



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, November 21, 2023 at 6:00 PM

AGENDA

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

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

- 1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance**
- 2. Citizens to be Heard**
- 3. Presentations**
 1. Presentation, Discussion, and Direction on the Huebner Creek Erosion Control Project - M. Moritz, Public Works Director
 2. Presentation, Discussion, and Possible Direction on Pool Repairs and Possible Closures – Dr. Crystal Caldera, City Manager
- 4. Announcements by the Mayor and Council Members.** At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.
- 5. City Manager's Report**
 - 1. Upcoming Important Events:**

Regular City Council Meeting, Tuesday, December 05, 2023, at 6:30 PM, in City Council Chambers.

City Offices and Municipal Court will be closed Thursday, November 23, 2023 and Friday, November 24, 2023 in observance of the Thanksgiving Holiday.

Breakfast with Santa, Saturday, December 02, 2023, from 8:00 AM to 10:30 AM, at the Leon Valley Public Library.

Lighting of the Christmas Tree and Celebration, Monday, December 04, 2023, at 6:00 PM, in the grassy area outside of the Leon Valley Conference Center.

Miscellaneous other events and announcements.

6. Consent Agenda

1. Discussion and Possible Action Approving of the Following City Council Minutes:
 - a. 11-07-2023 Regular City Council Meeting Minutes
2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:
 - a. 06-29-2022 Board of Adjustment Minutes
 - b. 04-13-2023 Library Advisory Board Meeting Minutes
3. Presentation and Discussion of the Monthly Financial Report Ending October 30, 2023 - C. Goering, Finance Director
4. Presentation, Discussion, and Possible Direction Authorizing the City Council to Amend the Leon Valley Code of Ordinance, Chapter 11- Taxation, by Adding 11.05 – Short Term Rentals- Occupancy Tax -Article 11.05 – Short Term-Rentals- Occupancy Tax (1st Read was Held 11-07-2023) - R. Salinas, Director Of Economic Development
5. Presentation, Discussion, and Possible Action of an Ordinance Revising Chapter 15 Zoning, Division 3 Administration, Section 15.02.103 Certificate of Occupancy, to Require a Complete and Accurate Application and Owner Affidavit for a Certificate of Occupancy (C of O) - (1st Read was Held 11-07-2023) - R. Salinas, Economic Development Director
6. Discussion and Possible Action on a Resolution of the City of Leon Valley, TX., City Council Appointing Gregory Meffert as Alternate to the Leon Valley Planning & Zoning Commission - Mayor Chris Riley
7. Presentation, Discussion and Possible Action a Resolution Giving the City of Leon Valley's Seven (7) Votes to Dave Gannon (NISD) for the Bexar Appraisal District Board of Directors for the 2024 Term - Chris Riley, Mayor

7. Regular Agenda

1. Presentation, Discussion, and Possible Action to Approve a Plat with Requested Variances on 9.1810 Acre Tract of Land, Being P-4A, ABS 530, CB 4432 and Being Platted as the Trilogy Subdivision, Consisting of 67 Residential Lots, Located at the Intersection of Evers and Seneca Drive - M. Teague, Planning and Zoning Director

2. Discussion, Presentation, and Possible Action on an In-Kind Grant Application for Tax Aide Services through AARP
 3. Presentation and Discussion of an Ordinance Authorizing Budget Adjustments for the FY 2023-2024 Council Approved Economic Development and General Fund in the amount of \$675,046, Enterprise Fund in the amount of \$1,577,930, Street Maintenance Fund in the amount of \$1,349,498, Traffic Safety Fund in the amount of \$86,830, and Community Center Fund in the amount of \$12,000 for Capital and Rollover Projects (1st Reading as Required by City Charter) - C. Goering, Finance Director
 4. Presentation, Discussion and Possible Action Adding Topics to the January 27, 2024, Annual Town Hall Meeting - Mayor Chris Riley
 5. Discussion and Possible Action on a Resolution Authorizing the City Manager to Enter into a Lease Agreement with Poppy's Café for the Rental of the Kinman House Located at 6417 Evers Road - R. Salinas, Director of Economic Development
 6. Presentation, Discussion, and Possible Action on the 2024 City Calendar of Events - S. Passailaigue, City Secretary
 7. Discussion and Possible Action on a Resolution of the City Council of the City of Leon Valley, Texas, Waiving Open Records Fees for Open Record Request Or-2023-363 - S. Passailaigue, City Secretary
8. **Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley’s Code of Ordinances, at a meeting of City Council, a member of City Council may place an item on an agenda by making a motion to place the item on a future agenda and receiving a second. No discussion shall occur at the meeting regarding the placement of the item on a future agenda.**
9. **The City Council Shall Meet in Executive Session to Discuss the Following:**
1. Pursuant to Texas Government Code, Chapter 551, Section 551.072, Deliberations on Real Property: 6503 Samaritan Drive, Leon Valley, Texas, 78238, (CB 4430 P-15: 2.137 acres, P-16: 6.391 acres & P-16A: 1.0 acre, ABS432), Various Parcels located William Rancher, Grass Hill, Samaritan, and Aids Drive BCAD Parcel Identification No.’s 217816, 217817, 217818, 217819, 217820, 217281, 217838, 217840,217843 (21 Acres)
10. **Reconvene into Regular Session**
11. **Possible Action on Issues Discussed in Executive Session If Necessary**
12. **Adjournment**

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

(deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development).

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

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

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



SAUNDRA PASSAILAIGUE, TRMC
City Secretary
November 17, 2023 11:55 AM



Discussion
Huebner Creek Channel Improvements Project
Segment 1
Tree Mitigation

Melinda Moritz
Public Works Director
City Council Meeting
November 21, 2023

Purpose

- To inform the City Council of the number and types of trees to be removed during the Huebner Creek Channel Improvements Project
- To determine project scope going forward
- Current scope of project is from the Bandera Road bridge to Poss Rd at Cherryleaf St with revised creek alignment

Background

- City Council approved a budget adjustment in the amount of \$633,167 to engineer and design channel improvements to widen Huebner Creek to reduce the threat of flooding and erosion
 - Bandera Road bridge to Poss at Cherryleaf
 - Length of project is 2,730 linear feet
- City Engineer has completed the hydrologic analysis, preliminary design, all surveying and utility locates, and is now at the stage of finalizing the drainage design
- The tree survey that was performed indicates that a large number of trees must be removed should the project move forward

Aerial View of Project

Project
Limits



{Section}.31.

Tree Mitigation Plan



Tree Mitigation Plan

SUMMARY OF TREE REMOVAL (INCHES)

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

SUMMARY OF TREE REMOVAL (NUMBER)

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

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

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

Tree Removal Plan

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

Purpose

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

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

Discussion

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

Fiscal Impact

- Council approved \$633,167 for design and engineering
- Spent \$162,000 so far
- Waiting on estimate from Engineer to just engineer bank stabilization project

S.E.E. Statement

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

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

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



Discussion and Presentation on Pool Repairs and Possible Closures

Crystal Caldera, PhD
City Manager
City Council Meeting
November 21, 2023

Background

- San Antonio Pool Management, Inc. provides
 - Staffing of lifeguards,
 - Maintains water quality
 - Oversees operations of the two City Pools
- The pools were open
 - from May 27th (Memorial Day Weekend) through September 4th (Labor Day Weekend)
 - The Forest Oaks Pool was open during September for weekends only

Background

- A total of 803 memberships were sold
 - 34% were City of Leon Valley residents
 - 66% were Non-residents
- Concessions were sold at both pools
- No water fitness classes were held this year
- A total of 15 Free Days
 - Mid-week days
 - Holidays

Background

- At the Community Pool Leon Valley Lionfish Swim Team
 - Held practices
 - 2 swim meets were also hosted at the Community Pool
- Forest Oaks Pool
 - 3 clubhouse rentals, and
 - 6 pool / hill area pool parties rentals

Pool Attendance

- Attendance data was not complete on free days
- For the data collected
 - 71% utilized the Forest Oaks Pool
 - 29% utilized the Community Pool
- Looking at FY 2022,
 - 4,333 people (68%) attended the Forest Oaks Pool
 - 2,004 people (32%) attended the Community Pool
 - Next season, we will ensure the contractor collects accurate daily data for each pool

Fiscal Impact

Expenses for FY 2023

Item	Cost
Repairs to Pool and Building (electrical, plumbing, pumps, supplies)	\$29,173.30
Utilities – CPS Energy	\$10,400.69
Utilities - SAWS (Forest Oaks) and COLV (Community Pool)	\$13,733.45
Concessions	\$2,204.28
Management Contract	\$105,710.00
TOTAL	\$161,221.72
Revenue	\$53,319.63
Net Operating Cost	\$107,902.09

Pool Repairs

- Both Pools are in need of re-plastering
- The Community Pool is losing 2-3” of water every 2-3 days
- Forest Oaks Pool is losing 2-3” of water each week
- The Community Pool is in need of plumbing line replacement
 - Original lines constructed in the 1970’s around the bottom perimeter of the pool are leaking & need to be replaced
 - In addition, the pool structure may be lifting out of the ground - the waterline is much higher in the shallow end of the pool, and lower on the deep end side

Fiscal Impact

Projected Expenses for FY 2023

Item	Cost
Minor repairs and replastering)	\$200,000 budgeted FY24- this is just a replaster and does not bring this into compliance
Utilities – CPS Energy	\$10,608
Utilities - SAWS (Forest Oaks) and COLV (Community Pool)	\$14,077
Concessions	\$2,204
Management Contract	\$130,000 budgeted FY24
TOTAL	\$518,110
Revenue	\$53,319
Net Operating Cost	\$464,791

Discussion

- Fill in the community pool?
 - \$40,000
 - Turn it into a dog park
- Spend the money to replaster?
- Complete overhaul- total compliance?



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, November 07, 2023 at 6:00 PM

MINUTES

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

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

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

PRESENT

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

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

Mayor Riley introduced Troop 911 and asked them to lead the Pledge of Allegiance.

2. Citizens to be Heard

Those who spoke at this time was Forest Campbell, Troop 911

3. Presentations

1. Presentation, Discussion and Direction to Staff on the Rules of Decorum and City Council Meeting Guidelines/Procedures - Dr. Caldera, City Manager

Dr. Crystal Caldera, City Manager presented this item as a follow-up to the recent TML Annual Conference that she and members of City Council attended.

There was a consensus among members of City Council to leave the first Citizens to be Heard (three minutes); allow citizens to speak on agenda items (three minutes); and to remove the last Citizens to be Heard from future agendas.

Those who spoke at this time: Erick Matta (Leon Valley); Melanie Hefner (Leon Valley); Jed Hefner (Leon Valley)

There was a lengthy discussion on the amount of time to allow each member of City Council to speak on each item.

There was a consensus to follow the "7 x 7 Rule" with respect to PowerPoint presentation, and to remove the S.E.E. statement.

2. Presentation of a Proclamation by Mayor Chris Riley, Proclaiming November 18, 2023, America Recycles Day

Mayor Chris Riley presented Elaine Valdez, Earthwise Living Member, with a proclamation proclaiming November 18, 2023, America Recycles Day.

4. Regular Agenda

1. Presentation and Discussion Authorizing the City Council to Amend the Leon Valley Code of Ordinance, Chapter 11- Taxation, by Adding 11.05 – Short Term Rentals- Occupancy Tax -Article 11.05 – Short Term-Rentals- Occupancy Tax (1st Read as Required by the City Charter) - R. Salinas, Director Of Economic Development

Roque Salinas, Economic Development Director presented an ordinance amending the Leon Valley Code of Ordinance, Chapter 11- Taxation, by Adding 11.05 – Short Term Rentals- Occupancy Tax -Article 11.05 – Short Term-Rentals- Occupancy Tax. This is a first read.

There was a consensus to remove Section 11.05.004 Required Records entirely and place this item on the November 21, 2023 Consent Agenda.

2. Presentation, Discussion, and Possible Action on an Ordinance Amending Leon Valley Code Of Ordinances, Chapter 4 Business Regulations; Adding Article 4.13 Short Term Rental, Sections 4.13.001 – 4.13.011; Providing For Regulations for the Registration and Use of Short Term Rentals; Providing for Definitions Providing for Brochure and Safety Requirements; Providing a Penalty Not to Exceed Five Hundred and No/100 Dollars (\$500.00); Amending Chapter 11 - Taxation of the Code of Ordinances By Amending the Definition of a Hotel to Include Short Term Rental Units; Amending Appendix A Fee Schedule, Adding Article A17.011 Short-Term Rental Registration Fee (First Reading was Held 09-05-2023) - Councilor Josh Stevens and Councilor Rey Orozco

Dr. Crystal Caldera, City Manager presented an ordinance amending the Leon Valley Code of Ordinances, Chapter 4 Business Regulations; adding Article 4.13 Short Term Rental, Sections 4.13.001 – 4.13.011; providing for regulations for the registration and

use of short-term rentals; providing for definitions providing for brochure and safety requirements; providing a penalty not to exceed five hundred and no/100 dollars (\$500.00); amending Chapter 11 - taxation of the Code of Ordinances by amending the definition of a hotel to include short-term rental units; amending Appendix A Fee Schedule and adding Article a17.011 Short-Term Rental Registration Fee. This ordinance was first discussed on the September 05, 2023, City Council Agenda.

Those who spoke at this time were: Melanie Hefner (Leon Valley); Lane Fisher (Leon Valley); Jed Hefner (Leon Valley)

Councilor Will Bradshaw made a motion to adopt the ordinance with the following amendments: that the property must be used as a short-term rental (STR); registration every 2-years; change to three violations with a rollover of those violations every 2-years; and to change from "each violation" to "each occurrence". Councilor Rey Orozco seconded the motion.

Councilor Will Bradshaw amended his motion adding that the local emergency contact be within two hundred miles. Councilor Rey Orozco seconded the amendment.

Mayor Chris Riley asked Saundra Passailaigue, City Secretary to take a roll call vote.

City Secretary Passailaigue proceeded with a roll call vote to which the City Council replied:

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

Mayor Riley announced the motion unanimously passed.

3. Discussion and Possible Action on a Request for Approval of an Appeal to the 2021 International Fire Code, Appendix D Fire Apparatus Access Roads, Section D107 One or Two-Family Residential Developments, D107.1 One or Two-Family Dwelling Residential Developments, to Allow Non-Fire Sprinklered Housing Units, at the Poss Landing Subdivision, Located at 7213 Huebner Road - M. Teague, Planning and Zoning Director

Mindy Teague, Planning and Zoning Director, presented the item in response to a request for an appeal by the developer.

Chris Chaffee, Cude Engineering was present to answer questions.

Michael Naughton, LVFD Chief was also present to respond to questions and concerns.

There was a lengthy discussion and those who spoke were: Erick Matta (Leon Valley); Victor Bernal, developer.

Councilor Benny Martinez made a motion to deny the appeal. Councilor Philip Campos seconded the motion.

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

The motion passed unanimously.

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

Mayor Riley and members of City Council made announcements.

6. City Manager's Report

Dr. Crystal Caldera, City Manager reminded everyone that the City Manager's Report was printed and available on the table in the foyer, as well as posted on the website.

1. Upcoming Important Events:

Regular City Council Meeting, Tuesday, November 21, 2023, at 6:30 PM, in City Council Chambers.

City Offices and Municipal Court will be closed Friday, November 10, 2023 in observance of Veterans Day.

City Offices and Municipal Court will be closed Thursday, November 23, 2023 and Friday, November 24, 2023 in observance of the Thanksgiving Holiday.

Breakfast with Santa, Saturday, December 02, 2023, from 8:00 AM to 10:30 AM, at the Leon Valley Public Library.

Lighting of the Christmas Tree and Celebration, Monday, December 04, 2023, at 6:00 PM, in the grassy area outside of the Leon Valley Conference Center.

Miscellaneous other events and announcements.

7. Consent Agenda

Councilor Benny Martinez requested to pull Consent Agenda Items 5 and 6.

Councilor Josh Stevens made a motion to approve Consent Agenda Items 1, 2,3, and 4. Councilor Rey Orozco seconded the motion.

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

The motion passed unanimously.

1. **Discussion and Possible Action Approving of the Following City Council Minutes:**
 - a. **10-17-2023 Regular City Council Meeting Minutes**
 - b. **10-28-2023 Coffee with the Mayor & City Council Minutes**
2. **Discussion and Possible Action Accepting of the Following Board/Commission Minutes:**
 - a. **09-14-2023 Library Advisory Board Meeting Minutes**
 - b. **09-14-2023 Park Commission Meeting Minutes**
 - c. **09-26-2023 Planning & Zoning Commission Meeting Minutes**
3. **Discussion and Possible Action on a Resolution of the City of Leon Valley, Tx., City Council Appointing David Perry as Commissioner to the Leon Valley Planning & Zoning Commission - S. Passailaigue, City Secretary**
4. **Discussion and Possible Action on Amending Ordinance Chapter 3 Building Regulations; Article 3.02 - Technical and Construction Codes and Standards; Sec. 3.02.054 - Property Maintenance Code and Sec. 3.02.055 - Appeals and Variances to Technical and Construction Codes (1st Read was Held on 09-18-2023) – Dr. Caldera, City Manager**
5. **Discussion and Possible Action on and Ordinance Amending the City Of Leon Valley Code Of Ordinances, Chapter 1, Article 1.04 City Council, Sec. 1.04.001 Rules Of Meeting Decorum and Conduct, Adding Executive Session Meeting Time of 6:00 p.m. and Prohibiting Outside Presentations (1st Read was Held 09-05-2023) - Dr. Caldera, City Manager**

Dr. Crystal Caldera, City Manager presented the item and answered Councilor Benny Martinez' question.

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

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

The motion passed unanimously.

6. **Presentation, Discussion, Possible Action of a Resolution Granting a Fence Variance for 6406 Royalty Pt, CB 4429A BLK 1Lot 25, Seneca Estates - M. Teague, Planning and Zoning Director**

Mindy Teague, Planning and Zoning Director presented.

Councilor Rey Orozco made a motion to approve as presented. Councilor Will Bradshaw seconded the motion.

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

Voting Nay: Council Place 1 Martinez

The motion passed.

8. Regular Agenda

1. **Presentation, Public Hearing, and Discussion to Consider an Ordinance Revising Chapter 15 Zoning, Division 3 Administration, Section 15.02.103 Certificate of Occupancy, to Require a Complete and Accurate Application and Owner Affidavit for a Certificate of Occupancy (C of O) - R. Salinas, Economic Development Director (1st Read as Required by City Charter)**

Dr. Crystal Caldera, City Manager, and Roque Salinas, Economic Development Director presented this item.

Mayor Chris Riley opened the Public Hearing at 8:46 PM. There being no comments, Mayor Riley closed the Public Hearing at 8:46 PM.

The Council agreed to remove the revocation of the Certificate of Occupancy and instead add a fine, for those who violated the ordinance.

2. **Presentation, Discussion and Possible Action Adding Topics to the January 27, 2024, Annual Town Hall Meeting - Mayor Chris Riley**

Mayor Chris Riley and members of City Council discussed potential items and whether or not to place them on the next Annual Town Hall Meeting Agenda, a future Coffee with the Mayor and City Council, or to hold a workshop.

9. Citizens to be Heard

Those who spoke at this time were: Arthur Renteria (Leon Valley)

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

Mayor Riley read aloud the agenda caption for Item 10.1.

The City Council went into Executive Session at 9:20 PM

1. Pursuant to Texas Government Code, Chapter 551, Section 551.072, Deliberations on Real Property: 6503 Samaritan Drive, Leon Valley, Texas, 78238, (CB 4430 P-15: 2.137 acres, P-16: 6.391 acres & P-16A: 1.0 acre, ABS432), Various Parcels located William Rancher, Grass Hill, Samaritan, and Aids Drive BCAD Parcel Identification No.'s 217816, 217817, 217818, 217819, 217820, 217281, 217838, 217840, 217843 (21 Acres)

11. Reconvene into Regular Session

The City Council reconvened into Open Session at 10:01 PM

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

Councilor Will Bradshaw made a motion to have the City Manager enter into further discussions with the two proposals. Councilor Rey Orozco seconded the motion.

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

The motion passed unanimously.

13. 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.

Mayor Chris Riley requested an itemized Seneca West Drainage Project report be added to the next City Manager Report.

14. Adjournment

Mayor Riley announced that the meeting adjourned at 10:03 PM

These minutes approved by the Leon Valley City Council on the 21st of November, 2023.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



**City of Leon Valley
BOARD OF ADJUSTMENT
MEETING MINUTES
6:00 PM – JUNE 29, 2022
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238**

1. CALL TO ORDER AND ROLL CALL

Chair Albert Alcocer called the Board of Adjustment meeting to order at 6:00 PM.

PRESENT

Chair	Albert Alcocer
Vice-Chair	Yvonne Orozco
Board Member	John Saenz
Board Member	Betty Heyl
Board Member	Ty Chumbley
1 st Alternate	Erick Matta
2 nd Alternate	Anna Campos
3 rd Alternate	Jessica Saenz
4 th Alternate	Ronald Hamner

Also in attendance were Planning & Zoning Director Mindy Teague, Public Works Director Melinda Moritz and Permit Technician Elizabeth Aguilar.

2. APPROVAL OF BOARD OF ADJUSTMENT MINUTES

1. Board of Adjustment - Regular Meeting – June 3, 2021

Board Member Ty Chumbley made a motion to approve the minutes as presented, which was seconded by 3rd Alternate Jessica Saenz. The motion carried unanimously.

2. Board of Adjustment – Regular Meeting – June 17, 2021

Board Member John Saenz made a motion to approve the minutes as presented, which was seconded by 1st Alternate Erick Matta. The motion carried unanimously.

3. ANNOUNCEMENTS BY BOARD MEMBERS AND CITY STAFF

4. ADJOURNMENT

Chair Alcocer announced the meeting adjourned at 6:20 PM.

These minutes were approved by the Leon Valley Board of Adjustment on the 6th of November 2023.

APPROVED

Yvonne Orozco
Yvonne Orozco

ATTEST: *E. Aguilar*

ELIZABETH AGUILAR
PERMIT TECHNICIAN





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

Leon Valley Public Library
6425 Evers Road, Leon Valley, TX 78238
Thursday, April 13, 2023 at 5:30 PM

MINUTES

1. CALL TO ORDER

5:30 pm by Clare Brown

Absences:

- Barbara Owens, Unexcused
- Margaret Tovar, Excused
- Linda Crews, Excused

2. CITIZENS TO BE HEARD

League of Women Voters Event on Saturday for Candidates

3. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MINUTES

- a. 03-09-2023 Library Board of Trustees Meeting **approved**; Motion to approve by Maryanna Christensen, Second by Hillary Huber

4. PRESENTATION AND DISCUSSION ON THE LIBRARY'S STRATEGIC PLAN

Discussion

5. PRESENTATION AND DISCUSSION ON THE LIBRARY VOLUNTEER

APPRECIATION.

Discussion

6. LIBRARY DIRECTOR'S REPORT

- a. Quarterly Statistics
- b. Current Statistics
- c. Upcoming Programs
- d. Summer Reading
- e. Grants
- f. Term Expirations Notice

7. FRIENDS OF THE LIBRARY REPORT

The Friends made \$103 at the First Saturday Sale in April

8. TRUSTEE ANNOUNCEMENTS

No Announcements

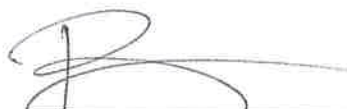
9. ADJOURNMENT

Adjourned at 6:47 pm; Motion to adjourn Maryanna Christensen, Second by Clare Brown

APPROVED


CLARE BROWN, CHAIR

ATTEST


REGINA REED, LIBRARY DIRECTOR
STAFF LIASION

City of Leon Valley October 2023 Financial Report

Carol Goering

Finance Director

City Council Meeting

November 21, 2023

City of Leon Valley Monthly Financial October 2023

{Section}.63.

General Fund

Target Percentage 8.33

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Ad Valorem	\$ 5,470,447	\$ 144,122	2.6%	\$ 194,155	3.6%
Sales Taxes	3,789,946	-	0.0%	-	0.0%
Franchise Taxes	1,001,820	20	0.0%	(3)	0.0%
Licenses, Permits, Fees & Fines	1,237,800	103,141	8.3%	78,215	5.0%
Miscellaneous Revenue	2,084,894	38,441	1.8%	23,246	3.6%
Transfers In	2,133,856	-	0.0%	377,974	18.2%
Total Revenue	\$ 15,718,763	\$ 285,724	1.8%	\$ 673,587	4.7%
EXPENDITURES					
Municipal Court	\$ 426,289	\$ 21,256	5.0%	\$ 25,080	6.0%
Finance	465,686	64,577	13.9%	33,327	7.7%
Council & Manager	1,110,434	103,888	9.4%	78,944	5.9%
Information Technology	315,718	78,498	24.9%	52,024	16.57
Police	3,542,439	323,231	9.1%	204,206	6.2%
Impound Lot	134,402	13,814	10.3%	689	0.0%
Fire	3,900,408	308,061	7.9%	231,204	6.4%
Public Works	2,522,719	213,496	8.5%	127,005	5.7%
Planning and Zoning	649,790	21,188	3.3%	22,914	4.4%
Economic Development	393,099	33,434	8.5%	517	0.1%
Special Events	144,606	-	0.0%	-	0.0%
Parks & Recreation	2,767,490	12,801	0.5%	4,456	1.6%
Library	557,862	37,868	6.8%	33,656	5.9%
Transfers Out	-	-	0.0%	-	-
Total Expenditures	\$ 16,930,942	\$ 1,232,112	7.3%	\$ 814,022	5.5%

City of Leon Valley Monthly Financial October 2023

Water/Sewer/Storm Water Fund

Target Percentage 8.33

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Water Sales	\$ 22,084,115	\$ 66,289	0.3%	\$ -	-
Sewer Sales	2,516,542	60,981	2.4%	-	-
Storm Water	580,444	16,431	2.8%	-	-
Connection & Platting	350	-	0.0%	-	-
Customer Fees	68,921	4,989	7.2%	-	-
Tapping Fees	10,000	-	0.0%	-	-
Interest Income	50,000	16,904	27.9%	-	-
Miscellaneous Revenue	10,500	-	0.0%	82,840	0.0%
Total Revenue	\$ 25,320,872	\$ 165,595	3.1%	\$ 82,840	87.6%
EXPENDITURES					
Water System	1,704,795	71,584	4.2%	6,128	0.6%
Sewer System	2,738,254	16,612	0.6%	3,166	0.1%
Storm Water	175,600	12,121	6.9%	-	0.0%
Other Sources/Uses	1,261,628	-	0.0%	-	-
Total Expenditures	\$ 5,880,277	\$ 100,318	1.7%	\$ 9,294	0.2%

City of Leon Valley Monthly Financial October 2023

Community Center Fund

Target Percentage 8.33

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Hotel/Motel Taxes	\$ 84,000	\$ -	0.0%	\$ 84,186	120.3%
RENTAL FEES					
Community Center	47,900	743	1.6%	47,939	95.9%
Conference Center	16,534	6,671	40.3%	16,354	-
Interest Income	7,200	1,055	14.7%	1,470	469.8%
Transfers in	-	-	-	-	-
Total Revenue	\$ 155,634	\$ 8,469	5.4%	\$ 149,948	83.4%
EXPENDITURES					
Personnel	\$ 89,338	\$ 6,273	7.0%	\$ 58,655	79.7%
Supplies	8,000	130	1.6%	2,079	27.7%
Contractual	59,350	7,745	13.0%	49,477	96.0%
Capital Outlay	60,000	-	-	-	0.0%
Total Expenditures	\$ 216,688	\$ 14,148	6.5%	\$ 110,210	66.8%

City of Leon Valley Monthly Financial October 2023

Economic/Community Development

Target Percentage 8.33

REVENUE	FY 2024	FY 2024		FY 2023	
	Budget	Y-T-D ACTUAL		Y-T-D Actual	
Sales Tax Revenues	\$ 409,000	\$ -	0.0%	\$ -	0.0%
Interest Income	11,000	2,011	18.3%	-	-
Total Revenues	\$ 420,000	\$ 2,011	0.5%	\$ -	0.0%
EXPENDITURES					
Personnel	\$ 172,139	\$ 9,907	5.8%	\$ 517	0.3%
Supplies	11,475	210	1.8%	-	0.0%
Contractual	209,485	23,317	11.1%	-	0.0%
Total Expenditures	\$ 393,099	\$ 33,434	8.5%	\$ 517	0.1%

City of Leon Valley Monthly Financial October 2023

Impound Lot

Target Percentage 8.33

REVENUE	FY 2024 Budget	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D Actual	
Impound Lot Fees	\$ 100,000	\$ 16,950	17.0%	\$ -	0.0%
Auctions	65,000	-	0.0%	-	0.0%
Total Revenues	\$ 165,000	\$ 16,950	10.3%	\$ -	0.0%
EXPENDITURES					
Personnel	\$ 122,502	\$ 9,814	8.0%	\$ 689	0.7%
Supplies	1,900	-	0.0%	-	0.0%
Contractual	10,000	4,000	40.0%	-	0.0%
Capital	-	-	-	-	-
Total Expenditures	\$ 134,402	\$ 13,814	10.3%	\$ 689	0.6%

{Section}.63.

REVENUE	FY 2024 Budget	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D Actual	
Red Light Camera Fines	\$ 1,895,872	\$ 113,120	6.0%	\$ 178,360	8.0%
Late Fees/Court Costs	200,000	15,270	7.6%	-	0.0%
Interest Income	25,000	2,114	8.5%	-	-
Transfers in	-	-	-	-	-
Total Revenues	\$ 2,120,872	\$ 130,504	6.2%	\$ 178,360	7.3%

EXPENDITURES

Red Light Cameras (Tier 1)

Personnel (6 employees)	\$ 642,258	\$ 52,012	8.1%	\$ 46,572	7.6%
Supplies	3,150	-	0.0%	-	-
Contractual	887,000	1,377	0.2%	-	0.0%
Transfers	362,612.00	-	0.0%	-	-
Total Tier One	\$ 1,895,020	\$ 53,389	2.8%	\$ 46,572	2.5%

Traffic Safety (Tier 2)

Personnel (2 out of 3 employees)	\$ 298,227	\$ 18,245	6.1%	\$ 2,112	146.9%
Supplies	9,800	-	-	-	-
Contractual	53,997	749	-	-	-
Capital Outlay	505,738	134,239	-	-	-
Total Tier Two	\$ 867,762	\$ 153,233	17.7%	\$ 2,112	155.6%

UNAUDITED

RLC Fines Revenue	113,120	
RLC Expenditures	(53,389)	
RLC Personnel Transfers	(30,218)	
	29,513	Of this 50% goes to the city the other 50% goes to the state
City 50% Revenue (Loss)	14,757	This is the 50% that comes to the city
Late Fees Revenue	15,270	City keeps 100%
Interest Income Revenue	2,114	City keeps 100%
Traffic Safety Expenditures	(153,232.94)	
Total Net Fund Revenue (Loss)	(121,093)	



City of Leon Valley October 2023 Financial Report

Carol Goering

Finance Director

City Council Meeting

November 21, 2023

MAYOR AND COUNCIL COMMUNICATION

DATE: November 21, 2023
TO: Mayor and Council
FROM: Roque Salinas, Director of Economic Development
THROUGH: Dr. Crystal Caldera, City Manager
SUBJECT: Discussion and Possible Action Authorizing the City Council to Amend the Leon Valley Code of Ordinance, Chapter 11- Taxation, by Adding 11.05 – Short Term Rentals- Occupancy Tax -Article 11.05 – Short Term-Rentals- Occupancy Tax (1st Read as Required by the City Charter) - R. Salinas, Director Of Economic Development.

PURPOSE

This ordinance will require the collection of the Hotel Motel Tax for Short Term Rentals operating within the City of Leon Valley. Under section 351.001 of the Texas State Law local municipalities are allowed to impose an occupancy tax, this ordinance will require short-term rentals to pay that same tax that hotels within Leon Valley are required to pay.

FISCAL IMPACT

The fiscal impact will increase revenue collected by the City with the tax.

RECOMMENDATION

Approval of the policy is recommended by staff. However, it is at council's discretion.

APPROVED : _____ DISAPPROVED : _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST :

SAUNDRA PASSAILAIGUE, TRMC

City Secretary

ORDINANCE NO. 23-__

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AUTHORIZING THE AMENDING OF THE LEON VALLEY CODE OF ORDINANCE, CHAPTER 11- TAXATION, BY ADDING 11.05 – SHORT TERM RENTALS-OCCUPANCY TAX - ARTICLE 11.05 – SHORT TERM-RENTALS- OCCUPANCY TAX; REPEALING ALL ORDINANCE IN CONFLICT THEREWITH; PROVIDING FOR SEVERABILITY; SAVING CLAUSE; EFFECTIVE DATE; NOTICE OF OPEN MEETING AND PROVIDING FOR A PENALTY.

WHEREAS, The City of Leon Valley City Council wishes to amend Chapter 11- Taxation and add Section 11.05 – Short Term Rentals-Occupancy Tax.

WHEREAS, The City of Leon Valley deems it necessary to adopt this ordinance for the collection of and reporting of hotel occupancy tax for short-term rental within the City of Leon Valley.

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

SECTION 1. All the above premises are hereby found to be the true and correct legislative and factual findings of the City of Leon Valley and are hereby approved and incorporated into the body of this ordinance as if copied in their entirety.

SECTION 2. Chapter 11- Taxation, by adding 11.05 – Short-Term Rentals- Occupancy Tax - Article 11.05 – Short-Term Rentals- Occupancy Tax; shall read as follows:

ARTICLE 11.05 – SHORT TERM RENTALS - OCCUPANCY TAX

Sec. 11.05.001 - Definitions

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Consideration. The cost of the room or home in such short-term rental, not to include the cost of any food served or personal services rendered to the occupant of such room not related to the cleaning and readying of such room for occupancy.

Short-Term Rental. A dwelling that is (a) used or designed to be used as a place where a person may reside, including a single-family dwelling, garage apartment, guest house or a unit in a multi-unit building, including an apartment, condominium, cooperative or timeshare; and (b) rented wholly or partly for a fee and for a period of less than thirty (30) consecutive days.

Short-Term Rental Listing Service. A person, company or other legal entity that participates in the Short-Term rental business by facilitating and/or collecting a fee for booking services through which a person may offer Short-Term Rentals to potential

guests. Short-Term Rental Listing Services usually, though not necessarily, provide booking services through an online platform that allows a person to advertise the premises through a website or mobile application provided by the Short-Term Rental Listing Service and the Short-Term Rental Listing Service conducts a transaction by which potential guests arrange their use and their payment, whether the potential guest pays rent directly to the person or to the Short-Term Rental Listing Service.

Occupancy. The use or possession, or the right to use or possess, any room or rooms, sleeping space, bed, or other facility in a short-term rental under any concession, permit, right of access, license, contract, or agreement.

Occupant. Anyone who, for a consideration, uses, possesses, or has a right to use or possess any room or rooms, sleeping space, bed, or other facility in a short-term rental under any concession, permit, right of access, license, contract, or agreement.

Permanent resident. Any occupant who has or shall have the right to occupancy of any room or rooms or sleeping space or other facility in a short-term rental, apartment, or condominium for at least thirty (30) consecutive days during a calendar year.

Person. Any individual, company, corporation, or association owning, operating, managing, or controlling any short-term rental.

Quarterly period. The regular calendar quarters of the year, the first quarter being composed of the months of January, February, and March; the second quarter being the months of April, May, and June; the third quarter being the months of July, August, and September; and the fourth quarter being the months of October, November, and December.

Tax collector. Any city official, or any official of any agency contracted to collect taxes for the city, designated by the city council.

Sec. 11.05.002 - Levy; exemptions

- a) There is hereby levied a tax upon the cost of occupancy of any room or space furnished by any short-term rental where such cost of occupancy is at a rate of \$2.00 or more per day, such tax to be equal to seven percent of the consideration paid by the occupant of such room to such hotel.
- b) No tax shall be imposed hereunder upon a permanent resident.
- c) The United States government and its employees, including military personnel, traveling on official business are exempt from local hotel occupancy taxes.
- d) No tax shall be imposed hereunder upon a rental agreement rented wholly or partly for a period of more than thirty (30) consecutive days.

Sec. 11.05.003 - Collection

Every short-term rental listing service, person owning, operating, managing, or controlling any short-term rental shall collect the tax imposed in this article for the city.

Sec. 11.05.004 - Filing of reports; payment of tax collected.

On the last day of the month following each quarterly period, every short-term rental listing service is required hereby to collect the tax imposed by this article shall file a report with the tax collector showing the consideration paid for all room occupancies in the preceding quarter, the amount of tax collected on the city's behalf on such occupancies, and any other information as the tax collector may reasonably require. Such short-term rental listing service shall pay over the tax due on such occupancies at the time of filing such report. There shall also be furnished to the tax collector of the city, at the time of the payment of such tax, a copy of the tax report filed with the state comptroller in connection with the state hotel occupancy tax.

Sec. 11.05.005 - Rules and regulations; access to records

The tax collector shall have the power to make such rules and regulations as are necessary to effectively collect the tax levied herein, and shall, upon reasonable notice, have access to books and records necessary to enable him to determine the correctness of any report filed as required by this article and the amount of taxes due under the provisions of this article.

Sec. 11.05.006 - Penalty for violation

If any short-term rental listing service or person is required by the provisions of this article to collect the tax imposed herein, and pay to the tax collector the tax imposed herein, shall fail to collect such tax, shall fail to file such report, or shall fail to pay such tax, or if such person shall file a false report, such person shall be deemed guilty of a misdemeanor, and be subject to a fine.

Each violation of this article shall be punished by a fine in accordance with [section 1.01.009](#) of this Code, unless some other fine is specifically prescribed for a particular violation. Each day any violation occurs or continues shall be considered a separate offense.

Sec. 11.05.007 - Penalty for failure to file reports or pay tax; interest on delinquent tax.

If any short-term rental listing service or person shall fail to file a report as required herein or shall fail to pay the tax collector the tax imposed herein when such report or payment is due, he shall pay five percent of the amount due as a penalty, and after 30 days he shall pay an additional five percent of such tax; provided, however, that the penalty shall never be less than one dollar (\$1.00). Delinquent taxes shall draw interest at the rate of six percent per annum beginning 60 days from the date due.

Sec. 11.05.008 - Use of proceeds

- a) The proceeds of the tax herein levied shall be allocated to the following purposes:
 - 1. The acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities, including, but not limited to, civic center convention buildings, auditoriums, coliseums, civic theaters, museums, and parking areas or facilities

- for the parking or storage of motor vehicles or other conveyances located at or in the immediate vicinity of the convention center facilities;
2. The furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
 3. Advertising for general promotional and tourist advertising of the city and its vicinity and conducting a solicitation and operating program to attract conventions and visitors, either by the city or through contracts with persons or organizations selected by the city;
 4. The encouragement, promotion, improvement, and application of the arts, including music (instrumental and vocal), dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, television, radio, tape and sound recording, and the arts related to presentation, performance, execution, and exhibition of these major art forms;
 5. Historical preservation and restoration projects or activities at or in the immediate vicinity of convention center facilities or historical preservation and restoration projects or activities located elsewhere in the city that would be frequented by tourists and visitors to the city.
 6. One-half of one percent of a hotel tax equal to less than three percent, or one percent of a hotel tax greater than three percent, shall be reserved for the purpose of advertising and conducting solicitation programs to acquaint potential users with public meeting and convention facilities, and for promotion of tourism and advertising of the city and its vicinity either by the city or through contract with persons or organizations selected by the city.

(c) Any revenues collected from the tax in excess of four percent of the consideration paid by the occupant shall be used for the purposes specified in subsections (a)(1), (2), (3) and (4) of this section, except that no more than one percent of such revenues shall be used for the purposes specified in subsection (a)(4) of this section.

SECTION 3. 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 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 4. That it is hereby declared to be the intention of the City Council of the City of Leon Valley that phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, and section.

SECTION 5. The ordinance shall be effective upon passage and publication as required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 21st day of November, 2023.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

City Attorney

City of Leon Valley New Article 11.05 Short Term Rentals- Occupancy Tax

Roque Salinas, MPA

Director of Economic Development

Council Meeting

11/7/2023

Summary

- This ordinance will require the collection of the Hotel Motel Tax for Short Term Rentals operating within the City of Leon Valley. The short-term rentals are collecting the standard 6% state occupancy tax; however, they are not collecting the city occupancy tax that local hotels are required to collect.
- Under section 351.001 of the Texas State Law local municipalities are allowed to impose an occupancy tax, this ordinance will require short-term rentals to pay that same tax that hotels within Leon Valley are required to pay.

Options:

1. Approve
2. Denial

Program Objectives:

- This measure aims to promote fair and responsible tax compliance, support economic growth, and ensure equitable revenue collection for the betterment of our community's services.

Fiscal impact

- The fiscal impact will increase revenue collected by the City with the tax.

Recommendation

- Staff recommends the adoption of this ordinance.
- At council's discretion

MAYOR AND COUNCIL COMMUNICATION

DATE: November 21, 2023
TO: Mayor and Council
FROM: Roque Salinas, Economic Development Director
THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation, Public Hearing, and Discussion to Consider an Ordinance Revising Chapter 15 Zoning, Division 3 Administration, Section 15.02.103 - Certificate of Occupancy, to Require a Complete and Accurate Application and Owner Affidavit for a Certificate of Occupancy (C of O) – R. Salinas, Economic Development Director (1st Read as Required by City Charter)

PURPOSE

The purpose of this item is to consider approving an Ordinance to amend Chapter 15 Zoning, Division 3 Administration, Section 15.02.103 Certificate of Occupancy, to require a complete and accurate application and Owner Affidavit for a Certificate of Occupancy (C of O).

The current Zoning Code does not have a requirement for businesses wishing to obtain a C of O to show proof of a current Sales and Use Tax Permit and that the permit designates the City of Leon Valley as the recipient of the sales and use taxes. Nor does it require a liquor license (when needed) ect.

To ensure proper collection of sales tax, and other needed documentation, it is recommended the Zoning Code be amended to require proof of the required permits prior to approval of the C of O.

The new code language would add section B to the code, which states ([changes in blue text](#)):

- A. A certificate of occupancy shall be obtained for any of the following:
- (1) Occupancy and use of a building hereafter erected or structurally altered.
 - (2) Change in use of an existing building to a use of a different classification.
 - (3) Occupancy and use of vacant land.
 - (4) Change in the use of land to a use of a different classification.
 - (5) Any major or significant modification, alteration, or change in a nonconforming use.
 - (6) Business ownership name change; and

(7) . A short-term rental (STR) is not required to obtain a certificate of occupancy.

B. Application for Certificate of Occupancy Shall be obtained through the Planning and Zoning Department after submittal of:

- 1. A complete and accurate application.
- 2. affidavit
- 3. Failure to maintain accurate and/or updated information as submitted in the application, is punishable by a fine of up to \$500 per day, per violation.

FISCAL IMPACT

The requirement to provide proof of a current Sales and Use Tax Permit designating the City of Leon Valley as the recipient will ensure the proper allocation of sales tax, which will increase sales tax collections.

RECOMMENDATION

After careful review, Staff has no objection to this request.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AMENDING THE LEON VALLEY CODE OF ORDINANCES, CHAPTER 15 ZONING, DIVISION 3 ADMINISTRATION, SECTION 15.02.103, - CERTIFICATE OF OCCUPANCY, TO REQUIRE BUSINESSES TO MAINTAIN ACCURATE AND CURRENT INFORMATION UPON APPLICATION FOR A CERTIFICATE OF OCCUPANCY (C OF O); PROVIDING FOR REPEALER, SEVERABILITY AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS Chapter 15 Zoning of the City of Leon Valley Code of Ordinances establishes the City's Zoning Districts, including District Boundaries and Use regulations; and

WHEREAS Chapter 15 currently does not require businesses to maintain accurate and current information to obtain a Certificate of Occupancy; and

WHEREAS this requires businesses to maintain accurate and current information to be granted a Certificate of Occupancy; and

WHEREAS the Zoning Commission of the City of Leon Valley held a public hearing to determine the appropriateness of amending the Zoning Code to require businesses to maintain accurate and current information prior to obtaining a Certificate of Occupancy; and

WHEREAS the City Council of the City of Leon Valley also held a public hearing, with proper notice and publication, and determined to require businesses to maintain accurate and current information prior to obtaining a Certificate of Occupancy; maintain accurate and current information at all times, and now desires to amend Chapter 15 Zoning Code, Section 15.02.103; and

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

SECTION 1. That Chapter 15 Zoning Code, Division 3, Section 15.02.103 is hereby amended as follows:

A certificate of occupancy shall be obtained for any of the following:

- (1) Occupancy and use of a building hereafter erected or structurally altered.
- (2) Change in use of an existing building to a use of a different classification.
- (3) Occupancy and use of vacant land.
- (4) Change in the use of land to a use of a different classification.
- (5) Any major or significant modification, alteration, or change in a nonconforming use.
- (6) Business ownership name change; and

(7) . A short-term rental (STR) is not required to obtain a certificate of occupancy.

B. Application for Certificate of Occupancy Shall be obtained through the Planning and Zoning Department after submittal of:

- 1. A complete and accurate application.
- 2.Owner affidavit
- 3. Failure to maintain accurate and/or updated information as submitted in the application is punishable by a fine of up to \$500 per day, per violation.

SECTION 2. 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 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 3. That it is hereby declared to be the intention of the City Council of the City of Leon Valley that phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, and section.

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

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 21st day of November 2023.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

City Attorney

Certification of Occupancy Requirements

Roque Salinas, MPA
Director of Economic Development
City Council Meeting
11/7/2023

Summary

- This measure aims to promote fair and responsible tax compliance, support economic growth, and ensure equitable revenue collection for the betterment of our community's services.
- Options
 - Approve
 - Deny
 - Other
 - At council's discretion

Program Objectives

Require that all business who want to apply for a certificate of occupancy to have a completed and accurate information and documents submitted to the City of Leon Valley. Failure to have current, active, and/or accurate information is cause for revocation of certification of occupancy.

Current

- Sec. 15.02.103 - Certificate of occupancy
- A certificate of occupancy shall be obtained for any of the following:
 - (1)Occupancy and use of a building hereafter erected or structurally altered;
 - (2)Change in use of an existing building to a use of a different classification;
 - (3)Occupancy and use of vacant land;
 - (4)Change in the use of land to a use of a different classification;
 - (5)Any major or significant modification, alteration, or change in a nonconforming use;
 - (6)Business ownership name change; and
 - (7)A short-term rental (STR) is not required to obtain a certificate of occupancy.

New language

- Sec. 15.02.103 - Certificate of occupancy
 - (B) Application for Certificate of Occupancy Shall be obtained through the Planning and Zoning Department after submittal of:
 1. A complete and accurate application.
 2. Owner affidavit
 3. Failure to maintain accurate and/or updated information as submitted in the application, can be cause for a fine of up to \$500 per violation per day.

Sale Tax requirement Example

01-300
Form 008
(Rev. 9-16-20)

TEXAS SALES AND USE TAX PERMIT

This permit is not transferable, and this side must be prominently displayed in your place of business.

Retailers: A seller may NOT accept a copy of this permit in lieu of a properly completed exemption or resale certificate. A certificate is necessary to document why tax is not collected on a sale.

You must obtain a new permit if there is a change of ownership, location, or business location name.

TAXPAYER NAME, BUSINESS LOCATION NAME, and PHYSICAL LOCATION

CABINET BAZAAR LLC

CABINET BAZAAR LLC
5634 RANDOLPH BLVD
SAN ANTONIO
BEXAR COUNTY

TX 78233-6161

Type of permit
SALES AND USE TAX

Taxpayer number
3-20786-5016-8

Location number
00001

First business date of location
11/01/2021

NAICS: 238220 Plumbing, Heating, and Air-Conditioning Contractors
WE SHOW THIS BUSINESS IN THE FOLLOWING LOCAL SALES TAX AUTHORITIES:

CITY: SAN ANTONIO EFF: 11/01/2021
TRANSIT: SAN ANTONIO ATD EFF: 11/01/2021
TRANSIT: SAN ANTONIO MTA EFF: 11/01/2021

Glenn Hegar
Glenn Hegar
Comptroller of Public Accounts

You may need to collect sales and/or use tax for other local taxing authorities depending on your type of business. For additional information, see "Collecting Local Sales and Use Tax" section on the back of this document. If you have any questions regarding sales tax, visit our website at www.comptroller.texas.gov or call us at 1-800-252-5555.



Certificate of Occupancy

THIS FORM WAS PRINTED ON 9/11/2023

This Certificate is issued pursuant to the requirements of the 2021 International Building Code certifying that at the time of issuance, this structure was in compliance with the various ordinances of the City of Leon Valley regulating building construction or use. Additionally, this Certificate of Occupancy is issued as prescribed by the 2021 International Building Code, Section 111.

PROJECT / PERMIT #:	2023-697	LOT:	N327.96ft of 11
PROPOSED USE:	Cabinet Shop	BLOCK:	1
OCCUPANCY CLASS:	Group B	CB:	4428H
SUBDIVISION:		ZONE:	B-3
OCCUPANT:	Cabinet Bazaar	OCCUPANT LOAD:	15
LOCATION:	5601 Bandera Rd, Suite 100	AUTO SPRINKLER SYSTEM:	Yes
OWNERS OF PREMISES:	N/A		



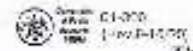
CONDITIONS OF OCCUPANCY:

Mindy Teague
Mindy Teague
PLANNING & ZONING DIRECTOR

9/11/2023
DATE



Sale Tax requirement Example



TEXAS SALES AND USE TAX PERMIT

This permit is not transferable, and this side must be prominently displayed in your place of business.

Related: A seller may NOT accept a copy of this permit in lieu of a properly completed exemption or resale certificate. A certificate is necessary to document why tax is not collected on a sale.

You must obtain a new permit if there is a change of ownership, location, or business location name.

TAXPAYER NAME, BUSINESS LOCATION NAME, and PHYSICAL LOCATION:

RIVER CITY GUN WORKS LLC
 RIVER CITY GUN WORKS LLC
 11411 RENDEZVOUS DR STE 202
 SAN ANTONIO TX 78216-3316
 BEXAR COUNTY
 NAICS CODE: 811490 DESCRIPTION ON NEXT LINE:
 Other Personal and Household Goods Repair and Maintenance

WE SHOW THIS BUSINESS IN THE FOLLOWING LOCAL SALES TAX AUTHORITIES:
 CITY: SAN ANTONIO EFF: 06/01/2018
 TRANSIT: SAN ANTONIO ATD EFF: 06/01/2018
 TRANSIT: SAN ANTONIO MTA EFF: 06/01/2018

Type of permit: SALES AND USE TAX
 Taxpayer ID number: 3-20660-8357-D
 Location number: 00001
 Last business date of location: 06/01/2018

Glenn Hegar
 Glenn Hegar
 Comptroller of Public Accounts

Certificate of Occupancy

THIS FORM WAS PRINTED ON 10/4/2023

This Certificate is issued pursuant to the requirements of the 2021 International Building Code certifying that at the time of issuance, this structure was in compliance with the various ordinances of the City of Leon Valley regulating building construction or use. Additionally, this Certificate of Occupancy is issued as prescribed by the 2021 International Building Code, Section 111.

PROJECT / PERMIT #:	2023-783	LOT:	1, 2 NW 1/4 4.73 FT of 3
PROPOSED USE:	Retail	BLOCK:	1
OCCUPANCY CLASS:	B	CB:	9901
SUBDIVISION:		ZONE:	B-2
OCCUPANT:	River City Gun Works LLC	OCCUPANT LOAD:	8
LOCATION:	6228 Bandera Rd.	AUTO SPRINKLER SYSTEM:	Yes
OWNERS OF PREMISES:	GS Ventures Group - Shahram Younessian 300 Old Country Mineola, NY 11501		



CONDITIONS OF OCCUPANCY:

Mindy Teague
Mindy Teague
PLANNING & ZONING DIRECTOR

10/4/2023
DATE

POST IN A CONSPICUOUS PLACE



6400 El Verde Road
Leon Valley, Texas 78238
0 (210) 884-1391
www.leonvalleytexas.gov



Sale Tax requirement Example



Certificate of Occupancy

THIS FORM WAS PRINTED ON 3/03/2016

This Certificate issued pursuant to the requirements of the Standard Building Code certifying that at the time of issuance, this structure was in compliance with the various ordinances of the Jurisdiction regulating building construction or use.

PROJECT #: 140705 **LOT:** 16
PROPOSED USE: RETAIL **BLOCK:** 5
OCCUPANCY CLASS: GROUP B - BUSINESS **CB:** 17375
SUBDIVISION: BANDERA EXCHANGE #3 **ZONE:** B-3 COMMERCIAL DISTRICT
OCCUPANT: JB WOLF SHEDS
LOCATION: 6018 EXCHANGE PARKWAY
OWNER OF PREMISES: JB WOLF SHEDS LLC

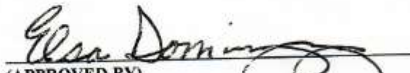
Taxpayer

Taxpayer ID: 14120682965
 Taxpayer Name: J.B. WOOLF SHEDS, L.L.C.
 Mailing Address: PO BOX 171241
 SAN ANTONIO, TX 78217
 Permit Status: **INACTIVE**

Locations

Sort: LOCATION NAME (A-Z)

Location Name	Status	Address	City, State, Zip	Location Number	Permit Begin Date	Permit End Date
J.B. WOOLF SHEDS	INACTIVE	5304 BANDERA RD	LEON VALLEY, TX 78238	00001	01/15/2003	03/31/2016
J.B. WOOLF SHEDS	INACTIVE	6018 EXCHANGE PKWY	LEON VALLEY, TX 78238	00002	04/01/2016	


 (APPROVED BY)

3/3/16
 DATE



Alcoholic requirement Example

☐ TIM'S ORIENTAL & SEAFOOD MKT

☐ TAQUERIA JALISCO #8

☐ EVERS STOP

☐ PETER PIPER PIZZA

☐ Trices Cafe and Lounge

BANDERA STOP

CABANA BEVERAGES INC.

{Section}.65.

CIRCLE K #2740932

GOBRANDS TEXAS LLC

QUICKTRIP #4016

Taqueria Oro Azul

WALGREENS #03505

Wing Daddy's Sauce House

the rodeo bar and grill

POPS A LIQUOR #3

CIRCLE K #2741048

HACIENDA VALLARTA MEXICAN BUFFET & GRILL

FAMILY DOLLAR STORE #32200

BOTTLECAP BEVERAGES

SARI-SARI FILIPINO RESTAURANT MARKET & BAKERY

HENRY'S PUFFY TACOS

HEB MARKETPLACE

LONGTAB BREWING COMPANY

GREEN LIGHT DISTRIBUTION LLC

BANDERA BOWL

CHACHO'S

Amiga Cafe

FRIO TO GO DAIQUIRIS

Fiscal impact

- The fiscal impact will increase sales tax and other fee revenues that the city collects.

Recommendation

- Staff recommends the approval of the change.
- At council discretion

RESOLUTION NO. 23-0__R

A RESOLUTION OF THE CITY OF LEON VALLEY, TX., CITY COUNCIL APPOINTING AN ALTERNATE TO THE LEON VALLEY PLANNING & ZONING COMMISSION.

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

The following individual is hereby appointed to the **Planning & Zoning Commission as 3rd Alternate** with a term expiring June 30, 2025:

Gregory Meffert – Alternate

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 to the Leon Valley Planning & Zoning Commission and that the term become effective immediately.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Leon Valley on this the 21st day of November, 2023.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAGUE, TRMC
City Secretary

Approved as to Form: _____
City Attorney



BEXAR APPRAISAL DISTRICT

MICHAEL A. AMEZQUITA
Chief Appraiser

411 N. Frio, P.O. Box 830248
San Antonio, TX 78283-0248
Phone (210) 224-8511
Fax (210) 242-2451

BOARD OF DIRECTORS

CHERI BYROM -
Chair
TRISH DEBERRY
Vice-Chair
JON FISHER
Secretary

ADRIANA ROCHA GARCIA -
Councilwoman, District 4
DAVE GANNON
ALBERT URESTI, MPA -
Tax Assessor-Collector

October 18, 2023

VIA CERTIFIED MAILER

9589 0710 5270 0679 4909 25

The Honorable Chris Riley, Mayor
City of Leon Valley
6400 El Verde Rd
Leon Valley, TX 78238

RE: 2024 Election of Bexar Appraisal District Board of Directors – Voting

The Honorable Mayor Riley:

Thank you to those who participated in the nomination phase of the election for the Bexar Appraisal District Board of Directors for the 2024 term. Your nominations have been submitted and the voting phase of the election process is now open.

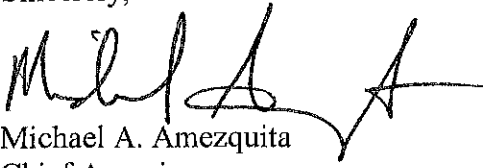
Enclosed is a copy of the voting entitlement of each taxing unit and a ballot listing all nominees in alphabetical order. As required by Section 6.03(k), Texas Property Tax Code, “the governing body of each taxing unit entitled to vote shall **determine its vote by resolution** and submit it to the Chief Appraiser **before December 15.**”

As a reminder, a recent amendment to Section 6.03, Texas Property Tax Code states “**A taxing unit with at least 5% of the total votes in the election for Bexar Appraisal District Board of Directors must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body.**”

Only votes cast by resolution and submitted with the completed ballot before December 15 will be counted in the election process. The five candidates with the greatest number of votes will be declared elected and the results will be delivered to each taxing unit by December 31.

If you have any questions regarding this process, please contact me or my Executive Assistant, Jennifer Rodriguez, at (210) 242-2406.

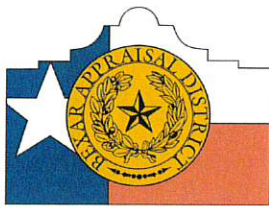
Sincerely,

A handwritten signature in black ink, appearing to read "Michael A. Amezcuita". The signature is stylized with a large initial "M" and a long horizontal stroke at the end.

Michael A. Amezcuita
Chief Appraiser

Enclosures

CC Via Regular Mail: Ms. Crystal Caldera, PhD, City Manager



{Section}.67.

OFFICIAL ELECTION BALLOT OF
BEXAR APPRAISAL DISTRICT BOARD OF DIRECTORS
JANUARY 1 THROUGH DECEMBER 31, 2024 TERM

VOTE MUST BE MADE BY RESOLUTION.
THIS BALLOT MUST BE SUBMITTED WITH A RESOLUTION FOR YOUR VOTE
TO BE COUNTED.

TAXING UNIT NAME: _____

CANDIDATE

NUMBER OF VOTES

JULIANA DUSEK
(NOMINATED BY THE CITY OF OLMOS PARK)

JON FISHER
(NOMINATED BY NORTH EAST ISD)

DAVE GANNON
(NOMINATED BY NORTHSIDE ISD)

DR. ADRIANA ROCHA GARCIA
(NOMINATED BY CITY OF SAN ANTONIO)

REBECCA RUIZ
(NOMINATED BY HARLANDALE ISD)

LEO SALAS
(NOMINATED BY SOMERSET ISD)

RESOLUTION No. 23-0__R

RESOLUTION GIVING THE CITY OF LEON VALLEY’S SEVEN (7) VOTES TO THE DAVE GANNON FOR THE BEXAR APPRAISAL DISTRICT BOARD OF DIRECTORS FOR THE 2024 TERM.

WHEREAS, the City of Leon Valley has received notice that the Nomination Phase for the Bexar Appraisal District Board of Directors for 2024 is open;

WHEREAS, the City of Leon Valley will be transferring the City's seven (7) votes to Dave Gannon; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, provides all of its seven (7) votes to Dave Gannon in Bexar County.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 21st day of November 2023.

APPROVED

CHRIS RILEY
MAYOR

Attest :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

City Attorney



**OFFICIAL ELECTION BALLOT OF
BEXAR APPRAISAL DISTRICT BOARD OF DIRECTORS
JANUARY 1 THROUGH DECEMBER 31, 2024 TERM**

VOTE MUST BE MADE BY RESOLUTION.
THIS BALLOT MUST BE SUBMITTED WITH A RESOLUTION FOR YOUR VOTE
TO BE COUNTED.

TAXING UNIT NAME: City of Leon Valley, Texas

CANDIDATE

NUMBER OF VOTES

JULIANA DUSEK
(NOMINATED BY THE CITY OF OLMOS PARK)

JON FISHER
(NOMINATED BY NORTH EAST ISD)

DAVE GANNON
(NOMINATED BY NORTHSIDE ISD)

Seven (7)

DR. ADRIANA ROCHA GARCIA
(NOMINATED BY CITY OF SAN ANTONIO)

REBECCA RUIZ
(NOMINATED BY HARLANDALE ISD)

LEO SALAS
(NOMINATED BY SOMERSET ISD)

MAYOR AND CITY COUNCIL COMMUNICATION

DATE: November 21, 2023
TO: Mayor and City Council
FROM: Mindy Teague, Planning and Zoning Director
THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation, Discussion, and Possible Action to Consider Approval of a Final Plat and Requested Variances of an Approximately 9.1810-acre Tract of Land, Being P-4A, ABS 530, CB 4432 and Being Platted as the Trilogy Subdivision, Consisting of 67 Residential Lots, Located at the Intersection of Evers Road and Seneca Drive

PURPOSE

The purpose of this item is to approve a final plat of an approximately ten 9.1810-acre tract of land, known as P-4A, ABS 530, CB 4432, being platted as the Trilogy Subdivision, and consisting of 67 residential lots, located at the intersection of Evers and Seneca Drive.

The applicant is requesting variances to the connection to water and sewer and to construct sidewalks at the time of building permit issuance. Platting is required prior to the development of this tract. Per the City Engineer, the plat meets all other code requirements.

FISCAL IMPACT:

The development of these lots will increase the ad valorem and sales tax revenue of the city. The developer has paid all fees associated with the processing of this plat.

RECOMMENDATION

At their October 24th meeting, the Planning and Zoning Committee recommended approval of the plat and the requested variances.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

PZ-2023-25 Trilogy Plat 0 Evers Road

Mindy Teague
Planning & Zoning Director
City Council Meeting
November 21, 2023

Background

- This is a 9.1810 acre tract of land
- Being platted as the Trilogy Subdivision
- 67 residential lots
- Located at Evers Road and Seneca Drive
- Platting is required prior to development of the tract

Purpose

- Consider approval of a plat, with requested variances
- Options
 1. Approval
 2. Denial
 3. Conditional approval

Purpose

- The applicant is requesting variances
 - To connect to the water and sewer system
 - construct sidewalks to the time of building construction
- The plat meets all other code requirements

Aerial View



Plat

{Section}.71.

TIES

ENTER REBAR WITH A BLUE CAP STAMPED "KFW SURVEYING" AT CORNERS UNLESS NOTED OTHERWISE

TIES ARE BASED ON THE STATE MERCATOR SYSTEM ADJUSTED FOR THE TEXAS SOUTH ZONE 4204, NORTH AMERICAN (N.A.D.) OF 1983.

COORDINATES SHOWN HEREON ARE AT A COMBINED SCALE FACTOR OF 1/4"

PROJECTIONS FOR THIS SURVEY ARE NAD83 (GEOID03).

NOTES

ENTER LINE EASEMENT

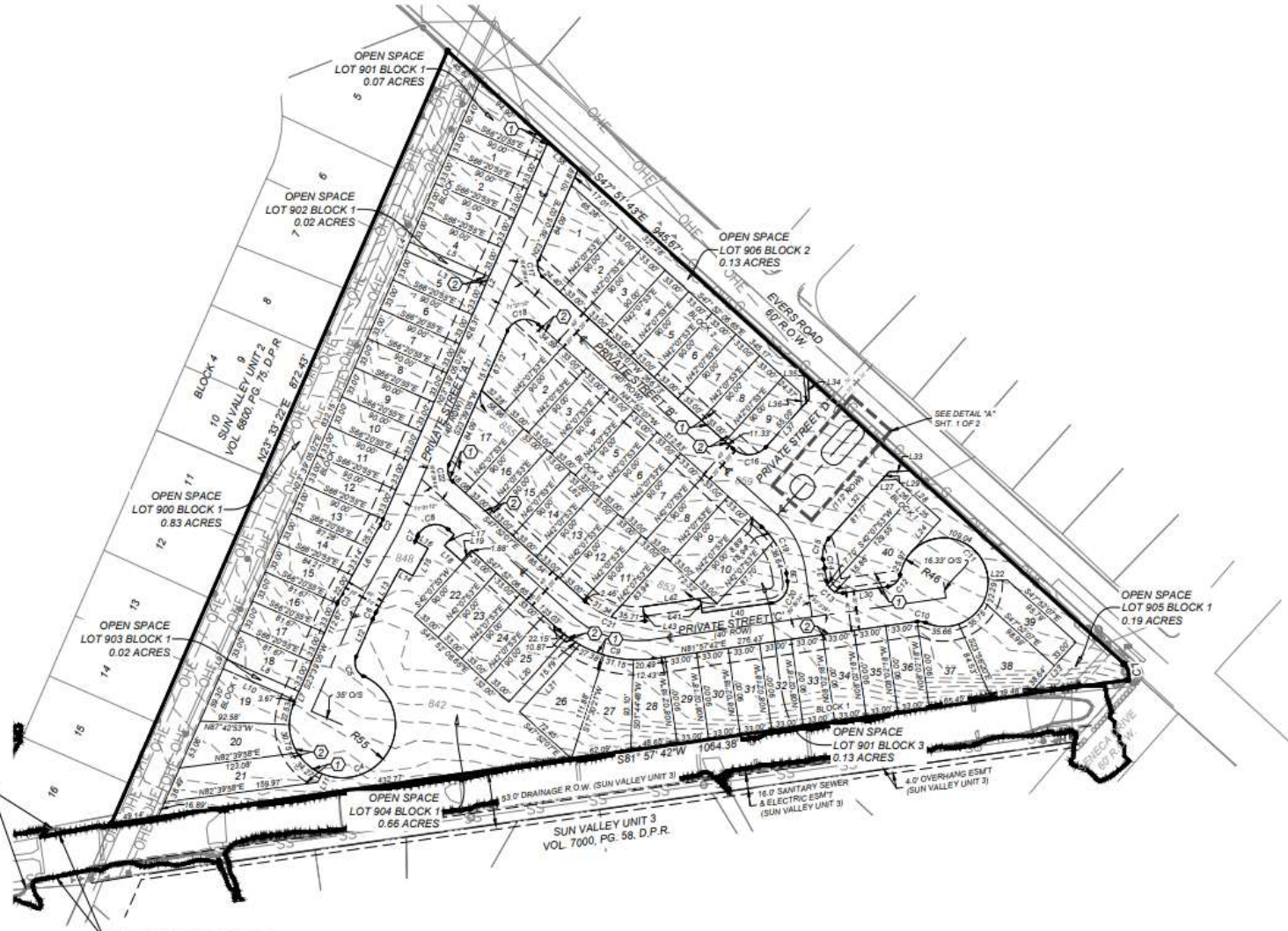
G.T.T.V.E.

LEGEND

- SET 1/2" IRON ROD WITH BLUE CAP STAMPED "KFW SURVEYING"
- RIGHT-OF-WAY
- OFFICIAL PUBLIC RECORDS OF BEKAR COUNTY, TEXAS
- VOLUME
- PAGE
- ACRES
- COUNTY BLOCK
- LINEAR FOOT
- ELECTRIC, GAS, TELEPHONE, & CABLE TELEVISION EASEMENT
- PROPOSED CONTOURS
- EXISTING CONTOURS
- CENTER LINE

5. ROOF OVERHANGS ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN ONLY UNDERGROUND ELECTRIC AND GAS FACILITIES ARE PROPOSED OR EXISTING WITHIN THOSE FIVE (5) AND TEN (10) FOOT WIDE EASEMENTS.

100 YR FLOODPLAIN LIMITS
PANEL NO. 48029C0380G
EFFECTIVE SEPTEMBER 28, 2010



1% AC ULTIMATE FLOODPLAIN PER FLOOD STUDY PREPARED BY COLLIERS ENGINEERING & DESIGN

KAS
BEKAR

VERIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN TO THE MATTERS OF STREETS, LOTS

Fiscal Impact

- All fees associated with this replat have been paid
- Possible increase in ad valorem and sales tax revenue

Recommendation

- Planning and Zoning Commission recommended approval of the plat and the variance requests

MAYOR AND COUNCIL COMMUNICATION

DATE: November 21, 2023

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 1 and ending April 16, 2024. The 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	\$4,400 (\$200/22 days)
Rental Fees	\$5,500 (\$250/22 days)
Deposit	\$8,800 (\$400/22 days)

Total Waived \$18,700

STRATEGIC GOALS

This request most closely relates to Strategic Goal 1, "Economic Development" which encourages promoting the City and fosters positive stakeholder collaboration between AARP and the City.

Use of the Center by AARP also allows participants in the free tax services to visit and view the City's facilities and amenities.

RECOMMENDATION

City Council Discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

MAYOR AND COUNCIL COMMUNICATION

DATE: November 21, 2023

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 weeks, Tuesday through Friday, between the hours of 8:30 a.m. and 4:30 p.m. beginning January 2 and ending January 19, 2024. 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 19.33. 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	\$2,640 (\$220/12 days)
Cleaning Fees	\$1,740 (\$145/12 days)
Rental Fees	\$6,240 (\$520/12 days)
Deposit	\$4,800 (\$400/12 days)
Total Waived	\$15,420

STRATEGIC GOALS

This request most closely relates to Strategic Goal 1, "Economic Development" which encourages promoting the City and fosters positive stakeholder collaboration between AARP and the City.

Use of the Center by AARP also allows participants in the free tax services to visit and view the City's facilities and amenities.

RECOMMENDATION

City Council Discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

In-Kind Grant Request: <u>AARP Foundation</u>		Total Points Required for Affirmative Recommendation				Max Points
Event Date: <u>Feb. 1 - April 16, 2024 (Tues/Thur)</u>		0	1	2	3	SCORING
is the request promote the City of Leon Valley?	Request does not promote the City of Leon Valley <input type="checkbox"/>	Request somewhat promotes the City of Leon Valley <input type="checkbox"/>	Request mostly promotes the City of Leon Valley <input checked="" type="checkbox"/>	Request is entirely about promoting the City of Leon Valley <input type="checkbox"/>	2	
is the request encourage tourism and increase outside interests in local businesses in Leon Valley?	Request does not encourage tourism/increase outside interests <input type="checkbox"/>	Request somewhat encourages tourism/increase outside interests <input type="checkbox"/>	Request mostly encourages tourism/increase outside interests <input checked="" type="checkbox"/>	Request definitely encourages tourism/increase outside interests <input type="checkbox"/>	2	
is 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 not promote, support or enhance the City of Leon Valley <input type="checkbox"/>	Organization somewhat promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	Organization mostly promotes, supports or enhances the City of Leon Valley <input checked="" type="checkbox"/>	Organization definitely promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	2	
DATE ENTITY: Generates Additional Sales/Tax Revenues NPO ENTITY: Provide needed social services for LV <i>(circle the type of entity and date applicant according to the specific entity/sector)</i>	Request does not meet criteria <input type="checkbox"/>	Request somewhat meets criteria <input type="checkbox"/>	Request mostly meets criteria <input checked="" type="checkbox"/>	Request definitely meets criteria <input type="checkbox"/>	3	
is the event or organization allow the public to attend or participate with the community?	Event/Organization does not allow the public to attend or participate with the community <input type="checkbox"/>	Event/Organization somewhat allows the public to attend or participate with the community <input type="checkbox"/>	Event/Organization mostly allows the public to attend or participate with the community <input checked="" type="checkbox"/>	Event/Organization definitely allows the public to attend or participate with the community <input type="checkbox"/>	2	
is event a reasonable request of city resources?	Request is not a reasonable request of City resources at this time <input type="checkbox"/>	Request is a somewhat reasonable request of City resources <input type="checkbox"/>	Request is mostly a reasonable request of City resources <input checked="" type="checkbox"/>	Request is definitely a reasonable request of City resources <input type="checkbox"/>	2	
is the request support the community with a superior quality of economic development to achieve sustainability?	Request does not support City mission <input type="checkbox"/>	Request somewhat supports City mission <input type="checkbox"/>	Request mostly supports City mission <input checked="" type="checkbox"/>	Request definitely supports City mission <input type="checkbox"/>	2	
is the event help bridge communication and networks between the City of Leon Valley and other stakeholders?	Request does not support vision for collaborative stakeholder participation <input type="checkbox"/>	Request somewhat supports vision for collaborative stakeholder participation <input type="checkbox"/>	Request mostly supports vision for collaborative stakeholder participation <input checked="" type="checkbox"/>	Request definitely supports vision for collaborative stakeholder participation <input type="checkbox"/>	2	
						TOTAL
						17

{Section}.72.

		Total Points Required for Affirmative Recommendation				Max Points
		0	1	2	3	SCORING
In-Kind Grant Request: AARP Foundation Event Date: 2/1/2024-4/16/2024						
Is the request promote the City of Leon Valley?		Request does not promote the City of Leon Valley <input type="checkbox"/>	Request somewhat promotes the City of Leon Valley <input type="checkbox"/>	Request mostly promotes the City of Leon Valley <input type="checkbox"/>	Request is entirely about promoting the City of Leon Valley <input checked="" type="checkbox"/>	3
Is the request encourage tourism and increase outside interests in local businesses in Leon Valley?		Request does not encourage tourism/increase outside interests <input type="checkbox"/>	Request somewhat encourages tourism/increase outside interests <input type="checkbox"/>	Request mostly encourages tourism/increase outside interests <input checked="" type="checkbox"/>	Request definitely encourages tourism/increase outside interests <input type="checkbox"/>	2
Is the organization directly or indirectly promote economic development or support the City thru educational services or does it enhance City buildings, or similar facilities?		Organization does not promote, support or enhance the City of Leon Valley <input type="checkbox"/>	Organization somewhat promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	Organization mostly promotes, supports or enhances the City of Leon Valley <input checked="" type="checkbox"/>	Organization definitely promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	3
DATE ENTITY: Generates Additional Sales/Tax Revenues ILIC/NPO ENTITY: Provide needed social services for LV <i>(circle the type of entity and date applicant according to the specific entity/sector)</i>		Request does not meet criteria <input type="checkbox"/>	Request somewhat meets criteria <input type="checkbox"/>	Request mostly meets criteria <input type="checkbox"/>	Request definitely meets criteria <input checked="" type="checkbox"/>	0
Is the event or organization allow the public to attend or participate with the community?		Event/Organization does not allow the public to attend or participate with the community <input checked="" type="checkbox"/>	Event/Organization somewhat allows the public to attend or participate with the community <input type="checkbox"/>	Event/Organization mostly allows the public to attend or participate with the community <input type="checkbox"/>	Event/Organization definitely allows the public to attend or participates with the community <input type="checkbox"/>	3
Is event a reasonable request of city resources?		Request is not a reasonable request of City resources at this time <input type="checkbox"/>	Request is a somewhat reasonable request of City resources <input type="checkbox"/>	Request is mostly a reasonable request of City resources <input type="checkbox"/>	Request is definitely a reasonable request of City resources <input checked="" type="checkbox"/>	3
Is the request support the community with a superior quality of life by balancing social equity, environmental stewardship and economic development to achieve sustainability?		Request does not support City mission <input type="checkbox"/>	Request somewhat supports City mission <input type="checkbox"/>	Request mostly supports City mission <input type="checkbox"/>	Request definitely supports City mission <input checked="" type="checkbox"/>	2
Is the event help bridge communication and networks between the City of Leon Valley and other stakeholders?		Request does not support vision for collaborative stakeholder participation <input type="checkbox"/>	Request somewhat supports vision for collaborative stakeholder participation <input type="checkbox"/>	Request mostly supports vision for collaborative stakeholder participation <input checked="" type="checkbox"/>	Request definitely supports vision for collaborative stakeholder participation <input type="checkbox"/>	3
TOTAL						19

{Section}.72.

In-Kind Grant Request: Tax Prep		Total Points Required for Affirmative Recommendation				Max Points
Event Date: Feb - April		0	1	2	3	SCORING
Is the request promote the City of Leon Valley?		Request does not promote the City of Leon Valley <input type="checkbox"/>	Request somewhat promotes the City of Leon Valley <input type="checkbox"/>	Request mostly promotes the City of Leon Valley <input type="checkbox"/>	Request is entirely about promoting the City of Leon Valley <input checked="" type="checkbox"/>	3
Is the request encourage businesses in Leon Valley?	tourism and increase outside interests in local	Request does not encourage tourism/increase outside interests <input type="checkbox"/>	Request somewhat encourages tourism/increase outside interests <input type="checkbox"/>	Request mostly encourages tourism/increase outside interests <input checked="" type="checkbox"/>	Request definitely encourages tourism/increase outside interests <input type="checkbox"/>	2
Is 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?	or indirectly promote economic development or educational services or does it enhance City buildings, parks or similar facilities?	Organization does not promote, support or enhance the City of Leon Valley <input type="checkbox"/>	Organization somewhat promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	Organization mostly promotes, supports or enhances the City of Leon Valley <input checked="" type="checkbox"/>	Organization definitely promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	2
DATE ENTITY: Generates Additional Sales/Tax Revenues		Request does not meet criteria <input type="checkbox"/>	Request somewhat meets criteria <input type="checkbox"/>	Request mostly meets criteria <input checked="" type="checkbox"/>	Request definitely meets criteria <input type="checkbox"/>	1
ILIC/NPO ENTITY: Provide (circle the type of entity and date applicant according to the specific entity/sector)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the event or organization allow the public to attend or participate with the community?	allow the public to attend or participate with the	Event/Organization does not allow the public to attend or participate with the community <input type="checkbox"/>	Event/Organization somewhat allows the public to attend or participates with the community <input checked="" type="checkbox"/>	Event/Organization mostly allows the public to attend or participates with the community <input type="checkbox"/>	Event/Organization definitely allows the public to attend or participates with the community <input type="checkbox"/>	3
Does event a reasonable request of city resources?	request of city resources?	Request is not a reasonable request of city resources at this time <input type="checkbox"/>	Request is a somewhat reasonable request of City resources <input type="checkbox"/>	Request is mostly a reasonable request of City resources <input checked="" type="checkbox"/>	Request is definitely a reasonable request of City resources <input type="checkbox"/>	3
Does the request support the community with a superior quality of economic development to achieve sustainability?	City Mission? "The City of Leon Valley will provide our life by balancing social equity, environmental stewardship and economic development to achieve sustainability".	Request does not support City mission <input type="checkbox"/>	Request somewhat supports City mission <input type="checkbox"/>	Request mostly supports City mission <input checked="" type="checkbox"/>	Request definitely supports City mission <input type="checkbox"/>	3
Does the event help bridge communication and networks between the City of Leon Valley and other stakeholders?	communication and networks between the City of Leon Valley and other stakeholders?	Request does not support vision for collaborative stakeholder participation <input type="checkbox"/>	Request somewhat supports vision for collaborative stakeholder participation <input type="checkbox"/>	Request mostly supports vision for collaborative stakeholder participation <input checked="" type="checkbox"/>	Request definitely supports vision for collaborative stakeholder participation <input type="checkbox"/>	3
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
TOTAL						20

{Section}.72.

		Total Points Required for Affirmative Recommendation				Max Points
Criteria	In-Kind Grant Request: AARP Foundation - <i>Trainings</i> Event Date: Jan. 2-5, 9-12, 16-19, 2024	0	1	2	3	SCORING
is the request promote the City of Leon Valley?		Request does not promote the City of Leon Valley <input type="checkbox"/>	Request somewhat promotes the City of Leon Valley <input checked="" type="checkbox"/>	Request mostly promotes the City of Leon Valley <input type="checkbox"/>	Request is entirely about promoting the City of Leon Valley <input type="checkbox"/>	1
is the request encourage tourism and increase outside interests in local businesses in Leon Valley?		Request does not encourage tourism/increase outside interests <input type="checkbox"/>	Request somewhat encourages tourism/increase outside interests <input checked="" type="checkbox"/>	Request mostly encourages tourism/increase outside interests <input type="checkbox"/>	Request definitely encourages tourism/increase outside interests <input type="checkbox"/>	1
is 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 not promote, support or enhance the City of Leon Valley <input type="checkbox"/>	Organization somewhat promotes, supports or enhances the City of Leon Valley <input checked="" type="checkbox"/>	Organization mostly promotes, supports or enhances the City of Leon Valley <input checked="" type="checkbox"/>	Organization definitely promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	2
DATE ENTITY: Generates Additional Sales/Tax Revenues ILIC/NPO ENTITY: Provides needed social services for LV <i>(use circle the type of entity and write applicant according to the specific entity/sector)</i>		Request does not meet criteria <input type="checkbox"/>	Request somewhat meets criteria <input type="checkbox"/>	Request mostly meets criteria <input checked="" type="checkbox"/>	Request definitely meets criteria <input type="checkbox"/>	2
is the event or organization allow the public to attend or participate with the community?		Event/Organization does not allow the public to attend or participate with the community <input type="checkbox"/>	Event/Organization somewhat allows the public to attend or participate with the community <input type="checkbox"/>	Event/Organization mostly allows the public to attend or participate with the community <input checked="" type="checkbox"/>	Event/Organization definitely 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 not a reasonable request of City resources at this time <input type="checkbox"/>	Request is a somewhat reasonable request of City resources <input type="checkbox"/>	Request is mostly a reasonable request of City resources <input checked="" type="checkbox"/>	Request is definitely a reasonable request of City resources <input type="checkbox"/>	2
is 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 not support City mission <input type="checkbox"/>	Request somewhat supports City mission <input type="checkbox"/>	Request mostly supports City mission <input checked="" type="checkbox"/>	Request definitely supports City mission <input type="checkbox"/>	2
is the event help bridge communication and networks between the City of Leon Valley and other stakeholders?		Request does not support vision for collaborative stakeholder participation <input type="checkbox"/>	Request somewhat supports vision for collaborative stakeholder participation <input type="checkbox"/>	Request mostly supports vision for collaborative stakeholder participation <input checked="" type="checkbox"/>	Request definitely supports vision for collaborative stakeholder participation <input type="checkbox"/>	2
TOTAL						15

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Total Points Required for Affirmative Recommendation		Max Points			
0	1	2	3	SCORING	
In-Kind Grant Request: <u>AARP - Training</u> Event Date: <u>2/2023-4/14/2023</u>					
is the request promote the City of Leon Valley?	Request does not promote the City of Leon Valley <input type="checkbox"/>	Request somewhat promotes the City of Leon Valley <input type="checkbox"/>	Request mostly promotes the City of Leon Valley <input type="checkbox"/>	Request is entirely about promoting the City of Leon Valley <input checked="" type="checkbox"/>	3
is the request encourage tourism and increase outside interests in local businesses in Leon Valley?	Request does not encourage tourism/increase outside interests <input type="checkbox"/>	Request somewhat encourages tourism/increase outside interests <input type="checkbox"/>	Request mostly encourages tourism/increase outside interests <input checked="" type="checkbox"/>	Request definitely encourages tourism/increase outside interests <input type="checkbox"/>	2
is the organization directly or indirectly promote economic development or support the City thru educational services or does it enhance City buildings, arts or similar facilities?	Organization does not promote, support or enhance the City of Leon Valley <input type="checkbox"/>	Organization somewhat promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	Organization mostly promotes, supports or enhances the City of Leon Valley <input checked="" type="checkbox"/>	Organization definitely promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	3
VATE ENTITY: Generates Additional Sales/Tax Revenues ILIC/NPO ENTITY: Provide needed social services for LV (circle the type of entity and use applicant according to the specific entity/sector)	Request does not meet criteria <input type="checkbox"/>	Request somewhat meets criteria <input type="checkbox"/>	Request mostly meets criteria <input type="checkbox"/>	Request definitely meets criteria <input checked="" type="checkbox"/>	3
is the event or organization allow the public to attend or participate with the community?	Event/Organization does not allow the public to attend or participate with the community <input type="checkbox"/>	Event/Organization somewhat allows the public to attend or participate with the community <input type="checkbox"/>	Event/Organization mostly allows the public to attend or participate with the community <input type="checkbox"/>	Event/Organization definitely allows the public to attend or participate with the community <input checked="" type="checkbox"/>	3
is event a reasonable request of city resources?	Request is not a reasonable request of City resources at this time <input type="checkbox"/>	Request is a somewhat reasonable request of City resources <input type="checkbox"/>	Request is mostly a reasonable request of City resources <input type="checkbox"/>	Request is definitely a reasonable request of City resources <input checked="" type="checkbox"/>	3
is the request support the community with a superior quality of economic development to achieve sustainability?	Request does not support City mission <input type="checkbox"/>	Request somewhat supports City mission <input type="checkbox"/>	Request mostly supports City mission <input type="checkbox"/>	Request definitely supports City mission <input checked="" type="checkbox"/>	3
is the event help bridge communication and networks between the City of Leon Valley and other stakeholders?	Request does not support vision for collaborative stakeholder participation <input type="checkbox"/>	Request somewhat supports vision for collaborative stakeholder participation <input type="checkbox"/>	Request mostly supports vision for collaborative stakeholder participation <input type="checkbox"/>	Request definitely supports vision for collaborative stakeholder participation <input checked="" type="checkbox"/>	3
					TOTAL
					23

{Section}.72.

In-Kind Grant Request: Train Volunteers		Total Points Required for Affirmative Recommendation				Max Points
Area	Event Date: January 2024	0	1	2	3	SCORING
Does the request promote the City of Leon Valley?		Request does not promote the City of Leon Valley <input type="checkbox"/>	Request somewhat promotes the City of Leon Valley <input type="checkbox"/>	Request mostly promotes the City of Leon Valley <input checked="" type="checkbox"/>	Request is entirely 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 does not encourage tourism/increase outside interests <input type="checkbox"/>	Request somewhat encourages tourism/increase outside interests <input type="checkbox"/>	Request mostly encourages tourism/increase outside interests <input checked="" type="checkbox"/>	Request definitely encourages tourism/increase outside interests <input type="checkbox"/>	2
Does the organization directly or indirectly promote economic development or support the City through educational services or does it enhance City buildings, services or similar facilities?		Organization does not promote, support or enhance the City of Leon Valley <input type="checkbox"/>	Organization somewhat promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	Organization mostly promotes, supports or enhances the City of Leon Valley <input checked="" type="checkbox"/>	Organization definitely promotes, supports or enhances the City of Leon Valley <input type="checkbox"/>	3
Does the event generate additional sales/tax revenues or needed social services for LV?		Request does not meet criteria <input type="checkbox"/>	Request somewhat meets criteria <input type="checkbox"/>	Request mostly meets criteria <input type="checkbox"/>	Request definitely meets criteria <input checked="" type="checkbox"/>	1
Does the event or organization allow the public to attend or participate with the community?		Event/Organization does not allow the public to attend or participate with the community <input type="checkbox"/>	Event/Organization somewhat allows the public to attend or participate with the community <input checked="" type="checkbox"/>	Event/Organization mostly allows the public to attend or participate with the community <input type="checkbox"/>	Event/Organization definitely allows the public to attend or participate with the community <input type="checkbox"/>	3
Does the event request a reasonable request of city resources?		Request is not a reasonable request of City resources at this time <input type="checkbox"/>	Request is a somewhat reasonable request of City resources <input type="checkbox"/>	Request is mostly a reasonable request of City resources <input type="checkbox"/>	Request is definitely 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 not support City mission <input type="checkbox"/>	Request somewhat supports City mission <input type="checkbox"/>	Request mostly supports City mission <input type="checkbox"/>	Request definitely 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 not support vision for collaborative stakeholder participation <input type="checkbox"/>	Request somewhat supports vision for collaborative stakeholder participation <input type="checkbox"/>	Request mostly supports vision for collaborative stakeholder participation <input type="checkbox"/>	Request definitely supports vision for collaborative stakeholder participation <input checked="" type="checkbox"/>	3
TOTAL						20

{Section}.72.

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248
Aug. 06, 2008 LTR 4168C E0
52-0794300 000000 00 000
00018190
BODC: TE

{Section}.72.

AARP FOUNDATION
% TAX DEPARTMENT
601 E ST NW
WASHINGTON DC 20049



032701

Employer Identification Number: 52-0794300
Person to Contact: Carol A. Kraft
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of July 28, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in May 1963, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

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

18 April 2023

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:

417 returns completed
151 Married Filing Joint
251 Single
15 Head of Household

151 for the spouse of MFJ
568 **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.
326 of the taxpayers live in Leon Valley and the adjacent zip codes.

Total refunds \$446,477 - money returned to the community
Total balance due \$180,869 - 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



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 publics 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 4th, 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 1st for events scheduled **October 1 – December 31**
- December 1st for events scheduled **January 1 – March 31**
- March 1st for events scheduled **April 1 – June 30**
- June 1st 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. 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 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"/> Non-Profit	<input type="checkbox"/> Religious	<input type="checkbox"/> Govt. Entity	<input type="checkbox"/> School	<input checked="" type="checkbox"/> Charitable	<input type="checkbox"/> Other (please specify):
--	------------------------------------	---------------------------------------	---------------------------------	--	--

Organization Information

Name: AARP Foundation

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

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

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

Event Information

Date(s) of Event: Tues, & Thurs./Feb.1 – April 16, 2024 Start Time: 10:00am End Time: 2:00 pm

Assembly Date: Daily / _____ Start Time: 9:00 am End Time: 2:30pm

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

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

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 retired and older; setting up the tables is difficult. The building crew who cleans up from Monday would be able to leave up the tables, maybe get out additional chairs for the taxpayers. It has been your policy for us to leave the tables and chairs at the end of our day. We are requesting that help for the beginning of the days.

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. 10) years have allowed our Tax-Aide 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 2023 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.

Our request for set-up help should enable our team to continue. We have an effiecient group , but they might be discouraged if they have to set up the tables and chairs. If we are able to add one or two more volunteers we could serve more people. There was greater demand than we could meet last season. (Even the taxpayers sometimes helped us with the set-up if they came early.)

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

AARP Foundation conducts nationwide advertising to senior citizens for our tax help to tham. We prepare posters for Leon Valley and nearby areas. We engages in appropriate social media to promote our service.

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

Print Name: Ida Kujawski



Date: 10 /12 / 2023

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

FOR OFFICIAL USE ONLY

APPROVED DISAPPROVED

SIGNATURE: _____ DATE: _____

Comments/Notes: _____



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

Application #	{Section}.72.
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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"/> Non-Profit	<input type="checkbox"/> Religious	<input type="checkbox"/> Govt. Entity	<input type="checkbox"/> School	<input checked="" type="checkbox"/> Charitable	<input type="checkbox"/> Other (please specify):
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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 DETAILS

Date(s) of Event: 2-5,9-12, 16-19 / January, 2024 Start Time: 8:30 am End Time: 4:30 pm

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

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 Tuesday – Friday these 3 weeks does 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.)

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 2023 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 2024. 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.

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

AARP Foundation 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.

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 Kujawski

Signature:



Date: 10 / 12 / 2023

FOR OFFICIAL USE ONLY

APPROVED DISAPPROVED

SIGNATURE: _____ DATE: _____

Comments/Notes: _____



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

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

City Council Meeting

November 21, 2023

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 weeks Tuesday – Friday from 8:30 am – 4:30 pm, beginning January 2, 2024.
- Tax Aide services is requested to be held in the Community Center every Tuesday & Thursday from 10 am – 2 pm, beginning February 1 through April 16, 2024.

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	\$6,240	(\$520x12)
• Cleaning	\$1,740	(\$145x12)
• Security	\$2,640	(\$220x12)
• <u>Deposit</u>	\$4,800	(\$400x12)
Total Fees Waived	\$15,420	

- Tax Aide Services-

• Building	\$5,500	(\$250x22)
• Cleaning	\$4,400	(\$200x22)
• Security	\$0	
• <u>Deposit</u>	\$8,800	(\$400x22)
Total Fees Waived	\$18,700	

Recommendation

- The In-Kind Grant Committee reviewed the two requests and forwards to Council an average score of 19.3 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.

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

City Council Meeting

November 21, 2023

Crystal Miranda

Community Relations Director

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AUTHORIZING BUDGET ADJUSTMENTS FOR THE FY 2023-2024 COUNCIL APPROVED ECONOMIC DEVELOPMENT AND GENERAL FUND IN THE AMOUNT OF \$675,046, ENTERPRISE FUND IN THE AMOUNT OF \$1,577,930, STREET MAINTENANCE FUND IN THE AMOUNT OF \$1,349,498, TRAFFIC FUND IN THE AMOUNT OF \$86,860, AND COMMUNITY CENTER FUND IN THE AMOUNT OF \$12,000 FOR CAPITAL AND ROLLOVER PROJECTS; PROVIDING FOR REPEALER, SEVERABILITY AND SAVING CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, several planned Capital Improvement projects and Economic Development Rollover projects that were approved by the City Council in FY 2022-2023 but not completed; and

WHEREAS, the funding for these projects ended on September 30, 2023; and

WHEREAS, the City of Leon Valley has already passed their FY 2023-2024 Budget on September 5th, 2023; and

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

WHEREAS, it is necessary to adjust the Budget by a total amount of \$3,701,304 for FY 2023-2024; 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 2023-2024 budget in a total amount \$3,701,304, 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 2022-2023, but not otherwise funded in FY 2023-2024;

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

SECTION 1. The FY 2023-2024 General Fund Budget of the City of Leon Valley is hereby amended to increase the budget by \$675,046; the Enterprise Fund Budget of the City of Leon Valley is hereby amended to increase the budget by \$1,577,930; the Street Maintenance Fund Budget of the City of Leon Valley is hereby amended to increase the budget by \$1,349,489; the Traffic Safety Fund Budget of the City of Leon Valley is hereby amended to increase the budget by \$86,830; and the Community Center Fund Budget of the City of Leon Valley is hereby amended to increase the budget \$12,000. To provide funding as follows:

CAPITAL/ PROJECTS NAME	Department	Adjustment
General Fund		
Hike & Bike Trail Seg 1 Construction and Hike & Bike Seg II Engineering	100.5800-540.51	386,853
Dump Truck	100.5600.540.11	100,000
City Hall Entrance Doors	100-5600-540.51	30,000
Library A/C Units	100-5850.540.21	29,000
Fence/Cover/Stalls	100-5470.540.51	17,103
ED Project Funding	100-5701.530.14	112,091
TOTAL \$		675,046
Enterprise Fund		
Seneca West Drainage Project and Huebner Creek Erosion Control	200-5336-540.51	901,292
Water Rights	200-5310-540.32	140,000
CCTV Sewer Mains and Wurzbach Sewer Main	200-5320-540-51	536,638
TOTAL \$		1,577,930
Street Maintenance Fund		
Year 6 Project	720-5100-540.51	1,349,498
TOTAL \$		1,349,498
Red Light Camera Fund- Traffic Safety		
Huebner Road School Zone	150-5200-540.51	86,830
TOTAL \$		86,830
Community Center Fund		
Office Equipment	710-5100-540.01	12,000
TOTAL \$		12,000
GRAND TOTAL \$		3,701,304

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.

MAYOR AND COUNCIL COMMUNICATION

DATE: November 21, 2023
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 2023-2024 Council Approved Economic Development and General Fund in the amount of \$675,046, Enterprise Fund in the amount of \$1,577,930, Street Maintenance Fund in the amount of \$1,349,498, Traffic Safety Fund in the amount of \$86,830, and Community Center Fund in the amount of \$12,000 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 2023-2024 budget for Capital and Council Approved Economic Development Rollover Projects that were not completed during the previous fiscal year (FY 2022-2023)

The projects are as follows:

General Fund Reserve

Huebner Creek Hike & Bike Trail - Segment 1 and Hike and Bike Seg II Engineering

The Huebner Creek Greenway Hike & Bike Trail Project is to construct a trail from Shadow Mist Drive to Bandera Road, adjacent to Huebner Creek and El Verde Road. The trail will connect with the City of San Antonio's Crystal Hills trailhead at Shadow Mist Drive. The City's remaining cost of the Seg 1 project is \$51,853 and for Seg II is \$335,000

Dump Truck

In FY 2022-2023 a dump truck for Public Works was approved by Council to replace a 1999 model that is past its economic life. The City's remaining cost of the capital expenditure is \$100,000.

City Hall Entrance Doors

In FY 2022-2023 the Council approved the replacement of the front entryway doors and glass. The City's remaining cost of the capital expenditure is \$30,000.

Library A/C Units

In FY 2022-2023 the replacement of older a/c units at Library was approved. The City's remaining cost of the capital expenditure is \$29,000.

Fence/Cover/Stalls

In FY 2022-2023 the Council approved the addition of fence/cover/stalls. The City's remaining cost of the capital expenditure is \$17,103.

ED Project Funding

In FY 2022-2023 the Council approved the lift fund program for \$150,000. The City's remaining cost of the project is \$88,553. The Council also approved \$23,538 for ED Grants. The City's remaining cost of the project is \$23,538.

Water & Sewer Fund Reserve

CCVT Sewer Mains

In FY 2022-2023 the Council approved videotape all sewer mains in City. The City's remaining cost of the project is \$250,000

Wurzbach Sewer Main

In FY 2022-2023 the Council approved to replace sewer main that services the Hidden Meadows apartments and businesses along Wurzbach. The City's remaining cost of the project is \$286,638.

Water Rights

To increase water rights by \$140,000.

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 \$429,624.

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 \$471,668.

FISCAL IMPACT

Fund	Capital Project / Project	Bal Remaining
General	Hike & Bike Trail Seg 1 Construction	51,853
General	Hike & Bike Seg II Engineering	335,000
General	Dump Truck	100,000
General	City Hall Entrance Doors	30,000
General	Library A/C Units	29,000
General	Fence/Cover/Stalls	17,103
General	ED Project Funding	112,091
		\$ 675,046

Enterprise	CCTV Sewer Mains	250,000
Enterprise	Seneca West Drainage Project	429,624
Enterprise	Huebner Creek Erosion Control	471,668
Enterprise	Water Rights	140,000
Enterprise	Wurzbach Sewer Main	286,638
		\$ 1,577,930

Street Maintenance	Year 6 Project	1,349,498
		\$ 1,349,498

Traffic Safety	Huebner Road School Zone	86,830
		\$ 86,830

Community Center	Office Equipment	12,000
		\$ 12,000

RECOMMENDATION

City Council approve the Ordinance authoring the budget adjustment

ATTEST :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approval of an Ordinance Authorizing a Budget Adjustments for the FY 2023-2024 Carryover for Capital and Council Approved Economic Development Rollover Projects.

Carol Goering
Finance Director

City Council Meeting

November 21, 2023

Summary

- Question
 - The City Council is being asked to consider approve an ordinance authorizing budget adjustments for the FY 2023-2024 General Fund in the amount of \$675,046, Enterprise Fund in the amount of \$1,577,930, Street Maintenance Fund in the amount of \$1,349,498, Traffic Safety Fund in the amount of \$86,830, and Community Center Fund in the amount of \$12,000 for Capital and Council Approved Projects.
- Options
 - Recommendation:
 - Approve the budget adjustment
 - Denial of the request.
- Declaration
 - This adjustment will carryover capital projects.

FISCAL IMPACT

Fund	Department	Capital Project / Project	Contract/Project Cost	Contingency	Total	Bal Remaining	Cost to City
General	Parks	Hike & Bike Trail Seg 1 Construction	986,220	197,224	1,183,444	51,853	
General	Parks	Hike & Bike Seg II Engineering	335,000	-	335,000	335,000	
General	Public Works	Dump Truck	100,000	-	100,000	100,000	
General	Public Works	City Hall Entrance Doors	30,000	-	30,000	30,000	
General	Library	Library A/C Units	29,000	-	29,000	29,000	
General	Impound lot	Fence/Cover/Stalls	17,103	-	17,103	17,103	
General	Economic Develepment	ED Project Funding	112,091	-	112,091	112,091	
TOTAL \$						675,046	

Enterprise	Sewer	CCTV Sewer Mains	250,000	-	250,000	250,000	
Enterprise	Stormwater	Seneca West Drainage Project	1,815,416	363,083	2,178,499	429,624	100,770
Enterprise	Stormwater	Huebner Creek Erosion Control	633,137	-	633,137	471,668	
Enterprise	Water	Water Rights	140,000	-	140,000	140,000	
Enterprise	Sewer	Wurzbach Sewer Main	249,251	37,388	286,638	286,638	(36,327)
TOTAL \$						1,577,930	

Street Maintenance		Year 6 Project	1,173,477	176,021	1,349,498	1,349,498	
TOTAL \$						1,349,498	

Traffic Safety		Huebner Road School Zone	75,504	11,326	86,830	86,830	
TOTAL \$						86,830	

Community Center		Office Equipment	12,000	-	12,000	12,000	
TOTAL \$						12,000	

Approval of an Ordinance Authorizing a Budget
Adjustments for the FY 2023-2024 Carryover for
Capital and Council Approved Economic
Development Rollover Projects.

Carol Goering
Finance Director

City Council Meeting

November 21, 2023



**CITY OF LEON VALLEY
ANNUAL TOWN HALL MEETING**
Conference Center
Evers Road, Leon Valley, TX 78238
Saturday, January 27, 2024, at 8:30 AM

AGENDA

1. **8:30 AM** Call to Order and Determine a Quorum is Present.
2. **Presentations**
 - A. Welcome to 14th Annual Town Hall Meeting! - Mayor Chris Riley
 - B. Introduction of City Council & Staff and Procedures for the meeting – Mayor Chris Riley.
 - C. City Manager Update on 2023 Town Hall Meeting and Annual Report – Dr. Crystal Caldera, City Manager **(9:10 a.m.)**
 - D. Presentation on Bandera Rd. - Chad Gardiner
 - E. Presentation on the City of Leon Valley water rates - Waterworth Consultant
 - F. Presentation on the Solid Waste Survey – Melinda Moritz, Public Works Director
 - G. Law Enforcement: Update and Information from the Police Department – (David Gonzalez, Police Chief)
 - H. Discussion on the City’s Mission, Vision Statement and Strategic Plan – Dr. Crystal Caldera, City Manager
 - I. Citizens to be Heard
3. **Adjournment**

Attendance by Other Elected or Appointed Officials: It is anticipated that members 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/meetings> . This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To plan, call (210) 684-1391, Extension 216.

MAYOR AND COUNCIL COMMUNICATION

DATE: November 21, 2023
TO: Mayor and Council
FROM: Roque Salinas, Director of Economic Development
THROUGH: Dr. Crystal Caldera, City Manager
SUBJECT: Discussion and Possible Action on a Resolution Authorizing the City Manager to Enter into a Lease Agreement with Poppy's Cafe for the Rental of the Kinman House Located at 6417 Evers Road. -R. Salinas, Director of Economic Development.

PURPOSE

Discussion and Possible action authorizing the City Manager to enter into a lease agreement with Poppy's café for the rental of the Kinman House located at 6417 Evers Road.

On October 17, 2023, the City Council voted to move forward with Poppy's Café proposal to rent the Kinman house. Staff and the City Attorney have reviewed the agreement and are requesting the City Council's permission to execute the contract.

FISCAL IMPACT

This agreement allows the City to collect \$2,200 a month in rental fees and will also collect sales tax based on the goods sold.

RECOMMENDATION

Council discretion.

APPROVED : _____ DISAPPROVED : _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION No. 23-044R

A RESOLUTION BY THE LEON VALLEY, TX, CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO A LEASE AGREEMENT WITH POPPY’S CAFÉ FOR THE RENTAL KINMAN HOUSE LOCATED AT 6417 EVERS ROAD

WHEREAS The City Council is Seeking to Lease Out the Property Located at 6417 Evers Road;

WHEREAS, The City Council is Authorizing the City Manager to enter into a lease agreement with Poppy’s Café for rental of the Kinman House;

WHEREAS, The Lease agreement is for a period of three years offer the approved contract to Poppy Café - January 2, 2024, and will end on January 2, 2027; and

WHEREAS, Poppy’s Café agrees to all the terms outlined in the lease agreement herein attached as Exhibit A.

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

1. The City Manager of the City of Leon Valley, Texas, or in her stead her designee, is authorized enter into an agreement with Poppy’s Cafe.
2. The Mayor and City Council, with the adoption of this Resolution, further authorize the City Manager to act on behalf of the City of Leon Valley in all matters related to the Lease agreement.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 21st day of November 2023.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

City Attorney

LEASE AGREEMENT

THIS LEASE is made as of _____, by and between City of Leon Valley ("Lessor"), whose address is 6400 El Verde Road, Leon Valley, Texas 78238, and _____, _____, Owner ("Lessee"), whose address is _____ . The amendment does not change the term of the lease agreement.

WITNESSETH, THAT FOR AND IN CONSIDERATION of the covenants and agreements herein contained to be observed, kept and performed by the aforementioned respective parties hereto, the Lessor does hereby lease, let and demise unto the Lessee and the Lessee does hereby lease and hire for the Lessor the premises located and situated at 6417 Evers Road, Leon Valley, Texas 78238 (the "Premises") in the County of Bexar, County Block Number 4445F, Block 25, Lot 18, McCain Subdivision, containing approximately 0.909 acre parcel of real estate dated and recorded in the office of the Clerk of the County of Bexar, in the State of Texas, in the Deed Book , on Volume 7460, page number 2073 . The description of the premises is as follows:

CB: 4445F BLK: 25 LOT: 18 MCCAIN SUBDIVISION, 6417 Evers Road

USE OF PREMISES

The premises shall be used only as or for the purpose of: A restaurant with indoor and outdoor dining and casual entertainment. The restaurant hours of operation for the first year of the lease term are as follows: The restaurant hours of operation shall be open for a minimum of 25 hours per week. The hours must be consistent and must be between the hours of 6am and 9pm. Parking for the restaurant will be available in the parking lot located on the leased property. Overflow parking will be available in the Leon Valley Library parking lot.

The Lessor will make available a full kitchen to the Lessee, if required. All kitchen equipment listed below is the property of the Lessor and cannot be removed from the property:

- Contained worktop refrigerator;
- Countertop griddle and char broiler;
- Beverage merchandiser;
- Worktables and equipment stand;
- Full pot fryer;
- Sandwich/salad prep refrigerator;
- Commercial 10 burner gas range;
- Double deck convection oven;
- Ice machine;
- Commercial dishwasher;

- Planetary floor mixer;
- Water softener;
- Security and fire alarm systems;
- Serving equipment includes all the pans, containers, plates, glasses, bowls, and cutlery.
- Additional Equipment: Any additional equipment needed by the Lessee for cafe operations must be provided by the Lessee at their own expense.

LEASE TERM

The term of this lease shall begin on December 1, 2023, and will end on January 1, 2027, at 11:59 PM (the "Term"). If the Lessee vacated the premises prior to the end of the lease term, the Lessee shall be liable for the balance amount of the lease for the remainder of the lease term.

In the event that the Lessee desires to vacate the premises, the Lessee shall provide the Lessor with sixty (60) days advance written notice of intent to vacate. Advance notice shall be provided to ensure termination ensues at the end of the month. Prior to vacating the premises, the Lessee shall make sure that the premises are clean and free and clear of any dirt, trash, waste and/or debris, with the exception of normal wear and tear. The Lessor shall have the right to perform a walk through prior to the Lessee vacating to ensure premise complies with the aforementioned requirements.

RENT/LEASE PAYMENT

The Lessee agrees to and shall pay monthly installment payments to the Lessor at 6400 El Verde Road, Leon Valley, Texas 78238, or at such other address that the Lessor shall designate in writing, as rent or lease payment for the leased premises.

Lessee shall pay Lessor the monthly amount of \$2,220 per month for a period of three (3) years, due and payable on the first of each month.

Any payments received after the aforementioned day shall be deemed late and delinquent. Should the Lessor not receive payment by the 5th day of the month in which the payment is due, the Lessee shall pay a late charge of twenty-five and no/100 dollars (\$25.00) on the first day and ten and no/100 dollars (\$10.00) every day thereafter that the rent or lease payment is late.

In the event a check for rent or lease payment is returned for non-sufficient funds (NSF), the Lessee shall pay a return check fee in the amount of \$40.00, and the Lessor shall reserve the right to only accept further payments made in certified funds (e.g. certified check or money order).

RENEWAL TERM

If the Lessee is not in default under the terms and conditions of this Agreement, the Lessee shall have the options to renew this Agreement for the extended term of one (1) year ("Renewal Term").

If the Lessee chooses to exercise this renewal option, the Lessee shall provide to the Lessor written notice of Lessee's intention to renew at least thirty (30) days prior to the expiration of the initial Lease Term. The Renewal Term shall continue upon the same terms and conditions in this Agreement, except the new base rate for the first year of the Renewal Term shall be \$2,500 per month or market rate as determined by a third party, whichever is higher.

HOLDING OVER

Failure of the Lessee to surrender the leased premises at expiration of the lease constitutes a holding over which shall be construed as a "tenancy-at-will" or a month to month lease at the rate of \$2,500 per month plus 50% or market rate as determined by a third party, whichever is higher, until such time as the Lessee completes a renewal or provides notice of intent to vacate.

TRIPLE NET LEASE

This Lease is what is generally referred to as a "net net net lease" ("triple net lease"), and it is understood that the Lessor shall receive all rent or lease payments free and clear of any and all impositions, encumbrances, charges, obligations or expenses of any nature whatsoever in connection with the ownership and operation of the Premises. In addition, the Lessee shall pay to the parties respectively entitled thereto all impositions, insurance premiums, operating charges, maintenance charges, construction costs and any other charges, cost, and expenses which arise or may be contemplated under any provisions of this Lease during the Term hereof. All of the said charges, costs and expenses shall constitute Rent or Lease payment, and upon the failure of the Lessee to pay any such costs, charges or expenses, the Lessor shall have the same rights and remedies as otherwise provided in this Lease for the failure of Lessee to pay rent or make lease payments. The Lessee shall at no time be entitled to any abatement or reduction in Rent or Lease payments that are payable under this Lease except as otherwise expressly provided. Any present or future law to the contrary shall not alter this agreement of the parties.

POSSESSION

The Lessee shall take possession of the premises on January 1 ,2024, unless otherwise stipulated. The Lessor shall use due diligence to ensure Lessee is provided possession of the premises at the beginning of the Term of this Lease Agreement. The first month's rent shall be prorated for the period of any delay in providing or turning over possession of the premises to the Lessee; however, the length of the term of this Agreement shall not be extended as a result of any such delay. The Lessee shall bring no claim against the Lessor for any delay in obtaining possession.

In the event that the Lessee fails to take possession of the premises within thirty (30) days after the beginning of this Lease, then the Lessor retains the right to terminate this Agreement.

INSURANCE ON PREMISE

The Lessee shall obtain and pay for, at his/her own cost and expense, fire and extended coverage casualty insurance for the building and other improvements on the leased premises, with such

comprehensive or so called "all-risk" endorsements and in such amounts as the Lessor may, from time to time, deem reasonably necessary, and showing the Lessee, the Lessor and the Lessor's Lender or Lien Holder, if any, as the insured parties. Lessee shall also obtain and pay for loss of rent coverage. The Lessee shall at all times keep said insurance in force and effect and shall provide to the Lessor copies of said policies or certificates evidencing said coverage. The policies shall be in form and content reasonably required by the Lessor, shall be issued by an insurance company approved by the Lessor and shall contain a clause that the Lessee will not cancel, materially modify or fail to renew said insurance in effect without first providing to the Lessor thirty (30) days advance written notice. If the Lessee fails to keep said insurance in effect, the Lessee shall be in default hereunder, and the Lessor may, at his/her option, immediately obtain insurance coverage as provided for herein and charge the Lessee for the cost thereof.

LESSEE INDEMNITY & LIABILITY INSURANCE

The Lessee shall at all times indemnify, defend and hold the Lessor harmless from all loss, liability, costs, damage and expenses that may occur or be claimed with respect to any person or persons, property on or about the Premises or to the Premises resulting from any act done or omission by or through the Lessee, the Lessee's agents, employees, staff, invitees or any person on the Premises by reason of the Lessee's use or occupancy or resulting from the Lessee's non-use or possession of said property and any and all loss, cost, liability or expense resulting therefrom. Lessee shall maintain at all times during the lease term comprehensive general liability insurance with an insurance company that is licensed to do business in the state in which the Premises are located and is satisfactory to Lessor, properly protecting and indemnifying Lessor with single limit coverage of not less than \$1,000,000 for injury or \$1,000,000 for death of persons with a \$2,000,000 general aggregate or its equivalent in umbrella or excess liability coverage and \$500,000 for property damage. During the lease term, Lessee shall furnish the Lessor with a certificate or certificates of insurance, in a form acceptable to the Lessor, covering such insurance so maintained by the Lessee and naming the Lessor and Lessor's mortgagees, if any, as additional insureds.

OPERATING EXPENSES

It is the intention of the parties, and they hereby agree, that this shall be a triple net Lease, and the Lessor shall have no obligation to provide any services, perform any acts or pay any expenses, charges, obligations or costs of any kind whatsoever with respect to the Premises, and Lessee hereby agrees to pay one hundred percent (100%) of any and all Operating Expenses as hereafter defined for the entire term of the Lease and any thereof in accordance with specific provisions hereinafter set forth. The term Operating Expenses shall include all costs to Lessee of operating and maintaining the Premises and related parking areas, and shall include, without limitation, electricity, water, waste disposal, sewage, operating materials and supplies, service agreements and charges, minor repairs, cleaning and custodial, security, insurance, and all other direct operating costs of operating and maintaining the Premises and related parking areas, unless expressly excluded from the operating expenses.

The Lessor shall be responsible for maintenance of yard, repair of equipment due to normal wear and tear owned by Lessor.

Notwithstanding the foregoing operating costs, and Lessee's obligations in relation thereto, shall not include (i) any expense chargeable to a capital account or capital improvement, ground leases; principal or interest payments on any mortgage or deed of trust on the premises; (ii) any amount for which Lessor is reimbursed through insurance, or by third persons, (iii) repair costs occasioned by fire, windstorm or other casualty, (iv) any construction, repair or maintenance expenses or obligations that are the sole responsibility of the Lessor (not to be reimbursed by the Lessee), (v) leasing commissions and other expenses incurred in connection with leasing any other area located on the premises to any other party, (vi) any expense representing an amount paid to an affiliate or subsidiary of the Lessor which is in excess of the amount which would be paid in the absence of such relationship, and (vii) costs of items and services for which the Lessee reimburses or pays any third persons directly.

ASSIGNMENT AND SUBLETTING

The Lessee shall not assign, transfer or encumber this Lease and shall not sublease the Premises or any part thereof or allow any other person to be in possession thereof without prior written consent of the Lessor, in each and every instance. Notwithstanding any permitted assignment or subletting, Lessee shall at all times remain directly, primarily and fully responsible and liable for the payment of the rent herein specified and for compliance with all of its other obligations under the terms and provisions of this Lease.

CONDITION OF PREMISES

Lessee acknowledges that it has had the opportunity to inspect the Premises and, with the exception of any notations or provisions herein provided otherwise in this Lease, the Lessee accepts the Premises in its present condition. At the end of the lease term, except for any damages caused by fire or other perils, Lessee, at its expense shall (i) surrender the Premises in the same or similar condition as existed at the time the Premises were accepted and possession taken by the Lessee, subject to reasonable wear resulting from uses permitted hereunder, and further subject to Lessee's obligations; (ii) have removed all of the Lessee's property from the Premises; (iii) have repaired any damages to the Premises caused by the removal of the Lessee's Property; and (iv) leave the Premises free of trash, waste, dirt and debris and the Premises in good and reasonable condition.

LESSOR'S RIGHT OF ENTRY

The Lessor or Lessor's agent shall have the right of entry at reasonable hours to inspect or show the Premises to prospective Lender or Lien Holders and purchasers, and to perform or provide anything that the Lessor may be required to perform or provide hereunder, or which the Lessor may deem necessary for the good or benefit of the Premises or any building of which they are a part as long as reasonable notice is given to Lessee. As of and during the last ninety (90) days of this Lease, the Lessor shall have the right to post and/or display a "For Rent" sign on the Premises.

EXCLUSION OF LESSEE

Lessor may not intentionally prevent the Lessee from entering the leased Premises except by judicial process unless the exclusion results from: (i) bona fide repairs, construction, or an emergency; (ii) removing the contents of Premises abandoned by Lessee; or (iii) changing door locks of Lessee in the event the Lessee is delinquent in paying rent. Lessor or Lessor's agent must then place a written notice on Lessee's front door stating the name and address or telephone number of company or the individual from whom the key may be obtained. The new key is required to be provided only during Lessee's regular business hours.

SIGNS AND ADVERTISEMENTS

The Lessee shall not place upon nor permit to be placed upon any part of the Premises, any signs, billboards or advertisements whatsoever, or paint the exterior or interior walls of the building without the advance prior written consent of the Lessor. The Lessor shall have the right to remove any sign(s) which have not been approved in order to maintain the leased premises or to make any repairs or alterations thereto. All permitted signage placement and/or removal shall be at the Lessee's sole cost and expense and must comply with the applicable City of Leon Valley regulations.

FORCE MAJEURE

In the event that the Lessor or Lessee is unable to reasonably perform its obligations under this Agreement as a result of a natural disaster, war, terrorist activities, strike, lockout, labor issues, civil commotion, an act of God, or any other event beyond the control of the Lessor or Lessee, with the exception for non-availability of funds, the party shall not be in breach of this Agreement if the party diligently performs the obligations after the end of the force majeure event. The non-performing party shall give written notice to the other party as soon as reasonably practicable in the event of non-performance due to a force majeure event.

In the event, during the Term or previous Term thereto, the premises shall be destroyed or so damaged by fire or other casualty as to become uninhabitable or unusable, then in such event, at the option of the Lessor, this Lease shall terminate from the date of such damage and/or destruction. The Lessor shall exercise this option to terminate this Lease by delivering written notice to the Lessee within 30 days after the occurrence of such damage and/or destruction. Upon such notice, the Lessee shall immediately surrender said Premises and all interest therein to the Lessor, and the Lessee shall pay rent only to such time that damages and/or destruction occurred. In the event that the Lessors does not elect to terminate this Lease, this Lease shall therefore continue in full force and effect, and the Lessor shall expeditiously make any and all necessary repairs to the Premises as needed, placing the same in as good condition as it was prior to the occurrence of damage or destruction.

PERSONAL PROPERTY

The Lessor shall not be liable for any loss or damage to any merchandise inventory, goods, fixtures, improvements or personal property of the Lessee in or about said Premises.

ALTERATIONS

Any and all alterations, additions and/or improvements, except trade fixtures installed at the expense of the Lessee shall become the property of the Lessor and shall remain upon and shall be surrendered with the leased Premises as a part thereof on the termination of this lease. Such alterations, additions, and improvements may only be made with the prior written consent and approval of the Lessor. If consent is granted by the Lessor for the making of improvements, alterations or additions to the leased Premises, such improvements, alterations or additions shall not commence until such time as the Lessee has furnished to the Lessor a copy of all plans and a certificate of insurance showing coverage in an amount satisfactory to the Lessor protecting the Lessor from liability for injury to any person and damage to any personal property, on or off the leased Premises, in connection with the making of such improvements, alterations or additions. No cooling tower, equipment, or structure of any kind shall be placed on the roof or elsewhere on the leased premises by the Lessee without prior written permission of the Lessor. If such permission is granted, such work or installation shall be done at the Lessee's expense and in such a manner that the roof shall not be damaged thereby. If it becomes necessary to remove such cooling tower, equipment or structure temporarily so that repairs to the roof can be made, Lessee shall promptly remove and reinstall the cooling tower, equipment or structure at the Lessee's expense and repair at the Lessee's expense any damage which may result from such removal or reinstallation. Upon termination of this lease, Lessee shall remove or cause to be removed from the roof any such cooling tower, equipment or structure if directed to do so by the Lessor. Lessee shall promptly repair, at its expense, any damages resulting from such removal. At the termination of this lease, Lessee shall deliver the leased Premises in good and reasonable condition, natural deterioration only excepted. Any damage caused by the installation of trade fixtures shall be repaired at the Lessee's expense prior to the expiration of the lease term. All alterations, improvements, additions and repairs made by the Lessee shall be made in good and workmanlike manner.

UTILITIES & SERVICES

The Lessee shall furnish and pay for all utilities deemed necessary by the Lessee at the Premises including but not limited to, internet , cable, water, garbage services and electricity.

INTERRUPTION OF UTILITIES

Lessor or Lessor's agent may not interrupt or cause the interruption of utility services paid directly to the utility company by the Lessee unless interruption results from bona fide repairs, construction, or an emergency. If any utility services furnished by the Lessor are interrupted and continue to be interrupted despite the good faith efforts of Lessor to remedy the same, Lessor shall not be liable in any respect for damages to the person or property of Lessee or Lessee's employees,

agents, or guests and same shall not be construed as grounds for constructive eviction or abatement of rent. Lessor shall use reasonable diligence to repair and remedy such interruption promptly.

LEGAL REQUIREMENTS

The Lessee shall comply with all laws, orders, ordinances and other public requirements now and hereafter affecting the Premises or the use thereof, and the Lessee shall indemnify, defend and hold harmless the Lessor from any expense or damage resulting from the failure to do so.

FIXTURES

With the exception for Lessee's personal property and trade fixtures, all buildings, repairs, alterations, additions, improvements, installation and non-trade fixtures installed or erected on the Premises, whether by or at the expense of the Lessor or Lessee, shall belong to the Lessor and shall remain on and be surrendered with the Premises at the expiration or termination of this Lease. However, the Lessor shall retain the option to permit the Lessee to remove their alterations or improvements (made by Lessee) prior to the expiration of this Lease and return the Premise to its original condition. Any repairs, alterations, additions, improvements, installations and trade fixtures installed or erected on the Premises by or at the expense Lessor, shall belong to Lessor and shall remain on and be surrendered with the Premises at the expiration or termination of this Lease.

REPAIRS AND MAINTENANCE

The Lessor shall maintain the kitchen equipment, foundation, exterior walls (with the exception of glass; windows; doors; door closure devices; window and door frames; molding; locks and hardware) and exterior painting or other treatment of exterior walls, and the roof of the leased Premises in good repair except that the Lessor shall not be required to make any repairs resulting from the negligence or acts of negligence on the behalf of the Lessee, its staff, employees, sublessees, licensees and concessionaires. The Lessee shall be responsible for maintenance of the common areas and common area equipment and furnishings. Any such repairs and/or maintenance in which the Lessor would be responsible, the Lessee agrees to provide Lessor with written notice of the needed repairs and/or maintenance, and Lessor shall ensure that any repairs and/or maintenance shall be made and completed within a reasonable time frame. Lessee shall notify the Lessor of any emergency repairs to be made. Lessee shall keep the interior of the leased Premises in good, clean and workable condition and shall, at its sole expense, make all needed repairs and replacements, including replacement of cracked or broken glass, windows, doors, door closure devices, door and window frames, molding, locks and hardware, except for repairs and replacements required to be made by the Lessor under this section.

In the event that any repairs required to be made by the Lessee hereunder are not made within 60 days after written notice delivered to the Lessee by the Lessor, the Lessor shall reserve the right and option to make or have said repairs made without liability to the Lessor for any loss or damage which may result by reason of such repairs, and that Lessee shall pay to the Lessor, upon demand

as additional rent hereunder, the cost of such repairs plus. At the termination of this Lease, Lessee shall deliver the leased premises in good order and condition, normal wear and tear excepted. Normal wear and tear means the deterioration which results from normal use and not as an act of carelessness, neglect, accident or abuse.

EMINENT DOMAIN

In the event that the Premises are taken under the power of eminent domain or a conveyance in lieu thereof by any authority having the right of condemnation, or if a portion thereof is taken so that the Premises are unsuitable, in the Lessee's reasonable opinion, for Lessee's use, then the term of this lease shall terminate as of the date that title shall vest in the acquiring authority, and the rent and other charges shall be adjusted as of the date of such taking. In such case, the Lessor shall be entitled to the proceeds of the condemnation award made to the Lessor. Nothing herein shall be construed to prevent the Lessee from separately pursuing a claim against the condemning authority for its independent loss or damages to the extent available, provided however, that no award made to or on behalf of the Lessee shall reduce, limit, or restrict the award to the Lessor, and no allocation of the Lessor's award in condemnation shall occur. The Lessee shall have no claim against the Lessor for the value of the unexpired term of this Lease. Should any part of the Premises be taken in the exercise of eminent domain or a conveyance in lieu thereof or in connection therewith, but not such as to render the Premises unsuitable for the operation of Lessee's business, this Lease shall continue on the same terms and conditions except that the description of the Premises or the real estate taken by right of eminent domain or conveyance in lieu thereof or in connection therewith shall be modified to reflect such taking. In the event this Lease does not terminate by reason of such taking, the condemnation proceeds from the 'Demised Premises' will first be used to restore the Premises to a position of occupancy by the Lessee. The balance of such condemnation proceeds from the Premises, if any, shall belong to the Lessor.

WAIVER OF SUBROGATION

As part of the consideration for this Lease, each of the parties hereby releases the other party from all liability for damage due to any act or neglect of the other party occasioned to the property owned by said parties which is or might be incident to or the result of fire or other casualty against loss for which either of the parties is now carrying or hereafter carry insurance; provided however, that the releases herein contained shall not apply to any loss or damage occasioned by intentional acts of either of the parties, and the parties further covenant that any insurance they obtain on their respective properties shall contain an appropriate provision whereby the insurance company, or companies, consent to the mutual release of liability contained in this paragraph.

DEFAULT & REMEDIES

Lessor shall have the following remedies if Lessee commits a default. These remedies are not exclusive; they are cumulative and in addition to any remedies now or later allowed by law:

RE-ENTRY: Upon the happening of any such event of default, Lessor, at any time thereafter may:

(a) Either with or without notice of demand, may declare the Lease term ended and re-enter the Premises or any part thereof, either with or without process of law, and may expel or remove therefrom Lessee and all parties occupying the same or any of them, using force as may be necessary so to do, and again repossess and enjoy the same without prejudice to any remedies that Lessor may otherwise have by reason of the breach hereof. Or

(b) Re-enter the Premises at its option without declaring the Lease Term ended and relet the whole or any part thereof for the account of Lessee on such terms and conditions and at such rent as Lessor may deem proper, collecting such rent and applying it on the amount due from Lessee hereunder. And on the expense of such reletting (including expense of alteration and special inducements to Lessee) and on any other damage or expense so sustained by Lessor, or on any such item or items, Lessor will recover from Lessee the difference between the proceeds of such reletting and the amount of rentals reserved hereunder (if any) and any such damage or expense from time to time which said sum Lessee agrees to pay upon demand.

LESSEE DEFAULT AND REMOVAL OF ABANDONED PROPERTY

In the event that the Lessee abandons the Premises or otherwise defaults in the performance of any obligations or covenants herein, the Lessor may enforce the performance of the lease in any manner provided by law. This lease may be terminated at the Lessor's discretion if such abandonment or default continues for a period of 30 days after the Lessor notifies the Lessee of such abandonment or default and of Lessor's intention to declare this lease terminated. Such notice shall be sent by the Lessor to the Lessee at the Lessee's last known address by certified mail. If Lessee has not completely removed or cured the default within the 30 day period, this lease shall terminate. Thereafter, Lessor or its agents shall have the right without further notice or demand to enter the leased Premises and remove all property without being deemed guilty of trespass and without waiving any other remedies for arrears of rent or breach of covenant. Upon abandonment or default by the Lessee, the remaining unpaid portion of any rent shall become due and payable. For the sole purpose of this section, Lessee is presumed to have abandoned the Premises if goods, equipment, or other property, in an amount substantial enough to indicate a probable intent to abandon the Premises, is being or has been removed from the Premises and the removal is not within the normal course of Lessee's business. Lessor shall have the right to store any property of Lessee that remains on the abandoned Premises and, in addition to Lessor's other rights, may dispose of the stored property if the Lessee does not claim the property within 30 days after the date that the property is stored, provided Lessor delivers notice by certified mail to Lessee.

DAMAGES

Should Lessor terminate this Lease by reason of any breach thereof by Lessee, Lessor may thereupon recover from Lessee the worth at the time of such termination of the excess, if any, of the amount of rent and charges equivalent to rent reserved herein (if any) for the balance of said Term over the then reasonable rental value of the Premises for the same period. Lessor shall not

by any re-entry or other act be deemed to have terminated this Lease or the liability of Lessee for the total rent hereunder or any installment thereof then due or thereafter accruing or for damages unless Lessor shall notify Lessee in writing that Lessor has so elected to terminate the Lease.

LESSOR'S RIGHT TO CURE LESSEE'S DEFAULT

Lessor, at any time after Lessee commits a default, can cure the default at Lessee's cost. If Lessor at any time, by reason of Lessee's default, pays any sum or does any act that requires the payment of any sum, the sum paid by Lessor shall be due immediately from Lessee to Lessor at the time the sum is paid.

WAIVER

The rights and remedies of the Lessor under this Lease, as well as those provided by law, shall be cumulative, and none shall be exclusive of any other rights or remedies. A waiver by the Lessor of any breach or default of the Lessee shall not be deemed or construed to be a continuing waiver of such breach or default nor as a waiver of or permission, expressed or implied, for any subsequent breach or default. It is agreed that the acceptance by the Lessor of any installment of rent subsequent to the date the same should have been paid shall not alter the covenant and obligation of Lessee to pay subsequent installments of rent promptly upon the due date. Receipt by Lessor of partial payment after Lessee's default shall not be construed to be or constitute a cure of any such default. No receipt of money by Lessor before or after the termination of this Lease shall in any way reinstate, continue or extend the term above demised.

TOXIC OR HAZARDOUS MATERIALS

Lessee shall not store, use or dispose of any toxic or hazardous materials in, on or about the Premises without the prior written consent of Lessor. Lessee, at its sole cost, shall comply with all laws relating to Tenant's storage, use and disposal of hazardous or toxic materials. Lessee shall be solely responsible for and shall defend, indemnify and hold Lessor, its agents and employees, harmless from and against all claims, costs and liabilities, including attorney's fees and costs, arising out of or in connection with the Lessee's storage, use or disposal of any toxic or hazardous material in, on or about the Premises including, but not limited to, removal, clean-up and restoration work and materials necessary to return the Premises, and any other property of whatever nature located on the Premises, to the condition existing prior to the appearance of toxic or hazardous materials on the Premises. Lessee's obligations under this paragraph shall survive the termination of this Lease.

GOVERNING LAWS

This Agreement shall be construed under and in accordance with the laws of the State of Texas.

COMPLIANCE WITH LAWS AND REGULATIONS

Lessee shall, at its own expense, comply with all laws, orders, codes and requirements of all government entities with reference to the use and occupancy of the leased Premises. Lessee and

Lessee's agents, employees, and invitees shall fully comply with any rules and regulations governing the use of the buildings or other improvements to the leased premises as required by the Lessor. Lessor may make reasonable changes in such rules and regulations from time to time as deemed advisable for the safety, care and cleanliness of the leased Premises, provided same are in writing and are not in conflict with this lease.

NOTICES

Any notice hereunder shall be sufficient if sent by certified mail, addressed to the Lessee at the Premises, and to the Lessor where rent is payable.

SUCCESSORS

The provisions, covenants and conditions of this Lease shall bind and inure to the benefit of the legal representatives, heirs, successors and assigns of each of the parties hereto, except that no assignment or subletting by Lessee without the written consent of Lessor shall vest any rights in the assignee or subtenant of Lessee.

QUIET POSSESSION

Lessor agrees, so long as Lessee fully complies with all of the terms, covenants and conditions herein contained on the Lessee's part to be kept and performed, Lessee shall and may peaceably and quietly have, hold and enjoy the Premises for the term aforementioned, it being expressly understood and agreed that the aforementioned covenant of quiet enjoyment shall binding upon the Lessor, its heirs, successors or assigns, but only during such party's ownership of the Premises. Lessor and Lessee further covenant and represent that each has full right, title, power and authority to make, execute and deliver this Lease.

BANKRUPTCY

Neither this Lease nor any interest therein nor any estate hereby created shall pass to any trustee or receiver in bankruptcy or to any other receiver or assignee for the benefit of creditors by operation of law or otherwise during the Term or any renewal thereof.

PRIOR AGREEMENTS SUPERSEDED

This agreement constitutes the sole and only agreement of the parties to this lease and supersedes any prior understandings, whether written or oral agreement, between the parties respecting the subject matter of this lease.

TERMINATION CLAUSE

The Lessor can terminate this Agreement at any point and for any reason. In the event that the Lessor elects to terminate the this agreement, Lessor must provide sixty (60) written notice to the Lessee.

AMENDMENT

No amendment, modification, or alteration of the terms hereof shall be binding unless it is in writing, dated subsequent to the date hereof and duly executed by all parties to this agreement.

ADDITIONAL INSTRUMENTS

The parties hereto will execute any and all additional document or instruments that may be necessary or convenient to carry out the intent and purposes of the parties to this agreement.

ENTIRE AGREEMENT

This Lease contains the entire agreement between the parties and no modification of this Lease shall be binding upon the parties unless evidenced by an agreement in writing and signed by the Lessor and Lessee after the date hereof. If there be more than one Lessee named herein, the provisions of this Lease shall be applicable to and binding upon such Lessees, jointly and severally.

IN WITNESS WHEREOF, said parties hereunto subscribe their names.

LESSOR – CITY OF LEON VALLEY, a Texas municipal corporation

By: _____ (Date)
Crystal Caldera, CITY MANAGER
Lessor Telephone: (210)210-681-1391 Ext 219
Lessor Email: c.caldera@leonvalleytexas.gov

APPROVED AS TO FORM:

CITY ATTORNEY

By: _____ (Date)
_____, OWNER
Lessee Telephone: _____

Kinman House

Roque Salinas, MPA

Director of Economic Development

11/21/2023

Summary

- Discussion and Possible Action on a Resolution Authorizing the City Manager to Enter into a Lease Agreement with Poppy's Cafe for the Rental of the Kinman House Located at 6417 Evers Road.
- Options
 - Approve
 - Deny
 - At council's discretion

Lease

- Lessor (City of Leon Valley) Lessee (Poppy Cafe)
- 3 Year contract
 - January 2, 2024, and will end on January 2, 2027
- \$2,200 Per month
- 1-Year renewal option
- Operation shall be open for a minimum of 25 hours per week.

Lease

- The hours must be consistent
 - Must be between the hours of 6am and 9pm.
- General liability insurance
 - Lessor with single limit coverage of not less than \$1,000,000 for injury
 - or \$1,000,000 for death
 - a \$2,000,000 general aggregate or its equivalent in umbrella
 - \$500,000 for property damage
- The Lessor shall be responsible for the maintenance of
 - Yard
 - Normal wear and tear of equipment

Fiscal Impact

- Collect \$2,200 a month in rental fees
- Collect sales tax based on the goods sold

Recommendation

- Council's Discretion

MAYOR AND COUNCIL COMMUNICATION

DATE: November 21, 2023

TO: Mayor and Council

FROM: Sandra Passailaigue, City Secretary

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation, Discussion, and Possible Action on the 2024 City Calendar of Events

SPONSOR(S): N/A

PURPOSE & BACKGROUND

For the last few years, this proposed Calendar of Events has been presented to City Council to discuss and consider possible changes to Regular Meetings due to conflicts.

Possible Conflicts:

- January 02, 2024 Reason: January 01, 2024 is a holiday.
- October 01, 2024 Reason: October 01, 2024 is Texas National Night Out

FISCAL IMPACT

None

RECOMMENDATION

City Council's Discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC, City Secretary

Mayor & City Council's Scheduled Meetings and Events for 2024

{Section}.76.

Regular City Council Meetings

Tuesday, January 02, 2024	Tuesday, January 16, 2024	Council Chambers
Tuesday, February 06, 2024	Tuesday, February 20, 2024	Council Chambers
Tuesday, March 05, 2024	Tuesday, March 19, 2024	Council Chambers
Tuesday, April 02, 2024	Tuesday, April 16, 2024	Council Chambers
Tuesday, May 07, 2024	Tuesday, May 21, 2024	Council Chambers
Tuesday, June 04, 2024	Tuesday, June 18, 2024	Council Chambers
Tuesday, July 02, 2024	Tuesday, July 16, 2024	Council Chambers
Tuesday, August 06, 2024	Tuesday, August 20, 2024	Council Chambers
Tuesday, September 03, 2024	Tuesday, September 17, 2024	Council Chambers
Tuesday, October 01, 2024	Tuesday, October 15, 2024	Council Chambers
Tuesday, November 05, 2024	Tuesday, November 19, 2024	Council Chambers
Tuesday, December 03, 2024	Tuesday, December 17, 2024	Council Chambers

Annual Town Hall and Coffee with the Mayor & City Council:

Saturday, January 27, 2024	Annual Town Hall Meeting	Conference Center
Saturday, April 27, 2024	Coffee with the Mayor & City Council	Conference Center
Saturday, July 27, 2024	Coffee with the Mayor & City Council	Conference Center
Saturday, October 26, 2024	Coffee with the Mayor & City Council	Conference Center

Other Important Events:

Saturday, February 17, 2024 9:00 am – 12:00 pm	Basura Bash
Saturday, March 02, 2024 9:30 am – 1:30 pm	Earthwise Living Day – Events Center
Saturday, March 11, 2023 9:00 am – 12:00 pm	Trash & Treasure – Community Center
Wednesday, April __, 2024 6:00 pm – 8:00 pm	Volunteer Appreciation Dinner – Conference Center
Wednesday, April 24, 2024 5:00 pm – 7:00 pm	Library Volunteer Party - Library
Monday, June 07, 2024 10:30 am – 12:00 pm	Big Rig Petting Zoo – Raymond Rimkus Park
Thursday, July 04, 2024	July 4 th Celebration – Raymond Rimkus Park
Saturday, May 04, 2024 Polls open from 7:00 am – 7:00 pm	General Election – Conference Center
Saturday, May 25, 2024 8:00 am – 6:00 pm	Annual City-Wide Garage Sale
Tuesday, October 01, 2024 dusk	October 03, 2023 is Texas National Night Out.
Wednesday, October 09-11, 2024	The TML 112 th Annual Conference and Exhibition - Houston, Texas
Monday, December 02, 2024 6:00 pm	Lighting of the Christmas Tree and Celebration – Grassy area outside of the Conference Center
Saturday, December 07, 2024 8:00 am – 10:30 am	Breakfast with Santa – Community Center

Presentation, Discussion, and Possible Action on the 2024 City Calendar of Events

Sandra Passailaigue
City Secretary
City Council Meeting
November 21, 2023

Summary

- Question
 - **City Council is being asked to consider 2024 Calendar of Meetings/Events.**
- Options
 - Recommended:
 1. No change.
 2. Allow Rescheduling of Meetings/Events.
 3. Allow Cancellation of Meetings/Events.
 - Denial
 - Other
- Declaration
 - I want to present these dates for City Council to plan their own calendars for 2024.
 - So that staff and citizens know when meetings are scheduled in advance to plan accordingly.

Possible Conflicts

- January 02, 2024, Regular City Council Meeting
- October 01, 2024, Regular City Council Meeting

Fiscal Impact

None

MAYOR AND COUNCIL COMMUNICATION

DATE: November 21, 2023
TO: Mayor and Council
FROM: Sandra Passailaigue, City Secretary
THROUGH: Dr. Crystal Caldera, City Manager
SUBJECT: Waiver of Open Records Fees for Open Record Request Or-2023-363
SPONSOR(S): N/A

PURPOSE & BACKGROUND

On November 2, 2021, the Council approved a resolution and a means for requestors of public information to submit a request to the Leon Valley City Council to have fees for records waived.

As directed, I present the attached request from Red Tree Media Productions to waive the fee of \$143.00 for two (2) body-worn camera videos from an LVPD interrogation related to an incident in Leon Valley on September 27. 2020.

FISCAL IMPACT

A reduction in revenue of \$143.00.

RECOMMENDATION

City Council Discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

[11/11/2023]

{Section}.77.

Red Tree Media Pro.
AD:P.O.BOX 191 Levant, ME 04456

LEON VALLEY POLICE DPT.
6400 El Verde Rd.
Leon Valley, TX 78238

Hello Leon Vally Police Dpt.
ATT: Records

I am reaching out from *Red Tree Media Pro.* to make a records request involving: Rebecca Ann DeLeon

Public Record being requested: Interview(s) (interrogation footage) of: Rebecca Ann DeLeon

****Please see attached PDFs for more info on individual(s) listed above ****

Purpose of Request:

Although it is not a legal obligation to share why we are requesting such records we do believe it is beneficial. We create short-Series-Docs, used as educational videos to bring **positive awareness** to police officers, dispatch and operators, detectives, and other state/government workers. In today's age, we find only one side of the story is being painted for the individuals in these professions. We also bring awareness to the immense amount of training, emotional strain, and stress that Police Officers/Detectives/Dispatchers, and other officials go through in events such as interrogations, 911 calls, arrests, etc.

Please, let me know if this is not the correct department. I would appreciate any help you can give me to track this information down.

Thank you for your help and talk to you soon,

Kind Regards,

Margo Say. RTM (remote)

Research Director II

E :margo.say@rtmediaproduction.com

Please send Records to the receiving address:

P.O.BOX 191 Levant, ME 04456

[11/11/2023]

{Section}.77.

Red Tree Media Pro.
AD:P.O.BOX 191 Levant, ME 04456

INMATE DETAILS:

Defendant : **Rebecca Ann DeLeon**

DOB : 00/00/00 AGE 41 Y.O.

Victim : Carlos Javier Sifuentes, 39

Offense Date: 2020-09-27

Case No. : 2022CR2687W

Offense Type: INTOX MANSLAUGHTER

TDCJ Number : 02388192

County : Bexar

SID Number : 50038498

TDCJ Number : 02388192

Other : The crash happened around 11:55 p.m. in the 5400 block of Wurzbach Road when police say Deleon lost control of her car, went over the sidewalk and hit Sifuentes.

[11/11/2023]

FOIA

Red Tree Media Pro.

{Section}.77.

AD:P.O.BOX 191 Levant, ME 04456

LEON VALLEY POLICE DPT.
6400 El Verde Rd.
Leon Valley, TX 78238

Under the Texas Public Information Act, Tex. Gov't Code §552.001 et seq., I am requesting an opportunity to inspect or obtain copies of public records that include the video interview(interrogation) footage of: **Rebecca Ann DeLeon**

Requesting a waiver of fees or a discount of fees in that the disclosure of the requested information is in the public's interest and will contribute to the public's understanding of mental health awareness, promote safety awareness, and promote a positive public official point of view. We also request a waiver based on the fact that we often aren't able to use the items we are requesting due to age of record, audio issues, video issues, language, sensitive information, etc. Please send an estimate of fees before filling the request.

** Please let me know before filling if the record is audio only or less than 15 mins long after redaction**

Main Record being requested: Video only Interview(s)
(interrogation footage) of : Rebecca Ann DeLeon

[11/11/2023]

FOIA

Red Tree Media Pro.

{Section}.77.

AD:P.O.BOX 191 Levant, ME 04456

DISCLOSURE:

We do not alter or change records received to create a false narrative. We do not sell or make copies of the records. We do not take a political stance or suggest otherwise. We only use said records to bring a positive awareness and for educational purposes.

CONFIDENTIAL NOTICE

This transmission, including any attachments, is for the sole use of the intended recipient(s) or entity named above and may contain confidential and privileged information. If you received this and are not the intended recipient(s), you are hereby notified that any disclosure, copying, unauthorized distribution or the taking of any action in reliance on the contents of this information is prohibited. If you have received this transmission in error, please immediately contact the sender as indicated above to arrange the proper handling of the information.

Correspondence

Sent: 11/15/2023 02:05 PM
To: margo.say@rtmediaproduction.com
From: "Saundra Passailaigue (Leon Valley, TX)"
Subject: City of Leon Valley, TX - Fee issued notification for Open Record Request - SOLICITUD DE REGISTROS PÚBLICOS OR-2023-363
Attachments: Invoice OR-2023-363-INV-1.pdf (50.96 KB)

We have determined that complying with your request will result in the imposition of a charge that exceeds \$40. Therefore, we are providing you with this cost estimate as required by section 552.2615 of the Texas Government Code.

Your itemized invoice will be emailed to you separately in an email following this one.

Click this link to view and pay the invoice online with a credit or debit card:

[Request Number: OR-2023-363](#)

To pay by mail or in person: *(Include the request number OR-2023-363 with your payment to avoid delays in processing your request.)*

There is a less expensive way for you to obtain this information. You may view the information in person at our offices. If you choose to view the information in person, please provide me with three dates and times when it will be convenient for you to come.

Your request will be considered automatically withdrawn if you do not notify us in writing within ten (10) business days from the date of this letter that you either:

1. accept the charges;
2. wish to modify your request; OR
3. have sent to the Open Records Division of the Office of the Attorney General a complaint alleging that you are being overcharged for the information you have requested.

Sincerely,

Saundra Passailaigue, TRMC

Leon Valley

City Secretary
6400 El Verde Road
Leon Valley, Texas 78238

210.684.1391 x216

Sent: 11/16/2023 08:37 AM
To: margo.say@rtmediaproduction.com
From: "Saundra Passailaigue (Leon Valley, TX)"
Subject: Request for Waiver of Fees

Good morning,

The Leon Valley City Council will hear your request for waiver of fees during the November 21, 2023 Regular City Council Meeting.

You may either come in person to speak on your request, or you can watch our meeting LIVE at <https://leonvalleytx.new.swagit.com/views/487/>

I will be happy to let you know the outcome on Wednesday, November 22, 2023.

Thank you,

Saundra Passailaigue, TRMC, City Secretary

{Section}.77.

Records Request

Invoice #OR-2023-363-INV-1

Created: 11/15/2023

Due: 11/30/2023



To

From

*Red Tree Media Production
For all nonelectronic items send to: P.O.BOX 191
Levant, ME 04456*

*Sandra Passailaigue, TRMC
City Secretary
6400 El Verde Road
Leon Valley, TX 78238*

Phone: 210.684.1391 -216

Videos

Investigator Alonzo BWC 54 min. and BWC 69 min.

Item Description	Quantity	Price	Amount
Body Worn Camera Video - \$1.00 per full minute of video or audio footage responsive to the request.	54	\$1.00	\$54.00
Body Worn Camera Video - \$1.00 per full minute of video or audio footage responsive to the request.	69	\$1.00	\$69.00
Body Worn Camera Video - \$10.00 per recording responsive to the request.	2	\$10.00	\$20.00

Total Due: \$143.00

{Section}.77.

RESOLUTION No. 23-045R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS,
WAIVING OPEN RECORDS CHARGES FOR OPEN RECORDS OR-2023-363**

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

WHEREAS, The Texas Public Information Act gives the right to people to request access to public records from the Government; and

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

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

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

WHEREAS, The Council has considered public input regarding Leon Valley’s processing of records requests, including the perception that only certain Requestors are charged for the release of certain records; and

WHEREAS, The Council acknowledges that imposing charges for public records, even if reasonably assessed, can dissuade members of the public from requesting and obtaining records which are of public importance; and

WHEREAS, The Council received a written request for a waiver of fees for certain records requests; and

WHEREAS, The Council believes the release of records requests “OR-2023-363” might be in the interest of the general public; and

WHEREAS, The Council waives the fees for the fulfillment of records requests “OR-2023-363”.

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

SECTION 1. The City of Leon Valley expresses intent to increase transparency with the public.

SECTION 2. The City of Leon Valley requests the City Manager waive the fees for the processing of open records requests “OR-2023-363”.

SECTION 3. This Resolution shall become effective immediately upon its passage and publication as required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 21st day of November 2023.

APPROVED

CHRIS RILEY
Mayor

Attest :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

City Attorney

Discussion and Possible Action on a Resolution of the City Council of the City of Leon Valley, Texas, Waiving Open Records Fees for Open Record Request Or-2023-363

Sandra Passailaigue
City Secretary
City Council Meeting
November 21, 2023

Summary

- Question
 - **City Council is being asked to consider a waiver of fees for OR-2023-363 as requested by requestor.**
- Options
 - Recommended:
 1. Allow waiver.
 - Denial
 - Other
- Declaration
 - I present the request for waiver of fees on behalf of the requestor.

Purpose

- To waive the fee *or* not to waive the fee.
- Fees are charged pursuant to § 1701.661 of the Government Code.
- Fees were adopted and are codified in the City of Leon Valley Code of Ordinances, Article A2.000, Sec. A2.001 (10)



Records Request

Invoice #OR-2023-363-INV-1

Created: 11/15/2023

Due: 11/30/2023

To

From

*Red Tree Media Production
For all nonelectronic items send to: P.O.BOX 191
Levant, ME 04456*

*Sandra Passailaigue, TRMC
City Secretary
6400 El Verde Road
Leon Valley, TX 78238*

Phone: 210.684.1391 -216

Videos

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Body Worn Camera Video - \$10.00 per recording responsive to the request.	2	\$10.00	\$20.00

Total Due: \$143.00



OUTSTANDING CITY COUNCIL ITEMS

- **6417 Evers Road**
 - 11/2/20 – Lease approved
 - 8/3/21 – Amending lease to remove a lessee
 - 8/17/21- Executive session
 - 4/2/22 – first read SUP to allow Alcohol
 - 4/19/22 – second read SUP allow Alcohol
 - 12/6/22- Executive Session and EDC Funds
 - 12/20/22 -Executive Session
 - 3/21/23 – Executive Session
 - 5/2/2023- review of the agreement
 - Will go out for RFP once RFP is complete council will select. If MS Bania is not selected then she will have 30 days to vacate.
 - 06/20/2023 – RFP Review by Council
 - Moved by Mayor to overfilled Agenda
 - 7/18/2023 RFP Review by Council
 - RFP is posted and awaiting responses.
 - 10/17/2023- on for executive session for discussion
 - Council reconvened and selected Poppy's café
 - The lease agreement is being reviewed by the Attorney
 - 11/21/2023, the council will discuss the final lease
- **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
- **Legal review of the Sign Code**
 - Councilor Orozco and Bradshaw will work on this item
- **Seneca West R6 Zone change**
 - 3/7/2023
 - Council requested some prices to replat as larger lots, not in favor of R6
 - Staff will be getting prices to plat larger lots and bring them back to the council
 - Staff has received the plans and probable cost and will review them with the council at the retreat
 - 08/10/2023 Discuss at the retreat. The council would just like to plat and sale as is.
 - 11/7/2023 executive session on t options
- **Regulations regarding front yard fences**
 - Date to be determined
- **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 handle 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
 - Council considered two options to handle the overflow of Brush. The Council decided to have PW pick up the overage after Tiger sanitation picked up their 8 CY.
 - There were 11 homes with oversized brush the City had the item picked on 3/4/22-3/8/22
- 05/17/2022 Council meeting discussing rate increase.
 - Council allowed the 2.5% increase for July and another in January but did not approve the 7.5 % increase
 - Council was willing to renegotiate terms
 - On 8/23/2022, Council decided to leave terms as is
- On 9/19/2023 the staff took a draft survey to the council. Staff will amend and bring back to the council at a later time.
- Will ask input at town hall meeting
- Speed hump policy changes- **(Item Remaining from Retreat)**
- Discussion of updating the Strategic Plan –
 - Will be placed on the Town hall meeting for discussion
- Presentation on legislative changes that may impact our city - **(Item Remaining from Retreat)**
- **Silo design per request of the adjacent property owner**
 - 5/2/2023 – Moved by CM due to the number of items on the agenda
 - 5/16/2023 – Scheduled
 - Council Requested outreach to local universities
- **Sustainability Overlay**
 - 6/6/2023 Staff is not ready and has postponed until September
 - 7/25/2023 – zoning commission started to review
- **Stray Animal Ordinance**
 - Currently being reviewed by City Attorney – we can not 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 the solid waste survey
- **Review of the personnel manual**
- **Establish Neighborhood boundaries**
 - **Council has opted not to Update Master Plan**
 - **P & Z Director investigating a university conducting the plan**
- **Looking at an amendment to Section 15.02 Appendix C (I), D Structural Nonconformity to add a matching percentage from Economic Community Development funds**
 - **After the sustainability review**
- **Four-way stop at Forest Meadow and Evers**
 - **To be evaluated upon the development of the Evers property**

ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED

- **John Marshall Traffic Plan – CR, JH**
 - Discussed at the following Council meeting
 - 12/14/2022 Next steps
 - NISD engineers are still working on the plan, collecting traffic counts, and coordinating with CoSA Traffic Department
 - Once complete, additional meetings will be held with the City to determine the feasibility and appropriateness
 - Once plans are final, the proposal will be presented to City Council for approval
 - John Marshal Update on 3/15 based on 2/14 meeting
 - The City received feedback on possible neighborhood suggestions on 5/09/2022. Joint meeting to be determined.
 - Heard by City Council to possible street closures on 8/23/20 Engineers will develop a report and PD and Fire will review
 - Taking to Council on 10/3/2022
 - 2/7/2023 council will review speed pads and school zone
 - Council decided to move forward with the speed pads and wait on the school zone. The Delinators 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 for \$74,000 was approved by 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 won't start until December or January.
- **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
- **Presentation and discussion on the status of implementation of TPCA best practices for law enforcement policies, including the mandatory provision of mental health PTO in accordance with Texas legislative changes - JS, RO**
 - Discussed at the following Council meeting
 - 6/1/2021
 - Update in the CM report 10/26/2021:
 - We released the initial 6 policies (6.1 - Use of Force, 6.3 - Non-lethal, Less than lethal weapons, 6.4 - Officer Involved Shooting, 7.15 - Vehicle Pursuits, 7.40 Investigations, 8.6 Active Shooter) in July and August. With the distribution, we included a record of receipt and pertinent training.
 - Since the initial release, we have now distributed 4 more policies (3.2 - Field Training Program, 3.2.1 - Field Training Program Operations Manual, 4.6 - Off-duty Employment, 5.4 - Body Worn Camera) and again, with the distribution, we have included a record of receipt and pertinent training.
 - Currently in the process of the last review before we release 8 other policies.
 - Mental Health quarantine Policies Section 614.015 of the Tx Gov't Code have been updated and can be found here:

https://cms3.revize.com/revize/leonvalleynew/departments/human_resources/procedural_directives.php#revize_document_center_rz4176

- Distributed a Property and Evidence packaging manual that is used along with 12.1 Property and Evidence Management. 10.1 Prisoner Processing and 11.1 Municipal Court are in the final draft and edit stage and will be distributed both in the near future.
- Citizens or Media Recording of Police Incidents 2/1/2022
- Evidence and Property 2/1/2022
- Body Worn Cameras 9/3/2022
- Differential Police Response (CFS Report Program) 9/6/2022
- Rules of Conduct 9/15/2022
- Mission, Values, Written Directives 12/27/2022
- Law Enforcement Role and Authority 12/27/2022
- Field Interviews, Stop and Frisk 12/27/2022
- Arrests With and Without Warrants 12/27/2022
- Eyewitness Identifications 12/27/2022
- **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
- **Opioid Litigation**
 - Item Was Addressed in Executives session on:
 - 6/15/2021
 - 09/7/2021
 - 9/21/2021
 - Council Addressed this item at the following Council meeting
 - 11/16/2021
 - Council Passed a resolution # 21-04, agreeing to participate in a settlement agreement with opioid manufacturer Johnson & Johnson. The other is three major pharmaceutical distributors: AmerisourceBergen, Cardinal Health, and McKesson and is estimated to receive \$28,389

- The City still has an Agreement with Phipps, Ortiz and Talafuse for any remaining ongoing litigation
- Received our first payment of \$7,000 on 4/20/2023
- **Comprehensive Master Plan**
 - Was addressed at the following Council meetings:
 - 2/2/2021
 - 3/23/2021
 - 06/1/2021
 - This item was discussed during the budget process and ultimately, the Council decided not to expend the funds on this project at this time.
 - Will be discussed under the Townhall meeting update to the council on 4/19/2022
 - Council would like us to use our future land use map
- **Sewer Service Charge Adjustments**
 - Council meeting 2/15/22
 - Impact Fees Removed
 - Sewer Charges will be brought back at a later time.
- **Apartments Finley And Sierra Royale, Forest Oaks, Vista Del Rey- BM**
 - Update on one of the Apartment Complexes at the CC mtg 3/15
 - Presentation was given on Vista Del Rey
 - Next apartment review is on 5/3/2022
 - Staff received legal advice in the executive session
 - Executive session 8/2/2022
 - Council decided to file a Chapter 54 lawsuit against Vista del Rey, filed on 8/5/2022
 - TRO was granted on 8/8/2022
 - Administrative warrant executed on 8/17/2022
 - Temporary Injunction was granted on 8/22/2022
 - They have 6 months to comply.
 - 8/31/2022 Vista got new attorneys
 - 9/9/2022 Vista filed a motion to dissolve the temporary injunction
 - C of Os issued Shed, Maintenance Shop, Laundry 1-3, Vista, Gym
 - 9/19/2022 hearing set and canceled
 - Executive Session 9/20/2022
 - Vista Del Rey is 50% compliant council agreed to settled on 4/18/2023
 - Vista has completed all inspections and received their C of Os
- **Presentation, discussion, and possible action on fluoride survey results – JS**
 - CC Mtg. 3/1/2022 Postponed

- Moved to 4/5/22
- Presentation on given to the council and the community on the benefits, no direction was provided to staff
- **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

- **Presentation and discussion on the hiring process for Directors**
 - 1/17/2022 presented and passed unanimously
- **Substandard Building Regulations**
 - 1/17/2023 First read
 - 2/7/2023 second read passed unanimously
- **City Manager Evaluation**
 - 2/7/2023
- **A scope of duties for the Earthwise living committee**
 - 1/17/2023 -The committee had additional comments moved to the next meeting
 - 2/7/2023 – The next Earthwise meeting is on 2/1. It was to close to the agenda preparation process being postponed until 2/21/2023
 - 2/23/2023- Placed on the Agenda – Passed on consent unanimously
- **Blood Drive and PTO Policy**
 - 3/7/2023 – Passed unanimously
- **Lyft Program**
 - 2/21/2023 – City Council wished to proceed with the partnership
 - 3/7/2023 – Will be on the agenda with an ordinance for a first read.
 - 3/21/2023 - Will be on the agenda with an ordinance for a second read.
 - Approved unanimously
- **Discussion and possible action on amending BOA variance criterion by Texas Legislative changes**
 - 2/28/2023 – Went to the planning and zoning commission, which recommended approval
 - 3/7/2023 – Will be on for the first read
 - 3/21/2023 – Will be on for the second read
 - Passed unanimously
- **A policy on open meetings act in regards to how it applies to advisory committees**
 - 1/17/2023 – Moved by Mayor
 - 2/7/2023 – Moved by Mayor

- 2/21/2023 – Moved by Mayor
- 3/7/2023- The meeting agenda too full moved by City Manager
- 3/21/2023- The meeting agenda too full moved by City Manager
- 4/4/2023 – Placed on the agenda
- 4/18/2023 – Will be placed on consent – Passed Unanimously
- **Presentation on VIA ridership and MTA .005 of sales tax**
 - 2/7/2023 – Mayor would like VIA present moved to 2/21/2023
 - 2/21/2023 – Placed on the agenda – The council requested more information to return to the council by April
 - 4/18/2023 – Item placed on the Agenda -No Action taken
- **Public Private Partnership with local petshops for pet adoption options**
 - 2/21/2023 City Council wished to proceed with the Partnership
 - 3/21/2023 will return with an official MOU – postponed due to being held up with Petland legal
 - 4/18/2023 – Placed on the Agenda as a resolution Passed Unanimously
- **Health Insurance Broker**
 - Gallagher benefits services the contract was awarded for three years Passed by council on 4/18/2023
- **Over 65 and Tax Exemption**
 - Council Mtg. 3/1/22
 - Councilor Orozco will get with the Finance Director to see if this item will come back on a later date
 - 2/21/2023 The Council looked at a 5% exemption for everyone. This will come back before July
 - 05/2/2023 Brought back by Councilor Stevens and Hefner as a first read
 - 5/16/2023 on for the second read
 - Item Passed
- **RFP for Staff utilization study**
 - Reviewed by council 6/20/23 passed unanimously for October start date
- **Towing Contract**
 - 04/04/2023 – Council Would like additional information
 - 5/2/2023 – will be back with additional information
 - Council selected Banis towing contract will come back for final approval.
 - 6/20/2023 -Scheduled
 - 7/18/2023 Second read approved unanimously
- **New Guidelines for Economic & Community Development Advisory Committee**
 - 5/2/2023 – Moved by CM due to the number of items on the agenda
 - 5/16/2023 – Scheduled-Moved by CM due to the number of items on the agenda
 - 6/6/2023 – Scheduled postpone until 6/20/2023

- 06/20/2023 – postponed until 7/18/2023
- 7/18/2023 – Council Review
- 8/1/2023 – Second read- approved unanimously
- **Health Inspector contract**
 - Reviewed by council 6/20/23 staff will bring back on 7/18/2023
 - 7/18/2023- contract on the agenda for review
 - 08/1/2023 – first read
 - 08/15/2023 – second read
- **Building Official contract**
 - Reviewed by council 6/20/23 staff will bring back on 7/18/2023
 - 7/18/23 contract on the agenda for review
 - 08/01/2023 – first read
 - 08/15/2023 – second read
- **American Rescue Plan funds**
 - 8/17/2021 City Council meeting. Council agreed to budget in FY 2022 for the following
 - 911 Mass text - \$5,900
 - PPE and Decontamination Supplies -\$10,000
 - Disposal Supplies and Medication - \$45,000
 - 2 power stretchers – \$60,000
 - 12 LEAD Cardiac monitor - \$70,000
 - Library Hot Spots – \$5,220
 - Huebner Well Generator -\$230,000
 - 11/16/2021 Budget Adjustment ord. # 21-060
 - AV equipment – Council Chambers -\$41,000
 - PD AC Repair - \$10,000
 - Website upgrades - \$40,000
 - Premium Pay for Essential Workers -\$150,000
 - Citizen Utility Asst. -\$50,000
 - Library AC repair -\$25,000
 - For FY 23 Budget
 - Fire Truck-\$400,000
 - Shadow Mist Skate Park -\$70,000
 - This item was heard at the Town Hall Meeting on 3/26/2022
 - Citizen input will be presented at the 4/19/22 CC Mtg
 - At the 4/19/2022 council Meeting council decided to use \$400,000 to purchase a fire truck
 - Finance Director gave a presentation on 10/18/2022 council meeting
 - City Manager updated eligible items and gave a presentation 4/18/2023. Council directed to buy a new Fire truck, ambulance and well generator.
 - 8/15/2023 -Remaining funds will be allocated to water.
- **LVHS request for ARP funds**
 - Reviewing MOU on 11/1/2022, 12/6/2022

- No funds remaining
- **Demolition Policy**
 - 5/2/2023 – Moved by CM due to the number of items on the agenda
 - 5/16/2023 – Scheduled Moved by CM due to the number of items on the agenda
 - 6/6/2023 – scheduled received input will return on July 18, 2023
 - Overfilled Agenda Moved by City Manager
 - 7/18/2023
 - Overfilled Agenda Moved by City Manager
 - 08/01/2023
 - Overfilled agenda moved by manager
 - 08/15/2023
 - On the agenda for discussion. Council unanimously approved the policy
- **Capital Plans/FY24 Budget**
 - 5/16/2023 -Scheduled presented to council
 - Request to change out LV ranches park to dog park
 - 06/6/2023 – postponed by Mayor
 - 6/20/2023 – Scheduled
 - Council asked for this item to be looked at on 7/22/2023
 - Council asked this item be reviewed again on 8/1/2023
 - Council reviewed an made some deletions on 8/10/2023
 - Council Agreed on the deletions and tax rate will be on the 9/5/2023 agenda for approval.
 - Item approved
- **5616 Bandera road, also known as Comfort Cafe**
 - 3/21/2023 Public Hearing to remedy
 - Council decided to demo the property. Scheduled for May 1, 2023 demo
 - 4/24/2023 Owner paid the liens. Demo is scheduled for June 30th.
 - Owner is waiting on CPS energy to pull the gas.
 - Gas pulled and demo permit paid waiting on building review
 - All permits have been approved and paid awaiting new timeline.
 - Demo expected by 8/22/23 Demo completed
- **Fourth of July Presentation**
 - City Council 3/15
 - Council provided direction
 - The next update will be on 6/7/2022
 - Recap August 2, 2022, and August 16, 2022
 - Recap and Direction October 4, 2022
 - Review 11/15/2022
 - Time will remain the same and have a headliner that is well known
 - 6/20/23 a review of the upcoming event

- 8/15/23 we have wrap up – moved to 9/5/2023- completed with no feedback
- **Renaming the Community Center After Ms. Baldrige**
 - Item discussed at the 9/5/2023 council meeting
 - Item placed on 9/19 for approval
- **Short Term Rental**
 - 3/7/2023
 - Short Term rentals have appeared on the following agendas:
 - 1/12/2021- Tabled
 - 1/19/2021-Discussed
 - 4/6/2021-Discussed
 - 4/20/2021- Discussed
 - 8/3/2021-Tabled
 - 8/17/2021-Discussed
 - 8/16/2022-Tabled
 - 9/6/2022- Discussed
 - 1/17/2023- Discussed
 - 3/7/2023 – Item added by Councilor Stevens and Orozco
 - Council decided to have the city attorney draft an ordinance based on the information provided by Councilor Stevens
 - Attorney has developed an ordinance and will be discussed at the 7/22 retreat.
 - Will place on the 9/5/2023 agenda for discussion
 - Council will review the draft Ord. given by the City Attorney and provide feedback to the City Manager by September 29, 2023
 - On 10/17/2023 the City Manager will present everyone's findings
 - The council directed the City Manager to simplify the Ordinance and bring it back to the next meeting
 - 11/7/2023 Second Read
 - This passed unanimously.
- **Code regulations dealing with blighted multi-family complexes**
 - This is on the 9/19/2023 for a first read
 - Second read 10/17/2023
 - After 60 emergency calls in a three-month period apartment complexes will be required to have a licensed peace officer.
 - Postponed due to agenda posting language
 - Second Read 11/7/2023
 - passed unanimously