



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, November 19, 2024 at 6:00 PM

**AGENDA**

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**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](mailto:citizenstobeheard@leonvalleytexas.gov). All Other Citizen Participation May Be Provided In-Person at City Council Chambers.**

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- 1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance**
- 2. The City Council Shall Meet in Executive Session to Discuss the Following:**
  1. Pursuant to Texas Local Government Code Section 551.071: Consultation with the Attorney and Section 551.087 Deliberation regarding the Infrastructure Improvement Funding Agreement between the City of Leon Valley and One Stop Group , LP
- 3. Reconvene into Regular Session**
- 4. Citizens to be Heard** - Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or acting on items not listed on this agenda.
- 5. Possible Action on Issues Discussed in Executive Session If Necessary**
- 6. Presentations**
  1. Presentation, Discussion, and Possible Action to Choose a Channel Bank Option for the Huebner Creek Erosion Control Project - M. Moritz, Public Works Director
- 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, December 03, 2024, at 6:30 PM, in City Council Chambers.
- City Offices and Municipal Court will be closed Thursday, November 28, 2024 and Friday, November 29, 2024 in observance of the Thanksgiving Holiday.
- Lighting of the Christmas Tree and Celebration, Monday, December 02, 2024, at 6:00 PM, in the grassy area outside of the Leon Valley Conference Center.
- Movies in the Park, Friday, December 06, 2024, at dusk, featuring The Grinch, in the grassy area outside of the Leon Valley Conference Center.
- Breakfast with Santa, Saturday, December 07, 2024, from 8:00 AM to 10:30 AM, at the Leon Valley Public Library.
- City Offices and Municipal Court will be closed Tuesday, December 24, 2024 through Wednesday, January 01, 2025, in observance of Christmas, Winter Break, and New Years Day.
- Miscellaneous other events and announcements

## 9. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and may be enacted by one (1) motion. There will be no separate discussion of a Consent Agenda item unless a member of City Council requests that the item be pulled from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

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

- a. 11-05-2024 Regular City Council Meeting Minutes
- b. 11-12-2024 Special City Council Meeting Minutes

### 2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:

- a. 07-11-2024 Park Commission Meeting Minutes
- b. 08-08-2024 Library Advisory Board Meeting Minutes
- c. 09-04-2024 Solid Waste Service Committee Meeting Minutes
- d. 09-12-2024 Library Advisory Board Meeting Minutes
- e. 09-18-2024 Solid Waste Service Committee Meeting Minutes
- f. 10-09-2024 Earthwise Living Committee Meeting Minutes
- g. 10-10-2024 Library Advisory Board Meeting Minutes
- h. 10-22-2024 Planning & Zoning Commission Meeting Minutes

### 3. A Resolution Approving the Tax Roll for the City of Leon Valley, Texas for the 2024 Tax Year - C. Goering, Finance Director

4. Discussion and Possible Action of a Request to Amend Specific Use Permit PZ-2021-5, Construction of Automobile Storage Canopies, to Add Self-Service Storage Units, on a 4.89-acre Tract of Land, Located at 5426 Grissom Road, Being Lot 103, Block 101, CB 4433, Vaughn-Watson Subdivision (1st Read was Held 11-05-2024) - R. Salinas, Planning and Zoning Director
5. Presentation and Discussion of the Monthly Financial Report Ending October 31, 2024 - C. Goering, Finance Director
6. Discussion and Possible Action on a Resolution Appointing a Member to the Citizens Police Advisory Committee - Mayor Chris Riley

## 10. Regular Agenda

1. Presentation, Discussion, and Possible Action on an In-Kind Grant Application from AARP - C. Miranda, Community Relations Director
2. Presentation, Discussion and Possible Action on a Resolution of the City Council of the City of Leon Valley, Texas Authorizing the Sale of an Approximately 21.5 Acre Tract of Land to One Stop Group, LP; Authorizing an Infrastructure Improvement Funding Agreement; Authorizing the Mayor to Execute Necessary Documents - Dr. Caldera, City Manager
3. Presentation, **Public Hearing**, and Discussion of an Ordinance Amending the Leon Valley Code of Ordinances, Appendix A, Section A16. Water and Wastewater Impact Fees, Section A16.001 Water Impact Fees, Subsection 1. Water Impact Fees, to Update the Fees (1st Read as Required by City Charter) - M. Moritz, Public Works Director
4. Presentation, Discussion, and Possible Action to Give Staff Direction on the Lions Roar Newsletter - C. Miranda, Community Relations Director
5. Presentation and Discussion on an Ordinance of the City of Leon Valley, TX, City Council Authorizing Budget Adjustments for FY 2025 that were FY 24 Capital Improvements/Projects Rollovers for General Fund in the Amount of \$371,376, Traffic Fund in the Amount of \$151,617, Enterprise Fund in the Amount of \$2,558,439, Community Center Fund in the Amount of \$12,000, Street Maintenance Fund in the Amount of \$1,014,063, and the Police Forfeiture Fund in the Amount of \$210,900 for Capital and Rollover Projects; Providing for Repealer, Severability and Saving Clauses; and Providing for an Effective Date (1st Reading as Required by City Charter) C. Goering, Finance Director
6. Presentation, Discussion, and Possible Action of a Request for a Variance to Chapter 13, Tree Preservation, Article 13.02 Tree Preservation Ordinance, Division 3. Requirements and Restrictions, Sec. 13.02.074 Preservation Requirements, Sec. 13.02.075 Removal, Replacement or Relocation of Small, Medium and Large Trees, Sec. 13.02.076 Replacement Trees Required; Penalties, (a) and (b), to Allow the Removal of 17 Medium, and Six (6) Large Trees, and to Pay a Reduced Fee-In-Lieu Of in the Amount of \$1,775.00 in Tree Mitigation Fees, Located in the 5600 Block of

Grissom Road, Lots 4 & 5, Block 102, CB 4433, Timberhill Apartments Subdivision, on Approximately 2.32-Acres of Land - S. Huerta, Planning and Zoning Director

7. Presentation, Discussion, and Possible Action Authorizing the City Manager to Enter into Contracts for the Purchase of 105-Acre Feet of Water Rights - M. Moritz, Public Works Director

11. **Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley’s Code of Ordinances, at a Meeting of City Council, a Member of City Council May Place an Item on an Agenda by Making a Motion to Place the Item on a Future Agenda and Receiving a Second. No Discussion Shall Occur at the Meeting Regarding the Placement of the Item on a Future Agenda.**


12. **Adjournment**

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

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

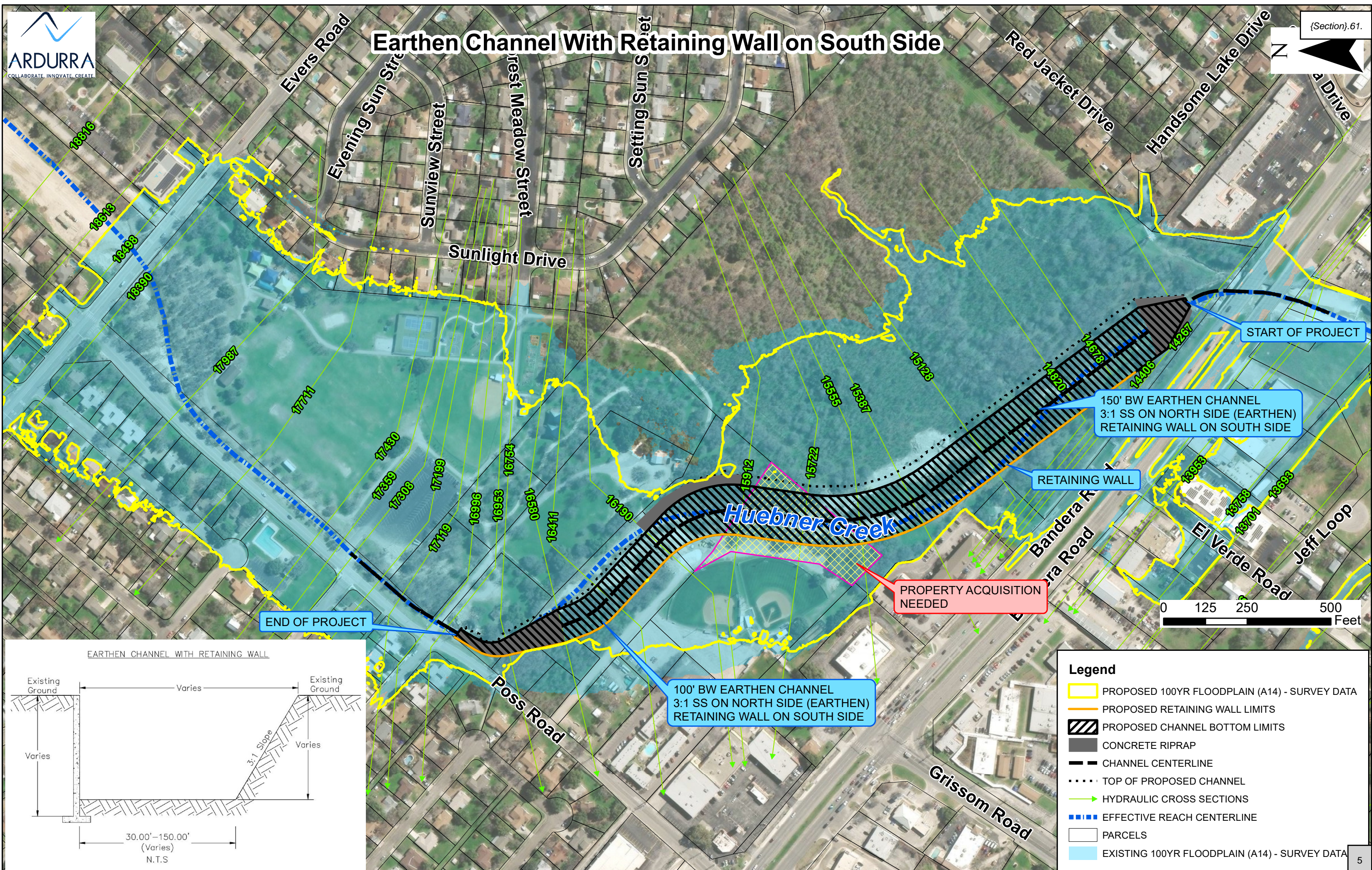
**Attendance by Other Elected or Appointed Officials:** It is anticipated that members of other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a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

I hereby certify that the above **NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL** was posted at the Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at <https://www.leonvalleytexas.gov>. This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To arrange for assistance, call (210) 684-1391, Extension 212.

  
SAUNDRA PASSAILAIGUE, TRMC  
City Secretary  
November 15, 2024 12:40 PM



# Earthen Channel With Retaining Wall on South Side



END OF PROJECT

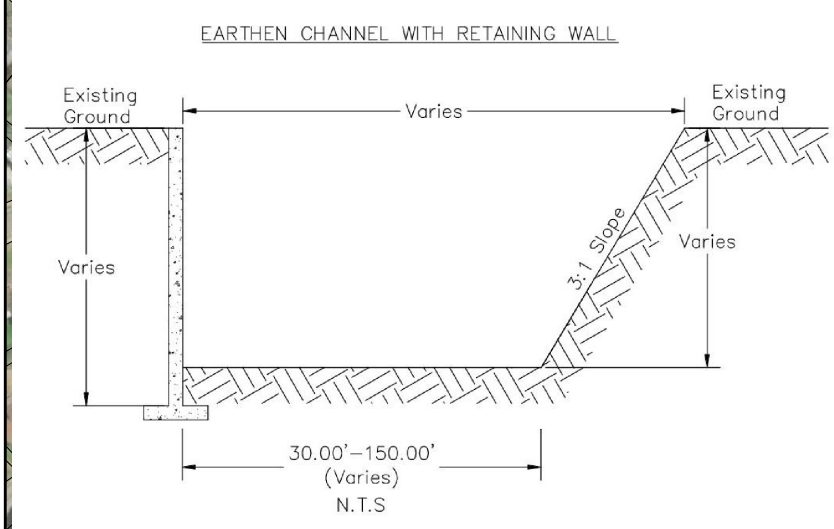
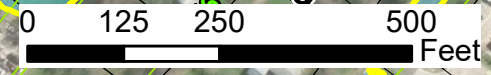
START OF PROJECT

150' BW EARTHEN CHANNEL  
3:1 SS ON NORTH SIDE (EARTHEN)  
RETAINING WALL ON SOUTH SIDE

RETAINING WALL

PROPERTY ACQUISITION  
NEEDED

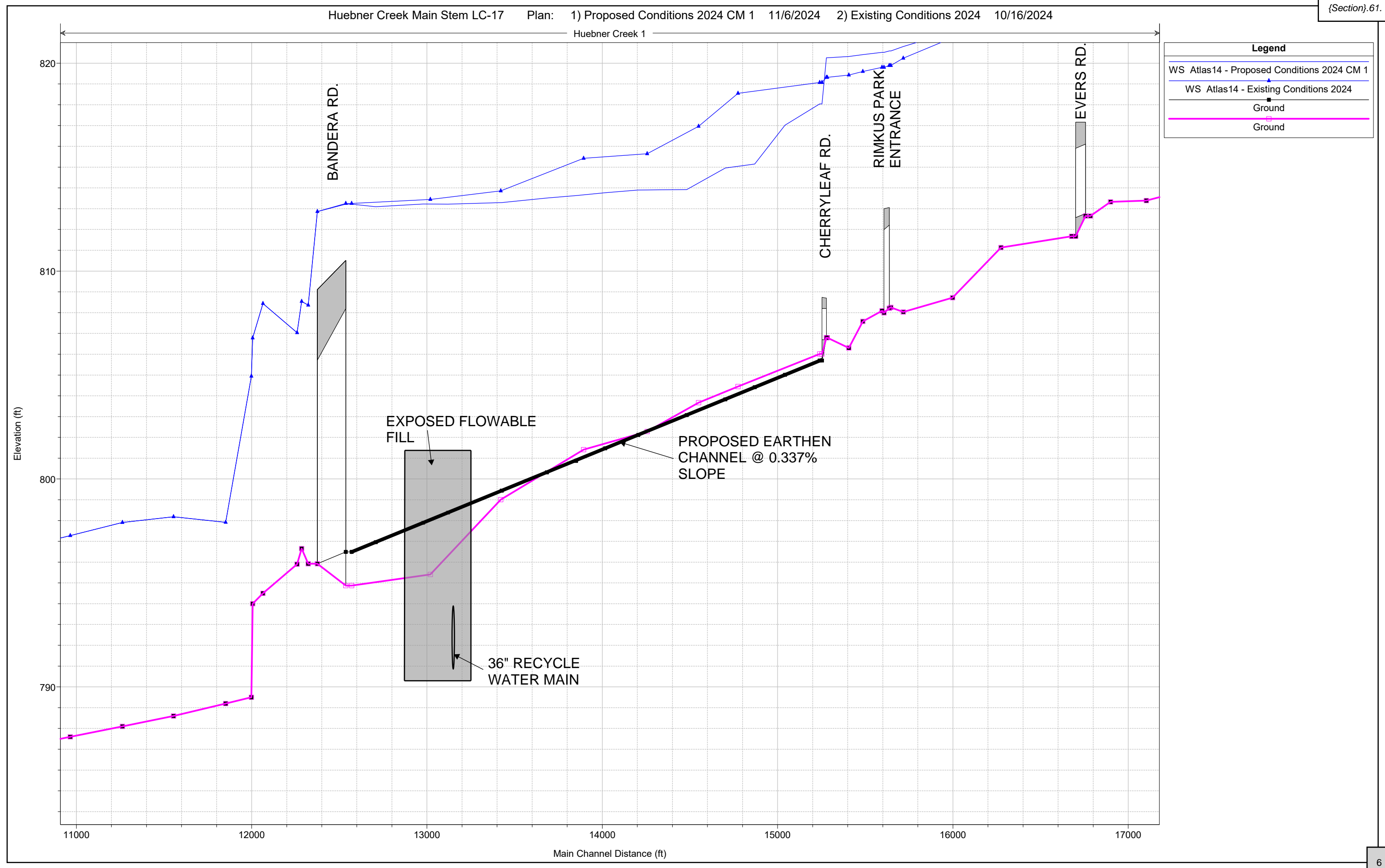
100' BW EARTHEN CHANNEL  
3:1 SS ON NORTH SIDE (EARTHEN)  
RETAINING WALL ON SOUTH SIDE



Legend	
	PROPOSED 100YR FLOODPLAIN (A14) - SURVEY DATA
	PROPOSED RETAINING WALL LIMITS
	PROPOSED CHANNEL BOTTOM LIMITS
	CONCRETE RIPRAP
	CHANNEL CENTERLINE
	TOP OF PROPOSED CHANNEL
	HYDRAULIC CROSS SECTIONS
	EFFECTIVE REACH CENTERLINE
	PARCELS
	EXISTING 100YR FLOODPLAIN (A14) - SURVEY DATA

Huebner Creek Main Stem LC-17 Plan: 1) Proposed Conditions 2024 CM 1 11/6/2024 2) Existing Conditions 2024 10/16/2024

Huebner Creek 1



Legend	
WS Atlas14 - Proposed Conditions 2024 CM 1	▲
WS Atlas14 - Existing Conditions 2024	■
Ground	■
Ground	□

**OPINION OF PROBABLE CONSTRUCTION COST**  
**Huebner Creek Drainage Earthen Channel with Riprap Improvements**  
**City of Leon Valley**



Revised Date: 11/6/2024

ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	COST
100.1	MOBILIZATION	LS	11%	1	\$ 555,642.00
100.1	INSURANCE & BOND	LS	2%	1	\$ 101,026.00
101.1	PREPARING RIGHT OF WAY	LS	4%	1	\$ 202,052.00
103.4	REMOVE MISCELLANEOUS CONCRETE	SF	\$ 5.50	5,400	\$ 29,700.00
105.1	CHANNEL EXCAVATION	CY	\$ 30.00	79,800	\$ 2,394,000.00
107.1	EMBANKMENT (FINAL)(ORD COMP)(TY B)	CY	\$ 30.00	2,200	\$ 66,000.00
307.1	CONCRETE STRUCTURE (WINGWALL)	CY	\$ 1,500.00	27	\$ 40,278.00
505.1	CONCRETE RIPRAP (5" THICK)	SY	\$ 120.00	15,120	\$ 1,814,388.00
506.0	TEMPORARY EROSION, SEDIMENTATION, AND ENVIRONMENTAL CONTROLS	LS	3%	1	\$ 151,539.00
509.1	METAL BEAM GUARD RAIL	LF	\$ 100.00	260	\$ 26,000.00
515.1	TOPSOIL (4")	CY	\$ 30.00	4,266	\$ 127,968.00
516.1	HYDROMULCH	SY	\$ 5.00	38,390	\$ 191,952.00
516.4	VEGETATIVE WATERING	MG	\$ 40.00	2,000.00	\$ 80,000.00
530.1	BARRICADES, SIGNS AND TRAFFIC HANDLING	LS	\$ 50,000.00	1	\$ 50,000.00
531.1	WB8-19 FLOOD GAUGE SIGN AND SCALE	EA	\$ 1,500.00	1	\$ 1,500.00
550.1	TRENCH EXCAVATION AND SAFETY PROTECTION	LF	\$ 10.00	2,750	\$ 27,500.00
	TREE REMOVAL	EA	\$ 500.00	404	\$ 202,000.00
<b>SUBTOTAL</b>					<b>\$ 6,061,545.00</b>
				CONTINGENCY 20%	\$ 1,212,309.00
<b>TOTAL</b>					<b>\$ 7,273,854.00</b>

\*UTILITY ADJUSTMENTS/RELOCATION IS NOT INCLUDED IN THIS ESTIMATE

**OPINION OF PROBABLE CONSTRUCTION COST**  
**Huebner Creek Drainage Earthen Channel with Retaining Wall**  
**City of Leon Valley**



Revised Date: 11/6/2024

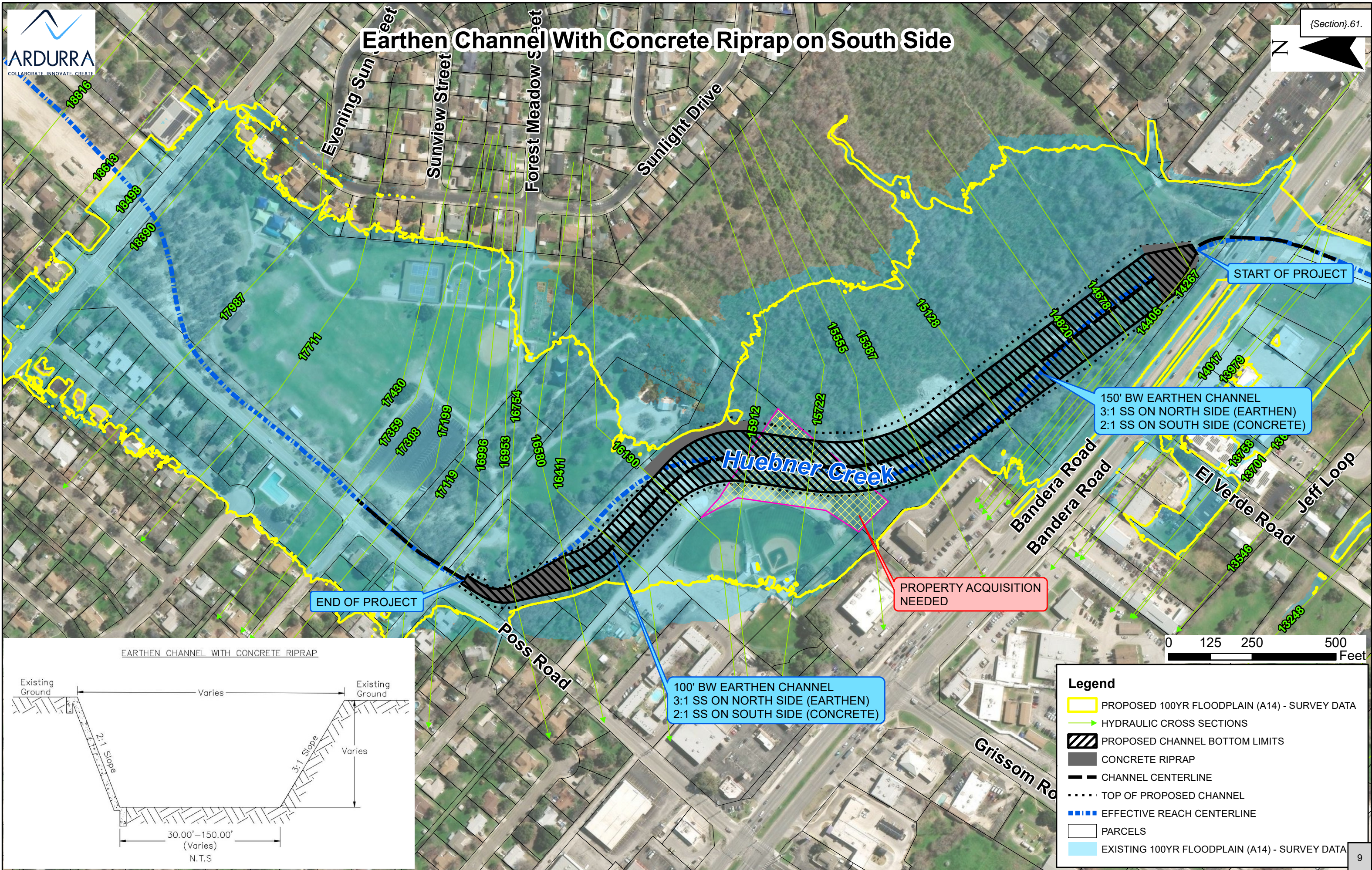
ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	COST
100.1	MOBILIZATION	LS	11%	1	\$ 805,601.00
100.1	INSURANCE & BOND	LS	2%	1	\$ 146,473.00
101.1	PREPARING RIGHT OF WAY	LS	4%	1	\$ 292,946.00
103.4	REMOVE MISCELLANEOUS CONCRETE	SF	\$ 5.50	5,400	\$ 29,700.00
105.1	CHANNEL EXCAVATION	CY	\$ 30.00	81,851	\$ 2,455,530.00
107.1	EMBANKMENT (FINAL)(ORD COMP)(TY B)	CY	\$ 30.00	8,421	\$ 252,630.00
307.1	CONCRETE STRUCTURE (WINGWALL)	CY	\$ 1,500.00	27	\$ 40,278.00
307.1	CONCRETE STRUCTURE (RETAINING WALL)	CY	\$ 1,750.00	2,203	\$ 3,854,585.00
506.0	TEMPORARY EROSION, SEDIMENTATION, AND ENVIRONMENTAL CONTROLS	LS	3%	1	\$ 219,710.00
509.1	METAL BEAM GUARD RAIL	LF	\$ 100.00	260	\$ 26,000.00
515.1	TOPSOIL (4")	CY	\$ 30.00	4,266	\$ 127,968.00
516.1	HYDROMULCH	SY	\$ 5.00	38,390	\$ 191,952.00
516.4	VEGETATIVE WATERING	MG	\$ 40.00	2,000.00	\$ 80,000.00
530.1	BARRICADES, SIGNS AND TRAFFIC HANDLING	LS	\$ 50,000.00	1	\$ 50,000.00
531.1	WB8-19 FLOOD GAUGE SIGN AND SCALE	EA	\$ 1,500.00	1	\$ 1,500.00
550.1	TRENCH EXCAVATION AND SAFETY PROTECTION	LF	\$ 10.00	2,750	\$ 27,500.00
	TREE REMOVAL	EA	\$ 500.00	372	\$ 186,000.00
<b>SUBTOTAL</b>					<b>\$ 8,788,373.00</b>
				CONTINGENCY 20%	\$ 1,757,675.00
<b>TOTAL</b>					<b>\$ 10,546,048.00</b>

\*UTILITY ADJUSTMENTS/RELOCATION IS NOT INCLUDED IN THIS ESTIMATE





# Earthen Channel With Concrete Riprap on South Side



END OF PROJECT

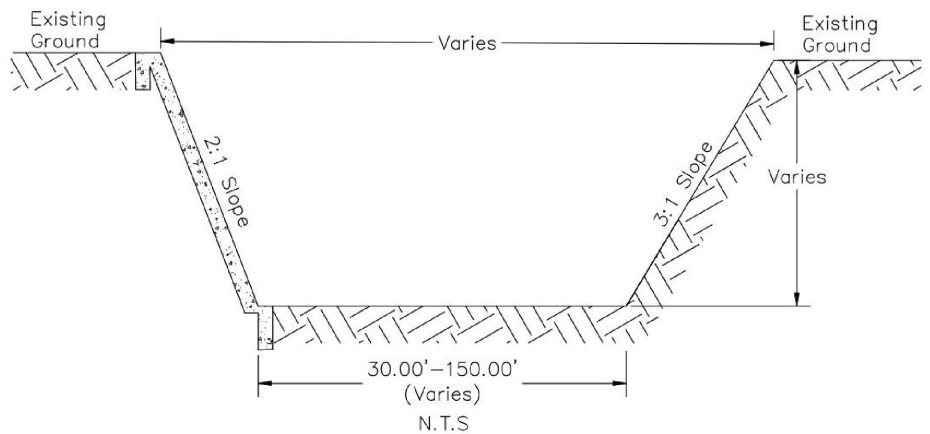
START OF PROJECT

150' BW EARTHEN CHANNEL  
3:1 SS ON NORTH SIDE (EARTHEN)  
2:1 SS ON SOUTH SIDE (CONCRETE)

PROPERTY ACQUISITION NEEDED

100' BW EARTHEN CHANNEL  
3:1 SS ON NORTH SIDE (EARTHEN)  
2:1 SS ON SOUTH SIDE (CONCRETE)

EARTHEN CHANNEL WITH CONCRETE RIPRAP



**Legend**

- PROPOSED 100YR FLOODPLAIN (A14) - SURVEY DATA
- HYDRAULIC CROSS SECTIONS
- PROPOSED CHANNEL BOTTOM LIMITS
- CONCRETE RIPRAP
- CHANNEL CENTERLINE
- TOP OF PROPOSED CHANNEL
- EFFECTIVE REACH CENTERLINE
- PARCELS
- EXISTING 100YR FLOODPLAIN (A14) - SURVEY DATA

# Creek Bank Options

## Huebner Creek Channel Improvements Project

### Segment 1

Melinda Moritz  
Public Works Director  
City Council Meeting  
November 19, 2024

# Summary

- Question
  - City Council is being asked to approve 1 of 2 options on a creek embankment for the Huebner Creek Channel Improvements Project
- Options
  - Approve an option
  - Deny both options
  - Other
- Declaration
  - At Council discretion

# Purpose

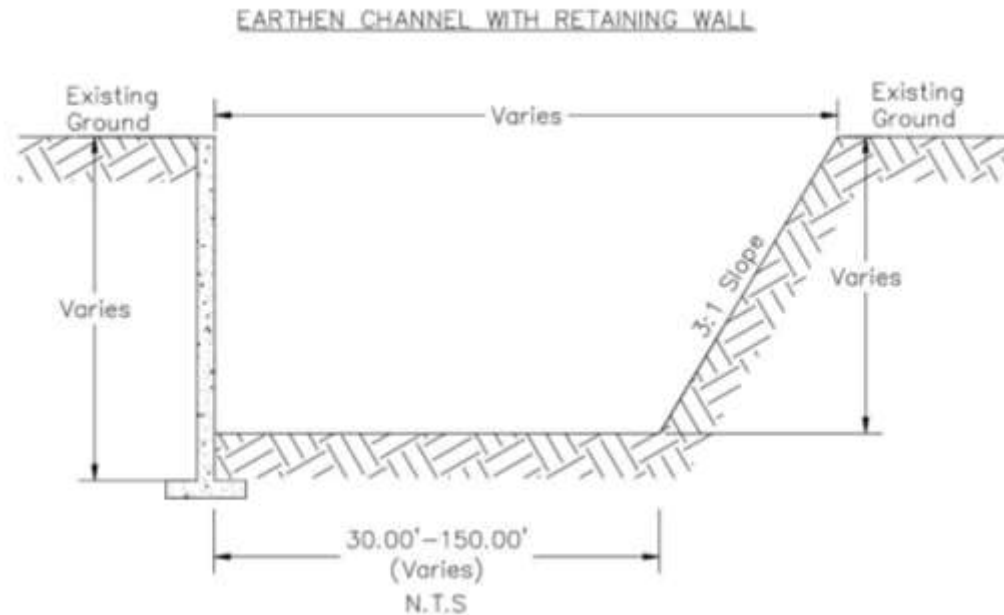
- To consider approving an option for an embankment on Huebner Creek for the Huebner Creek Erosion Control Project Segment 1

# Background

- The original plan was explained at the February 24, 2024 City Council meeting
- To minimize the number of trees that would have had to be removed, the City Council asked that the project be aligned with the existing layout of the creek
- The Council also asked that the channel be made of concrete to prevent further erosion of the banks
- City Engineer has 2 design options for consideration

# Option 1

- Retaining Wall On the South Side
- Approx. 372 trees to be removed

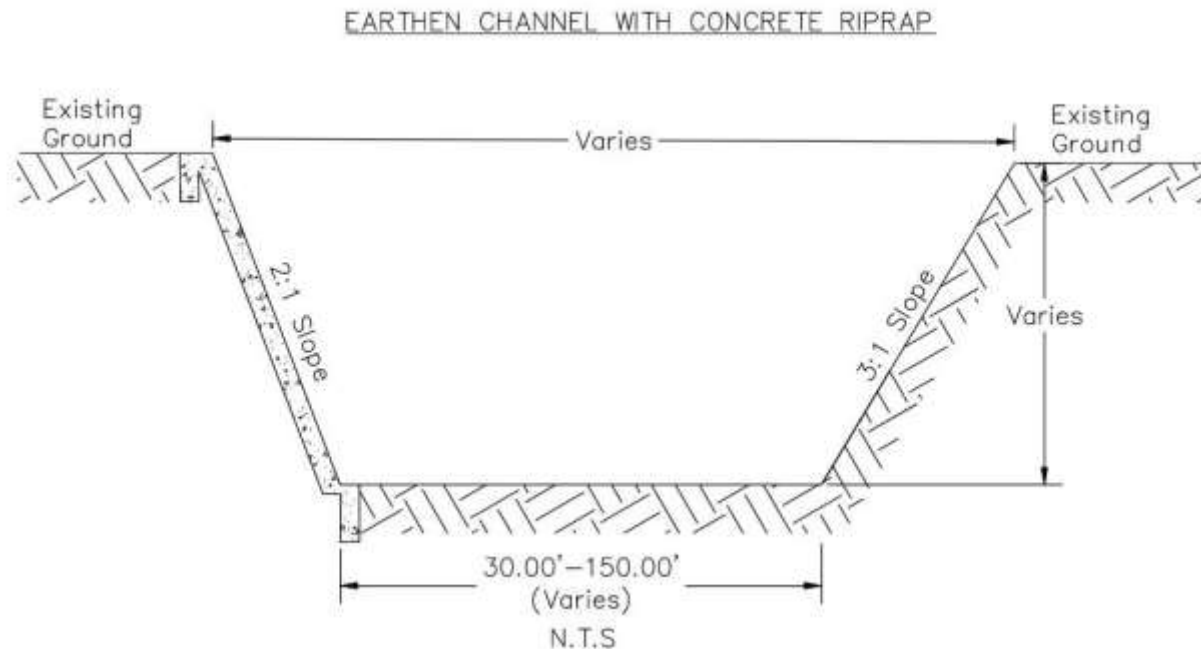


# Option 1 - Exhibit



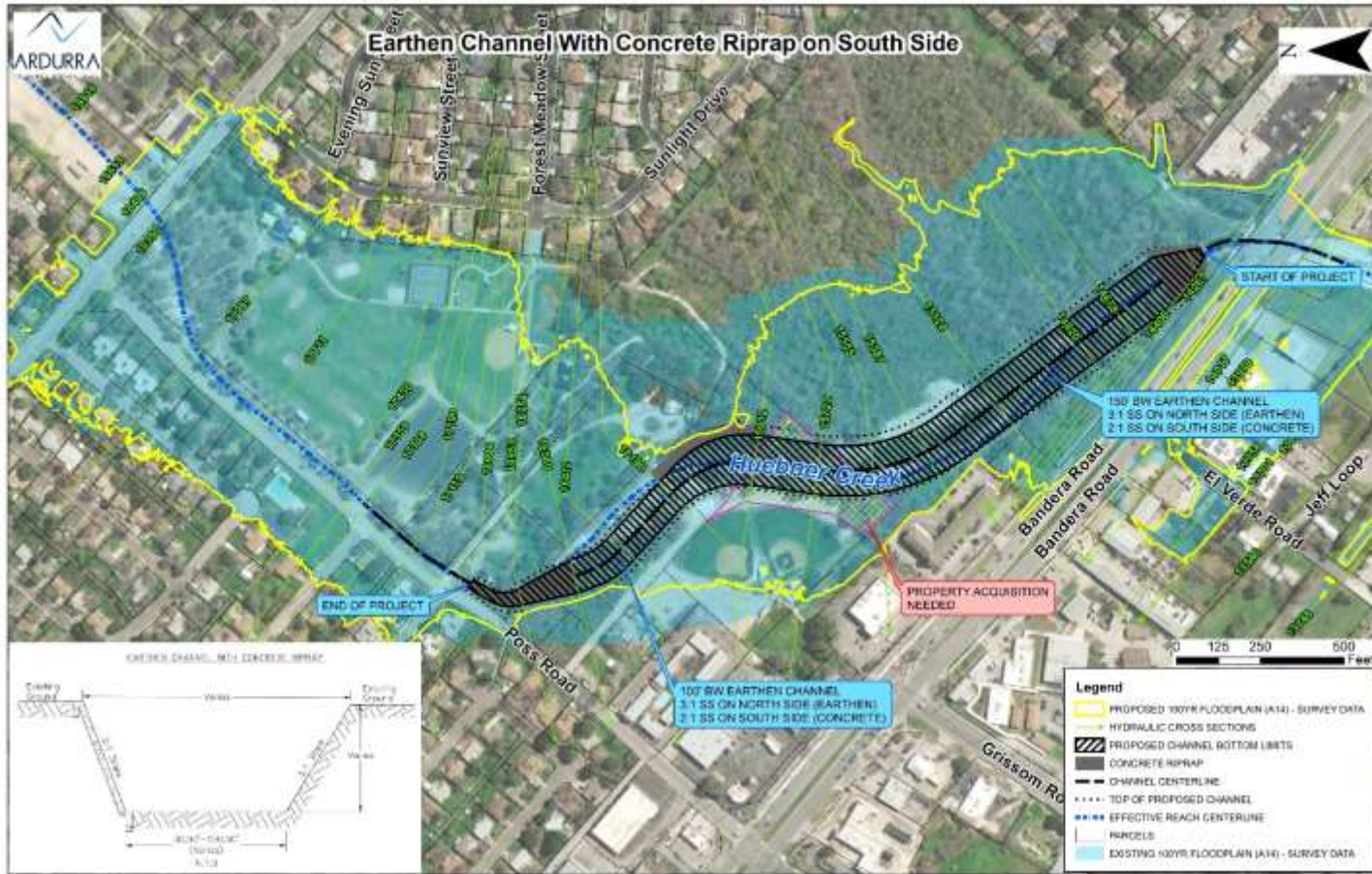
# Option 2

- Concrete Riprap (2H:1V SS) On the South Side
- Approx. 404 trees to be removed





# Option 2 - Exhibit



# Fiscal Impact

- **Option 1**
  - Retaining Wall \$ 10,546,048.00
- **Option 2**
  - Concrete Riprap \$ 7,273,854.00

# Recommendation

- At City Council discretion



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, November 05, 2024 at 6:00 PM

**MINUTES**

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

Citizens May E-Mail Public Comments To [citizenstobeheard@leonvalleytexas.gov](mailto: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 2 Betty Heyl
- Mayor Pro-Tem, Council Place 3 Philip Campos
- Council Place 4 Rey Orozco
- Council Place 5 Will Bradshaw

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

Mayor Riley asked everyone to stand and join her saying the Pledge of Allegiance.

**2. Citizens to be Heard -** Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or acting on items not listed on this agenda.

None

### 3. Presentations

#### 1. Presentation of a Proclamation Proclaiming November 15, 2024, Texas Recycle Day - Mayor Chris Riley

Mayor Chris Riley read aloud a proclamation proclaiming November 15, 2024, Texas Recycle Day. Members of Earthwise Living Committee were present to receive the proclamation.

#### 2. Presentation of a Good Neighbor Award to Jaci Randel, Bexar Branches Alliance - Mayor Chris Riley

Mayor Chris Riley presented a Good Neighbor Award to Jaci Randel, Bexar Branches Alliance.

#### 3. Presentation, Discussion on the Solid Waste Committee Recommendation for City Solid Waste Services and to Authorize the City Manager to Enter into Negotiations with Tiger Sanitation - Joshua Stevens, Committee Chair and Dr. Crystal Caldera, City Manager

Joshua Stevens, Committee Chair and Dr. Crystal Caldera, City Manager, presented the Solid Waste Committee Recommendation for City Solid Waste Services and authorized the City Manager to enter into negotiations with Tiger Sanitation.

Mr. Lee Kuhn from Tiger Sanitation was present to answer questions.

There was a consensus to bring a draft negotiated contract, to include a cost for hazardous waste program for City Council consideration on the November 19, 2024, agenda.

#### 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 Chris 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, introduced Cindy Alvarez, Assistant Library Director, and Susana Huerta, Planning and Zoning Director; also, the Halloween Haunted House served 985 (*inaudible*); and congratulations to the Municipal Court staff for winning the pumpkin decorating contest.

Councilor Benny Martinez asked that the City Manager's Report be sent out earlier if possible.

**1. Upcoming Important Events:**

- Regular City Council Meeting, Tuesday, November 19, 2024, at 6:30 PM, in City Council Chambers.
- City Offices and Municipal Court will be closed Monday, November 11, 2024, in observance of Veterans Day.
- City Offices and Municipal Court will be closed Thursday, November 28, 2024 and Friday, November 29, 2024, in observance of the Thanksgiving Holiday.
- Lighting of the Christmas Tree and Celebration, Monday, December 02, 2024, at 6:00 PM, in the grassy area outside of the Leon Valley Conference Center.
- Breakfast with Santa, Saturday, December 07, 2024, from 8:00 AM to 10:30 AM, at the Leon Valley Public Library.
- City Offices and Municipal Court will be closed Tuesday, December 24, 2024 through Wednesday, January 01, 2025, in observance of Christmas, Winter Closure, and New Year's Day. All departments will be open on Thursday, January 02, 2025.
- Miscellaneous other events and announcements

**6. Consent Agenda**

All Consent Agenda items listed are considered to be routine by the City Council and may be enacted by one (1) motion. There will be no separate discussion of a Consent Agenda item unless a member of City Council requests that the item be pulled from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

A motion was made by Council Place 4 Orozco and seconded by Mayor Pro-Tem, Council Place 3 Campos.

Voting Yea: Mayor Riley, Council Place 1 Martinez, Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos, Council Place 4 Orozco

The motion passed unanimously.

- 1. Discussion and Possible Action Approving of the Following City Council Minutes:**
  - a. **10-15-2024 Regular City Council Meeting Minutes**
  - b. **10-19-2024 Special City Council Meeting Minutes**
  - c. **10-26-2024 Coffee with the Mayor and City Council Minutes**
- 2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:**
  - a. **10-09-2024 Earthwise Living Committee Meeting Minutes**
  - b. **09-20-2023 Citizens Police Advisory Committee Meeting Minutes**
  - c. **02-21-2024 Citizens Police Advisory Committee Meeting Minutes**
  - d. **09-24-2024 Planning & Zoning Commission Meeting Minutes**
- 3. Discussion and Possible Action on an Ordinance Amending the City of Leon Valley's Code of Ordinances, Chapter 1, General Provisions, Article 1.08 Emergency Management, Division 3. Section 1.08.061, Hazard Mitigation Plan, (1st Read was Held on 10-15-2024) - M. Naughton, Fire Chief**

4. **Discussion and Possible Action on an Ordinance Amending Ordinance 2024-12 Specific Use Permit PZ-2023-30, to Relocate the Proposed Facility on the Lot for the Construction and Operation of a Carwash (Automatic) on an Approximately 2.32-acre Tract of Vacant Land, Located in the 5400 Block of Grissom Road, Being Lots 4 and 5, Block 102, CB 4433, Timberhill Apartments Subdivision (1st Read was Held on 10-15-2024) - R. Salinas, Economic Development Director**
5. **Presentation on the City Manager's Training Report as per the Employment Agreement - Dr. Crystal Caldera, City Manager**

## 7. Regular Agenda

1. **Presentation, Public Hearing, and Discussion to Consider Approval of a Request to Amend Specific Use Permit PZ-2021-5, Construction of Automobile Storage Canopies, to Add Self-Service Storage Units, on a 4.89-acre Tract of Land, Located at 5426 Grissom Road, Being Lot 103, Block 101, CB 4433, Vaughn-Watson Subdivision (1st Read as Required by City Charter) - R. Salinas, Planning and Zoning Director**

Roque Salinas, Economic Development Director, presented this item.

John Martinez, Applicant, was present to answer any questions there might be.

Mayor Chris Riley opened the Public Hearing at 6:52 PM.

No public comment.

Mayor Riley closed the Public Hearing at 6:52 PM.

This item will be placed on the November 19, 2024, Consent Agenda for a second read.

2. **Presentation, Discussion, and Possible Action Authorizing the City Manager to Enter into Contracts for the Purchase of 105-Acre Feet of Water Rights - M. Moritz, Public Works Director**

Melinda Moritz, Public Works Director, presented this item seeking action authorizing the City Manager to enter into contracts for the purchase of 105-acre feet of water rights.

There was a consensus to obtain more information from the San Antonio Water System (SAWS) to see if they would be willing to sell Leon Valley some of their water rights. Public Works Director, Moritz will bring that information back to the City Council on November 19, 2024, for consideration.

Council Place 4 Orozco made a motion to table this item until Public Works Director Moritz is able to get information from SAWS. The motion was seconded by Mayor Pro-Tem, Council Place 3 Campos.

Mayor Chris Riley took a roll call vote.

Voting Yea: Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Bradshaw

Voting Nay: Council Place 1 Martinez

The motion passed four (4) to one (1).

**3. Presentation, Discussion, and Possible Action on the 2025 City Calendar of Events - S. Passailaigue, City Secretary**

Saundra Passailaigue, City Secretary, presented the proposed 2025 Calendar of Events for City Council consideration.

Council Place 4 Orozco made a motion to cancel the following Regular City Council Meetings: January 07, 2025, June 17, 2025, July 01, 2025, and October 07, 2025. Council Place 1 Martinez seconded the motion.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Mayor Pro-Tem, 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 Benny Martinez requested an item to review the Planning & Zoning Commission Alternate/Commissioner Ordinance be placed on a future agenda. Councilor Betty Heyl added the second request.

**9. Adjournment**

Mayor Riley announced that the meeting adjourned at 7:30 PM.

**These minutes were approved by the Leon Valley City Council on the 19th of November, 2024.**

**APPROVED**

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

**ATTEST:** \_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
CITY SECRETARY





**CITY OF LEON VALLEY  
SPECIAL CITY COUNCIL MEETING**

Leon Valley City Hall Large Conference Room  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, November 12, 2024 at 6:00 PM

**MINUTES**

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

Citizens May E-Mail Public Comments To [citizenstobeheard@leonvalleytexas.gov](mailto: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 2 Betty Heyl
- Mayor Pro Tem, Council Place 3 Philip Campos
- Council Place 4 Rey Orozco

**ABSENT**

- Council Place 5 Will Bradshaw

**ALSO PRESENT:** Members of the Ardurra, Inc. staff, Byron Sanderfer, P.E., James Bronikowski, P.E., and Phillip Givens, Rate Consultant.

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

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

**2. Citizens to be Heard -** Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or acting on items not listed on this agenda.

None

**3. Regular Agenda**

**1. Presentation and Discussion to Provide Staff Direction on the Capital Improvements Plan and Possibility of Adjusting Leon Valley Water & Sewer Rates - Dr. C. Caldera, City Manager**

James Bronikowski, P.E., with Ardurra presented an overview of funding opportunities for water, wastewater, and flood projects.

Phillip Givens, Rate Consultant, presented an update to the Supplemental Rate Study Report FY-2023 with FY-2024 Data Included.

Dr. Crystal Caldera, City Manager, said that she and Melinda Moritz, Public Works Director, would be bringing back some options related to rate increase.

There was a consensus among members of City Council to add water and sewer rates to the January 25, 2025, Annual Town Hall Meeting for citizen input.

**4. Adjournment**

Mayor Riley announced that the meeting adjourned at 8:29 PM.

**These minutes were approved by the Leon Valley City Council on the 19th of November, 2024.**

**APPROVED**

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

**ATTEST:** \_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
CITY SECRETARY

The Park Commission of the City of Leon Valley, Texas met on the 11<sup>th</sup> day of July, 2024, at 6:30 p.m., at the Ridge at Leon Valley, 5740 Grass Hill Drive, Leon Valley, Texas, 78238 for the purpose of the following business, to-wit:

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**LEON VALLEY PARK COMMISSION MEETING, 6:30 P.M.**

**1. Call to Order, Pledge of Allegiance, and Determine if Quorum is Present.**

Chairman Roger Christensen called the Park Commission meeting to order at 6:40 p.m., with the following Park Commissioners in attendance: Vice-chair Danielle Bolton, Elaine Valdez, Diane Frazier, and Thomas Benavides. Also present were City Staff member Melinda Moritz, resident Ann Sawyer, and Park Master Plan Consultants Lata Krishnarao and Jessica Relucio from Ardurra Engineers.

**2. Review and Approval of the May 9, 2024 Regular Park Commission Meeting Minutes.**

Commissioner Valdez made a motion to approve the minutes from the May 9, 2024 Regular Park Commission meeting. Commissioner Frazier seconded the motion, and the motion was carried unanimously.

**3. Citizens to be Heard.**

There were no citizens present that wished to speak.

**4. Old Business**

**a. Discussion – Park Master Plan Survey**

Staff member Moritz explained that the city had received 37 park surveys from the newsletter mail out and that they had been submitted to the Park Master Plan consultants for inclusion in the planning. She then introduced the consultants, and they gave a presentation on their efforts to date. They also gave a survey to each Commissioner to fill out and submit at the meeting. They then performed a visioning exercise. Pertinent concerns coming from the exercise included park safety, continued green spaces, tree planting, security lighting, homeless persons camping out in the parks, the need for public art, more benches, and beautification.

**b. Discussion – Park Master Plan Revision**

A brief outline of the future planning efforts was explained, noting that additional surveys would be placed on the city's website and at City hall, the library, and the Forest Oaks pool. Consultant Relucio stated that the plan included having one-on-

one conversations with stakeholders from both the public and private sector. She noted that they would be attending the September Park Commission meeting with updates.

c. Reports – Subcommittees – Tree and Swimming Pool

Commissioner Benavides spoke briefly about the upcoming Arbor Day event, stating that he would be in contact with the schools as soon as they were open.

Mrs. Sawyer stated that the swim team had had a good season, but there was concern about the sanitation at the pool. Ms. Moritz explained that the city was aware of the concerns and had the pool manager address them. She noted that the pool had since been cleaned and sanitized.

**5. New Business**

a. Discussion – Fourth of July Celebration

Staff member Moritz stated that they didn't have a final tally of attendance yet, but that she would see if the recap was ready for the August meeting date.

b. Discussion – August Meeting Date and Location (Commissioner Roger Christensen)

Chair Christensen announced that the August Park Commission meeting would be held at the Steurenthaler-Silo Park, located at 7510 Huebner Road.

**6. Commissioner's and Staff Comments**

Commissioner Valdez commented she would like the consultants to converse with people at Raymond Rimkus Park. She noted that only about 10% of the people using the park were actually Leon Valley residents.

Commissioner Benavides reminded the Commissioners that he would be getting ready for Arbor Day and would be approaching the schools when they opened on August 19<sup>th</sup>. He also noted the event would be held on October 26<sup>th</sup>.

Resident Sawyer stated that she would be back on the Park Commission in August and that she had had conflicts with her schedule which prevented her from being

**PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS**  
**July 11, 2024 MEETING MINUTES**

{Section}.92.

at the meetings in the past, but that had now been resolved. She also noted that her son was about to become an Eagle Scout.

Commissioner Frazier stated that she was glad the city had hired consultants to revise the Park Master Plan. She noted she hoped more people would submit a survey now that it was to be offered electronically. She also stated she was shocked that the library was so busy with their summer activities.

Chairman Christensen commented that we needed to recognize we are part of the greater community and that it should be reflected as so in the Park Master Plan. He noted that evening time park usage was an excellent example of people using the pocket parks. He also commended the staff for the clean up of Raymond Rimkus Park after the 4<sup>th</sup> of July event.

Commissioner Valdez asked if the Forest Oaks Community Pool renovation project would be placed on the agenda for the July Coffee with the Council meeting. Ms. Moritz stated that it was not.

**6. Adjourn.**

Vice-chair Bolton made a motion to adjourn the meeting. Commissioner Valdez seconded the motion, and the motion was carried unanimously. The meeting was adjourned at 8:07 p.m.

  
\_\_\_\_\_  
Roger Christensen - Chairman

  
\_\_\_\_\_  
11-14-24 Date



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

Leon Valley Public Library  
6425 Evers Road, Leon Valley, TX 78238  
Thursday, August 08, 2024 at 5:30 PM

**MINUTES**

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**1. CALL TO ORDER**

- Called to order at 5:30 p.m. by Clare Brown, Chair
- Clare Brown, Chair – present
- Linda Crews – present
- Maryanna Christensen – present
- Margaret Tovar – present
- Hillary Huber – excused
- Patricia Birkhead - unexcused
- Regina Reed, Library Director – present

**2. CITIZENS TO BE HEARD**

No Citizens to be heard.

**3. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MINUTES**

**a. 05-09-2024 Library Advisory Board Meeting**

Motion to approve by Maryanna Christensen, Seconded by Linda Crews, motion passed.

**4. PRESENTATION AND DISCUSSION ON SUMMER READING 2024**

Presentation and Discussion led by Regina Reed.

**5. PRESENTATION AND DISCUSSION ON MINI-GOLF AT THE LIBRARY EVENT**

Discussion led by Regina Reed and Maryanna Christensen.

**6. PRESENTATION AND DISCUSSION ON BREAKFAST WITH SANTA**

Discussion led by Maryanna Christensen.

**7. LIBRARY DIRECTOR'S REPORT**

- a. Monthly Statistics
- b. 3<sup>rd</sup> Quarter Statistics
- c. Grants
- d. Outreach Efforts
- e. Upcoming Programs

Library Director's Report presented by Regina Reed.

**8. FRIENDS OF THE LIBRARY REPORT**

Report presented by Maryanna Christensen.

**9. TRUSTEE ANNOUNCEMENTS**

No Announcements.

**10. ADJOURNMENT**

Motion to adjourn by Margaret Tovar, Seconded by Linda Crews. Meeting adjourned at 6:53 p.m.

**These minutes were approved by the Leon Valley Public Library Advisory Board on the 12<sup>th</sup> of September, 2024.**

**APPROVED**



**ATTEST**



**REGINA REED, LIBRARY DIRECTOR  
LIBRARY ADVISORY BOARD SECRETARY**



**MINUTES OF THE MEETING OF THE  
LEON VALLEY SOLID WASTE SERVICES COMMITTEE**

Meeting of the Leon Valley Solid Waste Services Committee at 5:34 PM on Wednesday, September 4, 2024, at the Leon Valley City Hall (Conference Room), 6400 El Verde Rd., Leon Valley, Texas.

**I. Poll for Attendance and Determination of a Quorum.**

- Members Present: Ana Campos, Tina Chasan, Abraham Diaz, Drew Power, Josh Stevens, Rita Burnside
- Members Absent: John Saenz
- Residents Present: Councilor Will Bradshaw, Erick Matta
- Staff Present: Crystal Caldera, City Manager, David Dimaline, Public Works Assistant Director

**II. Discussion and Approval to Select a Committee Chair**

- No decision was made to appoint a Committee Chair. The item will be brought forward at the next meeting.

**III. Discussion and Presentation of RFP's received for Solid Waste Services and Scoring Methodology**

- Discussions are as follows:

- David Dimaline provided each Committee member with a copy of the RFPs—four in total. Summary notes, along with commercial front load rates, and an RFP scoring matrix were also provided.
- City Manager Caldera provided an overview of the RFP process that included outreach efforts, two pre-proposal meetings, and extending the deadline in an effort to receive more RFPs.
- City Manager Caldera mentioned that if any Committee members had questions after reviewing the RFPs, to make notes, and they can be asked of the Company during the interview process.
- Discussion related to the schedule occurred. The City Council would like to be presented with a recommendation before the Holidays. Any plans for a smooth transition can be put into place, after the new year, rather than trying to start service during the Holidays.
- Discussion was held regarding the scoring of the RFPs. City Manager Caldera mentioned that the Committee can use the existing evaluation sheet that was used in the past, or if they choose, can develop a new scoring criteria.
- It was discussed that the Committee would review the proposals, and bring back their scores to the next meeting.
- Committee Member Stevens requested the commercial rates showing the size of the container and frequency of service per business. Staff reported that they did not have the information but would request this from Tiger Sanitation and forward it to the Committee.


**IV. Future Agenda Items**

**A. Schedule Date and Time for the Next Meeting**

- The next meeting of the Solid Waste Services Committee was scheduled for Wednesday, September 18, 2024, at 5:30 p.m.

**V. Adjourn.**

- The meeting adjourned at 6:25 PM.

  
\_\_\_\_\_  
Chairperson





**CITY OF LEON VALLEY  
LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD**  
Leon Valley Public Library  
6425 Evers Road, Leon Valley, TX 78238  
Thursday, September 12, 2024 at 5:30 PM

**MINUTES**

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**1. CALL TO ORDER**

- Called to Order by Maryanna Christensen, advisory board member, at 5:33 pm
- Margaret Tovar, member – present
- Hillary Huber, member – present
- Linda Crews, member – present
- Maryanna Christensen, member & Friends of the Library Liaison – present
- Regina Reed, Staff Liaison & Board Secretary
- Clare Brown, Chair – Excused
- Patricia Burkhead - Unexcused

**2. CITIZENS TO BE HEARD**

No Citizens to be heard.

**3. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MINUTES**

- a. 08-08-2024 Library Advisory Board meeting  
Margaret Tovar motioned to accept the minutes and Linda Crews seconded.  
The minutes were approved.

**4. PRESENTATION AND DISCUSSION ON BREAKFAST WITH SANTA**

Regina Reed and Maryanna Christensen led the presentation and discussion.

**5. PRESENTATION AND DISCUSSION ON ADVISORY BOARD TRAINING**

Regina Reed led the presentation and discussion.

**6. PRESENTATION AND DISCUSSION ON UPDATING LIBRARY POLICIES**

Regina Reed led the presentation and discussion.

**7. LIBRARY DIRECTOR’S REPORT**

- a. Monthly Statistics – presented by Regina Reed
- b. Grants – presented by Regina Reed
- c. Outreach – presented by Regina Reed
- d. Upcoming Programs – presented by Regina Reed

**8. FRIENDS OF THE LIBRARY REPORT**

Presented by Maryanna Christensen Friends of the Library President.

**9. TRUSTEE ANNOUNCEMENTS**

- 1. Hillary Huber requested that the agenda include a discussion and possible action regarding members with excessive absences.
- 2. Margaret Tovar requested that the agenda include a discussion and possible action on advisory board member elections.

**10. ADJOURNMENT**

Hillary Huber made a motion to adjourn the meeting, Margaret Tovar seconded. The meeting was adjourned at 6:24 pm.

**These minutes were approved by the Leon Valley Public Library Advisory Board on the 10<sup>th</sup> of October, 2024.**

**APPROVED**



**CLARE BROWN, CHAIR**

**ATTEST**



**REGINA REED, SECRETARY & STAFF LIAISON**



## MINUTES OF THE MEETING OF THE LEON VALLEY SOLID WASTE SERVICES COMMITTEE

Meeting of the Leon Valley Solid Waste Services Committee at 5:36 p.m. on Wednesday, September 18, 2024, at the Leon Valley City Hall (Conference Room), 6400 El Verde Rd., Leon Valley, Texas.

### **I. Poll for Attendance and Determination of a Quorum.**

- Members Present: Ana Campos, Tina Chasan, Abraham Diaz, Drew Power, Josh Stevens, Rita Burnside
- Members Absent: John Saenz
- Others Present: Erick Matta, Mark Chappen, Frontier Waste Solutions, Sabrina Norton, Frontier Waste Solutions, Lee Kuhn, Tiger Sanitation, Frank Arredondo, Tiger Sanitation
- Staff Present: Crystal Caldera, City Manager, David Dimaline, Public Works Assistant Director

### **II. Discussion and Approval to Select a Committee Chair**

- Abraham Diaz made a motion to nominate Josh Stevens as Chairman. The motion was seconded by Drew Power. The motion was approved unanimously.

### **III. Discussion and Presentation of RFP's received for Solid Waste Services and Scoring Methodology**

- Discussions are as follows:
  - City Manager Caldera recommended the Solid Waste Committee may want to form a sub-committee to interview the firms, and to be a part of the contract negotiations. The sub-committee could be comprised of the Chair and three other members.
  - Discussion occurred and the Committee agreed to form a sub-committee of Josh Stevens, Rita Burnside, Ana Campos, and Abraham Diaz.
  - Chairman Stevens said he would like the Committee to discuss the RFP's with the goal of removing two of the four companies this evening.
  - Discussion was held regarding the RFP's. Rita Burnside recommended removing Waste Connections. Drew Power made a motion and Ana Campos seconded. The motion passed unanimously.
  - Tina Chasan made a motion to remove Waste Management, because of overall costs. Chairman Stevens seconded, and the motion passed unanimously.
  - Representatives from both Tiger Sanitation and Frontier Waste Solutions were present. Abraham Diaz asked Frontier Waste Services about their automated side-load trucks and that he was concerned how those would operate in the new, smaller subdivisions. Mark Chappen said he didn't anticipate any problems, and that they could look at operating smaller sized trucks if necessary. Tiger Sanitation was then asked if they would consider picking up fence panels. Mr. Lee Kuhn stated he was

concerned about negotiating the details of the contract at the present meeting; however, these were all items that could be addressed in the contract.

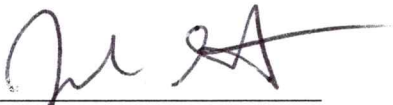
**IV. Future Agenda Items**

**A. Schedule Date and Time for the Next Meeting**

-- The sub-committee will meet next Wednesday, October 1<sup>st</sup> at 5:30 p.m. Interviews will be scheduled the following week. The Solid Waste Services Committee will meet again on Wednesday, October 16, 2024, at 5:30 p.m.

**V. Adjourn.**

- The meeting adjourned at 7:05 PM.

  
\_\_\_\_\_  
Chair

**EARTHWISE LIVING COMMITTEE MEETING MINUTES  
CITY OF LEON VALLEY, TEXAS  
October 9, 2024**

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 9th 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,  
5:31 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 5:31 pm. Members present were Castillo, Marcotte, Carreon, Chair Mursch, Vice-Chair Burnside, and Secretary Meffert. Also present was Staff liaison Miranda. Absent were members Key, Zannaras, Cobos, Campos, and Council liaison Mayor Riley.

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

The meeting minutes from September 4, 2024 were reviewed and a motion to approve was made by Burnside and second by Marcotte.

**4. New Members welcomed**

New members Martha Cobos and Leticia Carreon are welcomed to the Committee.

**5. Discussions on Earthwise Living Day 2025**

General discussions were facilitated regarding planning for Earthwise Living Day 2025. The committee gave direction on registration fee adjustment from \$30 to \$40, removing "Returning/New" from sponsorship names, set-up time on Friday prior to event will be 11am-4pm, and ameningi registration forms from breakfast to breakfast snacks. A motion to approve was made by Castillo and second by Burnside.

**6. Adjournment**

The meeting was adjourned without objection at 7:03 pm. The Committee will reconvene on Wednesday, November 13, 2024.

*Beth Mursch*  
Chair

11/13/2024  
Date



**CITY OF LEON VALLEY  
LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD**  
Leon Valley Public Library  
6425 Evers Road, Leon Valley, TX 78238  
Thursday, October 10, 2024 at 5:30 PM

**MINUTES**

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**1. CALL TO ORDER**

- a. Called to order by Clare Brown, Chair at 5:37 pm
- b. Attendance:
  - Clare Brown, Chair - Present
  - Linda Crews, Member - Present
  - Hillary Huber, Member - Present
  - Maryanna Christensen, Member and Friends of the Library Liaison - Present
  - Regina Reed, Liaison and Secretary - Present
  - Patricia Burkhead, Member – Unexcused Absence
  - Margaret Tovar – Excused Absence

**2. CITIZENS TO BE HEARD**

No Citizens to be heard.

**3. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MINUTES**

- a. 09-12-2024 Library Advisory Board Meeting
- b. Hillary Huber made a motion to accept the minutes with the addition of the missing member on attendance, a second was made by Maryanna Christensen. The minutes were approved.

**4. PRESENTATION AND DISCUSSION ON LIBRARY ADVISORY BOARD TRAINING**

Discussion led by Regina Reed. First training will be on Digitizing Archival Materials.

**5. PRESENTATION, DISCUSSION, AND POSSIBLE ACTION ON LIBRARY**

**ADVISORY BOARD OFFICER ELECTIONS**

- a. The Board voted to keep Clare Brown as Chair, unanimously.
- b. The Board voted in Linda Crews as Vice Chair, unanimously.

**6. LIBRARY DIRECTOR’S REPORT**

The library director’s report was presented by Regina Reed, Library Director

**7. FRIENDS OF THE LIBRARY REPORT**

The Friends of the Library Report was led by Maryanna Christensen, Friends of the Library President

**8. TRUSTEE ANNOUNCEMENTS**

No Trustee Announcements

**9. ADJOURNMENT**

Maryanna Christensen made a motion to adjourn and a second was made by Linda Crews. Meeting adjourned at 7:02 pm.

**These minutes were approved by the Leon Valley Public Library Advisory Board on the 14<sup>th</sup> of November, 2024.**

**APPROVED**



**CLARE BROWN, CHAIR**

**ATTEST**



**REGINA REED, SECRETARY & STAFF LIAISON**



**City of Leon Valley  
PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
6:30 PM – OCTOBER 22, 2024  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238**

**1. CALL TO ORDER AND ROLL CALL**

Chair Erick Matta called the Planning and Zoning Commission meeting to order at 6:32PM.

**PRESENT**

Commissioner	David Perry	Place 1 Voting member
2 <sup>nd</sup> Vice Chair	Andrea Roofe	Place 2 Voting member
Commissioner	Hilda Gomez	Place 3 Voting member
Commissioner	Pat Martinez	Place 4 Voting member
1 <sup>st</sup> Vice-Chair	Mary Ruth Fernandez	Place 5 Voting member
Chair	Erick Matta	Place 6 Voting member
Commissioner	Cynthia Koger	Place 7 Voting member
1 <sup>st</sup> Alternate	Abraham Diaz	Nonvoting member
2 <sup>nd</sup> Alternate	Beth Mursch	Nonvoting member
3 <sup>rd</sup> Alternate	Olen Yarnell	Nonvoting member
Council Liaison	Benny Martinez	Nonvoting member

Also in attendance were Economic Director Roque Salinas, Public Works Director Melinda Moritz, City Council Members Rey Orozco, and Betty Heyl.

**2. APPROVAL OF ZONING COMMISSION MINUTES**

1. Planning & Zoning Commission - Regular Meeting - September 24, 2024

Olen Yarnell requested to be recognized to comment on the minutes. His question regarding him as a member of the public. Staff answered his question and moved on.

2nd Vice-Chair Roofe made a motion to approve the minutes with the changes, which was seconded by 1st Vice-Chair Fernandez. The motion carried unanimously.

**2. NEW BUSINESS**

1. Discussion and Possible Action to Recommend Amending the Leon Valley City Code of Ordinances, Chapter 15 Zoning, Article 15.02 Zoning, Division 6. Districts, Boundaries, and Use Regulations, Sec 15.02.327 - "PDD" Planned Development District - M. Moritz, Public Works Director

Public Works Director Melinda Moritz presented the revisions to Chapter 15 Zoning, Division 6 Divisions, Boundaries, and Use Regulations, Section 15.02.327 Planned Development District.



A brief discussion was held regarding the proposed revisions, on moving the criteria portion closer to the beginning and defining what a superior building is.

Chair Matta opened the public hearing at 6:53PM. Seeing that nobody wished to speak, Chair Matta closed the public hearing at 6:54PM.

The Commissioners decided to bring back the final draft at the next meeting in November.

2. Presentation, **Public Hearing**, and Possible Recommendation to Consider Approval of a Request to Amend Specific Use Permit PZ-2021-5, Construction of Automobile Storage Canopies, to Add Self-Service Storage Units, on a 4.89-acre Tract of Land, Located at 5426 Grissom Road, Being Lot 103, Block 101, CB 4433, Vaughn-Watson Subdivision - R. Salinas, Planning and Zoning Director.

Economic Director Roque Salinas presented the case information. A brief discussion was held between the Commissioners, the property owner and Mr. Salinas regarding the area of the Amended Specific Use Permit, size of the units and what they will be used for, the public street on Timberhill and do they own the property.

Chair Matta opened the public hearing at 7:00PM.

Mr. Olen Yarnell asked for which the two larger buildings were used.

Ms. Beth Mursch asked about the number of letters that were sent out to the public notice and who they were.

Chair Matta closed the public hearing at 7:02PM.

1st Vice-Chair Fernandez made a motion to accept the case as presented, which was seconded by Commissioner Perry. The motion carried unanimously.

Voting Yea: 2<sup>nd</sup> Vice-Chair Roofe, 1<sup>st</sup> Vice-Chair Fernandez, Chair Matta and Commissioners Gomez, Martinez Perry and Koger.

Voting Nay: None

3. Presentation, Discussion, and Action Consider Approval of a Plat, being a 5.949-acre tract of land, Known as P-46, ABS 664, CB 4446, Poss Landing Subdivision Unit II, located at 7205 Huebner - R. Salinas, Director of Economic Development

Economic Director Roque Salinas presented the case information. A brief discussion was held between the Commissioners and Mr. Salinas regarding the entrances to the property.

Chair Matta opened the public hearing at 7:06PM.

Olen Yarnell had question regarding why the BCAD map stated the property was in San Antonio.

Beth Mursch had a question regarding the entrances to the property.

Chair Matta closed the public hearing at 7:08PM.

2<sup>nd</sup> Vice-Chair Roofe made a motion to accept the case as presented, which was seconded by Commissioner Perry. The motion carried unanimously.

Voting Yea: 2<sup>nd</sup> Vice-Chair Roofe, 1<sup>st</sup> Vice-Chair Fernandez, Chair Matta, and Commissioners Gomez, Martinez, Perry and Koger.

Voting Nay: None

4. Presentation, Discussion, and Action to Consider Approval of a Preliminary Plat of Seneca Trails Phase I Subdivision Being 39.060-Acre Tract of Land, Being a Portion of the Grass Hill Estates Subdivision; Good Samaritan Lodge Subdivision; P-1, ABS 399, CB 4429; P-11, ABS 432, CB 4430; and P-13, ABS 432, CB 4430, Located Along Samaritan Drive - R. Salinas, Director of Economic Development

Economic Director Roque Salinas presented the case.

Chair Matta opened the public hearing at 7:12PM.

Mr. Samir Chehade presented the Phase I Plat and honored Public Works Director Melinda Moritz on the name of the community. A brief discussion was held between Mr. Chehade and the Commissioners regarding the floodplain once building commenced.

Olen Yarnell had questions but were already answered with the presentation.

Chair Matta closed the public hearing at 7:20PM.

2<sup>nd</sup> Vice-Chair Roofe made a motion to accept the case as presented, which was seconded by Commissioner Martinez. The motion carried unanimously.

Voting Yea: 2<sup>nd</sup> Vice-Chair Roofe, 1<sup>st</sup> Vice-Chair Fernandez, Chair Matta and Commissioners Perry, Gomez, Martinez and Koger

Voting Nay: None

5. Discussion and Action - Select an Alternate Meeting Date for the December 2024 Meeting Date - Commissioners

The next meeting will be held on November 12, 2024, at 6:30pm.

The December meeting will be held on December 4, 2024. If no cases are ready for December, the meeting will be cancelled.

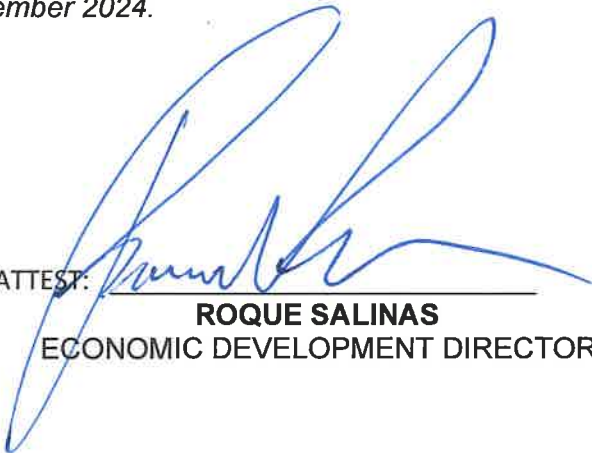
**4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF**

No announcements

**5. ADJOURNMENT**

Chair Erick Matta announced the meeting adjourned at 7:27PM.

*These minutes were approved by the Leon Valley Planning & Zoning Commission on the 12<sup>th</sup> of November 2024.*

ATTEST:   
**ROQUE SALINAS**  
ECONOMIC DEVELOPMENT DIRECTOR

APPROVED  
  
**ERICK MATTA**  
CHAIR



**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** November 19, 2024  
**TO:** Mayor and Council  
**FROM:** Carol Goering, Finance Director  
**THROUGH:** Crystal Caldera, City Manager  
**SUBJECT:** 2024 Tax Roll Resolution  
**SPONSOR(S):** N/A

**PURPOSE**

Each year, once Council has adopted a **Tax Rate**, the Bexar County Tax Assessor furnishes a summary of the **Tax Roll**. Section 26.09e of the State Property Tax Code requires the **Tax Roll** be approved by the taxing unit's governing body. Attached is the Resolution and Tax Roll Statement for such approval.

**FISCAL IMPACT**

Ad Valorem taxes provide revenue for the General Fund to provide services such as police and fire protection, emergency medical services, construction, operation, maintenance and repair of the City's infrastructure including streets, sidewalks, curbs, drains, right-of-way, traffic control systems and signage, zoning, planning and subdivision administration, building inspections, code compliance, recreational activities, library services and government administration.

**STRATEGIC GOALS**

N/A

**RECOMMENDATION**

Adopt the Resolution approving the 2024 Tax Year Certified Tax Roll as furnished by the Bexar County Tax Assessor Collector.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_

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ATTEST:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

### 2024 CERTIFIED TAX ROLL AS OF OCTOBER 1, 2024

TAX ASSESSMENT ROLLS OF LEON VALLEY FOR THE YEAR 2024 SHOW THE FOLLOWING SUMMARIES:

ROLL	NUMBER ACCTS	MARKET VALUE	TAXABLE VALUE	FREEZE LOSS	TOTAL LEVY
REAL PROPERTY	3,737	1,547,024,203	1,255,538,362	270,486.52	5,815,144.71
PERSONAL PROPERTY	782	108,342,709	104,186,977	.00	510,354.35
MOBILE HOME PROPERTY	0	0	0	.00	.00
MINERAL PROPERTY	0	0	0	.00	.00
OTHER PROPERTY	0	0	0	.00	.00
<b>TOTAL</b>	<b>4,519</b>	<b>1,655,366,912</b>	<b>1,359,725,339</b>	<b>270,486.52</b>	<b>6,325,499.06</b>

RATE OF TAXATION ASSESSMENT RATIO 100%

TOTAL TAX RATE 00.484739

ALBERT URESTI, MPA, PCAC

TAX ASSESSOR-COLLECTOR BEXAR COUNTY

BY :



**RESOLUTION NO. 24-0\_\_R**

**A RESOLUTION APPROVING THE TAX ROLL OF THE CITY OF LEON VALLEY, TEXAS, FOR THE 2024 TAX YEAR; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, each year, once Council has adopted a Tax Rate, the Bexar County Tax Assessor furnishes a summary of the Tax Roll; and

**WHEREAS**, Section 26.09e of the State Property Tax Code requires the Tax Roll be approved by the taxing unit's governing body; and

**WHEREAS**, it is now the desire of the City Council to approve the Tax Roll of the City of Leon Valley, Texas for the 2024 Tax Year;

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

**SECTION 1.** The City Council of the City of Leon Valley hereby officially approves the City Tax Roll, attached hereto and incorporated herein for all purposes, as required by Section 26.09e of the State Property Tax Code.

**SECTION 2.** A signed copy of this resolution shall be submitted to Bexar County Tax Assessor-Collector.

**SECTION 3.** This Tax Roll statement is effective as of October 1, 2024.

**SECTION 4.** This resolution shall take effect immediately upon its passage and approval as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 19th day of November, 2024.

**APPROVED**

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

Attest:

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

Approved as to Form:

\_\_\_\_\_  
**ARTURO D. "ART" RODRIGUEZ**  
City Attorney

## MAYOR AND COUNCIL

**DATE:** November 19, 2024

**TO:** Planning and Zoning Commission

**FROM:** Roque Salinas, Director of Economic Development

**THROUGH:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Discussion and Possible Action of a Request to Amend Specific Use Permit PZ-2021-5, Construction of Automobile Storage Canopies, to Add Self-Service Storage Units, on a 4.89-acre Tract of Land, Located at 5426 Grissom Road, Being Lot 103, Block 101, CB 4433, Vaughn-Watson Subdivision

**SPONSOR(S):** N/A

### **PURPOSE & BACKGROUND**

The applicant is seeking to amend the approved SUP to add Seven mini-storage and U-Box building on the 5400 block of Grissom Rd. Per LVCC Chapter 15 Zoning, Div 12, Sec 15.02.662 A Specific Use permit is required when abuts residential zoned districts.

### **FISCAL IMPACT**

The new construction will increase both ad valorem and sales tax for Leon Valley.

### **RECOMMENDATION**

Staff recommends approval of the request. The P&Z Commission approved the item 7-0 on 10/22/2024.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

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



**ORDINANCE NO. 2024-43**

**AN ORDINANCE AMENDING ORDINANCE 2021-03 A SPECIFIC USE PERMIT #PZ-2023-24 APPROVAL OF A SPECIFIC USE PERMIT FOR OUTSIDE STORAGE ON AN APPROXIMATELY 4.89-ACRE TRACT OF LAND LOCATED AT 5426 GRISSOM ROAD, LEON VALLEY, TEXAS 78238, CB 4433 BLK 101 LOT 1035.; PROVIDING FOR REPEALER, SEVERABILITY AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

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

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

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

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

**WHEREAS**, the City Council of the City of Leon Valley now desires to amend Ordinance 2021-03 to allow the addition of more self-storage units on the property.

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

**SECTION 1.** The subject location – being specifically described as, 4.89-acre tract of land located at 5426 Grissom road, Leon Valley, Texas 78238, CB 4433 blk 101 lot 1035.

**SECTION 2. REPEALER CLAUSE.** The provisions of the Ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein, provided, however, that all prior ordinances or parts of ordinances inconsistent or in conflict with any of the provisions of this ordinance are hereby expressly repealed to the extent that such inconsistency is apparent by any other ordinance.

**SECTION 3.** If any provision, section, sentence, clause, or phrase of this ordinance or application of the same to any person or set of circumstances is for any reason held to be unconstitutional, void, invalid, or unenforceable, the validity of the remaining portions of this ordinance or its application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the Leon Valley City Council in adopting, and the Mayor in approving this Ordinance, that no portion thereof or provisions or regulation contained herein shall become inoperative or fall by reason of any unconstitutionally or invalidity of any portion, provision, or regulation.

**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. NOTICE OF MEETING CLAUSE.** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

**SECTION 6.** 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 19th day of, November 2024.

**APPROVED**

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

Attest:

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

Approved as to Form:

\_\_\_\_\_  
**ARTURO D. 'ART' RODRIGUEZ**  
City Attorney

Consider Amending Specific Use Permit  
Self-service Mini-storage and U-Box building  
PZ-2023-24  
5400 Block of Grissom Rd

Roque Salinas  
Director of Economic Development  
City Council  
November 19, 2024

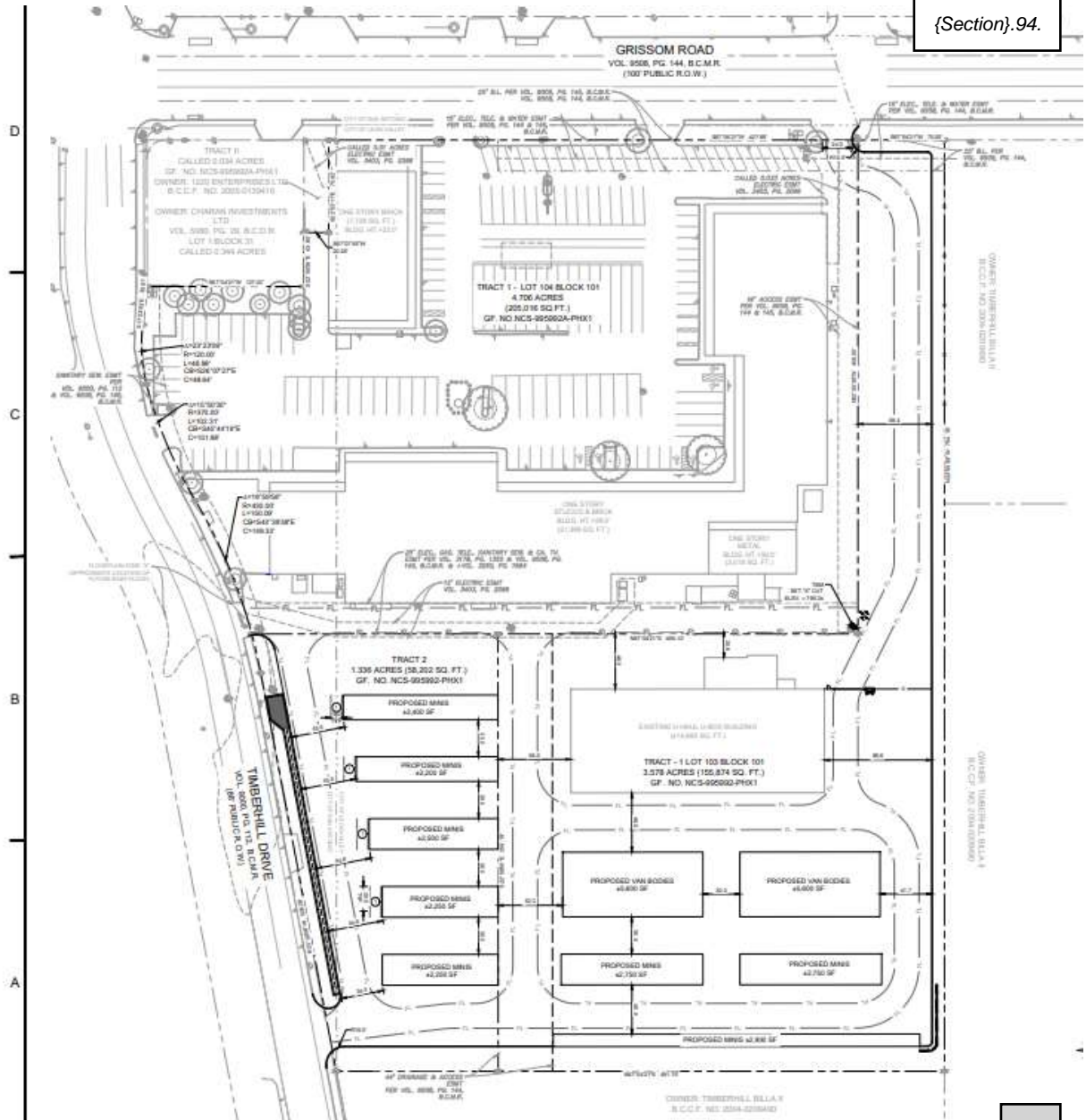
# Purpose

- Request to amend an approved Specific Use Permit
- Use is to add 10 mini-storage facilities & U-Box building
- 5400 block of Grissom Rd
- Per LVCC Chapter 15 Zoning, Div 12, Sec 15.02.662 A Specific Use permit is required when abuts residential zoned districts
  - Property abuts Timberhill Commons apartments
- Site plan meets all requirements of the Code

# Aerial View



# Site Plan



# Fiscal Impact

- The applicant has paid all fees associated with this request
- The new construction will increase ad valorem and sales taxes

# Recommendation

- Property owners within 200' were notified:
  - 8 letter were mailed
  - 0 in favor
  - 0 in opposition
  - 0 undeliverable
- Staff recommends approval of the request
- Item was approved 7-0 by P&Z on 10/22/2024.



Consider Amending Specific Use Permit  
Self-service Mini-storage and U-Box building  
PZ-2023-24  
5400 Block of Grissom Rd

Roque Salinas  
Director of Economic Development  
City Council  
November 19, 2024

# City of Leon Valley October 2024 Financial Report

Carol Goering

Finance Director

City Council Meeting

November 19, 2024

# City of Leon Valley Monthly Financial October 2024

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## General Fund

Target Percentage 8.33%

REVENUE	FY 2025 BUDGET	FY 2025 Y-T-D ACTUAL		FY 2024 Y-T-D ACTUAL	
Ad Valorem	\$ 5,761,580	\$ 265,651	4.6%	\$ 144,122	2.6%
Sales Taxes	3,752,505	-	0.0%	-	0.0%
Franchise Taxes	998,900	28	0.0%	20	0.0%
Licenses, Permits, Fees & Fines	1,590,635	47,999	3.0%	116,623	9.4%
Interest Income	430,313	36,234	8.4%	30,774	13.9%
Miscellaneous Revenue	1,789,396	10,939	0.6%	8,363	1.9%
Transfers In	2,318,930	-	0.0%	-	0.0%
<b>Total Revenue</b>	<b>\$ 16,642,259</b>	<b>\$ 360,851</b>	<b>2.2%</b>	<b>\$ 299,902</b>	<b>1.9%</b>

## EXPENDITURES

Municipal Court	\$ 427,642	\$ 25,896	6.1%	\$ 27,743	6.5%
Finance	498,204	40,446	8.1%	65,600	14.1%
Council & Manager	1,022,816	90,578	8.9%	106,901	9.0%
Information Technology	448,774	98,344	21.9%	79,119	25.1%
Police	3,834,110	325,254	8.5%	338,025	9.5%
Impound Lot	140,920	10,817	7.7%	14,397	7.1%
Fire	4,293,553	324,878	7.6%	323,037	8.3%
Public Works	2,520,501	340,995	13.5%	220,682	8.0%
Planning and Zoning	1,060,463	8,453	0.8%	22,585	3.5%
Economic Development	658,024	71,193	10.8%	34,199	6.7%
Special Events	172,597	-	0.0%	-	0.0%
Parks & Recreation	2,483,139	45,878	1.8%	13,106	0.42%
Library	535,067	32,891	6.1%	39,662	6.7%
Transfers Out	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>\$ 18,095,810</b>	<b>\$ 1,415,622</b>	<b>7.8%</b>	<b>\$ 1,285,055</b>	<b>7.2%</b>

## City of Leon Valley Monthly Financial October 2024

### Water/Sewer/Storm Water Fund

Target Percentage 8.33%

REVENUE	FY 2025 BUDGET	FY 2025 Y-T-D ACTUAL		FY 2024 Y-T-D ACTUAL	
Water Sales	\$ 2,113,000	\$ 96,570	4.6%	\$ 66,289	3%
Sewer Sales	2,508,000	73,957	2.9%	60,981	2%
Storm Water	560,000	16,698	3.0%	16,431	4%
Connection & Platting	2,250	-	0.0%	-	-
Customer Fees	69,600	6,326	9.1%	4,989	7%
Tapping Fees	10,000	1,943	19.4%	-	0.0%
Interest Income	171,666	16,781	9.8%	16,904	34%
Miscellaneous Revenue	1,300,500	-	0.0%	-	0.0%
<b>Total Revenue</b>	<b>\$ 6,735,016</b>	<b>\$ 212,275</b>	<b>3.2%</b>	<b>\$ 165,595</b>	<b>3.1%</b>

### EXPENDITURES

Water System	1,906,607	86,091	4.5%	73,349	2.6%
Sewer System	2,775,650	22,542	0.8%	16,993	0.5%
Storm Water	184,800	3,129	1.7%	12,121	0.9%
Other Sources/Uses	1,361,401	-	0.0%	-	0.0%
<b>Total Expenditures</b>	<b>\$ 6,228,458</b>	<b>\$ 111,762</b>	<b>1.8%</b>	<b>\$ 102,463</b>	<b>1.4%</b>

# City of Leon Valley Monthly Financial October 2024

## Community Center Fund

Target Percentage 8.33%

REVENUE	FY 2025 BUDGET	FY 2025 Y-T-D ACTUAL		FY 2024 Y-T-D ACTUAL	
Hotel/Motel Taxes	\$ 80,000	\$ -	0.0%	\$ -	0.0%
Short Term - Rentals	-	-	0.0%	-	-
<b>RENTAL FEES</b>					
Community Center	48,650	6,500	13.4%	743	1.6%
Conference Center	17,767	3,480	19.6%	6,671	40.8%
Interest Income	14,943	1,020	6.8%	1,055	14.7%
Transfers in	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 161,360</b>	<b>\$ 11,000</b>	<b>6.8%</b>	<b>\$ 8,469</b>	<b>5.5%</b>

### EXPENDITURES

Personnel	\$ 93,285	\$ 7,148	7.7%	\$ 6,739	7.5%
Supplies	11,725	52	0.4%	130	1.6%
Contractual	50,101	2,274	4.5%	7,745	13.1%
Capital Outlay	-	-	0.0%	-	-
<b>Total Expenditures</b>	<b>\$ 155,111</b>	<b>\$ 9,474</b>	<b>6.1%</b>	<b>\$ 14,614</b>	<b>6.4%</b>

# City of Leon Valley Monthly Financial October 2024

## Economic/Community Development

Target Percentage 8.33%

REVENUE	FY 2025	FY 2025		FY 2024	
	Budget	Y-T-D ACTUAL		Y-T-D Actual	
Sales Tax Revenues	\$ 411,086	\$ -	0.0%	\$ -	0.0%
Interest Income	20,313	1,944	9.6%	2,011	18.3%
<b>Total Revenues</b>	<b>\$ 431,399</b>	<b>\$ 1,944</b>	<b>9.6%</b>	<b>\$ 2,011</b>	<b>208.8%</b>

### EXPENDITURES

Personnel	\$ 182,781	\$ 12,513	6.8%	\$ 10,673	6.2%
Supplies	13,475	61	0.5%	210	1.8%
Contractual	236,768	20,090	8.5%	23,317	7.2%
Capital Outlay	225,000	38,530	17.1%	-	-
<b>Total Expenditures</b>	<b>\$ 658,024</b>	<b>\$ 71,193</b>	<b>10.8%</b>	<b>\$ 34,199</b>	<b>6.7%</b>

# City of Leon Valley Monthly Financial October 2024

## Impound Lot

Target Percentage 8.33%

REVENUE	FY 2025	FY 2025		FY 2024	
	Budget	Y-T-D ACTUAL		Y-T-D Actual	
Impound Lot Fees	\$ 118,700	\$ 8,670	7.3%	\$ 16,950	17.0%
Auctions	106,000	-	0.0%	-	0.0%
<b>Total Revenues</b>	<b>\$ 224,700</b>	<b>\$ 8,670</b>	<b>3.9%</b>	<b>\$ 16,950</b>	<b>17.0%</b>

## EXPENDITURES

Personnel	\$ 127,548	\$ 10,711	8.4%	\$ 10,397	8.5%
Supplies	3,300	-	0.0%	-	0.0%
Contractual	10,072	105	1.0%	4,000	40.0%
Capital	-	-	0.0%	-	-
<b>Total Expenditures</b>	<b>\$ 140,920</b>	<b>\$ 10,817</b>	<b>7.7%</b>	<b>\$ 14,397</b>	<b>7.1%</b>

**City of Leon Valley  
Monthly Financial  
October 2024**

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Red Light Cameras (RLC)

Target Percentage 8.33%

REVENUE	FY 2025	FY 2025		FY 2024	
	Budget	Y-T-D ACTUAL		Y-T-D Actual	
Red Light Camera Fines	\$ 2,080,051	\$ 225,005	10.8%	\$ 113,120	6.0%
Late Fees/Court Costs	200,000	16,750	8.4%	15,270	7.6%
Interest Income	37,740	3,784	10.0%	2,114	8.5%
Miscellaneous Revenue	-	-	0.0%	-	-
Transfers in	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 2,317,791</b>	<b>\$ 245,539</b>	<b>10.6%</b>	<b>\$ 130,504</b>	<b>6.2%</b>

**EXPENDITURES**

*Red Light Cameras (Tier 1)*

Personnel (6 employees)	\$ 664,154	\$ 49,638	7.5%	\$ 55,156	8.6%
Supplies	8,550	-	0.0%	-	0.0%
Contractual	907,820	-	0.0%	1,377	0.2%
Transfers	370,264	-	0.0%	-	0%
<b>Total Tier One</b>	<b>\$ 1,950,788</b>	<b>\$ 49,638</b>	<b>2.5%</b>	<b>\$ 56,533</b>	<b>3.0%</b>

*Traffic Safety (Tier 2)*

Personnel (2 out of 3 employees)	\$ 217,831	\$ 11,451	5.3%	\$ 19,253	6.5%
Supplies	37,725	-	0.0%	-	0.0%
Contractual	78,983	-	0.0%	749	1
Capital Outlay	65,000	3,200	4.9%	134,239	22.7%
<b>Total Tier Two</b>	<b>\$ 399,539</b>	<b>\$ 14,651</b>	<b>3.7%</b>	<b>\$ 154,241</b>	<b>16.2%</b>

UNAUDITED

RLC Fines Revenue	225,005	
RLC Expenditures	(49,638)	
RLC Personnel Transfers YTD	(30,855)	
	144,511	Of this 50% goes to the city the other 50% goes to the state
City 50% Revenue (Loss)	72,256	This is the 50% that comes to the city
Late Fees Revenue	16,750	City keeps 100%
Interest Income Revenue	3,784	City keeps 100%
Traffic Safety Expenditures	(14,651)	
<b>Total Net Fund Revenue (Loss)</b>	<b>78,139</b>	



# City of Leon Valley October 2024 Financial Report

Carol Goering

Finance Director

City Council Meeting

November 19, 2024

COMPANY: 999 - Pooled Cash  
ACCOUNT: 112010 Pooled Cash  
TYPE: Check  
STATUS: All  
FOLIO: All

CHECK DATE: 10/01/2024 THRU 10/31/2024  
CLEAR DATE: 0/00/0000 THRU  
STATEMENT: 0/00/0000 THRU  
VOIDED DATE: 0/00/0000 THRU 99/99/9999  
AMOUNT: 0.00 THRU 999,999,999.99  
CHECK NUMBER: 000000 THRU 999999

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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	10/01/2024	CHECK	104071	APEX OVERHEAD DOOR SERVICE	1,500.00CR	OUTSTND	A	0/00/0000
112010	10/01/2024	CHECK	104072	BOOKPAGE	414.00CR	OUTSTND	A	0/00/0000
112010	10/01/2024	CHECK	104073	MOVIE LICENSING USA	640.00CR	OUTSTND	A	0/00/0000
112010	10/01/2024	CHECK	104074	TEXAS STATE LIBRARY & ARCHIVES	232.00CR	OUTSTND	A	0/00/0000
112010	10/01/2024	CHECK	104075	TYLER TECHNOLOGIES, INC	69,141.25CR	OUTSTND	A	0/00/0000
112010	10/04/2024	CHECK	104076	ABAJIAN-SALON, LUCY	2,097.79CR	OUTSTND	P	0/00/0000
112010	10/04/2024	CHECK	104077	SANTOS, ISAAC	1,121.42CR	OUTSTND	P	0/00/0000
112010	10/04/2024	CHECK	104078	LEON VALLEY FD HOUSE FUND	180.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104079	A & M AUTO CENTER, LLC VOIDED	104.98CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104080	ADVANCE AUTO PARTS INC VOIDED	150.34CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104081	AMAZON.COM LLC VOIDED	7,203.17CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104082	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104083	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104084	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104085	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104086	AMERICAN TRAFFIC SOLUTIONS VOIDED	66,500.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104087	ANTONIO SORIANO VOIDED	100.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104088	AT&T VOIDED	644.04CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104089	AT&T MOBILITY VOIDED	1,615.97CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104090	BANIS TOWING SERVICE VOIDED	5,950.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104091	STEPHEN J BARSCZEWSKI VOIDED	1,395.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104092	BOUND TREE MEDICAL, LLC VOIDED	322.35CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104093	BRAND MY STUFF VOIDED	75.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104094	C&M LOCKSMITH & RIMFIRE VOIDED	577.50CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104095	CANON SOLUTIONS AMERICA VOIDED	52.96CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104096	CARMEN MUNIZ VOIDED	75.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104097	CHARTER COMMUNICATIONS VOIDED	1,406.38CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104098	CHARTER COMMUNICATIONS VOIDED	78.50CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104099	GALLS, LLC VOIDED	218.46CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104100	GRAINGER INC VOIDED	395.59CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104101	HOME DEPOT CREDIT SERVICE VOIDED	3,321.89CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104102	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104103	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104104	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104105	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104106	JAMES C. SPARKS VOIDED	7,325.52CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104107	LITHO PRESS, INC VOIDED	2,103.92CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104108	MANSFIELD OIL COMPANY VOIDED	1,943.26CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104109	MESSER FORT MCDONALD VOIDED	8,426.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104110	ODP BUSINESS SOLUTIONS, VOIDED	59.97CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104111	QLC-PLUS LANDSCAPING & CVOIDED	2,861.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104112	RAQUEL VALDEZ VOIDED	650.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104113	SAM'S CLUB/SYNCHRONY BANVOIDED	576.71CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104114	SHAMEEM AKHTAR VOIDED	165.19CR	VOIDED	A	10/08/2024

COMPANY: 999 - Pooled Cash  
 ACCOUNT: 112010 Pooled Cash  
 TYPE: Check  
 STATUS: All  
 FOLIO: All

CHECK DATE: 10/01/2024 THRU 10/31/2024  
 CLEAR DATE: 0/00/0000 THRU  
 STATEMENT: 0/00/0000 THRU  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

{Section}.95.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
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112010	10/08/2024	CHECK	104115	SHARP ELECTRONICS VOIDED	184.24CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104116	SOUTH CENTRAL PLANNING AVOIDED	550.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104117	SOUTH TEXAS FIRE TRAININVOIDED	275.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104118	STATE COMPTROLLER VOIDED	300.89CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104119	STEPHANO AND AMANDA TSAGVOIDED	25.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104120	WASHED AND SHINE, LLC VOIDED	65.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104121	TMC PROVIDER GROUP, PLLCVOIDED	1,029.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104122	TIGER SANITATION VOIDED	846.87CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104123	VICTOR LOPEZ VOIDED	400.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104124	VULCAN CONSTUCTION MATERVOIDED	4,412.10CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104125	WARD AUCTION OF SAN ANTOVOIDED	1,966.25CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104126	WELDERS SUPPLY CO INC VOIDED	204.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104127	WEX HEALTH VOIDED	66.75CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104128	YOLANDA TORRES VOIDED	400.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104129	A & M AUTO CENTER, LLC	104.98CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104130	ADVANCE AUTO PARTS INC	150.34CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104131	AMAZON.COM LLC	7,203.17CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104132	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104133	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104134	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104135	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104136	AMERICAN TRAFFIC SOLUTIONS, IN	66,500.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104137	ANTONIO SORIANO	100.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104138	AT&T	644.04CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104139	AT&T MOBILITY	1,615.97CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104140	BANIS TOWING SERVICE	5,950.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104141	STEPHEN J BARSCEWSKI	1,395.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104142	BOUND TREE MEDICAL, LLC	322.35CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104143	BRAND MY STUFF	75.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104144	C&M LOCKSMITH & RIMFIRE SECURI	577.50CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104145	CANON SOLUTIONS AMERICA	52.96CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104146	CARMEN MUNIZ	75.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104147	CHARTER COMMUNICATIONS	1,406.38CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104148	CHARTER COMMUNICATIONS	78.50CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104149	GALLS, LLC	218.46CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104150	GRAINGER INC	395.59CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104151	HOME DEPOT CREDIT SERVICES	3,321.89CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104152	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104153	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104154	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104155	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104156	JAMES C. SPARKS	7,325.52CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104157	LITHO PRESS, INC	2,103.92CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104158	MANSFIELD OIL COMPANY	1,943.26CR	OUTSTND	A	0/00/0000

COMPANY: 999 - Pooled Cash  
ACCOUNT: 112010 Pooled Cash  
TYPE: Check  
STATUS: All  
FOLIO: All

CHECK DATE: 10/01/2024 THRU 10/31/2024  
CLEAR DATE: 0/00/0000 THRU  
STATEMENT: 0/00/0000 THRU  
VOIDED DATE: 0/00/0000 THRU 99/99/9999  
AMOUNT: 0.00 THRU 999,999,999.99  
CHECK NUMBER: 000000 THRU 999999

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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	10/08/2024	CHECK	104159	MESSER FORT MCDONALD	8,426.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104160	ODP BUSINESS SOLUTIONS, LLC	59.97CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104161	QLC-PLUS LANDSCAPING & CONSTRU	2,861.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104162	RAQUEL VALDEZ	650.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104163	SAM'S CLUB/SYNCHRONY BANK	576.71CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104164	SHAMEEM AKHTAR	165.19CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104165	SHARP ELECTRONICS	184.24CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104166	SOUTH CENTRAL PLANNING AND DEV	550.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104167	SOUTH TEXAS FIRE TRAINING, LLC	275.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104168	STATE COMPTROLLER	300.89CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104169	STEPHANO AND AMANDA TSAGANIS	25.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104170	WASHED AND SHINE, LLC	65.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104171	TMC PROVIDER GROUP, PLLC	1,029.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104172	TIGER SANITATION	846.87CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104173	VICTOR LOPEZ	400.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104174	VULCAN CONSTUCTION MATERIALS,	4,412.10CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104175	WARD AUCTION OF SAN ANTONIO, L	1,966.25CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104176	WELDERS SUPPLY CO INC	204.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104177	WEX HEALTH	66.75CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104178	YOLANDA TORRES	400.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104179	ANGEL FIRE & SAFETY, LLC	65.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104180	ANTHONY LAMB	75.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104181	AUTOZONE STORES LLC	42.19CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104182	AUTUMN CORNADO	75.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104183	BATTERIES + BULBS SA	65.35CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104184	BLUE CROSS BLUE SHIELD OF TX	89,462.77CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104185	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104186	BLUE CROSS BLUE SHIELD OF TX	160.80CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104187	CULLIGAN WATER CONDITIONING OF	84.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104188	DANIELLE WELSH	25.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104189	DEARBORN NATIONAL LIFE INSURAN	3,742.65CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104190	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104191	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104192	DEEN AUTOMOTIVE	28.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104193	DEWINNE EQUIPMENT CO, INC	376.34CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104194	GRAINGER INC	39.56CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104195	KYLE TURNER	25.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104196	LEON VALLEY WATER SYSTEM	23.05CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104197	LEON VALLEY WATER SYSTEM	23.05CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104198	LOCALINTEL GLOBAL, INC	7,100.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104199	LONESTAR PROTECTIVE SECURITY A	250.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104200	MUNIORTH INNOVATIONS INVOIDED	14,000.00CR	VOIDED	A	10/08/2024
112010	10/08/2024	CHECK	104201	PRO WELLNESS SERVICES, PLLC	350.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104202	SAFESITE, INC	292.80CR	OUTSTND	A	0/00/0000

COMPANY: 999 - Pooled Cash  
ACCOUNT: 112010 Pooled Cash  
TYPE: Check  
STATUS: All  
FOLIO: All

CHECK DATE: 10/01/2024 THRU 10/31/2024  
CLEAR DATE: 0/00/0000 THRU  
STATEMENT: 0/00/0000 THRU  
VOIDED DATE: 0/00/0000 THRU 99/99/9999  
AMOUNT: 0.00 THRU 999,999,999.99  
CHECK NUMBER: 000000 THRU 999999

{Section}.95.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	10/08/2024	CHECK	104203	SERVICE UNIFORM RENTAL	418.76CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104204	TML INTERGOVERNMENTAL RISK POO	367,056.06CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104205	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104206	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104207	TOTAL MAINTENANCE SOLUTIONS SO	76.88CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104208	URBAN SDK, INC.	19,500.00CR	OUTSTND	A	0/00/0000
112010	10/08/2024	CHECK	104209	ZACTAX	3,000.00CR	OUTSTND	A	0/00/0000
112010	10/09/2024	CHECK	104210	WATERWORTH	14,000.00CR	OUTSTND	A	0/00/0000
112010	10/18/2024	CHECK	104211	LOPEZ, NEOMI C	1,348.78CR	OUTSTND	P	0/00/0000
112010	10/18/2024	CHECK	104212	HERNANDEZ, ELIJAH	868.65CR	OUTSTND	P	0/00/0000
112010	10/18/2024	CHECK	104213	MARTINEZ, ROBERT V	410.62CR	OUTSTND	P	0/00/0000
112010	10/18/2024	CHECK	104214	SULLIVAN, BRIAN J	1,602.40CR	OUTSTND	P	0/00/0000
112010	10/18/2024	CHECK	104215	LEON VALLEY FD HOUSE FUND	180.00CR	OUTSTND	A	0/00/0000
112010	10/18/2024	CHECK	104216	Leon Valley Professional Fire	420.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104217	A & M AUTO CENTER, LLC	89.99CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104218	ADVANCE AUTO PARTS INC	10.29CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104219	AMERICAN TRAFFIC SOLUTIONS, IN	66,500.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104220	ASPHALT PATCH ENT INC	1,143.52CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104221	AUTOZONE STORES LLC	34.48CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104222	BANIS TOWING SERVICE	5,280.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104223	BB INSPECTION SERVICES, LLC	28,810.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104224	CITIBANK	8,145.64CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104225	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104226	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104227	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104228	CLARK CONSTRUCTION OF TEXAS, I	73,237.50CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104229	CORE & MAIN LP	853.78CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104230	DEEN AUTOMOTIVE	14.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104231	GALLS, LLC	1,261.42CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104232	GOV FINANCE OFFICERS ASSO:	460.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104233	HENRY LOPEZ	6,380.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104234	LIGHTGUARD SYSTEMS, INC	3,360.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104235	LINEBARGER GOGGAN BLAIR & SAMP	4,657.81CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104236	METRO FIRE	837.32CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104237	ODP BUSINESS SOLUTIONS, LLC	569.52CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104238	OMNIBASE SERVICES OF TEXAS	1,344.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104239	PITNEY BOWES	225.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104240	PVS DX INC.	110.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104241	QUADIENT INC	2,399.82CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104242	RAQUEL VALDEZ	600.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104243	SHARP ELECTRONICS	28.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104244	TYLER TECHNOLOGIES, INC	917.50CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104245	VULCAN CONSTUCTION MATERIALS,	3,135.44CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104246	WRIGHT EXPRESS FSC	5,191.93CR	OUTSTND	A	0/00/0000

COMPANY: 999 - Pooled Cash  
 ACCOUNT: 112010 Pooled Cash  
 TYPE: Check  
 STATUS: All  
 FOLIO: All

CHECK DATE: 10/01/2024 THRU 10/31/2024  
 CLEAR DATE: 0/00/0000 THRU  
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 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
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{Section}.95.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	10/16/2024	CHECK	104247	ADIOS PEST CONTROL, LLC	149.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104248	ALTAWORX, LLC	2,221.52CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104249	ASCO	4,529.90CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104250	ASHLEY GARCIA	25.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104251	AT&T	638.35CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104252	B&E MEDICAL SUPPLY AND EQUIPME	385.70CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104253	BANIS TOWING SERVICE	225.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104254	BOUND TREE MEDICAL, LLC	818.37CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104255	BRIAN LEAL	25.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104256	CITIBANK	1,182.17CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104257	CULLIGAN WATER CONDITIONING OF	59.70CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104258	DAVID DIMALINE	5.58CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104259	DEWINNE EQUIPMENT CO, INC	263.03CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104260	ELIZABETH AGUILAR	36.42CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104261	ERGO ASPHALT & EMULSIONS, INC	341.01CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104262	FRONTIER TECHNOLOGY, LLC	14,980.87CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104263	FUDGE NIETO STOKES LAW FIRM	47.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104264	GALLS, LLC	833.14CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104265	GULF COAST PAPER CO INC	63.24CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104266	HEAT SAFETY EQUIPMENT, LLC.	169.28CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104267	HEAVEN HANDLEY	25.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104268	INGRAM LIBRARY SERVICES LLC	1,534.27CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104269	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104270	MYFLEETCENTER	7.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104271	LITHO PRESS, INC	5,196.06CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104272	LLOYD PILKEY	75.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104273	LONESTAR PROTECTIVE SECURITY A	900.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104274	MARIA CULHANE	25.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104275	MOODY'S ANALYTICS INC	2,520.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104276	NAPA SAN ANTONIO AUTO & TRUCK	113.92CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104277	POLLUTION CONTROL SERVICES	360.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104278	RON PERRIN WATER TECHNOLO	1,276.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104279	SERVICE UNIFORM RENTAL	418.76CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104280	TECHLEAD PROFESSIONAL SERVICES	4,000.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104281	TELEFLEX	550.00CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104282	VULCAN CONSTUCTION MATERIALS,	2,858.74CR	OUTSTND	A	0/00/0000
112010	10/16/2024	CHECK	104283	ZOLL MEDICAL CORP	8,509.50CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104284	AGENCY 405	3.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104285	ANGEL FIRE & SAFETY, LLC	343.99CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104286	ASCENSION DEPAUL SERVICES	692.25CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104287	ASPHALT PATCH ENT INC	1,117.76CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104288	CREDIT SYSTEMS INTERNATIONAL I	115.82CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104289	HAVEN FOR HOPE OF BEXAR COUNTY	11,210.15CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104290	HENRY LOPEZ	1,000.00CR	OUTSTND	A	0/00/0000

COMPANY: 999 - Pooled Cash  
 ACCOUNT: 112010 Pooled Cash  
 TYPE: Check  
 STATUS: All  
 FOLIO: All

CHECK DATE: 10/01/2024 THRU 10/31/2024  
 CLEAR DATE: 0/00/0000 THRU  
 STATEMENT: 0/00/0000 THRU  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

{Section}.95.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	10/22/2024	CHECK	104291	HERITAGE ENVIRONMENTAL SERVICE	38,760.46CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104292	SAN ANTONIO WATER SYSTEM	385.19CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104293	TERESITA SCOTT	400.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104294	ADVANCE AUTO PARTS INC	119.25CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104295	AEROCLOAVE	110.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104296	AIR RELIEF TECHNOLOGIES, INC	475.15CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104297	ALTEX ELECTRONICS, LTD	79.84CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104298	ARMANDO MONTOYA	325.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104299	ANNA CANTU	25.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104300	ARDURRA GROUP	4,342.50CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104301	ASCENSION DEPAUL SERVICES	514.40CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104302	ASCO	126.45CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104303	AT&T UVERSE	145.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104304	AT&T UVERSE	160.85CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104305	BATTERIES + BULBS SA	59.75CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104306	BONNIE RODRIGUEZ	50.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104307	BOUND TREE MEDICAL, LLC	380.68CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104308	BRIAN LEAL	75.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104309	CAPITAL ONE, N.A.	19.96CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104310	CENTRAL ELECTRIC ENT. & CO.	337.45CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104311	CHARTER COMMUNICATIONS	315.73CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104312	CHRIS RILEY	226.95CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104313	CORE & MAIN LP	150.42CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104314	CITY PUBLIC SERVICE BOARD	24,074.44CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104315	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104316	DEEN AUTOMOTIVE	14.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104317	DEWINNE EQUIPMENT CO, INC	62.37CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104318	ERICA MARTINEZ	25.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104319	GRAINGER INC	110.80CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104320	GREATER:SATX	5,000.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104321	GULF COAST PAPER CO INC	362.04CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104322	HEAT SAFETY EQUIPMENT, LLC.	211.50CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104323	JAMES ORTIZ	3.35CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104324	JEREMY RIOS	189.99CR	VOIDED	A	10/22/2024
112010	10/22/2024	CHECK	104325	JONATHAN ESPENAN	75.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104326	KYRISH TRUCK CENTERS OF SAN AN	87,492.50CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104327	LEON VALLEY WATER SYSTEM	237.93CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104328	METRO FIRE	415.35CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104329	ODP BUSINESS SOLUTIONS, LLC	91.36CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104330	PAUL MICHAEL	400.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104331	PHILIP CAMPOS	599.71CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104332	PVS DX INC.	1,516.70CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104333	SAN ANTONIO WATER SYSTEM	541.45CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104334	SAN ANTONIO WATER SYSTEM	233.14CR	OUTSTND	A	0/00/0000

COMPANY: 999 - Pooled Cash  
 ACCOUNT: 112010 Pooled Cash  
 TYPE: Check  
 STATUS: All  
 FOLIO: All

CHECK DATE: 10/01/2024 THRU 10/31/2024  
 CLEAR DATE: 0/00/0000 THRU  
 STATEMENT: 0/00/0000 THRU  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
112010	10/22/2024	CHECK	104335	SAWS	118.84CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104336	SERVICE UNIFORM RENTAL	454.76CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104337	SIDDONS MARTIN EMERGENCY GROUP	981.42CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104338	SYDNEY MANCHA	25.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104339	TEXAS MUNICIPAL CLERK'S ASSOCI	125.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104340	VALLANCE SECURITY SYSTEMS, INC	31.50CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104341	ZOLL MEDICAL CORP	1,804.00CR	OUTSTND	A	0/00/0000
112010	10/22/2024	CHECK	104342	REFUND: BASS, SUSANA	26.29CR	OUTSTND	U	0/00/0000
112010	10/22/2024	CHECK	104343	REFUND: LOPEZ, TIM & DANA	27.95CR	OUTSTND	U	0/00/0000
112010	10/22/2024	CHECK	104344	REFUND: QUEEN, ALYSSA	29.29CR	OUTSTND	U	0/00/0000
112010	10/22/2024	CHECK	104345	REFUND: RICHARD/TERRY RYAN	38.60CR	OUTSTND	U	0/00/0000
112010	10/22/2024	CHECK	104346	REFUND: THOMSON, STEPHANIE	27.32CR	OUTSTND	U	0/00/0000
112010	10/23/2024	CHECK	104347	CITY OF LEON VALLEY-PETTY	197.94CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104348	AGENCY 405	10.00CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104349	CANON FINANCIAL SERVICES	92.24CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104350	CLIFFORD POWER SYSTEMS, INC	151.15CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104351	CULLIGAN WATER CONDITIONING OF	110.00CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104352	JUNIOR LIBRARY GUILD	4,902.64CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104353	SAWS	157,035.14CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104354	ZEKERIA SGHAIR	75.00CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104355	A & M AUTO CENTER, LLC	268.16CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104356	ADVANCE AUTO PARTS INC	235.54CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104357	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104358	AT&T LONG DISTANCE	0.12CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104359	AT&T UVERSE	341.94CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104360	AUTOZONE STORES LLC	52.79CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104361	B&E MEDICAL SUPPLY AND EQUIPME	37.00CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104362	BANIS TOWING SERVICE	125.00CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104363	BATTERIES + BULBS SA	10.95CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104364	BENNY MARTINEZ	469.81CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104365	BLUE CROSS BLUE SHIELD OF TX	79,782.59CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104366	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104367	BLUE CROSS BLUE SHIELD OF TX	160.80CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104368	BOUND TREE MEDICAL, LLC	946.67CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104369	CANON FINANCIAL SERVICES	393.29CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104370	CENTRAL ELECTRIC ENT. & CO.	1,420.00CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104371	CULLIGAN WATER CONDITIONING OF	53.00CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104372	DEWINNE EQUIPMENT CO, INC	48.20CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104373	EWALD KUBOTA, INC.	36,134.62CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104374	GULF COAST PAPER CO INC	1,331.48CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104375	H.L. ZUMWALT CONSTRUCTION, INC	79,563.42CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104376	HANJAK INDUSTRIES, LLC	2,509.45CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104377	HERITAGE-CRYSTAL CLEAN, INC	137.00CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104378	INGRAM LIBRARY SERVICES LLC	170.72CR	OUTSTND	A	0/00/0000



COMPANY: 999 - Pooled Cash  
ACCOUNT: 112010 Pooled Cash  
TYPE: Check  
STATUS: All  
FOLIO: All

CHECK DATE: 10/01/2024 THRU 10/31/2024  
CLEAR DATE: 0/00/0000 THRU  
STATEMENT: 0/00/0000 THRU  
VOIDED DATE: 0/00/0000 THRU 99/99/9999  
AMOUNT: 0.00 THRU 999,999,999.99  
CHECK NUMBER: 000000 THRU 999999

{Section}.95.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	10/29/2024	CHECK	104379	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104380	JAMES C. SPARKS	2,784.46CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104381	JEREMY RIOJAS	189.99CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104382	JORDAN FORD	38,530.00CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104383	LEON VALLEY WATER SYSTEM	211.46CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104384	LEON VALLEY WATER SYSTEM	164.17CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104385	LEON VALLEY WATER SYSTEM	2,056.02CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104386	LONESTAR PROTECTIVE SECURITY A	800.00CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104387	MOSTY BROS NURSERY INC	1,500.00CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104388	NEARMAP US, INC.	7,262.13CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104389	PARTNERS LIBRARY ACTION NETWORK	1,136.00CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104390	PATHMARK TRAFFIC EQUIPMENT, LL	1,745.50CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104391	REY OROZCO	2,517.48CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104392	SALVADORE HERNANDEZ	75.00CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104393	SAM'S CLUB/SYNCHRONY BANK	54.74CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104394	SERVICE UNIFORM RENTAL	436.08CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104395	SITEONE LANDSCAPE SUPPLY, LLC	352.80CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104396	STATE COMPTROLLER	330,322.17CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104397	T-MOBILE USA	507.50CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104398	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104399	UNITED RENTALS	324.00CR	OUTSTND	A	0/00/0000
112010	10/29/2024	CHECK	104400	VICTOR INSURANCE MANAGERS INC.	304.00CR	OUTSTND	A	0/00/0000
*** 112010	10/30/2024	CHECK	104405	TEXAS DEPARTMENT OF MOTOR VEHI	7.50CR	OUTSTND	A	0/00/0000

TOTALS FOR ACCOUNT 112010	CHECK	TOTAL:	2,066,989.52CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	0.00
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	0.00

TOTALS FOR Pooled Cash	CHECK	TOTAL:	2,066,989.52CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	0.00
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	0.00

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** November 19, 2024

**TO:** Mayor and Council

**FROM:** Sandra Passailaigue, City Secretary

**THROUGH:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Discussion and Possible Action on a Resolution Appointing a Member to the Citizen’s Police Advisory Committee

**SPONSOR(S):** (N/A)

**PURPOSE**

The purpose of this item is to have an appointment made by the Mayor.

**FISCAL IMPACT**

None

**RECOMMENDATION**

City Council Discretion

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**RESOLUTION NO. 24-0\_\_R**

**A RESOLUTION OF THE CITY OF LEON VALLEY, TX., CITY COUNCIL APPOINTING A MEMBER TO THE CITIZENS POLICE ADVISORY COMMITTEE.**

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

1. The following individual is hereby appointed as a member of the **Citizens Police Advisory Committee** with a term expiring June 30, 2026:

Mayor Appointment – Ronnie Morgan

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

That the appointment of the aforementioned individual(s) to the Citizens Police Advisory Committee and that the term become effective immediately.

**PASSED, ADOPTED, AND APPROVED** by the City Council of the City of Leon Valley on this the 19<sup>th</sup> day of November, 2024.

**APPROVED**

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

Attest: \_\_\_\_\_  
**SAUNDRA PASSAILAGUE, TRMC**  
City Secretary

Approved as to Form: \_\_\_\_\_  
**ARTURO D. "ART" RODRIGUEZ**  
City Attorney



## IN-KIND ASSISTANCE GRANT

### Grant Policy:

The City of Leon Valley has created the “In-Kind Assistance Grant Program” to meet the growing demand of in-kind assistance requests by local community organizations. Under this grant program, in-kind assistance includes financial resources, such as the use of the facilities, it may include providing City personnel, equipment or other services to serve a public purpose.

\*Article 3, Section 52 of the Texas Constitution prohibits cities from making gifts of public funds to any individual, association, or corporation. However, as long as the expenditure is for a legitimate public purpose; in that the city or government will receive return consideration in order to determine whether a grant accomplished a public purpose; we must ensure that the expenditure is not for the benefit of private parties, that the city or government has control of the use of the funds, to protect the public's investment and to make sure we receive a returned benefit.

Applicants eligible to apply are non-profit organizations, charitable organizations, government entities, religious organizations, schools, or other tax-exempt organizations. Proof of organization status is required.

### Please Note:

City Council voted on September 4<sup>th</sup>, 2018, “ **to require a deposit, no longer waive cleanup cost, no longer waive security, and add a setup fee which would be same as the cleanup fee and do not waive the fee at the discretion of each application coming to Council**”.

Grant applications are due:

- September 1<sup>st</sup> for events scheduled **October 1 – December 31**
- December 1<sup>st</sup> for events scheduled **January 1 – March 31**
- March 1<sup>st</sup> for events scheduled **April 1 – June 30**
- June 1<sup>st</sup> for events scheduled **July 1 – September 30**

### Application Guidelines:

Applicants must submit a completed application along with supporting documentation. Incomplete applications will not be considered. All applications will be reviewed and scored by the In- Kind Assistance Grant Committee who will make recommendations to the Leon Valley City Council.

The Leon Valley City Council will make all final decisions. Scoring is based on the following areas to determine a *public purpose*\*:

- (1) Qualifying organization/entity;
- (2) Outstanding debt with the City of Leon Valley, if any;
- (3) Generation of additional sales and tax revenues in Leon Valley;
- (4) Opportunity for community and visitor participation; and
- (5) Availability of requested City resources.

Applicants are eligible to apply only once from October 1 – September 30 of each year. Applicants applying for in-kind assistance for an annual event that was supported by a previous in-kind City assistance grant must submit a financial report indicating whether the previous event was profitable. All applicants that are awarded in-kind assistance from the City must return a completed **“Post Event Form”** within seven calendar days after the event. Delinquent post event reports will disqualify organizations from future in-kind services for one calendar year from date of event.

The In-Kind Assistance Grant Committee will update a list of City services eligible for in-kind assistance on a quarterly basis available at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov). This list will also include the fees associated with each in-kind service to help the applicant fill out the budget for the proposed event.

**Marketing Guidelines:**

Event sponsor signage or any promotional materials (brochures, website, advertisements, etc.) are required to include an approved City of Leon Valley logo with the [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov) website below the logo. Contact the City Communications Office, (210) 684-1391 ext.228 for approval and logo.

**In-Kind Assistance Grant Committee:**

The In-Kind Assistance Grant Committee will meet within one week after the application deadline to evaluate, score and make a determination for approval or denial of assistance requests. All applicants will be notified in writing of the Committee’s recommendations to the Leon Valley City Council. The Leon Valley City Council makes all final decisions.

**Application Instructions:**

Please complete the attached application form and provide the following documentation:

- (1) Proof of status (i.e. 501c3, non-profit, charitable, government, etc.);
- (2) Description of proposed event;
- (3) Budget for proposed event (must use format provided);
- (4) List of all in-kind assistance being requested; and
- (5) Marketing plan for proposed event, including identification and appropriateness of target audience.



**In-Kind Grant Application**

6400 El Verde Road, Leon Valley, Texas 78238  
 PH: 210-684-1391 Ext: 228 Fax: 210-684-4476

**Community Center**  **Conference Center**

Please check all that apply:

<input checked="" type="checkbox"/>	<b>Non-Profit</b>	<input type="checkbox"/>	<b>Religious</b>	<input type="checkbox"/>	<b>Govt. Entity</b>	<input type="checkbox"/>	<b>School</b>	<input checked="" type="checkbox"/>	<b>Charitable</b>	<input type="checkbox"/>	<b>Other (please specify):</b>
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**Organization Information**

Name: AARP Foundation

Address: 601 E. Street NW,  
Washington, DC 20049

Contact Number: (888) 687-2277 Email Address: aarpfoundation.org

Event Coordinator: Ida Kujawski Cell Phone: (210) 381-9618

## Event Information

Date(s) of Event: Tues, & Thurs./Feb.4 – April 15, 2025 Start Time: 10:00am End Time: 2:00 pm

Assembly Date: Tuesdays and Thursdays Start Time: 9:00 am End Time: 2:30-3:00pm

Breakdown/Clean-up Date/Time: Daily 2:00 – 3:00pm

Estimated Attendees: 20 or more each day, with 90 minutes each allowed By appointment.

Appointments are made in person or by visiting Tax-Aide website.

Purpose of Event: Prepare income tax returns FREE for citizens

Primary Audience: Citizens of Bexar County, with emphasis on Senior Citizens

If event is a fundraiser, what will fundraising funds be used for? N/A

\_\_\_\_\_ List all other sources of funding for this event such as admission fee, donations, grants, etc.:

-  
AARP grant, corporate grants to AARP Foundation

Will your event allow the sale or consumption of alcohol? If yes, have you already obtained the proper state permits? Please attach copy of permits.  
NO

What benefits will the City of Leon Valley receive from this event?  
People of Leon Valley may come to have their tax returns prepared FREE by the trained and certified counselors. No limits on income or age, though there are some limits on complicated tax returns. Residents of nearby areas may come also, and do other business in Leon Valley.

Describe the in-kind services that you are requesting such as security, facility usage, electrical, booth set-up, stage set-up, clean-up, transportation, barricades, etc.:

Facility use—a part of the large room, to be shared with others groups meeting on same days.

Tables and chairs. We request help for set-up of tables and chairs. The leaders are in their 70s and 80s; setting up the tables is difficult physically.

Specifically, the maintenance men who clean up the building daily could leave up some tables and chairs from Mondays and Wednesdays for us to use. No extra time involved. There would be less liability for physical injury if the Leon Valley crew could help.

It has been acceptable policy for us to leave up the tables and chairs at the end of our day.

Your parking spaces are adequate for our attendees without crowding others using the building.

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Has this organization or project previously received in-kind City services? If yes, please provide the details, including the monetary value of the resources.

Yes, your generous grants for many (apx. 12) years have allowed our Tax-Aide TEAM to come to Leon Valley. All our workers are unpaid volunteers, working to provide valuable service to Leon Valley residents.

See the attached summary of 2024 season.

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If this is a second or third request for assistance, please tell us what’s new, improved, expanded, or innovative about this year’s proposed project compared to previous applications.

Our request for set-up help should enable our team to continue. We have an efficient group , but they might be discouraged if they have to set up the tables and chairs. (Even the taxpayers sometimes helped us with the set-up if they came early.)

There would be less liability for physical injury if the Leon Valley crew could help.

Please describe your specific plans to market and promote the proposed project.

AARP Foundatiion conducts nationwide advertising for volunteers in the Tax-Aide and other volunteer programs. We talk about our program during tax season, attracting volunteers in your excellent buildings and grounds. We provide printed posters and flyers to your city, library; plus



email and text copy that can be used to alert Leon Valley citizens of our services. AARP magazine nationally advertises TaxAide services.

Please attach all other supporting documents and mail or hand-deliver to:

\*City of Leon Valley, Community Relations Director: 6400 El Verde Rd. Leon Valley, Texas 78238

Print Name: Ida B. Kujawski October 25, 2024

*Ida B. Kujawski*

Site Coordinator, TaxAide, District 8, TX2

**FOR OFFICIAL USE ONLY**

APPROVED

DISAPPROVED

SIGNATURE: \_\_\_\_\_

DATE:

Comments/Notes: \_\_\_\_\_  
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**Post Event Form**

Within one week of the completion of the event supported by the In- Kind Assistance Grant, the applicant will provide a detailed report including the following documentation and information:

1. Documents illustrating the event planning process: Include any sample promotional information such as fliers, press releases, invitations, presenter and volunteer lists, event schedules and maps, evaluation forms, photo releases, and any other useful documents generated in the process.

2. Documentation of participants, activities, and participant evaluations: Include any photo- released digital images, video or print photographs, quotes or written statements from participants, copies of any photographs or articles resulting from media coverage of the event.
  
3. Post- event self- evaluation and summary of accomplishments: Include number of participants, number of volunteers, number and names of partnering organizations, self- evaluation of effectiveness in meeting stated goals, and other appropriate additional information.
  
4. Final Project/Event Budget: Include all actual event expenditures and all funding sources, including the in- kind received from the City of Leon Valley.

**Please submit the above information and all other supporting documents by mail or hand deliver to:**

City of Leon Valley  
Community Relations Director  
6400 El Verde Rd. Leon Valley, Texas 78238



## IN-KIND ASSISTANCE GRANT

### Grant Policy:

The City of Leon Valley has created the “In-Kind Assistance Grant Program” to meet the growing demand of in-kind assistance requests by local community organizations. Under this grant program, in-kind assistance includes financial resources, such as the use of the facilities, it may include providing City personnel, equipment or other services to serve a public purpose.

\*Article 3, Section 52 of the Texas Constitution prohibits cities from making gifts of public funds to any individual, association, or corporation. However, as long as the expenditure is for a legitimate public purpose; in that the city or government will receive return consideration in order to determine whether a grant accomplished a public purpose; we must ensure that the expenditure is not for the benefit of private parties, that the city or government has control of the use of the funds, to protect the public's investment and to make sure we receive a returned benefit.

Applicants eligible to apply are non-profit organizations, charitable organizations, government entities, religious organizations, schools, or other tax-exempt organizations. Proof of organization status is required.

### Please Note:

City Council voted on September 4<sup>th</sup>, 2018, “ **to require a deposit, no longer waive cleanup cost, no longer waive security, and add a setup fee which would be same as the cleanup fee and do not waive the fee at the discretion of each application coming to Council**”.

Grant applications are due:

- September 1<sup>st</sup> for events scheduled **October 1 – December 31**
- December 1<sup>st</sup> for events scheduled **January 1 – March 31**
- March 1<sup>st</sup> for events scheduled **April 1 – June 30**
- June 1<sup>st</sup> for events scheduled **July 1 – September 30**

### Application Guidelines:

Applicants must submit a completed application along with supporting documentation. Incomplete applications will not be considered. All applications will be reviewed and scored by the In- Kind Assistance Grant Committee who will make recommendations to the Leon Valley City Council.

The Leon Valley City Council will make all final decisions. Scoring is based on the following areas to determine a *public purpose*\*:

- (1) Qualifying organization/entity;
- (2) Outstanding debt with the City of Leon Valley, if any;
- (3) Generation of additional sales and tax revenues in Leon Valley;
- (4) Opportunity for community and visitor participation; and
- (5) Availability of requested City resources.

Applicants are eligible to apply only once from October 1 – September 30 of each year. Applicants applying for in-kind assistance for an annual event that was supported by a previous in-kind City assistance grant must submit a financial report indicating whether the previous event was profitable. All applicants that are awarded in-kind assistance from the City must return a completed **“Post Event Form”** within seven calendar days after the event. Delinquent post event reports will disqualify organizations from future in-kind services for one calendar year from date of event.

The In-Kind Assistance Grant Committee will update a list of City services eligible for in-kind assistance on a quarterly basis available at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov). This list will also include the fees associated with each in-kind service to help the applicant fill out the budget for the proposed event.

**Marketing Guidelines:**

Event sponsor signage or any promotional materials (brochures, website, advertisements, etc.) are required to include an approved City of Leon Valley logo with the [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov) website below the logo. Contact the City Communications Office, (210) 684-1391 ext.228 for approval and logo.

**In-Kind Assistance Grant Committee:**

The In-Kind Assistance Grant Committee will meet within one week after the application deadline to evaluate, score and make a determination for approval or denial of assistance requests. All applicants will be notified in writing of the Committee’s recommendations to the Leon Valley City Council. The Leon Valley City Council makes all final decisions.

**Application Instructions:**

Please complete the attached application form and provide the following documentation:

- (1) Proof of status (i.e. 501c3, non-profit, charitable, government, etc.);
- (2) Description of proposed event;
- (3) Budget for proposed event (must use format provided);
- (4) List of all in-kind assistance being requested; and
- (5) Marketing plan for proposed event, including identification and appropriateness of target audience.



**In-Kind Grant Application**

6400 El Verde Road, Leon Valley, Texas 78238  
 PH: 210-684-1391 Ext: 228 Fax: 210-684-4476

**Community Center**                       **Conference Center**

Please check all that apply:

<input checked="" type="checkbox"/>	<b>Non-Profit</b>	<input type="checkbox"/>	<b>Religious</b>	<input type="checkbox"/>	<b>Govt. Entity</b>	<input type="checkbox"/>	<b>School</b>	<input checked="" type="checkbox"/>	<b>Charitable</b>	<input type="checkbox"/>	<b>Other (please specify):</b>
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**Organization Information**

Name: AARP Foundation

Address: 601 E. Street NW,  
Washington, DC                      20049

Contact Number: (888) 687-2277                      Email Address: aarpfoundation.org

Event Coordinator: Ida Kujawski                      Cell Phone: (210) 381-9618

## Event Information

Date(s) of Event: 2-3, 6-10, 13-17, 21-24 / January, 2025 Start Time: 8:30 am End Time: 4:30pm

Assembly Date: same dates / \_\_\_\_\_ Start Time: 8:30 am End Time: 4:30 pm

Breakdown/Clean-up Date/Time: daily, 4 – 4:30 pm

Estimated Attendees: 15-25

Purpose of Event: Train and Certify volunteers to be IRS Tax counselors/preparers

Primary Audience: Citizen Volunteers, Bexar and nearby counties /  
\_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Assembly Date: \_\_\_\_\_ / \_\_\_\_\_ Start Time: \_\_\_\_\_ End  
Time: \_\_\_\_\_

**NOTE :** We will not use Conference Center on **January 20** -- Federal Holiday: MLK and Inauguration Day

Breakdown/Clean-up Date/Time:

\_\_\_\_\_  
Estimated Attendees: \_\_\_\_\_

Purpose of Event:  
\_\_\_\_\_

\_\_\_\_\_  
Primary Audience:  
\_\_\_\_\_  
\_\_\_\_\_

If event is a fundraiser, what will fundraising funds be used for?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

N/A

List all other sources of funding for this event such as admission fee, donations, grants, etc.:

AARP grant, corporate grants to AARP Foundation

\_\_\_\_\_

Will your event allow the sale or consumption of alcohol? If yes, have you already obtained the proper state permits? Please attach copy of permits.

NO

What benefits will the City of Leon Valley receive from this event?

People of Leon Valley may come to have their tax returns prepared **FREE** by the trained and certified counselors. No limits on income or age, though there are some limits on complicated tax returns. Residents of nearby areas may come also, and do other business in Leon Valley.

Describe the in-kind services that you are requesting such as security, facility usage, electrical, booth set-up, stage set-up, clean-up, transportation, barricades, etc.:

Facility use, with lights, power, WiFi , projection screens. Tables and chairs set up for classroom/conference. Our usage on weekdays these 3 weeks should not interfere with other uses on weekends. (Last year a LV council meeting was held in the evening of one of the days we were here.) Your Parking spaces are adequate for our attendees without crowding.

Has this organization or project previously received in-kind City services? If yes, please provide the details, including the monetary value of the resources.

Previous LV grants in-kind to AARP were used for training. Separate grants for Tax preparation at the Sr. Community Center. All our workers are unpaid volunteers, working to provide valuable service to Leon Valley residents.

See the attached summary of 2024 season.

If this is a second or third request for assistance, please tell us what's new, improved, expanded, or innovative about this year's proposed project compared to previous applications.

Using your excellent AV system was a good improvement for our class sessions. We will plan to make better use in 2025. Being able to house our class computers in your



lockable closet was a huge help. Your support as host is critical; without it we cannot have a training site.

We have no budget; AARP and IRS provide our supplies, and reimburse volunteers for their travel costs to train to be counselors.

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Please describe your specific plans to market and promote the proposed project.

AARP Foundatiion conducts nationwide advertising for volunteers in the Tax-Aide and other volunteer programs. We talk about our program during tax season, attracting volunteers in your excellent buildings and grounds. We provide printed posters and flyers to your city, library; plus email and text copy that can be used to alert Leon Valley citizens of our services.

Please attach all other supporting documents and mail or hand-deliver to:

**\*City of Leon Valley, Community Relations Director: 6400 El Verde Rd. Leon Valley, Texas 78238**

Print Name: Ida B. Kujawski  
Training Coordinator, Tax Aide, District 8, TX2

October 25, 2024



**FOR OFFICIAL USE ONLY**

APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>
SIGNATURE: _____	DATE: _____

Comments/Notes: \_\_\_\_\_

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**Post Event Form**

Within one week of the completion of the event supported by the In- Kind Assistance Grant, the applicant will provide a detailed report including the following documentation and information:

1. Documents illustrating the event planning process: Include any sample promotional information such as fliers, press releases, invitations, presenter and volunteer lists, event schedules and maps, evaluation forms, photo releases, and any other useful documents generated in the process.
2. Documentation of participants, activities, and participant evaluations: Include any photo-released digital images, video or print photographs, quotes or written statements from participants, copies of any photographs or articles resulting from media coverage of the event.
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City of Leon Valley  
Community Relations Director  
6400 El Verde Rd. Leon Valley, Texas 78238



City of Leon Valley  
6400 El Verde Rd.  
Leon Valley, TX 78238

23 April 2024

City of Leon Valley Board,  
Crystal Miranda,

Thank you and your staff for hosting the AARP Tax-Aide program again this year.

We so appreciate your **IN-KIND ASSISTANCE GRANT**

**For use of your Senior Community Center**

We had a very good tax season. Here are some of the statistics:

471 returns completed  
171 Married Filing Joint  
266 Single  
17 Head of Household

171 for the spouse of MFJ

**625 Total number Taxpayers helped**

Average time spent for each return was 1.65 hours.

Our service saves the taxpayer \$100 or more for each return.

Many were residents of Leon Valley and expressed their appreciation for having our program again at your nice facility.

**286** of the taxpayers live in Leon Valley and the adjacent zip codes.

Total refunds \$462,232 - money returned to the community

Total balance due \$347,929 - money collected for the IRS

Thank you for your cooperation and assistance.

We hope to continue with you next year.



Ida B. Kujawski  
Local Coordinator

City of Leon Valley  
6400 El Verde Rd.  
Leon Valley, TX 78238

23 April 2024

City of Leon Valley Board,  
Crystal Miranda,

Thank you and your staff for hosting the AARP Tax-Aide program again this year.

We so appreciate your **IN-KIND ASSISTANCE GRANT**

**For use of your Senior Community Center**

We had a very good tax season. Here are some of the statistics:

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Total refunds \$462,232 - money returned to the community

Total balance due \$347,929 - money collected for the IRS

Thank you for your cooperation and assistance.

We hope to continue with you next year.



Ida B. Kujawski  
Local Coordinator

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** November 19, 2024

**TO:** Mayor and Council

**FROM:** Crystal Miranda, Community Relations Director

**THROUGH:** Crystal Caldera, City Manager

**SUBJECT:** Request for an In-Kind Grant on behalf of the AARP Tax Aide Services for use of the Community Center to offer free tax preparation.

**SPONSOR(S):** N/A

**PURPOSE**

The AARP is requesting use of the Leon Valley Community Center and Conference Center for free tax preparation services through a grant they receive from the IRS.

It is a free service to all interested participants both in Leon Valley and surrounding areas.

The AARP request use of the Community Center every Tuesday and Thursday, between the hours of 9:00 a.m. and 2:30 p.m. beginning February 4 and ending April 15, 2025. AARP is proposing to set-up computers, printers, a scanner and internet hotspot on one side of the Community Center, while the Northwest Seniors conduct their activities on the other side. The Northwest Seniors have indicated that this is a common practice and are fine with them in the building. AARP is requesting that City staff set up tables and chairs prior to their event dates, every Tuesday and Thursday.

The grant request includes a waiver of the deposit, facility usage fee, and the cleaning fee. There are no security fee waiver considerations as the AARP is proposing to share the space with the Northwest Seniors during regular business hours.

The In-Kind Grant Committee reviewed the request and is forwarding an average score of 18.67. The points required are a minimum of 18 out of 24 (see attached score sheets).

**FISCAL IMPACT**

If approved, the grant would waive the following fees:

Security	\$0
Cleaning Fees	\$4,000 (\$200/20 days)
Rental Fees	\$5,000 (\$250/20 days)
Deposit	\$8,000 (\$400/20 days)

**Total Waived      \$17,000**

**RECOMMENDATION**

City Council Discretion

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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



**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** November 19, 2024

**TO:** Mayor and Council

**FROM:** Crystal Miranda, Community Relations Director

**THROUGH:** Crystal Caldera, City Manager

**SUBJECT:** Request for an In-Kind Grant on behalf of the AARP Tax Aide Services for use of the Conference Center to offer training to their volunteers in preparation for tax aide services.

**SPONSOR(S):** N/A

**PURPOSE**

The AARP is requesting use of the Leon Valley Conference Center as space to train their volunteers for the free tax preparation services offered at the Community Center through a grant they receive from the IRS.

The AARP request use of the Conference Center for 3 and a half weeks, Tuesday through Friday, between the hours of 8:30 a.m. and 4:30 p.m. beginning January 2 and ending January 24, 2025. The AARP is requesting use of the facilities AV equipment, WiFi, and set up of tables and chairs. The Conference Center is not currently booked during the requested timeline.

The grant request includes a waiver of the deposit, facility usage fee, cleaning fee and security fee.

The In-Kind Grant Committee reviewed the request and is forwarding an average score of 19. The points required are a minimum of 18 out of 24 (see attached score sheets).

**FISCAL IMPACT**

If approved, the grant would waive the following fees:

Security	\$3,520 (\$220/16 days)
Cleaning Fees	\$2,320 (\$145/16 days)
Rental Fees	\$8,320 (\$520/16 days)
Deposit	\$6,400 (\$400/16 days) *refundable
<b>Total Waived</b>	<b>\$20,560</b>

**RECOMMENDATION**

City Council Discretion

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

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

In-Kind Grant Request: Tax Prep  
 Event Date: Jan 2025

Max Points: 24  
 Total Points Required for Affirmative Recommendation: 18

Criteria	0	1	2	3	SCORING
Does the request promote the City of Leon Valley?	Request <b>does not</b> promote the City of Leon Valley <input type="checkbox"/>	Request <b>somewhat</b> promotes the City of Leon Valley <input type="checkbox"/>	Request <b>mostly</b> promotes the City of Leon Valley <input checked="" type="checkbox"/>	Request is <b>entirely</b> about promoting the City of Leon Valley <input type="checkbox"/>	2
Does the request encourage tourism and increase outside interests in local businesses in Leon Valley?	Request <b>does not</b> encourage tourism/increase outside interests <input type="checkbox"/>	Request <b>somewhat</b> encourages tourism/increase outside interests <input type="checkbox"/>	Request <b>mostly</b> encourages tourism/increase outside interests <input checked="" type="checkbox"/>	Request <b>definitely</b> encourages tourism/increase outside interests <input type="checkbox"/>	2
Does the organization directly or indirectly promote economic development or support the City thru educational services or does it enhance City buildings, parks or similar facilities?	Organization does <b>not</b> promote, support or enhance the City of Leon Valley <input type="checkbox"/>	Organization <b>somewhat</b> promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	Organization <b>mostly</b> promotes, supports or enhances the City of Leon Valley <input checked="" type="checkbox"/>	Organization <b>definitely</b> promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	2
<b>PRIVATE ENTITY: Generates Additional Sales/Tax Revenues</b> <b>PUBLIC/ NPO ENTITY: Provides needed social services for LV</b> <i>(please circle the type of entity and rate applicant according to the specific entity/sector)</i>	Request does <b>not</b> meet criteria <input type="checkbox"/>	Request <b>somewhat</b> meets criteria <input type="checkbox"/>	Request <b>mostly</b> meets criteria <input type="checkbox"/>	Request <b>definitely</b> meets criteria <input checked="" type="checkbox"/>	3
Does the event or organization allow the public to attend or participate with the community?	Event/Organization does <b>not</b> allow the public to attend or participate with the community <input type="checkbox"/>	Event/Organization <b>somewhat</b> allows the public to attend or participates with the community <input type="checkbox"/>	Event/Organization <b>mostly</b> allows the public to attend or participates with the community <input type="checkbox"/>	Event/Organization <b>definitely</b> allows the public to attend or participates with the community <input checked="" type="checkbox"/>	3
Is the event a reasonable request of city resources?	Request is <b>not</b> a reasonable request of City resources at this time <input type="checkbox"/>	Request is a <b>somewhat</b> reasonable request of City resources <input type="checkbox"/>	Request is <b>mostly</b> a reasonable request of City resources <input type="checkbox"/>	Request is <b>definitely</b> a reasonable request of City resources <input checked="" type="checkbox"/>	3
Does the request support the City Mission? "The City of Leon Valley will provide our community with a superior quality of life by balancing social equity, environmental stewardship and economic development to achieve sustainability".	Request does <b>not</b> support City mission <input type="checkbox"/>	Request <b>somewhat</b> supports City mission <input type="checkbox"/>	Request <b>mostly</b> supports City mission <input type="checkbox"/>	Request <b>definitely</b> supports City mission <input checked="" type="checkbox"/>	3
Does the event help bridge communication and networks between the City of Leon Valley and other stakeholders?	Request does <b>not</b> support vision for collaborative stakeholder participation <input type="checkbox"/>	Request <b>somewhat</b> supports vision for collaborative stakeholder participation <input type="checkbox"/>	Request <b>mostly</b> supports vision for collaborative stakeholder participation <input checked="" type="checkbox"/>	Request <b>definitely</b> supports vision for collaborative stakeholder participation <input type="checkbox"/>	3
<b>TOTAL</b>					2

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Criteria	0	1	2	3	SCORING
Does the request promote the City of Leon Valley?	Request <b>does not</b> promote the City of Leon Valley <input type="checkbox"/>	Request <b>somewhat</b> promotes the City of Leon Valley <input type="checkbox"/>	Request <b>mostly</b> promotes the City of Leon Valley <input checked="" type="checkbox"/>	Request is <b>entirely</b> about promoting the City of Leon Valley <input type="checkbox"/>	2
Does the request encourage tourism and increase outside interests in local businesses in Leon Valley?	Request <b>does not</b> encourage tourism/increase outside interests <input type="checkbox"/>	Request <b>somewhat</b> encourages tourism/increase outside interests <input type="checkbox"/>	Request <b>mostly</b> encourages tourism/increase outside interests <input checked="" type="checkbox"/>	Request <b>definitely</b> encourages tourism/increase outside interests <input type="checkbox"/>	2
Does the organization directly or indirectly promote economic development or support the City thru educational services or does it enhance City buildings, parks or similar facilities?	Organization does <b>not</b> promote, support or enhance the City of Leon Valley <input type="checkbox"/>	Organization <b>somewhat</b> promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	Organization <b>mostly</b> promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	Organization <b>definitely</b> promotes, supports or enhances the City of Leon Valley <input checked="" type="checkbox"/>	3
<b>PRIVATE ENTITY: Generates Additional Sales/Tax Revenues</b> <b>PUBLIC ENTITY: Provides needed social services for LV</b> <i>(please circle the type of entity and rate applicant according to the specific entity/sector)</i>	Request does <b>not</b> meet criteria <input type="checkbox"/>	Request <b>somewhat</b> meets criteria <input type="checkbox"/>	Request <b>mostly</b> meets criteria <input type="checkbox"/>	Request <b>definitely</b> meets criteria <input checked="" type="checkbox"/>	3
Does the event or organization allow the public to attend or participate with the community?	Event/Organization does <b>not</b> allow the public to attend or participate with the community <input type="checkbox"/>	Event/Organization <b>somewhat</b> allows the public to attend or participate with the community <input type="checkbox"/>	Event/Organization <b>mostly</b> allows the public to attend or participate with the community <input type="checkbox"/>	Event/Organization <b>definitely</b> allows the public to attend or participate with the community <input checked="" type="checkbox"/>	3
Is the event a reasonable request of city resources?	Request is <b>not</b> a reasonable request of City resources at this time <input type="checkbox"/>	Request is a <b>somewhat</b> reasonable request of City resources <input type="checkbox"/>	Request is <b>mostly</b> a reasonable request of City resources <input type="checkbox"/>	Request is <b>definitely</b> a reasonable request of City resources <input checked="" type="checkbox"/>	3
Does the request support the City Mission? "The City of Leon Valley will provide our community with a superior quality of life by balancing social equity, environmental stewardship and economic development to achieve sustainability".	Request does <b>not</b> support City mission <input type="checkbox"/>	Request <b>somewhat</b> supports City mission <input type="checkbox"/>	Request <b>mostly</b> supports City mission <input type="checkbox"/>	Request <b>definitely</b> supports City mission <input checked="" type="checkbox"/>	3
Does the event help bridge communication and networks between the City of Leon Valley and other stakeholders?	Request does <b>not</b> support vision for collaborative stakeholder participation <input type="checkbox"/>	Request <b>somewhat</b> supports vision for collaborative stakeholder participation <input type="checkbox"/>	Request <b>mostly</b> supports vision for collaborative stakeholder participation <input checked="" type="checkbox"/>	Request <b>definitely</b> supports vision for collaborative stakeholder participation <input type="checkbox"/>	2
<b>TOTAL</b>					21

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In-Kind Grant Request: AARP Event Date: Feb-April 2025		Max Points: 24 Total Points Required for Affirmative Recommendation: 18			
Criteria	0	1	2	3	SCORING
Does the request promote the City of Leon Valley?	Request <i>does not</i> promote the City of Leon Valley <input type="checkbox"/>	Request <i>somewhat</i> promotes the City of Leon Valley <input type="checkbox"/>	Request <i>mostly</i> promotes the City of Leon Valley <input type="checkbox"/>	Request is <i>entirely</i> about promoting the City of Leon Valley <input type="checkbox"/>	2
Does the request encourage tourism and increase outside interests in local businesses in Leon Valley?	Request <i>does not</i> encourage tourism/increase outside interests <input type="checkbox"/>	Request <i>somewhat</i> encourages tourism/increase outside interests <input type="checkbox"/>	Request <i>mostly</i> encourages tourism/increase outside interests <input type="checkbox"/>	Request <i>definitely</i> encourages tourism/increase outside interests <input type="checkbox"/>	1
Does the organization directly or indirectly promote economic development or support the City thru educational services or does it enhance City buildings, parks or similar facilities?	Organization does <i>not</i> promote, support or enhance the City of Leon Valley <input type="checkbox"/>	Organization <i>somewhat</i> promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	Organization <i>mostly</i> promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	Organization <i>definitely</i> promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	3
<i>PRIVATE ENTITY: Generates Additional Sales/Tax Revenues PUBLIC/NPO ENTITY: Provides needed social services for LV (please circle the type of entity and rate applicant according to the specific entity/sector)</i>	Request does <i>not</i> meet criteria <input type="checkbox"/>	Request <i>somewhat</i> meets criteria <input type="checkbox"/>	Request <i>mostly</i> meets criteria <input type="checkbox"/>	Request <i>definitely</i> meets criteria <input type="checkbox"/>	3
Does the event or organization allow the public to attend or participate with the community?	Event/Organization does <i>not</i> allow the public to attend or participates with the community <input type="checkbox"/>	Event/Organization <i>somewhat</i> allows the public to attend or participates with the community <input type="checkbox"/>	Event/Organization <i>mostly</i> allows the public to attend or participates with the community <input type="checkbox"/>	Event/Organization <i>definitely</i> allows the public to attend or participates with the community <input type="checkbox"/>	3
Is the event a reasonable request of city resources?	Request is <i>not</i> a reasonable request of City resources at this time <input type="checkbox"/>	Request is a <i>somewhat</i> reasonable request of City resources <input type="checkbox"/>	Request is <i>mostly</i> a reasonable request of City resources <input type="checkbox"/>	Request is <i>definitely</i> a reasonable request of City resources <input type="checkbox"/>	3
Does the request support the City Mission? "The City of Leon Valley will provide our community with a superior quality of life by balancing social equity, environmental stewardship and economic development to achieve sustainability".	Request does <i>not</i> support City mission <input type="checkbox"/>	Request <i>somewhat</i> supports City mission <input type="checkbox"/>	Request <i>mostly</i> supports City mission <input type="checkbox"/>	Request <i>definitely</i> supports City mission <input type="checkbox"/>	3
Does the event help bridge communication and networks between the City of Leon Valley and other stakeholders?	Request does <i>not</i> support vision for collaborative stakeholder participation <input type="checkbox"/>	Request <i>somewhat</i> supports vision for collaborative stakeholder participation <input type="checkbox"/>	Request <i>mostly</i> supports City vision for collaborative stakeholder participation <input type="checkbox"/>	Request <i>definitely</i> supports vision for collaborative stakeholder participation <input type="checkbox"/>	3
					<b>TOTAL</b>
					21

In-Kind Grant Request: _____ AARP TaxAideServices _____ Event Date: _____		Max Points: 24 Total Points Required for Affirmative Recommendation: 18			
Criteria	0	1	2	3	SCORING
Does the request promote the City of Leon Valley?	Request <b>does not</b> promote the City of Leon Valley <input type="checkbox"/>	Request <b>somewhat</b> promotes the City of Leon Valley <input checked="" type="checkbox"/>	Request <b>mostly</b> promotes the City of Leon Valley <input type="checkbox"/>	Request is <b>entirely</b> about promoting the City of Leon Valley <input type="checkbox"/>	1
Does the request encourage tourism and increase outside interests in local businesses in Leon Valley?	Request <b>does not</b> encourage tourism/increase outside interests <input type="checkbox"/>	Request <b>somewhat</b> encourages tourism/increase outside interests <input checked="" type="checkbox"/>	Request <b>mostly</b> encourages tourism/increase outside interests <input type="checkbox"/>	Request <b>definitely</b> encourages tourism/increase outside interests <input type="checkbox"/>	1
Does the organization directly or indirectly promote economic development or support the City thru educational services or does it enhance City buildings, parks or similar facilities?	Organization does <b>not</b> promote, support or enhance the City of Leon Valley <input type="checkbox"/>	Organization <b>somewhat</b> promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	Organization <b>mostly</b> promotes, supports or enhances the City of Leon Valley <input checked="" type="checkbox"/>	Organization <b>definitely</b> promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	2
<b>PRIVATE ENTITY: Generates Additional Sales/Tax Revenues</b> <b>PUBLIC/NPO ENTITY: Provides needed social services for LV</b> <i>(please circle the type of entity and rate applicant according to the specific entity/sector)</i>	Request does <b>not</b> meet criteria <input type="checkbox"/>	Request <b>somewhat</b> meets criteria <input type="checkbox"/>	Request <b>mostly</b> meets criteria <input checked="" type="checkbox"/>	Request <b>definitely</b> meets criteria <input type="checkbox"/>	2
Does the event or organization allow the public to attend or participate with the community?	Event/Organization does <b>not</b> allow the public to attend or participates with the community <input type="checkbox"/>	Event/Organization <b>somewhat</b> allows the public to attend or participates with the community <input type="checkbox"/>	Event/Organization <b>mostly</b> allows the public to attend or participates with the community <input type="checkbox"/>	Event/Organization <b>definitely</b> allows the public to attend or participates with the community <input checked="" type="checkbox"/>	3
Is the event a reasonable request of city resources?	Request is <b>not</b> a reasonable request of City resources at this time <input type="checkbox"/>	Request is a <b>somewhat</b> reasonable request of City resources <input checked="" type="checkbox"/>	Request is <b>mostly</b> a reasonable request of City resources <input type="checkbox"/>	Request is <b>definitely</b> a reasonable request of City resources <input type="checkbox"/>	1
Does the request support the City Mission? "The City of Leon Valley will provide our community with a superior quality of life by balancing social equity, environmental stewardship and economic development to achieve sustainability".	Request does <b>not</b> support City mission <input type="checkbox"/>	Request <b>somewhat</b> supports City mission <input type="checkbox"/>	Request <b>mostly</b> supports City mission <input checked="" type="checkbox"/>	Request <b>definitely</b> supports City mission <input type="checkbox"/>	2
Does the event help bridge communication and networks between the City of Leon Valley and other stakeholders?	Request does <b>not</b> support vision for collaborative stakeholder participation <input type="checkbox"/>	Request <b>somewhat</b> supports vision for collaborative stakeholder participation <input type="checkbox"/>	Request <b>mostly</b> supports City vision for collaborative stakeholder participation <input checked="" type="checkbox"/>	Request <b>definitely</b> supports vision for collaborative stakeholder participation <input type="checkbox"/>	2
<b>TOTAL</b>					14

In-Kind Grant Request: AARP Event Date: January 2025		Max Points: 24 Total Points Required for Affirmative Recommendation: 18			
Criteria	0	1	2	3	SCORING
Does the request promote the City of Leon Valley?	Request <b>does not</b> promote the City of Leon Valley <input type="checkbox"/>	Request <b>somewhat</b> promotes the City of Leon Valley <input type="checkbox"/>	Request <b>mostly</b> promotes the City of Leon Valley <input type="checkbox"/>	Request is <b>entirely</b> about promoting the City of Leon Valley <input type="checkbox"/>	2
Does the request encourage tourism and increase outside interests in local businesses in Leon Valley?	Request <b>does not</b> encourage tourism/increase outside interests <input type="checkbox"/>	Request <b>somewhat</b> encourages tourism/increase outside interests <input type="checkbox"/>	Request <b>mostly</b> encourages tourism/increase outside interests <input type="checkbox"/>	Request <b>definitely</b> encourages tourism/increase outside interests <input type="checkbox"/>	1
Does the organization directly or indirectly promote economic development or support the City thru educational services or does it enhance City buildings, parks or similar facilities?	Organization does <b>not</b> promote, support or enhance the City of Leon Valley <input type="checkbox"/>	Organization <b>somewhat</b> promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	Organization <b>mostly</b> promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	Organization <b>definitely</b> promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	3
<b>PRIVATE ENTITY: Generates Additional Sales/Tax Revenues</b> <b>PUBLIC/NPO ENTITY: Provides needed social services for LV</b> <i>(please circle the type of entity and rate applicant according to the specific entity/sector)</i>	Request does <b>not</b> meet criteria <input type="checkbox"/>	Request <b>somewhat</b> meets criteria <input type="checkbox"/>	Request <b>mostly</b> meets criteria <input type="checkbox"/>	Request <b>definitely</b> meets criteria <input type="checkbox"/>	3
Does the event or organization allow the public to attend or participate with the community?	Event/Organization does <b>not</b> allow the public to attend or participates with the community <input type="checkbox"/>	Event/Organization <b>somewhat</b> allows the public to attend or participates with the community <input type="checkbox"/>	Event/Organization <b>mostly</b> allows the public to attend or participates with the community <input type="checkbox"/>	Event/Organization <b>definitely</b> allows the public to attend or participates with the community <input type="checkbox"/>	3
Is the event a reasonable request of city resources?	Request is <b>not</b> a reasonable request of City resources at this time <input type="checkbox"/>	Request is a <b>somewhat</b> reasonable request of City resources <input type="checkbox"/>	Request is <b>mostly</b> a reasonable request of City resources <input type="checkbox"/>	Request is <b>definitely</b> a reasonable request of City resources <input type="checkbox"/>	3
Does the request support the City Mission? "The City of Leon Valley will provide our community with a superior quality of life by balancing social equity, environmental stewardship and economic development to achieve sustainability".	Request does <b>not</b> support City mission <input type="checkbox"/>	Request <b>somewhat</b> supports City mission <input type="checkbox"/>	Request <b>mostly</b> supports City mission <input type="checkbox"/>	Request <b>definitely</b> supports City mission <input type="checkbox"/>	3
Does the event help bridge communication and networks between the City of Leon Valley and other stakeholders?	Request does <b>not</b> support vision for collaborative stakeholder participation <input type="checkbox"/>	Request <b>somewhat</b> supports vision for collaborative stakeholder participation <input type="checkbox"/>	Request <b>mostly</b> supports City vision for collaborative stakeholder participation <input type="checkbox"/>	Request <b>definitely</b> supports vision for collaborative stakeholder participation <input type="checkbox"/>	3
					<b>TOTAL</b>
					21

In-Kind Grant Request: AARP Tax Training Event Date: _____					Max Points: 24 Total Points Required for Affirmative Recommendation: 18
Criteria	0	1	2	3	SCORING
Does the request promote the City of Leon Valley?	Request <b>does not</b> promote the City of Leon Valley <input type="checkbox"/>	Request <b>somewhat</b> promotes the City of Leon Valley <input type="checkbox"/>	Request <b>mostly</b> promotes the City of Leon Valley <input checked="" type="checkbox"/>	Request is <b>entirely</b> about promoting the City of Leon Valley <input type="checkbox"/>	2
Does the request encourage tourism and increase outside interests in local businesses in Leon Valley?	Request <b>does not</b> encourage tourism/increase outside interests <input type="checkbox"/>	Request <b>somewhat</b> encourages tourism/increase outside interests <input checked="" type="checkbox"/>	Request <b>mostly</b> encourages tourism/increase outside interests <input type="checkbox"/>	Request <b>definitely</b> encourages tourism/increase outside interests <input type="checkbox"/>	1
Does the organization directly or indirectly promote economic development or support the City thru educational services or does it enhance City buildings, parks or similar facilities?	Organization does <b>not</b> promote, support or enhance the City of Leon Valley <input type="checkbox"/>	Organization <b>somewhat</b> promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	Organization <b>mostly</b> promotes, supports or enhances the City of Leon Valley <input checked="" type="checkbox"/>	Organization <b>definitely</b> promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	2
<b>PRIVATE ENTITY: Generates Additional Sales/Tax Revenues</b> <b>PUBLIC/NPO ENTITY: Provides needed social services for LV</b> <i>(please circle the type of entity and rate applicant according to the specific entity/sector)</i>	Request does <b>not</b> meet criteria <input type="checkbox"/>	Request <b>somewhat</b> meets criteria <input type="checkbox"/>	Request <b>mostly</b> meets criteria <input checked="" type="checkbox"/>	Request <b>definitely</b> meets criteria <input type="checkbox"/>	2
Does the event or organization allow the public to attend or participate with the community?	Event/Organization does <b>not</b> allow the public to attend or participates with the community <input type="checkbox"/>	Event/Organization <b>somewhat</b> allows the public to attend or participates with the community <input type="checkbox"/>	Event/Organization <b>mostly</b> allows the public to attend or participates with the community <input checked="" type="checkbox"/>	Event/Organization <b>definitely</b> allows the public to attend or participates with the community <input type="checkbox"/>	2
Is the event a reasonable request of city resources?	Request is <b>not</b> a reasonable request of City resources at this time <input type="checkbox"/>	Request is a <b>somewhat</b> reasonable request of City resources <input type="checkbox"/>	Request is <b>mostly</b> a reasonable request of City resources <input checked="" type="checkbox"/>	Request is <b>definitely</b> a reasonable request of City resources <input type="checkbox"/>	2
Does the request support the City Mission? "The City of Leon Valley will provide our community with a superior quality of life by balancing social equity, environmental stewardship and economic development to achieve sustainability".	Request does <b>not</b> support City mission <input type="checkbox"/>	Request <b>somewhat</b> supports City mission <input type="checkbox"/>	Request <b>mostly</b> supports City mission <input checked="" type="checkbox"/>	Request <b>definitely</b> supports City mission <input type="checkbox"/>	2
Does the event help bridge communication and networks between the City of Leon Valley and other stakeholders?	Request does <b>not</b> support vision for collaborative stakeholder participation <input type="checkbox"/>	Request <b>somewhat</b> supports vision for collaborative stakeholder participation <input type="checkbox"/>	Request <b>mostly</b> supports City vision for collaborative stakeholder participation <input checked="" type="checkbox"/>	Request <b>definitely</b> supports vision for collaborative stakeholder participation <input type="checkbox"/>	2
					<b>TOTAL</b>
					15



# Discussion, Consideration & Possible Action on an In-Kind Grant Request by AARP Tax Services

City Council Meeting  
November 19, 2024  
Crystal Miranda  
Community Relations Director

# Purpose

- AARP Tax Services is requesting use of the Community and Conference Center for their tax aide services and training.
- Training is requested to be held at the Conference Center for 3 and a half weeks Tuesday – Friday from 8:30 am – 4:30 pm, beginning January 2, 2025.
- Tax Aide services is requested to be held in the Community Center every Tuesday & Thursday from 10 am – 2 pm, beginning February 4 through April 15, 2025.

# Purpose

- Provide FREE tax preparation assistance for residents and anyone near Leon Valley.
- Provide training for the volunteer staff members that will provide the tax assistance services.



# Background

- AARP has applied for In-Kind Grants in previous years and have shared the Community Center space with the Northwest Seniors (NWS) during their contracted hours; with approval from the President of the NWS.
- The Northwest Seniors have indicated this is a common practice and agree to share space in the building.



# Background

- On September 4, 2018, the City Council voted to, “require a deposit, no longer waive cleanup cost, no longer waive security, and add a setup fee which would be same as the cleanup fee and do not waive the fee at the discretion of each application coming to Council.”
- **However, AARP is requesting a waiver of all fees at City Councils discretion.**

# Fiscal Impact

- If approved, the grant would waive the following fees:

- Training-

• Building	\$8,320	(\$520x16)
• Cleaning	\$2,320	(\$145x16)
• Security	\$3,520	(\$220x16)
• <u>Deposit</u>	<u>\$6,400</u>	<u>(\$400x16)* (refundable)</u>
Total Fees Waived	\$20,560	

- Tax Aide Services-

• Building	\$5,000	(\$250x20)
• Cleaning	\$4,000	(\$200x20)
• Security	\$0	
• <u>Deposit</u>	<u>\$8,000</u>	<u>(\$400x20)* (refundable)</u>
Total Fees Waived	\$17,000	

# Recommendation

- The In-Kind Grant Committee reviewed the two requests and forwards to Council an average score of 19 out of 24 for the training application and 18.67 for the services application. The points required for approval is a minimum of 18.
- City Council's discretion to waive fees requested.

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** November 19, 2024

**TO:** Mayor and Council

**FROM:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Presentation Discussion and Possible Action on a Resolution of the City Council of the City of Leon Valley, Texas Authorizing the Sale of an Approximately 21.5 Acre Tract of Land to One Stop Group, LP; Authorizing an Infrastructure Improvement Funding Agreement; Authorizing The Mayor to Execute Necessary Documents.

**SPONSOR(S):** N/A

**PURPOSE & BACKGROUND**

On June 6th 2024, One Stop Group (OSG) and the City entered into a real estate purchase contract whereby the City would sell to OSG an approximately 21.5 -acre tract of land located in the City's corporate limits. The development of the property, which shall comply with the Master Site Plan as approved by City Council under Ordinance No. 2024-36 will require the construction, installation, and improvement of public infrastructure and utilities which are located outside the boundaries of the Property. The City engineer estimated the City's costs for these improvements to be \$732,000. This agreement ensures that the city pays the \$732,000 to complete these improvements. The Resolution also authorizes the sale of the property.

The City Charter does not designate a person to sign closing documents to sell city-owned property, nor has the City Council approved an ordinance or a resolution providing such authority. This resolution will also give the Mayor the authority to sign the closing documents to complete the sale.

**FISCAL IMPACT**

The property is being sold for \$2,000,000, and \$732,000 is to be deducted from the sale price and held in a separate account. The city will pay out the \$732,000 in phase completion of the project.

**RECOMMENDATION**

City Council Discretion.

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



APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS AUTHORIZING THE SALE OF AN APPROXIMATELY 21.5 ACRE TRACT OF LAND TO ONE STOP GROUP, LP; AUTHORIZING AN INFRASTRUCTURE IMPROVEMENT FUNDING AGREEMENT; AUTHORIZING THE MAYOR TO EXECUTE NECESSARY DOCUMENTS; PROVIDING A REPEALER; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on or about June 6, 2024, the City entered into a real easement purchase contract whereby the City would sell to One Stop Group, LP (“OSG”) an approximately 21.5 acre tract of land (“Purchase Contract”), as described in the Purchase Contract, and commonly known as 6140 William Ranch Road, Leon Valley, Bexar County, Texas; and

**WHEREAS**, the Purchase Contract was executed after the City completed all legal requirements regarding accepting bids for the sale of real property; and

**WHEREAS**, on or about September 26, 2024, the City entered into an amendment to the Purchase Contract which, together with the Purchase Contract shall collectively be referred to as the Purchase Contract herein; and

**WHEREAS**, the Purchase Contract requires the parties to settle on terms of an Infrastructure Improvement Funding Agreement that governs the construction of certain public improvements; and

**WHEREAS**, the City and OSG hereby agree to terms of the Infrastructure Improvement Funding Agreement; and

**WHEREAS**, the City Council finds it in the best interest of the City and its residents to execute the sale of the property and securing funding of the required improvements.

**NOW, THEREFORE, LET IT BE RESOLVED** by the City Council of the City of Leon Valley that:

**SECTION 1.** That the Mayor, on behalf of the City, is hereby authorized to execute all necessary documents to convey the property described in the aforementioned Purchase Contract.

**SECTION 2.** That the Mayor is hereby authorized and directed to execute Infrastructure Improvement Funding Agreement, on behalf of the City, as said Agreement appears in substantially correct form in Exhibit A, attached hereto and incorporated herein for all purposes.

**SECTION 3. Repealer.** All resolutions and parts thereof in conflict herewith are hereby expressly repealed insofar as they conflict herewith.

**SECTION 4. Severability.** It is hereby declared that the sections, paragraphs, sentences, clauses, and phrases of this resolution are severable and, if any phrase, clause, sentence, paragraph, or section of this resolution shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and section of this resolution, because the same would have been enacted by the City Council without the incorporation of any such unconstitutional phrase, clause, sentence, paragraph, or section.

**SECTION 5. Effective Date.** This resolution shall become effective immediately from and after its passage in accordance with the provisions of the Texas Local Government Code.

**PASSED AND APPROVED** this the \_\_\_\_\_ day of November 2024.

\_\_\_\_\_  
Chris Riley, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Saundra Passailaigue, City Secretary

\_\_\_\_\_  
Art Rodriguez, City Attorney



# Infrastructure Improvement Funding Agreement and Signing Authority

Crystal Caldera, PhD  
City Manager  
City Council Meeting  
November 19, 2024

# Summary

- Question

- Whether or not to approve a Resolution of the City Council of the City of Leon Valley, Texas, Authorizing the Sale of an Approximately 21.5 Acre Tract of Land to One Stop Group, LP; Authorizing an Infrastructure Improvement Funding Agreement; Authorizing The Mayor to Execute Necessary Documents.

- Options

- Approve the request
- Approve a variation of the request
- Deny

- Declaration

- The City Council's Discretion

# Purpose

- On June 6th 2024, One Stop Group (OSG) and the City entered into a real estate purchase contract whereby the City would sell to OSG an approximately 21.5 -acre tract of land located in the City's corporate limits.
- The development of the property, which shall comply with the Master Site Plan as approved by City Council under Ordinance No. 2024-36 will require the construction, installation, and improvement of public infrastructure and utilities which are located outside the boundaries of the Property.
- The City engineer estimated the City's costs for these improvements to be \$732,000. This agreement ensures that the city pays the \$732,000 to complete these improvements.

# Purpose

- The Resolution also authorizes the sale of the property.
- The City Charter does not designate a person to sign closing documents to sell city-owned property, nor has the City Council approved an ordinance or a resolution providing such authority.
- This resolution will also give the Mayor the authority to sign the closing documents to complete the sale.

# Fiscal Impact

- The property is being sold for \$2,000,000, and \$732,000 is to be deducted from the sale price and held in a separate account. The city will pay out the \$732,000 in phase completion of the project.



# Recommendation

- City Council's Discretion

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** November 19, 2024  
**TO:** Mayor and Council  
**FROM:** Melinda Moritz, Public Works Director  
**THROUGH:** Crystal Caldera, Ph.D., City Manager

**SUBJECT:** Presentation, **Public Hearing**, and Discussion to Consider Approval of an Ordinance Amending the Leon Valley Code of Ordinances, Appendix A, Section A16.Water and Wastewater Impact Fees, Section A16.001 Water Impact Fees, Subsection 1. Water Impact Fees, to Update the 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 system.

The last time the water and sewer impact fees were increased was in June of this year; however, the water impact fees were based on what the City had been paying for water rights previously. In light of new information on the price for purchasing water rights, the fees need to be increased to assure adequate recovery of those costs.

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.

Impact fees are to be re-evaluated every 5 years by the Capital Improvements Advisory Committee.

### **FISCAL IMPACT**

Water impact fees are used to offset the costs of obtaining water rights for new development and are now being sold between \$10,000 and \$12,000 per acre foot of water.

**Current 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

**Proposed Water Impact Fees**

Size of Meter	Water Supply Impact Fee	Development Impact Fee
5/8" & 3/4"	\$4,997	\$962
1"	\$8,344	\$1,603
1 1/2"	\$16,639	\$3,207
2"	\$53,312	\$10,261
3"	\$83,292	\$16,033
4"	\$109,924	\$21,164
6"	\$136,552	\$26,295
8"	\$166,535	\$53,444
10"	\$166,534	\$51,307

**RECOMMENDATION**

At their September 2024 meeting, the Capital Improvements Advisory Committee recommended approval of the increase in water impact fees.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary



August 16, 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,

Ardurra had previously provided an assessment of the City of Leon Valley's impact fees and gave recommendation for new impact fees for the city to adopt. The city adopted the impact fees as recommended in June of 2024. Former and current adopted impact fees are presented below:

<b>Impact Fees for a Standard Residential Meter</b>			
	<b>Prior to 2024</b>	<b>Adopted By Council 6/6/2024</b>	<b>Proposed In This Memo</b>
Water Supply Impact Fee	\$1,242	\$2,650	\$4,997
Development Impact Fee	\$450	\$962	\$962
<b>Total Impact Fee</b>	<b>\$1,692</b>	<b>\$3,612</b>	<b>\$5,959</b>

In July 2024, the City provided new information regarding the cost of water acquisition. The memorandum is revised with the new acquisition costs accounted for below with edits highlighted. New calculations for suggested impact fees are presented at the end.

**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 \$11,500 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 \$3,897,295 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%)
<b>Water Supply</b>	\$3,897,295	\$9,993	\$4,997
<b>System Development</b>	\$750,000	\$1,923	\$962

- These proposed impact fees and Leon Valley’s existing impact fees (adopted in June 2024) 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	Adopted June 2024 Leon Valley Impact Fee	Proposed Leon Valley Impact Fee
<b>Flow Impact Fee</b>	\$1,188	\$0	\$0
<b>Water Supply Impact Fee</b>	\$2,706	\$2,650	\$4,997
<b>System Development Impact Fee</b>	\$855	\$962	\$962
<b>Total Impact Fee</b>	<b>\$4,749</b>	<b>\$3,612</b>	<b>\$5,959</b>

**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	Water Supply Impact Fee Prior to 2024	Development Impact Fee Prior to 2024	Current Water Supply Impact Fee	Current Development Impact Fee	Proposed Water Supply Impact Fee	Proposed Development Impact Fee
5/8" & 3/4"	\$1,242	\$450	\$1,242	\$450	\$4,997	\$962
1"	\$2,074	\$750	\$2,074	\$750	\$8,344	\$1,603
1 1/2"	\$4,136	\$1,500	\$4,136	\$1,500	\$16,639	\$3,207
2"	\$13,252	\$4,800	\$13,252	\$4,800	\$53,312	\$10,261
3"	\$20,704	\$7,500	\$20,704	\$7,500	\$83,291	\$16,033
4"	\$27,324	\$9,900	\$27,324	\$9,900	\$109,923	\$21,164
6"	\$33,943	\$12,300	\$33,943	\$12,300	\$136,551	\$26,295
8"	\$41,396	\$25,000	\$41,396	\$25,000	\$166,534	\$53,444
10"	\$66,199	\$24,000	\$66,199	\$24,000	\$166,533	\$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](mailto:jhoelscher@ardurra.com).

Sincerely,

TBPE Firm No. F-10053

  
 \_\_\_\_\_  
**James Hoelscher, PE**  
 Project Engineer

ATTACHMENT A  
WATER ACQUISITION COSTS ESTIMATE

{Section}.103.

Description	Units	Qty
Water Rights Acquired Current	Acre Feet	1758.38
Water Rights Desired	Acre Feet	2054
\$/Acre Foot	\$	\$ 11,500.00
To Acquire	Acre Feet	295.62
Acquire per year	Acre Feet	29.562
Inflation	%	3.0%
2024 Cost to Purchase Water Rights	\$	\$ 339,963.00
2025 Cost to Purchase Water Rights	\$	\$ 350,161.89
2026 Cost to Purchase Water Rights	\$	\$ 360,666.75
2027 Cost to Purchase Water Rights	\$	\$ 371,486.75
2028 Cost to Purchase Water Rights	\$	\$ 382,631.35
2029 Cost to Purchase Water Rights	\$	\$ 394,110.29
2030 Cost to Purchase Water Rights	\$	\$ 405,933.60
2031 Cost to Purchase Water Rights	\$	\$ 418,111.61
2032 Cost to Purchase Water Rights	\$	\$ 430,654.96
2033 Cost to Purchase Water Rights	\$	\$ 443,574.61
<b>Total Cost to Acquire</b>	<b>\$</b>	<b>\$ 3,897,294.80</b>



ATTACHMENT B

MARSHALL ELEVATED STORAGE TANK DEMOLITION AND REPLACEMENT PROJECT COST ESTIMATE

{Section}.103.

Item #	Description	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>
			<b>TOTAL</b>		<b>\$ 750,000.00</b>

ORDINANCE NO. 2024-\_\_

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS, CITY COUNCIL, AMENDING THE LEON VALLEY CODE OF ORDINANCES, APPENDIX A FEE SCHEDULE, ARTICLE A16 IMPACT FEES, SECTION A16.001 WATER IMPACT FEES 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 the increased costs associated with the acquisition of water rights and that wastewater impact fees should not be increased; and

**WHEREAS**, all funds collected through the adoption of an impact fee shall be deposited in an interest-bearing account clearly identifying the category of capital improvements or facility expansions within the service area for which the fee was adopted; and

**WHEREAS**, interest earned on impact fees is considered funds of the account on which it is earned and is subject to all restrictions placed on use of impact fees under Local Government Code, Chapter 395 Financing Capital Improvements Required by New Development in Municipalities, Counties, and Certain Other Local Governments, Subchapter A General Provisions; and

**WHEREAS**, impact fee funds may be spent only for the purposes for which the impact fee was imposed as shown by the capital improvements plan and as authorized by Local Government Code, Chapter 395; and

**WHEREAS** the records of the accounts into which impact fees are deposited shall be open for public inspection and copying during ordinary business hours.; 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 Appendix A Schedule of Fees, Section A16.001 be amended as follows:

“Section A16.001 Water Impact Fees

1. Water impact fees:

Meter Size	Water Supply Impact Fee	Development Impact Fee	Total
5/8" & 3/4"	\$4,997	\$962	\$5,959
1"	\$8,344	\$1,603	\$9,947
1 1/2"	\$16,639	\$3,207	\$19,846
2"	\$53,312	\$10,261	\$63,573
3"	\$83,292	\$16,033	\$99,325
4"	\$109,924	\$21,164	\$131,088
6"	\$136,552	\$26,295	\$162,847
8"	\$166,535	\$53,444	\$219,979
10"	\$166,534	\$51,307	\$217,841

**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 3rd day of December 2024.

**APPROVED**

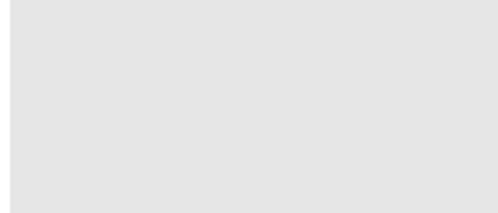
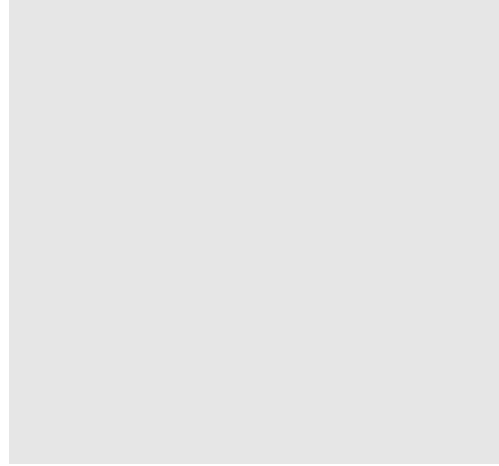
\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

Attest :

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


Approved as to Form:

\_\_\_\_\_  
**ART RODRIGUEZ**  
City Attorney

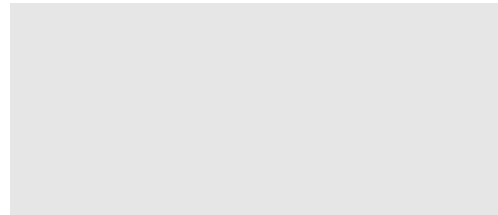
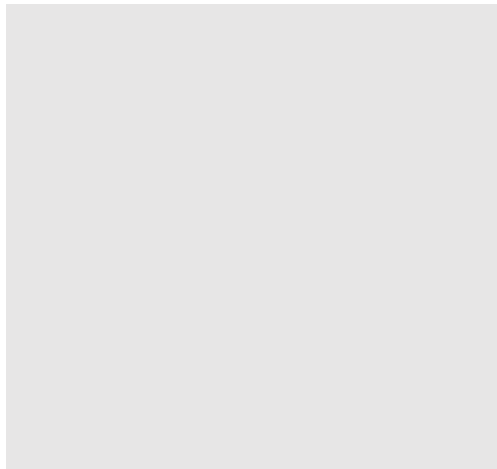
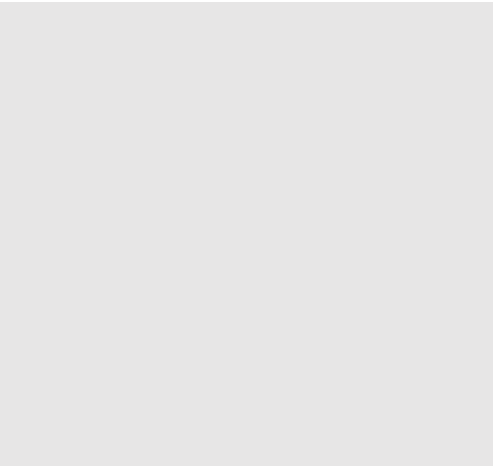


# LEON VALLEY 2023 IMPACT FEE PRELIMINARY REVIEW

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

# EXISTING IMPACT FEES

- Impact Fees were recently updated and adopted in June of 2024
- Current Rates – Water Only:

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

# 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.

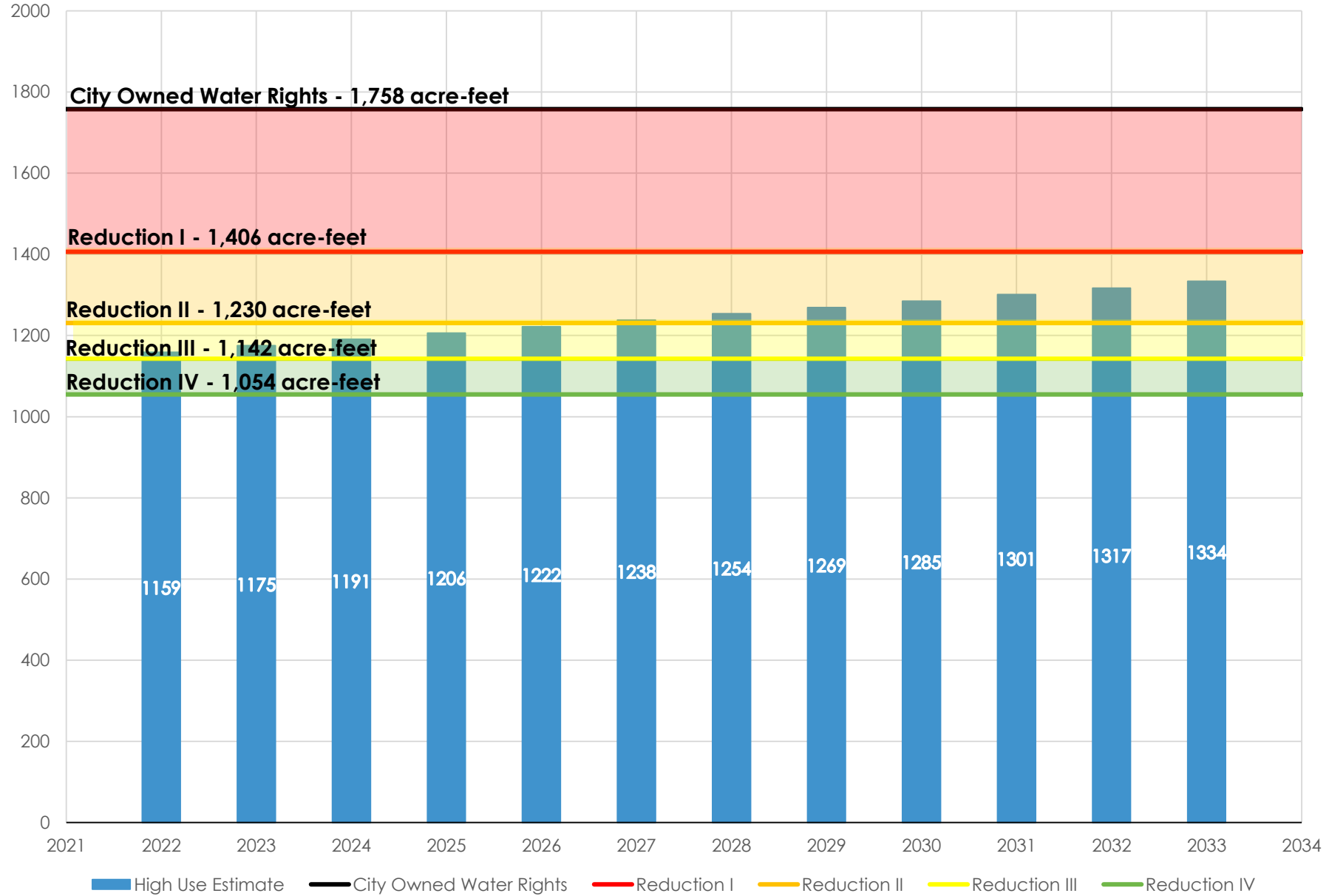
Owned Water	Critical Period Stage	Withdrawal Reduction	Withdrawal Reduction – Owned Water
1,758.38	I	20%	1406.7
1,758.38	II	30%	1230.8
1,758.38	III	35%	1142.9
1,758.38	IV	40%	1054.9

## WATER USAGE – HIGH ESTIMATE

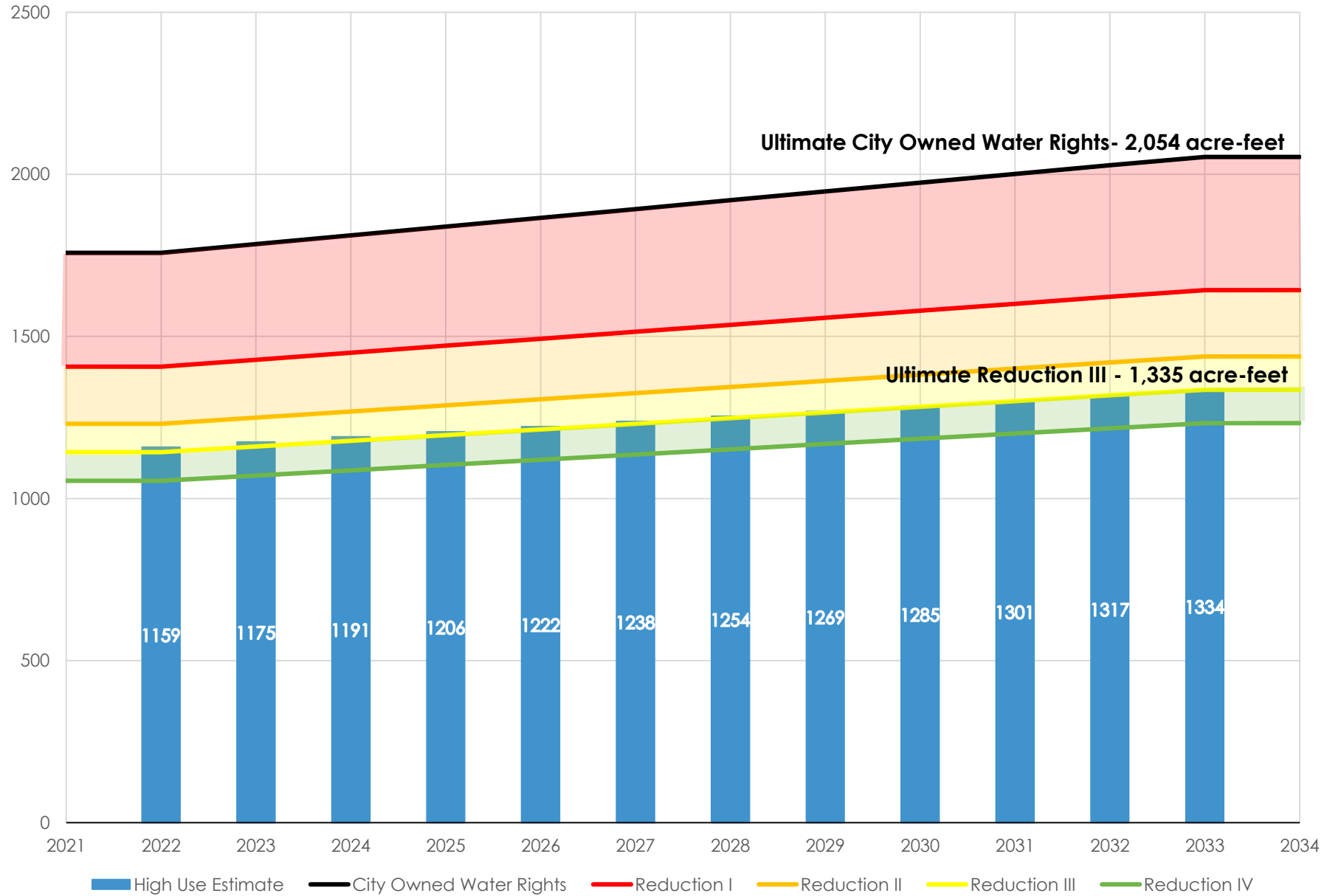
- In 2018, Leon Valley reported having 2,440 meters and using 1,086 acre-feet of water.
  - *~0.45 acre-feet / meter*
  - *Highest per-capita water usage in recent history*
- Assume this per-meter-usage to give a high estimate of potential water demand in 2033
- $(0.45 \text{ acre-feet / meter}) * (2,965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



### Estimated Leon Valley Water Use Over Time



### 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
<b>2,054</b>	<b>III</b>	<b>35%</b>	<b>1335.0</b>
2,054	IV	40%	1232.3

# WATER SOURCING

City estimates cost per acre-foot of water rights acquisition at \$11,500/acre-foot.

*Includes closing cost*

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

**\$3,897,295**



#65101240

# CAPITAL IMPROVEMENTS

No changes are proposed to the capital improvements portion of the existing water impact fees today.



{Section}.103.

## 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 water supply impact fee per service unit is calculated by dividing the growth related costs for water sourcing 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%)
<b>Water Supply</b>	\$3,897,295	\$9,993	\$4,997

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 evaluated*

Description	SAWS Impact Fee	Adopted 2024 Leon Valley Impact Fee	Proposed Leon Valley Impact Fee
<b>Flow Impact Fee</b>	\$1,188.00	\$0.00	\$0.00
<b>Water Supply Impact Fee</b>	\$2,706.00	\$2,650.00	\$4,997.00
<b>System Development Impact Fee</b>	\$855.00	\$962.00	\$962.00
<b>Total Impact Fee</b>	<b>\$4,749.00</b>	<b>\$3,612</b>	<b>\$5,959.00</b>

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

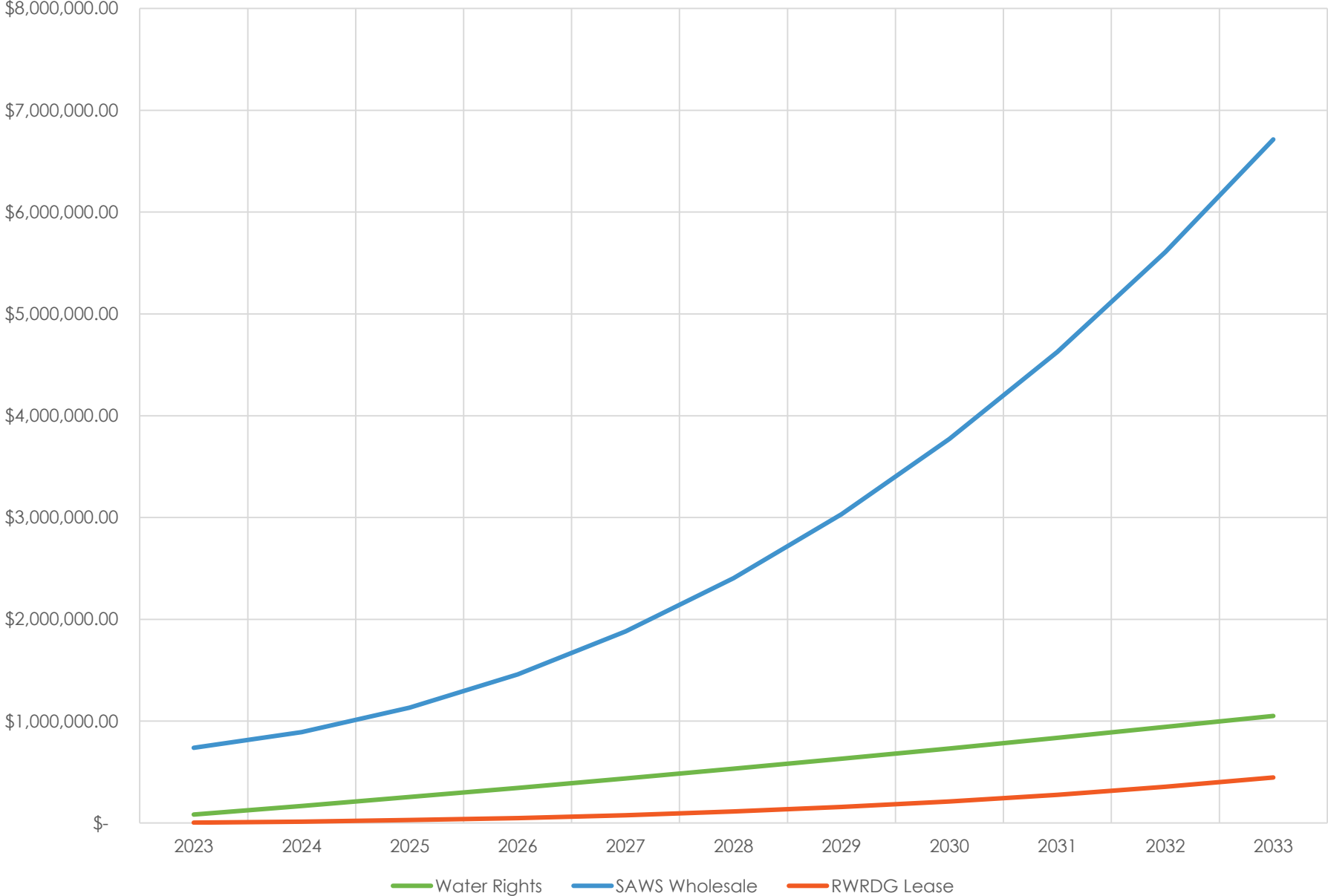
Development projections



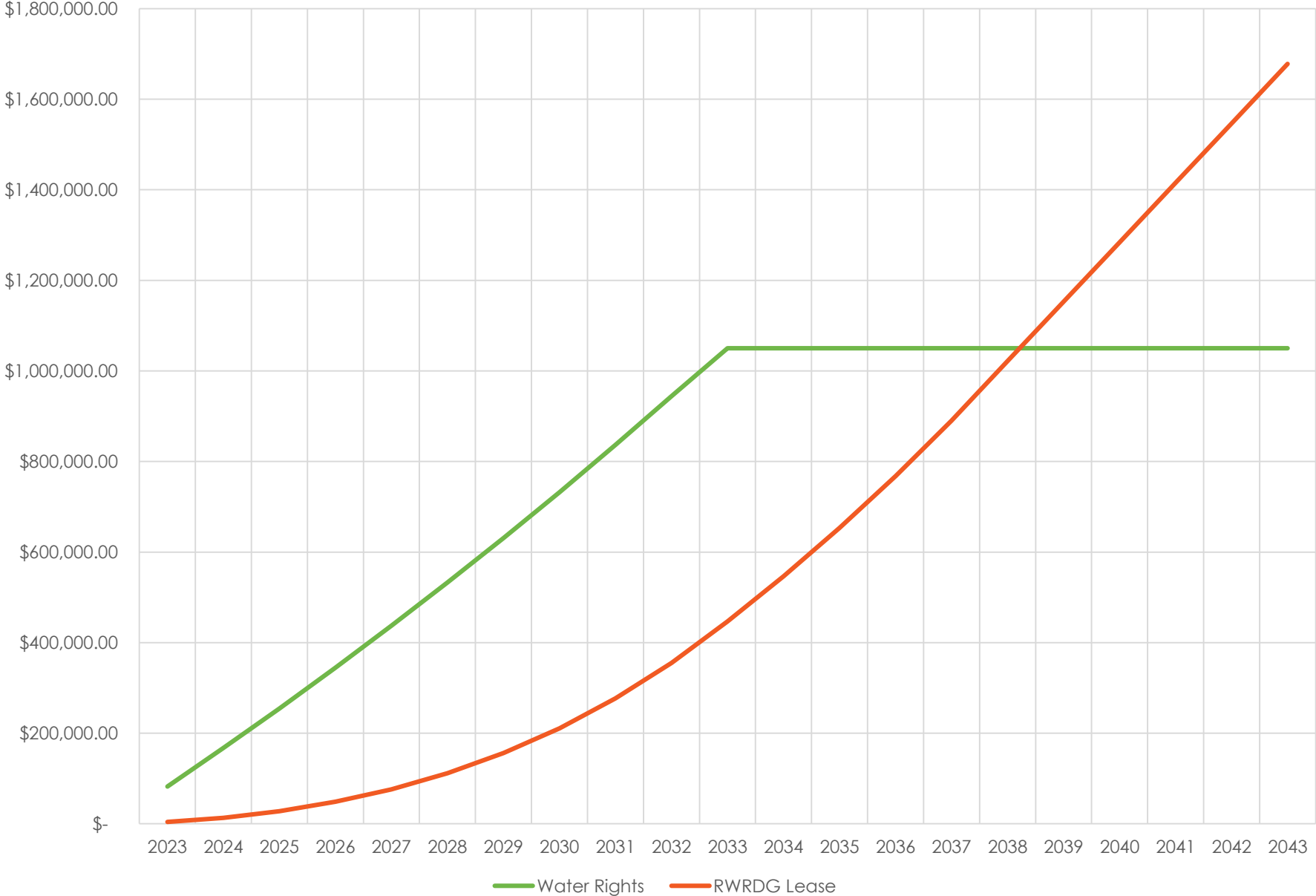
**THANK YOU FOR YOUR  
TIME TODAY**

Questions?

### Cost Comparison Water Rights Purchase vs SAWS vs RWRDG



### Cumulative Cost Comparison Purchase Water Rights Vs RWRDG Lease



**MAYOR AND COUNCIL COMMUNICATION**

{Section}.104.

**DATE:** November 19, 2024

**TO:** Mayor and Council

**FROM:** Crystal Miranda, Community Relations Director

**THROUGH:** Crystal Caldera, City Manager

**SUBJECT:** Presentation, Discussion, and Possible Action on Accepting a Bid and Authorizing the City Manager to Sign a Contract with Litho Press Inc. to Provide Production Services of the Lions Roar Newsletter. – C. Miranda, Community Relations Director

**SPONSOR(S):** N/A

**PURPOSE**

The purpose of this item is to accept a bid and authorize the City Manager to sign a contract with Litho Press Inc., to provide production services of the Lions Roar Newsletter. The City of Leon Vally has created and distributed a City Newsletter since the early 1960's, and serves as an essential communication tool that keeps the residents informed about city news, events, and important announcements.

Bids were advertised for 30 days on the City's website, The Echo newspaper, and emailed to prior vendors. Only one bid was received by the deadline with one other bid received after the deadline.

**FISCAL IMPACT**

The cost of producing and mailing out the newsletter is in line with the current rates and is shown below.

Edition size	Year 1	Year 2	Year 3
16-page	\$5,819.00	\$5,935.38	\$6,054.09
12-page	\$5,196.00	\$5,299.92	\$5,405.92
8-page	\$3,997.72	\$4,077.67	\$4,159.23
4-page	\$3,300.68	\$3,366.69	\$3,434.02

Special Editions	Year 1	Year 2	Year 3
4-page	\$3,300.68	\$3,366.69	\$3,434.02
8-page	\$3,997.72	\$4,077.67	\$4,159.23
12-page	\$5,196.00	\$5,299.92	\$5,405.92

Price per additional 250 issues: \$ 358.10

Price per additional insert: \$ 1,637.05 8.5 x 11 printing 4/4 includes hand inserting

Price per additional fee(s): \$ To Be Determined  
(specify items and cost)

\* Prices based on current postal rates and will need to be adjusted with USPS rate increases.

**RECOMMENDATION**

City Council Discretion.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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



**REQUEST FOR PROPOSALS (RFP)**  
**RFP 24-001**

**LIONS ROAR NEWSLETTER  
PRODUCTION SERVICES**

The City of Leon Valley (“City”) is seeking proposals from qualified and experienced parties (“Vendor”) for printing, binding, and delivery of the City’s Lion’s Roar Newsletter. This bi-monthly newsletter is an essential communication tool that keeps the City of Leon Valley’s residents informed about city news, events, and important announcements.

The City is conducting a competitive solicitation process that includes evaluating and recommending a Vendor for award. Prospective Vendors are invited to respond to this Request for Proposals (“RFP”). Enclosed is the RFP packet, which outlines the following:

1. Background and Overview
2. Scope of Services
3. Proposal Requirements
4. Evaluation Criteria
5. Submission Instructions
6. Forms

To ensure the proper processing of your proposal please submit a *complete* proposal to the Community Relations Office at 6400 El Verde Rd, Leon Valley, TX 78238 by **2:00 p.m. on Thursday, September 12, 2024**. The City of Leon Valley reserves the right to reject any and all responses.

Listed below are specific and anticipated dates and times of action related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed.

Milestone	Anticipated Timeline
RFP Issuance	8/8/2024
Pre-RFP Conference (non-mandatory)	8/22/2024
Proposals Due From Vendor	9/12/2024
Evaluation of Proposals	9/24/2024
Contract Award Date	10/24/2024

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**FORMS .....6-7**

**LION'S ROAR** Vol.21, Issue 1  
 The bi-monthly publication of the City of Leon Valley, Texas December- January 2024



## Mayor's Mes

By Mayor Chris Riley

"If you want to go **FAST**, go alone. If you want

Manager Dr. Crystal Caldera's summary of the progress made on goals and issues discussed from the January, 2023 Town Hall Meeting.

New topics for discussion and survey by our citizens at the 14th annual meeting will include:

- 1. Bandera Road (SH 16) Re-development from 410 to 1604** progress to date and timeline going forward by Chad Gardiner, Half & Associates consultant. The Environmental assessment is 60% complete; purchasing of right of way and moving utilities are next to get the project shovel ready so funding can be secured.
- 2. Solid Waste /Neighborhood Survey** - the current 7 year solid waste contract with Tiger Sanitation expires at the end of 2024. What specific types of services do we want, such as adding a hazardous waste collection and/or adding a third bin for compostable material? How much will it cost and what is the consensus of the
- 3. Law 1 and Infor lice Depa Gonzalez** our comm (statistics) to combat
- 4. Press sion on L City Own at Willian Samaria** proximat received t this area a project jo Bear Cor been com reviewed ed the city developer this meeti feedback.
- 5. Citiz izens are j**

**ANNUAL TOWN HALL MEETING**  
**Saturday, January 27, 2024 at the Conference Center - 8:30 am - 12:30 p.m.**  
 The 14th Annual Town Hall Meeting will take place on Saturday, January 28th at the Conference Center, beginning at 8:30 a.m. Over the years, we have used this meeting as a way of setting goals and working together to get things done. Some of the topics addressed in recent years: Hike & Bike trails from Crystal Hills park to Rimkus park, Spending of American Rescue Funds, Support for establishing Red Light cameras, Amending the Home Rule Charter, City's Infrastructure needs, including Google fiber and ADA compliance

## Park Etiquette - Please Do Your Part!

Leon Valley's Raymond Rimkus Park is the place to be on the weekend, especially in the spring and summer months. There is a bustle of activities including soccer, softball, volleyball, barbecues in the pavilions, children playing on the playground and much more. The new neighborhood parks also have a lot of amenities for residents to enjoy.

As everyone is enjoying our parks, it is important to remember to be respectful of others and not block the walking paths with shade structures, chairs, coolers, bikes, vehicles, or other miscellaneous items.

Additionally, all pets must be kept on a leash at all times while visiting the parks and pet waste must be removed and disposed of properly.



One of the most common complaints we receive is about dog owners not picking up after their pets. Dog waste stations have been installed at me convenience. Dogs are not allowed in the Huebne Park, as they can and do disturb the deer and oths allowed in the Huebner-Onion Natural Area Park. The natural environment in the park can easily ca becomes dry and flammable during the heat of su when the grass and other vegetation is dead.

Finally, please remember to be good stewards of it and pick up after yourself and others if necessary. water bottles and soda cans and throw away any

For more park information, please visit our websi [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov).



**LEON VALLEY**  
 DEEP ROOTS. BIG IDEAS.  
 Leon Valley City Hall  
 6400 El Verde Road  
 Leon Valley, TX 78228

PHOTO: DEO U.S. POSTAGE  
 FIM  
 SAN ANTONIO, TX  
 PERMIT NO. 501

## HB 3186 Texas Youth Diversion and Early Interv

On the heels of the 88th Legislative Session several bills were effective September 1st Youth Diversion and Early Intervention Act became effective January 1st, 2024. This Valley Municipal Court to adopt and implement a youth diversion plan no later than The objective of the bill is to accomplish:

1. Through intervention, reduce recidivism and problem behaviors without having to cate children in the municipal court.
2. Identify at risk youth and where appropriate, make a referral to early youth and in



**CITY COUNCIL**  
**Mayor** Chris Riley  
[criley@leonvalleytexas.gov](mailto:criley@leonvalleytexas.gov)  
**Place 1** Betty Martinez  
[betty@leonvalleytexas.gov](mailto:betty@leonvalleytexas.gov)  
**Place 2** Josh Stevens  
[josh@leonvalleytexas.gov](mailto:josh@leonvalleytexas.gov)  
**Place 3** Philip Campos  
[philip@leonvalleytexas.gov](mailto:philip@leonvalleytexas.gov)  
**Place 4** Ray Guaco  
[ray@leonvalleytexas.gov](mailto:ray@leonvalleytexas.gov)  
**Place 5** Will Bradshaw  
[will@leonvalleytexas.gov](mailto:will@leonvalleytexas.gov)  
**LION'S ROAR**  
 The Lion's Roar is published by The City of Leon Valley, Texas, on the first of each. Any publication of The City of

**CITY STAFF**  
**City Manager** Crystal Caldera, PhD  
 210-884-1331 x 219  
**City Secretary** Saundra Pennington  
 210-884-1331 x 216  
**Finance Department** Carol Gearing, Director  
 210-884-1331 x 222  
**Planning & Zoning Department** Minnie Rouse, Director  
 210-884-1331 x 234  
**IT/Public Library** Megan Reed, Director  
 210-884-0729, x 240  
**Fire Department** Michael Naughton, Fire Chief  
[www.leonvalleytexas.gov](http://www.leonvalleytexas.gov)

### CITY MEETINGS

All meetings at City Hall unless otherwise specified. All meetings subject to change due to Covid-19.  
**City Council**  
 1st & 3rd Tuesday - 6:30 p.m.  
**Board Of Adjustment**  
 Meets as required  
**Citizens Police Advisory Committee**  
 Quarterly, 3rd Wednesday - 8:00 p.m.  
**Coffee with the Mayor**  
 Quarterly, 4th Saturday - 9-11 a.m.  
**Earthquake Living Committee**  
 2nd Wednesday  
 5:30 p.m. City Hall  
**Economic and Community Development Advisory Committee**  
 Meets as needed  
**Library Board**  
 2nd Tuesday - 9:30 p.m. - Library

### CITY NUMBERS

Keep these numbers handy  
**Emergency Number for POLICE, FIRE and EMS** 911  
**City Web Site Address** [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov)  
**Animal Control & Code Compliance** 210-884-6057  
**Non-Emergency** 210-884-8899  
**Fire** 210-884-5219  
**Police** 210-884-3219  
**Human Resources** 210-884-1381  
**Deed Admin** 210-884-6567  
**Pickup** 210-881-1332  
**Public Works** 210-884-0720  
**Library** 210-884-0720  
**Tiger Sanitation** 210-335-6262  
**Community Center** 210-884-1381 ext. 228  
**Postal** 210-884-1381 ext. 228

## **BACKGROUND AND OVERVIEW:**

The City of Leon Valley has created and distributed a City Newsletter since the early 1960's. This publication has featured information regarding budget, City improvements, upcoming events, and general municipal news within the City of Leon Valley.

Leon Valley is a home-rule, incorporated city with a 2020 census population of approximately 11,542. The city encompasses approximately 3.4 square miles located in the northwest quadrant of Bexar County.

The Lion's Roar is an educational, factual, and informative newsletter currently produced six times a calendar year according to the outlined time schedule in this RFP. In an effort to reach every resident the newsletter is mailed to every home within the limits of Leon Valley and a bulk amount is delivered to the apartment complexes and City Hall. This contract begins with the December 2024/January 2025 edition of the newsletter and ends with the October/November 2025 edition (with the option to renew for two additional years).

The purpose of this RFP process is to select a qualified Vendor that provides the best value to the City for the typesetting, printing, saddle stitching, and mail delivery of the Lions Roar Newsletter.

## **SCOPE OF SERVICES:**

The newsletter is relatively similar for each coverage period and it is estimated that the majority of the issues will be a maximum of twelve (12) pages. However, it is possible that the pages of each issue could vary throughout the year as well, due to unknown or unpredictable content. The City shall provide articles, information, images, branding artwork, and reserves the right to approve any additional artwork and graphics from the Vendor for each newsletter edition. The criteria that may fluctuate include the following:

- The number of pages per issue;
- The quantity to be printed and mailed – based on new homeowners added to the mailing list and past homeowners being removed; and
- The delivery date of the files to the printer – based on the timing of the receipt and/or confirmation of information relevant to the content.

The completed folded, saddle stitched Lions Roar Newsletter is 8.5" x 11". The quantity to be printed is approximately 3,700 newsletters, six (6) times annually, for a total of approximately 22,200 newsletters. Proposals should include price per edition, price per page (4, 6, 8, 12, or 16), and the price for each additional "special edition". Special editions may occur up to two (2) times per year and include any special important City information for circulation. There shall be no additional charges for corrections and/or changes made prior to final proof. After final proof has been approved by the City, any corrections made will be at the City's expense, unless it is an error made by the successful Vendor. Additional printing specifications are below:

- Finished Size: 8.5 x 11
- Stock Description: Coated, White, 80#
- Ink: 4-Color Process
- Total Pages in Newsletter: Range 4, 8, 12, 16
- Binding: Saddle-Stitching
- Additional: Ship/Deliver Bulk Amount - 100 to City of Leon Valley, and 300 to the seven apartment complexes within the city limits. (50 per complex)

- Bi-monthly Newsletter Schedule:

Issue I	Coverage Period: December – January
Issue II	Coverage Period: February – March
Issue III	Coverage Period: April – May
Issue IV	Coverage Period: June – July
Issue V	Coverage Period August – September
Issue VI	Coverage Period October -November

A digital copy of each edition will be delivered to the City’s Community Relations Director via email to post on the City’s website. Any delivery and freight charges are to be included in the proposal price.

The Vendor shall provide mailing services, which include processing mailing lists, filing necessary paperwork with USPS, utilize and prepare address files through the NCOA system or equivalent to confirm matches and remove duplicates, and provide best practice for postage delivery to afford the best and lowest prices in the most expeditious delivery fashion possible.

Copies of previously issued newsletters are available on the City’s website or upon request: <https://www.leonvalleytexas.gov/relations/page/lions-roar-newsletter>

Termination of Contract: The City of Leon Valley reserves the right to terminate the contract immediately in the event the successful respondent:

1. Fails to complete project in a timely manner agreed upon by both parties;
2. Otherwise, fails to perform in accordance with this contract;
3. Becomes insolvent and/or files for protection under bankruptcy laws.

Such termination is in addition to and not in lieu of an other remedies that the City of Leon Valley may have in law or equity. Respondent, in submitting this proposal, agrees that the City of Leon Valley shall not be liable to prosecution for damages in the event that the City declares the respondent in default.

Termination for Convenience: The contract may be terminated, without penalty, by either party by providing thirty (30) days’ written notice to the other party.

**Proposal Format**

To facilitate an accurate analysis of responses, Vendors will be required to submit proposals as outlined in this section. Vendors not adhering to these instructions may be disqualified without further consideration.

1. Qualifications and Experience
  - Provide a brief description and history of the company including current size.
  - Include the names, qualifications, years of experience and other detailed background information of the personnel directly involved in the proposed services.
  - Discuss the company’s prior services experience in providing the proposed services to other municipalities.
  - Provide a list of municipalities, government, school districts, or higher education customer contracts in Texas where printing services were provided.
  - Provide a minimum of three (3) with a maximum of five (5) references for clients, preferably governmental, school district, or non-profit agencies, for which you have provided this type of service. Include the name of the agency, contact name, telephone numbers, email address, date/length of contract, and a brief description of work.
2. Price Proposal

- All rates and fees must be listed on the proposal cost sheet. The city will not be responsible for paying any fees not specifically listed.
  - The submitted proposal should not include any amount of sales or use taxes, or any other tax form from which the City is exempt.
  - Identify and list all special services and identify charges pertaining to such services.
3. Samples
- Provide a minimum of two (2) with a maximum of four (4) sample newsletters from production jobs that were previously produced from clients that are similar to the printing requirements of the City of Leon Valley.
4. Forms
- Completed City of Leon Valley Texas Public Information Act.
  - Insurance Requirements: Proposer shall maintain, at his sole cost, at all times while performing work hereunder, the insurance and bond coverage set forth below with companies satisfactory to the Owner with full policy limits applying, but not less than stated. A certificate evidencing the required insurance and specifically citing the indemnification provision set forth in the Agreement shall be delivered to the Owner within fifteen (15) days after the Notice to Proceed has been accepted by Contractor.
    - i. Workman's Compensation Insurance as required by laws and regulations applicable to and covering employees of Contractor engaged in the performance of the work under this agreement with a limit of not less than \$1,000,000.00;
    - ii. Employers Liability Insurance protecting the Proposer against common law liability, in the absence of statutory liability, for employee bodily injury arising out of the master-servant relationship with a limit of not less than \$100,000.00.
    - iii. Comprehensive General Liability Insurance including products/completed operation with limits of liability of not less than: Bodily Injury \$1,000,000.00 per each person, \$1,000,000.00 per each occurrence/\$2,000,000.00 aggregate; Property Damage \$1,000,000.00 per each occurrence;
    - iv. Excess Liability Insurance Comprehensive General Liability, Comprehensive Automobile Liability and coverages afforded by the policies above, with the minimum limits of \$5,000,000.00 excess of specified limits;
  - If required, provide a completed copy of the Conflict of Interests Questionnaire (Form CIQ). This form is available online at: [Form CIQ \(Conflict of Interest Questionnaire\) \(state.tx.us\)](http://www.state.tx.us/forms/ciq)
  - CERTIFICATE OF INTERESTED PARTIES: Applies to all contracts that must be approved by the City Council. In accordance with House Bill 1295, for certain contracts entered into on or after January 1, 2016, the successful proposer must submit a Certificate of Interested Parties (Form 1295) at the time the signed contract is submitted to the City. This applies to any contract of any amount that must be approved by the City Council. Form 1295 must be filed electronically with the Texas Ethics Commission using the online filing application located at: [1295.pdf \(state.tx.us\)](http://www.ethics.state.tx.us/1295.pdf)

### **Proposal Evaluation Process**

An evaluation committee will screen all proposals and rate all submitted responses. Evaluation ratings will be on a 100-point scale, and Vendors selected for a short list may be invited to attend an interview at their own expense. Any invitation for an oral presentation will be solely for the purpose of clarifying proposals received from each qualifying Vendor and will not represent any decision on the part of the evaluation committee as to the selection of a successful Vendor.

The City's process is as follows:

City staff shall recommend an evaluation committee, which will be used to evaluate all proposals. The City will evaluate all proposals based on the following criteria:

Evaluation Criteria	Value
<b>Pricing</b> – The firm’s proposed fees for the services requested.	35
<b>Quality of Work and Services Offered</b> – The firms’ operational and capacity to perform services requested.	30
<b>Qualifications and Experience</b> – The firm’s experience and capacity for providing printing services.	20
<b>References</b> – The firm’s past experience providing similar services to municipalities, school districts, park districts, libraries, non-profit, or other agencies.	15
<b>Total Points</b>	100

**SUBMISSION REQUIREMENTS**

For consideration, one (1) original and five (5) copies of your proposal must be submitted by **5:00 p.m. CST on Thursday, September 12, 2024**, and shall remain valid for a minimum of sixty (60) days. All proposals must be labeled “RFP: Lions Roar Newsletter Production Services,” with the required forms and submitted to:

Crystal Miranda, CPRP  
Community Relations Director  
City of Leon Valley  
6400 El Verde Road  
Leon Valley, TX 78238

Proposals received after this time will be returned unopened. The City of Leon Valley reserves the right to reject any and all proposals.

A pre-proposal conference will be held on Thursday, August 22, 2024, at 2:00 p.m. in the City Council Chambers at 6400 El Verde Road, Leon Valley, Texas. Any questions answered during the conference will be posted as an addendum on the city website.

The City of Leon Valley will not be liable for any costs incurred by any respondent in preparation of a submittal in response to this request, in conduct of a presentation, or any other activities related to the response of this RFP.

Form 1295 must be filed electronically with the Texas Ethics Commission using the online filing application located at: [1295.pdf \(state.tx.us\)](https://www.state.tx.us/ethics/1295.pdf)

Conflict of Interests Questionnaire (Form CIQ). This form is available online at: [Form CIQ \(Conflict of Interest Questionnaire\) \(state.tx.us\)](https://www.state.tx.us/ethics/form-ciq)

## Price Proposal Form

The Vendor is obligated to identify all proposed project costs on this form. In the event services are provided at no additional cost, the time should be noted as, "No Charge." Do not use, "To Be Determined," or similar annotations. The City is asking Vendor(s) to provide pricing for all desired outcomes with the understanding that they may have to make assumptions.

Each issue will require approximately 3,700 copies to be printed. Please list prices based on the stated specifications for 3,700 copies of the newsletter. The submitted proposal shall be stated as the total cost per issue and shall apply to each issue for that contract year.

Edition size	Year 1	Year 2	Year 3
16-page	\$ _____	\$ _____	\$ _____
12-page	\$ _____	\$ _____	\$ _____
8-page	\$ _____	\$ _____	\$ _____
4-page	\$ _____	\$ _____	\$ _____

Special Editions	Year 1	Year 2	Year 3
4-page	\$ _____	\$ _____	\$ _____
8-page	\$ _____	\$ _____	\$ _____
12-page	\$ _____	\$ _____	\$ _____

Price per additional 250 issues: \$ \_\_\_\_\_

Price per additional insert: \$ \_\_\_\_\_

Price per additional fee(s): \$ \_\_\_\_\_  
(specify items and cost)



## **Company History**

Litho Press was founded in 1962 in San Antonio, Texas. We are an employee-owned company with 35 employees. We print newsletters, books, magazines, calendars, mailers and medical forms.

## **Designer**

Mark Mayfield – former art director, photo studio manager and ad agency owner. Has received national and international awards for his work.

## **Prior Services**

During the last 62 years we have assisted our clients with design, photography, printing, binding and mailing services.

## **Customer List**

City of San Antonio, City of Leon Valley, City of New Braunfels, Texas Lutheran University, San Antonio Independent School District, Northside Independent School District and City of Hondo.

## **References**

### **City of San Antonio**

PO Box 839966



San Antonio, Texas 78283

(210) 207-8441

Guillermo Castoreno <[Guillermo.castoreno@sanantonio.gov](mailto:Guillermo.castoreno@sanantonio.gov)>

Customer for over 20 years

Newsletters and mailers

### **Northside ISD**

5900 Evers Road

San Antonio, Texas 78238

(210) 397-8500

Monica Faulkenbery <[monica.faulkenbery@nisd.net](mailto:monica.faulkenbery@nisd.net)>

Customer for over 17 years

Layout and Production of graduation programs

### **Down Syndrome Association of South Texas**

1127 Patricia

San Antonio, Texas 78213

(210) 349-4372

Machell Naeder <[mnaeder@dsastx.org](mailto:mnaeder@dsastx.org)>

Customer for over 17 years

Calendars

### Price Proposal Form

The Vendor is obligated to identify all proposed project costs on this form. In the event services are provided at no additional cost, the time should be noted as, "No Charge." Do not use, "To Be Determined," or similar annotations. The City is asking Vendor(s) to provide pricing for all desired outcomes with the understanding that they may have to make assumptions.

Each issue will require approximately 3,700 copies to be printed. Please list prices based on the stated specifications for 3,700 copies of the newsletter. The submitted proposal shall be stated as the total cost per issue and shall apply to each issue for that contract year.

Edition size	Year 1	Year 2	Year 3
16-page	\$5,819.00	\$5,935.38	\$ 6,054.09
12-page	\$5,196.00	\$5,299.92	\$ 5,405.92
8-page	\$3,997.72	\$4,077.67	\$ 4,159.23
4-page	\$3,300.68	\$3,366.69	\$ 3,434.02

Special Editions	Year 1	Year 2	Year 3
4-page	\$3,300.68	\$3,366.69	\$ 3,434.02
8-page	\$3,997.72	\$4,077.67	\$ 4,159.23
12-page	\$5,196.00	\$5,299.92	\$ 5,405.92

Price per additional 250 issues: \$ 358.10

Price per additional insert: \$ 1,637.05 8.5 x 11 printing 4/4 includes hand inserting

Price per additional fee(s): \$ To Be Determined  
(specify items and cost)

\* Prices based on current postal rates and will need to be adjusted with USPS rate increases.

# CERTIFICATE OF INTERESTED PARTIES

FORM {Section}.104.

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

LITHO PRESS  
 San Antonio, TX United States

Certificate Number:  
 2024-1212425

Date Filed:  
 09/10/2024

Date Acknowledged:

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

City of Leon Valley

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

RFP 24-001  
 Printing

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is Patrick Murray, and my date of birth is 02/28/1972.

My address is 6218 Setting Sun, Leon Valley, TX, 78238, Bexar.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Bexar County, State of Texas, on the 10 day of Sept., 2024.  
(month) (year)

Patrick Murray  
 Signature of authorized agent of contracting business entity  
 (Declarant)

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**  
\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

# Lions Roar Newsletter Bid

Crystal Miranda  
Community Relations Director  
City Council Meeting  
November 19, 2024

# Summary

- Question
  - **City Council is being asked to consider authorizing staff to award a Bid and provide direction on the Lions Roar Newsletter.**
- Options
  - Recommended:
    1. Approve.
    2. Allow limited editions and pages.
  - Denial
  - Other
- Declaration
  - This is a City Council discretion.

# Purpose / Background

- The City of Leon Valley has created and distributed a City Newsletter since the early 1960's.
- The Lion's Roar is produced six times a calendar year and includes factual and informative City news.
- City Council advised staff to seek updated bid proposals.
- City created and advertised a Request for Proposals on August 8, 2024.
- Proposals were due September 12, 2024, and one company submitted by the deadline.\* (\*another bid was received after the posted deadline and was incomplete)

# Background

- RFP posted in The Echo, City website, and sent directly to potential vendors.
- Current numbers
  - 3,021 mailed
  - 400 COLV & Apartments

Lions Roar			
20 pages	\$6,987		
16 pages	\$5,819.00		
12 pages	\$5,196.00		
8 pages	\$3,997.72		
4 pages	\$3,300.68		
inserts	\$1,637.05		
<b>Total Cost (Miscellaneous)</b>	<b>\$26,937.02</b>		



# Fiscal Impact

## Bid Results:

Edition size	Year 1	Year 2	Year 3
16-page	\$5,819.00	\$5,935.38	\$ 6,054.09
12-page	\$5,196.00	\$5,299.92	\$ 5,405.92
8-page	\$3,997.72	\$4,077.67	\$ 4,159.23
4-page	\$3,300.68	\$3,366.69	\$ 3,434.02

Special Editions	Year 1	Year 2	Year 3
4-page	\$3,300.68	\$3,366.69	\$ 3,434.02
8-page	\$3,997.72	\$4,077.67	\$ 4,159.23
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Price per additional 250 issues: \$ 358.10

Price per additional insert: \$ 1,637.05 8.5 x 11 printing 4/4 includes hand inserting

Price per additional fee(s): \$ To Be Determined  
(specify items and cost)

\* Prices based on current postal rates and will need to be adjusted with USPS rate increases.



# *Recommendation*

- City Council Discretion

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** November 19, 2024

**TO:** Mayor and Council

**FROM:** Carol Goering, Finance Director

**THROUGH:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Presentation and Discussion of an Ordinance Authorizing Budget Adjustments for the FY 2024-2025 Council Approved Economic Development and General Fund in the amount of \$371,376, Red Light Camera Fund in the amount of \$151,617, Enterprise Fund in the amount of \$2,558,439, Community Center Fund in the amount of \$12,000, Street Maintenance Fund in the amount of \$1,014,063, Police Forfeiture in the amount of \$210,900 for Capital and Rollover Projects. (1st Reading as Required by City Charter)

**SPONSOR(S):** N/A

### **PURPOSE**

The purpose of this Ordinance is to consider approval of budget adjustments for the FY 2024-2025 budget for Capital and Council Approved Economic Development Rollover Projects that were not completed during the previous fiscal year (FY 2023-2024)

The projects are as follows:

#### **General Fund Reserve**

##### *Impound Lot*

Relocation and completion of the new Police Impound Lot; remaining cost of the capital expenditure is \$17,898.

##### *Dump Truck*

In FY 2023-2024 a dump truck for Public Works was approved by the Council to replace a 1999 model that is past its economic life. The City's remaining cost of the capital expenditure is \$87,929.

##### *City Hall Entrance Doors*

In FY 2023-2024 the Council approved the replacement of the front entryway doors and glass. The City's remaining cost of the capital expenditure is \$50,214.

*PEG - Contract*

In FY 2023-2024 the Council approved the one-time capital expenditure to set up a PEG Channel. The City's remaining cost of the capital expenditure is \$6,335.

*Sprinkler Systems-Neighborhood parks*

In FY 2023-2024 the Council approved installing sprinkler systems in each of the neighborhood parks to allow for irrigation of new trees and other plantings. The City's remaining cost of the capital expenditure is \$99,500.

*Hike & Bike (El Verde) Sprinkler System*

In FY 2023-2024 the Council approved an irrigation system will assist in watering the trees and other vegetation along the first segment of the trail. The City's remaining cost of the capital expenditure is \$107,000.

*Special Events-Earthwise*

In FY 2023-2024 the Council approved a budget adjustment to purchase supplies for the 2025 Earthwise Living Day event. The City's remaining cost of the capital expenditure is \$2,500.

**Red Light Camera Reserve**

*Command Vehicle*

In FY 2023-2024 the Council approved the purchase of a command vehicle. The City's remaining cost of the capital expenditure is \$80,000.

*Police Patrol Vehicle*

In FY 2023-2024 the Council approved the purchase of 3 police patrol vehicles. The City's remaining cost of the capital expenditure is \$42,102.

*To fund Impound Lot*

In FY 2023-2024 the Council approved the purchase of Jaws of Life and In-Car Camera System. The police chief is asking to use the remaining funds to assist with the construction of the impound lot. The City's remaining cost of the capital expenditure is \$29,516.

**Water & Sewer Fund Reserve**

*Water Rights*

In FY 2023-2024 the Council approved the purchase of water rights. The City's remaining cost of the project is \$1,210,000.

*Water Mains*

In FY 2023-2024 the Council approved the ongoing capital improvements plan to replace 40-50 year old water mains. The City's remaining cost of the project is \$250,000.

### *Sewer Mains*

In FY 2023-2024 the Council approved the ongoing capital improvements plan to replace 40-50 year old water mains. The City's remaining cost of the project is \$250,000.

### *CCVT Sewer Mains*

In FY 2023-2024 the Council approved videotape all sewer mains in City. The City's remaining cost of the project is \$187,633.

## **Stormwater Fund Reserve**

### *Seneca West Drainage Project*

This project, construction of a large drainage channel on city-owned property, will assist in floodwater and erosion reduction on Samaritan, Aids and Grass Hill streets and will also reclaim land from the floodway. The County granted the City \$1,815,416 for the construction portion. The City's remaining cost of the project is \$122,963.

### *Huebner Creek Erosion Control*

This project aims to reduce flooding and erosion in the section of Huebner Creek from the Bandera Road Bridge to Poss at Cherryleaf. The City's remaining cost of the project is \$537,842.

## **Community Center Reserve**

In FY 2023-2024 the Council approved the purchase of office equipment. The City's remaining cost of the project is \$12,000.

## **Street Maintenance Reserve**

In FY 2023-2024 the Council approved the continuation of street maintenance. The City's remaining cost of the project is \$1,014,063

## **Police Forfeitures Reserve**

In FY 2023-2024 the Council approved the purchase of 2 police vehicles and one undercover police vehicle. The City's remaining cost of the project is \$186,200. The Police Chief is requesting to use \$24,700 received from insurance for the totaled of a car.

**FISCAL IMPACT**

<b>CAPITAL/ PROJECTS NAME</b>	<b>DEPARTMENT</b>	<b>TOTAL</b>
<b>GENERAL FUND</b>		
Impound lot	Impound lot	17,898
Dump Truck	Public Works	87,929
City Hall Entrance Doors	Public Works	50,214
PEG - Contract	Economic Develepment	6,335
Srinkler Systems - Neigborhood parks	Parks	99,500
Hike & Bike (El Verde) Sprinkler System	Parks	107,000
Earthwise	Special Events	2,500
		<b>\$ 371,376</b>
<b>RED LIGHT CAMERA</b>		
Command Vehicle	Traffic System	80,000
Police Patrol Vehicle (3 w/equip)	Traffic System	42,102
To be used for impound lot	Traffic System	29,516
		<b>\$ 151,617</b>
<b>ENTERPRISE FUND</b>		
Purchase Water Rights	Water	1,210,000
Replace Water Mains	Water	250,000
Replace Sewer Mains	Sewer	250,000
CCTV Sewer Mains	Sewer	187,633
Seneca West Drainage	Stormwater	122,963
Huebner Creek Erosion Control	Stormwater	537,842
		<b>\$ 2,558,439</b>
<b>COMMUNITY CENTER FUND</b>		
Community Center Chairs	Community Center	12,000
		<b>\$ 12,000</b>
<b>STREET MAINTENANCE FUND</b>		
Year 7 Project	Street Maintenance	1,014,063
		<b>\$ 1,014,063</b>
<b>FORFEITURE FUND</b>		
Police Vehicles (2 w/equip)	Forfeiture	126,200
Undercover Police Vehicle (1)	Forfeiture	60,000
Insurance Proceeds for totaled car	Forfeiture	24,700
		<b>\$ 210,900</b>
		<b>\$ 4,318,395</b>

**RECOMMENDATION**

City Council approve the Ordinance authoring the budget adjustment

ATTEST :

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

ORDINANCE NO. 2024-\_\_\_\_

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AUTHORIZING BUDGET ADJUSTMENTS FOR FY 2025 THAT WERE FY 24 CAPITAL IMPROVEMENTS/PROJECTS ROLLOVERS FOR GENERAL FUND IN THE AMOUNT OF \$371,376, TRAFFIC FUND IN THE AMOUNT OF \$151,617, ENTERPRISE FUND IN THE AMOUNT OF \$2,558,439, COMMUNITY CENTER FUND IN THE AMOUNT OF \$12,000, STREET MAINTENANCE FUND IN THE AMOUNT OF \$1,014,063, , AND THE POLICE FORFEITURE FUND IN THE AMOUNT OF \$210,900 FOR CAPITAL AND ROLLOVER PROJECTS; PROVIDING FOR REPEALER, SEVERABILITY AND SAVING CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, several planned Capital Improvement projects and Economic Development Rollover projects that were approved by the City Council in FY 2023-2024 but not completed; and

**WHEREAS**, the funding for these projects ended on September 30, 2024; and

**WHEREAS**, the City of Leon Valley has already passed their FY 2024-2025 Budget on August 20<sup>th</sup>, 2024; and

**WHEREAS**, it has been determined that funding should be added to the FY 2024-2025 Budget; and

**WHEREAS**, it is necessary to adjust the Budget by a total amount of \$4,318,395 for FY 2024-2025; 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 FY 2024-2025 budget in a total amount \$4,318,395, in order to fund Capital Improvements and Economic Development Rollover Projects that were bid, approved, and/or awarded by the City Council of the City of Leon Valley in FY 2023-2024, but not otherwise funded in FY 2024-2025;

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

**SECTION 1.** The FY 2024-2025 General Fund Budget of the City of Leon Valley is hereby amended to increase the budget by \$371,376; the Traffic Safety Fund Budget of the City of Leon Valley is hereby amended to increase the budget by \$151,617; the Enterprise Fund Budget of the City of Leon Valley is hereby amended to increase the budget by \$2,558,439; the Community Center Fund Budget of the City of Leon Valley is hereby amended to increase the budget \$12,000; the Street Maintenance Fund Budget of the



City of Leon Valley is hereby amended to increase the budget by \$1,014,063; and the Police Forfeiture Budget of the City of Leon Valley is hereby amended to increase the budget by \$210,900. To provide funding as follows:

<b>FUND</b>	<b>DEPARTMENT</b>	<b>CAPITAL PROJECT/PROJECT</b>	<b>FY25 CARRY OVER</b>
<b>GENERAL FUND</b>			
	Impound lot	Impound lot	17,898
	Public Works	Dump Truck	87,929
	Public Works	City Hall Entrance Doors	50,214
	Economic Develepment	PEG - Contract	6,335
	Parks	Srinkler Systems - Neighborhood parks	99,500
	Parks	Hike & Bike (El Verde) Sprinkler System	107,000
	Special Events	Earthwise	2,500
			<b>\$ 371,376</b>
<b>RED LIGHT CAMERA</b>			
	Traffic System	Command Vehicle	80,000
	Traffic System	Police Patrol Vehicle (3 w/equip)	42,102
	Traffic System	To be used for impound lot	29,516
			<b>\$ 151,617</b>
<b>ENTERPRISE FUND</b>			
	Water	Purchase Water Rights	1,210,000
	Water	Replace Water Mains	250,000
	Sewer	Replace Sewer Mains	250,000
	Sewer	CCTV Sewer Mains	187,633
	Stormwater	Seneca West Drainage	122,963
	Stormwater	Huebner Creek Erosion Control	537,842
			<b>\$ 2,558,439</b>
<b>COMMUNITY CENTER</b>			
	Community Center	To be used for chairs	12,000
			<b>\$ 12,000</b>
<b>STREET MAINTENANCE</b>			
	Street Repair	Year 7 Project	1,014,063
			<b>\$ 1,014,063</b>
<b>POLICE FORFEITURE</b>			
	Forfeiture	Police Vehicles (2 w/equip)	126,200
	Forfeiture	Undercover Police Vehicle (1)	60,000
	Forfeiture	Insurance Proceeds for totaled car	24,700
			<b>\$ 210,900</b>
			<b>\$ 4,318,395</b>

**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 5.** 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 6.** 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 7.** 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 19 day of November, 2023.

**APPROVED**

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**CHRIS RILEY**  
MAYOR

Attest:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form:

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**ARTURO D. “ART” RODRIGUEZ**  
City Attorney

# Approval of an Ordinance Authorizing a Budget Adjustments for the FY 2024-2025 Carryover for Capital and Council Approved Economic Development Rollover Projects.

Carol Goering  
Finance Director

City Council Meeting

November 19, 2024

# Summary

- Question

- The City Council is being asked to consider approve an ordinance authorizing budget adjustments for the FY 2024-2025 in the following funds:

GENERAL FUND	\$ 371,376
RED LIGHT CAMERA	\$ 151,617
ENTERPRISE FUND	\$2,558,439
COMMUNITY CENTER FUND	\$ 12,000
STREET MAINTENANCE FUND	\$1,014,063
FORFEITURE FUND	\$ 210,900
	\$4,318,395

- Options

- Recommendation:

  - Approve the budget adjustment

- Denial of the request.

- Declaration

- This adjustment will carryover capital projects.



FUND	DEPARTMENT	CAPITAL PROJECT/PROJECT	CONTRACT/PROJECT COST	FY24 EXPENDITURES	BALANCE REMAINING	FY25 CAR OVER
<b>GENERAL FUND</b>						
	Impound lot	Impound lot	67,103	49,205	17,898	17,898
	Public Works	Dump Truck	87,929	-	87,929	87,929
	Public Works	City Hall Entrance Doors	50,214	-	50,214	50,214
	Economic Develement	PEG - Contract	6,335	-	6,335	6,335
	Parks	Srinkler Systems - Neighborhood parks	120,000	20,500	99,500	99,500
	Parks	Hike & Bike (El Verde) Sprinkler System	107,000	-	107,000	107,000
	Special Events	Earthwise	2,500	-	2,500	2,500
<b>TOTAL GENERAL FUND</b>						<b>\$ 371,376</b>
<b>RED LIGHT CAMERA</b>						
	Traffic System	Command Vehicle	80,000	-	80,000	80,000
	Traffic System	Police Patrol Vehicle (3 w/equip)	195,000	152,898	42,102	42,102
	Traffic System	To be used for impound lot	29,516	-	29,516	29,516
<b>TOTAL ENTERPRISE FUND</b>						<b>\$ 151,617</b>
<b>ENTERPRISE FUND</b>						
	Water	Purchase Water Rights	1,210,000	-	1,210,000	1,210,000
	Water	Replace Water Mains	250,000	-	250,000	250,000
	Sewer	Replace Sewer Mains	250,000	-	250,000	250,000
	Sewer	CCTV Sewer Mains	250,000	62,367	187,633	187,633
	Stormwater	Seneca West Drainage	429,624	306,661	122,963	122,963
	Stormwater	Huebner Creek Erosion Control	640,391	102,549	537,842	537,842
<b>TOTAL ENTERPRISE FUND</b>						<b>\$ 2,558,439</b>
<b>COMMUNITY CENTER</b>						
	Community Center	To be used for chairs	12,000	-	12,000	12,000
<b>TOTAL COMMUNITY CENTER FUND</b>						<b>\$ 12,000</b>
<b>STREET MAINTENANCE</b>						
	Street Repair	Year 7 Project	1,014,063	-	1,014,063	1,014,063
<b>TOTAL STREET MAINTENANCE FUND</b>						<b>\$ 1,014,063</b>
<b>POLICE FORFEITURE</b>						
	Forfeiture	Police Vehicles (2 w/equip)	130,000	3,800	126,200	126,200
	Forfeiture	Undercover Police Vehicle (1)	60,000	-	60,000	60,000
	Forfeiture	Insurance Proceeds for totaled car	24,700	-	24,700	24,700
<b>TOTAL FORFEITURE FUND</b>						<b>\$ 210,900</b>

**GRAND TOTAL \$ 4,318,395**



Approval of an Ordinance Authorizing a Budget  
Adjustments for the FY 2024-2025 Carryover for  
Capital and Council Approved Economic  
Development Rollover Projects.

Carol Goering  
Finance Director

City Council Meeting

November 19, 2024

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** November 19, 2024

**TO:** Mayor and Council

**FROM:** Susana Huerta, Planning and Zoning Director

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

**SUBJECT:** Consider Approval of a Request for a Variance to Chapter 13, Tree Preservation, Article 13.02 Tree Preservation Ordinance, Division 3. Requirements and Restrictions, Sec. 13.02.074 Preservation Requirements, Sec. 13.02.075 Removal, Replacement or Relocation of Small, Medium and Large Trees, Sec. 13.02.076 Replacement Trees Required; Penalties, (a) and (b), to Allow the Removal of 17 Medium, and Six (6) Large Trees, and to Pay a Reduced Fee-In-Lieu of from \$7,100 to \$1,775.00 in Tree Mitigation Fees, Located in the 5600 Block of Grissom Road, Lots 4 and 5, Block 102, CB 4433, Timberhill Apartments Subdivision, on Approximately 2.32-Acres of Land.

**SPONSOR(S):** None

### PURPOSE

**Applicant/  
Property Owner:** Oxeye Development

**Site:** The property is located in 5600 block of Grissom Road. The site is being developed as an Automatic Car Wash (Jet Shine Car Wash).

### **Staff Comments:**

- The site plan indicated the removal of 17 medium and 6 large trees from the site to provide for construction, adequate circulation, and parking for the proposed site of the Jet Shine Car Wash. They will be keeping 22 trees.
- The applicant will be planting 14 trees with a 3" diameter that are native to the area, including three (3) live oaks, two (2) Cedar Elms, four (4) Mexican Sycamores and five (5) Shumard Oaks.
- Tree mitigation fees in the amount of \$7,100 would be due to the city. They are requesting a variance to reduce the amount of fees in lieu of planting to \$1,775.
- City Code mandates that for each medium tree removed, one tree of 6" or more in diameter be planted and for each large tree, one tree of 8" or more in diameter be planted.
- The Code further states that up to 25% of all required trees may be mitigated rather

than preserved, unless insufficient land area exists on which to plant the required total caliper width of replacement trees, then the “cash in lieu of” amount may be increased up to 50% of the required replacement tree amount.

- City Code states that variances may be granted after consideration and recommendation by the City Council where literal enforcement of the provision of this article will result in unnecessary hardship. No variance may be granted unless:
  - (1) Such variance will not be contrary to the public interest;
  - (2) Such variance will be in harmony with the spirit and purposes of the article;
  - (3) The variance sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial;
  - (4) The variance will not substantially weaken the general purposes of the Tree Preservation Ordinance.

**FISCAL IMPACT**

The mitigation plan will result in the planting of appropriate tree species and an increase of \$1,775.00 in the Tree Mitigation Fund, which supports additional tree planting at approved sites in Leon Valley. The proposed car wash will increase the City’s sales and ad valorem tax base.

**RECOMMENDATION**

At the City Council’s discretion. The property has already been rezoned and replatted, and the applicant is ready to move forward with his development.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

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





**CITY OF LEON VALLEY  
A TREE VARIANCE**

**Oxeye Development, applicant**, Project Number PZ-2024-32, is hereby granted a variance to the Leon Valley Code of Ordinances, Chapter 13, Tree Preservation, Article 13.02 Tree Preservation Ordinance, Division 3. Requirements and Restrictions, Sec. 13.02.074 Preservation Requirements, Sec. 13.02.075 Removal, Replacement or Relocation of Small, Medium and Large Trees, Sec. 13.02.076 Replacement Trees Required; Penalties, (a) and (b), to Allow the Removal of 17 Medium, and Six (6) Large Trees, and to Pay a Reduced Fee-In-Lieu of in the amount of \$1,775.00 in Tree Mitigation Fees, Located on the 5600 block of Grissom Road, CB 4433, Block 102, Lots 4 and 5, Timberhill Apartments, on Approximately 2.32-Acres of Land.

The City Council of the City of Leon Valley voted approval of the above variance on the 19th day of November 2024.

\_\_\_\_\_  
Chris Riley  
Mayor

Attest:

\_\_\_\_\_  
Saundra Passailaigue, TMRC  
City Secretary



# Tree Mitigation Variance Request

## PZ-2024-32

### Grissom Road Carwash

### 5600 Block Grissom Road

Susana Huerta, AICP  
Planning and Zoning Director  
City Council Meeting  
November 19, 2024

# Summary

- Question

- The City Council is being asked to grant a Tree Mitigation Variance to Allow the Removal of 17 Medium & 6 Large Trees, and to pay a reduced Fee-In-Lieu of Planting of \$1,775.00 in Tree Mitigation fees, located in the 5600 Block of Grissom Road, being Lots 4 & 5, Block 102, CB 4433, Timberhill Apartments Subdivision, on approximately 2.32-acres of land

- Options

- Grant the variance
- Deny
- Other

- Declaration

- At Council's discretion - tree removal will accommodate orderly development of area and encourage planting of native trees

# Background

- 1/16/24 - City Council approved rezoning of the property, from B-2 Retail with Sustainability Overlay (SO) Zoning District to B-2 Retail
- Tree Mitigation Plan is to plant 14-3" trees including 3 Live Oaks, 2 Cedar Elms, 4 Mexican Sycamores & 5 Shumard Oaks
- Tree Mitigation fees in the amount of \$7,100 would be due to the City
- Request is to reduce the fee from \$7,100 to \$1,775

# Mitigation Summary

Trees to be Removed Requiring Mitigation			
Tree #	Type	Size	Caliper Size
2026	HACKBERRY	M	8
2030	MESQUITE	L	18
2032	MESQUITE	M	10
2034	MESQUITE	L	15
2035	MESQUITE	M	12
2036	HACKBERRY	M	8
2039	MESQUITE	M	11
2048	HACKBERRY	L	13
2049	HACKBERRY	M	11
2051	MESQUITE	M	8
2073	HACKBERRY	M	7
2075	HACKBERRY	M	9
2076	MESQUITE	M	8
2078	HACKBERRY	M	9
2083	HACKBERRY	M	12
2084	HACKBERRY	M	9
2085	HACKBERRY	M	7
2087	MESQUITE	L	15
2088	HACKBERRY	M	8
2092	HACKBERRY	L	11
2093	HACKBERRY	M	8
2095	HACKBERRY	M	9
2023	HACKBERRY	L	13

Trees than need to be removed		Caliper Inches
Medium	17	154
Large	6	85
Heritage	0	0
<b>Total</b>	<b>23</b>	<b>239</b>

\*\*Total Trees onsite                    94

3" Trees to be Planted per the Plans		
Live Oak		3
Cedar Elm		2
Mexican Sycamore		4
Shumard Oak		5
<b>Total</b>		<b>14</b>

Shrubs to be Planted	
Green Cloud Cenzio	38
Sandankwa Viburnum	15
Mexican Bush Sage	5
<b>Total</b>	<b>58</b>

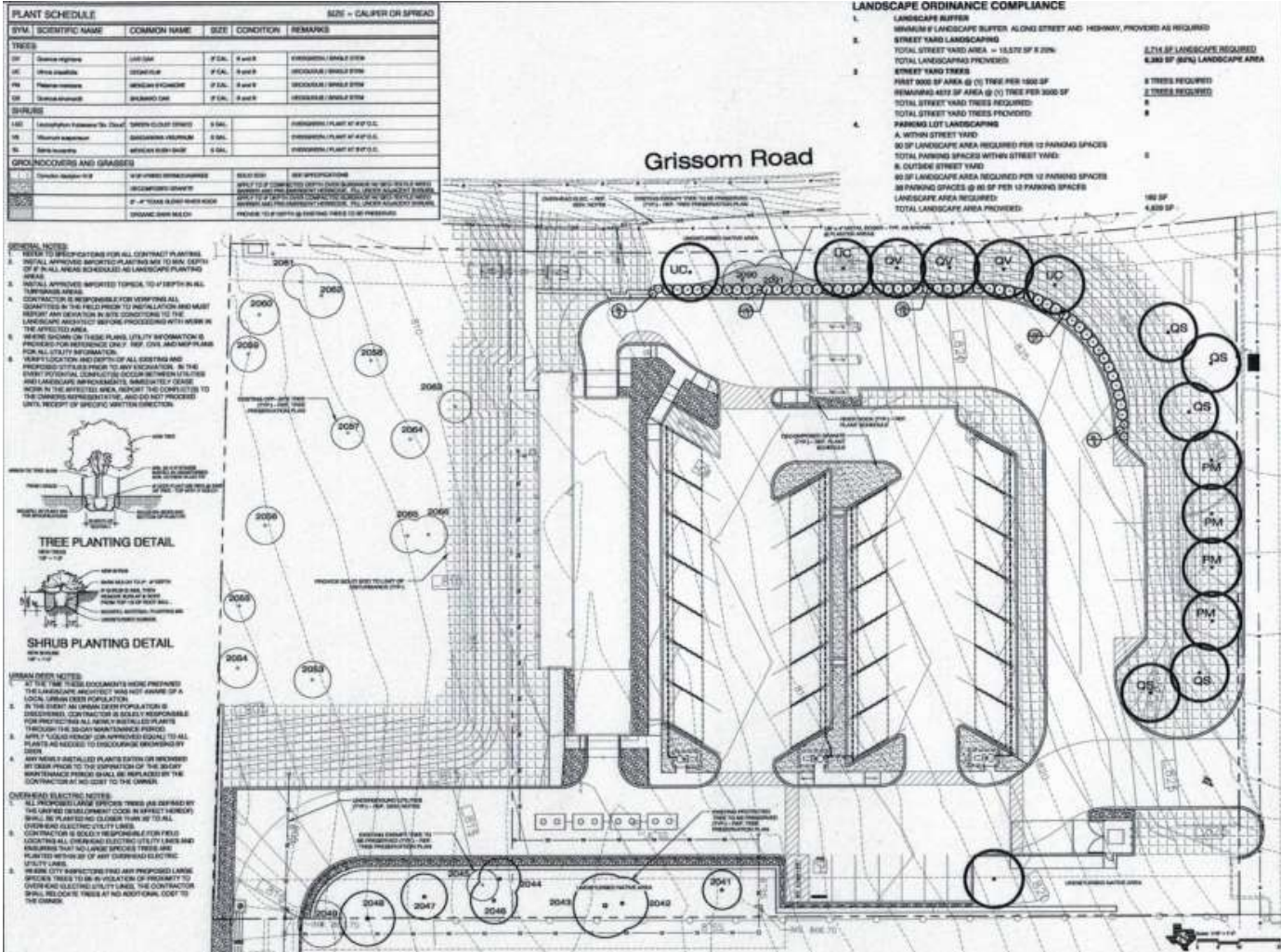
  

Tree Variance Request	Caliper Size	# of Trees
Total Caliper Inches of all Trees being removed	239.00	23
Caliper Reduction for Tree Planting Mitigation	(168.00)	14
Total Remaining Caliper Inches Requiring Mitigat	71.00	
Fee-In-Lieu Remaining	7,100.00	
Reduction Request for Variance	5,325.00	
<b>Total Fee-In-Lieu Requested with Variance</b>	<b>\$1,775.00</b>	



# Tree Mitigation Plan

{Section}.106.



# Code Requirements

- City Code mandates that for each medium tree removed, 1 tree of 6” or more in diameter be planted and for each large tree, 1 tree of 8” or more in diameter be planted
- Per Code up to 25% of required trees may be mitigated rather than preserved, unless insufficient land area exists to plant the required total caliper width of replacement trees, then “cash in lieu of” amount may be increased up to 50% of the required replacement tree amount
- Applicant is preserving 22 trees



# Code Requirements

- City Code states:
  - Variances may be granted after consideration and approval of the City Council, where a literal enforcement of the provision of the Article will result in unnecessary hardship
  - No variance may be granted unless:
    - Such variance will not be contrary to the public interest;
    - Such variance will be in harmony with the spirit and purposes of the article;
    - The variance sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial;
    - The variance will not substantially weaken the general purposes of the Tree Preservation Ordinance.

# Fiscal Impact

- Tree mitigation fees in the amount of \$1,775.00 will be paid into the Tree Mitigation Fund
- This fund is restricted to supporting additional tree planting at approved sites in Leon Valley
- The granting of this variance would facilitate the development of a new car wash, which will increase the City's sales and ad valorem tax base

# Recommendation

- At the discretion of the City Council

**MAYOR AND CITY COUNCIL COMMUNICATION**

**DATE:** November 19, 2024

**TO:** Mayor and City Council

**FROM:** Melinda Moritz, Public Works Director

**THROUGH:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Presentation, Discussion, and Action to Consider Authorizing the City Manager to Enter into Contracts for the Purchase of 105-Acre Feet of Water Rights

**SPONSOR(S):** N/A

**PURPOSE**

This M & C is to authorize the City Manager to enter into contracts for the purchase of water rights. The first contract is for 75-acre feet of water rights and the second contract (still pending) is for 30-acre feet of water rights.

To prepare for future development and current critical period drought management, the city should acquire approximately 300 additional acre feet of water rights. The City currently owns 1780.378-acre feet of water rights, and this will increase our amount to 1885.378-acre feet.

**FISCAL IMPACT**

**75-Acre Feet**

Cost per acre foot	\$ 10,600
Total acre feet	<u>x 75</u>
Cost for 75-Acre Feet	\$ 795,000
Closing costs	\$ 6,700 +/-
<i>Total</i>	\$ 801,700 +/-

**30-Acre Feet**

Cost per acre foot	\$ 11,000
Total Acre Feet	<u>x 30</u>
<i>Cost for 30-acre feet</i>	\$ 330,000
<i>Closing Costs</i>	\$ 6,700 +/-
<i>Total</i>	\$ 336,700

Total for both purchases \$1,138,400 +/-

Approved Budget	\$1,210,000
Remaining Balance	\$ 71,600

**RECOMMENDATION**

It is recommended the City Council authorize the City Manager to enter into contracts for the purchase of 105-acre feet of water rights.

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

APPROVED WITH THE FOLLOWING AMENDMENTS :

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ATTEST :

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

# Authorize City Manager Contracts for Purchase of Water Rights

Melinda Moritz  
Public Works Director  
City Council Meeting  
November 19, 2024

# Summary

- Question
  - City Council is being asked to authorize the City Manager to enter into contracts for the purchase of 105-acre feet (AF) of water rights
- Options
  - Approve
  - Deny
  - Other
- Declaration
  - These purchases will increase the amount of water rights owned to better provide a permanent & secure water source for future development

# Purpose

- To consider authorizing the City Manager to enter into contracts for the purchase of 105-acre feet (AF) of water rights



# Purpose/Background

- To prepare for future development & to provide a permanent water source, city should own approximately 300 additional AF of water rights
- The first contract is for the purchase of 75 AF & second contract (still pending) is for 30 AF
- The City currently owns 1780.378 AF of water rights, & these purchases will increase that to 1885.378 AF
  - Water rights are purchased with funds collected from developers from Impact Fees & from water supplies fees from customers

# Purpose/Background

- The 75 AF purchase includes a 2-yr lease to SAWS & mandates that SAWS pay the \$88 per AF annual fee to the Edwards Aquifer Authority (EAA)
  - City resumes responsibility for that payment after 2026
  - EAA fees will increase to \$90 per AF next year
- The lease payment to the city from SAWS would be \$9,000 per year for 2025 & 2026 (\$120 per AF)
- The 30 AF purchase is unrestricted
  - EAA fees paid through monthly water bills - \$0.62 per 1,000 gallons

# Purpose/Background

- Other option is to lease water rights in 1, 3, or 5-year increments
  - 1-yr lease limits are becoming more common
  - Is a stopgap - may not always be available in future, due to future new housing/business development demands in Edwards Aquifer supported areas & continuing drought conditions – not a permanent & reliable water source
- Leases are from \$100 - \$150 per AF
  - Cost for 100 AF @ \$150 would be \$15,000, plus EAA fees of \$8,800 = \$23,500
- May not satisfy terms of LGC Impact Fee regulations

# Impact Fee Regulations

- Local Government Code, Chapter 395 Impact Fees, Section 395.020. ENTITLEMENT TO SERVICES.
  - Any new development for which an impact fee has been paid is entitled to the **permanent use** and benefit of the services for which the fee was exacted & is entitled to receive immediate service from any existing facilities with actual capacity to serve the new service units, subject to compliance with other valid regulations

# Purpose/Background

- Local Government Code, Chapter 395 Impact Fees, Section 395.025. Refunds.
  - On the request of an owner of the property, political subdivision shall refund the impact fee if service is not available within a reasonable period considering the type of capital improvement or facility expansion to be constructed, but in no event later than 5 years from date of payment
  - Political subdivision shall refund any impact fee or part of it that is not spent as authorized within 10 years after date of payment

# SAWS Water

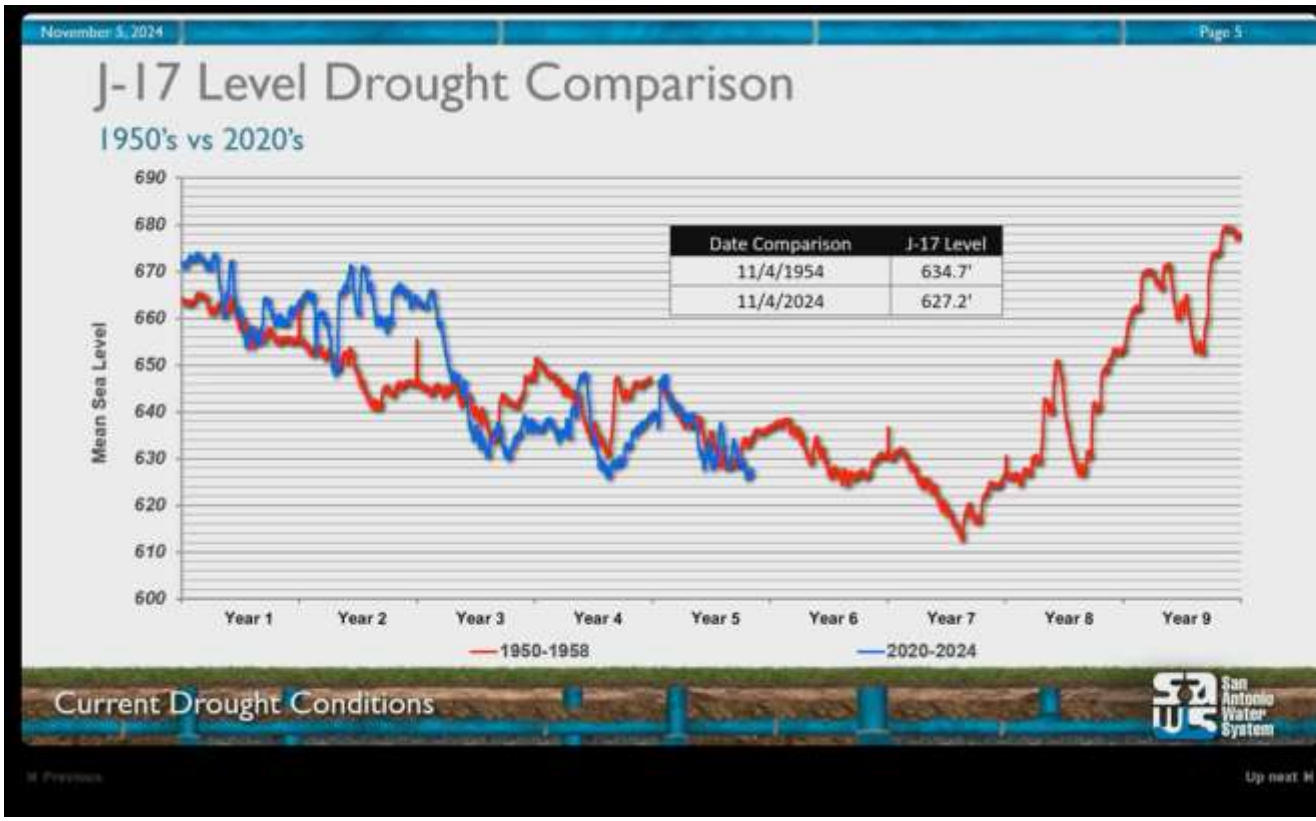
- SAWS is not selling or leasing water rights – they are planning on purchasing 4,000 AF of Edwards Aquifer water rights over the next 5 years
- City could consider wholesale water purchase through SAWS
  - Requires one-time payment of \$662,580 impact fees
  - Includes water availability, EAA, TCEQ fees

# SAWS Wholesale 2023

<b>Leon Valley Wholesale Rate Estimates</b>				
<b>2023 Proposed Rates</b>				
<b>Actual Annual Volume Consumed (AF)</b>	<b>100</b>	<b>Input Consumption Volume</b>		
<b>Meter Charges</b>				
Monthly Service Availability for 10" Meter	\$ 591.14	\$ 591.14	\$ 591.14	\$ 591.14
Number of Meters		0	0	0
Monthly Service Availability for 8" Meter	\$ 473.94	\$ 473.94	\$ 473.94	\$ 473.94
Number of Meters		0	0	0
Monthly Service Availability for 6" Meter	\$ 298.14	\$ 298.14	\$ 298.14	\$ 298.14
Number of Meters	1	1	1	1
<b>Annual Cost for Meter</b>	<b>\$ 3,577.68</b>	<b>\$ 3,577.68</b>	<b>\$ 3,577.68</b>	<b>\$ 3,577.68</b>
<b>Volumetric Charges</b>				
	<b>No Reduction</b>	<b>10% Reduction</b>	<b>20% Reduction</b>	<b>30% Reduction</b>
Annual Base Commitment (AF)	<b>100</b>	<b>90</b>	<b>80</b>	<b>70</b>
Annual Base Gallons Conversion:	32,585,100	29,326,590	26,068,080	22,809,570
Water Delivery Volumetric Total	\$ 88,729.23	\$ 79,856.30	\$ 70,983.38	\$ 62,110.46
Base Consumption (per 100 gallons)	\$ 0.2723	\$ 0.2723	\$ 0.2723	\$ 0.2723
Water Supply Volumetric Total	\$ 116,231.05	\$ 104,607.95	\$ 92,984.84	\$ 81,361.74
Base Consumption (per 100 gallons)	\$ 0.3567	\$ 0.3567	\$ 0.3567	\$ 0.3567
<b>Annual Volumetric Charges for Base Consumption</b>	<b>\$ 204,960</b>	<b>\$ 184,464</b>	<b>\$ 163,968</b>	<b>\$ 143,472</b>
<b>Pass-Through Charges</b>				
Edwards Aquifer Authority (EAA) Fee Rate (per 100 gallons)	\$ 0.03385	\$ 0.03385	\$ 0.03385	\$ 0.03385
EAA Fee Annual Charges	\$ 11,030	\$ 9,927	\$ 8,824	\$ 7,721
Texas Comm. on Env. Quality (TCEQ) Fee (per month per meter)	\$ 0.21	\$ 0.21	\$ 0.21	\$ 0.21
Number of Meters	1	1	1	1
TCEQ Fee Annual Charges	\$ 2.52	\$ 2.52	\$ 2.52	\$ 2.52
<b>Annual Pass-Through Charges</b>	<b>\$ 11,033</b>	<b>\$ 9,930</b>	<b>\$ 8,827</b>	<b>\$ 7,724</b>
<b>TOTAL ANNUAL CHARGES</b>	<b>\$ 219,570.54</b>	<b>\$ 197,971.50</b>	<b>\$ 176,372.47</b>	<b>\$ 154,773.43</b>
<b>Annual Cost per Acre-Foot</b>	<b>\$ 2,195.71</b>	<b>\$ 1,979.72</b>	<b>\$ 1,763.72</b>	<b>\$ 1,547.73</b>
<b>Increase/Decrease</b>	<b>3.22%</b>	<b>3.06%</b>	<b>2.86%</b>	<b>2.61%</b>



# Texas Drought of Record



SAWS Board Meeting - Nov. 5, 2024  
23 hours ago  
Mr. Steven Siebert  
Manager  
Water Resources

Comparison 1950's drought to the start of the current drought of 2020  
Well level on 11/4/24 lower than same date in 1954





# EAA Reductions

## 1780.378 AF Owned Water with EAA Restrictions (365 days)

Owned AF	Stage	% Reduction	Restriction AF
1780.378	1	20%	1424 AF
1780.378	2	30%	1246 AF
1780.378	3	35%	<b>1157 AF</b>
1780.378	4	40%	1068 AF
1780.378	5	44%	997 AF

SAWS is predicting 36% reduction to end of 2024  
Bold text is current stage for LV



# EAA Reductions

## With Additional 105 AF Water Rights

Stage	Owned AF	% Reduction	Restriction AF
1	1885.378	20%	1508.30
2	1885.378	30%	1319.76
3	1885.378	35%	1225.50
4	1885.378	40%	1131.23
5	1885.378	44%	1055.81

# Leon Valley Water Usage

Annual Pumping in Acre Feet (AF) – Last 10 Years (Fiscal Year)

Year	Water Pumped (AF)	Water Pumped (Gallons)
2024	1040	338,974,000
2023	1145	373,113,000
2022	1123	365,930,673
2021	1007	328,131,957
2020	987	321,614,937
2019	963	313,794,513
2018	938	305,648,238
2017	986	321,289,086
2016	1056	344,098,656
2015	1082	352,570,782
2014	1098	357,784,398



# Fiscal Impact

• 75-Acre Feet @ \$10,600 per AF	\$ 795,000
• Closing costs	\$ 6,700 +/-
• <i>Total</i>	\$ 801,700 +/-
• 30-Acre Feet @ \$11,000 per AF	\$ 330,000
• Closing Costs	\$ 6,700 +/-
• <i>Total</i>	\$ 336,700
• Total for both purchases	<b>\$1,138,400 +/-</b>
• Approved Budget	\$1,210,000
• Remaining Balance	\$ 71,600

# Fiscal Impact

- Approved budget funding sources for these purchases
  - Impact fees \$ 696,758 \*
  - Water Supply Fees \$ 280,000
  - General Fund \$ 233,242
- Anticipate collection of \$2,022,720 in Impact Fees over next several years at current rate (new development)
  - Current fee \$3,612 per meter x 560 meters
  - \$4,997 per meter Impact Fee being proposed
  - \* Impact fees may not be used for anything other than improvements to the water system *due to new development*
- Collect approximately \$140,000 in water supply fees annually which is restricted to water acquisition

# Recommendation

- Staff recommends the City Council authorize the City Manager to enter into contracts to purchase 105-acre feet of water rights
- Water rights are real property & typically increase in value over time (just like land)

## **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.
  - 7/16/2024, the council will hear a new presentation
    - Some Councilmembers expressed concern that the water rate does not match SAWS. Some Councilmembers expressed concern that that by not increasing water rates the water infrastructure will not get addressed.
    - Everyone agreed on the surcharge and looking at the affordability rate
  - Staff will bring back the Surcharge on 8/6/2024.
  - New rates will be brought back to the council in September 2024.
  - Second Read on the Surcharge 8/20/2024.
  - Council passed unanimously
  - Water workshop on Saturday in October 19, 2024.
    - Look at the rates with the TX Water Board Low interest Loans
    - Look at the rates with the EPA Low interest Loan
    - Look at rates to exactly match SAWS structure
    - Will have another workshop in est. 30 days
    - 11/12/2024 next workshop
- **Impact Fees**
  - The council directed staff to have Ardurra recalculate the impact fees
  - They have recalculated the fees, and the staff has to take it back to the zoning commission and advertise for 30 days. So it will be brought back in November.
  - Call for public hearing 10/22
  - Hear the impact fees 11/19/2024
- **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.
  - 8/6/2024 – budget adjustment will be presented to the council in the amount of \$168,000
  - Second Read on the Budget Adjustment is scheduled for 8/20/2024.
  - After council approval, the following is the timeline:
    - Preliminary Design – 1.5 months (45 days) from NTP
    - Final Design – 3-4 months (90-120 days)
    - Environmental – TBD – 3-6 months and will be concurrent with design
    - Bidding and Construction – TBD based on funding – Not Authorized at this time
    - Approved
  - Chanel bank options 11/19
- **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, the 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.
- RFP closes July 18, 2024
- Council will elect a committee on 7/16/2024
  - Council elected the committee
- Staff only received two RFPs
  - Extended the submittal deadline to August 29, 2024, the committee has been contacted, and a meeting will be scheduled after that date.
- Committee met on September 4, 2024
- Committee met on September 18, 2024
  - Elected a sub-committee
  - Rounded the submittals down to two.
  - Sub-committee met 9/25/2024
  - Interviews with the sub committee 10/2/2024

- Committee voted on Tiger as their recommendation at 10/16/24 mtg
- Committee will make their recommendation to council on November 5, 2024 council meeting.
  - Council gave direction to City Manager to negotiate with Tiger
- **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 after the council retreat.
  - This item is still pending. The council did not get this item at the retreat.
  - This item was going to be added to the townhall meeting.
- **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.
  - Will be discussed on 7/13/2024 council retreat
  - Waiting until after the development or until it is added by the city council.
- **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
  - Will be discussed at the council retreat on 7/13/2024
  - This item was briefly discussed and will be brought back to city council. September 17, 2024, council meeting.
  - Add to the townhall meeting for discussion
- **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 5/28/2024
  - Zoning commission revisited on 6/5/2024
  - The Zoning Commission will revisit in September
- **Veterans Monument**
  - Waiting for two council members to add this item.
  - Price quote was \$24,000
- **Planning and Zoning Ordinance**
  - Martinez and Heyl
  - 12/5/2024

#### **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.
  - The Council decided at the retreat not to address this issue.
- **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 has decided not to spend the funds on this project at this time.
- This will be discussed during the town hall meeting update with the council on 4/19/2022.
  - The council would like us to use our future land use map.
- Establish neighborhood boundaries
- The council has opted not to Update the Master Plan.
- P & Z Director investigating a university conducting the plan.
- Boundaries of the neighborhood
- This has been placed in the FY 2025 budget.
  - The Council has decided to move the \$250,000 to the city's emergency fund.
- **Sewer Service Charge Adjustments**
  - Council meeting 2/15/22.
  - Impact Fees Removed.
  - Sewer Charges will be brought back at a later time.
  - Impact fees were discussed on 6/4/2024, first read
  - Second read scheduled for 7/16/2024
  - Council passed the impact fees but wants the engineer to reevaluate the fee to include the new water rights purchase amount.
  - There is a workshop schedule for 10/19/2024
- **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.
    - The 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
  - Vistal 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. The Economic Development Advisory Committee completed its review, and a recommended version will be presented to the 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 the 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.
- This was heard by the 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.
- On 2/7/2023, the 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
- **Ordinance Amendment to allow lots with ½ Acre or more to have a septic system.**
  - Discussion 5/7/2024,
  - first read 5/21/2024
  - Second Read 6/4/24 – approved as presented.
- **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
  - On 6/4/2024, the council voted to enter into a contract with one stop to purchase the property.
  - 6/25/24, Zoning Commission heard the preliminary hearing for the PDD

- 7/23/2024, Zoning Commission will have a public hearing on the PDD
  - The zoning commission is sending this to the council with a denial recommendation
- First read by council 8/6/2024
- Second Read by council 8/20/24 -Approved
- **Salary allocations from the enterprise fund**
  - Presentation September 17, 2024, City Council Meeting
  - City allocated \$244,000 back to the General fund as part of the FY 25 budget.
  - City would need an addition \$350,000 from GF.