



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, May 21, 2024 at 6:30 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. Recognition of Outgoing Council Place 2, Josh Stevens in Appreciation of Four Years of Service to the City of Leon Valley - S. Passailaigue, City Secretary
 2. The Honorable, Judge Peter Sakai will Administer the Oath of Office and There Will Be a Presentation of the Certificate of Election to Council Member-Elect, Chris Riley, Mayor; Council Member-Elect, Betty Heyl, Council Place 2; and Council Member-Elect, Rey Orozco, Council Place 4 - S. Passailaigue, City Secretary
4. ***There will be a short recess for a reception honoring Councilor Josh Stevens and newly sworn Leon Valley Councilors in the City Hall Foyer at this time. Following the reception, the City Council will reconvene into open session.***

The public is cordially invited to attend.

5. **Presentations Continued**
 1. 1. Presentation and Discussion on Trash Survey Results - R. Salinas, Director of Economic Development

6. Regular Agenda

1. Discussion and Possible Action on an Ordinance Rezoning Approximately 27-Acres of Land From R-1 (Single Family Dwelling) to a Planned Development District With R-6 (Garden Home) Base Zoning District, Being Lot 1, Block 1, CB 4430C, Good Samaritan Lodge Nursing Home Inc Subdivision, Parcel 1, Abstract 399, CB 4429, and Parcel 11, Abstract 432, CB 4430 (unplatted), Located at 6518 Samaritan Drive, Leon Valley, Texas (1st Read was Held on 03-19-2024; Second Read was Held on 04-02-2024) As requested by Councilor Will Bradshaw and Councilor Benny Martinez - M. Moritz, Public Works Director
2. Presentation, Discussion and Possible Action on the Sale of City-owned Property 0 Samaritan Drive, Leon Valley, Texas, 78238, Lots 1 and 2, Block 1, CB 4430, Grass Hill Estates Subdivision, Approximately 19.614 Acres of Land - As Requested by Councilor Benny Martinez and Councilor Will Bradshaw

7. **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.

8. City Manager's Report

1. **Upcoming Important Events:**
 - **Regular City Council Meeting, Tuesday, June 04, 2024, at 6:30 PM, in City Council Chambers.**
 - **City Council will not hold another Regular City Council Meeting until Tuesday, July 16, 2024, at 6:30 PM, in City Council Chambers.**
 - **City Offices will be closed Monday, May 27, 2024, in observance of Memorial Day.**
 - **Annual City-Wide Garage Sale, Saturday, May 25, 2024, from 8:00 AM to 6:00 PM.**
 - **Big Rig Petting Zoo, Friday, June 07, 2024, from 10:30 AM to 12:00 PM, at Raymond Rimkus Park.**
 - **Movies in the Park featuring, Migration, Friday, June 07, 2024, at Dusk, at Veteran's Park near the Community/Conference Center Grassy Area.**
 - **Movies in the Park featuring Kung Fu Panda 4 , Friday, June 21, 2024, at Dusk, at Veteran's Park near the Community/Conference Center Grassy Area.**
 - **30th Annual 4th of July Celebration, Thursday, July 04, 2024, at Raymond Rimkus Park. Complete day's schedule of events may be found on the City's website, ENews, as well as on the City's Facebook and Twitter pages.**
 - **Coffee with the Mayor & City Council, Saturday, July 27, 2024, 9:00 AM to 11:00 AM, at the Leon Valley Conference Center.**
 - **Miscellaneous other events and announcements.**

9. Consent Agenda

1. Discussion and Possible Action Approving of the Following City Council Minutes: S. Passailaigue, City Secretary
 - a. 05-07-2024 Regular City Council Meeting Minutes
 - b. 05-15-2024 Special City Council Meeting Minutes

2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes: S. Passailaigue, City Secretary
 - a. 03-14-2024 Library Advisory Board Meeting Minutes
 - b. 02-16-2023 Earthwise Living Committee Meeting Minutes
 - c. 04-05-2023 Earthwise Living Committee Meeting Minutes
 - d. 02-07-2024 Earthwise Living Committee Meeting Minutes
 - e. 04-10-2024 Earthwise Living Committee Meeting Minutes
 - f. 11-09-2023 Library Advisory Board Meeting Minutes
 - g. 01-11-2024 Library Advisory Board Meeting Minutes
 - h. 04-11-2024 Library Advisory Board Meeting Minutes

3. Discussion and Possible Action on an Ordinance of the City of Leon Valley Accepting Grant Funds from the 2024 J. Frank Dobie Trust and Amending the General Budget of the City of Leon Valley, Texas Municipal Budget for the Fiscal Year 2023-2024 in the Amount of \$3,610 to Provide Funding for the Leon Valley Public Library to Purchase Additional Nonfiction Books for the Juvenile Collection. (1st Read was Held on 05-07-2024), R. Reed, Library Director

4. Presentation and Discussion of the Monthly Financial Report Ending April 30, 2024 - C. Goering, Finance Director

5. Discussion and Possible Action on an Ordinance Authorizing a Fiscal Year 2023-24 General Fund Budget Adjustment in the Amount of \$6,335.00, from the Public, Educational and Governmental (PEG) Restricted Fund Balance for the Purpose of Increasing the Economic Development Department Budget and Authorizing the City Manager to Execute an Agreement with Spectrum Enterprise for PEG Channel Service (1st Read was Held on 05-02-2024) - R. Salinas, Director of Economic Development

6. Discussion and Possible Action on an Ordinance Authorizing a Fiscal Year 2023-24 General Fund Budget Adjustment in the Amount of \$3,080.00 for the Purpose of Increasing the Economic Development Department Budget for PEG Channel Service till the End of the Fiscal Year 2024 (1st Read was Held on 05-02-2024) - R. Salinas, Director of Economic Development

7. Discussion and Possible Action to Consider Approval of an Ordinance Amending the Leon Valley Code of Ordinances Chapter 14 Utilities to Add a Section 14.12 Impact Fees and Amending Appendix A Schedule of Fees Section A16 to Increase Water Impact Fees (1st Read Held on May 7, 2024) - M. Moritz, Public Works Director

10. Regular Agenda

1. Presentation and Discussion to Consider Approval of an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 14 Utilities, Article 14.05 Sewers, Section 14.05.001 Connection and Appendix A Schedule of Fees to Add a Subsection (d) On Site Sewage Facilities (OSSF) (Septic Tanks) Fees to Appendix A Schedule of Fees, Article A8.000 Building and Construction Related Fees, to Allow Property Owners of Properties Over One-Half Acre in Size to Install On Site Sewage Facilities and to Provide for Permitting and Inspection Fees and Services (1st Read as Required by City Charter) - M. Moritz, Public Works Director
2. Presentation and Discussion on an Ordinance Authorizing a Budget Adjustment to Transfer Funds from the American Rescue Plan Fund (ARP) to the Enterprise Fund for Remaining ARP Funds (1st Read as Required by City Charter) - C. Goering, Finance Director
3. Discussion and Possible Action to Elect a Mayor Pro-Tem - S. Passailaigue, City Secretary

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.

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

1. Pursuant to Texas Government Code, Chapter 551, Section 551.071, Consultation on Legal Issues; and Section 551.072, Deliberations on Real Property: 0 Samaritan Drive, Leon Valley, Texas, 78238, Lots 1 and 2, Block 1, CB 4430, Grass Hill Estates Subdivision, Approximately 19.614 Acres of Land - As Requested by Councilor Benny Martinez and Councilor Will Bradshaw

13. Reconvene into Regular Session

14. Possible Action on Issues Discussed in Executive Session If Necessary

15. Adjournment

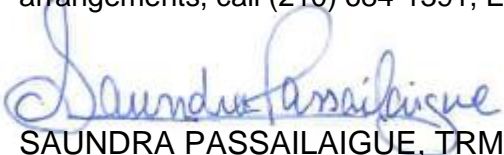
Executive Session. The City Council of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation 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 make arrangements, call (210) 684-1391, Extension 216.



SAUNDRA PASSAILAIGUE, TRMC
City Secretary
May 15, 2024 1:10 PM



MAYOR AND COUNCIL COMMUNICATION

DATE: MAY 21, 2024
TO: Mayor and Council
FROM: Roque Salinas, Director of Economic Development
THROUGH: Crystal Caldera, City Manager
SUBJECT: Presentation and Discussion on Trash Survey Results.- R. Salinas, Director of Economic Development
SPONSOR(S): N/A

PURPOSE

The City of Leon Valley conducted a Survey on Trash services provided by Tiger Sanitation. The results show that the respondents are happy with Tiger Sanitation services. Most are not willing to add services to the current contract and those who do are only willing to pay on average \$1-\$3 per month more.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

At council discretion

APPROVED : _____ DISAPPROVED : _____

APPROVED WITH THE FOLLOWING AMENDMENTS :

ATTEST :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Trash Survey

Roque Salinas, MPA

Director of Economic Development

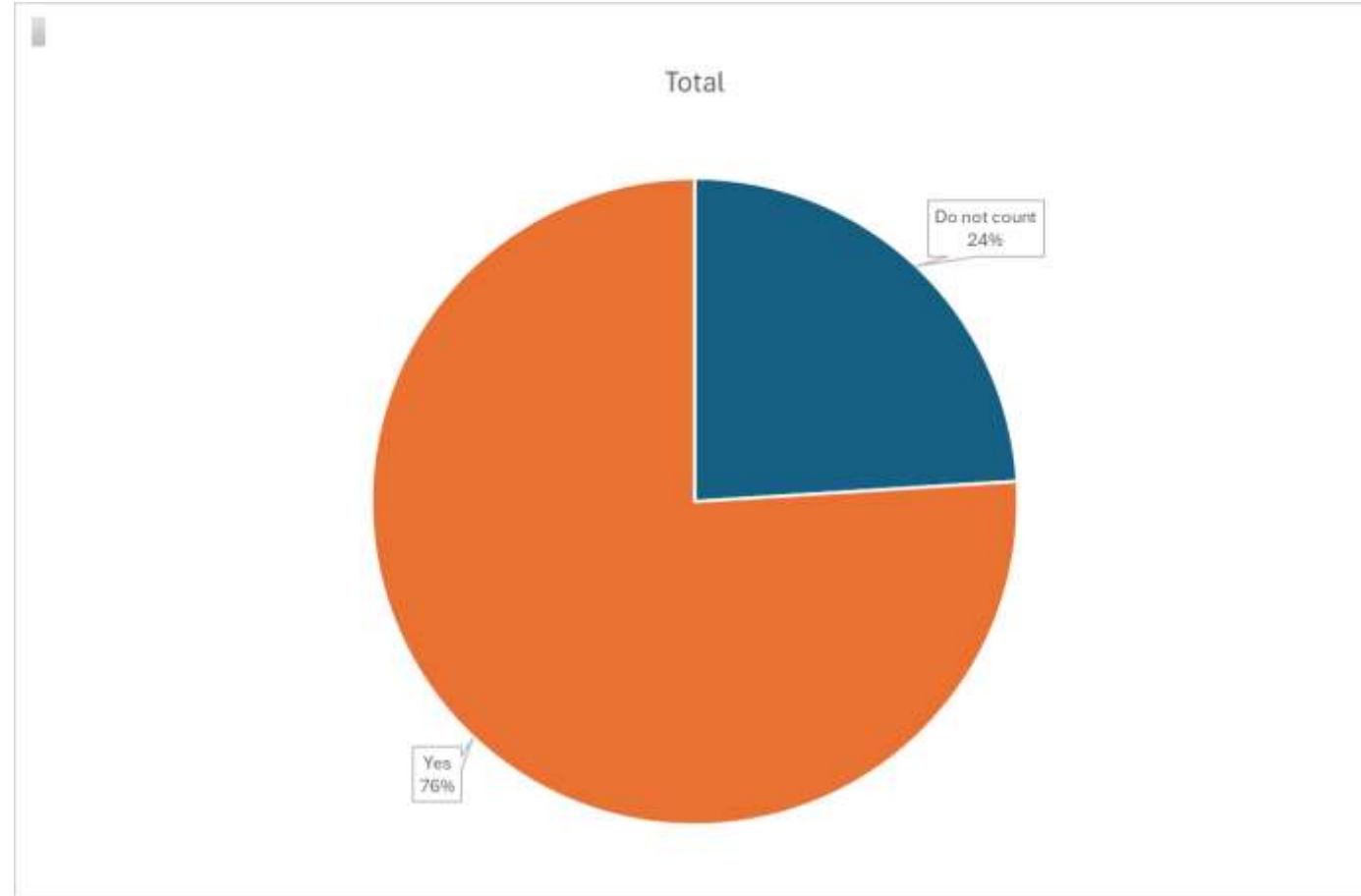
5/21/2024

Background

- The City of Leon Valley conducted a Survey on Trash services provided by Tiger Sanitation.
- Staff received 450 responses both online and in returned mail. 342 submissions will count towards the results and 106 will not count as they did not provide an address and staff removed 2 answers because they came from the same IP Address as per council directions.

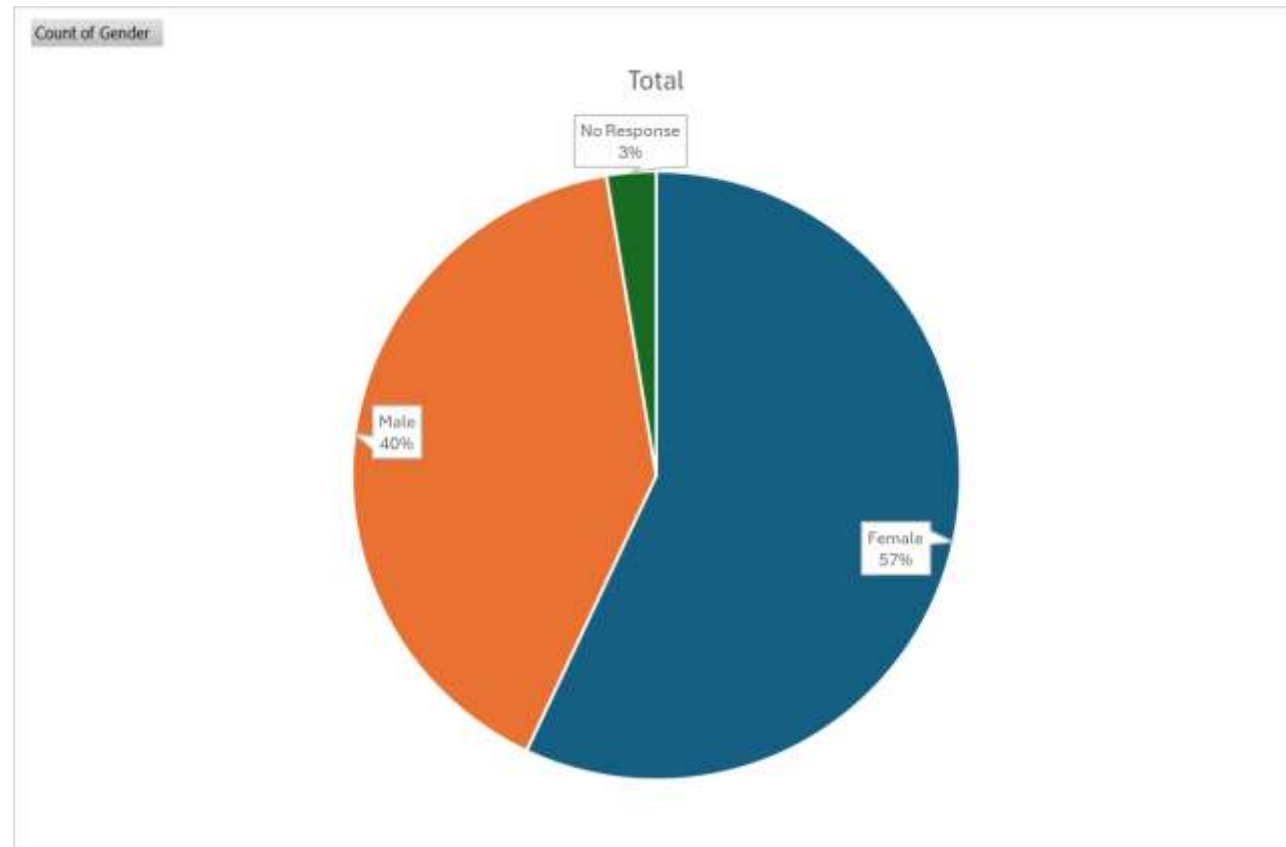
Count

Count towards Results	
Do not count	108
Yes	342
Grand Total	450



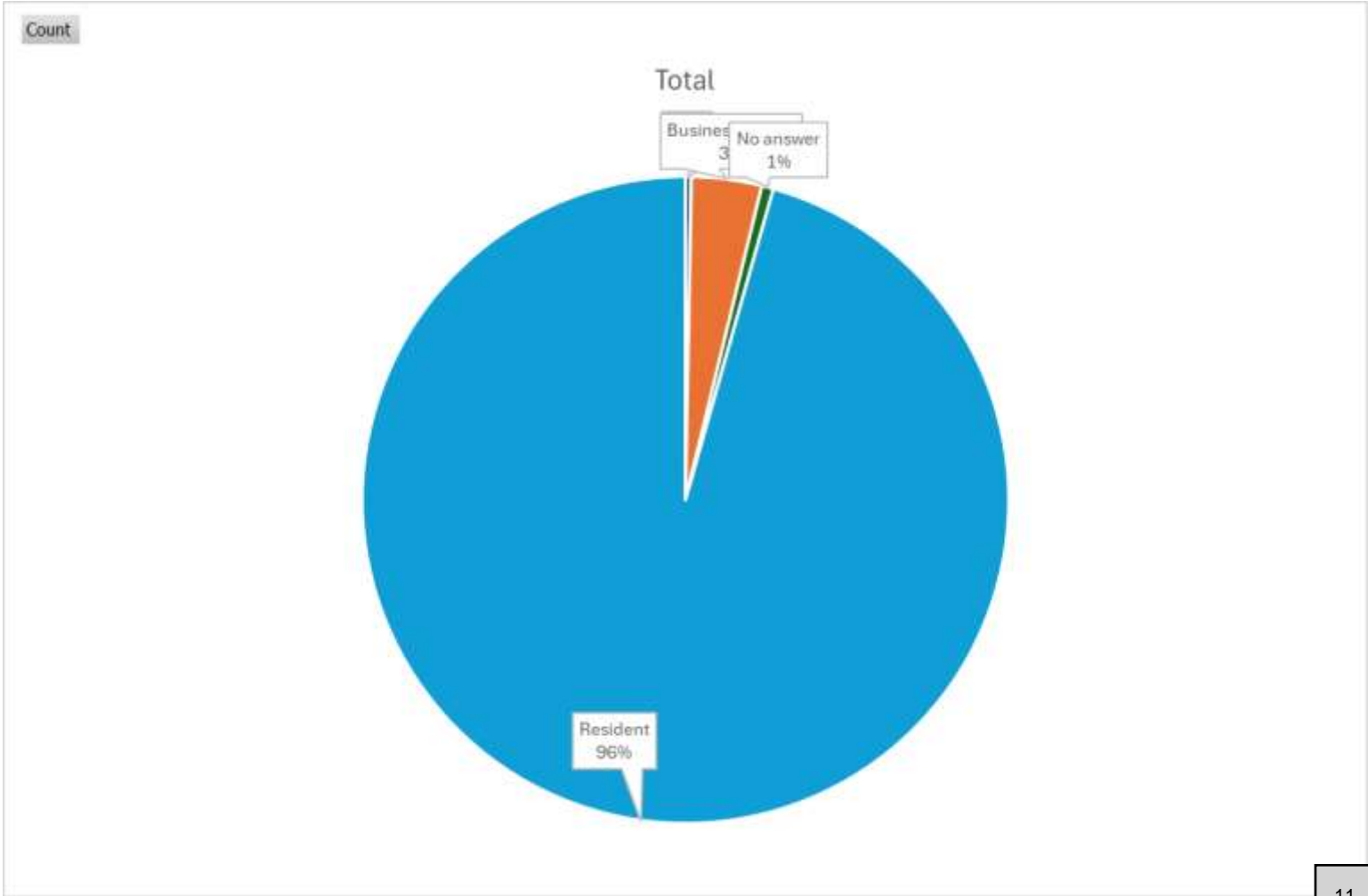
Gender

Gender question	Count of Gender
Female	195
Male	138
No Response	9
Grand Total	342



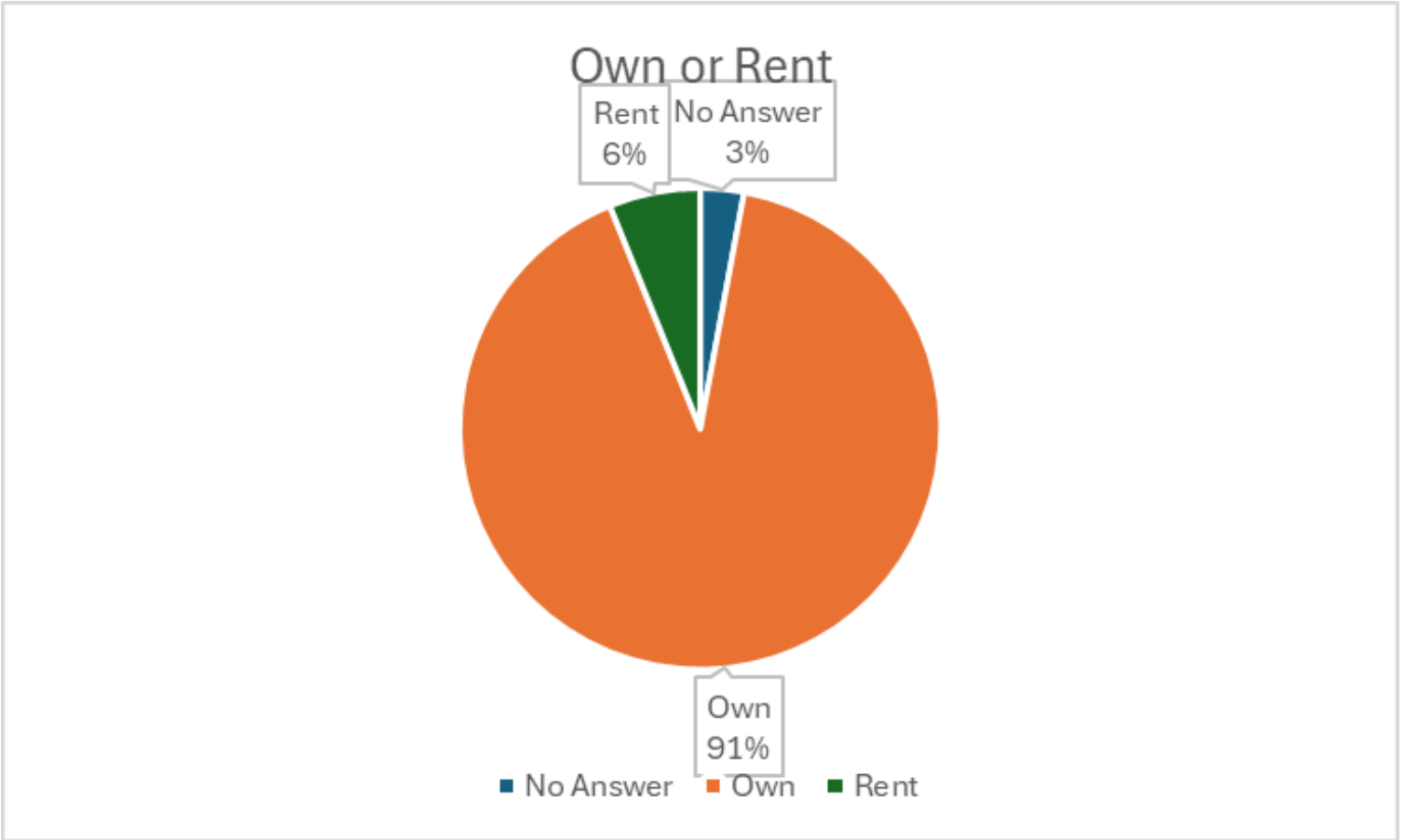
Residents or business?

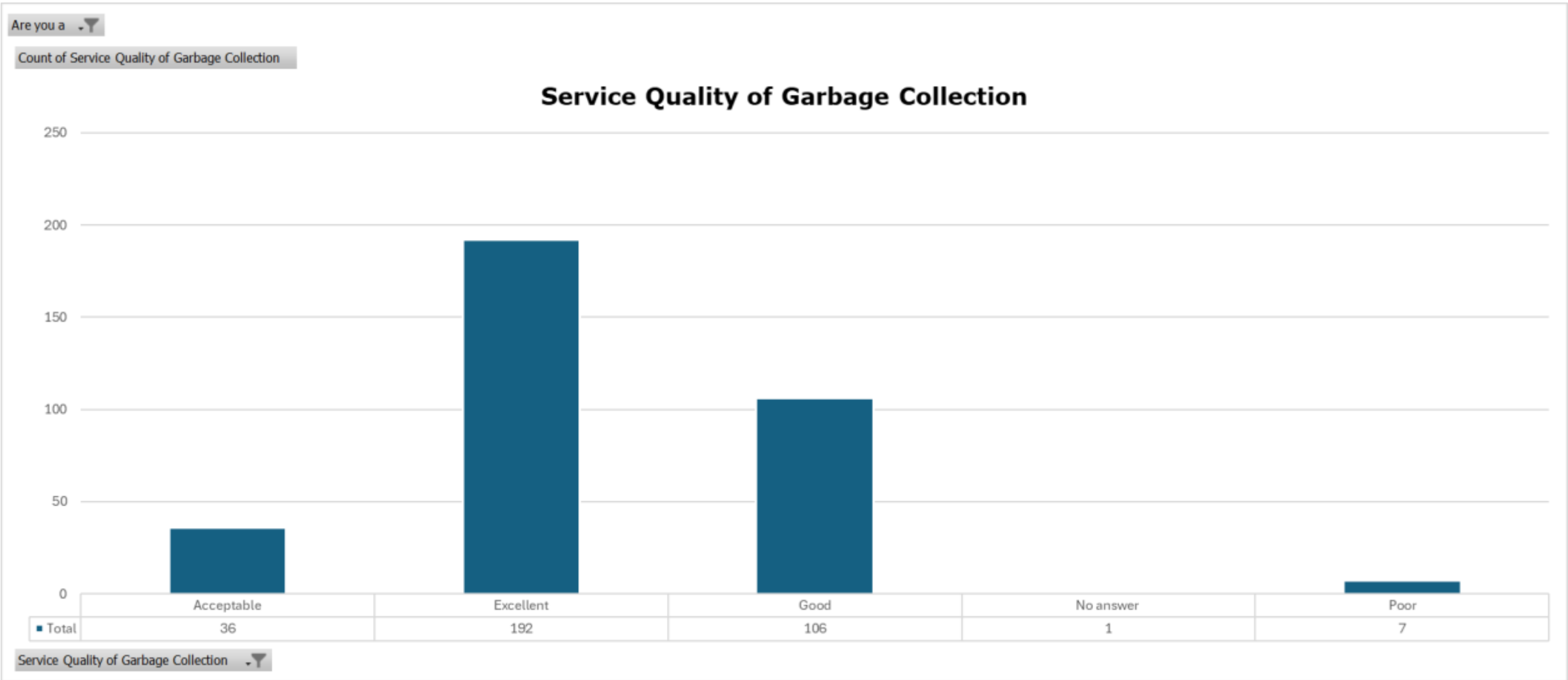
Resident or Business	Count
Both	1
Business Owner	12
No answer	2
Resident	327
Grand Total	342



Own or Rent

Own or Rent	Count
No Answer	10
Own	311
Rent	21
Total	342



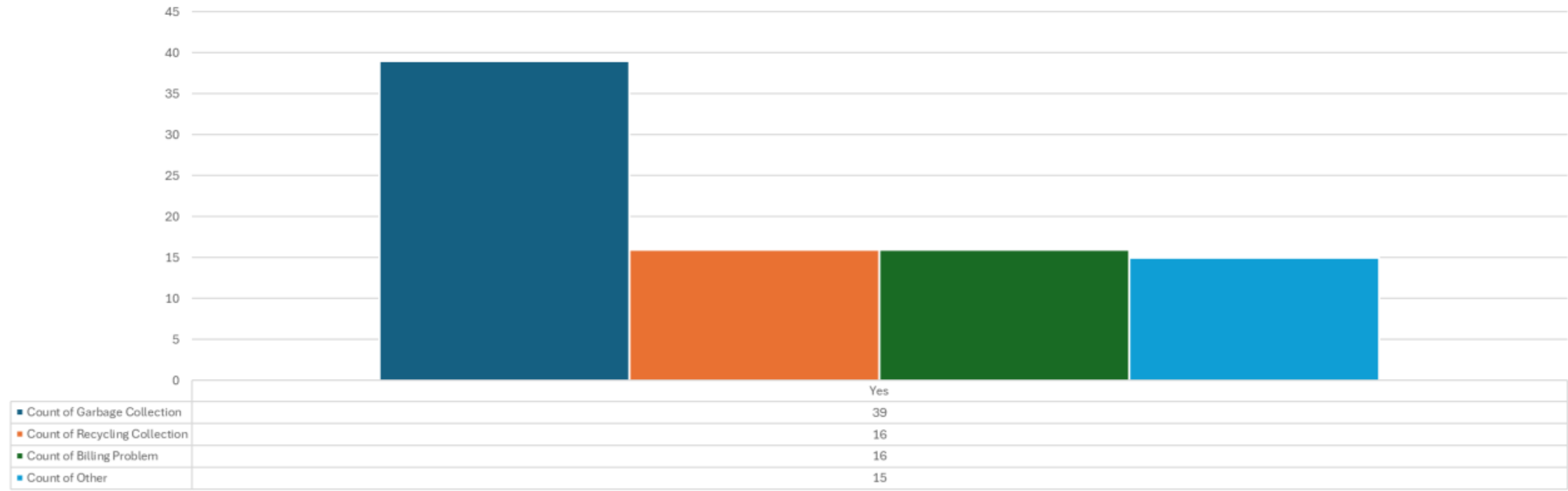






Count of Garbage Collection Count of Recycling Collection Count of Billing Problem Count of Other

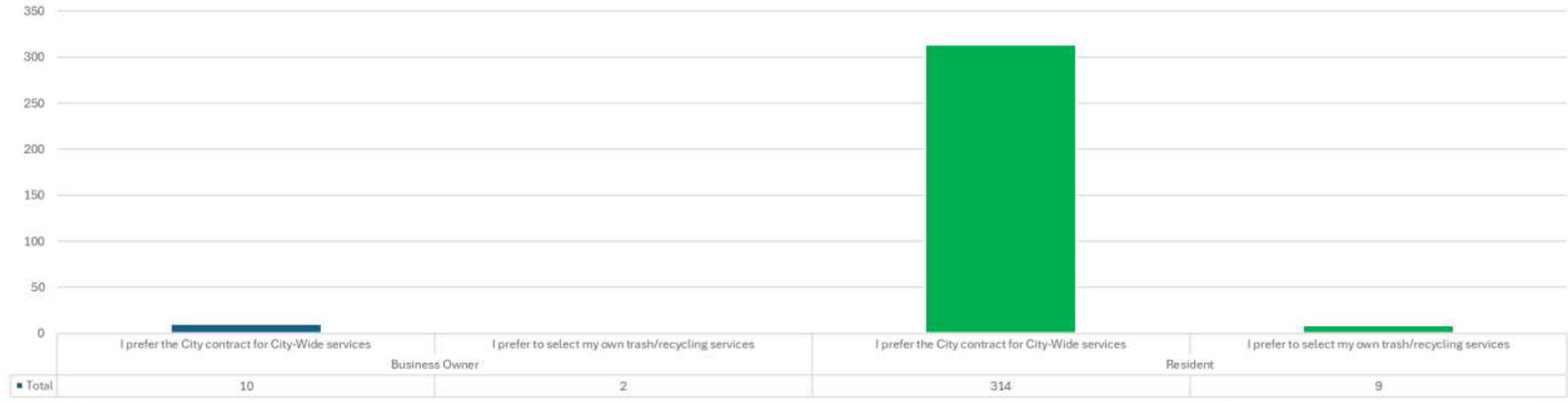
If you have a complaint about your solid waste service, what is related to?



In the past year, have you made a complaint about your solid waste service? .Y

Count of Currently, the City contracts with Tiger Sanitation for your trash and recycling services. Would you prefer to choose your own trash and recycling service and the City no longer contract for City-Wide services?

Currently, the City contracts with Tiger Sanitation for your trash and recycling services. Would you prefer to choose your own trash and recycling service and the City no longer contract for City-Wide services?-

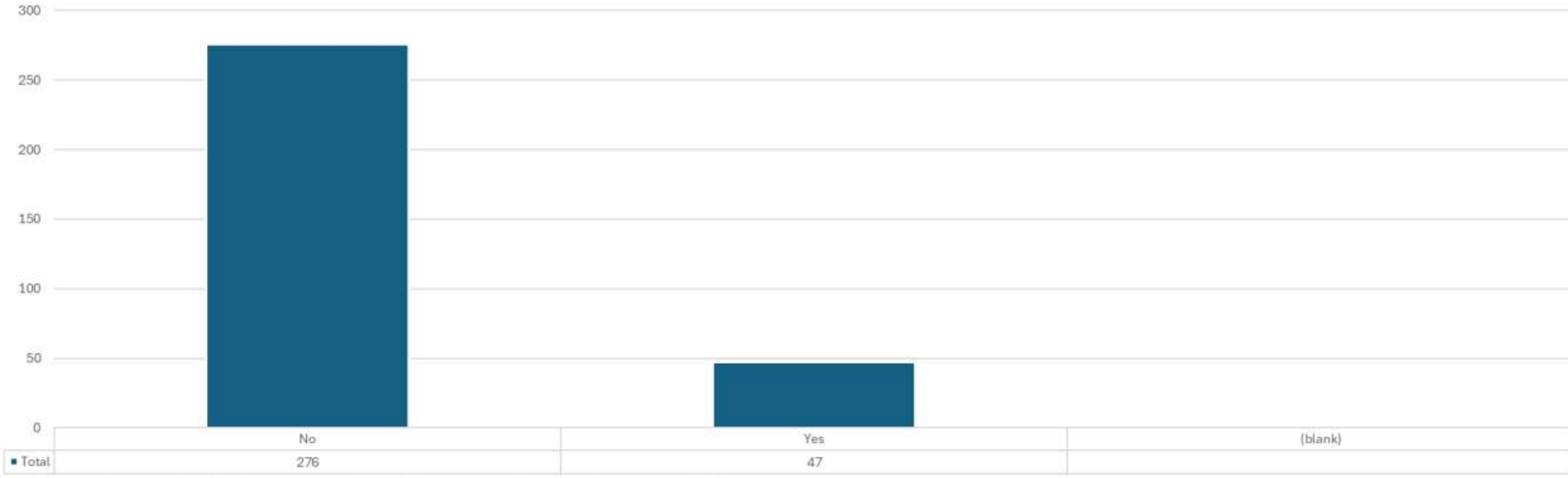


Are you a Business Owner Resident Other Currently, the City contracts with Tiger Sanitation for your trash and recycling services. Would you prefer to choose your own trash and recycling service and the City no longer contract for City-Wide services?



Count of Currently, the City has once a week trash collection service. Would you be willing to pay more for twice a week service?

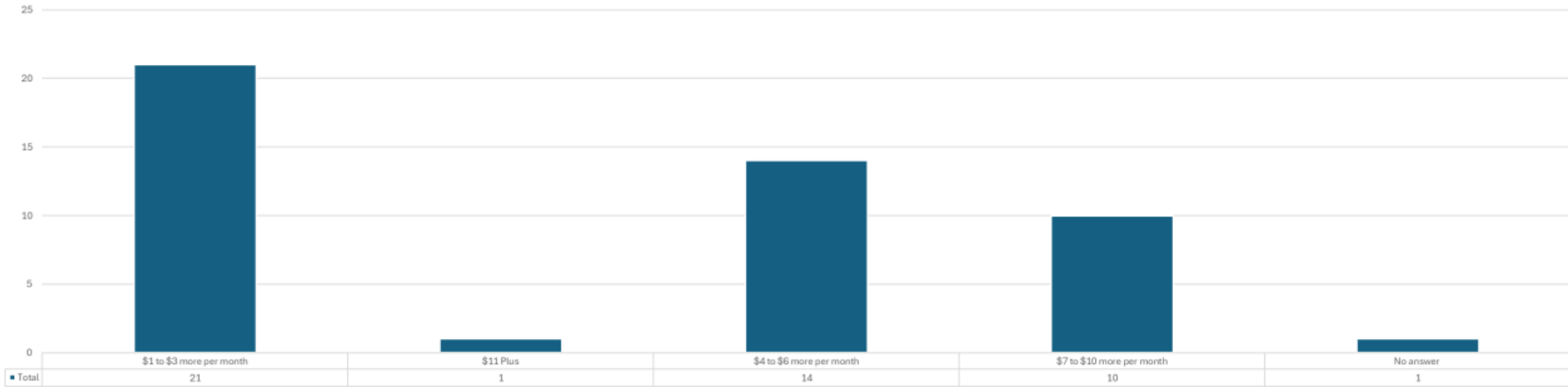
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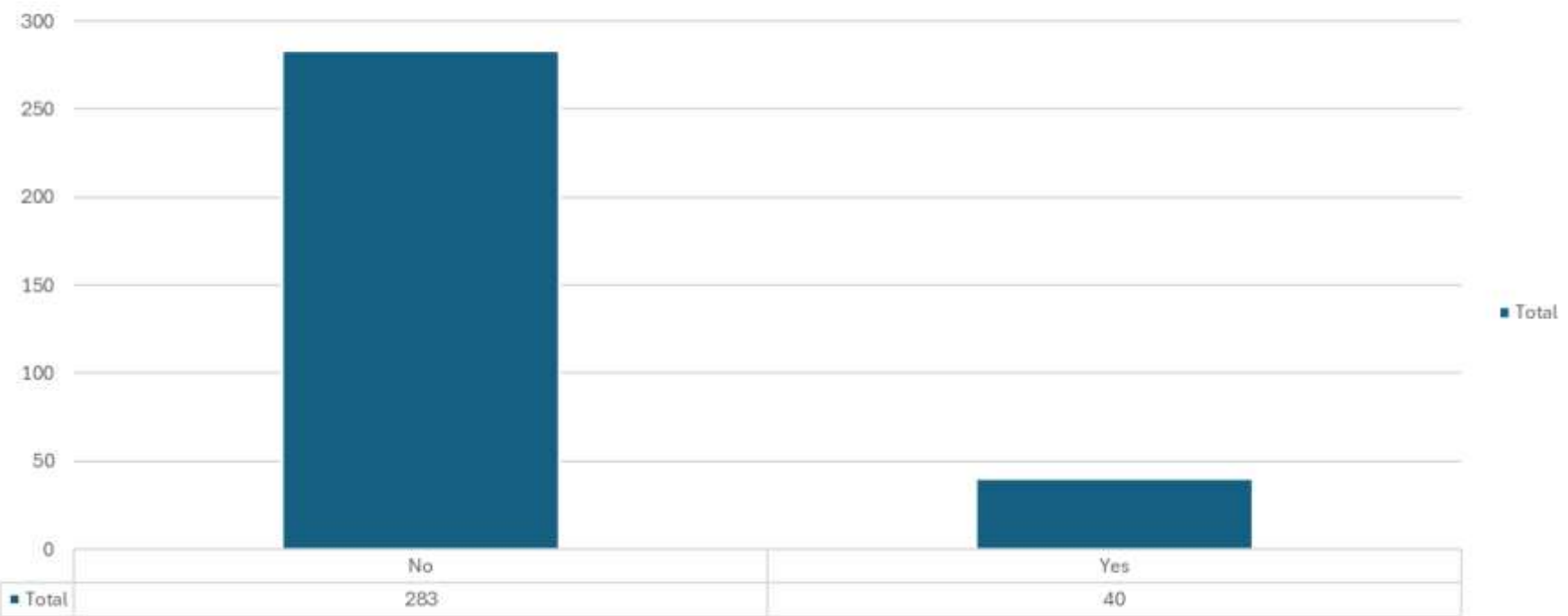
If you are willing to pay more, how much more?



If you are willing to pay more, how much more? ▾

Count of Twice yearly, the city has large item disposal(furniture, non-freon appliances, brush, etc.) of up to 8 cubic yards. Would you be willing to pay more for 16 cubic yards?

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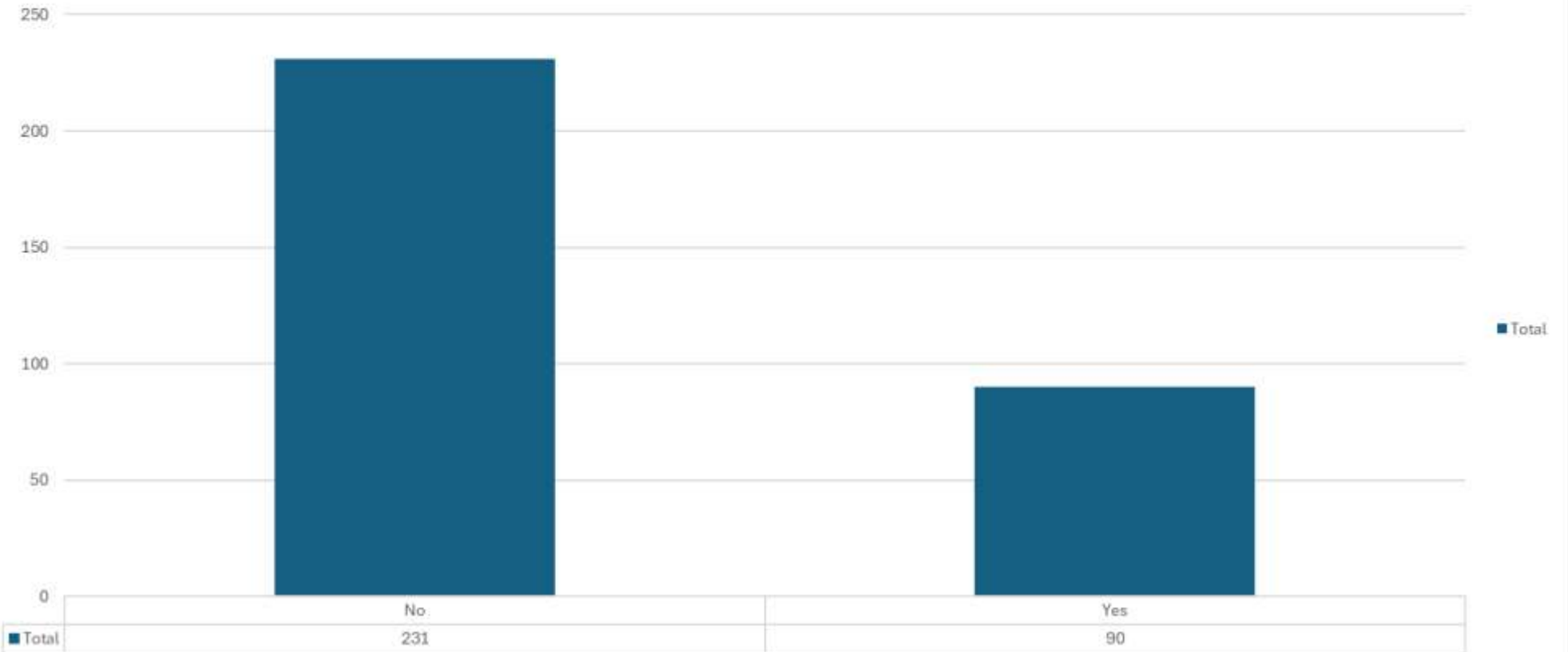
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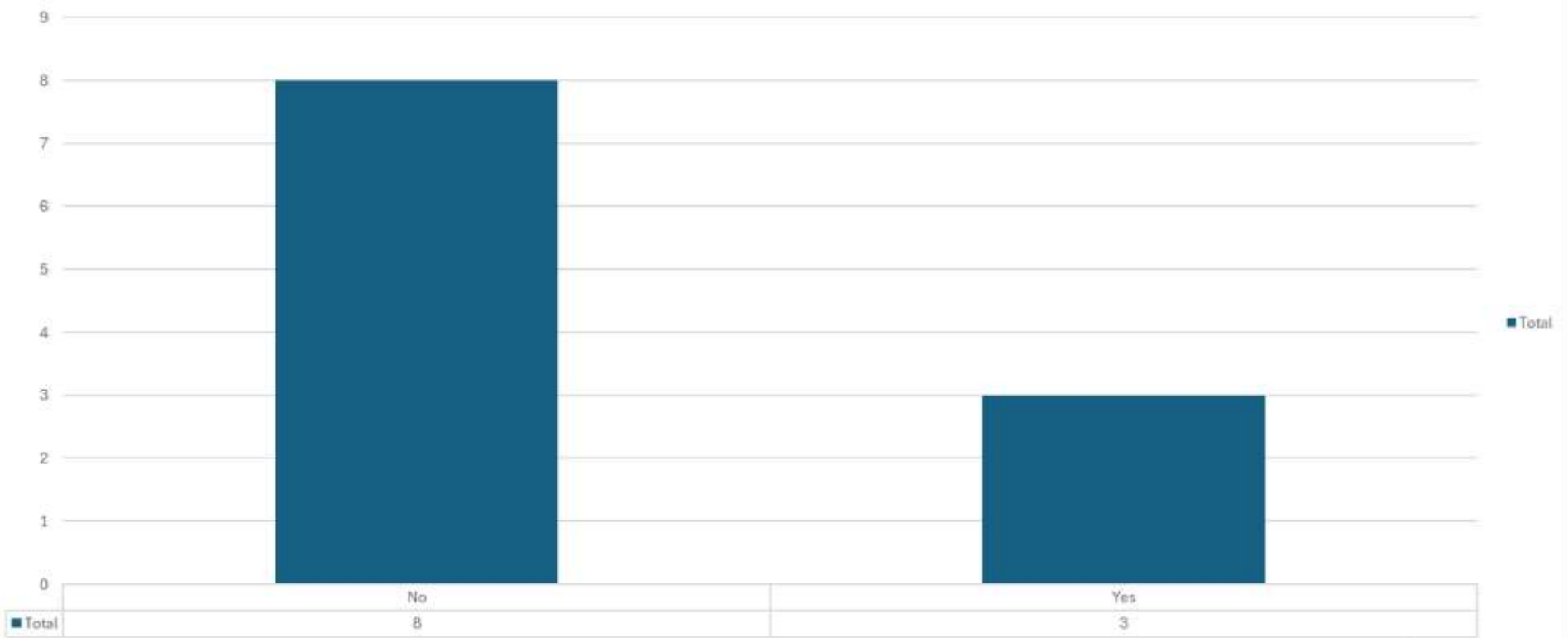


Currently, the City does not have organic waste disposal - soiled food containers (pizza boxes), food waste (orange peels) yard trimmings (small branches). Would you be willing to pay more for organic waste disposal?

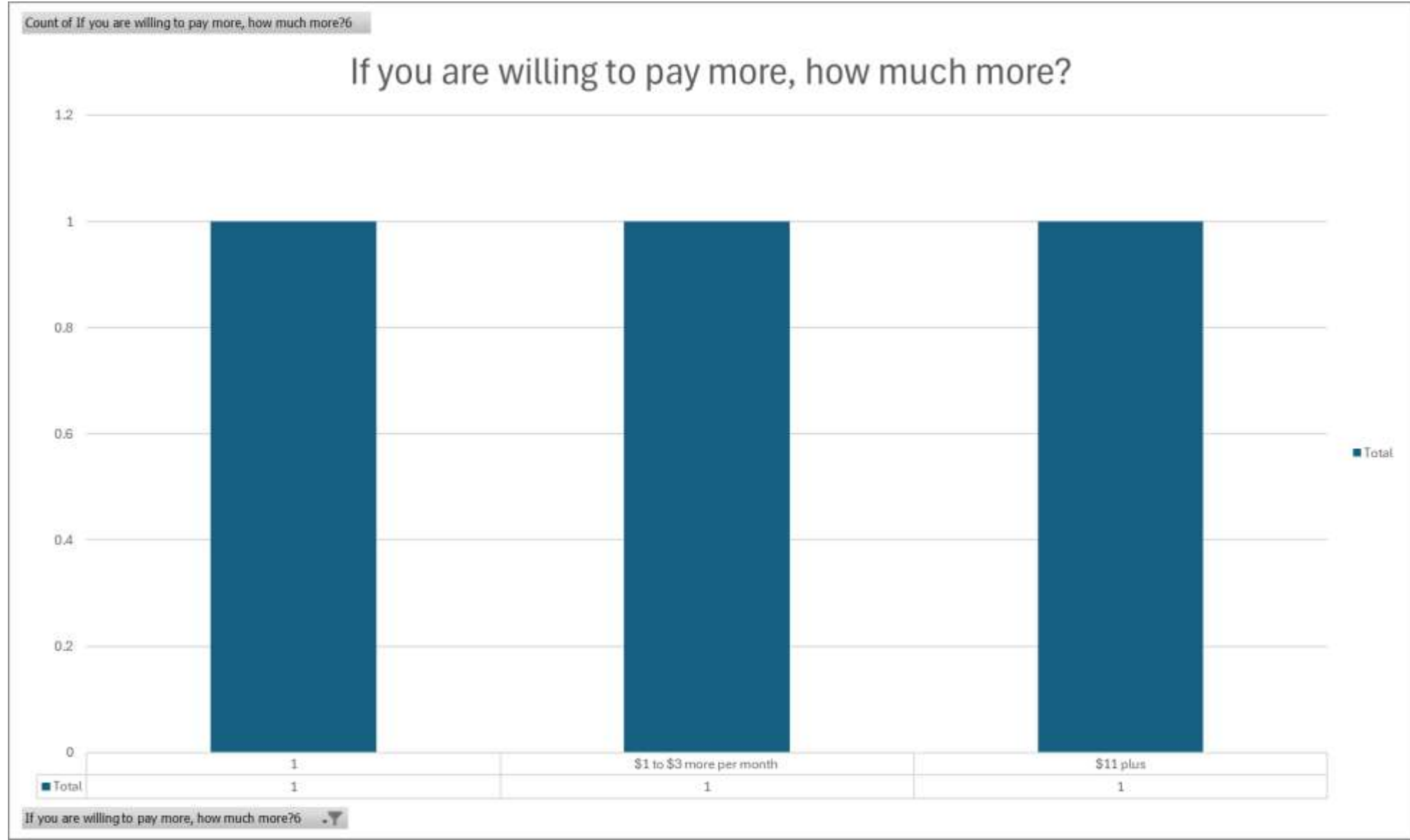


Count of Currently, the City contracts with Tiger Sanitation for your trash and recycling services; however, commercial participants are not provided with recycling option. Would you be willing to pay more for...

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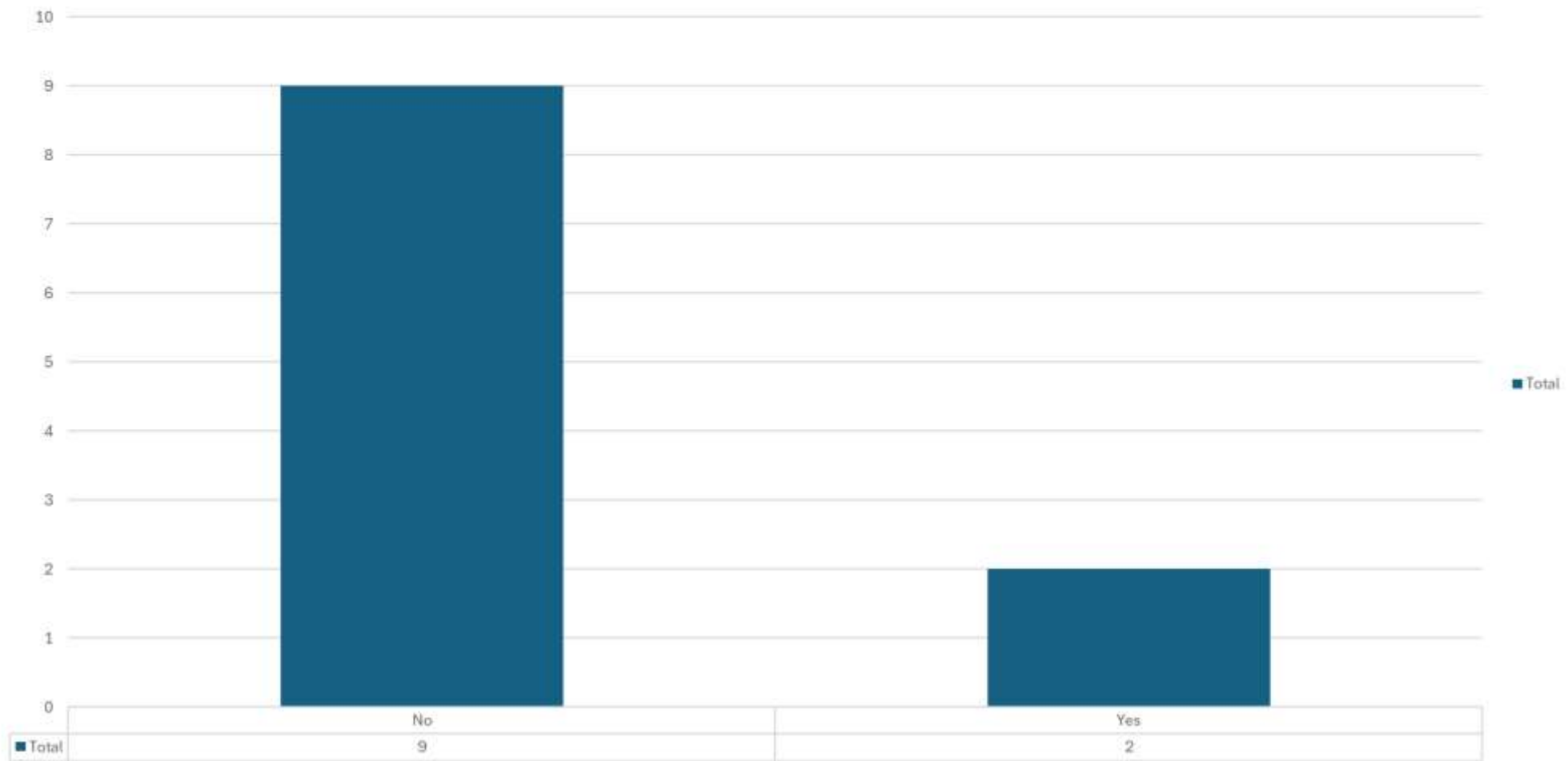


Currently, the City contracts with Tiger Sanitation for your trash and recycling services; however, commercial participants are not provided with recycling option. Would you be willing to pay more for recycling...



Count of Currently, roll-off containers are rented with Tiger Sanitation. Would you like to be able to rent roll-off containers elsewhere?

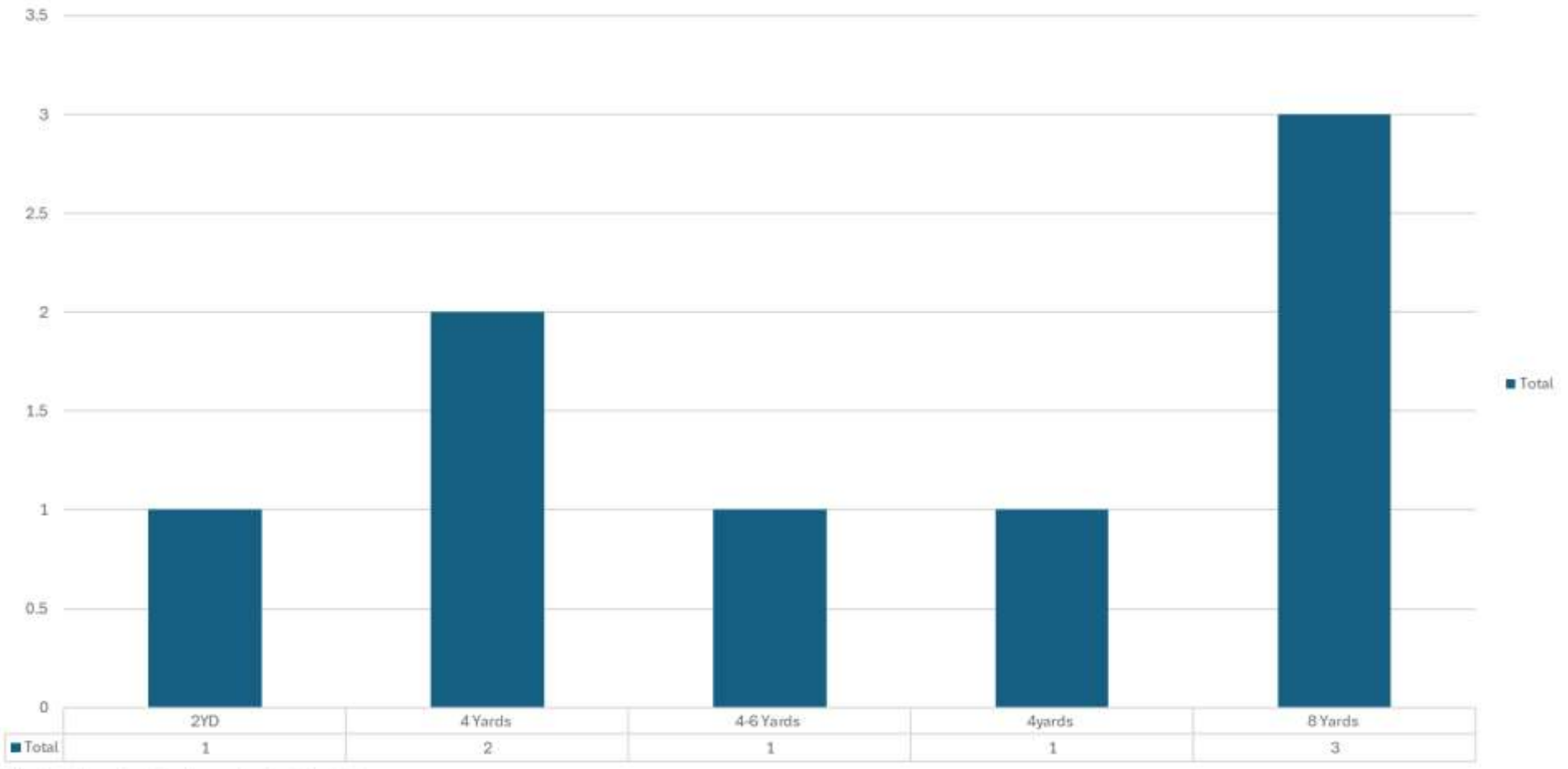
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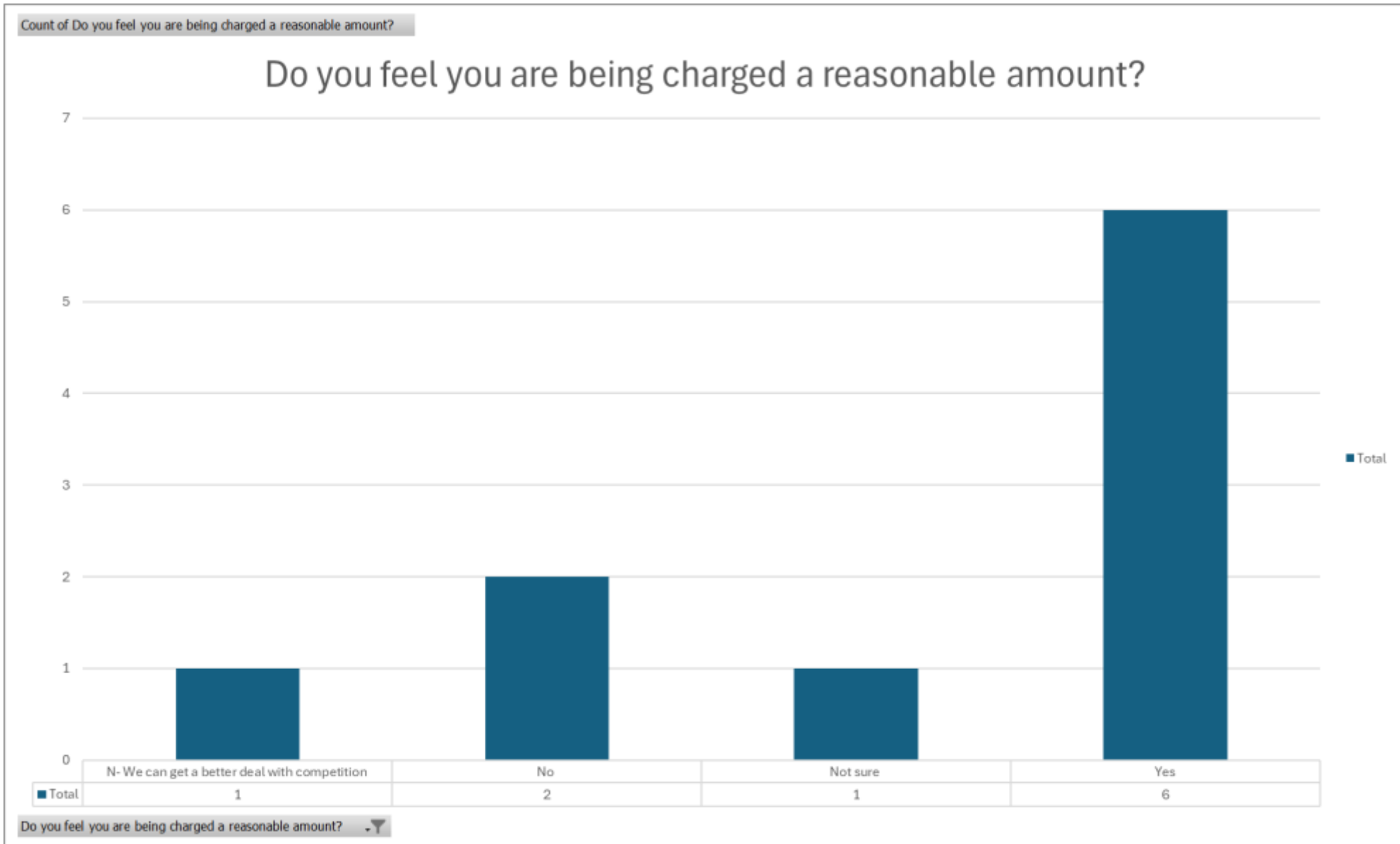
Currently, roll-off containers are rented with Tiger Sanitation. Would you like to be able to rent roll-off containers elsewhere?

Count of What size of dumpster best suits your business?

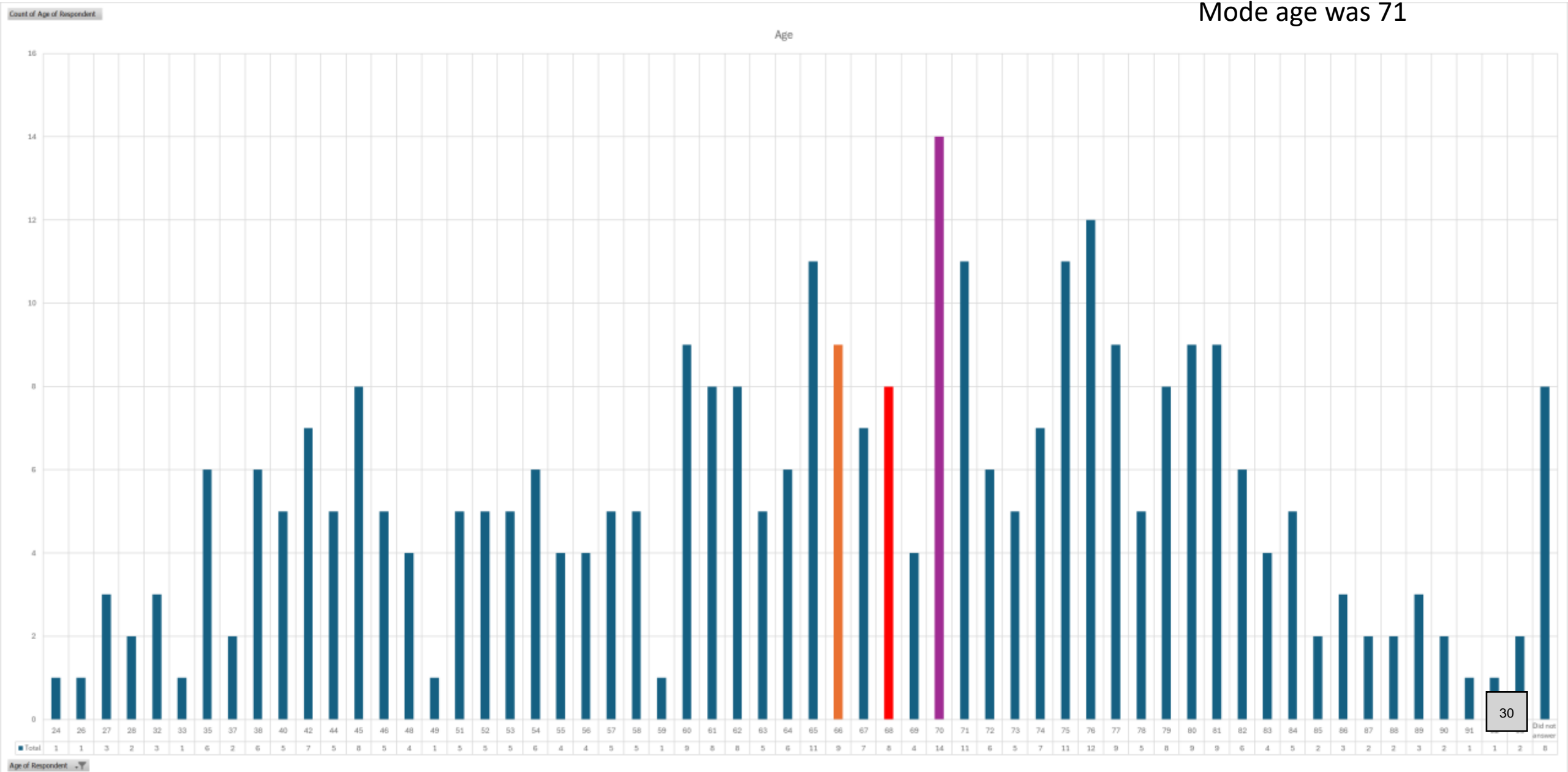
Currently, roll-off containers are rented with Tiger Sanitation. Would you like to be able to rent roll-off containers elsewhere?



What size of dumpster best suits your business? -Y



Median age was 66 {Section}.51.
 Average age was 68
 Mode age was 71



Summary

- The results show that the respondents are happy with Tiger Sanitation services. Most are not willing to add services to the current contract and those who do are only willing to pay on average \$1-\$3 per month more.

Trash Survey

Roque Salinas, MPA

Director of Economic Development

5/21/2024

MAYOR AND COUNCIL COMMUNICATION

DATE: May 21, 2024
TO: Mayor and Council
FROM: Melinda Moritz, Public Works Director
THROUGH: Dr. Crystal Caldera, City Manager
SPONSOR(S): Councilor Will Bradshaw and Councilor Benny Martinez

SUBJECT: Discussion and Possible Action on an Ordinance on a Request to Rezone Approximately 27-Acres of Land From R-1 (Single Family Dwelling) to a Planned Development District (PDD) with R-6 (Garden Home) District Base Zoning, Being Lot 1, Block 1, CB 4430C Good Samaritan Lodge Nursing Home Inc Subdivision, Parcel 1, Abstract 399, CB 4429, and Parcel 11, Abstract 432, CB 4430, Located at 6518 Samaritan Drive, Leon Valley, Texas (1st Read was Held on 03-19-2024; Second Read was Held on 04-02-2024)

PURPOSE

The purpose of this item is to consider approval of a request to rezone an approximately 27-acre tract of land from R-1 Single Family Dwelling District to Planned Development District (PDD) with R-6 Garden Home District base zoning, located at 6518 Samaritan Drive, for a proposed development of 166 single family homes.

This PDD allows for flexible planning to:

1. Comply with the City Council's specific request and preference for a PDD across the Seneca West area properties.
3. Site Planning to allow for realistic future links to the adjacent properties for a potentially optimized Master Site Plan for the Seneca West properties.

History

- 1971 – Area was annexed
- 1984 – Request to rezone existing Good Samaritan Nursing Home property from R-1 to B-2 (Retail) – request denied
- 1985 – Request to rezone 44 ac. from R-1 to R-6 – request denied
- 2007 – Request to rezone 68.569 acres from R-1 to R-7 (Single-Family Medium Density) – request denied
- 2007 – Residents of Seneca West petition to amend City Master Plan to remove recommendation of R-6 to only R-1 – petition approved
- 2010- Request to rezone approximately 65.704 acres from R-1 to R-6 – request denied

- 2011- The City Manager presented a TIF – proposal denied

Variances

The applicant is requesting a lot width of 40' instead of the required 45' width. They will be keeping the 4,500 square feet lot area as required by the Code.

While the lots will have the required percentage of overall landscaping, the applicant intends to initially clear the property by the removal of 367 medium and 725 large trees. No heritage trees are to be removed, as there are none on the land. The applicant would normally be required to pay \$112,000 in fees in lieu of planting the 1,125 required number of trees; however, he is asking the City Council to reduce that amount to \$50,000.

Special Considerations

To meet the ingress/egress distance requirements of the Fire Code, the applicant is requesting the City provide an easement on its property at 6530 Samaritan for emergency access to the site. If the City does not agree to provide this emergency access easement, the developer will be required to fire sprinkle all homes.

The applicant is also requesting that any future deviations to the plan be internally approved by the Planning and Zoning Director for subsequent development applications or amendments, as long as the deviation does not exceed 10% from the current plan. This would allow for minor deviations due to topography, drainage, etc.

Streets/Traffic Impact Analysis (TIA)

The streets are proposed to have a 50' ROW, which meets the current code. The TIA indicates a total of 116 peak hour morning trips and 165 peak hour evening trips. Both Seneca and Grass Hill roads have the capacity for this amount of traffic in the 60' wide right of way portions of those streets.

If the property remained R-1 Single Family Dwelling District, there would potentially be 104 lots. The increase in traffic impact with the additional 62 homes would be an additional 0.5 vehicles per minute on both Seneca and Grass Hill roadways (see TIA on Page 6 of Proposed Project Plan).

The streets that would provide access to and from this proposed subdivision would be Samaritan, Seneca, and Grass Hill. Portions of all three streets need to be reconstructed to current code standards in order to carry the number of vehicles projected. The estimated cost for reconstruction of these streets is \$3,913,400. The applicant's share of the costs for reconstruction are estimated to be \$1,389,482. This cost is separate from the costs incurred by the developer to construct streets within the proposed subdivision. The city would be responsible for the remaining costs for reconstruction of the streets outside of the proposed subdivision.

City Master Plan

The current City Master Plan recommends R-1 Single Family Dwelling zoning for this area. Chapter 15 Zoning, Sec. 15.02.110 - Comprehensive planning activities states:

“The zoning administrator shall assist the planning and zoning commission in the development and implementation of the city's comprehensive master plan. There shall be no amendment made to this article which is not in compliance with the city's long-range comprehensive planning program and the city's master plan.”

However, the Code also states:

“Sec. 15.02.111 - Applicant qualifications

..... The planning and zoning commission or city council may, on its own motion, initiate proceedings to consider a change to the zoning on any property or to the regulations pertaining to property, when it finds that the public interest would be served by consideration of such a request.”

The applicant states:

“Although the current Master Plan calls for a recommended R-1 zoning, the majority of the surrounding zoning is R-6. Our proposed zoning and PDD is in sync with the majority of the surrounding neighborhoods. The proposed PD district fulfills the goals and objectives of the city's long-term vision of:

- 1. Increasing its citizenship
- 2. Increasing its tax-base
- 3. Economic Development Growth
- 4. Accommodating the design and construction that adapt to Market demand and affordability in this particular area of the City
- 5. This Development will have a substantial economic impact on the City. The approximate net impact of this proposed development on the City's Property Tax budget is approximately \$325,000 annually.”

FISCAL IMPACT:

The developer has paid all fees associated with the processing of this PDD. The development of a single-family housing subdivision will increase ad valorem and sales taxes in the city.

RECOMMENDATION

The Planning and Zoning Commission recommended denial of this request.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

From: Will Bradshaw
Sent: Saturday, May 11, 2024 5:39 PM
To: Crystal Caldera; Sandra Passailaigue
Cc: Benny Martinez; Mayor Riley
Subject: RE: Samaritan property zoning application - final read - May 21 Question

Ms. Passailaigue,

Please see my request below to add the Samaritan property zoning application to the May 21, 2024 council meeting. I have asked Councilor Martinez to be my second.

Best regards,
Will Bradshaw
Leon Valley City Council – Place 5

From: Benny Martinez
Sent: Sunday, May 12, 2024 12:18 AM
To: Crystal Caldera; Will Bradshaw; Sandra Passailaigue
Cc: Mayor Riley
Subject: RE: Samaritan property zoning application - final read - May 21 Question

I will be Wills second to have this item paced on the May 21 meeting

SAMARITAN PROPERTY REVISED TREE INVENTORY AND MITIGATION PLAN

March 5, 2024

We made One Change to the original submission:

We doubled our proposed number of replacement trees from 1 x 1.5" to 2 x 1.5" trees per lot.



{Section}.61.

One Stop Group, LP

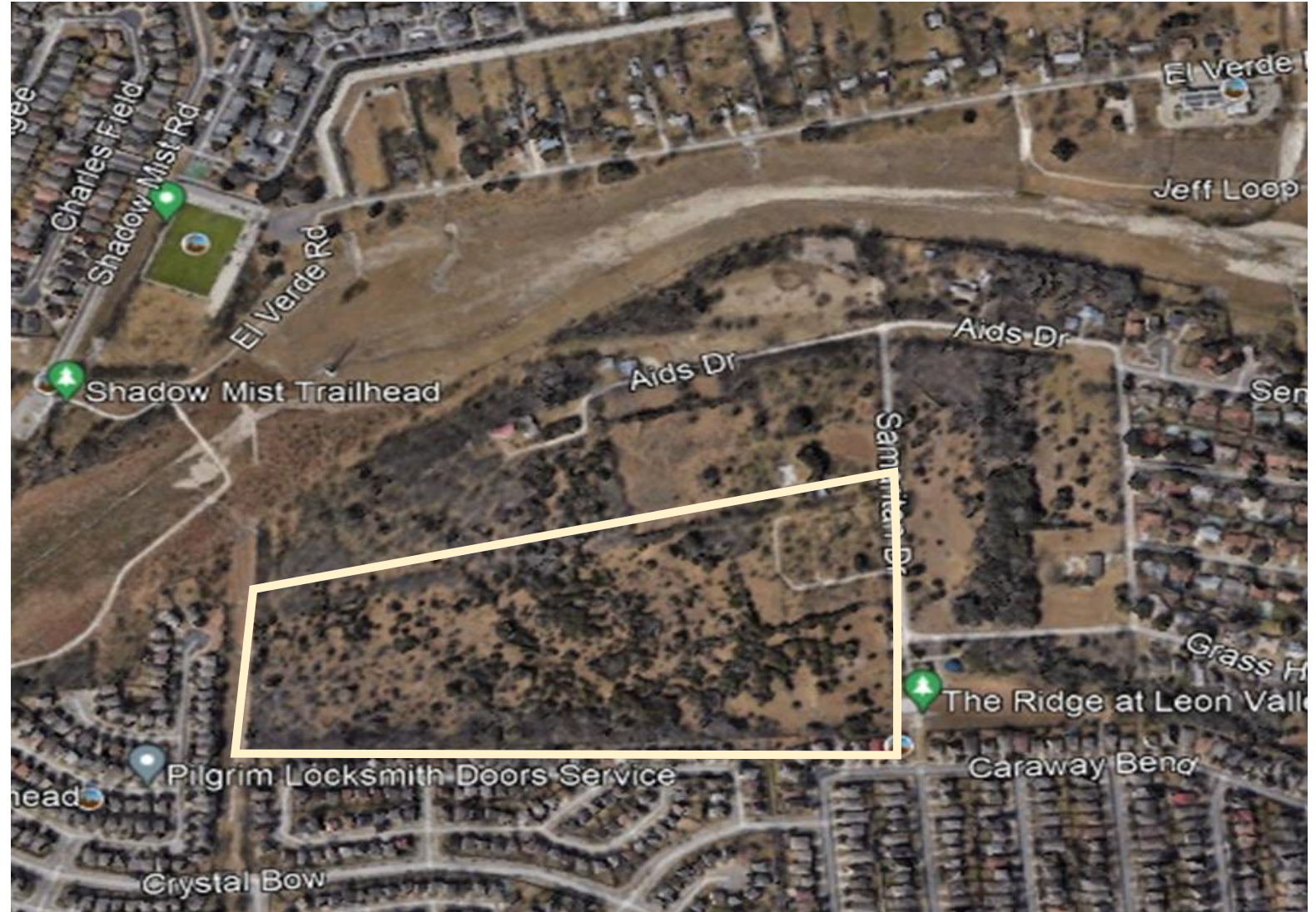
LAND HISTORY

**THIS 1995 AERIAL MAP
SHOWS THE PROPERTY AS
FARMLAND**



LAND HISTORY

CURRENT AERIAL MAP



KEY TREE STATISTICS

TREE INVENTORY SUMMARY		
SIZE	# HEALTHY	# EXEMPT
HERITAGE	6	10
LARGE	752	28
MEDIUM	367	6
TOTAL	1125	44

* EXEMPT = Diseased, Dead, or Hazardous

HERITAGE TREES		
Specie	DBH	Health
Arizona Ash	26	Hazardous
Arizona Ash	27	Hazardous
Ashe Juniper	34	
Ashe Juniper	35	
Ashe Juniper	36	
Hackberry	24	Hazardous
Hackberry	24	
Hackberry	24	
Hackberry	24	
Ligustrum	26	Dead
Ligustrum	27	Dead
Mesquite	26	Dead
Mesquite	27	Dead
Mesquite	27	Dead
Mesquite	35	Dead
Mesquite	36	Dead

DETAILED TREE INVENTORY

SPECIE	OVERALL			HERITAGE		LARGE		MEDIUM	
	TOTAL / SPECIE	HEALTHY	EXEMPT	HEALTHY	EXEMPT	HEALTHY	EXEMPT	HEALTHY	EXEMPT
Arizona Ash	4	0	4	0	2	0	2	0	0
Ashe Juniper	675	671	4	3	0	438	3	230	1
Chinaberry	8	2	6			2	6		
Crape Myrtle	4	4				4			
Elm	8	8				8			
Hackberry	290	269	21	3	1	162	15	104	5
Huisache	20	20				20			
Ligustrum	49	47	2		2	44		3	0
Mesquite	105	98	7		5	70	2	28	
Pecan	6	6				4		2	
TOTAL	1169	1125	44	6	10	752	28	367	6

* EXEMPT = Diseased, Dead, or Hazardous

OUR PROPOSED TREE MITIGATION PLAN

As we showed earlier, the 1995 aerial of this property shows it as bare farmland. There are not any Oak trees on this property. Most of the trees belong to invasive species.

We propose:

1. Clearing the property to its original 1995 state,
2. Plant new healthy trees: 2 x 1.5" trees per lot, and
3. Pay \$50,000 towards the Tree Preservation fund upon construction start.

SECONDARY EMERGENCY VEHICLES ACCESS: DETAILS

Temporary Easement to accommodate a temporary secondary emergency access to the Development:

- Access from Samaritan Rd to secondary access as shown on this Plan
- Strictly used by Emergency Vehicles
- 20' Fire Lane improved by the Developer to withstand 75,000 lbs as per IFC requirements
- Easement shall be strategically drawn to accommodate lot depths required by the Code of Ordinances of potential future zoning such as R-1 or R-6.

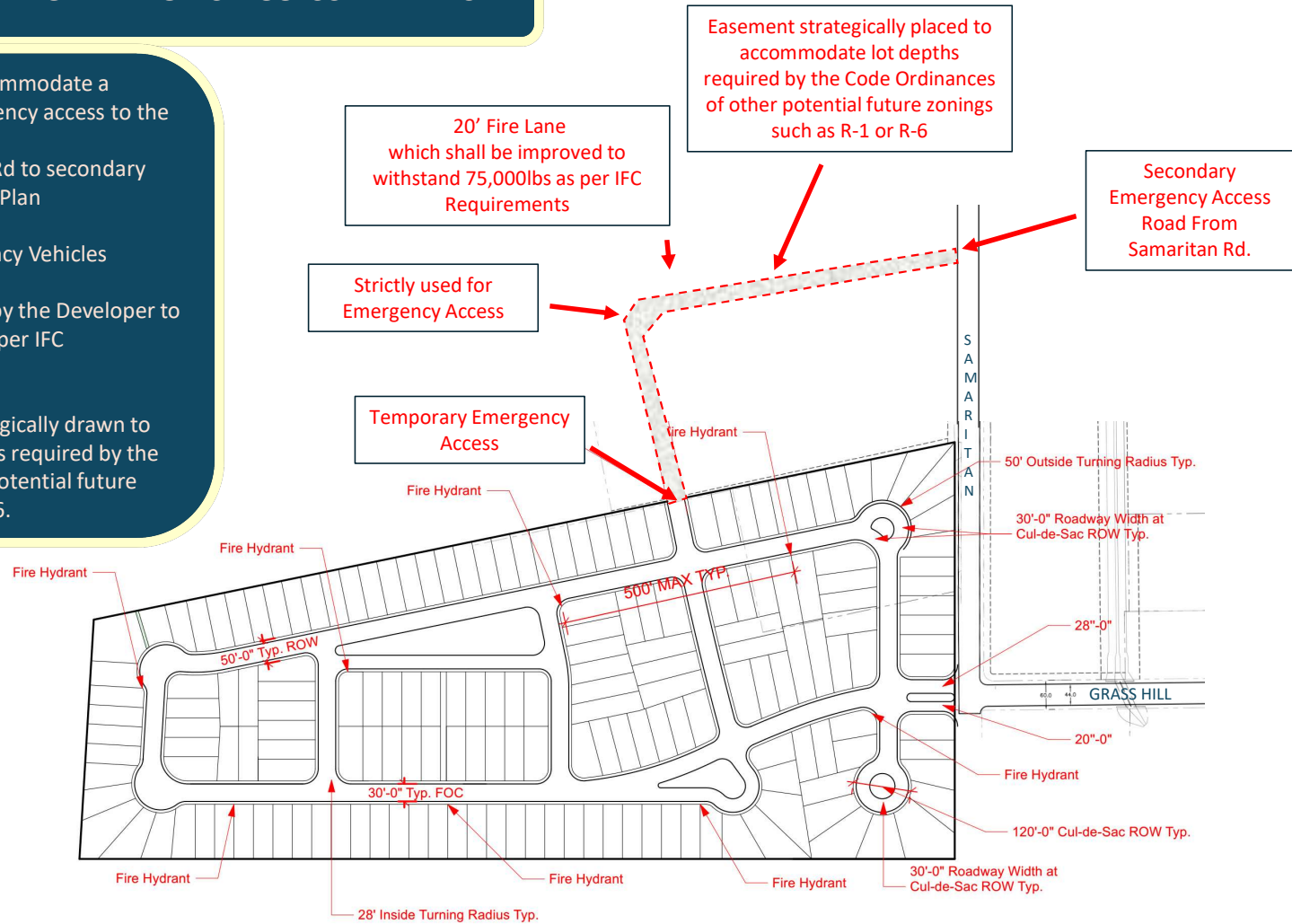


EXHIBIT __
To Ordinance _____
Of The City of Leon Valley

SAMARITAN PROPERTY DEVELOPMENT
@ SENECA WEST

Submitted by: ONE STOP GROUP

**PLANNED DEVELOPMENT DISTRICT
PROPOSED PROJECT PLAN**



Approved _____, 2024

Article 1. GENERAL

The property is a +/- 27-Acre tract generally Located in the Seneca West area, 6000 Block Samaritan Drive, in the City of Leon Valley.

Property Information (the “Property”):

Address: **+/- 27 Acre Tract 6000 Block Samaritan Drive, Leon Valley**
Legal Description: **CB 4430C BLK 1 LOT 1 GOOD SAMARITAN LODGE NURSING HOME INC (+/- 3 Ac) CB 4429 P-1 ABS 399 CB 4430 P-1 ABS 432 (+/- 24.27 Ac)**
Current Owner: **Good Samaritan Lodge and Nursing Home Inc**
Tract under contract by: **One Stop Group, LP**
Current Zoning: **R-1**
Tract: **As illustrated in Exhibit A (Site Survey)**

Article 2. LAND USE

The Land Use of the Property shall be changed as follows:

A. Base Zoning

The base zoning shall be changed to R-6. The use and development of the Property shall comply with the zoning requirements in Sec. 15.02.312 - R-6 Garden House District Zoning Ordinance as revised and attached to this Plan under Exhibit “H”.

B. Supplemental Use Regulations

Additional Allowed Uses: The development of a Site Plan with approximately 166 Lots, substantially similar to the one attached as EXHIBIT B.

Article 3. TREE MITIGATION PLAN

Exhibit D details our proposed Tree Mitigation Plan, including the planting of new healthy trees, a minimum of 1 x 1.5" trees per lot. Further, a \$50,000 fee shall be paid towards the Tree Preservation Fund upon the start of construction.

Article 4. SPECIAL PROVISIONS

A) A Temporary Emergency Access to the property from the adjacent City-owned property:

The City shall grant a Temporary Easement on the adjacent City-owned property, described as BCAD Property ID 217834 (the "Temporary Easement"), to accommodate a Temporary Emergency Access to the development, through an agreement between the City and the Developer which includes the following terms:

- The Temporary Easement shall stretch from Samaritan Rd to the Temporary Emergency Access to the development as shown in EXHIBIT "H";
- It shall be strictly used by Emergency Vehicles;
- It shall accommodate a 20' Fire Lane which shall be improved by the Developer, and shall withstand 75,000 lbs as per IFC requirements;
- It shall be strategically drawn to accommodate lot depths required by the Code of Ordinances of potential future zoning such as R-1 or R-6; And
- It shall expire upon the completion of a new development on this City-owned property, and upon this Temporary Easement turning into a permanent street linking the two developments.

The granting of this Temporary Easement is in line with Section 2 the City Code of Ordinances Sec 10.02.251, Applicable Standards and Specifications. It states:

(2.B) **Relation to adjoining street system.** Where necessary to the neighborhood pattern, existing streets in adjoining areas shall be continued and shall be at least as wide as such existing streets and in alignment therewith.

(2.C) **Projection of streets.** Where adjoining areas are not subdivided, the arrangement of streets in the subdivision shall make provision for the proper projection of streets into such unsubdivided areas.

B) Deviation to this Plan:

As per standard practice and Code requirements, a deviation to this plan may be internally approved by the Planning and Zoning Director for subsequent development applications or amendments, if such deviation does not exceed 10% from the current plan.

Article 5. RELEVANT TO THIS PROJECT PLAN

A. PURPOSE OF THIS PDD AND COMPLIANCE WITH THE PD ORDINANCE

This rezoning application is submitted in a PD format instead of a standard R-6 rezoning application to comply with City Council’s expressed request for a PDD rezoning across all three Seneca West Property. This approach ensures that the Developer is committed to an agreed upon Site Plan that is consistent with Council’s vision for all three properties and provides further assurances to the City and the neighbors. This will not otherwise be achieved with a standard R-6 rezoning application.

As to the strict and literal compliance of this PDD with the PD Ordinance:

This PDD complies with the Purpose of the PD Ordinance. It allows for:

1. Flexible planning to allow for:
 - a) Realistic future links and an optimized Master Site Plan for future development of the two adjacent properties.
 - b) An additional Emergency Access for greater safety of the future residents of this development. development
2. Economic Development and Growth

This PDD arguably meets the following Applicability Standard:

“The land is located in close proximity to established residential neighborhoods where standard zoning classifications may not adequately address neighborhood

concerns regarding the quality or compatibility of the adjacent development, and where it may be desirable to the neighborhood, the developer, or the city to develop and implement mutually agreed, enforceable development standards. “

B. FIT WITH THE CITY’S LONG-TERM VISION

Although the current Master Plan calls for a recommended R-1 zoning, the majority of the surrounding zoning is R6. Our proposed zoning and PDD is in line with the majority of the surrounding neighborhoods.

Our proposed PD district fulfills the goals and objectives of the City's long-term vision of:

1. Increasing its citizenship
2. Increasing its tax-base
3. Economic Development Growth
4. Accommodating the design and construction that adapt to Market demand and affordability in this particular area of the City
5. This Development will have a substantial economic impact on the City

The approximate **net impact** of this proposed development on the City’s Property Tax budget is approximately **\$325,000 annually.**

C. OVERALL INCREMENTAL IMPACT OF R-6 BASE ZONING VS. THE CURRENT R-1 BASE ZONING FOR THE NEIGHBORS

The current R-1 base zoning of this property allows the development of approximately 104 residences, By-Right. An R-1 development would have a substantially similar impact of that of an R-6 development when it comes to:

- Tree preservation,
- Wildlife preservation,
- A change in the neighbors’ current lifestyle, and
- Short-term construction nuisance.

The main incremental impact of an R-6 development is the increment in traffic caused by the development of approximately 166 residences (R-6) as compared to 104 residences (R-1), an increment of 62 additional residences.

D. INCREMENTAL TRAFFIC IMPACT OF AN R-6 DEVELOPMENT OVER THAT OF AN R-1 DEVELOPMENT

The incremental Traffic Impact of this PDD rezoning over the current zoning is equivalent to that of an additional 62-residence development. The Code does not require a TIA for this size development for its negligible influence, even on streets narrower than Seneca Dr. and Grass Hill, each with 40’ width curb to curb. Below are three tables quantifying this increment in traffic.

Table 1 below details the Traffic Distribution for 104 lots:

Table 1. Trip Distribution for proposed development with 104 Lots

Street		AM Direction		PM Direction	
		Enter	Exit	Enter	Exit
Seneca Drive	75%	14	41	46	27
Grass Hill Drive	25%	5	14	15	9

Calculated as per ITE TRIP GENERATION MANUAL, Eleventh Edition

Table 2 below details the Traffic Distribution for 166 lots:

Table 2. Trip Distribution for proposed development with 166 Lots

Street		AM Direction		PM Direction	
		Enter	Exit	Enter	Exit
Seneca Drive	75%	22	65	74	43
Grass Hill Drive	25%	7	22	25	14

Calculated as per ITE TRIP GENERATION MANUAL , Eleventh Edition

Table 3 below details the increment in Traffic Distribution from 104 to 166 lots:

Table 3. Increment in Trip Distribution from 104 lots to 166 lots

Street		AM Direction		PM Direction	
		Enter	Exit	Enter	Exit
Seneca Drive	75%	8	24	28	16
Grass Hill Drive	25%	3	8	9	5

Calculated as per ITE TRIP GENERATION MANUAL, Eleventh Edition

This Trip Distribution increment translates into an insignificant increase of less than 0.5 vehicles per minute on both roads with a 60’ Right of Way each.

However, this increment in density also results in:

- An increment in annual property tax revenues of approximately \$120,000, and
- It reduces the Average Sale Price per residence to an affordable level for the target demographic, and as it compares to that of the surrounding neighborhoods.

E. ESTIMATED DEVELOPMENT SCHEDULE AND COMPLETION TIMETABLE

- December 2024: Complete Platting
- August 2025: Complete Infrastructure Construction
- December 2029: Complete Home Construction of the Entire project; approximately 36 homes per year absorption – Project completion.

Our proposed PD zoning will not permanently injure the property rights of owner(s) of all real property affected by the proposed zoning change. This request will not adversely affect the health, safety, or welfare of the general public. This rezoning request is consistent with the City’s vision to grow its citizenship, increase its tax-base, and achieve long-term economic growth.

Respectfully submitted.
ONE STOP GROUP

ATTACHED EXHIBITS

This Proposed PDD Project Plan includes the following Exhibits:

- A. Property Site Survey
- B. Proposed Site Plan
- C. Revised Proposed Fire Plan
- D. Detailed Tree Survey and proposed Mitigation Plan
- E. Traffic Impact Analysis
- F. Land Location
- G. Sec. 15.02.312 - R6 - Garden House - One Modification
- H. Temporary Easement over City-Owned Prop

EXHIBIT G

Summary of Requested Revisions to Sec. 15.02.312 – R6 Garden House District:

Paragraph	Section 15.02.312 - R-6 Single Family Dwelling – Zoning Ordinances	Current R-6 Standard	Requested Revision
b.5	Minimum Frontage	45ft	40ft

Text highlighted in yellow.

Sec. 15.02.312 "R-6" garden house district

- (a) *Purpose and description.* The R-6 district is composed mainly of areas containing single-family dwellings. The R-6 district regulations implement the policies of the master plan by 1) protecting the residential character of the areas by prohibiting commercial and industrial activities, apartments, two-family dwellings and manufactured homes; 2) encouraging a suitable neighborhood environment; 3) preserving the openness of the area by requiring that certain minimum yard and area standard requirements be met, however, with greater density being permitted than in the R-1 district.
- (b) *Lot regulations.*
 - (1) *Area of total development.* Not less than three lots with common side lot lines will be zoned for "R-6" garden house. When facing on the same street within the same block, "R-1" single-family dwellings and "R-6" garden houses will not be mixed. However, this does not preclude "R-1" on one side of a street with an "R-6" on the opposite side of the street within the same block or different blocks.
 - (2) *Area of each lot.* 4,500 square feet.
 - (3) *Depth.* A minimum of 100 feet.
 - (4) *Floor space.* There shall be a heated living area in each garden house of not less than the following: one story - 1,000 square feet; two story - 1,400 square feet; two and one-half story - 1,800 square feet. When "R-6" is mixed with "R-1" in the same subdivision, the average heated living area of "R-6" housing shall be at least 75 percent of the average size of the "R-1" structures, but in no event shall the minimum square footage be less than as described above.
 - (5) **Frontage. A minimum of 40 feet on a public right-of-way is required.**
 - (6) *Height.* A maximum of 2-1/2 stories is allowed.
- (c) *Setback requirements.*
 - (1) *Front yard.* There shall be a front yard having a minimum depth of 20 feet, except as hereinafter provided.
 - (2) *Rear yard.* There shall be a rear yard having a minimum depth of 15 feet except where the garage is entered from the rear in which case the minimum rear yard shall be 25 feet exclusive of the area used as a garage. Total square footage of accessory buildings exclusive of a detached garage shall not exceed 150 square feet.

- (3) *Side yard.* There shall be a side yard on each side of all lots of not less than five feet, except on corner lots on which external side yard shall not be less than ten feet. Alternatively, one side yard may be reduced to zero feet provided the other side yard is increased to ten feet. However, in no event shall the outside walls of a structure be closer than ten feet to the outside walls of a structure built on an adjacent lot.
 - (4) *Zero lot line exterior wall.* When a structure is built with a side yard of zero feet, no windows or doors will be built into an exterior side wall so situated. In addition, a six-foot privacy fence will be constructed and maintained by the owner from the rear-most point of such an exterior wall to the rear lot line of the property.
 - (5) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side equal to the front yard.
 - (6) *Double frontage.* Where lots front upon two parallel streets or front upon two streets that do not intersect at the boundaries of the lot, a rear yard shall be provided on the street side equal to the front yard.
 - (7) *Reverse frontage.* On corner lots, where interior lots have been platted or sold, fronting on the side street, a side yard shall be provided on the street side equal to the front yard on the lots in the rear. No accessory building on said corner lot shall project beyond the front line of the lots in the rear.
- (d) *Other.*
- (1) *Accessory building.* Shall be allowed, but shall be located no closer than five feet from any property line, and must be located in the rear yard. In no case shall an accessory building occupy more than 20 percent of the total open space in the rear yard.
 - (2) *Landscaping.* A total of 35 percent of street yard area must be landscaped. The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended.
 - (3) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lights affixed to the buildings shall be mounted no higher than the eaves of said building. Lights affixed to a pole shall be mounted no higher than 40 percent of the distance from the front property line to the main structure.
 - (4) *Masonry required.* Garden houses shall be constructed of masonry or other similar noncombustible materials to the extent of not less than 75 percent of overall exterior walls.
 - (5) *Nonconforming dwellings.* The provisions above shall not be applicable to nonconforming dwellings in existence on the date of the adoption thereof or to dwellings built hereafter on the same lot to replace such nonconforming dwellings as may be destroyed by fire, windstorm or other involuntary cause.
 - (6) *Parking.* A total of two off-street parking spaces shall be provided.
 - (7) *Public facilities.* "R-6" garden houses are permitted only on lots that are connected to the city's water and public sewage disposal system and must conform to the regulations in article 10.02 (subdivision ordinance).
 - (8) *Storage.* Outside storage is not allowed in the R-6 district, with the exception of vehicles, trailers, recreational vehicles and boats in accordance with article 3.05 and article 12.03 of the Leon Valley City Code. Items to be stored shall be completely contained in either the main structure, garage or an accessory building.

Figure 7 (R-6 Garden Home)



(1972 Code, sec. 30.612; 2008 Code, sec. 14.02.312)

11N SENECA WEST

{Section}.61.





March 4, 2014

Ms. Mindy Teague and Ms. Melinda Moritz
City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78238

Re: Our **REVISED** PDD Rezoning Application for the +/- 27 Acre Tract 6000 Block of Samaritan Drive, in the Seneca West area in the City of Leon Valley. This property is also referred to as the Good Samaritan Lodge property (the "Property").

Revisions were made to the following previously submitted documents:

PREVIOUSLY SUBMITTED DOCUMENTS	REVISED OR NEW DOCUMENTS
05. 2024-02-14 - Samaritan Property - Proposed PDD Project Plan	05. 2024-03-01 - Samaritan Property - Revised PDD Project Plan
EXHIBIT C. Proposed Fire Plan	EXHIBIT C. Revised Proposed Fire Plan
	EXHIBIT G. Sec. 15.02.312 - R6 - Garden House - Modification
	EXHIBIT H. Temporary Easement over City-Owned Prop

PDD Project Plan - Samaritan Property

EXECUTIVE SUMMARY

Dear Ms. Teague and Ms. Moritz,

The Property’s current zoning is R-1. We are seeking Council’s approval of this proposed Planned Development District (“PDD”) zoning.

LAND USE STATEMENT:



Our PDD’s zoning application is submitted requesting approval to change the Land Use of the Property from R-1 and otherwise, to be:

The Land Use of the Property shall be changed as follows:

A. Base Zoning

The base zoning shall be changed to R-6. The use and development of the Property shall comply with the zoning requirements in Sec. 15.02.312 - R-6 Garden House District Zoning Ordinance as revised and attached to this Plan under Exhibit “G”.

B. Supplemental Use Regulations

Additional Allowed Uses: The development of a Site Plan with approximately 166 Lots, substantially similar to the one attached as EXHIBIT B.

SUBJECTS WE ADDRESS IN OUR PDD PROJECT, INCLUDING THE COMMISSION’S AND THE NEIGHBORS’ COMMENTS FROM THE PREVIOUS P&Z COMMISSION MEETING (FEB 27):

- A. We present our proposed Tree Mitigation Plan
- B. We discuss the logic and terms of our request of a Temporary Easement on the City-Owned property allowing for a Temporary Emergency Access to the development.
- C. We explain that we are submitting our **rezoning Application in a PD format, instead of a simple R-6 zoning application**, based on Council’s preference and request. We further discuss the compliance of our Application with the PD ordinance. We seek the Commission’s support, approval, and favorable recommendation of our application. If the Commission is satisfied with the overall compliance and merits of our Application, with the exception of the PD Application Standards, we respectfully ask that the Commission grant us CONDITIONAL APPROVAL, pending Council’s approval of this deviation.
- D. We present why we believe our proposed rezoning is a good fit with the City’s long-term vision.
- E. We discuss the overall incremental impact on the neighbors from the current R-1 base zoning which allows the development of 104 residences By-Right, to our proposed R-6



base zoning which allows for 166 residences, an increment of 62 residences. We contend that an R-1 development would have a substantially similar impact of that of an R-6 development when it comes to:

- Tree preservation,
- Wildlife preservation,
- A change in the neighbors’ current lifestyle, and
- Short-term construction nuisance.

F. We analyse the **overall Traffic Impact on the Neighbors**. For that purpose, we have commissioned an additional Trip Distribution calculation based on the 11th edition of the ITE Trip Generation Manual for 104 residences. We quantified the incremental traffic impact of an R-6 development (166 residences) over that of an R-1 development (104 Residences) as follows:

Increment in Trip Distribution from 104 Residences to 166 Residences

Street		AM Direction		PM Direction	
		Enter	Exit	Enter	Exit
Seneca Drive	75%	8	24	28	16
Grass Hill Drive	25%	3	8	9	5

Calculated as per ITE TRIP GENERATION MANUAL, Eleventh Edition

We demonstrate with certainty that the Trip Distribution increment translates into an insignificant increase of less than 0.5 vehicles per minute on both roads with a 60’ Right of Way each.

G. **We present our projected development schedule** showing a projected project completion date of December 2029.

INCLUDED IN THIS APPLICATION:

1. Complete and notarized Rezoning Application
2. Complete and notarized Mailing List of Property Owners within 200ft of Property
3. Complete and notarized Landowner’s Authorization Letter
4. Our Revised PDD Project Plan,
5. Attached EXHIBITS:
 - A. Site survey



-
- B. Proposed Site Plan
 - C. Our Revised Proposed Fire Plan
 - D. Detailed Tree Survey and proposed Mitigation Plan
 - E. Traffic Impact Analysis
 - F. Land Location
 - G. Sec. 15.02.312 - R6 - Garden House - One Modification (NEW EXHIBIT)
 - H. Temporary Easement over City-Owned Property (NEW EXHIBIT)

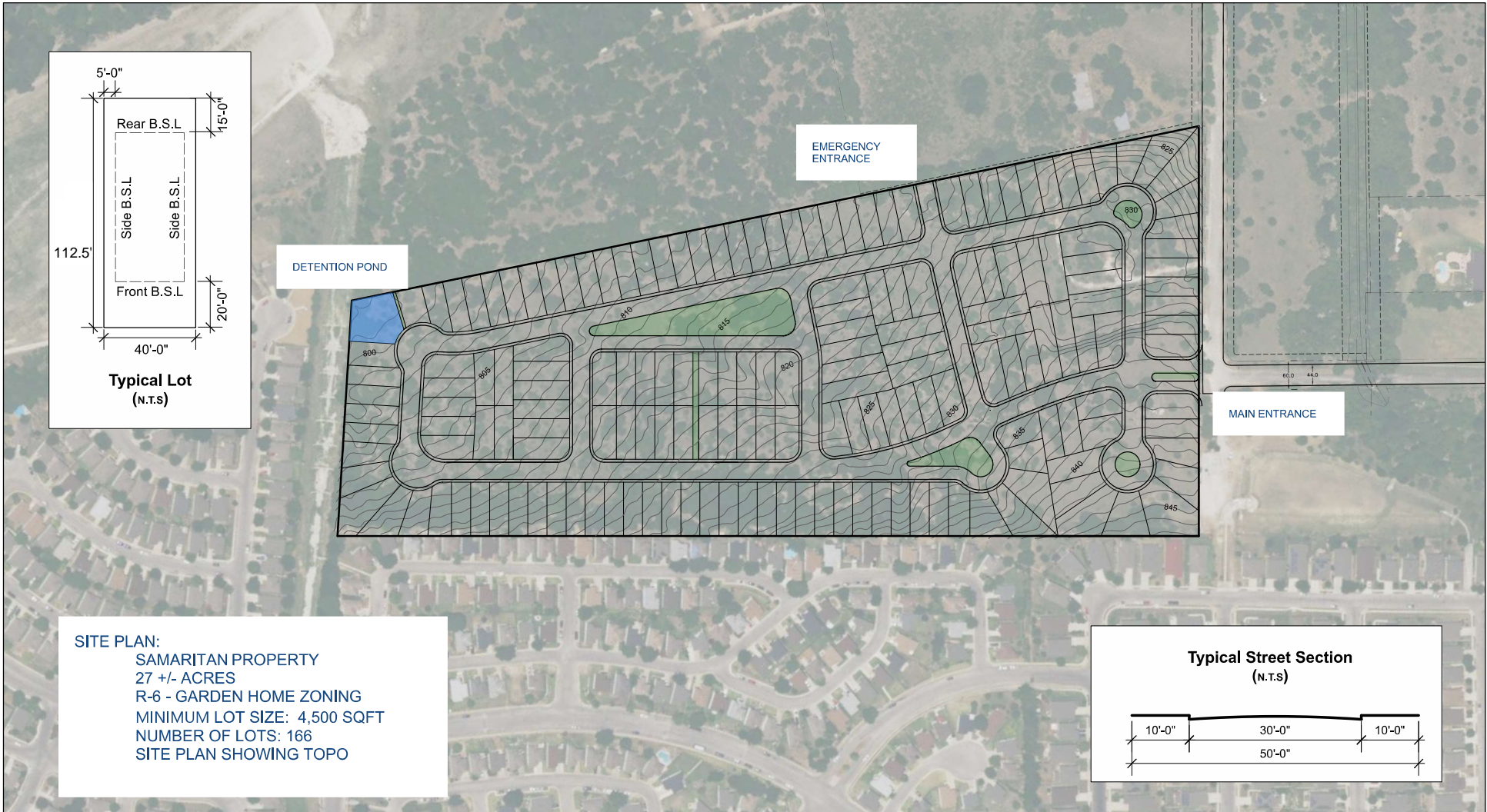
Our proposed PD zoning will not permanently injure the property rights of owner(s) of all real property affected by the proposed zoning change. This request will not adversely affect the health, safety, or welfare of the general public. This rezoning request is consistent with the City's vision to grow its citizenship, increase its tax-base, and achieve long-term economic growth.

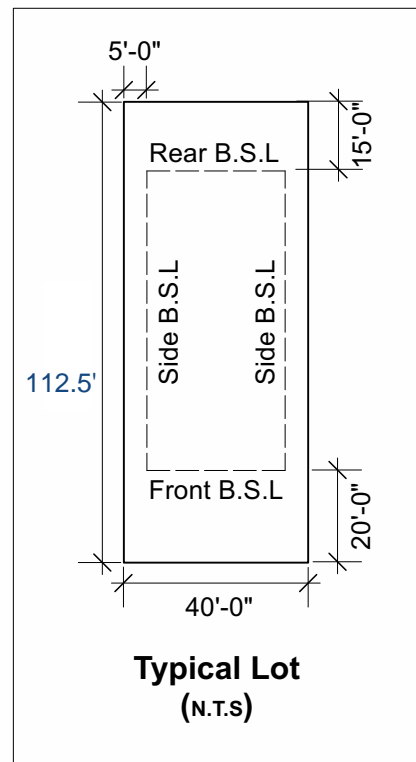
Sincerely,

A handwritten signature in blue ink, appearing to be "SC", is written over a horizontal line.

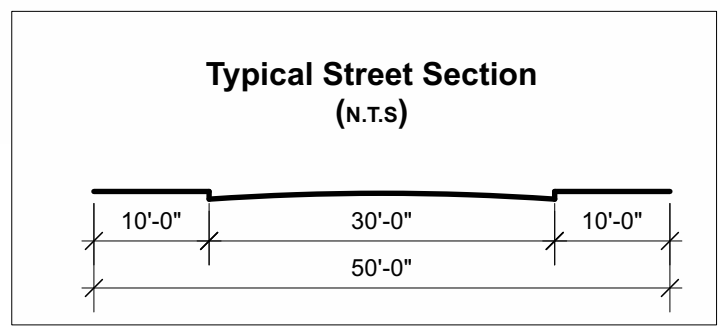
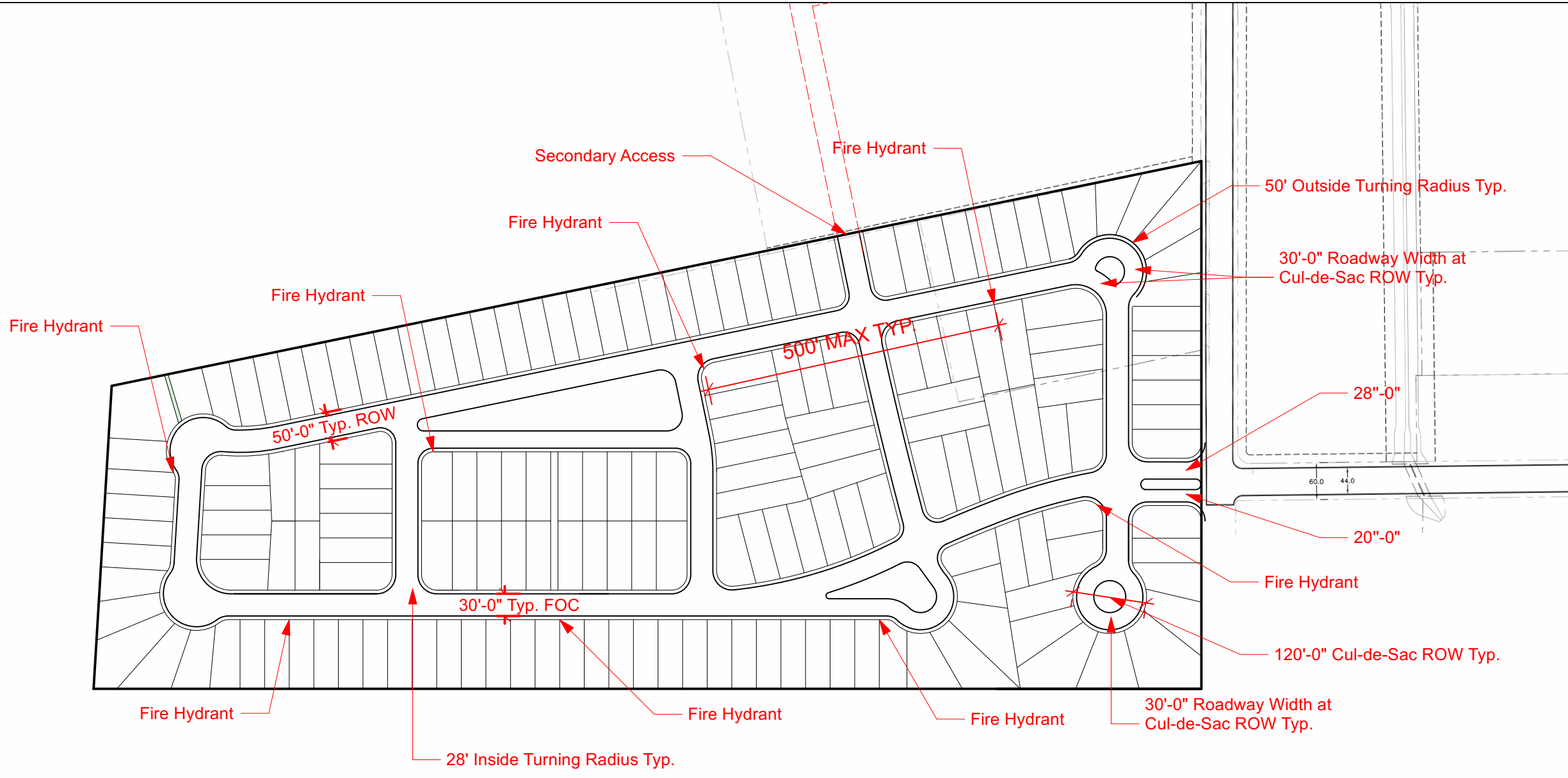
BY: _____

Samir Chehade
Managing Partner
One Stop Group, LP





FIRE PLAN NOTES:
 1. All Fire Hydrants to be spaced no more than 500' apart, measured as the hose lays.
 2. All inside corner radii of internal fire lanes nto be no less than 25'.



PZ-2024-6
Rezone - PDD
6518 Samaritan

Melinda Moritz
Public Works Director
City Council Meeting
May 21, 2024

Purpose

- To consider approval of an Ordinance on a request to rezone approximately 27 acres of land from R-1 Single Family Dwelling District to Planned Development District (PDD) with R-6 Garden Home as the base zoning district
- The property is located at 6518 Samaritan Drive and is partially platted

Background

- 1971 – Area was annexed
- 1984 – Request to rezone from R-1 to B-2 (retail) - denied
- 1985 – Request to rezone from R-1 to R-6 - denied
- 2007 – Residents petition to amend City Master Plan to remove R-6 & recommend only R-1 - approved

Background

- 2010 – Request to rezone from R-1 to R-6 – denied
- 2011 – City Manager proposed a Tax Increment Financing District (TIF) – denied
 - TIF - local taxing bodies make joint investment in development of an area, intent is for any short-term gains to be reinvested & leveraged so that all taxing bodies receive larger future financial gains - funds are from future tax revenues, not otherwise expected to occur

Variations

- The applicant is requesting one variance from the Zoning Code:
 - Reduce the lot width from 45' to 40' – they will be keeping the lot area at 4,500 square feet as per code
- The applicant is also requesting a variance to Chapter 13 Tree Preservation to reduce the \$112,000 tree mitigation fee to \$50,000

Special Considerations

- To meet the ingress/egress distance of the Fire Code, the applicant is requesting the City provide an emergency access only easement at 6530 Samaritan
- The applicant is also requesting that any future deviations to the plan be internally approved as long as the deviation does not exceed 10 percent of approved plan

Traffic and Streets

- Streets used for access from proposed subdivision are Samaritan, Aids, & Grass Hill
 - All are in poor condition & need reconstruction
 - Estimated cost for reconstruction is \$3,913,400
 - Applicant's share of the costs for reconstruction are estimated to be \$1,389,482
 - Does not include costs for construction of streets within proposed subdivision
 - City would be responsible for remaining \$2,523,918

Traffic & Streets

- Internal streets are proposed to have a 50' ROW, which meets code
 - Grass Hill, Samaritan, Aids, and William Rancher do not
- TIA indicates development will create additional 116 peak hour morning trips & 156 peak hour evening trips along Seneca and Grass Hill
 - 75% would use Seneca Drive and 25% would use Grass Hill Drive
- Both Seneca and Grass Hill roadways (above William Rancher) are capable of supporting traffic increase

Traffic Impact Analysis (TIA)

Table 1. Trip Generation for proposed development (166 lots)

TRIP GENERATION						
ITE Code	Weekday 24 Hours		Weekday AM Peak		Weekday PM Peak	
210	Single-Family Detached Housing					
Rate / Unit	9.43		0.7		0.94	
Units	166		166		166	
Trips	1565		116		156	
% Enter/Exit	50%	50%	25%	75%	63%	37%
# Enter/Exit	783	783	29	87	98	58

Source: *ITE Trip Generation Manual, Eleventh Edition*

Table 2. Trip Distribution for proposed development with 166 Lots

TRIP DISTRIBUTION					
Street		AM Direction		PM Direction	
		Enter	Exit	Enter	Exit
Seneca Drive	75%	22	65	74	43
Grass Hill Drive	25%	7	22	24	15

Traffic Impact Analysis (TIA)

- Property is currently zoned R-1 and if developed would have approximately 104 lots – increase by zone change is 62 lots
- Results in an additional 0.5 vehicles per minute on both roadways

Traffic Impact Analysis (TIA)

Table 1. Trip Distribution for proposed development with 104 Lots

Street		AM Direction		PM Direction	
		Enter	Exit	Enter	Exit
Seneca Drive	75%	14	41	46	27
Grass Hill Drive	25%	5	14	15	9

Calculated as per ITE TRIP GENERATION MANUAL, Eleventh Edition

Table 2 below details the Traffic Distribution for 166 lots:

Table 2. Trip Distribution for proposed development with 166 Lots

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Calculated as per ITE TRIP GENERATION MANUAL , Eleventh Edition

Table 3 below details the increment in Traffic Distribution from 104 to 166 lots:

Table 3. Increment in Trip Distribution from 104 lots to 166 lots

Street		AM Direction		PM Direction	
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Seneca Drive	75%	8	24	28	16
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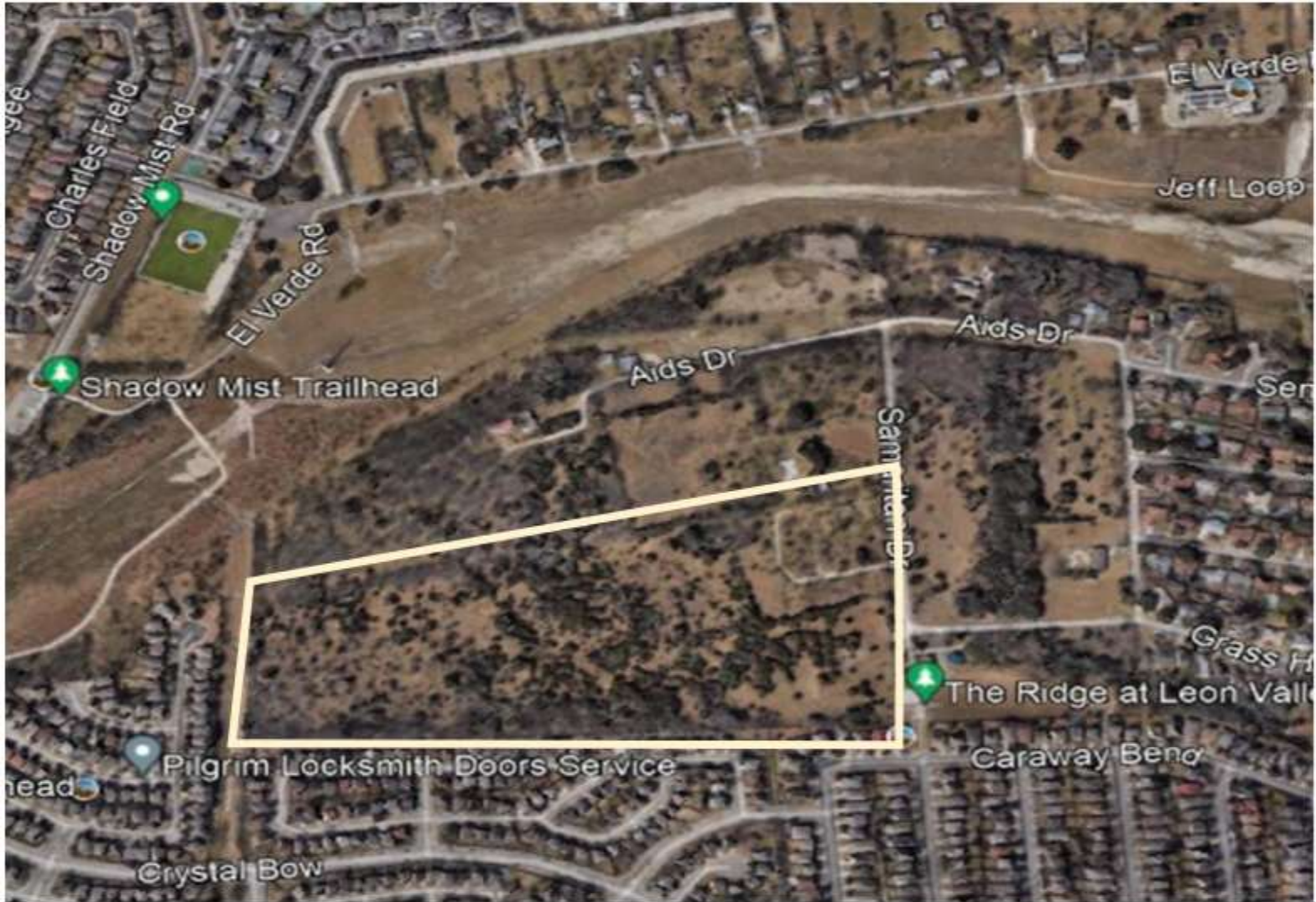
Calculated as per ITE TRIP GENERATION MANUAL, Eleventh Edition

City Master Plan

- The current plan recommends R-1 for this area
- The code states: The planning and zoning commission or city council may initiate proceedings to consider a change to the zoning on any property
- The applicant states: The majority of the surrounding zoning is R-6. Our proposed zoning and PDD is in sync with the surrounding neighborhoods

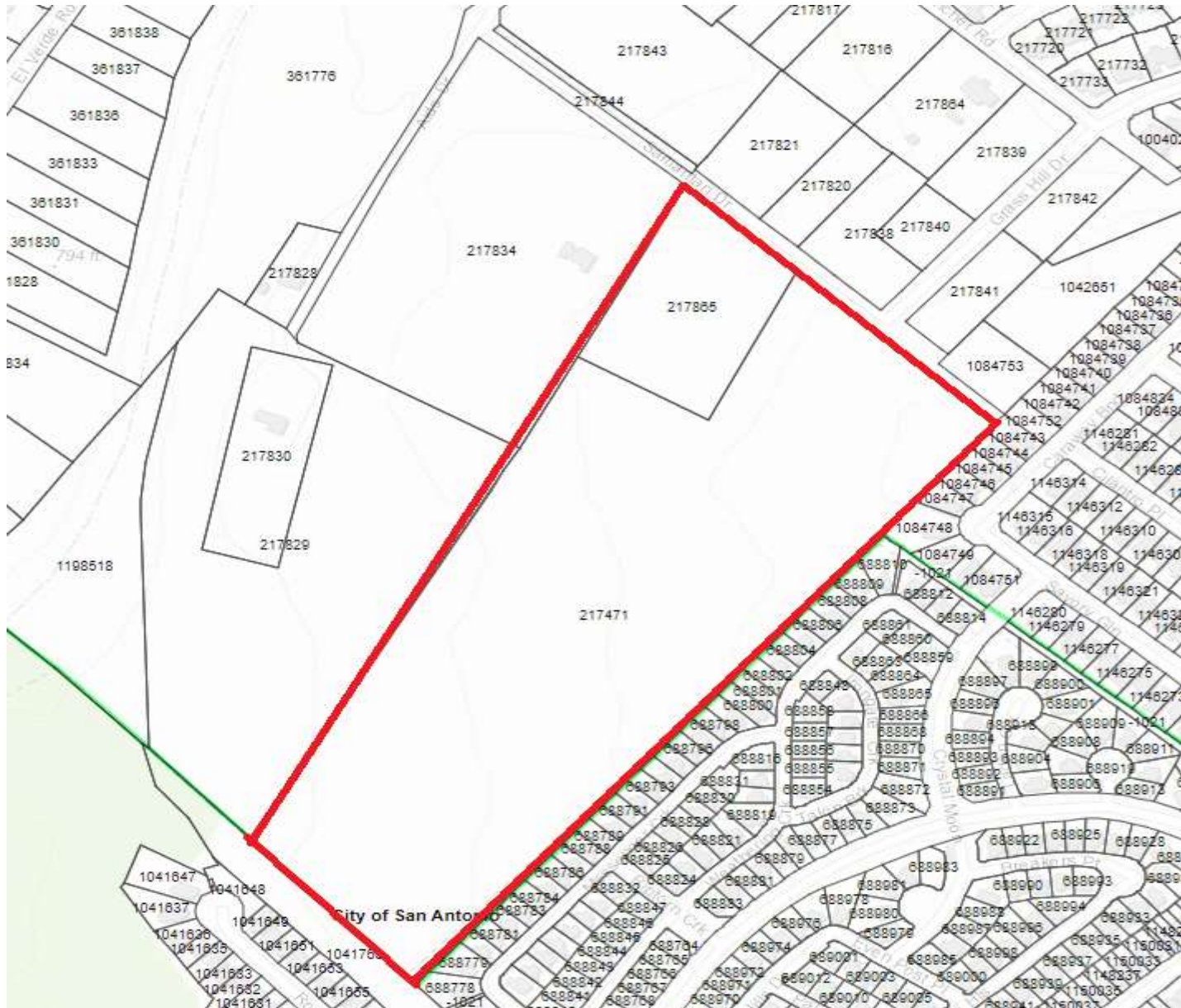
Aerial View

{Section}.61.



Location Map

{Section}.61.



Fiscal Impact

- All fees associated with this rezone request have been paid
- The development of a single-family subdivision will increase ad valorem and sales tax in the city

From: Will Bradshaw
Sent: Sunday, May 12, 2024 5:05 PM
To: Benny Martinez; Crystal Caldera; Mayor Riley; Sandra Passailaigue
Subject: RE: Revised Purchase Offer for the City-owned 21-acre Seneca West property

I will second this request as well as the Executive Session.

Regards,
Will Bradshaw
Leon Valley City Council – Place 5

From: Benny Martinez
Sent: Sunday, May 12, 2024 12:28 AM
To: Crystal Caldera; Mayor Riley; Will Bradshaw; Sandra Passailaigue
Subject: RE: Revised Purchase Offer for the City-owned 21-acre Seneca West property

I would like to have the samaritiam property be added to the May 21, 2014 city Council meeting. We could go into executive session if necessary, but I would like discussion and possible actions.

I will ask Will Bradshaw to be my second

Benny Martinez



Leon Valley City Council PL 1

6400 El Verde Rd.

Leon Valley, Texas 78238

210-684-1391

Benny.martinez@leonvalleytexas.gov



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, May 07, 2024 at 6:30 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 6:30 PM and announced that a quorum of City Council was present in Council Chambers. Mayor Riley asked Councilor Philip Campos to lead the Pledge of Allegiance.

2. Citizens to be Heard

Those who spoke at this time were: Abraham Diaz (Leon Valley); Jaime Avila (El Monte Barbeque); Jaime Avila, Sr. (El Monte Barbeque); and Mark Byrd (Leon Valley)

3. Presentations

1. Discussion and Direction to Staff on a Proposed Park Survey - M. Moritz, Public Works Director

Dr. Crystal Caldera, City Manager, began by saying that Roger Christensen, Park Commission Chair, would be giving this presentation on behalf of Melinda Moritz, Public Works Director, who was out on vacation.

Roger Christensen, Park Commission Chair, presented a proposed Park Survey in an effort to get input from City Council.

Councilor Josh Stevens said he would like to see an option in the "Add-ons" section for ranking of importance/priority.

Councilor Will Bradshaw would like a satisfaction option added; and agreed with Councilor Stevens suggestion of ranking items of importance/priority.

Councilor Benny Martinez agreed with Councilor Bradshaw's suggestion; and would like the graph removed; he does not want it mailed out but instead, made available for pick up at City Hall; and to keep it to one (1) page.

Councilor Rey Orozco asked Chair Christensen what the Park Commission wanted to see. Chair Christensen that he believes the main concern of the Park Commission is to be responsible to the park users and the residents of Leon Valley.

There was a consensus to send the survey out electronically. Dr. Crystal Caldera, City Manager stated that all the suggested changes would be made, and that staff would prepare it to go out to the residents.

Chair Christensen thanked the members of City Council for their continued support.

2. Discussion and Direction to Staff - Amending an Ordinance to Allow On Site Sewage Facilities (Septic Tanks) on Properties Over One-Half Acre in Size - Dr. Crystal Caldera, City Manager

Dr. Crystal Caldera, City Manager, presented an ordinance that would amend the City's Code of Ordinances to allow on-site sewage tanks on properties over one-half acre lots as requested by Councilor Josh Stevens.

Councilor Josh Stevens added that the reason this item is on the agenda is because the residents do not want high density development.

Those who spoke on this item were: John Hoyt (Leon Valley); and Abraham Diaz (Leon Valley)

Dr. Crystal Caldera, City Manager, will look into Texas Law on septic tanks; and have Melinda Moritz, Public Works Director look into SAWS water and sewer alignments.

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.

Mayor Riley and members of the City Council made announcements.

5. City Manager's Report

Dr. Crystal Caldera, City Manager, announced 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, City Manager, also stated that this week was Economic Development Appreciation Week and Professional Municipal Clerk's Week; and about the success of the recent hazardous waste collection.

1. Upcoming Important Events:

- **Regular City Council Meeting, Tuesday, May 21, 2024, at 6:30 PM, in City Council Chambers.**
- **Special City Council Meeting, Wednesday, May 15, 2024, at 7:30 AM, in City Council Chambers.**
- **Annual City-Wide Garage Sale, Saturday, May 25, 2024, from 8:00 AM to 6:00 PM.**
- **Big Rig Petting Zoo, Monday, June 07, 2024, from 10:30 AM to 12:00 PM, at Raymond Rimkus Park.**
- **Miscellaneous other events and announcements.**

2. Discussion on a City Council retreat to be held Saturday, June 1, 2024, or another convenient date, beginning at 9:00 a.m. – Dr. Crystal Caldera, City Manager

Dr. Crystal Caldera, City Manager, asked about the City Council Member's availability for a City Council/Manager Retreat to be held Saturday, June 1, 2024, or if any of them would like to suggest another date more convenient.

Councilor Rey Orozco replied that he would be out of town. Dr. Crystal Caldera, City Manager and Mayor Riley will review and bring back other dates and times for City Council consideration.

6. 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

The motion passed unanimously.

1. Discussion and Possible Action Approving of the Following City Council Minutes:

S. Passailaigue, City Secretary

- a. **04-16-2024 Regular City Council Meeting Minutes**
- b. **04-27-2024 Coffee with the Mayor and City Council Minutes**

2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes: S. Passailaigue, City Secretary

- a. **03-14-2024 Park Commission Meeting Minutes**

- b. **10-24-2023 Capital Advisory Improvement Committee Meeting Minutes**
- c. **03-26-2024 Planning & Zoning Commission Meeting Minutes**

- 3. **Discussion and Possible Action on a Resolution of the City of Leon Valley, Texas, City Council for the Reappointment of Dr. Chichi Junda Woo as the Local Health Authority (LHA) for the City of Leon Valley - S. Passailaigue, City Secretary**
- 4. **Presentation, Discussion and Possible Action to Allow the Leon Valley Historical Society to install a five-eighths water meter and waive \$3,629.80 in impact fees - Dr. Crystal Caldera, City Manager**

7. Regular Agenda

- 1. **Presentation and Discussion on an Ordinance of the City of Leon Valley Accepting Grant Funds from the 2024 J. Frank Dobie Trust and Amending the General Budget of the City of Leon Valley, Texas Municipal Budget for the Fiscal Year 2023-2024 in the Amount of \$3,610 to Provide Funding for the Leon Valley Public Library to Purchase Additional Nonfiction Books for the Juvenile Collection (1st Reading as Required by City Charter) - R. Reed, Library Director**

Regina Reed, Library Director, presented an ordinance of the City of Leon Valley accepting grant funds from the 2024 J. Frank Dobie Trust and amending the General Budget of the City of Leon Valley, Texas Municipal Budget for the Fiscal Year 2023-2024 in the amount of \$3,610 to provide funding for the Leon Valley Public Library to purchase additional nonfiction books for the juvenile collection. This is the first reading of the ordinance as required by City Charter.

This item will be brought back for second read in the Consent Agenda of the May 21, 2024 Council Agenda.

- 2. **Presentation, Discussion, and Public Hearing to Consider Approval of an Ordinance Amending the Leon Valley Code of Ordinances Chapter 14 Utilities to Add a Section 14.12 Impact Fees and Amending Appendix A Schedule of Fees Section A16 to Increase Water Impact Fees (1st Read as Required by City Charter) - M. Teague, Planning and Zoning Director**

Mindy Teague, Planning and Zoning Director, presented an ordinance amending the Leon Valley Code of Ordinances Chapter 14 Utilities to add a Section 14.12 Impact Fees and amending Appendix A Schedule of Fees Section A16 to increase Water Impact Fees.

James Hoelscher, PE , Ardurra, was also present and gave a presentation on the City of Leon Valley's Impact Fees.

Mayor Chris Riley opened the Public Hearing at 9:02 PM.

There being no public comment; Mayor Riley closed the Public Hearing at 9:02 PM.

3. Presentation and Discussion of an Ordinance Authorizing a Fiscal Year 2023-24 General Fund Budget Adjustment in the Amount of \$6,335.00, from the Public, Educational and Governmental (PEG) Restricted Fund Balance for the Purpose of Increasing the Economic Development Department Budget and Authorizing the City Manager to Execute an Agreement with Spectrum Enterprise for PEG Channel Service (1st Read as Required by City Charter) - R. Salinas, Director of Economic Development

Mayor Chris Riley asked that this, and the next agenda item, be presented at the same time.

Roque Salinas, Economic Development Director, presented an ordinance authorizing a Fiscal Year 2023-24 General Fund Budget adjustment in the amount of \$6,335.00, from the Public, Educational and Governmental (PEG) Restricted Fund Balance for the purpose of increasing the Economic Development Department Budget and authorizing the City Manager to execute an agreement with Spectrum Enterprise for PEG Channel Service.

This item will be brought back for second read in the Consent Agenda of the May 21, 2024 Regular City Council Agenda.

4. Presentation and Discussion of an Ordinance Authorizing a Fiscal Year 2023-24 General Fund Budget Adjustment in the Amount of \$3,080.00 for the Purpose of Increasing the Economic Development Department Budget for PEG Channel Service till the End of the Fiscal Year 2024 (1st Read as Required by City Charter) - R. Salinas, Director of Economic Development

Roque Salinas, Economic Development Director, presented an ordinance authorizing a Fiscal Year 2023-24 General Fund Budget Adjustment in the amount of \$3,080.00 for the purpose of increasing the Economic Development Department Budget for PEG Channel Service till the end of the Fiscal Year 2024.

This item will be brought back for second read in the Consent Agenda of the May 21, 2024 Regular City Council Agenda.

5. Presentation, Discussion, and Possible Action on a Resolution to Authorize the City Manager to Enter into an Agreement with Burkett Media Management, LLC to Allow a Double-Sided Digital Billboard Adjacent to Loop 410 at 5902 Bandera in Exchange for a \$100,000 Beautification Impact Cost - Dr. Crystal Caldera, City Manager

Dr. Crystal Caldera, City Manager, presented a Resolution to authorize the City Manager to enter into an agreement with Burkett Media Management, LLC to allow a double-sided digital billboard adjacent to Loop 410 at 5902 Bandera in exchange for a \$100,000 Beautification Impact Cost.

Mr. Bill Burkett of Burkett Media Management, LLC was present and answered questions from City Council Members.

Councilor Rey Orozco made a motion to approve Item 7.7 and to authorize the City Manager to enter into an agreement with Burkett Media Management, LLC to allow a double-sided digital billboard adjacent to Loop 410 at 5902 Bandera in exchange for a \$100,000 Beautification Impact Cost. Councilor Will Bradshaw 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

The motion passed unanimously.

6. Discussion and Possible Action on an Ordinance to Amend Article 3.04 of the Leon Valley Code of Ordinance - Sign Ordinance (1st Read was Held on 4-16-2024) - R. Salinas, Director of Economic Development

Roque Salinas, Economic Development Director, presented an ordinance to amend Article 3.04 of the Leon Valley Code of Ordinance - Sign Ordinance.

Mayor Riley expressed her concern with "wind waver signs", saying that there should be limits to which Mr. Salinas replied that there is one (1) per business allowed; and not in the right-of-way.

Councilor Philip Campos made a motion to approve as presented. Councilor Benny Martinez 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

The motion passed unanimously.

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.

Councilor Will Bradshaw requested an item to discuss the cost of the Lion's Roar. Dr. Crystal Caldera, City Manager, informed him that he would hear more about it during the proposed Fiscal Year 2025 budget presentations.

Mayor Chris Riley requested an item to discuss a city-wide neighborhood watch or similar type of meeting where people can speak about safety concerns. Dr. Crystal Caldera, City Manager replied that she will put together a Fact Sheet and bring it to the next Coffee.

9. Citizens to be Heard

Those who spoke at this time were: Emiliano Saldana (Boy Scout Troop 405) and Sebastian Saldana (Cub Scout)

10. Adjournment

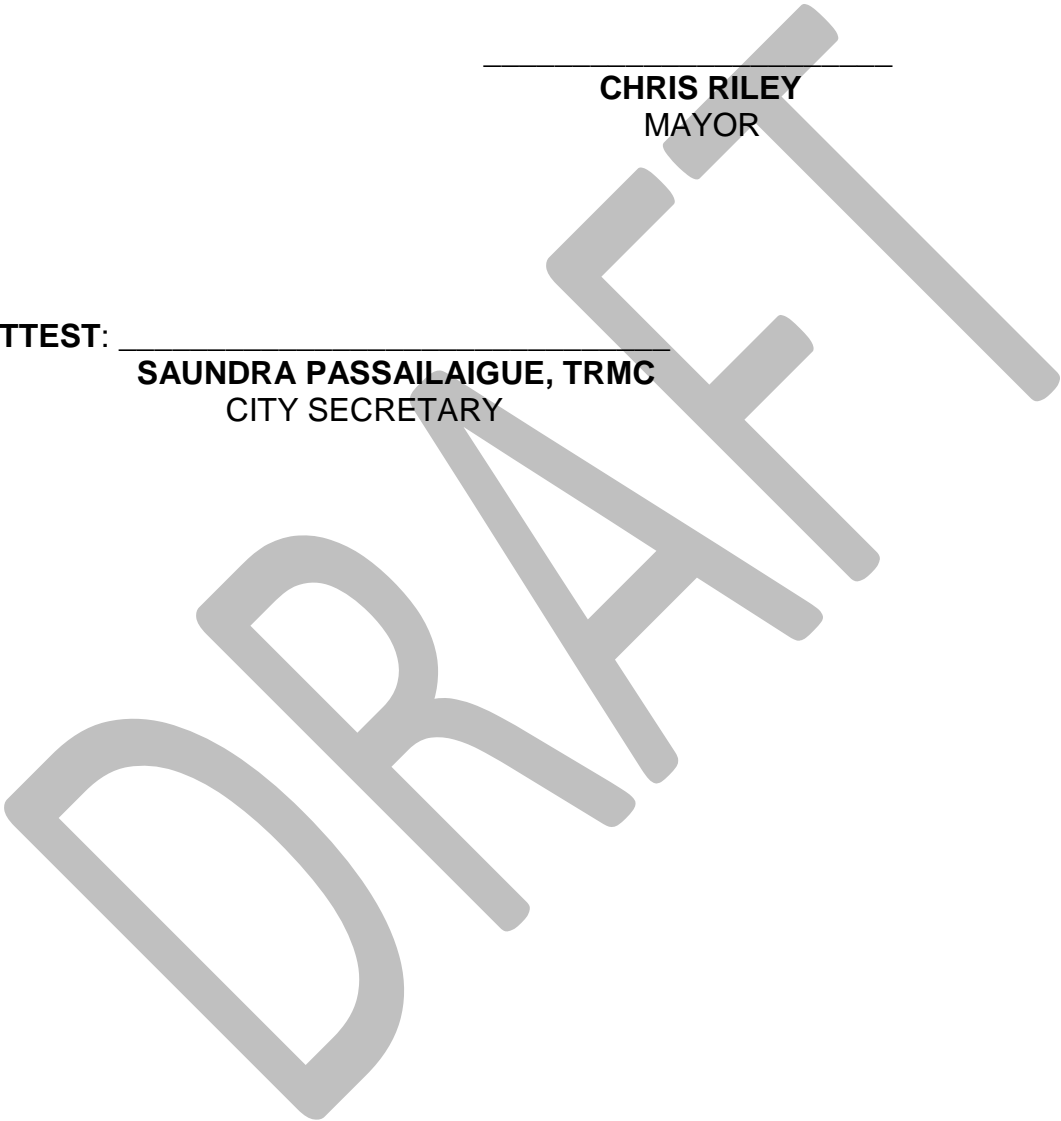
Mayor Riley announced that the meeting adjourned at 9:59 PM

These minutes were approved by the Leon Valley City Council on the 21st of May, 2024.

APPROVED

CHRIS RILEY
MAYOR

ATTEST: _____
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY





**CITY OF LEON VALLEY
SPECIAL CITY COUNCIL MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Wednesday, May 15, 2024 at 7:30 AM

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
Council Place 3 Philip Campos
Council Place 4 Rey Orozco

ABSENT

Mayor Pro Tem, Council Place 2 Josh Stevens
Council Place 5 Will Bradshaw

Mayor Chris Riley called the meeting to order at 7:40 AM and announced that a quorum of City Council was present in Council Chambers.

Mayor Riley asked everyone to join her in the Pledge of Allegiance.

2. Citizens to be Heard

Those who spoke at this time were: Mary Fernandez (Leon Valley)

3. Regular Agenda

- 1. Discussion and Possible Action on a Resolution and Order of The Leon Valley, Texas, City Council Canvassing the Returns and Declaring the Official Results of City of Leon Valley, Texas, May 04, 2024, General Election to Elect Three (3)**

Members to City Council (Mayor, Council Place 2, and Council Place 4) for The City of Leon Valley, Texas – S. Passailaigue, City Secretary

Saundra Passailaigue, City Secretary presented the Canvass of the May 04, 2024 General Election.

Councilor Benny Martinez made a motion to adopt the resolution canvassing the May 04, 2024 General Election. Councilor Philip Campos seconded the motion.

Voting Yea: Council Place 1 Martinez, Council Place 3 Campos, Council Place 4 Orozco

The motion passed unanimously.

4. Adjournment

Mayor Riley announced that the meeting adjourned at 7:42 AM

These minutes approved by the Leon Valley City Council on the 21st of May, 2024.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

Summary Results Report
 Joint General, Special and Bond Election
 May 4, 2024

For Mayor City of Leon Valley, Texas
 Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Evan Bohl	90	18.71%	20	16	54
Chris Riley	391	81.29%	98	75	218
Total Votes Cast	481	100.00%	118	91	272
Overvotes	0		0	0	0
Undervotes	6		2	1	3

For Council, Place No. 2 City of Leon Valley, Texas
 Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Betty Heyl	352	100.00%	81	75	196
Total Votes Cast	352	100.00%	81	75	196
Overvotes	0		0	0	0
Undervotes	135		39	17	79

For Council, Place No. 4 City of Leon Valley, Texas
 Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Rey Orozco	391	100.00%	92	79	220
Total Votes Cast	391	100.00%	92	79	220
Overvotes	0		0	0	0
Undervotes	96		28	13	55

Jaquelyn F. Callan

Summary Results Report
 Joint General, Special and Bond Election
 May 4, 2024

2061 BS 6

Statistics

	TOTAL	Election Day	Absentee	Early Voting
Registered Voters - Total	1,333			
Ballots Cast - Total	55	17	3	35
Ballots Cast - Blank	0	0	0	0
Voter Turnout - Total	4.13%			

For Mayor City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Evan Bohl	8	15.69%	3	0	5
Chris Riley	43	84.31%	13	3	27
Total Votes Cast	51	100.00%	16	3	32
Overvotes	0		0	0	0
Undervotes	4		1	0	3

For Council, Place No. 2 City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Betty Heyl	35	100.00%	12	3	20
Total Votes Cast	35	100.00%	12	3	20
Overvotes	0		0	0	0
Undervotes	20		5	0	15

For Council, Place No. 4 City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Rey Orozco	35	100.00%	13	3	19
Total Votes Cast	35	100.00%	13	3	19
Overvotes	0		0	0	0
Undervotes	20		4	0	16

Summary Results Report
 Joint General, Special and Bond Election
 May 4, 2024

2095 BS 6

Statistics

	TOTAL	Election Day	Absentee	Early Voting
Registered Voters - Total	2,312			
Ballots Cast - Total	199	54	31	114
Ballots Cast - Blank	0	0	0	0
Voter Turnout - Total	8.61%			

For Mayor City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Evan Bohl	26	13.13%	4	4	18
Chris Riley	172	86.87%	50	26	96
Total Votes Cast	198	100.00%	54	30	114
Overvotes	0		0	0	0
Undervotes	1		0	1	0

For Council, Place No. 2 City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Betty Heyl	143	100.00%	34	25	84
Total Votes Cast	143	100.00%	34	25	84
Overvotes	0		0	0	0
Undervotes	56		20	6	30

For Council, Place No. 4 City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Rey Orozco	161	100.00%	42	26	93
Total Votes Cast	161	100.00%	42	26	93
Overvotes	0		0	0	0
Undervotes	38		12	5	21

Summary Results Report
 Joint General, Special and Bond Election
 May 4, 2024

2101 BS 6

Statistics

	TOTAL	Election Day	Absentee	Early Voting
Registered Voters - Total	84			
Ballots Cast - Total	4	2	0	2
Ballots Cast - Blank	0	0	0	0
Voter Turnout - Total	4.76%			

For Mayor City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Evan Bohl	1	25.00%	0	0	1
Chris Riley	3	75.00%	2	0	1
Total Votes Cast	4	100.00%	2	0	2
Overvotes	0		0	0	0
Undervotes	0		0	0	0

For Council, Place No. 2 City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Betty Heyl	2	100.00%	1	0	1
Total Votes Cast	2	100.00%	1	0	1
Overvotes	0		0	0	0
Undervotes	2		1	0	1

For Council, Place No. 4 City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Rey Orozco	4	100.00%	2	0	2
Total Votes Cast	4	100.00%	2	0	2
Overvotes	0		0	0	0
Undervotes	0		0	0	0

Summary Results Report
 Joint General, Special and Bond Election
 May 4, 2024

2112 BS 6

Statistics

	TOTAL	Election Day	Absentee	Early Voting
Registered Voters - Total	1,787			
Ballots Cast - Total	102	17	33	52
Ballots Cast - Blank	0	0	0	0
Voter Turnout - Total	5.71%			

For Mayor City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Evan Bohl	24	23.53%	4	9	11
Chris Riley	78	76.47%	13	24	41
Total Votes Cast	102	100.00%	17	33	52
Overvotes	0		0	0	0
Undervotes	0		0	0	0

For Council, Place No. 2 City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Betty Heyl	80	100.00%	12	27	41
Total Votes Cast	80	100.00%	12	27	41
Overvotes	0		0	0	0
Undervotes	22		5	6	11

For Council, Place No. 4 City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Rey Orozco	91	100.00%	13	28	50
Total Votes Cast	91	100.00%	13	28	50
Overvotes	0		0	0	0
Undervotes	11		4	5	2

Summary Results Report
 Joint General, Special and Bond Election
 May 4, 2024

UNOFFICIAL RESULTS

{Section}.91.

Bexar County

2143 BS 6

Statistics

	TOTAL	Election Day	Absentee	Early Voting
Registered Voters - Total	2,206			
Ballots Cast - Total	127	30	25	72
Ballots Cast - Blank	0	0	0	0
Voter Turnout - Total	5.76%			

For Mayor City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Evan Bohl	31	24.60%	9	3	19
Chris Riley	95	75.40%	20	22	53
Total Votes Cast	126	100.00%	29	25	72
Overvotes	0		0	0	0
Undervotes	1		1	0	0

For Council, Place No. 2 City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Betty Heyl	92	100.00%	22	20	50
Total Votes Cast	92	100.00%	22	20	50
Overvotes	0		0	0	0
Undervotes	35		8	5	22

For Council, Place No. 4 City of Leon Valley, Texas

Vote For 1

	TOTAL	VOTE %	Election Day	Absentee	Early Voting
Rey Orozco	100	100.00%	22	22	56
Total Votes Cast	100	100.00%	22	22	56
Overvotes	0		0	0	0
Undervotes	27		8	3	16



**CITY OF LEON VALLEY
LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD**

Leon Valley Public Library
6425 Evers Road, Leon Valley, TX 78238
Thursday, March 14, 2024 at 5:30 PM

MINUTES

1. CALL TO ORDER

- a. Called to order at 5:31 by Clare Brown
- b. Attendance
 - i. Clare Brown – present
 - ii. Barbara Owens - unexcused
 - iii. Linda Crews - present
 - iv. Maryanna Christensen - present
 - v. Patricia Birkhead – present
 - vi. Margaret Tovar - present
 - vii. Hillary Huber - present

2. CITIZENS TO BE HEARD

- No Citizens to be Heard

3. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MINUTES

- 02-08-2024 Library Advisory Board Meeting Motion to approve by Maryanna Christensen, second by Margaret Tovar, the motion passed unanimously

4. DISCUSSION ON THE LIBRARY'S STRATEGIC PLAN

- Led by Hillary Huber

5. LIBRARY VOLUNTEER APPRECIATION

- Presented by Regina Reed

6. LIBRARY DIRECTOR'S REPORT

- presented by Regina Reed

a. Monthly Statistics

b. Upcoming Events

c. Grants

d. TLA 2024

7. FRIENDS OF THE LIBRARY REPORT

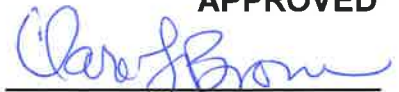
- presented by Maryanna Christensen

8. TRUSTEE ANNOUNCEMENTS

9. ADJOURNMENT – 6:30 by Clare Brown

These minutes were approved by the Leon Valley Public Library Advisory Board on the 11th of April 2024.

APPROVED



CLARE BROWN, CHAIR

ATTEST



REGINA REED, SECRETARY & STAFF LIASION

**EARTHWISE LIVING COMMITTEE MEETING MINUTES
CITY OF LEON VALLEY, TEXAS
February 16, 2023**

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 8th day of February 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 5:34 pm. Members present were Ryan, Valdez, Castillo, Bacon, Key, Zannerras, Co-chairs Burnside and Meffert. Also present were Staff liaison Miranda and Council liaison Mayor Riley.

2. Review and Consider Approval of the February 8, 2022 Regular Earthwise Living Committee Meeting minutes.

The meeting minutes from January 11 were reviewed and accepted. Member Ryan motioned to accept the minutes as written. Member Castillo seconded the motion.

3. Discussion and Updates on Sponsor/Vendors/Entertainment for EWL Event.

A general discussion was had on updates on Sponsor/Vendor/Entertainment for the EWL Event was had.

4. Discussion and Possible Action on EWL Logistics and Needs.

A general discussion was had on EWL Day logistics and needs. The Committee will confirm logistics and needs after application deadline has passed and vendors and sponsors are confirmed.

5. Discussion and Possible Action on EWL Event Committee Member and Volunteer Duties.

A general discussion was had on EWL Event Committee Member/Volunteer duties. The Committee Member/Volunteer duties will be confirmed when Vendor/Sponsors are confirmed.

6. Discussion and Possible Action on Distribution List of Media Outlets for EWL Day Event.

A general discussion was had on possible action seeking EWL Day media coverage.

7. Discussion and Possible Action on Speaker Series at the Library.

**EARTHWISE LIVING COMMITTEE MEETING MINUTES
CITY OF LEON VALLEY, TEXAS
October 11, 2023**

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 11th 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 5:34 pm. Members present were Chair Beaumel, Vice-Chair Burnside, Valdez, Dillig, Zannaras and Secretary Meffert. Also present were Staff liaison Miranda and Council liaison Mayor Riley. Absent was member Key and Castillo.

2. Review and Consider Approval of the Sept. 13, 2023 Regular Earthwise Living Committee Meeting minutes

The meeting minutes from September 13, 2023 were reviewed and a motion to approve was made by Burnside and second by Valdez – with the exception of adding to the attendee list. City Manager Caldera and Director of Economic Development Salinas

3. Mission Statement Change

Chair Beaumel presented a new mission statement. A general discussion was held. A motion was made by Valdez to replace the existing mission statement with a new one, and the second by Hillig. Votes: 1 sustain - 1 nay - 4 yay

4. Discussion and Possible Action on Planning for 2024 Earthwise Living Day Event.

A general discussion was held to update the Exhibitor application form, the Food application form, and the Sponsor application form; these will be updated and then added to the Leon Valley website, then recruiting will commence utilizing the template letters.

5. Adjournment

The meeting was adjourned without objection at 7:05 pm.


Chair

10-11-23
Date

**EARTHWISE LIVING COMMITTEE MEETING MINUTES
CITY OF LEON VALLEY TEXAS
April 5, 2023**

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 5th day of April 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 established at 5:39 pm. Members present were Chair Burnside, Vice-chair Meffert, Secretary Bacon, Member Castillo, Member Key, Member Ryan, Member Valdez. Also present were Council liaison Mayor Riley and Staff liaison Miranda. Absent were Member Bohl and Member Zannerras.

2. Review and Consider Approval of the March 8, 2023 Regular Meeting Minutes.

The meeting minutes from March 8 were reviewed and accepted as written. Member Ryan motioned to accept the minutes as written and Vice-chair Meffert seconded the motion.

3. Discussion and Possible Action on Hosting Pack It In Pack It Out Pic-Nic with the Mayor and Council.

The committee discussed focusing on the theme “ Combating climate change one household at a time.” during the Pic-Nic event and how to “picnic” in a environmentally responsible way.

The committee viewed the picnic basket prize for the raffle giveaway and organized for how all items would be given away including how the tickets for the raffle would be disbursed.

The committee discussed what refreshments and other items would be provided by the committee and also the logistics of setting up and taking down for the Pic-nic event.

The committee discussed the agenda for the Pic-Nic Event deciding on an open-mic format introducing the Mayor and City Council before opening up the microphone to attendees. After everyone has an opportunity to speak the raffle will begin. Once the raffle is finished and everyone who wanted to speak did, the Mayor will give closing remarks.

4. Discussion and Possible Action on Speaker Series.

The committee discussed the Earthwise Living Speaker Series to be held on a quarterly basis. The first Speaker in the series will be Dr. Claudia Miller via You Tube on May 21, 2023.

5. Announcements, Updates, and Other Business.

Member Castillo brought information on the idling ordinance in Leon Valley. The committee discussed ways to support restaurants, other businesses and residents to comply with the ordinance guidelines. Council liaison Mayor Riley offered to add a notice for the Idling ordinance in the Lion's Roar "Message From The Mayor" May 12 edition.

The committee discussed EWL Day 2024 New Vendor Prospects and also the Costco Climate Action Plan and possible collaboration with the San Antonio Sustainability Office.

The committee set the next Earthwise Living Committee Meeting for May 10, 2023.

6. Adjourn.

Member Bacon motioned to adjourn the meeting at 7:04 pm. Member Valdez seconded the the motion and meeting was adjourned at 7:04 pm.

Rita Burnside

4-5-2023

**EARTHWISE LIVING COMMITTEE MEETING MINUTES
CITY OF LEON VALLEY, TEXAS
February 7, 2024**

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 7th day of February 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,
5:33 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 5:33 pm. Members present were Valdez, Castillo, Zannaras, Marcotte, Mursch, Campos, Vice-Chair Burnside, and Secretary Meffert. Also present were Staff liaison Miranda and Council liaison Mayor Riley. Absent was member Key.

2. Review and Consider Approval of the January 10, 2024 Regular Earthwise Living Committee Meeting minutes

The meeting minutes from January 10, 2024 were reviewed and a motion to approve was made by Valdez and second by Castillo.

4. Planning for 2024 Earthwise Living Day Event

A general discussion was held about Earthwise Living Day planning. Staff liaison Crystal provided an update and collected suggestions from committee members for consideration. E-waste collection will be held at the event.

5. Planning for 2024 Household Hazardous Waste Event

Staff liaison Crystal provided an update on the new sponsored household hazardous waste offering which will be held on April 27, 2024 - as the vendor was not available on March 2, 2024. This will be held in conjunction with the Coffee with the Mayor event.

6. Adjournment

The meeting was adjourned without objection at 6:53 pm. The Committee will re-convene sometime before the event.

Lisa Burnside
Chair

4-10-24
Date

**EARTHWISE LIVING COMMITTEE MEETING MINUTES
CITY OF LEON VALLEY, TEXAS
April 10, 2024**

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 10th day of April 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,
5:34 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 5:34 pm. Members present were Key, Castillo, Zannaras, Marcotte, Mursch, Campos, Vice-Chair Burnside, and Secretary Meffert. Also present were Staff liaison Miranda and Council liaison Mayor Riley. Absent was member Valdez

2. Review and Consider Approval of the February 2024 Regular Earthwise Living Committee Meeting minutes

The meeting minutes from February 7, 2024 were reviewed and a motion to approve was made by Castillo and second by Campos.

4. De-Brief from 2024 Earthwise Living Day Event


A general discussion was held about Earthwise Living Day activity, focused on what worked well and gathering recommendations to enhance.

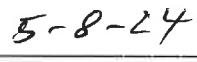
5. Earth Day Commemoration

At the Coffee with the Mayor on April 27, the members of the committee are encouraged to attend to celebrate Earth Day.

6. Adjournment

The meeting was adjourned without objection at 7:03 pm. The Committee will reconvene on May 8, 2024.


Chair


Date



**CITY OF LEON VALLEY
LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD**

Leon Valley Public Library
6425 Evers Road, Leon Valley, TX 78238
Thursday, November 09, 2023 at 5:30 PM

MINUTES

MEETING CANCELED DUE TO LACK OF QUORUM.

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of the City Council or other City boards, commissions and/or committees may attend the 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 LIBRARY BOARD OF TRUSTEES was posted on the Bulletin Board at City Hall, 6400 El Verde Road, Leon Valley, Texas, and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at www.leonvalleytexas.gov. This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To plan, call (210) 684-1391, Extension 216.

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
November 2, 2023 at 2:15 PM





**CITY OF LEON VALLEY
LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD**

Leon Valley Public Library
6425 Evers Road, Leon Valley, TX 78238
Thursday, January 11, 2024 at 5:30 PM

MINUTES

1. CALL TO ORDER at 5:32

- a. Clare Brown – present
- b. Barbara Owens – unexcused
- c. Linda Crews – present
- d. Maryanna Christensen – present
- e. Patricia Birkhead – unexcused
- f. Margaret Tovar – present
- g. Hillary Huber - present

2. CITIZENS TO BE HEARD

- a. No Citizens to be Heard

3. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MINUTES

- a. 10-12-2023 Library Advisory Board Meeting Motion Hillary Huber, Second Maryanna Christensen, motion carried unanimously

4. DISCUSSION AND POSSIBLE ACTION ON CANCELING THE JUNE 2024, JULY 2024, AND DECEMBER 2024 ADVISORY BOARD MEETINGS.

- a. Amended to keep the June 2024 Meeting, but cancel July 2024 & December 2024
- b. Motion made by Linda Crews, Second made by Margaret Tovar – motion passed unanimously

5. DISCUSSION ON THE LIBRARY'S STRATEGIC PLAN

- a. Discussion led by Regina Reed and Hillary Huber

6. DISCUSSION REVIEW OF BREAKFAST WITH SANTA 2023

- a. Discussion led by Maryanna Christensen

7. LIBRARY DIRECTOR'S REPORT

- a. Director's report presented by Regina Reed

8. FRIENDS OF THE LIBRARY REPORT

- a. Report presented by Maryanna Christensen

9. TRUSTEE ANNOUNCEMENTS

- a. No Announcements

10. ADJOURNMENT

- a. Motion to Adjourn by Maryanna Christensen, Second by Claire Brown –
adjourned at 7:12 pm

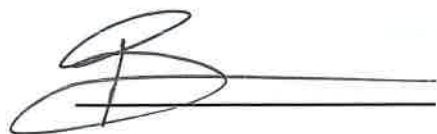
These minutes approved by the Leon Valley Library Advisory Board on the 8th of February 2024.

APPROVED



CLARE BROWN, CHAIR

ATTEST



REGINA REED, SECRETARY & STAFF LIASION



**CITY OF LEON VALLEY
LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD**

Leon Valley Public Library
6425 Evers Road, Leon Valley, TX 78238
Thursday, April 11, 2024 at 5:30 PM

MINUTES

1. CALL TO ORDER - 5:30 pm by Clare Brown, Chair

- a. Clare Brown – present
- b. Linda Crews – excused
- c. Maryanna Christensen – present
- d. Patricia Birkhead – present
- e. Margaret Tovar – excused
- f. Hillary Huber - present

2. CITIZENS TO BE HEARD - N/A

3. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MINUTES

- a. 03-14-2024 Library Advisory Board Meeting – Motion by Hillary Huber, 2nd by Maryanna Christensen, Minutes approved unanimously

4. LIBRARY VOLUNTEER APPRECIATION – led by Regina Reed

5. LIBRARY DIRECTOR'S REPORT

- a. Monthly Statistics - Led by Theresa Brader
- b. Upcoming Events - Led by Theresa Brader
- c. Grants - Led by Regina Reed
- d. TLA 2024 - Led by Regina Reed

6. FRIENDS OF THE LIBRARY REPORT - Led by Maryanna Christensen

7. TRUSTEE ANNOUNCEMENTS - N/A

8. ADJOURNMENT - Motion to adjourn by Maryanna Christensen, 2nd by Hillary Huber, Adjourned at 6:30pm

These minutes approved by the Leon Valley Public Library Advisory Board on the 9th of May, 2024.

APPROVED



CLARE BROWN, CHAIR

ATTEST



REGINA REED, SECRETARY & STAFF LIASION

MAYOR AND COUNCIL COMMUNICATION

DATE: May 21, 2024

TO: Mayor and Council

FROM: Regina Reed, Library Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation and Discussion on an Ordinance of the City of Leon Valley Accepting Grant Funds from the 2024 J. Frank Dobie Trust and Amending the General Budget of the City of Leon Valley, Texas Municipal Budget for the Fiscal Year 2023-2024 in the Amount of \$3,610 to Provide Funding for the Leon Valley Public Library to Purchase Additional Nonfiction Books for the Juvenile Collection.

SPONSOR(S): N/A

PURPOSE & BACKGROUND

The Leon Valley Public Library applied for the J. Frank Dobie Library Trust Grant in December 2023 to help rebuild and fill gaps within the Juvenile Nonfiction Collection.

The J. Frank Dobie Library Trust has selected the Leon Valley Public Library to receive a grant in the amount of \$3,610.

From the J. Frank Dobie Trust:

J. Frank Dobie was a legendary folklorist, writer, and newspaper columnist best known for his many books depicting the richness and traditions of life in rural Texas during the days of the open range. Mr. Dobie, born in 1888, loved reading and books from an early age. Growing up on a ranch in rural Live Oak County in southwest Texas he learned firsthand how vital public library in small, particularly rural, areas are to their communities.

The J. Frank Dobie Library Trust was established by Mr. Dobie in 1963, when he wrote his will such that the majority of his substantial estate would go to the support of small Texas libraries for the express purpose of purchasing books.

When he established the trust, Mr. Dobie said, “Just think. Years from now, a book bought with Dobie Trust funds may open the mind of some young person and change the direction of his life.

Multiple grants have been awarded each year since 1976. A major criterion for the grants, which are quite competitive, is the extent to which the library is supported by its community. Being selected to receive a Dobie grant thus reflects not only the importance of the library to the community it serves, but also the strength of the entire community.

FISCAL IMPACT

The grant will increase the library’s materials budget by \$3,610; the library will dedicate the funds to purchasing materials for the Juvenile Nonfiction Collection.

RECOMMENDATION

Accept the grant funds from the J. Frank Dobie Library Trust.

Approve the amendment to the ordinance for a budget adjustment.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary



P.O. Box 128, Rockdale, Texas 76567
254.218.4201 | contact@gretchenmccordlaw.com

Gretchen McCord
Attorney and Principal
Direct: 254.218.4238
gretchen@gretchenmccordlaw.com

Leon Valley Public Library
6425 Evers Road
Leon Valley, TX 78238
r.reed@leonvalleytexas.gov

March 27, 2024

Dear Regina,

On behalf of the J. Frank Dobie Library Trust grant selection committee, I am very happy to inform you that the Leon Valley Public Library has been selected to receive a 2024 grant of \$3,610!

About the J. Frank Dobie Trust

J. Frank Dobie was a legendary Texas author and folklorist. The J. Frank Dobie Library Trust is his legacy in gratitude for the role that public libraries play in the lives of small Texas communities.

The selection committee was favorably impressed with the efforts made by both the library and the community it serves to provide much needed public library services. It is our hope that, by expanding the offerings of the library, this grant will enrich the lives of people in the community.

Application of Grant Funds

The Dobie grant carries few restrictions or requirements. However, there are a few:

- The grant may be used solely for the purchase of books.
- Up to 50% of the funds may be spent on the “purchase” of e-books, whether that is by transfer of ownership or by license/subscription. The funds may not, however, be used to pay for any portion of fees for membership in a consortium (or other type of organization) for the purpose of obtaining access to e-books.
- The funds should be expended within one calendar year if at all possible.
- When the library has expended the grant funds, please email me a brief, informal report of how the money was spent. (I neither need nor want a list of titles purchased, just an explanatory paragraph or two.)

We encourage you to use this as a PR opportunity for the library! I’ve included with this email a press release that you may use, in whole or in part, for this purpose.

Recognition at Texas Library Association Annual Conference

The announcement of this year's awards will be made during the Opening Author Luncheon on Wednesday, April 17, 2024, at the annual conference of the Texas Library Association in San Antonio. If it is possible for one or more representatives of the library to attend, we would love to recognize and honor their work on behalf of the library by presenting them with the check for the grant. If you are unable to attend, a check will be mailed to you afterwards.

Unfortunately, the Trust is not able to purchase luncheon tickets for grant recipients; therefore, you will have to purchase luncheon tickets through the TLA pre-registration process. **Note that the deadline for pre-registration (and thus purchasing a luncheon ticket) is April 5.**

We will have a table reserved at the luncheon for all Dobie grant recipients. **Please let me know as soon as possible whether you will attend:**
gretchen@gretchenmccordlaw.com or 512.470.8932.

The selection committee extends its heartiest congratulations on receiving this award, and on the efforts of your library in building community! Please don't hesitate to contact me with any questions.

Yours truly,



Gretchen McCord

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AUTHORIZING THE ACCEPTANCE OF GRANT FUNDS FROM THE J. FRANK DOBIE TRUST IN THE AMOUNT OF \$3,610; AND AMENDING THE GENERAL BUDGET OF THE CITY OF LEON VALLEY, TEXAS MUNICIPAL BUDGET FOR THE FISCAL YEAR 2023-2024 IN THE AMOUNT OF \$3,610 TO PROVIDE FUNDING FOR THE LEON VALLEY PUBLIC LIBRARY TO INCREASE MATERIALS IN THE JUVENILE NONFICTION COLLECTION.

WHEREAS, The Leon Valley Public Library was awarded a grant in the amount of \$3,610 for the purpose of increasing materials in the juvenile nonfiction collection; and

WHEREAS, it is necessary for the City to accept these grant funds to achieve this purpose; and

WHEREAS, Texas Local Government Code Section 102-0120 provides that a municipality is not prohibited from making changes to a budget for municipal purposes; and

WHEREAS, the Leon Valley City Council now desires to amend the General Fund Budget for FY 2023-2024 in the amount \$3,610 for the Leon Valley Public Library to increase materials to the juvenile nonfiction collection

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

SECTION 1. The FY 2023-2024 General Fund Budget of the City of Leon Valley is hereby amended to increase the budget by the amount of \$3,610 to provide funding for the Leon Valley Public Library.

SECTION 2. The financial allocations in this Ordinance are subject to approval by the Finance Director. The Finance Director may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations as necessary to carry out the purpose of this Ordinance.

Presentation and Discussion on an Ordinance
Accepting Grant Funds from the 2024 J. Frank
Dobie Trust and Amending the General Budget of
the City of Leon Valley, Texas Municipal Budget for
the Fiscal Year 2023-2024 in the Amount of \$3,610
(1st Read was held on 05-07-2024)

Regina Reed
Library Director
City Council Meeting
May 21, 2024

Purpose

- Officially accept the J. Frank Dobie Library Trust Grant Funds
- A Budget Adjustment in the amount of the grant, \$3,610, to the general fund so the library can utilize the funds.
- Juvenile Nonfiction Collection

Purpose / Background

- J. Frank Dobie was a legendary folklorist, writer, and newspaper columnist
- Mr. Dobie, born in 1888, loved reading and books from an early age
- The J. Frank Dobie Library Trust to support small Texas libraries in purchasing books
- The libraries must be supported by their communities

Fiscal Impact

- Funds received are \$3,610
- The library will spend the grant funds on Juvenile Nonfiction materials

City of Leon Valley April 2024 Financial Report

Carol Goering

Finance Director

City Council Meeting

May 21, 2024

City of Leon Valley Monthly Financial April 2024

{Section}.94.

General Fund

Target Percentage 58.33%

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL	FY 2023 Y-T-D ACTUAL		
Ad Valorem	\$ 5,470,447	\$ 5,067,870	92.6%	\$ 5,089,083	92.9%
Sales Taxes	3,789,946	1,516,121	40.0%	1,557,954	46.9%
Franchise Taxes	1,001,820	294,230	29.4%	494,192	54.8%
Licenses, Permits, Fees & Fines	1,237,800	662,272	53.5%	678,339	41.2%
Interest Income	316,000	241,459	76.4%	177,051	333.8%
Miscellaneous Revenue	1,768,894	270,704	15.3%	176,148	54.9%
Transfers In	2,133,856	2,133,856	100.0%	2,267,183	109.2%
Total Revenue	\$ 15,718,763	\$ 10,186,514	64.8%	\$ 10,439,951	74.2%

EXPENDITURES

Municipal Court	\$ 426,289	\$ 209,022	49.0%	\$ 221,183	52.8%
Finance	465,686	253,899	54.5%	223,376	54.8%
Council & Manager	1,155,434	565,753	49.0%	762,800	57.4%
Information Technology	315,718	221,144	70.0%	148,177	47.0%
Police	3,542,439	1,922,498	54.3%	1,916,532	57.9%
Impound Lot	151,505	82,944	54.7%	74,125	0.0%
Fire	3,900,408	1,911,583	49.0%	1,982,406	54.7%
Public Works	2,688,519	1,228,869	45.7%	1,130,318	50.6%
Planning and Zoning	649,790	273,880	42.1%	203,213	39.4%
Economic Development	505,190	175,564	34.8%	78,889	0.0%
Special Events	144,606	24,155	16.7%	38,922	27.7%
Parks & Recreation	3,154,343	191,056	6.1%	78,915	28.0%
Library	586,862	280,499	47.8%	254,644	44.5%
Transfers Out	-	-	0.0%	659,000	103.1%
Total Expenditures	\$ 17,686,789	\$ 7,340,867	41.5%	\$ 7,772,500	56.4%

City of Leon Valley Monthly Financial April 2024

Water/Sewer/Storm Water Fund

Target Percentage 58.33%

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Water Sales	\$ 2,084,115	\$ 968,116	46.5%	\$ 1,060,137	54%
Sewer Sales	2,516,542	1,363,824	54.2%	1,369,565	56%
Storm Water	580,444	284,912	49.1%	252,375	53%
Connection & Platting	350	-	0.0%	-	-
Customer Fees	68,921	41,192	59.8%	44,794	79%
Tapping Fees	10,000	-	0.0%	-	-
Interest Income	50,000	124,531	249.1%	74,670	733%
Miscellaneous Revenue	10,500	273,499	0.0%	82,840	0.0%
Total Revenue	\$ 5,320,872	\$ 3,056,074	57.4%	\$ 2,884,380	57.8%

EXPENDITURES

Water System	1,844,795	724,256	39.3%	558,471	59.8%
Sewer System	3,274,892	1,242,731	37.9%	929,500	44.2%
Storm Water	1,076,892	371,839	34.5%	43,044	48.4%
Other Sources/Uses	1,261,628	1,261,628	100.0%	2,269,467	-
Total Expenditures	\$ 7,458,207	\$ 3,600,455	48.3%	\$ 3,800,482	50.8%

City of Leon Valley Monthly Financial April 2024

Community Center Fund

Target Percentage 58.33%

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Hotel/Motel Taxes	\$ 84,000	\$ 22,059	26.3%	\$ 31,526	45.0%
RENTAL FEES					
Community Center	47,900	21,280	44.4%	23,142	46.3%
Conference Center	16,354	14,671	89.7%	10,504	-
Interest Income	7,200	7,325	101.7%	5,317	316.7%
Transfers in	-	-	-	-	-
Total Revenue	\$ 155,454	\$ 65,335	42.0%	\$ 70,489	48.7%

EXPENDITURES

Personnel	\$ 89,338	\$ 51,073	57.2%	\$ 45,025	61.2%
Supplies	8,000	1,853	23.2%	449	6.0%
Contractual	59,350	24,913	42.0%	19,628	38.1%
Capital Outlay	72,000	1,711	2.4%	-	0.0%
Total Expenditures	\$ 228,688	\$ 79,550	34.8%	\$ 65,101	45.0%

City of Leon Valley Monthly Financial April 2024

Economic/Community Development

Target Percentage 58.33%

REVENUE	FY 2024	FY 2024		FY 2023	
	Budget	Y-T-D ACTUAL		Y-T-D Actual	
Sales Tax Revenues	\$ 409,000	\$ 167,151	40.9%	\$ 171,503	0.0%
Interest Income	11,000	13,960	126.9%	10,131	-
Total Revenues	\$ 420,000	\$ 181,110	43.1%	\$ 181,635	0.0%

EXPENDITURES

Personnel	\$ 172,139	\$ 78,945	45.9%	\$ 59,310	0.0%
Supplies	11,475	5,323	46.4%	3,809	0.0%
Contractual	321,576	91,296	28.4%	15,770	0.0%
Total Expenditures	\$ 505,190	\$ 175,564	34.8%	\$ 78,889	0.0%

City of Leon Valley Monthly Financial April 2024

Impound Lot

Target Percentage 58.33%

REVENUE	FY 2024	FY 2024		FY 2023	
	Budget	Y-T-D ACTUAL		Y-T-D Actual	
Impound Lot Fees	\$ 100,000	\$ 55,210	55.2%	\$ 47,910	0.0%
Auctions	65,000	52,923	81.4%	24,574	0.0%
Total Revenues	\$ 165,000	\$ 108,133	65.5%	\$ 72,484	0.0%

EXPENDITURES

Personnel	\$ 122,502	\$ 73,114	59.7%	\$ 69,182	0.0%
Supplies	1,900	160	8.4%	651	0.0%
Contractual	10,000	6,707	67.1%	4,293	0.0%
Capital	67,103.00	2,963	4.42%	-	-
Total Expenditures	\$ 201,505	\$ 82,944	41.2%	\$ 74,125	0.0%

City of Leon Valley Monthly Financial April 2024

{Section}.94.

Red Light Cameras (RLC)

Target Percentage 58.33%

REVENUE	FY 2024 Budget	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D Actual	
Red Light Camera Fines	\$ 1,895,872	\$ 1,392,830	73.5%	\$ 1,422,536	63.7%
Late Fees/Court Costs	200,000	105,607	52.8%	116,373	-
Interest Income	25,000	22,516	90.1%	32,043	68.1%
Transfers in	-	-	-	-	-
Total Revenues	\$ 2,120,872	\$ 1,520,953	71.7%	\$ 1,570,952	70.1%

EXPENDITURES

Red Light Cameras (Tier 1)

Personnel (6 employees)	\$ 642,258	\$ 373,543	58.2%	\$ 362,594	59.3%
Supplies	3,150	-	0.0%	2,450	61.3%
Contractual	887,000	429,447	48.4%	430,266	47.8%
Transfers	342,558	342,558	100.0%	326,574	72%
Total Tier One	\$ 1,874,966	\$ 1,145,548	61.1%	\$ 1,121,884	57.0%

Traffic Safety (Tier 2)

Personnel (2 out of 3 employees)	\$ 298,227	\$ 110,931	37.2%	\$ 142,683	0.0%
Supplies	9,800	-	-	1,455	-
Contractual	53,997	9,380	17.4%	-	-
Capital Outlay	592,568	175,073	29.5%	126,000	0.0%
Total Tier Two	\$ 954,592	\$ 295,384	30.9%	\$ 270,138	0.0%

UNAUDITED

RLC Fines Revenue	1,392,830	
RLC Expenditures	(802,990)	
RLC Personnel Transfers YTD	(199,826)	Estimated for the YTD FY
	390,014	Of this 50% goes to the city the other 50% goes to the state
City 50% Revenue (Loss)	195,007	This is the 50% that comes to the city
Late Fees Revenue	105,607	City keeps 100%
Interest Income Revenue	22,516	City keeps 100%
Traffic Safety Expenditures	(295,384)	
Total Net Fund Revenue (Loss)	27,746	

City of Leon Valley April 2024 Financial Report

Carol Goering

Finance Director

City Council Meeting

May 21, 2024

MAYOR AND COUNCIL COMMUNICATION

DATE: MAY 21, 2024
TO: Mayor and Council
FROM: Roque Salinas, Director of Economic Development
THROUGH: Crystal Caldera, City Manager
SUBJECT: Presentation and Discussion to Consider Approval of an Ordinance Authorizing a Fiscal Year 2023-24 General Fund Budget Adjustment in the Amount of \$6,335.00 for the Purpose of Increasing the Economic Development Department Budget and Authorizing the City Manager to Execute an Agreement with Spectrum Enterprise for PEG Channel Service. (1st Read as Required by City Charter). -R. Salinas, Director of Economic Development

SPONSOR(S): N/A

PURPOSE

This M & C requests approval for a budget adjustment, which will increase the Economic Development Department by \$6,335.00 to fund the one-time capital expenses to set up a PEG channel for the City of Leon Valley.

FISCAL IMPACT

A budget adjustment to the amount of \$6,335.00 is requested. The funds would come from the PEG restricted funds reserve.

As of 9/30/23 the PEG restricted fund balance was \$298,380.

RECOMMENDATION

Staff recommends approval.

APPROVED : _____ DISAPPROVED : _____

APPROVED WITH THE FOLLOWING AMENDMENTS :

ATTEST :

SAUNDRA PASSAILAIGUE, TRMC

City Secretary

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AUTHORIZING A FISCAL YEAR 2023-24 GENERAL FUND BUDGET ADJUSTMENT IN THE AMOUNT OF \$6,335.00 FROM THE PUBLIC, EDUCATIONAL AND GOVERNMENTAL (PEG) RESTRICTED FUND BALANCE FOR THE PURPOSE OF INCREASING THE ECONOMIC DEVELOPMENT DEPARTMENT BUDGET AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH SPECTRUM ENTERPRISE FOR PEG CHANNEL SERVICE; PROVIDING FOR REPEALER, SEVERABILITY AND SAVING CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Leon Valley has already approved their FY 2023-2024 Budget on September 05, 2023; and

WHEREAS, it has been determined that funding should be added to the FY 2023-2024 Budget; and

WHEREAS, it has been determined that funding will come from the PEG restricted Funds; and

WHEREAS, it is necessary to adjust the Economic Development Department Budget account 100-5720-540.01 “improvement other than building” by a total amount of \$6,335.00.

WHEREAS, the City Council authorizes the City Manager to Execute an agreement with Spectrum Enterprises for PEG channel services.

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

SECTION 1. The City’s General Fund budget is hereby adjusted in the amount of \$6,335.00 to increase the Economic Development Department Budget.

SECTION 2. The financial allocations in this Ordinance are subject to approval by the Finance Director. The Finance Director may, subject to concurrence by the City Manager or the City Manager’s designer, correct allocations as necessary to carry out the purpose of this Ordinance.

SECTION 3. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph, or section of this Ordinance.

SECTION 4. The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

SECTION 5. This Ordinance shall become effective immediately upon its passage and publication as required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the ___ day of ____, 2024.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

ARTURO D. "ART" RODRIGUEZ
City Attorney

SERVICE ORDER

THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, <https://enterprise.spectrum.com/> (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Spectrum Enterprise Contact Information	
Contact: Everette Howell	
Telephone: 7264371116	
Email: everette.howell@charter.com	

Customer Information		
Customer Name CITY OF LEON VALLEY,*	Order # 14042453	
Address 6400 EL VERDE RD SAN ANTONIO TX 78238		
Telephone (210) 461-9321	Email: r.salinas@leonvalleytexas.gov	
Contact Name Roque Salinas	Telephone (210) 461-9321	Email: r.salinas@leonvalleytexas.gov
Billing Address 6400 EL VERDE RD SAN ANTONIO TX 78238		
Billing Contact Name	Telephone	Email:

NEW AND REVISED SERVICES AT 6400 El Verde Rd Unit PEG, Leon Valley TX 78238				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
Fiber Internet 50Mbps	36 Months	1	\$725.00	\$725.00
PEG Video Service	36 Months	1	\$45.00	\$45.00
TOTAL*				\$770.00

ONE TIME CHARGE(S) AT 6400 El Verde Rd Unit PEG, Leon Valley TX 78238			
Service Description	Quantity	One Time Charge(s)	Total One Time Charge(s)
FIA Installation	1	\$250.00	\$250.00
PEG Setup HD	1	\$6,000.00	\$6,000.00
PEG Video Encoder Install	1	\$85.00	\$85.00
TOTAL*			\$6,335.00

1. **TOTAL CHARGE(S).** Total Monthly Recurring Charges and Total One-Time Charges are due in accordance with the monthly invoice.
2. **TAXES.** Plus applicable taxes, fees, and surcharges as presented on the respective invoice(s).
3. **SPECIAL TERMS.**

By signing below, the signatory represents they are duly authorized to execute this Service Order.

CUSTOMER SIGNATURE

Signature: _____

Printed Name: Roque Salinas _____

Title: _____

Date: _____

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Spectrum Enterprise pre-service installation guide



Welcome, and thank you for choosing Spectrum Enterprise. After you sign your service order, our teams will keep you updated on the status of your order. In the meantime, this document will help you understand what happens as you progress toward the service installation process.

Feel free to reach out to your sales contact if you have questions or need additional information. When installation begins, however, you'll have a dedicated project manager who'll partner with you as your main point of contact for a successful installation.

Client project milestones

- 1 Sign service order.
- 2 If necessary, work with our internal teams to provide any additional information or forms required to finalize your order.
- 3 Your Spectrum Enterprise project manager will contact you to introduce themselves and discuss next steps.

Spectrum Enterprise project milestones

- 1 Sales team submits signed service order to Order Management team.
- 2 Internal teams gather any additional information that's required to finalize your order.
- 3 Dedicated project manager contacts you to discuss next steps.

Spectrum Enterprise pre-service installation details

Let's look at more details about the milestones we'll reach before your service installation process begins.

Milestones

- 1 **Sign service order**
First, we'll finalize and sign your service order together. We are unable to proceed until the service order is signed, so if you have any concerns or questions about your order, please reach out to your sales contact right away.
- 2 **Finalize order**
Our internal teams will make sure we have all of the information we need to begin the installation process. This stage can take one to two weeks to complete. During this time, we may be in touch to get additional information and required forms.
If your order includes voice services, this would be a good time to engage your vendor. If you're transferring phone numbers from your current vendor to your Spectrum Enterprise account, we'll need a complete list of the numbers you're transferring. Your vendor can help you pull these from your phone server. We also request your vendor be available to participate in cutover activities on the day of activation. Your project manager will work closely with you and your vendor throughout the implementation process, and schedule the cutover once the service is ready.
- 3 **Connect with project manager**
As we're finalizing your order, your dedicated project manager will be in touch about next steps. Your project manager will be your primary point of contact during service installation, however, you may hear from additional team members throughout the process.
You will be invited to an introduction call where your project manager will review your order and the installation process in more detail. During this meeting, we will agree to a call and reporting schedule to ensure a smooth and efficient installation.

Additional disclaimer pending - does not apply for coax or upgrades.

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enterprise.spectrum.com

Certificate Of Completion

Envelope Id: AC98BAF2AA51454C9F9C52052D540A10 Status: Sent
 Subject: Everette Howell has requested your signature on a document(s)
 Source Envelope:
 Document Pages: 6 Signatures: 0 Envelope Originator:
 Certificate Pages: 5 Initials: 0 Everette Howell
 AutoNav: Enabled Everette.Howell@charter.com
 Envelopeld Stamping: Disabled IP Address: 209.112.106.2
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking

Status: Original Holder: Everette Howell Location: DocuSign
 1/23/2024 1:32:19 PM Everette.Howell@charter.com

Signer Events

Signature

Timestamp

Roque Salinas Sent: 1/23/2024 1:34:20 PM
 r.salinas@leonvalleytexas.gov Viewed: 1/23/2024 1:50:55 PM
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Accepted: 1/23/2024 1:50:55 PM
 ID: cae214c2-6521-4b9c-aab4-297b7c666e0a
 Company Name: Spectrum Enterprise

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Everette Howell
 everette.howell@charter.com
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Jacob Kuta
 Jacob.Kuta@charter.com
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Crystal Miranda
 c.miranda@leonvalleytexas.gov
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Witness Events

Signature

Timestamp

Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	1/23/2024 1:34:20 PM
Certified Delivered	Security Checked	1/23/2024 1:50:55 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Charter Communications Operating, LLC (“Spectrum”) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. If you wish to receive paper copies in lieu of electronic documents, you may close this browser and request paper copies from the “sending party” by following the procedures outlined below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

Requesting paper copies, withdrawing consent, and updating contact information

Requesting Paper Copies.

Please provide your name, title, email, telephone, postal address and document title.

Withdraw Consent.

Please provide your name, title, email, date, telephone number and postal address.

Update Contact Information.

Please provide your name, title, email, telephone and postal address.

Any fees associated with sending paper copies or withdrawing consent will be determined by the sending party.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

To withdraw your consent with DocuSign

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. notify the “sending party” by email and in the body of such request you must state your email, full name, title, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Charter Communications Operating, LLC (“Spectrum”) as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by DocuSign during the course of your relationship with Charter Communications Operating, LLC (“Spectrum”).

Budget Adjustment- PEG Channel

Roque Salinas, MPA

Director of Economic Development

5/21/2024

Summary

- Staff requests approval for a budget adjustment, which will increase the Economic Development Department by \$6,335.00 to fund the one-time capital expenses to set up a PEG channel for the City of Leon Valley. (1st Read was Held on 05-02-2024).
- Options
 - Approve
 - Deny

Public, Educational, and Government Access Channel (PEG)

- City has already established this fee to be charged.
- Funds from this fee can only be used for capital expenses for PEG related services.
- Leon Valley channel will be available on Spectrum as well as public over the air channel.

Fiscal impact

- \$6,335.00 will come from PEG funds restricted reserves.
- This item will only be for the set-up expenses ongoing expense for the channel will be paid out the general fund- economic development department and will be budgeted in FY 25.
- Funds from this fee can only be used for capital expenses for PEG related services. PEG funds cannot be used to pay for operating cost.
- \$750.00 Per month for on-going HD services.

Budget Adjustment- PEG Channel

Roque Salinas, MPA

Director of Economic Development

5/21/2024

MAYOR AND COUNCIL COMMUNICATION

DATE: MAY 21, 2024
TO: Mayor and Council
FROM: Roque Salinas, Director of Economic Development
THROUGH: Crystal Caldera, City Manager
SUBJECT: Presentation and Discussion to Consider Approval of an Ordinance Authorizing a Fiscal Year 2023-24 General Fund Budget Adjustment in the Amount of \$3,080.00 for the Purpose of Increasing the Economic Development Department Budget for PEG Channel Service till the End of the Fiscal Year 2024. (1st Read as Required by City Charter). -R. Salinas, Director of Economic Development

SPONSOR(S): N/A

PURPOSE

This M & C requests approval for a budget adjustment, which will increase the Economic Development Department operating budget by \$3,080.00 to fund monthly expenses for a PEG channel for the City of Leon Valley for the remainder of the fiscal year from general fund reserves.

FISCAL IMPACT

A budget adjustment to the amount of \$3,080.00 is requested. The funds would come from the general fund reserve.

RECOMMENDATION

Staff recommends approval.

APPROVED : _____ DISAPPROVED : _____

APPROVED WITH THE FOLLOWING AMENDMENTS :

ATTEST :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AUTHORIZING A FISCAL YEAR 2023-24 GENERAL FUND BUDGET ADJUSTMENT IN THE AMOUNT OF \$3,080.00 FOR THE PURPOSE OF INCREASING THE ECONOMIC DEVELOPMENT DEPARTMENT BUDGET FOR PEG CHANNEL SERVICE TILL THE END OF THE FISCAL YEAR 2024; PROVIDING FOR REPEALER, SEVERABILITY AND SAVING CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Leon Valley has already approved their FY 2023-2024 Budget on September 05, 2023; and

WHEREAS, it has been determined that funding should be added to the FY 2023-2024 Budget; and

WHEREAS, it is necessary to adjust the Economic Development Department Budget account 100-5720-530.02 "Contractual Services" by a total amount of \$3,080.00.

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

SECTION 1. The City's General Fund budget is hereby adjusted in the amount of \$3,080.00 to increase the Economic Development Department Budget.

SECTION 2. The financial allocations in this Ordinance are subject to approval by the Finance Director. The Finance Director may, subject to concurrence by the City Manager or the City Manager's designer, correct allocations as necessary to carry out the purpose of this Ordinance.

SECTION 3. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph, or section of this Ordinance.

SECTION 4. The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

SECTION 5. This Ordinance shall become effective immediately upon its passage and publication as required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley
this the ___ day of ____, 2024.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

City Attorney

SERVICE ORDER

THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, <https://enterprise.spectrum.com/> (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Spectrum Enterprise Contact Information	
Contact: Everette Howell	
Telephone: 7264371116	
Email: everette.howell@charter.com	

Customer Information		
Customer Name CITY OF LEON VALLEY,*	Order # 14042453	
Address 6400 EL VERDE RD SAN ANTONIO TX 78238		
Telephone (210) 461-9321	Email: r.salinas@leonvalleytexas.gov	
Contact Name Roque Salinas	Telephone (210) 461-9321	Email: r.salinas@leonvalleytexas.gov
Billing Address 6400 EL VERDE RD SAN ANTONIO TX 78238		
Billing Contact Name	Telephone	Email:

NEW AND REVISED SERVICES AT 6400 El Verde Rd Unit PEG, Leon Valley TX 78238				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
Fiber Internet 50Mbps	36 Months	1	\$725.00	\$725.00
PEG Video Service	36 Months	1	\$45.00	\$45.00
TOTAL*				\$770.00

ONE TIME CHARGE(S) AT 6400 El Verde Rd Unit PEG, Leon Valley TX 78238			
Service Description	Quantity	One Time Charge(s)	Total One Time Charge(s)
FIA Installation	1	\$250.00	\$250.00
PEG Setup HD	1	\$6,000.00	\$6,000.00
PEG Video Encoder Install	1	\$85.00	\$85.00
TOTAL*			\$6,335.00

1. **TOTAL CHARGE(S).** Total Monthly Recurring Charges and Total One-Time Charges are due in accordance with the monthly invoice.
2. **TAXES.** Plus applicable taxes, fees, and surcharges as presented on the respective invoice(s).
3. **SPECIAL TERMS.**

By signing below, the signatory represents they are duly authorized to execute this Service Order.

CUSTOMER SIGNATURE

Signature: _____

Printed Name: Roque Salinas _____

Title: _____

Date: _____

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Spectrum Enterprise pre-service installation guide



Welcome, and thank you for choosing Spectrum Enterprise. After you sign your service order, our teams will keep you updated on the status of your order. In the meantime, this document will help you understand what happens as you progress toward the service installation process.

Feel free to reach out to your sales contact if you have questions or need additional information. When installation begins, however, you'll have a dedicated project manager who'll partner with you as your main point of contact for a successful installation.

Client project milestones

Spectrum Enterprise project milestones

- 1 Sign service order.
- 2 If necessary, work with our internal teams to provide any additional information or forms required to finalize your order.
- 3 Your Spectrum Enterprise project manager will contact you to introduce themselves and discuss next steps.

- 1 Sales team submits signed service order to Order Management team.
- 2 Internal teams gather any additional information that's required to finalize your order.
- 3 Dedicated project manager contacts you to discuss next steps.

Spectrum Enterprise pre-service installation details

Let's look at more details about the milestones we'll reach before your service installation process begins.

Milestones

- 1 **Sign service order**
First, we'll finalize and sign your service order together. We are unable to proceed until the service order is signed, so if you have any concerns or questions about your order, please reach out to your sales contact right away.
- 2 **Finalize order**
Our internal teams will make sure we have all of the information we need to begin the installation process. This stage can take one to two weeks to complete. During this time, we may be in touch to get additional information and required forms.
If your order includes voice services, this would be a good time to engage your vendor. If you're transferring phone numbers from your current vendor to your Spectrum Enterprise account, we'll need a complete list of the numbers you're transferring. Your vendor can help you pull these from your phone server. We also request your vendor be available to participate in cutover activities on the day of activation. Your project manager will work closely with you and your vendor throughout the implementation process, and schedule the cutover once the service is ready.
- 3 **Connect with project manager**
As we're finalizing your order, your dedicated project manager will be in touch about next steps. Your project manager will be your primary point of contact during service installation, however, you may hear from additional team members throughout the process.
You will be invited to an introduction call where your project manager will review your order and the installation process in more detail. During this meeting, we will agree to a call and reporting schedule to ensure a smooth and efficient installation.

Additional disclaimer pending - does not apply for coax or upgrades.

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enterprise.spectrum.com

Certificate Of Completion

Envelope Id: AC98BAF2AA51454C9F9C52052D540A10	Status: Sent
Subject: Everette Howell has requested your signature on a document(s)	
Source Envelope:	
Document Pages: 6	Signatures: 0
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator: Everette Howell Everette.Howell@charter.com
Envelopeld Stamping: Disabled	IP Address: 209.112.106.2
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	

Record Tracking

Status: Original	Holder: Everette Howell	Location: DocuSign
1/23/2024 1:32:19 PM	Everette.Howell@charter.com	

Signer Events

Signature

Timestamp

Roque Salinas		Sent: 1/23/2024 1:34:20 PM
r.salinas@leonvalleytexas.gov		Viewed: 1/23/2024 1:50:55 PM
Security Level: Email, Account Authentication (None)		

Electronic Record and Signature Disclosure:
 Accepted: 1/23/2024 1:50:55 PM
 ID: cae214c2-6521-4b9c-aab4-297b7c666e0a
 Company Name: Spectrum Enterprise

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Everette Howell
 everette.howell@charter.com
 Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Jacob Kuta
 Jacob.Kuta@charter.com
 Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Crystal Miranda
 c.miranda@leonvalleytexas.gov
 Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Witness Events

Signature

Timestamp

Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	1/23/2024 1:34:20 PM
Certified Delivered	Security Checked	1/23/2024 1:50:55 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Charter Communications Operating, LLC (“Spectrum”) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. If you wish to receive paper copies in lieu of electronic documents, you may close this browser and request paper copies from the “sending party” by following the procedures outlined below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

Requesting paper copies, withdrawing consent, and updating contact information

Requesting Paper Copies.

Please provide your name, title, email, telephone, postal address and document title.

Withdraw Consent.

Please provide your name, title, email, date, telephone number and postal address.

Update Contact Information.

Please provide your name, title, email, telephone and postal address.

Any fees associated with sending paper copies or withdrawing consent will be determined by the sending party.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. notify the “sending party” by email and in the body of such request you must state your email, full name, title, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Charter Communications Operating, LLC (“Spectrum”) as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by DocuSign during the course of your relationship with Charter Communications Operating, LLC (“Spectrum”).

Budget Adjustment- PEG Channel

Roque Salinas, MPA

Director of Economic Development

5/21/2024

Summary

- Staff requests approval for a budget adjustment, which will increase the Economic Development Department by \$3,080.00 to fund PEG channel services for the rest of the fiscal year. 1st Read was Held on 05-02-2024.
- Options
 - Approve
 - Deny

Public, Educational, and Government Access Channel (PEG)

- City has already established this fee to be charged.
- Funds from this fee can only be used for capital expenses for PEG related services.
- Leon Valley channel will be available on Spectrum as well as public over the air channel.

Fiscal impact

- \$3,080.00 will come from General Fund reserves.
- This item will only be for the set-up expenses ongoing expense for the channel will be paid out the general fund- economic development department and will be budgeted in FY 25.
- Funds from this fee can only be used for capital expenses for PEG related services. PEG funds cannot be used to pay for operating cost.
- \$770.00 Per month for on-going HD services.

Budget Adjustment- PEG Channel

Roque Salinas, MPA

Director of Economic Development

5/21/2024

MAYOR AND COUNCIL COMMUNICATION

DATE: May 7, 2024
TO: Mayor and Council
FROM: Mindy Teague, Planning and Zoning Director
THROUGH: Crystal Caldera, Ph.D., City Manager

SUBJECT: Discussion and Possible Action to Consider Approval of an Ordinance Revising the Leon Valley Code of Ordinances, Chapter 14 Utilities, Article 14.04 Water and Appendix A, Section A16 Impact Fees to Create a New Article 14, Section 14.12 Impact Fees and Revising Appendix A, Section A16 Water and Wastewater Impact Fees

SPONSOR(S): N/A

PURPOSE

The purpose of this item is to consider approval of an Ordinance that would increase the fees charged to new development for connection to the city’s water and wastewater systems and to create a new section under Chapter 14 Utilities to add the regulations for impact fees and revise Appendix A Schedule of Fees, Article 16 which will now reflect only the fee portion for impact fees assigned to new development.

The last time the water and sewer impact fees were increased was in 2008. In 2010, an impact fee study was performed, and it was determined that fees increases were not warranted. In the summer of 2023, a new impact fee study was performed, and it was determined that due to increasing inflation and the costs associated with obtaining water rights, the water impact fees need to be increased. Wastewater impact fees are to remain the same, but may be increased at a later date, contingent upon the San Antonio Water System’s need to increase fees for wastewater treatment for new development.

Impact fees may only be used for improvements to the water and wastewater system that are directly related to new development. They cannot be used to maintain or replace existing systems and may not be charged to existing customers, unless the customer has a change in use that would require an increase in water and/or wastewater treatment usage.

Approval of the Ordinance will allow the city to recover capital costs associated with acquiring water rights and the eventual replacement of the Marshall Elevated Water Storage Tank with a larger storage tank.

In addition to increasing the water impact fees, the Code of Ordinances would be revised to place the regulations regarding impact fees under Chapter 14 Utilities, leaving only the fee portion in Appendix A Schedule of Fees. This action will assist in making the Code more uniform. Impact fees are to be re-evaluated every 5 years by the Planning and

Zoning Commission.

FISCAL IMPACT

Water impact fees are used to offset the costs of obtaining water rights.

RECOMMENDATION

At their April 23, 2024, meeting, the Planning and Zoning Commission recommended approval of the increase in water impact fees.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary



January 22, 2024

Melinda Moritz
Public Works Director
City of Leon Valley
6400 El Verde Rd.
Leon Valley, TX 78238

RE: Leon Valley Impact Fee Evaluation

Dear Ms. Moritz,

As requested, **Ardurra** performed an assessment of the existing water impact fees to build a recommendation for future impact fees.

Methods:

An impact fee is a one-time charge imposed on new development to help recover capital costs associated with providing the infrastructure and other required improvements to provide service to that new development. The maximum impact fee per service unit is calculated by dividing the cost of the growth-related Capital Improvements Projects (CIP) the city anticipates undertaking in the evaluated time period by the projected number of total service units the city will add in that time period.

Ardurra set the evaluation time period at ten years. Capital Improvement Projects evaluated included replacing the Marshall Elevated Storage Tank and costs associated with expanding the city's water rights. To estimate the number of total service units to be added in ten years, Ardurra performed a generalized population projection utilizing census data and meter counts provided by the City.

The Texas Local Government Code Chapter 395 requires utilities to calculate a credit for growth related Capital Improvements Projects (CIP) to be subtracted from the impact fee. The credit is based on the amount of projected future rate revenues or taxes expected to be generated by the new development and used to pay for capital improvements identified in the CIP. This credit provides an adjustment to benefit fee payers who will pay for CIP in both the impact fee and their future rates and taxes. Utilities can calculate this credit and apply it to the calculated impact fee or alternatively, can avoid having to calculate the credit by opting to use the statutory credit equal to 50% of the calculated impact fee. Ardurra has opted to estimate impact fees here by statutory credit of 50%.

Population Projections:

- In 2010, according to the US Census Bureau, Leon Valley had a population of 10,151. In 2020, according to the US Census Bureau, Leon Valley had grown to a population of 11,542, a growth rate of 1.29% annually. Ardurra has assumed this growth rate will continue through the ten year evaluation period. With that assumption in mind, the population in the current year of 2023 is estimated to be 11,842.
- Leon Valley provided the current meter count for the water system as 2,576 meters. In order to estimate the number of meters to be added in the evaluation period, Ardurra will use a ratio of meters per resident. In 2023, this ratio is 4.6 residents per meter. Ardurra will use the assumption that this ratio holds for the evaluation period.
- In 2033, the population is estimated to be 13,368. With an assumed ratio of 4.6 residents per meter, it is estimated that the meter count in 2033 will be 2,965 meters. Based on this assumption, Leon Valley will add an additional 390 meters to their water system over the evaluation period.

Growth Related Capital Improvement Project:

Water Sourcing:

- The City of Leon Valley currently owns 1,758.38 acre-feet of Edwards Aquifer water rights. The city rarely gets access to its full water rights due to withdrawal reductions required by Edwards Aquifer water restriction stages.
- In 2018, Leon Valley reported having 2,440 meters and using 1,086 acre-feet of water. This is the highest per-capita water usage in recent history, 0.45 acre-feet per meter over that year. Ardurra has opted to use this per-capita water usage as basis for projected water demand in the evaluation period.

- This projects the full system ultimate water usage in 2033 as:

$$2,965 \text{ meters} * 0.45 \frac{\text{acre} - \text{feet}}{\text{meter}} = 1,335 \text{ acre} - \text{feet of water}$$

- Edwards Aquifer water withdrawal reduction stages are given as percentage reductions of total owned water rights. This means when the city is at a critical period stage 3 reduction level, they can only utilize up to 65% of their owned water rights. The City of Leon Valley is currently in a stage 3 reduction period. If one were to assume stage 3 reduction level in 2033, to have enough water rights to meet water demand the city would need to own:

$$\frac{1,335 \text{ acre} - \text{feet of water}}{65\%} = 2,054 \text{ acre} - \text{feet}$$

- The city estimates cost per acre-foot of water rights acquisition at \$6,100 per acre-foot. Using this as a baseline cost, which includes closing costs, and extrapolating this cost over the evaluation period with inflation, it is estimated it will cost the city approximately \$2,067,260 to acquire the recommended water rights (see Attachment A for estimate).

Capital Improvements Project:

- The City of Leon Valley will need to replace the 100,000 gallon Marshall Elevated Storage Tank in the next ten years with a larger tank.
 - Removing and replacing the tank with a 150,000 gallon elevated storage tank is estimated to cost \$750,000 (see Attachment B for estimate).

Impact Fee Calculation with Credit:

- The impact fee that can be levied per service unit is calculated by dividing the growth-related CIP costs by the projected number of total service units projected. Then the maximum impact fee amount is calculated by applying a 50% credit to account for projected future rate revenues or taxes expected to be generated by the new development and used to pay for capital improvements identified in the CIP. The max impact fee is calculated in the table below:

Description	CIP	Calculated Maximum Impact Fee	Credited Impact Fee (50%)
Water Supply	\$2,067,260	\$5,300.00	\$2,650.00
System Development	\$750,000	\$1,923.00	\$962.00

- These proposed impact fees and Leon Valley’s existing impact fees (last set in 2008) were referenced against the nearest water system, San Antonio Water System (SAWS), current impact fees, adopted in 2020. This comparison is shown in the table below. It should be noted that Leon Valley’s water system was found to have adequately sized mains for projected growth and there is no need for flow expansion improvement projects.

Description	SAWS Impact Fee	Proposed Leon Valley Impact Fee	Existing Leon Valley Impact Fee
Flow Impact Fee	\$1,188.00	\$0.00	\$0.00
Water Supply Impact Fee	\$2,706.00	\$2,650.00	\$1,242.00
System Development Impact Fee	\$855.00	\$962.00	\$450.00
Total Impact Fee	\$4,749.00	\$3,612.00	\$1,692

Conclusions and Recommendations:

It is recommended that the City of Leon Valley update their impact fees. The existing impact fees are too low to address the water system’s growth demands in the coming years. The suggested impact fee per water meter size is shown below. To estimate recommended impact fees for larger than standard residential size water meters, multiplier of fee increase from the previous adopted fees in 2008 were used:

Size of Meter	Existing Water Supply Impact Fee	Existing Development Impact Fee	Proposed Water Supply Impact Fee	Proposed Development Impact Fee
5/8" & 3/4"	\$1,242	\$450	\$2,650	\$962
1"	\$2,074	\$750	\$4,425	\$1,603
1 1/2"	\$4,136	\$1,500	\$8,825	\$3,207
2"	\$13,252	\$4,800	\$28,275	\$10,261
3"	\$20,704	\$7,500	\$44,175	\$16,033
4"	\$27,324	\$9,900	\$58,300	\$21,164
6"	\$33,943	\$12,300	\$72,423	\$26,295
8"	\$41,396	\$25,000	\$88,325	\$53,444
10"	\$66,199	\$24,000	\$141,246	\$51,307

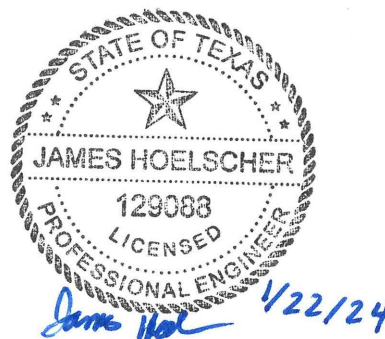
We appreciate the opportunity to assist you in this matter. If you have any questions, please contact us at (210) 822-2232 or e-mail us at jhoelscher@ardurra.com.

Sincerely,



James Hoelscher

James Hoelscher, PE
 Project Engineer



ATTACHMENT A
WATER ACQUISITION COSTS ESTIMATE

{Section}.97.

Description	Units	Qty
Water Rights Acquired Current	Acre Feet	1758.38
Water Rights Desired	Acre Feet	2054
\$/Acre Foot	\$	\$ 6,100.00
To Acquire	Acre Feet	295.62
Acquire per year	Acre Feet	29.562
Inflation	%	3.0%
2024 Cost to Purchase Water Rights	\$	\$ 180,328.20
2025 Cost to Purchase Water Rights	\$	\$ 185,738.05
2026 Cost to Purchase Water Rights	\$	\$ 191,310.19
2027 Cost to Purchase Water Rights	\$	\$ 197,049.49
2028 Cost to Purchase Water Rights	\$	\$ 202,960.98
2029 Cost to Purchase Water Rights	\$	\$ 209,049.81
2030 Cost to Purchase Water Rights	\$	\$ 215,321.30
2031 Cost to Purchase Water Rights	\$	\$ 221,780.94
2032 Cost to Purchase Water Rights	\$	\$ 228,434.37
2033 Cost to Purchase Water Rights	\$	\$ 235,287.40
Total Cost to Acquire	\$	\$ 2,067,260.72

ATTACHMENT B

MARSHALL ELEVATED STORAGE TANK DEMOLITION AND REPLACEMENT PROJECT COST ESTIMATE

{Section}.97.

Item #	Decription	Unit	Unit Cost	Qty	\$
1	Demo of Existing 100,000 Gallon Tank	LS	\$ 60,000.00	1	\$ 60,000.00
2	Construction of 150,000 Gallon Tank	LS	\$ 540,000.00	1	\$ 540,000.00
			<i>Contingency</i>	<i>25%</i>	<i>\$ 150,000.00</i>
			TOTAL		\$ 750,000.00



6400 El Verde Road, Leon Valley, TX 78238

April 25, 2024

The Honorable Chris Riley
Leon Valley City Council
6400 El Verde Road
Leon Valley, TX 7823 8

**RE: LAND USE ASSUMPTIONS, CAPITAL IMPROVEMENTS PLAN, AND
IMPACT FEE REVIEW**

Dear Mayor Riley,

On April 23, 2024, the Leon Valley Capital Improvements Advisory Committee reviewed the Land Use Assumptions, Capital Improvements Plan, and Impact Fee Schedule and agree with recommended revisions made by the City Engineer.

A motion was made by Commissioner Roofe to recommend approval of the decision to City Council, seconded by Commissioner Perry. Motion carried by vote, 7 Yea – 1 Nay.

In accordance with Chapter 395 of the Local Government Code, Section 395.056, please accept this as our written comments recommending that the proposed amendments be approved by the City Council as submitted.

Sincerely,

Mary Ruth Fernandez
Presiding Chairman
Leon Valley Capital Improvement Advisory Committee

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS, CITY COUNCIL, AMENDING THE LEON VALLEY CODE OF ORDINANCES, CHAPTER 14 UTILITIES TO ADD AN ARTICLE 14.12 IMPACT FEES AND TO AMEND APPENDIX A FEE SCHEDULE, ARTICLE A16 IMPACT FEES, TO MOVE THE REGULATIONS FOR IMPACT FEES AND TO INCREASE WATER IMPACT FEES; PROVIDING AN EFFECTIVE DATE OF THE REVISION WITH PUBLICATION, AS REQUIRED BY LAW, PROVIDING A SAVINGS CLAUSE; AND PROVIDING A CONFLICTS PROVISION.

WHEREAS, A water and wastewater impact fee study was performed by a registered and licensed engineer, and it was determined that the current water impact fees should be increased to account for inflation and that wastewater impact fees should remain the same; and

WHEREAS, the current regulations regarding impact fees, along with the impact fee schedule, were both placed in Appendix A Schedule of Fees, which is not uniform and may be confusing to developers researching regulations in the Leon Valley Code of Ordinances; and

WHEREAS, the increase in fees is vital to assure the Leon Valley water and wastewater system can continue to adequately provide water and wastewater service to new developments;

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

SECTION 1. That the Leon Valley Code of Ordinances, Chapter 14 Utilities, Article 14.12 be added as stated in Exhibit A attached hereto.

SECTION 2. That Appendix A Schedule of Fees be amended as follows:

“Section A16 IMPACT FEES

Section A16.001 Water Impact Fees

1. Water impact fees:

Size of Meter	Water Supply Impact Fee	Development Impact Fee
5/8” & 3/4”	\$2,650	\$962
1”	\$4,425	\$1,603
1 1/2”	\$8,825	\$3,207
2”	\$28,275	\$10,261
3”	\$44,175	\$16,033
4”	\$58,300	\$21,164

6"	\$72,423	\$26,295
8"	\$88,325	\$53,444
10"	\$141,246	\$51,307

2. Tapping Fee

- (a) By Public Works or
- (b) By Public Works or Owner (Site Specific).

3. Connection to privately funded line:
As per Refund Fund Contract # _____.

4. Service Deposit (Refundable) – see Appendix A Fee Schedule, Article A11.001, (j).

5. Other:(_____).

Section A16.002 Sewer Impact Fees

1. Wastewater impact fees:

Size of Meter	All Sewer Connections	Bandera Rd Area	Grissom Rd Area	Blackberry Dr Area
5/8 & 3/4"	\$137	\$382	\$719	\$1,466
1"	\$230	\$638	\$1,200	\$2,449
1 1/2"	\$457	\$1,272	\$2,393	\$4,883
2"	\$1,466	\$4,076	\$7,669	\$15,645
3"	\$2,290	\$6,368	\$11,981	\$24,442
4"	\$3,022	\$8,404	\$15,812	\$32,257
6"	\$3,754	\$10,441	\$19,643	\$40,074
8"	\$4,578	\$12,733	\$23,955	\$48,869
10"	\$4,578	\$12,733	\$23,955	\$48,869

- 2. Tapping Fee: Determined by Public Works
- 3. Connection Fee: \$75.00/connection all sizes
- 4. San Antonio Water System ORD. 56261 - Collection by Leon Valley: \$240.00/Res. Lot or \$1,200/AC.
- 5. Connection to Privately Funded Line: As per refund Contract #_____.
- 6. Other (_____)."

SECTION 3. This ordinance shall become effective on and after its passage, approval

and the meeting of all publication requirements as provided by law.

SECTION 4. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of the conflict. All provisions, sections and sub-sections set forth in the Leon Valley Code of Ordinances, Appendix A Fee Schedule not revised or amended herein shall remain in effect.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 21st day of May 2024.

APPROVED

CHRIS RILEY
MAYOR

Attest :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

NICOLE WARREN
City Attorney

Exhibit A

Chapter 14 Water and Wastewater Amendment

ARTICLE 14.12 IMPACT FEES

Sec. 14.12.01 General provisions

This article shall be known and cited as the city impact fees.

Sec. 14.12.02 Purpose

This article is intended to assure the provision of adequate public water and wastewater facilities to serve new development in the city by requiring each such development to pay its pro rata share of the costs of such improvements necessitated by and attributable to such new development.

Sec. 14.12.03 Authority

This article is adopted pursuant to the Local Government Code, chapter 395 (Vernon 1990 Supp.) (SB 336). The provisions of this article shall not be construed to limit the power of the city to utilize other methods authorized under state law or pursuant to other city powers to accomplish the purposes set forth herein, either in substitution for or in conjunction with this article.

Sec. 14.12.04 Definitions

Advisory committee. The city's planning and zoning commission,

Area-related facility. A capital improvement (to include water supply acquisitions) or facility expansion which is designated in the impact fee capital improvements plan and which is not a site-related facility. An area-related facility may include a capital improvement which is located off-site, or within or on the perimeter of the development site.

Assessment. The determination of the amount of the maximum impact fee per service unit which can be imposed on new development pursuant to this article.

Capital improvement. Either a water facility, water supply acquisitions or a wastewater facility with a life expectancy of three or more years, to be owned and operated by or on behalf of the city.

City. The City of Leon Valley.

Credit. The amount of the reduction of an impact fee due, determined under this article or pursuant to administrative guidelines, that is equal to the value of area-related facilities provided by a property owner pursuant to the city's subdivision or zoning regulations or requirements.

Duplex-residential. Has the meaning given the term in the city's zoning regulations.

Facility expansion. Either a water facility expansion or a sewer facility expansion.

Final plat approval. The point at which the applicant has complied with all conditions of approval and the plat has been released for recording in the Bexar County deed and plat records.

Impact fee. Either a fee for water facilities, water supply acquisitions or a fee for wastewater facilities imposed on new development by the city pursuant to this article in order to generate revenue to fund or recoup the costs of capital improvements or facility development. Impact fees do not include a requirement for the dedication of rights-of-way or easements for such facilities, or a requirement for the construction of such improvements, imposed pursuant to the city's zoning or subdivision regulations. Impact fees also do not include payment of any fees imposed pursuant to article A11.000 or article A12.000 of this fee schedule, which were not repealed hereunder, or payment of pro rata charges imposed pursuant to Ordinances 1210, 1221, and 1230 adopted by the city on December 16, 1986, March 17, 1987, and May 5, 1987, respectively, nor shall it include any pro rata charges imposed by the city under any other ordinance, be it heretofore or hereafter imposed.

Impact fee capital improvements plan. Either a water capital improvements plan, a water supply plan or a wastewater capital improvements plan adopted or revised pursuant to this article.

Irrigation water meter. A water meter for the purpose of irrigation only, with no flows returning to the wastewater system.

Land use assumptions. The projections of population and growth and associated changes in land uses, densities and intensities adopted by the city, as may be amended from time to time, upon which the capital improvements plans are based.

Land use equivalency table. A table converting water meters required by various land uses to numbers of service units, as may be amended from time to time.

New development. A project involving the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure, or any use or extension of the use of land, any of which has the effect of increasing the requirements for capital improvements (including water supply acquisitions) or facility expansions, measured by the number of service units to be generated by such activity, and which requires either the approval of a plat pursuant to the city's subdivision regulations, the issuance of a building permit, or connection to the city's water or wastewater system, and which has not been exempted from these regulations by provisions herein or attached hereto. Installation of a larger water meter will constitute new development.

Plat. Has the meaning given the term in the city's subdivision regulations. Plat includes replat.

Platting. Has the meaning given the term in the city's subdivision regulations. Platting includes replatting.

Property owner. Has the meaning given the term in the city's subdivision regulations. Property owner includes the developer for the new development.

Recoupment. The imposition of an impact fee to reimburse the city for capital improvements which the city has previously oversized to serve new development.

Service area. Either a water benefit area or wastewater benefit area within the city and the city's extraterritorial jurisdiction, within which impact fees for capital improvements or facility expansions will be collected for new development occurring within such area and within which fees so collected will be expended for those types of improvements or expansions identified in the type of capital improvements plan applicable to the service area.

Service unit. Either the average number of gallons of water consumed during an average day of the winter months by a new development, that is equal to that used by a single-family dwelling unit at such time, or one equivalent meter unit, which is the standardized measure of consumption of wastewater or water facilities equal to that consumed by a single-family dwelling unit utilizing a 5/8" or 3/4" water meter, as indicated in the land use equivalency table attached to Ordinance 08-002 as exhibit C and incorporated by reference herein, as may be amended from time to time, included in the impact fee capital improvements plan.

Single-family residential. Has the meaning given the term in the city's zoning regulations.

Site-related facility. An improvement or facility which is for the primary use or benefit of a new development and/or which is for the primary purpose of safe and adequate provision of water or wastewater facilities to serve the new development, and which is not included in the impact fees capital improvements plan and for which the property owner is solely responsible under subdivision or other applicable regulations. Site-related facility includes that portion of an off-site water or wastewater main, equivalent to a standard size water or wastewater main, which is necessary to connect any new development with the city's water or wastewater system, the cost of which has not been included in the city's impact fee capital improvements plan.

Utility connection. Authorization to install a water meter for connecting a new development to the city's water system or physical connection to the city's wastewater system.

Wastewater capital improvements plan. The adopted plan, as may be amended from time to time, which identifies the wastewater facilities or wastewater expansions and their associated costs which are necessitated by and which are attributable to new development, for a period not to exceed ten years, and which are to be financed in whole or in part through the imposition of wastewater facilities fees pursuant to this article.

Wastewater facility. A wastewater interceptor or main, lift station or other facility included within and comprising an integral component of the city's collection system for wastewater. Wastewater facility includes land, easements or structures associated with such facilities. Wastewater facility excludes that portion of wastewater line or main which is constructed by a developer, the costs of which are reimbursed from charges paid by subsequent users of the facilities. Wastewater facility excludes a site-related facility.

Wastewater facility expansion. The expansion of the capacity of any existing wastewater improvement for the purpose of serving new development, but does not include the repair, maintenance, modernization or expansion of an existing sewer facility to serve existing development.

Water demand. The amount of water required to service a development.

Water facility. A water interceptor or main, pump station, well, storage tank, or other facility included within and comprising an integral component of the city's water storage or distribution system. Water facility includes land, easements, or structures associated with such facilities. Water facility excludes that portion of a water line or main which is constructed by a developer, the costs of which are reimbursed from charges paid by subsequent users of the facilities. Water facility excludes on-site and approach main related facilities, except oversized components.

Water facility expansion. The expansion of the capacity of any existing water facility for the purpose of serving new development, but does not include the repair, maintenance, modernization, or expansion of an existing water improvement to serve existing development.

Water improvements plan. The adopted plan, as may be amended from time to time, which identifies the water facilities, water supply demands or water expansions and their associated costs which are necessitated by and which are attributable to new development, for a period not to exceed ten years, and which are to be financed in whole or in part through the imposition of water facilities impact fees pursuant to this article.

Water meter. A device owned by the city for measuring the flow of water to a development, whether for residential, commercial, industrial or irrigation purposes.

Water supply. The water acquired to provide service to a development.

Sec. 14.12.05 Applicability

The provisions of this article apply to all new developments within the corporate boundaries of the city and its extraterritorial jurisdiction which lies within the service area for each category of capital improvement. The provisions of this article apply uniformly within each service area.

Sec. 14.12.06 Impact fee as condition of development approval

No final plat for new development shall be approved within the service area without assessment of an impact fee pursuant to this article

Property owners may pay all impact fees in full prior to any site development or may request the payment of impact fees and connection be postponed to the building permit phase of development; however, no final building inspection nor Certificate of Occupancy shall be issued until such time as all impact fees have been paid in full.

Sec. 14.12.07 Impact fees per service unit

- (a) The maximum impact fee per service unit for each service area shall be computed by dividing the total costs of capital improvements in the service area identified in the impact fee capital improvements plan for that category of capital improvements by the total number of service units anticipated within the service area, based upon the land use assumptions for that service area. Maximum impact fees per service unit for each service area shall be established by category of capital improvements and shall be as set forth in Appendix A Schedule of Fees of the Leon Valley Code of Ordinances ~~schedule I, included in Ordinance 08-002.~~
- (b) The impact fee per service unit which is to be paid by each new development within a service area shall be that established in Appendix A16 of the Leon Valley Code of Ordinance as may be amended from time to time, and shall be an amount less than or equal to the maximum impact fee per service unit established in subsection (a),.
- © Impact fees may be amended from time to time utilizing the amendment procedure set forth in section 14.12.016.

Sec. 14.12.07.08 Service unit determination

- (a) In determining the number of service units, the following rules shall apply:
 - (1) Each new freestanding building requires a new water meter, except as provided in subsection (2).
 - (2) Where a site is redeveloped (clearance and reconstruction), no new service units will be attributed to such redevelopment, provided that the water meter is of the same size as the development previously occupying the site. If meter size is increased, the number of new service units will be based upon the increase in capacity of the meter.
 - (3) Existing buildings or land uses may be expanded using existing meter service. No service units will be attributed to such development if the water meter size remains the same. If the meter size is increased, the number of service units will be based upon the increase in capacity of the meter.
 - (4) In determining the number of service units for wastewater impact fees, no service units will be attributed to irrigation meters.
 - (5) If a new development does not require a water meter for water or wastewater service, no service units will be attributable to the development.
 - (6) If a new development does not require a water meter for water service, but does generate the need for wastewater service, the service units attributable to the new development will be determined on an individual basis, in accordance with preexisting wastewater treatment contracts.
 - (7) All newly platted areas will be provided with water and wastewater services in accordance with the requirements of the city's subdivision regulations.

Sec. 14.12.09 Assessment

- (a) Following initial assessment of the impact fee for a new development pursuant to subsection (a), the amount of the maximum impact fee per service unit for that development cannot be increased, unless the owner proposes to change the approved development by the submission of a new development application or application to increase meter size, in which case the impact fee will be reassessed at the rate then in effect.
- (b) Following the lapse or expiration of approval of a new development, a new assessment shall be performed at the time a new application for such development is filed.

Sec. 14.12.010 Computation and collection

- (a) The impact fees due shall be collected as a condition of final plat approval, unless an agreement between the developer and the city has been provided for a different time of payment.
- (b) Impact fees due shall be collected at the time of application for a building permit or at the time of application for utility connection, whichever occurs first, unless an agreement between the developer and the city has been provided for a different time of payment. If the building permit for which an impact fee has been paid has expired, and a new application is thereafter filed, the impact fees due shall be computed using rates as stated in Appendix A16.01 then in effect, and previous payments of impact fees shall be credited against the new fees due.
- (c) At the time of application for final plat approval, or at the time of application for a building permit or the utility connection, the city shall compute the impact fees due for the new development in the following manner:
 - (1) The amount of each impact fee due shall be determined by multiplying the number of service units generated by the new development by the impact fee due per service unit for the service area using the current impact fee rates as stated in Appendix A Fee Schedule. The number of service units shall be determined according to section 14.12.08.
 - (2) The amount of each impact fee due shall be reduced by any allowable credits for that category of capital improvements, in the manner provided in section 14.12.011.
- (d) The amount of each impact fee due for a new development shall not exceed an amount computed by multiplying the maximum impact fee per service unit under the current rate by the number of service units generated by the development.
- (e) Whenever the property owner proposes to increase the number of service units for a development, the additional impact fees collected for such new service units shall be determined by the fees then in effect and such additional fee shall be collected either

prior to or at the time of issuance of a new building permit, or prior to or at the time of enlargement of the connection to the city's water or wastewater system.

Sec. 14.12.011 Credits

- (a) A property owner who constructs an area related facility or acquires water to serve the area and dedicates said water to the city pursuant to an improvements agreement approved by the city following the effective date of this article may reduce impact fees due for the property for that category of capital improvement by the value of such improvement, as determined in subsection (c). The credit shall be associated with the plat of the property that is to be served by the capital improvement constructed. Capital improvements include water supply acquisitions.
- (b) The improvements agreement required by subsection (a) may provide for participation by the city in the costs of the capital improvement to be constructed by the property owner, as provided in the city's subdivision regulations. The amount of any credit shall be reduced by the amount of the city's participation.
- (c) The city shall establish adequate financial and accounting controls to ensure that impact fees disbursed from the account are utilized solely for the purposes authorized in section 14.12.012. Disbursement of funds shall be authorized by the city at such times as are reasonably necessary to carry out the purposes and intent of this article; provided, however, that funds shall be expended within a reasonable period of time, but not to exceed ten years from the date impact fees are deposited into the account.
- (d) The city shall maintain and keep financial records for impact fees, which shall show the source and disbursement of all fees collected in or expended within each service area. The records of the account into which impact fees are deposited shall be open for public inspection and copying during ordinary business hours. The city may establish a fee for copying services.

Sec. 14.12012 Use of proceeds

- (a) The impact fees collected for each service area pursuant to this article may be used to finance or to recoup the costs of any capital improvements or facility expansion identified in the applicable capital improvements plan for the service area, including but not limited to the construction contract price, surveying and engineering fees, water rights, and land acquisition costs (including expert witness fees). Impact fees may also be used to pay the principal sum and interest and other finance costs on bonds, notes or other obligation issued by or on behalf of the city to finance such capital improvements or facility expansion.
- (b) Impact fees collected pursuant to this article shall not be used to pay for any of the following expenses:
 - (1) Construction, acquisition or expansion of capital improvements or assets other than those identified in the applicable capital improvements plan;

- (2) Repair, operation, or maintenance of existing or new capital improvements or facility expansion;
- (3) Upgrade, expansion, or replacement of existing capital improvements to provide better service to existing development in order to meet stricter safety, efficiency, environmental or regulatory standards;
- (4) Upgrade, expansion, or replacement of existing capital improvements to provide better service to existing development; provided, however, that impact fees may be used to pay the costs of upgrading, expanding, or replacing existing capital improvements to meet the need for new capital improvements generated by new development;
- (5) Administrative and operating costs of the city; or
- (6) Lease or purchase of water rights.

Sec. A16.013 Appeals

- (a) The property owner or applicant for new development may appeal the following administrative decisions to the planning and zoning commission, subject to right to appeal to the city council:
 - (1) The applicability of an impact fee to the development;
 - (2) The amount of the impact fee due;
 - (3) The denial of or the amount of a credit;
 - (4) The application of a credit against an impact fee due; or
 - (5) The amount of a refund due, if any.
- (b) The burden of proof shall be on the appellant to demonstrate that the amount of the fee or the amount of the credit was not calculated according to the applicable schedule of impact fees, or the guidelines established for determining credits.
- (c) The appellant must file a written notice of appeal with the city within 30 days following the decision. If the notice of appeal is accompanied by a payment or other security satisfactory to the city in an amount equal to the original determination of the impact fee due, the development application may be processed while the appeal is pending.

Sec. A16.014 Refunds

- (a) Upon application, any impact fee or portion thereof collected pursuant to this article which has not been expended within the service area within ten years from the date of payment shall be refunded to the record owner of the property for which the impact fee was paid or, if the impact fee was paid by another governmental entity, to such governmental entity, together with interest calculated from the date of collection to the date of refund at the statutory rate as set forth in V.T.C.A., Finance Code, section 302.002, or its successor statute. An impact fee shall be considered expended on a first-in, first-out basis.

-
- (b) An impact fee collected pursuant to this article shall also be considered expended if the total expenditures for capital improvements or facility expansion authorized in section 14.12.012 within the service area within ten years following the date of payment exceed the total fees collected within the service area for such improvements or expansions during such period.
 - (c) If a refund is due pursuant to subsections (a) and (b), the city shall divide the difference between the amount of expenditures and the amount of the fees collected by the total number of service units assumed within the service area for the period to determine the refund due per service unit. The refund to the record owner shall be calculated by multiplying the refund due per service unit by the number of service units for development for which the fee was paid, and interest due shall be calculated upon that amount.
 - (d) Upon completion of all the capital improvements or facility expansions identified in the capital improvements plan for the service area, the city shall recalculate the maximum impact fee per service unit using the actual costs for the improvements or expansions. If the maximum impact fee per service unit based on actual cost is less than the impact fee per service unit paid, the city shall refund the difference, if such difference exceeds the impact fee paid by more than ten percent. If the difference is less than ten percent, no refund shall be due. The refund to the record owner shall be calculated by multiplying such difference by the number of service units for the development for which the fee was paid, and interest due shall be calculated upon that amount.
 - (e) If a tract of land for which an impact fee has been paid is replatted, resulting in a reduction in the number of service units, and the new impact fee to be collected is less than that paid, the city shall refund the difference, provided that water meters to serve the development have not been installed.
 - (f) No refunds or credits against impact fees due shall be given for decreasing the number or size of water meters serving a development, except as provided in subsection (e).

Sec. 14.12.015 Rebates

If the building permit for a new development for which an impact fee has been paid has expired, no utility connection for that category of capital improvements has been made to the development, and a modified or new application has not been filed within six months of such expiration, the city shall, upon written application, rebate the amount of the impact fee to the record owner of the property for which the impact fee was paid. If no application for rebate pursuant to this section has been filed within this period, no rebate shall become due.

Sec. 14.12.016 Updates to capital improvements plan and revision of fees

- (a) The city shall update its land use assumptions and capital improvements plans at least every five years, commencing from the date of adoption of such plans, and shall

recalculate the impact fees based thereon in accordance with the procedures set forth in Texas Local Government Code, chapter 395, or in any successor statute.

- (b) The city may review its land use assumptions, impact fees, capital improvements plans and other factors such as market conditions more frequently than provided in subsection (a) to determine whether the land use assumptions and capital improvements plans should be updated and the impact fee recalculated accordingly, or whether the impact fees in Appendix A should be changed.
- (c) If, at the time an update is required pursuant to subsection (a), the city council determines that no change to the land use assumptions, capital improvements plan or impact fee is needed, it may dispense with such update by following the procedures in Texas Local Government Code, § 395.0575.

Sec. 14.12.017 Use of other financing mechanisms

- (a) The city may finance capital improvements or facility expansions designated in the capital improvements plan through the issuance of bonds, through the formation of public utility districts or other assessment districts, or through any other authorized mechanism, in such manner and subject to such limitations as may be provided by law, in addition to the use of impact fees.
- (b) Except as herein otherwise provided, the assessment and collection of an impact fee shall be additional and supplemental to, and not in substitution of, any other tax, fee, charge or assessment which is lawfully imposed on and due against the property.
- (c) The city may pay all or a part of impact fees due for a new development pursuant to duly adopted criteria.

Sec. 14.12.018 Impact fees as additional and supplemental regulation

Impact fees established by this article are additional and supplemental to, and not in substitution of, any other requirements imposed by the city on the development of land or the issuance of building permits or certificates of occupancy. Such fee is intended to be consistent with and to further the policies of the city's comprehensive land use plan, the capital improvements plan, the zoning regulations, subdivision regulations and other city policies, ordinances and resolutions by which the city seeks to ensure the provision of adequate public facilities in conjunction with the development of land.

Sec. 14.12.019 Relief procedures

- (a) Any person who has paid an impact fee or an owner of land upon which an impact fee has been paid may petition the city council to determine whether any duty required by this article has not been performed within the time so prescribed. The petition shall be in writing and shall state the nature of the unperformed duty and request that the duty be performed within 60 days of the request. If the city council determines that the duty is required pursuant to this article and is late in being performed, it shall cause the duty to commence within 60 days of the date of the

request and to continue until completion. This subsection is not applicable to matters which may be appealed pursuant to section 14.12.013.

- (b) The city council may grant a variance from any requirement of this article, upon written request by a developer or owner of property subject to this article, following a public hearing, and only upon finding that a strict application of such requirement would, when regarded as a whole, result in confiscation of the property.
- (c) If the city council grants a variance to the amount of the impact fee due for a new development under this section, it shall cause to be appropriated from other city funds the amount of the reduction in the impact fee to the account for the service area in which the property is located.

Sec. 14.12.021 Water facilities impact fees

(a) *Water benefit area.*

- (1) There is hereby established a water benefit area, constituting portions of the city and its extraterritorial jurisdiction, as depicted on exhibit ~~B D attached to Ordinance 08-002~~ and incorporated herein by reference.
- (2) The boundaries of the water benefit area may be amended from time to time, or new water benefit areas may be delineated, pursuant to the procedures in section 14.12.016.

(b) *Water capital improvements plan.*

- (1) The water improvements plan, which includes water supply acquisitions for the city, is hereby adopted as exhibit B attached hereto and incorporated by reference herein.
- (2) The water improvements plan may be amended from time to time, pursuant to the procedures in section 14.12.016.

(c) *Water facilities impact fees.*

- (1) The maximum impact fees per service unit for water facilities are hereby adopted and incorporated in Appendix A Schedule of Fees.
- (2) The impact fees per service unit for water facilities, which are to be paid by each new development, are hereby adopted and incorporated in Appendix A Schedule of Fees.
- (3) The impact fees per service unit for water facilities may be amended from time to time, pursuant to the procedures in section 14.12.016.

(d) *Water supply impact fees.*

- (1) The maximum impact fees per service unit for water supply are hereby adopted and incorporated in Appendix A Schedule of Fees.
- (2) The impact fees per service unit for water supply, which are to be paid by each new development, are hereby adopted and incorporated in Appendix A Schedule of Fees.

- (3) The impact fees per service unit for water supply may be amended from time to time, pursuant to the procedures in section 14.12.016.

Sec. A16.022 Wastewater facilities impact fees

(a) *Wastewater benefit area.*

- (1) There is hereby established a wastewater benefit area, constituting the city and its extraterritorial jurisdiction, as depicted on exhibit ~~B D~~ as ~~attached to Ordinance 08-002~~ and incorporated herein by reference.
- (2) The boundaries of the wastewater benefit area may be amended from time to time, or new wastewater benefit areas may be delineated, pursuant to the procedures in section 14.12.016.

(b) *Wastewater capital improvements plan.*

- (1) The wastewater capital improvements plan for the city is hereby adopted as exhibit B attached hereto and incorporated by reference herein.
- (2) The wastewater capital improvements plan may be amended from time to time, pursuant to the procedures in section 14.12.016.

(c) *Wastewater facilities impact fees.*

- (1) The maximum impact fees per service unit for wastewater facilities are hereby adopted and incorporated in Appendix A Schedule of Fees.
- (2) The impact fees per service unit for wastewater facilities, which are to be paid by each new development, are hereby adopted and incorporated in Appendix A Schedule of Fees.
- (3) The impact fees per service unit for wastewater facilities may be amended from time to time, pursuant to the procedures in section 14.12.016.

Sec. A16.023 Applicability to existing development

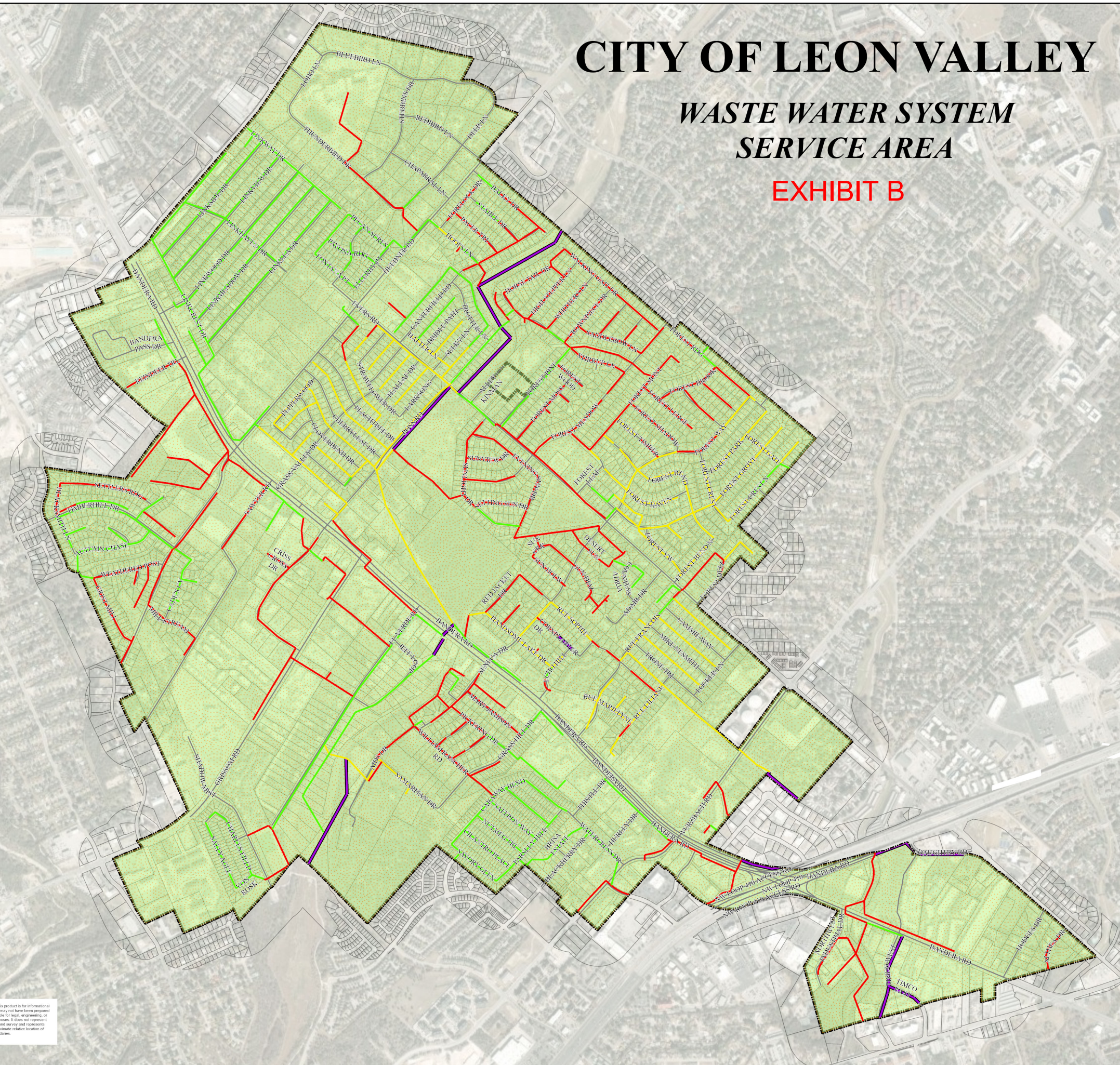
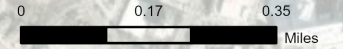
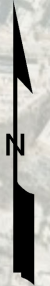
(a) *Fees for existing development.*

- (1) If any existing development within the benefit area presently utilizes a water well, a septic tank, or an individual waste disposal system and the property owner requests to be connected to the city's water or wastewater system, the customer shall pay the fee prescribed by section 14.12.010 prior to connection to such system.
- (2) If the property owner of any existing development within the benefit area requests enlargement of a water meter presently serving the development, and no new development is to occur on the property, the owner shall pay the fee prescribed by section 14.12.010 for the increase in size of the capacity of the meter prior to installation of the enlarged meter.

CITY OF LEON VALLEY

WASTE WATER SYSTEM SERVICE AREA

EXHIBIT B



LEGEND

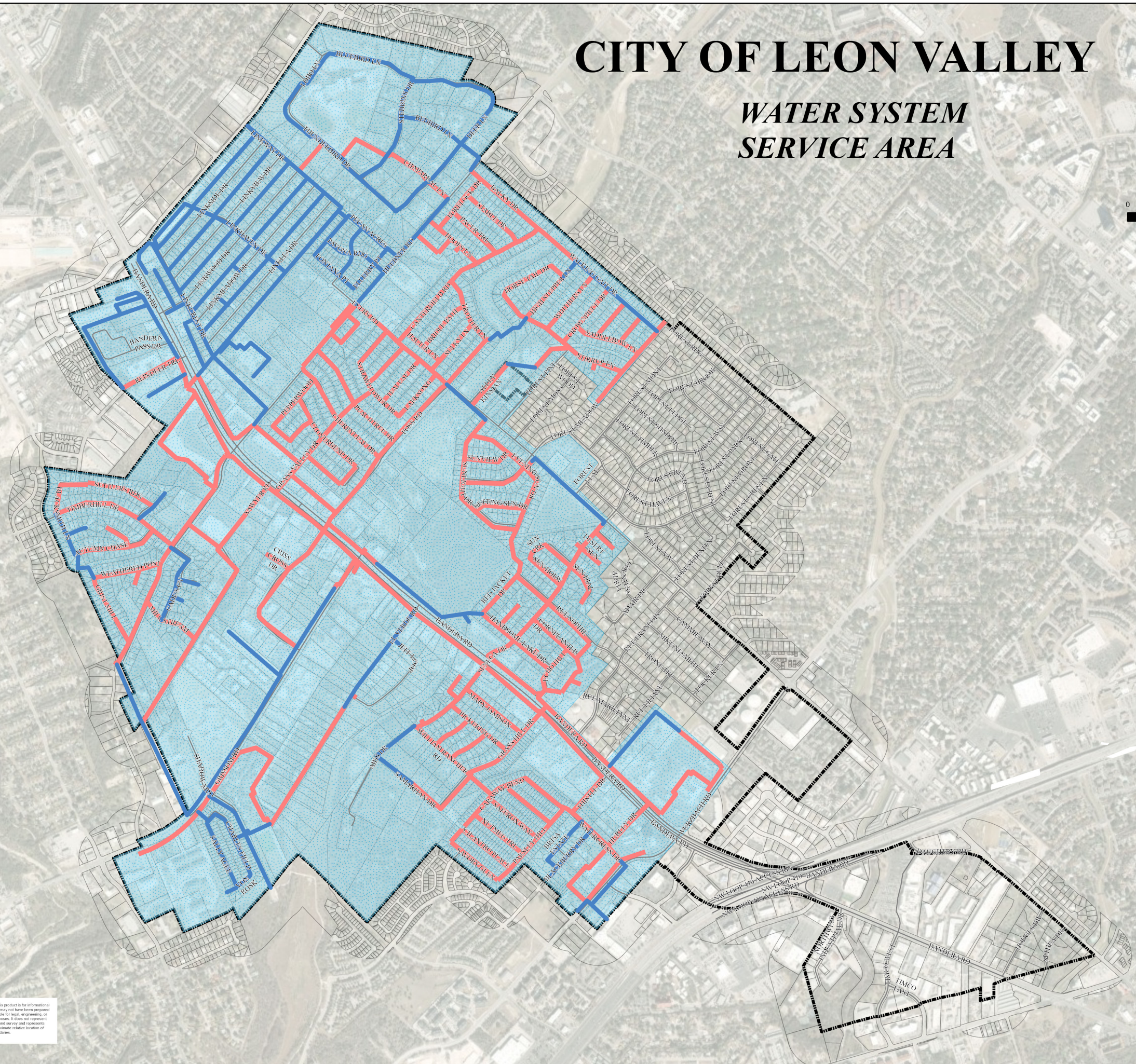
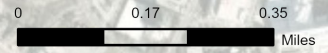
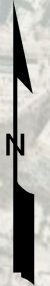
- CITY LIMITS
- SEWER SERVICE AREA
- SEWER MAIN MATERIAL TYPE
 - UNKNOWN
 - AC
 - CLAY
 - PVC

Disclaimer: This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.





CITY OF LEON VALLEY

WATER SYSTEM SERVICE AREA

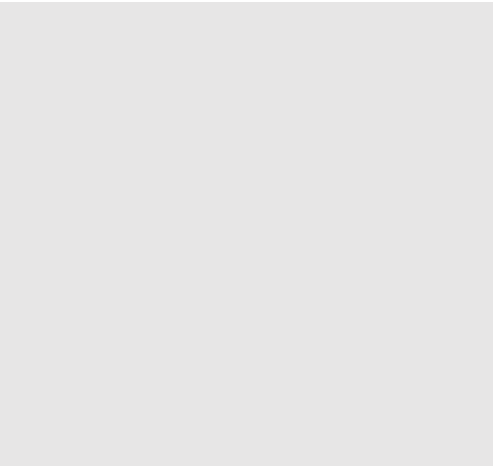
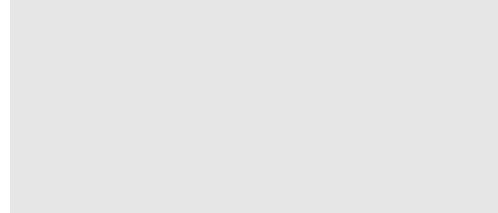
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LEGEND

-  CITY LIMITS
-  WATER SERVICE AREA
- WATER MAIN**
-  AC
-  PVC

Disclaimer: This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

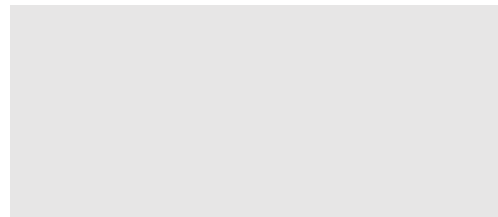
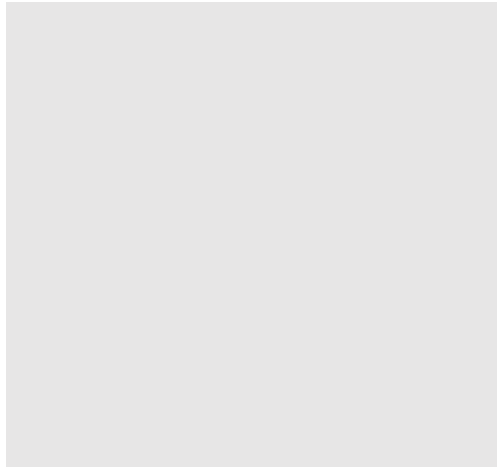


LEON VALLEY 2023 IMPACT FEE PROPOSAL

James Hoelscher, PE
Byron Sanderfer, PE, CPM



ARDURRA



AGENDA

- Existing Impact Fee
- Population Projections
- Water Sourcing
- Capital Improvements
- Potential Proposed Impact Fee
- Proposed Impact Fee Comparison

IMPACT FEES - DEFINED

An impact fee is a one-time charge imposed on new development to help recover capital costs associated with providing the infrastructure and other required improvements to provide service to that new development.



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EXISTING IMPACT FEES

- Last time Impact Fee rates were increased was in 2008.
- Current Rates – Water Only:

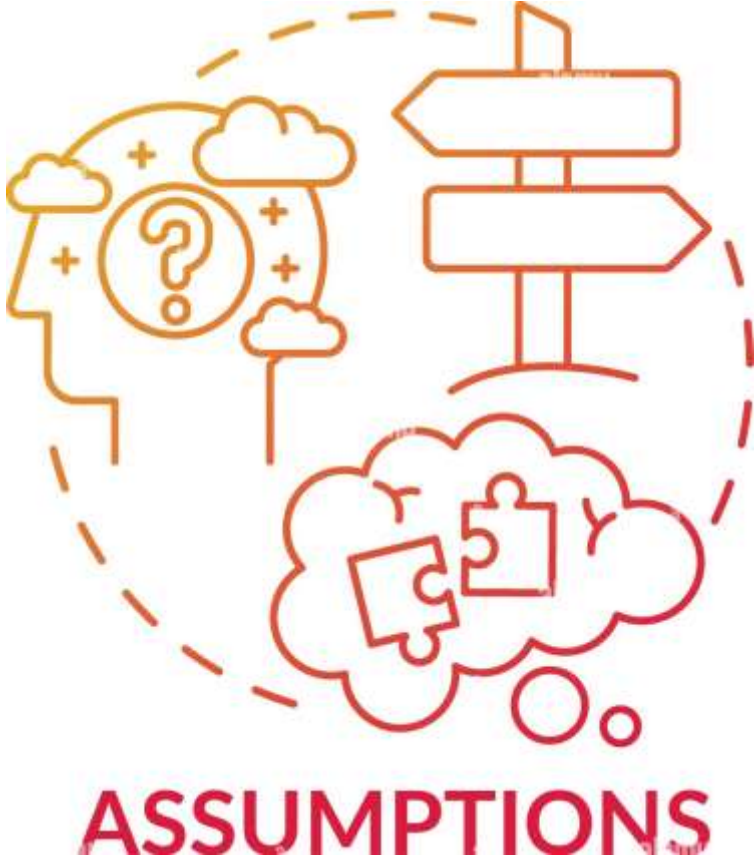
Size of Meter	Water Supply Impact Fee	Development Impact Fee
5/8" & 3/4"	\$1,242	\$450
1"	\$2,074	\$750
1 1/2"	\$4,136	\$1,500
2"	\$13,252	\$4,800
3"	\$20,704	\$7,500
4"	\$27,324	\$9,900
6"	\$33,943	\$12,300
8"	\$41,396	\$25,000
10"	\$66,199	\$24,000

GROWTH PROJECTIONS

- Census data from 2010
 - Population: 10,151
- Census data from 2020
 - Population: 11,542
- Growth rate of **1.29% annually** from 2010 to 2020
- Current meter count from Leon Valley
 - **2,576 meters**
 - 2,288 residential
 - 288 commercial
 - Most are 5/8" meters (2,245 or 87%)
- If rate of growth from 2010 to 2020 is assumed to continue
- Current population in 2023 is estimated to be
 - 11,842
 - **4.6 residents per meter**
- Population in 2033 is estimated to be
 - **13,368**
- Using same meter ratio as before it is estimated in 2033, the city will have:
 - **2,965 meters**
- A growth of **390 meters** in 10 years

ASSUMPTIONS REVIEW

- Growth of 1.29% annually over next ten years
- Ratio of 4.6 residents per meter
- Undeveloped land in Leon Valley
 - *Estimate 150 acres*
 - About 40 individual residential lots currently undeveloped (> 1 acre)
 - Assume 10% never to be developed
 - Floodplain
 - Adjacent to existing owned property
 - Untenable



WATER SOURCING

- The City of Leon Valley currently owns 1,758.38 acre-feet of Edwards Aquifer water rights.
- The city rarely gets access to its full water rights due to withdrawal reductions during Edwards Aquifer water restriction stages.

Owned Water	Critical Period Stage	Withdrawal Reduction	Withdrawal Reduction – Owned Water
1,758.38	I	20%	1406.7
1,758.38	II	30%	1230.8
1,758.38	III	35%	1142.9
1,758.38	IV	40%	1054.9

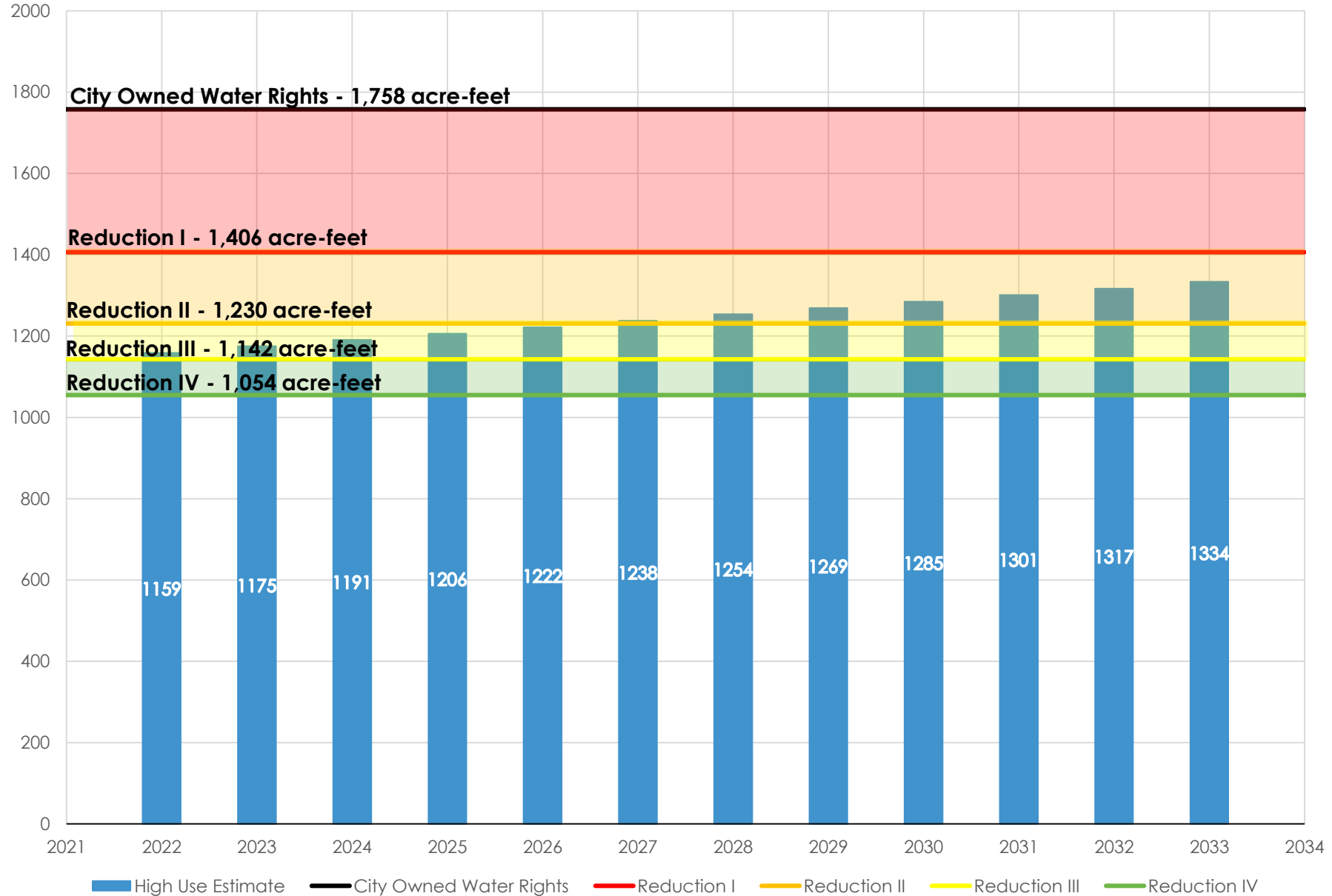
WATER USAGE – HIGH ESTIMATE

- In 2018, Leon Valley reported having 2,440 meters and using 1,086 acre-feet of water.
 - *~0.45 acre-feet / meter*
 - *Highest per-capita water usage in recent history*
- Assume this per-meter-usage to give a high estimate of potential water demand in 2033
- $(0.45 \text{ acre-feet / meter}) * (2,965 \text{ meters})$
 - **1,335 acre-feet of water**

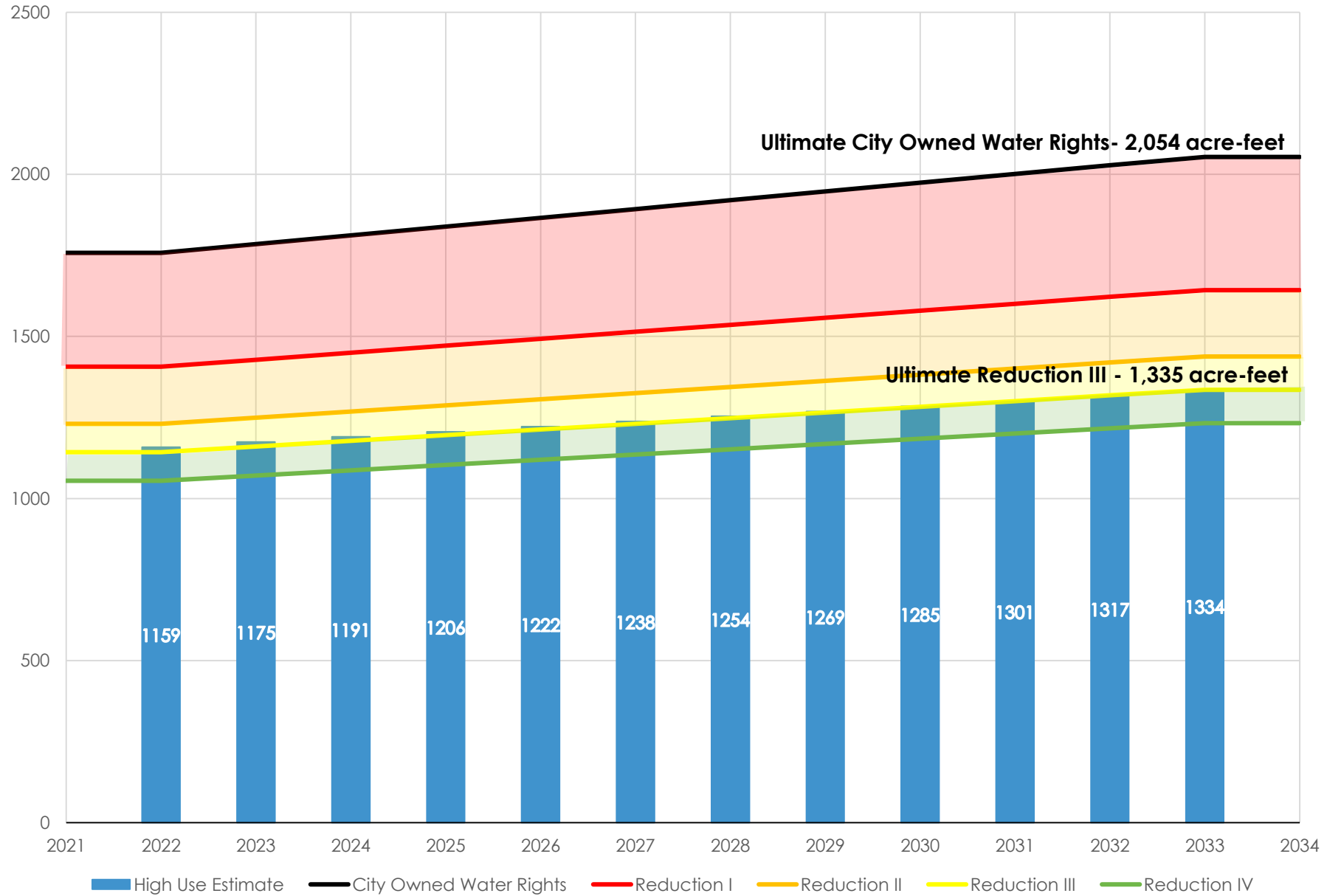


Estimated Leon Valley Water Use Over Time

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Estimated Leon Valley Water Use Over Time



WATER SOURCING

- If the city assumes being kept under water restriction stage III, but wants to keep capacity above estimated high demand, it will need to own:
 - **2,054 acre-feet of water rights by 2033.**

Owned Water	Critical Period Stage	Withdrawal Reduction	Withdrawal Reduction – Owned Water
2,054	I	20%	1643.1
2,054	II	30%	1437.7
2,054	III	35%	1335.0
2,054	IV	40%	1232.3

WATER SOURCING

City estimates cost per acre-foot of water rights acquisition at \$6,100/acre-foot.

Includes closing cost

To reach water source goal in 2033. It is estimated it will cost the city approximately:

\$2,067,260



#65101240

CAPITAL IMPROVEMENTS

City of Leon Valley currently has 400,000 gallons of elevated storage capacity.

Enough to serve 4,000 meters per TCEQ

The City will need to replace the 100,000-gallon Marshall Elevated Storage Tank in the next ten years with a larger tank.

Replacing existing tank with a 150,000-gallon elevated storage tank is estimated to cost

\$750,000



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TLGC CHAPTER 395 CREDIT

- The Texas Local Government Code Chapter 395 requires utilities to calculate a credit for growth related Capital Improvements Projects (CIP) to be subtracted from the impact fee.
- The credit is based on the amount of projected future rate revenues or taxes expected to be generated by the new development and used to pay for capital improvements identified in the CIP. This credit provides an adjustment to benefit fee payers who will pay for CIP in both the impact fee and their future rates and taxes.
- Utilities can calculate this credit and apply it to the calculated impact fee or alternatively, **can avoid having to calculate the credit by opting to use the statutory credit equal to 50% of the calculated impact fee.**
- **City Engineer Ardurra has opted to estimate impact fees here by statutory credit of 50%.**

IMPACT FEE CALCULATION

- The impact fee per service unit is calculated by dividing the growth-related CIP costs by the projected number of total service units.
 - 390 service units over 10 years
- Then crediting 50% per TLGC Chapter 395

Description	CIP	Calculated Impact	Max Impact Fee (50%)
Water Supply	\$2,067,260	\$5,300.00	\$2,650.00
System Development	\$750,000	\$1,923.00	\$962.00

For 5/8" & 3/4" meter

PROPOSED IMPACT FEE COMPARISON - SAWS

- For reference, see table below for comparison of proposed fee to SAWS current impact fees adopted in 2020.
 - Leon Valley does not need to increase the size of the mains, therefore a flow impact fee is not needed

Description	SAWS Impact Fee	Proposed Leon Valley Impact Fee	Existing Leon Valley Impact Fee
Flow Impact Fee	\$1,188.00	\$0.00	\$0.00
Water Supply Impact Fee	\$2,706.00	\$2,650.00	\$1,242.00
System Development Impact Fee	\$855.00	\$962.00	\$450.00
Total Impact Fee	\$4,749.00	\$3,612.00	\$1,692

For 5/8" & 3/4" meter

RE-EVALUATE IMPACT FEES REGULARLY

Impact fees will need to be re-evaluated every 5 years

New capital improvements projects

Population projections

Development projections



**THANK YOU FOR YOUR
TIME TODAY**

Questions?

MAYOR AND COUNCIL COMMUNICATION

DATE: May 21, 2024

TO: Mayor and Council

FROM: Melinda Moritz, Public Works Director

THROUGH: Crystal Caldera, Ph.D., City Manager

SUBJECT: Presentation and Discussion to Consider Approval of an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 14 Utilities, Article 14.05 Sewers, Section 14.05.001 Connection and Appendix A Schedule of Fees to Add a Subsection (d) On Site Sewage Facilities (OSSF) (Septic Tanks) Fees to Appendix A Schedule of Fees, Article A8.000 Building and Construction Related Fees, to Allow Properties Over One-Half Acre in Size to Install On Site Sewage Facilities and to Provide for Permitting and Inspection Fees and Services (1st Read as Required by City Charter)

SPONSOR(S): Councilor Josh Stevens

PURPOSE & BACKGROUND

The purpose of this item is to consider approval of an Ordinance that would allow the installation of septic tanks on lots over one-half acre in size that are connected to a public water system, and to provide for permitting and inspection of the same.

Currently properties are required to connect to the City's sanitary sewer system if they are within 300' of a sewer main. Septic systems are allowed only in cases where the property is over one acre in size, is connected to the city's water system, and is located in the Monte Robles Park subdivision. The only other exception is where connection is not feasible due to the topography of the land.

This change would allow any property over one-half acre in size located anywhere in the city to install a septic system, provided they are connected to the city's water system and the tanks are permitted and inspected.

FISCAL IMPACT

The city would not collect revenue for sewer service from these properties. The city would also not have to service any sewer mains or lateral lines to these properties. The proposed fees are: (1) Base fee (includes inspection): \$100.00, (2) Sanitarian Plan Review Fee: \$65.00, (3) Reinspection fee: \$65.00.

RECOMMENDATION

At City Council discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS, CITY COUNCIL, AMENDING THE LEON VALLEY CODE OF ORDINANCES, CHAPTER 14 UTILITIES TO AMEND ARTICLE 14.05 SEWERS, TO ALLOW ON SITE SEWAGE FACILITIES ON LOTS LARGER THAN ONE-HALF ACRE IN SIZE, AND TO AMEND APPENDIX A SCHEDULE OF FEES, ARTICLE A8.000 BUILDING AND CONSTRUCTION RELATED FEES, SECTION A8.014 PLUMBING, GAS, SEWER AND TRENCH FEES TO ADD A SUBSECTION (D) ON SITE SEWAGE FACILITY (SEPTIC TANK) FEES; PROVIDING AN EFFECTIVE DATE OF THE REVISION WITH PUBLICATION, AS REQUIRED BY LAW, PROVIDING A SAVINGS CLAUSE; AND PROVIDING A CONFLICTS PROVISION.

WHEREAS, several areas of the City contain properties that have a private on-site sewage facility (OSSF) (septic tank); and

WHEREAS, State law allows property owners of properties that are connected to a public water supply to install and maintain OSSF's if the properties are over one-half acre in size; and

WHEREAS, there are several areas of the city developed and undeveloped that are or could be over one-half acre in size and the installation of an OSSF may be of economic advantage to the property owner;

WHEREAS the city currently has no mechanism for permitting or inspecting the installation of such systems and desires to permit and inspect to affirm such systems are installed properly and according to local, state, and federal laws and regulations;

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

SECTION 1. That the Leon Valley Code of Ordinances, Chapter 14 Utilities, Article 14.05 Sewers be amended as follows:

"Sec. 14.05.001 - Connection

(a) Required. Every residence, place of business, or other building or place where persons reside, congregate, or are employed, which abuts a street in which there is a public sanitary sewer, or the lot or tract of land which is at any point within 300 feet of a public sanitary sewer, within the city, shall be connected to the sewer, by the owner or agent of the premises, in the most direct manner possible, and with a separate connection for each home, building or place except for lots which meet all of the following criteria:

- (1) The lot is a minimum of one-half acre in area;

(2) The lot is served by a public water source; ~~and~~

~~(3) The lot is located in the Monte Robles Subdivision.~~ The proposed OSSF is designed, constructed, inspected, and maintained in accordance with local, state, and federal laws and regulations.

(b) Permit. A permit fee shall be charged for connection of the plumbing fixtures of any house, residence, structure or building equipped with one or more plumbing fixtures to any sewer line or pipe, ~~or septic system~~ connected with or destined to be connected with the sanitary system of any franchisee of this city or to the sewer system of the City of San Antonio, and connection of such fixtures, without first paying said fee and obtaining such permit is hereby declared to be an offense.

(c) Penalty. The connection of any plumbing fixture in any building to a sanitary sewer line in the city connected to any franchisee of this city or to the sewer system of the City of San Antonio without first paying said fee and obtaining such permit is hereby declared to be an offense.

SECTION 2. That the Leon Valley Code of Ordinances, Appendix A Schedule of Fees, Article A8.000 – Building and Construction Related Fees, Subsection (d) On Site Sewage Facilities (OSSF) (Septic Tanks) Fees be added as follows:

“(d) On Site Sewage Facilities (OSSF) (Septic Tank) Fees:

- (1) Base fee (includes inspection): \$100.00
- (2) Sanitarian Plan Review Fee: \$65.00
- (3) Reinspection fee: \$65.00”

SECTION 3. This ordinance shall become effective on and after its passage, approval and the meeting of all publication requirements as provided by law.

SECTION 4. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of the conflict. All provisions, sections and sub-sections set forth in the Leon Valley Code of Ordinances, Appendix A Fee Schedule not revised or amended herein shall remain in effect.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 4th day of June 2024.

APPROVED

CHRIS RILEY
MAYOR

Attest :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

NICOLE WARREN
City Attorney

On Site Sewage Facilities (OSSF) (Septic Tanks) in Leon Valley

City Council Meeting

May 21, 2024

Melinda Moritz, Public Works Director

Summary

- Should the City Council approve an Ordinance allowing the installation of septic tanks on lots ½ acre or more in size
- Options
 - Approve
 - Deny
 - Other
- Declaration
 - At City Council discretion

Purpose

- LVCC Chapter 14 Utilities, Article 14.05, Section 14.05.001 Connection states:
 - Every residence, place of business, or other building or place where persons reside, congregate, or are employed, which abuts a street in which there is a public sanitary sewer, or the lot or tract of land which is at any point within 300 feet of a public sanitary sewer, within the city, shall be connected to the sewer, by the owner or agent of the premises, in the most direct manner possible, and with a separate connection for each home, building or place except for lots which meet all of the following criteria

Purpose

- Exceptions are:
 - The lot is a minimum of one acre in area;
 - The lot is served by a public water source; and
 - The lot must be located in the Monte Robles Subdivision
- The City has allowed 2 septic systems in the past 2 years
 - One in Monte Robles Park
 - One on Althea (not w/i 300' of a sewer main)
- Systems were designed by engineer, then inspected by engineer & Building Inspector

Purpose

- Staff has received inquiries from several residents with septic systems in both Monte Robles Park and in Castle Estates subdivisions
- They want to collapse their systems and connect to the City's sewer main as their tanks had failed
- Property owners are required to keep maintenance records annually, but most don't
- City charges monthly fee for sewer disposal & treatment, which assures wastewater is properly disposed of

Fiscal Impact

- The city would not collect revenue for sewer service from these properties
- The city would also not have to service any sewer mains or lateral lines to these properties
- The proposed fees are:
 - Base fee (includes inspection): \$100.00
 - Sanitarian Plan Review Fee: \$65.00
 - Reinspection fee: \$65.00

Recommendation

- Staff recommends:
 - Amending current ordinance to allow septic systems on all lots over 1 acre – not just in Monte Robles Park
 - Amending the Code to create permit and inspection program

MAYOR AND COUNCIL COMMUNICATION

DATE: MAY 21, 2024

TO: Mayor and Council

FROM: Carol Goering, Finance Director

THROUGH: Crystal Caldera, City Manager

SUBJECT: Presentation and Discussion to Consider Approval of an Ordinance Authorizing a Budget Adjustment in the amount of \$92,481 to Transfer Funds from the American Rescue Plan (ARP) to the Enterprise Fund for Remaining ARP Funds.

SPONSOR(S): N/A

PURPOSE

This M & C requests approval for a budget adjustment, which will Transfer Funds from the American Rescue Plan (ARP) to the Enterprise Fund for Remaining ARP Funds.

FISCAL IMPACT

The reallocation of the remaining ARP Funds will be transferred to the Enterprise Fund.

RECOMMENDATION

APPROVED : _____

DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS :

ATTEST :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AUTHORIZING A FISCAL YEAR 2023-24 AMERICAN RESCUE PLAN FUND AND ENTERPRISE FUND BUDGET ADJUSTMENT IN THE AMOUNT OF \$92,481 FOR THE PURPOSE OF ALLOCATING REMAINING FUNDS TO THE ENTERPRISE FUNDS; PROVIDING FOR REPEALER, SEVERABILITY AND SAVING CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Leon Valley has already approved their FY 2023-2024 Budget on September 05, 2023; and

WHEREAS, it has been determined that funding should be added to the FY 2023-2024 budget; and

WHEREAS, it is necessary to adjust the American Recuse Plan Fund and the Enterprise Fund budget by a total amount of \$92,481

WHEREAS, Texas Local Government Code Section 102-0120 provides that a municipality is not prohibited from making changes to a budget for municipal purposes; and

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

SECTION 1. The American Rescue Plan Fund and the Enterprise Fund budget is hereby adjusted with a transfer from the American Rescue Plan to the Enterprise Fund in the amount of \$92,481.

SECTION 2. The financial allocations in this Ordinance are subject to approval by the Finance Director. The Finance Director may, subject to concurrence by the City Manager or the City Manager’s designee, correct allocations as necessary to carry out the purpose of this Ordinance.

SECTION 3. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph, or section of this Ordinance.

SECTION 4. The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

SECTION 5. This Ordinance shall become effective immediately upon its passage and

publication as required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley
this the 21st day of May, 2024.

APPROVED

CHRIS RILEY

MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC

City Secretary

Approved as to Form:

NICOLE WARREN

City Attorney

Approval of an Ordinance
Authorizing a Budget Adjustment to
Transfer funds from the American Rescue Plan
Fund (ARP) to the Enterprise Fund for Remaining
ARP Funds.

Carol Goering, Finance Director
City Council Meeting
May 21, 2024

Summary

- Question
 - City Council is being asked to consider approval of an Ordinance authorizing budget adjustments for the FY 2023-2024 budget in the amount of \$92,481 for transfers from the American Rescue Plan (ARP) Fund to the Enterprise Fund for unused and unallocated ARP funds.
- Options
 - Recommended:
 - Approve the budget adjustment that will transfer funds from the American Rescue Plan (ARP) to the Enterprise Fund for the Remaining ARP Funds.
 - Deny approval of the budget adjustment.
- Declaration
 - These funds were unused and unallocated for fiscal year 2024. This will finalize the ARP Funds.

Recommendation

- It is recommended that City Council approve an Ordinance authorizing budget adjustments for the FY 2023-2024 budget for transfers from the American Rescue Plan Fund to the Enterprise Fund in the amount of \$92,481.

Approval of an Ordinance
Authorizing a Budget Adjustment to
Transfer funds from the American Rescue Plan
Fund (ARP) to the Enterprise Fund for Remaining
ARP Funds.

Carol Goering, Finance Director
City Council Meeting
May 21, 2024

MAYOR AND COUNCIL COMMUNICATION

DATE: June 06, 2023
TO: Mayor and Council
FROM: Sandra Passailaigue, City Secretary
THROUGH: Crystal Caldera, City Manager
SUBJECT: Discussion and Possible Action to Elect a Mayor Pro-Tem
SPONSOR(S): (N/A)

PURPOSE

The City of Leon Valley Charter states the following:
Article III, Section 3.07 Mayor Pro-Tem

- A.** The Mayor Pro-Tem shall be a Councilmember elected by the City Council at the first regular City Council meeting following each regular City election.
- B.** The Mayor Pro-Tem shall act as Mayor during the absence or disability of the mayor and when acting as Mayor, retain their right to vote as a Councilmember.

RECOMMENDATION

City Council Discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

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 2/20/2023 (the date has been moved). We were waiting on the audited numbers. We just received them. We will be setting a new date for review.
- **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.
 - 2/24/2023- the Council will have a workshop to discuss with the engineer.
 - The council directed the engineer to look at a plan that leaves the creek alignment alone, a new tree survey, and build a retaining wall for erosion.

- **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 sell as is.
 - 11/7/2023 Executive session on four options.
 - 11/21/2023 Executive session on two options.
 - This Will be discussed at the town hall meeting.
 - Executive session on 2/6/24
 - Executive Session 3/19/2024
 - Executive Session 4/2/2024
 - Executive Session 5/21/2024
- **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. The council decided on the final survey on 12/19/2023.
- The Council presented the Survey at the Town Hall meeting. The majority of Participants are satisfied with their trash service
- 02/20/2024- The Council will discuss the distribution of the survey.
 - The council decided to mail the survey out to the businesses and residents. The survey was mailed out on 3/19/24. RFP should go out May.
- **Discussion of updating the Strategic Plan, Mission, & Vision Statement**
 - Will be placed on the Town Hall meeting for discussion decided at the 11/21/23 Council meeting to hold a workshop.
 - February 3, 2024, workshop scheduled. At the council chambers. The Council changed the date to 2/24/24 to coincide with another workshop.
 - The Council decided to amend the mission and vision statements. Holding another workshop for the goals and objectives and core values.
 - Core values will be discussed at 3/19/2024. Goals will return in June.
- **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.
 - Melinda is working on quotes.
- **Sustainability Overlay**
 - 6/6/2023 Staff is not ready and has been postponed until September.
 - 725/2023 – Zoning Commission started to review. The item is with the Attorney.
- **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. The council decided to keep these two separate items.
- **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.
- **Speed hump policy changes- (Item Remaining from Retreat)**

- This was added by Mr. Campos who wants to review the policy before adding.
- **Review of the Personnel Manual**
- **Discussion on large capital projects – Possible Bond**
 - Public Works Building
 - ADA requirements
 - Crystal Hills Park
 - Pool
 - Dog Park
 - Library Annex
- **City Council Meeting Building Security**
- **Ordinance Amendment to allow lots with 1/2 Acre or more to have a septic system. 5/7/2024**
- **Ordinance on Amending the PDD**
 - **Scheduled to go to the zoning commission meeting on 4/23/2024**
 - **The zoning commission tabled the item. Will revisit 5/24/2024**

ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED

- **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.

- Establish neighborhood boundaries
- Council has opted not to Update Master Plan.
- P & Z Director investigating a university conducting the plan.
- Boundaries of the neighborhood
- **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 settle 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

- **Consumer protection mandate on refunds**
 - Sent request to attorney. The attorney feels that we have the laws in place.
 - Sent reminders to the animal sales businesses.

- **Interlocal Agreement with the County regarding an Outreach Coordinator.**
 - Bexar County is asking the City to sign a separate agreement with Haven for Hope. They will be completing a draft and sending it over for council approval in March 5, 2024.
 - Council approved
 - Budget adjustment 3/19/24 Approved
- **Legal review of the Sign Code**
 - Councilor Orozco and Bradshaw will work on this item.
 - Look into sign flippers in the median on Bandera
 - The council requested this item go to the Economic Development Advisory Committee. Economic Development Advisory Committee completed its review and a recommended version will come to council in April.
 - First read was held 4/16/24
 - Second Read 5/7/2024 passed unanimously
- **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
 - School Zone operable and seems to be working

From: Benny Martinez
Sent: Sunday, May 12, 2024 12:28 AM
To: Crystal Caldera; Mayor Riley; Will Bradshaw; Sandra Passailaigue
Subject: RE: Revised Purchase Offer for the City-owned 21-acre Seneca West property

I would like to have the samaritiam property be added to the May 21, 2014 city Council meeting. We could go into executive session if necessary, but I would like discussion and possible actions.

I will ask Will Bradshaw to be my second

Benny Martinez



Leon Valley City Council PL 1

6400 El Verde Rd.

Leon Valley, Texas 78238

210-684-1391

Benny.martinez@leonvalleytexas.gov

From: Will Bradshaw
Sent: Sunday, May 12, 2024 5:05 PM
To: Benny Martinez; Crystal Caldera; Mayor Riley; Sandra Passailaigue
Subject: RE: Revised Purchase Offer for the City-owned 21-acre Seneca West property

I will second this request as well as the Executive Session.

Regards,
Will Bradshaw
Leon Valley City Council – Place 5