



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, October 21, 2025 at 6:30 PM

**AGENDA**

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

**Citizens May E-Mail Public Comments To [citizenstobeheard@leonvalleytexas.gov](mailto:citizenstobeheard@leonvalleytexas.gov). All Other Citizen Participation May Be Provided In-Person at City Council Chambers.**

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- 1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance**
- 2. Citizens to be Heard** - Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or acting on items not listed on this agenda.
- 3. Presentations**
  1. A Presentation of Proclamation to the Najera Family in Recognition of Ramon Najera, Honoring his Legacy of Military Service and Celebrating his Sacrifice - Mayor Chris Riley
  2. Presentation on the County's Venue Tax Election - Jim Lefko, Director of Communications, County Judge Peter Sakai's Office
  3. Presentation and Introduction of Recently Promoted and Hired Police Officers - D. Gonzalez, Police Chief
  4. Presentation, Discussion, and Possible Action of a Request to Relocate the Evers Rd Speed Indicator Sign - M. Moritz, Public Works Director
  5. Presentation and Discussion of the Monthly Financial Report Ending September 30, 2025 - C. Goering, Finance Director
- 4. Announcements by the Mayor and Council Members.** At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations

or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.

## 5. City Manager's Report

### 1. Upcoming Important Events

- **Saturday, October 25, 2025 – Coffee with the Mayor & City Council**  
9:00 AM–11:30 PM · Leon Valley Conference Center
- **Saturday, October 25, 2025 – Halloween Party**  
11:30 AM–12:30 PM · Leon Valley Public Library
- **Saturday, October 25, 2025 - Arbor Day, Tree Give Away**  
9:00 AM–12:00 PM · Leon Valley Public Library
- **Tuesday, November 4, 2025 – Regular City Council Meeting**  
6:30 PM · City Council Chambers
- **Tuesday, November 11, 2025 – City Offices & Municipal Court Closed**  
Veterans Day (City Hall reopens Wednesday, November 12, 2025)
- **Tuesday, November 25, 2025 – Big Rig Petting Zoo**  
9:00–11:30 AM · Raymond Rimkus Park
- **Thursday–Friday, November 27–28, 2025 – City Offices & Municipal Court Closed**  
Thanksgiving Holiday (City Hall reopens Monday, December 01, 2025)
- **Saturday, December 6, 2025 – Breakfast with Santa**  
9:00–11:30 AM · Leon Valley Public Library
- **Wednesday, December 24, 2025 – Thursday, January 1, 2026 – City Offices & Municipal Court Closed**  
Christmas, Winter Break & New Year's Day (City Hall reopens Friday, January 2, 2026)
- **Miscellaneous other events and announcements**

2. Presentation, Discussion and Possible Action Adding Topics for the January 24, 2026, Annual Town Hall Meeting - Dr. Caldera, City Manager

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

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

- a. 09-16-2025 Regular City Council Meeting Minutes
- b. 09-20-2025 Special City Council Meeting Minutes

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

- a. 08-13-2025 Earthwise Living Committee Meeting Minutes
- b. 08-14-2025 Library Advisory Board Meeting Minutes
- c. 08-14-2025 Park Commission Meeting Minutes

- [3.](#) Discussion and Possible Action of a Resolution Designating the Echo and the San Antonio Express-News as the City of Leon Valley's Official Newspapers for Posting of Public and Legal Notices - S. Passailaigue, City Secretary
- [4.](#) Discussion and Possible Action of the Quarterly Investment Report for the Quarter Ended September 30, 2025 - C. Goering, Finance Director
- [5.](#) Presentation, Discussion and Possible Action on the Annual Review; and Adoption of a Resolution Approving the Investment Policy for the City of Leon Valley with No Changes - C. Goering, Finance Director
- [6.](#) Presentation, Discussion, and Possible Approval of a Resolution Awarding the Lowest Qualified Bid in the Amount of \$253,812.00, with \$38,072.00 for Contingency (15%), and Authorizing the City Manager to Enter into a Contract with Sovrex, LLC for the CDBG Cammie Way Sewer Main Replacement Project - D. Dimaline, Assistant Public Works Director
- [7.](#) Discussion and Possible Action on a Resolution Appointing a Member to the Economic and Community Development Advisory Committee - S. Passailaigue, City Secretary
- [8.](#) Discussion and Possible Action of a Petition for Final Acceptance of Public Improvements at Poss Landing Subdivision, Located at 7213 Huebner Road - M. Gallardo, Planning and Zoning Director
- [9.](#) Presentation, Discussion, and Possible Action of a Petition for Final Acceptance of Public Improvements at the Trilogy at Huebner Creek PDD Subdivision, Located in the 6300 Block of Evers Road - M. Gallardo, Planning and Zoning Director
- [10.](#) Presentation, Discussion, and Possible Approval of a Resolution Authorizing the Filing of an Application with the Alamo Area Council of Governments (AACOG) for the Fiscal Year 2026-27 Regional Solid Waste Grants Program - D. Dimaline, Assistant Public Works Director
- [11.](#) Presentation, Discussion and Possible Action Approving a Resolution Adopting the 2025 City of Leon Valley Strategic Plan by Updating its Goals and Objectives for the Future - Dr. C. Caldera, City Manager

## **7. Regular Agenda**

- [1.](#) Presentation, Discussion, and Public Hearing to Consider Approval of an an Ordinance Closing Robin Road for Public Purposes (1st Read as Required by City Charter) - M. Moritz, Public Works Director
- [2.](#) Presentation, Discussion to Consider an Ordinance Amending Chapter 15, "Zoning," Section 15.02.327, "PD", Planned Development District (1st Read as Required by City Charter) - Dr. C. Caldera, City Manager

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  3. Presentation and Discussion on an Ordinance Authorizing a Budget Adjustment from the Enterprise Fund Reserve in the Amount of \$910,894 for the El Verde Road Water and Drainage Improvements Project, and Awarding the Lowest Qualified Bid in the Amount of \$724,718.83 with \$108,708 for Contingency (15%), and Authorizing the City Manager to Enter into a Contract with D&D Construction, Inc. for the El Verde Road Water and Drainage Improvements Project (1st Reading as Required by City Charter) - D. Dimaline, Assistant Public Works Director
  4. Discussion and Possible Action on Submitting a Vote for the Texas Municipal League Region 7 Director – Mayor Chris Riley
  5. Presentation, Discussion, and Possible Action to Award a Three Year Contract to Armstrong, Vaughan & Associates P.C. for the External Audit Services - C. Goering, Finance Director
- 8. The City Council Shall Meet in Executive Session to Discuss the Following:**
  1. Pursuant to Texas Local Government Code Section 551.072: Deliberations about Real Property to discuss the purchase of 6908 Poss Rd, Leon Valley Texas, 78238
- 9. Reconvene into Regular Session**
- 10. Possible Action on Issues Discussed in Executive Session If Necessary**
- 11. Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley’s Code of Ordinances, at a Meeting of City Council, a Member of City Council May Place an Item on an Agenda by Making a Motion to Place the Item on a Future Agenda and Receiving a Second. No Discussion Shall Occur at the Meeting Regarding the Placement of the Item on a Future Agenda.**
- 12. Adjournment**

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

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

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

**Certification of Posting** - I hereby certify that the above **Notice of Public Meeting(s) and Agenda of the Leon Valley City Council** was posted at Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, and remained



posted until the conclusion of the meeting(s). This notice is also available on the City's website at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov).

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

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



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





## **PROCLAMATION HONORING RAMON NAJERA MILITARY LEGACY AND CELEBRATING HIS LIFE**

**WHEREAS**, Ramon Najera, Jr., born on December 9, 1941, in San Antonio, Texas, honorably served his nation in the United States Air Force for 21 years, retiring with the distinguished rank of Master Sergeant; and

**WHEREAS**, during his decades of service, Master Sergeant Najera faithfully carried out assignments around the world—including South Korea, Germany, Spain, Ascension Island, Saudi Arabia, and Egypt—earning the respect of his peers, the admiration of his community, and the gratitude of a nation; and

**WHEREAS**, Master Sergeant Najera's exemplary military career was recognized with numerous awards and commendations, including the Air Force Good Conduct Medal with four bronze oak leaf clusters, the National Defense Service Medal and Ribbon, the Air and Space Outstanding Unit Award with one bronze oak leaf cluster, the Air Force Longevity Service Award with four bronze oak leaf clusters, the NCO Graduate Ribbon, the Small Arms Expert Marksman Ribbon, and the Army Good Conduct Medal and Ribbon; and

**WHEREAS**, beyond his military service, Ramon Najera was a dedicated husband, father, grandfather, great-grandfather, and cherished member of the Leon Valley and San Antonio communities, admired for his love of music, art, gardening, and his friendly and generous spirit; and

**WHEREAS**, on February 24, 2023, Master Sergeant Najera tragically lost his life in a senseless dog attack, his final act being one of bravery and devotion as he shielded his beloved wife, Janie, from harm; and

**WHEREAS**, the community, his family, and leaders across Texas have since honored his memory, including a posthumous military tribute presented by Congressman Joaquin Castro in May 2025, ensuring his sacrifice, service, and legacy will never be forgotten; and

**WHEREAS**, it is fitting that we, as a community, pause to recognize and honor Master Sergeant (Ret.) Ramon Najera, Jr., for his lifelong dedication to family, service to country, and his enduring impact on the lives of those around him.

**NOW, THEREFORE, BE IT RESOLVED**, that I, Mayor Chris Riley Mayor of the City of Leon Valley, do hereby proclaim October 21, 2025 as

### **“Master Sergeant Ramon Najera, Jr. Day”**

in the City of Leon Valley and encourage all residents to honor his life, reflect on his service, and join in extending our deepest gratitude to his family for sharing his light, courage, and devotion with us all.

*Signed by my hand on this the 21st day of October, 2025.*

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*Mayor Chris Riley*

# Consider Request to Relocate Speed Radar Sign on Evers Rd

Melinda Moritz  
Public Works Director  
City Council Meeting  
October 21, 2025

# Purpose

- To consider a request to relocate the existing speed radar sign located on the southbound lane of Evers Rd. near Adair Dr.



# Background

- Sign is solar powered speed radar sign that notifies drivers of their current speed and flashes if the driver is exceeding 30 m.p.h.
  - The sign collects data on traffic counts and speed data
- Staff explored options for relocation, and found the sign could be moved approximately 200' north of its current location (further down the hill)

# Background

- The proposed location will not interfere with any existing signage
- No trees will interfere with charging for the sign's solar panel





# Fiscal Impact

## Project Costs

- : Sign Post – 12' galvanized 2 3/8" OD  
\$41.50
- Concrete - Quikrete Portland Cement  
\$15.00
- Labor – 2 hours  
\$286.01
- TOTAL: \$342.51

# Recommendation

- At the City Council's discretion

# City of Leon Valley September 2025 Financial Report

Carol Goering

Finance Director  
City Council Meeting

October 21, 2025

# City of Leon Valley Monthly Financial Sept 2025

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## General Fund

Target Percentage 100%

REVENUE	FY 2025 BUDGET	FY 2025 Y-T-D ACTUAL		FY 2024 Y-T-D ACTUAL	
Ad Valorem	\$ 5,761,580	\$ 5,624,828	97.6%	\$ 5,432,273	99.3%
Sales Taxes	3,752,505	3,134,355	83.5%	3,800,064	100.3%
Franchise Taxes	998,900	782,113	78.3%	938,740	93.7%
Licenses, Permits, Fees & Fines	1,590,635	2,038,589	128.2%	1,474,895	119.2%
Interest Income	430,313	437,594	101.7%	481,379	139.0%
Miscellaneous Revenue	1,789,396	1,484,411	83.0%	540,925	49.0%
Transfers In	2,318,930	1,989,827	85.8%	1,996,733	93.6%
<b>Total Revenue</b>	<b>\$ 16,642,259</b>	<b>\$ 15,491,717</b>	<b>93.1%</b>	<b>\$ 14,665,008</b>	<b>93.3%</b>

## EXPENDITURES

Municipal Court	\$ 427,642	\$ 423,477	99.0%	\$ 389,991	91.5%
Finance	498,204	422,130	84.7%	448,478	96.3%
Council & Manager	1,051,606	916,170	87.1%	1,030,232	86.3%
Information Technology	448,774	420,865	93.8%	315,820	100.0%
Police	3,834,110	3,258,148	85.0%	3,147,040	88.8%
Impound Lot	158,818	157,604	99.2%	182,577	90.6%
Fire	4,293,553	3,911,630	91.1%	3,495,591	89.6%
Public Works	2,693,644	2,303,451	85.5%	2,250,825	81.2%
Planning and Zoning	1,060,463	526,977	49.7%	528,788	81.4%
Economic Development	664,359	351,141	52.9%	289,313	56.2%
Special Events	175,097	164,868	94.2%	143,306	97.4%
Parks & Recreation	2,689,639	675,063	25.1%	558,594	17.71%
Library	555,067	506,568	91.3%	481,803	81.6%
Transfers Out	-	-	0.0%	-	0.0%
<b>Total Expenditures</b>	<b>\$ 18,550,976</b>	<b>\$ 14,038,091</b>	<b>75.7%</b>	<b>\$ 13,262,359</b>	<b>74.2%</b>

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

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General Fund

<b>MISC REVENUE BREAKDOWN:</b>	<b>2025 BUDGET</b>	<b>YTD ACTUALS</b>	
Miscellaneous	\$ 317,328	\$ 264,850	83.5%
Sales of Surplus Property	10,000	1,187,761	233.2%
ASPP Grant	20,000	-	0.0%
Hike and Bike Grant	1,260,312	-	0.0%
DEA Reimbursement	50,000	-	0.0%
Insurance Proceeds	50,000	25,970	51.9%
Library Grant	6,756	668	9.9%
Fire Grant	50,000	5,161	10.3%
PD Grants	25,000	-	0.0%
<b>Total Miscellaneous</b>	<b>\$ 1,789,396</b>	<b>\$ 1,484,411</b>	<b>83.0%</b>

# City of Leon Valley

## Monthly Financial

### Sept 2025

#### Water/Sewer/Storm Water Fund

Target Percentage 100%

REVENUE	FY 2025 BUDGET	FY 2025 Y-T-D ACTUAL		FY 2024 Y-T-D ACTUAL	
Water Sales	\$ 2,113,000	\$ 2,040,140	96.6%	\$ 2,001,643	95.2%
Sewer Sales	2,508,000	2,536,595	101.1%	2,650,915	105.3%
Storm Water	560,000	510,500	91.2%	535,771	92.3%
Connection & Platting	2,250	4,350	193.3%	2,450	700.0%
Customer Fees	69,600	72,275	103.8%	69,539	100.9%
Tapping Fees	10,000	19,443	194.4%	30,642	306.4%
Interest Income	171,666	189,763	110.5%	207,415	414.8%
Miscellaneous Revenue	1,300,500	249,154	19.2%	435,301	62.3%
<b>Total Revenue</b>	<b>\$ 6,735,016</b>	<b>\$ 5,622,219</b>	<b>83.5%</b>	<b>\$ 5,933,675</b>	<b>111.5%</b>

#### EXPENDITURES

Water System *	3,366,607	2,619,973	77.8%	828,557	29.9%
Sewer System	3,213,283	2,132,381	66.4%	1,896,997	56.3%
Storm Water	845,605	126,758	15.0%	211,993	15.8%
Other Sources/Uses	1,361,401	1,253,538	92.1%	1,063,784	67.0%
<b>Total Expenditures</b>	<b>\$ 8,786,896</b>	<b>\$ 6,132,650</b>	<b>69.8%</b>	<b>\$ 4,001,331</b>	<b>44.1%</b>

\* 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  
Sept 2025**

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Water/Sewer/Storm Water Fund

MISC REVENUE BREAKDOWN:	2025 BUDGET		YTD ACTUALS	
Miscellaneous	\$	500	\$ 249,154	49830.8%
Grant - Bexar County		1,300,000	-	0.0%
<b>Total Miscellaneous</b>	<b>\$</b>	<b>1,300,500</b>	<b>\$ 249,154</b>	<b>19.2%</b>

# City of Leon Valley Monthly Financial Sept 2025

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## Community Center Fund

Target Percentage 100%

REVENUE	FY 2025 BUDGET	FY 2025 Y-T-D ACTUAL		FY 2024 Y-T-D ACTUAL	
Hotel/Motel Taxes	\$ 80,000	42,191	99.0%	84,144	100.2%
Short Term - Rentals	-	37,041		-	
<b>RENTAL FEES</b>					
Community Center	48,650	52,155	107.2%	35,903	75.0%
Conference Center	17,767	23,496	132.2%	24,551	150.1%
Interest Income	14,943	11,041	73.9%	12,667	175.9%
Transfers in	-	-	0.0%	-	0.0%
<b>Total Revenue</b>	<b>\$ 161,360</b>	<b>\$ 165,924</b>	<b>102.8%</b>	<b>\$ 157,264</b>	<b>83.6%</b>

EXPENDITURES					
Personnel	\$ 93,285	\$ 92,180	98.8%	\$ 88,849	99.5%
Supplies	11,725	815	7.0%	5,307	66.3%
Contractual	50,101	36,671	73.2%	40,789	68.7%
Capital Outlay	12,000	10,116	84.3%	59,657	99.4%
<b>Total Expenditures</b>	<b>\$ 167,111</b>	<b>\$ 139,783</b>	<b>83.6%</b>	<b>\$ 194,601</b>	<b>85.1%</b>

# City of Leon Valley

## Monthly Financial

### Sept 2025

#### Economic/Community Development

Target Percentage 100%

REVENUE	FY 2025 Budget	FY 2025 Y-T-D ACTUAL		FY 2024 Y-T-D Actual	
Sales Tax Revenues	\$ 411,086	\$ 345,269	84.0%	\$ 415,379	101.6%
Interest Income	20,313	21,041	103.6%	24,139	219.5%
<b>Total Revenues</b>	<b>\$ 431,399</b>	<b>\$ 366,310</b>	<b>84.9%</b>	<b>\$ 439,518</b>	<b>61.1%</b>

#### EXPENDITURES

Personnel	\$ 182,781	\$ 158,864	86.9%	\$ 148,338	86.2%
Supplies	13,475	13,840	102.7%	10,946	95.4%
Contractual	236,768	92,350	39.0%	130,030	40.1%
Capital Outlay	231,335	86,087	37.2%	-	0.0%
<b>Total Expenditures</b>	<b>\$ 664,359</b>	<b>\$ 351,141</b>	<b>52.9%</b>	<b>\$ 289,313</b>	<b>56.2%</b>

# City of Leon Valley

## Monthly Financial

### Sept 2025

#### Impound Lot

Target Percentage 100%

REVENUE	FY 2025 Budget	FY 2025 Y-T-D ACTUAL		FY 2024 Y-T-D Actual	
Impound Lot Fees	\$ 118,700	\$ 139,781	117.8%	\$ 101,079	101.1%
Auctions	106,000	90,678	85.5%	102,713	158.0%
<b>Total Revenues</b>	<b>\$ 224,700</b>	<b>\$ 230,459</b>	<b>102.6%</b>	<b>\$ 203,792</b>	<b>123.5%</b>

#### EXPENDITURES

Personnel	\$ 127,548	\$ 127,821	100.2%	\$ 119,575	97.6%
Supplies	3,300	1,077	32.6%	1,677	88.3%
Contractual	10,072	10,808	107.3%	12,119	121.2%
Capital	17,898.00	17,898	100.0%	49,205	73.3%
<b>Total Expenditures</b>	<b>\$ 158,818</b>	<b>\$ 157,604</b>	<b>99.2%</b>	<b>\$ 182,577</b>	<b>90.6%</b>

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

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**Red Light Cameras (RLC)**

Target Percentage 100%

REVENUE	FY 2025 Budget	FY 2025 Y-T-D ACTUAL		FY 2024 Y-T-D Actual	
Red Light Camera Fines	\$ 2,080,051	\$ 1,829,440	88.0%	\$ 2,116,767	111.7%
Late Fees/Court Costs	200,000	147,734	73.9%	187,588	93.8%
Interest Income	37,740	30,072	79.7%	42,329	169.3%
Miscellaneous Revenue	-	70	0.0%	(1,436)	0.0%
Transfers in	-	-	0.0%	-	0.0%
<b>Total Revenues</b>	<b>\$ 2,317,791</b>	<b>\$ 2,007,315</b>	<b>86.6%</b>	<b>\$ 2,345,249</b>	<b>110.6%</b>

**EXPENDITURES**

**(337,934)**

***Red Light Cameras (Tier 1)***

Personnel (6 employees)	\$ 664,154	\$ 633,035	95.3%	\$ 595,027	92.7%
Supplies	8,550	3,089	36.1%	1,781	56.6%
Contractual	907,820	786,346	86.6%	847,154	95.5%
Transfers	370,264	370,264	100.0%	342,558	100%
<b>Total Tier One</b>	<b>\$ 1,950,788</b>	<b>\$ 1,792,734</b>	<b>91.9%</b>	<b>\$ 1,786,520</b>	<b>95.3%</b>

***Traffic Safety (Tier 2)***

Personnel (2 employees)	\$ 217,831	\$ 167,956	77.1%	\$ 192,964	64.7%
Supplies	37,725	33,515	88.8%	7,417	75.7%
Contractual	78,983	47,787	60.5%	57,046	105.7%
Capital Outlay	244,465	235,099	96.2%	433,625	73.2%
<b>Total Tier Two</b>	<b>\$ 579,004</b>	<b>\$ 484,358</b>	<b>83.7%</b>	<b>\$ 691,053</b>	<b>72.4%</b>

UNAUDITED

RLC Fines Revenue	1,829,440	
RLC Expenditures (Personnel, Supplies, Contractual)	(1,422,470)	
RLC Share Personnel YTD	(370,264)	
	<u>36,706</u>	Of this 50% goes to the city the other 50% goes to the state
City 50% Revenue (Loss)	18,353	
Late Fees Revenue (City keeps 100%)	147,734	
Interest Income Revenue (City keeps 100%)	<u>30,141</u>	
	196,228	City Revenue Portion
Traffic Safety Expenditures	<u>(484,358)</u>	
	(288,130)	Total Net Fund Revenue (Loss)

# City of Leon Valley

## Monthly Financial

### Sept 2025

#### RED LIGHT TICKETS ISSUED VS PAID

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

FY 24	ISSUED	PAID
Q4 10/01 - 12/31	19,421	8,474
Q1 01/01 - 03/31	19,945	4,072
Q2 04/01 - 06/30	20,054	8,462
Q3 07/01 - 09/30	21,177	8,500
	80,597	29,508
Variance	(26,638)	(10,602)



# City of Leon Valley Fund Balances

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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	-	-	-	-
<b>Assigned:</b>					
Economic Development	925,274	-	-	-	-
Tree Mitigation	391,475	-	-	-	-
<b>Restricted:</b>					
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

# City of Leon Valley September 2025 Financial Report

Carol Goering

Finance Director  
City Council Meeting

October 21, 2025



**CITY OF LEON VALLEY  
REGULAR CITY COUNCIL MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, September 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 [citizenstobeheard@leonvalleytexas.gov](mailto:citizenstobeheard@leonvalleytexas.gov). All Other Citizen Participation May Be Provided In-Person at City Council Chambers.**

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

**PRESENT**

Mayor Chris Riley  
Council Place 1 Danielle Bolton  
Mayor Pro-Tem, Council Place 2 Betty Heyl  
Council Place 3 Philip Campos  
Council Place 4 Rey Orozco  
Council Place 5 Beth Mursch

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

Mayor Riley introduced American Heritage Girls Troop 1988, led by Troop Leader Amy Hoffmann. Members present were Olivia Hoffmann, Caroline Stafford, Evelyn Stafford, Lily Garcia, Gemma Valerio, Alicia Valdez, Melanie Garcia, Aubrey Cruz, Maddie Thomas, Emilia Santos, Paige Thomas, Olivia Thomas, Olivia Morales, Zoe Easterling, Ava Easterling, and Beatriz Valdez.

Mayor Riley also introduced Boy Scout Troop 911, led by Marc Minneci. Members present were Christopher Minneci, William Hatfield, Ryan Pointer, and Theodore Yousef.

Mayor Riley invited both troops to lead the Pledge of Allegiance.

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

Those who spoke at this time were Forest Campbell and Richard Blackmore.

### 3. Regular Agenda

1. **Discussion and Possible Action on an Ordinance Approving a Request for a Specific Use Permit to Allow Construction and Operation of a Telecommunication Antennae/Tower in a B-3 Commercial Zoning District, Located at 6004 Grissom Road; and More Specifically Described as Lot 4, CB 5955, Leon Valley Ranches Subdivision (1st Read was Held on 07-15-2025, Continued Discussion 08-05-25) - M. Moritz, Public Works Director**

Melinda Moritz, Public Works Director, presented this item.

Andy Rotenstick, applicant on behalf of APC Towers TX, gave a brief presentation.

Those who spoke at this time were Christian, Richard Blackmore, Matthew Hodde, Jesse Barrera, Olen Yarnell, Will Bradshaw, Billy Jones, and Erick Matta.

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

Mayor Riley read aloud the caption for both Agenda Items 4.1 and 4.2.

1. **Pursuant to Texas Local Government Code Section 551.071: Consultation with the Attorney Regarding Regular Agenda Item 3.1.**
2. **Pursuant to Texas Local Government Code Section 551.071: Consultation with the Attorney; and Section 551.087 Deliberation Regarding Economic Development Negotiations Regarding an Agreement with Synergy Brothers, LLC**

The City Council went into Executive Session at 6:50 PM

### 5. Reconvene into Regular Session

The City Council reconvened into Open Session at 7:19 PM

### 6. Possible Action on Issues Discussed in Executive Session If Necessary

Mayor Riley announced that the City Council will enter into Executive Session at the end of the meeting to discuss Agenda Item 4.2.

At this time, the City Council addressed Agenda Item 4.1.

Art Rodriguez, City Attorney, stated the requirements for approval of a Specific Use Permit. Mr. Rodriguez also stated that today, the applicant sent him information on stealth panels that encircle the antenna portion and attempt to conceal the tower's antenna from public

view. Mr. Rodriguez concluded by saying that the photos of the stealth panels he received from the applicant would be provided to the city manager for the record.

Andy Rotenstick, applicant on behalf of APC Towers TX, agreed to the placement of stealth panels to improve the aesthetics of the tower.

A motion was made by Council Place 5, Mursch, to approve the request for the Specific Use Permit (SUP) as requested, with the stipulation that the stealth panels be added onto the tower. The motion was seconded by Council Place 4, Orozco.

Mayor Chris Riley asked Dr. Crystal Caldera, City Manager, to take a roll call vote.

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

Voting Nay: Council Place 1 Bolton

Mayor Riley announced the motion passed (4 to 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:**

- **Regular City Council Meeting, Tuesday, October 21, 2025, at 6:30 PM, in City Council Chambers.**
- **Brush and Bulk pick up. Place items at the curb September 08-14, 2025, and collection will begin on September 15, 2025.**
- **Audie L. Murphy Memorial Parkway Clean-Up Community Service Day, Saturday, September 20, 2025, at 8:00 AM, at 6425 Evers Road.**
- **Northwest Seniors Trash & Treasure Sale, September 27, 2025, from 9:00 AM to 2:00 PM, at 6427 Evers Road.**
- **National Night Out, October 7, 2025, beginning at 6:00 PM**
- **Big Rig Petting Zoo, Tuesday, November 25, 2025, at 9:00 AM, at Raymond Rimkus Park.**
- **Miscellaneous other events and announcements.**

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

She also provided the following updates:

- Welcome to Michael Gallardo, Planning and Zoning Director, who began working on Monday, September 15<sup>th</sup>.
- Melinda Moritz, Public Works Director, has officially submitted her letter of resignation effective January 16, 2026;
- Provided a follow-up on the successful resolution of an August abduction involving a 14-year-old; officers received commendations for their actions, with special recognition to Corporal Griego for his instrumental role.
- Provided a follow-up from the last meeting regarding a swift water rescue by the LVFD, with recognition also extended to LVPD Corporal Jose Espinosa, Juan Rivera, and Briana Gonzalez, who assisted by holding the ladder for LVFD personnel.

**2. Discussion and Possible Action Adding Topics to the October 25, 2025, Coffee with the Mayor & City Council Meeting - Dr. C. Caldera, City Manager**

Dr. Crystal Caldera, City Manager, requested that any topics for the October Coffee with the Mayor and City Council be submitted to the Mayor or to her by October 1.

**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. 09-02-2025 Regular City Council Meeting Minutes**
- 2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:**
  - a. 07-22-2025 Planning Zoning Commission Meeting Minutes**
- 4. Discussion and Possible Action of a Resolution Removing Joshua Stevens from the Citizens Police Advisory Committee; and Appointing Donnie Britt to the Citizens Police Advisory Committee and to the Planning & Zoning Commission - Mayor Chris Riley**

Mayor Riley requested that Agenda Item 9.3 be pulled for discussion.

A motion was made by Council Place 4, Orozco, to approve the Consent Agenda Items 9.1, 9.2, and 9.4 as presented. The motion was seconded by Council Place 3, Campos.

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

The motion passed unanimously.



### **3. Presentation and Discussion of the Monthly Financial Report Ending August 31, 2025 - C. Goering, Finance Director**

Dr. Crystal Caldera, City Manager, presented the item and answered questions from the City Council.

A motion was made by Council Place 4, Orozco, to approve Consent Agenda Item 9.3. The motion was seconded by Council Place 3, Campos.

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

The motion passed unanimously.

## **10. Regular Agenda Continued**

### **1. Discussion and Direction to Staff on Increased Code and Traffic Enforcement - Council Place 4, Orozco and Council Place 3, Campos**

Council Place 3, Philip Campos, stated that he wanted the item back on the agenda to allow those who were unable to hear or speak on the item due to the storm we had at the last meeting to speak on this tonight if they so choose.

Those who spoke at this time were Erick Matta

There was a consensus to move Agenda Item 10.2 to follow Agenda Item 10.8.

### **2. Presentation and Discussion on an Ordinance Amending the Leon Valley Code of Ordinances, Article 14.02 Solid Waste Collection, Eliminating Leon Valley's Ability to Enforce Certain Requirements and Easing Restrictions for Businesses and Residents (1st Read as Required by City Charter) - Council Place 4, Rey Orozco, and Council Place 3, Philip Campos)**

Council Place 4, Rey Orozco, presented this item.

Those who spoke were Olen Yarnell, Pat Martinez, Benny Martinez, and Tina Chasan.

There was consensus to direct staff to amend the ordinance to reflect how the overage service had been handled in the past. The item will be brought back for further consideration.

**Regarding the items below, the City provides the following information in compliance Texas Government Code § 551.043(c): (i) a copy of the City's proposed budget may be located on the City's home page of its website and at ; <https://www.leonvalleytexas.gov/> and (ii) Taxpayer Impact Statement – For the median-valued homestead property a comparison of the current property tax bill in dollars pertaining to the property for the current fiscal year ("FY"), an estimate if the proposed budget is adopted for the upcoming FY, and an estimate of a balanced budget at the no-new-revenue tax rate for the upcoming FY is below:**

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

**3. Conduct a Public Hearing for the City of Leon Valley on the Proposed Budget Fiscal Year 2025-2026 - Dr. C. Caldera, City Manager**

Mayor Riley started the discussion of the Proposed Budget for Fiscal Year 2025-2026.

Dr. Crystal Caldera, City Manager, presented the changes to the Proposed Budget for Fiscal Year 2025-2026 that were suggested at the last meeting by the City Council.

Mayor Riley opened the Public Hearing at 8:45 PM.

Those who spoke were Olen Yarnell, Will Bradshaw, Erick Matta, and Tina Chasan.

Mayor Riley closed the Public Hearing at 9:03 PM.

Mayor Riley asked that the City Council be provided with a comparison list of the suburban cities once this is approved.

**4. Discussion and Possible Action on an Ordinance Approving and Adopting Fiscal Year 2025-2026 Budget and Associated Capital Acquisition Plan (1st Read was Held 06-03-2025) - Dr. C. Caldera, City Manager**

Council Place 3, Campos moved to adopt the ordinance approving the budgets and associated capital acquisition plans for the City of Leon Valley, Texas, for the Fiscal Year 2026. The motion was seconded by Council Place 4, Orozco.

Mayor Chris Riley asked Dr. Crystal Caldera, City Manager, to take a roll call vote.

Voting Yea: Council Place 1 Bolton, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Mursch

Voting Nay: Mayor Pro-Tem, Council Place 2 Heyl

Mayor Riley announced the motion passed (4 to 1).

**5. Discussion and Possible Action of a Resolution Ratifying the Fiscal Year 2026 Budget - C. Goering, Finance Director**

A motion was made by Council Place 3, Campos, I move to adopt the Resolution ratifying the fiscal year 2026 budget that will raise more total property taxes than last year's budget by an amount of \$420,118 or 7.36 percent, and of that amount \$29,747 is tax revenue to be raised from new property added to the tax roll this year. The motion was seconded by Council Place 5, Mursch.

Mayor Chris Riley asked Dr. Crystal Caldera, City Manager, to take a roll call vote.

Voting Yea: Council Place 1 Bolton, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Mursch

Voting Nay: Mayor Pro-Tem, Council Place 2 Heyl

Mayor Riley announced the motion passed.

**6. Conduct a Public Hearing for the City of Leon Valley on the Proposed 2025 Tax Rate - Dr. C. Caldera, City Manager**

Mayor Chris Riley opened the Public Hearing at 9:27 PM

Those who spoke were Erick Matta and Olen Yarnell.

There being no further public comment, Mayor Riley closed the Public Hearing at 9:28 PM

**7. Presentation and Discussion on an Ordinance Approving and Adopting the Tax Year 2025; Tax Rate for the Maintenance and Operations at \$0.497818 and the Interest and Sinking Fund at \$0.047222, for a Total Tax Rate of \$0.545040 (1st Read as Required by City Charter) - Dr. C. Caldera, City Manager**

Mayor Riley read the caption and announced that this item would have a second reading during a Special City Council Meeting this Saturday, September 20, 2025, at 9:00 AM.

**4. The City Council Shall Meet in Executive Session to Discuss the Following: Continued**

Mayor Riley read aloud the caption for both Agenda Item 4.2.

**2. Pursuant to Texas Local Government Code Section 551.071: Consultation with the Attorney; and Section 551.087 Deliberation Regarding Economic Development Negotiations Regarding an Agreement with Synergy Brothers, LLC**

The City Council went into Executive Session at 9:31 PM

**Reconvene into Regular Session**

The City Council reconvened into Open Session at 10:02 PM

**Possible Action on Issues Discussed in Executive Session If Necessary**

No action at this time but moved on to the actual item.

**8. Presentation, Discussion, and Possible Action Authorizing the City Manager to Negotiate and Enter into a Chapter 380 Economic Development Agreement between the City of Leon Valley, Texas, and Synergy Brothers, LLC for Incentives Related to the Redevelopment of the Property Located at 6802 Bandera Road, in an Amount not to exceed \$150,000.00 from the Economic and Community Development Department Project Funding Line Item and Planning and Zoning Department Permitting Fee Waivers - R. Salinas, Executive Director/Director of Economic Development**

Roque Salinas, Executive Director/Director of Economic Development, presented the item.

The developers, Sunni and Isaac, were present to answer questions.

A motion was made by Council Place 3, Campos, to approve as presented. 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, Council Place 5 Mursch

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.**

Mayor Riley asked for a future budget adjustment for Earthwise Living to be added to an upcoming agenda. Dr. Crystal Caldera, City Manager, replied that an item would be added once the committee submits that request. There is no timeline for them to submit.

Council Place 3, Campos requested that Crystal Miranda, Community Relations Director, Earthwise Living Committee Liaison, provide a breakdown of how the committee brings in revenue, how much, and how it is spent at that time.

**12. Adjournment**

Mayor Riley announced that the meeting adjourned at 10:14 PM.

**These minutes were approved by the Leon Valley City Council on the 21st of October, 2025.**

**APPROVED**

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**CHRIS RILEY**  
MAYOR

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

DRAFT



**CITY OF LEON VALLEY  
SPECIAL CITY COUNCIL MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Saturday, September 20, 2025 at 9:00 AM

**MINUTES**

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

**Citizens May E-Mail Public Comments To [citizenstobeheard@leonvalleytexas.gov](mailto:citizenstobeheard@leonvalleytexas.gov). All Other Citizen Participation May Be Provided In-Person at City Council Chambers.**

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

**PRESENT**

Mayor Chris Riley  
Council Place 1 Danielle Bolton  
Mayor Pro-Tem, Council Place 2 Betty Heyl  
Council Place 3 Philip Campos  
Council Place 4 Rey Orozco  
Council Place 5 Beth Mursch

Mayor Chris Riley called the meeting to order at 9:00 AM and announced that a quorum of the City Council was present in Council Chambers.

Mayor Riley asked everyone to join her in the Pledge of Allegiance.

Councilor Rey Orozco called a Point of Personal Privilege, speaking to his colleagues on City Council regarding threats of recall.

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

Those who spoke at this time were Abraham Diaz, Richard Blackmore, and Yvonne Orozco.

Regarding Item 3.1 below, the City provides the following information in compliance Texas Government Code § 551.043(c): (i) a copy of the City's proposed budget may be located on the City's home page of its website and at; <https://www.leonvalleytexas.gov/> and (ii) Taxpayer Impact Statement – For the median-valued homestead property a comparison of the current property tax bill in dollars pertaining to the property for the current fiscal year ("FY"), an estimate if the proposed budget is adopted for the upcoming FY, and an estimate of a balanced budget at the no-new-revenue tax rate for the upcoming FY is below:

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

### 3. Regular Agenda

1. **Discussion and Possible Action on an Ordinance Approving and Adopting the Tax Year 2025; Tax Rate for the Maintenance and Operations at \$0.497818 and the Interest and Sinking Fund at \$0.047222, for a Total Tax Rate of \$0.545040 (1st Read was Held 08-05-2025) - Dr. C. Caldera, City Manager**

Mayor Riley read the caption and Dr. Crystal Caldera, City Manager, gave a brief presentation.

Those who spoke were Abraham Diaz, Benny Martinez, and Tina Chasan.

Mayor Pro Tem, Council Place 2, Heyl moved that the property tax rate be increased by the adoption of a tax rate of \$0.515040, which is effectively a 1.9416% (percentage by which the proposed tax rate exceeds the no new revenue tax rate) percent increase tax rate. Maintenance and Operations and Interest Sinking is allocated as follows: \$0.467818 for Maintenance and Operations; \$0.47222 for Interest and Sinking; \$0.515040 Total Tax Rate.

The motion died for a lack of a second.

Mayor Riley called for a five-minute recess at 9:37 PM

Mayor Riley reconvened the meeting at 9:40 PM

Council Place 1, Bolton, moved that the property tax rate be increased by the adoption of a tax rate of \$0.525040, which is effectively a 3.8092% (percentage by which the proposed tax rate exceeds the no new revenue tax rate) percent increase tax rate. Maintenance and Operations and Interest Sinking is allocated as follows: \$0.477818 for Maintenance and Operations; \$0.047222 for Interest and Sinking; \$0.525040 Total Tax Rate. The motion was seconded by Mayor Pro Tem, Council Place 2, Heyl.

Mayor Chris Riley asked Dr. Crystal Caldera, City Manager, to take a roll call vote.

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

Voting Nay: Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Mursch

Mayor Riley announced the motion failed (2-3).

Council Place 4, Orozco moved that the property tax rate be increased by the adoption of a tax rate of \$0.545040, which is effectively a 7.3389% (percentage by which the proposed tax rate exceeds the no new revenue tax rate) percent increase tax rate. Maintenance and Operations and Interest Sinking is allocated as follows: \$0.497818 for Maintenance and Operations; \$0.047222 for Interest and Sinking; \$0.545040 Total Tax Rate. The motion was seconded by Council Place 5, Mursch.

Mayor Chris Riley asked Dr. Crystal Caldera, City Manager, to take a roll call vote.

Voting Yea: Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Mursch

Voting Nay: Council Place 1 Bolton, Mayor Pro-Tem, Council Place 2 Heyl

Mayor Riley announced the motion passed (3 to 2).

Councilor Rey Orozco called a Point of Personal Privilege and spoke about a comment made by a resident regarding his personal taxes and veterans during the September 16, 2025, City Council meeting.

#### 4. Adjournment

Mayor Riley announced that the meeting adjourned at 9:48 AM.

**These minutes were approved by the Leon Valley City Council on the 21st of October, 2025.**

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR



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

DRAFT

**EARTHWISE LIVING COMMITTEE MEETING MINUTES  
CITY OF LEON VALLEY, TEXAS  
August 13, 2025**

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 13th day of Aug at 5:44 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:

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**REGULAR MEETING OF THE CITY OF LEON VALLEY EARTHWISE LIVING COMMITTEE,  
5:44 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 5:44 pm. Members present were Chair Mursch, Secretary Meffert, Zannaras, Carreon, Castillo, Marcotte, and Campos. New members Vasquez and Perez attended. Also present were Council Liaison Mayor Riley and Staff Liaison Miranda. Absent were members Vice-Chair Burnside, Cobos, and Key.

**2. Review and Consider Approval:  
May 2025 Earthwise Living Committee Meetings minutes**

The meeting minutes from May 14, 2025 were reviewed. A motion to approve, with the additional of the decision not to participate in the St. Luke's Resource Fair, was made by Meffert and second by Campos.

**3. New Committee Members**

Campos will serve as the new Chair. Motion was made Marcotte and Carreon second.

Carreon will serve as the new Vice-Chair. Motion was made by Campos and Castillo seconded.

Meffert will continue to serve as Secretary. Motion was made by Marcotte and second by Campos.

**4. Earthwise Living Day 2026**

General discussions were facilitated regarding evaluations of Earthwise Living Day 2026. Enhancements were made to the registration forms for sponsors, food, and exhibitors. Motion was made by Meffert for submit request to City Council to roll-over the 2025 "Operating Income" to the 2026 Budget, with a second by Castillo. Committee members, with the exception of Mursch who abstained, voted in agreement.

**5. Promotional Materials for Earthwise Living Committee**

General discussions were facilitated for Earthwise Living Day 2026. Foldable bags and up to 150 Insulated bags will be purchased, up to \$1,500, with the Leon Valley logo and EWL logo on one-side.

**6. Announcements and Updates**

October is zero waste month.

Lights-down for Bird Migration is Aug 15 to Nov 30.

Idea for TELA nomination will be deferred to the 2026 submission period.

This committee meeting will move to the larger conference space for meetings.

**6. Adjournment**

The meeting was adjourned without objection at 7:07 pm. The Committee will re-convene on Wednesday, September 10, 2025 at 5:30 pm.

  
Chair

10-8-2025  
Date



**CITY OF LEON VALLEY  
LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD**

Leon Valley Public Library  
6425 Evers Road, Leon Valley, TX 78238  
Thursday, August 14th, 2025 at 5:30 PM

**MINUTES**

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1. CALL TO ORDER at 5:30 pm by Maryanna Christensen, Chair.

In Attendance:

Clare Brown – Member – Excused Absence  
Maryanna Christensen, Chair – Present  
Linda Crews, Vice Chair - Present  
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

a. 06-12-2025 Library Advisory Board Meeting. Motion to accept the minutes by Hillary Huber, Seconded by Ashleigh M. Johnson. Approved unanimously.

4. PRESENTATION & DISCUSSION ON SUMMER READING led by Regina Reed on Summer Reading attendance, Programs, and Friends recommendations.

5. PRESENTATION & DISCUSSION ON THE 2<sup>ND</sup> ANNUAL MINI GOLF IN THE LIBRARY led by Regina Reed and Maryanna Christensen on Mini Golf Attendance and scheduling for next year.
6. LIBRARY DIRECTOR'S REPORT led by Regina Reed
  - a. Statistics led by Regina Reed
  - b. Grants led by Regina Reed
  - c. Outreach by Cindy Alvarez
  - d. Programs by Cindy Alvarez
7. FRIENDS OF THE LIBRARY REPORT presented by Maryanna Christensen on Book Sales and Breakfast with Santa.
8. MEMBER ANNOUNCEMENTS

Ashleigh M. Johnson will present at the Texas Library Association Fall Conference on September 18<sup>th</sup>.
9. ADJOURNMENT

Linda Crews made a motion to adjourn and a second was made by Ashleigh M. Johnson. Meeting adjourned at 6:49 pm.

**These minutes were approved by the Leon Valley Public Library Advisory Board on the 11<sup>th</sup> of September, 2025**

**ATTEST**



**REGINA REED, SECRETARY & STAFF LIAISON**

**APPROVED**



**MARYANNA CHRISTENSEN, CHAIR**



## Leon Valley Park Commission Meeting Minutes

The Park Commission of the City of Leon Valley, Texas met on the 14th day of August 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, Ann Sawyer, Terra Patterson, Jennifer Pecina, and John Hoyt. Absent was Commissioner Joyce Trent. Also present was Staff Liaison Melinda Moritz.

### 2. Review and Consider Approval of the June 12, 2025, Park Commission Meeting Minutes.

Commissioner John Hoyt made a motion to approve the minutes, which was seconded by Commissioner Elaine Valdez. The motion carried unanimously.

### 3. Citizens to be Heard.

There were no citizens to be heard.

### 4. Old Business

#### a. Discussion – Recap of 4<sup>th</sup> of July Event

Staff Liaison Moritz directed the Commissioners to the presentation in their packets and went over the revenue, expenses, and event programs. She noted that although the rain had put a damper on the event, the estimated turnout was between 7,400-9,400 attendees. She stated that staff had convened an after-event evaluation and that several recommendations had come from the meeting including specific protocols on when to cancel due to inclement weather, the success of the revised 5K run route, placing vendors and food trucks on Poss Road instead of in the park, and the need for fencing of Huebner Creek to prevent accidental falls. A general discussion was held.

#### b. Discussion – Repurpose of the Leon Valley Community Pool Facility

Ms. Moritz informed the Commission that the Leon Valley Community pool had been demolished and that no decision had been made by the City Council as to its future use. She stated that several options had been discussed including a community garden with about 50 plots, a dog park, pickleball courts, and just leaving the site bare. Ms. Moritz then stated that the Park Commission could make

another recommendation at a future meeting which would then be forwarded to the City Council for their consideration.

#### **b. Reports – Tree and Swimming Pool Subcommittee**

**Pools** - Ms. Moritz informed the Commissioners that the Forest Oaks pool was now open only on the weekends until the end of September, as schools were back in session and that the plaster on the pool bottom was starting to peel. She noted that after October, the pool was scheduled to be replastered. Commissioner Hoyt asked how many people had visited the facility and Ms. Moritz stated that they had not yet compiled a report as the pool was still open, but that the past attendance indicated approximately 3,000 people had used the pool.

**Trees** – Ms. Moritz informed the Commissioners that past Park Commissioner Tom Benavides was going to facilitate the annual Arbor Day poster contest and that he had been in contact with Leon Valley, Driggers, Oak Hills, and Pat Neff schools and they had indicated their willingness to participate. She noted that the Commissioners would need to evaluate the posters at the next Park Commission meeting and score them. A discussion was held on the venue for the next Park Commission meeting and Ms. Moritz told the Commissioners she would recheck the meeting schedule and let them know.

### **5. New Business**

#### **a. Discussion and Possible Action – Election of Vice-Chair**

Chairman Christensen asked the Commissioners for a nomination to fill the Vice-Chair position and explained the duties of the Vice-Chair. After a general discussion, Commissioner Sawyer nominated Commissioner Valdez for the position and Mrs. Valdez accepted. A motion was made by Commissioner Hoyt to appoint Mrs. Valdez as Vice-Chair, which was seconded by Commissioner Frazier. The motion carried unanimously.

#### **b. Discussion – Forest Oaks Community Pool Grant**

Ms. Moritz directed the Commissioners to the presentation in their packets and explained that the Forest Oaks Community Pool facility was in poor condition and that several rounds of meetings and proposals had been discussed and presented by and to the City Council over the past years for a complete renovation of the facility. She noted that a Concept D had been tentatively approved but not funded. She further explained that funding from grants, bonds, and from the General Fund Reserve had been suggested. She stated that a grant opportunity had recently been discovered from the Texas Department of Parks and Wildlife, and the Council had agreed to let staff apply.

Ms. Moritz stated that the estimated cost for the rehabilitation was \$1.6 million and the grant would pay 50% of the cost, with the city being responsible for the remainder of



the amount. She then explained that the city would not know if the grant was approved until January of 2026. She further explained that after approval, a site visit would be conducted and then agreements had to be created and signed, so that the actual period for construction would be from 2026-2030. She noted that, if the grant was approved, the City Council was considering setting aside \$200,000 each year and not commence construction until the fourth year.

Chairman Christensen noted that grant consideration would not have been possible without the submission and approval of the new Parks Master Plan to the TDPW. A general discussion was held on funding possibilities and needed repairs to the facility.

## **6. Commissioner's and Staff Comments**

Commissioner Sawyer stated that it felt good to be a part of the process in creating the new Park Master Plan and knowing that it actually facilitated the city's ability to apply for and possibly obtain grant funding from the TDPW.

Commissioner Frazier stated that she was happy to see that the park benches were being replaced and/or rehabilitated and that she could now enjoy the playground with her grandchildren.

Commissioner Hoyt asked if the San Antonio River Authority (SARA) had contacted the city to help with the erosion control project on Huebner Creek through the Huebner-Onion Natural Area Park. Ms. Moritz stated that they had not, as there were no construction plans to be considered by SARA. She explained that several alignments had been proposed, but no decision was made and that she would find out if the funding for the project should be carried over to the next fiscal year.

Commissioner Valdez stated that she had attended the Coffee with the Council and was pleased with the manner in which the FY 26 budget had been prepared and with the proposed reductions.

Commissioner Pecina stated that she was excited to see what would be eventually developed at the now vacant Leon Valley Community Pool facility site.

Chairman Christensen thanked the Commissioners for their attendance and stated that one of the previous Mayors (Mayor Marcie Meffort) had once said that people could disagree without being disagreeable and that he was glad that the Park Commission was one of those types of groups. He suggested that items to be considered in future meetings could include solutions for the erosion along Huebner Creek, the next fiscal year budget proposals, and possibly changing the time of the meetings from 6:30 pm to 6:00 pm. He also requested that Staff confirm the location of the next meeting. He then asked for a motion to adjourn the meeting.



## 7. Adjourn.

Commissioner Pecina made a motion to adjourn the meeting, which was seconded by Commissioner Sawyer. The vote was carried unanimously, and the meeting was adjourned at 7:16 p.m.

Roger Christensen  
Roger Christensen, Chairman

10-11-25  
Date

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** October 21, 2025

**TO:** Mayor and Council

**FROM:** Saundra Passailaigue, City Secretary

**THROUGH:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Discussion and Possible Action of a Resolution Designating the Echo and the San Antonio Express-News as the City of Leon Valley's Official Newspapers for Posting of Public and Legal Notices

**SPONSOR(S):** (N/A)

### **PURPOSE**

The purpose of this item is to formally designate the Echo and the San Antonio Express-News as the official newspapers for the City of Leon Valley. The official newspapers are used to publish required notices for the City of Leon Valley for Fiscal Year 2025-2026 pursuant to the Texas Local Government Code, Chapter 52, § 52.004 which reads:

- a) *As soon as practicable after the beginning of each municipal year, the governing body of the municipality shall contract, as determined by ordinance or resolution, with a public newspaper of the municipality to be the municipality's official newspaper until another newspaper is selected.*
- b) *The governing body shall publish in the municipality's official newspaper each ordinance, notice, or other matter required by law or ordinance to be published.*

The City of Leon Valley has designated the Echo and the San Antonio Express-News as the City's Paper of Record.

The City of Leon Valley currently has the Echo and the San Antonio Express-News for publication of ordinances, public hearings, etc.

### **FISCAL IMPACT**

Costs for publications are included in the Fiscal Year 2025-2026 Adopted Budget. Staff will continue to strive to keep their advertising and publication costs within allowed budgetary constraints.

### **RECOMMENDATION**

Staff recommends the approval of the attached resolution designating the continuation of “The Echo”, and “The San Antonio Express- News Newspaper” as the official newspapers of the City of Leon Valley for Fiscal Year 2025-2026, retroactive to October 01, 2025.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**RESOLUTION No. 25-\_\_R**

**A RESOLUTION OF THE CITY OF LEON VALLEY CITY COUNCIL DESIGNATING THE ECHO AND THE SAN ANTONIO EXPRESS NEWS AS THE CITY OF LEON VALLEY'S OFFICIAL NEWSPAPERS FOR POSTING OF PUBLIC AND LEGAL NOTICES.**

---

**WHEREAS**, The City Council of the City of Leon Valley, Texas previously designated the Echo and the San Antonio Express News as the City of Leon Valley newspapers for posting of public and legal notices; and

**WHEREAS**, Both the Echo and the San Antonio Express News cover all of Leon Valley including zip codes 78238, 78240 and 78241 within Leon Valley, Texas;

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

The Echo and the San Antonio Express News are hereby designated as the official newspapers of the City of Leon Valley for posting of public and legal notices for the City as may be required by law for Fiscal Year 2025-2026 retroactive to October 01, 2025.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 21<sup>st</sup> day of October, 2025.

**APPROVED**

---

**CHRIS RILEY**  
MAYOR

Attest: \_\_\_\_\_  
**SAUNDRA PASSAILAGUE, TRMC**  
City Secretary

Approved as to Form: \_\_\_\_\_  
**ARTURO D. "ART" RODRIGUEZ**  
City Attorney

## PRINTING CONTRACT “Official City Newspaper”

**Whereas**, This Contract, made and entered into this 15th day of October, 2024 by and between City of Leon Valley, acting by and through its duly elected and qualified City Council hereinafter called "City", and the Echo, a weekly newspaper published in Helotes, Texas in Bexar County, Texas hereinafter called "CONTRACTOR".

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

1. The CITY hereby designates the CONTRACTOR as the official CITY newspaper for the period beginning October 21, 2025 and ending September 30, 2026 both dates inclusive (Retroactive to October 01, 2025). The parties agree that the CONTRACTOR shall publish in a timely fashion all CITY notices that are required by law to be published.
2. The CITY shall pay to the CONTRACTOR and the CONTRACTOR shall charge the CITY for such printing publication the sum of **\$9.00 per** column inch for the first insertion and **\$7.92 per** column inch for each subsequent publication of the same matter. The CONTRACTOR agrees to print maps as provided by the CITY (in camera ready form) at the same per column inch rate of **\$9.00 per** column inch for the first insertion and **\$7.92 per** column inch for subsequent insertions.
3. It is further understood and agreed that all such printed matter will be set in not less than eight-point type, unless a specific request for another type size accompanies the request for publication with the width of the column to be either the 2" width or 4.167", as used in standard news articles.
4. The CONTRACTOR further agrees to furnish without charge, two (2) affidavits of publication, for each notice within seven (7) days of its final publication with numbered invoices for bookkeeping control, to the City Office requesting publication.
5. The CONTRACTOR agrees to publish promptly at the time designated all such CITY printing furnished to it, at the rates mentioned. Such publication shall be in a regular issue of the ECHO and in every copy thereof and shall be set according to the instructions received from the CITY. Each publication shall conform to good newspaper practices.

6. All notices, which either party gives the other, shall be delivered in writing to the address below or to subsequent addresses, as the parties shall designate in writing. Such notices shall be deemed received on the date on which the notice is personally served or on the third day following the date on which the notice was mailed postage prepaid by certified or registered mail to the appropriate party.

**TO:** CITY OF LEON VALLEY  
ATTN: CITY SECRETARY  
6400 EL VERDE ROAD  
LEON VALLEY, TX 78238

**TO:** THE ECHO  
P.O. BOX 900  
HELOTES, TX 78023

7. If either party breaches any of the provisions herein, the nonbreaching party may terminate this Contract as follows:

1. The nonbreaching party must notify the breaching party in writing of the breach and the steps that need to be taken to remedy the breach.
2. The breaching party shall have twenty (20) days from the date of receiving notice of the breach to remedy the breach.
3. If the breach is not fully remedied within twenty (20) days, the nonbreaching party may terminate the contract immediately by delivering written notice of the termination to the breaching party.
4. This Contract may be modified or amended if the amendment is made in writing and is signed by both parties.
5. If any provision, or any portion thereof, contained in this Contract is held to be unconstitutional, invalid, or unenforceable, said provision(s) thereof, shall be deemed severed and the remainder of this Contract shall not be affected and shall remain in full force and effect. Furthermore, if such an event occurs, the parties agree to negotiate a modification to replace the unacceptable provision(s) as soon as possible.
6. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

7. In the event either party files a lawsuit to enforce the provisions of this Contract, the prevailing party shall be entitled to costs of suit, court costs, and reasonable attorney fees. Any lawsuit pertaining to this Contract shall be filed in the Pacific County Superior Court.
8. This Contract shall be binding upon and shall inure to the benefit of the parties hereto, their successors, and assigns.
9. This Contract shall be governed by the laws of the State of TEXAS.

**WITNESS WHEREOF, the parties have caused their names to be signed hereto on the date so stated.**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**DR. CRYSTAL CALDERA**  
CITY MANAGER

**ATTEST:**

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE**  
CITY SECRETARY

**CONTRACTOR:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# City Council's Designation of the Official Newspaper(s) for Fiscal Year 2025-2026

Sandra Passailaigue, TRMC  
City Secretary  
City Council Meeting  
October 21, 2025



# Summary

- Question
  - **City Council is being asked to consider the continuance of the Echo and the San Antonio Express News as the Official Newspapers for the publication of ordinances, public hearings, etc. pursuant to the Texas Local Government Code, Chapter 52, § 52.004.**
- Options
  - ✓ Recommended:
    - 1. No change.
    - Denial
    - Other
- Declaration
  - So that public notices are available to all residents of Leon Valley, staff recommends approval as presented.

# Purpose

- The purpose of this item is to formally designate the Echo and the San Antonio Express News as the official newspapers for the City of Leon Valley. The official newspapers are used to publish required notices for the City of Leon Valley for Fiscal Year 2025-2026 pursuant to the Texas Local Government Code, Chapter 52, § 52.004 which reads:
  - *a)As soon as practicable after the beginning of each municipal year, the governing body of the municipality shall contract, as determined by ordinance or resolution, with a public newspaper of the municipality to be the municipality's official newspaper until another newspaper is selected.*
  - *b)The governing body shall publish in the municipality's official newspaper each ordinance, notice, or other matter required by law or ordinance to be published.*

# Purpose / Background

{Section}.63.

The City of Leon Valley currently has the Echo and the San Antonio Express News for publication of ordinances, public hearings, etc. and has for many years.

# Fiscal Impact

Costs for publications are included in the Fiscal Year 2025-2026 Adopted Budget. Staff will continue to strive to keep its advertising and publication costs within allowed budgetary constraints.

**City of Leon Valley**  
**Investment Quarterly Report**  
**Quarter Ending September 30, 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 June 30, 2025**

Beginning Book Value	\$ 22,555,758.17
Beginning Market Value	\$ 22,555,758.17
Unrealized Gain/(Loss)	\$ -
Weighted Average to Maturity	1 day

**As of September 30, 2025**

Beginning Book Value	\$ 21,625,756.96
Beginning Market Value	\$ 21,625,756.96
Unrealized Gain/(Loss)	\$ -
Weighted Average to Maturity	1 day

  
 \_\_\_\_\_  
 Carol Goering, Finance Director

  
 \_\_\_\_\_  
 Dr. Crystal Caldera, City Manager

# City of Leon Valley

## Investment Quarterly Report

### Quarter Ending September 30, 2025

Fund	Cash	Investment	Total
	Frost	TexPool	
General Fund	152,989.92	10,266,428.88	10,419,418.80
Impound Lot	-	359,488.91	359,488.91
Economic Development	-	486,926.66	486,926.66
Parks Bucks	-	6,445.94	6,445.94
Water/Sewer/Stormwater	1,192,584.86	4,011,322.17	5,203,907.03
Traffic Safety	253,789.33	436,853.96	690,643.29
ARP Funds	92,605.40	217.81	92,823.21
LEOSE Funds	11,137.20	-	11,137.20
Community Center	128,864.88	255,516.65	384,381.53
Debt Service	138,237.94	334,604.87	472,842.81
Street Maintenance	314,794.35	1,085,108.19	1,399,902.54
Crime Control District	317,853.34	502,353.81	820,207.15
Police Forfeiture Federal	262,553.87	725,175.94	987,729.81
Police Forfeiture State	-	12,288.02	12,288.02
MC Building Security	56,821.87	50,895.38	107,717.25
MC Technology	38,795.53	38,838.34	77,633.87
Child Safety	39,048.88	53,214.06	92,262.94
Capital Projects	-	-	-
	\$ 3,000,077	\$ 18,625,680	\$ 21,625,757

**City of Leon Valley**  
Investment Quarterly Report  
Quarter Ending September 30, 2025

Funds are invested as following:

Type of Investment	Yield	Book Value 6/30/2025	Market Value 6/30/2025	Book Value 9/30/2025	Market Value 9/30/2025	Percent of Total Portfolio
<b><i>Cash - Bank Account</i></b>						
Checking - Frost	0.01%	4,130,042	5,288,613	3,000,077	3,000,077	14%
Bank Total	0.01%	\$ 4,130,042	\$ 5,288,613	\$ 3,000,077	\$ 3,000,077	14%
<b><i>Certificates of Deposit - CDs</i></b>						
N/A	-	-	-	-	-	
CD Total						
<b><i>Investment Pools</i></b>						
TexPool	4.25%	18,425,716	15,792,024	18,625,680	18,625,680	86%
Investment Pool Total	4.25%	\$ 18,425,716	\$ 15,792,024	\$ 18,625,680	\$ 18,625,680	86%
TOTAL PORTFOLIO	3.66%	\$ 22,555,758	\$ 21,080,637	\$ 21,625,757	\$ 21,625,757	100%

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS,  
APPROVING AND ADOPTING THE CITY OF LEON VALLEY INVESTMENT POLICY  
AND INVESTMENT STRATEGIES WITH NO CHANGES**

---

**WHEREAS**, Texas Government Chapter 2256, the Public Funds Investment Act (the “Act”) authorizes a municipality to purchase, sell, and invest its funds and funds under its control in investments authorized under the Act in compliance with investment policies approved by the governing body and according to the standard of care prescribed by the Act; and

**WHEREAS**, the Act requires the City review the City’s investment policy and investment strategies no less than annually; and

**WHEREAS**, the City Council hereby finds and determines that the attached investment policy and investment strategies complies with the Act and authorizes the investment of City funds in safe and prudent investments;

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

**Section 1.** That the City of Leon Valley Investment Policy, attached hereto and incorporated herein as Attachment 1, and the investment strategies provided for therein has been reviewed by the City Council and is hereby adopted as the investment policy of the City of Leon Valley effective October 1st, 2025 with no changes.

**Section 2.** This resolution is effective immediately upon passage by four (4) affirmative votes; otherwise it is effective on the tenth day after passage hereof.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 21st day of October, 2025.

**APPROVED**

---

**CHRIS RILEY**  
MAYOR

Attest:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary



Approved as to Form:

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**ARTURO D. “ART” RODRIGUEZ**  
City Attorney

# **ATTACHMENT 1**

## **City of Leon Valley Investment Policy**

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## **I. PURPOSE**

### **A. Introduction**

This investment policy documents policies and procedures to be followed by the City of Leon Valley, Texas (City), to ensure the proper investment of public funds. This policy will be reviewed by the City Council annually. At such time, the City Council will adopt by resolution policy that (1) states that the investment policy has been reviewed and (2) enumerates the changes to be made to the policy.

### **B. Statutory Authority**

This policy serves to satisfy the statutory requirements of defining and adopting a formal investment policy in accordance with the Public Funds Investment Act, Article 342a-2 V.T.C.S.

### **C. Scope**

This investment policy applies to all financial assets of the City, held in all funds.

## **II. OBJECTIVES**

The City's investment program will be conducted to accomplish the following objectives, listed in priority order:

### **A. Safety**

The primary objective of the City's investment program is the preservation and safety of principal in the overall portfolio. Each investment transaction shall seek first to ensure that capital losses are avoided, whether they are from security defaults or erosion of market value.

### **B. Liquidity**

The City's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements; thereby avoiding the need to liquidate investments under adverse market condition. It is the intent of the City to invest its funds to maturity.

### **C. Diversification**

The investment portfolio will be designed to limit risk by avoiding the concentration of assets with a specific maturity, with a specific issuer, or in a specific class of securities.

### **D. Yield**

A fundamental rule of investing is that risk equals return. The City has deliberately established a low risk threshold to protect its financial resources and ensure that cash is available when needed. The City will invest idle cash at the highest possible rate of return, consistent with the objectives and provisions of this policy, and in compliance with state and federal laws governing the investment of public funds

### **III. STANDARDS OF CARE**

#### **A. Prudence**

The standard of care used by the City shall be the "prudent person" standard which shall be applied in the context of managing the overall portfolio within the applicable legal constraints. The Public Funds Investment Act states:

"Investments shall be made with judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transactions that might impair public confidence in the City's ability to govern effectively. The City Council recognizes that in maintaining a diversified portfolio, occasional measured losses due to market volatility are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

#### **B. Ethics and Conflicts of Interest**

Investment officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or that which could impair their ability to make impartial investment decisions. Investment Officers and subordinate employees shall disclose any material interests in financial institutions or broker/dealer firms with which they conduct business. They shall further disclose any personal investment positions that could be related to the performance of the investment portfolio. Investment Officers and subordinate employees shall refrain from undertaking personal investment transactions with the same individual(s) with whom business is conducted on behalf of the City.

#### **C. Delegation of Authority**

Management responsibility for the investment program is delegated to the City Manager and the Finance Director. As Investment Officers for the City, the City Manager and Finance Director

are responsible for the day-to-day administration of the investment program and shall supervise the activities of subordinate employees. No person may engage in investment transactions except as provided under the terms of this policy.

#### **D. Training**

Investment Officers shall attend at least one training session related to their duties as Investment Officers within 12 months of assuming office or duties; a training session not less than once in a two-year period that begins on the first day of the City of Leon Valley's fiscal year and consists of the two consecutive years after that date; each training session shall contain not less than 10 hours of training. This training must include education in investment controls, security risks, strategy risks, market risks and compliance with the Public Funds Investment Act.

The training provider must be an independent provider approved by City Council. The City Council hereby authorizes the following entities to serve as qualified training providers for the City:

1. The Texas Municipal League, or any of its affiliate organizations;
2. The Government Treasurers Organization of Texas;
3. The Government Finance Officers Association;
4. The State of Texas, Comptroller's Office, or any other department/division of the State of Texas;
5. The University of Texas at Austin, or any other public University or College of higher education in Texas;
6. Investment pool administrators to include LOGIC, TexPool and Lone Star Investment Pool; and
7. Other training providers as approved by the City Council.

**E. Indemnity**

Investment Officers and subordinate employees, acting in accordance with the provisions of this investment policy, shall not be held personally liable for a specific security's credit risk or market price change, provided that any unexpected deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

## **IV. AUTHORIZED AND SUITABLE INVESTMENTS**

**A. Investment Types**

The following investments are permitted under this policy, in compliance with the Public Funds Investment Act:

1. **Certificates of Deposit.** Fully insured or collateralized certificates issued by state and national banks, a savings bank, or a state and federal credit union domiciled in the State of Texas.
2. **U.S. Treasuries and Agencies.** Securities issued by the United States Treasury or its Governmental Agencies. U. S. Treasuries and Agencies are guaranteed as to principal and interest by the full faith and credit of the United States of America.
3. **Obligations of the States, agencies thereof, Counties, Cities, and other political subdivisions of any state** having been rated as investment quality by a nationally recognized investment rating firm, and having received a rating of not less than "A" or its equivalent.
4. **Repurchase Agreements.** Repurchase agreements that are fully collateralized by U.S. Treasuries or Agencies guaranteed as to principal and interest by the full faith and credit of the United States of America.

5. **Investment Pools.** Investment pools that meet the following criteria:
  - a. An investment pool must provide an offering circular or other similar disclosure instrument and provide monthly transaction reporting.
  - b. A public funds investment pool created to function as a money market mutual fund must (1) mark its portfolio to market daily, (2) include in its investment objectives the maintenance of a stable net asset value of \$1 for each share and (3) be continuously rated no lower than "AAA" or "AAA-m" or at an equivalent rating by at least one nationally recognized rating service.
  - c. An investment pool must invest solely in (1) obligations of the United States or its agencies and instrumentalities, (2) repurchase agreements involving those same obligations and (3) SEC regulated AAA no-load money market mutual funds with a weighted average of maturity of 60 days or less and an investment objective of a \$1.00 stable net asset value.
6. **Money Market Mutual Funds.** No-load money market mutual funds if the fund:
  - a. Is registered with and regulated by the Securities and Exchange Commission (SEC);
  - b. Provides a prospectus and other information required by federal law.
  - c. Invests exclusively in U.S. Treasuries or Agencies and/or repurchase agreements fully collateralized by such obligations;
  - d. Has a dollar-weighted average stated maturity of 90 days or less; and
  - e. Includes in its investment objectives the maintenance of a stable net asset value of \$1 per share.
7. **Other Investments.** Other as approved by the City Council and not prohibited by law.

#### **B. Prohibited Investments**

City Investment Officers and employees have no authority to invest in any of the following instruments which are strictly prohibited by the Public Funds Investment Act:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
4. Collateralized mortgage obligations whereby the interest rate is determined by an index that adjusts opposite to the changes in a market index.

**C. Length of Investments**

The City intends to match the holding period of investment funds with liquidity needs of the City. In no case will the average maturity of investments of the City's operating funds exceed one year. The maximum final stated maturity of any investment shall not exceed five years.

The Investment Officer will monitor rating changes in Investment acquired with public funds that require a minimum rating and shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating thereby making that investment an unauthorized investment.

**D. Measuring Market Value**

The City's investment portfolio will be designed with the objective of using the 13-week U.S. Treasury Bill as a basis to determine whether market yields are being achieved.

**V. SELECTION OF BANKS AND DEALERS**

The City will only purchase investments from financial institutions and broker/dealer firms as approved by the City Council. All institutions and brokers/dealers are required to supply a Certification Form signed by a qualified representative of the firm stating that the City's investment policy has been reviewed and that reasonable procedures and controls are in place to preclude unauthorized investment transactions (Appendix A). Transactions are unauthorized unless this certification is on file with the City.

**A. Depository**

1. **Bidding Process.** Depositories shall be selected through the City's banking service procurement process, which shall include a formal request for proposals at least every five years. In selecting depositories, the City shall evaluate the credit worthiness of the institution and shall thoroughly review the institution's financial history and financial statements.
2. **Insurability.** Depositories shall provide evidence that deposits are insured by the Federal Deposit Insurance Corporation (FDIC).

**B. Investment Dealers**

A broker/dealer may be used by the City only if the broker/dealer is:

1. Included on the Federal Reserve Bank of New York's list of primary government securities dealers, or is licensed by the State of Texas and is recommended in writing by at least three Texas cities.
2. Regulated by the Securities and Exchange Commission (SEC).
3. A member in good standing of the National Association of Securities Dealers, Inc. (NASD).
4. Able to provide immediate disclosure to the City whenever the broker/dealer's capital position falls short of the capital adequacy standard.



5. Able to provide independent certification by an outside auditor or similar agency that the broker/dealer complied with the capital adequacy standard on its most recent year-end balance sheet date.

## **VI. SAFEKEEPING AND CUSTODY**

### **A. Insurance or Collateral**

All deposits and investments of City funds other than direct purchases of U.S. Treasuries or U.S. Agencies shall be (1) guaranteed or insured by the FDIC or (2) be fully collateralized as required by the Texas Public Funds Collateral Act. Pledged collateral must maintain a market value equal to at least 102 percent of total deposits and investments, less an amount insured by the FDIC. Repurchase agreements shall be documented by a specific agreement noting the collateral pledged in each agreement.

Securities pledged as collateral must be held by an independent third party in the State of Texas. Evidence of pledged collateral shall be provided to the City and reviewed monthly to ensure the market value of the securities pledged equals or exceeds the value of total deposits and investments.

### **B. Types of Collateral**

The City of Leon Valley shall accept only the following as collateral:

1. FDIC insurance coverage.
2. United States Treasuries and Agencies.
3. Texas State, City, County, School or Road District bonds with an investment grade bond rating of not less than "A" or its equivalent from a nationally recognized investment rating firm.

### **C. Audit**

All collateral shall be subject to inspection and audit by the City.

### **D. Delivery vs. Payment**

With the exception of investment pools and mutual funds, all investment transactions will be executed using the delivery versus payment method. That is, City funds shall not be released until verification has been made that the purchased security or collateral has been received by a third party/safekeeping agent (Trustee). The security or collateral shall be held in the name of or held on behalf of the City. The Trustee's records shall evidence the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

## **VII. REPORTING REQUIREMENTS**

### **A. Quarterly Reports**

Not less than quarterly, the Investment Officers shall prepare and submit to the City Council, an investment report that describes in detail the investment position of the City as of the date of the

report. These reports will be prepared to allow the City Council to ascertain whether investment activities have conformed to the City's investment policy.

Quarterly investment reports will summarize recent market conditions, economic developments and anticipated investment conditions. Reports must be signed and dated by both the City Manager and the Finance Director and must contain the following statement: "This report is in full compliance with the investment strategies as established by the City of Leon Valley Investment Policy and the Public Funds Investment Act."

At a minimum, quarterly reports submitted to the City Council will include the following:

1. A summary statement of investment activity for each pooled fund group prepared in compliance with Generally Accepted Accounting Principles to include fully accrued interest for the reporting period. The summary shall also state the:
  - a. Beginning market value for the reporting period.
  - b. Additions and changes to the market value during the period.
  - c. Ending market value for the period.
2. State the book value and market value of each separately invested asset at the beginning and end of the reporting period by fund type.
3. State the maturity date of each separately invested asset that has a maturity date.

#### **B. Annual Report**

Within sixty (60) days of the end of the fiscal year, the Investment Officers shall prepare an annual report on the investment program and investment activity. This annual report will be presented to the City Council and will include investment activities for the entire fiscal year and shall suggest policy revisions and improvements that might enhance the investment program. At such time, the City Council shall pass a resolution to document its review of the City's investment policies and strategies. This resolution shall also document whether changes or revisions to investment policies and/or strategies are required.

### **VIII. INTERNAL CONTROLS AND ANNUAL REVIEW**

#### **A. Internal Controls**

The City strives to effectively prevent the loss of public funds caused by fraud, misrepresentation by third parties, unanticipated changes in financial markets, employee error or imprudent actions by City employees. Internal controls have been designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management. The following guidelines establish a system of internal controls over investment procedures for the City of Leon Valley.

1. **Separation of Duties.** A separation of custodial, accounting and record keeping systems shall be maintained to the extent possible.

2. **Clear Delegation of Authority.** The City Manager and Finance Director are charged with management responsibility for the investment program.
3. **Adequate Training and Development of Investment Officials.** All Investment Officials are to be educated in the area of investment management in order to make informed decisions.
4. **Control of Collusion.** All investment transactions must be approved by two duly authorized Investment Officers or subordinate employees. Subordinate employees are designated by the City Manager.
5. **Documentation of Investments.** Purchase and sales transactions, including telephone transactions, must be documented in writing and evidenced by the signatures of two duly authorized Investment Officers or subordinate employees. A copy of such documentation shall be placed in an investment transaction file to be maintained in the City's Finance department.
6. **Verification of all Interest Income and Security Purchase and Sell Computations.** All investment interest income, fees, gains and/or losses shall be recalculated monthly by the Finance department.
7. **Reconciliation of Security Receipts with Subsidiary Records.** All security safekeeping receipts shall be reconciled to the general ledger monthly by the Finance department.
8. **Custodial Safekeeping.** Securities purchased from any bank or dealer including appropriate collateral shall be placed with an independent third party for custodial safekeeping.
9. **Avoidance of Bearer-Form Securities.** Negotiable securities are more susceptible to misappropriation than book entry only securities and must be properly safeguarded against loss, destruction or fraud.

#### **B. Annual Review**

The City shall engage an external independent auditor to conduct an annual review of the City's investment policies, investment procedures, and quarterly and annual investment reports to ensure compliance with the Public Funds Investment Act. This audit is to be performed by a Certified Public Accountant in conjunction with the City's annual financial audit and shall be reported to the City Council during the same meeting at which the City's Comprehensive Annual Financial Report is presented.

The Public Funds Investment Act states that if the City's investment portfolio is limited to money market mutual funds, investment pools, or depository bank investments such as certificates of deposit or money market accounts, the City is not subject to this formal annual review.

## APPENDIX A

### CERTIFICATION

I hereby certify that I have personally read and understand the investment policy of the City of Leon Valley and have implemented reasonable procedures and controls designed to fulfill these objectives and conditions. Transactions between this firm and the City of Leon Valley will be directed toward precluding imprudent investment activities and protecting the City from credit and market risk.

This firm pledges due diligence in informing the City of Leon Valley of foreseeable risks associated with financial transactions connected to this firm.

I attest that I am a qualified representative of this firm, authorized to sign on its behalf.

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## GLOSSARY

**AGENCIES:** Federal agency securities.

**ASKED:** The price at which securities are offered.

**BANKERS' ACCEPTANCE (BA):** A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**BID:** The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

**BROKER:** A broker brings buyers and sellers together for a commission.

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

**COLLATERAL:** Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities by a bank to secure deposits of public monies.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** The official annual report for the City of Leon Valley.

**COUPON:** (a) The annual rate of interest that bond issuers promises to pay the bondholder on the bond's face value. (B) A certificate attached to a bond evidencing due on a payment date.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling from his own account.

**DEBENTURE:** A bond secured only by the general credit of the issuer.

**DELIVERY VERSUS PAYMENT:** There are two (2) methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DISCOUNT:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price after sale also is considered to be at a discount.

**DISCOUNT SECURITIES:** Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns.

**FEDERAL CREDIT AGENCIES:** Agencies of the Federal government set up to supply credit to various classes of agencies.

# City of Leon Valley Investment Policy FY 2026

Carol Goering  
Finance Director City Council Meeting  
October 21, 2025

# Overview

- The Public Funds Investment Act of 1987 (PFIA) established rules and regulations for governmental entities to follow for the proper investment of public monies.
- The following proposed change simply allows the bank to pledge securities for our deposits for a maturity date longer than 10 years.



# Recommendation

- Adopt the Resolution with no changes for FY 2026.

# City of Leon Valley Investment Policy FY 2026

Carol Goering  
Finance Director City Council Meeting  
October 21, 2025

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** September 16, 2025

**TO:** Mayor and Council

**FROM:** David Dimaline, Public Works Assistant Director

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

**SUBJECT:** Presentation, Discussion, and Possible Approval of a Resolution Awarding the Lowest Qualified Bid in the Amount of \$253,812.00, with \$38,072.00 for Contingency (15%), and Authorizing the City Manager to Enter into a Contract with Sovrex, LLC for the CDBG Cammie Way Sewer Main Replacement Project

**SPONSOR(S):** None

### **PURPOSE & BACKGROUND**

The purpose of this item is to consider approval of a Resolution awarding a bid in the amount of \$253,812 with 15% for contingency and authorizing the City Manager to enter into a contract with Sovrex, LLC for the Cammie Way Sewer Main Replacement Project.

The lowest qualified bid for the project was submitted by Sovrex, LLC for \$253,812. The scope of work consists of replacing approximately 1,080 feet of existing 8" sanitary sewer main in the alley between Cammie Way and Evers Rd. The project will also include the replacement of four sanitary sewer manholes, new sanitary sewer laterals, bypass pumping, and easement restoration.

A bid package was developed and advertised for 30 days. The bid advertisement was placed in the Express News for two consecutive weeks, and the bid documents and construction plans were placed on the City's web site, CivCast, and Public Purchase.

The bid opening was held on August 28, 2025, and the following bids were received:

Company	Bid Amount
Sovrex, LLC	\$253,812.00
Guerra Underground, LLC	\$328,406.25
D&D Contractors	\$396,298.46
EZ Bel Construction, Inc.	\$549,044.80

The City Engineer reviewed each of the bid submittals, documents, and completed reference checks. They recommend awarding the construction contract to the lowest and best qualified bid to Sovrex, LLC.

### **FISCAL IMPACT**

#### Project Costs

Engineering:	\$ 78,885.00
Construction:	\$253,812.00
Contingency (15%):	<u>\$ 38,071.80</u>
Project Total:	\$ 370,768.80

CDBG Grant Reimbursement:	<u>\$&lt;293,735.00&gt;</u>
Total Cost to City:	\$ 77,033.80

Funds were budgeted this fiscal year for sewer main replacements. The Sewer Capital line-item balance was \$526,727.54 (as of 8/30/25).

### **RECOMMENDATION**

Staff recommends approval of the Resolution.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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SAUNDRA PASSAILAIGUE, TRMC  
City Secretary

**RESOLUTION NO. 25-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF LEON VALLEY CITY COUNCIL AWARDING THE LOWEST QUALIFIED BID IN THE AMOUNT OF \$253,812.00, WITH \$38,072 FOR CONTINGENCY (15%), AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH SOVREX, LLC TO CONSTRUCT THE 2025 CDBG CAMMIE WAY SEWER MAIN REPLACEMENT PROJECT.**

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**WHEREAS**, it is the overall goal of the City of Leon Valley to continue work on Capital and Planning Projects; and

**WHEREAS**, in order to further these goals, the City of Leon Valley applied for a Community Development Block Grant with Bexar County to fund the Cammie Way Sewer Main Replacement Project; and

**WHEREAS**, the City of Leon Valley was notified of award of the Bexar County Community Development Block Grant Program in the amount of \$293,735 to cover a portion of the sewer main replacement expenses; and

**WHEREAS**, the City advertised bids for this project and the lowest responsible bidder is Sovrex, LLC who submitted a bid in the amount of \$253,812.00; and

**WHEREAS**, the City of Leon Valley Council desires to accept this bid and authorize the City Manager to enter into a contract with Sovrex, LLC for the construction of the 2025 CDBG Cammie Way Sewer Main Replacement Project;

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

1. The City Manager of the City of Leon Valley, Texas is authorized to accept the lowest qualified bid from Sovrex, LLC, and enter into a contract, including any and all amendments, in the amount of \$253,812 with 15% for contingency, to construct the 2025 CDBG Cammie Way Sewer Main Replacement Project.
2. The Mayor and City Council, with the adoption of this Resolution, further authorize the City Manager to act on behalf of the City of Leon Valley in all matters related to the construction contract.
3. The City of Leon Valley will continue to work to provide maintained sewer mains throughout Leon Valley for the citizens of Leon Valley.

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

**APPROVED**

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**CHRIS RILEY**  
MAYOR

Attest:

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**SAUNDRA PASSAILAIGUE**  
City Secretary, TRMC

Approved as to Form:

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**ARTURO D. 'ART' RODRIGUEZ**  
City Attorney

Consider Approval of a Resolution Awarding the  
Lowest Qualified Bid to  
Sovrex, LLC for the  
2025 CDBG Cammie Way Sewer Main  
Replacement Project

David Dimaline  
Public Works Assistant Director  
City Council Meeting  
September 16, 2025

# Summary

- A Resolution Awarding the Lowest Qualified Bid to Sovrex, LLC to Construct the 2025 CDBG Cammie Way Sewer Main Replacement Project
- Options
  - Approve 0- recommended
  - Deny
  - Other
- Declaration
  - This will improve quality of service by reducing sewer main outages



# Purpose

- To consider approving a Resolution awarding a bid in the amount of \$253,812.00 with 15% for contingency, and authorizing the City Manager to enter into a contract with Sovrex, LLC for the CDBG Cammie Way Sewer Main Replacement Project

# Background

- The project scope of work includes:
  - Replacing approximately 1,080 feet of existing 8” concrete sewer main with new 8” PVC sewer main
  - Replacing 4 manholes
  - New service laterals
  - Providing for bypass pumping during construction and restoration of the easement

# Background

- The sewer mains in this area are were constructed of asbestos concrete pipe in the 1970's and service the Castle Estates neighborhood
- The main is located inside the alley near Cammie Way and serves 24 homes

# Background

- The project was designed by the Ardurra Group
- A bid package was developed and advertised for over 30 days
- The bid advertisement was placed in the Express News for two consecutive weeks, and the bid document and plans were placed on the City's web site, as well as public plan rooms
- The bid opening was August 28, 2025, with 4 companies submitting bids

# Background

- Bids received:

Company	Base Bid
Sovrex, LLC	\$253,812.00
Guerra Underground Utilities, LLC	\$328,406.25
D&D Contractors	\$396, 298.46
EZ Bel Construction, Inc.	\$549,044.80

# Background

- Ardurra reviewed each of the bid submittals, bid documents, and completed reference checks
- They recommend awarding the construction contract for the project to the lowest and best qualified bid to Sovrex, LLC

# Fiscal Impact

## Project Costs

Engineering:	\$ 78,885.00
Construction:	\$ 253,812.00
Contingency (15%):	<u>\$ 38,071.80</u>
Project Total:	\$ 370,768.80

CDBG Grant Reimbursement:	<u>\$&lt;293,735.00&gt;</u>
Total Cost to City:	\$ 77,033.80

- The current balance in the Sewer Capital line-item is \$526,727.57 (as of 8/30/2025)

# Recommendation

- It is recommended that the City Council approve a Resolution awarding a bid & authorizing the City Manager to enter into a contract with Sovrex, LLC in the amount of \$253,812.00 with 15% for contingency



## MAYOR AND COUNCIL COMMUNICATION

{Section}.67.

**DATE:** October 21, 2025

**TO:** Mayor and Council

**FROM:** Sandra Passailaigue, City Secretary

**THROUGH:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Discussion and Possible Action on a Resolution Appointing a Member to the Economic and Community Development Advisory Committee

**SPONSOR(S):** (N/A)

### **PURPOSE**

The purpose of this item is to appoint a member to the Economic and Community Development Advisory Committee with a term, expiring on June 30, 2027.

### **THE FOLLOWING APPLICATIONS WERE SUBMITTED:**

Tiffany Bradfield – Received 09-18-2025.

### **FISCAL IMPACT**

None

### **STRATEGIC GOALS**

Not applicable

### **RECOMMENDATION**

City Council Discretion

## **ECONOMIC AND COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

ECONOMIC & COMMUNITY DEVELOPMENT ADVISORY COMMITTEE				
STAFF LIAISON: BROQUE SALINAS, ECONOMIC DEVELOPMENT DIRECTOR - <a href="mailto:r.salinas@leonvalleytexas.gov">r.salinas@leonvalleytexas.gov</a>				
Representative/Entity	Position	Training Taken	Appointed	Term Expires
Yvonne Orozco	CHAIR MEMBER	Ethics, TOMA, PIA	06/04/2024 Res. No. 24-024R	6/30/2026
Benjamin Alterman	MEMBER		06/04/2024 Res. No. 24-024R	6/30/2026
Rachel Elizabeth Buck Dodson	MEMBER		07/15/2025 Res. No. 25-024R	6/30/2027
VACANT	MEMBER			6/30/2027
VACANT	MEMBER			6/30/2026
VACANT	MEMBER			6/30/2027
VACANT	MEMBER			6/30/2026
VACANT	MEMBER			6/30/2025
VACANT	MEMBER			6/30/2026

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
SAUNDRA PASSAILAIGUE, TRMC  
City Secretary

RESOLUTION NO. 25-0\_\_R

**A RESOLUTION OF THE CITY OF LEON VALLEY, TX., CITY COUNCIL APPOINTING  
A MEMBER TO THE ECONOMIC AND COMMUNITY DEVELOPMENT ADVISORY  
COMMITTEE**

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

The following individual(s) are hereby appointed as a Member to the **Economic and  
Community Development Advisory Committee** with a term expiring June 30, 2027:

Tiffany Bradfield

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

That the appointment of the aforementioned individual to the Leon Valley Economic and  
Community Development Advisory Committee and that the term become effective  
immediately.

**PASSED, ADOPTED, AND APPROVED** by the City Council of the City of Leon Valley  
on this the 21<sup>st</sup> day of October, 2025.

**APPROVED**

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**CHRIS RILEY**  
MAYOR

Attest: \_\_\_\_\_  
**SAUNDRA PASSAILAGUE, TRMC**  
City Secretary

Approved as to Form: \_\_\_\_\_  
**ARTURO D. "ART" RODRIGUEZ**  
City Attorney

# Discussion and Possible Action on a Resolution Appointing a Member to the Economic and Community Development Advisory Committee

Saundra Passailaigue, TRMC  
City Secretary  
City Council Meeting  
October 21, 2025

# Summary

- Question
  - **City Council is being asked to consider applications for appointment to various boards, committees, and commissions.**
- Options
  - Recommended:
    1. Make the appointments.

# Purpose

- **Discussion and Possible Action on a Resolution Appointing Members to the Economic and Community Development Advisory Committee**
  - The purpose of this item is to:
    1. Have appointments or re-appointments made by City Council (2-year term); and
    2. To present to City Council all City of Leon Valley applications on file for consideration.
      - **Applications were submitted by the following:**
        - » Tiffany Bradfield – Received 09-18-2025

# Current Economic and Community Development Advisory Committee

ECONOMIC & COMMUNITY DEVELOPMENT ADVISORY COMMITTEE				
STAFF LIAISON: ROQUE SALINAS, ECONOMIC DEVELOPMENT DIRECTOR - <a href="mailto:r.salinas@leonvalleytexas.gov">r.salinas@leonvalleytexas.gov</a>				
Representative/Entity	Position	Training Taken	Appointed	Term Expires
Yvonne Orozco	CHAIR MEMBER	Ethics, TOMA, PIA	06/04/2024 Res. No. 24-024R	6/30/2026
Benjamin Alterman	MEMBER		06/04/2024 Res. No. 24-024R	6/30/2026
Rachel Elizabeth Buck Dodson	MEMBER		07/15/2025 Res. No. 25-024R	6/30/2027
VACANT	MEMBER			6/30/2027
VACANT	MEMBER			6/30/2026
VACANT	MEMBER			6/30/2027
VACANT	MEMBER			6/30/2026
VACANT	MEMBER			6/30/2025
VACANT	MEMBER			6/30/2026

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** October 21, 2025

**TO:** Mayor and Council

**FROM:** Michael Gallardo, Planning and Zoning Director

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

**SUBJECT:** Presentation, Discussion, and Possible Approval of a Petition for Final Acceptance of Public Improvements at Poss Landing Subdivision, Located at 7213 Huebner Road

**SPONSOR(S):** N/A

### **PURPOSE & BACKGROUND**

The purpose of this communication is to consider approval of a Developer Petition for Final Acceptance of Public Improvements (water and sewer), located at 7213 Huebner Road, being Poss Landing Subdivision.

On September 3, 2024, the Leon Valley City Council approved the Preliminary Acceptance of Public Improvements for the Poss Landing Subdivision. Century Land Holdings, II LLC posted a Maintenance Bond in the amount of \$56,763.63, in accordance with the City's requirement for a one (1) year public improvement maintenance guarantee.

The year has been completed, and a final inspection of the improvements has been approved.

### **FISCAL IMPACT**

None with this action; however, the city will be responsible for all maintenance and repairs of the water and sewer system from the date of this acceptance.

### **RECOMMENDATION**

Staff recommends approval of the Petition for Final Acceptance.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_



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ATTEST:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**CITY OF LEON VALLEY**  
**PART II**  
**DEVELOPER PETITION FOR FINAL ACCEPTANCE OF PUBLIC**  
**IMPROVEMENTS**

**STATE OF TEXAS                      X**

**COUNTY OF BEXAR                X**

**CITY OF LEON VALLEY        X**

**WHEREAS**, Century Land Holdings II, LLC, hereinafter called Owner, the owner of the land described as Poss Landing Subdivision, desires to file this, Petition, with the City Council of the City of Leon Valley. This petition is being filed in accordance with the terms and provisions of the current regulations.

**NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:** Century Land Holdings II, LLC respectfully files this, Petition, with the City Council of the City of Leon Valley for Final acceptance of the following described public improvements (list):

Water and Sanitary Sewer Improvements

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

**WHEREFORE, PREMISES CONSIDERED** Century Land Holdings II, LLC respectfully requests that this, Petition, be in all things accepted.

Executed on this the 24<sup>th</sup> day of Sepetmber, A.D. 2025.

By: Century Land Holdings II, LLC, a Colorado limited liability company, its  
Authorized Signatory

By: 

Printed Name: Rudy Munoz

Title: Authorized Signatory

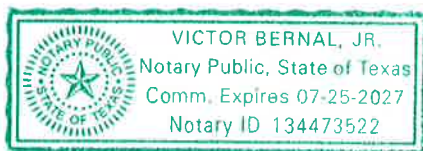
ATTEST:

By: \_\_\_\_\_

**BEFORE ME**, the undersigned authority on this day personally appeared Rudy Munoz, Authorized Signatory of Century Land Holdings II, LLC, a Colorado Limited Liability Company, Authorized Signatory, on behalf of said Limited Liability Company known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed (in the capacity therein stated, as the act and deed of said Limited Liability Company).

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the 24<sup>th</sup> day of September, A.D. 2025.

(Seal)



Notary Public in and for Bexar County, Texas

My Commission expires:

07-25-2027

**FINAL ACCEPTANCE**

The improvements listed above have been inspected as required by current regulations. I recommend the above petition be in all things granted, subject to correction of the deficiencies noted on the final inspection report, by the City Council of Leon Valley, Texas.

Date \_\_\_\_\_

City Engineer \_\_\_\_\_

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

ATTEST:

Mayor:
City Secretary:

## UTILITIES ACCEPTANCE

09/30/2025

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

Re: Approval Letter – Poss Landing/Senna 1 Utilities Final Acceptance

Dear Mr. Gallardo,

We are recommending the final acceptance of the water and sanitary sewer infrastructure for Poss Landing. The work has been constructed in accordance with the plans and specifications by Cude Engineers.

We recommend the release of the maintenance bond and recommend that the City of Leon Valley accepts the water and sewer infrastructure constructed in this development.

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

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



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

# **Petition for Final Acceptance**

## **7213 Huebner Road**

### **Poss Landing Subdivision**

City Council Meeting  
Michael Gallardo, Planning and Zoning Director  
October 21, 2025

# Summary

- Question - Should City Council approve Developer's Petition for Final Acceptance of Public Improvements (water, sanitary sewer) at Poss Landing Subdivision
- Options
  - Approve
  - Deny
  - Other
- Declaration
  - All public improvements were installed and maintained according to code

# Purpose/Background

- 7/24 - Planning and Zoning Commission approved the plat of Poss Landing Subdivision
- 8/24 - the City Engineer performed inspection of the Public Improvements & found them to be satisfactorily constructed
- 9/24 – Council approved Petition for Preliminary Acceptance & Maintenance Bond was posted
- Owner is now petitioning the city to approve Final Acceptance of the public improvements



# Fiscal Impact

- Applicant posted a Maintenance Bond in the amount of \$56,763.63 (10% of actual costs) to guarantee compliance with the 1-year maintenance
- City will take responsibility for all maintenance & replacement costs in future after approval

# Recommendation

- Staff and City Engineer recommend approval of the Petition for Final Acceptance For Poss Landing Subdivision

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** October 21, 2025

**TO:** Mayor and Council

**FROM:** Michael Gallardo, Planning and Zoning Director

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

**SUBJECT:** Presentation, Discussion, and Possible Approval of a Petition for Final Acceptance of Public Improvements at the Trilogy at Huebner Creek PDD Subdivision, Located in the 6300 Block of Evers Road

**SPONSOR(S):** N/A

### **PURPOSE & BACKGROUND**

The purpose of this communication is to consider approval of a Developer Petition for Final Acceptance of Public Improvements (water and sewer), for the Trilogy at Huebner Creek PDD Subdivision, located in the 6300 block of Evers Road.

On September 17, 2024, the Leon Valley City Council approved the Preliminary Acceptance of Public Improvements for the Trilogy at Huebner Creek PDD Subdivision. McM Development. LLC posted a Maintenance Bond in the amount of \$71,050.70, in accordance with the City's requirement for a one (1) year public improvement maintenance guarantee.

The year has been completed, and a final inspection of the improvements has been approved.

### **FISCAL IMPACT**

None with this action; however, the city will be responsible for all maintenance and repairs of the water and sewer system in this subdivision the date of this acceptance.

### **RECOMMENDATION**

Staff recommends approval of the Petition for Final Acceptance.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**CITY OF LEON VALLEY**  
**PART II**  
**DEVELOPER PETITION FOR FINAL ACCEPTANCE OF PUBLIC**  
**IMPROVEMENTS**

STATE OF TEXAS           X  
COUNTY OF BEXAR       X  
CITY OF LEON VALLEY    X

**WHEREAS**, McM Texas Development, LLC, hereinafter called Owner, the owner of the land described as Trilogy at Huebner Creek, PDD Subdivision, desires to file this, Petition, with the City Council of the City of Leon Valley. This petition is being filed in accordance with the terms and provisions of the current regulations.

**NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:** McM Texas Development, LLC respectfully files this, Petition, with the City Council of the City of Leon Valley for Final acceptance of the following described public improvements (list):

Water and Sewer Improvements


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

**WHEREFORE, PREMISES CONSIDERED** McM Texas Development, LLC respectfully requests that this, Petition, be in all things accepted.

Executed on this the 18<sup>th</sup> day of September, A.D. 2025.


**McM Texas Development, LLC**, a Texas limited liability company

By: **McM Texas Management Services, LLC**, a Texas Limited liability company, its Manager

By: 

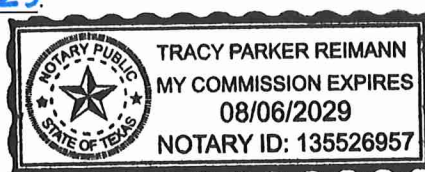
Printed  
Name: DRAKE THOMPSON

Title: PRESIDENT / COO

**ATTEST:** By: 

**BEFORE ME**, the undersigned authority on this day personally appeared Drake Thompson, President/COO of McM Texas Management Services, LLC, a Texas Limited Liability Company, Manager of McM Texas Development, LLC, a Texas Limited Liability Company, on behalf of said Limited Liability Company known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed (in the capacity therein stated, as the act and deed of said Limited Liability Company).

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 18 day of September, A.D. 2025  
(Seal)



Notary Public in and for Bexar County, Texas

*Tracy Parker Reimann*

My Commission expires: 8/6/2029

**FINAL ACCEPTANCE**

The improvements listed above have been inspected as required by current regulations. I recommend the above petition be in all things granted, subject to correction of the deficiencies noted on the final inspection report, by the City Council of Leon Valley, Texas.

Date \_\_\_\_\_

City Engineer \_\_\_\_\_

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

ATTEST:

Mayor:
City Secretary:

## UTILITIES ACCEPTANCE

09/30/2025

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

Re: Approval Letter – Trilogy at Huebner Creek Subdivision Water and Sewer Improvements Final Acceptance

Dear Mr. Gallardo,

We are recommending the final acceptance of the water and sanitary sewer infrastructure for the Trilogy at Huebner Creek Subdivision. The work has been constructed in accordance with the plans and specifications by Colliers Engineers.

We recommend the release of the maintenance bond and recommend that the City of Leon Valley accepts the water and sewer infrastructure constructed in this development.

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

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



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



# Petition for Final Acceptance Trilogy at Huebner Creek PDD Subdivision

City Council Meeting  
Michael Gallardo, Planning and Zoning Director  
October 21, 2025

# Summary

- Question - Should City Council approve Developer's Petition for Final Acceptance of Public Improvements (water, sanitary sewer) at the Trilogy at Huebner Creek PDD Subdivision
- Options
  - Approve - recommended
  - Deny
  - Other
- Declaration
  - All public improvements were installed and maintained according to code

# Purpose/Background

- 6/23 - Planning and Zoning Commission approved the plat of Poss Landing Subdivision
- 8/24 - the City Engineer performed inspection of the Public Improvements & found them to be satisfactorily constructed
- 9/24 – Council approved Petition for Preliminary Acceptance & Maintenance Bond was posted
- Owner is now petitioning the city to approve Final Acceptance of the public improvements

# Fiscal Impact

- Applicant posted a Maintenance Bond in the amount of \$71,050.70 (10% of actual costs) to guarantee compliance with the 1-year maintenance
- City will take responsibility for all maintenance & replacement costs in future after approval

# Recommendation

- Staff and City Engineer recommend approval of the Petition for Final Acceptance For Trilogy at Huebner Creek PDD

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** October 21, 2025

**TO:** Mayor and Council

**FROM:** David Dimaline, Assistant Public Works Director

**THROUGH:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Presentation, Discussion, and Possible Action to Consider Approval of a Resolution Authorizing the Filing of an Application with the Alamo Area Council of Governments (AACOG) for the FY 2026-27 Regional Solid Waste Grant Program

**SPONSOR(S):** None

**PURPOSE & BACKGROUND**

The attached resolution authorizes the filing of a grant application with AACOG for the FY 2026-27 Regional Solid Waste Management Grant Program Request for Applications and authorizes the City Manager to act on behalf of the City of Leon Valley in all matters related to the application.

AACOG received solid waste grant funds from the Texas Commission on Environmental Quality (TCEQ) for solid waste implementation programs and have opened the grant application process. The attached Resolution is required as part of the grant application. For the FY 2026-27 Solid Waste Management grant program, approximately \$180,000 per year is available for implementation projects. The local government implementation funds are intended to provide grant funding for projects that provide a direct measurable effect on reducing the amount of waste going into regional landfills by diverting various materials from the municipal solid waste stream for beneficial use, or by reducing waste generation at the source.

The City of Leon Valley will apply for grant funding for a Household Hazardous Waste (HHW) Collection event. If awarded, staff will hold a HHW event in the spring of 2026. The City's last HHW event was in 2024, at the Fire Department. Volunteers successfully collected 21,459 lbs. of HHW material that included: flammables, corrosives, pesticides/herbicides, automotive fluids, oil filters, paint, used electronics, CFLs and mercury containing equipment.

## **FISCAL IMPACT**

The estimated cost of the event is \$45,000. The City is applying for AACOG grant funding in the amount of \$33,750 with the City's match of twenty-five percent, or \$11,250. The City's match would come from the Stormwater Utility Fund. The current fund balance for the Water Utility Enterprise Fund is \$3,187,874 as of 9/30/24.

## **RECOMMENDATION**

Staff recommends approval of the Resolution. The Resolution will be included with the City's grant application.

APPROVED:\_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

\_\_\_\_\_  
SAUNDRA PASSAILAIGUE, TRMC  
City Secretary

## RESOLUTION NO. 25-\_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE ALAMO AREA COUNCIL OF GOVERNMENTS (AACOG) FOR REGIONAL SOLID WASTE GRANT PROGRAM GRANTS; AUTHORIZING THE CITY MANAGER TO ACT ON BEHALF OF THE CITY OF LEON VALLEY IN ALL MATTERS RELATED TO THE APPLICATION; AND PLEDGING THAT IF THE GRANT IS RECEIVED THE CITY OF LEON VALLEY WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE ALAMO AREA COUNCIL OF GOVERNMENTS, THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ), AND THE STATE OF TEXAS.**

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**WHEREAS**, AACOG is directed by the Texas Commission on Environmental Quality (TCEQ) to administer solid waste grant funds for implementation of the COGS's adopted Regional Solid Waste Management Plan; and

**WHEREAS**, the City of Leon Valley in the State of Texas is qualified to apply for grant funds under the Request for Applications;

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

**SECTION 1.** The City Manager of the City of Leon Valley, Texas is authorized to request grant funding under AACOG's Request for Applications of the Regional Solid Waste Grants Program and act on behalf of the City of Leon Valley in all matters related to the grant application and any subsequent grant contract and grant project that may result.

**SECTION 2.** That if the project is funded, the City of Leon Valley will comply with the grant requirements of AACOG, TCEQ, and the State of Texas.

**SECTION 3.** The grant funds and any grant-funded equipment or facilities will be used only for the purposes for which they are intended under the grant.

**SECTION 4.** That activities will comply with and support the adopted regional and local solid waste management plans adopted for the geographical area in which the activities are performed.

**SECTION 5.** Recitals. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as part of the judgment and findings of the Council.

**SECTION 6.** Conflicts. All Resolutions and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of the Resolution shall be and remain controlling as to the matters resolved herein.



**SECTION 7.** Savings. That all rights and privileges of the City are expressly saved as to any and all violations of the provision of any Resolutions repealed by this Resolution which have accrued at the time of the effective date of this Resolution; and, as to such accrued violation and all pending litigation, both civil and criminal, whether pending in court or not, under such Resolutions, same shall not be affected by this Resolution but may be prosecuted until final disposition by the courts.

**SECTION 8.** Severability. This Resolution is not severable.

**SECTION 9.** TOMA compliance. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

**SECTION 10.** Effective date. This Resolution shall be effective upon the date of final adoption hereof and any publication required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 21<sup>st</sup> day of October, 2025.

**APPROVED**

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**CHRIS RILEY**  
MAYOR

Attest:

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**SAUNDRA PASSAILAIGUE**  
City Secretary, TRMC

Approved as to Form:

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**ARTURO D. 'ART' RODRIGUEZ**  
City Attorney

# Resolution

## Alamo Area Council of Governments (AACOG)

### Regional Solid Waste Grant Program

David Dimaline  
Assistant Public Works Director  
City Council Meeting  
October 21, 2025

# Summary

- Question
  - Should City Council approve a Resolution authorizing the filing of an Application with AACOG for the Regional Solid Waste Grant Program for a Household Hazardous Waste (HHW) Grant?
- Options
  - Approve
  - Deny
- Declaration
  - Removing HHW assists in keeping our environment pollution free and eliminates numerous health hazards

# Purpose

- The Resolution authorizes the filing of an application for AACOG's Solid Waste Grant Program
- Grant funding will be used to hold a HHW collection event for Leon Valley residents

# Background

- AACOG has released an RFA for the FY 2026-27 Regional Solid Waste Management Grant Program
- If awarded the grant, the HHW collection event will be scheduled for April 2026
- The last HHW collection was held in April of 2024 at the Fire Department
  - Successfully collected 21,459 lbs. of HHW material

# Fiscal Impact

- The estimated cost is \$45,000
- The City is requesting grant funds in the amount of \$33,750
- The City's match of 25% is \$11,250 from the Stormwater Utility Fund
  - AACOG: \$33,750
  - COLV: \$11,250
  - TOTAL: \$45,000
- The current fund balance for the Water Utility Enterprise Fund is \$3,187,874 (As of 9/30/24)

# Recommendation

- The Resolution is required to submit with the grant application
- Staff recommends approval and passage of the Resolution

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** October 21, 2025

**TO:** Mayor and Council

**FROM:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Approving a resolution adopting the 2025 City of Leon Valley strategic plan by updating its goals and objectives for the future

**SPONSOR(S):** N/A

### **PURPOSE & BACKGROUND**

The purpose of the Strategic Plan is a systematic process by which a community anticipates and plans for its future, and the way to anticipate the future is through the development of goals and objectives that map the direction to reach that desired future. The project began with updating the City's Mission and Vision Statement, which was completed in March of 2024. The City received feedback both in person and online and requested that the City Manager draft the goals and objectives. The City Manager received final feedback at the council meeting on 9/2/2025. The following are the 2025 revisions to the City's Goals and Objectives:

#### **Goals:**

**A. Economic Development:** To foster sustainable economic growth in Leon Valley by attracting and supporting diverse businesses, enhancing infrastructure, and creating a vibrant community that promotes job creation, innovation, and a high quality of life for residents and visitors.

#### **Objectives:**

- 1. Business Attraction & Retention** – Develop incentive programs, support strategic partnerships, and streamline permitting processes to attract new businesses while supporting the growth and retention of existing enterprises in Leon Valley.
- 2. Infrastructure & Development** – Invest in critical infrastructure improvements, such as roads, utilities, and broadband, to create a business-friendly environment and support future economic expansion. Review, create and enforce codes that assist in stimulating declining commercial areas and that impact Economic development.
- 3. Workforce Development** – Partner with educational institutions and local businesses to provide job training, career development programs, and employment opportunities that meet the evolving needs of the workforce.
- 4. Revitalization** – Enhance commercial districts and revamp underutilized properties by supporting low-density/mixed-use developments that contribute to a vibrant and dynamic local economy. Support smart urban planning that balances economic progress with environmental and social responsibility.
- 5. Marketing & Promotion** – Implement targeted marketing campaigns to showcase Leon Valley's strengths, attract new investment, and position the city as a premier destination



for businesses, residents, and visitors.

**B. First Responders:** To build a strong, resilient, and connected community by fostering collaboration between residents and first responders, including Police, Fire, and EMS.

**Objectives:**

1. **Enhance Public Safety Resources** – Invest in modern equipment, advanced technology, other resources, training and facility upgrades to ensure Police, Fire, and EMS have the necessary tools to respond effectively to emergencies.
2. **Community Engagement & Outreach** – Develop programs such as neighborhood watch groups, citizen academies, and public safety workshops to strengthen relationships between first responders and residents.
3. **Emergency Preparedness & Training** – Conduct regular emergency drills, CPR and first aid training, and disaster response classes to improve community readiness and resilience.
4. **Recruitment & Retention of First Responders** – Implement competitive pay, benefits, and professional development opportunities to attract and retain highly skilled public safety personnel. Finance an increase in staffing levels that support the staff utilization study.
5. **Collaborative Public Safety Initiatives** – Establish partnerships between law enforcement, fire services, EMS, other local agencies and community organizations to address crime prevention, fire safety, and emergency medical response through joint efforts and shared resources.

**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.

**Objectives:**

1. **Enhance Transportation & Roadways** – Support plans and initiatives that improve streets, sidewalks, and traffic management systems to increase safety, reduce congestion, and promote accessibility for all residents.
2. **Upgrade Utilities & Public Services** – Agree to budget for initiatives that invest in water, sewer, and drainage infrastructure to ensure reliability, sustainability, and capacity for future growth.
3. **Expand & Maintain Public Facilities** – Advocating for renovations and construction of city buildings, parks, and recreational spaces to support community services, public safety, Americans with Disabilities Act (ADA) compliance, and quality-of-life initiatives.
4. **Implement Smart Growth & Sustainability Initiatives** – Continue to integrate environmentally friendly practices, energy-efficient infrastructure, and green spaces into capital projects to promote long-term sustainability.
5. **Secure Funding & Partnerships** – Assess ongoing capital needs through the continuation of a 10-year capital plan, support budget for needed plans on future projects and identify grant opportunities, public-private partnerships, and innovative financing solutions to fund critical infrastructure projects without overburdening taxpayers.

**D. Environment:** To promote a cleaner, healthier, and more sustainable future for Leon Valley

by implementing eco-friendly initiatives, conserving natural resources, and reducing the city's environmental footprint.

**Objectives:**

1. **Enhance Waste Reduction & Recycling Programs** – Maximize recycling, composting, and waste reduction initiatives to minimize landfill use and promote responsible waste management.
2. **Promote Energy Efficiency & Renewable Energy** – Invest in energy-efficient infrastructure, encourage the use of renewable energy sources, and support sustainability practices in city operations and new developments. Reinforce low-impact development parking areas for both city & privately owned developments to reduce localized flooding.
3. **Improve Water Conservation & Quality** – Implement programs to reduce water consumption, enhance stormwater management, and protect local waterways from pollution.
4. **Engage the Community in Environmental Stewardship** – Launch and support educational campaigns, volunteer clean-up events, and incentive programs to encourage residents and businesses to adopt sustainable practices. Adopt policies to reduce vehicle emissions and lessen environmental hazards.

**E. Recreational Green Space and Parks:** To develop and maintain high-quality parks, recreational green spaces, and wellness-focused areas that encourage physical activity, environmental stewardship, and community engagement.

**Objectives:**

1. **Enhance and Maintain Parks & Trails** – Invest in the development, beautification, and upkeep of parks, trails, and open spaces to ensure they are safe, accessible, and enjoyable for all residents. Encourage grant opportunities to improve parks and open spaces.
2. **Expand Recreational Programs & Facilities** – Offer diverse recreational spaces, that support different sports leagues, fitness classes, and outdoor activities that promote health and wellness for all ages.
3. **Increase Green Space & Environmental Conservation** – Protect and expand natural areas, implement tree-planting initiatives, and incorporate sustainable landscaping practices to preserve the city's green infrastructure. Budget for routine and preventative and reactive maintenance program.
4. **Promote Accessibility & Inclusivity** – Ensure that parks, playgrounds, and recreational facilities are designed to be inclusive and accessible for individuals of all abilities.
5. **Support Cultural & Community Events** – Host and promote festivals, art programs, and community gatherings in public spaces to celebrate diversity and strengthen community connections.

**F. Transparency:** To foster a government that is open, transparent, and accountable by ensuring clear communication, ethical decision-making, and active public engagement.

**Objectives:**

1. **Enhance Public Communication** – Provide clear, timely, and accessible information through multiple platforms, including city meetings, websites, social media, and newsletters.
2. **Encourage Community Participation** – Create more opportunities for residents to engage with city officials through public forums, town hall meetings, and citizen advisory committees.
3. **Strengthen Ethical Governance** – Uphold high ethical standards by ensuring compliance with open meetings laws, financial disclosures, and codes of conduct for elected officials and city staff.
4. **Increase Access to Public Records & Decisions** – Streamline access to city documents, budgets, and policy decisions by improving online transparency and making public records readily available.
5. **Implement Performance & Accountability Measures** – Establish benchmarks and reporting systems to evaluate city government effectiveness, track progress on initiatives, and maintain accountability to residents.

**G. 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.

**Objectives:**

1. **Maintain a Balanced Budget** – Ensure that city expenditures align with revenues by adopting responsible budgeting practices that prioritize essential services and long-term financial stability.
2. **Enhance Financial Transparency** – Provide clear and accessible financial reports, budgets, and audits to keep residents informed about how public funds are managed.
3. **Optimize Resource Allocation** – Evaluate city programs and expenditures regularly to identify cost-saving opportunities, eliminate inefficiencies, and maximize the impact of public funds.
4. **Plan for Long-Term Financial Sustainability** – Develop multi-year financial plans, maintain healthy reserve funds, and implement policies that support economic resilience and future growth.
5. **Seek Alternative Funding Sources** – Pursue grants, public-private partnerships, and other funding opportunities to supplement city revenues and reduce the financial burden on taxpayers.

**H. Citizen Involvement:** To actively engage and empower residents by fostering a culture of civic participation, open dialogue, and collaborative decision-making.

**Objectives:**

1. **Expand Public Engagement Opportunities** – Host annual town hall meeting, continue

quarterly coffee with the Mayor and Council and increase public forums, and workshops to encourage open dialogue and gather community input on key issues.

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.
3. **Encourage Participation in Boards & Committees** – Promote volunteer opportunities on city advisory boards, commissions, and task forces to involve citizens in decision-making.
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.
5. **Recognize & Support Community Initiatives** – Partner with local organizations, neighborhood groups, and civic leaders to support grassroots efforts that enhance community involvement and civic pride.

### **FISCAL IMPACT**

N/A

### **RECOMMENDATION**

Approval.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**RESOLUTION NO. 25-0\_\_R****A RESOLUTION OF THE CITY OF LEON VALLEY, TX., CITY COUNCIL ADOPTING THE 2025 CITY OF LEON VALLEY STRATEGIC PLAN BY UPDATING THE GOALS AND OBJECTIVES FOR THE FUTURE**

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**WHEREAS**, the City of Leon Valley strives to be an exemplary community deeply committed to the preservation of natural resources, and outdoor recreation; and

**WHEREAS**, the City recognizes the delicate balance between future growth and existing development and the neighborhood communities, and strives to promote a compatible business environment that will maintain a healthy economy, pedestrian friendly connections between the City's physical elements, and a safe and efficient flow of street traffic; and

**WHEREAS**, the City of Leon Valley maintains its trailblazing legacy of leadership by fostering and encouraging collaborative participation by its residents, businesses, and civic partners to sustain Leon Valley as a community of choice; and

**WHEREAS**, a Strategic Plan is a systematic process by which a community anticipates and plans for its future, and the way to anticipate the future is through the development of goals and objectives that map the direction to reach that desired future; and

**WHEREAS**, the City Council and the citizens of Leon Valley have collaborated on revisions to the 2010, 2014, 2019 and now bring a 2025 Strategic Plan from these revisions;

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

**SECTION 1.** The City of Leon Valley hereby adopts the 2025 Strategic Plan as follows:

**Goals:**

**A. Economic Development:** To foster sustainable economic growth in Leon Valley by attracting and supporting diverse businesses, enhancing infrastructure, and creating a vibrant community that promotes job creation, innovation, and a high quality of life for residents and visitors.

**Objectives:**

- 1. Business Attraction & Retention** – Develop incentive programs, support strategic partnerships, and streamline permitting processes to attract new businesses while supporting the growth and retention of existing enterprises in Leon Valley.
- 2. Infrastructure & Development** – Invest in critical infrastructure improvements, such as roads, utilities, and broadband, to create a business-friendly environment and support future economic expansion. Review, create and

enforce codes that assist in stimulating declining commercial areas and that impact Economic development.

3. **Workforce Development** – Partner with educational institutions and local businesses to provide job training, career development programs, and employment opportunities that meet the evolving needs of the workforce.
4. **Revitalization** – Enhance commercial districts and revamp underutilized properties by supporting low-density/mixed-use developments that contribute to a vibrant and dynamic local economy. Support smart urban planning that balances economic progress with environmental and social responsibility.
5. **Marketing & Promotion** – Implement targeted marketing campaigns to showcase Leon Valley’s strengths, attract new investment, and position the city as a premier destination for businesses, residents, and visitors.

**B. First Responders:** To build a strong, resilient, and connected community by fostering collaboration between residents and first responders, including Police, Fire, and EMS.

**Objectives:**

1. **Enhance Public Safety Resources** – Invest in modern equipment, advanced technology, other resources, training and facility upgrades to ensure Police, Fire, and EMS have the necessary tools to respond effectively to emergencies.
2. **Community Engagement & Outreach** – Develop programs such as neighborhood watch groups, citizen academies, and public safety workshops to strengthen relationships between first responders and residents.
3. **Emergency Preparedness & Training** – Conduct regular emergency drills, CPR and first aid training, and disaster response classes to improve community readiness and resilience.
4. **Recruitment & Retention of First Responders** – Implement competitive pay, benefits, and professional development opportunities to attract and retain highly skilled public safety personnel. Finance an increase in staffing levels that support the staff utilization study.
5. **Collaborative Public Safety Initiatives** – Establish partnerships between law enforcement, fire services, EMS, other local agencies and community organizations to address crime prevention, fire safety, and emergency medical response through joint efforts and shared resources.

**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.

**Objectives:**

1. **Enhance Transportation & Roadways** – Support plans and initiatives that improve streets, sidewalks, and traffic management systems to increase safety, reduce congestion, and promote accessibility for all residents.

2. **Upgrade Utilities & Public Services** – Agree to budget for initiatives that invest in water, sewer, and drainage infrastructure to ensure reliability, sustainability, and capacity for future growth.
3. **Expand & Maintain Public Facilities** – Advocating for renovations and construction of city buildings, parks, and recreational spaces to support community services, public safety, Americans with Disabilities Act (ADA) compliance, and quality-of-life initiatives.
4. **Implement Smart Growth & Sustainability Initiatives** – Continue to integrate environmentally friendly practices, energy-efficient infrastructure, and green spaces into capital projects to promote long-term sustainability.
5. **Secure Funding & Partnerships** – Assess ongoing capital needs through the continuation of a 10-year capital plan, support budget for needed plans on future projects and identify grant opportunities, public-private partnerships, and innovative financing solutions to fund critical infrastructure projects without overburdening taxpayers.

**D. Environment:** To promote a cleaner, healthier, and more sustainable future for Leon Valley by implementing eco-friendly initiatives, conserving natural resources, and reducing the city's environmental footprint.

**Objectives:**

1. **Enhance Waste Reduction & Recycling Programs** – Maximize recycling, composting, and waste reduction initiatives to minimize landfill use and promote responsible waste management.
2. **Promote Energy Efficiency & Renewable Energy** – Invest in energy-efficient infrastructure, encourage the use of renewable energy sources, and support sustainability practices in city operations and new developments. Reinforce low-impact development parking areas for both city & privately owned developments to reduce localized flooding.
3. **Improve Water Conservation & Quality** – Implement programs to reduce water consumption, enhance stormwater management, and protect local waterways from pollution.
4. **Engage the Community in Environmental Stewardship** – Launch and support educational campaigns, volunteer clean-up events, and incentive programs to encourage residents and businesses to adopt sustainable practices. Adopt policies to reduce vehicle emissions and lessen environmental hazards.

**E. Recreational Green Space and Parks:** To develop and maintain high-quality parks, recreational green spaces, and wellness-focused areas that encourage physical activity, environmental stewardship, and community engagement.

**Objectives:**

1. **Enhance and Maintain Parks & Trails** – Invest in the development, beautification, and upkeep of parks, trails, and open spaces to ensure they are

safe, accessible, and enjoyable for all residents. Encourage grant opportunities to improve parks and open spaces.

2. **Expand Recreational Programs & Facilities** – Offer diverse recreational spaces, that support different sports leagues, fitness classes, and outdoor activities that promote health and wellness for all ages.
3. **Increase Green Space & Environmental Conservation** – Protect and expand natural areas, implement tree-planting initiatives, and incorporate sustainable landscaping practices to preserve the city’s green infrastructure. Budget for routine and preventative and reactive maintenance program.
4. **Promote Accessibility & Inclusivity** – Ensure that parks, playgrounds, and recreational facilities are designed to be inclusive and accessible for individuals of all abilities.
5. **Support Cultural & Community Events** – Host and promote festivals, art programs, and community gatherings in public spaces to celebrate diversity and strengthen community connections.

**F. Transparency:** To foster a government that is open, transparent, and accountable by ensuring clear communication, ethical decision-making, and active public engagement.

**Objectives:**

1. **Enhance Public Communication** – Provide clear, timely, and accessible information through multiple platforms, including city meetings, websites, social media, and newsletters.
2. **Encourage Community Participation** – Create more opportunities for residents to engage with city officials through public forums, town hall meetings, and citizen advisory committees.
3. **Strengthen Ethical Governance** – Uphold high ethical standards by ensuring compliance with open meetings laws, financial disclosures, and codes of conduct for elected officials and city staff.
4. **Increase Access to Public Records & Decisions** – Streamline access to city documents, budgets, and policy decisions by improving online transparency and making public records readily available.
5. **Implement Performance & Accountability Measures** – Establish benchmarks and reporting systems to evaluate city government effectiveness, track progress on initiatives, and maintain accountability to residents.

**G. 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.



**Objectives:**

1. **Maintain a Balanced Budget** – Ensure that city expenditures align with revenues by adopting responsible budgeting practices that prioritize essential services and long-term financial stability.
2. **Enhance Financial Transparency** – Provide clear and accessible financial reports, budgets, and audits to keep residents informed about how public funds are managed.
3. **Optimize Resource Allocation** – Evaluate city programs and expenditures regularly to identify cost-saving opportunities, eliminate inefficiencies, and maximize the impact of public funds.
4. **Plan for Long-Term Financial Sustainability** – Develop multi-year financial plans, maintain healthy reserve funds, and implement policies that support economic resilience and future growth.
5. **Seek Alternative Funding Sources** – Pursue grants, public-private partnerships, and other funding opportunities to supplement city revenues and reduce the financial burden on taxpayers.

**H. Citizen Involvement:** To actively engage and empower residents by fostering a culture of civic participation, open dialogue, and collaborative decision-making.

**Objectives:**

1. **Expand Public Engagement Opportunities** – Host annual town hall meeting, continue quarterly coffee with the Mayor and Council and increase public forums, and workshops to encourage open dialogue and gather community input on key issues.
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.
3. **Encourage Participation in Boards & Committees** – Promote volunteer opportunities on city advisory boards, commissions, and task forces to involve citizens in decision-making.
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.
5. **Recognize & Support Community Initiatives** – Partner with local organizations, neighborhood groups, and civic leaders to support grassroots efforts that enhance community involvement and civic pride.

**SECTION 2.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Resolution are severable, and if any phrase, clause, sentence, or section of this Resolution shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph or section of this Resolution.

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

**SECTION 4.** This Resolution shall become effective immediately upon its passage and publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley on this the 21st day of October, 2025.

**APPROVED**

---

**CHRIS RILEY**  
MAYOR

Attest: \_\_\_\_\_  
**SAUNDRA PASSAILAGUE, TRMC**  
City Secretary

Approved as to Form: \_\_\_\_\_  
**ARTURO D. "ART" RODRIGUEZ**  
City Attorney



# Goals and Objective

Crystal Caldera, PhD  
City Manager  
City Council Meeting  
October 21, 2025

# Background

- 2-24-2024 : The Council collectively agreed to revise the mission and vision statement
- 3-5-2024: The Council adopted a new Mission and Vision Statement
- 3-19-2024: The Mayor requested an amendment to the Mission Statement
  - The Council agreed to the amendment
- 8-6-24 – council-manager retreat: the council requested the goals and objectives be placed as a Town Hall Meeting discussion item

# Background

- 4-26-25: After the town hall meeting the council requested that the City Manager summarize the Goals and Objectives.
  - The City Manager presented the summarized version at the coffee.
  - The City also posted this version online for further feedback
  - There were no amendments -see the attached document in the packet
- 9-2-25 – Council made some changes

# Mission & Vision

- Mission

- The City of Leon Valley is committed to protecting the quality of life, safety, and liberty for all its citizens while prioritizing fiscal responsibility, resiliency, sustainability, and economic development

- Vision

- The City of Leon Valley strives to foster a community that is resilient to challenges, sustainable for future generations, and economically dynamic, ensuring a prosperous and harmonious future for all

*Approved March 5, 2024*

# Process

{Section}.611.

- The council started to review the City's Goals and Objectives and found the amount of information to be too cumbersome to handle during a council meeting
- The Council requested that the staff produce some Goals and Objectives and we would ask the citizens
- The directors were asked to provide up to 5 goals with 3 to 5 objectives to accomplish that goal.
- At the town hall meeting, the residents provided feedback on the staff's and the city's current goals and objectives
- City Manager agreed to create a draft to have the council review and edit.

# Areas Addressed Based On Citizen Feedback

{Section}.611.

- Economic Development
- First Responders
- Infrastructure
- Environment
- Recreational Green Space and Parks
- Transparency
- Fiscal Responsibility
- Citizen Involvement



# Purpose

- When crafting city goals and objectives, the aim is to create a clear, strategic framework that guides the direction of the overall vision of the City.
- The foundation of local governance that is embedded in legal and planning frameworks across the U.S. and many other countries:

“To protect the health, safety, and welfare of its residents.”

This should be accomplished by serving the public and managing local affairs effectively, equitably, and efficiently, ultimately enhancing the quality of life for all residents

# Economic Development

- Goal: To foster sustainable economic growth in Leon Valley by attracting and supporting diverse businesses, enhancing infrastructure, and creating a vibrant community that promotes job creation, innovation, and a high quality of life for residents and visitors.

# Objectives

1. **Business Attraction & Retention** – Develop incentive programs, support strategic partnerships, and streamline permitting processes to attract new businesses while supporting the growth and retention of existing enterprises in Leon Valley.
2. **Infrastructure & Development** – Invest in critical infrastructure improvements, such as roads, utilities, and broadband, to create a business-friendly environment and support future economic expansion. Review, create and enforce codes that assist in stimulating declining commercial areas and that impact Economic development.
3. **Workforce Development** – Partner with educational institutions and local businesses to provide job training, career development programs, and employment opportunities that meet the evolving needs of the workforce.
4. **Revitalization** – Enhance commercial districts and revamp underutilized properties by supporting low-density/mixed-use developments that contribute to a vibrant and dynamic local economy. Support smart urban planning that balances economic progress with environmental and social responsibility.
5. **Marketing & Promotion** – Implement targeted marketing campaigns to showcase Leon Valley’s strengths, attract new investment, and position the city as a premier destination for businesses, residents, and visitors.

# First Responders

- Goal: To build a strong, resilient, and connected community by fostering collaboration between residents and first responders, including Police, Fire, and EMS.

# Objectives

1. **Enhance Public Safety Resources** – Invest in modern equipment, advanced technology, other resources, training and facility upgrades to ensure Police, Fire, and EMS have the necessary tools to respond effectively to emergencies.
2. **Community Engagement & Outreach** – Develop programs such as neighborhood watch groups, citizen academies, and public safety workshops to strengthen relationships between first responders and residents.
3. **Emergency Preparedness & Training** – Conduct regular emergency drills, CPR and first aid training, and disaster response classes to improve community readiness and resilience.
4. **Recruitment & Retention of First Responders** – Implement competitive pay, benefits, and professional development opportunities to attract and retain highly skilled public safety personnel. Finance an increase in staffing levels that support the staff utilization study.
5. **Collaborative Public Safety Initiatives** – Establish partnerships between law enforcement, fire services, EMS, other local agencies and community organizations to address crime prevention, fire safety, and emergency medical response through joint efforts and shared resources.

# Infrastructure

- Goal: 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.

# Objectives

1. **Enhance Transportation & Roadways** – Support plans and initiatives that improve streets, sidewalks, and traffic management systems to increase safety, reduce congestion, and promote accessibility for all residents.
2. **Upgrade Utilities & Public Services** – Agree to budget for initiatives that invest in water, sewer, and drainage infrastructure to ensure reliability, sustainability, and capacity for future growth.
3. **Expand & Maintain Public Facilities** – Advocating for renovations and construction of city buildings, parks, and recreational spaces to support community services, public safety, Americans with Disabilities Act (ADA) compliance, and quality-of-life initiatives.
4. **Implement Smart Growth & Sustainability Initiatives** – Continue to integrate environmentally friendly practices, energy-efficient infrastructure, and green spaces into capital projects to promote long-term sustainability.
5. **Secure Funding & Partnerships** – Assess ongoing capital needs through the continuation of a 10-year capital plan, support budget for needed plans on future projects and identify grant opportunities, public-private partnerships, and innovative financing solutions to fund critical infrastructure projects without overburdening taxpayers.

# Environment

- Goal: To promote a cleaner, healthier, and more sustainable future for Leon Valley by implementing eco-friendly initiatives, conserving natural resources, and reducing the city's environmental footprint.



# Objectives

1. **Enhance Waste Reduction & Recycling Programs** – Maximize recycling, composting, and waste reduction initiatives to minimize landfill use and promote responsible waste management.
2. **Promote Energy Efficiency & Renewable Energy** – Invest in energy-efficient infrastructure, encourage the use of renewable energy sources, and support sustainability practices in city operations and new developments. Reinforce low-impact development parking areas for both city & privately owned developments to reduce localized flooding.
3. **Improve Water Conservation & Quality** – Implement programs to reduce water consumption, enhance stormwater management, and protect local waterways from pollution.
4. **Engage the Community in Environmental Stewardship** – Launch and support educational campaigns, volunteer clean-up events, and incentive programs to encourage residents and businesses to adopt sustainable practices. Adopt policies to reduce vehicle emissions and lessen environmental hazards.

# Recreational Green Space and Parks

{Section}.611.

- Goal: To develop and maintain high-quality parks, recreational green spaces, and wellness-focused areas that encourage physical activity, environmental stewardship, and community engagement.

# Objectives

1. **Enhance and Maintain Parks & Trails** – Invest in the development, beautification, and upkeep of parks, trails, and open spaces to ensure they are safe, accessible, and enjoyable for all residents. Encourage grant opportunities to improve parks and open spaces.
2. **Expand Recreational Programs & Facilities** – Offer diverse recreational spaces, that support different sports leagues, fitness classes, and outdoor activities that promote health and wellness for all ages.
3. **Increase Green Space & Environmental Conservation** – Protect and expand natural areas, implement tree-planting initiatives, and incorporate sustainable landscaping practices to preserve the city's green infrastructure. Budget for routine and preventative and reactive maintenance program.
4. **Promote Accessibility & Inclusivity** – Ensure that parks, playgrounds, and recreational facilities are designed to be inclusive and accessible for individuals of all abilities.
5. **Support Cultural & Community Events** – Host and promote festivals, art programs, and community gatherings in public spaces to celebrate diversity and strengthen community connections.

# Transparency

- Goal: To foster a government that is open, transparent, and accountable by ensuring clear communication, ethical decision-making, and active public engagement.

# Objectives

1. **Enhance Public Communication** – Provide clear, timely, and accessible information through multiple platforms, including city meetings, websites, social media, and newsletters.
2. **Encourage Community Participation** – Create more opportunities for residents to engage with city officials through public forums, town hall meetings, and citizen advisory committees.
3. **Strengthen Ethical Governance** – Uphold high ethical standards by ensuring compliance with open meetings laws, financial disclosures, and codes of conduct for elected officials and city staff.
4. **Increase Access to Public Records & Decisions** – Streamline access to city documents, budgets, and policy decisions by improving online transparency and making public records readily available.
5. **Implement Performance & Accountability Measures** – Establish benchmarks and reporting systems to evaluate city government effectiveness, track progress on initiatives, and maintain accountability to residents.

# Fiscal Responsibility

- Goal: To ensure responsible stewardship of public funds by maintaining a balanced budget, optimizing resources, and making strategic financial decisions that promote long-term sustainability.

# Objectives

- 1. Maintain a Balanced Budget** – Ensure that city expenditures align with revenues by adopting responsible budgeting practices that prioritize essential services and long-term financial stability.
- 2. Enhance Financial Transparency** – Provide clear and accessible financial reports, budgets, and audits to keep residents informed about how public funds are managed.
- 3. Optimize Resource Allocation** – Evaluate city programs and expenditures regularly to identify cost-saving opportunities, eliminate inefficiencies, and maximize the impact of public funds.
- 4. Plan for Long-Term Financial Sustainability** – Develop multi-year financial plans, maintain healthy reserve funds, and implement policies that support economic resilience and future growth.
- 5. Seek Alternative Funding Sources** – Pursue grants, public-private partnerships, and other funding opportunities to supplement city revenues and reduce the financial burden on taxpayers.

# Citizen Involvement

- Goal: To actively engage and empower residents by fostering a culture of civic participation, open dialogue, and collaborative decision-making.



# Objectives

- 1. Expand Public Engagement Opportunities** – Host annual town hall meeting, continue quarterly coffee with the Mayor and Council and increase public forums, and workshops to encourage open dialogue and gather community input on key issues.
- 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.
- 3. Encourage Participation in Boards & Committees** – Promote volunteer opportunities on city advisory boards, commissions, and task forces to involve citizens in decision-making.
- 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.
- 5. Recognize & Support Community Initiatives** – Partner with local organizations, neighborhood groups, and civic leaders to support grassroots efforts that enhance community involvement and civic pride.

- What's next?

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** October 21, 2025

**TO:** Mayor and City Council

**FROM:** Melinda Moritz, Public Works Director

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

**SUBJECT:** Presentation, Discussion, and Public Hearing to Consider Approval of an an Ordinance Closing Robin Road for Public Purposes

**SPONSOR(S):** None

### **PURPOSE & BACKGROUND**

The property owners of Marshall High School have petitioned the City to abandon and vacate the street known as Robin Road. It is their intention to close this street and build a new John Marshall Drive (see attached exhibit). The existing roadway was not built to current roadway construction standards, is very narrow for emergency access vehicles.

The property owner, who owns the properties adjacent to both sides of the roadway, is replatting the high school to create a larger parking area, and this closure will allow for better circulation, a standard roadway, and new utilities.

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 developer will be responsible for the removal of the existing street and any utilities and for the construction of the new street and utilities. After the city accepts the new street, the city will be responsible for future maintenance.

### **RECOMMENDATION**

Staff recommends approval of the attached Ordinance declaring the vacation, abandonment and quitclaim of Robin Road.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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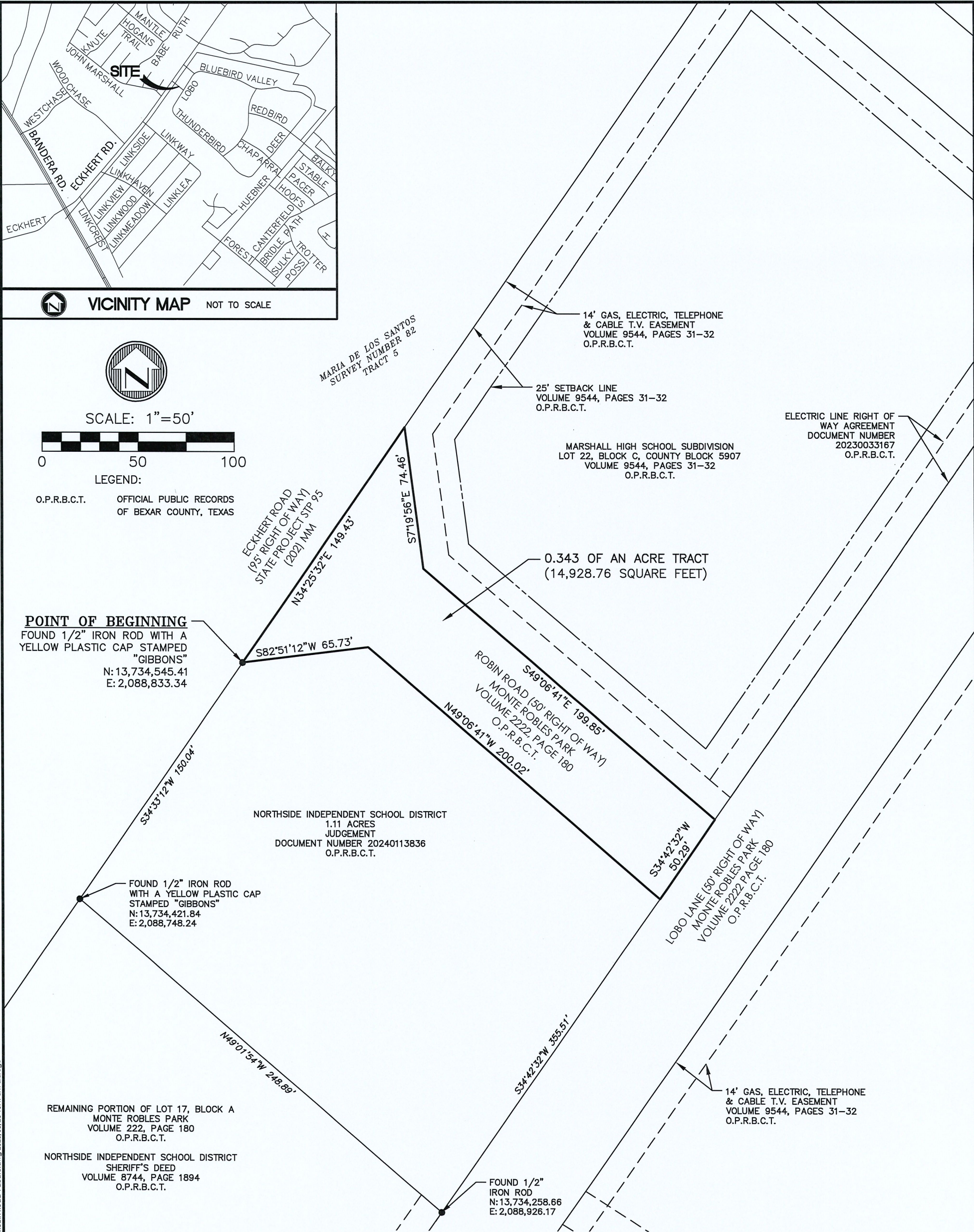
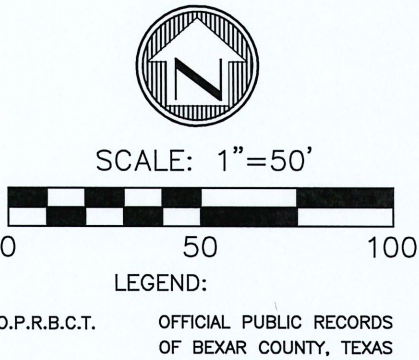
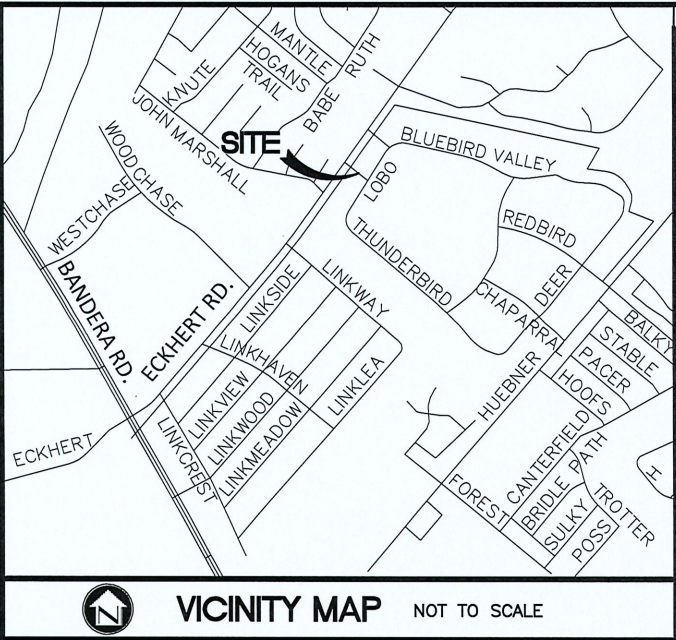
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ATTEST:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary





GENERAL NOTES:

- 1) BASIS OF BEARING AND COORDINATES CITED WERE ESTABLISHED FROM THE STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983, TEXAS SOUTH CENTRAL ZONE.
- 2) ONLY THOSE COPIES WHICH BEAR AN ORIGINAL INK IMPRESSION SEAL AND AN ORIGINAL SIGNATURE OF THE SURVEYOR WILL BE CONSIDERED A "VALID" COPY. MOY TARIN RAMIREZ ENGINEERS, LLC., WILL NOT BE RESPONSIBLE FOR THE CONTENT OF ANYTHING OTHER THAN A VALID COPY OF THIS SURVEY.
- 3) A FIELD NOTE DESCRIPTION OF EVEN DATE WAS PREPARED FOR THIS EXHIBIT.



Moy Tarin Ramirez Engineers, LLC

TBPELS ENGINEERING F-5297/SURVEYING NO. 10131500

12770 CIMARRON PATH, SUITE 100  
SAN ANTONIO, TEXAS 78249

TEL: (210) 698-5051  
FAX: (210) 698-5085

- Engineers
- Surveyors
- Planners



Stephanie L. James

EXHIBIT OF

A 0.343 OF AN ACRE TRACT (14,928.76 SQUARE FEET) TRACT OF LAND SITUATED IN THE MARIA DE LOS SANTOS SURVEY NUMBER 82, TRACT 5, BEXAR COUNTY, TEXAS, BEING ALL OF ROBIN ROAD, A 50-FOOT WIDE RIGHT OF WAY, AS SHOWN ON SUBDIVISION PLAT OF MONTE ROBLES PARK, AS RECORDED IN VOLUME 2222, PAGE 180, OF THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS.

DATE: 2025-08-26

JOB NO. 25021.01





Field Notes for a Tract of Land Containing  
 0.343 of an acre (14,928.76 square feet)

A 0.343 of an acre tract (14,928.76 square feet) tract of land situated in the Maria De Los Santos Survey Number 82, Tract 5, Bexar County, Texas, being all of Robin Road, a 50-foot wide right of way, as shown on subdivision plat of Monte Robles Park, as recorded in Volume 2222, Page 180, of the Official Public Records of Bexar County, Texas, said 0.343 of an acre (14,928.76 square feet) tract being more particularly described as follows:

**Beginning** at a found 1/2" iron rod with a yellow plastic cap stamped "GIBBONS", being the west corner of the south cutback line at the intersection of Eckhert Road, a 95-foot wide right of way, as shown on plans for State Project STP 95 (202) MM, and said Robin Road, having Texas State Plane coordinates of N:13,734,545.41, E:2,088,833.34, being the southwest corner of the herein described tract, and being a northwesterly corner of a 1.11 acre tract as conveyed to Northside Independent School District, by Judgment as recorded in Document Number 20240113836, of the Official Public Records of Bexar County, Texas, from which the west corner of said 1.11 acre tract, being a found 1/2" iron rod with a yellow plastic cap stamped "GIBBONS", and also being the north corner of the remaining portion of Lot 17, Block A, as shown on said plat of Monte Robles Park, as conveyed to Northside Independent School District, by Sheriff's Deed as recorded in Volume 8744, Page 1894, of the Official Public Records of Bexar County, Texas, having Texas State Plane coordinates of N:13,734,421.84, E:2,088,748.24, bears South 34 degrees 33 minutes 12 seconds West, a distance of 150.04 feet;

**Thence**, leaving the north boundary of said 1.11 acre tract, with the southeast right of way line of said Eckhert Road, over said Robin Road, North 34 degrees 25 minutes 32 seconds East, a distance of 149.43 feet to a point on the southwesterly boundary of Lot 22, Block C, County Block 5907, as shown on plat of Marshall High School Subdivision, as recorded in Volume 9544, Pages 31-32, of the Official Public Records of Bexar County, Texas, being the north corner of the north cutback line at the intersection of said Robin Road and said Eckhert Road, being a northwest corner of said Lot 22, Block C, and being the north corner of the herein described tract;

**Thence**, leaving the southeast right of way line of said Eckhert Road, with the west and southwest boundary of said Lot 22, being the east and northeast right of way line of said Robin Road, the following two (2) courses:

South 07 degrees 19 minutes 56 seconds East, a distance of 74.46 feet to a point, being the south corner of said north cutback line and an angle point in the herein described tract;

South 49 degrees 06 minutes 41 seconds East, a distance of 199.85 feet to a point on the northwest right of way line of Lobo Lane, a 50-foot wide right of way, as shown on said plat of Monte Robles Park, being the south corner of said Lot 22, and being the east corner of both said Robin Road and of the herein described tract;

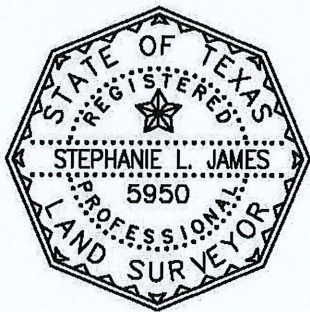
**Thence**, across said Robin Road, with the northwest right of way line of said Lobo Lane, South 34 degrees 42 minutes 32 seconds West, a distance of 50.29 feet to a point, being the east corner of said 1.11 acre tract, and being the southeast corner of both said Robin Road and of the herein described tract, from which the south corner of said 1.11 acre tract, being a found 1/2" iron rod, and also being the east corner of the remaining portion of said Lot 17, Block A, having Texas State Plane coordinates of N:13,734,258.66, E:2,088,936.17, bears South 34 degrees 42 minutes 32 seconds West, a distance of 355.51 feet;

**Thence**, leaving the northwest right of way line of said Lobo Lane, with the northeast and north boundary of said 1.11 acre tract, being the southwest and south right of way line of said Robin Road, the following two (2) courses:

North 49 degrees 06 minutes 41 seconds West, a distance of 200.02 feet to a point, being the east corner of said south cutback line at the intersection of said Robin Road and said Eckhert Road, and being an angle point in the herein described tract;

South 82 degrees 51 minutes 12 seconds West, a distance of 65.73 feet to the **Point of Beginning**, containing 0.343 of an acre (14,928.76 square feet) of land.

**Note:** Basis of bearing and coordinates cited were established from the State Plane Coordinate System, North American Datum of 1983, Texas South Central Zone. An Exhibit of even date was prepared for this description.



*Stephanie L. James*

Stephanie L. James, R.P.L.S.

Registered Professional Land Surveyor

No. 5950

Date: 2025-08-26

Job No. 25021.01

slj

**ORDINANCE NO. 2025-\_\_****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, CLOSING, VACATING, AND ABANDONING ROBIN ROAD; PROVIDING FOR REPEALER, PENALTY, SEVERABILITY AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE**

---

**WHEREAS**, the property owner of John Marshall High School, who own the property directly abutting both sides of the right-of-way known as Robin Road, have petitioned the City to abandon and vacate the right-of-way and will construct a new John Marshall Drive in a suitable location to provide public access; and

**WHEREAS**, the existing right-of-way was not built to current roadway construction standards, is too narrow for emergency access vehicles, and does not have modern utilities, curbs, or sidewalks; 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 be relieved of the obligation to maintain the right-of-way segment;

**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 2222, Page 180, in the Bexar County Office of Deeds and Records.

**Section 4.** The properties abutting the Right-of-Way Segment are:

Lot 22, Block C, CB 5907, Marshall High School Subdivision  
Lot S.E. IRR 199.9 ft. of 18, Block A, CB 5907, Monte Robles Subdivision



Owner: Northside Independent School District  
c/o Central Office  
Address: 5900 Evers Road  
Leon Valley, Tx 78238

The listing above is made solely to facilitate indexing this Ordinance in real property records. If the listing is inaccurate or not comprehensive, it does not affect the validity of the closure.

**Section 5.** 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 6.** 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 7.** The Right-of-Way Segment exists by easement. The underlying fee ownership of the Right-of-Way Segment by the adjacent property owners is now unburdened by the rights closed, vacated, and abandoned. For purposes of future conveyance and to better reflect their ownership generally, the owners of the adjacent property shall replat. No such replat impairs the rights retained by the City unless in the course of replatting, the owner, at his own expense, otherwise provides for those rights according to platting rules of general applicability.

**Section 8.** In consideration of such Right-of-Way Segment closure, vacation, and abandonment, the adjacent property owners agree to construct a new Samaritan Drive Right-of-Way in accordance with City regulations and the approved Samaritan Trails Master Development Plan.

**Section 9. 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 10. 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 11. Savings.** That all rights and privileges of the City are expressly saved as to any and all violations of the provision of any ordinances repealed by this ordinance which have accrued at the time of the effective date of this Ordinances; and, as to such accrued violation and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

**Section 12. 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 13. 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 14. Effective date.** This Ordinance shall be effective ten (10) days 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 4th 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, Quitclaiming Robin Road

Melinda Moritz  
Public Works Director  
City Council Meeting  
October 21, 2025

# Summary

- Question
  - City Council is being asked to consider approval of an Ordinance vacating, abandoning, & quitclaiming Robin Road
- Options
  - Recommended: Approve Ordinance Vacating, Abandoning, & Quitclaiming Robin Road
  - Denial
  - Other
- Declaration
  - Robin Road is a substandard roadway and has a PCI of 43.1 (poor)
  - Property owner of both sides of right-of-way will be building a new John Marshall Drive that will meet current roadway standards

# Purpose

- Property owner of John Marshall High School has petitioned the City to abandon, vacate, & quitclaim the right-of-way known as Robin Road
- They intend to close street & build a new John Marshall Drive further towards Thunderbird Drive
- Existing roadway was not built to current roadway construction standards, is very narrow for emergency access vehicles, and will eventually need full reconstruction
  - Platted & built as a part of Monte Robles Subdivision in 1947

# Purpose / Background

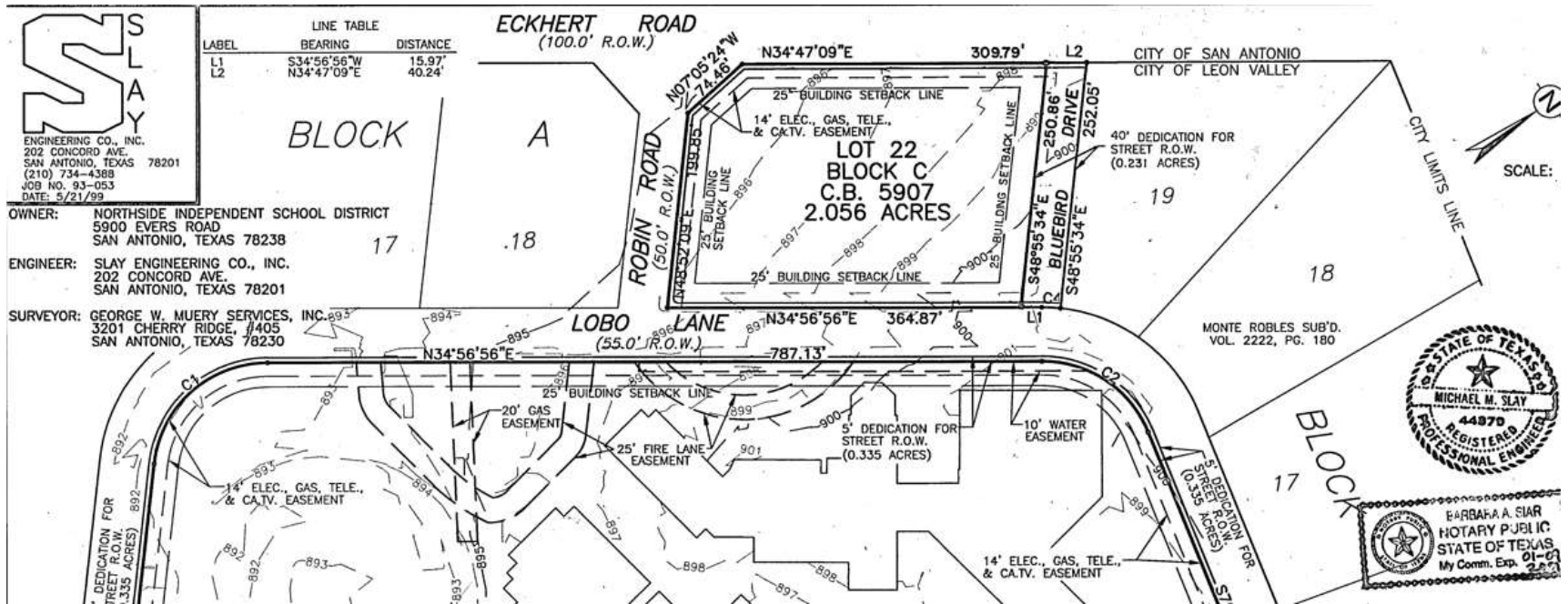
- Property owner, who owns the properties adjacent to both sides of the roadway, is replatting the high school to create a larger parking area & new buildings
- This closure will allow for better circulation, a standard width roadway, new utilities, and a traffic signal on Eckhert Road
- Bluebird Road will also be reconstructed by the NISD to provide a new turn lane

# Purpose / Background

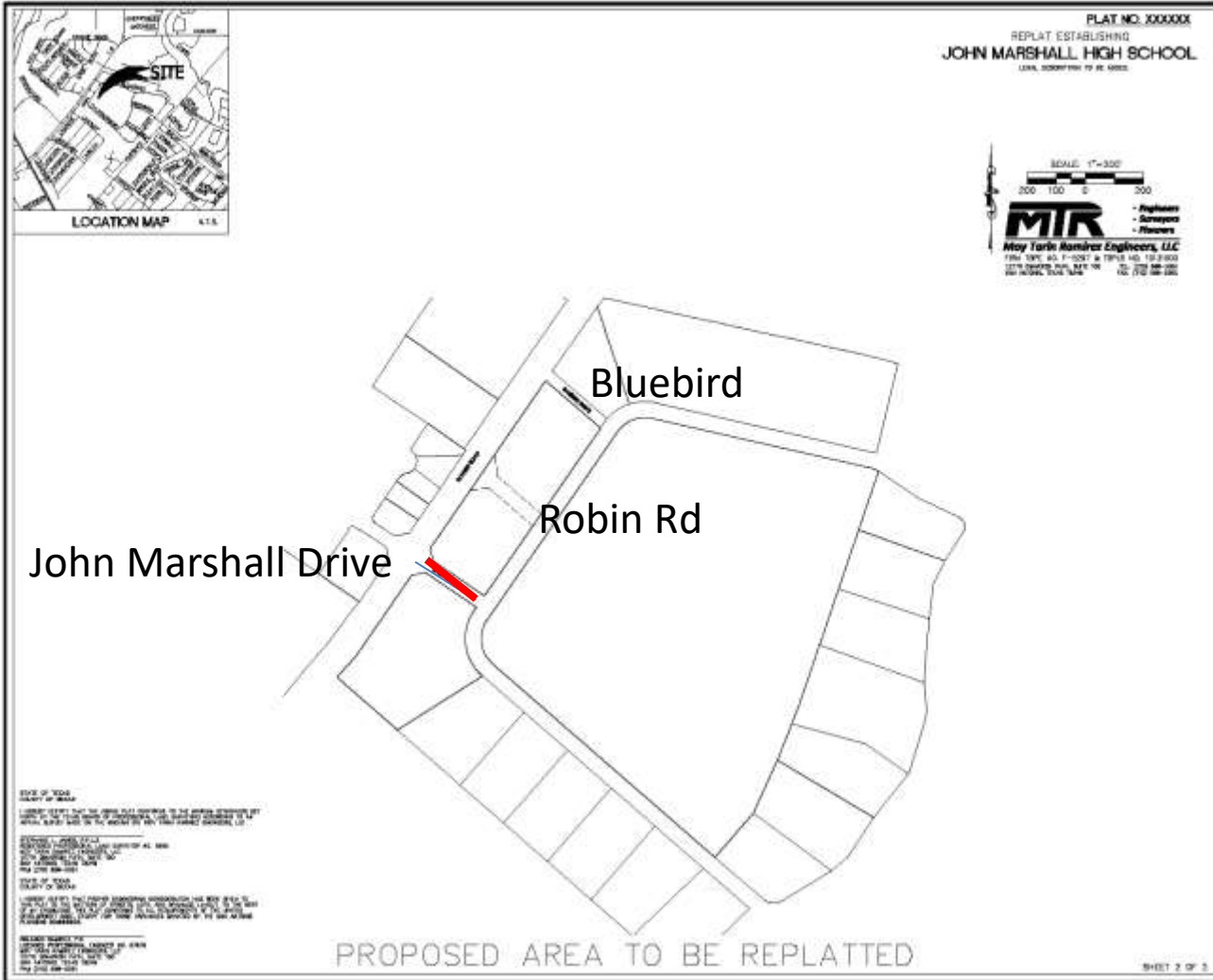
- Such a declaration of abandonment is in the public's best interest
- The street closure does not affect or impair any public rights in the subject tracts for easements or any other rights, except for the right of the public to travel on the subject tract
- Texas Transportation Code, Chapter 311, Section 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



# Proposed Plat



# Revised Roadway





# Existing Condition



# Fiscal Impact

- The developer will be responsible for the removal of the existing street, any utilities, and for the construction of the new street & utilities
- After the city accepts the new street, the city will be responsible for future maintenance
- Developer will build new parking lot on roadway property

# Recommendation

- Staff recommends approval of the Ordinance to vacate & abandon Robin Road & Quitclaim the property to the adjacent property owners

## MAYOR AND CITY COUNCIL COMMUNICATION

**DATE:** October 21, 2025

**TO:** City Council

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

**SUBJECT:** Presentation, Discussion to Consider an Ordinance Amending Chapter 15, “Zoning,” Section 15.02.327, “PD”, Planned Development District (1st Read as Required by City Charter)

### **PURPOSE**

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.

The purpose of this item is to consider approval of an Ordinance amending Chapter 15 Zoning, specifically to add measurable criteria for approval. Other changes are included in Exhibit A.

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

#### **1. Open Space & Environment (Max 30 pts)**

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

#### **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 ≤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

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) – 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

**FISCAL IMPACT:**

NA

**RECOMMENDATION**

City Council's Discretion.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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**Saundra Passailaigue**  
City Secretary



**ORDINANCE No. 2025-**

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AMENDING THE LEON VALLEY CODE OF ORDINANCES CHAPTER 15, “ZONING”, SECTION 15.02.327 “PD” PLANNED DEVELOPMENT DISTRICT, PROVIDING A REPEALER CLAUSE; SEVERABILITY CLAUSE; NOTICE OF MEETING; SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS** Chapter 211 of the Vernon’s Local Government Code empowers cities to enact zoning regulations and provide for their administration, enforcement, and amendment; and

**WHEREAS** the City has previously deemed it necessary and desirable to adopt zoning regulations to provide for flexibility in development of property within the City, to promote the public health, safety, and welfare of the residents of the City; and

**WHEREAS** the Leon Valley Code of Ordinances Chapter 15 Zoning constitutes the City’s Zoning regulations and requires the property to be zoned in accordance with proper designations as defined by the City; and

**WHEREAS** the Planning and Zoning Commission of the City of Leon Valley provided adequate notice and held a public hearing in accordance with Chapter 15 of the Leon Valley Code of Ordinances; and

**WHEREAS**, the City Council, after proper notice and public hearing, determined that the request is consistent and compatible with the surrounding zoning and with the City’s Future Land Use Plan, and

**WHEREAS** the City Council of the City of Leon Valley now desires to amend Chapter 15 Zoning.

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

**SECTION 1.** The ordinance amending Chapter 15 Zoning is hereby approved as depicted in the attached Exhibit “A”.

**SECTION 2. REPEALER CLAUSE.** The provisions of the Ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein, provided, however, that all prior ordinances or parts of ordinances inconsistent or in conflict with any of the provisions of this ordinance are hereby expressly repealed to the extent that such inconsistency is apparent by any other ordinance.

**SECTION 3. SEVERABILITY CLAUSE.** If any provision, section, sentence, clause, or phrase of this ordinance or application of the same to any person or set of circumstances

is for any reason held to be unconstitutional, void, invalid, or unenforceable, the validity of the remaining portions of this ordinance or its application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the Leon Valley City Council in adopting, and the Mayor in approving this Ordinance, that no portion thereof or provisions or regulation contained herein shall become inoperative or fall by reason of any unconstitutionally or invalidity of any portion, provision, or regulation.

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

**SECTION 5. NOTICE OF MEETING CLAUSE.** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

**SECTION 6. EFFECTIVE DATE.** This ordinance shall become effective on and after its passage, approval and publication as required by law.

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

**APPROVED**

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**CHRIS RILEY**  
MAYOR

Attest: \_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form: \_\_\_\_\_  
**ART RODRIGUEZ**  
City Attorney

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

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;

- (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:
    - (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.
- (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;**

- (C) Project plan review by the planning and zoning director or designees to ;
  - (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 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 have a~~ minimum of 70 points.
- 1. Open Space & Environment (Max 30 pts)
    - 15% of gross site area as usable green space – 10pts
    - 20% of gross site area as usable green space – 15 pts
    - Trail system connecting to citywide network – 10 pts
    - Preserve all heritage trees – 5 pts
  - 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 ≤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 Sliver 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;
- (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.
- (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.
- (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.



# Concept Plan Checklist

Case # \_\_\_\_\_ County Tax ID# \_\_\_\_\_

Development Name \_\_\_\_\_

Scale: Acceptable scale: 1" = 20', 1" = 40', 1" = 100' or as approved. Type size shall be legible at full scale and when reduced. If the plan requires more than one (1) sheet, each sheet shall be numbered as it corresponds to the total number of sheets (i.e., 1 of 2, 2 of 2). When a match line is required, a key map shall be provided.

Provided			Verified			
Yes	No		Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	1	Existing and proposed site conditions.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2	Title block, preferably in lower right-hand corner, including the following: "Concept Plan, name of development, survey and abstract number or recorded plat information, city, county, state, date of preparation, acreage and number of lots".		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3	Name, address, phone and email of owner/developer and the firm preparing the plan.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4	Site boundaries and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5	Location map, north arrow, scale, title block, and site/development summary table (number, location, and typical dimensions of the lots, the setbacks, the number of dwelling units, and number of units per acre (density)).		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6	Most recent, available topographic information from NCTCOG.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7	Natural features, including tree groupings, floodplains, drainage ways, and creeks.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8	The location, type, and size of all fences, berms, or screening features.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9	Land use on site and on adjacent properties, including assignment of use to specific locations within the plan.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10	All adjacent platted property within two hundred (200) feet shown in dashed lines, labeling lot and block numbers, subdivision name, easements, street names and plat record reference.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11	Minimum building setbacks and use.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12	The type, approximate shape and placement of buildings and their proposed uses.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	13	Show existing and proposed public streets, including ROW widths, any other rights-of-way (including easements), median openings, turn lanes (including storage and transition space), and other driveways (including those on adjacent property) showing the access to and general circulation of the development sufficient to demonstrate the relationship and compatibility of the site to the surrounding properties, uses and facilities. Provide ROW cross sections for each roadway type in the proposed development.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	14	Show proposed dedications and reservations of land for public use including but not limited to rights-of-way, easements, trails, park land, open space, drainageways, floodplains, and public facility sites.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	15	Provide a description of phases of development, including delineation of areas, building sites, land use and improvements to be constructed in independent phases. Also a summary of the anticipated timing and sequencing of development phases.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	16	Any existing covenants or site restrictions.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17	For a residential planned development which does not propose platted lots, the concept plan shall set forth the size, type and location of buildings and building sites.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	18	For a residential planned development provide a typical lot detail that illustrates placement of the house and orientation of the driveways and garages on each typical lot size.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	19	For a residential planned development provide typical home elevations with key architectural attributes called out that represent the intent of the home styles. Interior pictures are also helpful (not required) to show interior character intent and show case home value to P&Z and Council.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	20	For a non residential planned development, conceptual building elevations shall be required in addition to the concept plan		<input type="checkbox"/>	<input type="checkbox"/>

☐ ☐

21

Screening. The property owner shall construct screening which meets the requirements of this section in the event the owner causes to be constructed a building in a nonresidential or apartment zoning district which abuts a residential district. **In the event the Commission approves a plat for a single-family residential subdivision for land which abuts property zoned for nonresidential or apartment uses, the developer of the residential subdivision shall cause to be constructed screening along the perimeter of the entire subdivision which meets the requirements:**

A. The screening shall be of masonry construction unless otherwise approved by the City Council.  
B. The screening must be a minimum of six (6) feet in height but no greater than eight (8) feet in height.  
C. The screening must allow and maintain clear vision at least twenty-five (25) feet from all intersections or outside the visibility triangle at an intersection.  
D. The construction plans for the screening must be prepared by a structural professional engineer registered in the State of Texas.

☐ ☐☐ ☐

22

Conceptual level water, sanitary sewer and storm drainage plan (including offsite). Standard size lines (8") can be handled with simple notations, larger size lines (10"+) should shown graphically. Storm Drainage plan should show major culvert crossings, detention/retention areas and open channels.

☐ ☐☐ ☐

23

To indicate intent provide conceptual level renderings of special feature elements, including but not limited to amenity centers, entry monuments, enhanced divided entries, landscaping, parks, playgrounds etc.

☐ ☐

Item # \_\_\_\_\_ Reason For Omission: \_\_\_\_\_

Item # \_\_\_\_\_ Reason For Omission: \_\_\_\_\_

Item # \_\_\_\_\_ Reason For Omission: \_\_\_\_\_

# PLANNED DEVELOPMENT REQUEST

{Section}.72.

## Purpose

Zoning is required for each property within the Town of Prosper and provides the land uses and regulations for which the property may be developed. If the proposed development does not conform and if straight zoning does not "fit", a planned development zoning request may be submitted.

## Approval Body

Planned Development requests are approved by Planning & Zoning Commission and by Town Council.

## Required Forms & Exhibit

All requests are submitted online via the Citizen Self Service (CSS) Portal and shall be submitted per the development schedule. Upload the Following:

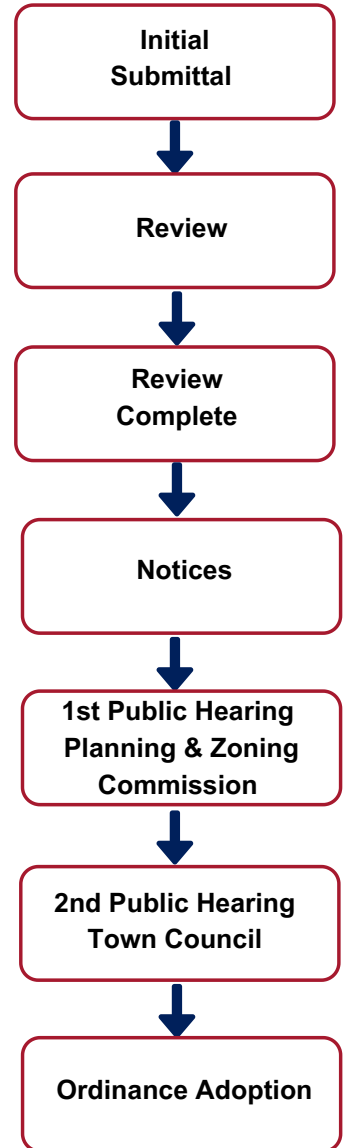
- Owner Acknowledgment Form
- Current Tax Certificate or statement showing there are no delinquent taxes.
- .dwg of all exhibits emailed to [planningdept@prospertx.gov](mailto:planningdept@prospertx.gov) (include project number in title of the email)
- Exhibit A-1(Metes and Bound)
- Exhibit A-2 (Survey)
- Exhibit B (Statement of intent and Purpose)
- Exhibit C (Planned Development Standards)
- Exhibit D (Conceptual Plan)
- Exhibit E (Development Schedule)
- Exhibit F (Elevations)
- Exhibit G (Landscape Plan)
- Signed Checklist
- Letter of Intent

## Fees

Fees will be processed once the application is deemed complete. Fees will be invoiced via the Citizen Self Service (CSS) Portal.

\$750.00 + \$30.00 per acre.

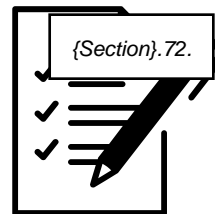
Approximated  
75-90  
business days



## Notices

- Notice to the property owner, property owners within 200 feet from the subject property, the school district, and applicable HOAs.
- Newspaper notice
- Public hearing notice on Town Website
- Two Public Hearings - Planning & Zoning Commission and Town Council
- Please refer to the sign posting requirements

# PLANNED DEVELOPMENT REQUEST CHECKLIST



**PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.**

**Name of Project:** \_\_\_\_\_

**Date of Submittal:** \_\_\_\_\_

- Use the attached list to verify the completeness of the Planned Development request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Sign and complete checklist.
- Attach the completed checklist with the Planned Development request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

**The following checklists are not intended to be a definitive list of all information. Submittals will be rejected if not complete.**

**Exhibit A-1 (Metes & Bounds):** A letter sized document containing the metes and bounds of the property, from the centerline of the road, and stamped and sealed by a surveyor.

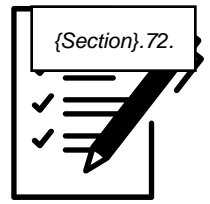
**Exhibit A-2 (Property Exhibit)**

- ☐ Title block located in the lower right corner (titled as Exhibit A-2) with subdivision name or survey name and abstract number, tract number, acreage, and preparation date.
- ☐ The legal description (metes and bounds) of the area within the subject property - extended to the centerline of the adjacent road, that is sealed and signed by a surveyor.
- ☐ Property boundary and dimensions.
- ☐ Names, addresses, and phone numbers of owner, applicant, and surveyor.
- ☐ North arrow, scale, and location/vicinity map.
- ☐ Adjacent property within 200 feet- subdivision name or owner's name and recording information, land use, future land use plan designation and zoning.
- ☐ Existing and requested zoning boundary lines.
- ☐ Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).
- ☐ Location of existing right of way and easements with filing information within 200 feet of subject property.

**\*\*\*List Continues on Page 20\*\*\***

This information is intended to act as a guide, please verify with the Planning Department to confirm requirements of the zoning ordinance.

# PLANNED DEVELOPMENT REQUEST CHECKLIST (CONT.)



## Exhibit A-2 (Continued)

- ☐ Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property with street names.
- ☐ Distances to nearest cross streets.
- ☐ Topography at five (5) foot contours or less (as requested by Town Staff).
- ☐ Existing and proposed FEMA 100-year floodplain areas, or a note that no 100-year floodplain exists on the property.
- ☐ Standard and/or notations as follows:
  - If exhibit contains proposed thoroughfares, add note: " The thoroughfare alignment(s) are shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of Final Plat."

## Exhibit B

- ☐ Statement of Intent and Purpose describing the intent and purpose of the Planned Development.

## Exhibit C (See page 22 for more)

- ☐ Provide an electronic Word document for tracking changes (See Development Standards Template Exhibit C)
- ☐ Planned Development Standards listing the proposed Planned Development standards. If different standards will be applied to different tracts within the PD, list the proposed standards for all tracts separately, label each list of standards, and comparable label the corresponding tracts on the zoning exhibit (Exhibit A)

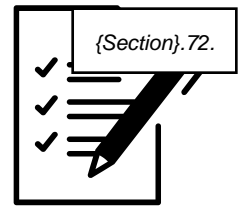
## Exhibit D (Conceptual Plan)

- ☐ Location map, north arrow, scale and title block (located in the lower right corner and titled Exhibit D) containing the acreage, space for the Town project number (provided at the time of case submittal), and preparation date
- ☐ A site data summary table
- ☐ Names, addresses and phone numbers of owner, applicant, and surveyor
- ☐ Legend, if abbreviations or symbols are used
- ☐ Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street
- ☐ Topography at five (5) foot contours or less
- ☐ Natural features including tree masses, drainage ways, and creeks
- ☐ Existing and proposed FEMA 100-year floodplain with elevation. Included finished floor elevations of all lots adjacent to the floodplain. If the site does not contain a floodplain, note that "No 100-year floodplain exists on the site"
- ☐ Proposed reclamation of flood plain area(s), if applicable, with acreage
- ☐ Subdivision name, zoning, future land use plan designation, recording information and land use description of property adjacent to the subject property

**\*\*\*List continues on Page 21\*\*\***

This information is intended to act as a guide, please verify with the Planning Department to confirm requirements of the zoning ordinance.

# PLANNED DEVELOPMENT REQUEST CHECKLIST (CONT.)



## Exhibit D (Continued)

- ☐ Building sites (including maximum building intensity, density, heights and use restrictions as appropriate). Illustration of the approximate shape and placement of buildings is encouraged, but is not required.
- ☐ Assignment of use to specific areas within the plan.
- ☐ Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions.
- ☐ Distances (measured edge to edge) between existing and proposed driveways and streets.
- ☐ Existing and proposed easements (utility, drainage, visibility and maintenance, etc.).
- ☐ Existing and proposed fire hydrants.
- ☐ Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, parkland, open space, drainage ways, floodplains, and facility sites.
- ☐ Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases.
- ☐ Additional information as requested by the Town to clarify the proposed development and compliance with minimum development requirements (i.e. Traffic Impact Analysis).
- ☐ Standard language and/or notations, as follows:
  - If concept plan contains proposed thoroughfares, add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of Final Plat."

## Exhibit E (Development Schedule)

- ☐ Development Schedule describing the proposed development schedule for the Planned Development.

## Exhibit F (Elevations)

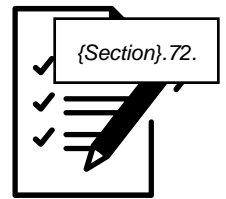
- ☐ Title block (located in the lower right corner) containing the proposed subdivision name with block and lot number, space for the Town project number (provided at the time of case submittal), and preparation date.
- ☐ Scale (appropriate for level of detail).
- ☐ Elevations of all four sides labeled North, East, South, and West, or elevations adequately depicting the general architectural character of the building.
- ☐ If all four sides are provided, approximate materials calculations table showing the percentage of materials used for each elevation.
- ☐ Legend, if abbreviations or symbols are used.
- ☐ Name, address, and phone number of owner, applicant, and surveyor.
- ☐ Existing and proposed fire hydrants.

**\*\*\*Ensure that Zoning Sign(s) are installed on the subject property by the required date. Refer to the Development Schedule and Zoning Sign documents included herein for more information. Failure to submit verification of the sign installation by the required deadline, may result in a delay upon scheduling the P&Z meeting.\*\*\***



**Preparer's Signature**

This information is intended to act as a guide, please verify with the Planning Department to confirm requirements of the zoning ordinance.



CASE #(Provided at the time of the submittal)

## EXHIBIT C

### PLANNED DEVELOPMENT STANDARDS

The proposed development will conform to the development standards of the **BASE** District of the Town of Prosper's Zoning Ordinance, as it exists or may be amended, and Subdivision Ordinance, as it exists or may be amended, except as otherwise set forth in these Development Standards.

1. Except as noted below, the Tract shall develop in accordance with the **BASE** District requirements of the Town of Prosper's Zoning Ordinance, as it exists or may be amended.
2. Development Plans
  - a. Concept Plan: The tract shall be developed in general accordance with the attached concept plan, set forth in Exhibits D.
  - b. Elevations: The tract shall be developed in general accordance with the attached elevations, set forth in Exhibits F.
3. Uses. Uses shall be permitted in accordance with the **BASE** District exception as follows:
  - a. **ADD PROPOSED USES**
4. Regulations:
  - a. **SUBJECT OF RELIEF**
    - i. **PROPOSED STANDARD**





## Planned Development Checklist

**Project Name:** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a Planned Development or Planned Development Amendment Request submittal. An application is incomplete unless all applicable information noted below is submitted to the Department of Planning & Development Services. Indicate that all information is included on the submitted plans by checking the box next to the required information.

**Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this form at the time of application submittal.

All initial Zoning applications (Planned Development Zoning, Planned Development Amendment, or Zoning) shall be accompanied by the following materials:

- ☐ A fully completed [Development Application](#).
- ☐ A completed, signed [Authorization for Application Representation](#).
- ☐ Payment of all applicable fees ([see Schedule of Fees](#)).
- ☐ An email with attachments, email with link not requiring a password, or USB thumb drive with electronic copies of the required documents in “PDF” format. Emails should be sent to: [planning@fatetx.gov](mailto:planning@fatetx.gov)
- ☐ The appropriate checklist(s) for the request being submitted.

Resubmittals applications shall be accompanied by the following materials:

- ☐ A written response to staffs’ comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.
- ☐ The administrator may request additional documentation upon resubmittal.

EXHIBIT A – LEGAL DESCRIPTION	
Included	Item Description
<input type="checkbox"/>	Digital copy of the legal description (metes and bounds) and map of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating “Legal Description”.
EXHIBIT B – PD/PD AMENDMENT ZONING EXHIBIT	
Included	Item Description
<input type="checkbox"/>	Map showing existing and proposed zoning for the subject property.

<input type="checkbox"/>	<p>A title block, in the bottom right-hand corner of the sheet, with:</p> <ul style="list-style-type: none"> <li>• “PD/ PD Amendment exhibit”</li> <li>• Project name</li> <li>• Acreage</li> <li>• Subdivision name, lot and block, or survey name, abstract number</li> <li>• City of Fate, Rockwall County, Texas</li> <li>• Submittal date</li> </ul>
<input type="checkbox"/>	The name or names, address, and phone number of the owner, developer, engineer, and/or surveyor.
<input type="checkbox"/>	North arrow, scale ratio, and scale bar.
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed Planned Development or Amendment. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled.
<input type="checkbox"/>	Adjacent property within 200 feet - subdivision name or owner’s name and recording information, land use, and zoning.
<b>EXHIBIT C – CONCEPT PLAN</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	<p>A title block, in the bottom right-hand corner of the sheet, with:</p> <ul style="list-style-type: none"> <li>• “PD/PD Amendment Concept Plan”</li> <li>• Project name</li> <li>• Acreage</li> <li>• Subdivision name, lot and block, or survey name, abstract number</li> <li>• City of Fate, Rockwall County, Texas</li> <li>• Submittal date</li> </ul>
<input type="checkbox"/>	The name or names, address, and phone number of the owner, developer, engineer, and/or architect.
<input type="checkbox"/>	North arrow, scale ratio, and scale bar.
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	Adjacent properties’ information, including subdivision, lot, block or abstract and tract, recordation information, zoning, and the name of record of owners (if non-residential).
<input type="checkbox"/>	Topography at two-foot contours.
<input type="checkbox"/>	Floodplain area, both the existing FEMA 100-year floodplain and the fully developed ultimate floodplain, with flood studies cited as necessary.
<input type="checkbox"/>	Land uses and acreage of each use.
<input type="checkbox"/>	<p>Site Data Summary Table, including:</p> <ul style="list-style-type: none"> <li>• Proposed Use(s)</li> <li>• Existing Zoning District</li> <li>• Proposed Base Zoning District</li> <li>• Gross Site Area (ac. &amp; sq. ft.)</li> <li>• Lot Coverage</li> <li>• Maximum Height (in ft. &amp; stories)</li> </ul>
<input type="checkbox"/>	<p>For residential development, the Site Data Summary Table should also include the following:</p> <ul style="list-style-type: none"> <li>• Required Open Space (ac. &amp; %)</li> <li>• Provided Open Space (ac. &amp; %)</li> <li>• Total Gross Density (du/ac.)</li> <li>• Total Net Density (du/ac.)</li> <li>• Total Number of Dwelling Units by Type</li> <li>• Lot Count by Typical Lot Size</li> </ul>

<input type="checkbox"/>	For commercial development, the Site Data Summary Table should also include the following: <ul style="list-style-type: none"> <li>• Required Landscape Area (ac. &amp; %)</li> <li>• Provided Landscape Area (ac. &amp; %)</li> <li>• Parking Ratio by Use</li> <li>• Parking Required</li> <li>• Parking Provided</li> </ul>
<input type="checkbox"/>	Building sites or lots.
<input type="checkbox"/>	Parking and circulation areas.
<input type="checkbox"/>	Identification of major access points and any proposed traffic improvements.
<input type="checkbox"/>	Right-of-way or other area to be dedicated to the City.
<input type="checkbox"/>	Existing right-of-way, dimensioned from property line to property line and property line to centerline.
<input type="checkbox"/>	Existing streets to be labeled.
<input type="checkbox"/>	Location of building setbacks along the site boundaries.
<input type="checkbox"/>	Off street parking and loading.
<input type="checkbox"/>	Indication of each phase of development if separate phases are proposed.
<input type="checkbox"/>	Hike and bike trails.
<input type="checkbox"/>	Existing overhead utility lines.
<input type="checkbox"/>	Proposals for water, sewer, and drainage systems in relation to master plans where they exist for these facilities.
<input type="checkbox"/>	Screening (can provide on a separate EXHIBIT if necessary).
<input type="checkbox"/>	Landscape Buffer
<b>EXHIBIT D – TREE SURVEY</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	Property Legal Description.
<input type="checkbox"/>	Date of Preparation.
<input type="checkbox"/>	North Arrow.
<input type="checkbox"/>	Name, address, and phone number of owner.
<input type="checkbox"/>	Name, address, and phone number of preparer.
<input type="checkbox"/>	Caliper of all trees 6" in caliper or larger.
<input type="checkbox"/>	Location and common name of tree species.
<input type="checkbox"/>	Is the species "Protected" or "Unprotected"
<input type="checkbox"/>	Identification of all trees.
<input type="checkbox"/>	Identification of caliper, common name of species, and location of trees that are to be used as replacement trees.
<input type="checkbox"/>	The Tree Survey should be set up in a tabular format with the following as column headers: (1) Tree # (2) Common Name (3) Caliper (DBH) (4) Protected (Y/N)
<input type="checkbox"/>	Identification of caliper, common name of species, and location of existing trees that are to be used for credits.
<input type="checkbox"/>	A tree mitigation plan, if applicable shall include the following: (1) Species of replacement trees. (2) The proposed location of replacement trees. (3) The proposed schedule for replacement of trees. (4) Proposals for payment in lieu of planting replacement trees
<b>EXHIBIT E – ELEVATIONS</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	Conceptual elevations showing intended architectural and urban character of different uses and building types

<input type="checkbox"/>	Label the maximum building height per elevation.
<input type="checkbox"/>	Include the cardinal direction (north, south, east, or west) in the label for each elevation.
<input type="checkbox"/>	Label each building material.
<b>EXHIBIT F – DEVELOPMENT REGULATIONS</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	<p>A chart or list detailing the proposed deviations from the <a href="#">City of Fate UDO</a> or existing Planned Development. It should include the existing regulations and the proposed regulations for comparison. An example is provided at the end of the Zoning and Development Handbook. Possible deviations from existing regulations include:</p> <ul style="list-style-type: none"> <li>• Base Zoning</li> <li>• Permitted Uses</li> <li>• Unit Density</li> <li>• Minimum Setbacks (Front Yard, Side Yard, Side Yard (Corner Lots), Rear Yard)</li> <li>• Minimum Lot Width, Depth, and Area</li> <li>• Maximum Height</li> </ul>



Revised 9/2024

### Planned Development Required Documents

**\*\*Submittals will not be reviewed until all items are received\*\***

The purpose of a Planned Development Zoning District ("PD District") is to provide for the development of land as an integral unit for single or mixed use in accordance with a PD concept plan that may include uses, regulations and other requirements that vary from the provisions of other zoning districts. PD Districts are also intended to encourage flexible and creative planning, to ensure the compatibility of land uses, to allow for the adjustment of changing demands to meet the current needs of the community, and to result in a higher quality development for the community than would result from the use of conventional zoning districts. PD requests will be reviewed with respect to the Future Land Use Plan and Comprehensive Plan.

No Planned Development District shall be established for a gross contiguous area less than the following:

- Single-family detached, attached and duplex uses: three (3) acres
- Multiple family uses: five (5) acres
- Nonresidential uses: two (2) acres
- Mixed residential and nonresidential uses: three (3) acres

The following items are required for a Planned Development (PD) Application to be considered administratively complete. Once all documents have been received, you will receive comments within ten (10) business days of your submittal. After all comments have been addressed and revisions made, the request will be placed on the Planning & Zoning Commission meeting agenda for a recommendation, based on the appropriate submittal schedule/timeline. The request and recommendation will be forwarded to City Council, who has final approval authority.

#### Plan Format & General Standards (check if provided; indicate N/A if not applicable)

- ☐ Completed Application Form including all requirements as stated on the application form
- ☐ Application Fee (\$500.00 +\$10.00/acre, \$2,500.00 max)
- ☐ Tax Receipt showing current paid taxes
- ☐ A concept plan prepared in accordance with Chapter 28 of the Denison Municipal Code of Ordinances Section 28.13
- ☐ A list of all proposed development standards or requirements in the PD District which differ from the base zoning district. Where a PD District contains multiple land uses, a complete set of development standards or requirements for each proposed use
- ☐ A description of how any development standards or requirements that are different from those in the base district fulfill the ideals, goals, objectives, and/or concepts of the City's adopted comprehensive plan or any other formally adopted City planning document, such as the parks plan or public facility plan
- ☐ A description of how any development standards or requirements that are different from those in the base district fulfill the items listed in A. through I. of 28.43.2, of the Denison Municipal Code of Ordinances

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Page 2 of 2

**Plan Format & General Standards Continued (check if provided; indicate N/A if not applicable)**

- ☐ Current Survey with Legal Description of proposed Base Zoning Districts (must extend to centerline of any ROW)
- ☐ Current Survey with Legal Description showing segments or sections which overlay Base Zoning District (must extend to centerline of any ROW)
- ☐ Project Narrative in Word document format shall address the following:
  - Compliance with the adopted Comprehensive Plan
  - Is there vacant land that is zoned for your proposed use available in other areas of the City? Why are those vacant areas not appropriate for your proposed project?
  - If approved, how will your request affect other areas designated for similar development?
  - How are the uses permitted by the requested Planned Development Zoning District appropriate in the immediate area surrounding the subject property and the city as a whole?
  - Identification of Base Zoning District and description of overlays or segments
- ☐ Where applicable: Elevations and a Floor Plan
- ☐ Electronic .pdf copies of full submittal
- ☐ Reduced copies (11 X 17") of the required plan(s) as required by the planning director or his/her designee
- ☐ Copies of the required general site plan(s) of the City of Denison subdivision ordinance on 24" X 36" sheet(s) drawn to a known engineering scale (with dimension labeled) that is large enough to be clearly legible along with other required information
- ☐ Any additional information/materials (such as plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the planning director (or his/her designee) in order to ensure that the development request is understood

**Important Resources**

- Planning & Zoning Webpage: [Planning Department](#)
- Planned Development Overlay District: [Section 28.43](#)
- Comprehensive Plan: [Full Plan](#) | [Future Land Use Plan](#)
- Subdivision Ordinance: [Chapter 22](#)
- Zoning Ordinance: [Chapter 28](#)
- Stormwater Regulations: [Stormwater Management](#)
- Utilities: [Chapter 26](#)
- Building Code: [Building Construction Standards](#)
- Electrical Code: [National Electrical Code](#)



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*Prior to submitting a zoning change application, the applicant shall discuss the request with the Development Services Department and is encouraged to meet with adjacent property owners and HOA's.*

**Name of Development:** \_\_\_\_\_

**Property ID# (s):** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Location of Property:** \_\_\_\_\_ **Total Acreage:** \_\_\_\_\_

**Current Zoning District(s):** \_\_\_\_\_

**Proposed PD Zoning District(s):** \_\_\_\_\_

Type of Zoning Change Request	Application Fee (Per Fee Schedule)
<input type="checkbox"/> Planned Development (PD)	\$500.00 + \$10.00/acre, \$2,500.00 max

**Application Materials**

- ☐ Copies of exhibits prepared in accordance with the Complete Application, Planned Development Checklist.
  - ☐ See Planned Development request checklist requirements.
- ☐ Electronic copies of all plats, plans, and exhibits in .pdf format.
- ☐ Application fees.
- ☐ Tax statement showing all property taxes are current.

**Property Owner Information:**

Name of Person Authorized to Sign Application as Owner: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_



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Check one of the following:

- ☐ I will represent the application myself, or
- ☐ I hereby designate \_\_\_\_\_  
(printed name of representative)

to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated representative shall be the principal contact person for responding to all requests for information.

**Project Representative Information**

Name of Person Authorized to be Project Representative: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

THE STATE OF TEXAS

COUNTY OF \_\_\_\_\_

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_  
(Printed owner's name)

the undersigned, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application: that all information submitted herein is true and correct."

\_\_\_\_\_  
Owner(s) Signatures

SUBSCRIBED AND SWORN TO before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Seal

**Office Use Only**

Planned Development (PD) Zoning Case #: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_





City of Denison

Developer Acknowledgement Form

I, \_\_\_\_\_, am aware and agree that I am solely responsible for all development costs related to this project, including but not limited to fees and costs related to site development and construction, plan review, construction inspections and testing, improvements necessary to offset impacts from my development, contribution to master plans, impact fees, and any other costs and/or fees related to my development and the impact to existing neighborhoods and infrastructure in the City and the Extra Territorial Jurisdiction (ETJ).

_____	_____
<b>Owner/Project Representative</b>	<b>Date</b>
<b>Printed Name</b>	

\_\_\_\_\_

**Signature**



# Planned Development District

Crystal Caldera, PhD  
City Manager  
City Council Meeting  
October 21, 2025

# Summary

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

# Background

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

# What is the Difference between Mixed Use and PD

{Section}.72.

## Planned Development District

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

## Mixed-Use (MU) Zoning

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

# What is the Difference between Mixed Use and PD

{Section}.72.

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

## Similar to LV

- Schertz Forney – PD Similar to LV
- Grapevine – PD is Similar to LV, but broken down into commercial, Industrial, and residential
- Greenville
- Grand Prairie

## Has checklist

- Denison
- Prosper
- Red Oak
- Fate

# Background

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



# Criteria

{Section}.72.

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

## 1. Open Space & Environment (Max 30 pts)

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

## 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 ≤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 Sliver 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

**Other amended changes to the ordinance are attached as Exhibit A**

# Fiscal Impact

- N/A

# Recommendation

- City Council's Discretion

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** October 21, 2025

**TO:** Mayor and Council

**FROM:** David Dimaline, Public Works Assistant Director

**THROUGH:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Presentation and Discussion to Consider Approval of an Ordinance Authorizing a Budget Adjustment from the Enterprise Fund Reserve, in the Amount of \$910,894 for the El Verde Road Water and Drainage Improvements Project, and Awarding the Lowest Qualified Bid in the Amount of \$724,718.83 with \$108,708 for Contingency (15%), and Authorizing the City Manager to Enter into a Contract with D&D Construction, Inc. for the El Verde Road Water and Drainage Improvements Project

**SPONSOR(S):** None

**PURPOSE & BACKGROUND**

The purpose of this item is to consider approval of an Ordinance authorizing a budget adjustment in the amount of \$910,894 from the Enterprise Reserve Fund, awarding a bid in the amount of \$724,718.83 with 15% for contingency and authorizing the City Manager to enter into a contract with D&D Construction, Inc. for the El Verde Road Water and Drainage Improvements Project.

Bexar County awarded the City of Leon Valley a \$1.3M grant under the American Rescue Plan Act (ARPA) for the El Verde Rd. Water and Drainage Improvements Project. The scope of work includes the installation of approximately 1,202 feet of 8" PVC water main, 50 feet of 8" PVC pipe to be installed beneath existing culverts crossing El Verde Rd. new water services, fire hydrants, and appurtenances. The drainage improvements include the construction of triangular bar ditches along the north side of El Verde Rd., approximately 242 feet of 18" RCP will be installed for driveway crossings. The project includes asphalt trench restoration and driveway restoration. The ARPA funded project will complete the replacement of old asbestos concrete pipe along the entire section of El Verde Rd. and help address drainage issues along the edge of the street.

The lowest qualified bid for the project was submitted by D&D Construction, Inc. in the amount of \$724,718.83. A bid package was developed and advertised for 30 days. The bid advertisement was placed in the Express News for two consecutive weeks, and the

bid documents and construction plans were placed on the City's web site, CivCast, and Public Purchase.

The bid opening was held on August 28, 2025, and the following bids were received:

Company	Bid Amount
D&D Contractors, Inc.	\$724,718.83
RCO, Construction, LLC	\$852,000.00
RL Jones	\$883,517.00
EZ Bel Construction, Inc.	\$905,451.01

The City Engineer reviewed each of the bid submittals, documents, and completed reference checks. They recommend awarding the construction contract to the lowest and best qualified bid to D&D Contractors, Inc.

### **FISCAL IMPACT**

Engineering: \$ 175,810.00  
 Construction: \$ 724,718.83  
 Contingency (15%): \$ 108,707.82  
 Project Total: \$1,009,236.65  
 Engineering Paid to Date: \$ <98,343.10>  
 Budget Adjustment: \$ 910,893.55

The total amount of ARPA grant funds awarded for the project was \$1,312,874.23. Project costs will be reimbursed by Bexar County at the successful completion of the project.

The Enterprise Fund balance is \$3,187,874 (As of 9/30/24).

### **RECOMMENDATION**

Staff recommends approval.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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SAUNDRA PASSAILAIGUE, TRMC  
City Secretary

**ORDINANCE No. 2025 -**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS AMENDING THE ENTERPRISE FUND BUDGET OF THE CITY OF LEON VALLEY, TEXAS MUNICIPAL BUDGET FOR THE FISCAL YEAR 2025-26 IN A TOTAL AMOUNT OF \$910,894 TO PROVIDE FUNDING FOR THE LEON VALLEY ENTERPRISE FUND FOR THE EL VERDE ROAD WATER AND DRAINAGE IMPROVEMENTS PROJECT, AND AWARDING THE LOWEST QUALIFIED BID IN THE AMOUNT OF \$724,718.83 WITH \$108,708 FOR CONTINGENCY (15%), AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH D&D CONSTRUCTION, INC. FOR THE EL VERDE ROAD WATER AND DRAINAGE IMPROVEMENTS PROJECT**

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**WHEREAS**, constructing meaningful capital improvement projects improves everyone's quality of life and protects taxpayer funded valuable assets; and

**WHEREAS**, Capital improvement projects such as replacing dilapidated water mains improve our environment; and improving drainage along El Verde Rd. will enhance the City's stormwater utility system; and

**WHEREAS**, the City was awarded American Rescue Plan Act (ARPA) funds through Bexar County in the amount of \$1,312,874.23 to construct the El Verde Road Water and Drainage Improvements Project; and

**WHEREAS**, the City of Leon Valley has already passed their FY 2025-26 Budget on September 2, 2025; and

**WHEREAS**, City Council approved the budget for the Enterprise Fund for FY 2025-26; and

**WHEREAS**, it is necessary to adjust the Enterprise Fund Budget by a total amount of \$910,894 for FY 2025-26 in order to construct the El Verde Road Water and Drainage Improvements Project and receive reimbursement by Bexar County; and

**WHEREAS**, the Leon Valley City Council desires to authorize the acceptance of the lowest responsive bid from D&D Construction, Inc. in the amount of \$724,718.83 with \$108,708 (15%) for contingency to construct the El Verde Road Water and Drainage Improvements Project, and authorize a FY 2025-26 Enterprise Fund Budget adjustment in the amount of \$910,894;

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

**SECTION 1.** The lowest responsive bid of \$724,781.83 from D&D Construction, Inc. for the El Verde Road Water and Drainage Improvements Project is hereby accepted. All

other bids will be considered rejected upon the execution of a contract by the successful bidder and the deposit of all required bonds and insurance certificates or the expiration of ninety (90) days from the effective date hereof, whichever occurs first.

**SECTION 2.** The City Manager is hereby authorized to enter into a contract with D&D Construction, Inc. for the construction of the El Verde Road Water and Drainage Improvements Project.

**SECTION 3.** The Enterprise Fund budget for FY 2025-26 is hereby adjusted in the amount of \$910,894 for the construction of the El Verde Road Water and Drainage Improvements Project.

**SECTION 4.** The financial allocations in the Ordinance are subject to approval by the Director of Finance. The Director of Finance may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 5.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court or competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph or section of this Ordinance.

**SECTION 6.** The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

**SECTION 7.** This Ordinance shall become effective immediately upon its passage and publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this 21<sup>st</sup> day of October 2025.

**APPROVED**

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**CHRIS RILEY**  
MAYOR

Attest:



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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form:

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**ARTURO D. 'ART' RODRIGUEZ**  
City Attorney

Consider Ordinance  
Authorize Budget Adjustment & Bid Award  
2025 El Verde Road Water and Drainage  
Improvements Project

David Dimaline  
Assistant Public Works Director  
City Council Meeting  
October 21, 2025

# Summary

- Should the City Council approve an Ordinance authorizing a budget adjustment, awarding a bid, and authorizing the City Manager to Enter into a contract for the El Verde Water Main and Drainage Project?
- Options
  - Approve - recommended
  - Deny
  - Other
- Declaration
  - This project is fully grant funded and will greatly improve service to the water customers on El Verde Road, as well as alleviate most drainage concerns

# Purpose

- To consider approving an Ordinance authorizing a budget adjustment in the amount of \$910,894
- Award a bid in the amount of \$724,718.83 with 15% for contingency
- Authorizing the City Manager to enter into a contract with D & D Construction, Inc.
- El Verde Road Water and Drainage Improvements Project

# Background

- The project scope of work includes:
  - Replacing approximately 1,202 feet of existing asbestos concrete water main with new 8" PVC
  - 8 new water services
  - 1 new fire hydrant
  - 242' of 18" pipe installed under driveways
  - Construction of triangular bar ditches along the north side of El Verde Rd.
  - Asphalt trench restoration, and driveway restoration

# Background

- County awarded City \$1.3M grant under the American Rescue Plan Act (ARPA) for the project
- El Verde Rd. water main has experienced numerous main breaks over the past years
  - Some sections have already been replaced
  - This is the last section of water main that needs replacement
- In addition, drainage improvements will be made along the north side of El Verde Rd.

# Background

- A bid package was developed and advertised for over 30 days
- The bid advertisement was placed in the Express News for two consecutive weeks, and the bid document and plans were placed on the City's web site, as well as public plan rooms
- The bid opening was August 28, 2025 and four companies submitted bids

# Background

- The following bids were received:

Company	Bid Amount
D&D Contractors, Inc.	\$724,718.83
RCO, Construction, LLC	\$852,000.00
RL Jones	\$883,517.00
EZ Bel Construction, Inc.	\$905,451.01



# Background

- City Engineer reviewed each bid submittal & documents, & completed reference checks
- Recommend awarding the construction contract for the project to D&D Contractors, Inc.

# Fiscal Impact

## **Project Costs**

Engineering:	\$ 175,810.00
Construction:	\$ 724,718.83
Contingency (15%):	<u>\$ 108,707.82</u>
Project Total:	\$1,009,236.65
Engineering Paid to Date:	<u>\$ &lt;98,343.10&gt;</u>
Budget Adjustment:	\$910,893.55

- The total amount of ARPA grant funding for the project is \$1,312,874.23
- Project costs will be reimbursed by Bexar County at the successful completion of the project

# Recommendation

- Recommend City Council approve an Ordinance:
  - Authorizing a budget adjustment in the amount of \$910,894
  - Awarding a bid in the amount of \$724,718.83 with 15% for contingency
  - Authorizing the City Manager to enter into a contract with D & D Construction, Inc.
  - For the El Verde Road Water and Drainage Improvements Project



TEXAS MUNICIPAL LEAGUE

*Empowering Texas cities to serve their citizens*

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President **Allison Heyward**, Councilmember, Schertz  
Executive Director **Bennett Sandlin**

September 8, 2025

To: Primary Contacts in TML Region 7

From: Bennett Sandlin, Executive Director, Texas Municipal League

Subject: Region 7 Director Ballot

Attached are the official ballot and candidate biographies for the TML Region 7 Director of the TML Board of Directors. Previously, elections for region directors were held at region meetings. After changes to the TML Constitution were approved in 2023, these elections are now administered by TML centrally.

TML has 15 regions, and each has a seat on the Board. During even-numbered years, the even-numbered regions are up for election. Terms are two years, and new terms will begin on October 31, 2025, upon adjournment of the TML Annual Conference and end on October 15, 2027, upon adjournment of the TML Annual Conference.

The attached ballot includes instructions for filling it out. If you have any questions, please contact Rachael Pitts at [rpitts@tml.org](mailto:rpitts@tml.org) or 512-231-7472.

Thank you in advance for your city's participation in the election.



## OFFICIAL BALLOT

### Texas Municipal League (TML) Region 7 Director Election

This is the official ballot for the election of the Region 7 director of the TML Board of Directors. You received this ballot because you are the city's primary contact person with TML. **Each TML member city is entitled to one vote, which vote must be cast by a majority vote of the city's governing body.** Please record your city's choice by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate.

The officials listed on this ballot have been nominated to serve a two-year term on the TML Board of Directors. A brief biography for each candidate is included after the ballot.

Ballots must reach the TML office by 5:00 p.m. Central Time on October 23, 2025. Ballots received after this date cannot be counted. **The ballot must be properly signed and mailed to: Rachael Pitts, Texas Municipal League, 1821 Rutherford Lane, Suite 400, Austin, TX 78754, or scanned and emailed to rpitts@tml.org. If the ballot is not signed, it will not be counted.**

#### Region 7 Director (select one)

☐

Ed Cimics, Councilmember, Live Oak

☐

Norma Sánchez-Stephens, Councilmember, Cibolo

#### Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the city named below.

Witness my hand, this 21st day of October, 2025.

\_\_\_\_\_  
Signature of Authorized Official

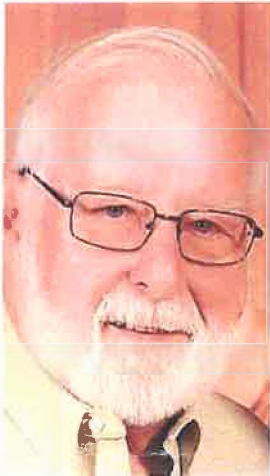
Chris Riley  
Printed Name of Authorized Official

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Title

City of Leon Valley  
Printed Name of City

## Region 7 Director Candidate Biographies



### **Ed Cimics, Councilmember, Live Oak**

Ed Cimics served a distinguished career in the United States Air Force for 20 years. He married in 1979, and he and his wife chose City of Live Oak their forever home in 1982. Cimics served his community after the military by joining the Live Oak Fire Department in 1997 as a volunteer. He touched many lives certifying to become an Emergency Medical Technician until 2010. He also served his community as a proud charter member of the Live Oak Lions Club from 1998 until 2009. He helped enhance Live Oak for its constituents by acquiring a memorial garden, floating fishing pier, and the first gazebo at the city park by the city lake. From 1998 to 2010, Cimics served on various City boards and commissions before deciding to run for City Council in 2010. Cimics has helped better serve his community and its citizens for the past 15 years with his seat on City Council. He also serves on the City's Economic Development Corporation helping to bring beneficial businesses to better serve the community. He also volunteers in the community as a member of Live Oak Citizens Assisting Police where they support the Live Oak Police Department and the community. Cimics has been an active member of TML for over 20 years and has attended numerous TML workshops, conferences, and trainings to be recognized as an esteemed Certified Municipal Officer for the past 15 years. He accrues a minimum of 72 hours of continuing education annually to maintain this recognition. He also completed the TML Leadership Academy. He devotes significant time to his community and brings knowledge and leadership skills to the City. He has enjoyed watching it grow and develop into a premier community for its constituents to live, learn, work, and play.



### **Norma Sánchez-Stephens, Councilmember, Cibolo**

Norma Sánchez-Stephens is a native Texan and a longtime resident of the City's tri-county area. She graduated locally from Judson High School and earned a bachelor's degree in banking and finance from the University of Incarnate Word in San Antonio. She established a successful career in the mortgage industry for ten years. She resigned as a mortgage loan officer to stay home and care for her family when her husband was deployed to Iraq with the Army National Guard. Having the desire to remain active, Sánchez-Stephens volunteered to serve as a leader for her husband's National Guard Unit's Family Readiness Group to assist fellow service member's families during deployment. She secured her group fitness instructor certification and has served part-time at the Schertz YMCA since its opening in 2010, forging lasting bonds with Schertz and Cibolo residents that continue through today. Sánchez-Stephens officially moved to Cibolo in 2018 as their family's ideal community environment to raise their family. She and her husband, Michael, have been married 24 years, have five children (9, 11, 16, 17, and 18), and enjoy spending time with parents and siblings residing in the San Antonio area. Their family also enjoys being active within their church, community outreach, and volunteer opportunities. Since taking office, Sánchez-Stephens has actively attended TML Region 7 meetings and participated in TML's 2025 legislative day, where she has witnessed firsthand the incredible value of our cities coming together.

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** October 21, 2025

**TO:** Mayor and Council

**FROM:** Carol Goering, Finance Director

**THROUGH:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Request for Qualifications (RFQ) Professional Auditing Services for Fiscal Years Ending September 30, 2026, to September 30, 2028

**SPONSOR(S):** N/A

### **PURPOSE**

Section 103.001 (a) of the Local Government Code states that a municipality shall have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit.

### **FISCAL IMPACT**

Fiscal Year 2026 - \$38,170 (W/Single Audit price included)  
Fiscal Year 2027 - \$40,190 (W/Single Audit price included)  
Fiscal Year 2028 - TBD

### **RECOMMENDATION**

City Council's discretion.

ATTEST :

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

City of Leon Valley  
Request for Qualifications (RFQ)  
Professional Auditing Services  
Fiscal Years Ending  
September 30, 2026 to September 30, 2028

Carol Goering  
Finance Director  
City Council Meeting  
December 03, 2024



# Summary

- To Consider Approval of the Audit Committee's Recommendation to Award Armstrong, Vaughan & Associates for the Services of External Auditing for Fiscal Years 2026, 2027 & 2028.
- Options
  - Approve
  - Deny
  - Other

# Background

- Request for Qualifications (RFQ) were solicited from qualified certified public accounting firms to audit the City's financial statements for the fiscal year ending September 30, 2026 to September 30, 2028.
- Section 103.001 (a) of the Local Government Code states that a municipality shall have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit.

# Background

## Mandatory Elements:

- The firm must be a qualified and experienced public accounting firm whose principal officers are independent Certified Public Accountants.
- The firm must have no conflict of interest with the City of Leon Valley.

# Background

## Mandatory Elements (Continued):

- The firm must submit a copy of its last external quality control review report.
- The audit firm's professional personnel must have received adequate continuing education within the preceding two (2) years to meet the Government Audit Standards.
- The firm must have performed five or more audits of Texas municipalities in the past two years.

# Background

## Mandatory Elements (Continued):

- The firm must have prepared more than five (5) Annual Comprehensive Financial Reports (ACFR) which have received the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting within the past five years.
- The audit firm is independent and licensed to practice in State of Texas.

# Audit Selection Committee

- The Audit Selection Committee (ASC) that consisted of Mayor Riley, Councilman Campos, and City Manager Dr. Caldera who scored the proposals submitted.
- Based on the scoring criteria included in the RFQ the top two are as follows:
  1. Armstrong, Vaughan & Associates (Universal City, Texas)
  2. ABIP (San Antonio, Texas)

# Scoring Matrix

<b>RFQ Professional Auditing Services</b>	<b>Armstrong &amp; Vaughan</b>	<b>ABIP</b>
<b>Past experience relating to similar engagements (40%)</b>		
Experience with audits of similar governmental entities including experience with the GFOA Certificate of Excellence and GASB 34 Reporting Model.	40	30
<b>Quality of the firm's professional personnel (35%)</b>		
Quality and qualifications of personnel assigned to the engagements and hours devoted by high level personnel.	32	28
<b>Mandatory Elements (25%)</b>		
Firm is Independent and Licensed to practice in the State of Texas with no conflicts of interest and has submitted requested documentation	25	25
<b>TOTALS</b>	<b>97</b>	<b>83</b>

# Audit Selection Committee Recommendation (ASC)

{Section}.75.

- The ASC recommends the City Manager to be authorized to negotiate and execute a Professional Service Agreement with Armstrong Vaughan for the following Fiscal Years:
  1. Fiscal Year 2026 - \$38,170 (W/Single Audit price included)
  2. Fiscal Year 2027 - \$40,190 (W/Single Audit price included)
  3. Fiscal Year 2028 - TBD



City of Leon Valley  
Request for Qualifications (RFQ)  
Professional Auditing Services  
Fiscal Years Ending  
September 30, 2026 to September 30, 2028

Carol Goering  
Finance Director  
City Council Meeting  
December 03, 2024

## **OUTSTANDING CITY COUNCIL ITEMS**

- **Discussion of updating the Strategic Plan, Mission, & Vision Statement**
  - Will be placed on the Town Hall meeting for discussion, decided at the 11/21/23 Council meeting to hold a workshop.
  - February 3, 2024, workshop scheduled. At the council chambers. The Council changed the date to 2/24/24 to coincide with another workshop.
  - The Council decided to amend the mission and vision statements. Holding another workshop for the goals and objectives and core values.
  - Core values will be discussed at 3/19/2024. Goals will return after the council retreat.
  - This item is still pending. The council did not get this item at the retreat.
  - This item was going to be added to the town hall meeting.
  - The City Manager is looking for the next goals and Objectives Meeting
    - Council decided to do this at the April 26, 2025 coffee.
    - The PowerPoint is online and accepting feedback.
  - July 15, 2025, Moved by the Mayor
  - August 5, 2025, for council discussion, moved by the Mayor
  - August 19, 2025, for council discussion- moved by Mayor
  - September 2, 2025, received council input
  - October 21, 2025 – resolution will be presented.
- **Neighborhood/Citizen Survey**
  - Will be tied to the solid waste survey. The council decided to keep these two separate items.
- **Looking at an amendment to Section 15.02 Appendix C (I), D Structural Nonconformity to add a matching percentage from Economic Community Development funds.**
  - **After the sustainability review.**
- **Four-way stop at Forest Meadow and Evers.**
  - To be evaluated upon the development of the Evers property.
  - Will be discussed on 7/13/2024 council retreat
  - Waiting until after the development or until it is added by the city council.
- **Discussion on large capital projects – Possible Bond**
  - Public Works Building
  - ADA requirements
  - Crystal Hills Park
  - Pool
  - Dog Park
  - Library Annex
  - Will be discussed at the council retreat on 7/13/2024
  - This item was briefly discussed and will be brought back to city council. September 17, 2024, council meeting.
  - Add to the townhall meeting for discussion

- **Ordinance on Amending the PDD**
  - Scheduled to go to the zoning commission meeting on 4/23/2024
  - The zoning commission tabled the item. Will revisit 5/28/2024
  - Zoning commission revisited on 6/5/2024
  - The Zoning Commission will revisit in September
  - New Planning Zoning Director is working with the City Attorney.
  - Will bring back for discussion on 8/19/25- moved by Mayor
  - Scheduled Discussion 9/2/2025
  - City Manager will draft
- **Oak Wilt Presentation**
  - City Council Meeting.-10/21/25
- **Crime Data comparison**
  - City Council Meeting 10/21/25
- **Speed indicator relocation**
  - City Council meeting 10/21/25

### **ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED**

- **Red-light Cameras' first available contract end term is May 2037**
  - City Council adopted a Resolution declaring the intent to phase out redlight cameras 4/6/2021 – Resolution # 21-009R.
  - The RLC Contract would be difficult to terminate without financial obligation from the City.
  - City Council supports HB 1209 and physically delivers letters in support to Cortez, Biederman, Canales, and Menendez
  - Funds – Eligible projects – CR
    - Will be discussed at the Town Hall Meeting on January 22, 2022.
  - Discussed at the retreat, the Council has decided not to spend funds until we know what the legislature is doing.
  - Resolution supporting SB 446-2/21/2023.
  - The item was not approved during the legislation process; the Council will try again in 2025.
  - The Council decided at the retreat not to address this issue.
- **Comprehensive Master Plan**
  - Was addressed at the following Council meetings:
    - 2/2/2021
    - 3/23/2021
    - 06/1/2021
  - This item was discussed during the budget process, and ultimately, the Council has decided not to spend the funds on this project at this time.
  - This will be discussed during the town hall meeting update with the council on 4/19/2022.
    - The council would like us to use our future land use map.
  - Establish neighborhood boundaries

- The council has opted not to update the Master Plan.
- P & Z Director investigating a university conducting the plan.
- Boundaries of the neighborhood
- This has been placed in the FY 2025 budget.
  - The Council has decided to move the \$250,000 to the city's emergency fund.
- **AV equipment for the Conference Center - Budget Adjustment from ARP Funds**
  - Council meeting 2/1/22 first read.
  - Item amended to get the direction of the scope of work.
  - Will bring the item back after the BID process.
  - Discuss alternatives 5/3/2022.
  - This item could not be purchased out of ARP funds.
- **Flooding**
  - Was addressed at the following Council Meetings.
    - 08/03/2021 – Flood damage prevention Ord. # 21-034.
    - 11/2/2021 – To discuss flood mitigation strategies.
    - 12/07/2021 – Short-Term options to address flooding.
  - Budget Adjustment – For funding floodway monitoring and software upgrades.
    - Upcoming Council presentation 1/18/2022.
  - Budget Adjustment – for creek cleanup.
    - Staff is proposing \$150,000 in ARP funds. Upcoming Council meeting TBD.
  - Segment one of Huebner Creek will be presented to the Council on 4/19/2022.
    - Council decided to look at the 50' wide, protected little league, the study will be brought back to the Council before we agree to do it.
  - Budget adjustment for creek cleanup.
    - 6/7/2022
  - Budget adjustment for flood gates and notification system.
    - 6/7/2022 postponed
- Huebner Creek Channel Improvement presentation 9/20/2022.
  - Council direction to bring back budget adjustment on \$633,000.
    - First Read 10/3/2022.
    - Second Read 10/18/2022.
  - 11/21/2023 – PW Director will provide an update and receive direction – Council decided to have a field trip to look at the creek layout TBD.
  - The Council decided to conduct a field trip in the Natural Area
  - 12/6/2023, the Council walked the steaked-out creek realignment
  - 1/16/2023 – The Council will revisit the project.
  - 2/24/2023- the Council will have a workshop to discuss with the engineer.

- The council directed the engineer to look at a plan that leaves the creek alignment alone, a new tree survey, and build a retaining wall for erosion.
- 8/6/2024 – budget adjustment will be presented to the council in the amount of \$168,000
- Second Read on the Budget Adjustment is scheduled for 8/20/2024.
- After council approval, the following is the timeline:
  - Preliminary Design – 1.5 months (45 days) from NTP
  - Final Design – 3-4 months (90-120 days)
  - Environmental – TBD – 3-6 months and will be concurrent with design
  - Bidding and Construction – TBD based on funding – Not Authorized at this time
  - Approved
- Chanel bank options 11/19
  - Council decided to proceed with Rip Rap option and have staff proceed with SAWS addressing the exposed recycled water line.
- The Mayor requested that an item be added to have the engineers mark the trees that would be removed with the projects this item is on 1/17/2024 council meeting to be added for approval
  - City Council did not approve the expending of these funds and also had no objection to continuing the project
- Mayor, City Manager, Mayor Pro Tem and Engineer met with SAWS on 1/30/2025. To see what they would be willing to assist with. The City Manager asked if they would be willing to participate in an alternative that they engineered.
  - On 3/18/25, the city council was asked to choose between the original option, rip rap option, retaining wall option, or erosion. The City council voted to pause the project.
- **Silo design per request of the adjacent property owner**
  - 5/2/2023 – Moved by CM due to the number of items on the agenda.
  - 5/16/2023 – Scheduled
    - Council Requested outreach to local universities.
    - Melinda is working on quotes.
    - Council removed from FY 26 budget.
- **Stray Animal Ordinance**
  - Currently being reviewed by the City Attorney – we cannot require private industry to take in and adopt our stray animals.
  - Looking at a possible interlocal agreement.
  - Staff has met with the county for a long-term solution.
  - On discussion for the retreat- the council had no revisions to the current policy. 7/1/25

**Completed**

- Vaping: Making it illegal in Public Areas
  - 2/18/2024 Council meeting
  - 3/4/2024 Second read – passed unanimously
- **Review of the Water and Sewer Rates**
  - 6/20/2023 Postpone council requested this be a retreat item for 7/22/23.
  - Council will be looking at a 1% increase at a future meeting.
  - This will be discussed at the Town Hall meeting- on 11/21/2023, the Council decided on a workshop.
  - 12/5/2023 City Council reviewed the presentation from Waterworth. The next workshop is scheduled for 2/20/2023 (the date has been moved). We were waiting on the audited numbers. We just received them. We will be setting a new date for review.
  - 7/16/2024, the council will hear a new presentation
    - Some Councilmembers expressed concern that the water rate does not match SAWS. Some Councilmembers expressed concern that that by not increasing water rates the water infrastructure will not get addressed.
    - Everyone agreed on the surcharge and looking at the affordability rate
  - Staff will bring back the Surcharge on 8/6/2024.
  - New rates will be brought back to the council in September 2024.
  - Second Read on the Surcharge 8/20/2024.
  - Council passed unanimously
  - Water workshop on Saturday in October 19, 2024.
    - Look at the rates with the TX Water Board Low interest Loans
    - Look at the rates with the EPA Low interest Loan
    - Look at rates to exactly match SAWS structure
    - Will have another workshop in est. 30 days
    - 11/12/2024 next workshop
    - The Council decided to present at the town hall meeting
  - Melinda will be presenting on 3/4/2025 for an increase
    - City council decided to use SAWS tiers but adjusted the rates so that the fund would not lose money in years one and two. This will come back TBD.
  - Presentation is scheduled for 4/1/25
    - Council approved a rate increase
  - The ordinance read is scheduled for 4/15/2025 – first read 5/6/25 Second read. City Council Approved.
- **Review of the Personnel Manual**
  - Administrative changes will be coming in April.
  - Scheduled for 5/6
  - Completed and voted unanimously by council

- **Sustainability Overlay**

- 6/6/2023 Staff is not ready and has been postponed until September.
- 725/2023 – Zoning Commission started to review. The item is with the Attorney.
- New Planning and zoning Director and the City Manager met with the attorney on 1/8/2024.
- Went to the zoning commission on June 24, 2025
- Scheduled for first read on 7/15/25
- August 5, 2025, second read passed unanimously
- Will bring back the PDD at a later date to discuss.

- **Veterans Monument**

- Waiting for two council members to add this item.
- Price quote was \$24,000
- Added in FY 26 capital budget
- Budget scheduled for approval 9/16/2025- approved