



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

Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, January 20, 2026 at 5:45 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 citizenstobeheld@leonvalleytexas.gov. All Other Citizen Participation May Be Provided In-Person at City Council Chambers.

- 1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance**
- 2. The City Council Shall Meet in Executive Session to Discuss the Following:**
 1. Pursuant to Texas Government Code, Chapter 551, Section 551.074 Personnel Matters: Regarding the Annual Review of the City Manager as Outlined in the Employment Agreement.
- 3. Reconvene into Regular Session**
- 4. Citizens to be Heard -** Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or acting on items not listed on this agenda.
- 5. Possible Action on Issues Discussed in Executive Session If Necessary**
- 6. Presentations**
 1. Presentation and Discussion of the Monthly Financial Report Ending December 31, 2025 - C. Goering, Finance Director
 2. Presentation Providing an Update on the Leon Valley Housing Developments - M. Gallardo, Planning and Zoning Director
 3. Presentation on the City-Wide Diseased/ Dead Trees Inventory - David Dimaline, Public Works Director

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

8. **City Manager's Report**

1. **Upcoming Important Events:**

- **February 03, 2026 – Regular City Council Meeting**
6:30 PM · City Council Chambers
- **January 24, 2026 – Annual Town Hall Meeting**
8:30 AM · Leon Valley Community Center
- **January 14, 2026 – February 13, 2026** – Filing period to submit an application for a place on the May 02, 2026, General Election Ballot
- **January 19, 2026 – City Offices & Municipal Court Closed**
In observance of Martin Luther King, Jr. Day (City Hall reopens January 20, 2026)
- **Miscellaneous other Events and Announcements**

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

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

- a. 12-16-2025 Regular City Council Meeting Minutes

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

- a. 07-16-2025 Citizens Police Advisory Committee Meeting Minutes
- b. 09-11-2025 Park Commission Meeting Minutes
- c. 10-08-2025 Earthwise Living Committee Meeting Minutes
- d. 11-12-2025 Earthwise Living Committee Meeting Minutes
- e. 11-13-2025 Library Advisory Board Meeting Minutes

3. Discussion and Possible Action of the Quarterly Investment Report for the Quarter Ended December 31, 2025 - C. Goering, Finance Director

4. Discussion and Possible Action on an Amendment to the City of Leon Valley's Code of Ordinances, Chapter 15 Article 15.02 Zoning Ordinance Division 13. Organization and Enforcement Section 15.020.721 (First Read was Held 12-16-2025) - Dr. C. Caldera, City Manager

5. Discussion and Possible Action Excusing Council Place 5, Beth Mursch from the December 16, 2025 Regular City Council Meeting in Accordance with the City of Leon Valley Charter, Article III - The City Council and Mayor - Mayor Chris Riley
6. Discussion and Possible Action on approving Hiring David Dimaline for the Public Works Director position with the City of Leon Valley - C. Caldera, City Manager

10. Regular Agenda

1. Presentation, Discussion, and **Public Hearing** to Consider Approval of an Ordinance Closing a Portion of Jeff Loop Road for Public Purposes (1st Read as Required by City Charter) - M. Gallardo, Planning and Zoning Director
2. Presentation on City Code of Ordinance Violations Legal Process and Next Steps - Dr. C. Caldera, City Manager
3. Discussion and Possible Action on an Ordinance Amending Chapter 15, "Zoning," Section 15.02.327, "PD", Planned Development District (1st Read was held on 10-21-2025, 12-2-2025, and 12-16-2025) - Dr. C. Caldera, City Manager
4. Discussion and Possible Action on a Resolution of the City Council of the City of Leon Valley Ordering and Establishing Procedures for a General Election in the City of Leon Valley, Texas, to Elect Three Council Members (Places 2, 4, and Mayor) by the Qualified Voters of the City of Leon Valley; Authorizing the Mayor to Enter Into a Joint Election Agreement with the Bexar County Elections Administrator for the Conduct of Said Election; Providing Details Relating to the Conduct of the Election; and Authorizing the Use of the Leon Valley Conference Center for Early Voting (April 20, 2026, Through April 28, 2026), and for Election Day Voting on May 2, 2026 - S. Passailaigue, City Secretary

Discusión Y Posible Acción Sobre Una Resolución Del Consejo Municipal De La Ciudad De Leon Valley Para Ordenar Y Establecer Los Procedimientos Para Una Elección General En La Ciudad De Leon Valley, Texas, Para Elegir Tres Miembros Del Consejo: (Posiciones 2, 4 Y Alcalde) Por Parte De Los Votantes Habilitados De La Ciudad De Leon Valley; Autorizando Al Alcalde A Firmar Un Acuerdo De Elección Conjunta Con El Administrador De Elecciones Del Condado De Bexar Para La Celebración De Dicha Elección, Proporcionando Detalles Relativos A La Celebración De Dicha Elección, Y Autorizando El Uso Del Centro De Conferencias De Leon Valley Para La Votación Anticipada (Del 20 De Abril De 2026 Hasta El 28 De Abril De 2026, Inclusive) Y Para La Votación El Día De Elección El 2 De Mayo De 2026 - S. Passailaigue, Secretaria De La Ciudad

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.

- 1.

12. Adjournment

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

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

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

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

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

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

SAUNDRA PASSAILAIGUE, TRMC

City Secretary

MONTH XX, 2026 XX:XX PM

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

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112010	12/02/2025	CHECK	107991	DEWINNE EQUIPMENT CO, INC	20,171.84CR	CLEARED	A	12/31/2025
112010	12/02/2025	CHECK	107992	DIANA CHAVEZ	50.00CR	CLEARED	A	12/31/2025
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CHECK RECONCILIATION REGISTER

PAGE: 2

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 FOLIO: All

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*** 112010	12/03/2025	CHECK	108023	ARDURRA GROUP, INC	100,107.90CR	CLEARED	A	12/31/2025
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112010	12/10/2025	CHECK	108035	BEXAR CENTRAL APPRAISAL DISTRI	10,641.00CR	CLEARED	A	12/31/2025
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112010	12/10/2025	CHECK	108058	KWIK KOPY 23	204.17CR	CLEARED	A	12/31/2025
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112010	12/10/2025	CHECK	108061	LEON VALLEY WATER SYSTEM	23.37CR	CLEARED	A	12/31/2025
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112010	12/10/2025	CHECK	108063	LESLIE ANN KASSAHL	800.00CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108064	LONESTAR PROTECTIVE SECURITY A	1,500.00CR	CLEARED	A	12/31/2025

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

CHECK DATE: 12/01/2025 THRU 12/31/2025
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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
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112010	12/10/2025	CHECK	108065	MARIA VILLAFRANCA	113.33CR	OUTSTND	A	0/00/0000
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112010	12/10/2025	CHECK	108068	MOST DEPENDABLE FOUNTAINS, INC	38.00CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108069	MY-LOR, INC.	67.60CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108070	NAPA SAN ANTONIO AUTO & TRUCK	337.96CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108071	NARDIS PUBLIC SAFETY	17.99CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108072	ODESSA PUMPS & EQUIPMENT INC	1,222.64CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108073	PARTNERS LIBRARY ACTION NETWOR	936.00CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108074	PRISCILLA HERNANDEZ	482.50CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108075	PROPANE DEPOT, LLC	75.31CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108076	PVS DX INC.	1,302.32CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108077	ROYAL TILE LIMITED PARTNERSHIP	37,068.96CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108078	SAWS	140,653.22CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108079	SEALMASTER HOUSTON	2,475.00CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108080	SELINA MALDONADO	25.00CR	OUTSTND	A	0/00/0000
112010	12/10/2025	CHECK	108081	SOUTH CENTRAL PLANNING AND DEV	550.00CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108082	T & W TIRE, LLC	2,608.57CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108083	TEC SERVICES	120.00CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108084	TMC PROVIDER GROUP, PLLC	324.00CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108085	TOTAL MAINTENANCE SOLUTIONS SO	7.67CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108086	TREVIPAY	180.46CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108087	U-HAUL CO OF ARIZONA	400.00CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108088	UNITED RENTALS	353.76CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108089	VALLANCE SECURITY SYSTEMS, INC	95.00CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108090	VESTIS GROUP, INC.	273.71CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108091	WELDERS SUPPLY CO INC	104.00CR	CLEARED	A	12/31/2025
112010	12/10/2025	CHECK	108092	WEX HEALTH	75.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108093	A & M AUTO CENTER, LLC	329.94CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108094	VOID CHECK	0.00	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108095	ADVANCE AUTO PARTS INC	89.28CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108096	ALTAWORX, LLC	2,114.59CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108097	AMAZON.COM LLC	3,889.21CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108098	VOID CHECK	0.00	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108099	VOID CHECK	0.00	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108100	AMERICAN TRAFFIC SOLUTIONS, IN	66,500.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108101	ARDURRA GROUP, INC	35,649.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108102	ARDURRA GROUP, INC	30,941.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108103	ARDURRA GROUP, INC	23,352.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108104	ARDURRA GROUP, INC	1,000.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108105	ARDURRA GROUP, INC	20,750.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108106	ARDURRA GROUP, INC	5,165.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108107	ARDURRA GROUP, INC	31,417.85CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108108	AT&T	657.27CR	CLEARED	A	12/31/2025

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CHECK RECONCILIATION REGISTER

PAGE: 4

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

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 AMOUNT: 0.00 THRU 999,999,999.99
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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
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112010	12/17/2025	CHECK	108109	AT&T UVERSE	150.84CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108110	AVI SYSTEMS, INC.	2,191.67CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108111	AXXON SERVICES, INC.	525.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108112	BARBARA LOPEZ	400.00CR	OUTSTND	A	0/00/0000
112010	12/17/2025	CHECK	108113	BEAR READYMIX CONCRETE, LLC	865.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108114	BEATRICE DE LA ROSA	400.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108115	MARTHA VON NIMITZ	1,621.87CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108116	BOUND TREE MEDICAL, LLC	436.99CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108117	BREONNA TURNER	25.00CR	OUTSTND	A	0/00/0000
112010	12/17/2025	CHECK	108118	CANON FINANCIAL SERVICES	26.48CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108119	CITIBANK	8,247.39CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108120	VOID CHECK	0.00	CLEARED	A	12/31/2025
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112010	12/17/2025	CHECK	108123	CITY OF SAN ANTONIO	2,332.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108124	CIVIC PLUS, LLC	2,500.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108125	CORE & MAIN LP	1,819.74CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108126	DEMCO, INC	81.68CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108127	FERNANDO HERNANDEZ	400.00CR	OUTSTND	A	0/00/0000
112010	12/17/2025	CHECK	108128	GULF COAST PAPER CO INC	481.93CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108129	HEARST MEDIA-SAN ANTONIO	856.00CR	OUTSTND	A	0/00/0000
112010	12/17/2025	CHECK	108130	HEAT SAFETY EQUIPMENT, LLC.	30.00CR	OUTSTND	A	0/00/0000
112010	12/17/2025	CHECK	108131	HEATHER RODRIGUEZ	393.67CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108132	HOME DEPOT CREDIT SERVICES	3,601.01CR	CLEARED	A	12/31/2025
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112010	12/17/2025	CHECK	108139	VOID CHECK	0.00	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108140	HUNTER HILTON	400.00CR	OUTSTND	A	0/00/0000
112010	12/17/2025	CHECK	108141	INGRAM LIBRARY SERVICES LLC	107.03CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108142	INTERNATIONAL CODE COUNCIL, IN	170.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108143	JOSE RAMOS	214.98CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108144	KATIA LONGORIA	400.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108145	LESLIE ANN KASSAHN	800.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108146	LINEBARGER GOGGAN BLAIR & SAMP	4,927.49CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108147	LITHO PRESS, INC	6,125.83CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108148	LONESTAR PROTECTIVE SECURITY A	1,605.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108149	NAPA SAN ANTONIO AUTO & TRUCK	452.98CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108150	NEW HORIZON PRINTING	110.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108151	ODP BUSINESS SOLUTIONS, LLC	352.39CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108152	PITNEY BOWES	1,372.98CR	OUTSTND	A	0/00/0000

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

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 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
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CHECK:

112010	12/17/2025	CHECK	108153	POLLUTION CONTROL SERVICES	360.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108154	PRECISION CALIBRATE METER SERV	2,250.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108155	QUADIENT INC	2,469.04CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108156	ROGER CASTILLO	25.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108157	SAN ANTONIO WATER SYSTEM	1,421.43CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108158	SAN ANTONIO WATER SYSTEM	809.63CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108159	SAN ANTONIO POOL MANAGEMENT, I	81.27CR	OUTSTND	A	0/00/0000
112010	12/17/2025	CHECK	108160	SHIRLEY JACKSON	50.00CR	OUTSTND	A	0/00/0000
112010	12/17/2025	CHECK	108161	SITEONE LANDSCAPE SUPPLY, LLC	237.38CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108162	SOUTH TEXAS BLOOD & TISSUE CEN	536.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108163	SURE-LOCK AND SAFE	355.00CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108164	T-MOBILE USA	60.10CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108165	TAYLOR MADE HOSE	684.76CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108166	TECHLEAD PROFESSIONAL SERVICES	2,319.50CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108167	TEXAS DEPARTMENT OF MOTOR VEH	7.50CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108168	TEXAS DEPARTMENT OF MOTOR VEH	7.50CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108169	TEXAS MUNICIPAL CLERK'S ASSOCI	75.00CR	OUTSTND	A	0/00/0000
112010	12/17/2025	CHECK	108170	UNIVERSITY OF TEXAS HEALTH SCI	4,431.50CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108171	VESTIS GROUP, INC.	169.04CR	CLEARED	A	12/31/2025
112010	12/17/2025	CHECK	108172	WRIGHT EXPRESS FSC	6,110.82CR	CLEARED	A	12/31/2025
112010	12/26/2025	CHECK	108173	LEON VALLEY FD HOUSE FUND	220.00CR	CLEARED	A	12/31/2025
112010	12/18/2025	CHECK	108174	CITY PUBLIC SERVICE BOARD	10,005.74CR	CLEARED	A	12/31/2025
112010	12/18/2025	CHECK	108175	DEARBORN NATIONAL LIFE INSURAN	3,751.83CR	CLEARED	A	12/31/2025
112010	12/18/2025	CHECK	108176	VOID CHECK	0.00	CLEARED	A	12/31/2025
112010	12/18/2025	CHECK	108177	VOID CHECK	0.00	CLEARED	A	12/31/2025
112010	12/18/2025	CHECK	108178	GALLS, LLC	158.90CR	CLEARED	A	12/31/2025
112010	12/18/2025	CHECK	108179	HANJAK INDUSTRIES, LLC	963.90CR	CLEARED	A	12/31/2025
112010	12/18/2025	CHECK	108180	METRO FIRE	153.77CR	CLEARED	A	12/31/2025
112010	12/18/2025	CHECK	108181	LAWRENCE G MORALES	950.00CR	CLEARED	A	12/31/2025
112010	12/18/2025	CHECK	108182	JAMES C. SPARKS	3,586.75CR	CLEARED	A	12/31/2025
112010	12/22/2025	CHECK	108183	CITY PUBLIC SERVICE BOARD	11,164.94CR	OUTSTND	A	0/00/0000
112010	12/22/2025	CHECK	108184	REFUND: VAPA INVESTMENTS LLC	17.51CR	OUTSTND	U	0/00/0000
112010	12/22/2025	CHECK	108185	REFUND: PERSYN, LINDA	29.99CR	OUTSTND	U	0/00/0000
112010	12/22/2025	CHECK	108186	REFUND: KYRISH, G MICHAEL	21.41CR	OUTSTND	U	0/00/0000
112010	12/22/2025	CHECK	108187	REFUND: SERNA, ORIANA	38.43CR	CLEARED	U	12/31/2025
112010	12/22/2025	CHECK	108188	REFUND: EFFICAP REAL ESTATE	33.94CR	OUTSTND	U	0/00/0000
112010	12/22/2025	CHECK	108189	REFUND: TRU ASSET MGMT LLC	23.79CR	CLEARED	U	12/31/2025
112010	12/22/2025	CHECK	108190	REFUND: HARDY, MCKAY JOYLAN	48.09CR	OUTSTND	U	0/00/0000
112010	12/22/2025	CHECK	108191	REFUND: CENTURY COMMUNITIES	24.99CR	OUTSTND	U	0/00/0000
112010	12/22/2025	CHECK	108192	REFUND: CENTURY COMMUNITIES	53.58CR	OUTSTND	U	0/00/0000

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

CHECK DATE: 12/01/2025 THRU 12/31/2025
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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
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TOTALS FOR ACCOUNT 112010	CHECK	TOTAL:	870,054.51CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	0.00
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	0.00
TOTALS FOR Pooled Cash	CHECK	TOTAL:	870,054.51CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	0.00
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	0.00

City of Leon Valley

December 2025 Financial Report

Carol Goering

Finance Director

City Council Meeting

January 20, 2026

City of Leon Valley

Monthly Financial

December 2025

{Section}.61.

General Fund

Target Percentage 25.00%

REVENUE	FY 2026 BUDGET	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D ACTUAL	
Ad Valorem	\$ 6,181,698	\$ 2,840,475	45.9%	\$ 2,778,464	48.22%
Sales Taxes	3,827,643	319,824	8.4%	313,823	8.36%
Franchise Taxes	940,450	91,172	9.7%	86,319	8.64%
Licenses, Permits, Fees & Fines	1,599,340	333,397	20.8%	597,476	37.56%
Interest Income	430,313	110,544	25.7%	104,564	24.29%
Miscellaneous Revenue	1,802,272	79,012	4.4%	1,948,611	108.90%
Transfers In	1,956,942	-	0.0%	-	0.00%
Total Revenue	\$ 16,738,658	\$ 3,774,424	22.5%	\$ 5,829,257	35.0%

EXPENDITURES

Municipal Court	\$ 498,548	\$ 102,876	20.6%	\$ 104,914	24.5%
Finance	469,456	112,404	23.9%	105,050	21.1%
Council & Manager	916,377	203,564	22.2%	230,063	21.9%
Information Technology	304,038	131,870	43.4%	142,307	31.7%
Police	3,714,526	832,408	22.4%	861,352	22.5%
Impound Lot	156,480	43,134	27.6%	56,195	35.4%
Fire	4,745,164	958,462	20.2%	883,277	20.6%
Public Works	2,466,884	645,693	26.2%	714,739	26.5%
Planning and Zoning	767,179	140,476	18.3%	102,849	9.7%
Economic Development	439,620	98,281	22.4%	100,019	14.9%
Code & Animal Control	194,373	41,767	21.5%	-	0.0%
Special Events	20,752	6,908	33.3%	6,653	3.8%
Parks & Recreation	2,565,666	63,454	2.5%	110,798	4.12%
Library	563,605	131,745	23.4%	117,089	21.1%
Transfers Out	-	-	0.0%	-	0.0%
Total Expenditures	\$ 17,822,668	\$ 3,513,040	19.7%	\$ 3,535,307	19.0%

**City of Leon Valley
Monthly Financial
December 2025**

General Fund

MISC REVENUE BREAKDOWN:	2026 BUDGET	2026 YTD ACTUALS		2025 YTD ACTUALS	
Miscellaneous	\$ 349,960	\$ 48,403	13.8%	\$ 38,554	1.3%
Sales of Surplus Property	10,000	7,917	79.2%	1,909,388	93.9%
ASPP Grant	20,000	-	0.0%	-	0.0%
Hike and Bike Grant	1,260,312	-	0.0%	-	0.0%
DEA Reimbursement	35,000	437	1.2%	-	0.0%
Insurance Proceeds	50,000	22,255	44.5%	-	0.0%
Library Grant	2,000	-	0.0%	668	9.9%
Fire Grant	50,000	-	0.0%	-	0.0%
PD Grants	25,000	-	0.0%	-	0.0%
Total Miscellaneous	\$ 1,802,272	\$ 79,012	4.4%	\$ 1,948,611	108.9%

City of Leon Valley

Monthly Financial

December 2025

Water/Sewer/Storm Water Fund

Target Percentage 25.00%

REVENUE	FY 2026 BUDGET	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D ACTUAL	
Water Sales	\$ 2,063,850	\$ 442,748	21.5%	\$ 460,336	21.8%
Sewer Sales	2,649,085	462,361	17.5%	532,002	21.2%
Storm Water	565,000	106,800	18.9%	106,931	19.1%
Connection & Platting	-	375	0.0%	1,650	73.3%
Customer Fees	73,350	18,124	24.7%	18,419	26.5%
Tapping Fees	20,000	1,500	7.5%	7,643	76.4%
Interest Income	175,099	40,434	23.1%	52,702	30.7%
Miscellaneous Revenue	9,500	-	0.0%	-	0.0%
Total Revenue	\$ 5,555,884	\$ 1,072,342	19.3%	\$ 1,179,681	17.5%

EXPENDITURES

Water System *	1,878,650	355,462	18.9%	1,033,868	30.7%
Sewer System	2,390,442	253,517	10.6%	273,092	8.5%
Storm Water	515,352	57,223	11.1%	49,688	5.9%
Other Sources/Uses	1,407,430	-	0.0%	-	0.0%
Total Expenditures	\$ 6,191,874	\$ 666,203	10.8%	\$ 1,356,648	15.4%

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

City of Leon Valley

Monthly Financial

December 2025

Water/Sewer/Storm Water Fund

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

City of Leon Valley
Monthly Financial
December 2025

Community Center Fund

Target Percentage 25.00%

REVENUE	FY 2026 BUDGET	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D ACTUAL	
Hotel/Motel Taxes	\$ 85,000		-	0.0%	- 0.0%
Short Term - Rentals	-		-		-
RENTAL FEES					
Community Center	50,000	8,390	16.8%	14,098	29.0%
Conference Center	18,000	7,200	40.0%	5,203	29.3%
Interest Income	15,242	2,567	16.8%	2,929	19.6%
Transfers in	-	-	0.0%	-	0.0%
Total Revenue	\$ 168,242	\$ 18,157	10.8%	\$ 22,230	13.8%

EXPENDITURES

Personnel	\$ 100,500	\$ 24,100	24.0%	\$ 21,766	23.3%
Supplies	13,650	43	0.3%	166	1.4%
Contractual	51,538	10,140	19.7%	6,765	13.5%
Capital Outlay	-	-	0.0%	10,116	84.3%
Transfers Out	22,131	-	0.0%	-	0.0%
Total Expenditures	\$ 187,819	\$ 34,283	18.3%	\$ 38,813	20.6%

City of Leon Valley
Monthly Financial
December 2025

Economic/Community Development

Target Percentage 25.00%

REVENUE	FY 2026 Budget	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D Actual	
Sales Tax Revenues	\$ 419,307	\$ 35,270	8.4%	\$ 34,625	8.4%
Interest Income	20,313	4,908	24.2%	5,582	27.5%
Total Revenues	\$ 439,620	\$ 40,178	9.1%	\$ 40,207	9.3%

EXPENDITURES

Personnel	\$ 170,168	\$ 40,207	23.6%	\$ 37,749	20.7%
Supplies	4,475	1,411	31.5%	900	6.7%
Contractual	264,977	46,958	17.7%	20,272	8.6%
Capital Outlay	-	9,704	0.0%	41,098	17.1%
Total Expenditures	\$ 439,620	\$ 98,281	22.4%	\$ 100,019	14.9%

City of Leon Valley
Monthly Financial
December 2025

Impound Lot

Target Percentage 25.00%

REVENUE	FY 2026 Budget	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D Actual	
Impound Lot Fees	\$ 101,000	\$ 41,490	41.1%	\$ 28,190	23.8%
Auctions	102,000	21,592	21.2%	-	0.0%
Total Revenues	\$ 203,000	\$ 63,082	31.1%	\$ 28,190	12.5%

EXPENDITURES

Personnel	\$ 136,901	\$ 37,988	27.7%	\$ 36,061	28.3%
Supplies	3,300	130	3.9%	154	4.7%
Contractual	16,279	5,016	30.8%	3,152	31.3%
Capital	-	-	0.0%	16,828	94.0%
Total Expenditures	\$ 156,480	\$ 43,134	27.6%	\$ 56,195	35.4%

City of Leon Valley
Monthly Financial
December 2025

Red Light Cameras (RLC)

Target Percentage 25.00%

REVENUE	FY 2026 Budget	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D Actual	
Red Light Camera Fines	\$ 1,884,258	\$ 556,221	29.5%	\$ 519,678	25.0%
Late Fees/Court Costs	200,000	43,704	21.9%	45,283	22.6%
Interest Income	45,000	4,404	9.8%	10,865	28.8%
Miscellaneous Revenue	-	-	0.0%	-	0.0%
Transfers in	-	-	0.0%	-	0.0%
Total Revenues	\$ 2,129,258	\$ 604,329	28.4%	\$ 575,826	24.8%

EXPENDITURES

Red Light Cameras (Tier 1)

Personnel (6 employees)	\$ 705,561	\$ 174,166	24.7%	\$ 157,462	23.7%
Supplies	18,650	526	2.8%	-	0.0%
Contractual	911,318	229,875	25.2%	76,436	8.4%
Transfers	286,838	-	0.0%	-	0%
Total Tier One	\$ 1,922,367	\$ 404,567	21.0%	\$ 233,897	12.0%

Traffic Safety (Tier 2)

Personnel (2 employees)	\$ 213,902	\$ 47,025	22.0%	\$ 25,708	11.8%
Supplies	63,750	221	0.3%	593	1.6%
Contractual	137,568	73,707	53.6%	27,297	34.6%
Capital Outlay	-	-	0.0%	28,002	11.5%
Total Tier Two	\$ 415,220	\$ 120,953	29.1%	\$ 81,600	14.1%

UNAUDITED

RLC Fines Revenue	556,221	
RLC Expenditures (Personnel, Supplies, Contractual)	(404,567)	
RLC Share Personnel YTD	(71,710)	
	79,944	Of this 50% goes to the city the other 50% goes to the state
City 50% Revenue (Loss)	39,972	
Late Fees Revenue (City keeps 100%)	43,704	
Interest Income Revenue (City keeps 100%)	4,404	
	88,080	City Revenue Portion
Traffic Safety Expenditures	(120,953)	
	(32,873)	Total Net Fund Revenue (Loss)

City of Leon Valley

Monthly Financial

December 2025

{Section}.61.

RED LIGHT TICKETS ISSUED VS PAID

FY 26	ISSUED	PAID
Q4 10/01 - 12/31	18,177	4,527
Q1 01/01 - 03/31		
Q2 04/01 - 06/30		
Q3 07/01 - 09/30		
	18,177	4,527

FY 25	ISSUED	PAID
Q4 10/01 - 12/31	10,480	4,310
Q1 01/01 - 03/31	14,747	6,090
Q2 04/01 - 06/30	16,106	6,097
Q3 07/01 - 09/30	12,626	2,409
	53,959	18,906
Variance	(35,782)	(14,379)

City of Leon Valley

Fund Balances

{Section}.61.

Fund Balances as of 09/30/2024:

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

GOALS

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

City of Leon Valley

December 2025 Financial Report

Carol Goering

Finance Director

City Council Meeting

January 20, 2026

Housing Development Updates

City Council Meeting
Michael Gallardo, Planning and Zoning Director
January 20, 2026

Development Status

Three residential developments in different stages of development:

- Senna I & II
- Trilogy at Huebner Creek
- Seneca West

Senna I (*Poss Landing Subdivision Unit 1*)

- 10 acres located at 7213 Huebner Rd
- Platted June 2024
- Housing Units 87
- Lot variances Lot width/depth/area 35'x90'= 3,150 sf
- Street variance 30' width, no parking on one side
- Tree variance Remove 30 medium, 14 large, and 9 heritage, plant 1-10 gallon and 1-20 gallon each lot, pay \$135,150 in mitigation fees (total trees removed 53, total trees planted 174)
- Builder Century Communities
- Permits Issued 65

Senna II (*Poss Landing Subdivision Unit 2*)

- 5.949 acres located at 7205 Huebner
- Platted Plat approved October 2024
- Housing Units 49
- Lot variances Lot width/depth/area 35'x90' = 3,150 sf
- Street variance 30' width, no parking on one side
- Tree variance Remove 22 medium, 72 large, and 21 heritage, plant (2) trees on each lot and 52 trees for landscaping, pay \$85,200 in mitigation fees (total trees removed 53, total trees planted 150)
- Builder Century Communities
- Permits Issued N/A

Senna I and II (Jan 2025)



Senna I and II (Jan 2026)



Senna I and II (Jan 2026)



Trilogy Grove

- 9.180 acres located at 6300 Evers Road
- Platted January 2024
- Housing 67
- Lot variances Lot width/depth/area 33'x90' = 2,970 sf
- Street variance 28' width
- Tree variance Remove 70 medium, 148 large, and 9 heritage trees, plant 85 1.5 inch trees, pay \$25,000 in mitigation fees
- Builder Texas Homes
- Permits Issued 14

Trilogy Grove (Jan 2025)



Trilogy Grove (Jan 2026)

{Section}.62.



Seneca West

- 39.060 acres located at 6518 and 6530 Samaritan
- Platted November 2024 (Phase 1) August 2025 (Phase 2)
- Housing Units 380 (Amended PDD)
- Lot variance Reduce lot width from 45' to 40'; 4,500 sf
- Street variance N/A
- Tree variance Removal of 24 medium, 21 large and 36 Heritage trees; plant 410 1.5 inch trees and pay \$50,000 in tree mitigation; Reduced the number and size of required new trees from 200 trees at a minimum 1.5 inch diameter and pay a tree mitigation of \$25,000
- Builder DR Horton
- Permits Issued (10) Submitted and under review

Seneca West Masterplan







City-Wide Diseased Tree Inventory

City Council Meeting

David Dimaline, Public Works Director

January 20, 2026

Background

- Council requested inventory of dead/diseased trees that could potentially fall or cause harm to pedestrians & motorists
- 38 locations from 13 neighborhoods were identified:
 - Old Mill, Linkwood, Grass Valley, Canterfield, Canterfield II, Monte Robles, Pavona Ridge, Shadow Mist, Forest Oaks, Seneca West, Seneca, Sun Valley, Castle Estates
- Tree inventory compiled by address, private property or within public ROW, size, & estimated cost for removal

Fiscal Impact

- Estimated costs:
 - ROW trees \$34,500
 - Trees privately owned \$59,000
 - Total \$93,500
- Estimates based on projections from a tree service the City has previously used
- Company was not asked to provide estimates for each individual tree

Recommendation

- At City Council discretion

Goals and Objectives

Goal C – Infrastructure: To enhance the quality of life in Leon Valley by investing in sustainable infrastructure and a strategic capital improvement plan that supports growth, safety, and economic vitality

- Objective 1: Support plans and initiatives that improve streets, sidewalks, and traffic management systems to increase safety, reduce congestion, and promote accessibility for all residents.



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

Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, December 16, 2025 at 6:00 PM

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 citizenstobeheld@leonvalleytexas.gov. All Other Citizen Participation May Be Provided In-Person at City Council Chambers.

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

PRESENT

Mayor Chris Riley
Council Place 1 Danielle Bolton (*Arrived at 6:21 PM*)
Mayor Pro-Tem, Council Place 2 Betty Heyl
Council Place 3 Philip Campos
Council Place 4 Rey Orozco

EXCUSED

Council Place 5 Beth Mursch

Mayor Chris Riley called the meeting to order at 6:01 PM and announced that a quorum of the City Council was present in Council Chambers.

Mayor Riley asked Mayor Pro Tem, Council Place 2, Betty Heyl, to lead the Pledge of Allegiance.

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

Mayor Riley read aloud the captions for Agenda Items 2.1 and 2.2.

- Pursuant to Texas Local Government Code Section 551.071: Consultation with the Attorney; and Section 551.087 Deliberation Regarding Economic Development Incentives for the Property Located at 7249 Bandera Road**

2. Pursuant to Texas Local Government Code Section 551.072: Deliberations about Real Property to discuss the purchase of 6908 Poss Road, Leon Valley Texas, 78238

The City Council went into Executive Session at 6:03 PM.

3. Reconvene into Regular Session

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

City Council will reconvene into Executive Session at the end of this meeting to resume discussion.

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.

None

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

No action at this time.

6. Presentations

1. Presentation, Discussion and Possible Action to Amend the Action of the Joint Meeting Between the Leon Valley City Council and the Leon Valley Historical Society, which was Held on 10-18-2025 - Mayor Chris Riley

Mayor Chris Riley introduced the item by giving a brief background. Engineers from Ardurra were also present to answer any questions.

Those who spoke at this time were John Hoyt.

A motion was made by Council Place 3, Campos to direct the City Manager to work with the city engineers to develop a fourth option (a dropwall) and to come back in January with a budget adjustment of \$8,278.00 for engineering costs. The motion was seconded by Mayor Pro Tem, Council Place 2, Heyl.

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

Voting Nay: Council Place 4 Orozco

The motion passed 3-1.

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

1. Upcoming Important Events:

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

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 provided the following updates:

- Reported that, as a follow-up to Agenda Item 6.1, the total amount spent to date on the creek erosion project is \$245,537.00.
- Commended the Leon Valley Police Department and Leon Valley Fire Department for their response to a recent fire.
- Announced that the upcoming Toy Drive will be held from noon to 2:00 p.m.
- Thanked City staff for volunteering at the recent Blue Santa events.

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 Bolton, Mayor Pro-Tem, Council Place 2 Heyl, Council Place 3 Campos, Council Place 4 Orozco

The motion passed unanimously.

1. **Discussion and Possible Action Approving of the Following City Council Minutes:**
 - a. **12-02-2025 Regular City Council Meeting Minutes**
2. **Discussion and Possible Action Accepting of the Following Board/Commission Minutes:**
 - a. **10-28-2025 Planning Zoning Commission Meeting Minutes**
3. **Presentation and Discussion of the Monthly Financial Report Ending November 30, 2025 - C. Goering, Finance Director**
4. **Discussion and Possible Action on a Resolution Appointing a Member to the Park Commission - Mayor Chris Riley**
5. **Discussion and Possible Action on a Resolution Approving and Adopting the City of Leon Valley the Transition of Credit Cards from CitiBank to U.S. Bank, N.A. - C. Goering, Finance Director**

10. Regular Agenda

1. **Presentation and Discussion on Amending Ordinance Chapter 15 Article 15.02 Zoning Ordinance Division 13. Organization and Enforcement Section 15.020.721 (First Read as required by the Charter) - Dr. C. Caldera, City Manager**

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

There was a consensus to accept the amendments as presented tonight and to add that the council liaison be added as one to be contacted.

This item will be brought back on the January 20, 2026, Consent Agenda for a second read.

2. **Presentation, Discussion to Consider an Ordinance Amending Chapter 15, "Zoning," Section 15.02.327, "PD", Planned Development District (1st Read was held on 10-21-2025, 12-2-2025) - Dr. C. Caldera, City Manager**

A motion was made by Council Place 3, Campos, to postpone this item to January 20, 2026, when Council Place 5, Mursch, can be present for discussion. The motion was seconded by Mayor Pro-Tem, Council Place 2, Heyl.

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

The motion passed unanimously.

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

Michael Gallardo, Planning and Zoning Director, presented this item.

A motion was made by Council Place 3, Campos, to accept as presented with the caveat that the 1-year start date is contingent upon the completion of the Plan of Record, water and sewer main shape files, and the walking trail is ADA compliant. The motion was seconded by Council Place 4, Orozco.

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

The motion passed unanimously.

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.

Dr. Crystal Caldera, City Manager, informed the City Council of an upcoming agenda item to discuss "next steps" for code violations.

Mayor Riley requested an update on the upcoming audit, and January 20, 2026, at 5:45 PM will be the annual performance evaluation for the City Manager.

12. The City Council Shall Meet in Executive Session to Discuss the Following (Continued)

- 1. Pursuant to Texas Local Government Code Section 551.071: Consultation with the Attorney; and Section 551.087 Deliberation Regarding Economic Development Incentives for the Property Located at 7249 Bandera Road**
- 2. Pursuant to Texas Local Government Code Section 551.072: Deliberations about Real Property to discuss the purchase of 6908 Poss Road, Leon Valley Texas, 78238**

The City Council went into Executive Session at 7:24 PM.

13. Reconvene into Regular Session

The City Council reconvened into Open Session at 8:02 PM

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

No action was taken on Agenda Items 2.1 and 2.2.

15. Adjournment

Mayor Riley announced that the meeting adjourned at 8:02 PM.

These minutes were approved by the Leon Valley City Council on the 20th day of January, 2026.

APPROVED

CHRIS RILEY
MAYOR

ATTEST: _____

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

DRAFT



CITY OF LEON VALLEY
CITIZEN POLICE ADVISORY COMMITTEE
 Leon Valley City Hall- Large Conference Room
 6400 El Verde, Leon Valley, Texas 78238
 Wednesday, July 16, 2025, at 6:30 p.m.

MINUTES

The Citizen Police Advisory Committee met on the 16th day of July 2025, at the Leon Valley City Hall- Large Conference Room located at 6400 El Verde 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, Andrea Roofe, Ann Sawyer, Kim Crawford, Raymond Diaz, Melanie Munoz, Tina Chasan, Ronnie Morgan and City Council members Rey Orozco, Betty Heyl, and Philip Campos.

Absent members included Erick Matta, Olen Yarnell, and Joshua Stevens.

The documented staff present included 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 April 16, 2025 Citizens Police Advisory Committee Meeting Minutes

Committee Member Tina Chasan made a motion to approve the minutes as presented, which was seconded by Committee Vice-Chair Andrea Roofe. The motions carried unanimously.

Agenda Item #3 Discussion and update on the following topics: (a.) Safety Camera System, (b.) 2025 4th of July Event, (c.) Crime Stat Update (Last 3 Months), (d.) Residential Growth and Impacts on Police Service Delivery by (i.) Senna, (ii.) Trilogy Oaks, and (iii.) Aids Drive Development and (e.) Traffic Enforcement

Police Chief Gonzalez gave an update as follows:

- (a.) Grant is still in process, if awarded it would cover 1st year costs. 2nd year costs would need to be covered by the city at a cost of around \$50,000.00. This system would potentially include 14 cameras with coverage locations identified.
- (b.) Event went well with no major events. Biggest concern was weather and it was continually monitored throughout event with updates provided to the City Manager for safety considerations.
- (c.) Update on 3-month incident rates.
- (d.) Discussion regarding approximate numbers of family homes being added by the following subdivisions and the need to ensure appropriate staffing levels for first responders: Senna (87 homes), Trilogy Oaks (67 homes) and Aids Drive (364 homes). Discussion regarding number of units added when Timberhill Commons and Barcelona/Valencia Lofts were added in past Timberhill Commons (340) and Barcelona/Valencia Lofts (192). Discussion regarding bringing in a Big Box Company or increasing taxes to cover the costs associated to increase police and fire personnel was made. City Manager Crystal Caldera suggested to committee members and attendees to share with residents' attendance and participation in budget process discussions and meetings to better understand the Leon Valley budget. City manager Caldera briefly spoke about the Fitch Study recommendations of adding 4 officers and the Market increases and benefits analysis regarding retention of officers.
- (e.) Traffic Enforcement update was provided by Chief Gonzalez regarding numbers from October 01, 2024 through July 15, 2025. Parking Violations were provided with 169 citations and 114 warnings being issued. For the same period, 5,413 traffic violations were recorded and 3,300 warnings. City Manager Caldera discussed the ultimate purpose for enforcement is to change motorist behavior, not collection of funds. She briefly discussed that funds received do not go solely to the city.

Agenda Item #4 Discussion of Leon Valley Police Department Recruitment, Morale, Training and Concerns

City Manager Caldera spoke regarding an improvement in morale and advised that she meets with every city employee annually.

Chief Gonzalez discussed a shift in recruitment and advised that he would be conducting a anonymous internal survey to gauge morale. He discussed that the focus for training is ensuring TCOLE compliance with mandated training as we were coming up to the end of the training cycle.

Committee member Crawford asked if the police department has support measures or programs that support our first responders' mental health needs. Chief Gonzalez stated that there are multiple programs available such as Peer-to-Peer, 100 Club, and Employee Assistance Program assistance is available, to name a few.

Agenda Item #5 Discussion and Possible Action on Future Agenda Items

Nomination and Appointment of Chair and Vice-Chair, Updates on Safety Camera, Training and Crime Prevention/Statistics, and Police Special Events/Programs.

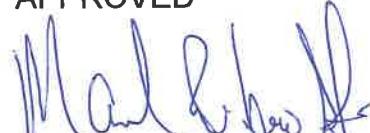
Agenda Item #6 Citizens to be Heard

Councilor Campos suggested to committee members and citizens present to come to the upcoming city events which included city council meetings, Coffee with the Mayor, and budget meetings. Dates and times of meetings were provided to all present by City Manager Crystal Caldera.

Agenda Item #7 Adjournment at 8:05 pm CT on 07/16/2025.

These minutes were approved by the Leon Valley Police Advisory Committee on the 15th of October, 2025.

APPROVED



Mark L. Babb, Chair



Leon Valley Park Commission Meeting Minutes

The Park Commission of the City of Leon Valley, Texas met on the 11th day of September 2025, at 6:30 p.m., at the Leon Valley Conference Center, 6421 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: Commissioners Elaine Valdez, Diane Frazier, Terra Patterson, and Jennifer Pecina. Absent were Commissioners Ann Sawyer, John Hoyt, and Joyce Trent. Also present was Staff Liaison Melinda Moritz.

2. Review and Consider Approval of the August 14, 2025, Park Commission Meeting Minutes.

Commissioner Valdez made a motion to approve the minutes, which was seconded by Commissioner Frazier, with a correction to the spelling of the word "Huebner" under Old Business. The motion carried unanimously.

3. Citizens to be Heard.

There were no citizens to be heard.

4. Old Business

a. Reports – Tree and Swimming Pool Subcommittee

Staff Liaison Moritz let the Commissioners know that the Arbor Day poster contest decision would be made by them at the next Park Commission meeting and that the city would be giving away 300 trees during the Arbor Day event at the end of October. She also explained that the Forest Oaks Pool would be replastered after the beginning of the next fiscal year.

5. New Business

a. Discussion and Possible Action – Meeting Time Change

Chairman Christensen asked the Commission if they would consider moving the meeting time from 6:30 pm to 6:00 pm and explained that the late meeting time was to accommodate a member that was no longer on the Commission. A discussion was held, and a motion was made by Commissioner Valdez, seconded by Commissioner Pecina to make the meeting time change. The motion carried unanimously.

b. Discussion – Flood Warning System

Ms. Moritz addressed the Commission, explaining that the flood warning system for Leon Valley consisted of the High Sierra software system that was connected to sensors, two warning sirens, and numerous flood gates located near Huebner Creek. She noted that the sensors had been placed in the creek to notify the Fire Department when the water was getting close to overtopping the roadways. She also explained that the old orange flood gates were in the process of being replaced by new, lighter, metal gates that would close both sides of the roadways.

c. Discussion and Possible Action – Holiday Meeting Schedule

Chairman Christensen explained that the Commission typically cancelled their December meeting date, as persons were involved in planning and attending holiday events. He noted that the December meeting date would be December 11th for this year. He then polled the Commissioners, and a motion was made by Commissioner Frazier, seconded by Commissioner Valdez to cancel the December meeting date.

d. Discussion and Possible Action – Arbor Day Poster Contest

Ms. Moritz explained that the posters would be delivered to the Commissioners at the next Park Commission meeting for judging and they would then be displayed for the public.

6. Commissioner's and Staff Comments

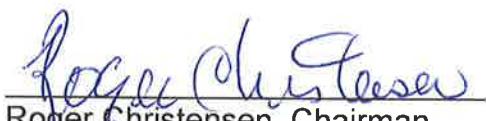
Commissioner Valdez stated that she would not be able to attend the October meeting, as she would be at a swimming competition in Utah that day.

Commissioner Pecina stated that she thought Leon Valley needed some public art. A general discussion was held on past efforts to get funding for public art and on some of the art pieces that had already been installed, with the discussion ending in support for a renewed effort on the Commissioner's part to recommend art to the City Council.

Chairman Christensen thanked the Commissioners for their attendance and then asked for a motion to adjourn the meeting.

7. Adjourn.

Commissioner Valdez made a motion to adjourn the meeting, which was seconded by Commissioner Patterson. The vote was carried unanimously, and the meeting was adjourned at 7:11 p.m.


Roger Christensen, Chairman


Date

EARTHWISE LIVING COMMITTEE MEETING MINUTES
CITY OF LEON VALLEY, TEXAS
October 8, 2025

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 8th day of October at 5:50 pm in the Large Conference Room at City Hall, located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business, to-wit:

**REGULAR MEETING OF THE CITY OF LEON VALLEY EARTHWISE LIVING COMMITTEE,
5:50 PM**

1. Call the City of Leon Valley Regular Earthwise Living Committee Meeting to Order and Determine a Quorum is Present.

The meeting was called to order and a quorum was established at 5:50 pm. Members present were Chair Campos, Secretary Meffert, Zannaras, Castillo, Marcotte, and Vazquez attended. Also present were Council Liaison Mayor Riley, City Council person Place 5 Mursch, and Staff Liaison Miranda. Absent were members Vice Chair Carreon, Burnside, Cobos, Key, and Perez.

2. Review and Consider Approval:

September 2025 Earthwise Living Committee Meetings minutes

The meeting minutes from September 10, 2025 were reviewed. A motion to approve was made by Castillo and second by Marcotte.

3. Earthwise Living Day 2026

General discussions were facilitated regarding budget for Earthwise Living Day 2026. The two street banners' locations are discussed, along with booth hardware supplies. CPS splits the cost with us on the 300 trees: the cost and types can vary: how can we partner with the Park Commission for costs over ~\$1,500 when CPS outreaches to us in early Q1 2026. Budget adjustment presented to the City Council \$4,788 in November 7 for the first read. Motion Castillo and seconded by Linda. All present members approved.

4. Mission of Earthwise Living Committee

Discussion on some refinements to the current mission statement here held. No decisions were made.

5. Adjournment

The meeting was adjourned without objection at 6:57 pm. The Committee will re-convene on Wednesday, November 12, 2025 at 5:45 pm at City Hall.


Anna Campos
Chair

11-12-2025
Date

EARTHWISE LIVING COMMITTEE MEETING MINUTES
CITY OF LEON VALLEY, TEXAS
November 12, 2025

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 12th day of November at 5:46 pm in the Large Conference Room at City Hall, located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business, to-wit:

**REGULAR MEETING OF THE CITY OF LEON VALLEY EARTHWISE LIVING COMMITTEE,
5:46 PM**

1. Call the City of Leon Valley Regular Earthwise Living Committee Meeting to Order and Determine a Quorum is Present.

The meeting was called to order and a quorum was established at 5:46 pm. Members present were Chair Campos, Vice Chair Carreon, Secretary Meffert, Zannaras, Castillo, Marcotte, Key, Vazquez, and Perez attended. Also present were Council Liaison Mayor Riley, City Council person Place 5 Mursch, and Staff Liaison Miranda. Absent were members Burnside and Cobos. Cathy Valdez, CEO: Project Mend, presented about this organization; she departed afterward at 6:10 pm.

2. Review and Consider Approval:

October 2025 Earthwise Living Committee Meetings minutes

The meeting minutes from October 8, 2025 were reviewed. A motion to approve was made by Marcotte and second by Vazquez.

3. Mission of Earthwise Living Committee

Discussion on some refinements to the current mission statement here held. No decisions were made. The latest draft for consideration to be voted upon at the December meeting is: Our mission is to facilitate education and promote connections to resources within the community while advocating for policies that support a sustainable, resilient way of life. We are passionate about addressing the climate crisis and fostering environmental harmony that strengthens Leon Valley's economy, well-being, and future as a great place to live, work, and play.

4. Earthwise Living Day 2026

General discussions were facilitated regarding Earthwise Living Day 2026. For the Budget 2026, an Agenda item is pending for the City Council to review – for \$4,788.

5. Adjournment

The meeting was adjourned without objection at 7:09 pm. The Committee will re-convene on Wednesday, December 10, 2025 at 5:45 pm at City Hall.

Ann L. Camp
Chair

12-10-2025
Date



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

MINUTES

1. CALL TO ORDER

In Attendance:

Maryanna Christensen, Chair – Present
 Clare Brown – Member – Present
 Linda Crews, Vice Chair – Excused Absence
 Margaret Tovar, – Member – Present
 Travis Leech – Member – Present
 Rachel Buck Dodson – Member – Present
 Hillary Huber, Member – Present
 Ashleigh M. Johnson – Member - Present
 Regina Reed – Liaison and Secretary – Present
 Cindy T. Alvarez – Liaison – Present

2. CITIZENS TO BE HEARD

No citizens to be heard.

3. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MINUTES

10-09-2025 Library Advisory Board Meeting. Motion to accept the minutes by Hillary Huber, Seconded by Ashleigh Johnson. Approved unanimously.

4. PRESENTATION & DISCUSSION ON 2025 BREAKFAST WITH SANTA led by

Maryanna Christensen regarding securing food and vendors for the event.

5. PRESENTATION & DISCUSSION ON 2025 BIG RIG PETTING ZOO led by Cindy Alvarez.

6. 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.

7. FRIENDS OF THE LIBRARY REPORT presented by Maryanna Christensen on Book Sales and Library Annex.

8. MEMBER ANNOUNCEMENTS

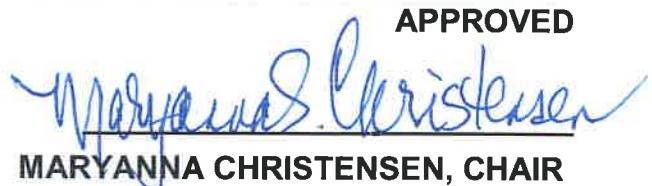
Reminder of no December Meeting according to bylaws.

9. ADJOURNMENT

Margaret Tovar made a motion to adjourn and a second was made by Rachel Buck Dodson. Meeting adjourned at 6:47 pm.

These minutes were approved by the Leon Valley Public Library Advisory Board on the 8th of January, 2026.

APPROVED



MARYANNA CHRISTENSEN, CHAIR

ATTEST



REGINA REED, SECRETARY & STAFF LIAISON

City of Leon Valley
Investment Quarterly Report
Quarter Ending December 31, 2025

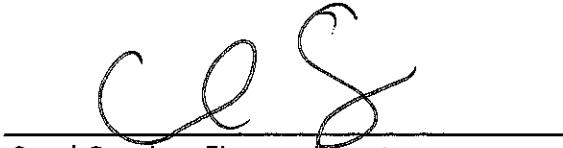
This report is in compliance with the policies and strategies contained in the City of Leon Valley Investment Policy and the Public Funds Investment Act (Chapter 2256)

As of September 30, 2025

Beginning Book Value	\$ 21,625,757.00
Beginning Market Value	\$ 21,625,757.00
Unrealized Gain/(Loss)	\$ -
Weighted Average to Maturity	1 day

As of December 31, 2025

Beginning Book Value	\$ 23,187,031.01
Beginning Market Value	\$ 23,187,031.01
Unrealized Gain/(Loss)	\$ -
Weighted Average to Maturity	1 day


Carol Goering, Finance Director


Crystal Caldera, City Manager

City of Leon Valley
Investment Quarterly Report
Quarter Ending December 31, 2025

Fund	<i>Cash</i>	<i>Investment</i>	Total
	Frost	TexPool	
General Fund	1,772,823.49	9,368,263.12	11,141,086.61
Impound Lot	-	363,112.47	363,112.47
Economic Development	-	491,834.86	491,834.86
Parks Bucks	-	6,510.92	6,510.92
Water/Sewer/Stormwater	1,347,780.14	4,051,756.18	5,399,536.32
Traffic Safety	287,525.07	441,257.47	728,782.54
ARP Funds	92,605.40	217.81	92,823.21
LEOSE Funds	9,887.20	-	9,887.20
Community Center	134,012.00	258,092.28	392,104.28
Debt Service	515,136.41	337,977.71	853,114.12
Street Maintenance	437,009.07	1,096,046.01	1,533,055.08
Crime Control District	358,644.58	507,417.47	866,062.05
Police Forfeiture Federal	276,775.57	732,485.67	1,009,261.24
Police Forfeiture State	-	12,411.93	12,411.93
MC Building Security	51,447.77	51,408.38	102,856.15
MC Technology	39,668.81	39,229.83	78,898.64
Child Safety	51,942.93	53,750.46	105,693.39
Capital Projects	-	-	-
	\$ 5,375,258	\$ 17,811,773	\$ 23,187,031

City of Leon Valley
Investment Quarterly Report
Quarter Ending December 31, 2025

Funds are invested as following:

Type of Investment	Yield	Book	Market	Book	Market	Percent of Total Portfolio
		Value 9/30/2025	Value 9/30/2025	Value 12/31/2025	Value 12/31/2025	
<i>Cash - Bank Account</i>						
Checking - Frost	0.01%	3,000,077	3,000,077	5,375,258	5,375,258	23%
Bank Total	0.01%	\$ 3,000,077	\$ 3,000,077	\$ 5,375,258	\$ 5,375,258	23%
<i>Certificates of Deposit - CDs</i>						
N/A		-	-	-	-	-
CD Total						
<i>Investment Pools</i>						
TexPool	3.82%	18,625,680	18,625,680	17,811,773	17,811,773	77%
Investment Pool Total	3.82%	\$ 18,625,680	\$ 18,625,680	\$ 17,811,773	\$ 17,811,773	77%
TOTAL PORTFOLIO	2.94%	\$ 21,625,757	\$ 21,625,757	\$ 23,187,031	\$ 23,187,031	100%

MAYOR AND COUNCIL COMMUNICATION

DATE: December 16, 2025

TO: Mayor and Council

FROM: Dr. Crystal Caldera, City Manager

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

SPONSOR(S): (N/A)

PURPOSE & BACKGROUND

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

Below are the changes:

Resignation, generally and by absence.

- (1) When members or alternates of the commission propose to resign, if reasonably feasible, they shall give notice of their intent to the chairman and/ or staff, making the date of resignation effective in such a manner as to allow time for appointment of a replacement.
- (2) Failure to attend three consecutive regular meetings or three of any seven consecutive meetings ~~without the recorded consent of the chairman~~, shall be construed as resignation from the commission by absence. This provision shall apply to both members and alternates.
 - a) If a member or alternate can not be in attendance at a meeting. They must contact either the Planning and Zoning Director and/or Chairman.
 - b) The absence will be placed on the next available Planning and Zoning Commission meeting agenda, and the absences will be determined by the commission to be excused or unexcused.

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

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

FISCAL IMPACT

N/A

RECOMMENDATION

City Council discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC

City Secretary

DIVISION 13. ORGANIZATION AND ENFORCEMENT

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

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

- (5) Alternates for the commission do not have status as voting members unless directed by the chairman of the commission to sit as a voting member due to the absence or nonvoting status of a member. This provision is not intended to restrict in any way the nonvoting participation of alternates, to the extent allowed by the chairman.
- (6) Commissioners shall serve the public at large, however, each commissioner, with the exception of the alternates, shall serve by place. Place one through place seven are hereby created.

(e) *Terms of members.*

- (1) The term of commission members 2, 4, and 6 and alternate member 2 is two years, beginning on June 1st of every year ending in an even number (0, 2, 4, 6, 8).
- (2) The term of commission members 2, 4, and 6, and alternate member 2 expires on May 31st of every year ending in an even number (0, 2, 4, 6, 8).
- (3) The term of commission members 1, 3, 5 and 7, and alternates 1, and 3, is two years, beginning on June 1 of every year ending in an odd number (1, 3, 5, 7, 9).
- (4) The term of commission members 1, 3, 5 and 7, and alternate members 1 and three expires on May 31 of every year ending in an odd number (1, 3, 5, 7, 9).
- (5) Any appointment of a commission member or alternate is only for the remainder of a term, regardless of the point in the term at which the appointment is made.

(f) *Regular election of chairman, vice-chairman and second vice-chairman.*

- (1) As the first item of new business at the regular meeting of the commission in June of all years ending in an even number (0, 2, 4, 6, 8), the commission shall elect a chairman, vice-chairman and second vice-chairman. If there is no regular meeting, and no special meeting, or if a quorum is lacking at such a meeting prior to July 1 of any year ending in an even number (0, 2, 4, 6, 8), city council may appoint a chairman and a vice-chairman to serve until a meeting occurs at which an election can be held.
- (2) The former chairman, vice-chairman or second vice-chairman, in that order, and if reappointed to the commission, may remain in office until their successor(s) take office at the next regular or special meeting following their appointment; unless a replacement is appointed by the city council.

(g) *Succession of vice-chairman to office of chairman; special election.* If the chairman resigns his office or is no longer a member of the commission, the vice-chairman shall succeed him in office for the remainder of the term. If the vice-chairman resigns his office, is no longer a member of the commission, or succeeds to the chairman's office, the second vice-chairman shall succeed him in office for the remainder of the term. If any of the above do not apply, a special election shall be held at the next meeting of the commission to select a chairman, vice-chairman and/or second vice-chairman to complete the term, provided that if such meeting precedes the regular election by three months or less, and any duties to be performed by the vice-chairman or second vice-chairman can be performed in a satisfactory manner, the commission may permit the office of vice-chairman or second vice-chairman to remain vacant for that period.

(h) *Duties of chairman, vice-chairman or second vice-chairman; appointment of temporary chairman to preside at meetings.*

- (1) If present and able, the chairman shall preside at all meetings and hearings. If the chairman is absent or unable to preside, the vice-chairman shall preside. If the vice-chairman is also absent or unable to preside, the second vice-chairman shall preside.
- (2) In accordance with these and other applicable rules, the chairman or the presiding officer, acting as chairman, shall decide all points of procedure or order, unless otherwise directed by a majority of the members in attendance, on motion duly made and passed. He shall maintain order and decorum, and to that end may order removal of disorderly or disruptive persons.

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

- (2) Members and alternates of the commission shall be aware of all state statutes and any city ordinances, rules or regulations related to conflicts of interest and the ethics of public officials generally.
- (3) As soon as any commission member, alternate or city staff member of any agency serving the commission becomes aware of any potential conflict of interest in any case to come before the commission, he shall notify the chairman or acting chairman of the particulars. Where the chairman finds that conflict clearly exists, he shall disqualify the commission member from acting in the case, shall cause the circumstances of the disqualification to be entered in the record and make arrangements for such alternate services as are required.
- (4) Where the chairman or acting chairman has reasonable doubt as to whether the facts and applicable law indicate a degree of conflict justifying disqualification or excuse from service, he shall seek advice from the city attorney or his designate. If the city attorney or his designate advises that, under the circumstances reported and applicable law conflict appears to exist, the chairman shall proceed to disqualify or excuse as provided above. If the city attorney, or his designate, advises that there is reasonable doubt, the chairman may either disqualify or excuse the person involved, or call for a determination by the commission at a public meeting.
- (5) The record on any such determination by the commission shall be full and complete and shall indicate the reasons supporting the decision.
- (6) A member and/or alternate may seek disqualification from voting whenever any applicant, or his agent, has sought to influence the vote of the member on his request (application), other than in the public hearing.
- (7) Members and alternates of the commission may seek information from other members, the zoning administrator, city attorney or other city staff prior to the public hearing, but no member or alternate shall discuss the case with any other parties thereto prior to the public hearing. Additionally, no member or alternate shall express any bias, prejudice or individual opinion on judgment of the case prior to its hearing and determination. Violation of this rule shall be grounds for dismissal from the commission.

(n) *Compensation.* The compensation and/or reimbursement of expenses of commission members and alternates is to be specified by ordinance. In the absence of an ordinance specifying compensation and/or reimbursement, there shall be none. The absence of such an ordinance does not preclude payment by the city of certain expenses for memberships, subscriptions, educational seminars, travel and similar expenses as might be required for commission members and alternates, as authorized by the city council.

(o) *Meetings.*

- (1) Regular meetings of the commission shall be held at city hall on the fourth Tuesday of each month, unless designated otherwise by the commission; provided that such meetings may be held at any other convenient place if directed by the chairman in advance of the meeting or upon a finding that such other location would serve public convenience or necessity, and subject to the notice provisions as required by law.
- (2) Special meetings for any purpose may be held at the call of the chairman of the commission or of any combination of five (4) [sic] commission members and alternate members of the commission. At least 72 hours' written notice of the time and place of any special meeting shall be given by the zoning administrator except where written waivers of notice are filed by all members required to provide a quorum and in attendance at such regular meeting, but other members shall receive written notice thereof.
- (3) If a special meeting is called on a case or cases subject to notice of hearing, the required notice provisions for the hearing shall be met.

- (4) Any meeting may be recessed or adjourned from day to day, or to the time of any previously announced regular or special meeting, and such recess or adjournment to a time and place certain shall not require additional public notice.
- (5) If no business is scheduled before the commission, or if it is apparent that a quorum will not be available, any meeting may be canceled by the chairman by giving notice to all members at least 24 hours before the time set for such meeting.
- (6) A quorum of the commission shall consist of any combination of members or alternates totaling four.
- (7) All meetings of the commission involving hearing of evidence, decisions, or recommendations on requests shall be public, with formal notice as required by law.
- (8) Meetings for the conduct of other business of the commission, including activities and reviews as may be assigned by the city council or required by ordinance, trips for viewing premises, and other similar meetings and activities, shall not require such formal public notice and hearing, but shall be scheduled at least 12 hours in advance, with the schedule posted at the office of the commission.

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

- (1) Call to order and roll call, with recording of members present and absent ~~and indications as to whether absences are with consent of the chairman;~~
- (2) Action on any previous meeting for which action is required;
- (3) Continued hearings, with consideration and determination on cases as heard;
- (4) New hearings, with consideration and determination on cases as heard;
- (5) Old business;
- (6) New business; and
- (7) Adjournment.

(q) *Motions.*

- (1) Any motion by a member shall require a second. After a motion has been made and duly seconded, discussion of the motion may be held for a reasonable time. Discussions by members, or by opponents or proponents of a question before the commission, shall terminate whenever a member shall call a vote upon the question or whenever the chairman shall so rule.
- (2) A motion which is defeated is not a recommendation. If a motion is defeated, another motion must be made, seconded, voted upon and approved by a majority of the commission present and voting.
- (3) If the commission does not make a recommendation, the failure to make a recommendation within 71 days of the assignment of a docket number to a case application shall be considered to be a recommendation of denial.
- (4) Motions to recommend approval or denial of any change in a zoning district may, when appropriate, contain statements of commission findings in the following areas:
 - (A) Consistency and compatibility with the master plan;
 - (B) Consistency and compatibility with surrounding zoning districts;
 - (C) Consistency and compatibility with site and surrounding uses;
 - (D) Protection of the health, safety and welfare of the general public; and/or

- (E) Protection and preservation of the property rights of the owner(s) of all real property affected by the proposed change in zoning district(s).
- (5) Motions to recommend approval or denial of any requested nonspecified use permit or specific use permit may, when appropriate, contain statements of commission findings in the following areas:
 - (A) Consistency and compatibility with the master plan;
 - (B) Consistency and compatibility with site zoning;
 - (C) Consistency and compatibility with surrounding zoning and/or uses;
 - (D) Protection of the health, safety and welfare of the general public; and/or
 - (E) Protection and preservation of the property rights of the owner(s) of all real property affected by the proposed specific use permit.
- (6) The zoning administrator will administer and obtain a roll call vote from the commission upon the rendering of a motion.

(r) *Reporting.*

- (1) The commission, in making recommendations to city council on any matter upon which a recommendation is required, may make findings and shall issue a report to the city council.
- (2) That report to the city council must include the results of a vote on a motion made and duly seconded, and approved by a majority of the commission present and voting.
- (3) That report can be delivered to the city council by the chairman, member(s) or alternate(s) designated by the chairman, zoning administrator or any other city staff member designated by the chairman.

(s) *Additional duties of the commission.* In addition to its advisory zoning powers under established law, the commission shall be charged with the following duties: to review and update the city's master plan and cause to be submitted to the city council, every four years, no later than October 1st commencing in 1999, a written report pertaining to the status of the master plan. Such a report should include any recommendations for change in the laws and policies of the city as they relate to the use of land.

(1972 Code, sec. 30.4001; Ordinance 07-041 adopted 9-4-07; 2008 Code, sec. 14.02.721; Ordinance adopting 2017 Code; Ordinance 2018-59 adopted 8-7-18; Ordinance 2020-10, sec. 9, adopted 3-3-20)

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



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

Crystal Caldera, PhD

City Manager

City Council Meeting

December 16, 2025

Summary

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

Purpose

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

Amendments

Resignation, generally and by absence.

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

- a) If a member or alternate can not be in attendance at a meeting. They must contact either the Planning and Zoning Director and/or Chairman.
- b) The absence will be placed on the next available Planning and Zoning Commission meeting agenda, and the absences will be determined by the commission to be excused or unexcused.

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

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

Fiscal Impact

- N/A

Recommendation

- City Council's Discretion

MAYOR AND COUNCIL COMMUNICATION

DATE: January 20, 2026
TO: Mayor and City Council
FROM: Michael Gallardo, Planning & Zoning Director
THROUGH: Crystal Caldera, Ph.D., City Manager
SUBJECT: Presentation, Discussion, and Public Hearing to Consider Approval of an Ordinance Closing a Portion of Jeff Loop Road for Public Purposes

SPONSOR(S): None

PURPOSE & BACKGROUND

In 2013, Bexar County bought all of the properties along Jeff Loop Rd. and the south side of El Verde Rd. to widen Huebner Creek. The only portion of Jeff Loop roadway remaining is the cul-de-sac next to the Police Department parking lot. The normal procedure would have been to close the road prior to the reconstruction of the creek, but this action never occurred. The platted lots and roadway are still shown in their original configuration on the Bexar Appraisal website. As a result of this situation, 18-wheelers are led to believe that the roadway is still open and they have to try and turn around in the middle of El Verde Road, or travel all the way to the end of El Verde to turn around, instead of heeding the No Outlet sign further up by City Hall.

Closing the road and vacating the lots adjacent to the roadway will cause the Bexar Appraisal District and County Clerk to reconfigure the official maps to show current conditions. Road closure approval by City Council is the first step, then the properties will be vacated through the platting process and the Planning and Zoning Commission.

It has been determined that such a declaration of abandonment is in the public's best interest. The street closure does not affect or impair any public rights in the subject tracts for drainage, water and wastewater mains, electrical transmission lines, communication lines of all types, or any other rights, except for the right of the public to travel on the subject tract.

FISCAL IMPACT

The city will pay for the creation of a vacating plat and will be responsible for maintenance of the cul-de-sac and creek bed.

RECOMMENDATION

Staff recommends approval of the attached Ordinance declaring the vacation and abandonment of Jeff Loop Road.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC

City Secretary

FIELD NOTES

A 2.185-ACRE TRACT (95,193 SQ. FT) OF LAND OUT SITUATED IN THE FELIX LOSOYA SURVEY NO. 187, ABSTRACT 432, COUNTY BLOCK 5955, BEING OUT OF THE LEON VALLEY SECOND FILLING VACATING PLAT RECORDED IN VOLUME 3025, PAGE 319-320, DEED AND PLAT RECORDS, OF BEXAR COUNTY, TEXAS AND BEING THAT PORTION OF JEFF LOOP AN APPROXIMATELY 60-FOOT WIDE PUBLIC RIGHT-OF-WAY, LOCATED IN THE CITY OF LEON VALLEY, BEXAR COUNTY, TEXAS AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

METES AND BOUNDS DESCRIPTION JEFF LOOP TRACT

2.185-acre (95,193 square feet)

BEGINNING at a found 1/2-inch iron rod (N= 13,726,649.59 E= 2,090,344.88), for the northeast corner of said Jeff Loop, being the northwest corner of a called 1.5-acre tract of land, known as Lot 35, City of Leon Valley, of said Leon Valley Second Filling Vacating Plat, and also being the south right-of-way of El Verde Road, a 50-foot right-of-way;

THENCE S 46°12'31" E, departing the south right-of-way line of said El Verde Road and along with the northeast right-of-way line of Jeff Loop, the northwest line of said Lot 35, a distance of 152.00-feet to the southwest corner of Lot 35 and the northwest corner of Tract 31, City of Leon Valley recorded in Document # 20200295898, (O.P.R.B.C.T.) a corner of this herein described tract;

THENCE S 46°12'31" E, with the northeasterly right-of-way of Jeff Loop pass a found 1/2-inch iron rod being the southwest corner of said Tract 31 and the northwest corner of Tract 20 of said City of Leon Valley (Document # 20200295898), at 82.00-feet, for a total distance of 229.78-feet to a found 1/2-inch iron rod and the beginning to a curve to the right from which a found 1/2-inch iron rod along said curve having a radius of 60.00-feet, a delta angle 203°17'08", chord bearing of S 04°21'21" E, chord length of 117.53-feet, and arc length of 22.23-feet, being a corner of said Tract 20 and an angle corner of this herein described tract;

THENCE Southwesterly, along and with said curve to the right, a total arc distance of 212.88-feet to a point on Tract 24 of said City of Leon Valley (Document # 20200295898), being the west end of said curve return and an angle corner of this herein described tract;

THENCE S 41°14'15" W, along the southwesterly right-of-way of Jeff Loop and the north line of said Tract 24, a distance of 98.35-feet to the northwest corner of said Tract 24 and the beginning of a non-tangent curve to the right having radius of 2,036.89-feet, a delta angle of 21°38'50", a chord bearing of S 47°52'53" W, a chord length of 765.57-feet, and an arc length of 769.57-feet;

THENCE Southwesterly, along and with said non-tangent curve to the right, a distance of 769.57-feet to a point on a curve of this herein described for a corner of Tract 35, of said City of Leon Valley (Document # 20200295898), being the west end of said curve return and an angle corner of this herein described tract;

THENCE with the south right-of-way line of Jeff Loop and the northeast line of said Tract 35, the following (3) courses and distance:

S 00°12'00" W, a distance of 20.90-feet to and angle corner of this herein described tract;

S 58°28'00" E, a distance of 176.39-feet to a point on the south corner of said Tract 35, for an angle corner of herein described tract;

THENCE S 27°11'41" W with the northeast line the south 1/2 half of Lot 50, recorded in Volume 7646, Page 1764 (O.P.R.B.C.T.), a distance of 17.41-feet to a point on the northeast line of a 2.33-acre tract, also known as Tract 8 of said City of Leon Valley (Document # 20200295898) and the northwesterly right-of-way of Jeff Loop, for an angle corner of herein described tract;

THENCE N 58°26'50" W with the northeasterly line of said Tract 8 and the northwesterly right-of-way of Jeff Loop, a distance of 478.50-feet to the south right-of-way line of said El Verde Road, for an angle corner of herein described tract;

THENCE N 32°04'47" E departing the northwesterly line of said Tract 8, southeast right-of-way of El Verde Road and the northwesterly right-of-way of Jeff Loop, over and across Jeff Loop, a distance of 60.00-feet to an angle corner of herein described tract, from which a found 1/2-inch iron rod bears, N 32°04'47" E – 103.10-feet;

THENCE S 58°26'50" E, along Jeff Loop right-of-way and the northeast line of Tract 38 and Tract 33 of said City of Leon Valley (Document # 20200295898), a distance of 227.12-feet for an angle corner of herein described tract and the beginning of a non-tangent curve to the left, having a radius of 20.00-feet, a delta angle of 63°04'58", a chord bearing of S 87° 11'27" E, a chord length of 20.92-feet and an arc length of 22.02-feet;

THENCE Southeasterly, along and with said non-tangent curve to the left, a distance of 22.02-feet to a point on said curve and the beginning of a non-tangent curve to the left having radius of 1976.90-feet, a delta angle of 21°38'50", a chord bearing of N 47°00'56" E, a chord length of 742.47-feet, and an arc length of 746.90-feet;

THENCE Southwesterly, along and with said non-tangent curve to the left, a distance of 742.47-feet to a point on a curve of this herein described for a corner of Tract 43, of said City of Leon Valley (Document # 20200295898), being the west end of said curve return and an angle corner of this herein described tract;

THENCE N 40°34'56" E, along Jeff Loop right-of-way and the southwesterly line of Lot 68 recorded in Volume 3887, Page 1748 (O.P.R.B.C.T.), a distance of 95.83-feet and the beginning of a non-tangent curve to the left, having a radius of 20.00-feet, a delta angle of 83°24'11", a chord bearing of N 06° 44'07"W, a chord length of 26.61-feet and an arc length of 29.11-feet;

THENCE Northwesterly, along and with said non-tangent curve to the left, a distance of 29.11-feet to appoint on a curve of this herein described, being the north end of said curve return and an angle corner of this herein described tract;

THENCE N 46°08'35" W along Jeff Loop right-of-way passing a found 1/2-inch iron rod at 182.18-feet, for the northeast corner of Lot 68 recorded in Volume 3887, Page 1748 (O.P.R.B.C.T.), and the southeast corner of Lot 59, recorded in Document# 20060100170 (O.P.R.B.C.T.), for a total distance of 390.69-feet to a corner of Jeff loop, northeast corner of said Lot 59 and the south right-of-way of El Verde Road, for an angle corner of this herein described tract;

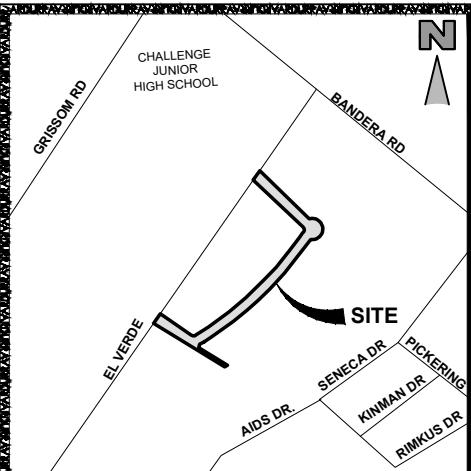
THENCE N 36°49'00" W departing the north line of said Lot 59, over and across Jeff loop and south right-of-way of El Verde Road, a distance of 60.40-feet to the **POINT OF BEGINNING** and containing within these metes and bounds a 2.185-acre (95,193 sq. ft.) tract of land, more or less. Said tract being described in accordance with an actual survey made on the ground and a survey map prepared by Ardurra Group, Inc.

All distances shown hereon are GRID, with bearings based on the Texas State Plane Coordinate System, NAD 83, South Central Zone (4204). This description is accompanied by and made a part of an exhibit with the same date and acreage.



PATRICIA M. MORALES
REGISTERED PROFESSIONAL LAND SURVEYOR
LICENSE NO. 7150



SKETCH TO ACCOMPANY
LEGAL DESCRIPTION

NOTES:

- ACCOMPANYING METES AND BOUNDS DESCRIPTION HAS BEEN PREPARED.
- BASIS OF BEARING OF THIS SURVEY IS GRID NORTH AS OBSERVED BY GPS, TEXAS COORDINATE SYSTEM OF 1983(NAD83), SOUTH CENTRAL ZONE 4204.
- THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT, AND AS SUCH, NOT ALL EASEMENTS OR SERVITUDE HAVE BEEN RESEARCHED AND/OR SHOWN AT THIS TIME.

60' 0 60' 120'

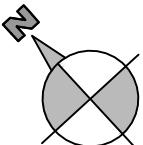
SCALE: 1" = 120'

REFERENCES:

O.P.R.B.C.T. OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS
D.P.R.B.C.T. DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS
P.R.B.C.T. PUBLIC RECORDS OF BEXAR COUNTY, TEXAS
D.R.B.C.T. DEED RECORDS OF BEXAR COUNTY, TEXAS
P.O.B. POINT OF BEGINNING

LEGEND:

- FOUND 1/2-INCH IRON ROD WITH YELLOW CAP "PAPE-DAWSON"
- CALCULATED POINT
- RECORD
- FENCE POST
- FENCE



LOCATION MAP N.T.S.

MATCHLINE

EL VERDE ROAD

(50' R.O.W.)

VOL. 2575, PG 228 D.P.R.B.C.T & VOL. 9667, PG. 45 D.P.R.B.C.T.

AMENDING SUB. PLAT OF
LEON VALLEY RANCHES,
SECOND FILING
(LOTS 54-57)
VOL. 9667, PG. 45
D.R.B.C.T.CITY OF LEON
VALLEY
(LOT 55)
TRACT 14
DOC 20200295898
O.P.R.B.C.T.CITY OF LEON
VALLEY
(LOT 56)
TRACT 11
DOC 20200295898
O.P.R.B.C.T.CITY OF LEON
VALLEY
(LOT 57)CITY OF LEON
VALLEY
(LOT 58)
TRACT 27
DOC 20200295898
O.P.R.B.C.T.2.185-ACRE TRACT
(95,193 SQ. FT.)(LOT 59)
DOC
20060100170
O.P.R.B.C.T.LEON VALLEY RANCHES
SECOND FILING
VOL. 3025, PG. 319-320
D.R.B.C.T.CITY OF LEON
VALLEY
(LOT 64)
TRACT 44
DOC 20200295898
O.P.R.B.C.T.CITY OF LEON
VALLEY
(LOT 65)
TRACT 45
DOC 20200295898
O.P.R.B.C.T.CITY OF LEON
VALLEY
(LOT 66)
TRACT 48
DOC 20200295898
O.P.R.B.C.T.CITY OF LEON
VALLEY
(LOT 67)
TRACT 43
DOC 20200295898
O.P.R.B.C.T.CITY OF LEON
VALLEY
(LOT 68)
VOLUME 3887,
PAGE 1748
O.P.R.B.C.T.

C4

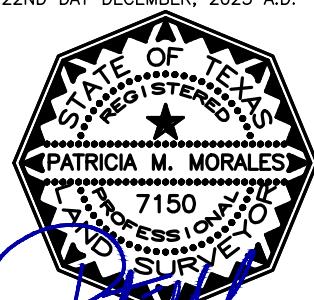
L4

C5

JEFF LOOP

(60' R.O.W. APPROX.)

VOL. 3025, PG. 319-320 D.P.R.B.C.T.

CITY OF LEON VALLEY
(LOT 73)
TRACT 1
DOC 20200295898
O.P.R.B.C.T.
VOLUME 1074,
PAGE 1483
O.P.R.B.C.T.
VOLUME 14444,
PAGE 1134
O.P.R.B.C.T.CITY OF LEON VALLEY
(LOT 74)
TRACT 3
DOC 20200295898
O.P.R.B.C.T.
VOLUME 2937,
PAGE 244
O.P.R.B.C.T.
VOLUME 14481,
PAGE 2191
O.P.R.B.C.T.CITY OF LEON VALLEY
(LOT 75)
TRACT 4
DOC 20200295898
O.P.R.B.C.T.
VOLUME 14476,
PAGE 2191
O.P.R.B.C.T.CITY OF LEON VALLEY
(LOT 76)
TRACT 2
DOC 20200295898
O.P.R.B.C.T.
VOLUME 14500,
PAGE 1480
O.P.R.B.C.T.CITY OF LEON VALLEY
(LOT 77)
TRACT 24
DOC 20200295898
O.P.R.B.C.T.
VOLUME 2937,
PAGE 1327
O.P.R.B.C.T.
VOLUME 14465,
PAGE 476
O.P.R.B.C.T.CITY OF LEON VALLEY
(LOT 78)
TRACT 21
DOC 20200295898
O.P.R.B.C.T.
VOLUME 14465,
PAGE 485
O.P.R.B.C.T.THIS SURVEY WAS PREPARED BASED ON
A SURVEY MADE ON THE GROUND
UNDER MY DIRECT SUPERVISION. THIS
22ND DAY DECEMBER, 2025 A.D.PATRICIA M. MORALES
REGISTERED PROFESSIONAL LAND SURVEYOR
LICENSE NO. 7150

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	60.00'	212.88'	117.53'	S 04°21'21" E	203°17'08"
C2	2036.89'	769.57'	765.57'	S 47°52'53" W	21°38'50"
C4	1976.90'	746.90'	742.47'	N 47°52'53" E	21°38'50"
C5	20.00'	29.11'	26.61'	N 01°34'35" W	83°24'11"

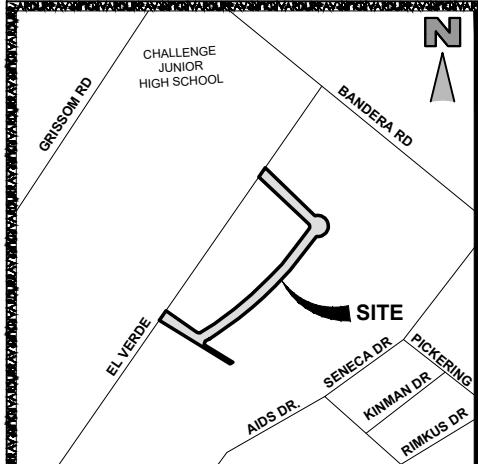
LINE	BEARING	DISTANCE
L1	S 41°14'00" W	98.35'
L4	N 40°34'56" E	95.83'

EXHIBIT OF :

A 2.185-ACRE TRACT (95,193 SQ. FT) OF LAND OUT SITUATED IN THE FELIX LOSOYA SURVEY NO. 187, ABSTRACT 432, COUNTY BLOCK 5955, BEING OUT OF THE LEON VALLEY SECOND FILING VACATING PLAT RECORDED IN VOLUME 3025, PAGE 319-320, DEED AND PLAT RECORDS, OF BEXAR COUNTY, TEXAS AND BEING THAT PORTION OF JEFF LOOP AN APPROXIMATELY 60-FOOT WIDE PUBLIC RIGHT-OF-WAY, LOCATED IN THE CITY OF LEON VALLEY, BEXAR COUNTY, TEXAS

DRAWN BY: PM
JOB NO: 230156.000
SURVEYED: Nov. 2025
SHEET:

4 OF 5



**SKETCH TO ACCOMPANY
LEGAL DESCRIPTION**

PROJECT #: 1
CITY OF LEON VALLEY

NOTES:

1. ACCOMPANYING METES AND BOUNDS DESCRIPTION HAS BEEN PREPARED.
2. BASIS OF BEARING OF THIS SURVEY IS GRID NORTH AS OBSERVED BY GPS, TEXAS COORDINATE SYSTEM OF 1983(NAD83), SOUTH CENTRAL ZONE 4204.
3. THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT, AND AS SUCH, NOT ALL EASEMENTS OR SERVITUDE HAVE BEEN RESEARCHED AND/OR SHOWN AT THIS TIME.

60' 0 60' 120'

SCALE: 1" = 120'

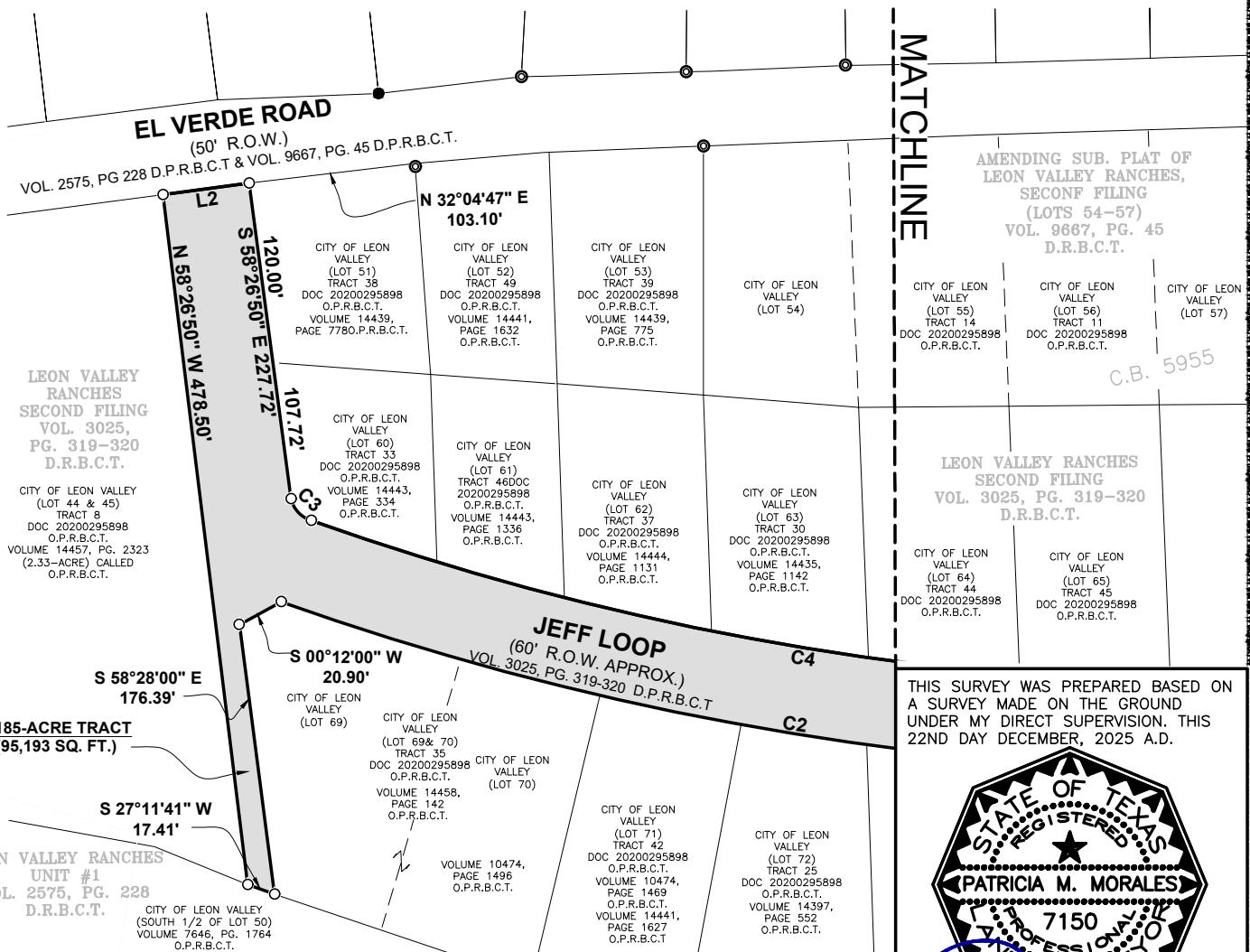
REFERENCES:

O.P.R.B.C.T.	OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS
D.P.R.B.C.T.	DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS
P.R.B.C.T.	PUBLIC RECORDS OF BEXAR COUNTY, TEXAS
D.R.B.C.T.	DEED RECORDS OF BEXAR COUNTY, TEXAS
P.O.B.	POINT OF BEGINNING

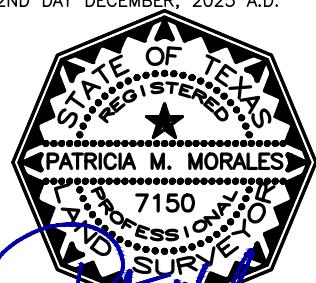
LEGEND:

- FOUND 1/2-INCH IRON ROD WITH YELLOW CAP "PAPE-DAWSON"
- CALCULATED POINT
- FOUND MAGNAIL WITH WASHER "PAPE-DAWSON"
- () RECORD

LOCATION MAP N.T.S.



THIS SURVEY WAS PREPARED BASED ON
A SURVEY MADE ON THE GROUND
UNDER MY DIRECT SUPERVISION. THIS
22ND DAY DECEMBER, 2025 A.D.



PATRICIA M. MORALES
REGISTERED PROFESSIONAL LAND SURVEYOR
LICENCE NO. 7150

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C2	2036.89'	769.57'	765.57'	S 47°52'53" W	21°38'50"
C3	20.00'	22.02'	20.92'	S 87°11'27" E	63°04'58"
C4	1976.90'	746.90'	742.47'	N 47°52'53" E	21°38'50"

LINE	BEARING	DISTANCE
L2	N 32°04'47" E	60.00'

EXHIBIT OF :



8918 Tesoro Dr., Suite 401
San Antonio, Texas 78217
Phone: (210) 822-2232
www.Ardurra.com

Engineering License #F-1005

A 2.185-ACRE TRACT (95,193 SQ. FT) OF LAND OUT SITUATED IN THE FELIX LOSOYA SURVEY NO. 187, ABSTRACT 432, COUNTY BLOCK 5955, BEING OUT OF THE LEON VALLEY SECOND FILING VACATING PLAT RECORDED IN VOLUME 3025, PAGE 319-320, DEED AND PLAT RECORDS, OF BEXAR COUNTY, TEXAS AND BEING THAT PORTION OF JEFF LOOP AN APPROXIMATELY 60-FOOT WIDE PUBLIC RIGHT-OF-WAY, LOCATED IN THE CITY OF LEON VALLEY, BEXAR COUNTY, TEXAS

DRAWN BY: PM
JOB NO: 230156.000
SURVEYED: Nov. 2025

5

5 OF 5

FIELD NOTES

A 32.97-ACRE TRACT (1,436,211 SQ. FT) OF LAND OUT SITUATED IN THE FELIX LOSOYA SURVEY NO. 187, ABSTRACT 432, COUNTY BLOCK 5955, BEING OUT OF THE LEON VALLEY RANCHES PLAT RECORDED IN VOLUME 2575, PAGE 228, VALLEY HOMESITES PLAT VOLUME 1625, PAGE 20 AND LEON VALLEY SECOND FILLING VACATING PLAT RECORDED IN VOLUME 3025, PAGE 319-320, OF DEED AND PLAT RECORDS, AND ALSO BEING OUT OF CONVEYANCE TO THE CITY OF LEON VALLEY RECORDED IN DOCUMENT No. 20200295898, OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY TEXAS, LOCATED IN THE CITY OF LEON VALLEY, BEXAR COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

METES AND BOUNDS DESCRIPTION JEFF LOOP TRACT

32.97-acre (1,436,211 square feet)

BEGINNING at a found 1/2-inch iron rod (N= 13,723,993.93 E= 2,088,610.78), for the northwest corner of Tract 12 of said conveyance to City of Leon Valley, the northeast line of a 4.103-acre tract also known as Tract 1, recorded in Document # 20160073531 (O.P.R.B.C.T.) and being on the south right of way of El Verde Road, a 50-foot-right-of-way ;

THENCE S 24°32'18" E, to a found 1/2-inch iron rod with the northeast line of said 4.103-acre tract, and the northwest line of said tract 12, a distance of 569.80-feet to the northeast line of a 44.538-acre tract conveyed to the city of San Antonio recorded in Document# 20070173066 (O.P.R.B.C.T.), for the southwestern corner of this herein described tract;

THENCE N 41°07'00" E, a distance of 212.80-feet to a point on the north line of said 44.538-acre tract for a corner of this herein described tract;

THENCE N 37°30'00" E, to a point on the north line of a 4.392-acre tract, also known as Tract 32, of said conveyed to the City of Leon Valley (Document # 20200295898), a distance of 194.43-feet for a corner of this herein described tract;

THENCE N 37°01'05" E, along the north line of said 4.392-acre tract and a corner of a 11.254-acre tract to the City of Leon Valley recorded in Volume 5989, Page 1096 (O.P.R.B.C.T.), a distance of 411.44-feet for a corner of this herein described tract;

THENCE with the south line of this herein described tract, the following courses and distances:

N 58°28'00" W, a distance of 33.90-feet to and angle corner of this herein described tract;

N 10°22'29" W, a distance of 26.66-feet to and angle corner of this herein described tract;

N 58°28'00" W, a distance of 31.98-feet to and angle corner of this herein described tract;

N 11°10'00" E, a distance of 799.34-feet to and angle corner of this herein described tract;

N 17°31'00" E, a distance of 80.00-feet to and angle corner of this herein described tract;

N 41°31'00" W, a distance of 224.00-feet to and angle corner of this herein described tract;

N 59°31'00" W, a distance of 92.20-feet to and angle corner of this herein described tract;

S 58°28'00" E, a distance of 47.57-feet to and angle corner of this herein described tract;

N 48°45'00" E, a distance of 267.90-feet to and angle corner of this herein described tract;

N 48°34'36" E, a distance of 156.18-feet to and angle corner of this herein described tract;

N 58°30'56" E, a distance of 82.39-feet to and angle corner of this herein described tract;

N 41°37'18" E, a distance of 468.15-feet to and angle corner of this herein described tract;

N 21°15'18" E, a distance of 108.23-feet to and angle corner of this herein described tract;

N 43°15'14" E to a found 1/2-inch iron rod and for corner of this herein described tract ;

THENCE S 80°43'04" W, with the southwest line of Tract 23 of said City of Leon Valley (Document # 20200295898), to the beginning of a non-tangent curve to the left having radius of 60-feet, a delta angle of 119°35'50", a chord bearing of N 46°12'00" W, chord length of 103.71-feet, and arc length of 125.24-feet, being a corner of said Tract 23 and an angle corner of this herein described tract;

THENCE Northwesterly, along and with said curve to the left, pass a found 1/2-inch iron rod at an arc distance of 103.01-feet, for a total arc distance of 125.24-feet, to a found 1/2-iron rod for a corner of on Tract 20 of said City of Leon Valley (Document # 20200295898), being the west end of said curve return and an angle corner of this herein described tract;

THENCE N 46°12'31" W with the northwest line of said Tract 20 a distance of 36.70-feet for an angle corner of herein described tract;

THENCE S 41°23'24" W, to the east line of Lot 68 conveyed to the City of Leon Valley recorded in Volume 3887, Page 1748 (O.P.R.B.C.T.), a distance of 133.24-feet for an angle corner of herein described tract;

THENCE N 49°11'41" W, along the west line of said to the east line of said Lot 68 to a found fence post and the southwest corner of Lot 59 as recorded in Document# 20060100170 (O.P.R.B.C.T.), a distance of 135.84-feet and a corner of herein described tract;

THENCE S 37°07'57" W, to a point on the southwest line of Lot 105 of Amending Subdivision Plat of Leon Valley Ranches, Second Filling Recorded in Volume 9667, Page 45 (D.P.R.B.C.T.) for an angle corner of herein described tract;

THENCE S 43°04'37" W with south line of said Lot 105, to a found 1/2-inch iron rod, a distance of 103.47-feet to the south right-of-way line of said El Verde Road, for an angle corner of herein described tract;

THENCE Southwesterly with El Verde road the following (3) courses and distances:

THENCE S 32°04'47" W, passing a found 1/2-inch iron rod at 197.56-feet, for a total distance of 359.90-feet for an angle corner of herein described tract;

THENCE S 31°45'44" W, with the south line of El Verde Road, to a found fence post, a distance of 234.27-feet for a point of this herein described tract;

THENCE S 31°45'44" W, to a found 1/2-inch iron rod a distance of 89.90-feet for a point of this herein described tract;

THENCE S 31°45'44" W, to a found fence post, a distance of 872.76-feet for a point of this herein described tract;

THENCE S 31°45'44" W, to a found 1/2-inch iron rod, a distance of 200.34-feet for a point of this herein described tract;

THENCE S 31°45'44" W, to a found 1/2-inch iron rod a distance of 100.00-feet for a point of this herein described tract;

THENCE S 31°45'44" W, to a found fence post, a distance of 278.20-feet for a point of this herein described tract;

THENCE S 31°45'44" W, to a found fence post, a distance of 110.46-feet for a point of this herein described tract;

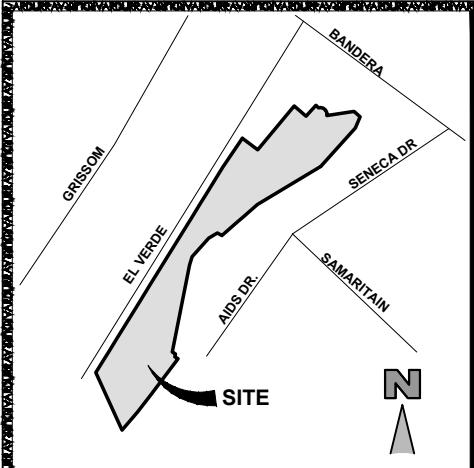
THENCE S 31°45'44" W, a distance of 246.32-feet to the **POINT OF BEGINNING** and containing within these metes and bounds a 32.97-acre (1,436,211 sq. ft.) tract of land, more or less. Said tract being described in accordance with an actual survey made on the ground and a survey map prepared by Ardurra Group, Inc.

All distances shown hereon are GRID, with bearings based on the Texas State Plane Coordinate System, NAD 83, South Central Zone (4204). This description is accompanied by and made a part of an exhibit with the same date and acreage.



PATRICIA M. MORALES
REGISTERED PROFESSIONAL LAND SURVEYOR
LICENSE NO. 7150





**SKETCH TO ACCOMPANY
LEGAL DESCRIPTION**

PROJECT #: 21-1000
CITY OF LEON VALLEY

NOTES:

1. ACCOMPANYING METES AND BOUNDS DESCRIPTION HAS BEEN PREPARED.
2. BASIS OF BEARING OF THIS SURVEY IS GRID NORTH AS OBSERVED BY GPS, TEXAS COORDINATE SYSTEM OF 1983(NAD83), SOUTH CENTRAL ZONE 4204.
3. THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT, AND AS SUCH, NOT ALL EASEMENTS OR SERVITUDE HAVE BEEN RESEARCHED AND/OR SHOWN AT THIS TIME.

REFERENCES:

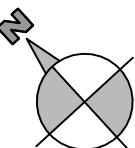
OFFICIAL PUBLIC RECORDS OF
BEXAR COUNTY, TEXAS
DEED AND PLAT RECORDS OF BEXAR
COUNTY, TEXAS
PUBLIC RECORDS OF BEXAR COUNTY,
TEXAS
DEED RECORDS OF
BEXAR COUNTY, TEXAS
POINT OF BEGINNING

125' 0 125' 250'

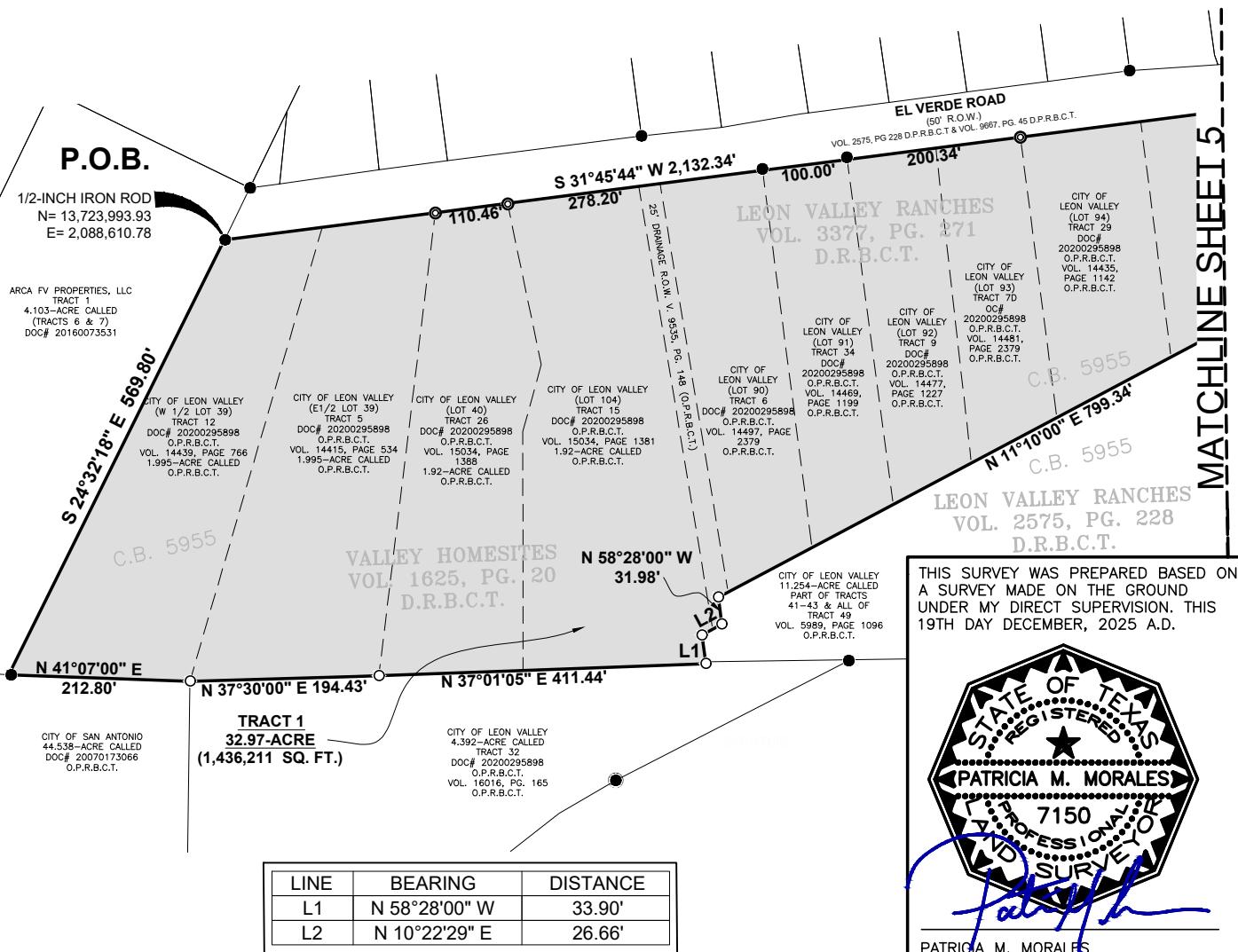
SCALE: 1" = 250'

LEGEND:

- FOUND 1/2-INCH IRON ROD WITH YELLOW CAP "PAPE-DAWSON"
- CALCULATED POINT
- (○) RECORD
- FENCE POST



LOCATION MAP N.T.S.



THIS SURVEY WAS PREPARED BASED ON
A SURVEY MADE ON THE GROUND
UNDER MY DIRECT SUPERVISION. THIS
19TH DAY DECEMBER, 2025 A.D.



EXHIBIT OF :

EXHIBIT OF:

A 32.97-ACRE TRACT (1,436,211 SQ. FT) OF LAND OUT SITUATED IN THE FELIX LOSOYA SURVEY NO. 187, ABSTRACT 432, COUNTY BLOCK 5955, BEING OUT OF THE LEON VALLEY RANCHES PLAT RECORDED IN VOLUME 2575, PAGE 228, VALLEY HOMESITES PLAT VOLUME 1625, PAGE 20 AND LEON VALLEY SECOND FILING VACATING PLAT RECORDED IN VOLUME 3025, PAGE 319-320, OF DEED AND PLAT RECORDS, AND ALSO BEING OUT OF CONVEYANCE TO THE CITY OF LEON VALLEY RECORDED IN DOCUMENT NO. 20200295898, OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS, LOCATED IN THE CITY OF LEON VALLEY, BEXAR COUNTY, TEXAS.

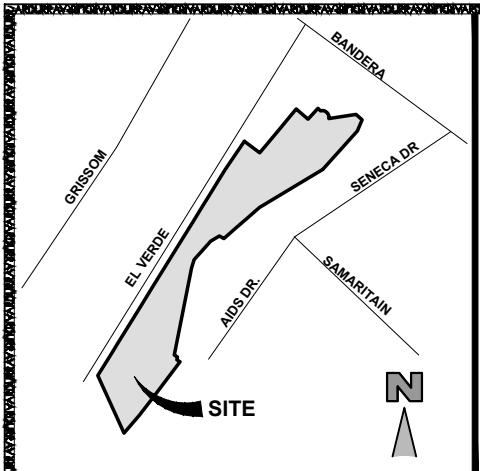


8918 Tesoro Dr., Suite 401
San Antonio, Texas 78217
Phone: (210) 822-2232
www.Ardurra.com

Engineering License #F-1005

DRAWN BY: PM
JOB NO: 230156.000
SURVEYED: Nov. 2025
SHEET:

4 OF 6



**SKETCH TO ACCOMPANY
LEGAL DESCRIPTION**

PROJECT #: 2
CITY OF LEON VALLEY

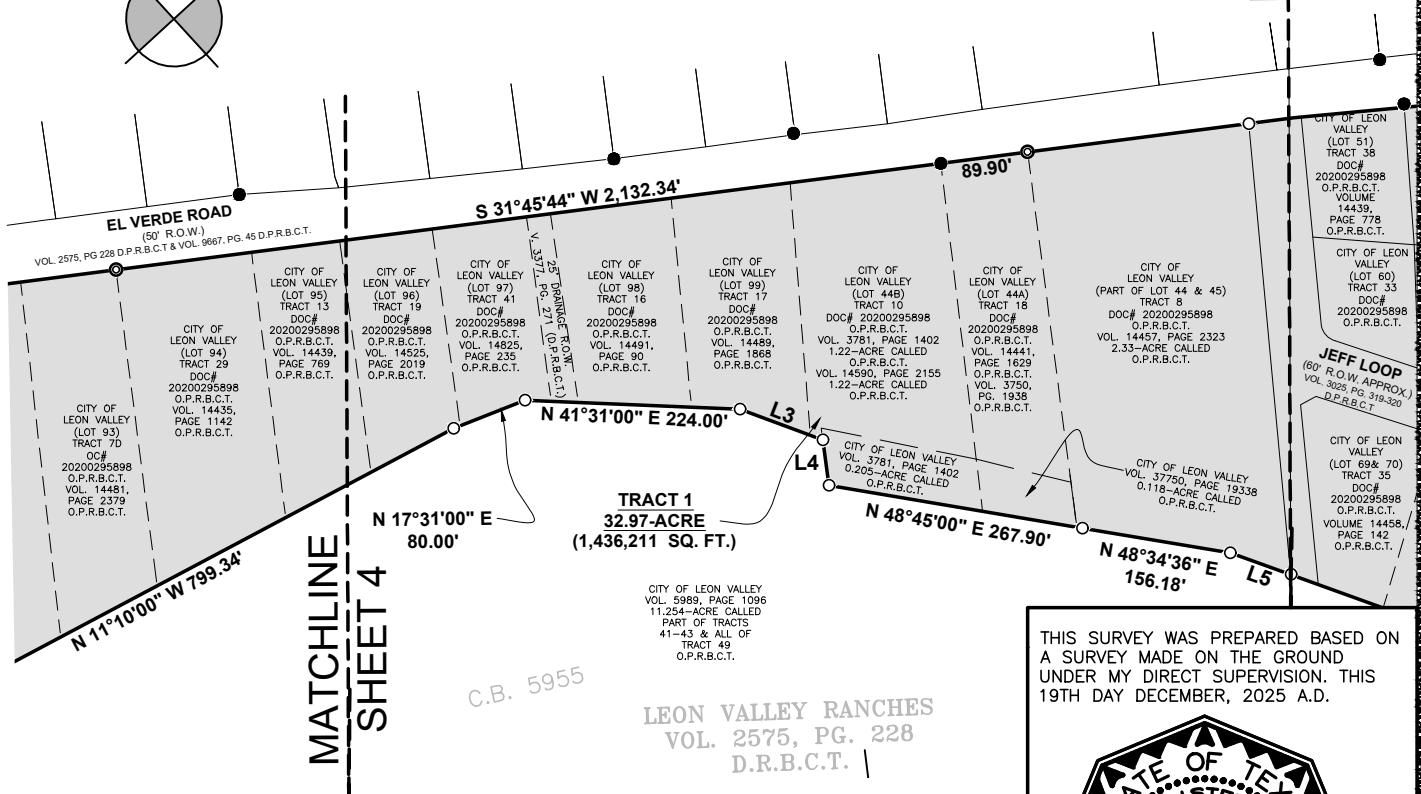
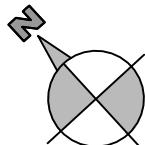
NOTES:

1. ACCOMPANYING METES AND BOUNDS DESCRIPTION HAS BEEN PREPARED.
2. BASIS OF BEARING OF THIS SURVEY IS GRID NORTH AS OBSERVED BY GPS, TEXAS COORDINATE SYSTEM OF 1983(NAD83), SOUTH CENTRAL ZONE 4204.
3. THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT, AND AS SUCH, NOT ALL EASEMENTS OR SERVITUDE HAVE BEEN RESEARCHED AND/OR SHOWN AT THIS TIME.

125' 0 125' 250'

SCALE: 1" = 250'

LOCATION MAP N.T.S.

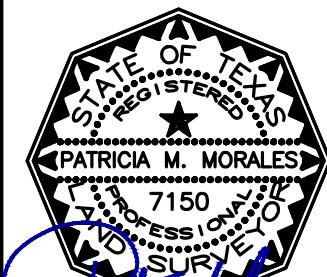


LEGEND:

- FOUND 1/2-INCH IRON ROD WITH YELLOW CAP "PAPE-DAWSON"
- CALCULATED POINT
- () RECORD
- ◎ FENCE POST

LINE	BEARING	DISTANCE
L3	N 59°31'00" E	92.20'
L4	S 58°28'00" E	47.57'
L5	N 58°30'56" E	82.39'

THIS SURVEY WAS PREPARED BASED ON
A SURVEY MADE ON THE GROUND
UNDER MY DIRECT SUPERVISION. THIS
19TH DAY DECEMBER, 2025 A.D.



PATRICIA M. MORALES
REGISTERED PROFESSIONAL LAND SURVEYOR
LICENSE NO. 7150

EXHIBIT OF :

A 32.97-ACRE TRACT (1,436,211 SQ. FT) OF LAND OUT SITUATED IN THE FELIX LOSOYA SURVEY NO. 187, ABSTRACT 432, COUNTY BLOCK 5955, BEING OUT OF THE LEON VALLEY RANCHES PLAT RECORDED IN VOLUME 2575, PAGE 228, VALLEY HOMESITES PLAT VOLUME 1625, PAGE 20 AND LEON VALLEY SECOND FILLING VACATING PLAT RECORDED IN VOLUME 3025, PAGE 319-320, OF DEED AND PLAT RECORDS, AND ALSO BEING OUT OF CONVEYANCE TO THE CITY OF LEON VALLEY RECORDED IN DOCUMENT No. 20200295898, OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY TEXAS, LOCATED IN THE CITY OF LEON VALLEY, BEXAR COUNTY, TEXAS

EXHIBIT OF ·

DRAWN BY: PM

JOB NO: 230156.000

SURVEYED: Nov. 2025

5 OF 6

ORDINANCE NO. 2025—**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS,
CLOSING, VACATING, AND ABANDONING A PORTION OF JEFF LOOP ROAD;
PROVIDING FOR REPEALER, PENALTY, SEVERABILITY AND SAVINGS
CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Bexar County performed a major flood mitigation project, known as LC-17 Huebner Creek Enhanced Conveyance, NWWC, Segment III, which resulted in the removal of all the homes and roadway on a portion of Jeff Loop Road, conveying all of the property along that roadway to the City of Leon Valley, and creating a cul-de-sac on the remaining portion of the roadway; and

WHEREAS, the portion of Jeff Loop to be closed and most of the platted lots along the roadway are now a part of Huebner Creek; and

WHEREAS, the Texas Transportation Code, Chapter 311, Section 311.001 states that a home-rule municipality has exclusive control over and under the public highways, streets, and alleys of the municipality and further states that a municipality may open or change a public street or alley of the municipality, or improve a public highway, street, or alley of the municipality.

WHEREAS, it is in the interest of the public that the City of Leon Valley close that portion of Jeff Loop that is now located in Huebner Creek to prevent it being shown on nationwide mapping systems;

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

Section 1. The City of Leon Valley finds the following right-of-way (“Right-of-Way Segment”) is no longer essential to the safe and efficient flow of traffic in the area in which the right-of-way is located. As an exercise of its discretion, the City Council closes, vacates, and abandons the Right-of-Way segment. The Right-of-Way segment is identified below.

Section 2. An exhibit of the Right-of-Way Segment is set forth in Exhibit A attached hereto, along with a detailed metes and bounds description. The Exhibit is incorporated into this Ordinance for all purposes as if it was fully set forth.

Section 3. The Right-of-Way Segment exists by virtue of a deed set forth in Volume 3025, Page 320, Leon Valley Ranches Second Filing Subdivision, in the Bexar County Office of Deeds and Records.

Section 4. All presently existing water and wastewater mains and facilities, electrical transmission and distribution lines and facilities, communication lines and facilities, or

any other public utility lines and facilities, if any, may remain in place despite this Ordinance and may continue to be used, maintained, repaired, and enlarged in the ordinary course of business. Any person wanting removal of an existing utility line or facility must negotiate separately with the pertinent utility. Any person building on the Right-of-Way Segment without first reaching an agreement with a utility having lines or facilities in the Segment does so at their own risk. After the date of this Ordinance, no utility may add additional utility lines or facilities in the Right-of-Way Segment based on a claim that the Right-of-Way Segment is a public street right-of-way. All existing drainage rights in the Right-of-Way Segment are retained by the City, unless removed by an approved replat. This closure does not give up any right arising from the plat or other instrument creating the public street right-of-way. Neither does this Ordinance create new easement rights.

Section 5. The City Manager or her designee, severally, are authorized and directed to execute and deliver all documents and to perform all other tasks conducive to reflect this closure, abandonment, and vacation.

Section 6. The Right-of-Way Segment exists by easement. The underlying fee ownership of the Right-of-Way Segment by the adjacent property owner is now unburdened by the rights closed, vacated, and abandoned.

Section 7. 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 8. 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 9. 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 10. 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 11. 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 12. Effective date. This Ordinance shall be effective after passage and final adoption hereof and any publication required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 18th day of November, 2025.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

ARTURO D. "ART" RODRIGUEZ
City Attorney

Consider Ordinance Vacating & Abandoning Portion of Jeff Loop Road

Michael Gallardo
Planning & Zoning Director
City Council Meeting
January 20, 2026

Summary

- Question
 - City Council is being asked to consider approval of an Ordinance vacating and abandoning Jeff Loop Rd and lots located along the now defunct roadway
- Options
 - Recommended: Approve Ordinance Vacating & Abandoning Jeff Loop Rd
 - Denial
 - Other
- Declaration
 - Most of Jeff Loop Rd is now a part of Huebner Creek, but is still shown on the Bexar Appraisal District official records
 - Persons think they can use the old road with large vehicles and then find out the roadway is gone, which causes them to travel to the end of El Verde Rd to turn around

Background

- Bexar County bought all of the properties along Jeff Loop Rd and the south side of El Verde Rd to widen Huebner Creek
 - The only portion of roadway remaining is the cul-de-sac next to the Police Department parking lot
- The normal procedure would have been to close the road prior to the reconstruction of the creek, but this action never occurred
 - The platted lots & roadway are still shown in their original configuration on the Bexar Appraisal website
- 18-wheelers are led to believe that the roadway is still open and end up having to travel all the way to the end of El Verde to turn around

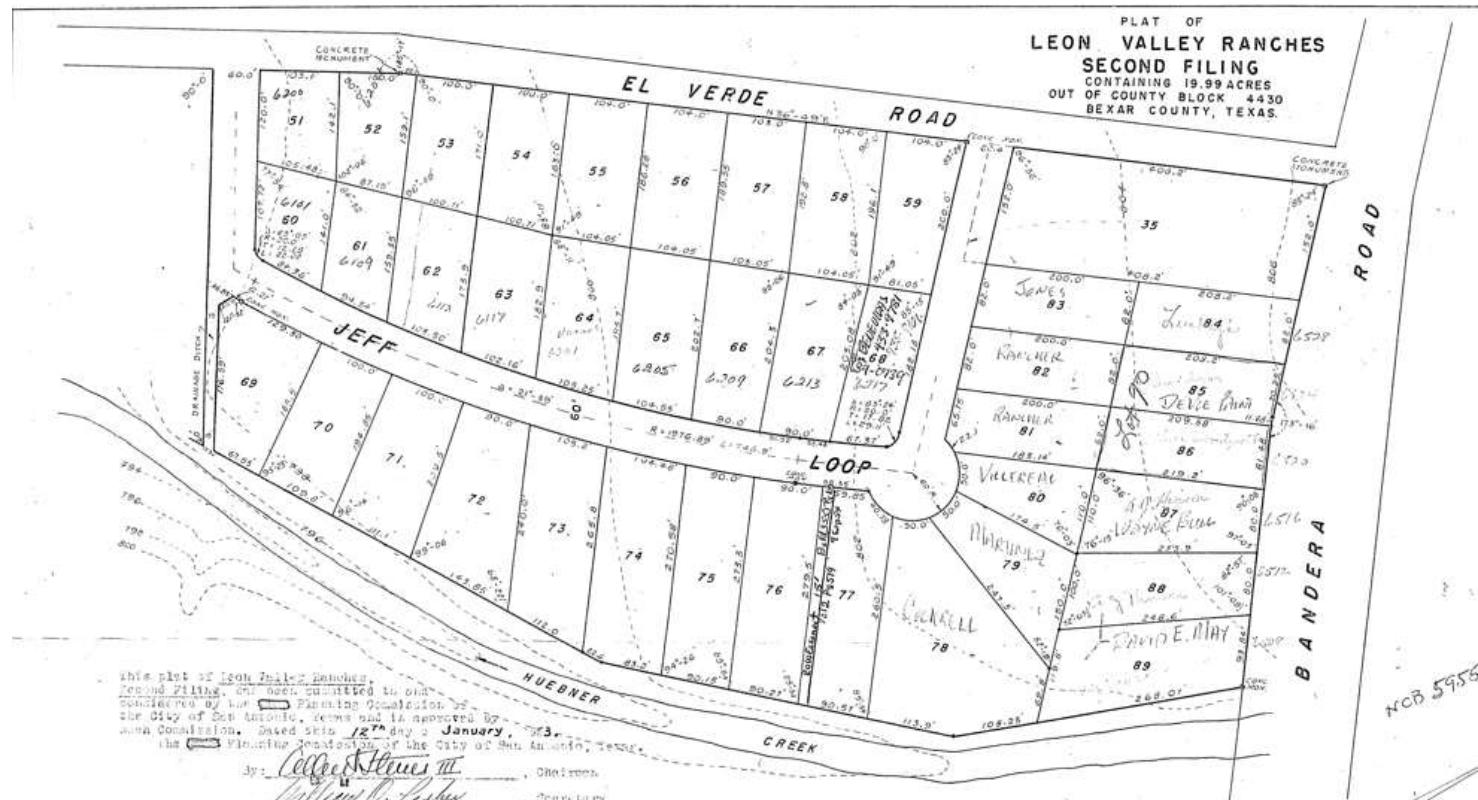
Purpose

- Closing the road & vacating adjacent lots will cause the Appraisal District & County Clerk to reconfigure official maps to show current conditions
- 1st step - road closure approval by City Council
- 2nd step - properties vacated through platting process with Planning and Zoning Commission

Purpose

- Such a declaration of abandonment is in the public's best interest
- The street closure does not affect or impair any public rights in the subject tracts for easements or any other rights, except for the right of the public to travel on the subject tract
- Texas Transportation Code, Chapter 311, Section 311.001 states home-rule municipalities have exclusive control over & under public highways, streets, & alleys of the municipality
- Further states municipality may open or change a public street or alley of the municipality, or improve a public highway, street, or alley of the municipality

Current Plat



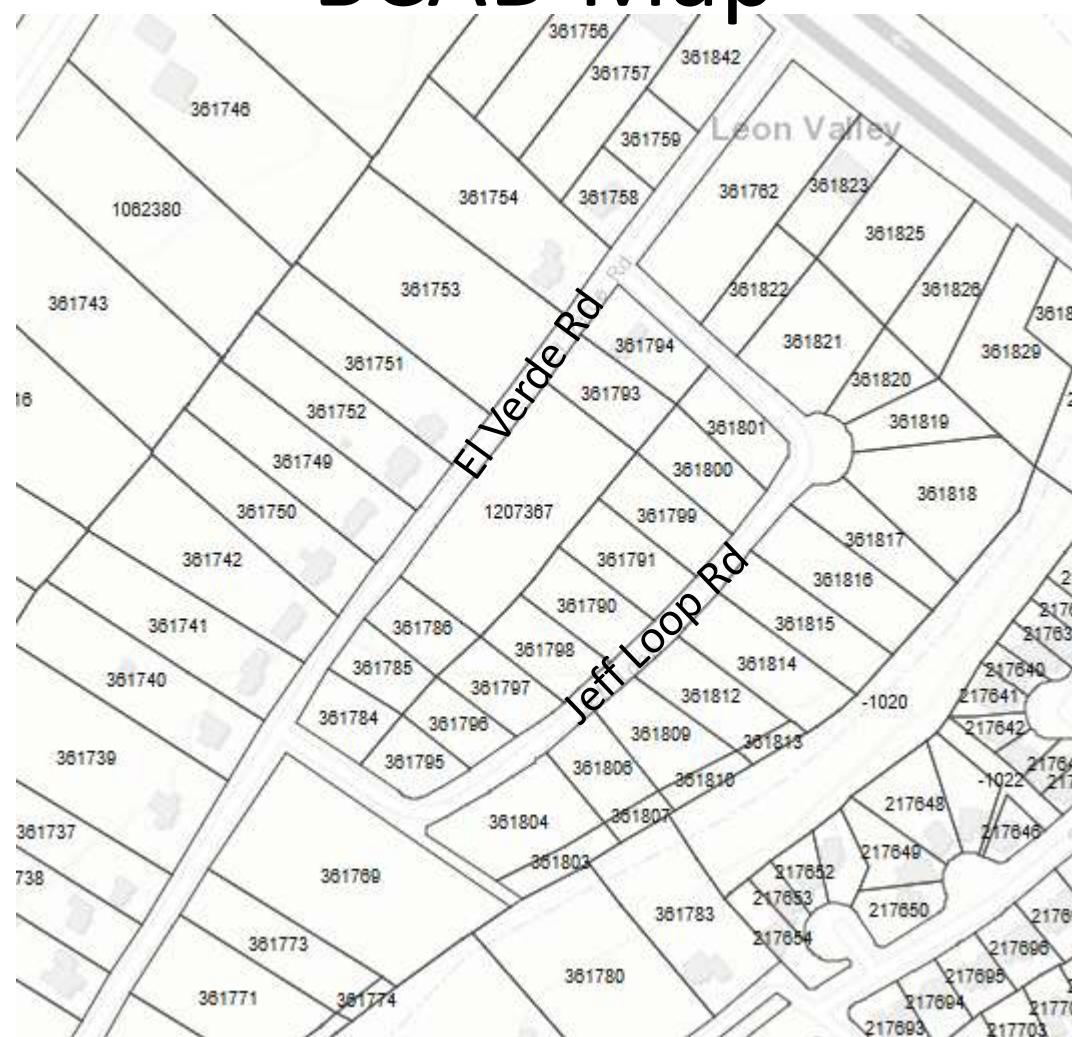
STATE OF TEXAS
I, RICHARD R. JASCHINSKI, being duly sworn, do hereby certify that the foregoing
is a true and correct map of record, and is a true and correct map of record, from
field notes of an actual survey made on the ground by
me, the surveyor.

James C. Adams
Certified State Land Surveyor
Bexar County, Texas.

Sworn to and subscribed before me, this 14th day of
October, 1953.

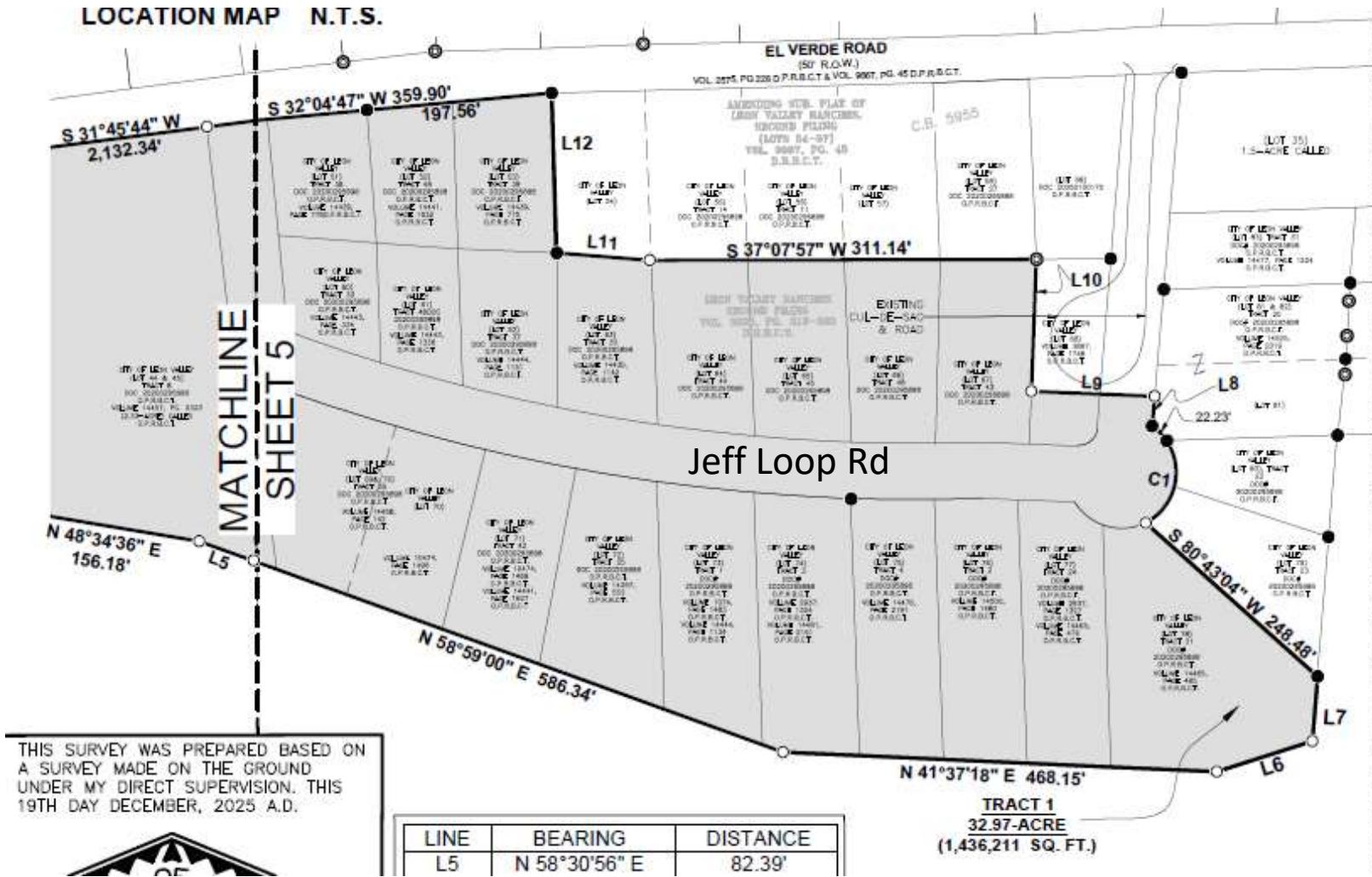
Richard R. Jaschinski
Surveyor, Bexar County, Texas.

BCAD Map

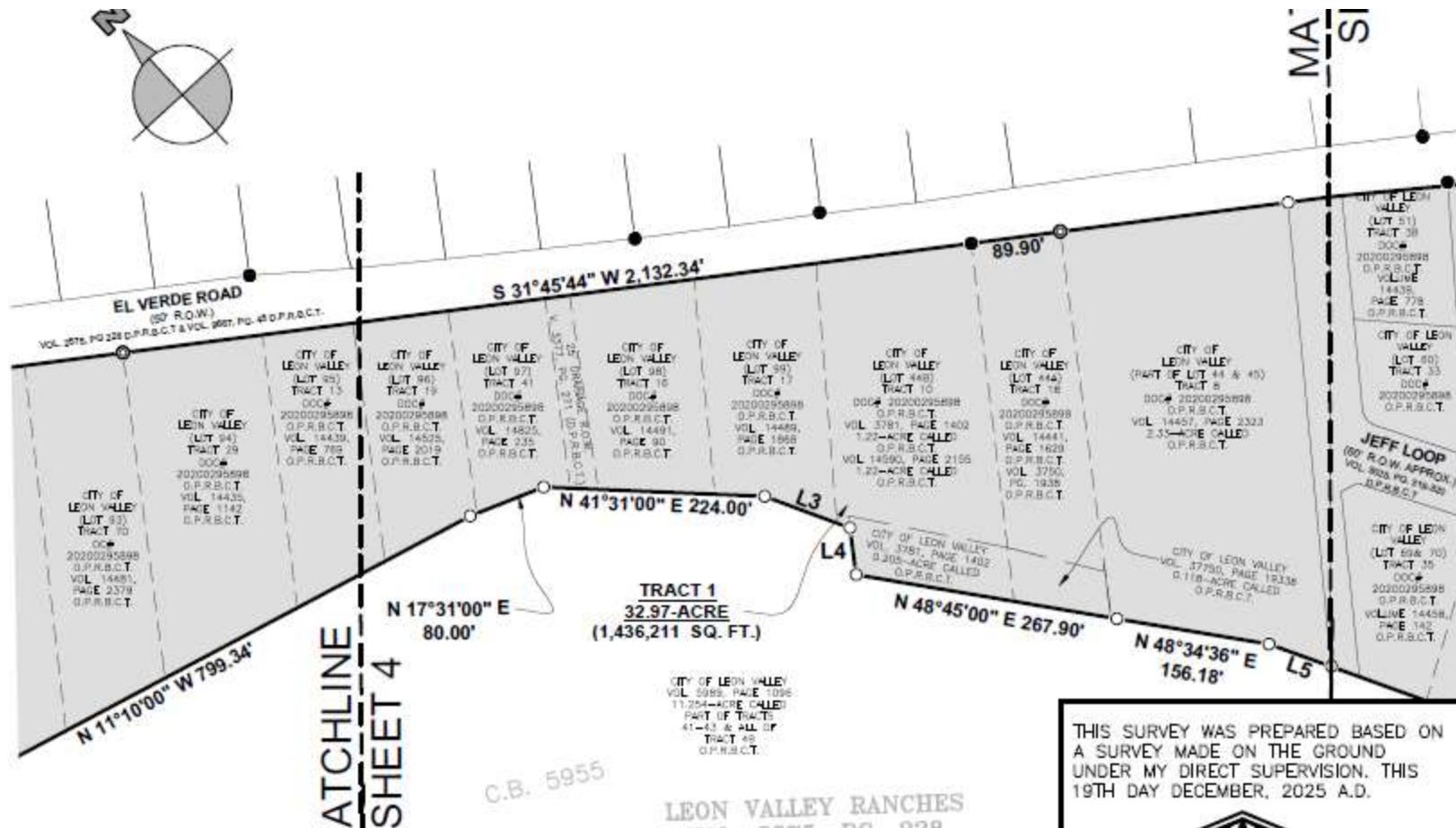


Proposed Roadway Vacation

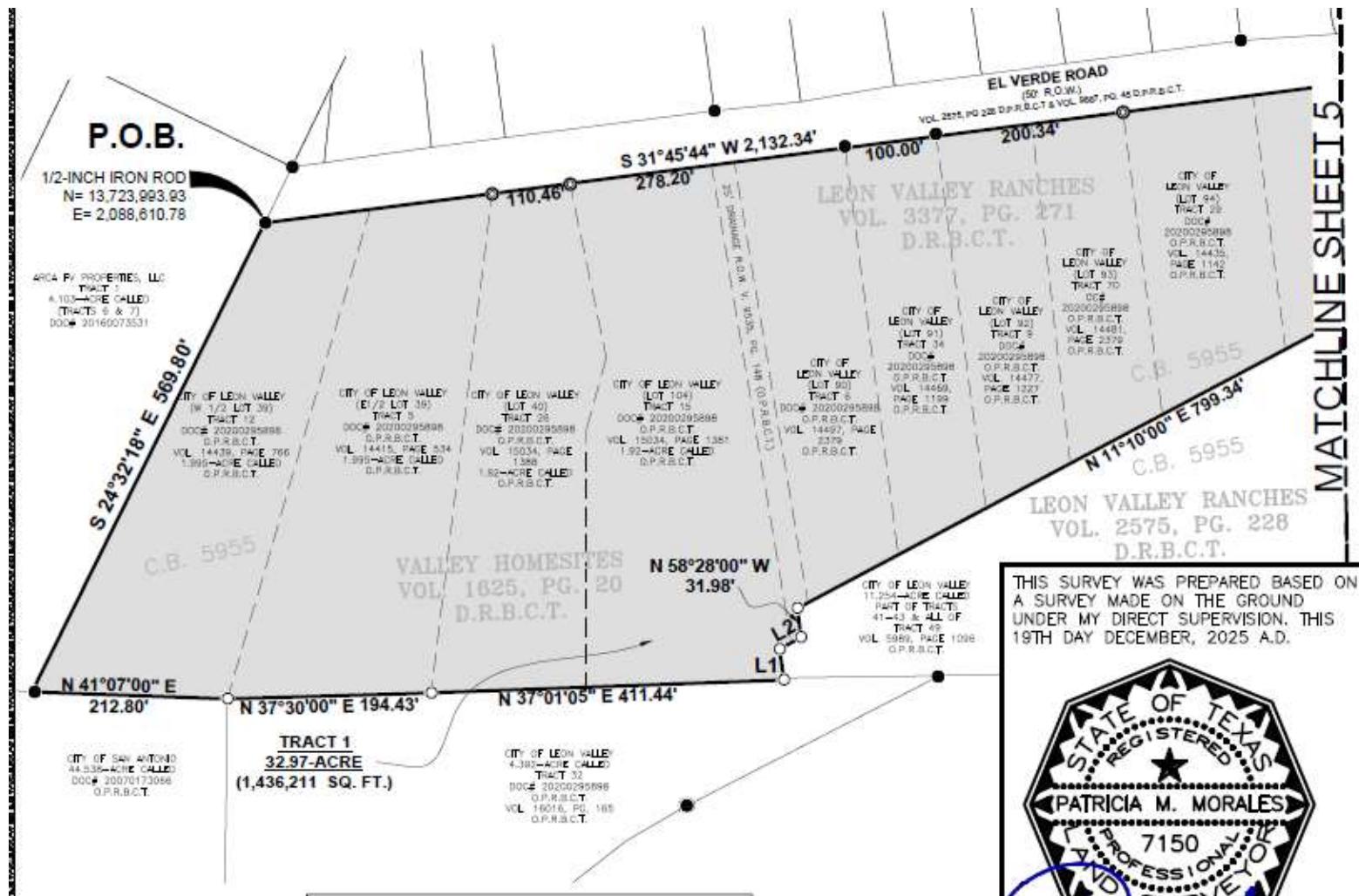
LOCATION MAP N.T.S.



Proposed Lot & Roadway Vacation



Proposed Lot Vacation



Fiscal Impact

- City will pay for preparation of the vacating plat & is responsible for the maintenance of the creek

Recommendation

- Staff recommends approval of the Ordinance to vacate & abandon Jeff Loop Road

Steps for Short-Term Rental Violation

1 Initial Enforcement: Code Compliance Stage

If the City discovers an STR operating without registration or out of compliance:

What they do first

- Investigation (listing review, complaints, etc.)
- Notice of Violation
- Identification of specific ordinance sections violated
- A deadline to correct (register, stop renting, fix issues)- usually 10 days to comply

At this stage, the City is still trying to get compliance, not punishment.

2 Citation & Municipal Court Case

If you ignore the notice, refuse to register, or continue operating:

The City will:

- File a municipal court complaint
- Issue a citation requiring a court appearance

What you're facing legally

- Fine up to \$500 per violation
- Each day the STR operates illegally can count as a separate offense
- Court costs added

This is authorized under Texas law for municipal ordinance violations.

3 If You Keep Operating or Refuse to Comply

If you continue operating after citation or conviction:

The City can:

- Issue additional citations
- Stack daily fines
- Ask the judge to impose maximum penalties
- Seek a court order requiring you to stop operating

At this point, judges usually stop giving warnings.

4 Failure to Appear = Warrant

If you are cited and don't show up to court:

- The judge can issue a **capias warrant**
- You can be arrested
- Bond will be required
- You now have two problems:
 1. STR violation
 2. Failure to appear

5 Civil Injunction (Worst-Case Scenario)

If violations continue after court involvement:

The City may:

- File a **civil lawsuit**
- Seek an **injunction** prohibiting STR use
- Ask for:
 - Court-ordered shutdown
 - Civil penalties
 - Attorney's fees

Why this matters

- Violating an injunction = **contempt of court**
- Contempt **can involve jail time**, even though STRs themselves are not criminal felonies

🚫 What the City Cannot Do

Important limits:

- **🚫** They cannot seize your house
- **🚫** They cannot charge you with a felony just for operating an STR

- **✗** They cannot jail you simply for failing to register
- **✗** They cannot ban STRs outright under Texas law

How Cities Actually Use This Power

Most cities—including **Leon Valley**—follow this pattern:

1. Warn →
2. Cite →
3. Fine →
4. Court order →
5. Injunction

Steps for Graffiti Violation

Graffiti Removal & Enforcement

- The City of Leon Valley Code of Ordinances (Chapter 8 – Offenses and Nuisances) has a section on graffiti and requires property owners to remove graffiti from their property after receiving official notice from the city.
- The owner has 15 calendar days to remove, cause to be removed, or allow the City to remove free of charge.
- If the owner *fails to remove* or allow the City to remove the graffiti free of charge within the time allowed, the city may remove it and charge the owner for the costs. The city can even place a lien on the property to ensure payment.
- These procedures are permitted by Texas Local Government Code § 250.006, which allows cities to require graffiti removal after notice and offer of removal.

Penalties Under City Code

- The ordinance *specifically states* that any violation of the graffiti ordinance is subject to enforcement through a fine or other penalties under the city's general penalty provisions (Chapter 1, Section 1.01.009 of the Code).
- While the ordinance doesn't list specific dollar amounts in the graffiti section itself, typical municipal code fines for violations (like this) are usually up to several hundred dollars per violation, and might increase for repeat offenses. (A

community-sourced reference suggested fines like ~\$100–\$175 for first offenses, plus court costs).

- Enforcement is through the Leon Valley Municipal Court. If you are cited, you would need to appear in court or pay the fine/costs.

Commented [CD1]: Section 8.03.072 sets forth the graffiti penalties, not less \$50 nor more than \$500 for first offense; second and subsequent offenses not less than 100, not more than \$500.

Steps Dead Tree Ordinance Violation

In 2024, the City Council amended the Health & Sanitation Code (Chapter 6, Section 6.03.002) to make it unlawful for a property owner to permit dead trees, old logs, brush, or other decaying vegetation to remain on a property — declaring them nuisances and hazards to public health, safety, and fire risk.

1 Initial Enforcement: Code Compliance Stage

Notice of Violation

- A Code Enforcement Officer will inspect the property.
- If a dead tree is present, they will issue a notice of violation informing you that the dead tree (or trees) must be removed or remedied.

This notice will specify a deadline (10 days) to correct the condition.

2 Citation & Municipal Court Case

If you ignore the notice and do not remove the dead tree(s) by the deadline:

City May Take Enforcement Actions

- The City can issue a citation for the code violation.
- You may be required to appear in Municipal Court.

Under the City's general penalty provisions (Chapter 1 of the Code of Ordinances), violations of health & sanitation/nuisance codes are typically enforceable by:

- Fines \$100- \$500
- Court costs
- And other civil penalties as set by the municipal court.

3 If You Refuse to Comply

City May Abate the Hazard

If the dead tree poses an immediate public safety threat (e.g., risk of falling on people/vehicles, blocking access):

- The City can remove or cause the removal of the hazard.

After removal, the City can charge you for the cost of removal.

- It will bill you for that cost.
- If you refuse or fail to pay, the City can place a lien on your property to recover the expense.

4 Failure to Appear = Warrant

If you are cited and don't show up to court:

- The judge can issue a writ of habeas corpus
- You can be arrested
- Bond will be required
- You now have two problems:
 1. Dead Tree violation
 2. Failure to appear

Steps for Failure to Pay: Blocking of the Sidewalk Parking Violation

Under Texas Transportation Code § 545.302, a person may not stop, stand, or park a vehicle in certain places. One of those places is:

“on a sidewalk” or “in front of a driveway”

So under state law, it is *illegal* to park a vehicle:

- On a sidewalk
- Across a sidewalk so pedestrians cannot pass
- In a way that forces pedestrians into the street

If a vehicle is physically blocking the sidewalk, that qualifies as a state-law parking violation.

What happens if you do not pay the citation

1 You miss the payment / appearance deadline

Your citation will list a date by which you must:

- Pay the fine or
- Appear in court or
- Request a hearing or payment plan

If you do nothing, the court marks the case non-compliant.

2 Failure to Appear / Failure to Pay

The court can enter:

- Failure to Appear (FTA) or
- Failure to Pay (FTP)

At this point:

- Additional court costs are added

3 Capias warrant (arrest warrant)

Under Texas law, the judge may issue a capias warrant for:

- Failure to appear, or
- Failure to satisfy the judgment

This means:

- You can be arrested
- Taken to jail
- Required to post bond to be released

 This often happens during:

- Traffic stops
- Vehicle registration issues
- Any police contact

4 Driver's license consequences

Texas no longer automatically suspends licenses for unpaid tickets, but:

- The court can place a hold on your driver's license renewal

- The hold remains until the case is resolved

This can block:

- License renewal
- vehicle registration

5 Collection actions

If the fine remains unpaid, the court may:

- Send the case to a collection agency
- Add collection fees
- Increase the total amount owed

What Else Can be done?

TOWING — when it's allowed

Under Texas Transportation Code enforcement practices, a vehicle illegally parked on or blocking a sidewalk may be towed if any of the following are true:

1. The vehicle is actively blocking the sidewalk
 - Especially if it forces pedestrians (or wheelchairs) into the street
 - ADA accessibility makes this a high-priority safety issue
2. The vehicle is creating a hazard
 - Obstructing visibility
 - Near an intersection or driveway
 - Complaints received or repeat observations
3. You don't move it after being cited or warned
 - Police don't have to give unlimited chances
 - A prior ticket increases the likelihood of a tow
4. Repeat violations
 - Prior citations for the same conduct
 - Pattern of non-compliance

Booting -There are multiple unpaid parking/traffic citations

- A court authorizes immobilization
- The vehicle is repeatedly violating parking laws

MAYOR AND CITY COUNCIL COMMUNICATION

DATE: January 20, 2026

TO: City Council

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

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

PURPOSE

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

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

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

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

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

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

1. Open Space & Environment (Max 35 pts)

15% of gross site area as usable green space – 10pts

20% of gross site area as usable green space – 15 pts

Trail system connecting to citywide network – 5 pts

Preserve all heritage trees – 15 pts

2. Community Benefit (Max 55 pts)

No Variance request for the underlying zoning district – 25 pts

Public Improvement of a public street, drainage, or utility – 25 pts

5% of residential units at ≤80% Median Income – 5 pts

5 % of gross area has a public space, museum, garden, Public Art, public plaza etc.
– 5 pts

3. Mobility & Connectivity (Max 30 pts)

Sidewalks on 100% of frontage and internal streets – 10 pts

Bicycle Parking: ≥ 1 rack per 10 vehicle spaces – 5 pts

Provide a minimum of 3 additional ADA enhancements over the federal minimum – 5 pts

5% of Parking spaces be EV charging stations – 5 pts

One additional access point outside of the minimum code requirements or no public block longer than 400 ft, encouraging walkability) – 5 pts

4. Urban Design and Quality (20 pts)

Mixed-use integration (at least 2 distinct uses, neither < 25%) – 10 pts

Vertical Mixed-use (residential above retail/office space) 5 pts

Material variety: At least 3 high-quality exterior materials (brick, stone, glass, stucco, fiber cement, etc.) on each building - 5 pts

5. Sustainability (20 pts)

Green building certification (LEED Silver or equivalent) – 5 pts

Stormwater features beyond minimum (rain gardens, bioswales) – 10 pts

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

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

FISCAL IMPACT:

NA

RECOMMENDATION

City Council's Discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

Saundra Passailaigue
City Secretary

EXHIBIT A

Councilor
Beth Mursch

Sec. 15.02.327 "PD" planned development district

(a) *Purpose.* The purpose of a planned development ("PD") zoning district is to facilitate a specific development project, in accordance with a PD project plan, that may include uses, regulations and other requirements that vary from the provisions of other zoning districts. PD districts are intended to generally implement the following: *or requested exemptions from current zoning available*

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

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

- (1) The land is proposed for development as a mixed-use development or a traditional neighborhood development requiring more flexible and innovative design standards;
- (2) The land is located in close proximity to established residential neighborhoods where standard zoning classifications may not adequately address neighborhood concerns regarding the quality or compatibility of the adjacent development, and where it may be desirable to the neighborhood, the developer, or the city to develop and implement mutually-agreed, enforceable development standards;
- (3) The land serves as transition between different and seemingly incompatible land uses; ✓
- (4) The land, or adjacent property that would be impacted by the development of the land, has sensitive or unique environmental features requiring a more flexible approach to zoning and clustering of uses, or special design standards, in order to afford the best possible protection of the unique qualities of the site or the adjacent property; ✓
- (5) To provide for the expansion of a lawfully operating nonconforming uses under the conditions that follows:
 - (A) Prior to December 1, 2009, the lawfully operating nonconforming use was both:
 - (i) Fully conforming with the then applicable zoning regulations;
 - (ii) Located within an existing development or buildings, which were specifically designed, both functionally and aesthetically, for its presently legally nonconforming use; and
 - (iii) Rezoning the land on which the lawfully operating nonconforming use operates to a standard zoning district or classification, which would allow the expansion of the nonconforming use as a matter of right, may cause the zoning district designation of the land to be determined to be incompatible with the surrounding uses and zoning districts.

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

EXHIBIT A

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

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

(1) *Base zoning district.* The adopting ordinance shall specify a base zoning district by which use and development standards shall be applied to subsequent development permits for land within the PD district; unless specifically excepted according to the provisions of this section. The base zoning district specified shall conform to the provisions of the city's comprehensive master plan, including the city's future land use plan.

(2) *Permitted or prohibited uses.*

- (A) The adopting ordinance shall specify any uses not allowed in the base zoning district and applicable overlay districts that shall be permitted in the PD district, provided that such uses do not conflict with any provisions of the city's comprehensive plan.
- (B) The adopting ordinance shall specify any uses permitted in the base district and any uses permitted in the applicable overlay districts that shall be prohibited in the PD district.

(3) *Development standards.*

- (A) The adopting ordinance shall specify any supplemental design or development standards not required by the base zoning district that shall be applied to subsequent development permits for land within the PD district.
- (B) The adopting ordinance shall specify any development standards required by the base zoning district and applicable overlay districts that shall be varied for subsequent development permits for land within the PD district.
- (C) Standards that may be varied include, but are not limited to, the following:
 - (i) Residential density.
 - (ii) Building setbacks.
 - (iii) Building height.
 - (iv) Lot coverage.
 - (v) Parking and access.
 - (vi) Landscaping and buffering.
 - (vii) Streetscape design.
 - (viii) Architecture.
- (D) Varied standards may increase or decrease the requirements otherwise applicable to particular uses.
- (E) Any graphic depictions used to illustrate such standards, unless otherwise provided in the PD district regulations, shall be considered standards that apply to subsequent development applications.

(4) *PD project plan.* No PD district may be established without approval of a project plan, containing the documents and minimum information specified in section 15.02.327(e) below.

(5) *Additional items.* The adopting ordinance may also specify the following if necessary:

- (A) Required dedications of land or public improvements;

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- (B) A phasing schedule for the project, where applicable, setting forth the dates for submittal of site development plans and the timing of performance by the developer for dedications of land or public improvements and satisfaction of any conditions in relation to the phasing of development, where applicable;
- (C) Any variations from the city's subdivision or utilities standards pertaining to provision of roadway and drainage facilities provided such variance is justified by a city approved traffic impact study, drainage study, or other type of applicable engineering study, which may be required as a prerequisite for approving a PD district. Otherwise, all facilities or improvements within public rights-of-way shall be provided in accordance with design standards set forth within the city subdivision regulations;
- (D) Identification of the levels of the deviation allowed between the PD project plan and subsequent development applications that may be approved by the planning and zoning director; and
- (E) Such additional conditions as are established by the council to assure that the PD district is consistent with the city's comprehensive plan.

(e) *PD project plan requirements.* No PD district may be established without approval of a PD project plan. The PD project plan shall be adopted with the ordinance establishing the PD district and shall be construed in conjunction with the authorized uses and development standards set forth within the PD district.

- (1) *Required documents.* The following documents shall be required to be included in a PD project plan. For smaller projects the following documents may be combined into one or more documents at the discretion of the planning and zoning director.
 - (A) Land use plan.
 - (B) Site plan.
 - (C) Landscape plan.
 - (D) Traffic impact analysis (TIA).
 - (E) Drainage analysis.
- (2) *Additional documents.* Additional documents ~~may~~ be required to be submitted as part of a PD project plan, including but not limited to the following.
 - (A) Building elevations.
 - (B) Parking plan.
 - (C) Signage plan.
 - (D) Phasing plan.
 - (E) Site or building material specifications.
- (3) *Form of documents.* All required and additional documents shall be fully dimensioned and drawn to scale.
- (4) *Content of documents.* Required PD project plan documents shall include but not be limited to the existing and proposed site features such as the following: *as applicable*
 - (A) Topography.
 - (B) Floodplain information.
 - (C) Adjacent properties.
 - (D) Ingress/egress.

EXHIBIT A

(E) Existing buildings.

(F) Parking and loading bays.

(G) Landscaping.

(H) Large tree groupings.

(I) Fire lanes and hydrants.

(J) Trash receptacle locations.

(K) Lots.

(L) Building materials.

(M) Facade features.

(N) Street rights-of-way, curblines, widths, and street names.

(O) Screening fences or walls.

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

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

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

(A) *Minor deviations.* In determining whether development applications are consistent with the PD project plan, minor deviations from the PD project plan may be approved by the planning and zoning director. Unless otherwise specified in the adopting ordinance, minor deviations are limited to the following:

- (i) Corrections in spelling, distances, and other labeling that does not affect the overall development concept.
- (ii) Change in building layout, when shown, that is less than a ten percent increase in size.
- (iii) Changes in the proposed property lines internal to the PD district, as long as the originally approved district boundaries are not altered.
- (iv) Changes in parking layouts as long as the number of required spaces is not decreased and the general original design is maintained.

(B) *Major deviations from the approved PD project plan.* All major deviations from the approved PD project plan shall be submitted to the planning and zoning commission for recommendation and city council for approval as an amendment to the PD district.

(f) *Procedures for establishment.*

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

(A) Pre-application conference;

(B) Application submittal and outlining criteria for approval; *specific justification for addressing criteria listed in Sec 15.02.327(a).*

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

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

- (G) Public hearing and final approval from the city council.

(2) *Application requirements.* No application for a PD district shall be accepted by the city until the following items have been submitted to the city by the applicant.

- (A) A completed city zone change application, including all requirements as stated on the application form;
- (B) A statement from the property owner giving authorization to the applicant to file the request for rezoning shall be required as part of the rezoning application, if necessary;
- (C) A legal description of the property under consideration;
- (D) A PD project plan;
- (E) A description of any uses and development standards requested to be modified or varied from those in the base zoning district, as well as the purpose of the variation (i.e., why they are necessary); *✓*
- (F) A description of how the proposed PD district fulfills the goals and objectives of the city's adopted comprehensive plan or any other formally adopted city planning document; *✓*
- (G) A development schedule outlining a timetable for completion of the entire project;
- (H) A copy of all agreements, provisions, or covenants which govern the use, maintenance, and continued protection of the PD district and any of its common areas, if applicable;
- (I) The required application fee.

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

1. Open Space & Environment (Max 30 pts)

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

2. Community Benefit (Max 50 pts)

EXHIBIT A

LOSE POINTS (-5) for each variance requested

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

3. Mobility & Connectivity (Max 25 pts)

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

4. Urban Design and Quality (20 pts)

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

5. Sustainability (20 pts)

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

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

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

Criteria

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

1. Open Space & Environment (Max 30 pts)
 - 15% of gross site area as usable green space - 10 pts
 - 20% of gross site area as usable green space - 15 pts
 - Trail system connecting to citywide network - 10 pts ~~5 pts~~
 - Preserve all heritage trees - ~~5 pts~~ 10 pts
2. Community Benefit (Max 50 pts)
 - No Variance request for the underlying zoning district - ~~20 pts~~ 25 pts (+ 5 pts)
 - Public Improvement of a public street, drainage, or utility - 20 pts
 - 5% of residential units at ≤80% Median Income - ~~5 pts~~ 3 pts (- 2 pts)
 - 5 % of gross area has a public space, museum, garden, Public Art, public plaza etc. - ~~5 pts~~ 2 pts (- 3 pts)
3. Mobility & Connectivity (Max 25 pts)
 - Sidewalks on 100% of frontage and internal streets - 5 pts
 - Bicycle Parking: ≥ 1 rack per 10 vehicle spaces - ~~5 pts~~ 4 pts (- 1 pt)
 - Provide a minimum of 3 additional ADA enhancements over the federal minimum - 5 pts
 - 5% of parking spaces be EV charging stations - ~~5 pts~~ 2 pts (- 3 pts)
 - One additional access point outside of the minimum code requirements or no public block longer than 400 ft, encouraging walkability - 5 pts
4. Urban Design and Quality (20 pts)
 - Mixed-use integration (at least 2 distinct uses, neither < 25%) - 10 pts
 - Vertical Mixed-use (residential above retail/office space) 5 pts
5. Sustainability (20 pts)
 - Material variety: At least 3 high-quality exterior materials (brick, stone, glass, stucco, fiber cement, etc.) on each building - 5 pts
 - Green building certification (LEED Silver or equivalent) - ~~10 pts~~ 5 pts (- 5 pts)
 - Stormwater features beyond minimum (rain gardens, bio swales) - ~~5 pts~~ 10 pts (+ 5 pts)
 - Screening of Service/ Loading area with enhanced landscaping or Façade articulation: No blank wall longer than 30 feet - 5 pts

Other amended changes to the ordinance are attached as Exhibit A

Criteria

Major Cities Policy
11/23/2023

{Section}.72.

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

1. Open Space & Environment (Max 30 pts)
 - 15% of gross site area as usable green space – 10pts
 - 20% of gross site area as usable green space – ~~15~~ pts ~~10~~
 - Trail system connecting to citywide network – ~~10~~ pts ~~15~~
 - Preserve all heritage trees – ~~5~~ pts ~~15~~
2. Community Benefit (Max 50 pts)
 - No Variance request for the underlying zoning district – ~~20~~ pts
 - Public Improvement of a public street, drainage, or utility – ~~20~~ pts
 - 5% of residential units at \leq 80% Median Income – 5 pts
 - 5 % of gross area has a public space, museum, garden, Public Art, public plaza etc. – 5 pts
3. Mobility & Connectivity (Max 25 pts)
 - Sidewalks on 100% of frontage and internal streets – 5 pts
 - Bicycle Parking: \geq 1 rack per 10 vehicle spaces – 5 pts
 - Provide a minimum of 3 additional ADA enhancements over the federal minimum – 5 pts
 - 5% of Parking spaces be EV charging stations – 5 pts
 - One additional access point outside of the minimum code requirements or no public block longer than 400 ft, encouraging walkability) – 5 pts
4. Urban Design and Quality (20 pts)
 - Mixed-use integration (at least 2 distinct uses, neither $<$ 25%) – 10 pts *rangle ?*
 - Vertical Mixed-use (residential above retail/office space) 5 pts
 - Material variety: At least 3 high-quality exterior materials (brick, stone, glass, stucco, fiber cement, etc.) on each building - 5 pts
5. Sustainability (20 pts)
 - Green building certification (LEED Silver or equivalent) – ~~20~~ pts ~~10~~
 - Stormwater features beyond minimum (rain gardens, bio swales) – ~~5~~ pts
 - Screening of Service/ Loading area with enhanced landscaping or Façade articulation: No blank wall longer than 30 feet – 5 pts

Other amended changes to the ordinance are attached as Exhibit A

Mayor Chris P.

{Section}.103.

11/27/2025

{Section}.72.

EXHIBIT A

(7) The proposed PD district (if a mixed-use or traditional neighborhood project) demonstrates the provision of open space and recreational amenities within the development that provides for a superior living environment and enhanced recreational opportunities for residents of the district and for the public generally.

(h) *Conditions for approval.* The city council may impose such conditions to the PD district regulations and project plan as are necessary to assure that the purpose of the PD district is implemented. *Wangle*

(i) *Subsequent development applications.* The development standards for a PD district shall be applied to the authorized uses through a plat, site development plan, general site plan, or other development applications as set forth in the adopting ordinance.

(j) *Documentation of PD districts.* All PD districts approved after adoption of this Code section, as may be amended, shall be prefixed by a "PD" designation and assigned a unique identification number (e.g., Project Number PZ-2025-20, PZ-2025-21, PZ-2025-22 PD-1, PD-2, PD-3, and so on), and shall also be shown on the zoning map.

(k) *Expiration of a planned development district.*

(1) Except for the base zoning, including any applicable overlay districts established by a PD district ordinance, all provisions of PD district, including the project plan, shall initially be valid for a period of 24 months.

(2)* If a building permit has not been issued or construction begun on the detail plan within the 24 months, the PD district shall automatically expire and no longer be valid, and the zoning of the property shall automatically convert to the base zoning specified.

(3) The city council may, prior to the 24-month expiration, for good cause shown, extend for up to 24 additional months; during which time all provisions of the original PD district ordinance may remain valid. Only one extension may be granted.

(4) Following both the issuance and commencement of progress pursuant to the adopted PD project plan, all provisions of the PD district shall remain effective without expiration.

Sec. 15.02.327 "PD" planned development district

(a) *Purpose.* The purpose of a planned development ("PD") zoning district is to facilitate a specific development project, in accordance with a PD project plan, that may include uses, regulations and other requirements that cannot meet the provisions of other zoning districts or available requested exemptions from current zoning.

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

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

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

- (A) Pre-application conference;
- (B) Application submittal and must include a criteria worksheet for approval;
- (C) Project plan review by the planning and zoning director or designee;
- (D) Project Plan and criteria outlined in Section (g) *Criteria for Approval* must be approved by the planning and zoning director;
- (E) Public Hearing and presentation to the Planning and Zoning Commission over the project plan, receiving preliminary feedback from the Planning and Zoning Commission;
- (F) Additional Public Hearing and recommendation from the planning and zoning commission to the city council;

Any major deviation from the project plan that was presented to the planning and zoning commission (adding or deleting units, adding or deleting green or public space, adding or deleting public improvements, changing street width, or context to the intent of the plan) shall be resubmitted to the Planning and Zoning Commission.

- (G) Public hearing and final ordinance approval from the city council.

(d) *Application requirements.* No application for a PD district shall be accepted by the city until the following items have been submitted to the city by the applicant.

- (A) A completed city zone change application, including all requirements as stated on the application form;
- (B) A statement from the property owner giving authorization to the applicant to file the request for rezoning shall be required as part of the rezoning application, if necessary;
- (C) A legal description of the property under consideration;
- (D) A PD project plan;
- (E) A description of any uses and development standards requested to be modified or varied from those in the base zoning district, as well as the purpose of the variation (i.e., why they are necessary);
- (F) A description of how the proposed PD district fulfills the goals and objectives of the city's adopted comprehensive plan or any other formally adopted city planning document;
- (G) A development schedule outlining a timetable for completion of the entire project;
- (H) A copy of all agreements, provisions, or covenants which govern the use, maintenance, and continued protection of the PD district and any of its common areas, if applicable;
- (I) Completed Criteria Worksheet.

- (j) The required application fee.

(e) *PD project plan.* No PD district may be established without approval of a project plan, containing the documents and minimum information specified in section 15.02.327 (f) below.

(f) *PD project plan requirements.* No PD district may be established without approval of a PD project plan. The PD project plan shall be adopted with the ordinance establishing the PD district and shall be construed in conjunction with the authorized uses and development standards set forth within the PD district.

(1) *Required documents.* The following documents shall be required to be included in a PD project plan. For smaller projects the following documents may be combined into one or more documents at the discretion of the planning and zoning director.

- (A) Land use plan.
- (B) Site plan.
- (C) Landscape plan.
- (D) Traffic impact analysis (TIA).
- (E) Drainage analysis.
- (F) Building elevations.
- (G) Parking plan.
- (H) Signage plan.
- (I) Phasing plan.
- (J) Site or building material specifications.

(2) *Form of documents.* All required and additional documents shall be fully dimensioned and drawn to scale.

(3) *Content of documents.* Required PD project plan documents shall include, but not be limited to, the existing and proposed site features, such as the following:

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

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

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

(6) *Deviations from the approved PD project plan.*

(A) *Minor deviations.* In determining whether development applications are consistent with the PD project plan, minor deviations from the PD project plan may be approved by the planning and zoning director. Unless otherwise specified in the adopting ordinance, minor deviations are limited to the following:

- (i) Corrections in spelling, distances, and other labeling that do not affect the overall development concept.
- (ii) Change in building layout, when shown, that is less than a ten percent increase in size and doesn't exceed base zoning district standards.
- (iii) Changes in the proposed property lines internal to the PD district, as long as the originally approved district boundaries are not altered.
- (iv) Changes in parking layouts as long as the number of required spaces and the general original design are maintained.

(B) *Major deviations (adding or deleting units, adding or deleting green or public space, adding or deleting public improvement, changing street width or context to the intent of the plan) from the approved PD project plan.* All major deviations from the approved PD project plan shall be submitted to the planning and zoning commission for recommendation and the city council for approval as an amendment to the PD district.

(g) Criteria for Approval. Applicant must receive a minimum of 96 (60%) points from the planning and zoning Administrator or designee prior to Planning and City Council consideration. No partial points will be given. If at any point in the process the plan changes, lowering the points below 96. The application will be withdrawn until the applicant's project is amended to meet the minimum of 96 points.

1. Open Space & Environment (Max 35 pts)

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

2. Community Benefit (Max 55 pts)

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

3. Mobility & Connectivity (Max 30pts)

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

4. Urban Design and Quality (20 pts)

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

5. Sustainability (20 pts)

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

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

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

(8) *Nature of the district.* Each PD district shall be unique and tailored to the specific site and proposed development project. Each PD district shall be governed by "base zoning" comprised of a zoning district specified within section 15.02.301 of this chapter 15 Each PD district shall also be governed by a PD project plan, as well as any other items specific to the ordinance adopting the PD district as specified in section 15.02.327(b).

(i) *Conditions for approval.* The city council may impose such conditions on the PD district regulations and project plan as are necessary to ensure that the purpose of the PD district is implemented.

(j) *Subsequent development applications.* The development standards for a PD district shall be applied to the authorized uses through a plat, site development plan, general site plan, or other development applications as set forth in the adopting ordinance.

(k) *Documentation of PD districts.* All PD districts approved after adoption of this Code section, as may be amended, shall be prefixed by a "PD" designation and assigned a unique identification number (e.g., Project Number PZ-2025-20, PZ-2025-21, PZ-2025-22, and so on), and shall also be shown on the zoning map.

(l) *Expiration of a planned development district.*

- (1) Except for the base zoning, including any applicable overlay districts established by a PD district ordinance, all provisions of the PD district, including the project plan, shall initially be valid for a period of 24 months.
- (2) If a building permit has not been issued or construction begun on the detail plan within the 12 months, the PD district shall automatically expire and no longer be valid, and the zoning of the property shall automatically convert to the base zoning specified.
- (3) The city council may, prior to the 12-month expiration, for good cause shown, extend for up to 12 additional months; during which time all provisions of the original PD district ordinance may remain valid. Only one extension may be granted.
- (4) Following both the issuance and commencement of progress pursuant to the adopted PD project plan, all provisions of the PD district shall remain effective without expiration.

(m) *Additional items.* The adopting ordinance may also specify the following if necessary:

- (A) Required dedications of land or public improvements;
- (B) A phasing schedule for the project, where applicable, setting forth the dates for submittal of site development plans and the timing of performance by the developer for dedications of land or public improvements and satisfaction of any conditions in relation to the phasing of development, where applicable;
- (C) Any variations from the city's subdivision or utilities standards pertaining to the provision of roadway and drainage facilities, provided such variance is justified by a city-approved traffic impact study, drainage study, or other type of applicable engineering study, which may be required as a prerequisite for approving a PD district. Otherwise, all facilities or improvements within public rights-of-way shall be provided in accordance with design standards set forth within the city subdivision regulations;
- (D) Identification of the levels of the deviation allowed between the PD project plan and subsequent development applications that may be approved by the planning and zoning director; and
- (E) Such additional conditions as are established by the council to assure that the PD district is consistent with the city's comprehensive plan.

Sec. 15.02.327 "PD" planned development district

(a) *Purpose.* The purpose of a planned development ("PD") zoning district is to facilitate a specific development project, in accordance with a PD project plan, that may include uses, regulations and other requirements that cannot meet the provisions of other zoning districts or available requested exemptions from current zoning⁽⁷⁾ ~~Expansion of uses with buildings constructed prior to the adoption of the sustainability overlay district on December 1, 2009, that may be difficult to re-purpose.~~

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

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

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

- (A) Pre-application conference;
- (B) Application submittal ~~and must include criteria worksheet for approval~~;
- (C) Project plan review by the planning and zoning director or designee ;
- (D) ~~Project Plan and criteria outlined in Section 3 Criteria for Approval must be approved by the planning and zoning director;~~
- (E) ~~Public Hearing and presentation to the Planning and Zoning Commission over the project plan, receiving preliminary feedback from the Planning and Zoning Commission;~~
- (F) ~~Additional Public Hearing and recommendation from the planning and zoning commission to the city council;~~
Any major deviation from the project plan that was presented to the planning and zoning commission (adding or deleting units, adding or deleting green or public space, adding or deleting public improvement, changing street width, or context to the intent of the plan) shall be resubmitted to ~~would need to go back to~~ the Planning and Zoning Commission.
- (G) ~~Public hearing and final ordinance approval from the city council.~~

(d) *Application requirements.* No application for a PD district shall be accepted by the city until the following items have been submitted to the city by the applicant.

- (A) A completed city zone change application, including all requirements as stated on the application form;
- (B) A statement from the property owner giving authorization to the applicant to file the request for rezoning shall be required as part of the rezoning application, if necessary;
- (C) A legal description of the property under consideration;
- (D) A PD project plan;
- (E) A description of any uses and development standards requested to be modified or varied from those in the base zoning district, as well as the purpose of the variation (i.e., why they are necessary);
- (F) A description of how the proposed PD district fulfills the goals and objectives of the city's adopted comprehensive plan or any other formally adopted city planning document;
- (G) A development schedule outlining a timetable for completion of the entire project;
- (H) A copy of all agreements, provisions, or covenants which govern the use, maintenance, and continued protection of the PD district and any of its common areas, if applicable;
- (I) Completed Criteria Worksheet
- (j) The required application fee.

(e) *PD project plan.* No PD district may be established without approval of a project plan, containing the documents and minimum information specified in section 15.02.327 (f) below.

(f) *PD project plan requirements.* No PD district may be established without approval of a PD project plan. The PD project plan shall be adopted with the ordinance establishing the PD district and shall be construed in conjunction with the authorized uses and development standards set forth within the PD district.

(1) *Required documents.* The following documents shall be required to be included in a PD project plan. For smaller projects the following documents may be combined into one or more documents at the discretion of the planning and zoning director.

- (A) Land use plan.
- (B) Site plan.
- (C) Landscape plan.
- (D) Traffic impact analysis (TIA).
- (E) Drainage analysis.
- (F) Building elevations.
- (G) Parking plan.
- (H) Signage plan.
- (I) Phasing plan.
- (J) Site or building material specifications.

(2) *Form of documents.* All required and additional documents shall be fully dimensioned and drawn to scale.

(3) *Content of documents.* Required PD project plan documents shall include but not be limited to the existing and proposed site features such as the following:

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

(4) *Consistency required.* All development applications within the PD district shall be consistent with the incorporated PD project plan. Failure of a subsequent development application to conform to the approved PD project plan for the PD district shall result in denial of the application, unless the PD district regulations are first amended through incorporation of a PD project plan with which the

development application is consistent. The degree of conformity required between the project plan and subsequent development applications shall be set forth in the adopting ordinance.

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

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

4. Urban Design and Quality (20 pts)

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

5. Sustainability (20 pts)

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

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

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

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

(7) The proposed PD district (if a mixed-use or traditional neighborhood project) demonstrates the provision of open space and recreational amenities within the development that provides for a superior living environment and enhanced recreational opportunities for residents of the district and for the public generally.

(8) *Nature of the district.* Each PD district shall be unique and tailored to the specific site and proposed development project. Each PD district shall be governed by "base zoning" comprised of a zoning district specified within section 15.02.301 of this chapter 15 *and any additional overlay districts if appropriate.* Each PD district shall also be governed by a PD project plan, as well as any other items specific to the ordinance adopting the PD district as specified in section 15.02.327(b).

(i) *Conditions for approval.* The city council may impose such conditions on the PD district regulations and project plan as are necessary to ensure that the purpose of the PD district is implemented.

(j) *Subsequent development applications.* The development standards for a PD district shall be applied to the authorized uses through a plat, site development plan, general site plan, or other development applications as set forth in the adopting ordinance.

(k) *Documentation of PD districts.* All PD districts approved after adoption of this Code section, as may be amended, shall be prefixed by a "PD" designation and assigned a unique identification number (e.g., [Project Number PZ-2025-20, PZ-2025-21, PZ-2025-22 PD-1, PD-2, PD-3](#), and so on), and shall also be shown on the zoning map.

(l) *Expiration of a planned development district.*

(1) Except for the base zoning, including any applicable overlay districts established by a PD district ordinance, all provisions of PD district, including the project plan, shall initially be valid for a period of 12 months.

(2) If a building permit has not been issued or construction begun on the detail plan within the 12 months, the PD district shall automatically expire and no longer be valid, and the zoning of the property shall automatically convert to the base zoning specified.

(3) The city council may, prior to the 12-month expiration, for good cause shown, extend for up to 12 additional months; during which time all provisions of the original PD district ordinance may remain valid. Only one extension may be granted.

(4) Following both the issuance and commencement of progress pursuant to the adopted PD project plan, all provisions of the PD district shall remain effective without expiration.

(m) *Additional items.* The adopting ordinance may also specify the following if necessary:

(A) Required dedications of land or public improvements;

(B) A phasing schedule for the project, where applicable, setting forth the dates for submittal of site development plans and the timing of performance by the developer for dedications of land or public improvements and satisfaction of any conditions in relation to the phasing of development, where applicable;

(C) Any variations from the city's subdivision or utilities standards pertaining to provision of roadway and drainage facilities provided such variance is justified by a city approved traffic impact study, drainage study, or other type of applicable engineering study, which may be required as a prerequisite for approving a PD district. Otherwise, all facilities or improvements within public rights-of-way shall be provided in accordance with design standards set forth within the city subdivision regulations;

(D) Identification of the levels of the deviation allowed between the PD project plan and subsequent development applications that may be approved by the planning and zoning director; and

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

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

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

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

(c)

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Planned Development District

Crystal Caldera, PhD

City Manager

City Council Meeting

January 20, 2026

Summary

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

Background

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

What is the Difference between: Mixed Use and PD

Planned Development District

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

Mixed-Use (MU) Zoning

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

What is the Difference between: Mixed Use and PD

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

Background

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

Criteria

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

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

- 15% of gross site area as usable green space – 10pts
- 20% of gross site area as usable green space – 15 pts
- Trail system connecting to citywide network – ~~10.5~~ pts
- Preserve all heritage trees – ~~5~~ 15 pts

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

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

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

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

4. Urban Design and Quality (20 pts)

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

5. Sustainability (20 pts)

- Green building certification (LEED Sliver or equivalent) – ~~10.5~~ pts
- Stormwater features beyond minimum (rain gardens, bio swales) – ~~5~~ 10 pts
- Screening of Service/ Loading area with enhanced landscaping or Façade articulation: No blank wall longer than 30 feet – 5 pts

Fiscal Impact

- N/A

Recommendation

- City Council's Discretion

MAYOR AND COUNCIL COMMUNICATION

DATE: January 20, 2026

TO: Mayor and Council

FROM: Saundra Passailaigue, City Secretary

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Discussion and Possible Action on a Resolution of the City Council of the City of Leon Valley Ordering and Establishing Procedures for a General Election in the City of Leon Valley, Texas, to Elect Three Council Members (Places 2, 4, and Mayor) by the Qualified Voters of the City of Leon Valley; Authorizing the Mayor to Enter Into a Joint Election Agreement with the Bexar County Elections Administrator for the Conduct of Said Election; Providing Details Relating to the Conduct of the Election; and Authorizing the Use of the Leon Valley Conference Center for Early Voting (April 20, 2026, Through April 28, 2026), and for Election Day Voting on May 2, 2026.

SPONSOR(S): N/A

PURPOSE & BACKGROUND

A resolution ordering a General Election in the City of Leon Valley, Texas, to Elect Three Council Members: (Places 2, 4, and Mayor) by the Qualified Voters of the City of Leon Valley; to authorize the Mayor to enter into a Joint Election Agreement; and to designate the Bexar County Elections Administrator, as the Election Administrator to conduct such election.

BACKGROUND

The City may contract with Bexar County to participate in the Joint Election, which will make the voting process more convenient for the citizens of Leon Valley and also significantly reduce the cost to the City for conducting the election.

In a Joint Election, the City will appoint the Bexar County Elections Administrator as the Election Administrator in the resolution ordering the election. The County will conduct both Early Voting and Election Day operations. During the Early Voting period, citizens of Leon Valley will be able to vote at any designated Bexar County polling place for the City's election. Election staff, voting forms, and equipment will be provided by the Bexar County Elections Division. The City will remain responsible for producing required documents, issuing notifications, reporting, and canvassing the election results.

Participating members of the Joint Election are charged for Bexar County Elections Division services and equipment on a pro-rata basis. The cost calculation is as follows:

- The total number of voting precincts for all participating entities is determined.
- The number of voting precincts for each participant is divided by the total number of precincts.
- The resulting percentage is the portion of the total election cost that each entity is required to pay.

The City Secretary will be responsible for posting all public notices in connection with the Joint Election. The Bexar County Elections Administrator will be responsible for publishing a Notice of Election in a newspaper of general circulation within the territory, as required of all entities under § 4.003 of the Election Code.

FISCAL IMPACT

The City will see cost savings by participating in the Joint Election. Cost of this election is authorized in the current Fiscal Year Budget.

GOALS & OBJECTIVES

- F. Transparency:
 - **1. Enhance Public Communication** – provide clear, timely, and accessible information through multiple platforms, including City meetings, websites, social media, and newsletters.
- H. Citizen Involvement:
 - **2. Increase Accessibility to Government Processes** – Utilize digital platforms, live-streamed meetings, and interactive online tools to make City governance more accessible to all residents.
 - **4. Improve Communication & Outreach** – Develop clear, consistent, and multilingual communication strategies to ensure all residents are informed about City initiatives, policies, and opportunities to engage.

RECOMMENDATION

City staff recommends approval.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION NO. 26-00_R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY ORDERING AND ESTABLISHING PROCEDURES FOR A GENERAL ELECTION IN THE CITY OF LEON VALLEY, TEXAS, TO ELECT THREE COUNCIL MEMBERS (PLACES 2, 4, AND MAYOR) BY THE QUALIFIED VOTERS OF THE CITY OF LEON VALLEY; AUTHORIZING THE MAYOR TO ENTER INTO A JOINT ELECTION AGREEMENT WITH THE BEXAR COUNTY ELECTIONS ADMINISTRATOR FOR THE CONDUCT OF SAID ELECTION; PROVIDING DETAILS RELATING TO THE CONDUCT OF THE ELECTION; AND AUTHORIZING THE USE OF THE LEON VALLEY CONFERENCE CENTER FOR EARLY VOTING (APRIL 20, 2026, THROUGH APRIL 28, 2026), AND FOR ELECTION DAY VOTING ON MAY 2, 2026.

WHEREAS, The laws of the State of Texas and the City of Leon Valley provide that on May 2, 2026, there shall be elected three members of Council for this City in Places 2, 4, and Mayor; and

WHEREAS, The laws of the State of Texas further provide that Section 3.001 of the Election Code is applicable to the election. To comply with this Code, an order should be passed calling the election, establishing the procedures to be followed, and designating the voting place for the election; and

WHEREAS, The laws of the State of Texas provide that the Election Code is applicable to the election. To comply with this Code, a resolution should be passed ordering the election.

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

Section one. Election ordered. The City Council of Leon Valley, Texas hereby orders an election for three City Council Members, for Places 2, 4, and Mayor, as outlined in the attached Order of Elections for the City of Leon Valley, Texas.

Section two. Applications filed. All candidates for the election to be held on Saturday, May 2, 2026, for the above-mentioned offices must file their applications with the City Secretary or designee at City Hall, 6400 El Verde Rd., Leon Valley, Texas 78238, on or after 8:00 a.m. on Wednesday, January 14, 2026, and before 5:00 p.m. on Friday, February 13, 2026. All applications must be submitted on a form as prescribed by Section 141.031 of the Election Code of the State of Texas.

Section three. Polling places. The polling place for the election shall be the Leon Valley Conference Center, located at 6421 Evers Road, Leon Valley, Texas. The polls at this location will be open on Election Day from 7:00 a.m. to 7:00 p.m. The Bexar County Elections Department may designate additional polling places within the City's corporate limits.

Section four. Form of ballot. Voting at such elections shall be by ExpressVote Voting System and paper ballot to follow the Texas' Help America Vote Act.

Section five. Election supervision. The Bexar County Elections Department shall conduct, supervise, and administer the election. The Bexar County Elections Administrator is hereby appointed as the Elections Administrator and shall be responsible for appointing election officials, including the Presiding Judge and Clerks.

Section six. Election Administrator. The City Council hereby designates the Bexar County Elections Administrator as the Early Voting Clerk. The Early Voting Clerk is authorized to appoint Deputy Clerks as needed. The mailing address for the Early Voting Clerk is:

Early Voting Clerk

Bexar County Elections Administrator
1103 S. Frio, Suite 100
San Antonio, Texas 78207

Section seven. Early Voting Ballot Board. The Early Voting Clerk shall appoint individuals to serve on the Early Voting Ballot Board, which will be responsible for canvassing all early voting ballots.

Section eight. Early voting. Early voting by personal appearance for the designated general election (the "Election") will take place at the Leon Valley Conference Center, located at 6421 Evers Road, Texas, 78238. Early voting will be conducted from April 20, 2026, through April 28, 2026. In accordance with the Texas Election Code, early voting in person must be conducted for at least nine (9) hours each weekday that is not a legal state holiday. Regular and extended hours for early voting will be determined and conducted by the Bexar County Elections Office on dates selected by the Elections Department.

Section nine. Designation of additional early voting locations. The Bexar County Elections Administrator and/or Commissioners Court may designate additional early voting locations and times throughout Bexar County. Voting shall be by ExpressVote Voting System and mail ballots shall be by paper ballot to follow the Texas' Help America Vote Act.

Section ten. Voter qualification. The election shall be conducted in accordance with the Election Code of the State, and only resident qualified voters of the City shall be eligible to vote.

Section eleven. Notice. The Mayor shall provide notice of the election in accordance with the provisions of Sections 4.004, 83.001, 85.004, and 85.007 of the Election Code, as well as other applicable laws. All necessary orders and writs for the election shall be

issued by the appropriate authority.

Section twelve. Canvass. In accordance with Chapter 1, § 1.03.003 of the City of Leon Valley Code of Ordinances, a City Council meeting shall be convened on the fifth day after the election date, excluding Sundays, or as soon as possible thereafter, to canvass the ballots. The City Secretary shall post written notice of the date, place, and subject of this meeting at City Hall in a location convenient and readily accessible to the public. The notice must remain posted continuously for at least three (3) business days prior to the scheduled meeting time. A copy of the return of the posting shall be attached to the meeting minutes and incorporated into the record for all intents and purposes.

Section thirteen. The election shall be conducted in accordance with the ordinances of the City of Leon Valley, the Constitution and laws of the State of Texas, and the Voting Rights Act of 1965, as amended, to the extent applicable.

ORDER OF ELECTION FOR THE CITY OF LEON VALLEY, TEXAS

An election is hereby ordered to be held on Saturday, May 02, 2026 for the purpose of: Electing Three Members to City Council (Places 2, 4, and Mayor)

Early voting by personal appearance will be conducted at the City of Leon Valley Conference Center, located at 6421 Evers Rd., Leon Valley, Texas 78238.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Leon Valley on this the 20th day of January, 2026.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAGUE, TRMC
City Secretary

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

RESOLUCIÓN Nro. 26-00_R

UNA RESOLUCIÓN DEL CONSEJO MUNICIPAL DE LA CIUDAD DE LEON VALLEY PARA ORDENAR Y ESTABLECER LOS PROCEDIMIENTOS PARA UNA ELECCIÓN GENERAL EN LA CIUDAD DE LEON VALLEY, TEXAS, PARA ELEGIR TRES MIEMBROS DEL CONSEJO: (POSICIONES 2, 4 Y ALCALDE) POR PARTE DE LOS VOTANTES HABILITADOS DE LA CIUDAD DE LEON VALLEY; AUTORIZANDO AL ALCALDE A FIRMAR UN ACUERDO DE ELECCIÓN CONJUNTA CON EL ADMINISTRADOR DE ELECCIONES DEL CONDADO DE BEXAR PARA LA CELEBRACIÓN DE DICHA ELECCIÓN, PROPORCIONANDO DETALLES RELATIVOS A LA CELEBRACIÓN DE DICHA ELECCIÓN, Y AUTORIZANDO EL USO DEL CENTRO DE CONFERENCIAS DE LEON VALLEY PARA LA VOTACIÓN ANTICIPADA (DEL 20 DE ABRIL DE 2026 HASTA EL 28 DE ABRIL DE 2026, INCLUSIVO) Y PARA LA VOTACIÓN EL DÍA DE ELECCIÓN EL 2 DE MAYO DE 2026.

EN VISTA DE QUE, las leyes del Estado de Texas y la Ciudad de Leon Valley disponen que el 2 de mayo de 2026 se elijan a tres miembros del Consejo Municipal para las Posiciones 2, 4, y Alcalde; y

EN VISTA DE QUE las leyes del Estado de Texas además disponen que la Sección 3.001 del Código Electoral del Estado de Texas se aplica a la elección. A fin de cumplir con este Código, se deberá aprobar una orden para convocar la elección, establecer los procedimientos a seguir y designar el lugar de votación para la elección; y

EN VISTA DE QUE las leyes del Estado de Texas disponen que el Código Electoral se aplica a la elección. Para cumplir con este Código, se deberá aprobar la orden de la elección.

AHORA, POR LO TANTO, EL CONSEJO DE LA CIUDAD DE LA CIUDAD DE LEON VALLEY, TEXAS, RESUELVE Y ORDENA:

Sección uno. Elección ordenada. Por la presente, el Consejo Municipal de Leon Valley, Texas ordena una elección para tres Miembros del Consejo Municipal, Posiciones 2, 4 y Alcalde, según lo indicado en la Orden de Elecciones para la Ciudad de Leon Valley, Texas.

Sección dos. Solicitudes presentadas. Todos los candidatos para la elección a celebrarse el sábado 2 de mayo de 2026 para los cargos mencionados previamente deben presentar sus solicitudes ante el Secretario de la Ciudad o su representante designado en el City Hall, 6400 El Verde Rd., Leon Valley, Texas 78238, a partir del miércoles 14 de enero de 2026 a las 8:00 a.m. y antes del viernes 13 de febrero de 2026 a las 5:00 p.m. Todas las solicitudes deben enviarse en una forma estipulada en la Sección 141.031 del Código Electoral de Texas del Estado de Texas.

Sección tres. Lugares de votación. El lugar de votación para la elección será el Centro de conferencias de Leon Valley, ubicado en 6421 Evers Road, Leon Valley,

Texas. Las casillas electorales de esta ubicación estarán abiertas el Día de Elección de 7:00 a.m. a 7:00 p.m. El Departamento Electoral del Condado de Bexar puede designar lugares de votación adicionales dentro de los límites corporativos de la Ciudad.

Sección cuatro. Forma de la boleta. La votación en dichas elecciones se realizará mediante el sistema de votación ExpressVote y boletas de votación de papel, para cumplir con la Ley Ayude a América a Votar de Texas.

Sección cinco. Supervisión de la elección. El Departamento Electoral del Condado de Bexar llevará a cabo, supervisará y administrará la elección. Por la presente se designa al Administrador de Elecciones del Condado de Bexar como Administrador de Elecciones y será responsable de designar a los funcionarios electorales, incluidos el Juez Presidente y los Oficiales.

Sección seis. Administradora de elecciones. Por la presente el Consejo Municipal designa al Administrador de Elecciones del Condado de Bexar como Oficial de Votación Anticipada. El Oficial de Votación Anticipada está autorizado a designar Suboficiales, según corresponda. La dirección postal del Oficial de Votación Anticipada es:

Oficial de votación anticipada

Bexar County Elections Administrator
1103 S. Frio, Suite 100
San Antonio, Texas 78207

Sección siete. Consejo de boletas de votación anticipada. El Oficial de Votación Anticipada designará a las personas que brindarán servicios en el Consejo de Boletas de Votación Anticipada, el cual será responsable del escrutinio de todas las boletas de votación anticipada.

Sección ocho. Votación anticipada. La votación anticipada en persona para la elección general designada (la “Elección”) se llevará a cabo en el Centro de Conferencias de Leon Valley, ubicado en 6421 Evers Road, Texas, 78238. La votación anticipada se llevará a cabo desde el 20 de abril de 2026 hasta el 28 de abril de 2026, inclusive. La votación anticipada en persona debe ser realizada al menos nueve (9) horas cada día de semana que no sea un feriado legal del estado según el Código Electoral de Texas. Los horarios regulares y extendidos para la votación anticipada serán determinados y dirigidos por la Oficina de Elecciones del Condado de Bexar en las fechas seleccionadas por el Departamento de Elecciones.

Sección nueve. Designación de lugares de votación anticipada adicionales. La Administradora de Elecciones del Condado de Bexar y/o el Tribunal de Comisionados pueden designar lugares y horarios de votación anticipada adicionales en todo el Condado de Bexar. La votación se realizará mediante el sistema de votación ExpressVote y la votación por correo será mediante boletas de votación de papel para cumplir con la Ley Ayude a América a Votar de Texas.

Sección diez. Requisito para habilitación de votantes. La elección se celebrará de acuerdo con el Código Electoral del Estado y solamente los votantes habilitados residentes de la Ciudad serán elegibles para votar.

Sección once. Aviso. El Alcalde dará aviso de la elección de acuerdo con las disposiciones de las Secciones 4.004, 83.001, 85.004 y 85.007 del Código Electoral, así como de las demás leyes correspondientes. Todas las órdenes y los escritos necesarios se emitirán a la autoridad correspondiente.

Sección doce. Escrutinio. En conformidad con el Capítulo 1, § 1.03.003 del Código de Ordenanzas de la Ciudad de Leon Valley, se reunirá una asamblea el quinto día después de la fecha de la elección, salvo domingos, o lo antes posible posteriormente, para realizar el escrutinio de las boletas de votación. El Secretario de la Ciudad colocará un aviso escrito con la fecha, el lugar y el asunto de esta asamblea en el City Hall (Alcaldía), en un lugar conveniente y fácilmente accesible para el público. El aviso deberá permanecer colocado por al menos tres (3) días hábiles antes de la hora programada de la asamblea. Se deberá adjuntar una copia de la colocación a las actas de la asamblea y se deberá incorporar al registro para toda intención y propósito.

Sección trece. La elección se celebrará de acuerdo con las ordenanzas de la Ciudad de Leon Valley, la Constitución y las leyes del Estado de Texas y la Ley de Derechos al Voto de 1965, y sus enmiendas, en la medida que puedan ser aplicables.

ORDEN DE ELECCIÓN PARA LA CIUDAD DE LEON VALLEY, TEXAS

Por la presente se ordena la celebración de una elección a realizarse el sábado 2 de mayo de 2026 con el propósito de:

Elegir tres miembros del Consejo Municipal (Posiciones 2, 4 y Alcalde)

La votación anticipada en persona se llevará a cabo en el Centro de Conferencias de la Ciudad de Leon Valley en 6421 Evers Rd., Leon Valley, Texas 78238.

ACEPTADA, ADOPTADA Y APROBADA por el Consejo de la Ciudad de la Ciudad de Leon Valley este día 20 de enero de 2026.

APROBADA

CHRIS RILEY
ALCALDE

Atestigua:

SAUNDRA PASSAILAGUE, TRMC
Secretaria de la Ciudad

Aprobada en cuanto a su forma:

ARTURO D. "ART" RODRIGUEZ
Abogado de la Ciudad



Ordering a General Election, and Appointing the Bexar County Elections Administrator as the Election Administrator

City Council Meeting
Saundra Passailaigue, TRMC, City Secretary
January 20, 2026

Purpose

Call Election for the Following:

- **General Election to Elect Three City Council Members (Places 2, 4, and Mayor)**

Purpose - Continued

- To designate the Bexar County Elections Administrator, as the Elections Administrator to conduct such election;
- Authorizing the Mayor to Enter Into a Joint Election Agreement with the Bexar County Elections Administrator for the conduct of said elections; and
- To authorize the use of the Leon Valley Conference Center for Early Voting; and for Election Day voting.

Background

- The City has the option to participate in the Bexar County Joint Election to increase convenience to citizens and reduce expenses.
 - Bexar County conducts both Early Voting and Election Day Activities
 - Bexar County provides election staff, equipment and supplies
 - Participating entities are charged on a pro-rata basis
 - If election is cancelled, the City drops out and owes nothing to Bexar County

Background (cont'd)

- Early Voting and Election Day
 - Qualified Voters are encouraged to vote at any designated Bexar County Polling location.
 - Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas and a list of other poll sites within the County will be available on the City's website.
 - April 20, 2026, through April 28, 2026
- Election Day Voting will also be conducted at Leon Valley Conference Center.
 - Saturday, May 02, 2026
 - 7:00 a.m. to 7:00 p.m.

Background (cont'd)

- General Voting Information
 - Publication
 - *San Antonio Express News*
 - ENews
 - The Echo
 - Lion's Roar
 - City's Website and other Social Media
- Voting Opportunities.
 - Ballot by Mail
 - Curbside Voting
 - Please call 210-335-0362 to request curbside voting by appointment or arrival
 - Early Voting
 - Election Day

Fiscal Impact

- The City will see a cost savings by participating in this Joint Election.

Goals & Objectives

- F. Transparency:
 - 1. **Enhance Public Communication** – provide clear, timely, and accessible information through multiple platforms, including City meetings, websites, social media, and newsletters.
- H. Citizen Involvement:
 - 2. **Increase Accessibility to Government Processes** – Utilize digital platforms, live-streamed meetings, and interactive online tools to make City governance more accessible to all residents.
 - 4. **Improve Communication & Outreach** – Develop clear, consistent, and multilingual communication strategies to ensure all residents are informed about City initiatives, policies, and opportunities to engage.

OUTSTANDING CITY COUNCIL ITEMS

- **Four-way stop at Forest Meadow and Evers.**
 - To be evaluated upon the development of the Evers property.
 - Will be discussed on 7/13/2024 council retreat
 - Waiting until after the development or until it is added by the city council.
- **Discussion on large capital projects – Possible Bond**
 - Public Works Building
 - ADA requirements
 - Crystal Hills Park
 - Pool
 - Dog Park
 - Library Annex
 - Will be discussed at the council retreat on 7/13/2024
 - This item was briefly discussed and will be brought back to the city council. September 17, 2024, council meeting.
 - Add to the town hall meeting for 2024 discussion
 - It was discussed, but did not go anywhere
 - Will be bringing this back for the 2025 for discussion
 - Added to the 2026 THM
- **Ordinance on Amending the PDD**
 - Scheduled to go to the zoning commission meeting on 4/23/2024
 - The zoning commission tabled the item. Will revisit 5/28/2024
 - Zoning commission revisited on 6/5/2024
 - The Zoning Commission will revisit in September
 - New Planning Zoning Director is working with the City Attorney.
 - Will bring back for discussion on 8/19/25- moved by Mayor
 - Scheduled Discussion 9/2/2025
 - City Manager's draft presented on 10/21/25
 - City Council will provide recommendations and give to the City Manager. Expected to come back on 11/18/25, the item was moved to the 12/2/25 meeting by the Mayor
 - 12/2/2025 City Council decided on the criteria
 - 12/16/2025 more discussion on the ord.
- **Planning and Zoning General Rules 11/18**
 - The council decided to add an Ord. on the 12/16 meeting to have the excuse or unexcused be approved by the body.
 - Second read is 1/20/25 for approval
- **Extending El Verde by 2025 to a new year – February**
- **Update on LV development – February**

ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED

- **Comprehensive Master Plan**

- Was addressed at the following Council meetings:
 - 2/2/2021
 - 3/23/2021
 - 06/1/2021
- This item was discussed during the budget process, and ultimately, the Council has decided not to spend the funds on this project at this time.
- This will be discussed during the town hall meeting update with the council on 4/19/2022.
 - The council would like us to use our future land use map.
- Establish neighborhood boundaries
- The council has opted not to update the Master Plan.
- P & Z Director investigating a university conducting the plan.
- Boundaries of the neighborhood
- This has been placed in the FY 2025 budget.
 - The Council has decided to move the \$250,000 to the city's emergency fund.
 - Item was moved back in after there were savings in other areas.
 - Rollover to FY 2026

- **AV equipment for the Conference Center - Budget Adjustment from ARP Funds**
 - Council meeting 2/1/22 first read.
 - Item amended to get the direction of the scope of work.
 - Will bring the item back after the BID process.
 - Discuss alternatives 5/3/2022.
 - This item could not be purchased out of ARP funds.
- **Flooding**
 - Was addressed at the following Council Meetings.
 - 08/03/2021 – Flood damage prevention Ord. # 21-034.
 - 11/2/2021 – To discuss flood mitigation strategies.
 - 12/07/2021 – Short-Term options to address flooding.
 - Budget Adjustment – For funding floodway monitoring and software upgrades.
 - Upcoming Council presentation 1/18/2022.
 - Budget Adjustment – for creek cleanup.
 - Staff is proposing \$150,000 in ARP funds. Upcoming Council meeting TBD.
 - Segment one of Huebner Creek will be presented to the Council on 4/19/2022.
 - Council decided to look at the 50' wide, protected little league, the study will be brought back to the Council before we agree to do it.
 - Budget adjustment for creek cleanup.
 - 6/7/2022
 - Budget adjustment for flood gates and notification system.

- 6/7/2022 postponed
- Huebner Creek Channel Improvement presentation 9/20/2022.
 - Council direction to bring back budget adjustment on \$633,000.
 - First Read 10/3/2022.
 - Second Read 10/18/2022.
 - 11/21/2023 – PW Director will provide an update and receive direction – Council decided to have a field trip to look at the creek layout TBD.
 - The Council decided to conduct a field trip in the Natural Area
 - 12/6/2023, the Council walked the steaked-out creek realignment
 - 1/16/2023 – The Council will revisit the project.
 - 2/24/2023- the Council will have a workshop to discuss with the engineer.
 - The council directed the engineer to look at a plan that leaves the creek alignment alone, a new tree survey, and build a retaining wall for erosion.
 - 8/6/2024 – budget adjustment will be presented to the council in the amount of \$168,000
 - Second Read on the Budget Adjustment is scheduled for 8/20/2024.
 - After council approval, the following is the timeline:
 - Preliminary Design – 1.5 months (45 days) from NTP
 - Final Design – 3-4 months (90-120 days)
 - Environmental – TBD – 3-6 months and will be concurrent with design
 - Bidding and Construction – TBD based on funding – Not Authorized at this time
 - Approved
 - Channel bank options 11/19
 - Council decided to proceed with Rip Rap option and have staff proceed with SAWS addressing the exposed recycled water line.
 - The Mayor requested that an item be added to have the engineers mark the trees that would be removed with the projects this item is on 1/17/2024 council meeting to be added for approval
 - City Council did not approve the expending of these funds and also had no objection to continuing the project
 - Mayor, City Manager, Mayor Pro Tem and Engineer met with SAWS on 1/30/2025. To see what they would be willing to assist with. The City Manager asked if they would be willing to participate in an alternative that they engineered.
 - On 3/18/25, the city council was asked to choose between the original option, rip rap option, retaining wall option, or erosion. The City council voted to pause the project.
 - Joint meeting with LVHS on 10/18/25
 - A workshop will be given in November by the engineer
 - 11/18 council will discuss changing the date.

- Council decided to have engineer evaluate the drop wall and the purchase of property.
- **Silo design per request of the adjacent property owner**
 - 5/2/2023 – Moved by CM due to the number of items on the agenda.
 - 5/16/2023 – Scheduled
 - Council Requested outreach to local universities.
 - Melinda is working on quotes.
 - Council removed from FY 26 budget.
- **Stray Animal Ordinance**
 - Currently being reviewed by the City Attorney – we cannot require private industry to take in and adopt our stray animals.
 - Looking at a possible interlocal agreement.
 - Staff has met with the county for a long-term solution.
 - On discussion for the retreat- the council had no revisions to the current policy. 7/1/25

Completed