



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, January 16, 2024 at 6:00 PM

AGENDA

The City of Leon Valley City Council Shall Hold an In-Person Meeting with A Quorum of Members of City Council to Be Physically Present in The Leon Valley City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238. Some Members of City Council May Appear and Participate in The Meeting by Videoconference Pursuant to The Requirements Set Forth in The Texas Open Meetings Act.

Citizens May E-Mail Public Comments To citizenstobeheard@leonvalleytexas.gov. All Other Citizen Participation May Be Provided In-Person at City Council Chambers.

- 1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance**
- 2. Citizens to be Heard**
- 3. Presentations**
 1. Presentation of a Proclamation Recognizing January 13-28, 2024 as "Health For Humanity = Yogathon Days" - Mayor Chris Riley
 2. Presentation and Discussion of the Monthly Financial Report Ending December 31, 2023 - C. Goering, Finance Director
- 4. Announcements by the Mayor and Council Members.** At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.
- 5. City Manager's Report**
 - 1. Upcoming Important Events:**

Regular City Council Meeting, Tuesday, February 06, 2024, at 6:30 PM, in City Council Chambers.

City Offices and Municipal Court will be closed Monday, January 15, 2024 in observance of Martin Luther King Day. All will re-open on Tuesday, January 16, 2024.

Filing for a Place on the May 04, 2024 City of Leon Valley, General Election for Council Place 2, Council Place 4, and Mayor begins Wednesday, January 17, 2024 through 5:00 PM on Friday, February 16, 2024.

Annual Town Hall Meeting, Saturday, January 27, 2024, at the Leon Valley Conference Center.

Miscellaneous other events and announcements.

6. Consent Agenda

1. Discussion and Possible Action Approving of the Following City Council Minutes:
 - a. 12-19-2023 Regular City Council Meeting Minutes
2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:
 - a. 02-28-2023 Bandera Road Groundwater Plume Superfund Site Community Advisory Group (CAG) Meeting Minutes
 - b. 11-08-2023 Earthwise Living Committee Meeting Minutes
3. Discussion and Possible Action on an Ordinance Granting a Zone Change From B-2 Retail with Sustainability Overlay (SO) Zoning District to B-2 Retail on an Approximately 2.32-acre Tract of Land Located off Grissom Rd, Being Lots 4 and 5, Block 102, CB 4433, Timberhill Apartments Subdivision (1st Read was Held 12-19-2023) - M. Teague, Planning and Zoning Director
4. Presentation, Discussion, and Possible Action on a Resolution of the City Council of the City of Leon Valley, Texas, Granting the City Manager the Authority to Waive Open Record Charges for Requests for Waivers \$200 or Less - S. Passailaigue, City Secretary
5. Discussion and Possible Action of the Quarterly Investment Report for the Quarter Ended December 31, 2023 - C. Goering, Finance Director

7. Regular Agenda

1. Discussion and Possible Action to Authorize the City Manager to Approve a Proposal for Design Services to Renovate the Forest Oaks Community Swimming Pool Facility - Melinda Moritz, Public Works Director
2. Presentation, Discussion, and Possible Action to Give Staff Direction on the Scope of Work for the Huebner Creek Channel Improvement Project - M. Moritz, Public Works Director


8. **Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley’s Code of Ordinances, at a meeting of City Council, a member of City Council may place an item on an agenda by making a motion to place the item on a future agenda and receiving a second. No discussion shall occur at the meeting regarding the placement of the item on a future agenda.**
9. **The City Council Shall Meet in Executive Session to Discuss the Following:**
1. Pursuant to Texas Government Code, Chapter 551, Section 551.071: Consultation with the Attorney Regarding Pending or Contemplated Litigation, or Settlement Offer, or on a Matter in which the Duty of the Attorney to the Governmental Body Under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Clearly Conflicts with the Texas Open Meetings Act, Re: City of Leon Valley v. Civil Action No. 5:21-cv-00381-OLG, Vitra D. Frederick v. City of Leon Valley. In the United States District Court or the Western District of Texas San Antonio Division
 2. Pursuant to Texas Government Code, Chapter 551, Section 551.074 Personnel Matters: Regarding the Annual Review of the City Manager as Outlined in the Employment Agreement
10. **Reconvene into Regular Session**
11. **Possible Action on Issues Discussed in Executive Session If Necessary**
12. **Adjournment**

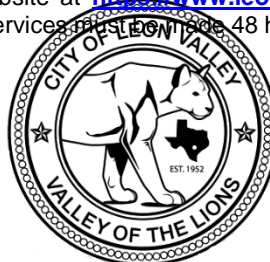
Executive Session. The City Council of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation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

Sec. 551.0411. MEETING NOTICE REQUIREMENTS IN CERTAIN CIRCUMSTANCES: (a) Section does not require a governmental body that recesses an open meeting to the following regular business day to post notice of the continued meeting if the action is taken in good faith and not to circumvent this chapter. If an open meeting is continued to the following regular business day and, on that following day, the governmental body continues the meeting to another day, the governmental body must give written notice as required by this subchapter of the meeting continued to that other day.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or act on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

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


SAUNDRA PASSAILAIGUE, TRMC
 City Secretary
 January 12, 2024 2:49 PM





PROCLAMATION
Health for Humanity=Yogathon Days

WHEREAS, the Hindu Swayamsevak Sangh (HSS) USA will host its Annual "Health for Humanity Yogathon" January 13-28, 2024, to create awareness of yoga and its advantages in achieving a healthy body, mind, and spirit; and

WHEREAS, Hindus worldwide celebrate January 13th as Makar Sankranti to mark the change of season, usher in longer days, and celebrate sunshine; and

WHEREAS, Wholesome exercise has shown to improve health and reduce stress; and yoga is a physical, mental, and spiritual routine that incorporates a sequence of well-balanced movements called Surya Namaska (Sun Salutation); and

WHEREAS, The HSS is a non-profit, social, and cultural organization that aims to preserve its ancient Hindu heritage and cultural values to the next generation of Hindus, and raise mutual understanding and awareness around the world; and

WHEREAS, the celebration will include daily yoga sessions, a workshop, and closing ceremony; and anyone interested in learning about the benefits of yoga will be able to participate to help improve their overall health and well-being.

NOW, THEREFORE, I, CHRIS RILEY, Mayor of the City of Leon Valley, Texas, do in recognition thereof, do hereby proclaim January 13-28, 2024 to be "Health For Humanity=Yogathon Days" in Leon Valley, Texas

Chris Riley

Mayor Chris Riley



City of Leon Valley December 2023 Financial Report

Carol Goering

Finance Director
City Council Meeting

January 16, 2024

City of Leon Valley Monthly Financial December 2023

{Section}.32.

General Fund

Target Percentage 25.0

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Ad Valorem	\$ 5,470,447	\$ 2,550,540	46.6%	\$ 1,111,771	20.3%
Sales Taxes	3,789,946	301,814	8.0%	318,751	8.6%
Franchise Taxes	1,001,820	92,086	9.2%	272,516	29.9%
Licenses, Permits, Fees & Fines	1,237,800	280,009	22.6%	280,873	17.8%
Miscellaneous Revenue	2,084,894	126,163	6.1%	123,167	18.9%
Transfers In	2,133,856	-	0.0%	377,974	18.2%
Total Revenue	\$ 15,718,763	\$ 3,350,612	21.3%	\$ 2,485,051	17.2%

EXPENDITURES					
Municipal Court	\$ 426,289	\$ 86,903	20.4%	\$ 90,417	21.6%
Finance	465,686	114,501	24.6%	97,580	22.5%
Council & Manager	1,110,434	249,467	22.5%	275,124	20.7%
Information Technology	315,718	131,166	41.5%	92,202	29.25%
Police	3,542,439	884,905	25.0%	792,963	24.0%
Impound Lot	134,402	38,847	28.9%	31,196	27.5%
Fire	3,900,408	837,479	21.5%	831,820	23.0%
Public Works	2,522,719	563,271	22.3%	484,067	21.7%
Planning and Zoning	649,790	100,975	15.5%	90,918	17.6%
Economic Development	393,099	95,184	24.2%	11,775	2.7%
Special Events	144,606	717	0.5%	9,351	6.7%
Parks & Recreation	2,767,490	92,255	3.3%	21,795	7.8%
Library	557,862	121,396	21.8%	108,200	18.9%
Transfers Out	-	-	0.0%	-	-
Total Expenditures	\$ 16,930,942	\$ 3,317,066	19.6%	\$ 2,937,407	19.7%

City of Leon Valley Monthly Financial December 2023

Water/Sewer/Storm Water Fund

Target Percentage 25.0

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Water Sales	\$ 2,084,115	\$ 380,917	18.3%	\$ 426,631	41.73
Sewer Sales	2,516,542	501,487	19.9%	430,049	17.29
Storm Water	580,444	105,725	18.2%	88,848	24.82
Connection & Platting	350	-	0.0%	-	-
Customer Fees	68,921	15,916	23.1%	22,273	30.94
Tapping Fees	10,000	-	0.0%	-	-
Interest Income	50,000	54,451	108.9%	36,070	581.77
Miscellaneous Revenue	10,500	-	0.0%	82,840	0.0%
Total Revenue	\$ 5,320,872	\$ 1,058,497	19.9%	\$ 1,086,710	87.6%
EXPENDITURES					
Water System	1,704,795	312,911	18.4%	6,128	0.6%
Sewer System	2,738,254	350,318	12.8%	3,166	0.1%
Storm Water	175,600	55,263	31.5%	-	0.0%
Other Sources/Uses	1,261,628	-	0.0%	-	-
Total Expenditures	\$ 5,880,277	\$ 718,493	12.2%	\$ 9,294	0.2%

City of Leon Valley Monthly Financial December 2023

Community Center Fund

Target Percentage 25.0

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Hotel/Motel Taxes	\$ 84,000	\$ -	0.0%	\$ -	0.0%
RENTAL FEES					
Community Center	47,900	4,763	9.9%	7,370	14.7%
Conference Center	16,534	8,583	51.9%	3,304	-
Interest Income	7,200	3,150	43.7%	1,964	964.2%
Transfers in	-	-	-	-	-
Total Revenue	\$ 155,634	\$ 16,495	10.6%	\$ 12,638	7.3%
EXPENDITURES					
Personnel	\$ 89,338	\$ 20,518	23.0%	\$ 16,697	22.7%
Supplies	8,000	947	11.8%	10	0.1%
Contractual	59,350	14,085	23.7%	10,654	20.7%
Capital Outlay	60,000	-	-	-	0.0%
Total Expenditures	\$ 216,688	\$ 35,549	16.4%	\$ 27,361	19.0%

City of Leon Valley Monthly Financial December 2023

Economic/Community Development

Target Percentage 25.0

REVENUE	FY 2024 Budget	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D Actual	
Sales Tax Revenues	\$ 409,000	\$ 33,280	8.1%	\$ 34,894	8.8%
Interest Income	11,000	6,003	54.6%	3,743	68.05
Total Revenues	\$ 420,000	\$ 39,283	9.4%	\$ 38,637	22.8%
EXPENDITURES					
Personnel	\$ 172,139	\$ 31,888	18.5%	\$ 9,505	6.3%
Supplies	11,475	443	3.9%	153	1.2%
Contractual	209,485	62,853	30.0%	2,117	0.8%
Total Expenditures	\$ 393,099	\$ 95,184	24.2%	\$ 11,775	2.7%

City of Leon Valley Monthly Financial December 2023

Impound Lot

Target Percentage 25.0

REVENUE	FY 2024	FY 2024		FY 2023	
	Budget	Y-T-D ACTUAL		Y-T-D Actual	
Impound Lot Fees	\$ 100,000	\$ 28,270	28.3%	\$ 17,885	29.8%
Auctions	65,000	-	0.0%	2,237	3.2%
Total Revenues	\$ 165,000	\$ 28,270	17.1%	\$ 20,122	33.0%
EXPENDITURES					
Personnel	\$ 122,502	\$ 34,579	28.2%	\$ 31,045	30.4%
Supplies	1,900	160	8.4%	151	7.9%
Contractual	10,000	4,108	41.1%	-	0.0%
Capital	-	-	-	-	-
Total Expenditures	\$ 134,402	\$ 38,847	28.9%	\$ 31,196	27.5%

City of Leon Valley Monthly Financial December 2023

{Section}.32.

Red Light Cameras (RLC)

Target Percentage 25.0

REVENUE	FY 2024 Budget	FY 2024 Y-T-D ACTUAL	FY 2023 Y-T-D Actual		
Red Light Camera Fines	\$ 1,895,872	\$ 533,792	28.2%	\$ 661,100	29.6%
Late Fees/Court Costs	200,000	39,920	20.0%	25	0.1%
Interest Income	25,000	7,904	31.6%	-	-
Transfers in	-	-	-	-	-
Total Revenues	\$ 2,120,872	\$ 581,616	27.4%	\$ 661,125	27.1%
EXPENDITURES					
<i>Red Light Cameras (Tier 1)</i>					
Personnel (6 employees)	\$ 642,258	\$ 156,588	24.4%	\$ 165,067	27.0%
Supplies	3,150	-	0.0%	-	-
Contractual	887,000	136,959	15.4%	135,720	15.1%
Transfers	362,612	-	0.0%	-	-
Total Tier One	\$ 1,895,020	\$ 293,547	15.5%	\$ 300,787	16.3%
<i>Traffic Safety (Tier 2)</i>					
Personnel (2 out of 3 employees)	\$ 298,227	\$ 46,261	15.5%	\$ 2,112	0.7%
Supplies	9,800	-	-	-	-
Contractual	53,997	6,800	12.59	-	-
Capital Outlay	505,738	134,239	26.54	-	-
Total Tier Two	\$ 867,762	\$ 187,301	21.6%	\$ 2,112	155.6%

UNAUDITED

RLC Fines Revenue	533,792	
RLC Expenditures	(293,547)	
RLC Personnel Transfers YTD	(90,653)	Estimated for the YTD FY
	149,593	Of this 50% goes to the city the other 50% goes to the stat
City 50% Revenue (Loss)	74,796	This is the 50% that comes to the city
Late Fees Revenue	39,920	City keeps 100%
Interest Income Revenue	7,904	City keeps 100%
Traffic Safety Expenditures	(187,301)	
Total Net Fund Revenue (Loss)	(64,681)	

City of Leon Valley December 2023 Financial Report

Carol Goering

Finance Director
City Council Meeting

January 16, 2024



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, December 19, 2023 at 6:00 PM

MINUTES

The City of Leon Valley City Council Shall Hold an In-Person Meeting with A Quorum of Members of City Council to Be Physically Present in The Leon Valley City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238. Some members of City Council May Appear and Participate in The Meeting by Videoconference Pursuant to The Requirements Set Forth in The Texas Open Meetings Act.

Citizens May E-Mail Public Comments To citizenstobeheard@leonvalleytexas.gov. All Other Citizen Participation May Be Provided In-Person at City Council Chambers.

1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance

PRESENT

- Mayor Chris Riley
- Council Place 1 Benny Martinez
- Mayor Pro Tem, Council Place 2 Josh Stevens
- Council Place 3 Philip Campos
- Council Place 4 Rey Orozco
- Council Place 5 Will Bradshaw

Mayor Chris Riley called the meeting to order at 6:00 PM and announced that a quorum of City Council was present in Council Chambers.

Mayor Riley asked Councilor Will Bradshaw to lead the Pledge of Allegiance.

2. The City Council Shall Meet in Executive Session to Discuss the Following:

1. Pursuant to Texas Government Code, Chapter 551, Section 551.071: Consultation with the Attorney Regarding Pending or Contemplated Litigation, or Settlement Offer, or on a Matter in which the Duty of the Attorney to the Governmental Body Under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Clearly Conflicts with the Texas Open Meetings Act, Re: City of Leon Valley v. Civil Action No. 5:21-cv-00381-OLG, Vitra D. Frederick v. City of Leon Valley. In the United States District Court or the Western District of Texas San Antonio Division

Mayor Riley read aloud the agenda caption for Item 2.1.

The City Council went into Executive Session at 6:00 PM

3. **Reconvene into Regular Session**

The City Council reconvened into Open Session at 6:37 PM

4. **Possible Action on Issues Discussed in Executive Session If Necessary**

No Action Taken.

5. **Regular Agenda**

1. **Presentation, Public Hearing, and Discussion to Consider Approval of an Ordinance Granting a Zone Change From B-2 Retail with Sustainability Overlay (SO) Zoning District to B-2 Retail on an Approximately 2.32-acre Tract of Land Located off Grissom Rd, Being Lots 4 and 5, Block 102, CB 4433, Timberhill Apartments Subdivision (1st Read as Required by City Charter) - M. Teague, Planning and Zoning Director**

Mindy Teague, Planning and Zoning Director, presented an item seeking approval of an ordinance granting a zone change from B-2 Retail with Sustainability Overlay (SO) Zoning District to B-2 Retail on an 2.32-acre tract of land located off Grissom Road being Lots 4 and 5, Block 102, CB 4433, Timberhill Apartments Subdivision.

Stan Jones, the developer, was present to answer questions.

Mayor Riley opened the Public Hearing at 6:58 PM.

Being no comments from the public; Mayor Riley closed the Public Hearing at 6:58 PM

There was a consensus among members of City Council to add this item to the January 16, 2024 Consent Agenda.

6. **Citizens to be Heard**

Those who spoke at this time were: None.

7. **Presentations**

1. **Discussion and Direction to Staff on Scheduling a Strategic Plan Workshop - Dr. Caldera, City Manager**

Dr. Crystal Caldera, City Manager, presented this item in an effort to get City Council direction to schedule a Strategic Plan Workshop.

There was a consensus among members of the City Council to hold a Strategic Plan Workshop on Saturday, February 03, 2024, at 9:00 AM in Council Chambers.

2. **Presentation, Discussion, and Direction to Staff on Reprioritize Pipeline for Calendar Year 2024- Dr. Caldera, City Manager**

Dr. Crystal Caldera, City Manager, presented this item seeking direction from City Council on a reprioritization of the Pipeline for calendar year 2024.

There was a brief discussion regarding items on the current Pipeline and those that needed to be added.

3. **Presentation and Possible Action on the Trash/Neighborhood Survey - Dr. Crystal Caldera, City Manager**

Dr. Crystal Caldera, City Manager, presented the draft Trash/Neighborhood Survey.

After a lengthy discussion, there was a consensus to send out one (1) survey per household, include identifiers, and make it a paper survey.

Those who spoke on this item were: Erick Matta (Leon Valley)

Dr. Crystal Caldera, City Manager, concluded the presentation by stating that the first thing will be the survey, and then she will ask the City Council to elect a committee to help go over a proposal, and then that committee will go through the RFPs. Each member of Council will elect one (1) person to serve on this committee.

8. **Announcements by the Mayor and Council Members.** At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.

Mayor Riley and members of City Council made announcements.

9. **City Manager's Report**

1. **Upcoming Important Events:**

Regular City Council Meeting, Tuesday, January 16, 2024, at 6:30 PM, in City Council Chambers.

City Offices and Municipal Court will be closed Friday, December 22, 2023, through Monday, January 01, 2024, in observance of Christmas, Winter Closure, and New Year's Day. All will re-open on Tuesday, January 02, 2024.

Filing for a Place on the May 04, 2024, City of Leon Valley, General Election for Council Place 2, Council Place 4, and Mayor begins Wednesday, January 17, 2024, through 5:00 PM on Friday, February 16, 2024.

Annual Town Hall Meeting, Saturday, January 27, 2024, at the Leon Valley Conference Center.

Miscellaneous other events and announcements.

Dr. Crystal Caldera, City Manager, reminded everyone that the City Manager's Report was printed and available on the table in the foyer, as well as posted on the website. Dr. Caldera added details about the upcoming Holiday Solid Waste Schedule and updated Tiger Sanitation billing information.

10. Consent Agenda

Councilor Rey Orozco motioned to approve the Consent Agenda as presented. Councilor Philip Campos seconded the motion.

Voting Yea: Council Place 1 Martinez, Mayor Pro Tem, Council Place 2 Stevens, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Bradshaw

- 1. Discussion and Possible Action Approving of the Following City Council Minutes:**
 - a. 12-05-2023 Regular City Council Meeting Minutes**
- 2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:**
 - a. 11-28-2023 Planning and Zoning Commission Meeting Minutes**
- 3. Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment from the General Fund Reserve in the Amount of \$35,800 for the Capital Acquisitions of the City Hall Front Entrance Renovation and a Crack Seal Trailer (1st Read was Held on 12-05-2023) M. Moritz, Public Works Director**
- 4. Discussion and Possible Action on a Resolution Appointing Members to the Earthwise Living Committee – Mayor Chris Riley**
- 5. Presentation and Discussion of the Monthly Financial Report Ending November 30, 2023 - C. Goering, Finance Director**

- 11. Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley's Code of Ordinances, at a meeting of City Council, a member of City Council may place an item on an agenda by making a motion to place the item on a future agenda and receiving a second. No discussion shall occur at the meeting regarding the placement of the item on a future agenda.**

Nothing was added at this time.

However, Councilor Rey Orozco updated everyone regarding his efforts to get mailboxes in HOA subdivisions replaced.

Councilor Orozco also asked about a Hostile Driving Class to possibly be provided for the CPAC.

12. Adjournment

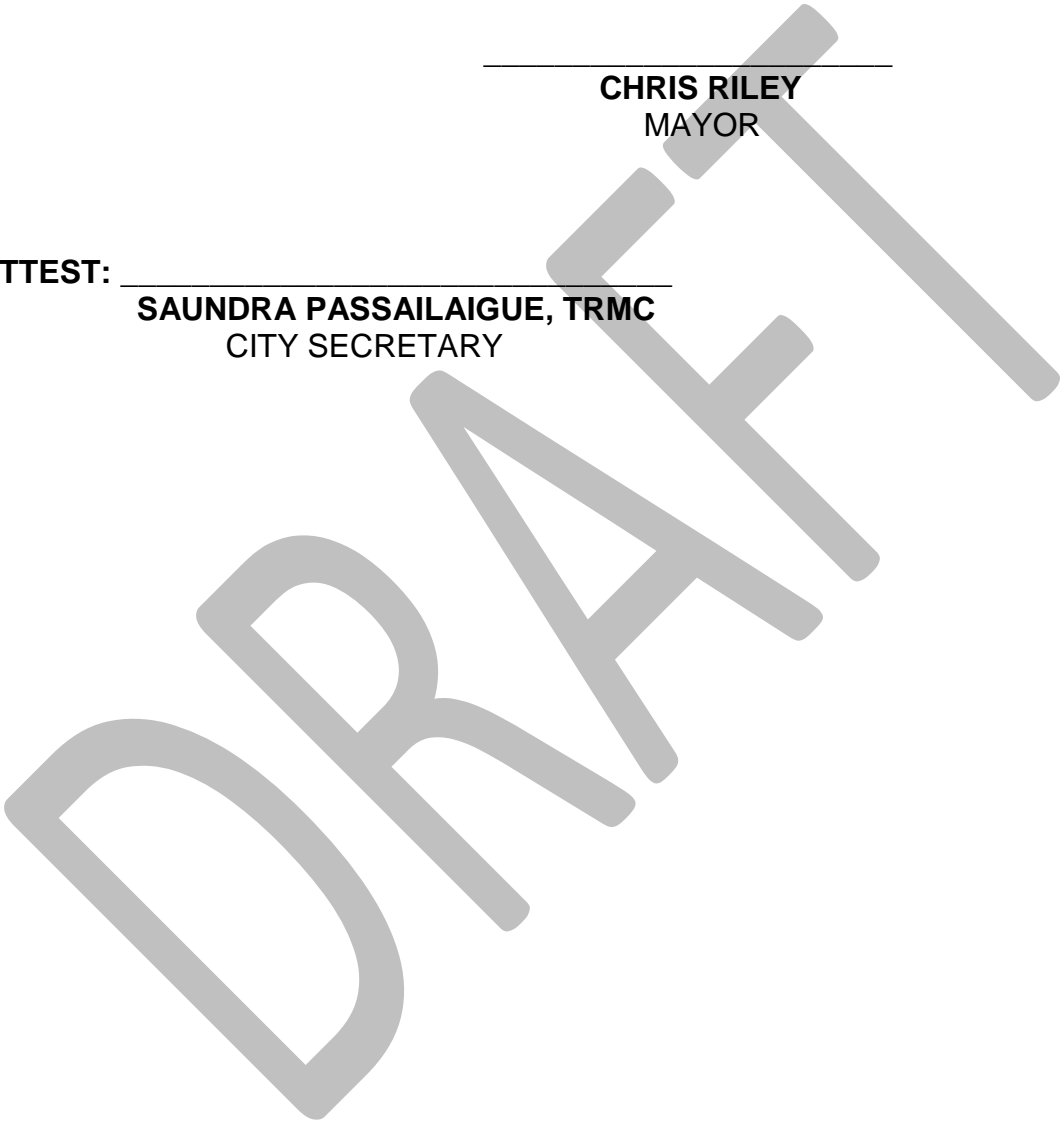
Mayor Riley announced that the meeting adjourned at 8:30 PM

These minutes approved by the Leon Valley City Council on the 16th of January, 2024.

APPROVED

CHRIS RILEY
MAYOR

ATTEST: _____
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



MEETING MINUTES
For
BANDERA ROAD GROUNDWATER PLUME SUPERFUND SITE
COMMUNITY ADVISORY GROUP (CAG)
Meeting of: February 28, 2023

The CAG met on Tuesday, February 28, 2023 at 6:00 p.m. in the City of Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas. The CAG met for the purpose of the following business:

1. Call to Order and Roll Call

Chairman John Hoyt called the meeting to order at 6:00 p.m. and welcomed all in attendance.

CAG members in attendance:

<u>NAME:</u>	<u>REPRESENTING:</u>
Roger Andrade	Edwards Aquifer Authority
Kyle Cunningham	San Antonio Metro Health District
Veronica Cantu	San Antonio Water System
Simon Payne	Texas Commission on Environmental Quality
Omar Valdez	Texas Department of State Health Services
John Hoyt	Leon Valley resident
Darby Riley	Leon Valley resident
Terry Casey	Area resident (retired from NISD)

Eight CAG members were present; a quorum of the CAG was present.

CAG Resource/Support members in attendance:

<u>NAME:</u>	<u>REPRESENTING:</u>
David Dimaline	City of Leon Valley – City staff Liaison
Jason McKinney	EPA - Public Outreach
Stephen Tzhone	EPA - Project Manager
Kevin McNeely	EPA – Asst. Project Manager
Peter van Noort et.al.	EPA Remedial Action Contractor (HydroGeoLogic)
Pat Appel, et.al.	EPA Remedial Action Contractor (EA Engineering)

2. Public Comment

No public comment was received.

3. Approval of Minutes for the December 14, 2022 CAG Meeting

Chairman Hoyt asked members if they had any corrections or additions to the draft minutes. No corrections were recommended and the minutes were approved as written.

CAG MEETING MINUTES (contd.)

Meeting of: February 28, 2023

4. Receive Report from EPA and EPA Contractors:

- **Overview of Site Status Relative to the CERCLA Process**
- **Summary of Remedial Design and discuss preliminary results of December 2022 Sampling Event**
- **Summary of Remedial Action Construction Process and Upcoming Schedule**

Mr. Stephen Tzhone (EPA), Mr. Patrick Appel (EA Engineering) and Mr. Peter van Noort (HydroGeoLogic) presented on these topics and answered related questions. The presenters provided the following general information:

- A review of site background information, the Superfund process, the Record of Decision and Remedial Design.
- A review of groundwater monitoring results from 2015, 2016, 2019, and 2022. Of the wells sampled in December 2022, water samples from five wells contained tetrachloroethene (PCE) above EPA's Maximum Contamination Level of 5 µg/L. The December 2022 well sampling results were consistent with historical project data.
- A review of air monitoring results from 2017, 2019, and 2022. Of the sites where air samples were collected in December 2022, air samples from three locations contained PCE above EPA's Industrial Air Risk Screening Level of 47µg/m³. The December 2022 air sampling results were consistent with historical project data.
- A detailed description of Remedial Action (RA) infrastructure that has been installed and is planned to be installed including soil vapor extraction wells, in-situ bioremediation injection wells and equipment compounds.
- A detailed description of project sequencing, anticipated work progression, and construction milestones. Contractors expect to mobilize equipment and personnel to the site in March 2023 to initiate RA system construction. All RA systems are planned to be constructed by the end of July and operational in 2023.
- A description of planned RA system operations from spring 2023 through summer 2028.

The PowerPoint style presentation can be viewed on the EPA's website at www.epa.gov/superfund/bandera-road. The presentation can also be viewed on the City of Leon Valley's website at www.leonvalleytexas.gov/bc-cag.

EPA and their contractors will provide project status reports to the CAG as requested and will distribute written project status reports on a monthly basis.

CAG MEETING MINUTES (contd.)

Meeting of: February 28, 2023

5. Discuss Items for Future CAG Meetings

There was no discussion about items needed at future CAG meetings. CAG members opined that the next meeting should occur in two to three months.

6. Adjournment.

Chairman Hoyt adjourned the meeting at approximately 6:55 p.m.

Minutes Prepared by:

John Hoyt
CAG Chair

Approved as written 12/14/2023
John A. Hoyt

**EARTHWISE LIVING COMMITTEE MEETING MINUTES
CITY OF LEON VALLEY, TEXAS
November 8, 2023**

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 8th day of October at 5:30 pm in the Large Conference Room at City Hall, located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business, to-wit:

**REGULAR MEETING OF THE CITY OF LEON VALLEY EARTHWISE LIVING COMMITTEE,
5:30 PM**

1. Call the City of Leon Valley Regular Earthwise Living Committee Meeting to Order and Determine a Quorum is Present.

The meeting was called to order and a quorum was established at 5:36 pm. Members present were Valdez, Castillo, Zannaras and Secretary Meffert. Also present were Staff liaison Miranda, Council liaison Mayor Riley and Director of Economic Development Salinas. Absent were member Key and Vice-Chair Burnside.

Beaumel and Dillig have resigned from the Committee.

2. Review and Consider Approval of the Oct. 11, 2023 Regular Earthwise Living Committee Meeting minutes

The meeting minutes from October 11, 2023 were reviewed and a motion to approve was made by Valdez and second by Castillo.

3. Mission Statement Change

The former Chair Beaumel has not yet provided the mission statement she presented at the October 11, 2023 meeting. Secretary Meffert will reach out to request.

4. Planning for 2024 Earthwise Living Day Event

A general discussion was held about Earthwise Living Day. Motion proposed: "For the 2024 event, the city staff will lead coordination, similar to the July 4th event. The Committee will offer support, as needed by the city staff. Secretary Meffert made the motion and Castillo seconded it. Unanimous vote.

5. Adjournment

The meeting was adjourned without objection at 6:32 pm. The Committee will reconvene in January 2024 at a date to be set.



Chair

1-10-24

Date

MAYOR AND COUNCIL COMMUNICATION

DATE: January 16, 2024

TO: Mayor and Council

FROM: Mindy Teague, Planning and Zoning Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Discussion and Possible Action on an Approval for a Zone Change From B-2 Retail with the Sustainability Overlay District to B-2 Retail Without the Sustainability Overlay District, on an approximately 2.32-acre Tract of Vacant Land, Located in the 5400 Block of Grissom Road, Being Lots 4 and 5, Block 102, CB 4433 Block 102, Timberhill Apartments Subdivision. (1st Read was Held 12-19-2023)

SPONSOR(S): N/A

PURPOSE & BACKGROUND

The property owner would like to construct an automatic carwash on the two vacant lots along Grissom Road adjacent to the U-Haul facility located at 5420 Grissom Road. According to Leon Valley City Code, Chapter 15, Division 7, Section 15.02.381 Permitted Use Table, automatic carwashes are allowed in a B-2 Retail zoning district, but not with the Sustainability Overlay. To facilitate this development, a zone change will be required to remove the Sustainability Overlay zoning district.

The owner will still be required to obtain a Specific Use Permit for the new construction, and they will also be replatting the lots, as the planned structures will be crossing the lot lines.

FISCAL IMPACT

The revenue would increase sales tax for Leon Valley.

RECOMMENDATION

Staff recommends approval of the request.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

MAYOR AND COUNCIL COMMUNICATION

DATE: December 19, 2023

TO: Mayor and Council

FROM: Mindy Teague, Planning and Zoning Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation, Public Hearing, and Discussion to Consider Approval of an Ordinance Approving a Zone Change From B-2 Retail with the Sustainability Overlay District to B-2 Retail District, on an approximately 2.32-acre Tract of Vacant Land, Located in the 5400 Block of Grissom Road, Being Lots 4 and 5, Block 102, CB 4433 Block 102, Timberhill Apartments Subdivision.

SPONSOR(S): N/A

PURPOSE & BACKGROUND

The property owner would like to construct an automatic carwash on the two vacant lots along Grissom Road adjacent to the U-Haul facility located at 5420 Grissom Road. According to Leon Valley City Code, Chapter 15, Division 7, Section 15.02.381 Permitted Use Table, automatic carwashes are allowed in a B-2 Retail zoning district, but not with the Sustainability Overlay. To facilitate this development, a zone change will be required to remove the Sustainability Overlay zoning district.

The owner will be required to obtain a Specific Use Permit for the new construction, and they will also be replatting the lots, as the planned structures will be crossing the lot lines.

FISCAL IMPACT

The addition of this facility will increase sales and ad valorem taxes.

RECOMMENDATION

At their December 12, 2023 meeting, the Planning and Zoning Commission recommended approval of this requested zoning change.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE NO. 24-__

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL GRANTING A ZONE CHANGE FROM B-2 RETAIL DISTRICT WITH THE SUSTAINABILITY OVERLAY DISTRICT TO B-2 RETAIL ZONING DISTRICT ON AN APPROXIMATELY 2.32-ACRE TRACT OF VACANT LAND, LOCATED IN THE 5400 BLOCK OF GRISSOM ROAD, BEING LOTS 4 AND 5, BLOCK 102, CB 4433, TIMBERHILL APARTMENTS SUBDIVISION; PROVIDING FOR REPEALER, SEVERABILITY, AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS Chapter 211 of the Vernon's Local Government Code empowers cities to enact zoning regulations and provide for their administration, enforcement, and amendment; and

WHEREAS the City has previously deemed it necessary and desirable to adopt zoning regulations to provide for the orderly development of property within the City, to promote the public health, safety, and welfare of the residents of the City; and

WHEREAS the Leon Valley Code of Ordinances Chapter 15 Zoning constitutes the City's Zoning regulations and requires the property to be zoned in accordance with proper designations as defined by the City; and

WHEREAS the Planning and Zoning Commission of the City of Leon Valley provided adequate notice and held a public hearing in accordance with Chapter 15 of the Leon Valley Code of Ordinances; and

WHEREAS, the Planning and Zoning Commission of the City of Leon Valley has recommended granting a zone change from B-2 Retail with the Sustainability Overlay District to B-2 Retail Zoning District, and

WHEREAS, the City Council, after proper notice and public hearing determined that the request is consistent and compatible with the surrounding zoning and with the City's Future Land Use Plan, and

WHEREAS, twenty percent (20%) or more of the area of the lots or land immediately adjoining the area covered by the proposed change and extending two hundred [feet] (200') from such area did protest this change and the City Council, by affirmative vote of three-fourths (3/4) of all the members of the City Council, did vote to approve the change; and

WHEREAS the City Council of the City of Leon Valley now desires to grant the zone change, as requested at the subject location.

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

SECTION 1. Being lots 4 and 5, BLK 102, CB 4433, being 2.32 acres of land, in the Timberhill Apartments Subdivision

SECTION 2. That this Ordinance shall be cumulative of all provisions of the City of Leon Valley, Texas, except where provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event, conflicting provisions of such Ordinance are hereby repealed.

SECTION 3. That it is hereby declared to be the intention of the City Council of the City of Leon Valley that this Ordinance is not severable.

SECTION 4. The Ordinance shall be effective upon passage and publication as required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 16th day of January 2024.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
City Attorney

2nd Read - Rezoning Request
PZ-2023-29
5400 Block of Grissom Rd

Mindy Teague
Planning & Zoning Director
City Council Meeting
January 16, 2024

Purpose/Background

- Request to rezone from B-2 Retail with Sustainability Overlay to B-2 Retail
- Use is “Carwash (automatic)”
- 5400 block of Grissom Rd
- Per LVCC Chapter 15 Zoning, Div 7, Sec 15.02.381 Permitted Use Table, the use is not allowed in the B-2 Retail with Sustainability Overlay zoning district
- A zone change is required to remove the Sustainability Overlay District

Aerial View



Purpose/Background

- The owner will be required to replat the property and obtain a Specific Use Permit for the new construction

Fiscal Impact

- The revenue would increase ad valorem and sales tax for Leon Valley
- The applicant has paid all fees associated with this request

Recommendation

- Property owners within 200' were notified via mail
 - No letters were received in favor or in opposition
- Options
 - Approval
 - Denial
- At their 12/12/23 meeting, Planning and Zoning Commission recommended approval of the requested zoning

MAYOR AND COUNCIL COMMUNICATION

DATE: January 16, 2024

TO: Mayor and Council

FROM: Sandra Passailaigue, City Secretary

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: A Resolution Authorizing the City Manager to waive Open Record fees up to \$200

SPONSOR(S): (N/A)

PURPOSE & BACKGROUND

The purpose of this item is to present to City Council, at their request, an item authorizing the City Manager to waive fees up to \$200 for processing of open records requests for those who submit a written request for said waiver.

FISCAL IMPACT

Unknown

RECOMMENDATION

City Council Discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
 City Secretary

RESOLUTION No. 24-0__R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, GRANTING THE CITY MANAGER THE AUTHORITY TO WAIVE OPEN RECORD CHARGES FOR REQUESTS FOR WAIVERS \$200 OR LESS.

WHEREAS, The City Council of Leon Valley (“Council”) believes a priority of Leon Valley City Government is to ensure transparency and accountability with the public; and

WHEREAS, The Texas Public Information Act authorizes a governmental body to charge reasonable fees for the production of public records; and

WHEREAS, The Texas Public Information Act authorizes governmental bodies to waive fees related to release of public records; and

WHEREAS, The Council acknowledges that occasionally the release of specific public records is in the interest of the general public; and

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

SECTION 1. The City of Leon Valley authorizes the City Manager to waive fees up to \$200 for processing of open records requests for those who submit a written request for said waiver.

SECTION 3. This Resolution shall become effective immediately upon its passage and publication.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 16th day of January 2024.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
City Attorney

City of Leon Valley
Investment Quarterly Report
Quarter Ending December 31, 2023

This report is in compliance with the policies and strategies contained in the City of Leon Valley Investment Policy and the Public Funds Investment Act (Chapter 2256)

As of September 30, 2023

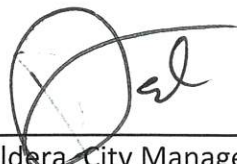
Beginning Book Value	\$ 18,289,551.00
Beginning Market Value	\$ 18,289,551.00
Unrealized Gain/(Loss)	\$ -
Weighted Average to Maturity	1 day

As of December 31, 2023

Beginning Book Value	\$ 19,484,667.68
Beginning Market Value	\$ 19,484,667.68
Unrealized Gain/(Loss)	\$ -
Weighted Average to Maturity	1 day



Carol Goering, Finance Director



Crystal Caldera, City Manager

City of Leon Valley
Investment Quarterly Report
Quarter Ending December 31, 2023

Fund	<i>*Cash</i>	<i>Investment</i>	Total
	Frost	TexPool	
General Fund	1,963,995.80	6,011,726.05	7,975,721.85
Impound Lot	-	330,565.37	330,565.37
Economic Development	-	447,749.73	447,749.73
Parks Bucks	-	5,927.12	5,927.12
Water/Sewer/Stormwater	717,316.11	4,268,595.43	4,985,911.54
Traffic Safety	506,403.43	672,357.11	1,178,760.54
ARP Funds	39,790.36	695,215.74	735,006.10
LEOSE Funds	6,243.37	-	6,243.37
Community Center	92,141.99	234,958.56	327,100.55
Debt Service	428,479.30	307,683.55	736,162.85
Street Maintenance	(132,443.58)	1,514,557.22	1,382,113.64
Crime Control District	147,550.56	461,935.65	609,486.21
Police Forfeiture Federal	221,021.15	196,158.73	417,179.88
Police Forfeiture State	-	12,142.48	12,142.48
MC Building Security	31,645.17	46,800.43	78,445.60
MC Technology	16,145.30	35,713.36	51,858.66
Child Safety	17,230.55	48,932.57	66,163.12
Capital Projects	138,129.07	-	138,129.07
	\$ 4,193,649	\$ 15,291,019	\$ 19,484,668

City of Leon Valley
 Investment Quarterly Report
 Quarter Ending December 31, 2023

Funds are invested as following:

Type of Investment	Yield	Book Value 9/30/2023	Market Value 9/30/2023	Book Value 12/31/2023	Market Value 12/31/2023	Percent of Total Portfolio
<i>Cash - Bank Account</i>						
Checking - Frost	0.01%	4,496,236	4,496,236	4,193,649	4,193,649	22%
Bank Total	0.01%	\$ 4,496,236	\$ 4,496,236	\$ 4,193,649	\$ 4,193,649	22%
<i>Certificates of Deposit - CDs</i>						
N/A	-	-	-	-	-	
CD Total						
<i>Investment Pools</i>						
TexPool	0.04%	13,793,315	13,793,315	15,291,019	15,291,019	78%
Investment Pool Total	0.04%	\$ 13,793,315	\$ 13,793,315	\$ 15,291,019	\$ 15,291,019	78%
TOTAL PORTFOLIO	0.03%	\$ 18,289,551	\$ 18,289,551	\$ 19,484,668	\$ 19,484,668	100%

MAYOR AND COUNCIL COMMUNICATION

DATE: January 16, 2023
TO: Mayor and Council
FROM: Melinda Moritz, Public Works Director
THROUGH: Dr. Crystal Caldera, Ph.D., City Manager
SUBJECT: Discussion and Possible Action to Authorize the City Manager to Approve a Proposal for Design Services to Renovate the Forest Oaks Community Swimming Pool facility

SPONSOR(S): None

PURPOSE & BACKGROUND

The purpose of this item is to consider authorizing the City Manager to approve a proposal for design services for the renovation of the Forest oaks Community Swimming Pool facility.

The City Council asked that a design be developed for the renovation of the Forest Oaks Community Swimming Pool facility. Staff met with the City Engineers and Architect at the site and they have proposed a scope and fee for this service. The proposal will include 3 alternative concepts and will provide plans and graphics to support the design options. The options will be presented to the City Council for consideration and possible approval of a final design.

Fiscal Impact

The cost for this service is \$25,323. Funding will come from the existing Park budget, as the pool management contract will be reduced by not opening the Leon Valley Community Swimming Pool facility.

Recommendation

Staff recommends approval.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary



December 15, 2023

Melinda Moritz
Director of Public Works
City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78238

Re: Proposal for Design Services
Forest Oaks Pool Improvements – Conceptual Plan

Dear Ms. Moritz:

Ardurra Group, Inc. is pleased to submit this fee proposal to the City of Leon Valley for the above referenced project.

Ardurra in conjunction with Terra Design Group will provide the Forest Oaks Pool Improvements – Conceptual Plan for a fee of \$25,323 in accordance with the Professional Services Agreement dated November 2, 2023. The fee is outlined and is further described in Attachments A & B.

We look forward to working with you on this important project. If you have any questions or comments, please feel free to contact me at 210-822-2232.

Sincerely,
Ardurra Group, Inc
TBPE Firm No. 10053

Byron Sanderfer, P.E., CFM
Central Region Public Works Practice Director

Approved:

City of Leon Valley

Date

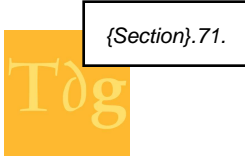
Attachments: Attachment A: Fee Proposal Worksheet
Attachment B: Terra Design Group

**City of Leon Valley
Public Works Department**

Fee/Price Proposal Breakdown for Professional Services

Project Name:	Forest Oaks Pool Improvements - Conceptual Plan
Name of Firm:	Ardurra
Date Proposal Submitted:	12/15/2023
Project Manager:	Byron Sanderfer, PE, CFM

Position/Personnel Title	Practice Director	Sr. Project Manager	Project Manager	Engineer II	GIS Analyst	RPLS	SIT	2-Man Survey Crew	Sub-Consultants	Total Hours
	\$250	\$230	\$220	\$140	\$132	\$200	\$155	\$190	Lump Sum	
Task to be performed/Phase Description (including Sub-consultant work)	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
Conceptual Plan	0	0	9	14	4	1	4	8	\$ 18,515	40
Limited Topographic Survey			1	2	4	1	4	8		20
Project Management, Coordination and Meetings			8	12						20
Conceptual Plan - Terra Design Group									\$ 18,515	0
										0
Total Hours:	0	0	9	14	4	1	4	8	\$ 18,515	40
Total Fee Proposal (Not to Exceed):	\$0	\$0	\$1,980	\$1,960	\$528	\$200	\$620	\$1,520	\$18,515	\$25,323



December 5, 2023

Byron G Sanderfer, PE, CFM, LEED AP BD+C
Central Region Public Works Practice Director
8919 Tesoro Drive, Suite 401
San Antonio, Texas 78217

Dear Mr. Sanderfer:

We appreciate the opportunity to provide you with the following design proposal for developing a conceptual design for Forest Oaks Pool in the City of Leon Valley, Texas.

SCOPE OF SERVICES

This will include developing an overall concept plan for pool, building, and other amenities, and support with stakeholder input and coordination. We will provide alternative layout(s) for review and comment by the stakeholders and Owner. A final master plan layout for the preferred site development plan will be based on input provided in the review and meeting process to be approved by City Council.

Scope items:

- 1. Develop up to three (3) alternative concepts, provide plans and graphics to support design of the three options
- 2. Facilitate a workshop with key stakeholders/client to present alternative concepts components for selection of a preferred plan
- 3. Prepare a final visioning plan of preferred concept, graphics/illustrations, and estimate of probable cost

Design Fee	\$18,515.00
-------------------	--------------------

To complete this project, we will require the following information:

- 1. Site survey, this is to include corners of pool, decking, building, as well as location of pedestrian walk, property lines, and LIDAR topography.
- 2. Floor plan of the existing building, if available
- 3. Information on pool attendance/occupancy
- 4. Owner to provide a wish list of all improvements and features they would like to implement if future funding becomes available. This would help provide a range of options based on set budget and possible funding opportunity.

Additional Services are to be negotiated with the Owner using the following hourly rates:

Principal	\$220.00
Senior Landscape Architect	\$180.00
Design Landscape Architect/Project Manager	\$140.00
Graphic Designer	\$105.00
CADD Operator	\$90.00
Administrative	\$65.00

COMPENSATION AND PAYMENT SCHEDULE

Compensation for the above Scope of Services is to be on a lump sum basis not to exceed the total amounts shown above. Expansion of the scope of work beyond what is scoped above will require additional compensation to Terra Design Group, Inc. at the hourly rates provided.

Please contact me should you have any questions or need additional information. I look forward to hearing from you on this project.

Sincerely,
TERRA DESIGN GROUP, INC.

Walter Heard, Principal

Design Guidance Manual

PROJECT WORK PLAN AND FEE PROPOSAL BREAKDOWN INCLUDING ALTERNATES

Project: **Leon Valley Forest Oaks Pool - Conceptual Design**
 Prime Consultant: **Ardurra**
 Subconsultant: **Terra Design Group Inc.**
 Proposal Date: **12/5/2023**
 Prepared By: **Walter Heard**

PROJECT BASE	Principal	Senior Landscape Architect	Design Landscape Architect	Graphic Designer	CAD Operator	Administrative		
	\$220.00	\$180.00	\$140.00	\$105.00	\$90.00	\$65.00		
TASK CODE AND DESCRIPTION	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	TASK HOURS	TASK / PHASE FEE
CONCEPTUAL DESIGN	21	18	29	40	23	5	136	\$18,515.00
0.1 Develop up to three (3) alternative concepts	8	8	15	25	15	1	72	\$9,340.00
0.2 Workshop, presentation and graphics	3	3	3	3	3	1	16	\$2,270.00
0.3 Prepare final visioning plan	4	4	6	10	5	1	30	\$4,005.00
0.4 Cost Estimating	3	3	2	2		1	11	\$1,755.00
0.5 Project Management, coordination, and meetings	3		3			1	7	\$1,145.00
TOTAL BASE FEE WITH HOUR BREAKDOWN	21	18	29	40	23	5	136	\$18,515.00

Consider Authorizing the City Manager to Approve a Design Services Agreement Forest Oaks Community Pool Renovation Conceptual Plan

Melinda Moritz

Public Works Director

City Council Meeting

January 16, 2024

Summary

- Question
 - City Council is being asked to consider approval of a proposal for design services for the conceptual planning of renovation to the Forest Oaks Community Pool
- Options
 - Approve the request
 - Deny
- Declaration
 - Staff recommends approval of the request, as the facility needs complete renovation to meet ADA regulations and modern building regulations

Purpose

- City Council asked that a design be developed for the renovation of the Forest Oaks Community Swimming Pool facility
- Staff met with the City Engineers and Architect at the site & they have proposed a scope and fee for this service
- The proposal will include 3 alternative concepts, and will provide plans and graphics to support the design options

Fiscal Impact

- The cost for this service is \$25,323, which would come from the existing Park budget
 - City Council chose to keep the Leon Valley Community Pool closed, so there are funds in the budget from reduced costs for pool operations

Recommendation

- Staff recommends authorizing the City Manager to approve the scope and fee for this work

Discussion and City Council Direction Huebner Creek Channel Improvements Project Segment 1

Melinda Moritz
Public Works Director
City Council Meeting
January 16, 2024

Summary

- Question
 - City Council is being asked whether they want to continue with design and engineering of the Huebner Creek Channel Improvements Project or abandon project and perform bank stabilization only
- Options
 - Continue as directed
 - Abandon project and perform bank stabilization only
- Declaration
 - At Council discretion

Purpose

- To determine project scope going forward
- Current scope of project is from the Bandera Road bridge to Poss Rd at Cherryleaf St with revised creek alignment

Background

- City Council approved a budget adjustment in the amount of \$633,167 to engineer and design channel improvements to widen Huebner Creek to reduce the threat of flooding and erosion
- City Engineer has completed the hydrologic analysis, preliminary design, all surveying and utility locates, and is now at the stage of finalizing the drainage design
- The tree survey that was performed indicates that a large number of trees must be removed should the project move forward

Aerial View of Project

Project
Limits



Tree Mitigation Plan



Tree Mitigation Plan

SUMMARY OF TREE REMOVAL (INCHES)

TREE STATUS	TREES (IN INCHES)
REMAIN	1272
REMOVE	5429
TOTAL	6701

SUMMARY OF TREE REMOVAL (NUMBER)

TREE STATUS	TREES (NUMBER)
REMAIN	83
REMOVE	403
TOTAL	486

TREE SUMMARY (INCHES)										
SIGNIFICANT TREE 6' - 23.5' (OAK, ELM, PECAN, PALM, LIVE OAK)		SIGNIFICANT TREE** 10.0" - 23.5" (MESQUITE, HACKBERRY, CEDAR, ASH, UNKNOWN)		HERITAGE 3:1 >23.5' (OAK, ELM, PECAN, PALM, LIVE OAK)		HERITAGE 1:1 >23.5" (MESQUITE, HACKBERRY, CEDAR, ASH, UNKNOWN)		OTHER TREES (CHINABERRY, HUISACHE, MULBERRY, TALLOW)		DEAD TREES
REMOVE	REMAIN	REMOVE	REMAIN	REMOVE	REMAIN	REMOVE	REMAIN	REMOVE	REMAIN	REMOVE
1841	294	2971	575	218	166	141	140	176	97	82
TOTAL										
2135		3546		384		281		273		82

TREE SUMMARY (NUMBERS)										
SIGNIFICANT TREE 6' - 23.5' (OAK, ELM, PECAN, PALM, LIVE OAK)		SIGNIFICANT TREE** 10.0" - 23.5" (MESQUITE, HACKBERRY, CEDAR, ASH, UNKNOWN)		HERITAGE 3:1 >23.5' (OAK, ELM, PECAN, PALM, LIVE OAK)		HERITAGE 1:1 >23.5" (MESQUITE, HACKBERRY, CEDAR, ASH, UNKNOWN)		OTHER TREES (CHINABERRY, HUISACHE, MULBERRY, TALLOW)		DEAD TREES
REMOVE	REMAIN	REMOVE	REMAIN	REMOVE	REMAIN	REMOVE	REMAIN	REMOVE	REMAIN	REMOVE
133	21	239	44	8	5	5	5	13	8	5
TOTAL										
154		283		13		10		21		5

Tree Removal Plan

- Heritage: Number: 8 Inches: 218
 - Oak, Elm, Pecan, Palm, Live Oak
- Heritage: Number: 5 Inches: 141
 - Mesquite, Hackberry, Cedar, Ash, Unknown
- Medium/Large: Number: 133 Inches: 1841
 - Oak, Elm, Palm, Live Oak
- Medium/Large: Number: 239 Inches: 2971
 - Mesquite, Hackberry, Cedar, Ash, Unknown
- Non-native/invasive: Number: 13 Inches: 176
 - Chinaberry, Huisache, Mulberry, Tallow
- Dead trees: Number: 5 Inches: 82

Purpose

- Summary tree removal in project area:
- Trees / remain: Number: 83 Inches: 1272
- Trees / remove: Number: 403 Inches: 5429

- Previous Huebner-Onion Natural Park Master Plan advised removing any non-native & invasive trees
- Can replant new trees in other areas that are native using Tree Mitigation Funds

Discussion

- Continue with design and engineering?
- Abandon project and design bank stabilization only, from Poss at entrance to small pavilion to Bandera Road bridge

Fiscal Impact

- Council approved \$633,167 for design and engineering, spent \$162,000, remaining balance \$471,167

Fiscal Impact

OPINION OF PROBABLE CONSTRUCTION COST Rimkus Park Low Water Crossing and Huebner Creek Drainage Improvements City of Leon Valley



Revised Date: 12/21/2023

ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	COST
100.1	MOBILIZATION	LS	11%	1	\$ 255,552.00
101.1	PREPARING RIGHT OF WAY	LS	4%	1	\$ 92,928.00
103.3	REMOVE DRIVEWAYS	SF	\$ 5.00	1,600	\$ 8,000.00
103.4	REMOVE MISCELLANEOUS CONCRETE	SF	\$ 5.00	800	\$ 4,000.00
105.1	CHANNEL EXCAVATION	CY	\$ 60.00	17,020	\$ 1,021,200.00
106.1	BOX CULVERT EXCAVATION AND BACKFILL	CY	\$ 35.00	55	\$ 1,925.00
107.1	EMBANKMENT (FINAL)(ORD COMP)(TY B)	CY	\$ 50.00	83	\$ 4,150.00
200.1	FLEXIBLE BASE (6" COMPACTED DEPTH)(TYPE B)	SY	\$ 20.00	100	\$ 2,000.00
307.1	CONCRETE STRUCTURE (HEADWALLS)	CY	\$ 2,000.00	7	\$ 14,000.00
309.1	PRECAST REINFORCED CONCRETE BOX CULVERTS (3' x 2')	LF	\$ 700.00	50	\$ 35,000.00
503.1	PORTLAND CEMENT CONCRETE DRIVEWAY	SY	\$ 100.00	190	\$ 19,000.00
505.1	CONCRETE RIPRAP (5" THICK)	SY	\$ 120.00	6,600	\$ 792,000.00
506.0	TEMPORARY EROSION, SEDIMENTATION, AND ENVIRONMENTAL CONTROLS	LS	3%	1	\$ 69,696.00
509.1	METAL BEAM GUARD RAIL	LF	\$ 140.00	100	\$ 14,000.00
515.1	TOPSOIL (4")	CY	\$ 30.00	1,314	\$ 39,417.00
516.1	BLOCK SODDING	SY	\$ 20.00	225	\$ 4,500.00
520.1	HYDROMULCHING (RESIDENTIAL OR COMMERCIAL)	SY	\$ 10.00	11,600	\$ 116,000.00
530.1	BARRICADES, SIGNS AND TRAFFIC HANDLING	LS	2%	1	\$ 46,464.00
531.1	WB8-19 FLOOD GAUGE SIGN AND SCALE	EA	\$ 1,500.00	2	\$ 3,000.00
554.1	EROSION CONTROL BLANKET (BIODEGRADABLE)	SY	\$ 10.00	11,600	\$ 116,000.00
9003.1	BOLLARDS, 4" DIAMETER X 42" HIGH	EA	\$ 1,500.00	6	\$ 9,000.00
	TREE REMOVAL (24" DIA OR BIGGER)	EA	\$ 2,500.00	48	\$ 120,000.00
SUBTOTAL					\$ 2,787,832.00
CONTINGENCY 30%					\$ 836,350.00
TOTAL					\$ 3,624,182.00

*UTILITY ADJUSTMENTS/RELOCATION IS NOT INCLUDED IN THIS ESTIMATE



S.E.E. Statement

Social Equity – Reducing flood hazards benefits all citizens by reducing remediation funds after a flood event

Economic Development – Reducing the footprint of the floodplain reclaims properties and increases their overall value

Environmental Stewardship – Reducing the floodplain reduces the amount of erosion entering our waterways, which improves the quality of the water

OUTSTANDING CITY COUNCIL ITEMS

- **Review of the Water Rates**
 - 6/20/2023 Postpone council requested this be a retreat item for 7/22/23.
 - Council will be looking at a 1% increase at a future meeting.
 - This will be discussed at the Town Hall meeting- on 11/21/2023, the Council decided on a workshop.
 - 12/5/2023 city council reviewed the presentation from Waterworth the next workshop is scheduled for 2/6/2023
- **Flooding**
 - Was addressed at the following Council Meetings.
 - 08/03/2021 – Flood damage prevention Ord. # 21-034.
 - 11/2/2021 – To discuss flood mitigation strategies.
 - 12/07/2021 – Short-Term options to address flooding.
 - Budget Adjustment – For funding floodway monitoring and software upgrades.
 - Upcoming Council presentation 1/18/2022.
 - Budget Adjustment – for creek cleanup.
 - Staff is proposing \$150,000 in ARP funds. Upcoming Council meeting TBD.
 - Segment one of Huebner Creek will be presented to the Council on 4/19/2022.
 - Council decided to look at the 50' wide, protected little league, the study will be brought back to the Council before we agree to do it.
 - Budget adjustment for creek cleanup.
 - 6/7/2022
 - Budget adjustment for flood gates and notification system.
 - 6/7/2022 postponed
- Huebner Creek Channel Improvement presentation 9/20/2022.
 - Council direction to bring back budget adjustment on \$633,000.
 - First Read 10/3/2022.
 - Second Read 10/18/2022.
 - 11/21/2023 – PW Director will provide an update and receive direction – Council decided to have a field trip to look at the creek layout TBD.
 - The Council decided to conduct a field trip in the Natural Area
 - 12/6/2023 the Council walked the steaked-out creek realignment
 - 1/16/2023 – The Council will revisit the project.
- **Legal review of the Sign Code**
 - Councilor Orozco and Bradshaw will work on this item.
 - Look into sign flippers in the median on Bandera
- **Seneca West R6 Zone change**
 - 3/7/2023

- Council requested some prices to replat as larger lots, not in favor of R6.
- Staff will be getting prices to plat larger lots and bring them back to the Council.
- Staff has received the plans and probable cost and will review them with the Council at the retreat.
- 08/10/2023 Discuss at the retreat. The Council would just like to plat and sale as is.
- 11/7/2023 Executive session on four options.
- 11/21/2023 Executive session on two options.
- Will be discussed at the town hall meeting.
- **Tiger brush and bulk issues- Contract ends January 1, 2025 (Item Remaining from Retreat)**
 - Discussed at the following City Council Meetings
 - 02/22/2021
 - Council addressed complaints and Tiger Sanitation responded.
 - 09/7/2021
 - Considered a resolution on how to manage bulk pick-up. Resolution # 21-031-R, the direction was given to CM to come back with a plan.
 - Considered and Ordinance Amending the Ord 14.02 Solid Waste First reading.
 - 11/2/2021
 - Considered and Ordinance Amending the Ord 14.02 Solid Waste Second Reading Passes Ord. # 21-053.
 - 1/11/2022
 - The Council considered two options to manage the overflow of Brush. The Council decided to have PW pick up the overage after Tiger Sanitation picked up their 8 CY.
 - There were 11 homes with oversized brush the City had the item picked on 3/4/22-3/8/22.
 - 05/17/2022 Council meeting discussing rate increase.
 - Council allowed the 2.5% increase for July and another in January but did not approve the 7.5 % increase.
 - Council was willing to renegotiate terms.
 - On 8/23/2022, Council decided to leave terms as is.
 - On 9/19/2023 the staff took a draft survey to the Council. Staff will amend it and bring it back to the Council at a later time.
 - Will ask for input at the Town Hall meeting. Council decided on the final survey 12/19/2023.
- **Speed hump policy changes- (Item Remaining from Retreat)**
- **Discussion of updating the Strategic Plan –**

- Will be placed on the Town Hall meeting for discussion-Council decided at the 11/21/23 Council meeting to hold a workshop.
- February 3, 2024, workshop scheduled. At the council chambers
- Presentation on legislative changes that may impact our city - **(Item Remaining from Retreat)**
- **Silo design per request of the adjacent property owner**
 - 5/2/2023 – Moved by CM due to the number of items on the agenda.
 - 5/16/2023 – Scheduled
 - Council Requested outreach to local universities.
- **Sustainability Overlay**
 - 6/6/2023 Staff is not ready and has been postponed until September.
 - 7/25/2023 – Zoning Commission started to review.
- **Stray Animal Ordinance**
 - Currently being reviewed by the City Attorney – we cannot require private industry to take in and adopt our stray animals.
 - Looking at a possible interlocal agreement.
 - Staff has met with the county for a long-term solution.
- **Neighborhood/Citizen Survey**
 - Will be tied to the solid waste survey.
- **Review of the Personnel Manual**
- **Establish neighborhood boundaries**
 - Council has opted not to Update Master Plan.
 - P & Z Director investigating a university conducting the plan.
- **Looking at an amendment to Section 15.02 Appendix C (I), D Structural Nonconformity to add a matching percentage from Economic Community Development funds.**
 - **After the sustainability review.**
- **Four-way stop at Forest Meadow and Evers.**
 - To be evaluated upon the development of the Evers property.
- **Interlocal Agreement with the County regarding an Outreach Coordinator.**
- **Consumer protection mandate on refunds.**

ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED

- **John Marshall Traffic Plan – CR, JH**
 - Discussed at the following Council meeting.
 - 12/14/2022 Next steps
 - NISD engineers are still working on the plan, collecting traffic counts, and coordinating with CoSA Traffic Department.
 - Once complete, additional meetings will be held with the City to determine the feasibility and appropriateness.
 - Once plans are final, the proposal will be presented to City Council for approval.

- John Marshal Update on 3/15 based on 2/14 meeting.
- The City received feedback on possible neighborhood suggestions on 5/09/2022. Joint meeting to be determined.
- Heard by City Council to possible street closures on 8/23/20. Engineers will develop a report, and PD and Fire will review it.
- Taking to Council on 10/3/2022.
- 2/7/2023 council will review speed pads and school zones.
 - Council decided to move forward with the speed pads and wait on the school zone. The delineators will also be left alone.
- Speed pads have been installed and school zone on Huebner is being addressed.
- Interlocal agreement with San Antonio is complete. A budget adjustment of \$74,000 was approved by the Council for the mast traffic arms.
- We met with the contractor, The Levy Company, and they informed us that the mast arms will take 16-24 weeks for delivery, so work will not start until December or January.
- 1/10/2023- installation has begun
- **Red-light Cameras first available contract end term is May 2037**
 - City Council adopted a Resolution declaring the intent to phase out redlight cameras 4/6/2021 – Resolution # 21-009R.
 - The RLC Contract would be difficult to terminate without financial obligation from the City.
 - City Council supports HB 1209 and physically delivers letters in support to Cortez, Biederman, Canales, Menendez
 - Funds – Eligible projects – CR
 - Will be discussed at the Town Hall Meeting on January 22, 2022.
 - Discussed at the retreat Council has decided not to spend funds until we know what the legislature is doing.
 - Resolution supporting SB 446-2/21/2023.
 - The item was not approved during the legislation process the Council will try again in 2025.
- **Comprehensive Master Plan**
 - Was addressed at the following Council meetings:
 - 2/2/2021
 - 3/23/2021
 - 06/1/2021
 - This item was discussed during the budget process and ultimately, the Council decided not to expend the funds on this project at this time.
 - Will be discussed under the Town Hall meeting update to the Council on 4/19/2022.
 - Council would like us to use our future land use map.
- **Sewer Service Charge Adjustments**
 - Council meeting 2/15/22.

- Impact Fees Removed.
- Sewer Charges will be brought back at a later time.
- **Apartments Finley And Sierra Royale, Forest Oaks, Vista Del Rey- BM**
 - Update on one of the Apartment Complexes at the CC mtg 3/15.
 - Presentation was given on Vista Del Rey.
 - Next apartment review is on 5/3/2022.
 - Staff received legal advice in the executive session.
 - Executive session 8/2/2022
 - Council decided to file a Chapter 54 lawsuit against Vista Del Rey, filed on 8/5/2022.
 - TRO was granted on 8/8/2022.
 - Administrative warrant executed on 8/17/2022.
 - Temporary Injunction was granted on 8/22/2022.
 - They have 6 months to comply.
 - 8/31/2022 Vista got new attorneys.
 - 9/9/2022 Vista filed a motion to dissolve the temporary injunction.
 - C of Os issued Shed, Maintenance Shop, Laundry 1-3, Vista, Gym.
 - 9/19/2022 hearing set and canceled.
 - Executive Session 9/20/2022
 - Vista Del Rey is 50% compliant Council agreed to settled on 4/18/2023.
 - Vista has completed all inspections and received their C of Os.
- **AV equipment for the Conference Center - Budget Adjustment from ARP Funds**
 - Council meeting 2/1/22 first read.
 - Item amended to get the direction of the scope of work.
 - Will bring the item back after the BID process.
 - Discuss alternatives 5/3/2022.
 - This item could not be purchased out of ARP funds.

COMPLETED