



**CITY OF LEON VALLEY**  
**CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, June 20, 2017

**MINUTES**

---

1. **6:00 PM** Call to Order, Determine a Quorum is Present, Pledge of Allegiance.

Attendee Name	Title	Status	Arrived
Chris Riley	Mayor	Present	
Benny Martinez	Mayor Pro Tem	Present	
David Edwards	Council Place 1	Excused	
Belinda Ealy	Council Place 2	Present	
Monica Alcocer	Council Place 3	Present	
David Jordan	Council Place 5	Present	

Also in attendance were:

City Manager Kelly Kuentler, ACM/HR Director Crystal Caldera, City Secretary Sandra Passailaigue, City Attorney Denise Frederick, Finance Director Vickie Wallace, Finance Clerk Ashley Wayman, Public Works Director Melinda Moritz, Community Development Manager Megan McLeod, LVFD Captain Todd Morgan, LVPD Captain Ruben Saucedo, Community Development Director Kristie Flores, and LVFD Chief Luis Valdez.

Mayor Riley welcomed everyone and led the Pledge of Allegiance.

### **Presentations**

#### **Presentation of 2017 Beautification Excellence Awards to Homeowners and Businesses in Leon Valley (M&C # 2017-06-20-01 V. Wallace)**

Finance Director/ Beautification Committee Liaison Vickie Wallace introduced Donna Charles, Chairman of Beautification Committee who gave a brief overview of the award program.

Chairman Charles invited Mayor Riley and Committee members to join her up front. Mayor Riley introduced the Judges and asked each one to come up to receive a small token of appreciation for participating in the judging. The judges were: Betty Butler, Grace Emery, Melinda Dawson, Sharon Hendricks, Sandra Keller, Joyce Trent and Irene Baldrige who was not present.

Those present to receive recognition were: Church of Jesus Christ of Latter Day Saints,

Robert & Helen Watson, Sandra Keller, John & Margarita Felan, Onie Zakrzewski, Palmira Niblett, Donna Charles, and Hamilton & Joy Angeles.

Winners recognized but not present were: Andrew & Laretta Coindreau, Robert & Patricia Pish, Maria Ojeda, James Scott, Joseph & Yolanda Smith, Robbie & Beverly Henwood, and Mary Sanchez.

**Presentation honoring David Ricks contributions and thirty (30) years of service to the City of Leon Valley. (Mayor Chris Riley and City Manager Kelly Kuenstler)**

Mayor Chris Riley and City Manager Kelly Kuenstler presented a certificate and clock to David Ricks in appreciation of his thirty (30) years of service.

**Presentation of a Certificate of Appreciation to Pamela McAdams in Recognition of Sixteen (16) Years of Service (Mayor Chris Riley and City Manager Kelly Kuenstler)**

Mayor Riley read aloud a Certificate of Appreciation in Recognition Pamela McAdams' Sixteen (16) Years of Service to the City of Leon Valley.

**Presentation and Discussion on Deer Management (Jessica Alderson, Urban Biologist, Texas Parks and Wildlife)**

Jessica Alderson, Urban Biologist, Texas Parks and Wildlife gave a brief presentation on deer in our area and what options we have for controlling their population.

- Jesse Barrera, 5809 El Verde Road pointed out that “we are running the deer out....who was here first?”

**Presentation of Zoning Commission Activities FY 2016-2017. (Vice-Chairman Phyllis McMillan)**

Zoning Commission Vice-Chair Phyllis McMillan presented an update by first recognizing those Zoning Commission members who were present. Chairman Olen Yarnell, 2<sup>nd</sup> Vice-Chair Hal Burnside, Pedro Esquivel, Larry Proffitt, Greg Price and Richard Blackmore; Alternate Members: Jacque Conrad, Danielle Bolton and David Smith.

Vice-Chair McMillan presented updates on the various training she and other Zoning Commission members have attended; the Master Plan; and the Action Plan.

Larry Proffitt stepped up to the podium to explain the difference between the Action Plan and the On-It Program.

**Citizens to Be Heard**

- Jeff Mitchell and Clara Santos of the Sunrise Rotary Club who received a grant to use to the Leon Valley Community Center for an event last month. Mr. Mitchell thanked the City Council for that and said that it was one of their more successful events. Mr. Mitchell on behalf of the Sunrise Rotary Club presented Tracy from NuSMASH a check in the amount of \$1000. Lastly, Mr. Mitchell said they would also like to contribute to the fundraiser held

this past weekend for our Leon Valley firefighter. (Mr. Mitchell was directed to Chief Luis Valdez).

- Mayor Riley added that this was the first group to ever send her and the Council a “Thank You” card for granting them grant.

### **City Manager's Report**

City Manager Kuenstler reminded everyone that the City Manager’s Report is posted on the website as well as placed on the table in the foyer for all interested. City Manager Kuenstler then supplemented that report with new information such as: a) Installation of a new recycled water main as part of the LC17 Project; b) Thanked everyone who participated in the fundraiser for our very own firefighter whose home was struck by lightning. To date, over \$7,000 has been raised; c) a deposit in the amount of \$34,453 from our Asset Forfeiture Award Payment which is just a small portion of what will begin trickling in now from a big case we just had; d) received word from former Mayor Marcus Semmelmann that he is extremely honored that he was asked to be one of the grand marshals in the July 4<sup>th</sup> Parade but that he had to decline; e) tomorrow Solar Host will be submitting for the permit for 6400 El Verde with a targeted installation date of July 10<sup>th</sup>. Solar Host will also submit their permit request for 6300 El Verde tomorrow with installation planned after the completion of 6400 El Verde.

### **Approved Minutes From Various City Boards, Committees, and Commissions**

#### **Upcoming Important Events:**

- Next City Council Meeting, June 20, 2017
- Leon Valley Public Library Summer Reading Program Kickoff, June 10, 2017 at 10:30 a.m.
- Deer Presentation by Wildlife Biologist Jessica Alderson, with the Texas Parks and Wildlife Department, June 20, 2017 Regular City Council meeting and the July Coffee with the Council meeting
- Mayor’s Youth Advisory Council interviews will be conducted June 12-13, 2017
- Trailblazer Truck at the Leon Valley Library Parking Lot on Friday, June 23, 2017, from 10 a.m. to 2 p.m.
- City Offices Closed, July 4, 2017 in observance of Independence Day
- Leon Valley 4th of July Festival & Fireworks Spectacular, Raymond Rimkus Park. Festivities run from 7:30 a.m. (Pioneer Run) and go until dusk (Fireworks).
- Coffee with the Mayor & City Council, July 22, 2017 9:00 a.m. - 11:00 a.m.
- Miscellaneous other events and announcements

### **Announcements by the Mayor and Council Members**

Council Member Monica Alcocer encouraged everyone to go cross country; and was very supportive of earlier City Council meeting start time.

Council Member Benny Martinez spoke about the importance of the ham radio club and read aloud a proclamation from the governor.

Council Member David Jordan thanked everyone for coming to the meeting.

Council Member Belinda Ealy echoed Council Member Martinez' comment regarding the ham radio club; and announced that the Leon Valley Raw, Vegan, Vegetarian Society would be meeting on Saturday, June 10<sup>th</sup> from 1:30 p.m. to 4:30 p.m. at the Leon Valley Fire Department.

Mayor Chris Riley spoke about the recent Emergency Preparedness Shelter Exercise; and thanked City Manager Kelly Kuenstler for purchasing the meat for the LVFD Fundraiser. Mayor Riley added that she has received feedback from citizens that do not like the early start time for City Council meetings.

### **CONSENT AGENDA**

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan to move Item #7.9 to the Consent Agenda.

A motion was made by Council Member David Jordan and seconded by Council Member Benny Martinez to approve the Consent Agenda as presented.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Benny Martinez, Mayor Pro Tem
<b>SECONDER:</b>	David Jordan, Council Place 5
<b>AYES:</b>	Martinez, Ealy, Alcocer, Jordan

*Discuss and Consider Possible Action of the Following City Council Minutes:*

- a. Regular Meeting- June 6, 2017 7:00 PM

**Discuss and Consider Possible Action on an Ordinance Amending the City of Leon Valley Code of Ordinances, Appendix A, "Fee Schedule" Particularly, Section A.8000, "Building Construction and Related Fees," Subsection A8.012, "Plumbing, Gas, and Sewer Trench Permits," and Subsection A8.014, "Signs" to Add Fees That Were Not Included in the Last Fee Code Update (M&C # 2017-06-20-02 K.Flores)**

**Discuss and Consider Possible Action on a Resolution of the City of Leon Valley City Council Removing and Appointing Members to the Home Rule Charter Commission and the Citizens Police Advisory Committee (M&C # 2017-06-20-03 S. Passailaigue)**

**Discuss and Consider Possible Action Authorizing the Reallocation of Park Capital Funds for The Ridge at Leon Valley Proposed Park (M&C # 2017-06-20-13 M. Moritz)**

**Discussion and Possible Action to Accept the Lowest Responsive Bid and Awarding a Construction Contract in an Amount Not To Exceed \$65,182.00 to Cal-Tex Interiors For the Evers Road Sidewalk Rehabilitation Phase II Project (M&C # 2017-06-20-04 M. Moritz)**

## 7. REGULAR AGENDA

### **Discuss and Consider Possible Action on Proposed Hike and Bike Trail Route Recommendations (M&C # 2017-06-20-05 M. McCleod and Hike & Bike Advisory Committee Chair Matthew Hodde)**

Matthew Hodde, Chairman of the Hike and Bike Trail Advisory Committee presented by giving a brief background and saying that the Committee was established on January 17, 2017, to develop and propose guidelines for council consideration pertaining to the construction of a hike and bike trail along the Huebner Creek corridor. Original intent of the project and approved funding is to provide access for transportation, recreation, and linkage to San Antonio's Leon Creek Greenway System.

Chairman Hodde continued by saying that on May 9, 2017, newly appointed Hike and Bike Trail Advisory Committee members attended a walking tour of the proposed trail location between Shadow Mist and Bandera Road. The walking tour included special guests from the City of San Antonio's Parks and Recreation Department and IDS Engineering. The special guests assisted committee members in discussions pertaining to floodplain implications, erosion prevention, maintenance concerns, grading, landscape buffering, safety and the general pros and cons associated with route options. The Hike and Bike Trail Advisory Committee reconvened on May 25<sup>th</sup>, 2017, and unanimously approved a three-point recommendation to align the trail with Bexar County's LC-17 *left limits of excavation* along Huebner Creek (i.e. top of bank, near El Verde Road). The three points of recommendation are: 1. Locate trailhead at the end of Shadow Mist Road in order to connect with San Antonio's Leon Creek Greenway; 2. Cut down into the channel bank along 100-yard stretch (5809-5909 El Verde) and drop the trail down away from street level. This particular stretch of Bexar County's *left limits of excavation* leaves very little room between the proposed trail route and El Verde Road. The committee recommends that this be the only stretch of the trail that cuts into the bank; and 3. Direct trail route under Bandera Road and then merge trail with existing sidewalk adjacent to natural area.

- Jesse Barrera, 5809 El Verde, expressed his concerns with the "top of bank" saying it was "too high for the elderly". Also, is it a Leon Valley project or a Bexar County project?
- Sylvia Conchas, 6205 El Verde, expressed her concerns with what ways the City planned to keep the homeless out. "Will there be a fence?"

The Hike and Bike Trail Advisory Committee recommend approval of their three-point route plan as presented.

A motion was made by Council Member Monica Alcocer and seconded by Council Member Benny Martinez to approve the tentative three-point route plan as recommended by the

Hike and Bike Trail Advisory Committee.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Monica Alcocer, Council Place 3
<b>SECONDER:</b>	Benny Martinez, Mayor Pro Tem
<b>AYES:</b>	Martinez, Ealy, Alcocer, Jordan

**Discuss and Consider Possible Action on Forest Oaks Pool Report (M&C # 2017-06-20-06 M. Moritz)**

Public Works Director Melinda Moritz presented this item to report to the City Council on the Forest Oaks pool season start up concerns, revenues received to date for both pools; and to discuss and consider possible action on a few housekeeping items in the pool management policies.

The presentation was followed by a brief discussion.

A motion was made by Council Member Monica Alcocer and seconded by Council Member Belinda Ealy to amend the contract to add other programs to allow concessions and other water programs and other reasonable programs as recommended and agreed to between Sela and the City of Leon Valley.

Council Member David Jordan requested that Sela and staff report back to City Council with revenue from the added programs.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Monica Alcocer, Council Place 3
<b>SECONDER:</b>	Belinda Ealy, Council Place 2
<b>AYES:</b>	Martinez, Ealy, Alcocer, Jordan

**Discuss and Consider Possible Action to Accept the Lowest Responsive Bid and Award a Contract in an Amount Not to Exceed \$128,897.25 to EZ Bel Construction for the Purpose of Constructing a New Traffic Signal System at Huebner and Evers Roads; and Authorizing the Reallocation of Funds in the Amount of \$37,000.00 from the Public Works FY 2017 Capital Budget to the Huebner and Evers Roads Traffic Signal System Project. (M&C # 2017-06-20- 07 M. Moritz)**

Public Works Director Melinda Moritz presented this item asking for City Council consideration to award a bid in the amount of \$128,897.25, and authorize the City Manager to enter into a contract with EZ Bel Construction for the purpose of constructing a new traffic signal system at Huebner and Evers Roads, and to approve a reallocation of funds in the amount of \$37,000.00 from the Public Works Fiscal Year 2017 Capital budget.

The existing signal system is 31 years old and most of the components are obsolete.

Additionally, two sets of signals are currently attached to the CPS electrical line, which is not allowed. The City entered into an agreement with the developer of the Department of Public Safety property to replace the existing signal system at Huebner and Evers Roads. The developer agreed to pay \$100,000 towards this project.

Public Works Director Moritz concluded the presentation saying that the estimated budget for this project was \$125,000, with \$100,000 for construction and the rest for engineering and construction management. The lowest responsive bid is \$128,897.25. The Public Works department has \$37,000 that was to be used to purchase a water tank; however, the dump truck that held the water tank has been taken out of service, due to a complete brake system failure. The truck is to be replaced next fiscal year with a dedicated water truck. The funds that were to be used for the tank may be used for the traffic signal system, with Council authorization.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan to accept the lowest responsive bid and award a contract in an amount not to exceed \$128,897.25 to EZ Bel Construction for the purpose of constructing a new traffic signal system at Huebner and Evers Roads; and authorizing the reallocation of funds in the amount of \$37,000.00 from the Public Works Fiscal Year 2017 Capital Budget to the Huebner and Evers Roads Traffic Signal System Project.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Monica Alcocer, Council Place 3
<b>SECONDER:</b>	David Jordan, Council Place 5
<b>AYES:</b>	Martinez, Ealy, Alcocer, Jordan

**Discuss and Consider Possible Action of Plat #2017-003, Establishing We Care Shopping Center Subdivision, Being 2.50 acres of Land, Lot 3, CB 4446, Generally Located at 7228 Bandera Road (M&C # 2017-06-20-08 K. Flores)**

Community Development Director Kristie Flores presented the item for the purpose of platting for future development. The platting process allows the boundaries of the property to be defined and all public improvements, infrastructure and drainage requirements to be reviewed for conformance with the City's Subdivision Code. Parcel 64, Abstract 664, CB 4446, generally located at 7228 Bandera Road is being requested for platting to Lot 3, CB 4446, establishing the new We Care Shopping Center Subdivision. The City's engineer has reviewed the plat and has found it to be in substantial conformance to the Leon Valley Subdivision Code. There are no outstanding items and no variances requested to this plat.

A motion was made by Council Member Monica Alcocer and seconded by Council Member Benny Martinez to accept as recommended.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Monica Alcocer, Council Place 3
<b>SECONDER:</b>	Benny Martinez, Mayor Pro Tem
<b>AYES:</b>	Jordan, Ealy, Alcocer, Martinez

**Discuss and Consider Possible Action on a Sign Variance # 2017-002, to Grant a Sign Variance to Chapter 14, "Zoning Ordinance," Section 14.02.304, "Regulations for All Districts," Subsection (m) "Overlay Districts," Part G(2)(f). "Window Signs," to Allow Full Window Glazing at 7007 Bandera Road, Suite 16 (M&C # 2017-06-20-09 K. Flores)**

Community Development Director Kristie Flores along with Cynthia Arguelles on behalf of Roy Prince, of Greater Texas Concept presented the item. Greater Texas Concept is a flooring sales and installation business who is requesting a sign variance to be allowed to maintain full window glazing that they installed at 7007 Bandera Road, Suite 16. The business owner failed to obtain proper permitting for a Certificate of Occupancy and was issued a "stop work order" on April 24, 2017. At that time they were informed that they needed to apply for occupancy, remove a banner that they installed in the right-of-way, and that they had more than the allowed window glazing of 10% per the Sign Code. The applicant cannot be issued a Certificate of Occupancy until all Code issues at the location are resolved. The window glazing remains a violation. Instead of removing the glazing, Mr. Prince is requesting a variance to keep the glazing because the installation was expensive (\$3,500), promotes his business and in his opinion is aesthetically pleasing.

Community Development Director Flores added that there are many businesses within the City of Leon Valley with window glazing, many of these businesses had the glazing prior to Code requirements which limited the glazing to 10%. Thus, older businesses are existing, nonconforming and new businesses entering the City must conform to the current Code standards. This is the first sign variance request of this type. Variances are evaluated on a sign by sign basis; however, caution should be given to setting precedent as all similar requests are noted each time a request is presented.

The presentation was followed by a discussion.

A motion was made by Council Member Monica Alcocer and seconded by Benny Martinez to postpone this item until the owner could be present and more information relating to the Certificate of Occupancy could be provided.

Discussion continued where it was also discovered that although the business had been shut down by the City two months prior to this meeting, the business apparently had been in operation. This information was provided by Ms. Arguelles. Community Development Director Flores said that Captain Todd Morgan had issued the business a stop work order on April 24<sup>th</sup> and it was her understanding that he had been following up on it.



Council Member Benny Martinez asked if he could ask Council Member Monica Alcocer to withdraw her motion which City Attorney Frederick responded to saying they could just vote on it.

<b>RESULT:</b>	<b>DEFEATED [0 TO 4]</b>
<b>MOVER:</b>	Monica Alcocer, Council Place 3
<b>SECONDER:</b>	Benny Martinez, Mayor Pro Tem
<b>NAYS:</b>	Jordan, Ealy, Alcocer, Martinez

**Motion**

A motion was made by Council Member Benny Martinez and seconded by Council Member Monica Alcocer to deny the sign variance request as presented.

Mayor Riley informed Ms. Argüelles that the City Council has denied the sign variance request and that meant they would need to remove the glaze from the windows and apply for a Certificate of Occupancy.

City Manager Kelly Kuenstler informed Ms. Argüelles that she is notifying her here on record that business should not be open and not operating. "You do not have a Certificate of Occupancy."

City Attorney Denise Frederick added that "the City will take whatever legal action we have at our disposal to shut you down. So you can tell the owner that."

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Benny Martinez, Mayor Pro Tem
<b>SECONDER:</b>	Monica Alcocer, Council Place 3
<b>AYES:</b>	Martinez, Ealy, Alcocer, Jordan

**Public Hearing on Zoning Case #2017-398, to Rezone Approximately 0.72 acres of Land Being Lot 7, CB 4445, Dirt V-Murchison-Huebner Subdivision, Generally Located in the 7400 Block of Huebner Road, from B-1 (Small Business) Sustainability Overlay to B-2 (Retail) Sustainability Overlay. (M&C # 2017-06-20-10 K.Flores)**

Community Development Director Flores and Matthew Baillio presented this item to hold a public hearing as required by law and to consider a rezoning request by Huebner Dirt Investments (HDI), to rezone 0.72 acres of land from B-1 (Small Business) Sustainability Overlay to B-2 (Retail) Sustainability Overlay, in the 7400 block of Huebner Road.

Community Development Director Flores concluded the presentation saying that on April 25, 2017, the Zoning Commission recommended denial of Zoning Case #2017-398, noting that the rezoning did not protect the health, safety and welfare of the general public and it

does not protect the property rights of owners affected by the proposed change, by a vote of 5-1.

Mayor Riley opened the public hearing at 9:24 p.m.

- Adele Lerma, 6526 Hoofs Lane, spoke in opposition of this request.
- Larry Proffitt, 6307 Rue Sophie, spoke about the reasons behind the Zoning Commissions decision.
- Natasha Aldrich, engineering firm (inaudible); lives in San Antonio, spoke about the potential of the property and discussed various renditions.

There being no further comments, Mayor Riley closed the public hearing at 9:37 p.m.

**Discuss, Consider and Possible Action on an Ordinance Approving Zoning Case #2017-398, to Rezone Approximately 0.72 acres of Land Being Lot 7, CB 4445, Dirt V-Murchison-Huebner Subdivision, Generally Located in the 7400 Block of Huebner Road, from B-1 (Small Business) Sustainability Overlay to B-2 (Retail) Sustainability Overlay. (M&C # 207-06-20-11 K.Flores)**

A motion was made by Council Member Monica Alcocer and seconded by Council Member Belinda Ealy to follow the Zoning Commission's recommendation to deny the request as presented.

<b>RESULT:</b>	<b>DENIED [UNANIMOUS]</b>
<b>MOVER:</b>	Monica Alcocer, Council Place 3
<b>SECONDER:</b>	Belinda Ealy, Council Place 2
<b>AYES:</b>	Martinez, Ealy, Alcocer, Jordan

**Discuss and Consider Possible Action on an Ordinance Amending the City of Leon Valley Code of Ordinances, Appendix A, "Fee Schedule," Article A8.000, "Building and Construction Related Fees," to Add Section A8.023, "Contractor Penalty Fee," in the amount of \$300 for the 1st Offense, \$500 for the 2nd Offense and \$1,000 for the 3rd Offense" (M&C # 2017-06-20-12 K. Flores)**

Community Development Director Kristie Flores informed the City Council that Code Enforcement patrols the City daily and often finds contractors working without a permit.

The City of Leon Valley currently charges a double-fee for anyone caught working without a permit. This can vary in cost from \$200, \$400, or even more depending on the type of permit. The proposed penalty is only for contractors caught working without a permit. Per City policy, the contractor is issued a citation and appears in court to demonstrate their subsequent compliance and pay courts fines and fees as determined by the Prosecutor and/or Judge. The Leon Valley Code of Ordinances also notes that the penalty for violating

said ordinance can result in fees of no less than \$25 and no more than \$2,000. This is what the Prosecutor and Judge use as a range for fines associated with citations and also based on the gravity and frequency of the offense.

Community Development Director Flores concluded the presentation saying the proposed Contractor Penalties are as follows: 1st offense \$300, 2nd offense \$500, and 3rd offense \$1,000. There will be revenue generated which can support Building Department functions and operations.

A motion was made by Council Member Benny Martinez and seconded by Council Member Monica Alcocer to adopt as presented.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Benny Martinez, Mayor Pro Tem
<b>SECONDER:</b>	Monica Alcocer, Council Place 3
<b>AYES:</b>	Jordan, Ealy, Alcocer, Martinez

**Discuss and Consider Possible Action on Designating an Area at the Community Center as "Veteran's Park" (M&C # 2017-06-20-14 M. Moritz)**

Public Works Director Melinda Moritz presented the item for the consideration designating the area in front of the Community and Conference Center as a "Veteran's Park". On numerous occasions, we have had requests pertaining to the honoring of a U.S. Military Service Member, to commemorate their service as veterans. These requests have included the planting of trees, dedication of a memorial plaque, installation of special bells, symbols and the like. Currently, there is no dedicated space for this type of activity.

The area of grass encircled by the Community/Conference Centers and the library is typically used each winter to hold the Annual Holiday Lighting Ceremony and Christmas Tree and then is just maintained throughout the rest of the year. Several trees have been planted in this area to honor someone's life. The idea would be to move the flag poles that are close to the Community Center into this area, and then hold ceremonies as requested by our citizens. This would have a positive side effect of making the flags more prominent, as they are currently not very visible. By holding the ceremonies in this area, we could provide access to water, restrooms, electrical outlets for podiums and speakers, and provide ample parking.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan to "do it".

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Monica Alcocer, Council Place 3
<b>SECONDER:</b>	David Jordan, Council Place 5
<b>AYES:</b>	Jordan, Ealy, Alcocer, Martinez

**Discussion, Presentation, and Possible Action to Approve the Placement and Operation of a New Pavilion at CB 4432C Block 5 Lot SE IRRG 150.38FT OF 10 ARB 10A, also known as 6600 Strawflower, and Located at the Corner of Peachtree and Poss Roads (M&C # 2017-06-20-15 M. Moritz)**

Public Works Director Melinda Moritz presented this item for discussion and possible approval of the construction of a 30' x 50' pavilion on the vacant lot at the corner of Peachtree and Poss Roads.

Public Works Director Moritz said that the City owns and operates the Leon Valley Community Pool, located at 6600 Strawflower Street. Adjacent to this pool is a remaining vacant lot that has been used in the past to park vehicles for the Fourth of July Celebration. The rest of the year, the lot sits vacant and is just mowed and maintained by Public Works. The proposal is to construct a pavilion on the site, which would allow rental for pool parties or for other party type events. The Community Pool does not have a separate space for parties, as does the Forest Oaks Pool and party goers have to share the pool grounds with the other members when hosting a party during pool operating hours. The pavilion could also be offered for rent to persons wishing to hold a birthday or other event, outside of pool activities. The fee for usage would be the same as the rental fee for the large pavilion at Raymond Rimkus Park.

A motion was made by Council Member Monica Alcocer and seconded by Council Member Belinda Ealy to approve as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Monica Alcocer, Council Place 3
<b>SECONDER:</b>	Belinda Ealy, Council Place 2
<b>AYES:</b>	Jordan, Ealy, Alcocer, Martinez

**Presentation, Discussion and Possible Approval of the Leon Valley Personnel Manual (M&C # 2017-06-20-16 K. Kuenstler)**

City Manager Kelly Kuenstler presented the item saying the purpose of the manual is to set forth clearly and concisely the policies, procedures, and practices of the City of Leon Valley. The manual is a general, non-comprehensive guideline for procedures between the City and its employees. The Personnel Manual is intended to educate and orient the employee as to the expectations associated with being a City of Leon Valley employee. The manual has not been updated for seventeen years, thus the need for an updated version.

City Manager Kuenstler concluded the presentation saying there would be a fiscal impact due to the revisions in Article VI, Wage & Salary Administration in that holiday leave will no longer be allowed for employees that are exempt from the Fair Labor Standards Act (FLSA). This means that there is a savings for the City because this classification of employee will no longer receive holiday leave. There will also be a fiscal impact due to the revisions in Article VI, Wage & Salary Administration in that employees that are non-exempt from the Fair Labor Standards Act (FLSA) will now receive holiday pay for working council approved holidays. This impact will be reflected during the presentation of the Fiscal Year 2018 Budget.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan to accept the updated Leon Valley Personnel Manual as proposed and presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Monica Alcocer, Council Place 3
<b>SECONDER:</b>	David Jordan, Council Place 5
<b>AYES:</b>	Martinez, Ealy, Alcocer, Jordan

**Discuss and Consider Possible Action on a Revised Salary Scale for Employees of the City of Leon Valley (M&C # 2017-06-20-17 K.Kuenstler)**

City Manager Kuenstler presented the revised salary scale saying it is a compensation program which ensures internal equity. It also allows for the City to determine starting salaries based on the applicant’s prior experience and/or education directly related to the position. A department may pay starting salaries up to the market reference salary range midpoint of a job, provided internal equity is observed and provided that there is sufficient budget allocated by Council for the position. The program is also designed to reward staff members for developing skills and competencies in their current jobs in a more flexible way. The fiscal impact in Fiscal Year 2017 to bring most staff up to market salary range was \$114,730 although Council allocated \$130,000. The fiscal impact in Fiscal Year 2018 to bring the remainder of staff up to market salary range is anticipated to be \$65,000.00.

City Manager Kuenstler recommends approval of the proposed Salary Scale.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan to approve the proposed Salary Scale as presented.

City Manager Kuenstler thanked the City Council for their support.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Monica Alcocer, Council Place 3
<b>SECONDER:</b>	David Jordan, Council Place 5
<b>AYES:</b>	Martinez, Ealy, Alcocer, Jordan

**Citizens to be Heard**

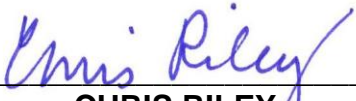
None


**Adjournment**

Mayor Riley announced that the meeting adjourned at 11:03 PM.

**These minutes approved by the Leon Valley City Council on the 18th of July, 2017.**

APPROVED

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

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

