



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**

Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, May 06, 2025 at 6:30 PM

AGENDA

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

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

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

2. Citizens to be Heard

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.

3. Presentations

1. Presentation, Discussion, and Direction to Staff on the Repurposing of the Leon Valley Community Pool Facility - M. Moritz, Public Works Director

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

5. City Manager's Report

1. Upcoming Important Events:
Regular City Council Meeting, Tuesday, May 20, 2025, at 6:30 PM, in City Council Chambers.
Annual City-Wide Garage Sale, Saturday, May 24, 2025, from 8:00 AM to 6:00 PM.
Movie-in-the-Park, Friday, May 30, 2025, at dusk, at the Leon Valley Veterans Park.

Council Retreat with City Manager, Saturday, May 31, 2025, at 9:00 AM.
July 4th Celebration, Thursday, July 04, 2025, from 6:00 PM until 10:00 PM, at
Raymond Rimkus Park.
Miscellaneous other events and announcements.

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.

1. Discussion and Possible Action Approving of the Following City Council Minutes:
 - a. 04-15-2025 Regular City Council Meeting Minutes
 - b. 04-26-2025 Coffee with the Mayor and City Council Minutes
2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:
 - a. 10-23-2024 Citizens Police Advisory Committee Meeting Minutes
 - b. 01-29-2025 Citizens Police Advisory Committee Meeting Minutes
 - c. 02-25-2025 Planning & Zoning Commission Meeting Minutes
 - d. 03-13-2025 Park Commission Meeting Minutes
 - e. 03-13-2025 Library Advisory Board Meeting Minutes
 - f. 03-25-2025 Planning Zoning Commission Meeting Minutes
3. Discussion and Possible Action on an Ordinance Amending the Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A11.000 Water and Sewer Rates, Section A11.001 (a), (c), (g), and (q) to Increase Water and Sewer Rates and Revise Tier Structures (1st Read was Held on 04-15-2025) - M. Moritz, Public Works Director
4. Discussion and Possible Action of an Ordinance Authorizing a Budget Adjustment for the Fiscal Year 2025 from the Economic and Community Development Reserve Fund in the amount of \$8,500 for the Purpose of Increasing the Police Forfeiture Fund to Provide Funding for the Capital Acquisition of a Vehicle (1st Read was Held on 04-15-2025) - R. Salinas, Executive Director
5. Discussion and Possible Action of a Resolution of the City of Leon Valley, TX., City Council Appointing a Member to the Board of Adjustment - S. Passailaigue, City Secretary

7. Regular Agenda

1. Presentation, Discussion, and Possible Action to Consider Approval of an Appeal from a Leon Valley Water Customer to Reduce the Amount of the February/March 2025 Water Bill at 5309 Cilantro Place - M. Moritz, Public Works Director
2. Presentation, Discussion, and **Public Hearing** of an Ordinance on a Non-Specified Use Request to Revise Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 2 Rules of Construction and Definitions and Division 6 Permitted Use Table, to Establish the Definition and Use "Bail Bond Facility" as Being Allowed in the B-2 Retail Zoning District with a Specific Use Permit (SUP), and in the B-3 Commercial and I-1 Industrial Zoning Districts By Right (1st Read as Required by City Charter) - S. Huerta, Planning and Zoning Director
3. Discussion and Possible Action on a Request for a Variance to the Leon Valley Code of Ordinances, Chapter 13, Tree Preservation, Article 13.02 Tree Preservation Ordinance, Division 3. Requirements and Restrictions, Sec. 13.02.074 Preservation Requirements, Sec. 13.02.075 Removal, Replacement or Relocation of Medium and Large Trees, Sec. 13.02.076 Replacement Trees Required; Penalties, (a) and (b), Sec. 13.02.80 Heritage tree removal prohibited; penalties, to Allow the Removal of three (3) Heritage, and one (1) Large Tree, and to Pay a Reduced Fee-In-Lieu of from \$10,600 to \$1,500.00 in Tree Mitigation Fees, Located at 5305 Wurzbach Road, Lot 22, Block 4, CB 9904, Rollingwood Ridge-Wurzbach, on Approximately 1.43 Acres of Vacant Land - S. Huerta, Planning and Zoning Director
4. Presentation and Discussion of an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 1 General Provisions, Article 1.09 Parks and Recreation, Section 1.09.034 Additional Prohibited Uses and Activities, to Add a Subsection (i) Special Events (1st Read as Required by City Charter) - M. Moritz, Public Works Director
5. Presentation, Discussion, and Possible Action on the 2025 Revisions to the City of Leon Valley Personnel Policy Manual - L. Hernandez, Human Resources Director
6. Discussion and Possible Action on a Resolution and Order of the City Council of Leon Valley, Texas, Canvassing the Returns and Declaring the Official Results of the May 3, 2025 General Election to Elect Three (3) Members to the City Council (Council Place 1, Council Place 3, and Council Place 5) and any further resolutions and orders, if necessary, to call a runoff election in compliance with the Texas Elections Code – S. Passailaigue, City Secretary
8. **Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley's Code of Ordinances, at a Meeting of City Council, a Member of City Council May Place an Item on an Agenda by Making a Motion to Place the Item on a Future Agenda and Receiving a Second. No Discussion Shall Occur at the Meeting Regarding the Placement of the Item on a Future Agenda.**
 1. **Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley's Code of Ordinances, at a meeting of City Council, a member of City Council may place an item on an agenda by making**

a motion to place the item on a future agenda and receiving a second. No discussion shall occur at the meeting regarding the placement of the item on a future agenda.

9. Adjournment

Executive Session. The City Council of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development).

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

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

I hereby certify that the above **NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL** was posted at the Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at <https://www.leonvalleytexas.gov>. This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To arrange for assistance, call (210) 684-1391, Extension 212.



SAUNDRA PASSAILAIGUE, TRMC
City Secretary
MONTH XX, 2022 XX:XX PM





Leon Valley Swimming Pool Facility Discussion

City Council Meeting
Melinda Moritz, Public Works Director
May 6, 2025

Background/Purpose

- Question – What amenity (or none) should be installed at the Leon Valley Community Pool Facility at 6600 Strawflower Street
- Options
 - Approve dog park
 - Approve pickleball court
 - Other amenity
 - None – leave vacant
- Declaration
 - At City Council discretion

Background

- City Council decided to demolish pool and concession stand & reuse pool pumps/equipment at Forest Oaks Community Pool facility
- Budget adjustment approved to fill pool areas
- Lot will be vacant and can be repurposed into other park amenity
- Council asked for costs for dog park and pickleball court

Dog Park

- Demolish existing pool & buildings, fill in pool (in-house) \$34,125
- Purchase of benches, dog waste stations
 - Other amenities as requested by City Council
- Estimated \$15,000
- Estimated total \$49,125

Dog Park Concept



Pickleball Court

- 60' x 60' court
- Pricing based on clear, level, accessible site compacted and sloped to 1" per 10' by owner
- In-house work by PW \$34,125
- Court estimate \$62,500
- Total \$96,625

Pickleball Court Concept



3-ROW 15'-0" BLEACHERS

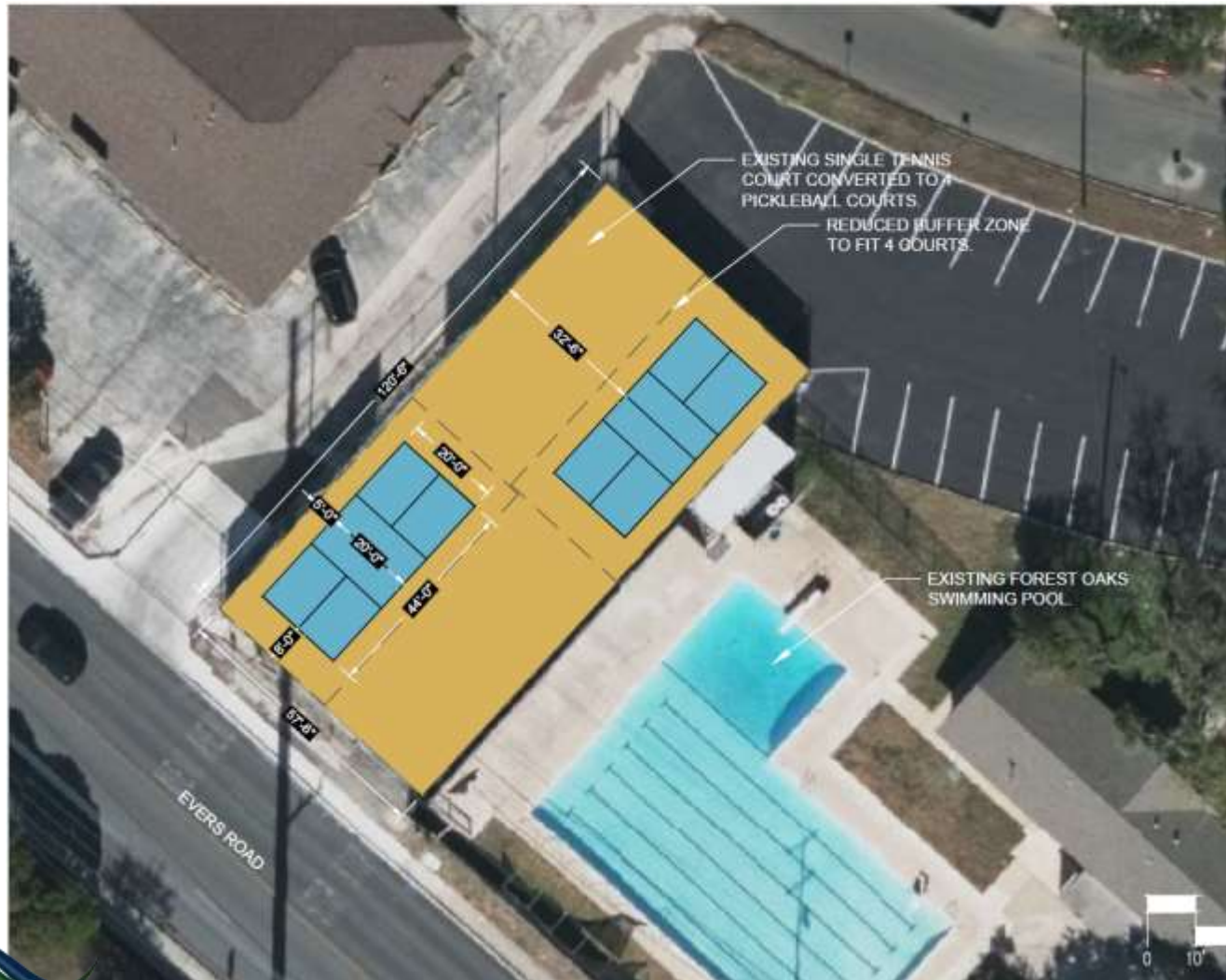
Pickleball Court Raymond Rimkus Park

{Section}.31.



Pickleball Court Forest Oaks Pool

{Section}.31.



Recommendation

- None – this is at Council discretion



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, April 15, 2025 at 6:00 PM

MINUTES

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

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

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

PRESENT

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

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

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

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

Mayor Riley read aloud the caption for Agenda Item 2.1 and Agenda Item 2.2

- 1. Pursuant to Texas Government Code, Chapter 551, Section 551.072, Deliberations on Real Property: Legal Description: CB 4445 P-29G ABS 741 Approximately located 7430 Huebner Rd Leon Valley Texas 78238 also known as the Silo Property - Dr. C. Caldera, City Manager**
- 2. Pursuant to Texas Local Government Code Section 551.071: Consultation with the Attorney and Section 551.087 regarding Lease Agreement between the City of**

Leon Valley and SanBlanc Holdings, LLC DBA Poppy's Cafe - Dr. C. Caldera, City Manager.

The City Council went into Executive Session at 6:02 PM.

3. Reconvene into Regular Session

The City Council reconvened into Open Session at 6:30 PM.

- 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.

Those who spoke at this time were Beth Mursch and Olen Yarnell.

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

No action was taken at this time.

6. Presentations

1. Presentation of the 2024 Texas Municipal Library Directors Association Achievement of Excellence in Libraries Award - R. Reed, Library Director

Regina Reed, Library Director, presented this item. Cindy Alvarez, Assistant Library Director, and Angelina Corona, Library Assistant II, were also present as Mayor Chris Riley presented the 2024 Texas Municipal Library Directors Association Achievement of Excellence in Libraries Award.

2. Presentation and Discussion of the Monthly Financial Report Ending March 31, 2025 - C. Goering, Finance Director

Carol Goering, Finance Director, presented this item.

- 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.

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

8. City Manager's Report

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 added information about virtual meetings that TxDOT will be holding regarding bikes on roadways. More information about these meetings are outside on the table and will be posted online.

1. Upcoming Important Events:

- **Regular City Council Meeting, Tuesday, May 06, 2025, at 6:30 PM, in City Council Chambers.**
- **Library Volunteer Party, Wednesday, April 23, 2025, from 5:00 PM to 7:00 PM, at the Leon Valley Public Library.**
- **Last Day to Register to Vote for the May 03, 2025 General Election, Thursday, April 03, 2025.**
- **Last Day to Register to Apply for a Mail Ballot for the May 03, 2025 General Election, Tuesday, April 22, 2025.**
- **Coffee with the Mayor and City Council, Saturday, April 26, 2025, from 9:00 AM to 11:00 AM, at the Leon Valley Conference Center.**
- **Early Voting in Personal Appearance, Tuesday, April 22-Tuesday, April 29, 2025.**
- **General Election, Saturday, May 03, 2025, voting from 7:00 AM to 7:00 PM, at the Leon Valley Conference Center.**
- **Annual City-Wide Garage Sale, Saturday, May 24, 2025, from 8:00 AM to 6:00 PM.**
- **Council Retreat with City Manager, Saturday, May 31, 2025, at 9:00 AM.**
- **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.

A motion was made by Council Place 3, Campos to approve the Consent Agenda as presented. The motion was seconded by Council Place 4, Orozco.

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

The motion passed.

- 1. Discussion and Possible Action Approving of the Following City Council Minutes:**
 - a. 04-01-2025 Regular City Council Meeting Minutes**
- 2. Discussion and Possible Action of the Quarterly Investment Report for the Quarter Ended March 31, 2025 - C. Goering, Finance Director**
- 3. Presentation, Discussion, and Possible Action of a Resolution Authorizing the Filing of an Application with the Bexar County Community Development Block Grant (CDBG) Program for Fiscal Year 2025 - D. Dimaline, Assistant Public Works Director**

4. **Discussion and Possible Action on a Resolution Appointing a Member to the Park Commission; and a Member to the Bandera Road Site-Community Advisory Group - S. Passailaigue, City Secretary**

10. Regular Agenda

1. **Presentation, Discussion, Public Hearing, and Possible Action on an Ordinance on a Request to Rezone Approximately 6.8 Acre of Land, From R-1 Single-Family Dwelling District to Planned Development District (PDD), with R-3 Multiple-Family Dwelling Base Zoning District, Located at 6612 and 6618 Sawyer Road; and More Specifically Described as the Northwest 330' of Lots 10, 11, 12, 13, and the Northeast 20' Triangle of lot 10, and the Southwest 400' of Lot 3, CB 5874 (1st Read was Held on 04-01-2025) - S. Huerta, Planning and Zoning Director**

Dr. Crystal Caldera, City Manager, prefaced this item by explaining a procedural change this evening to this and the next item. City Manager Caldera explained that the City Council would be voting on the zone request first, followed by each variance separately. Art Rodriguez, City Attorney, added that this is being done this evening to maintain clarity in the record.

Susana Huerta, Planning and Zoning Director, presented the zone request which the Planning & Zoning Commission recommended denial, and each variance which was followed by brief discussion.

Samir Chehade, Developer/ Applicant, presented his proposed project.

Mayor Chris Riley opened the Public Hearing at 7:43 PM.

Those who spoke were Vanessa Egle, Carlos Alonzo, Mr. Segovia, Olen Yarnell, Beth Mursch, Marcy Daugherty, Kay Wright, Abraham Diaz, Teresa Moser, Mary Frances Uptain, Erick Matta, Joan Marcotte, Kimberly Beckman, Tina Chasan, and Leonard Mazuka.

Mayor Chris Riley closed the Public Hearing at 8:30 PM.

(Each of the following motions will have a roll-call vote.)

A motion was made by Council Place 5, Bradshaw, motioned to approve Agenda Item 10.1 to rezone approximately 6.8 acre of land, from R-1 Single-Family Dwelling District to a Planned Development District (PDD), with R-3 Multiple-Family Dwelling Base Zoning District as requested; and address the variances separately. The motion was seconded by Council Place 4, Orozco.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Council Place 4 Orozco, Council Place 5 Bradshaw

Voting Nay: Mayor Pro-Tem, Council Place 3 Campos

The motion passed.

Variance No. 1 - Lot regulation – minimum unit size area after the first three (3) units be decreased from 1,200 to 600 square feet.

A motion was made by Mayor Pro-Tem, Council Place 3 Campos, motioned to deny as requested. The motion was seconded by Council Place 4, Orozco.

Voting Yea: Mayor Pro-Tem, Council Place 3 Campos, Council Place 4 Orozco
Voting Nay: Council Place 1 Martinez, Council Place 2 Heyl, and Council Place 5 Bradshaw

The motion failed.

A motion was made by Council Place 5 Bradshaw, motioned to approve as requested. The motion was seconded by Council Place 2 Heyl.

Voting Yea: Council Place 2 Heyl, Council Place 4 Orozco, Council Place 5 Bradshaw, Council Place 1 Martinez

Voting Nay: Mayor Pro-Tem, Council Place 3 Campos

The motion passed.

Variance No. 2 – Minimum height increased from three (3) stories to four (4) stories.

A motion was made by Council Place 2 Heyl, motioned to approve as requested. The motion was seconded by Council Place 1 Martinez.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Council Place 5 Bradshaw

Voting Nay: Council Place 4 Orozco, and Mayor Pro-Tem, Council Place 3 Campos

The motion passed.

Variance No. 3 – Minimum Parking Spaces for two bedrooms decreases from two (2) to one and the one half (1 ½) – Request withdrawn by applicant.

Variance No. 4 – Request to provide only two parking spaces for townhouses with more than two bedrooms.

A motion was made by Council Place 2 Heyl, motioned to approve as requested. The motion was seconded by Council Place 5 Bradshaw.

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

The motion passed.

Variance No. 5 – Reduce minimum setbacks from 20-feet to 5-feet in the front, 25-feet to 5-feet in the rear, and from 15-feet to 4-feet between buildings.

A motion was made by Mayor Pro-Tem, Council Place 3 Campos, motioned to deny as requested. The motion was seconded by Council Place 4 Orozco.

Voting Yea: Mayor Pro-Tem, Council Place 3 Campos

Voting Nay: Council Place 1 Martinez, Council Place 2 Heyl, Council Place 4 Orozco, and Mayor Pro-Tem, Council Place 3 Campos, Council Place 5 Bradshaw

The motion failed.

A motion was made by Council Place 1 Martinez, motioned to approve as requested. The motion was seconded by Council Place 5 Bradshaw.

Voting Yea: Council Place 2 Heyl, Council Place 4 Orozco, Council Place 5 Bradshaw, Council Place 1 Martinez

Voting Nay: Mayor Pro-Tem, Council Place 3 Campos

The motion passed.

Variance No. 6 – Reduce landscaping requirements from 35% of property and 5% in plantings to 10% of property and 2% of plantings.

A motion was made by Council Place 2 Heyl, motioned to approve as requested. The motion was seconded by Council Place 4 Orozco.

Voting Yea: Council Place 2 Heyl, Council Place 4 Orozco, Council Place 5 Bradshaw, Council Place 1 Martinez

Voting Nay: Mayor Pro-Tem, Council Place 3 Campos

The motion passed.

Variance No. 7 Staff recommends that the language be removed from the applicant's Project plan.

A motion was made by Council Place 5 Bradshaw, motioned to approve as amended. The motion was seconded by Council Place 1 Martinez.

Council Place 5 Bradshaw amended his motion to approve the layout of the site plan and all stated code modifications required to build it shall be allowed by right. The amended motion was seconded by Council Place 4 Orozco.

The motion was amended once more by Council Place 5 Bradshaw to add amended Exhibit B, revision 4

The final amended language reads as follows: The development of the Multi-family project with a Site plan substantially similar to the illustration attached in Exhibit "B" also

known as Revision 4 ("Site Plan"). The layout of the Site Plan and all stated modifications required to build it shall be allowed by right.

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

The motion passed.

Variance No. 8 Staff recommends that the language be removed from the applicant's Project plan.

A motion was made by Council Place 4 Orozco, motioned to approve Variance No. 8 leaving B and C in the project plan, and amending D to read "The Tree Preservation and Mitigation Plan attached herein as Exhibit "J" shall be allowed by-right to enable the construction of the Site Plan and any Tree Mitigation Fees to be paid at the time of platting." The motion was seconded by Council Place 1 Martinez.

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

The motion passed.

2. Presentation, Discussion, Public Hearing, and Possible Action on an an Ordinance Amending Ordinance 2021-54 for a Zone Change Request from PD Planned Development District, with B-3 Commercial District and No SO, Sustainability Zoning to PD Planned Development District with R-3 Multiple-Family Dwelling Base Zoning District on Approximately 2.85 Acres at 6758 Poss Road; and More Specifically Described as CB 5784, Block 4, Lot 64, Quality Subdivision (1st Read Was Held on 04-01-2025) - S. Huerta, Planning and Zoning Director

Susana Huerta, Planning and Zoning Director, presented the zone request which the Planning & Zoning Commission recommends for approval, and each variance which was followed by brief discussion.

Samir Chehade, Developer/ Applicant, presented his proposed project.

Mayor Chris Riley opened the Public Hearing at 10:01 PM.

Those who spoke were Vanessa Egle, Beth Mursch, and Erick Matta.

Mayor Chris Riley closed the Public Hearing at 10:10 PM.

A motion was made by Mayor Pro-Tem, Council Place 3 Campos, motioned to amend Ordinance 2021-54 for a zone change request from PD Planned Development District, with B-3 Commercial District and No SO, Sustainability Zoning to PD Planned Development District with R-3 Multiple-Family Dwelling Base Zoning District on

approximately 2.85 Acres at 6758 Poss Road; and address the variances separately. The motion was seconded by Council Place 4, Orozco.

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

The motion passed.

Variance No. 1 - Lot regulation – minimum unit size area after the first three (3) units be decreased from 1,200 to 400 square feet.

A motion was made by Council Place 5 Bradshaw, motioned to approve as presented. The motion was seconded by Mayor Pro-Tem, Council Place 3 Campos

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

The motion passed.

Variance No. 2 – Minimum Frontage on Public Right-of-Way reduced from 95-feet to no minimum.

A motion was made by Council Place 1 Martinez, motioned to approve as presented. The motion was seconded by Council Place 4 Orozco.

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

The motion passed.

Variance No. 3 – Minimum floor space decreased from 600 square feet to 400 square feet.

A motion was made by Council Place 4 Orozco, motioned to approve as presented. The motion was seconded by Council Place 1 Martinez.

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

The motion passed.

Variance No. 4 – Minimum height increased from three (3) stories to four (4) stories. A motion was made by Council Place 5 Bradshaw, motioned to approve as presented. The motion was seconded by Council Place 4 Orozco.

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

The motion passed.

Variance No. 5 – Reduce minimum setbacks from 20-feet to 10-feet front, 25-feet to 10-feet rear, and 15-feet to 5-feet between buildings.

A motion was made by Council Place 1 Martinez, motioned to approve as presented. The motion was seconded by Council Place 2 Heyl.

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

The motion passed.

Variance No. 6 – Minimum parking spaces for two bedrooms decreased from two (2) to one and one half (1 ½).

A motion was made by Council Place 2 Heyl, motioned to approve as presented. The motion was seconded by Council Place 4 Orozco.

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

The motion passed.

Variance No. 7 – Request to provide only two parking spaces for apartments with more than two bedrooms.

A motion was made by Council Place 5 Bradshaw, motioned to approve as presented. The motion was seconded by Council Place 4 Orozco.

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

The motion passed.

Variance No. 8 – Minimum landscaping requirements reduced from 35% of property and 5% plantings to 10% of property and 2% plantings.

A motion was made by Council Place 4 Orozco, motioned to approve as presented. The motion was seconded by Council Place 1 Martinez.

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

The motion passed.

Variance No. 9 Staff recommended the removal of language in the applicant's project plan.

A motion was made by Council Place 5 Bradshaw, motioned to approve as amended. The motion was seconded by Council Place 4 Orozco.

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

The motion passed.

The amended language reads as follows: B. Supplemental Use Regulations.

Additional allowed uses: the following uses shall be permitted by right on the property, in addition to the uses permitted in Section A, base Zoning:

- i. The development of a lofts/ apartments project with a Site Plan substantially similar to the one illustrated in attached Exhibit B.1 (Rev3). The Layout it the Site plan and all stated modifications required to build it shall be allowed by right.
- ii. The development of a loft/apartments project with a site plan substantially similar to the one illustrated in attached Exhibit B2 (Rev3). This Site Plan allows for an optional building extension to accommodate a design change shall the applicant is successful at vacating the CPS and SAWS utilities easements on the property. The layout of the Site Plan and all stated modifications required to build it shall be allowed by right.

Variance No. 10 Staff recommended the removal of language in the applicant's project plan.

A motion was made by Council Place 5 Bradshaw, motioned to approve as amended to include A, B, C, and D with approval of city engineer and meeting of city code requirements. The motion was seconded by Council Place 4 Orozco.

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

The motion passed.

3. Presentation and Discussion of an Ordinance Amending the Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A11.000 Water and Sewer Rates, Section A11.001 (a), (c), (g), and (q) to Increase Water and Sewer Rates and Revise Tier Structures (1st Read as Required by City Charter) - M. Moritz, Public Works Director

A motion was made by Council Place 1 Martinez, motioned to continue the meeting. The motion was seconded by Mayor Pro-Tem, Council Place 3 Campos.

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

The motion passed.

Melinda Moritz, Public Works Director, presented the item.

There was a consensus to place this item on the May 6th Consent Agenda for second read.

Olen Yarnell spoke on this item.

4. Presentation, Discussion, and Possible Approval of a Resolution Authorizing the Use of Eminent Domain to Acquire a Portion of Zarzamora Creek, a Property Described in the Bexar County Real Property Records at Volume 4725, Pages 1637-1697 and Bexar County Appraisal District Property Identification No. 217323, Said Property Owned Wholly or Partially by the Deland Two Corporation - M. Moritz, Public Works Director

Melinda Moritz, Public Works Director, presented the item.

A motion was made by Council Place 5 Bradshaw, motioned to approve the resolution and that the City of Leon Valley authorize the use of the power of eminent domain to acquire property described as: The property described in the Bexar County real property records at Volume 4725, pages 1637-1697 and Bexar County Appraisal District Property Identification No. 217323, said property owned wholly or partially by Deland Two Corp for necessary fee simple acquisition for the purpose of, among other municipal purposes, including but not limited to a water works system, including drainage and emptying facilities, and other public uses. The motion was seconded by Council Place 4 Orozco.

Mayor Chris Riley asked for a roll call vote.

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

The motion passed.

5. Presentation and Discussion of an Ordinance Authorizing a Budget Adjustment for the Fiscal Year 2025 from the Economic and Community Development Reserve Fund in the amount of \$8,500 for the Purpose of Increasing the Police Forfeiture Fund to Provide Funding for the Capital Acquisition of a Vehicle. (1st Reading as Required by City Charter) - R. Salinas, Executive Director

Roque Salinas, Executive Director, presented the item.

Olen Yarnell spoke on this item.

There was a consensus to place this item on the May 6th Consent Agenda for second read.

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.

None

12. Adjournment

Mayor Riley announced that the meeting adjourned at 11:04 PM.

These minutes were approved by the Leon Valley City Council on the 6th of May, 2025.

APPROVED

CHRIS RILEY
MAYOR

ATTEST: _____
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



**CITY OF LEON VALLEY
COFFEE WITH THE MAYOR & CITY COUNCIL**

Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78240
Saturday, April 26, 2025 at 9:00 AM

MINUTES

1. Call to Order; Determine a Quorum is Present

PRESENT

Mayor Chris Riley
Council Place 1 Benny Martinez
Council Place 2 Betty Heyl
Mayor Pro-Tem, Council Place 3 Philip Campos

EXCUSED

Council Place 4 Rey Orozco
Council Place 5 Will Bradshaw

Mayor Chris Riley called the meeting to order at 9:00 AM, welcomed everyone, and introduced the members of City Council who were present. Mayor Riley also reminded everyone that Early Voting for the May 3, 2025, election was currently being held in the building and encouraged everyone to "get out and vote."

2. Leon Valley City Council Will Host a Citizens' Communication Meeting to Hear Citizen Issues and Provide General Policy and Factual Information as To Issues Brought Up by Citizens. No Action Will Be Taken Except to Place an Item on A Future Agenda as Appropriate

Mayor Chris Riley read the Coffee Guidelines aloud for everyone to hear.

3. Presentations

1. Presentation, Discussion, and Input on the City's Goals and Objectives - Dr. Crystal Caldera, City Manager

Dr. Crystal Caldera, City Manager, presented the proposed Goals and Objectives, which were compiled from staff contributions and input provided by City Council and the public at the January 25, 2025, Town Hall Meeting.

Those who spoke on this item were Teresa Moser; Daniel Rodriguez; John Hoyt; Tina Chasan; Terra Patterson; Ann Sawyer; and Linda Meffert.

4. Citizens to be Heard

Those who spoke at this time were Linda Meffert; Daniel Rodriguez; Council Place 1, Martinez; Teresa Moser; Mayor Pro Tem, Council Place 3, Campos; Tina Chasan; Council Place 2, Heyl; Mayor Chris Riley; and Joan Marcotte.

5. 11:00 a.m. Adjournment

These minutes were approved by the Leon Valley City Council on the 6th of May, 2025.

APPROVED

CHRIS RILEY
MAYOR

ATTEST: _____
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

**CITY OF LEON VALLEY
CITIZEN'S POLICE ADVISORY COMMITTEE MEETING**

Leon Valley Conference Center
6421 Evers Rd, Leon Valley, Texas 78240
Wednesday, October 23, 2024, at 6:30 p.m.

MINUTES

1. Call to Order and Announcement of a Quorum

The Meeting was called to order by Rey Orozco, City Council Liaison at 6:30 p.m. with a quorum present.

2. Roll Call

Members Present: Manuel Rubio, Olen Yarnell, Andrea Roofe, Bill Stannard, Tina Chasan, Phyllis Beal.

Members Absent: Darby Riley, Erick Matta, Vera Ann Sawyer, Kim Crawford, Frank Gonzalez, Michelle Rawls, Joshua Stevens

Also in attendance: Council Liaison Rey Orozco, Staff Liaison Kasey Tucker, City Manager Crystal Caldera and Police Chief David Gonzales. Betty Heyl and Benny Martinez.

3. Approval of Agenda

Reviewed and approved the meeting agenda

4. Discussion and Possible Action on the Selection of a Committee Chair, Vice-Chair, and Secretary

Councilman Orozco opened floor to nominations for Chairman. City Manager Dr. Caldera offered the board table the elections if a committee member would make a motion. Motion was made to table the meeting. The vote was tied 3 – 3 and the meeting continued.

Olen Yarnell nomination Manuel Rubio for CPAC Chairman, with no other nominations, Manuel Rubio was chosen by acclamation.

Phyllis Beal nominated Andrea Roofe for CPAC Vice-Chairperson, with no other nominations, Andrea Roofe was chosen by acclamation.

Dr. Caldera suggested addressing Item #6 before voting for Secretary position.

After discussion Secretary position was tabled until next meeting.

5. Approval of Previous Minutes

Tabled until next meeting

6. Discussion and Possible Action on Reauthorization and commitment to Committee Standards

After a brief history by the City Manager and discussion from committee members a unanimous vote to approve was obtained.

7. Discussion and Possible Action on Future Agenda Items

No Items

8. **Citizens to be Heard**

Police Chief David Gonzales introduce new LV Police Officers, Bobby Martinez, Brian Sullivan

9. **Adjournment –**

Chairman Mauel Rubio announced the adjournment of meeting.

Passed and approved this the 16 day of April 2024⁵

APPROVED:



Manuel Rubio
Chair

ATTEST:



Rey Orozco
City Council Liaison



**CITY OF LEON VALLEY
CITIZEN POLICE ADVISORY COMMITTEE**
Leon Valley Conference Center
6421 Evers Rd, Leon Valley, Texas 78238
Wednesday, January 29, 2025, at 6:30 p.m.

MINUTES

The Citizen Police Advisory Committee met on the 29th day of January 2025, at the Leon Valley Conference Center located at 6421 Evers Rd, Leon Valley, Texas 78238 for the purpose of the following business:

Agenda Item #1 Call to Order and Announcement of a Quorum

Manuel Rubio called the Police Advisory Committee Meeting to order at 6:31 p.m. Committee Members present included Darby Riley, Erick Matta, Olen Yarnell, Vera "Anne Sawyer, Kim Crawford, Bill Stannard, Frank Gonzalez, Tina Chasan, Ronnie Morgan, and City Council member Rey Orozco. Andrea Roofe arrived late at 6:51 p.m.

Absent members included Michelle Rawls and Joshua Stevens.

Documented staff present were City Manager Crystal Caldera, Police Chief David Gonzalez, and Police Lieutenant Kasey Tucker.

Agenda Item #2 Discussion and Possible Action on the Approval of the Following Minutes:

- a. October 23, 2024, Citizens Police Advisory Committee Meeting Minutes.**
- b. November 13, 2024, Citizens Police Advisory Committee Meeting Minutes.**
- c. January 15, 2025, Citizens Police Advisory Committee Meeting Minutes.**

Agenda Item 2(a) was postponed and will be added to the next agenda.

Agenda Item 2(b) Committee Member Tina Chasan made a motion to approve the minutes as presented, which was seconded by committee member Bill Stannard.

Agenda Item 2(c) Committee Member Tina Chasan made a motion to approve the minutes as presented, which was seconded by committee member Darby Riley. The motions carried unanimously.

Agenda Item #3 Discussion regarding the tour of the Leon Valley Police Department and Impound Lot on December 17th and December 18th by the Mayor, Council Members, and Citizen's Police Advisory Committee Members.

Chairman Manual Rubio discussed the recent tour offered of the Police Department and the Impound lot. He stated that during his tour, he was able to see all the processes and how the Police staff work to effectively use the limited space. He appreciated the service provided to citizens, businesses, and visitors of the city by the department.

Agenda Item #4 Discussion Regarding Police Department Concerns: Public Safety, Traffic Flow Improvements, Departmental Challenges, Crime Prevention, Technology and Initiatives, Training and Staffing Issues.

Chief Gonzalez was asked to address general public safety measures. Chief Gonzalez advised the committee and attendees that main roadways are controlled by TXDOT. Challenges always include funding issues and surround training and mandates. Committee members were advised that Police Department staff can schedule citizen presentations or classes regarding crime prevention measures they can employ, as these have been put on at intervals when requested. When discussing technological advancements and initiatives, an investigative tool, security camera systems, was discussed to address crime and identify criminals more effectively. GIS Mapping was discussed, and Chief Gonzalez stated systems were extremely expensive and that currently, Lt. Tucker is the departmental GIS system. Chief Gonzalez has been in discussion with the IT director, as he has stated he has a solution to purchase GIS software. A discussion regarding purchasing bulletproof windshields for patrol cars was brought up to the Chief. Chief Gonzalez was able to contact a 501(c)(3), and the department was placed on a waitlist for bulletproof windshields. Chief Gonzalez is proceeding in this direction to save taxpayer dollars. Training was discussed with a focus on the elements that affect training, which include reallocation of manpower, cost, and locations of training, Texas-mandated training for cycles by TCOLE, certification Training, and Texas Best Practices mandates, as that is the direction that the department is moving. Chief Gonzalez discussed staffing levels, as we have been hiring over the last year to meet basic staffing levels. A discussion of the needed staff for both normal daily operational needs and the increased staffing needed for special events, such as July 4th. Additional concerns discussed were regarding Property Room storage and the need for future expansion.

Agenda Item #5 Discussion of Police Activity and Crime with Highlights of the Police Annual Report, Comparison rates for Residential and Vehicle Burglary Rates.

Chief Gonzalez discussed highlights of the Annual Report (Full report available on the City Website).

He additionally discussed residential home burglaries and vehicle burglaries with comparisons between 2022, 2023, and 2024.

	Residential	Vehicle
2022	39	141
2023	38	159
2024	22	142

He presented safety tips that included locking vehicle doors and closing garages while not leaving any valuables visible.

Mail theft, credit card abuse, fraud, and forgery were discussed along with safety measures that can be employed. The informed delivery service available at the Post Office is a great tool to identify if your mail has been tampered with or stolen.

Agenda Item #6 Discussion regarding dog bites and animal control concerns.

Chief Gonzalez advised that there had been 10 dog bites, 2 cat bites, and 2 euthanasia's of dogs for a city cost of \$400.00. He further discussed that we are not the only city facing these types of issues. Attendee Betty Heyl discussed that irresponsible pet ownership is part of this problem. A discussion regarding Pet stores in Leon Valley and surrounding areas perpetuates the problem. City Manager Crystal Caldera discussed that many animals are rehomed and that many staff members, including those present, such as herself, Chief Gonzalez, and Lt Tucker, have all adopted abandoned animals located in the city. Committee members Olen Yarnell and Erick Matta both extended a call to arms for citizens to step up in adopting animals, as city staff have done. Tina Chasan recommended that, after possession, an email be sent to Rescue groups to attempt to rehome the abandoned animals.

Chief Gonzalez and City Manager Crystal Caldera discussed the transfer of Animal Control and Code Compliance Management to Economic Development under supervision by Director Roque Salinas (possibly in February 2025).

Agenda Item #7 Discussion and Possible Action on Future Agenda Items

Updates regarding the following: Cameras, Training and TCOLE Provider Status, GIS Mapping, Neighborhood Watch, and Property Room Funding. There was also a request for a discussion regarding white collar crime data.

Agenda Item #8 Citizens to be Heard

A citizen advised the committee that they had concerns over street racing on Huebner near Evers and motorcycles on Evers.

Agenda Item #7 Adjournment at 8:06 pm CT on 01/29/2025.

These minutes were approved by the Leon Valley Police Advisory Committee on the 16th of April, 2025.

APPROVED



CHAIR



**City of Leon Valley
PLANNING AND ZONING COMMISSION
MEETING MINUTES**

6:30 PM – FEBRUARY 25, 2025

Leon Valley City Council Chambers

6400 El Verde Road, Leon Valley, TX 78238

1. CALL TO ORDER AND ROLL CALL

Chair Erick Matta called the Planning and Zoning Commission meeting to order at 6:30 PM.

PRESENT

2 nd Vice Chair	Andrea Roofe	Place 2 Voting member
Commissioner	Hilda Gomez	Place 3 Voting member
Commissioner	Pat Martinez	Place 4 Voting member
1 st Vice-Chair	Mary Ruth Fernandez	Place 5 Voting member
1 st Alternate	Abraham Diaz	Nonvoting member
2 nd Alternate	Beth Mursch	Nonvoting member
3 rd Alternate	Olen Yarnell	Nonvoting member
Council Liaison	Benny Martinez	Council Member
Commissioner	David Perry	Place 1 Voting member
Chair	Erick Matta	Place 6 Voting member

Also in attendance were Planning and Zoning Director Susana Huerta and Executive Director Roque Salinas.

1. CALL TO ORDER AND ROLL CALL

Chair Erick Matta called the meeting to order at 6:30 PM with all members present.

2. APPROVAL OF ZONING COMMISSION MINUTES

1. Discussion and Action to Consider Approval of the February 25, 2025, Planning and Zoning Commission Minutes - S. Huerta, Planning and Zoning Director

Third Alternate Commissioner Yarnell requested a Correction to the minutes to reflect Council Member Martinez. Commissioner Roofe made a motion to approve the minutes with corrections which was seconded by First Vice Chair Fernandez. The motion carried unanimously.

3. NEW BUSINESS

1. Presentation and Discussion to Gain Preliminary Feedback From the Planning and Zoning Commission on a Request to Amend Ordinance 2021-54 Granting a Zone

Change to PDD Planned Development District, with B-3 Commercial District and No Sustainability Zoning to a PDD with R-3 Multiple Family Dwelling District Zoning on Approximately 2.85 Acres at 6758 Poss Road; Being Lot 64, Block 4, CB 5784, Leon Valley Addition - Quality Subdivision - S. Huerta, Planning and Zoning Director

The Commission had a discussion and asked questions but there was no action was required or taken.

2. Presentation and Discussion to Gain Preliminary Feedback From the Planning and Zoning Commission on a Request for a Zone Change from R-1 Single-Family Dwelling District to PDD Planned Development District, with R-4 Townhouse District zoning on Approximately 6.8 Acres at 6612 and 6618 Sawyer Road; and More Specifically Described as the Southwest 400 Feet of Lot 3, and the Northwest 330.13 Feet of Lots 10, 11, 12, and 13, and the Northeast 20 Feet of Lot 10, CB 5874, Leon Valley Addition Subdivision . - S. Huerta, Planning and Zoning Director

The Commission had a discussion and asked questions but there was no action required or taken.

4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF

Mr. Salinas made an announcement about Code Enforcement and Animal Control moving to under his responsibility. Second Alternate Mursch made an announcement about the Earthwise Living Festival.

5. ADJOURNMENT

Chair Matta announced the meeting adjourned at 8:14 PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 25th of March 2025.

ATTEST:


SUSANA HUERTA, AICP
PLANNING AND ZONING DIRECTOR

APPROVED


ERICK MATTA
CHAIR



Leon Valley Park Commission Meeting Minutes

The Park Commission of the City of Leon Valley, Texas met on the 13th day of March 2025, at 6:30 p.m., at the Leon Valley Conference Center, 6427 Evers Road, Leon Valley, Texas, 78238 for the purpose of the following business, to-wit:

1. Call to Order, Pledge of Allegiance, and Determine if Quorum is Present.

Chairman Christensen called the meeting to order at 6:30 p.m., with the following members in attendance: Vice-Chairwoman Danielle Bolton and Commissioners Elaine Valdez, Joyce Trent, and John Hoyt. Absent were Commissioners Diana Frazier and Ann Sawyer. Also present was Staff Liaison Melinda Moritz.

2. Review and Consider Approval of the February 13, 2025, Park Commission Meeting Minutes.

Commissioner Hoyt made a motion to approve the minutes, which was seconded by Vice-Chair Bolton. The motion carried unanimously.

3. Citizens to be Heard.

There were no citizens wishing to be heard.

4. Old Business

a. Discussion and Action – Zoom Meetings

Chairman Christensen stated that due to one of the Commissioners not being able to be physically present at some of the summer meetings, he was proposing to use Zoom for those meetings. He further suggested the Commissioners vote on the following meeting venue schedule:

April –	Leon Valley Conference Center
May -	The Ridge at Leon Valley Park
June, August, September –	Leon Valley Conference Center
July –	Cancelled
October –	Raymond Rimkus Park

Commissioner Hoyt noted that he would be attending the May meeting in person. A motion was made by Commissioner Valdez to approve the meeting schedule, which was seconded by Commissioner Hoyt. The motion carried unanimously.

b. Reports – Tree and Swimming Pool Subcommittee

Ms. Moritz led a general discussion on the Huebner-Onion Natural Area Park fire break clearing, the dead trees in that park, and the Council decision to permanently close the Leon Valley Community Swimming Pool Facility and repurpose the site for either a pickleball court, dog park, or other recreational opportunity.

5. New Business

a. Discussion and Recommendation – Park and Trail Connectivity

Ms. Moritz explained that the City Council had approved submitting applications to the Alamo Area Metropolitan Planning Organization for the Hike & Bike Trail Segment 3 project and for a grant to create a Park Trail Master Plan for the city.

6. Commissioner's and Staff Comments

Staff liaison Moritz let the Commissioners know that all the garden plots had been assigned and that they had received numerous applications that were now on hold. She noted that the vacant lot next to the Leon Valley pool facility might be a good place to develop an additional community garden.

Commissioner Hoyt asked when the Hike & Bike Trail Segment 3 and Trails Master Plan grants might be awarded. Ms. Moritz stated that it would be in the August time frame. Mr. Hoyt stated he hoped the trail segment that was in progress would be connected to the Huebner-Onion Homestead property. Mr. Hoyt also noted that the Forest Oaks tennis courts could be dual purposed as a pickleball court.


Commissioner Valdez stated that she hoped her neighbors would turn off or downturn their outdoor lighting for the spring bird migration period.

Chair Christensen stated he thought the ideas for a dog park, pickleball court, and community garden would all be great assets to the community. He then thanked the Commissioner for their attendance at the meeting.

7. Adjourn.

Commissioner Hoyt made a motion to adjourn, which was seconded by Commissioner Valdez. The vote carried unanimously. The meeting was adjourned at 7:09 p.m.


 Roger Christensen, Chairman


 Date



**CITY OF LEON VALLEY
LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD**
Leon Valley Public Library
6425 Evers Road, Leon Valley, TX 78238
Thursday, March 13, 2025 at 5:30 PM

MINUTES

1. CALL TO ORDER

- a. 5:39 pm by Clare Brown, Chair.
- b. Attendance:
 - Clare Brown, Chair – Present
 - Maryanna Christensen, Member and Friends of the Library Liaison – Present
 - Margaret Tovar – Member – Present
 - Linda Crews – Vice Chair - Present
 - Hillary Huber – Member – Excused Absence
 - Regina Reed – Liaison and Secretary – Present
 - Cindy T. Alvarez – Liaison – Present

2. CITIZENS TO BE HEARD

- a. Clare provided an update on her family.

3. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MINUTES

- a. 02-13-2025 Library Advisory Board Meeting
- b. Motion to accept the minutes by Maryanna Christensen; Seconded by Linda Crews. Minutes approved.

4. PRESENTATION, DISCUSSION, AND POSSIBLE ACTION ON UPDATED LIBRARY POLICIES

- a. Led by Regina Reed

5. LIBRARY DIRECTOR'S REPORT

- a. Statistics – led by Regina Reed
- b. Grants – led by Regina Reed
- c. Outreach – led by Cindy Alvarez
- d. Programs – led by Cindy Alvarez
- e. Regina made a note about the library closure during the upcoming renovations.

6. FRIENDS OF THE LIBRARY REPORT

- a. Presented by Maryanna Christensen, Friends of the Library President and Board Liaison

7. TRUSTEE ANNOUNCEMENTS

8. ADJOURNMENT

- a. Margaret Tovar made a motion to adjourn; seconded by Maryanna Christensen.
Meeting adjourned at 6:55 pm.

These minutes were approved by the Leon Valley Public Library Advisory Board on
the 10th of April, 2025.

APPROVED



LINDA CREWS, VICE CHAIR

ATTEST



REGINA REED, SECRETARY & STAFF LIAISON



**City of Leon Valley
PLANNING AND ZONING COMMISSION
MEETING MINUTES**

6:30 PM – MARCH 25, 2025

**Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238**

1. CALL TO ORDER AND ROLL CALL

Chair Erick Matta called the Planning and Zoning Commission meeting to order at 6:30 PM.

PRESENT

Commissioner	Cynthia Koger	Place 7 Voting member
Commissioner	Pat Martinez	Place 4 Voting member
1 st Vice-Chair	Mary Ruth Fernandez	Place 5 Voting member
1 st Alternate	Abraham Diaz	Alternate member
2 nd Alternate	Beth Mursch	Alternate member
3 rd Alternate	Olen Yarnell	Nonvoting member
Council Liaison	Benny Martinez	Council Member
Commissioner	David Perry	Place 1 Voting member
Chair	Erick Matta	Place 6 Voting member

Second Vice Chair Andrea Roofe had an excused absence.

Also in attendance were City Manager Crystal Caldera, Planning and Zoning Director Susana Huerta and Executive Director Roque Salinas.

1. CALL TO ORDER AND ROLL CALL

Chair Erick Matta called the meeting to order at 6:30 PM with all members present.

2. APPROVAL OF ZONING COMMISSION MINUTES

1. Discussion and Action to Consider Approval of the February 25, 2025, Planning and Zoning Commission Minutes - S. Huerta, Planning and Zoning Director

Dr. Caldera advised the Commissioners of a request for some changes to the minutes by Commissioner Yarnell. First Alternate Commissioner Diaz made a motion to approve the minutes as presented originally with no changes which was seconded by First Vice Chair Fernandez. The motion carried unanimously.

3. NEW BUSINESS

1. Recommendation for Appointment of New Commissioners and Alternates – S. Huerta – Planning and Zoning Director

First Vice-Chair Fernandez made a motion to recommend Commissioner Diaz as the new appointment for permanent member with Chair Matta seconding the motion. The motion passed unanimously.

2. Presentation and Possible Action to Approve an Amending Subdivision Plat of the Correction Plat of Linkwood Addition Subdivision Establishing Block 41, Block D, CB 4446A for Approximately 0.427 acres, Located at 7500 and 7504 Linkside Drive - S. Huerta, Planning and Zoning Director

Commissioner Diaz made a motion to approve the plat without variances. The motion was seconded by Commissioner Mursh which passed unanimously

3. Presentation, Discussion, and Public Hearing to Consider Approval of a Request to Rezone Approximately 6.8 Acre of Land, From R-1 Single-Family Dwelling District to Planned Development District (PDD), with R-3 Multiple-Family Dwelling Base Zoning District, Located at 6612 and 6618 Sawyer Road; and More Specifically Described as the Northwest 330' of Lots 10, 11, 12, 13, and the Northeast 20' Triangle of lot 10, and the Southwest 400' of Lot 3, CB 5874 - S. Huerta, Planning and Zoning Director

Commissioner Martinez made a motion to approve the PDD request with Commissioner Diaz seconding the motion. The motion failed 6 – 1.

Commissioner Mursch made a motion to deny the PDD request with Commissioner Fernandez seconding the motion. The motion passed 5 – 2.

4. Presentation, Discussion, Public Hearing and Recommendation on a Request to Amend Ordinance 2021-54 to Change the Zoning from PD Planned Development District, with B-3 Commercial District and No SO, Sustainability Zoning to PD Planned Development District with R-3 Multiple-Family Dwelling Base Zoning District on Approximately 2.85 Acres at 6758 Poss Road; and More Specifically Described as CB 5784, Block 4, Lot 64, Leon Valley Addition, Quality Subdivision - S. Huerta, Planning and Zoning Director

Commissioner Diaz made a motion to approve the PDD Request with Commissioner Perry seconding the motion. The motion passed unanimously.


4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF

No announcements were made.

5. ADJOURNMENT

Chair Matta announced the meeting adjourned at 8:22 PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 22nd of April 2025.

ATTEST: 
SUSANA HUERTA, AICP
PLANNING AND ZONING DIRECTOR

APPROVED

ERICK MATTA
CHAIR

MAYOR AND CITY COUNCIL COMMUNICATION

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Melinda Moritz, Public Works Director

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

SUBJECT: Presentation and Discussion to Consider Approval of an Ordinance Amending the Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A11.000 Water and Sewer Rates, Section A11.001 (a), (c), (g), and (q) to Increase Water and Sewer Rates, the Edwards Aquifer and TCEQ fees, and Revise Tier Structures

SPONSOR(S): City Council

PURPOSE & BACKGROUND

This item proposes amendments to the Leon Valley Code of Ordinances, specifically Appendix A Fee Schedule, Article A11.000, to:

- Increase water and sewer rates
- Revise the tier structure to align with San Antonio Water System (SAWS) tiers
- Adjust fees for the Edwards Aquifer Authority and TCEQ

A comprehensive review of the water and sewer infrastructure identified the need to replace aging mains. The City Engineer and staff developed a prioritized list of necessary improvements, estimated costs, and a Capital Improvements Plan.

The ordinance introduces a five-year phased rate increase, incorporating rising costs from the Edwards Aquifer Authority and TCEQ. These changes require Council approval to take effect.

FISCAL IMPACT

	Existing	Year 1	Year 2	Year 3	Year 4	Year 5
Proj Rev Water	\$1,992,464.52	\$2,011,794.99	\$2,124,069.02	\$2,243,327.30	\$2,369,657.34	\$2,503,614.66
<i>% Change from Existing</i>		0.97%	6.61%	12.59%	18.93%	25.65%
Proj Rev Sewer	\$2,146,878.24	\$2,121,617.93	\$2,269,281.89	\$2,385,851.05	\$2,500,249.42	\$2,642,577.85
<i>% Change from Existing</i>		-1.18%	5.70%	11.13%	16.46%	23.09%
Proj Rev Total	\$4,139,342.76	\$4,133,412.91	\$4,393,350.91	\$4,629,178.36	\$4,869,906.76	\$5,146,192.51
<i>% Change from Existing</i>		-0.14%	6.14%	11.83%	17.65%	24.32%

The new rates are expected to increase the budget by \$1,006,849.75. A portion of the existing \$1,000,000 in capital improvement funds will be allocated toward financing solutions such as bonds or grants from the Texas Water Development Board in the interim. Emergency repairs will be funded through any remaining capital.

RECOMMENDATION

At the April 1, 2025, City Council meeting, the City Council voted to approve these increases and revisit them in two years to see if any adjustments are needed.

Watch the April 1, 2025, City Council meeting at 50:30.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE NO.2025-

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AMENDING THE LEON VALLEY CODE OF ORDINANCES, APPENDIX A, FEE SCHEDULE, ARTICLE A11.000 WATER AND SEWER FEES, SECTION A11.001 (A), (C), (G), AND (Q); PROVIDING AN EFFECTIVE DATE OF THE FIRST DAY OF THE WATER BILLING CYCLE FOR OCTOBER 2025, AN EFFECTIVE DATE FOR THE SEWER BILLING CYCLE FOR OCTOBER 2025, WITH PUBLICATION AS REQUIRED BY LAW, AND PROVIDING A CONFLICTS PROVISION.

WHEREAS, the City of Leon Valley strives to provide an efficient, safe, and superior water and sewer system for its residents and businesses, and it is found that the City's water and sewer system is in need of Capital Improvements in order to continue to provide a superior system; and

WHEREAS, the City Engineer has completed a Water and Sewer System Capital Improvements Plan, which prioritizes portions of the system needing such improvements; and

WHEREAS, the water and sewer system Capital Improvements are necessary and will provide long-term assurances for a safe and superior water system; and

WHEREAS, the city must increase its water and sewer rates to provide funding to perform these improvements to the water and sewer system; and

WHEREAS, the Edwards Aquifer Authority has increased the fees charged for managing the Edwards Aquifer Habitat Conservation Plan and fees charged to the city's customers must be increased to reflect this increase; and

WHEREAS, the fees due to the Texas Commission on Environmental Quality (TCEQ) are similarly being increased to Leon Valley water customers;

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

Section 1. Amendment. That the Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A11.000 Water and Sewer Fees is hereby amended as revised by attachment hereto designated as **Exhibit "A"** and incorporated by reference herein for all purposes.

Section 2. Recitals. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 3. Conflicts. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 4. Savings. That all rights and privileges of the City are expressly saved as to

any and all violations of the provision of any ordinances repealed by this ordinance which have accrued at the time of the effective date of this Ordinances; and, as to such accrued violation and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

Section 5. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 6. TOMA compliance. It is officially found, determined, and declared that the meeting at which this Ordinance 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 Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 7. Effective date. This ordinance amendment shall take effect upon adoption for the first day of the water and sewer billing cycle for October 2025, and the meeting of all publication requirements under law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 6th day of May, 2025.

APPROVED

CHRIS RILEY
MAYOR

Attest :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

Arturo D. “Art ” Rodriguez
City Attorney

EXHIBIT "A"

APPENDIX A - FEE SCHEDULE
 ARTICLE A11.000 WATER AND SEWER FEES

ARTICLE A11.000 WATER AND SEWER FEES

Note: Red and stricken are to be amended by text in blue

Amendment 1. Section A11.001 is to be amended as follows:

"Sec. A11.001 Generally

- (a) *Monthly water rates and charges, all customers residential or nonresidential. The rates set forth below are hereby established and shall be charged for water provided for monthly billings effective as stated in the following chart:*

(1) Monthly meter charge.

Meter Size	Fee	FY 2025-2026 Fee	FY 2026-2027 Fee	FY 2027-2028 Fee	FY 2028-2029 Fee	FY 2029-2030 Fee
Residential 5/8"	\$11.76	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00
Commercial 5/8"	\$12.30	\$12.55	\$12.80	\$13.05	\$13.31	\$13.58
Residential 3/4"	\$13.39	\$13.66	\$13.93	\$14.21	\$14.49	\$14.78
Commercial 3/4"	\$15.08	\$15.38	\$15.69	\$16.00	\$16.32	\$16.65
1"	\$19.06	\$19.44	\$19.83	\$20.23	\$20.63	\$21.04
1½"	\$30.72	\$31.33	\$31.96	\$32.60	\$33.25	\$33.92
2"	\$45.28	\$46.19	\$47.11	\$48.05	\$49.01	\$49.99
3"	\$129.41	\$132.00	\$134.64	\$137.33	\$140.08	\$142.88
4"	\$164.71	\$168.00	\$171.36	\$174.79	\$178.29	\$181.85
8"	\$616.73	\$629.06	\$641.65	\$654.48	\$667.57	\$680.92

(2) Monthly volumetric rate (per thousand gallons).***(A) Commercial.***

- (i) 0—500,000: \$3.70.
1. ~~FY 2026-27: \$3.95~~
 2. ~~FY 2027-28: \$4.20~~
 3. ~~FY 2028-29: \$4.48~~
 4. ~~FY 2029-30: \$4.78~~
- (ii) Above 500,000: \$3.95.
1. ~~FY 2026-27: \$4.20~~

2. FY 2027-28: \$4.50
3. FY 2028-29: \$4.75
4. FY 2029-30: \$5.10

(B) *Residential.*

- ~~(i) 0 - 3,000: \$3.56.~~ (i) Tier and Price per 1,000-gallon chart:
- ~~(ii) 3,001 - 6,000: \$5.06.~~
- ~~(iii) 6,001 - 10,000: \$6.56.~~
- ~~(iv) 10,001 - 17,000: \$8.06.~~
- ~~(v) Above 17,001: \$9.56.~~

Water	Price per 1,000 gallons				
	0-4,000	4,001 - 7,000	7,001 - 12,000	12,001 - 20,000	20,001 +
Fiscal Year 2025-26	\$3.75	\$5.55	\$7.00	\$8.64	\$10.25
Fiscal Year 2026-27	\$4.00	\$5.92	\$7.46	\$9.21	\$10.93
Fiscal Year 2027-28	\$4.26	\$6.31	\$7.95	\$9.82	\$11.65
Fiscal Year 2028-29	\$4.54	\$6.72	\$8.48	\$10.47	\$12.42
Fiscal Year 2029-30	\$4.84	\$7.17	\$9.04	\$11.16	\$13.24

(C) *Irrigation.*

- (i) Tier and Price per 1,000-gallon chart:

Water	Price per 1,000 gallons				
	0-4,000	4,001 - 7,000	7,001 - 12,000	12,001 - 20,000	20,001 +
Fiscal Year 2025-26	\$3.75	\$5.55	\$7.00	\$8.64	\$10.25
Fiscal Year 2026-27	\$4.00	\$5.92	\$7.46	\$9.21	\$10.93
Fiscal Year 2027-28	\$4.26	\$6.31	\$7.95	\$9.82	\$11.65
Fiscal Year 2028-29	\$4.54	\$6.72	\$8.48	\$10.47	\$12.42
Fiscal Year 2029-30	\$4.84	\$7.17	\$9.04	\$11.16	\$13.24

Amendment 2. Subsection (c) is to be amended as follows:

“(c) *Monthly residential and nonresidential sewer service rates.* The rates set forth below are hereby established and shall be charged for monthly sewer service provided effective after publication as required by law:

- (1) *Monthly sewer service rates, residential and nonresidential*

~~(A) Minimum bill: \$15.08.~~

~~(B) Residential (gallons included in minimum bill): 1,000.~~

~~(C) Nonresidential (gallons included in minimum bill): 0.~~

~~(D) Volumetric rate: \$6.24.”~~

(A) Minimum bill:

- (i) FY 2025-26: \$15.38
- (ii) FY 2026-27: \$15.69
- (iii) FY 2027-28: \$16.00
- (iv) FY 2028-29: \$16.32
- (v) FY 2029-30: \$16.65

(B) Volumetric rate:

- (i) FY 2025-26: \$5.50 per 1,000 gallons
- (ii) FY 2026-27: \$5.86 per 1,000 gallons
- (iii) FY 2027-28: \$6.25 per 1,000 gallons
- (iv) FY 2028-29: \$6.66 per 1,000 gallons
- (v) FY 2029-30: \$7.10 per 1,000 gallons”

Amendment 3. Subsection (g) is to be amended as follows:

“(g) *Edwards Aquifer Authority fee:* All customers shall be charged the following additional fee based on the meter consumption per month: ~~\$0.62~~**\$0.70**/1,000 gallons.”

Amendment 4. Subsection (q) is to be amended as follows:

“(q) *Texas Commission on Environmental Quality (TCEQ) public health service fee:* ~~\$0.20~~ **0.5% of the total bill** per month for each city water connection.”

Consider Ordinance Increasing Water and Sewer Rates

Melinda Moritz
Public Works Director
City Council Meeting
May 6, 2025

Summary

- Question: Should the City Council approve an Ordinance increasing water and sewer rates to fund the Capital Improvements Plan?
- Options
 - Approve
 - Deny
 - Other
- Declaration
 - Staff recommends approving the Ordinance to assure adequate funding for the water and sewer system Capital Improvements Plan

Purpose

- City Engineer & staff performed an in-depth review of needed improvements to the water and sewer system
 - Found that numerous water & sewer mains need to be replaced
 - Mains were placed in a list prioritized from worst to best
- Opinion of Probable Cost for each area were developed
- Capital Improvements Plan developed from the research, priority listings, and costs
- Presented to City Council for discussion on proposed funding sources and potential rate increases

Purpose

- City Council decided to implement a 5-year increasing rate and tier structure
 - Rates are to be reviewed at end of two-year period for possible reduction or future increases
- To implement proposed rates, an Ordinance must be approved
- Ordinance also increases charges for Edwards Aquifer Authority fees and TCEQ fees, as both entities have increased their fees
- Tiers have been revised to match SAWS tiers

Current Rate Structure

Water Charges

Meter Size	Deposit Amount	Residential Meter Fee	Non-Residential Meter Fee
5/8"	\$70.00	\$11.76	\$12.30
3/4"	\$70.00	\$13.39	\$15.08
1"	\$100.00	\$19.06	\$19.06
1 1/2"	\$170.00	n/a	\$30.72
2"	\$500.00	n/a	\$45.28
3"	\$770.00	n/a	\$129.41
4"	\$1,010.00	n/a	\$164.71
8"	\$1,520.00	n/a	\$616.73
10"	\$2,420.00	n/a	\$1,165.23

Residential/Irrigation Water Rates per 1,000 Gallons:

Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
0-3000	3,001-6,000	6,001-10,000	10,001-17,000	17,001+
\$3.56	\$5.06	\$6.56	\$8.06	\$9.56

Nonresidential Water Rates per 1,000 Gallons:

0-500,000	\$3.70
Above 500,001	\$3.95

Sewer Charges

Residential Service	0-1,000 gallons	\$15.08 minimum
Residential Service	Over 1,000 gallons	\$6.24 per 1,000 gallons
Non-Residential Service	0 gallons	\$15.08 minimum
Non-Residential Service	0 gallons	\$6.24 per 1,000 gallons

Proposed Rate Structure - Water

Water	Base Rate	\$/1,000 gallons				
		0-4,000	4,001-7,000	7,001-12,000	12,001-20,000	20,001+
Year 1	\$12.00	\$3.75	\$5.55	\$7.00	\$8.64	\$10.25
Year 2	\$12.25	\$4.00	\$5.92	\$7.46	\$9.21	\$10.93
Year 3	\$12.50	\$4.26	\$6.31	\$7.95	\$9.82	\$11.65
Year 4	\$12.75	\$4.54	\$6.72	\$8.48	\$10.47	\$12.42
Year 5	\$13.00	\$4.84	\$7.17	\$9.04	\$11.16	\$13.24

Proposed Rate Structure - Sewer

Sewer	Base Rate	\$/1,000 gallons
Year 1	\$15.38	\$5.50
Year 2	\$15.69	\$5.86
Year 3	\$16.00	\$6.25
Year 4	\$16.32	\$6.66
Year 5	\$16.65	\$7.10

EAA Fee \$0.70 per 1,000 gallons
TCEQ Fee 0.5% of total bill for each Leon Valley water connection

Sample Bill Increase

5,000 GAL/MONTH	Current	Year 1	Year 2	Year 3	Year 4	Year 5
Water – Base Fee	\$11.76	\$12.00	\$12.25	\$12.48	\$12.75	\$13.00
Water – Usage Charge	\$20.80	\$20.55	\$21.91	\$23.35	\$24.89	\$26.54
EAA Fee	\$3.10	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50
Sewer – Base Fee	\$15.08	\$15.38	\$15.69	\$16.00	\$16.32	\$16.65
Sewer – Usage Charge	\$24.96	\$27.50	\$29.32	\$31.25	\$33.31	\$35.51
TCEQ Fee	\$0.38	\$0.39	\$0.41	\$0.43	\$0.45	\$0.48
TOTAL	\$76.08	\$79.32	\$83.07	\$87.04	\$91.23	\$95.67
% Change from Existing	-	4%	9%	14%	20%	26%
\$ Change from Existing		\$3.24	\$7.00	\$10.96	\$15.15	\$19.59

Estimated Revenue Projection

	Existing	Year 1	Year 2	Year 3	Year 4	Year 5
Proj Rev Water	\$1,992,464.52	\$2,011,794.99	\$2,124,069.02	\$2,243,327.30	\$2,369,657.34	\$2,503,614.66
<i>% Change from Existing</i>		0.97%	6.61%	12.59%	18.93%	25.65%
Proj Rev Sewer	\$2,146,878.24	\$2,121,617.93	\$2,269,281.89	\$2,385,851.05	\$2,500,249.42	\$2,642,577.85
<i>% Change from Existing</i>		-1.18%	5.70%	11.13%	16.46%	23.09%
Proj Rev Total	\$4,139,342.76	\$4,133,412.91	\$4,393,350.91	\$4,629,178.36	\$4,869,906.76	\$5,146,192.51
<i>% Change from Existing</i>		-0.14%	6.14%	11.83%	17.65%	24.32%

Fiscal Impact

- Expected to increase budget by \$1,006,849.75
- Use portion of existing capital improvements funds of \$1,000,000 to fund a bond or other financing solution
- Apply for grants from Texas Water Development Board and others if available
- Perform emergency repairs in-house as needed with remaining capital funds

Recommendation

- At the April 1, 2025, City Council meeting, the Council voted to proceed with this rate increase and to revisit it in two years to see if there is a need for any adjustments*.

*watch council meeting 4/1 <https://www.leonvalleytexas.gov/citycouncil/page/city-council-regular-meeting-151> @ 50:30

MAYOR AND COUNCIL COMMUNICATION

DATE: May 6, 2025

TO: Mayor and Council

FROM: Roque Salinas, Executive Director

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

SUBJECT: Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment from the General Fund to the Police Forfeiture Fund in the Amount of \$8,500.00 for the Capital Acquisitions of a Vehicle. (1st Read Held on April 15, 2025)

SPONSOR(S): Mayor and City Council

PURPOSE & BACKGROUND

The purpose of this item is to consider the approval of an Ordinance authorizing a budget adjustment in the amount of \$8,500 from the general fund to the police forfeiture fund for the capital acquisition of a vehicle. This transfer is needed in order for the vehicle to be used by the code enforcement and animal control staff to conduct their daily operation.

Fiscal Impact

A transfer from the General Fund to the Police Forfeiture Fund in the amount of \$8,500.00.

Recommendation

Staff recommend approval of an ordinance authorizing budget adjustment. At council discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE NO. 2025-

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AUTHORIZING A BUDGET ADJUSTMENT TO THE FY 2024-2025 POLICE FORFEITURE FUND IN THE AMOUNT OF \$8,500.00 FROM THE GENERAL FUND FOR THE CAPITAL ACQUISITIONS OF A VEHICLE; AND PROVIDING FOR A PENALTY, REPEALER, SEVERABILITY, AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Leon Valley has already passed their FY 2024-2025 Budget on August 20th, 2024; and

WHEREAS, it has been determined that funding should be added to the FY 2024-2025 Budget; and

WHEREAS, the City of Leon Valley code enforcement and animal control staff require a pickup truck for their daily operations; and

WHEREAS, a 2018 Ford F-150 has been used by the police department since 2018 and;

WHEREAS, the vehicle was purchased with police forfeiture funds; and

WHEREAS, the city wishes to repurpose and purchase the truck for \$8,500.00 from the Police Forfeiture Fund using the FY 2024-2025 General Fund budget; and

WHEREAS, it is now the desire of the City Council to authorize a budget adjustment;

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

SECTION 1. The FY 2024-2025 General Fund Budget of the City of Leon Valley is hereby adjusted in the amount of \$8,500.00 to increase the Police Forfeiture Fund for the Capital Acquisitions of a Vehicle.

SECTION 2. The financial allocations in this Ordinance are subject to approval by the Finance Director. The Finance Director may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations as necessary to carry out the purpose of this Ordinance.

SECTION 3. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph, or section of this Ordinance.

SECTION 4. The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

SECTION 5. This Ordinance shall become effective immediately upon its passage and publication as required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 6th day of May, 2025.

APPROVED

CHRIS RILEY
MAYOR

Attest :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

Arturo D. “Art ” Rodriguez
City Attorney

Consider Approval of an Ordinance
Budget Adjustment
Police Forfeiture F-150

Roque Salinas, MPA
Executive Director
City Council Meeting
May 6, 2025

Purpose

- The purpose of this item is to consider the approval of an Ordinance authorizing a budget adjustment in the amount of \$8,500 from the general fund for the capital acquisition of a vehicle to the police forfeiture fund. This transfer is needed in order for the vehicle to be used by the code enforcement and animal control staff to conduct their daily operation. .

Options:

1. Approval
2. Denial

Summary and Background

- The Police department purchased 2018 F-150 using police forfeiture funds.
- The police department is currently looking to replace the vehicle before car prices increases due tariffs.
- The truck has 90,000 miles on it. Staff feels that this truck can be repurposed to be used by the code enforcement and animal control staff.
- The code enforcement staff only have the 2013 chevy volt and a 2017 chevy pickup (animal control truck).
- Code and Animal control staff do require a pickup truck for daily operations. This fiscal year staff has picked 153 signs, 135 dead animals, and the City does paint over graffiti if the property owner failed to remove it. All these item would require a pickup truck.

Fiscal impact cont.

{Section}.64.

- A budget adjustment in the amount of \$8,500 from the general fund for the capital acquisition of a vehicle to the police forfeiture fund.
- This transfer is needed in order for the vehicle to be used by the code enforcement and animal control staff to conduct their daily operation.
- If the council does not approve this budget adjustment the truck will be traded in to a dealership and the police department will replace it.
- Code and animal control will have to seek out a different truck.

Recommendation

{Section}.64.

- Staff recommends approval of this request. The final decision is at the City Council's discretion.

Consider Approval of an Ordinance
Budget Adjustment
Police Forfeiture F-150

Roque Salinas, MPA
Executive Director
City Council Meeting
May 6, 2025

MAYOR AND COUNCIL COMMUNICATION

DATE: May 06, 2025

TO: Mayor and Council

FROM: Saundra Passailaigue, City Secretary

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Discussion and Possible Action of a Resolution of the City of Leon Valley, TX., City Council Appointing a Member to the Board of Adjustment

SPONSOR(S): (N/A)

PURPOSE

The purpose of this item is to appoint Adam Castillo as a Member to the Board of Adjustment for a term to expire on May 31, 2026.

FISCAL IMPACT

None

STRATEGIC GOALS

Not applicable

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
A MEMBER TO THE BOARD OF ADJUSTMENT**

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

The following individual is hereby appointed as a Member of the **Board of Adjustment**
with a term expiring May 31, 2026:

Adam Castillo

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

That the appointment of the aforementioned individual to the Leon Valley Board of
Adjustment and that the term become effective immediately.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Leon Valley
on this the 6th day of May, 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: May 6, 2025

TO: Mayor and Council

FROM: Melinda Moritz, Public Works Director

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

SUBJECT: Presentation, Discussion, and Possible Action to Consider Approval of an Appeal from a Leon Valley Water Customer to Reduce the Amount of the February/March 2025 Water and Sewer Bill at 5309 Cilantro Place

SPONSOR(S): None

PURPOSE & BACKGROUND

The purpose of this item is to consider an appeal by a Leon Valley water customer to reduce the amount of a water surcharge and/or allow a payment plan for the remaining water bill for the Feb/March 2025 billing cycle.

In August of 2024, the City Council enacted a drought management water surcharge for Stage III drought management which states:

“(vi) A drought surcharge is assessed on all accounts for water used or assumed to be used for landscape irrigation. The surcharge is to remain in effect for a minimum of one complete billing month and will remain in effect if Stage III is still in effect at the beginning of the next billing month.”

The surcharge is \$10.37 per 1,000 gallons for water usage of over 20,000 gallons.

The drought surcharge policy states in part:

“8. Appeals. The responsible party may appeal the decision to apply a drought surcharge to the account. All appeals must be requested in writing by the customer within ten days of receipt of notice of the drought surcharge being applied to the account.

Appeals received will be routed to the Public Works Director for review and recommendation. Once a recommendation has been made, the appeal will be forwarded to the City Council for a final decision.”

The customer states that she had her children at home for spring break and while playing outside, they turned on the backyard water spigot. They forgot to turn the water off after they were finished playing and the water was allowed to run for a long period of time, which flooded both her neighbor's and her backyards. She is requesting the surcharge be waived and/or possibly get assistance on paying the bill or approving payment arrangements to pay off the balance.

Fiscal Impact

The customer averages 8,400 gallons per month, with an average monthly bill of \$105.00. The Feb/Mar 2025 consumption was 146,000 gallons resulting in a total bill of \$2,880.13, which included a surcharge of \$1,306.62.

Recommendation

The Public Works Director recommends the surcharge or a portion of the surcharge be waived for the Feb/March 2025 billing cycle and that they be allowed to pay off the remaining balance in a 12-month payment plan.

Total bill	\$2,880.13
Surcharge	<u>\$1,306.62</u>
Remaining charge	\$1,573.51
12-month plan	\$ 131.13

They would be required to pay the normal monthly bill on time, in addition to the restitution of \$131 per month, which would result in estimated monthly payments of \$236.00.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Water Bill Appeal 5309 Cilantro Place

Melinda Moritz
Public Works Director
City Council Meeting
May 6, 2025

Summary

- Question
 - City Council is being asked to consider granting an appeal to reduce a water bill surcharge & authorize payment plan for a water and sewer customer
- Options
 - Recommended:
 1. No change.
 2. Remove surcharge and allow a payment plan
 - Denial
 - Other
- Declaration
 - The high water bill was not intentional & some relief is appropriate for this customer
 - Council to decide final outcome

Purpose

- Consider an appeal by a Leon Valley water customer to reduce the amount of a water surcharge and/or allow a payment plan for the remaining water bill for the Feb/March 2025 billing cycle

Purpose / Background

- In August of 2024, the City Council enacted drought management water surcharge for Stage III drought management regulations which states in part:
- “(vi) A drought surcharge is assessed on all accounts for water used or assumed to be used for landscape irrigation
- Surcharge is to remain in effect for a minimum of one complete billing month and will remain in effect if Stage III is still in effect at the beginning of the next billing month”
- The surcharge is \$10.37 per 1,000 gallons for water usage of over 20,000 gallons

Purpose / Background

- The drought surcharge policy states in part:
- “8. Appeals. The responsible party may appeal the decision to apply a drought surcharge to the account
- All appeals must be requested in writing by the customer within ten days of receipt of notice of the drought surcharge being applied to the account
- Appeals received will be routed to the Public Works Director for review and recommendation
- Once a recommendation has been made, the appeal will be forwarded to the City Council for a final decision”

Purpose / Background

- Customer appeals, stating children were at home for spring break & while playing outside, turned on backyard water spigot & forgot about it
- Water ran for a long period of time, which flooded both her neighbor's and her backyards
 - Staff received the calls & notified her of possible leak
- She is requesting the surcharge be waived and/or possibly get assistance on paying the bill or approving payment arrangements to pay off the balance

Fiscal Impact

- Customer average usage 8,400 gal per mo.
- Average monthly bill \$105.00
- Feb/Mar 2025 consumption 146,000 gal
- Total bill \$2,880.13
 - Includes surcharge \$1306.62

Recommendation

- Waive surcharge fee -**\$1306.62**
 - Total bill \$2,880.13
 - Surcharge **\$1,306.62**
 - Remaining charge \$1,573.51
 - 12-month plan \$ 131.13
 - They would be required to pay the normal monthly bill (est. \$105) on time, in addition to the restitution, which would result in an average of \$234 per month

MAYOR AND CITY COUNCIL COMMUNICATION

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Susana Huerta, AICP, Planning and Zoning Director

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

SUBJECT: Presentation, Discussion, and **Public Hearing** to Consider Approval of an Ordinance on a Non-Specified Use Request to Amend Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 2 Rules of Construction and Definitions and Division 6 Permitted Use Table to Establish the Definition and Use “Bail Bond Facility” as Being Allowed in the B-2 Retail Zoning District with a Specific Use Permit (SUP), and in the B-3 Commercial and I-1 Industrial Zoning Districts By Right

PURPOSE

The purpose of this communication is to consider an amendment to Chapter 15 Zoning for a Non-Specified Use request to define and allow the use “Bail Bond Facility” in the following zoning categories:

- B-2 Retail Zoning District: With a Specific Use Permit (SUP).
- B-3 Commercial and I-1 Industrial Zoning Districts: Without an SUP.

The use is currently not defined or listed in the Permitted Use Table.

Proposed Definition:

“Bail Bond Facility: A business that provides bail services, essentially acting as a surety. Bail Bonds businesses post bonds with courts, guaranteeing that a defendant will appear for all scheduled court dates. In exchange for the guarantee, the company charges a fee. Bail Bonding companies are required to provide proof of current licensing with the state of Texas.”

Operational Characteristics:

- Typically follows regular business hours.
- Located in enclosed business offices or stand-alone buildings.
- No outside storage.
- Most transactions and inquiries occur via phone; staff is available 24/7 to take calls.

Regulatory Background:

Bail Bond companies and their agents are licensed and regulated by the state insurance department under the Occupations Code, Title 10. Occupations Related to Law Enforcement and Security, Chapter 1704.

Relevant Zoning Ordinance Sections:

Division 11 - Non-Specified Uses

Sec. 15.02.601 - Definition: A non-specified use is one that does not fall under existing zoning district categories or conform to district purposes.

Sec. 15.02.602 - Effect of Provision:

- Propose new uses for inclusion in zoning districts.
- Allow certain uses in additional zoning districts.
- Adjust specific use permit requirements for particular uses in specific districts.

Sec. 15.02.603 - Hearings:

Non-specified uses may be categorized by the Planning and Zoning Commission. Approval by City Council is required following application and public hearing procedures.

Proposed Permitted Use Table Update:

Use	O-1	B-1	B-2	B-3	I-1
Bail Bond Facility	X	X	SUP	P	P

FISCAL IMPACT

These changes may potentially increase ad valorem and sales tax revenues.

RECOMMENDATION

Staff recommends defining “Bail Bond Facility” and assigning this use into appropriate zoning districts. This will provide applicants with clear processes and requirements for approval. The City Council is reminded that allowing the use in a particular zoning district will permit such facilities in all areas of the city within that zoning designation.

**PLANNING AND ZONING COMMISSION
RECOMMENDATION**

At their April 22, 2025 meeting, the Planning and Zoning Commission made a recommendation to approve the Non-Specified Use request with a vote of 5 – 1.

Michael P. Castaneda

Sunset Plaza
5700 Wurzbach Rd. Ste. 5724-A
Leon Valley. TX 78238
Mikesbailbonds2011@gmail.com
956-324-9389 (Personal) 956-523-0029 (Work)

January 20, 2025

Leon Valley

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

Dear Sir or Madam,

I'm a self-employed entrepreneur in the bail bond industry. I own a bail bond company in Laredo, TX. I'm interested in expanding and having an office here at Leon Valley. Therefore, I come to you in regards of zoning.

My interest in having an office here is to better serve the citizens with faster service. It would be amazing to be one of the first bail bond companies to open in this wonderful small town.

I am highly skilled and excellent in what I do. With 24 years of experience, I am thrilled to offer my service to the city of Leon Valley.

Thank you for your time and considering my application. I have attached my resume for your review and would happily go into more detail on how my line of business works. I await with pleasure in having the opportunity to operate here at Leon Valley to deliver superior amenity.

MICHAEL P. CASTANEDA

1202 San Agustin Ave. Laredo, TX (956)523-0029(work) (████)████(personal)
████████████████████

Self-employed in the bail bond industry. Owner of Mike's Bail Bonds, home-based out of Webb County. Provide service in over 45 counties 24 hours a day seven days a week. Felonies and/or misdemeanors. Immigration bonds or operation lone star.

2025- PRESENT

Bail Bond Representative | Webb County | Laredo, TX

I recently got elected as Webb County's Bondsperson Representative. I am determined to be the voice of my fellow bail bondsmen. I aim to make adjustments that are needed to better suit their work ethics. I intend to work firsthand with each and every bail bond company to assist any issues they may have.

2021-2022

Ran for Commissioner Pct.4 | Laredo, TX

Although I didn't get elected as commissioner, it was a great learning experience. I got to meet many people. Heard their needs and wants. Got to assist a handful of humanity. Gave back to the community. Did fundraisers to manage my campaign. Learned to better finance and distribute my financial needs.

2010- Present

Bail Bond Owner | Mike's Bail Bonds | Laredo, Tx

With 24 years of knowledge, I own my very own bail bond company. My primary office is in Webb County. A secondary office in Maverick County. Currently working on opening a third office at a different county. I practice my professionalism in 45 counties in Texas. With eleven employees under my business, I am delighted to say we have been remarkably successful, and I am appreciative of my team.

2001- 2009

Bail Bond Agent | Frontera Bail Bonds | Laredo, Tx

As a bail bond agent, I learned to prepare and file applications of clients. Turned in bonds to county jail. Spoke and stayed in contact with clients. Checked for court dates. Oversaw collection. Ran any other errands that were needed, for example, filing paperwork at the courthouse, sheriff's office, county jail, etc.

Serving the Community

I am a big believer in sharing one's blessing. I am proud to say I host an annual turkey giveaway, an annual Easter basket giveaway, and an annual back-to-school giveaway. Throughout the year I help families with fundraisers of all types, from personal sport expenses, medical expenses, funeral expenses, etc. I give back to school teams and teachers. I also enjoy giving back to the veterans. I've fed the Bethany House of Laredo and have provided for the Sacred Heart Children's Home.

Skills

- Entrepreneur
- Very Persistent
- People Person
- Great Listener
- Leader
- Extraordinary Communication
- Fluent in English and Spanish
- Make Positive Impacts

ORDINANCE NO. 2025-

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AMENDING THE LEON VALLEY CODE OF ORDINANCES, CHAPTER 15 ZONING, DIVISION 2 – RULES OF CONSTRUCTION AND DEFINITIONS, SEC. 15.02.052 – DEFINITIONS AND CHAPTER 15 ZONING, DIVISION 7 PERMITTED USE TABLE, SECTION 15.02.381 TO ALLOW THE USE “BAIL BOND FACILITY” IN CERTAIN ZONING DISTRICTS WITH AND WITHOUT A SPECIFIC USE PERMIT; PROVIDING FOR REPEALER, SEVERABILITY AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS Chapter 15 Zoning, Division 2 – Rules of Construction and Definitions, Sec. 15.02.052 – Definitions is the section of the City of Leon Valley Code of Ordinances that defines the uses allowed; and

WHEREAS Chapter 15 Zoning, Division 7 Permitted Uses, Section 15.02.381 of the City of Leon Valley Code of Ordinances currently regulates the uses allowed in each zoning district and in each Overlay zoning district; and

WHEREAS the City has determined that a revision to add the new terms to Chapter 15 Zoning, Division 2 – Rules of Construction and Definitions, Sec. 15.02.052 – Definitions is appropriate; and

WHEREAS the City has determined that this use should be allowed in the B-2 District with a Specific Use Permit and in the B-3 Commercial, and I-1 Industrial zoning districts with or without certain restrictions or additional regulations, and now desires to revise Section 15.02.381 Table of Permitted Uses to reflect these revisions; and

WHEREAS after a public hearing and notice provisions as required by law, the Planning and Zoning Commission of the City of Leon Valley voted to recommend approval of these revisions to Section 15.02.381 Table of Permitted Uses; and

WHEREAS after a public hearing and notice provisions as required by law, the City Council of the City of Leon Valley now desires to amend Section 15.02.381 Table of Permitted Uses of the City of Leon Valley Code of Ordinances to allow “Bail Bond Facility” uses in the B-2 with a Specific Use Permit and in the B-3, and I-1 zoning district allowed by right.

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

SECTION 1. *Chapter 15 Zoning, Division 2 – Rules of Construction and Definitions, Sec. 15.02.052 – Definitions is hereby amended to include the following terms:*

- Bail Bond Facility: A business that provides bail services, essentially acting as a surety. Bail Bonds businesses post bonds with courts, guaranteeing that a defendant will appear for all scheduled court dates. In exchange for the guarantee, the company charges a fee. Bail Bonding companies are required to provide proof

of current licensing with the state of Texas.

SECTION 2. Chapter 15 Zoning, Division 7, Section 15.02.381 Permitted Use Table of the City of Leon Valley Code of Ordinances is hereby amended for the following uses only to read:

Use	O-1	B-1	B-2	B-3	I-1
Bail Bond Facility	X	X	SUP	P	P

SECTION 3. The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

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

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

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 20th day of May, 2025.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

ART RODRIGUEZ
City Attorney

Consider Non-Specified Use Request New Use - Bail Bond Facility

Susana Huerta
Planning and Zoning Director
City Council Meeting
May 6, 2025

Summary

- Question – Should the City approve an Ordinance amending Chapter 15 Zoning, Article 15.02, Division 2 Definitions and Division 6 Table of Permitted Uses to include a definition and the use “Bail Bond Facility” with a Specific Use Permit and by right in certain zoning districts
- Options:
 - Approve proposed amendments to Chapter 15 Zoning, Division 2 Rules of Construction and Definitions and Division 6 Table of Permitted Uses to include this use
 - Deny proposed amendments
 - Other
- Declaration
 - The Zoning Code has a process by which applicants may propose new uses be included in the Zoning Code

Purpose

- The use “Bail Bond Facility” is currently not included in the permitted use table
- Applicant is proposing the use be included in the table as being allowed in the B-2 Retail Zoning district with a SUP, and in the B-3 Commercial and I-1 Industrial zoning districts without an SUP
- Will also need to revise Chapter 15, Article 15.02, Division 2 Rules of Construction and Definitions to include a definition of the use

Purpose

- Proposed definition: “Bail bond facility - a business that provides bail services, essentially acting as a surety. The business posts a bond with the courts, guaranteeing a defendant will appear for all scheduled court dates. In exchange for this guarantee, the company charges a fee. Business must provide proof of current license by the State of Texas.”
 - Bail Bond Companies and their agents are licensed and regulated by state insurance departments via the Occupations Code, Title 10. Occupations Related to Law Enforcement and Security, Chapter 1704. Regulation of Bail Bond Sureties
 - This type of use is typically located in an enclosed business office or stand-alone building, with no outside storage, and follow regular business hours with walk-in customers
 - Most customer inquiries and transactions take place over the phone and staff is on call to take calls 24 hours a day

Purpose

DIVISION 11. - NONSPECIFIED USES

Sec. 15.02.601 – Definition

A nonspecified use is a use which, according to the zoning administrator, does not fall into the categorization of zoning districts as listed in "Permitted Use Table" above and does not conform to the intent of the district description and purpose in which it is intended to be located.

Sec. 15.02.602 - Effect of provision

The provision for nonspecified use is intended to provide individuals with an administrative procedure:

Purpose

- (1) To propose new use(s) to be included in one or more of the various zoning districts;*
- (2) To propose that certain use(s) be allowed in a zoning district other than the district(s) in which said use or uses is now allowed; and*
- (3) To propose the addition or deletion of specific use permit requirements for a particular use in a particular zoning district.*

Sec. 15.02.603 - Hearings

A nonspecified use may be categorized by the Leon Valley planning and zoning commission, with commission's categorization being approved by city council, after application and public hearing as set out in the specific use permits sections of this article.

Proposed Amendment

Proposed

Use	O-1	B-1	B-2	B-3	I-1
Bail Bond Company	X	X	SUP	P	P

- P - Allowed by right
- X - Not allowed
- SUP - Specific use permit

Fiscal Impact

- These changes may encourage these types of business to relocate to Leon Valley, which would increase ad valorem taxes and/or sales taxes.

Staff Recommendation

- This use is not currently listed in the Permitted Use Table
- Staff recommends that the use “Bail Bond Facility” be defined and that zoning districts be assigned, to provide applicants with the necessary process and requirements for approval

Planning and Zoning Commission Recommendation

- The Planning and Zoning Commission recommended approval in a vote of 5 – 1

MAYOR AND CITY COUNCIL COMMUNICATION

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Susana Huerta, AICP, Planning and Zoning Director

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

SUBJECT: Consider Approval of a Request for Variance to the Leon Valley Code of Ordinances, Chapter 13, Tree Preservation, Article 13.02 Tree Preservation Ordinance, Division 3. Requirements and Restrictions, Sec. 13.02.074 Preservation Requirements, Sec. 13.02.075 Removal, Replacement or Relocation of Medium and Large Trees, Sec. 13.02.076 Replacement Trees Required; Penalties, (a) and (b), Sec. 13.02.80 Heritage tree removal prohibited; penalties, to Allow the Removal of three (3) Heritage, and one (1) Large Tree, and to Pay a Reduced Fee-In-Lieu of from \$10,600 to \$1,500.00 in Tree Mitigation Fees, Located at 5305 Wurzbach Road, Lot 22, Block 4, CB: 9904, Rollingwood Ridge-Wurzbach Subdivision, on Approximately 1.43 Acres of Vacant Land

SPONSOR(S): N/A

PURPOSE

Applicant/

Property Owner: Scott Milgrom, Wake Up and Live Investments

Site: The property is located at 5305 Wurzbach Road. The owner of the property would like to build a new commercial building on a currently vacant lot.

Staff Comments:

- The site plan indicates the removal of three (3) Heritage and one (1) large trees from the site to provide for construction of a new commercial building.
- The applicant will be maintaining 70% of the current trees on the property.
- Tree mitigation fees in the amount of \$10,600 would be due to the city. They are requesting a reduction request for a variance of \$9,100 and only pay \$1,500 for fee-in-lieu.
- City Code mandates that for each medium tree removed, one tree of 6" or more in diameter be planted and for each large tree, one tree of 8" or more in diameter be planted.
- City Code prohibits the removal of any heritage trees, regardless of species.

- The Code further states that up to 25% of all required trees may be mitigated rather than preserved, unless insufficient land area exists on which to plant the required total caliper width of replacement trees, then the “cash in lieu of” amount may be increased up to 50% of the required replacement tree amount.
- City Code states that variances may be granted after consideration and recommendation by the City Council where literal enforcement of the provision of this article will result in unnecessary hardship. No variance may be granted unless:
 - (1) Such variance will not be contrary to the public interest;
 - (2) Such variance will be in harmony with the spirit and purposes of the article;
 - (3) The variance sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial;
 - (4) The variance will not substantially weaken the general purposes of the Tree Preservation Ordinance.

FISCAL IMPACT

The mitigation plan will result in the planting of appropriate tree species and an increase of \$1,500.00 in the Tree Mitigation Fund, which supports additional tree planting at approved sites in Leon Valley. The proposed new commercial building will increase the City’s sales and ad valorem tax base.

RECOMMENDATION

At the City Council’s discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Scott Milgrom

Image360 San Antonio West / Wake Up and Live Investments

5303 Wurzbach Rd

Leon Valley, TX. 78238

scott@image360sawest.com

210-669-7736

4/11/25

City of Leon Valley

City Council

RE: Request for Variance to Remove Trees for Proposed Building Construction

Dear City Council,

I am writing to respectfully request a variance to remove four trees—three oak trees and one ash tree—located on a vacant parcel I own at 5305 Wurzbach Rd., Leon Valley. I am planning to construct a new building on this land to support the continued growth and operations of my business, which has proudly served the Leon Valley community for nearly 30 years. I currently have 16 employees that live and support the Leon Valley area.

After a thorough evaluation of the site with my builder and design team, it has become clear that the removal of these trees is necessary to allow for proper building placement, access for construction equipment, parking, and the needed square footage. We have carefully explored alternative site layouts to preserve the trees, but doing so would significantly impact the feasibility of the project and limit essential infrastructure and expansion.

I greatly value the natural beauty of our area and do not take this request lightly. I am committed to work to make this good for both parties. I would be willing to pay \$1500 for the removal to the city and for all the fees associated with the removal costs that are estimated at \$9500. We currently have 356” of caliper inches of trees and I am going to maintain 70% of the current trees on the property

I respectfully ask for your consideration in granting this variance, which is essential for the successful development of this property and the future of a long-standing local business. I am more than willing to provide any additional documentation, site plans, or meet in person to further discuss this request.

Thank you for your time and thoughtful consideration.

Sincerely,

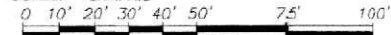
Scott Milgrom

Owner, Wake Up and Live Investments



SITE DEVELOPMENT PLAN

SCALE: GRAPHIC



WURZBACH ROAD
(73.096.0.W)

SP2-040925

THIS CONCEPTUAL SITE PLAN IS FOR MARKETING PURPOSES ONLY, AND HAS BEEN PREPARED FOR CLIENT BASED UPON PRELIMINARY AVAILABLE SITE INFORMATION DEEMED RELIABLE. ALL DIMENSIONS, GRADIS AND AREA CALCULATIONS ARE SUBJECT TO VERIFICATION AND MODIFICATION BY A PROFESSIONAL CIVIL ENGINEER FOR COMPLIANCE WITH ALL NATIONAL, STATE, AND LOCAL REGULATIONS. NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION.

VILLA PARK
ARCHITECTURE/PLANNING/INTERIOR, PLLC
PH. (210) 384-8900
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SITE DEVELOPMENT PLAN

WURZBACH + SEVILLE
SAN ANTONIO, TEXAS

DRAWN
MUN
CHECKED
MUN
DATE
04/09/25
PROJECT
WURZBACH + SEVILLE
JOB NO.
SP2-040925
SHEET

SP2

TREE INVENTORY

27" Oak along 5303 Wurzbach building

26" Oak along 5303 Wurzbach building back corner of 5303

25" Oak at front of property

10" oak at front of property

30" oak behind building

14" Mesquite along back edge of property

15" Mesquite along back edge of property

17" Mesquite in back area along Seville

20" hackberry at front of Seville side of building

6" Oak along Seville

6" Oak along Seville

12" hackberry along Seville

11" Hackberry along Seville

Total Circumference inches – 219"



**CITY OF LEON VALLEY
A TREE VARIANCE**

Wake Up and Live Investments, applicant, Project Number PZ-2025-11, is hereby granted a variance to the Leon Valley Code of Ordinances, Chapter 13, Tree Preservation, Article 13.02 Tree Preservation Ordinance, Division 3. Requirements and Restrictions, Sec. 13.02.074 Preservation Requirements, Sec. 13.02.075 Removal, Replacement or Relocation of Medium and Large Trees, Sec. 13.02.076 Replacement Trees Required; Penalties, (a) and (b), Sec. 13.02.80 Heritage tree removal prohibited; penalties, to Allow the Removal of three (3) Heritage, and one (1) Large Trees, and to Pay a Reduced Fee-In-Lieu of from \$10,600 to \$1,500.00 in Tree Mitigation Fees, Located at 5305 Wurzbach Road, Lot 22, Block 4, CB: 9904, Rollingwood Ridge-Wurzbach Subdivision, on Approximately 1.43 Acres of Vacant Land.

The City Council of the City of Leon Valley voted approval of the above variance on the 6th day of May 2025.

Chris Riley
Mayor

Attest:

Saundra Passailaigue, TMRC
City Secretary



Tree Mitigation Variance Request

PZ-2025-11

5305 Wurzbach Road

Susana Huerta, AICP
Planning and Zoning Director
City Council Meeting
May 6, 2025

Summary

- Question

- Should the Council grant a Tree Mitigation Variance to Allow the Removal of three (3) Heritage, and one (1) Large Trees, and Allow to Pay a Reduced Fee-In-Lieu of from \$10,600 to \$1,500.00 in Tree Mitigation Fees, Located at 5305 Wurzbach Road, Lot 22, Block 4, CB 9904, Rollingwood Ridge-Wurzbach Subdivision, on Approximately 1.43 Acres of Vacant Land?

- Options

- Grant the variance
- Deny
- Other

- Declaration

- At Council's discretion - tree removal will accommodate orderly development of area and the planting of native trees

Purpose

- Applicant is requesting approval of a variance to remove 3 Heritage and 1 large tree at 5305 Wurzbach Rd
- If approved, \$10,600 in Tree Mitigation fees would be due to the City
 - They are requesting a reduction request for variance of \$9,100 and only pay \$1,500 for fee-in-lieu
 - Applicant will be constructing new building & trees are in the building site
- Tree Mitigation Plan proposes to maintain 70% of existing 356 caliper inches of trees

Mitigation Summary

/TREE INVENTORY

27" Oak along 5303 Wurzbach building

26" Oak along 5303 Wurzbach building back corner of 5303

25" Oak at front of property

10" oak at front of property

30" oak behind building

14" Mesquite along back edge of property

15" Mesquite along back edge of property

17" Mesquite in back area along Seville

20" hackberry at front of Seville side of building

6" Oak along Seville

6" Oak along Seville

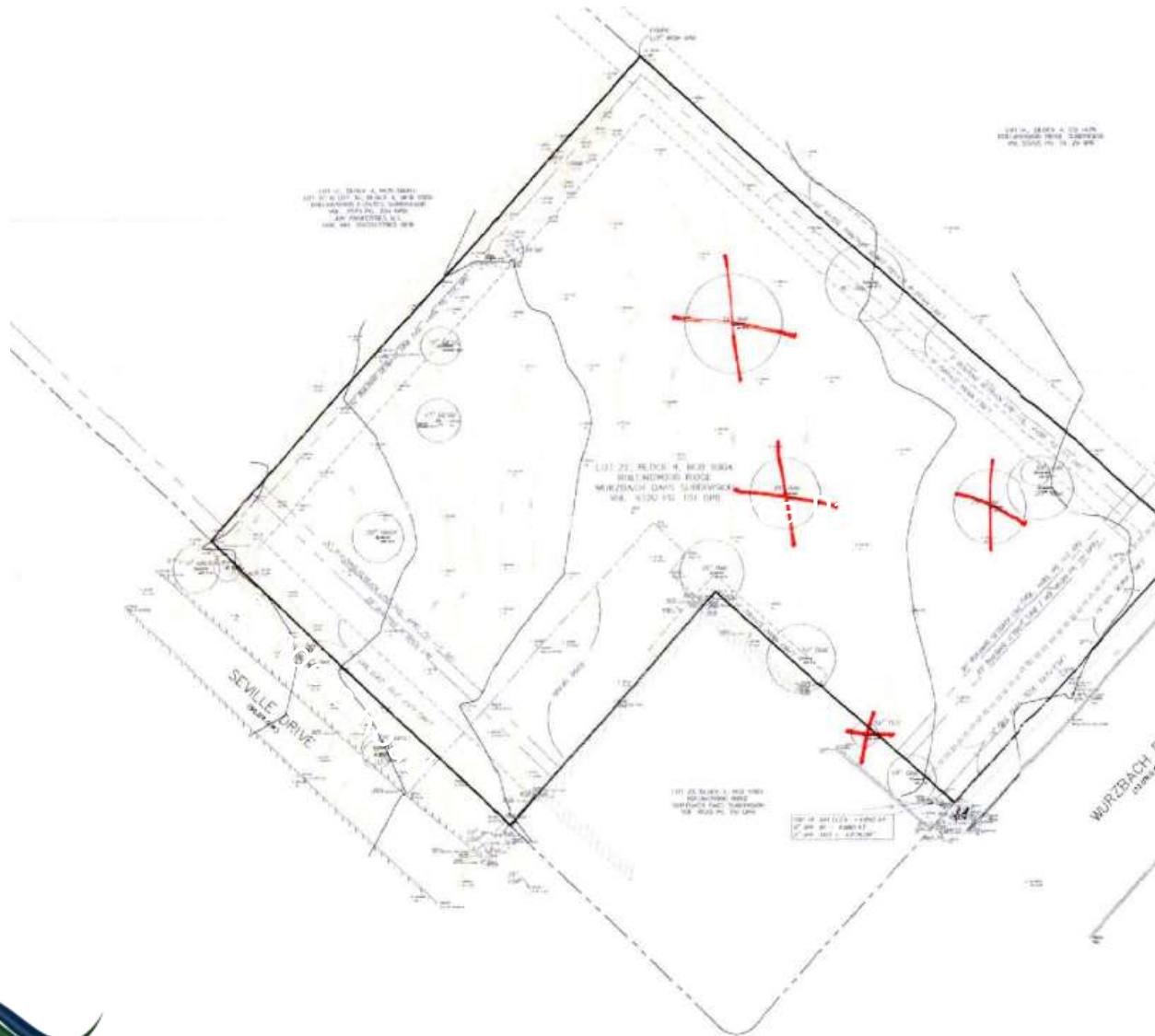
12" hackberry along Seville

11" Hackberry along Seville

Total Circumference inches – 219"

Tree Survey

{Section}.73.



{Section}.73.



Code Requirements

- For each medium tree removed, 1 tree of 6" or more in diameter be planted and for each large tree, 1 tree of 8" or more in diameter shall be planted
- Prohibits removal of heritage trees, regardless of species
- Up to 25% of required trees may be mitigated rather than preserved, unless insufficient land area exists to plant the required total caliper width of replacement trees, then "cash in lieu of" amount may be increased up to 50% of the required replacement tree amount
- Applicant is keeping 70% of trees on the site

Code Requirements

- Variances:
 - May be granted after consideration/approval of City Council, where a literal enforcement of the provision of the Article will result in unnecessary hardship
 - No variance may be granted unless:
 - Such variance will not be contrary to the public interest;
 - Such variance will be in harmony with the spirit and purposes of the article;
 - The variance sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial;
 - The variance will not substantially weaken the general purposes of the Tree Preservation Ordinance.

Fiscal Impact

- Tree mitigation fees in the amount of \$1,500.00 would be paid into the Tree Mitigation Fund
- Fund restricted to supporting additional tree planting at approved sites in Leon Valley
- Granting this variance will facilitate the development of the lot, which will increase the City's property tax base

Recommendation

- Staff recommends approval, as this is an “L” shaped lot, which creates difficulty in development
- At the discretion of the City Council

MAYOR AND COUNCIL COMMUNICATION

DATE: May 6, 2025

TO: Mayor and Council

FROM: Melinda Moritz, Public Works Director

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

SUBJECT: Presentation and Discussion to Consider Approval of an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 1 General Provisions, Article 1.09 Parks and Recreation, Section 1.09.034 Prohibited Activities and Uses, to Add a Subsection (i) Special Events

SPONSOR(S): City Manager Caldera, Ph.D.

PURPOSE & BACKGROUND

The purpose of this item is to consider an amendment to the city code to include regulations for special events at the city's parks.

The current code already states that the entire park cannot be rented at one time to any group; however, this past weekend one such group circumvented the regulation by renting out different portions of the park at different times of the day and stating that it was for a family picnic. The group was told after their previous year's event that they would need permission from the Park Commission and City Council to use the park again. Attendance at this past weekend's event was so large that the attendees were forced to secure parking outside of the park parking lot and blocked driveways along Cherryleaf Street. The Police Department had to use all their resources to provide security for the event.

To better prepare for these types of events in the park in the future, we propose the following amendment to the park usage rules:

"(i) Special event. A special event is defined as a group of persons or an organization, with or without vendors, that rent any single or combination of pavilions, athletic fields, or tennis/basketball courts, that may have a significant impact on park resources, as determined by the Leon Valley Police Department, over the period of a single day or weekend. Such special events shall require a completed application and an approved variance from the Park Commission and City Council. Arrangements for security must be made and approved by the Leon Valley Police Department and event logistics must be approved by both the Leon Valley Police and Leon Valley Fire Departments."

Fiscal Impact

A Special Event fee could be created for this type of activity. Staff suggests a fee of \$500, which would recover the cost of staff time, and the Park Commission and Council consideration of each request. The cost of security would be at the requester's expense.

Recommendation

Staff recommends amending the Code to require special event organizers to acquire a variance from the Park Commission and City Council for their events.

The cost for such consideration is at the discretion of the City Council.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE NO.2025-__

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AMENDING THE LEON VALLEY CODE OF ORDINANCES, CHAPTER 1 GENERAL PROVISIONS, ARTICLE 1.09 PARKS AND RECREATION, SECTION 1.09.034 ADDITIONAL PROHIBITED USES AND ACTIVITIES; PROVIDING AN EFFECTIVE DATE; WITH PUBLICATION AS REQUIRED BY LAW AND PROVIDING A CONFLICTS PROVISION.

WHEREAS, the City of Leon Valley strives to provide a safe and welcoming parks system for the enjoyment of all residents and visitors; and

WHEREAS, special events held at parks have had significant impacts on other park users and on the Police and Fire Departments in providing security and assuring fire safety; and

WHEREAS, the City Council now finds it necessary to amend the Leon Valley Code of Ordinances Chapter 1 General Provisions, Article 1.09 Parks and Recreation to address concerns regarding these special events;

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

Section 1. Amendment. That the Leon Valley Code of Ordinances, Chapter 1 General Provisions, Article 1.09 Parks and Recreation, Section 1.09.034 Additional Prohibited Uses and Activities is hereby amended to add a Subsection (i) as follows:

“(i) Special event. A special event is defined as a group of persons or an organization, with or without vendors, that rent any single or combination of pavilions, athletic fields, or tennis/basketball courts, that may have a significant impact on park resources, as determined by the Leon Valley Police Department, over the period of a single day or weekend. Such special events shall require a completed application and an approved variance from the Park Commission and the Leon Valley City Council. Arrangements for security must be made and approved by the Leon Valley Police Department and event logistics must be approved by both the Leon Valley Police and Leon Valley Fire Departments.”

Section 2. Recitals. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 3. Conflicts. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 4. Savings. That all rights and privileges of the City are expressly saved as to any and all violations of the provision of any ordinances repealed by this ordinance which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violation and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

Section 5. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 6. TOMA compliance. It is officially found, determined, and declared that the meeting at which this Ordinance 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 Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 7. Effective date. This ordinance amendment shall take effect upon adoption and the meeting of all publication requirements under law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 20th day of May, 2025.

APPROVED

CHRIS RILEY
MAYOR

Attest :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

ARTURO D. "ART " RODRIGUEZ
City Attorney

Consider Code Amendment Park Usage for Special Events

Melinda Moritz
Public Works Director
City Council Meeting
May 6, 2025

Summary

- Question
 - City Council is being asked to consider amending the LVCC Park regulations to add regulations for special events at the park
- Options
 - Recommended:
 1. Approve the amendment
 2. Consider fees for event variance consideration
 - Denial
 - Other
- Declaration
 - The amendment would provide a more secure environment for park users
 - Council to decide final outcome

Purpose

- Consider Approval of an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 1 General Provisions, Article 1.09 Parks and Recreation, Section 1.09.034 Prohibited Activities and Uses, to Add a Subsection (i) Special Events
- This amendment will include regulations for special events at the city's parks

Purpose / Background

- Code already states that the entire park cannot be rented at one time to any group; however, one group circumvented regulations by renting different portions of the park at different times of the day, stating the event was a family picnic
 - Group was told after their previous year's event that they would need permission from the Park Commission and City Council to use the park again
- Attendance at this weekend's event was so large that attendees parked outside of the park, blocking driveways along Cherryleaf Street
- The Police Department had to use all its resources to provide security for the event

Purpose / Background

- To better prepare for these types of events in the park in the future, we propose the following amendment to the park usage rules:
 - “(i) Special event. A special event is defined as a group of persons or an organization, with or without vendors, that rent any single or combination of pavilions, athletic fields, or tennis/basketball courts, that may have a significant impact on park resources, as determined by the Leon Valley Police Department, over the period of a single day or weekend. Such special events shall require a completed application and an approved variance from the Park Commission and City Council. Arrangements for security must be made and approved by the Leon Valley Police Department and event logistics must be approved by both the Leon Valley Police and Leon Valley Fire Departments.”

Fiscal Impact

- A Special Event fee could be created for this type of activity
- Staff suggests a fee of \$500, which would recover the cost of staff time, and the Park Commission and Council consideration of each request. Cost of security would be at the cost of the requester.

Recommendation

- Staff recommends amending the Code to require special event organizers to acquire a variance from the Park Commission and City Council for their events
- The cost for such consideration is at the discretion of the City Council

MAYOR AND COUNCIL COMMUNICATION

DATE: May 6, 2025

TO: Mayor and Council

FROM: Lisa Hernandez, Human Resources Director

THROUGH: Crystal Caldera, City Manager

SUBJECT: Presentation of City of Leon Valley Personnel Policy Manual, 2025 Revisions

SPONSOR(S): N/A

PURPOSE

The City of Leon Valley Personnel Manual is designed to provide personnel processes and policies for employees. The last revision made to the City's Personnel Manual was approved on January 23, 2020.

The purpose of the Personnel Manual is to set forth clear and concise policies, procedures, and practices of the City of Leon Valley. To ensure the Mission of employees' conduct and actions are accountable and held to the highest professional and ethical standards a regular review of the City of Leon Valley Personnel Manual is performed by the City Manager, working cohesively with the Human Resources Director.

FISCAL IMPACT

Revisions made to this Personnel Manual which affect the budget is the addition to Bereavement Leave extending to Regular Part-Time employees (3 part-time personnel staffed) not to exceed 19-hours; approximately \$293.50 per occurrence.

RECOMMENDATION

Personnel policies which affect the budget shall be approved by City Council. All other operational and personnel policies are approved by the City Manager and provided to the City Council. Recommend Approval. The approval of these revisions will supersede all previous Personnel Manuals.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Personnel Manual Update

City Council Meeting
May 6, 2025

Purpose

- The last revisions made to the City of Leon Valley Personnel Manual - January 23, 2020.
 - The Personnel Manual is a general, non-comprehensive guideline which outlines expectations between the City and its employees.
 - The Personnel Manual is intended to educate and provide guidance on most situations that may arise of a city employee.

Significant Changes

{Section}.75.

ARTICLE THREE: EMPLOYEE RIGHTS

- Added language “other than voting” to employee's use of personal leave to participate in political activities.
- Addition to Political Activities, employees right to refuse to contribute or render service without repercussion.

Significant Changes (cont.)

ARTICLE FOUR: EMPLOYEE'S CODE OF ETHICS

- Added “FMLA” to Outside Employment, requiring approval to work a second job while out on FMLA leave.
- Addition to Personal Conduct, outlining the professional expectations of employee’s interactions, and unacceptable behaviors.
- Addition to Alcohol and Drug Policy, providing a definition of “workplace” and drug-related “paraphernalia”.
- Addition to Alcohol and Drug Policy, providing language for the legal use of prescription drugs and the employees ability to perform their job safely.

Significant Changes (cont.)

ARTICLE FOUR: EMPLOYEE'S CODE OF ETHICS

- Amendment to Electronic Communications and Systems Access Use:
 - Prohibiting the personal use of city electronic media.
 - Restricting access to secured systems to protect data.
 - Prohibiting the dissemination of access to unauthorized persons.
 - Requiring the request to add/remove hardware, software, applications, or accessories from the IT Department.
 - Reporting missing or lost devices to the HR Department.
 - Use of personal devices for city-business is subject to Texas Public Information Act.
 - Immediately reporting cyber-security alerts to the IT Department.
 - Requiring Cyber-Security Training as part of new-hire orientation.

Significant Changes (cont.)

ARTICLE FIVE: PROBATIONARY PERIOD

- Adding section “Rehires and Reinstatement”, to include a probationary period and conditions of seniority and benefits.
- Addition to Probationary Status, to include the transfer, demotion, or promotion of existing employees.
- Adding language that allows the City Manager to hold a position vacant of an employees transfer to another position.
- Addition to Termination by Dismissal, that voluntary termination includes job abandonment.

Significant Changes (cont.)

ARTICLE SIX: WAGE & SALARY ADMINISTRATION

- Addition to Work Schedules, to clarify the city's compensation of a 30-minute period, of which an employee can split into two 15-minute breaks or use for lunch.
- Addition to Work Schedules, requiring Directors to maintain regular office hours approved by the City Manager.
- Addition to Clothing Allowance, to clarify that items eligible for reimbursement must be consistent with the departments established uniform as worn in public.
- Changing uniform reimbursements to go to Accounts Payable instead of Purchasing Agent, and that no sales tax will be reimbursed.

Significant Changes (cont.)

ARTICLE SEVEN: EMPLOYMENT BENEFITS

- Addition to Holiday Pay, to clarify that observed holidays on an employee's regular day off cannot be banked or taken on another workday.
- Amending Leaves of Absences, Due to the nature of their responsibilities - allowing Fire personnel to use Major Medical without first using Personal Leave for *their own illness* supported by a doctors note.
- Addition to Leave of Absence, defining a regular full-time employee as one who has successfully completed their probationary period.

Significant Changes (cont.)

ARTICLE SEVEN: EMPLOYMENT BENEFITS

- Addition to General Provisions of Leave of Absence, providing employees the option to supplement their worker's compensation pay with the use of leave time.
- Addition to Leave of Absence, requiring prior approval from Department Director and City Manager for extended leave of absence longer than 10-working days.
- Addition to Major Medical Leave Provisions, requiring a return-to-work release if using major medical leave.
- Deleting column "Estimated Days of Leave" from Paid Leave Accruals table.

Significant Changes (cont.)

ARTICLE SEVEN: EMPLOYMENT BENEFITS

- Addition to Military Leave Provision in compliance with USERRA:
 - Corresponding “15 workdays” with the number of regular hours an employee normally works per shift.
 - Unused Military Leave is not paid out at end of employment.
 - Unused Military Leave does not roll-over from one year to the next.
- Addition to Leave for Jury Duty, requiring summons to be submitted with employee’s timesheet.
- Addition to Bereavement Leave, to include paid leave to regular part-time employees.

Recommend Approval

- Revisions affecting the city's budget shall be approved by City Council:
 - Extending Bereavement Leave to Part-Time employees (est. \$293.50 per occurrence; not to exceed 19-hours)
- Other Operational Policy revisions of the Personnel Manual are approved by the City Manager and provided to City Council.
- Approval of revisions will supersede all previous Personnel Manuals.

Dissemination upon Approval

- Copies of the Revised Personnel Manual will be distributed to all employees within a timely manner.
- City Manager will meet with Department Directors to discuss revisions.
- Employees may direct questions to their Department Director or Human Resources Director.
- Revised Personnel Manual will be posted on the city's Human Resources webpage for convenient accessibility.

Questions?



LEON VALLEY



PERSONNEL MANUAL

Revisions – May 6, 2025

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PREFACE

1. A permanent paper copy of the City of Leon Valley Personnel Manual will be kept on file in the Office of the Human Resources Director who has been charged with the responsibility for keeping the manual and all subsequent amendments or revisions. In addition, all Department Directors are to retain a copy in their files which will be available for review by City employees.
2. This Personnel Manual is a general, non-comprehensive guideline for procedures between the City and its employees. The Personnel Manual is intended to educate and orient the employee as to the expectations associated with being a City of Leon Valley employee.
3. The purpose of the manual is to set forth clearly and concisely the policies, procedures, and practices of the City of Leon Valley. All City employees are subject to the guidelines set forth in this manual and are expected to be familiar with those sections of the manual which relate to them.
4. In the event of a conflict between the operating policies and procedures of the City and the departmental rules and regulations, City policies and procedures will supersede the departments' policies and procedures.
5. Questions regarding the meaning of any portion of the manual should be directed to the Employee's Department Director, while inquiries regarding changes, additions or deletions to this manual should be submitted to the City Manager.
6. Policies and procedures regarding disciplinary actions, grievances, and performance evaluations are outlined in separate manuals.
7. Personnel policies that affect the budget shall be approved by City Council. All other operational and personnel policies will be approved by the City Manager but provided to City Council for their information.

ARTICLE ONE: GENERAL PROVISIONS

Section I – Mission

Personnel of the City of Leon Valley will provide outstanding customer service in a cost-effective manner. To accomplish this mission, we will:

- Provide responsive and effective service to the community
- Stay focused on methods to improve quality, cost and effectiveness
- Create and maintain effective partnerships and regional collaborations
- Value diversity in the organization and in our community
- Be accountable to citizens and each other for our actions
- Uphold the highest professional and ethical standards

Section II – Purpose

The Personnel Manual is designed to provide personnel processes and policies of the City of Leon Valley for Employees. This manual supersedes all previous Personnel Manuals. The City reserves the right to modify, change, or revoke any or all such plans, policies and procedures, in whole or in part, at any time, with or without notice. Any change made to these policies is immediate and no rights or privileges in past personnel policies are grandfathered. **The language used in the manual does not alter the at-will employment relationship or constitute an employment agreement, a contract, or guarantee of continued employment.** Should any Employee have questions as to the interpretation or understanding of any policy or practice, please make an appointment with the Department Director immediately. If the Department Director is unable to answer your questions, please see the Human Resources Director. It is important that all Employees have a full and complete understanding of the City of Leon Valley's personnel policies.

This manual is designed to be a working guide for supervisory and non-supervisory staff to ensure equitable treatment to all employees. Policies contained in this manual are intended to provide guidance on most situations that may arise.

Section III – Definitions

1. **Anniversary Date** – The annual date coinciding with an employee's date of hire or promotional date of hire.
2. **Calendar Year** – The annual period from January 1st through December 31st
3. **Fiscal Year** – The annual period from October 1st through September 30th

4. Separation – The date an Employee retires, resigns, dies or is dismissed from employment with the City of Leon Valley.
5. Regular Employee – A regular employee is designated by the City Manager to fill a budgeted regular position, either full-time or part-time who has satisfactorily completed their probationary period.
6. Temporary Employee – A temporary employee is one hired for a specific length of time, usually less than six months, to meet short-term needs.
7. Part-time Employee – A part-time employee is any regular or temporary employee who routinely works less than a 19-hour work week. All requests for this status will be judged according to the effect it will have on the operation of the City.
8. Full-time Employee – A full-time employee is an employee who is a regular employee who routinely works a 40-hour work week and is designated as Fair Labor Standards Act (FLSA) exempt or non-exempt by the City Manager. This will be determined through a review of the applicable job description and in compliance with the federal guidelines in the FLSA.
9. Volunteer Employee – A person who donates their services without any express or implied compensation except for incidental expenses as approved by the City Manager.
10. Probationary Employee - A probationary employee is one who has been appointed to a budgeted regular position but who has not successfully completed their probationary period.
11. Seasonal Employee - An employee hired at either a full-time or part-time work schedule on a seasonal basis (a street maintenance worker hired for the summer months). A seasonal employee is eligible for city-designated holidays.

Section IV - City Government

1. Organizational Chart – Will be presented to and approved by the City Council during the budget process.
2. City Council:
 - a. The City of Leon Valley is a Home Rule City governed by a Mayor and City Council that, by election, has adopted the City Manager form of government.
 - b. The Mayor presides at meetings of the City Council and is the chief civic representative of the City.

- c. The City Council functions as the legislative branch of city government, provides policy for the conduct of municipal affairs, enacts ordinances, exercises budgetary authority and maintains oversight of city government.

3. City Manager:

The City Manager is the Chief Executive Officer of the City of Leon Valley and is responsible for the day-to-day management and administration of the City. The City Manager shall carry out the policies set by the City Council and enforce the ordinances of the City and the laws of the State of Texas.

4. Department Directors:

- a. Department Directors report directly to the City Manager and are responsible for enforcement of the provisions of this manual as it relates to the supervision and administration of personnel in their department.
- b. Department Directors will, in addition to their other duties, assure the maintenance of high standards of ethical and moral conduct among their personnel so as to reflect favorably on the City at all times.
- c. Department Directors are responsible for the protection of all information which is created for or primarily used by their respective departments. This responsibility includes the protection of computerized information, which is placed in the custody of individual Employees, including authorizing access to all computerized information.

5. Employees:

All Employees of the City will familiarize themselves with the provisions of this manual and comply with the policies set forth.

ARTICLE TWO: AUTHORITY AND APPLICATION OF POLICY

Section I – Authority

1. These policies are commonly established by the City Manager; and any amended, revised, or new policies must be approved by the City Manager. In addition to these personnel policies, Department Directors may establish departmental policies and procedures, but they must be approved by the City Manager before taking effect. These policies must relate specifically to their Department. Departmental rules and regulations shall not conflict with these policies and procedures.
2. The provisions of these policies are severable, and if any provision or part of a provision is held invalid, illegal, or unenforceable, this will not affect the validity of the remaining provisions or parts of provisions, which shall remain in force and effect.
3. In cases where federal or state laws or regulations supersede local policy for specific groups of employees, such laws or regulations will substitute for these personnel policies only insofar as necessary for compliance.
4. The City Manager will issue **Procedural Directives**, which outline more specific details of the policies and procedures outlined in this Personnel Manual.

Section II - Responsibility for Implementation of Personnel Policies

1. The City Manager is responsible for the administration of the personnel policies and procedures. The City Manager may delegate authority to appropriate staff members to act on his or her behalf in the administration of these policies and procedures.
2. Except for matters reserved to the City Council by statute or ordinance, final authority on appointments and personnel decisions is reserved to the City Manager.
3. Each Department Director is responsible for enforcing the policies and procedures contained in this manual and/or providing assistance and advice to their employees regarding the content of this policy manual. They are also responsible for assisting their employees in interpreting these policies and standards in individual situations. In the event they need assistance with the interpretation or enforcement, they are to seek assistance from the Human Resource Director.
4. Each employee is responsible for familiarizing themselves with the policies and procedures in this manual. Lack of awareness of any policy or procedure is not to be construed as an excuse for disobeying or ignoring these rules.
5. These policies apply equally to all employees of the City except the City Manager, City Attorney, Municipal Judge, and Municipal Prosecutor, unless a class of employees is specifically exempted by these policies.

Section III - Enforcement of Policy

In order to maintain the integrity of the City government, the following guidelines listed below should be followed:

1. Employees All employees of the City are entrusted with protecting the rights and privileges of their fellow employees and the citizens of Leon Valley. This protection entails assisting with compliance and enforcement of all policies set forth by the City. City Employees may be exposed to, and have access to, confidential information about citizens of the community, the City, City plans, co-workers, Municipal Court and all actions by City departments. Any Employee who discloses confidential information may be subject to disciplinary action to include immediate termination. It is also the responsibility of each Employee to promptly report any breach of this policy by a co-worker to their Department Director and/or the City Manager.
2. Department Directors Department Directors are responsible to the City Manager for assisting with the compliance and enforcement of all City policies, by themselves and for the employees they supervise. They are expected to set an example of ethical and professional conduct. They will keep the City Manager informed of any pending policy actions and will conduct investigations to protect the rights and privileges of the citizens of Leon Valley as necessary and if requested to do so by the City Manager.
3. City Manager It is the responsibility of the City Manager to see that the employees and citizens of Leon Valley are protected by enforcing the policies set forth by the City and to conduct investigations when policies are not followed. Once an investigation is completed, the guidelines for disciplinary action as outlined in the Disciplinary Actions Manual will be followed if appropriate.
4. City Council The City Council of Leon Valley has been elected by the citizens to govern the community. The City Council has delegated the authority to supervise the actions of the City employees to the City Manager.

Section IV - Distribution of Manual

1. All Department Directors will maintain a current paper copy of the Personnel Manual and will answer any questions regarding material in the manual.
2. This Personnel Manual shall be furnished to all employees and to each new employee when hired.
3. This Personnel Manual will also be available on the City's website.
4. Each employee will sign an acknowledgment of receipt of the Personnel Manual and policy letter.

ARTICLE THREE: EMPLOYEE RIGHTS

Section I - Equal Employment Opportunity

1. Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline or any other aspect of personnel administration because of political opinions or affiliations, membership or non-membership in employee organizations, or because of age, race, color, religion, sex, national origin, veteran's status or disability which does not impair their ability to perform the job is prohibited. Any employee who feels that they have been discriminated against may file a grievance in accordance with the policies and procedures outlined in the Grievance Manual.
2. The City of Leon Valley will attempt to make reasonable accommodations for all qualified individuals with a disability. Reasonable accommodations shall be in accordance with the Americans with Disability Act. If accommodations need to be made in accordance with this act, the employee shall advise the Department Director or the Personnel Director so that the City can engage in an interactive process with the employee to explore what reasonable accommodations, if any, can be made.
3. The City of Leon Valley will allow a reasonable break time for employees to express breast milk for the nursing child for one year after child's birth (each time such employee has a need to express the milk). The US Department of Labor guidelines will be followed in regard to this right.
4. The City Manager and Department Directors are responsible for implementing and maintaining the City's Equal Employment Opportunity (EEO) Program as set forth by appropriate Civil Rights Acts, Executive Orders, this Policy Manual, and/or any Supreme Court decisions now in effect or to be so rendered in the future.
5. As part of the City's continuing fair employment efforts, the City has adopted the following policy:
 - a. It is against the policies of the City for any employee, male or female, to harass another employee in any manner, including but not limited to the following:
 - i. Making unwelcome sexual advances;
 - ii. Requesting sexual favors;
 - iii. Making other verbal or physical conduct of a sexual nature a condition of the employee's continued employment;
 - iv. Making submission to or rejections of such conduct the basis for employment decisions affecting the employee; and/or
 - v. Creating an intimidating, hostile or offensive working environment by such conduct.

- b. Employees who believe that they have been the subject of harassment or other unlawful discrimination shall report the alleged act directly to the City Manager. An investigation of all complaints will be undertaken immediately. Any supervisor, agent, or other employee who has been found by the City after appropriate investigation to have harassed another employee will be subject to appropriate disciplinary action, up to and including discharge from the City.
- c. Any Department Director, upon receipt of a harassment or unlawful discrimination complaint, shall immediately report the complaint to the Human Resources Director. Upon receipt of a written complaint, the Human Resources Director shall notify the City Manager. Failure to do so will result in disciplinary action.

Section II - Political Activities

To insure against any political interference in the governing of the City of Leon Valley or with the job of any City employee, the following rules on political activity shall apply:

Employees of the City of Leon Valley:

1. Are encouraged to vote.
2. May campaign for or assist in the election of any public official running for public office; however, these activities shall at all times be confined to off-duty hours.
3. Must utilize their personal leave to participate in political activities, other than voting, if they are doing so during working hours.
4. May not engage in any political activity while wearing City uniforms or driving a City vehicle. Furthermore, no buttons, slogans or the like may be worn on uniforms or other clothing in the workplace during an employee's duty/working hours.
5. May not use City rank or title to assist any public official or candidate in any election at anytime.
6. May not seek or accept a nomination or election to any public office as a mayor, or councilperson of the City of Leon Valley while employed by the City.
7. City employees are not required to contribute to any political fund or render any political service to any person or party whatsoever, and no employee may be removed, reduced in classification or pay, or otherwise prejudiced by refusing to do so. These restrictions apply to any election or political matter, whether Local, State or Federal.

Section III - Employment At Will

1. As a condition of employment, all non-elected officials and Employees of the City shall conform to the general procedures in the City of Leon Valley Personnel Manual and within their specific department. The Personnel Manual is a general, non-comprehensive guideline for procedures between the City and its Employees. The Policies and Procedures outlined in this manual are binding and do not alter the Employee's at-will status.
2. The City Manager has the sole discretion to unilaterally amend the Personnel Manual at any time with or without notice except for those items which are specifically promulgated by the City Council.
3. All Employees of the City of Leon Valley shall be appointed or hired for an indefinite term and either the City or employee can terminate the employment and compensation, at will, at any time, with or without cause and with or without notice. However, any full-time, regular employee may appeal, directly to the City Manager, any decision which will terminate employment for that employee. The City Manager's decision is final and unappealable. Furthermore, if an employee terminates employment, a two-week notice for FLSA non-exempt and a thirty-day notice for FLSA exempt employees is required if the employee wants to be eligible for rehire.

ARTICLE FOUR: STANDARDS OF CONDUCT

Section I - Employees' Code of Ethics

1. Employees of the City of Leon Valley are entrusted by the citizens to provide quality services. This level of trust creates a special responsibility for the employees. Therefore, employees are expected to maintain a high level of ethical standards, to act with integrity in all public relationships and to always conduct themselves in a manner which maintains public confidence. This is accomplished by following the City of Leon Valley Code of Ethics.
2. Employees of the City of Leon Valley shall strive to always uphold the Constitution, laws and ordinances of the United States, State of Texas, and the City of Leon Valley, and shall also strive to:
 - Be honest and trustworthy in verbal and written communications and in all professional relationships.
 - Be dedicated to providing quality services by being cooperative and constructive, and by making the best and most efficient use of available resources.
 - Be fair and considerate in the treatment of fellow employees and citizens, addressing concerns and needs with equity.
 - Be committed to accomplishing all tasks in a superior way and abstain from all job behaviors that may tarnish the image of the City.
 - Recognize that policy decisions are the responsibility of the City Council, and;
 - Provide the best services to improve the quality of life in the City of Leon Valley.
3. This Code of Ethics requires hard work, courage and choices. Employees and citizens will always be better served when a standard Code of Ethics is followed.
4. Although the standards set forth increase the responsibilities of the Department Directors in supervising their teams, the standards are not intended to define the limit of departmental responsibility in this area, nor do they limit the circumstances under which a Department Director may act to remove, demote, reassign, or otherwise discipline any employee whose conduct is unacceptable.

Section II - Specific Personal Conduct

1. Gifts, Entertainment and Favors
 - a. City employees and their families are prohibited from accepting gifts, gratuities, favors, entertainment, loans, or anything else of monetary value arising out of their duties as City employees, from any person who has or will

obtain contractual or other business with the City, as well as those who conduct operations that are regulated by the City.

- b. Exceptions to this policy are awards presented for meritorious public contributions or achievements given through charitable, religious, professional, or non-profit social or recreational organizations.
- c. A token gift exceeding the amount of \$50 in value presented as a sincere thank you for services rendered will become the property of the Department or City as a whole. Department Directors will be held accountable to the City Manager to ensure that this policy is strictly enforced.

2. Conflicts of Interest

- a. All City employees and their families are prohibited from having direct or indirect financial interests or transactions that result from information obtained through City employment or because of their City title and position.
- b. All City employees and their families are also prohibited from using information obtained directly or indirectly through their employment to further their private interests if such information has not been made available to the general public.
- c. Professional persons performing contractual work for the City may not represent privately any client or interest that is now or will in the future have like business with the City.

3. Outside Employment

- a. All requests for outside employment must be approved in writing by the appropriate Department Director and the City Manager.
- b. Employees of the City are prohibited from engaging in outside employment or activities not compatible with the satisfactory performance of their regular duties.
- c. Employees of the City are prohibited from engaging in outside employment with companies who have current contracts with the City.
- d. Employees are prohibited from working outside employment if they are out on Major Medical Leave, FMLA, or Workers' Compensation, unless approved by the City Manager.

4. Nepotism

- a. An applicant may not be hired as an employee of the City of Leon Valley, if the City already employs a person who is related within the third degree of consanguinity (blood) or second degree of affinity (marriage).
- b. No person related within the second degree by affinity or within the third degree by consanguinity to any elected officer of the City, to the City Manager, or Director, shall be appointed/hired to any office, position or clerkship or other City service.

5. Use of City Property

- a. All City employees are prohibited from directly or indirectly using City property for any use other than officially sanctioned City business or activities. Department Directors, with the approval of the City Manager, may place personnel who are determined strategic to specific departmental emergency functions “on call”. An employee designated in this category may use City vehicles when approved by their Department Director and the City Manager. This includes authorized appropriations for transportation between the employee’s place of residence and their usual workplace or department.
- b. Employees will be held accountable for improper or negligent use of City-owned furniture, equipment, and materials.

6. Personal Conduct

- a. City employees are expected to conduct themselves in a mature, responsible manner in their relationships with other City employees and the citizens.
- b. Employees shall not conduct themselves either privately or publicly in any manner that will cause a loss of public confidence in the City government or be in any way detrimental to the efficiency of the City government.
- c. Employees shall be courteous in their conduct at all times. As a representative of the City, they shall avoid answering questions in a rude or abrupt manner, and shall refrain from publicity using coarse, profane or abusive language at all times.
- d. Employees shall not devote any on-duty time to any activity other than City business. Exceptions to this policy are personal emergencies with the consent of the Department Director and/or City Manager.
- e. Employees shall prohibit any conduct, either in connection with City business or of such a public nature that it adversely reflects on the City or the employee’s ability to function satisfactorily as a City employee.

- f. Employees are expected to exhibit a high degree of personal integrity, civility and professionalism at all times while on the job. This expectation applies to all interactions with coworkers, supervisors, subordinates, customers, vendors, contractors, citizens, and/or visitors. Interactions may be verbal, nonverbal, physical, written, through imagery, electronic or digital means.
- g. Disrespectful, unprofessional, and/or uncivil behavior is unacceptable and may result in corrective action, up to and including termination.

Section III - Alcohol and Drug Policy

1. It is the City of Leon Valley's policy to maintain a safe and healthy work environment for all employees. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory and safe manner. Therefore, it is the City's policy that the workplace, while on City premises, while on duty, while conducting city-related business or other activities off premises, while driving a city-owned or leased vehicle, or while operating or using other city-owned or leased property or equipment, be free from the unlawful manufacture, distribution, dispensation, possession, or use of a drug, or any substance controlled by law. The term, "drug" includes alcoholic beverages as well as illegal inhalants and illegal drugs. Non-narcotic prescription drugs are allowed if the employee is able to produce a current (not expired) prescription and the prescription requires that it be taken during working hours. It is specifically the City's policy to prohibit the use of alcohol and the adverse effects from alcohol while on duty. On-duty includes special events (i.e. July 4th, Jazz Festival and other city-sponsored events).
2. This policy also prohibits the use, possession, distribution and sale of drug-related paraphernalia while on city premises, while on duty, while conducting city-related business or other activities off premises, while driving a city-owned or leased vehicle, or while operating or using other city-owned or leased property or equipment. Drug-related paraphernalia includes material and/or equipment designed for use in testing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing illegal or unauthorized drugs into the body.
3. The legal use of prescribed and over-the-counter drugs are permitted while on city premises, while on duty, while conducting city-related business or other activities off premises, while driving a city-owned or leased vehicle, or while operating or using other city-owned or leased property or equipment only if it does not impair an employee's ability to perform the essential functions of the job (or operate the vehicle, property or other equipment) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace.
4. The City has adopted a policy of "reasonable suspicion" regarding drug testing employees for illicit drug or alcohol use.

- a. When there are reasonable grounds to believe that an employee's unsatisfactory behavior or job performance is due to substance abuse or that substance abuse may be a contributing factor, the employee's Department Director and/or the City Manager may require a fitness for duty examination
- b. When there are reasonable grounds to believe that an employee is under the influence of an illicit drug or alcohol, the employee's Department Director and/or the City Manager may require either a fitness for duty examination and/or may require an immediate drug and/or alcohol test.
- c. If an employee refuses to consent to a fitness for duty examination, or an alcohol or drug screening test, such refusal shall be grounds for termination of employment.
- d. A positive test result from a fitness for duty examination or alcohol or drug screening test may be grounds for disciplinary action. Any behavior causing the fitness for duty examination or alcohol or drug screening may be grounds for disciplinary action up to and including dismissal.
- e. All employees must refrain from drinking alcohol at least 8 hours prior to their scheduled work time.

Section IV - Smoking Policy

The City Council has adopted a policy that no smoking will be allowed in any buildings or structures owned or operated by the City. In addition, no City Employee will be allowed to smoke in the view of the public. All Department Directors shall designate authorized smoking areas away from the view of the public. If an employee is caught smoking or possessing burning tobacco, marijuana or other plant products or any lighted or burning pipe, cigar, cigarette of any kind or smoking equipment or device, in a prohibited building or structure, they will be subject to disciplinary action up to and including termination. Apart from any disciplinary action, the employee will also be considered in violation of the code of ordinances Article 6.05 and subject to various levels of fines.

Section V – Arrest, Confinement, and Indictments

1. City employees are subject to disciplinary action up to and including termination and/or job restrictions for violations of law. This policy applies to acts prohibited by law that result in detainment, charges being filed, arrest, confinement, indictment, and /or conviction, as well as to acts prohibited by law not resulting in detainment, charges filed, arrest, confinement or indictment.
 - a. Employee Notice of Felony and Misdemeanor Charges: Employees must immediately notify their supervisor and/or Department Director within twenty-four (24) hours if they are detained, arrested, charged, indicted, convicted,

receive deferred adjudication, or plead nolo contendere to any misdemeanor or felony. Employees who do not drive as a part of their job duties with the City are not required to report minor traffic violations. Failure to report these events in a timely manner may result in immediate termination.

- b. Employee Status after Alleged Violation of Law: At the time the employee's department is made aware of an employee's arrest or conduct constituting an offense, the Department Director shall consult with Human Resources, the City Attorney and the City Manager to determine available options which may include, but are not limited to:
 - i. Allowing the employee to return to regular duty with pay;
 - ii. Allowing the employee to return to restricted duty with pay;
 - iii. Placing the employee on paid administrative leave;
 - iv. Placing the employee on unpaid administrative leave; or
 - v. Terminating the employee.
- c. Employee Status after Adjudication: Once the indictment or information is dismissed or fully adjudicated without trial, and if tried, until the trial and appeal (if any) are completed and all related administrative matters are completed, the Department Director will determine, in conjunction with the Human Resources Director, City Attorney and City Manager, the status of the employee. An employee on administrative leave may, in the City's sole discretion, be reinstated to the position held before being placed on administrative leave (if available), if the indictment or information is dismissed, the employee is acquitted, or the conviction is reversed on appeal. Even though charges are reduced or dismissed, the employee may still be subject to disciplinary action up to and including termination.

Section VI – Cell Phone Use

1. The City recognizes that many employees bring cell phone to work. Cell phones may belong to the employee or be provided for the employee's use by the City. The use of personal cell phones, including those with a texting, camera and/or video playing capability is determined by each Department Director. Employees who use cell phones to violate City policy, will be subject to disciplinary action up to and including termination.
2. Employees with City-issued cell phones are allowed to use City cell phones for personal phone calls. Employees should not use a cell phone while operating a motor vehicle, including both making and receiving phone calls and texting. All employees must, when asked by the City, consent to a request to provide the City access to all cell phone and text message records used for City business purposes. Employees using City-issued cell phones have no expectation of privacy in cell phone calls, pictures, or text messages on these phones.

3. Public Information Act – Employees are advised that records related to calls and text messages made and received on City-owned cell phones or city-related business calls and texts made on personal cell phones are public information. Information related to telephone numbers called, length of call, and time and date of call as well as the text message itself may be obtained through the Texas Public Information Act, except in narrowly defined circumstances.
4. Monitoring of cell phone calls – Employees should be aware that cell phone calls are not secure and can be monitored. It is a crime for a third party to intentionally monitor cell phone conversations without the consent of one of the parties to the conversation. Inadvertent monitoring of private cellular conversations is possible. Caution should be used whenever confidential or sensitive information must be discussed on a City-provided cell phone.

Section VII – Electronic Communications and Systems Access Use

1. The City may provide computer networks, internet access, instant messaging, email, telephones, cell phones, digital cameras, voice mail, hand-held radios and fax communication systems for use by City employees in the performance of their job duties. These communications devices are referred to collectively in the policy as “electronic communication systems” or “systems.” These electronic communication systems are designed to support and enhance communication, research and information capabilities of City employees and to encourage work-related communication and sharing of information resources within the City. This policy governs user behavior pertaining to access and usage of the City’s electronic communication systems. This policy applies to all City employees, volunteers and other affiliates who use the City’s electronic communication systems. The City’s electronic communication systems access must be used in a professional, responsible, efficient, ethical and legal manner.
2. Acceptable uses of the City’s electronic communication system are limited to those activities that support reference, research, internal/external communication and conducting City business in line with the user’s job responsibilities. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the City’s internal network function. The City prohibits connection to sites or forwarding of information that contain materials that may be offensive to others including, but not limited to, sites or information containing sexually explicit material. Users must understand that use of any City-provided, publicly accessible computer network such as the internet, instant messaging and email is a privilege which can be revoked at any time for violations of this policy.
3. Personal use of City electronic media is not permitted.
4. The person in whose name the City provided internet, email, or other electronic communication system accounts are issued is responsible at all times for its proper use, regardless of the user’s location. Exchanges that occur in the course of

conducting City business on the City's electronic communications systems will be considered communications of the City and held to the same standards as formal letters.

5. **No Right of Privacy/Monitoring.** Users of City's electronic communication systems may not assume they are provided any degree of anonymity and employees have no right to privacy with regard to such systems. Personal passwords are not an assurance of confidentiality. To ensure proper use of its electronic communication systems, the City will monitor their use. Management staff has the ability and will with or without advance notice, monitor and view usage. This includes but is not limited to: employee email, voice mail, instant messages, text messages, information and material transmitted, received or stored using City systems and user internet access and usage pattern. This is to ensure that the City's internet resources are devoted to maintaining the highest levels of productivity, as well as proper use and compliance with this policy.
6. **Copyright Restriction.** Any software or other material, including music, downloaded into a City computer may be used only in ways consistent with the licenses and copyrights of the vendor, author or owner of the material.
7. Each department is responsible for ensuring that each user is familiar with the contents of this policy.
 - a. Employees using secured systems that access protected data have restrictions placed upon these devices that limit access to the Internet. These restrictions are in place in order to comply with state and federal confidential data protection regulations and industry-based best practices.
 - b. Employees may use the open Wi-Fi hotspots located in various buildings to access the internet on their personal devices during their normal breaks throughout the day.
 - c. Dissemination of passwords and/or access codes to unauthorized persons is strictly prohibited.
 - d. Employees are prohibited from tampering with, connecting, adding, installing, disconnecting, or removing any hardware, software, apps, or accessories from or to their digital device. Excluded from this are chargers, headphones, speakers, and other user-specific peripherals. Employees may submit a request to the Information Technology Department for any additional hardware, software or mobile device app other than what is provided.
 - e. All mobile digital devices have location-tracking utilities installed and will be securely wiped in the event of theft or loss. Employees are prohibited from tampering with or removing these device-location utilities. Employees must.

report missing devices to the HR department at 210-684-1391 X 212 immediately upon determining that the device is missing.

- f. City employees should only utilize a personal electronic device (including, but not limited to, computers, phones, electronic notebooks, iPads, electronic storage devices, etc.) to access City digital resources that do not store the information on the device and where the City has a record of all activities (such as Office 365). Staff should be aware that records related to City business are subject to all the provisions of the Texas Public Information Act, as amended (TPIA). In addition, employees have no expectation of privacy in such property as it relates to City business and such information stored in these devices may be subject to release. Employees may not delete or alter such information related to City business. As stated in the state code, a current or former officer or employee who maintains public information on a privately owned device is required to forward or transfer the public information to the City to be preserved. The City, and therefore all of its employees, is required to preserve the public information in its original form, a backup, archive, and on the privately owned device as required by the TPIA. Employees who choose to utilize their personal device must comply with the statutory requirements in the TPIA and City policies regarding use of personal electronic devices or be subject to discipline, up to and including termination. If an employee inadvertently uses a personal electronic device to conduct City Business that stores the record and the City would not have access to it, they should contact their supervisor and the IT department to provide them with a copy of that record.
 - g. An employee who identifies any cyber-security alert on their digital device or on a shared network resource shall discontinue all attempts to access the affected device and immediately notify the Information Technology Department.
 - h. Employees are prohibited from reading, moving or copying files to or from any electronic media (disk, CD, DVD, flash drive, etc.) that was received from an outside source. All such removable media must be brought to the IT Department office for review. If removable media is required by an employee in the course of their duties the IT Department will issue a secured flash drive to the employee.
8. Every employee has a role to play in protecting the City's mission-critical information and digital assets from unauthorized access and cyber threats. In order to ensure that each employee maintains a high level of awareness about their role:
- a. All new employees receive cybersecurity training as part of the onboarding process.

- b. The City provides mandatory annual cybersecurity training in recognizing and properly responding to various attempts to breach our cybersecurity defenses.
- c. Failure to successfully complete this training within the allotted timeframe will result in suspension of access to City resources until the training has been completed.
- d. The City provides additional security systems such as email filtering, desktop virus and malware detection software, system lockdowns, etc. These tools are designed to protect the device and to automatically scan the digital device's local data store each time the device is powered on, or when files are copied to or from the device. Employees are not allowed to tamper with these systems.

Section VIII – Social Media

1. An employee's use of social media, both on and off duty, must not interfere with or conflict with the employee's duties or job performance, reflect negatively on the City or violate any City policy. The intent of these standards is to regulate the creation and distribution of information concerning the City, its employees and citizens through electronic media, including, but not limited to online forums, instant messaging, internet social media and blogging sites. This policy is designed to protect the City's reputation and ensure that an employee's communication not only reflects positively on the employees as an individual, but also on the City.
2. The term "social media" encompasses: Twitter, Facebook, Instagram, Snapchat, LinkedIn, Tiktok, Next Door, blogs, online journals and diaries, bulletin boards and chat rooms, microblogging, instant messaging, the posting of videos on YouTube and similar media, and all other social networking sites.
3. This policy should be read and interpreted in conjunction with other City policies, including but not limited to, policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Violations of the Social Media Policy may lead to disciplinary action up to and including termination. The City provides an effective system for employee complaints "off-line" through the "General Complaint and Grievance" policy without resorting to social media.
4. The City recognizes that many City employees utilize social media when not at work. The City requires that employees be aware of the following guidelines regarding posting of work-related information on personal social media sites:
 - a. If the employee's social networking includes any information related to the City, the employee must make it clear to the readers that the views expressed are the employee's alone and not reflective of the views of the City.

- b. Employees are encouraged to act responsibly on and off duty, and to exercise good judgment when using social media. Employees should recognize that postings on your social media site, even if done off-premises and while off duty, could have an adverse effect on the City's legitimate business interests.
- c. Employees shall respect coworkers and the City at all times. Employees shall not put anything on any social media site that may defame, embarrass, insult, demean, or damage the reputation of the City or any of its employees.
- d. Employees shall not put anything on social media that may constitute a violation of the City's Harassment Policy. Employees may not post any pornographic pictures of any type on social media. Employees must be mindful that the City's harassment policy covers both work and non-work time, including posting on social media sites.
- e. Employees may not post pictures of themselves or others on social media sites containing images of City uniforms or insignia, City logos, City equipment or City work sites.
- f. Employees shall not post information on social media that could adversely impact the City and/or an employee of the City. Employees shall not post any comment on social media that interferes with the duties of other employees or the mission of any department within the City.
- g. Employees shall immediately remove postings violating this policy, even when placed by others on your social media site. Failure to remove the postings or posting in violation of this policy may result in discipline up to and including termination.
- h. Employees who see violations of this policy on other employee's social media posts shall immediately notify their Department Director in writing of the violation. Failure to notify the Department Director shall be grounds for disciplinary action.

ARTICLE FIVE: EMPLOYMENT AND SEPARATION PROCEDURES

Section I - General Hiring Responsibility

The City Manager is responsible for providing fair and equal opportunity to all qualified persons seeking employment with the City of Leon Valley. Included in the City Manager's responsibilities are employment planning, recruitment, selection, retention and placement. The City Manager may only delegate hiring authority to a Department Director, typically the Human Resources Director; however, the City Manager retains the ultimate responsibility and discretionary authority over all hires.

Section II - Recruitment

1. **Objective** - It is the objective of the City of Leon Valley to find and recruit the most qualified candidates for each vacancy within the City government. This section outlines the policies and procedures the City Manager or his/her designee will use to achieve this objective.
2. **Notification of Vacancy** - Department Directors, in writing, will immediately notify the City Manager of an impending job vacancy.
3. **Posting/Advertising of Vacancy**
 - a. Once notified of a vacancy, the Human Resource Director shall post notice of the job opening internally and/or externally for a period of fourteen (14) days. At the City Manager's discretion, and for good cause, the City Manager may waive this time period, but in no instance shall it be posted internally for a period of less than five (5) days.
 - b. If the City Manager and/or the Human Resources Director are not satisfied that there is a sufficient quantity or quality of qualified persons from the application pool, he/she may reopen the position.

Section III - Selection Procedures

1. **Objective** - The objective of this section is to set forth guidelines to aid in the selection of the most qualified persons to fill job vacancies.
2. **Applications**
 - a. The first step in the selection process is the submission of an application. The application will determine if the prospective employee fulfills the minimum requirements of education, training, certifications and experience for the posted vacancy. Minimum requirements are those listed in the job description at the time of the vacancy announcement and cannot be waived. If the City Manager determines that there is an inadequate

number of candidates to assure that the best interests of the citizens are served, he/she may waive this requirement.

- b. Applications will be received and reviewed by the Human Resource Director for completeness. Each application will be evaluated by the applicable Department Director to determine the most qualified applicants.
- c. A minimum of three (3) of the most qualified applicants will be chosen by the Department Director and Human Resources Director for further screening.
- d. If a job opening occurs within six months of the job initially being filled, the City Manager has the option to review and select applications received from the initially advertised opening.
- e. Volunteers – For the purposes of this section, a volunteer employee will be eligible for consideration of employment during the internal City posting period.

3. Examinations

- a. All examinations for employment used by the City shall be valid. In most cases, an independent third party will be used for appropriate job recruitment and be reliable as determined by the Human Resources Director, in accordance with federal, state, and local statutes. It is the Department Directors' responsibility to see that the selection techniques used by their respective departments abide by the City's Equal Employment Opportunity (EEOC) policy and all applicable federal, state and local guidelines. Examinations only determine minimum qualifications. The City encourages the appointment of superior applicants who have the capacity for promotion and leadership.
- b. The Human Resources Director will keep the City Manager informed of all selection examination procedures used: the type and composition of the exams, the rating scale used, and who conducts the exams. The selection procedure will be continuously refined to ensure that the most advanced techniques are used in the selection process. The Department Director is responsible for submitting their procedures for selection to the Human Resources Director. Finally, the examinations used should follow the EEOC Uniform Guidelines on Employee Selection Procedures (UGESP).
- c. The Human Resources Director, through the Departments Directors, may use one or more of the following selection techniques to determine the most qualified person for a job vacancy once applications have been reviewed.

- i. **Oral Examination** – An oral examination or interview may be used to elicit information regarding the abilities of the applicants not readily obtained in a written examination. All interviews should be structured and use more than one interviewer to reduce subjectivity.
- ii. **Written Examination** – A written examination may be used if it is objective and valid. Written examinations should not be relied on as the only method of selection technique unless it measures the only qualification necessary for the job.
- iii. **Performance Testing** – A performance test requiring the applicant to perform a task that will help determine ability and manual skills for a job (such as a typing test for a clerk) may be used.
- iv. **Physical Testing** – Jobs requiring physical ability (such as police, fire or public works) may require a physical test. The test may be either competitive or qualifying, and may consist of a test of physical strength, ability and/or coordination. Each department shall use the same standardized physical test for all like job applicants.
- v. **Evaluation of Education, Training, and Experience** – This evaluation shall be based on information in the application form, from other data secured through the interview process or from other sources and shall be subject to investigation for truth and completeness.
- vi. **Drug Testing** – Employees that hold safety or security sensitive positions must undergo a drug screening to be performed at the City's expense. Individuals who do not pass this test will not be considered for employment with the City.
- vii. **Employment Eligibility Verification** – (I-9) The Immigration Reform and Control Act of 1986 requires all employers to verify employment eligibility of any person hired after November 6, 1986. Each individual considered for hire must provide proof of U.S. citizenship or employment eligibility as prescribed by rules adopted by and on forms provided by the Immigration and Naturalization Services. The City Manager or their designee shall maintain records of employment eligibility verification.

4. Selection

- a. After receiving examination results from all qualified candidates, Department Directors will recommend their choice(s) to the City Manager in writing. The City Manager will make the final selection. Upon making

this selection and making a conditional offer of employment to the prospective employee, that individual will be required to undergo a physical examination which will be performed at the City's expense.

- b. The physical examination will be designed to ensure that the prospective employee meets minimum physical standards as outlined in the appropriate job description. If the prospective employee fails to meet the minimum physical standards as outlined in the job description, the City will attempt to assist the prospective employee by examining different avenues under which the prospective employee could perform the necessary minimum job functions. If this is not possible, this may disqualify the prospective employee from the position for which he/she was given a conditional offer of employment.
- c. When a job opening occurs at the Department Director level, the same selection process will be undertaken to find a replacement. The City Manager will announce his/her choice for the position to the City Council at a regular council meeting for introductory purposes only. In all cases, except for the positions of Fire Chief and Police Chief, the City Manager's selection will be appointed to the vacant position. The positions of Fire Chief and Police Chief require appointment by the City Manager and the concurrence of the City Council.
- d. The City Manager may fill any position on an interim basis if he/she determines this is in the best interest of the City. Persons filling an interim position may be considered for regular appointment at the conclusion of the recruitment process.

Section IV - Probationary Period

The probationary period is the final employment examination. The following policies will be in effect for new hires and regular employees on probationary status:

1. New Hires

- a. All newly hired employees will be on a twelve (12) month probationary period. If an employee's employment with the City is terminated for whatever reason prior to the completion of their probationary period, they will not be entitled to be compensated for accrued personal leave.
- b. To successfully complete a probationary period, an employee must perform the functions outlined in their assigned job description to standard. The new employee may be dismissed without appeal, except on grounds of discrimination, while on probationary status.

- c. Employees on probation will be evaluated at twelve (12) months of employment for job retention. After twelve (12) months of satisfactory performance, the employee will convert to regular status unless their probation is extended by the Department Director or City Manager.

2. Rehires and Reinstatement

- a. The rehire of former employees will be treated as a new hire, unless prior approval by City Manager is given; however, such conditions will apply:
 - i. Probationary Period: All rehired employees, regardless of prior tenure with the city, will be subject to a new probationary period of twelve (12) months.
 - ii. Loss of Seniority Benefits: Former employees rehired by the City may retain their previous seniority status with City Manager approval.
 - iii. Bridging of Prior Service: Former employees rehired by the City may be credited their prior service months for Longevity Pay after they have successfully completed their 12-month probationary period.

3. Regular Employees on Probationary Status

- a. All regular employees on probationary status in a new position will be on twelve (12) months' probation for that new position, this includes the transfer, demotion, or promotion of an existing employee.
- b. All regular employees will be evaluated in the same manner as new hires: at twelve (12) months of work at their current or new position for retention. To successfully complete the probationary period, the regular employee must perform the functions outlined in their job description to standard.
- c. An employee may return to the same or a similar position they previously held with the City if they do not satisfactorily complete the probationary period, if the same or similar position is still available. If the same or similar position is not available, the employee may be terminated. Furthermore, a regular employee on probation for a new position may also have their probation extended by the Department Director or City Manager.
- d. The City Manager at his or her discretion may hold a position vacant for thirty (30) days to allow an employee who has transferred to see if the transfer will be successful.
- e. Regular employees placed on probation for disciplinary or job performance purposes will not be allowed to use benefits, personal leave, sick leave, annual leave, etc.). This is a time for corrective and

improvement purposes and the employee needs to be present in order for these corrective actions to take place.

Section V - Termination of Employment

The city follows a progressive disciplinary procedure. The procedure is outlined in the disciplinary action manual. Any actions affecting ranking, pay or leave must be submitted to the Human Resources office to be processed through payroll. The City Manager has full discretion to substitute disciplinary actions based on the needs of the department.

1. Resignation

- a. Whenever possible, an employee desiring to leave City service in good standing should submit a written resignation through his/her departmental chain of command to the Department Director at least 2 weeks (fourteen (14) calendar days) in advance of the last day of work. Department Directors desiring to leave the city in good standing should provide 30 calendar days in advance of the last day of work. The City Manager may waive any portion of the notice period. The resignation should include the reason for leaving.
- b. An employee who resigns without sufficient notice is subject to having their rehire status affected adversely for failure to give sufficient notice. The City Manager, upon recommendation from the appropriate Department Director, will make this determination.

2. Retirement

The same notice requirement for resignation applies in the case of retirement except that a longer period of advance notice may be required to start retirement payments promptly. Retirement programs will be in compliance with State and Federal laws.

3. Reduction in Force

An employee may be laid off because of changes in duties or the organization of the City or a department. Whenever possible, at least thirty days written notice shall be given to an employee prior to the layoff. If there is more than one employee in any particular position, layoffs shall be carried out on the basis of demonstrated job performance in that particular position. This policy does not mean that a person shall be retained for a similar or subordinate position. If a person is laid off from any position, it will be his/her responsibility to apply for any openings (if there are any) with the City for which they wish to be considered.

4. Absences Due to an Illness or Injury

- a. Employees absent due to an illness or injury which prevents them from performing the essential functions of their job, may be terminated from employment with the City after the completion of 12 weeks of Family Medical Leave (FMLA), if eligible for FMLA, and/or exceeds the 90-day period of extended leave. The 12 weeks of FMLA and the 90-day extended leave do not run concurrently.
- b. If an employee returns to work during the 90 days in any capacity other than full-time, unrestricted duty, and then later is unable to work due to the same circumstances, the employee will still be subject to termination upon the completion of the original 90 day extended leave usage for the same illness or injury.
- c. If the qualified employee falls under the guidelines of the Americans with Disabilities Act, the City will attempt to make a reasonable accommodation so that the employee may resume the duties of their position. After reasonable accommodations have been made and the employee is still unable to fulfill the required duties of their current position, the City will determine if another position is vacant within the City for which the employee is qualified. If it is determined that a reasonable accommodation cannot be made, the employee is still subject to termination procedures.
- d. At the City Manager's discretion, severance pay may be offered to employees who might be subject to termination under the City's 90-day extended leave usage policy. The employee's hourly rate at the time of termination will be used when calculating the severance pay.

5. Termination by Dismissal

- a. Employees may be terminated by dismissal due to the inability of the employee to satisfactorily perform the job requirements, just cause or failure to comply with the rules and regulations outlined in this or other City or departmental manuals. An employee may also be terminated when a physician appointed by the City Manager determines that the employee, for whatever reason, is unable to perform the required duties of the position.
- b. The Department Director, through the Human Resources Office will make a written recommendation to the City Manager for employee dismissal.
- c. Any employee can appeal a decision regarding their termination directly to the City Manager. Ultimately, the decision for dismissal is made by the City Manager.

- d. If the dismissal is recommended by a Department Director, the City Manager is still the final decision maker and his/her decision is not subject to appeal.
- e. An employee who fails to report to work after being absent for three (3) consecutive workdays from the date they were scheduled to work or expected to return to work may be dismissed by voluntary termination for job abandonment.

6. Termination Procedures

- a. With the cooperation of the employee, an Exit Interview will be conducted upon an employee's separation from the City service, regardless of length of service, position, or the circumstances of separation.
- b. The Human Resources Director will be responsible for conducting all Exit Interviews and ensuring each employee is interviewed prior to their separation from City employment, if possible.
- c. A termination performance evaluation will be conducted by the respective supervisor or Department Director for all employees who are leaving employment.
- d. All personnel records on employees shall be maintained by the City for a minimum length of time as required by appropriate state and federal regulations.

Section VI - Personnel Files and Reports

1. Personnel Files

- a. Personnel files shall be maintained in the Human Resources Office. The record copy of all personnel information related to an employee shall be filed in the employee's personnel file, subject to specific exceptions under the law.
- b. Information in an employee's personnel file is public information and must be disclosed upon request except for specific items exempted by law. No information in an employee's personnel file will be communicated to any person or organization except through the Office of the City Secretary.
- c. Upon request, an employee or representative of the employee designated in writing may examine any item contained in the employee's personnel file not exempted by law. When a supervisor of an employee requires access to the official personnel file of an employee under their supervision

for the handling of personnel matters, the supervisor must obtain authorization from the Human Resources Director.

2. Retention of Adverse Information

- a. Adverse information is defined as any written report which would tend to adversely affect one's employment status or possibly prevent an employee from obtaining employment with others in the future. This definition includes but is not limited to reports relating to suspensions, probations and reprimands resulting from some type of employee misconduct.
- b. Department Directors may review employees' official personnel files with their employees during the annual evaluation process each year. The Department Director may request of the City Manager that any records containing adverse information which are dated at least five full calendar years previously be removed from the Personnel File. The City Manager has the option to waive the five year removal stipulation if he/she finds that the removal is in the best interest of the City.

Section VII – Confidentiality of Medical Information

1. Federal law requires that the City maintain all employee medical information in separate, confidential files. Therefore, in addition to personnel files, the City maintains a separate medical file for each employee. The Director of Human Resources maintains these confidential medical files.
2. Examples of information that may be provided to the City by an employee or the employee's health care provider and maintained in the confidential medical file, include:
 - a. Notes to justify an absence;
 - b. Reports to request leave;
 - c. Documentation to verify the employee's ability to return to work;
 - d. Medical records to support a claim for sick pay or disability benefits;
 - e. Copies of insurance records;
 - f. Workers compensation records;
 - g. Work-related medical history records; and
 - h. All other applicable medical information.
3. It is important that employees understand that the records are confidential but that confidentiality may be waived when the employee provides medical information to their Department Director or the Director of Human Resources. When an employee provides information to the Department Director, they are expected to share the information only on an "as needed" basis with other members of management.
4. In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of other coworkers' medical information.

Employees are expected to use discretion and judgment when dealing with such information and are to refrain from passing along information, gossip, rumors or anything else that may constitute an invasion of a coworker's privacy or breach of confidence.

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ARTICLE SIX: WAGE AND SALARY ADMINISTRATION

Section I - Objective

The City Manager, with the approval of City Council, will establish a personnel pay plan that outlines compensation by salary ranges. The pay plan will be established in accordance with budgeted funds and established annually by the City Council through the annual budget adoption process.

Section II – Pay System

1. Regular full-time and part-time City positions are classified according to the duties, responsibilities and requirements of the job. Each job is assigned a salary schedule designation.
2. The City Manager may appoint a person to a non-budgeted position on a temporary basis, not to exceed ninety (90) days, pending approval of a budgeted position by the City Council.
3. The City Manager may also appoint a person to double-fill a budgeted position if at his/her discretion the double-fill is necessary to meet the obligations of the department.
4. Salaries that are outside of the salary range will require approval of the City Manager and City Council confirmation.

Section III - Job Classifications

1. Job descriptions for regular positions are created by the Human Resources Director through the City Manager and are statements of general duties, responsibilities and job requirements of the various positions within the City.
2. Job descriptions will be updated by the Department Director on a regular or on an as needed basis. Updated descriptions will be submitted to the Human Resources Director and to the City Manager for final approval.

Section IV - Payroll Procedures and Work Schedules

1. All City employees are compensated every fourteen calendar days, with paydays being every other Friday. In the event Friday is a holiday, payday will be the first work day thereafter. The City Manager may authorize the distribution of paychecks earlier, but in no event shall distribution be later than as stated above. The pay period will begin Saturday morning at 0001 hours and will terminate at 2400 hours on Friday.
2. The normal work period for all full-time employees, except commissioned peace officers and certified firefighters/paramedics acting in that capacity, shall be forty (40)

hours. Exempt employees may be expected to exceed the 40 hour a week work period.

- a. Full-time employees, except commissioned peace officers and certified firefighters acting in that capacity, will be compensated for a 30-minutes period. Employees are eligible to receive one hour for lunch but will only be compensated for 30 minutes. Employees may have two fifteen-minute breaks (one in the morning and one in the afternoon) as time allows, but no employee will be compensated for these two breaks. Department directors may consent to reduce their employees' lunch-hour by thirty (30) minutes respective to operational hours and employee schedules.
 - b. Full-time employees, except commissioned peace officers and certified firefighters acting in that capacity, may utilize flexible work schedules. Such flexible schedules must be approved by the employee's immediate supervisor, Department Director and the City Manager.
 - c. The work schedules for the Police and Fire Departments are prepared by the Chief of Police and Fire Chief and will be in compliance with the guidelines set forth by the Fair Labor Standards Act (FLSA).
3. All Department Directors will fill out time records on their employees for each pay period and submit them to the Human Resources Department. Department Directors need to maintain regular office hours approved by the City Manager in order to be available to the citizens of Leon Valley, Department Director's time off outside of these regular work hours must be approved by the City Manager.

Section V - Pay Increases

1. An employee may be eligible to receive a merit pay increase on their anniversary date with a "meet's expectations" evaluation and the approval of the Department Director. The City Manager, at his or her discretion, may develop a range of merit increases that are dependent on performance. The merit pay increase and the range of the pay increase will be determined annually by the City Council during the budget process. Generally, if an employee does not receive their merit increase on their anniversary date, the merit increase will be approved retroactively. If an employee fails to receive a satisfactory evaluation, they will not be eligible for a merit pay increase.
2. Cost-of-living raises shall be determined annually by the City Council during the budget process.

Section VI - Overtime

1. The policy of the City of Leon Valley is to keep overtime to a minimum. Overtime is defined as hours worked in excess of the allowable number of hours per work

period under the Fair Labor Standard Act (FLSA). The preferable method to limit overtime compensation is to schedule equal time off for the employee during the same work period in which the extra hours were worked.

2. Executive, administrative, and professional employees, as defined in the FLSA, are exempt from the overtime provisions of FLSA and are expected to render necessary and reasonable overtime services without additional compensation. The salaries of these positions are established with this assumption in mind. Extra hours worked by executive, administrative, and professional employees may be used as a factor in granting flexible leave hours. Each City job description designates whether persons hired in that classification are exempt from or covered by (non-exempt) the overtime provisions of the FLSA.
3. For employees who are covered by the overtime provisions of the FLSA, the policy of the City, in order of preference, is to compensate the employee with:
 - a. Scheduled time off within the same work period, so that the overtime provisions do not apply; or
 - b. Compensatory time off taken outside the same work period at the rate of one and one-half times the number of overtime hours worked, up to a maximum of hours which may be accrued; or
 - c. Payment at the rate of one and one-half times the employee's regular hourly rate of pay.
4. The City discourages the excessive accumulation of compensatory time because of the contingent financial liability this creates for the City. The maximum amount of compensatory time which by law may be accrued by a firefighter or police officer shall be 480 hours (representing 320 hours of actual overtime hours worked) and 240 hours (representing 160 hours of actual overtime hours worked) for all other employees. Any employee who has accrued the maximum number of hours of compensatory time allowed shall be paid overtime compensation. This shall be reflected in the employee's next regular paycheck for all additional overtime hours worked.
5. If any employee is required to work extra hours during a work period in which he has used sick leave, personal leave or any other type of leave time (including holiday time off), the employee will be paid for the extra hours at the regular, straight-time rate of pay. However, if the extra hours worked are more than the number of leave time hours taken; the employee will be paid at one and one-half time the regular rate of pay for the number of extra hours worked which were not offset by the leave time hours taken.
6. If an employee has used sick leave, annual leave, personal leave or any other type of leave time (including holiday time off) and works an additional shift the employee

will still be paid for their leave; however, this leave will not count towards hours worked for purposes of overtime calculations.

7. Certification Pay will be set by the City Council during the budget process on an annual basis. The Police Department, Fire Department and Public Works are the only departments eligible for certification pay.
8. Longevity Pay will be set by the City Council during the budget process on an annual basis for all City Departments.
9. Payment of accrued compensatory time upon termination of employment shall be calculated at the employee's regular rate of pay.
10. An employee (except for those positions that have been classified as exempt under the FLSA) may be required to utilize accrued compensatory time in lieu of taking leave without pay for violations of rules and regulations.

Section VII – Car and Clothing Allowance & Training/Travel

1. The City of Leon Valley may provide a car allowance to employees who use their own automobiles to conduct City business on a continuing day-to-day basis. The amount of car allowance must be authorized by the City Council. Employees receiving a car allowance will not be compensated for any additional mileage when traveling to a venue that is less than 20 miles from City Hall. The vehicle used during working hours or on official business should reflect favorably on the image of Leon Valley.
2. A clothing/uniform reimbursement program is granted to codes, firefighters and police officers to cover the cost of maintaining a neat, presentable, and uniform appearance to the public. Items eligible for reimbursement must be reasonable and consistent with the department's established uniform that is worn in public as a condition of their employment to conduct the job functions required of their position. The clothing reimbursement will be determined during the budget process on an annual basis.
3. New employees receive only the amount of reimbursable value that remains through the fiscal year from the date they were hired. For example, if the employee is allowed to be reimbursed up to \$700 for that fiscal year for a uniform, the \$700 is divided by 26 pay periods (\$26.92 per pay period). If an employee starts with only 20 pay periods left, the \$26.92 is multiplied by 20. That means an employee is eligible for reimbursement up to \$538.40.
4. Public Works employees are provided five (5) uniforms by the City per year. These uniforms are to be laundered and maintained by the City. Upon termination of employment with the City, failure to turn in all required uniforms will cause the cost of those uniforms not turned in to be deducted from the employee's final paycheck.

5. Public Works Department receives an allowance each year to purchase safety shoes, as part of their Personal Protective Equipment (PPE). Any overage is paid by the employee. The amount of the allowance may be considered during the annual budget process.
6. Employees required to wear a Leon Valley shirt will be provided appropriate attire as provided in the departmental budget.
7. Employees are encouraged to seek training. Whenever possible the employee should select a training that is local. The City of Leon Valley will reimburse reasonable travel expenses and adhere to the City's travel policy. Employees that utilize city funds to go to training are responsible for refunding the city all training cost if the employee terminates employment prior to completing two years of employment following the date of the training session.
8. The City will purchase and issue the initial equipment needed to start employment as a firefighter or police officer. Specific equipment requirements are determined by the appropriate Department.
9. If an employee terminates employment with the City the employee is responsible for and still owes the City money for, but not limited to, uniforms or equipment, they are still responsible for reimbursing the City for the monies owed. Failure to pay this debt to the City will affect the employee's eligibility for rehire and the City may take legal action to recover the monies owed to the City. The City also maintains the right to deduct the amount owed from the employee's final paycheck.

10. Uniform Allowance-Taxable Items

a. Purchase made directly by the employee

- i. When a uniform allowance purchase is made directly by the employee and the purchase is considered taxable per IRS Guidelines, the Department Director is responsible for ensuring that a copy of the invoices is forwarded to Accounts Payable. The Department must mark on the invoice if the purchase is "TAXABLE" or "EXEMPT". The employee will be reimbursed via check through accounts payable for the amount of the item, but not the taxes.
- ii. Employees seeking to purchase items on their own and anticipate reimbursement for the item should get prior approval from their supervisor. If the item is approved the supervisor will provide the employee with a tax exemption form for the item.

b. Purchase made the City. (City Purchases)

- i. When a uniform allowance purchase is made through the department, the items should not be taxed. Accounts payable will only pay for the cost of the item and the purchaser will be responsible for paying the taxes on the item. Accounts Payable will notify the department via

email. The purchaser will discuss payment options with the Finance department.

- c. Each Department will maintain a separate file for all taxable uniform allowance purchases. These purchases will also be reflected on the regular uniform allowance spreadsheet that tracks the total uniform allowance spent for the fiscal year.

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ARTICLE SEVEN: EMPLOYEE BENEFITS

Section I - Objective

This Article describes the various types of benefits the City offers its employees.

Section II - Holidays and Holiday Pay

1. The City of Leon Valley recognizes the following days as official holidays for all personnel as determined by Council:

New Year's Day	* Fourth of July
Veteran's Day	Thanksgiving Day
Presidents' Day	Friday following Thanksgiving
Memorial Day	Christmas Eve
Labor Day	*Christmas Day
Martin Luther King's Birthday	Day after Christmas
Battle of Flowers	

* The City of Leon Valley puts on a Fourth of July event which mandates the majority of staff to work. Therefore, the staff that is required to work will be given a subsequent day off. If Christmas is on a weekend, Friday and Monday will be the holidays; otherwise, the previous workday will be the holiday.

2. As many employees as possible shall be given each holiday off consistent with the maintenance of essential City functions.
3. Fair Labor Standards Act (FLSA) non-exempt regular full-time employees are entitled to twice their hourly rate of pay if they work on a City Council approved holiday. Holiday work schedules must be approved by the respective Department Director.
4. Effective October 1, 2017, holiday leave will no longer be accumulated.
5. If a holiday falls on Saturday or Sunday, the following Monday shall be observed. If the observed holiday falls on an employee's regular day off, employee's cannot observe the holiday on another work day or bank the holiday.
6. To receive leave for a holiday, an employee must work their last regularly scheduled workday preceding a holiday and their first regularly scheduled workday following a holiday, except for prescheduled personal leave. However, if an employee is on paid leave status, but absent from the workplace, for a period in excess of 90 days, the employee will not be eligible to receive leave for a holiday which occurs beyond the 90th day of the absence.

Section III - Leaves of Absence

1. Definitions

- a. Personal Leave – Leave made available to eligible regular full-time employees in order to provide vacation leave, personal illness leave, personal business leave, and family leave away from work without loss of compensation. Personal Leave may be used as it is accrued.
- b. Major Medical Leave – Leave made available to eligible regular full-time employees for protection in the event an employee experiences a long-term illness or injury. Major medical leave may be used after an employee has first utilized 40 hours of their personal leave. Due to the nature of their responsibilities, Fire Department personnel may use their Major Medical leave without first using personal time if it is for their own illness and with a doctor's note provided. A regular full-time employee is one who has satisfactorily completed their probationary period.

2. General Provisions

- a. Department Directors are charged with the responsibility of keeping systematic and thorough records of all leave scheduled and granted according to these regulations. The scheduling of all leave is the responsibility of each Department Director. The Department Director must maintain the proper number of employees to continue efficient operations at all times.
- b. Approval of request for most types of leave is the responsibility of the Department Director. Certain types of leave must be approved by the City Manager, as noted in Article 7, Section 14, Part A & C of this manual.
- c. All types of leave begin to accrue the first day of regular hire. However, no paid personal leave may be taken until the employee has successfully completed three (3) months of employment. If an employee on probation leaves employment or is terminated before the completion of the twelve (12) month probationary period; the employee is not entitled to be paid for any accrued leave.
- d. All regular employees may accrue up to twice their annual rate of personal leave. An employee who is on any type of leave status (paid or unpaid) for a period in excess of 90 days will not be eligible to accumulate any paid leave of absence beyond the 90th day.
- e. At the discretion of the City Manager, FLSA-exempt staff, specifically Department Directors, may accrue up to 100 additional hours over the

allowable maximum, if approved by the City Manager. The City Manager may buy down leave within the constraints of the budget.

- f. If an employee is receiving benefits from the worker compensation insurance carrier and the employee wishes to use their leave to supplement the workers' compensation difference, the employee is required to first utilize 40 hours of personal leave for regular employees and 24 hours for shift Firefighter personnel; after which major medical leave will be used for the difference in salary between the worker compensation benefits and their base salary. An employee is eligible to continue to utilize leave under this program only for as long as they comply with required policies/procedures. Failure to comply with these policies/procedures will cause the benefits received under this program to be revoked.
 - g. Upon termination of employment, an employee shall be paid for any unused personal leave at the rate of pay the employee was receiving just prior to leaving employment with the City. Accumulated major medical leave is forfeited upon termination of employment. Any employee who terminates employment before the end of a pay period will not earn any paid leave for that pay period.
 - h. Temporary or Part-time employees are not eligible to accrue paid leave.
3. Personal/Major Medical leave is charged against the employee only for regular workdays the employee is off. If an employee's absence falls on a scheduled day off or a holiday that time is not charged to paid leave. The minimum charge to any of these leaves is thirty minutes.
 4. An employee who returns to work on a part-time status after any injury or illness, defined as any work day less than their normal scheduled hours of work per day (eight (8) hours, ten (10) hours, or 24 hours if the employee is a firefighter), may utilize the appropriate type of leave (to include major medical leave) to make up the difference between a full week and the hours actually worked.
 5. Employees are required to obtain prior supervisory approval to use paid or unpaid leave unless an absence from work is the result of an unforeseen emergency, illness, or injury. Employees are responsible for completing a Personnel Action Request form to request leave in advance; without prior written approval, leave taken may be classified as unauthorized leave.
 6. City employees who have an unforeseen emergency, illness or injury, and are unable to report to work are responsible for notifying their Department Director or supervisor at least one (1) hour in advance of the start of the work period. Police and Fire Department personnel must notify their Department Director, or direct supervisor, if the Department Director is not available, of their absence at least three

(3) hours in advance of their normal duty hours. If the unforeseen illness or injury results in the employee being absent from work for more than three (3) consecutive workdays or more than two (2) shifts for fire personnel, the employee must provide an absentee excuse in writing from their treating medical physician certifying if the employee can return to work, with or without restrictions. If an employee is eligible for FMLA and the absence is a qualifying event, such absence must comply with the FMLA policies and procedures.

7. Extended Leave - Employees requesting paid leave of absence longer than ten (10) working days that do not qualify for FMLA, and does not exceed ninety (90) days, will require at least ten (10) days advanced prior approval from their Department Director and the City Manager. An employee who is on leave status for a period in excess of 90 days will not be eligible to accumulate paid leave beyond the 90th day of absence and job is not protected.
8. An employee who is absent due to illness or emergencies on a frequent or predictable basis may be required by the Department Director to submit verification of the reasons for the absence from a licensed physician. Abuse of the paid leave system may subject an employee to disciplinary action.
9. Major Medical Leave Provisions
 - a. To use major medical leave, an employee must first use personal leave, and/or leave without pay due to injury, illness and/or an FMLA qualifying event for forty (40) consecutive hours for regular full-time employees. Due to the nature of their responsibilities, Fire Department personnel may use their Major Medical leave without first using personal time if it is for their own illness and with a doctor's note provided.
 - b. An employee who has met the requirements for using major medical leave and returned to work but again has to be off because of the same injury or illness within thirty (30) calendar days will need no additional qualifying time to continue using major medical leave.
 - c. Major medical leave accrual is capped at 1040 hours for all applicable employees. For a Shift Firefighter, it may be accumulated up to four times the annual rate for annual leave.
 - d. Effective October 1, 2016, Firefighter personnel will no longer receive long-term leave. Those that have accumulated long-term leave will be able to utilize it as major medical leave.
 - e. Employees using major medical leave due to injury or illness that is not a qualifiable event under FMLA are required to submit to the Human Resources Director a return-to-work release from their treating physician certifying the employee's condition.

- i. If the physician certifies that the employee may return back to work without restrictions, employee must return back to their regular position, at their regular schedule, and must be able to perform the job functions of their position.
 - ii. If the physician certifies that an employee may return to work with restrictions, the Medical Evaluation report must list the employee's restricted activities. The availability of returning to work under restricted activities will be determined by the Department Director and Human Resource Director or City Manager. Approval with restrictions does not grant the employee a temporary assignment, modified duty, or a specific number of work hours.
- f. Employees who are out on Major Medical Leave for any eligible reason cannot hold other employment, including previously approved outside employment, while being compensated under major medical.

10. Paid Leave Accruals

Personal Leave for Regular Full-time Employees

Years With the City	Hours Per Pay Period
3 months thru 5 years	5.23
6 years thru 10 years	5.84
11 years thru 15 years	6.77
16 or more years	8.30

Personal Leave for Shift Firefighter Personnel

Years With the City	Hours Per Pay Period
3 months thru 5 years	5.54
6 years thru 10 years	7.38
11 years thru 15 years	9.23
16 or more years	11.08

Major Medical Leave for Regular Full-time Employees

Years With the City	Hours Per Pay Period
3 months thru 5 years	3.70
6 years thru 10 years	3.70
11 years thru 15 years	3.70
16 or more years	3.70

Major Medical Leave for Shift Firefighter Employees

Years With the City	Hours Per Pay Period
3 months thru 5 years	4.25
6 years thru 10 years	5.31
11 years thru 15 years	6.37
16 or more years	8.49

11. Military Leave

A regular employee who is a member of the National Guard or any reserve component of the Armed Forces of the United States, when ordered or authorized by the proper authority, is entitled to a leave of absence in accordance with applicable state and federal laws without loss of time, efficiency rating or accrued benefits. The city provides a military leave bank in order to track the hours. Employees get 15 work days. Employees who work 8-hour shifts get 120 hours, 10-hour shifts get 150 hours, 12 hours shifts get 180, and employees who work 24-hour shifts get 360 hours, during each fiscal year, beginning October 1 and ending September 30; hours of leave are not given on an accrual or prorated basis and cannot be rolled-over from one year to the next. Unused military leave is not paid out upon the employees departure from city employment. After the use of military leave the employee may be eligible to utilize partial or all personal leave or accrued comp time. Department Directors will inform the City Manager of any employees within their respective departments entitled to military leave and their expected duration.

12. Leave for Jury Duty

- a. Regular employees are entitled to leaves of absence with pay when required to render Jury or Court Service. An employee on leave for Jury Duty will be paid for the duration of the Jury or Court Service regardless of the time involved, provided the service is rendered under proper summons from a City, County, State, or Federal Court. A copy of the employee's jury summons must be submitted to their Department Director prior to taking the leave and attached to their timesheet.
- b. When an employee is a court witness on behalf of the City of Leon Valley, he or she is not to accept any fees for this service. When an employee is on jury duty or is involved in private litigation in an official capacity, the employee may collect all amounts authorized.
- c. If an employee is on annual leave when required to serve on jury duty or appear as a witness, the time actually spent in court will be charged to "Leave for Jury Duty".

13. Bereavement Leave with Pay

Regular employees, full-time or part-time, are entitled to receive Emergency Leave with Pay, without reduction to their personal leave, due to a death in their immediate family (defined as: husband, wife, children, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, and grandchildren). This type of leave is limited to forty (40) consecutive working hours per occurrence for regular full-time employees; up to but not to exceed nineteen (19) consecutive working hours per occurrence for

regular part-time employees; or forty-eight (48) consecutive hours within two (2) shifts for firefighter personnel, unless otherwise approved by the City Manager.

14. Administrative Leave with Pay

Administrative absence with pay shall be granted to City employees by Department Directors for the following reasons: (1) to vote or register in an election or referendum in the community; (2) to donate blood; (3) to attend conferences; (4) to represent the City or Department at meetings relating to matters of concern of the City or Department, with the approval of the City Manager; and (5) to attend public relations events beneficial to the City with the approval of the City Manager.

15. Leave Without Pay

- a. Regular employees are entitled to leave without pay for any legitimate purpose that is in the best interest of the City. Leave without pay for more than one (1) day and less than five (5) working days must be approved by the Department Director; leave without pay in excess of five (5) days requires approval from the City Manager. Any leave without pay requested under the Family and Medical Leave Act (FMLA) is governed by Article Seven, Section III, 15.
- b. No unpaid leave will be granted in excess of thirty accumulative (30) days within a fiscal year except in accordance with applicable City, State, or Federal guidelines.
- c. As a disciplinary action, an employee may be required to take leave without pay for violations of rules and regulations, with the approval of the City Manager.

16. Family Medical Leave

- a. An employee who has been employed by the City for at least 12 months and has completed at least 1,250 hours of work with the City within the previous 12-month period will be entitled to 12 weeks of unpaid leave in accordance with the Family and Medical Leave Act. (FMLA).
- b. An employee whose job is considered to be critical for the operations of the City and is in the top ten percent (10%) of the City's paid employees is only eligible to utilize this leave with the approval of the City Manager.
- c. An employee who utilizes this leave and who has any type of dependent insurance coverage of supplemental insurance will be required to continue to pay for the coverage(s). Failure to pay for the coverage(s) could result in the coverage(s) being terminated.

- d. An employee who is out on FMLA leave and who has exhausted their 12-weeks, expires their job-protection rights, but may request Extended Leave up to ninety (90) days for a qualifying event to the City Manager. Employees on such leave of absence must use all applicable types of accrued leave available (major medical, personal leave, compensatory time) in lieu of unpaid leave.
 - e. Employees who have exhausted their 12-weeks of FMLA and 90-days of Extended Leave may be subject to termination as defined under Article 5, Section V, Subsection 4.a.
 - f. Employees who are out on FMLA for any qualifiable reason cannot hold other employment, including previously approved outside employment, while on FMLA, unless specifically approved by the City Manager. Approval will be based on reasons for FMLA use and the essential function of the job. I.e. If a police officer is out due to a back injury, they could not work a second job as security; however, they could work a second job as a bookkeeper.
17. Approval for outside employment as set out in this manual does not authorize an employee on FMLA leave, sick leave, disability leave, workers' compensation leave, administrative leave, or an unpaid leave of absence or on modified / light duty to engage in any outside employment. Any exceptions must be expressly authorized in writing by the City Manager or their designee.

Section IV - Insurance Benefits

1. Group Insurance

- a. The City, as it deems appropriate, within budget limitations, may provide basic life, medical, and dental insurance to its regular full-time employees. Each regular full-time employee, upon entering service of the City, automatically becomes a member of the group insurance plan if they wish to. The effective date of coverage is determined by the contract the City maintains with the insurance providers.
- b. Under the provisions of COBRA, the option of continuing coverage under the City's group or health insurance is provided to eligible employees and their eligible dependents. The rights allowed under COBRA are defined in the City of Leon Valley's Health Insurance Booklet and are also available through information provided by the Health Insurance Broker. Employees are encouraged to seek out this information if they are unsure of their rights under this law.

- c. The group insurance program may be revised from time to time by the City. Benefit provisions shall be those specified in the current contract of insurance and shall be outlined in brochures issued to each member of the group insurance plan.
- d. It is the employee's responsibility to notify the City of any qualifying event that may affect their insurance benefit coverage.

2. Worker's Compensation Insurance

All City employees are covered under Worker's Compensation Insurance for the on-the-job injuries. Benefits provided under this insurance arrangement are in accordance with applicable State laws and with the special rules, regulations and requirements of the City's Worker Compensation Insurance carrier.

Section V - Retirement Benefits

1. Texas Municipal Retirement System – The City of Leon Valley is a member of the Texas Municipal Retirement System (TMRS). Membership in this retirement system is mandatory for all regular full-time employees at the date of employment. The employee's contribution to the system is six percent (7%) of gross salary. The City matches the employee's contribution on a percentage determined by the City Council. Employees who leave City employment prior to retirement, will upon request, be refunded their portion of the retirement account plus interest earned on their portion. Employees who have ten (10) years or more vested and are terminating employment prior to retirement age may leave their funds on deposit until they reach retirement and derive full benefit from both their contribution and the City's contribution.

Retirement benefits are determined by a formula that involves age at the time of retirement and the amount deposited in the employee's account. An employee may retire if he or she has ten (10) years of service and reached age sixty (60) or has twenty years (20) or more of service regardless of age.

2. Other Retirement Programs
The City offers its employees other optional retirement and savings programs. These programs are outlined in separate brochures and are available to employees from the Human Resources Office.

Section VI - Job Enrichment Program

To meet individual and organizational needs, the City will provide training and development opportunities to encourage performance, prepare employees for new or increased responsibilities, extend opportunities for growth and development and provide promotional opportunities for the most qualified individuals.

All records maintained by the Human Resource Office in connection with the performance of individual employees shall be considered confidential. Access to performance records is limited to the employee, his/her immediate supervisor, the Department Director and individuals authorized by the City Manager.

ARTICLE EIGHT: SAFETY AND SECURITY

Section I - Safety Responsibility

1. The City Manager is responsible for ensuring that safe working conditions are maintained throughout the City and its work areas. Within the limits of the job, each Department Director and supervisor shall strive to provide safe, clean surroundings in all places of employment under his/her jurisdiction.
 - a. Supervisors shall instruct all employees in their Department against the use of unsafe equipment and unsafe work methods; shall require development and observance of safety habits and shall expedite removal and/or correction of safety hazards.
 - b. Department Heads and all immediate supervisors shall give attention to preventing accidents and promoting safety. They shall emphasize the importance of safety to City Employees, train them in correct work procedures and shall, by their own actions, set a good example at all times. Accident prevention and safety training will occur on a regular or as needed basis.
 - c. All supervisors have a responsibility to be on the alert for any condition or practice that might jeopardize the safety of employees or the public.
 - d. All supervisors shall be on the alert for and attempt to prevent any overt act which may endanger the employee or the safety of others.
 - e. Employees are required, as a condition of employment, to observe all safety regulations and requirements given verbally or in writing by their supervisors. Each employee in addition to guarding their own safety and the City's property shall do everything possible to safeguard fellow workers and other people affected by their work.
 - f. It shall be the duty and responsibility of operators of motor equipment to report to their supervisor any defect in their mechanical equipment when it occurs and to use every precaution to prevent additional property loss, expense, or recurrence of such condition. A log shall be maintained of motor equipment by the department's fleet representative that should include regular maintenance, defects and failures.

- g. Operators of motorized equipment of the City of Leon Valley who violate these regulations or become involved in any accident will be subject to disciplinary action if after proper investigation, it is determined that the employee was responsible for such action or through carelessness or recklessness that the employee contributed to the cause of the accident.
- h. Employees who operate City vehicles or are reimbursed for using their own vehicle for City business shall be responsible for keeping the state required driver's license current and valid and shall maintain a safe driving record both on and off duty. Employees are also required to maintain minimum insurance coverage on their personal vehicles as required by the State of Texas. Any employee found to be operating a City vehicle or their own vehicle on City business which violates policy as established by the City Manager regarding minimum driving standards is subject to disciplinary action up to and including termination.
- i. The security of City Hall and all other City property is the direct responsibility of the Chief of Police.
 - i. No persons other than authorized employees and officials are to be allowed unsupervised in City Hall or other city facilities after normal business hours.
 - ii. Employees working after hours are responsible for informing on duty police department personnel that they are in the building.
 - iii. All employees are responsible for locking their respective offices and exterior doors and their respective work areas.
 - iv. All employees shall lock their computers, turn off lights (except designated or safety emergency lights) prior to leaving for the duty day.
 - v. All Department Directors shall develop an evacuation plan in the event of a fire or other incident that requires immediate evacuation. This plan will be exercised on a biannual basis by the Emergency Management Coordinator.
 - vi. The Police Department will train all City employees on the latest active shooter response techniques. This response will be exercised at least annually by the Emergency Management Coordinator.
 - vii. Violations of this section are to be reported to the Chief of Police.

MAYOR AND COUNCIL COMMUNICATION

DATE: May 06, 2025

TO: Mayor and Council

FROM: Saundra Passailaigue, City Secretary

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Discussion and Possible Action on a Resolution and Order of the City Council of Leon Valley, Texas, Canvassing the Returns and Declaring the Official Results of the May 3, 2025 General Election to Elect Three (3) Members to the City Council (Council Place 1, Council Place 3, and Council Place 5)

SPONSOR(S): (N/A)

PURPOSE

On February 4, 2025, the City of Leon Valley City Council ordered the May 3, 2025 General Election through Resolution No. 25-004R. The May 3, 2025 General Election was called to elect three (3) members to the City Council—Council Place 1, Council Place 3, and Council Place 5—by the qualified voters of the City of Leon Valley.

The May 3, 2025 General Election was held jointly with Bexar County. This communication serves as transmittal of the back-up information and analysis based on voter activity, including mail ballots, early voting, and Election Day results.

FISCAL IMPACT

The deposit paid to the Bexar County Elections Department to conduct this election was \$4,643.28.

STRATEGIC GOALS

This item supports the City of Leon Valley's Strategic Goal #1(F) – *Economic Development – Promote Leon Valley*. By designating the Leon Valley Conference Center as a polling location, the City invites all registered voters of Bexar County into the heart of our community, where they can experience the Conference and Community Centers, visit the public library, Raymond Rimkus Park, and the Leon Valley Swimming Pool, as well as shop at local businesses during their visit.

RECOMMENDATION

Staff recommends approval of this resolution as it is presented.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION No. 25-00_R

RESOLUTION AND ORDER OF THE CITY COUNCIL OF LEON VALLEY, TEXAS, CANVASSING THE RETURNS AND DECLARING THE OFFICIAL RESULTS OF THE MAY 3, 2025 GENERAL ELECTION TO ELECT THREE (3) MEMBERS TO THE CITY COUNCIL (COUNCIL PLACE 1, COUNCIL PLACE 3, AND COUNCIL PLACE 5) FOR THE CITY OF LEON VALLEY, TEXAS

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

There came to be considered the returns of the General Election held on May 3, 2025, for the purpose of electing three (3) members to the City Council. Based on said returns, duly and legally made, it was found and determined that each of the candidates received the following number of votes:

COUNCIL, PLACE 1

Benny Martinez – 227
Danielle Carriere Bolton - 374

COUNCIL, PLACE 3

Philip Campos (*Unopposed*) - 461

COUNCIL, PLACE 5

Beth Mursch (*Unopposed*) - 448

It is hereby found and determined that the election was duly called; that notice of said election was given in accordance with the law; and that said election was held in compliance with all applicable laws. The following individuals are hereby declared elected, subject to the taking of their oaths of office as provided by the laws of the State of Texas and the City of Leon Valley:

- **Council Member, Place 1:** Danielle Bolton
- **Council Member, Place 3:** Philip Campos
- **Council Member, Place 5:** Beth Mursch

It is further found and determined that, in accordance with the order of this governing body, the City Secretary posted written notice of the date, place, and subject of this meeting on the bulletin board located at Leon Valley City Hall—a place convenient and accessible to the public. Said notice was posted and remained continuously posted for at least 72 hours preceding the date of this meeting. A copy of the return of said post shall be attached to the minutes of this meeting and shall be made a part thereof for all intents and purposes.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Leon Valley, Texas, on this the 6th day of May, 2025.

APPROVED

CHRIS RILEY
MAYOR

Attest :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

ARTURO D. "ART" RODRIGUEZ
City Attorney



Canvassing of the Vote May 03, 2025, City of Leon Valley General Election

City Council Meeting
May 06, 2025

Saundra Passailaigue, City Secretary

Official Canvass

- Official tabulation of the election results
- Includes the tabulation for each candidate on the ballot
- Total number of votes received by precinct
- Records preserved for 22 months
- Summary of all votes will be sent to the Secretary of State

Official Canvass

- Final Document received:
not yet received

GENERAL ELECTION RESULTS

City of Leon Valley

★ For Council, Place 1 City of Leon Valley (Vote For 1)



Share

[View Contest Detail](#)

★ For Council, Place 3 City of Leon Valley (Vote For 1)



Share

[View Contest Detail](#)

★ For Council, Place 5 City of Leon Valley (Vote For 1)



Share

[View Contest Detail](#)

OUTSTANDING CITY COUNCIL ITEMS

- **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.
- **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 power point is online and accepting feedback.
- **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.
- **Sustainability Overlay**
 - 6/6/2023 Staff is not ready and has been postponed until September.
 - 725/2023 – 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. The item should be coming forward soon.
- **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.
- **Neighborhood/Citizen Survey**
 - Will be tied to the solid waste survey. The council decided to keep these two separate items.
- **Looking at an amendment to Section 15.02 Appendix C (I), D Structural Nonconformity to add a matching percentage from Economic Community Development funds.**
 - **After the sustainability review.**
- **Four-way stop at Forest Meadow and Evers.**
 - To be evaluated upon the development of the Evers property.
 - Will be discussed on 7/13/2024 council retreat
 - Waiting until after the development or until it is added by the city council.
- **Review of the Personnel Manual**
 - Administrative changes will be coming in April.
 - Scheduled for 5/6
- **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 city council. September 17, 2024, council meeting.
- Add to the townhall meeting for discussion
- **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.
- **Veterans Monument**
 - Waiting for two council members to add this item.
 - Price quote was \$24,000
 - Added in FY 26 capital budget
- **Planning and Zoning Ordinance**
 - Martinez and Heyl
 - 12/5/2024
 - Postpone until after the new year.

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, Menendez
 - Funds – Eligible projects – CR
 - Will be discussed at the Town Hall Meeting on January 22, 2022.
 - Discussed at the retreat Council has decided not to spend funds until we know what the legislature is doing.
 - Resolution supporting SB 446-2/21/2023.
 - The item was not approved during the legislation process the Council will try again in 2025.
 - 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.
- **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.

Completed

- Vaping: Making it illegal in Public Areas
 - 2/18/2024 Council meeting
 - 3/4/2024 Second read – passed unanimously