

# Municipal Clerk's Office Achievement of Excellence Award Packet

Application Packet Award Year 2023

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The Municipal Clerk's Office Achievement of Excellence Award is awarded by the Texas Municipal Clerks Association, Inc. (TMCA), to recognize excellence in the effective and efficient management of resources in a Municipal Clerk's Office. Goals of the Award program include:

- Recognizing Municipal Clerk's Offices that meet certain professional requirements.
- Promotion of the Municipal Clerk's Office within the community.
- Recognizing the Municipal Clerk's Office's engagement with its citizens, elected officials, and staff.
- Recognizing the efficient management of resources by the Municipal Clerk's Office.
- Recognizing demonstrated compliance with local, state, and Federal standards implemented by the Municipal Clerk's Office.

The Municipal Clerk's Office Achievement of Excellence Award is open to all offices of Texas Registered Municipal Clerks and the municipality they represent. The Achievement of Excellence Award covers a period of two years.

The award aligns with TMCA Strategic Plan, Initiative #4: Promotion of the Profession as adopted by the TMCA membership.

## Introduction

## Municipal Clerk's Office Achievement of Excellence Award Application Guidelines

**SUBMITTAL PERIOD: JANUARY 1—MARCH 15**

### SUBMITTAL GUIDELINES

This application packet outlines required documentation for evaluation and consideration by the committee.

In order to apply for the 2023 Municipal Clerk's Office Achievement of Excellence Award, a complete application packet, including all required documentation, along with the application fee must be received by the deadline to qualify for consideration. The completed application will be accepted electronically via our membership platform here: [Office Achievement of Excellence Award Application Submission](#).

### CERTIFICATION REQUIREMENT

It is required that each office submitting application for the award have at least one staff person in the office who has achieved their Texas Registered Municipal Clerk designation by time of application.

### FEE

A \$100.00 non-refundable application fee must be received by March 15. If paying by check, please make check payable to the Texas Municipal Clerks Association and mail to Texas Municipal Clerks Association, 1155 Union Circle #305067, Denton, Texas 76203-5017.

### COMMITTEE PROCESS

The TMCA's Municipal Clerk's Office Achievement of Excellence Award Committee will review entries for completeness. Incomplete applications will not be considered. A Municipal Clerk's Office will be awarded the Achievement of Excellence Award based on whether or not they met the criteria in nine (9) of the twelve (12) stated standards. The Office need not provide all services indicated in each standard but shall include documentation demonstrating achievement of each standard selected.

All supporting documents must be merged into one PDF document for submission; links to documentation are not acceptable. Ideally this PDF document will be bookmarked at the beginning of each included standard. This PDF must be no longer than 200 pages (if you feel like you cannot adequately represent your office's achievements in 200 pages or less, please contact Dr. Amy Holt: [amy.holt@unt.edu](mailto:amy.holt@unt.edu)). This PDF should not include blank pages.

Note all decisions of the Committee are final.

The person submitting the application will be advised of the Committee's decision no later than the first week of May and the recipient will receive the award 6-8 weeks after that date. Awards recipients will be recognized in the TMCA newsletter.

**Municipal Clerk's Office Achievement of Excellence Award  
Contact Form**

Name of Municipality: City of Leon Valley

1. To whom (Mayor, City Manager, etc.) should the formal announcement of the Municipal Clerks Office Achievement of Excellence Award be mailed? (The person submitting the application will also receive a copy of the formal announcement.)

Name: Chris Riley and Crystal Caldera

Title: Mayor and City Manager

Address: 6400 El Verde Road

City: Leon Valley Zip Code: 78238

2. Person submitting the application:

Payment made on March 15, 2023 (date). (Payment to be submitted online today after application submitted - credit card)

Name: Sandra Passailaigue

Title: City Secretary

Email Address: s.pass@leonvalleytexas.gov

Telephone Number: 210-684-1391 extension 216

Address: 6400 El Verde Road

City: Leon Valley Zip Code: 78238

Municipal Clerk's Office Achievement of Excellence Award  
Application Form

Name of Municipality: City of Leon Valley

Name of Submitter: Sandra Passailaigue, TRMC, City Secretary

**Please include** an organization chart for the city clerk's office/city with your application.

|     | Evaluation of Standards<br>(Examples of qualifying items are listed below each evaluation standard.<br>Your qualifying items may be different.)   | Mark Each<br>Standard Met |
|-----|---|---------------------------|
| 1.  | <b>Records Management<sup>1</sup></b>   | ✓                         |
| 2.  | <b>Professional Development/Certifications</b><br>Professional Development/Certifications: Texas Registered Municipal Clerk (TRMC)<br>✓ Municipal Clerk<br>___ Other staff members in the Municipal Clerk's Office<br>If your Municipal Clerk is not a TRMC, please list names of individual(s) who are:<br>_____ | ✓                         |
| 3.  | <b>Government Transparency<sup>2</sup></b>  | ✓                         |
| 4.  | <b>Elections<sup>3</sup></b>  | ✓                         |
| 5.  | <b>Awards/Recognitions of Office<sup>4</sup></b>  | ✓                         |
| 6.  | <b>Public Information Act<sup>5</sup></b>   | ✓                         |
| 7.  | <b>Open Meetings Act (OMA)<sup>6</sup></b>  | ✓                         |
| 8.  | <b>Boards/Commissions<sup>7</sup></b>   | ✓                         |
| 9.  | <b>Municipal Clerk Office Policies/Procedures<sup>8</sup></b><br>Adopted/updated in last ___ 2 years, ___ 5 years, ___ 10 or more   |                           |
| 10. | <b>Other areas of responsibilities that fall under the purview of the municipal clerk office in your municipality<sup>9</sup></b>   | ✓                         |
| 11. | <b>Innovative/Streamline Projects (Must have been implemented within the previous 2 years from application deadline)<sup>10</sup></b>   | ✓                         |
| 12. | <b>Establish departmental training for employees on one or more of the core areas of responsibilities of the municipal clerk office.<sup>11</sup></b>   | ✓                         |

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<sup>1</sup> Examples of records management standards might include TSLAC-approved retention schedule or records management training (TMCA, TSLAC, or internal), among others.

<sup>2</sup> Examples of government transparency standards may include code of ordinances, agenda, or agenda packet, among others.

<sup>3</sup> Examples of elections standards may include serving as elections administrator, holding standalone election, or contracting with county, among others.

<sup>4</sup> Examples of awards/recognitions of office standards may include Five-Star Award (Texas Health and Human Services) or Excellence Award (TML, IIMC, etc.), among others.

<sup>5</sup> Examples of Public Information Act standards may include appointed public information coordinator (city council action) or number of requests fulfilled annually, among others.

<sup>6</sup> Examples of Open Meetings Act (OMA) standards may include completed Attorney General's Office ("AG") online training, or percentage of department staff with training certificate from AG, among others.

<sup>7</sup> Examples of boards/commissions standards may include outlining responsibilities associated with supporting, or providing training for board/commission members, among others.

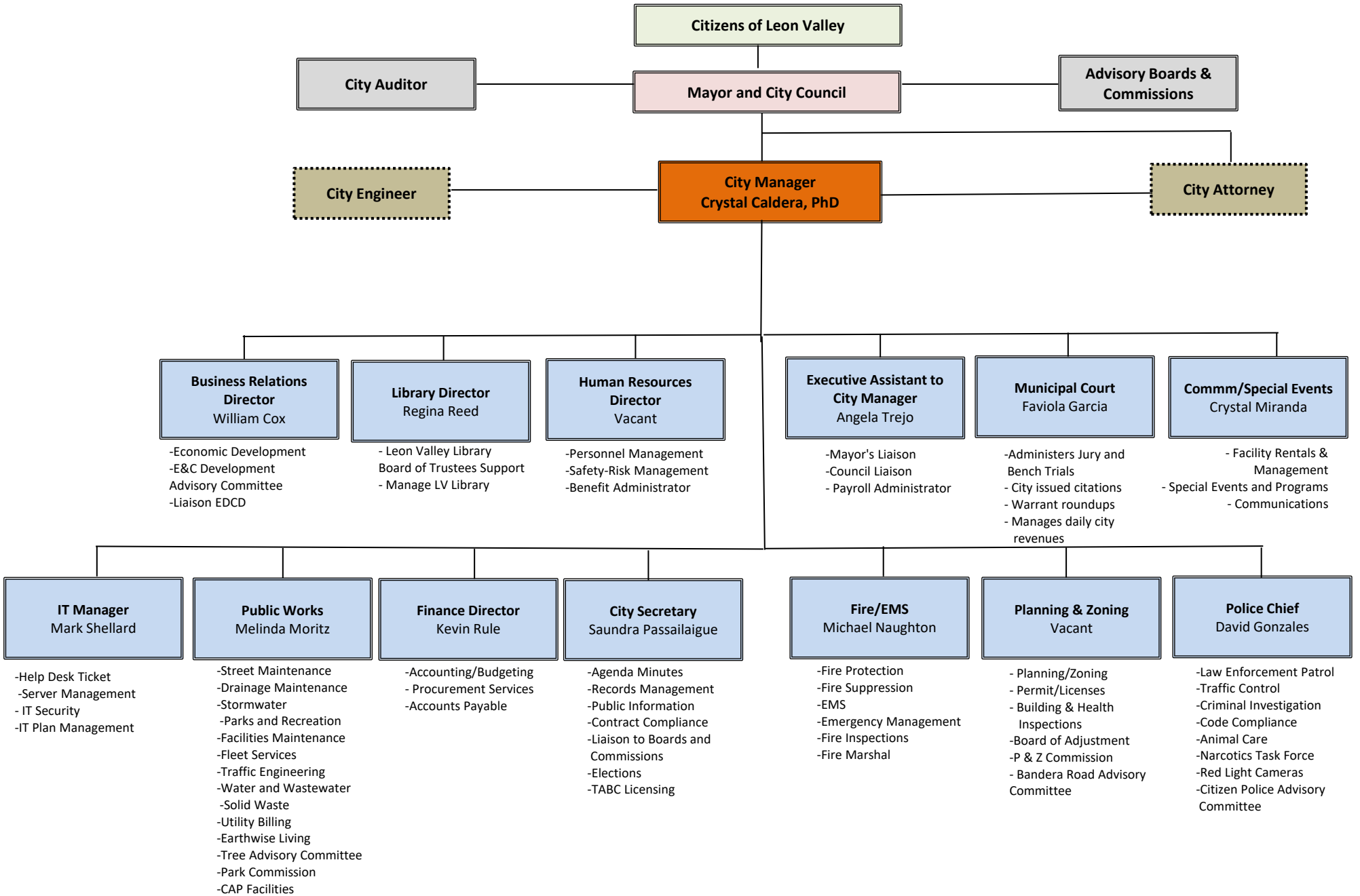
<sup>8</sup> Examples of municipal clerk office policy/procedures might include office training manual or office standard operating procedures, among others.

<sup>9</sup> Examples of "other areas of responsibilities that fall under the purview of the municipal clerk office in your municipality" might include human resources or utility billing, among others.

<sup>10</sup> Examples of innovative/streamline projects might include outreach to citizens or increased public safety/welfare, among others.

<sup>11</sup> Examples of establishing departmental training for employees on one or more of the core areas of responsibilities of the municipal clerk office might include agenda management training or new council orientation/training, among others.

# City of Leon Valley Organizational Chart



# TMCCP Graduate/Recertification Record

Sandra Passailaigue

Recert 3 Enrollment Date 2/24/2020

Recert 3 Completion Due Date - Nov 15, 2024

## Required Seminars:

(12 hours per seminar required)

|              |                    |
|--------------|--------------------|
| (2 Required) | Advanced Institute |
|              | Advanced Institute |
| (2 Required) | Election Law       |
|              | Election Law       |
| (2 Required) | TMCCP Seminar      |
|              | TMCCP Seminar      |

| Date Completed | Credit Hours | Notes       |
|----------------|--------------|-------------|
| 10/20          | 12           |             |
| 10/21          | 12           |             |
| 1/20           | 6            | 6 hrs short |
|                |              |             |
| 6/20           | 12           |             |
| 8/20           | 12           |             |

## Educational Options:

(60 points required)

### Options Completed

|  |
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|  |

### Date Completed

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## Additional Seminars

Rec Mgmt 6/22; OMA/PIA 8/22





## Continuing Education Transcript

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08/25/2022 - 08/26/2022

**OMA/PIA/Parl Proc/Agendas&Minutes**

**Credits:** 12.0

**Category:** TMCCP Seminar

**Location:** Corpus Christi

**Instructor:** Various

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01/12/2023 - 01/13/2023

**Election Law**

**Credits:** 12.0

**Category:** Election Law Seminar

**Location:** Denton

**Instructor:** Various

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03/06/2023 - 03/06/2023

**Texas Alcoholic Beverage Commission Webinar**

**Credits:** 2.0

**Category:** On-Demand Webinar

**Location:** Online



# Continuing Education Transcript

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10/27/2023 - 10/28/2023

**Maximizing your leadership potential**

**Credits:** 12.0

**Category:** Advanced Institute Seminar

**Location:** Georgetown

**Instructor:** Jon Stigliano

## 1. RECORDS MANAGEMENT *CITY OF LEON VALLEY*

- ✓ **City Secretary Job Description:** This document demonstrates the City Secretary's Office is responsible for Records Management.
- ✓ **Ordinance No. 2020-29:** This is the ordinance that the City of Leon Valley City Council adopted on June 16, 2020 amending the City's Records Management Program and Procedures. This ordinance also adopts the Texas State Library's Records Retention Schedules.
- ✓ **Form SLR 508 Declaration of Compliance with the Records Scheduling Requirement of the Local Government Records Act:** This document demonstrates the City of Leon Valley's declaration to follow specific retention schedules as outlined by the Texas State Library's State and Local Records Management.
- ✓ **Form SLR 504 Designation of Local Government Records Management Officer:** This document demonstrates the City of Leon Valley's designation of the Office of the City Secretary, Sandra Passailaigue as the City's Records Management Officer.



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** City Secretary

**DEPARTMENT:** Administrative Office

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** June 16, 2021

### **JOB SUMMARY:**

Under general administrative direction of the City Manager, serves as the administrative secretary to the Mayor, City Manager, City Council and other city officials, serves as custodian of official records for the City; administers all City elections; coordinates public meetings of staff, the City Council and other city groups; attend and record proceedings of official meetings of City Council; performs related works as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Provides administrative support for the Mayor, City Manager, and City Council;

Post notices of City Council meetings as required by the Texas Open Meetings Act, Chapter 551, Government Code;

Prepare preserve and track the actions and records of the City Council, including ordinances, resolutions, minutes, proclamations, contracts, and deeds;

Insure that all ordinances are published when necessary and codified in a timely manner;

Maintains the official City Seal;

Attends all meetings of the City Council, and of other official meetings as assigned, serving as the recording secretary of all meeting proceedings;

Publishes all required legal notices in the official newspaper of the City within the legally required time limits;

Receives, on behalf of the City, petitions, initiatives, referendums, recall proceedings, and applications for office, and verifies all applications and petitions;

Assists in the management and preparation of the budget for the Council and Manager Department;

Attest to and number, date and effect changes in official documents authorized by Council actions;

Serves as the liaison between the Council and all city boards, commission and committees by managing applications, posting their agendas and providing council with their minutes. Not responsible for constructing their agenda or minutes.

Administer oaths of office;

Answer inquiries from public and city officials regarding ordinances and status of City Council communications;

Serves as the Elections Administrator for all City of Leon Valley general and special elections;

Has custodial authority of all City records, directing their maintenance and disposition in accordance with records retention schedules filed with the Texas State Library and in accordance with the Texas Open Records Act, Chapter 552 and serves as the City's authority for releasing records in accordance with the procedures set forth in the Act;

Serves as a member of the City's EOC for exercises, planning, and upon EOC activation to provide the public with essential information;

Attests to City documents and permits for alcoholic beverages licenses under the TABC licensing requirements;

Working knowledge of the: Texas Election Code, Texas Local Government Code, Texas Open Meetings Act and Texas Open Information Act;

Interacts with public and agencies by answering and resolving complaints; attending conferences and seminars; and attending meetings with department heads and agencies;

Plan and provide resource estimates for multiple projects as related to the administrative offices;

Prepares the administration of the departmental annual budget to include monthly billings preparations, weekly accounts payable, and post budget expenditures;

Must be able to read, comprehend and interpret for others City codes and documents;

Effectively represent the City to the business community, residents other governmental entities, and the media;

Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures from the City Council and City Manager;

Effectively communicate with elected and appointed officials, supervisors, subordinates, peers, business representatives, the general public, and the media in person, in writing, and by telephone;

May have to design and produce various media products to publicize City events for community-wide distribution;

Sit for extended periods of time writing reports, correspondence, ordinances and compiling statistical data on computers;

Read and analyze difficult source documents and plans;

Use tact, diplomacy and discretion as required;

Read, write, and converse fluently in English;

Work a flexible schedule, to include evenings hours, weekends, and holidays;

Must have the ability to attend work regularly and predictably;

Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace; and

Read, write and understand written instructions, reports, documents, plans and maps;

Must possess a working knowledge of general office equipment, procedures, and operations;

Must not pose a threat to the health and safety of self or others;

Must be able to work closely with others as part of a team;

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Must be able to use, telephone, copier, calendar, and; in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point. Working knowledge of the City's financial management software, InCode

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather.

| C<br>Continuously                  | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never |
|------------------------------------|-----------------|-------------------|-------------|------------|
| <b>-Health and Safety Factors-</b> |                 |                   |             |            |
| Mechanical Hazards                 |                 |                   |             | N          |
| Chemical Hazards                   |                 |                   |             | N          |
| Electrical Hazards                 |                 |                   |             | N          |
| Fire Hazards                       |                 |                   |             | N          |
| Explosives                         |                 |                   |             | N          |
| Communicable Diseases              |                 |                   |             | N          |
| Physical Danger or Abuse           |                 |                   |             | R          |
| Inclement Weather                  |                 |                   |             | R          |

| D<br>Daily                     | W<br>Several<br>Times Per<br>Week | M<br>Several<br>Times Per<br>Month | S<br>Seasonally | N<br>Never |
|--------------------------------|-----------------------------------|------------------------------------|-----------------|------------|
| <b>-Environmental Factors-</b> |                                   |                                    |                 |            |
| Respiratory Hazards            |                                   |                                    |                 | N          |
| Extreme Temperatures           |                                   |                                    |                 | N          |
| Noise and Vibration            |                                   |                                    |                 | N          |
| Wetness/Humidity               |                                   |                                    |                 | M          |
| Physical Hazards               |                                   |                                    |                 | M          |

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to lift and carry a minimum of 20 pounds; climb, kneel, squat, stoop and bend freely. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

| -Physical strength for this position is indicated below with "X"-                               |   |  |   |   |  |
|---|---|--|---|---|--|
| Sedentary   | X | Light  | Medium  | Heavy   | Very Heavy   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. |   | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

Must be able to sit or stand for extended periods of time while performing various tasks.

| C<br>Constantly<br>2/3 or more of the time. | F<br>Frequently<br>From 1/3 to 2/3 of the time. | O<br>Occasionally<br>Up to 1/3 of the time. | R<br>Rarely<br>Less than 1 hour per week. | N<br>Never<br>Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

| -Physical Demand- | -Frequency- | -Brief Description-                                |
|-------------------|-------------|--|
| Standing          | O           | Site visits and communicating with co-workers      |
| Sitting           | C           | at desk  |
| Walking           | O           | around office environment                          |
| Lifting           | O           | office, supplies                                   |
| Carrying          | O           | office supplies                                    |
| Pushing/Pulling   | F           | office supplies, office chair file cabinet drawers |
| Reaching          | O           | for supplies                                       |
| Fine Dexterity    | F           | While working on computer                          |
| Kneeling          | O           | retrieving items from lower shelves/ground         |
| Crouching         | O           | retrieving items from lower shelves/ground         |
| Crawling          | N           |  |
| Bending           | O           | retrieving items from lower shelves/ground         |
| Twisting          | O           | getting inside vehicle, getting office supplies    |
| Climbing          | O           | stairs   |
| Balancing         | R           | While performing everyday task                     |
| Vision            | C           | Viewing computer screen, maps documents            |
| Hearing           | C           | listening coworkers, residence                     |

|                                    |   |   |
|------------------------------------|---|---|
| Talking                            | C | communicating with co-workers and public and on telephone |
| Foot Controls                      | R | While driving City automobile                             |
| Other<br>(specified if applicable) |   |   |

## **JOB REQUIREMENTS:**

| -Description of Minimum Job Requirements- |   |
|---|---|
| Formal Education                          | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent years of experience.  |
| Experience                                | Over five years up to and including ten years.  |
| Supervision                               | Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.   |
| Human Collaboration Skills                | Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.   |
| Freedom to Act                            | Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.  |
| Technical Skills                          | Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.  |
| Fiscal Responsibility                     | Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.  |
| Reading                                   | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Math                                      | Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Writing                                   | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Certification & Other Requirements        | Valid Texas Motor Vehicle License with the ability to remain eligible to drive under the City's driver evaluation program. Must receive certification as "City Secretary" by the Texas Municipal Clerks Certification Program within four years of appointment date; Must hold and maintain a current Texas voter registration card; Must be a Texas Notary Public. Must be bondable under City's public employee and fidelity bond coverage. |



**PRIMARY WORK LOCATION**

|                                |   |                                      |  |
|--------------------------------|---|--------------------------------------|--|
| Office Environment             | X | Vehicle                              |  |
| Warehouse                      |   | Outdoors                             |  |
| Shop                           |   | Other (See<br>Environmental Factors) |  |
| Recreation/Neighborhood Center |   |                                      |  |

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS, CITY COUNCIL, AMENDING THE CITY OF LEON VALLEY CODE OF ORDINANCES, CHAPTER 2, ESTABLISHING A RECORDS MANAGEMENT PROGRAM; DESIGNATING A RECORDS MANAGEMENT OFFICER; ESTABLISHING A RECORDS MANAGEMENT COMMITTEE; DEVELOPING A RECORDS MANAGEMENT PLAN; IMPLEMENTING A RECORD CONTROL SCHEDULE AND A DESTRUCTION OF RECORDS SCHEDULE; APPROVING FORM SLR 508 - DECLARATION OF COMPLIANCE AND APPLICABLE RETENTION SCHEDULES, PROVIDING FOR REPEALER, SEVERABILITY AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, Title 6, Subtitle C, Local Government Code Chapter 201 (Local Government Records Act) provides that a municipality must establish by ordinance an active and continuing records management program to be administered by a Records Management Officer; and

**WHEREAS**, the City of Leon Valley desires to adopt an ordinance for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient record keeping; and

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

**Section 1. Amendment.** The City's Code of Ordinances Chapter 1 is hereby amended to add Article 1.13 Records Management as follows:

**ARTICLE 1.13 RECORDS MANAGEMENT**

**Sec. 1.13.001 DEFINITION OF MUNICIPAL RECORDS.**

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to them is open or restricted under the laws of the state, created or received by the City of Leon Valley or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the City of Leon Valley and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

Furthermore, "municipal record" or "public record" is information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with a transaction of official business:

- (a) By a governmental body in connection with the transaction of official business if the information is created by, transmitted to, received by, or maintained by an officer or employee of the governmental body in the officer's or employee's official capacity, or a person or entity performing official business or a governmental function on behalf of a governmental body, and pertains to official business of the governmental body.

(b) For a governmental body and the governmental body including any electronic communication created, transmitted, received, or maintained on any device, personal or City issued, if the communication is in connection with the transaction of official business:

- (1) Owns the information;
- (2) Has a right of access to the information;
- (3) Spends or contributes public money for the purpose of writing, producing, collecting, assembling, or maintaining the information; or

(c) By an individual officer or employee of a governmental body in the officer's or employee's official capacity and the information pertains to official business of the governmental body.

### **Sec 1.13.002 ADDITIONAL DEFINITIONS.**

(a) "Department Director" means the officer who by ordinance or administrative policy is in charge of an office of the City of Leon Valley that creates or receives records.

(b) "Essential Record" means any record of the City of Leon Valley necessary to the resumption or continuation of its operations in an emergency or disaster, to the recreation of its legal and financial status, or to the protection and fulfillment of obligations to the people of the state.

(c) "Permanent Record" means any record of the City of Leon Valley for which the retention period on a records control schedule is given as permanent.

(d) "Records Control Schedule" means a document prepared by or under the authority of the Records Management Officer listing the records maintained by the City of Leon Valley, their retention periods, and other records disposition information that the records management program may require.

(e) "Records Liaison Officer" means the person designated under Section 9 of this ordinance.

(f) "Records Management" means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of record keeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

(g) "Records Management Committee" means the committee established in Section 6 of this ordinance.

(h) "Records Management Officer" means the person designated in Section 5 of this ordinance.

(i) "Records Management Plan" means the plan developed under Section 7 of this ordinance.

(j) "Retention Period" means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

#### **Sec 1.13.003 MUNICIPAL RECORDS DECLARED PUBLIC PROPERTY.**

All municipal records as defined in Sec. 1 of this ordinance are hereby declared to be the property of the City of Leon Valley. No municipal official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

#### **Sec 1.13.004 POLICY.**

It is hereby declared to be the policy of the City of Leon Valley to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all municipal records through a comprehensive system of integrated procedures for their management from creation to ultimate disposition, consistent with the requirements of the Texas Local Government Records Act and accepted records management practice.

#### **Sec 1.13.005 DESIGNATION OF RECORDS MANAGEMENT OFFICER.**

The City Secretary, and the successive holders of said office, shall serve as Records Management Officer for the City of Leon Valley. As provided by state law, each successive holder of the office shall file his or her name with the director and librarian of the Texas State Library within thirty days of the initial designation or of taking up the office, as applicable.

#### **Sec 1.13.006 ESTABLISHMENT OF RECORDS MANAGEMENT COMMITTEE; DUTIES.**

(a) The duties of the Records Management Committee are to:

- (1) Assist the Records Management Officer in the development of policies and procedures governing the records management program;
- (2) Review the performance of the program on a regular basis and

propose changes and improvements if needed;

(3) Review and approve records control schedules submitted by the Records Management Officer;

(4) Give final approval to the destruction of records in accordance with approved records control schedules; and

(5) Actively support and promote the records management program throughout the City.

(b) The Committee shall be composed of each department director and the Records Management Officer.

(c) The Committee will also have two (2) City Council members appointed by the City Council. Each City Council member will serve a one (1) year term with no term limit.

**Sec 1.13.007 RECORDS MANAGEMENT PLAN TO BE DEVELOPED; APPROVAL OF PLAN; AUTHORITY OF PLAN.**

(a) The Records Management Officer shall develop a records management plan for the City of Leon Valley for submission to the City Council. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of record keeping, to adequately protect the essential records of the municipality, and to properly preserve those records of the municipality that are of historical value. The plan must be designed to enable the Records Management Officer to carry out his or her duties prescribed by state law and this ordinance effectively.

(b) Once approved by the City Council, the records management plan shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the City of Leon Valley and records shall be created, maintained, stored, microfilmed, or disposed of in accordance with the plan.

(c) State law relating to the duties, other responsibilities, or record keeping requirements of a department director do not exempt the department director or the records in the department director's care from the application of this ordinance and the records management plan adopted under it and may not be used by the department director as a basis for refusal to participate in the records management program of the City of Leon Valley.

**Sec 1.13.008 DUTIES OF RECORDS MANAGEMENT OFFICER.**

In addition to other duties assigned in this ordinance, the Records Management Officer shall:

- (a) Administer the records management program and provide assistance to department directors in its implementation;
- (b) Plan, formulate, and prescribe records disposition policies, systems, standards, and procedures;
- (c) In cooperation with department directors identify essential records and establish a disaster plan for each municipal office and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;
- (d) Develop procedures to ensure the permanent preservation of the historically valuable records of the City;
- (e) Establish standards for filing and storage equipment and for record keeping supplies;
- (f) Study the feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for the City of Leon Valley;
- (g) Monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program and the municipality's records control schedules are in compliance with state regulations;
- (h) Disseminate to the City Council and department director's information concerning state laws and administrative rules relating to local government records;
- (i) Ensure that the maintenance, preservation, microfilming, destruction, or other disposition of the records of the City of Leon Valley are carried out in accordance with the policies and procedures of the records management program and the requirements of state law;
- (j) Maintain records on the volume of records destroyed under approved records control schedules or through records destruction authorization requests, the volume of records microfilmed or stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;
- (k) Report annually to the City Council on the implementation of the records management plan in each department of the City of Leon Valley, including summaries of the statistical and fiscal data compiled under Subsection (10); and
- (l) Bring to the attention of the City Council non-compliance by department directors or other municipal personnel with the policies and procedures of the records management program or the Local Government Records Act.

### **Sec 1.13.009 DUTIES AND RESPONSIBILITIES OF DEPARTMENT DIRECTORS.**

In addition to other duties assigned in this ordinance, department directors shall:

- (a) Cooperate with the Records Management Officer in carrying out the policies and procedures established in the City of Leon Valley for the efficient and economical management of records and in carrying out the requirements of this ordinance;
- (b) Assign a Records Liaison Officer within their department to adequately document the transaction of government business and the services, programs, and duties for which the department directors and his or her staff are responsible; and
- (c) Maintain the records in his or her care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of the City of Leon Valley and the requirements of this ordinance.

### **Sec 1.13.010 DUTIES AND RESPONSIBILITIES OF RECORD LIAISON OFFICERS.**

(a) In addition to other duties assigned in this article, Records Liaison Officers shall:

- (1) Conduct or supervise the conduct of inventories of the records of the department in preparation for the development of records control schedules;
- (2) In cooperation with the Records Management Officer, coordinate and implement the policies and procedures of the records management program in their departments; and
- (3) Disseminate information to department staff concerning the records management program.

(b) City department directors may choose to act as their own Records Liaison Officer.

### **Sec 1.13.011 RECORDS CONTROL SCHEDULES TO BE DEVELOPED; APPROVAL; FILING WITH STATE.**

(a) The Records Management Officer, in cooperation with department directors, shall prepare records control schedules on a department by department basis listing all records series created or received by the department and the retention period for each series. Records control schedules shall also contain such other information regarding the disposition of municipal records as the records management plan may require.

(b) Each records control schedule shall be monitored and amended as needed by the Records Management Officer on a regular basis to ensure that it is in compliance with records retention schedules issued by the state and that it continues to reflect the record keeping procedures and needs of the department and the records management program of the City of Leon Valley.

(c) Before its adoption, a records control schedule or amended schedule for a department must be approved by the department director and the City Council.

(d) Before its adoption a records control schedule must be submitted to and accepted for filing by the director and state librarian as provided by state law. If a schedule is not accepted for filing, the schedule shall be amended to make it acceptable for filing. The Records Management Officer shall submit the records control schedules to the director and state librarian.

**Sec 1.13.012 IMPLEMENTATION OF RECORDS CONTROL SCHEDULES; DESTRUCTION OF RECORDS UNDER SCHEDULE.**

(a) A records control schedule for a department that has been approved and adopted under Section 9 shall be implemented by the department director according to the policies and procedures of the records management plan.

(b) A record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending law suit, or the department director requests in writing to the Records Management Officer that the record be retained for an additional period.

(c) Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the Records Management Officer and from the Records Management Committee.

**Sec 1.13.013 DESTRUCTION OF UNSCHEDULED RECORDS.**

A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and received back from the director and librarian an approved destruction authorization request.

**Section 2. Recitals.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

**Section 3. Conflicts.** All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

**Section 4. Savings.** That all rights and privileges of the City are expressly saved as to any and all violations of the provision of any ordinances repealed by this ordinance which have 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.

**Section 5. Severability.** If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

**Section 6. TOMA Compliance.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.


**Section 7. Effective Date.** This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 16th day of June 2020.

**APPROVED**

  
\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

Attest :

  
\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary



Approved as to Form: City Attorney



**SLRM**  
STATE and LOCAL  
RECORDS  
MANAGEMENT

# Form SLR 508 – Declaration of Compliance with the Records Scheduling Requirement of the Local Government Records Act

## Part 1: Contact Information

Name of Local Government: City of Leon Valley

Mailing Address: 6400 El Verde Road

City: Leon Valley

ZIP code: 78238

## Part 2: Local Government Certification

As records management officer for the local government named, I hereby declare records control schedules have been prepared for all records as required by Local Gov. Code §203.041(a) for use in our records management program. I certify that the schedules:

- Comply with the minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below), including retention periods; and
- No retention period on the records control schedules is less than a retention period prescribed by a state or federal law, regulation, or rule of court.

As records management officer, I understand that I shall:

- Assist in establishing and developing policies and procedures for the records management program for the local government;
- Ensure compliance with other duties of records management officer pursuant to Local Gov. Code, §203.023;
- Ensure compliance with Electronic Standards and Procedures, 13 TAC 7, pursuant to Local Gov. Code, §205.002; and
- Ensure compliance with Microfilming Standards and Procedures, 13 TAC 7, pursuant to Local Gov. Code, §204.002.

I declare that this local government will comply with the retention schedule:

Schedule GR (Records Common to All Governments)

I declare compliance with the following additional retention schedules issued by the commission:

*(check all that apply):*

- |   |  |
|---|--|
| <input type="checkbox"/> Schedule CC (Records of County Clerks)                               | <input checked="" type="checkbox"/> Schedule PS (Records of Public Safety Agencies)    |
| <input type="checkbox"/> Schedule DC (Records of District Clerks)                             | <input checked="" type="checkbox"/> Schedule PW (Records of Public Works and Services) |
| <input checked="" type="checkbox"/> Schedule EL (Records of Elections and Voter Registration) | <input type="checkbox"/> Schedule SD (Records of Public School Districts)              |
| <input checked="" type="checkbox"/> Schedule HR (Records of Public Health Agencies)           | <input checked="" type="checkbox"/> Schedule TX (Records of Property Taxation)         |
| <input type="checkbox"/> Schedule JC (Records of Public Junior Colleges)                      | <input checked="" type="checkbox"/> Schedule UT (Records of Utility Services)          |
| <input checked="" type="checkbox"/> Schedule LC (Records of Justice and Municipal Courts)     |  |

RMO Name and Title: Sandra Passailaigue, TRMC, City Secretary

RMO Signature: *Sandra Passailaigue* Date: 06/16/2020

## Part 3: Acceptance by Texas State Library and Archives Commission *(internal use only)*

This Declaration of Compliance has:

- been accepted for filing pursuant to Local Gov. Code §203.041(a)(2). A record appearing on a valid records control schedule may be disposed of at the expiration of its retention period without additional notice to the director and librarian as described in §202.001(a)(1), subject to the provisions of §203.041(d).
- been accepted for filing subject to the conditions stated in the accompanying letter.

Name and Title: Megan Carey, RMA Manager

Signature: *Megan Carey* Date: 8/18/2020

015-16-011  
A6



# Form SLR 504 – Designation of Local Government Records Management Officer For non-elected offices in Texas

Submitted pursuant to Local Government Code §203.025

Before filling out this form, ensure that the Records Management policy approved by your governing body under Local Government Code, §203.026 has designated your position as the Records Management Officer (RMO). If the position in the policy has changed, or if the policy names an individual who is no longer serving as RMO, a new policy must be filed with this form.

### Records Management Officer (RMO) Contact Information:

Name of Local Government: City of Leon Valley

Position/Title Designated in Policy: City Secretary

Name of Individual Designated as RMO: Saundra Passailaigue

Mailing Address: 6400 El Verde Road

City: Leon Valley Zip Code: 78238

Business email: s.pass@leonvalleytexas.gov Phone: 210-684-1391 ext. 216

Please subscribe me to The Texas Record for news and training information. <https://www.tsl.texas.gov/slrmblog/>

RMO Signature: *Saundra Passailaigue* Date: 06/16/2020

Please mail original, signed form within 30 days of RMO change to:

State and Local Records Management Division  
Texas State Library and Archives Commission  
P.O. Box 12927  
Austin, TX 78711-2927

Access and download forms, publications and retention schedules  
on our website: <https://www.tsl.texas.gov/slrmblog/>

For more assistance: 512-463-7610  
[slrminfo@tsl.texas.gov](mailto:slrminfo@tsl.texas.gov)

## 2. PROFESSIONAL DEVELOPMENT/CERTIFICATIONS *CITY OF LEON VALLEY*

- ✓ **Texas Municipal Clerks Certification Program:** City Secretary Sandra Passailaigue, TRMC Graduated January 12, 2010; Recertified January 22, 2015; January 30, 2020; and will once again in January of 2025.
- ✓ **Texas State Library and Archive Commission:** City Secretary Sandra Passailaigue, TRMC received a Certificate of Completion for Records Management Basics for Local Governments.
- ✓ **Various Certificates:** City Secretary Sandra Passailaigue, TRMC received various Certificates of Completion from TML, FEMA, Bexar County, and the Texas Department of Public Safety.

**Texas Municipal Clerks Certification Program**  
at the  
**University of North Texas**  
Awards this  
**Certificate of Graduation**  
To

***Sandra Passailaigue***

signifying satisfactory completion of the prescribed course of study

*In testimony whereof we have hereunto set our hands and the official seal*



Presented this 12<sup>th</sup> day of January, 2010

Texas Registered  
Municipal Clerk No. 592  
Recertification Date: 12/31/2014

*Camela Schmidt*  
President, Texas Municipal Clerks Association, Inc.  
*Sherry George*  
Chair, Certification Committee  
*Dr. Joyce Gray*  
Director, Texas Municipal Clerks Certification Program

Texas Municipal Clerks Certification Program  
at the  
University of North Texas  
Awards this  
Certificate of Recertification  
To

*Sandra Passailaigue*

signifying satisfactory completion of the prescribed course of study

*In testimony whereof we have hereunto set our hands and the official seal.*



Presented this 22<sup>nd</sup> day of January, 2015

Texas Registered  
Municipal Clerk No. 592  
Recertification Date: 12/31/2019

*Ashley Mashburn*  
President, Texas Municipal Clerks Association, Inc.

*Debra Beal*  
Chair, Certification Committee

*Crystal Holt*  
Director, Texas Municipal Clerks Certification Program

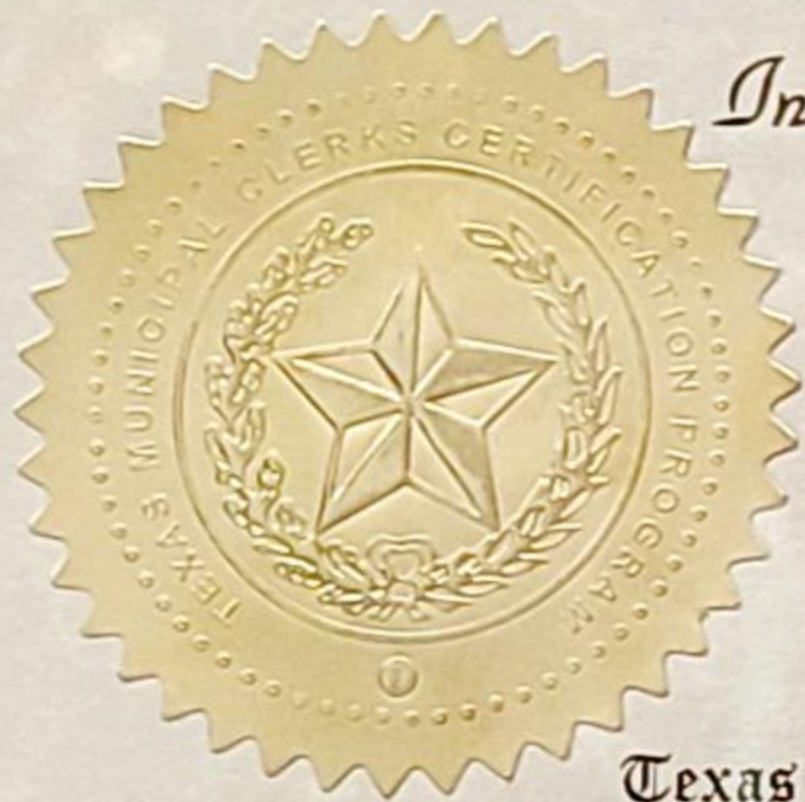
Texas Municipal Clerks Certification Program  
at the  
University of North Texas  
Awards this  
Certificate of Recertification

to

*Sandra Passailaigue*

signifying satisfactory completion of the prescribed course of study

*In testimony whereof we have hereunto set our hands and the official seal.*



Presented this 30<sup>th</sup> day of January, 2020

Texas Registered  
Municipal Clerk No. 592  
Recertification Date: 12/31/2024

*Gene George*  
President, Texas Municipal Clerks Association, Inc.

*Anna L. Parker*  
Chair, Certification Committee

*Aly Holt*  
Education Director, Texas Municipal Clerks Certification Program

# Texas State Library and Archives Commission

State and Local Records Management Division is pleased to present this

## *Certificate of Completion*

*to*

for participation in

Records Management Basics for Local Governments

Date Completed:

Credit Hours: 3.00



**SLRM**  
STATE AND LOCAL  
RECORDS  
MANAGEMENT





Texas Municipal League Intergovernmental Risk Pool

**Tony Koriath Supervisor Academy  
Keys to Creating Effective Supervisors  
Effective Supervisory Skill Building**

# Certificate of Completion

**Sandra Passailaigue**

Has successfully completed

**The Tony Koriath Supervisory Academy**

24 Hours

February 2-4, 2016

Ronnie Sexton, Loss Prevention Training Specialist

Date

Les Horne, Loss Prevention Manager

**Texas Municipal League Intergovernmental Risk Pool  
1821 Rutherford Lane  
Austin, Texas 78714  
800-537-6655**



**FEMA**

# National Fire Academy

**Sandra Passailaigue**

is awarded this certificate in recognition of completion  
of the NFA State/Local Partner-Sponsored Training

**ICS 300, Intermediate ICS for Expanding  
Incidents for Operational First Responders  
Leon Valley, Texas**

**May 30 - 31, 2017**

**This course meets the NIMS requirements for ICS-300.**

Superintendent  
National Fire Academy

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**SAUNDRA PASSAILAIGUE**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00317**

**Introduction to CERT**

*Issued this 12th Day of July, 2018*



0.6 IACET CEU

A handwritten signature in black ink, appearing to read "Tony Russell".

Tony Russell  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**SAUNDRA PASSAILAIGUE**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

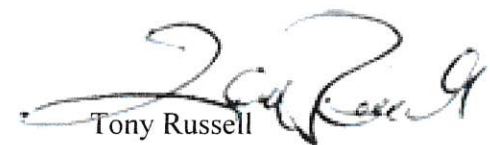
**IS-00317**

**Introduction to CERT**

*Issued this 12th Day of July, 2018*



0.6 IACET CEU

  
Tony Russell  
Superintendent  
Emergency Management Institute

# Community Emergency Response Team



Sandra Passailaigue

has successfully completed the

Federal Emergency Management Agency

**317 Community Emergency Response Team  
CERT Training – 20 Hours with Exercise**

*06 August – 27 August 2018*

Scott Paul  
CERT Master Instructor

*Sponsored By Alamo Area Regional Citizen Corps*

# Texas Department of Public Safety

This certifies that

**SAUNDRA PASSAILAIGUE**

has successfully completed the required course of study  
and is therefore awarded this certificate of training for

**Criminal Justice Practitioner Test**

on this day of  
**May 23, 2019**

  
Sonia Garcia

Assistant Director, Education, Training & Research

  
Steven C. McCraw

Director, Texas Department of Public Safety

This certification is good for 2 years and will expire on

**May 23, 2021**

### 3. GOVERNMENT TRANSPARENCY *CITY OF LEON VALLEY*



**Copies from the City of Leon Valley website at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov) :**  
The Office of the City Secretary is responsible for updating all agendas and minutes for City Council and all other Boards, Committees, and Commissions.

In addition, the Office of the City Secretary is also responsible for posting all other items in our Document Library. Items posted here are past and present budgets, racial profiling reports, water quality reports, ordinances, resolutions, applications, monthly permit reports, monthly financial reports, policies, forms, manuals (personnel and departmental), fee schedules, notices, plans, and maps.

Agendas, Minutes, Meeting Packets, and Videos Found at <https://www.leonvalleytexas.gov/meetings>.

| Date                | Meeting Name   | Agenda | Minutes | Packets | Video | Action                       |
|---------------------|--|--------|---------|---------|-------|------------------------------|
| 02/07/2023 - 5:45pm | City Council Regular Meeting   |        |         |         |       | <a href="#">View Details</a> |
| 02/01/2023 - 5:30pm | Earthwise Living Committee - CANCELED  |        |         |         |       | <a href="#">View Details</a> |
| 01/30/2023 - 6:30pm | Economic and Community Development Advisory Committee                                |        |         |         |       | <a href="#">View Details</a> |
| 01/28/2023 - 9:00am | Annual Town Hall Meeting   |        |         |         |       | <a href="#">View Details</a> |
| 01/24/2023 - 6:30pm | Planning & Zoning Commission 1/24/2023   |        |         |         |       | <a href="#">View Details</a> |
| 01/17/2023 - 6:00pm | City Council Regular Meeting   |        |         |         |       | <a href="#">View Details</a> |
| 01/12/2023 - 6:30pm | Park Commission Meeting  |        |         |         |       | <a href="#">View Details</a> |
| 01/12/2023 - 5:30pm | Leon Valley Public Library Board of Trustees   |        |         |         |       | <a href="#">View Details</a> |
| 01/11/2023 - 5:30pm | Earthwise Living Committee   |        |         |         |       | <a href="#">View Details</a> |
| 01/11/2023 - 7:30am | Special City Council Meeting   |        |         |         |       | <a href="#">View Details</a> |
| 12/20/2022 - 6:00pm | City Council Regular Meeting   |        |         |         |       | <a href="#">View Details</a> |
| 12/14/2022 - 6:30pm | Planning & Zoning Commission Meeting   |        |         |         |       | <a href="#">View Details</a> |
| 12/14/2022 - 6:00pm | Bandera Road Groundwater Plume Superfund Site Community Advisory Group (CAG) Meeting |        |         |         |       | <a href="#">View Details</a> |
| 12/14/2022 - 5:30pm | Earthwise Living Committee Meeting   |        |         |         |       | <a href="#">View Details</a> |
| 12/08/2022 - 6:00pm | Park Commission Meeting - Cancelled  |        |         |         |       | <a href="#">View Details</a> |
| 12/06/2022 - 6:00pm | City Council Regular Meeting   |        |         |         |       | <a href="#">View Details</a> |
| 11/28/2022 - 6:00pm | Tree Advisory Board Meeting  |        |         |         |       | <a href="#">View Details</a> |
| 11/21/2022 - 7:30am | Special City Council Meeting   |        |         |         |       | <a href="#">View Details</a> |
| 11/16/2022 - 6:30pm | Planning & Zoning Commission Meeting   |        |         |         |       | <a href="#">View Details</a> |
| 11/15/2022 - 6:00pm | City Council Regular Meeting   |        |         |         |       | <a href="#">View Details</a> |
| 11/14/2022 - 6:00pm | Economic and Community Development Advisory Committee Meeting                        |        |         |         |       | <a href="#">View Details</a> |
| 11/10/2022 - 7:00pm | Park Commission Meeting  |        |         |         |       | <a href="#">View Details</a> |
| 11/10/2022 - 6:30pm | Library Board of Trustees Meeting  |        |         |         |       | <a href="#">View Details</a> |



| Date                | Meeting Name   | PDF | PDF | PDF | Video | Details                      |
|---------------------|--|-----|-----|-----|-------|------------------------------|
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| 12/20/2022 - 6:00pm | City Council Regular Meeting   |     |     |     |       | <a href="#">View Details</a> |
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| 11/10/2022 - 6:30pm | Library Board of Trustees Meeting  |     |     |     |       | <a href="#">View Details</a> |

Documents Center - Found at [https://library.municode.com/tx/leon\\_valley/munidocs/munidocs](https://library.municode.com/tx/leon_valley/munidocs/munidocs)

Leon Valley, TX

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## Leon Valley, TX MuniDocs

1920 documents

*This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.*

Please use the table of contents pane to navigate to the document you're looking for.

Alternatively, use the application-wide search box to search.

Type here to search

58°F Mostly sunny 10:51 AM 3/14/2023

## 4. ELECTIONS *CITY OF LEON VALLEY*

- ✓ **City Secretary Job Description:** This document demonstrates the Office of the City Secretary is responsible for all City Elections.
- ✓ **Resolution No. 23-004R:** This document is a Resolution Calling the May 06, 2023, General Election to elect three members of City Council, Place 1, 2, and 3.
- ✓ **Resolution No. 23-005R:** This document is a Resolution Calling the May 06, 2023, Special Election on "Whether the City of Leon Valley Crime Control and Prevention District should be continued for five (5) years and the crime control and prevention district sales tax should be continued for five (5) years."
- ✓ **Ordinance No. 2023-5:** This document is a Ordinance Calling the May 06, 2023, Special Election on "The reauthorization of the local sales and use tax in the City of Leon Valley, TX at the rate of one-quarter (1/4) of one percent (0.0025000) to continue providing revenue for maintenance and repair of municipal streets. The tax expires on the fourth anniversary of the date of this election unless the imposition of the tax is reauthorized."



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** City Secretary

**DEPARTMENT:** Administrative Office

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** June 16, 2021

### **JOB SUMMARY:**

Under general administrative direction of the City Manager, serves as the administrative secretary to the Mayor, City Manager, City Council and other city officials, serves as custodian of official records for the City; administers all City elections; coordinates public meetings of staff, the City Council and other city groups; attend and record proceedings of official meetings of City Council; performs related works as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Provides administrative support for the Mayor, City Manager, and City Council;

Post notices of City Council meetings as required by the Texas Open Meetings Act, Chapter 551, Government Code;

Prepare preserve and track the actions and records of the City Council, including ordinances, resolutions, minutes, proclamations, contracts, and deeds;

Insure that all ordinances are published when necessary and codified in a timely manner;

Maintains the official City Seal;

Attends all meetings of the City Council, and of other official meetings as assigned, serving as the recording secretary of all meeting proceedings;

Publishes all required legal notices in the official newspaper of the City within the legally required time limits;

**Receives, on behalf of the City, petitions, initiatives, referendums, recall proceedings, and applications for office, and verifies all applications and petitions;**

Assists in the management and preparation of the budget for the Council and Manager Department;

Attest to and number, date and effect changes in official documents authorized by Council actions;

Serves as the liaison between the Council and all city boards, commission and committees by managing applications, posting their agendas and providing council with their minutes. Not responsible for constructing their agenda or minutes.

Administer oaths of office;

Answer inquiries from public and city officials regarding ordinances and status of City Council communications;

**Serves as the Elections Administrator for all City of Leon Valley general and special elections;**

Has custodial authority of all City records, directing their maintenance and disposition in accordance with records retention schedules filed with the Texas State Library and in accordance with the Texas Open Records Act, Chapter 552 and serves as the City's authority for releasing records in accordance with the procedures set forth in the Act;

Serves as a member of the City's EOC for exercises, planning, and upon EOC activation to provide the public with essential information;

Attests to City documents and permits for alcoholic beverages licenses under the TABC licensing requirements;

**Working knowledge of the: Texas Election Code, Texas Local Government Code, Texas Open Meetings Act and Texas Open Information Act;**

Interacts with public and agencies by answering and resolving complaints; attending conferences and seminars; and attending meetings with department heads and agencies;

Plan and provide resource estimates for multiple projects as related to the administrative offices;

Prepares the administration of the departmental annual budget to include monthly billings preparations, weekly accounts payable, and post budget expenditures;

Must be able to read, comprehend and interpret for others City codes and documents;

Effectively represent the City to the business community, residents other governmental entities, and the media;

Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures from the City Council and City Manager;

Effectively communicate with elected and appointed officials, supervisors, subordinates, peers, business representatives, the general public, and the media in person, in writing, and by telephone;

May have to design and produce various media products to publicize City events for community-wide distribution;

Sit for extended periods of time writing reports, correspondence, ordinances and compiling statistical data on computers;

Read and analyze difficult source documents and plans;

Use tact, diplomacy and discretion as required;

Read, write, and converse fluently in English;

Work a flexible schedule, to include evenings hours, weekends, and holidays;

Must have the ability to attend work regularly and predictably;

Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace; and

Read, write and understand written instructions, reports, documents, plans and maps;

Must possess a working knowledge of general office equipment, procedures, and operations;

Must not pose a threat to the health and safety of self or others;

Must be able to work closely with others as part of a team;

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Must be able to use, telephone, copier, calendar, and; in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point. Working knowledge of the City's financial management software, InCode

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather.

| C<br>Continuously                  | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never |
|------------------------------------|-----------------|-------------------|-------------|------------|
| <b>-Health and Safety Factors-</b> |                 |                   |             |            |
| Mechanical Hazards                 |                 |                   |             | N          |
| Chemical Hazards                   |                 |                   |             | N          |
| Electrical Hazards                 |                 |                   |             | N          |
| Fire Hazards                       |                 |                   |             | N          |
| Explosives                         |                 |                   |             | N          |
| Communicable Diseases              |                 |                   |             | N          |
| Physical Danger or Abuse           |                 |                   |             | R          |
| Inclement Weather                  |                 |                   |             | R          |

| D<br>Daily                     | W<br>Several<br>Times Per<br>Week | M<br>Several<br>Times Per<br>Month | S<br>Seasonally | N<br>Never |
|--------------------------------|-----------------------------------|------------------------------------|-----------------|------------|
| <b>-Environmental Factors-</b> |                                   |                                    |                 |            |
| Respiratory Hazards            |                                   |                                    |                 | N          |
| Extreme Temperatures           |                                   |                                    |                 | N          |
| Noise and Vibration            |                                   |                                    |                 | N          |
| Wetness/Humidity               |                                   |                                    |                 | M          |
| Physical Hazards               |                                   |                                    |                 | M          |

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to lift and carry a minimum of 20 pounds; climb, kneel, squat, stoop and bend freely. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

| -Physical strength for this position is indicated below with "X"-                               |   |  |   |   |  |
|---|---|--|---|---|--|
| Sedentary   | X | Light  | Medium  | Heavy   | Very Heavy   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. |   | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

Must be able to sit or stand for extended periods of time while performing various tasks.

| C<br>Constantly<br>2/3 or more of the time. | F<br>Frequently<br>From 1/3 to 2/3 of the time. | O<br>Occasionally<br>Up to 1/3 of the time. | R<br>Rarely<br>Less than 1 hour per week. | N<br>Never<br>Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

| -Physical Demand- | -Frequency- | -Brief Description-                                |
|-------------------|-------------|--|
| Standing          | O           | Site visits and communicating with co-workers      |
| Sitting           | C           | at desk  |
| Walking           | O           | around office environment                          |
| Lifting           | O           | office, supplies                                   |
| Carrying          | O           | office supplies                                    |
| Pushing/Pulling   | F           | office supplies, office chair file cabinet drawers |
| Reaching          | O           | for supplies                                       |
| Fine Dexterity    | F           | While working on computer                          |
| Kneeling          | O           | retrieving items from lower shelves/ground         |
| Crouching         | O           | retrieving items from lower shelves/ground         |
| Crawling          | N           |  |
| Bending           | O           | retrieving items from lower shelves/ground         |
| Twisting          | O           | getting inside vehicle, getting office supplies    |
| Climbing          | O           | stairs   |
| Balancing         | R           | While performing everyday task                     |
| Vision            | C           | Viewing computer screen, maps documents            |
| Hearing           | C           | listening coworkers, residence                     |

|                                    |   |   |
|------------------------------------|---|---|
| Talking                            | C | communicating with co-workers and public and on telephone |
| Foot Controls                      | R | While driving City automobile                             |
| Other<br>(specified if applicable) |   |   |

## **JOB REQUIREMENTS:**

| -Description of Minimum Job Requirements- |   |
|---|---|
| Formal Education                          | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent years of experience.  |
| Experience                                | Over five years up to and including ten years.  |
| Supervision                               | Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.   |
| Human Collaboration Skills                | Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.   |
| Freedom to Act                            | Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.  |
| Technical Skills                          | Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.  |
| Fiscal Responsibility                     | Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.  |
| Reading                                   | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Math                                      | Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Writing                                   | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Certification & Other Requirements        | Valid Texas Motor Vehicle License with the ability to remain eligible to drive under the City's driver evaluation program. Must receive certification as "City Secretary" by the Texas Municipal Clerks Certification Program within four years of appointment date; Must hold and maintain a current Texas voter registration card; Must be a Texas Notary Public. Must be bondable under City's public employee and fidelity bond coverage. |



**PRIMARY WORK LOCATION**

|                                |   |                                      |  |
|--------------------------------|---|--------------------------------------|--|
| Office Environment             | X | Vehicle                              |  |
| Warehouse                      |   | Outdoors                             |  |
| Shop                           |   | Other (See<br>Environmental Factors) |  |
| Recreation/Neighborhood Center |   |                                      |  |

RESOLUTION No. 23-004R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY ORDERING AND ESTABLISHING PROCEDURES FOR A GENERAL ELECTION IN THE CITY OF LEON VALLEY, TEXAS TO ELECT THREE COUNCIL MEMBERS: (PLACES 1, 3 AND 5) BY THE QUALIFIED VOTERS OF THE CITY OF LEON VALLEY; AUTHORIZING THE CITY MANAGER TO SIGN A JOINT ELECTION AGREEMENT WITH THE BEXAR COUNTY ELECTIONS ADMINISTRATOR FOR THE CONDUCT OF SAID ELECTIONS, AND PROVIDING DETAILS RELATING TO THE CONDUCT OF HOLDING THE ELECTION, AUTHORIZING THE USE OF THE LEON VALLEY CONFERENCE CENTER ON THE 6<sup>th</sup> DAY OF MAY, 2023, FOR ELECTION DAY VOTING, AND THE USE OF THE LEON VALLEY CONFERENCE CENTER, LOCATED AT 6421 EVERS ROAD, LEON VALLEY, TEXAS, 78238, FOR EARLY VOTING (APRIL 24, 2023 THROUGH MAY 02, 2023).**

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**WHEREAS**, the laws of the State of Texas and the City of Leon Valley, provide that on May 06, 2023, there shall be elected three members of Council for this City in Places 1, 3 and 5; and

**WHEREAS**, the laws of the State of Texas further provide that Section 3.001 of the Election Code of the State of Texas is applicable to said elections, and in order to comply with said Code, an Order should be passed ordering said election and establishing the procedure to be followed in said election, and designating the voting place for said election; and

**WHEREAS**, the laws of the State of Texas provide that the Election Code of the State of Texas is applicable to said election, and to comply with said Code, a resolution should be passed ordering said election.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS:**

**Section one.** Election ordered. The City of Leon Valley, Texas City Council hereby orders an election for the positions of three City Council Members, Places 1, 3 and 5 as provided in the Order of Elections for the City of Leon Valley, Texas attached below.

**Section two.** Applications filed. That all candidates at the election to be held on Saturday May 06, 2023 for the above-mentioned offices file their applications to become candidates with the City Secretary, or designee at City Hall, 6400 El Verde Rd., Leon Valley, Texas 78238 on or after 7:30 a.m. on Wednesday, January 18, 2023 and before 5:00 p.m. on Friday, February 17, 2023, and that all applications be on a form as prescribed by Section 141.031 of the Election Code of the State of Texas.

**Section three.** Polling places. The polling place at which said elections shall be held is at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas and at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas, and the polls at the above designated polling place shall on said Election Day be open from 7:00 a.m. to 7:00 p.m. Bexar County Elections Department may designate additional polling places within the City's corporate limits.

**Section four.** Form of ballot. Voting at such elections shall be by ExpressVote Voting System and paper ballot to follow the Texas' Help America Vote Act.

**Section five.** Election supervision. The Bexar County Elections Department shall conduct, supervise, and administer said elections. Bexar County Elections Administrator Jacquelyn F. Callanen is appointed as Elections Administrator and shall appoint the election officials including the Presiding Judge and Clerks.

**Section six.** Election Administrator. The City Council designates Bexar County Elections Administrator Jacquelyn F. Callanen as Early Voting Clerk. The Early Voting Clerk may appoint Deputy Clerks. The Early Voting Clerk's mailing address is as follows: Jacquelyn F. Callanen, Early Voting Clerk, Bexar County Elections Administrator, 1103 S. Frio, Suite 100, San Antonio, Texas 78207.

**Section seven.** Early Voting Ballot Board. The Early Voting Clerk shall designate individuals to serve as the Early Voting Ballot Board, which will canvass all early voting.

**Section eight.** Early voting. Early voting by personal appearance for the above designated general and special elections (the "election") shall be at the Leon Valley Conference Center, 6421 Evers Road, Texas, 78238, and said place of early voting shall remain open on: Monday, April 24, 2023 through Thursday, April 27, 2023 from 8:00 a.m. to 6:00 p.m.; Friday, April 28, 2023 – Closed; Saturday, April 29, 2023 from 8:00 a.m. to 8:00 p.m.; Sunday, April 30, 2023 - Closed; and Monday, May 01, 2023 and Tuesday, May 02, 2023 from 8:00 a.m. to 8:00 p.m. (These dates and time are subject to change). The above place for early voting by personal appearance is not the Early Voting Clerk's address to which ballot applications and ballots voted by mail must be sent.

**Section nine.** Designation of additional early voting locations. The Bexar County Elections Administrator and/or Commissioners Court may designate additional early voting locations and times throughout Bexar County. Voting shall be by ExpressVote Voting System and mail ballots shall be by paper ballot to follow the Texas' Help America Vote Act.

**Section ten.** Voter qualification. Said elections shall be held in accordance with the Election Code of this State, and only resident qualified voters of said City shall be eligible to vote in said elections.

**Section eleven. Notice.** The Mayor shall give notice of these elections as directed by the provisions of Sections 4.004, 83.001, 85.004 and 85.007 of the Election Code and other applicable law, and all necessary orders and writs for said elections shall be issued by proper authority.

**Section twelve. Canvass.** In accordance with Chapter 1 § 1.03.003 of the City of Leon Valley Code of Ordinances, a City Council meeting will be called on the fifth day after the date of the election, excluding Sundays, or as soon as possible after the fifth day to canvass the ballots. The City Secretary shall post written notice of the date, place, and subject of this meeting at the City Hall, in a place convenient and readily accessible to the public and said notice having been so posted and remaining posted continuously for at least 72 hours proceeding the scheduled time of said meeting. A copy of the return of said posting shall be attached to the minutes of this meeting and shall be made a part thereof for all intents and purposes.

**Section thirteen.** Said Election shall be held under the provisions of Ordinances of the City of Leon Valley, the Constitution and laws of the State of Texas and the Voting Rights Act of 1965, and amendments thereof, insofar as same may be applicable.

## ORDER OF ELECTIONS FOR THE CITY OF LEON VALLEY, TEXAS

An election is hereby ordered to be held on Saturday, May 06, 2023 for the purpose of:  
**Electing Three Members to City Council (Places 1, 3 and 5)**

Early voting by personal appearance will be conducted each weekday at:  
**The City of Leon Valley Conference Center at 6421 Evers Rd., Leon Valley, Texas  
78238**

**Hours of early voting are** Monday, April 24, 2023 through Thursday, April 27, 2023 from 8:00 a.m. to 6:00 p.m.; Friday, April 28, 2023 – Closed; Saturday, April 29, 2023 from 8:00 a.m. to 8:00 p.m.; Sunday, April 30, 2023 - Closed; and Monday, May 01, 2023 and Tuesday, May 02, 2023 from 8:00 a.m. to 8:00 p.m. (Dates and times are subject to change). **Applications for ballot by mail shall be mailed to:** Jacquelyn F. Callanen Early Voting Clerk, Bexar County Elections Administrator 1103 S. Frio, Suite 100 San Antonio, Texas 78207 **Applications for ballots by mail must be received no later than the close of business on April 25, 2023**

[SIGNATURE PAGE TO FOLLOW]

Issued this the 7<sup>th</sup> day of February 2023.

  
Signature of Mayor

  
Signature of Council Place 1

  
Signature of Council Place 2

  
Signature of Council Place 3

  
Signature of Council Place 4


  
Signature of Council Place 5

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 7th day of February 2023.

**APPROVED**

  
**CHRIS RILEY**  
MAYOR

Attest :

  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form: City Attorney

  
**NICOLE WARREN**  
City Attorney



**UNA RESOLUCIÓN DEL CONSEJO DE LA CIUDAD DE LA CIUDAD DE LEON VALLEY PARA ORDENAR Y ESTABLECER LOS PROCEDIMIENTOS PARA UNA ELECCIÓN GENERAL EN LA CIUDAD DE LEON VALLEY, TEXAS, PARA ELEGIR TRES MIEMBROS DEL CONSEJO: (POSICIONES 1, 3 Y 5) POR PARTE DE LOS VOTANTES HABILITADOS DE LA CIUDAD DE LEON VALLEY; AUTORIZANDO AL ADMINISTRADOR DE LA CIUDAD A FIRMAR UN ACUERDO DE ELECCIÓN CONJUNTA CON EL ADMINISTRADOR DE ELECCIONES DEL CONDADO DE BEXAR PARA LA CELEBRACIÓN DE DICHAS ELECCIONES, Y PROPORCIONANDO DETALLES RELATIVOS A LA CELEBRACIÓN DE DICHA ELECCIÓN, AUTORIZANDO EL USO DEL CENTRO DE CONFERENCIAS DE LEON VALLEY EL DÍA 6 DE MAYO DE 2023 PARA LA VOTACIÓN DEL DÍA DE ELECCIÓN, Y EL USO DEL CENTRO DE CONFERENCIAS DE LEON VALLEY, UBICADO EN 6421 EVERS ROAD, LEON VALLEY, TEXAS, 78238, PARA LA VOTACIÓN ADELANTADA (DEL 24 DE ABRIL DE 2023 HASTA EL 2 DE MAYO DE 2023, INCLUSIVE).**

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**EN VISTA DE QUE** las leyes del Estado de Texas y de la Ciudad de Leon Valley disponen que el 6 de mayo de 2023 habrá electos tres miembros del Consejo para esta Ciudad en las Posiciones 1, 3 y 5; y

**EN VISTA DE QUE** las leyes del Estado de Texas además disponen que la Sección 3.001 del Código Electoral del Estado de Texas se aplica a dichas elecciones y, a fin de cumplir con el mencionado Código, se debería aprobar una Orden que ordene dicha elección y establezca el procedimiento a seguir en ella, y que designe el lugar de votación para dicha elección; y

**EN VISTA DE QUE** las leyes del Estado de Texas disponen que el Código Electoral del Estado de Texas se aplica a dicha elección y, a fin de cumplir con el mencionado Código, se debería aprobar una resolución que ordene dicha elección.

**AHORA, POR LO TANTO, EL CONSEJO DE LA CIUDAD DE LA CIUDAD DE LEON VALLEY, TEXAS, RESUELVE Y ORDENA:**

**Sección uno.** Elección ordenada. Por la presente, el Consejo de la Ciudad de la Ciudad de Leon Valley, Texas, ordena una elección para las posiciones de tres miembros del Consejo de la Ciudad, Posiciones 1, 3 y 5 según lo dispuesto en la Orden de Elecciones para la Ciudad de Leon Valley, Texas, anexo a continuación.

**Sección dos.** Solicitudes presentadas. Que todos los candidatos en la elección a celebrarse el sábado 6 de mayo de 2023 para los cargos mencionados antes deben presentar sus solicitudes para convertirse en candidatos ante el Secretario de la Ciudad o su representante designado en el City Hall en 6400 El Verde Rd., Leon Valley, Texas 78238 a partir de las 7:30 a.m. del miércoles 18 de enero de 2023 y antes de las 5:00

p.m. del viernes 17 de febrero de 2023, y que todas las solicitudes deben estar en una forma como lo prescribe la Sección 141.031 del Código Electoral del Estado de Texas.

**Sección tres.** Lugares de votación. El lugar de votación en el cual se celebrarán dichas elecciones es Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas, y Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas, y las casillas electorales en el lugar de votación designado anteriormente estarán abiertas de 7:00 a.m. a 7:00 p.m. dicho Día de Elección. El Departamento de Elecciones del Condado de Bexar puede designar lugares de votación adicionales dentro de los límites corporativos de la Ciudad.

**Sección cuatro.** Forma de la boleta. La votación en dichas elecciones se realizará mediante el sistema de votación ExpressVote y boletas de votación de papel, para cumplir con la Ley Ayude a América a Votar de Texas.

**Sección cinco.** Supervisión de la elección. El Departamento Electoral del Condado de Bexar llevará a cabo, supervisará y administrará dichas elecciones. Se designa como Administradora de Elecciones a la Administradora de Elecciones del Condado de Bexar, Jacquelyn F. Callanen, quien deberá designar a los funcionarios electorales, entre ellos, al Juez Presidente y a los Oficiales.

**Sección seis.** Administradora de elecciones. El Consejo de la Ciudad designa a la Administradora de Elecciones del Condado de Bexar, Jacquelyn F. Callanen, como Oficial de Votación Adelantada. La Oficial de Votación Adelantada puede designar suboficiales. La dirección postal de la Oficial de Votación Adelantada es la siguiente: Jacquelyn F. Callanen, Early Voting Clerk, Bexar County Elections Administrator, 1103 S. Frio, Suite 100, San Antonio, Texas 78207.

**Sección siete.** Consejo de boletas de votación adelantada. La Oficial de Votación Adelantada designará a las personas que fungirán como Consejo de Boletas de Votación Adelantada, que escrutará todos los votos adelantados.

**Sección ocho.** Votación adelantada. La votación adelantada en persona para las elecciones generales y especiales anteriormente designadas (la "elección") se llevará a cabo en Leon Valley Conference Center, 6421 Evers Road, Texas, 78238, y dicho lugar de votación adelantada permanecerá abierto del lunes 24 de abril de 2023 al jueves 27 de abril de 2023, de 8:00 a.m. a 6:00 p.m.; el viernes 28 de abril de 2023 - cerrado; el sábado 29 de abril de 2023 de 8:00 a.m. a 8:00 p.m.; el domingo 30 de abril de 2023 - cerrado; y del lunes 01 de mayo de 2023 y el martes 2 de mayo de 2023 de 8:00 a.m. a 8:00 p.m. (Estas fechas y horarios están sujetos a cambios). El lugar para la votación adelantada en persona anterior no es la dirección de la Oficial de Votación Adelantada a la que deben enviarse las solicitudes de boletas de votación y los votos emitidos por correo.



**Sección nueve.** Designación de lugares de votación adelantada adicionales. La Administradora de Elecciones del Condado de Bexar y/o el Tribunal de Comisionados pueden designar lugares y horarios de votación adelantada adicionales en todo el Condado de Bexar. La votación se realizará mediante el sistema de votación ExpressVote y la votación por correo será mediante boletas de votación de papel para cumplir con la Ley Ayude a América a Votar de Texas.

**Sección diez.** Requisito para habilitación de votantes. Dichas elecciones se llevarán a cabo de acuerdo con el Código Electoral de Texas y solamente votantes habilitados residentes de dicha Ciudad serán elegibles para votar en dichas elecciones.

**Sección once.** Aviso. El Alcalde dará aviso de estas elecciones según lo indicado por las disposiciones de las Secciones 4.004, 83.001, 85.004 y 85.007 del Código Electoral y otras leyes aplicables, y todas las órdenes necesarias y escritos para dichas elecciones serán emitidos por la autoridad pertinente.

**Sección doce.** Escrutinio. En conformidad con el Capítulo 1 § 1.03.003 del Código de Ordenanzas de la Ciudad de Leon Valley, se convocará una asamblea del Consejo de la Ciudad el quinto día después de la fecha de la elección, salvo domingos, o lo antes posible después del quinto día para realizar el escrutinio de las boletas de votación. El Secretario de la Ciudad colocará un aviso escrito con la fecha, el lugar y el asunto de esta asamblea en el City Hall (Alcaldía), en un lugar conveniente y fácilmente accesible para el público, y dicho aviso deberá colocarse así y permanecer colocado por al menos 72 horas corridas con anterioridad a la fecha programada para dicha asamblea. Se deberá adjuntar una copia de la declaración de dicha colocación a las actas de esta asamblea y se deberá incorporar a ellas para toda intención y propósito.

**Sección trece.** Dicha Elección se celebrará bajo las disposiciones de las Ordenanzas de la Ciudad de Leon Valley, la Constitución y las leyes del Estado de Texas y la Ley de Derecho al Voto de 1965, así como sus enmiendas, en la medida que las mismas puedan ser aplicables.

## ORDEN DE ELECCIONES PARA LA CIUDAD DE LEON VALLEY, TEXAS

Por la presente se ordena la celebración de una elección a realizarse el sábado 6 de mayo de 2023 con el propósito de:

**Elegir tres miembros para el Consejo de la Ciudad (Posiciones 1, 3 y 5)**

La votación adelantada en persona se llevará a cabo cada día de la semana en:

**El Centro de Conferencias de la Ciudad de Leon Valley en 6421 Evers Rd., Leon Valley, Texas 78238**

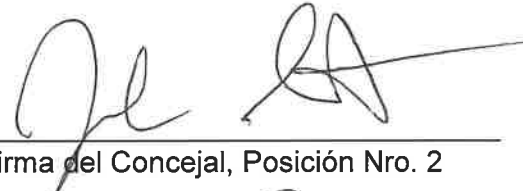
**El horario de votación es** del lunes 24 de abril de 2023 al jueves 27 de abril de 2023 de 8:00 a.m. a 6:00 p.m.; viernes 28 de abril de – Cerrado; sábado 29 de abril de 2023 de 8:00 a.m. a 8:00 p.m.; domingo 30 de abril de 2023 - Cerrado; y lunes 1 de mayo de 2023 y martes 2 de mayo de 2023 de 8:00 a.m. a 8:00 p.m. (La fechas y horarios están sujetos a cambios). **Las solicitudes de boletas de votación por correo deben ser enviadas por correo a:** Jacquelyn F. Callanen, Early Voting Clerk, Bexar County Elections Administrator 1103 S. Frio, Suite 100 San Antonio, Texas 78207. **Las solicitudes de boletas de votación por correo deben recibirse a más tardar al cierre de operaciones el 25 de abril de 2023**

**[PÁGINA DE FIRMAS A CONTINUACIÓN]**

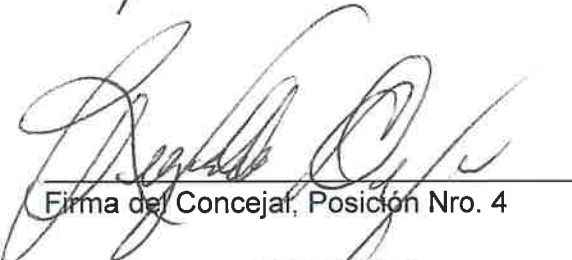
Emitido este día 7 de febrero de 2023.

  
Firma del Alcalde

  
Firma del Concejal, Posición Nro. 1

  
Firma del Concejal, Posición Nro. 2

  
Firma del Concejal, Posición Nro. 3

  
Firma del Concejal, Posición Nro. 4

  
Firma del Concejal, Posición Nro. 5

**ACEPTADA, ADOPTADA Y APROBADA** por el Consejo de la Ciudad de la Ciudad de Leon Valley este día 7 de febrero de 2023.

**APROBADA**

  
**CHRIS RILEY**  
ALCALDE

Atestigua:

  
**SAUNDRA PASSAILAIGUE, TRMC**  
Secretaria de la Ciudad

Aprobada en cuanto a su Forma: Abogada de la Ciudad

  
**NICOLE WARREN**  
Abogada de la Ciudad



RESOLUTION No. 23-005R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, ORDERING A SPECIAL ELECTION TO BE HELD ON MAY 06, 2023, IN THE CITY OF LEON VALLEY FOR THE PURPOSE OF SUBMITTING TO THE VOTERS A PROPOSITION RELATING TO THE CONTINUATION OF THE CITY OF LEON VALLEY CRIME CONTROL AND PREVENTION DISTRICT PURSUANT TO SECTION 363.2515. CONTINUATION OF DISTRICT: CERTAIN POLITICAL SUBDIVISIONS IN CHAPTER 363, OF THE LOCAL GOVERNMENT CODE.**

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**WHEREAS**, the Temporary Board of Directors of the Crime Control and Prevention District was established by the City Council of the City of Leon Valley which coordinated efforts with local law enforcement officials and agencies by assisting in the formulation of a two-year Crime Control Plan and two-year Budget Plan;

**WHEREAS**, on November 5, 2013, pursuant to Chapter 363 of the Texas Local Government Code, an election was held, and the voters voted to create the City of Leon Valley Crime Control and Prevention District and adopt a sales and use tax;

**WHEREAS**, November 06, 2018, the citizens of Leon Valley voted in favor of the continuation of the City of Leon Valley Crime Control and Prevention District and sales and use tax for five (5) years;

**WHEREAS**, the City Council recommends the continuation of the City of Leon Valley Crime Control and Prevention District for an additional five (5) years;

**WHEREAS**, a referendum is required pursuant to Local Government Code Chapter 363, Sec. 363.2515 to continue the Crime Control and Prevention District for an additional five (5), years; and

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS:**

**Section one.** Election ordered. That an election be held in the City of Leon Valley, Texas, on Saturday, the 6th day of May 2023, (hereinafter the "Election") for the purpose of submitting to the voters a proposition relating to the continuation of the City of Leon Valley Crime Control and Prevention District and continuation of the local sales and use tax rate for five (5) years pursuant to Chapter 363 of the Texas Local Government Code.

**Section two.** Proposition language. At the election, the following proposition shall be submitted and shall be printed on the ballots to permit voters to vote "FOR" or "AGAINST" the proposition:

"Whether the City of Leon Valley Crime Control and Prevention District should be continued for five (5) years and the crime control and prevention district sales tax should be continued for five (5) years."

**Section three.** Polling places. The polling place at which said elections shall be held is at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas and at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas, and the polls at the above designated polling place shall on said Election Day be open from 7:00 a.m. to 7:00 p.m. Bexar County Elections Department may designate additional polling places within the City's corporate limits.

**Section four.** Form of ballot. Voting at such elections shall be by ExpressVote Voting System and paper ballot to follow the Texas' Help America Vote Act.

**Section five.** Election supervision. The Bexar County Elections Department shall conduct, supervise, and administer said elections. Bexar County Elections Administrator Jacquelyn F. Callanen is appointed as Elections Administrator and shall appoint the election officials including the Presiding Judge and Clerks.

**Section six.** Election Administrator. The City Council designates Bexar County Elections Administrator Jacquelyn F. Callanen as Early Voting Clerk. The Early Voting Clerk may appoint Deputy Clerks. The Early Voting Clerk's mailing address is as follows: Jacquelyn F. Callanen, Early Voting Clerk, Bexar County Elections Administrator, 1103 S. Frio, Suite 100, San Antonio, Texas 78207.

**Section seven.** Early Voting Ballot Board. The Early Voting Clerk shall designate individuals to serve as the Early Voting Ballot Board, which will canvass all early voting.

**Section eight.** Early voting. Early voting by personal appearance for the above designated general and special elections (the "election") shall be at the Leon Valley Conference Center, 6421 Evers Road, Texas, 78238, and said place of early voting shall remain open on: Monday, April 24, 2023 through Friday, April 28, 2023 from 8:00 a.m. to 6:00 p.m.; Saturday, April 29, 2023 from 10:00 a.m. to 6:00 p.m.; Sunday, April 30, 2023 - Closed; and Monday, May 01, 2023 and Tuesday, May 02, 2023 from 8:00 a.m. to 8:00 p.m. (These dates and time are subject to change). The above place for early voting by personal appearance is not the Early Voting Clerk's address to which ballot applications and ballots voted by mail must be sent.

**Section nine.** Designation of additional early voting locations. The Bexar County Elections Administrator and/or Commissioners Court may designate additional early voting locations and times throughout Bexar County. Voting shall be by ExpressVote Voting System and mail ballots shall be by paper ballot to follow the Texas' Help America Vote Act.

**Section ten.** Voter qualification. Said elections shall be held in accordance with the Election Code of this State, and only resident qualified voters of said City shall be eligible to vote in said elections.

**Section eleven.** Notice. The Mayor shall give notice of these elections as directed by the provisions of Sections 4.004, 83.001, 85.004 and 85.007 of the Election Code and other

applicable law, and all necessary orders and writs for said elections shall be issued by proper authority.

**Section twelve. Canvass.** In accordance with Chapter 1 § 1.03.003 of the City of Leon Valley Code of Ordinances, a City Council meeting will be called on the fifth day after the date of the election, excluding Sundays, or as soon as possible after the fifth day to canvass the ballots. The City Secretary shall post written notice of the date, place and subject of this meeting at the City Hall, in a place convenient and readily accessible to the public and said notice having been so posted and remaining posted continuously for at least 72 hours proceeding the scheduled time of said meeting. A copy of the return of said posting shall be attached to the minutes of this meeting and shall be made a part thereof for all intents and purposes.

**Section thirteen.** Said Election shall be held under the provisions of Ordinances of the City of Leon Valley, the Constitution and laws of the State of Texas and the Voting Rights Act of 1965, and amendments thereof, insofar as same may be applicable.

**ORDER OF ELECTIONS FOR THE CITY OF LEON VALLEY, TEXAS**

An election is hereby ordered to be held on Saturday, May 06, 2023 for the purpose of:

**FOR or AGAINST**

**"WHETHER THE CITY OF LEON VALLEY CRIME CONTROL AND PREVENTION DISTRICT SHOULD BE CONTINUED FOR FIVE (5) YEARS AND THE CRIME CONTROL AND PREVENTION DISTRICT SALES TAX SHOULD BE CONTINUED FOR FIVE (5) YEARS."**


Early voting by personal appearance will be conducted each weekday at:

**The City of Leon Valley Conference Center at 6421 Evers Rd., Leon Valley, Texas 78238**

**Hours of early voting are** April 24, 2023 through April 28, 2023 from 8:00 a.m. to 6:00 p.m.; Saturday, April 29, 2023 from 10:00 a.m. to 6:00 p.m.; Sunday, April 30, 2023 - closed; Monday, May 01, 2023 and Tuesday, May 02, 2023 from 7:00 a.m. to 7:00 p.m. (Dates and times are subject to change). **Applications for ballot by mail shall be mailed to:** Jacquelyn F. Callanen Early Voting Clerk, Bexar County Elections Administrator 1103 S. Frio, Suite 100 San Antonio, Texas 78207 **Applications for ballots by mail must be received no later than the close of business on April 25, 2023**

**[SIGNATURE PAGE TO FOLLOW]**

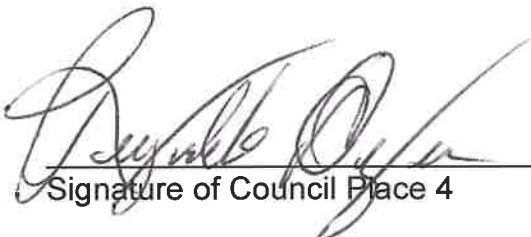
Issued this the 7<sup>th</sup> day of February 2023.

  
\_\_\_\_\_  
Signature of Mayor

  
\_\_\_\_\_  
Signature of Council Place 1

  
\_\_\_\_\_  
Signature of Council Place 2

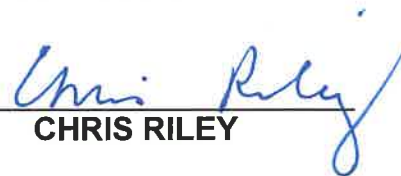
  
\_\_\_\_\_  
Signature of Council Place 3

  
\_\_\_\_\_  
Signature of Council Place 4

  
\_\_\_\_\_  
Signature of Council Place 5

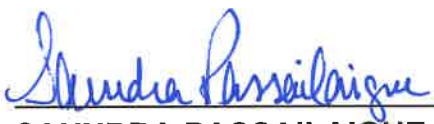
**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley  
this the 7<sup>th</sup> day of February 2023.

**APPROVED**

  
\_\_\_\_\_  
**CHRIS RILEY**

MAYOR

Attest:

  
\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form: City Attorney

  
\_\_\_\_\_  
**NICOLE WARREN**  
City Attorney





## RESOLUCIÓN NRO. 23-005R

**RESOLUCIÓN DEL CONSEJO DE LA CIUDAD DE LA CIUDAD DE LEON VALLEY, TEXAS QUE ORDENA UNA ELECCIÓN ESPECIAL PARA CELEBRARSE EL 6 DE MAYO DE 2023 EN LA CIUDAD DE LEON VALLEY CON EL PROPÓSITO DE PRESENTAR A LOS VOTANTES UNA PROPOSICIÓN RELACIONADA CON LA CONTINUACIÓN DEL DISTRITO DE CONTROL Y PREVENCIÓN DE CRÍMENES DE LEON VALLEY DE ACUERDO CON LA SECCIÓN 363.2515. CONTINUACIÓN DEL DISTRITO: CIERTAS SUBDIVISIONES POLÍTICAS EN EL CAPÍTULO 363, DEL CÓDIGO DE GOBIERNO LOCAL.**

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**EN VISTA DE QUE** la Junta Directiva temporal del Distrito de Control y Prevención de Crímenes fue establecida por el Consejo de la Ciudad de la Ciudad de Leon Valley, él ha coordinado sus esfuerzos con los funcionarios de policía y agencias locales para asistir en la formulación de un Plan de control de crímenes de dos años y un Plan de presupuesto de dos años;

**EN VISTA DE QUE**, el 15 de noviembre de 2013 en conformidad con el Capítulo 363 del Código de Gobierno Autónomo de Texas, se celebró una elección, y los votantes votaron a favor de crear el Distrito de Control y Prevención de Crímenes de la Ciudad de Leon Valley y adoptaron un impuesto de ventas y uso;

**EN VISTA DE QUE**, el 6 de noviembre de 2018, los ciudadanos de Leon Valley votaron a favor de la continuación del Distrito de Control y Prevención de Crímenes de la Ciudad de Leon Valley y el impuesto de ventas y uso durante cinco (5) años;

**EN VISTA DE QUE**, el Consejo de la Ciudad recomienda la continuación del Distrito de Control y Prevención de Crímenes de la Ciudad de Leon Valley durante cinco (5) años adicionales;

**EN VISTA DE QUE**, en conformidad con la Sección 363.2515 del Local, Capítulo 363, se requiere un referéndum para continuar el Distrito de Control y Prevención de Crímenes durante cinco (5) años adicionales; y

**AHORA, POR LO TANTO, EL CONSEJO DE LA CIUDAD DE LA CIUDAD DE LEON VALLEY, TEXAS, RESUELVE:**

**Sección uno. Elección ordenada.** Que se celebre una elección en la Ciudad de Leon Valley, Texas, el sábado 6 de mayo de 2023, (en lo sucesivo, la "Elección") con el propósito de presentar a los votantes una proposición relacionada con la continuación del Distrito de Control y Prevención de Crímenes de la Ciudad de Leon Valley y la continuación de un impuesto de ventas y uso local durante cinco (5) años en conformidad con el Capítulo 363 del Código de Gobierno Autónomo de Texas.

**Sección dos.** Lenguaje de la proposición. En la elección, se presentará la siguiente proposición y se imprimirá en las boletas para permitir a los votantes votar “A FAVOR” o “EN CONTRA” de la proposición:

“Si se debería continuar con el Distrito de Control y Prevención de Crímenes de la Ciudad de Leon Valley durante cinco (5) años y si se debería continuar con el impuesto de ventas y uso del distrito de control y prevención de crímenes durante cinco (5) años”.

**Sección tres.** Lugares de votación. El lugar de votación en el cual se celebrarán dichas elecciones es Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas, y Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas, y las casillas electorales en el lugar de votación designado anteriormente estarán abiertas de 7:00 a.m. a 7:00 p.m. dicho Día de Elección. El Departamento de Elecciones del Condado de Bexar puede designar lugares de votación adicionales dentro de los límites corporativos de la Ciudad.

**Sección cuatro.** Forma de la boleta. La votación en dichas elecciones se realizará mediante el sistema de votación ExpressVote y boletas de votación de papel, para cumplir con la Ley Ayude a América a Votar de Texas.

**Sección cinco.** Supervisión de la elección. El Departamento Electoral del Condado de Bexar llevará a cabo, supervisará y administrará dichas elecciones. Se designa como Administradora de Elecciones a la Administradora de Elecciones del Condado de Bexar, Jacquelyn F. Callanen, quien deberá designar a los funcionarios electorales, entre ellos, al Juez Presidente y a los Oficiales.

**Sección seis.** Administradora de elecciones. El Consejo de la Ciudad designa a la Administradora de Elecciones del Condado de Bexar, Jacquelyn F. Callanen, como Oficial de Votación Adelantada. La Oficial de Votación Adelantada puede designar suboficiales. La dirección postal de la Oficial de Votación Adelantada es la siguiente: Jacquelyn F. Callanen, Early Voting Clerk, Bexar County Elections Administrator, 1103 S. Frio, Suite 100, San Antonio, Texas 78207.

**Sección siete.** Consejo de boletas de votación adelantada. La Oficial de Votación Adelantada designará a las personas que fungirán como Consejo de Boletas de Votación Adelantada, que escrutará todos los votos adelantados.

**Sección ocho.** Votación adelantada. La votación adelantada en persona para las elecciones generales y especiales anteriormente designadas (la “elección”) se llevará a cabo en Leon Valley Conference Center, 6421 Evers Road, Texas, 78238, y dicho lugar de votación adelantada permanecerá abierto del lunes 24 de abril de 2023 al viernes 28 de abril de 2023, de 8:00 a.m. a 6:00 p.m.; el sábado 29 de abril de 2023 de 10:00 a.m. a 6:00 p.m.; el domingo 30 de abril de 2023 - cerrado; y el lunes 1 de mayo de 2023 y el martes 2 de mayo de 2023, de 8:00 a.m. a 8:00 p.m. (Estas fechas y horarios están sujetos a cambios). El lugar para la votación adelantada en persona anterior no es la dirección de la Oficial de Votación Adelantada a la que deben enviarse las solicitudes de boletas de votación y los votos emitidos por correo.

**Sección nueve.** Designación de lugares de votación adelantada adicionales. La Administradora de Elecciones del Condado de Bexar y/o el Tribunal de Comisionados pueden designar lugares y horarios de votación adelantada adicionales en todo el Condado de Bexar. La votación se realizará mediante el sistema de votación ExpressVote y la votación por correo será mediante boletas de votación de papel para cumplir con la Ley Ayude a América a Votar de Texas.

**Sección diez.** Requisito para habilitación de votantes. Dichas elecciones se llevarán a cabo de acuerdo con el Código Electoral de Texas y solamente votantes habilitados residentes de dicha Ciudad serán elegibles para votar en dichas elecciones.

**Sección once.** Aviso. El Alcalde dará aviso de estas elecciones según lo indicado por las disposiciones de las Secciones 4.004, 83.001, 85.004 y 85.007 del Código Electoral y otras leyes aplicables, y todas las órdenes necesarias y escritos para dichas elecciones serán emitidos por la autoridad pertinente.

**Sección doce.** Escrutinio. En conformidad con la sección 1.03.003 del Capítulo 1 del Código de Ordenanzas de la Ciudad de Leon Valley, se convocará una asamblea del Consejo de la Ciudad el quinto día después de la fecha de la elección, salvo domingos, o lo antes posible después del quinto día para realizar el escrutinio de las boletas de votación. El Secretario de la Ciudad colocará un aviso escrito con la fecha, el lugar y el asunto de esta asamblea en el City Hall (Alcaldía), en un lugar conveniente y fácilmente accesible para el público, y dicho aviso deberá colocarse así y permanecer colocado por al menos 72 horas corridas con anterioridad a la fecha programada para dicha asamblea. Se deberá adjuntar una copia de la declaración de dicha colocación a las actas de esta asamblea y se deberá incorporar a ellas para toda intención y propósito.

**Sección trece.** Dicha Elección se celebrará bajo las disposiciones de las Ordenanzas de la Ciudad de Leon Valley, la Constitución y las leyes del Estado de Texas y la Ley de Derecho al Voto de 1965, así como sus enmiendas, en la medida que las mismas puedan ser aplicables.

## **ORDEN DE ELECCIONES PARA LA CIUDAD DE LEON VALLEY, TEXAS**

Por la presente se ordena la celebración de una elección a realizarse el sábado 6 de mayo de 2023 con el propósito de:

### **A FAVOR o EN CONTRA**

**“SI SE DEBERÍA CONTINUAR CON EL DISTRITO DE CONTROL Y PREVENCIÓN DE CRÍMENES DE LA CIUDAD DE LEON VALLEY DURANTE CINCO (5) AÑOS Y SI SE DEBERÍA CONTINUAR CON EL IMPUESTO DE VENTAS Y USO DEL DISTRITO DE CONTROL Y PREVENCIÓN DE CRÍMENES DURANTE CINCO (5) AÑOS”.**

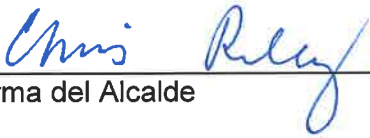
La votación adelantada en persona se llevará a cabo cada día de la semana en:

**El Centro de Conferencias de la Ciudad de Leon Valley en 6421 Evers Rd., Leon Valley, Texas 78238**

**El horario de votación es del 24 de abril de 2023 al 28 de abril de 2023 de 8:00 a.m. a 6:00 p.m.; sábado 29 de abril de 2023 de 10:00 a.m. a 6:00 p.m.; domingo 30 de abril de 2023 - cerrado; lunes 1 de mayo de 2023 y martes 2 de mayo de 2023 de 7:00 a.m. a 7:00 p.m. (La fechas y horarios están sujetos a cambios). **Las solicitudes de boletas de votación por correo deben ser enviadas por correo a:** Jacquelyn F. Callanen, Early Voting Clerk, Bexar County Elections Administrator 1103 S. Frio, Suite 100 San Antonio, Texas 78207. **Las solicitudes de boletas de votación por correo deben recibirse a más tardar al cierre de operaciones el 25 de abril de 2023****

**[PÁGINA DE FIRMAS A CONTINUACIÓN]**


Emitido este día 7 de febrero de 2023.


  
Firma del Alcalde

  
Firma del Concejal, Posición Nro. 1

  
Firma del Concejal, Posición Nro. 2

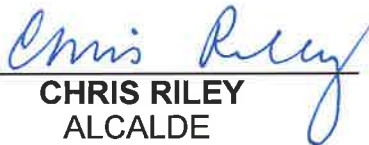
  
Firma del Concejal, Posición Nro. 3

  
Firma del Concejal, Posición Nro. 4

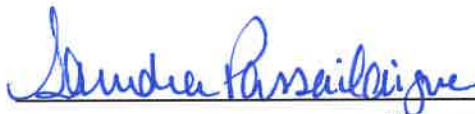
  
Firma del Concejal, Posición Nro. 5

**ACEPTADA, ADOPTADA Y APROBADA** por el Consejo de la Ciudad de la Ciudad de Leon Valley este día 7 de febrero de 2023.

**APRUEBA**

  
**CHRIS RILEY**  
ALCALDE

Atestigua:

  
**SAUNDRA PASSAILAIGUE, TRMC**  
Secretaria de la Ciudad

Aprobada en cuanto a su forma: Abogada de la Ciudad

  
**NICOLE WARREN**  
Abogada de la Ciudad



ORDINANCE No. 2023-5

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS, CITY COUNCIL ORDERING A SPECIAL ELECTION TO BE HELD ON MAY 06, 2023 IN THE CITY OF LEON VALLEY FOR THE PURPOSE OF ALLOWING QUALIFIED VOTERS TO VOTE FOR OR AGAINST THE REAUTHORIZATION OF THE LOCAL SALES AND USE TAX IN THE CITY OF LEON VALLEY, TEXAS AT THE RATE OF ONE-QUARTER (1/4) OF ONE PERCENT (0.0025000) TO CONTINUE PROVIDING REVENUE FOR MAINTENANCE AND REPAIR OF MUNICIPAL STREETS.**

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**WHEREAS**, on August 20, 2013 the City Council of the City of Leon Valley, approved Ordinance No. 2013-08-20-02 and Resolution No. 2013R-08-20-01 ordering a Special Election to be held in the City of Leon Valley on November 05, 2013 to allow the voters to vote for or against the reauthorization of the local sales and use tax in the City of Leon Valley, TX at the rate of one-quarter (1/4) of one percent (0.0025000) to continue providing revenue for maintenance and repair of municipal streets that expires in 10 years.

**WHEREAS**, Pursuant to Texas Tax Code Chapter 327 to continue the tax must be re-authorized by the citizens of Leon Valley through an election before expiration.

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

**Section one.** Election ordered. That an election be held in the City of Leon Valley, Texas, on Saturday, the 6th day of May 2023, (hereinafter the "Election") for the purpose of submitting to the voters a proposition relating to the reauthorization of the imposition of local sales and use tax in the City of Leon Valley, TX at the rate of one-quarter (1/4) of one percent (0.0025000) to continue providing revenue for maintenance and repair of municipal streets as provided in the Order of Elections for the City of Leon Valley, Texas below.

**Section two.** Proposition language. At the election, the following proposition shall be submitted and shall be printed on the ballots to permit voters to vote "FOR" or "AGAINST" the proposition:

"The reauthorization of the local sales and use tax in the City of Leon Valley, TX at the rate of one-quarter (1/4) of one percent (0.0025000) to continue providing revenue for maintenance and repair of municipal streets. The tax expires on the fourth anniversary of the date of this election unless the imposition of the tax is reauthorized."

**Section three.** Polling places. The polling place at which said elections shall be held is at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas and at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas, and the polls at the above designated polling place shall on said Election Day be open from 7:00 a.m. to

**Section four.** Form of ballot. Voting at such elections shall be by ExpressVote Voting System and paper ballot to follow the Texas' Help America Vote Act.

**Section five.** Election supervision. The Bexar County Elections Department shall conduct, supervise, and administer said elections. Bexar County Elections Administrator Jacquelyn F. Callanen is appointed as Elections Administrator and shall appoint the election officials including the Presiding Judge and Clerks.

**Section six.** Election Administrator. The City Council designates Bexar County Elections Administrator Jacquelyn F. Callanen as Early Voting Clerk. The Early Voting Clerk may appoint Deputy Clerks. The Early Voting Clerk's mailing address is as follows: Jacquelyn F. Callanen, Early Voting Clerk, Bexar County Elections Administrator, 1103 S. Frio, Suite 100, San Antonio, Texas 78207.

**Section seven.** Early Voting Ballot Board. The Early Voting Clerk shall designate individuals to serve as the Early Voting Ballot Board, which will canvass all early voting.

**Section eight.** Early voting. Early voting by personal appearance for the above designated general and special elections (the "election") shall be at the Leon Valley Conference Center, 6421 Evers Road, Texas, 78238, and said place of early voting shall remain open on: Monday, April 24, 2023 through Thursday, April 27, 2023 from 8:00 a.m. to 6:00 p.m.; Friday, April 28, 2023 – Closed; Saturday, April 29, 2023 from 8:00 a.m. to 8:00 p.m.; Sunday, April 30, 2023 - Closed; and Monday, May 01, 2023 and Tuesday, May 02, 2023 from 8:00 a.m. to 8:00 p.m. (These dates and time are subject to change). The above place for early voting by personal appearance is not the Early Voting Clerk's address to which ballot applications and ballots voted by mail must be sent.

**Section nine.** Designation of additional early voting locations. The Bexar County Elections Administrator and/or Commissioners Court may designate additional early voting locations and times throughout Bexar County. Voting shall be by ExpressVote Voting System and mail ballots shall be by paper ballot to follow the Texas' Help America Vote Act.

**Section ten.** Voter qualification. Said elections shall be held in accordance with the Election Code of this State, and only resident qualified voters of said City shall be eligible to vote in said elections.

**Section eleven.** Notice. The Mayor shall give notice of these elections as directed by the provisions of Sections 4.004, 83.001, 85.004 and 85.007 of the Election Code and other applicable law, and all necessary orders and writs for said elections shall be issued by proper authority.

**Section twelve.** Canvass. In accordance with Chapter 1 § 1.03.003 of the City of Leon Valley Code of Ordinances, a City Council meeting will be called on the fifth day after the date of the election, excluding Sundays, or as soon as possible after the fifth day to

canvass the ballots. The City Secretary shall post written notice of the date, place and subject of this meeting at the City Hall, in a place convenient and readily accessible to the public and said notice having been so posted and remaining posted continuously for at least 72 hours proceeding the scheduled time of said meeting. A copy of the return of said posting shall be attached to the minutes of this meeting and shall be made a part thereof for all intents and purposes.

**Section thirteen.** Said Election shall be held under the provisions of Ordinances of the City of Leon Valley, the Constitution and laws of the State of Texas and the Voting Rights Act of 1965, and amendments thereof, insofar as same may be applicable.



## ORDER OF ELECTIONS FOR THE CITY OF LEON VALLEY, TEXAS

An election is hereby ordered to be held on Saturday, May 06, 2023 for the purpose of:

### FOR or AGAINST

**"THE REAUTHORIZATION OF THE LOCAL SALES AND USE TAX IN THE CITY OF LEON VALLEY, TX AT THE RATE OF ONE-QUARTER (1/4) OF ONE PERCENT (0.0025000) TO CONTINUE PROVIDING REVENUE FOR MAINTENANCE AND REPAIR OF MUNICIPAL STREETS. THE TAX EXPIRES ON THE FOURTH ANNIVERSARY OF THE DATE OF THIS ELECTION UNLESS THE IMPOSITION OF THE TAX IS REAUTHORIZED."**

Early voting by personal appearance will be conducted each weekday at:

**The City of Leon Valley Conference Center at 6421 Evers Rd., Leon Valley, Texas 78238**

**Hours of early voting are Monday, April 24, 2023 through Thursday, April 27, 2023 from 8:00 a.m. to 6:00 p.m.; Friday, April 28, 2023 – Closed; Saturday, April 29, 2023 from 8:00 a.m. to 8:00 p.m.; Sunday, April 30, 2023 - Closed; and Monday, May 01, 2023 and Tuesday, May 02, 2023 from 8:00 a.m. to 8:00 p.m. (Dates and times are subject to change). **Applications for ballot by mail shall be mailed to: Jacquelyn F. Callanen Early Voting Clerk, Bexar County Elections Administrator 1103 S. Frio, Suite 100 San Antonio, Texas 78207 Applications for ballots by mail must be received no later than the close of business on April 25, 2023****

**[SIGNATURE PAGE TO FOLLOW]**

Issued this the 7<sup>th</sup> day of February 2023.

Chris Riley  
Signature of Mayor

Bryce Mack  
Signature of Council Place 1

[Signature]  
Signature of Council Place 2

[Signature]  
Signature of Council Place 3

[Signature]  
Signature of Council Place 4

Will Brown  
Signature of Council Place 5

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 15th day of February 2023.

**APPROVED**

Chris Riley  
**CHRIS RILEY**  
MAYOR

Attest:

Saundra Passailaigue  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form: City Attorney

[Signature]  
**NICOLE WARREN**  
City Attorney



## ORDENANZA NRO. 2023-5

**ORDENANZA DEL CONSEJO DE LA CIUDAD DE LA CIUDAD DE LEON VALLEY, TEXAS QUE ORDENA UNA ELECCIÓN ESPECIAL PARA CELEBRARSE EL 6 DE MAYO DE 2023 EN LA CIUDAD DE LEON VALLEY CON EL PROPÓSITO DE PERMITIR QUE LOS VOTANTES HABILITADOS VOTEN A FAVOR O EN CONTRA DE VOLVER A AUTORIZAR EL IMPUESTO LOCAL A LAS VENTAS Y AL USO EN LA CIUDAD DE LEON VALLEY, TEXAS A LA TASA DE UN CUARTO (1/4) DEL UNO POR CIENTO (0.0025000) PARA CONTINUAR GENERANDO INGRESOS PARA EL MANTENIMIENTO Y LA REPARACIÓN DE LAS CALLES MUNICIPALES.**

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**EN VISTA DE QUE**, el 20 de agosto de 2013, el Consejo de la Ciudad de la Ciudad de Leon Valle aprobó la Ordenanza Nro. 3013-08-20-02 y la Resolución Nro. 2013R-08-20-01 que ordena una Elección Especial para celebrarse en la Ciudad de Leon Valley el 5 de noviembre de 2013 para permitir a los votantes votar a favor o en contra de volver a autorizar el impuesto de ventas y uso en la Ciudad de Leon Valley, TX a la tasa de un cuarto (1/4) del uno por ciento (0.0025000) para continuar generando ingresos para el mantenimiento y la reparación de las calles municipales que vence en 10 años.

**EN VISTA DE QUE**, en conformidad con el Capítulo 327 del Código de Impuestos de Texas, para que continúe el impuesto, los ciudadanos de Leon Valley deben autorizarlo mediante una elección antes de su vencimiento.

**AHORA, POR LO TANTO, EL CONSEJO DE LA CIUDAD DE LA CIUDAD DE LEON VALLEY, TEXAS, ORDENA:**

**Sección uno. Elección ordenada.** Que se celebre una elección en la Ciudad de Leon Valley, Texas, el sábado 6 de mayo de 2023 (en lo sucesivo, la "Elección") con el propósito de presentar a los votantes una proposición relacionada con volver a autorizar la imposición del impuesto local de ventas y uso en la Ciudad de Leon Valley, TX a la tasa de un cuarto (1/4) del uno por ciento (0.0025000) para continuar generando ingresos para el mantenimiento y la reparación de las calles municipales según lo dispuesto en la Orden de Elecciones de la Ciudad de Leon Valley, Texas a continuación.

**Sección dos. Lenguaje de la proposición.** En la elección, se presentará la siguiente proposición y se imprimirá en las boletas para permitir a los votantes votar "A FAVOR" o "EN CONTRA" de la proposición:

"Volver a autorizar el impuesto local a las ventas y al uso en la Ciudad de Leon Valley, TX a la tasa de un cuarto (1/4) del uno por ciento (0.0025000) para continuar generando ingresos para el mantenimiento y la reparación de calles municipales. El impuesto vence en el cuarto aniversario de la fecha de esta elección a menos que se vuelva a autorizar la imposición del mismo".

**Sección tres. Lugares de votación.** El lugar de votación en el cual se celebrarán dichas elecciones es Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas, y

Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas, y las casillas electorales en el lugar de votación designado anteriormente estarán abiertas de 7:00 a.m. a 7:00 p.m. dicho Día de Elección. El Departamento de Elecciones del Condado de Bexar puede designar lugares de votación adicionales dentro de los límites corporativos de la Ciudad.

**Sección cuatro.** Forma de la boleta. La votación en dichas elecciones se realizará mediante el sistema de votación ExpressVote y boletas de votación de papel, para cumplir con la Ley Ayude a América a Votar de Texas.

**Sección cinco.** Supervisión de la elección. El Departamento Electoral del Condado de Bexar llevará a cabo, supervisará y administrará dichas elecciones. Se designa como Administradora de Elecciones a la Administradora de Elecciones del Condado de Bexar, Jacquelyn F. Callanen, quien deberá designar a los funcionarios electorales, entre ellos, al Juez Presidente y a los Oficiales.

**Sección seis.** Administradora de elecciones. El Consejo de la Ciudad designa a la Administradora de Elecciones del Condado de Bexar, Jacquelyn F. Callanen, como Oficial de Votación Adelantada. La Oficial de Votación Adelantada puede designar suboficiales. La dirección postal de la Oficial de Votación Adelantada es la siguiente: Jacquelyn F. Callanen, Early Voting Clerk, Bexar County Elections Administrator, 1103 S. Frio, Suite 100, San Antonio, Texas 78207.

**Sección siete.** Consejo de boletas de votación adelantada. La Oficial de Votación Adelantada designará a las personas que fungirán como Consejo de Boletas de Votación Adelantada, que escrutará todos los votos adelantados.

**Sección ocho.** Votación adelantada. La votación adelantada en persona para las elecciones generales y especiales anteriormente designadas (la "elección") se llevará a cabo en Leon Valley Conference Center, 6421 Evers Road, Texas, 78238, y dicho lugar de votación adelantada permanecerá abierto del lunes 24 de abril de 2023 al jueves 27 de abril de 2023, de 8:00 a.m. a 6:00 p.m.; el viernes 28 de abril de 2023 - cerrado; el sábado 29 de abril de 2023 de 8:00 a.m. a 8:00 p.m.; el domingo 30 de abril de 2023 - cerrado; y del lunes 01 de mayo de 2023 y el martes 2 de mayo de 2023 de 8:00 a.m. a 8:00 p.m. (Estas fechas y horarios están sujetos a cambios). El lugar para la votación adelantada en persona anterior no es la dirección de la Oficial de Votación Adelantada a la que deben enviarse las solicitudes de boletas de votación y los votos emitidos por correo.

**Sección nueve.** Designación de lugares de votación adelantada adicionales. La Administradora de Elecciones del Condado de Bexar y/o el Tribunal de Comisionados pueden designar lugares y horarios de votación adelantada adicionales en todo el Condado de Bexar. La votación se realizará mediante el sistema de votación ExpressVote y la votación por correo será mediante boletas de votación de papel para cumplir con la Ley Ayude a América a Votar de Texas.

**Sección diez.** Requisito para habilitación de votantes. Dichas elecciones se llevarán a cabo de acuerdo con el Código Electoral de Texas y solamente votantes habilitados residentes de dicha Ciudad serán elegibles para votar en dichas elecciones.

**Sección once.** Aviso. El Alcalde dará aviso de estas elecciones según lo indicado por las disposiciones de las Secciones 4.004, 83.001, 85.004 y 85.007 del Código Electoral y otras leyes aplicables, y todas las órdenes necesarias y escritos para dichas elecciones serán emitidos por la autoridad pertinente.

**Sección doce.** Escrutinio. En conformidad con la sección 1.03.003 del Capítulo 1 del Código de Ordenanzas de la Ciudad de Leon Valley, se convocará una asamblea del Consejo de la Ciudad el quinto día después de la fecha de la elección, salvo domingos, o lo antes posible después del quinto día para realizar el escrutinio de las boletas de votación. El Secretario de la Ciudad colocará un aviso escrito con la fecha, el lugar y el asunto de esta asamblea en el City Hall (Alcaldía), en un lugar conveniente y fácilmente accesible para el público, y dicho aviso deberá colocarse así y permanecer colocado por al menos 72 horas corridas con anterioridad a la fecha programada para dicha asamblea. Se deberá adjuntar una copia de la declaración de dicha colocación a las actas de esta asamblea y se deberá incorporar a ellas para toda intención y propósito.

**Sección trece.** Dicha Elección se celebrará bajo las disposiciones de las Ordenanzas de la Ciudad de Leon Valley, la Constitución y las leyes del Estado de Texas y la Ley de Derecho al Voto de 1965, así como sus enmiendas, en la medida que las mismas puedan ser aplicables.

## ORDEN DE ELECCIONES PARA LA CIUDAD DE LEON VALLEY, TEXAS

Por la presente se ordena la celebración de una elección a realizarse el sábado 6 de mayo de 2023 con el propósito de:

### A FAVOR o EN CONTRA

**“VOLVER A AUTORIZAR EL IMPUESTO LOCAL A LAS VENTAS Y AL USO EN LA CIUDAD DE LEON VALLEY, TX A LA TASA DE UN CUARTO (1/4) DEL UNO POR CIENTO (0.0025000) PARA CONTINUAR GENERANDO INGRESOS PARA EL MANTENIMIENTO Y LA REPARACIÓN DE CALLES MUNICIPALES. EL IMPUESTO VENCE EN EL CUARTO ANIVERSARIO DE LA FECHA DE ESTA ELECCIÓN A MENOS QUE SE VUELVA A AUTORIZAR LA IMPOSICIÓN DEL MISMO”.**

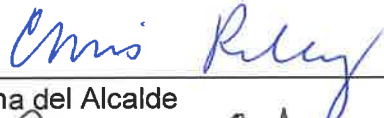
La votación adelantada en persona se llevará a cabo cada día de la semana en:

**El Centro de Conferencias de la Ciudad de Leon Valley en 6421 Evers Rd., Leon Valley, Texas 78238**


**El horario de votación es del lunes 24 de abril de 2023 al jueves 27 de abril de 2023 de 8:00 a.m. a 6:00 p.m.; viernes 28 de abril de – Cerrado; sábado 29 de abril de 2023 de 8:00 a.m. a 8:00 p.m.; domingo 30 de abril de 2023 - Cerrado; y lunes 1 de mayo de 2023 y martes 2 de mayo de 2023 de 8:00 a.m. a 8:00 p.m. (Las fechas y horarios están sujetos a cambios). **Las solicitudes de boletas de votación por correo deben ser enviadas por correo a:** Jacquelyn F. Callanen Early Voting Clerk, Bexar County Elections Administrator 1103 S. Frio, Suite 100 San Antonio, Texas 78207. **Las solicitudes de boletas de votación por correo deben recibirse a más tardar al cierre de operaciones el 25 de abril de 2023.****

**[PÁGINA DE FIRMAS A CONTINUACIÓN]**

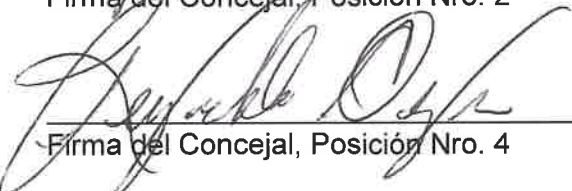
Emitido este día 7 de febrero de 2023.

  
Firma del Alcalde

  
Firma del Concejal, Posición Nro. 1

  
Firma del Concejal, Posición Nro. 2

\_\_\_\_\_  
Firma del Concejal, Posición Nro. 3

  
Firma del Concejal, Posición Nro. 4


  
Firma del Concejal, Posición Nro. 5

**ACEPTADA, ADOPTADA Y APROBADA** POR EL Consejo de la Ciudad de la Ciudad de Leon Valley este día 15 de febrero de 2023.

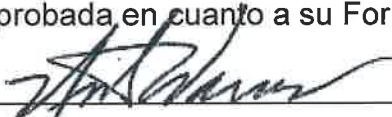
**APROBADA**

  
**CHRIS RILEY**  
ALCALDE

Atestigua:

  
**SAUNDRA PASSAILAIGUE, TRMC**  
Secretaria de la Ciudad

Aprobada en cuanto a su Forma: Abogada de la Ciudad

  
**NICOLE WARREN**  
Abogada de la Ciudad



## 5. AWARDS/RECOGNITIONS OF OFFICE *CITY OF LEON VALLEY*

✓ **The Alamo Chapter of the Texas Municipal Clerk's Association, Inc. Scholarship:** The 2022 Alamo Chapter Scholarship. Only one scholarship was awarded, City Secretary Sandra Passailaigue was selected for this award.

✓ **2023-2025 Alamo Chapter Board:** City Secretary Sandra Passailaigue appointed as Secretary to the Alamo Chapter



TMCA ALAMO CHAPTER SCHOLARSHIP RECIPIENT



Congrats!

Alamo Chapter  
*Scholarship*  
Soudra Pesselleque

IN THE NAME AND BY THE AUTHORITY OF  
THE ALAMO CHAPTER OF THE TEXAS MUNICIPAL CLERKS  
ASSOCIATION, INCORPORATED CHARTER NUMBER 01002258-01

OATH OF OFFICE

I, SAUNDRA PASSAILAIGUE, DO SOLEMNLY SWEAR (OR AFFIRM), THAT I WILL FAITHFULLY EXECUTE THE DUTIES OF THE OFFICE OF SECRETARY OF THE ALAMO CHAPTER OF THE TEXAS MUNICIPAL CLERKS ASSOCIATION, INCORPORATED, AS PRESCRIBED BY THE CHARTER, CODE OF ETHICS AND BY-LAWS OF SAID ASSOCIATION AND CHAPTER, SOHELP ME GOD.

  
SAUNDRA PASSAILAIGUE

SWORN TO AND SUBSCRIBED BEFORE ME BY BRENDA DENNIS ON THIS SECOND DAY OF DECEMBER 2022.



SIGNATURE OF PERSON ADMINISTERING OATH

BRENDA DENNIS

PRINTED NAME

PRESIDENT

TITLE



## 6. PUBLIC INFORMATION ACT *CITY OF LEON VALLEY*

- ✓ **City Secretary Job Description:** This document demonstrates the Office of the City Secretary is responsible for Public Information.
- ✓ **Certificates:** Certificates of Completion of the Texas Attorney General's Public Information Act Training for City Secretary Sandra Passailaigue, City Manager Crystal Caldera, Mayor Chris Riley, Mayor Pro Tem-Council Place 4 Rey Orozco, Council Place 1 Benny Martinez, Council Place 2 Josh Stevens, Council Place 3 Jed Hefner, Council Place Will Bradshaw, Fire Chief Michael Naughton, Public Works Director Melinda Moritz, Library Director Regina Reed.
- ✓ **2022 – 2024 City of Leon Valley Board/Committee/Commission Roster:** This document that the majority of all members of our Boards/Committees/Commissions have had the Texas Attorney General's Public Information Act Training.
- ✓ **List of Staff and Volunteers:** This document that the 95% of all members of our Staff and Volunteers have had the Texas Attorney General's Public Information Act Training.
- ✓ **Public Information Request:** This document logs request for public information along with requestor name, description of items requested, status, and any fees charged and/or collected. This log is maintained by the Office of the City Secretary.



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** City Secretary

**DEPARTMENT:** Administrative Office

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** June 16, 2021

### **JOB SUMMARY:**

Under general administrative direction of the City Manager, serves as the administrative secretary to the Mayor, City Manager, City Council and other city officials, serves as custodian of official records for the City; administers all City elections; coordinates public meetings of staff, the City Council and other city groups; attend and record proceedings of official meetings of City Council; performs related works as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Provides administrative support for the Mayor, City Manager, and City Council;

Post notices of City Council meetings as required by the Texas Open Meetings Act, Chapter 551, Government Code;

Prepare preserve and track the actions and records of the City Council, including ordinances, resolutions, minutes, proclamations, contracts, and deeds;

Insure that all ordinances are published when necessary and codified in a timely manner;

Maintains the official City Seal;

Attends all meetings of the City Council, and of other official meetings as assigned, serving as the recording secretary of all meeting proceedings;

Publishes all required legal notices in the official newspaper of the City within the legally required time limits;

Receives, on behalf of the City, petitions, initiatives, referendums, recall proceedings, and applications for office, and verifies all applications and petitions;

Assists in the management and preparation of the budget for the Council and Manager Department;

Attest to and number, date and effect changes in official documents authorized by Council actions;

Serves as the liaison between the Council and all city boards, commission and committees by managing applications, posting their agendas and providing council with their minutes. Not responsible for constructing their agenda or minutes.

Administer oaths of office;

Answer inquiries from public and city officials regarding ordinances and status of City Council communications;

Serves as the Elections Administrator for all City of Leon Valley general and special elections;

Has custodial authority of all City records, directing their maintenance and disposition in accordance with records retention schedules filed with the Texas State Library and in accordance with the Texas Open Records Act, Chapter 552 and serves as the City's authority for releasing records in accordance with the procedures set forth in the Act;

Serves as a member of the City's EOC for exercises, planning, and upon EOC activation to provide the public with essential information;

Attests to City documents and permits for alcoholic beverages licenses under the TABC licensing requirements;

Working knowledge of the: Texas Election Code, Texas Local Government Code, Texas Open Meetings Act and Texas Open Information Act;

Interacts with public and agencies by answering and resolving complaints; attending conferences and seminars; and attending meetings with department heads and agencies;

Plan and provide resource estimates for multiple projects as related to the administrative offices;

Prepares the administration of the departmental annual budget to include monthly billings preparations, weekly accounts payable, and post budget expenditures;

Must be able to read, comprehend and interpret for others City codes and documents;

Effectively represent the City to the business community, residents other governmental entities, and the media;

Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures from the City Council and City Manager;

Effectively communicate with elected and appointed officials, supervisors, subordinates, peers, business representatives, the general public, and the media in person, in writing, and by telephone;

May have to design and produce various media products to publicize City events for community-wide distribution;

Sit for extended periods of time writing reports, correspondence, ordinances and compiling statistical data on computers;

Read and analyze difficult source documents and plans;

Use tact, diplomacy and discretion as required;

Read, write, and converse fluently in English;

Work a flexible schedule, to include evenings hours, weekends, and holidays;

Must have the ability to attend work regularly and predictably;

Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace; and

Read, write and understand written instructions, reports, documents, plans and maps;

Must possess a working knowledge of general office equipment, procedures, and operations;

Must not pose a threat to the health and safety of self or others;

Must be able to work closely with others as part of a team;

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Must be able to use, telephone, copier, calendar, and; in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point. Working knowledge of the City's financial management software, InCode

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather.

| C<br>Continuously                  | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never |
|------------------------------------|-----------------|-------------------|-------------|------------|
| <b>-Health and Safety Factors-</b> |                 |                   |             |            |
| Mechanical Hazards                 |                 |                   |             | N          |
| Chemical Hazards                   |                 |                   |             | N          |
| Electrical Hazards                 |                 |                   |             | N          |
| Fire Hazards                       |                 |                   |             | N          |
| Explosives                         |                 |                   |             | N          |
| Communicable Diseases              |                 |                   |             | N          |
| Physical Danger or Abuse           |                 |                   |             | R          |
| Inclement Weather                  |                 |                   |             | R          |

| D<br>Daily                     | W<br>Several<br>Times Per<br>Week | M<br>Several<br>Times Per<br>Month | S<br>Seasonally | N<br>Never |
|--------------------------------|-----------------------------------|------------------------------------|-----------------|------------|
| <b>-Environmental Factors-</b> |                                   |                                    |                 |            |
| Respiratory Hazards            |                                   |                                    |                 | N          |
| Extreme Temperatures           |                                   |                                    |                 | N          |
| Noise and Vibration            |                                   |                                    |                 | N          |
| Wetness/Humidity               |                                   |                                    |                 | M          |
| Physical Hazards               |                                   |                                    |                 | M          |

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to lift and carry a minimum of 20 pounds; climb, kneel, squat, stoop and bend freely. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

| <b>-Physical strength for this position is indicated below with "X"-</b>                        |          |  |   |   |  |
|---|----------|--|---|---|--|
| Sedentary   | <b>X</b> | Light  | Medium  | Heavy   | Very Heavy   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. |          | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

Must be able to sit or stand for extended periods of time while performing various tasks.

| C<br>Constantly<br>2/3 or more of the time. | F<br>Frequently<br>From 1/3 to 2/3 of the time. | O<br>Occasionally<br>Up to 1/3 of the time. | R<br>Rarely<br>Less than 1 hour per week. | N<br>Never<br>Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

| -Physical Demand- | -Frequency- | -Brief Description-                                |
|-------------------|-------------|--|
| Standing          | O           | Site visits and communicating with co-workers      |
| Sitting           | C           | at desk  |
| Walking           | O           | around office environment                          |
| Lifting           | O           | office, supplies                                   |
| Carrying          | O           | office supplies                                    |
| Pushing/Pulling   | F           | office supplies, office chair file cabinet drawers |
| Reaching          | O           | for supplies                                       |
| Fine Dexterity    | F           | While working on computer                          |
| Kneeling          | O           | retrieving items from lower shelves/ground         |
| Crouching         | O           | retrieving items from lower shelves/ground         |
| Crawling          | N           |  |
| Bending           | O           | retrieving items from lower shelves/ground         |
| Twisting          | O           | getting inside vehicle, getting office supplies    |
| Climbing          | O           | stairs   |
| Balancing         | R           | While performing everyday task                     |
| Vision            | C           | Viewing computer screen, maps documents            |
| Hearing           | C           | listening coworkers, residence                     |

|                                    |   |   |
|------------------------------------|---|---|
| Talking                            | C | communicating with co-workers and public and on telephone |
| Foot Controls                      | R | While driving City automobile                             |
| Other<br>(specified if applicable) |   |   |

## **JOB REQUIREMENTS:**

| -Description of Minimum Job Requirements- |   |
|---|---|
| Formal Education                          | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent years of experience.  |
| Experience                                | Over five years up to and including ten years.  |
| Supervision                               | Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.   |
| Human Collaboration Skills                | Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.   |
| Freedom to Act                            | Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.  |
| Technical Skills                          | Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.  |
| Fiscal Responsibility                     | Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.  |
| Reading                                   | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Math                                      | Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Writing                                   | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Certification & Other Requirements        | Valid Texas Motor Vehicle License with the ability to remain eligible to drive under the City's driver evaluation program. Must receive certification as "City Secretary" by the Texas Municipal Clerks Certification Program within four years of appointment date; Must hold and maintain a current Texas voter registration card; Must be a Texas Notary Public. Must be bondable under City's public employee and fidelity bond coverage. |



**PRIMARY WORK LOCATION**

|                                |   |                                      |  |
|--------------------------------|---|--------------------------------------|--|
| Office Environment             | X | Vehicle                              |  |
| Warehouse                      |   | Outdoors                             |  |
| Shop                           |   | Other (See<br>Environmental Factors) |  |
| Recreation/Neighborhood Center |   |                                      |  |

**Saundra Passailaigue**

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**From:** Melinda Moritz  
**Sent:** Monday, April 12, 2021 10:43 AM  
**To:** Saundra Passailaigue  
**Subject:** FW: Public Information Act Training Confirmation and Certificate

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**From:** noreply@texasattorneygeneral.gov <noreply@texasattorneygeneral.gov>  
**Sent:** Monday, April 12, 2021 10:42 AM  
**To:** Melinda Moritz <m.moritz@leonvalleytexas.gov>  
**Subject:** Public Information Act Training Confirmation and Certificate

**CERTIFICATE of COURSE COMPLETION**

**Public Information Act**

I, **Melinda Moritz**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 12th of April, 2021.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

If you have any questions, please contact the Open Government Hotline 1-877-673-6839.

**Michael Naughton**

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**From:** noreply@texasattorneygeneral.gov on behalf of Office of the Attorney General  
<noreply@texasattorneygeneral.gov>  
**Sent:** Monday, April 12, 2021 10:38  
**To:** Michael Naughton  
**Subject:** Public Information Act Training Confirmation and Certificate

## CERTIFICATE *of* COURSE COMPLETION

### Public Information Act

I, **Michael Naughton**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 12th of April, 2021.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

If you have any questions, please contact the Open Government Hotline 1-877-673-6839.

**Saundra Passailaigue**

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**From:** noreply@oag.texas.gov on behalf of Office of the Attorney General  
<noreply@oag.texas.gov>  
**Sent:** Monday, September 14, 2020 2:12 PM  
**To:** Saundra Passailaigue  
**Subject:** Public Information Act Training Confirmation and Certificate

**CERTIFICATE of COURSE COMPLETION**

**Public Information Act**

I, **Regina Reed**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 14th of September, 2020.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

If you have any questions, please contact the Open Government Hotline 1-877-673-6839.

From: Office of the Attorney General  
noreply@texasattorneygeneral.gov  
Subject: Public Information Act Training Confirmation  
and Certificate  
Date: Jan 26, 2021 at 11:41:55 AM  
To: rey.orozco@sbcglobal.net

CERTIFICATE of COURSE COMPLETION

Public Information Act

I, Rey Orozco, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 5th of December, 2020.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

If you have any questions, please contact the Open Government Hotline [1-877-673-6839](tel:1-877-673-6839).

Do Not Delete. There is NO PAPER COPY

# CERTIFICATE *of* COURSE COMPLETION

## Public Information Act

I, **Sandra Passailaigue**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 20th day of January, 2017.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

Certificate No.: 17-225098P

# CERTIFICATE *of* COURSE COMPLETION

## Public Information Act

I, **Saundra Passailaigue**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 20th day of May, 2019.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

Certificate No.: 19-267000P

# CERTIFICATE *of* COURSE COMPLETION

## Public Information Act

I, **Will Bradshaw**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 20th day of May, 2019.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

Certificate No.: 19-267000P



# CERTIFICATE *of* COURSE COMPLETION

## Public Information Act

I, **Crystal Caldera**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 16th day of September, 2015.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

Certificate No.: 15-269130P

**From:** [Office of the Attorney General](#)  
**To:** [Jed Hefner](#)  
**Subject:** Public Information Act Training Confirmation and Certificate  
**Date:** Sunday, March 28, 2021 10:46:51 PM

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## CERTIFICATE *of* COURSE COMPLETION

### Public Information Act

I, **Jed Hefner**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 28th of March, 2021.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

If you have any questions, please contact the Open Government Hotline 1-877-673-6839.

Do Not Destroy. There is NO PAPER COPY.

## Public Information Act Training Confirmation and Certificate

From: Office of the Attorney General <noreply@texasattorneygeneral.gov>

Sent: Sun, Jan 24, 2021 at 8:00 pm

To: josh.stevens@leonvalleytexas.gov

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### CERTIFICATE *of* COURSE COMPLETION

#### Public Information Act

I, **Josh Stevens**, certify that I have completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Certificate is issued effective this 2nd of January, 2021.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

If you have any questions, please contact the Open Government Hotline 1-877-673-6839.



# CITY OF LEON VALLEY

## BOARD/COMMITTEE/COMMISSION ROSTER

**2022 - 2024**

**THIS ROSTER IS STRICTLY FOR OFFICIAL USE AND IS **NOT** FOR  
PUBLICATION **NOR** DISTRIBUTION TO OTHERS THAN THOSE LISTED BELOW.**

Mayor Chris Riley  
Benny Martinez, Council Place 1  
Josh Stevens, Council Place 2  
Jed Hefner, Council Place 3  
Rey Orozco, Mayor Pro-Tem, Council Place 4  
Will Bradshaw, Council Place 5  
Crystal Caldera, City Manager  
Saundra Passailaigue, City Secretary  
David Gonzalez, Police Chief  
Michael Naughton, Fire Chief

Vickie Wallace, Finance Director  
Melinda Moritz, Public Works Director  
Regina Reed, Library Director  
Roque Salinas, Economic Development Director  
Lisa Hernandez, Human Resources Director  
Mindy Teague, Planning and Zoning Director  
Crystal Miranda, Community Relations Director

**BANDERA ROAD SITE - COMMUNITY ADVISORY GROUP (CAG)**

(Meets at the call of the Chair)

| Representative/Entity  | Contact Info (NOT FOR PUBLIC RELEASE) | Member:  | Training Taken | Appointed | Term              |
|--|---------------------------------------|--|----------------|-----------|-------------------|
| Alamo Area Council of Government (AACOG)   |                                       | Vacant   |                | N/A       | Term Expires: N/A |
| Bexar County (NISD)  |                                       | Andrew Winter, P.E.                                  |                | N/A       | Term Expires: N/A |
| San Antonio Metropolitan Health  |                                       | <b>Vacant</b>  |                | N/A       | Term Expires: N/A |
| San Antonio Water System (SAWS)  |                                       | Kyle Cunningham, R.S.                                |                | N/A       | Term Expires: N/A |
| TX Commission on Environmental Quality (TCEQ)  |                                       | Kirk Nixon, P.G.                                     |                | N/A       | Term Expires: N/A |
| Leon Valley Resident   |                                       | Marilyn Long, P.G.                                   |                | N/A       | Term Expires: N/A |
| Leon Valley Resident   |                                       | John Hoyt  | Ethics, TOMA   | N/A       | Term Expires: N/A |
| Leon Valley Resident   |                                       | Gail Nelson  |                | N/A       | Term Expires: N/A |
| Leon Valley Resident   |                                       | Darby Riley  | TOMA           | N/A       | Term Expires: N/A |
| Leon Valley Resident   |                                       | Georgia Zannaras, PhD                                | TOMA           | N/A       | Term Expires: N/A |
| Area Resident  |                                       | Terry Casey  |                | N/A       | Term Expires: N/A |
| US Environmental Protection Agency (EPA)   |                                       | Stephen Tzhone                                       |                | N/A       | Term Expires: N/A |
| Community Involvement Coordinator (USEPA)  |                                       | Edward Mckeel, III                                   |                | N/A       | Term Expires: N/A |
| Remedial Action Contractor (USEPA)   |                                       | Pat Appel  |                | N/A       | Term Expires: N/A |
| Texas Department of State Health Services  |                                       | Jessica Kessinger                                    |                | N/A       | Term Expires: N/A |
| David Dimaline<br><a href="mailto:d.dimaline@leonvalleytexas.gov">d.dimaline@leonvalleytexas.gov</a> |                                       | <b>Assistant Public Works Director Staff Liaison</b> | Ethics, TOMA   | N/A       | Term Expires: N/A |

**BOARD OF ADJUSTMENT**

(Meets at the call of the Chair)

| Name  | Contact Info (NOT FOR PUBLIC RELEASE) | Position                               | Training Taken    | Appointed                     | Term                       |
|---|---------------------------------------|--|-------------------|-------------------------------|----------------------------|
| Betty Heyl<br><a href="mailto:lvhey1@yahoo.com">lvhey1@yahoo.com</a>  |                                       | Board Member                           | TOMA, PIA         | 7/12/2022<br>Res. No. 22-016R | Term Expires:<br>5/31/2024 |
| Danielle Bolton<br><a href="mailto:dcbolt88@gmail.com">dcbolt88@gmail.com</a>                                       |                                       | Board Member                           | TOMA, PIA         | 7/12/2022<br>Res. No. 22-016R | Term Expires:<br>5/31/2024 |
| Yvonne Orozco<br><a href="mailto:YvonneOrozcoLV@gmail.com">YvonneOrozcoLV@gmail.com</a>                             |                                       | Board Member<br><b>Vice-Chair</b>      | Ethics, TOMA, PIA | 7/12/2022<br>Res. No. 22-016R | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | Board Member                           |                   |                               | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | Board Member                           |                   |                               | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | 1st Alternate                          |                   |                               | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | 2nd Alternate                          |                   |                               | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | 3rd Alternate                          |                   |                               | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | 4th Alternate                          |                   |                               | Term Expires:<br>5/31/2024 |
| Councilor Will Bradshaw<br><a href="mailto:will.bradshaw@leonvalleytexas.gov">will.bradshaw@leonvalleytexas.gov</a> |                                       | <b>Council Place 5 Council Liaison</b> | Ethics, TOMA, PIA | 7/12/2022<br>Res. No. 22-016R | Term Expires:<br>5/31/2023 |

Mindy Teague  
[m.teague@leonvalleytexas.gov](mailto:m.teague@leonvalleytexas.gov)

Planning/Zoning Director  
Staff Liaison

TOMA, PIA

N/A

Term Expires:

N/A

**CITIZEN'S POLICE ADVISORY COMMITTEE**

(Meets as Needed)

| Name   | Contact Info (NOT FOR PUBLIC RELEASE) | Position   | Training Taken    | Appointed                      | Term                       |
|--|---------------------------------------|--|-------------------|--------------------------------|----------------------------|
| Manuel Rubio<br><a href="mailto:ManuelR@Miraclebp.com">ManuelR@Miraclebp.com</a>                           |                                       | Committee Member<br><b>Council Place 1 Appointment</b>                     |                   | 12/21/2021<br>Res. No. 21-046R | Term Expires:<br>5/31/2023 |
| Darby Riley<br><a href="mailto:darbyriley15@gmail.com">darbyriley15@gmail.com</a>                          |                                       | Committee Member<br><b>Council Place 1 Appointment</b>                     | TOMA              | 12/21/2021<br>Res. No. 21-046R | Term Expires:<br>5/31/2023 |
| Erick Matta<br><a href="mailto:ertatta@gmail.com">ertatta@gmail.com</a>                                    |                                       | <b>Chair</b><br>Committee Member<br><b>Council Place 2 Appointment</b>     | Ethics, TOMA, PIA | 7/19/2022<br>Res. No. 22-021R  | Term Expires:<br>5/31/2024 |
| Ryan Brill<br><a href="mailto:rbrill5014@gmail.com">rbrill5014@gmail.com</a>                               |                                       | Committee Member<br><b>Council Place 2 Appointment</b>                     | PIA, TOMA         | 7/19/2022<br>Res. No. 22-021R  | Term Expires:<br>5/31/2024 |
| John Saenz<br><a href="mailto:johnandjessicasaenz@gmail.com">johnandjessicasaenz@gmail.com</a>             |                                       | <b>Secretary</b><br>Committee Member<br><b>Council Place 3 Appointment</b> | PIA, TOMA         | 12/21/2021<br>Res. No. 21-046R | Term Expires:<br>5/31/2023 |
| Vacant   |                                       | Committee Member<br><b>Council Place 3 Appointment</b>                     |                   | Res. No.                       | Term Expires:<br>5/31/2023 |
| Kim Crawford<br><a href="mailto:kcrawf27@yahoo.com">kcrawf27@yahoo.com</a>                                 |                                       | Committee Member<br><b>Council Place 4 Appointment</b>                     | PIA, TOMA         | 7/19/2022<br>Res. No. 22-021R  | Term Expires:<br>5/31/2024 |
| Bill Stannard<br><a href="mailto:b.stannard@hotmail.com">b.stannard@hotmail.com</a>                        |                                       | Committee Member<br><b>Council Place 4 Appointment</b>                     | PIA, TOMA         | 7/19/2022<br>Res. No. 22-021R  | Term Expires:<br>5/31/2024 |
| Ty Chumbley<br><a href="mailto:Tchumbley@alamo.edu">Tchumbley@alamo.edu</a>                                |                                       | Committee Member<br><b>Council Place 5 Appointment</b>                     | PIA, TOMA         | 12/21/2021<br>Res. No. 21-046R | Term Expires:<br>5/31/2023 |
| Michelle Rawls<br><a href="mailto:MRawls1207@icloud.com">MRawls1207@icloud.com</a>                         |                                       | Committee Member<br><b>Council Place 5 Appointment</b>                     |                   | 12/21/2021<br>Res. No. 21-046R | Term Expires:<br>5/31/2023 |
| Philip Campos<br><a href="mailto:pcampos@nwsacpa.com">pcampos@nwsacpa.com</a>                              |                                       | Committee Member<br><b>Mayor's Appointment</b>                             | PIA, TOMA         | 2/7/2023<br>Res. No. 23-006R   | Term Expires:<br>5/31/2024 |
| Tina Chasan<br><a href="mailto:Lvtinachasan@gmail.com">Lvtinachasan@gmail.com</a>                          |                                       | Committee Member<br><b>Mayor's Appointment</b>                             | Ethics, TOMA      | 7/19/2022<br>Res. No. 22-021R  | Term Expires:<br>5/31/2024 |
| Betty Heyl<br><a href="mailto:zoeyscritt@gmail.com">zoeyscritt@gmail.com</a>                               |                                       | Committee Member<br><b>Mayor's Appointment</b>                             | PIA, TOMA         | 7/19/2022<br>Res. No. 22-021R  | Term Expires:<br>5/31/2024 |
| Councilor Rey Orozco<br><a href="mailto:rey.orozco@leonvalleytexas.gov">rey.orozco@leonvalleytexas.gov</a> |                                       | <b>Mayor Pro-Tem, Council Place 4</b><br><b>Council Liaison</b>            | PIA, TOMA         | 7/19/2022<br>Res. No. 22-021R  | Term Expires:<br>5/31/2024 |
| Kasey Burleson<br><a href="mailto:k.burleson@leonvalleytexas.gov">k.burleson@leonvalleytexas.gov</a>       |                                       | <b>Patrol LT. LVPD</b><br><b>Staff Liaison</b>                             | Ethics, PIA       | N/A                            | N/A                        |

**CITY COUNCIL & CRIME CONTROL & PREVENTION BOARD OF DIRECTORS**

(Meets as Needed)

| Name   | Contact Info (NOT FOR PUBLIC RELEASE) | Position                               | Training Taken    | Appointed | Term                       |
|--|---------------------------------------|--|-------------------|-----------|----------------------------|
| Chris Riley<br><a href="mailto:mayorriley@leonvalleytexas.gov">mayorriley@leonvalleytexas.gov</a>            | N/A                                   | Mayor<br><b>Board President</b>        | Ethics, TOMA, PIA | N/A       | Term Expires:<br>5/31/2024 |
| Benny Martinez<br><a href="mailto:benny.martinez@leonvalleytexas.gov">benny.martinez@leonvalleytexas.gov</a> | N/A                                   | Council Place 1<br><b>Board Member</b> | Ethics            | N/A       | Term Expires:<br>5/31/2023 |
| Josh Stevens<br><a href="mailto:josh.stevens@leonvalleytexas.gov">josh.stevens@leonvalleytexas.gov</a>       | N/A                                   | Council Place 2<br><b>Board Member</b> | TOMA, PIA         | N/A       | Term Expires:<br>5/31/2024 |
| Jed Hefner<br><a href="mailto:jed.hefner@leonvalleytexas.gov">jed.hefner@leonvalleytexas.gov</a>             | N/A                                   | Council Place 3<br><b>Board Member</b> | TOMA, PIA         | N/A       | Term Expires:<br>5/31/2023 |
| Rey Orozco   | N/A                                   | Council Place 4<br>Mayor Pro-Tem       | TOMA, PIA         | N/A       | Term Expires:              |



|  |     |  |                   |                                   |
|--|-----|--|-------------------|-----------------------------------|
| <a href="mailto:rey.orozco@leonvalleytexas.gov">rey.orozco@leonvalleytexas.gov</a>                 |     | <b>Board Member</b>                            |                   | 5/31/2024                         |
| Will Bradshaw<br><a href="mailto:place5@leonvalleytexas.gov">place5@leonvalleytexas.gov</a>        | N/A | Council Place 5<br><b>Board Vice President</b> | Ethics, TOMA, PIA | N/A<br>Term Expires:<br>5/31/2023 |
| Vacant   | N/A | Finance Director<br><b>Board Treasurer</b>     | PIA               | N/A<br>Term Expires:<br>N/A       |
| Saundra Passailaigue<br><a href="mailto:s.pass@leonvalleytexas.gov">s.pass@leonvalleytexas.gov</a> | N/A | City Secretary<br><b>Board Secretary</b>       | Ethics, TOMA, PIA | N/A<br>Term Expires:<br>N/A       |

### EARTHWISE LIVING DAY COMMITTEE

(Meets the 2nd Wednesday of the month at 5:30 p.m. - City Hall - Small Conference Center)

| Name  | Contact Info (NOT FOR PUBLIC RELEASE) | Position  | Training Taken    | Appointed                     | Term            |
|---|---------------------------------------|---|-------------------|-------------------------------|-----------------|
| Rita Burnside<br><a href="mailto:ritachen@juno.com">ritachen@juno.com</a>                               |                                       | <b>Chair</b><br>Committee Member                                      | TOMA              |                               | No Term Adopted |
| Linda Meffert<br><a href="mailto:Linda@myCoffeeCoach.com">Linda@myCoffeeCoach.com</a>                   |                                       | <b>Vice-Chair</b><br>Committee Member                                 | TOMA, PIA         | 5/4/2021<br>Res. No. 21-016R  | No Term Adopted |
| Leslie Bacon Knopf<br><a href="mailto:lmbk111@gmail.com">lmbk111@gmail.com</a>                          |                                       | <b>Secretary</b><br>Committee Member                                  |                   | 7/12/2022<br>Res. No. 2-014R  | No Term Adopted |
| Mary Key<br><a href="mailto:meckey47@gmail.com">meckey47@gmail.com</a>                                  |                                       | Committee Member  | Ethics, TOMA, PIA |                               | No Term Adopted |
| Elaine Valdez<br><a href="mailto:Elaineswims@yahoo.com">Elaineswims@yahoo.com</a>                       |                                       | Committee Member  | Ethics, PIA, TOMA | 7/12/2022<br>Res. No. 2-014R  | No Term Adopted |
| Kimberly Bohl<br><a href="mailto:kimberlybohl7@gmail.com">kimberlybohl7@gmail.com</a>                   |                                       | Committee Member  | TOMA, PIA         | 7/12/2022<br>Res. No. 2-014R  | No Term Adopted |
| Adam Castillo<br><a href="mailto:AdamCastillo55@Gmail.com">AdamCastillo55@Gmail.com</a>                 |                                       | Committee Member  | Ethics            | 7/12/2022<br>Res. No. 2-014R  | No Term Adopted |
| Rose Ryan<br><a href="mailto:rosezdent@icloud.com">rosezdent@icloud.com</a>                             |                                       | Committee Member  |                   | 9/6/2022<br>Res. No. 22-029R  | No Term Adopted |
| Georgia Zannaras, PhD<br><a href="mailto:gzannaras@gmail.com">gzannaras@gmail.com</a>                   |                                       | Committee Member  | TOMA              | 12/6/2022<br>Res. No. 22-038R | No Term Adopted |
| Mayor Chris Riley<br><a href="mailto:mayorriley@leonvalleytexas.gov">mayorriley@leonvalleytexas.gov</a> |                                       | <b>Mayor</b><br><b>Council Liaison</b>                                | Ethics, TOMA, PIA | N/A                           | N/A             |
| Crystal Miranda<br><a href="mailto:c.miranda@leonvalleytexas.gov">c.miranda@leonvalleytexas.gov</a>     |                                       | <b>Community Relations</b><br><b>Director</b><br><b>Staff Liaison</b> | TOMA, PIA         | N/A                           | N/A             |

**ECONOMIC AND COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

(Meets at the 3rd Monday of the Quarter and on an as needed basis)

| Name  | Contact Info (NOT FOR PUBLIC RELEASE) | Position   | Training Taken    | Appointed                     | Term                       |
|---|---------------------------------------|--|-------------------|-------------------------------|----------------------------|
| Yvonne Orozco<br><a href="mailto:YvonneOrozcoLV@gmail.com">YvonneOrozcoLV@gmail.com</a>           |                                       | <b>Chair</b><br>Committee Member                             | Ethics, TOMA, PIA | 7/19/2022<br>Res. No. 22-017R | Term Expires:<br>5/31/2024 |
| Danielle Bolton<br><a href="mailto:dcbolt88@gmail.com">dcbolt88@gmail.com</a>                     |                                       | <b>Vice-Chair</b><br>Committee Member                        | TOMA, PIA         | 7/19/2022<br>Res. No. 22-017R | Term Expires:<br>5/31/2024 |
| Olen Yarnell<br><a href="mailto:osyvollv2021@att.net">osyvollv2021@att.net</a>                    |                                       | Committee Member   | Ethics, TOMA, PIA | 7/19/2022<br>Res. No. 22-017R | Term Expires:<br>5/31/2024 |
| Roger Christensen<br><a href="mailto:rchristensen@sbcglobal.net">rchristensen@sbcglobal.net</a>   |                                       | Committee Member   | Ethics, TOMA, PIA | 8/2/2022<br>Res. No. 22-025R  | Term Expires:<br>5/31/2023 |
| Kishore Kamaraju<br><a href="mailto:KamarajuKishore@yahoo.com">KamarajuKishore@yahoo.com</a>      |                                       | Committee Member   | TOMA, PIA         | 11/1/2022<br>Res. No. 22-034R | Term Expires:<br>5/31/2023 |
| Vacant  |                                       | Committee Member   |                   |                               | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | Committee Member   |                   |                               | Term Expires:<br>5/31/2023 |
| Vacant  |                                       | 1st Alternate  |                   |                               | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | 2nd Alternate  |                   |                               | Term Expires:<br>5/31/2023 |
| Roque Salinas<br><a href="mailto:r.salinas@leonvalleytexas.gov">r.salinas@leonvalleytexas.gov</a> |                                       | <b>Economic Development Director</b><br><b>Staff Liaison</b> |                   | N/A                           | No Term Adopted            |

**LIBRARY BOARD OF TRUSTEES**

(Meets the 2nd Thursday of the month at 5:30 p.m. - Leon Valley Public Library)

| Name   | Contact Info (NOT FOR PUBLIC RELEASE) | Position  | Training Taken    | Appointed                      | Term                       |
|--|---------------------------------------|---|-------------------|--------------------------------|----------------------------|
| Clare Brown<br><a href="mailto:clarebrown.LVPL@gmail.com">clarebrown.LVPL@gmail.com</a>            |                                       | Trustee<br><b>Chair</b>   | Ethics, TOMA, PIA | 7/7/2021<br>Res. No. 21-026R   | Term Expires:<br>5/31/2023 |
| Barbara Owens<br><i>No Email Address</i>   |                                       | Trustee   | Ethics, TOMA, PIA | 7/19/2022<br>Res. No. 22-020R  | Term Expires:<br>5/31/2024 |
| Linda Crews<br><a href="mailto:Lindazcrews@gmail.com">Lindazcrews@gmail.com</a>                    |                                       | Trustee   | TOMA, PIA         | 7/19/2022<br>Res. No. 22-020R  | Term Expires:<br>5/31/2024 |
| Maryanna Christensen<br><a href="mailto:rchristensen@sbcglobal.net">rchristensen@sbcglobal.net</a> |                                       | Trustee   | TOMA, PIA         | 8/2/2022<br>Res. No. 22-023R   | Term Expires:<br>5/31/2023 |
| Patricia Birkhead<br><a href="mailto:historygirlfl@aol.com">historygirlfl@aol.com</a>              |                                       | Trustee   |                   | 10/18/2022<br>Res. No. 22-032R | Term Expires:<br>5/31/2023 |
| Margaret Tovar<br><a href="mailto:mlovetovar@gmail.com">mlovetovar@gmail.com</a>                   |                                       | Trustee   | TOMA              | 10/18/2022<br>Res. No. 22-032R | Term Expires:<br>5/31/2024 |
| Hillary Huber<br><a href="mailto:hillarybug@hotmail.com">hillarybug@hotmail.com</a>                |                                       | Trustee   | Ethics, TOMA      | 1/17/2023<br>Res. No. 23-002R  | Term Expires:<br>5/31/2024 |
| Vacant   |                                       | Alternate #1  |                   |                                | Term Expires:<br>5/31/2023 |
| Vacant   |                                       | Alternate #2  |                   |                                | Term Expires:<br>5/31/2024 |
| Theresa Brader<br><a href="mailto:t.brader@leonvalleytexas.gov">t.brader@leonvalleytexas.gov</a>   |                                       | <b>Assistant Library Director</b><br><b>Alternate Staff Liaison</b> | Ethics, TOMA, PIA | N/A                            | Term Expires:<br>N/A       |
| Regina Reed<br><a href="mailto:r.reed@leonvalleytexas.gov">r.reed@leonvalleytexas.gov</a>          |                                       | <b>Library Director</b><br><b>Staff Liaison</b>                     | Ethics, TOMA, PIA | N/A                            | Term Expires:<br>N/A       |

## PARK COMMISSION

(Meets the 2nd Thursday of the month at 6:30 p.m. - Conference Center)

| Name   | Contact Info <b>(NOT FOR PUBLIC RELEASE)</b> | Position                                       | Training Taken    | Appointed                     | Term                       |
|--|--|--|-------------------|-------------------------------|----------------------------|
| Evan Bohl<br><a href="mailto:ebohl.leonvalley@gmail.com">ebohl.leonvalley@gmail.com</a>                      |  | Commissioner                                   | Ethics, TOMA, PIA | 7/19/2022<br>Res. No. 22-018R | Term Expires:<br>5/31/2024 |
| Danielle Bolton<br><a href="mailto:dcbolt88@ymail.com">dcbolt88@ymail.com</a>                                |  | Commissioner                                   | TOMA, PIA         | 7/19/2022<br>Res. No. 22-018R | Term Expires:<br>5/31/2024 |
| Roger Christensen<br><a href="mailto:rchristensen@sbcglobal.net">rchristensen@sbcglobal.net</a>              |  | Commissioner                                   | Ethics, TOMA, PIA | 7/19/2022<br>Res. No. 22-018R | Term Expires:<br>5/31/2024 |
| Vacant   |  |  |                   |                               | Term Expires:<br>5/31/2024 |
| Elaine Valdez<br><a href="mailto:Elaineswims@yahoo.com">Elaineswims@yahoo.com</a>                            |  | Commissioner                                   | Ethics, TOMA, PIA | 7/19/2022<br>Res. No. 22-018R | Term Expires:<br>5/31/2024 |
| Diana Frazier<br><a href="mailto:di.anab24@yahoo.com">di.anab24@yahoo.com</a>                                |  | Commissioner                                   | TOMA, PIA         | 7/19/2022<br>Res. No. 22-018R | Term Expires:<br>5/31/2024 |
| Julie Carreon Martinez<br><a href="mailto:JulieCarreonMartinez@gmail.com">JulieCarreonMartinez@gmail.com</a> |  | Commissioner                                   | TOMA, PIA         | 9/6/2022<br>Res. No. 22-029R  | Term Expires:<br>5/31/2024 |
| Nancy Marrufo<br><a href="mailto:nanufo@gmail.com">nanufo@gmail.com</a>                                      |  | Commissioner                                   | TOMA, PIA         | 9/6/2022<br>Res. No. 22-029R  | Term Expires:<br>5/31/2024 |
| Vera "Ann" Sawyer<br><a href="mailto:TallTexasCzech@gmail.com">TallTexasCzech@gmail.com</a>                  |  | Commissioner                                   | Ethics, TOMA, PIA | 11/1/2022<br>Res. No. 22-034R | Term Expires:<br>5/31/2024 |
| Thomas Benavides<br><a href="mailto:tbensben@gmail.com">tbensben@gmail.com</a>                               |  | 1st Alternate                                  | Ethics, TOMA      | 1/17/2023<br>Res. No. 23-002R | Term Expires:<br>5/31/2024 |
| Kim Crawford<br><a href="mailto:kcrawf27@yahoo.com">kcrawf27@yahoo.com</a>                                   |  | 2nd Alternate                                  | TOMA, PIA         | 1/17/2023<br>Res. No. 23-002R | Term Expires:<br>5/31/2024 |
| Melinda Moritz<br><a href="mailto:m.moritz@leonvalleytexas.gov">m.moritz@leonvalleytexas.gov</a>             |  | <b>Public Works Director<br/>Staff Liaison</b> | Ethics, TOMA, PIA | N/A                           | Term Expires:<br>N/A       |

**PLANNING & ZONING COMMISSION**  
 (Meets the 4th Tuesday of the month at 6:30pm - Council Chambers)

| Name   | Contact Info (NOT FOR PUBLIC RELEASE) | Position  | Training Taken    | Appointed                     | Term                       |
|--|---------------------------------------|---|-------------------|-------------------------------|----------------------------|
| Edward Alonzo<br><a href="mailto:Edward@thenewe.com">Edward@thenewe.com</a>  |                                       | Commissioner (1)<br><b>1st Vice-Chair</b>         | Ethics, TOMA, PIA | 5/4/2021<br>Res. No. 21-017R  | Term Expires:<br>5/31/2023 |
| Andrea Roofe<br><a href="mailto:andreavolunteer75@gmail.com">andreavolunteer75@gmail.com</a>                           |                                       | Commissioner (2)                                  | Ethics, TOMA, PIA | 1/17/2023<br>Res. No. 23-002R | Term Expires:<br>5/31/2024 |
| Philip Campos, Jr.<br><a href="mailto:pcampos@nwsacpa.com">pcampos@nwsacpa.com</a>                                     |                                       | Commissioner (3)                                  | TOMA, PIA         | 5/4/2021<br>Res. No. 21-017R  | Term Expires:<br>5/31/2023 |
| Pat Martinez<br><a href="mailto:pat@qualtelcom.com">pat@qualtelcom.com</a>   |                                       | Commissioner (4)                                  | TOMA              | 7/12/2022<br>Res. No. 22-015R | Term Expires:<br>5/31/2024 |
| <b>Catherine Rowse</b><br><a href="mailto:cassierowse@gmail.com">cassierowse@gmail.com</a>                             |                                       | Commissioner (5)<br><b>Chair</b>                  | Ethics, TOMA, PIA | 5/4/2021<br>Res. No. 21-017R  | Term Expires:<br>5/31/2023 |
| Erick Matta<br><a href="mailto:ertatta@gmail.com">ertatta@gmail.com</a>  |                                       | Commissioner (6)<br><b>2nd Vice-Chair</b>         | Ethics, TOMA, PIA | 7/12/2022<br>Res. No. 22-015R | Term Expires:<br>5/31/2024 |
| Richard Blackmore<br><a href="mailto:mws9884@yahoo.com">mws9884@yahoo.com</a>  |                                       | Commissioner (7)                                  | Ethics, TOMA, PIA | 5/4/2021<br>Res. No. 21-017R  | Term Expires:<br>5/31/2023 |
| Kimberly Bohl<br><a href="mailto:kimberlybohl7@gmail.com">kimberlybohl7@gmail.com</a>                                  |                                       | 1st Alternate                                     | TOMA, PIA         | 7/12/2022<br>Res. No. 22-015R | Term Expires:<br>5/31/2024 |
| Hilda Gomez<br><a href="mailto:Hgvolunteer7@gmail.com">Hgvolunteer7@gmail.com</a>                                      |                                       | 2nd Alternate                                     |                   | 1/17/2023<br>Res. No. 23-002R | Term Expires:<br>5/31/2023 |
| David Perry<br><a href="mailto:davidperry@global.t-bird.edu">davidperry@global.t-bird.edu</a>                          |                                       | 3rd Alternate                                     |                   | 9/6/2022<br>Res. No. 22-029R  | Term Expires:<br>5/31/2023 |
| Councilor Benny Martinez<br><a href="mailto:benny.martinez@leonvalleytexas.gov">benny.martinez@leonvalleytexas.gov</a> |                                       | <b>Council Place 1<br/>Council Liaison</b>        | Ethics            | 7/12/2022<br>Res. No. 22-015R | Term Expires:<br>5/31/2023 |
| Mindy Teague<br><a href="mailto:m.teague@leonvalleytexas.gov">m.teague@leonvalleytexas.gov</a>                         |                                       | <b>Planning/Zoning Director<br/>Staff Liaison</b> | TOMA, PIA         | N/A                           | Term Expires:<br>N/A       |

## PUBLIC INFORMATION ACT TRAINING (PIA)

| NAME:                 | DATE TAKEN:          | BOARD/COMMITTEE:                         |
|-----------------------|----------------------|--|
| Acuna, Yvonne         | 6/27/2022            | Staff - Finance                          |
| Aguilar, Elizabeth    | 6/27/2022            | Staff - BOA, P&Z                         |
| Alarcon, Rodolfo      | 5/15/2020            |  |
| Alcocer, Albert       | 5/26/2021            | BOA                                      |
| Alcocer, Monica       | 6/7/2019             |  |
| Alonzo, Edward        | 8/18/2019            | P&Z                                      |
| Amaya, Rosie          | 1/2/2020             | Staff - Library - former                 |
| Azar, JoAnn           | 8/30/2018            | Staff - PD                               |
| Blackmore, Marsha     | 9/14/2020            |  |
| Blackmore, Richard    | 9/14/2020            | P&Z                                      |
| Bohl, Evan            | 9/14/2020            | E&CDAC , Park, P&Z                       |
| Bohl, Kimberly        | 10/2/2021            | EWL, Park, P&Z                           |
| Bolton, Danielle      | 5/27/2021            | Park                                     |
| Brader, Theresa       | 5/31/2016            | Staff - Library, LBOD                    |
| Bradshaw, Will        | 5/20/2019            | Council, P&Z, RMC                        |
| Bravo, Joe            | 6/27/2022            | Staff - IT                               |
| Brill, Ryan           | 2/3/2022             | CPAC                                     |
| Brown, Clare          | 1/8/2019             | LBOD                                     |
| Burleson, Kasey       | 8/30/2018            | Staff - PD                               |
| Cadena, Kyle          | 6/27/2022            | Staff - Police Admin                     |
| Caldera, Crystal      | 9/16/2015            | Staff - ACM/HR, RMC                      |
| Campos, Anna          | 9/14/2020            | BOA                                      |
| Campos, Philip        | 6/8/2021             | P&Z                                      |
| Castro, Ben           | 1/20/2017            | Staff - PD                               |
| Charles, Donna        | 5/20/2019, 1/10/2020 | City Council                             |
| Christensen, Maryanna | 1/1/2022             | LBOD                                     |
| Christensen, Roger    | 3/21/2022            | PARK, E&CDAC                             |
| Chumbley, Ty          | 6/15/2021            | BOA, CPAC, E&CDAC                        |
| Conrad, Jacque        | 6/8/2019             |  |
| Cooley, Brigid        | 7/28/2016            |  |
| Cox, William          | 1/24/2019            | Staff - Business Relations, E&CDAC, Sign |
| Crews, Linda          | 6/20/2019            | LBOD                                     |
| Diaz, Abraham         | 10/24/2019           | City Council                             |
| Edwards, David        | 8/19/2015            | CFOC                                     |
| Federico, Ana         | 4/24/2020            | Staff - ORRC, RMC                        |
| Frazier, Diana        | 2/10/2022            | PARK                                     |
| Gwaltney, Katie       | 4/7/2015             | LBOD, TAB                                |
| Hamner, Ronald        | 5/27/2021            | BOA                                      |
| Haskin, Heather       | 9/8/2015             | LBOD                                     |
| Hefner, Jed           | 3/28/2021            | Council, CFOC                            |
| Hernandez, Lisa       | 9/22/2022            | HR                                       |
| Heyl, Betty           | 4/22/2021            | BOA, CPAC                                |
| Hodde, Loretta        | 7/6/2020             |  |
| Hodde, Matthew        | 8/29/2019, 1/10/2020 | H&B                                      |
| Johnson, Robin        | 4/24/2021            | CFOC,                                    |
| Johnson, William      | 6/30/2019            | CFOC,                                    |
| Kamaraju, Kishore     | 11/9/2022            | E&CDAC                                   |
| Keller, Sandra        | 5/11/2018            | LBOD                                     |

|                            |                            |  |
|----------------------------|----------------------------|--|
| Key, Mary                  | 5/26/2021                  | EWL, Sign, TAB                         |
| Kuenstler, Kelly           | 9/16/2015                  | Staff - City Manager - former          |
| Loban, Shirley             | 10/8/2017                  |  |
| Longoria, Analisa          | 8/30/2018                  | Staff - Intern                         |
| Magallanes, Jennifer       | 6/27/2022                  | Staff - Reception                      |
| Maloy, Liz                 | 6/29/2019                  | CFOC,                                  |
| Marin, Michael             | 8/18/2019                  | P&Z                                    |
| Marrufo, Nancy             | 9/8/2022                   | Park                                   |
| Martinez, Julie            | 10/11/2022                 | Park                                   |
| Mathews, Marilou           | 7/20/2022                  | P&Z                                    |
| Matta, Erick               | 9/14/2019                  | CPAC, BOA                              |
| McMillan, Phyllis          | 6/24/2019                  |  |
| Meffert, Linda             | 7/2/2021                   | EWL                                    |
| Melland, Brandon           | 9/14/2020                  | Staff - Zoning Director, BOA, P&Z, RMC |
| Moffett, Jessica           | 6/24/2019                  | ERB                                    |
| Monclova, Christina        | 3/4/2019                   | Staff - Receptionist                   |
| Moritz, Melinda            | 4/12/2021                  | Staff - PW, Park, H&B, Park, RMC       |
| Mouser, Amber              | 12/2/2019                  | E&CDAC                                 |
| Naughton, Michael          | 4/12/2021                  | Staff - Fire, RMC                      |
| Nolan, Thomas              | 12/23/2021                 | CPAC                                   |
| Orozco, Rey                | 12/5/2020                  | Council, CPAC, RMC                     |
| Orozco, Yvonne             | 2/20/2020                  | BOA, CFOC, EWL, E&CDAC, Park           |
| Owens, Barbara             | 5/12/2015                  | LBOD                                   |
| Passailaigue, Sandra       | 2004 - every yr to current | Staff - City Secretary, RMC            |
| Pfau, Sherry               | 12/10/2018                 | P&Z                                    |
| Poss, Carol                | 2/13/2015                  | LBOD                                   |
| Power, Drew                | 12/22/2019                 | CFOC, E&CDAC, LBOD, Park, P&Z, Pool    |
| Proffitt, Larry            | 5/25/2016                  | E&CDAC, P&Z, Sign                      |
| Raynes, Rene               | 8/30/2018                  | Staff - Receptionist                   |
| Reed, Regina               | 9/14/2020                  | Staff - Library, LBOD, RMC             |
| Riley, Chris               | 9/14/2020                  | Council, EWL                           |
| Rodriguez, Catherine       | 11/29/2017                 |  |
| Rodriguez, Suzanne         | 1/30/2020                  |  |
| Rodriguez-Smith, Geraldine | 9/29/2019                  | E&CDAC                                 |
| Roofe, Andrea              | 9/10/2022                  | P&Z                                    |
| Rowse, Catherine (Cassie)  | 9/27/2019                  | P&Z                                    |
| Ruiz- Herminia             | 9/14/2019                  |  |
| Rule, Kevin                | 6/27/2022                  |  |
| Saenz, Jessica             | 5/19/2021                  | BOA                                    |
| Saenz, John                | 5/16/2021                  | CPAC, BOA                              |
| Salvaggio, Joseph          | 9/29/2016                  | Staff - PD - former                    |
| Sarfin, Diana              | 5/26/2021                  | TAB                                    |
| Sarfin, Richard            | 5/26/2021                  | TAB                                    |
| Sawyer, Vera Ann           | 9/13/2020                  | Pool                                   |
| Shellard, Mark             | 5/26/2021                  | Staff - IT                             |
| Smith, David               | 10/1/2019                  |  |
| Stevens, Josh              | 1/2/2021                   | Council, CFOC                          |
| Tacquard, Mike             | 6/27/2022                  | Staff - LVPD                           |
| Teague, Mindy              | 6/27/2022                  | Staff - BOA, P&Z                       |
| Trejo, Angela              | 1/20/2017                  | Staff - Admin                          |

Underwood, Sandy  
Valdez, Elaine  
Valdez, Jesus  
Wayman, Ashley  
Weidlich, Karen  
Yarnell, Olen

7/6/2016  
12/23/2021  
1/5/2022  
1/20/2017  
6/25/2019  
12/15/2019

Staff - Library - former  
Park, Pool  
CPAC  
Staff - Finance - former  
CFOC, E&CDAC

**Request Data Table Report 01-01-2023 to 03-15-2023**

| Request #  | Date of Request    | Name                                    | Description  | Status          | Date Complete    | Invoices Total (\$) | Amount Paid Total (\$) |
|------------|--------------------|---|--|-----------------|------------------|---------------------|------------------------|
| OR-2023-63 | 3/3/2023 11:09 AM  | Gonzalez, Chiscano, Angulo & Kasson, PC | Your entire police investigation file concerning the subject accident, including but not limited to investigative notes, reports, supplemental reports, witness statements, citations issued, audio recordings of 911 calls, photographs and video recordings (including but not limited to dash cam and body cam videos).   | Pending Payment |                  | \$102.00            | \$0.00                 |
|            |                    |   | <p>Client: Junior &amp; Cruz Echavarria<br/>           Date of Incident: December 10, 2022<br/>           Location: 7100 Bandera Rd. &amp; 7300 Reindeer Trl.<br/>           Case Number: 202204640</p> <p>I am making a formal request under the Open Records Act for a copy of your entire file, including but not limited to police reports, photographs, notes, witness statements, 911 calls, police body camera photographs, in-car camera system downloads, in-car camera system photographs, in-car camera system videos, diagrams, videos and any other information relating to the investigation in reference to the above matter.</p> |                 |                  |                     |                        |
| OR-2023-16 | 1/14/2023 12:23 PM | Wyatt Law Firm                          |  | Complete        | 2/2/2023 3:22 PM | \$102.00            | \$102.00               |



|            |                   |               |   |          |                   |        |        |
|------------|-------------------|---------------|---|----------|-------------------|--------|--------|
| OR-2023-60 | 3/2/2023 9:08 AM  | Beth Hull     | <p>9/21/2022 5:10:13 Auto Accident<br/> Ever Rd.<br/> Karla Mendez [REDACTED]<br/> [REDACTED]<br/> 2020 Mitsubishi Eclipse cross<br/> 202203674</p>   | Complete | 3/8/2023 3:49 PM  | \$0.00 | \$0.00 |
| OR-2023-1  | 1/3/2023 9:34 AM  | MARIA SANCHEZ | <p>REQUESTING POLICE REPORT#<br/> 202204727. ACCIDENT OCCURED ON<br/> 12/17/2022 @ APPX 1:00 PM ON<br/> BANDERA RD. OUR INSURED IS SANDY<br/> MULKEY, ADDITIONAL PARTIES ARE:<br/> ANDRES CANO, CHRISTOPHER CANTU.<br/> OUR INSURED'S VEHICLE IS 2014<br/> TOYOTA SIENNA, OTHER PARTIES<br/> VEHICLES ARE: 2010 NISSAN<br/> FRONTIER, 2011 TOYOTA COROLLA.<br/> Incident report pertaining to Jose<br/> Leonardo Magana outside HEB on<br/> 9255 GRISSOM RD<br/> SAN ANTONIO, TX 78251-2805</p> <p>Date: 01/01/2022-12/30/2022<br/> DL: [REDACTED]<br/> DOB: [REDACTED]<br/> Address: 2118 Encanto Ridge San<br/> Antonio Tx. 78230</p> | Complete | 1/11/2023 2:35 PM | \$0.00 | \$0.00 |
| OR-2023-25 | 1/23/2023 4:50 PM | Rosa Gomez    | <p>Date: 01/01/2022-12/30/2022<br/> DL: [REDACTED]<br/> DOB: [REDACTED]<br/> Address: 2118 Encanto Ridge San<br/> Antonio Tx. 78230</p>   | Complete | 1/24/2023 9:24 AM | \$0.00 | \$0.00 |

CERTIFICATE OF OCCUPANCY LIST  
I am looking for a list of people who have applied and are currently applying for a Certificate of Occupancy for the current year. I would like it to include the following:  
Business name  
Type of business  
Business address  
Contact name, address of contact and/or email  
Phone number.  
Thank you.  
Teri Hughes [REDACTED]

OR-2023-44      2/15/2023 1:11 PM      Teri Hughes      [REDACTED]      Complete      2/27/2023 9:59 PM      \$0.00      \$0.00

I would like the body camera footage of officer Sanchez (524) in her squad car and the dash camera footage. I would also like copy of officer Sanchez's notes from when the citation was issued.

OR-2023-53      2/28/2023 8:09 AM      Derek Bell      [REDACTED]      Complete      3/8/2023 3:56 PM      \$27.00      \$27.00

NOTES/COMMENTS:

Hello,  
I'm one of the protective order advocates at the DA's Office. Our office is trying to assist Darrel Johnson, DOB [REDACTED] with a protective order request against Nyterrious Lee, DOB [REDACTED]. Mr. Johnson said he made a report with your agency. The case number may be: 202204729. When you can, can I get a copy of the report? Please let me know if you have any questions.

Thank you for your help,  
Brooke Rosenauer

brosenauer@bexar.org, fax: 210-631-0199, phone: 210-965-4596

OR-2023-21

1/19/2023 10:08 AM Brooke Rosenauer

Complete

1/20/2023 12:02 PM

\$0.00

\$0.00

|            |                    |  |  |          |                    |          |          |
|------------|--------------------|--|--|----------|--------------------|----------|----------|
| OR-2023-27 | 1/24/2023 11:24 AM | Stephanie Schreiner                      | Pursuant to the Open Records Act, this is a request for an electronic copy of all payment transactions for fiscal year 2021-2022. This could be considered one of the following reports: Vendor Payment Checkbook Report, Checkbook Register, Expenditure Data, Transactional Detail Payments, Online Checkbook, or Disbursements. Here is an online example from the City of San Antonio, Texas ( <a href="https://www.sanantonio.gov/Finance/bfi/registers#50043241-fy2019">https://www.sanantonio.gov/Finance/bfi/registers#50043241-fy2019</a> ). We would accept any existing report which contains a minimum of the Payee Name, Amount and Date of each transaction. | Complete | 1/30/2023 8:23 AM  | \$0.00   | \$0.00   |
| OR-2023-7  | 1/6/2023 1:03 PM   | Mario J. Mejia                           | I am attempting to obtain a vehicle accident report that occurred on or about 01/04/22 in Leon Valley. The Case No. is 202300047. The individual involved in the accident is Gerardo Gomez and is currently under federal supervision.   | Complete | 1/11/2023 2:40 PM  | \$0.00   | \$0.00   |
| OR-2023-15 | 1/13/2023 4:27 PM  | Eric Ramos Law, PLLC                     |  | Complete | 1/20/2023 1:30 PM  | \$145.00 | \$145.00 |
| OR-2023-32 | 1/27/2023 5:46 AM  | Luis Rios Robles                         | Nesecito una copia de registro criminal notarisada.<br>Request all emails between Councilman Hefner and Mayor Riley that include the word VIA; and/or VIA as the subject.  | Complete | 2/24/2023 1:16 PM  | \$0.00   | \$0.00   |
| OR-2023-52 | 2/27/2023 9:01 PM  | Erick Matta                              |  | Complete | 2/28/2023 2:00 PM  | \$0.00   | \$0.00   |
| OR-2023-17 | 1/17/2023 2:18 PM  | Law Offices of Gerald D. "Chip" Havemann |  | Complete | 1/18/2023 12:25 PM | \$0.00   | \$0.00   |

|            |                   |                                       |  |          |                  |        |        |
|------------|-------------------|---------------------------------------|--|----------|------------------|--------|--------|
| OR-2023-24 | 1/23/2023 3:25 PM | Patricia Saenz, REMAX<br>Alamo Realty | I need any requests and septic permits requests for 4901 Hodges, Leon Valley, Texas (San Antonio, Texas. We are going to court and need any documentation especially between Bexar county and Leon Valley regarding septic permits any and all regarding that property.  | Complete | 2/7/2023 2:27 PM | \$0.00 | \$0.00 |
| OR-2023-39 | 2/8/2023 12:53 PM | Mario Garcia                          | I would like the raw excel files that were used to create the 2022 City Data Report (all months). I DO NOT want a pdf or screen shot of what is already on there. Ask the person who put it together for the raw data. They will know what that means.<br><br>. The report covers Police, Criminal Investigation, Code Enforcement, Animal Control, Court, Fire, Economic Development, and Library data. | Complete | 2/9/2023 9:13 AM | \$0.00 | \$0.00 |

Our firm has been retained to represent Raul G. Villar with regards to an auto accident that occurred on 2/17/23 at the intersection of Bandera Rd and NW Loop 410 Access Road at approximately 11:30 pm (Case ID No. 202300562).

At this time, we would like to make a Public Information Request directed to the Leon Valley Police Department. Currently, we are requesting any/all records on file including reports, notes, 911 calls, video recordings, COBAN, BWC, Dash Camera video, witness statements, witness identification and disclosure of any investigations conducted.

If you need additional information, please let me know as soon as possible. Thank you.  
Case number 202203351 regarding any owner information on the 2 dogs turned over to Leon Valley Animal Control.

I am requesting a copy of the complaint, incident report, and judgment for any and all tickets issued to Ray Lawler (DOB: [REDACTED]). If these documents do not exist for a given ticket, please include the relevant order of dismissal. Please also provide a copy of any and all active warrants for Mr. Lawler.

|            |                   |  |  |                               |                    |          |        |
|------------|-------------------|--|--|-------------------------------|--------------------|----------|--------|
| OR-2023-70 | 3/8/2023 4:20 PM  | Jennifer Hays                            |  | Time and Materials Estimation |                    | \$105.00 | \$0.00 |
| OR-2023-48 | 2/21/2023 3:42 PM | Nicole Hall                              |  | Complete                      | 2/27/2023 10:31 PM | \$0.00   | \$0.00 |
| OR-2023-45 | 2/17/2023 5:10 PM | Ava DeSantis, Texas Fair Defense Project |  | Complete                      | 2/27/2023 10:28 PM | \$0.00   | \$0.00 |

Please be advised that we have been retained to represent Progressive County Mutual Insurance Company, the insurance carrier for Unit 2, the vehicle driven by Charles Rakosky in the above-referenced accident, in an underinsured motorist personal injury lawsuit filed regarding the accident. Pursuant to the terms of the Texas Open Records Act, Tex. Rev. Civ. Stat. Ann., §552.221 (Vernon's Supp., 2003), we hereby make request for the following documents, including all attachments thereto, concerning the motor vehicle accident referenced above:

1. A complete copy of any supplement reports which have been filed by the investigating officer, in addition to the original Texas Peace Officer's Accident Report.

2. Complete copies of all witness statements in the possession of the Leon Valley Police Department regarding this accident, including complete statistical data (dates of Conviction/Val report for the month of FEB 2023 from the municipal court. I would like to request the I'm requesting the disposition date, address, name, and conviction. Thank you!

|            |                    |                            |   |          |                    |        |        |
|------------|--------------------|----------------------------|---|----------|--------------------|--------|--------|
| OR-2023-13 | 1/12/2023 12:01 PM | Goldman & Peterson, PLLC   |   | Complete | 1/23/2023 10:53 AM | \$0.00 | \$0.00 |
| OR-2023-61 | 3/2/2023 1:53 PM   | Data Driven Safety/ Verisk |   | Complete | 3/8/2023 3:37 PM   | \$0.00 | \$0.00 |
| OR-2023-58 | 3/1/2023 7:00 PM   | Clint Freeman              | All audits initiated by William Cox from 11/13/18 through 08/14/2022. | Complete | 3/6/2023 4:10 PM   | \$0.00 | \$0.00 |

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I am writing on behalf of Law & Crime Productions to request media related to an incident detailed below. Law & Crime Productions is an established creator of programming related to the legal system, headed by ABC News Chief Legal Correspondent Dan Abrams.

An incident occurred on or around July 28th, 2018 at the San Antonio Aquarium. Anthony Sinclair Shannon, 38, was arrested on July 30th, 2018 and charged with felony theft of property valued at \$2,500 to less than \$30,000 for the heist of "Miss Helen," a horn shark who lived at the aquarium. Link to story: <https://www.nbcnews.com/news/us-news/suspected-shark-thief-san-antonio-aquarium-heist-charged-felony-robbery-n896221>

We would like to request copies of the incident report and/or arrest report related to this event as well as any Incident Report # 202204391 Case # 202204832

Contract between San Antonio Pool Management Company and the City of Leon Valley to manage both city pools for the season of 2022.

|            |                    |   |                       |                   |        |        |
|------------|--------------------|---|-----------------------|-------------------|--------|--------|
| OR-2023-34 | 2/1/2023 2:11 PM   | Ivan Martinovic (Law & Crime Productions) | Complete              | 2/12/2023 8:21 PM | \$0.00 | \$0.00 |
| OR-2023-31 | 1/11/2023 12:00 AM | Margarita Aguilera                        | Pending TX OAG Ruling |                   | \$0.00 | \$0.00 |
| OR-2023-29 | 1/26/2023 11:14 AM | Ana Maria Garcia                          | Complete              | 3/1/2023 11:17 AM | \$0.00 | \$0.00 |
| OR-2023-66 | 3/6/2023 3:49 PM   | Elaine Valdez                             | Complete              | 3/6/2023 4:48 PM  | \$0.00 | \$0.00 |



Hello

Leon Valley was intent on enforcing an illegal traffic light operation. Fines increased over time. Now, I cannot find any record of this citation on login, nor did I receive any response from Leon Valley.

Please respond with:  
1) status of record - whether existing or expunged  
2) status of traffic light camera enforcement system

Thank you  
Charles Cohen

OR-2023-65      3/4/2023 3:44 PM      Charles Graham Cohen      Complete      3/8/2023 2:28 PM      \$0.00      \$0.00

Open Records  
Requesting open records to include; 911 calls, witness statements, any supplemental reports, photos, body camera video, surveillance video, fatality report, vehicle download data, autopsy report, toxicology report.  
03-12-1983

OR-2023-69      3/8/2023 10:51 AM      Beth Hull            2013 Lexus GS350      Time and Materials Estimation      \$105.00      \$0.00

Pursuant to the Open Records Act, this is a request for a copy of the following records: An electronic file (ie Excel, PDF, Word) of any and all employees including part-time, temporary, seasonal employees and elected officials for year of 2022 (fiscal or calendar year). Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title.

|            |                    |                     |                        |                  |         |        |
|------------|--------------------|---------------------|------------------------|------------------|---------|--------|
| OR-2023-26 | 1/24/2023 11:23 AM | Stephanie Schreiner | Complete               | 2/2/2023 2:30 PM | \$0.00  | \$0.00 |
| OR-2023-51 | 2/23/2023 3:58 PM  | Eugene escamilla    | Pending Fee Acceptance |                  | \$64.00 | \$0.00 |

On behalf of Data Driven Safety – Verisk, I am requesting an electronic report for all adult (non-juvenile) traffic, criminal, and ordinance cases disposed during December 2022 and January 2023 from the Municipal Court. The report should contain the following information: case filing date, case number, defendant's full name, date of birth, charge(s), violation date, disposition and date of disposition.

|            |                  |                           |          |                   |        |        |
|------------|------------------|---------------------------|----------|-------------------|--------|--------|
| OR-2023-35 | 2/2/2023 9:05 PM | Verisk-Data Driven Safety | Complete | 2/24/2023 1:22 PM | \$0.00 | \$0.00 |
|------------|------------------|---------------------------|----------|-------------------|--------|--------|

I'm requesting all records pertaining to the fire that took place on December 22nd and/or December 23rd at 7046 Settlers Ridge, Leon Valley Tx 78238. Records should include any and all phone calls, emails, text messages and any other form of communication including but not limited to 911, dispatch of departments, calls to and from the Fire Marshall and Deputy Fire Marshall. Also requesting any and all photographs(including infrared and heat detection), videos,, as well as written reports, typed reports, tapes or any other documents related to the fire or events surrounding the incident.

OR-2023-40

2/8/2023 11:47 PM Darin Harwell

Complete

2/27/2023 9:21 PM

\$0.00

\$0.00

Good morning,

Please accept this as the request for traffic data from 12/01/2022-12/31/2022. We would like the report to contain open and disposed cases as well as be inclusive of all case types that pertain to traffic related cases (Infractions, Misdemeanors, Violations, etc.). We are looking for all cases with an action date (filed date, violation date, conviction date) within the range of request. We need the report in xlsx format due to security settings our company has on xls files. The following column headers are in this order: FIELD NAME Citation, Violation, Name, Defendant Address, Defendant City, Defendant State, Defendant Zip, Offense, Viol Date/Time, Filed Date, Status Date/Time, Statute, Status, Status Description. Please send the data to LNR-OKCLNContent@lexisnexis.com. I appreciate your time and consideration of our request. Please feel free to contact me with any questions.

No proof of liability insurance  
2003

Alfonso Robles

Complete

1/5/2023 9:59 AM

\$0.00

\$0.00

ending Response - Clarification Request

\$0.00

\$0.00

OR-2023-3

1/3/2023 10:50 AM

Cassie Hoelscher

OR-2023-46

2/21/2023 11:41 AM

Alfonso Robles

Regarding Walgreens @ 6635 Bandera Road/Parcel#217859

Please provide a copy of:

Open/Unresolved Zoning Code Violations  
Open/Unresolved Building Code Violations  
Certificate(s) of Occupancy  
Open/Unresolved Fire Code Violations  
Current/upcoming road projects that will directly impact the right of way of the property or require any right of way acquisition from the subject property (road widening, sidewalk improvements)  
Approved Variances, Conditional use Permits Special Exceptions, Zoning Cases, Resolution, Ordinances (Not including signage), PUD approvals  
Approved Site Plan and/or conditions of approval

|            |                    |                                   |          |                    |        |        |
|------------|--------------------|-----------------------------------|----------|--------------------|--------|--------|
| OR-2023-14 | 1/13/2023 11:47 AM | LaKisha Ellis: Global Zoning, LLC | Complete | 1/23/2023 11:53 AM | \$0.00 | \$0.00 |
| OR-2023-47 | 2/21/2023 2:18 PM  | Alfonso Robles                    | Complete | 2/27/2023 9:27 PM  | \$0.00 | \$0.00 |

NO LIABILITY INSURANCE  
Cause no. 0030335182, Leon Valley, TX  
Case closed 03/03/2022  
Alfonso Robles  
DL# [REDACTED]

|            |                   |  |  |                                |                    |            |        |
|------------|-------------------|--|--|--------------------------------|--------------------|------------|--------|
|            |                   |  | any and all records pertaining to health, safety, code violations, exposed wiring, gas leaks, violence, vandalism, noise complaints, roadside assistance, auto theft, hazardous living conditions, black mold reports, Squatters, Loitering, Soliciting, Flooding, Stalking, Murder, Sex Crimes, Auto Theft, Public Utility Denial of Service, or complaints of Monopoly, Gangstalking, Vicious Animal, Rabies, Lime Disease, Asbestos, Black Mold Poisoning, Fire Code Violations, and Game Violations, Human Research, and Public corruption, Gas leaks, Arson, Breaking and Entering, public assistance calls, either to 0, 211, 311, 411, 611, 811, 911, e911, CPS, ATT, Spectrum, Shippey Properties, EMS Leon Valley, LVPD, LVFD, SAPD, SAFD, SA EMS, University hospital, Lyft, Uber, St. Lukes, On Site Leasing office, Any leasing records pertaining to November 2022, and (3) years retro in specific building 6, and within the 10 mile square radius of 5622 evers rd 601, San Antonio Texas, (leon Valley) |                                |                    |            |        |
| OR-2023-8  | 1/6/2023 5:07 PM  | Shelbi Johnson<br>Lexitas Automated  |  | Closed Due to Lack of Response | 2/16/2023 12:30 PM | \$2,876.00 | \$0.00 |
| OR-2023-38 | 2/8/2023 8:50 AM  | Records Collection   |  | Complete                       | 3/8/2023 9:11 AM   | \$0.00     | \$0.00 |
|            |                   | BREANNA WALKER<br>BEXAR COUNTY<br>DISTRICT ATTORNEY'S<br>OFFICE FAMILY JUSTICE<br>CENTER | C: OLGA IBARRA DOB: [REDACTED]<br>D: CARLOS E GARCIA DOB: [REDACTED]   |                                |                    |            |        |
| OR-2023-4  | 1/3/2023 12:40 PM |  |  | Complete                       | 1/18/2023 3:46 PM  | \$0.00     | \$0.00 |
| OR-2023-28 | 1/25/2023 4:54 PM | Dennis Moody   | Information related to drive by shooting at 6723 Blacksmith Lane, Leon Valley, TX 78238 on 12/28/2022  | Complete                       | 3/1/2023 10:52 AM  | \$0.00     | \$0.00 |

|            |                    |                      |  |          |                   |        |        |
|------------|--------------------|----------------------|--|----------|-------------------|--------|--------|
| OR-2023-20 | 1/18/2023 10:55 PM | Christopher Kidd     | <p>I, Chris Kidd, was given authorization from the judge and prosecutor to be given the dash cam footage for this incident, from 10am to 10:45 am.</p> <p>Citation #E0061115-01 on 08/18/2022<br/>Please email me a copy of citation number #E0058407.</p> <p>Date: 18APR2022</p> <p>Time: 22:29 CST.</p>                                      | Complete | 1/23/2023 9:55 AM | \$0.00 | \$0.00 |
| OR-2023-12 | 1/9/2023 3:35 PM   | Shamar Bradley       | <p>Please email me at [REDACTED]</p> <p>All crash reports, crash investigative reports with exhibits, all supplemental investigation reports. All law enforcement vehicle video, body camera video or video obtained from private parties for crash date 06/20/2019, Case ID #: 201902752, Drivers: Cheryl L Lombardo and Anna A Martinez.</p> | Complete | 1/10/2023 9:59 AM | \$0.00 | \$0.00 |
| OR-2023-67 | 3/7/2023 12:51 PM  | The Carlson Law Firm | <p>Any grievances filed against William Cox during his employment with Leon Valley during 11/13/18 through 08/14/2022.</p> <p>Any grievances filed by William Cox during his employment with Leon Valley during 11/13/18 through 08/14/2022.</p>   | Complete | 3/8/2023 3:53 PM  | \$0.00 | \$0.00 |
| OR-2023-59 | 3/2/2023 7:23 AM   | Clint Freeman        | <p>Any grievances filed against William Cox during his employment with Leon Valley during 11/13/18 through 08/14/2022.</p>   | Complete | 3/6/2023 5:03 PM  | \$0.00 | \$0.00 |

Good morning,

Under the Texas Public Information Act, Tex. Gov't Code §552.001 et seq., I am requesting an opportunity to inspect or obtain copies of the following records.

City Council meeting videos or audio recordings for the following days: April 6, 2021, Aug. 17, 2021, March 23, 2022, April 18, 2022.

Backup material, including packets and presentations for the following agenda items:

- Discussion and Possible Action on a Resolution Declaring Intent to Phase Out Red Light Cameras (M&C # 2021-04-06-12 Councilor Josh Stevens)

- Discussion, Presentation, and Direction to Staff to Substantiate Red Light Camera Statements Made in the Public Meeting on July 24th, 2021 with Verifiable Raw Data for All Traffic Crashes Occurring in the Past 10 Years in Leon Valley (M&C # 2021-08-17-16 Councilor Josh Stevens and Councilor

OR-2023-42 2/10/2023 10:13 AM Timothy Fanning

3-10-2023 Auto Theft  
6300 RUE MARIELYNE, SAN ANTONIO, TX 78238  
Taniya Borden 08-11-

Complete 2/13/2023 7:39 AM \$0.00 \$0.00

OR-2023-71 3/14/2023 11:38 AM Beth Hull

2016 Dodge Charger  
202300817

Time and Materials Estimation \$0.00 \$0.00



I am writing pursuant to the Texas Public Information Act, request that you send me a copy of the following information maintained by the Police Department regarding the incidents that occurred from 1/23/2017 - 4/23/2021 with Jameson G. Martinez; DOB [REDACTED] DL # [REDACTED]. I am requesting the complete police file including but not limited to any 911 call sheets, 911 calls/audio, witness statements, measurements, dash cam video, body cam video/audio, traffic cameras and calls for service, photographs, notes, and/or reports.

Please note that body worn camera is being properly requested pursuant to section 1701.661 of the Occupations Code as the following:

1. The date and approximate time of the recording;
2. The specific location where the recording occurred; and
3. The name of one or more persons known to be a subject of the recording.

OR-2023-62

3/2/2023 2:49 PM

Kristi Mayne,  
Whitehurst & White

Pending Payment

\$109.00

\$109.00

|            |                    |  |  |                               |                  |         |         |
|------------|--------------------|--|--|-------------------------------|------------------|---------|---------|
| OR-2023-41 | 2/9/2023 10:20 AM  | Jennifer Tellez, City of San Antonio, City Attorney's Office | Any Photos at the scene of vehicles driven by Diver 1 Daniel Ayala and Driver 2 Dakota Scott-Villanuevs, Any Ems report Driver 1, Driver 2 or Driver 2 passenger Dianne Scott, Any Supplemental report, Any COBAN or Body Worn camera video for Case ID 202201019/TxDOT<br>Crash ID 18922279 occurring on 4/13/22 at 1342hrs at the location of 5600 NW Connally and 5700 Bandera, | Complete                      | 3/8/2023 2:34 PM | \$30.00 | \$30.00 |
|            |                    |  | Open Records Request, Crash ID: 2022513573<br><br>To Whom It May Concern,<br><br>Please find the attached Open Records Request for our client, Carolyn Baker, regarding incident date 09/23/2022. Thank you for your time and attention to this matter.  |                               |                  |         |         |
| OR-2023-55 | 2/28/2023 12:21 PM | Casey Dick   |  | Route To Secretary For Review |                  | \$24.00 | \$0.00  |
| OR-2023-68 | 3/7/2023 3:32 PM   | Elaine Valdez  | Swimming Pool Management Agreement for 2023  | Complete                      | 3/7/2023 6:02 PM | \$0.00  | \$0.00  |
| OR-2023-57 | 3/1/2023 6:56 PM   | Clint Freeman  | William Cox's resignation letter for his dates of employment ending in 2022  | Complete                      | 3/6/2023 3:49 PM | \$0.00  | \$0.00  |
| OR-2023-43 | 2/13/2023 10:13 PM | Eugene Escamilla   |  | Pending Fee Acceptance        |                  | \$64.00 | \$0.00  |

Good morning,

Please accept this as the request for traffic data from . We would like the 01/01/2023-01/31/2023 report to contain open and disposed cases as well as be inclusive of all case types that pertain to traffic related cases (Infractions, Misdemeanors, Violations, etc.). We are looking for all cases with an action date (filed date, violation date, conviction date) within the range of request.

We received our last report as a .xls file, but .xlsx is fine as well. The following column headers are in this order:

FIELD NAME  
Citation  
Violation  
Name  
Defendant Address  
Defendant City  
Defendant State  
Defendant Zip  
Offense

|            |                   |               |  |          |                  |        |        |
|------------|-------------------|---------------|--|----------|------------------|--------|--------|
| OR-2023-33 | 2/1/2023 12:33 PM | Taylor Romano |  | Complete | 2/2/2023 2:32 PM | \$0.00 | \$0.00 |
|------------|-------------------|---------------|--|----------|------------------|--------|--------|

I am requesting a police report for my case records, #23-0100021. I am investigating an incident that occurred at a local child care center, Luv N Care No. 2, on 1/18/2023, where a child sustained an injury to her fingers. She was transported by ambulance to the Methodist Children's Hospital. The officer who responded to the call was Officer McEntire.

|            |                   |  |  |          |                   |        |        |
|------------|-------------------|--|--|----------|-------------------|--------|--------|
| OR-2023-22 | 1/20/2023 3:17 PM | Kelly Saucedo/Texas Department of Family and Protective Services |  | Complete | 1/30/2023 8:03 AM | \$0.00 | \$0.00 |
|------------|-------------------|--|--|----------|-------------------|--------|--------|

|            |                   |                    |  |                               |                   |         |        |
|------------|-------------------|--------------------|--|-------------------------------|-------------------|---------|--------|
|            |                   |                    | ALL RECORDS, REPORTS, PHOTOS, VIDEOS, DASH CAMERAS, RECORDINGS, COBAN AND BWC FOOTAGE AND ANY WITNESS INFORMATION RELATED TO AN ACCIDENT THAT OCCURRED ON 7-20-2021 AT APPROXIMATELY 1019 AT THE 7015 BLOCK OF BANDERA AND THE 7000 BLOCK OF BANDERA, LEON VALLEY, BEXAR COUNTY, TEXAS, INVOLVING ENRIQUE DOMINGUEZ AND THOMAS BOMHACK, CASE ID: 202102471, INVESTIGATING OFFICER: GILBERTO SANTOS, ID: 1333   |                               |                   |         |        |
| OR-2023-54 | 2/28/2023 8:25 AM | Lexitas            |  | Route To Secretary For Review |                   | \$51.00 | \$0.00 |
| OR-2023-56 | 3/1/2023 10:34 AM | Christina Castillo |  | Pending Payment               |                   | \$67.00 | \$0.00 |
|            |                   |                    | Request documents and correspondence between the City and ARCA FV Properties, LLC, specifically soccer complex located on Shadow Mist Drive, Leon Valley, Texas, from January 2019 through present day, January 8, 2023, pertaining to the soccer complex's completion on their property of a much larger parking lot to reduce parking and congestion on Shadow Mist Drive and in the Shadow Mist neighborhood, constructing permanent storage buildings, and installing bathroom facilities. None of this has been done since it was planned and promised by the owners. |                               |                   |         |        |
| OR-2023-9  | 1/8/2023 10:37 AM | Donna J. Charles   |  | Complete                      | 1/24/2023 9:19 AM | \$0.00  | \$0.00 |

5075 W. Loop West, Suite 5000  
 Rd, SAN ANTONIO, TX 78238  
 REF#23-396332.2  
 APN-217762  
 Year Built-1978  
 Owner-REVIVE 5900 WURZBACH LLC

Good afternoon all,  
 We are preparing a zoning report for the above property.  
 Attached is our zoning verification letter request, copy of the Certificate of Occupancy, information on any open building, zoning, or fire code violations, a copy of the approved site plan on file, if available, and information on any roadwork or construction that may impact the property.

If you could, please provide an estimated turnaround time. If we need to contact any other department for any of the information requested or owe any fees, please advise ASAP. Should you need any additional information, or you have any questions, do not hesitate to contact me.

Brian Berthold; DOB: [REDACTED]; SS#: [REDACTED]; FBI#: 866101LB2

07/21/2005 Possession of Control Substance

please send offense/incident reports for the above citations

|            |                    |   |                                       |                               |                    |         |         |
|------------|--------------------|---|---------------------------------------|-------------------------------|--------------------|---------|---------|
| OR-2023-11 | 1/9/2023 1:37 PM   | Partner Engineering & Science Incorporation | <p>Thank you for your assistance.</p> | Complete                      | 1/23/2023 8:25 AM  | \$35.00 | \$35.00 |
| OR-2023-64 | 3/3/2023 3:36 PM   | Mary Rodarte-Espinosa                       | <p>Thank you for your assistance.</p> | Time and Materials Estimation |                    | \$0.00  | \$0.00  |
| OR-2023-23 | 1/23/2023 11:23 AM | Kelly Hudgins-Sauceda                       |                                       | Complete                      | 1/23/2023 11:24 AM | \$0.00  | \$0.00  |

|            |                   |  |  |  |                    |        |        |
|------------|-------------------|--|--|--|--------------------|--------|--------|
| OR-2023-5  | 1/5/2023 9:29 AM  | Mehaffy Weber PC   | I am requesting documents related to a traffic citation involving Mary Helen Valdez on 04/23/2019. I have attached the information I currently have on the citation.   | Complete                                 | 1/11/2023 2:47 PM  | \$0.00 | \$0.00 |
| OR-2023-18 | 1/17/2023 2:20 PM | Law Offices of Gerald D. "Chip" Havemann                     |  | Complete                                 | 1/18/2023 12:14 PM | \$0.00 | \$0.00 |
| OR-2023-37 | 2/7/2023 5:45 PM  | Ivan Garcia  | I am seeking the January 2023 campaign finance reports available for all members of the currently elected city council and the mayor. Please email these documents to risinglonestars@prevailingtrendsinc.com. | Complete                                 | 2/8/2023 7:04 AM   | \$0.00 | \$0.00 |
| OR-2023-19 | 1/18/2023 2:03 PM | FVPS Family Violence Prevention Services- Non-Profit         | police report # 22-4537<br>Date of incident: 12/03/2022<br>Suspect: LaJanae Smith<br>Victim: Martie Allen Henderson DOB: [REDACTED]  | Complete                                 | 1/23/2023 7:56 AM  | \$0.00 | \$0.00 |
| OR-2023-50 | 2/22/2023 8:41 AM | Lexitas - Automated Records Collection / Thomas J. Henry Law |  | Form Sent to Requestor; Pending Response |                    | \$0.00 | \$0.00 |
|            |                   |  | Hello,<br><br>Attached is an affidavit request for Rebeca Palafox Salinas, for updated medical and billing records<br><br>Thank you<br><br>Best Regards  |  |                    |        |        |
| OR-2023-36 | 2/3/2023 10:52 AM | Eric Ramos Law firm  | Khim   | Complete                                 | 3/8/2023 9:11 AM   | \$0.00 | \$0.00 |

|           |                   |                               |   |          |                    |        |        |
|-----------|-------------------|-------------------------------|---|----------|--------------------|--------|--------|
| OR-2023-2 | 1/3/2023 10:05 AM | Law Office of Cesar Escamilla | <p>Crash incident report 202204804<br/> Date of incident: 12/25/2022<br/> Name: Jimmy Medellin</p>  | Complete | 1/5/2023 9:49 AM   | \$0.00 | \$0.00 |
|           |                   |                               | <p>I would like a list of the following:</p> <ul style="list-style-type: none"> <li>•Properties with lawn maintenance or unmowed lawns from 11/28/2022 through 12/28/2022.</li> <li>•Properties with open code enforcement issues from 11/28/2022 through 12/28/2022.</li> <li>•Properties that have been deemed as substandard or condemned structures from 11/28/2022 through 12/28/2022.</li> </ul> <p>Could you please provide this info in an electronic format (preferably Excel or .CSV) to ian@ntxps.com.</p> <p>Please redact any personal information, as needed, of the property owners.</p> |          |                    |        |        |
| OR-2023-6 | 1/6/2023 11:10 AM | Ian Mercado                   | <p>I just need the addresses of the properties and the infractions.</p>   | Complete | 1/13/2023 10:33 AM | \$0.00 | \$0.00 |

|            |                    |                  |   |                               |                   |          |        |
|------------|--------------------|------------------|---|-------------------------------|-------------------|----------|--------|
| OR-2023-10 | 1/8/2023 10:54 AM  | Donna J. Charles | Request information pertaining to the number of warnings, tickets, and towing of vehicles from Shadow Mist Drive and Shadow Mist Subdivision, all streets, for illegal parking violations, i.e. blocking fire hydrants, parking on marked red fire curbs, parking on curves, blocking driveways, contributing to traffic congestion and hazards, which occurred on January 7 and 8, 2003 at the ARCA facility soccer complex located on Shadow Mist Drive in Leon Valley.   | Complete                      | 1/26/2023 9:50 AM | \$0.00   | \$0.00 |
| OR-2023-49 | 2/21/2023 4:27 PM  | Victoria Warthen | This was a shooting between Daniel Mabry, owner of Laconecta business and employee Ely Gutierrez Jr., at the Laconecta business warehouse on 9/18/2021 (this is not an auto accident). Liberty Mutual insures this business. I received confirmation from Kyle Cadena today, that my letter to Leon Valley PD with an open records/FOIA request was received, dated 2/15/2023. He asked that I complete this online form as well. Information is being sought to complete the claims investigation, as I am the assigned senior commercial claims adjuster. Please see attached letter. | Time and Materials Estimation |                   | \$325.50 | \$0.00 |
| OR-2023-30 | 1/11/2023 12:00 AM | Raymond Ramirez  | Incident Report # 202300092   | Pending TX OAG Ruling         |                   | \$0.00   | \$0.00 |



## 7. OPEN MEETINGS ACT *CITY OF LEON VALLEY*

- ✓ **City Secretary Job Description:** This document demonstrates how the Office of the City Secretary must be compliant with the Texas Open Meetings Act.
- ✓ **Certificates:** Certificates of Completion of the Texas Attorney General's Open Meetings Act Training for Assistant Library Director Theresa Brader, Assistant Fire Chief Eric Burnside, Council Place 5 Will Bradshaw, City Manager Crystal Caldera, Assistant Public Works Director David Dimaline, Police Chief David Gonzalez, Council Place 3 Jed Hefner, Public Works Director Melinda Moritz, Fire Chief Michael Naughton, Mayor Pro Tem-Council Place 4 Rey Orozco, City Secretary Sandra Passailaigue, Mayor Chris Riley, Library Director Regina Reed, Council Place 2 Josh Stevens, and many other from staff, board/committee/commission members.
- ✓ **2022 – 2024 City of Leon Valley Board/Committee/Commission Roster:** This document that the majority of all members of our Boards/Committees/Commissions have had the Texas Attorney General's Public Information Act Training.
- ✓ **List of Staff and Volunteers:** This document that the 100% of all members of our Staff and Volunteers have had the Texas Attorney General's Open Meetings Act Training.



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** City Secretary

**DEPARTMENT:** Administrative Office

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** June 16, 2021

**JOB SUMMARY:**

Under general administrative direction of the City Manager, serves as the administrative secretary to the Mayor, City Manager, City Council and other city officials, serves as custodian of official records for the City; administers all City elections; coordinates public meetings of staff, the City Council and other city groups; attend and record proceedings of official meetings of City Council; performs related works as assigned.

**ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Provides administrative support for the Mayor, City Manager, and City Council;

Post notices of City Council meetings as required by the Texas Open Meetings Act, Chapter 551, Government Code;

Prepare preserve and track the actions and records of the City Council, including ordinances, resolutions, minutes, proclamations, contracts, and deeds;

Insure that all ordinances are published when necessary and codified in a timely manner;

Maintains the official City Seal;

Attends all meetings of the City Council, and of other official meetings as assigned, serving as the recording secretary of all meeting proceedings;

Publishes all required legal notices in the official newspaper of the City within the legally required time limits;

Receives, on behalf of the City, petitions, initiatives, referendums, recall proceedings, and applications for office, and verifies all applications and petitions;

Assists in the management and preparation of the budget for the Council and Manager Department;

Attest to and number, date and effect changes in official documents authorized by Council actions;

Serves as the liaison between the Council and all city boards, commission and committees by managing applications, posting their agendas and providing council with their minutes. Not responsible for constructing their agenda or minutes.

Administer oaths of office;

Answer inquiries from public and city officials regarding ordinances and status of City Council communications;

Serves as the Elections Administrator for all City of Leon Valley general and special elections;

Has custodial authority of all City records, directing their maintenance and disposition in accordance with records retention schedules filed with the Texas State Library and in accordance with the Texas Open Records Act, Chapter 552 and serves as the City's authority for releasing records in accordance with the procedures set forth in the Act;

Serves as a member of the City's EOC for exercises, planning, and upon EOC activation to provide the public with essential information;

Attests to City documents and permits for alcoholic beverages licenses under the TABC licensing requirements;

Working knowledge of the: Texas Election Code, Texas Local Government Code, Texas Open Meetings Act and Texas Open Information Act;

Interacts with public and agencies by answering and resolving complaints; attending conferences and seminars; and attending meetings with department heads and agencies;

Plan and provide resource estimates for multiple projects as related to the administrative offices;

Prepares the administration of the departmental annual budget to include monthly billings preparations, weekly accounts payable, and post budget expenditures;

Must be able to read, comprehend and interpret for others City codes and documents;

Effectively represent the City to the business community, residents other governmental entities, and the media;

Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures from the City Council and City Manager;

Effectively communicate with elected and appointed officials, supervisors, subordinates, peers, business representatives, the general public, and the media in person, in writing, and by telephone;

May have to design and produce various media products to publicize City events for community-wide distribution;

Sit for extended periods of time writing reports, correspondence, ordinances and compiling statistical data on computers;

Read and analyze difficult source documents and plans;

Use tact, diplomacy and discretion as required;

Read, write, and converse fluently in English;

Work a flexible schedule, to include evenings hours, weekends, and holidays;

Must have the ability to attend work regularly and predictably;

Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace; and

Read, write and understand written instructions, reports, documents, plans and maps;

Must possess a working knowledge of general office equipment, procedures, and operations;

Must not pose a threat to the health and safety of self or others;

Must be able to work closely with others as part of a team;

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Must be able to use, telephone, copier, calendar, and; in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point. Working knowledge of the City's financial management software, InCode

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather.

| C<br>Continuously                  | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never |
|------------------------------------|-----------------|-------------------|-------------|------------|
| <b>-Health and Safety Factors-</b> |                 |                   |             |            |
| Mechanical Hazards                 |                 |                   |             | N          |
| Chemical Hazards                   |                 |                   |             | N          |
| Electrical Hazards                 |                 |                   |             | N          |
| Fire Hazards                       |                 |                   |             | N          |
| Explosives                         |                 |                   |             | N          |
| Communicable Diseases              |                 |                   |             | N          |
| Physical Danger or Abuse           |                 |                   |             | R          |
| Inclement Weather                  |                 |                   |             | R          |

| D<br>Daily                     | W<br>Several<br>Times Per<br>Week | M<br>Several<br>Times Per<br>Month | S<br>Seasonally | N<br>Never |
|--------------------------------|-----------------------------------|------------------------------------|-----------------|------------|
| <b>-Environmental Factors-</b> |                                   |                                    |                 |            |
| Respiratory Hazards            |                                   |                                    |                 | N          |
| Extreme Temperatures           |                                   |                                    |                 | N          |
| Noise and Vibration            |                                   |                                    |                 | N          |
| Wetness/Humidity               |                                   |                                    |                 | M          |
| Physical Hazards               |                                   |                                    |                 | M          |

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to lift and carry a minimum of 20 pounds; climb, kneel, squat, stoop and bend freely. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

| <b>-Physical strength for this position is indicated below with "X"-</b>                        |   |  |   |   |  |
|---|---|--|---|---|--|
| Sedentary   | X | Light  | Medium  | Heavy   | Very Heavy   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. |   | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

Must be able to sit or stand for extended periods of time while performing various tasks.

| C<br>Constantly<br>2/3 or more of the time. | F<br>Frequently<br>From 1/3 to 2/3 of the time. | O<br>Occasionally<br>Up to 1/3 of the time. | R<br>Rarely<br>Less than 1 hour per week. | N<br>Never<br>Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

| -Physical Demand- | -Frequency- | -Brief Description-                                |
|-------------------|-------------|--|
| Standing          | O           | Site visits and communicating with co-workers      |
| Sitting           | C           | at desk  |
| Walking           | O           | around office environment                          |
| Lifting           | O           | office, supplies                                   |
| Carrying          | O           | office supplies                                    |
| Pushing/Pulling   | F           | office supplies, office chair file cabinet drawers |
| Reaching          | O           | for supplies                                       |
| Fine Dexterity    | F           | While working on computer                          |
| Kneeling          | O           | retrieving items from lower shelves/ground         |
| Crouching         | O           | retrieving items from lower shelves/ground         |
| Crawling          | N           |  |
| Bending           | O           | retrieving items from lower shelves/ground         |
| Twisting          | O           | getting inside vehicle, getting office supplies    |
| Climbing          | O           | stairs   |
| Balancing         | R           | While performing everyday task                     |
| Vision            | C           | Viewing computer screen, maps documents            |
| Hearing           | C           | listening coworkers, residence                     |

|                                    |   |   |
|------------------------------------|---|---|
| Talking                            | C | communicating with co-workers and public and on telephone |
| Foot Controls                      | R | While driving City automobile                             |
| Other<br>(specified if applicable) |   |   |

## **JOB REQUIREMENTS:**

| -Description of Minimum Job Requirements- |   |
|---|---|
| Formal Education                          | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent years of experience.  |
| Experience                                | Over five years up to and including ten years.  |
| Supervision                               | Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.   |
| Human Collaboration Skills                | Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.   |
| Freedom to Act                            | Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.  |
| Technical Skills                          | Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.  |
| Fiscal Responsibility                     | Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.  |
| Reading                                   | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Math                                      | Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Writing                                   | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Certification & Other Requirements        | Valid Texas Motor Vehicle License with the ability to remain eligible to drive under the City's driver evaluation program. Must receive certification as "City Secretary" by the Texas Municipal Clerks Certification Program within four years of appointment date; Must hold and maintain a current Texas voter registration card; Must be a Texas Notary Public. Must be bondable under City's public employee and fidelity bond coverage. |

**PRIMARY WORK LOCATION**

|                                |   |                                      |  |
|--------------------------------|---|--------------------------------------|--|
| Office Environment             | X | Vehicle                              |  |
| Warehouse                      |   | Outdoors                             |  |
| Shop                           |   | Other (See<br>Environmental Factors) |  |
| Recreation/Neighborhood Center |   |                                      |  |

# CERTIFICATE *of* COURSE COMPLETION

## Open Meetings Act

I, **Theresa Brader**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 27th day of August, 2016.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

Certificate No.: 16-238441M

Do Not Delete. This is NO PAPER COPY



# CERTIFICATE *of* COURSE COMPLETION

## Open Meetings Act

I, **Will Bradshaw**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 21st day of May, 2019.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

Certificate No.: 19-267532M

# CERTIFICATE *of* COURSE COMPLETION

## Open Meetings Act

I, **CRYSTAL CALDERA**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 8th day of August, 2006.



**ATTORNEY GENERAL OF TEXAS**  
GREG ABBOTT

*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

Certificate No.: 06-53890M

# CERTIFICATE *of* COURSE COMPLETION

## Open Meetings Act

I, **David Dimaline**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 27th day of August, 2016.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

Certificate No.: 16-238441M

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# CERTIFICATE *of* COURSE COMPLETION

## Open Meetings Act

I, **David Gonzalez**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 8th day of March, 2018.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

Certificate No.: 18-244612M

**Saundra Passailaigue**

---

**From:** Office of the Attorney General <noreply@texasattorneygeneral.gov>  
**Sent:** Sunday, March 28, 2021 10:50 PM  
**To:** Jed Hefner  
**Subject:** Open Meetings Act Training Confirmation and Certificate

## CERTIFICATE *of* COURSE COMPLETION

### Open Meetings Act

I, **Jed Hefner**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 28th of March, 2021.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

If you have any questions, please contact the Open Government Hotline 1-877-673-6839.

# CERTIFICATE *of* COURSE COMPLETION

## Open Meetings Act

I, **Melinda Moritz**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 27th day of August, 2016.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

Certificate No.: 16-238441M

Do Not Delete. This is NO PAPER COPY

**Michael Naughton**

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**From:** noreply@texasattorneygeneral.gov on behalf of Office of the Attorney General  
<noreply@texasattorneygeneral.gov>  
**Sent:** Monday, April 12, 2021 11:56  
**To:** Michael Naughton  
**Subject:** Open Meetings Act Training Confirmation and Certificate

## CERTIFICATE *of* COURSE COMPLETION

### Open Meetings Act

I, **Michael Naughton**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 12th of April, 2021.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

If you have any questions, please contact the Open Government Hotline 1-877-673-6839.

From: Office of the Attorney General  
noreply@texasattorneygeneral.gov  
Subject: Open Meetings Act Training Confirmation and  
Certificate  
Date: Jan 26, 2021 at 11:37:06 AM  
To: rey.orozco@sbcglobal.net

CERTIFICATE of COURSE COMPLETION

**Open Meetings Act**

I, **Rey Orozco**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 5th of December, 2020.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

If you have any questions, please contact the Open Government Hotline [1-877-673-6839](tel:1-877-673-6839).



# CERTIFICATE *of* COURSE COMPLETION

## Open Meetings Act

I, **Saundra Passailaigue**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 27th day of August, 2016.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

Certificate No.: 16-238441M

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# CERTIFICATE *of* COURSE COMPLETION

## Open Meetings Act

I, **CHRIS RILEY**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 8th day of August, 2006.



**ATTORNEY GENERAL OF TEXAS**  
**GREG ABBOTT**

*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

Certificate No.: 06-53890M

## Saundra Passailaigue

---

**From:** Regina Reed  
**Sent:** Monday, May 24, 2021 12:25 PM  
**To:** Saundra Passailaigue  
**Subject:** FW: Open Meetings Act Training Confirmation and Certificate

-Regina

**From:** noreply@texasattorneygeneral.gov <noreply@texasattorneygeneral.gov>  
**Sent:** Monday, May 24, 2021 12:24 PM  
**To:** Regina Reed <r.reed@leonvalleytexas.gov>  
**Subject:** Open Meetings Act Training Confirmation and Certificate

## CERTIFICATE *of* COURSE COMPLETION

### Open Meetings Act

I, **Regina Reed**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 24th of May, 2021.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

If you have any questions, please contact the Open Government Hotline 1-877-673-6839.

2/18/2021

Open Meetings Act Training Confirmation and Certificate

## Open Meetings Act Training Confirmation and Certificate

From: Office of the Attorney General <noreply@texasattorneygeneral.gov>

Sent: Sun, Jan 24, 2021 at 8:03 pm

To: josh.stevens@leonvalleytexas.gov

### CERTIFICATE *of* COURSE COMPLETION

#### Open Meetings Act

I, **Josh Stevens**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 24th of January, 2021.



*NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.*

If you have any questions, please contact the Open Government Hotline 1-877-673-6839.



# CITY OF LEON VALLEY

## BOARD/COMMITTEE/COMMISSION ROSTER

**2022 - 2024**

**THIS ROSTER IS STRICTLY FOR OFFICIAL USE AND IS **NOT** FOR  
PUBLICATION **NOR** DISTRIBUTION TO OTHERS THAN THOSE LISTED BELOW.**

Mayor Chris Riley  
Benny Martinez, Council Place 1  
Josh Stevens, Council Place 2  
Jed Hefner, Council Place 3  
Rey Orozco, Mayor Pro-Tem, Council Place 4  
Will Bradshaw, Council Place 5  
Crystal Caldera, City Manager  
Saundra Passailaigue, City Secretary  
David Gonzalez, Police Chief  
Michael Naughton, Fire Chief

Vickie Wallace, Finance Director  
Melinda Moritz, Public Works Director  
Regina Reed, Library Director  
Roque Salinas, Economic Development Director  
Lisa Hernandez, Human Resources Director  
Mindy Teague, Planning and Zoning Director  
Crystal Miranda, Community Relations Director

**BANDERA ROAD SITE - COMMUNITY ADVISORY GROUP (CAG)**

**(Meets at the call of the Chair)**

| Representative/Entity  | Contact Info (NOT FOR PUBLIC RELEASE) | Member:  | Training Taken | Appointed | Term              |
|--|---------------------------------------|--|----------------|-----------|-------------------|
| Alamo Area Council of Government (AACOG)   |                                       | Vacant   |                | N/A       | Term Expires: N/A |
| Bexar County (NISD)  |                                       | Andrew Winter, P.E.                                  |                | N/A       | Term Expires: N/A |
| San Antonio Metropolitan Health  |                                       | <b>Vacant</b>  |                | N/A       | Term Expires: N/A |
| San Antonio Water System (SAWS)  |                                       | Kyle Cunningham, R.S.                                |                | N/A       | Term Expires: N/A |
| TX Commission on Environmental Quality (TCEQ)  |                                       | Kirk Nixon, P.G.                                     |                | N/A       | Term Expires: N/A |
| Leon Valley Resident   |                                       | Marilyn Long, P.G.                                   |                | N/A       | Term Expires: N/A |
| Leon Valley Resident   |                                       | John Hoyt  | Ethics, TOMA   | N/A       | Term Expires: N/A |
| Leon Valley Resident   |                                       | Gail Nelson  |                | N/A       | Term Expires: N/A |
| Leon Valley Resident   |                                       | Darby Riley  | TOMA           | N/A       | Term Expires: N/A |
| Leon Valley Resident   |                                       | Georgia Zannaras, PhD                                | TOMA           | N/A       | Term Expires: N/A |
| Area Resident  |                                       | Terry Casey  |                | N/A       | Term Expires: N/A |
| US Environmental Protection Agency (EPA)   |                                       | Stephen Tzhone                                       |                | N/A       | Term Expires: N/A |
| Community Involvement Coordinator (USEPA)  |                                       | Edward Mckeel, III                                   |                | N/A       | Term Expires: N/A |
| Remedial Action Contractor (USEPA)   |                                       | Pat Appel  |                | N/A       | Term Expires: N/A |
| Texas Department of State Health Services  |                                       | Jessica Kessinger                                    |                | N/A       | Term Expires: N/A |
| David Dimaline<br><a href="mailto:d.dimaline@leonvalleytexas.gov">d.dimaline@leonvalleytexas.gov</a> |                                       | <b>Assistant Public Works Director Staff Liaison</b> | Ethics, TOMA   | N/A       | Term Expires: N/A |

**BOARD OF ADJUSTMENT**

**(Meets at the call of the Chair)**

| Name  | Contact Info (NOT FOR PUBLIC RELEASE) | Position                               | Training Taken    | Appointed                     | Term                       |
|---|---------------------------------------|--|-------------------|-------------------------------|----------------------------|
| Betty Heyl<br><a href="mailto:lvhey1@yahoo.com">lvhey1@yahoo.com</a>  |                                       | Board Member                           | TOMA, PIA         | 7/12/2022<br>Res. No. 22-016R | Term Expires:<br>5/31/2024 |
| Danielle Bolton<br><a href="mailto:dcbolt88@gmail.com">dcbolt88@gmail.com</a>                                       |                                       | Board Member                           | TOMA, PIA         | 7/12/2022<br>Res. No. 22-016R | Term Expires:<br>5/31/2024 |
| Yvonne Orozco<br><a href="mailto:YvonneOrozcoLV@gmail.com">YvonneOrozcoLV@gmail.com</a>                             |                                       | Board Member<br><b>Vice-Chair</b>      | Ethics, TOMA, PIA | 7/12/2022<br>Res. No. 22-016R | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | Board Member                           |                   |                               | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | Board Member                           |                   |                               | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | 1st Alternate                          |                   |                               | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | 2nd Alternate                          |                   |                               | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | 3rd Alternate                          |                   |                               | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | 4th Alternate                          |                   |                               | Term Expires:<br>5/31/2024 |
| Councilor Will Bradshaw<br><a href="mailto:will.bradshaw@leonvalleytexas.gov">will.bradshaw@leonvalleytexas.gov</a> |                                       | <b>Council Place 5 Council Liaison</b> | Ethics, TOMA, PIA | 7/12/2022<br>Res. No. 22-016R | Term Expires:<br>5/31/2023 |

Mindy Teague  
[m.teague@leonvalleytexas.gov](mailto:m.teague@leonvalleytexas.gov)

Planning/Zoning Director  
Staff Liaison

TOMA, PIA

N/A

Term Expires:

N/A



**CITIZEN'S POLICE ADVISORY COMMITTEE**

(Meets as Needed)

| Name   | Contact Info (NOT FOR PUBLIC RELEASE) | Position   | Training Taken    | Appointed                      | Term                       |
|--|---------------------------------------|--|-------------------|--------------------------------|----------------------------|
| Manuel Rubio<br><a href="mailto:ManuelR@Miraclebp.com">ManuelR@Miraclebp.com</a>                           |                                       | Committee Member<br><b>Council Place 1 Appointment</b>                     |                   | 12/21/2021<br>Res. No. 21-046R | Term Expires:<br>5/31/2023 |
| Darby Riley<br><a href="mailto:darbyriley15@gmail.com">darbyriley15@gmail.com</a>                          |                                       | Committee Member<br><b>Council Place 1 Appointment</b>                     | TOMA              | 12/21/2021<br>Res. No. 21-046R | Term Expires:<br>5/31/2023 |
| Erick Matta<br><a href="mailto:ertatta@gmail.com">ertatta@gmail.com</a>                                    |                                       | <b>Chair</b><br>Committee Member<br><b>Council Place 2 Appointment</b>     | Ethics, TOMA, PIA | 7/19/2022<br>Res. No. 22-021R  | Term Expires:<br>5/31/2024 |
| Ryan Brill<br><a href="mailto:rbrill5014@gmail.com">rbrill5014@gmail.com</a>                               |                                       | Committee Member<br><b>Council Place 2 Appointment</b>                     | PIA, TOMA         | 7/19/2022<br>Res. No. 22-021R  | Term Expires:<br>5/31/2024 |
| John Saenz<br><a href="mailto:johnandjessicasaenz@gmail.com">johnandjessicasaenz@gmail.com</a>             |                                       | <b>Secretary</b><br>Committee Member<br><b>Council Place 3 Appointment</b> | PIA, TOMA         | 12/21/2021<br>Res. No. 21-046R | Term Expires:<br>5/31/2023 |
| Vacant   |                                       | Committee Member<br><b>Council Place 3 Appointment</b>                     |                   | Res. No.                       | Term Expires:<br>5/31/2023 |
| Kim Crawford<br><a href="mailto:kcrawf27@yahoo.com">kcrawf27@yahoo.com</a>                                 |                                       | Committee Member<br><b>Council Place 4 Appointment</b>                     | PIA, TOMA         | 7/19/2022<br>Res. No. 22-021R  | Term Expires:<br>5/31/2024 |
| Bill Stannard<br><a href="mailto:b.stannard@hotmail.com">b.stannard@hotmail.com</a>                        |                                       | Committee Member<br><b>Council Place 4 Appointment</b>                     | PIA, TOMA         | 7/19/2022<br>Res. No. 22-021R  | Term Expires:<br>5/31/2024 |
| Ty Chumbley<br><a href="mailto:Tchumbley@alamo.edu">Tchumbley@alamo.edu</a>                                |                                       | Committee Member<br><b>Council Place 5 Appointment</b>                     | PIA, TOMA         | 12/21/2021<br>Res. No. 21-046R | Term Expires:<br>5/31/2023 |
| Michelle Rawls<br><a href="mailto:MRawls1207@icloud.com">MRawls1207@icloud.com</a>                         |                                       | Committee Member<br><b>Council Place 5 Appointment</b>                     |                   | 12/21/2021<br>Res. No. 21-046R | Term Expires:<br>5/31/2023 |
| Philip Campos<br><a href="mailto:pcampos@nwsacpa.com">pcampos@nwsacpa.com</a>                              |                                       | Committee Member<br><b>Mayor's Appointment</b>                             | PIA, TOMA         | 2/7/2023<br>Res. No. 23-006R   | Term Expires:<br>5/31/2024 |
| Tina Chasan<br><a href="mailto:Lvtinachasan@gmail.com">Lvtinachasan@gmail.com</a>                          |                                       | Committee Member<br><b>Mayor's Appointment</b>                             | Ethics, TOMA      | 7/19/2022<br>Res. No. 22-021R  | Term Expires:<br>5/31/2024 |
| Betty Heyl<br><a href="mailto:zoeyscritt@gmail.com">zoeyscritt@gmail.com</a>                               |                                       | Committee Member<br><b>Mayor's Appointment</b>                             | PIA, TOMA         | 7/19/2022<br>Res. No. 22-021R  | Term Expires:<br>5/31/2024 |
| Councilor Rey Orozco<br><a href="mailto:rey.orozco@leonvalleytexas.gov">rey.orozco@leonvalleytexas.gov</a> |                                       | <b>Mayor Pro-Tem, Council Place 4</b><br><b>Council Liaison</b>            | PIA, TOMA         | 7/19/2022<br>Res. No. 22-021R  | Term Expires:<br>5/31/2024 |
| Kasey Burleson<br><a href="mailto:k.burleson@leonvalleytexas.gov">k.burleson@leonvalleytexas.gov</a>       |                                       | <b>Patrol LT. LVPD</b><br><b>Staff Liaison</b>                             | Ethics, PIA       | N/A                            | N/A                        |

**CITY COUNCIL & CRIME CONTROL & PREVENTION BOARD OF DIRECTORS**

(Meets as Needed)

| Name   | Contact Info (NOT FOR PUBLIC RELEASE) | Position                               | Training Taken    | Appointed | Term                       |
|--|---------------------------------------|--|-------------------|-----------|----------------------------|
| Chris Riley<br><a href="mailto:mayorriley@leonvalleytexas.gov">mayorriley@leonvalleytexas.gov</a>            | N/A                                   | Mayor<br><b>Board President</b>        | Ethics, TOMA, PIA | N/A       | Term Expires:<br>5/31/2024 |
| Benny Martinez<br><a href="mailto:benny.martinez@leonvalleytexas.gov">benny.martinez@leonvalleytexas.gov</a> | N/A                                   | Council Place 1<br><b>Board Member</b> | Ethics            | N/A       | Term Expires:<br>5/31/2023 |
| Josh Stevens<br><a href="mailto:josh.stevens@leonvalleytexas.gov">josh.stevens@leonvalleytexas.gov</a>       | N/A                                   | Council Place 2<br><b>Board Member</b> | TOMA, PIA         | N/A       | Term Expires:<br>5/31/2024 |
| Jed Hefner<br><a href="mailto:jed.hefner@leonvalleytexas.gov">jed.hefner@leonvalleytexas.gov</a>             | N/A                                   | Council Place 3<br><b>Board Member</b> | TOMA, PIA         | N/A       | Term Expires:<br>5/31/2023 |
| Rey Orozco   | N/A                                   | Council Place 4<br>Mayor Pro-Tem       | TOMA, PIA         | N/A       | Term Expires:              |

|  |     |  |                   |                                   |
|--|-----|--|-------------------|-----------------------------------|
| <a href="mailto:rey.orozco@leonvalleytexas.gov">rey.orozco@leonvalleytexas.gov</a>                 |     | <b>Board Member</b>                            |                   | 5/31/2024                         |
| Will Bradshaw<br><a href="mailto:place5@leonvalleytexas.gov">place5@leonvalleytexas.gov</a>        | N/A | Council Place 5<br><b>Board Vice President</b> | Ethics, TOMA, PIA | N/A<br>Term Expires:<br>5/31/2023 |
| Vacant   | N/A | Finance Director<br><b>Board Treasurer</b>     | PIA               | N/A<br>Term Expires:<br>N/A       |
| Saundra Passailaigue<br><a href="mailto:s.pass@leonvalleytexas.gov">s.pass@leonvalleytexas.gov</a> | N/A | City Secretary<br><b>Board Secretary</b>       | Ethics, TOMA, PIA | N/A<br>Term Expires:<br>N/A       |

### EARTHWISE LIVING DAY COMMITTEE

(Meets the 2nd Wednesday of the month at 5:30 p.m. - City Hall - Small Conference Center)

| Name  | Contact Info (NOT FOR PUBLIC RELEASE) | Position  | Training Taken    | Appointed                     | Term            |
|---|---------------------------------------|---|-------------------|-------------------------------|-----------------|
| Rita Burnside<br><a href="mailto:ritachen@juno.com">ritachen@juno.com</a>                               |                                       | <b>Chair</b><br>Committee Member                                      | TOMA              |                               | No Term Adopted |
| Linda Meffert<br><a href="mailto:Linda@myCoffeeCoach.com">Linda@myCoffeeCoach.com</a>                   |                                       | <b>Vice-Chair</b><br>Committee Member                                 | TOMA, PIA         | 5/4/2021<br>Res. No. 21-016R  | No Term Adopted |
| Leslie Bacon Knopf<br><a href="mailto:lmbk111@gmail.com">lmbk111@gmail.com</a>                          |                                       | <b>Secretary</b><br>Committee Member                                  |                   | 7/12/2022<br>Res. No. 2-014R  | No Term Adopted |
| Mary Key<br><a href="mailto:meckey47@gmail.com">meckey47@gmail.com</a>                                  |                                       | Committee Member  | Ethics, TOMA, PIA |                               | No Term Adopted |
| Elaine Valdez<br><a href="mailto:Elaineswims@yahoo.com">Elaineswims@yahoo.com</a>                       |                                       | Committee Member  | Ethics, PIA, TOMA | 7/12/2022<br>Res. No. 2-014R  | No Term Adopted |
| Kimberly Bohl<br><a href="mailto:kimberlybohl7@gmail.com">kimberlybohl7@gmail.com</a>                   |                                       | Committee Member  | TOMA, PIA         | 7/12/2022<br>Res. No. 2-014R  | No Term Adopted |
| Adam Castillo<br><a href="mailto:AdamCastillo55@Gmail.com">AdamCastillo55@Gmail.com</a>                 |                                       | Committee Member  | Ethics            | 7/12/2022<br>Res. No. 2-014R  | No Term Adopted |
| Rose Ryan<br><a href="mailto:rosezdent@icloud.com">rosezdent@icloud.com</a>                             |                                       | Committee Member  |                   | 9/6/2022<br>Res. No. 22-029R  | No Term Adopted |
| Georgia Zannaras, PhD<br><a href="mailto:gzannaras@gmail.com">gzannaras@gmail.com</a>                   |                                       | Committee Member  | TOMA              | 12/6/2022<br>Res. No. 22-038R | No Term Adopted |
| Mayor Chris Riley<br><a href="mailto:mayorriley@leonvalleytexas.gov">mayorriley@leonvalleytexas.gov</a> |                                       | <b>Mayor</b><br><b>Council Liaison</b>                                | Ethics, TOMA, PIA | N/A                           | N/A             |
| Crystal Miranda<br><a href="mailto:c.miranda@leonvalleytexas.gov">c.miranda@leonvalleytexas.gov</a>     |                                       | <b>Community Relations</b><br><b>Director</b><br><b>Staff Liaison</b> | TOMA, PIA         | N/A                           | N/A             |

**ECONOMIC AND COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

(Meets at the 3rd Monday of the Quarter and on an as needed basis)

| Name  | Contact Info (NOT FOR PUBLIC RELEASE) | Position   | Training Taken    | Appointed                     | Term                       |
|---|---------------------------------------|--|-------------------|-------------------------------|----------------------------|
| Yvonne Orozco<br><a href="mailto:YvonneOrozcoLV@gmail.com">YvonneOrozcoLV@gmail.com</a>           |                                       | <b>Chair</b><br>Committee Member                             | Ethics, TOMA, PIA | 7/19/2022<br>Res. No. 22-017R | Term Expires:<br>5/31/2024 |
| Danielle Bolton<br><a href="mailto:dcbolt88@gmail.com">dcbolt88@gmail.com</a>                     |                                       | <b>Vice-Chair</b><br>Committee Member                        | TOMA, PIA         | 7/19/2022<br>Res. No. 22-017R | Term Expires:<br>5/31/2024 |
| Olen Yarnell<br><a href="mailto:osyvollv2021@att.net">osyvollv2021@att.net</a>                    |                                       | Committee Member   | Ethics, TOMA, PIA | 7/19/2022<br>Res. No. 22-017R | Term Expires:<br>5/31/2024 |
| Roger Christensen<br><a href="mailto:rchristensen@sbcglobal.net">rchristensen@sbcglobal.net</a>   |                                       | Committee Member   | Ethics, TOMA, PIA | 8/2/2022<br>Res. No. 22-025R  | Term Expires:<br>5/31/2023 |
| Kishore Kamaraju<br><a href="mailto:KamarajuKishore@yahoo.com">KamarajuKishore@yahoo.com</a>      |                                       | Committee Member   | TOMA, PIA         | 11/1/2022<br>Res. No. 22-034R | Term Expires:<br>5/31/2023 |
| Vacant  |                                       | Committee Member   |                   |                               | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | Committee Member   |                   |                               | Term Expires:<br>5/31/2023 |
| Vacant  |                                       | 1st Alternate  |                   |                               | Term Expires:<br>5/31/2024 |
| Vacant  |                                       | 2nd Alternate  |                   |                               | Term Expires:<br>5/31/2023 |
| Roque Salinas<br><a href="mailto:r.salinas@leonvalleytexas.gov">r.salinas@leonvalleytexas.gov</a> |                                       | <b>Economic Development Director</b><br><b>Staff Liaison</b> |                   | N/A                           | No Term Adopted            |

**LIBRARY BOARD OF TRUSTEES**

(Meets the 2nd Thursday of the month at 5:30 p.m. - Leon Valley Public Library)

| Name   | Contact Info (NOT FOR PUBLIC RELEASE) | Position  | Training Taken    | Appointed                      | Term                       |
|--|---------------------------------------|---|-------------------|--------------------------------|----------------------------|
| Clare Brown<br><a href="mailto:clarebrown.LVPL@gmail.com">clarebrown.LVPL@gmail.com</a>            |                                       | Trustee<br><b>Chair</b>   | Ethics, TOMA, PIA | 7/7/2021<br>Res. No. 21-026R   | Term Expires:<br>5/31/2023 |
| Barbara Owens<br><i>No Email Address</i>   |                                       | Trustee   | Ethics, TOMA, PIA | 7/19/2022<br>Res. No. 22-020R  | Term Expires:<br>5/31/2024 |
| Linda Crews<br><a href="mailto:Lindazcrews@gmail.com">Lindazcrews@gmail.com</a>                    |                                       | Trustee   | TOMA, PIA         | 7/19/2022<br>Res. No. 22-020R  | Term Expires:<br>5/31/2024 |
| Maryanna Christensen<br><a href="mailto:rchristensen@sbcglobal.net">rchristensen@sbcglobal.net</a> |                                       | Trustee   | TOMA, PIA         | 8/2/2022<br>Res. No. 22-023R   | Term Expires:<br>5/31/2023 |
| Patricia Birkhead<br><a href="mailto:historygirlfl@aol.com">historygirlfl@aol.com</a>              |                                       | Trustee   |                   | 10/18/2022<br>Res. No. 22-032R | Term Expires:<br>5/31/2023 |
| Margaret Tovar<br><a href="mailto:mlovetovar@gmail.com">mlovetovar@gmail.com</a>                   |                                       | Trustee   | TOMA              | 10/18/2022<br>Res. No. 22-032R | Term Expires:<br>5/31/2024 |
| Hillary Huber<br><a href="mailto:hillarybug@hotmail.com">hillarybug@hotmail.com</a>                |                                       | Trustee   | Ethics, TOMA      | 1/17/2023<br>Res. No. 23-002R  | Term Expires:<br>5/31/2024 |
| Vacant   |                                       | Alternate #1  |                   |                                | Term Expires:<br>5/31/2023 |
| Vacant   |                                       | Alternate #2  |                   |                                | Term Expires:<br>5/31/2024 |
| Theresa Brader<br><a href="mailto:t.brader@leonvalleytexas.gov">t.brader@leonvalleytexas.gov</a>   |                                       | <b>Assistant Library Director</b><br><b>Alternate Staff Liaison</b> | Ethics, TOMA, PIA | N/A                            | Term Expires:<br>N/A       |
| Regina Reed<br><a href="mailto:r.reed@leonvalleytexas.gov">r.reed@leonvalleytexas.gov</a>          |                                       | <b>Library Director</b><br><b>Staff Liaison</b>                     | Ethics, TOMA, PIA | N/A                            | Term Expires:<br>N/A       |

## PARK COMMISSION

(Meets the 2nd Thursday of the month at 6:30 p.m. - Conference Center)

| Name   | Contact Info (NOT FOR PUBLIC RELEASE) | Position                                       | Training Taken    | Appointed                     | Term                       |
|--|---------------------------------------|--|-------------------|-------------------------------|----------------------------|
| Evan Bohl<br><a href="mailto:ebohl.leonvalley@gmail.com">ebohl.leonvalley@gmail.com</a>                      |                                       | Commissioner                                   | Ethics, TOMA, PIA | 7/19/2022<br>Res. No. 22-018R | Term Expires:<br>5/31/2024 |
| Danielle Bolton<br><a href="mailto:dcbolt88@ymail.com">dcbolt88@ymail.com</a>                                |                                       | Commissioner                                   | TOMA, PIA         | 7/19/2022<br>Res. No. 22-018R | Term Expires:<br>5/31/2024 |
| Roger Christensen<br><a href="mailto:rchristensen@sbcglobal.net">rchristensen@sbcglobal.net</a>              |                                       | Commissioner                                   | Ethics, TOMA, PIA | 7/19/2022<br>Res. No. 22-018R | Term Expires:<br>5/31/2024 |
| Vacant   |                                       |  |                   |                               | Term Expires:<br>5/31/2024 |
| Elaine Valdez<br><a href="mailto:Elaineswims@yahoo.com">Elaineswims@yahoo.com</a>                            |                                       | Commissioner                                   | Ethics, TOMA, PIA | 7/19/2022<br>Res. No. 22-018R | Term Expires:<br>5/31/2024 |
| Diana Frazier<br><a href="mailto:di.anab24@yahoo.com">di.anab24@yahoo.com</a>                                |                                       | Commissioner                                   | TOMA, PIA         | 7/19/2022<br>Res. No. 22-018R | Term Expires:<br>5/31/2024 |
| Julie Carreon Martinez<br><a href="mailto:JulieCarreonMartinez@gmail.com">JulieCarreonMartinez@gmail.com</a> |                                       | Commissioner                                   | TOMA, PIA         | 9/6/2022<br>Res. No. 22-029R  | Term Expires:<br>5/31/2024 |
| Nancy Marrufo<br><a href="mailto:nanufo@gmail.com">nanufo@gmail.com</a>                                      |                                       | Commissioner                                   | TOMA, PIA         | 9/6/2022<br>Res. No. 22-029R  | Term Expires:<br>5/31/2024 |
| Vera "Ann" Sawyer<br><a href="mailto:TallTexasCzech@gmail.com">TallTexasCzech@gmail.com</a>                  |                                       | Commissioner                                   | Ethics, TOMA, PIA | 11/1/2022<br>Res. No. 22-034R | Term Expires:<br>5/31/2024 |
| Thomas Benavides<br><a href="mailto:tbensben@gmail.com">tbensben@gmail.com</a>                               |                                       | 1st Alternate                                  | Ethics, TOMA      | 1/17/2023<br>Res. No. 23-002R | Term Expires:<br>5/31/2024 |
| Kim Crawford<br><a href="mailto:kcrawf27@yahoo.com">kcrawf27@yahoo.com</a>                                   |                                       | 2nd Alternate                                  | TOMA, PIA         | 1/17/2023<br>Res. No. 23-002R | Term Expires:<br>5/31/2024 |
| Melinda Moritz<br><a href="mailto:m.moritz@leonvalleytexas.gov">m.moritz@leonvalleytexas.gov</a>             |                                       | <b>Public Works Director<br/>Staff Liaison</b> | Ethics, TOMA, PIA | N/A                           | Term Expires:<br>N/A       |

**PLANNING & ZONING COMMISSION**  
 (Meets the 4th Tuesday of the month at 6:30pm - Council Chambers)

| Name   | Contact Info (NOT FOR PUBLIC RELEASE) | Position  | Training Taken    | Appointed                     | Term                       |
|--|---------------------------------------|---|-------------------|-------------------------------|----------------------------|
| Edward Alonzo<br><a href="mailto:Edward@thenewe.com">Edward@thenewe.com</a>  |                                       | Commissioner (1)<br><b>1st Vice-Chair</b>         | Ethics, TOMA, PIA | 5/4/2021<br>Res. No. 21-017R  | Term Expires:<br>5/31/2023 |
| Andrea Roofe<br><a href="mailto:andreavolunteer75@gmail.com">andreavolunteer75@gmail.com</a>                           |                                       | Commissioner (2)                                  | Ethics, TOMA, PIA | 1/17/2023<br>Res. No. 23-002R | Term Expires:<br>5/31/2024 |
| Philip Campos, Jr.<br><a href="mailto:pcampos@nwsacpa.com">pcampos@nwsacpa.com</a>                                     |                                       | Commissioner (3)                                  | TOMA, PIA         | 5/4/2021<br>Res. No. 21-017R  | Term Expires:<br>5/31/2023 |
| Pat Martinez<br><a href="mailto:pat@qualtelcom.com">pat@qualtelcom.com</a>   |                                       | Commissioner (4)                                  | TOMA              | 7/12/2022<br>Res. No. 22-015R | Term Expires:<br>5/31/2024 |
| <b>Catherine Rowse</b><br><a href="mailto:cassierowse@gmail.com">cassierowse@gmail.com</a>                             |                                       | Commissioner (5)<br><b>Chair</b>                  | Ethics, TOMA, PIA | 5/4/2021<br>Res. No. 21-017R  | Term Expires:<br>5/31/2023 |
| Erick Matta<br><a href="mailto:ertatta@gmail.com">ertatta@gmail.com</a>  |                                       | Commissioner (6)<br><b>2nd Vice-Chair</b>         | Ethics, TOMA, PIA | 7/12/2022<br>Res. No. 22-015R | Term Expires:<br>5/31/2024 |
| Richard Blackmore<br><a href="mailto:mws9884@yahoo.com">mws9884@yahoo.com</a>  |                                       | Commissioner (7)                                  | Ethics, TOMA, PIA | 5/4/2021<br>Res. No. 21-017R  | Term Expires:<br>5/31/2023 |
| Kimberly Bohl<br><a href="mailto:kimberlybohl7@gmail.com">kimberlybohl7@gmail.com</a>                                  |                                       | 1st Alternate                                     | TOMA, PIA         | 7/12/2022<br>Res. No. 22-015R | Term Expires:<br>5/31/2024 |
| Hilda Gomez<br><a href="mailto:Hgvolunteer7@gmail.com">Hgvolunteer7@gmail.com</a>                                      |                                       | 2nd Alternate                                     |                   | 1/17/2023<br>Res. No. 23-002R | Term Expires:<br>5/31/2023 |
| David Perry<br><a href="mailto:davidperry@global.t-bird.edu">davidperry@global.t-bird.edu</a>                          |                                       | 3rd Alternate                                     |                   | 9/6/2022<br>Res. No. 22-029R  | Term Expires:<br>5/31/2023 |
| Councilor Benny Martinez<br><a href="mailto:benny.martinez@leonvalleytexas.gov">benny.martinez@leonvalleytexas.gov</a> |                                       | <b>Council Place 1<br/>Council Liaison</b>        | Ethics            | 7/12/2022<br>Res. No. 22-015R | Term Expires:<br>5/31/2023 |
| Mindy Teague<br><a href="mailto:m.teague@leonvalleytexas.gov">m.teague@leonvalleytexas.gov</a>                         |                                       | <b>Planning/Zoning Director<br/>Staff Liaison</b> | TOMA, PIA         | N/A                           | Term Expires:<br>N/A       |

## TEXAS OPEN MEETINGS ACT TRAINING (TOMA)

| NAME:                 | DATE TAKEN:           | BOARD/COMMITTEE:                         |
|-----------------------|-----------------------|--|
| Acevedo, Ashley       | 1/7/2018              | Pool                                     |
| Acuna, Yvonne         | 9/14/2016             | Staff - PW, EWL                          |
| Alarcon, Rodolfo      | 5/15/2020             |  |
| Alcocer, Albert       | 12/12/2018            | BOA                                      |
| Alcocer, Monica       | 8/14/2015, 06/07/2019 |  |
| Alonzo, Edward        | 2/27/2018             | P&Z                                      |
| Alonzo, Michelle      | 11/5/2018             | Park                                     |
| Amaya, Rosie          | 1/2/2020              | Staff - Library - former                 |
| Baldridge, Irene      | 8/27/2016             | TAB                                      |
| Barrera, Jesse        | 4/26/2018             |  |
| Benavides, Thomas     | 8/27/2016             | TAB                                      |
| Berger, Denise        | 7/10/2018             | TAB                                      |
| Biever, Paul          | 9/30/2009             |  |
| Blackmore, Marsha     | 9/14/2020             |  |
| Blackmore, Richard    | 8/27/2016             | P&Z                                      |
| Bohl, Evan            | 9/14/2020             | E&CDAC, Park,                            |
| Bohl, Kimberly        | 10/5/2021             | EWL, Park, P&Z                           |
| Bolton, Danielle      | 8/27/2016             |  |
| Brader, Theresa       | 05/25/2016, 8/27/2016 | Staff - Library, LBOD                    |
| Bradshaw, Will        | 5/21/2019             | Council, P&Z, RMC                        |
| Branson, Tommy        | 2/22/2019             |  |
| Brill, Ryan           | 2/3/2022              | CPAC                                     |
| Brown, Clare          | 2/1/2019              | LBOD                                     |
| Burnside, Eric        | 3/8/2018              | Staff - Fire                             |
| Burnside, Hal         | 8/27/2016             |  |
| Burnside, Otis        | 10/17/2006            |  |
| Burnside, Rita        | 8/27/2016             | EWL                                      |
| Caldera, Crystal      | 2006, 2015, 2016      | Staff - ACM/HR, RMC                      |
| Campos, Anna          | 9/14/2020             | BOA                                      |
| Campos, Philip        | 5/24/2021             | CPAC, P&Z                                |
| Carpio, Lupita        | 8/8/2006              |  |
| Chapman, Chad         | 3/2/2018              | Staff - PD                               |
| Charles, Donna        | 4/30/2018, 01/10/2020 | City Council                             |
| Chasan, Tina          | 6/23/2019             | CPAC, Sign                               |
| Christensen, Maryanna | 12/24/2021            | LBOD                                     |
| Christensen, Roger    | 7/10/2018             | E&CDAC, H&B, Park                        |
| Chumbley, Ty          | 6/30/2021             | BOA, CPAC, E&CDAC                        |
| Conrad, Jacque        | 7/7/2019              |  |
| Cooley, Brigid        | 7/28/2016             |  |
| Cox, William          | 1/24/2019             | Staff - Business Relations, E&CDAC, Sign |
| Crane, Jill           | 8/27/2016             | LBOD                                     |
| Crews, Linda          | 6/17/2019             | LBOD                                     |
| Davis, Jr., Mike K.   | 9/30/2009             |  |
| Dawson, Melinda       | 8/27/2016             | TAB                                      |
| Dean, Jack            | 6/20/2006             | Park                                     |
| Diaz, Abraham         | 8/20/2009, 10/24/2019 |  |
| Diaz, Carolyn         | 12/11/2017            |  |
| Diaz, Raymond         | 12/11/2017            | Pool                                     |
| Dimaline, David       | 8/27/2016             | Staff - PW, CAG, Pool, TAB               |
| Ealy, Belinda         | 5/31/2016             | EWL                                      |
| Edwards, David        | 8/19/2015             | CFOC                                     |
| Ericson-Cano, Kris    | 9/12/2018             |  |
| Federico, Ana         | 9/14/2020             | Staff - ORRC, RMC                        |

|                        |                      |  |
|------------------------|----------------------|--|
| Fernandez, Mary Ruth   | 7/18/2018            |  |
| Flores, Cynthia        | 4/23/2019            |  |
| Frazier, Diana         | 2/9/2022             | PARK                                   |
| Frederick, Denise      | 8/27/2016            | Staff - City Attorney - former         |
| Friedeck, Kerin        | 12/13/2017           | Park, Pool                             |
| Geraghty, Walter       | 8/8/2006             |  |
| Gonzalez, David        | 3/8/2018             | Staff - PD                             |
| Guerra, Claude         | 8/8/2006             |  |
| Gwaltney, Mary "Katie" | 4/7/2015             | LBOD, TAB                              |
| Hamner, Ronald         | 5/27/2021            | BOA                                    |
| Haskin, Heather        | 9/8/2015             |  |
| Hawsey, Charles        | 1/4/2018             |  |
| Hefner, Jed            | 3/28/2021            | Council, CFOC,                         |
| Hendricks, Sharon      | 8/28/2006            | EWL                                    |
| Hernandez, Lisa        | 9/19/2022            | HR                                     |
| Heyl, Betty            | 4/23/2021            | BOA, CPAC                              |
| Hill, Kathy            | 9/30/2009, 8/27/2016 | Park                                   |
| Hillje, Kenneth        | 1/13/2019            | Sign                                   |
| Hillje, Susan          | 1/5/2018             |  |
| Hodde, Loretta         | 7/6/2020             |  |
| Hodde, Matthew         | 6/8/2017, 1/10/2020  | H&B                                    |
| Hoyt, John             | 9/29/2009            | CAG                                    |
| Huber, Hillary         | 7/23/2018            |  |
| Humphrey, Dorothy      | 10/9/2019            |  |
| Johnson, Robin         | 4/24/2021            | CFOC,                                  |
| Johnson, William       | 6/30/2019            | CFOC,                                  |
| Jonas, Shirley         | 12/3/2018            | Sign                                   |
| Jordan, David          | 8/14/2015            |  |
| Joseph, Lyn            | 3/2/2018             | BOA                                    |
| Kamaraju, Kishore      | 11/9/2022            | E&CDAC                                 |
| Keller, Sandra         | 5/7/2018             | LBOD                                   |
| Key, Mary              | 9/30/2009, 8/27/2016 | EWL, Sign, TAB                         |
| Kuenstler, Kelly       | 9/16/2015, 8/27/2016 | Staff - City Manager - former          |
| Lawson, Billy          | 8/27/2016            |  |
| Loban, Shirley         | 10/8/2017            |  |
| Longoria, Analisa      | 2/14/2020            | Staff - Intern - former                |
| Lowe, Karen            | 1/4/2018             |  |
| Lozano, Linda          | 1/23/2018, 1/23/2018 |  |
| Maloy, Liz             | 8/8/2006, 1/6/2018   | CFOC                                   |
| Manea, Patricia        | 8/27/2016            |  |
| Marin, Michael         | 7/21/2019            | P&Z                                    |
| Martin, Lisa           | 3/8/2018             | Staff - Fire - former                  |
| Martinez, Julie        | 10/11/2022           | Park                                   |
| Martinez, Pat          | 8/27/2016            |  |
| Matta, Erick           | 9/8/2019             | CPAC, BOA                              |
| Matthews, Marilou      | 7/18/2022            | P&Z                                    |
| McCarley, Michael      | 8/28/2006            |  |
| McLeod, Megan          | 6/8/2017             | Staff - Zoning                         |
| McMillan, Phyllis      | 8/27/2014            |  |
| Meffert, Linda         | 7/2/2021             | EWL                                    |
| Melland, Brandon       | 4/26/2018            | Staff - Zoning Director, BOA, P&Z, RMC |
| Mendoza, Maribel       | 1/23/2018            | Staff - Events                         |
| Mercado, Lelani        | 2/21/2018            |  |
| Miranda, Crystal       | 1/1/2006             | EWL                                    |
| Moffett, Jessica       | 6/24/2019            |  |

|                            |                           |                                     |
|----------------------------|---------------------------|-------------------------------------|
| Monnig, Amy                | 11/7/2018                 |                                     |
| Moritz, Melinda            | 8/27/2016                 | Staff - PW, H&B, Park, RMC          |
| Mouser, Amber              | 12/2/2019                 | E&CDAC                              |
| Mouser, Steven             | 1/2/2018                  |                                     |
| Naughton, Michael          | 4/12/2021                 | Staff - Fire, RMC                   |
| Nelson, Cathy              | 8/8/2006                  |                                     |
| Nixon-Mendez, Nina         | 1/23/2018                 | Staff - Zoning - former             |
| Nolan, Thomas              | 12/23/2021                | CPAC                                |
| Novan, Felicia             | 1/23/2018                 | Staff - Zoning - former             |
| Orozco, Rey                | 12/5/2020                 | CPAC, Council, RMC                  |
| Orozco, Yvonne             | 2/29/2020                 | BOA, CFOC, EWL, E&CDAC, Park        |
| Owens, Barbara             | 5/12/2015                 |                                     |
| Pankey, Vivian             | 3/8/2018                  | LBOD                                |
| Passailaigue, Sandra       | 2004- every yr to current | Staff - City Secretary, RMC         |
| Poss, Carol                | 2006, 2015, 2016          | LBOD                                |
| Power, Drew                | 12/15/2019                | CFOC, E&CDAC, LBOD, Park, P&Z, Pool |
| Price, Greg                | 8/27/2016                 |                                     |
| Proffitt, Larry            | 8/27/2016                 | E&CDAC, P&Z, Sign                   |
| Reed, Regina               | 5/24/2021                 | Staff - Library/LBOD, RMC           |
| Reyna, Jr., Art            | 8/8/2006                  |                                     |
| Riddle, Heather            | 2/25/2019                 | E&CDAC, Riddle                      |
| Riddle, Phillip            | 1/2/2018                  | Sign                                |
| Riley, Chris               | 8/8/2006                  | Council, EWL                        |
| Riley, Darby               | 10/9/2022                 | CAG, CPAC                           |
| Rodriguez, Catherine       | 8/27/2016                 |                                     |
| Rodriguez, Suzanne         | 1/17/2020                 |                                     |
| Rodriguez-Smith, Gerladine | 9/27/2019                 | E&CDAC                              |
| Roofe, Andrea              | 3/6/2019                  |                                     |
| Rowse, Catherine "Cassie"  | 2/12/2018, 9/27/2019      | P&Z                                 |
| Ruiz, Herminia             | 2/21/2018                 |                                     |
| Saenz, Jessica             | 5/19/2021                 | BOA                                 |
| Saenz, John                | 5/31/2021                 | CPAC, BOA                           |
| Sanchez, Marianna          | 1/4/2018                  |                                     |
| Sarfin, Diana              | 8/28/2006                 | TAB                                 |
| Sarfin, Richard            | 9/30/2009, 8/27/2016      | TAB                                 |
| Saucedo, Ruben             | 8/27/2016                 | Staff - PD- former                  |
| Sawyer, Vera Ann           | 9/13/2020                 | Pool                                |
| Seiffert, Karen            | 4/19/2018                 |                                     |
| Semmelmann, Marcus         | 8/8/2006                  |                                     |
| Shoquist, Florencia        | 3/8/2018                  | Staff - PD - former                 |
| Smith, David               | 1/17/2018                 |                                     |
| Spinoso de Ramos, Ruth     | 12/4/2018                 | Sign                                |
| Stevens, Josh              | 1/24/2021                 | Council, CFOC,                      |
| Stolz, Fred                | 8/8/2006                  |                                     |
| Stone, Janet               | 3/15/2018                 |                                     |
| Teague, Mindy              | 1/23/2023                 | BOA, P&Z                            |
| Tellez-Marin, Nancy        | 8/17/2009                 |                                     |
| Thomas, Bert               | 8/8/2006                  |                                     |
| Todd, Jan                  | 1/9/2019                  |                                     |
| Tome, Bob                  | 8/28/2006                 |                                     |
| Tovar, Margaret            | 10/25/2022                |                                     |
| Trent, Joyce               | 8/8/2006, 3/14/2019       | Park                                |
| Underwood, Sandy           | 7/6/2016, 8/27/2016       | Staff - Library - former            |
| Urdiales, Joel             | 3/2/2018                  | Staff - PD                          |
| Uvietta, Al                | 8/8/2006                  |                                     |



|                   |                     |                       |
|-------------------|---------------------|-----------------------|
| Valdez, Elaine    | 12/29/2021          | PARKS, EWL, CFOC      |
| Valdez, Jesus     | 1/5/2022            | CPAC                  |
| Valdez, Luis      | 8/27/2016           | Staff - Fire - former |
| Vera, Carlos      | 8/27/2016           |                       |
| Vera, Darcy       | 8/27/2016           |                       |
| Walton, Jackie    | 8/27/2016           |                       |
| Weidlich, Karen   | 6/25/2019           |                       |
| Westrich, Anthony | 2/3/2007            |                       |
| Woodworth, Byron  | 4/23/2018           |                       |
| Yarnell, Olen     | 8/8/2006, 8/27/2016 | CFOC, E&CDAC          |
| Zannaras, Georgia | 8/19/2009           | CAG, EWL              |

## 8. BOARDS AND COMMISSIONS *CITY OF LEON VALLEY*

- ✓ **City Secretary Job Description:** This document demonstrates how the Office of the City Secretary serves as the liaison between the Council and all city boards, commission and committees by managing applications, posting their agendas and providing council with their minutes.
- ✓ **Crime Control & Prevention Board of Directors:** Minutes from the Crime Control & Prevention Board of Directors Meeting of August 17, 2021 where the City Secretary also serves as the Board Secretary.
- ✓ **Tree Advisory Board:** Agenda from the Tree Advisory Board Meeting of November 28, 2022 provided as a sample of the Office of the City Secretary's responsibility to post agendas for all boards/committees/commissions.
- ✓ **Quarterly Training:** The Office of the City Secretary's holds quarterly training for all newly appointed board/committee/commission members and liaisons to include Public Information Act, Open Meetings Act, and minute taking. We also include any new staff at this quarterly training. During this training, we all watch the Texas Attorney General videos on the big screen in Council Chambers followed by a Questions & Answer Session. Certificates of Completion are issued out of the Office of the City Secretary to all attendees.



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** City Secretary

**DEPARTMENT:** Administrative Office

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** June 16, 2021

### **JOB SUMMARY:**

Under general administrative direction of the City Manager, serves as the administrative secretary to the Mayor, City Manager, City Council and other city officials, serves as custodian of official records for the City; administers all City elections; coordinates public meetings of staff, the City Council and other city groups; attend and record proceedings of official meetings of City Council; performs related works as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Provides administrative support for the Mayor, City Manager, and City Council;

Post notices of City Council meetings as required by the Texas Open Meetings Act, Chapter 551, Government Code;

Prepare preserve and track the actions and records of the City Council, including ordinances, resolutions, minutes, proclamations, contracts, and deeds;

Insure that all ordinances are published when necessary and codified in a timely manner;

Maintains the official City Seal;

Attends all meetings of the City Council, and of other official meetings as assigned, serving as the recording secretary of all meeting proceedings;

Publishes all required legal notices in the official newspaper of the City within the legally required time limits;

Receives, on behalf of the City, petitions, initiatives, referendums, recall proceedings, and applications for office, and verifies all applications and petitions;

Assists in the management and preparation of the budget for the Council and Manager Department;

Attest to and number, date and effect changes in official documents authorized by Council actions;

Serves as the liaison between the Council and all city boards, commission and committees by managing applications, posting their agendas and providing council with their minutes. Not responsible for constructing their agenda or minutes.

Administer oaths of office;

Answer inquiries from public and city officials regarding ordinances and status of City Council communications;

Serves as the Elections Administrator for all City of Leon Valley general and special elections;

Has custodial authority of all City records, directing their maintenance and disposition in accordance with records retention schedules filed with the Texas State Library and in accordance with the Texas Open Records Act, Chapter 552 and serves as the City's authority for releasing records in accordance with the procedures set forth in the Act;

Serves as a member of the City's EOC for exercises, planning, and upon EOC activation to provide the public with essential information;

Attests to City documents and permits for alcoholic beverages licenses under the TABC licensing requirements;

Working knowledge of the: Texas Election Code, Texas Local Government Code, Texas Open Meetings Act and Texas Open Information Act;

Interacts with public and agencies by answering and resolving complaints; attending conferences and seminars; and attending meetings with department heads and agencies;

Plan and provide resource estimates for multiple projects as related to the administrative offices;

Prepares the administration of the departmental annual budget to include monthly billings preparations, weekly accounts payable, and post budget expenditures;

Must be able to read, comprehend and interpret for others City codes and documents;

Effectively represent the City to the business community, residents other governmental entities, and the media;

Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures from the City Council and City Manager;

Effectively communicate with elected and appointed officials, supervisors, subordinates, peers, business representatives, the general public, and the media in person, in writing, and by telephone;

May have to design and produce various media products to publicize City events for community-wide distribution;

Sit for extended periods of time writing reports, correspondence, ordinances and compiling statistical data on computers;

Read and analyze difficult source documents and plans;

Use tact, diplomacy and discretion as required;

Read, write, and converse fluently in English;

Work a flexible schedule, to include evenings hours, weekends, and holidays;

Must have the ability to attend work regularly and predictably;

Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace; and

Read, write and understand written instructions, reports, documents, plans and maps;

Must possess a working knowledge of general office equipment, procedures, and operations;

Must not pose a threat to the health and safety of self or others;

Must be able to work closely with others as part of a team;

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Must be able to use, telephone, copier, calendar, and; in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point. Working knowledge of the City's financial management software, InCode

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather.

| C<br>Continuously                  | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never |
|------------------------------------|-----------------|-------------------|-------------|------------|
| <b>-Health and Safety Factors-</b> |                 |                   |             |            |
| Mechanical Hazards                 |                 |                   |             | N          |
| Chemical Hazards                   |                 |                   |             | N          |
| Electrical Hazards                 |                 |                   |             | N          |
| Fire Hazards                       |                 |                   |             | N          |
| Explosives                         |                 |                   |             | N          |
| Communicable Diseases              |                 |                   |             | N          |
| Physical Danger or Abuse           |                 |                   |             | R          |
| Inclement Weather                  |                 |                   |             | R          |

| D<br>Daily                     | W<br>Several<br>Times Per<br>Week | M<br>Several<br>Times Per<br>Month | S<br>Seasonally | N<br>Never |
|--------------------------------|-----------------------------------|------------------------------------|-----------------|------------|
| <b>-Environmental Factors-</b> |                                   |                                    |                 |            |
| Respiratory Hazards            |                                   |                                    |                 | N          |
| Extreme Temperatures           |                                   |                                    |                 | N          |
| Noise and Vibration            |                                   |                                    |                 | N          |
| Wetness/Humidity               |                                   |                                    |                 | M          |
| Physical Hazards               |                                   |                                    |                 | M          |

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to lift and carry a minimum of 20 pounds; climb, kneel, squat, stoop and bend freely. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

| -Physical strength for this position is indicated below with "X"-                               |   |  |   |   |  |
|---|---|--|---|---|--|
| Sedentary   | X | Light  | Medium  | Heavy   | Very Heavy   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. |   | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

Must be able to sit or stand for extended periods of time while performing various tasks.

| C<br>Constantly<br>2/3 or more of the time. | F<br>Frequently<br>From 1/3 to 2/3 of the time. | O<br>Occasionally<br>Up to 1/3 of the time. | R<br>Rarely<br>Less than 1 hour per week. | N<br>Never<br>Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

| -Physical Demand- | -Frequency- | -Brief Description-                                |
|-------------------|-------------|--|
| Standing          | O           | Site visits and communicating with co-workers      |
| Sitting           | C           | at desk  |
| Walking           | O           | around office environment                          |
| Lifting           | O           | office, supplies                                   |
| Carrying          | O           | office supplies                                    |
| Pushing/Pulling   | F           | office supplies, office chair file cabinet drawers |
| Reaching          | O           | for supplies                                       |
| Fine Dexterity    | F           | While working on computer                          |
| Kneeling          | O           | retrieving items from lower shelves/ground         |
| Crouching         | O           | retrieving items from lower shelves/ground         |
| Crawling          | N           |  |
| Bending           | O           | retrieving items from lower shelves/ground         |
| Twisting          | O           | getting inside vehicle, getting office supplies    |
| Climbing          | O           | stairs   |
| Balancing         | R           | While performing everyday task                     |
| Vision            | C           | Viewing computer screen, maps documents            |
| Hearing           | C           | listening coworkers, residence                     |

|                                    |   |   |
|------------------------------------|---|---|
| Talking                            | C | communicating with co-workers and public and on telephone |
| Foot Controls                      | R | While driving City automobile                             |
| Other<br>(specified if applicable) |   |   |

## **JOB REQUIREMENTS:**

| -Description of Minimum Job Requirements- |   |
|---|---|
| Formal Education                          | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent years of experience.  |
| Experience                                | Over five years up to and including ten years.  |
| Supervision                               | Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.   |
| Human Collaboration Skills                | Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.   |
| Freedom to Act                            | Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.  |
| Technical Skills                          | Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.  |
| Fiscal Responsibility                     | Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.  |
| Reading                                   | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Math                                      | Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Writing                                   | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Certification & Other Requirements        | Valid Texas Motor Vehicle License with the ability to remain eligible to drive under the City's driver evaluation program. Must receive certification as "City Secretary" by the Texas Municipal Clerks Certification Program within four years of appointment date; Must hold and maintain a current Texas voter registration card; Must be a Texas Notary Public. Must be bondable under City's public employee and fidelity bond coverage. |

**PRIMARY WORK LOCATION**

|                                |   |                                      |  |
|--------------------------------|---|--------------------------------------|--|
| Office Environment             | X | Vehicle                              |  |
| Warehouse                      |   | Outdoors                             |  |
| Shop                           |   | Other (See<br>Environmental Factors) |  |
| Recreation/Neighborhood Center |   |                                      |  |





**CITY OF LEON VALLEY  
CRIME CONTROL & PREVENTION BOARD OF DIRECTORS MEETING**

Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, August 17, 2021

**MINUTES**

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The Leon Valley Crime Control & Prevention Board of Directors met on the 17th day of August, 2021 immediately following a Special City Council meeting at the Council Chambers located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business.

**Call to Order**

| <b>Attendee Name</b> | <b>Organization</b> | <b>Title</b>    | <b>Status</b> |
|----------------------|---------------------|-----------------|---------------|
| Chris Riley          | City of Leon Valley | Board President | Present       |
| Will Bradshaw        | City of Leon Valley | Vice President  | Present       |
| Benny Martinez       | City of Leon Valley | Board Member    | Present       |
| Josh Stevens         | City of Leon Valley | Board Member    | Present       |
| Jed Hefner           | City of Leon Valley | Board Member    | Present       |
| Rey Orozco           | City of Leon Valley | Board Member    | Present       |
| Vickie Wallace       | City of Leon Valley | Board Treasurer | Present       |
| Saundra Passailaigue | City of Leon Valley | Board Secretary | Present       |

Board President Chris Riley welcomed everyone and then announced a quorum of the Leon Valley Crime Control & Prevention Board of Directors was present.

**Citizens to Be Heard**

None

**Consent Agenda**

A motion was made by Board Member Will Bradshaw to adopt the minutes as presented. The motion was seconded by Board Member Jed Hefner.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Will Bradshaw, Vice President               |
| <b>SECONDER:</b> | Jed Hefner, Board Member                    |
| <b>AYES:</b>     | Bradshaw, Martinez, Stevens, Hefner, Orozco |

**Consideration of the Following Crime Control & Prevention Minutes:**

- a. **Regular Meeting- September 1, 2020 5:00 PM**

**Regular Agenda**

**Discussion and Possible Action on a Resolution Approving and Adopting the Fiscal Year 2022 Budget for the Leon Valley Crime Control and Prevention District (M&C # 2021-08-17-01 D. Gonzalez)**

LVPD Chief David Gonzalez presented the proposed Fiscal Year 2022 Budget for the Leon Valley Crime Control & Prevention District.

A motion was made by Board Member Rey Orozco to adopt the budget as presented. The motion was seconded by Board Member Will Bradshaw.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Rey Orozco, Board Member                    |
| <b>SECONDER:</b> | Will Bradshaw, Vice President               |
| <b>AYES:</b>     | Bradshaw, Martinez, Stevens, Hefner, Orozco |

**Adjournment**

Board President Chris Riley announced that the meeting adjourned at 5:41 PM.

**These minutes approved by the Leon Valley City Council on the 11th of August, 2022.**

APPROVED

  
 \_\_\_\_\_  
**CHRIS RILEY**  
 BOARD PRESIDENT

ATTEST:   
 \_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
 BOARD SECRETARY



## 10. OTHER AREAS OF RESPONSIBILITIES THAT FALL UNDER THE PURVIEW OF THE MUNICIPAL CLERK OFFICE OF YOUR MUNICIPALITY *CITY OF LEON VALLEY*

✓ **City Secretary Job Description:** This document demonstrates how the Office of the City Secretary is also responsible for:

- a. Prepare preserve and track the actions and records of the City Council, including ordinances, resolutions, minutes, proclamations, contracts, and deeds.;

Attached are logs for Active Contracts and Agreements, Expired Contracts and Agreements, a Deed, a Right-of-Way, and Easement, and a Grant Log. This information is sent out to all directors at least once per year.

✓ **City Secretary Job Description:** This document demonstrates how the Office of the City Secretary is also responsible for:

- b. Assists in the management and preparation of the budget for the Council and Manager Department; and
- c. Prepares the administration of the departmental annual budget to include monthly billings preparations, weekly accounts payable, and post budget expenditures.

Attached is the City Manager and Council Narratives; and a breakdown of accounts and itemized expenditures for the City Manager and Council 2023 Budget.

✓ **City Secretary Job Description:** This document demonstrates how the Office of the City Secretary is also responsible for:

- d. Attests to City documents and permits for alcoholic beverages licenses under the TABC licensing requirements.

Attached is a Certificate of Completion for a TMCCP Texas Alcoholic Beverage Commission Webinar for City Secretary Sandra Passailaigue; and a Certificate of City Secretary for a Mixed Beverage Permit/License.

10. OTHER AREAS OF RESPONSIBILITIES THAT FALL UNDER  
THE PURVIEW OF THE MUNICIPAL CLERK OFFICE OF  
YOUR MUNICIPALITY *CITY OF LEON VALLEY*

✓ **City Secretary Job Description:** This document demonstrates how the Office of the City Secretary is also responsible for:

- e. May have to design and produce various media products to publicize City events for community-wide distribution.

Attached are two notices provided by the Office of the City Secretary for the City of Leon Valley's weekly ENews and upcoming quarterly newsletter, the Lion's Roar.

**ACTIVE AGREEMENTS & CONTRACTS**

| <b>Contractor:</b>                        | <b>Comments:</b>  | <b>Start Date:</b> | <b>End Date:</b> | <b>Automatic Renewal Date:</b> | <b>Contract Amount:</b> | <b>Comments:</b>  |
|---|---|--------------------|------------------|--------------------------------|-------------------------|---|
| AACOG Agreement                           |   | 7/8/2009           |                  |                                |                         | San Antonio Area Emergency Services Mutual Aid Agreement  |
| Archive Social                            | Social Media Records Solution Agreement                               | 2/10/2022          | 10/1/2024        | 10/1/2024                      | \$2,600 per year        |   |
| Ardurra Group, Inc.                       | Professional Engineering Services Municipal Wrecker Service Agreement | 4/7/2021           |                  |                                |                         | Requires a thirty (30) day written notice to terminate  |
| Banis Towing                              |   | 5/16/2017          | 5/16/2023        |                                |                         | Automatic renewal on a <b>monthly</b> basis until terminated by 30 days written notice  |
| BB Inspection Services, LLC.              | Professional Service Agreement  | 7/1/2019           |                  | 7/1/2023                       |                         |   |
| Bexar County Emergency Management Program | RESOLUTION No. 16-023R  | 11/15/2016         |                  |                                |                         |   |
| Bexar County Emergency Management Program | INTL Agreement for Huebner Creek Project                              | 1/26/2010          |                  |                                |                         | As per Melinda, contract is currently ongoing Exclusive right to operate signage for 20-year term with extension of another 20-year term upon Council approval. |
| CEIS, LLC.                                | Operating and maintaing sinage  | 5/14/2019          | 5/14/2039        |                                |                         |   |
| Cha Cha's New Gen, LLC Café               | Lease of 6417 Evers Road  | 1/1/2021           | 1/1/2023         |                                |                         | Renewal being considered by City Council  |
| Cintas First Aid and Safety               | ReviveR View Service Agreement  | 8/17/2010          |                  | 8/17/2023                      |                         | Initial 36 month agreement that automatically renews every 12 months until terminated with 30 day notice  |
| City of Grey Forest                       | Ordiance No. 212  | 5/26/2015          | 5/26/2035        |                                |                         | 20 year franchise contract for a non-exclusive natural gas franchise  |
| City of San Antonio Municipal Court       | Intl Agreement for Detention Services                                 | 2/1/2008           |                  | 2/1/2023                       |                         | termination shall occur by giving the other party written notice of its intent to terminate at least 90 days prior to renewal date                              |
| Clear Proflex                             |   | 8/28/2019          |                  | 8/28/2023                      |                         | Search engine for LVPD. Minimum term of 36 months, autorenews every year unless given 60 day written notice   |
| County of Bexar                           | INTL Agreement for Seneca West Subdivision Project                    | 3/10/2020          |                  |                                |                         | Terminate at the earlier of: 1) the City is paid according to the terms of the agreement or 2) two years from approval date                                     |
| County of Bexar                           | Interlocal Agreement for Law Enforcement Dispatch Services            | 10/1/2017          |                  | 10/1/2023                      |                         | This agreement shall begin on Oct 1, 2017 and shall continue for a period of one year, and will automatically renew for 9 additional one year terms             |
| County of Travis                          | Local Transportation Project Advance Funding Agreement                | 3/29/2013          |                  |                                |                         | *Need to get master agreement from Melinda to see termination clause. As per Melinda, Contract is still currently active  |
| CPS Energy                                | Electric and Gas Franchise  | 2/1/2014           | 2/1/2034         |                                |                         | 20 year franchise commencing on Feb 01 2014 for transmission, distribution, and sale of electricity   |

|  |  |            |           |            |                  |   |
|--|--|------------|-----------|------------|------------------|---|
|  |  |            |           |            |                  | Following this initial five (5) year term, this agreement shall automatically renew for successive one-year terms until such time that the Agreement is terminated by either Party upon giving the other Party six (6) months written notice.   |
| CPS Energy   | Pole Attachment License Agreement - City Hall Annex Reverse Osmosis System - Council | 3/19/2021  | 3/19/2026 |            |                  |   |
| Culligan   | Conference Room - Rental Agreement   | 2/19/2000  |           |            |                  | Requires a thirty (30) day written notice to cancel this agreement.<br>"This contract shall initially be for 12 months, and thereafter can be canceled by either party with 60 days written notice."  |
| David K. Young (DKY)                                       | IRC SECTION 125/ CAFETERIA PLAN ADMINISTRATION                                       | 10/20/2004 |           | 10/20/2023 |                  | The agreement shall be effective and shall continue for a period of one year and shall automatically renew for one year periods for five (5) years  |
| Fire Recovery USA, LLC                                     | Service Agreement for billing and collection services                                | 2/6/2018   | 2/6/2024  |            |                  |   |
| First Southwest Company, LLC with Hilltop Securities, Inc. |  | 11/2/2005  |           | 11/2/2023  |                  | Automatically renews on the anniversary date for an additional 1-year   |
| Gallagher Benefit Services, Inc                            | Brokerage Services Agreement   | 10/1/2015  |           | 10/1/2023  |                  | Initial contract for 1 year, then automatically extend for an additional year on each anniversary of the effective date unless given 30 days written notice<br>After the initial 20-year term; this agreement will automatically renew for successive 5-year terms, each a "Renewal Term" unless one party provides at least 6-months written notice. |
| Google Fiber Texas, LLC                                    |  | 2/22/2021  | 2/22/2042 |            |                  |   |
| Grey Forest Utilities                                      | Non-exclusive Natural Gas Franchise  | 6/16/2015  | 6/16/2025 |            |                  | 10 year franchise with automatic renewal for 10 years unless terminated   |
| Hilltop Securities, Inc. with First Southwest Company, LLC |  | 11/2/2005  |           | 11/2/2023  |                  | Automatically renews on the anniversary date for an additional 1-year   |
| JustFOIA   |  | 2/16/2022  |           | 2/16/2024  | \$5,977 annually | Requires a 30-day written notice to cancel  |
| Leads Online   | LAW Enforcement Automated Database Search  | 9/1/2004   |           | 9/1/2023   |                  | Automatic renewal for one-year terms unless cancelled 30 days prior to the end of term  |
| Linebarger Goggan Blair and Sampson, LLP                   | Agreement for Tax Collection Services  | 8/1/2017   |           | 7/31/2023  |                  |   |
| Litho Press, Inc.  | Agreement to print newsletter  | 8/8/2016   |           |            |                  |   |
| Logical Management Solutions                               | Employee Assistance Program  |            |           |            |                  | Month-to-month contract with 30 days notice for termination   |
| Municode   | Meeting & Agenda Management  | 3/30/2022  | 3/30/2023 | 3/30/2023  | \$5,000 Annually | Requires a sixty (60) day advance written notice  |

|  |   |            |                  |                  |                  |   |
|--|---|------------|------------------|------------------|------------------|---|
|  | includes hosting, maintenance, customer service, email subscriptions/notifications, project directory, parks and trails directory, business directory, site graphic redesigns, and board management | 4/20/2022  | 4/20/2023        | <b>4/20/2023</b> | \$7,000 Annually | Requires a sixty (60) day advance written notice  |
| Municode   | Code of Ordinances - includes Municode full-service supplementation; and  |            |                  |                  |                  |   |
| Municode   | MyMunicode  | 4/27/2022  | 4/27/2023        | <b>4/27/2023</b> | \$4,295          | Requires a sixty (60) day advance written notice  |
| OverDrive  | Library Ebook Platform  | 3/29/2016  |                  | <b>3/29/2024</b> |                  | Auto Renewal every year until terminated<br>Shall continue in force for so long as customer subscribes to at least one service  |
| Proquest   | Library License Agreement   | 1/4/2017   |                  |                  |                  |   |
| Ryan Henry                                       | Professional Service Agreement  | 12/19/2018 |                  |                  |                  |   |
| Ring LLC   | MOU   | 7/25/2019  |                  |                  |                  | Either party may terminate participation by providing 30 days' written notice.  |
| Safesite, Inc.                                   | Records Storage Facility  | 10/4/2016  |                  |                  |                  | Remains in effect until terminated by either party.<br>Requires a 30-day written notice.  |
| San Antonio Pool Management                      |   | 4/8/2019   | <b>3/30/2023</b> |                  | \$101,330.00     |   |
| San Antonio Water System Board of Trustees       | Ordinance No. 99-014  | 3/25/1999  | <b>3/23/2024</b> |                  |                  | Ordinance manifesting an agreement for the distribution of water and water services in Leon Valley for a period of 25 years   |
| Texas Department Of Transportation               | Municipal Maintenance Agreement   | 12/21/2012 |                  |                  |                  | Termination shall occur if and when such highways cease to be officially on the state highway system  |
| Texas Department Of Transportation               | Traffic Signal Equipment  | 10/3/2006  |                  |                  |                  | Agreement for the Furnishing, Installing, and Maintenance of Traffic Signal Preemption Equipment.   |
| Texas Department Of Transportation               | RLC   |            |                  |                  |                  | Amendment to municipal maintenance agreement for the furnishing, installing, operation, and maintenance of camera on state highway rights-of-way to monitor compliance with traffic control signals. The contract shall remain in effect as long as said camera monitoring equipment is in operation. |
| The Capital Area Council of Governments (CAPCOG) | Interlocal Contract for Licensing SCPDC Software  | 4/12/2019  |                  | <b>4/12/2023</b> |                  | The agreement shall remain in effect for a period of two years and automatically renew for 12-month periods following the end of the initial term unless terminated   |
| Tiger Sanitation, Inc.                           | Waste and Recycling Agreement   | 1/1/2018   | <b>1/1/2025</b>  |                  |                  | Contract in effect for 7 years and may be extended for up to 2 additional terms of 3 years each.  |
| Vallance, Inc                                    | Library Alarm Services  | 7/25/2013  |                  | <b>7/25/2023</b> |                  | Auto Renewal every year until terminated  |

|                          |   |           |           |        |   |
|--------------------------|---|-----------|-----------|--------|---|
| Verra Mobility           | Second Amendment to Professional Services Agreement (RLC) | 2/18/2018 | 2/18/2038 |        | Red light camera contract continuing for 20 years and automatically renewing for consecutive 5 year terms unless terminated. (Note: the original contract was made by "American Traffic Solutions" for a 10 year term.) |
| Via Matropolitan Transit |   | 9/18/2018 | 9/18/2033 | \$1.00 |   |
| Ward Auctions            | General Merchandise Auction Agreement                     | 2/1/2018  |           |        | Non-exclusive contract agreement, <b>no</b> termination clause  |



**TERMINATED AGREEMENTS/CONTRACTS**

| <b>Contractor:</b>   | <b>Discription:</b>                               | <b>Start Date:</b>          | <b>End Date:</b>        | <b>Contract Amount:</b> | <b>Comments:</b>   |
|--|---|-----------------------------|-------------------------|-------------------------|--|
|  |   |                             |                         |                         | Annual Subscription commencing on 11/01/2016 and renewing for an additional 12 months unless given written notice.   |
| Accela   | Agendas and Minutes                               | 11/1/2016                   | 10/31/2017              | \$5,508.00              |  |
| AACOG<br>ABIP Certified Public Accountants<br>and Advisors | Grant Applications<br>Audit Agreement             | FY 2008, 2009<br>10/28/2013 |                         |                         | AACOG Applications and email correspondence that were not awarded.<br>Audit Agreement for the year ending Sept. 30, 2013   |
| Accela   | Civic Streaming                                   | 11/1/2017                   | 10/31/2018              | \$5,500.00              | Subscription services of \$458.33 per month commencing on 11/01/2017 and renewing for an additional 12 months unless given written notice.   |
| Aetna<br>Alamo Area Council of<br>Governments Solid Waste  | Employee Insurance<br>Interlocal Agreement        | 10/1/2007<br>09/31/2003     | 9/30/2009<br>7/31/2004  |                         | Renewed annually with approval of the City Council during the budget process. 1 yr contract renewed one time 10/01/2008;<br>Service agreement for the household hazardous waste collection program   |
| Alamo Auctioneers  | Consignment Auction Agreement                     | 11/12/2015                  | 11/8/2017               | 20% comission           |  |
| Alamo Park Properties, LLC                                 | Development Ageement                              | 05/7/2012                   | 12/31/2017              |                         | Contract for development of 3.4 acres of land for a Texas Department of Public Safety Driver's License Mega-Center<br>Contract for Alamo to pay the City of Leon Valley \$100,000 in two installments for the reconstruction of the traffic signal system at Huebner and Evers |
| Alamo Park Properties, LLC                                 | Restated Development Agreement                    | 1/31/2017                   | 1/31/2018               |                         |  |
| Alexander Consulting, Inc                                  | EMS Billings Contract                             | 1/1/2002                    | 12/31/2006              |                         |  |
| Allan Henderickson   | Musical Entertainment                             | 4/17/2018                   | 7/4/2018                | \$1,200.00              | Musical entertainment for 4th of July  |
| Allan Henderickson   | Musical Entertainment                             | 4/24/2017                   | 7/4/2017                |                         | Musical entertainment contract for 07/04/2017  |
| Altaworx   | Internet Service Agreement                        | 6/1/2015                    | 6/1/2016                |                         |  |
| Amber Anthony  | Professional Services Contract                    | 11/7/2016                   | 11/11/2016              | \$22.50/hr              |  |
| American Textile Recycle Service<br>(ATRS)                 | Letter of Agreement for Clothing<br>Recycler Bin  | 12/1/2015                   | 12/1/2020               |                         | \$0.02/lb  |
| Anthony C. Tobias  | Event Manager                                     | 12/12/2013                  | 11/31/2014              | \$25,000.00             | Event management agreement for October 4 & 5 events  |
| Apex GC LLC  | Custodial Services                                | 3/4/2022                    |                         |                         | \$24,480. per year   |
| Arias & Associates   | Geotechnical Engineering<br>Services              | 4/15/2009                   | 5/15/2009               |                         | Poss Rd Street Improvements - Evers Rd to Peachtree St   |
| Arias & Associates   | Construction Materials Testing<br>Contract        | 2/21/2014                   | 12/31/2015              |                         | Testing services for the addition and renovation of City and Police Department   |
| Arias & Associates   | Geotechnical Engineering<br>Services              | 6/25/2013                   | 12/31/2013              |                         | Foundation at City Hall  |
| Armstrong, Vaughan, & Associates<br>ATRS, Inc.             | Public Accountants<br>Recycling Service Agreement | 11/1/2017<br>3/10/2011      | 12/31/2017<br>9/10/2011 | \$16,885 - \$17,000     | Contract for audit of the financial statements as of and for the year ended 09/30/2017   |
| B & L Building Maintenance, Inc.                           | Janitorial Service Contract                       | 10/1/1992                   | 9/31/1993               |                         |  |

|                                      |   |            |            |            |   |
|--------------------------------------|---|------------|------------|------------|---|
| B & R Building Maintenance, Inc.     | Janitorial Service Contract                         | 11/3/1993  | 12/31/1995 |            |   |
| Bandera Road Holdings                | Development Agreement                               | 2/1/2013   | 12/31/2013 |            | Development of approx. 13.3 acres of land for an automotive retail and general retail project   |
| Banis Towing                         | Wrecker Services Agreement                          | 5/1/2012   | 5/19/2017  |            |   |
| Barcom                               | Unlimited Managed Services Contract                 | 11/15/2017 |            | 11/15/2019 |   |
| Barlett Cocke General Contractors    | General Construction Contract                       | 7/12/2013  | 12/31/2016 |            | City of Leon Valley Municipal Facilities Project<br>Contract with subcontractor IES Commercial, Inc. for modifications to the fire alarm system and fire fighter's alert system |
| Bartlett Cocke                       | General Contractors                                 | 7/16/2014  |            | \$4,857.00 | Police and Fire Station Facilities  |
| Bartlett Cocke                       |   | 7/7/2013   | 12/31/2017 |            |   |
| Bexar County Elections Administrator | Election services                                   |            |            |            | Contract for 11/07/2017 election  |
| Bexar County Elections Administrator | Election services                                   | 9/10/2018  | 11/6/2018  |            | Contract for 11/6/2018 election   |
| Bexar County Elections Administrator | Election services                                   | 3/23/2015  | 5/9/2015   |            | Contract for 05/09/2015 election  |
| Bexar County Elections Administrator | Election services                                   | 9/18/2013  | 11/5/2013  |            | Contract for 11/5/2013 election   |
| Bexar County Elections Administrator | web Services Agreement                              | 3/15/2013  | 5/11/2013  |            | Contract for 5/11/2013 election   |
| Bexar County Elections Department    |   | 9/5/2017   | 11/7/2017  |            | Contract for the Nov. 7, 2017 election  |
| Bexar County Elections Department    |   | 2/25/2019  | 5/4/2019   |            | Contract for the May 4, 2019 election   |
| Bexar County Elections Department    |   | 3/13/2017  | 5/4/2017   |            | Contract for the May 4, 2017 election   |
| Bexar County Elections Department    |   | 9/13/2016  | 11/8/2016  |            | Contract for the Nov. 8, 2016 election  |
| Bojorquez Law Firm, PC               |   | 2/12/2019  |            |            | Law firm use  |
| Bruce Bealor                         | Leon Valley Building Inspector Economic Development | 9/30/1998  | 9/30/2016  |            |   |
| Buxton IDentifying Customers         | CommunityID Contract                                | 3/24/2010  | 12/31/2010 |            | Statistical report to determine what businesses should be brought to LV   |
| C and B Pools                        | Contractor Agreement                                | 6/1/2010   | 12/31/2010 |            | Pool Repairs to the Grass Valley Pool   |

|                                  |   |            |            |  |
|----------------------------------|---|------------|------------|--|
| Capital Building Services        | Janitorial Service Contract                         | 11/18/2004 | 4/30/2009  |  |
| Carolyn Gabriel                  | 2017 Pool Usage Agreement                           | 6/6/2017   | 7/13/2017  | L.V. Blue Marlin Swim Team Pool Usage Agreement for the usage of the City of Leon Valley Community Pool.   |
| Charles Schauer                  | Plumbing Insector                                   | 9/10/1999  | 9/20/1999  | 10 day contract as Contractor for Leon Valley Plumbing Inspector   |
| Cigna Health                     | Life Insurance Agreement                            | 11/1/1996  | 3/4/2020   | *Note: I spoke with C. Caldera who stated that the city no longer uses this life insurance, and it termed out when the last employee who obtained the insurance left the city. Since the termination date is unknown, I have set the termination date as today, 3/4/2020 |
| Cintas                           | Uniform Rental Service Agreement                    | 2/27/2003  | 9/2/2003   | 36 month contract that was terminated early effective on 9/2/2003  |
| City Hall Essentials             | Professional Services Agreement                     | 4/17/2019  | 5/21/2019  | Alan Bojorquez Municipal Training for City Officials   |
| City of Helotes                  |   | 10/1/2006  | 10/4/2010  | Dispatch Services Contract   |
| City of Helotes                  |   | 9/1/1988   | 8/31/1989  | Dispatch Services Contract   |
| City of San Antonio (COSA)       | Property Transfer                                   |            | 2011       | Pursuant to Leon Valley Ordiance 11-011, the city was granted property ("interoperability communication radios and related equip.") from The COSA obtained through the Assistance to Firefighters Grant (AFG).   |
| City of Shavano Park             | Animal Care Services Agreement                      | 2/19/2008  | 2/28/2009  |  |
| City Public Service (CPS)        | Interlocal Agreement                                | 8/16/2017  | 12/31/2018 | Agreement to facilitate City's improvement of Evers Road Drainage Improvements   |
| Clark Construction of Texas, Inc | Construction Agreement                              | 4/27/2015  | 12/31/2015 | Rehabilitation of Evers Rd from Huebner to Forrest Dell including milling, asphalt overlay, and permanent pavement markings  |
| County of Bexar                  |   | 12/11/2015 | 10/1/2017  | Interlocal agreement for police, fire, and EMS dispatch services. (*Note: The original contract was to end on 12/14/2020, however a termination letter was sent effective Oct 1, 2017.)  |
| Crownhill Builders, Inc          | Leon Valley Library Expansion                       | 3/18/2013  | 12/31/2014 |  |
| Curbside, Inc                    | Household Hazard Waste Agreement                    | 9/17/2002  | 09/31/2003 | Contract agreement to handle the city's door-to-door household hazardous waste collection program  |
| Darnell D. Michel, R.S.          | Health and Sanitation Officer                       | 10/1/1999  | 9/30/2011  | Contractor for Leon Valley Health and Sanitation Officer   |
| David Seyfarth                   | Plumbing Insector                                   | 12/31/1998 | 12/31/2006 | Contractor for Leon Valley Plumbing Inspector  |
| Davila Electric Co., Inc         | Technology Rack Outlet                              | 8/1/2018   | 8/15/2018  | Addition of 1 new dedicated quad plug for new tehcnology rack  |
| Davila Electric Co., Inc         | Breakroom Outlet Contract                           | 9/7/2018   | 12/31/2018 | Addition of 1 new dedicated quad plug at breakroom wall for microwave and toaster oven   |
| DBC Group                        | Service Agreement                                   | 6/6/2017   | 7/4/2017   | Provide booths and equipment for alcohol sales for 4th of July event   |
| DBR                              | Construction Contract                               | 5/21/2014  | 12/31/2014 | Contract for the Fire Department Alert System  |
| Drug Enforcement Agency (DEA)    | Cooperative State and Local Task Force Agreement    | 10/1/2019  | 10/1/2020  |  |
| Denton Navarro Rocha Bernal      | Legal Services                                      | 12/1/2012  | 11/30/2016 |  |
| Hyde & Zech, P.C.                |   |            |            |  |
| Denton Navarro Rocha Bernal      | Agreement for Special Counsel- Prosecution Services | 11/2/2016  |            | Prosecution serv   |
| Hyde & Zech P.C.                 |   | 6/15/2015  | 12/31/2015 | Contract to relocate the mics in the conference center   |
| Digital Display Solutions, Inc.  |   |            |            |  |

|   |  |                         |                        |              |  |
|---|--|-------------------------|------------------------|--------------|--|
| Dr. Donald J. Gordon, MD & PhD.<br>Drug Enforcement Administration<br>(DEA) |  | 9/1/2008                | 12/31/2015             |              | Agreement for medical control and continuing education<br>between the City of Leon Valley and Donald J. Gordon   |
|   |  | 9/30/2014               | 9/29/2015              |              | Program funded state and local task force agreement<br>concerning the use and abuse of controlled substances   |
| Drug Enforcement Administration<br>(DEA)                                    |  | 9/30/2010               | 9/30/2011              |              | State and local task force agreement between the San Antonio<br>District Office of Drug Enforcement Administration and Leon<br>Valley Police Department aimed at disrupting illicit drug<br>trafficking                                    |
| E Square, Inc.  | Website Developer  | 8/1/2005                | 9/1/2008               |              |  |
| Earth Wise  | Pest Control   | 7/15/2009               | 8/15/2010              |              |  |
| Eddie & The Bluezers  | Musical Entertainment  | 7/4/2017                | 7/4/2017               | \$800.00     | Musical entertainment for 4th of July  |
| Edmund Meier, DVM   | Veternarian  | 12/22/2006              | 9/30/2013              |              | Contractor for Leon Valley Veternarian   |
| Edwards Aquifer Authority   | Water Conservation Grant<br>Contract                             | 7/14/2015               | 3/31/2016              |              | Contract No. 15-758-PPEA for system leak detection   |
| ElectraLink   | Service Agreement  | 3/18/2014               | 12/6/2018              |              | Contract for phased technology project for municipal building<br>Agreement for unlimited email storage for a twenty-four (24)<br>month period  |
| Emerge Craft  | Web Services Agreement   | 9/1/2009                | 9/1/2011               |              |  |
| Fire on the Mountain Cloggers   | Musical Entertainment  | 4/26/2017               | 7/4/2017               |              | Musical entertainment contract for 07/04/2017  |
| Franklin Legal Publishing   | Code Codification  | 8/16/2007               | 8/15/2010              |              | Code Codification- Price Guarantee thru 8/15/2010  |
| Franklin Legal Publishing   | Code Codification  | 8/21/2017               | 10/1/2022              |              | Code Codification  |
| Gallagher Benefit Services, Inc   | Consulting Agreement   | 7/1/2011                | 6/30/2012              |              | Employee benefits management consulting services   |
| Galvin Neighborhood<br>Management Company                                   |  | 5/27/2013               | 9/2/2013               |              | Agreement to operate the City Pool   |
| Garcia and Wright Consulting<br>Engineers, Inc.                             | Agreement for Engineering<br>Services                            | 8/31/2006               | 12/31/2007             |              | Contract to install a concrete sidewalk on the north side of<br>Bandera Rd rom Huebner Creek to Southtown  |
| Gonzalez-De La Garza &<br>Associates, LLC                                   | Enginerig Service Contract                                       | 3/18/2008               | 3/18/2012              |              | Contract for Street Maintenance Projects   |
| GO-Professional Cleaning Services<br>Granicus                               | Janitorial Service Contract<br>Civic Streaming                   | 8/5/1997<br>11/13/2018  | 8/4/1998<br>11/12/2019 | \$5,500.00   |  |
| H.L. Zumwalt Construction, Inc.   |  | 7/5/2011                | 12/31/2011             |              | Contract for 2011 Sanitary Sewer and Water Projects  |
| Halff Associates, Inc.  | Halff Project No. 1008-12-8708                                   | 10/30/2012              | 09/31/2013             |              | Contract to construct two entrance monuments for the City of<br>Leon Valley<br>Phase I: Leon Valley Redevelopment Master Plan (Zoning) and<br>Phase II: Town Center and Greenbelt Corridor - both completed<br>in 2011 per Melinda Moritz. |
| Halff Associates, Inc.  |  | 7/21/2009               | 7/26/2011              |              |  |
| Henry Brummett<br>Holtman, Wagner, & Company,<br>LLP.                       | Interim City Manager Agreement<br>Audit Agreement                | 5/26/2015<br>10/25/2010 | 9/30/2015<br>1/19/2011 | \$115,500.66 | Audit Agreement for the year ended Sept. 30, 2010.   |
| IDS Engineering Group   | Professional Engineering Services<br>Master Maintenance and Sale | 10/15/2015              | 11/1/2015              |              | Installation of MicroPaver Software  |
| Ikon  | Agreement  | 5/8/2006                | 5/8/2012               |              |  |
| InfoUSA   | License Agreement  | 9/7/2006                | 10/15/2009             |              | License agreement was renewed twice  |

|  |   |                        |                        |                 |  |
|--|---|------------------------|------------------------|-----------------|--|
| Insight Enviromental Services, Inc.<br>Jani-King | Filter Recycling Agreement<br>Janitorial Service Contract | 12/28/1992<br>2/6/1996 | 12/28/1993<br>2/6/1997 |                 | (*Note: Month-to-month contract with no termination letter. Checked incode and there has been no payment reflected since the beginning of use of incode in 2000.*) |
| Jennifer Eshelman                                | Janitorial Service Contract                               | 8/23/1992              | 12/4/2019              |                 | Musical entertainment contract for 07/04/2017  |
| Jennifer Felan                                   | Musical Entertainment                                     | 4/25/2017              | 7/4/2017               |                 | Musical entertainment contract for 07/04/2017  |
| Joseph Atterbury                                 | Musical Entertainment                                     | 5/18/2017              | 7/4/2017               |                 | Musical entertainment contract for 07/04/2017  |
| JPV Partners, LTD                                | Lease Agreement   | 4/27/2015              | 12/31/2015             |                 |  |
| Kathryn Ward                                     | Grant Writer  | 4/8/2009               | 4/5/2012               | \$24.00/hr      | Contractor for grant writer supporting a planned program Ordiance granting franchise to KBL Cablesystems of the Southwest, Inc. d/b/a Paragon Cable                |
| KBL Cablesystems                                 | Cable Franchise Agreement                                 | 8/13/1994              | 12/1/2008              |                 |  |
| Kelly Kuenstler                                  | Employment Agreement                                      | 10/16/2019             | <b>10/16/2023</b>      |                 |  |
| Kevin Cooley                                     | Musical Entertainment                                     | 5/28/2017              | 7/4/2017               | \$200.00        | Musical entertainment for 4th of July  |
| Law Offices of William M. McKamie, P.C.          | Agreement for legal services                              | 10/1/2007              | 9/30/2012              |                 | City Attorney Agreement  |
| Leon Valley Area Chamber of Commerce             | Performance Agreement                                     | 12/31/2015             | 12/31/2017             |                 | "In no event shall the Agreement exceed in term 2 consecutive years from the effective date"   |
| Leon Valley Community Association                |   | 4/19/2005              | 4/18/2012              |                 | Agreement to operate the City Pool   |
| Leon Valley Family Pool                          |   | 5/28/2012              | 9/30/2013              |                 | Agreement to operate the City Pool   |
| Leon Vlley Area Chamber of Commerce              | Performance Agreement                                     |                        |                        |                 |  |
| LNV, Inc.  | Professional Services Agreement for Public Works          | 9/8/2017               |                        | <b>9/8/2020</b> |  |
| M & C Fonseca Construction, Co.                  | Contract Agreement  | 6/11/2012              | 9/10/2012              |                 | Construction contract agreement for the 2012 Water and Sanitary Sewer Projects   |
| Manuel Longoria                                  | Severance Agreement                                       | 5/21/2015              | <b>5/21/2020</b>       |                 | Longoria will not s  |

|  |   |                        |                         |          |   |
|--|---|------------------------|-------------------------|----------|---|
| Marshall Campbell  | Professional Service Agreement -<br>Warrant Officer Position                  | 12/11/2019             |                         |          | Agreement to perform consulting veterinary services to the City of Leon Valley  |
| Martha A. Hanes, DVM<br>MDLG + Company                       | Consulting services   | 8/12/2015<br>2/21/2013 | 8/30/2017<br>12/31/2014 |          | Contract for COLV branding support services   |
| Medtronic Emergency Response<br>Systems, Inc.                | Technical Service Support<br>Agreement  | 12/15/2007             | 12/14/2010              |          | Technical Service Agreement for the Fire Department   |
| Methodist Specialty and<br>Transplant Hospital               | MOU for Sexual Assault Forensic<br>Examinations                               | 4/27/2017              | 12/31/2019              |          | Event management agreement for July 4th and October 3rd events  |
| Mike De La Garza<br>Mullen Pension and Benefits<br>Group, Lp | Event Manager<br>Employee Benefits Broker<br>Services Agreement               | 1/5/2015<br>6/23/2009  | 10/31/2015<br>6/23/2011 | \$30,000 |   |
| MuniServices<br>N.E. Janitorial                              | Consultant Services Agreement<br>Janitorial Service Contract                  | 10/1/2007<br>7/22/1994 | 10/1/2010<br>11/17/2004 |          | Local Hotel Occupancy and Hospitality Consulting Services   |
| National Development Council<br>(NDC)                        | M&C: 10-05-09   | 10/5/2009              | 12/31/2010              |          | FY 2010 Budget for technical service agreement  |
| Northwest Senior Citizens Club                               |   | 1/12/2015              | 12/31/2016              |          | Contract to conduct the Northwest Senior Citizens Club activities at the community center<br>(*Note: Month-to-month contract with no termination letter. Checked incode and there has been no payment reflected since the beginning of use of incode in 2000.*) |
| Northwood Janitorial Service and<br>Supply Inc.              | Janitorial Service Contract   | 3/15/1982              | 12/4/2019               |          | Agreement to Maintain Bar Ditches and Medians Along Bandera Rd  |
| Nunez Lawn Services  |   | 1/1/2013               | 12/31/2013              |          | Municipal Offices Complex facilities to accommodate admin, police, and fire   |
| OCO Architects   | Architect Agreement   | 12/5/2012              | 12/31/2015              |          | Interlocal Agreement for mutual response to a fire alarm at the Exchange Plaza Shopping Center from both San Antonio and Leon Valley Fire Departments.  |
| ORD. 74126   | Mutual Aid Agreement  | 8/15/1991              | 12/3/2019               |          | Contract for Paws Ranch to act as a rescue and animal sanctuary for stray dogs  |
| Paws Ranch   | Animal Care Services Agreement  | 5/1/2015               | 12/15/2016              |          |   |
| Pharmaceutical Returns Service                               | Medical Facility Service Contract   | 8/6/2008               | 8/6/2009                |          | Return and disposal of its expired pharmaceuticals  |
| RBDigital  | Recorded Books Subscription   | 5/1/2015               | 4/30/2016               | \$750.00 | Public library subscription for downloadable audiobooks   |
| Regional Water Resource<br>Development Group                 | Acquisition and purchase of<br>Edwards Aquifer Groundwater<br>Withdraw Rights | 1/1/2014               | 12/31/2019              |          | Sublease Amendment and Transfer Documentation Edwards Aquifer Authority (EAA) Permit: P103-681.   |

|   |   |                                    |                                       |             |  |
|---|---|------------------------------------|---------------------------------------|-------------|--|
| Regional Water Resource Development Group   | Acquisition and purchase of Edwards Aquifer Groundwater Withdraw Rights | 1/1/2009                           | 12/31/2014                            |             | Sublease Amendment and Transfer Documentation Edwards Aquifer Authority (EAA) Permit: P102-089.  |
| Rite-Way Services<br>Robert Tome  | Janitorial Service Contract<br>Independent Contractor                   | 6/11/1996<br>10/1/2008             | 6/11/1997<br>09/31/2010               |             | Janitorial Services for the Leon Valley Center on an on-call basis   |
| Rufer's Coins<br>SageBrush: Graphics and Web Design   | Loan Agreement and Promissory Note                                      | 8/29/2017                          | 10/1/2018                             |             |  |
| San Antonio Constructors, LTD.  | Construction Contract   | 11/1/2015<br>2/1/2012              | 9/30/2016<br>12/31/2013               | \$500.00    | Contract for administration of the Leon Valley Public Library Website and Web Services<br>El Verde Rd Emergency Construction Contract<br>Contract to design and construct the FY 2008 Sanitary Sewer Rehabilitation Project.<br>FY 2011 Sanitary Sewer Improvements  |
| San Antonio Design Group<br>San Antonio Design Group<br>San Antonio Farmer's Market Association |   | 5/3/2008<br>3/30/2011              | 12/31/2009<br>12/31/2013              |             |  |
|   | Farmer's Market Program   | 5/3/1994                           | 12/31/2014                            |             |  |
| San Antonio Police Department (SAPD)<br>San Antonio Pool Management<br>San Antonio Weddings     | <b>Memorandum of Understanding</b><br>Advertising Agreement             | 10/1/2010<br>5/24/2015<br>9/1/2017 | 9/30/2011<br>11/30/2016<br>8/31/2018  | \$46,302.00 | MOU between the Sa Antonio Police Department and the Leon Valley Police Department regarding participation in the SAPD High Intensity Drug Trafficking Area (HIDTA) Detail   |
| Sela Aquatics, LLC<br>SIA Engineering, Inc.   | Pool Management Agreement<br>Engineering Services                       | 5/15/2017<br>9/1/2007              | 12/31/2017<br>9/30/2016               | \$91,000.00 |  |
| Southwest Engineers, Inc.   | Contract for Engineering Services                                       | 9/1/2015                           | 12/31/2017                            |             | 2015 Water Well Project<br><br>(*Note: This was a loan in the amount of \$114,220 for energy conservation projects that was supposed to be paid after project completion in 2011. I (Analisa) spoke with Vickie Wallace about the loan who said the project never began and there was no loan repayment. Vickie contacted Melinda Moritz who confirmed that the project did not go through. Therefore, I have set the expiration as today's date of 12/10/2019.) |
| State Energy Conservation Office (SECO)<br>Stephen Barscewski<br>Terminix                       | M & C: # 05-04-10<br>Health Inspector<br>Pest Control                   | 5/4/2010<br>8/10/2010              | 12/10/2019<br>9/30/2015<br>11/17/2016 |             | Contractor as the Leon Valley Health Inspector<br>Letter was sent on 11/17/2016 terminating services   |
| Texas A&M Forest Service  | Fuel Mitigation Agreement<br>Residential Buyer/Tenant                   | 4/28/2013                          | 5/10/2013                             |             | Assistance of providing fire fuel mitigation through mulching<br>Exclusive right to act as Client's real estate agent for the purpose of acquiring property in the market area   |
| Texas Association for Realators<br>Texas Comptroller of Public Accounts                         | Representation Agreement  | 2/1/2010<br>2/4/2010               | 1/31/2011<br>12/14/2014               |             | Texas Multiple Award Schedule (TXMAS) contract   |
| Texas Department of Health  | Contract to Purchase Antivirals at the Subsidized Federal Rate          | 12/14/2006                         | 4/3/2007                              |             |  |
| Texas Department of Health  | Contract for Public Health Services                                     | 12/1/1992                          | 2/28/1993                             |             | Emergency Services Division Contract for Cardiac Monitor and Oximeter  |

|  |  |            |            |            |  |
|--|--|------------|------------|------------|--|
| Texas Department of Transportation                       | Construction Contract and Advance Funding Agreement    | 1/10/2006  | 12/31/2008 |            | Drainage structure improvements on SH 16 at Huebner Creek                                    |
| Texas Municipal League                                   | Interlocal Agreement                                   | 11/1/1988  |            |            | Workers' Compensation Joint Insurance Fund   |
| The Church of Jesus Christ of Latter-day Saints          | Family Search License Agreement                        | 6/30/2000  | 6/30/2001  |            |  |
| The Max  | Musical Entertainment                                  | 5/23/2018  | 7/4/2018   | \$2,800.00 | Musical entertainment for 4th of July  |
| Tracstar Systems   | Phone Services   | 10/7/2008  | 9/31/2009  | \$3,072.00 | 12 month service agreement   |
| Tyler Technologies, Inc. Incode Division                 | System Agreement                                       | 10/18/2005 | 4/11/2006  |            | Termination on 180 days after installation   |
| University of Texas Health Science Center at San Antonio | Agreement for Medical Control and Continuing Education | 10/1/1991  | 10/31/2007 |            | Agreement for Dr. Donald J. Gordan to serve as the EMD Medical Director for Leon Valley EMS. |
| Valemas, Inc   | Contractor Agreement                                   | 9/16/2008  | 1/31/2009  |            | Replacement of existing 12" sanitary sewers and appurtenances                                |
| Vericlean  | Professional Cleaning Services                         | 10/7/2013  | 4/16/2015  |            |  |
| Victoria Acosta  | Musical Entertainment                                  | 5/24/2017  | 7/4/2017   |            | Musical entertainment contract for 07/04/2017  |
| Vocal Trash  | Musical Entertainment                                  | 2/14/2017  | 7/4/2017   |            | Musical entertainment contract for 07/04/2017  |
| Waste Management   | Solid Waste and Recycling Services Agreement           | 1/1/2002   | 12/31/2017 |            | Between 2002 and 2017, numerous contracts and amendments were executed                       |
| William S. Rowe, DWM                                     | Veternarian  | 10/1/2000  | 9/30/2003  |            | Contractor for Leon Valley Veternarian   |
| Young Professional Services                              |  | 7/25/2013  | 12/31/2013 |            | Evers Road Street Assesment  |



**DEEDS, RIGHT-OF-WAYS, EASEMENTS**

| Type:   | Effective Date: | Comments:   |
|---|-----------------|---|
| <p><b>Easement</b> entered into by and between Huebner Dirt Investments (Grantee) and The City of Leon Valley (Grantor)</p>                   | 8/30/2018       | Development Agreement, Temporary Construction Easement, and Sewer Easement  |
| <p><b>Easement</b> entered into by and between San Antonio Water System Board of Trustees (Grantee) and The City of Leon Valley (Grantor)</p> | 8/20/2018       | Permanent Easement (Project: W2 Huebner Creek: Eckhart to Bandera)  |
| <p><b>Deed</b> conveyed by Dhammabucha Buddhist Temple of San Antonio (Grantor) to the City of Leon Valley (Grantee)</p>                      | 5/24/2018       | Correction General Warranty Gift Deed   |
| <p><b>Easement and right-of-way</b> entered by and between The City of San Antonio (Grantee) and The City of Leon Valley (Grantor)</p>        | 2017            | Easement and right-of-way for overhead and underground electric transmission and distribution lines   |
| <p><b>Right-of-way</b> entered by and between Mobilite, LLC. and the City of Leon Valley</p>  | 12/4/2017       | The agreement shall be for 10 years and shall automatically renew thereafter for 4 additional 4-year periods unless terminated 90 days before |
| <p><b>Deed</b> conveyed by County of Bexar (Grantor) to the City of Leon Valley (Grantee)</p>   | 2/20/2014       | General warranty deed for aprox. 1.7437 acres of land out of the Leon Valley Ranches  |
| <p><b>Deed</b> conveyed by the Forest Oaks Community Association (Grantor) to the City of Leon Valley (Grantee)</p>                           | 2/2/2017        | Quitclaim Deed  |
| <p><b>Deed</b> conveyed by the Lois Elaine Hetherington Family Trust to the City of Leon Valley</p>   | 11/28/2016      | Quitclaim Deed  |
| <p><b>Deed</b> conveyed by Rafael Alfaro, Independent Executor of the Estate of Victor R. Alfaro to the City of Leon Valley</p>               | 3/3/2017        | Special Warranty Deed conveying a 0.700 acre tract of land  |
| <p><b>Deed</b> conveyed by Roberto and Erma Galindo (Grantors) to the City of Leon Valley (Grantees)</p>                                      | 2/24/2017       | Special Warranty Deed conveying 1.345 acres of land out of the Grass Hill Estates   |
| <p><b>Deed</b> conveyed by Sylvia C. Doderer to the City of Leon Valley (Grantees)</p>  | 2/24/2017       | Special Warranty Deed conveying a 2.027 acre tract of land  |
| <p><b>Deed</b> conveyed by Isaac and Suzanne Elizondo to the City of Leon Valley (Grantee)</p>  | 2/24/2017       | Special Warranty Deed conveying two (2) 0.700 acre tracts of land   |
| <p><b>Deed</b> conveyed by James Dowdy (Grantor) to the City of Leon Valley (Grantee)</p>   | 2/23/2017       | Special Warranty Deed conveying a 3.463 acre tract of land  |
| <p><b>Deed</b> conveyed by Shirl and Anne Jackson to the City of Leon Valley (Grantee)</p>  | 5/13/2017       | Special Warranty Deed conveying tract 7 out of the Grass Hill Estates   |
| <p><b>Deed</b> conveyed by The Ridge at Leon Valley Homeowners Association (Grantor) to the City of Leon Valley (Grantee)</p>                 | 1/18/2017       | Quitclaim Deed  |
| <p><b>Deed</b> conveyed by Esmeralda Rico De Juarez (Grantor) to the City of Leon Valley (Grantee)</p>  | 9/6/2013        | General warranty deed for aprox. 0.396 acre tract of land   |

| GRANTS   |   |                 |            |              |  |
|--|---|-----------------|------------|--------------|--|
| Type:  | Project/Grant Number:                             | Effective Date: | End Date:  | Amount:      | Comments:  |
| CDBG Grant   | B-09-UC-48-0500                                   | 3/30/2010       |            | \$104,222.00 | Purpose: Infrastructure Improvements<br>Purpose: Replacement of water main, sewer main, service lines, gate valves, sewer manholes, and asphalt repairs                                    |
| CDBG Grant   | B-17-UC-48-0500                                   | 5/24/2018       |            | \$270,149.00 | Amendment to 11/9/1999 agreement to further fund drainage improvements   |
| CDBG Grant   | B-00-UC-48-0500                                   | 11/14/2000      |            | \$192,271.00 |  |
| CDBG Grant   | B-02-UC-48-0500, B-01-UC-48-0500, B-00-UC-48-0500 | 7/1/2003        |            |              | Fourth Amendment Agreement is effective for a three-year qualification period of Fiscal Years 2007, 2008, and 2009.  |
| CDBG Grant   |   | FY 2007         |            |              | Amendment to 3/30/2010 agreement to increase the total grant allocated by adding \$45,050.00 to complete infrastructure improvements to the City of Leon Valley Senior Center              |
| CDBG Grant   | B-09-UC-48-0500                                   | 6/1/2010        |            | \$45,050.00  | Grant to the Leon Valley Public Library for books and materials  |
| Tocker Foundation  | 17117   | 3/31/2017       |            | \$5,000      |  |
| Tocker Foundation  |   |                 |            |              |  |
| Texas Department of Health                                   |   | 8/24/1992       | 8/31/1993  | \$8,970.00   | Grant to the Leon Valley Fire Department/Emergency Medical Services to purchase pulse oximeters and a cardiac monitor  |
| Traffic Management Program Grant Agreement                   | Contract Number: 581TMF6093                       | 5/6/1991        | 7/31/1992  |              | Grant application to improve traffic management  |
| Texas Division of Emergency Management                       | Pre-Disaster Mitigation (PDM) Grant Program       | 2015            | 2015       |              | FY 2015 Pre-Disaster Mitigation (PDM) Grant Program - FEMA   |
| Justice Assistance Grant (JAG) Program Award                 |   | 5/14/2009       |            |              | Interlocal Agreement for the 2009 JAG funding under American Recovery and Reinvestment Act of 2009.  |
| Energy Efficiency & Conservation Block Grant (EECBG) Program |   | 9/7/2010        |            |              | Agreement to provide EECBG program funds for the purchase and installation of renewable energy technology and energy efficiency upgrades at the City of Leon Valley Senior Citizens Center |
| Alamo Area Council of Governments (AACOG)                    | Contract Number: 10-18-G04                        | 5/31/2010       | 11/30/2010 | \$5,760.00   | Solid Waste Interlocal Agreement   |
| Alamo Area Council of Governments (AACOG)                    | Contract Number: 11-18-G06                        | 9/1/2010        | 6/30/2011  | \$2,464.00   | Solid Waste Interlocal Agreement   |
| Alamo Area Council of Governments (AACOG)                    | Contract Number: 06-18-G06                        | 4/1/2006        | 3/31/2007  | \$17,322.00  | Solid Waste Interlocal Agreement   |

|            |   |                     |
|------------|---|---------------------|
| CDBG Grant | Community Development Block<br>Grant Program Cooperative<br>Agreement | FY 2013, 2014, 2015 |
| CDBG Grant | Community Development Block<br>Grant Entitlement Program              | FY 2016, 2017, 2018 |

**DEPARTMENT DESCRIPTION AND MISSION**

The City of Leon Valley will provide our community with a superior quality of life by balancing social equity, environmental stewardship, and economic development to achieve sustainability.

**VISION STATEMENT**

The City of Leon Valley will be a sustainable community by balancing Social Equity, Economic Development and Environmental Stewardship (S.E.E.)

**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.

**Goals:**

- Develop a business climate that provides the right mix of amenities to attract and retain business within the City of Leon Valley;
- Support staff by devising strategies for performance evaluations, recruiting, training, compensations, benefits, and development.
- Committed to providing guidance and serving as the point of contact for employees relations and communication
- Deliver Human Resource services, programs, communications and teamwork that add value for our prospective employees, current employees, and retirees;
- Seek ways to increase communication with and involvement of the citizens.

- Develop strategies to mitigate traffic congestion throughout the City of Leon Valley;

- Develop a system of parks, facilities and recreational activities to enhance the quality of life; and
- Effectively manage the City’s infrastructure and capital needs.

The City Manager’s Office partners with the Mayor and City Council in achieving the goals and objectives set forth for the City of Leon Valley. To this end, a key factor is the identification of priorities and the establishment of management procedures that develops and effectively utilizes City resources. As the City’s Chief Administrative Officer, the City Manager’s responsibilities include organizational management; fiscal management; program development and City service evaluation. The City Manager must be aware of new methods as they apply to City services. New developments in the area of public policy are researched and analyzed to organize a process of program planning in anticipation of future City needs.

The Office of the City Secretary is responsible for a multitude of duties that support, facilitate and strengthen the Leon Valley governmental process by assisting the City Manager, City Council and City Staff in fulfilling their duties and responsibilities, publishing required legal notices in the official newspaper of the City as dictated by state law, attending the City Council meetings, as well as preparing and archiving the minutes of the meetings, coordinating the various boards and commissions and the appointment process of new members, safeguarding and improving the public access to records, documents and files of the City, including responding to requests for information, coordinating and conducting all City elections, managing and updating the Leon Valley Code of Ordinances, and for the maintenance schedule of City Hall and the Leon Valley Police Department.

The Department of Human Resources is responsible for providing administrative and management support to the City’s policies and procedures. To set programs, policies and procedures to meet the City’s needs for recruitment, retention, risk management, training, and benefit programs; management of workers’ compensation, property and liability claims and workforce planning.

### **PROGRAM NARRATIVE**

#### **Accomplishments for FY 2021-2022:**

- Through a formal bidding process, coordinated the selection of health insurance broker and City group benefits.

#### **CITY MANAGER AND COUNCIL**

#### **GENERAL FUND**

- Successful compliance of the new Affordable Care Act requirements, saving the City money by doing it in-house.
- Began implementing Physical Assessments of staffing as established by their essential job functions.

- Department staffing needs were addressed using a multi-source approach using third party agencies, contractors, temp hires, and direct hires to a ensure timely response to staffing vacancies and keeping within budget.
- Continued to provide excellent customer service to all internal and external customers.
- Maintained the City's Code of Ordinances with routine updates to include the online version.
- Continued using Granicus and the MinuteTraQ Agendas and Minutes Program to allow all departments to work together on a single system for drafting, submitting and searching meeting topics and documents in an effort to assist all departments in creating organized City Council agendas, packets and minutes in a consistent manner.
- Maintained the City's Contract Inventory.
- Began implementation of JustFOIA to process open record requests.

**Objectives for FY 2022-2023:**

- Continue transitioning to electronic records through HRIS system, approved by council and maintaining the standards in the Human Resource Department.
- Continue "green" communication efforts to keep the public and employees informed with the use of electronic messaging through updated website, emails, Leon Valley ENews, and timely messages on the local business marqueees that have been made available to the City
- Continue to implement Physical Assessments of staffing as established by their essential job functions.
- Continue to provide guidance to staffing needs using a multi-source approach using third party agencies, contractors, temp hires, and direct hires to a ensure timely response to staffing vacancies and keeping within budget
- Continue to provide excellent customer service to all internal and external customers.
- Continue to promote efficient and effective training and current safety programs to all departments with the goal of reducing insurance claims: health, workers' compensation, property/liability claims, and keeping you with safety regulations.
- Maintain up to date employment policies to ensure compliance with applicable Federal, State, and local laws – FMLA policy, driving, drug and alcohol, electronic communications, and new health program mandates.
- Conduct a record destruction in accordance with the Record Management Program and approved by the Record Management Committee.
- Coordinate with each department to implement the revised records management retention schedule and hold more staff training events.

- Continue to process open record requests with all departments and research ways to make information more readily available to the public using a newly revised City website and MuniDocs.
- Continue the implementation of the Contract Management Program.
- Maintain the Leon Valley City Code of Ordinances through bi-annual Supplements.
- Oversee legal requirements for all City elections, promoting communications to keep voters informed and coordinating joint elections with Bexar County Elections Department.
- Continue training in the Texas Municipal Clerks Certification Program for recertification (City Secretary).

**FY 2023 CITY MANAGER & COUNCIL**

*Includes one (1) Mayor, five (5) City Council Members, one (1) City Manager, one (1) City Secretary, one (1) HR Director, one (1) Executive Assistant to the City Manager, and one (1) Receptionist. For a total of 11 staff and Council Members.*

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**100-5300-520.01** **INACTIVE ACCOUNT** **\$0**

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**100-5300-520.02 Operating Supplies** **\$30,640**

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General Supplies:

Estimated at \$250 per month for a total of \$3,840 for the year. Includes: Binders, staples, dividers, file folders, flip charts, sheet protectors, & miscellaneous other office supplies;

Printer color toners for 6 desktop printers \$4,000;

2 New computers - \$3,000 (one for city secretary and another for human resources office);

Council Meeting supplies including: Council nametags, business cards \$50 per standard order, thank you cards \$800/year;

Flags – American, Texas, City, LVFD, Library: For all City buildings to include City Hall, LVFD, Library, Veteran’s Park for a total of \$3,500;

Letterhead/envelopes \$250/year;

Admin share of coffee, copy paper, green bar paper, some toner for the copier \$1,000/year;

Constant Contact \$600 per year for up to 500 email contacts with unlimited messaging at \$50 per month, includes archive library, and extended memory library [required to use graphics]  
Note: If prepay using credit card, can realize significant savings of 40% on services; and

Logo shirts for Mayor, City Council and Admin staff – 2 each annually at \$50 each for a total of \$1,100. (Receptionist’s shirts to come from Court Budget per Court Supervisor);

ACA Reporting Forms \$1,500

Special City Council Activities:

Meals or snacks for City Council Meetings, 24 regular meetings at \$120 each = \$2,880;

Town Hall Meetings (\$200 per Town Hall Meeting for food, beverages, snacks plus \$150 for miscellaneous supplies per Town Hall Meeting plus \$1300 for Town Hall Meeting Postcards x 2 Town Hall Meetings) for a total of \$1,650 for one Town Hall Meeting;

Volunteer Appreciation Dinner for all volunteers including catered dinner, decorations, music, gifts, door prizes & other miscellaneous items including Police Reserve Officers \$5,000 for 125 persons;



Christmas \$3,000;

Coffee w/the Mayor & Council (Quarterly) @ \$150 each totaling \$600.00; and

Holiday Decorations for City Hall \$1,000;

Employee training:

\$500 for FY2017 Program from Human Resources;

\$1000 Health Fair; and

\$400 for quarterly PIA, TOMA, and Records training from the Office of the City Secretary

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**100-5300-520.03 Repairs & Maintenance (Internal) \$4,500**

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Projector/Computer Repairs to equipment in City Council Chambers; for desktop computer, for sound system, for panel repairs, projector replacement lamps - \$2,000; and

Fire Safety Repairs to City Hall/Police Department - \$2,500

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**100-5300-520.04 INACTIVE ACCOUNT \$0**

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**100-5300-520.05 Employee Award Program \$3,300**

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Tenure Award Pins \$1,800

Employee Appreciation \$3,000

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**100-5300-520.06 Quality of Life Programs \$0**

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None

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**100-5300-530.01 Professional Services \$29,142**

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City Attorney - Non-Retainer Requests & Projects \$10,000;

TML-IRP - If City is sued, \$20,000 payment due;

Language USA - Spanish Translator for Elections-related Work \$1,250;

David K. Young – City Cafeteria Plan \$396 per year (6 employees);

EAP for 4 Employees \$252 (6 employees) per year;

DPS Agency 405 est. \$4/Month - \$96 per year;

Records Destruction - \$1,400 per year;

Safesite Record Storage – \$400 per month or \$4,800 per year;

COBRA Monthly Charge of \$100 per month or \$1,200 per year;

DotGov Program (Domain) \$400

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**100-5300-530.02 Contractual Services**

**\$214,920**

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**Elections:**

Contract with Bexar County Elections Department for November 01, 2023 General, Special Recall and Special Charter Amendment Elections \$16,000; and Contract with Bexar County Elections Department for May 06, 2023 General and possible Special Election \$12,000

**Miscellaneous:**

City Attorney: \$60,000 per year

Municipal Court Prosecutor: \$45,000 per year

Techlead - Technical Support: \$41,924 per year;

Town Hall Facilitator: \$850 for one (1) Town Hall Meeting

Social Security Contract: \$35 per year;

Bonds for City Manager, City Secretary, Mayor and 5 Council members \$2,500 per year;

ACA Reporting Forms \$1,500 per year;

**Software:**

Municode – Minutes & Agendas, Board Management, Email Notification - \$7,400 per year;

Municode – Custom Website (includes project directory, annual hosting, maintenance, and customer support - \$3,000 per year;

Municode Code of Ordinances - \$1196;

MuniDocs - \$350 per year;

JustFOIA - \$5,692.50 per year;

Archive Social \$2,638 per year;

Incode fees \$1,300 per year;

Rave Mobile Safety \$7,700 per year;

Ninja RMM \$422.50 per year;

Shi Government Solutions \$1,722 per year

**Office-Equipment Fees:**

Canon Solutions America for large copier/scanner in the workroom for \$785 per year;

Postage/Mailing Equipment/Scale/Maintenance Pitney-Bowes \$1,966 per year;

TCM (HR scanning) \$2,700 per year;

Sharp MX-5070 Maintenance Agreement (estimated) \$800 per year;

Turning Technologies Clickers \$500 per year.

**Building Maintenance:**

Fire Inspection of City Hall Extinguishers \$455 per year;

Sprinkler System Inspection \$355 per year; Fire Alarm Control Systems, Inc. \$330 per year;

Orkin Pest Control \$1,230 per year (includes City Hall, LVPD and LVFD);

Cleaning Services for City Hall & Police Department \$26,500 per year (includes City Hall, LVPD and Library);

Gleam Team - Interior and Exterior window cleaning at City Hall/Police Department; and Pressure Washing of the entire exterior of the building - \$3,400 per year;

Culligan Drinking Water Service \$50 per month/\$600 per year.

**100-5300-530.03 Utilities-Telephones**

**\$80,000**

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Wireless cellular service for Mayor, City Manager, City Secretary, \$600 per year;

AT&T - Long Distance - \$180 per year;

AT&T – Internet for City Hall and Police Department - \$2,388 per year;

AT&T Cable boxes and upgrade for City Hall/Police Department televisions - \$300 per year;

Wireless Data for City Manager & City Council iPads \$2,532 per year.

AltaWorks, LLC \$14,400 per year

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**100-5300-530.04 Utilities-Gas, Water & Electric** **\$280,000**

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Electric \$14,500 per year; and Water \$3,000 per year

**100-5300-530.05 Printing** **\$45,000**

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PAR Forms \$600 per year;

Letterhead stationery & City-logo envelopes \$500 per year;

Pads and notecards for the mayor \$250 per quarter or \$1,000 for the year;

Lion's Roar Election or other inserts \$1,200 per year;

One mail-out per year \$3,400;

Printing for 1 large (Special Election \$9,000 (Printing was \$6,000 and postage was \$3,000));

Postcards for Public Hearing (Special Election) \$800 per year;

Lion's Roar \$35,000 per year

**100-5300-530.06 Advertising** **\$9,150**

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Publication of ordinances - approximately \$55 each and estimating 10 per year at \$550 annually;

Job postings - ads estimate \$500 each and estimating 10 per year at \$5,500;

Elections- flyers/postcards, mailings \$3,000 per mailing (estimated)

Express-News City-Wide Garage Sale Notice \$100 per year

**100-5300-530.07 Repairs & Maintenance (External)** **\$0**

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None anticipated

**100-5300-530.08 Equipment Rental** **\$0**

---

None anticipated

**100-5300-530.09 Travel** **\$35,000**

---

**Mayor \$5,375/year, total estimated, as follows:**

GBCC Meetings \$75/year;

Chamber of Commerce/AACOG/TML Regular Meetings \$500/year;

TML Annual Conference - \$1,200/year;

Mayor/Council ICSC - \$3,000/year;

Legislative Update - \$600/year

**5 Council Members at \$2,400 to attend TML or other approved City Council travel, as follows:**

Council Member Place 1, \$2,400 to attend TML or other approved City Council travel;

Council Member Place 2, \$2,400 to attend TML or other approved City Council travel;

Council Member Place 3, \$2,400 to attend TML or other approved City Council travel;

Council Member Place 4, \$2,400 to attend TML or other approved City Council travel;

Council Member Place 5, \$2,400 to attend TML or other approved City Council travel.

**Total travel expenditure allotment: \$14,400 for 5 City Council Members.**

**New City Council Member Orientation:**

\$2,400 (2-3 persons traveling) estimated at \$800 per Council Member attending.

Administrative Office:

**City Manager: \$10,000/year, total estimated, as follows:**

Texas City Manager Association Meetings;

Annual TML Conference;

NW San Antonio Area Chamber of Commerce

**HR Director: \$3,200/year, total estimated, as follows:**

HR Director \$1,500 to attend TMHRA Conference;

PHR Certification \$1,700

**City Secretary: \$2,850/year, total estimated, as follows:**

\$1,500 to attend TMCCP Election Law School;

City Secretary \$1200 (estimate) to attend TMCA Seminar(s);

City Secretary Alamo Chapter, TMCA Meetings - \$150 per year

**Executive Assistant to the City Manager:**

Training \$1,000

**Receptionist:**

Training - \$800

**IT Specialist:**

Training - \$800

**100-5300-530.10 Memberships, Dues & Licenses**

**\$10,709**

---

**City – Total \$6,828**

AACOG \$845;

City - Chamber \$150;

City - TML \$2,620;

City - Sam's Club \$35;

Mayor - \$1,589

ICSC \$100;

National League of Cities \$1,489

Administrative Office:

**City Manager: - Total - \$2,730**

Texas City Managers Association (TMCA) Annual Dues - \$450

Texas City Managers Association (TMCA) Region 8 Dues - \$35

Junior League - City Manager \$250

TML – City Manager \$495;

ICMA – City Manager \$1,500;

**City Secretary: - Total - \$484**

Alamo Chapter, TCMA Dues - \$45

Texas Municipal Clerks Association (TMCA) - \$100

International Institute Municipal Clerks (IIMC) - \$170

Texas Association of Municipal Information Officers (TAMIO)- \$80

National Association of Government Archives & Records

Archives (NAGARA) - \$89

**HR Director: - Total - \$304**

Texas Municipal Clerks Human Resource Association (TMHRA) - HR Director \$75;

SHRM Membership \$229

**IT Specialist: - Total - \$363**

Splashnot - \$188

IT Membership - \$175

**100-5300-530.11 Subscriptions & Publications**

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**\$1,795**

Law and Procedure & Election Manual Updates \$200/year;  
HR Employment Law Updates \$350/year;  
Texas State Directory \$75/year;  
Texas Local Government Code \$100;  
Microsoft 365 Renewal each Council Member, City Secretary, City Manager laptop at \$109 each  
totaling \$1,090

**Total Estimated (minus personnel budget) is \$529,450.92**



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** City Secretary

**DEPARTMENT:** Administrative Office

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** June 16, 2021

**JOB SUMMARY:**

Under general administrative direction of the City Manager, serves as the administrative secretary to the Mayor, City Manager, City Council and other city officials, serves as custodian of official records for the City; administers all City elections; coordinates public meetings of staff, the City Council and other city groups; attend and record proceedings of official meetings of City Council; performs related works as assigned.

**ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Provides administrative support for the Mayor, City Manager, and City Council;

Post notices of City Council meetings as required by the Texas Open Meetings Act, Chapter 551, Government Code;

Prepare preserve and track the actions and records of the City Council, including ordinances, resolutions, minutes, proclamations, contracts, and deeds;

Insure that all ordinances are published when necessary and codified in a timely manner;

Maintains the official City Seal;

Attends all meetings of the City Council, and of other official meetings as assigned, serving as the recording secretary of all meeting proceedings;

Publishes all required legal notices in the official newspaper of the City within the legally required time limits;

Receives, on behalf of the City, petitions, initiatives, referendums, recall proceedings, and applications for office, and verifies all applications and petitions;

Assists in the management and preparation of the budget for the Council and Manager Department;

Attest to and number, date and effect changes in official documents authorized by Council actions;



Serves as the liaison between the Council and all city boards, commission and committees by managing applications, posting their agendas and providing council with their minutes. Not responsible for constructing their agenda or minutes.

Administer oaths of office;

Answer inquiries from public and city officials regarding ordinances and status of City Council communications;

Serves as the Elections Administrator for all City of Leon Valley general and special elections;

Has custodial authority of all City records, directing their maintenance and disposition in accordance with records retention schedules filed with the Texas State Library and in accordance with the Texas Open Records Act, Chapter 552 and serves as the City's authority for releasing records in accordance with the procedures set forth in the Act;

Serves as a member of the City's EOC for exercises, planning, and upon EOC activation to provide the public with essential information;

Attests to City documents and permits for alcoholic beverages licenses under the TABC licensing requirements;

Working knowledge of the: Texas Election Code, Texas Local Government Code, Texas Open Meetings Act and Texas Open Information Act;

Interacts with public and agencies by answering and resolving complaints; attending conferences and seminars; and attending meetings with department heads and agencies;

Plan and provide resource estimates for multiple projects as related to the administrative offices;

Prepares the administration of the departmental annual budget to include monthly billings preparations, weekly accounts payable, and post budget expenditures;

Must be able to read, comprehend and interpret for others City codes and documents;

Effectively represent the City to the business community, residents other governmental entities, and the media;

Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures from the City Council and City Manager;

Effectively communicate with elected and appointed officials, supervisors, subordinates, peers, business representatives, the general public, and the media in person, in writing, and by telephone;

May have to design and produce various media products to publicize City events for community-wide distribution;

Sit for extended periods of time writing reports, correspondence, ordinances and compiling statistical data on computers;

Read and analyze difficult source documents and plans;

Use tact, diplomacy and discretion as required;

Read, write, and converse fluently in English;

Work a flexible schedule, to include evenings hours, weekends, and holidays;

Must have the ability to attend work regularly and predictably;

Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace; and

Read, write and understand written instructions, reports, documents, plans and maps;

Must possess a working knowledge of general office equipment, procedures, and operations;

Must not pose a threat to the health and safety of self or others;

Must be able to work closely with others as part of a team;

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Must be able to use, telephone, copier, calendar, and; in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point. Working knowledge of the City's financial management software, InCode

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather.

| C<br>Continuously                  | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never |
|------------------------------------|-----------------|-------------------|-------------|------------|
| <b>-Health and Safety Factors-</b> |                 |                   |             |            |
| Mechanical Hazards                 |                 |                   |             | N          |
| Chemical Hazards                   |                 |                   |             | N          |
| Electrical Hazards                 |                 |                   |             | N          |
| Fire Hazards                       |                 |                   |             | N          |
| Explosives                         |                 |                   |             | N          |
| Communicable Diseases              |                 |                   |             | N          |
| Physical Danger or Abuse           |                 |                   |             | R          |
| Inclement Weather                  |                 |                   |             | R          |

| D<br>Daily                     | W<br>Several<br>Times Per<br>Week | M<br>Several<br>Times Per<br>Month | S<br>Seasonally | N<br>Never |
|--------------------------------|-----------------------------------|------------------------------------|-----------------|------------|
| <b>-Environmental Factors-</b> |                                   |                                    |                 |            |
| Respiratory Hazards            |                                   |                                    |                 | N          |
| Extreme Temperatures           |                                   |                                    |                 | N          |
| Noise and Vibration            |                                   |                                    |                 | N          |
| Wetness/Humidity               |                                   |                                    |                 | M          |
| Physical Hazards               |                                   |                                    |                 | M          |

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to lift and carry a minimum of 20 pounds; climb, kneel, squat, stoop and bend freely. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

| -Physical strength for this position is indicated below with "X"-                               |   |  |   |   |  |
|---|---|--|---|---|--|
| Sedentary   | X | Light  | Medium  | Heavy   | Very Heavy   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. |   | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

Must be able to sit or stand for extended periods of time while performing various tasks.

| C<br>Constantly<br>2/3 or more of the time. | F<br>Frequently<br>From 1/3 to 2/3 of the time. | O<br>Occasionally<br>Up to 1/3 of the time. | R<br>Rarely<br>Less than 1 hour per week. | N<br>Never<br>Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

| -Physical Demand- | -Frequency- | -Brief Description-                                |
|-------------------|-------------|--|
| Standing          | O           | Site visits and communicating with co-workers      |
| Sitting           | C           | at desk  |
| Walking           | O           | around office environment                          |
| Lifting           | O           | office, supplies                                   |
| Carrying          | O           | office supplies                                    |
| Pushing/Pulling   | F           | office supplies, office chair file cabinet drawers |
| Reaching          | O           | for supplies                                       |
| Fine Dexterity    | F           | While working on computer                          |
| Kneeling          | O           | retrieving items from lower shelves/ground         |
| Crouching         | O           | retrieving items from lower shelves/ground         |
| Crawling          | N           |  |
| Bending           | O           | retrieving items from lower shelves/ground         |
| Twisting          | O           | getting inside vehicle, getting office supplies    |
| Climbing          | O           | stairs   |
| Balancing         | R           | While performing everyday task                     |
| Vision            | C           | Viewing computer screen, maps documents            |
| Hearing           | C           | listening coworkers, residence                     |

|                                    |   |   |
|------------------------------------|---|---|
| Talking                            | C | communicating with co-workers and public and on telephone |
| Foot Controls                      | R | While driving City automobile                             |
| Other<br>(specified if applicable) |   |   |

## **JOB REQUIREMENTS:**

| -Description of Minimum Job Requirements- |   |
|---|---|
| Formal Education                          | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent years of experience.  |
| Experience                                | Over five years up to and including ten years.  |
| Supervision                               | Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.   |
| Human Collaboration Skills                | Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.   |
| Freedom to Act                            | Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.  |
| Technical Skills                          | Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.  |
| Fiscal Responsibility                     | Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.  |
| Reading                                   | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Math                                      | Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Writing                                   | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Certification & Other Requirements        | Valid Texas Motor Vehicle License with the ability to remain eligible to drive under the City's driver evaluation program. Must receive certification as "City Secretary" by the Texas Municipal Clerks Certification Program within four years of appointment date; Must hold and maintain a current Texas voter registration card; Must be a Texas Notary Public. Must be bondable under City's public employee and fidelity bond coverage. |

**PRIMARY WORK LOCATION**

|                                |   |                                      |  |
|--------------------------------|---|--------------------------------------|--|
| Office Environment             | X | Vehicle                              |  |
| Warehouse                      |   | Outdoors                             |  |
| Shop                           |   | Other (See<br>Environmental Factors) |  |
| Recreation/Neighborhood Center |   |                                      |  |

# Certificate of Completion

THE TEXAS MUNICIPAL CLERKS  
CERTIFICATION PROGRAM

AT THE  
UNIVERSITY OF NORTH TEXAS

PRESENTS

Sandra Passailaigue



with this certificate for successfully completing the  
Texas Alcoholic Beverage Commission Webinar  
2 Hours

A handwritten signature in purple ink that reads "Amy Holt".

Amy C. Holt, PhD

**Education Director**





**TEXAS ALCOHOLIC  
BEVERAGE COMMISSION**  
*Texans Helping Businesses & Protecting Communities*

Document  
reference ID  
: 25631

# Licensing Application Summary

You must review your application and confirm that the information displayed here is correct. Select **Review and Confirm** to continue and make the payment. If the information is not correct, select **Next** to return to the application, edit the data as needed and finalize the submission. If you need to store the application packet for your records, select **Download**.

**Application ID:** 25631

**Applicant  
Name:** Sergio Lira

**License Type  
applied for:** Mixed Beverage Permit  
(MB)

**Applicant Information**

**Legal First Name:** Sergio

**Legal Middle Name:** Aaron

**Legal Last Name:** Lira

**Address:** 8718 Pavilion Pl, San Antonio, TX, 78250

**Email Address:** Amigacafe2018@gmail.com

**Phone Number:** 210-381-4196

**Business Structure:** Sole proprietorship

**FEIN/SSN Number:**

**Historically Underutilized Business:** No

**Veteran-owned business:** No

**Secretary of State Filing Number:** N/A

**Date Filed:** N/A

**Filing State:** N/A



## Principal Parties

| Principal Parent Entity | Principal Party | Role  | %Ownership |
|-------------------------|-----------------|-------|------------|
| Sergio Lira             | Sergio Lira     | Owner | 100        |

## Location Address

**Address:** 5309 Wurzbach Rd, STE 115, Leon Valley, TX, United States 78238

**Business/Trade Name:** Amiga Cafe

## Property Ownership

| Property Type | Property Ownership Type | Entity Name |
|---------------|-------------------------|-------------|
| Building      | Lessor                  | Sergio Lira |



**TEXAS ALCOHOLIC  
BEVERAGE COMMISSION**

*Texans Helping Businesses & Protecting Communities*

**CERTIFICATE OF CITY  
SECRETARY FOR: (MB, BG  
& BE)**

Section 11.37 & 61.37

Not later than the 30th day after the date a prospective applicant for a license or permit requests certification, the city secretary or clerk shall certify whether the location or address given in the request is in a wet area and whether the sale of alcoholic beverages for which the license or permit is sought is prohibited by ordinance.

I hereby certify on this 18<sup>th</sup>  
day of January,  
2022, that the location for  
which the license/permit is sought is  
inside the boundaries of this city or town,  
in a "wet" area for such license/permit,  
and not prohibited by charter or ordinance  
in reference to the sale of such alcoholic  
beverages.

- MB** Mixed Beverage Permit
  
- MB/FB** Mixed Beverage Restaurant  
**(RM)** Permit with Food and  
Beverage Certificate  
(MB must also hold a Food  
and Beverage Certificate)
  
- BG/FB** Wine and Beer Retailer's  
Permit with Food and

Beverage Certificate  
(BG must also hold a Food  
and Beverage Certificate)

**BG** Wine and Beer Retailer's  
Permit - **Election for given  
location was held for:**

legal sale of beer/wine  
(17%) on-premise **AFTER**  
Sept. 1, 1999

legal sale of beer/wine  
(14%) on-premise **BEFORE**  
Sept. 1, 1999

**BE** Beer Retail Dealer's On-  
Premise License

**OR**

I hereby refuse on this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_ to certify this location.

SIGN HERE

*Shandra Rosalva*  
City Secretary/Clerk

*Leon Valley*  
City

, TEXAS

**SEAL**





**TEXAS ALCOHOLIC  
BEVERAGE COMMISSION**  
*Texans Helping Businesses & Protecting Communities*

**CERTIFICATE OF COUNTY  
CLERK FOR: (MB, BG &  
BE)**

Section 11.37 & 61.37

Not later than the 30th day after the date a prospective applicant for a license or permit requests certification, the city secretary or clerk shall certify whether the location or address given in the request is in a wet area and whether the sale of alcoholic beverages for which the license or permit is sought is prohibited by ordinance.

I hereby certify on this 13<sup>th</sup>  
day of January,  
2022, that the location for  
which the license/permit is sought is in a  
"wet" and is not prohibited by any valid  
order of the Commissioner's Court.

- MB** Mixed Beverage Permit
- MB/FB** Mixed Beverage Restaurant  
Permit with Required Food  
and Beverage Certificate
- BG/FB** Wine and Beer Retailer's  
Permit with Required Food

and Beverage Certificate

**BG** Wine and Beer Retailer's  
Permit - **Election for given  
location was held for:**

legal sale of beer/wine  
(17%) on-premise **AFTER**  
Sept. 1, 1999

legal sale of beer/wine  
(14%) on-premise **BEFORE**  
Sept. 1, 1999

**BE** Beer Retail Dealer's On-  
Premise License

**OR**

I hereby refuse on this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_ to certify this location.

SIGN HERE

*Lucy Adame Clark*  
County Clerk

By: *Sarah Quegers*

*Bexar*  
County

**SEAL**





**TEXAS ALCOHOLIC  
BEVERAGE COMMISSION**  
*Texans Helping Businesses & Protecting Communities*

**COMPTROLLER OF PUBLIC  
ACCOUNTS CERTIFICATES**

I hereby certify on this 29  
day of DECEMBER,  
2021, the applicant holds or  
has applied for and satisfies all legal  
requirements for the issuance of a Sales  
Tax Permit under the Limited Sales, Excise  
and Use Tax Act or the applicant as of this  
date is not required to hold a Sales Tax  
Permit.


Sales Tax Permit Number 32062012052

Outlet Number 00003

Print Name of Comptroller Employee EDNA SIERRA

Print Title of Comptroller Employee ENFORCEMENT OFFICER

SIGN HERE

  
Comptroller Representative

SAN ANTONIO  
City

, TEXAS

**SEAL**



**TEXAS ALCOHOLIC  
BEVERAGE COMMISSION**  
*Texans Helping Businesses & Protecting Communities*

## PUBLISHER'S AFFIDAVIT

|   |  |
|---|--|
| Name of newspaper   |  |
| City, County  |  |
| Dates notice published in daily/weekly newspaper (MM/DD/YYYY)   |  |
| <i>Publisher or designee certifies attached notice was published in newspaper stated on dates shown</i> |  |
| Signature of publisher or designee  |  |
| Sworn to and subscribed before me on this date  |  |
| Signature of Notary Public  |  |
| <b>S E A L</b>  |  |
| <b>ATTACH PRINTED COPY OF THE NOTICE</b>  |  |





**LUCY ADAME-CLARK**

BEXAR COUNTY CLERK

100 Dolorosa, Suite 104  
San Antonio, TX 78205

(210) 335-2216  
Mon - Fri 8am - 5pm

Visit our website at:  
[www.Bexar.org](http://www.Bexar.org)

**Receipt Number:** 20220113000909

**Status:** ORIGINAL COPY

| Description | Document Type | Document # | Book/Volume/Part | Pages | G./S./B./L./A. | Amount |
|-------------|---------------|------------|------------------|-------|----------------|--------|
| TABC        |               |            |                  | 1     |                | \$1.00 |

**Total Documents : 1**

**Total: \$1.00**

| Payment Method | Payment # | Authorization | Amount |
|----------------|-----------|---------------|--------|
| Cash           |           |               | \$5.00 |

**Tender Subtotal:**

**Total Payments: \$5.00**

Cash: \$5.00

Change Due: \$-4.00

Client Name: SERGIO LIRA

Date: 01/13/2022 | 04:45PM  
Clerk: Curt B

## Division 2. License and Permit Fees<sup>\*</sup>

### Sec. 4.03.031 Package stores and wine and beer retailers

A permit fee equal in amount to exactly one-half of that levied by the state is hereby levied upon all package stores and upon all wine and beer retailers located within the limits of the city. The permit fee shall be levied pursuant to the provisions of the Alcoholic Beverage Code, 11.01, 11.31, 11.38, Vernon's Texas Codes Annotated (V.T.C.A.). (This section does not apply to wine and beer retailer's permits, except those for railway cars or excursion boats, or to wine and beer retailer's off-premises permits.) (1972 Code, sec. 13.101; 2008 Code, sec. 4.03.031)

### Sec. 4.03.032 Mixed beverage on-premises permit

An annual permit renewal fee equal in an amount of exactly one-half of that levied by the state is hereby levied upon all mixed beverage permits (which includes the sale of wine, beer, ale, and malt liquor for consumption on the licensed premises) after the three-year period following the issuance of the permit. This fee is levied pursuant to the provisions of the Alcoholic Beverage Code, 11.38, 28.01 and 28.02, V.T.C.A. (1972 Code, sec. 13.102; 2008 Code, sec. 4.03.032)

### Sec. 4.03.033 Manufacture, distribution or sale of beer

A license fee and annual license renewal fee in the amount of exactly one-half of that levied by the state is hereby levied upon all licensed by the state to manufacture, distribute or sell beer (except a temporary or agent's beer license) within the city. These fees are levied pursuant to the provisions of the Alcoholic Beverage Code, 61.31, 61.36, V.T.C.A. (1972 Code, sec. 13.103; 2008 Code, sec. 4.03.033)

### Sec. 4.03.034 Place and time of payment

All original permit fees and license fees shall be paid to the development department at city hall. All renewal fees shall be due to the development department at city hall on or before the expiration of the anniversary date of issuance. (1972 Code, sec. 13.104; 2008 Code, sec. 4.03.034)

### Sec. 4.03.035 Other fees and taxes

The city shall not levy or collect any other fees or taxes from the above except general ad valorem taxes, the hotel occupancy tax levied under chapter 63, Acts of the 59th Legislature, Regular Session, 1965, as amended (V.T.C.A., Tax Code, ch. 351), and the local sales and use tax levied under the Municipal Sales and Use Tax Act (title 3 of the Tax Code). (1972 Code, sec. 13.201; 2008 Code, sec. 4.03.035)

### Sec. 4.03.036 Failure to pay fee

It shall be an offense of this article to sell an alcoholic beverage without having first paid the permit fee or license fee set out above. (1972 Code, sec. 13.301; 2008 Code, sec. 4.03.036)

RHM-

1-18-2022.



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** City Secretary

**DEPARTMENT:** Administrative Office

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** June 16, 2021

### **JOB SUMMARY:**

Under general administrative direction of the City Manager, serves as the administrative secretary to the Mayor, City Manager, City Council and other city officials, serves as custodian of official records for the City; administers all City elections; coordinates public meetings of staff, the City Council and other city groups; attend and record proceedings of official meetings of City Council; performs related works as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.*

Provides administrative support for the Mayor, City Manager, and City Council;

Post notices of City Council meetings as required by the Texas Open Meetings Act, Chapter 551, Government Code;

Prepare preserve and track the actions and records of the City Council, including ordinances, resolutions, minutes, proclamations, contracts, and deeds;

Insure that all ordinances are published when necessary and codified in a timely manner;

Maintains the official City Seal;

Attends all meetings of the City Council, and of other official meetings as assigned, serving as the recording secretary of all meeting proceedings;

Publishes all required legal notices in the official newspaper of the City within the legally required time limits;

Receives, on behalf of the City, petitions, initiatives, referendums, recall proceedings, and applications for office, and verifies all applications and petitions;

Assists in the management and preparation of the budget for the Council and Manager Department;

Attest to and number, date and effect changes in official documents authorized by Council actions;

Serves as the liaison between the Council and all city boards, commission and committees by managing applications, posting their agendas and providing council with their minutes. Not responsible for constructing their agenda or minutes.

Administer oaths of office;

Answer inquiries from public and city officials regarding ordinances and status of City Council communications;

Serves as the Elections Administrator for all City of Leon Valley general and special elections;

Has custodial authority of all City records, directing their maintenance and disposition in accordance with records retention schedules filed with the Texas State Library and in accordance with the Texas Open Records Act, Chapter 552 and serves as the City's authority for releasing records in accordance with the procedures set forth in the Act;

Serves as a member of the City's EOC for exercises, planning, and upon EOC activation to provide the public with essential information;

Attests to City documents and permits for alcoholic beverages licenses under the TABC licensing requirements;

Working knowledge of the: Texas Election Code, Texas Local Government Code, Texas Open Meetings Act and Texas Open Information Act;

Interacts with public and agencies by answering and resolving complaints; attending conferences and seminars; and attending meetings with department heads and agencies;

Plan and provide resource estimates for multiple projects as related to the administrative offices;

Prepares the administration of the departmental annual budget to include monthly billings preparations, weekly accounts payable, and post budget expenditures;

Must be able to read, comprehend and interpret for others City codes and documents;

Effectively represent the City to the business community, residents other governmental entities, and the media;

Ensure that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures from the City Council and City Manager;

Effectively communicate with elected and appointed officials, supervisors, subordinates, peers, business representatives, the general public, and the media in person, in writing, and by telephone;

May have to design and produce various media products to publicize City events for community-wide distribution;

Sit for extended periods of time writing reports, correspondence, ordinances and compiling statistical data on computers;

Read and analyze difficult source documents and plans;

Use tact, diplomacy and discretion as required;

Read, write, and converse fluently in English;

Work a flexible schedule, to include evenings hours, weekends, and holidays;

Must have the ability to attend work regularly and predictably;

Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace; and

Read, write and understand written instructions, reports, documents, plans and maps;

Must possess a working knowledge of general office equipment, procedures, and operations;

Must not pose a threat to the health and safety of self or others;

Must be able to work closely with others as part of a team;

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Must be able to use, telephone, copier, calendar, and; in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point. Working knowledge of the City's financial management software, InCode

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather.

| C<br>Continuously                  | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never |
|------------------------------------|-----------------|-------------------|-------------|------------|
| <b>-Health and Safety Factors-</b> |                 |                   |             |            |
| Mechanical Hazards                 |                 |                   |             | N          |
| Chemical Hazards                   |                 |                   |             | N          |
| Electrical Hazards                 |                 |                   |             | N          |
| Fire Hazards                       |                 |                   |             | N          |
| Explosives                         |                 |                   |             | N          |
| Communicable Diseases              |                 |                   |             | N          |
| Physical Danger or Abuse           |                 |                   |             | R          |
| Inclement Weather                  |                 |                   |             | R          |

| D<br>Daily                     | W<br>Several<br>Times Per<br>Week | M<br>Several<br>Times Per<br>Month | S<br>Seasonally | N<br>Never |
|--------------------------------|-----------------------------------|------------------------------------|-----------------|------------|
| <b>-Environmental Factors-</b> |                                   |                                    |                 |            |
| Respiratory Hazards            |                                   |                                    |                 | N          |
| Extreme Temperatures           |                                   |                                    |                 | N          |
| Noise and Vibration            |                                   |                                    |                 | N          |
| Wetness/Humidity               |                                   |                                    |                 | M          |
| Physical Hazards               |                                   |                                    |                 | M          |

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to lift and carry a minimum of 20 pounds; climb, kneel, squat, stoop and bend freely. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

| -Physical strength for this position is indicated below with "X"-                               |   |  |   |   |  |
|---|---|--|---|---|--|
| Sedentary   | X | Light  | Medium  | Heavy   | Very Heavy   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. |   | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

Must be able to sit or stand for extended periods of time while performing various tasks.

| C<br>Constantly<br>2/3 or more of the time. | F<br>Frequently<br>From 1/3 to 2/3 of the time. | O<br>Occasionally<br>Up to 1/3 of the time. | R<br>Rarely<br>Less than 1 hour per week. | N<br>Never<br>Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

| -Physical Demand- | -Frequency- | -Brief Description-                                |
|-------------------|-------------|--|
| Standing          | O           | Site visits and communicating with co-workers      |
| Sitting           | C           | at desk  |
| Walking           | O           | around office environment                          |
| Lifting           | O           | office, supplies                                   |
| Carrying          | O           | office supplies                                    |
| Pushing/Pulling   | F           | office supplies, office chair file cabinet drawers |
| Reaching          | O           | for supplies                                       |
| Fine Dexterity    | F           | While working on computer                          |
| Kneeling          | O           | retrieving items from lower shelves/ground         |
| Crouching         | O           | retrieving items from lower shelves/ground         |
| Crawling          | N           |  |
| Bending           | O           | retrieving items from lower shelves/ground         |
| Twisting          | O           | getting inside vehicle, getting office supplies    |
| Climbing          | O           | stairs   |
| Balancing         | R           | While performing everyday task                     |
| Vision            | C           | Viewing computer screen, maps documents            |
| Hearing           | C           | listening coworkers, residence                     |

|                                    |   |   |
|------------------------------------|---|---|
| Talking                            | C | communicating with co-workers and public and on telephone |
| Foot Controls                      | R | While driving City automobile                             |
| Other<br>(specified if applicable) |   |   |

## **JOB REQUIREMENTS:**

| -Description of Minimum Job Requirements- |   |
|---|---|
| Formal Education                          | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent years of experience.  |
| Experience                                | Over five years up to and including ten years.  |
| Supervision                               | Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.   |
| Human Collaboration Skills                | Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.   |
| Freedom to Act                            | Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.  |
| Technical Skills                          | Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.  |
| Fiscal Responsibility                     | Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.  |
| Reading                                   | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Math                                      | Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Writing                                   | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.   |
| Certification & Other Requirements        | Valid Texas Motor Vehicle License with the ability to remain eligible to drive under the City's driver evaluation program. Must receive certification as "City Secretary" by the Texas Municipal Clerks Certification Program within four years of appointment date; Must hold and maintain a current Texas voter registration card; Must be a Texas Notary Public. Must be bondable under City's public employee and fidelity bond coverage. |

**PRIMARY WORK LOCATION**

|                                |   |                                      |  |
|--------------------------------|---|--------------------------------------|--|
| Office Environment             | X | Vehicle                              |  |
| Warehouse                      |   | Outdoors                             |  |
| Shop                           |   | Other (See<br>Environmental Factors) |  |
| Recreation/Neighborhood Center |   |                                      |  |



*Election Day*  
is May 6, 2023.

**Here is what is on your ballot:**

General Election for Council Place 1, 3, and 5

Special Election: "Whether the City of Leon Valley Crime Control and Prevention District should be continued for five (5) years and the crime control and prevention district sales tax should be continued for five (5) years."

A Special Election: "The Reauthorization of the Local Sales and Use Tax in the City of Leon Valley, TX at the Rate of One-Quarter (1/4) of One Percent (0.0025000) to Continue Providing Revenue for Maintenance and Repair of Municipal Streets. The Tax Expires On The Fourth Anniversary of the Date of this Election Unless the Imposition of the Tax is Reauthorized."



MORE ELECTION UPDATES AT [WWW.LEONVALLETYTEXAS.GOV](http://WWW.LEONVALLETYTEXAS.GOV)



# CITY- WIDE GARAGE Sale

**NEW DATE!!!**

Saturday, May 20, 2023 | 8 AM - 6 PM

**NO PERMIT REQUIRED**

Call the city secretary at 210-684-1301 ext. 216  
or Email [s.pass@leonvalleytexas.gov](mailto:s.pass@leonvalleytexas.gov) to get on the  
list of participants.

[www.leonvalleytexas.gov](http://www.leonvalleytexas.gov)

## 11. INNOVATIVE/STREAMLINE PROJECTS *CITY OF LEON VALLEY*

✓ **Streamlined Agendas/Minutes/Packets/Videos:** This document demonstrates how the Office of the City Secretary has all City Council and other boards/committees/commission agendas, minutes, meeting packets, and livestream video available in one location to assist the public in locating all of them in one place. Before, they were all found on different pages.

Agendas, Minutes, Meeting Packets, and Videos Found at <https://www.leonvalleytexas.gov/meetings>.

| Date                | Meeting Name   | Agenda | Minutes | Packet | Video | Action                       |
|---------------------|--|--------|---------|--------|-------|------------------------------|
| 02/07/2023 - 5:45pm | City Council Regular Meeting   |        |         |        |       | <a href="#">View Details</a> |
| 02/01/2023 - 5:30pm | Earthwise Living Committee - CANCELED  |        |         |        |       | <a href="#">View Details</a> |
| 01/30/2023 - 6:30pm | Economic and Community Development Advisory Committee                                |        |         |        |       | <a href="#">View Details</a> |
| 01/28/2023 - 9:00am | Annual Town Hall Meeting   |        |         |        |       | <a href="#">View Details</a> |
| 01/24/2023 - 6:30pm | Planning & Zoning Commission 1/24/2023   |        |         |        |       | <a href="#">View Details</a> |
| 01/17/2023 - 6:00pm | City Council Regular Meeting   |        |         |        |       | <a href="#">View Details</a> |
| 01/12/2023 - 6:30pm | Park Commission Meeting  |        |         |        |       | <a href="#">View Details</a> |
| 01/12/2023 - 5:30pm | Leon Valley Public Library Board of Trustees   |        |         |        |       | <a href="#">View Details</a> |
| 01/11/2023 - 5:30pm | Earthwise Living Committee   |        |         |        |       | <a href="#">View Details</a> |
| 01/11/2023 - 7:30am | Special City Council Meeting   |        |         |        |       | <a href="#">View Details</a> |
| 12/20/2022 - 6:00pm | City Council Regular Meeting   |        |         |        |       | <a href="#">View Details</a> |
| 12/14/2022 - 6:30pm | Planning & Zoning Commission Meeting   |        |         |        |       | <a href="#">View Details</a> |
| 12/14/2022 - 6:00pm | Bandera Road Groundwater Plume Superfund Site Community Advisory Group (CAG) Meeting |        |         |        |       | <a href="#">View Details</a> |
| 12/14/2022 - 5:30pm | Earthwise Living Committee Meeting   |        |         |        |       | <a href="#">View Details</a> |
| 12/08/2022 - 6:00pm | Park Commission Meeting - Cancelled  |        |         |        |       | <a href="#">View Details</a> |
| 12/06/2022 - 6:00pm | City Council Regular Meeting   |        |         |        |       | <a href="#">View Details</a> |
| 11/28/2022 - 6:00pm | Tree Advisory Board Meeting  |        |         |        |       | <a href="#">View Details</a> |
| 11/21/2022 - 7:30am | Special City Council Meeting   |        |         |        |       | <a href="#">View Details</a> |
| 11/16/2022 - 6:30pm | Planning & Zoning Commission Meeting   |        |         |        |       | <a href="#">View Details</a> |
| 11/15/2022 - 6:00pm | City Council Regular Meeting   |        |         |        |       | <a href="#">View Details</a> |
| 11/14/2022 - 6:00pm | Economic and Community Development Advisory Committee Meeting                        |        |         |        |       | <a href="#">View Details</a> |
| 11/10/2022 - 7:00pm | Park Commission Meeting  |        |         |        |       | <a href="#">View Details</a> |
| 11/10/2022 - 6:30pm | Library Board of Trustees Meeting  |        |         |        |       | <a href="#">View Details</a> |

| Date                | Meeting Title  | PDF | PDF | PDF | Video | Details                      |
|---------------------|--|-----|-----|-----|-------|------------------------------|
| 02/07/2023 - 5:45pm | City Council Regular Meeting   |     |     |     |       | <a href="#">View Details</a> |
| 02/01/2023 - 5:30pm | Earthwise Living Committee - CANCELED  |     |     |     |       | <a href="#">View Details</a> |
| 01/30/2023 - 6:30pm | Economic and Community Development Advisory Committee                                |     |     |     |       | <a href="#">View Details</a> |
| 01/28/2023 - 9:00am | Annual Town Hall Meeting   |     |     |     |       | <a href="#">View Details</a> |
| 01/24/2023 - 6:30pm | Planning & Zoning Commission 1/24/2023   |     |     |     |       | <a href="#">View Details</a> |
| 01/17/2023 - 6:00pm | City Council Regular Meeting   |     |     |     |       | <a href="#">View Details</a> |
| 01/12/2023 - 6:30pm | Park Commission Meeting  |     |     |     |       | <a href="#">View Details</a> |
| 01/12/2023 - 5:30pm | Leon Valley Public Library Board of Trustees   |     |     |     |       | <a href="#">View Details</a> |
| 01/11/2023 - 5:30pm | Earthwise Living Committee   |     |     |     |       | <a href="#">View Details</a> |
| 01/11/2023 - 7:30am | Special City Council Meeting   |     |     |     |       | <a href="#">View Details</a> |
| 12/20/2022 - 6:00pm | City Council Regular Meeting   |     |     |     |       | <a href="#">View Details</a> |
| 12/14/2022 - 6:30pm | Planning & Zoning Commission Meeting   |     |     |     |       | <a href="#">View Details</a> |
| 12/14/2022 - 6:00pm | Bandera Road Groundwater Plume Superfund Site Community Advisory Group (CAG) Meeting |     |     |     |       | <a href="#">View Details</a> |
| 12/14/2022 - 5:30pm | Earthwise Living Committee Meeting   |     |     |     |       | <a href="#">View Details</a> |
| 12/08/2022 - 6:00pm | Park Commission Meeting - Cancelled  |     |     |     |       | <a href="#">View Details</a> |
| 12/06/2022 - 6:00pm | City Council Regular Meeting   |     |     |     |       | <a href="#">View Details</a> |
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| 11/10/2022 - 7:00pm | Park Commission Meeting  |     |     |     |       | <a href="#">View Details</a> |
| 11/10/2022 - 6:30pm | Library Board of Trustees Meeting  |     |     |     |       | <a href="#">View Details</a> |

12. ESTABLISH DEPARTMENTAL TRAINING FOR EMPLOYEES  
ON ONE OR MORE OF THE CORE AREAS OF  
RESPONSIBILITIES OF THE MUNICIPAL CLERKS OFFICE.  
*CITY OF LEON VALLEY*

✓ **Training for Employees:** The Office of the City Secretary provides one-on-one training for all staff on the following: JustFOIA, Municode Minutes and Agendas, and Municode Code of Ordinances.

✓ **Quarterly Training:** The Office of the City Secretary's holds quarterly training for all newly appointed board/committee/commission members and liaisons to include Public Information Act, Open Meetings Act, and minute taking. We also include any new staff at this quarterly training. During this training, we all watch the Texas Attorney General videos on the big screen in Council Chambers followed by a Questions & Answer Session. Certificates of Completion are issued out of the Office of the City Secretary to all attendees.