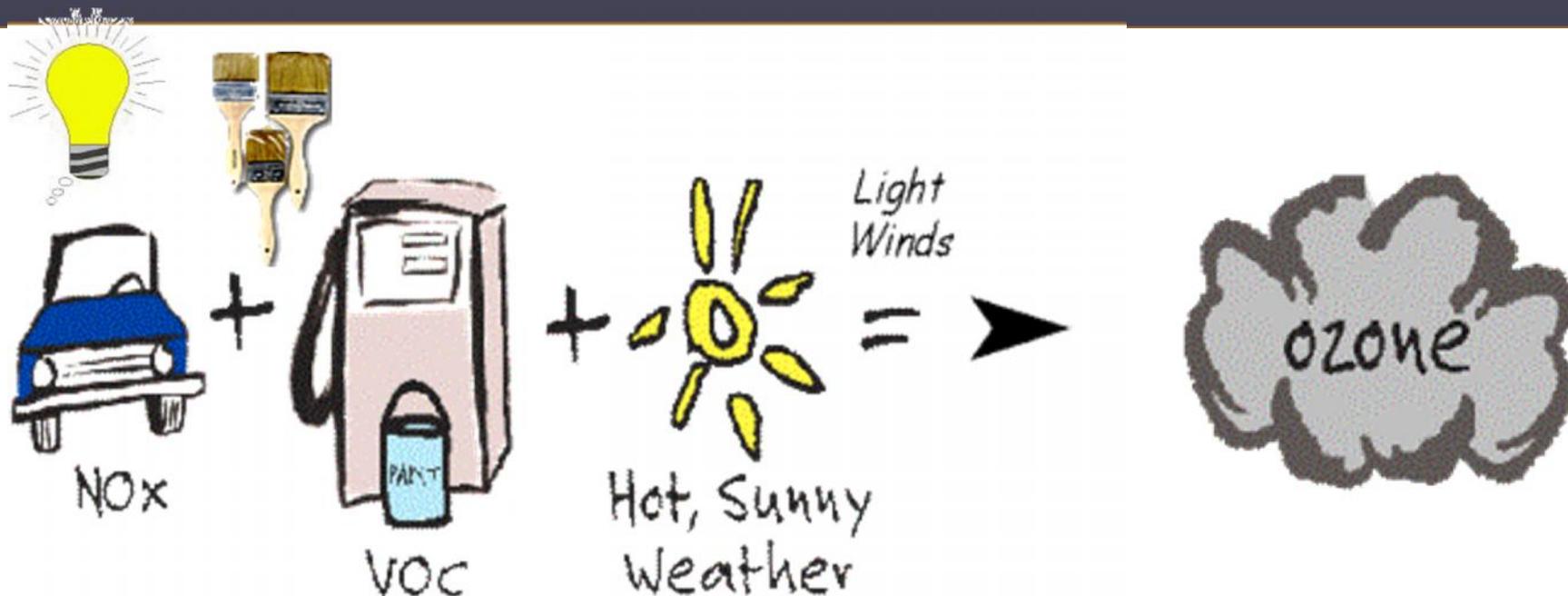
Image Courtesy
SA-BC MPO



See page 3, "Area Designations for the 2008 Revised Ozone National Ambient Air Quality Standards":

http://www.epa.gov/groundlevelozone/designations/2008standards/documents/2008-12/Area_Designations_for_the_2008_Revised_Ozone_NAAQS.pdf

What Causes Ozone?

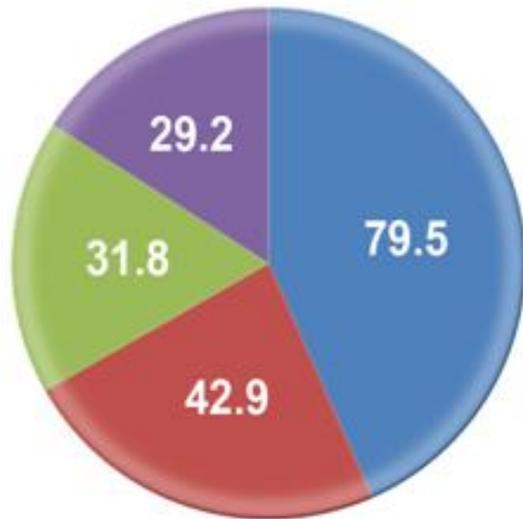


Oxides of Nitrogen (**NO_x**) &
Volatile Organic Compounds (**VOC**)

Local Sources of Ozone Pollution, MSA

Oxides of Nitrogen (NOx) - 2013

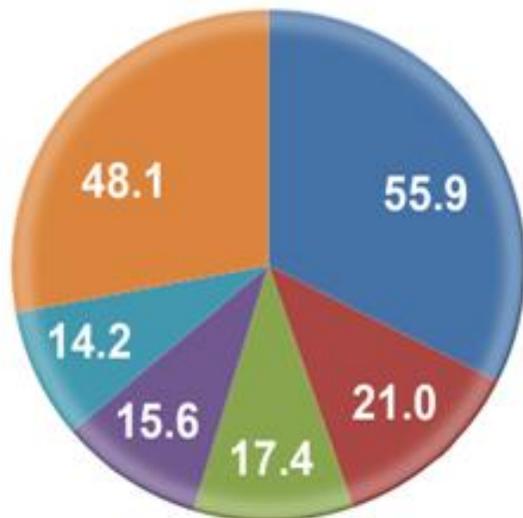
DRAFT



Source	Tons per Day	
Motor Vehicles <i>On- and Non-Road</i>	79.5	46.8%
Electricity Generation	42.9	23.4%
Cement/Industrial	31.8	17.3%
All Other	29.2	12.5%
Total	183.4	100.0%

Does Not
Include
Eagle Ford
Shale
Emissions

Volatile Organic Compounds (VOC) - 2013



Source	Tons per Day	
Motor Vehicles <i>On- and Non-Road</i>	55.9	35.2%
Coating (Painting) Operations	21.0	12.2%
Dry Cleaning	17.4	10.1%
Consumer/Commercial Solvents	15.6	9.1%
Service Stations	14.2	8.2%
Other Processes	48.1	25.2%
Total	172.2	100.0%



**Rural
Background
Ozone Level
Relatively low**

*Ozone Increases
Downwind from
Major Combustion
Sources*

*Ozone Increases
Further Due to
Numerous Urban
Sources*

*High Ozone
Extends
Downward from
Urban Areas*

Wind Direction →

**Rural
Sources**

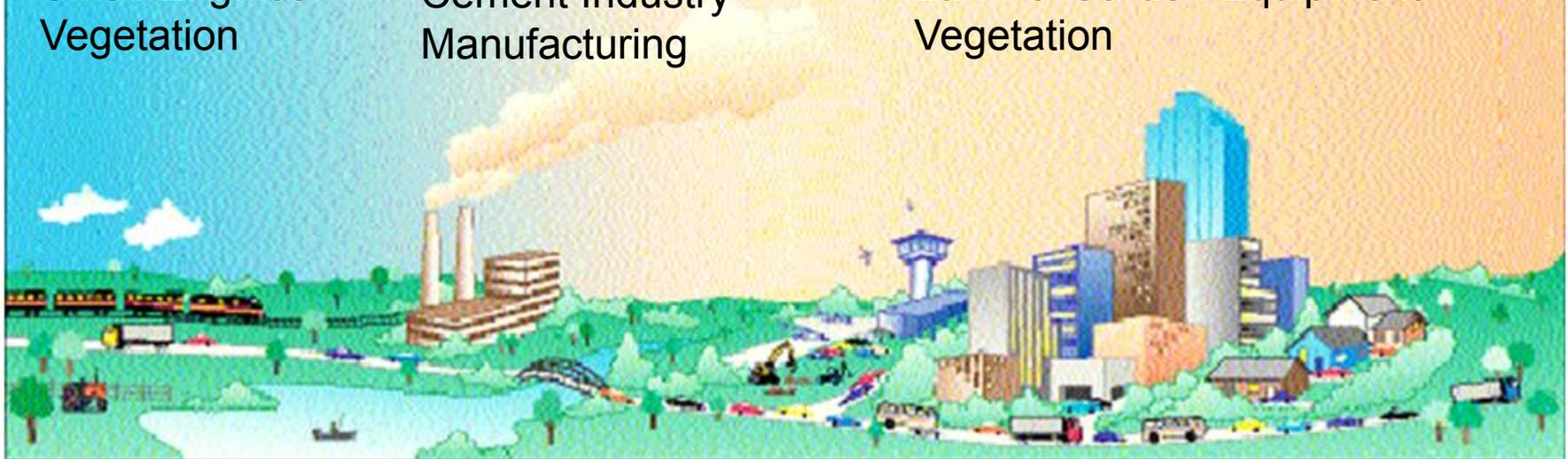
Cars
Trucks
Locomotives
Small Engines
Vegetation

**Major
Combustion
Sources**

Power
Generation
Cement Industry
Manufacturing

**Urban
Sources**

Cars Trucks
Buses Airports
Industries Construction
Lawn & Garden Equipment
Vegetation



Courtesy TCEQ

Current Measures

- Various measures to control pollution currently exists, including:
 - Save for Tomorrow Energy Program (STEP) – CPS Energy
 - Solar Power – CPS Energy, Solar San Antonio
 - Building codes, EZ Rider bus pass, fleet acquisition policy, “complete streets” policy, carsharing, electric vehicle charging infrastructure and bikesharing – CoSA
 - Air Quality Health Alert, NuRide program, Clean Cities Program – AACOG
 - Voluntary pollution control measures by local industry
 - Mass transit fleet improvements – VIA
 - Green building – Build SA Green

Ongoing Improvement Efforts

- Air Improvement Resources Committee entered EPA's Ozone Advance program
- Ozone Advance is a collaborative effort between the region and EPA to:
 - Expand voluntary ozone reduction efforts
 - Improve consideration for federal grant funds, and
 - Increase coordination and assistance from the EPA

Ongoing Planning Efforts

- AACOG updating photochemical model to include Eagle Ford Shale data that will allow estimation of ozone impacts from proposed voluntary air quality strategies
- Planning process will continue:
 - Request by local business and industry to determine reductions necessary to achieve lowered ozone levels
 - Request to determine approximate costs to enact required reduction measures

LEON VALLEY CITY COUNCIL

MINUTES

REGULAR MEETING

TUESDAY, SEPTEMBER 17, 2013

7:00 P.M.

LEON VALLEY CITY COUNCIL CHAMBERS

6400 EL VERDE ROAD, LEON VALLEY, TEXAS 78238

At 7:02 p.m. Mayor Riley convened the Regular City Council Meeting, confirmed a quorum was present, and asked Fire Chief Luis Valdez lead the Pledge of Allegiance.

City Council Present: Ricardo Ruiz, Art Reyna, Abraham Diaz, Jack Dean, Paul Bieber

Staff Present: Manuel Longoria, Jr., City Manager; Leticia Callanen, Interim City Secretary; Claudia Mora, Economic Development Director; Vickie Wallace, Finance Director; Randall Wallace, Police Chief; Melinda Smith, Interim Public Works Director; Fire Chief Luis Valdez; Assistant Fire Chief Bill Lawson; Charles Zech, City Attorney.

*Item 2. **Citizens to Be Heard and Time for Objections to the Consent Agenda.***

Ms. Carrie Macias, 6622 Huebner, spoke to the Mayor and Council in reference to her service call to the City regarding a street flooding issue in front of her house.

Mr. Al Uvietta, 6923 Sunlight Drive, spoke to role of the Bond Program Oversight Committee to monitor the progress on what was promised to the citizens.

Ms. Liz Malloy, 7411 Chenal Point, spoke to her concerns about Evers Road being reduced to two lanes.

Ms. Patty Maneas, 6103 Britania Court, spoke in opposition of a proposed change to the number of City Council Meetings held each month. Ms. Maneas discussed an application she submitted for the LVEDC and stressed the need for better communication and openness within the City.

* * *

There being no further citizens wishing to speak, Councilman Diaz made a motion to approve the Consent Agenda. Councilman Reyna seconded the motion. The motion passed by unanimous vote.

CONSENT AGENDA

4. Consideration of the following board appointments **M&C 2013-09-17-4**
(Callanen):
 - a. The appointment of Mr. John Cervantes to serve on the Board of Adjustment and the 2012 Bond Oversight Committee
 - b. The appointment of Mrs. Irene Baldrige to the Tree Advisory Committee
5. Consider the approval of the September 3, 2013 Regular City Council Meeting Minutes. (Callanen)
6. Consider approval of a budget adjustment and related ordinance in the amount of \$15,000 from the Library Reserve Fund to the General Fund for the purpose of finalizing the Library Children's Wing Expansion Project. **M&C 2013-09-17-6** (Smith)
7. Consider a request by Los Leones Student Arts Festival Planning Team for a fee waiver to pay only half the amount required for Temporary Food Permits this year and every year thereafter that the event is held. **M&C 2013-09-17-7** (Flores)

* * *

Item 3. MPO's pedestrian Safety Action Plan Update by Allison Blazosky.

Mayor Riley introduced and welcomed Ms. Allison Blazosky, Bicycle/Pedestrian Transportation Planner at the San Antonio – Bexar County MPO.

Ms. Blazosky presented a PowerPoint presentation related to Pedestrian Safety Action Plan Update. The presentation included information related to walkable communities, traffic calming measures, and other initiatives designed to reduce vehicle crashes while increasing trips by walking.

Ms. Blazosky provided examples of best practice approaches that could be utilized for Leon Valley, and stated that their goal is to have all municipalities adopt resolutions in support of the MPO Pedestrian Safety Action Plan.

In response to a question from Mayor Riley regarding mid-block pedestrian staggered crossings, Ms. Blazosky explained that if considering Bandera as an example, the Right-of-Way width would need to be considered, then the pedestrian pathways would need to be studied to identify locations of accidents. Ms. Blazosky further discussed ways to utilize a committee process to explore this and other ideas where the action plan could be applied to the City of Leon Valley.

* * *

Item 8 Consider the reappointments of Herman Segovia (Place 1), Claude Guerra (Place 3) Mike McCarley (Place 5), and Georgia Zannaras (Place 7) to the Leon Valley Economic Development Corporation Board, for a two-year term. **M&C 2013-09-17-8**

Mayor Riley introduced this item and explained that it was originally on the consent agenda, but was moved to the Regular meeting agenda for discussion purposes. She stated that in the past, LVEDC board applicants have been interviewed by City Council and she urged her colleagues to do the same this year, and also requested that they consider the application of Ms. Maneas who submitted an application on September 11th in the evening.

Discussion ensued regarding the current board and volunteer application process which was utilized in this instance, however, in this case a due date was advertised, yet a time was not established for the deadline submission.

City Manager Longoria explained the rationale for the proposed action to reappoint the existing sitting members of the Board. He discussed that an announcement was advertised on the website, and likewise, the current members were polled to determine their interest in continuing to serve on the Board. All current Board members notified staff that they were interested and submitted their applications and resumes before the September 11th deadline.

Mr. Biever discussed his opinion that currently, there is not a clear process for appointing board members. Mr. Biever pointed out that the LVEDC isn't listed on the general application for volunteers, and believes interviewing potential members is critical for this Corporation. In addition he requested that in moving forward with these appointments, he asked the City Manager and staff to develop some clear steps on the procedure.

Mr. Reyna discussed performance measurements for board members, and concurred with his colleague by stating his desire to have staff develop a policy for all board and committee members by the end of the year.

Further City Council discussion ensued regarding the need for a clear process to be established and applied to future application processes.

City Attorney Zech offered a suggestion to place this item on a future agenda for consideration.

Mayor Riley requested further clarification on whether the current board would stay in their positions until procedures are to be developed.

Ms. Mora, Economic Development Director, clarified for Council that the current board will serve until they are reappointed, or if someone else is appointed in their place.

Mr. Longoria stated his agreement that there needs to be consistency in the process and will have staff develop procedures, and will provide in December.

Councilman Dean made a motion to continue this item to a future meeting when staff comes back with recommendations for policies and procedures. Mr. Reyna seconded the motion.

Mayor stated that the process should not be too overly cumbersome that it would deter citizens from volunteering.

Mr. Longoria clarified that he wants to have staff look at all boards and commissions to provide some consistency on how recommendations will be brought to City Council.

Councilman Reyna stated that parameters and performance measures should be developed and utilized to help make decisions on appointments and discussed the role of committees as “advisory” only, with policy decisions made by City Council.

Councilman Diaz stated his support for moving forward with making appointments of the four applicants presented in the agenda item and compared the process to standard practices used to receive proposals, such as a Request for Proposals (RFP) process that requires strict cut off times in order to be accepted.

Councilman Ruiz asked whether other cities have policies in place to manage the application process. In response to Councilman Ruiz, Mr. Longoria explained that they do have policies, but they differ from city to city on how they process appointments.

At this time, City Council voted on the motion to place this item on a future agenda when staff comes back with recommendations for parameters and policies and procedures for Volunteer Boards, Commissions and Committee appointments. Voting Aye: Ruiz, Reyna, Diaz, Dean, Biever. Voting Nay: None. The motion passed.

* * *

Item 9. Presentation of the City of Leon Valley Economic Development Corporation (LVEDC) proposed Fiscal Year 2014 Budget, and Consideration of a resolution of the City Council of the City of Leon Valley approving and adopting the budget for the City of Leon Valley Economic Development Budget Year 2014 to support the City Of Leon Valley Economic Development Corporation’s operation, programs and projects.

Ms. Mora, Economic Development Director, provided a Power Point presentation on the proposed budget of the LVEDC, and responded to questions by the Mayor and Council related to the Reserve Fund, potential projects for 2014, and other outreach initiatives targeting economic growth.

Ms. Mora discussed the Corporations’ focus on their strategic planning process and their current work with the Retail Coach, which is scheduled to be completed in December. From these two efforts, recommendations for better outreach and promotional activities will arise. In addition, Ms. Mora discussed that future projects would be developed and anticipates that they would need to be designed with a phased approach.

Mayor Riley provided favorable comments about the Retail Coach that is being utilized by the Corporation.

Councilman Diaz made a motion to approve the proposed resolution adopting the LVEDC Budget. Councilman Ruiz seconded the motion. The motion passed by unanimous vote. Voting Aye: Ruiz, Reyna, Diaz, Dean, Biever. Voting Nay: None. The motion passed.

A RESOLUTION 2013R-09-17-1

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY APPROVING AND ADOPTING THE BUDGET FOR THE CITY OF LEON VALLEY ECONOMIC DEVELOPMENT BUDGET YEAR 2014 TO SUPPORT THE CITY OF LEON VALLEY ECONOMIC DEVELOPMENT CORPORATION'S OPERATION, PROGRAMS AND PROJECTS

* * *

Item 10. Public Hearing and Consideration of an action to amend the frequency of the City Council Regular Meetings. **M&C 2013-09-17-10**

- a. Open Public Hearing for Comment
- b. Close Public Hearing
- c. Consider an ordinance amending Chapter 1, Section 1.04.001, entitled "Meetings" modifying the Regular City Council Meeting schedule by holding one meeting per month, on every second Monday.

City Manager Longoria provided a PowerPoint presentation related to the proposed changes to the Council Meeting schedule by moving from two meetings a month to one meeting a month. Mr. Longoria provided background information regarding the initial recommendation which began on May 31, 2013, during the City Council deliberation and development of the 2013-2014 Strategic Goals.

Mr. Longoria explained that this measure would support the goal to Provide Efficient Use of City Resources, by providing a more efficient City Council meeting schedule that would correspond with available staff resources.

Mr. Longoria read aloud the current section of the Code which says, "Sec. 1.04.001: "A regular council meeting shall be held on both the first and third Tuesdays of each month beginning at 7:00 p.m. Special meetings may be called as provided by law. Meetings of the council shall always be open to the general public except as may be specifically provided by state law, and no vote or action of any kind shall ever be taken by the council except at a regular meeting or at a lawfully called special meeting."

Mr. Longoria noted that this section of the Code has been in effect since 1972, and explained the proposed change would move the regular meeting day from the 1st and 3rd Tuesday to the 2nd Monday of each month.

Mr. Longoria explained the amount of staff time that is spent preparing for meetings reduces staff's ability to effectively attend to day to day public service operations. Mr. Longoria added that a benchmark for the effect of this change will be seen in improved quality in the preparation of the materials for City Council, which will enable a better product to be brought forward for Council consideration.

Discussion ensued by Council regarding recommendation of holding meetings on Mondays instead of Tuesday. Mr. Longoria responded that it fits well the fiscal cycle of City business and corresponds to the City Attorney's availability.

Mayor Riley spoke in opposition to the proposed plan and discussed her concern that a change would minimize the opportunity for citizen input, negatively impact businesses to come to the City, and would shift the majority of the work to management of staff. Mayor Riley also stated that the new meeting schedule would conflict with meetings by the Parks Commission and the Library Board.

Councilman Biever discussed the strategic planning session and suggested that some things that need to be looked at is the proposed effectiveness of this change, and suggested that, perhaps, instead staff augmentation through an internship program may be necessary to address the current workload.

Mayor Riley opened the public hearing at 8:29 P.M. and called for citizen comments.

Ms. Liz Malloy, 7411 Chenal Point, read a prepared statement in opposition to the proposed change.

Mr. Benny Martinez, 6319 Rue Sophie, spoke in opposition to the proposed change.

Mr. Pat Martinez, 6319 Rue Sophie, spoke in opposition to the proposed change.

Ms. Lynn Joseph, 6423 Trotter Lane, spoke in opposition to the proposed change.

Mr. Walter Geraghty, 7315 Ellerby, spoke in opposition to the proposed change.

Ms. Kathy Hill, 6326 Mary Jamison, spoke in opposition to the proposed changes.

Ms. Irene Baldrige, 6368 Parsley Hill, spoke in opposition to the proposed changes.

Mr. Olen Yarnell, 7230 Sulky Lane, spoke in opposition to the proposed changes.

Mr. Pedro Esquivel, 7207 Forrest Meadow, spoke in opposition to the proposed changes.

Ms. Patty Manea, 6103 Britania Court, spoke in opposition to the proposed change.

Ms. Kim Campbell, 7007 Forrest Mont, spoke in opposition to the proposed change.

Ms. Mary Francis Uptain, 6101 Sawyer Road, spoke in opposition to the proposed change.

Ms. Monica L Donahue-Alcocer, 5985 Aids Dr., spoke in opposition to the proposed change.

* * *

Mayor Riley closed the public hearing at 9:02 p.m.

Mayor Riley read the caption into the record: “Consider an ordinance amending Chapter 1, Section 1.04.001, entitled “Meetings” modifying the Regular City Council Meeting schedule by holding one meeting per month, on every second Monday.”

Councilman Reyna made a motion to approve the ordinance. Councilman Diaz seconded the motion.

Councilman Reyna, provided comments on how the recommendation was developed as part of the Strategic Planning session, and that it has to do with efficiency and was meant to compliment the newly established monthly Coffee with the Mayor and Council, in order to have more opportunity to discuss topics directly with citizens. Councilman Reyna recalled Council meetings of twice of month under previous manager’s which lasted very long, and compared those to recent meetings under the current City Manager that have not often lasted too late into the evening. Councilman Reyna also spoke to his accessibility to residents by phone and email, his responsiveness to all his communications with residents, and commented that the issues that he is called about typically get referred to the City Manager to address. Councilman Reyna stated that by having this type of relationships with residents, lessens the need for those constituents to come before Council to voice their concerns.

Councilman Biever discussed the number of meetings a year under the current schedule is 24, and offered his support of continuing to conduct two meetings a month. Councilman Biever also stated he doesn’t like the perception that this proposal is being presented for devious reasons; however, he reiterated his support for maintaining the current schedule.

Councilman Dean agreed with his colleague that the perception appears bad, whether it is real or not. Councilman Dean suggested that this proposal be studied further or removed from consideration, as it is their duty to the citizens to do so.

Councilman Diaz stated that when campaigning for his place on Council, he supported change in order to increase efficiency at the City. Councilman Diaz stated that he handles calls by phone and by email like his colleagues. After further comment, Councilman Diaz suggested a trial period of four to five months to study the efficiency of the change; and then bring it back to Council to deliberate it again.

Councilman Ruiz commented that he shares Councilman Diaz’ sentiments, and supports the idea of trial period and that he is committed to his Council role.

Discussion ensued among the Council regarding their preferred length of the trial period.

After further discussion, City Attorney Zech provided parliamentary guidance on how they can structure the motion to adopt the ordinance as written, and consider a second motion to bring the ordinance back for reconsideration at a certain date.

After further deliberation, Councilman Reyna made a motion to approve the proposed ordinance as written to amend the meeting schedule to one meeting a month, to be held on the second Monday of every month. Councilman Diaz seconded the motion. Voted Ayes: Reyna, Diaz, Ruiz. Voting Nay: Dean and Bieber. The motion passed.

ORDINANCE NO. 2013-09-17-01

AMENDING CHAPTER 1, ARTICLE 1.04, SECTION 1.04.001 ENTITLED "MEETINGS," MODIFYING THE SCHEDULE OF REGULAR CITY COUNCIL MEETINGS TO ONE PER MONTH; AND MAKING THOSE CHANGES CONSISTENT WITH THE OPEN MEETINGS ACT.

Councilman Reyna made a Second Motion to place an item on the agenda in 9 months to reconsider this Ordinance. Councilman Diaz seconded the motion. Voting Aye: Ruiz, Reyna. Voting Nay: Diaz, Dean, Bieber. The motion failed.

Councilman Reyna made another motion to place an item on the agenda in 6 months to reconsider this Ordinance. Councilman Diaz seconded the motion. Voting Aye: Ruiz, Reyna, Diaz, Bieber. Voting Nay: Dean. The motion passed.

Mayor Riley announced the decision and noted that the next City Council Meeting will occur on Monday, October 14, 2013.

* * *

Item 11. Consider authorizing the execution of a contract with the Bexar County Elections Administrator for election services for the November 5, 2013 special election, for an estimated amount of \$5,489.66. **M&C 2013-09-17-11**

Ms. Leticia Callanen, Interim City Secretary, provided a brief PowerPoint presentation that outlined the proposed Council action, and highlighted key dates for residents of Leon Valley as follows:

- Deadline to Register to Vote: October 7, 2013
- Early Voting: Monday, October 21 – Friday, November 1 at Leon Valley Conference Center
- Election Day : Tuesday, November 5, 2013 at City Hall
- New Voter ID law now in effect for this election – Information available at LeonValleyTexas.gov

Councilman Reyna made a motion to approve the action. Councilman Diaz seconded the motion. Voting Aye: Ruiz, Reyna, Diaz, Dean, Bieber. Voting Nay: None.

* * *

Item 12 Public Hearing and Consideration of an ordinance adopting Fiscal Year 2013-2014 Budgets and associated Capital Acquisition Plans. **M&C 2013-09-17-12**

City Manager Longoria provided his final presentation of the proposed Budget for Fiscal Year 2013-2014 and associated Capital Acquisition Plans.

Mr. Longoria highlighted key elements in the budget illustrating the City's good financial situation, current service levels continued, while maintaining good financial reserves. Mr. Longoria spoke to the Council's request to fund additional improvements to the community center for better flooring, and agreed to have staff reassess the options available, which may require a future budget adjustment.

Discussion between City Council and the City Manager ensued regarding employee benefits and the process used to solicit proposals for the City's health coverage provider, the merit and longevity pay system, and the upcoming compensation study.

Mayor Riley opened the Public Hearing at 10:00 p.m.

Mr. Olen Yarnell, 7230 Sulky Lane, requested information on whether the City considered joining an insurance pool to lower costs and discussed his concern with the current merit pay system and longevity pay.

Mr. Longoria, addressed Mr. Yarnell's questions and explained that their liability is covered by a risk pool. He further explained the proposal process in which TML declined to submit because of the City's high incident rate. He also discussed employee benefits related to merit pay and longevity pay, explaining that the budget includes funds to address inequities in the pay plan that may be discovered through the Compensation Study.

* * *

Mayor Riley closed the Public Hearing at 10:09 p.m.

Councilman Biever made a motion to approve the ordinance. Councilman Reyna seconded the motion. Voting Aye: Ruiz, Reyna, Diaz, Dean, Biever. The motion carries unanimously.

AN ORDINANCE 2013-09-07-02

APPROVING THE BUDGETS AND ASSOCIATED CAPITAL ACQUISITION PLANS OF THE CITY OF LEON VALLEY, TEXAS FOR THE FISCAL YEAR OF 2014 AND THE SAME FILED WITH THE CITY SECRETARY AND THE BEXAR COUNTY CLERK

* * *

Item 13 Vote to ratify the General Fund Fiscal Year 2014 Budget that will raise more total property taxes than last year's Budget by \$150,812 Or 4.9639% and of that amount \$31,021 is tax revenue to be raised from new property added to the roll this year.

Ms. Vickie Wallace, Finance Director, provide a brief description of the agenda item stating that it is in accordance with State statute.

Mayor Riley opened the public hearing.

There being no citizens signed up to speak, Mayor Riley closed the public hearing.

Councilman Reyna made a motion to ratify the General Fund Fiscal Year 2014 Budget that will raise more total property taxes than last year's Budget by \$150,812 Or 4.9639% and of that amount \$31,021 is tax revenue to be raised from new property added to the roll this year. Councilman Dean seconded the motion. The motion passed. Voting Aye: Ruiz, Reyna, Diaz, Dean, Biever. Voting Nay: None. Motion carries unanimously

* * *

Item 14 Consider an ordinance setting The 2013 Tax Rate for the Maintenance and Operation Fund at \$0.476752 and Interest and Sinking Fund at \$0.106163 for a total Tax Rate of \$0.582915 which is 4.567560 percent higher than the Effective Tax Rate of \$0.557453. This Tax Rate will support the FY 2014 Budget. **M&C 2013-09-17-14**

Councilman Reyna made a motion to adopt the 2013 Tax Rate for the Maintenance and Operation Fund at \$0.476752 and Interest and Sinking Fund at \$0.106163 for a total Tax Rate of \$0.582915 which is 4.567560 percent higher than the Effective Tax Rate of \$0.557453. This Tax Rate will support the FY 2014 Budget. Councilman Dean seconded the motion. Voting Aye: Ruiz, Reyna, Diaz, Dean, Biever. Voting Nay: None. The motion passed unanimously.

AN ORDINANCE 2013-09-17-03

RATIFYING THE FY 2014 BUDGET THAT WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$150,812 OR 4.9639% AND OF THAT AMOUNT \$31,021 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE ROLL THIS YEAR.

Item 15. **City Manager's Report**

City Manager Longoria discussed the status of the Library renovation project and announced that a soft opening will occur on Saturday morning September 21st, with a grand opening ceremony being coordinated for mid-October.

Mr. Longoria announced plans for the first Coffee with the Council, occurring Saturday, September 21, from 9-11 a.m. at the Conference Center. Mayor Riley requested that the Manager send her regrets to the citizens that attend and asked that volunteer forms and general information flyers be taken to the event.

Fire Chief Valdez provided a PowerPoint presentation and discussed the recent 911 Memorial Tower Climb that the Fire Department participating in with other area Fire Stations at the Tower of the Americas on September 11, 2013.

Police Chief Wallace briefed the Council on plans for the 30th Anniversary of National Night Out, occurring October 1st from 6-10 p.m. Chief Wallace announced that fee waivers were available to residents that request one for a street closure for this event.

Mr. Longoria discussed the future agenda items list:

- Panhandling ordinance at October 14
- Payday loan regulations slated for November
- Two executive session items on October 14th beginning at 5:30 or 6:00 p.m.
- Results of the Recycling Survey
- Feral Cat update in December
-

* * *

Item 16 **Citizens to be Heard**

Mr. Benny Martinez stated his dissatisfaction with the decisions made by Councilmembers who voted in support of the modifications to the meeting schedule.

Ms. Lynn Joseph, spoke to her overall dissatisfaction with the decision by Council to modify the meeting schedule.

Mr. Olen Yarnell made a brief comment about the current time of the meeting.

Kathy Hill spoke to her concern with the animal control policy in place, and to her dissatisfaction with the decisions made related to the meeting schedule.

* * *

Item 17 **Announcements by Mayor and City Council:**

Mayor Riley discussed a letter she received from Ms. Sinclair, who is concerned about Forrest Meadow's appearance. Mayor Riley offered congratulations to Library Director Joyce Trent, who received two additional grants for the Library. Mayor Riley thanked the American Legion for hosting the 911 Remembrance celebrations; provided a reminder to the audience about the next Walk and Talk with the Mayor; announced a meeting of the MPO to conduct at the conference center on Tuesday, September 24th; and announced that she would be attending the TML Conference in Austin, October 9-11th.

Lastly, Mayor Riley discussed her recent ride-along with Officer Casey Marshall, and discussed her favorable experience.

Councilman Biever announced an upcoming Festival Committee meeting with Mr. Mike DeLaGarza to be held October 3rd, in the Council Chambers at 6:30.

Councilman Reyna asked that Council keep Mr. Rudy Garcia in their prayers as he recently went through heart bypass surgery.

Councilman Ruiz spoke to the Diez y Seis event that was hosted by the Mexican Consulate and was pleased that the City of Leon Valley was well represented.

Mayor Riley announced the upcoming strategic planning meeting on Saturday, November 16th, at which time the discussion will relate to the City's 3 to 5 year plan.

At 10:41 p.m., Mayor Riley adjourned the City Council Meeting.

Chris Riley, Mayor

ATTEST:

Leticia Callanen, Interim City Secretary

MAYOR AND COUNCIL COMMUNICATION

M&C #2013-10-14-06

DATE: October 14, 2013
TO: Mayor and City Council
FROM: Leticia Callanen, Interim City Secretary
THROUGH: Manuel Longoria, Jr., City Manager
SUBJECT: CONSIDERATION OF BOARD OR COMMISSION APPOINTMENT

PURPOSE

The City of Leon Valley currently has an opening on the Parks Commission after Commissioner Felkner recently resigned her position.

One application (Attachment A) has been received in the City Secretary's Office for the following individual with their stated interest. This action will approve the appointment of:

- A. Ms. Monica Alcocer to the Parks Commission for a two-year term from the date of the approval by City Council

Upon approval, the term will be effective immediately.

The Park Commission consists of nine members, who are appointed by the city council for a two year term, and serve as an advisory commission to the council in the development, maintenance and regulation of city parks as the council may prescribe. The commission shall prepare and submit recommendations to the council concerning items to be purchased for the park; however, the council shall have final decision-making authority on all matters.

RECOMMENDATION

Staff recommends approval of this Commission appointment.

S.E.E IMPACT STATEMENT

Social Equity—Encourages residents, business owner/operators, and other stakeholders volunteer opportunities to actively participate in advisory processes affecting City services.

Economic Development –Board appointments in these areas support the goal to attract, expand and retain viable businesses to promote development and redevelopment.

Environmental Stewardship – The Park Commission actively supports the continued efforts for the City to become carbon-neutral by conserving and preserving natural resources to enhance our environment with earth-friendly practices.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS: _____

ATTEST:

Leticia Callanen, Interim City Secretary

(210) 680-9322

FAX COVER SHEET --- PLEASE DELIVER IMMEDIATELY

TO: Mayor Chris Riley

FAX #: ~~XXXXXXXXXXXXXXXXXXXX~~

DATE: 9-17-13

TIME: 8:29 am

SUBJECT: Parks Commission Volunteer

PLEASE INFORM US IMMEDIATELY IF ANY PAGES ARE MISSING OR IMPROPERLY RECEIVED

1 of 3 pages

The documents accompanying this telecopy transmission contain confidential information which is legally privileged. The information is intended only for the use of the recipient named above. If you have received this telecopy in error, please immediately notify us by telephone to arrange for return of the telecopy documents to us. You are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this telecopied information is strictly prohibited.

*Chris - my primary / first interest is Parks!
Thank -
Gloria*



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 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. The quarterly meeting is held 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 City Hall.
- 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 4th 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.
- Earthwise Living Committee:** The Earthwise Living Committee (EWLC) is dedicated to providing community education to assist in learning to live 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, 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

HP LaserJet 3050

Fax Call Report



CITY LEON VALLEY
2106844476
Sep-17-2013 8:20AM

Job	Date	Time	Type	Identification	Duration	Pages	Result
15733	9/17/2013	8:19:36AM	Receive	XXXXXX	0:48	3	OK

09/17/2013 09 35 2108809322

#0100 P 001/003

(210) 680-9322

FAX COVER SHEET --- PLEASE DELIVER IMMEDIATELY

TO: *Mayor Chris Riley* FAX #: ~~XXXXXXXX~~

DATE: *9-17-13* TIME: *8:29 am*

SUBJECT: *Parks Commission Volunteer*

PLEASE INFORM US IMMEDIATELY IF ANY PAGES ARE MISSING OR
IMPROPERLY RECEIVED

1 of 3 pages

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*Chris - my primary / first interest is Parks!
Thank -
Monica*

MAYOR AND COUNCIL COMMUNICATION

M&C # 2013-10-14- 07

DATE: October 14, 2013

TO: MAYOR AND CITY COUNCIL

SUBJECT: TO APPROVE A RESOLUTION ADOPTING LOCAL AGENCY MANAGEMENT PROCEDURES THAT REGULATE HOW BIDDING AND LETTING OF TXDOT & FEDERAL HIGHWAY ADMINISTRATION (FHWA) FUNDED TRANSPORTATION PROJECTS WILL BE PERFORMED, IN ACCORDANCE WITH TXDOT APPROVED GUIDELINES FOR THE PURPOSE OF OBTAINING FUTURE TRANSPORTATION RELATED GRANT FUNDS FROM TXDOT

PURPOSE

While in the process of requesting funding for the construction of a proposed hike and bike trail, it was discovered that in order to let and bid any transportation related project through TxDOT, the City must create and adopt Local Agency Management Procedures (LAM). These procedures govern how the letting and bidding of federally funded transportation projects will be performed. The LAM specifically addresses:

- Preparation and advertisement of bids,
- Use of disadvantaged business enterprises; and
- Forms to be used during construction of the project.

FISCAL IMPACT

None

RECOMMENDATION

It is recommended that the City Council approve this Resolution, adopting Local Agency Management Procedures.

S.E.E. IMPACT STATEMENT

Social Equity - Allows the City of Leon Valley to compete with other suburban cities for federal grant funding and assures City projects are constructed with full adherence to federal and local laws regarding quality of highway project construction.

Economic Development - Transportation enhancement projects attract businesses, which further Leon Valley's economic health and well-being.

Environmental Stewardship - An environmental impact study is usually required by TxDOT prior to funding any project, which assures responsible environmental stewardship.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

Leticia Callanen, City Secretary

ATT: Proposed Resolution No.
Local Agency Management Procedures (see electronic copy)

RESOLUTION NO. # _____

A RESOLUTION ADOPTING LOCAL AGENCY MANAGEMENT PROCEDURES

WHEREAS, the City of Leon Valley has identified the necessity to Construct a Hike and Bike Trail along Huebner Creek from Crystal Hills Park to Raymond Rimkus Park (Evers Road); and

WHEREAS, a Master Agreement between the City of Leon Valley and the Texas Department of Transportation has been adopted and states the general terms and conditions for the development of transportation projects utilizing a Local Transportation Project Advanced Funding Agreement (LPAFA) for Local Government Participation Projects; and

WHEREAS, the Texas Transportation Commission passed Minute Order 113074 that provides for the development of, and funding for, the Construction of a Hike and Bike Trail along Huebner Creek from Crystal Hills Park to Raymond Rimkus Park (Evers Road); and

WHEREAS, LOCAL AGENCY MANAGEMENT PROCEDURES have been prepared that set forth acceptable letting and bidding procedures for the development and construction of **PROJECT**.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS: that the City Council adopts the Local Agency Management Procedures.

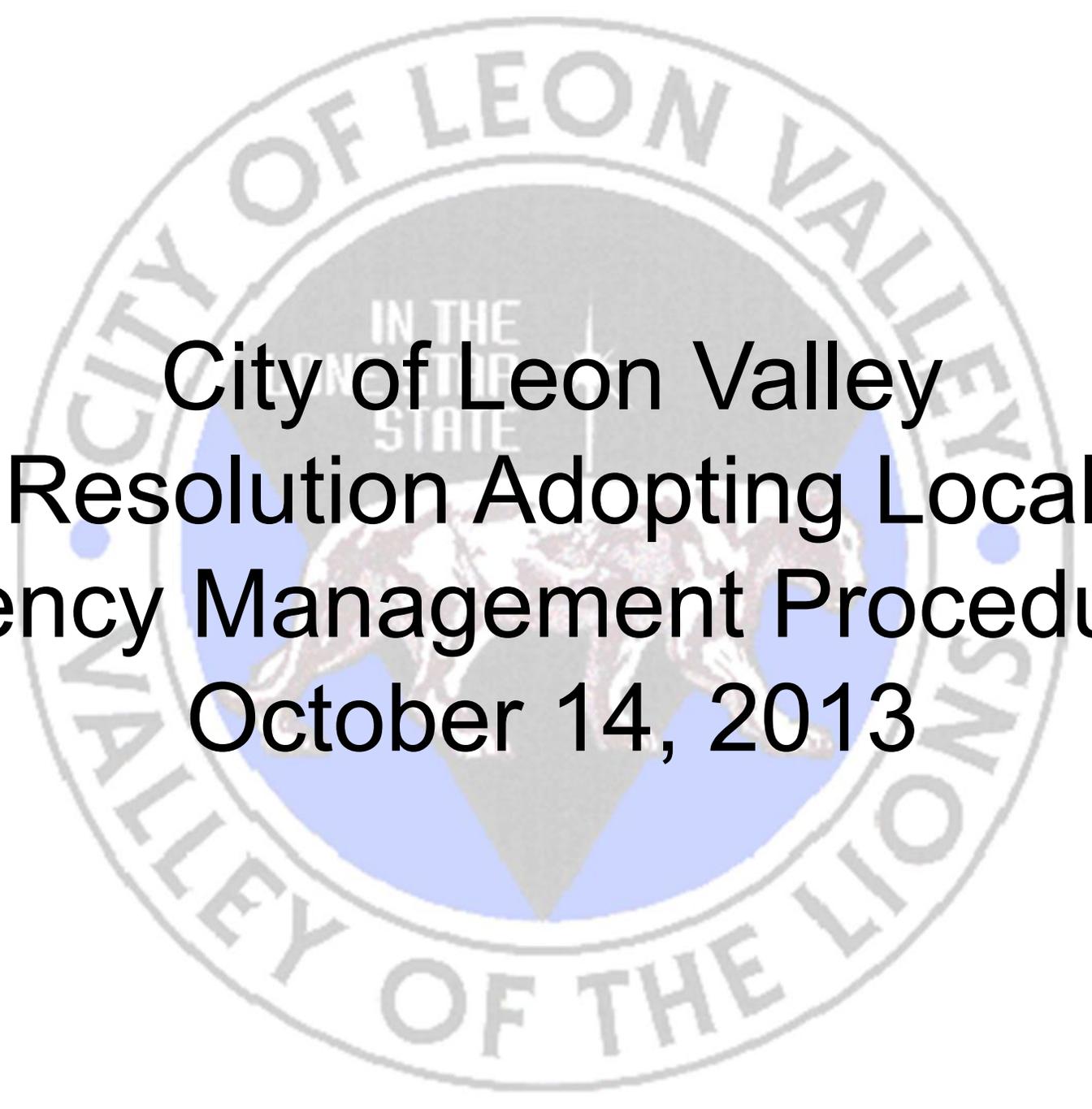
PASSED and APPROVED on this the ____ day of _____, 2013.

APPROVED:

Chris Riley, Mayor

ATTEST:

Janie Willman, City Secretary

The background features a large, faded circular seal. The outer ring of the seal contains the text "CITY OF LEON VALLEY" at the top and "OF THE LIONS" at the bottom. Inside this ring, there is a central emblem depicting a lion standing on a globe. Above the lion, the text "IN THE STATE" is visible. The seal is rendered in a light gray color, serving as a watermark for the document.

**City of Leon Valley
Resolution Adopting Local
Agency Management Procedures
October 14, 2013**



Purpose

- To approve a Resolution adopting Local Agency Management Procedures for the purpose of regulating how bidding and letting of TxDOT & Federal Highway Administration (FHWA) funded transportation projects will be performed, in accordance with TxDOT approved guidelines



Background

- Proposing to construct Hike & Bike Trail
- Project accepted at Metropolitan Planning Organization's (MPO) 2012 Call for Projects
- Funding from City (20%) & FHWA (80%), through TxDOT (oversight responsibility)
- Must create and adopt Local Agency Management Procedures in order to qualify



Background

- Relates to:
 - Preparation and advertisement of bids,
 - Use of disadvantaged business enterprises; and
 - Forms to be used during construction of the project.



Recommendation

- Approve Resolution adopting Local Agency Management Procedures
- Meets City Council Strategic Goal 2 f. Huebner Creek Hike & Bike Trail



S.E.E. Impact Statement

- Social Equity – allows City to compete with other urban cities for federal funding of highway related projects & assures projects are constructed properly
- Economic Development – Transportation enhancement projects improve Leon Valley's overall attraction to new businesses
- Environmental Stewardship – an environmental impact study is typically required for all TxDOT related projects

The background features a large, faint, circular seal. The outer ring of the seal contains the text "CITY OF LEON VALLEY" at the top and "OF THE LIONS" at the bottom. Inside this ring is a shield-shaped emblem. The top of the shield contains the text "IN THE ONE STAR STATE" with a five-pointed star above it. The main body of the shield depicts a lion's head facing left. The seal is rendered in a light gray color.

**City of Leon Valley
Resolution Adopting Local
Agency Management
Procedures
October 4, 2013**

MAYOR AND COUNCIL COMMUNICATION

M&C #2013-10-14-08

DATE: OCTOBER 14, 2013

TO: MAYOR AND CITY COUNCIL

SUBJECT: AUTHORIZING AN ORDINANCE OF THE CITY COUNCIL TO ENTER INTO A CONTRACT FOR THE PURCHASE OF PARCEL P-7D, ABSTRACT 432, CB 4430, BEING AN APPROXIMATELY 0.459 ACRE TRACT OF LAND LOCATED IN THE 6800 BLOCK OF POSS ROAD, FOR THE PURPOSE OF FUTURE STORMWATER IMPROVEMENTS TO HUEBNER CREEK

PURPOSE

To adopt an ordinance authorizing the City Manager to enter into a contract for the purchase of an approximately 0.459 acre tract of land, located in the 6800 block of Poss Road, for the purpose of future stormwater improvements to Huebner Creek.

BACKGROUND

This lot is adjacent to Huebner Creek along the private access easement that leads to the Little League Park off Poss Road. The curve of the creek continues to erode and has removed roughly 25 ft of soil in the past 18 years, or approximately 1 ft per year of soil. The lot needed for future reshaping of Huebner Creek to minimize stormwater pollution.

The City has a permit from the State to operate a Stormwater Utility and to collect fees to fund that utility and eliminating and/or minimizing storm water runoff pollution is the primary purpose of Leon Valley Storm Water management Program. Effective management of storm water runoff will provide for improvement in the quality of the receiving water bodies, the conservation of water resources, and the protection of the public health. If not purchased, City would need to buy an easement from this property owner to perform bank stabilization.

This property had been for sale on and off through the years, but due to its location and cost to develop, the lot was never sold. Comparable properties indicate sales of similar vacant land from \$1.64 to \$2.95 per square foot, within a 5 mile radius. Due to the fact that the property has been severely eroded by the creek, is not platted, and has no public road access, Staff negotiated a sales price of \$15,740 or \$0.78 per square foot.

FISCAL IMPACT

With closing costs, the total sale amount is approximately \$16,500. These funds would be taken from the Stormwater budget, which has a balance of approximately \$117,250.

RECOMMENDATION

It is recommended that the City Council adopt an ordinance authorizing the City Manager to enter into a contract for the purchase of Parcel P-7D, Abstract 432, CB 4430, an approximately 0.459 acre tract of land in the 6800 block of Poss Road, for the purpose of future stormwater improvements to Huebner Creek.

S.E.E. IMPACT STATEMENT

Social Equity – Reducing stormwater runoff pollutants helps to protect public health.

Economic Development – Reduces costs associated with removing pollutants from our water sources.

Environmental Stewardship – Effective management of storm water runoff provides for improvement in the quality of the receiving water bodies and in conservation of water resources.

STRATEGIC GOALS STATEMENT

Item 2(g) Make Improvements/Investments to Rimkus Park

Purchase of this property will provide an indirect benefit in that it will provide the City with 0.459 more acres of undeveloped land that could be added to the City's park system.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS: _____

ATTEST:

Leticia Callanen, Interim City Secretary

AN ORDINANCE

AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE PURCHASE OF PARCEL P-7D, ABSTRACT 432, CB 4430, AN APPROXIMATELY 0.4590 ACRE TRACT OF LAND IN THE 6800 BLOCK OF POSS ROAD.

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

1. That the City Council of the City of Leon Valley hereby authorizes the City Manager to enter into a contract for purchase of Parcel P-7D, Abstract 432, CB 4430, an approximately 0.4590 acre tract of land in the 6800 block of Poss Road.
2. This ordinance shall become effective on and after its passage, approval, and publication, as prescribed by law.

PASSED and APPROVED this the 14th day of October, 2013.

Mayor Chris Riley

ATTEST:

Leticia Callenan, City Secretary

APPROVED AS TO FORM:

City Attorney

City of Leon Valley
Land Acquisition
6886 Poss Rd

City Council Meeting
October 14, 2013

Purpose

- To authorize the City Manager to enter into a contract for purchase of property known as P-7D, Abstract 432, CB 4430, in 6800 block of Poss Rd, for the purpose of future Huebner Creek bank stabilization to minimize stormwater pollution

Background

- Lot is adjacent to curve in Huebner Creek, along private access easement leading to Little League Park, off Poss Road
- Curve of creek continues to erode & has removed roughly 25 ft of soil in the past 18 years or 1 ft per year
- Lot needed for future reshaping of Huebner Creek to minimize stormwater pollution
- The City has a permit from the State to operate a Stormwater Utility & collect fees to fund that utility

Erosion Control

- Eliminating storm water runoff pollution is primary purpose of Leon Valley Storm Water management Program
- Effective management of storm water runoff will provide for improvement in the quality of the receiving water bodies, the conservation of water resources, & protection of public health
- If not purchased, City would need to buy an easement to perform bank stabilization

Parcel Map



Floodplain Map



Current City Property



Past and Present Aerials



Fiscal Impact

- Lot for sale in past, but never sold
- Similar lots priced from \$1.64 to \$2.95/SF; however, comparables are platted, not in floodplain & not severely eroded
- Staff and owner negotiated price to \$15,740 or \$0.78/SF, with closing costs expected to be \$500
- Approximately \$16,500 from Stormwater funds

Recommendation

- Recommend adopting ordinance authorizing City Manager to enter into contract for purchase of Parcel P-7D, Abstract 432, CB 4430, approximately 0.459 acre tract in 6800 block of Poss Road
- For purpose of future Huebner Creek bank stabilization to minimize stormwater pollution

S.E.E. Statement

- Social Equity – Reducing stormwater runoff pollutants helps to protect public health
- Economic Development – Reduction in costs associated with removing pollutants from our water sources
- Environmental Stewardship – Effective management of storm water runoff provides for improvement in the quality of the receiving water bodies and in conservation of water resources

City of Leon Valley
Land Acquisition
6886 Poss Rd

City Council Meeting
October 14, 2013

MAYOR AND COUNCIL COMMUNICATION

M&C #2013-10-14-

DATE: OCTOBER 14, 2013

TO: MAYOR AND COUNCIL

SUBJECT: APPROVAL OF QUARTERLY INVESTMENT REPORT FOR THE QUARTER ENDED SEPTEMBER 30, 2013

PURPOSE

Approval of the Quarterly Investment Report for the quarter ended September 30, 2013.

RECOMMENDATION

Approve the Quarterly Investment Report for the quarter ended September 30, 2013.

S.E.E IMPACT

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

A. Safety

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

B. Liquidity

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

C. Diversification

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

D. Yield

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

Economic Development - N/A

Environmental Stewardship - N/A

FISCAL IMPACT

None.

APPROVED: _____

DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:

City of Leon Valley, Texas
Quarterly Investment Report
July 1, 2013 - September 30, 2013

October 14, 2013

Honorable Mayor Riley and City Council Members:

The Quarterly Investment Report for the City of Leon Valley, Texas for the quarter ended September 30, 2013 is hereby submitted.

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

For the quarter, TexPool's yield ranged between .0531 and .0394%, compared to the quarter ended December 31, 2013 yield of between .1022% and .0576%. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .056% and .010% for the quarter.

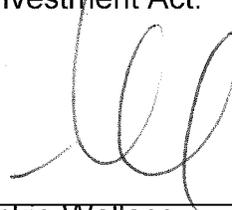
A cash flow analysis is made to determine the cash liquidity needs of the City. The City must have ready access to liquid cash to provide for day-to-day business needs, accounts payable, payroll, and capital projects. Short-term dollars are maintained in checking accounts, investment pools, or certificate of deposits. As of September 30, 2013 the City had \$14,895,185.01 in its investment portfolio.

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

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



Manuel Longoria, Jr.
City Manager



Vickie Wallace
Finance Director

**CITY OF LEON VALLEY, TEXAS
 INVESTMENT PORTFOLIO SUMMARY
 FOR THE QUARTER ENDED SEPTEMBER 30, 2013**

FUND	VALUE BY TYPE OF INVESTMENT		INTEREST EARNED FOR QUARTER	TOTAL
	INVESTMENT POOL	CERTIFICATE OF DEPOSITS		
GENERAL FUND	\$ 3,243,139.69	\$ -	\$ 471.64	\$ 3,243,139.69
ENTERPRISE FUND	\$ 2,755,309.60	\$ -	\$ 315.78	\$ 2,755,309.60
COMMUNITY CENTER	\$ 71.28	\$ -	\$ -	\$ 71.28
POLICE FORFEITURE TRUST	\$ 336,305.55	\$ -	\$ 49.65	\$ 336,305.55
STREET SALES TAX	\$ 592,245.12	\$ -	\$ 67.89	\$ 592,245.12
CAPITAL PROJECT FUND	\$ 6,708,469.37	\$ -	\$ 801.84	\$ 6,708,469.37
CIED FUND	\$ 1,259,644.40	\$ -	\$ 144.33	\$ 1,259,644.40
TOTAL INVESTMENT PORTFOLIO AS OF 09/30/13			\$ 1,851.13	\$ 14,895,185.01

**GENERAL FUND
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2013**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 06/30/13	151400005			1.000	\$ 4,342,668.05	\$ 4,342,668.05
07/31/2013	151400005	\$ 195.80	\$ -	1.000	\$ 4,342,863.85	\$ 4,342,863.85
08/31/2013	151400005	\$ 150.58	\$ 400,000.00	1.000	\$ 3,943,014.43	\$ 3,943,014.43
09/30/2013	151400005	\$ 125.26	\$ 700,000.00	1.000	\$ 3,243,139.69	\$ 3,243,139.69
TOTAL TEXPOOL AS OF 09/30/13						\$ 3,243,139.69

CERTIFICATES OF DEPOSIT						
<i>PURCHASE DATE</i>	<i>INVESTMENT</i>	<i>TERM</i>	<i>MATURITY DATE</i>	<i>YIELD AT PURCHASE</i>	<i>FACE VALUE</i>	<i>MARKET VALUE</i>
TOTAL CERTIFICATES OF DEPOSIT AS OF 09/30/13						\$ -

TOTAL GENERAL FUND INVESTMENT PORTFOLIO AS OF 09/30/13	\$ 3,243,139.69
---	------------------------

**ENTERPRISE FUND
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2013**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 06/30/13	151400003			1.000	\$ 2,754,993.82	\$ 2,754,993.82
07/31/2013	151400003	\$ 124.23	\$ -	1.000	\$ 2,755,118.05	\$ 2,755,118.05
08/31/2013	151400003	\$ 102.18	\$ -	1.000	\$ 2,755,220.23	\$ 2,755,220.23
09/30/2013	151400003	\$ 89.37	\$ -	1.000	\$ 2,755,309.60	\$ 2,755,309.60
TOTAL TEXPOOL AS OF 09/30/13						\$ 2,755,309.60

CERTIFICATES OF DEPOSIT						
<i>PURCHASE DATE</i>	<i>INVESTMENT</i>	<i>TERM</i>	<i>MATURITY DATE</i>	<i>VALUE AT PURCHASE</i>	<i>FACE VALUE</i>	<i>MARKET VALUE</i>
TOTAL CERTIFICATES OF DEPOSIT AS OF 09/30/13						\$ -

TOTAL ENTERPRISE FUND INVESTMENT PORTFOLIO AS OF 09/30/13	\$ 2,755,309.60
--	------------------------

**COMMUNITY CENTER
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2013**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 06/30/13	151400001				\$ 71.28	\$ 71.28
07/31/2013	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
08/31/2013	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
09/30/2013	151400001	\$ -	\$ -	1.000	\$ 71.28	\$ 71.28
TOTAL TEXPOOL AS OF 09/30/13						\$ 71.28
TOTAL COMMUNITY CENTER INVESTMENT PORTFOLIO AS OF 09/30/13						\$ 71.28

**POLICE FORFEITURE TRUST ACCOUNT
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2013**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 06/30/13	151400008			1.000	\$ 436,255.90	\$ 436,255.90
07/31/2013	151400008	\$ 19.65	\$ -	1.000	\$ 436,275.55	\$ 436,275.55
08/31/2013	151400008	\$ 16.20	\$ -	1.000	\$ 436,291.75	\$ 436,291.75
09/30/2013	151400008	\$ 13.80	\$ 100,000.00	1.000	\$ 336,305.55	\$ 336,305.55
TOTAL TEXPOOL AS OF 09/30/13						\$ 336,305.55
TOTAL POLICE FORFEITURE INVESTMENT PORTFOLIO AS OF 09/30/13						\$ 336,305.55

**STREET TAX
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2013**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER ACCOUNT</i>	<i>SHARES PURCHASED SHARES</i>	<i>SHARES REDEEMED SHARES</i>	<i>PRICE PER SHARE PRICE PER</i>	<i>SHARES OWNED SHARES</i>	<i>MARKET VALUE MARKET</i>
AS OF 06/30/13	151400005			1.000	\$ 592,177.23	\$ 592,177.23
07/31/2013	151400005	\$ 26.71	\$ -	1.000	\$ 592,203.94	\$ 592,203.94
08/31/2013	151400005	\$ 21.97	\$ -	1.000	\$ 592,225.91	\$ 592,225.91
09/30/2013	151400005	\$ 19.21	\$ -	1.000	\$ 592,245.12	\$ 592,245.12
TOTAL TEXPOOL AS OF 09/30/13						\$ 592,245.12

TOTAL STREET TAX INVESTMENT PORTFOLIO AS OF 09/30/13	\$592,245.12
---	---------------------

**CAPITAL PROJECT FUND
INVESTMENT PORTFOLIO
BY TYPE OF INVESTMENT
FOR THE QUARTER ENDED SEPTEMBER 30, 2013**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 06/30/13	151400013			1.000	\$ 7,007,667.53	\$ 7,007,667.53
07/31/2013	151400013	\$ 315.95		1.000	\$ 7,007,983.48	\$ 7,007,983.48
08/31/2013	151400013	\$ 259.80	\$ -	1.000	7,008,243.28	7,008,243.28
09/30/2013	151400013	\$ 226.09	\$ 300,000.00	1.000	\$ 6,708,469.37	\$ 6,708,469.37
TOTAL TEXPOOL AS OF 09/30/13						\$ 6,708,469.37
TOTAL 2009 PFCO INVESTMENT PORTFOLIO AS OF 09/30/13						\$ 6,708,469.37

**CIED FUND
 INVESTMENT PORTFOLIO
 BY TYPE OF INVESTMENT
 FOR THE QUARTER ENDED SEPTEMBER 30, 2013**

INVESTMENT POOL - TEXPOOL						
<i>DATE</i>	<i>ACCOUNT NUMBER</i>	<i>SHARES PURCHASED</i>	<i>SHARES REDEEMED</i>	<i>PRICE PER SHARE</i>	<i>SHARES OWNED</i>	<i>MARKET VALUE</i>
AS OF 06/30/13	151400013			1.000	\$ 1,259,500.07	\$ 1,259,500.07
07/31/2013	151400013	\$ 56.78	\$ -	1.000	\$ 1,259,556.85	\$ 1,259,556.85
08/31/2013	151400013	\$ 46.67	\$ -	1.000	\$ 1,259,603.52	\$ 1,259,603.52
09/30/2013	151400013	\$ 40.88	\$ -	1.000	\$ 1,259,644.40	\$ 1,259,644.40
TOTAL TEXPOOL AS OF 09/30/13						\$ 1,259,644.40

MAYOR AND COUNCIL COMMUNICATION

M&C #2013-10-14-10

DATE: OCTOBER 14, 2013

TO: MAYOR AND COUNCIL

SUBJECT: APPROVAL OF ANNUAL INVESTMENT REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2013

PURPOSE

Approval of the Annual Investment Report for the fiscal year ended September 30, 2013.

FISCAL IMPACT

None.

RECOMMENDATION

Approve Annual Investment Report for the fiscal year ended September 30, 2013.

S.E.E IMPACT

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

A. Safety

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

B. Liquidity

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

C. Diversification

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

D. Yield

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

Economic Development - N/A

Environmental Stewardship - N/A

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:

MEMORANDUM TO COUNCIL

To: Mayor Riley and Council Members

Date: October 14, 2013

Subject: Annual Investment Report for the Period of October 1, 2012- September 30, 2013

For the fiscal year ended September 30, 2013, the City's investment portfolio consisted of one investment pool for a total investment portfolio of \$14,895,185.01. Only enough funds to meet current obligations were maintained at Frost National Bank. All excess funds were invested as allowed by the City's Investment Policy. For the fiscal year, TexPool's yield ranged between .1657% and .0394%. In comparison, interest rates for the 13-week U.S. Treasury Bills ranged between .1572% and .010 % for the fiscal year.

The following are the investment highlights by quarter:

Fiscal Year 2013 First Quarter Investment Highlights October 1, 2012 - December 31, 2012

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

For the quarter, TexPool's yield ranged between .1657% and .1506%, compared to the quarter ended September 30, 2012 yield of between .1572% and .1313 %. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .127% and .041% for the quarter.

As of December 31, 2012 the City had \$14,986,341.65 in its investment portfolio.

Fiscal Year 2013 Second Quarter Investment Highlights January 1, 2013 - March 31, 2013

For the quarter that ended March 31, 2013, the City's investment portfolio contained one investment pool.

For the quarter, TexPool's yield ranged between .0935% and .1047%, compared to the quarter ended December 31, 2012 yield of between .1657% and .1506 %. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .127% and .066% for the quarter.

As of March 31, 2013 the City had \$16,390,184.84 in its investment portfolio.

**Fiscal Year 2013 Third Quarter Investment Highlights
April 1, 2013 - June 30, 2013**

For the quarter that ended June 30, 2013, the City's investment portfolio contained one investment pool.

For the quarter, TexPool's yield ranged between .1022% and .0576%, compared to the quarter ended December 31, 2013 yield of between .0935% and .1047 %. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .075% and .045% for the quarter.

As of June 30, 2013 the City had \$16,393,333.88 in its investment portfolio.

**Fiscal Year 2013 Fourth Quarter Investment Highlights
July 1, 2013 - September 30, 2013**

For the quarter that ended September 30, 2013, the City's investment portfolio contained one investment pool.

For the quarter, TexPool's yield ranged between .0531 and .0394%, compared to the quarter ended December 31, 2013 yield of between .1022% and .0576 %. In comparison, interest rates for 13-week U.S. Treasury Bills ranged between .056% and .010% for the quarter.

As of September 30, 2013 the City had \$14,895,185.01 in its investment portfolio.

MAYOR AND COUNCIL COMMUNICATION

M&C #2013-10-14-11

DATE: October 14, 2013

TO: MAYOR AND CITY COUNCIL

SUBJECT: ANNUAL REVIEW AND ADOPTION OF INVESTMENT POLICY

PURPOSE

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

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

FISCAL IMPACT

None

RECOMMENDATION

Adopt the City of Leon Valley Investment Policy.

S.E.E. IMPACT

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

A. Safety

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

B. Liquidity

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

C. Diversification

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

D. Yield

A fundamental rule of investing is that risk equals return. The City has deliberately established a low risk threshold to protect its financial resources and ensure that cash is available when needed. The City will invest idle cash at the highest possible rate of return,

consistent with the objectives and provisions of this policy, and in compliance with state and federal laws governing the investment of public funds.

Economic Development - N/A

Environmental Stewardship - N/A

Approved _____ Disapproved _____

APPROVED WITH THE FOLLOWING AMENDMENTS: _____

ATTEST: _____

AN ORDINANCE

**APPROVING AND ADOPTING THE CITY OF LEON VALLEY
INVESTMENT POLICY AND INVESTMENT STRATEGIES**

WHEREAS, Texas Government Chapter 2256, the Public Funds Investment Act (the “Act”) authorizes a municipality to purchase, sell, and invest its funds and funds under its control in investments authorized under the Act in compliance with investment policies approved by the governing body and according to the standard of care prescribed by the Act; and

WHEREAS, the Act requires the City review the City’s investment policy and investment strategies no less than annually; and

WHEREAS, the City Council hereby finds and determines that the attached investment policy and investment strategies complies with the Act and authorizes the investment of City funds in safe and prudent investments.

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

That the City of Leon Valley Investment Policy, attached hereto, and the investment strategies provided for therein has been reviewed by the City Council and is hereby adopted as the investment policy of the City of Leon Valley effective October 14, 2013 with no changes.

DULY PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 14th day of October 2013.

ATTEST:

APPROVED:

City Secretary

Chris Riley, Mayor

APPROVED AS TO FORM:

City Attorney

**City of Leon Valley
Investment Policy**

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I. PURPOSE

A. Introduction

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

B. Statutory Authority

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

C. Scope

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

II. OBJECTIVES

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

A. Safety

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

B. Liquidity

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

C. Diversification

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

D. Yield

A fundamental rule of investing is that risk equals return. The City has deliberately established a low risk threshold to protect its financial resources and ensure that cash is available when needed. The City will invest idle cash at the highest possible rate of return, consistent with the

objectives and provisions of this policy, and in compliance with state and federal laws governing the investment of public funds.

III. STANDARDS OF CARE

A. Prudence

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

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

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

B. Ethics and Conflicts of Interest

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

C. Delegation of Authority

Management responsibility for the investment program is delegated to the City Manager and the Finance Director. As Investment Officers for the City, the City Manager and Finance Director are responsible for the day-to-day administration of the investment program and shall supervise the activities of subordinate employees. No person may engage in investment transactions except as provided under the terms of this policy.

D. Training

Investment Officers shall attend at least one training session related to their duties as Investment Officers within 12 months of assuming office or duties; a training session not less than once in a

two-year period that begins on the first day of the City of Leon Valley's fiscal year and consists of the two consecutive years after that date; each training session shall contain not less than 10 hours of training. This training must include education in investment controls, security risks, strategy risks, market risks and compliance with the Public Funds Investment Act.

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

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

E. Indemnity

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

IV. AUTHORIZED AND SUITABLE INVESTMENTS

A. Investment Types

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

1. Certificates of Deposit. Fully insured or collateralized certificates issued by state and national banks, a savings bank, or a state and federal credit union domiciled in the State of Texas.
2. U.S. Treasuries and Agencies. Securities issued by the United States Treasury or its Governmental Agencies. U. S. Treasuries and Agencies are guaranteed as to principal and interest by the full faith and credit of the United States of America.

3. Obligations of the States, agencies thereof, Counties, Cities, and other political subdivisions of any state having been rated as investment quality by a nationally recognized investment rating firm, and having received a rating of not less than "A" or its equivalent.
4. Repurchase Agreements. Repurchase agreements that are fully collateralized by U.S. Treasuries or Agencies guaranteed as to principal and interest by the full faith and credit of the United States of America.
5. Investment Pools. Investment pools that meet the following criteria:
 - a. An investment pool must provide an offering circular or other similar disclosure instrument and provide monthly transaction reporting.
 - b. A public funds investment pool created to function as a money market mutual fund must (1) mark its portfolio to market daily, (2) include in its investment objectives the maintenance of a stable net asset value of \$1 for each share and (3) be continuously rated no lower than "AAA" or "AAA-m" or at an equivalent rating by at least one nationally recognized rating service.
 - c. An investment pool must invest solely in (1) obligations of the United States or its agencies and instrumentalities, (2) repurchase agreements involving those same obligations and (3) SEC regulated AAA no-load money market mutual funds with a weighted average of maturity of 60 days or less and an investment objective of a \$1.00 stable net asset value.
6. **Money Market Mutual Funds.** No-load money market mutual funds if the fund:
 - a. Is registered with and regulated by the Securities and Exchange Commission (SEC);
 - b. Provides a prospectus and other information required by federal law.
 - c. Invests exclusively in U.S. Treasuries or Agencies and/or repurchase agreements fully collateralized by such obligations;
 - d. Has a dollar-weighted average stated maturity of 90 days or less; and
 - e. Includes in its investment objectives the maintenance of a stable net asset value of \$1 per share.
7. Other Investments. Other as approved by the City Council and not prohibited by law.

B. Prohibited Investments

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

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;

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

C. Length of Investments

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

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

D. Measuring Market Value

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

V. SELECTION OF BANKS AND DEALERS

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

A. Depository

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

B. Investment Dealers

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

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

VI. SAFEKEEPING AND CUSTODY

A. Insurance or Collateral

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

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

B. Types of Collateral

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

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

C. Audit

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

D. Delivery vs. Payment

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

VII. REPORTING REQUIREMENTS

A. Quarterly Reports

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

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

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

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

B. Annual Report

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

VIII. INTERNAL CONTROLS AND ANNUAL REVIEW

A. Internal Controls

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

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

7. **Reconciliation of Security Receipts with Subsidiary Records.** All security safekeeping receipts shall be reconciled to the general ledger monthly by the Finance department.
8. **Custodial Safekeeping.** Securities purchased from any bank or dealer including appropriate collateral shall be placed with an independent third party for custodial safekeeping.
9. **Avoidance of Bearer-Form Securities.** Negotiable securities are more susceptible to misappropriation than book entry only securities and must be properly safeguarded against loss, destruction or fraud.

B. Annual Review

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

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

APPENDIX A

CERTIFICATION

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

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

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

Firm

Signature

Name

Title

Date

GLOSSARY

AGENCIES: Federal agency securities.

ASKED: The price at which securities are offered.

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

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

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

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

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

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

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

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

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

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

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

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

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

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply

credit to various classes of agencies.

MAYOR AND COUNCIL COMMUNICATION

M&C# 2013-10-14

DATE: October 14, 2013
TO: MAYOR AND CITY COUNCIL
SUBJECT: CONTINUATION OF AGREEMENT WITH THE SAN ANTONIO POLICE DEPARTMENT

PURPOSE

In January of 2005, the City of Leon Valley entered into a cooperative agreement with the San Antonio Police Department. This agreement places a Leon Valley Police Officer into the San Antonio Police Department High Intensity Drug Trafficking Area (HIDTA). The agreement is a one-year agreement. In the event the City decides to withdraw its participation in the initiative, the agreement contains a "30 day opt out" provision.

Member agencies of the San Antonio HIDTA Initiative have unique opportunities to impact the quality of life and well being of the citizens of Leon Valley, San Antonio, the State of Texas, and the United States. By combining their efforts, these agencies have committed to the task force concept in order to achieve the goals of the HIDTA Initiative.

S.E.E. IMPACT

Social Equity – To assist in helping our community fight illegal narcotics. With the addition of Task Force Officers, this increases the response our agency can provide to complaints

Economic Development– N/A

Environmental Stewardship – N/A

FISCAL IMPACT

The agreement stipulates that the San Antonio Police Department will provide the necessary funds and equipment to support the activities of our Officer. The City is responsible for the Officer's salary, but is reimbursed for any overtime earned.

RECOMMENDATIONS

Continue agreement with the San Antonio Police Department

STRATEGIC GOALS

Provides a revenue enhancement for City operations, Goal #7

APPROVED: _____

DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:

City Secretary

MEMORANDUM OF UNDERSTANDING
BETWEEN THE SAN ANTONIO POLICE DEPARTMENT
AND THE LEON VALLEY POLICE DEPARTMENT

The San Antonio Police Department and the Leon Valley Police Department enter into this Memorandum of Understanding regarding participation in the San Antonio Police Department High Intensity Drug Trafficking Area (HIDTA) Detail.

I. PURPOSE

The purpose of this Memorandum of Understanding is to:

1. Establish the relationship between the San Antonio Police Department and the Leon Valley Police Department, and
2. Formalize policy and procedures involving participation in the San Antonio Police Department HIDTA Detail; including the initiation and participation in drug enforcement investigations, with a primary focus of operational safety.

II. AUTHORITY

This agreement is established pursuant to the guidelines established by the High Intensity Drug Trafficking Area Program. Operational and administrative oversight shall be the responsibility of the initiative's sponsoring agency, the San Antonio Police Department.

III. PHILOSOPHY

The mission of the San Antonio Police Department HIDTA Detail, including its member law enforcement agencies, is to measurably diminish drug trafficking by disrupting and dismantling regional, national and international drug trafficking and money laundering organizations. These operations support the South Texas HIDTA Threat Assessment Strategy. To accomplish its mission, the San Antonio Police Department HIDTA Detail and its member law enforcement agencies, have adopted specific goals that include to:

1. Reduce drug trafficking and money laundering activities;
2. Reduce public corruption;
3. Reduce crime rates and illegal drug availability;
4. Increase safety for investigative and support personnel.

These goals will be furthered by the following activities:

1. Promoting counter-drug intelligence exchanges within the HIDTA and its member agencies.

2. Targeting illicit drug and money laundering organizations operating or impacting the HIDTA.
3. Identifying and prosecuting leaders of drug trafficking and money-laundering organizations.
4. Developing additional target organizations through intelligence and enforcement efforts.
5. Developing or adopting investigations which meet criteria for acceptance as Organized Crime Drug Enforcement Task Force (OCDETF) cases.

The San Antonio Police Department HIDTA Detail consists of joint, collocated, and or commingled Federal, State, or local law enforcement agencies (LEA).

IV. LIFE OF THIS AGREEMENT

This agreement's effective date will commence immediately on the date it is signed by the representatives of the respective entities involved and shall be effective until September 30, 2014.

V. CONDITIONS AND PROCEDURES

One (1) Leon Valley Police Department K-9 officer/investigator is assigned to the San Antonio Police Department HIDTA Detail. The San Antonio Police Department HIDTA Detail will provide Leon Valley Police Department K-9 officer/investigator Garland Gaston with:

1. Office space and office equipment.
2. Cellular telephone.
3. Personal computer with database access.
4. K-9 supplies, food, and veterinary care.
5. Vehicle fuel.
6. SAPD radio.
7. Overtime (up to a limit of \$10,000) for work on HIDTA cases.

The use of equipment and facilities listed above follow guidelines established by HIDTA and the City of San Antonio for use in the development and investigation of shared cases. Salaries, fringe benefits, and other liabilities would remain the responsibility of the Leon Valley Police Department.

As in previous agreements, sharing of revenues generated by participation in shared cases is also anticipated. The previous agreement was as follows:

1. On cases initiated by other task force members, where the Leon Valley Police Department investigator's contribution was assistance in surveillance, data base investigation, case preparation, or other assistance, the Leon Valley Police Department will receive a portion of the revenues not to exceed ten (10) percent.

The amount of participation and sharing of assets shall be determined by the San Antonio Police Department HIDTA Detail supervisor.

2. On cases initiated by the Leon Valley Police Department investigator as part of his responsibilities with the SAPD HIDTA Detail and where the other task force members provide assistance in the investigation, the sharing of revenues will be based on task force man-hours in the investigation. The percentage of revenue sharing in these cases shall be determined by the San Antonio Police Department HIDTA Detail supervisor.

VI. FUNDING

Overtime funding for the Leon Valley Police Department investigator will be provided by the task force project income, Activity Code 17-11-11 (SAPD HIDTA Detail account).

VII. TERMINATION OF THIS AGREEMENT

This agreement is understood by all parties to be voluntary in nature. Any party to this memorandum of understanding may terminate their participation thirty (30) days after providing notification to the San Antonio Police Department HIDTA Detail and the Signatories of this agreement.

VIII. CLOSING REMARKS

Member agencies of the San Antonio Police Department HIDTA Detail have unique opportunities to impact the quality of life and well being of the citizens of San Antonio and Leon Valley, the State of Texas, and the United States. By combining their efforts, these agencies have committed to the task force concept in order to achieve the goals and activities stated herein.

The term of this agreement shall be from the date of signature by representatives of both parties until September 30, 2014.

For the San Antonio Police Department:

For the Leon Valley Police Department:



William P. McManus, Chief
San Antonio Police Department

SEP 24 2013
Date

Randall Wallace, Chief
Leon Valley Police Department

City of Leon Valley
and
San Antonio Police Department
Memorandum of Understanding
October 14, 2013

Background

- Agreement to continue Leon Valley's participation in the San Antonio Police Department High Intensity Drug Trafficking Area (HIDTA) Task Force
 - We currently have one Officer assigned

Purpose of Initiative

- Reduce Drug trafficking and money laundering activities
- Reduce public corruption
- Reduce crime rates and illegal drug availability
- Increase safety for investigative and support personnel

San Antonio Police Provides

- All operating expenses necessary to complete mission
- Reimbursement of overtime

Leon Valley Police Provides

- Salary and benefits

Benefit to Leon Valley

- Targeting illicit drug and money laundering organizations operating or impacting the HIDTA area
- Developing or adopting investigations which meet the criteria for acceptance as Organized Crime Drug Enforcement Task Force (OCDETF)
- Access to additional resources to assist Leon Valley
- Transfer of forfeited property to Leon Valley

MAYOR AND COUNCIL COMMUNICATION

M&C #2013-10-14-13

DATE: October 14, 2013

TO: MAYOR AND CITY COUNCIL

FROM: Manuel Longoria, Jr., City Manager

SUBJECT: AMENDING THE LEON VALLEY CODE OF ORDINANCES CHAPTER 1, "GENERAL PROVISIONS," ARTICLE 1.01, "CODE OF ORDINANCES," TO ADD SECTION 1.11, "MEMORIAL NAMING/RENAMING OF CITY STREETS AND FACILITIES," AND AMENDING APPENDIX A, "FEE SCHEDULE," AND TO AMEND ARTICLE A.2.000, "ADMINISTRATIVE FEES," TO ADD SEC. A2.012, "MEMORIAL NAMING/RENAMING APPLICATION AND CONSIDERATION FEE" TO ESTABLISH A POLICY AND PROCEDURE FOR REQUESTING MEMORIALIZATION OF CITY STREETS AND/OR FACILITIES

PURPOSE

This proposed ordinance establishes a new section in the City Code and a policy for reviewing and considering requests by individuals and businesses for the renaming of existing City Streets or Facilities.

In order to ensure that an efficient and timely process be followed for addressing requests for changing the name of a city street, staff has developed a policy and application process to be implemented upon City Council approval. This policy aligns with the 2013-2014 Strategic Goals by aligning City resources to meet City Council objectives and expectations, and pursuing revenue to enhance City operations.

Establishing a fee for this new policy requires that the City Code be amended in accordance with the Leon Valley City Code, to insert Appendix A, "Fee Schedule," Article A2.000, "Administrative Fees," new Sec.A2.012, for street and facility naming or renaming. The fee will consist of a non-refundable application processing fee of \$1,000.00 which is intended to allow the City to recoup some costs associated with administrative costs, such as printing and postage required for the notification process and installation by City crews. The applicant, unless it is a request of the City of Leon Valley, will be responsible for paying all necessary application fees at the time of submission to the City Secretary.

The procedure developed will require individuals requesting a change to the name of a City street or add a memorial designation to a street or City Facility, must file an application with the City Secretary. Once an application is received, the City Secretary will determine if the application is complete or incomplete within 10 business days of the date of receipt of the application and associated fees. If the application is deemed complete, a technical review process and appropriate due diligence will be initiated in close coordination with the Community Development Department. Staff within the Community Development Department will be available to provide assistance to applicants in order to guide them through the process.

As part of the City's due diligence, a 30 day public comment period will be initiated prior to the request being placed on a future City Council meeting agenda full Council consideration.

FISCAL IMPACT

Currently, there is not a fee schedule or an existing standard policy associated with renaming city streets or facilities. This action would constitute a new fee for the City in the amount of \$1,000 per application, and requires the applicant to provide necessary costs for the manufacturing of the proposed signage, thus minimizing impacts to the Adopted Budget.

RECOMMENDATION

Staff recommends approval of this ordinance to establish a policy and procedure that will provide guidance for the process of renaming streets and facilities, and also enables the City to recover some of the incurred costs during a renaming process. This proposed policy and Code amendment provides an efficient and thorough process to follow by City staff and applicants.

S.E.E. IMPACT STATEMENT

These policies addresses S.E.E. impact statements related to Social Equity and Economic Development by providing fair and prompt procedures to address requests by individuals or businesses for street or facility name changes that would ultimately enhance the appearance of City structures, while ensuring that a clear public process is utilized.

Social Equity – The creation of a policy and procedural/operational process creates a fair environment for application.

Economic Development – Initiating standards for street and building memorialization can have a positive effect on economic development if utilized in the correct contexts.

Environmental Stewardship – Signage should not have an adverse impact on the environment and this policy will help to ensure this goal.

APPROVED: _____

DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS: _____

ATTEST:

Leticia Callanen, Interim City Secretary

AN ORDINANCE 2013-10-14-XX

AMENDING THE LEON VALLEY CODE OF ORDINANCES CHAPTER 1, "GENERAL PROVISIONS," ARTICLE 1.01, "CODE OF ORDINANCES," TO ADD SECTION 1.11, "MEMORIAL NAMING/RENAMING OF CITY STREETS AND FACILITIES," AND AMENDING APPENDIX A, "FEE SCHEDULE," AND TO AMEND ARTICLE A.2.000, "ADMINISTRATIVE FEES," TO ADD SEC. A2.012, "MEMORIAL NAMING/RENAMING APPLICATION AND CONSIDERATION FEE" TO ESTABLISH A POLICY AND PROCEDURE FOR REQUESTING MEMORIALIZATION OF CITY STREETS AND/OR FACILITIES

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

1. "Article 1.11 Memorial Naming/Renaming of City Street and Facilities is hereby amended as follows:

Sec. 1.11.001 Definitions

Facility. Shall mean anything that is built, constructed, installed, grown, or established to perform or be used for a particular function or to serve or facilitate some particular purpose. This shall include but not be limited to recreational and sports buildings and areas, community centers, fire and police stations, office building, theaters, parks, hiking or nature trails, refuges, convention centers, bridges, fountains, monuments, gardens, or gazebos.

Street. Shall mean any public highway or road within the city limits.

Significant reason. Shall mean a thoughtful, important, notable, or meaningful explanation or justification for action.

Sec.1.11.002 Renaming of City Streets or Building Name Designation

No streets or buildings shall be memorialized or renamed within the limits of the city until the name for said street or building has been approved by the city council.

Section 1.11.003 Exclusions

This section shall not apply to street names as approved as part of new residential or commercial building projects or subdivisions (see Article 3.10 "Streets and Sidewalks," Section 3.10.001 for requirements).

-Sec. 1.11.004 Choice of names

- (a) In all cases, the name choice should reflect and be appropriate for the street or building proposed for renaming or naming. The name choice shall also reflect the

street or facility's location, character, and history in the context of the City of Leon Valley.

- (b) If the name is to honor a living person, caution should be exercised to ensure that the person is of such a character that the name shall still hold honor upon that person's death.
- (c) Although the choices for a name are unlimited, names generally should be chosen to reflect:
 - (1) The location, geographical area or feature;
 - (2) Names which memorialize nations or state leaders or figures;
 - (3) Names which memorialize Leon Valley local leaders or persons;
 - (4) Mascots or characters of folklore and fiction;
 - (5) Events or dealings of historical significance;
 - (6) Ideals or goals both nationally or locally;
 - (7) Facilitator or benefactors of property, streets or facilities; or
 - (8) Traditional names which reflect the type of facility and its number, division and/or precinct.
- (d) Significant reasons for renaming a street include the following:
 - (1) to establish continuity of a street name;
 - (2) to eliminate duplication of name spelling phonetics
 - (3) to correct a misspelling;
 - (4) to enhance the ease of arriving at a location;
 - (5) for consistency with the street numbering system;
 - (6) to provide necessary roadway designation, including "street," "road," "lane," "circle," "drive," or "boulevard";
 - (7) to honor a person, place, institution, group, entity, or event; or
 - (8) to enhance a neighborhood area by way of association of the street name with the location, characteristics and historical significance.

- (e) Significant reasons for naming City building or facilities include, but are not limited to, the honoring of a person(s), a place, an institution, group, entity, or event/special event.

Sec. 1.11.004 Application For Naming/Renaming

- (a) Application shall be made to the Office of the City Secretary specifying the street renaming request. The process may be initiated by any of the following parties:
 - (1) A member of the Leon Valley City Council;
 - (2) The City Secretary, if it is determined that the street name change is in the best interest of the health, safety, welfare, and public convenience of the citizens of the City of Leon Valley;
 - (3) A group, agency, business or owner of property located in the subject street; or
 - (4) An officer or authorized representative of a government subdivision, agency, or department.
- (b) Fees shall be rendered as prescribed in accordance with the Leon Valley City Code, Appendix A, "Fee Schedule," Article A2.000, "Administrative Fees," new Sec.A2.012, for street and facility naming or renaming.
- (c) A thirty (30) day comment period must occur prior to City Council consideration.
- (d) Setting the proposed date of City Council consideration shall cause notice to be served:
 - (1) By mail to all residents or businesses within a two-hundred (200) foot radius of the facility to be named or renamed; or
 - (2) By mail to all residents, businesses and owners of the properties on the street to be named;
 - (3) By public service announcement, press releases, or other appropriate community bulletins to the entire city.

2. "Appendix A, "Fee Schedule," Article A2.000, "Administrative Fees," is hereby amended to include:

Sec. A2.012, "Memorial Naming/Renaming Application and Consideration Fee:

- (a) Application and Consideration: \$1,000.00.
- (b) Costs associated with the manufacturing and placement of the signs is the responsibility of the requestor.

3. Violation of these articles shall be punishable by a fine of up to five hundred dollars (\$500.00), unless some other fine is specifically prescribed for a particular violation.

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4. That this ordinance shall be cumulative of all provisions of the City of Leon Valley, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

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5. That it is hereby declared to be the intention of the City Council of the City of Leon Valley that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

6. That all rights and privileges of the City of Leon Valley are expressly saved as to any and all violations of the provision of any Ordinances affecting the ~~the~~ substance of this Ordinance which have accrued at the time of the effective date of this Ordinance; and, as to such accrued at the time of the effective date of this Ordinance; and, as to such accrued violation and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

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

PASSED and APPROVED this 14th day of October, 2013.

ATTEST:

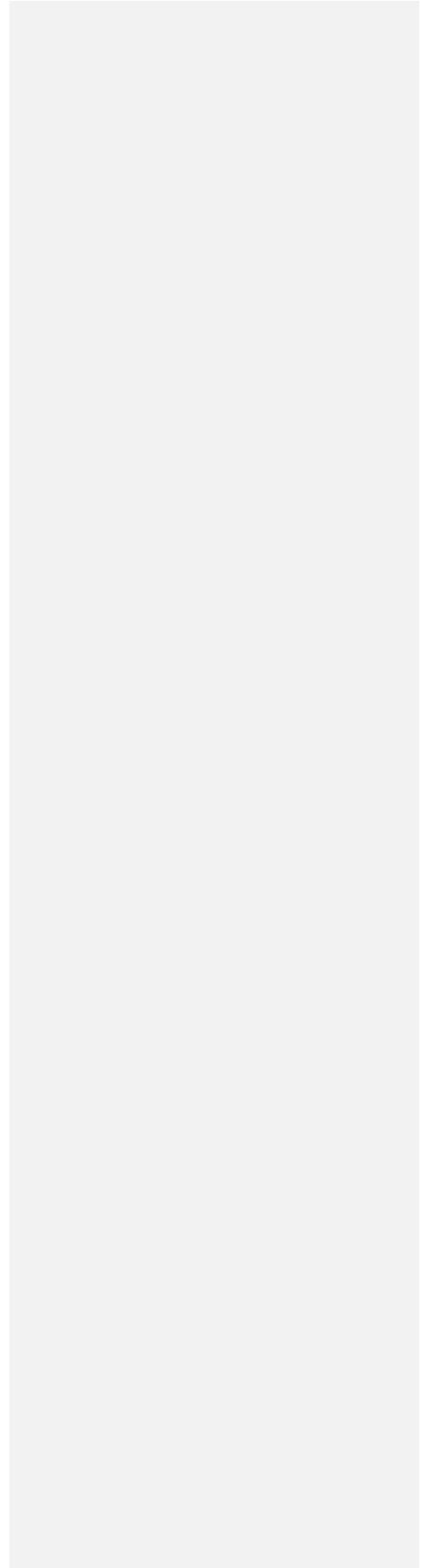
Mayor

City Secretary

APPROVED AS TO FORM:

City Attorney

DRAFT



City of Leon Valley City Council

ITEM 13

Memorial Naming/Renaming of City Streets and Facilities

Monday, October 14, 2013

Purpose

- Establishes a new section in the City Code, entitled “Memorial Naming/Renaming of City Streets and Facilities”
- Amends APPENDIX A, “FEE SCHEDULE,”
- Establishes a policy for reviewing and considering requests by individuals and businesses for the renaming of existing City Streets or Facilities

Background

- Currently, a standard policy for handling requests for street and facility name changes does not exist;
- Standard policy and procedures are necessary to ensure fairness and transparency in any process;
- Aligns business practices with the adopted 2013-2014 City Council Strategic Goals

Guidelines in Name Choice

- In all cases, the name choice should be appropriate for the street or building proposed for renaming;
- Reflect the location, character, and history in context of the City of Leon Valley;
- Guidelines for name choices are outlined in the Code; and

Guidelines in Name Choice

- Guidelines include, but are not limited to choices that reflect:
 - The location or geographical features;
 - Names which memorialize nations or state leaders or figures;
 - Names which memorialize Leon Valley local leaders or persons;
 - Mascots or characters of folklore and fiction;
 - Ideals or goals both nationally or locally;

Guidelines in Name Choice

- Guidelines (continued):
 - Events or dealings of historical significance;
 - Facilitator or benefactors of property, streets or facilities; or
 - Traditional names which reflect the type of facility and its number, division or precinct.

Application & Review Process

- Application can be initiated by:
 - Council, Manager, City Secretary
 - Group, agency business or property owner located in the subject area
 - An authorized representative of a government subdivision

Application & Review Process

- Application Requirements
 - Completed Application
 - Payment of a non-refundable consideration and processing fee of \$1,000
 - Demonstrate a significant reason/justification
 - Staff technical review
 - 30 day comment period prior to City Council consideration

Fiscal Impact

- Initiation of the review process will require payment of a \$1,000 fee; which will offset costs associated with administrative and operational costs
- Costs associated with manufacturing of the proposed signage will be the responsibility of the applicant
- Fees limit potential negative impacts to the Adopted Budget

Staff Recommends Approval

- Implements policy that adheres to the 2013-2014 Strategic Goals by aligning City resources to meet City Council objectives and expectations
 - Provides clear guidance to staff and applicants
 - Improves efficiency in policy implementation
- Pursues revenue to enhance City operations
 - Enables the City to recover some of the incurred costs during a renaming process

City of Leon Valley City Council

ITEM 13

Memorial Naming/Renaming of City Streets and Facilities

Monday, October 14, 2013

CITY MANAGER'S REPORT

ITEM D. MONTHLY DEPARTMENTAL REPORTS FOR:

FINANCE, FIRE, POLICE, PUBLIC WORKS

Monthly Report

Finance

September 2013

Sales Tax Revenue

- ❖ \$152,990 was received from the State Comptroller's office in September.
- ❖ After consideration of the September sales tax payment, year-to-date sales tax revenues are 7.68% higher than this time last year.

Street Maintenance Sales Tax Revenue

- ❖ \$38,242 was received from the State Comptroller's office in September.

Ad Valorem Taxes

- ❖ \$18,548 was received from the Tax Assessor/Collector's office in September.
- ❖ Collections for September 2012 were \$7,153.

Fiscal Year 2013 Revenue Charge Backs

- ❖ Revenue earned for the period ending September 30, 2013 from the following sources is expected to be received in October and November and charged back to the fiscal year 2013 income statement: City Sales Tax, Liquor Sales Tax, Waste Management, Time Warner Cable, San Antonio Water System, Child Safety Fees, Hotel/Motel Tax.

Fiscal Year 2013 Audit

- ❖ The Finance department is currently working on end-of-year calculations and is preparing for the fiscal year 2013 external audit that will begin October 28.

LEON VALLEY FIRE DEPARTMENT MONTHLY REPORT AUGUST 2013

Overall Responses:

The Fire Department responded to 164 incidents this month (2012 – 140 incidents). Fire loss for the month was estimated at \$22,000 and value of saved property was set at \$120,000. No injuries due to fire were reported.

Fires:

Firefighters responded to 7057 Autumn Chase for a house fire. Upon arrival firefighters found heavy smoke and flames coming from the roof. Firefighters made an aggressive interior attack and immediately extinguished the fire that had already started burning in the attic. The fire was extinguished within minutes and the property and structure were saved from further damage.

Mutual Aid:

Leon Valley responded to Balcones Heights to assist with 4 incidents, all of which ended up being false alarms. Balcones Heights FD responded to assist Leon Valley with a house fire on Autumn Chase.

EMS Responses:

EMS responded to a total of 110 incidents (2011 - 103). 65 patients were transported to local hospitals by Leon Valley EMS. Twenty-eight EMS support responses were made.

EMS collections totaled \$16,465 this month. Collections for FY 12-13 to date total \$222,732.



Other Responses:

Fire Crews responded to 8 service calls, 8 false alarms, one trash can fire, downed electrical power lines, and 3 other small fires caused by electrical short-circuits.

Firefighters responded to a vehicle fire on Bandera Rd. on August 19th. The fire originated in the engine compartment of a pickup that was pulling a trailer. No injuries reported.

Captain Oscar Valdez and Firefighter Gabriel Nerio are pictured.



Fire Prevention/Education:

One hundred and five (105) Fire inspections were completed, which includes 5 Certificate of Occupancy inspections. No fire permits were issued for the month. Fiscal year-to-date fire permit fees received total \$2,687.50. A total of \$3,177.50 was collected in fiscal year 2012.

Certificate of Occupancy Finals

Address	Name	Type
5504 Bandera 701	Mission Glass	Glass company
5504 Bandera 305	Lenox NAS	HVAC contractor
7500 Eckhert 146	National Tae Kwon Do Academy	Martial arts studio
7205 Bandera 103	Molina-Urteaga Insurance Co.	Insurance Agency
5504 Bandera 704	Emergency Debt Management	Debt Consultant

Plans Reviewed

Address	Name	Type
5300 Wurzbach	Raytheon (Gated parking)	Govt. Contractor / Consultant

Personnel & Training News:

Dr. Gordon presented an EMS Continuing Education class for paramedics at the fire station on August 14.

Firefighters performed an annual fire drill at Christian Village Apartments. With a large turnout and almost 100% participation, the safety class taught by Firefighter Blake Wade that followed went exceptionally well.

Social media - Working towards strengthening communication in the community through social media, and assisting with the Library project, Firefighters used the opportunity to tear down a wall in the Library expansion project to train with self evacuation techniques. A video was made and posted to the department's new YouTube account. The video can be seen by clicking on the following link; <http://www.youtube.com/watch?v=eZNx5-3tm24> .



Additional training - Firefighters get creative with training; use the playground at Raymond Rimkus park, “black out” their mask, and train on evacuation drills.

The drill works to improve teamwork, trust, and communication. Lt. John Suhr is pictured leading the class.

Night drills - Some of our hottest days were perfect for night time training. Night drills also work to improve the departments scoring in the training criteria of the cities ISO rating.



Firefighters trained on deploying salvage covers. The drill works to improve teamwork, coordination, and communication.



New Fire Chief selected:

Luis Valdez was selected as the new Fire Chief for the City of Leon Valley.

“I am incredibly honored to have the opportunity to serve as Fire Chief for the City of Leon Valley. I am excited about the future ahead and look forward to serving with pride.” –Chief Valdez

New Assistant Fire Chief Appointed:

Chief Valdez appointed Bill Lawson as the new Assistant Fire Chief.

Bill has made Leon Valley his home since 1972. He is married to his wife Marnie, and has 3 wonderful children. Assistant Chief Lawson is looking forward to the bright future ahead in the Leon Valley Fire Department.

Vehicle & Equipment News:



The Fire Department took delivery of two new inch and a half “attack” nozzles.

FIRE PREVENTION ACTIVITIES

INSPECTIONS	AUG 2013	AUG 2012	TOTAL 2013	CYTD 2012	TOTAL 2012
COMMERCIAL BUSINESS	55	60	271	384	644
INDUSTRIAL	0	1	2	4	13
PUBLIC BUILDINGS	5	4	27	27	41
APARTMENTS/HOTEL	4	3	21	30	47
INSTITUTIONAL	0	2	12	26	55
SCHOOLS	5	2	16	9	
RESIDENTIAL CONTACT	4	3	49	18	27
COMPANY IN-SERVICE	25	42	121	198	322
NEW CONSTRUCTION	2	7	19	39	55
CERTIFICATES OF OCCUPANCY	5	11	76	86	132
TOTAL INSPECTIONS	105	135	614	821	1336

OTHER ACTIVITY	AUG 2013	AUG 2012	TOTAL 2013	CYTD 2012	TOTAL 2012
SUPERVISED FIRE DRILLS	1	2	3	3	8
LECTURES/DEMOS NUMBER ATTENDED	2 40	1 6	14 245	11 234	37 3195
PLAN REVIEWS	1	3	24	14	49
CITATIONS ISSUED	0	0	0	0	3
WARNINGS ISSUED	0	0	2	2	12
COMPLAINTS INVESTIGATED	2	0	5	3	18
PERMITS ISSUED	0	3	15	14	24
PERMIT FEES RECEIVED	0	450	\$2,687.50	2137.50	\$3177.50

EMERGENCY INCIDENT RESPONSE DATA

INCIDENT TYPE	AUG 2013	AUG 2012	TOTAL 2013	CYTD 2012	Total 2012
STRUCTURE RESIDENTIAL	1	0	5	5	8
STRUCTURE COMMERCIAL RESIDENTIAL	0	0	3	1	2
STRUCTURE COMMERCIAL	0	0	2	0	0
STRUCTURE FIRE OTHER THAN BUILDING	0	0	1	0	1
VEHICLE FIRE	1	1	5	4	6
OUTSIDE RUBBISH FIRE	1	0	9	7	8
SPECIAL OUTSIDE FIRE	0	0	3	2	2
NATURAL VEGETATION FIRE	1	0	2	2	2
CULTIVATED VEGETATION CROP FIRE	0	0	0	0	0
FIRE, OTHER	3	0	10	0	0
FALSE ALARM	6	8	88	92	141
INVESTIGATION OR SPECIAL INCIDENT	0	0	2	0	1
SERVICE CALL	8	4	40	64	81
EMS	110	89	777	672	1058
EMS ASSIST	28	30	194	226	356
HAZARDOUS CONDITION	0	2	17	42	61
RESCUE	1	0	11	5	14
MUTUAL AID	4	1	13	8	12
OVERPRESSURE RUPTURE OR EXPLOSION	0	0	0	0	0
GOOD INTENT CALL	0	5	38	44	66
SEVERE WEATHER OR NATURAL DISASTER	0	0	1	2	2
TOTAL	164	140	1221	1176	1821



Luis Valdez, Fire Chief

LEON VALLEY FIRE DEPARTMENT MONTHLY REPORT JULY 2013

Overall Responses:

The Fire Department responded to 143 incidents this month (2012 – 140 incidents). Fire loss for the month was estimated at \$21,000, and value of saved property was set at \$650,000. No injuries due to fire were reported.

Fires:

On July 8, Firefighters responded for a fire at the Leon Valley Skate Center at Bandera and Poss Rd. They arrived to find heavy smoke pouring from the mail slot and roof eve. Firefighters forced in the doors and extinguished a fire in the Office area.

The cause of the fire was an electrical/mechanical failure in a large commercial copy machine. The damage was limited to room and contents, with an estimated dollar loss of \$20,000. The business was able to make a full recovery within days of the fire.

Firefighters responded for several others during the month; a small fence fire on Yellow Rose, a pole fire at the end of El Verde, and a dumpster fire in San Antonio on Jackwood Dr.

Rescue:

On July 3rd, at the 5600 block of Bandera Rd, Firefighters successfully used the hydraulic tools to cut the door away from a vehicle to free a trapped Driver.

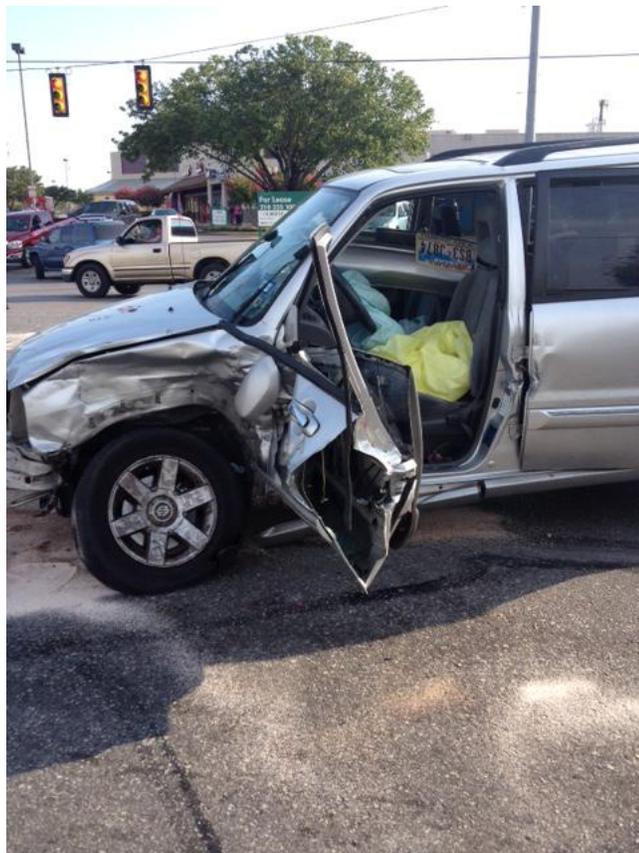
The Driver was transported to University Hospital in stable condition.

Mutual Aid:

Balcones Heights Fire Departments responded to assist Leon Valley with a fire at Leon Valley Skate Center. Leon Valley Fire Department assisted San Antonio Fire Department with a dumpster fire on Jackwood Dr.

Other Responses:

Fire crews responded to 15 false alarms, and 3 service calls this month. Service calls included removing fallen tree off Poss Rd, and turning the water off for a resident with a broken water pipe.



EMS Responses:

EMS responded to a total of 93 incidents (2012 - 75). Seventy-one (71) patients were transported to local hospitals by Leon Valley EMS. Twenty-five (25) EMS support responses were made.

EMS collections totaled \$28,502.00 this month. Collections for FY 2013 to-date total \$206,267.

Fire Prevention/Education:

Eighty-three (83) Fire inspections were completed, which includes 11 Certificate of Occupancy inspections. Three (3) construction plans were reviewed this month. Three (3) fire permits were issued for a total of \$1,150. Fiscal year-to-date fire permit fees received total \$2,687.50. A total of \$3,177.50 was collected in fiscal year 2012.

Certificate of Occupancy Finals

Address	Name	Type
5504 Bandera	Coming International	Meat Processing/Packaging
7007 Bandera #13	Penelope's Repeats	Children's repeats
6100 Bandera 5 th floor	CACI	IT services for government
5504 Bandera #512	Odds -n- Ends	Secondhand store
6140 Wurzbach	Campos Family Dental	Dental office
5405 Bandera 128/129	Chase Insulation	Insulation sales
6891-3 Bandera	Batteries Plus Bulbs	Battery and light bulb sales
7050 Bandera	Pronto Insurance	Insurance Co.
5405 Bandera 133	Century Air Conditioning	Mechanical Contractor
7350 Reindeer Trail	Bimmers, Coopers, and Benz	Auto repair shop
5504 Bandera 203/204	A-1 Tint and Alarm	Tint and alarm shop

Plans Reviewed

Address	Name	Type
6939 Bandera	Pet Barn (Remodel)	Pet Store
6945 Bandera	Once upon a Child (remodel)	Clothing, accessory, resale
5300 Wurzbach	Raytheon (Remodel)	Govt. Contractor / Consultant

Permits issued

Address	Name	Type	Amount
6200 Bandera	King Buffet	Kitchen Vent/Hood system (5)	\$950
6750 Poss Rd.	Country Home Daycare	Clothing, accessory, resale	\$50
6200 Bandera	King Buffet	Fire Sprinkler system	\$150
Total			\$1150

Personnel & Training News:

Firefighters and Police Officers participated in and included their families in this year's 4th of July parade.

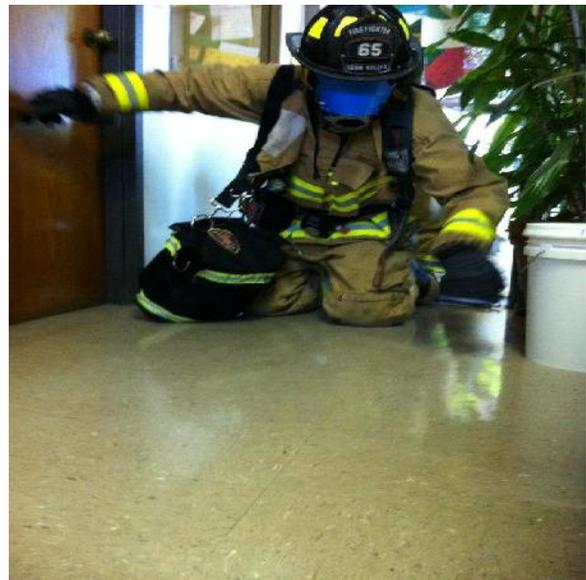


The Department continued to work through the design process of the new Fire Station. Several design/consultation meetings were made between Leon Valley Fire Department and area Fire Chiefs; San Antonio Fire Department Facilities Directors, and OCO Architects.

Lt. Jim Garcia and Firefighter Jaaron Thomas attended Officer/Leadership training at Texas A&M University Fire Academy.

Two new Firefighters started this week. Daniel Cano and Ramiro Cano (brothers) who both came highly recommended and qualified. They are on A and C shifts.

Firefighters trained on search and rescue (blind), simulating working in a smoke-filled atmosphere.



San Antonio Fire Department Captain David Tundel provided a Fire Tactics and response class to 10 Firefighters. Additional classes are scheduled with guest Instructors.



Additional training included emergency driver/operator, emergency scene assessment, and incident command system management.

Vehicle & Equipment News:

Representatives from Bexar County removed all Hazardous Materials and Weapons of Mass Destruction response equipment that had been stored and maintained by the Fire Department. The move was done due to budget cuts within Bexar County. Leon Valley Firefighters will continue to work with the area response team in the future.



FIRE PREVENTION ACTIVITIES

INSPECTIONS	JULY 2013	JULY 2012	TOTAL 2013	CYTD 2012	TOTAL 2012
COMMERCIAL BUSINESS	45	57	216	324	644
INDUSTRIAL	0	1	2	3	13
PUBLIC BUILDINGS	4	7	22	23	41
APARTMENTS/HOTEL	2	3	17	27	47
INSTITUTIONAL	1	2	12	24	55
SCHOOLS	2	2	11	7	
RESIDENTIAL CONTACT	5	4	45	15	27
COMPANY IN-SERVICE	10	7	96	156	322
NEW CONSTRUCTION	3	5	17	32	55
CERTIFICATES OF OCCUPANCY	11	12	71	75	132
TOTAL INSPECTIONS	83	100	509	686	1336

OTHER ACTIVITY	JUNE 2013	JULY 2012	TOTAL 2013	CYTD 12	TOTAL 2012
SUPERVISED FIRE DRILLS	0	1	2	1	8
LECTURES/DEMOS NUMBER ATTENDED	1 50	1 80	12 205	10 228	37 3195
PLAN REVIEWS	9	3	24	11	49
CITATIONS ISSUED	0	0	0	0	3
WARNINGS ISSUED	0	0	2	2	12
COMPLAINTS INVESTIGATED	0	0	5	3	18
PERMITS ISSUED	7	1	15	11	24
PERMIT FEES RECEIVED	\$1150.00	\$200	\$2,687.50	\$1,687.50	\$3177.50

EMERGENCY INCIDENT RESPONSE DATA

INCIDENT TYPE	JULY 2013	JULY 2012	TOTAL 2013	CYTD 12	Total 2012
STRUCTURE RESIDENTIAL	0	1	4	5	8
STRUCTURE COMMERCIAL RESIDENTIAL	0	0	3	1	2
STRUCTURE COMMERCIAL	1	0	2	0	0
STRUCTURE FIRE OTHER THAN BUILDING	1	0	1	0	1
VEHICLE FIRE	0	1	4	4	6
OUTSIDE RUBBISH FIRE	1	0	8	7	8
SPECIAL OUTSIDE FIRE	2	0	3	2	2
NATURAL VEGETATION FIRE	0	1	1	2	2
CULTIVATED VEGETATION CROP FIRE	0	0	0	0	0
FIRE, OTHER	0	0	7	0	0
FALSE ALARM	15	13	82	84	141
INVESTIGATION OR SPECIAL INCIDENT	0	0	2	0	1
SERVICE CALL	3	4	32	60	81
EMS	93	75	667	583	1058
EMS ASSIST	26	35	166	196	356
HAZARDOUS CONDITION	0	6	17	40	61
RESCUE	1	1	10	5	14
MUTUAL AID	0	0	9	7	12
OVERPRESSURE RUPTURE OR EXPLOSION	0	0	0	0	0
GOOD INTENT CALL	0	3	38	39	66
SEVERE WEATHER OR NATURAL DISASTER	0	0	1	2	2
TOTAL	143	140	1057	1036	1821



Luis Valdez, Fire Chief



Leon Valley Police Department

Monthly Report

September 2013

Calls for Service

	Sept 2012	YTD 2012	Sept 2013	YTD 2013
Calls for Service	766	6,942	870	7,226
Index Crimes	67	662	74	677
Non-Index Crimes	702	6,283	796	6,549

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

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

Non-Index Crimes

	Sept 2012	YTD 2012	Sept 2013	YTD 2013
Suspicious Vehicle	74	517	67	651
Assist the Public/Other Agency	78	638	78	555
Disturbance	89	662	62	627
Violation of City Ordinance	14	108	30	186
Traffic Offenses	22	245	16	208
Burglar Alarm	95	868	136	935
Accidents	62	474	72	515
Criminal Mischief	25	153	11	195
Other	119	1,518	159	1,408
N-Code 10*	8	71	8	86
N-Code 14**	32	246	48	282
N-Codes	84	783	109	902

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

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

***Became separate categories in Sept 2013



Leon Valley Police Department Monthly Report

Index Crimes

	Sept 2012	YTD 2012	Sept 2013	YTD 2013
Burglary	4	88	9	68
Burglary – Motor Vehicle	22	154	8	96
Assault	6	76	10	55
Homicide	0	0	0	0
Rape	0	2	2	4
Theft	30	297	42	394
Theft of Service	1	20	1	11
Vehicle Theft	1	15	2	16
Robbery	0	7	0	8

Citations

	Sept 2012	YTD 2012	Sept 2013	YTD 2013
Citations Issued	295	5,769	400	3,388

Citations by Selected Categories	Sept 2012	YTD 2012	Sept 2013	YTD 2013
Expired License Plates	30	647	28	275
Expired Inspection Certificate	36	1,008	47	529
No/Expired/Invalid DL	29	487	33	276
No Insurance	54	1,092	66	603
Ran Red Light	8	104	16	82
Ran Stop Sign	11	365	13	95
Speeding	20	389	17	211

Hazardous vs. Non-Hazardous	Sept 2012	YTD 2012	Sept 2013	YTD 2013
Hazardous	39	858	46	391
Non-Hazardous	256	4,911	354	2,997

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



Leon Valley Police Department Monthly Report

Arrest

Arrests	Sept 2012	YTD 2012	Sept 2013	YTD 2013
Felony Offense	4	39	2	34
Misdemeanor Offense	49	488	37	370
Warrants	14	106	4	59

Investigations

	Sept 2012	YTD 2012	Sept 2013	YTD 2013
Assigned	118	1,062	204	1,221
Arrest/Charges Filed at Large	21	258	29	274
Suspended	45	726	36	234
Closed by Exception	12	120	73	566

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

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

Communications

Total 911 Calls/ by Source	Sept 2012	YTD 2012	Sept 2013	YTD 2013
Total	1,046	9,523	908	9,224
Business	54	489	75	571
Residential	32	314	52	442
Coin	6	51	4	47
Cellular	794	6,940	762	6,498
Voice over Internet Protocol	50	277	10	787
Unknown	110	1,562	5	879



Leon Valley Police Department Monthly Report

Community Resource Officer

	Sept 2012	YTD 2012	Sept 2013	YTD 2013
Violations of City Ordinance	16	263	15	217

Reserve Officers

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

	Sept 2012	YTD 2012	Sept 2013	YTD 2013
Hours	88	2,144	96	1,266
Calls for Service Handled	38	588	16	325
Citations	7	256	2	64

Code Enforcement

The Code Enforcement and Animal Control Officers completed a total of 203 inspections.

Public Works Monthly Report

September 2013

Director's Report

- Huebner/Evers traffic signal on review for replacement
- Revised 2010 Parks and Recreation Master Plan in review, to be completed late October
- Contract with YPR, Associates for Evers Road street assessment, is still under review
- Monitoring contract for 2013 Slurry Seal project with Intermountain. SAC water lines replacement/rehabilitation are now completed
- Fall large item pick up was successful and is completed
- Street sweeping is scheduled for Oct. 1
- Water rights purchase of 46 acre feet delayed to October due to length of wait on closing
- PW staff contributed time and efforts for Library Children's Wing Opening

Construction Crew Activities

The following streets were repaired with cold mix asphalt:

- Forest Crest North
- Seneca Drive @ Mary Jamison
- Grass Hill Drive @ Pickering
- Forest Ridge
- William Rancher
- Forest Haven and Alley Kinman Drive
- Cold mix asphalt to manholes: Horse Whip and Horse Tail @ Check Rein

The following streets had Sidewalk repairs:

- Watercress Drive
- Forest Way; Forest Knoll; Forest Grove; Forest Crest North; Forest Meadow;
- Forest Ridge; Horse Whip and Trace Buckle

De-silted Shadow Mist Creek and hauled material to PW yard

Library: Moved shelving to new area, planted trees and prepared to set forms to install curb

Water Crew Activities

Water Samples for S.A. Health District	12 Water Samples for Analysis
Disconnect Notices Issued	127
Disconnect Water Service	22
Flush Dead-End Water Mains	27 Flushed
Meter Reading	3 Days
Meter Re-reads	18 Re-reads
Meter Change Out Program	5 Meters changed out
Temporary Meters Installed	1 Installed
Move Outs	4 Closed
Move Ins	9 Activated
Locates	1 Completed
Wells\Tower Sites	Cut Grass and Trim
City Wide	Fire Hydrant List

Location

6131 Stirrup

5617 El Verde

El Verde

7212 Poss Road

Library

6134 Saddlebow

6446 Stable

6105 Rue Lillian

6602 Clover Bend

7212 Poss Road

6757 Poss Road

7215 Forest Meadow

Work done

picked up spoils & cleaned street

repaired water main break

picked up spoils and laid top soil (two areas)

ran sewer camera and called for locates

helped move shelves and relocate books

repaired main break

replaced ¾" service line & replaced meter

ran sewer camera

repaired main break

repaired sewer line

ran sewer jet in sewer main

repaired main break

6519 Trotter	inspected meters for tampering (none found)
7215 Forest Meadow	repaired 2 nd main break
6115 Stirrup	replaced leaking curbstop
7043 Forest Meadow	lifted dead end valve box
7215 Forest Meadow	repaired residents sprinkler lines & laid top soil
6602 Clover Bend	removed spoil & laid top soil
6400 El Verde	City Hall pressure test
6731 Linkway	made tap for new 1" service line

Maintenance Crew

- Performed routine landscaping (tree trimming, mowing, weed removal, debris removal) at all City facilities
- Collected recycling
- Performed routine updating of marquee
- Mowed right-of-ways (City Wide)
- Mowed Huebner Creek at Bandera Road
- Set up and cleaned Community Center for Seniors
- Cleaned windows at Community Center
- Provided set ups and cleanups for Community Center and Conference Center rentals
- Repaired door at Conference Center
- Assisted Shop to repair roof on small park vehicle (Gator)
- Maintained park clean up, mowing, remove fallen trees and painted picnic tables
- Chlorinated pool water and maintained lawn
- Delivered BBQ Keys to Large Pavilion rentals
- Toilet Rebate Inspections
- Library: Patched walls, painted, moved books and shelves, assembled book shelves, painted porch beams, planted plants and shrubs, repaired water sprinklers and trimmed trees along Library on Poss Road

Fleet Crew

Public Work Vehicles

- 13 Vehicles were repaired
- 2 Vehicles had preventive maintenance

City Wide Support Equipment

- 5 Vehicles were repaired
- 17 Vehicles had preventive maintenance