



## City of Leon Valley Volunteer Application Form

Please type or print clearly in black ink and complete all portions of this application.

Please note that the information submitted as part of this application is considered a public record and is subject to disclosure in accordance with the Texas Public Information Act.

**Capital Facilities Oversight Committee**

**THIS COMMITTEE IS AN ADVISORY COMMITTEE FOR THE COUNCIL WHO MAKE RECOMMENDATIONS, BUT COUNCIL HAS THE FINAL SAY IN WHAT MOVES FORWARD.**

From time to time, the City Council may decide to approve moving forward with major funding for large capital facilities projects, either by obtaining Certificates of Obligation or General Obligation Bonds, or other funding mechanisms, as prescribed by State law. These funds are specifically designated for engineering, design, acquisition, construction, improvement, renovation, demolition, expansion, and equipping city facilities, along with expenses incidental and necessary to the foregoing, including land acquisition, utility relocation, acquisition of easements, rights-of-way, and other real property interests, landscaping, irrigation, parking, and streetscape modification and improvements.

The Leon Valley City Council desires to have citizen input and oversight on the effective, efficient, and lawful use of these types of proceeds for certain projects. The creation of a Capital Facilities Oversight Committee will establish a mechanism to encourage greater accountability of those projects. The Committee's charge is to monitor certain construction projects funded by Certificates of Obligation, General Obligation Bond, or other capital funding proceeds, as directed by the City Council, and will assist interested residents of Leon Valley in an effort to keep them informed about the construction and renovation of these types of projects.

The Committee is an independent citizens Committee that is responsible to the Mayor and City Council of Leon Valley and to the general public. Its purpose is to monitor performance in order to confirm that the City of Leon Valley implements the work in conformance with the program approved by the taxpayers. The Committee counsels and provides input to the Mayor and City Council, but it does not have management or policy-setting responsibilities.

### **Committee Structure and Membership**

- a) The Committee will consist of seven (7) voting members and two (2) alternates who are appointed by the City Council for a term of two (2) years, conterminous with the Mayor. The Committee will consist of a Chairperson, Vice Chairperson, Secretary, four (4) regular members and two (2) alternate members.
- b) Two (2) Councilmembers will serve as the Committee's Liaisons with the Mayor and City Council

and will be appointed by the Mayor and City Council.

- c) The Chairperson will be appointed by the Mayor and City Council.
- d) The Vice Chairperson and Secretary will be elected by the Committee members and such election will take place within 30 days of the initial appointment of the Committee by the Mayor and City Council.
- e) All members of the Committee shall be considered to be volunteers of the City of Leon Valley. The Committee shall function in an advisory capacity only and shall have no authority over City of Leon Valley employees.
- f) The Committee members receive no direct or indirect compensation from the City of Leon Valley for their services as members of the Committee.
- g) The Committee members may not have an active or pending contract with the City of Leon Valley.
- h) The Committee may not include any employee or official of the City of Leon Valley, or any vendor or contractor of the City of Leon Valley. The Leon Valley Project Manager will be a non-voting participant of the Committee.
- i) A Committee member serves at the pleasure of the Mayor and City Council of Leon Valley. If a Committee member resigns, violates the Ethics Policy contained herein, fails to attend three (3) consecutive Committee meetings without reasonable excuse, or otherwise becomes unable to serve on the Committee, the Chairperson may declare the position on the Committee to be vacant and request that the Mayor and City Council appoint another qualified person to the Committee. Future appointments will follow the process as outlined in this Charter.

### **Duties and Responsibilities**

- a) The Committee shall be available to inform the public concerning the City of Leon Valley's expenditure of Capital funding proceeds.
- b) The Committee will review all phases of the project to verify compliance with the purposes set forth in the funding programs, as approved by the City Council and citizens.
- c) The Committee may coordinate with the Mayor and City Council to visit City facilities and grounds for which funding proceeds have been or will be expended, in accordance with any necessary access procedures.
- d) The Committee may review copies of other facilities construction reports published by the City of Leon Valley.
- e) The Committee may recommend improvements or make other suggestions regarding the effective and efficient use of funds to the City Manager.
- f) The Committee will periodically give status reports to the Leon Valley City Council, when deemed to be appropriate by the City Manager or Mayor, when requested by the City Council, or when recommended by the Chairman of the Committee and approved by the City Manager.

g) The Committee is not responsible for:

- (1) approval of construction contracts;
- (2) approval of construction change orders;
- (3) appropriation of construction funds;
- (4) handling of legal matters;
- (5) approval of construction plans and schedules;
- (6) approval of the City of Leon Valley's maintenance plan;
- (7) approval of the sale of certificates of obligation or bonds;
- (8) the establishment of priorities and order of construction for the projects;
- (9) the selection of architects, engineers, construction managers, project managers, and such other professional service firms;
- (10) the approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction means or methods;
- (11) the selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the performance of the projects;
- (12) Setting or approving schedules of design and construction activities;
- (13) Directing the activities of staff or consultants; or
- (14) Activities, roles or responsibilities that have been designated to staff or consultants, or any policy-making responsibilities.

### **Committee Meetings**

- a) The Committee shall meet, at the discretion of the Chairperson, to review the City of Leon Valley's Capital Facilities Program status and related information, and to perform other duties as provided herein.
- b) All Committee meetings shall be held within the City of Leon Valley geographic boundaries.
- c) All information received by the Committee will be available to the public under the terms of the Texas Open Records Act and will be retained pursuant to the rules of the Texas State Archives and Library Commission, and the City of Leon Valley.
- d) A quorum of the Committee shall consist of fifty percent (50%) of the currently appointed members

plus one (1). A quorum must be present to decide on any action items presented to the Committee.

- e) Minutes of the previous meeting and agenda of the upcoming meeting should be sent to the Committee members no later than three business days before the upcoming meeting. Whenever possible, an explanation of agenda items shall accompany the notification. Members who are absent shall receive all materials distributed at missed meetings.
- f) A copy of the agenda must be presented to the City Secretary (3) three business days prior to the 72 hours posting requirements pursuant with Texas Local Government Code Section 551.043.
- g) A copy of the minutes of the previous meeting must be given to the City Secretary within (10) days of the approval of the minutes by the Committee.
- h) If the Chairperson or their designee determines with reasonable knowledge that a quorum of the City of Leon City Council will be present at a Committee meeting, the City Secretary shall be notified within (3) business days prior to the 72 hours posting requirement so that the Committee's agenda, posted in conformance of Texas Local Government Code 551.043, may reflect this action.
- i) The current Rules of Conduct for the Leon Valley City Council shall govern the parliamentary procedures, disciplinary proceedings, and rules for the conduct of meetings, so long as not inconsistent with these Bylaws. No action of the Committee shall be invalidated, or the legality thereof affected, by the failure or omission to observe or follow the Rules of Conduct.

**I would like to serve on the Committee(s) I have checked above.**

You will be contacted when action is taken related to appointment(s).

## **Public Access**

**The Public Information Act does not guarantee protection of your personal information.** Therefore, we advise that you create a special e-mail address set up specifically for your volunteer work to be used only for communication with the City as it relates to your meetings, agendas and your meeting packet. You can use this same "Volunteer E-mail Address" for multiple volunteer committees or projects you do with the City, your church, etc. and not have to worry about compromising your personal e-mail.

Also, cell phone numbers are protected as long as the City is not paying your bill so please provide that number for your liaison to contact you. However, we cannot protect your home phone number from being released to the public.

I have read the information above and understand that my information below could be released to the public if requested.

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Applicant's Signature

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Date

**Contact Information (Please print)**

Name:
E-Mail Address:
Cell # : <input type="text"/> Home # : <input type="text"/> (will be released to the public if asked)

Please submit your application to the Office of the City Secretary at Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas 78238-2399; or via e-mail at [s.pass@leonvalleytexas.gov](mailto:s.pass@leonvalleytexas.gov) to be forwarded to City Council for consideration.

**Thank you for your interest in serving the City of Leon Valley!**