



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, December 16, 2025 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. The City Council Shall Meet in Executive Session to Discuss the Following:**
 1. Pursuant to Texas Local Government Code Section 551.071: Consultation with the Attorney; and Section 551.087 Deliberation Regarding Economic Development Incentives for the Property Located at 7249 Bandera Road
 2. Pursuant to Texas Local Government Code Section 551.072: Deliberations about Real Property to discuss the purchase of 6908 Poss Road, Leon Valley Texas, 78238
- 3. Reconvene into Regular Session**
- 4. Citizens to be Heard -** Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or acting on items not listed on this agenda.
- 5. Possible Action on Issues Discussed in Executive Session If Necessary**
- 6. Presentations**
 1. Presentation, Discussion and Possible Action to Amend the Action of the Joint Meeting Between the Leon Valley City Council and the Leon Valley Historical Society, which was Held on 10-18-2025 - Mayor Chris Riley

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

8. **City Manager's Report**

1. **Upcoming Important Events:**

- **January 20, 2026 – Regular City Council Meeting**
6:30 PM · City Council Chambers
- **January 24, 2026 – Annual Town Hall Meeting**
8:30 AM · Leon Valley Community Center
- **December 24, 2025 – January 1, 2026 – City Offices & Municipal Court Closed**
Christmas, Winter Break & New Year's Day (City Hall reopens January 2, 2026)
- **January 14, 2026 – February 13, 2026 – Filing period to submit an application for a place on the May 02, 2026, General Election Ballot**
- **January 19, 2026 – City Offices & Municipal Court Closed**
In observance of Martin Luther King, Jr. Day (City Hall reopens January 20, 2026)
- **December 15, 2025 through December 19, 2025 - Leon Valley Fire Department - Santa Run - 6:00 PM - 8:00 PM**
- **Public Library Holiday Hours:** Closed December 24th - 26th in observance of Christmas; will reopen on December 27, 2025
- **Miscellaneous other Events and Announcements**

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

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

- a. 12-02-2025 Regular City Council Meeting Minutes

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

- a. 10-28-2025 Planning Zoning Commission Meeting Minutes

3. Presentation and Discussion of the Monthly Financial Report Ending November 30, 2025 - C. Goering, Finance Director

4. Discussion and Possible Action on a Resolution Appointing a Member to the Park Commission - Mayor Chris Riley

5. Discussion and Possible Action on a Resolution Approving and Adopting the City of Leon Valley the Transition of Credit Cards from CitiBank to U.S. Bank, N.A. - C. Goering, Finance Director

10. Regular Agenda

1. Presentation and Discussion on Amending Ordinance Chapter 15 Article 15.02 Zoning Ordinance Division 13. Organization and Enforcement Section 15.020.721 (First Read as required by the Charter) - Dr. C. Caldera, City Manager
2. Presentation, Discussion to Consider an Ordinance Amending Chapter 15, "Zoning," Section 15.02.327, "PD", Planned Development District (1st Read was held on 10-21-2025, 12-2-2025) - Dr. C. Caldera, City Manager
3. Presentation, Discussion, and Possible Action to Approve a Resolution on a Petition for Preliminary Acceptance of Public Improvements at the Seneca Trails Phase I Subdivision, Located at 6518 Samaritan Drive – M. Gallardo, Planning and Zoning Director

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

12. Adjournment

Executive Session – The City Council of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during this meeting to discuss any matter listed on the posted agenda, as authorized by the Texas Government Code, including but not limited to: **Section 551.071** – Consultation with Attorney, **Section 551.072** – Deliberations about Real Property, **Section 551.073** – Deliberations about Gifts and Donations, **Section 551.074** – Personnel Matters, **Section 551.076** – Deliberations about Security Devices, and **Section 551.087** – Economic Development

Continuation of Meetings (Sec. 551.0411, Texas Government Code) - A governmental body that recesses an open meeting to the following regular business day is not required to post a new notice if the action is taken in good faith and not to circumvent the law. If a recessed meeting is continued to another day beyond the following business day, written notice of the continued meeting must be given as required by law.

Attendance by Other Elected or Appointed Officials - Members of other City boards, commissions, and/or committees may attend this meeting in numbers that could constitute a quorum. Accordingly, this agenda is also posted as a meeting notice for those boards, commissions, and/or committees. Members present may participate in discussions but may not deliberate or take action on items listed on this agenda. [Attorney General Opinion No. GA-0957 (2012)]

Certification of Posting - I hereby certify that the above **Notice of Public Meeting(s) and Agenda of the Leon Valley City Council** was posted at Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, and remained posted until the conclusion of the meeting(s). This notice is also available on the City's website at www.leonvalleytexas.gov.

Accessibility: This building is wheelchair accessible. Requests for sign interpretation or other services must be made at least 48 hours in advance of the meeting. To arrange assistance, please call (210) 684-1391, Extension 212.

Median-Valued Homestead Property of \$230,620	Property Tax Bill in Dollars
Current FY 2024/25	\$ 1,087.67
An estimate if the proposed budget is adopted for FY 2025/26	\$ 1,256.97
An estimate if a balanced budget is funded and adopted at the no- new-revenue tax rate for FY 2025/26	\$ 1,164.72

SAUNDRA PASSAILAIGUE, TRMC

City Secretary

DECEMBER 10, 2025 2:55 PM





Dedicated to preserving our history and heritage through education and research

November 12, 2025

Mayor Chris Riley and the Leon Valley City Council
6400 El Verde Road
Leon Valley, Texas 78238

RE: Huebner Creek Erosion

Dear Mayor Riley and Councilors,

At the October 18, 2025 joint workshop of the Leon Valley City Council and LVHS Board, Council discussed holding a future session to review Huebner Creek erosion issues and potential solutions. To prepare for such a workshop, we assume City staff and engineers will be preparing an overview of various existing concepts to remedy erosion in the Huebner-Onion Natural Area Park.

We request that City Staff and engineers also include concrete drop structures as a possible means to stop erosion at the San Antonio Water System (SAWS) pipeline and in the adjacent unnamed tributary to Huebner Creek. A concrete drop structure is a built-in erosion control and water management device that lowers water from a higher to a lower elevation, dissipating energy to prevent scouring. These structures are used in drainage ways, grassed swales, or canals to manage storm runoff, control water levels, and stabilize slopes where earth and vegetation alone cannot handle the flow velocity. Drop structures were discussed briefly at the October session.

The areas of severe erosion are in and adjacent to the Huebner Creek channel, approximately 350 feet downstream of the Huebner-Onion Homestead and Stagecoach Stop. A concrete drop structure may provide a faster and less expensive method to stop the active erosion caused when the streambed elevation was lowered as part of the LC-17 flood control projects. As an example, photos of a large concrete drop structure in Zarzamora Creek at Evers Road are attached.

Respectfully,

A handwritten signature in blue ink that reads "Kathy Hill". The signature is fluid and cursive, with the first name "Kathy" being more prominent than the last name "Hill".

Kathy Hill
President, Leon Valley Historical Society

cc: City Manager Crystal Caldera, Ph.D.







**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, December 02, 2025 at 6:30 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 Danielle Bolton
Mayor Pro-Tem, Council Place 2 Betty Heyl
Council Place 3 Philip Campos
Council Place 4 Rey Orozco
Council Place 5 Beth Mursch

Mayor Chris Riley called the meeting to order at 6:30 PM and announced that a quorum of the City Council was present in Council Chambers.

Mayor Riley asked Council Place 5, Beth Mursch, to lead the Pledge of Allegiance.

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

None

3. Presentations

1. Direction to Staff on Purchase of Items for Veteran's Memorial - M. Moritz, Public Works Director

Dr. Crystal Caldera, City Manager, presented the item.

Richard Blackmore spoke at this time.

A motion was made by Council Place 4, Orozco, to present the option chosen by City Council to the Park Commission for their input. The motion was seconded by Council Place 3, Campos.

Voting Yea: Council Place 1 Bolton, Mayor Pro-Tem, Council Place 2 Heyl, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Mursch

The motion passed unanimously.

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

Mayor Chris Riley and members of the City Council shared announcements.

5. City Manager's Report

1. Upcoming Important Events:

- **Tuesday, December 16, 2025 – Regular City Council Meeting**
6:30 PM · City Council Chambers
- **Saturday, December 6, 2025 – Breakfast with Santa**
9:00 AM –11:30 AM · Leon Valley Public Library
- **Wednesday, December 24, 2025 – Thursday, January 1, 2026 – City Offices & Municipal Court Closed**
Christmas, Winter Break & New Year's Day (City Hall reopens Friday, January 2, 2026)
- **Monday, December 15, 2025 through Friday, December 19, 2025** - Leon Valley Fire Department - Santa Run, 6:00 PM - 8:00 PM
- **Public Library Holiday Hours:** Closed December 24th - 26th in observance of Christmas; will reopen on Saturday, December 27, 2025
- **Miscellaneous other Events and Announcements**

Dr. Crystal Caldera, City Manager, announced that the City Manager's Report was available in print on the table in the foyer and posted on the City website.

She also provided the following updates:

- Wished Council Place Campos a belated birthday; and a happy birthday to Council Place 4, Orozco on his upcoming birthday; and

- Reminded members of City Council that Leon Valley beanies were provided last year and that last night, the rest of them were given away to the public at the Annual Tree Lighting.

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

A motion was made by Council Place 3, Campos, to approve the Consent Agenda as presented. The motion was seconded by Council Place 1, Bolton.

Voting Yea: Council Place 1 Bolton, Mayor Pro-Tem, Council Place 2 Heyl, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Mursch

The motion passed unanimously.

- 1. Discussion and Possible Action Approving of the Following City Council Minutes:**
 - a. 11-18-2025 Regular City Council Meeting Minutes**
- 2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:**
 - a. 10-09-2025 Library Advisory Board Meeting Minutes**
- 3. Discussion and Possible Action on an Ordinance of the City of Leon Valley, TX, City Council Authorizing Budget Adjustments for FY 2026 that were FY 25 Capital Improvements/Projects Rollovers for General Fund in the Amount of \$535,167, Traffic Safety Fund in the amount of \$10,423, Enterprise Fund in the Amount of \$1,103,645, and Street Maintenance Fund in the Amount of \$2,721,410 for Capital and Rollover Projects; Providing for Repealer, Severability and Saving Clauses; and Providing for an Effective Date (1st Read was Held on 11/18/25) - C. Goering, Finance Director**
- 4. Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment for the Fiscal Year 2025-2026 to the General Fund Budget in the amount of \$28,000 for the Purpose of Increasing the Information Technology Department Budget to Provide Funding for the Migration to Microsoft 365 (1st Read was Held on 11/18/2025) - C. Goering, Finance Director**
- 5. Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment for Fiscal Year 2026 from the Enterprise Fund Reserve, in the Amount of \$454,630 for the 2025 Forest Oaks Sewer Main Improvements Project, and Awarding the Lowest Qualified Bid in the Amount of \$844,878 with \$126,732 for Contingency (15%), and Authorizing the City Manager to Enter into a Contract with R.L. Jones, LP for the 2025 Forest Oaks Sewer Main Improvements Project (1st Read was Held on 11-18-2025) - D. Dimaline, Assistant Public Works Director**
- 6. Discussion and Possible Action on Ordinance Authorizing a Budget Adjustment for Fiscal Year 2026 General Fund Budget in the Amount of \$121,650 for the**

Purpose of Increasing Funding for the Economic Development Department to Fund Council Approved Economic Development Projects from the Previous Fiscal Year (1st Read was Held 11-18-2025) – R. Salinas, Executive Director.

7. **Discussion and Possible Action on an Ordinance to Amend the Leon Valley Code of Ordinances Article 2.04 Registration of Dogs and Cats (1st Read was Held on 11-18-2025) - R. Salinas, Executive Director**
8. **Discussion and Possible Action on an Ordinance to Amend the Leon Valley Code of Ordinances Appendix A – Fee Schedule, Article A4.00 - Animal Control Fees, to Article A4.006 - Dog Microchipping and A4.006 City Pet License (1st Read was Held 11-18-2025) - R. Salinas, Executive Director**
9. **Presentation, Discussion and Possible Action of Council Place 5, Beth Mursch's Excused Absence from the November 18, 2025, City Council Meeting as Provided in the Charter Section 3.08, Subsection B, Part 3**
10. **Discussion and Possible Action on a Resolution Appointing Karen Lockhart as 3rd Alternate and Correcting the Term Expiration of Commissioner 5 of the Planning & Zoning Commission - Mayor Chris Riley**
11. **Presentation, Discussion and Possible Action on the Second Amendment to the Grant Agreement for the Street Outreach Program Between the City of Leon Valley and Haven for Hope Requiring No Additional Funds from the City of Leon Valley - Dr. C. Caldera, City Manager**

7. Regular Agenda

1. **Presentation, Discussion to Consider an Ordinance Amending Chapter 15, "Zoning," Section 15.02.327, "PD", Planned Development District (1st Read was held on 10-21-2025) - Dr. C. Caldera, City Manager**

Dr. Crystal Caldera, City Manager, presented proposed amendments to the Code based on input received by the City Council.

This item will be brought back at the next meeting to review these amendments, along with any new input from the City Council.

2. **Discussion and Possible Action on a Resolution Waiving Open Record Charges for Open Record Request OR-2025-622 - S. Passailaigue, City Secretary**

Saundra Passailaigue, City Secretary, presented this item.

A motion was made by Council Place 5, Mursch, to deny the waiver request. The motion was seconded by Council Place 3, Campos.

Voting Yea: Council Place 1 Bolton, Mayor Pro-Tem, Council Place 2 Heyl, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Mursch

The motion passed unanimously.

3. Presentation, Discussion and Possible Action to Provide a Fee Waiver for the use of the Irene Baldrige Community Center or Conference Center for City Personnel that has Been Employed with the City of Leon Valley for 25 Plus Years - Dr. C. Caldera, City Manager

Dr. Crystal Caldera, City Manager, presented this item.

A motion was made by Council Place 4, Orozco, to approve as presented, with the exception that employee recognitions for long-term employees (25 years or more) will be exempt from any fees.

Voting Yea: Council Place 1 Bolton, Mayor Pro-Tem, Council Place 2 Heyl, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Mursch

The motion passed unanimously.

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

Mayor Riley asked that a discussion on some sort of celebration of Independence Day 2026 be added to the Annual Town Hall Agenda.

Council Place 4, Orozco requested that, in January or February of 2026, an item be provided to give an update on Leon Valley's development. How many homes were built? How many permits were issued?

Mayor Riley asked for a sales tax update to be provided. Dr. Crystal Caldera, City Manager, replied that she would send that out to the City Council.

9. Adjournment

Mayor Riley announced that the meeting adjourned at 8:06 PM.

These minutes were approved by the Leon Valley City Council on the 16th of December, 2025.

APPROVED

CHRIS RILEY
MAYOR

ATTEST: _____
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



**CITY OF LEON VALLEY
PLANNING & ZONING COMMISSION**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, October 28, 2025 at 6:30 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

PRESENT – Voting Members

Commissioner 1 David Perry
2nd Vice Chair, Commissioner 2 Andrea Roofe
Commissioner 3 Abraham Diaz
Chair, Commissioner 6 Erick Matta
Commissioner 7 Cynthia Koger
1st Alternate Olen Yarnell

ABSENT

Commissioner 4 Pat Martinez

ALTERNATES – Non-Voting Members

1st Alternate Olen Yarnell
2nd Alternate Russell Hernandez
3rd Alternate Donnie Britt

Also, in attendance were City Manager Crystal Caldera, 3rd Alternate Donnie Britt and Planning and Zoning Director Michael Gallardo.

Chair Matta called the meeting to order at 6:30 PM. Chair Matta asked 1st Alternate Olen Yarnell and 2nd Alternate Russell Hernandez to sit on the dais to fill in for Commissioner Martinez and Commissioner Fernandez who were not present.

2. APPROVAL OF ZONING COMMISSION MINUTES

Discussion and Possible Action Approving of the September 23, 2025, Planning and Commission Meeting Minutes - M. Gallardo, Planning and Zoning Director

Commissioner Roofe made a motion to approve the minutes as presented. The motion was seconded by Commissioner Diaz.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Roofe, Commissioner 3 Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger, 2nd Alternate Hernandez, 1st Alternate Yarnell

The motion passed unanimously.

3. NEW BUSINESS

1. Discussion and Recommendation Appointing New Commissioners and Alternates - M. Gallardo, Planning and Zoning Director

Chair Matta started the discussion on the process of filling the vacancy for the Planning & Zoning Commission due to the resignation of Commissioner Fernandez.

Chair Matta offered the vacancy to 1st Alternate Yarnell. 1st Alternate Yarnell accepted the position on the Planning & Zoning Commission.

A motion was made by Commissioner Diaz to designate 1st Alternate Yarnell as a Commissioner. The motion was seconded by Commissioner Koger.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Roofe, Commissioner Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger, 2nd Alternate Hernandez, 1st Alternate Yarnell

The motion passed unanimously.

2. Discussion on Updating and Amending Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 7 Permitted Use Table - M. Gallardo, Planning and Zoning Director

Chair Matta opened the discussion by announcing that the Commission had been tasked with reviewing the permitted use table and welcomed ideas from the Commission on how to accomplish the task.

Commissioner Koger suggested that the Commission divide the number of pages equally among each member.

Dr. Caldera advised the Commission that how they decided to assign or delegate the review of the Permitted Use Table was at their discretion.

1st Alternate Yarnell suggested that each member review the Permitted Use Table in its entirety and then decide on how to review it. After some discussion, Commissioner Perry also suggested that the Commission review the packet in its entirety and then bring it back to the November meeting to determine how to divide the review.

A motion was made by 1st Alternate Yarnell. The motion was seconded by Commissioner Diaz.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Roofe, Commissioner Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger, 2nd Alternate Hernandez, 1st Alternate Yarnell

The motion passed unanimously.

3. Discussion and Possible Action to Selecting Alternate Meeting Dates for the November and December 2025 Planning and Zoning Commission Meetings, or for Cancellation of Meetings - Commissioners

Chair Matta opened the discussion by requesting feedback from the Commission. After some discussion, Commissioner Diaz recommended November 19, 2025.

A motion was made by 1st Alternate Yarnell. The motion was seconded by Commissioner Diaz.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Roofe, Commissioner Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger, 2nd Alternate Hernandez, 1st Alternate Yarnell

Chair Matta opened the discussion by requesting feedback from the Commission. Dr. Caldera informed the Commission that in the past the December meeting has been cancelled but if a meeting is required then the Commission must determine a meeting date. After some discussion, 1st Alternate Yarnell recommended a Tuesday, December 9, 2025, as it aligns with the day of their meetings.

A motion was made by 1st Alternate Yarnell. The motion was seconded by Commissioner Diaz.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Roofe, Commissioner Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger, 2nd Alternate Hernandez, 1st Alternate Yarnell

4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF

In accordance with Section 551.0415 of the Government Code, topics discussed under this item are limited to expressions of thanks, congratulations or condolence; information regarding holiday schedules; recognition of a public official, public employee or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial or community event; and announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

5. ADJOURNMENT

Chair Matta announced the meeting adjourned at 7:21 PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 19th of November, 2025.

APPROVED



ERICK MATTA
CHAIR

ATTEST:



MICHAEL GALLARDO
PLANNING AND ZONING DIRECTOR



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

CHECK DATE: 11/01/2025 THRU 11/30/2025
CLEAR DATE: 0/00/0000 THRU
STATEMENT: 0/00/0000 THRU
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

{Section}.93.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	11/04/2025	CHECK	107730	DODSON HOUSE MOVING, LLC	6,000.00CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107731	INGRAM LIBRARY SERVICES LLC	1,569.85CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107732	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107733	QUADIENT INC	4,420.37CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107734	SAWS	133,774.52CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107735	VESTIS GROUP, INC.	1,552.74CR	OUTSTND	A	0/00/0000
112010	11/04/2025	CHECK	107736	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107737	4IMPRINT, INC	376.94CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107738	A & M AUTO CENTER, LLC	189.97CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107739	6ETTERS ACE KEY SERVICE INC	1,622.18CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107740	ADVANCE AUTO PARTS INC	367.75CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107741	ALLAN PENA	25.00CR	OUTSTND	A	0/00/0000
112010	11/04/2025	CHECK	107742	ANDY GRIEGO	252.28CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107743	ANN THORNTON	25.00CR	OUTSTND	A	0/00/0000
112010	11/04/2025	CHECK	107744	ANNALI RAMIREZ	25.00CR	OUTSTND	A	0/00/0000
112010	11/04/2025	CHECK	107745	ANTHONY LAMB	400.00CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107746	ARIANNA GARCIA	75.00CR	OUTSTND	A	0/00/0000
112010	11/04/2025	CHECK	107747	AT&T MOBILITY	953.84CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107748	BATTERIES + BULBS SA	31.00CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107749	MARTHA VON NIMITZ	1,113.57CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107750	BOUND TREE MEDICAL, LLC	1,070.59CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107751	CRYSTAL CALDERA	50.99CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107752	CANON SOLUTIONS AMERICA	3,000.38CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107753	CHARTER COMMUNICATIONS	120.62CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107754	CITY OF SAN ANTONIO	2,332.00CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107755	DEWINNE EQUIPMENT CO, INC	548.67CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107756	EMMA MARTINEZ	50.00CR	OUTSTND	A	0/00/0000
112010	11/04/2025	CHECK	107757	FABIAN GARCIA	75.00CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107758	GALLS, LLC	367.49CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107759	GULF COAST PAPER CO INC	954.54CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107760	INDIA LAULII TUFA	16.06CR	OUTSTND	A	0/00/0000
112010	11/04/2025	CHECK	107761	JAMES C. SPARKS	697.27CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107762	JANNA RUSAW	25.00CR	OUTSTND	A	0/00/0000
112010	11/04/2025	CHECK	107763	KANOPY INC.	1,750.00CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107764	KATHERINE HERNANDEZ	75.00CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107765	KATHY MARTINEZ	75.00CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107766	KRISTIN YOURDON	75.00CR	OUTSTND	A	0/00/0000
112010	11/04/2025	CHECK	107767	LEON VALLEY WATER SYSTEM	50.59CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107768	LEON VALLEY WATER SYSTEM	23.05CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107769	LONESTAR PROTECTIVE SECURITY A	237.50CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107770	MARTIN MARIETTA MATERIALS	466.10CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107771	MEDINA VALLEY SECURITY, INC.	164.85CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107772	MICHEL TABET	75.00CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107773	ODESSA PUMPS & EQUIPMENT INC	2,250.00CR	CLEARED	A	11/30/2025

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

CHECK DATE: 11/01/2025 THRU 11/30/2025
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AMOUNT: 0.00 THRU 999,999,999.99
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112010	11/04/2025	CHECK	107776	SIDDONS MARTIN EMERGENCY GROUP	623.10CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107777	SITEONE LANDSCAPE SUPPLY, LLC	812.00CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107778	STEPHANIE BERNABE	25.00CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107779	SUSAN CHAVEZ	400.00CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107780	T & W TIRE, LLC	417.77CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107781	T-MOBILE USA	60.10CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107782	TACKER BROS	2,365.80CR	OUTSTND	A	0/00/0000
112010	11/04/2025	CHECK	107783	TECHLEAD PROFESSIONAL SERVICES	8,240.00CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107784	TEXAS LOCK & DOOR CLOSER	857.42CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107785	TRAC-N-TROL	4,666.42CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107786	VESTIS GROUP, INC.	151.96CR	OUTSTND	A	0/00/0000
112010	11/04/2025	CHECK	107787	VULCAN CONSTRUCTION MATERIALS,	747.63CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107788	WATERWORTH	17,000.00CR	CLEARED	A	11/30/2025
112010	11/04/2025	CHECK	107789	ZOLL MEDICAL CORP	8,509.50CR	CLEARED	A	11/30/2025
112010	11/05/2025	CHECK	107790	STATE COMPTROLLER	15,738.47CR	CLEARED	A	11/30/2025
112010	11/05/2025	CHECK	107791	AMAZON.COM LLC	7,661.35CR	CLEARED	A	11/30/2025
112010	11/05/2025	CHECK	107792	KIESLER POLICE SUPPLY, INC	500.50CR	CLEARED	A	11/30/2025
112010	11/05/2025	CHECK	107793	CITY OF LEON VALLEY-PETTY	153.25CR	CLEARED	A	11/30/2025
112010	11/14/2025	CHECK	107794	LEON VALLEY FD HOUSE FUND	210.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107795	A & M AUTO CENTER, LLC	54.99CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107796	ADIOS PEST CONTROL, LLC	149.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107797	AGENCY 405	1.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107798	AMAZON.COM LLC	301.74CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107799	AMERICAN TRAFFIC SOLUTIONS, IN	66,500.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107800	ANTONIO RODRIGUEZ	675.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107801	ASPHALT PATCH ENT INC	1,143.52CR	OUTSTND	A	0/00/0000
112010	11/12/2025	CHECK	107802	AXON ENTERPRISE, INC.	8,165.97CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107803	BANIS TOWING SERVICE	5,052.50CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107804	STEPHEN J BARSCEWSKI	1,255.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107805	BETH MURSCH	255.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107806	BOEHRINGER INGELHEIM ANIMAL HE	3,001.53CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107807	BOUND TREE MEDICAL, LLC	1,133.66CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107808	CALLAGHAN ROAD ANIMAL HOSPITAL	42.50CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107809	CHRIS RILEY	264.34CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107810	CHRIS WILLIS	891.30CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107811	CITY OF CONVERSE	495.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107812	CLAUDIA VENZOR	400.00CR	OUTSTND	A	0/00/0000
112010	11/12/2025	CHECK	107813	CITY OF LEON VALLEY-PETTY	324.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107814	CORE & MAIN LP	357.50CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107815	DANIELLE BOLTON	586.31CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107816	DAVID GOMEZ	400.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107817	DAVID K YOUNG CONSULTING, LLC	214.50CR	CLEARED	A	11/30/2025

COMPANY: 999 - Pooled Cash
ACCOUNT: 112010 Pooled Cash
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FOLIO: All

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112010	11/12/2025	CHECK	107819	DAVILA ELECTRIC CO INC:	3,500.00CR	OUTSTND	A	0/00/0000
112010	11/12/2025	CHECK	107820	DEWINNE EQUIPMENT CO, INC	333.29CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107821	GALLS, LLC	181.94CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107822	GRAINGER	37.40CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107823	GULF COAST PAPER CO INC	606.20CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107824	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107825	HEAT SAFETY EQUIPMENT, LLC.	414.87CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107826	MANSFIELD OIL COMPANY	2,299.57CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107827	MARTIN MARIETTA MATERIALS	234.15CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107828	METRO FIRE	580.01CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107829	MICHAEL GOMEZ	400.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107830	DRAGO INVESTMENTS LTD	47.75CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107831	MY-LOR, INC.	33.80CR	OUTSTND	A	0/00/0000
112010	11/12/2025	CHECK	107832	PAWS RANCH RESCUE	1,202.50CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107833	R&D GOTHARD ENTERPRISES INC	225.00CR	OUTSTND	A	0/00/0000
112010	11/12/2025	CHECK	107834	REY OROZCO	978.35CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107835	WASHED AND SHINE, LLC	160.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107836	TAPCO, INC	214.06CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107837	TAYLOR MADE HOSE INC	217.39CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107838	TMC PROVIDER GROUP, PLLC	1,533.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107839	THE BANK OF NEW YORK MELLON	825.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107840	TINT WORLD	469.80CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107841	TRANSUNION RISK & ALTERNATIVE	445.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107842	TREVIPAY	409.31CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107843	VULCAN CONSTRUCTION MATERIALS,	170.91CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107844	WELDERS SUPPLY CO INC	104.00CR	CLEARED	A	11/30/2025
112010	11/12/2025	CHECK	107845	WEX HEALTH	75.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107846	ALAMO SMART HOME	1,209.07CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107847	ALEX KING	361.94CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107848	ALTAWORX, LLC	2,114.95CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107849	AMAZON.COM LLC	6,025.80CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107850	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107851	ANDY GRIEGO	200.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107852	ANGELICA MUNIZ	75.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107853	ARDURRA GROUP, INC	5,726.25CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107854	ASCO	72.64CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107855	AT&T	657.27CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107856	AZTEC UNDER GROUND UTILITY	17,200.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107857	BATTERIES PLUS	45.95CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107858	BB INSPECTION SERVICES, LLC	21,495.00CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107859	BETHANI SMITH	25.00CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107860	BEXAR COUNTY ESD NO. 8	200.00CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107861	BLUE 360 MEDIA, LLC	1,878.50CR	OUTSTND	A	0/00/0000

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

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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	11/18/2025	CHECK	107862	BOUND TREE MEDICAL, LLC	1,568.47CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107863	CANON FINANCIAL SERVICES	375.71CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107864	CHARTER COMMUNICATIONS	774.07CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107865	CHRISTOPHER M. RODRIGUEZ	16.17CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107866	CITIBANK	15,300.49CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107867	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107868	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107869	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107870	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107871	CITY OF CONVERSE	225.00CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107872	DANIELLE BOLTON	51.96CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107873	DE LA GARZA FENCE CO INC	7,000.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107874	DEARBORN NATIONAL LIFE INSURAN	3,779.77CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107875	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107876	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107877	DON MCGILL TOYOTA OF KATY	75.00CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107878	ELIZABETH MARTINEZ	400.00CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107879	GALLS, LLC	866.95CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107880	GULF COAST PAPER CO INC	448.51CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107881	HANJAK INDUSTRIES, LLC	1,011.51CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107882	HEARST MEDIA-SAN ANTONIO	188.50CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107883	HEATHER RODRIGUEZ	209.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107884	HOME DEPOT CREDIT SERVICES	5,247.27CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107885	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107886	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107887	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107888	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107889	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107890	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107891	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107892	IMAGE 360 SAN ANTONIO WEST	369.06CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107893	JAIME FRANCISCO CARATINI	250.00CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107894	JOSHUA MARCELO AMPARAN	75.00CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107895	LINEBARGER GOGGAN BLAIR & SAMP	5,678.83CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107896	LONESTAR PROTECTIVE SECURITY A	400.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107897	LOURDES VILLA	400.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107898	METRO FIRE	307.38CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107899	MIRELES PARTY ICE, INC.	3,060.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107900	MY-LOR, INC.	33.80CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107901	NAPA SAN ANTONIO AUTO & TRUCK	96.94CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107902	NARDIS PUBLIC SAFETY	1,985.26CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107903	NAYA WARE	25.00CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107904	PATHMARK TRAFFIC EQUIPMENT, LL	290.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107905	PHILIP CAMPOS	628.12CR	OUTSTND	A	0/00/0000

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

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AMOUNT: 0.00 THRU 999,999,999.99
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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
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112010	11/18/2025	CHECK	107906	POLLUTION CONTROL SERVICES	360.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107907	PRO WELLNESS SERVICES, PLLC	350.00CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107908	PROPANE DEPOT, LLC	27.20CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107909	QUADIENT INC	2,079.04CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107910	RACHEL WOLFF	50.00CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107911	SAN ANTONIO WATER SYSTEM	401.75CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107912	SAN ANTONIO WATER SYSTEM	597.39CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107913	SAFESHRED, INC.	85.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107914	SAWS	446.72CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107915	SEAN KEARNEY	75.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107916	SIMPLIFILE, LC	115.25CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107917	SITEONE LANDSCAPE SUPPLY, LLC	5,595.46CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107918	SOFIA MORENO PENUELAZ	4,355.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107919	SOUTH CENTRAL PLANNING AND DEV	550.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107920	TAYLOR MADE HOSE INC	171.37CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107921	TCEQ, MC-214	6,365.10CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107922	TEXAS MUNICIPAL CLERK'S ASSOCI	390.00CR	OUTSTND	A	0/00/0000
112010	11/18/2025	CHECK	107923	UNITEDHEALTHCARE INSURANCE COM	110,338.56CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107924	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107925	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107926	VERMEER TEXAS-LOUISIANA	250.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107927	VULCAN CONSTRUCTION MATERIALS,	4,159.53CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107928	WELDERS SUPPLY CO INC	18.00CR	CLEARED	A	11/30/2025
112010	11/18/2025	CHECK	107929	WRIGHT EXPRESS FSC	6,876.25CR	CLEARED	A	11/30/2025
112010	11/25/2025	CHECK	107930	ANGELICA MUNIZ	200.00CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107931	ANNETTE RAMIREZ	25.00CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107932	AT&T UVERSE	150.84CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107933	AT&T UVERSE	343.22CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107934	CANON FINANCIAL SERVICES	26.48CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107935	CATARINO JR III	2.00CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107936	COMET CLEANERS	28.78CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107937	CORE & MAIN LP	2,695.02CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107938	CITY PUBLIC SERVICE BOARD	22,901.24CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107939	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/25/2025	CHECK	107940	DIANA RODRIGUEZ	400.00CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107941	GALLS, LLC	98.59CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107942	GULF COAST PAPER CO INC	809.28CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107943	JAMES C. SPARKS	180.15CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107944	LEON VALLEY WATER SYSTEM	156.66CR	CLEARED	A	11/30/2025
112010	11/25/2025	CHECK	107945	LEON VALLEY WATER SYSTEM	136.87CR	CLEARED	A	11/30/2025
112010	11/25/2025	CHECK	107946	LEON VALLEY WATER SYSTEM	3,897.85CR	CLEARED	A	11/30/2025
112010	11/25/2025	CHECK	107947	LONESTAR PROTECTIVE SECURITY A	1,398.00CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107948	MARSHALL DISTRIBUTING	2,039.19CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107949	MIRELES PARTY ICE, INC.	3,060.00CR	OUTSTND	A	0/00/0000

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

CHECK DATE: 11/01/2025 THRU 11/30/2025
CLEAR DATE: 0/00/0000 THRU
STATEMENT: 0/00/0000 THRU
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

{Section}.93.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	11/25/2025	CHECK	107950	LAWRENCE G MORALES	1,100.00CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107951	NATASHA JAMES	50.00CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107952	NATHANIEL TRUJILLO	300.00CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107953	NICOLE HENRY	25.00CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107954	ODP BUSINESS SOLUTIONS, LLC	86.20CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107955	PVS DX INC.	110.00CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107956	ROBERT DOMINGUEZ	400.00CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107957	SHYRA MONTGOMERY	25.00CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107958	T-MOBILE USA	652.75CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107959	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/25/2025	CHECK	107960	ULINE, INC.	442.94CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107961	DUGGER GRAFE SWANSON, INC.	2,100.00CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107962	VESTIS GROUP, INC.	96.78CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107963	VOID CHECK	0.00	CLEARED	A	11/30/2025
112010	11/25/2025	CHECK	107964	VULCAN CONSTRUCTION MATERIALS,	1,345.36CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107965	YANSHU GUPTA	75.00CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107966	YVONNE E. ESTRADA	10.31CR	OUTSTND	A	0/00/0000
112010	11/25/2025	CHECK	107967	REFUND: GARZA, GRECIA	13.93CR	OUTSTND	U	0/00/0000
112010	11/25/2025	CHECK	107968	REFUND: MARI PROPERTIES LLC	27.79CR	OUTSTND	U	0/00/0000
112010	11/25/2025	CHECK	107969	REFUND: VELOCITY REALTY	31.66CR	OUTSTND	U	0/00/0000
112010	11/25/2025	CHECK	107970	REFUND: JOSE GUSTAVO ANAYA ARA	53.90CR	OUTSTND	U	0/00/0000
112010	11/25/2025	CHECK	107971	REFUND: BAIG, MUHAMMAD R	53.29CR	OUTSTND	U	0/00/0000
112010	11/25/2025	CHECK	107972	REFUND: CENTURY COMMUNITIES	26.64CR	OUTSTND	U	0/00/0000
112010	11/25/2025	CHECK	107973	REFUND: CENTURY COMMUNITIES	9.94CR	OUTSTND	U	0/00/0000
112010	11/28/2025	CHECK	107974	THOMAS, LUCAS D	1,965.26CR	OUTSTND	P	0/00/0000
112010	11/28/2025	CHECK	107975	LEON VALLEY FD HOUSE FUND	210.00CR	CLEARED	A	11/30/2025
TOTALS FOR ACCOUNT 112010				CHECK TOTAL:	643,945.72CR			
				DEPOSIT TOTAL:	0.00			
				INTEREST TOTAL:	0.00			
				MISCELLANEOUS TOTAL:	0.00			
				SERVICE CHARGE TOTAL:	0.00			
				EFT TOTAL:	0.00			
				BANK-DRAFT TOTAL:	0.00			
TOTALS FOR Pooled Cash				CHECK TOTAL:	643,945.72CR			
				DEPOSIT TOTAL:	0.00			
				INTEREST TOTAL:	0.00			
				MISCELLANEOUS TOTAL:	0.00			
				SERVICE CHARGE TOTAL:	0.00			
				EFT TOTAL:	0.00			
				BANK-DRAFT TOTAL:	0.00			

City of Leon Valley November 2025 Financial Report

Carol Goering

Finance Director
City Council Meeting

December 16, 2025

City of Leon Valley Monthly Financial November 2025

{Section}.93.

General Fund

Target Percentage 16.67%

REVENUE	FY 2026 BUDGET	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D ACTUAL	
Ad Valorem	\$ 6,181,698	\$ 602,635	9.7%	\$ 677,256	11.75%
Sales Taxes	3,827,643	-	0.0%	-	0.00%
Franchise Taxes	940,450	87,242	9.3%	83,272	8.34%
Licenses, Permits, Fees & Fines	1,599,340	222,999	13.9%	297,775	18.72%
Interest Income	430,313	75,808	17.6%	70,502	18.52%
Miscellaneous Revenue	1,802,272	52,913	2.9%	1,930,479	71.63%
Transfers In	1,956,942	-	0.0%	-	0.00%
Total Revenue	\$ 16,738,658	\$ 1,041,596	6.2%	\$ 3,059,285	18.4%
EXPENDITURES					
Municipal Court	\$ 498,548	\$ 77,242	15.5%	\$ 70,518	16.5%
Finance	469,456	72,837	15.5%	70,253	14.1%
Council & Manager	916,377	139,032	15.2%	159,754	15.2%
Information Technology	304,038	116,699	38.4%	114,493	25.5%
Police	3,714,526	578,138	15.6%	635,649	16.6%
Impound Lot	156,480	32,813	21.0%	28,013	17.6%
Fire	4,745,164	656,400	13.8%	632,114	14.7%
Public Works	2,466,884	452,137	18.3%	544,052	20.2%
Planning and Zoning	767,179	73,144	9.5%	52,027	4.9%
Economic Development	439,620	48,345	11.0%	88,109	13.1%
Code & Animal Control	194,373	31,458	16.2%	-	0.0%
Special Events	20,752	6,370	30.7%	3,821	2.2%
Parks & Recreation	2,565,666	31,416	1.2%	69,802	2.60%
Library	563,605	94,918	16.8%	84,551	15.2%
Transfers Out	-	-	0.0%	-	0.0%
Total Expenditures	\$ 17,822,668	\$ 2,410,951	13.5%	\$ 2,553,157	13.8%

City of Leon Valley Monthly Financial November 2025

General Fund

Target Percentage 16.67%

MISC REVENUE BREAKDOWN:	2026 BUDGET	2026 YTD ACTUALS		2025 YTD ACTUALS	
Miscellaneous	\$ 349,960	\$ 30,658	8.8%	\$ 21,091	1.3%
Sales of Surplus Property	10,000	-	0.0%	1,909,388	70.3%
ASPP Grant	20,000	-	0.0%	-	0.0%
Hike and Bike Grant	1,260,312	-	0.0%	-	0.0%
DEA Reimbursement	35,000	-	0.0%	-	0.0%
Insurance Proceeds	50,000	22,255	44.5%	-	0.0%
Library Grant	2,000	-	0.0%	-	0.0%
Fire Grant	50,000	-	0.0%	-	0.0%
PD Grants	25,000	-	0.0%	-	0.0%
Total Miscellaneous	\$ 1,802,272	\$ 52,913	2.9%	\$ 1,930,479	71.6%

City of Leon Valley Monthly Financial November 2025

{Section}.93.

Water/Sewer/Storm Water Fund

Target Percentage 16.67%

REVENUE	FY 2026 BUDGET	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D ACTUAL	
Water Sales	\$ 2,063,850	\$ 279,023	13.5%	\$ 272,691	12.5%
Sewer Sales	2,649,085	270,770	10.2%	304,033	12.1%
Storm Water	565,000	61,750	10.9%	61,705	6.4%
Connection & Platting	-	375	0.0%	900	40.0%
Customer Fees	73,350	11,062	15.1%	11,912	17.1%
Tapping Fees	20,000	1,500	7.5%	4,643	46.4%
Interest Income	175,099	27,307	15.6%	33,121	19.3%
Miscellaneous Revenue	9,500	-	0.0%	-	0.0%
Total Revenue	\$ 5,555,884	\$ 651,787	11.7%	\$ 689,005	10.2%

EXPENDITURES

Water System *	1,878,650	161,240	8.6%	151,494	4.5%
Sewer System	2,390,442	53,649	2.2%	89,402	2.8%
Storm Water	515,352	45,269	8.8%	4,307	51.0%
Other Sources/Uses	1,407,430	-	0.0%	-	0.0%
Total Expenditures	\$ 6,191,874	\$ 260,158	4.2%	\$ 245,203	3.3%

* Water rights are being paid a portion from revenue and the reserves for water supply and water supply impact

City of Leon Valley Monthly Financial November 2025

Water/Sewer/Storm Water Fund

Target Percentage 16.67%

MISC REVENUE BREAKDOWN:	2026 BUDGET	YTD ACTUALS	
Miscellaneous	\$ 9,500	\$ -	0.0%
Grant - Bexar County	-	-	0.0%
Total Miscellaneous	\$ 9,500	\$ -	0.0%

City of Leon Valley Monthly Financial November 2025

Community Center Fund

Target Percentage 16.67%

REVENUE	FY 2026 BUDGET	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D ACTUAL	
Hotel/Motel Taxes	\$ 85,000	-	0.0%	-	0.0%
Short Term - Rentals	-	-		-	
RENTAL FEES					
Community Center	50,000	4,360	8.7%	12,798	26.3%
Conference Center	18,000	5,808	32.3%	4,176	23.5%
Interest Income	15,242	1,731	11.4%	1,975	13.2%
Transfers in	-	-	0.0%	-	0.0%
Total Revenue	\$ 168,242	\$ 11,899	7.1%	\$ 18,948	11.7%

EXPENDITURES					
Personnel	\$ 100,500	\$ 16,551	16.5%	\$ 15,190	16.3%
Supplies	13,650	43	0.3%	106	90.0%
Contractual	51,538	7,584	14.7%	4,824	9.6%
Capital Outlay	-	-	0.0%	10,116	84.3%
Transfers Out	22,131	-	0.0%	-	0.0%
Total Expenditures	\$ 187,819	\$ 24,178	12.9%	\$ 30,236	16.0%

City of Leon Valley

Monthly Financial

November 2025

{Section}.93.

Economic/Community Development

Target Percentage 16.67%

REVENUE	FY 2026 Budget	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D Actual	
Sales Tax Revenues	\$ 419,307	\$ -	0.0%	\$ -	0.0%
Interest Income	20,313	3,315	16.3%	3,763	18.5%
Total Revenues	\$ 439,620	\$ 3,315	0.8%	\$ 3,763	18.5%

EXPENDITURES					
Personnel	\$ 170,168	\$ 27,345	16.1%	\$ 26,434	14.5%
Supplies	4,475	1,173	26.2%	809	6.0%
Contractual	264,977	10,285	3.9%	20,133	8.5%
Capital Outlay	-	9,542	0.0%	40,734	17.0%
Total Expenditures	\$ 439,620	\$ 48,345	11.0%	\$ 88,109	13.1%

City of Leon Valley

Monthly Financial

November 2025

Impound Lot

Target Percentage 16.67%

REVENUE	FY 2026 Budget	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D Actual	
Impound Lot Fees	\$ 101,000	\$ 28,760	28.5%	\$ 16,915	14.3%
Auctions	102,000	563	0.6%	-	0.0%
Total Revenues	\$ 203,000	\$ 29,323	14.4%	\$ 16,915	14.3%

EXPENDITURES

Personnel	\$ 136,901	\$ 27,871	20.4%	\$ 27,477	21.5%
Supplies	3,300	70	2.1%	19	58.0%
Contractual	16,279	4,871	29.9%	517	5.1%
Capital	-	-	0.0%	-	0.0%
Total Expenditures	\$ 156,480	\$ 32,813	21.0%	\$ 28,013	17.6%

City of Leon Valley Monthly Financial November 2025

{Section}.93.

Red Light Cameras (RLC)

Target Percentage 16.67%

REVENUE	FY 2026 Budget	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D Actual	
Red Light Camera Fines	\$ 1,884,258	\$ 356,496	18.9%	\$ 386,908	18.6%
Late Fees/Court Costs	200,000	26,499	13.2%	30,457	15.2%
Interest Income	45,000	2,974	6.6%	7,324	19.4%
Miscellaneous Revenue	-	-	0.0%	-	0.0%
Transfers in	-	-	0.0%	-	0.0%
Total Revenues	\$ 2,129,258	\$ 385,969	18.1%	\$ 424,689	18.3%

EXPENDITURES

Red Light Cameras (Tier 1)

Personnel (6 employees)	\$ 705,561	\$ 121,936	17.3%	\$ 112,677	17.0%
Supplies	18,650	451	2.4%	-	0.0%
Contractual	911,318	161,242	17.7%	7,627	84.0%
Transfers	286,838	-	0.0%	-	0%
Total Tier One	\$ 1,922,367	\$ 283,629	14.8%	\$ 120,304	6.2%

Traffic Safety (Tier 2)

Personnel (2 employees)	\$ 213,902	\$ 33,251	15.5%	\$ 19,006	8.7%
Supplies	63,750	-	0.0%	-	0.0%
Contractual	137,568	68,880	50.1%	25,795	32.7%
Capital Outlay	-	-	0.0%	3,200	1.3%
Total Tier Two	\$ 415,220	\$ 102,131	24.6%	\$ 48,000	8.3%

UNAUDITED

RLC Fines Revenue	356,496	
RLC Expenditures (Personnel, Supplies, Contractual)	(283,629)	
RLC Share Personnel YTD	(47,806)	
	<u>25,060</u>	Of this 50% goes to the city the other 50% goes to the state
City 50% Revenue (Loss)	12,530	
Late Fees Revenue (City keeps 100%)	26,499	
Interest Income Revenue (City keeps 100%)	<u>2,974</u>	
	42,003	City Revenue Portion
Traffic Safety Expenditures	<u>(102,131)</u>	
	(60,128)	Total Net Fund Revenue (Loss)

City of Leon Valley Monthly Financial October 2025

RED LIGHT TICKETS ISSUED VS PAID

FY 26	ISSUED	PAID
Q4 10/01 - 12/31		
Q1 01/01 - 03/31		
Q2 04/01 - 06/30		
Q3 07/01 - 09/30		
	-	-

FY 25	ISSUED	PAID
Q4 10/01 - 12/31	10,480	4,310
Q1 01/01 - 03/31	14,747	6,090
Q2 04/01 - 06/30	16,106	6,097
Q3 07/01 - 09/30	12,626	2,409
	53,959	18,906
Variance	(53,959)	(18,906)

City of Leon Valley Fund Balances

{Section}.93.

Fund Balances as of 09/30/2024:

	General Fund	Red Light Camera	Debt Service Fund	Street Maintenance Tax Fund	Other Nonmajor Governmental Funds
Unassigned	6,832,000	-	-	-	-
Committed for Disaster Emergencies	1,000,000	-	-	-	-
Assigned:					
Economic Development	925,274	-	-	-	-
Tree Mitigation	391,475	-	-	-	-
Restricted:					
Public, Educational and Governmental	332,800	-	-	-	-
Other	7,237	-	-	-	-
Red Light Camera Traffic Safety	-	944,822	-	-	-
Debt Service	-	-	577,210	-	-
Street Maintenance	-	-	-	1,751,192	-
Crime Control and Prevention District	-	-	-	-	738,579
Federal Police Forfeitures	-	-	-	-	1,046,275
Community Center	-	-	-	-	294,008
Grants	-	-	-	-	9,838
Child Safety	-	-	-	-	78,603
State Police Forfeiture	-	-	-	-	11,757
Building Security	-	-	-	-	89,701
Court Technology	-	-	-	-	61,966

GOALS

- **Transparency:**
To foster a government that is open, transparent, and accountable by ensuring clear communication, ethical decision-making, and active public engagement.
- **Fiscal Responsibility:**
To ensure responsible stewardship of public funds by maintaining a balanced budget, optimizing resources, and making strategic financial decisions that promote long-term sustainability.

City of Leon Valley November 2025 Financial Report

Carol Goering

Finance Director
City Council Meeting

December 16, 2025

MAYOR AND COUNCIL COMMUNICATION

{Section}.94.

DATE: December 16, 2025

TO: Mayor and Council

FROM: Sandra Passailaigue, City Secretary

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Discussion and Possible Action on a Resolution Appointing a Member to the Park Commission.

SPONSOR(S): (N/A)

PURPOSE

The purpose of this item is to present to City Council an application the appointment to the Park Commission.

RECOMMENDATION

City Council Discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION NO. 25-0__R

**A RESOLUTION OF THE CITY OF LEON VALLEY, TX., CITY COUNCIL APPOINTING
TIFFANY BRADFIELD TO THE PARK COMMISSION**

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

The following individual(s) are hereby appointed as an Alternate to the **Park Commission**
with a term expiring June 30, 2026:

Tiffany Bradfield – Alternate 1

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

That the appointment of the aforementioned individual(s) to the Leon Valley Park
Commission and that the terms become effective immediately.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Leon Valley
on this the 16th day of December, 2025.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAGUE, TRMC
City Secretary

Approved as to Form: _____
ARTURO D. "ART" RODRIGUEZ
City Attorney

MAYOR AND COUNCIL COMMUNICATION

DATE: December 16, 2025

TO: Mayor and Council

FROM: Carol Goering, Finance Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: CitiBank Credit Card Transition to U.S. Bank, N.A. through The State of Texas

SPONSOR(S): N/A

PURPOSE & BACKGROUND

The Statewide Procurement Division, a division of the Texas Comptroller of Public Accounts, has awarded a contract for Commercial Charge Cards Services (PCards) to U.S. Bank National Association. As part of this new agreement, U.S. Bank will transition all existing credit cards and travel cards to the new Contract 946-M4, Charge Cards. This includes State Agencies, institutions of higher ed and Texas SmartBuy members. As a Texas SmartBuy member, the City of Leon Valley is required to make the transition from CitiBank.

FISCAL IMPACT

There is no change in fiscal impact.

RECOMMENDATION

Adopt the Resolution approving the transition from CitiBank credit cards to U.S. Bank, N.A. credit cards as part of the approved contract between the State of Texas and U.S. Bank, N.A.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION NO. 25-__R**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, APPROVING AND ADOPTING THE CITY OF LEON VALLEY THE TRANSITION OF CREDIT CARDS FROM CITIBANK TO U.S. BANK, N.A.**

WHEREAS, the City currently participates in the State of Texas Commercial Charge Card Services program with CitiBank, N.A. through a cooperative agreement for procurement cards and travel cards; and

WHEREAS, the purpose of the credit cards is to allow for payment of expenses up to a single transaction limit of \$3,000 provided the expense is not covered by a master agreement, and the purpose of the credit cards is to pay for business related use by City employees and officials; and

WHEREAS, the State of Texas issued a Request for Proposals for a new Commercial Charge Card Services program and awarded contract 946-M4 to U.S. Bank, N.A in May 2025, as a result of this change, the City will transition to U.S. Bank, N.A. for procurement cards and travel cards by December 31, 2025, and

WHEREAS, the contract between the State of Texas and U.S. Bank, N.A. expires on March 31, 2027, and

WHEREAS, in accordance with Chapter 791 of the Texas Government Code, the City wishes to enter into a Cooperative Purchasing Program with the State of Texas for procurement and travel card services with U.S. Bank, N.A

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

SECTION 1. That the City Manager is hereby authorized to execute a cooperative purchasing agreement for procurement and travel card services for the City with U.S. Bank, N.A. (VS97179) through the State of Texas Commercial Charge Card Services, for a term of sixteen-months.

SECTION 2. That the contract with U.S. Bank, N.A. is designated as Service Contract No. CCO-2026-00029249.

SECTION 3. That the Finance Director is hereby authorized to receive and deposit rebate funds in an amount not to exceed \$300,000 in the General Fund.

SECTION 4. This resolution is effective immediately upon passage by four (4) affirmative votes; otherwise, it is effective on the tenth day after passage hereof.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 2nd day of December, 2025.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

ARTURO D. "ART" RODRIGUEZ
City Attorney

A Resolution to Adopt the Transition of Credit Cards from CitiBank to U.S. Bank, N.A.

Carol Goering
Finance Director
City Council Meeting
December 16, 2025

Summary

- Question
 - City Council is being asked to consider a Resolution Adopting the Transition for Credit Card service from CitiBank to U.S. Bank, as part of the contract with the State of Texas and U.S. Bank, N.A.
- Options
 - Recommended:
 1. Approve the Resolution as presented.
 - Denial
 - Other
- Declaration
 - This Resolution puts the City of Leon Valley in compliance as a Texas SmartBuy member.

Goals

- Transparency:
 - To foster a government that is open, transparent, and accountable by ensuring clear communication, ethical decision-making, and active public engagement.
- Fiscal Responsibility:
 - To ensure responsible stewardship of public funds by maintaining a balanced budget, optimizing resources, and making strategic financial decisions that promote long-term sustainability.

A Resolution to Adopt the Transition of Credit Cards from CitiBank to U.S. Bank, N.A.

Carol Goering
Finance Director
City Council Meeting
December 16, 2025

MAYOR AND COUNCIL COMMUNICATION

DATE: December 16, 2025

TO: Mayor and Council

FROM: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation and Discussion on Amending Ordinance Chapter 15 Article 15.02 Zoning Ordinance Division 13. Organization and Enforcement Section 15.020.721

SPONSOR(S): (N/A)

PURPOSE & BACKGROUND

On November 18, 2025, the City Council approved an amendment to Chapter 15 that updates the process for determining whether absences are excused or unexcused for the zoning commission members and alternates.

Below are the changes:

Resignation, generally and by absence.

- (1) When members or alternates of the commission propose to resign, if reasonably feasible, they shall give notice of their intent to the chairman **and/ or staff,** making the date of resignation effective in such a manner as to allow time for appointment of a replacement.
- (2) Failure to attend three consecutive regular meetings or three of any seven consecutive meetings ~~without the recorded consent of the chairman,~~ shall be construed as resignation from the commission by absence. This provision shall apply to both members and alternates.

a) If a member or alternate can not be in attendance at a meeting. They must contact either the Planning and Zoning Director and/or Chairman.

b) The absence will be placed on the next available Planning and Zoning Commission meeting agenda, and the absences will be determined by the commission to be excused or unexcused.

Agenda, order of business. The zoning administrator shall prepare an agenda for each commission meeting. The order of business shall be as follows:

- (1) Call to order and roll call, with recording of members present and absent ~~and indications as to whether absences are with consent of the chairman;~~

FISCAL IMPACT

N/A

RECOMMENDATION

City Council discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

DIVISION 13. ORGANIZATION AND ENFORCEMENT

Sec. 15.02.721 General statutes, ordinances and rules applying to the zoning commission

- (a) *Governance.* The planning and zoning commission, hereinafter referred to as "the commission," shall be governed by all the following statutes, ordinances and rules:
- (1) To the extent that they remain in force and effect, as they are amended, or as they may be added to, the commission and its members, alternates and officers shall be governed by state statutes and local ordinances, including, but not limited to the following:
 - (A) State statutes applying generally to public boards, members, and officials, including, but not limited to all subsections of V.A.C.S., article 1011 and the Texas Local Government Code;
 - (B) Ordinances and rules of the city generally affecting its local boards and officials, including, but not limited to this article; and
 - (C) Upon taking office, all commission members and alternates shall familiarize themselves with the foregoing, and, while in office, shall maintain such knowledge, including knowledge of amendments and additions, and shall be strictly governed thereby in the conduct of commission affairs.
- (b) *Duties of the commission.* The duties of the commission are as follows:
- (1) To recommend the boundaries of original zoning districts and appropriate regulations to be enforced therein;
 - (2) To hold public hearings and prepare a final report for city council on recommendations for changes in zoning district boundaries or regulations in zoning districts; and
 - (3) To hold public hearings and prepare a final report for the city council on recommendations for the enforcement of regulations in zoning districts, including specific use permits and nonspecified uses as required under this article.
- (c) *Location of office.* The official location of the office of the commission is: Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, 78238.
- (d) *Establishment, composition, appointments.*
- (1) Pursuant to Texas Local Government Code, section 211.007, the commission is established consisting of seven regular members and three alternate members.
 - (2) The commission members and alternates must be citizens and residents of the city who meet the same qualifications that are required to obtain a voter registration certificate to vote in the city municipal elections.
 - (3) Appointment of commission members and alternates shall be made by the mayor of the city and passed and approved by the city council. In specifying alternate members, the appointment shall also specify the order in which the alternates are to serve in the absence of a member.
 - (4) In the event that any person appointed by the mayor is not approved by a majority of the city council or if a vacancy occurs, the mayor shall make another appointment within 45 days, subject to approval by a majority of the city council.

- (5) Alternates for the commission do not have status as voting members unless directed by the chairman of the commission to sit as a voting member due to the absence or nonvoting status of a member. This provision is not intended to restrict in any way the nonvoting participation of alternates, to the extent allowed by the chairman.
- (6) Commissioners shall serve the public at large, however, each commissioner, with the exception of the alternates, shall serve by place. Place one through place seven are hereby created.
- (e) *Terms of members.*
 - (1) The term of commission members 2, 4, and 6 and alternate member 2 is two years, beginning on June 1st of every year ending in an even number (0, 2, 4, 6, 8).
 - (2) The term of commission members 2, 4, and 6, and alternate member 2 expires on May 31st of every year ending in an even number (0, 2, 4, 6, 8).
 - (3) The term of commission members 1, 3, 5 and 7, and alternates 1, and 3, is two years, beginning on June 1 of every year ending in an odd number (1, 3, 5, 7, 9).
 - (4) The term of commission members 1, 3, 5 and 7, and alternate members 1 and three expires on May 31 of every year ending in an odd number (1, 3, 5, 7, 9).
 - (5) Any appointment of a commission member or alternate is only for the remainder of a term, regardless of the point in the term at which the appointment is made.
- (f) *Regular election of chairman, vice-chairman and second vice-chairman.*
 - (1) As the first item of new business at the regular meeting of the commission in June of all years ending in an even number (0, 2, 4, 6, 8), the commission shall elect a chairman, vice-chairman and second vice-chairman. If there is no regular meeting, and no special meeting, or if a quorum is lacking at such a meeting prior to July 1 of any year ending in an even number (0, 2, 4, 6, 8), city council may appoint a chairman and a vice-chairman to serve until a meeting occurs at which an election can be held.
 - (2) The former chairman, vice-chairman or second vice-chairman, in that order, and if reappointed to the commission, may remain in office until their successor(s) take office at the next regular or special meeting following their appointment; unless a replacement is appointed by the city council.
- (g) *Succession of vice-chairman to office of chairman; special election.* If the chairman resigns his office or is no longer a member of the commission, the vice-chairman shall succeed him in office for the remainder of the term. If the vice-chairman resigns his office, is no longer a member of the commission, or succeeds to the chairman's office, the second vice-chairman shall succeed him in office for the remainder of the term. If any of the above do not apply, a special election shall be held at the next meeting of the commission to select a chairman, vice-chairman and/or second vice-chairman to complete the term, provided that if such meeting precedes the regular election by three months or less, and any duties to be performed by the vice-chairman or second vice-chairman can be performed in a satisfactory manner, the commission may permit the office of vice-chairman or second vice-chairman to remain vacant for that period.
- (h) *Duties of chairman, vice-chairman or second vice-chairman; appointment of temporary chairman to preside at meetings.*
 - (1) If present and able, the chairman shall preside at all meetings and hearings. If the chairman is absent or unable to preside, the vice-chairman shall preside. If the vice-chairman is also absent or unable to preside, the second vice-chairman shall preside.
 - (2) In accordance with these and other applicable rules, the chairman or the presiding officer, acting as chairman, shall decide all points of procedure or order, unless otherwise directed by a majority of the members in attendance, on motion duly made and passed. He shall maintain order and decorum, and to that end may order removal of disorderly or disruptive persons.

- (3) The chairman or officer presiding in his absence shall determine the absence of any member and direct the seating of alternate(s) in the order determined by the appointment of alternates by the mayor and city council.
- (4) The chairman may delegate duties as he sees fit to any member or alternate. In the case of the absence or the incapacity of the chairman, the vice-chairman shall perform any or all duties of the chairman, whether or not delegated.
- (5) Subject to the rules of this article and further instructions from the commission, the chairman shall direct the official business of the commission, guide the work of city staff as it relates to the affairs of the commission and exercise general disciplinary power.
- (6) The chairman may delegate members of the commission to make personal inspections when necessary for proper consideration of cases, and shall appoint such committees as may be found necessary.
- (7) The chairman shall report to the commission on all official transactions which have not otherwise come to the attention of the commission. The chairman shall also make or cause to be made, any reports concerning the affairs of the commission required or requested by the city council.
- (i) *Causes for removal from the commission.* Causes for removal of members or alternates of the commission by the city council shall include particular malfeasance, misfeasance, or nonfeasance generally, and in particular the following:
 - (1) Failure to maintain reasonable familiarity with state statutes and local ordinances and rules affecting the commission, or failure to be governed thereby, as required in section 15.02.721(a); and/or
 - (2) Failure to disclose conflict of interest for purposes of disqualification when a member has personal or monetary interest in the matter involved, or will be directly affected by a decision of the commission.
- (j) *Resignation, generally and by absence.*
 - (1) When members or alternates of the commission propose to resign, if reasonably feasible, they shall give notice of their intent to the chairman and/ or staff, making the date of resignation effective in such a manner as to allow time for appointment of replacement.
 - (2) Failure to attend three consecutive regular meetings or three of any seven consecutive meetings ~~without the recorded consent of the chairman~~, shall be construed as resignation from the commission by absence. This provision shall apply to both members and alternates.
 - a) If a member or alternate can not be in attendance at a meeting. They must contact either the Planning and Zoning Director and/or Chairman.
 - b) The absence will be placed on the next available Planning and Zoning Commission meeting agenda, and the absences will be determined by the commission to be excused or unexcused.
- (k) *Vacation of office.* When a member or alternate of the commission dies or resigns (including resignation by absence), the chairman shall promptly indicate to the mayor that a vacancy exists. When a member becomes incapacitated for office permanently, or for what appears to be a protracted period, or moves from the jurisdiction, or becomes for any other reason no longer qualified for office and fails to resign, the chairman shall cause any necessary investigation to be made. Based on that investigation, the chairman may declare the office vacant and shall promptly indicate to the mayor that a vacancy exists.
- (l) *Duties of legal counsel.* The city attorney, or his designate, shall provide legal advice to the commission as to matters under their jurisdiction.
- (m) *Conduct of members of the commission, alternates and city staff.*
 - (1) No member of the commission, alternate or city staff member shall represent applicants on matters on which the commission is to make recommendations.

- (2) Members and alternates of the commission shall be aware of all state statutes and any city ordinances, rules or regulations related to conflicts of interest and the ethics of public officials generally.
 - (3) As soon as any commission member, alternate or city staff member of any agency serving the commission becomes aware of any potential conflict of interest in any case to come before the commission, he shall notify the chairman or acting chairman of the particulars. Where the chairman finds that conflict clearly exists, he shall disqualify the commission member from acting in the case, shall cause the circumstances of the disqualification to be entered in the record and make arrangements for such alternate services as are required.
 - (4) Where the chairman or acting chairman has reasonable doubt as to whether the facts and applicable law indicate a degree of conflict justifying disqualification or excuse from service, he shall seek advice from the city attorney or his designate. If the city attorney or his designate advises that, under the circumstances reported and applicable law conflict appears to exist, the chairman shall proceed to disqualify or excuse as provided above. If the city attorney, or his designate, advises that there is reasonable doubt, the chairman may either disqualify or excuse the person involved, or call for a determination by the commission at a public meeting.
 - (5) The record on any such determination by the commission shall be full and complete and shall indicate the reasons supporting the decision.
 - (6) A member and/or alternate may seek disqualification from voting whenever any applicant, or his agent, has sought to influence the vote of the member on his request (application), other than in the public hearing.
 - (7) Members and alternates of the commission may seek information from other members, the zoning administrator, city attorney or other city staff prior to the public hearing, but no member or alternate shall discuss the case with any other parties thereto prior to the public hearing. Additionally, no member or alternate shall express any bias, prejudice or individual opinion on judgment of the case prior to its hearing and determination. Violation of this rule shall be grounds for dismissal from the commission.
- (n) *Compensation.* The compensation and/or reimbursement of expenses of commission members and alternates is to be specified by ordinance. In the absence of an ordinance specifying compensation and/or reimbursement, there shall be none. The absence of such an ordinance does not preclude payment by the city of certain expenses for memberships, subscriptions, educational seminars, travel and similar expenses as might be required for commission members and alternates, as authorized by the city council.
- (o) *Meetings.*
- (1) Regular meetings of the commission shall be held at city hall on the fourth Tuesday of each month, unless designated otherwise by the commission; provided that such meetings may be held at any other convenient place if directed by the chairman in advance of the meeting or upon a finding that such other location would serve public convenience or necessity, and subject to the notice provisions as required by law.
 - (2) Special meetings for any purpose may be held at the call of the chairman of the commission or of any combination of five (4) [sic] commission members and alternate members of the commission. At least 72 hours' written notice of the time and place of any special meeting shall be given by the zoning administrator except where written waivers of notice are filed by all members required to provide a quorum and in attendance at such regular meeting, but other members shall receive written notice thereof.
 - (3) If a special meeting is called on a case or cases subject to notice of hearing, the required notice provisions for the hearing shall be met.

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- (4) Any meeting may be recessed or adjourned from day to day, or to the time of any previously announced regular or special meeting, and such recess or adjournment to a time and place certain shall not require additional public notice.
 - (5) If no business is scheduled before the commission, or if it is apparent that a quorum will not be available, any meeting may be canceled by the chairman by giving notice to all members at least 24 hours before the time set for such meeting.
 - (6) A quorum of the commission shall consist of any combination of members or alternates totaling four.
 - (7) All meetings of the commission involving hearing of evidence, decisions, or recommendations on requests shall be public, with formal notice as required by law.
 - (8) Meetings for the conduct of other business of the commission, including activities and reviews as may be assigned by the city council or required by ordinance, trips for viewing premises, and other similar meetings and activities, shall not require such formal public notice and hearing, but shall be scheduled at least 12 hours in advance, with the schedule posted at the office of the commission.
- (p) *Agenda, order of business.* The zoning administrator shall prepare an agenda for each commission meeting. The order of business shall be as follows:
- (1) Call to order and roll call, with recording of members present and absent ~~and indications as to whether absences are with consent of the chairman;~~
 - (2) Action on any previous meeting for which action is required;
 - (3) Continued hearings, with consideration and determination on cases as heard;
 - (4) New hearings, with consideration and determination on cases as heard;
 - (5) Old business;
 - (6) New business; and
 - (7) Adjournment.
- (q) *Motions.*
- (1) Any motion by a member shall require a second. After a motion has been made and duly seconded, discussion of the motion may be held for a reasonable time. Discussions by members, or by opponents or proponents of a question before the commission, shall terminate whenever a member shall call a vote upon the question or whenever the chairman shall so rule.
 - (2) A motion which is defeated is not a recommendation. If a motion is defeated, another motion must be made, seconded, voted upon and approved by a majority of the commission present and voting.
 - (3) If the commission does not make a recommendation, the failure to make a recommendation within 71 days of the assignment of a docket number to a case application shall be considered to be a recommendation of denial.
 - (4) Motions to recommend approval or denial of any change in a zoning district may, when appropriate, contain statements of commission findings in the following areas:
 - (A) Consistency and compatibility with the master plan;
 - (B) Consistency and compatibility with surrounding zoning districts;
 - (C) Consistency and compatibility with site and surrounding uses;
 - (D) Protection of the health, safety and welfare of the general public; and/or

- (E) Protection and preservation of the property rights of the owner(s) of all real property affected by the proposed change in zoning district(s).
 - (5) Motions to recommend approval or denial of any requested nonspecified use permit or specific use permit may, when appropriate, contain statements of commission findings in the following areas:
 - (A) Consistency and compatibility with the master plan;
 - (B) Consistency and compatibility with site zoning;
 - (C) Consistency and compatibility with surrounding zoning and/or uses;
 - (D) Protection of the health, safety and welfare of the general public; and/or
 - (E) Protection and preservation of the property rights of the owner(s) of all real property affected by the proposed specific use permit.
 - (6) The zoning administrator will administer and obtain a roll call vote from the commission upon the rendering of a motion.
 - (r) *Reporting.*
 - (1) The commission, in making recommendations to city council on any matter upon which a recommendation is required, may make findings and shall issue a report to the city council.
 - (2) That report to the city council must include the results of a vote on a motion made and duly seconded, and approved by a majority of the commission present and voting.
 - (3) That report can be delivered to the city council by the chairman, member(s) or alternate(s) designated by the chairman, zoning administrator or any other city staff member designated by the chairman.
 - (s) *Additional duties of the commission.* In addition to its advisory zoning powers under established law, the commission shall be charged with the following duties: to review and update the city's master plan and cause to be submitted to the city council, every four years, no later than October 1st commencing in 1999, a written report pertaining to the status of the master plan. Such a report should include any recommendations for change in the laws and policies of the city as they relate to the use of land.
- (1972 Code, sec. 30.4001; Ordinance 07-041 adopted 9-4-07; 2008 Code, sec. 14.02.721; Ordinance adopting 2017 Code; Ordinance 2018-59 adopted 8-7-18; Ordinance 2020-10, sec. 9, adopted 3-3-20)

State law reference(s)—Zoning commission, V.T.C.A., Local Government Code, § 211.007.



Presentation and Discussion on Amending Ordinance Chapter 15 Article 15.02 Zoning Ordinance Division 13. Organization and Enforcement Section 15.020.721

Crystal Caldera, PhD
City Manager
City Council Meeting
December 16, 2025

Summary

- Question
 - Whether or not to amend Ordinance Chapter 15 Article 15.02 Zoning Ordinance Division 13. Organization and Enforcement Section 15.020.721
- Options
 - Approve the request
 - Approve a variation of the request
 - Deny
- Declaration
 - The City Council's Discretion

Purpose

- On November 18, 2025, the City Council approved an amendment to Chapter 15 that updates the process for determining whether absences are excused or unexcused for the zoning commission members and alternates.

Amendments

Resignation, generally and by absence.

- (1) When members or alternates of the commission propose to resign, if reasonably feasible, they shall give notice of their intent to the chairman and/ or staff, making the date of resignation effective in such a manner as to allow time for appointment of a replacement.
- (2) Failure to attend three consecutive regular meetings or three of any seven consecutive meetings ~~without the recorded consent of the chairman~~, shall be construed as resignation from the commission by absence. This provision shall apply to both members and alternates.

a) If a member or alternate can not be in attendance at a meeting. They must contact either the Planning and Zoning Director and/or Chairman.

b) The absence will be placed on the next available Planning and Zoning Commission meeting agenda, and the absences will be determined by the commission to be excused or unexcused.

Agenda, order of business. The zoning administrator shall prepare an agenda for each commission meeting. The order of business shall be as follows:

- (1) Call to order and roll call, with recording of members present and absent ~~and indications as to whether absences are with consent of the chairman;~~

Fiscal Impact

- N/A

Recommendation

- City Council's Discretion

MAYOR AND CITY COUNCIL COMMUNICATION

DATE: December 16, 2025

TO: City Council

FROM: Crystal Caldera, Ph.D., City Manager

SUBJECT: Presentation, Discussion to Consider an Ordinance Amending Chapter 15, “Zoning,” Section 15.02.327, “PD”, Planned Development District (1st Read was Held on 10-21-2025)

PURPOSE

The purpose of this item is to consider approval of an Ordinance amending Chapter 15 Zoning, specifically to add measurable criteria for approval.

After approval by the Planning and Zoning Commission on August 5, 2025, the City Council voted to amend Chapter 15 – Zoning Sustainability and Commercial/Industrial Overlay districts with the caveat that the staff bring back portions of the ordinance that the council would like to amend.

On September 2, 2025, the City Council asked the City Manager to make a comparison of other cities to see how their ordinances compared and draft an ordinance that has more measurable criteria for approving a Planned Development District.

On October 21, 2025, the City Council provided more feedback to the City Manager. The City Manager is to compile the information and to bring it back to the City Council.

On December 2, 2025, the City Manager presented the compiled information, and the City Council provided more feedback. Finalizing the following criteria:

Criteria for Approval. Applicant must receive a minimum of 93points from the planning and zoning Administrator or designee prior to Planning and City Council consideration. No partial points will be given. If at any point in the process the plan changes, lowering the points below 93. The application will be withdrawn until the applicant’s project is amended to meet the minimum of 93 points.

1. Open Space & Environment (Max 35 pts)

- 15% of gross site area as usable green space – 10pts
- 20% of gross site area as usable green space – 15 pts
- Trail system connecting to citywide network – 5 pts
- Preserve all heritage trees – 15 pts

2. Community Benefit (Max 55 pts)

- No Variance request for the underlying zoning district – 25 pts
- Public Improvement of a public street, drainage, or utility – 25 pts

5% of residential units at ≤80% Median Income – 5 pts
5 % of gross area has a public space, museum, garden, Public Art, public plaza etc.
– 5 pts

3. Mobility & Connectivity (Max 30 pts)

Sidewalks on 100% of frontage and internal streets – 10 pts
Bicycle Parking: ≥ 1 rack per 10 vehicle spaces – 5 pts
Provide a minimum of 3 additional ADA enhancements over the federal minimum – 5
pts
5% of Parking spaces be EV charging stations – 5 pts
One additional access point outside of the minimum code requirements or no public
block longer than 400 ft, encouraging walkability) – 5 pts

4. Urban Design and Quality (20 pts)

Mixed-use integration (at least 2 distinct uses, neither < 25%) – 10 pts
Vertical Mixed-use (residential above retail/office space) 5 pts
Material variety: At least 3 high-quality exterior materials (brick, stone, glass, stucco,
fiber cement, etc.) on each building - 5 pts

5. Sustainability (20 pts)

Green building certification (LEED Silver or equivalent) – 5 pts
Stormwater features beyond minimum (rain gardens, bioswales) – 10 pts
Screening of Service/ Loading area with enhanced landscaping or Façade articulation:
No blank wall longer than 30 feet – 5 pts

The City Manager incorporated other suggested changes from the City Council and is
proposing additional changes to the body of the ordinance, as illustrated in Exhibit A.
Exhibit A is attached with track changes and without.

FISCAL IMPACT:

NA

RECOMMENDATION

City Council's Discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

Saundra Passailaigue
City Secretary

EXHIBIT A

Cancular
Beth Mursch

Sec. 15.02.327 "PD" planned development district

- (a) *Can not meet the* Purpose. The purpose of a planned development ("PD") zoning district is to facilitate a specific development project, in accordance with a PD project plan, that may include uses, regulations and other requirements that vary from the provisions of other zoning districts. PD districts are intended to generally implement the following: *or requested exemptions from current zoning available*

- (1) Flexible and creative planning;
- (2) The goals, objectives, and maps of the city's comprehensive plan, including but not limited to, the city's future land use plan;
- (3) Economic development;
- (4) Compatibility of land uses;
- (5) Innovative planning concepts; *land utilization*
- (6) Higher quality development for the community than would result from the use of the city's standard zoning districts; and
- (7) ~~Expansion of uses with buildings constructed prior to the adoption of the sustainability overlay district on December 1, 2009, that may be difficult to re-purpose.~~

- (b) *application document requiring specification of specifics how each requirement met* Applicability. A PD district shall only be established in one or more of the following circumstances:

- (1) The land is proposed for development as a mixed-use development or a traditional neighborhood development requiring more flexible and innovative design standards;
- (2) The land is located in close proximity to established residential neighborhoods where standard zoning classifications may not adequately address neighborhood concerns regarding the quality or compatibility of the adjacent development, and where it may be desirable to the neighborhood, the developer, or the city to develop and implement mutually-agreed, enforceable development standards;
- (3) The land serves as transition between different and seemingly incompatible land uses; ✓
- (4) The land, or adjacent property that would be impacted by the development of the land, has sensitive or unique environmental features requiring a more flexible approach to zoning and clustering of uses, or special design standards, in order to afford the best possible protection of the unique qualities of the site or the adjacent property; ✓

- ~~(5) To provide for the expansion of a lawfully operating nonconforming uses under the conditions that follow:~~

- ~~(A) Prior to December 1, 2009, the lawfully operating nonconforming use was both:~~

- ~~(i) Fully conforming with the then applicable zoning regulations;~~
- ~~(ii) Located within an existing development or building(s), which were specifically designed, both functionally and aesthetically, for its presently legally nonconforming use; and~~
- ~~(iii) Rezoning the land on which the lawfully operating nonconforming use operates to a standard zoning district or classification, which would allow the expansion of the nonconforming use as a matter of right, may cause the zoning district designation of the land to be determined to be incompatible with the surrounding uses and zoning districts.~~

- (c) *Nature of the district*. Each PD district shall be unique and tailored to the specific site and proposed development project. Each PD district shall be governed by "base zoning" comprised of a zoning district

EXHIBIT A

specified within section 15.02.301 of this chapter 15 ~~and any additional overlay districts if appropriate~~. Each PD district shall also be governed by a PD project plan, as well as any other items specific to the ordinance adopting the PD district as specified in section 15.02.327(d) below.

(d) *Items specific to the ordinance.* The adopting ordinance establishing a PD district shall set forth the following:

- PD vs
land owned
+ developed?
- (1) *Base zoning district.* The adopting ordinance shall specify a base zoning district by which use and development standards shall be applied to subsequent development permits for land within the PD district; unless specifically excepted according to the provisions of this section. The base zoning district specified shall conform to the provisions of the city's comprehensive master plan, including the city's future land use plan.
 - (2) *Permitted or prohibited uses.*
 - (A) The adopting ordinance shall specify any uses not allowed in the base zoning district and applicable overlay districts that shall be permitted in the PD district, provided that such uses do not conflict with any provisions of the city's comprehensive plan.
 - (B) The adopting ordinance shall specify any uses permitted in the base district and any uses permitted in the applicable overlay districts that shall be prohibited in the PD district.
 - (3) *Development standards.*
 - (A) The adopting ordinance shall specify any supplemental design or development standards not required by the base zoning district that shall be applied to subsequent development permits for land within the PD district.
 - (B) The adopting ordinance shall specify any development standards required by the base zoning district and applicable overlay districts that shall be varied for subsequent development permits for land within the PD district.
 - (C) Standards that may be varied include, but are not limited to, the following:
 - (i) Residential density. X
 - (ii) Building setbacks. X
 - (iii) Building height.
 - (iv) Lot coverage. X
 - (v) Parking and access. X
 - (vi) Landscaping and buffering.
 - (vii) Streetscape design.
 - (viii) Architecture.
 - (D) Varied standards may increase or decrease the requirements otherwise applicable to particular uses.
 - (E) Any graphic depictions used to illustrate such standards, unless otherwise provided in the PD district regulations, shall be considered standards that apply to subsequent development applications.
 - (4) *PD project plan.* No PD district may be established without approval of a project plan, containing the documents and minimum information specified in section 15.02.327(e) below.
 - (5) *Additional items.* The adopting ordinance may also specify the following if necessary:
 - (A) Required dedications of land or public improvements;

EXHIBIT A

- (B) A phasing schedule for the project, where applicable, setting forth the dates for submittal of site development plans and the timing of performance by the developer for dedications of land or public improvements and satisfaction of any conditions in relation to the phasing of development, where applicable;
 - (C) Any variations from the city's subdivision or utilities standards pertaining to provision of roadway and drainage facilities provided such variance is justified by a city approved traffic impact study, drainage study, or other type of applicable engineering study, which may be required as a prerequisite for approving a PD district. Otherwise, all facilities or improvements within public rights-of-way shall be provided in accordance with design standards set forth within the city subdivision regulations;
 - (D) Identification of the levels of the deviation allowed between the PD project plan and subsequent development applications that may be approved by the planning and zoning director; and *not a requirement of deviation*
 - (E) Such additional conditions as are established by the council to assure that the PD district is consistent with the city's comprehensive plan.
- (e) *PD project plan requirements.* No PD district may be established without approval of a PD project plan. The PD project plan shall be adopted with the ordinance establishing the PD district and shall be construed in conjunction with the authorized uses and development standards set forth within the PD district.
- (1) *Required documents.* The following documents shall be required to be included in a PD project plan. For smaller projects the following documents may be combined into one or more documents at the discretion of the planning and zoning director.
 - (A) Land use plan.
 - (B) Site plan.
 - (C) Landscape plan.
 - (D) Traffic impact analysis (TIA).
 - (E) Drainage analysis.
 - (2) *Additional documents.* Additional documents ~~may~~ *shall* be required to be submitted as part of a PD project plan, including but not limited to the following.
 - (A) Building elevations.
 - (B) Parking plan.
 - (C) Signage plan.
 - (D) Phasing plan.
 - (E) Site or building material specifications.
 - (3) *Form of documents.* All required and additional documents shall be fully dimensioned and drawn to scale.
 - (4) *Content of documents.* Required PD project plan documents shall include but not be limited to the existing and proposed site features such as the following: *as applicable*
 - (A) Topography.
 - (B) Floodplain information.
 - (C) Adjacent properties.
 - (D) Ingress/egress.

EXHIBIT A

- (E) Existing buildings.
- (F) Parking and loading bays.
- (G) Landscaping.
- (H) Large tree groupings.
- (I) Fire lanes and hydrants.
- (J) Trash receptacle locations.
- (K) Lots.
- (L) Building materials.
- (M) Facade features.
- (N) Street rights-of-way, curblines, widths, and street names.
- (O) Screening fences or walls.

*Frequency of
different developments
existing in single
PD district?*

- (5) **Consistency required.** All development applications within the PD district shall be consistent with the incorporated PD project plan. Failure of a subsequent development application to conform to the approved PD project plan for the PD district shall result in denial of the application, unless the PD district regulations are first amended through incorporation of a PD project plan with which the development application is consistent. The degree of conformity required between the project plan and subsequent development applications shall be set forth in the adopting ordinance.

- (6) **Location and arrangement of uses.** The location and arrangement of all authorized uses in the PD district shall be consistent with the PD project plan approved with the PD district.

- (7) **Deviations from approved PD project plan.**

*What qualifies
as minor
deviation*

- (A) **Minor deviations.** In determining whether development applications are consistent with the PD project plan, minor deviations from the PD project plan may be approved by the planning and zoning director. Unless otherwise specified in the adopting ordinance, minor deviations are limited to the following:
 - (i) Corrections in spelling, distances, and other labeling that does not affect the overall development concept.
 - (ii) Change in building layout, when shown, that is less than a ten percent increase in size.
 - (iii) Changes in the proposed property lines internal to the PD district, as long as the originally approved district boundaries are not altered.
 - (iv) Changes in parking layouts as long as the number of required spaces is not decreased and the general original design is maintained.
- (B) **Major deviations from the approved PD project plan.** All major deviations from the approved PD project plan shall be submitted to the planning and zoning commission for recommendation and city council for approval as an amendment to the PD district.

*must be
specified in writing
and approved*

*and doesn't
exceed base
zoning
standards*

- (f) **Procedures for establishment.**

- (1) **Steps for approval.** The review process for a PD district application shall include but not be limited to the following steps:

- (A) Pre-application conference;

- (B) Application submittal and outlining criteria for approval;

*specific justification
for PDD by addressing
criteria listed in
Sec 15.07.327(a).*

EXHIBIT A

- (C) Project plan review by the planning and zoning director or designees to ; *where?*
- (D) Project Plan approval based on criteria outlined in Section 3 *Criteria for Approval* by the planning and zoning director;
- (E) Public Hearing and presentation to the Planning and Zoning Commission over the project plan, receiving preliminary feedback from the Planning and Zoning Commission;
- (F) Additional Public Hearing and recommendation from the planning and zoning commission to the city council;

Any major deviation from the project plan that was presented to the planning and zoning commission (adding or deleting units, adding or deleting green or public space, adding or deleting public improvement) shall be resubmitted to ~~would need to go back to~~ the Planning and Zoning Commission.

- (G) Public hearing and final approval from the city council.
- (2) *Application requirements.* No application for a PD district shall be accepted by the city until the following items have been submitted to the city by the applicant.
- (A) A completed city zone change application, including all requirements as stated on the application form;
- (B) A statement from the property owner giving authorization to the applicant to file the request for rezoning shall be required as part of the rezoning application, if necessary;
- (C) A legal description of the property under consideration;
- (D) A PD project plan;
- (E) A description of any uses and development standards requested to be modified or varied from those in the base zoning district, as well as the purpose of the variation (i.e., why they are necessary); ✓
- (F) A description of how the proposed PD district fulfills the goals and objectives of the city's adopted comprehensive plan or any other formally adopted city planning document; ✓
- (G) A development schedule outlining a timetable for completion of the entire project;
- (H) A copy of all agreements, provisions, or covenants which govern the use, maintenance, and continued protection of the PD district and any of its common areas, if applicable;
- (I) The required application fee.

- (3) *Criteria for Approval.* Applicant must receive a minimum of ¹⁰⁰~~70~~ points from the planning and zoning Administrator or designee prior to Planning and City Council consideration. No partial points will be given. If at any point in the process the plan changes, lowering the points below ~~70~~ ¹⁰⁰. The application will be withdrawn until the applicant's project is amended to meet the ~~have a minimum of 70~~ ^{qualify with a 7} points. ¹⁰⁰

1. Open Space & Environment (Max ⁵⁰~~30~~ pts)

- 15% of gross site area as usable green space – 10pts ✓
- 20% of gross site area as usable green space – 15 pts ✓
- Trail system connecting to citywide network – 10 pts ✓
- Preserve all heritage trees – ~~15~~ pts ¹⁵

2. Community Benefit (Max 50 pts)

EXHIBIT A

Lose points (-5) for each variance requested

- No Variance request for the underlying zoning district – 20 pts ✓
- Public Improvement of a public street, drainage, or utility – 20 pts ✓
- 5% of residential units at ≤80% Median Income – 5 pts ✓
- 5 % of gross area has a public space, museum, garden, Public Art, public plaza etc. – 5 pts ✓

3. Mobility & Connectivity (Max 25 pts)

- Sidewalks on 100% of frontage and internal streets – 5 pts ✓
- Bicycle Parking: ≥ 1 rack per 10 vehicle spaces – 5 pts ✓
- Provide a minimum of 3 additional ADA enhancements over the federal minimum – 5 pts ✓
- 5% of Parking spaces be EV charging stations – 5 pts ✓
- One additional access point outside of the minimum code requirements or no public block longer than 400 ft, encouraging walkability) – 5 pts ✓

4. Urban Design and Quality (20 pts)

- Mixed-use integration (at least 2 distinct uses, neither < 25%) – 10 pts ✓
- Vertical Mixed-use (residential above retail/office space) 5 pts
- Material variety: At least 3 high-quality exterior materials (brick, stone, glass, stucco, fiber cement, etc.) on each building - 5 pts ✓

5. Sustainability (20 pts)

- Green building certification (LEED Silver or equivalent) – 10pts ✓
- Stormwater features beyond minimum (rain gardens, bio swales) – 5 pts ✓
- Screening of Service/ Loading area with enhanced landscaping or Façade articulation: No blank wall longer than 30 feet – 5 pts ✓

(g) *Criteria Guidance for P & Z and Council approval of PD districts.* No PD district shall be established which does not meet all of the following criteria:

- (1) The land covered by the proposed PD district fits one or more of the special circumstances warranting a PD district classification;
- (2) The proposed PD district furthers the policies of the city's adopted comprehensive plan (as amended) and other formally adopted city planning documents;
- (3) The proposed PD district demonstrates a more superior development than could be achieved through standard zoning classifications; *functionality, land utilization?*
- (4) The proposed PD district demonstrates the resolution of compatibility issues with surrounding development;
- (5) The proposed uses and the configuration of uses depicted in the PD project plan are compatible with existing and planned adjoining uses;
- (6) The proposed PD district demonstrates consistency with adopted public facilities plans, including those related to water, wastewater, transportation, drainage and other public facilities; and

Councilor Campos
Add points
Add

{Section}. 72.

Criteria

Criteria for Approval. Applicant must receive a minimum of 70 points from the planning and zoning Administrator or designee prior to Planning and City Council consideration. No partial points will be given. If at any point in the process the plan changes, lowering the points below 70. The application will be withdrawn until the applicant's project is amended to meet the minimum of 70 points.

1. Open Space & Environment (Max 30 pts)
 - 15% of gross site area as usable green space - 10pts
 - 20% of gross site area as usable green space - 15 pts
 - Trail system connecting to citywide network - 10pts 5 pts
 - Preserve all heritage trees - 5pts 10 pts
2. Community Benefit (Max 50 pts)
 - No Variance request for the underlying zoning district - 20pts 25pts (+ 5pts)
 - Public Improvement of a public street, drainage, or utility - 20 pts
 - 5% of residential units at ≤80% Median Income - 5pts 3pts (-2pts)
 - 5% of gross area has a public space, museum, garden, Public Art, public plaza etc. - 5pts 2pts (-3pts)
3. Mobility & Connectivity (Max 25 pts)
 - Sidewalks on 100% of frontage and internal streets - 5 pts (- add pts)
 - Bicycle Parking: ≥ 1 rack per 10 vehicle spaces - 5pts 4pts (-1pt)
 - Provide a minimum of 3 additional ADA enhancements over the federal minimum - 5 pts
 - 5% of Parking spaces be EV charging stations - 5pts 2pts (-3pts)
 - One additional access point outside of the minimum code requirements or no public block longer than 400 ft, encouraging walkability) - 5 pts - not sure what this means
4. Urban Design and Quality (20 pts)
 - Mixed-use integration (at least 2 distinct uses, neither < 25%) - 10 pts
 - Vertical Mixed-use (residential above retail/office space) 5 pts
 - Material variety: At least 3 high-quality exterior materials (brick, stone, glass, stucco, fiber cement, etc.) on each building - 5 pts CAN THIS be done?
5. Sustainability (20 pts)
 - Green building certification (LEED Silver or equivalent) - 10pts 5pts (-5pts)
 - Stormwater features beyond minimum (rain gardens, bio swales) - 5pts 10pts (+ 5pts)
 - Screening of Service/ Loading area with enhanced landscaping or façade articulation: No blank wall longer than 30 feet - 5 pts

{Section}. 102.

Other amended changes to the ordinance are attached as Exhibit A

Criteria

Mayor Chris Eby
11/23/2025

Criteria for Approval. Applicant must receive a minimum of ~~70~~ ⁸⁰ points from the planning and zoning Administrator or designee prior to Planning and City Council consideration. No partial points will be given. If at any point in the process the plan changes, lowering the points below 70. The application will be withdrawn until the applicant's project is amended to meet the minimum of 70 points.

1. Open Space & Environment (Max 30 pts)

- 15% of gross site area as usable green space – 10pts
- 20% of gross site area as usable green space – ~~15~~ ¹⁰ pts
- Trail system connecting to citywide network – ~~10~~ ¹⁵ pts
- Preserve all heritage trees – ~~5~~ ¹⁵ pts

2. Community Benefit (Max 50 pts)

- No Variance request for the underlying zoning district – ~~20~~ ^{7.5} pts
- Public Improvement of a public street, drainage, or utility – ~~20~~ ¹⁵ pts
- 5% of residential units at ≤80% Median Income – 5 pts
- 5 % of gross area has a public space, museum, garden, Public Art, public plaza etc. – 5 pts

3. Mobility & Connectivity (Max 25 pts)

- Sidewalks on 100% of frontage and internal streets – 5 pts
- Bicycle Parking: ≥ 1 rack per 10 vehicle spaces – 5 pts
- Provide a minimum of 3 additional ADA enhancements over the federal minimum – 5 pts
- 5% of Parking spaces be EV charging stations – 5 pts
- One additional access point outside of the minimum code requirements or no public block longer than 400 ft, encouraging walkability) – 5 pts

4. Urban Design and Quality (20 pts)

- Mixed-use integration (at least 2 distinct uses, neither < 25%) – 10 pts
- Vertical Mixed-use (residential above retail/office space) 5 pts
- Material variety: At least 3 high-quality exterior materials (brick, stone, glass, stucco, fiber cement, etc.) on each building - 5 pts

5. Sustainability (20 pts)

- Green building certification (LEED Silver or equivalent) – ~~10~~ ¹⁰ pts
- Stormwater features beyond minimum (rain gardens, bio swales) – ~~5~~ ¹⁰ pts
- Screening of Service/ Loading area with enhanced landscaping or Façade articulation: No blank wall longer than 30 feet – 5 pts

Other amended changes to the ordinance are attached as Exhibit A

11/27/2025

EXHIBIT A

- (7) The proposed PD district (if a mixed-use or traditional neighborhood project) demonstrates the provision of open space and recreational amenities within the development that provides for a superior living environment and enhanced recreational opportunities for residents of the district and for the public generally.
- (h) *Conditions for approval.* The city council may impose such conditions to the PD district regulations and project plan as are necessary to assure that the purpose of the PD district is implemented. *sample*
- (i) *Subsequent development applications.* The development standards for a PD district shall be applied to the authorized uses through a plat, site development plan, general site plan, or other development applications as set forth in the adopting ordinance.
- (j) *Documentation of PD districts.* All PD districts approved after adoption of this Code section, as may be amended, shall be prefixed by a "PD" designation and assigned a unique identification number (e.g., Project Number PZ-2025-20, PZ-2025-21, PZ-2025-22 PD-1, PD-2, PD-3, and so on), and shall also be shown on the zoning map.
- (k) *Expiration of a planned development district.*
- (1) Except for the base zoning, including any applicable overlay districts established by a PD district ordinance, all provisions of PD district, including the project plan, shall initially be valid for a period of 24 months.
 - (2) If a building permit has not been issued or construction begun on the detail plan within the 24 months, the PD district shall automatically expire and no longer be valid, and the zoning of the property shall automatically convert to the base zoning specified.
 - (3) The city council may, prior to the 24-month expiration, for good cause shown, extend for up to 24 additional months; during which time all provisions of the original PD district ordinance may remain valid. Only one extension may be granted. *12*
 - (4) Following both the issuance and commencement of progress pursuant to the adopted PD project plan, all provisions of the PD district shall remain effective without expiration.

Sec. 15.02.327 "PD" planned development district

- (a) *Purpose.* The purpose of a planned development ("PD") zoning district is to facilitate a specific development project, in accordance with a PD project plan, that may include uses, regulations and other requirements that cannot meet the provisions of other zoning districts or available requested exemptions from current zoning.
- (b) *Items specific to the ordinance.* The adopting ordinance establishing a PD district shall set forth the following:
- (1) *Base zoning district.* The adopting ordinance shall specify a base zoning district by which use and development standards shall be applied to subsequent development permits for land within the PD district; unless specifically excepted according to the provisions of this section. The base zoning district specified shall conform to the provisions of the city's comprehensive master plan, including the city's future land use plan.
 - (2) *Permitted or prohibited uses.*
 - (A) The adopting ordinance shall specify any uses not allowed in the base zoning district and applicable overlay districts that shall be permitted in the PD district, provided that such uses do not conflict with any provisions of the city's comprehensive plan.
 - (B) The adopting ordinance shall specify any uses permitted in the base district and any uses permitted in the applicable overlay districts that shall be prohibited in the PD district.
 - (3) *Development standards.*
 - (A) The adopting ordinance shall specify any supplemental design or development standards not required by the base zoning district that shall be applied to subsequent development permits for land within the PD district.
 - (B) The adopting ordinance shall specify any development standards required by the base zoning district and applicable overlay districts that shall be varied for subsequent development permits for land within the PD district.
 - (C) Standards that may be varied include, but are not limited to, the following:
 - (i) Residential density.
 - (ii) Building setbacks.
 - (iii) Building height.
 - (iv) Lot coverage.
 - (v) Parking and access.
 - (vi) Landscaping and buffering.
 - (vii) Streetscape design.
 - (viii) Architecture.
 - (D) Varied standards may increase or decrease the requirements otherwise applicable to particular uses.
 - (E) Any graphic depictions used to illustrate such standards, unless otherwise provided in the PD district regulations, shall be considered standards that apply to subsequent development applications.
- (c) *Procedures for establishment- Steps for approval.* The review process for a PD district application shall include, but not be limited to, the following steps:

- (A) Pre-application conference;
 - (B) Application submittal and must include a criteria worksheet for approval;
 - (C) Project plan review by the planning and zoning director or designee;
 - (D) Project Plan and criteria outlined in Section (g) *Criteria for Approval* must be approved by the planning and zoning director;
 - (E) Public Hearing and presentation to the Planning and Zoning Commission over the project plan, receiving preliminary feedback from the Planning and Zoning Commission;
 - (F) Additional Public Hearing and recommendation from the planning and zoning commission to the city council;
- Any major deviation from the project plan that was presented to the planning and zoning commission (adding or deleting units, adding or deleting green or public space, adding or deleting public improvements, changing street width, or context to the intent of the plan) shall be resubmitted to the Planning and Zoning Commission.*
- (G) Public hearing and final ordinance approval from the city council.
- (d) *Application requirements.* No application for a PD district shall be accepted by the city until the following items have been submitted to the city by the applicant.
- (A) A completed city zone change application, including all requirements as stated on the application form;
 - (B) A statement from the property owner giving authorization to the applicant to file the request for rezoning shall be required as part of the rezoning application, if necessary;
 - (C) A legal description of the property under consideration;
 - (D) A PD project plan;
 - (E) A description of any uses and development standards requested to be modified or varied from those in the base zoning district, as well as the purpose of the variation (i.e., why they are necessary);
 - (F) A description of how the proposed PD district fulfills the goals and objectives of the city's adopted comprehensive plan or any other formally adopted city planning document;
 - (G) A development schedule outlining a timetable for completion of the entire project;
 - (H) A copy of all agreements, provisions, or covenants which govern the use, maintenance, and continued protection of the PD district and any of its common areas, if applicable;
 - (I) Completed Criteria Worksheet.
 - (j) The required application fee.
- (e) *PD project plan.* No PD district may be established without approval of a project plan, containing the documents and minimum information specified in section 15.02.327 (f) below.
- (f) *PD project plan requirements.* No PD district may be established without approval of a PD project plan. The PD project plan shall be adopted with the ordinance establishing the PD district and shall be construed in conjunction with the authorized uses and development standards set forth within the PD district.
- (1) *Required documents.* The following documents shall be required to be included in a PD project plan. For smaller projects the following documents may be combined into one or more documents at the discretion of the planning and zoning director.

- (A) Land use plan.
 - (B) Site plan.
 - (C) Landscape plan.
 - (D) Traffic impact analysis (TIA).
 - (E) Drainage analysis.
 - (F) Building elevations.
 - (G) Parking plan.
 - (H) Signage plan.
 - (I) Phasing plan.
 - (J) Site or building material specifications.
- (2) *Form of documents.* All required and additional documents shall be fully dimensioned and drawn to scale.
- (3) *Content of documents.* Required PD project plan documents shall include, but not be limited to, the existing and proposed site features, such as the following:
- (A) Topography.
 - (B) Floodplain information.
 - (C) Adjacent properties.
 - (D) Ingress/egress.
 - (E) Existing buildings.
 - (F) Parking and loading bays.
 - (G) Landscaping.
 - (H) Large tree groupings.
 - (I) Fire lanes and hydrants.
 - (J) Trash receptacle locations.
 - (K) Lots.
 - (L) Building materials.
 - (M) Facade features.
 - (N) Street rights-of-way, curblines, widths, and street names.
 - (O) Screening fences or walls.
- (4) *Consistency required.* All development applications within the PD district shall be consistent with the incorporated PD project plan. Failure of a subsequent development application to conform to the approved PD project plan for the PD district shall result in denial of the application, unless the PD district regulations are first amended through incorporation of a PD project plan with which the development application is consistent. The degree of conformity required between the project plan and subsequent development applications shall be set forth in the adopting ordinance.
- (5) *Location and arrangement of uses.* The location and arrangement of all authorized uses in the PD district shall be consistent with the PD project plan approved with the PD district.

- (6) *Deviations from the approved PD project plan.*
- (A) *Minor deviations.* In determining whether development applications are consistent with the PD project plan, minor deviations from the PD project plan may be approved by the planning and zoning director. Unless otherwise specified in the adopting ordinance, minor deviations are limited to the following:
- (i) Corrections in spelling, distances, and other labeling that do not affect the overall development concept.
 - (ii) Change in building layout, when shown, that is less than a ten percent increase in size and doesn't exceed base zoning district standards.
 - (iii) Changes in the proposed property lines internal to the PD district, as long as the originally approved district boundaries are not altered.
 - (iv) Changes in parking layouts as long as the number of required spaces and the general original design are maintained.
- (B) *Major deviations (adding or deleting units, adding or deleting green or public space, adding or deleting public improvement, changing street width or context to the intent of the plan) from the approved PD project plan.* All major deviations from the approved PD project plan shall be submitted to the planning and zoning commission for recommendation and the city council for approval as an amendment to the PD district.
- (g) **Criteria for Approval.** Applicant must receive a minimum of 96 (60%) points from the planning and zoning Administrator or designee prior to Planning and City Council consideration. No partial points will be given. If at any point in the process the plan changes, lowering the points below 96. The application will be withdrawn until the applicant's project is amended to meet the minimum of 96 points.
1. Open Space & Environment (Max 35 pts)
- 15% of gross site area as usable green space – 10pts
 - 20% of gross site area as usable green space – 15 pts
 - Trail system connecting to citywide network – 5 pts
 - Preserve all heritage trees —15 pts
2. Community Benefit (Max 55 pts)
- No Variance request for the underlying zoning district – 25 pts
 - Public Improvement of a public street, drainage, or utility – 20 pts
 - 5% of residential units at ≤80% Median Income – 5 pts
 - 5 % of gross area has a public space, museum, garden, Public Art, public plaza etc. – 5 pts
3. Mobility & Connectivity (Max 30pts)
- Sidewalks on 100% of frontage and internal streets – 10 pts
 - Bicycle Parking: ≥ 1 rack per 10 vehicle spaces – 5 pts
 - Provide a minimum of 3 additional ADA enhancements over the federal minimum – 5 pts
 - 5% of Parking spaces be EV charging stations – 5 pts
 - One additional access point outside of the minimum code requirements **or** no public block longer than 400 ft, encouraging walkability) – 5 pts

4. Urban Design and Quality (20 pts)

- Mixed-use integration (at least 2 distinct uses, neither < 25%) – 10 pts
- Vertical Mixed-use (residential above retail/office space) 5 pts
- Material variety: At least 3 high-quality exterior materials (brick, stone, glass, stucco, fiber cement, etc.) on each building - 5 pts

5. Sustainability (20 pts)

- Green building certification (LEED Silver or equivalent) –5pts
- Stormwater features beyond minimum (rain gardens, bioswales) – 10 pts
- Screening of Service/ Loading area with enhanced landscaping or Façade articulation: No blank wall longer than 30 feet – 5 pts

(h) *Guidance for P & Z and Council approval of PD districts.*

- (1) The land covered by the proposed PD district fits one or more of the special circumstances warranting a PD district classification;
 - (A) The land is proposed for development as a mixed-use development or a traditional neighborhood development requiring more flexible and innovative design standards;
 - (B) The land is located in close proximity to established residential neighborhoods where standard zoning classifications may not adequately address neighborhood concerns regarding the quality or compatibility of the adjacent development, and where it may be desirable to the neighborhood, the developer, or the city to develop and implement mutually-agreed, enforceable development standards;
 - (C) The land serves as a transition between different and seemingly incompatible land uses;
 - (D) The land, or adjacent property that would be impacted by the development of the land, has sensitive or unique environmental features requiring a more flexible approach to zoning and clustering of uses, or special design standards, in order to afford the best possible protection of the unique qualities of the site or the adjacent property;
- (2) The proposed PD district furthers the policies of the city's adopted comprehensive plan (as amended) and other formally adopted city planning documents;
- (3) The proposed PD district demonstrates a more superior development than could be achieved through standard zoning classifications;
- (4) The proposed PD district demonstrates the resolution of compatibility issues with surrounding development;
- (5) The proposed uses and the configuration of uses depicted in the PD project plan are compatible with existing and planned adjoining uses;
- (6) The proposed PD district demonstrates consistency with adopted public facilities plans, including those related to water, wastewater, transportation, drainage and other public facilities; and
- (7) The proposed PD district (if a mixed-use or traditional neighborhood project) demonstrates the provision of open space and recreational amenities within the development that provide for a superior living environment and enhanced recreational opportunities for residents of the district and for the public generally.

- (8) *Nature of the district.* Each PD district shall be unique and tailored to the specific site and proposed development project. Each PD district shall be governed by "base zoning" comprised of a zoning district specified within section 15.02.301 of this chapter 15 Each PD district shall also be governed by a PD project plan, as well as any other items specific to the ordinance adopting the PD district as specified in section 15.02.327(b).
- (i) *Conditions for approval.* The city council may impose such conditions on the PD district regulations and project plan as are necessary to ensure that the purpose of the PD district is implemented.
- (j) *Subsequent development applications.* The development standards for a PD district shall be applied to the authorized uses through a plat, site development plan, general site plan, or other development applications as set forth in the adopting ordinance.
- (k) *Documentation of PD districts.* All PD districts approved after adoption of this Code section, as may be amended, shall be prefixed by a "PD" designation and assigned a unique identification number (e.g., Project Number PZ-2025-20, PZ-2025-21, PZ-2025-22, and so on), and shall also be shown on the zoning map.
- (l) *Expiration of a planned development district.*
- (1) Except for the base zoning, including any applicable overlay districts established by a PD district ordinance, all provisions of the PD district, including the project plan, shall initially be valid for a period of 24 months.
 - (2) If a building permit has not been issued or construction begun on the detail plan within the 12 months, the PD district shall automatically expire and no longer be valid, and the zoning of the property shall automatically convert to the base zoning specified.
 - (3) The city council may, prior to the 12-month expiration, for good cause shown, extend for up to 12 additional months; during which time all provisions of the original PD district ordinance may remain valid. Only one extension may be granted.
 - (4) Following both the issuance and commencement of progress pursuant to the adopted PD project plan, all provisions of the PD district shall remain effective without expiration.
- (m) *Additional items.* The adopting ordinance may also specify the following if necessary:
- (A) Required dedications of land or public improvements;
 - (B) A phasing schedule for the project, where applicable, setting forth the dates for submittal of site development plans and the timing of performance by the developer for dedications of land or public improvements and satisfaction of any conditions in relation to the phasing of development, where applicable;
 - (C) Any variations from the city's subdivision or utilities standards pertaining to the provision of roadway and drainage facilities, provided such variance is justified by a city-approved traffic impact study, drainage study, or other type of applicable engineering study, which may be required as a prerequisite for approving a PD district. Otherwise, all facilities or improvements within public rights-of-way shall be provided in accordance with design standards set forth within the city subdivision regulations;
 - (D) Identification of the levels of the deviation allowed between the PD project plan and subsequent development applications that may be approved by the planning and zoning director; and
 - (E) Such additional conditions as are established by the council to assure that the PD district is consistent with the city's comprehensive plan.

Sec. 15.02.327 "PD" planned development district

- (a) *Purpose.* The purpose of a planned development ("PD") zoning district is to facilitate a specific development project, in accordance with a PD project plan, that may include uses, regulations and other requirements that cannot meet the provisions of other zoning districts or available requested exemptions from current zoning(7) ~~Expansion of uses with buildings constructed prior to the adoption of the sustainability overlay district on December 1, 2009, that may be difficult to re-purpose.~~
- (b) *Items specific to the ordinance.* The adopting ordinance establishing a PD district shall set forth the following:
- (1) *Base zoning district.* The adopting ordinance shall specify a base zoning district by which use and development standards shall be applied to subsequent development permits for land within the PD district; unless specifically excepted according to the provisions of this section. The base zoning district specified shall conform to the provisions of the city's comprehensive master plan, including the city's future land use plan.
- (2) *Permitted or prohibited uses.*
- (A) The adopting ordinance shall specify any uses not allowed in the base zoning district and applicable overlay districts that shall be permitted in the PD district, provided that such uses do not conflict with any provisions of the city's comprehensive plan.
- (B) The adopting ordinance shall specify any uses permitted in the base district and any uses permitted in the applicable overlay districts that shall be prohibited in the PD district.
- (3) *Development standards.*
- (A) The adopting ordinance shall specify any supplemental design or development standards not required by the base zoning district that shall be applied to subsequent development permits for land within the PD district.
- (B) The adopting ordinance shall specify any development standards required by the base zoning district and applicable overlay districts that shall be varied for subsequent development permits for land within the PD district.
- (C) Standards that may be varied include, but are not limited to, the following:
- (i) Residential density.
- (ii) Building setbacks.
- (iii) Building height.
- (iv) Lot coverage.
- (v) Parking and access.
- (vi) Landscaping and buffering.
- (vii) Streetscape design.
- (viii) Architecture.
- (D) Varied standards may increase or decrease the requirements otherwise applicable to particular uses.
- (E) Any graphic depictions used to illustrate such standards, unless otherwise provided in the PD district regulations, shall be considered standards that apply to subsequent development applications. (c) *Procedures for establishment.*

- (1) *Steps for approval.* The review process for a PD district application shall include but not be limited to the following steps:
- (A) Pre-application conference;
 - (B) Application submittal **and must include criteria worksheet for approval;**
 - (C) Project plan review by the planning and zoning director or designee ;
 - (D) **Project Plan and criteria outlined in Section 3 Criteria for Approval must be approved by the planning and zoning director;**
 - (E) **Public Hearing and presentation to the Planning and Zoning Commission over the project plan,** receiving preliminary feedback from the Planning and Zoning Commission;
 - (F) **Additional Public Hearing and recommendation from the planning and zoning commission to the city council;**
Any major deviation from the project plan that was presented to the planning and zoning commission (adding or deleting units, adding or deleting green or public space, adding or deleting public improvement , changing street width, or context to the intent of the plan) shall be resubmitted to ~~would need to go back to the Planning and Zoning Commission.~~
 - (G) **Public hearing and** final ordinance approval from the city council.
- (d) *Application requirements.* No application for a PD district shall be accepted by the city until the following items have been submitted to the city by the applicant.
- (A) A completed city zone change application, including all requirements as stated on the application form;
 - (B) A statement from the property owner giving authorization to the applicant to file the request for rezoning shall be required as part of the rezoning application, if necessary;
 - (C) A legal description of the property under consideration;
 - (D) A PD project plan;
 - (E) A description of any uses and development standards requested to be modified or varied from those in the base zoning district, as well as the purpose of the variation (i.e., why they are necessary);
 - (F) A description of how the proposed PD district fulfills the goals and objectives of the city's adopted comprehensive plan or any other formally adopted city planning document;
 - (G) A development schedule outlining a timetable for completion of the entire project;
 - (H) A copy of all agreements, provisions, or covenants which govern the use, maintenance, and continued protection of the PD district and any of its common areas, if applicable;
 - (I) Completed Criteria Worksheet
 - (j) The required application fee.
- (e) *PD project plan.* No PD district may be established without approval of a project plan, containing the documents and minimum information specified in section 15.02.327 (f) below.
- (f) *PD project plan requirements.* No PD district may be established without approval of a PD project plan. The PD project plan shall be adopted with the ordinance establishing the PD district and shall be construed in conjunction with the authorized uses and development standards set forth within the PD district.

- (1) *Required documents.* The following documents shall be required to be included in a PD project plan. For smaller projects the following documents may be combined into one or more documents at the discretion of the planning and zoning director.
 - (A) Land use plan.
 - (B) Site plan.
 - (C) Landscape plan.
 - (D) Traffic impact analysis (TIA).
 - (E) Drainage analysis.
 - (F) Building elevations.
 - (G) Parking plan.
 - (H) Signage plan.
 - (I) Phasing plan.
 - (J) Site or building material specifications.
- (2) *Form of documents.* All required and additional documents shall be fully dimensioned and drawn to scale.
- (3) *Content of documents.* Required PD project plan documents shall include but not be limited to the existing and proposed site features such as the following:
 - (A) Topography.
 - (B) Floodplain information.
 - (C) Adjacent properties.
 - (D) Ingress/egress.
 - (E) Existing buildings.
 - (F) Parking and loading bays.
 - (G) Landscaping.
 - (H) Large tree groupings.
 - (I) Fire lanes and hydrants.
 - (J) Trash receptacle locations.
 - (K) Lots.
 - (L) Building materials.
 - (M) Facade features.
 - (N) Street rights-of-way, curblines, widths, and street names.
 - (O) Screening fences or walls.
- (4) *Consistency required.* All development applications within the PD district shall be consistent with the incorporated PD project plan. Failure of a subsequent development application to conform to the approved PD project plan for the PD district shall result in denial of the application, unless the PD district regulations are first amended through incorporation of a PD project plan with which the

- development application is consistent. The degree of conformity required between the project plan and subsequent development applications shall be set forth in the adopting ordinance.
- (5) *Location and arrangement of uses.* The location and arrangement of all authorized uses in the PD district shall be consistent with the PD project plan approved with the PD district.
- (6) *Deviations from approved PD project plan.*
- (A) *Minor deviations.* In determining whether development applications are consistent with the PD project plan, minor deviations from the PD project plan may be approved by the planning and zoning director. Unless otherwise specified in the adopting ordinance, minor deviations are limited to the following:
- (i) Corrections in spelling, distances, and other labeling that does not affect the overall development concept.
 - (ii) Change in building layout, when shown, that is less than a ten percent increase in size and doesn't exceed base zoning district standards.
 - (iii) Changes in the proposed property lines internal to the PD district, as long as the originally approved district boundaries are not altered.
 - (iv) Changes in parking layouts as long as the number of required spaces ~~is not decreased~~ and the general original design is maintained.
- (B) *Major deviations (adding or deleting units, adding or deleting green or public space, adding or deleting public improvement, changing street width or context to the intent of the plan) from the approved PD project plan.* All major deviations from the approved PD project plan shall be submitted to the planning and zoning commission for recommendation and city council for approval as an amendment to the PD district.
- (g) *Criteria for Approval.* Applicant must receive a minimum of ~~70~~ 96 (60%) points from the planning and zoning Administrator or designee prior to Planning and City Council consideration. No partial points will be given. If at any point in the process the plan changes, lowering the points below ~~70~~ 96. The application will be withdrawn until the applicant's project is amended to ~~meet the have a~~ minimum of ~~70~~ 96points.
1. Open Space & Environment (Max ~~30~~ 35 pts)
- 15% of gross site area as usable green space – 10pts
 - 20% of gross site area as usable green space – 15 pts
 - Trail system connecting to citywide network – ~~10~~ 5 pts
 - Preserve all heritage trees –~~5~~ 15 pts
2. Community Benefit (Max ~~45~~ 55 pts)
- No Variance request for the underlying zoning district – 25 pts
 - Public Improvement of a public street, drainage, or utility – 20 pts
 - 5% of ~~residential~~ units at ≤80% Median Income – 5 pts
 - 5 % of gross area has a public space, museum, garden, Public Art, public plaza etc. – 5 pts
3. Mobility & Connectivity (Max ~~25~~ 30pts)
- Sidewalks on 100% of frontage and internal streets – ~~5~~ 10 pts

- Bicycle Parking: ≥ 1 rack per 10 vehicle spaces – 5 pts
- Provide a minimum of 3 additional ADA enhancements over the federal minimum – 5 pts
- 5% of Parking spaces be EV charging stations – 5 pts
- One additional access point outside of the minimum code requirements or no public block longer than 400 ft, encouraging walkability) – 5 pts

4. Urban Design and Quality (20 pts)

- Mixed-use integration (at least 2 distinct uses, neither < 25%) – 10 pts
- Vertical Mixed-use (residential above retail/office space) 5 pts
- Material variety: At least 3 high-quality exterior materials (brick, stone, glass, stucco, fiber cement, etc.) on each building - 5 pts

5. Sustainability (20 pts)

- Green building certification (LEED Sliver or equivalent) – ~~10~~ 5pts
- Stormwater features beyond minimum (rain gardens, bio swales) – 5 10 pts

Screening of Service/ Loading area with enhanced landscaping or Façade articulation: No blank wall longer than 30 feet – 5 pts

(h) ~~Criteria~~ Guidance for P & Z and Council approval of PD districts.

- (1) The land covered by the proposed PD district fits one or more of the special circumstances warranting a PD district classification;
 - (A) The land is proposed for development as a mixed-use development or a traditional neighborhood development requiring more flexible and innovative design standards;
 - (B) The land is located in close proximity to established residential neighborhoods where standard zoning classifications may not adequately address neighborhood concerns regarding the quality or compatibility of the adjacent development, and where it may be desirable to the neighborhood, the developer, or the city to develop and implement mutually-agreed, enforceable development standards; (3) The land serves as transition between different and seemingly incompatible land uses;
 - (C) The land, or adjacent property that would be impacted by the development of the land, has sensitive or unique environmental features requiring a more flexible approach to zoning and clustering of uses, or special design standards, in order to afford the best possible protection of the unique qualities of the site or the adjacent property;
- (2) The proposed PD district furthers the policies of the city's adopted comprehensive plan (as amended) and other formally adopted city planning documents;
- (3) The proposed PD district demonstrates a more superior development than could be achieved through standard zoning classifications;
- (4) The proposed PD district demonstrates the resolution of compatibility issues with surrounding development;
- (5) The proposed uses and the configuration of uses depicted in the PD project plan are compatible with existing and planned adjoining uses;
- (6) The proposed PD district demonstrates consistency with adopted public facilities plans, including those related to water, wastewater, transportation, drainage and other public facilities; and

- (7) The proposed PD district (if a mixed-use or traditional neighborhood project) demonstrates the provision of open space and recreational amenities within the development that provides for a superior living environment and enhanced recreational opportunities for residents of the district and for the public generally.
- (8) *Nature of the district.* Each PD district shall be unique and tailored to the specific site and proposed development project. Each PD district shall be governed by "base zoning" comprised of a zoning district specified within section 15.02.301 of this chapter 15 ~~and any additional overlay districts if appropriate.~~ Each PD district shall also be governed by a PD project plan, as well as any other items specific to the ordinance adopting the PD district as specified in section 15.02.327(b).
- (i) *Conditions for approval.* The city council may impose such conditions on the PD district regulations and project plan as are necessary to ensure that the purpose of the PD district is implemented.
- (j) *Subsequent development applications.* The development standards for a PD district shall be applied to the authorized uses through a plat, site development plan, general site plan, or other development applications as set forth in the adopting ordinance.
- (k) *Documentation of PD districts.* All PD districts approved after adoption of this Code section, as may be amended, shall be prefixed by a "PD" designation and assigned a unique identification number (e.g., [Project Number PZ-2025-20](#), [PZ-2025-21](#), [PZ-2025-22](#) ~~PD-1, PD-2, PD-3~~, and so on), and shall also be shown on the zoning map.
- (l) *Expiration of a planned development district.*
- (1) Except for the base zoning, including any applicable overlay districts established by a PD district ordinance, all provisions of PD district, including the project plan, shall initially be valid for a period of 12 months.
 - (2) If a building permit has not been issued or construction begun on the detail plan within the 12 months, the PD district shall automatically expire and no longer be valid, and the zoning of the property shall automatically convert to the base zoning specified.
 - (3) The city council may, prior to the 12-month expiration, for good cause shown, extend for up to 12 additional months; during which time all provisions of the original PD district ordinance may remain valid. Only one extension may be granted.
 - (4) Following both the issuance and commencement of progress pursuant to the adopted PD project plan, all provisions of the PD district shall remain effective without expiration.
- (m) *Additional items.* The adopting ordinance may also specify the following if necessary:
- (A) Required dedications of land or public improvements;
 - (B) A phasing schedule for the project, where applicable, setting forth the dates for submittal of site development plans and the timing of performance by the developer for dedications of land or public improvements and satisfaction of any conditions in relation to the phasing of development, where applicable;
 - (C) Any variations from the city's subdivision or utilities standards pertaining to provision of roadway and drainage facilities provided such variance is justified by a city approved traffic impact study, drainage study, or other type of applicable engineering study, which may be required as a prerequisite for approving a PD district. Otherwise, all facilities or improvements within public rights-of-way shall be provided in accordance with design standards set forth within the city subdivision regulations;
 - (D) Identification of the levels of the deviation allowed between the PD project plan and subsequent development applications that may be approved by the planning and zoning director; and

- (E) Such additional conditions as are established by the council to assure that the PD district is consistent with the city's comprehensive plan.

~~(5) To provide for the expansion of a lawfully operating nonconforming uses under the conditions that follow:~~

~~(A) Prior to December 1, 2009, the lawfully operating nonconforming use was both:~~

- ~~(i) Fully conforming with the then applicable zoning regulations;~~
- ~~(ii) Located within an existing development or building(s), which were specifically designed, both functionally and aesthetically, for its presently legally nonconforming use; and~~
- ~~(iii) Rezoning the land on which the lawfully operating nonconforming use operates to a standard zoning district or classification, which would allow the expansion of the nonconforming use as a matter of right, may cause the zoning district designation of the land to be determined to be incompatible with the surrounding uses and zoning districts.~~

(c)

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Planned Development District

Crystal Caldera, PhD
City Manager
City Council Meeting
December 16, 2025

Summary

- Question
 - Whether or not to amend Ordinance Chapter 15, Section 15.02.327 “PD” Planned development District.
- Options
 - Approve
 - Approve with Additional changes
 - Deny
- Declaration
 - The City Council’s Discretion

Background

- On August 5, 2025, the City Council voted to amend Chapter 15 – Zoning Sustainability and Commercial/Industrial Overlay districts with the caveat that the staff bring back portions of the ordinance that the council would like to amend.
- On September 2, 2025, the City Council asked the City Manager to do a comparison of other cities to see how their ordinances compared and draft an ordinance that has more measurable criteria.
- On October 21, 2025, the City Council reviewed the information and provided feedback to the City Manager
- December 2, 2025 – City Council provided the City Manager with changes to the Criteria

What is the Difference between Mixed Use and PD

{Section}.102.

Planned Development District

- Definition: A custom zoning district created for a specific property or development project.
- Flexibility: Tailored to unique sites (e.g., large tracts, infill redevelopment, unusual land). Can mix residential, commercial, office, parks, etc. — but the mix is negotiated case-by-case.
- Purpose: To allow flexibility and creativity beyond what standard zoning districts permit while giving the city oversight through the approval process.
- Example: A 40-acre redevelopment of an old mall into apartments, retail, office space, and greenways with customized setbacks, parking ratios, and signage rules.

Mixed-Use (MU) Zoning

- Definition: A standard zoning district that allows more than one use (usually residential + commercial, sometimes office) by right within the same development or building.
- Flexibility: Less flexible than PD — rules are already set in the code. Encourages “vertical” or “horizontal” mixing of uses (e.g., apartments above shops, or residential next to retail).
- Purpose: To encourage walkable, compact, urban-style environments.
- Example: A 5-story building with ground-floor retail, two floors of offices, and apartments above, built in an area pre-zoned MU.

What is the Difference between Mixed Use and PD

{Section}.102.

Feature	Planned Development (PD)	Mixed-Use (MU)
Nature	Custom district, negotiated per project	Standard district, rules set in zoning code
Flexibility	Highly flexible, tailored to site	Limited to adopted MU rules
Approval Process	Requires zoning change & detailed plan approval	Permitted “by right” if rules are followed
Use Mix	Any mix, negotiated	Specific mixes defined by ordinance
Purpose	Solve unusual site challenges, enable creativity	Encourage walkability & urban form
Best For	Large/complex or unique developments	Smaller-scale, typical urban infill

Background

- In the research, we could not find a city that had a measurable scorecard. The reason we believe is that it takes away from the true intent of the zoning, which is flexibility.
- We developed our own scorecard to set a minimum standard but still allow for the flexibility

Criteria

{Section}. 102.

Criteria for Approval. Applicant must receive a minimum of ~~70~~ 96 points from the planning and zoning Administrator or designee prior to Planning and City Council consideration. No partial points will be given. If at any point in the process the plan changes, lowering the points below ~~70~~ 96. The application will be withdrawn until the applicant's project is amended to meet the minimum of ~~70~~ 96 points.

1. Open Space & Environment (Max ~~30~~ 35pts)

- 15% of gross site area as usable green space – 10pts
- 20% of gross site area as usable green space – 15 pts
- Trail system connecting to citywide network –~~10~~ 5 pts
- Preserve all heritage trees – ~~5~~ 15 pts

2. Community Benefit (Max ~~50~~ 55 pts)

- No Variance request for the underlying zoning district –~~20~~ 25 pts
- Public Improvement of a public street, drainage, or utility – 20 pts
- 5% of residential units at ≤80% Median Income – 5 pts
- 5 % of gross area has a public space, museum, garden, Public Art, public plaza etc. – 5 pts

3. Mobility & Connectivity (Max ~~25~~ 30 pts)

- Sidewalks on 100% of frontage and internal streets – ~~5~~ 10 pts
- Bicycle Parking: ≥ 1 rack per 10 vehicle spaces – 5 pts
- Provide a minimum of 3 additional ADA enhancements over the federal minimum – 5 pts
- 5% of Parking spaces be EV charging stations – 5 pts
- One additional access point outside of the minimum code requirements or no public block longer than 400 ft, encouraging walkability) – 5 pts

4. Urban Design and Quality (20 pts)

- Mixed-use integration (at least 2 distinct uses, neither < 25%) – 10 pts
- Vertical Mixed-use (residential above retail/office space) 5 pts
- Material variety: At least 3 high-quality exterior materials (brick, stone, glass, stucco, fiber cement, etc.) on each building - 5 pts

5. Sustainability (20 pts)

- Green building certification (LEED Sliver or equivalent) – ~~10~~ 5 pts
- Stormwater features beyond minimum (rain gardens, bio swales) – ~~5~~ 10 pts
- Screening of Service/ Loading area with enhanced landscaping or Façade articulation: No blank wall longer than 30 feet – 5 pts

Other amended changes to the ordinance are attached as Exhibit A – with and without track changes

Fiscal Impact

- N/A

Recommendation

- City Council's Discretion

MAYOR AND COUNCIL COMMUNICATION

DATE: December 16, 2025

TO: Mayor and Council

FROM: Michael Gallardo, Planning and Zoning Director

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

SUBJECT: Presentation, Discussion, and Possible Action to Approve a Resolution on a Petition for Preliminary Acceptance of Public Improvements at the Seneca Trails Phase I Subdivision, Located at 6518 Samaritan Drive – M. Gallardo, Planning and Zoning Director

SPONSOR(S): N/A

PURPOSE & BACKGROUND

The purpose of this communication is to consider approval of a Resolution on a Developer Petition for Preliminary Acceptance of Public Improvements (streets, drainage, sidewalks, trails, water and sewer infrastructure), for the Seneca Trails Phase I Subdivision, located in the 6500 block of Samaritan Drive.

On November 13, 2024, the Planning and Zoning Commission approved the plat of Seneca Trails I Subdivision. The applicant constructed all public improvements, and they have been satisfactorily inspected. They are lacking a Plan of record and shape files of the water and sewer improvements, but we expect these to be delivered prior to the City Council meeting.

FISCAL IMPACT

The applicant has posted a Maintenance Bond in the amount of \$575,464.00 (10% of the actual cost of construction of improvements) to guarantee compliance with the one-year maintenance agreement. Correction of any deficiencies will be performed by the owner prior to final acceptance by the City Council.

RECOMMENDATION

Staff recommends approval of the Petition for Final Acceptance, contingent upon receipt of the Plan of Record and water and sewer shape files.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION NO. 25-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, GRANTING THE APPROVAL OF A PETITION FOR PRELIMINARY ACCEPTANCE OF PUBLIC IMPROVEMENTS AT THE SENECA TRAILS PHASE I SUBDIVISION, LOCATED AT 6518 SAMARITAN DRIVE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 212 of the Texas Local Government Code empowers cities to enact subdivision regulations and provide for their administration, enforcement, and amendment; and

WHEREAS, in accordance with such powers, the City Council adopted Chapter 10 Subdivision Regulation, Division 6 Subdivision Standards to provide for orderly development of property within the City, to promote the public health, safety, and welfare of the residents of the City; and

WHEREAS, Section 10.02.252 provides that the city engineer, or his authorized representative, shall review all subdivision plats and designs for public improvements and inspect all subdivision site work for conformance to city regulations; and

WHEREAS, the City Council has found that the request meets the criteria established by Section 10.02.252 of the City Code for granting Preliminary Acceptance of Public Improvements; and

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

SECTION 1. The Leon Valley City Council hereby grants Preliminary Acceptance of Public Improvements from the regulations found in LVCC Chapter 10 Subdivision Regulation, Division 6 Subdivision Standards, Section 10.02.252 Inspections and Charges, Subsection (d)(1)(e) in which the developer shall cause the public improvement(s) within the development to be maintained in good condition for a period of 12 months from the date of preliminary acceptance by the city. The warranty shall include defects in materials and workmanship, and soil shifting at 6518 Samaritan Drive.

SECTION 2. Findings. City Council grants Preliminary Acceptance of Public Improvements according to the request and makes the following findings as prescribed by Section 10.02.252 of the City Code: The city engineer has inspected all subdivision site work for conformance to city regulations.

SECTION 3. Expiration. The Preliminary Acceptance of Public Improvements shall expire in 12 months.

SECTION 4. Recitals. The recitals contained in the preamble hereof are hereby found to

be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Council.

SECTION 5. Conflicts. All Resolutions and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 6. Savings. That all rights and privileges of the City are expressly saved as to any and all violations of the provision of any Resolutions repealed by this Resolution which have accrued at the time of the effective date of this Resolutions; and, as to such accrued violation and all pending litigation, both civil and criminal, whether pending in court or not, under such Resolutions, same shall not be affected by this Resolution but may be prosecuted until final disposition by the courts.

SECTION 7. Severability. This Resolution is not severable.

SECTION 8. TOMA compliance. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 9. Effective date. This Resolution shall be effective upon the date of final adoption hereof and any publication required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 16th day of December, 2025.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE
City Secretary, TRMC

Approved as to Form:

ARTURO D. 'ART' RODRIGUEZ
City Attorney

CITY OF LEON VALLEY

PART I

DEVELOPER PETITION FOR PRELIMINARY ACCEPTANCE OF PUBLIC IMPROVEMENTS

STATE OF TEXAS X

COUNTY OF BEXAR X

CITY OF LEON VALLEY X

WHEREAS, 63 Seneca West Investments, LTD., hereinafter called Owner, the owner of the land described as Seneca Trails Phase I Subdivision, desires to file this, Petition, with the City Council of the City of Leon Valley. This petition is being filed in accordance with the terms and provisions of the current regulations.

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS: 63 Seneca West Investments, LTD., respectfully files this, Petition, with the City Council of the City of Leon Valley for preliminary acceptance of the following described public improvements (list):

Streets, drainage, sidewalks, water, sewer, streetscape.

(Improvement projects shall have limits defined by street, alley between streets, and/or across easements by description of the property.)

OWNER, in filing this petition, sets forth the following information as required in current regulations:

- A. Attached is Exhibit "A", a true and correct copy of the itemized construction costs of the above described project(s). Construction was accomplished by Contractor DNT Construction at a total cost of \$5,754,640.00.
- B. Attached is Exhibit "B", a maintenance bond in the amount of ten percent (10%) of the itemized construction costs of the above public improvements.
- C. Attached is Exhibit "C", one electronic and one (1) hard true and correct copy of record (i.e., "as built") drawings certified to by a registered professional engineer.
- D. Attached is Exhibit "D", one electronic (1) and one hard true and correct copy of field density tests and material source tests, certified by a recognized testing laboratory. (Exhibit "D" is required only for street and alley improvements.)

OWNER GUARANTEES:

- A. All materials and workmanship to be in accordance with approved plans [and] specifications prescribed by the City; and
- B. To correct any and all deficiencies not in accordance with approved plan and specifications as may be noted until final acceptance by the City; and
- C. All materials, workmanship and maintenance in good condition for a period of one (1) year from the date of preliminary acceptance by the City and/or until City final acceptance. The owner, upon completion of the maintenance period, will advise the City when said improvements are ready for final inspection and concurrently request

final acceptance thereof. The acceptance of this petition based upon preliminary acceptance of the improvements listed shall not impose any duty upon the City concerning the maintenance of the herein described project(s) until they shall be finally accepted by the Leon Valley City Council.

WHEREFORE, PREMISES CONSIDERED 63 Seneca West Investments, LTD., respectfully requests that this, Petition, be in all things accepted.

Executed on this the _____ day of November, A.D. 2025.

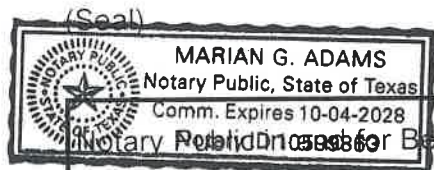
Owner: 63 Seneca West Investments, LTD.

By: FW Companies, LLC, General Partner

ATTEST: By: 
Israel Fogiel, President

BEFORE ME, the undersigned authority on this day personally appeared Israel Fogiel, President of FW Companies, LLC, General Partner of 63 Seneca West Investments, Ltd., a Texas Limited Partnership, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledge to me that he executed the same for the purposes and consideration therein expressed (in the capacity therein stated, as the act and deed of said corporation).

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 24th day of November A.D. 2025.



Marian G. Adams

Notary Public in and for Bexar County, Texas

My Commission expires: 10/4/28

PRELIMINARY ACCEPTANCE

The improvements listed above have been inspected as required by current regulations. I recommend the above petition be in all things granted, subject to the one-year maintenance, in good condition and correction of the deficiencies as may from time to time be noted until final acceptance by the City Council of Leon Valley, Texas.

Date

City Engineer

APPROVED AND PRELIMINARILY ACCEPTED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, SUBJECT TO FULFILLMENT OF THE OWNER'S GUARANTEE AS RECORDED IN THE CORPORATE MINUTES BOOK NUMBER _____, PAGE _____, dated the _____ day of _____ A.D. 20____.

ATTEST:

Mayor:
City Secretary:

STREET & UTILITIES ACCEPTANCE

12/10/2025

Michael Gallardo
Planning and Zoning Director
City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78238

Re: Approval Letter – Seneca West Phase 1 Subdivision Steets, Water, and Sewer Improvements
Preliminary Acceptance

Dear Mr. Gallardo:

We are recommending the preliminary acceptance of the streets, water, and sanitary sewer infrastructure for the Seneca West Phase 1 Subdivision. The work has been constructed in accordance with the plans and specifications provided by Pape Dawson Engineers.

If you have any questions, please feel free to contact me at (210) 822-2232.

Sincerely,
Ardurra (Formerly LNV, Inc)
TBPE Firm No. F-10053



Ricardo J. Zamora, P.E., CFM
Senior Project Manager

Petition for Preliminary Acceptance

6518 Samaritan Drive

Seneca Trails I Subdivision

City Council Meeting
Michael Gallardo, Planning and Zoning Director
December 16, 2025

Summary

- Question - Should City Council approve Developer's Petition for Preliminary Acceptance of Public Improvements (streets, drainage, sidewalks, streetscape, water and sewer) at Seneca Trails I Subdivision
- Options
 - Approve - Recommended
 - Deny
 - Other
- Declaration
 - All public improvements were installed according to code

Purpose/Background

- 11/13/24 - Planning and Zoning Commission approved the plat of Seneca Trails I Subdivision
- 12/10/25 - the City Engineer performed inspection of the Public Improvements & found them to be satisfactorily constructed
- Owner is now petitioning the city to approve Preliminary Acceptance of the public improvements

Fiscal Impact

- Applicant posted a Maintenance Bond in the amount of \$575,464.00 (10% of actual costs) to guarantee compliance with the 1-year maintenance
- Subdivider will take responsibility for all maintenance & replacement costs for a period of one year, then they will submit a Petition for Final Acceptance
- After final acceptance satisfactory inspection, city will own all public improvements

Recommendation

- Staff and City Engineer recommend approval of the Petition for Preliminary Acceptance for Seneca Trails I Subdivision, contingent upon receipt of the Plan of Record, water & sewer main shape files and that the walking trail is ADA compliant

OUTSTANDING CITY COUNCIL ITEMS

- **Four-way stop at Forest Meadow and Evers.**
 - To be evaluated upon the development of the Evers property.
 - Will be discussed on 7/13/2024 council retreat
 - Waiting until after the development or until it is added by the city council.
- **Discussion on large capital projects – Possible Bond**
 - Public Works Building
 - ADA requirements
 - Crystal Hills Park
 - Pool
 - Dog Park
 - Library Annex
 - Will be discussed at the council retreat on 7/13/2024
 - This item was briefly discussed and will be brought back to the city council. September 17, 2024, council meeting.
 - Add to the town hall meeting for 2024 discussion
 - It was discussed, but did not go anywhere
 - Will be bringing this back for the 2025 for discussion
 - Added to the 2026 THM
- **Ordinance on Amending the PDD**
 - Scheduled to go to the zoning commission meeting on 4/23/2024
 - The zoning commission tabled the item. Will revisit 5/28/2024
 - Zoning commission revisited on 6/5/2024
 - The Zoning Commission will revisit in September
 - New Planning Zoning Director is working with the City Attorney.
 - Will bring back for discussion on 8/19/25- moved by Mayor
 - Scheduled Discussion 9/2/2025
 - City Manager's draft presented on 10/21/25
 - City Council will provide recommendations and give to the City Manager. Expected to come back on 11/18/25, the item was moved to the 12/2/25 meeting by the Mayor
 - 12/2/2025 City Council decided on the criteria
 - 12/16/2025 more discussion on the ord.
- **Planning and Zoning General Rules 11/18**
 - The council decided to add an Ord. on the 12/16 meeting to have the excuse or unexcused be approved by the body.
- **Neighborhood/Citizen Survey**
 - **Will be tied to the solid waste survey. The council decided to keep these two separate items.**
- **Extending El Verde by 2025 to a new year**
- **Update on LV development**

ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED

- **Red-light Cameras' first available contract end term is May 2037**
 - City Council adopted a Resolution declaring the intent to phase out redlight cameras 4/6/2021 – Resolution # 21-009R.
 - The RLC Contract would be difficult to terminate without financial obligation from the City.
 - City Council supports HB 1209 and physically delivers letters in support to Cortez, Biederman, Canales, and Menendez
 - Funds – Eligible projects – CR
 - Will be discussed at the Town Hall Meeting on January 22, 2022.
 - Discussed at the retreat, the Council has decided not to spend funds until we know what the legislature is doing.
 - Resolution supporting SB 446-2/21/2023.
 - The item was not approved during the legislation process; the Council will try again in 2025.
 - The Council decided at the retreat not to address this issue.
- **Comprehensive Master Plan**
 - Was addressed at the following Council meetings:
 - 2/2/2021
 - 3/23/2021
 - 06/1/2021
 - This item was discussed during the budget process, and ultimately, the Council has decided not to spend the funds on this project at this time.
 - This will be discussed during the town hall meeting update with the council on 4/19/2022.
 - The council would like us to use our future land use map.
 - Establish neighborhood boundaries
 - The council has opted not to update the Master Plan.
 - P & Z Director investigating a university conducting the plan.
 - Boundaries of the neighborhood
 - This has been placed in the FY 2025 budget.
 - The Council has decided to move the \$250,000 to the city's emergency fund.
 - Item was moved back in after there were savings in other areas.
 - Rollover to FY 2026
- **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.
- **Flooding**
 - Was addressed at the following Council Meetings.

- 08/03/2021 – Flood damage prevention Ord. # 21-034.
 - 11/2/2021 – To discuss flood mitigation strategies.
 - 12/07/2021 – Short-Term options to address flooding.
- Budget Adjustment – For funding floodway monitoring and software upgrades.
 - Upcoming Council presentation 1/18/2022.
- Budget Adjustment – for creek cleanup.
 - Staff is proposing \$150,000 in ARP funds. Upcoming Council meeting TBD.
- Segment one of Huebner Creek will be presented to the Council on 4/19/2022.
 - Council decided to look at the 50' wide, protected little league, the study will be brought back to the Council before we agree to do it.
- Budget adjustment for creek cleanup.
 - 6/7/2022
- Budget adjustment for flood gates and notification system.
 - 6/7/2022 postponed
- Huebner Creek Channel Improvement presentation 9/20/2022.
 - Council direction to bring back budget adjustment on \$633,000.
 - First Read 10/3/2022.
 - Second Read 10/18/2022.
 - 11/21/2023 – PW Director will provide an update and receive direction – Council decided to have a field trip to look at the creek layout TBD.
 - The Council decided to conduct a field trip in the Natural Area
 - 12/6/2023, the Council walked the steaked-out creek realignment
 - 1/16/2023 – The Council will revisit the project.
 - 2/24/2023- the Council will have a workshop to discuss with the engineer.
 - The council directed the engineer to look at a plan that leaves the creek alignment alone, a new tree survey, and build a retaining wall for erosion.
 - 8/6/2024 – budget adjustment will be presented to the council in the amount of \$168,000
 - Second Read on the Budget Adjustment is scheduled for 8/20/2024.
 - After council approval, the following is the timeline:
 - Preliminary Design – 1.5 months (45 days) from NTP
 - Final Design – 3-4 months (90-120 days)
 - Environmental – TBD – 3-6 months and will be concurrent with design
 - Bidding and Construction – TBD based on funding – Not Authorized at this time
 - Approved
 - Chanel bank options 11/19

- Council decided to proceed with Rip Rap option and have staff proceed with SAWS addressing the exposed recycled water line.
- The Mayor requested that an item be added to have the engineers mark the trees that would be removed with the projects this item is on 1/17/2024 council meeting to be added for approval
 - City Council did not approve the expending of these funds and also had no objection to continuing the project
- Mayor, City Manager, Mayor Pro Tem and Engineer met with SAWS on 1/30/2025. To see what they would be willing to assist with. The City Manager asked if they would be willing to participate in an alternative that they engineered.
 - On 3/18/25, the city council was asked to choose between the original option, rip rap option, retaining wall option, or erosion. The City council voted to pause the project.
 - Joint meeting with LVHS on 10/18/25
 - A workshop will be given in November by the engineer
 - 11/18 council will discuss changing the date.
- **Silo design per request of the adjacent property owner**
 - 5/2/2023 – Moved by CM due to the number of items on the agenda.
 - 5/16/2023 – Scheduled
 - Council Requested outreach to local universities.
 - Melinda is working on quotes.
 - Council removed from FY 26 budget.
- **Stray Animal Ordinance**
 - Currently being reviewed by the City Attorney – we cannot require private industry to take in and adopt our stray animals.
 - Looking at a possible interlocal agreement.
 - Staff has met with the county for a long-term solution.
 - On discussion for the retreat- the council had no revisions to the current policy. 7/1/25

Completed

- Vaping: Making it illegal in Public Areas
 - 2/18/2024 Council meeting
 - 3/4/2024 Second read – passed unanimously
- **Review of the Water and Sewer Rates**
 - 6/20/2023 Postpone council requested this be a retreat item for 7/22/23.
 - Council will be looking at a 1% increase at a future meeting.
 - This will be discussed at the Town Hall meeting- on 11/21/2023, the Council decided on a workshop.
 - 12/5/2023 City Council reviewed the presentation from Waterworth. The next workshop is scheduled for 2/20/2023 (the date has been moved). We

were waiting on the audited numbers. We just received them. We will be setting a new date for review.

- 7/16/2024, the council will hear a new presentation
 - Some Councilmembers expressed concern that the water rate does not match SAWS. Some Councilmembers expressed concern that that by not increasing water rates the water infrastructure will not get addressed.
 - Everyone agreed on the surcharge and looking at the affordability rate
- Staff will bring back the Surcharge on 8/6/2024.
- New rates will be brought back to the council in September 2024.
- Second Read on the Surcharge 8/20/2024.
- Council passed unanimously
- Water workshop on Saturday in October 19, 2024.
 - Look at the rates with the TX Water Board Low interest Loans
 - Look at the rates with the EPA Low interest Loan
 - Look at rates to exactly match SAWS structure
 - Will have another workshop in est. 30 days
 - 11/12/2024 next workshop
 - The Council decided to present at the town hall meeting
- Melinda will be presenting on 3/4/2025 for an increase
 - City council decided to use SAWS tiers but adjusted the rates so that the fund would not lose money in years one and two. This will come back TBD.
- Presentation is scheduled for 4/1/25
 - Council approved a rate increase
- The ordinance read is scheduled for 4/15/2025 – first read 5/6/25 Second read. City Council Approved.
- **Review of the Personnel Manual**
 - Administrative changes will be coming in April.
 - Scheduled for 5/6
 - Completed and voted unanimously by council
- **Sustainability Overlay**
 - 6/6/2023 Staff is not ready and has been postponed until September.
 - 7/25/2023 – Zoning Commission started to review. The item is with the Attorney.
 - New Planning and zoning Director and the City Manager met with the attorney on 1/8/2024.
 - Went to the zoning commission on June 24, 2025
 - Scheduled for first read on 7/15/25
 - August 5, 2025, second read passed unanimously
 - Will bring back the PDD at a later date to discuss.
- **Veterans Monument**

- Waiting for two council members to add this item.
 - Price quote was \$24,000
 - Added in FY 26 capital budget
 - Budget scheduled for approval 9/16/2025- approved
- **Speed indicator relocation**
 - City Council meeting 10/21/25
 - The council wants to wait to see the outcome of the warning sign.
We will wait for council to add back on
- **Discussion of updating the Strategic Plan, Mission, & Vision Statement**
 - Will be placed on the Town Hall meeting for discussion, decided at the 11/21/23 Council meeting to hold a workshop.
 - February 3, 2024, workshop scheduled. At the council chambers. The Council changed the date to 2/24/24 to coincide with another workshop.
 - The Council decided to amend the mission and vision statements. Holding another workshop for the goals and objectives and core values.
 - Core values will be discussed at 3/19/2024. Goals will return after the council retreat.
 - This item is still pending. The council did not get this item at the retreat.
 - This item was going to be added to the town hall meeting.
 - The City Manager is looking for the next goals and Objectives Meeting
 - Council decided to do this at the April 26, 2025, coffee.
 - The PowerPoint is online and accepting feedback.
 - July 15, 2025, Moved by the Mayor
 - August 5, 2025, for council discussion, moved by the Mayor
 - August 19, 2025, for council discussion- moved by Mayor
 - September 2, 2025, received council input
 - October 21, 2025 – resolution will be presented. Passed on consent
- **Crime Data comparison**
 - City Council Meeting 11/4/25 – this was completed
 - No additional direction was provided to staff
- **Oak Wilt Presentation**
 - City Council Meeting.-11/18/25