



**CITY OF LEON VALLEY**  
**CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, February 19, 2019

**MINUTES**

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

| Attendee Name       | Organization        | Title           | Status  | Arrived |
|---------------------|---------------------|-----------------|---------|---------|
| Chris Riley         | City of Leon Valley | Mayor           | Present |         |
| Monica Alcocer      | City of Leon Valley | Mayor Pro Tem   | Present |         |
| David Edwards       | City of Leon Valley | Council Place 1 | Present |         |
| Catherine Rodriguez | City of Leon Valley | Council Place 2 | Present |         |
| Benny Martinez      | City of Leon Valley | Council Place 4 | Present |         |
| David Jordan        | City of Leon Valley | Council Place 5 | Present |         |

Also present was City Manager Kelly Kuenstler, ACM/HR Director Crystal Caldera, City Secretary Sandra Passailaigue, City Attorney Denise Frederick, Public Works Director Melinda Moritz, LVPD Chief Joseph Salvaggio, Finance Director Vickie Wallace, Assistant Finance Director Ashley Wayman, Special Events/Community Center Manager Maribel Mendoza, Business Relations Director William Cox, LVPD Assistant Chief Ruben Saucedo, Planning & Zoning Director Brandon Melland, LVFD Fire Chief Michael Naughton, and various LVPD and LVFD staff.

Mayor Chris Riley welcomed everyone and led the Pledge of Allegiance.

Mayor Riley asked for all cell phones to be silenced.

### **Presentations**

#### **Proclamation for Appreciation for 25 Years of Service to Public Work's Director Melinda Moritz**

Mayor Chris Riley and City Manager Kelly Kuenstler read aloud a proclamation and then presented Public Works Director Melinda Moritz a gold watch in honor of her 25 years of service to the City of Leon Valley.

#### **Presentation, Discussion and Possible Action on Options for the City of Leon Valley's Soap Box Derby Event and Possible Amendment to Vendor Permit Fees for the 4th of July Event (Maribel Mendoza)**

Special Events/Community Center Manager Maribel Mendoza to present, discuss and

take possible action on options for the City of Leon Valley's Soap Box Derby Event and possible amendment to vendor permit fees for the 4th of July Event.

Ms. Beth Federico and Mr. Banis, who helped organized the event last year, were also present for input and questions.

Mr. Banis said that Mr. Pena of Pena Upholstery said he was interested in being involved again as well.

Councilor Monica Alcocer said that she liked the alternate day (not on the 4<sup>th</sup> of July) but that she was not in favor of the split day event; "having the event in cooler weather would be good."

Councilor Benny Martinez said that he preferred Halloween weekend as a one-day event.

Councilor David Edwards agreed that Halloween would be good as a one-day event.

Councilor Catherine Rodriguez agreed.

There was a consensus among members of City Council to hold the 2019 Leon Valley Soap Box Derby on October 26, 2019.

Councilor Benny Martinez said he was in favor of a reduction in vendor permit fees as recommended by Ms. Mendoza.

There was a consensus among members of City Council to reduce all permit fees by \$100 as requested and recommended by staff.

City Manager Kelly Kuentler asked if City Council would mind if staff went ahead and began purchasing some of the items for the October 26<sup>th</sup> event with the funds that were already budgeted for the event this year instead of waiting until October 1<sup>st</sup> for Fiscal Year 2020. Mayor Riley said she did not see why not.

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| <b>RESULT:</b> | <b>PRESENTED</b> |
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### **Monthly Financial Report January 2019 (A. Wayman, Assistant Finance Director)**

Assistant Finance Director Ashley Wayman presented the Monthly Financial Report.

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

### **Committee Minutes:**

### **Upcoming Important Events**

- Next Regular City Council Meeting Tuesday, March 05, 2019, at 6:00 p.m.
- May 4, 2019, General Election Filing Period, January 16, 2019, through February

15, 2019.

- AARP Foundation Tax-Aid, Tuesdays and Thursdays beginning February 5, 2019 through April 11, 2019, at the Leon Valley Community Center.
- 2019 Spring Large Item Pickup Event, February 11 - 17, 2019.
- UTSA Breakfast, February 19, 2019, event has cancelled and will be rescheduled in April.
- Earthwise Living Day, March 2, 2019, 9:30 a.m. - 1:30 p.m. at the Community Center.
- Leon Valley Public Library will be CLOSED Sunday, March 3, 2019 for carpet cleaning purposes. The Library hours will resume as normal on Monday, March 4, 2019.
- 2019 Volunteer Appreciation Dinner, Thursday, April 4, 2019, at 6:00 p.m. at the Leon Valley Conference Center.
- Miscellaneous other events and announcements.

City Manager Kelly 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 with: a) LVPD Chief Salvaggio, Lieutenant Anderson and the City Manager attended the Texas Traffic Safety Coalition's Legislative Update Meeting in Austin regarding red-light camera bill. b) On February 12<sup>th</sup>, ATS sent a crew from Dallas headed to start work on the new red-light camera intersections and approaches. They have been working on the camera installation with bucket trucks. No lane closures are expected and they have instructions to notify us if any are needed. As a reminder, these intersections that the Council approved are Shadow Mist/Grissom and Huebner/Evers. c) The City of Leon Valley will be reimbursed \$3,136.27 for the Public Works aid to the City of Ingleside for Hurricane Harvey. d) Finance Director Vickie Wallace announced that the February sales tax report indicates a year to date increase of 2.98%. e) CPS Energy will be installing security lights at the parking lot across the street from City Hall. It should take about two months before installation. f) On February 14, 2019, the City of Leon Valley Public Library was awarded the "Most Loved Library" by the HulaFrog San Antonio NorthWest. g) As stated at the beginning of this report, while in Austin for the Texas Traffic Safety Coalition, the City Manager was given a letter that this team is encouraging all to sign. *City Manager Kuenstler asked for a consensus of City Council as to whether or not they would all like to sign it to send to our representatives and state senator. There was a consensus and they all signed it.*

- Phillip Riddle spoke about the lack of capability to load pictures in the On-It Program but that he had realized he could do it via email so; Mr. Riddle also spoke about how nice it was to watch the live stream of the Council meetings; and lastly spoke about mic improvements at the podium during live streaming.

### **Citizens to Be Heard**

None

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

- Councilor David Edwards thanked everyone for coming this evening, good turnout, appreciate you joining us, and that's about it.
- Councilor Catherine Rodriguez backed up what Dr. Edwards said thank you for everyone coming out tonight, we do appreciate all of our citizens, all of our voters and of course, definitely all of our employees.
- Councilor, Mayor Pro Tem, Monica Alcocer "dittoed both comments", congratulations to Melinda, that is a terrific thing that she has done for the City and said she is usually one of her biggest fans.
- Councilor Benny Martinez said he wondered if Melinda started working here when she was five years old; reminded everyone of the Northwest San Antonio Chamber of Commerce meeting tomorrow at the Marriott on 151 and the food there is fantastic, "you gotta at least come just for the food!" Councilor Martinez said he forgot who the guest speaker was but that it is supposed to be a very good presentation; other than that, thank you guys for showing up tonight as bad as it is outside.
- Councilor David Jordan thanked everyone for coming out tonight; spoke about his service at Basura Bash this past Saturday saying there were over 100 volunteers. The day started off chilly in the morning but it was a great opportunity to go out and talk to the citizens and the volunteers that came out. We got the creek cleaned up and it looks really nice so it was a good experience. Thank you for coming out and have a good evening.
- Mayor Chris Riley welcomed everyone and said that the only other thing she wanted to add to the announcements is that the Forest Oaks Neighborhood Group is going to have a meeting on Thursday, March 7, 2019 at 6:30 p.m. at the Library. This is a follow up meeting after meeting with Chief Salvaggio about Google Fiber coming in so he wants to educate our citizens on that and then follow up on any other neighborhood issues that we might have so anyone from Forest Oaks for from the City, please join us; and thanks to everyone else for being here, we really appreciate it.

Mayor Riley went onto to the Consent Agenda and asked if any member of City Council would like to pull any item from the Consent.

Councilor Catherine Rodriguez requested to have Item 6.3 pulled from the Consent Agenda.

Councilor Benny Martinez stated that he wanted to pull the Sign Code Update Advisory Committee Minutes but then realized that was up in Item 3.1 (City Manager's Report).

Mayor Chris Riley announced that she was informed that Councilor Catherine Rodriguez made an error and meant to request Item 6.2 be pulled and not Item 6.3.

Councilor Benny Martinez referenced an error in the Sign Code Update Advisory Committee Minutes. City Attorney Denise Frederick advised Sign Code Update Advisory Committee Liaison William Cox to take the minutes back to the Committee for amendment if necessary.

Mayor Chris Riley asked if there were any other items to be pulled before moving on with consideration of the Consent Agenda.

City Secretary Saundra Passailaigue requested that item 6.3 be pulled as it could not be considered before Item 6.2.

## **CONSENT AGENDA**

A motion was made by Councilor Monica Alcocer and seconded by Councilor Benny Martinez to adopt Consent Item 6.1 a, b, and c as presented.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                    |
| <b>MOVER:</b>    | Monica Alcocer, Mayor Pro Tem                 |
| <b>SECONDER:</b> | Benny Martinez, Council Place 4               |
| <b>AYES:</b>     | Alcocer, Edwards, Rodriguez, Martinez, Jordan |

1. Consideration of the Following City Council Minutes:
  - a. and Zoning Commission Special Joint Meeting- February 4, 2019 6:00 PM
  - b. Special Meeting- February 4, 2019 8:00 PM
  - c. Regular Meeting- February 5, 2019 6:00 PM

Discussion and Possible Action on a Resolution Adding Two Alternate Member Positions to the Economic and Community Development Advisory Committee; and Changing the Requirement of an Annual Financial Review to a Quarterly Financial Review - *Item Removed from Consent* (M&C # 2019-02-19-01 W. Cox)

Business Relations Director William Cox presented this item stating that during the February 04, 2019 City Council Meeting, Mayor Chris Riley suggested adding alternate positions to the Economic & Community Development Advisory Committee. The members of City Council voted to bring back an amendment creating two positions for consideration at the next City Council meeting.

City Manager and Staff Liaison to the Economic & Community Development Advisory Committee, Kelly Kuenstler also suggested amending

Councilor Benny Martinez stated that right now half of the 1/8 sales tax goes to economic development and the other half of the 18/ sales tax goes to community development but that the “power to direct how the funds are used should be committee’s and that we should not tie the committee’s hands with limitations.”

Councilor David Jordan informed Councilor Benny Martinez that this was a recommendation by the citizens during a Town Hall Meeting where they voted for a 50/50 split. Councilor Jordan added that this was not imposed by the staff but by the citizens of Leon Valley.

A motion was made by Councilor Monica Alcocer and seconded by Councilor David Jordan to adopt as presented.

Discussion and Possible Action on a Resolution Appointing Members to the Citizens Police Advisory Committee and the Economic and Community Development Advisory Committee - *Item Removed from Consent* (M&C # 2019-02-19-02 S. Passailaigue)

A motion was made by Councilor Benny Martinez and seconded by Councilor David Edwards to adopt as presented.

## Ordinance

### **Presentation and Discussion on an Ordinance Amending Article 15.02, Zoning Ordinance, of the City of Leon Valley Code of Ordinances, Regarding Procedures, Findings, and Criteria of the Board of Adjustment for Approving and Denying Requests for Appeals, Special Exceptions, and Variances. (1st Reading held on February 5, 2019) (M&C # 2019-02-19-03 B. Melland)**

Planning & Zoning Director Brandon Melland presented this item with the purpose to amend Section 15.02.722 of the City's Zoning Code regarding findings of the Board of Adjustment in making motions and the criteria for evaluating special exceptions, variances, and appeals to the Board of Adjustment. Currently Sections 15.02.722(t) and Section 15.02.722(cc) of the zoning code regulate the criteria and findings for considering such requests. However, several of these findings and criteria are not objective or quantitative, and are difficult to evaluate and apply at both a Staff and Board level.

Planning & Zoning Director Melland added that Staff recommends amending these findings and criteria in order to provide Staff the ability to perform more focused analysis and recommendations on requests, and provide the Board more direction in granting and approving requests.

Planning & Zoning Director Melland gave a little background saying the Zoning Commission originally considered this request at the November 19th, 2018 meeting and the City Council originally considered the request at their November 20th and December 4th meetings. However, there was a procedural issue upon consideration by the City Council at their December 4th meeting. Therefore, due to State law regarding procedural and public hearing requirements, this potential zoning code amendment must be considered by the Zoning Commission again, prior to additional consideration by the City Council. Additionally, based on discussion by the City Council, Staff has made revisions to the criteria previously considered by the Zoning Commission. These revisions were presented to City Council as Exhibit B. The previous proposed revisions were presented to City Council as Exhibit A. The primary difference between the previously considered Exhibit A and the revised Exhibit B, is that Exhibit B is more concise and the wording is derived specifically from case law.

Planning & Zoning Director Melland concluded the presentation saying that the Zoning Commission is recommending approval of Exhibit B as submitted by Staff.

The presentation was followed by a lengthy discussion.

Councilor Martinez stated that it is his opinion that after reading this proposed ordinance, that it goes far beyond state requirements

Councilor Benny Martinez said he agreed with the Mayor and her rationale and that if this ordinance is passed it will take away the checks and balances and give the staff a lot of power and staff can make any decision they want and that's going to be it. There is no recourse for the citizens of this City to bring an action in front of the Board of Adjustment.

City Attorney Denise Frederick responded that "staff has nothing to do with what the law says. The court determined that based on the statute, the courts determined that this is the laundry list that the applicant must show that a hardship is. The state courts, up to the Supreme Court of Texas determined these prongs that said that the applicant must show in order to receive a variance. Staff has nothing to do with it, I don't legislate. I don't, we don't run any courts or judiciary. It's up to the State judiciary and the case law that I provided City Council with shows these prongs that must be met in order for the applicant to prevail in receiving a variance on the laws that you set down as City Council. The whole point would be to not weaken your own laws. In granting variances, you are weakening your own laws. It is the opinion of Attorney Alan Borjorquez and Texas Municipal League that the Board of Adjustment should be bored and have nothing to do if your laws are written properly. On that I would have to defer to them."

Mayor Riley asked that if Attorney Borjorquez is the expert, then why isn't his wording in the five criteria presented tonight.

This was followed by more discussion.

A motion was made by Councilor Monica Alcocer and seconded by Councilor Catherine Rodriguez to adopt the ordinance as presented.

- Phillip Riddle spoke in opposition to the proposed ordinance; sign variances;
- Lyn Joseph spoke in opposition to the proposed ordinance; stated that she wanted City Attorney Frederick to correct something she had previously stated.
- Larry Proffitt spoke in opposition to the proposed ordinance.
- Lyn Joseph stepped back to the podium to say that the only training she had ever received was the Texas Open Meetings Act Training and that she had never received any Board of Adjustment Training. "Maybe some hints" but no training.

Councilor Benny Martinez attempted to make a motion saying he thought the previous motion had been pulled. Mayor Riley informed Councilor Martinez that she had asked that the previous motion be placed "on hold" so it could be discussed. Councilor Martinez apologized and the meeting moved on.

Mayor Chris Riley restated the motion and then Planning & Zoning Director Melland stepped to the podium to ask that the Council consider Exhibit A and Exhibit B in the motion. Council asked that Planning & Zoning Director Melland explain which he did.

Councilor Monica Alcocer clarified her motion to include Exhibit B.

Mayor Riley requested a call vote to which the City Council replied: Councilor David Edwards - Aye; Councilor Catherine Rodriguez - Aye; Councilor Monica Alcocer - Aye; Councilor Benny Martinez - Aye; and Councilor David Jordan - Aye; Upon a unanimous vote, Mayor Riley announced the motion carried.

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| <b>RESULT:</b>   | <b>ADOPTED [3 TO 2]</b>        |
| <b>MOVER:</b>    | Monica Alcocer, Mayor Pro Tem  |
| <b>SECONDER:</b> | David Edwards, Council Place 1 |
| <b>AYES:</b>     | Alcocer, Rodriguez, Jordan     |
| <b>NAYS:</b>     | Edwards, Martinez              |

**Presentation and Discussion on an Ordinance Amending Article 15.02, Zoning Ordinance, of the City of Leon Valley Code of Ordinances, Regarding Non-Chartered Financial Institutional Uses in the B-2, B-3, and I-1 Zoning Districts. (1st Reading held on February 5, 2019) (M&C # 2019-02-19-04 B. Melland)**

Planning & Zoning Director Brandon Melland presented the proposed ordinance as an amendment to Chapter 15, Zoning Code, of the City of Leon Valley Code of Ordinances to remove Non-Chartered Financial Institutions as an allowed use within the B-2, Retail Zoning District.

Planning & Zoning Director Melland concluded the presentation saying that the Zoning Commission recommends approval of Staff revisions as Exhibit A which propose to revise the Code to not allow Non-Chartered Financial Institutions in the B-2 District; and revise the Code to also not allow Non-Chartered Financial Institutions in the B-3 District.

There was a brief discussion.

- Larry Proffitt spoke about §15.02.325 (a) (2) and asked if Council wanted to "throw it all out or not?".

A motion was made by Councilor Monica Alcocer and seconded by Councilor Catherine Rodriguez to approve Item 7.2 with the amendment.

Mayor Riley requested a call vote to which the City Council replied: Councilor David Edwards - Aye; Councilor Catherine Rodriguez - Aye; Councilor Monica Alcocer - Aye; Councilor Benny Martinez - Aye; and Councilor David Jordan - Aye; Upon a unanimous vote, Mayor Riley announced the motion carried.



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| <b>RESULT:</b>   | <b>ADOPTED AS AMENDED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Monica Alcocer, Mayor Pro Tem                 |
| <b>SECONDER:</b> | Catherine Rodriguez, Council Place 2          |
| <b>AYES:</b>     | Alcocer, Edwards, Rodriguez, Martinez, Jordan |

**Presentation and Discussion of an Ordinance Amending Chapter 1 of The City of Leon Valley Code of Ordinances; Providing for the Addition of Article 1.12 City of Leon Valley Ethics Regulations. (1st Reading was held on 02-05-19) (M&C # 2019-02-19-05 D. Frederick)**

A motion was made by Councilor David Edwards and seconded by Councilor Benny Martinez to postpone this item and hold a workshop within forty-five (45) days.

City Attorney Frederick asked for a date certain. Councilor Benny Martinez suggested a Saturday workshop. Mayor Riley and Councilor Benny Martinez both then suggested forty-five (45) days.

City Attorney Frederick asked Councilor David Edwards to amend his motion.

Councilor David Edwards amended his motion to include a date certain of a workshop to be held within forty-five (45) days. Councilor Benny Martinez seconded the amendment.

City Attorney Denise Frederick presented the item saying the purpose of the Ethics Regulation Ordinance is to ensure public trust in government operations; create a culture of ethics at city hall; ensure that decisions are made using proper procedures and are free from improper influence; provide transparency to the public; prevent actual conflicts of interest; prevent perceptions of conflicts of interest; prevent personal gain from public transactions; maintain City government as nonpartisan; ensure civility in governmental proceedings; ensure respect for input from citizens and the desires of the public; ensure compliance with city ordinances, and state and federal statutes and regulations; prevent waste of City resources and taxpayer revenues; provide a process for enforcement and mechanisms for punishment; and provide staffing and resources for training on ethics.

There was a brief discussion.

Mayor Riley requested a call vote to which the City Council replied: Councilor David Edwards - Aye; Councilor Catherine Rodriguez - Nay; Councilor Monica Alcocer - Nay; Councilor Benny Martinez - Aye; and Councilor David Jordan - Nay; The motion failed.

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| <b>RESULT:</b>   | <b>DEFEATED [2 TO 3]</b>            |
| <b>MOVER:</b>    | Monica Alcocer, David Edwards       |
| <b>SECONDER:</b> | Catherine Rodriguez, Benny Martinez |
| <b>AYES:</b>     | Edwards, Martinez                   |
| <b>NAYS:</b>     | Alcocer, Rodriguez, Jordan          |

**A motion was made by Councilor Monica Alcocer and seconded by Councilor Catherine Rodriguez to approve the Ethics Ordinance to include Exhibit A and the missing words as read by the City Attorney**

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                    |
| <b>MOVER:</b>    | Monica Alcocer, Mayor Pro Tem                 |
| <b>SECONDER:</b> | Catherine Rodriguez, Council Place 2          |
| <b>AYES:</b>     | Alcocer, Edwards, Rodriguez, Martinez, Jordan |

**A motion was made by Councilor Benny Martinez and seconded by Councilor David Edwards to have a workshop added to the next City Council agenda to discuss this ordinance.**

Councilor Benny Martinez and Councilor David Edwards both withdrew their motion.

There was a consensus among the members of City Council to hold a workshop on the next City Council agenda.

## 8. **REGULAR AGENDA**

**Presentation, Discussion, and Possible Action Directing Staff to Initiate City Code Revisions regarding Certificates of Occupancy, Residential Fences, Overlay District Areas, Non-Conforming Structures, and the exploration of the Establishment of a Design Review Committee. (M&C # 2019-02-19-06 B. Melland)**

Planning & Zoning Director Brandon Melland presented the item to update the City Council on current planning issues and for the City Council to provide direction to Staff in addressing these issues.

Planning & Zoning Director Melland listed the current issues which were as follows: Certificates of Occupancy: Staff seeks the direction of Council regarding requirements for new Certificates of Occupancy at the time of change of business ownership; Residential Fences: Staff seeks the direction of Council regarding current requirements for front yard fences on large residential lots; Overlay District Areas: Staff seeks the direction of Council regarding the application of the Sustainability Overlay District in the Reindeer Trail Commercial Area; Non-Conforming Structures within Overlay Districts: Staff seeks the direction of Council regarding the current procedures of the Zoning Code in addressing non-conforming properties within the City's Overlay Districts; and Design Review Committee: Staff seeks the direction of Council in the exploration of possibly establishing a Design Review Committee, to provide recommendations to the City Council regarding relief

and alternative compliance to Standards of the City’s Overlay Districts.

**RESULT: PRESENTED**

**Discuss and Consider Possible Action on the Approval of Comprehensive Annual Financial Report (Audit) for Fiscal Year 2018-Deborah Fraser, CPA (M&C # 2019-02-19-07 V. Wallace and Deborah Fraser)**

Deborah F. Fraser, CPA of Armstrong, Vaughan & Associates, P.C. presented the Comprehensive Annual Financial Report (Audit) for Fiscal Year 2018.

**RESULT: ADOPTED [UNANIMOUS]**  
**MOVER:** David Jordan, Council Place 5  
**SECONDER:** Monica Alcocer, Mayor Pro Tem  
**AYES:** Alcocer, Edwards, Rodriguez, Martinez, Jordan

**Presentation and Discussion of an Ordinance Authorizing the Installation of Two Gateway LED Message Signs Along Bandera Road; and Authorizing the Execution of an Agreement with CEIS, Inc. for the Use of Such Signage (1st Reading as Required by City Charter) (M&C # 2019-02-19-08 M. Moritz)**

Public Works Director Melinda Moritz along with Tony Lockridge and Kyle Martin of Community Electronic Information Signs (CEIS) presented this item seeking City Council approval of an ordinance authorizing the installation of two gateway type signs along Bandera Road, specifically at CJC Life Church parking lot at 6401 Bandera Road and at a location near the Lock A Way Storage facility in the 7200 block of Bandera Road, and to allow the City Manager to enter into an agreement with CEIS, Inc. for these signs.

The signs would have a monument style base, LED full color message boards, and would be used to advertise City events and provide advertising time for local businesses. The signs would be installed and maintained at no charge to the City, as the contractor would charge the local businesses for such advertising. The City would be given free air time for any and all messages and could feature City Council events, and other meeting dates and times, Amber or Silver type alerts, emergency weather information, other community-based messaging. The City used to have a monochrome, LED, two color message sign pole in front of City Hall, but it was removed during the remodeling of the facility and is now defunct. In addition, there is no room at the front of City Hall for a replacement sign. These signs would act as that replacement and the public will be able to see these signs better, due the proposed prominent locations. According to the company, the CEIS sign program is offered at no cost to qualifying municipalities. Signs must be installed on roads that provide adequate traffic to support local and regional advertising which is used to offset both the cost of installing the sign and for ongoing CEIS support, including 24-hour technical support and general maintenance. The signs will give the community direct access to community messaging, including AMBER alerts, municipal concerns, and other Public Service Announcements.

Public Service Announcements (PSA) are received through national agencies such as The

Department of Missing and Exploited Children for Amber Alerts, NOAA and local weather agencies for Severe Weather Alerts and the Department of Homeland Security for National Security Announcements. A vital PSA which affects Leon Valley and the surrounding areas will take precedence on CEIS locations in Leon Valley. The length of the initial PSA broadcast is determined by each agency due to the severity of each issue. It is typical for a PSA to rotate with the community and advertising broadcasts for the duration of time necessary. In addition to PSA's and alerts, Leon Valley may use the sign for civic messages from community's leaders and authorized representatives. These broadcasts may include welcome messages, community information or announcements, tourism information or anything helpful to the community. An authorized agent for the municipality will work with a CEIS representative who will provide support for the broadcast content. These signs are significantly smaller than traditional advertising signage yet sized to be adequate for vital communication. CEIS signs are typically monument style structures, designed to complement any community design requirements. In many locations the typical LED screen display will be 100 square feet, and in certain circumstances larger sizes may be necessary to achieve adequate visibility. Messages are programmed to rotate every 8 seconds providing maximum exposure. Initial PSA or emergency alerts will display for longer periods of time. These small signs are equipped with ambient light sensors to ensure the least amount of brightness (Nits) needed for existing time of day and weather conditions. They install automatic emergency off switches in case of malfunction. At night, the displays run lower than 500 Nits - to ensure no significant brightness to impact drivers.

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| <b>RESULT:</b> | <b>FIRST READ</b> |
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**Discussion and Possible Action to Provide Direction to Staff on Upgrading, Installing, and Configuring a Video Conferencing System for the City Council Chambers to Include Any Upgrades Necessary to Our System to Improve the Quality of Our Meetings (M&C # 2019-02-19-09 C. Caldera)**

ACM/HR Director Crystal Caldera presented the item seeking City Council direction to staff on upgrading, installing and configuring a video conferencing system for the City Council Chambers to include any upgrades necessary to our system to improve the quality of our meetings. This item was brought forth by Councilor Benny Martinez and Seconded by Dr. David Edwards.

The background of this item is as follows: The City Council Chamber was remodeled in 2016 and it was set up with audio visual equipment; the City attempted to use the equipment that was installed to post a meeting on YouTube; however, the file size was too large for our bandwidth capacity; the City requested Citizen input at the April 22, 2017, Coffee; the residents requested that we use Accela which would require an encoder purchased at \$3,600.00 and \$280.00 a month; March 20, 2018, City Council voted down any additional upgrades to the Council Chambers; October 16, 2018, City Council reheard the upgrades to the Council Chambers and video Conferencing and the City Council voted to table this item until December; and November 6, 2018, City Council decided to make the Conference Center upgrades the priority over the Council Chamber upgrades due to the upcoming town hall meeting. City Council's consensus was to bring back this item after the

new year.

ACM/HR Director Caldera concluded the presentation saying the fiscal impact for these upgrades would be: Upgrade - \$23,508, Video Conferencing - \$20,000 for a TOTAL of \$43,508 adding that this was a preliminary quote and that the City would have to go out for an RFP depending on the software, logistics, etc.

A motion was made by Councilor Benny Martinez and seconded by Councilor David Jordan to go forward with an RFP.

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| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                   |
| <b>MOVER:</b>    | Benny Martinez, Council Place 4               |
| <b>SECONDER:</b> | David Jordan, Council Place 5                 |
| <b>AYES:</b>     | Alcocer, Edwards, Rodriguez, Martinez, Jordan |

**Citizens to be Heard**


None


**Adjournment**

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

**These minutes approved by the Leon Valley City Council on the 5th of March, 2019.**

APPROVED

  
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**CHRIS RILEY**  
 MAYOR

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

